

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

**Tuesday, February 27, 2018**

**7:00 P.M.**

**RDN Board Chambers**

*This meeting will be recorded*

**Pages**

<b>1. CALL TO ORDER</b>	
<b>2. APPROVAL OF THE AGENDA</b>	
<b>3. ADOPTION OF MINUTES</b>	
(All Directors - One Vote)	
That the following minutes be adopted:	
<b>3.1 Special Board Meeting - February 13, 2018</b>	<b>8</b>
<b>3.2 Regular Board Meeting - January 23, 2018</b>	<b>10</b>
<b>4. DELEGATIONS - AGENDA ITEMS</b>	
<b>5. CORRESPONDENCE</b>	
<b>6. UNFINISHED BUSINESS</b>	
<b>7. COMMITTEE MINUTES</b>	
(All Directors - One Vote)	
That the following minutes be received for information:	
<b>7.1 Electoral Area Services Committee - February 13, 2018</b>	<b>20</b>
<b>7.2 Committee of the Whole - February 13, 2018</b>	<b>25</b>
<b>7.3 Solid Waste Management Select Committee - February 6, 2018</b>	<b>30</b>
<b>7.4 Regional Parks and Trails Select Committee - January 30, 2018</b>	<b>32</b>

7.5 Transit Select Committee - January 25, 2018 35

8. COMMITTEE RECOMMENDATIONS

8.1 Electoral Area Services Committee

8.1.1 Development Permit with Variance Application No. PL2018-009 - 343 and 349 Grovehill Road, Electoral Area 'H' 38

**Delegations Wishing to Speak to Development Permit with Variance Application No. PL2018-009 - 343 and 349 Grovehill Road, Electoral Area 'H'**

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

That the Board approve Development Permit with Variance No. PL2018-009 to permit a parcel depth variance and a request to relax the 10% perimeter frontage requirements for proposed lots A and B in conjunction with a Section 514 Subdivision to Provide Residence for a Relative be approved subject to the terms and conditions outlined in Attachments 2 to 5.

8.1.2 Development Permit with Variance Application No. PL2018-020 - Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement In Relation to Subdivision Application No. PL2017-043 - 3100 and 3106 Jameson Road, Electoral Area 'C' 48

**Delegations Wishing to Speak to Development Permit with Variance Application No. PL2018-020 - Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement In Relation to Subdivision Application No. PL2017-043 - 3100 and 3106 Jameson Road, Electoral Area 'C'**

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

1. That the Board approve the request to relax the minimum 10% perimeter frontage requirements for Lots 4, 5, 6, 7, 8 and the remainder in relation to Subdivision Application PL2017-043, subject to the terms and conditions outlined in Attachments 2 and 3.

2. That the Board approve Development Permit with Variance No. PL2018-020 to increase the permitted parcel depth of Lots 5, 7, and 8 subject to the terms and conditions outlined in Attachments 2 to 3.

8.1.3 Development Permit with Variance Application No. PL2017-150 - 2130 and 2140 Schoolhouse Road, Electoral Area 'A' 58

**Delegations Wishing to Speak to Development Permit with Variance Application No. PL2017-150 - 2130 and 2140 Schoolhouse Road, Electoral Area 'A'**



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

That the Board approve Development Permit with Variance No. PL2017-150 to permit the construction of an industrial building, installation of signage, and the placement of fill subject to the terms and conditions outlined in Attachments 2 to 8.

**8.1.4 Development Permit with Variance Application No. PL2017-177 - Minimum 10% Perimeter Frontage Requirement Relaxation in Relation to Subdivision Application No. PL2016-037 - 2483 Pirart Road and 2649 Munro Road, Electoral Area 'C'** 81

**Delegations Wishing to Speak to Development Permit with Variance Application No. PL2017-177 - Minimum 10% Perimeter Frontage Requirement Relaxation in Relation to Subdivision Application No. PL2016-037 - 2483 Pirart Road and 2649 Munro Road, Electoral Area 'C'**

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

1. That the Board approve the request to relax the 10% perimeter frontage requirements for proposed lots 4, 11, 12, and 15 in relation to Subdivision Application PL2016-037 subject to the terms and conditions outlined in Attachments 2 and 3.

2. That the Board approve Development Permit with Variance No. PL2017-177 to increase the permitted parcel depth of lots 1 and 2 subject to the terms and conditions outlined in Attachments 2 and 3.

**8.1.5 Development Permit with Variance Application No. PL2017-178 - 2484 Alberni Highway, Electoral Area 'F'** 93

**Delegations Wishing to Speak to Development Permit with Variance Application No. PL2017-178 - 2484 Alberni Highway, Electoral Area 'F'**

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

That the Board approve Development Permit with Variance No. PL2017-178 to permit the development of a gasoline service station, stormwater management system, and associated parking and landscaped areas subject to the terms and conditions outlined in Attachments 2 to 6.

**8.1.6 Temporary Use Permit Application No. PL2017-186 - 925 Fairdowne Road and 1240 Valley Road, Electoral Area 'F'** 113

**Delegations Wishing to Speak to Temporary Use Permit Application No. PL2017-186 - 925 Fairdowne Road and 1240 Valley Road, Electoral Area 'F'**

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

That the Board approve Temporary Use Permit No. PL2017-186 to allow a film and recording studio on the subject properties subject to the terms and conditions outlined in Attachments 2 and 3.

**8.1.7 Development Permit and Temporary Use Permit Areas Standardization Project** 121

*Please note: The original recommendation was varied by the Committee (Item 3 added)*

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

1. That the “Development Permit and Temporary Use Permit Areas Standardization” project including associated amendments to official community plans and zoning bylaws be initiated.
2. That the Terms of Reference, including the Consultation Plan for the “Development Permit and Temporary Use Permit Areas Standardization” project be endorsed.
3. That the timeline for third reading and adoption of the bylaw be brought forward to the October 2018 Regular Board meeting.

**8.1.8 Signage Strategy for Community Parks and Trails** 131

*Please note: The original recommendation was varied by the Committee*

(Electoral Area Directors - Weighted Vote)

It was moved and seconded that the Signage Strategy for Community Parks and Trails be received and approved pending final review from the Parks and Open Space Advisory Committees.

**8.1.9 Public Notification for Planning Notices**

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

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

That staff provide a report indicating consideration of providing public notification for a greater area than it is currently provided.

**8.2 Committee of the Whole**

**8.2.1 2018 - 2022 Financial Plan Overview**

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

(All Directors - Weighted Vote)

That funding for INFilm in the amount of \$50,000 be added to the 2018 Financial Plan and the funding be provided through a Grant-in-Aid, and further

That the Board enter into a funding agreement with INFilm for 2018 which includes performance objectives and reporting requirements.

- 8.2.2 Regional Growth Strategy - Consideration of Review** 157  
*Please note: recommendation 1 of the staff report is corrected to reference the correct bylaw number*
- (All Directors - One Vote)
1. That the Board consider the review of the “Regional District of Nanaimo Growth Strategy Bylaw No. 1615, 2011” as per Section 452 (2) of the *Local Government Act*.
  2. That the Board proceed with Option 3 – Focused Regional Growth Strategy Review.
  3. That the Board direct the preparation of a Consultation Plan for a focused Regional Growth Strategy Review.
- 8.2.3 Regional Growth Strategy Amendments – Electoral Area ‘H’ Official Community Plan** 168
- (All Directors - One Vote / 2/3)
1. That the amendments to the “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011” to implement the “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Amendment Bylaw No. 1335.06, 2017” proceed through the minor amendment process.
- (All Directors - One Vote)
2. That the Consultation Plan for the “Regional Growth Strategy Amendment to Implement the Electoral Area ‘H’ Official Community Plan” be endorsed.
- 8.2.4 Renewal of Koers Engineering Consultancy Agreement** 178
- (All Directors - Weighted Vote)
- That the Board authorize staff to exercise the optional 2 year extension with Koers and Associates Ltd. for the provision of consulting engineering services for the Wastewater Services department.
- 8.3 Solid Waste Management Select Committee**
- 8.3.1 Replacement Landfill Compactor** 180
- (All Directors - Weighted Vote)
- That the Board approve the purchase of a used heavy equipment compactor for an amount not to exceed the insurance pay out value for the fire damage unit of \$620,467.

**8.3.2 Metro Vancouver Commercial Waste Hauler Licencing Bylaw** 191

(All Directors - One Vote)

That the Board send a letter to the Minister of Environment and Climate Change Strategy endorsing Metro Vancouver's Greater Vancouver Sewerage and Drainage District Commercial Waste Hauler Licencing Bylaw 307, 2017.

**8.4 Regional Parks and Trails Select Committee**

**8.4.1 Beachcomber Regional Park Management Plan** 196

(All Directors - Weighted Vote)

That the Beachcomber Regional Park Management Plan 2018 – 2028 be approved.

**8.5 Transit Select Committee**

**8.5.1 Compressed Natural Gas Bus Exterior Advertising Update** 217

(All Directors, except Electoral Areas 'B' and 'F' - Weighted Vote)

That BC Transit be advised the Regional District of Nanaimo is permitting exterior bus advertising on the Conventional Transit fleet effective immediately.

**9. REPORTS**

**9.1 Amendment Bylaw 1285.31, 2018 – Third Reading & Amendment Bylaw 500.415, 2018 – Third Reading** 224

(Electoral Area Directors, except EA 'B' - One Vote - Must be taken separately)

1. That the Board receive the report of the Public Hearing held on February 6, 2018 for "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.31, 2018".

2. That the Board give third reading to "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.31, 2018".

3. That the Board give third reading to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.415, 2018".

**9.2 Zoning Amendment Application No. PL2017-060 - 2347 & 2419 Cedar Road, Electoral Area 'A' - Amendment Bylaw 500.412, 2018 – Third Reading** 234

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

That the Board give third reading to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.412, 2018".

**9.3 Zoning Amendment Application No. PL2017-093 - 3097 Landmark Crescent, Electoral Area 'C' - Amendment Bylaw 500.414, 2018 – Third Reading 239**

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

That the Board give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.414, 2018”.

**9.4 Regional District of Nanaimo 2018 to 2022 Financial Plan - Bylaw No. 1771 244**

(All Directors - Weighted Vote)

That “Regional District of Nanaimo Financial Plan 2018 to 2022 Bylaw No. 1771, 2018” be introduced and read three times.

**10. BUSINESS ARISING FROM DELEGATIONS**

**11. NEW BUSINESS**

**12. IN CAMERA**

That pursuant to Sections 90 (1) (e), (i), (j) and Section 90 (2) (d) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to land or improvements, solicitor-client privilege, third party business interests, and a matter that, under another enactment, is such that the public must be excluded from the meeting.

**13. ADJOURNMENT**

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

**Tuesday, February 13, 2018  
7:22 P.M.  
RDN Board Chambers**

In Attendance:	Director W. Veenhof	Chair
	Director I. Thorpe	Vice Chair
	Director A. McPherson	Electoral Area A
	Director H. Houle	Electoral Area B
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director J. Fell	Electoral Area F
	Director J. Stanhope	Electoral Area G
	Director B. McKay	City of Nanaimo
	Director B. Bestwick	City of Nanaimo
	Director D. Brennan	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
	Alternate	
	Director M. Beil	City of Parksville
	Director K. Oates	City of Parksville
	Director B. Colclough	District of Lantzville
	Director T. Westbroek	Town of Qualicum Beach
 Regrets:	 Director M. Lefebvre	 City of Parksville
 Also in Attendance:	 Alternate	
	Director S. Armstrong	City of Nanaimo
	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
	D. Wells	Gen. Mgr. Corporate Services
	W. Idema	Director of Finance
	D. Pearce	Director of Transportation & Emergency Services
	L. Gardner	Mgr. Solid Waste Services
	J. Hill	Mgr. Administrative Services
	C. Golding	Recording Secretary

**CALL TO ORDER**

The Chair called the meeting to order.

**MOTION TO WAIVE NOTICE**

18-046

It was moved and seconded that the Special Board meeting notice requirements be waived.

CARRIED UNANIMOUSLY

**IN CAMERA**

18-047

It was moved and seconded that pursuant to Sections 90 (1) (e), (i), (j) and (k) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to the acquisition of land or improvements, solicitor-client privilege, third party business interests and a proposed service.

CARRIED UNANIMOUSLY

TIME: 7:23 PM

**ADJOURNMENT**

It was moved and seconded that this meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 7:26 PM

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CHAIR

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CORPORATE OFFICER

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

**Tuesday, January 23, 2018  
7:00 P.M.  
RDN Board Chambers**

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

**CALL TO ORDER**

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

The Chair welcomed Alternate Director Armstrong to the meeting.



**APPROVAL OF THE AGENDA**

18-004

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

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

18-005

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

Special Board Meeting - January 9, 2018

Regular Board Meeting - December 12, 2017

CARRIED UNANIMOUSLY

**CORRESPONDENCE**

The following correspondence was received for information:

George Wallis and Donna Young re Notice of Development Variance Permit Application No. PL2017-180  
- 2949 Dolphin Drive, Electoral Area 'E'

**COMMITTEE MINUTES**

18-006

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

Executive Committee - January 16, 2018

Electoral Area Services Committee - January 9, 2018

Committee of the Whole - January 9, 2018

Solid Waste Management Select Committee - December 12, 2017

CARRIED UNANIMOUSLY

**COMMITTEE RECOMMENDATIONS**

**Electoral Area Services Committee**

**5-Year Project Planning: 2018-2022**

18-007

It was moved and seconded that the Electoral Area 'B' Community Parks 2018-2022 Project Plan be adopted.

CARRIED UNANIMOUSLY

18-008

It was moved and seconded that the 707 Community Park Signage Project and Dog Park Project be delayed until the 707 Community Park land addition and the Cox Community Park land addition have been brought into the Regional District of Nanaimo system.

CARRIED UNANIMOUSLY

**Development Permit with Variance Application No. PL2017-146 - 2421 Andover Road, Electoral Area 'E'**

18-009

It was moved and seconded that the Board approve Development Permit with Variance No. PL2017-146 to permit the demolition and construction of a deck within the 15.0 metre watercourse setback and to construct a garage addition subject to the terms and conditions outlined in Attachments 2 to 5.

CARRIED UNANIMOUSLY

**Development Permit with Variance Application No. PL2017-192 - 951 McFeely Drive, Electoral Area 'G'**

18-010

It was moved and seconded that the Board approve Development Permit with Variance No. PL2017-192 to permit the construction of a detached garage and dwelling unit with an increase to the maximum permitted dwelling unit height from 8.0 m to 8.8 m subject to the conditions outlined in Attachments 2 to 4.

CARRIED UNANIMOUSLY

**Development Variance Permit Application No. PL2017-129 - 1401 and 1415 Alberni Highway, Electoral Area 'F'**

18-011

It was moved and seconded that the Board approve Development Variance Permit No. PL2017-129 to increase the number of signs permitted per business from one to two for a liquor store and from one to five for a gasoline service station subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

**Development Variance Permit Application No. PL2017-180 - 2949 Dolphin Drive, Electoral Area 'E'**

18-012

It was moved and seconded that the Board approve Development Variance Permit No. PL2017-180 to increase the maximum height allowance from 8.0 m to 10.09 m, and to reduce the setback to the sea from 8.0 m to 0.0 m from top of bank to permit the construction of a dwelling unit and attached garage subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED UNANIMOUSLY

**Zoning Amendment Application No. PL2017-060 - 2347 & 2419 Cedar Road, Electoral Area 'A' - Amendment Bylaw No. 500.412 – First and Second Reading**

18-013

It was moved and seconded that the Board receive the Summary of the Public Information Meeting held on August 30, 2017.

CARRIED UNANIMOUSLY

18-014

It was moved and seconded that the Board introduce and give two readings to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.412, 2018”.

CARRIED UNANIMOUSLY

18-015

It was moved and seconded that the public hearing for “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.412, 2018” be waived and notice of the Board’s intent to consider third reading be given in accordance with Section 467 of the *Local Government Act*.

CARRIED UNANIMOUSLY

18-016

It was moved and seconded that the Board direct that the conditions set out in Attachment 3 of the staff report be completed prior to Bylaw No. 500.412 being considered for adoption.

CARRIED UNANIMOUSLY

**Zoning Amendment Application No. PL2017-093 - 3097 Landmark Crescent, Electoral Area 'C' - Amendment Bylaw 500.414, 2018 - First and Second Reading**

18-017

It was moved and seconded that the Board receive the Summary of the Public Information Meeting held on November 29, 2017.

CARRIED UNANIMOUSLY

18-018

It was moved and seconded that the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 500.414, 2018 being considered for adoption.

CARRIED UNANIMOUSLY

18-019

It was moved and seconded that “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.414, 2018” be introduced and read two times.

CARRIED UNANIMOUSLY

18-020

It was moved and seconded that the public hearing for “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.414, 2018” be waived and notice of the Board’s intent to consider third reading be given in accordance with Section 467 of the *Local Government Act*.

CARRIED UNANIMOUSLY

**Cannabis Production – Zoning Amendments to Bylaw 500 and Bylaw 1285**

18-021

It was moved and seconded that the Board receive the Cannabis Production – Zoning Amendments to Bylaw 500 and Bylaw 1285 report for information.

CARRIED UNANIMOUSLY

18-022

It was moved and seconded that the “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.415, 2018”, be introduced and read two times.

CARRIED UNANIMOUSLY

18-023

It was moved and seconded that the public hearing for "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.415, 2018" be waived and notice of the Board’s intent to consider third reading be given in accordance with Section 467 of the *Local Government Act*.

CARRIED UNANIMOUSLY

18-024

It was moved and seconded that the “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.31, 2018”, be introduced and read two times, as amended.

CARRIED UNANIMOUSLY

18-025

It was moved and seconded that the public hearing for “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.31, 2018” be chaired by Director Fell or his alternate.

CARRIED UNANIMOUSLY

**Regional Growth Strategy Amendment to Implement Electoral Area ‘H’ Official Community Plan**

18-026

It was moved and seconded that the amendments required to “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011” to implement the “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Amendment Bylaw No. 1335.06, 2017” proceed through the minor amendment process.

CARRIED UNANIMOUSLY

18-027

It was moved and seconded that the Consultation Plan for “Regional Growth Strategy Amendment to Implement the Electoral Area ‘H’ Official Community Plan” be endorsed.

CARRIED UNANIMOUSLY

### **Short Term Vacation Rentals**

It was moved and seconded that staff prepare a report detailing the costs and benefits of a business licensing regime for the Regional District of Nanaimo Electoral Areas, and include a stakeholder engagement and implementation strategy.

It was moved and seconded that the motion be amended to add the words “that may want it” following “Electoral Areas”.

Opposed (14): Director Thorpe, Director McPherson, Director Houle, Director Young, Director Rogers, Director Stanhope, Director McKay, Director Bestwick, Director Brennan, Director Fuller, Director Lefebvre, Director Oates, Director Westbroek, and Director Armstrong

DEFEATED

18-028

The vote was taken on the main motion as follows:

That staff prepare a report detailing the costs and benefits of a business licensing regime for the Regional District of Nanaimo Electoral Areas, and include a stakeholder engagement and implementation strategy.

Opposed (1): Director Fell

CARRIED

### **Committee of the Whole**

#### **AVICC Resolution – Notice by Mail**

18-029

It was moved and seconded that the following resolution be forwarded to the Association of Vancouver Island and Coastal Communities for consideration at their annual meeting:

WHEREAS Section 220 of the *Local Government Act* requires that notice of a special board meeting must be mailed to each Director at least 5 days before the date of the meeting, and the *Interpretation Act* specifies that such mail must be delivered by Canada Post;

AND WHEREAS this requirement, which applies to regional districts and not municipalities, creates unnecessary time delays for holding special board meetings and is not in keeping with technological advances of recent years;

THEREFORE BE IT RESOLVED THAT the Province be urged to amend the legislation to permit such notices to be provided by other means, including electronic mediums.

CARRIED UNANIMOUSLY

**2018-2028 Marine Trail Cooperation Agreement**

18-030

It was moved and seconded that the 2018-2028 Marine Trail Cooperation Agreement with the BC Marine Trail Network Association be approved.

CARRIED UNANIMOUSLY

**District of Lantzville Sanitary Sewer Trunk – Transfer of Ownership to the Regional District of Nanaimo**

18-031

It was moved and seconded that the acquisition of the sanitary sewer trunk that services the District of Lantzville be approved.

CARRIED UNANIMOUSLY

18-032

It was moved and seconded that the acquisition of the related Statutory Right of Way be approved.

CARRIED UNANIMOUSLY

18-033

It was moved and seconded that the Chair and CAO be authorized to execute the documents to conclude the transaction.

CARRIED UNANIMOUSLY

**Trucked Liquid Waste Rates and Regulation Bylaw No. 1732 Amendment**

18-034

It was moved and seconded that the “Trucked Liquid Waste Rates and Regulations Amendment Bylaw No. 1732.01, 2018” be introduced and read three times.

CARRIED UNANIMOUSLY

18-035

It was moved and seconded that the “Trucked Liquid Waste Rates and Regulations Amendment Bylaw No. 1732.01, 2018” be adopted.

CARRIED UNANIMOUSLY

**Nanaimo & Area Land Trust - Request for Funding**

18-036

It was moved and seconded that a total of \$35,000 be included in the budget for funding for the Nanaimo & Area Land Trust in 2018.

CARRIED UNANIMOUSLY

**Solid Waste Management Select Committee**

**Bylaw No. 1591.08 - Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw**

18-037

It was moved and seconded that "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.08, 2018", be introduced and read three times.

CARRIED UNANIMOUSLY

18-038

It was moved and seconded that "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.08, 2018", be adopted.

CARRIED UNANIMOUSLY

**REPORTS**

**Appointment of Bylaw Enforcement Officers**

18-039

It was moved and seconded that David James Elley of Coastal Animal Control Services of BC Limited be appointed as a Bylaw Enforcement Officer in accordance with Bylaw Enforcement Officers Bylaw 857, 1992, for the specific purpose of enforcing Regional District of Nanaimo Animal Control Bylaws.

CARRIED UNANIMOUSLY

18-040

It was moved and seconded that David William Horne of Coastal Animal Control Services of BC Limited be appointed as a Bylaw Enforcement Officer in accordance with Bylaw Enforcement Officers Bylaw 857, 1992, for the specific purpose of enforcing Regional District of Nanaimo Animal Control Bylaws.

CARRIED UNANIMOUSLY

**Emergency Operations Centre Grant - UBCM Community Emergency Preparedness Fund**

18-041

It was moved and seconded that the Board endorse the grant application for \$24,000 to the Union of British Columbia Municipalities Community Emergency Preparedness Fund to purchase and install equipment to support the Regional District of Nanaimo Emergency Operations Centre.

CARRIED UNANIMOUSLY

**NEW BUSINESS**

**Nanoose Fire Service Area Budget Tax Requisition**

18-042

It was moved and seconded that:

Whereas:

1. The community has requested that a water storage reservoir be constructed in the Sea Blush area for interface firefighting; and
2. The reservoir is estimated to cost up to \$150,000 and is requested to be constructed in 2018.

Therefore be it resolved that:

1. The Nanoose Fire Service Area Budget tax requisition be increased by \$50,000 in each of 2018, 2019 and 2020; and
2. That the existing planned vehicle and equipment reserve fund be used to finance the expenditure on an interim basis.

CARRIED UNANIMOUSLY

**IN CAMERA**

18-043

It was moved and seconded that pursuant to Sections 90 (1) (a), (c), (e), (i), (j) and (k) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to Board appointments, labour relations or other employee relations, land acquisition, solicitor-client privilege, third party business interests and a proposed service.

TIME: 7:33 PM

**RISE AND REPORT**

**Board Appointment - Electoral Area 'F' Parks and Open Space Advisory Committee**

18-044

It was moved and seconded that Barbara Smith be appointed to the Electoral Area 'F' Parks and Open Space Advisory Committee for a term ending December 31, 2019.

CARRIED UNANIMOUSLY

**Board Appointment - Electoral Area 'H' Parks and Open Space Advisory Committee**

18-045

It was moved and seconded that Joel Chesley be appointed to the Electoral Area 'H' Parks and Open Space Advisory Committee for a term ending December 31, 2019.

CARRIED UNANIMOUSLY



**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 9:05 PM

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CHAIR

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CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO**

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

**Tuesday, February 13, 2018**

**1:30 P.M.**

**RDN Board Chambers**

In Attendance:	Director J. Stanhope	Chair
	Director A. McPherson	Electoral Area A
	Director H. Houle	Electoral Area B
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director J. Fell	Electoral Area F
	Director W. Veenhof	Electoral Area H
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	R. Alexander	Gen. Mgr. Regional & Community Utilities
	G. Garbutt	Gen. Mgr. Strategic & Community Development
	T. Osborne	Gen. Mgr. Recreation & Parks
	D. Wells	Gen. Mgr. Corporate Services
	W. Idema	Director of Finance
	D. Pearce	Director of Transportation & Emergency Services
	J. Hill	Mgr. Administrative Services
	J. Holm	Mgr. Current Planning
	R. Lussier	Planner, Parks & Recreation
	C. Simpson	Planner, Long Range Planning
	B. Ritter	Recording Secretary

**CALL TO ORDER**

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

**APPROVAL OF THE AGENDA**

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

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

**Electoral Area Services Committee Meeting - January 9, 2018**

It was moved and seconded that the minutes of the Electoral Area Services Committee meeting held January 9, 2018, be adopted.

CARRIED UNANIMOUSLY

**PLANNING**

**Development Permit with Variance**

**Development Permit with Variance Application No. PL2018-009 - 343 and 349 Grovehill Road, Electoral Area 'H'**

It was moved and seconded that the Board approve Development Permit with Variance No. PL2018-009 to permit a parcel depth variance and a request to relax the 10% perimeter frontage requirements for proposed lots A and B in conjunction with a Section 514 Subdivision to Provide Residence for a Relative be approved subject to the terms and conditions outlined in Attachments 2 to 5.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2018-009.

CARRIED UNANIMOUSLY

**Development Permit with Variance Application No. PL2018-020 - Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement In Relation to Subdivision Application No. PL2017-043 - 3100 and 3106 Jameson Road, Electoral Area 'C'**

It was moved and seconded that the Board approve the request to relax the minimum 10% perimeter frontage requirements for Lots 4, 5, 6, 7, 8 and the remainder in relation to Subdivision Application PL2017-043, subject to the terms and conditions outlined in Attachments 2 and 3.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board approve Development Permit with Variance No. PL2018-020 to increase the permitted parcel depth of Lots 5, 7, and 8 subject to the terms and conditions outlined in Attachments 2 to 3.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2018-020.

CARRIED UNANIMOUSLY

**Development Permit with Variance Application No. PL2017-150 - 2130 and 2140 Schoolhouse Road, Electoral Area 'A'**

It was moved and seconded that the Board approve Development Permit with Variance No. PL2017-150 to permit the construction of an industrial building, installation of signage, and the placement of fill subject to the terms and conditions outlined in Attachments 2 to 8.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2017-150.

CARRIED UNANIMOUSLY

**Development Permit with Variance Application No. PL2017-177 - Minimum 10% Perimeter Frontage Requirement Relaxation in Relation to Subdivision Application No. PL2016-037 - 2483 Pirart Road and 2649 Munro Road, Electoral Area 'C'**

It was moved and seconded that the Board approve the request to relax the 10% perimeter frontage requirements for proposed lots 4, 11, 12, and 15 in relation to Subdivision Application PL2016-037 subject to the terms and conditions outlined in Attachments 2 and 3.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board approve Development Permit with Variance No. PL2017-177 to increase the permitted parcel depth of lots 1 and 2 subject to the terms and conditions outlined in Attachments 2 and 3.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Permit with Variance PL2017-177.

CARRIED UNANIMOUSLY

**Development Permit with Variance Application No. PL2017-178 - 2484 Alberni Highway, Electoral Area 'F'**

It was moved and seconded that the Board approve Development Permit with Variance No. PL2017-178 to permit the development of a gasoline service station, stormwater management system, and associated parking and landscaped areas subject to the terms and conditions outlined in Attachments 2 to 6.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2017-178.

CARRIED UNANIMOUSLY

**Other**

**Temporary Use Permit Application No. PL2017-186 - 925 Fairdowne Road and 1240 Valley Road, Electoral Area 'F'**

It was moved and seconded that the Board approve Temporary Use Permit No. PL2017-186 to allow a film and recording studio on the subject properties subject to the terms and conditions outlined in Attachments 2 and 3.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Temporary Use Permit No. PL2017-186.

CARRIED UNANIMOUSLY

**Development Permit and Temporary Use Permit Areas Standardization Project**

Staff provided a brief presentation on the Development Permit and Temporary Use Permit Area Standardization project.

It was moved and seconded that the "Development Permit and Temporary Use Permit Areas Standardization" project including associated amendments to official community plans and zoning bylaws be initiated.

CARRIED UNANIMOUSLY

It was moved and seconded that the Terms of Reference, including the Consultation Plan for the "Development Permit and Temporary Use Permit Areas Standardization" project be endorsed.

CARRIED UNANIMOUSLY

It was moved and seconded that the timeline for third reading and adoption of the bylaw be brought forward to the October 2018 Regular Board meeting.

CARRIED UNANIMOUSLY

**COMMUNITY PARKS**

**Signage Strategy for Community Parks and Trails**

Staff provided a brief presentation on the Signage Strategy for Community Parks and Trails project.

It was moved and seconded that the Signage Strategy for Community Parks and Trails be received and approved pending final review from the Parks and Open Space Advisory Committees.

CARRIED UNANIMOUSLY

**EMERGENCY PREPAREDNESS**

**Emergency Reception Centre Signs**

It was moved and seconded that the Emergency Reception Signs report be received for information.

CARRIED UNANIMOUSLY

**NEW BUSINESS**

**New General Manager of Corporate Services**

The Chair welcomed the new General Manager of Corporate Services, Delcy Wells.

**Directors' Forum**

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

**Public Notification for Planning Notices**

It was moved and seconded that staff provide a report indicating consideration of providing public notification for a greater area than it is currently provided.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

TIME: 2:39 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, February 13, 2018**

**3:00 P.M.**

**RDN Board Chambers**

In Attendance:	Director W. Veenhof	Chair
	Director I. Thorpe	Vice Chair
	Director A. McPherson	Electoral Area A
	Director H. Houle	Electoral Area B
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director J. Fell	Electoral Area F
	Director J. Stanhope	Electoral Area G
	Director B. McKay	City of Nanaimo
	Director B. Bestwick	City of Nanaimo
	Alternate	
	Director S. Armstrong	City of Nanaimo (3:00 – 3:06 PM)
	Director D. Brennan	City of Nanaimo (3:06 – 7:22 PM)
	Director G. Fuller	City of Nanaimo
	Director J. Hong	City of Nanaimo
	Director J. Kipp	City of Nanaimo
	Director B. Yoachim	City of Nanaimo
	Alternate	
	Director M. Beil	City of Parksville
	Director K. Oates	City of Parksville
	Director B. Colclough	District of Lantzville
	Director T. Westbroek	Town of Qualicum Beach
Regrets:	Director M. Lefebvre	City of Parksville
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
	D. Wells	Gen. Mgr. 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 Delcy Wells, the new General Manager of Corporate Services, 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 - January 9, 2018

CARRIED UNANIMOUSLY

### **DELEGATIONS**

#### **Carly Trobridge, President, Nanaimo Search and Rescue, re Annual Update from Nanaimo Search and Rescue**

Carly Trobridge provided an overall summary of incidents, exercises, activities and volunteer hours during 2017, an update on resources, and details of a new building project that will become the new home for the society, and thanked the Board for their ongoing support.

#### **Michel Morin, Nanaimo Marine Search and Rescue Society, re Annual Presentation of 2017 Activities**

Mike Banning presented an overview of the Society's activities and programs in 2017, and their continuing public education promoting boating safety. A framed picture of their vessels was presented to the Chair.

#### **Michael Lowry, Western Canada Marine Response Corp., re Nanaimo's new Marine Spill Response Base**

Michael Lowry provided updates regarding the Trans Mountain Expansion Project, the new Marine Spill Response Base in Nanaimo and response enhancements, funding, and a summary of feedback from the community regarding the new base.

#### **Jan Hastings, re Rationale for Nanaimo Recycling Exchange Facility**

Delegation did not attend.



**Ben Geselbracht, Vice Chair, Nanaimo Recycling Exchange, re Update on Nanaimo Recycling Exchange**

Ben Geselbracht shared his view that the Nanaimo Recycling Exchange is a one stop drop model that is essential to divert hard to recycle and toxic materials from the land fill and stated it would be more cost effective for the Nanaimo Recycling Exchange to build its own facility and have ongoing funding from the Regional District and City of Nanaimo.

**Darren Moss, re Nanaimo Recycling Exchange**

Darren Moss, Tectonica Management Inc., provided a visual presentation of the details for the proposed building and site plans for the Nanaimo Recycling Exchange including provisions for the safety of users and staff, commercial and public vehicle movement, landscaping and fully contained secure storage.

**Ilan Goldenblatt, re Nanaimo Recycling Exchange**

Ilan Goldenblatt presented the Committee with postcards in support of the Nanaimo Recycling Exchange and urged the Regional District of Nanaimo to find a solution that works and to listen to what the constituents want.

**Thomas Kala, Vancouver Island Recycling and Waste Industry Coalition, re Private Recycling Depot Services in the Regional District of Nanaimo**

Thomas Kala provided an overview of the Vancouver Island Recycling and Waste Industry Coalition, requested the Board not to subsidize recycling depot services to compete with the private sector, and to create a business plan for region wide recycling depot services.

**CORPORATE SERVICES**

**2018 - 2022 Financial Plan Overview**

Staff presented the proposed 2018 - 2022 Financial Plan to the Board.

It was moved and seconded that funding for INFilm in the amount of \$50,000 be added to the 2018 Financial Plan and the funding be provided through a Grant-in-Aid, and further

That the Board enter into a funding agreement with INFilm for 2018 which includes performance objectives and reporting requirements.

Opposed (6): Director Thorpe, Director McPherson, Director Houle, Director Stanhope, Director McKay, and Director Colclough

CARRIED

**STRATEGIC AND COMMUNITY DEVELOPMENT**

**Regional Growth Strategy - Consideration of Review**

It was moved and seconded that the Board consider the review of the "Regional District of Nanaimo Growth Strategy Bylaw No. 1615, 2011" as per Section 452 (2) of the *Local Government Act*.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board proceed with Option 3 – Focused Regional Growth Strategy Review.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct the preparation of a Consultation Plan for a focused Regional Growth Strategy Review.

CARRIED UNANIMOUSLY

### **Regional Growth Strategy Amendments – Electoral Area ‘H’ Official Community Plan**

It was moved and seconded that the amendments to the “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011” to implement the “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Amendment Bylaw No. 1335.06, 2017” proceed through the minor amendment process.

CARRIED UNANIMOUSLY

It was moved and seconded that the Consultation Plan for the “Regional Growth Strategy Amendment to Implement the Electoral Area ‘H’ Official Community Plan” be endorsed.

CARRIED UNANIMOUSLY

## **REGIONAL AND COMMUNITY UTILITIES**

### **Renewal of Koers Engineering Consultancy Agreement**

It was moved and seconded that the Board authorize staff to exercise the optional 2 year extension with Koers and Associates Ltd. for the provision of consulting engineering services for the Wastewater Services department.

CARRIED UNANIMOUSLY

## **NEW BUSINESS**

### **Directors' Roundtable**

Directors provided updates to the Board.

### **Notice of Motion – Directors’ Remuneration**

Director Rogers noted that the following motion will be brought forward to the March 13, 2018 Committee of the Whole agenda:

That the Board amend the Directors' Remuneration Policy to authorize mileage claims for a Director attending a Standing or Select Committee meeting of which the Director is not a member.

**IN CAMERA**

It was moved and seconded that pursuant to Sections 90 (1) (e), (i), (j) and (k) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to the acquisition of land or improvements, solicitor-client privilege, third party business interests and a proposed service.

CARRIED UNANIMOUSLY

TIME: 5:35 PM

**ADJOURNMENT**

It was moved and seconded that this meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 7:22 PM

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CHAIR

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CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE SOLID WASTE MANAGEMENT SELECT COMMITTEE MEETING**

**Tuesday, February 6, 2018**

**1:30 P.M.**

**Committee Room**

In Attendance:	Director A. McPherson	Chair
	Director M. Young	Electoral Area C
	Director H. Houle	Electoral Area B
	Director J. Stanhope	Electoral Area G
	Director T. Westbroek	Town of Qualicum Beach
	Director B. McKay	City of Nanaimo
	Director B. Colclough	District of Lantzville
	Director K. Oates	City of Parksville
	Director D. Brennan	City of Nanaimo
Regrets:	Director J. Hong	City of Nanaimo
	Director J. Kipp	City of Nanaimo
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	R. Alexander	Gen. Mgr. Regional & Community Utilities
	L. Gardner	Mgr. Solid Waste Services
	R. Graves	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**

**Solid Waste Management Select Committee Meeting - December 12, 2017**

It was moved and seconded that the minutes of the Solid Waste Management Select Committee meeting held December 12, 2017, be adopted.

CARRIED UNANIMOUSLY

**REPORTS**

**Replacement Landfill Compactor**

It was moved and seconded that the Board approve the purchase of a used heavy equipment compactor for an amount not to exceed the insurance pay out value for the fire damage unit of \$620,467.

CARRIED UNANIMOUSLY

**Metro Vancouver Commercial Waste Hauler Licencing Bylaw**

It was moved and seconded that the Board send a letter to the Minister of Environment and Climate Change Strategy endorsing Metro Vancouver's Greater Vancouver Sewerage and Drainage District Commercial Waste Hauler Licencing Bylaw 307, 2017.

Opposed (1): Director Young

CARRIED

**IN CAMERA**

It was moved and seconded that pursuant to Sections 90 (1)(g), (i), (j) and (m) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to litigation, receipt of advice that is subject to solicitor-client privilege, third party business interests, and intergovernmental relations.

TIME: 1:55 PM

CARRIED UNANIMOUSLY

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 2:18 PM

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CHAIR

**REGIONAL DISTRICT OF NANAIMO**

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

**Tuesday, January 30, 2018**

**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 J. Stanhope	Electoral Area G
	Director J. Hong	City of Nanaimo
	Alternate	
	Director M. Beil	City of Parksville
	Director B. Colclough	District of Lantzville
Regrets:	Director A. McPherson	Electoral Area A
	Director B. Veenhof	Electoral Area H
	Director G. Fuller	City of Nanaimo
	Director I. Thorpe	City of Nanaimo
	Director B. Yoachim	City of Nanaimo
	Director M. Lefebvre	City of Parksville
	Director T. Westbroek	Town of Qualicum Beach
Also in Attendance:	T. Osborne	Gen. Mgr. Recreation & Parks
	W. Marshall	Mgr. 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 amended to include 'Benson Creek Falls Update' to New Business.

**CARRIED UNANIMOUSLY**

## **ADOPTION OF MINUTES**

### **Regional Parks and Trails Select Committee Meeting - October 17, 2017**

It was moved and seconded that the minutes of the Regional Parks and Trails Select Committee meeting held October 17, 2017, be adopted.

CARRIED UNANIMOUSLY

## **CORRESPONDENCE**

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

R Morris, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, re: All Licensee Gate Letter

T. Osborne, RDN to D. Podetz, RDN Resident, re: Moorecroft Regional Park Meadows

N. Donnelly, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, re: Crown Guidance for Use of Foreshore

CARRIED UNANIMOUSLY

## **REPORTS**

### **Parks Update Report – Fall 2017**

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

CARRIED UNANIMOUSLY

### **Beachcomber Regional Park Management Plan**

Ms. Marshall summarized the report for the committee and answered Director's questions.

It was moved and seconded that the Beachcomber Regional Park Management Plan 2018 – 2028 be approved.

CARRIED UNANIMOUSLY

## **NEW BUSINESS**

### **Benson Creek Falls Update**

Ms. Marshall informed the Committee about some of the options being considered for the Benson Creek Falls stairs and bridge. She passed around some concept drawings and said staff would be starting public consultation in the coming weeks and a report would follow in the fall.

## **IN CAMERA**

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

CARRIED UNANIMOUSLY

TIME: 12:40

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 1:00 PM

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CHAIR



**REGIONAL DISTRICT OF NANAIMO  
MINUTES OF THE TRANSIT SELECT COMMITTEE MEETING**

**Thursday, January 25, 2018  
12:00 P.M.  
RDN Board Chambers**

In Attendance:	Director T. Westbroek	Chair
	Director A. McPherson	Electoral Area A
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director J. Stanhope	Electoral Area G
	Director B. Veenhof	Electoral Area H
	Director B. Colclough	District of Lantzville
	Alternate	
	Director M. Beil	City of Parksville
	Director B. McKay	City of Nanaimo
	Director Brennan	City of Nanaimo
	Director B. Bestwick	City of Nanaimo
	Director J. Hong	City of Nanaimo
Regrets:	Director M. Lefebvre	City of Parksville
	Director B. Yoachim	City of Nanaimo
Also in Attendance:	D. Pearce	Director, Transit & Emergency Services
	D. Marshall	Mgr. Transit Operations
	E. Beauchamp	Superintendent, Transit Planning & Scheduling
	B. Miller	Superintendent, Fleet & Transit Service Delivery
	A. Freund	Transportation Planner, City of Nanaimo
	M. Moore	Senior Regional Transit Manager, BC Transit
	N. Hewitt	Recording Secretary

**CALL TO ORDER**

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

**APPROVAL OF THE AGENDA**

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

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

**Transit Select Committee Meeting - November 16, 2017**

It was moved and seconded that the minutes of the Transit Select Committee meeting held November 16, 2017, be adopted.

CARRIED UNANIMOUSLY

**UNFINISHED BUSINESS**

**REPORTS**

**CNG Bus Exterior Advertising Update**

It was moved and seconded that BC Transit be advised the Regional District of Nanaimo is permitting exterior bus advertising on the Conventional Transit fleet effective immediately.

Opposed (2): Director Westbrook, and Director McPherson

CARRIED

**Complimentary Fare Products Policy**

It was moved and seconded that the Distribution of Complimentary Fare Products policy be approved.

It was moved and seconded that the Distribution of Complimentary Fare Products policy be approved with an amendment that the amount of funding be up to \$75, 000.

It was moved and seconded that the Distribution of Complimentary Fare Products policy be approved with an amendment that the amount of funding be up to \$75, 000 and that there be quarterly reviews.

Opposed (6): Director Westbrook, Director Young, Director Rogers, Director Stanhope, Director Bestwick, and Director Hong

DEFEATED

It was moved and seconded that the report be referred back to staff for the next meeting.

Opposed (4): Director McPherson, Director Veenhof, Director Colclough, and Director Brennan

CARRIED

**NEW BUSINESS**

**Brandon Miller – BC Ambulance Service Vital Link Award**

the Committee congratulated Brandon Miller on his BC Ambulance Service Vital Link Award.

**Nova Lead Bus Retrofit Project**

The Committee received the update on the Nova Lead Bus Retrofit Project.

**ADJOURNMENT**

It was moved and seconded that his meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 1:50 PM

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CHAIR

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**TO:** Electoral Area Services Committee                                **MEETING:** February 13, 2018

**FROM:** Greg Keller  
Senior Planner    **FILE:** PL2018-009

**SUBJECT:** Development Permit with Variance Application No. PL2018-009  
343 and 349 Grovehill Road – Electoral Area ‘H’  
Lot 1, District Lot 81, Newcastle District, Plan 42788

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#### RECOMMENDATIONS

1. That the Board approve Development Permit with Variance No. PL2018-009 to permit a parcel depth variance and a request to relax the 10% perimeter frontage requirements for proposed lots A and B in conjunction with a Section 514 Subdivision to Provide Residence for a Relative be approved subject to the terms and conditions outlined in Attachments 2 to 5.
2. That the Board direct staff to complete the required notification for Development Permit with Variance No. PL2018-009.

#### SUMMARY

This is an application for a Fish Habitat Protection Development Permit (DP), a parcel depth variance, and a request to relax the minimum 10% perimeter frontage requirement in conjunction with a proposed subdivision in accordance with Section 514 of the *Local Government Act* which allows subdivision to provide a residence for a relative. Given that the DP guidelines have been met and no negative impacts are anticipated as a result of the proposed variance or frontage relaxation, staff recommends that the Board approve the development permit with variance and frontage relaxation pending the outcome of public notification and subject to the terms and conditions outlined in Attachments 2 to 5.

#### BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Fern Road Consulting Ltd. on behalf of Dennis and Janet Touhey to permit a two lot subdivision which includes a parcel depth variance and frontage relaxation. This subdivision is undertaken pursuant to Section 514 Subdivision to Provide Residence for a Relative (see Attachment 3 – Proposed Plan of Subdivision). The subject property is approximately 2.94 hectares in area and is zoned Rural 1, Subdivision District ‘D’ (RU1D), pursuant to “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” (Bylaw 500). While the remainder must be a minimum of 2.0 ha in area, Section 514 of the *Local Government Act* provides that a parcel proposed to be created under this section must not be less than 1.0 ha, unless a smaller area, in

no case less than 2 500 m<sup>2</sup>, is approved by the medical health officer. Therefore, approval from the medical health officer is required for this application, prior to the registration of the final subdivision plan.

The property is located to east of Grovehill Road, north of the E & N Railway, west of Annie Creek, and is adjacent to other rural zoned properties (see Attachment 1 – Subject Property Map). The property contains two dwelling units and a number of accessory buildings and is serviced by on-site water/wastewater disposal.

The proposed development is subject to the Freshwater and Fish Habitat Protection Development Permit Area per the “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Bylaw No. 1335, 2017”.

**Proposed Development and Variance**

This is an application for a Development Permit to permit a parcel depth variance and frontage relaxation in conjunction with a Section 514 Subdivision to provide a residence for a relative. The applicant proposes to vary the following regulations from the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”:

- **Section 4.5.1 – Parcel Shape and Dimensions** to increase the permitted parcel depth for Lot A from 40% to 45.4% of the length of the perimeter of the parcel and Lot 2 from 40% to 41.6 % of the length of the perimeter of the parcel.

The applicant has requested a parcel depth variance as follows:

Proposed Lot No.	Perimeter (m)	Maximum Parcel Depth (40%)	Proposed Parcel Depth	Proposed Parcel Depth as a % of the Parcel Perimeter
A	521	208.4	236.6	45.4
B	651	260.4	271.0	41.6

**Minimum 10% Perimeter Frontage Requirement**

Proposed Lots A and B as shown on the submitted plan of subdivision do not meet the minimum 10% parcel frontage requirement pursuant to Section 512 of the *Local Government Act*. The applicant has requested approval of the RDN Board to reduce the frontage requirement as follows:

Proposed Lot No.	Perimeter (m)	Required Frontage (m)	Proposed Frontage (m)	% of Perimeter
A	521	52.1	42	8.1
B	651	65.1	58	8.9

**Land Use Implications**

The proposed parcels will not comply with road frontage requirements of the *Local Government Act* and the parcel depth requirement of Bylaw 500. The purpose of these requirements is to ensure that each

lot created has sufficient access, buildable area for the permitted uses and to ensure that parcels are not excessively deep relative to their width. “Board Policy B1.4 Frontage Requirements for Rural Lots” (Policy B1.4) and “Board Policy B1.5 Development Variance Permit Application Evaluation” (Policy B1.5) require demonstration of a land use justification or rationale to address why the new lots cannot comply with the regulations.

The proposed subdivision will meet the requirements of Section 514 of the *Local Government Act* and the applicant is required by the Provincial Subdivision Approving Officer to register a Section 219 Covenant limiting the use of the parcel to residential and prohibiting further subdivision and changes in use on the remainder for a period of five years. As a result of the elongated shape of the parent parcel, the subject property could not be uniformly subdivided without a frontage relaxation and parcel depth variance. Despite the reduced parcel depth and frontage, adequate access would be provided to service the proposed use.

Policy B1.4 specifies that the subdivision should be able to accommodate proposed and existing buildings by meeting all setback requirements of rural zones. While proposed lot A would be 0.935 hectares in area, given the long and narrow orientation of the lot, the proposed parcel would not be able to accommodate agricultural buildings and uses which require a 30 metre setback. Proposed lot B has sufficient buildable area to support all of the uses permitted by the Rural 1 zone. To satisfy Policy B1.4, staff recommends that a Section 219 Covenant prohibiting agriculture as a permitted use on Lot A be required to be registered concurrent with the final plan of subdivision.

The applicant cites that the proposed parcel shape and dimensions are influenced by the shape of the parent parcel and minimum parcel size requirements. As the remainder must be a minimum of 2.0 ha, there is limited opportunity to reduce the extent of the variance while maintaining the ability to subdivide. The proposed parcel depth variance would result in a new lot line which is perpendicular to Grovehill Road which is in keeping with Bylaw 500 subdivision regulations and would support adequate building envelopes on each proposed parcel given the recommendation for a covenant prohibiting agriculture on proposed lot A. Also the proposed variance is consistent with the intent of Section 514 subdivisions, which is to provide for the creation of a parcel less than the minimum parcel size for a family member.

Given that the applicant has provided sufficient rationale and the variance will not result in negative land use implications for adjacent properties, the applicants have made reasonable efforts to address Policy B1.5.

### ***Environmental Implications***

To address the DP guidelines, the applicant submitted a Riparian Assessment Area report prepared by Toth and Associates Environmental Services dated November 5, 2017. The assessment indicates that the west portion of the subject property contains a ravine in association with Annie Creek (see Attachment 4 – Riparian Assessment Map). The assessment specifies a Streamside Protection and Enhancement Area (SPEA) width of 13.8 metres from the high-water mark. As this is an application for subdivision and no development activities are proposed near the Riparian Assessment Area (10 metres from the top of the ravine bank) near the rear of the property, the measures provided by the assessment do not require the applicant to undertake any actions at this time and no environmental monitoring is recommended.

DPA guideline 13 requires that 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. Given that the proposed lots would have adequate development envelope, the applicant has satisfied this guideline. To satisfy, DPA guideline 4, staff recommends that the applicant be required to register the Riparian Assessment Area report prepared by Toth and Associates Environmental Services dated November 5, 2017 as a Section 219 Covenant which includes a requirement that no development activities or clearing occur in the SPEA (see Attachment 2 – Terms and Conditions of Approval).

DPA guidelines 14 indicates that minimum parcel sizes should be met exclusive of the SPEA. Although minimum parcel sizes will not be met exclusive of the SPEA, as the subject property is not constrained by topography, no additional development is anticipated on the remainder, and proposed lot A would have adequate buildable areas to avoid future encroachment into the SPEA, the applicant has demonstrated consistency with this guideline. In addition, DPA guideline 15 requires that in the case of subdivision the installation of permanent fencing or other means of clearly delineating the SPEA such as fencing or signage prior to notifying the Provincial Approving Officer that the conditions of the DP have been met. The applicant has indicated that one fish habitat protection sign will be erected on proposed lot A and two fish habitat protection signs will be erected on proposed lot B (see Attachment 2 – Terms and Conditions of Approval and Attachment 5 – Fish Habitat Protection Sign Standard).

As the proposed parcels are relatively large and no development activities or land clearing are proposed within the RAA, no negative environmental impacts are anticipated as a result of the proposed subdivision.

### ***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 Permit with Variance No. PL2018-009 and the request for the relaxation of the minimum 10% road frontage requirement subject to the terms and conditions outlined in Attachments 2 to 5.
2. To deny Development Permit with Variance No. PL2018-009 and the request for the relaxation of the minimum 10% road frontage requirement.

### **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

The Plans “Focus on the Environment” states that the Board will focus on protecting and enhancing the environment in all decisions. The Development Permit Area guideline requirement for a biological assessment helps ensure that site-specific environmentally sensitive features are identified and that the impacts of development on the environment are identified and mitigated.



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Greg Keller  
gkeller@rdn.bc.ca  
January 30, 2018

### Reviewed by:

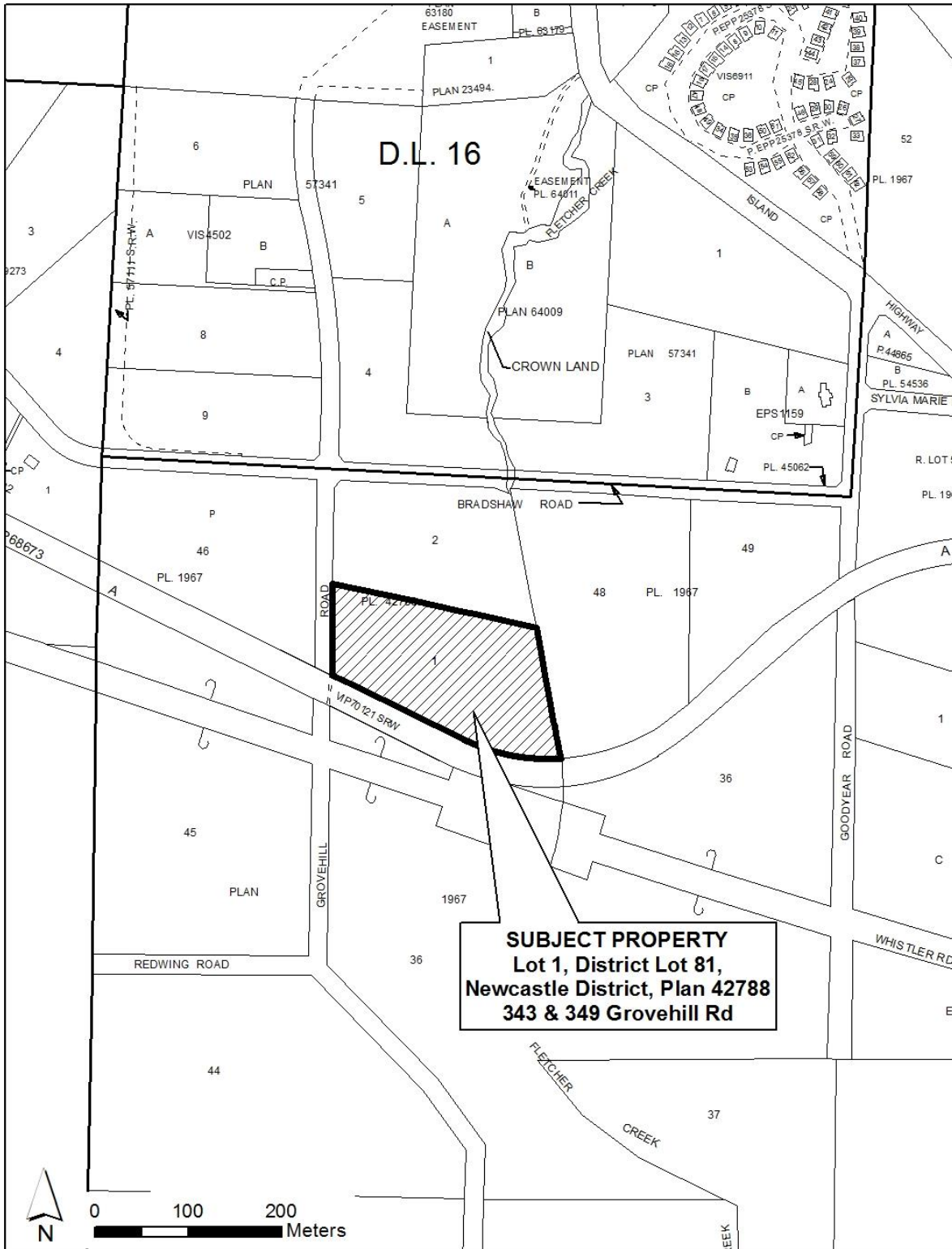
- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

### Attachments

1. Subject Property Map
2. Terms and Conditions of Permit
3. Proposed Plan of Subdivision
4. Riparian Assessment Map
5. Fish Habitat Protection Sign Standard



**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. PL2018-009:

### Bylaw No. 500, 1987 Variances

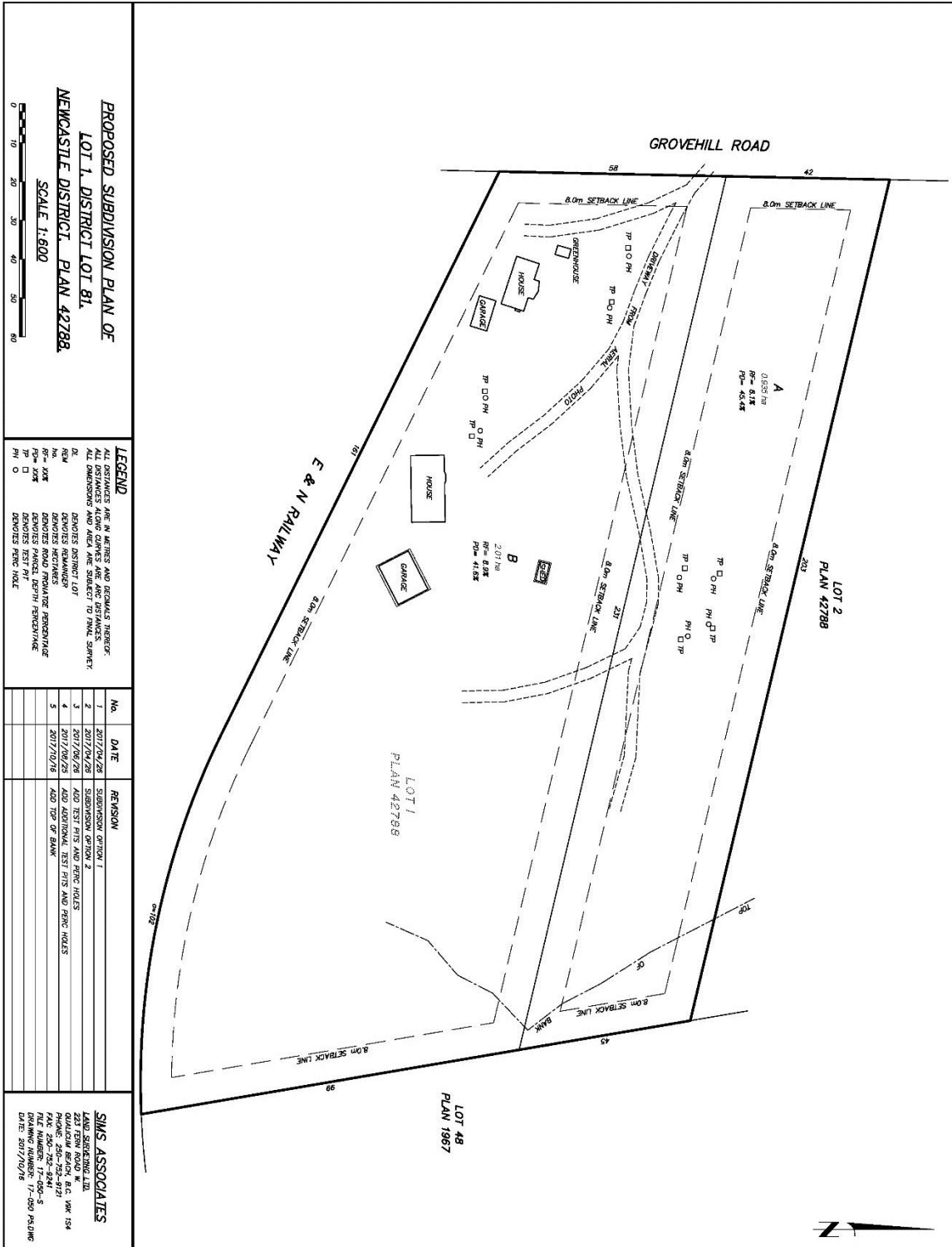
With respect to the lands, “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” is varied as follows:

- **Section 4.5.1 – Parcel Shape and Dimensions** to increase the permitted parcel depth for Lot A from 40% to 45.4% of the length of the perimeter of the parcel and Lot 2 from 40% to 41.6% of the length of the perimeter of the parcel.

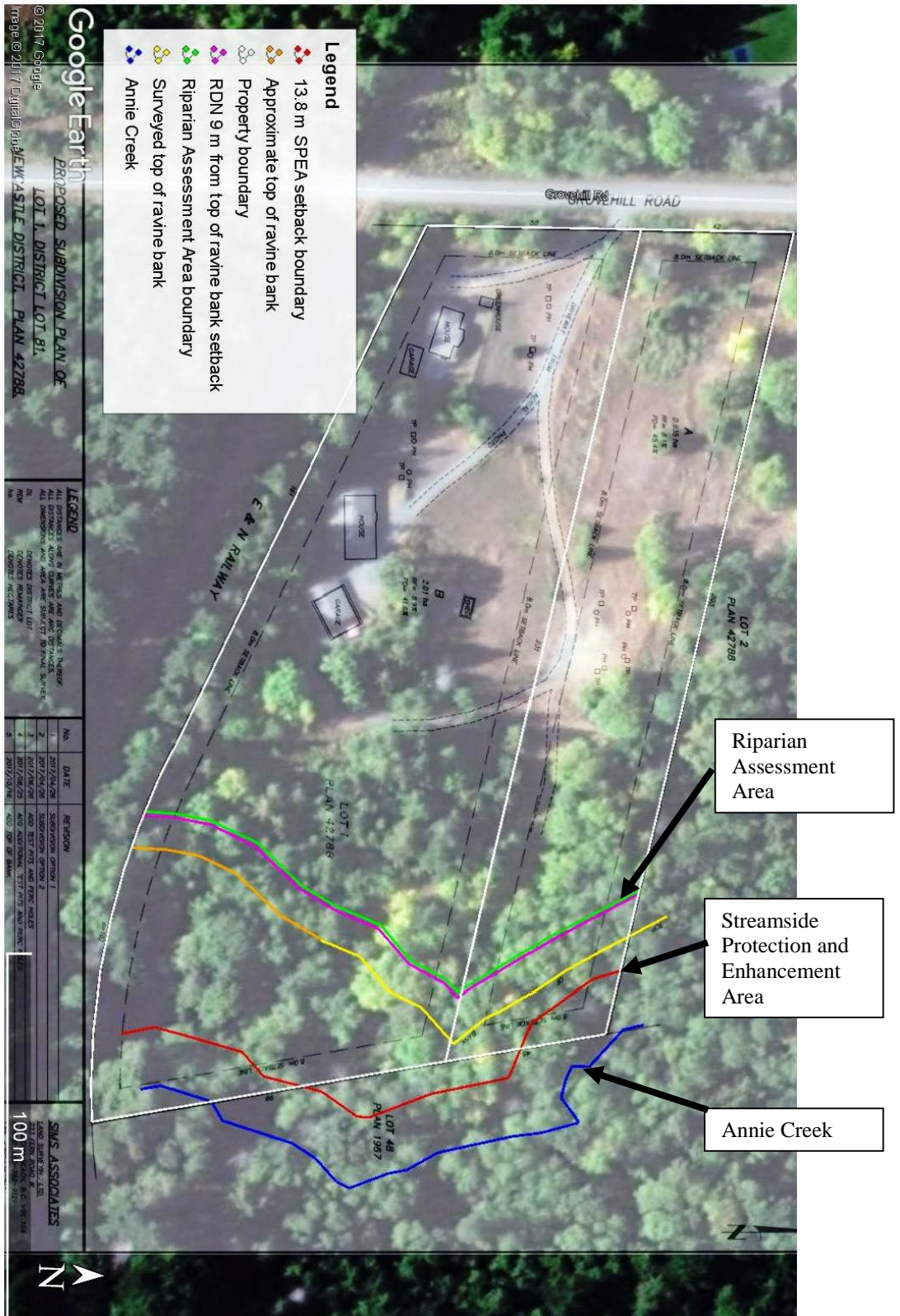
### Conditions of Approval

1. Prior to the issuance of this permit, the applicant shall, at the applicant’s expense, and to the satisfaction of the RDN, register the Riparian Assessment Area report prepared by Toth and Associates Environmental Services dated November 5, 2017 as a Section 219 Covenant which includes a requirement that no development activities or clearing occur in the SPEA.
2. The site is developed in accordance with the proposed plan of subdivision prepared by Sims and Associates, dated January 10, 2017 and attached as Attachment 3.
3. Prior to the issuance of the subdivision compliance letter, one habitat protection sign shall be erected on proposed lot A and two habitat protection signs shall be erected on proposed lot B along the SPEA boundary to permanently mark the SPEA boundary using the sign standard included on Attachment 5.
4. The subject property shall be developed in accordance with the recommendations contained in the Riparian Areas Assessment prepared by Toth and Associates Environmental Services, dated November 5, 2017.
5. Concurrent with the registration of the final plan of subdivision, the applicant, at the applicant’s expense, shall register a Section 219 Covenant on the property title of proposed lot restricting agricultural uses on proposed Lot A.
6. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

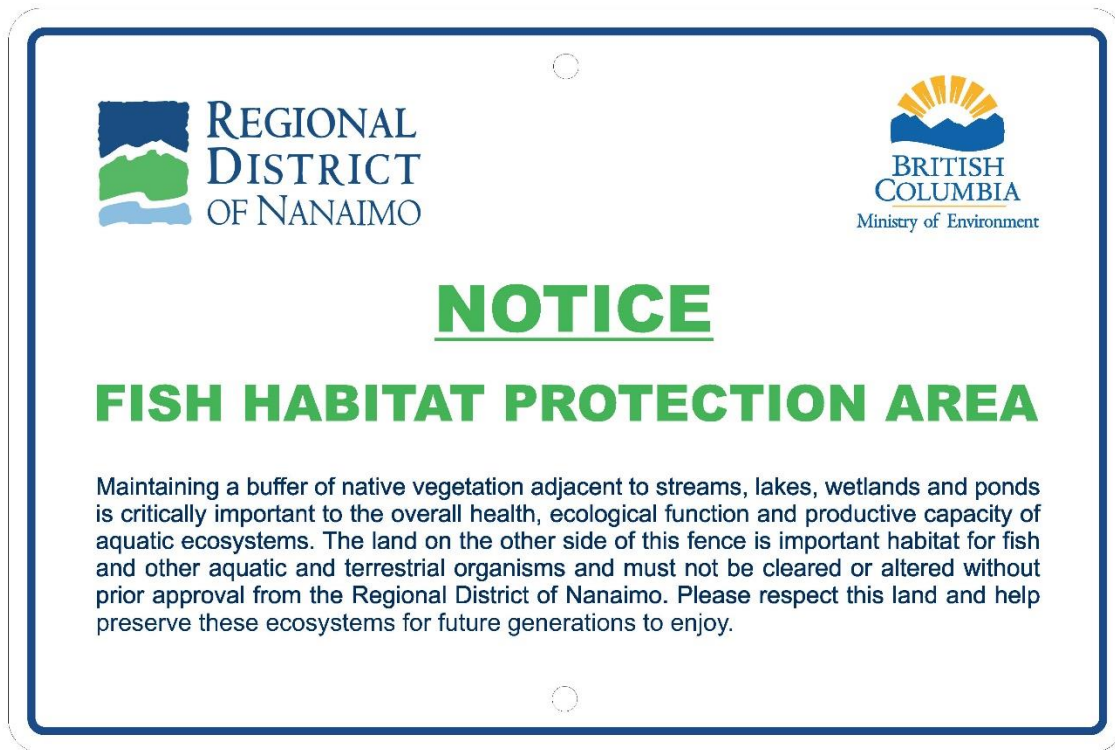
**Attachment 3**  
**Proposed Plan of Subdivision**



**Attachment 4  
 Riparian Assessment Map**



**Attachment 5**  
**Fish Habitat Protection Sign Standard**



Aluminum or Dibond 12"x18" Radius corners  
Inline border .14"  
RDN logo: 2"x5.17"  
Ministry of Environment logo: 2.5"x2.92"  
Notice: Arial black type .90"  
Fish Habitat Protection Area: Arial black type .60"  
All other text: Arial bold type .27"



**TO:** Electoral Area Services Committee                    **MEETING:** February 13, 2018

**FROM:** Stephen Boogaards                                  **FILE:** PL2018-020 & PL2017-043  
Planner

**SUBJECT:** **Development Permit with Variance Application No. PL2018-020**  
**Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement**  
**In Relation to Subdivision Application No. PL2017-043**  
**3100 and 3106 Jameson Road – Electoral Area ‘C’**  
**That Part of Section 13, Range 3, Mountain District, Lying East of the East Boundary of**  
**Plan 3115**

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#### RECOMMENDATIONS

1. That the Board approve the request to relax the minimum 10% perimeter frontage requirements for Lots 4, 5, 6, 7, 8 and the remainder in relation to Subdivision Application PL2017-043, subject to the terms and conditions outlined in Attachments 2 and 3.
2. That the Board approve Development Permit with Variance No. PL2018-020 to increase the permitted parcel depth of Lots 5, 7, and 8 subject to the terms and conditions outlined in Attachments 2 to 3.
3. That the Board direct staff to complete the required notification for Development Permit with Variance No. PL2018-020.

#### SUMMARY

This is an application for a Fish Habitat Protection Development Permit, a parcel depth variance, and a request to relax the minimum 10% perimeter frontage requirement for specific lots in conjunction with a ten lot subdivision within Electoral Area ‘C’. All proposed parcels will exceed the minimum parcel size requirements, however, they will not meet the minimum parcel size exclusive of the Streamside Protection and Enhancement Area as is encouraged by the Fish Habitat Development Permit Area (DPA) guidelines. The applicant has provided a land use justification that the frontage relaxations and lot depth variances are required due to steep topography and environmental constraints, and the subdivision layout allows access to safe and suitable building sites on the proposed lots.

To address the applicable DPA guidelines and Board Policy, the applicant proposes a Section 219 Covenant to establish additional requirements to mitigate potential impacts on ground water and surface water, prohibit development in environmentally sensitive areas, and restrict land uses on portions of the lots. The covenant is intended to protect the habitat associated with McGarrigle Creek, while providing certainty to future property owners regarding conditions of use and permitted

development. Given that the intent of the DPA guidelines have been met and no negative environmental impacts are anticipated as a result of the proposed development or frontage relaxation, staff recommends that the Board approve the proposed development permit with variance and frontage relaxation pending the outcome of public notification and subject to the conditions outlined in Attachments 2 and 3.

**BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application from JE Anderson & Associates on behalf of John Andrew Gregson for a ten lot subdivision (PL2017-043). The subject property is approximately 24.2 hectares in area and is zoned Rural 1 Zone (RU1), Subdivision District ‘D’, pursuant to “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” (Bylaw 500). The property is accessed from Jameson Road and is bordered by other rural properties (see Attachment 1 – Subject Property Map). The property is constrained by two tributaries to McGarrigle Creek which cross the property and a steep bluff is located above one of the tributaries. The property contains a road that has been constructed to provide access the proposed lots. The proposed lots will be serviced by individual well and onsite septic disposal.

The proposed development is subject to the Fish Habitat DPA per the “Regional District of Nanaimo East Wellington – Pleasant Valley Official Community Plan No. 1055, 1997.”

***Proposed Development and Variance***

The proposed subdivision is within the Fish Habitat DPA that applies to development within 30.0 metres of the top of bank for two tributaries to McGarrigle Creek. These watercourses fall under the Provincial Riparian Area Regulations, as such, a development permit is required for the subdivision.

The proposal will require a variance to the subdivision regulations to allow for a parcel depth greater than 40% of the perimeter of the parcel for each of Lots 5, 7 and 8. The applicant proposes to vary the following regulations from the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”:

- **Section 4.5.1 – Parcel Shape and Dimensions** to increase the permitted parcel depth for Lot 5 from 40% to 40.2% of the length of the perimeter of the parcel, Lot 7 from 40% to 40.4% of the length of the perimeter of the parcel, and Lot 8 from 40% to 43% of the perimeter of the parcel.

The applicant has requested the parcel depth variance as follows:

<b>Proposed Lot No.</b>	<b>Perimeter</b>	<b>Maximum Parcel Depth (40%)</b>	<b>Proposed Parcel Depth</b>	<b>Proposed Parcel Depth as a % of the Parcel Perimeter</b>
5	732.0 m	292.8 m	294.4 m	40.2
7	737.6 m	295.0 m	298.7 m	40.4
8	687.8 m	275.1 m	295.8 m	43.0

**Minimum 10% Perimeter Frontage Requirement**

Proposed Lots 4, 5, 6, 7, 8 and the remainder as shown on the submitted plan of subdivision do not meet the minimum 10% parcel frontage requirement pursuant to Section 512 of the *Local Government Act*. The applicant has requested approval of the RDN Board to reduce the frontage requirements as follows:

Proposed Lot No.	Perimeter	Required Frontage (m)	Proposed Frontage (m)	% of Perimeter
4	948.4 m	94.8 m	80.2 m	8.5%
5	732.0 m	73.2 m	17.2 m	2.4%
6	863.2 m	86.3 m	25.2 m	2.9%
7	737.6 m	73.8 m	40.1 m	5.4%
8	687.8 m	68.8 m	41.3 m	6.0%

**Land Use Implications**

The applicant’s proposal will not comply with road frontage requirements of the *Local Government Act* and the parcel depth requirement of Bylaw 500 for specific lots. The purpose of these requirements is to ensure that each lot created has sufficient access, buildable area, servicing and space for the permitted uses. “Board Policy B1.5 Development Variance Permit Applicant Evaluation” requires a demonstration of a land use justification or rationale to address why the proposal cannot comply with the regulations and how the proposal can provide for efficient land use. Further, “Board Policy B1.4 Frontage Requirements for Rural Lots” establishes criteria for reviewing frontage relaxation proposals, including site constraints, consistency with the character of surrounding properties, and ability to accommodate the permitted uses.

McGarrigle Creek crosses each of the lots and a steep bluff on proposed lots 6-8 and the remainder parcel results in significant topographical and environmental constraints. The proposal is also constrained by provincial requirements. The applicant has identified that the Ministry of Transportation and Infrastructure requirements for road design, including road intersection angles, road alignment, and lot access restrict subdivision layout options. The applicant also identified the requirement to meet Island Health Subdivision Standards for soils and septic disposal as constraining the subdivision layout. The applicant notes the ideal building sites for Lots 6, 7, and 7 are situated on the bluff, however, the soils suitable for septic disposal to standards required for subdivision are located below the bluff adjacent to Road B.

The applicant has identified that the lot configuration and associate frontage relaxation and lot depth variance requested allow the creation of developable areas exclusive of steep slopes (greater than 30%) and riparian areas. Consistent with Bylaw 500 requirements for lot topography, the applicant has considered lot access that is not greater than 20% and buildable areas that do not exceed 30%.

To address the potential for development to impact McGarrigle Creek, the applicants have proposed a Section 219 Restrictive Covenant for the proposed lots (see Attachment 2 – Terms and Conditions of Permit). Generally the covenant is intended to protect the quality of water in McGarrigle Creek, reduce



the potential for intrusion into the SPEA, and maintain groundwater flows to the creek. The covenant proposes the following conditions:

1. All activities within the Streamside Protection and Enhancement Area (SPEA) as identified by the applicant's professional biologist will be restricted, including encroachment by buildings, trails, vegetation removal, or dumping yard waste.
2. The SPEA will be marked with signage on wood posts at the intersection of property lines or every 25.0 metres to advise future owners of the environmentally sensitive area.
3. All buildings and site improvements will require a sediment and erosion control plan prepared and overseen by a professional engineer or registered professional biologist.
4. All septic disposal systems will be required to be designed and approved by a professional engineer to ensure that design and locations do not impact the watercourses.
5. Rainwater harvesting systems will be required to be designed and installed in accordance with the RDN's Rainwater Harvesting Best Practices Guidebook in order to reduce the strain on the aquifer and help maintain stream flows during dry summer months.

In accordance with Policy B1.4, the applicant must demonstrate that the subdivision is able to accommodate proposed and existing buildings by meeting all setback requirements of the applicable zoning designation. Given the significant topographical and environmental constraints, a number of the proposed parcels do not have adequate buildable areas to be able to support all of the uses allowed in the RU1 zone. In order to ensure future land uses can be supported on the proposed lots without future encroachment into the SPEA, the applicant is proposing to covenant the following:

1. On all lots, the applicant proposes to limit parcel coverage for buildings and structures to 25% of the lot area, exclusive of the SPEA.
2. On all lots, the applicant proposes to restrict Aquaculture and Silviculture as defined in Bylaw 500.
3. On Lot 6, 7, and 8, the applicant proposes floor area restrictions for buildings on the portions of the lots that are accessed from Road B.
4. Due to the steep topography on Lot 6, 7, and 8, a geotechnical engineer is to review and approve building locations.

The RDN Board Policies also intend to ensure the character of development is consistent with the surrounding residential properties, and that the impacts from future development on the lots is minimized. The proposed Section 219 Covenant is to maintain the rural residential character of the development by maintaining much of the vegetated areas on the property and restricting the scale of development on constrained lots. Further professional oversight for runoff, septic and supplemental water cisterns will also reduce the potential impacts on ground and surface water in the area.

As the applicants have provided sufficient land use justification and have made reasonable efforts to comply with Board policies B1.4 and B1.5, it is recommended that the Board approve the requested lot depth variances and frontage relaxation requests pending the outcome of public notification and subject to the terms and conditions outlined on Attachments 2 and 3.

### ***Environmental Implications***

The applicant has provided a Riparian Area Regulation: Assessment Report prepared by D.R. Clough Consulting, dated March 28, 2017 to address the Fish Habitat DPA. The report identifies a SPEA of 30.0 metres, excluding a slightly reduced width in one location to account for an existing dwelling at the time of the assessment. The Fish Habitat DPA guidelines for subdivision encourage minimum parcel sizes to be met exclusive of the SPEA and that subdivision within the SPEA should be avoided. The intent of these guidelines would be to ensure that future property owners have sufficient liveable space for the rural residential uses permitted, without compromising or fragmenting the environmental features the SPEA protects.

Similar to the intent of RDN Board Policies, the Fish Habitat DPA seeks to ensure that new lots have sufficient space for the permitted uses to ensure that future property owners will not need to encroach into the SPEA in the future. The applicants have made efforts to reduce permitted floor area of buildings on constrained lots and have covenanted the SPEA to reduce pressure in the future to extend development footprint and yard spaces into the SPEA. The proposal also addresses other potential threats to the SPEA, including effluent from septic fields, runoff from site development, and impacts from groundwater extraction.

### ***Intergovernmental Implications***

The Ministry of Transportation and Infrastructure reviewed the subdivision application and has issued Preliminary Layout Approval (PLA). The Terms and Conditions of Approval for this Development Permit with Variance reflect that the proposed Section 219 Covenant will be registered concurrently with the final plan of subdivision.

### ***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 Permit with Variance No. PL2018-020, and the request for the relaxation of the minimum 10% frontage requirement, subject to the terms and conditions outlined in Attachments 2 and 3.
2. To deny Development Permit with Variance No. PL2018-020 and the request for relaxation of the minimum 10% perimeter frontage requirement.

## **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 in relation to the 2016 – 2020 Board Strategic Plan, and note that the proposal will be in keeping with the Strategic Priority of Focus on the Environment by mitigating the impact of development on environmentally sensitive features.



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Stephen Boogaards  
sboogaards@rdn.bc.ca  
January 26, 2018

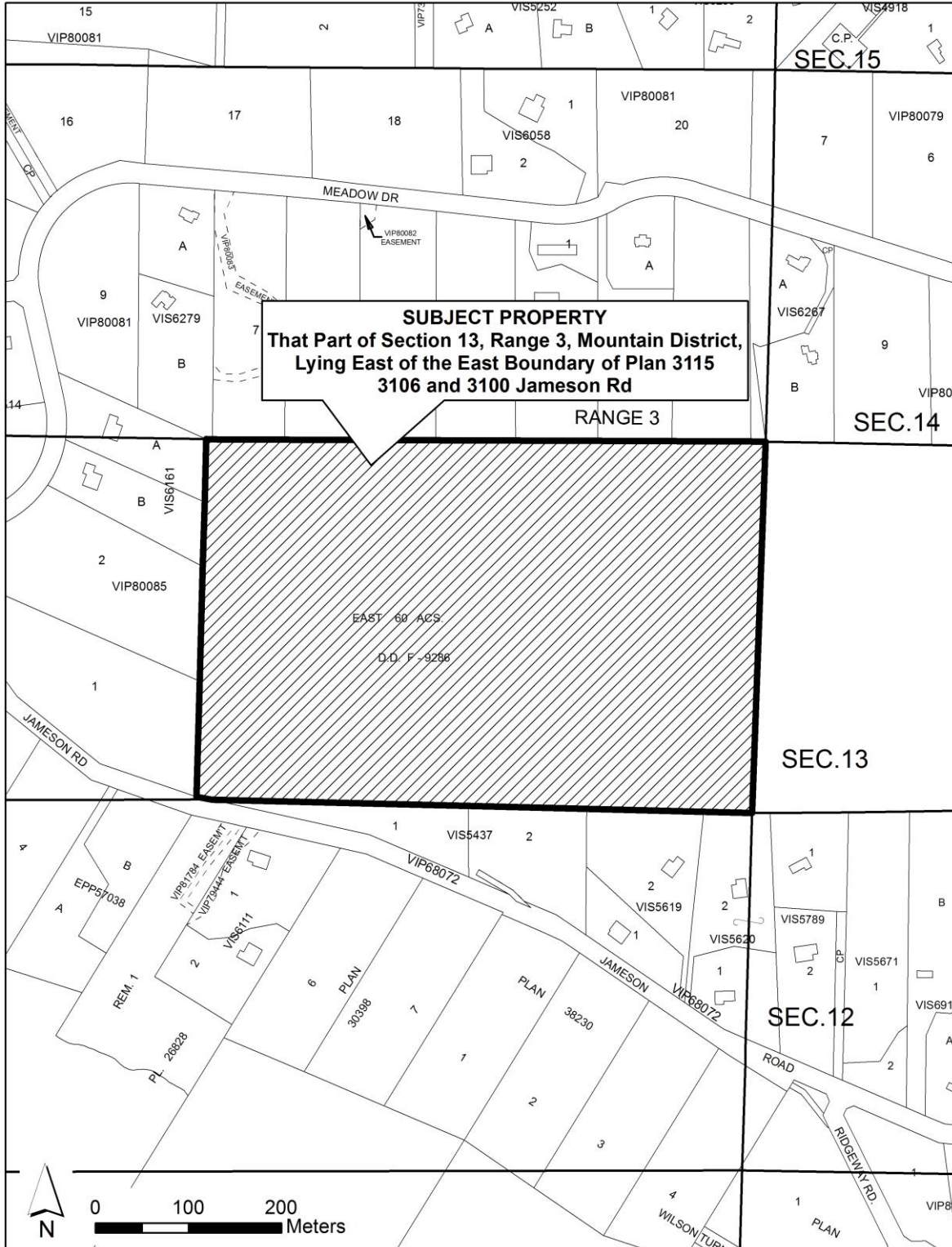
### Reviewed by:

- 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 Plan of Subdivision and Variances

**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. PL2018-020:

### 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:

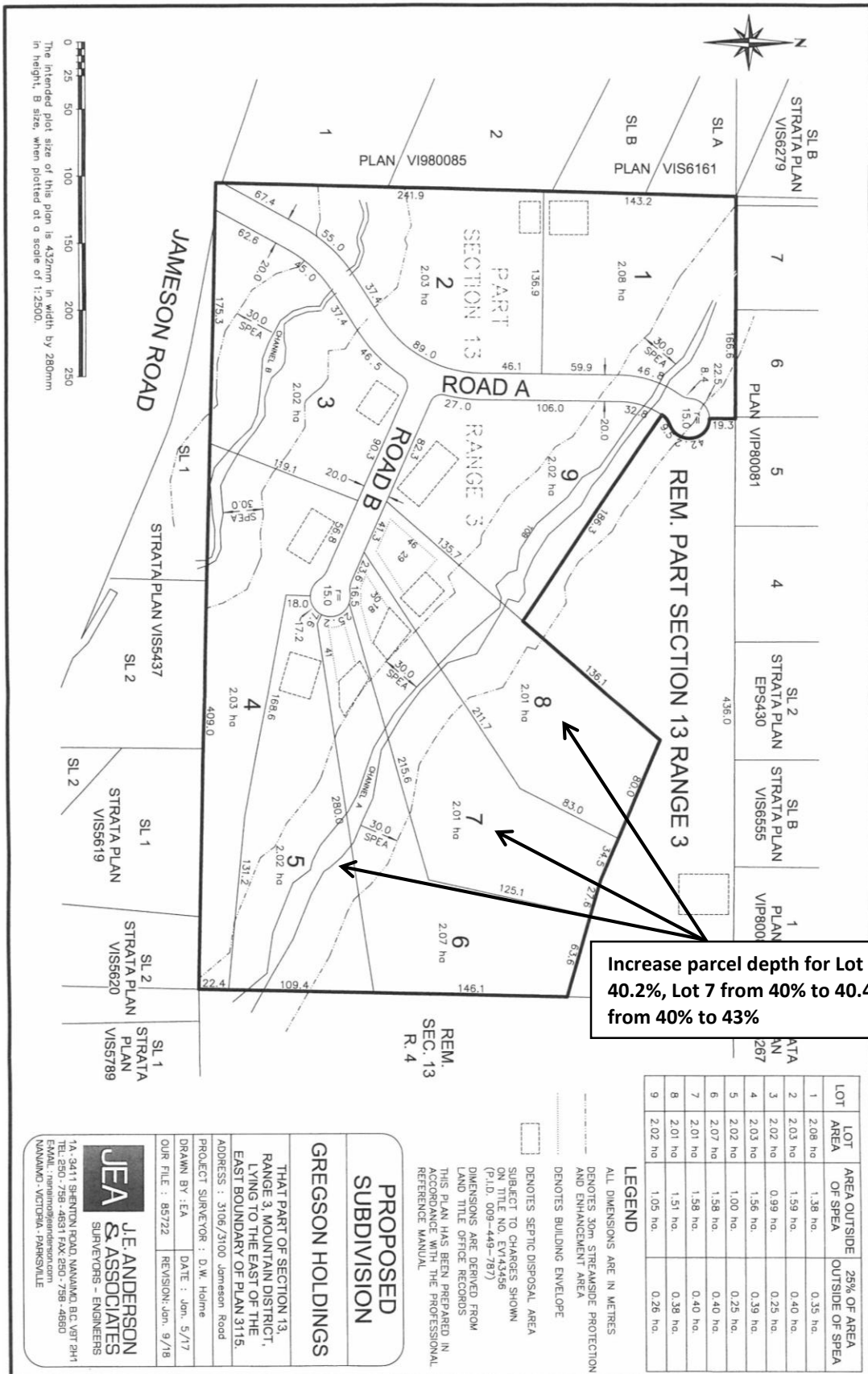
**Section 4.5.1 – Parcel Shape and Dimensions** to increase the permitted parcel depth for Lot 5 from 40% to 40.2% of the length of the perimeter of the parcel, Lot 7 from 40% to 40.4% of the length of the perimeter of the parcel, and Lot 8 from 40% to 43% of the perimeter of the parcel.

### Conditions of Approval

1. The subdivision of Lands shall be in substantial compliance with the Plan of Subdivision prepared by JE Anderson & Associates dated January 19, 2018 and attached as Attachment 3.
2. The subject property shall be developed in accordance with the recommendations contained in the Riparian Areas Regulation: Assessment Report prepared by D.R. Clough Consulting dated March 28, 2017.
3. The applicant, at the applicant’s expense and to the satisfaction of the RDN shall register the following Section 219 Covenants concurrently with the final plan of subdivision:
  - a. On all properties with the Riparian Areas Regulation: Assessment Report prepared by D.R. Clough Consulting dated March 28, 2017 and D.R. Clough letter to property owners. The Covenant will restrict all activities and encroachment into the SPEA, including buildings, trails, vegetation removal, or dumping waste.
  - b. On all properties to require an erosion and sediment control plan prepared and overseen by a professional engineer or registered biologist for all building and site improvements.
  - c. On all properties requiring all septic disposal systems to be approved by a professional engineer. The engineer shall consider design components and installation locations that do not impact watercourses.
  - d. On all properties requirement to install sustainable rainwater capture and storage facilities for the purpose of storing potable water and irrigation that will supplement the well water, consistent with the RDN Rainwater Harvesting Best Practices Guidebook as a minimum standard.
  - e. On Lot 1, 2, 3, 4, 5, 6, 7, 8 and 9 to limit parcel coverage as defined in Bylaw 500 to 25% of the parcel area exclusive of the SPEA. The Covenant will also restrict aquaculture and silviculture as defined in Bylaw 500.
  - f. On Lots 5, 6, 7, and 8 to restrict the housing of livestock.
  - g. On Lot 6 limiting maximum building floor area, including accessory buildings, to 310 m<sup>2</sup> for the portion of the lot accessed from Road B.
  - h. On Lot 7 limiting maximum building floor area, including accessory buildings, to 232 m<sup>2</sup> for the portion of the lot accessed from Road B.

- i. On Lot 8 limiting residential building floor area to 334 m<sup>2</sup> for the portion of the lot accessed from Road B. The maximum accessory building floor area for the portion of the lot access from Road B is 49 m<sup>2</sup>.
  - j. On Lots 6, 7, and 8 requiring a geotechnical engineer to review and approve building locations.
4. The applicant shall install signage along the SPEA boundary identify the area as protected, consistent with signage standards for the RDN and Province of BC. The applicant will install signage at the intersection of each property line to the SPEA, as well as every 25.0 metres along the SPEA.
5. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

**Attachment 3**  
**Proposed Site Plan and Variances**



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**TO:** Electoral Area Services Committee                                   **MEETING:** February 13, 2018

**FROM:** Greg Keller   **FILE:**               **PL2017-150**  
Senior Planner

**SUBJECT: Development Permit with Variance Application No. PL2017-150**  
**2130 and 2140 Schoolhouse Road – Electoral Area ‘A’**  
**Lot 1, Section 11, Range 7, Cranberry District, Plan 33429**

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**RECOMMENDATIONS**

1. That the Board approve Development Permit with Variance No. PL2017-150 to permit the construction of an industrial building, installation of signage, and the placement of fill subject to the terms and conditions outlined in Attachments 2 to 8.
2. That the Board direct staff to complete the required notification for Development Permit with Variance No. PL2017-150.

**SUMMARY**

To consider an application for a development permit with variance to permit the construction of an industrial building, the installation of signage, and associated improvements on the subject property. Given that the DP guidelines have been met and no negative impacts are anticipated as a result of the proposed variances, the recommendation is that the Board approve the development permit with variance pending the outcome of public notification and subject to the terms and conditions outlined in Attachments 2 to 8.

**BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application from Dave McNaught on behalf of Kana Properties Ltd. to permit the construction of an industrial building, the installation of signage, and associated improvements. The subject property is approximately 2.06 hectares in area and is zoned Industrial 1 Zone, Subdivision District ‘F’, pursuant to “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”. The subject property is located to the east of Schoolhouse Road (see Attachment 1 – Subject Property Map) and is bordered by parcels zoned Industrial 1 to the north and Commercial 2 to the south. The property is currently developed with an industrial building presently occupied by Westerra Equipment and is serviced with private on-site water and wastewater disposal.

A number of development permits have previously been issued on the subject property including DP9809(1999), DP60611 (2006), and DP PL2017-147. Variances to building height, signage, and



landscaping were previously approved under DP60611. As the applicant is proposing to change the design and height of the building and landscaping from that previously approved, a new development permit with variances is required.

A significant volume of fill has been placed on the subject property by a previous owner prior to the issuance of DP9809 to level the property. The placement of fill did not require approval from the RDN at that time. The fill placement was previously reviewed by a geotechnical engineer, and the geotechnical engineer's report is registered on title as Section 219 covenant EN080963. This covenant was registered as a condition of Zoning Amendment Bylaw 500.244, which rezoned the subject property from Residential 2 (RS2) to Industrial 1 (IN1). The applicant has confirmed that the development of the property has been conducted in accordance with the covenant and is proposing to update the covenant by replacing the geotechnical report registered on title with a more recent geotechnical review which better reflects current British Columbia Building Code (BCBC) requirements (see Attachment 2 – Terms and Conditions of Permit).

Prior to the previous placement of fill, the subject property contained an unnamed watercourse/natural drainage that ran in a north-south direction approximately through the centre of the property and drained towards a natural drainage on the adjacent property to the south. Approval under Section 9 of the *Water Act* was obtained by a previous owner to redirect the watercourse into a 900 mm concrete culvert. The culvert was installed to the satisfaction of the Province and discharges towards a natural drainage area located to the south of the subject property.

Access to the culvert for maintenance and repair was not addressed at the time the culvert was installed. The applicant is proposing to register an easement over the subject property in favour of the adjacent parcel (Lot 1, Section 11, Range 7, Cranberry District, Plan 21264) to protect the adjacent property's interest in conveying drainage through the culvert (see Attachment 2 – Terms and Conditions of Permit).

The proposed development is subject to the South Wellington Industrial Commercial Development Permit Area (SWDPA) per "Regional District of Nanaimo Electoral Area 'A Official Community Plan Bylaw No. 1620, 2011".

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

The proposed development includes the construction of an industrial building with a floor area of approximately 924 m<sup>2</sup> intended to be used for heavy equipment display on the south west side of the subject property. The proposed site plans, building elevations, signage plans, and landscaping plans are included on Attachments 3 to 8. The proposed development is consistent with the South Wellington Development Permit Area (SWDPA) guidelines with regard to groundwater protection, general design, parking and loading, landscaping and screening, site illumination and signage, and pedestrian and cyclist considerations.

The applicant proposes to vary the following regulations from the "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987":

1. **Section 3.4.31 – Maximum Number and Size of Buildings and Structures** to increase the maximum building height from 8.0 m to 14.8 m for a proposed industrial building as shown on Attachment 3.

2. **Section 3.4.31 – Minimum Setback Requirements** to reduce the setback from Other lot lines from 5.0 m to 1.0 m to permit the placement of a freestanding sign as shown on Attachment 3.
3. **Schedule 3F – Landscaping Regulations** to vary the applicable bylaw buffer and screening requirements to allow landscaping that is consistent with the DPA guidelines as shown on Attachment 8.

The applicant is also proposing a comprehensive approach to signage on the subject property. In order to accommodate the proposed signage, the applicant is requesting variances to the following regulations from the “Regional District of Nanaimo Sign Bylaw 993, 1995” as shown on Attachment 3:

1. **Section 5(a)** – to increase the maximum number of signs that may be placed or maintained on a parcel from two to four.
2. **Section 5(c)** – to increase the maximum sign surface area from 11.0 m<sup>2</sup> to 14.9 m<sup>2</sup> for a proposed fascia sign on the existing building.
3. **Section 5(c)** – to increase the maximum sign width from 4.0 m to 9.8 m for a proposed fascia sign on the existing building.
4. **Section 5(c)** – to increase the maximum sign surface area from 11.0 m<sup>2</sup> to 18.6 m<sup>2</sup> for a proposed freestanding sign.
5. **Section 5(c)** – to increase the maximum sign height from 4.0 m to 5.5 m for a proposed freestanding sign.
6. **Section 5(c)** – to increase the maximum sign width from 4.0 m to 11.0 m for a proposed Fascia Sign on the proposed building.

A variance is being requested to increase the maximum building height from 8.0 metres to 14.8 metres for the proposed industrial building. The requested variance is primarily due to the previous placement of approximately 5 m of fill on the property, while height is measured from natural grade. The property is also sloping, and if the proposed building were constructed on a level lot, it would be approximately 9.6 metres in height. The proposed use of the building requires overhead equipment (bridge crane) and adequate overhead clearances to accommodate large equipment and to perform repairs.

The applicant has minimized the requested height variance by incorporating a low-pitched roof design which results in a building that is consistent with the context of surrounding buildings. The applicant is also proposing the use of full cutoff LED lighting on the proposed building to minimize light pollution (see Attachment 6 – Building Elevations).

A variance to Schedule 3F is proposed to vary the landscaping requirements as necessary to allow the proposed landscaping. As a designated highway in Schedule ‘3F’, a combination of a 5.0 m buffer and a 2.0 metre screen are required. As the proposed landscaping plan has changed, the proposed variance would supersede the landscaping variance previously approved by DP60611.

A number of variances to the sign bylaw are being proposed to accommodate a comprehensive approach to signage on the subject property to address signage for both the existing and proposed building (see Attachment 7). The proposed signage variances would allow three fascia signs and one freestanding sign. The proposed variances are similar to the variances approved by DP60611 with

respect to sign surface area, siting, and height for the proposed consolidated freestanding sign. The intent of the freestanding sign is to relocate and redesign the previously approved but unconstructed sign to a more central location on the subject property. If approved the requested variance would supersede the previous approval.

The variance to sign surface area for the fascia sign proposed to be erected on the existing building is supported by the scale of the proposed sign in relation to the building it would be located on. The proposed fascia sign would occupy less than 10 % of the wall area.

The proposal would allow two fascia signs to be erected on the proposed building. The applicant indicates that two signs are required on this building as the building user has multiple product lines which form part of their business. The proposed variances would result in signage that is generally considered to be appropriate given the industrial multi-tenant nature of the proposed development and the context of the surrounding uses. The size, location and design of the proposed signs is architecturally integrated with the overall design of the buildings and illumination is minimized through the use of halo lit channel letters, auto dimming functions, and control timers that turn the signage off between the hours of 10:00 pm and 6:00 am (see Attachment 7 – Proposed Signage).

Board Policy B1.5 “Development Variance Permit, Development Permit with Variance & Floodplain Application Evaluation” for the evaluation of variance applications requires that there is an adequate demonstration of an acceptable land use justification prior to the Board’s consideration of a variance proposal. The proposed development and proposed variances are consistent with the South Wellington DPA guidelines. Given that the applicant has provided sufficient rationale and the variance will not result in negative implications for adjacent properties, the applicant have made reasonable efforts to address Board Policy B1.5.

### ***Environmental Implications***

To address the DPA guidelines related to protection of the natural environment, the applicant has submitted the following reports prepared by Toth and Associates Environmental Services:

- Assessment of the proposed culvert dated November 21, 2016 - indicates that the drainage contained in the concrete underground culvert would not be classified as a watercourse under the *Water Sustainability Act* or the Riparian Areas Regulation.
- A review of surface drainage features on 2160 and 2180 Schoolhouse Road - concludes that the 2130 and 2140 School House Road (subject property) drains into a poorly defined ditch which leads into a man-made retention pond which does not provide fish habitat and is not considered a “stream” under the Riparian Areas Regulation.
- A report of temporary sediment and erosion control measures on 2140 Schoolhouse Road dated October 30, 2017 addresses the recent placement of fill which has occurred without the required DP.

Given that the proposed development has been assessed by a Registered Professional Biologist and Engineer, and protective measures are being proposed, negative environmental impacts are not anticipated.

### ***Intergovernmental Implications***

With respect to fire protection, DP60611 required the installation of a 10,000 gallon water tank and fire truck pad. The applicant indicates that a tank with a lesser unconfirmed volume has been installed by the previous owner and the fire truck pad has not been constructed. As the proposed building is a Part 3 Building under the British Columbia Building Code, a fire flow calculation is required by a qualified engineer as part of the building permit review process. This would result in onsite firefighting provisions being assessed and installed as part of the building permit process.

The application was referred to the RDN Fire Services Coordinator and the South Wellington Volunteer Fire Department. The Fire Chief indicated that fire truck access is important as well as access to the water storage tank and hookup. In response to these comments, and as a number of variances are being requested, the recommendation is that the applicant be required to provide legal access for use by the fire department to be able to access the water storage facilities and other fire protection equipment as recommended by the engineer. To ensure that the fire protection equipment is maintained in good working order, it is recommended that the applicant be required to enter into an agreement to be registered on title with the Fire Department regarding the use of appropriate fittings and maintenance requirements. The recommendation is that these requirements be completed to the satisfaction of the RDN and Fire Department prior to final inspection of the proposed industrial building (see Attachment 2 – Conditions of Approval).

### ***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 Permit with Variance No. PL2017-150 subject to the terms and conditions outlined in Attachments 2 to 8.
2. To deny Development Permit with Variance No. PL2017-150.

### **FINANCIAL IMPLICATIONS**

The proposed development has no implications related to the Board 2017 – 2021 Financial Plan.

### **STRATEGIC PLAN IMPLICATIONS**

The Plan's "Focus on the Environment" states that the Board will focus on protecting and enhancing the environment in all decisions. The DPA guideline requirement for a biological assessment and rain water management plan helps ensure that site-specific environmentally sensitive features are identified and that the impacts of development on the environment are identified and mitigated.



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Greg Keller  
[gkeller@rdn.bc.ca](mailto:gkeller@rdn.bc.ca)  
January 16, 2018

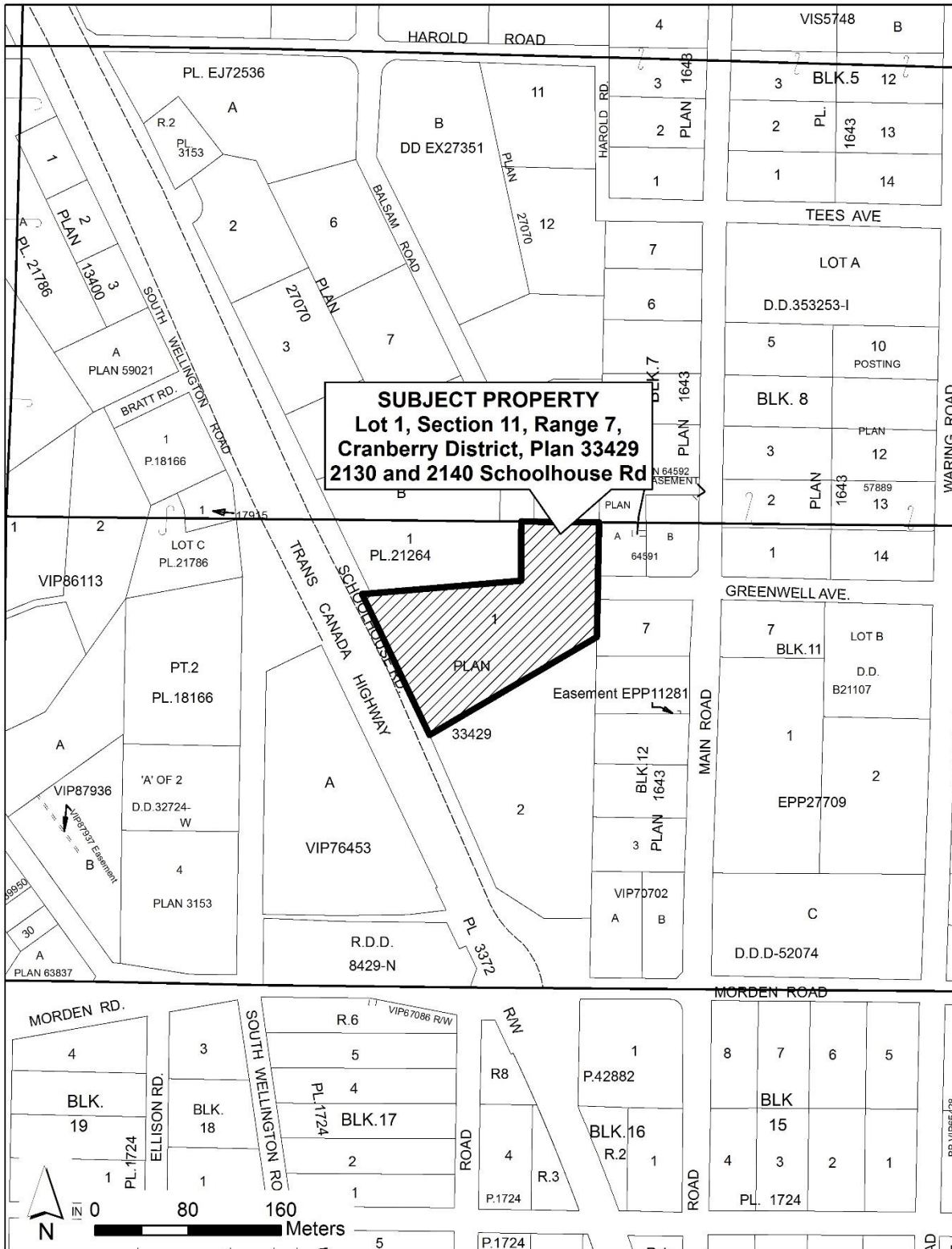
Reviewed by:

- 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. Preliminary Servicing and Grading Plan
5. Sediment and Erosion Control Plan
6. Building Elevations and Plans
7. Proposed Signage Plan
8. Proposed Landscaping 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. PL2017-150:

### 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 3.4.31 – Maximum Number and Size of Buildings and Structures** to increase the maximum building height from 8.0 metres to 14.8 metres for a proposed industrial building as shown on Attachment 3.
2. **Section 3.4.31 – Minimum Setback Requirements** to reduce the setback from other lot lines from 5.0 metres to 1.0 metre to permit the placement of a freestanding sign as shown on Attachment 3.
3. **Schedule 3F – Landscaping Regulations** to vary the applicable bylaw buffer and screening requirements to allow landscaping that is consistent with the DPA guidelines as shown on Attachment 8.

### Bylaw No. 993, 1995 Variances:

With respect to the lands, “Regional District of Nanaimo Sign Bylaw No. 993, 1995” is varied as follows:

1. **Section 5(a)** – to increase the maximum number of signs that may be placed or maintained on a parcel from two to four.
2. **Section 5(c)** – to increase the maximum sign surface area from 11.0 m<sup>2</sup> to 14.9 m<sup>2</sup> for a proposed fascia sign on the existing building.
3. **Section 5(c)** – to increase the maximum sign width from 4.0 m to 9.8 m for a proposed fascia sign on the existing building.
4. **Section 5(c)** – to increase the maximum sign surface area from 11 m<sup>2</sup> to 18.6 m<sup>2</sup> for a proposed freestanding sign.
5. **Section 5(c)** – to increase the maximum sign height from 4.0 m to 5.5 m for a proposed freestanding sign.
6. **Section 5(c)** – to increase the maximum sign width from 4.0 m to 11.0 m for a proposed Fascia Sign on the proposed building.

### Conditions of Approval

1. The issuance of this Permit shall be withheld until the applicant completes the following:
  - a. The applicant, at the applicant’s expense and to the satisfaction of the Regional District of Nanaimo, amends covenant EN080963 by replacing the Geotechnical Assessment prepared by Evans Professional Engineering Services Ltd. dated April 8, 1999 appended to the covenant as Schedule A with the Geotechnical Covenant Review and Discussions Report prepared by Lewkowich Engineering Associates Ltd. dated December 7, 2017.

- b. The applicant, at the applicant's expense registers an easement in favour of Lot 1, Section 11, Range 7, Cranberry District, Plan 21264 to protect the adjacent property's interest in conveying drainage through the culvert.
2. The site is developed generally in accordance with the site plan prepared by Delinea Design Consultants Ltd., dated December 18, 2017 and attached as Attachment 3.
3. The proposed development is in general compliance with the Preliminary Servicing and Grading Plan prepared by Newcastle Engineering Ltd., dated December 7, 2017 and attached as Attachment 4.
4. The proposed development is in general compliance with the Sediment and Erosion Control Plan prepared by Newcastle Engineering Ltd., dated December 7, 2017 and attached as Attachment 5.
5. The proposed development is in general compliance with the Stormwater Management Report prepared by Newcastle Engineering Ltd., dated October 6, 2017.
6. The proposed development is in general compliance with the plans and elevations prepared by Delinea Design Consultants Ltd., dated December 18, 2017 and attached as Attachment 6.
7. The proposed development is in general compliance with the signage plans and elevations attached as Attachment 7.
8. The proposed landscaping shall be provided and maintained in accordance with the Landscaping Plan prepared by Insignia Landscapes Design and Consulting, dated November 21, 2017 and attached as Attachment 8.
9. The applicant shall provide a landscaping security in the amount of \$20,650.35.
10. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.
11. The property owner shall obtain a water license in accordance with the *Water Sustainability Act*.

Conditions Prior to Final Inspection

1. The following are to be completed to the satisfaction of the General Manager of Strategic and Community Development prior to final building permit inspection:
  - a. Written confirmation from a qualified engineer that all recommended fire protection equipment has been installed, as determined through the completion of a fire flow calculation, including all fittings necessary to facilitate connection of a firetruck and/or pumper truck for the purpose of fire protection to the satisfaction of the RDN and local Fire Chief.
  - b. Registration of a section 219 covenant and statutory right-of-way to provide access to, and use of the water tank(s) and other required firefighting equipment (as recommended by the qualified engineer) including an obligation to maintain such equipment in good working order to the satisfaction of the Fire Chief. No covenant shall be required if onsite water storage or other equipment is not recommended by the qualified engineer.



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

Proposed variances to increase sign surface area from 11.0 m<sup>2</sup> to 14.9 m<sup>2</sup> and sign surface width from 4.0 m to 9.8 m for a proposed fascia sign (Refer to Sign 1 as shown on Attachment 7).

Proposed variances to:

- increase sign surface area from 11.0 m<sup>2</sup> to 18.6 m<sup>2</sup>
- increase maximum sign height from 4.0 m to 5.5 m.
- reduce the minimum setback requirement from Other lot lines from 5.0 m to 1.0 m

for a proposed fascia sign (Refer to Sign 2 as shown on Attachment 7).

Proposed fascia sign (Refer to Sign 3 as shown on Attachment 7).

Proposed variance to increase the maximum sign width from 4.0 m to 11.0 m for a proposed fascia sign (Refer to Sign 4 as shown on Attachment 7).

Previously approved unconstructed freestanding sign is proposed to be superseded by new freestanding sign

**KEY PLAN**  
NOT TO SCALE

**AERIAL**  
NOT TO SCALE

**SITE PLAN (PARTIAL)**  
SCALE: 1/8"=1'-0"

**PROJECT DATA:**  
 LEAD ARCHITECT: SCOTT BERTON, BACHELOR OF ARCHITECTURE, V.P. ARCHITECTURE  
 ARCHITECT: SCOTT BERTON, BACHELOR OF ARCHITECTURE, V.P. ARCHITECTURE  
 PROJECT NO: 150-2017-150

**PROPOSED BUILDING**  
 HEIGHT: 14.8 m  
 WIDTH: 11.0 m

**EXISTING BUILDING**  
 HEIGHT: 8.0 m  
 WIDTH: 11.0 m

**SIGN 1 (FASCIA SIGN)**  
 SURFACE AREA: 14.9 m<sup>2</sup>  
 WIDTH: 9.8 m

**SIGN 2 (FASCIA SIGN)**  
 SURFACE AREA: 18.6 m<sup>2</sup>  
 HEIGHT: 5.5 m

**SIGN 3 (FASCIA SIGN)**  
 SURFACE AREA: 11.0 m<sup>2</sup>  
 WIDTH: 11.0 m

**SIGN 4 (FASCIA SIGN)**  
 SURFACE AREA: 11.0 m<sup>2</sup>  
 WIDTH: 11.0 m

**NOTES:**  
 1. ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE SPECIFIED.  
 2. THE PROPOSED BUILDING IS TO BE CONSTRUCTED ON THE EXISTING FOUNDATION.  
 3. THE PROPOSED SIGN IS TO BE CONSTRUCTED ON THE EXISTING FOUNDATION.  
 4. THE PROPOSED SIGN IS TO BE CONSTRUCTED ON THE EXISTING FOUNDATION.  
 5. THE PROPOSED SIGN IS TO BE CONSTRUCTED ON THE EXISTING FOUNDATION.  
 6. THE PROPOSED SIGN IS TO BE CONSTRUCTED ON THE EXISTING FOUNDATION.  
 7. THE PROPOSED SIGN IS TO BE CONSTRUCTED ON THE EXISTING FOUNDATION.  
 8. THE PROPOSED SIGN IS TO BE CONSTRUCTED ON THE EXISTING FOUNDATION.  
 9. THE PROPOSED SIGN IS TO BE CONSTRUCTED ON THE EXISTING FOUNDATION.  
 10. THE PROPOSED SIGN IS TO BE CONSTRUCTED ON THE EXISTING FOUNDATION.

**REVISIONS:**  
 NO. DATE BY REVISION  
 1 28 JUN 2017 [redacted] Issued  
 2 30 JUN 2017 [redacted] Resubmitted  
 3 07 JUL 2017 [redacted] Resubmitted  
 4 25 AUG 2017 [redacted] Resubmitted  
 5 05 OCT 2017 [redacted] Resubmitted  
 6 18 DEC 2017 [redacted] Resubmitted

**DRAWING TITLE:**  
 SITE PLAN

**SCALE:**  
 AS SHOWN

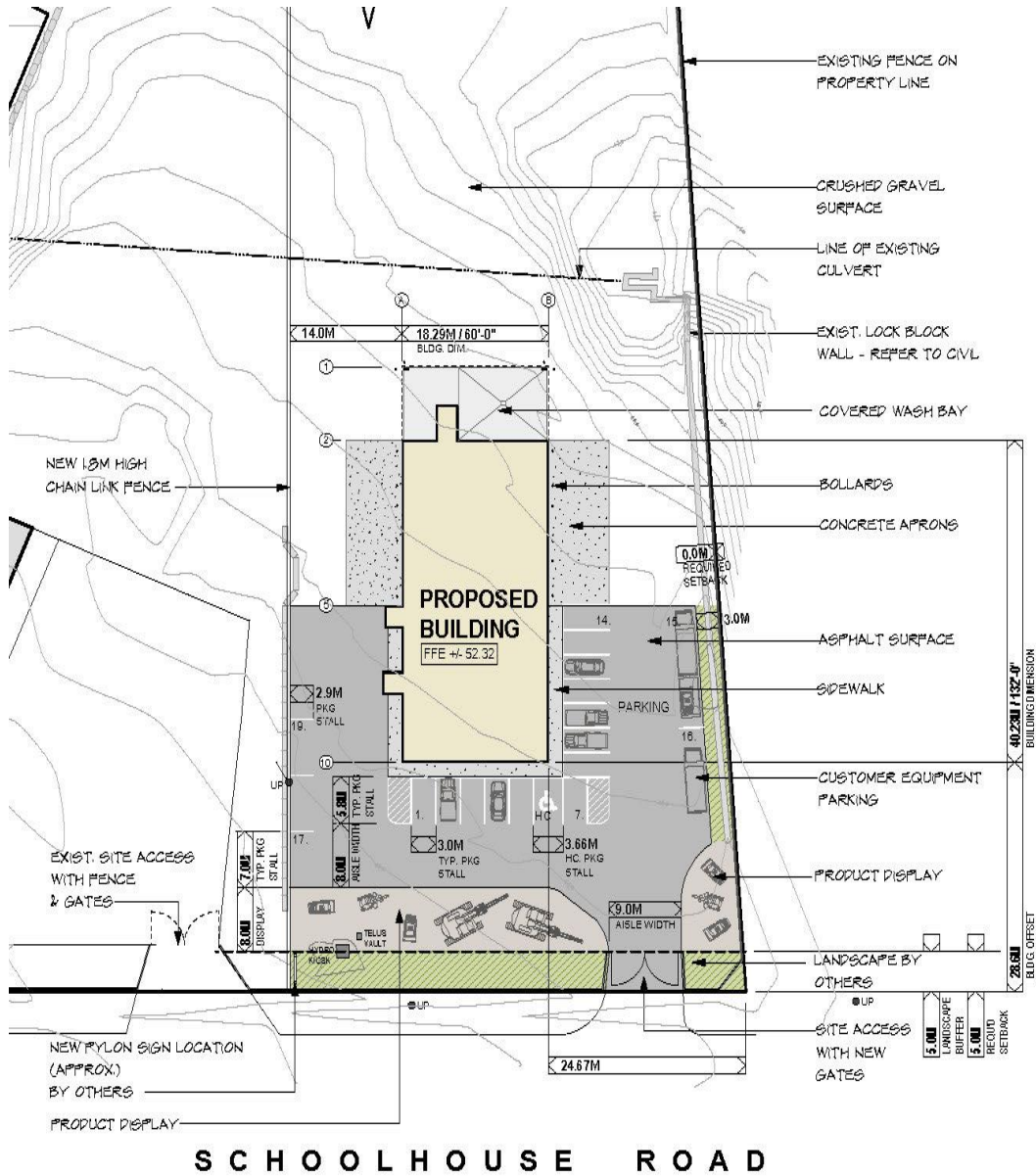
**DATE:**  
 18 DEC 2017

**PROJECT NO:**  
 150-2017-150

**PR1**

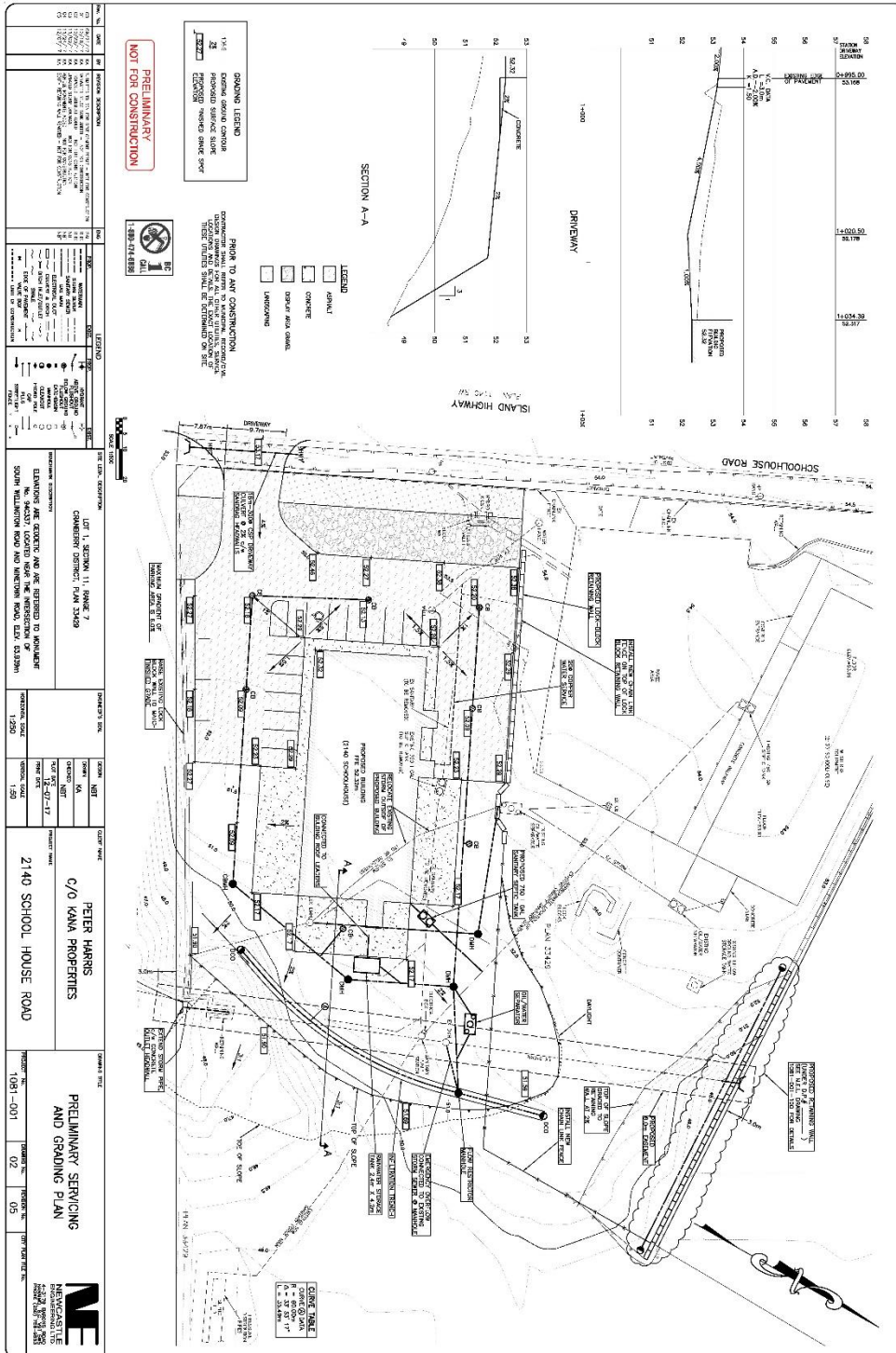
**Delina**  
 1000 GARDEN ROAD, SUITE 100, VICTORIA, BC V8W 2E8  
 TEL: 250-383-8888  
 FAX: 250-383-8889  
 WWW.DELINA.COM

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



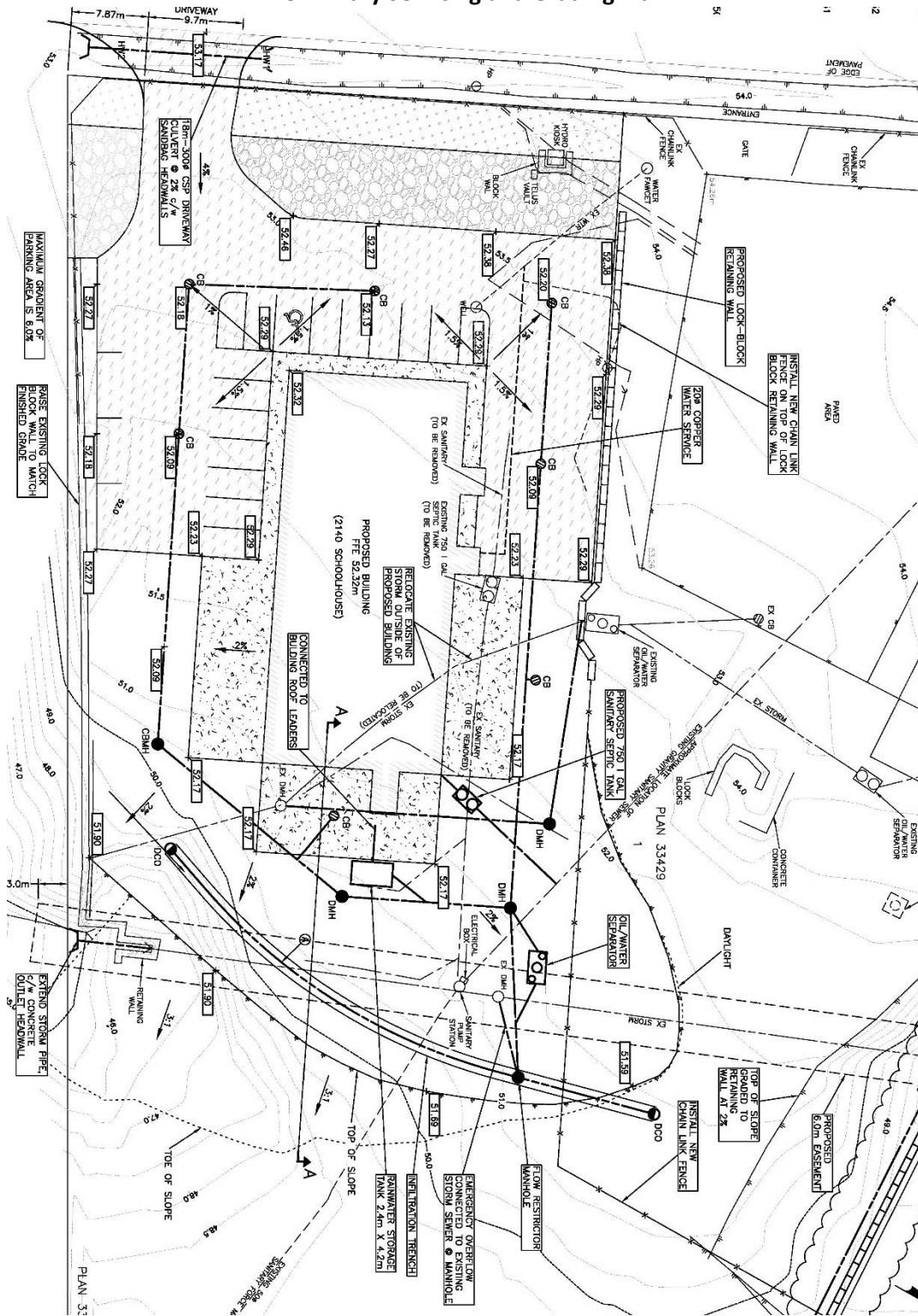
PROJECT DATA:	
<b>LEGAL DESCRIPTION:</b>	LOT 1, SECTION 11, RANGE 7, CRANBERRY DISTRICT, VIP 33429 PID000237817, RDN ID 1271
<b>LAND USE:</b>	LIGHT INDUSTRY
<b>OCP LANDUSE:</b>	ELECTORAL AREA A SOUTH WELLINGTON LIGHT INDUSTRIAL & COMMERCIAL
<b>ZONING:</b>	IN1 - INDUSTRIAL
<b>SITE AREA:</b>	+/- 20,627 SQ.M.
<b>LOT COVERAGE:</b> (MAX 60%)	8.0%
<b>HEIGHT (MAX 8M):</b>	
<b>FLOOR AREAS:</b>	
<b>EXISTING BUILDING:</b>	+/- 901 SQ.M.
<b>PROPOSED BUILDING:</b>	
MAIN FLOOR:	8,193 SQ.FT. / 761.15 SQ.M.
UPPER FLOOR:	1,758 SQ.FT. / 163.32 SQ.M.
TOTAL:	9,951 SQ.FT. / 924.47 SQ.M.
<b>PARKING: (PROPOSED BUILDING)</b>	
REQUIRED:	1/50 SQ.M. 19
PROVIDED:	19

**Attachment 4 (page 1 of 2)**  
**Preliminary Servicing and Grading Plan**





**Attachment 4 (page 2 of 2)**  
**Preliminary Servicing and Grading Plan**



## Attachment 5

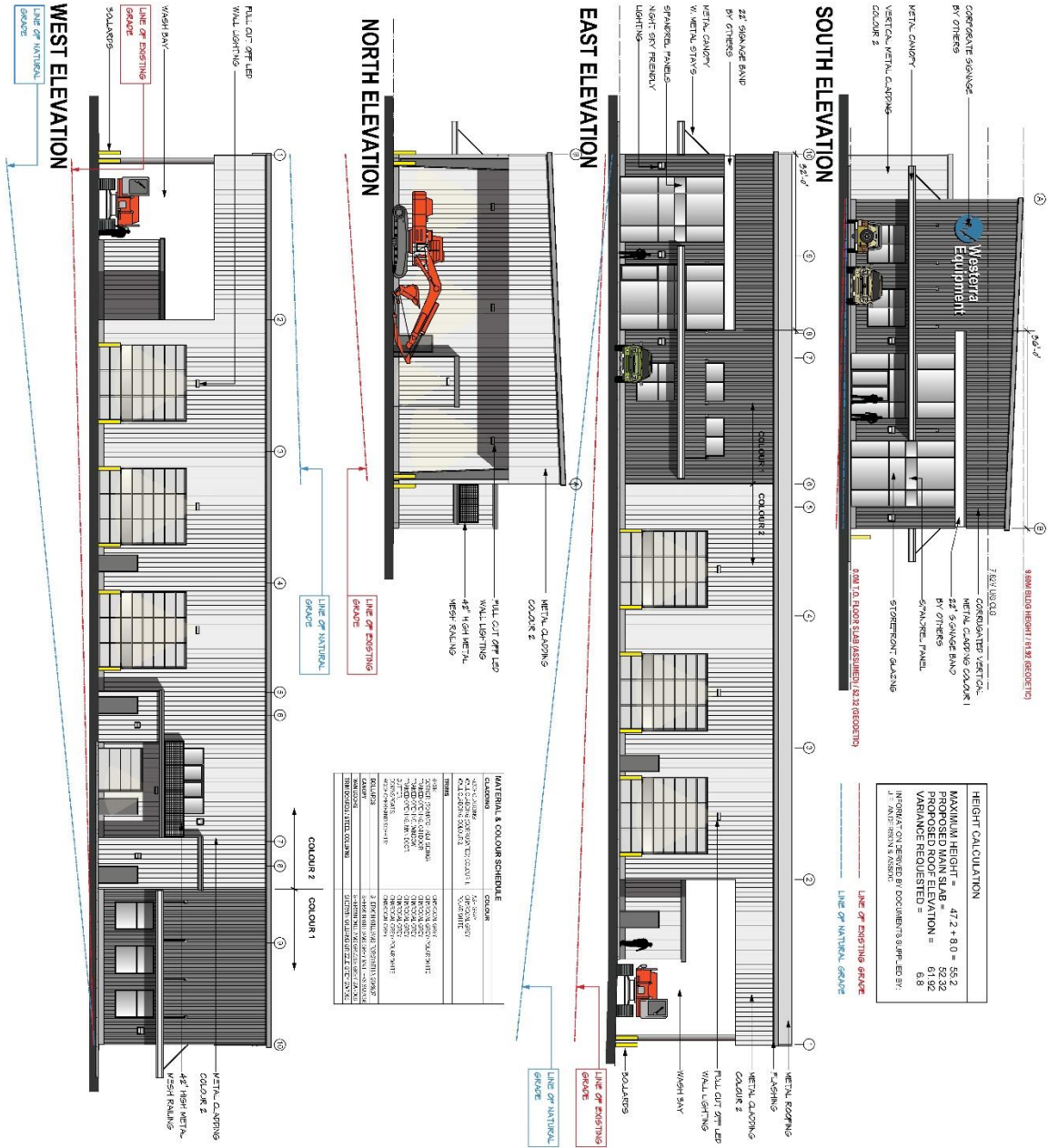
### Sediment and Erosion Control Plan

Excerpt from site plan, and sediment and erosion control plan dated December 7, 2017

#### EROSION and SEDIMENT CONTROL:

1. EROSION AND SEDIMENT CONTROL FOR THIS PROJECT WILL BE AS OUTLINED IN THE FISHERIES AND OCEANS CANADA AND MINISTRY OF WATER, LANDS AND AIR PROTECTION HANDBOOK ENTITLED "LAND DEVELOPMENT GUIDELINES FOR THE PROTECTION OF AQUATIC HABITAT, MAY 1992" AND "BEST MANAGEMENT PRACTICES FOR URBAN AND RURAL LAND DEVELOPMENT IN BRITISH COLUMBIA, JUNE 2004" AND "EROSION & SEDIMENT CONTROL GUIDELINE" BY THE CITY OF NANAIMO. IT IS INCUMBENT UPON THE CONTRACTOR TO ACQUIRE THESE GUIDELINES AND FAMILIARIZE HIMSELF WITH THE REQUIREMENTS THEREIN.
2. THE CONSULTANT ASSUMES NO RESPONSIBILITY FOR DAMAGES RESULTING FROM IMPROPER EROSION AND SEDIMENT CONTROL MEASURES UNDERTAKEN BY THE CONTRACTOR.
3. ANY DIRECTION GIVEN BY THE ENGINEER TO THE CONTRACTOR FOR EROSION AND SEDIMENT CONTROL NOT FOLLOWED BY THE CONTRACTOR WILL BE REPORTED TO THE REGIONAL DISTRICT OF NANAIMO
4. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ENSURE THAT NO MUD, DIRT, SOIL, SILT OR ANY OTHER SUBSTANCES ARE SPILLED, DROPPED, WASHED OR TRACKED ONTO PUBLIC RIGHTS-OF-WAY, OR AREAS THAT LEAD TO CATCH BASINS CONNECTED TO PUBLIC SYSTEMS. THE CONTRACTOR IS TO CLEAN ANY SUCH MATERIAL IMMEDIATELY. STREETS ARE TO BE SWEEPED WITH A VACUUM STREET SWEEPER AFTER WORK STOPPAGE EACH DAY.
5. PRIOR TO CONSTRUCTION, INSTALL A TEMPORARY GRAVEL CONSTRUCTION ENTRANCE/EXIT TO LIMIT TRACKING OF SITE SOILS ONTO OFF-SITE ROADWAYS. THE WIDTH OF THE PAD SHOULD NOT BE LESS THAN THE FULL WIDTH OF POINT OF INGRESS OF EGRESS AND IN ANY CASE SHOULD NOT BE LESS THAN 6m WIDE WITH A LENGTH OF NOT LESS THAN 20m. GRAVEL PAD SHALL HAVE A MINIMUM THICKNESS OF 200mm OF COARSE GRANULAR MATERIAL. 75mm SHOT ROCK OR FRACTURED DRAIN ROCK UNDERLAIN WITH GEOTEXTILE FABRIC IS RECOMMENDED.
6. SITE ENTRANCE IS TO BE MAINTAINED AT ALL TIMES DURING CONSTRUCTION. MAINTENANCE MAY INCLUDE THE PLACEMENT OF ADDITIONAL TOP DRESSING MATERIAL AS CONDITIONS DEMAND. A WHEEL WASH SHOULD BE INSTALLED IF REQUIRED. THE TEMPORARY SITE ACCESS PAD MAY BE REMOVED DURING PREPARATION FOR PAVING.
7. PRIOR TO CONSTRUCTION, AREAS OF NO DISTURBANCE AND/OR VEGETATION TO BE RETAINED SHALL BE FENCED OFF AND/OR FLAGGED FOR PROTECTION. THESE MEASURES ARE TO REMAIN IN PLACE THROUGHOUT THE CONSTRUCTION PERIOD.
8. CLEARING AND GRUBBING OF THE SITE SHALL BE COMPLETED IN STAGES IF POSSIBLE TO LIMIT THE DISTURBANCE AND POSSIBLE EROSION TO THE SITE.
9. CONTRACTOR IS TO GRADE THE SITE AND INSTALL DRAINAGE CONTROL MEASURES TO DIRECT SURFACE RUN-OFF TO ON-SITE SEDIMENT CONTROL PONDS FOR DISPERSAL AND INFILTRATION.
10. IF GRADED AREAS WITHIN THE PROJECT WILL NOT BE COMPLETED OUTSIDE OF THE WET SEASON (OCTOBER – APRIL), REVEGETATION OPERATIONS SHOULD BE CARRIED OUT WITHIN ONE WEEK OF GRADING COMPLETION OF NO LATER THAN SEPTEMBER 15th.
11. SILT FENCING IS TO BE INSTALLED AROUND ALL STOCK/SPOIL PILES, OR PILES ARE TO BE OTHERWISE PROTECTED TO LIMIT EROSION AND SEDIMENT GENERATION.
12. INSTALL SETTLEMENT PONDS EQUIPPED WITH EMERGENCY OVERFLOW, FOR RETENTION/INFILTRATION TREATMENT OF RUNOFF COLLECTED BY INTERCEPTOR SWALES AND/OR SILT BARRIERS. THE SETTLEMENT PONDS ARE TO HAVE A MINIMUM VOLUME TO CONTAIN FLOWS FROM A 10 YEAR RETURN PERIOD, 24 HOUR RAINFALL EVENT. THE PONDS SHOULD BE USED AND MAINTAINED THROUGHOUT THE DURATION OF THE CONSTRUCTION PERIOD.
13. THE CONTRACTOR IS TO CARRY OUT ROUTINE INSPECTIONS AND MAINTENANCE OF ALL EROSION AND SEDIMENT CONTROL SYSTEM COMPONENTS ON-SITE. AT A MINIMUM, THE CONTRACTOR SHALL INSPECT ALL BMP'S WEEKLY AND PROVIDE A REPORT TO THE CONSULTANT FOR REVIEW.
14. DURING AND/OR FOLLOWING EACH SIGNIFICANT STORM EVENT, THE CONTRACTOR SHOULD OBSERVE THE SETTLEMENT PONDS AND DOWNSTREAM STORM DRAINS TO CONFIRM THAT TURBID WATERS FROM SOURCES ASSOCIATED WITH CONSTRUCTION ARE NOT ENTERING THE STORM DRAINAGE SYSTEM. THE CONTRACTOR SHALL RECORD INSPECTION DATES c/w ANY SIGNIFICANT OBSERVATIONS AND ACTIONS TAKEN, AND THEN INFORM THE CONSULTANT AND REGIONAL DISTRICT OF NANAIMO.

Attachment 6 (Page 1 of 3)  
 Building Elevations



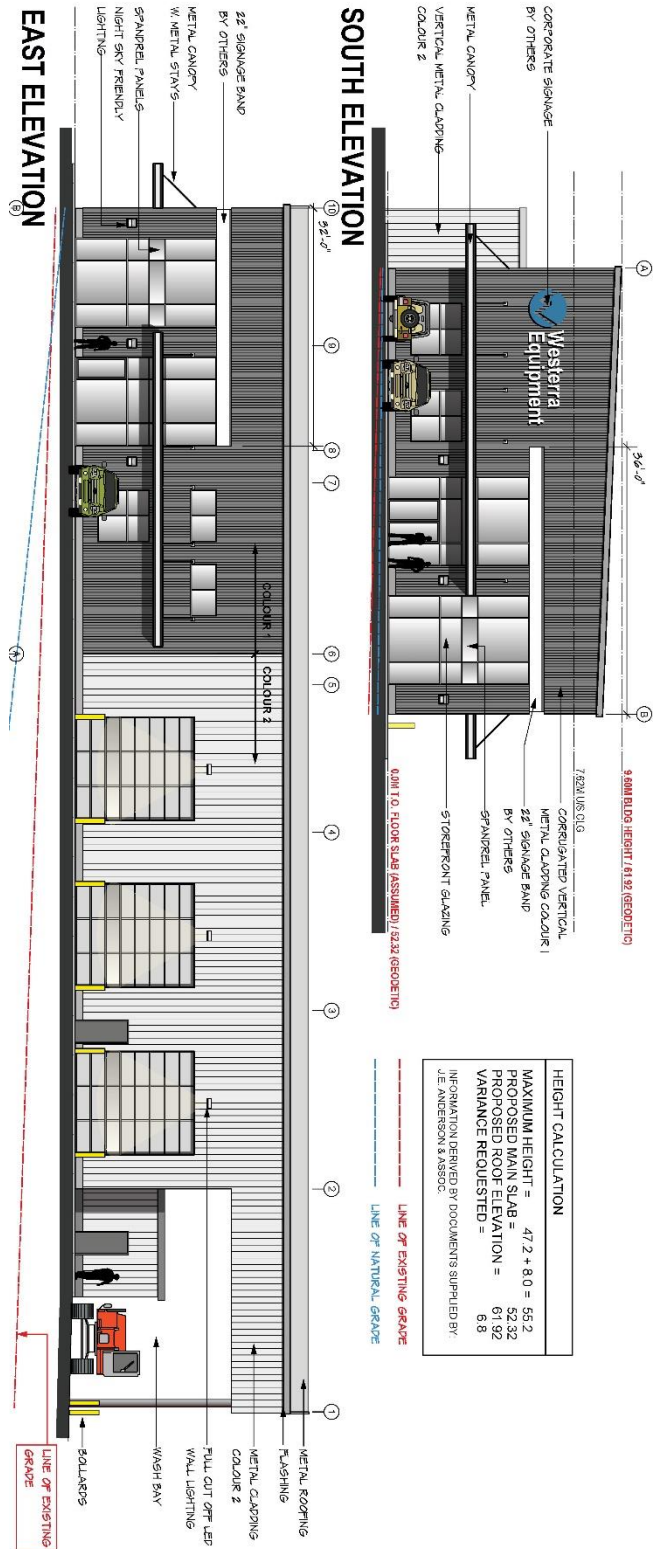
proposed building for:  
**2130 SCHOOLHOUSE ROAD**  
 nanaimo, b.c.



**PR3**

DATE: 28 JUN 2017  
 DRAWN BY: B.S. CHAI/A.K.  
 SCALE: AS SHOWN  
 SHEET: 1 OF 1

Attachment 6 (Page 2 of 3)  
 Building Elevations







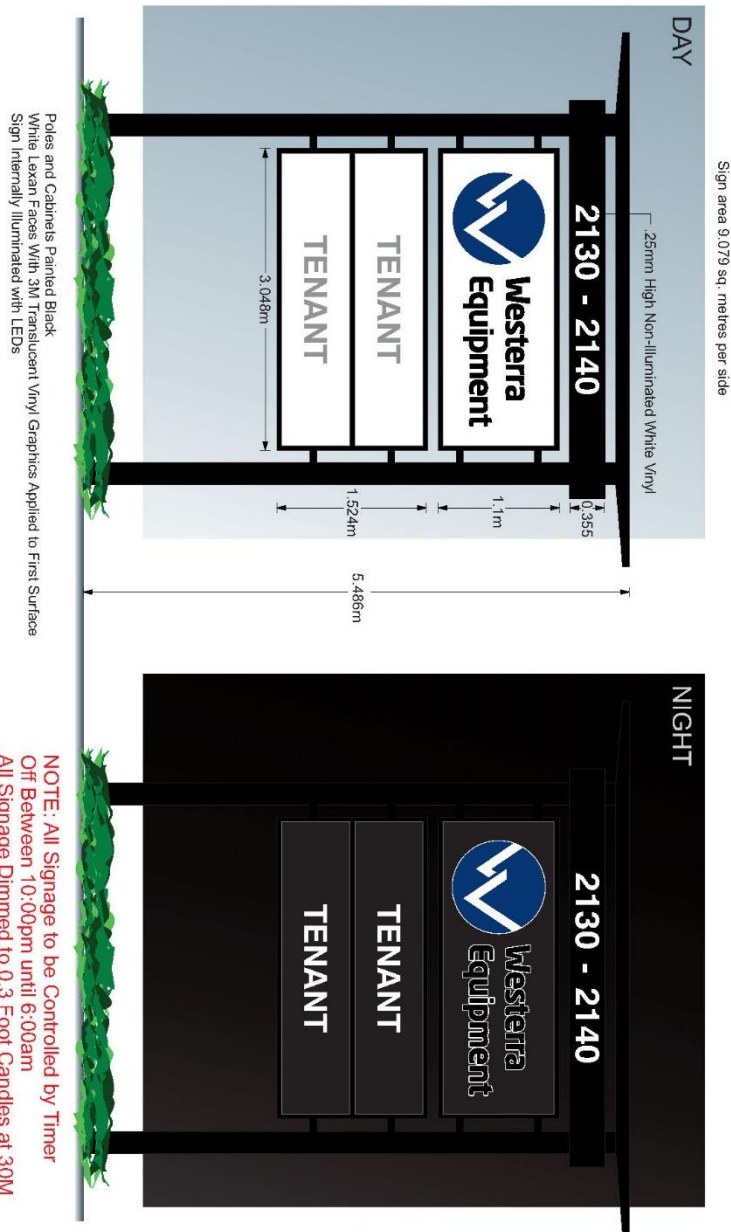
**Attachment 7 (Page 1 of 4)**  
**Proposed Signage – Sign 1 Fascia Sign on Existing Building**



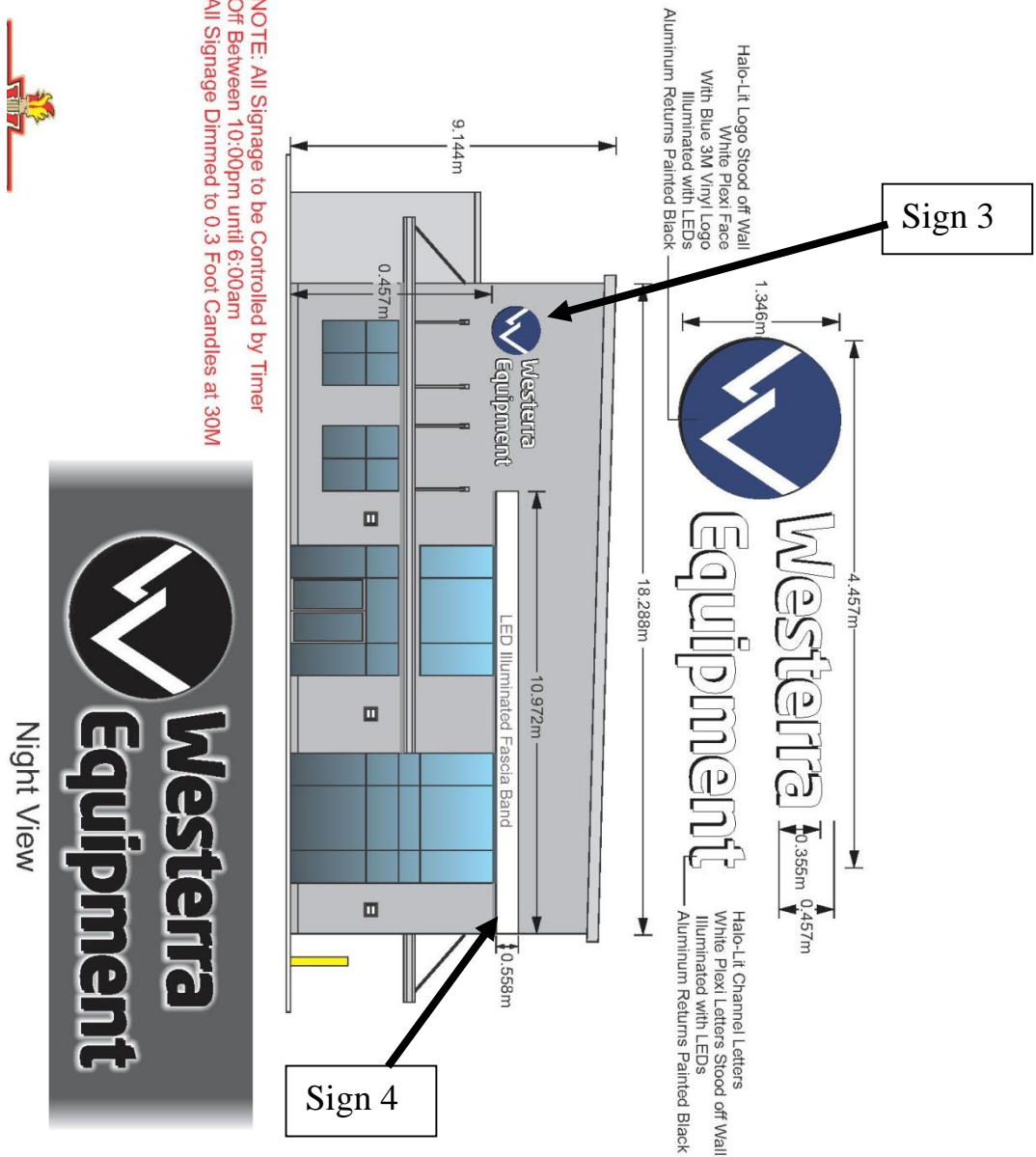
**NOTE: All Signage to be Controlled by Timer  
Off Between 10:00pm until 6:00am  
All Signage Dimmed to 0.3 Foot Candles at 30M**



**Attachment 7 (Page 2 of 4)**  
**Proposed Signage – Sign 2 New Freestanding Sign**

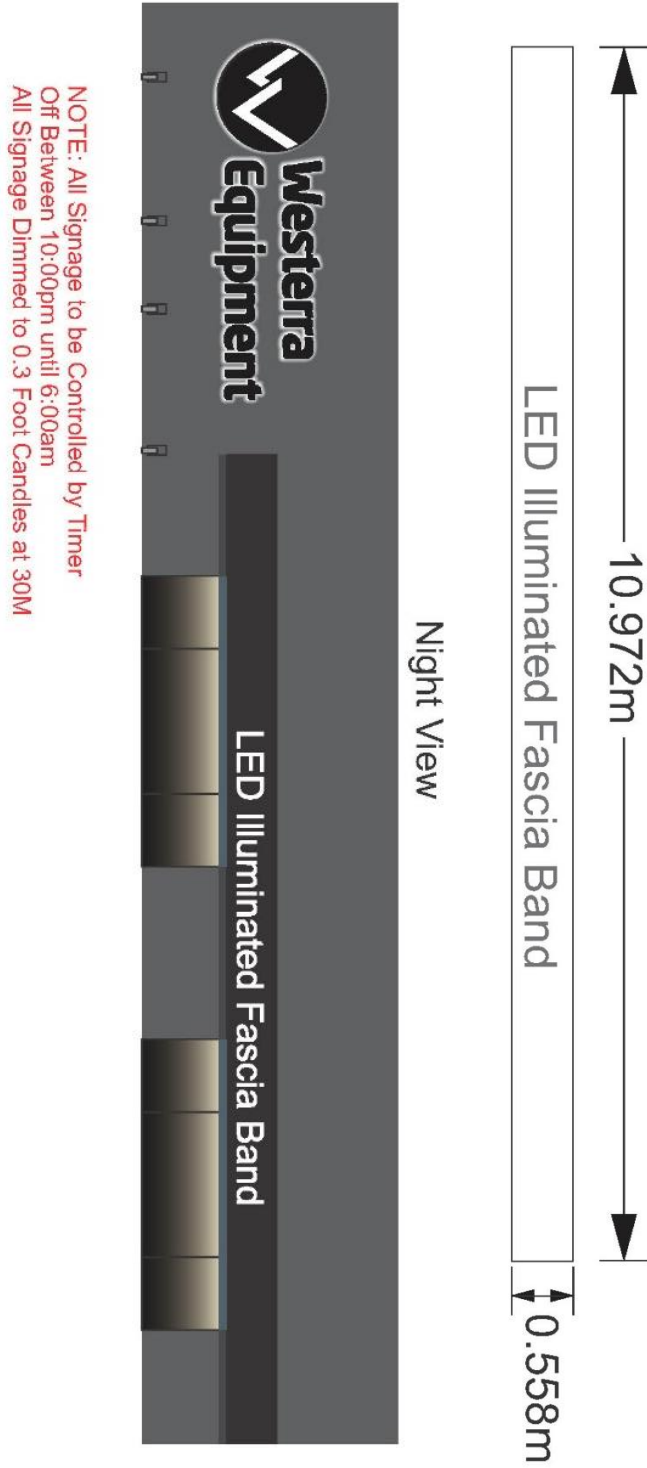


**Attachment 7 (Page 3 of 4)**  
**Proposed Signage – Sign 3 New Fascia Sign**



Attachment 7 (Page 4 of 4)

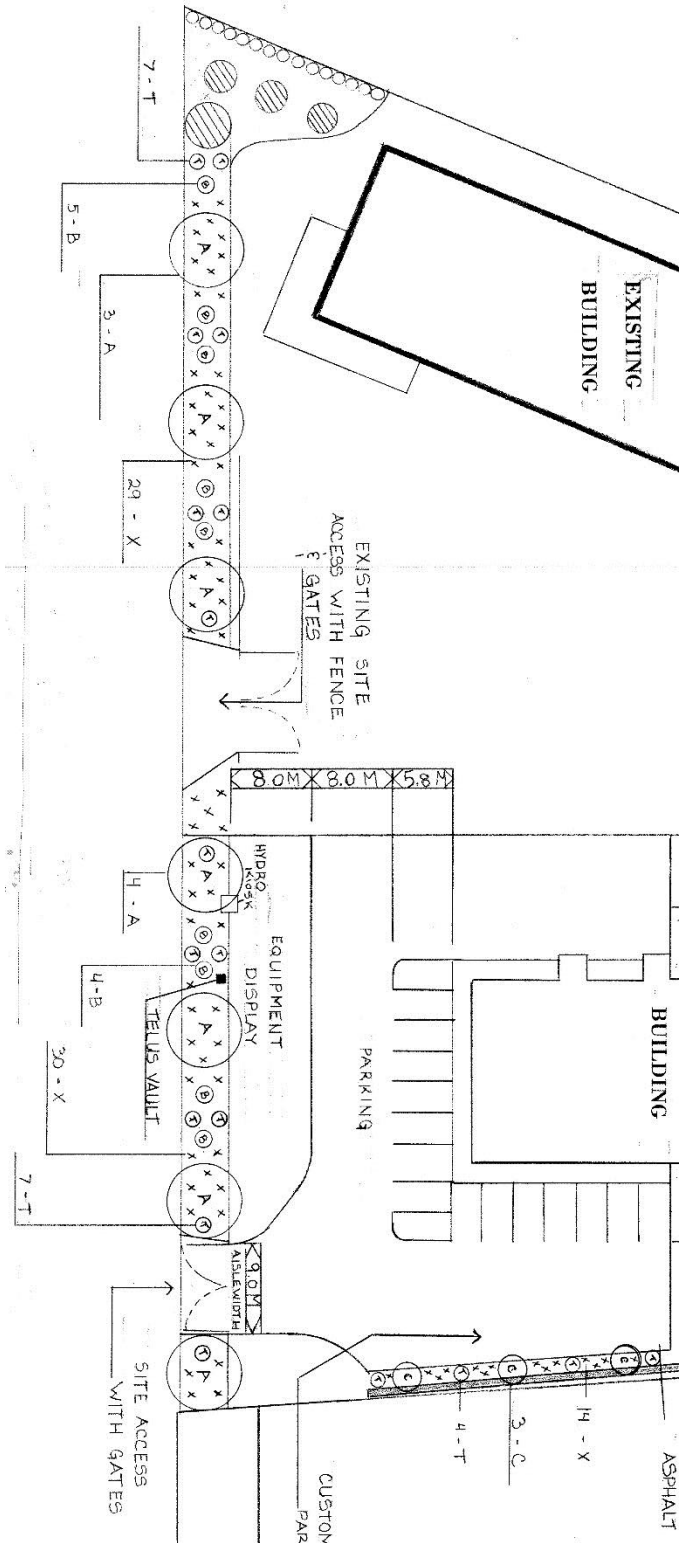
Proposed Signage – Sign 4 New Fascia Sign to be located on South Side of Proposed Building





**Attachment 8 (Page 2 of 2)**  
**Landscaping Plan**

ALL PLANTS AND PLANTING AND MAINTENANCE INCLUDING  
 GROWING MEDIUM SPECIFICATIONS TO BE BCSLA/BCNTA  
 LANDSCAPE STANDARDS LATEST EDITION  
 ALL LANDSCAPED AREAS TO BE IRRIGATED  
 ALL PLANTED AREAS TO BE MULCHED  
 FOR GRADES REFER TO ARCHITECTURAL DRAWINGS  
 CONSTRUCTION ACCORDING TO RDN BYLAW



PLANT LIST	KEY	QTY	BOTANICAL NAME	COMMON NAME	POT SIZE
	A	7	Acer rubrum 'Red Sunset'	Red Maple	6 CM Cal
	C	3	Carpinus betulus 'Frans Fontaine'	European Hornbeam	6 CM Cal
	B	9	Berberis thunbergii 'Atropurpurea'	Japanese Barberry	#5
	T	18	Chamaecyparis pisifera 'Aurea Sungold'	Threadleaf Falsecypress	#2
	X	73	Lavandula 'Hidcote'	Lavender	#1



relaxation pending the outcome of the public notification subject to the conditions outlined in Attachments 2 and 3.

## **BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application from JE Anderson & Associates on behalf of Western Canadian Timber Products Ltd. Inc. No. BC0040248 to permit selective logging and a request to relax the minimum 10% perimeter frontage requirement in conjunction with a fifteen lot subdivision. The proposal also includes a request to relax the minimum parcel depth requirements for proposed lots 1 and 2. The proposal further addresses logging which has occurred previously on the property without a DP.

The subject properties have a combined area of approximately 37.59 hectares and are zoned Agriculture 1 Zone (AG1), Subdivision District 'D', pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987". Proposed lots 5 and 15 are located in the Agricultural Land Reserve (ALR) and the balance of the subject property is not. The subject properties are located roughly between Shady Mile Way and Pirart Road and are surrounded by other large rural acreages. The east portion of the subject properties are significantly constrained by a large ravine which contains McGarrigle Creek (see Attachment 1 – Subject Property Map).

The property contains one existing dwelling unit and is serviced with on-site water/wastewater disposal.

The proposed development is subject to the Fish Habitat Protection Development Permit Area (DPA) per the "Regional District of Nanaimo East Wellington – Pleasant Valley Official Community Plan Bylaw No. 1055, 1997":

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

This an application to address logging which previously occurred within the DPA without approvals and allow selective logging in conjunction with a proposed fifteen lot subdivision. Although the subject properties include land within the Agricultural Land Reserve (ALR), no subdivision is occurring within the ALR portion of the property and as such approval from the Agricultural Land Commission is not required.

This application includes a request to vary the subdivision regulations to allow for a parcel depth greater than 40% of the perimeter of the parcel for proposed lots 1 and 2. The applicant proposes to vary the following regulations from the "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987":

- **Section 4.5.1 – Parcel Shape and Dimensions** to increase the permitted parcel depth for Lot 1 from 40% to 43.8% of the length of the perimeter of the parcel and lot 2 from 40% to 42.8% of the length of the perimeter of the parcel.

The applicant has requested the parcel depth variance as follows:



<b>Proposed Lot No.</b>	<b>Perimeter</b>	<b>Maximum Parcel Depth (40%)</b>	<b>Proposed Parcel Depth</b>	<b>Proposed Parcel Depth as a % of the Parcel Perimeter</b>
1	679.5	271.8	297.8	43.8
2	677.5	271.0	289.8	42.8

**Minimum 10% Perimeter Frontage Requirement**

Proposed Lots 4, 11, 12 and 13 do not meet the minimum 10% perimeter frontage requirement pursuant to Section 512 of the *Local Government Act*. The applicant has requested approval of the RDN Board to reduce the frontage requirement as follows:

Proposed Lot No.	Required Frontage (m)	Proposed Frontage	% of Perimeter
4	75.0	62.5	8.0
11	62.1	37.0	6.0
12	57.4	39.7	7.0
15	85.5	32.0	4.0

**Land Use and Environmental Implications**

McGarrigle Creek and its associated ravine cuts through proposed lots 3 - 12 and lot 15 and results in significant topographical and environmental constraints. To ensure that the property is safe for the intended use, the applicant has submitted a Geotechnical Assessment prepared by Lewkowich Engineering Associates Ltd. dated January 24, 2018. The assessment concludes that the subject property is safe for the intended use and specifies a 5.0 m setback from the top of the ravine bank. Registration of a Section 219 Covenant is included as a condition of approval to ensure that the subject property is developed in accordance with the Geotechnical Assessment (see Attachment 2 – Conditions of Approval).

To satisfy the Development Permit Area (DPA) guidelines, the applicant has submitted a Riparian Area Assessment dated January 22, 2018 prepared by Aquaparian Environmental Consulting Ltd. to address the proposed subdivision, selective logging, and logging that has previously occurred within the DPA. The report specifies that the Streamside and Enhancement Area (SPEA) width is 30 metres from the high water mark of McGarrigle Creek (see Attachment 3 – Proposed Plan of Subdivision). Measures to protect the SPEA include no clearing within the riparian assessment area (RAA) which extends 10 metres beyond the top of the ravine bank. To preserve the integrity of the SPEA and demonstrate consistency with the DPA guidelines, the applicant is proposing to register a Section 219 Covenant restricting land clearing or development activities within SPEA and within the RAA without an additional Riparian Assessment (see Attachment 2 – Conditions of Approval).

The applicant’s proposal is to selectively harvest approximately 20 - 30 % of the merchantable timber (trees with a diameter at breast height from 20 cm - 60 cm) on proposed lots 4, 6, 7, 8, 10, 11, 12, and 15 primarily within the upper ravine slopes located beyond the 30 metre SPEA. No harvesting activities are proposed within the SPEA and a forested buffer outside of the SPEA, which varies in width from 5 – 30 metres depending on the topography of the slope, will remain intact

The assessment indicates that the proposed selective logging would change the forest canopy and increase understory species. The retained smaller trees would infill the canopy over a 20 - 30 year period. The assessment recommends a number of mitigation measures to minimize the impacts of the logging on wildlife habitat including limiting the timing of harvesting, leaving stumps in the ground, maintaining tree trimmings on the forest floor, replanting at a 1:1 ratio, and a post logging assessment. To ensure that the proposed logging is conducted in accordance with the recommended measures, staff have included conditions of approval that require compliance with the recommended measures (see Attachment 2 – Conditions of Approval).

As the proposed logging would occur on a slope within the ravine, the Qualified Environmental Professional recommended that a terrain assessment be conducted. In response, the applicant has provided a Terrain Stability Field Assessment prepared by Geoforestry Consulting dated December 2017. The assessment indicates that the proposed harvest area has low potential for post-harvest landslide following select harvesting.

In addition to the proposed selective logging, the assessment indicates that approximately 1,000 m<sup>2</sup> of the SPEA and lands subject to the DP, was previously cleared of trees and shrubs within proposed lot 5. The assessment recommends that restoration activities occur in the affected area. A replanting plan and cost estimate and security deposit in the amount of \$11,775 has been provided which represents the total estimated cost of materials and labour to revegetate the areas proposed for selective logging and the previously logged area on proposed lot 5. As the proposed lots would be under new individual ownership following subdivision, which would make it difficult to ensure that the recommended replanting is undertaken, the applicant is proposing a two phase approach to replanting. The first phase is to replant the previously logged area on proposed lot 5 prior to subdivision approval. The second phase is replanting following selective logging and that planting be completed prior to the issuance of the first building permit on proposed lots 3, 4, 6, 7, 8, 9, 10, 11, 12, and 15 to be secured by covenant (see Attachment 2 – Conditions of Approval).

The Fish Habitat Protection DPA guidelines 8 and 9 state “minimum parcel size should be met exclusive of the SPEA” and “subdivision within the SPEA should be avoided”. The intent of these guidelines is to avoid incremental encroachment into the SPEA and to minimize the cumulative impacts of SPEA fragmentation and habitat loss. Although proposed lots 3 - 12 do not strictly satisfy these guidelines, the applicant is proposing an alternative approach to meet the spirit and intent of these guidelines by registering a number of Section 219 Covenants that are intended to protect the environmental values associated with the riparian area and to address the site constraints in relation to the requested frontage relaxation. The applicant is proposing a Section 219 Covenant prohibiting all construction and disturbance of vegetation within the SPEA and no construction or disturbance of vegetation within the RAA unless assessed by a Qualified Environmental Professional. Additional covenants are also being proposed which also help address the “Board Policy B1.4 Frontage Requirements for Rural Lots” (Policy B1.4) as described below.

Proposed lots 4, 11, 12, and 15 will not comply with road frontage requirements of the *Local Government Act* and proposed lots 1 and 2 will not comply with the maximum parcel depth requirements. The purpose of these requirements is to ensure that each lot has sufficient access and buildable area for each of the permitted uses allowed in the applicable zone and to ensure that parcels are not excessively deep relative to their width. “Board Policy B1.5 Development Variance Permit

Application Evaluation” (Policy B1.5) requires demonstration of a land use justification or rationale to address why the new lots cannot comply with the regulations.

Although the proposed lots meet the minimum parcel area requirements of the zone, the irregular shape of the parent parcels and significant topographical and environmental constraints limit options for providing road access which meets the minimum frontage and parcel depth requirements. In accordance with Policy B1.4, the applicant must demonstrate that the subdivision is able to accommodate proposed and existing buildings by meeting all setback requirements of the applicable zoning designation. Given the significant topographical and environmental constraints, a number of the proposed parcels do not have adequate buildable areas to be able to support all of the uses allowed by the AG1 Zone. In order to satisfy Policy B1.4 to ensure that there are adequate buildable areas on each proposed lot to support all of the permitted uses, the applicant is proposing to register a number of land use restrictions as Section 219 Covenants as summarized below and included in Attachment 2 – Conditions of Approval:

1. No detached secondary suites on proposed lots 3, 4, 5, 6, 7, 8, 10, 11, and 12
2. No agricultural activities shall occur on proposed lots 4, 6, 7, 8, 10, 11, and 12.
3. A maximum of one dwelling unit shall be permitted on proposed lot 6.
4. Development on proposed lot 11 shall be limited to one dwelling unit with a maximum building footprint of 235 m<sup>2</sup> and one dwelling unit with a maximum building footprint of 210 m<sup>2</sup> and no accessory buildings or structures of any kind shall be permitted.

The requested parcel depth variance on proposed lots 1 and 2 is a result of a proposed corner cut on a road dedication which was requested by the adjacent property owners to provide access to lands beyond. Given that there are adequate building envelopes on these proposed parcels, and the minimum setback requirements are 8.0 metres from all lot lines in the AG1 zone, the proposed parcel depth variance will not result in negative land use implications.

Preliminary Layout Approval (PLA) was issued by the Ministry of Transportation and Infrastructure (MOTI) on July 13, 2016. Since the proposed plan of subdivision has been modified by the applicant in response to the frontage policy and DPA guidelines, an amended PLA may be required. Staff recommends that issuance of this DP be withheld until an amended PLA or other confirmation is received from MOTI.

Given that the applicant has satisfied the intent of the DPA guidelines and measures are being proposed to protect the environmentally sensitive riparian areas, the proposed development is not anticipated to have negative environmental impacts. If the requested frontage relaxation is approved, suitable access would be provided for each proposed parcel. Site constraints are also addressed through the registration of Section 219 Covenants, which would ensure that each proposed parcel is able to accommodate the proposed uses. In addition, as the applicant has provided sufficient rationale for the requested parcel depth variance and it will not result in any negative land use implications, the applicant has made reasonable efforts to address Policy B1.5.

### **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 Permit with variance No. PL2017-177, and the request for the relaxation of the minimum 10% road frontage requirement, subject to the conditions outlined in Attachments 2 and 3.
2. To deny Development Permit with Variance No. PL2017-177, and the request for the relaxation of the minimum 10% road frontage requirement.

### **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**

The Plans “Focus on the Environment” states that the Board will focus on protecting and enhancing the environment in all decisions. The DPA guideline requirement for a riparian assessment helps ensure that site-specific environmentally sensitive features are identified and that the impacts of development on the environment are identified and mitigated.



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Greg Keller  
gkeller@rdn.bc.ca  
January 30, 2018

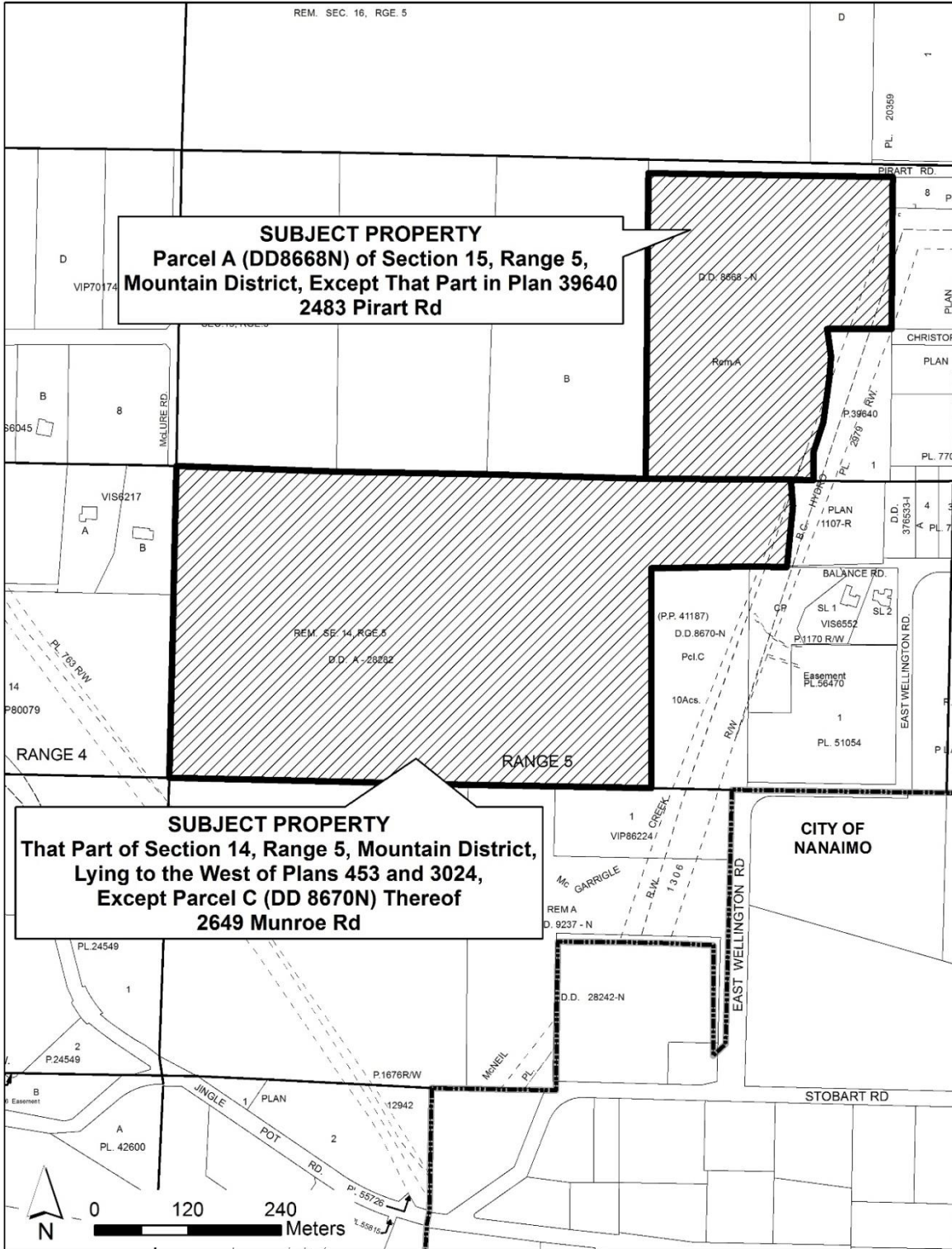
#### Reviewed by:

- 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 Plan of Subdivision

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



**Attachment 2 (Page 1 of 3)**  
**Terms and Conditions of Permit**

The following sets out the terms and conditions of Development Permit with Variance No. PL2017-177:

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:

- **Section 4.5.1 – Parcel Shape and Dimensions** to increase the permitted parcel depth for lot 1 from 40% to 43.8% of the length of the perimeter of the parcel and lot 2 from 40% to 42.8% of the length of the perimeter of the parcel.

Conditions Prior to Issuance

- The applicant shall provide an amended Preliminary Layout Approval or other confirmation that the proposed plan of subdivision is in substantial compliance with the proposed plan of subdivision being contemplated by the Provincial Approving Officer.

General Conditions of Approval

1. The site is developed in accordance with the proposed plan of subdivision prepared by JE Anderson & Associates, dated January 22, 2018 and attached as Attachment 2.
2. All measures and environmental monitoring requirements shall be undertaken in accordance with the Riparian Assessment dated January 22, 2018 prepared by Aquaparian Environmental Consulting Ltd. including:
  - i. Selective harvesting is limited to a maximum of 30% tree removal outside of the SPEA by stem count.
  - ii. No clearing shall occur inside the SPEA.
  - iii. No dumping or sediment migration into the ravine slopes or SPEA.
  - iv. The previously logged areas on proposed lot 5 must be replanted in accordance with the replanting plan prepared by Aquaparian Environmental Consulting Ltd. dated January 22, 2018.
  - v. The area proposed for selective logging must be replanted in accordance with the replanting plan prepared by Aquaparian Environmental Consulting Ltd. dated January 22, 2018.
  - vi. An environmental monitor shall be retained for the selective logging phase to ensure low impact methods are used to prevent sedimentation or damage to the tree buffer protecting the SPEA.
  - vii. A post tree planting assessment is to be carried out to document that the tree planting was carried out as intended.
  - viii. A post development and selective logging report is required to be submitted to the Regional District of Nanaimo to document that the project was carried out as intended.

**Attachment 2 (Page 2 of 3)**  
**Terms and Conditions of Permit**

3. The applicant shall undertake the required replanting on proposed lot 5 and provide a post planting assessment to the RDN prior to the issuance of the subdivision compliance letter for the proposed subdivision.

Conditions To Be Completed Concurrent With the Registration of the Final Plan of Subdivision

4. The applicant, at the applicant's expense and to the satisfaction of the RDN shall register the following covenants concurrently with the final plan of subdivision:
  - i. A Section 219 Covenant on proposed lots 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, and 15 requiring that the properties be developed in accordance with the Geotechnical Assessment prepared by Lewkowich Engineering Associates Ltd., dated May 6, 2016 and includes a save harmless clause that releases the Regional District of Nanaimo (RDN) from all losses and damages as a result of the potential hazard. Please note that the registration of this covenant on proposed lots 5 and 15 is subject to approval by the Agricultural Land Commission.
  - ii. A Section 219 Covenant on proposed lots 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, and 15 requiring that the properties be developed in accordance with the recommended measures, environmental monitoring requirements, and replanting recommendations contained in the Riparian Assessment dated January 22, 2018 prepared by Aquaparian Environmental Consulting Ltd. including the requirement for no clearing, dumping, or development activities within the Streamside Protection and Enhancement Area and no clearing or development activities within the Riparian Assessment Area without an additional Riparian Assessment and development permit. Please note that the registration of this covenant on proposed lots 5 and 15 is subject to approval by the Agricultural Land Commission.
  - iii. A Section 219 Covenant specifying the following:
    - a. No detached secondary suites shall be permitted on proposed lots 3, 4, 5, 6, 7, 8, 10, 11, and 12. Please note that the registration of this covenant on proposed lots 5 is subject to approval by the Agricultural Land Commission.
    - b. No agricultural activities shall occur on proposed lots 4, 6, 7, 8, 10, 11, and 12.
    - c. A maximum of one dwelling unit shall be permitted on proposed lot 6.
    - d. Development on proposed lot 11 be limited to one dwelling unit with a maximum building footprint of 235 m<sup>2</sup> and one dwelling unit with a maximum building footprint of 210 m<sup>2</sup> and no accessory buildings or structures of any kind shall be permitted.
  - iv. A Section 219 Covenant on proposed lots 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, and 15 that requires the applicant to undertake the required replanting following selective logging and submit a post planting assessment to the RDN prior to the first building permit application being submitted on these lots. The covenant shall contain provisions that allow the covenant to be discharged following the completion of the recommended inventory one year after replanting to determine survival rate. The covenant shall also require that any trees or plants that did not survive be replanted prior to the covenant being discharged. The obligations in relation to proposed lot 5, will be limited to the requirement for a post planting assessment and requirement to replant

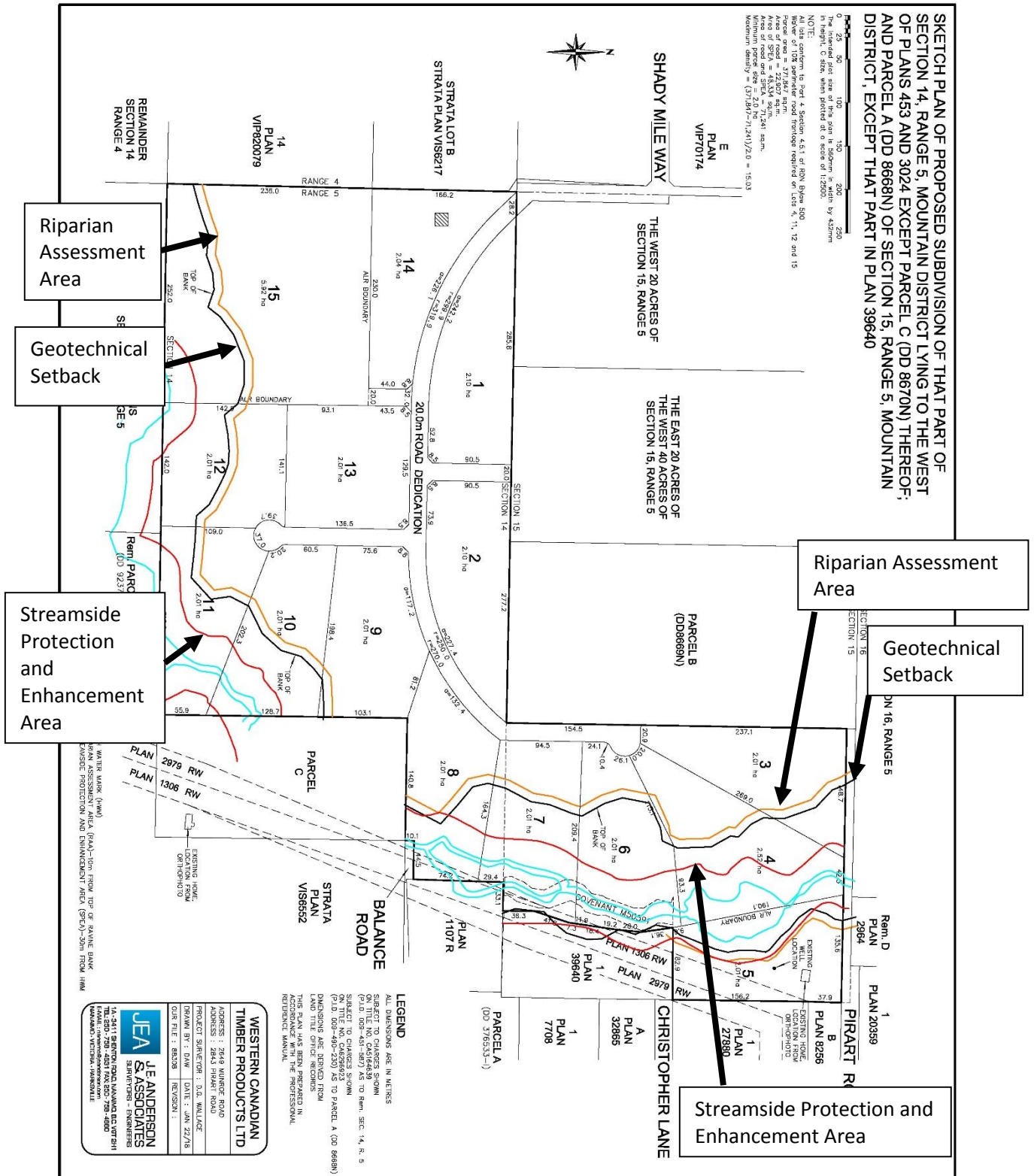
**Attachment 2 (Page 3 of 3)**  
**Terms and Conditions of Permit**

any trees or plants that did not survive. Please note that the registration of this covenant on proposed lots 5 and 15 is subject to approval by the Agricultural Land Commission.

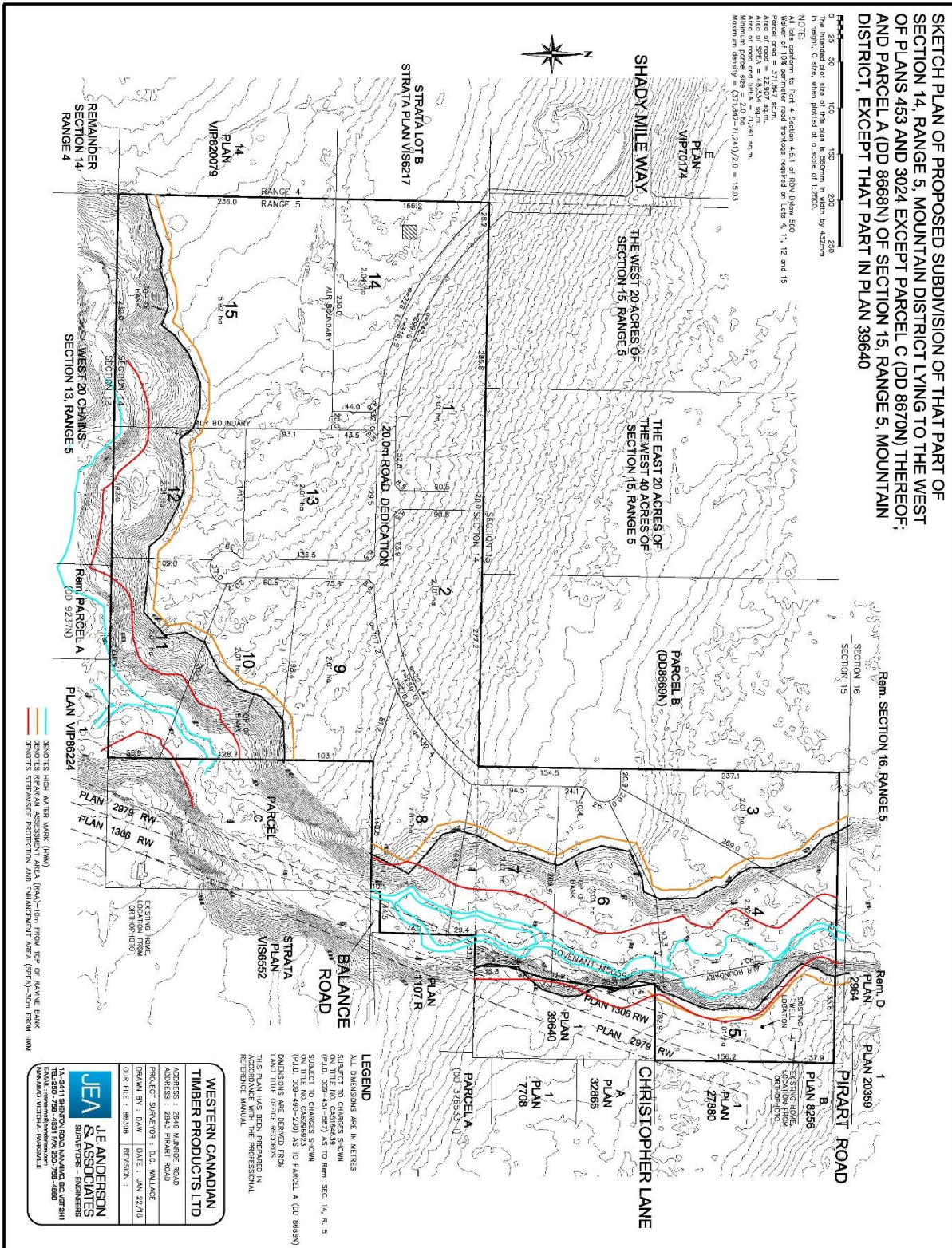
5. The applicant shall provide a landscaping security in the amount of \$11,775.00.
6. The subject property shall be developed in accordance with the recommendations contained in the Geotechnical Assessment prepared by Lewkowich Engineering Associates Ltd. dated January 24, 2018.
7. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.



### Attachment 3 (Page 1 of 2) Proposed Plan of Subdivision



**Attachment 3 (Page 2 of 2)**  
**Proposed Plan of Subdivision - Topography**



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**TO:** Electoral Area Services Committee                      **MEETING:** February 13, 2018

**FROM:** Sarah Preston  
Planning Technician    **FILE:** PL2017-178

**SUBJECT: Development Permit with Variance Application No. PL2017-178**  
**2484 Alberni Highway – Electoral Area ‘F’**  
**Lot B, District Lot 143, Nanoose District, Plan 8057**

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#### **RECOMMENDATIONS**

1. That the Board approve Development Permit with Variance No. PL2017-178 to permit the development of a gasoline service station, stormwater management system, and associated parking and landscaped areas subject to the terms and conditions outlined in Attachments 2 to 6.
2. That the Board direct staff to complete the required notification for Development Permit with Variance No. PL2017-178.

#### **SUMMARY**

The applicant proposes to develop a gasoline service station and convenience store on the subject property. The applicant is requesting variances to the number of fascia signs as well as to the front lot line and watercourse setbacks. The proposal includes the siting of a new consolidated freestanding sign within the front lot line and watercourse setback, as well as a lamp standard within the watercourse setback. In addition, variances are requested to permit two additional fascia signs for the gasoline service station.

A development permit for fish habitat protection is required to allow the development of the service station canopy, stormwater management system, freestanding sign, lamp standards, paved parking areas, sidewalks, and landscaping within a riparian assessment area along the front lot line. Given that the development permit guidelines have been met and the applicant has made a reasonable effort to address Board Policy B1.5 in relation to the requested variances, the recommendation is for the Board approve the development permit with variances pending the outcome of public notification and subject to the terms and conditions outlined in Attachments 2 to 6.

#### **BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application from Mikon Construction Ltd on behalf of 1013529 BC Ltd to permit the development of a gasoline service station. The subject property is approximately 0.78 hectares in area and is zoned Commercial 3.13 (C-3.13), pursuant to “Regional

District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002". The property is located on Alberni Highway to the north of Station Road abutting Agricultural Land Reserve and village residential lands (see Attachment 1 – Subject Property Map).

The property contains a liquor store, a decommissioned pub (The Frontiersman), and an existing freestanding sign. It is serviced by a well and on-site sewerage.

The proposed development is subject to the Fish Habitat Protection Development Permit Area (DPA) per the "Regional District of Nanaimo Electoral Area 'F' Official Community Plan Bylaw No. 1152, 1999" (OCP).

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

The proposal includes the erection of signage and the development of parking areas and associated infrastructure, such as site lighting. The applicant has requested variances to the sign regulations, the front lot line setback, and watercourse setback. A new consolidated freestanding sign is proposed within the front lot line and watercourse setback. A lamp standard is also proposed within the watercourse setback. In addition, a request has been made to permit two additional fascia signs to be mounted on the service station canopy.

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

1. **2.10.3 – Setback Requirements from Watercourses** from 8.0 metres to 3.3 metres for the proposed freestanding sign.
2. **2.10.3 – Setback Requirements from Watercourses** from 8.0 metres to 7.0 metres for a proposed lamp standards.
3. **2.14.1 c)ii – Signs** to increase the maximum number of fascia signs per business from one to three for the gasoline service station, as shown in Attachment 4.
4. **4.4.3 g)i – Minimum Setback from Front and Exterior Side Lot Line** from 4.5 metres to 1.3 metres for the proposed consolidated free standing sign, as shown in Attachment 3.

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

The proposed gasoline service station development includes the erection of a gas bar and canopy, the installation of gasoline storage tanks and a stormwater management system, as well as associated paved parking and landscaped areas. The gas bar, canopy, stormwater management system, parking areas, sidewalks, landscaping, freestanding sign, and two lamp standards are all proposed within a fish habitat protection development permit area. The applicant has provided a riparian area assessment prepared by Aquaparian Environmental Consulting Ltd dated November 7, 2017 in order to address the DPA guidelines. The assessment provides recommendations for the protection of a ditch, which is subject to the Provincial *Riparian Area Regulations* (RAR), and fronts the property within the Alberni Highway right-of-way. The ditch is a seasonally wetted, non-fish bearing drainage course connected to a ditch system that eventually drains into French Creek, which is a fish-bearing stream. A 2.0 metre Streamside Protection and Enhancement Area (SPEA) has been established for the ditch, and is proposed to be improved with a vegetated soil berm on the south side of the ditch at a height of approximately 0.3 metres. The SPEA will be landscaped with native shrubs and protected by a 0.15



metre wide concrete curb running between the berm and paved parking area. The berm and curb are intended to protect the ditch from the daily operation of the gasoline service station and to prevent deleterious substances from entering the ditch.

The assessment makes a number of recommendations to protect the ditch during and after development of the site. It is recommended that development of the site in accordance with the riparian area assessment report be included as a condition of the development permit, as outlined in the terms and conditions included as Attachment 2.

The RDN has received a number of inquiries regarding the proposed development of the subject property from area residents. A number of concerns were raised, regarding the potential for light pollution, contamination of groundwater, and noise. These concerns were communicated to the applicant. The proposed development is not subject to the requirement for a development permit for 'form and character' or 'aquifer protection', as the Electoral Area 'F' OCP does not designate development permit areas for these purposes. The only applicable development permit area in this case is for Fish Habitat Protection, which applies to development within the riparian assessment area for the ditch and does not pertain to other aspects of site development. As such, DPA guidelines cannot be relied on to address some of the concerns expressed by area residents, such as site illumination, signage, and screening. However, given the requested variances, staff have worked with the applicant to address area resident concerns through Board Policy B1.5, "Development Variance Permit, Development Permit with Variance & Floodplain Exemption Application Evaluation". In addition, the zoning bylaw addresses groundwater concerns through regulations such as the storage of fuel and runoff control standards for commercial zones.

#### *Signage Variances*

Current regulations allow one fascia sign per business. Two businesses are proposed in the old pub building – the convenience store associated with the gasoline service station, and a tenant business. One sign is proposed for the tenant business, which is permitted. Three signs are proposed for the convenience store and gas bar canopy, which is considered to be one business. This proposal requires a variance to the number of fascia signs permitted per business from one to three for the convenience store and gas bar canopy. The applicant is not requesting variances to legalize the liquor store signage at this time.

The applicant has taken reasonable efforts to limit the amount of fascia signage proposed for the convenience store and gas bar from the typical corporate standard for such businesses. As such, and given the applicant's proposal to turn off the signage outside of business hours and provide automatic dimming hardware, it is recommended that the Board support a variance from one to three signs per business for the gasoline service station, as outlined in Attachments 2 and 4.

The applicant proposes a consolidated freestanding sign, which requires variances to the front lot line and watercourse setbacks. This single consolidated freestanding sign will function adequately to alert the travelling public to the presence of the businesses and consolidation of site signage is supported by Board Policy B1.5. As the proposed freestanding sign alleviates the need for additional signage and is proposed to be dimmed and turned off outside business hours, which demonstrates an acceptable effort to meet Board Policy B1.5, it is recommended that the proposed variances to the front lot line and watercourse setbacks be approved, subject to terms and conditions as outlined in Attachments 2 to 4.

### *Parking, Lighting, and Landscaping*

As part of the proposal, the applicant has provided a parking plan that includes the proposed locations of three lamp standards to provide parking lot lighting. Two lamp standards are proposed along the front of the property, one of which is located within the watercourse setback. The luminaries attached to the lamp standards are a full cut-off model that limits backlighting and light pollution. In addition, the applicant proposes that lighting on all buildings and structures will be in soffits, directed downwards, and be turned off outside of business hours. Existing lighting on the liquor store is proposed to be baffled or replaced to prevent light from leaving the site.

It is recommended that the proposed lighting specifications be made a condition of permit, as outlined in Attachment 2. This condition adequately addresses the potential for negative impacts associated with the proposed variance to the watercourse setback for the one lamp standard.

In order to further mitigate the impact of the proposed parking areas and site lighting, the applicant has proposed to provide a landscape screen to limit the trespass of headlights and site lighting onto adjacent property. The proposed landscaping consists of a variety of largely evergreen woody plant materials along the Alberni Highway frontage, and a row of Leyland Cypress along the East residential property line. Combined with the berm and cement curb recommended by the QEP, the landscaping along the highway frontage should help mitigate light pollution from headlights and address the concerns raised by community members. It is recommended that the landscaping be provided in general compliance with the provided landscape plan, under the guidance of the QEP for species recommendations along the ditch. As to the screening of abutting residential properties, the applicant proposes to supplement the vegetation with solid fencing along the East lot line abutting existing residential development, as outlined in Attachment 2.

### *Gasoline Storage Tanks and Stormwater Management*

The applicant proposes to store fuels in double walled containers as required by zoning Bylaw 1285. The proposed storage system includes hydrostatically monitored double walled fiberglass tanks accompanied by a perimeter monitoring system for leak detection. Zoning Bylaw 1285 also require that stormwater may not contain in excess of 75 milligrams per litre of suspended solids or cause the water quality within the watercourse receiving the stormwater to exceed the maximum induced sediments guidelines as set out in the “British Columbia Approved Water Quality Guidelines (Criteria): 1999 Edition, Updated January 17, 2001.” These bylaw requirements are intended to limit the potential for deleterious substances from the site to enter surface or groundwater. Compliance with these bylaw requirements is included as a condition of this permit as outlined on Attachment 2.

Given that the applicant has proposed to mitigate the impacts of the proposed variances and the variances should not result in negative aesthetic, functional, or environmental implications for adjacent properties, the applicant has made reasonable efforts to address Policy B1.5 guidelines.

### *Intergovernmental Implications*

The application was referred to the Ministry of Transportation and Infrastructure (MOTI). The MOTI indicated that they have issued an access permit for the property and have no objections to the proposed development of the subject property.

### **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 Permit with Variance No. PL2017-178 subject to the terms and conditions outlined in Attachments 2 to 6.
2. To deny Development Permit with Variance No. PL2017-178.

### **FINANCIAL IMPLICATIONS**

The proposal has no implications related to the Board 2016 – 2020 Financial Plan.

### **STRATEGIC PLAN IMPLICATIONS**

The proposed development is in keeping with the 2017 – 2021 Board Strategic Plan strategic priority - “Focus on the Environment”, which states that the Board will focus on protecting and enhancing the environment in all decisions. The development permit area guideline requirement for a biological assessment helps ensure that site-specific environmentally sensitive features are identified and that the impacts of development on the environment are identified and mitigated.



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Sarah Preston  
spreston@rdn.bc.ca  
January 30, 2018

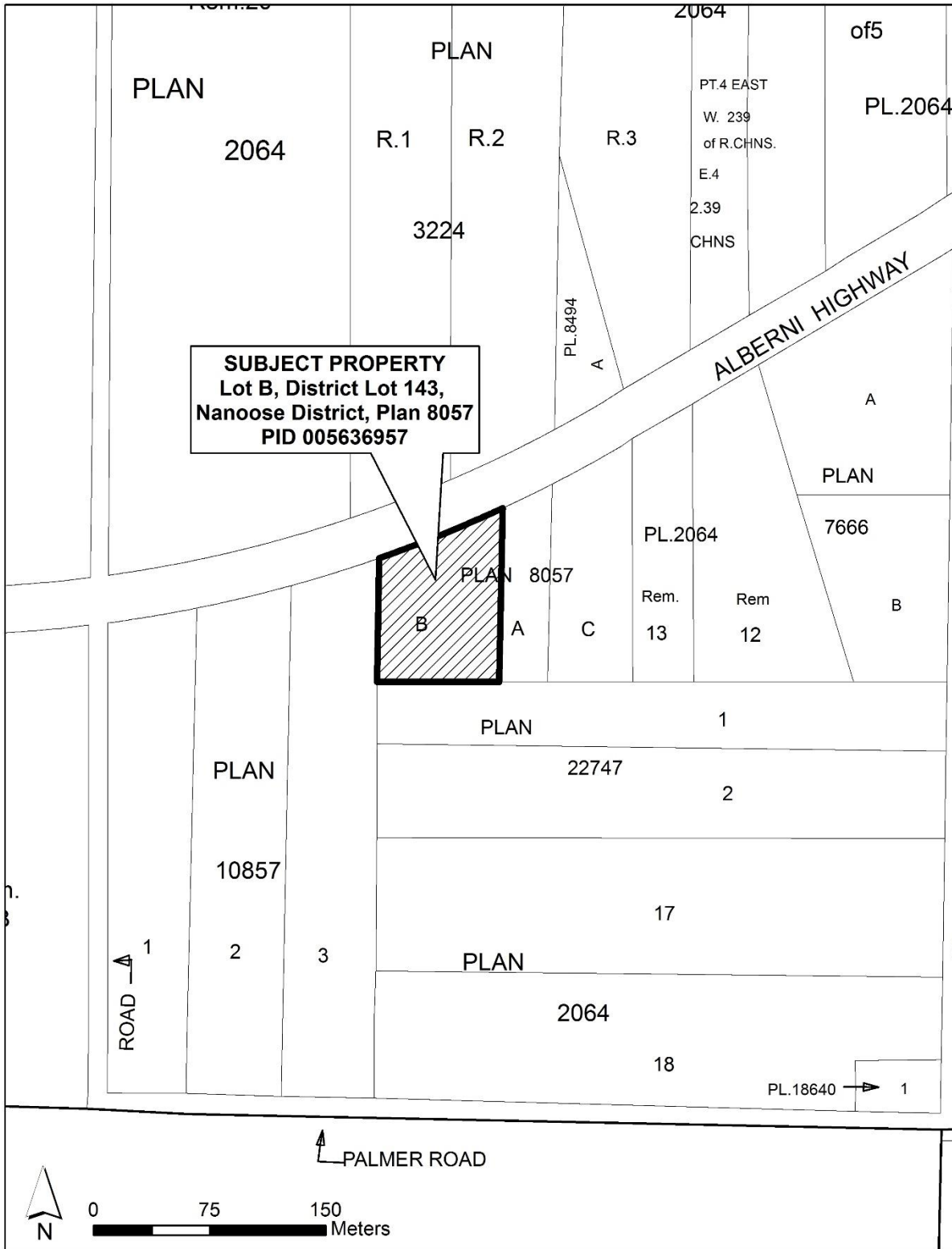
#### Reviewed by:

- 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. Proposed Sign Details and Variances
5. Proposed Lamp Standards
6. Proposed Landscape 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. PL2017-178:

### **Bylaw No. 1285, 2002 Variances**

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

1. 2.10.3 – Setback Requirements for Watercourses from 8.0 metres to 3.3 metres for the proposed freestanding sign as shown in Attachment 3.
2. 2.10.3 – Setback Requirements for Watercourses from 8.0 metres to 7.0 metres for the proposed lamp standard, as shown in Attachment 3.
3. 2.14.1 c)ii – Signs to increase the maximum number of fascia signs per business from one to three for the gasoline service station, as shown in Attachment 4.
4. 4.4.3 g)i – Minimum Setback from Front and Exterior Side Lot Line from 4.5 metres to 1.3 metres for the proposed consolidated free standing sign, as shown in Attachment 3.

### **Conditions of Approval**

1. The site is developed in accordance with the Site Plan prepared by Sims Associates Land Surveying LTD, dated January 11, 2018 and the Parking Plan prepared by Mikon Construction LTD, dated October 4, 2017, attached as Attachment 3.
2. The subject property shall be developed in accordance with the recommendations contained in the Riparian Areas Assessment prepared by Aquaparian Environmental Consulting Ltd, dated November 7, 2017.
3. The property owner shall provide confirmation in the form of a report prepared by a Qualified Environmental Professional (QEP), to the satisfaction of Strategic and Community Development, that development of the subject property has occurred in accordance with the QEP’s recommendations, prior to final inspection for the gasoline service station canopy.
4. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

### **Signage**

5. The site is developed in accordance with the Sign Detail Drawings prepared by J. Norton, dated October 13, 2017 and Mikon Construction, dated November 8, 2017 as shown in Attachment 4
6. The signage shall include automatic dimming, so that light intensity levels are automatically adjusted based on current weather conditions and the time of day.
7. The brightness level of the signage shall be limited to a maximum of 0.3 foot candles over ambient levels, as measured using a foot candle meter at a distance of 30.0 metres from the face of the sign.
8. The signage must be turned off between the hours of 11:00 pm and 6:00 am.
9. Lighting that is wholly halo lit or otherwise indirectly lit, is exempt from conditions 6 and 7.

### **Lighting**

10. The proposed lamp standards are to be in compliance with the product detail excerpts attached as Attachment 5.
11. The existing exterior lighting on the liquor store is to be baffled as proposed, or replaced in accordance with conditions 12 through 15.
12. Site illumination must not result in backlight or glare directed towards neighbouring properties or adjacent roads.
13. Building facades are to be illuminated through the use of lighting which shines down from the building's surface.
14. All new, replacement, and updated exterior lighting in existing and proposed development shall be Full Cut-off Flat Lens (FCO/FL) luminaries and lighting fixtures.

### **Landscaping**

15. The proposed landscaping shall be provided and maintained in general accordance with the Landscaping Plan prepared by Mikon Construction LTD, dated January 8, 2017 as shown in Attachment 6, with plant species recommendations provided by a Qualified Environmental Professional for the area fronting the Alberni Highway ditch.
16. Landscaped buffers shall be provided along parking areas abutting Alberni Highway and residential uses on abutting parcels in accordance with the following:
  - a. No hedge, tree, shrub or other growth shall be erected or permitted to grow to a height greater than 1.0 metre from the established grade of a highway within a sight triangle. Refer to Attachment 3 – Site Plan for sight triangle extent.
  - b. A permanent concrete curb shall be provided to protect landscaping and prevent the entry of deleterious substances into the ditch.
  - c. Solid fencing, suitable for reasonably blocking light, shall be provided in addition to vegetation where landscaping is proposed on the East lot line.

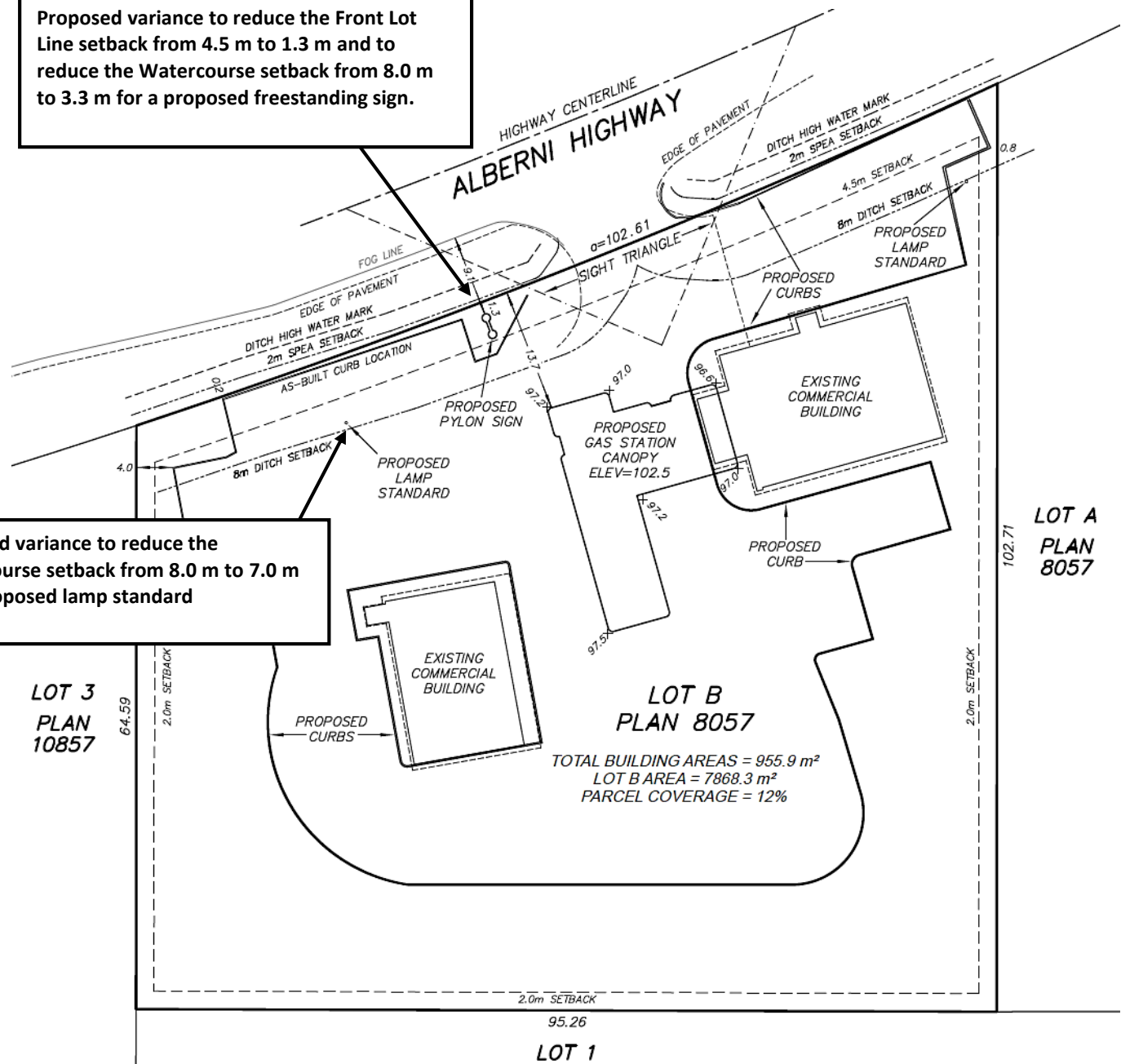
### **Runoff Control**

17. Staff shall withhold the issuance of this Permit until the stormwater management plan has been reviewed and sealed by a Professional Engineer working within their area of expertise, and confirms that the plan complies with Section 2.5 of Bylaw No. 1285 and the Riparian Areas Assessment, to the satisfaction of the Regional District of Nanaimo. Confirmation shall be provided in writing, and shall accompany a sealed version of the stormwater management plan.
18. The proposed development shall be in compliance with the final approved stormwater management plan.

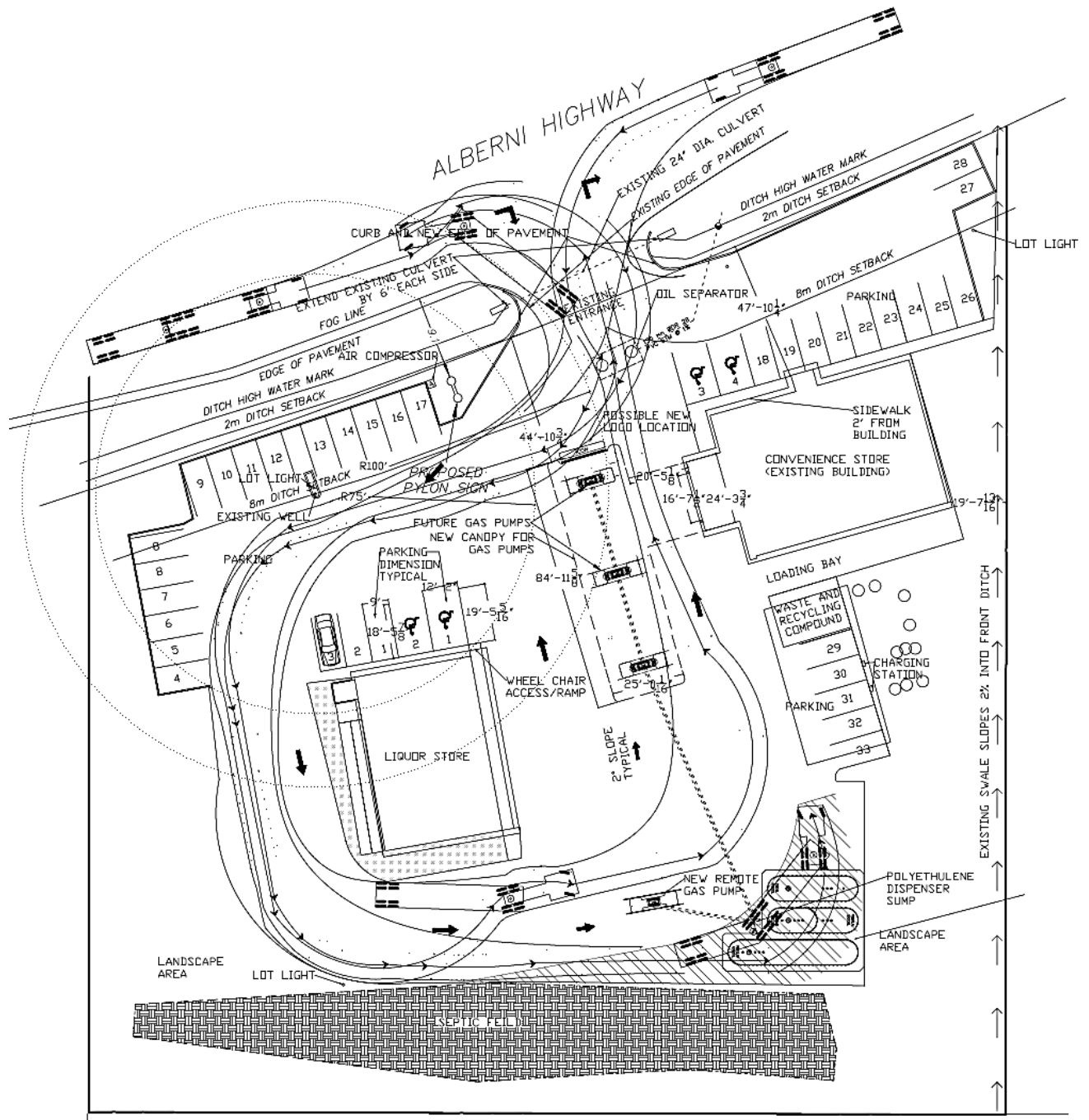
**Attachment 3**  
**Proposed Site Plan and Variances**  
**(1 of 2)**

Proposed variance to reduce the Front Lot Line setback from 4.5 m to 1.3 m and to reduce the Watercourse setback from 8.0 m to 3.3 m for a proposed freestanding sign.

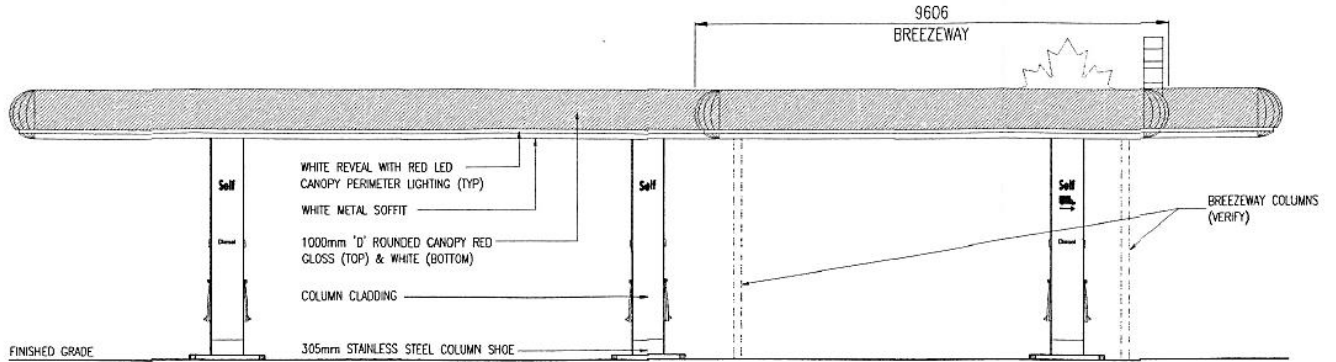
Proposed variance to reduce the Watercourse setback from 8.0 m to 7.0 m for a proposed lamp standard



**Attachment 3**  
**Proposed Parking Plan**  
**(2 of 2)**

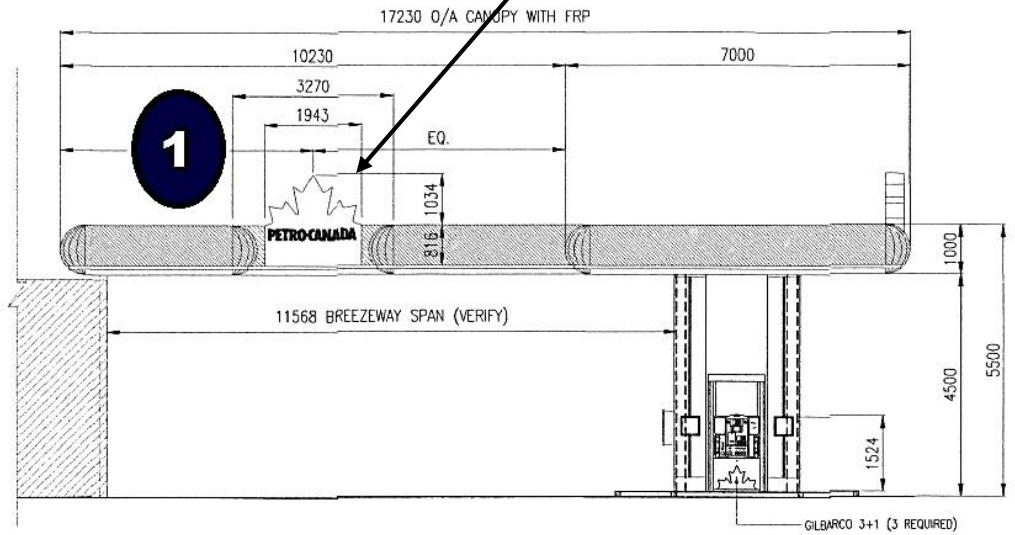


**Attachment 4**  
**Proposed Sign Details and Variances**  
**(1 of 4)**



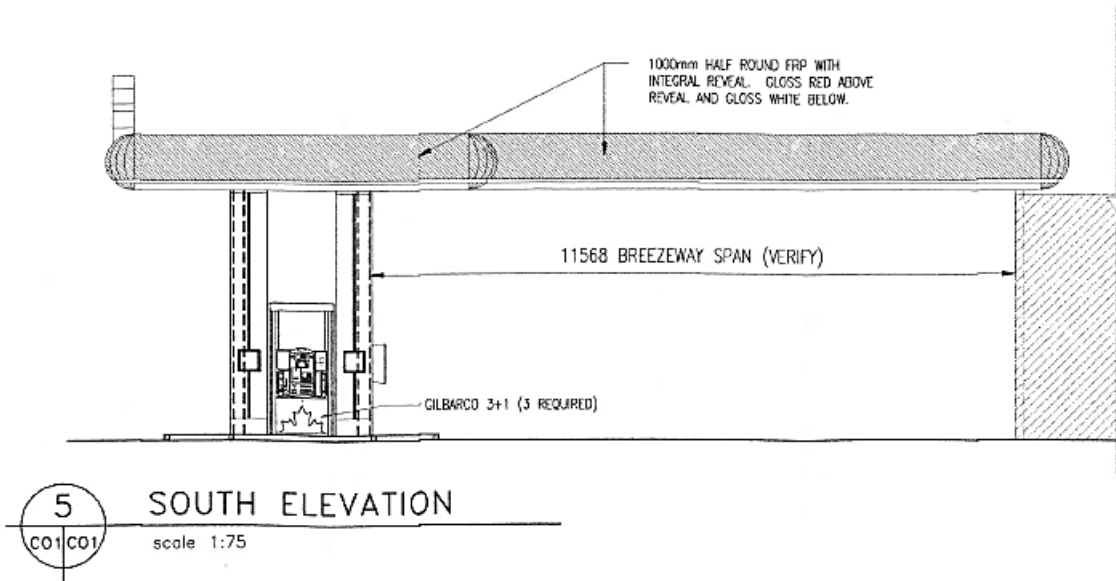
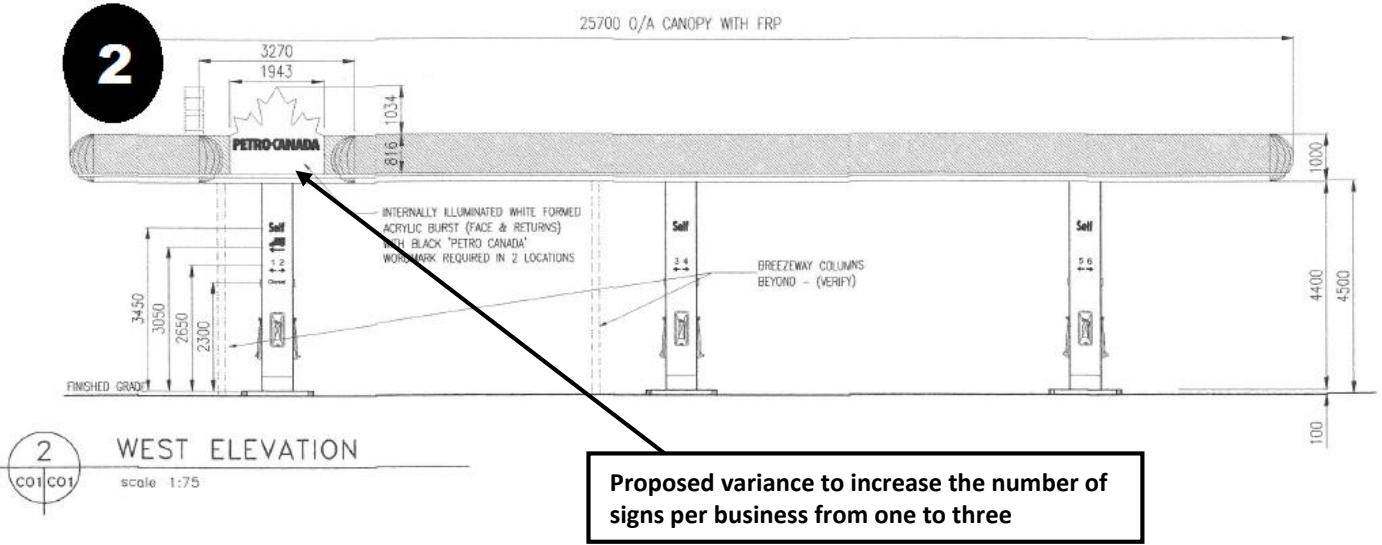
**3** EAST ELEVATION  
 CO1|CO1 scale 1:75

**Proposed variance to increase the number of signs per business from one to three**



**4** NORTH ELEVATION  
 CO1|CO1 scale 1:75

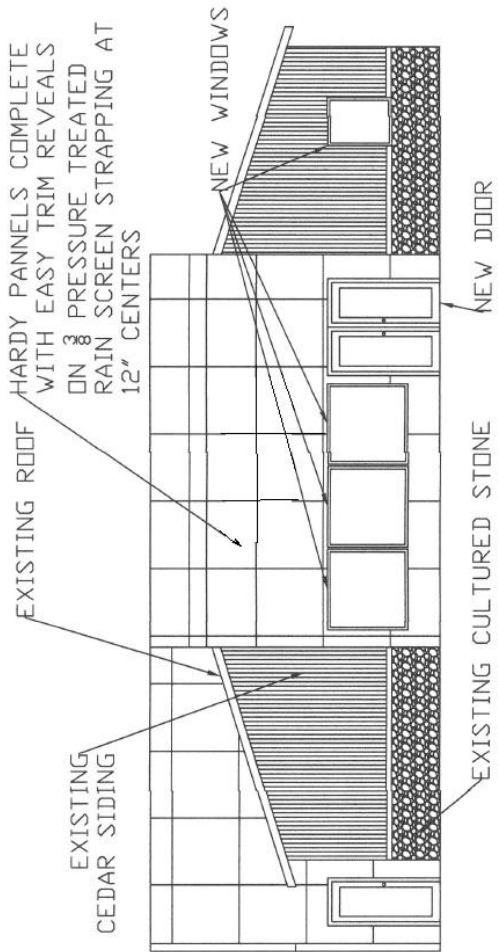
**Attachment 4**  
**Proposed Sign Details and Variances**  
**(2 of 4)**



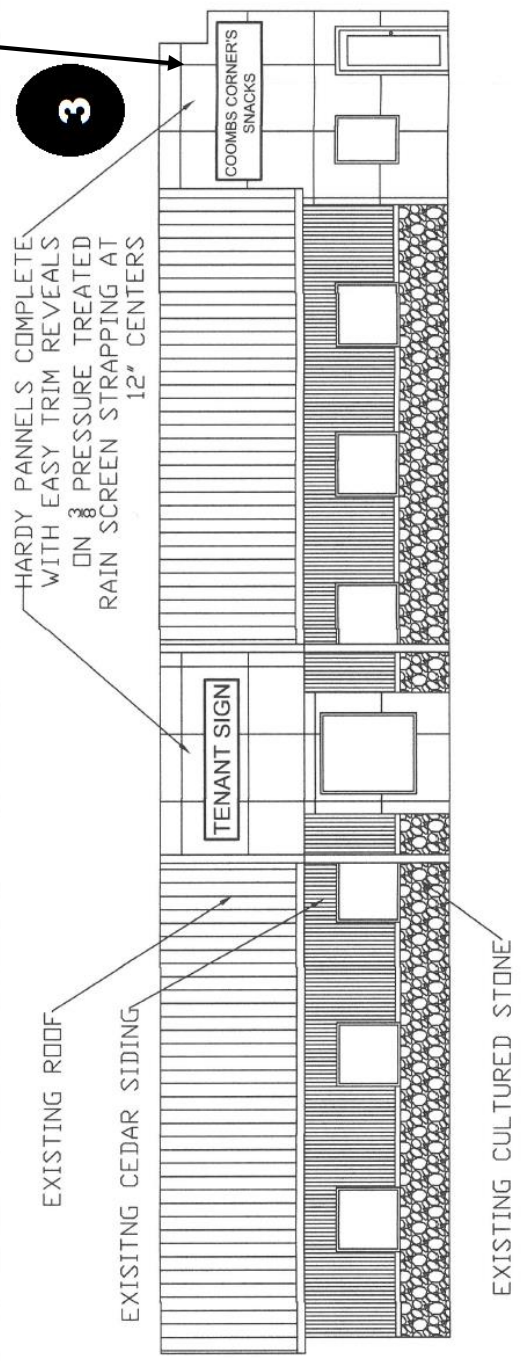


**Attachment 4**  
**Proposed Sign Details and Variances**  
**(3 of 4)**

**Proposed variance to increase the number of signs per business from one to three**

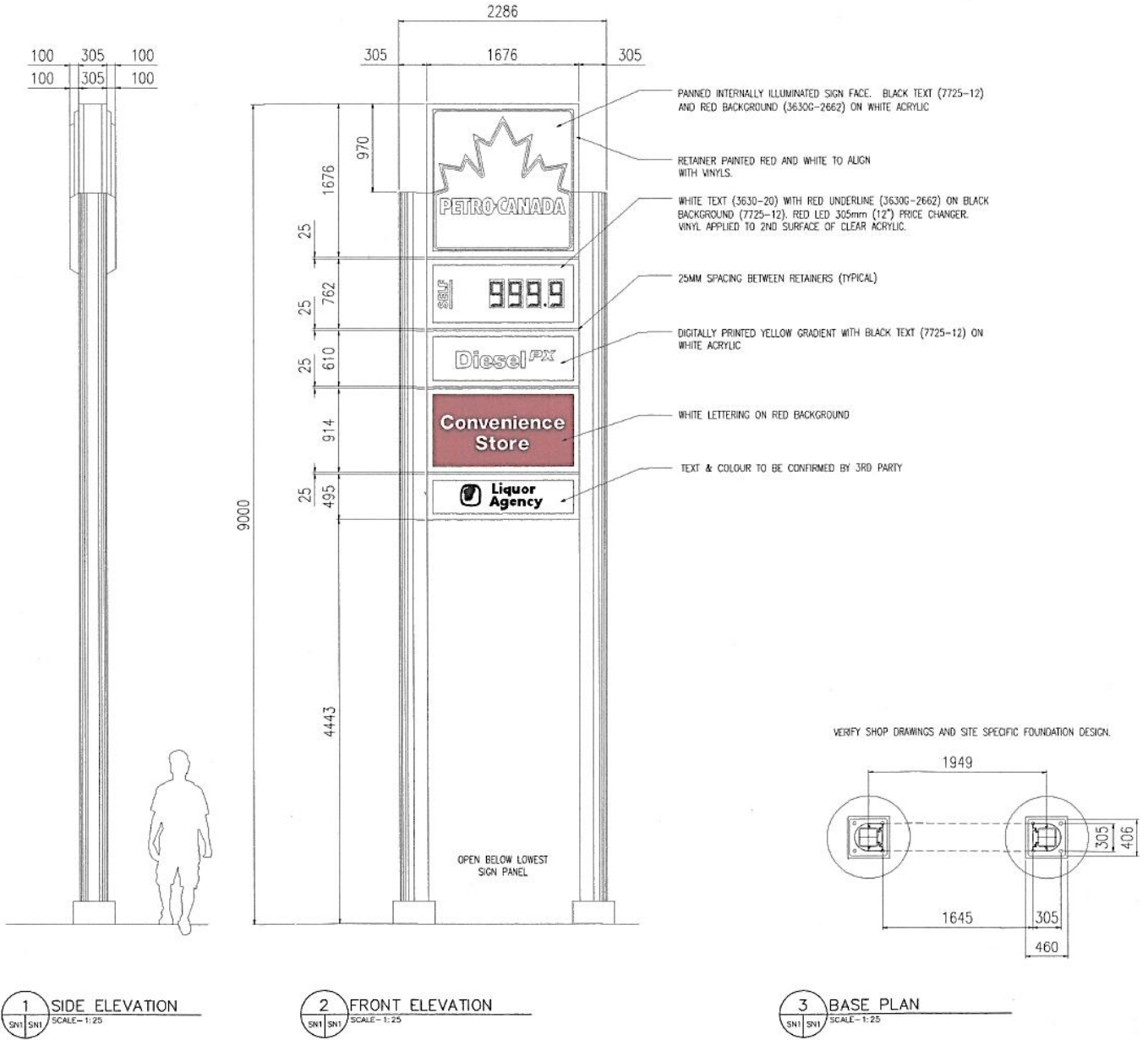


WEST ELEVATION  
 SCALE: 1/8" = 1'-0"



NORTH ELEVATION  
 SCALE: 1/8" = 1'-0"

**Attachment 4**  
**Proposed Sign Details and Variances**  
**(4 of 4)**





**Attachment 5  
Proposed Lamp Standards  
(1 of 2)**



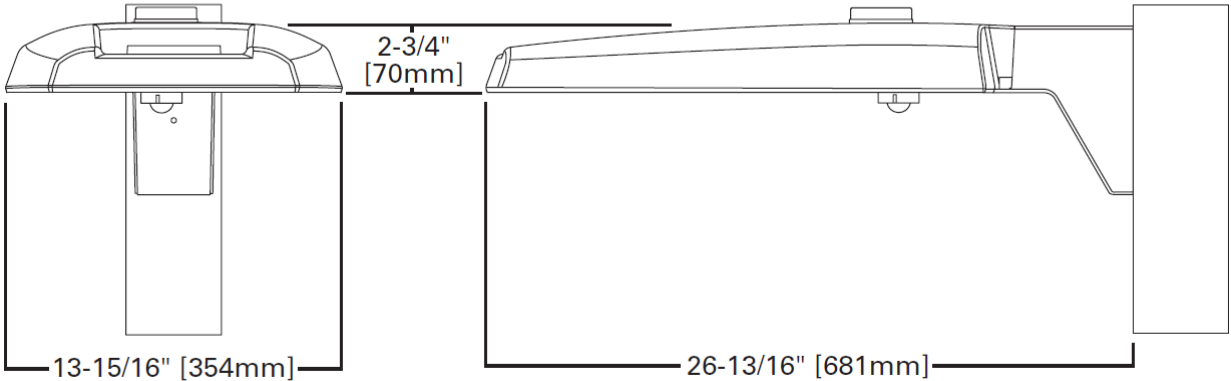
**PRV PREVAIL**

**LED**



**AREA / SITE / ROADWAY  
LUMINAIRE**

**DIMENSIONS**



**Attachment 5**  
**Proposed Lamp Standards**  
**(2 of 2)**

**STRAIGHT SQUARE POLES**

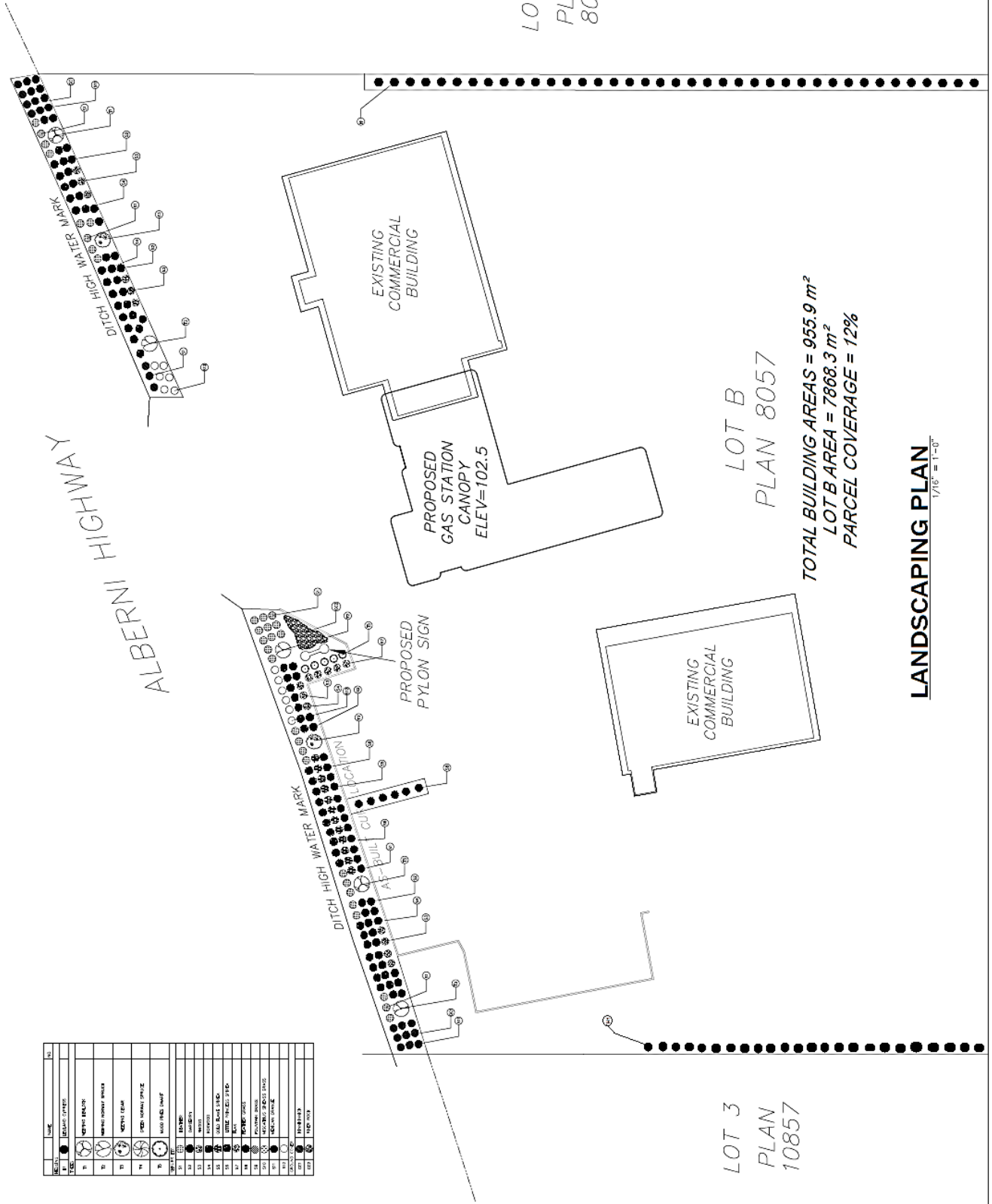


**SPECIFICATIONS**

Product Number	Description	SQ. Pole (in)	Height (ft)	Anchor Bolt Diameter	Pole Type	Weight (lb)	Base Plate Type	Maximum EPA (sq.ft.)			
								80 mph	90 mph	100 mph	110 mph
101-70-NS410L-Fx	NSS 410 LD, Straight Square	4"	10'	3/4"	LD	80	A	32.0	26.0	21.0	17.0
101-70-NS412L-Fx	NSS 412 LD, Straight Square	4"	12'	3/4"	LD	93	A	27.0	21.5	17.0	14.0
101-70-NS416L-Fx	NSS 416 LD, Straight Square	4"	16'	3/4"	LD	118	A	20.0	15.5	12.0	9.5
101-70-NS418L-Fx	NSS 418 LD, Straight Square	4"	18'	3/4"	LD	131	A	16.5	13.0	10.0	7.5
101-70-NS420L-Fx	NSS 420 LD, Straight Square	4"	20'	3/4"	LD	144	A	14.0	10.5	8.0	6.0

**Attachment 6  
 Proposed Landscaping  
 (1 of 4)**

LO  
 PL  
 8C



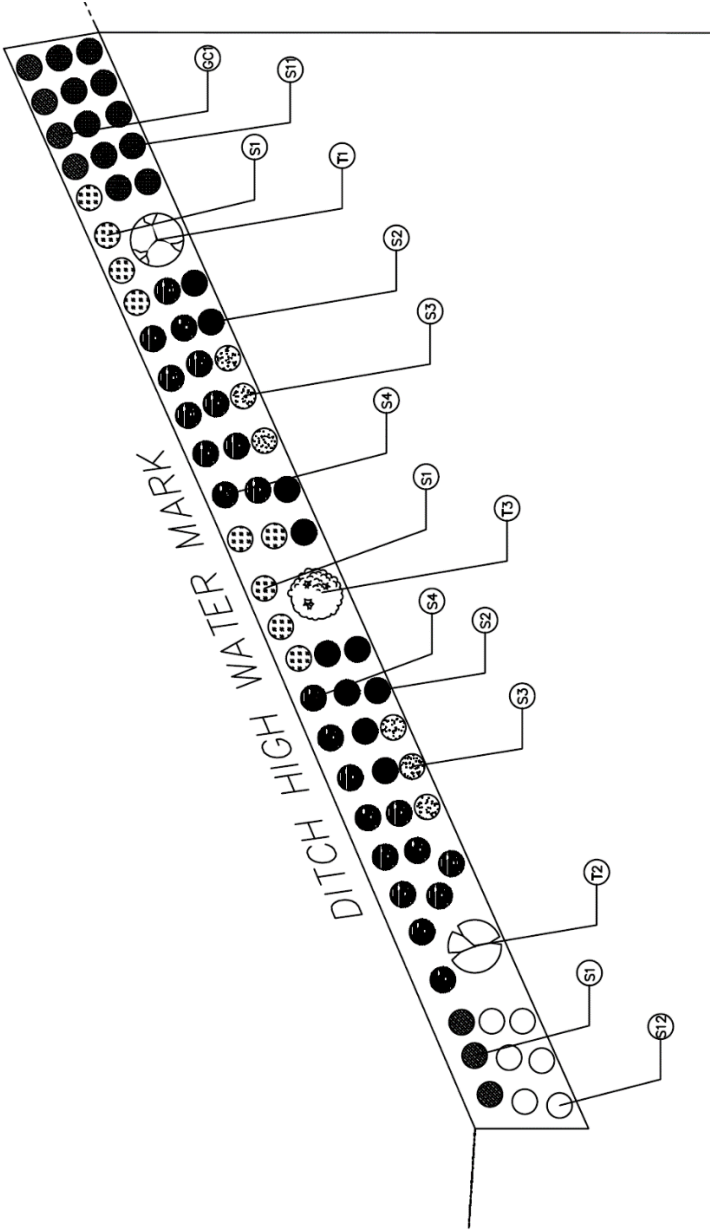
NO.	SYMBOL	NAME	NO.
1	(Symbol)	BRUSH CUTS	10
2	(Symbol)	NETS BELON	11
3	(Symbol)	NETS ROYAL PINK	12
4	(Symbol)	NETS ROYAL BLUE	13
5	(Symbol)	NETS ROYAL GREEN	14
6	(Symbol)	NETS ROYAL PURPLE	15
7	(Symbol)	NETS ROYAL YELLOW	16
8	(Symbol)	NETS ROYAL ORANGE	17
9	(Symbol)	NETS ROYAL RED	18
10	(Symbol)	NETS ROYAL BROWN	19
11	(Symbol)	NETS ROYAL BLACK	20
12	(Symbol)	NETS ROYAL GREY	21
13	(Symbol)	NETS ROYAL WHITE	22
14	(Symbol)	NETS ROYAL SILVER	23
15	(Symbol)	NETS ROYAL GOLD	24
16	(Symbol)	NETS ROYAL IRIDESCENT	25
17	(Symbol)	NETS ROYAL METALLIC	26
18	(Symbol)	NETS ROYAL GLOSS	27
19	(Symbol)	NETS ROYAL MATTE	28
20	(Symbol)	NETS ROYAL TRANSPARENT	29
21	(Symbol)	NETS ROYAL OPAQUE	30
22	(Symbol)	NETS ROYAL TRANSLUCENT	31
23	(Symbol)	NETS ROYAL OPAQUE	32
24	(Symbol)	NETS ROYAL TRANSPARENT	33
25	(Symbol)	NETS ROYAL TRANSLUCENT	34
26	(Symbol)	NETS ROYAL OPAQUE	35
27	(Symbol)	NETS ROYAL TRANSPARENT	36
28	(Symbol)	NETS ROYAL TRANSLUCENT	37
29	(Symbol)	NETS ROYAL OPAQUE	38
30	(Symbol)	NETS ROYAL TRANSPARENT	39
31	(Symbol)	NETS ROYAL TRANSLUCENT	40
32	(Symbol)	NETS ROYAL OPAQUE	41
33	(Symbol)	NETS ROYAL TRANSPARENT	42
34	(Symbol)	NETS ROYAL TRANSLUCENT	43
35	(Symbol)	NETS ROYAL OPAQUE	44
36	(Symbol)	NETS ROYAL TRANSPARENT	45
37	(Symbol)	NETS ROYAL TRANSLUCENT	46
38	(Symbol)	NETS ROYAL OPAQUE	47
39	(Symbol)	NETS ROYAL TRANSPARENT	48
40	(Symbol)	NETS ROYAL TRANSLUCENT	49
41	(Symbol)	NETS ROYAL OPAQUE	50

LOT B  
 PLAN 8057  
 TOTAL BUILDING AREAS = 955.9 m<sup>2</sup>  
 LOT B AREA = 7868.3 m<sup>2</sup>  
 PARCEL COVERAGE = 12%

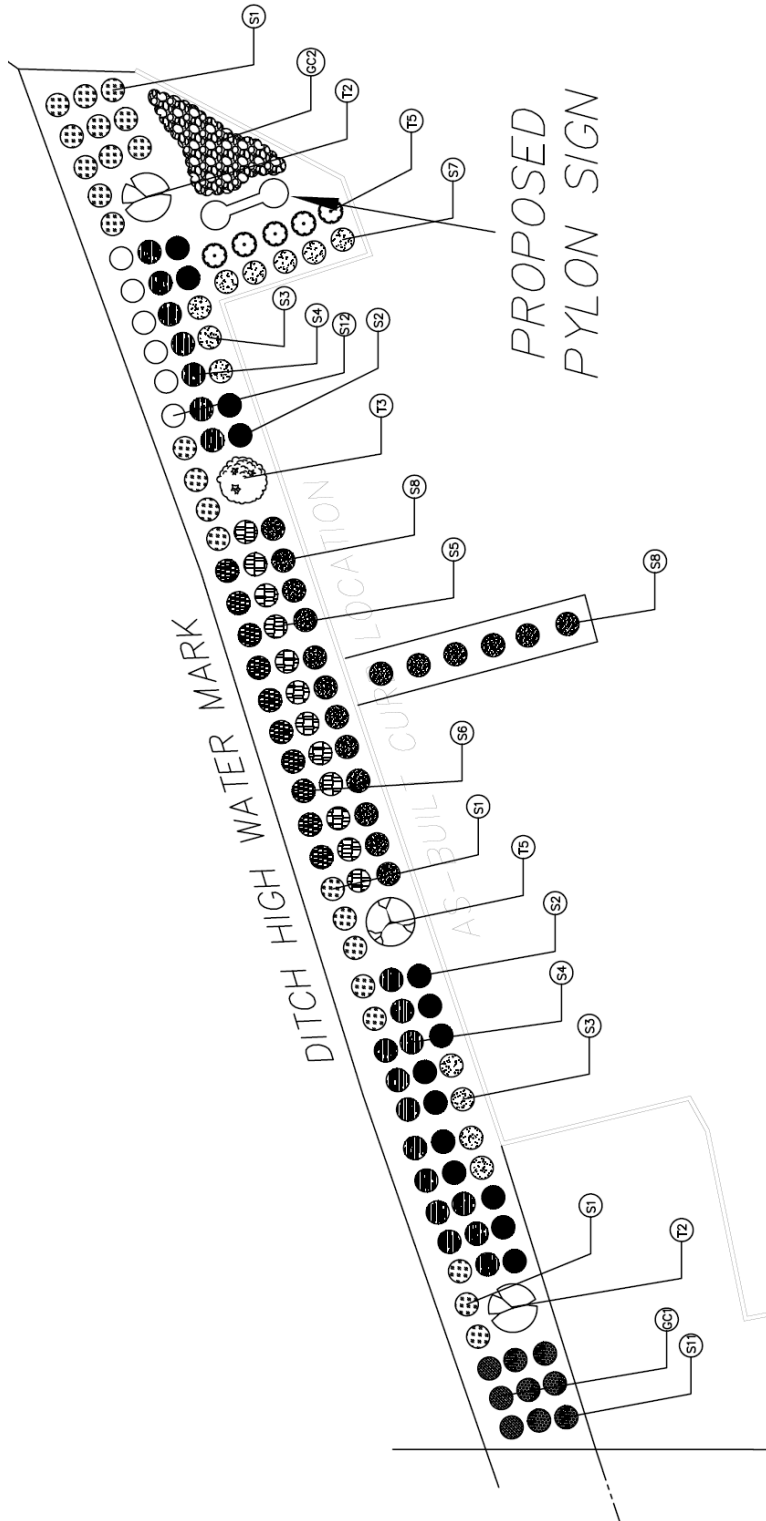
LOT 3  
 PLAN 10857

**LANDSCAPING PLAN**  
 1/16" = 1'-0"





















**Attachment 6**  
**Proposed Landscaping**  
**(2 of 4)**



**Attachment 6**  
**Proposed Landscaping**  
**(3 of 4)**



**Attachment 6**  
**Proposed Landscaping**  
**(4 of 4)**

		NAME	NO.
<b>HEDGING</b>			
H1		LEYLAND CYPRESS	
<b>TREES</b>			
T1		WEeping HEMLOCK	
T2		WEeping NORWAY SPRUCE	
T3		WEeping CEDAR	
T4		GREEN NORWAY SPRUCE	
T5		MUGO PINES DWARF	
<b>SHRUBS ETC.</b>			
S1		HEATHER	
S2		BARBERRY	
S3		RHODO	
S4		BOXWOOD	
S5		GOLD FLAME SPIREA	
S6		LITTLE PRINCESS SPIREA	
S7		FLAX	
S8		FEATHER GRASS	
S9		FOUNTAIN GRASS	
S10		MISCATHUS SINENSS GRASS	
S11		MEXICAN ORANGE	
S12			
<b>GROUND COVER</b>			
GC1		KINNIKINNICK	
GC2		RIVER ROCK	

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**TO:** Electoral Area Services Committee                      **MEETING:** February 13, 2018

**FROM:** Kristy Marks  
Planner    **FILE:** PL2017-186

**SUBJECT: Temporary Use Permit Application No. PL2017-186**  
**925 Fairdowne Road and 1240 Valley Road – Electoral Area ‘F’**  
**Lot 1, District Lot 156, Nanoose District, Plan EPP58884; and**  
**Lot 2, District Lot 156, Nanoose District, Plan EPP58884 Except EPS3384**

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**RECOMMENDATIONS**

1. That the Board approve Temporary Use Permit No. PL2017-186 to allow a film and recording studio on the subject properties subject to the terms and conditions outlined in Attachments 2 and 3.
2. That the Board direct staff to complete the required notification for Temporary Use Permit No. PL2017-186.

**SUMMARY**

The applicant is requesting a temporary use permit (TUP) to allow film and recording studio as a temporary use on the subject properties. Given that the proposed use is consistent with OCP policies, compatible with adjacent land uses and is not anticipated to have any significant impacts on adjacent properties or the environment, staff recommend that the Board approve the TUP pending the outcome of public notification and subject to the terms and conditions outlined in Attachments 2 and 3.

**BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application from Ron Chiovetti on behalf of Fairdowne Business Centre Ltd., Inc. No. BC1003055 to permit a film and recording studio as a temporary use. The subject properties are approximately 1.25 hectares in area each and are currently zoned CD-20 (Fairdowne Comprehensive Development Zone), pursuant to “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002” (Bylaw 1285). The properties are located to the west of Fairdowne Road and south of Valley Road and are surrounded by Industrial zoned lands to the north, south and east and Rural zoned lands in Electoral Area ‘G’ to the west (see Attachment 1 – Subject Property Map).

The properties currently contain several buildings used as self-storage units (marketed as Guy Garages), an existing business (Isle Golf Cars), and a dwelling unit. Each lot is serviced by separate septic disposal systems and separate wells.

### ***Proposed Development***

The applicant proposes to utilize up to six warehouse buildings ranging in size from 505 m<sup>2</sup> to 820 m<sup>2</sup> for film and recording studio use. Three of the buildings (Buildings E, F, & G) are located on Lot 2 and are intended to be utilized as storage buildings in the future. An additional three buildings would be located on Lot 1 and the applicant has expressed an interest in applying to re-zone this lot in the future to permanently allow film and recording studio. Attachment 3 – Site Plan shows the location of existing and proposed buildings on Lot 1 and Lot 2.

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

The subject property is designated 'Industrial' and is within the 'Bellevue Church Road Rural Separation Boundary' as per the "Electoral Area 'F' Official Community Plan Bylaw No. 1152, 1999" (OCP). Lands within this designation are considered a growth centre and the expansion of commercial and industrial development is supported in this area. In addition, the OCP contains policies that support the issuance of TUPs for all lands within the Village Centres and Rural Separation Boundaries and provides guidance for the evaluation of such applications. The proposed use is compatible with surrounding industrial uses and there are no impacts to the environment or ground or surface water anticipated as a result of the proposed development which is also consistent with the applicable OCP policies.

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

The existing CD-20 zone permits a number of industrial and commercial uses within three development areas between the two lots including Active Use Storage, Commercial Card Lock, Transportation/Transportation Terminal, Equipment Rental, Log Home Building, Manufacturing, Outdoor Sales, Warehousing/Wholesaling, Outdoor Storage and Mini-Storage. The applicant proposes to include film and recording studio as a temporary use on both Lot 1 and Lot 2.

Currently Bylaw 1285 includes a definition of "Entertainment Centre" which includes film and recording studio in addition to a number of other uses such as entertainment and recreation use and hosting of live and recorded music, dances and concerts. Given that the applicant is not proposing to allow studio audiences or access to the general public and is requesting the TUP to allow a film and recording studio and the storage and construction of film props and sets only, staff recommend including the following definition of Film and Recording Studio for the purposes of this permit:

**Film and Recording Studio** means the use of land, buildings, and structures for the production of art, motion pictures, videos, television or radio programs or sound recording including the construction and storage of related props and sets but does not include the presence of an audience.

With respect to the provision of on-site parking, the current CD-20 zone requires one parking space for each "active-use storage unit". Recognizing that film and recording studio use will require more parking to accommodate production staff and film crews, based on a review of parking requirements established by other local governments for the proposed use, staff recommend a parking rate of one parking space per 100 m<sup>2</sup> of building floor area to be used for film and recording studio use. Given that the applicant is proposing six buildings with a total floor area of 3824 m<sup>2</sup>, a total of 39 off-street parking spaces are required. The applicant has provided a site plan and concept parking plan to demonstrate that adequate on-site parking can be provided for existing and proposed uses (Attachment 3 – Proposed



Site Plan). The definition of film and recording studio and parking requirements are included in the Terms and Conditions of Permit outlined in Attachment 2.

Given that the proposed use is consistent with OCP policies, compatible with adjacent land uses and is not anticipated to have any significant impacts on adjacent properties or the environment, staff have no concerns with issuing a TUP for the proposed film and recording studio.

### ***Intergovernmental Implications***

The application was referred to the local fire department, Island Health (VIHA) and the Ministry of Transportation and Infrastructure (MOTI).

The MOTI has confirmed that they have no objections to the TUP application and note that their comments do not constitute approval for subdivision and that access from Fairdowne Road is not permitted without a valid MOTI Commercial Access Permit. Island Health has confirmed that each lot is serviced by individual wells and that they will include Buildings E, F, and G on Lot 2 in the existing non-potable water exemption permit. The Errington Volunteer Fire Department has confirmed they have no concerns with the application.

### ***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 metre radius of the subject property and all owners of parcels located within a 500 metre radius of the subject property will receive a direct notice of the proposal and will have an opportunity to comment on the proposed temporary use permit prior to the Board's consideration of the application. In addition, the notice will be posted in a local newspaper as required by the *Local Government Act*.

## **ALTERNATIVES**

1. To approve Temporary Use Permit No. PL2017-186 subject to the conditions outlined in Attachments 2 to 3.
2. To deny Temporary Use Permit No. PL2017-186.

## **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 is in keeping with the 2016 – 2020 Board Strategic Plans Strategic Priorities and Governing Principles to foster economic development and support diversification of our regional economy by supporting an emerging industry in the region.



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Kristy Marks  
kmarks@rdn.bc.ca  
January 24, 2018

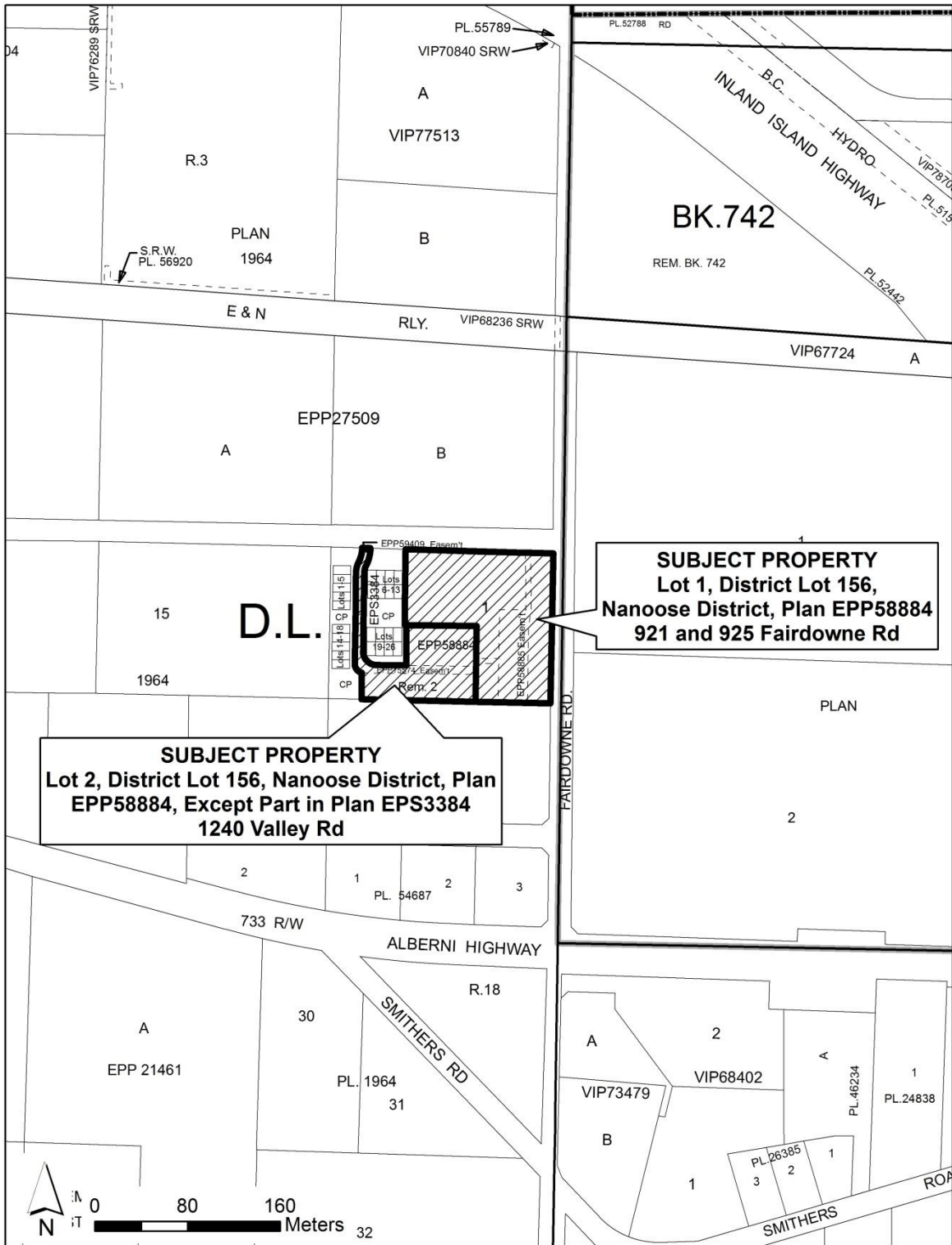
Reviewed by:

- 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 Plans

**Attachment 1  
Subject Property Map**



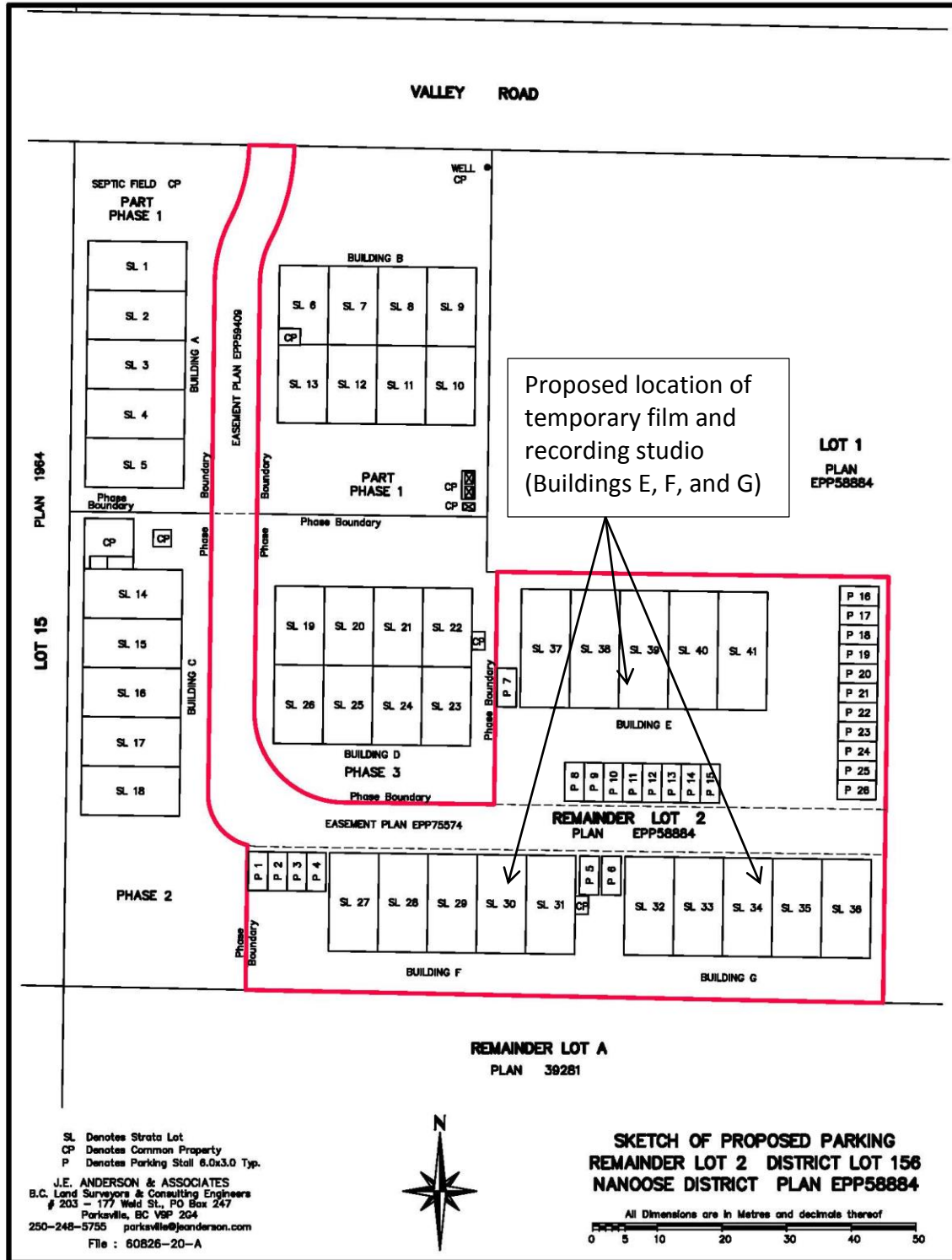
**Attachment 2**  
**Terms and Conditions of Permit**

The following sets out the terms and conditions of Temporary Use Permit No. PL2017-186:

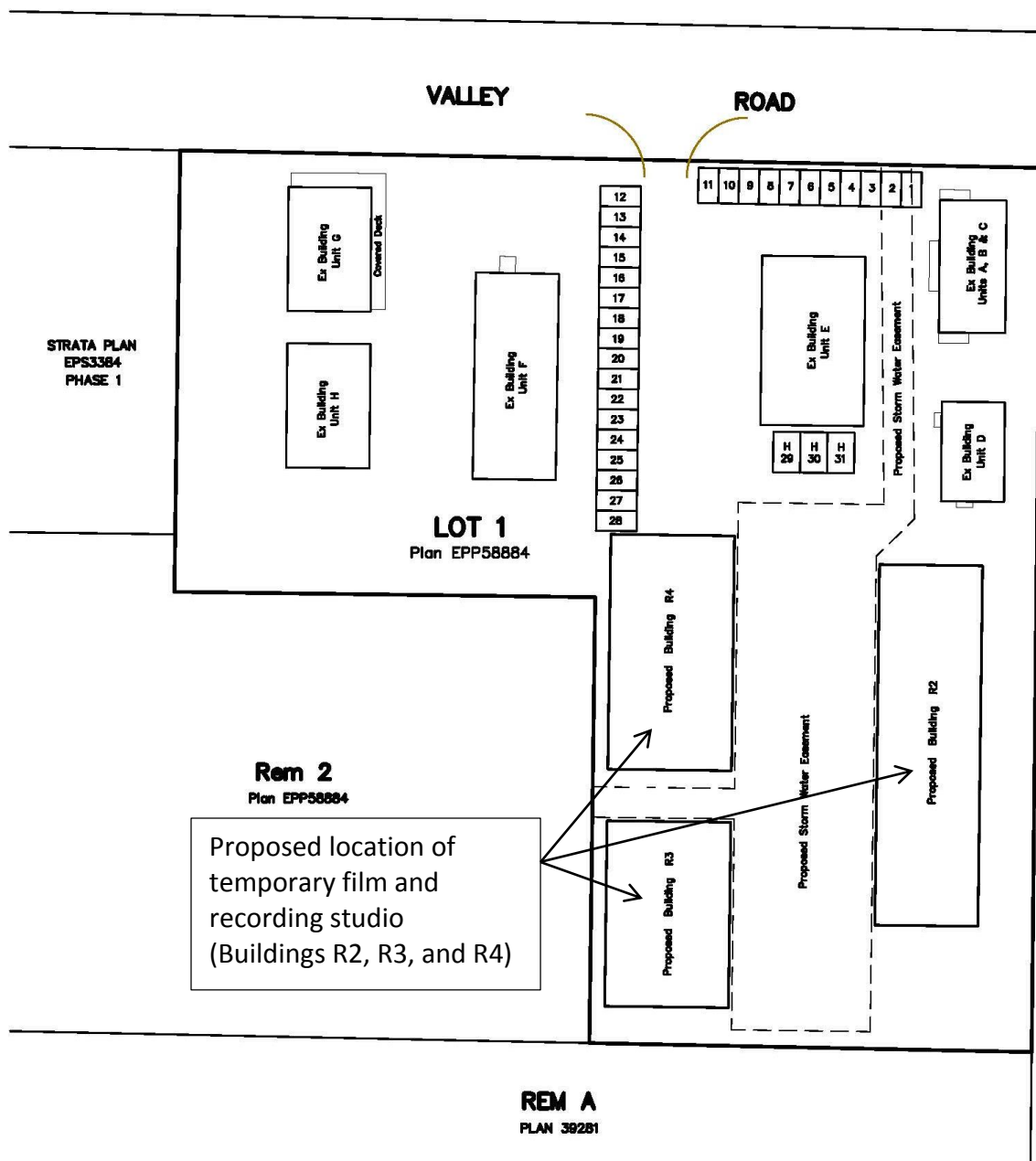
Conditions of Approval

1. The temporary use permit is valid until January 31, 2021.
2. For purposes of this temporary use permit, “Film and Recording Studio” means the use of land, buildings, and structures for the production of art, motion pictures, videos, television or radio programs or sound recording including the construction and storage of related props and sets but does not include the presence of an audience.
3. The proposed development is in general compliance with the site plans prepared by J.E. Anderson & Associates and attached as Attachment 3.
4. The applicant shall provide off-street parking at a rate of one parking space per 100 m<sup>2</sup> of building floor area used for film and recording studio use.
5. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

**Attachment 3**  
**Proposed Site Plan – Lot 2**  
 (Page 1 of 2)



**Attachment 3**  
**Proposed Site Plan – Lot 1**  
**(Page 2 of 2)**



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**TO:** Electoral Area Services Committee      **MEETING:** February 13, 2018  
**FROM:** Courtney Simpson  
Senior Planner      **FILE:** 6780-30  
**SUBJECT:** Development Permit and Temporary Use Permit Areas Standardization Project

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**RECOMMENDATION**      *Please note: The recommendation was varied by the Committee*

1. That the “Development Permit and Temporary Use Permit Areas Standardization” project including associated amendments to official community plans and zoning bylaws be initiated.
2. That the Terms of Reference, including the Consultation Plan for the “Development Permit and Temporary Use Permit Areas Standardization”, project be endorsed.

**SUMMARY**

Review of development permit areas (DPAs) to streamline development processes is identified in the Regional District of Nanaimo’s (RDN) 2017 Operational Plan as an action to support the RDN 2016-2020 Strategic Plan’s focus on service and organizational excellence and focus on the environment. Revision of existing DPAs, as well as temporary use permit (TUP) areas, to improve consistency across electoral areas will standardize and streamline the application process. There are currently forty-nine development permit areas in seven official community plans (OCPs) adopted between 1997 and 2017. Due to changes to best practices, experience of working with existing DPAs, and changes in the region, the DPA guidelines established for the same purpose vary from one area to another. The project is only considering the streamlining of existing DPAs and does not include the addition of new DPAs.

All seven OCPs designate TUP areas but vary in terminology, uses and conditions. Standardizing DPAs and TUP areas will ensure today’s best practices are adopted throughout the electoral areas which will result in consistent requirements for applicants and a more effective means of implementing the objectives of the DPAs.

**BACKGROUND**

The RDN 2017 Operational Plan identifies specific action item SCD-10-2017 to Review, Standardize and Update DPAs in RDN Electoral Area OCP's. This is a key action item for Community Planning in 2018 and is recommended to streamline and improve application processing.

The RDN designates DPAs in its seven OCPs for a variety of purposes as enabled by the *Local Government Act*. A DPA is an important tool used in the development process to protect the natural environment, to protect development from hazardous conditions, to guide the form and character of development, to promote energy or water conservation, or to promote reduction of greenhouse gas emissions.

Where a DPA is designated, a development permit must first be obtained prior to certain types of development such as subdivision, construction, or land alteration. A map in the OCP indicates where the DPA is designated and text of the DPA indicates for what types of development a permit is required. The text of the DPA also describes its objectives, special conditions that justify the designation and guidelines respecting the manner by which the objectives or special conditions will be addressed. Some DPA guidelines require a report from a professional such as a biologist or engineer, or other supporting information. The permit itself includes conditions that must be adhered to during or after development.

The scope of this project is limited to revising existing DPA and TUP area language used in designations and guidelines to achieve consistency across electoral areas. The project scope does not include designating any new areas for DPAs with minor exceptions such as to correct known errors or omissions. Given changes to the legislation with respect to TUP's since some of our oldest OCP's were adopted, it is anticipated that the ability to use TUP's, in some cases will be expanded in accordance with community planning best practice.

To accomplish these revisions, all seven electoral area official community plans will be amended. Although the Electoral Area 'H' OCP was recently amended including a thorough revision of its DPAs, it is anticipated that by expanding the consultation to other areas and stakeholders through this project, some minor changes will be recommended for Area 'H' to achieve consistency across electoral areas.

Some or all of the DPA guidelines and TUP designations and conditions will be moved to the applicable zoning bylaw to allow more efficient updates in the future to respond to evolving best practices and changing conditions. Scope, tasks and timeline, and stakeholder, public and First Nations engagement are outlined in the Terms of Reference (see Attachment 1).

The project has four phases and is scheduled to be completed by the end of 2018. The first phase is initiation of the project and notifying stakeholders. The second phase involves a review of the existing DPAs and TUPs to determine the needed changes to provide greater consistency and improve application process efficiency. The third phase is consultation with stakeholders and the community on possible changes. The third phase will also include revisions to the proposed bylaw changes based on the community and stakeholder input. The final phase is the process to amend the multiple OCP and zoning bylaws. Staff will report to the EASC during each phase of the project.

Key objectives of the project are as follows. A more detailed list is outlined in the Terms of Reference (see Attachment 1):

- Adopt consistent language across electoral areas for development permit areas and temporary use permit areas
- Improve ease of interpretation for the RDN, property owners and consultants
- Improve ability to easily and consistently amend development permit area guidelines and temporary use permit areas to respond to evolving best practices and changing conditions
- Achieve consistency without designating any new areas where development permits are required or areas within which temporary use permits may be issued

There are currently forty-nine DPAs with their date of adoption or most recent amendment between 1997 and 2017. Due to changes to best practices, experience of working with existing DPAs, and changes in the region such as building inspection service now in all electoral areas, DPAs with the same objectives have guidelines that vary from one area to the other. Standardizing DPAs guidelines will improve efficiency in processing applications, as there will be improved clarity and consistency across



electoral areas. These forty-nine DPAs could be combined into approximately eight common DPAs with approximately eleven other DPAs for form and character to remain specific to the village centre or neighbourhood for which they are designated.

All RDN OCPs allow for TUPs to be issued for either general or specified temporary uses depending on the OCP. Some OCPs allow for a TUP to be issued for any use, and others only allow one to be issued for a limited range of uses. Standardizing the language for TUP designation and conditions regarding their issuance would result in consistent requirements for applicants.

### ***Intergovernmental Implications***

The Regional Growth Strategy recognizes the need to coordinate planning with First Nations. Regional Growth Strategy Policy 11.3 states that “the RDN wishes to involve First Nations in its planning processes in the same way it involves other levels of government”, and that the RDN will “continue dialogue with First Nations regarding land use planning in the RDN... for the purpose of building a mutual appreciation and understanding of land use planning processes”. The Terms of Reference includes a list of First Nations or treaty societies have indicated interest in the lands consisting of the RDN who will be engaged with as part of this project (see Attachment 1).

These First Nations will be contacted by letter or email initially about the project, and asked how they would like be involved. Regardless of response to this initial outreach, all First Nations will receive a formal bylaw referral after 1<sup>st</sup> reading.

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

As outlined in the Consultation Plan included in the Terms of Reference, public consultation includes targeted outreach to stakeholders in the development field who refer to the DPAs on a regular basis, and broad public consultation. Staff will host drop-in open house events for 2-3 days in each electoral area. In addition, two public meetings with presentation and open house components will be held, one in School District 68 and one in School District 69. Identified stakeholder groups will be invited to meet with staff, in particular the development and consulting community who works with the DPAs regularly. Interested public will also be encouraged to speak with staff at the RDN main administration building or at another location convenient to the public, at any other time (see Attachment 1).

## **ALTERNATIVES**

1. That the “Development Permit and Temporary Use Permit Areas Standardization” project including associated amendments to official community plans and zoning bylaws be initiated. And the Terms of Reference including the Consultation Plan for the project be endorsed.
2. That the Terms of Reference including the Consultation Plan for the “Development Permit and Temporary Use Permit Areas Standardization” project be amended.
3. Not proceed with the “Development Permit and Temporary Use Permit Areas Standardization” project and provide alternate direction to staff.

## **FINANCIAL IMPLICATIONS**

The 2018 budget includes funds for community engagement costs for this project such as facility rentals and printed materials.

Approximately 0.5 full-time staff equivalent from Strategic and Community Development and mapping resources will be assigned to the project through to completion. All community, stakeholder and First Nations engagement, along with bylaw drafting, communication materials drafting and design will be completed by RDN staff.

## **STRATEGIC PLAN IMPLICATIONS**

The Board's Strategic Plan recognizes a "focus on organizational excellence and service" and this project will advance the goal to "ensure our processes are as easy to work with as possible". Goals of other focus areas of the Strategic Plan for "economic health" and "the environment" will also be advanced through this project.



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Courtney Simpson  
csimpson@rdn.bc.ca  
February 1, 2018

### Reviewed by:

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

### Attachments:

1. Development Permit and Temporary Use Permit Areas Standardization - Terms of Reference



# Development Permit and Temporary Use Permit Areas Standardization

## Terms of Reference

February 1, 2018

### 1. Background

The Regional District of Nanaimo (RDN) designates development permit areas (DPA) in its seven official community plans (OCP) for a variety of purposes as enabled by the *Local Government Act*. A DPA is an important tool used in the development process to protect the natural environment, to protect development from hazardous conditions, to guide the form and character of development, to promote energy or water conservation, or to promote reduction of greenhouse gas emissions.

In an area where a DPA is designated, a development permit must first be obtained prior to certain types of development such as subdivision, construction, or land alteration. A map in the OCP indicates where the DPA is designated and text of the DPA indicates for what types of development a permit is required. The text of the DPA also describes its objectives, special conditions that justify the designation and guidelines respecting the manner by which the objectives or special conditions will be addressed. Some DPA guidelines require a report from a professional such as a biologist or engineer, or other supporting information. The permit itself includes conditions that must be adhered to during or after development.

There are currently forty-nine DPAs with their date of adoption or most recent amendment between 1997 and 2017. Due to changes to best practices, experience of working with existing DPAs, and changes in the region such as building inspection service now in all electoral areas, DPAs with the same objectives have guidelines that vary from one area to the other. Standardizing DPA guidelines will improve efficiency in processing applications, as there will be improved clarity and consistency across electoral areas. These forty-nine DPAs could be combined into approximately eight common DPAs with approximately eleven other DPAs for form and character to remain specific to the village centre or neighbourhood for which they are designated.

All RDN OCPs allow for temporary use permits (TUP) to be issued for either general or specified temporary uses depending on the OCP. Some OCPs allow for a TUP to be issued for any use, and others only allow one to be issued for a limited range of uses. Standardizing the language for TUP designation and conditions regarding their issuance would result in consistent requirements for applicants.

#### 1.1. Goal

To revise existing development permit areas and temporary use permit areas for consistency of language across electoral areas in order to standardize the application process and conditions of permits.

## 1.2. Objectives

- Adopt consistent language across electoral areas for development permit areas and temporary use permit areas
- Improve ease of interpretation for the RDN, property owners and consultants
- Improve ability to easily and consistently amend development permit area guidelines and temporary use permit areas to respond to evolving best practices and changing conditions
- Achieve consistency without designating any new areas where development permits are required or areas within which temporary use permits may be issued
- Adopt current best practices for development permit areas
- Correct issues of clarity in development permit area maps and text
- Address issues or concerns with the current development permit areas raised by First Nations, public or stakeholders when they are within the scope of the project
- Apply any lessons learned from implementation of Electoral Area 'H' development permit areas adopted in 2017

## 2. Scope of Work

The scope of this project is limited to revising existing DPA and TUP area language used in designations and guidelines to achieve consistency across electoral areas. The project scope does not include designating any new DPAs or TUP areas with minor exceptions such as where there are known errors or omissions.

To accomplish these revisions, all seven electoral area official community plans will be amended. Although the Electoral Area 'H' OCP was recently amended including a thorough revision of its DPAs, it is anticipated that by expanding the consultation to other areas and stakeholders through this project, some minor changes will be recommended for Area 'H' to achieve consistency across electoral areas.

Changes to maps that designate DPAs may be required, with these changes most likely being limited to the DPA labels and legend. Minor changes to some map designations that are not intended to expand the designated areas may be required.

Some or all of the DPA guidelines will be moved to the applicable zoning bylaw to allow more efficient updates in the future to respond to evolving best practices and changing conditions. Note that the *Local Government Act* requires that a DPA is designated in the OCP, but the DPA guidelines can be in either the OCP or the zoning bylaw.

The TUP designation and conditions regarding issuance can be within the OCP or the zoning bylaw, and through this project they will be moved to the zoning bylaw for ease of interpretation and future consistent amendment.

### 3. Tasks and Timeline

The timetable below is based on the project scope as outlined in this Terms of Reference. Any proposed changes to the scope should be evaluated against the timeline to understand how the timeline may be impacted.

<b>Project Timeline</b>		
	<b>MILESTONE</b>	<b>TARGET DATE (2018)</b>
<b>INITIATE</b>	<b>Terms of Reference endorsed by Board</b>	<b>February 27 Board</b>
	<b>Project website launched</b>	March 5
	<b>Initiate dialogue with First Nations</b>	March 9
	<b>News Release and other communications</b>	March 22
<b>IDENTIFY ISSUES</b>	<b>Complete internal review of specific issues to be addressed</b>	March 19
	<b>Targeted stakeholder outreach</b>	March 26
	<b>First draft of revised DPAs and TUP areas for internal review</b>	March 29
	<b>Report to EASC with draft of DPAs and TUP areas for public</b>	<b>May 8 EASC</b>
<b>CONSULTATION ON DRAFT AMENDMENTS</b>	<b>Draft revised DPAs and TUP areas released to public</b>	May 10
	<b>Early referral of draft to agencies and First Nations</b>	May 10
	<b>Public consultation: in-person events</b>	May 14-25
	<b>Online consultation</b>	May - June
	<b>Report to EASC on input received during consultation</b>	<b>July 10 EASC</b>
	<b>Draft bylaws amending OCPs and zoning to adopt changes to DPAs and TUPs</b>	August 10
<b>BYLAW AMENDMENT PROCESS</b>	<b>Report to EASC recommending 1<sup>st</sup> and 2<sup>nd</sup> reading</b>	<b>September 4 EASC</b>
	<b>Subsequent report to Board for 1<sup>st</sup> and 2<sup>nd</sup> reading</b>	<b>September 18 Board</b>
	<b>Bylaw referral to agencies and First Nations</b>	September 20
	<b>Public Hearing</b>	October
	<b>3<sup>rd</sup> Reading and Adoption</b>	November
	<b>Updates to website and follow up public communication</b>	December

## 4. Roles and Responsibilities

**Staff:** to provide project management and professional advice, organize, coordinate and facilitate public consultation, draft and finalize the bylaw amendments.

**Electoral Area Directors:** to provide situational leadership throughout the project by chairing and/or presenting at public events, and reporting to the RDN Electoral Area Services Committee and Board on the project as required.

**Electoral Area Services Committee:** to review the project from a regional and sub-regional perspective and make recommendations to the RDN Board on bylaw amendments which may result.

## 5. Stakeholders and Public Engagement

The RDN is committed to ongoing and meaningful public consultation, and recognizes that not only do the people who live with the impacts of any of our plans, policies, programs or projects expect to share in the decision-making process but that better decisions are made through a shared approach<sup>1</sup>.

The plan for community engagement for this project is based on the following principals:

**Inclusiveness** – engage the widest possible audience through multiple consultation opportunities

**Timeliness** – offer early and ongoing opportunities for participation well before decisions are made

**Transparency** – records of all consultation activities will be made available to the public

**Balance** – provide opportunities for diverse perspectives and opinions to be raised and considered

**Flexibility** – adapt as required to meet the needs of participants

**Traceability** – demonstrate the impact of participation input on decision-making

### 5.1 Approach, Methods and Tools

A variety of methods and tools will be used to communicate and engage during the project. These methods and tools are divided into five approaches:

**Information** – The RDN will share information about the project throughout the process. Updates will be shared through RDN social media accounts and print materials such as the RDN Perspectives quarterly publication. A “Get Involved” page will be created for the project and updated regularly, acting as the main source of information for the project. Interested public and stakeholders will be encouraged to sign up for email alerts on the project through “Get Involved”.

**Online Consultation** – The RDN will solicit comments and feedback online through the “Get Involved” page for the project using tools such as online surveys, videos and feedback forms.

**Live Events** – Staff will host drop-in open house events for 2-3 days in each electoral area. In addition, two public meetings with presentation and open house components will be held, one in School District 68 and one in School District 69. Identified stakeholder groups will be invited to meet with staff, in particular the development and consulting community who works with the DPAs regularly. Interested public are also be encouraged to speak with staff at the RDN main administration building or at another location convenient to the public, at any other time.

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<sup>1</sup> Regional District of Nanaimo, 2008. *A Coordinated Public Consultation/Community Framework*.

**Outreach** – Outreach to the public will be through newspaper ads for the live events, Facebook and Twitter, direct email to consultants and other identified community stakeholders. Identified community stakeholders include consultants, developers, and others who regularly make development applications to the RDN.

Engagement with internal stakeholders at the RDN is also important to this process, and there will be collaboration with staff within the Strategic and Community Development department as well as those in other departments who may be impacted by the project or whose expertise may be important.

## 5.2 Outcomes and Products

One of the principles of this public engagement is transparency, and in order to achieve this, the “Get Involved” page for the project will be used to store information and resources. Presentation materials from public events will be posted to the website so that people who do not attend in person have access to the same information presented at the event. Input received from the public or stakeholders will be posted to the website. An exception to this may be engagement with First Nations, where confidential or sensitive information may not be posted publicly.

## 5.3 Referral Agencies, and Community Stakeholders

There is a statutory requirement for consultation in section 475 of the *Local Government Act*, which requires that during the development of an Official Community Plan, the Regional District must provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected. The Board must specifically consider whether consultation is required with the board of any regional district that is adjacent to the area covered by the plan, the council of any municipality that is adjacent to the area covered by the plan, First Nations, school district boards, greater boards and improvement district boards, and the Provincial and Federal governments and their agencies.

The following is a list of stakeholders for Board consideration pursuant to the requirements in the *Local Government Act*.

<p><b>Local</b></p> <ul style="list-style-type: none"> <li>• Improvement Districts</li> <li>• Development Consultants</li> <li>• Oceanside Construction and Development Association</li> <li>• Engineers, Biologists and other professionals who often prepare reports for RDN applications</li> </ul> <p><b>Provincial</b></p> <ul style="list-style-type: none"> <li>• Island Health</li> <li>• Agricultural Land Commission</li> <li>• Ministry of Agriculture</li> <li>• Ministry of Municipal Affairs &amp; Housing</li> <li>• Ministry of Environment</li> <li>• Ministry of Forests, Lands &amp; Natural Resource Operations</li> </ul>	<p><b>Adjacent local governments</b></p> <ul style="list-style-type: none"> <li>• Cowichan Valley Regional District</li> <li>• City of Nanaimo</li> <li>• District of Lantzville</li> <li>• City of Parksville</li> <li>• Town of Qualicum Beach</li> <li>• Alberni-Clayoquot Regional District</li> <li>• Comox Valley Regional District</li> <li>• Islands Trust</li> </ul> <p><b>Federal</b></p> <ul style="list-style-type: none"> <li>• Fisheries and Oceans Canada</li> </ul>
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- Ministry of Transportation & Infrastructure
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## 5.4 First Nations Engagement

The Regional Growth Strategy recognizes the need to coordinate planning with First Nations. Regional Growth Strategy Policy 11.3 states that “the RDN wishes to involve First Nations in its planning processes in the same way it involves other levels of government”, and that the RDN will “continue dialogue with First Nations regarding land use planning in the RDN... for the purpose of building a mutual appreciation and understanding of land use planning processes”. The following First Nations or treaty societies have indicated interest in the lands consisting of the RDN.

Hupačasath First Nation	K'ómoks First Nation
Qualicum First Nation	Tla'amin First Nation
Snaw-Naw-As (Nanoose First Nation)	Snuneymuxw First Nation
Stz'uminus First Nation	Tseshaht First Nation
We Wai Kai - (Cape Mudge Indian Band)	Wei Wai Kum (Campbell River Indian Band)
Laich-Kwil-Tach Treaty Society	Nanwakolas Council Referrals Office
Xwemalhwu (Homalco)	

These First Nations will be contacted by letter or email initially about the project, and asked how they would like be involved. The plan for engagement with First Nations after this initial outreach will be defined based on their response. Regardless of response to this initial outreach, all First Nations will receive a formal bylaw referral after 1<sup>st</sup> reading.

## 6. Budget and Resources

Approximately 0.5 full-time staff equivalent from Strategic and Community Development and mapping resources will be assigned to the project through to completion. All community, stakeholder and First Nations engagement, bylaw drafting, communications materials drafting and design will be completed by RDN staff.

## 7. Monitoring and Evaluation

The RDN recognizes that engaging the public is a constantly evolving challenge, and is committed to developing new and innovative approaches to keep the community involved and informed as well as getting their feedback. Evaluating the public engagement for this project will be done throughout by using feedback forms, surveys, and polls to gauge to what extent the public's expectations are being met, in order to adapt the consultation methods during the project, and as a learning tool for future projects.



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**TO:** Electoral Area Services Committee      **MEETING:** February 13, 2018  
**FROM:** Renée Lussier  
Parks Planner      **FILE:** 6140-20  
**SUBJECT:** Signage Strategy for Community Parks and Trails

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**RECOMMENDATION**    *Please note: The recommendation was varied by the Committee*

That the Signage Strategy for Community Parks and Trails be approved as presented.

### SUMMARY

The proposed Signage Strategy for Community Parks and Trails is a standardized system of signs, typefaces and graphics to welcome and communicate information to visitors of RDN parks and trails. The goals are to develop a Signage Strategy to create signs that identify a site as a RDN Community Park or Trail site, to identify the park and/or trail, to be visible and legible upon approach to the site and along a trail, to be contemporary and aesthetically pleasing, and to be cost effective in fabrication and installation. Developing a new signage program after the launch of the RDN's new graphic standards is an opportunity to align Parks Services with corporate branding.

### BACKGROUND

Through the development of the Community Parks and Trails Strategy, signage was identified as the most requested park improvement feature by the public for community parks.

At the October 4, 2016 Board meeting the following resolution #16-617 was approved.

*"That staff be directed to remove the negative Regional District of Nanaimo signage from all water accesses and community parks and replace it with simple water access/community park identification signage."*

The old signs were removed and research into signage for parks and trails in other jurisdictions was completed to better understand the graphic direction the Signage Strategy could take. The variety of design options is vast – there are many precedent ideas that could work for RDN Parks. Staff focused efforts on the cost effective qualities of signage while maintaining clear wayfinding options and branding opportunities. Staff met with RDN team members in Building & Bylaw Services, Corporate Services, and within Parks Services to better understand their signage needs. All were presented with an overview of the Signage Strategy and their feedback was considered and integrated into the sign design.

Staff examined the 2014 Parks and Trails Guidelines as a reference for the proposed Signage Strategy for Community Parks and Trails. The proposed new signs will reflect an updated graphic style and the RDN Graphic Design Standards. The corporate branding for the RDN uses a specific font type and colour palette; the new sign design integrates these branding components. An updated RDN logo will be provided on the new signs as well.

The signage classifications are as follows:

#### Identification Signage

Identification Signage is intended to mark the location of the park or trail at the earliest approach point to the park or trail itself. The signage is intended primarily to be visible from a distance by visitors traveling by vehicle at higher speeds but also useful to visitors arriving by bicycle or on foot. A wood sign would be placed adjacent the main road into the park or adjacent the parking area, where possible. The signage would be used at parks with larger entrances.

#### Entrance Signage

Entrance Signage are small signs intended to mark the entrance to a park or trail in small and less developed parks. It should be to pedestrian scale, visible from a distance, and legible upon approach. A combination of Entrance and Welcome Signage would highlight the main entrance.

#### Welcome Signage

The welcome sign would provide historic and current information about the park or trail, provide a park map or trail system (or both), identify park or trail amenities, identify park or trail regulations, and provide contact information for RDN Parks.

#### Trail Head Signage

Trail Head Signage is intended to mark the beginning of a trail. It would provide the trail name, the trail condition (easy, moderate, difficult), the length of the trail, identify trail use (hiking vs walking), and provide a trail system map with "You are here" identified.

#### Directional Signage

Directional Signage is intended to be placed where required in a park or along a trail. The purpose is to direct park and trail users to areas of interest. Directional Signage would be a wayfinding tool for park and trail users not referencing maps. Where necessary, park or trail system diagrams with a location identified will be provided to enhance the wayfinding experience.

#### Interpretive Signage

Interpretive Signage is intended to provide historical, environmental, and/or educational information for park and trail users. Interpretive Signage would be used in parks in areas of significance or along trails to highlight points of interest.

#### Regulatory Signage

Regulatory Signage is intended to reinforce Bylaw 1399 and to clearly identify uses permitted/not permitted in RDN Parks and along RDN Trails. It would provide universally understood icons to highlight uses permitted/not permitted and provide contact information for RDN Parks. Regulatory Signage would be customizable to reflect the individual park or trail in which the sign would be placed.

#### Safety Signage

Safety Signage is intended to alert park and trail users of possible dangerous conditions or unusual activities. Their placement is key to ensure the safety of the public. The established use of yellow for 'Caution' and red for 'Danger' would be maintained.

A final signage type is included in the Signage Strategy for Community Parks and Trails is 'Banners and Flags'. Banners would be used at community events to identify a RDN Parks Services booth, or other location. Flags would be incorporated into the Signage Strategy to enhance wayfinding at a public event.

A pilot is planned in each Electoral Area and the priorities will be reviewed with each Electoral Area Director and Parks and Open Space Advisory Committee.

**ALTERNATIVES**

1. That the Signage Strategy for Community Parks be approved as presented.
2. That the Signage Strategy for Community Parks not be approved as presented and alternative direction be provided.

**FINANCIAL IMPLICATIONS**

The general cost to produce a signage set for a larger community park is \$5,000. The breakdown is as follows:

<i>Item</i>	<i>Cost</i>
New identification sign (72" long, with 2 posts and a concrete pad)	\$3,000
New signage set	
2 entrance signs at \$150 each	\$300
2 welcome signs at \$250 each	\$500
4 interpretive signs at \$250 each	\$1000
2 trail head signs at \$50 each	\$100
6+ directional signs	\$100
<b>TOTAL</b>	<b>\$5,000</b>

Costs may vary depending on specific park needs or requirements. Material and printing are the primary costs associated with the Signage Strategy – cost savings can be achieved by completing installation and providing ongoing maintenance with staff only.

A pilot program in Community Parks and Trails is planned to assess the cost impact and the overall effectiveness of the Signage Strategy. Each Electoral Area has \$2,000 in the sign budget that could be used for a pilot project in a selected park or trail.

**STRATEGIC PLAN IMPLICATIONS**

The Community Parks and Trails Strategic Plan (January 2014) identified signage as the most requested park improvement feature by the public for existing community parks. The Signage Strategy applies to the RDN Strategic Plan by providing designs for high quality signs in the most cost effective way. This aligns with the Focus on Service and Organizational Excellence through the delivery of efficient, effective and economically viable services that meet the needs of the Region. The Strategic Plan also states that community mobility and recreational amenities are core services. The new Signage Strategy will enhance parks and provide information to encourage use of parks and trails.



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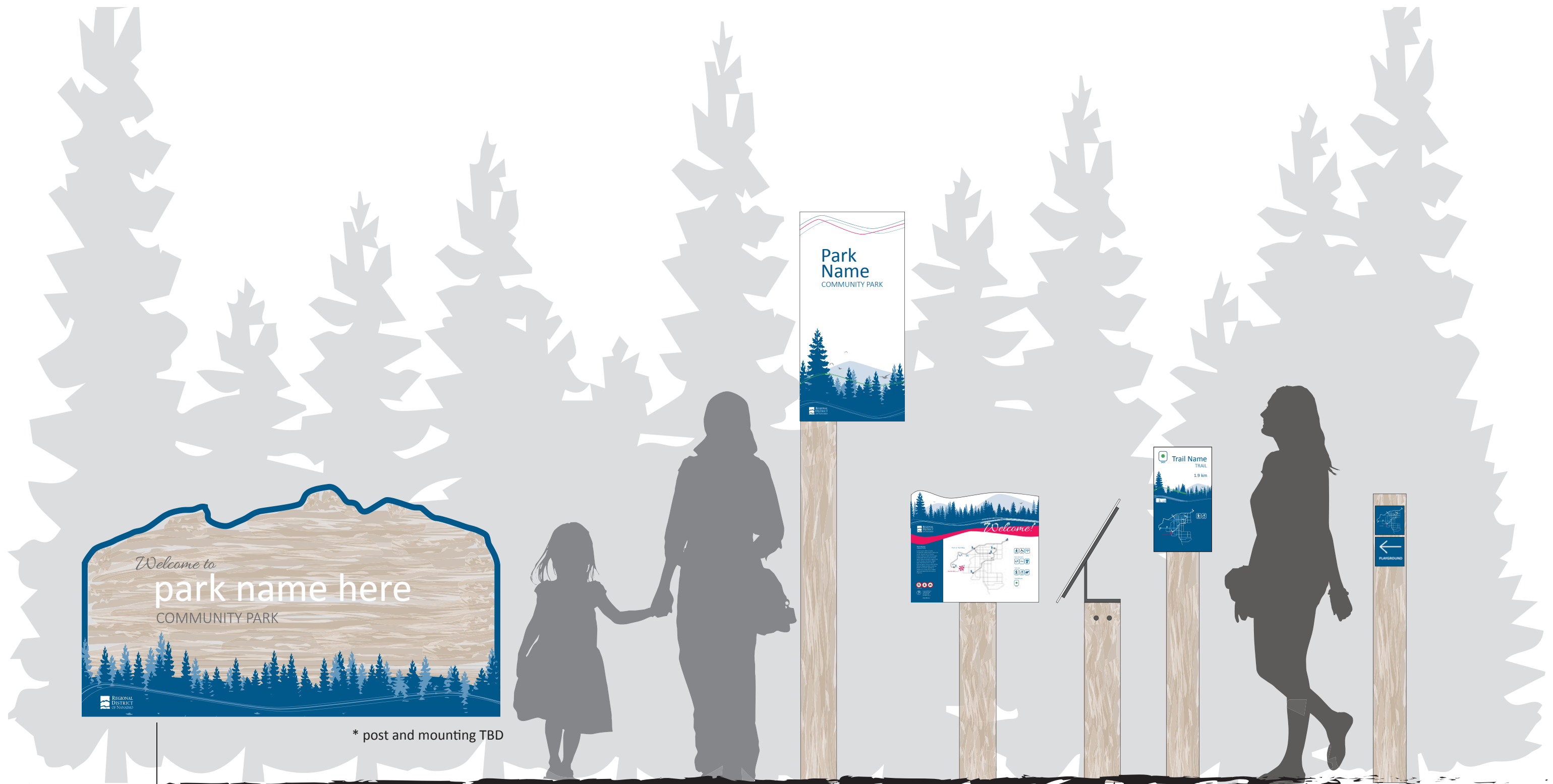
Renée Lussier  
rlussier@rdn.bc.ca  
February 1, 2018

Reviewed by:

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

Attachments

1. Signage Family for Community Parks and Trails
2. Signage Strategy for Community Parks and Trails



\* post and mounting TBD

IDENTIFICATION sign  
cedar wood product and dimensions  
to remain

ENTRANCE sign  
size: 18x36"  
height to  
top of sign: 8'

WELCOME sign  
size: 18x22"  
height to top of sign: 4'  
\*panel tilt 30° back  
INTERPRETIVE sign  
size: 18x22"  
height to top of sign: 4'  
\*panel tilt 30° back

TRAIL HEAD sign  
size: 10x18"  
height of top of sign: 4'-8"

DIRECTIONAL sign  
size: 5x5"  
height to top of sign: 4'

SIGNAGE CLASSIFICATION FOR THE SIGNAGE STRATEGY FOR COMMUNITY PARKS AND TRAILS  
EASC Meeting February 13th, 2018

# Parks Services

## SIGNAGE STRATEGY

Defining a Comprehensive Wayfinding Strategy for  
Community Parks & Trails



# Goals

1. To welcome visitors and provide information needed for an enjoyable and safe experience.
2. To develop a signage strategy that is consistently identifiable as RDN Parks and Trails sites
3. To clearly identify the park and/or trail
4. To be visible and legible upon approach to the park and along the trail
5. To be contemporary and aesthetically pleasing
6. To be cost effective in fabrication and installation

# Objectives

## 1. FOR WELCOMING SIGNAGE

- Engage the visitor mapping and illustrations that highlight the park's features and amenities
- Use graphics and fonts that are legible
- Provide ways for the visitor to engage with the RDN beyond the park – ie: contact information, social media options, and the RDN website



# Objectives

## 2. FOR CONSISTENCY

- Use colours as identified in the current RDN Graphic Standards
- Apply a graphic consistency to all signage that allows for future additions (all signage developed should follow the established graphic style)
- Include a design that is reflective of the RDN region – shore, mountain, forests, horizon – and the RDN logo

# Objectives

## 3. FOR CLEAR IDENTIFICATION

- Use a font size that is visible from reasonable distances for pedestrians and drivers
- Use high contrasting colours
- Consider human scale (heights, location, quantity)
- Reduce information clutter on signage

# Objectives

## 4. TO BE VISIBLE

- Consider pedestrian/human scale
- Use high contrasting colours
- Mark park uses and regulations at entrances

# Objectives

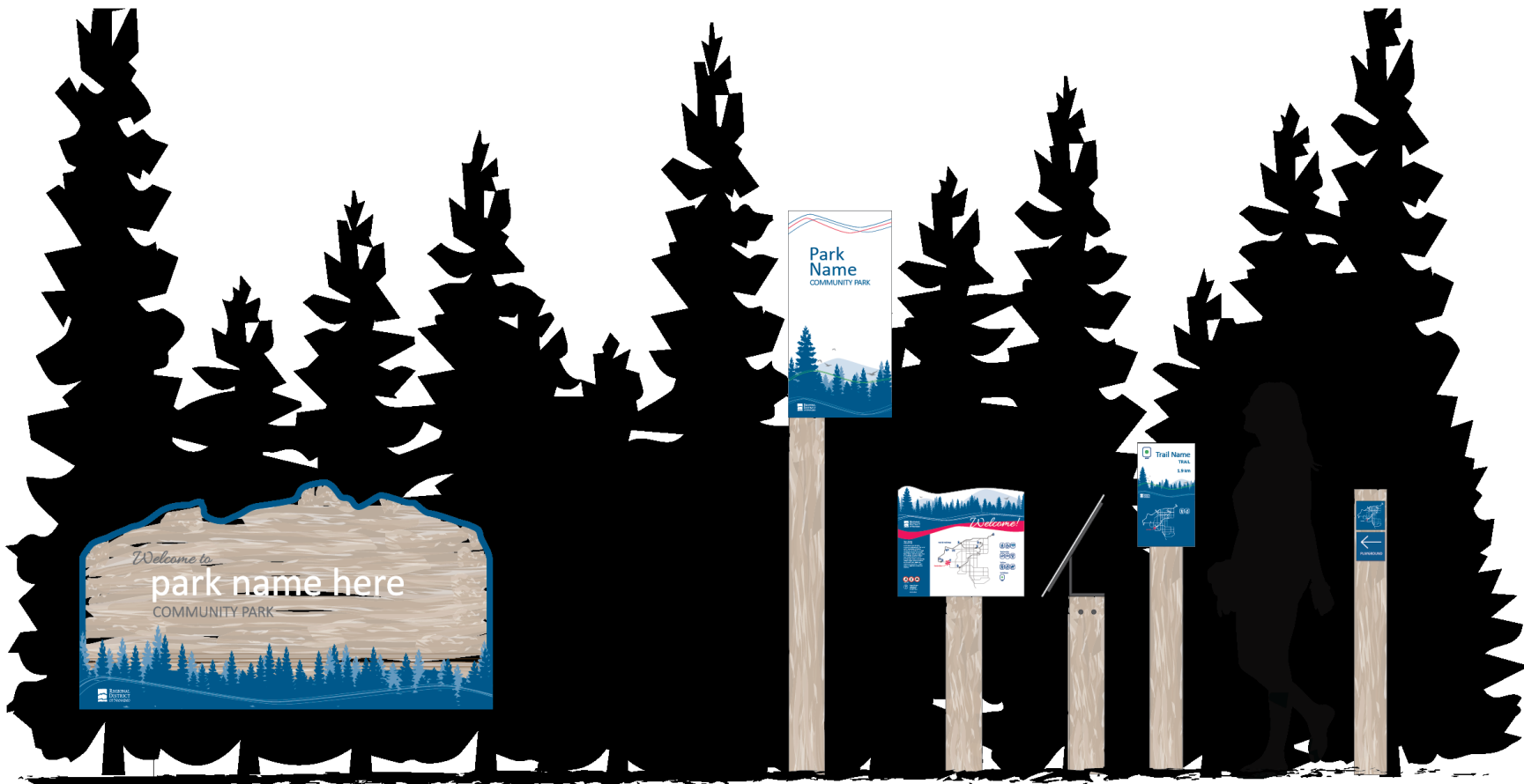
## 5. TO BE CONTEMPORARY

- Provide an update/refresh to current signage
- Use industry standard software to produce graphics
- Use industry standard materials in sign fabrication
- Keep current standards of installation and mounting material to maintain consistency for all sites (ie: wood post with sign)

# Objectives

## 6. TO BE COST EFFECTIVE

- Use simple materials and connections/attachments
- Can be reproduced by multiple signage companies
- Use aluminum composite for panels – a readily and widely available signage material
- Can be installed by staff and minor repairs can be provided in-house



IDENTIFICATION sign  
cedar wood product and dimensions  
to remain

ENTRANCE sign  
size: 18x36"  
height to  
top of sign: 8'

WELCOME sign  
size: 18x22"  
height to top of sign: 4'  
\*panel tilt 30° back  
INTERPRETIVE sign  
size: 18x22"  
height to top of sign: 4'  
\*panel tilt 30° back

TRAIL HEAD sign  
size: 10x18"  
height of top of sign: 4'-8"

DIRECTIONAL sign  
size: 5x5"  
height to top of sign: 4'

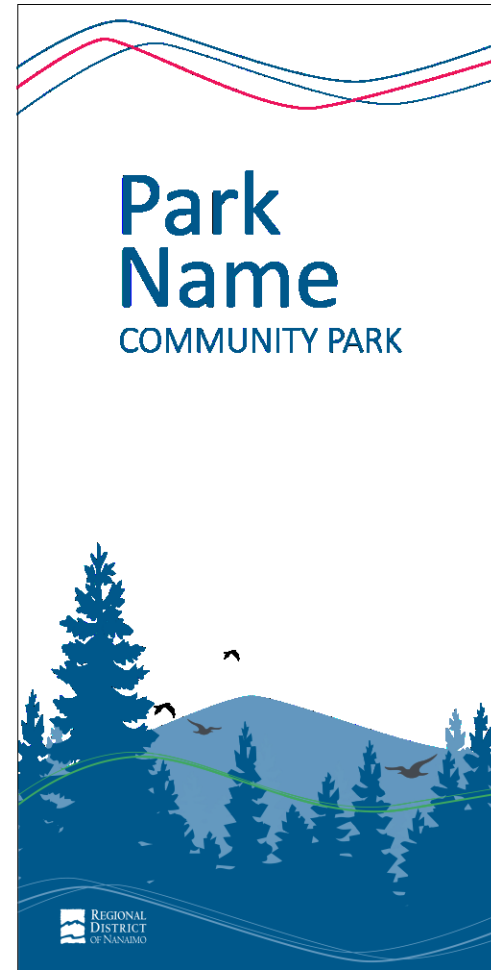
# Identification Signage

- Provide retrofit for existing wood signs to encourage consistency
- New identifications signs to all be cedar with routed lettering and graphic applied to base of sign
- 2-post, or 4-post options available with the largest sign being 72” in width
- To be used at community parks with larger entrances



# Entrance

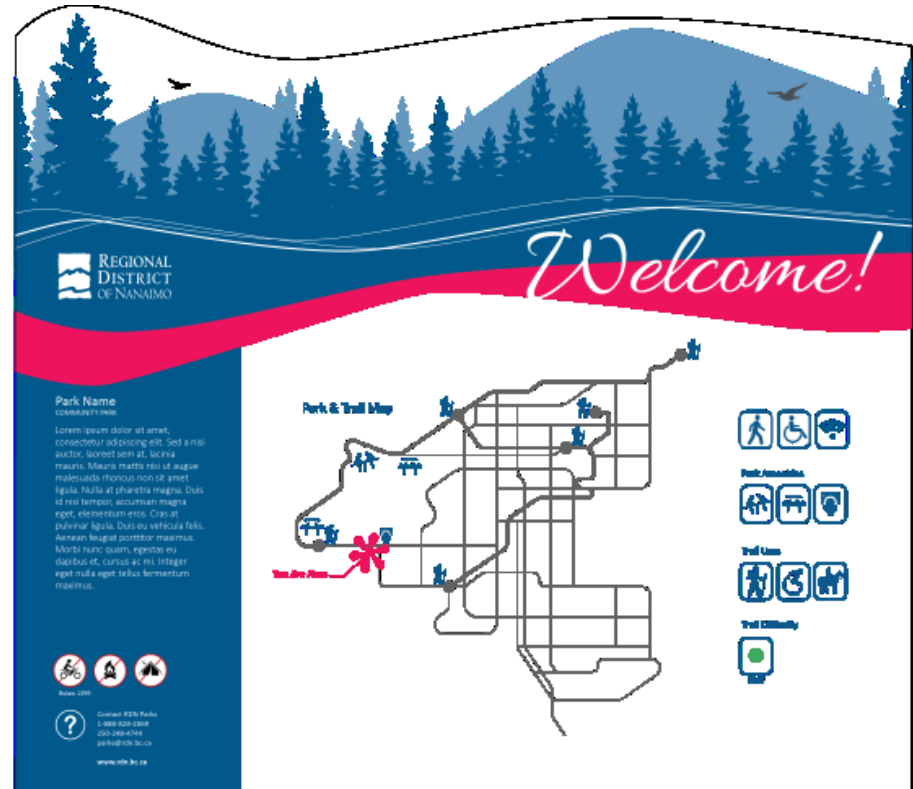
- Single post sign at height provided at entrances
- Parks with smaller entrances to have sign type



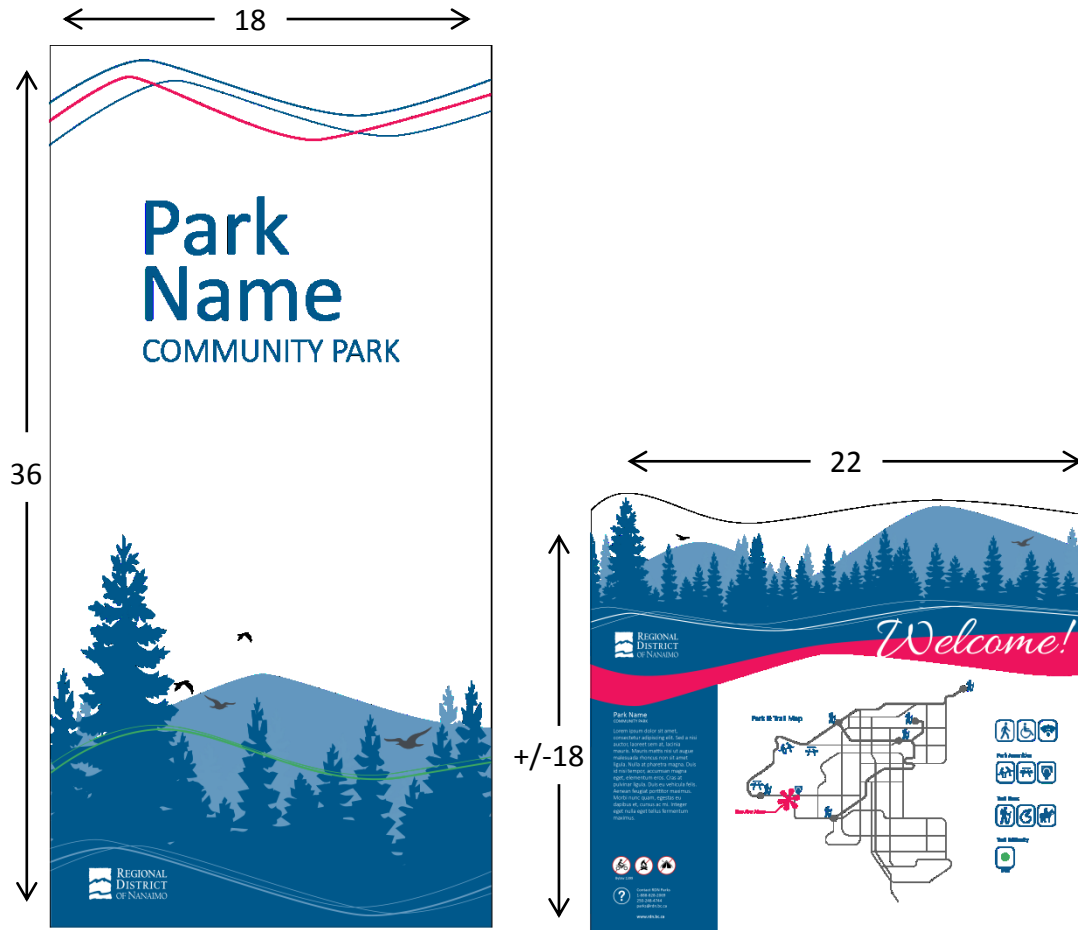


# Welcome Signage

- Welcome signage includes park information, regulations, mapping, and amenity identification



# Example Entrance Signage Set



# Trail Head Signage

- Provide marked starting point for community trails
- Maps provided at trail head showing trail network and amenity location
- Information includes permitted trail uses, trail conditions, length of trail



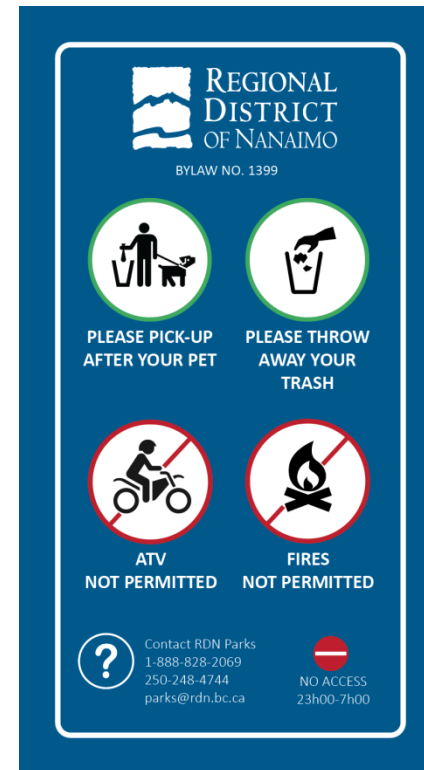
# Directional Signage

- Information included on trail posts include distances, directions, boundaries and property lines, and location maps



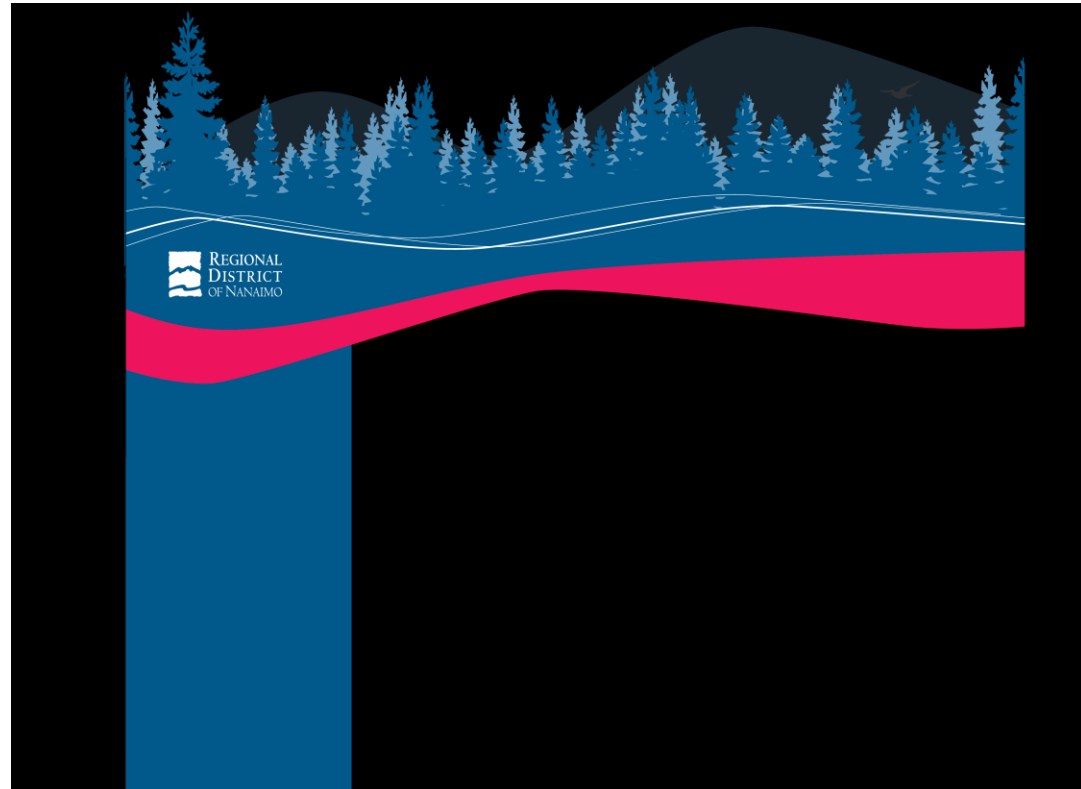
# Regulatory Signage

- Simple layout for single post application
- Smaller in scale than what is currently being used (and removed!)
- Icon layout can be customized for the location
- Can be installed if and when required



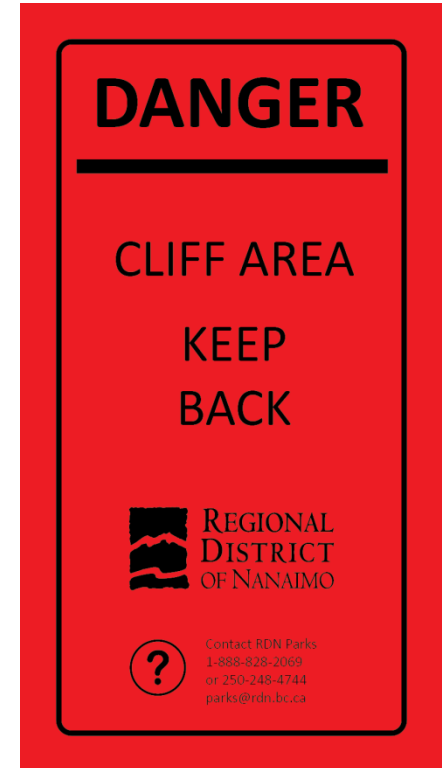
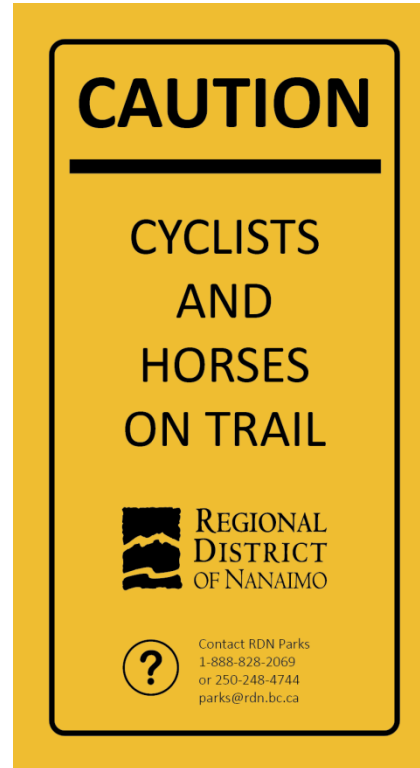
# Interpretive Signage

- Standard graphic identity established for interpretive signage
- Specific park or feature information with graphics to be included on the background provided



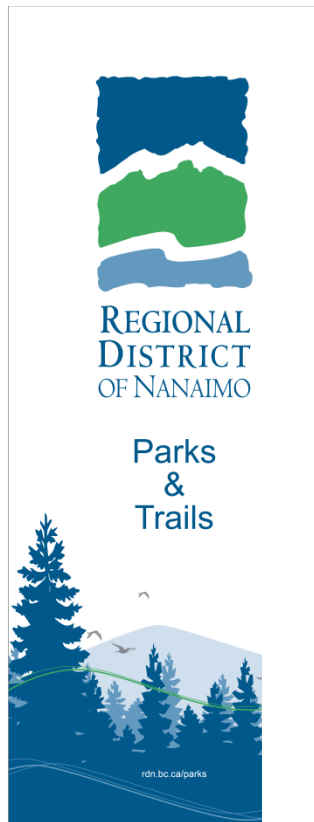
# Safety Signage

- Easily attached to an existing post in a park or along a trail
- Highly visible colours
- Different colour scheme than other signage, applicable to all parks and trails



# Banners and Flags

- Identity banners for special events (promotional, informational, educational)
- High visibility
- Specific to RDN Parks





# Cost Analysis

- Example: Signage Set for a Community Park

New identification sign – 2-post  
at 72” length, concrete pad \$3000

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New pedestrian scale  
signage set

*2 entrance signs*

*2 welcome signs*

*4 interpretive signs*

*2 trail head signs*

*6+ directional signs* \$2000

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**TOTAL** **\$5000**

Add for new kiosk, if required –

\$8,000 - 10,000 structure

\$3,000 - 5,000 signage + wood framing

# Next Steps

1. Approval of Signage Strategy – revising graphics per EASC comments
2. Work with Communications to coordinate icon development
3. Review priorities with each Electoral Area Director and each POSAC
4. Roll out Signage Strategy for a pilot parks and trails

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<b>TO:</b>	Committee of the Whole	<b>MEETING:</b>	February 13, 2018
<b>FROM:</b>	Jamai Schile Senior Planner	<b>FILE:</b>	6780 30 MA
<b>SUBJECT:</b>	Regional Growth Strategy - Consideration of Review		

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**RECOMMENDATIONS** *Please note: recommendation 1 of the staff report is corrected to reference the correct bylaw number*

1. That the Board consider the review of the “Regional District of Nanaimo Growth Strategy Bylaw No. 1615, 2011” as per Section 452 (2) of the *Local Government Act*.
2. That the Board proceed with Option 3 – Focused Regional Growth Strategy Review.
3. That the Board direct the preparation of a Consultation Plan for a focused Regional Growth Strategy Review.

**SUMMARY**

The *Local Government Act* sets requirements for regional districts with adopted regional growth strategies to consider whether the strategy must be reviewed for possible amendments, at least every five years. The last Regional Growth Strategy Review was conducted between 2008 and 2011, more than six years ago. As such, staff initiated a preliminary review in order to help inform the Board’s decision as to whether a review of the RGS should proceed at this time; and if so, to determine the scope of work. The preliminary review involved an assessment of the current RGS document in terms of compliance with legislation; policy efficacy; modernization in response to changing conditions; and consultation with planning staff from each of the member municipalities.

The key findings of the preliminary review indicate that overall the RGS has been effective in advancing the RGS goals and objectives, especially in terms of directing new development within the Growth Containment Boundaries (GCBs). The review also highlights a conflict between select land use and servicing policies that currently limits the potential of intended planning approaches to support more sustainable rural development patterns, specifically Rural Village Centres (RVCs) and Alternative Forms of Rural Development (AFRD). Further to this, best practices support updating population statistics through the completion of the land use and supply study as well as responding to changes through deletion of the RGS Goal 1, Indicators and proceeding with general housekeeping amendments.

The last RGS Review was a full comprehensive review. This coupled with the results of the preliminary review, supports a focused approach with a defined scope of work. It is for this reason that of the four options presented for the Board’s consideration, staff recommend Option 3 – Focused RGS Review.

## **BACKGROUND**

A RGS is a local government strategic plan, mandated under the *Local Government Act*, “to promote human settlement that is socially, economically and environmentally healthy and that makes efficient use of public facilities, land and other resources”. In accordance with the *Act*, at least once every five years, a regional district that has adopted a RGS must consider a review for possible amendment.

First adopted by the RDN in 1997, the RGS has undergone two full reviews, in 2003 and 2008. The review in 2008 is considered to be the most comprehensive review as it was informed by the 2006 State of the Sustainability Report and the 2007 Recommendations for a Sustainable Future to better address the vision for a sustainable region and related issues. The review resulted in the adoption of the 2011 RGS, which is no longer simply concerned with the management of land use and development, but encompasses a broader range of sustainability principals, goals and policies. Central to this vision is a growth management strategy that directs future growth within GCBs. This approach is intended to simultaneously support the development of more complete, compact communities inside the GCBs, while protecting the integrity of rural areas and the natural environment; and increasing servicing efficiency throughout the region.

In 2014, the Board directed staff to initiate an amendment to the RGS Section 1.5.1 Criteria for Minor Amendment to clarify when an amendment may be considered a minor amendment. The amendment did not include a comprehensive review of the RGS and was followed by a Board motion in 2017 to include the criteria as part of the next RGS Review:

*that the section on minor amendments be reviewed as part of the next Regional Growth Strategy Review.*

A review of the RGS is included in the RDN 2017 Operational Plan. As identified in the Operational Plan, RDN staff completed a preliminary review to identify key items to be addressed as part of a RGS Review process. What follows is a summary of the key findings and options for the Board’s consideration, based on identified activities to include in a RGS Review.

## **DISCUSSION**

Initiated in 2017, the scope of the RGS preliminary review involved consultation with member municipalities; review of new information, including the results of the Rural Village Center Study (2013), Industrial Land Supply and Demand Study (2013) and the updated Electoral Area ‘H’ Official Community Plan (2017) as well as any applicable legislative changes and/or other updates arising since the RGS was last adopted in 2011.

For the purpose of this report the identified amendment items have been categorized under three headings: Policy Updates, Information Updates and Implementation Updates. Each section contains a brief summary of the identified issue(s) and rationale for change. Further to this, four options are presented for the Board’s consideration, outlining the possible scope of an RGS Review, and estimated time and resources required to complete the work.

### ***Policy Updates***

A key component of the preliminary review was to consider the effectiveness of land use policies relating to the GCBs and the Rural Village Centers (RVCs). To assess the GCB policies a comparative analysis of census data based on geographical areas was used to consider population distribution and growth changes within and outside of the GCBs. With respect to RVC policies, a combination of geographical census data and new dwelling unit data was used.

The 2016 Census population for the RDN is 155,698. Of this, 40,132 (26%) live in electoral areas and First Nation communities, and the remaining 115,566 (74%) live in municipalities. While there has been a total population increase of 9,124 people (6.2%) during the RGS period (2011 – 2016), the distribution of residents between the urban and rural areas remains unchanged for this period. (See Attachment 1: Population Change in Electoral Areas and Municipalities).

This trend is further supported when viewed from the smallest census unit, known as a Dissemination Area. By mapping the dissemination area information and comparing the areas between the last three census periods, the map shows the majority of growth occurring within the urban GCBs with a static or downwards trend in growth in those areas outside of and immediately adjacent to the urban GCBs. (See Attachment 2: Population Density by Dissemination Areas). Based on this information, staff are able to deduce that the current GCB policies have had a positive effect in directing growth within the urban GCBs.

In terms of population growth for the 2011-2016 period, the municipalities continue to have the highest average growth rate of 6.9% compared to the electoral area average growth rate of 4.1%. Within the municipal areas, the City of Nanaimo continues to have the highest growth with a population increase of 8% (6,694 people) and within the electoral areas, Area 'H' has the highest growth rate increase of 10.7% (375 people). (See Attachment 3: Population Growth in Electoral Areas and Municipalities).

For further details of the 2016 Census population statistics for the RDN are located on the RDN website: <http://www.rdn.bc.ca/population-statistics>

It has been 21 years since Rural Village Centres (RVCs) were first designated as growth areas within the RGS. The combined census data and new dwelling unit (NDU) data reveals that the majority of the village centers continue to experience little or slow growth with the exceptions of Cedar Village and Fairwinds. Within the RGS period (2011-2016) the estimated number of new dwelling units in Cedar Village (59 NDU) and Fairwinds (71 NDU)<sup>1</sup>. These findings are consistent with the results of the 2013 Rural Village Centre Study, which identified Cedar with the greatest potential to evolve into a complete, compact community, followed by Bowser, Red Gap and Coombs and Fairwinds. The 2013 study attributed this ranking largely due to the lack of adequate community water and or sewer to facilitate residential and employment growth. (See Attachment 4: Estimated New Dwelling Units within Rural Village Centres, 2011-2016).

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<sup>1</sup> These numbers do not take into account development that will be made possible as a result of the Bowser Village Sewer System and the proposed capacity increase to the Lakes District.

A review of the RVC policies also indicates a conflict between select RGS policies regarding land use and wastewater servicing. This is further highlighted through the recent Electoral Area 'H' OCP review and RGS minor amendment approvals process. Specifically, RGS Policy 10.7 (under Goal 10: Efficient Services) is written to limit rezoning of un-serviced lands. While this policy has value within the broader regional context, it doesn't take into consideration or provide an exemption for un-serviced lands within a designated RVC. As a result, the majority of lands within RVCs are limited in the ability to evolve into mixed-use centers intended to accommodate smaller amounts of growth keeping with the rural context.

As part of a RGS Review process this issue could be addressed in terms of ensuring more supportive policies for local development and servicing as well as strengthen existing RGS policies to encourage a community conversation about the future of the designation. The RGS currently includes policy (4.12) that provides the provision to re-designate RVCs with limited potential to evolve as 'local service centres'. Through the RGS Review process, the existing policy could be enhanced to require consideration be given to retaining or modifying the RVC designation as part of an OCP review process.

Further to this, the adoption of the Electoral Area 'H' OCP highlights a second conflict in policy direction. Regional Growth Strategy policy 5.13 supports more sustainable forms of subdivision outside of the GCBs for lands already zoned rural residential, known as Alternative Forms of Rural Development (AFRD). However, RGS Policies 10.2, 10.3 and 10.7, limit the ability to provide shared wastewater disposal and water to encourage AFRD. While these policy issues can be addressed through the requested Area 'H' RGS minor amendment approvals process, they would not apply across the region. To ensure a consistent approach across the region and to better link land use planning and service planning, an RGS Review and sequential amendment would be required.

In addition to the RDN planning staff review of RGS policies, the meetings with municipal staff revealed one item of municipal concern. The Town of Qualicum Beach requests that further consideration be given to the minor amendment criteria as part of a RGS Review. This request is consistent with RDN Board direction, already noted, and would be included within the scope of the next RGS Review.

### ***Information Updates***

The *Local Government Act* requires that regional growth strategies include population and employment projections for the period covered by the RGS. The current population projections are based on the 2006 Census and a higher than average growth rate set in the 1980s. As a result, the projected population for 2016 was determined to be 175,263 residents, which can now be confirmed to be over estimated when compared to the actual 2016 population of 155,698 residents.

Similarly, the data relating to land supply and demand within the regional district is either limited to industrial lands or is outdated with respect to residential lands. The last region-wide land inventory was completed in 2007 and was used to inform the 2008 - 2011 RGS Review. Best practices acknowledge that obtaining applicable land use data is important for informing land use policies and plans on the appropriate amount of land that should be designated for residential use in the short-term (5 to 10 years) and longer-term (15 or more years). This data is also useful for monitoring the availability of land inside and outside the GCBs as well as to inform decision-making regarding proposed future expansion of the GCBs.

Since a land and supply demand study is based on both population and housing type, it has been the practice in the past to commission both at the same time. This coordinated approach ensures the information is based on the same time periods and census periods. The Board has the option to direct

staff to commission a land use and supply study independently of a RGS Review or the study may be included as part of the initial, information gathering background phase, of a RGS Review work plan.

In addition, a few general housekeeping amendments have been identified, including: update the applicable *Local Government Act* citations; update language regarding First Nations to reflect best practice of using and referring to indigenous peoples; update implementation actions (RGS - Table 3); RDN logo update; confirm and update website links; and general formatting/layout improvements.

### ***Implementation Updates***

The RGS Monitoring Program was first initiated in 2012. Through the Target Setting Indicators Selection Project, the RDN enhanced the program by adding 23 key indicators, which are used to monitor progress towards the RGS goals. In early 2017, the RGS Monitoring Program was reviewed by RDN staff. As part of this process, input was sought from municipal planning staff to evaluate the 23 indicators in terms of their value in gauging the effectiveness of policies and the ability to obtain the applicable information for reporting. It was concluded that the approved 23 key indicators remain useful and relevant measures. The challenge rests with the availability of data required for reporting. To address this, the annual reporting schedule has been modified to better reflect the availability of information from external agencies', RDN departments and member municipalities.

With respect to the Indicators for Goal 1, Prepare For Climate Change and Reduce Energy Consumption, the 2017 RGS Annual Report identified that the provincial source for data on greenhouse gas emissions for on-road transportation and buildings and energy use has not been available since 2012. Since this status is not anticipated to change, staff recommend deleting the related indicators as part of an RGS Review process.

### **ALTERNATIVES**

1. Receive the report for consideration and take no further action.
2. Proceed with a land supply and demand study only.
3. Proceed with a focused Regional Growth Strategy Review and prepare a Consultation Plan.
4. Proceed with a comprehensive Regional Growth Strategy Review and prepare a Consultation Plan.

### ***Scope of Work Options for Proceeding with a Regional Growth Strategy Review***

Based on the findings of the preliminary review, the Board is presented with three options for consideration. Each option outlines a range of activities and estimates resources required to achieve the proposed scope of work.

#### ***Option 1: Receive staff report outlining consideration for a RGS Review***

That the Board receives this report for information; confirming that consideration for a RGS Review has been given. No further action to be undertaken with regard to an RGS review or land use supply and demand study.

#### ***Option 2: Initiate Land Supply and Demand Only***

As per the legislation, the Board must give consideration to undertaking a RGS Review, which may be satisfied through the consideration of the preliminary RGS Review findings currently before the Board. In the event the Board wishes not to proceed with a RGS Review, the option remains for the Board to direct staff to proceed with the land use supply and demand study.

This option would require the least amount of staff time and resources as it would be limited to commissioning an external contractor to undertake the work and for staff to coordinate the project.

***Option 3: Focused RGS Review***

The proposed scope of work would be limited to the three categories identified in this report. This would involve the identified land use and servicing policies; the minor amendment criteria; update of population statistics through the completion of the land use and supply study; deletion of the RGS Goal 1, Indicator and general housekeeping amendments.

This option would require a moderate amount of staff time and resources to coordinate the land use and supply study; develop and implement the Consultation Plan; and prepare the applicable RGS policy amendments through to adoption.

***Option 4: Comprehensive RGS Review***

The intent of a comprehensive review is to consider all parts of the RGS document. In addition to the three categories identified in this report, a comprehensive review would consider further opportunities to clarify, modernize, enhance and/or strengthen existing policies and information as they relate to the remaining RGS sections, such as affordable housing, transportation and environmental protection. One example would be strengthen the current policies on affordable housing by including direction for inclusionary policies to be considered as part of a regular OCP review.

Considering the expanded scope of work, this option would require a high amount of staff time and resources and would potentially require a time commitment of two or more years.

**FINANCIAL IMPLICATIONS**

Funding for the Regional Growth Strategy implementation and review is included in the annual RGS program budget. If the Board were to support the staff recommendation to proceed with the background study in advance of the review, additional funding can be accessed through the RGS Reserve Fund to initiate this work within the 2018 Operational Plan.

**STRATEGIC PLAN IMPLICATIONS**

Acquiring relevant land use data and undertaking an RGS Review to address conflicting policies and to reflect changing conditions, aligns with the 2016-2020 Board Strategic Plan priorities of: Service and Organizational Excellence by updating policies to better deliver efficient, effective and economically viable services that meet the needs of the region, and Focus on Relations by continuing to develop relationships and seek input from member municipalities and First Nation communities regarding future planning.





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Jamai Schile

[jschile@rdn.bc.ca](mailto:jschile@rdn.bc.ca)

February 2, 2018

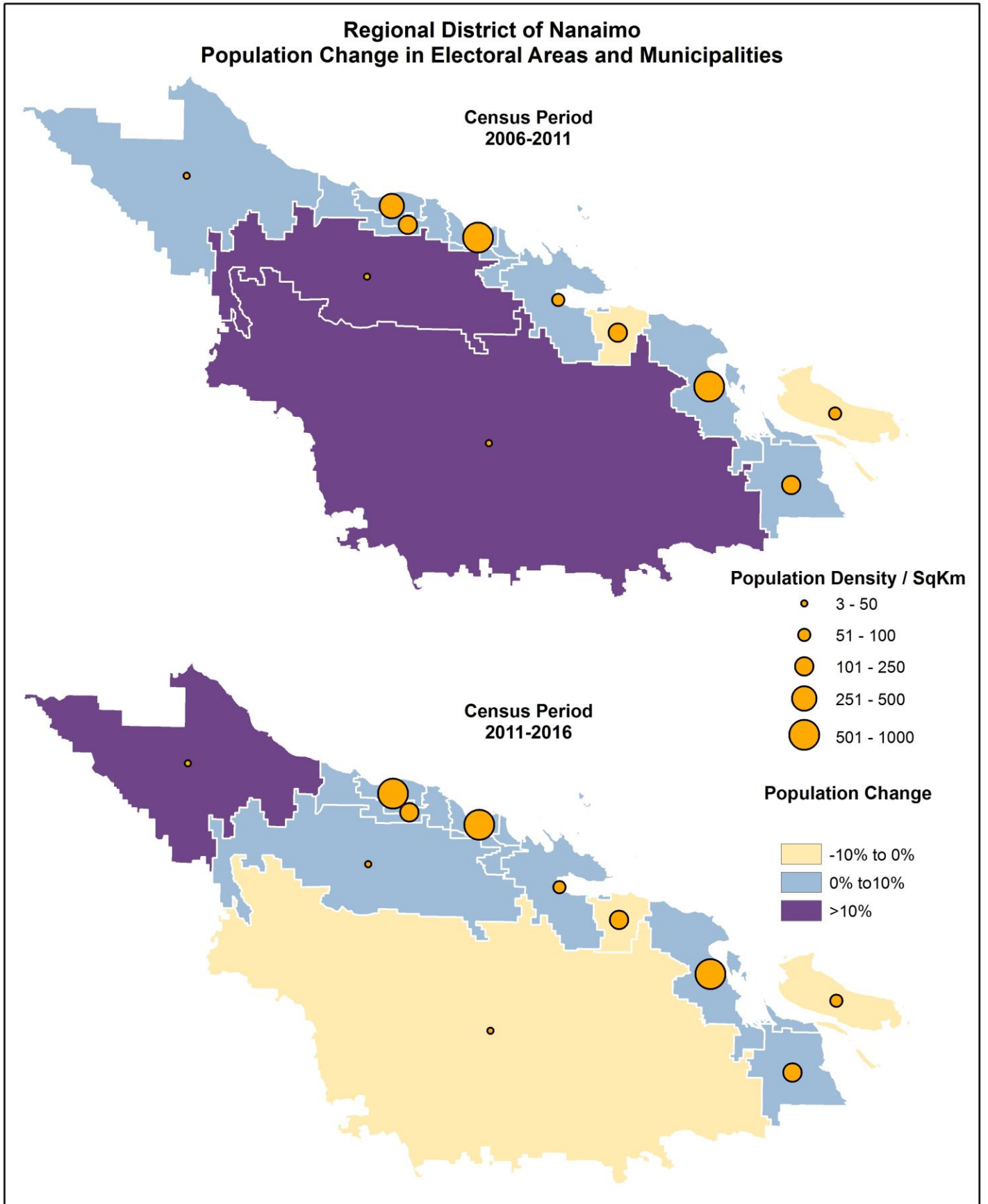
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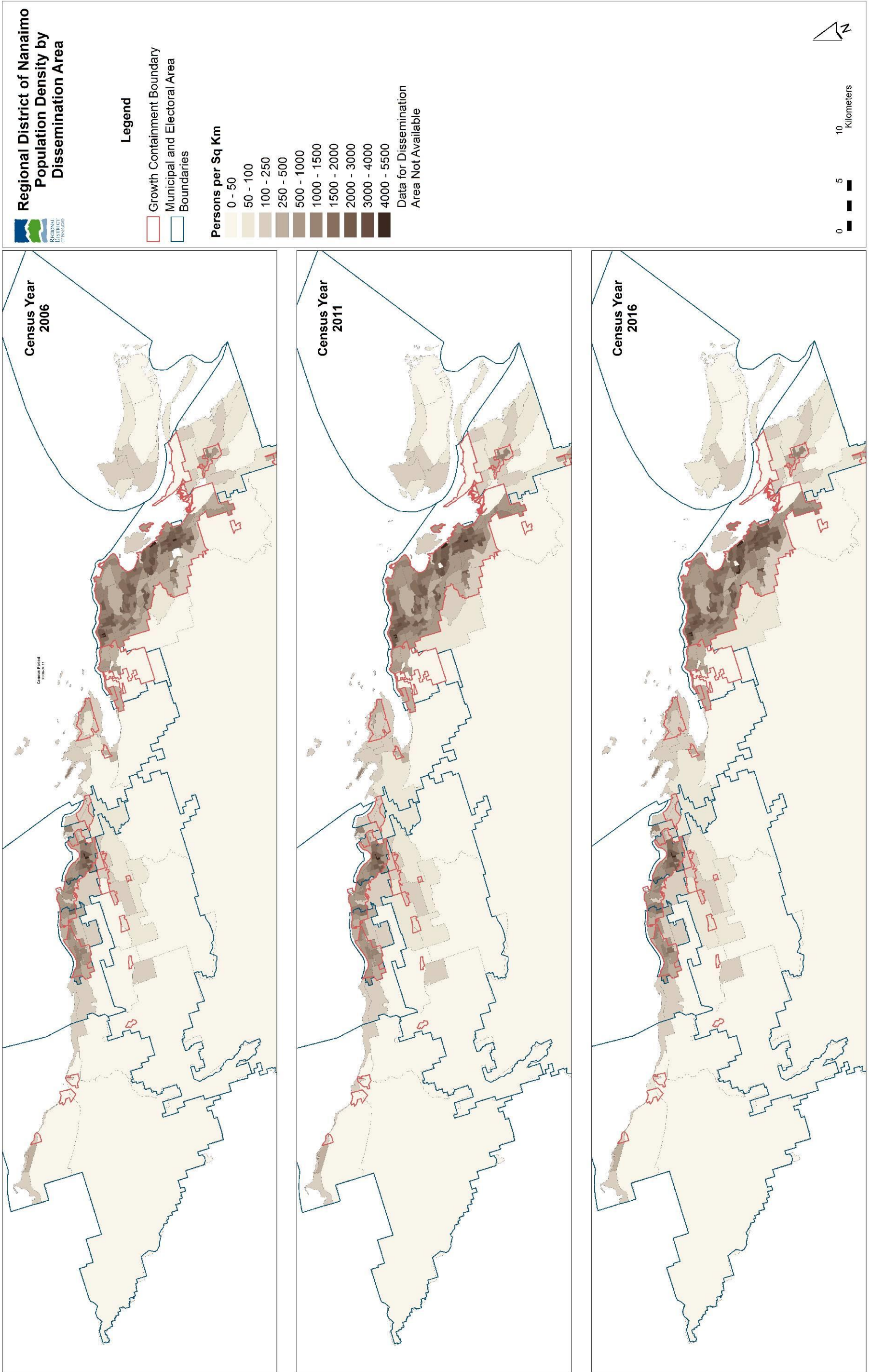
- P. Thompson, Manager, long Range Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Office

Attachments:

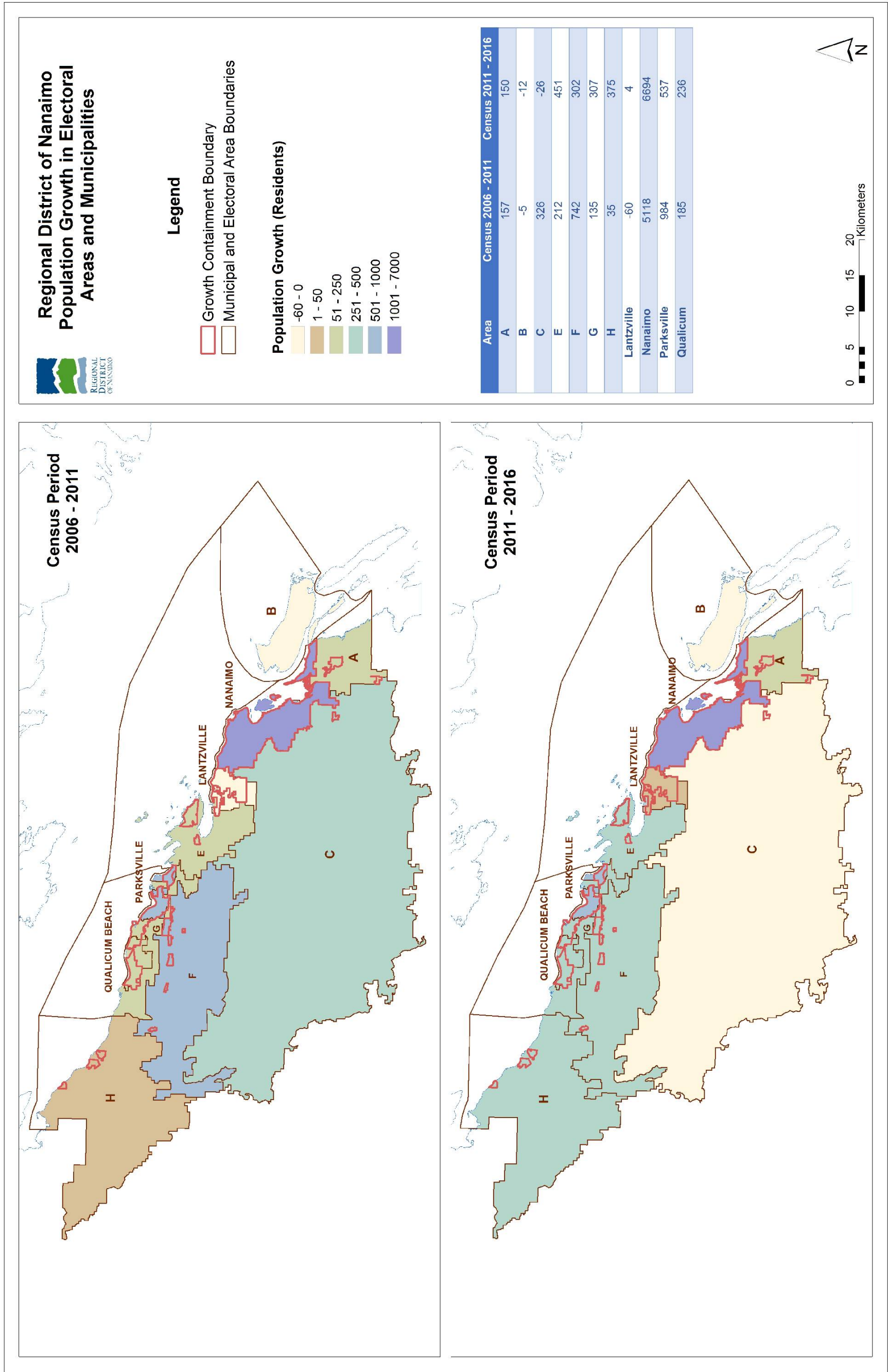
1. Population Change in Electoral Areas and Municipalities
2. Population Density by Dissemination Area
3. Population Growth in Electoral Areas and Municipalities
4. RDN New Dwelling Units within Rural Village Centers

ATTACHMENT 1

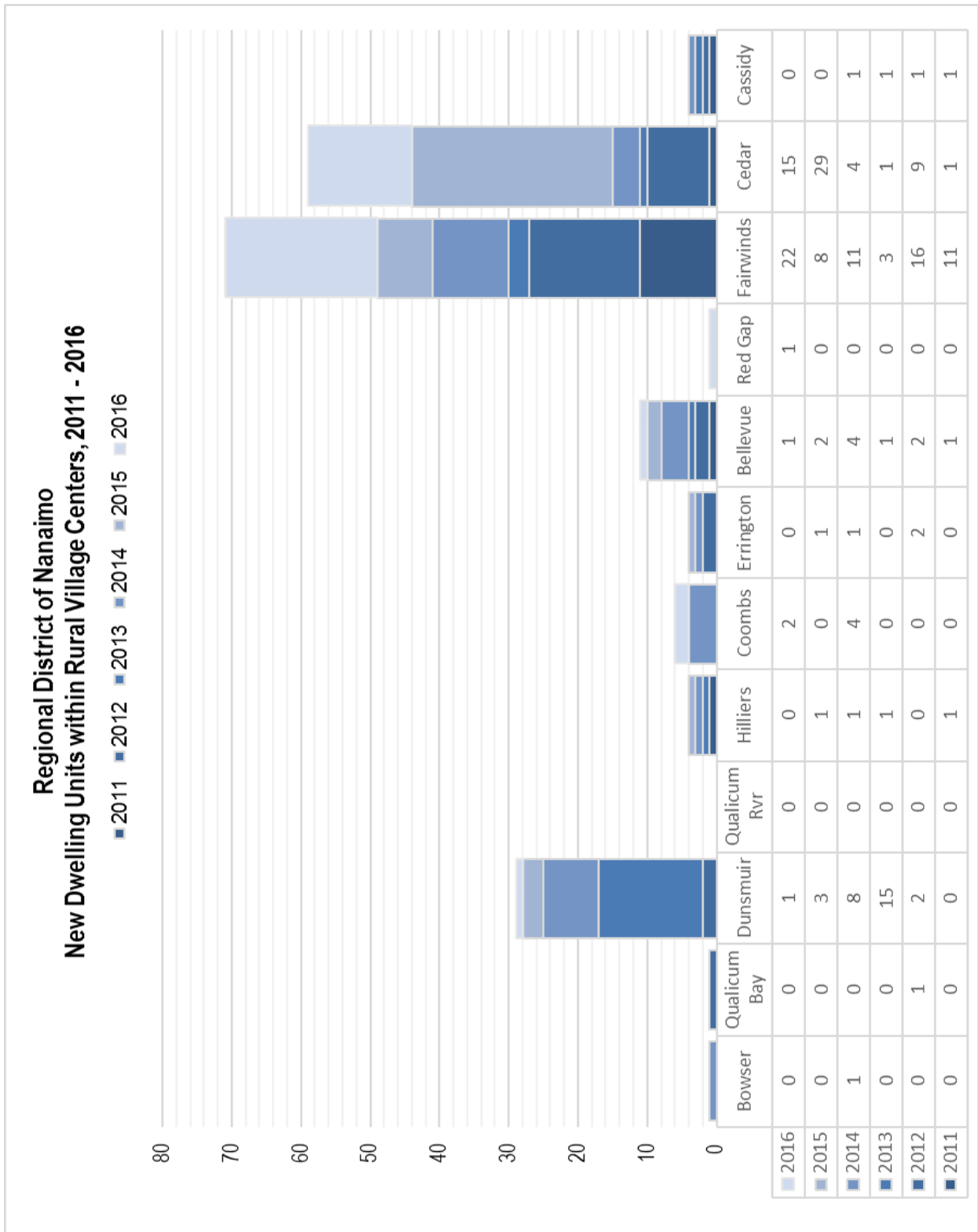








ATTACHMENT 4:





An RGS amendment resulting from an OCP review must be initiated by the EASC through recommendation to the CoW. For an amendment to be considered minor, it is first assessed in terms of the “Criteria for Minor Amendments” in Section 1.5.1 of the RGS, and the Board may resolve, by an affirmative vote of 2/3 of the Board members attending the meeting, to proceed with the amendment bylaw as a minor amendment. Next, the Board determines the appropriate form of consultation, gives 45 days written notice to each affected local government, then considers the written comments provided by the affected local governments. With an affirmative vote of all board members attending the meeting at which second reading of the amending bylaw is given, the bylaw may proceed without a public hearing.

At their January 9, 2018 meeting, the Electoral Area Services Committee (EASC) received a report including an outline of the required RGS amendments and a Consultation Plan. The EASC supports the amendment to proceed through the minor amendment process and endorsed the Consultation Plan through the following resolutions:

*Moved and Seconded that the amendments required to “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011” to implement the “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Amendment Bylaw No. 1335.06, 2017” proceed through the minor amendment process.*

*Moved and Seconded That the Consultation Plan for “Regional Growth Strategy Amendment to Implement the Electoral Area ‘H’ Official Community Plan” be endorsed.*

The RGS lists criteria under which a proposed amendment to the RGS may be considered minor (see Attachment 2). As the proposed amendments to implement the Electoral Area ‘H’ OCP Bylaw are the result of a “full Electoral Area or Municipal Official Community Plan review process”, the amendment meets the first set of criteria to be considered minor. The RGS amendments resulting from the Electoral Area ‘H’ OCP Review are as follows:

- to clarify ability for shared servicing for developments supported by RGS Policy 5.13 (“alternative forms of rural development”) in Electoral Area ‘H’;
- to amend the boundary of the Bowser Village Centre by re-designating one parcel from the Future Use Area to the Village Centre and realigning the eastern boundary to follow property lines instead of Thames Creek in order to match the Bowser Village Sanitary Sewer Service Area; and,
- to change the designation of one parcel containing addresses 870, 860 and 850 Spider Lake Road from Resource Lands and Open Space to Rural Residential to reflect its removal from the Agricultural Land Reserve prior to the OCP review.

A draft bylaw to amend the RGS as per the above list is included as Attachment 3.

The RGS Policy 1.5.2 requires the determination of an appropriate form of consultation. A Consultation Plan for the RGS amendment to implement the Electoral Area ‘H’ OCP is drafted for the Board’s endorsement (see Attachment 4). Given the extensive public engagement over the two-year OCP review project, consultation on the subsequent RGS amendment is recommended to focus on making information available to interested parties.

## **ALTERNATIVES**

1. That the RGS amendments to implement the Electoral Area ‘H’ OCP proceed through the minor amendment process and the Consultation Plan be endorsed.
2. That the RGS amendments to implement the Electoral Area ‘H’ OCP not proceed through the minor amendment process and the Consultation Plan be amended to reflect the additional steps required for the regular amendment process.
3. Not proceed with the RGS amendment and provide alternate direction to staff.

## **FINANCIAL IMPLICATIONS**

There are no expected financial implications in relation to the Board 2017-2021 Financial Plan resulting from the amendments to the RGS to implement the Electoral Area ‘H’ OCP amendment bylaw.

## **STRATEGIC PLAN IMPLICATIONS**

The Board’s Strategic Plan recognizes “the environment” and “economic health” in its core focus areas. The identified amendments to the RGS will enable implementation of OCP policies related to these areas.



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Courtney Simpson  
csimpson@rdn.bc.ca  
January 25, 2018

### Reviewed by:

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

### Attachments:

1. RGS Section 1.5.2 Process for Approving Minor Amendments
2. RGS Section 1.5.1 Criteria for Minor Amendments
3. Draft RGS Bylaw Amendment
4. Consultation Plan



## Attachment 1

### Excerpt from RDN Regional Growth Strategy Bylaw No. 1615. 2011

#### 1.5.2 Process for Approving Minor Amendments

1. On receipt of a request from a member municipality or an Electoral Area Planning Committee to amend the RGS, RDN staff will prepare a preliminary report for review by the Sustainability Select Committee<sup>1</sup>. Committee comments and recommendations will be forwarded to the Regional Board.
2. A land use or development proposal or text amendment will be assessed in terms of the minor amendment criteria. The Board may resolve, by an affirmative vote of 2/3 of the Board members attending the meeting, to proceed with an amendment application as a minor amendment. Where the Board resolves to proceed with an amendment application as a minor amendment, the Board will:
  - Determine the appropriate form of consultation required in conjunction with the proposed minor amendment;
  - Give 45 days written notice to each affected local government, including notice that the proposed amendment has been determined to be a minor amendment. The notice shall include a summary of the proposed amendment and any staff reports, other relevant supporting documentation and the date, time and place of the board meeting at which the amending bylaw is to be considered for first reading; and
  - Consider the written comments provided by the affected local governments prior to giving first reading to the proposed amendment bylaw.
3. The bylaw may be adopted without a public hearing after second reading in the event that the amending bylaw receives an affirmative vote of all Board members attending the meeting.
4. Consider third reading and determine whether or not to adopt the amending bylaw.
5. Minor amendment bylaws shall be adopted in accordance with the procedures that apply to the adoption of a RGS under Section 791 of the *Local Government Act*.

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<sup>1</sup> Board Motion 17-346 on June 27, 2017 directed that: “the Sustainability Select Committee be dissolved and such matters be considered by the Committee of the Whole”.

## Attachment 2

### Excerpt from RDN Regional Growth Strategy Bylaw No. 1615. 2011

#### 1.5.1 Criteria for Minor Amendments

The following outlines the criteria for considering minor amendments to the RGS.

1. Criteria under which a proposed amendment to the RGS may be considered a minor amendment include the following:
  - Amendments resulting from a full Electoral Area or Municipal Official Community Plan review process;
  - Text and map amendments required to correct errors or as a result of more accurate information being received;
  - Amendments to incorporate changes to tables, figures, grammar, or numbering that do not alter the intent of the Regional Growth Strategy; and
  - Addition or deletion, or amendment to Section 5.4 Key Indicators.
  
2. Although not considered as an exhaustive list, the following types of amendments are not considered minor:
  - Those that lead to adverse changes to the health and ongoing viability of sensitive ecosystems and water sources;
  - Those that will negatively impact agricultural lands or land in the Agricultural Land Reserve;
  - Those related to a development that would require significant works to address a natural hazard;
  - Those that require the provision of new community water and sewer systems outside the Growth Containment Boundary; and,
  - Those that are not consistent with measures and or policies to reduce greenhouse gas emissions and improve air quality.

## Attachment 3

### REGIONAL DISTRICT OF NANAIMO BYLAW NO. 1615.02, 2018

#### A Bylaw to Amend Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011

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 Regional Growth Strategy Amendment Bylaw No. 1615.02, 2018”.

#### 2) AMENDMENT

The “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011”, is hereby amended as follows:

a) by deleting Policy 10.2 and replacing with the following:

“Not support the provision of new community water and/or sewer services to land designated as Rural Residential or Resource Lands and Open Space. Exceptions may be made:

- in situations where there is a threat to public health or the environment due to the domestic water supply or wastewater management method being used; or
- for providing services to developments in Electoral Area ‘H’ supported by Policy 5.13.

The RDN and member municipalities will continue to work in partnership with appropriate provincial agencies and the community to develop solutions that address situations where there is a threat to public health or the environment.

The provision of community water and/or wastewater systems may be permitted provided that the:

- full cost of service provision is paid by property owners; and
- level of development permitted does not increase beyond the level supported by Policies 5.2 of this Regional Growth Strategy; or
- level of development does not increase beyond the level supported by Policy 5.13 and it is in Electoral Area ‘H’.”

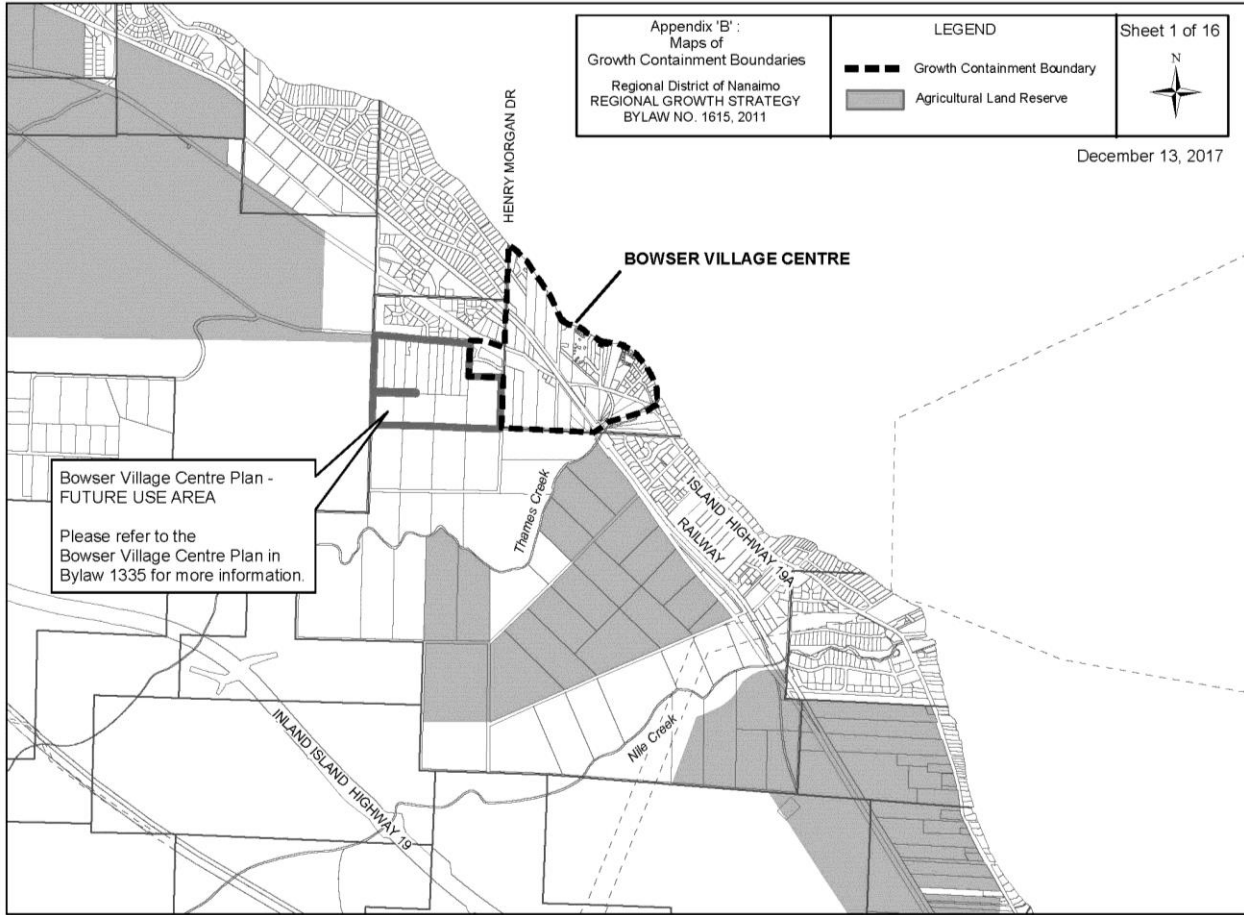
b) to Policy 10.3, at the end of the policy, by adding the following new sentence: “New community water and wastewater systems that are privately owned may be permitted provided that they:

## DRAFT

- are for the purpose of servicing developments supported by Policy 5.13 and within Electoral Area 'H'."
- c) to Policy 10.7, at the end of the policy, by adding the following new sentence: "Rezoning to implement official community plan policies for higher density development without community water and sewer may be permitted in Electoral Area 'H' for:
- lands within village centres or;
  - development supported by Policy 5.13."
- d) to Appendix A, Map 4, by making the following designation changes:
- i) for the land legally described as "PID 000 271 365, LOT 10, BLOCK 347, NEWCASTLE AND ALBERNI DISTRICT, PLAN 34021", changing the designation from Resource Lands and Open Space to Rural Residential.
  - ii) for the land legally described as "PID 030 106 966, LOT A, DISTRICT LOT 85, NEWCASTLE DISTRICT, PLAN EPP67156" and changing the designation from Rural Residential to Rural Village Centre
  - iii) for the land legally described as "PID 005 112 079, LOT 9, DISTRICT LOT 36, NEWCASTLE DISTRICT, PLAN 1820 EXCEPT PARCEL A (DD 18042N), AND EXCEPT THOSE PARTS IN PLANS 9864 AND 50165", changing the designation from a split designation of Rural Residential and Rural Village Centre so that all of the parcel is designated Rural Residential.
  - iv) for the lands legally described as "PID 006 064 680, LOT 7, DISTRICT LOT 36, NEWCASTLE DISTRICT, PLAN 4200" and "PID 002 345 510, THAT PART OF LOT 8, DISTRICT LOT 36, NEWCASTLE DISTRICT, PLAN 1820, LYING TO THE NORTH EAST OF THE EASTERLY BOUNDARY OF PLAN 90 RW AND TO THE SOUTH WEST OF THE SOUTH WESTERLY BOUNDARY OF THE ROAD TO PARKSVILLE, AS SAID ROAD IS SHOWN ON SAID PLAN 1820", changing the designation from a split designation of Rural Residential and Rural Village Centre so that the parcels are designated Rural Village Centre.

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e) by deleting Appendix B, Sheet 1 and replacing it with the following:



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

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

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

\_\_\_\_\_  
CHAIR

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

## CONSULTATION PLAN

### Regional Growth Strategy Amendment to Implement the Electoral Area ‘H’ Official Community Plan

December 12, 2017

#### *Introduction*

An amendment to the Regional Growth Strategy (RGS) is being undertaken to implement the Electoral Area ‘H’ Official Community Plan (OCP) resulting from its review ending in 2017. Given the extensive public engagement over the two-year OCP review project, consultation on the subsequent RGS amendment is focused on making information available to interested parties. This Consultation Plan is based on the RGS amendment proceeding through the minor amendment process.

#### *Objectives*

- To provide information to affected local governments and First Nations.
- To make information readily available to interested citizens and stakeholders.
- To respond to input from citizens, affected local governments and First Nations.

#### *Methods and Tasks*

Pursuant to RGS Policy 1.5.2, affected local governments will be provided 45 days written notice that the proposed amendment has been determined to be a minor amendment, and the date, time and place of the board meeting at which the amending bylaw will be considered for first reading. First Nations will also be provided written notice. Table 1 below lists affected local governments as defined in the *Local Government Act*, and First Nations to whom a written notice will be sent.

**Table 1 Affected Local Governments and First Nations to whom notice will be sent**

<b>Affected Local Governments</b>	<b>First Nations</b>
City of Nanaimo	Snuneymuxw First Nation
District of Lantzville	Snaw-Naw-As First Nation
City of Parksville	Qualicum First Nation
Town of Qualicum Beach	K’omoks First Nation
Comox Valley Regional District	
Alberni Clayoquot Regional District	
Cowichan Valley Regional District	

Staff reports and the bylaw to amend the RGS will be available to the public at the RDN main administration office and on the website. One advertisement in local newspapers will be posted to advertise the date, time and place of the board meeting at which the amending bylaw will be considered for first reading.

A public hearing is not recommended unless required; if, at second reading, the amending bylaw does not receive an affirmative vote by all board members attending the meeting, a public hearing is required.

#### **Attachment 4**

Those wishing to provide feedback on this amendment may provide written comments to the RDN by e-mail, mail, or in-person at any time. Community members and other stakeholders may also appear as delegations or submit comments on the amendment to the RDN Board or committees of the Board. This communication will be documented as part of the public record on this amendment and will be made available for review.

#### ***Budget***

The staff resources and cost of newspaper advertisements needed to implement this Consultation Plan are included in the 2018 Long Range Planning budget.

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**TO:** Regional District of Nanaimo Committee of the Whole      **MEETING:** February 13, 2018

**FROM:** Adrian Limpus  
Engineering Technologist – Wastewater Services      **FILE:** 2240-20-AECOM

**SUBJECT:** Renewal of Koers Engineering Consultancy Agreement

---

### **RECOMMENDATION**

That the Board authorize staff to exercise the optional 2 year extension with Koers and Associates Ltd. for the provision of consulting engineering services for the Wastewater Services department.

### **SUMMARY**

In 2015, the Regional District of Nanaimo (RDN) Wastewater Services department issued a Request for Proposals (RFP) to select engineering firms to enter into a two year consulting engineering services agreement. The evaluation committee selected Koers and Associates Ltd. (Koers) to support the department with municipal engineering and wastewater collection projects. The term was for two years with the option of extension for an additional two years.

Due to the high quality of service received, the RDN Wastewater Services department recommends exercising the option for extension for an additional two years.

### **BACKGROUND**

In 2015, the RDN Wastewater Services department issued an RFP to select engineering firms to enter into a two year consulting engineering services agreement. The evaluation committee selected Koers to support the department with municipal engineering and wastewater collection projects. The contract term was for two years with the potential of extension for an additional two years.

Under this agreement, Koers has completed various projects for the Wastewater Services department including manhole replacement, fuel tank replacement, inflow and infiltration reduction studies, treatment plant upgrades, and valve certifications for confined space entries. Koers has completed multiple projects for the French Creek Pollution Control Centre (FCPCC) as their main office is located in Parksville.

The RDN Wastewater Services department is recommending an extension of the agreement with Koers for an additional two years, because of the expertise offered, familiarity with RDN infrastructure and the high quality of service received under this agreement.



## ALTERNATIVES

1. Authorize staff to renew an agreement for two years with Koers and Associates Ltd. for the provision of consulting engineering for the Wastewater Services department.
2. Do not renew this agreement and issue a Request for Proposals for the services. Under this alternative, the continuity of engineering services would be disrupted, with potential to negatively impact operations.
3. Do not renew the agreement and provide alternate direction.

## FINANCIAL IMPLICATIONS

The total value of the two year extension with Koers is estimated not to exceed \$150,000 which has been included in the GNPCC, FCPC, NBPC, and DPPCC wastewater operational budgets.

Under the initial agreement, Koers' charge-out rates did not increase over the initial two year term. Rates would increase 3% on extension and would not increase over the two year additional term. Koers' charge-out rates are lower than the Association of Consulting Engineering Companies of BC (ACEC-BC) guidelines. Staff anticipate that the expertise offered by this local engineering firm and the familiarity with RDN infrastructure will have a positive impact on the operational projects and their completion.

## STRATEGIC PLAN IMPLICATIONS

The recommendation of this report is consistent with the Focus of Service and Organizational Excellence in the 2016 to 2020 Strategic Plan as it relates to providing effective and efficient regional wastewater management services. The technical assistance provided under this agreement would also help provide an asset management focus to infrastructure replacement.



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Adrian Limpus  
alimpus@rdn.bc.ca  
January 25, 2018

### Reviewed by:

- S. DePol, Director of Water and Wastewater Services
- R. Alexander, General Manager, Regional and Community Utilities.
- P. Carlyle, Chief Administrative Officer

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**TO:** Solid Waste Management Select Committee      **MEETING:** February 6, 2018

**FROM:** Jane Hamilton  
Superintendent Landfill Operations      **FILE:** 1240-20-SW

**SUBJECT:** Replacement Landfill Compactor

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**RECOMMENDATION**

That the Board approve the purchase of a used heavy equipment compactor for an amount not to exceed the insurance pay out value for the fire damage unit of \$620,467.

**SUMMARY**

In November 2016, the Board approved the purchase of a used fully rebuilt landfill compactor for \$560,000. In September 2017, this unit was consumed by fire.

Should the Board decide to replace the compactor, the insurer has confirmed a maximum payout of \$620,467, less a \$5,000 deductible. Alternatively, the Board can accept a financial settlement of \$441,751.67 and close the claim.

In order to maintain efficient waste processing operations at the landfill, it is recommended that another used fully rebuilt landfill compactor be purchased, through a competitive procurement process, to a maximum of the insurance payout.

**BACKGROUND**

The landfill compactor is used to spread and place waste at the regional landfill. It is the critical piece of equipment that provides compaction of the waste, achieving high waste placement densities for efficient operation of the landfill.

In November 2016 the Regional Board approved the purchase of a reconditioned landfill compactor from Marcel's Equipment for the amount of \$560,000. Marcel was the selected supplier from the two respondents to the Request for Proposal (RFP) which was advertised and distributed to known heavy equipment rebuilders throughout North American. The RFP was specific in targeting a CAT 826 compactor which is the same make and model as existing second site compactor. The rationale for acquiring the same make and model as the existing unit is: 1) staff familiarity with its operation and maintenance improving safety and efficiency; 2) redundancy in maintaining spare parts; and, 3) ultimately, when both units reach their service life, a single unit can be re-built and used as a backup compactor.

Fire

On September 22, 2017 the heavy equipment operator noted a malfunction of the compactor hydraulic system and was able to back off the active waste cell and exit before the compactor caught fire. There

were no injuries; however, the machine was extensively damaged. Insurance investigations are ongoing and there is no definite cause of the fire yet but it is suspected to be related to the hydraulic system.

The insurance provider has offered a cash payout of \$441,751.67 or a maximum payout of \$620,467 if the compactor is replaced. Given the integral use of this compactor for efficient waste processing, the procurement of a replacement machine is recommended.

### **FINANCIAL IMPLICATIONS**

A reconditioned replacement compactor is expected to be replaced for less than the insured value of \$620,467. The payment of the insurance deductible amount of \$5000 which has been incorporated into the 2018 budget.

### **ALTERNATIVES**

1. Approve the purchase of a used compactor at a price not to exceed the maximum of \$620,467 which is the maximum insurance payout.

This alternative provides sufficient funds to replace the burned out compactor with a model that meets operational requirements and maintains efficient landfill operations.

2. Accept the insurance cash payment of \$441,751.67 and close the claim.

This will provide insufficient funds to purchase a compactor that meets operational requirements and maintain efficient operations. We would be limited to purchasing an older unit with reduced life, requiring more maintenance and downtime, and would be unlikely to be the same make and model as the existing compactor, requiring additional expenditures for spare parts and maintenance.

3. Provide alternate direction to staff.

A decision not to replace the compactor would have significant impacts on landfill operations and costs.

### **STRATEGIC PLAN IMPLICATIONS**

This equipment purchase is consistent with key priorities of the 2016-2020 Strategic Plan in the following areas:

- *Focus on service and organizational excellence.* The landfill serves many commercial and regional haulers therefore compact conditions and efficient service is valued.
- *Focus on the environment.* Ensuring proper compaction is a regulatory requirement due to the potential environmental impact of poorly compacted waste.



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Jane Hamilton  
[jhamilton@rdn.bc.ca](mailto:jhamilton@rdn.bc.ca)

Reviewed by:

- L. Gardner, Manager, Solid Waste Services
- R. Alexander, General Manager, RCU
- W. Idema, Director, Finance
- K. Felker, Finance

Attachments:

1. 2016 Report to Solid Waste Management Select Committee – Acquire Used Reconditioned Landfill Compactor
2. Fire Proof of Loss



## MEMORANDUM

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**TO:** Larry Gardner  
Manager, Solid Waste Services

**DATE:** September 16, 2016

**FROM:** Jane MacIntosh  
Superintendent, Landfill Operations

**FILE:** 1240-20-SW

**SUBJECT:** Acquire Used Reconditioned Landfill Compactor

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**RECOMMENDATION**

That the Solid Waste Management Select Committee (SWMSC) recommends that the Regional Board approve the purchase of a used reconditioned landfill compactor for an amount not to exceed \$600,000.

**PURPOSE**

The purpose of this report is to request that the SWMSC endorse the purchase of a used reconditioned landfill compactor for an amount not to exceed of \$600,000 in advance of the projected timeline of 2018.

**BACKGROUND**

The current landfill compactor has approximately 18 months remaining service life based on current industry expectations. As the unit approaches the end of service life, the risk of a significant mechanical breakdown increases. Cost savings on the North Berm construction and tip fee revenues higher than projected for 2016 provide an opportunity to purchase a landfill compactor in advance of the current projected timeline of 2018. The advantage of moving up the timeline, and retaining the existing unit as a backup, provides operational efficiency by providing redundancy in compaction equipment. The previous plan had delayed the purchase of a used compactor until 2018 because of the higher priority to complete the North Berm construction which required a large contingency for potential geotechnical issues. The advanced timeline is expected to result in future cost savings realized over the next 10 to 15 years by allowing improved maintenance of equipment and deferment of future replacement costs.

Effective compaction of waste at the landfill is essential to the efficient operation of a sanitary landfill. Compaction has profound consequences to the long and short term operation and environmental impacts on a landfill including: leachate, landfill gas and odour production; vector attraction (e.g. rodents, birds) and litter; differential settlement and site stability; and, fire prevention and control. From an economic perspective, compaction saves space, which can mean substantial cost savings over the life of any landfill. Landfill compactors are specialized equipment with acquisition timelines in the order of several months. The previous plan to defer purchase to 2018 would have resulted in the use of alternate equipment with less effective compaction rates for times when the existing compactor is out of service for repairs.

The landfill compactor is used for approximately 2,000 hours per year. The general service life of the machine is between 10,000 to 12,000 hours (5-6 years) before major factory rebuilds or replacements of engines, transmissions and wheels have to be completed. Rebuilds of these major components costs approximately \$350,000 and adds another 6-years of service life to the machine.

The existing compactor, model CAT 826, was purchased through a lease agreement from Finning over a four year period from 2011 to 2015 at a total cost of \$620,647. The compactor has now logged over 9,000 hours and has approximately one and half years of remaining service life.

If a second reconditioned compactor is to be purchased at the current time, it provides a number of advantages:

- A second compactor provides redundancy given the importance of compaction for efficient landfill operations.
- The second compactor allows the primary unit to be taken out of operation at regular planned service intervals, which will reduce repair costs, reduce disruptions to the landfill work and it is expected to increase the life of both the units. The existing unit, used as a backup, will have an extended service life of approximately 4 years.
- Purchase of the same model of compactor provides advantages given the familiarity by both operators and maintenance staff. Furthermore, as parts are common between the two machines, it is expected that the ultimate of life of an operational unit can be extended for the maximum period (i.e. parts exchange as backup unit is late in its service live).
- Within 4 to 5 years, the current unit could be rebuilt to become the primary unit the reconditioned unit purchased now would be reassigned as a backup (\$350,000 estimated cost). Staggering the use and reconditioning periods of the compactors has the potential to satisfy compaction equipment needs for the next 10 to 15 years. This would be a lower cost than the acquisition of two units over the same period based on a 6 year service life.

The table below lists all the known same model compactors (Cat 826H) currently for sale in North America. Staff has made inquiries with Finning Canada on the availability of a used same model compactor in their Canadian inventory. At this time, they have not identified any available units.

Year	Hours	Rebuilt	Price (CAD)	Location	Vendor	Comments
2010	10,514 frame hours	Yes	\$500,000	London Ontario	Marcel Equipment Ltd.	- 1 year parts and labour warranty - Eligible for extended warranty
2011	8,500 frame hrs	Yes	-	London Ontario	Marcel Equipment Ltd.	- 1 year parts and labour warranty - Eligible for extended warranty
2013	7,750	No	\$493,000	Knoxville , Tennessee	C&K Equipment Co.	- Potentially sold
2006	~12,000	Yes	\$571,000	Knoxville , Tennessee	C&K Equipment Co.	- Potentially sold - Comes with factory 3yr/5000 hour warranty valued at \$21K
2010	8,558	No	\$435,000	Dartmouth, Nova Scotia	Atlantic Tractor & Equipment	
2008	9,295	No		Indianapolis, Indiana	MacAllister Machinery	- Does not appear to have landfill capable wheels
-	-	Yes	\$486,000	Ann Arbor, Michigan	Best Equipment Inc.	- 2015 rebuild - Vendor reports the unit has just been sold
-	-	Yes	\$472,000	Ann Arbor, Michigan	Best Equipment Inc.	- 2015 rebuild - New factory engine - Vendor reports the unit has just been sold
-	-	Yes	\$393,000	Ann Arbor, Michigan	Best Equipment Inc.	- 2015 rebuild - New factory engine - Vendor reports the unit has just been sold
2005	10,812	No	\$420,000	Monterrey, Mexico	MaQuinas Diesel	
2005	10,811	No	\$394,000	Houston, Texas	Tierra Equipment Ltd.	

Vendors report that they are regularly moving units though their service facilities. It is not uncommon to presell the units while reconditioning is underway. Of the units listed above, at the time of writing this report, 5 of the reconditioned units may no longer be available.

The most promising options appear to be equipment available from Marcel Equipment Ltd. in London, Ontario or C&K Equipment Company in Knoxville, Tennessee. These two companies appear to be the premier vendors of used landfill compactors in Canada and the United States collectively. The 3 preferred options are:

1. 2006 Cat 826H – 12,000 frame hours. Complete Cat certified component rebuild. Price includes 3 year/5,000 hour powertrain warranty. This unit is may already be sold. The cost is \$571,000.
2. 2010 Cat 826H – 10,514 frame hours. Cat certified component rebuilds on the engine, torque converter, transmission and transfer case. The components will come with a 1 year, parts and labour warranty supported by the Cat dealer. Since these are being rebuilt to Cat certified standards, there is an option to purchase additional extended warranty from your dealer beyond the 1 year. The compaction wheels will have new 7.25" HDT weld-on tips installed and wheel edges built up. The cost is \$500,000.
3. 2011 Cat826H – 8,500 hours. This unit will be delivered to Marcel within a few weeks. It is expected to be sold for approximately \$400,000 with normal reconditioning but not rebuilding any components. With Cat certified component rebuilds the price will be \$550,000.

The actual selection of the compactor would be based on best value to the RDN and would consider price, availability, actual components rebuilt and transportation costs.

The prices quoted for these reconditioned compactors compare favorably with that of a new unit with current pricing over \$1,000,000.

## ALTERNATIVES

Alternatives in proceeding with the compactor replacement are as follows:

- 1) Approve the purchase of a reconditioned compactor to the maximum amount of \$600,000 at this time.
- 2) Defer purchase until 2018 and acquire a used or reconditioned compactor when the existing machine reaches its end of service life.
- 3) Defer purchase until 2018 and issue a Request for Proposals (RFP) in 2017 for a new compactor to ensure adequate lead time for purchase.
- 4) Alternate direction as provided by the Regional Board.

Appendix A and B summarize the implications of the above options.

## FINANCIAL IMPLICATIONS

The 10 year financial plan included the use of only one compactor and the purchase of a reconditioned compactor in 2018 and then again in 2025 with an estimated total cost over the 10 years of \$1.4 million assuming reconditioned units were available and prices remained relatively stable. Under this revised plan, there is an estimated additional cost of \$250,000 over 10 years; however, because there will be two compactors available, improved compaction rates and landfill efficiencies will be realized. The savings on the North Berm construction project, additional tipping fees and the return of higher volumes in the last year support the purchase of a second compactor at this time. Appendix B shows the projected costs for both options. This plan and timing will extend the life of the existing unit and defer future costs of compactor replacements over a 10 to 15 year time frame.

## STRATEGIC PLAN IMPLICATIONS

This equipment purchase is consistent with key priorities of the 2016-2020 Strategic Plan in the following areas:

- *Focus on service and organizational excellence.* The landfill serves many commercial and regional haulers and compact conditions and efficient service is valued.
- *Focus on the environment.* Ensuring proper compaction is a regulatory requirement due to the potential environmental impact of poorly compacted waste.

## SUMMARY/CONCLUSIONS

The current landfill compactor has approximately 18 months remaining service life based on current industry expectations. As the unit approaches the end of service life, the risk of a significant mechanical breakdown increases.

The costs for landfill compactors have increased significantly in recent years due to new engine designs as well as the value of the Canadian dollar as compared to US currency. The current price on a new equivalent model compactor is over \$1,000,000.

Acquisition of a reconditioned second compactor for a maximum of \$600,000 provides for operational redundancy. This strategy provides the opportunity to rotate the two compactors to extend service lives, with rebuilds, for possibly 10 to 15 years, thereby reducing future capital costs.

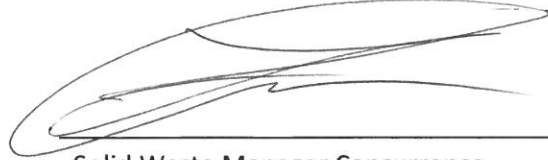


Subject to board approval, staff would proceed to negotiate purchase based on best value to the RDN.

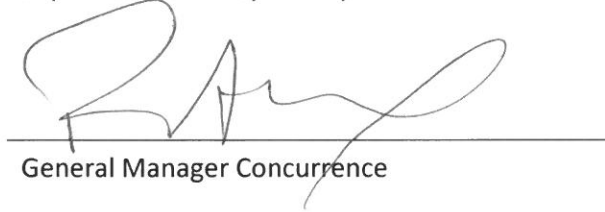


FOR JANE MACINTOSH

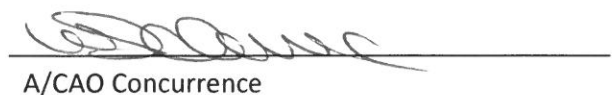
Report Writer,  
Superintendent Disposal Operations



Solid Waste Manager Concurrence



General Manager Concurrence



A/CAO Concurrence

## Appendix A

<b>Landfill Compactor Acquisition</b>			
<b>Option</b>	<b>Estimated Cost</b>	<b>Service Life</b>	<b>Considerations</b>
1) <b>2016</b> Acquire Reconditioned Unit	\$500,000 to \$600,000	6 years (extends back up unit life by 4 years to 2020)	<ul style="list-style-type: none"> <li>• Provides operational redundancy as existing unit approaches end of service life</li> <li>• Allows for primary unit to be taken out of service for maintenance</li> <li>• Provides adequate time to source same model reconditioned unit</li> <li>• Defers rebuild period by 4 years on existing unit</li> </ul>
2) <b>2018</b> Acquire Reconditioned Unit	\$700,000 (budget amount)	6 years (2018 is the end of service life for existing unit at current use levels)	<ul style="list-style-type: none"> <li>• Consistent with 5 year budget</li> <li>• Impractical to rebuild existing unit without replacement compactor due to 3 month rebuild period</li> <li>• May be limited on available used models to acquire</li> <li>• Cost for rebuilding existing unit for operational redundancy is \$350,000</li> </ul>
3) <b>2018</b> Acquire New Unit	\$1,000,000+	6 years (2018 is the end of service life for existing unit at current use levels)	<ul style="list-style-type: none"> <li>• 5 year budget does not currently contemplate this level of expenditure</li> <li>• New equipment with lower maintenance costs and higher reliability</li> </ul>

### Appendix B

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
<b>Previous Plan</b>												
One compactor only with no redundancy												
Purchase used in 2018 & 2025			700,000							700,000		\$ 1,400,000
<b>Revised Plan</b>												
Purchase reconditioned in 2016 for additional capacity & recondition existing compactor in 2019 or 2020. Provides estimated 10 years before next compactor purchase	600,000				350,000						700,000	\$ 1,650,000

Notes: all of these plans involve the purchase of reconditioned units vs: new which have current costs of \$1 million

**FIRE PROOF OF LOSS - INTERIM**

*This form is provided to comply with the Insurance Act, and without prejudice to the liability of the Insurer.*

**Our Claim No.:** 52210-800315 JOA  
**Insurer Claim No.:** 23256904

**Broker:** Willis Canada Inc.

**Insured:** Regional District Of Nanaimo  
 6300 Hammond Bay  
 NANAIMO, BC V9T 6N2

**Insurer:** Royal & Sun Alliance Insurance Company of Canada

under Policy No. **COM29633345** in force until **April 30, 2018** against loss or damage by **Fire** to the amount of **\$620,467.00** dollars according to the terms and conditions printed therein, including all forms and/or endorsements attached thereto and forming part thereof.

**TIME AND ORIGIN:** A loss occurred on the **September 22, 2017** at 6300 Hammond Bay, NANAIMO, BC V9T 6N2, caused by **Fire**.

**LOCATION:** The said loss occurred at 6300 Hammond Bay, NANAIMO, BC V9T 6N2

**TITLE AND INTEREST:** At the time of the loss the interest of the insured in the property described was sole and unconditional ownership and no other person or persons had any interest therein, lien or encumbrance thereon, except **none**.

**CHANGES:** Since the above policy was issued there has been no change in use, possession, location or exposure of the property described, except **none**.

**GOODS AND SERVICES TAX:** The amount claimed should be net of recoverable G.S.T.

Is the Insured registered for G.S.T.? (Indicate YES or NO)

If the answer is YES, please state: a) Registration #

b) Percent Recoverable

**INSURANCE AND LOSS:** A particular account of the loss is attached hereto and forms part of this proof. The actual cash value of the property insured, the actual amount of loss or damage, the total insurance thereon at the time of the said loss and the amount claimed under this policy are as follows:

Item(s) involved	Replacement cost	Cash Value	Total loss or damage	Total Insurance	Amount named in this policy	Claimed under this policy
CAT Compactor	\$620,467.00	\$441,751.67		\$620,467.00	\$620,467.00	\$441,751.67
<hr/>						
<hr/>						
<hr/>						
<hr/>						
<b>TOTALS</b>	\$620,467.00	\$441,751.67		\$620,467.00	\$620,467.00	\$441,751.67

**OTHER INSURANCE:** There is no other contract of insurance written or oral, valid or invalid, except (Insurers and amounts) . The said loss or damage did not occur through any willful act, neglect, procurement, means or connivance of the Insured or this declarant.

**PAYMENT OF THIS CLAIM TO:**

<b>Regional District of Nanaimo – ACV advance</b>	\$441,751.67

I, \_\_\_\_\_ do solemnly declare that the foregoing claim and statements are to the best of my knowledge and belief true in every particular, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED severally before me at

this \_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
**INSURED**

**X**

\_\_\_\_\_  
**INSURED**

**X**

Commissioner for Oaths or Affidavits

NOTE: If a company or partnership, indicate declarant's position or title.

---

**TO:** Solid Waste Management Select Committee                      **MEETING:** February 6, 2018

**FROM:** Sonam Bajwa  
Zero Waste Coordinator                      **FILE:** 5365-01

**SUBJECT:** Metro Vancouver Commercial Waste Hauler Licencing Bylaw

---

**RECOMMENDATION**

That the Board send a letter to the Minister of Environment and Climate Change Strategy endorsing Metro Vancouver’s GVS & DD Commercial Waste Hauler Licencing Bylaw 307, 2017.

**SUMMARY**

On January 18, 2018 Metro Vancouver requested the RDN Board write to the Minister of Environment and Climate Change Strategy in support of the GVS&DD Commercial Waste Hauler Licencing Bylaw No. 30, 2017. (Attachment 1). Metro Vancouver’s bylaw is intended to increase waste diversion and ensure that all waste generators pay the cost associated with waste infrastructure.

The Regional District of Nanaimo (RDN) is also proposing to implement waste hauler licencing as part of the RDN’s Draft Solid Waste Management Plan (SWMP) amendment. Waste hauler licencing is integral to the RDN achieving a 90% diversion goal proposed in the Plan. If approved by the RDN Board, the SWMP amendment will be submitted to the Minister of Environment and Climate Change Strategy in 2018 for approval. Metro Vancouver’s success in implementing its bylaw, would increase the likelihood of the RDN’s success.

**BACKGROUND**

On January 18, 2018 Metro Vancouver requested the RDN advise the Minister of Environment and Climate Change Strategy of the RDN’s support of Metro Vancouver’s GVS & DD Commercial waste Hauler Licencing Bylaw No. 307, 2017. (Attachment 1).

Waste hauler licencing is one of the key initiatives proposed in the RDN’s Draft Solid Waste Management Plan amendment. Two key initiatives in the SWMP amendment, waste hauler licencing and mandatory waste source separation are expected to increase waste diversion by 10% and are integral to the RDN achieving a 90% diversion goal. Public consultation is currently take place on the RDN’s Draft Solid Waste Management Plan.

Metro Vancouver’s SWMP was approved by the Minister in July 2011 and contains provision for Waste Hauler Licencing. Metro Vancouver is now requesting the Minister approve the waste licencing bylaw

to allow implementation of the program. Metro Vancouver is soliciting support from BC local governments to attain this authority.

### ALTERNATIVES

1. That the Board send a letter to the Minister of Environment and Climate Change Strategy endorsing Metro Vancouver's GVS & DD Commercial Waste Hauler Licencing Bylaw 307, 2017.
2. The Board not endorse Metro Vancouver's GVS & DD Commercial Waste Hauler Licencing Bylaw 307, 2017.
3. Provide alternative direction to staff.

### FINANCIAL IMPLICATIONS

There are no financial implications in providing endorsement to Metro Vancouver's Bylaw 307, 2017.

### STRATEGIC PLAN IMPLICATIONS

*Focus on relationships.* This letter of endorsement allows the RDN to advocate for an issue outside of our jurisdiction

*Focus on economic health.* Waste hauler licencing in the RDN will foster economic development.

*Focus on the Environment.* Waste hauler licencing will increase the amount of material recycled in the RDN and keep material out of the landfill and will prevent waste leaving our region for less environmentally sound disposal options.



---

Sonam Bajwa  
Sbajwa@rdn.bc.ca  
January 25, 2018

Reviewed by:

- L. Gardner, Manager, Solid Waste Services
- R. Alexander, General Manager, RCU
- P. Carlyle, Chief Administrative Officer

Attachment

Correspondence re GVSD Commercial Waste Hauler Licencing Bylaw No. 307 2017.

JAN 18 2018

File: CR-12-01  
Ref: SDD 2017 Nov 24

Chair William Veenhof and Board of Directors  
Nanaimo Regional District  
6300 Hammond Bay Road  
Nanaimo, B.C. V9T 6N2  
**VIA EMAIL: [bill.veenhof@shaw.ca](mailto:bill.veenhof@shaw.ca)**

Dear Chair Veenhof and Board of Directors:

**Re: *GVS&DD Commercial Waste Hauler Licensing Bylaw No. 307, 2017***

The purpose of this letter is to request that your Regional District consider writing the Minister of Environment and Climate Change Strategy in support of the *GVS&DD Commercial Waste Hauler Licensing Bylaw No. 307, 2017*.

At its November 24, 2017 regular meeting, the Board of Directors of the Greater Vancouver Sewerage and Drainage District (Metro Vancouver) approved the *GVS&DD Commercial Waste Hauler Licensing Bylaw No. 307, 2017* and approved forwarding the bylaw to the Minister of Environment and Climate Change Strategy for approval.

Metro Vancouver's Commercial Waste Hauler Licensing bylaw would help increase waste diversion by requiring Commercial Waste Haulers in Metro Vancouver to ensure recycling containers are provided for all multi-family and commercial/institutional buildings. The multi-family and commercial/institutional sectors have lower recycling rates compared to the single family sector where municipalities typically directly provide waste and recycling services.

Commercial Waste Hauler Licensing would also facilitate the collection of the Generator Levy, which was approved by the GVS&DD Board on the same date as Commercial Waste Hauler Licensing. The Generator Levy is now in effect. The Generator Levy ensures all waste generators contribute to the fixed costs of the region's transfer station network and solid waste planning, which benefit all waste generators in the region.

The Generator Levy, set at \$40 a tonne for 2018, is incorporated into the Tipping Fee at Metro Vancouver and City of Vancouver disposal facilities and will not affect the total cost of disposal. If waste is delivered to other facilities, haulers will be required to collect the Generator Levy and remit it to Metro Vancouver, thus ensuring that all waste generators contribute to the system regardless of where the waste is ultimately disposed.

23781180

Enclosed is an infographic describing the Generator Levy, Commercial Waste Hauler Licensing and updates to Bylaw 181, a bylaw regulating private facilities that manage solid waste and recyclable materials. Together, Metro Vancouver's regulatory framework updates aim to reduce waste, increase recycling, ensure current and future infrastructure is equitably funded and modernize the way private facilities are regulated.

More information on these regulatory framework updates, including Board reports, consultation program summaries and letters to the Minister, are available on our website: [www.metrovancouver.org](http://www.metrovancouver.org) by searching "Hauler Licensing", "Generator Levy" and "Bylaw 181".

Thank you in advance for considering our request to write the Minister of Environment and Climate Change Strategy in support of *GVS&DD Commercial Waste Hauler Licensing Bylaw No. 307, 2017*.

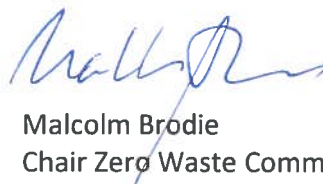
If you have any questions or if you would like to have a presentation on Metro Vancouver's solid waste regulatory initiatives, please contact Paul Henderson, General Manager, Solid Waste Services, by phone at 604-432-6442 or by email at [Paul.Henderson@metrovancouver.org](mailto:Paul.Henderson@metrovancouver.org).

Yours truly,



Greg Moore  
Chair, Metro Vancouver Board

GM/MB/CM/ph



Malcolm Brodie  
Chair Zero Waste Committee

Encl: Metro Vancouver Solid Waste Regulatory Updates Infographic dated December 2017  
(Doc #23835769)

23781180



# METRO VANCOUVER SOLID WASTE REGULATORY UPDATES



Various service providers collect waste and recyclables in the region.

## NO GENERATOR LEVY

Dry Recyclables



Residential and Commercial Organics



Construction and Demolition



Industrial



Agricultural



To processors for recycling and disposal, **NO GENERATOR LEVY**

Haulers pay **TIPPING FEE** (which includes disposal rate plus **GENERATOR LEVY**)



Garbage to Metro Vancouver or City of Vancouver disposal facilities

## GENERATOR LEVY



Commercial waste haulers require license

Garbage to facilities other than Metro Vancouver or City of Vancouver disposal facilities



Haulers remit **GENERATOR LEVY** to Metro Vancouver

## GENERATOR LEVY

The Generator Levy ensures that all waste generators in the region contribute to the fixed costs of the region's transfer station network and solid waste planning.

## HAULER LICENSING

Commercial Waste Hauler licensing ensures that recycling systems are in place wherever garbage is collected in the region; assists the collection of a Generator Levy.

## BYLAW 181 (enacted 1996)

Bylaw 181 regulates private sector facilities that manage municipal solid waste and recyclable materials. Updates help encourage recycling and ensure level playing field.

Metro Vancouver manages garbage produced by residents and businesses in the Lower Mainland. With a strong commitment to first reducing the waste we generate and aspiring to recycle 80% of the region's waste by 2020, the Generator Levy, Commercial Waste Hauler Licensing and updates to Bylaw 181 are important tools to achieve our zero waste objectives.

---

**TO:** Regional Parks and Trails Select Committee    **MEETING:** January 30, 2018  
**FROM:** Renée Lussier    **FILE:** 6150-20  
Parks Planner  
**SUBJECT:** Beachcomber Regional Park Management Plan

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### **RECOMMENDATION**

That the Beachcomber Regional Park Management Plan 2018 – 2028 be approved.

### **SUMMARY**

The Draft Beachcomber Regional Park Management is ready for RDN Board consideration. The plan guides the park management over the next 10 years.

### **BACKGROUND**

The development of the Draft Beachcomber Regional Park Management Plan was completed in December 2017 following a public vetting of the draft plan available on the project website ([rdn.bc.ca/Beachcomber](http://rdn.bc.ca/Beachcomber)) along with an online survey from August 14 to October 31, 2017. This is the first ten-year management plan for Beachcomber Regional Park (an oceanfront park located on Marina Way in Nanoose – Electoral Area E). The park has been managed by the Regional District of Nanaimo (RDN) since 1988 after the Beachcomber Park Association gifted it to the RDN as an established park.

The purpose of the plan is to guide park management over the next 10 years in accordance with the actions included in the plan. Steps to create the plan included a review of issues and concerns in terms of visitor safety and enjoyment, ecological protection, and annual maintenance costs and the development of strategies to mitigate these issues. Plan development provided an opportunity for park staff to check in with the community regarding current management of the park, to answer questions, and to receive ideas on future park management.

The plan was developed between October 2016 to December 2017 and included stakeholder and public consultation (two Open Houses, a draft plan review, and two public surveys), and several professional site assessments: a Biophysical Assessment (EDI Environmental Dynamics Inc., July 2017); a Hazard Tree Assessment (Strategic Natural Resource Consultants, March 2017); and an Archaeological Assessment (Ursus Heritage Consulting, July 2017). The site assessments are included in the management plan as Appendix B, C, and D respectively.

Beachcomber Regional Park is a one-hectare, sparsely developed park intended to provide safe, low-impact public access to the sensitive coastal ecosystems within the park. Existing park amenities include roadside parking, information kiosk, entrance sign, regulation signage, recreational trails, stairs, toilet,

garbage can and benches. The majority of Open House attendees and survey respondents requested that no changes or additions be made to the park; however, several participants did request a more accessible main park entrance from the parking area on Marina Way to the beach (with stairs and a railing). Concerns relating to increased use and campfires were also raised by residents, specifically regarding jurisdiction and emergency contact.

**Recommended Management Actions and Associated Costs**

Through public consultation and studies (Biophysical, Hazard Tree, and Archaeological), the following management actions were identified and are proposed in the Management Plan for Beachcomber Regional Park from 2018-2028:

ISSUE	ACTION	TIMELINE	ESTIMATED COST
<b>Trail accessibility</b>	Construction of one main accessible trail along north entrance from parking area to beach with stairs and handrail that is natural and in keeping with the landscape	2018	\$15,000
	Post signage at the south end trail directing visitors to the main accessible trail at the north end	2018	\$200 + 4 hrs. staff time
<b>Fire/Emergency</b>	Work with RDN Bylaw and Fire Coordinator on a response protocol	2018	n/a
	Post signage in park with response protocol to follow	2018	\$200 + 4 hrs. staff time
<b>Park use</b>	Monitor park use and parking issues	2018-2028 (ongoing)	n/a
<b>Signs</b>	Update and consolidate signs	2019-2022 (2-5 years)	\$200 + 10 hrs. staff time annually
	Update kiosk signage (graphics + map)	2020	\$1,800 + 3 days staff time
<b>Invasive plant species</b>	Initial mechanical removal of Himalayan blackberry and spurge laurel; replanting with native plants	2018	\$1,000 – \$2,000 (landscape contractor)
	Ongoing maintenance to prevent recolonization: touch ups in spring during flowering season, before fruiting	2018-2028 (ongoing)	variable (landscape contractor)

<b>Eagle nest tree</b>	Ongoing monitoring of eagle nest tree to prevent disturbance; mitigative design and implementation if future trail construction or park development is required	2018-2028 (ongoing)	n/a
<b>High risk hazard trees</b>	Urgent removal of five trees as per Hazard Tree Assessment; topping / wildlife tree creation of one tree	2017	completed
<b>Moderate or low risk hazard trees</b>	Future monitoring and possible removal / pruning of 11 identified trees with compromised structure and potential for hazard to trail users	2019-2022 (2-5 years)	\$1,200 + 1 day staff time annually
<b>Madrone canker</b>	Detailed assessment by an ISA Certified Arborist of the Madrone canker epidemic within park	2018	\$1,700
	Potential future pruning / removal of nine infected Arbutus trees (following detailed assessment)	2018-2028	\$1,000 – \$2,500 + variable staff time annually
<b>Areas of archaeological sensitivity</b>	Completion of detailed Archaeological Impact Assessment before any future park development / site disturbance	2018-2028 (as required)	\$7,500 (accounts for 1 AIA)
	Site protection through avoidance by project design	2018-2028 (as required)	n/a

**ALTERNATIVES**

1. That the Beachcomber Regional Park Management Plan be approved.
2. That an alternative direction be provided.

**FINANCIAL IMPLICATIONS**

The current annual park maintenance cost for Beachcomber Regional Park, which includes items such as incidental repairs, vegetation management and contractor services, is approximately \$3,000.

As identified through project public consultation and site assessments, the draft Beachcomber Regional Park Management Plan outlines projects and maintenance tasks for the period 2018-2028 that are additional to regular annual maintenance. High-priority or required tasks, which include construction of a main, accessible staircase from the north park entrance to the beach and the removal of high-risk hazard trees, are estimated at \$19,550-\$20,550. Low-priority or potential tasks, which include the monitoring and future removal of low-risk hazard trees and the completion of future archaeological assessments, are estimated at \$8,500-\$10,000.

\$15,000.00 has been included in the 2018 Budget to complete the stairs. High priority trees were removed under the 2017 Budget.

### **STRATEGIC PLAN IMPLICATIONS**

Beachcomber Regional Park has been managed by the RDN since 1988 for environmental protection and low-impact recreational use (as per RDN Park Use Bylaw, RDN Parks and Trails Guidelines, and the RDN Regional Parks and Trails Plan). The 2018-2028 Management Plan for the Regional Park supports ongoing conservation efforts, such as tree care, native plant restoration and archeological protection, and recommends only one site modification: an upgrade to the existing main entrance to improve accessibility for senior visitors and others with mobility problems. This park improvement was requested by park residents and visitors and reflects the needs of an aging demographic in the Regional District. As such, the Management Plan supports the strategic plan's vision for the Regional District to be "resilient and adaptable to change" and "environmentally, socially, and economically healthy."



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Renée Lussier  
[rlussier@rdn.bc.ca](mailto:rlussier@rdn.bc.ca)  
January 22, 2018

#### Reviewed by:

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

#### Attachments

1. Beachcomber Regional Park Management Plan, 2018-2028



2018 - 2028

# Beachcomber Regional Park Management Plan



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<b>1.0 Introduction</b> .....	<b>1</b>
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**Appendix A: Public Consultation**

**Appendix B: Biophysical Assessment**

**Appendix C: Hazard Tree Assessment**

**Appendix D: Archaeological Assessment (excerpt)**

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# 1. Introduction



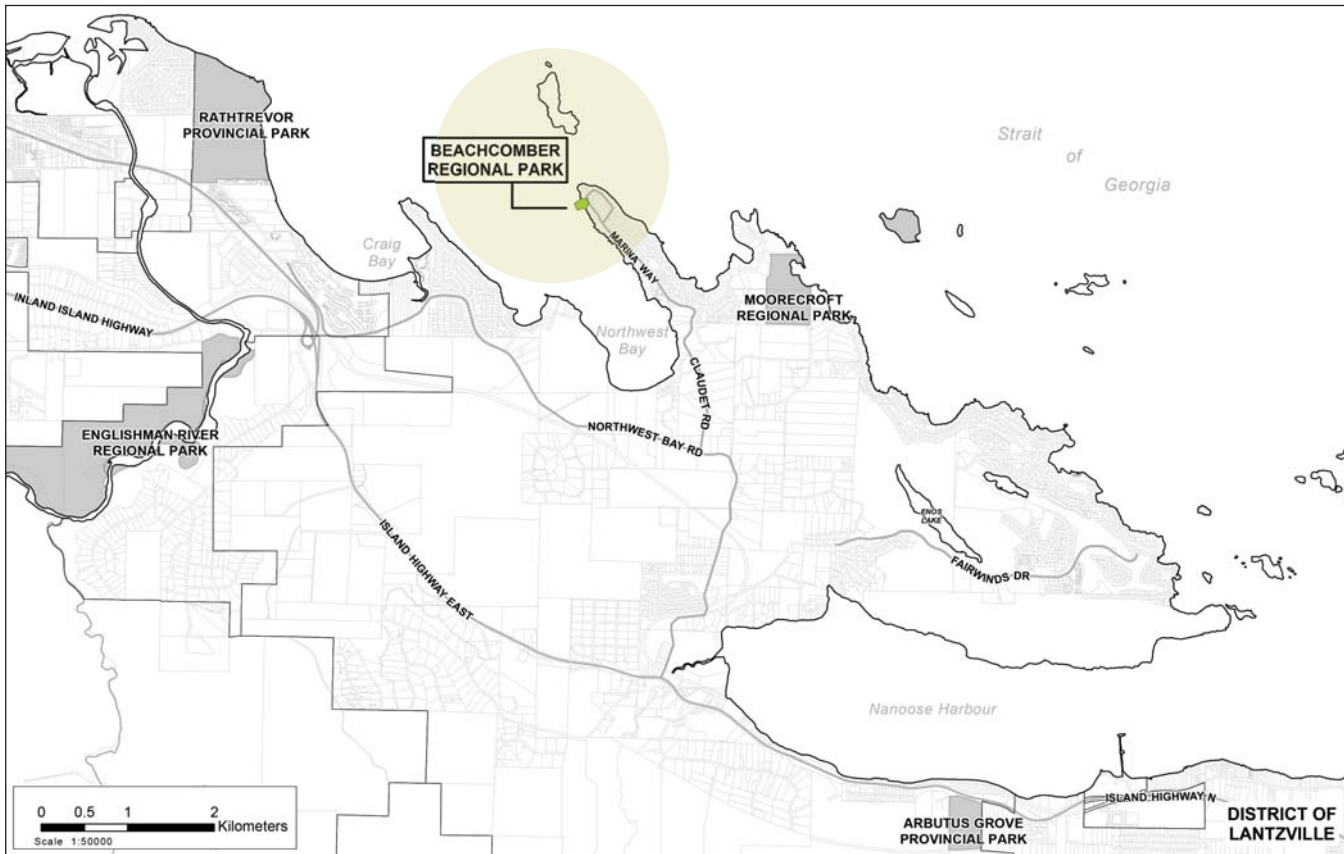
*Rocky cliffs, Garry oak and Arbutus at Beachcomber RP*

## 1.1 Project Purpose and Process

This is the first 10-year Management Plan for Beachcomber Regional Park. The purpose of the plan is to identify future park needs in terms of visitor safety and enjoyment, ecological protection, and annual maintenance costs. The plan development was also an opportunity for park staff to check in with the community about the current management of the park, to answer questions, and to receive ideas on future park management.

Management Plan development began in the fall of 2016 with public consultation (Open House and Survey) and included ecological and archaeological assessments and consultation with local stakeholders. The project was completed in December 2017 following a public review of a draft plan and a final Open House, pending final plan approval by the Regional Board.





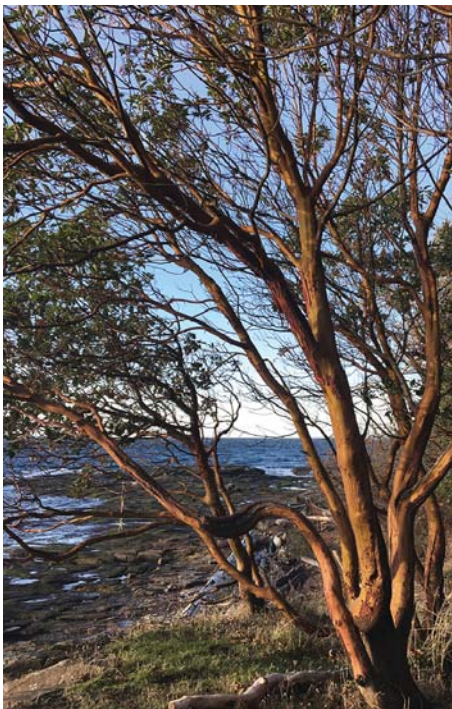
Location of Beachcomber Regional Park in Nanoose, BC.

### 1.2 Park Description

Located on Marina Way at the end of the Beachcomber Peninsula in Nanoose, Beachcomber Regional Park is a one-hectare oceanfront property that is cherished by neighborhood residents and visitors from throughout the RDN for its woodland trails, bluffs and rocky outcrops, tidal pools, views across Northwest Bay to Mount Arrowsmith, and views across the Strait of Georgia to the mainland coastal mountains.

### 1.3 Park History

Established in 1964 by the Beachcomber Park Association, Beachcomber Regional Park was gifted to the Regional District of Nanaimo (RDN) by the residents’ group in 1988, thereby becoming the RDN’s first regional park. The park is located within the traditional territory of the Snaw-Naw-As First Nation and the Snuneymuxw First Nation. Communities from the north—K’omoks, Qualicum, We Wai Kai and Wei Wai Kum First Nations—likely utilized resources seasonally in this area as well. Site modifications and features, as identified and assessed by the project archaeological field crew (consisting of team members from Ursus Heritage Consulting and Snaw-naw-as First Nation), confirm traditional use of the park site by First Nations prior to European settlement.



Beachcomber shoreline with Arbutus



## 2. Site Overview



*Benches overlooking the shoreline*

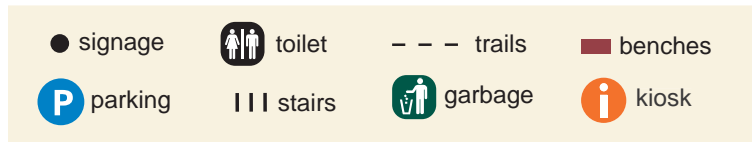
### 2.1 Existing Park Amenities

Beachcomber Regional Park is a sparsely developed park intended to provide safe, low-impact public access to the sensitive coastal ecosystems. Existing park amenities include roadside parking, information kiosk, entrance sign, regulation signage, recreational trails, stairs, toilet, garbage can and benches.





Beachcomber Regional Park Site Plan



Hikers in Beachcomber RP.

## 2.2 Current Park Uses

Beachcomber Regional Park is a passive park intended for low-impact nature recreation. Based on site observations by park staff and feedback received during the project public consultation process, the park is popular with both neighbourhood residents and visitors from throughout the Regional District of Nanaimo. Current park activities include walking, birdwatching, tidal pool exploration, diving, swimming, relaxing, enjoying views, dog walking and picnicking.

## 2.3 Plant Communities

Beachcomber Regional Park is within the Coastal Douglas Fir moist maritime (CDFmm) biogeoclimatic zone (BGC). This CDFmm is limited to lower elevations (below 150m elevation) along the southeast coast of Vancouver Island, the Gulf Islands, and a narrow strip along the Sunshine Coast. Forests in this zone are dominated by Douglas fir, grand fir, and western red cedar. The typical understory in undisturbed areas such as Beachcomber Regional Park is salal, dull Oregon-grape and oceanspray. Garry oak, arbutus and several species of the lily family occur in dry areas of the park along the rocky shoreline.

A background review completed by EDI Environmental identified a total of 13 at-risk ecological communities that have the potential to occur within the park; however, a site assessment completed in June 2017 confirmed that site conditions do not meet the criteria for listed ecological communities because they are not in a climax state. These ecological communities could develop on site if human disturbance and invasive plant species are effectively controlled.

A total of 48 plant species were observed during field visits by project biologists. There were no SARA Schedule 1, Provincially-listed, or COSEWIC-listed plant species identified. Invasive plants, including Scotch broom, spurge laurel, hawkweed, Himalayan blackberry, thistle and English ivy were noted in several locations throughout the park. No noxious weeds were observed. A detailed assessment is included in **Appendix B - Biophysical Assessment**.



Stonecrop (*Sedum spathilifolium*)



Oceanspray (*Holodiscus discolor*)



Arbutus (*Arbutus menzesii*)

## 2.4 Park Wildlife

A preliminary background review completed by EDI Environmental identified a total of 16 at-risk wildlife species that have the potential to occur within the park, including Great Blue Heron, Olive-side Flycatcher, Barn Swallow, Western Screech-Owl and Townsend's Big-eared Bat. However, during a site visit in October 2016, no species at risk were confirmed. The project biologist did observe 29 bird species, an Eagle nest tree, and two mammal species (Red Squirrel and Black-Tailed Deer). A complete inventory is included in **Appendix B - Biophysical Assessment**.





Yellow-rumped warbler



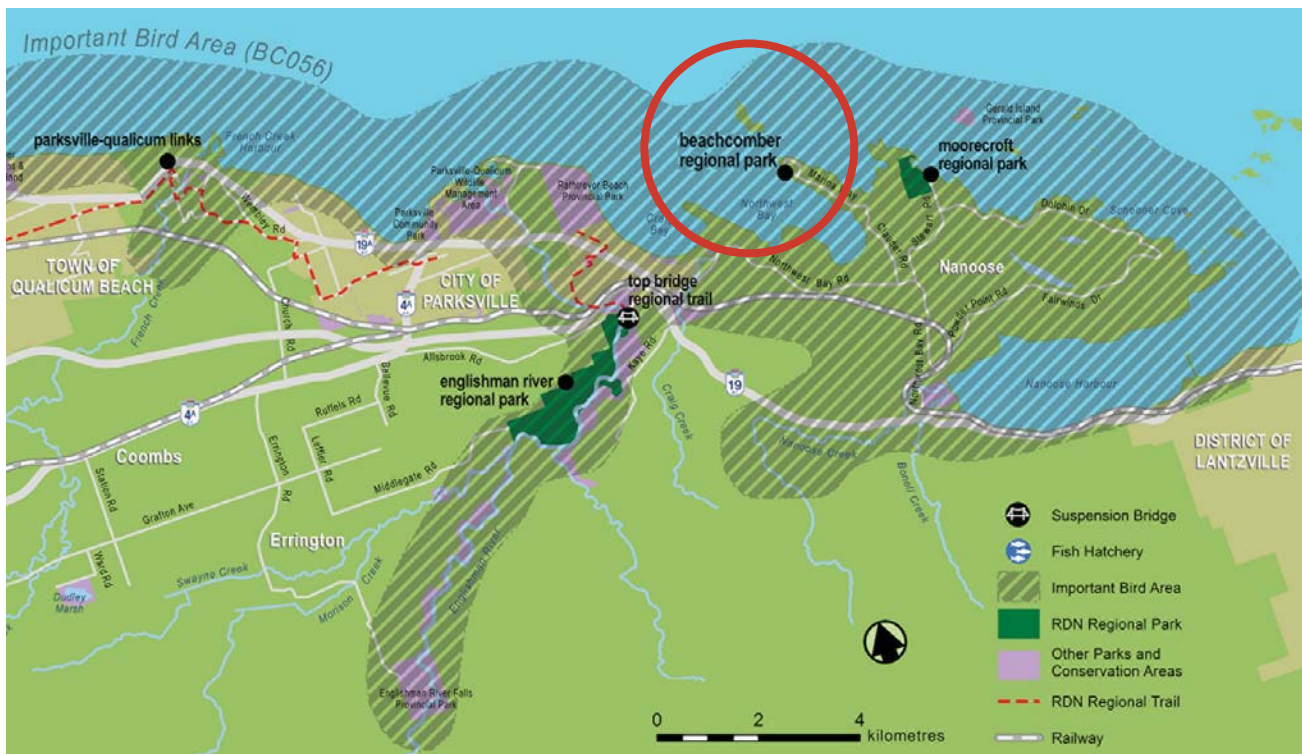
Harlequin Duck



Bald Eagle

### 2.4.1 Important Bird Area

Beachcomber is located within an internationally recognized Important Bird Area (IBA). The area between Little Qualicum Estuary and Nanoose Bay (shown on the map below) has been identified as one of 11,000 IBAs worldwide. Amongst the 250 species known to occur in the IBA, there are several marine and land birds commonly seen in Beachcomber including Chestnut-backed Chickadees, Yellow-rumped Warblers and Harlequin Ducks.



Eastern portion of Important Bird Area BC056 (location of Beachcomber Regional Park shown with red circle)



## 3. Current Management and Issues



*Kiosk and stairs at entrance to Beachcomber RP.*

### 3.1 Current Park Management

Management of Beachcomber Regional Park follows standard park guidelines and practices as outlined in the RDN Park Use Bylaw 1399 (2004), the RDN Parks and Trails Guidelines (2013), and the RDN Regional Parks and Trails Plan (2005-2015). The annual park maintenance cost for Beachcomber Regional Park, which includes items such as incidental repairs, vegetation management and contractor services, is approximately \$3000. Park operational costs are funded by all seven electoral areas and all four municipalities within the Regional District of Nanaimo through the Regional Parks and Trails Function.



### 3.2 Current Management Issues

Beachcomber Regional Park has very few incidents of park use violations or vandalism. The following five management issues have been identified by either park neighbours or park staff:



*Steep descent at south entrance*



*Criss-crossed trail network*



*Hazard tree*

**TRAIL ACCESS:** An unmaintained park access involving a scramble down a rock cliff is located at the south end of the park. The closure of the south entrance, along with several secondary, informal trails throughout the park, is under consideration for reasons of public safety and ecological protection. The construction of stairs with handrails along the north park entrance is also under consideration for increased park accessibility.

**TREE CARE:** Because the park is surrounded on three sides by water, the mature stands of arbutus, Garry oak and Douglas-fir are exposed and vulnerable to breakage from wind, severe rains and snow. Extensive tree pruning and removal has been required in recent years and is anticipated as an ongoing safety and maintenance concern.

**INVASIVE PLANTS:** Several invasive plant species have been identified by staff and inventoried by the project biologist. The park's small size and location within a residential area makes invasive plant management an ongoing challenge.

**CAMPFIRES:** Although campfires are prohibited in Beachcomber by Park Bylaw 1399, incidents of beach fires during summer months are becoming a growing concern for neighbouring residents. Because the beach fires are within the foreshore and outside the park boundary, enforcement falls outside the jurisdiction of the RDN. Local residents require further information on who to call and who will respond when a campfire occurs.

**INCREASED USE:** With increased park use there have been parking issues along Marina Way. The small lot at the kiosk location does not always satisfy the need for parking at the park resulting in overcrowding or haphazard parking along the side of the road. It is challenging for residents adjacent the park as their driveways often become unwanted parking areas or turnarounds at peak times.

## 4. Future Park Management (2018-2028)



*View of Craigs Bay from Beachcomber RP*

The purpose of this plan is to outline future park needs in terms of visitor safety and enjoyment, ecological protection, and annual maintenance costs. Future needs were identified through public and stakeholder consultation and site assessments.

### **4.1 Public and Stakeholder Consultation Results**

The public consultation process for the Management Plan involved two Open House events and two on-line surveys. Public consultation findings are summarized below and provided in detail as **Appendix A - Public Consultation**.

Key stakeholders, including neighbouring First Nations, Nanoose Volunteer Fire Department, Nanoose Naturalists and the Nanaimo and Area Land Trust (NALT), were invited to participate in plan development and draft plan review. Any input received has been incorporated and referenced within the final document.



#### 4.1.1 Open House and First Public Survey

On December 7, 2016 an Open House event was held at the Nanoose Place Community Centre to share information and answer questions about the park management plan. A public survey was available at the Open House as well as online between December 7, 2016 and January 7, 2017. During that time, 33 surveys were completed. Key survey findings, which address current park uses and future needs, are summarized below:

ISSUE	COMMUNITY RESPONSE
<b>General Satisfaction</b>	32/33 respondents (97%) were generally happy with existing park amenities and the current level of maintenance services
<b>Improvements or Additions</b>	21/30 respondents (70%) felt that no new park amenities or services should be considered in the future
	9/30 respondents (30%) felt that some future additions would benefit the park, these include invasive plant removal, larger parking area, picnic tables, a small play area for children, and accessible paths and stairs (requested by 6 of the 9 respondents)
<b>Secondary Trail Closure</b>	19/33 respondents (58%) supported the closure of secondary trails for reasons of public safety and ecological protection; several of these respondents reiterated the need for an accessible primary trail/stairway to the beach, preferably on the north side of the park
	14/33 respondents (42%) did not support closure of secondary trails because visitors enjoy the trails and closure would only encourage the development of new paths

Nineteen additional comments were submitted by respondents (all of which are included in **Appendix A - Public Consultation**). The majority of comments reiterate satisfaction with current park amenities and services and request that no changes be made to the park. A few comments address the need for a more accessible trail to the beach. These comments reinforce requests received directly by park staff during the Open House event for the construction of a primary trail / stairway with handrails on the north side of the park to accommodate senior residents and others with mobility issues.

#### 4.1.2 Draft Plan Review, Final Open House and Second Public Survey

A draft of the Beachcomber Regional Park Management Plan was available in hard copy and online on August 14, 2017 and was available to October 31, 2017. On October 4, 2017 a final Open House event was held at the park entrance to share information and answer questions about the park management plan. The second public survey gauged the public's support for the Draft Management Plan. The following is a summary of the input received:





ISSUE	COMMUNITY RESPONSE
Support Level	23/34 respondents (68%) supported strongly and very strongly the recommended management actions outlined in Section 4.2 (page 11)

Thirty additional comments were submitted by respondents (all of which are included in **Appendix A - Public Consultation**). As in the first public survey, many of the comments were in support of the park to remaining the same, to be natural, and any maintenance completed would be to enhance the natural beauty of the park. Nine of the 30 comments requested a railing at the north end trail as a good addition to the park for accessibility while few respondents felt new stairs should be built. The south end trail had mixed reviews on whether it should be kept as an access point to the waterfront, with 4 out of 30 in favour and 6 out of 30 opposed. Four out of 30 felt strongly enough about a playground not being a park amenity to include it in their comments. Maintenance in the form of hazardous tree removal and invasive plant removal was an important item for 7 out of the 30 respondents. Discussion relating to fire safety and emergency contacts occurred at the Open House event and is reflected in some of the comments provided by the survey respondents. Concerned residents are looking for direction from the RDN on who to contact should an incident arise (fire, overnight camping, etc) whether within the park boundary or not as there has been no response by the authorities when called.

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## 4.2 Summary of Future Management Actions and Costs

The following table summarizes all recommended park improvements and actions as identified through public consultation and project site assessments in support of keeping the park as is. Detailed information can be found in the following appendices:

-  **Appendix A: Public Consultation**
-  **Appendix B: Biophysical Assessment**
-  **Appendix C: Hazard Tree Assessment**
-  **Appendix D: Archaeological Assessment**

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ISSUE	ACTION	TIMELINE	ESTIMATED COST
Trail accessibility	Construction of one main accessible trail along north entrance from parking area to beach with stairs and handrail that is natural and in keeping with the landscape	2018	\$15,000
	Post signage at the south end trail directing visitors to the main accessible trail at the north end	2018	\$200
Fire/Emergency	Work with RDN Bylaw and Fire Coordinator on a response protocol	2018	n/a
	Post signage in park with response protocol to follow	2018	\$200
Park use	Monitor park use and parking issues	2018-2028 (ongoing)	n/a
Signs	Update and consolidate signs	2019-2022 (2-5 years)	\$1000
Invasive plant species	Initial mechanical removal of Himalayan blackberry and spurge laurel; replanting with native plants	2018	\$1000 – \$2000 (landscape contractor)
	Ongoing maintenance to prevent recolonization: touch ups in spring during flowering season, before fruiting	2018-2028 (ongoing)	variable (landscape contractor)
Eagle nest tree	Ongoing monitoring of eagle nest tree to prevent disturbance; mitigative design and implementation if future trail construction or park development is required	2018-2028 (ongoing)	n/a
High risk hazard trees	Urgent removal of five trees as per Hazard Tree Assessment; topping / wildlife tree creation of one tree	2017	completed
Moderate or low risk hazard trees	Future monitoring and possible removal / pruning of 11 identified trees with compromised structure and potential for hazard to trail users	2019-2022 (2-5 years)	\$1200
Madrone canker	Detailed assessment by an ISA Certified Arborist of the Madrone canker epidemic within park	2018	\$1,700
	Potential future pruning / removal of nine infected Arbutus trees (following detailed assessment)	2018-2028	\$1000 – \$2500
Areas of archaeological sensitivity	Completion of detailed Archaeological Impact Assessment before any future park development / site disturbance	2018-2028 (as required)	\$7500
	Site protection through avoidance by project design	2018-2028 (as required)	n/a

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**TO:** Regional District of Nanaimo Transit Select Committee      **MEETING:** January 25, 2018

**FROM:** Darren Marshall  
Manager, Transit Operations      **FILE:** 1475-01 CNG

**SUBJECT:** CNG Bus Exterior Advertising Update

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### **RECOMMENDATION**

That BC Transit be advised the Regional District of Nanaimo is permitting exterior bus advertising on the Conventional Transit fleet effective immediately.

### **SUMMARY**

BC Transit has a contract with Lamar Advertising, which may allow Lamar the ability to sell advertising space on the exteriors of the BC Transit buses, including those within the Regional District of Nanaimo (RDN) Transit System.

The RDN has been working with BC Transit and New Flyer, the supplier and manufacturer of the CNG buses, to resolve the paint issue - bubbling and lifting. Since the September 14, 2017 report to the Board on CNG Bus Exterior Advertising, New Flyer has issued repair detail/protocols to repair the paint. BC Transit has advised that they are satisfied with New Flyer's fix and the RDN could resume advertising immediately.

BC Transit estimates that in 2018, the RDN could receive \$20,000 to \$30,000 in revenue for advertising on the 50 CNG buses.

### **BACKGROUND**

As part of the contract between BC Transit and Lamar Advertising, ads are only allowed on the driver's side and back of the vehicle with the exception of full wraps (Attachment 1). Further, the contract with BC Transit includes:

- That Lamar must use reasonable commercial efforts to mitigate paint damage and cutting damage by following 3M specifics for vinyl advertising.
- That Lamar will perform snap tests before advertising is installed. In addition, the Lamar Company will report to BC Transit and include a photographic record of any poor paint quality issues observed. At that time, BC Transit may elect to either continue the installation or remove the vehicle or advertising product from the vehicle.

- That Lamar will reimburse BC Transit a reasonable cost to repair or repaint the area where BC Transit determines that repainting directly resulted from advertising application or removal, except where the Lamar Company can establish that the area peeled as a result of poor repaint process or adhesion.

The contract between BC Transit and Lamar contains terms to address the potential damage caused by advertising.

The RDN has been working with BC Transit and New Flyer, the supplier and manufacturer of the CNG buses, to resolve a paint issue - bubbling and lifting (Attachments 2 and 3). Since the September 14, 2017 report to the Board on CNG Bus Exterior Advertising, New Flyer has issued repair detail/protocols to repair the paint. To date, four buses have been repaired at the RDN Transportation facility to confirm the resolution of the paint issue. BC Transit has advised the RDN that it is satisfied with New Flyer's fix and the RDN could resume advertising immediately. The remaining buses with the paint issue will be fixed over the next four (4) months.

#### **ALTERNATIVES**

1. That BC Transit be advised the Regional District of Nanaimo is permitting exterior bus advertising on the Conventional Transit fleet effective immediately.
2. That alternative direction be provided.

#### **FINANCIAL IMPLICATIONS**

The RDN receives 35% of gross revenue from the contract between BC Transit and Lamar Advertising. The RDN received \$35,608 in 2014, \$42,179 in 2015 and \$24,597 in 2016 due to advertising only being on 24 Conventional diesel buses. In 2017 no revenue was received since the entire RDN Conventional fleet was comprised of CNG buses and there was no advertising.

It is difficult to predict what revenues will be in 2018, as Lamar has not been actively selling advertising on RDN buses over the last year and a half. This will likely result in a slow beginning however, based on the Lamar contract and previous revenues, BC Transit estimates the RDN's projected revenue could be \$20,000 to \$30,000 for 2018.

The RDN would not be responsible for BC Transit's lost revenue if the Board decides not to advertise on the CNG Conventional fleet.



## STRATEGIC PLAN IMPLICATIONS

Exterior advertising on conventional buses supports the Focus on Service and Organizational Excellence – *“The RDN will deliver efficient, effective and economically viable services that meet the needs of the Regional District of Nanaimo”*.



---

Darren Marshall

[dmarshall@rdn.bc.ca](mailto:dmarshall@rdn.bc.ca)

January 11, 2018

Reviewed by:

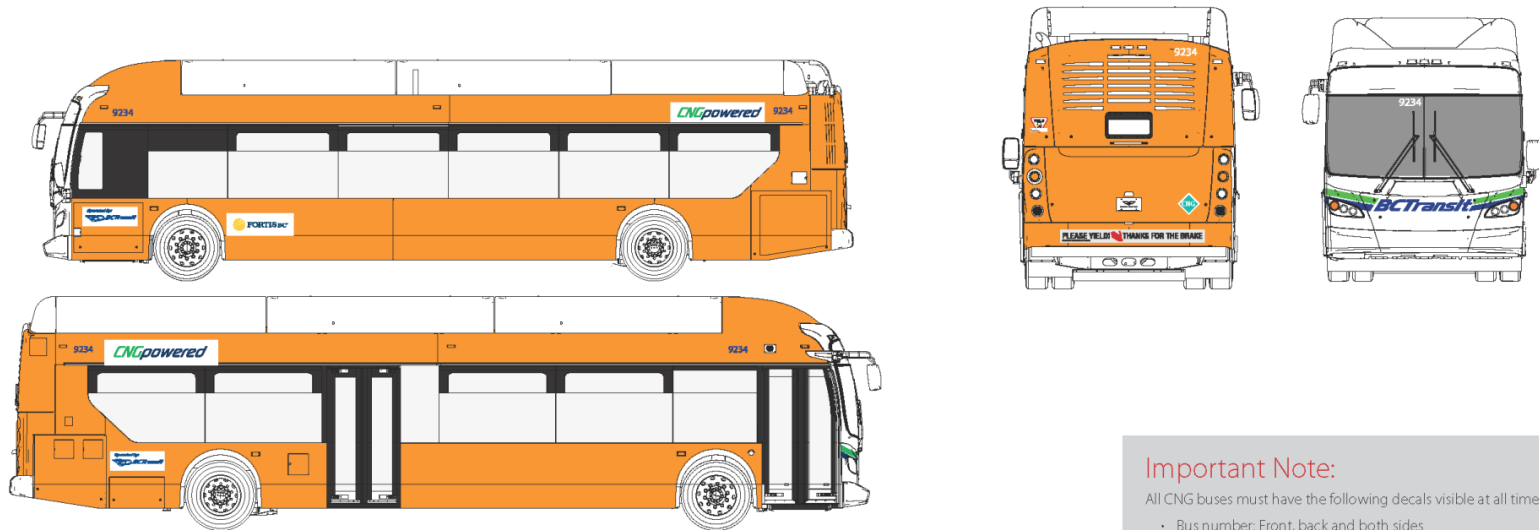
- D. Pearce, Director, Transportation & Emergency Services
- P. Carlyle, Chief Administrative Officer

Attachments

1. Attachment 1 – Livery Standard Exterior Display
2. Attachment 2 – CNG Bus RDN Transit
3. Attachment 3 – CNG Bus Kamloops Paint Blister

## Attachment 1 – Livery Standard Exterior Display

Livery Standard Exterior Display - Xcelsior 40' full wrap



All vehicle advertisements must adhere to the approved standards identified in the Transit Vehicle Ad Placement Manual. Advertisements that have a different shape, size or placement than identified in the manual are not permitted without the expressed approval of BC Transit.

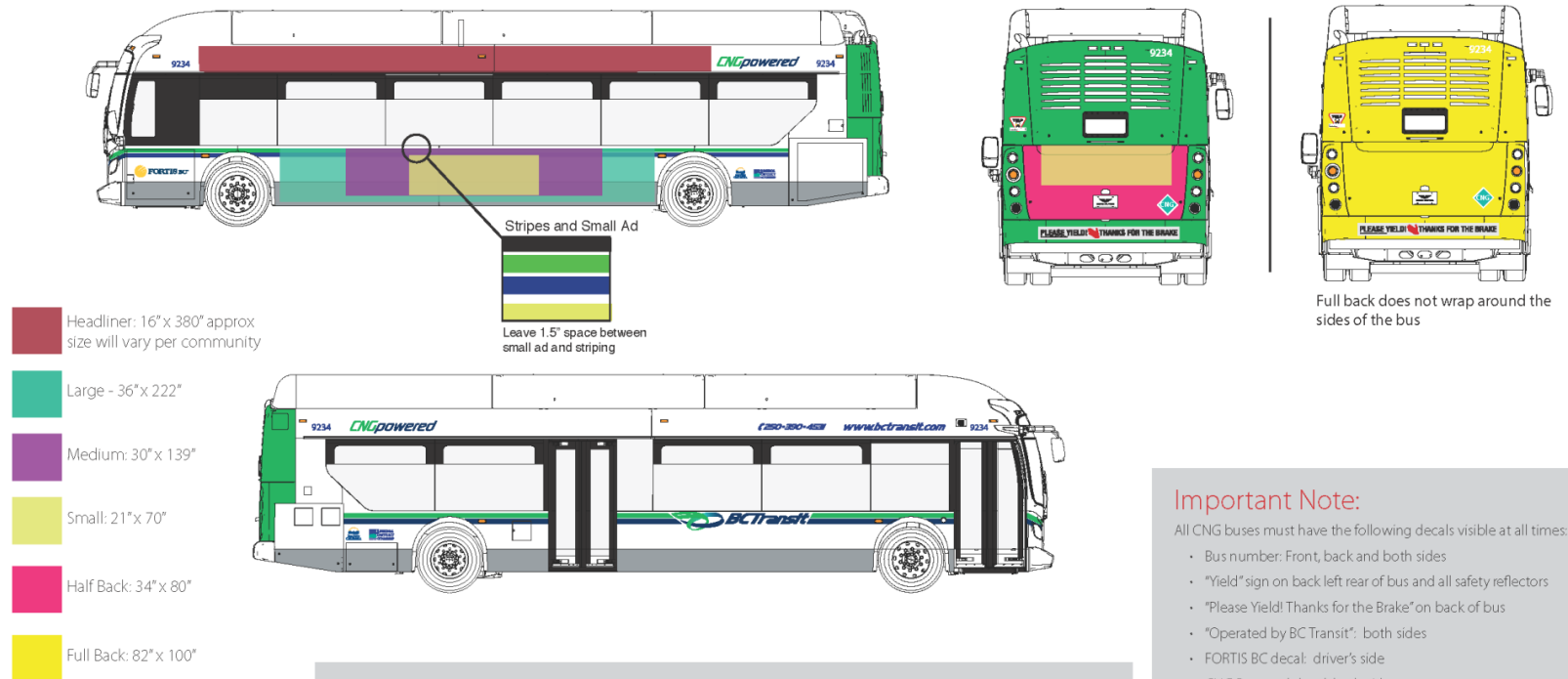
### Important Note:

All CNG buses must have the following decals visible at all times:

- Bus number: Front, back and both sides
- "Yield" sign on back left rear of bus and all safety reflectors
- "Please Yield! Thanks for the Brake" on back of bus
- "Operated by BC Transit": both sides
- FORTIS BC decal: driver's side
- CNG Powered decal: both sides, rear top
- CNG decal on back

Vehicle advertisements are not permitted on windows. With the exception of the back window on a full wrap.

Livery Standard Exterior Display - Xcelsior 40'



All vehicle advertisements must adhere to the approved standards identified in the Transit Vehicle Ad Placement Manual. Advertisements that have a different shape, size or placement than identified in the manual are not permitted without the expressed approval of BC Transit.

**Important Note:**  
 All CNG buses must have the following decals visible at all times:

- Bus number: Front, back and both sides
- "Yield" sign on back left rear of bus and all safety reflectors
- "Please Yield! Thanks for the Brake" on back of bus
- "Operated by BC Transit": both sides
- FORTIS BC decal: driver's side
- CNG Powered decal: both sides, rear top
- CNG decal on back

Vehicle advertisements are not permitted on windows. With the exception of the back window on a full wrap.

**Attachment 2 – CNG Bus RDN Transit**



**Attachment 3 – CNG Bus Kamloops Paint Blister**



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**TO:** Regional District of Nanaimo Board                      **MEETING:** February 27, 2018

**FROM:** Nick Redpath  
Planner    **FILE:** PL2017-200  
PL2017-201

**SUBJECT: Amendment Bylaw 1285.31, 2018 – Third Reading  
Amendment Bylaw 500.415, 2018 – Third Reading**

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### **RECOMMENDATIONS**

1. That the Board receive the report of the Public Hearing held on February 6, 2018 for “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.31, 2018”.
2. That the Board give third reading to “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.31, 2018”.
3. That the Board give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.415, 2018”.

### **SUMMARY**

Amendment Bylaws 500.415 and 1285.31 were introduced and given first and second reading on January 23, 2018. Amendment Bylaw 1285.31 proceeded to Public Hearing on February 6, 2018 whereas the Public Hearing for Amendment Bylaw 500.415 was waived by the Board at its January 23, 2018 meeting. The recommendation is to give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.415, 2018” and “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.31, 2018”.

### **BACKGROUND**

Amendment Bylaw 1285.31 was introduced and given first and second reading on January 23, 2018 followed by a Public Hearing held on February 6, 2018. The summary of the comments and submissions is attached for the Board’s consideration (see Attachment 1 – Summary of the Public Hearing).

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

Amendment Bylaw 500.415 was introduced and given first and second reading on January 23, 2018. The Public hearing was waived by the Board at its January 23, 2018 meeting.

If a local government waives the holding of a public hearing under the Local Government Act, it must give notice of the waiver in accordance with Section 467 of the Act. In order to meet the statutory

notification requirements for the amendment bylaw, notification of the Board’s waiver of the public hearing and intent to consider third reading of the bylaw at the regular Board meeting on February 27, 2018, was published on February 20 and 22 in the Nanaimo News Bulletin and in the Parksville Qualicum Beach News.

As the public hearing was waived, in accordance with the Local Government Act, any delegations wishing to speak to Bylaw 500.415 should be required to limit comments to matters related to the consistency of Bylaw 500.415 with the Official Community Plans and the waiver of the public hearing. Delegations wishing to speak to other aspects of Bylaw 500.415 should not be permitted.

## ALTERNATIVES

1. To receive the report of the Public Hearing and give third reading to “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.31, 2018”, and give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.415, 2018”.
2. To receive the report of the Public Hearing and not give third reading to “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.31, 2018”, and not give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.415, 2018”.



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Nick Redpath  
nredpath@rdn.bc.ca  
February 7, 2018

### Reviewed by:

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

### Attachments

1. Summary of the Public Hearing – Amendment Bylaw 1285.31
2. Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.415, 2018
3. Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.31, 2018

Attachment 1

SUMMARY OF THE PUBLIC HEARING

FOR REGIONAL DISTRICT OF NANAIMO ELECTORAL AREA 'F' ZONING AND SUBDIVISION AMENDMENT  
BYLAW NO. 1285.31, 2018

Tuesday, February 6, 2018, 7:00 P.M.  
Bradley Centre – Main Hall  
975 Shearmer Road, Coombs, BC

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

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

Julian Fell	Chair, Director, Electoral Area 'F'
Geoff Garbutt	General Manager, Strategic & Community Development
Paul Thompson	Manager, Long Range Planning
Nick Redpath	Planner

There were approximately 25 members of the public in attendance.

**The Chair, Director Fell** called the hearing to order at 7:04 pm and introduced those attending the meeting from the Regional District of Nanaimo.

**The Chair, Director Fell** acknowledged that the Public Hearing was being held in the traditional territory of the Coast Salish First Nation and thanked everyone for being involved in the process and how deeply appreciative he is of the strong efforts of the community.

**Nick Redpath, Planner** provided a description of the Bylaw and noted that no submissions had been received prior to the start of the Public Hearing.

**The Chair, Director Fell** outlined the Public Hearing procedures and invited submissions with respect to the proposed Bylaw from the audience.

**Teresa LaFace, 2291 Grafton Avenue**

Ms. LaFace stated that she would like to see cannabis production facilities located on industrial lands and not on land within the Agricultural Land Reserve (ALR).

**Dave Coombs, 3977 Marpole Street, Port Alberni**

Mr. Coombs stated that his mother's property is zoned industrial and if these amendments were adopted, cannabis production would now be a permitted use. He noted that he was against putting large buildings on ALR land and was in favour of production facilities being located on industrial land.

**Ryan Timothy, 797 Garden Road East**

Mr. Timothy asked for clarification regarding the intent of the Bylaw and where cannabis production facilities would be permitted. Staff provided an overview of the proposed bylaw amendments.



**Leanne Salter, 1370 Capernick Road**

Ms. Salter asked for further clarification on the bylaw and where these production facilities could be located and noted that she felt the bylaw could be worded differently to avoid confusion.

**Sandy Forest, 951 Coombs Road**

Ms. Forest stated that she was concerned with the quality of the runoff and felt that effluent from cannabis production facilities should be addressed to prevent pesticides and other pollutants draining into the watershed.

**Teresa LaFace, 2291 Grafton Avenue**

Ms. LaFace raised concerns about the source of water to supply a cannabis production facility.

**Miranda Scott, 3245 Grafton Avenue**

Ms. Scott asked when the bylaw will be adopted. Staff gave an overview of the adoption process.

**Sandy Forest, 951 Coombs Road**

Ms. Forest asked whether it can be grown elsewhere.

**Dave Coombs, 3977 Marpole Road**

Mr. Coombs stated that the industrial lands should be further developed to help bring in jobs and that cannabis production is a big industry and it would be good for the area and should be grown on industrial land.

**Anita Roy, 1537 Marina Way**

Ms. Roy requested a copy of the proposed amendment bylaw.

**Leanne Salter, 1370 Capernick Road**

Ms. Salter stated that there was no stopping the legalization of cannabis and that we are fortunate to live in an area that is independent and supports these public meetings to address the situation. She noted the economic benefits of growing cannabis that would benefit the region and that this public hearing is just one part of the process.

**Anita Roy, 1537 Marina Way**

Ms. Roy requested that the word marihuana be replaced with cannabis.

**The Chair, Director Fell** called for further submissions a first time.

**The Chair, Director Fell** called for submissions a second time.

**The Chair, Director Fell** called for submissions a third and final time. Hearing none, the Chair thanked those in attendance and announced that the Public Hearing was now closed at 7:30 PM.

I CERTIFY THAT THIS IS A FAIR AND ACCURATE SUMMARY OF THE NATURE OF REPRESENTATIONS RESPECTING THE MEETING HELD:



Nick Redpath, Recorder

## Attachment 2

### REGIONAL DISTRICT OF NANAIMO BYLAW NO. 500.415

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

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.415, 2018”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:
  1. Under **PART 2, INTERPRETATION, DEFINITIONS** by adding the following definitions in alphabetical order:

***cannabis*** means any plant of the genus *Cannabis*; including:

- a) any part of a cannabis plant, including the phytocannabinoids produced by, or found in, such a plant, regardless of whether that part has been processed or not;
- b) any substance or mixture of substances that contains or has on it any part of such a plant; and
- c) any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained;

***cannabis production*** means the medical and non-medical commercial production, cultivation, synthesis, harvesting, altering, propagating, processing, packaging, storage, distribution or scientific research of cannabis or cannabis products as permitted by the *Access to Cannabis for Medical Purposes Regulations (ACMPR)* and *Bill C-45 (the Cannabis Act)*, and any subsequent regulations or acts which may be enacted henceforth, but excludes the growing of cannabis by an individual for their personal use and consumption;

***cannabis products*** means plant material from cannabis and any products that include cannabis or cannabis derivatives, intended for human use or consumption;

2. Under **PART 2, INTERPRETATION, DEFINITIONS** by deleting the following definition:

***medical marihuana production*** means the cultivation and production of medical marihuana wholly within a facility as permitted under the *Marihuana for Medical Purposes Regulations (MMPR)*, and any subsequent regulations or acts which may be enacted henceforth;

3. Under **PART 2, INTERPRETATION, DEFINITIONS** by deleting the definition of **agriculture** and replacing it with the following:

**agriculture** means a use providing for the growing, rearing, producing and harvesting of trees and shrubs; housing livestock, poultry, fur-bearing animals, bees; animal feeding and holding areas; storage crops; and the processing and sale of the primary agricultural products harvested, reared or produced on that farm, including the rough sawing of logs, but excludes animal care, and the following uses on lands that are not in the Agricultural Land Reserve: fur farm, mushroom farm, intensive swine operation, feedlot and cannabis production and specifically excludes horse boarding stable on land located within the Resource Management 3 (RM3) and Rural 5 (RU5) zones;

4. Under **PART 3, LAND USE REGULATIONS, Section 3.3 General Regulations** by deleting Subsection 3.3.10) a) 1) XII. and replacing it with the following:

XII.	<b>Cannabis Production</b> -All building and structures except: a. the setback shall be 60.0 m from all lot lines adjacent to non-ALR residential uses and; b. the setback shall be 150.0 m from any parcel that contains a park or school	30.0 m
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5. Under **PART 3, LAND USE REGULATIONS, Section 3.3 General Regulations** by deleting Subsection 14) b) xxix) and replacing it with the following:

xxix) cannabis production.

6. Under **PART 3, LAND USE REGULATIONS, Section 3.3 General Regulations** by deleting Subsection 3.3.15) c) and replacing it with the following:

**c) Cannabis Production**

Cannabis production is permitted on land located within the Agricultural Land Reserve if:

- i) The production of cannabis is contained wholly within licensed facilities as permitted by the *Access to Cannabis for Medical Purposes Regulations (ACMPR)* and *Bill C-45 (the Cannabis Act)*.
- ii) The minimum setback for all structures associated with cannabis production is 30.0 metres from all property lines.

Introduced and read two times this 23rd day of January 2018.

Public Hearing waived in accordance with Section 467 of the *Local Government Act*.

Read a third time this \_\_\_ day of \_\_\_\_\_ 2018.

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

Adopted this \_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
Chair

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

Attachment 3

REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 1285.31

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. 1285.31, 2018”.
- B. The “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, 2.4 Prohibited Uses** by deleting Subsection 2.4 t) and replacing it with the following:
  - t) cannabis production.
- 2. Under **SECTION 2, GENERAL REGULATIONS, 2.9 Setbacks – Buildings and Structure** by deleting Subsection f) 1) XIII. and replacing it with the following:

XIII.	Cannabis Production in the A-1 zone - All buildings and structures except: <ul style="list-style-type: none"><li>a. The setback shall be 60.0 metres from all lot lines adjacent to non-ALR residential uses and;</li><li>b. The setback shall be 150.0 metres from any parcel that contains a park or school</li></ul>	30.0 metres
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- 3. Under **SECTION 2, GENERAL REGULATIONS, 2.15 Home Based Business** by deleting Subsection 2.15 5. q) and replacing it with the following:
  - q) cannabis production
- 4. Under **SECTION 4, ZONES, 4.8 I-2 – Industrial 2** by deleting Subsection 4.8.1 p) and replacing it with the following:
  - p) Cannabis Production

5. Under **SECTION 4, ZONES, 4.7 I-1 – Industrial 1** by adding the following in Subsection 4.7.1:

n) Cannabis Production

6. Under **SECTION 4, ZONES, 4.9 I-3 – Industrial 3** by adding the following in Subsection 4.9.1:

c) Cannabis Production

7. Under **SECTION 5, DEFINITIONS** by adding the following definitions in alphabetical order:

***Cannabis*** means any plant of the genus *Cannabis*; including:

- a) any part of a cannabis plant, including the phytocannabinoids produced by, or found in, such a plant, regardless of whether that part has been processed or not;
- b) any substance or mixture of substances that contains or has on it any part of such a plant; and
- c) any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained;

***Cannabis Production*** means the medical and non-medical commercial production, cultivation, synthesis, harvesting, altering, propagating, processing, packaging, storage, distribution or scientific research of cannabis or cannabis products as permitted by the *Access to Cannabis for Medical Purposes Regulations (ACMPR)* and *Bill C-45 (the Cannabis Act)*, and any subsequent regulations or acts which may be enacted henceforth, but excludes the growing of cannabis by an individual for their personal use and consumption;

***Cannabis Products*** means plant material from cannabis and any products that include cannabis or cannabis derivatives, intended for human use or consumption

8. Under **SECTION 5, DEFINITIONS** by deleting the definition of ***Farm Use*** and replacing it with the following:

***Farm Use*** means an occupation or use of land for farm purposes, including farming of land, plants and animals and any other similar activity designated as farm use by the Agricultural Land Reserve Use, Subdivision and Procedure Regulation, and includes but is not limited to activities such as farm retail sales; storing, packing, preparing and processing farm products; agri-tourism and a winery or cidery and includes farm operation and cannabis production.

9. Under **SECTION 5, DEFINITIONS** by deleting the following definition:

***Medical Marihuana Production*** means the cultivation and production of medical marihuana wholly within a facility as permitted under the ***Marihuana for Medical Purposes Regulations (MMPR)***, and any subsequent regulations or acts which may be enacted henceforth.

Introduced and read two times this 23rd day of January, 2018.

Public Hearing held this 6th day of February, 2018.

Read a third time this \_\_\_ day of \_\_\_\_\_ 2018.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this \_\_\_ day of \_\_\_\_\_ 2018.

Adopted this \_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
Chair

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

**TO:** Regional District of Nanaimo Board      **MEETING:** February 27, 2018

**FROM:** Kristy Marks  
Planner      **FILE:** PL2017-060

**SUBJECT: Zoning Amendment Application No. PL2017-060  
2347 & 2419 Cedar Road - Electoral Area 'A'  
Amendment Bylaw 500.412, 2018 – Third Reading  
Lot A, Sections 8, 9 and 10, Range 1, Cedar District, Plan 76153**

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**RECOMMENDATION**

That the Board give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.412, 2018”.

**SUMMARY**

The applicant proposes to rezone a portion of the subject property to allow the conversion of an existing dwelling unit to an office, file and urn storage and staff lunchroom accessory to the existing cemetery. A Public Information Meeting (PIM) was held on August 30, 2017. There was one member of the public in attendance. The Board at its January 23, 2018 meeting received the minutes of the PIM, gave first and second reading to the amendment bylaw, and waived the requirement to hold a Public Hearing in accordance with Section 464(2) of the *Local Government Act*. Notification of the Board’s intent to consider third reading of the Amendment Bylaw on February 27, 2018, has been completed pursuant to Section 467 of the *Local Government Act*.

The requirements set out in the Conditions of Approval are to be completed by the applicant prior to the Board’s consideration of the bylaw for adoption (see Attachment 1 – Conditions of Approval). As the notification requirements of the *Local Government Act* have been satisfied, it is recommended that “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.412, 2018” (Bylaw 500.412) be considered for third reading.

**BACKGROUND**

The Regional District of Nanaimo has received an application from Arbor Memorial Inc., Inc. No. A0087695 to rezone a portion of the subject property to permit the conversion of an existing dwelling unit to an office, staff lunchroom, and file/urn storage accessory to the existing cemetery. Amendment Bylaw No. 500.412 was introduced and given first and second reading on January 23, 2018 (see Attachment 2 – Proposed Amendment Bylaw 500.412, 2018). The Board waived the requirement for a public hearing in accordance with section 464 of the *Local Government Act* as the proposal is consistent with the Electoral Area ‘A’ Official Community Plan.




### ***Procedural Considerations***

If a local government waives the holding of a public hearing under the *Local Government Act*, it must give notice the waiver in accordance with Section 467 of the *Act*. In order to meet the statutory notification requirements for the amendment bylaw, notification of the Board’s waiver of the public hearing and intent to consider third reading of the bylaw at the regular Board meeting held on February 27, 2018, was published in the February 20 and 22 edition of the Nanaimo News Bulletin. Notices were also mailed to owners and tenants in accordance with “Regional District of Nanaimo Development Approval Procedures and Notification Bylaw No. 1432, 2005”.

As the Public Hearing was waived, in accordance with the Local Government Act, any delegations wishing to speak to Bylaw 500.412 should be required to limit comments to matters related to the consistency of Bylaw 500.412 with the Official Community Plan and the waiver of the Public Hearing. Delegations wishing to speak to other aspects of Bylaw 500.412 should not be permitted.

### **ALTERNATIVES**

1. To give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.412, 2018”.
2. To not give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.412, 2018”.



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Kristy Marks  
kmarks@rdn.bc.ca  
January 30, 2018

### Reviewed by:

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

### Attachments

1. Conditions of Approval
2. Proposed Amendment Bylaw No. 500.412, 2018

**Attachment 1**  
**Conditions of Approval**

The following is required prior to the “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.412, 2018” being considered for adoption:

- Prior to Board consideration of approval of Bylaw 500.412, the applicant is required to obtain source approval from the Vancouver Island Health Authority and, if required, a non-domestic water license from the Province.

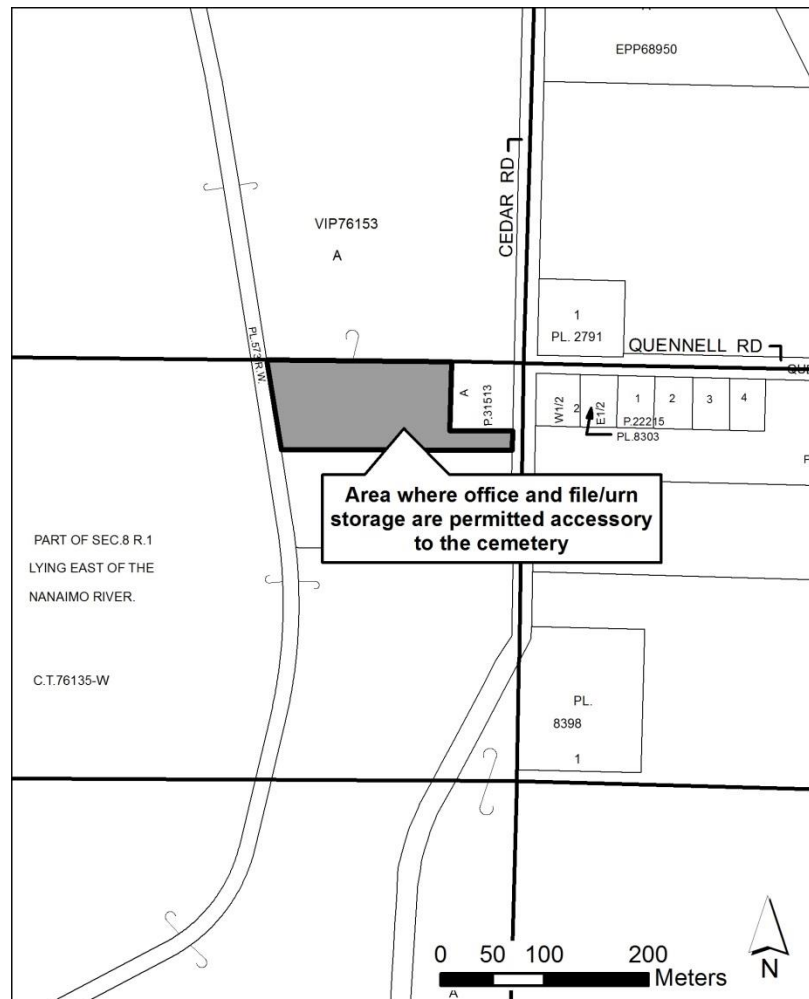
**Attachment 2  
Proposed Amendment Bylaw No. 500.412, 2018**

**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 500.412**

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

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.412, 2018”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:
  - 1. By adding the following section to the Agriculture 1 (AG1) Zone after Section 3.4.1.4 Part 6:
    - 7) Office and file/urn storage accessory to the cemetery shall be permitted in accordance with ALC non-farm use approval in the shaded area outlined in bold in the map below.



Introduced and read two times this 23rd day of January 2018.

Public Hearing waived in accordance with Section 467 of the *Local Government Act*.

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

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

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Chair

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Corporate Officer

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**TO:** Regional District of Nanaimo Board      **MEETING:** February 27, 2018

**FROM:** Stephen Boogaards  
Planner      **FILE:** PL2017-093

**SUBJECT:** **Zoning Amendment Application No. PL2017-093**  
**3097 Landmark Crescent - Electoral Area 'C'**  
**Amendment Bylaw 500.414, 2018 –Third Reading**  
**Lot 7, Section 20, Range 3, Mountain District, Plan 31215**

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#### RECOMMENDATION

That the Board give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.414, 2018”.

#### SUMMARY

The applicant proposes to rezone the subject property from Rural (RU1), Subdivision District ‘D’ to RU1, Subdivision District ‘F’, to permit the subdivision of the parcel into two lots. A public information meeting (PIM) was held on November 29, 2017. There were two members of the public in attendance. The Board at its January 23, 2018 meeting received the minutes of the PIM, gave first and second reading to the amendment bylaw, and waived the requirement to hold a public hearing in accordance with Section 464(2) of the *Local Government Act*. Notification of the Board’s intent to consider third reading of the Amendment Bylaw on February 27, 2018, has been completed pursuant to Section 467 of the *Local Government Act*.

The requirements of the Conditions of Approval are to be completed by the applicant prior to the Board’s consideration of the bylaw for adoption (see Attachment 2 – Conditions of Approval). As the notification requirements of the *Local Government Act* have been satisfied, it is recommended that the “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.414, 2018” (Bylaw 500.414) be considered for third reading.

#### BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Boleslaw Pasieka to rezone the subject property from RU1 Zone, Subdivision District ‘D’ to RU1 Zone, Subdivision District ‘F’ in order to permit the subdivision of the property into two 1.0 hectare lots. Bylaw 500.414 was introduced and given first and second reading on January 23, 2018. The Board waived the requirements for a public hearing in accordance with Section 464 of the *Local Government Act* as the proposal is consistent with “Regional District of Nanaimo East Wellington – Pleasant Valley Official Community Plan Bylaw No. 1055, 1997”.

### ***Procedural Considerations***

If a local government waives the holding of a public hearing under the *Local Government Act*, it must give notice of the waiver in accordance with Section 467 of the *Act*. In order to meet the statutory notification requirements for the amendment bylaw, notification of the Board's waiver of the public hearing and intent to consider third reading of the bylaw at the regular Board meeting on February 27, 2018, was published on February 20 and 22 in the Nanaimo News Bulletin. Notices were also mailed to owners and tenants of surrounding properties in accordance with "Regional District of Nanaimo Development Approval Procedures and Notification Bylaw No. 1432, 2005".

As the public hearing was waived, in accordance with the Local Government Act, any delegations wishing to speak to Bylaw 500.414 should be required to limit comments to matters related to the consistency of Bylaw 500.414 with the Official Community Plan and the waiver of the public hearing. Delegations wishing to speak to other aspect of Bylaw 500.414 should not be permitted.

### **ALTERNATIVES**

1. To give third reading to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.414, 2018".
2. To not give third reading to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.414, 2018".



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Stephen Boogaards  
sboogaards@rdn.bc.ca  
February 7, 2018

#### Reviewed by:

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

#### Attachments

1. Conditions of Approval
2. Proposed Amendment Bylaw No. 500.414, 2018

**Attachment 1**  
**Conditions of Approval**

The following is required prior to the “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.414, 2018” being considered for adoption:

Conditions of Approval

1. The applicant shall register, at the applicant’s expense, a Section 219 restrictive covenant on the property title requiring any new parcel created through subdivision to be greater than 1.0 hectare in area.
2. The applicant to register, at the applicant’s expense, a Section 219 covenant on the property title to prohibit the subdivision of the new parcels.
3. The applicant to register, at the applicant’s expense, a Section 219 covenant and explanatory plan of the Streamside Protection and Enhancement Area prohibiting further development and use.
4. The applicant to register, at the applicant’s expense, a Section 219 covenant prohibiting buildings and vegetation removal within 15.0 metres of the Agricultural Land Reserve boundary, and maintenance of a solid wood fence. The covenant is to also include a disclosure statement, indicating the potential for nearby farming activity on ALR lands
5. The applicant is required to register, at the applicant’s expense, a Section 219 covenant on the property title stating that the existing well be tested, and a report from a Professional Engineer (registered in BC) be submitted to the Regional District of Nanaimo prior to final approval of subdivision in accordance with “Board Policy B1.21 – Groundwater – Application requirements for rezoning of un-serviced lands”. No subdivision shall occur until such time that a report from a Professional Engineer (registered in BC) has been completed to the satisfaction of the Regional District of Nanaimo confirming that the wells have been tested and certified including well head protection, and that the water meets Canadian Drinking Water Standards

**Attachment 2**  
**Proposed Amendment Bylaw No. 500.414, 2018**

**REGIONAL DISTRICT OF NANAIMO**  
**BYLAW NO. 500.414**

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

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.414, 2018”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:
  - 1. By rezoning the lands shown on the attached Schedule ‘1’ and legally described as

**Lot 7, Section 20, Range 3, Mountain District, Plan 31215**

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

Introduced and read two times this 23rd day of January 2018.

Public Hearing waived in accordance with Section 467 of the *Local Government Act*.

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

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

\_\_\_\_\_  
Chair

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

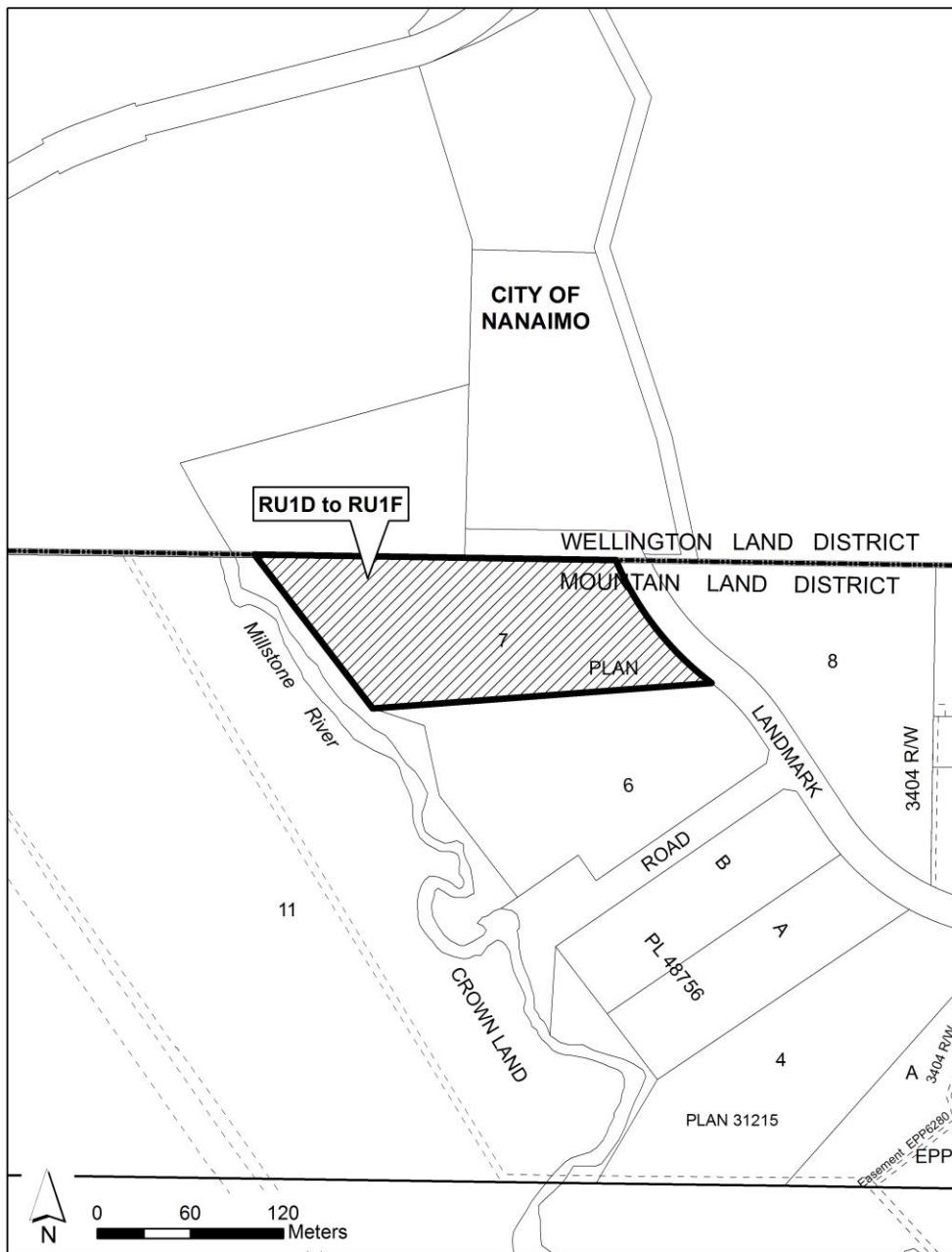


Schedule '1' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.414, 2018".

\_\_\_\_\_  
Chair

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

### Schedule '1'



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**TO:** Regional District of Nanaimo Board      **MEETING:** February 27, 2018

**FROM:** Tiffany Moore, Acting Director of Finance      **FILE:** 1700-06  
Manvir Manhas, Manager, Capital  
Accounting & Financial Reporting

**SUBJECT: Regional District of Nanaimo 2018 to 2022 Financial Plan - Bylaw No. 1771**

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### **RECOMMENDATION**

1. That “Regional District of Nanaimo Financial Plan 2018 to 2022 Bylaw No. 1771, 2018” be introduced and read three times.

### **SUMMARY**

The 2018 to 2022 Financial Plan, Bylaw No. 1771 and the impacts on each member jurisdiction are detailed in this report. The bylaw will be finalized in March after confirmation of the Board’s decision on funding INFilm. Also, BC Transit will have confirmed the special reserve balance they hold on behalf of the RDN and the Englishman River Joint Venture information will be received from the City of Parksville. Extensive capital upgrades and their accompanying operating impacts to the Greater Nanaimo Pollution Control Centre, the French Creek Pollution Control Centre, the landfill and the various water services represent the most significant financial challenges the Regional District of Nanaimo (RDN) faces over the next few years. As well, potential transit expansions, managing community demand for increased recreation, parks and other services, along with impacts resulting from changes in the general economy will require prudent management of future capital, operational and financial plans.

Current economic indicators for growth in the region are favourable which is positively impacting assessments and tax rates. Proposed changes to tax requisitions, either for increases or decreases, are presented within the context of maintaining the long term plans for services and infrastructure replacements and reflect the significant capital program underway.

The 2018-2022 proposed financial plan information as discussed here is available on the RDN website for public access <http://www.getinvolved.rdn.ca/> and <http://www.rdn.bc.ca/financial-reports>.

### **BACKGROUND**

Under the *Local Government Act*, local governments are required to prepare five-year financial plan bylaws which are intended to guide the development of annual operating and capital budgets. The 2018-2022 proposed Financial Plan is based on the 2017 to 2021 Financial Plan, the Board Strategic Plan and the 2017-2021 Operational Plan as endorsed by the Board in September. Adjustments for new capital items, projects carried forward to 2018, and enhanced service levels have been incorporated.

The Financial Plan incorporates increases in several areas. For example, Regional Parks acquisitions and development faces funding shortfalls, as the projected costs for the current capital plan exceed the

available funding. New grant funding will have to be obtained or projects will have to be delayed. Additional operating costs for the capital upgrades required for the Greater Nanaimo Pollution Control Centre, the French Creek Pollution Control Centre and the various water services will generate operating increases over the next five years which have been incorporated into the Plan. Changes to the fire service regulations and additional demand for higher service levels will continue to impact the cost of the fire services financed by the RDN.

This report refers to pages in the Director's budget binders and appendices to this report.

### **Economic Overview:**

#### **Canada**

The economy is estimated to have grown by 3.0 per cent in 2017 – this strong growth brought output close to potential and was accompanied by a significant reduction in labour market slack. Growth is expected to slow to 2.2 percent in 2018 and 1.6 per cent in 2019<sup>1</sup>.

The Bank of Canada raised the overnight lending rate in January from 1.00% to 1.25% based on December jobs data and the Bank of Canada Outlook Survey showing positive economic forecast – inflation is close to target, and the economy is operating roughly at capacity. There is still the uncertainty surrounding the future of the North America Free Trade Agreement (NAFTA) that is clouding the economic outlook. This rate hike was largely expected, and is the first of three predicted rate hikes this year.<sup>2</sup>

#### **British Columbia<sup>3</sup>**

*British Columbia's economy is enjoying an extended economic boom, with growth expected to top 3% for a fourth straight year in 2017. Household spending has remained a linchpin for growth, supported by strong job gains of over 3%, which have driven the unemployment rate down to a 9-year low of 4.8%. Robust migration inflows have helped to fan the flames of hiring and spending, though labour market shortages are becoming increasingly evident in the province.*

*Manufacturing, wholesale trade and exports have also recorded solid gains this year, while the housing market has been the weak spot. Following last year's surge, new home construction took a breather over the first three quarters of the year and sales are sitting 16% below their 2016 peak. That said, the housing market has been gaining traction recently, with sales rising above year-ago levels and housing starts surging to a record high in October. This respite is unlikely to last, however, as the highly unaffordable market faces higher rates and new B-20 measures. The final decision on softwood lumber tariffs in the U.S. will be a challenge for the province's forestry sector, although U.S demand should remain strong and some companies have indicated their intent to increase shipments elsewhere. Despite these headwinds, a stronger-than-expected handoff into 2018 has led us to upgrade the forecast for next year to 2.7%, keeping B.C at the upper end of the provincial leader-board.*

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<sup>1</sup> Bank of Canada, Monetary Policy Report, January 2018

<sup>2</sup> Raymond James, Cash Management Group, January 17, 2018

<sup>3</sup> Information provided by TD Economics Provincial Economic Forecast (December 14, 2017)

## Regional District of Nanaimo

The positive economic indicators for the Regional District of Nanaimo still exist but are expected to be tempered as we move into slower rates of growth. The unemployment rate on Vancouver Island for January 2018 of 5.3% is slightly above the Provincial rate of 4.8% which was the lowest in Canada during the month of January 2018<sup>4</sup>. BC Ferries December 2017 Year to Date Passenger and Vehicle traffic are up 3.2% and 2.8% at Departure Bay and 7.5% and 6.3% at Duke Point over December 2016.<sup>5</sup> Total building permits issued within the Regional District of Nanaimo including municipalities decreased from 1,456 in 2016 to 1,403 in 2017 which represents at 3.6% decrease<sup>6</sup>.

The British Columbia Real Estate Association (BCREA) notes that the housing market in B.C. is still thriving due to the province's strong economy. However, some economic headwinds in the form of higher interest rates and Guideline B-20 – also known as the mortgage stress test – are forecast for 2018. BCREA expects economic growth in the province to slow this year, expanding at a respectable 2.8 per cent, but lower than we have seen in some time. Rising interest rates will erode affordability for some home buyers, and Guideline B-20 could reduce the purchasing power of conventional mortgagors by up to 20 percent. However, demographics in the VIREB area could temper the effect of Guideline B-20 because many of our buyers are retirees who do not usually carry mortgages. Vancouver Island communities, particularly the Parksville-Qualicum area, have some of the highest concentrations of seniors in the province. Average house prices for January 2018 at \$514,400 in Nanaimo and \$519,700 in Parksville/Qualicum are up 19% and 14% respectively over January 2017<sup>7</sup>.

There are a number of factors that will impact the Canadian, BC and Vancouver Island economies in 2018 and forward including interest rate changes, the Canadian dollar fluctuations, trade agreements and global politics. However, at this time, BC and Vancouver Island are expected to continue to show growth, likely slower growth than what we have been experiencing over the past year.

### **BC Budget Impacts:**

The BC Government released its 2018/19 to 2020/21 Budget and Fiscal Plan on February 20, 2018 including several items that will have a direct impact on the RDN and the community, some of which are noted below.

- New 'Annual Speculation Tax': Applies to property owners who don't pay income tax in BC. In 2018 it is 0.5% of assessed value, increasing to 2% of assessed value in 2019. Applies in Metro Vancouver, the Fraser Valley, the Victoria Area, the RDN, Kelowna and West Kelowna.
- Increasing the Foreign Buyers Tax on homes from 15% to 20%, and expanding its reach from Metro Vancouver to include the RDN, as well as Fraser Valley, Capital, and Central Okanagan Regional Districts.
- Carbon Tax increasing by \$5 per tonne per year, until 2021 when it reaches \$50/t.
- Eliminating PST on non-residential electricity, effective April 1, 2019
- \$214 million over 3-years for bus passes for people receiving disability assistance.
- Eliminating MSP premiums effective Jan. 1, 2020. Replacing MSP premiums with an Employer Health Tax effective 2019 – rate for RDN would be 1.95% of total payroll.

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<sup>4</sup> Statistics Canada, Labour Force Survey Issue #18-01, January 2018

<sup>5</sup> BC Ferries, Traffic Statistics System Total Vehicle and Passenger Counts by Route for December 2017

<sup>6</sup> BC Stats BC Building Permits for Development Regions and Regional Districts, Residential Building Permits (Total number of units) Jan-Dec 2017

<sup>7</sup> Vancouver Island Real Estate Board Monthly Statistics, January 2018

It is difficult to determine the impacts of some of these items such as the ‘Speculation Tax’; however, staff will review the budget implications for these changes and will incorporate them where possible.

**Consolidated 2018-2022 Financial Plan** (Attachment 1/Binder Page 4)

The 2018 to 2022 Financial Plan as outlined with the attached Bylaw No. 1771 indicates Total Operating Revenues including taxation of \$99.2 million in 2018 rising to \$111 million over the next five years, as well as Operating Expenses of \$97.2 million rising to \$100.6 million. It also incorporates up to \$185 million in capital projects over the next five years including those summarized below.

The financial plan forecasts consolidated tax requisition increases including capital projects and local services such as water, sewer and fire of between 3.1% and 6.8% annually over the 2018 to 2022 period with the larger increases in 2018 and 2019 reflecting the significant capital program underway.

Operational impacts with the largest budget implications included in the five-year plan include transit expansions of 5000 hours in each of 2018, 2020 and 2021, as well as operating cost increases related to the Wastewater Treatment Plant projects.

**2018 to 2022 Financial Plan Capital Projects Summary**

Service Area	Capital Project	Value
Southern Community Wastewater	Greater Nanaimo Pollution Control Centre Secondary Treatment Upgrade, centrifuge & digester upgrades; Departure Bay and Chase River Pump Station upgrades	\$70.2 million
Northern Community Wastewater	French Creek Pollution Control Centre Plant Expansion – design & construction, interceptor & pump station upgrades; Bay Avenue upgrade	\$37.8 million
Fire Services	Vehicle replacements ( including pumper replacements for Errington, Extension and Nanoose) and fire hall upgrades (including Bow Horn Bay satellite garage at Spider Lake, Errington, Dashwood and Coombs-Hilliers fire hall seismic upgrades	\$11.0 million
Bowser Village Wastewater	New service area for collection and treatment of wastewater	\$10.7 million
Englishman River Water Service Joint Venture	River intake, treatment plant & pump stations construction to support Parksville & Nanoose Bay water services	\$8.5 million
Regional and Community Parks	Morden Colliery Regional Trail, possible land purchases/donations, Little Qualicum Bridge construction, Benson Creek Falls projects	\$8.2 million
Transit Services	New/upgraded exchanges for downtown and Woodgrove, CNG fueling station backup generator (pending BC Transit funding agreement)	\$5.8 million
Solid Waste Services	Landfill Cell 1 projects, landfill gas collection system expansion, compactor & loader replacements	\$5.6 million
Water Services	Well, reservoir and system upgrades for San Pareil, Nanoose Peninsula, Whiskey Creek & Westurne Water Systems	\$4.7 million
Nanoose Wastewater	Secondary treatment upgrade	\$2.3 million

The \$185 million capital program will be funded through reserves (\$84 million), grants (\$20.3 million), borrowing currently estimated at \$68.2 million largely in relation to the Wastewater Treatment projects with the remaining \$12.5 million funded through the annual operating tax requisition. There are outstanding grant applications pending that, if successful, will impact actual borrowing amounts. As well, several of the Parks capital projects include an assumption that grants will be available for funding the work as there are insufficient tax revenues in the Regional and Community Parks service areas to fund the entire work plan at this time.

Development Cost Charges (DCC), capital and operating reserve funds being held across many RDN services totaled \$78.8 million at December 31, 2017. The 2018 to 2022 Plan includes additional contributions to reserves of \$45.2 million and as noted above, \$84 million will be expended on projects. The largest reserve fund usage will be in the Southern and Northern Communities Wastewater services with \$52.9 million being contributed to the Greater Nanaimo and French Creek Pollution Control Centre upgrades. Existing DCC funds will be fully exhausted for the wastewater projects and future DCCs will be used to pay down the debt being incurred for the two projects.

Debt servicing costs have been budgeted using borrowing rates of 3.5% for 2018 which is slightly higher than rates provided by the Municipal Finance Authority; however, there is also an assumption that the rates will increase over 2019 to 2022 resulting in a 5% rate being used in future years. Although the RDN is incurring considerable debt over the next few years, we continue to use a combination of reserves, grants where available and borrowing to allocate capital project costs over both existing and future users of RDN services. DCCs are currently collected only in the wastewater services and the Nanoose Peninsula Water Service. Staff will review and provide information to the Board regarding the application of DCCs for other utility and parks services as well over the plan period as additional revenue sources for future capital.

The 2018 to 2022 Financial Plan included with Bylaw 1771 is based on conservative growth factors and incorporates all known capital and operational costs at this time. As well any five year plan information received from other agencies not directly controlled by the RDN such as the 911 Call Answering Services and the Vancouver Island Regional Library are incorporated. The plan will continue to be amended as revised project plans are included and new services developed.

**Member Budget Summaries** (Attachment 1/Binder Pages 23-87 & Attachment 2/Binder Page 2)

New for the 2018-2022 Proposed Financial Plan are the Member Average Home Tax Change summaries (Attachment 1) which provide the current estimated property tax change specific to each jurisdiction from 2017 based on the average residential value. There is no single taxpayer in a Regional District and the change is dependent on which services each participating area is included in. Impacts vary significantly by jurisdiction and even within jurisdictions depending on which local services such as water and sewer are provided to a specific area.

Additionally, the 2018 Member Summary of Estimated General Services Property Tax Change (Attachment 2) provides a one page summary that includes the following summary information:

1. Total dollar participation of each member in the 2018 budget and the change from 2017
2. Change in the actual property tax rates by participant and impact per \$100,000 of 2018 assessed value by area
3. Change in the average residential value for each member jurisdiction.

**Changes since November preliminary plan:**

The following table outlines the changes specific to the 2018 overall tax requisition including local services since the preliminary plan was approved in November.

**2018 to 2022 Financial Plan – Changes to Tax Requisition since November Preliminary Approval**

Legislative & Electoral Areas Services	Increase	\$77,000	Board Remuneration Plan
Regional Economic Development	Decrease	(\$50,000)	Removal of INFilm funding – Note, See pending change below for addition of funding to INFilm through Community Grants
Feasibility Services	Increase	\$25,000	New service development funding for studies and elector approval processes such as Bowser Sewer
Transfers to other jurisdictions	Decrease	(\$15,700)	Final amounts from North Island 911 Corp and City of Nanaimo, Parksville & Town of Qualicum Beach for recreation cost sharing agreements
Northern Community Recreation	Increase	\$12,500	Additional funding for recreation grants to support Northern Community non-profit community and youth group program delivery.
Hazardous Properties	Decrease	(\$10,300)	Provincial agreement to fund property clean ups
EA E Community Parks	Decrease	(\$7,200)	Revised five year project plans
Regional Parks	Increase	\$5,000	Additional grant to Nanaimo and Area Land Trust
Local services changes	Increase	\$32,437	Changes to single participant services such as fire and utility services - adjusted capital plans and borrowing requirements
Various Services	Net Decrease	(\$6,030)	Community grants, Bylaw Enforcement services and adjustment related to number of parcels for Regional Parks & Drinking Water/Watershed protection
<b>Changes to date</b>	Increase	\$62,706	
Pending change Community Grants	Increase	50,000	Per Feb 13 Committee of the Whole motion, \$50,000 to be included in Community Grants requisition as an alternative for this funding pending final approval at Feb 27 Board meeting.
<b>Total Adjustments</b>	Increase	\$112,706	

## ALTERNATIVES

1. Approve the 2018 to 2022 Financial Plan as presented and give three readings to Bylaw No. 1771.
2. Provide alternate direction to staff.

## FINANCIAL IMPLICATIONS

### Alternative 1

The component drivers of the general services property tax change from 2017 to 2018 in the Financial Plan are as follows:

Summary of Change for General Services Tax Revenues from 2017	Change in dollars	Percent change
Changed or New Service Levels (Includes increases for Wastewater treatment facility capital projects; Transit expansion of 5000 hours; 2018 election related expenses; and enhancements to services such as Community Parks, Northern Community Recreation, Emergency Planning and Bylaw Enforcement services)	\$1,674,000	4.1%
Changes from Other Jurisdictions (911 Services, Vancouver Island Regional Library and municipal recreation facilities/sports fields)	\$175,065	0.4%
Existing Services	\$659,242	1.6%
<b>Year over Year Change for General Services</b>	<b>\$2,508,307</b>	<b>6.1%</b>

The 2018 Member Summary of Estimated General Services Property Tax Change (Attachment 2/Binder Page 2) provides a summary of the anticipated impact per \$100,000 of 2018 assessed value and the impact based on average residential property value by area. Most areas show a decrease in tax rates as a result of assessment growth; however, based on average residential property value, the increase for the RDN General Services Requisition from 2017 varies from between \$9.00 up to \$47.00.

The Forecast of Residential Tax Rates (Attachment 4/Binder Page 3) summarizes the projected 2019-2022 general services tax rates (excludes local services, e.g., water, sewer and fire) for each of the member jurisdictions based on the average residential value. The future projections include known capital expenditures; specific operating cost budget changes, such as in the wastewater services where expansion and higher treatment levels will result in significant operating cost increases; and a general annual 2% assumption for operating cost increases across all other services. A projected growth factor of 1.5% (non-market change resulting from new development) from 2019-2022 is also incorporated. The forecast increases indicate that after the current significant capital program is completed, tax rates on general shared services will stabilize over the 2021/2022 years assuming no other major service level changes. Impacts for water, sewer, fire and other local services will be more significant depending on capital requirements.

Regional District tax requisitions include a combination of usage, population, assessment based and parcel taxes. The Summary of Tax Revenues by Service (Attachment 5/Binder Pages 13-15) provides a list of the 2018 tax revenues by service provided compared to the prior year. The Summary of Local Service Area Parcel Tax Revenue (Attachment 6/Binder Page 16) provides additional details on the parcel taxes levied for various local utility services and the related year over year change.



The Nanaimo Regional Hospital District (NRHD) budget is presented separately as required by legislation; however it includes the same geography and taxpayers as the RDN and involves ongoing capital contributions to projects at local health facilities. Current estimated costs of \$82.50 for the NRHD for an RDN household with a region-wide average value of \$467,100 would be additional to the RDN impacts shown in Attachment 2.

#### Alternative 2

The consolidated 2018 to 2022 Financial Plan attached incorporates all known changes at this time. The financial plan can be amended further but must be adopted on or before March 31, 2018.

### STRATEGIC PLAN IMPLICATIONS

The 2018 to 2022 proposed Financial Plan is consistent with the current strategic plan and is guided by the Board governing principles to “Be Transparent and Accountable” and to “Show Fiscal Restraint” through improved financial planning and prudent use of tax dollars and to deliver the services expected by residents of the Region as cost effectively as possible.



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#### Reviewed by:

- W. Idema, Acting General Manager, Corporate Services
- P. Carlyle, Chief Administrative Officer

#### Attachments

1. Bylaw 1771, 2018
2. 2018 Estimated Average Home Tax Change
3. 2018 Member Summary – Estimated General Services Property Tax Change
4. Forecast of Residential Tax rates 2018-2022
5. 2018 Summary of Tax Revenues by Service
6. 2018 Summary of Local Service Area Parcel Tax Revenues

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1771**

**A BYLAW TO ADOPT THE 2018 TO 2022 FINANCIAL PLAN**

WHEREAS the Regional District of Nanaimo shall, in accordance with the the *Local Government Act*, adopt by bylaw a five year financial plan;

AND WHEREAS an expenditure not provided for in the financial plan or the financial plan as amended, is not lawful unless for an emergency that was not contemplated;

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

**1. Definitions**

**“Emergency”** means a present or imminent event that:

- a) is caused by accident, fire explosion or technical failure or by the forces of nature; and
- b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.

**2. Financial Plan**

Schedule ‘A’ attached to this bylaw is hereby adopted as the Financial Plan for the Regional District of Nanaimo for the period January 1, 2018 to December 31, 2022.

**3. Financial Plan Amendments**

- a) Funds may be reallocated in accordance with the Regional District of Nanaimo’s purchasing policy for new projects.
- b) The officer responsible for financial administration may transfer unexpended appropriations to Reserve Funds and accounts for future expenditures.
- c) The Board may authorize amendments to the plan for Emergencies as defined herein.

**4. Citation**

This bylaw may be cited as “Regional District of Nanaimo Financial Plan 2018 to 2022 Bylaw No. 1771, 2018”.

Introduced and read three times this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
CHAIRPERSON

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

**CONSOLIDATED FINANCIAL PLAN  
2018 to 2022**

Chair

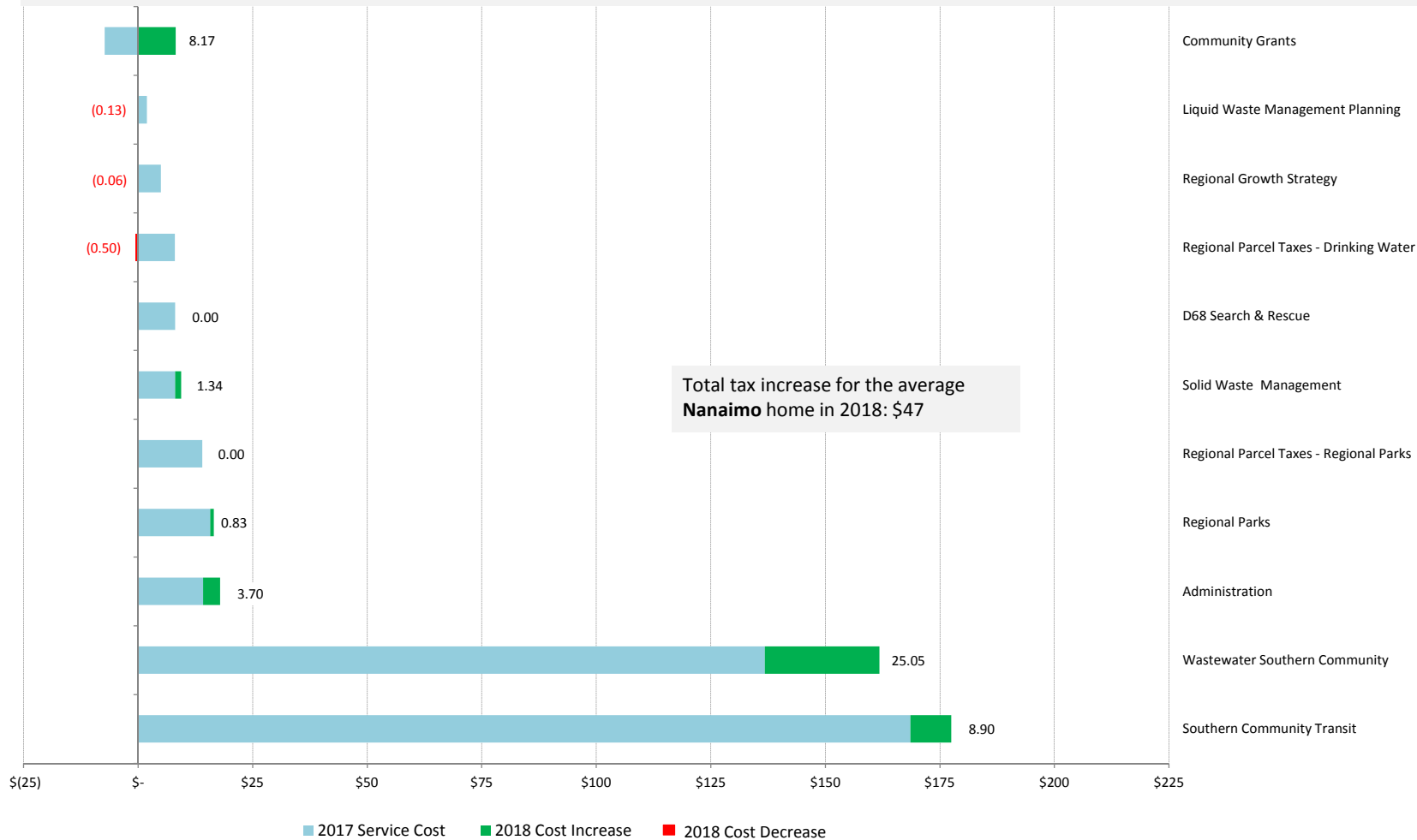
Corporate Officer

	2017 Budget	2018 Proposed	2019	2020	2021	2022	Total
<b>Operating Revenues</b>		<b>6.8%</b>	6.2%	3.7%	3.1%	3.2%	
Property taxes	(44,980,223)	<b>(48,164,282)</b>	(51,044,699)	(52,979,528)	(54,643,413)	(56,382,183)	(263,214,105)
Parcel taxes	(4,763,907)	<b>(4,971,637)</b>	(5,392,275)	(5,569,027)	(5,749,465)	(5,921,063)	(27,603,467)
Municipal agreements	(350,645)	<b>(363,015)</b>	(375,991)	(390,152)	(392,179)	(400,022)	(1,921,359)
	(50,094,775)	<b>(53,498,934)</b>	(56,812,965)	(58,938,707)	(60,785,057)	(62,703,268)	(292,738,931)
Operations	(3,566,245)	<b>(3,877,345)</b>	(3,788,006)	(3,821,623)	(3,854,008)	(3,888,770)	(19,229,752)
Interest income	(150,000)	<b>(150,000)</b>	(150,000)	(150,000)	(150,000)	(150,000)	(750,000)
Transit fares	(4,486,982)	<b>(4,480,232)</b>	(4,573,182)	(4,656,357)	(4,792,965)	(4,889,041)	(23,391,777)
Landfill tipping fees	(7,600,000)	<b>(8,200,000)</b>	(8,282,000)	(8,282,000)	(8,364,820)	(8,364,820)	(41,493,640)
Recreation fees	(608,156)	<b>(642,808)</b>	(656,202)	(669,559)	(683,230)	(697,577)	(3,349,376)
Recreation facility rentals	(541,795)	<b>(546,190)</b>	(562,576)	(579,453)	(596,837)	(614,742)	(2,899,798)
Recreation vending sales	(4,500)	<b>(5,900)</b>	(5,900)	(5,900)	(5,900)	(5,900)	(29,500)
Recreation concession	(5,000)	<b>(5,000)</b>	(5,000)	(5,000)	(5,000)	(5,000)	(25,000)
Recreation other	(453,415)	<b>(500,450)</b>	(515,464)	(530,927)	(546,854)	(562,361)	(2,656,056)
Utility user fees	(4,830,285)	<b>(5,007,661)</b>	(5,108,178)	(5,265,337)	(5,427,598)	(5,593,777)	(26,402,551)
Operating grants	(6,216,146)	<b>(6,758,751)</b>	(6,534,590)	(6,579,641)	(6,905,360)	(7,167,412)	(33,945,754)
Planning grants	(301,898)	<b>(367,800)</b>	(725,693)	(895,130)	(235,421)	(7,100)	(2,231,144)
Grants in lieu of taxes	(149,290)	<b>(149,290)</b>	(149,290)	(149,290)	(149,290)	(149,290)	(746,450)
Interdepartmental recoveries	(6,346,161)	<b>(7,075,864)</b>	(7,310,872)	(7,408,458)	(7,490,310)	(7,741,599)	(37,027,103)
Miscellaneous	(8,652,686)	<b>(7,973,181)</b>	(8,567,468)	(8,262,622)	(8,522,750)	(8,471,529)	(41,797,550)
<b>Total Operating Revenues</b>	<b>(94,007,334)</b>	<b>(99,239,406)</b>	<b>(103,747,386)</b>	<b>(106,200,004)</b>	<b>(108,515,400)</b>	<b>(111,012,186)</b>	<b>(528,714,382)</b>
<b>Operating Expenditures</b>							
Administration	4,521,662	<b>4,733,448</b>	4,809,115	4,841,794	4,915,359	4,991,609	24,291,325
Community grants	787,764	<b>81,940</b>	51,940	51,940	51,940	51,940	289,700
Legislative	511,635	<b>769,731</b>	728,992	741,445	754,127	942,042	3,936,337
Professional fees	2,464,845	<b>3,226,734</b>	2,280,015	2,037,677	1,984,209	2,018,027	11,546,662
Building ops	3,286,717	<b>3,329,749</b>	3,394,261	3,451,666	3,517,445	3,583,934	17,277,055
Veh & Equip ops	7,722,123	<b>7,624,050</b>	7,755,424	7,901,182	8,052,153	8,203,993	39,536,802
Operating costs	17,341,000	<b>18,633,216</b>	20,438,763	21,247,460	22,604,012	23,475,756	106,399,207
Program costs	1,109,238	<b>1,417,666</b>	1,389,938	1,266,705	1,278,634	1,290,756	6,643,699
Wages & benefits	32,313,526	<b>34,034,732</b>	34,850,603	35,552,609	36,263,654	36,958,938	177,660,536
Transfer to other gov/org	6,916,996	<b>7,266,777</b>	7,291,859	7,447,052	7,605,671	7,807,806	37,419,165
Contributions to reserve funds	8,369,629	<b>11,426,143</b>	9,720,110	8,823,084	7,764,667	7,454,786	45,188,790
Debt interest	4,533,834	<b>4,627,007</b>	4,241,826	3,996,881	3,832,919	3,766,722	20,465,355
<b>Total Operating Expenditures</b>	<b>89,878,969</b>	<b>97,171,193</b>	<b>96,952,846</b>	<b>97,359,495</b>	<b>98,624,790</b>	<b>100,546,309</b>	<b>490,654,633</b>
<b>Operating (surplus)/deficit</b>	<b>(4,128,365)</b>	<b>(2,068,213)</b>	<b>(6,794,540)</b>	<b>(8,840,509)</b>	<b>(9,890,610)</b>	<b>(10,465,877)</b>	<b>(38,059,749)</b>
<b>Capital Asset Expenditures</b>							
Capital expenditures	65,901,871	<b>74,594,401</b>	52,866,928	27,701,763	21,777,302	8,511,095	185,451,489
Transfer from reserves	(36,654,987)	<b>(44,003,939)</b>	(14,748,363)	(15,684,029)	(4,569,052)	(5,013,720)	(84,019,103)
Grants and other	(5,973,767)	<b>(7,526,726)</b>	(9,685,679)	(1,656,000)	(10,000)	(1,388,633)	(20,267,038)
New borrowing	(19,144,870)	<b>(19,160,636)</b>	(25,451,773)	(8,046,655)	(15,045,793)	(463,280)	(68,168,137)
<b>Net Capital Assets funded from Operations</b>	<b>4,128,247</b>	<b>3,903,100</b>	<b>2,981,113</b>	<b>2,315,079</b>	<b>2,152,457</b>	<b>1,645,462</b>	<b>12,997,211</b>
<b>Capital Financing Charges</b>							
Existing debt (principal)	4,371,769	<b>4,958,635</b>	4,595,643	4,588,207	4,304,759	4,162,453	22,609,697
New debt (principal & interest)	191,448	<b>191,607</b>	1,638,215	3,429,441	4,120,760	5,136,707	14,516,730
<b>Total Capital Financing Charges</b>	<b>4,563,217</b>	<b>5,150,242</b>	<b>6,233,858</b>	<b>8,017,648</b>	<b>8,425,519</b>	<b>9,299,160</b>	<b>37,126,427</b>
<b>Net (surplus)/deficit for the year</b>	<b>4,563,099</b>	<b>6,985,129</b>	<b>2,420,431</b>	<b>1,492,218</b>	<b>687,366</b>	<b>478,745</b>	<b>12,063,889</b>
Add: Transfer from appropriated surplus		<b>(2,635,433)</b>					<b>(2,635,433)</b>
Add: Prior year (surplus) / deficit	(12,163,067)	<b>(13,292,922)</b>	(8,943,226)	(6,522,795)	(5,030,577)	(4,343,211)	(38,132,731)
<b>(Surplus) applied to future years</b>	<b>(7,599,968)</b>	<b>(8,943,226)</b>	<b>(53,652,275)</b>	<b>(5,030,577)</b>	<b>(4,343,211)</b>	<b>(3,864,466)</b>	<b>(28,704,275)</b>

# REGIONAL DISTRICT OF NANAIMO SERVICES

## City of Nanaimo Average Home Tax Change

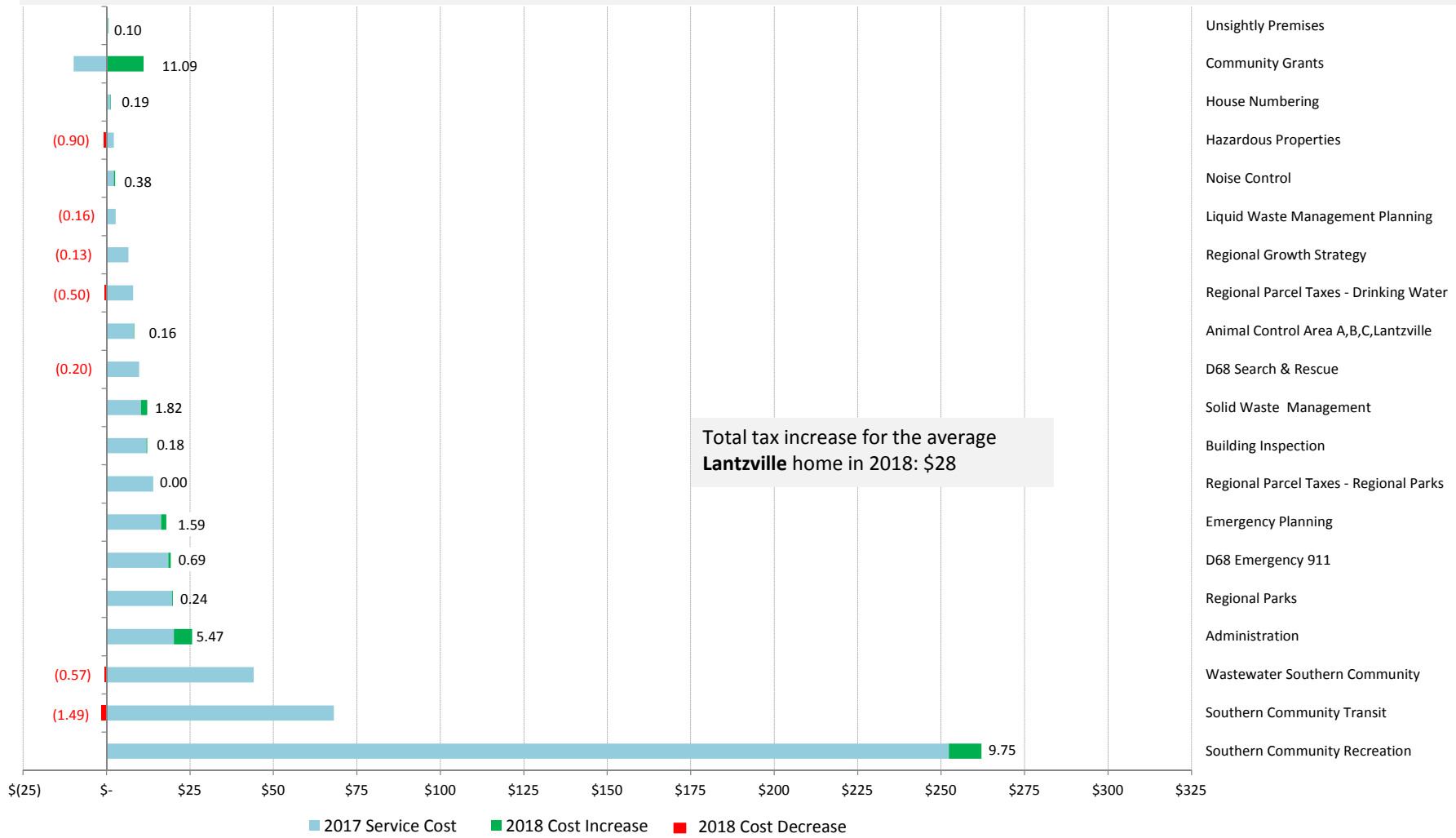
2018 Total Cost for the average **Nanaimo Home** (\$447,025) = \$420



# REGIONAL DISTRICT OF NANAIMO SERVICES

## District of Lantzville Average Home Tax Change

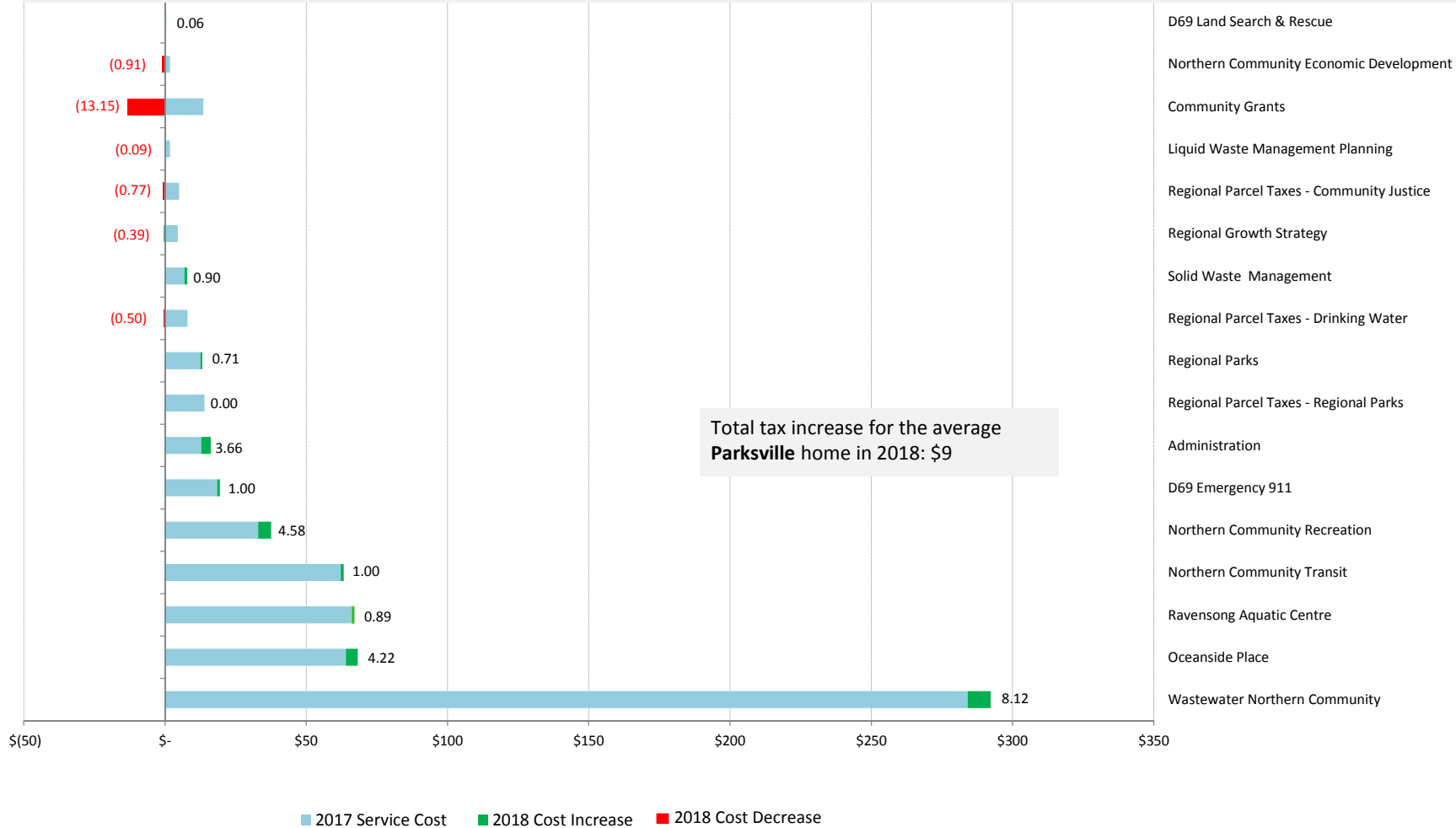
2018 Total Cost for the average **Lantzville Home** (\$640,711) = \$ 535



# REGIONAL DISTRICT OF NANAIMO SERVICES

## City of Parksville Average Home Tax Change

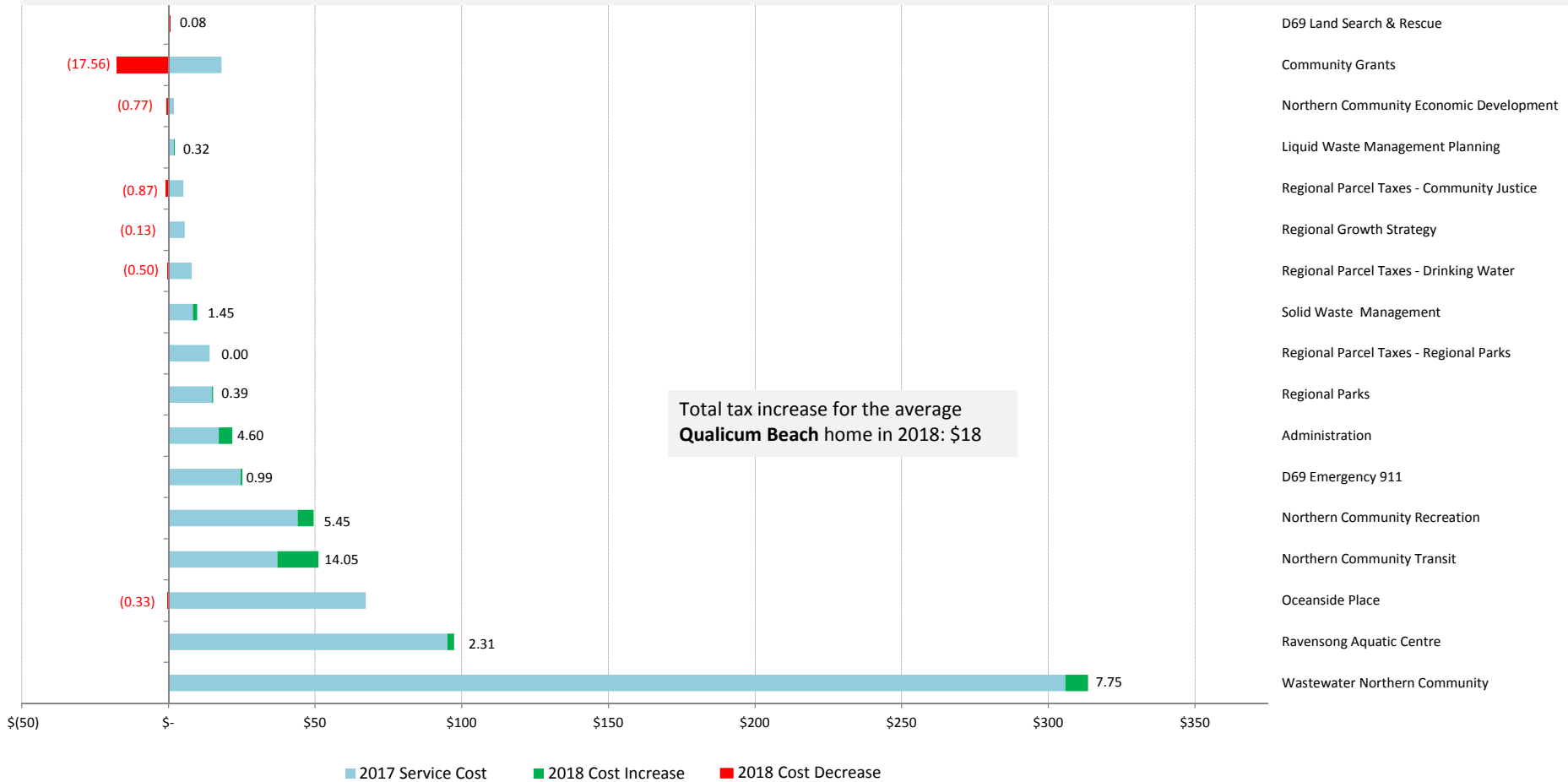
2018 Total Cost for the average Parksville Home (\$413,304) = \$ 618



# REGIONAL DISTRICT OF NANAIMO SERVICES

## Town of Qualicum Beach Average Home Tax Change

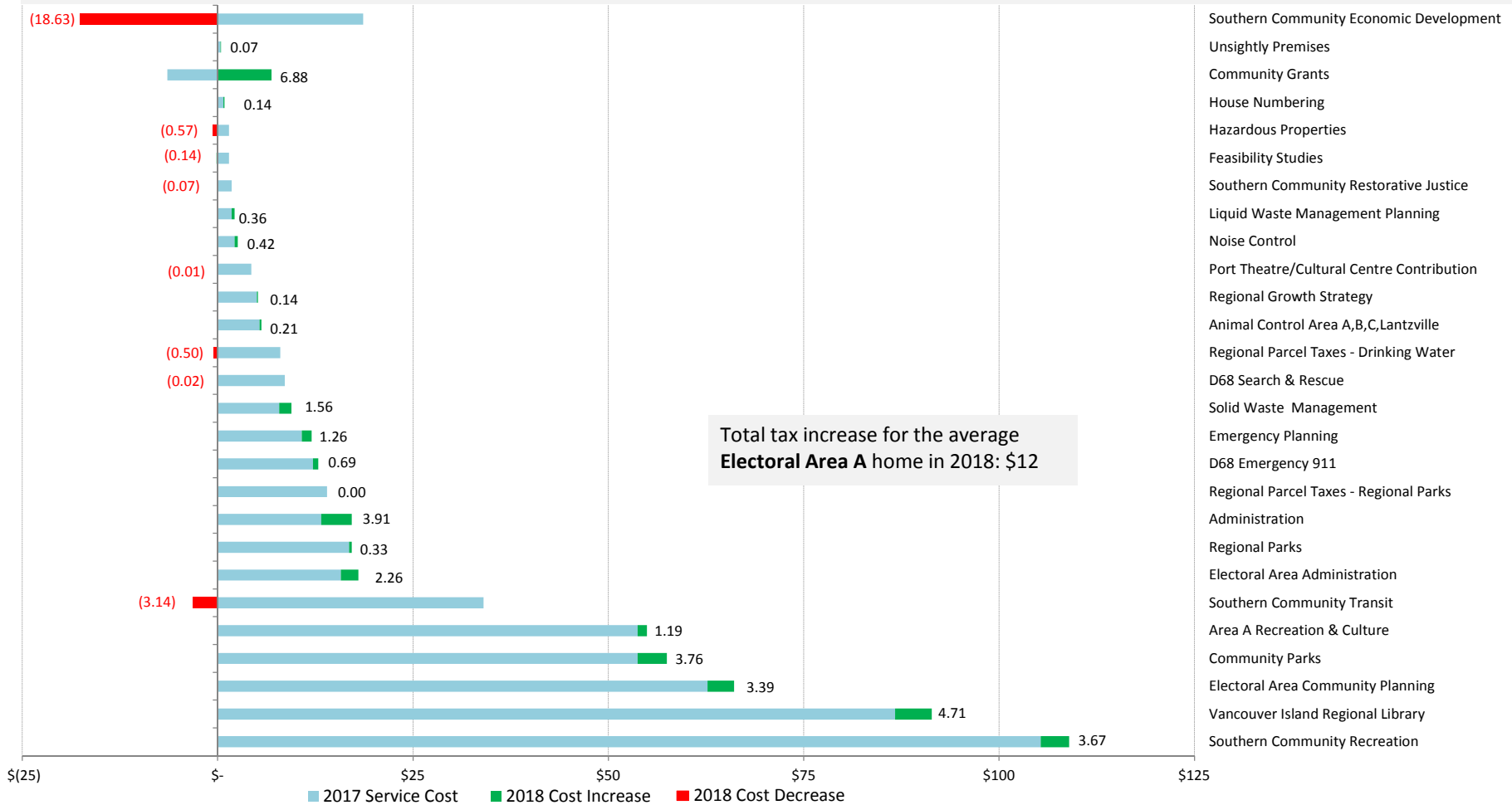
2018 Total Cost for the average **Qualicum Beach Home** (\$544,372) = \$ 687



# REGIONAL DISTRICT OF NANAIMO SERVICES

## Electoral Area A Average Home Tax Change

2018 Total Cost for the average **Electoral Area A Home** (\$429,057) = \$552

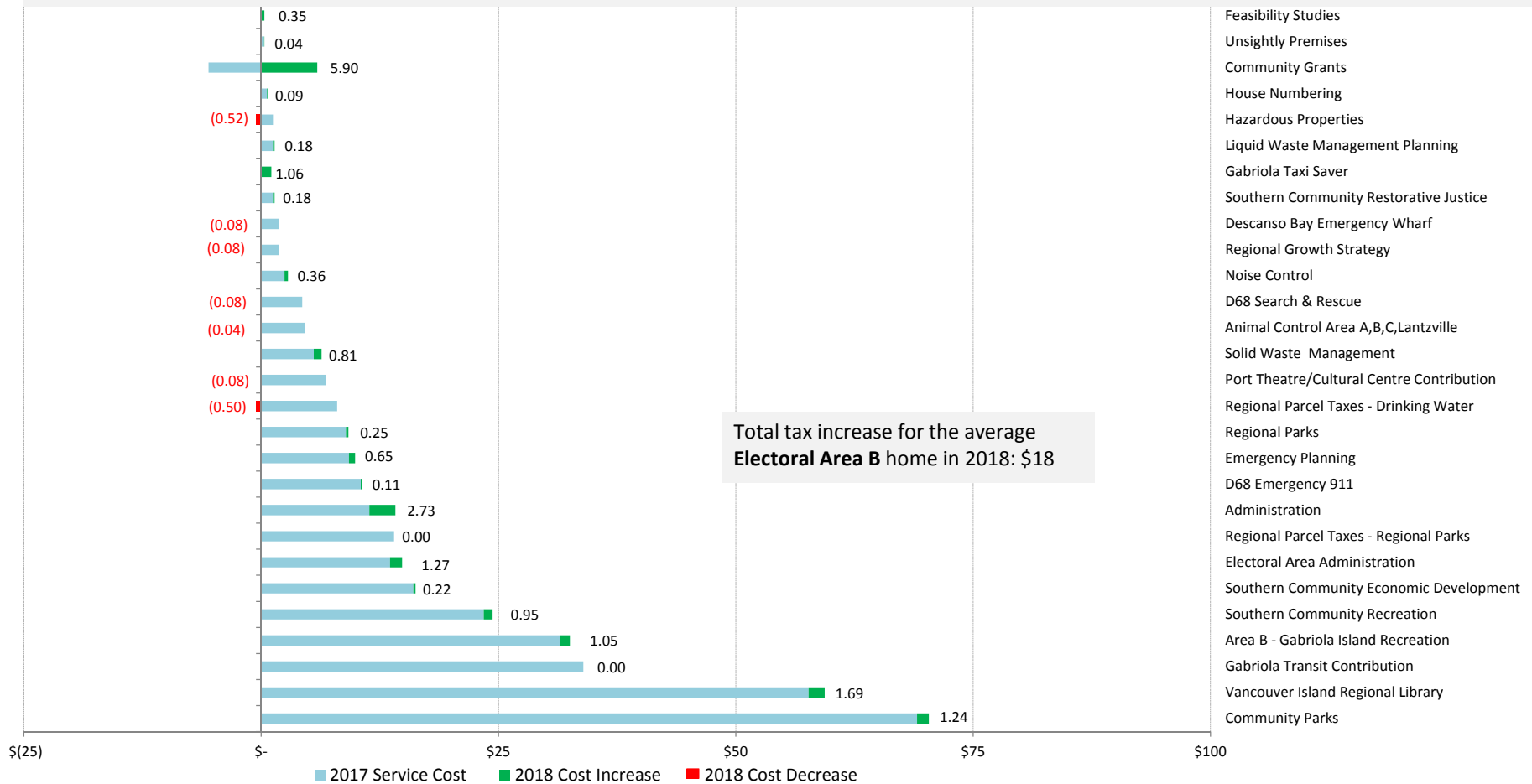




# REGIONAL DISTRICT OF NANAIMO SERVICES

## Electoral Area B Average Home Tax Change

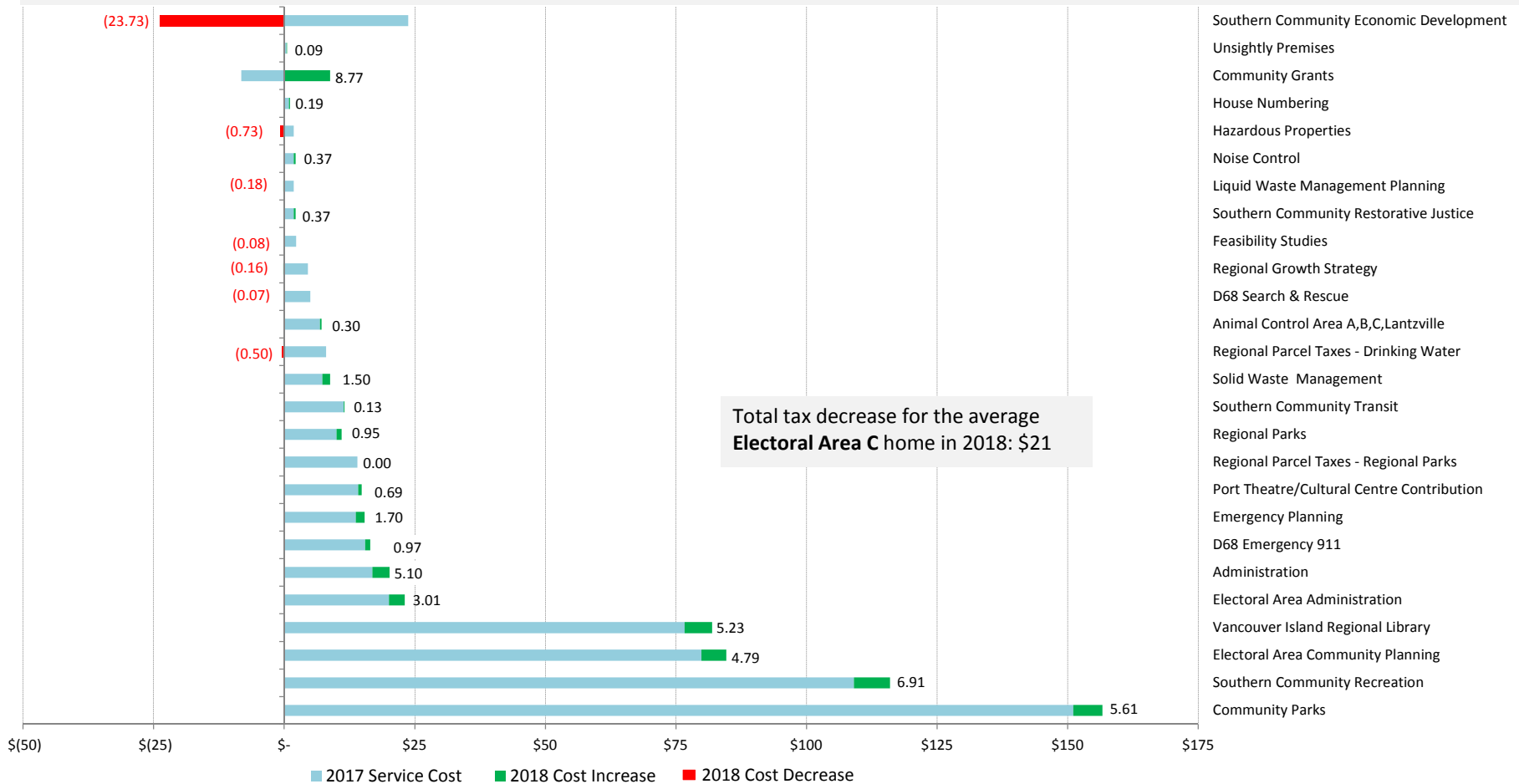
2018 Total Cost for the average Electoral Area B Home (\$353,415) = \$352



# REGIONAL DISTRICT OF NANAIMO SERVICES

## Electoral Area C Average Home Tax Change

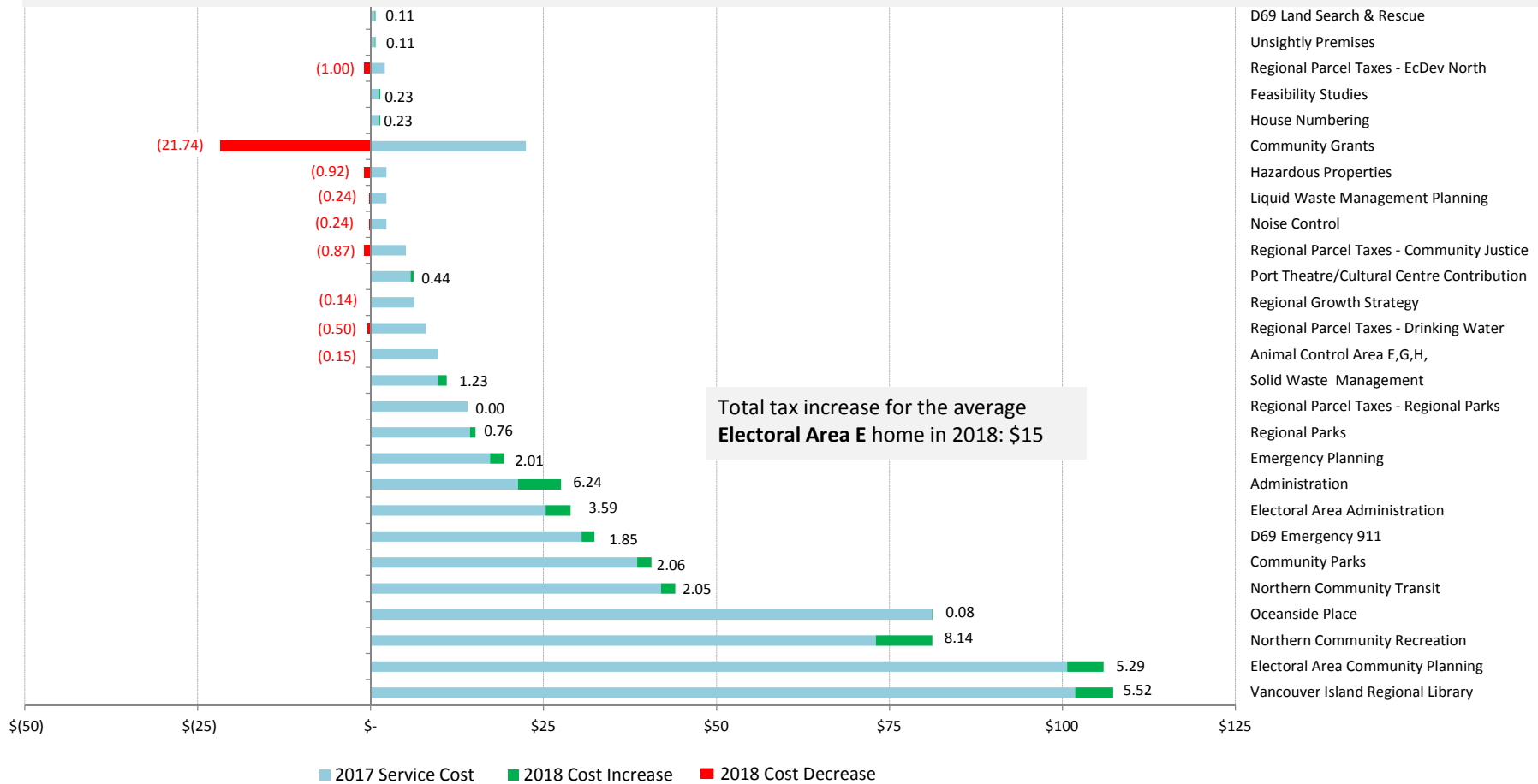
2018 Total Cost for the average Electoral Area C Home (\$549,738) = \$612



# REGIONAL DISTRICT OF NANAIMO SERVICES

## Electoral Area E Average Home Tax Change

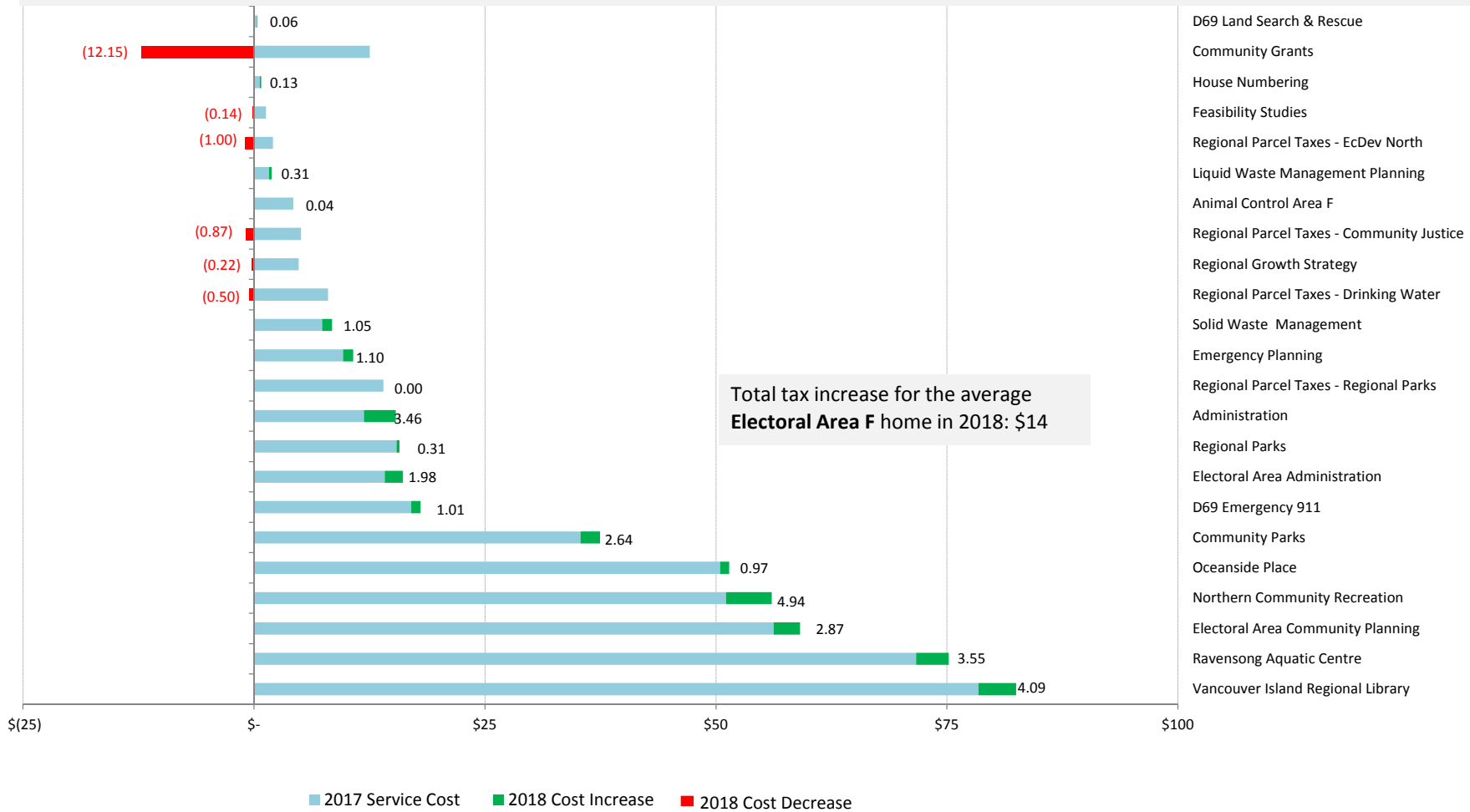
2018 Total Cost for the average **Electoral Area E Home** (\$688,052) = \$654



# REGIONAL DISTRICT OF NANAIMO SERVICES

## Electoral Area F Average Home Tax Change

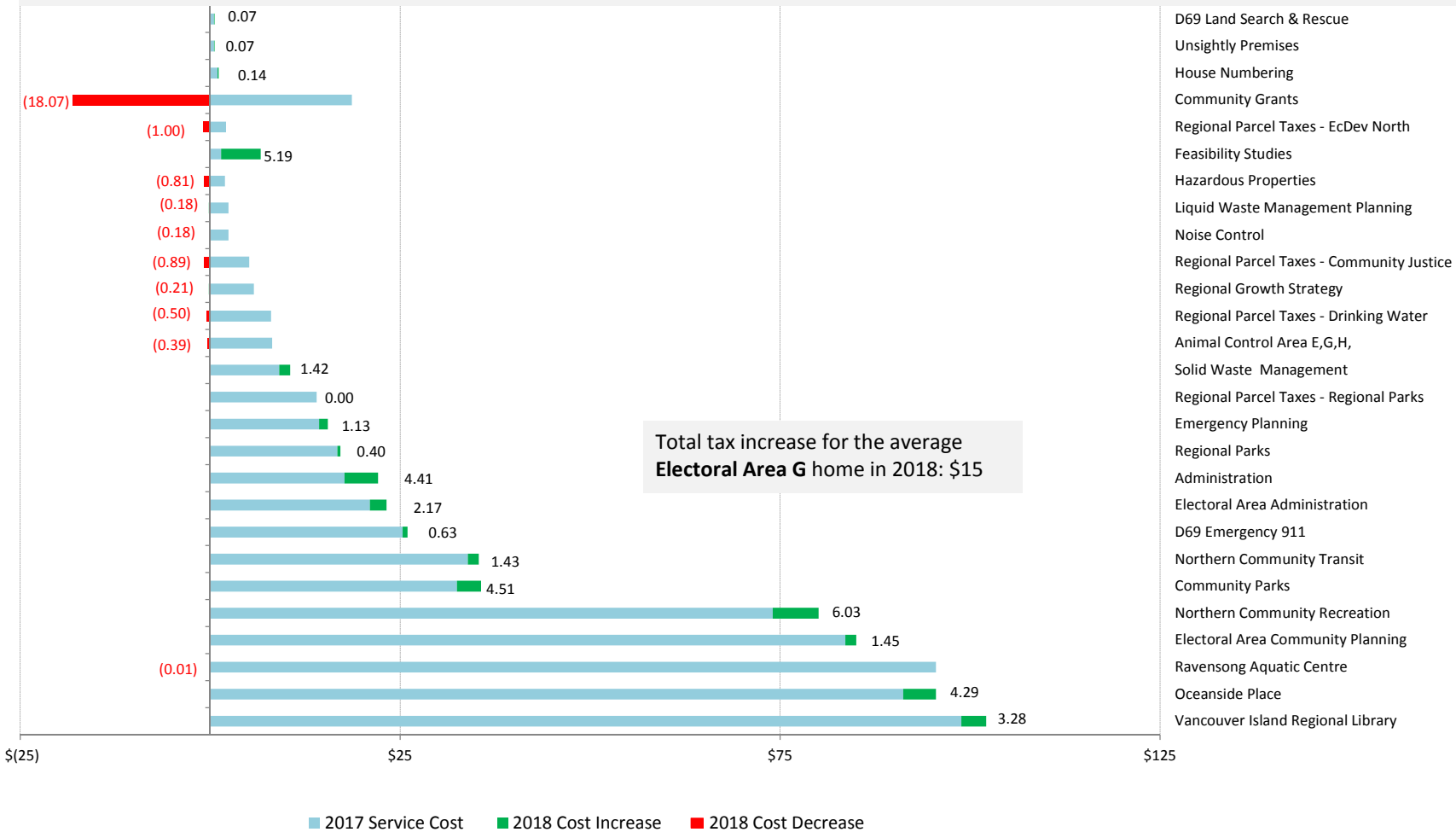
2018 Total Cost for the average **Electoral Area F Home** (\$383,737) = \$487



# REGIONAL DISTRICT OF NANAIMO SERVICES

## Electoral Area G Average Home Tax Change

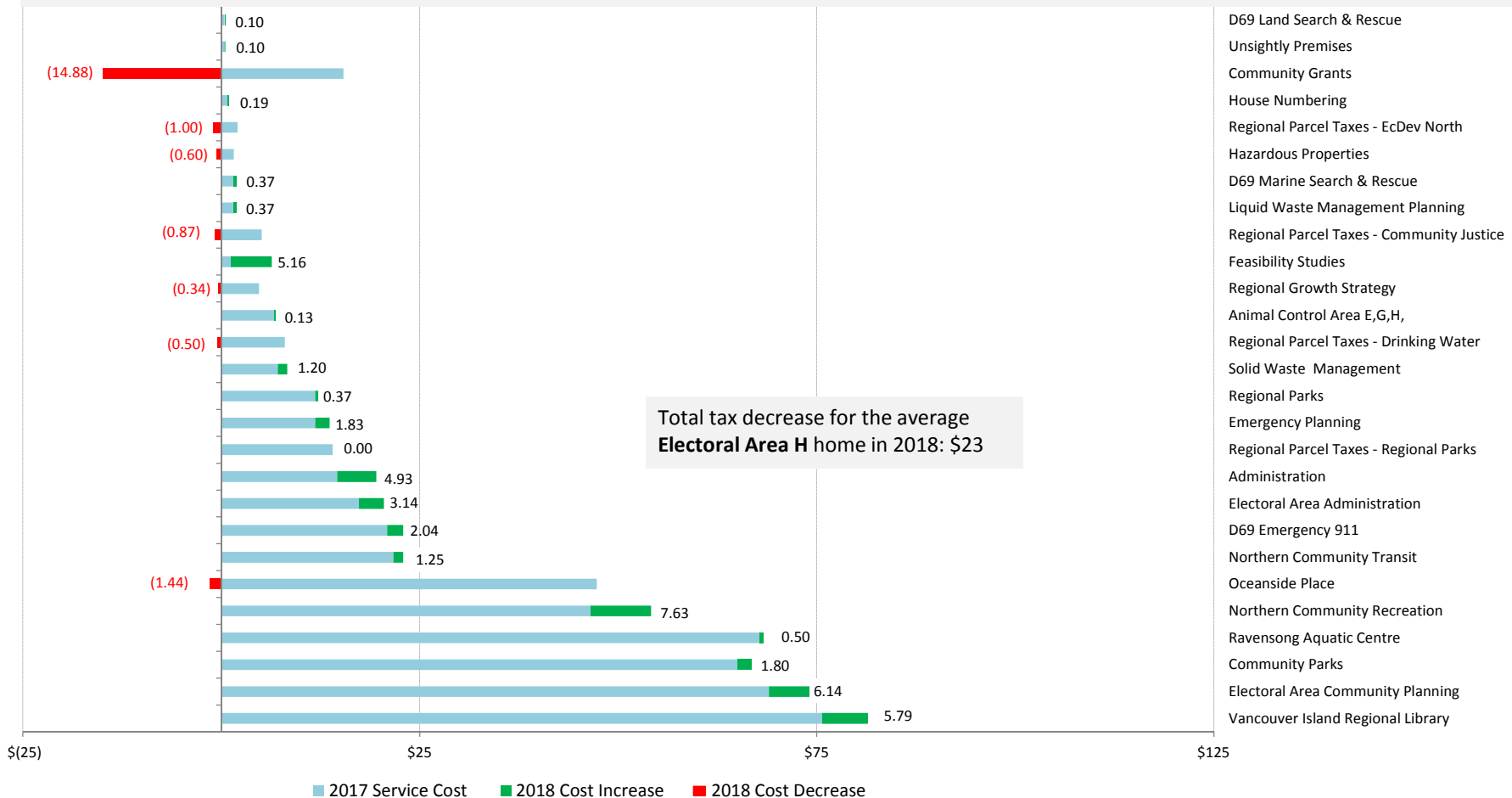
2018 Total Cost for the average **Electoral Area G Home** (\$551,994) = \$700



# REGIONAL DISTRICT OF NANAIMO SERVICES

## Electoral Area H Average Home Tax Change

2018 Total Cost for the average **Electoral Area H Home** (\$487,660) = \$563





**2018  
MEMBER SUMMARY  
ESTIMATED GENERAL SERVICES PROPERTY TAX CHANGE**

	City of Nanaimo	District of Lantzville	City of Parksville	Town of Qualicum Beach	Area A Cedar Yellowpoint Cassidy	Area B Gabriola Mudge Decourcey Islands	Area C Extension E.Wellington Pleasant Valley	Area E Nanoose Bay	Area F Coombs Hilliers Errington	Area G French Creek San Pareil Surfside	Area H Bowser Deep Bay
2018 Total Requisition	\$20,282,069	\$857,430	\$5,303,832	\$3,596,140	\$1,987,013	\$1,371,923	\$1,171,050	\$2,388,890	\$2,119,575	\$2,741,124	\$1,581,604
2017 Total Requisition	\$18,235,346	\$813,398	\$5,281,545	\$3,536,420	\$1,951,724	\$1,305,443	\$1,156,986	\$2,345,638	\$2,056,852	\$2,673,831	\$1,535,160
Change from prior year	\$2,046,723	\$44,032	\$22,287	\$59,720	\$35,289	\$66,480	\$14,064	\$43,252	\$62,723	\$67,293	\$46,444
<b>General Services Property Tax</b>											
2018	\$ 89.20	\$ 80.10	\$ 143.40	\$ 121.40	\$ 123.60	\$ 93.40	\$ 107.40	\$ 91.10	\$ 119.90	\$ 121.90	\$ 110.00
2017	\$ 91.60	\$ 89.00	\$ 167.40	\$ 138.40	\$ 144.60	\$ 101.10	\$ 124.60	\$ 106.10	\$ 138.20	\$ 137.40	\$ 129.60
Change per \$100,000	\$ (2.40)	\$ (8.90)	\$ (24.00)	\$ (17.00)	\$ (21.00)	\$ (7.70)	\$ (17.20)	\$ (15.00)	\$ (18.30)	\$ (15.50)	\$ (19.60)
<b>Regional Parcel Taxes</b>											
2018	\$ 21.50	\$ 21.50	\$ 25.73	\$ 25.73	\$ 21.50	\$ 21.50	\$ 21.50	\$ 26.79	\$ 26.79	\$ 26.79	\$ 26.79
2017	\$ 22.00	\$ 22.00	\$ 27.10	\$ 27.10	\$ 22.00	\$ 22.00	\$ 22.00	\$ 29.16	\$ 29.16	\$ 29.16	\$ 29.16
Change per property	\$ (0.50)	\$ (0.50)	\$ (1.37)	\$ (1.37)	\$ (0.50)	\$ (0.50)	\$ (0.50)	\$ (2.37)	\$ (2.37)	\$ (2.37)	\$ (2.37)
Total change at \$100,000	\$ (2.90)	\$ (9.40)	\$ (25.37)	\$ (18.37)	\$ (21.50)	\$ (8.20)	\$ (17.70)	\$ (17.37)	\$ (20.67)	\$ (17.87)	\$ (21.97)
<b>Average Residential Value</b>											
Average Residential Value 2018	\$447,025	\$640,711	\$413,304	\$544,372	\$429,057	\$353,415	\$549,738	\$688,052	\$383,737	\$551,994	\$487,660
Average Residential Value 2017	\$383,113	\$544,920	\$347,726	\$464,058	\$358,187	\$308,448	\$456,403	\$575,236	\$321,334	\$477,510	\$394,030
RDN Property Tax 2018 based on average residential value	\$420	\$535	\$618	\$687	\$552	\$352	\$612	\$654	\$487	\$700	\$563
RDN Property Tax 2017 based on average residential value	\$373	\$507	\$609	\$669	\$540	\$334	\$591	\$639	\$473	\$685	\$540
Change for average residential value	\$47	\$28	\$9	\$18	\$12	\$18	\$21	\$15	\$14	\$15	\$23

REGIONAL DISTRICT OF NANAIMO  
 FORECAST OF RESIDENTIAL TAX RATES  
 2018 TO 2022  
 (BASED ON 2018 AVERAGE RESIDENTIAL VALUE)

<b>JURISDICTION</b>	<b>2018 Average Residential Value</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
City of Nanaimo	\$447,025	\$420	\$448	\$461	\$469	\$479
Dollar Change		\$47	\$28	\$13	\$8	\$10
% change		13%	7%	3%	2%	2%
District of Lantzville	\$640,711	\$535	\$556	\$568	\$571	\$574
Dollar Change		\$28	\$21	\$12	\$3	\$3
% change		6%	4%	2%	1%	1%
City of Parksville	\$413,304	\$618	\$629	\$632	\$633	\$636
Dollar Change		\$9	\$11	\$3	\$1	\$3
% change		1%	2%	0%	0%	0%
Town of Qualicum Beach	\$544,372	\$687	\$699	\$700	\$703	\$706
Dollar Change		\$18	\$12	\$1	\$3	\$3
% change		3%	2%	0%	0%	0%
Electoral Area A	\$429,057	\$552	\$569	\$580	\$586	\$591
Dollar Change		\$12	\$17	\$11	\$6	\$5
% change		2%	3%	2%	1%	1%
Electoral Area B	\$353,415	\$352	\$357	\$361	\$364	\$365
Dollar Change		\$18	\$5	\$4	\$3	\$1
% change		5%	1%	1%	1%	0%
Electoral Area C	\$549,738	\$612	\$627	\$637	\$644	\$651
Dollar Change		\$21	\$15	\$10	\$7	\$7
% change		4%	2%	2%	1%	1%
Electoral Area E	\$688,052	\$654	\$676	\$688	\$698	\$704
Dollar Change		\$15	\$22	\$12	\$10	\$6
% change		2%	3%	2%	1%	1%
Electoral Area F	\$383,737	\$487	\$505	\$515	\$522	\$528
Dollar Change		\$14	\$18	\$10	\$7	\$6
% change		3%	4%	2%	1%	1%
Electoral Area G	\$551,994	\$700	\$716	\$729	\$738	\$744
Dollar Change		\$15	\$16	\$13	\$9	\$6
% change		2%	2%	2%	1%	1%
Electoral Area H	\$487,660	\$563	\$573	\$581	\$587	\$591
Dollar Change		\$23	\$10	\$8	\$6	\$4
% change		4%	2%	1%	1%	1%





### Summary of Tax Revenues By Service

	2017 FINAL	2018 Proposed Nov 2017	2018 Revised Feb 2018	change from 2017 \$	change from 2017 %
<b>CORPORATE SERVICES</b>					
Legislative Services	1,333,157	1,612,815	1,689,815	356,658	26.8%
House Numbering	21,500	21,900	21,900	400	1.9%
Electoral Areas Admin/Building Policy & Advice	449,221	509,214	509,214	59,993	13.4%
Lantzville Service Participation Agreement	19,720	20,482	20,327	607	3.1%
Community Grants	19,350	68,192	64,557	45,207	233.6%
Feasibility Studies/Referendums	27,000	38,000	63,000	36,000	133.3%
	<b>1,869,948</b>	<b>2,270,603</b>	<b>2,368,813</b>		
<b>STRATEGIC &amp; COMMUNITY DEVELOPMENT</b>					
Electoral Area Community & Long Range Planning	1,562,543	1,625,045	1,625,045	62,502	4.0%
Regional Growth Strategy	455,549	433,857	433,857	(21,692)	-4.8%
Economic Development - Regional		50,000	0	0	NEW
Economic Development - Southern Community	190,000	65,000	65,000	(125,000)	-65.8%
Economic Development - Northern Community	50,000	25,836	25,836	(24,164)	-48.3%
Animal Control - Area A , B, C, Lantzville	68,832	68,832	68,832	0	0.0%
Animal Control Area E, G, H	84,917	89,163	87,463	2,546	3.0%
Animal Control Area F	18,781	18,969	18,969	188	1.0%
Hazardous Properties	36,927	32,473	22,156	(14,771)	-40.0%
Unightly Premises	11,638	12,220	12,220	582	5.0%
Noise Control	41,463	46,139	46,139	4,676	11.3%
	<b>2,520,650</b>	<b>2,467,534</b>	<b>2,405,517</b>		
<b>RECREATION &amp; PARKS</b>					
Ravensong Aquatic Centre	1,970,329	1,990,032	1,990,032	19,703	1.0%
Oceanside Place	1,934,899	1,973,597	1,973,597	38,698	2.0%
Northern Community Recreation	1,140,657	1,278,230	1,290,730	150,073	13.2%
Gabriola Island Recreation	115,233	118,690	118,690	3,457	3.0%
Area A Recreation & Culture	198,816	202,792	202,792	3,976	2.0%
Port Theatre/Cultural Centre Contribution	83,813	85,012	85,012	1,199	1.4%
Regional Parks - operating	1,362,287	1,389,533	1,394,533	32,246	2.4%
Regional Parks - capital	954,604	958,510	958,216	3,612	0.4%
Electoral Areas Community Parks	1,245,439	1,315,338	1,308,176	62,737	5.0%
	<b>9,006,077</b>	<b>9,311,734</b>	<b>9,321,778</b>		
<b>REGIONAL &amp; COMMUNITY UTILITIES</b>					
Southern Wastewater Treatment	7,023,504	8,147,265	8,147,265	1,123,761	16.0%
Northern Wastewater Treatment	4,114,561	4,179,181	4,179,181	64,620	1.6%
Liquid Waste Management Planning	171,733	175,168	175,168	3,435	2.0%
Drinking Water/Watershed Protection	545,488	513,488	513,331	(32,157)	-5.9%
Solid Waste Management & Disposal	722,610	831,132	831,132	108,522	15.0%
	<b>12,577,896</b>	<b>13,846,234</b>	<b>13,846,077</b>		



### Summary of Tax Revenues By Service

	2017 FINAL	2018 Proposed Nov 2017	2018 Revised Feb 2018	change from 2017 \$	change from 2017 %
<b>TRANSIT &amp; EMERGENCY SERVICES</b>					
Southern Community Transit	8,822,759	9,087,442	9,087,442	264,683	3.0%
Northern Community Transit	1,093,679	1,181,386	1,181,386	87,707	8.0%
Descanso Bay Emergency Wharf	6,961	6,891	6,891	(70)	-1.0%
Gabriola Transit contribution	136,000	136,000	136,000	0	0.0%
Gabriola Taxi Saver	0	4,332	4,332	4,332	0.0%
Emergency Planning	305,040	332,494	332,494	27,454	9.0%
Lantzville Service Participation Agreement	26,819	29,442	29,334	2,515	9.4%
District 68 Search & Rescue	47,884	47,400	47,400	(484)	-1.0%
District 69 Marine Search & Rescue	5,000	5,000	5,000	0	0.0%
District 69 Land Search & Rescue	10,200	10,200	10,200	0	0.0%
Southern Restorative Justice/Victim Services	16,000	16,125	16,125	125	0.8%
Northern Community Justice	123,560	102,921	102,921	(20,639)	-16.7%
	10,593,902	10,959,633	10,959,525		
<b>GENERAL TAXATION FOR OTHER JURISDICTIONS</b>					
SD 68 Emergency 911	155,820	158,937	158,937	3,117	2.0%
SD 69 Emergency 911	635,737	677,060	667,725	31,988	5.0%
Southern Community Recreation	1,162,847	1,200,609	1,200,666	37,819	3.3%
Northern Community Sportsfield Agreement	300,707	315,742	309,317	8,610	2.9%
Vancouver Island Regional Library	2,068,760	2,162,291	2,162,291	93,531	4.5%
	4,323,871	4,514,639	4,498,936		
<b>GENERAL SERVICES PROPERTY TAX REVENUES</b>					
	40,892,344	43,370,377	43,400,646		
Change from previous year	5.0%	6.1%	6.1%		
<b>LOCAL SERVICE AREA TAX REVENUES</b>					
Duke Point Wastewater Treatment	231,315	238,254	238,254	6,939	3.0%
Northern Community Wastewater - other benefitting areas	994,156	1,029,819	1,029,819	35,663	3.6%
Fire Protection Areas	3,801,233	4,356,320	4,409,471	608,238	16.0%
Streetlighting Service Areas	88,715	92,520	92,520	3,805	4.3%
Stormwater Management	9,839	10,036	10,036	197	2.0%
Utility Services	4,076,909	4,338,902	4,318,188	241,279	5.9%
	9,202,167	10,065,851	10,098,288		
<b>NET PROPERTY TAX REVENUES/MUNICIPAL SERVICE PARTICIPATION AGREEMENTS</b>					
	50,094,511	53,436,228	53,498,934		
Change from previous year	5.5%	6.7%	6.8%		



### Summary of Tax Revenues By Service

	2017 FINAL	2018 Proposed Nov 2017	2018 Revised Feb 2018	change from 2017 \$	change from 2017 %
<b>ADDITIONAL DETAILS - GENERAL SERVICES</b>					
<b>PORT THEATRE/CULTURAL CENTRE CONTRIBUTION</b>					
Electoral Area A	15,347	15,577	15,577	230	1.5%
Electoral Area B	27,363	27,593	27,593	230	0.8%
Electoral Area C (Extension)	15,126	15,474	15,474	348	2.3%
Electoral Area C (E. Wellington)	3,948	4,009	4,009	61	1.5%
Electoral Area E	22,029	22,359	22,359	330	1.5%
	<b>83,813</b>	<b>85,012</b>	<b>85,012</b>		
<b>COMMUNITY PARKS</b>					
Electoral Area A	198,490	212,384	212,384	13,894	7.0%
Electoral Area B	277,000	282,160	282,160	5,160	1.9%
Electoral Area C (Extension)	68,807	71,559	71,559	2,752	4.0%
Electoral Area C (E. Wellington)	89,679	91,473	91,473	1,794	2.0%
Electoral Area E	142,080	156,288	149,126	7,046	5.0%
Electoral Area F	156,240	168,739	168,739	12,499	8.0%
Electoral Area G	126,623	144,350	144,350	17,727	14.0%
Electoral Area H	186,520	188,385	188,385	1,865	1.0%
	<b>1,245,439</b>	<b>1,315,338</b>	<b>1,308,176</b>		
<b>ADDITIONAL DETAILS - LOCAL SERVICES TAX REVENUES</b>					
<b>FIRE PROTECTION</b>					
Nanaimo River Fire (Area C)	17,792	17,792	17,792	0	0.0%
Coombs-Hilliers Fire Volunteer (Area F)	466,606	535,639	535,639	69,033	14.8%
Errington Fire Volunteer (Area F)	561,600	641,503	641,503	79,903	14.2%
Nanoose Bay Fire Volunteer (Area E)	705,955	804,495	858,055	152,100	21.5%
Dashwood Fire Volunteer (Area F, G, H)	556,409	638,410	638,410	82,001	14.7%
Meadowood Fire (Area F)	139,358	139,457	139,458	100	0.1%
Extension Fire Volunteer (Area C)	166,808	175,173	175,173	8,365	5.0%
Bow Horn Bay (Area H)	353,104	374,290	374,290	21,186	6.0%
Cassidy Waterloo Fire Contract (Area A, C)	166,759	174,893	173,402	6,643	4.0%
Wellington Fire Contract (Area C - Pleasant Valley)	80,456	84,687	84,687	4,231	5.3%
Parksville (Local) Fire Contract (Area G)	97,014	111,551	111,551	14,537	15.0%
French Creek Fire Contract (Area G)	489,372	658,430	659,511	170,139	34.8%
	<b>3,801,233</b>	<b>4,356,320</b>	<b>4,409,471</b>		
<b>STREETLIGHTING</b>					
Rural Areas Streetlighting	16,683	17,017	17,017	334	2.0%
Fairwinds Streetlighting	23,500	23,500	23,500	0	0.0%
French Creek Village Streetlighting	8,221	9,043	9,043	822	10.0%
Highway Intersections Streetlighting (French Creek)	1,279	1,599	1,599	320	25.0%
Morningstar Streetlighting	16,065	16,708	16,708	643	4.0%
Sandpiper Streetlighting	12,799	14,079	14,079	1,280	10.0%
Hwy # 4 (Area F)	4,081	4,244	4,244	163	4.0%
Englishman River Community	6,087	6,330	6,330	243	4.0%
	<b>88,715</b>	<b>92,520</b>	<b>92,520</b>		
<b>NOISE CONTROL</b>					
Noise Control Area A	8,541	9,543	9,543	1,002	11.7%
Noise Control Area B	9,178	9,958	9,958	780	8.5%
Noise Control Area C	7,599	9,039	9,039	1,440	18.9%
Noise Control Area E	7,571	8,253	8,253	682	9.0%
Noise Control Area G	8,574	9,346	9,346	772	9.0%
	<b>41,463</b>	<b>46,139</b>	<b>46,139</b>		
<b>UTILITIES</b>					
Englishman River Community Stormwater	5,114	5,216	5,216	102	2.0%
Cedar Sewer Stormwater	4,725	4,820	4,820	95	2.0%
	<b>9,839</b>	<b>10,036</b>	<b>10,036</b>		



### Summary of Tax Revenues By Service

	2017 FINAL	2018 Proposed Nov 2017	2018 Revised Feb 2018	change from 2017 \$	change from 2017 %	2017	2018	Change
<b>UTILITY SERVICES - PARCEL TAX REVENUES</b>								
<b>WATER UTILITIES</b>								
Nanoose Peninsula (Area E)	902,994	948,144	948,144	45,150	5.0%	358	<b>376</b>	18
Driftwood (Area E)	5,457	5,458	5,457	0	0.0%	420	<b>420</b>	0
Surfside (Area G)	14,505	15,956	15,956	1,451	10.0%	372	<b>409</b>	37
French Creek (Area G)	77,300	85,030	85,030	7,730	10.0%	323	<b>356</b>	32
Englishman River Community (Area G)	37,602	39,482	39,482	1,880	5.0%	240	<b>251</b>	12
Whiskey Creek Water (Area F)	90,722	99,794	99,794	9,072	10.0%	720	<b>792</b>	72
San Pareil Water (Area G)	133,480	140,154	140,154	6,674	5.0%	460	<b>483</b>	23
San Pareil Water (Fire Improvements Debt Levy)	74,213	74,212	73,935	(278)	-0.4%	277	<b>277</b>	(0)
Melrose Place (Area F)	23,049	23,740	23,740	691	3.0%	823	<b>848</b>	25
Decourcey Water (Area A)	8,186	9,005	9,005	819	10.0%	1,637	<b>1,801</b>	164
Nanoose Bulk Water (Area E)	1,021,786	1,103,529	1,083,093	61,307	6.0%	405	<b>429</b>	24
French Creek Bulk Water (Area G)	4,320	4,320	4,320	0	0.0%	2	<b>2</b>	0
Westurne Heights Water	19,295	20,260	20,260	965	5.0%	1,135	<b>1,192</b>	57
	<b>2,412,909</b>	<b>2,569,084</b>	<b>2,548,370</b>					
<b>SEWAGE COLLECTION UTILITIES</b>								
Hawthorne Rise Debt Levy	9,941	9,941	9,941	0	0.0%	710	<b>710</b>	0
Reid Road Debt Levy	3,625	3,624	3,624	(1)	0.0%	604	<b>604</b>	(0)
French Creek (Area G)	685,890	747,620	747,620	61,730	9.0%	358	<b>390</b>	32
Fairwinds (Area E)	581,919	608,034	608,034	26,115	4.5%	731	<b>764</b>	33
Surfside Sewer (Area G)	21,633	22,715	22,715	1,082	5.0%	801	<b>841</b>	40
Pacific Shores (Area E)	69,970	73,469	73,469	3,499	5.0%	542	<b>570</b>	27
Barclay Crescent (Area G)	156,492	169,011	169,011	12,519	8.0%	varies	varies	
Cedar Sewer Service (Operating) (Area A)	28,755	29,618	29,618	863	3.0%	varies	varies	
Cedar Sewer Service (Capital Financing) (Area A)	105,775	105,786	105,786	11	0.0%	varies	varies	
	<b>1,664,000</b>	<b>1,769,818</b>	<b>1,769,818</b>					
<b>TOTAL UTILITY PARCEL TAX REVENUES</b>								
	<b>4,076,909</b>	<b>4,338,902</b>	<b>4,318,188</b>					
Change from previous year	<b>6.5%</b>	<b>6.4%</b>	<b>5.9%</b>					