

**REGIONAL DISTRICT OF NANAIMO**

**REGULAR BOARD MEETING  
TUESDAY, APRIL 27, 2010  
7:00 PM**

*(RDN Board Chambers)*

**A G E N D A**

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- 1. CALL TO ORDER**
  - 2. DELEGATIONS**
    - 16 **John Ortynsky, Nanaimo Marine Rescue Society, re Acceptance of RDN Grant-In-Aid.**
  - 3. BOARD MINUTES**
    - 17 - 32 Minutes of the regular Board meeting held March 23, 2010.
  - 4. BUSINESS ARISING FROM THE MINUTES**
  - 5. COMMUNICATIONS/CORRESPONDENCE**
  - 6. UNFINISHED BUSINESS**
- BYLAWS**
- Public Hearing & Third Reading.**
- 33 - 65 **Report of the Public Hearing Held March 16, 2010 on Bylaw No. 1335.03 - Amends the Electoral Area 'H' Official Community Plan to Include Bowser Village Centre Plan.** (Electoral Area Directors except EA 'B' – One Vote)
    1. *That the Report of the Public Hearing containing the oral and written submissions to the Public Hearing held Tuesday, March 16, 2010, together with all written submissions received prior to the Public Hearing on "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Amendment Bylaw No. 1335.03, 2010" be received.*
    2. *That "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Amendment Bylaw No. 1335.03, 2010" be granted 3<sup>rd</sup> reading with amendments as outlined in Schedule No. 1 of the staff report.*

3. *That the “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Amendment Bylaw No. 1335.03, 2010” be forwarded to the Ministry of Community and Rural Development for consideration of approval.*

This bylaw incorporates the Bowser Village Centre Plan into the Electoral Area 'H' Official Community Plan.

**For Adoption.**

**Building Inspection**

**Bylaw No. 787.13.** (All Directors – One Vote)

*That “Regional District of Nanaimo Building Inspection Extended Service Bylaw Amendment Bylaw No. 787.13, 2010” be adopted.*

This bylaw extends the boundaries of the Building Inspection Service to include all electoral areas.

**Bylaw No. 1250.05.** (All Directors – One Vote)

*That “Regional District of Nanaimo Building Regulations Amendment Bylaw No. 1250.05, 2010” be adopted.*

This bylaw extends the application of building regulations to include designated areas by October 1, 2010 and all remaining electoral areas by April 1, 2011.

**Bylaw No. 1595.** (Electoral Area Directors – Weighted Vote)

*That “Regional District of Nanaimo Building Regulation Fees and Charges Bylaw No. 1595, 2010” be adopted.*

This bylaw sets fees and charges in relation to Building Regulations Bylaw No. 1250.

**Area ‘E’ Community Parks**

**Bylaw No. 803.05.** (All Directors – One Vote)

*That “Electoral Area ‘E’ Community Parks Local Service Amendment Bylaw No. 803.05, 2010” be adopted.*

This bylaw increases the maximum requisition limit for the Area ‘E’ Community Parks Service.

### **Surfside Sewer**

#### **Bylaw No. 1124.10.** (All Directors – One Vote)

*That “Surfside Sewer Local Service Area Boundary Amendment Bylaw No. 1124.10, 2009” be adopted.*

This bylaw extends the boundaries of the Surfside Sewer Service to include an Area ‘G’ property.

#### **Bylaw No. 889.54.** (All Directors – One Vote)

*That “Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.54, 2009” be adopted.*

This bylaw extends the boundaries of the Northern Community Sewer Service to include an Area ‘G’ property.

### **Pacific Shores Sewer**

#### **Bylaw No. 1021.08.** (All Directors – One Vote)

*That “Pacific Shores Sewer Local Service Area Boundary Amendment Bylaw No. 1021.08, 2010” be adopted.*

This bylaw extends the boundaries of the Pacific Shores Sewer Service to include an Area ‘E’ property.

#### **Bylaw No. 889.55.** (All Directors – One Vote)

*That “Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.55, 2010” be adopted.*

This bylaw extends the boundaries of the Northern Community Sewer Service to include an Area ‘E’ property.

### **Nanaimo Regional Parks and Trails**

#### **Bylaw No. 1231.02.** (All Directors – One Vote)

*That “Regional District of Nanaimo Regional Parks and Trails Service Area Amendment Bylaw No. 1231.02” be adopted.*

This bylaw provides for the acquisition and management of conservation areas.

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

## 7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE

66 - 70 Minutes of the Electoral Area Planning Committee meeting held April 13, 2010. (for information)

### PLANNING

#### *DEVELOPMENT PERMIT APPLICATIONS*

**Development Permit Application No. PL2009-080 - Fern Road Consulting Ltd. - 5229 Island Highway West - Area 'H'.** (Electoral Area Directors except EA 'B' – One Vote)

1. *That Schedule No. 1 be amended to include the following as item 5:*

*"Prior to development of the site the applicants must obtain the required archaeological approvals or permits from the Archaeology Branch of the Ministry of Tourism, Culture and the Arts".*

2. *That Development Permit Application No. PL2009-080, to construct a dwelling unit, be approved subject to the conditions outlined in Schedules No. 1-3.*

**Development Permit Application No. PL2009-825 & Request for Frontage Relaxation - Elbe - 6208 Island Highway West - Area 'H'.** (Electoral Area Directors except EA 'B' – One Vote)

1. *That Development Permit Application No. PL2009-825, in conjunction with a two lot subdivision be approved subject to the conditions outlined in Schedule No. 1.*
2. *That the request to relax the minimum 10% perimeter frontage requirement for proposed remainder of Lot A be approved.*

**Development Permit Application No. PL2010-018 - Mason - Charlton Drive - Area 'H'.** (Electoral Area Directors except EA 'B' – One Vote)

*That Development Permit Application No. PL2010-018, to permit the construction of a dwelling unit be approved subject to the conditions outlined in Schedules No. 1-3.*

**Development Permit Application No. PL2010-041 - Oceanside Design - 44 Bowser Road - Area 'H'.** (Electoral Area Directors except EA 'B' – One Vote)

*That Development Permit Application No. PL2010-041, to permit the construction of an accessory building and additions to an existing dwelling unit be approved, subject to the conditions outlined in Schedule No. 1.*

**Development Permit Application No. PL2010-053 - Fern Road Consulting Ltd. - McFeely Drive - Area 'G'. (Electoral Area Directors except EA 'B' – One Vote)**

1. *That Schedule No. 1 be amended to remove item 4 and replace it with the following:*

*"Staff shall withhold the issuance of this permit until the applicant, at the applicant's expense, registers a Section 219 covenant that registers the Geotechnical Assessment prepared by Simpson Geotechnical Ltd. dated February 26, 2010 and includes a save harmless clause that releases the Regional District of Nanaimo from all losses and damages as a result of erosion and/or flooding".*

2. *That Development Permit Application No. PL2010-053, to permit the construction of a dwelling unit, be approved subject to the conditions outlined in Schedules No. 1-3.*

***DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS***

**Development Permit with Variances Application No. PL2009-071 - Delinea Design Consultants Ltd. - 1866 Cedar Road - Area 'A'. (Electoral Area Directors except EA 'B' – One Vote)**

**Delegations wishing to speak to Development Permit with Variances Application No. PL2009-071.**

*That the Development Permit with Variances Application No. PL2009-071 to permit the construction of a beer and wine store be approved subject to the conditions outlined in Schedules No. 1-4.*

***DEVELOPMENT VARIANCE PERMIT APPLICATIONS***

**Development Variance Permit Application No. PL2010-043 - Lyon - 3391 Blueback Drive - Area 'E'. (Electoral Area Directors except EA 'B' – One Vote)**

**Delegations wishing to speak to Development Variance Permit Application No. PL2010-043.**

*That Development Variance Permit Application No. PL2010-043 to vary the setback to the sea and the setback to the front lot line be approved subject to the conditions outlined in Schedules No. 1- 4.*

**Development Variance Permit Application No. PL2010-044 - Craggs - 1359 Lundine Lane - Area 'G'. (Electoral Area Directors except EA 'B' – One Vote)**

**Delegations wishing to speak to Development Variance Permit Application No. PL2010-044.**

*That the Development Variance Permit Application No. PL2010-044 be approved subject to the conditions outlined in Schedules No. 1 – 3.*

**Development Variance Permit Application No. PL2010-055 - Vectis Ventures - 1917 Bonito Crescent - Area 'E'.** (Electoral Area Directors except EA 'B' – One Vote)

**Delegations wishing to speak to Development Variance Permit Application No. PL2010-055.**

*That the Development Variance Permit Application No. PL2010-055, be approved subject to the conditions outlined in Schedules No. 1 – 3.*

**Development Variance Permit Application No. PL2010-057 - JE Anderson & Associates - 230 & 238 Kenmuir Road - Area 'H'.** (Electoral Area Directors except EA 'B' – One Vote)

**Delegations wishing to speak to Development Variance Permit Application No. PL2010-057.**

*That Development Variance Permit Application No. PL2010-057 to vary the parcel averaging provisions in conjunction with a phased four lot subdivision be approved subject to the conditions outlined in Schedule No. 1.*

#### **OTHER**

**Bylaws No. 1055.04, 1148.06, 1400.02, 1152.04, 1540.01 & 1335.04 - Amend Official Community Plans for East Wellington - Pleasant Valley, Arrowsmith Benson - Cranberry Bright, Nanoose Bay & Areas 'F', 'G' & 'H' to Include Greenhouse Gas Emission Targets.** (Electoral Area Directors except EA 'B' – One Vote)

1. *That "Regional District of Nanaimo East Wellington-Pleasant Valley Official Community Plan Amendment Bylaw No. 1055.04, 2010" be given 1<sup>st</sup> and 2<sup>nd</sup> reading.*
2. *That "Regional District of Nanaimo Arrowsmith Benson-Cranberry Bright Official Community Plan Amendment Bylaw No. 1148.06, 2010" be given 1<sup>st</sup> and 2<sup>nd</sup> reading.*
3. *That "Regional District of Nanaimo Nanoose Bay Official Community Plan Amendment Bylaw No, 1400.02, 2010" be given 1<sup>st</sup> and 2<sup>nd</sup> reading.*
4. *That "Regional District of Nanaimo Electoral Area 'F' Official Community Plan Amendment Bylaw No. 1152.04, 2010" be given 1<sup>st</sup> and 2<sup>nd</sup> reading.*
5. *That "Regional District of Nanaimo Electoral Area 'G' Official Community Plan Amendment Bylaw No. 1540.01, 2010" be given 1<sup>st</sup> and 2<sup>nd</sup> reading.*

6. *That "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Amendment Bylaw No. 1335.04, 2010" be given 1<sup>st</sup> and 2<sup>nd</sup> reading.*
7. *That Bylaws No. 1055.04, 1148.06, 1400.02, 1152.04, 1540.01 and 1335.04 have been considered in conjunction with the Regional District of Nanaimo's Financial Plan and Waste Management Plans and Regional Growth Strategy to ensure consistency between them.*
8. *That Bylaws No. 1055.04, 1148.06, 1400.02, 1152.04, 1540.01 and 1335.04, 2010 proceed to Public Hearing.*

## **7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE**

71 - 78 Minutes of the Committee of the Whole meeting held April 13, 2010. (for information)

### **COMMUNICATIONS/CORRESPONDENCE**

**Mark Brown, Town of Qualicum Beach, re Qualicum Beach Airport Funding/Regional Services Review.** (All Directors – One Vote)

*That the correspondence from the Town of Qualicum Beach be received.*

**Howard Waldner, Vancouver Island Health Authority, re Grant to Support Capacity Building for Homelessness.** (All Directors – One Vote)

*That the correspondence from the Vancouver Island Health Authority be received.*

### **FINANCE AND INFORMATION SERVICES**

#### **FINANCE**

**Cell Tower Proposal - Greater Nanaimo Pollution Control Centre.** (All Directors – Weighted Vote)

*That staff be authorized to negotiate a cellular tower location agreement with Cascadia Tower.*

**Bylaws No. 821.08, 964.05, 991.03, 1022.07, 1385.06 & 1439.03 - Amend the Errington, Dashwood, Nanoose, Coombs Hilliers, Bow Horn Bay and Extension Fire Protection Service Establishment Bylaws to Include Rescue Services.** (All Directors – One Vote)

1. *That "Errington Fire Protection Service Amendment Bylaw No. 821.08, 2010" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.*

2. *That "Dashwood Fire Protection Service Amendment Bylaw No. 964.05, 2010" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.*
3. *That "Nanoose Fire Protection Service Amendment Bylaw No. 991.03, 2010" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.*
4. *That "Coombs Hilliers Fire Protection Service Amendment Bylaw No. 1022.07, 2010" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.*
5. *That "Bow Horn Bay Fire Protection Service Amendment Bylaw No. 1385.06, 2010" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.*
6. *That "Extension Fire Protection Service Amendment Bylaw No. 1439.03, 2010" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.*

#### **DEVELOPMENT SERVICES**

#### **BUILDING & BYLAW**

**Building Inspection Service - Communication Plan for Expansion.** (All Directors – One Vote)

*That the Building Inspection Expansion Communication Plan be approved and staff be directed to implement the Plan as scheduled.*

#### **PLANNING**

**Electoral Area 'A' Draft Official Community Plan - Nanaimo Airport.** (Electoral Area Directors except EA 'B' – One Vote)

1. *That the Board support Option 1: that the draft Electoral Area 'A' Official Community Plan include a land use designation and general policies in support of the Nanaimo Airport with emphasis on the creation of an Accord between the RDN and the Nanaimo Airport Commission.*

(All Directors – One Vote)

2. *That staff be directed to initiate the process of developing an Accord between the Regional District of Nanaimo and the Nanaimo Airport Commission for the purpose of defining the relationship between the RDN and the NAC and to ensure that the parties work cooperatively towards common goals and objectives. The Accord should at minimum address the topics identified in the draft Electoral Area 'A' OCP Nanaimo Airport section attached as Appendix 1.*



3. *That the Electoral Area 'A' Official Community Plan Review Citizen's Committee due to their proximity to the airport and involvement in the Electoral Area 'A' Official Community Plan review process be given an opportunity to provide input and recommendations for consideration in the development of an Accord.*
4. *That the Board confirm that all Regional District of Nanaimo planning documents be consistent with the Board's Strategic Plan and previous actions which support the Nanaimo Airport.*

**TELUS Cell Tower Proposal - 3805 Melrose Road in Area 'F'. (All Directors – One Vote)**

*That as telecommunications towers are federally regulated and not subject to zoning and as the applicant has followed the public consultation process established by Industry Canada, staff recommends the Board provide no comments with respect to the proposed tower.*

**Cell Tower Proposal - Errington Fire Department. (All Directors – One Vote)**

*That the Regional District of Nanaimo Board decline the proposal as presented by the Errington Fire Department.*

**RECREATION AND PARKS SERVICES**

**RECREATION**

**Bylaw No. 1599 - Establishes a Reserve Fund for the Electoral Area 'A' Recreation & Culture Service.**

(All Directors – One Vote)

1. *That "Electoral Area 'A' Recreation and Culture Service Reserve Fund Establishment Bylaw No. 1599, 2010" be introduced and read three times.*

(All Directors – 2/3)

2. *That "Electoral Area 'A' Recreation and Culture Service Reserve Fund Establishment Bylaw No. 1599, 2010" be adopted.*

**Oceanside Place Arena - Release of Reserve Funds for Capital Equipment Replacement. (Parksville, Qualicum Beach, EAs 'E' 'F' 'G' 'H' – Weighted Vote)**

*That \$8,450 be released from the reserve fund for Oceanside Place to fund the replacement of a domestic hot water boiler.*

## **REGIONAL AND COMMUNITY UTILITIES**

### **WASTEWATER**

**Bylaw No. 975.52 - Reduces the Boundaries of the Pump & Haul Service by Excluding An Area 'E' Property and Amending a Legal Description for An Area 'B' Property.** (All Directors – One Vote)

- 1. That the boundaries of the "Regional District of Nanaimo Pump and Haul Local Service Establishment Bylaw No. 975, 1995" be amended to exclude Lot 69, District Lot 68, Plan 30341, Nanoose District (Electoral Area 'E').*
- 2. That the legal description for Lot 177, Section 31, Plan 17658, Nanaimo Land District (Electoral Area 'B') be replaced with Lot A, Section 31, Plan VIP84225, Gabriola Island, Nanaimo District (Electoral Area 'B') in Schedule A of the "Regional District of Nanaimo Pump and Haul Local Service Establishment Bylaw No. 975, 1995".*
- 3. That the "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.52, 2010" be introduced and read three times.*

**Bylaws No. 813.44 & 889.56 - Amend the French Creek & Northern Community Sewer Services to Include An Area 'G' Property.** (All Directors – One Vote)

- 1. That "French Creek Sewer Local Service Area Amendment Bylaw No. 813.44, 2010" be introduced and read three times.*
- 2. That "Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.56, 2010" be introduced and read three times.*

**SepticSmart Education Program - Progress Report.** (All Directors – One Vote)

- 1. That the Board receives the program update for the SepticSmart Education Program for information.*
- 2. That the Board direct staff to send a letter to VIHA for continued assistance with SepticSmart workshops.*

**Northern Community Sewer Service - Contract Award & Release of Reserve Funds for Centrifuge Purchase.**

(All Directors – Weighted Vote)

- 1. That Alfa Laval be awarded the centrifuge supply contract for the French Creek Pollution Control Centre Dewatering Upgrade Project for the amount of \$358, 129.*

(Parksville, Qualicum Beach, EAs 'E', 'F', 'G', 'H' – Weighted Vote)

2. *That funds from the Northern Community Development Cost Charge Reserve Fund be used for the French Creek Pollution Control Centre Dewatering Upgrade Project.*

## **WATER**

### **Rainwater Management Current Practices Review.** (All Directors – One Vote)

*That the Board receive the Rainwater Management Current Practices Review report for information.*

### **Bylaw No. 1598 - Repeals Redundant Regulations & Rates Bylaws for Amalgamated Nanoose Bay Peninsula Water Services.**

(All Directors – One Vote)

1. *That "Regional District of Nanaimo Nanoose Bay Peninsula Water Regulations and Rates Repeal Bylaw No. 1598, 2010" be introduced and read three times.*

(All Directors – 2/3)

2. *That "Regional District of Nanaimo Nanoose Bay Peninsula Water Regulations and Rates Repeal Bylaw No. 1598, 2010" be adopted.*

### **Nanoose Bay and French Creek Bulk Water Services - Arrowsmith Water Service Joint Venture Agreement Amendment.** (All Directors – Weighted Vote)

*That the Regional District of Nanaimo approve the extension of the Arrowsmith Water Service Joint Venture Agreement for a one year term to March 31, 2011.*

## **TRANSPORTATION AND SOLID WASTE SERVICES**

### **SOLID WASTE**

### **Bylaw No. 1591 - Rates & Regulations Bylaw for the Solid Waste Collection & Recycling Service.**

(All Directors – Weighted Vote)

1. *That "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591, 2010" be introduced and read three times.*

(All Directors – 2/3 Weighted)

2. *That "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591, 2010" having received three readings be adopted.*

**Solid Waste Disposal Service - Reserve Fund Bylaw No. 1600, Green Bin Purchase, Financial Plan Amendment Bylaw No. 1597.01.**

**Bylaw No. 1600**

(All Directors – Weighted Vote)

1. *That "Regional District of Nanaimo Solid Waste Disposal Service Reserve Fund Establishment Bylaw No. 1600, 2010" be introduced and read three times.*

(All Directors – 2/3 Weighted)

2. *That "Regional District of Nanaimo Solid Waste Disposal Service Reserve Fund Establishment Bylaw No. 1600, 2010" be adopted.*

**Reserve Fund Expenditure**

(All Directors – Weighted Vote)

1. *That up to \$1,857,000 for the purchase and distribution of green bins be authorized as an expenditure from the Solid Waste Disposal Service Reserve Fund.*

**Bylaw No. 1597.01**

(All Directors – Weighted Vote)

1. *That "Regional District of Nanaimo 2010 to 2014 Financial Plan Amendment Bylaw No. 1597.01, 2010" be introduced and read three times.*

(All Directors – 2/3 Weighted)

2. *That "Regional District of Nanaimo 2010 to 2014 Financial Plan Amendment Bylaw No.1597.01, 2010" be adopted.*

**2009 Illegal Dumping and Landfill Bans Enforcement Report.** (All Directors – One Vote)

*That the Board receive the 2009 Illegal Dumping Prevention Program and Landfill Bans report for information.*

**Solid Waste Disposal Service - Tender Award for Landfill Rubber Tire Loader.**  
(All Directors – Weighted Vote)

*That the Regional District of Nanaimo award the supply of a new rubber tire loader, type Volvo L60F, to Great West Equipment for the tendered amount of \$166,600 plus applicable taxes including the guaranteed buyback, the supply of a four year extended warranty and a four year maintenance package as included in the tender.*

**COMMISSION, ADVISORY & SELECT COMMITTEE**

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

- 1. That the minutes of the Electoral Area ‘A’ Parks, Recreation and Culture Commission meeting held March 17, 2010 be received for information.*
- 2. That staff contact School District #68 to explore issues and possible solutions for resurfacing the South Wellington Elementary and North Cedar Intermediate School outdoor courts, and to address the multi-use application of the courts.*
- 3. That the following Electoral Area ‘A’ Recreation and Culture Grant-In-Aid applications be approved:*

<u>Community Group</u>	<u>Amount Recommended</u>
<i>Cedar Family of Community Schools</i>	<i>\$ 896</i>
<i>Cedar Community Hall Association</i>	<i>\$ 1,500</i>
<i>Yellow Point Drama Group</i>	<i>\$ 1,007</i>
<i>South Wellington Elementary PAC</i>	<i>\$ 443</i>

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

*That the minutes of the Electoral Area ‘B’ Parks and Open Space Advisory Committee meeting held February 2, 2010 be received for information.*

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

*That the minutes of the Electoral Area ‘F’ Parks and Open Space Advisory Committee meeting held February 22, 2010 be received for information.*

## BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

### **Mark Brown, Town of Qualicum Beach, re Qualicum Beach Airport Funding/Regional Services Review.** (All Directors – One Vote)

*That staff prepare a report on the options and implications of undertaking a regional services review, including specifically, the request by the Town of Qualicum Beach to support regional funding for the Qualicum Beach Airport and to explore economic development and recreation capital facilities.*

### **Howard Waldner, Vancouver Island Health Authority, re Grant to Support Capacity Building for Homelessness.** (All Directors – One Vote)

*That staff prepare a report to consider the financial breakdown of the grant from the Vancouver Island Health Authority.*

## 7.3 EXECUTIVE STANDING COMMITTEE

## 7.4 COMMISSIONS

## 7.5 SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS

### **Regional Liquid Waste Advisory Committee.** (All Directors – One Vote)

79 - 81 Minutes of the Regional Liquid Waste Advisory Committee meeting held April 1, 2010. (for information)

### **Regional Parks & Trails Advisory Committee.** (All Directors – One Vote)

82 - 92 Minutes of the Regional Parks & Trails Advisory Committee meeting held April 6, 2010. (for information)

(All Directors – Weighted Vote)

*That 2010 - 2015 licence renewal agreement with Island Timberlands for the upper portion of the Arrowsmith CPR Regional Trail be approved.*

### **Emergency Management Select Committee.** (All Directors – One Vote)

93 - 124 Minutes of the Emergency Management Select Committee meeting held April 13, 2010. (for information)

(All Directors – Weighted Vote)

*1. That the Gabriola Island Emergency Social Services Director agreement between the Regional District of Nanaimo and Nancy Rowan be approved for a one year term commencing January 1, 2010, and ending December 31, 2010.*

2. *That the Cedar/Extension Emergency Social Services Director agreement between the Regional District of Nanaimo and Andrea Bonkowski be approved for a one year term commencing January 1, 2010, and ending December 31, 2010.*
3. *That the 2010 Neighborhood Emergency Preparedness Facilitator agreement between the Regional District of Nanaimo and Mr. Robert Dendoff be approved for a one year term commencing May 1<sup>st</sup>, 2010 and ending on April 30<sup>th</sup>, 2011.*

(All Directors – One Vote)

4. *That the Board receive and accept the Community Wildfire Protection Plan recommendations in principle.*
5. *That staff be directed to develop policy, for the Board's consideration, on the implementation of Community Wildfire Protection Plan recommendations.*

**8. ADMINISTRATOR'S REPORTS**

Water Act Modernization - Discussion Paper Submission. (to be circulated)

125 - 133 Solar BC - Solar Community Application. (All Directors – One Vote)

134 - 135 Animal Control Services - Appointment of Animal Control Officer. (All Directors – One Vote)

**9. ADDENDUM**

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

**11. NEW BUSINESS**

**12. BOARD INFORMATION (Separate enclosure on blue paper)**

**13. ADJOURNMENT**

**14. IN CAMERA**

*That pursuant to Section 90(1) (e) of the Community Charter the Board proceed to an In Camera Committee meeting to consider items related to land issues.*

**Armstrong, Jane**

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**From:** Ruth Sharun [ruthsharun@shaw.ca]  
**Sent:** April 19, 2010 9:05 PM  
**To:** Armstrong, Jane  
**Subject:** request to appear as a delegation- April 27

Hi Jane-

Please accept this as a request on behalf of the Nanaimo Marine Rescue Society to appear as a delegation at the April 27 Regular Board meeting.

*On March 23, 2010, the NMRS and Coast Guard Auxiliary Unit 27 did a presentation to the Board regarding our fundraising for the purchase of a new enclosed marine emergency response vessel. We would like to acknowledge the Regional District's generous contribution towards this project through a \$25,000 grant in aid. We would like to thank the Board and update you on the progress of our vessel.*

Our Society president, John Ortynsky, will be our representative. He will only require a few minutes and he will not need to make use of the projector.

Thanks for your assistance-

Ruth Sharun  
CCGA-P Unit 27 Nanaimo



**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE REGULAR MEETING OF THE BOARD  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, MARCH 23, 2010, AT 7:03 PM IN THE  
RDN BOARD CHAMBERS**

**Present:**

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director G. Rudischer	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Alternate	
Director C. Burger	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Alternate	
Director B. Dempsey	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director L. Sherry	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director J. Kipp	City of Nanaimo

**Also in Attendance:**

C. Mason	Chief Administrative Officer
M. Pearse	Sr. Mgr., Corporate Administration
P. Thorkelsson	Gen. Mgr., Development Services
J. Finnie	Gen. Mgr., Regional Community Utilities
T. Osborne	Gen Mgr., Recreation & Parks Services
N. Avery	Gen. Mgr., Finance & Information Services
D. Trudeau	Gen. Mgr., Transportation & Solid Waste Services
N. Hewitt	Recording Secretary

**DELEGATIONS**

**Wendy Maurer, Vancouver Island Economic Alliance, re Overview of the Link Project.**

Ms. Maurer presented an overview of the Link Project.

**France Tellier & Violet Smith, John Howard Society, re Overview of the Restorative Justice Program.**

Ms. Tellier provided an overview of the John Howard Society and summarized the 2009 usage stats for the District 68 areas.

**Carly Gronlund, Nanaimo Telephone Visiting Society, re Society Overview.**

Ms. Gronlund presented an overview of the Nanaimo Telephone Visiting Society.

**LATE DELEGATIONS**

MOVED Director Holme, SECONDED Director Bestwick, two late delegations be permitted to address the Board.

CARRIED

**David Jones, Corcan Meadowood Residents Association, re Creating a Safe and Healthy Environment for Corcan Meadowood Residents.**

Mr. Jones voiced this concerns on services provided to the Corcan Meadowood Area. Mr. Jones requested a response from the Board regarding the questions as stated in his handout.

**David Johnston, Oceanside Generals – Cyclone Taylor Cup Tournament Committee, re Cyclone Taylor Cup Tournament Recreation Grant Application.**

Mr. Johnston provided information regarding the request for a grant towards the Cyclone Taylor Cup Tournament.

**BOARD MINUTES**

MOVED Director Westbrook, SECONDED Director Bartram, that the minutes of the regular Board meeting held February 23, 2010 be adopted.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**Sheila Malcolmson, Islands Trust, re Update - Natural Area Protection Tax Exemption Program.**

MOVED Director Holme, SECONDED Director Ruttan, that the correspondence from Sheila Malcolmson, Islands Trust regarding the update on the Natural Area Protection Tax Exemption Program be received.

CARRIED

**Jim Hoffman, Parksville Lions Housing Society, re Bylaw No. 1577 – Reduction of Sewer Development Cost Charges for Not-for-Profit Rental Housing.**

MOVED Director Holme, SECONDED Director Ruttan, that the correspondence from Jim Hoffman, Parksville Lions Housing Society regarding reduction of Sewer Development Cost Charges for Not-for-Profit Rental Housing be received.

CARRIED

**UNFINISHED BUSINESS**

**BYLAWS**

**For Adoption.**

**Bylaw No. 789.03 – Amends the Fairwinds Streetlighting Service Establishment Bylaw.**

MOVED Director Holme, SECONDED Director Burnett, that “Fairwinds Streetlighting Local Service Amendment Bylaw No. 789.03, 2010” be adopted.

CARRIED

**Bylaw No. 804.06 – Amends the Area ‘F’ Community Parks Service Establishment Bylaw.**

MOVED Director Burnett, SECONDED Director Biggemann, that “Electoral Area ‘F’ Community Parks Local Service Amendment Bylaw No. 804.06, 2010” be adopted.

CARRIED

**Bylaw No. 861.02 – Amends the Joint Civic Properties & Recreation Commission Service Establishment Bylaw.**

MOVED Director McNabb, SECONDED Director Ruttan, that “Joint Civic Properties & Recreation Commission Local Service Amendment Bylaw No. 861.02” be adopted.

CARRIED

**Bylaw No. 1001.04 – Amends the Parksville Fire Protection Service Establishment Bylaw.**

MOVED Director Burger, SECONDED Director Burnett, that “Parksville Local Fire Protection Service Amendment Bylaw No. 1001.04, 2010” be adopted.

CARRIED

**Bylaw No. 1553.02 – Amends the Regional Growth Management Service Establishment Bylaw.**

MOVED Director Holdom, SECONDED Director Kipp, that “Regional Growth Management Service Amendment Bylaw No. 1553.02, 2010” be adopted.

CARRIED

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

**ELECTORAL AREA PLANNING STANDING COMMITTEE**

MOVED Director Bartram, SECONDED Director Johnstone, that the minutes of the Electoral Area Planning Committee meeting held March 9, 2010 be received for information.

CARRIED

**PLANNING**

***OTHER***

**Request for Frontage Relaxation on Subdivision Application No. PL2009-716 - Townline Ventures Boat Harbour Ltd. - Kendall Road & Pylades Drive - Area 'A'.**

MOVED Director Burnett, SECONDED Director Young, that the request to relax the minimum 10% perimeter frontage requirement for proposed Lots 2-7 inclusive be approved.

CARRIED

**Greenhouse Gas Emission Targets in Official Community Plans.**

MOVED Director Bartram, SECONDED Director Holme, that staff be directed to prepare the OCP bylaw amendments to address the requirement for greenhouse gas emission targets.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that one public hearing be scheduled and be held in the RDN Board Chambers for all OCP bylaw amendments.

CARRIED

**COMMITTEE OF THE WHOLE STANDING COMMITTEE**

MOVED Director Johnstone, SECONDED Director Bestwick, that the minutes of the Committee of the Whole meeting held March 9, 2010 meeting be received for information.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**Miles Phillips, Cowichan Energy Alternatives Society, re Request for Letter of Support.**

MOVED Director Holdom, SECONDED Director Burger, that the correspondence from Miles Phillips, Cowichan Energy Alternatives Society regarding the request for letter of support for "Vancouver Island Bio-Fuel Network (VIBN) Project" be received.

CARRIED

**Bob Maling, Homeowner Protection Office, re Proposed Expansion of Building Inspection Service.**

MOVED Director Holdom, SECONDED Director Burger, that the correspondence from the Homeowner Protection Office in support of the proposed expansion of Building Inspection Services be received.

CARRIED

**Chuck & Linda Addison, re Growth Strategy Amendment to Support Zoning & OCP Amendment Application No. 0604.**

MOVED Director Holdom, SECONDED Director Burger, that the correspondence from Chuck & Linda Addison be received.

CARRIED

**Peter Alexander, BC Assessment, re Building Permits and BC Assessment.**

MOVED Director Holdom, SECONDED Director Burger, that the correspondence from BC Assessment regarding the proposed expansion of Building Inspection Services be received.

CARRIED

**Bruce Cownden, Denise Sakai & Helen Sims, Oceanside Development & Construction Association, re Proposed Expansion of Building Inspection Service.**

MOVED Director Holdom, SECONDED Director Burger, that the correspondence from the Oceanside Development & Construction Association regarding the proposed expansion of Building Inspection Services be received.

CARRIED

**Byron Gallant, Canadian Home Builders' Association - Central Vancouver Island, re Proposed Expansion of Building Inspection Service.**

MOVED Director Holdom, SECONDED Director Burger, that the correspondence from the Canadian Home Builders' Association regarding the proposed expansion of Building Inspection Services be received.

CARRIED

***FINANCE AND INFORMATION SERVICES***

**FINANCE**

**Policy A1.15 - Proposed Amendment to Provide for Reimbursement of Telecommunication Devices.**

MOVED Director Bartram, SECONDED Director Burger, that the Board support covering the cost of mobile telecommunication devices for Electoral Area Directors.

CARRIED

MOVED Director Bartram, SECONDED Director Burnett, that Policy A1.15 be amended by adding the following sections:

5. Mobile Telecommunication Devices

At the option of an Electoral Area Director, the Regional District will either provide the Director with a Blackberry or a monthly allowance of \$50 as reimbursement for a mobile telecommunication device. The allowance shall be provided on or about the first day of the month.

6. Annual Eligibility for Communication Services Allowances

In December of each year a Director shall on request, identify which communication services are in use by the Director. The monthly allowances shall be amended in accordance with that report commencing January 1 of each calendar year.

CARRIED

**Bylaws No. 1532.02 & 1596 – Amend User Rates and Establish a Parcel Tax for the Cedar Sewer Service.**

**Bylaw No. 1532.02**

MOVED Director Burnett, SECONDED Director Ruttan, that the “Cedar Sewer Service Area Rates and Regulations Amendment Bylaw No. 1532.02, 2010” be introduced and read three times.

CARRIED

MOVED Director Burnett, SECONDED Director Ruttan, that the “Cedar Sewer Service Area Rates and Regulations Amendment Bylaw No. 1532.02, 2010” be adopted.

CARRIED

**Bylaw No. 1596**

MOVED Director Burnett, SECONDED Director Ruttan, that the “Cedar Sewer Service Parcel Tax Rate Bylaw No. 1596, 2010” be introduced and read three times.

CARRIED

MOVED Director Burnett, SECONDED Director Ruttan, that the “Cedar Sewer Service Parcel Tax Rate Bylaw No. 1596, 2010” be adopted.

CARRIED

**Bylaws No. 1567.01, 1568.01, 1569.01, 1336.07, 1483.04 & 1525.02 - Amend Parcel Tax Rates for Water, Sewer, Fire Protection and Crime Prevention/ Community Justice Services.**

**Bylaws No. 1567.01**

MOVED Director McNabb, SECONDED Director Burger, that the “Water Services Parcel Tax Rates Bylaw No. 1567.01, 2010” be introduced and read three times.

CARRIED

MOVED Director Westbroek, SECONDED Director Holdom, that the “Water Services Parcel Tax Rates Bylaw No. 1567.01, 2010” be adopted.

CARRIED

**Bylaws No. 1568.01**

MOVED Director McNabb, SECONDED Director Burger, that the “Sewer Services Parcel Tax Rates Bylaw No. 1568.01 2010” be introduced and read three times.

CARRIED

MOVED Director Westbroek, SECONDED Director Holdom, that the “Sewer Services Parcel Tax Rates Bylaw No. 1568.01, 2010” be adopted.

CARRIED

**Bylaw No. 1569.01**

MOVED Director McNabb, SECONDED Director Burger, that the “Fire Protection Services Parcel Tax Rates Bylaw No. 1569.01, 2010” be introduced and read three times.

CARRIED

MOVED Director Westbroek, SECONDED Director Holdom, that the “Fire Protection Services Parcel Tax Rates Bylaw No. 1569.01, 2010” be adopted.

CARRIED

**Bylaw No. 1336.07**

MOVED Director McNabb, SECONDED Director Burger, that the “Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.07, 2010” be introduced and read three times.

CARRIED

MOVED Director Westbroek, SECONDED Director Holdom, that the “Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.07, 2010” be adopted.

CARRIED

**Bylaw No. 1483.04**

MOVED Director McNabb, SECONDED Director Burger, that the “Barclay Crescent Sewer Service Area Parcel Tax Rate Amendment Bylaw No. 1483.04, 2010” be introduced and read three times.

CARRIED

MOVED Director Westbroek, SECONDED Director Holdom, that the “Barclay Crescent Sewer Service Area Parcel Tax Rate Amendment Bylaw No. 1483.04, 2010” be adopted.

CARRIED

**Bylaw No. 1525.02**

MOVED Director McNabb, SECONDED Director Burger, that the “Crime Prevention and Community Justice Support Service Parcel Tax Rate Bylaw No. 1525.02, 2010” be introduced and read three times.

CARRIED

MOVED Director Westbroek, SECONDED Director Holdom, that the “Crime Prevention and community Justice Support Service Parcel Tax Rate Bylaw No 1525.02, 2010” be adopted.

CARRIED

**Operating Results for the Period Ending December 31, 2009.**

MOVED Director Burnett, SECONDED Director McNabb, that the summary report of financial results for the year ending December 31, 2009 be received for information.

CARRIED

***DEVELOPMENT SERVICES***

**BUILDING & BYLAW**

**Bylaws No. 787.13, 1250.05 & 1595 - Amend the Building Inspection Service Establishment, Regulatory and Fees & Charges Bylaws.**

**Bylaw No. 787.13**

MOVED Director Holme, SECONDED Director Johnstone, that “Regional District of Nanaimo Building Inspection Extended Service Bylaw Amendment Bylaw No. 787.13, 2010” be introduced, read three times and forwarded to the Ministry of Community and Rural Development for approval.

CARRIED

**Bylaw No. 1250.05**

MOVED Director Holme, SECONDED Director Burnett, that “Regional District of Nanaimo Building Regulations Amendment Bylaw No. 1250.05, 2010” be introduced and read three times.

CARRIED

**Bylaw No. 1595**

MOVED Director Holme, SECONDED Director Burnett, that “Regional District of Nanaimo Building Regulation Fees and Charges Bylaw No. 1595, 2010” be introduced and read three times.

CARRIED

**Policy No. B2.1**

MOVED Director Holme, SECONDED Director Burnett, that Building Permit Fees Policy No. B2.1 be approved as amended.

CARRIED

**District 69 Animal Control Services - Kenneling Agreement.**

MOVED Director Westbroek, SECONDED Director Ruttan, that the agreement between the SPCA and the Regional District of Nanaimo for the sale of dog licenses and use of the animal shelter at 1565 Alberni Highway for the boarding of impounded dogs be approved for a two year term commencing April 1, 2010 and ending March 31, 2012.

CARRIED

**PLANNING**

**Building Inspection Service – Proposed Policy Respecting the Requirement for Inclusion of New Subdivisions Within the Service Area.**

MOVED Director Holme, SECONDED Director Burnett, that the attached policy with respect to inclusion of new subdivisions within the building inspection area be endorsed with a revised effective date of October 1, 2010.

CARRIED

***REGIONAL AND COMMUNITY UTILITIES***

**WASTEWATER**

**Bylaws No. 1021.08 & 889.55 - Amend the Boundaries of the Pacific Shores and Northern Community Sewer Services to Include an Area ‘E’ Property.**

MOVED Director Holme, SECONDED Director Johnstone, that “Pacific Shores Sewer Local Service Area Boundary Amendment Bylaw No. 1021.08, 2010” be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director McNabb, that “Northern Community Sewer Service Area Boundary Amendment Bylaw No. 889.55, 2010” be introduced and read three times.

CARRIED

**Bylaw No. 1577 - Reduction of Sewer Development Cost Charges for Not-for-Profit Rental Housing (Northern Community, Southern Community, Duke Point & Fairwinds Sewer Services).**

MOVED Director Westbroek, SECONDED Director Holdom, that “Regional District of Nanaimo Not-for-Profit-Rental Housing Sewer Development Cost Charge Reduction Bylaw No. 1577, 2010” be introduced, as amended, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED



**Southern Community Sewer Service - Biosolids Contract Extension.**

MOVED Director Burnett, SECONDED Director Westbrook, that Vancouver Island University be granted a two year extension to the initial contract for the hauling and beneficial reuse of biosolids from the Greater Nanaimo Pollution Control Centre at \$77 per tonne, through to February 28<sup>th</sup>, 2012.

CARRIED

**Northern Community Sewer Service - Insurance Release for Roof Repair at French Creek Pollution Control Centre.**

MOVED Director McNabb, SECONDED Director Westbrook, that the Board approves the execution of an Insurance Release for roof repairs at the French Creek Pollution Control Centre.

CARRIED

**Northern & Southern Community Sewer Services - Assignment Award & Reserve Fund Expenditure Bylaws No. 1593 & 1594.**

MOVED Director McNabb, SECONDED Director Westbrook, that the GNPCC and FCPCCC wastewater treatment options assignments be awarded to AECOM for a maximum value of \$221,655, excluding GST.

CARRIED

MOVED Director Westbrook, SECONDED Director Ruttan, that Northern Community Development Cost Charge funds in the amount of \$110,200 and Southern Community Development Cost Charge funds in the amount of \$79,600 be approved as a source of funds for these projects.

CARRIED

**Bylaw No. 1593**

MOVED Director Westbrook, SECONDED Director Burger, that “Northern Community Sewer Local Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1593, 2010” be introduced and read three times.

CARRIED

MOVED Director Westbrook, SECONDED Director Burger, that “Northern Community Sewer Local Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1593, 2010” be adopted.

CARRIED

**Bylaw No. 1594**

MOVED Director McNabb, SECONDED Director Ruttan, that “Southern Community Sewer Local Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1594, 2010” be introduced and read three times.

CARRIED

MOVED Director Holdom, SECONDED Director Ruttan, that “Southern Community Sewer Local Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1594, 2010” be adopted.

CARRIED

## **WATER**

### **Convening for Action on Vancouver Island - 2009 Activities.**

MOVED Director Bartram, SECONDED Director Holdom, that the Board continue to support staff participation in CAVI and attendance at CAVI learning activities associated with promoting water sustainability.

CARRIED

### **Update - Toilet Replacement Incentive Program.**

MOVED Director Burnett, SECONDED Director Ruttan, that the Board receive the Toilet Replacement Incentive Program Update report for information.

CARRIED

### **Bylaws No. 1340.02, 1342.02, 1343.02, 1346.02, 1384.02, 1435.01 & 1592 - Amend & Establish Water Restrictions in the San Pareil, Decourcey, French Creek, Surfside, Englishman River, Melrose and Nanoose Bay Peninsula Water Service Areas.**

#### **Bylaw No. 1340.02**

MOVED Director Johnstone, SECONDED Director Burnett, that “Regional District of Nanaimo San Pareil Water Uses Restrictions Amendment Bylaw No. 1340.02, 2010” be introduced for three readings.

CARRIED

MOVED Director Westbroek, SECONDED Director Burnett, that “Regional District of Nanaimo San Pareil Water Uses Restrictions Amendment Bylaw No. 1340.02, 2010” be adopted.

CARRIED

#### **Bylaw No. 1342.02**

MOVED Director Johnstone, SECONDED Director Burnett, that “Regional District of Nanaimo Decourcey Water Uses Restrictions Amendment Bylaw No. 1342.02, 2010” be introduced for three readings.

CARRIED

MOVED Director Westbroek, SECONDED Director Burnett, that “Regional District of Nanaimo Decourcey Water Uses Restrictions Amendment Bylaw No. 1342.02, 2010” be adopted.

CARRIED

#### **Bylaw No. 1343.02**

MOVED Director Johnstone, SECONDED Director Burnett, that “Regional District of Nanaimo French Creek Water Uses Restrictions Amendment Bylaw No. 1343.02, 2010” be introduced for three readings.

CARRIED

MOVED Director Westbroek, SECONDED Director Burnett, that “Regional District of Nanaimo French Creek Water Uses Restrictions Amendment Bylaw No. 1343.02, 2010” be adopted.

CARRIED

**Bylaw No. 1346.02**

MOVED Director Johnstone, SECONDED Director Burnett, that “Regional District of Nanaimo Surfside Water Uses Restrictions Amendment Bylaw No. 1346.02, 2010” be introduced for three readings.

CARRIED

MOVED Director Westbrook, SECONDED Director Burnett, that “Regional District of Nanaimo Surfside Water Uses Restrictions Amendment Bylaw No. 1346.02, 2010” be adopted.

CARRIED

**Bylaw No. 1384.02**

MOVED Director Johnstone, SECONDED Director Burnett, that “Regional District of Nanaimo Englishman River Community Water Uses Restrictions Amendment Bylaw No. 1384.02, 2010” be introduced for three readings.

CARRIED

MOVED Director Westbrook, SECONDED Director Burnett, that “Regional District of Nanaimo Englishman River Community Water Uses Restrictions Amendment Bylaw No. 1384.02, 2010” be adopted.

CARRIED

**Bylaw No. 1435.01**

MOVED Director Johnstone, SECONDED Director Burnett, that “Regional District of Nanaimo Melrose Terrace Water Local Service Area Uses Restrictions Amendment Bylaw No. 1435.01, 2010” be introduced for three readings.

CARRIED

MOVED Director Westbrook, SECONDED Director Burnett, that “Regional District of Nanaimo Melrose Terrace Water Local Service Area Uses Restrictions Amendment Bylaw No. 1435.01, 2010” be adopted.

CARRIED

**Bylaw No. 1592**

MOVED Director Johnstone, SECONDED Director Burnett, that “Regional District of Nanaimo Nanoose Bay Peninsula Water Service Area Uses Restrictions Bylaw No. 1592, 2010” be introduced for three readings.

CARRIED

MOVED Director Westbrook, SECONDED Director Burnett, that “Regional District of Nanaimo Nanoose Bay Peninsula Water Service Area Uses Restrictions Bylaw No. 1592, 2010” be adopted.

CARRIED

***TRANSPORTATION AND SOLID WASTE SERVICES***

**SOLID WASTE**

**Bylaw No. 1531.02 - Amends the Solid Waste Disposal Service Regulations Bylaw by Increasing Tipping Fees.**

MOVED Director Holme, SECONDED Director Sherry, that “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.02, 2010” be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Sherry, that “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.02, 2010” be adopted.

CARRIED

**COMMISSION, ADVISORY & SELECT COMMITTEE**

**District 69 Recreation Commission.**

MOVED Director Bartram, SECONDED Director Kipp, that the minutes of the District 69 Recreation Commission meeting held February 18, 2010 be received for information.

CARRIED

**David Johnston, Oceanside Generals – Cyclone Taylor Cup Tournament Committee, re Cyclone Taylor Cup Tournament Recreation Grant Application.**

MOVED Director Bartram, SECONDED Director Westbrook, that \$3,500 be awarded to the Oceanside General’s Cyclone Taylor Cup Organization Committee from the District 69 Recreation Community Grant Program.

CARRIED

**District 69 Youth Grants**

MOVED Director Bartram, SECONDED Director Westbrook, that the following District 69 Recreation Youth Grants be approved:

CARRIED

<u>Community Group</u>	<u>Amount Recommended</u>
District 69 Minor Softball Association	\$ 2,000
Errington War Memorial Hall Association	\$ 1,650
District 69 Family Resource Association	\$ 545
Parksville Qualicum Community Foundation	\$ 1,850
Ravensong Aquatic Club	\$ 2,500

**District 69 Recreation Grants**

MOVED Director Bartram, SECONDED Director Westbrook, that the following District 69 Recreation Community Grants be approved:

CARRIED

<u>Community Group</u>	<u>Amount Recommended</u>
Arrowsmith Community Enhancement Society	\$ 861
Errington Therapeutic Riding Association	\$ 2,500
Lighthouse Community Centre Society	\$ 1,424
Lighthouse Recreation Commission	\$ 2,500
Oceanside Community Arts Council	\$ 836
Oceanside Community Arts Council	\$ 1,500
Panters Hockey	\$ 1,650
Parksville Seniors Athletic Group	\$ 2,000
Ravensong Masters Swim Club	\$ 2,500
Vancouver Island Opera	\$ 730

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

MOVED Director Holme, SECONDED Director McNabb, that the minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held February 1, 2010 be received for information.

CARRIED

MOVED Director Holme, SECONDED Director McNabb, that the Regional District of Nanaimo send a letter to the Director of the Integrated Land Management Branch, regarding the local community concerns about loss of the boat ramp at Schooner Cove which is part of the water lease on L.D. 2084 and that this information be considered in future deliberations of this water lease.

CARRIED

MOVED Director Holme, SECONDED Director Burnett, that the Fairwinds Development Corporation be requested to provide an update to the Electoral Area 'E' Parks and Open Space Advisory Committee regarding the proposed parkland allocations in their development plan.

CARRIED

**Regional Agricultural Advisory Committee.**

MOVED Director Burnett, SECONDED Director Biggemann, that the minutes of the Agricultural Advisory Committee meeting held January 29, 2010 be received for information.

CARRIED

MOVED Director Burnett, SECONDED Director McNabb, that the development of the Area Agricultural Plan be referred back to staff for further review and report back to the Board.

CARRIED

**Regional Liquid Waste Advisory Committee.**

MOVED Director Holme, SECONDED Director Burnett, that the minutes of the Regional Liquid Waste Advisory Committee meeting held February 4, 2010 be received for information.

CARRIED

MOVED Director Holme, SECONDED Director Westbroek, that staff prepare a strategy for an educational awareness program for the disposal of residential chemicals in the wastewater stream.

CARRIED

**Sustainability Select Committee.**

MOVED Director Bartram, SECONDED Director Kipp, that the minutes of the Sustainability Select Committee meeting held September 16, 2009 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Young, that the staff report on the Regional Growth Strategy Amendment to Support Zoning & OCP Amendment Application No. 0604 - Addison - 2610 Myles Lake Road -Electoral Area 'C' be deferred for one month.

CARRIED

## **RISE AND REPORT**

### ***RECREATION AND PARKS SERVICES***

#### **PARKS**

##### **Regional Parks & Trails Service – Camp Moorecroft Property Acquisition Opportunity.**

MOVED Director Westbrook, SECONDED Director McNabb, that the Regional District of Nanaimo pursue a partnership arrangement with the Nanaimo and Area Land Trust for the potential acquisition of the Camp Moorecroft lands in Electoral Area 'E' as a regional park.

CARRIED

#### **SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS**

##### **Drinking Water & Watershed Protection Advisory Committee.**

MOVED Director Bartram, SECONDED Director Young, that the minutes of the Drinking Water & Watershed Protection Advisory Committee meeting held February 24, 2010 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Rudischer, that the Terms of Reference for the Drinking Water and Watershed Protection Advisory Committee be amended to include representation by Islands Trust and that a letter be sent to Islands Trust to invite their participation on the committee.

CARRIED

#### **ADMINISTRATOR'S REPORTS**

##### **Area 'H' Community Parks - Licence Renewal Thompson Clarke-Ocean Trail.**

MOVED Director Bartram, SECONDED Director Holdom, that the Regional District renew a Licence to Use Agreement with Mr. and Mrs. G. Cousineau for a five year term for the Thompson Clarke – Ocean Trail in Electoral Area 'H' as attached as Appendix I.

CARRIED

##### **Nanoose Fire Protection Service - Firehall Update.**

MOVED Director Holme, SECONDED Director Burnett, that Johnston Davidson Architecture + Planning Inc. continue to be retained as the prime consultant for the redevelopment of the Nanoose Bay firehall.

CARRIED

MOVED Director Holme, SECONDED Director Burnett, that staff be authorized to spend up to \$182,550 to complete final design work and tendering documents for the Nanoose Bay Firehall.

CARRIED

MOVED Director Holme, SECONDED Director Burnett, that up to \$121,000 be released from the Nanoose Bay Fire Service building reserve fund for the purposes of final design.

CARRIED

**Dashwood Fire Protection Service - Fire Hydrant Use Agreement.**

MOVED Director Bartram, SECONDED Director Holme, that the Fire Hydrant Use Agreement between the Regional District of Nanaimo and Strata Corporation VIS 4673 be approved and that staff be authorized to execute the agreement.

CARRIED

**Final 2010 Budget Adjustments.**

MOVED Director Holme, SECONDED Director Westbrook, that 2010 to 2014 Financial Plan Bylaw No. 1597 be amended to show total tax revenues of \$33,810,757 to include additional revenues for the Regional Parks Service (\$9,300) and the Nanoose Bay Fire Protection Service (\$50,000).

CARRIED

MOVED Director Holme, SECONDED Director Westbrook, that “2010 to 2014 Financial Plan Bylaw No.1597, 2010” as amended be adopted.

CARRIED

**Nanaimo Marine Rescue Society, re Request for Financial Support.**

MOVED Director Burnett, SECONDED Director Bestwick, that \$25,000 as assistance for the purchase of an enclosed rescue boat for the Nanaimo Marine Rescue Society be approved and that the funding be shared among the City of Nanaimo, District of Lantzville and Electoral Areas A, B, and C through the RDN Grants-in-Aid function.

CARRIED

MOVED Director Burnett, SECONDED Director Bestwick, that the 2010 Grants-in-Aid budget be adjusted as presented.

CARRIED

MOVED Director Burnett, SECONDED Director Kipp, that the Nanaimo Marine Rescue Society be encouraged to approach the Cowichan Valley Regional District for similar financial support.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**David Jones, Corcan Meadowood Residents Association, re Creating a Safe and Healthy Environment for Corcan Meadowood Residents.**

MOVED Director Westbrook, SECONDED Director Burger, that the questions from Mr. Jones of the Corcan Meadowood Residents Association be referred back to staff and to the Electoral Area F Parks & Open Space Advisory Committee for review and report back to the Board.

CARRIED

**NEW BUSINESS**

**Electoral Area 'A' Official Community Plan Review Citizens Committee.**

MOVED Director Burnett, SECONDED Director McNabb, that Geoffrey Macaulay, Chair for the North Cedar Improvement District be nominated to the Electoral Area 'A' Official Community Plan Review Citizens Committee

CARRIED

ADJOURNMENT

MOVED Director Holme, SECONDED Director McNabb, that pursuant to Section 90(1) (c) of the Community Charter the Board proceed to an In Camera Committee meeting to consider items related to personnel issues.

CARRIED

TIME: 8:35 PM

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION





RDN REPORT	
CAO APPROVAL <i>OK</i>	
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BOARD	✓ <i>Apr 27 '10</i>

# MEMORANDUM

**TO:** Paul Thompson  
Manager of Long Range Planning

**DATE:** March 29, 2010

**FROM:** Stephen Boogaards  
Planner

**FILE:** PL2010-002  
Area 'H' OCP

**SUBJECT:** **Bylaw No. 1335.03 to Amend Electoral Area 'H' Official Community Plan Bylaw No. 1335, 2003 to Include Bowser Village Centre Plan**

## PURPOSE

To receive the Report of the Public Hearing containing the Summary of the Submissions of the Public Hearing held March 16, 2010, on the "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Amendment Bylaw No. 1335.03, 2010", consider additional amendments to the Bylaw and grant 3rd reading.

## BACKGROUND

The Bowser Village Centre Plan was initiated in early 2008 as the Electoral Area 'H' Village Planning Project. Recent actions on this planning project include the following:

### *1<sup>st</sup> and 2<sup>nd</sup> Reading*

The Regional Board granted 1<sup>st</sup> and 2<sup>nd</sup> reading to "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Amendment Bylaw No. 1335.03, 2010" at their regular meeting held on February 23, 2010.

### *Bylaw Referrals*

The Bylaw was referred to the Bowser Waterworks District, Deep Bay Waterworks District, the Agricultural Land Commission, the Ministry of Energy, Mines and Petroleum Resources, Ministry of Community and Rural Development, K'omox First Nation, Qualicum First Nation, Ministry of Agricultural and Lands, Comox Valley Regional District, School District No. 69, Department of Fisheries and Oceans Canada, Vancouver Island Health Authority, Ministry of Transportation and Infrastructure, Ministry of the Environment, Integrated Land Management Bureau, Ministry of Forest and Range, BC Transit, Bow Horn Bay Fire Department, BC Hydro, Terasen Gas, and Canadian Wildlife Service. A summary of the agency referral comments was available at the Public Hearing and is included as part of the written submissions and comments included in Appendix A.

### *Public Hearing*

A Public Hearing was held pursuant to the *Local Government Act* on March 16, 2010, with approximately 130 people in attendance (*see Attachment No. 1 for the Report of the Public Hearing and public comments received on the Bylaw*).

## ALTERNATIVES

1. Receive the Report of the Public Hearing, grant 3<sup>rd</sup> reading of Bylaw No. 1335.03, 2010 with no additional changes and refer the Bylaw to the Ministry of Community and Rural Development for consideration of approval.
2. Receive the Report of the Public Hearing on Bylaw No. 1335.03, 2010, amend the Bylaw as outlined in Schedule No. 1, grant 3<sup>rd</sup> reading of Bylaw No. 1335.03, 2010, and refer the Bylaw to the Ministry of Community and Rural Development for consideration of approval.
3. Receive the Report of the Public Hearing on Bylaw No. 1335.03, 2010, and not grant 3<sup>rd</sup> reading and provide staff with further direction.

## PUBLIC CONSULTATION IMPLICATIONS

The RDN Board has an adopted policy and Public Consultation Framework, which outlines public consultation procedures for major RDN projects. In addition, the *Local Government Act* sets out public consultation provisions for the amendment of OCPs. The requirements of the RDN Board policy and the *Local Government Act* have been followed throughout the process.

A Report of the Public Hearing is included as *Attachment No. 1*. Staff are proposing a number of minor amendments to the Bowser Centre Village Plan in response to comments received through the Public Hearing and written submissions from the community. The proposed changes are outlined in *Schedule No. 1*. These amendments are consistent with the overall direction in this Plan and do not affect land use or density.

## INTERGOVERNMENTAL IMPLICATIONS

Should the Regional Board grant 3<sup>rd</sup> reading to the “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Amendment Bylaw No. 1335.03, 2010”, the Bylaw will be referred to the Ministry of Community and Rural Development for consideration of approval. In consideration of its approval, the Ministry will take into account the comments of the agencies to which the Bylaw has been referred. Comments were received from the Ministry of Transportation and Infrastructure, Ministry of Community and Rural Development, BC Hydro and Vancouver Island Health Authority. These referral response letters were available at the Public Hearing and are included in *Appendix ‘A’*.

Following 3<sup>rd</sup> reading and the Minister’s approval, the Board may consider the Bylaw for adoption.

## FINANCIAL / LIQUID WASTE MANAGEMENT IMPLICATIONS

Pursuant to the *Local Government Act*, the draft amendments have been considered in relation to the Regional District’s Financial Plan as well as its Liquid and Solid Waste Management Plans.

## VOTING

Electoral Area Directors – one vote, except Electoral Area ‘B’.

## SUMMARY

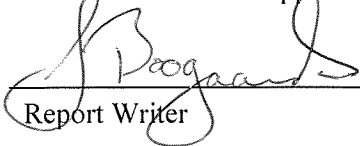
The Regional Board gave 1<sup>st</sup> and 2<sup>nd</sup> reading to "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Amendment Bylaw No. 1335.03, 2010", during their regular Board meeting held on February 23, 2010. In accordance with the **Local Government Act**, the Agricultural Land Commission has been provided a formal opportunity to consider the Bylaw prior to Public Hearing. In addition, formal referrals were sent to applicable provincial and federal agencies with interests in the Plan Area. In response to comments received from the agency referrals and other community and staff input, some minor changes (*outlined in Schedule No. 1*) to the Bylaw are recommended.

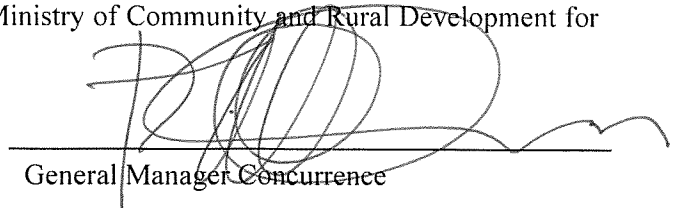
A Public hearing was held on March 16, 2010, with approximately 130 residents in attendance. The Summary of comments and written submissions to this public hearing are attached for the Board's consideration.

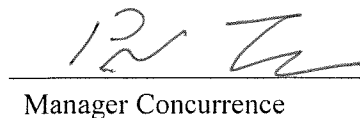
"Regional District of Nanaimo Electoral Area 'H' Official Community Plan Amendment Bylaw No. 1335.03, 2010" has fulfilled all requirements of the **Local Government Act** and may now be considered for 3<sup>rd</sup> reading.

## RECOMMENDATION

1. That the Report of the Public Hearing containing the oral and written submissions to the Public Hearing held Tuesday, March 16, 2010, together with all written submissions received prior to the Public Hearing on "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Amendment Bylaw No. 1335.03, 2010" be received.
2. That "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Amendment Bylaw No. 1335.03, 2010" be granted 3<sup>rd</sup> reading with amendments as outlined in *Schedule No. 1* of the staff report.
3. That the "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Amendment Bylaw No. 1335.03, 2010", be forwarded to the Ministry of Community and Rural Development for consideration of approval.

  
Report Writer

  
General Manager Concurrence

  
Manager Concurrence

  
CAO Concurrence

**Schedule No. 1**

Electoral Area 'H' Official Community Plan Amendment Bylaw No. 1335.03, 2010  
 Proposed changes to be considered by the Board at 3<sup>rd</sup> reading

Section	Location/Objective/Policy	Policy	Related Action
3 – Policies and Implementation	Add new policy: <i>Policy 1.3.6</i>	<i>The use of marine retaining walls and other "hard" surfaces such as seawalls, concrete groynes, gabions, and rip rap shall only be supported where a qualified professional has determined that "soft" approaches to shoreline stabilization such as vegetation enhancement, upland drainage control, biotechnical measures, beach enhancement, anchor trees, and gravel placement are not appropriate given site specific conditions. In addition, the construction of shoreline stabilization measures including marine retaining walls should be in compliance with the Regional District of Nanaimo Marine Retaining Wall Policy, as amended from time to time.</i>	<i>Work with property owners, qualified professionals, DFO, ILMB and MoE to develop solutions to beach stabilisation issues that do not result in a further hardening of the shoreline and will not have an impact on the surrounding area including adjacent upland property.</i>
3 – Policies and Implementation	Add new policy: <i>Policy 6.2.3</i>	<i>The use of shoreline stabilization measures on Crown Foreshore, in a manner that obstructs pedestrian access to and along public beaches or foreshore areas, shall not be supported.</i>	<i>Work with property owners, DFO, ILMB and MoE to develop solutions to beach stabilisation issues that do not block public access along Crown Foreshore.</i>
4 – Land Use Concept	Page 8 Replace the second bullet under Building Arrangement with:	<i>Residential Uses at or above street level when associated with the Seniors Housing, Affordable Housing or Care Facilities land uses.</i>	
4 – Land Use Concept	Page 8 Replace the third bullet under Building Types with:	<i>Attached or stacked town houses when associated with a retail or office use.</i>	

## Attachment No. 1

### REPORT OF THE PUBLIC HEARING HELD MONDAY, MARCH 16, 2010 AT 7:00 PM AT LIGHTHOUSE COMMUNITY HALL, 240 LIONS WAY, QUALICUM BAY, BC TO CONSIDER REGIONAL DISTRICT OF NANAIMO ELECTORAL AREA 'H' OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW NO. 1335.03. 2010

*Note that this REPORT IS not a verbatim recording of the proceedings, but are intended to summarize the comments of those in attendance at the Public Hearing.*

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

Dave Bartram	Chair, Director, Electoral Area 'H'
Paul Thorkelsson	General Manager of Development Services
Paul Thompson	Manager of Long Range Planning
Stephen Boogaards	Planner

There were approximately 130 people in attendance at the Public Hearing.

Written submissions were received during the Public Hearing from:

Mac Snobelen, 6887 West Island Highway  
Sally Barton, 130 Bald Eagle Crescent  
Robert Hunt, 3310 Welch Rd.  
John Lyotier, 4268 Wildwood Rd  
Dianne Sampson, 5224 Gainsberg Rd.

**The Chair**, Director Bartram opened the meeting at 7:00 pm, introduced those attending the meeting from the RDN.

**The Chair** stated the purpose of the Public Hearing and requested that staff explain the Bowser Village Centre Plan Bylaw that was the subject of the Public Hearing.

**Paul Thompson, Manager of Long Range Planning** provided a description of the Bylaw.

**The Chair** outlined the Public Hearing procedures and invited submissions with respect to the proposed Bylaw from the audience.

**The Chair** read the submission from **Mac Snobelen**

**Roy Nex** expressed his concerns with the Bylaw. Two readings have already taken place for the Bylaw in Nanaimo for which people in the Bowser community did not receive any notice. Meetings affecting the Bowser community should be held in the area. He identified the names in the acknowledgement section and suggested that the involvement of the community in the preparation of the plan has been overstated. Mr. Nex stated that he did not agree with fast tracking applications, as the community will not have any input in the development approval process. Bowser does not have sufficient water to support the development in the plan. He also stated that the plan does not say that the developer will pay for new infrastructure. He is concerned that the people in Area 'H' will end up paying for most of the infrastructure through their taxes.

**Sally Barton, 130 Bald Eagle Crescent**, read her submission.

**Bob Hunt, 3310 Welch Road,** read his submission.

**Dianne Eddy, 5058 Longview Drive,** explained that the Mapleguard Ratepayers Association has distributed flyers highlighting important issues for residents in the plan. One of her concerns is interface fires and that once Esary Road is completed it will be gated and only open in emergencies. This is an important second exit for Jamieson Road and could not be unlocked in an emergency. Her other concern is the ability of the water board to service the densities supported in this plan. A hydrological report from 2004 suggested that the water supplies were too poor to support development. She has attended most of the meetings for the village plan and has brought up this issue. The RDN should do a review of the water supplies before it can consider any further development.

**Al Grozell, 56 McColl Road,** stated that he owns two properties within the Bowser village and future use area. He stated that the plan has had a lot of public input and he supports it as it sits. Any problems that were discussed would be addressed during specific development applications. He stated that it is not an open door for developers.

**John Lyotier,** explained that he was a member of the committee and was pleased that everyone was invited to be part of the committee. The committee has really progressed and among the members there was adherence to respectfulness and politeness. He explained the planning process and stated that it was a huge leap of faith in participatory democracy. The process is very important as it allows people to have their say for what is important. This is an opportunity to make recommendations in the future for environment and housing issues. Mr. Lyotier referred to a graph for community water consumption and explained that the consumption in the community has decreased significantly since the Bowser Water District adopted a new rate structure. Despite population growth in the village, consumption went down since people stopped wasting water due to the disincentives.

**Barry Bevilacqua, Faye Road,** stated that if the plan was to be embraced by the community than they should have a vote on it. He also stated that he liked the community as it was and that they are betraying their children by allowing for high density development. This will affect the entire area, not just Bowser.

**Ian MacDonell, Seaview Drive,** commended the committee for the time spent preparing this plan. He identified objective 1.2.3 and stated that the water provided by Deep Bay Improvement District was unsustainable. He explained the intention of the province to get rid of improvement districts and stated that the RDN will not take over any of the improvement districts until they are brought up to standard, which would be at the expense of the community. The only way to sustain funding is to separate from the Regional District and to fund their own water works.

**Joyce Bartram,** explained that as the chair of the Deep Bay Improvement District she attended in the beginning since land serviced by the improvement district would be included in the village centre. She explained the hydrology groundwater study prepared in 2007. The study concluded that the aquifer in Deep Bay can provide for the present community with more water to spare. She believes that there is an adequate amount of water. If there was a proposed subdivision of land then an engineering firm is consulted to confirm available water through further study. She clarified that the developer is responsible for providing infrastructure to development and rate payers only pay if everyone benefits. She also confirmed that the improvement district is considering the purchase of a new fire truck in 2018. The developer would bear the cost of any equipment needed for higher densities.

**Mac Snobelen, 6887 West Island Highway,** explained that this is not a plan for development but an opportunity for determining what it would look like if it happened. He stated that he had a hard time embracing the plan, but there would be opportunity to address these issues in the future. He emphasized that the document is not a plan for development but a good attempt to provide direction for the future.

**Gerry Quinn, 126 Bayridge Place**, explained that he had been part of the committee for the majority of meetings and reminded the group that the OCP had left a number of issues incomplete. Everyone was invited to participate in the process and there were many non-committee meetings for people to get involved. Mr. Quinn explained that development should be planned and not just happen by accident. People who disagree with the plan have not given suggestions for specific changes. There are opportunities for input and this is the time. He stated that he supports the plan and encourages others to do so as well.

**Ron Ryvers, 6996 West Island Highway**, said he supported the process and explained that it is rare that a community would have the opportunity to develop a core that is largely empty of development. In time this land may be occupied by half acre lots. Mr. Ryvers stated that the business community needs to compete with the car. It is difficult for small business to survive where there is no commercial core. Business needs density around the core, so that there are enough people to support those uses. He also explained the concept of eco-density where it is more sustainable to have higher density to use resources more efficiently. The entire community would benefit.

**Margie Healey, 200 Crome Point Road**, stated that she went to the committee meetings because she did not want to see strip development. She supports a village centre where there is a doctor and people can come for shopping. Until there is a village centre the community cannot support a doctor. She also stated that the community wants to keep the rural areas. There were lots of opportunities to provide input and she supports the plan.

**Mark Rautiainen, 2440 Whistler Road West**, stated his concerns that there is no industry in Bowser and that they are running out of water.

**Steve Anderosov, 600 Cowland Road**, expressed his concerns that the density in the future use area is higher than what the water system can handle.

**The Chair** read the submission from **Diane Sampson**.

**Roy Nex**, stated his concern that the village concept is not what the people of the area wanted. He stated that the scale needs to be smaller and the plan needs to emphasize that the developer pays for infrastructure. He emphasized that the committee was really rushed at the end. The Board should cancel the first two readings and the meetings should be in Bowser.

**The Chair** asked if there were any other comments or submissions.

**The Chair** asked for a second time if there were any other comments or submissions.

**The Chair** asked for a third time if there were any other comments or submissions.

Hearing none, the Chair thanked those in attendance and announced that the Public Hearing was closed. The Chair indicated that the Board of the Regional District would consider Bylaw No. 1335.03, 2010 at their Regular Board meeting to be held Tuesday, April 27, 2010, in the Board Chambers located at 6300 Hammond Bay Road in Nanaimo.

The meeting concluded at 8:25 pm.

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Director Dave Bartram  
Electoral Area 'H'

Written Submissions Received at the Public Hearing



## **Bowser Builders**

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**Subject:** FW: Village Plan

Stephen Snobelen  
6887 West Island Highway  
Bowser B.C.  
250 757 8442

It looks to me like we have made room for Multi-unit residential and Affordable housing, that can be at street level with no connection to commercial development. "As I read it." I think this opens the door to the commercial land being used for higher density housing.  
Residential – High Density land use section ....also allows for this kind of development

If the intention was to include residential with the commercial in the Commercial Mixed Use.

I propose that we change the wording too

In "Land Uses "... Line three

. Multi-unit residential [ In combination with commercial development]

Line five

. Affordable housing [ In combination with commercial development ]

In the section "Building Arrangement"

Line two

. Residential uses at street level [ When used for seniors housing or Care Facilities ]

And in the section " Building Types"

Line two

. Clustered multi-unit residential developments [ attached or part of the same development including ] retail or office use

Line three

. Attached or stacked town houses [ as part of a retail or office development ]

I think this is more the intent of the "Commercial mixed use"

Thanks Mac

Submission from:  
Sally Barton,  
130 Bald Eagle Crescent, Bowser (250) 757-8455

March 15, 2010

Input re: **Bowser Village Centre Plan.**

There were 24 public meetings and events held between June 2008 and October 2009. I attended all but 2 of those (as I recollect). The majority of people who attended regularly did so in good faith and with an open mind. We were frequently reminded that it was our (the public's) plan and that our input was important. Minutes of all the meetings were produced, and Lisa, the RDN representative, was available almost every Friday at EyesOnBC to discuss things, answer questions and get input from people who perhaps couldn't attend the regular meetings. This was a very open and public process.

In my opinion, the final document accurately reflects the outcomes of this extensive consultation process.

The Bowser Village Centre Plan does not only contain the Land Use Concept and Designations (section 4) and the Development Permit Area descriptions (section 5). It also contains the many Sustainability Principles that were expressed by people throughout the process (section 2), and the Policies and Implementation Actions that were developed to address the Goals and Objectives (section 3).

It is a plan that incorporates many good ideas from the residents of Bowser and surrounding areas.

In the Introduction (section 1) it states that:

*"This plan is intended to illustrate a preferred pattern of land uses as development and re-development occurs. It is not intended to change the use of the land in the immediate future. Future zoning changes will be initiated by property owners and not imposed by the RDN."*

Also:

*"The Bowser Village Centre Plan will be applied in the review of all planning and land-use matters within the Bowser Village Centre Plan Area."*

*Applications for development, re-development and public improvement projects must be consistent with plan policies."*

This is our plan – the plan of the concerned citizens who attended all or many of those meetings. As with all plans, it can, and should be re-visited and adjusted in the future. As a community we should embrace the plan and see how we can take an active role in the management of the plan and the development of our village centre.

I am dismayed that some people can only see negatives in this plan. I do not understand why someone would publish an anonymous attack on all of the hard work done to create this plan when there were so many opportunities to provide input during the process. Also, I am a member of the Mapleguard Ratepayers Association, but I was not informed of, or consulted about, the flyer that went out from that association and I do not agree with the concerns written in it.

I would like to hear the opinions of the landowners within the Bowser Village Centre Plan Area. I live outside of that area (as do many of the participants in the process), and I appreciate that a central premise of this plan is to support the potential for increased density within the village centre so that we, who bought ½ acre or larger rural lots do not have to be concerned about proposals to either increase density in our "rural areas" or to develop commercial properties near our residences. How do the village centre landowners feel about the plan?

Throughout this process I also represented the Bowser Seniors Housing Society, and we are pleased that seniors housing was considered important by many people and is included in land use designations within the plan.

I support this plan. I think that it provides much better direction to the RDN about what we would like to see in Bowser Village Centre in the future than previously existed in the OCP (section 5.5), and expands and enhances the Guidelines previously included in the OCP, Appendix A2.

Thank you.

SUBMITTED TO THE R.D.N. HEARING ON THE BOWSER VILLAGE CENTRE PLAN, MARCH 16, 2010 BY ROBERT HUNT, 3310 WELCH RD. QUALICUM BAY, PH. 250-757-8307, EMAIL STEELEHUNT@SHAW.CA.

I have lived on my property here for 38 years. I was involved with the committee discussing the above plan. I cannot endorse the plan as presented.

Many hours were spent at the beginning of the process discussing definitions of terms like node, rural, sustainability, rural lifestyle, and healthy communities. Motherhood issues like clean air and water, environmental protection, and greenspace were largely agreed upon. I don't recall the subject of high density development ever being discussed. There are many implications to allowing densities far higher than ever allowed in Bowser before, and these were never addressed by the committee.

I was told the planning theory that grouping of population minimized sub-urban sprawl. I do not believe this applies to Bowser, because large amounts of land are already zoned for 1/2 acre lots and there was an early agreement that there would be no downzoning. There was no provision for preserving land outside the village, so higher density inside the village would not affect the small-lot rural lot developments outside its boundary.

A sewage system was discussed only briefly. There was no discussion of where the wastewater would go, since for the first time in Bowser, it would need to be moved from the property generating it. There was no discussion of the merits or drawbacks of using public or crown land for disposal, for the benefit of the high-density developments. No suitable sites were examined for their potential to accept waste water. Financing wasn't discussed.

The desirability of imposing building inspection was not discussed. It seems to me that it would have been a relevant topic for the group to examine. I do not see city-style inspection as necessary for a rural village to evolve and do not agree with the linkage.

There was no concrete preservation of park or open space and no serious effort at obtaining waterfront public space within the village.

Though we've been told that this isn't rezoning, I see it as a near-certainty that rezoning would be approved immediately after this plan is accepted. The supposed approval of the committee would be used as an argument in favour of rezoning.

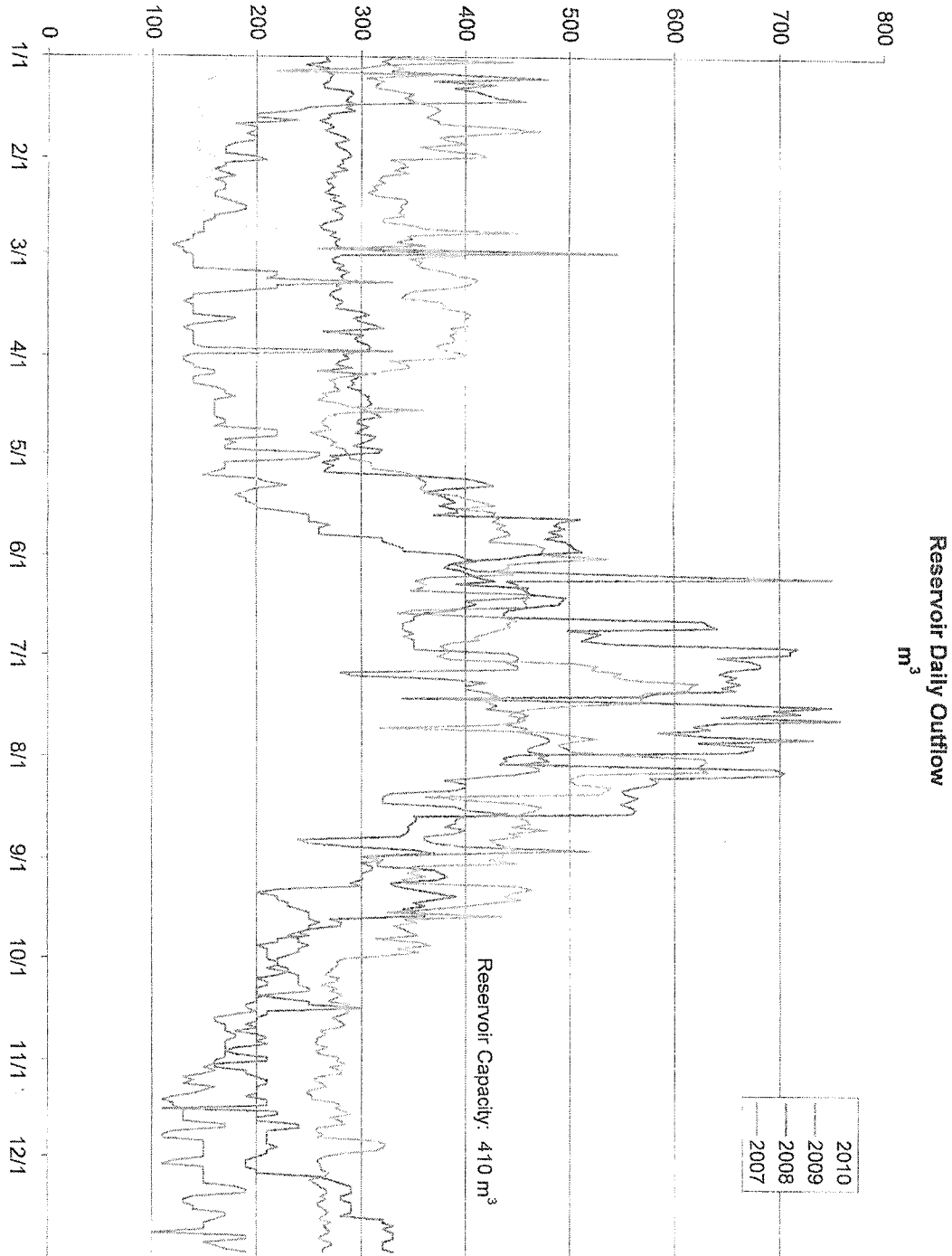
I think the work of the committee was cut short and rushed to a conclusion when real progress was about to be made.

In summary, I see very little of substance that would benefit the village coming from our many meetings, but an immediate open door for high density development and the huge profits that will be made possible by this unprecedented rezoning.

I believe a majority of Bowser and area citizens must be in favour of this plan before it is allowed to proceed.

Bob Hunt

Submission from John Lyotier – Water Consumption in Bowser



March 16, 2010

RDN Board of Directors  
RDN Planning Department

Re: Bowser Rural Village Plan

In our Draft Planning Goals, as set out by the Advisory Committee at the beginning, the following were listed:

- Ensure that the scale, design and appearance of village nodes and the planning approaches used reflect the unique and natural characteristics of the rural village node area and the community's desire to protect the small community and rural character of the area.
- Ensure that rural village planning and design assists in protecting and promoting the natural, environmental and geographical features of the area.
- Consider how rural village node planning can assist in preserving and/or enhancing the biodiversity of the area.
- Reflect rural character of the area within the village nodes through appropriate scale, types of uses, building site and street design.
- Ensure that rural village node development does not negatively impact the ability of the community to sustain a continued safe, high quality water supply.

If this plan was, in fact, built on these values, it should have detailed how these were being incorporated into the plan by identifying existing land features, protecting the existing natural area by reducing the percentage of actual building structure on each property.

As this is a "Village Plan", it must absolutely address the needs of the existing business community and future business needs of the residents. It was agreed by everyone that the Commercial/Residential area would allow for commercial at street level and residential above. If there are areas that need to be just residential, they should be separated from the Commercial/Residential, if agreed by the Advisory Committee.

Although there are many issues and details that could be addressed, the most important is:

- to greatly reduce the proposed density, as it does not adhere to the wishes of the community or what was originally outlined by the Advisory Committee members,
- that the Commercial/Residential area must only allow residential above street level, and
- the retention of the natural environment must be incorporated in new developments and in the plan as a whole. This will retain the rural character, fight against global warming and will continue to clean and retain our water.

With Respect,

Diane Sampson

## Appendix 'A' Agency Referrals

Page 1 of 1

**Thompson, Paul**

**From:** Edgar, David D TRAN:EX [David.Edgar@gov.bc.ca]  
**Sent:** February 27, 2010 9:57 AM  
**To:** Thompson, Paul  
**Cc:** Allwood, Angie TRAN:EX; OBrien, Debbie TRAN:EX  
**Subject:** Bowser OCP Amendment

Paul,

Thanks for the Feb 24/10 referral of the OCP for Bowser Village. A few comments below from MoTI staff.

Dave

- I was happy to see the reference to discouraging direct access to properties from Hwy.19A.
- Mobility map (road network plan) looks fine.
- We can work with RDN on allowing gateways; just need to ensure they don't create any safety issues.
- Any pathways along Hwy.19A would be done under permit to RDN.
- We can certainly review speed limits. We would just need to gather more information and assessing this location to see if the change is appropriate.
- Same for requested crosswalks. We would need to look at Ministry warrants and undertake a site visit to determine what is (or isn't) appropriate at each location.
- Document speaks of promoting on-street parking for both residential and business. This may create safety (sight lines) & maintenance (snow clearing) concerns. I think we want to be careful on the message.
- Policy and Implementation Objective 1.2.6 "to increase the 'green' function and appearance of streetscapes with one 'Green Street' established in Bowser Village Centre within the next 5-10 years." I'm all for this, but we need to ensure that plantings don't impede sight lines and maintenance. I think we would want to work together with ideas.
- Cycling and pedestrian paths along 19A. The usual questions will need to be dealt with. Is the plan to fit these in the shoulder or separate from the travelled portion of the highway? Who builds, maintains and is liable?
- Not our issue but curious how you will enforce their building ideas (styles, materials, etc) when this isn't within your building inspection area?

**Dave Edgar**  
Transportation Planning Engineer  
Ministry of Transportation and Infrastructure  
3rd Floor - 2100 Labieux Road  
Nanaimo, B.C. V9T 6E9  
☎: (250) 751-3276  
☎: (250) 751-3288  
✉: David.Edgar@gov.bc.ca

01/03/2010

Response to Bylaw Referral - Electoral Area "H" OCP Amendment Bylaw No. 1335.03, ... Page 1 of 2

**Boogaards, Stephen**

**From:** Thompson, Paul  
**Sent:** March 5, 2010 9:47 AM  
**To:** Boogaards, Stephen  
**Subject:** FW: Response to Bylaw Referral - Electoral Area "H" OCP Amendment Bylaw No. 1335.03, 2010  
**Attachments:** First Nations Engagement Guide\_Final.pdf

**From:** Walton, Stephanie CD:EX [mailto:Stephanie.Walton@gov.bc.ca]  
**Sent:** March 5, 2010 9:24 AM  
**To:** Thompson, Paul  
**Subject:** Response to Bylaw Referral - Electoral Area "H" OCP Amendment Bylaw No. 1335.03, 2010

Hello Paul,

Thank you for the opportunity to provide comments on your proposed bylaw amendment (No. 1335.03, 2010). Laura Tate asked me to provide you with comments because I am the designated staff member in our group who works with your regional district. Please consider this email MCD's response to your referral.

The Bowser Village Centre Plan is an impressive document that identifies many goals to increase sustainability in Electoral Area H. As you may already be aware of, in the summer of 2008, the Ministry of Community and Rural Development passed legislation requiring GHG reduction targets, policies and actions in Official Community Plans and Regional Growth Strategies by May 31, 2010 and May 31, 2011, respectively. Although the Bowser Village Plan contains several sector specific targets, I did not see an overarching numerical target which would meet the legislative requirement. You may already be working to meet this requirement through another process, but I thought I would take this opportunity to remind you of these requirements and also provide you with some examples.

Here are three examples of electoral areas who have included GHG targets, policies and actions into their OCPs.

Columbia Shuswap Regional District Electoral Area "E" – Reduce GHG emissions by 30% below 1990 levels by 2020, and 90% below 1990 levels by 2050 for the entire community -  
[http://csrd.civicweb.net/FileStorage/D48B9EDDC0604E6588414515BB1E6688-BL840\\_Text.pdf](http://csrd.civicweb.net/FileStorage/D48B9EDDC0604E6588414515BB1E6688-BL840_Text.pdf)

Columbia Shuswap Regional District Electoral Area "D" – Reduce GHG emissions by 30 percent below 2007 levels by 2020, and 80% by 2050 for the entire community -  
<http://csrd.civicweb.net/FileStorage/01888B5C6C7B4D26B180F7DB297BCBCF-Draft%20Bylaw%20750%20November%20reformatted%20reg%20text.pdf>

Kootenay Boundary Regional District Electoral Area "A" – Support the Province's commitment to reducing greenhouse gas emissions by 33% below current levels by 2020 -

05/03/2010



Response to Bylaw Referral - Electoral Area "H" OCP Amendment Bylaw No. 1335.03, ... Page 2 of 2

<http://rdkb.fileprosite.com/FileStorage/4F1B1FFA04CE4D68A75AEC35CEC4D01E-DraftRevisedAreaAOCPTText.pdf>

In addition, may I also remind you to ensure that you have referred this bylaw to the appropriate ministries and agencies and that you provide a record of the results of your referral efforts with your bylaw submission. Also, the information you provide with your bylaw approval request will be reviewed for First Nations consultation. The Ministry recently sent the *Interim Guide to First Nations Engagement on Local Government Statutory Approvals (Guide)* to all local governments, which I have attached for your reference.

<<First Nations Engagement Guide\_Final.pdf>>

Hope this information is helpful.

Feel free to contact me if you think I can be of any assistance.

Thanks,

Stephanie

Stephanie Walton, MPA

Planning Systems Analyst

Intergovernmental Relations and Planning Division

Ministry of Community and Rural Development

250-356-0283

05/03/2010

**Boogaards, Stephen**

**From:** Bouman, Paul [Paul.Bouman@bchydro.com]  
**Sent:** March 8, 2010 1:41 PM  
**To:** Boogaards, Stephen  
**Cc:** Calderon, Roger  
**Subject:** Feedback on your Bowser Village Plan

Hi Stephen

After reading through the BVP I see that you have not missed much (if anything) in the plan. I can see the tell tale signs of some of the excellent attendees you had participating.

Below are a few thoughts that I had as they were partly covered or could be I missed them in the plan:

- I was interested to read your application of DPA guidelines. I understand that they are limited to dictating building and design on the outside of buildings only. However, I have heard discussion of using them to enforce energy use intensity requirements for an area. If this is possible then you could add in some energy use intensity targets for certain areas – perhaps focussing in on the village centre or mixed use zones. Another form that this might take is setting Energuide ratings for any single family dwellings (perhaps 85) to ensure energy efficient buildings are constructed.
- You have energy efficiency well represented throughout the plan. You could consider having “Energy” as a section unto itself just raise the profile and importance of energy as it relates to GHG/climate change mitigation and adaptation.
- In section 2.2.1 you mention independent heat sources to contribute to resiliency. BC Hydro is doing work in the district energy area and one of the most important learning to date is that in order to accommodate district heating opportunities and allow for fuel flexibility in the future you need to have buildings that are heated with a hydronic system. This allows for ease of connection to DE systems and does not commit the building to one fuel source. Perhaps there is a way to support hydronics installation in the plan. Maybe you could grant density bonusing (sic) or expedited permitting for hydronic systems.
- Alternately, you might address this topic by mentioning the need to make the best match possible between the energy source used and the application (exergy). For BC Hydro this means discouraging electric base board heating as electricity is considered “high grade” energy and should not be used for “low grade” purposes such as heat.
- Section 2.2.3 speaks to undergrounding electrical infrastructure and calls to consider a by law enforcing the undergrounding of electrical cables. BC Hydro's distribution planning department supports the practice of undergrounding cables as the benefits extend beyond aesthetics including improved reliability and ease of maintenance. Undergrounding of cables would happen more often but it does required more money to do this.

Thanks for the opportunity to comment on the plan. Good luck with the public session.  
Paul

Paul Bouman  
BC Hydro Key Account Manager, Sustainable Communities  
office 604-453-6544  
fax 604-453-6280  
cell 778-828-7987  
Suite 900-4555 Kingsway, Burnaby, B.C. V5H 4T8  
paul.bouman@bchydro.com



Please consider the environment before printing this e-mail or its attachment

08/03/2010

**Boogaards, Stephen**

**From:** Thompson, Paul  
**Sent:** March 10, 2010 1:59 PM  
**To:** Boogaards, Stephen  
**Subject:** FW: Bylaw 1335.03 - Electoral Area 'H' Draft OCP - Bowser Village Centre

Comments from VIHA

**From:** Glenn, Doug [mailto:Doug.Glenn@viha.ca]  
**Sent:** March 10, 2010 1:29 PM  
**To:** Thompson, Paul  
**Subject:** Bylaw 1335.03 - Electoral Area 'H' Draft OCP - Bowser Village Centre

Hi Paul,

I have had a chance to review the proposed bylaw amendment and am advising you that the Vancouver Island Health Authority has no objections.

The RDN and people of Bowser are to be commended on a document that is quite comprehensive and well thought out. VIHA will continue working with the various local groups on infrastructure issues that we have jurisdiction over such as waterworks and wastewater systems. Recognizing the importance of groundwater protection, surface water protection and coastal water protection as well as conservation programs are key priorities.

VIHA is also committed to being available as a resource where appropriate and not merely an enforcement agency.

Doug

Douglas G. Glenn, B.Sc., M.B.A., R.E.H.O.  
Senior Environmental Health Officer  
Public Health Protection  
Tel: 250-755-6284  
Fax: 250-755-3372  
email: Doug.Glenn@viha.ca

10/03/2010

## Appendix 'B' Written Comments Received Prior to the Public Hearing

### **Bowser Village Plan Comments**

On face value, the Draft Bowser Village Plan appears to be a worthwhile document and when one considers the limited budget, no one can state that there was not good value for the money spent. Although we had our ups and downs, staff and community members are to be commended. We may have become a little rushed in recent months as the funds dried up and I fear that we could have spent a bit more time confirming that the draft reflects the group intention.

As a property owner in the Village, I found the exercise worthwhile but I also found that my entrepreneurial western philosophy, based on 60 years of bad habits, is facing a bit of a test. Like a number of us, I believe that I am going through a personal realization as to what our future must look like. We are facing the need to change, to adapt, and to ensure the very survival of our place on this planet. We have recognized that the earth and its ability to provide is finite but very few of us want to admit that the party is over. I wonder what the last days of the Roman Empire might have looked like.

We need to make some hard choices. Even big business is asking government to be more firm. Plans from all levels of government need to be much more clear and aggressive as pursue the path to sustainability.

#### Section 1- Introduction

In 1.6, I find myself confused when it states that there are not to be zoning changes except when initiated by property owners. Does that mean that I can develop a property under the present zoning and not address what the community has garnered from a 2 year exercise? Surely an OCP amendment translates into an amended Zoning Bylaw?

#### Section 2- Sustainability Principles

Mr. Brundtland's definition which is essentially the definition we used for the Village Plan is great as far as it goes but many are missing out on the essential details and as a result we are often trying to address the symptoms rather than the root causes. There are some fundamentals that we must recognize and begin to address if we are to get on the proper road to sustainability. The sooner we move beyond "recognizing", "considering", "respecting", "ensuring", "enhancing", "encouraging", "exploring", etc, etc and realize that the corrections are not going to be a few minor tweaks but a major change, the better off we will be in the long run.

We have become too many who are using too much.

#### Section 3- Policies and Implementation

1.1 Density is still a bitter pill for many to swallow but if we are to have affordable housing, housing for seniors, transit and like services which will allow many of our residents to age within the community, we must have density, to create the

numbers that will make infrastructure possible. There could have been a clearer reference to a low % of lot coverage which would help maintain the intended rural vision of the village. This would also tend to encourage smaller unit sizes and open up wildlife corridors.

- 1.2 The idea that hydro geological studies might be required as part of an application should be clarified. The village is within a relatively small area and if we are wondering whether the location is cause for serious environmental concern why have we gone through this planning exercise. I wonder if things like this and storm water management should be addressed by establishing a service area rather than using a lot by lot approach.

Many thanks for the opportunity to comment. I apologize for the lateness of my notes but time is what it is.

Regards,

Dick Stubbs  
6920 West Island Highway,  
Bowser, BC  
250-757-9364

February 8, 2010

The Board of Directors  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, B.C. V9T 6N2

Re: Bowser Rural Village Community Plan

For your attention:

When we worked on the OCP, one of the foremost concerns of the residents of Area H was that we maintain "slow" growth and keep our rural character. At the beginning of the Bowser Rural Village Community Plan, it was made very clear that we again wished to retain the rural character of the area and that we DID NOT WANT to become a Parksville or Qualicum Beach. Why then are "Density Targets" being incorporated into this plan ..... using examples from Port Coquitlam and New Westminster. It does not support the wishes of the residents of Area H.

About four years ago, several members of the community approached our Area Representative to begin this process. We wanted to establish the Village Plans, in accordance with the OCP, prior to developers coming into the community so that, with the plan, "we could work with" developers to the benefit of both. Our representative said he "would not support it."

Last year, with the arrival of developers wanting to put in a large development in Deep Bay, the Village Plan began with the developers being allowed to participate although they are "not part of the community".

Although I support smaller increases in density in the Bowser Village, the densities to which the plan indicates will not sustain our rural character, are natural environment and ecosystems nor, ultimately, our clean water.

The design and retention of a small, unique, rural village will help us promote our area for tourism. Although our beach accesses need improvement, we have fishing (both flyfishing and guiding), kayaking, sailing, world recognized diving nearby, famous caves, two beautiful lakes, a wonderful marina and unbelievable hiking through beautiful forests. This is what we should be promoting for our economy, NOT growth.

In addition, when it was discussed to look at Deep Bay as a village, most felt we did not need another village, as Bowser had already been established. In addition, having two villages within five minutes of each other would be economically detrimental and would not encourage the promotion of "community" that one main village will. We agreed that a "small" commercial area might be supported.

I request that you do not support the plan as it currently stands. Sustainability needs to be defined in detail and how those points will be "specifically" addressed within the design. "Density targets" must be removed.

Respectfully,

Diane L. Sampson  
5224 Gainsberg Road  
Bowser, B.C. n V0R 1G0

**Thompson, Paul**

---

**From:** Bowser Seniors Housing Society [bshs@shaw.ca]  
**Sent:** February 11, 2010 10:52 PM  
**To:** Thompson, Paul  
**Cc:** David Bartram; Thorkelsson, Paul; Amar Bains; Angelika Quint; quint4ad@telus.net; Bob Hunt; brian.kingzett@viu.ca; Catherine Watson; Diane Sampson; Dianne Eddy; dick.stubbs@gmail.com; Gerard Quinn; Jim & Theresa Crawford; Josianne Sequin; Lisa Verbicky; Lynette Twigge; Mac Snobelen; dartagnan@sprynet.com; Margaret Healey; Micheal Recalma; Patty Biro; Sharon Waugh; Wayne Osborne  
**Subject:** Re: Bowser Village Plan

Paul,

I attended the RDN's Electoral Area Planning Committee meeting last Tuesday evening and noted that the plan and 6 recommendations were approved to go forward to the RDN Board, with the inclusion of some input provided by Diane Sampson and Dick Stubbs. I thought that you presented it very clearly, and I was also very pleased to hear Dave Bartram's comments and his thanks to all of the people involved in the process including Lisa and the Advisory Group members.

I would like to continue to follow the Bowser Village Plan through the next stages as outlined by you in your email, and intend to be there when it goes to the RDN Board on Feb. 23rd. Would it be possible for you to send me a copy of the recommendations that the committee approved, and also a copy of the additional input that was included?

Also, I have gone through the Final Draft document (Dec. 30th 2009) and noted that there are several changes from the draft #2 of October 26th 2009. Most of those changes appear to be simple editing to clean up the document, and I am comfortable with most of them, but I have one major suggestion that I would like you to consider:

a) Introduction: Section 1.4: Plan Area.

I believe that the changes made to this short paragraph have made the wording ambiguous. I preferred the wording in the October version. Although the area outlined in red in the map (and on the maps in Section 4) do include the full plan area, the first sentence appears to declare that the plan area is approximately 50.7 hectares instead of stating that the plan area is the total 92.5 hectares. This document needs to clearly identify the Plan Area because all of the Goals, Policies and Development Permit Area details are applicable to all of the Bowser Village Centre Plan Area.

I suggest wording as follows:

"The Plan Area consists of an area of 92.5 hectares outlined in red on Map 2 (below) which is the combination of two areas: the triangular shape of the "Original Boundary Area" of the Bowser Village Centre as it was identified in the OCP (approximately 50.7 hectares), plus an additional rectangular area called the "Future Use Area" to the west along Crosley Road (approximately 41.8 hectares)."

The following three suggestions are formatting/spelling corrections:

b) Policies & Implementation: Goal 1: Section 1.2 Policies / Related Actions.

The lettering of the Related Actions does not continue as the table goes from one page to the next. on Page 6 the first related action should be identified with letter 'h.' (not 'a.'). This will mean that the final Related Action, in Policy 1.2.11 will be letter 'u.'.

12/02/2010

c) Land Use Concepts & Designations: Section 4.1.5: Density Estimates.

A section of this page has a blue background. This will not photocopy or fax very well, as the writing in that part will not be readable. I suggest that the blue background is removed. If the paragraphs need to be highlighted, perhaps a box could be placed around them instead.

d) Land Use Concepts & Designations: Section 4.2.6: Parks & Open Spaces

Simple typing error in the first bulleted item under Land Uses: should be Parks, not Parksa.

Those are my comments. If any of the other Advisory Group members wish to discuss this they are welcome to contact me and we could get together before the 23rd.

Paul, please would you forward this to anyone on the 'b.c.c.' list who received your original email, for their information.

Thanks,  
Sally Barton  
(250) 757-8455

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On 11-Jan-10, at 4:24 PM, Thompson, Paul wrote:

Electoral Area 'H' Village Planning Project Update

Further revisions have been made to the Bowser Village Centre Plan and Draft 3 will be available soon on the Village Planning Project web page. Comments received at the October 28<sup>th</sup> Open House have been compiled with the result that a few more changes have been made to the Draft Bowser Village Centre Plan. The next step is to begin the bylaw amendment process so that the Bowser Village Centre Plan can be incorporated into the Electoral Area 'H' Official Community Plan. The first step of that process is to have the Draft Plan received by the RDN's Electoral Area Planning Committee at its February 9<sup>th</sup> meeting. At that meeting the EAPC will make a recommendation to the Board on how to proceed with the bylaw that will amend the Electoral Area 'H' OCP. The EAPC's recommendation will then go to the RDN Board meeting on February 23<sup>rd</sup>. Both of these meetings are open to the public and anyone wishing to speak to the bylaw amendment must notify the RDN that they wish to be a delegation.

Generally, the process to adopt the OCP amendment bylaw is:

- 1.EAP C – recommendation to introduce the bylaw by giving it 1<sup>st</sup> and 2<sup>nd</sup> reading
- 2.R DN Board – grant 1<sup>st</sup> and 2<sup>nd</sup> reading
- 3.P ublic Hearing
- 4.EAP C – receive summary report of Public Hearing and make recommendation on third reading
- 5.R DN Board – grant third reading
- 6.M inistry of Community and Rural Development – approval of OCP amendment bylaw
- 7.R DN Board – grant fourth and final reading

When the dates are set for the Public Hearing and then consideration of 3<sup>rd</sup> reading and final reading you will be notified by email and they will be posted on the Area 'H' Village Planning Project web site.

12/02/2010



**Thompson, Paul**

**From:** Sharon Waugh [waugh@eyesonbc.com]  
**Sent:** February 27, 2010 12:25 PM  
**To:** Thompson, Paul  
**Cc:** 'Dave Bartram'; 'Bowser Builders'  
**Subject:** RE: Bowser Village Centre Plan

Hello Paul:

As a result of recent seawall restoration activity on the beach near our property in Bowser, within the Village boundary, I would like the following two points taken into consideration for the Bowser Village Plan.

Policies & Implementation (p. 8) 1.3.5

Is there a way to strengthen this policy to specifically address the damaging erosion by the existing placement of seawalls and those under consideration for future placement; specifically working with DFO/the property owner and the RDN.

Under Parks & Open Space 4.2.6 (page 14)

The bullet points under land uses to include one for: recognizing that the beach is to remain unobstructed as a transportation corridor.

I am hoping that you could help me with the wordsmithing of these two points of concern.

We have waterfront property in Bowser and have been dismayed by the encroachment of the 'Bowser Bill's' seawall development below the high high water level. At high tides you cannot walk past their property. This is only one of a several properties in Area H that poses this problem

With the last storm damage was done to this particular seawall and a large excavator traveled down the beach to 'repair' it. The beach was 'ploughed' extensively below the high water mark as the rip rap was being moved around. I am aware that you have been sent photos of large boulders placed on the beach that now impede all traffic at high tide levels.

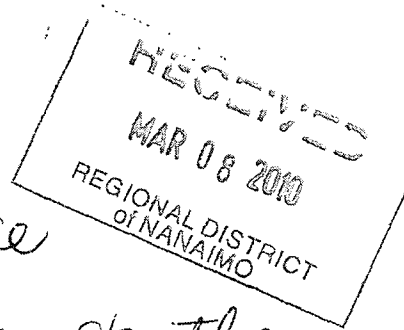
As an 'up-coast' waterfront dweller I am extremely concerned about the ripple-effect of seawalls, as the adjacent property owners to Bowser Bill's may be put in the situation of reclaiming their property as a result of the neighbouring seawall...and on it goes down the line drastically changing the shoreline.

Thanks Paul for your consideration of these points. I will not be back in my office until March 15<sup>th</sup>.

Cheers,  
Sharon Waugh  
4365 Kelsey Rd.  
Bowser  
Member of the Bowser Village Planning Committee

01/03/2010

March 05, 2010



Att: Maureen Pearce

This is in reference to the proposed plan for the "Bowser Village Plan."

I am in total opposition to the following plan.

The people of Bowser have chosen to live here for the quiet less populated and rural setting.

To put a plan of such magnitude through without a vote by all citizens (yes or no) in the Bowser area is unfair.

I agree there will be progress and change to such a beautiful place as Bowser but not to such a degree!

Please stop this massive and uncalled-for change to Bowser! We don't need it! It will definitely gobble up our life styles and make it a much more costly place to live.

The following letter put in  
everyone's postboxes is definitely  
not of professional status. I  
have outlined a few things  
that are unbelievable that they  
would even consider a sewage  
pipeline out to the Strait of  
Georgia with a scallop farm  
nearby. Absolute insanity!!

So please count my vote  
as "No" to the following  
"Bowler Village Plan."

V. Caradonna

VIKKI CARADONNA,  
4620 Berbers Drive,  
Bowler, B.C.  
V0R 1G0  
250-757-9244

# Town Land For Sale By Owners!

## **Attention: Speculators and Land Developers**

A rural community is just completing a massive land use plan called the "**Bowser Village Plan**". High densities (14-18units/acre) will encompass the entire village area of 125.5 acres. Zoning changes will be much easier for high density development after implementation of this plan. The RDN will support high density, three story development contrary to the current situation. Areas likely to have similar plans in the near future are Qualicum Bay, Dunsmuir, Deep Bay and possibly Horne Lake.

This is a "done deal" after the Public Hearing scheduled for March 16, 2010 (Tuesday) at the Lighthouse Community Centre meeting at 7:00 pm. This is the last day that residents will be able to oppose this plan. Few residents are aware they must submit written opposition to the RDN prior to this meeting and fewer still make comments! It has already gone through two readings by the RDN Board. So now is a great time to peg those choice properties with options to buy!

## Details:

Bowser Village Centre is located in Electoral Area "H" of the Regional District of Nanaimo. Overlooking the Strait of Georgia and the coastal mountains of the B.C. Lower Mainland, this seaside village is part of the area known as 'Lighthouse Country'. Situated on Highway 19A, Bowser is approximately 35km southeast of the City of Courtenay and 21 km north west of the Town of Qualicum Beach. This is amongst the last of undeveloped land in this area.

*Current Population: about 370 residents*

*Projected Population: 3645*

These zoning changes will support 3645 new residents. Density packing for residential high density: 18 units/acre. Residential Medium Density: 14 units/acre. Commercial Mixed Use: pretty well anything you want! Also, 3 stories high is approved for most areas.

22 Water provided by the Bowser Water District from an aquifer. According to District trustees they have plenty of water. Bargain prices with capital expenditure charges of only \$4,300/connection. Compare this to other areas you have developed land in and you know this is a bonus! In addition, tapping into the Deep Bay Improvement District (DBID) water supply is only a pipeline away with a new development in the Bowser Village Centre area already approved by the DBID. Easy approval system!

**Sewage Treatment:** Currently none. However discussions are underway, even before the final approval of the Plan, for various options, including a pipe out to the Strait of Georgia. Remember, "the solution to pollution is dilution!" However, some treatment will be necessary because there is a scallop farm just off the beach. Other options will be considered but will probably be more expensive!

*unbelievable!!*

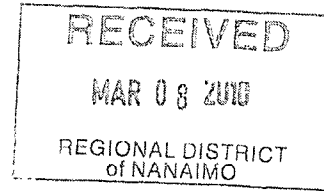
**Neighbourhood Parkland requirement:** The best option is not to give up 5% of your land, but rather put a few token coins into the "park space" coffers. Easy acceptance by Park Board.

*For full details on the Bowser Plan and meeting dates see the RDN website: rdn.bc.ca*

## Now is the time to

## Buy Into The Bowser Plan!

REGIONAL DISTRICT OF NANAIMO  
6300 Hammond Bay Road  
Nanaimo, B.C.



March 4, 2010

Doug and Pauline Bryant  
6216 W. Island Hwy  
Qualicum Beach, B.C. V9K 2E3

We are residents of Area H in Qualicum Bay. We **DO NOT** want what is planned for Bowser Village or any other part of our area. We like the way it is out here and want it left alone. We moved out here to get away from larger populations and big homes. **LEAVE OUR AREA ALONE AND THAT INCLUDES INSPECTORS.**

Doug Bryant

A handwritten signature in cursive script that reads "Doug Bryant".

Pauline Bryant

A handwritten signature in cursive script that reads "Pauline Bryant".

**Thompson, Paul**

**From:** Diane Sampson [diane.sampson@shaw.ca]  
**Sent:** March 9, 2010 10:54 AM  
**To:** Mason, Carol  
**Cc:** Thorkelsson, Paul; Thompson, Paul  
**Subject:** Fwd: VILLAGE PLAN

Good morning, Carol.

As mentioned below, there are a lot emails being sent locally with a high concern regarding the issue below. This document should be protecting our Village, not promoting high density development. It may be an amendment to the OCP, but it should still be supporting it .... supporting the Values of the OCP, which have not changed.

Protecting our environment and water and keeping the rural feeling in the Village was explicit in our discussions, but the document does not detail how that is being applied.

Regardless of running out of time and money, a document that does not support what was intended, should be rejected. Some of us may have to volunteer to work further, but it is better than passing a document purely for the sake of efficiency.

Respectfully,

Diane Sampson  
(250) 757-8775

Begin forwarded message:

**From:** Diane Sampson <diane.sampson@shaw.ca>  
**Date:** March 9, 2010 9:41:33 AM PST  
**To:** Ian Birtwell <ianandelisabethbirtwell@shaw.ca>, Brian Dane <bgdane@shaw.ca>, Ann Jaeckel <annjaeckel@shaw.ca>, Christo Kuun <christokuundesign@shaw.ca>, Elizabeth and Helmut Meuser <meuser@shaw.ca>, Peter and Kerry Mason <surveyor@nanaimo.ark.com>, Michael Recalma <michaelrecalma@hotmail.com>, Josianne Sequin <julianna\_mtl@hotmail.com>, Mac Snobelen <bowserbuilders@shaw.ca>, Brenda Wilson <bwilson@islandnet.com>  
**Subject:** VILLAGE PLAN

Good morning,

There is great concern regarding the issue Wayne is addressing. This was to be a "Village Plan". We talked about what makes a village and how it is important to the community. This seems to have become a "Residential Plan", allowing residential housing

09/03/2010

everywhere, including on the main level where commercial should be.

In my view, there should be an area designated specifically for Commercial/Residential that only allows homes above commercial space.

As well, total heights should be included for housing and, in areas designated only residential (whether high, mid or low), a percentage amount of space for a building on a property should be designated; i.e., 35%, etc. This will help preserve the natural, rural environment.

Please continue to send your comments to the RDN.

Respectfully,

Diane

Begin forwarded message:

**From:** Wayne Osborne <omegabuefarms@gmail.com>  
**Date:** March 9, 2010 5:53:45 AM PST  
**To:** "Thompson, Paul" <PThompson@rdn.bc.ca>  
**Cc:** Bowser Builders <bowserbuilders@shaw.ca>, Angelika Quint <tomsfoodvillage@shaw.ca>, Amar Bains <amarbains@shaw.ca>, quint4ad@telus.net, Bob Hunt <steelehunt@shaw.ca>, brian.kingzett@viu.ca, Catherine Watson <catherine.w@shaw.ca>, David Bartram <DWBartram@shaw.ca>, Diane Sampson <diane.sampson@shaw.ca>, Dianne Eddy <d-eddy@shaw.ca>, dick.stubbs@gmail.com, Gerard Quinn <gquinnir@hotmail.com>, Jim & Theresa Crawford <jcrawford@kwik.net>, Josianne Sequin <julianna\_mtl@hotmail.com>, Lisa Verbicky <lverbicky@shaw.ca>, Lynette Twigge <ltwigge@shaw.ca>, dartagnan@sprynet.com, Margaret Healey <mmhealey@shaw.ca>, Micheal Recalma <michaelrecalma@hotmail.com>, Patty Biro <shipshore@shaw.ca>, Sharon Waugh <Waugh@eyesonbc.com>, "Thorkelsson, Paul" <PThorkelsson@rdn.bc.ca>  
**Subject: Re: Village Plan**

Paul,

What you choose to respond to and what you are ignoring is very revealing indeed. Instead of picking apart people's semantics, why not address the real meat of the matter and explain why the RDN staff felt it necessary to convert the commercial area into what will essentially become a residential area by allowing ground level residential? This was done behind the Village Plan

09/03/2010

Committee's back and AFTER our last meeting.

In the meantime, please quit insulting our intelligence by suggesting that the land is to be available for mixed commercial use when it's obvious the intentions are residential for the most part. Otherwise, why was the change needed?

Simply calling it Commercial doesn't make it so. Or is that the plan, to keep repeating a lie until it is believed?

Wayne Osborne

09/03/2010



**Boogaards, Stephen**

**From:** Thompson, Paul  
**Sent:** March 10, 2010 2:08 PM  
**To:** Boogaards, Stephen  
**Subject:** FW: Bowser Village Plan

**From:** BRIAN DANE [mailto:bgdane@shaw.ca]  
**Sent:** March 10, 2010 1:39 PM  
**To:** Thompson, Paul  
**Subject:** Bowser Village Plan

I would like to register opposition to the Bowser Village Plan as it currently exists. My objection is centered on the definition of Commercial Mixed Use in Section 4.2.1 in which it is stated that Building Arrangement would allow for residential uses **at or above street level**. It is my understanding that the definition approved by the committee was for **residential above street level** only. This change would completely alter the intent of the definition and allow for residential only development instead of predominantly commercial and undermine the "commercial village" aspect of the plan.

Yours very truly,

Brian Dane  
Bowser, B.C.

10/03/2010

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE  
MEETING HELD ON TUESDAY, APRIL 13, 2010, AT 6:30 PM  
IN THE RDN BOARD CHAMBERS**

**Present:**

Director D. Bartram	Chairperson
Director J. Burnett	Electoral Area A
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Director J. Stanhope	Electoral Area G

**Also in Attendance:**

M. Pearse	Senior Manager, Corporate Administration
P. Thorkelsson	General Manager, Development Services
D. Lindsay	Manager, Current Planning
N. Hewitt	Recording Secretary

**DELEGATIONS**

**Robert Lyon, re Development Variance Permit Application No. PL2010-043 – Lyon – 3391 Blueback Drive – Area ‘E’.**

Mr. Lyon withdrew his request to speak.

**MINUTES**

MOVED Director Holme, SECONDED Director Burnett, that the minutes of the regular Electoral Area Planning Committee meeting held March 9, 2010 be adopted.

CARRIED

**PLANNING**

***DEVELOPMENT PERMIT APPLICATIONS***

**Development Permit Application No. PL2009-080 - Fern Road Consulting Ltd. - 5229 Island Highway West – Area ‘H’.**

MOVED Director Holme, SECONDED Director Burnett, that Schedule No. 1 be amended to include the following as item 5:

"Prior to development of the site the applicants must obtain the required archaeological approvals or permits from the Archaeology Branch of the Ministry of Tourism, Culture and the Arts".

CARRIED

MOVED Director Holme, SECONDED Director Burnett, that Development Permit Application No. PL2009-080, to construct a dwelling unit, be approved subject to the conditions outlined in Schedules No. 1-3.

CARRIED

**Development Permit Application No. PL2009-825 & Request for Frontage Relaxation - Elbe - 6208 Island Highway West – Area 'H'.**

MOVED Director Holme, SECONDED Director Burnett, that Development Permit Application No. PL2009-825, in conjunction with a two lot subdivision be approved subject to the conditions outlined in Schedule No. 1.

CARRIED

MOVED Director Holme, SECONDED Director Burnett, that the request to relax the minimum 10% perimeter frontage requirement for proposed remainder of Lot A be approved.

CARRIED

**Development Permit Application No. PL2010-018 - Mason - Charlton Drive -Area 'H'.**

MOVED Director Holme, SECONDED Director Burnett, that Development Permit Application No. PL2010-018, to permit the construction of a dwelling unit be approved subject to the conditions outlined in Schedules No. 1-3.

CARRIED

**Development Permit Application No. PL2010-041 - Oceanside Design – 44 Bowser Road - Area'H'.**

MOVED Director Holme, SECONDED Director Burnett, that Development Permit Application No. PL2010-041, to permit the construction of an accessory building and additions to an existing dwelling unit be approved, subject to the conditions outlined in Schedule No. 1.

CARRIED

**Development Permit Application No. PL2010-053 - Fern Road Consulting Ltd. - McFeely Drive - Area 'G'.**

MOVED Director Stanhope, SECONDED Director Burnett, that Schedule No. 1 be amended to remove item 4 and replace it with the following:

"Staff shall withhold the issuance of this permit until the applicant, at the applicant's expense, registers a Section 219 covenant that registers the Geotechnical Assessment prepared by Simpson Geotechnical Ltd. dated February 26, 2010 and includes a save harmless clause that releases the Regional District of Nanaimo from all losses and damages as a result of erosion and/or flooding".

CARRIED

MOVED Director Stanhope, SECONDED Director Burnett, that Development Permit Application No. PL2010-053, to permit the construction of a dwelling unit, be approved subject to the conditions outlined in Schedules No. 1-3.

CARRIED

***DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS***

**Development Permit with Variances Application No. PL2009-071 – Delinea Design Consultants Ltd. - 1866 Cedar Road - Area 'A'.**

MOVED Director Burnett, SECONDED Director Holme, that staff be directed to complete the required notification.

CARRIED

MOVED Director Burnett, SECONDED Director Holme, that the Development Permit with Variances Application No. PL2009-071 to permit the construction of a beer and wine store be approved subject to the conditions outlined in Schedules No. 1-4.

CARRIED

***DEVELOPMENT VARIANCE PERMIT APPLICATIONS***

**Development Variance Permit Application No. PL2010-043 - Lyon – 3391 Blueback Drive - Area'E'.**

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

CARRIED

MOVED Director Stanhope, SECONDED Director Burnett, that Development Variance Permit Application No. PL2010-043 to vary the setback to the sea and the setback to the front lot line be approved subject to the conditions outlined in Schedules No. 1- 4.

CARRIED

**Development Variance Permit Application No. PL2010-044 - Craggs – 1359 Lundine Lane – Area 'G'.**

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

CARRIED

MOVED Director Stanhope, SECONDED Director Burnett, that the Development Variance Permit Application No. PL2010-044 be approved subject to the conditions outlined in Schedules No. 1 – 3.

CARRIED

**Development Variance Permit Application No. PL2010-055 - Vectis Ventures - 1917 Bonito Crescent - Area'E'.**

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

CARRIED

MOVED Director Holme, SECONDED Director Stanhope, that the Development Variance Permit Application No. PL2010-055, be approved subject to the conditions outlined in Schedules No. 1 – 3.

CARRIED

Director Young joined the meeting.

**Development Variance Permit Application No. PL2010-057 - JE Anderson & Associates - 230 & 238 Kenmuir Road - Area'H'.**

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

CARRIED

MOVED Director Burnett, SECONDED Director Stanhope, that Development Variance Permit Application No. PL2010-057 to vary the parcel averaging provisions in conjunction with a phased four lot subdivision be approved subject to the conditions outlined in Schedule No. 1.

CARRIED

***OTHER***

**Bylaws No. 1055.04, 1148.06, 1400.02, 1152.04, 1540.01 & 1335.04 - Amends Official Community Plans for East Wellington - Pleasant Valley, Arrowsmith Benson – Cranberry Bright, Nanoose Bay & Areas 'F', 'G' & 'H' to include Greenhouse Gas Emission Targets.**

MOVED Director Holme, SECONDED Director Stanhope, that "Regional District of Nanaimo East Wellington-Pleasant Valley Official Community Plan Amendment Bylaw No. 1055.04, 2010" be given 1<sup>st</sup> and 2<sup>nd</sup> reading.

CARRIED

MOVED Director Holme, SECONDED Director Stanhope, that "Regional District of Nanaimo Arrowsmith Benson-Cranberry Bright Official Community Plan Amendment Bylaw No. 1148.06, 2010" be given 1<sup>st</sup> and 2<sup>nd</sup> reading.

CARRIED

MOVED Director Holme, SECONDED Director Stanhope, that "Regional District of Nanaimo Nanoose Bay Official Community Plan Amendment Bylaw No, 1400.02, 2010" be given 1<sup>st</sup> and 2<sup>nd</sup> reading.

CARRIED

MOVED Director Holme, SECONDED Director Stanhope, that "Regional District of Nanaimo Electoral Area 'F' Official Community Plan Amendment Bylaw No. 1152.04, 2010" be given 1<sup>st</sup> and 2<sup>nd</sup> reading.

CARRIED

MOVED Director Holme, SECONDED Director Stanhope, that "Regional District of Nanaimo Electoral Area 'G' Official Community Plan Amendment Bylaw No. 1540.01. 2010" be given 1<sup>st</sup> and 2<sup>nd</sup> reading.

CARRIED

MOVED Director Holme, SECONDED Director Stanhope, that "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Amendment Bylaw No. 1335.04, 2010" be given 1<sup>st</sup> and 2<sup>nd</sup> reading.

CARRIED

MOVED Director Holme, SECONDED Director Stanhope, that Bylaws No. 1055.04, 1148.06, 1400.02, 1152.04, 1540.01 and 1335.04 have been considered in conjunction with the Regional District of Nanaimo's Financial Plan and Waste Management Plans and Regional Growth Strategy to ensure consistency between them.

CARRIED

MOVED Director Holme, SECONDED Director Stanhope, that Bylaws No. 1055.04, 1148.06, 1400.02, 1152.04, 1540.01 and 1335.04, 2010 proceed to Public Hearing.

CARRIED

**ADJOURNMENT**

MOVED Director Holme, SECONDED Director Burnett, that this meeting terminate.

CARRIED

TIME: 6:47 PM

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CHAIRPERSON

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE COMMITTEE OF THE WHOLE  
MEETING HELD ON TUESDAY, APRIL 13, 2010 AT 7:01 PM  
IN THE RDN BOARD CHAMBERS**

**Present:**

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director G. Rudischer	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Alternate	
Director B. Dempsey	District of Lantzville
Director E. Mayne	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director J. Ruttan	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director L. Sherry	City of Nanaimo

**Also in Attendance:**

C. Mason	Chief Administrative Officer
M. Pearse	Senior Manager, Corporate Administration
N. Avery	General Manager, Finance & Information Services
J. Finnie	General Manager, Regional & Community Utilities
D. Trudeau	General Manager, Transportation & Solid Waste
P. Thorkelsson	General Manager, Development Services
T. Osborne	General Manager, Recreation & Parks
N. Hewitt	Recording Secretary

**CALL TO ORDER**

The Chairperson welcomed Alternate Director Dempsey to the meeting.

**DELEGATIONS**

**Michele Deakin, Mid Vancouver Island Habitat Enhancement Society, re Results of the Bio-inventory of the Englishman River Estuary and Nearshore.**

Ms. Deakin presented the results of the Bio-inventory of the Englishman River Estuary and Nearshore.

## MINUTES

MOVED Director Westbrook, SECONDED Director Bartram, that the minutes of the regular Committee of the Whole meeting held March 9, 2010 be adopted.

CARRIED

## COMMUNICATIONS/CORRESPONDENCE

**Mark Brown, Town of Qualicum Beach, re Qualicum Beach Airport Funding/Regional Services Review.**

MOVED Director Westbrook, SECONDED Director McNabb, that the correspondence from the Town of Qualicum Beach be received.

CARRIED

**Howard Waldner, Vancouver Island Health Authority, re Grant to Support Capacity Building for Homelessness.**

MOVED Director Westbrook, SECONDED Director McNabb, that the correspondence from the Vancouver Island Health Authority be received.

CARRIED

## *FINANCE AND INFORMATION SERVICES*

### FINANCE

**Cell Tower Proposal - Greater Nanaimo Pollution Control Centre.**

MOVED Director Kipp, SECONDED Director Holdom, that staff be authorized to negotiate a cellular tower location agreement with Cascadia Tower.

CARRIED

**Bylaws No. 821.08, 964.05, 991.03, 1022.07, 1385.06 & 1439.03 - Amend the Errington, Dashwood, Nanoose, Coombs Hilliers, Bow Horn Bay and Extension Fire Protection Service Establishment Bylaws to include Rescue Services.**

MOVED Director Holme, SECONDED Director Bartram, that "Errington Fire Protection Service Amendment Bylaw No. 821.08, 2010" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Holme, SECONDED Director Bartram, that "Dashwood Fire Protection Service Amendment Bylaw No. 964.05, 2010" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Holme, SECONDED Director Bartram, that "Nanoose Fire Protection Service Amendment Bylaw No. 991.03, 2010" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED



MOVED Director Holme, SECONDED Director Bartram, that "Coombs Hilliers Fire Protection Service Amendment Bylaw No. 1022.07, 2010" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Holme, SECONDED Director Bartram, that "Bow Horn Bay Fire Protection Service Amendment Bylaw No. 1385.06, 2010" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Holme, SECONDED Director Bartram, that "Extension Fire Protection Service Amendment Bylaw No. 1439.03, 2010" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

### ***DEVELOPMENT SERVICES***

#### **BUILDING & BYLAW**

##### **Building Inspection Service - Communication Plan for Expansion.**

MOVED Director Burnett, SECONDED Director Johnstone, that the Building Inspection Expansion Communication Plan be approved and staff be directed to implement the Plan as scheduled.

CARRIED

#### **PLANNING**

##### **Electoral Area 'A' Draft Official Community Plan - Nanaimo Airport.**

MOVED Director Burnett, SECONDED Director Bartram, that the Board support Option 1: that the draft Electoral Area 'A' Official Community Plan include a land use designation and general policies in support of the Nanaimo Airport with emphasis on the creation of an Accord between the RDN and the Nanaimo Airport Commission.

CARRIED

MOVED Director Burnett, SECONDED Director Bartram, that staff be directed to initiate the process of developing an Accord between the Regional District of Nanaimo and the Nanaimo Airport Commission for the purpose of defining the relationship between the RDN and the NAC and to ensure that the parties work cooperatively towards common goals and objectives. The Accord should at minimum address the topics identified in the draft Electoral Area 'A' OCP Nanaimo Airport section attached as Appendix 1.

CARRIED

MOVED Director Burnett, SECONDED Director Bartram, that the Electoral Area 'A' Official Community Plan Review Citizen's Committee due to their proximity to the airport and involvement in the Electoral Area 'A' Official Community Plan review process be given an opportunity to provide input and recommendations for consideration in the development of an Accord.

CARRIED

MOVED Director Burnett, SECONDED Director Bartram, that the Board confirm that all Regional District of Nanaimo planning documents be consistent with the Board's Strategic Plan and previous actions which support the Nanaimo Airport.

CARRIED

**TELUS Cell Tower Proposal - 3805 Melrose Road in Area 'F'.**

MOVED Director Burnett, SECONDED Director Johnstone, that as telecommunications towers are federally regulated and not subject to zoning and as the applicant has followed the public consultation process established by Industry Canada, staff recommends the Board proceed with Option 2, and provide no comments with respect to the proposed tower.

CARRIED

**Cell Tower Proposal - Errington Fire Department.**

MOVED Director Bestwick, SECONDED Director Biggemann, that the Regional District of Nanaimo Board decline the proposal as presented by the Errington Fire Department.

CARRIED

***RECREATION AND PARKS SERVICES***

**RECREATION**

**Bylaw No. 1599 - Establishes a Reserve Fund for the Electoral Area 'A' Recreation & Culture Service.**

MOVED Director Burnett, SECONDED Director Young, that "Electoral Area 'A' Recreation and Culture Service Reserve Fund Establishment Bylaw No. 1599, 2010" be introduced and read three times.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that "Electoral Area 'A' Recreation and Culture Service Reserve Fund Establishment Bylaw No. 1599, 2010" be adopted.

CARRIED

**Oceanside Place Arena - Release of Reserve Funds for Capital Equipment Replacement.**

MOVED Director Bartram, SECONDED Director Mayne, that \$8,450 be released from the reserve fund for Oceanside Place to fund the replacement of a domestic hot water boiler.

CARRIED

***REGIONAL AND COMMUNITY UTILITIES***

**WASTEWATER**

**Bylaw No. 975.52 - Reduces the Boundaries of the Pump & Haul Service by Excluding An Area 'E' Property and Amending a Legal Description for an Area 'B' Property.**

MOVED Director Holme, SECONDED Director Rudischer, that the boundaries of the "Regional District of Nanaimo Pump and Haul Local Service Establishment Bylaw No. 975, 1995" be amended to exclude Lot 69, District Lot 68, Plan 30341, Nanoose District (Electoral Area 'E').

CARRIED

MOVED Director Holme, SECONDED Director Rudischer, that the legal description for Lot 177, Section 31, Plan 17658, Nanaimo Land District (Electoral Area 'B') be replaced with Lot A, Section 31, Plan VIP84225, Gabriola Island, Nanaimo District (Electoral Area 'B') in Schedule A of the "Regional District of Nanaimo Pump and Haul Local Service Establishment Bylaw No. 975, 1995".

CARRIED

MOVED Director Holme, SECONDED Director Rudischer, that the "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.52, 2010" be introduced and read three times.

CARRIED

**Bylaws No. 813.44 & 889.56 - Amend the French Creek & Northern Community Sewer Services to Include An Area 'G' Property.**

MOVED Director Westbroek, SECONDED Director Bartram, that "French Creek Sewer Local Service Area Amendment Bylaw No. 813.44, 2010" be introduced and read three times.

CARRIED

MOVED Director Westbroek, SECONDED Director Bartram, that "Northern Community Server Service Area Boundary Amendment Bylaw No. 889.56, 2010" be introduced and read three times.

CARRIED

**SepticSmart Education Program - Progress Report.**

MOVED Director Holme, SECONDED Director Johnstone, that the Board receives the program update for the SepticSmart Education Program for information.

CARRIED

MOVED Director Holme, SECONDED Director Johnstone, that the Board direct staff to send a letter to VIHA for continued assistance with SepticSmart workshops.

CARRIED

**Northern Community Sewer Service - Contract Award & Release of Reserve Funds for Centrifuge Purchase.**

MOVED Director Westbroek, SECONDED Director Ruttan, that Alfa Laval be awarded the centrifuge supply contract for the French Creek Pollution Control Centre Dewatering Upgrade Project for the amount of \$358, 129.

CARRIED

MOVED Director Westbroek, SECONDED Director Ruttan, that funds from the Northern Community Development Cost Charge Reserve Fund be used for the French Creek Pollution Control Centre Dewatering Upgrade Project.

CARRIED

**WATER**

**Rainwater Management Current Practices Review.**

MOVED Director Bartram, SECONDED Director Johnstone, that the Board receive the Rainwater Management Current Practices Review report for information.

CARRIED

**Bylaw No. 1598 - Repeals Redundant Regulations & Rates Bylaws for Amalgamated Nanoose Bay Peninsula Water Services.**

MOVED Director Holme, SECONDED Director Burnett, that "Regional District of Nanaimo Nanoose Bay Peninsula Water Regulations and Rates Repeal Bylaw No. 1598, 2010" be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Burnett, that "Regional District of Nanaimo Nanoose Bay Peninsula Water Regulations and Rates Repeal Bylaw No. 1598, 2010" be adopted.

CARRIED

**Nanoose Bay and French Creek Bulk Water Services - Arrowsmith Water Service Joint Venture Agreement Amendment.**

MOVED Director Westbroek, SECONDED Director Mayne, that the Regional District of Nanaimo approve the extension of the Arrowsmith Water Service Joint Venture Agreement for a one year term to March 31, 2011.

CARRIED

***TRANSPORTATION AND SOLID WASTE SERVICES***

**SOLID WASTE**

**Bylaw No. 1591 - Rates & Regulations Bylaw for the Solid Waste Collection & Recycling Service.**

MOVED Director Holme, SECONDED Director Holdom, that "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591, 2010" be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Holdom, that "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591, 2010" having received three readings be adopted.

CARRIED

**Solid Waste Disposal Service - Reserve Fund Bylaw No. 1600, Green Bin Purchase, Financial Plan Amendment Bylaw No. 1597.01.**

MOVED Director Westbroek, SECONDED Director Holdom, that "Regional District of Nanaimo Solid Waste Disposal Service Reserve Fund Establishment Bylaw No. 1600, 2010" be introduced and read three times.

CARRIED

MOVED Director Westbroek, SECONDED Director Holdom, that "Regional District of Nanaimo Solid Waste Disposal Service Reserve Fund Establishment Bylaw No. 1600, 2010" be adopted.

CARRIED

MOVED Director Westbroek, SECONDED Director Holdom, that up to \$1,857,000 for the purchase and distribution of green bins be authorized as an expenditure from the Solid Waste Disposal Service Reserve Fund.

CARRIED

MOVED Director Westbrook, SECONDED Director Holdom, that "Regional District of Nanaimo 2010 to 2014 Financial Plan Amendment Bylaw No. 1597.01, 2010" be introduced and read three times.

CARRIED

MOVED Director Westbrook, SECONDED Director Holdom, that "Regional District of Nanaimo 2010 to 2014 Financial Plan Amendment Bylaw No.1597.01, 2010" be adopted.

CARRIED

**2009 Illegal Dumping and Landfill Bans Enforcement Report.**

MOVED Director Westbrook, SECONDED Director Johnstone, that the Board receive the 2009 Illegal Dumping Prevention Program and Landfill Bans report for information.

CARRIED

**Solid Waste Disposal Service - Tender Award for Landfill Rubber Tire Loader.**

MOVED Director McNabb, SECONDED Director Westbrook, that the Regional District of Nanaimo award the supply of a new rubber tire loader, type Volvo L60F, to Great West Equipment for the tendered amount of \$166,600 plus applicable taxes including the guaranteed buyback, the supply of a four year extended warranty and a four year maintenance package as included in the tender.

CARRIED

**COMMISSION, ADVISORY & SELECT COMMITTEE**

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

MOVED Director Burnett, SECONDED Director Johnstone, that the minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held March 17, 2010 be received for information.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that staff contact School District #68 to explore issues and possible solutions for resurfacing the South Wellington Elementary and North Cedar Intermediate School outdoor courts, and to address the multi-use application of the courts.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that the following Electoral Area 'A' Recreation and Culture Grant-In-Aid applications be approved:

<i>Community Group</i>	<i>Amount Recommended</i>
Cedar Family of Community Schools	\$ 896
Cedar Community Hall Association	\$ 1,500
Yellow Point Drama Group	\$ 1,007
South Wellington Elementary PAC	\$ 443

CARRIED

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

MOVED Director Rudischer, SECONDED Director Holdom, that the minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held February 2, 2010 be received for information.

CARRIED

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

MOVED Director Biggemann, SECONDED Director Ruttan, that the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held February 22, 2010 be received for information.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Mark Brown, Town of Qualicum Beach, re Qualicum Beach Airport Funding/Regional Services Review.**

MOVED Director Westbroek, SECONDED Director Johnstone, that staff prepare a report on the options and implications of undertaking a regional services review, including specifically, the request by the Town of Qualicum Beach to support regional funding for the Qualicum Beach Airport and to explore economic development and recreation capital facilities.

CARRIED

**Howard Waldner, Vancouver Island Health Authority, re Grant to Support Capacity Building for Homelessness.**

MOVED Director Westbroek, SECONDED Director Johnstone, that staff prepare a report to consider the financial breakdown of the grant from the Vancouver Island Health Authority.

CARRIED

**IN CAMERA**

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

CARRIED

**ADJOURNMENT**

MOVED Director Holme, SECONDED Director McNabb, that this meeting adjourn to allow for an In Camera meeting.

CARRIED

TIME: 7:53 PM

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CHAIRPERSON

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE  
LIQUID WASTE ADVISORY COMMITTEE  
LIQUID WASTE MANAGEMENT PLAN REVIEW  
HELD ON THURSDAY, APRIL 1, 2010  
IN THE RDN BOARD CHAMBERS**

<b>Present:</b>	George Holme	Meeting Chair, Director Electoral Area 'E'
	Joe Burnett	Director Electoral Area 'A'
	Teunis Westbroek	Director, RDN
	Bill Holdom	Director, RDN
	Bob Weir	Town of Qualicum Beach
	Mike Squire	City of Parksville
	Fred Spears	District of Lantzville
	John Elliott	City of Nanaimo
	Bryce Watson	Ministry of Environment
	Christianne Wilhelmson	Environment Representative
	Frank Van Eynde	Public Representative (North)

**Also in attendance:**

Sean De Pol	Manager of Wastewater Services, RDN
Lindsay Dalton	Wastewater Coordinator, RDN
Ellen Hausman	Wastewater Coordinator, RDN
Sara Ellis	Special Projects Assistant, RDN
Dale Lindsay	Manager of Current Planning, RDN
Christina Metherall	DWWP Coordinator, RDN
Mike Donnelly	Manager of Water Services, RDN
Wayne Moorman	Manager of Engineering Services, RDN
Rebecca Graves	Recording Secretary, RDN

**Absent:**

John Finnie	General Manager, Regional & Community Utilities, RDN
Srenal Lakshmi	Environment Canada
Gary Anderson	Vancouver Island Health Authority
Michelle Jones	Business Representative (North)
James Wesley	Snuneymuxw First Nation
Douglas Anderson	Public Representative (South)
Blake Medlar	Ministry of Environment
Blair Nicholson	Business Representative (South)
Gary Tuyls	Public Representative (North)

Note: Action items in minutes are *italicized*.

**CALL TO ORDER**

Chairman Holme called the meeting to order at 12:30 p.m.

**MINUTES**

MOVED F. Van Eynde, SECONDED J. Burnett, that the minutes of Regional Liquid Waste Advisory Committee regular meeting of February 4, 2010 be approved. CARRIED

## REPORTS

### Annual Reports (E. Hausman)

E. Hausman provided a summary of annual reports for all RDN wastewater facilities for 2009. Reports summarising sampling results, trends and compliance with discharge permits are prepared and submitted to the Ministry of Environment yearly. It was demonstrated that a high level of compliance was achieved in 2009.

### Rainwater Management (L. Dalton)

L. Dalton reviewed the Rainwater Management Report and it was noted that the Liquid Waste Management Plan (LWMP) chapters sent out as reports to the LWAC members are to be considered draft copies and are subject to change. L. Dalton stated that the goal of the meeting was to engage members in discussion about the content of the rainwater management and inflow and infiltration chapters. L. Dalton reminded the LWAC that any suggestions or changes will be duly recorded and reflected in the final draft, which will be presented to the LWAC prior to public consultation. Further, all chapter content will be subject to a yearly review, once the plan has been approved.

S. De Pol advised the committee that the principle role of the Wastewater Services department is to treat domestic wastewater that is conveyed mostly from the Municipalities. The Ministry of Environment requires that rainwater management be included in the LWMP. Wastewater Services role with respect to rainwater management will be to coordinate and share information amongst the Municipalities, Water Services, and Development Services.

S. De Pol asked representatives from the Municipalities, Water Services, and Development Services to speak about their current rainwater management strategies. The following points were discussed:

- The City of Nanaimo (CON) has installed 10 new storm flow monitors and rain gauges and monitor throughout the city.
- CON encourages homeowners to leave open ditches.
- CON is also working with Developers to install systems to handle and reduce corrosion and run offs from newly developed properties.
- City of Parksville (COP) has a sustainability checklist and work with developers to maintain existing creeks. Objective is to reduce quantity and then look at the quality.
- COP has installed 2 rain gauges to monitor what type of storms flow through.
- COP pursues and adopts innovative rainwater management practices and will continue to do so into the future.
- Town of Qualicum Beach (TQB) is not rewriting any standards because of the amount of technology that is already available.
- TQB discourages the infilling of ditches and work has been done to restore two urban streams
- TQB investigates and adopts innovative rainwater management practices and will continue to do so into the future.
- District of Lantzville (DL) has established guidelines for surface rainwater management in their subdivision and development bylaw.
- Water Services adopted a Drinking Water and Watershed Protection function to protect ground water quality and quantity.
- Development Services plays a role in the subdivision process and can advise the approving authority where rainwater management is an issue.
- Director Westbrook inquired about a region-wide policy for water diversion. It was determined that this could be best addressed through the subdivision servicing bylaw.



**Inflow and Infiltration Program (L. Dalton)**

L. Dalton reviewed the presentation on inflow and infiltration (I&I).

S. De Pol pointed out that the RDN owns the interceptor along the foreshore but upstream from this is municipally owned infrastructure. However, Wastewater Services has a comprehensive flow monitoring program and shares with the Municipalities flow and rainfall monitoring which helps determine how the collection system reacts to storm events. In addition, the RDN provides regular maintenance on the interceptors to minimize I&I. Again, Wastewater Services will serve a coordinating role and will engage in information sharing with the Municipalities.

S. De Pol asked the Municipalities to speak about their current I&I initiatives. The following points were discussed:

- The CON, COP, and TQB all work with Wastewater Services to share I&I and flow monitoring information.
- CON has 10 new flow monitoring stations which indicates where flows are at and rain in heavy storm events.
- CON has a manhole inspection program if not in good shape a work order is generated improvements are done where required.
- The CON develops annual operations and maintenance plans with an I&I component.
- COP had a study done in 1996 and followed up 2 years later. Smoke testing was done and most problems were in the manholes. Installed a flow monitor to check in-flow and sanitary flow. COP has a 5 year plan specifically targeting older areas and expects to see an I&I reduction.
- The TQB has purchased a CCTV system to inspect the collection system and identify problems. The TQB also performs regular smoke and dye testing to identify problems.
- C. Willhelmson suggested that despite all the good work being done by the municipalities that perhaps there was also a need to engage the public as most I&I problems occur on private property.

**NEXT MEETING**

L. Dalton thanked the committee for their comments and announced that the next meeting will be held Thursday, June 3, 2010 from 12:30 to 2:30 pm at the RDN Board Room.

**ADJOURNMENT**

Chairman Holme adjourned the meeting at 1:45 pm.

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G. Holme, Chairman

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE  
REGIONAL PARKS AND TRAILS ADVISORY COMMITTEE MEETING  
HELD ON TUESDAY, APRIL 6, 2010, 12:00PM  
IN THE RDN COMMITTEE ROOM**

**Attendance:** Director Larry McNabb, Chair  
Director Maureen Young  
Director Teunis Westbroek  
Director Dave Bartram  
Frank Van Eynde  
Craig Young

**Staff:** Carol Mason, Chief Administrative Officer  
Tom Osborne, General Manager of Recreation and Parks  
Wendy Marshall, Manager of Parks Services  
Marilynn Newsted, Recording Secretary

**Regrets:** Director Joe Stanhope  
Peter Rothermel

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**CALL TO ORDER**

Chair McNabb called the meeting to order at 12:00pm.

**MINUTES**

MOVED T. Westbroek, SECONDED D. Bartram, that the Minutes of the Regional Parks and Trails Advisory Committee meeting held February 2, 2010, be approved.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

MOVED D. Bartram, SECONDED F. Van Eynde, that the following Correspondence be received:

- J. Stanhope to Nanaimo and Area Land Trust, Re: Camp Moorecroft
- W. Marshall to HB Lanarc Consultants Ltd., Re: Consulting Services Regional Parks Rating Framework Application and DCC Calculation

CARRIED

**REPORTS**

**Arrowsmith Trail Licence Renewal**

MOVED D. Bartram, SECONDED F. Van Eynde, that 2010 - 2015 licence renewal agreement with Island Timberlands for the upper portion of the Arrowsmith CPR Regional Trail be approved.

CARRIED

## **Fire Planning Report**

Ms. Marshall presented a brief verbal update regarding the Cost Sharing Agreement with the Ministry of Forests for managing fires on parkland outside the local fire protection area. She noted, Strategic Forest Management Corporation, has been retained to provide a fire assessment of the twelve properties covered under the agreement. Ms. Marshall stated the assessment, a plan, a budget and a five year timeline on how fire risks may be addressed should be completed by the fall.

Ms. Marshall noted the Emergency Coordinator is in the process of reviewing how to manage fire risk in local protection areas and as part of the plan, a prescription for sensitive areas will be developed. As some regional and community parks are conversation areas, once the prescription for sensitive lands is developed it will be applied to the twelve properties which are out of the local fire protection area as well.

## **ICF Agreement**

Mr. Osborne provided a brief verbal update regarding the Island Corridor Agreement. Mr. Osborne stated the Island Corridor Foundation (ICF) does have the draft agreement for their review, however, due to a change of staff at ICF and some issues related to granting tax exemption to ICF, the agreement process has been delayed.

Ms. Mason stated in speaking with ICF the stumbling block for approval has been the request for a ten year permissive tax exemption in return for corridor access, which the Regional District is unable to provide. She did note the Town of Qualicum Beach is the only municipality which has provided a ten year permissive tax exemption. The other three municipalities are only prepared to provide a one year term until the agreement is in place.

Mr. Osborne noted the UBCM Tourism funding will expire in September so staff would hope to bring the agreement forward at the next meeting for approval.

## **Park Criteria and DCC's**

Mr. Osborne provided a brief update on the status of the parks criteria and the development cost charges bylaw. He stated prior to being able to adopt a DCC bylaw there was a need to update the parks criteria and create a baseline on what a regional park is. As part of the process the four municipalities have forwarded a list of parks which they feel would be considered regionally significant and which would be included in the bylaw to help fund improvements in those parks.

Mr. Osborne stated HB Lanarc has been retained to conduct the evaluation exercise with staff and the stakeholder groups, of which the four municipalities are a part. Once this process is complete and has been applied to the municipal park system the DCC bylaw may proceed and should be completed by December of this year.

## **Monthly Update of Community Parks and Regional Parks and Trail Projects January and February 2010**

Ms. Marshall presented a brief summary of the Community Parks and Regional Parks and Trail Projects for January and February.

MOVED F. Van Eynde, SECONDED D. Bartram, that the Reports be received.

CARRIED

**COMMITTEE INFORMATION**

**D. Jones, Corcan Meadowood Residents Association Board Delegation, Re: Creating a Safe and Healthy Environment for Corcan Meadowood Residents**

MOVED T. Westbrook, SECONDED D. Bartram, that staff forward letter to the Corcan Meadowood Residents Association to inform them their concerns regarding the lack of funding for the community parks in the Meadowood area in Electoral Area 'F' will be forwarded to the Electoral Area 'F' Parks and Open Space Advisory Committee for review.

CARRIED

**ADJOURNMENT**

MOVED D. Bartram, SECONDED T. Westbrook, that the meeting be adjourned at 11:20am.

CARRIED

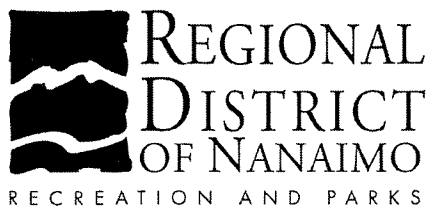
**IN CAMERA**

MOVED D. Bartram, SECONDED T. Westbrook, that pursuant to Section (90) (1) (e) of the Community Charter the Committee proceed to an In Camera meeting to consider land issues.

CARRIED

---

Chair



RDN REPORT	
CAO APPROVAL <i>(Signature)</i>	
EAP	
COW	
MAR 29 2010	
RHD	
BOARD	
<i>RPTAC - Apr 6 '10</i>	

## MEMORANDUM

**TO:** Wendy Marshall  
Manager of Parks Services

**DATE:** March 25, 2010

**FROM:** Joan Michel  
Parks and Trails Coordinator

**FILE:**

**SUBJECT:** Licence Renewal for the Upper Half of the Arrowsmith CPR Regional Trail

### PURPOSE

To obtain approval to renew Island Timberlands' licence to use land for the Arrowsmith CPR Regional Trail.

### BACKGROUND

In 2000, the RDN obtained the attached five-year non-exclusive licence from Island Timberlands (then Weyerhaeuser) for use of about 6 kilometres of trail corridor on their land that contains the upper half of the historical Arrowsmith trail. With the conclusion of a similar licence from TimberWest in 2001 for the bottom half of the historic trail, the RDN's Arrowsmith CPR Regional Trail was inaugurated. This 10 kilometre Regional Trail starts at Cameron Lake and ends at the Alberni-Clayoquot Regional District's park next to Mount Arrowsmith Massif Regional Park.

The RDN has renewed both Island Timberlands and TimberWest licences once. As of the end of March 2010, the Island Timberlands licence is up for its second renewal. The company has agreed to another five-year renewal of the original 2000 agreement for a fee of \$700 plus GST.

The Arrowsmith CPR Regional Trail is one of the RDN's seven developed regional trails. It is well used and appreciated by residents and tourists to the area.

### ALTERNATIVES

1. To authorize staff to conclude the attached 2010-2015 licence renewal with Island Timberlands in order to continue operating the Arrowsmith CPR Regional Trail.
2. To provide alternative direction to staff.

**FINANCIAL IMPLICATIONS**

The cost of renewing the 2000 licence for five years (2010 - 2015) is \$700 plus GST. Operations and maintenance of the Arrowsmith CPR Regional Trail is carried out by staff through regular regional park operating budgets.

**SUSTAINABILITY IMPLICATIONS**

The Regional District plays a pivotal role in fostering a healthy environment so citizens can thrive and prosper. The provision of public amenities like parks and trails has both direct and indirect impacts on community wellbeing. The Arrowsmith CPR Regional Trail, included in the widely disseminated Regional Parks and Trails Guide, is a good example of a free and challenging recreational amenity where citizens can get out, get active and improve their fitness levels.

**SUMMARY**

The Arrowsmith CPR Regional Trail was inaugurated in 2000-2001 with the conclusion of five-year licence agreements between the RDN and landowners Island Timberlands and TimberWest. Each of the licences has been renewed once. The Island Timberlands licence is once again up for renewal and the company has agreed to another five years under the terms of the original 2000 licence. The renewal fee is \$700 plus GST. It is recommended the licence be renewed for the five year term.

**RECOMMENDATIONS**

That 2010 - 2015 licence renewal agreement with Island Timberlands for the upper portion of the Arrowsmith CPR Regional Trail be approved.



\_\_\_\_\_  
Per / Report Writer



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



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



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

## Appendix I

Original 2000-2005 Licence from Island Timberlands (Weyerhaeuser)  
for the upper Arrowsmith CPR Regional Trail

1. **EFFECTIVE DATE:** April 1, 2000 **EXPIRY DATE:** March 31, 2005
2. **LICENSOR:** Weyerhaeuser Company Limited ("WY")  
925 West Georgia Street  
Vancouver, B.C.  
V6C 3L2
3. **LICENSEE:** Regional District of Nanaimo  
Box 1119  
Parksville, B.C.  
V9P 2H2
4. **GRANT:** WY grants to the Licensee, the non-exclusive licence to enter and be upon that part of the "Lands" shown in red on the attached print and described as  
Part of Block 1324, Alberni District, containing approximately 6.11 kilometers of trail over WY  
Private Lands
5. **PURPOSE:** This Licence is granted for the purpose of establishing, maintaining and managing the use of a hiking trail  
and no other purpose, upon the terms agreed to herein.
6. **LICENCE FEES:** \$500.00 plus GST payable in advance on or before April 1, 2000
7. **SECURITY DEPOSIT:** N/A  
The Security Deposit is security for the performance of all obligations by the Licensee under this Licence. If the Licensee defaults in the performance of any obligation herein, WY may, without prejudice to any right or remedy hereunder, apply the said security to the extent necessary.
8. **TAXES:** On demand from WY the Licensee shall pay all taxes associated with the Lands and improvements on the Lands.
9. **MAINTENANCE AND REPAIR:** The Licensee shall keep the Lands and WY roads used in connection therewith in a neat and tidy condition and in a state of repair acceptable to WY. On termination, the Licensee shall leave the Lands and any WY roads used in a condition acceptable to WY.
10. **IMPROVEMENTS:** No improvements may be placed on, or physical changes made to, the Lands without the prior written consent of WY. On termination the Licensee shall forthwith remove any improvements placed on the Lands if requested by WY. If such improvements are not removed within thirty (30) days of termination, they shall belong to WY, without cost, at the option of WY.
11. **TIMBER:** The Licensee shall not cut or damage, or allow the cutting or damaging of, trees on the Lands without the prior written consent of WY
12. **ROAD USE RULES:** If any WY road is used in connection with this Licence, the Licensee shall  
a) strictly observe all speed limits and traffic regulations, and  
b) suspend use of WY roads whenever such use is likely to cause excessive damage to them.
13. **PROTECTION AGAINST FIRE:** The Licensee shall  
a) lawfully dispose of all slashings and debris created by the Licensee on the Lands in a manner satisfactory to WY,  
b) keep the Lands free of flammable and/or explosive material,  
c) have on the Lands at all times fire fighting tools and equipment as advised are necessary by WY,  
d) immediately notify WY and the nearest Ministry of Forests office upon discovery of any fire in the vicinity of the Lands, and  
e) strictly observe WY and Ministry of Forests closure instructions with regard to forest fire hazards.
14. **ENVIRONMENTAL RESPONSIBILITY:**  
a) The Licensee shall comply with all applicable environmental laws and implement practicable measures to protect environmental quality and human health.  
b) The Licensee shall use the Lands in a manner to prevent the occurrence of any adverse events and minimize potential hazards that may affect WY and it's contractors, invitees, licensees, employees, agents and servants, the public and the environment; and in connection with any occurrence the Licensee shall implement effective control measures and notify all concerned parties.  
c) The Lands used by the Licensee shall be subject to environmental audits at the Licensee's cost, as WY, in its sole discretion, thinks advisable.



**COMPLIANCE WITH LAWS AND REGULATIONS:** The Licensee shall comply with all laws, by-laws, and regulations, Federal, Provincial or otherwise.

**ASSUMPTION OF RISK AND LIABILITY OF LICENSEE:**

- a) WY has made no representations or given any warranties save as set forth herein.
- b) The Licensee assumes all risk of damage to property of, or injury to the Licensee and the Licensee's contractors, invitees, licensees, employees, agents and servants ("said Licensee") in connection with the exercise of the privileges hereunder.
- c) The Licensee shall pay for all damage resulting directly or indirectly from any act or omission of the said Licensee, whether negligent or otherwise, and shall reimburse WY for all expenses incurred for fighting fire resulting directly or indirectly from said Licensee's acts or omissions hereunder, whether negligent or otherwise.
- d) The Licensee shall indemnify and save harmless WY against all claims or liabilities asserted by third persons resulting directly or indirectly from said Licensee's acts or omissions whether negligent or otherwise.

**17. INSURANCE:** The Licensee shall obtain and maintain during the term hereof

- a) Comprehensive general liability insurance including non-owned automobile, covering bodily injury and property damage including loss of use thereof, and loss of use of tangible property which has not been physically injured or destroyed. The policy shall also include coverage for:
  - i) unlicensed and specially licensed vehicles,
  - ii) contractual liability covering the Licensee's liability under this Licence; and
- b) Motor vehicle liability covering all said Licensee's licensed vehicles (owned and leased) exercising privileges granted under this Licence. The minimum limits of liability for (a) and (b) shall be \$2,000,000 inclusive. Such insurance shall be issued by an insurance company acceptable to WY, and shall include an endorsement requiring thirty (30) days notice to WY prior to cancellation. The Licensee shall furnish evidence of the insurance prescribed in sub-paragraphs (a) and (b) above to WY before exercising any privileges granted hereunder.

**18. TERMINATION, SUSPENSION AND RENEWAL:**

- a) Either party may terminate this Licence by giving the other thirty (30) days notice and if WY terminates this Licence for any reason the unearned portion of any prepaid consideration shall be returned to the Licensee, without interest.
- b) If the Licensee defaults, all privileges hereunder terminate ten (10) days after notice of default is given by WY to the Licensee, if the default is not remedied within such time. WY's termination of this Licence shall not prejudice WY's right to collect damages on account of the Licensee's breach of any term hereof.
- c) Any failure to exercise WY's right to terminate this Licence in case of default does not constitute a waiver of the Licensee's obligations to perform strictly in accordance with the terms of this Licence. Any such right to terminate shall remain in effect and may be exercised as long as the default continues.
- d) The privileges granted under this Licence may be suspended or modified as WY, in it's sole discretion, thinks advisable.
- e) If the Licensee requests a renewal of this Licence at least three(3) months before the Expiry Date, WY may, but is not obligated to, grant a renewal on terms satisfactory to it.

**19. NON-ASSIGNMENT:** Neither this Licence nor the privileges hereunder may be assigned in whole or in part by operation of law or otherwise, without the previous written consent of WY.

**20. NOTICES:** All notices shall be written and deemed duly given if delivered by hand or mailed by registered mail, postage prepaid, addressed to the party concerned at the address herein set forth or at such other address as may from time to time be communicated by notice. Notices shall be deemed to have been received, if delivered by hand, on the day delivered, and, if mailed, on the third day after posting unless there is between the time of mailing and actual receipt a mail strike, slowdown or other dispute which might affect delivery of the mail, in which case notice shall be only effective when actually delivered.

**21. INTEREST CHARGES:** The Licensee agrees to pay WY interest at a rate of 1.5% monthly on any overdue amounts payable under this Licence

**22. OTHER TERMS**

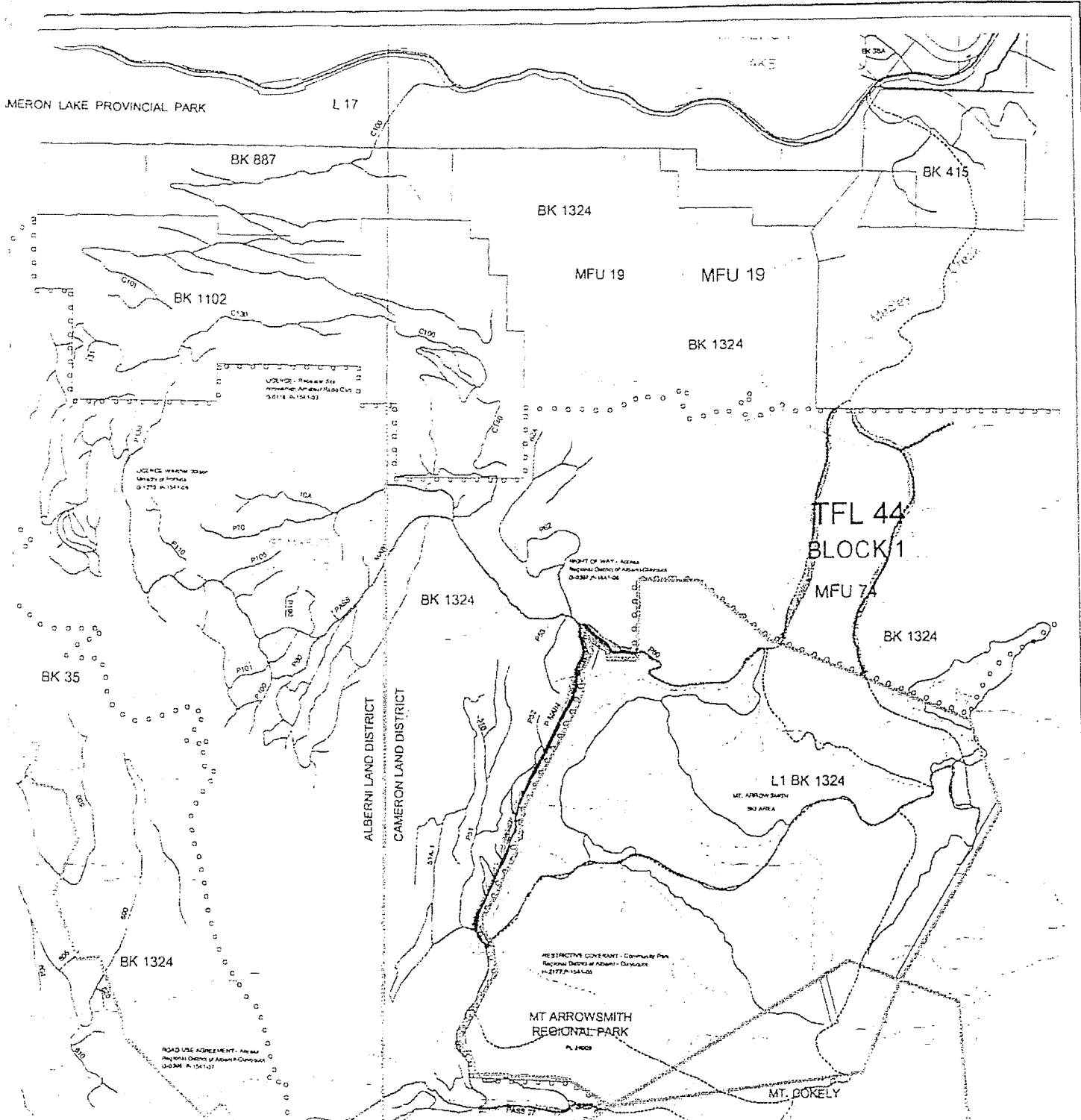
- a) For greater clarity, Section 18 d) includes but is not limited to, fire hazard closures and operational safety concerns
- b) This licence and the privileges of using the trail by the general public will not restrict the activities of WY in any way.
- c) WY in its sole discretion has the right to require the licence to relocate the trail or portions thereof either temporarily or permanently. Failure to comply may result in termination of the licence.


**23. SIGNED:**

**Weyerhaeuser Company Limited**  
 Timberlands and Properties Division  
 Per *Kim Pentecost*  
 \_\_\_\_\_  
 Signature  
 Kim Pentecost  
 \_\_\_\_\_  
 Type/Print Name  
 Property Assistant  
 \_\_\_\_\_  
 Position  
 June 14, 2000  
 \_\_\_\_\_  
 Dated

**Licensee**  
 Per *Carol Mason*  
 \_\_\_\_\_  
 Signature  
Carol Mason      Carol Mason  
 \_\_\_\_\_  
 Type/Print Name  
 CAO      GM CORP SVCS  
 \_\_\_\_\_  
 Position

	Dated	
	Initial	Date
Content	AC	Jul 4 13/00
Legal Form	<i>[Signature]</i>	July 2, 2000
Authority	<i>[Signature]</i>	July 13/00



 <h1 style="margin: 0;">Weyerhaeuser</h1>	
Working Copy <span style="float: right;">Timberlands &amp; Properties Division</span>	
Date: 11/02/2000	Notes: Location of Mt. Arrowsmith Trail -----
Scale: 1:25,000	
prepared by: allanl	
Property No.	
File No.	
Map No. 92F027.028	

## Appendix II

### 2010-2015 Licence Renewal



Island Timberlands LP  
65 Front Street, 4<sup>th</sup> Floor  
Nanaimo, BC V9R 5H9

Tel (250) 755-3552  
Fax (250) 755-3540

Our File: G-4517, P-1541-04

March 19, 2010

Regional District of Nanaimo  
Recreation and Parks  
Oceanside Place  
830 West Island Highway  
Parksville, BC  
V9P 2X4

Attention: Joan Michel

**Re: Non-Exclusive Licence over Part of Block 1324, Alberni, Dunsmuir and Cameron Districts except part in Plan 28909 and VIP66605 for the purpose of hiking trail (Arrowsmith Trail)**

Island Timberlands Limited Partnership (ITLP), hereby offers to renew your Licence dated April 1, 2000, and any subsequent amendments and renewals, on the following terms and conditions:

1. The term of this renewal shall be for 5 years commencing April 1, 2010 and expiring March 31, 2015.
2. The fee for this renewal shall be \$700.00 for the term plus GST, payable on receipt of invoice.

All other terms and conditions of the Licence dated April 1, 2000 and any subsequent amendments and renewals will remain in effect during the term. Please sign where indicated in the space below to indicate your acceptance of these terms and conditions, and return the "original" agreement to the address shown above. The "copy" is for your records. Island Timberlands Limited Partnership's G.S.T. Registration Number is R860211499 RT0001.

Yours truly,  
**Island Timberlands Limited Partnership,**  
by its general partner Island Timberlands GP Ltd.  
Real Estate Group

Agreed to and accepted by:  
**Authorized signatory of  
Regional District of Nanaimo**

Denise Sakai  
Property Administrator

\_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE EMERGENCY MANAGEMENT SELECT COMMITTEE  
MEETING HELD ON TUESDAY, APRIL 13, 2010 AT 11:00 AM  
IN THE RDN COMMITTEE ROOM**

**Present:**

Director D. Bartram	Chairperson
Director J. Stanhope	Electoral Area G
Director J. Burnett	Electoral Area A
Director G. Rudischer	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F

**Also in Attendance:**

C. Mason	Chief Administrative Officer
P. Thorkelsson	General Manager, Development Services
T. Armet	Manager - Building, Bylaw and Emergency Planning Services
J. Drew	Emergency Services Coordinator
M. Sparks	Recording Secretary

**CALL TO ORDER**

The meeting was called to order at 11:02 a.m. by the Chair.

**MINUTES**

MOVED Director Holme, SECONDED Director Burnett that the minutes of the Emergency Management Select Committee held on February 16, 2010, be adopted.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

**REPORTS**

**District 68 Emergency Social Services Director Agreements**

MOVED Director Young, SECONDED Director Holme, that the Gabriola Island Emergency Social Services Director agreement between the Regional District of Nanaimo and Nancy Rowan be approved for a one year term commencing January 1, 2010, and ending December 31, 2010.

CARRIED

MOVED Director Young, SECONDED Director Holme, that the Cedar/Extension Emergency Social Services Director agreement between the Regional District of Nanaimo and Andrea Bonkowski be approved for a one year term commencing January 1, 2010, and ending December 31, 2010.

CARRIED

**Neighborhood Emergency Preparedness Program Facilitator Agreement**

MOVED Director Holme, SECONDED Director Young, that the 2010 Neighborhood Emergency Preparedness Facilitator agreement between the Regional District of Nanaimo and Mr. Robert Dendoff be approved for a one year term commencing May 1<sup>st</sup>, 2010 and ending on April 30<sup>th</sup>, 2011.

CARRIED

**Community Wild Fire Protection Plans**

MOVED Director Holme, SECONDED Director Burnett, that the board receive and accept the Community Wildfire Protection Plan recommendations in principle.

CARRIED

MOVED Director Holme, SECONDED Director Burnett, that staff be directed to develop policy, for the Board's consideration, on the implementation of Community Wildfire Protection Plan recommendations.

CARRIED

**Emergency Preparedness Week (May 2 – 8) 2010 Calendar of Events**

MOVED Director Stanhope, SECONDED Director Holme that the Report be received.

CARRIED

**NEW BUSINESS**

Discussion re potential use of Qualicum Bay Water District's unused pump house as an Emergency water backup system.

**ADJOURNMENT**

MOVED Director Holme, SECONDED Director Burnett, that this meeting be adjourned.

TIME: 11:48 p.m.

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CHAIRPERSON

CAO APPROVAL <i>AW</i>	
EAP	
CDP	
RD	
BOARD	

*Emergency - Oct 13 '10*

---

**TO:** Tom Armet, Manager  
Building, Bylaw and Emergency Planning Services

**DATE:** April 7, 2010

**FROM:** Jani M. Drew, Emergency Coordinator

**FILE:** 2240 – 20 ESS

**SUBJECT:** District 68 Emergency Social Services Director Agreements

---

**PURPOSE:**

To obtain Board approval for 2010 Emergency Social Service Director Agreements for Gabriola Island and Cedar /Extension.

**BACKGROUND:**

The *Emergency Program Act, Local Authority Emergency Management Regulation, Section 2 (f)* specifies that local governments must:

*“Coordinate the provision of food, clothing, shelter, transportation and medical services to victims of emergencies or disasters...”*

Emergency Social Services (ESS) is the province wide community based emergency response system. ESS provides services required to preserve the well being of people affected by an emergency or disaster. Recipients of ESS are citizens who have been displaced from their residence by a disaster or emergency, as well as stranded travelers or response workers on assignment during a disaster or emergency. Emergency Social Services volunteers register evacuees, and make referrals for food, lodging, clothing and family reunification and provide numerous other disaster assistance services.

The Provincial Emergency Program provides the essential legal authority to recognize volunteer groups in responding to emergency situations. Registered Public Safety Lifeline volunteers (ESS, Search and rescue and Amateur Radio) are eligible for Worker’s Compensation benefits and basic expenses, with additional support available in the way of coordination and training. The Regional District of Nanaimo (RDN) currently provides support for local groups to secure ESS provision to all electoral areas.

Gabriola Island has traditionally had a strong core team of members and a new ESS Director, Nancy Rowan was recruited in 2009. Under the 2009 agreement, which included Terms of Reference for the position, Ms Rowan was paid an honorarium in the amount of \$2,000.

Providing ESS in Electoral Areas ‘A’ and ‘C’ has proven more challenging in past years with no established team and very few volunteers. A series of extreme weather events between 2005 and 2007 necessitated the evacuation of numerous residents in the Cedar area. The lack of local volunteers made it necessary to rely on the Snuneymuxw First Nation to provide support for affected residents by opening their community kitchen and reception center. Since these events, an ESS Director, Andrea Bonkowski has been recruited for Electoral Areas ‘A’ and ‘C’ and a small core team of volunteers has been established with a training program underway.

Further to providing ESS supplies, training support, and making reception centers operational, the Emergency Program follows the *Canadian Code for Volunteer Involvement* to ensure we not only attract new volunteers, but retain existing members. Best practices in volunteer management include ensuring members feel valued for their contributions through recognition, making them feel they belong in the over

all Emergency Program, and that their skills, hours of contribution and willingness to help others is acknowledged by staff, elected officials and the public. ESS Directors are expected to be available 24/7 to respond to emergency events, similar to volunteer Fire Chiefs. (Proposed agreements - see Attachment "1" and "2").

**ALTERNATIVES**

1. Approve the 2010 ESS Director agreements for Gabriola Island and Cedar/Extension.
2. Do not approve the 2010 ESS Director agreements for Gabriola Island and Cedar/Extension and provide staff with further direction.

**FINANCIAL IMPLICATIONS**

The Regional District of Nanaimo is required to coordinate Emergency Social Services as part of the Electoral Area Emergency Program. Volunteer Directors play an integral role in this vital service. ESS Directors generally spend in excess of 10 hours a week fulfilling their roles and provide excellent value to the Emergency Program. Currently the RDN budgets for basic operating costs and honorariums for ESS Directors and continued support is necessary to ensure ongoing recruitment and retention.

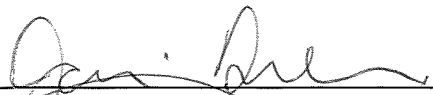
In 2009, the Emergency Program paid \$2,000 to each District 68 ESS Director and the same amount has been included in the 2010 budget. Agreements are being brought forward to the Board for consideration to formalize these arrangements. Increases to these may be recommended in the 2011 budget to bring the District 68 honorariums in line with District 69 honorariums.

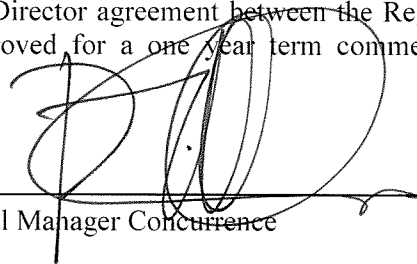
**CONCLUSION**

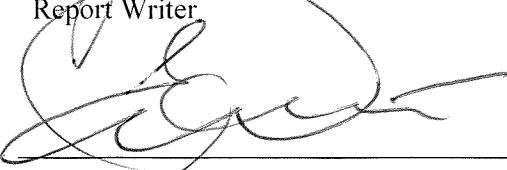
The two volunteer ESS Directors in District 68 are skilled and dedicated individuals who are expected to be available at all times to respond to emergency events. Annual honorariums to the ESS Directors are a demonstrable way to recognize the excellent value they provide to the Emergency Program. With the approval of these two agreements, the Regional District will have secured ESS services through all the Electoral Areas for 2010. Staff recommends that the one year agreements be approved retroactively to January 1<sup>st</sup>, 2010.

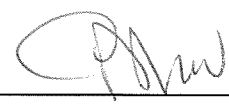
**RECOMMENDATIONS:**

1. That the Gabriola Island Emergency Social Services Director agreement between the Regional District of Nanaimo and Nancy Rowan be approved for a one year term commencing January 1, 2010 and ending December 31, 2010.
2. That the Cedar/Extension Emergency Social Services Director agreement between the Regional District of Nanaimo and Andrea Bonkowski be approved for a one year term commencing January 1, 2010 and ending December 31, 2010.

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

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

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

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

**COMMENTS:**



ATTACHMENT 1  
**REGIONAL DISTRICT OF NANAIMO**  
**CONSULTING SERVICES AGREEMENT**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

BETWEEN:

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

(hereinafter called the "Regional District")

AND:

Andrea Bonkowski  
1333 Scotchtown Road  
Nanaimo, BC V9X 1R9

(hereinafter called the "Consultant")

**NOW THIS AGREEMENT WITNESSETH:**

THAT in consideration of the terms, conditions and covenants hereinafter set forth, the Regional District and the Consultant covenant and agree each with the other as follows:

**1. Definitions**

- 1.1. *AGREEMENT* means this Agreement for Services, which incorporates any Schedule attached hereto.
- 1.2. *EMERGENCY PROGRAM COORDINATOR* means the Regional District Emergency Coordinator or Alternates, or any person designated by the Emergency Coordinator.
- 1.3. *SERVICES* means the Consultant's duties and responsibilities to the Regional District as set out in Schedule "A".
- 1.4. *SERVICE AREA* means the land within the boundaries of Electoral Area "A" and "C".

**2. Term**

The Consultant will provide the Services during the period (hereinafter called the "Term") commencing on 01 January, 2010 and ending on 31 December, 2010, unless sooner terminated as hereinafter provided.

**3. Payment**

The Regional District will pay to the Consultant, for the Services, the amount, in the manner and at the times set out in Schedule "B" attached hereto. The Consultant agrees to accept the amount as full payment and reimbursement. No additional amounts may be charged by the Consultant.

**4. Authority of Consultant**

The consultant shall have no right or authority, express or implied, to commit or otherwise obligate the Regional District in any manner whatsoever except to the extent specifically provided herein or as specifically authorized in writing by the Regional District.

**5. Independent Contractor**

The Consultant will be an independent contractor and not the servant, employee or agent of the Regional District.

**6. Assignment and Sub-contracting**

The Consultant will not, without the prior written consent of the Regional District subcontract this Agreement or any portion thereof.

**7. Ownership of Documents and Confidentiality**

- (a) The Consultant agrees to keep in strictest confidence all confidential information which the Consultant may acquire in connection with or as a result of divulge or disclose to any unauthorized third party or parties any information at any time without the prior written consent of the Regional District. The term "confidential information" includes but is not limited to information emanating from the Regional District, its affiliates, agents, customers, either conceived or developed by the Consultant concerning research, development, patent, copyright, systems and procedures.
- (b) All right, title and interest, including all copyrights, trade secret rights, trademark rights, patent rights and all other intellectual and industrial property rights of any nature throughout the world relating thereto (whether or not patentable), in all reports, documents, concepts, programs, operating procedures, products, databases, works of authorship, designs, developments, compilations of information and documentation thereof, flowcharts, and specifications, including any modifications or improvements thereof, and information made, conceived or developed, in whole or in part, by the Consultant during the term of this Agreement that relate to the Services (collectively the "Work Products"), will belong solely and exclusively to the Regional District.
- (c) On the termination of this Agreement for any reason, the Consultant shall deliver to the Regional District all documents, notebooks, charts, files and records relating to the provision of the Services including copies, summaries and notes in the possession or control of the Consultant.

## **8. Conflict**

The Consultant shall not, during the term, perform a service for or provide advice to any person, firm or corporation where the performance of the service or the provision of the advice may or does, in the reasonable opinion of the Regional District, give rise to a conflict of interest between the obligations of the consultant to the Regional District under this Agreement, and the obligations of the Consultant to such other person, firm or corporation.

## **9. Indemnity**

The Consultant will indemnify and save harmless the Regional District from any and all losses, claims, damages, or expenses arising from or due to the negligence of the Consultant in performing the functions and responsibilities of the Consultant under the terms of this Agreement or the Consultant's breach of the terms of this Agreement.

## **10. Work Safe and Liability Coverage**

It is understood that while operating under a Task Number issued by the Provincial Emergency Program during an emergency response or recovery action, the Consultant and her Emergency Social Services volunteer team will be covered by the Province for Work Safe and liability. During routine ESS work, the Consultant meets the criteria to be insured by the Regional District's insurance carrier, MIA. Insurance details can be referred to in Schedule "B".

## **11. Termination**

Notwithstanding any other provision of this Agreement:

- (a) If the Consultant fails to comply with any provision of this Agreement, then, and in addition to any other remedy or remedies available to the Regional District, the Regional District may, at its option, terminate this Agreement by giving written notice of termination to the Consultant.
- (b) Either Party may terminate this Agreement at any time upon giving the other Party seven (7) days notice of such termination.

If either such option is exercised by the Regional District, the Regional District will be under no further obligation to the Consultant except to pay the Consultant such amount as the Consultant may be entitled to receive, pursuant to Schedule 'B', for services provided and expenses incurred to the date the said notice is given or delivered to the Consultant. The Consultant will refund to the Regional District any payment already made to the Consultant not yet earned.

## **12. Prior Dealings**

All prior negotiations and agreements between the parties relating to the subject matter of this Agreement are superseded by this Agreement. There are no representations, warranties, understandings or agreements other than those expressly set forth in the Agreement or subsequently agreed to in writing, which writing shall be executed by a duly authorized officer of the party to be bound thereby.

## **13. Waiver**

The failure of either party at any time to require the other party's performance of any obligation under this Agreement shall not affect the right to require performance of that obligation in the future. Any waiver by either party of any such breach or any such provision hereof shall not be construed as a waiver or modification of this provision itself, or a waiver or modification of any other right under this Agreement.

## **14. Miscellaneous**

All provisions of this Agreement in favour of the Regional District and all rights and remedies of the Regional District, either at law or equity, will survive the expiration or sooner termination of this Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year first above written.

For the Regional District of Nanaimo: )  
)  
)  
)  
\_\_\_\_\_)  
Emergency Coordinator, Building, Bylaw )  
and Emergency Planning Services )  
)

For the Consultant: )  
)  
)  
\_\_\_\_\_)  
Emergency Social Services Director )  
)

## **SCHEDULE "A"**

### **SCOPE OF WORK**

The Consultant shall provide the Emergency Social Services Director duties as outlined below

#### **EMERGENCY SOCIAL SERVICES DIRECTOR JOB DESCRIPTION:**

Responsible for the planning, development, implementation, and management of an Emergency Social Services program to enable the Electoral Area "A" and "C" communities to respond quickly and effectively in providing essential services to survivors and responders affected by an emergency/disaster. The Consultant reports the Regional District Emergency Coordinator, or their Alternate.

#### **DUTIES**

##### **BEFORE AN EMERGENCY:**

- Appoint at least one alternate directors and ensure one is in place if the Consultant is out of the service area;
- Establish an ESS planning team and a regular meeting schedule;
- Determine and delegate planning responsibilities;
- Maintain support and motivation of team members;
- Oversee the orientation, training and evaluation of team members;
- Oversee the establishment of supplier agreements for services (food, clothing, lodging, etc.);
- Liaise with provincial, regional and community supports, e.g. Emergency Program;
- Coordinator, Provincial Emergency Program (PEP), Canadian Red Cross, St. John Ambulance, The Salvation Army, media and others;
- Oversee the development and maintenance of community ESS plans and activation procedures;
- Attend community Emergency Planning Committee meetings as a member of the overall team that includes Fire, Police, Health, School Board, etc.;
- Promote public awareness of ESS program and emergency planning through displays, presentations, etc.

##### **DURING AN EMERGENCY:**

- Implement the ESS plan at the request of Emergency Program Coordinator, CAO, Board Chairperson or designate, and assume responsibility for the ESS response and/or initial recovery;;
- Report to the Emergency Coordination Centre (ECC) or designated location;
- Secure a PEP Task Registration Number for ESS Level I call outs and communicate the PEP Task # to the ESS team;
- Consult with members of the ECC to identify general ESS requirements;
- Ensure communication links between the ECC and all ESS response sites;
- Consult with ESS team to manage human and material resources;
- Monitor situation by compiling information on immediate and projected ESS needs;
- Upon direction from ECC, begin demobilization process.

**AFTER AN EMERGENCY:**

- Ensure ESS workers clean up and return borrowed supplies and equipment;
- Receive and compile operational reports from all ESS sites;
- Ensure ESS workers receive an operational review and emotional debriefing;
- Ensure follow up where required;
- Forward all required information to the Regional District in a timely manner.

**SCHEDULE "B"**

**FEES & EXPENSES**

Total compensation to be paid to the Consultant by the Regional District of Nanaimo shall not exceed a maximum of \$2,000, made in four (4) payments:

<b>Date of Payment</b>	May 31, 2010	July 31, 2010	October 31, 2010	December 31, 2010
Fees	\$500.00	\$500.00	\$500.00	\$ 500.00
<b>TOTAL</b>				\$2,000.00

M.I.A. Insurance Coverage:

Regional District insurance coverage for Emergency Program volunteers includes driving to/from the place of volunteer work. Limits to insurance are:

1. Principal Sum: \$40,000, sliding scale dependent upon the injury or loss of life
2. Weekly indemnity: Total disability: \$300, partial disability, \$150
3. Accident reimbursement benefit: \$2,500 (i.e.: ambulance transport etc)

ATTACHMENT "2"

**REGIONAL DISTRICT OF NANAIMO  
CONSULTING SERVICES AGREEMENT**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

BETWEEN:

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

(hereinafter called the "Regional District")

AND:

Nancy Rowan  
360 Calderview Place  
Gabriola Island, BC V0R 1X2

(hereinafter called the "Consultant")

**NOW THIS AGREEMENT WITNESSETH:**

THAT in consideration of the terms, conditions and covenants hereinafter set forth, the Regional District and the Consultant covenant and agree each with the other as follows:

**2. Definitions**

- 2.1. *AGREEMENT* means this Agreement for Services, which incorporates any Schedule attached hereto.
- 2.2. *EMERGENCY PROGRAM COORDINATOR* means the Regional District Emergency Coordinator or Alternates, or any person designated by the Emergency Coordinator.
- 2.3. *SERVICES* means the Consultant's duties and responsibilities to the Regional District as set out in Schedule "A".
- 2.4. *SERVICE AREA* means the land within the boundaries of Electoral Area "A" and "C".



**2. Term**

The Consultant will provide the Services during the period (hereinafter called the "Term") commencing on 01 January, 2010 and ending on 31 December, 2010, unless sooner terminated as hereinafter provided.

**3. Payment**

The Regional District will pay to the Consultant, for the Services, the amount, in the manner and at the times set out in Schedule "B" attached hereto. The Consultant agrees to accept the amount as full payment and reimbursement. No additional amounts may be charged by the Consultant.

**4. Authority of Consultant**

The consultant shall have no right or authority, express or implied, to commit or otherwise obligate the Regional District in any manner whatsoever except to the extent specifically provided herein or as specifically authorized in writing by the Regional District.

**5. Independent Contractor**

The Consultant will be an independent contractor and not the servant, employee or agent of the Regional District.

**6. Assignment and Sub-contracting**

The Consultant will not, without the prior written consent of the Regional District subcontract this Agreement or any portion thereof.

**7. Ownership of Documents and Confidentiality**

- (a) The Consultant agrees to keep in strictest confidence all confidential information which the Consultant may acquire in connection with or as a result of divulge or disclose to any unauthorized third party or parties any information at any time without the prior written consent of the Regional District. The term "confidential information" includes but is not limited to information emanating from the Regional District, its affiliates, agents, customers, either conceived or developed by the Consultant concerning research, development, patent, copyright, systems and procedures.
- (b) All right, title and interest, including all copyrights, trade secret rights, trademark rights, patent rights and all other intellectual and industrial property rights of any nature throughout the world relating thereto (whether or not patentable), in all reports, documents, concepts, programs, operating procedures, products, databases, works of authorship, designs, developments, compilations of information and documentation thereof, flowcharts, and specifications, including any modifications or improvements thereof, and information made, conceived or developed, in whole or in part, by the Consultant during the term of this Agreement that relate to the Services (collectively the "Work Products"), will belong solely and exclusively to the Regional District.
- (c) On the termination of this Agreement for any reason, the Consultant shall deliver to the Regional District all documents, notebooks, charts, files and records relating to the provision of the Services including copies, summaries and notes in the possession or control of the Consultant.

## **8. Conflict**

The Consultant shall not, during the term, perform a service for or provide advice to any person, firm or corporation where the performance of the service or the provision of the advice may or does, in the reasonable opinion of the Regional District, give rise to a conflict of interest between the obligations of the consultant to the Regional District under this Agreement, and the obligations of the Consultant to such other person, firm or corporation.

## **9. Indemnity**

The Consultant will indemnify and save harmless the Regional District from any and all losses, claims, damages, or expenses arising from or due to the negligence of the Consultant in performing the functions and responsibilities of the Consultant under the terms of this Agreement or the Consultant's breach of the terms of this Agreement.

## **10. Work Safe and Liability Coverage**

It is understood that while operating under a Task Number issued by the Provincial Emergency Program during an emergency response or recovery action, the Consultant and her Emergency Social Services volunteer team will be covered by the Province for Work Safe and liability. During routine ESS work, the Consultant meets the criteria to be insured by the Regional District's insurance carrier, MIA. Insurance details can be referred to in Schedule "B".

## **11. Termination**

Notwithstanding any other provision of this Agreement:

- (a) If the Consultant fails to comply with any provision of this Agreement, then, and in addition to any other remedy or remedies available to the Regional District, the Regional District may, at its option, terminate this Agreement by giving written notice of termination to the Consultant.
- (b) Either Party may terminate this Agreement at any time upon giving the other Party seven (7) days notice of such termination.

If either such option is exercised by the Regional District, the Regional District will be under no further obligation to the Consultant except to pay the Consultant such amount as the Consultant may be entitled to receive, pursuant to Schedule 'B', for services provided and expenses incurred to the date the said notice is given or delivered to the Consultant. The Consultant will refund to the Regional District any payment already made to the Consultant not yet earned.

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and Emergency Planning Services )  
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For the Consultant: )  
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\_\_\_\_\_)  
Emergency Social Services Director )  
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## **SCHEDULE "A"**

### **SCOPE OF WORK**

| The Consultant shall provide the Emergency Social Services Director duties as outlined below

#### **EMERGENCY SOCIAL SERVICES DIRECTOR JOB DESCRIPTION:**

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#### **DUTIES**

##### **BEFORE AN EMERGENCY:**

- Appoint at least one alternate directors and ensure one is in place if the Consultant is out of the service area;
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- Maintain support and motivation of team members;
- Oversee the orientation, training and evaluation of team members;
- Oversee the establishment of supplier agreements for services (food, clothing, lodging, etc.);
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- Coordinator, Provincial Emergency Program (PEP), Canadian Red Cross, St. John Ambulance, The Salvation Army, media and others;
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- Attend community Emergency Planning Committee meetings as a member of the overall team that includes Fire, Police, Health, School Board, etc.;
- Promote public awareness of ESS program and emergency planning through displays, presentations, etc.

##### **DURING AN EMERGENCY:**

- Implement the ESS plan at the request of Emergency Program Coordinator, CAO, Board Chairperson or designate, and assume responsibility for the ESS response and/or initial recovery;;
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- Secure a PEP Task Registration Number for ESS Level I call outs and communicate the PEP Task # to the ESS team;
- Consult with members of the ECC to identify general ESS requirements;
- Ensure communication links between the ECC and all ESS response sites;
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- Ensure ESS workers receive an operational review and emotional debriefing;
- Ensure follow up where required;
- Forward all required information to the Regional District in a timely manner.

**SCHEDULE "B"**

**FEES & EXPENSES**

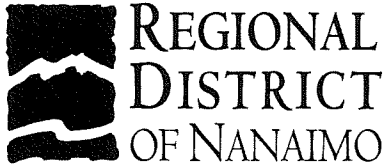
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<b>Date of Payment</b>	May 31, 2010	July 31, 2010	October 31, 2010	December 31, 2010
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<b>TOTAL</b>				\$2,000.00

M.I.A. Insurance Coverage:

Regional District insurance coverage for Emergency Program volunteers includes driving to/from the place of volunteer work. Limits to insurance are:

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2. Weekly indemnity: Total disability: \$300, partial disability, \$150
3. Accident reimbursement benefit: \$2,500 (i.e.: ambulance transport etc)



RDN REPORT	
CAO APPROVAL <i>CW</i>	
EAP	
COW	
RHD	
BOARD	
<i>Emergency Prep - April 13 '10</i>	

# MEMORANDUM

**TO:** Tom Armet, Manager  
Building, Bylaw and Emergency Planning Services

**DATE:** April 8, 2010

**FROM:** Jani M. Drew, Emergency Coordinator

**FILE:** 7130-04 NEP

**SUBJECT:** Neighbourhood Emergency Preparedness Program Facilitator Agreement

## PURPOSE

To update the Board on the Neighborhood Emergency Preparedness Program and obtain approval to renew the Neighborhood Emergency Preparedness Program Facilitator service agreement for an additional one year term.

## BACKGROUND

The RDN Neighborhood Emergency Preparedness Program (NEPP) involves both personal/family preparedness planning and training as a neighborhood to respond safely and effectively during a disaster. The Emergency Program utilizes the NEPP model promoted by the Provincial Emergency Program. During a disaster, neighbors naturally come together to help one another, and NEPP teaches how to identify necessary skills and neighborhood resources and encourages residents to become self sufficient for up to one week. The primary goal of NEPP is to build community disaster resilience. The degree to which the next emergency or disaster can be effectively handled in a neighborhood is directly related to how well families and neighbors in that neighborhood have prepared for it. The RDN supports this grass roots level community development as part of the ongoing public education component of the emergency planning function.

Two workshops are provided – the first is introductory and the second provides the new NEPP group with a road map to becoming a self sustaining group. In addition to providing this front end support, the RDN provides NEPP groups with ongoing assistance via provision of public awareness materials, flyers, posters and maps and certain training like Rapid Damage Assessment, Red Cross – First Aid, and Light Urban Search and Rescue. Public preference is to hold the workshops during evenings or weekends and in the past staff provided these popular workshops. However, since the workshops took place outside of regular work hours, it was challenging to meet the demand and to stimulate additional interest.

In 2009 Mr. Robert Dendoff was engaged as the NEPP Facilitator via a one year service contract. As a result of Mr. Dendoff's work, 14 new groups were established (Cedar, Extension, South Wellington, Lighthouse/Bowser area, Spider Lake, French Creek, Deep Bay, Coombs, Fairwinds, Gabriola Island, Schooner Cove/Nanoose) with dates booked through to May 2010. Public feedback has been very positive and demand for new workshops continues to grow. An additional benefit to the NEPP workshops is that it provides an opportunity to recruit Emergency Social Services volunteers.

## ALTERNATIVES

1. To approve the 2010 Neighborhood Emergency Preparedness Program Service Agreement;
2. To not approve the 2010 Neighborhood Emergency Preparedness Program Service Agreement and provide staff with further direction.

## FINANCIAL IMPLICATIONS

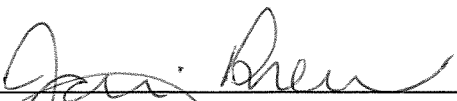
The 2009 budget included \$5,000 to pay for a NEPP Facilitator. Mr. Dendoff is continuing in his role as NEP Facilitator, as he had many 2010 workshops booked while still in his 2009 contract term. The 2010 Emergency Planning Budget includes \$7,000 to continue this program and respond to the growing demand for workshops. The additional \$2,000 will provide an increase of 32 hours – approximately 16 more workshops.

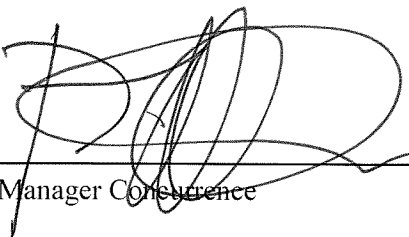
## CONCLUSION

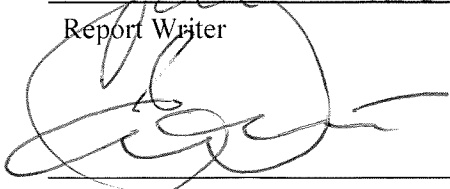
Analyses of many disasters around the world and in BC indicate that residents have a better chance for recovery if they can sustain themselves for one week, and to work with their neighbours to help one another. The introduction of the Neighborhood Emergency Preparedness Program in 2009 was a success and has generated additional demand for workshops and groups throughout the RDN. Continuation of the NEP Facilitator agreement with Mr. Dendoff will meet the demand and continue to build community resilience in the event of a disaster.


## RECOMMENDATION

That the 2010 Neighborhood Emergency Preparedness Facilitator agreement between the Regional District of Nanaimo and Mr. Robert Dendoff be approved for a one year term commencing May 1st, 2010 and ending on April 30<sup>th</sup>, 2011.

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

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

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

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

## COMMENTS:



**Attachment "1"**

**REGIONAL DISTRICT OF NANAIMO  
CONSULTING SERVICES AGREEMENT**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

BETWEEN:

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

(hereinafter called the "Regional District")

AND:

Robert Dendoff  
2831 Glen Eagle Crescent  
Nanaimo BC V9T 1R8

(hereinafter called the "Consultant")

**NOW THIS AGREEMENT WITNESSETH:**

THAT in consideration of the terms, conditions and covenants hereinafter set forth, the Regional District and the Consultant covenant and agree each with the other as follows:

**1. Definitions**

- 1.1. *AGREEMENT* means this Agreement for Services, which incorporates any Schedule attached hereto.
- 1.2. *EMERGENCY PROGRAM COORDINATOR* means the Regional District Emergency Coordinator or Alternates, or any person designated by the Emergency Coordinator.
- 1.3. *SERVICES* means the Consultant's duties and responsibilities to the Regional District as set out in Schedule "A".
- 1.4. *SERVICE AREA* means the land within the boundaries of Electoral Areas "A", "B", "C", "E", "F", "G" and "H" and the District of Lantzville.

**2. Appointment**

The Regional District retains the Consultant to provide the Services (herein called the "Services") described in Schedule 'A' which is attached hereto and forms part of this Agreement.

**3. Term**

The Consultant will provide the Services during the period (hereinafter called the "Term") commencing on January 1, 2010 and ending on December 31, 2010, unless sooner terminated as hereinafter provided.

**3. Payment**

The Regional District will pay to the Consultant, for the Services, the amount, in the manner and at the times set out in Schedule 'A' attached hereto. The Consultant agrees to accept the amount as full payment and reimbursement. No additional amounts may be charged by the Consultant.

**4. Authority of Consultant**

The consultant shall have no right or authority, express or implied, to commit or otherwise obligate the Regional District in any manner whatsoever except to the extent specifically provided herein or as specifically authorized in writing by the Regional District.

**5. Independent Contractor**

The Consultant will be an independent contractor and not the servant, employee or agent of the Regional District.

**6. Assignment and Sub-contracting**

The Consultant will not, without the prior written consent of the Regional District subcontract this Agreement or any portion thereof.

**7. Ownership of Documents and Confidentiality**

- (a) The Consultant agrees to keep in strictest confidence all confidential information which the Consultant may acquire in connection with or as a result of divulge or disclose to any unauthorized third party or parties any information at any time without the prior written consent of the Regional District. The term "confidential information" includes but is not limited to information emanating from the Regional District, its affiliates, agents, customers, either conceived or developed by the Consultant concerning research, development, patent, copyright, systems and procedures.
- (b) All right, title and interest, including all copyrights, trade secret rights, trademark rights, patent rights and all other intellectual and industrial property rights of any nature throughout the world relating thereto (whether or not patentable), in all reports, documents, concepts, programs, operating procedures, products, databases, works of authorship, designs, developments, compilations of information and documentation thereof, flowcharts, and specifications, including any modifications or improvements thereof, and information made, conceived or developed, in whole or in part, by the Consultant during the term of this Agreement that relate to the Services (collectively the "Work Products"), will belong solely and exclusively to the Regional District.
- (c) On the termination of this Agreement for any reason, the Consultant shall deliver to the Regional District all documents, notebooks, charts, files and records relating to the provision of the Services including copies, summaries and notes in the possession or control of the Consultant.

## **8. Conflict**

The Consultant shall not, during the term, perform a service for or provide advice to any person, firm or corporation where the performance of the service or the provision of the advice may or does, in the reasonable opinion of the Regional District, give rise to a conflict of interest between the obligations of the consultant to the Regional District under this Agreement, and the obligations of the Consultant to such other person, firm or corporation.

## **9. Indemnity**

The Consultant will indemnify and save harmless the Regional District from any and all losses, claims, damages, or expenses arising from or due to the negligence of the Consultant in performing the functions and responsibilities of the Consultant under the terms of this Agreement or the Consultant's breach of the terms of this Agreement.

## **10. Work Safe and Liability Coverage**

The Consultant meets the criteria to be insured in certain circumstances by the Regional District's insurance carrier, MIA. Insurance details can be referred to in Schedule "B".

## **11. Termination**

Notwithstanding any other provision of this Agreement:

- (a) If the Consultant fails to comply with any provision of this Agreement, then, and in addition to any other remedy or remedies available to the Regional District, the Regional District may, at its option, terminate this Agreement by giving written notice of termination to the Consultant.
- (b) Either Party may terminate this Agreement at any time upon giving the other Party seven (7) days notice of such termination.

If either such option is exercised by the Regional District, the Regional District will be under no further obligation to the Consultant except to pay the Consultant such amount as the Consultant may be entitled to receive, pursuant to Schedule 'B', for services provided and expenses incurred to the date the said notice is given or delivered to the Consultant. The Consultant will refund to the Regional District any payment already made to the Consultant not yet earned.

## **12. Prior Dealings**

All prior negotiations and agreements between the parties relating to the subject matter of this Agreement are superseded by this Agreement. There are no representations, warranties, understandings or agreements other than those expressly set forth in the Agreement or subsequently agreed to in writing, which writing shall be executed by a duly authorized officer of the party to be bound thereby.

## **13. Waiver**

The failure of either party at any time to require the other party's performance of any obligation under this Agreement shall not affect the right to require performance of that obligation in the future. Any waiver by either party of any such breach or any such provision hereof shall not be construed as a waiver or modification of this provision itself, or a waiver or modification of any other right under this Agreement.

## **14. Miscellaneous**

All provisions of this Agreement in favour of the Regional District and all rights and remedies of the Regional District, either at law or equity, will survive the expiration or sooner termination of this Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year first above written.

For the Regional District of Nanaimo: )  
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\_\_\_\_\_)  
Emergency Coordinator, Building, Bylaw and )  
Emergency Planning Services )  
)

For the Consultant: )  
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\_\_\_\_\_)  
Robert Dendoff )  
)  
)

## **SCHEDULE "A"**

### **SCOPE OF WORK**

The Consultant shall provide emergency preparedness presentations to residents of the Service Area. The primary focus and purpose of presentations/workshops will be to develop the Neighbourhood Emergency Preparedness Program (NEPP). NEPP is designed to encourage disaster resilience by teaching individuals and their families to become personally prepared for emergencies or disasters, for a period of up to one week.

The consultant will use the NEPP manual developed by the Provincial Emergency Program as the core methodology, as well as the *Neighbourhood Emergency Preparedness Program Guide* for facilitators. Additional materials, teaching aids and presentations must be pre-approved by the Regional District of Nanaimo, Emergency Coordinator to ensure that branding and messaging is consistent with existing Emergency Program public awareness initiatives.

The Regional District will provide photocopying and existing workshop aids and presentation materials. The Consultant will provide one hundred and twenty (120) hours of service and must keep computer records of presentation contacts, locations, dates, time spent, and submit sign in sheets for workshop participants. Monthly records are to be submitted in electronic form to the Building, Bylaw and Emergency Planning Department Secretary for Regional District records management.

The Consultant will seek out various existing groups (i.e.: service groups or resident's associations) to arrange workshops. Additionally, the Emergency Coordinator will post a notice on the RDN website that workshops can be booked by contacting the RDN.

The Regional District of Nanaimo will provide identification to the Consultant, who will wear it during presentations. The Consultant will at all times while representing the RDN dress and act in a professional manner.

**SCHEDULE "B"**

**FEES & EXPENSES**

Total compensation to be paid to the Consultant by the Regional District of Nanaimo shall not exceed a maximum of \$7,000, made in four (4) payments. The \$7, 000 *includes* 120 hours (based on \$50 per hour) to be spent on workshops/presentations, and \$1,000 for related expenses.

<b>Date of Payment</b>	<b>May, 2010</b>	<b>July, 2010</b>	<b>September 31, 2010</b>	<b>December 31, 2010</b>
<b>Fees</b>	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
<b>Expenses</b>	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
<b>Total</b>	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00
<b>TOTAL CONTRACT AMOUNT:</b>			<b>\$7,000.00</b>	

M.I.A. Insurance Coverage:

Regional District insurance coverage for Emergency Program volunteers includes driving to/from the place of volunteer work. Limits to insurance are:

1. Principal Sum: \$40,000, sliding scale dependent upon the injury or loss of life
2. Weekly indemnity: Total disability: \$300, partial disability, \$150
3. Accident reimbursement benefit: \$2,500 (i.e.: ambulance transport etc.)

EAP		
COW		
RHD		
BOARD		

*Emerg. Mgmt. - April 13/10*

**TO:** Tom Armet, Manager  
Building, Bylaw and Emergency Planning Services

**DATE:** April 8, 2010

**FROM:** Jani M. Drew, Emergency Coordinator

**FILE:** 1855-03 INFI

**SUBJECT:** Community Wildfire Protection Plans

**PURPOSE:**

To obtain Board direction on the implementation of Community Wildfire Protection Plan recommendations.

**BACKGROUND**

Fires that have the potential to involve buildings and wildland fuels or vegetation simultaneously are known as wildland – urban interface (WUI) fires. The 2009 Hazard Vulnerability Risk Analysis (HVRA) indicates that the risk of interface fire in the RDN is ‘high’. In the *Firestorm 2003 Provincial Review*, it was recommended that the Province take a lead role in the development of strategic plans in cooperation with local government, to improve fire prevention in the interface. The purpose of the program is to assist communities in the development of plans that will assist them in improving fire prevention and protection in the interface areas. The objective is to improve community safety and reduce the risk of property damage. In order to plan for prevention and mitigation in WUI areas, the RDN has obtained Provincial grants to create Community Wildfire Protection Plans (CWPPs).

CWPPs have been completed for: Bow Horn Bay Fire Dept., Deep Bay Water Works, Errington Fire Dept., Extension Fire Department, Gabriola Island Fire Department, Cranberry Fire Dept, Horne Lake Strata Corporation, and a joint CWPP with Snuneymuxw First Nation and the North Cedar Improvement District. CWPPs are near completion for the Coombs Hilliers Fire Department, and a joint undertaking with Nanoose Bay Fire Department, Nanoose First Nation and the District of Lantzville. A table illustrating WUI Fire Hazard Ratings in these areas is appended to this report as Attachment No. 1.

**CWPP Range of Recommendations:**

The following recommendations arise from and are common to all CWPPs:

*1. Education and Community Involvement:*

Public awareness has proven to be instrumental in preventing or at least minimizing fire risk in identified WUI areas. CWPPs were shared with neighbouring land tenure holders, posted on the RDN website, public meetings were held and a seminar was held with Electoral Area Directors. Additionally, property owners in high to extreme WUI risk areas had a Fire Smart manual delivered to them at the start of annual fire season. Further public awareness recommendations include promoting WUI fire prevention in schools, with building contractors, real estate firms, the insurance industry, utility companies, tourism and recreation related businesses. Community sponsored events were proposed to bring people together to reduce unwanted fuel around their homes and neighbourhoods by sharing resources.

*2. Vegetation Management:*

Vegetation management (fuel) in WUI areas is vital to the reduction of fire danger. During a major WUI fire, fire fighters will triage their efforts to save only those structures that can be readily protected. The

CWPPs and the Fire Smart program recommend the establishment of fuel modified areas around structures in WUI areas at extreme or high risk:

- Priority Zone 1: Area within 10 m of a building (fuel removal and conversion)
- Priority Zone 2: Area 10-30 m from a building (fuel reduction)
- Priority Zone 3: Area 30-100 m from a building (fuel reduction and conversion)

The CWPPs recommend that these fuel modification zones be established and maintained around new structures in areas at high to extreme risk of WUI. Existing property owners should be encouraged to establish and maintain fuel modification zones, utilize fire-resistive vegetation in landscaping and control invasive plant species that are highly flammable. Fire breaks are also recommended where feasible in areas on edges of rural residential areas bordering areas with significant long term fuel loading. The CWPPs recommend fuel treatment projects in high and extreme WUI hazard areas (i.e.: rural residential areas bordering forest tenures and parklands).

Fuel reduction can result in large amounts of vegetation material requiring disposal. The CWPPs recommend that composting be encouraged as well as prescribed burning (under careful supervision and optimum venting conditions) to reduce waste going into the landfill. A review of open burning bylaws in the region was encouraged to allow fire departments the ability to better regulate prescribed open (backyard) burning. Developers should be encouraged to chip their land clearing waste or burn via air curtain as it burns cleaner and more quickly.

### *3. Building Construction and Design*

Fire mitigation strategies are also recommended to address the safety of buildings in WUI zones. While the BC Building Code ensures general fire safety, further structural options in high-extreme WUI zones are recommended. Proposed design standards for construction or retrofit of buildings in WUI zones include:

- Roofing: fire retardant roof covering assemblies rated Class A, B or C (i.e.: metal, tile, ULC-rated asphalt)
- Siding: non-combustible materials (i.e.: stucco, metal siding, brick, cement shingles or cementitious materials, poured concrete, or ULC-rated wood siding)
- Methods of self protection: sprinklers

The CWPPs also encourage investigating the feasibility of mandating spark arrestors on chimneys and stovepipes on new construction, and that Fire Smart guidelines be followed for the design, construction and maintenance of chimneys, window and door glazing, eaves, vents and decking.

### *4. Infrastructure*

CWPPs looked at the network of roadways, open spaces, water supply and utilities that comprise our communities and examined how planning tools, available to local governments, can be used to protect life and property in WUI zones. It is recommended that standards of new roads and driveways meet minimum Fire Smart guidelines, that vital second exits (fire access driveway) be required in gated communities, and that house numbering be encouraged or regulated by separate bylaw for residences within extreme-high WUI zones.

Strategic, integrated planning is required for areas that are designated for future development in Official Community Plans (OCPs) and various planning tools are recommended to be used at the time of subdivision, planning, building and servicing. DP Areas are designated for specific purposes, including the protection of development from hazardous conditions (i.e.: WUI). A DP may include requirements respecting the character of the development, including landscaping, and the siting, form, exterior design



and finish of buildings and structures. In such a case, prior to issuance of a DP, the applicant should be required to submit a WUI Assessment, conducted by a qualified Registered Professional Forester (at the applicant's expense).

The Forest Practices Board also supports this perspective, encouraging “local governments to impose stricter controls on new subdivisions where nearby forests pose a risk (*Managing Forest Fuels in the Wildland Urban Interface, February 2010*). The CWPPs recommend designating DP Areas for wildfire in OCPs (Section 919.1, *Local Government Act*). In such cases, a DP would be required prior to the development or redevelopment of a site or area. Local examples are available - recently, North Cowichan amended its OCP to require a developer to construct and maintain a 10 metre wide fuel-free zone around a proposed subdivision, and also required that building materials had to meet specific fire ratings.

The *Land Title Act* (Section 219), permits local governments to request covenants on property title, and in the case of WUI, can be utilized to address interface fire protection measures (i.e.: fuel free zones around structures, ongoing vegetation maintenance, building materials and design, and installation of sprinklers). Registration of Section 219 covenants against the title of lots in WUI DP areas is an additional option to address ongoing interface fire protection measures.

The majority of fires in our region are human started. Outdoor recreation in the summer months is extremely popular in the RDN, with a growing number of visitors using the network of trails and parks. The CWPPs encourage the RDN working cooperatively with BC Parks to institute a system of regular patrols of forested trails during fire season, and that residents in high risk WUI areas be encouraged to institute a ‘Forest Watch’ during fire season.

#### 5. Fire Protection:

The Superior Tanker Shuttle rating achieved by the Errington and Gabriola Island fire departments should be encouraged with other fire departments, along with follow up with the Fire Underwriters Survey (FUS) guidelines for regular testing to ensure ongoing delivery. Gravity fed supplementary water supply was also recommended for fire fighting purposes at residences in extreme-high WUI zones. Buildings in high hazard areas without a pressurised water system are recommended to have at least one large water barrel, roof top access ladder, shovel, rake, and a 10 litre pail. On site fireflow capacity of 7,500 litres for initial attack purposes is recommended. Development Permit and subdivision applications within identified ‘high’ or ‘extreme’ WUI areas should continue to be referred to the appropriate fire department for review and comment.

## DISCUSSION

The final step in the CWPP process is for the local government to formally recognize the plan and to make decisions based upon it. However, there are options or degrees of acceptance. The *Community Wildfire Protection Plans for High Risk Interface Fire Hazard Communities* grant program initially raised concern with some local authorities around liability. Common concerns were: 1) what if a hazard was identified in a CWPP but no action was taken to reduce the hazard, could a local government be held liable for damages from a wildfire?; and 2) what if there were not enough funds to fully implement a CWPP and treat all hazardous areas?

UBCM researched liability issues and secured a legal opinion that found with regard to recommended legislative decisions, liability should not be incurred if the Board decides to not implement the recommendations as an exercise of its legislative authority. A policy decision respecting the acceptance or implementation should not result in liability if the decision meets the legal tests for what constitutes a bone fide policy decision.

## ALTERNATIVES

1. Accept the Community Wildfire Protection Plans and recommendations in principle.
2. Create policy around the implementation of CWPP recommendations.
3. Receive the Community Wildfire Protection Plans and recommendations for information only.

## FINANCIAL IMPLICATIONS

### *Alternative No. 1 – Accept the CWPPs and recommendations in principle:*

Under this alternative, a resolution to ‘accept in principle’, CWPPs and recommendations would be regarded as a bona fide decision – the decisions that follow, as to when and in what order to implement or carry out the CWPP recommendations may also be policy decisions. The legal opinion stated that a local government should not incur liability if the decision to not implement a CWPP meets the legal test for what constitutes a bona fide policy decision. It is also important to note that even if CWPPs are accepted in principle, and the recommended mitigative work involves privately held or Crown lands, a local government is not compelled to act or be made responsible for the cost of work on those lands. There are no financial or staff resource implications with this alternative.

### *Alternative No. 2 – Create Implementation Policy:*

Under this alternative, the Board would direct staff to prepare policy for the implementation of CWPP recommendations. This would be a complex and potentially lengthy process involving policy coordination in several departments, with the primary impact being staff time within Development Services and potentially other service areas. Any decision to delay implementation in stages, because of budgetary or other resourcing constraints should not result in liability if it is a bona fide policy decision.

Currently 100% provincially funded fuel management prescriptions are being undertaken, and cost will be incurred when they are implemented in future budget cycles. Under the same grant program, the Province will pay 75% of fuel management operational fees, however cost sharing with Parks for the remaining 25% should be considered as they are a primary partner in fuel management in the RDN. Provincial funding for fuel management (all phases) has been recently capped at \$500,000 per local authority. Other funding sources like the Job Opportunities Program (JOP) are anticipated to continue to be available to support fuel management operational treatment projects.

### *Alternative No. 3 – Receive the CWPPs for Information only:*

This option is the least desirable as there is risk to a local authority involved in ‘receiving’ a CWPP report, but then simply ignoring it – on the basis that inaction, or a failure to decide, may not constitute a bona fide exercise of discretion. However, if a local government decides that CWPP recommendations cannot be implemented, or can only be implemented in phases, the ‘policy’ reasons for that decision should be fully canvassed at the Board level and those reasons documented. This will assist in defending potential claims based upon allegations of negligence that may be brought in the future.

## SUSTAINABILITY IMPLICATIONS

The CWPPs support vegetation management, which in turn creates fuel for disposal. In Canada, combustion from wildfires averages about one fifth of the carbon from fossil fuels in the country. (*Climate Change and Fire Management Research Strategy, February, 2009*). Similar to WUI fire, prescribed fire releases carbon but under managed conditions. It can help achieve air quality and climate action targets by replacing large intense burns with more frequent, well-timed, light intensity fire.

In BC, fire records show that the wildfire season has been increasing in length by one to two days a year since at least 1980 (*Climate Change and Fire Management Research Strategy, February, 2009*). Both the area burned and costs will rise and local authorities must adapt how to prepare for and adjust to

unavoidable climate change and its impacts on the intensity and frequency of WUI fire, and mitigative fuel management. Recent social trends highlight the popularity of the RDN as a desirable place to live. With forestry companies considering real estate development to generate financial returns and the migration of urbanites with high service expectations to rural areas (*Integrated Solutions for a Sustainable Future*), an increasing amount of people will live in the RDN’s high and extreme WUI hazard areas.

Integrated community planning that focuses on the impact of climate change and long term fire behaviour is recommended and fits within the Board’s strategic priorities and actions for climate and energy (*Integrated Solutions for a Sustainable Future*). By planning and adapting to the local impacts of climate change, RDN communities will increase their resilience and be better prepared for future WUI fires or other disasters.

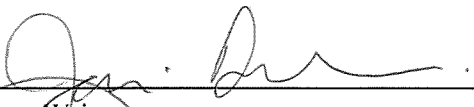
## CONCLUSION


On average, WUI fire threatens about 20 communities and 70,000 people annually in Canada, and fire management costs about \$700 million a year. In the RDN, WUI fire remains our most significant threat. The CWPPs offer a range of recommendations aimed at mitigating these threats. Prevention is a major focus of the CWPPs, which also supports the linkage of land use planning and hazard mitigation with each other and with sustainable communities...“where people and property are kept out of the way of natural hazards, where the inherently mitigating qualities of natural environmental systems are maintained, and where development is designed to be resilient in the face of natural forces” *Cooperating with Nature – Confronting Natural Hazards with Land-use Planning for Sustainable Communities.*)

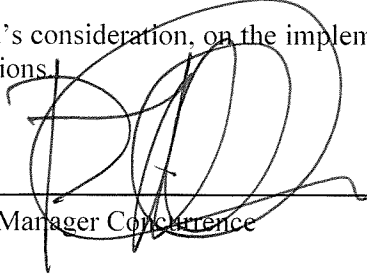
Should the Board accept the CWPP recommendations in principle, the implementation of the recommendations is a vital step in long term strategic planning for WUI fire protection and mitigation. A comprehensive, innovative approach acknowledges our risk level and places a priority on public safety and protection of property. The development of policy is a considerably complex and lengthy process that will require interdepartmental coordination (Building, Planning, Emergency Planning, Parks and Solid Waste) to produce a broad policy document for the Board’s consideration at a future date. It is recommended that staff be directed to proceed with the development of policy as outlined under alternative 2.


## RECOMMENDATIONS

1. That the Board receive and accept the Community Wildfire Protection Plan recommendations in principle; and
2. That staff be directed to develop policy, for the Board’s consideration, on the implementation of Community Wildfire Protection Plan recommendations.

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

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

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

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

**Attachment No. 1**

**WUI Fire Hazard Ratings: (Percentage of land per CWPP area):**

<b>Fire Service Area</b>	<b>Extreme</b>	<b>High</b>	<b>Moderate</b>	<b>Low</b>
Bow Horn Bay	25%	23%	51%	1%
Deep Bay	26%	45%	25%	4%
Errington	30%	57%	10%	3%
Extension	0	85%	12%	3%
Gabriola Island	20%	77%	3%	0
Horne Lake	77.2%	22.2%	0	.6%
Cranberry	25%	23%	51%	1%



RDN REPORT	
CAC/APPROVAL <i>CM</i>	
EAP	
COW	
RHD	
BOARD	✓ <i>Apr 27 '10</i>

# MEMORANDUM

**TO:** Paul Thorkelsson  
General Manager, Development Services

**DATE:** April 1, 2010

**FROM:** Chris Midgley  
Manager, Energy and Sustainability

**FILE:** 6780-50

**SUBJECT:** Solar BC – Solar Community Application

## PURPOSE

The purpose of this report is to inform the Board of a grant application submitted to SolarBC to become a Solar Community (Appendix ‘A’), and to recommend a Board resolution supporting the application.

## BACKGROUND

SolarBC is an organization dedicated to increasing the use of solar energy, and particularly solar hot water systems, across the province. To support this action, SolarBC has created a ‘Solar Community’ program, in which they provide \$5,000 to local governments to undertake initiatives that help transform markets to be more favourable to solar hot water systems. This is achieved through education, raising awareness, and providing incentives to encourage use of these systems.

The Regional District of Nanaimo, jointly with the four member municipalities submitted an application to become a Solar Community on March 31, 2010, detailing a collaborative approach to energizing solar power across the region. As a regional application, consideration to boost the grant amount to \$10,000 was requested. The rationale for this request being that as a Regional Solar Community, seven electoral areas and four municipalities will be collaborating to develop a regionally consistent approach to the promotion, planning, installation, inspection and approval of domestic solar hot water systems. For reference, the application is appended to this report.

If successful, the RDN and member municipalities will join the following nine Solar Communities:

- Dawson Creek
- District of North Vancouver
- Kelowna
- Saanich
- Tofino
- T-Sou-ke First Nation
- Vancouver
- West Moberly
- Whistler

## ALTERNATIVES

- 1) That the Board support the joint RDN – Member Municipality application to become a SolarBC Solar Community.
- 2) That the Board not support the joint RDN – Member Municipality application to become a SolarBC Solar Community.

## FINANCIAL IMPLICATIONS

Much of the work detailed in the attached application has already been planned for 2010 – 2011. Moderately more emphasis will be placed on solar hot water systems in planned outreach and education programs, but this will not require significant additional staff time or effort. The grant, if successful, will cover costs additional to those already planned for this year.

## SUSTAINABILITY IMPLICATIONS

By raising awareness and building capacity in the development and building sector, as well as among local government staff, it is anticipated that there will be gradually increasing uptake of domestic solar hot water systems across the region, and within the municipalities. This will further the Board's strategic priorities of taking action on climate and energy, and reduce residential GHG emissions associated with heating water.

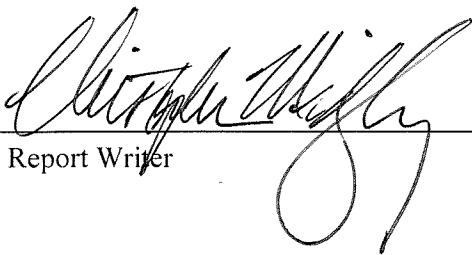
If successful, the RDN and member municipalities will increase the local viability of, and interest in, domestic solar hot water systems for new and existing development. Over time, this will increase the amount of renewable energy use in the region, and contribute to regional and municipal targets to reduce GHG emissions. This represents pushing forward with regional sustainability initiatives, and is a positive step toward addressing local and global environmental problems associated with climate change.

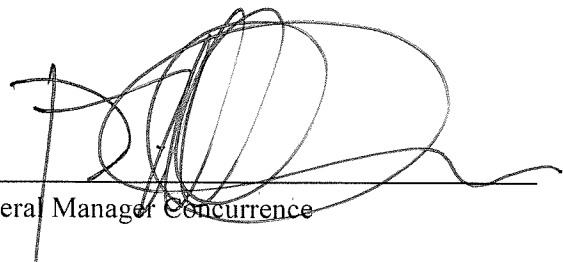
## SUMMARY

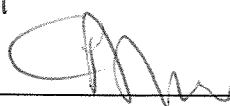
The Regional District of Nanaimo and member municipalities submitted a joint grant application to SolarBC to become a Solar Community. If successful, the funding will be used to develop a regionally consistent approach to promoting, planning, installing, inspecting and approving domestic solar hot water systems. The proposed initiatives summarized in the attached application dovetail neatly with work already planned for the coming year, and will advance regional efforts to expand the use of renewable energy and reduce the production of fossil fuel emissions.

## RECOMMENDATION

That the Regional District of Nanaimo Board of Directors provide a resolution supporting the RDN-Member Municipality grant application to become a SolarBC Solar Community.

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

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

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

Appendix 'A'

**Copy of:**

**Solar BC – Solar Community Application**



REGIONAL  
DISTRICT  
OF NANAIMO

March 31, 2010

Nitya Harris  
Executive Director, SolarBC

Dear: Nitya Harris

**Re: Solar Community Grant Application**

---

The Regional District of Nanaimo, City of Nanaimo, District Municipality of Lantzville, City of Parksville and Town of Qualicum Beach are pleased to submit this joint application to become a Solar Community, and in fact the first Solar Region in the Province.

The RDN and Member Municipalities have a very well established history of collaborating on planning, development and infrastructure projects, and this funding from SolarBC presents a timely opportunity to extend our history of working together toward unified action on climate change and implementing regional renewable energy solutions.

From the perspective of the Regional District and Member Municipalities, working in unison is essential to ensure broad consistency in the promotion, planning, installation, inspection and approval of innovative technologies such as domestic solar hot water systems. With this consistency, it is anticipated that these systems will gain wider market penetration and increased acceptance within the local development sector.

To support the actions identified in the attached proposal, the RDN and Member Municipalities are requesting consideration that the \$5,000 grant amount be increased to \$10,000. This will enable our ambitious plan of action to reach the widest possible audience, benefitting building inspectors, planners, development professionals, and residents in four municipalities and seven electoral areas.

Rather than each jurisdiction competing for these funds individually, we have agreed that a collective application would be most beneficial to the region, while best promoting the goals of SolarBC.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Mason'.

Carol Mason  
CAO, Regional District of Nanaimo

6300 Hammond Bay Rd.  
Nanaimo, B.C.  
V9T 6N2  
Ph. (250) 390-4111  
Toll Free: 1-877-607-4111  
Fax: (250) 390-4163  
RDN Website: [www.rdn.bc.ca](http://www.rdn.bc.ca)





**SOLAR COMMUNITY APPLICATION FORM**

**Please submit by 17:00 on March 31, 2010 to:**

SolarBC  
Attention: Nitya Harris  
nharris@solarbc.ca

Electronic Submission only unless special permission received for hard copy

**Regional District of Nanaimo**

Name of Local Government or First Nation

**6300 Hammond Bay Road, Nanaimo, BC**

Address

**Chris Midgley, Manager of Energy and Sustainability**

Contact Name & Title

**(250) 390-6568**

Phone Number & Email Address

**Carol Mason**

CAO/Manager (print name)

Signature

**March 30, 2010**

Date

**Please check the following that apply:**

**Yes, a Council/Board/Band resolution supporting this application is included with the application**

**A Council/Board/Band resolution supporting this application will be sent separately.**

**Yes, the applicant is applying for other grants to use for solar hot water initiatives (name the grants).**



**Initiatives and Actions**

	<b>Please identify the initiatives that you will implement</b>	<b>Brief description (2 to 3 lines each) of your plans for this initiative.</b>
1.	Adopt Solar Roofs Targets for the community (targets should be based on: -No. of homes in the community to have solar hot water (SHW) systems by April 2011, and --% of homes by 2020 (provincial goal: 100,000 solar roofs)	The Regional District of Nanaimo is coordinating the Community Energy and Emissions Plan for the region, including member municipalities. As part of this plan, the emissions reductions associated with converting from electric or natural gas water heaters to solar hot water systems will be provided. Each jurisdiction will have the opportunity to set a locally relevant target for solar hot water systems for immediate and mid-term time frames that relates a targeted number of solar hot water systems to an emissions reduction quantity.  In the immediate term, the RDN and member municipalities will target 20 residential solar hot water systems in the region by April 2011.
2.	Help to increase awareness of and participation in the SolarBC Residential project, both of householders and the buildings industry.	As a Solar Community, the RDN and member municipalities will direct building and development permit applicants to pamphlets highlighting the benefits of using solar power for domestic hot water systems.  A key aspect of this regional proposal is to develop industry capacity in installing and commissioning domestic solar hot water systems. The RDN and member municipalities will work with local developers, home builders, training institutions and related associations to increase knowledge, understanding and awareness of domestic solar hot water systems and proper installation practices.
3.	Encourage the installation of SHW systems on commercial/institutional buildings.	The RDN has installed a domestic solar hot water system on its recently renovated and expanded Transit Administration facility, and the City of Nanaimo has installed a system at the Vancouver Island Convention centre. Using these as case studies, the RDN and member municipalities will monitor energy use at these facilities, and present lessons learned as well as projected energy savings to facility managers and other interested parties at member municipalities, as well as the local consortium of energy managers.



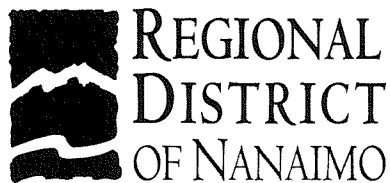
4.	Encourage the installation of SHW systems in schools.	The RDN and member municipalities will contact local school districts to offer the same presentation as noted in Item 3.
5.	Provide SHW Training programs for your staff.	<p>Staff training is an essential deliverable for this Regional proposal.</p> <p>Working in collaboration with the member municipalities, the RDN will coordinate training opportunities for building inspection staff to ensure broad understanding of the systems, and regional consistency in the approval processes for this technology. It is believed that if the public is confident that building departments are comfortable with this technology, and recommend its use to building and development permit applicants, adoption of solar hot water systems will be considerably stronger.</p> <p>Similar training opportunities will be offered to planning staff as well, though training for planning staff will emphasize how solar hot water systems fit into the more general approval process, and the incentives available for domestic solar hot water systems.</p>
6.	Commit to install a SHW demonstration project on at least one local government building	The Regional District of Nanaimo intends to install a second solar hot water system at Ravensong Pool as that facility is upgraded over the summer of 2010. This remains to be confirmed, as the project is in its early stages, and various aspects of the budget, including grant opportunities for the project remain to be finalized.
7.	Develop policy, planning, bylaws and/or other legal tools and permitting processes to facilitate SHW systems (template available)	<p>The Regional District of Nanaimo and member municipalities will review and revise bylaws that may be an impediment to solar hot water systems. In particular, each local government will examine height restriction bylaws and form and character guidelines that make solar hot water systems difficult or impossible to install, and will consider exemptions to these regulations as appropriate.</p> <p>The RDN will also develop a sustainability checklist that will include mention of solar hot water systems, as well as direction toward existing incentive programs.</p>



		The City of Nanaimo will also explore opportunities to incorporate incentives to use solar hot water systems.
8.	Work with other communities and organizations to pilot financial tools to facilitate SHW installations i.e. local improvement charges, municipal grants	<p>The RDN will coordinate a workshop with member municipalities to consider the best financial instruments available to local governments to finance domestic solar hot water systems. It is anticipated that this will have wide applicability to different green building systems and features that require high up-front investment, thus the benefit of this workshop will extend beyond solar hot water systems, and contribute more generally to local government involvement in building system upgrades.</p> <p>If local government financial instruments are deemed sufficiently appropriate to take action, priority will be given to non-market affordable housing, or a reasonably similar equivalent.</p>
9.	Sign up for the Provincial Solar Ready guidelines when available	The RDN and member municipalities will review Provincial Solar Ready guidelines when they are available and adopt, endorse or otherwise use them as appropriate.
10.	Commit to organizing a Solar Days event (May 28/29, 2010)	The RDN and member municipalities will organize a Solar Days event on May 28/29, 2010.
11.	Dedicate resources to implement the community's SHW initiatives	<p>The RDN will dedicate resources to effectively integrate solar hot water initiatives into the existing program of work for 2010-2011, including outreach programs, regulatory reviews to streamline green building application processes, the development of a sustainability checklist, capacity building for staff and industry, among other activities.</p> <p>Similarly, the City of Nanaimo will be participating in a regulatory review to establish a green building application process and the development of a sustainability checklist.</p>



12.	Other solar initiatives in the community	The RDN will explore integrating aspect and topography into a 'renewable energy – solar' layer into its publicly available GIS program. This will indicate the general appropriateness of addresses in the Regional District to the application of solar hot water systems. This is dependent on the level of effort required, and remains to be determined. Preliminary analysis is promising.
13.	Describe how the \$5000 grant will be used to meet the above objectives	<p>As a Regional application that includes four member municipalities and seven electoral areas, the Regional District of Nanaimo is requesting that SolarBC consider allocating \$10,000, to be used as follows:</p> <p>\$2000: Permit fee rebates of \$100 for up to 20 solar hot water installations across the region, including member municipalities (additional to other incentive programs).</p> <p>\$2000: Capacity Building Workshop 1: System Installation for Building Inspectors and Planners</p> <p>\$2000: Capacity Building Workshop 2: System Installation for Construction and Trades</p> <p>\$2000: Capacity Building Workshop 3: Financial Instruments for Local Governments: Financing Renewable Energy Systems – Domestic Solar Hot Water</p> <p>\$1000: Design and development of pamphlets for distribution to public and web pages to integrate into municipal and regional websites.</p> <p>\$1000: Preparation, advertising, materials, and space for Solar Days events in region.</p>



RDV REPORT	
CAO APPROVAL <i>(Signature)</i>	
EAP	
COW	
RHD	
BOARD	✓ Apr 27 '10

# MEMORANDUM

**TO:** Paul Thorkelsson,  
General Manager Development Services

**DATE:** April 12, 2010

**FROM:** Tom Armet, Manager  
Building, Bylaw & Emergency Planning Services

**FILE:** 2320 20 2010

**SUBJECT:** **Appointment of Animal Control Officer**

## PURPOSE

To appoint a Bylaw Enforcement Officer employed by Coastal Animal Control Services for the purpose of enforcing Regional District of Nanaimo Animal Control and Licensing Bylaws.

## BACKGROUND

Coastal Animal Control Services carries out the enforcement of Animal Control and Licensing Bylaws under contract for the Regional District of Nanaimo in all Electoral Areas. Employees of Coastal have specific appointments as Bylaw Enforcement Officers pursuant to *Regional District of Nanaimo Bylaw Enforcement Officers Bylaw 857, 1992* that enable them to carry out their duties. Additionally an appointment by the Board is necessary to give Animal Control Officers the authority to issue bylaw violation tickets pursuant to Section 264 of the *Community Charter*.

Coastal Animal Control Services has six permanent Animal Control Officers. The most recent full-time employee, Cheryl Dee Zanchetta was hired when Coastal assumed the animal control contract in District 69 on April 1, 2010. Ms. Zanchetta has not yet been appointed as a Bylaw Enforcement Officer.

## ALTERNATIVES

1. To appoint Cheryl Dee Zanchetta as a Bylaw Enforcement Officer for the specific purpose of enforcing Animal Control Bylaws.
2. To not appoint the Animal Control Officer.

## FINANCIAL IMPLICATIONS

There are no financial implications with the appointment of an Animal Control Officer.

## LEGAL IMPLICATIONS


All Animal Control Officers employed by our contractor actively investigate and enforce the provisions of the Animal Control and Licensing Bylaws. Failure to appoint an officer may result in a court ruling against the Regional District on the grounds that the Animal Control Officers had no authority to enforce Regional District of Nanaimo bylaws. The RDN requires the contractor to maintain general public liability insurance to indemnify the RDN from any claims of negligence that might arise from the performance of the contractors.

**CONCLUSION**

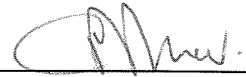
It is necessary to appoint Animal Control Officers employed by our contractor as Bylaw Enforcement Officers to ensure they have the ability to enforce animal control regulations, defend any legal challenge to their authority and maintain the integrity of the RDN animal control and licensing function.

**RECOMMENDATION**

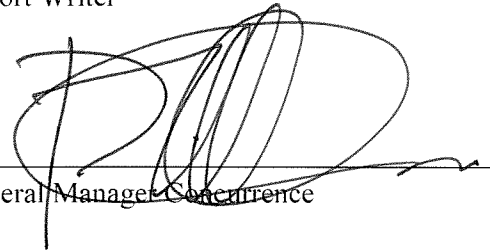
That Cheryl Dee Zanchetta of Coastal Animal Control Services of BC Limited be appointed as a Bylaw Enforcement Officer for the specific purpose of enforcing Regional District of Nanaimo Animal Control and Licensing Bylaws.



Report Writer



CAO Concurrence



General Manager Concurrence

COMMENTS: