

**REGIONAL DISTRICT OF NANAIMO**

**REGULAR BOARD MEETING**

**TUESDAY, MARCH 27, 2012**

(immediately following Regional Hospital District Board meeting)

*(RDN Board Chambers)*

**A G E N D A**

**PAGES**

- 1. CALL TO ORDER**
  - 2. DELEGATIONS**
  - 14                    **June Ross, Paul Manly, Kate Burns, Rodger Oakley, and Jenny Mcleod, re Proposal for Blue Community designation.**
  - 3. BOARD MINUTES**
  - 15-26                Minutes of the regular Board meeting held February 28, 2012, and minutes of the Special Board meeting held Tuesday, March 13, 2012.
  - 4. BUSINESS ARISING FROM THE MINUTES**
  - 5. COMMUNICATIONS/CORRESPONDENCE**
  - 6. UNFINISHED BUSINESS**
- BYLAWS**
- FOR ADOPTION**
- Bylaw No. 897.06 – A Bylaw to Include Electoral Area ‘H’ as a Participant in the Northern Community Transit Service (All Directors – One Vote).**
- That "Northern Community Transit Service Amendment Bylaw No. 897.06, 2012" be adopted.*
- From the February 28, 2012 Board meeting:*
- DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS**
- 27-41                **Development Permit with Variance Application No. PL2011-024 – Kazan Investments Ltd.; Michael J. Hill Ltd.; Douglas E. Hill Ltd. – 883 & 899 Island Highway West, Electoral Area ‘G’ (Electoral Area Directors except EA ‘B’ – One Vote).**

**Delegations wishing to speak to Development Permit with Variance Application No. PL2011-024 (maximum speaking time 5 minutes).**

*That Development Permit with Variance Application No. PL2011-024 be approved subject to the conditions outlined in Schedule 1.*

**OTHER**

***From the January 10, 2012 Electoral Area Planning Committee meeting:***

**Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement PL2011-128 – Couverdon Real Estate – Lot 1, Block 586, Nanoose District, Plan EPP4638; and Block 586, Nanoose District, Except That Part Lying to the North East of the North Easterly Boundary of Plan 516RW, Except Part in Plan VIP55875 and EPP4638, Electoral Area ‘E’ (Electoral Area Directors except EA ‘B’ – One Vote).**

*That the request to relax the minimum 10% perimeter frontage requirement for proposed Lots 1 to 5, inclusive, be approved.*

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

**7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE**

42-45 Minutes of the Electoral Area Planning Committee meeting held Tuesday, March 13, 2012 (for information).

**PLANNING**

***DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS***

**Development Permit with Variance Application No. PL2011-163 – Gary Passey and Patricia Broster – Lot 11, District Lot 28, Newcastle District, Plan 22249 – Seaview Drive, Area ‘H’ (Electoral Area Directors except EA ‘B’ – One Vote).**

**Delegations wishing to speak to Development Permit with Variance Application No. PL2011-163 (maximum speaking time 5 minutes).**

*That the application be sent back to staff for a 3<sup>rd</sup> party review of the geotechnical report.*

**Development Permit with Variance Application No. PL2011-174 – C.A. Design – Lot 9, Section 7, Range 6, Cedar District, Plan 9877 – 2550 Pylades Drive, Area ‘A’ (Electoral Area Directors except EA ‘B’ – One Vote).**

**Delegations wishing to speak to Development Permit with Variance Application No. PL2011-174 (maximum speaking time 5 minutes).**

*That Development Permit with Variance Application No. PL2011-174 to permit the construction of a dwelling unit be approved subject to the conditions outlined in Schedules 1 to 3.*

**Development Permit with Variance Application No. PL2011-189 – Smitty Construction Ltd. – Lot C, District Lot 28, Nanoose District, Plan VIP88844 – 781 Miller Road, Area ‘G’ (Electoral Area Directors except EA ‘B’ – One Vote).**

**Delegations wishing to speak to Development Permit with Variance Application No. PL2011-189 (maximum speaking time 5 minutes).**

*That Development Permit with Variance Application No. PL2011-189 to permit the construction of an accessory building by varying the maximum accessory building be approved subject to the conditions outlined in Schedules 1 to 4.*

**Development Permit with Variance Application No. PL2012-011 – Kruger – Lot 12, District Lot 181, Nanoose District, Plan 15551 – 836 Mariner Way, Area ‘G’ (Electoral Area Directors except EA ‘B’ – One Vote).**

**Delegations wishing to speak to Development Permit with Variance Application No. PL2011-111 (maximum speaking time 5 minutes).**

*That Development Permit with Variance Application No. PL2012-011 to permit the construction of a dwelling unit be approved, subject to the conditions outlined in Schedules 1 to 3.*

#### **DEVELOPMENT VARIANCE PERMIT APPLICATIONS**

**Development Variance Permit Application No. PL2012-001 – Fern Road Consulting – Strata Lot 8, District Lot 78, Nanoose District, Strata Plan VIS3393 – Together with an interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as Shown on Form 1 – 3526 Shetland Place, Area ‘E’ (Electoral Area Directors except EA ‘B’ – One Vote).**

**Delegations wishing to speak to Development Permit with Variance Application No. PL2012-001 (maximum speaking time 5 minutes).**

*That Development Variance Permit Application No. PL2012-001 to reduce the minimum required setbacks from the front, interior side and rear lot lines be approved subject to the conditions outlined in Schedule 1.*

#### **OTHER**

**Zoning Amendment Application No. PL2009-040 – Bylaw No. 1285.17 Keith Brown Associates Ltd. – Oceanside Storage Inc. – Lot 28, District Lot 156, Nanoose District, Plan 1964, Except Part in Plan 733 RW – 1270 & 1274 Alberni Highway, Area ‘F’ (Electoral Area Directors except EA ‘B’ – One Vote).**

1. *That Zoning Amendment Application No PL2009-040 to rezone the subject properties from Commercial 3 (C-3) and Village Residential (R-3) to CD-18 Alberni Highway Mini Storage be approved subject to the conditions outlined in Schedule 1.*
2. *That "Regional District of Nanaimo Zoning and Subdivision Amendment Bylaw No. 1285.17, 2012" be introduced and read two times.*
3. *That the public hearing on "Regional District of Nanaimo Zoning and Subdivision Amendment Bylaw No. 1285.17, 2012" be delegated to Director Fell or another Area Director.*

**Zoning Amendment Application No. PL2011-178, Bylaw No. 500.377, 2012 – Deas – Lot A, District Lot 19, Newcastle District, Plan 8196, Except Parts in Plans VIP65473 and VIP74554 – 2900 Leon Road, Area 'H' (Electoral Area Directors except EA 'B' – One Vote).**

1. *That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.377, 2012", be introduced and read two times.*
2. *That the conditions set out in Schedule 1 of the staff report be completed prior to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.377, 2012", being considered for adoption.*
3. *That the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.377, 2012", be delegated to Director Veenhof or another Area Director.*

**Secondary Suites Study and Consultation Process (All Directors – One Vote).**

*That staff be directed to schedule a seminar for Electoral Area Directors prior to the public consultation period.*

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

46-55 Minutes of the Committee of the Whole meeting held March 13, 2012. (for information)

## **COMMUNICATIONS/CORRESPONDENCE**

**Rosemary Bonanno, Vancouver Island Regional Library, re VIRL Future Facilities Planning Process (All Directors – One Vote).**

*That the correspondence from Vancouver Island Regional Library be received.*

**Jim Dias, Island Corridor Foundation, re Grant Request** (All Directors – One Vote).

*That the correspondence from Island Corridor Foundation be received.*

## **CORPORATE ADMINISTRATION SERVICES**

### **ADMINISTRATION**

**Southern Community Economic Development Service Agreement** (All Directors – Weighted Vote).

*That the Southern Community Economic Development Service Agreement between the Regional District of Nanaimo and the Nanaimo Economic Development Corporation commencing April 1, 2012 and ending March 31, 2022 be approved.*

## **FINANCE AND INFORMATION SERVICES**

### **FINANCE**

**Fire Protection Service Agreement – Cranberry Fire Protection District** (All Directors – Weighted Vote).

*That the fire service agreement between the Regional District of Nanaimo and the Cranberry Fire Protection District, commencing January 1, 2012 be approved.*

**Bylaws 1318.01, 1319.02, 1320.02, 1448.02 and 1449.01 – Bylaws to Amend the Port Theatre Contribution Service Requisition Limits.** (All Directors – One Vote)

- 1. That "Electoral Area 'A' Port Theatre Contribution Service Amendment Bylaw No. 1318.01, 2012" be introduced for three readings.*
- 2. That "Electoral Area 'B' Cultural Centre Contribution Service Amendment Bylaw No. 1318.01, 2012" be introduced for three readings.*
- 3. That "Electoral Area 'C' (defined C) Port Theatre Contribution Service Amendment Bylaw No. 1320.02, 2012" be introduced for three readings.*
- 4. That "Electoral Area 'C' (defined D) Port Theatre Contribution Service Amendment Bylaw No. 1448.02, 2012" be introduced for three readings.*
- 5. That "Electoral Area 'E' Port Theatre Contribution Service Amendment Bylaw No. 1449.01, 2012" be introduced for three readings.*

**Port Theatre Society Agreement** (All Directors – Weighted Vote).

*That the Board authorize entering into a contribution agreement with the Port Theatre Society for a five year term commencing January 1, 2012.*

**Operating Results for the Period Ending December 31, 2011** (All Directors – One Vote).

*That the summary report of financial results for the year ending December 31, 2011 be received for information.*

**2012 Use of Community Works Program Funds.**

(All Directors – One Vote)

*That the report on the use of Community Works Funds in 2011 be received for information.*

(All Directors – Weighted Vote)

*That the 2012 Community Works Funds program attached as Schedule A be approved and that staff be authorized to commence work immediately.*

**2012 Parcel Tax Rate Bylaws 1567.03, 1568.03, 1569.03, 1336.09, 1483.06 and 1657.** (All Directors – One Vote / 2/3)

1. *That "Water Services Parcel Tax Rates Amendment Bylaw No. 1567.03, 2012" be introduced and read three times.*
2. *That "Water Services Parcel Tax Rates Amendment Bylaw No. 1567.03, 2012" be adopted.*
3. *That "Sewer Services Parcel Tax Rates Amendment Bylaw No. 1568.03 2012 be introduced and read three times.*
4. *That "Sewer Services Parcel Tax Rates Amendment Bylaw No. 1568.03, 2012" be adopted.*
5. *That "Fire Protection Services Parcel Tax Rates Amendment Bylaw No. 1569.03, 2012" be introduced and read three times.*
6. *That "Fire Protection Services Parcel Tax Rates Amendment Bylaw No. 1569.03, 2012" be adopted.*
7. *That "Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.09, 2012" be introduced and read three times.*

8. *That "Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.09, 2012" be adopted.*
9. *That "Barclay Crescent Sewer Service Area Parcel Tax Rate Amendment Bylaw No. 1483.06, 2012" be introduced and read three times.*
10. *That "Barclay Crescent Sewer Service Area Parcel Tax Rate Amendment Bylaw No. 1483.06, 2012" be adopted.*
11. *That "Northern Community Economic Development Parcel Tax Rates Bylaw No. 1657, 2012" be introduced and read three times.*
12. *That "Northern Community Economic Development Parcel Tax Rates Bylaw No. 1657, 2012" be adopted.*

#### **DEVELOPMENT SERVICES**

#### **LONG RANGE PLANNING**

**2011 Statistics Canada Census Information** (All Directors – One Vote).

*That the report on the Statistics Canada 2011 Census be received.*

#### **CURRENT PLANNING**

**Agricultural Area Plan – Phase 1: Background Report** (All Directors – One Vote).

*That the "Regional District of Nanaimo Agricultural Area Plan Phase 1: Background Report" prepared by Upland Consulting and dated February 17, 2012, be received for information.*

#### **REGIONAL AND COMMUNITY UTILITIES**

#### **WASTEWATER**

**Annual Wastewater Treatment Facilities Report – 2011** (All Directors – One Vote).

*That the Board receive the 2011 Annual Wastewater Treatment Facilities report for information.*

**Bylaws 1623.01 and 1656 – Authorize the Use of Development Cost Charge Funds.**

(Nanaimo, Lantzville, EA 'C' – Weighted Vote / 2/3 Weighted Vote)

1. That "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Amendment Bylaw No. 1623.01, 2012" be introduced and read three times.
2. That "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Amendment Bylaw No. 1623.01, 2012" be adopted.

(Parksville, Qualicum Beach, EA 'E', 'F', 'G', 'H' Weighted Vote / 2/3 Weighted Vote)

1. That "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1656, 2012" be introduced and read three times.
2. That "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1656, 2012" be adopted.

**WATER**

**Bylaws 867.06 and 1049.07 – Inclusion of 2020 Seahaven Road into the Nanoose Bay Peninsula Water Service Area.**

(All Directors – One Vote)

1. That "Nanoose Bay Peninsula Water Service Area Amendment Bylaw No. 867.06, 2012" be introduced and read three times.
2. That "Nanoose Bay Bulk Water Supply Local Service Area Amendment Bylaw No. 1049.07, 2012" be introduced and read three times.

**Rainwater Management & Water Sustainability Inter-Regional Education Initiative.**

(All Directors – One Vote)

1. That the Rainwater Management & Watershed Sustainability Inter-Regional Education Initiative as proposed by the Partnership for Water Sustainability in BC be endorsed.
2. That a letter of support be provided for an application by the Comox Valley Regional District for a Gas Tax Fund Capacity-Building Grant to fund the Inter-Regional Education Initiative.
3. That the Board continue to support staff participation in CAVI activities associated with water sustainability.



## **TRANSPORTATION AND SOLID WASTE SERVICES**

### **SOLID WASTE**

#### **Bylaw 1591.02 - Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw.**

(All Directors except Nanaimo – Weighted Vote / 2/3 Weighted Vote)

1. *That "Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.02, 2012" be introduced and read three times.*
2. *That "Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.02, 2012" be adopted.*

### **COMMISSION, ADVISORY & SELECT COMMITTEE**

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

*That the minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held Wednesday, February 15, 2012 be received for information.*

**District 69 Recreation Commission** (All Directors – One Vote).

*That the minutes of the District 69 Recreation Commission meeting held Thursday, February 16, 2012 be received for information.*

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

*That the minutes of the Emergency Management Select Committee meeting held Tuesday, February 21, 2012 be received for information.*

**Englishman River Water Service Management Board** (All Directors – One Vote)

*That the minutes of the Englishman River Water Service Management Board meeting held on Wednesday, February 22, 2012 be received for information.*

(All Directors – Weighted Vote)

*That the ERWS Management Board authorize Amendment #1 to the professional services agreement with Associated Engineering (BC) Ltd. to complete the additional full scale ASR investigation for an additional \$228,943.*

## **BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Nanaimo Marine Rescue Society, re Functional Support for Nanaimo Marine Rescue Society** (All Directors – One Vote).

*That this request be referred back to staff for a report.*

**Island Corridor Foundation, Request for Permissive Tax Exemption** (All Directors – 2/3 Weighted Vote).

*That the Board authorize financial assistance in the amount of \$1,058.56 to the Island Corridor Foundation (ICF) from the 2012 Regional Parks budget to provide funds for the ICF to pay to the City of Nanaimo the outstanding Regional District of Nanaimo taxes and interest payable to the City for 2009.*

### **7.4 EXECUTIVE STANDING COMMITTEE**

### **7.5 COMMISSIONS**

### **7.6 SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEES**

#### **Agricultural Advisory Committee**

56-57 Minutes of the Agricultural Advisory Committee meeting held Friday, February 24, 2012 (for information)

(All Directors – One Vote)

*That the Board consider revising the Agricultural Advisory Committee's Terms of Reference to allow the Committee to review and comment on ALR applications.*

#### **Liquid Waste Advisory Committee**

58-62 Minutes of the Liquid Waste Advisory Committee meeting held Wednesday, February 29, 2012 (for information).

#### **Regional Parks and Trails Select Committee**

63-65 Minutes of the Regional Parks and Trails Select Committee meeting held Tuesday, March 6, 2012 (for information).

(All Directors – One Vote)

*1. That the stakeholder workshops on the proposed Regional Parks Development Cost Charges Bylaw 1619 be deferred.*

2. *That staff be directed to prepare a report on the proposed Regional Parks Development Cost Charges Bylaw 1619 that includes alternative acquisition and capital project funding options and report back to the Regional Parks and Trails Select Committee.*

#### **Northern Community Economic Development Select Committee**

66-83 Minutes of the Northern Community Economic Development Select Committee meeting held Wednesday, March 7, 2012 (for information).

(Parksville, Qualicum Beach, EA's 'E,' 'F,' 'G,' & 'H' – Weighted Vote)

1. *That the Northern Community Economic Development Program Guide be approved as amended.*
2. *That recipients of funding provide a presentation to the Northern Community Economic Development Select Committee at project completion or 12 months after receiving funding, whichever is earlier.*
3. *That staff notify the Parksville Chamber of Commerce that in order to be considered for funding the Application Form in the Program Guide must be submitted.*
4. *That staff notify INFILM, Vancouver Island North Film Commission that in order to be considered for funding the Application Form in the Program Guide must be submitted.*

#### **District 69 Recreation Commission**

84-87 Minutes of the District 69 Recreation Commission meeting held Thursday, March 8, 2012 (for information).

(Parksville, Qualicum Beach, EA's 'E,' 'F,' 'G,' & 'H' – Weighted Vote)

1. *That the following District 69 Recreation Youth Grants be approved:*

<i>Arrowsmith Community Enhancement Society- youth sports and arts</i>	<i>\$ 1,090</i>
<i>893 Beaufort Squadron Air Cadets - program expenses</i>	<i>\$ 1,500</i>
<i>Ballenas Secondary School - Girls' Resilience Program</i>	<i>\$ 880</i>
<i>District 69 Minor Softball- equipment and uniforms</i>	<i>\$ 2,000</i>
<i>Oceanside Baseball Association - equipment</i>	<i>\$ 1,500</i>
<i>Ravensong Waterdancers Synchro Club - pool rental</i>	<i>\$ 500</i>

2. *That the following District 69 Recreation Community Grants be approved:*

<i>Arrowsmith Community Enhancement Society - Community Music Committee Band in the Box</i>	<i>\$ 743</i>
<i>Bowser Tennis Club - court cleaning</i>	<i>\$ 1,000</i>
<i>Errington Coop Preschool - supplies and equipment</i>	<i>\$ 1,200</i>
<i>Errington Therapeutic Riding Association - program expenses horses and arena</i>	<i>\$ 1,100</i>
<i>Nanoose Place Children's Playgroup - sports equipment</i>	<i>\$ 1,200</i>
<i>Oceanside Building Learning Together - Dad's Night Out skating program</i>	<i>\$ 349</i>
<i>Parksville Adult Badminton - facility rental and insurance</i>	<i>\$ 1,250</i>
<i>Vancouver Island Opera- room rental and advertising</i>	<i>\$ 1,210</i>

**Fire Services Advisory Committee**

88-91

Minutes of the Fire Services Advisory Committee meeting held Thursday, March 15, 2012 (for information).

(All Directors – One Vote)

- 1. That the societies be advised of their requirements to ensure that they are meeting the rules under the Income Tax Act with respect to calculating and reporting taxable benefits for the personal use of fire fighting vehicles.*
- 2. That the addendum attached to the report which clarifies that the operating Society is the “carrier” as defined under the Motor Vehicle Act be approved and forwarded to each Society for their approval.*
- 3. That a working group consisting of the Fire and/or Deputy Fire Chiefs of each fire department and designated Regional District staff be established to document responses or recommendations regarding the Fire Services Act Discussion paper.*
- 4. That the regulatory bylaw template be reviewed by each fire department and feedback be provided to the General Manager, Finance & Information.*
- 5. That Fire Chiefs and designated Regional District staff meet to finalize recommendations on the burning bylaw template attached to the report.*

**8. ADMINISTRATOR'S REPORTS**

92-96            Bylaw No. 1658 – 2012 to 2016 financial plan final amendments (All Directors Weighted 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)(c), 90(1)(e), and 90(1)(i) of the Community Charter the Board proceed to an In Camera meeting to consider personnel, land, and legal issues.*

**O'Halloran, Matt**

**From:** June Ross <jross12@telus.net>  
**Sent:** Friday, February 17, 2012 11:22 AM  
**To:** Ohalloran, Matt  
**Subject:** Delegation to the Board

RDN REPORT	
CAO APPROVAL	
FAP	
COW	
FEB 17 2012	
RHD	
BOARD	<input checked="" type="checkbox"/>

Greetings Matt,

I am writing on behalf of a number of groups who would like to do a presentatrion to the Board at their MARCH 27th Board Meeting. The presentation is to attempt to have council declare themselves a Blue Community. A blue community designation comes from three specific area or needs;

1. Declare water as a Human right.
2. Agree to keep water and waste water as publicly owned and operated.
3. Agree that bottled water will not be sold in any Regional District facilities or at any Regional District events.

Our presentation will not take more than 10 minutes. The groups that are a part of this presentation are:  
Vancouver Island Water Watch Coalition  
Council of Canadians- Mid Island Chapter  
CUPE  
Island Glass Artisans

My contact information is;  
June Ross  
phone 250-729-0185  
address- #5, 3400- Rock City Road,  
Nanaimo, V9T 6E4

Please advise if there is anything further you require or if this is sufficient.

I have a question; why is there not something on the website as to how one does presentations to the Board, along with a form to fill out?

Sincerely,  
June Ross

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR BOARD MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, FEBRUARY 28, 2012 AT 7:00 PM IN THE  
RDN BOARD CHAMBERS

**Present:**

Director J. Stanhope	Chairperson
Director D. Brennan	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director J. Fell	Electoral Area F
Director W. Veenhof	Electoral Area H
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach
Director B. Dempsey	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Alternate	
Director F. Pattje	City of Nanaimo
Director T. Greves	City of Nanaimo
Director G. Anderson	City of Nanaimo

**Regrets:**

Director J. Kipp	City of Nanaimo
------------------	-----------------

**Also in Attendance:**

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

**CALL TO ORDER**

The Chairperson welcomed Alternate Director Pattje to the meeting.

## DELEGATIONS

**Bruce Andrew, Canadian Red Cross Society, re Recognition Award for Regional District of Nanaimo Staff.**

Mr. Andrew provided an overview of the Canadian Red Cross and provided awards to RDN staff members Mike Chestnut, Charles Stockland and Clayton Bannatyne.

**Rob Christopher, Nanaimo Search and Rescue Society, re Nanaimo Search and Rescue Operations.**

Mr. Christopher and Mr. Tonn provided an update on the Nanaimo Search and Rescue previous years' operations and budget.

**Leanne Salter, re Arrowsmith Lodge.**

Ms. Salter discussed a concept of a cottage hospital infrastructure that could be facilitated at the Arrowsmith Lodge Complex.

## BOARD MINUTES

MOVED Director Holme, SECONDED Director Ruttan, that the minutes of the regular Board meeting held January 24, 2012 be adopted, as amended.

CARRIED

## COMMUNICATIONS/CORRESPONDENCE

**Ross Peterson, re Public Access to DL33, Nanoose Bay.**

MOVED Director Johnstone, SECONDED Director Brennan, that the correspondence from Ross Peterson be received.

CARRIED

**Will Wyn Geselbracht, Nanoose Fire Protection Society, re Schooner Cove Development and the Nanoose Volunteer Fire Dept.**

MOVED Director Johnstone, SECONDED Director Brennan, that the correspondence from the Nanoose Fire Protection Society be received.

CARRIED

**Trudy Coates, Town of Qualicum Beach, re Appointments to the District 69 Recreation Commission and the Arrowsmith Water Service Management Committee.**

MOVED Director Johnstone, SECONDED Director Brennan, that the correspondence from the Town of Qualicum regarding the Council appointments to the District 69 Recreation Commission and the Arrowsmith Water Service Management Committee be received.

CARRIED



**Peter Tessier, re Development Permit with Variance Application No. PL-2011-024 – 883 & 889 Island Highway West - Area 'G'.**

MOVED Director Johnstone, SECONDED Director Fell, that the correspondence from Peter Tessier be received.

CARRIED

**Vince Hall, re Development Permit with Variance Application No. PL2011-024 – 883 & 889 Island Highway West - Area 'G'.**

MOVED Director Johnstone, SECONDED Director Fell, that the correspondence from Vince Hall be received.

CARRIED

**Laura Jones, Pacific Land Group, re Development Permit with Variance Application No. PL2011-024 – 883 & 889 Island Highway West - Area 'G'.**

MOVED Director Johnstone, SECONDED Director Brennan, that the correspondence from Laura Jones of Pacific Land Group be received.

CARRIED

**Michael Jessen, French Creek Residents' Association, re Development Permit with Variance Application No. PL-2011-024 – 883 & 889 Island Highway West - Area 'G'.**

MOVED Director Johnstone, SECONDED Director Fell, that the correspondence from Michael Jessen be received.

CARRIED

## **BYLAWS**

### **FOR ADOPTION**

**Bylaw No. 975.57 – Pump & Haul Amendment Bylaw to Exclude Strata Lot 180, Block 526, Strata Plan VIS 4673, Cameron Lot District – 1556 Pady Place – Area 'F'.**

MOVED Director Fell, SECONDED Director Young, that "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.57, 2012" be adopted.

CARRIED

**Zoning Amendment Application No. PL2009-751, Bylaw No. 500.363 – Timberlake Jones Engineering Ltd. – Lot 4, District Lot 84, Nanoose District, Plan 47545 - 1790 Claudet Road - Area 'E'.**

MOVED Director Holme, SECONDED Director Young, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.363, 2010" be adopted.

CARRIED

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

**ELECTORAL AREA PLANNING STANDING COMMITTEE**

MOVED Director Holme, SECONDED Director Veenhof, that the minutes of the Electoral Area Planning Committee meeting held February 14, 2012 be received for information.

CARRIED

**PLANNING**

**Development Permit with Variance Application No. PL2011-174 C.A. Design – John Larson – 2550 Pylades Drive – Area ‘A’.**

MOVED Director McPherson, SECONDED Director Young, that this application be referred back to staff for further discussion with the applicant.

CARRIED

**Development Permit with Variance Application No. PL2011-024 – Kazan Investments Ltd.; Michael J. Hill Ltd.; Douglas E. Hill Ltd. – 883 & 899 Island Highway West - Area ‘G’.**

MOVED Director Holme, SECONDED Director Anderson, that Development Permit with Variance Application No. PL2011-024 be deferred back to staff.

CARRIED

**Development Variance Permit Application No. PL2011-177 – Victor Blasco – 594 Karl’s Way - Area ‘G’.**

MOVED Director Holme, SECONDED Director Fell, that Development Variance Permit Application No. PL2011-177 to reduce the minimum required setback from the front lot line from 8.0 metres to 1.5 metres be approved subject to the conditions outlined in Schedules 1-3.

CARRIED

**Development Variance Permit Application No. PL2011-188 – Eric Jantzen – 85 Colwell Road - Area ‘C’.**

MOVED Director Young, SECONDED Director Holme, that Development Variance Permit Application No. PL2011-188 be approved subject to the conditions outlined in Schedules No. 1 to 2.

CARRIED

**OTHER**

**Building Strata Conversion Application PL2011-165 – Randy and Karen Orr – 1876 Stewart Road - Area ‘E’.**

MOVED Director Holme, SECONDED Director Fell, that the request from Randy and Karen Orr for the building strata conversion (Application No. PL2011-165) as shown on the proposed strata plan of Lot 1, District Lot 137, Nanoose District, Plan 29414 be approved subject to the conditions outlined in Schedule No. 1.

CARRIED

**Electoral Area 'A' Cedar Main Street Design Update – Citizen's Advisory Group Terms of Reference Amendment.**

MOVED Director McPherson, SECONDED Director Holme, that the Electoral Area 'A' Cedar Main Street Design Project Citizen's Advisory Group Terms of Reference be amended by increasing the maximum number of members from twelve to twenty and by providing more flexibility in the membership composition as shown in Attachment No. 1.

CARRIED

**COMMITTEE OF THE WHOLE STANDING COMMITTEE**

MOVED Director Holme, SECONDED Director Veenhof, that the minutes of the Committee of the Whole meeting held February 14, 2012 be received for information.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**Mike Wansink, INfilm, re Regional Film Forum.**

MOVED Director Johnstone, SECONDED Director Brennan, that the correspondence from INfilm be received.

CARRIED

**Don Alberg, Dashwood Volunteer Fire Department, re Upgrade/Renewal of the Dashwood Fire Hall.**

MOVED Director Johnstone, SECONDED Director Brennan, that the correspondence from Dashwood Volunteer Fire Department be received.

CARRIED

**FINANCE AND INFORMATION SERVICES**

**FINANCE**

**2012 – 2016 Proposed Financial Plan.**

MOVED Director Young, SECONDED Director Fell, that the 2012 to 2016 Financial Plan be amended to remove from year 2016 in the capital plan the amount of \$1.5 million for proposed seismic reconstruction of the Extension Fire Hall.

CARRIED

MOVED Director Young, SECONDED Director Willie, that the tax requisition for the Northern Community Wastewater budget proceed as budgeted with the inclusion of \$36,845 to address underground manhole location and repairs.

CARRIED

MOVED Director Young, SECONDED Director Brennan, that the Board receive the report on the 2012 budget as amended and the 2012 to 2016 financial plan and direct staff to prepare the financial plan bylaw on that basis.

CARRIED

***DEVELOPMENT SERVICES***

**BUILDING, BYLAW & EMERGENCY PLANNING**

**Animal Control Service Agreements.**

MOVED Director Holme, SECONDED Director Brennan, that the Agreement for Animal Control Services in District 69 with Coastal Animal Control Services of BC Limited be approved for a term commencing April 1, 2012 and ending December 31, 2016.

CARRIED

MOVED Director Holme, SECONDED Director Brennan, that the Agreement for Animal Control Services in District 68 with Coastal Animal Control Services of BC Limited be amended to extend the end date of the Agreement from December 31, 2013 to December 31, 2016.

CARRIED

MOVED Director Holme, SECONDED Director Fell, that the agreement between the SPCA and the Regional District of Nanaimo for the sale of dog licenses and the use of the animal shelter at 1565 Alberni Highway for the boarding of impounded dogs be approved for a term commencing April 1, 2012 and ending December 31, 2016.

CARRIED

***REGIONAL AND COMMUNITY UTILITIES***

**WASTEWATER**

**GNPCC Biosolids Management Contract Short Term Extension.**

MOVED Director Holme, SECONDED Director Johnstone, that the Board approve an extension to the Vancouver Island University biosolids management contract to June 30, 2012, to provide opportunity for staff to negotiate a new longer term partnership agreement for the management of biosolids from both the Greater Nanaimo and French Creek Pollution Control Centres.

CARRIED

**WATER**

**Bylaws 1654 & 1655 – Water User Rate Amendments 2012.**

MOVED Director Fell, SECONDED Director Johnstone, that "Whiskey Creek Water Service Rates and Regulations Bylaw No. 1636, 2011" be repealed.

CARRIED

MOVED Director Fell, SECONDED Director Johnstone, that "Regional District of Nanaimo Water Use Regulation Bylaw No. 1639, 2011" be repealed.

CARRIED

MOVED Director Fell, SECONDED Director Johnstone, that "Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1640, 2011" be repealed.

CARRIED

MOVED Director Fell, SECONDED Director Johnstone, that "Regional District of Nanaimo Water Use Regulation Bylaw No. 1654 2012" be introduced and read three times.

CARRIED

MOVED Director Fell, SECONDED Director Johnstone, that "Regional District of Nanaimo Water Use Regulation Bylaw No. 1654, 2012" be adopted

CARRIED

MOVED Director Fell, SECONDED Director Johnstone, that "Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1655, 2012" be introduced and read three times.

CARRIED

MOVED Director Fell, SECONDED Director Johnstone, that "Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1655, 2012" be adopted.

CARRIED

**Infrastructure Planning Grant Program – Application on Behalf of the North Cedar Improvement District.**

MOVED Director McPherson, SECONDED Director Ruttan, that the Board support the North Cedar Improvement District grant application for the "Water System Study Update".

CARRIED

MOVED Director McPherson, SECONDED Director Ruttan, that staff be directed to submit the grant application to the Ministry of Community and Rural Development on behalf of the North Cedar Improvement District.

CARRIED

***TRANSPORTATION AND SOLID WASTE SERVICES***

**SOLID WASTE**

**Residential Curbside Collection Program Progress Report.**

MOVED Director Bestwick, SECONDED Director Holme, that the Board receive the Residential Curbside Collection Program Progress Report for information.

CARRIED

**Multi-Family Housing Diversion Strategy Progress Report.**

MOVED Director Fell, SECONDED Director Lefebvre, that the Board receive the Multi-Family Housing Diversion Strategy Progress Report for information.

CARRIED

**Regional Landfill Comprehensive Engineering Consulting Services Contract Extension.**

MOVED Director Johnstone, SECONDED Director Willie, that the Board extends the comprehensive engineering consulting services contract with XCG Consultants Ltd. for an additional two (2) year term expiring May 2014.

CARRIED

**Regional Landfill Environmental Monitoring Services Contract Extension.**

MOVED Director Lefebvre, SECONDED Director Willie, that the Board extend the contract for environmental monitoring services at the Regional Landfill with Conestoga-Rovers & Associates for a two (2) year term expiring March 2014 for a contract value of \$176,032.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**INfilm, re Regional Film Forum.**

MOVED Director Fell, SECONDED Director Bestwick, that the correspondence be referred to the Northern Community Economic Development Select Committee.

CARRIED

**Dashwood Volunteer Fire Department, re Upgrade/Renewal of the Dashwood Fire Hall.**

MOVED Director Holme, SECONDED Director Veenhof, that the correspondence be referred to staff for follow up.

CARRIED

**NEW BUSINESS**

**District 69 Recreation Commission.**

MOVED Director Holme, SECONDED Director Fell, that the Regional District Board appoint Leanne Salter as the Alternate Electoral Area 'F' Appointee to the District 69 Recreation Commission.

CARRIED

**Vancouver Island Treaties Conference Registration.**

MOVED Director Holme, SECONDED Director Ruttan, that the Board authorize those Electoral Area Directors that wish to attend the Snuneymuxw First Nation / VIU Conference on pre-Confederation treaties being held on May 10 and 11, 2012 at VIU.

CARRIED

**BC Hydro Smart Meters.**

MOVED Director Fell, SECONDED Director McPherson, that the resolution endorsed at the August 23, 2011 Board meeting with respect to placing a moratorium on the mandatory installation of wireless smart meters be forwarded to the Provincial Government and BC Hydro.

CARRIED

**Request for Groundwater Study on GNPCC & FCPCC Biosolids at VIU Wood Lot.**

MOVED Director Young, SECONDED Director Anderson, that staff be requested to prepare a report on the implications of undertaking a groundwater study on the application of biosolids at the VIU Wood Lot.

CARRIED

**SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEES**

**Sustainability Select Committee.**

MOVED Director McPherson, SECONDED Director Brennan, that the minutes of the Sustainability Select Committee meeting held February 15, 2012 be received for information.

CARRIED

**ADMINISTRATOR'S REPORTS**

**Offer of Nominal Rent Lease of Crown Land – Bowser, B.C.**

MOVED Director Veenhof, SECONDED Director Brennan, that the Regional District accept and execute the offer from the Province of BC for a nominal rent tenure over Lots 1 and 2, District Lot 36 E&N, Plan 2076, Newcastle District.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Public Access to DL33, Nanoose Bay.**

MOVED Director Holme, SECONDED Director Greves, that staff investigate the provision of public access to DL 33.

CARRIED

**Nanoose Fire Protection Society, re Schooner Cover Development and the Nanoose Volunteer Fire Dept.**

MOVED Director Holme, SECONDED Director Young, that this be referred back to staff and the Area Director to meet with the Nanoose Fire Protection Society.

CARRIED

**Proposed Cottage Hospital – Arrowsmith Lodge.**

MOVED Director Fell, SECONDED Director McPherson, that this be referred back to staff for a report.

CARRIED

**NEW BUSINESS**

**Nanaimo Parks, Recreation, and Culture Commission – Area 'B' Appointee.**

MOVED Director Veenhof, SECONDED Director Lefebvre, that Director Houle be appointed to the Nanaimo Parks, Recreation, and Culture Commission.

CARRIED

**District 69 Recreation Commission.**

MOVED Director Young, SECONDED Director Lefebvre, that Director Stanhope be appointed to the District 69 Recreation Commission.

CARRIED

**Canadian Office & Professional Employees (COPE) Union No. 378, re BC Hydro Smart Meters.**

MOVED Director Willie, SECONDED Director Lefebvre, that the Board reconsider the motion from the January 24, 2012 Board meeting to invite a representative from COPE to address the Board with respect to the job impact of Smart Meters.

DEFEATED

**ADJOURNMENT**

MOVED Director Holme, SECONDED Director Young, that pursuant to Section 90(1)(e) and 90(1)(a) of the Community Charter the Board proceed to an In meeting to consider land issues and Board Appointments.

CARRIED

TIME: 7:56 PM

**RISE & REPORT**

***DEVELOPMENT SERVICES***

**Electoral Area 'A' Cedar Main Street Design Project Citizens' Advisory Group**

MOVED Director McPherson, SECONDED Director Ruttan, that Adriana Wilson-Busby, Bonnie Stevenson, Rick Hastings, Mayta Ryn, Rick Hyne, Sheri Duchane, Ken Joubert, Rev. Howie Adan, Eric Bertram, Donna Hawksworth, Margaret Mills, Brian Bancroft, Patricia Grand, Eike Jordan, Delbert Horrocks, Angela Vincent – Lewis be appointed to the Cedar Main Street Design Project Citizens Advisory Group.

CARRIED

**ADJOURNMENT**

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

CARRIED

TIME: 8:07 PM

---

CHAIRPERSON

---

SR. MGR., CORPORATE ADMINISTRATION



REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE SPECIAL BOARD  
MEETING HELD ON TUESDAY, MARCH 13, 2012 AT 8:17 PM  
IN THE RDN BOARD CHAMBERS

**Present:**

Director J. Stanhope	Chairperson
Director D. Brennan	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director J. Fell	Electoral Area F
Director W. Veenhof	Electoral Area H
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach
Director B. Dempsey	District of Lantzville
Alternate	
Director F. Pattje	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Alternate	
Director B. McKay	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director T. Greves	City of Nanaimo
Director G. Anderson	City of Nanaimo

**Regrets:**

Director J. Ruttan	City of Nanaimo
Director J. Kipp	City of Nanaimo

**Also in Attendance:**

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

**ADMINISTRATOR'S REPORTS**

**Strategic Community Investment Funds Agreement.**

MOVED Director Veenhof, SECONDED Director Houle, that the Regional District of Nanaimo enter into the 2012 to 2015 Strategic Investment Funds agreement with the Province of BC as attached to this report.

CARRIED

MOVED Director Johnstone, SECONDED Director Greves, that this report be received as the final public statement of the use of Strategic Investment funds for the period 2009 to 2011.

CARRIED

MOVED Director Brennan, SECONDED Director Johnstone, that the 2012 Strategic Investment Funds grant in the amount of \$184,075 be allocated as outlined under Alternative 1 in this report.

MOVED Director Brennan, SECONDED Director Greves, that the 2012 Strategic Investment Funds grant in the amount of \$184,075 be allocated as outlined under Alternative 1 in this report with the amendment that the Nanaimo Area Land Trust receive \$40,000 and that \$106,075 be used to reduce borrowing requirements for Moorecroft Regional Park.

DEFEATED

The question was called on the main motion.

The motion CARRIED.

#### **ADJOURNMENT**

MOVED Director Holme, SECONDED Director Young, that pursuant to Sections 90(1)(c) and 90(1)(e) of the Community Charter the Board proceed to an In Camera meeting to consider labour relations and land issues.

CARRIED

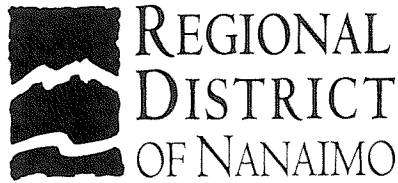
TIME: 8:32 PM

---

CHAIRPERSON

---

SR. MGR., CORPORATE ADMINISTRATION



CAO APPROVAL	
EAP	
COW	
MAR 19 2012	
RHD	
BOARD	✓

# MEMORANDUM

**TO:** Jeremy Holm  
Manager of Current Planning

**DATE:** March 15, 2012

**FROM:** Lainya Rowett  
Senior Planner

**FILE:** PL2011-024

**SUBJECT:** Development Permit with Variance Application No. PL2011-024  
Kazan Investments Ltd.; Michael J. Hill Ltd.; Douglas E. Hill Ltd.  
That Part of Lot 2, District Lot 81, Nanoose District, Plan 6179 Lying to the East  
of the Easterly Boundary of Plan 814 RW – 883 & 899 Island Highway West  
Electoral Area 'G'

## PURPOSE

To consider an application for a Development Permit with Variance to permit the redevelopment of an existing commercial property.

## BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Kazan Investments Ltd., Michael J. Hill Ltd. and Douglas E. Hill Ltd., for a Development Permit with Variance to permit the redevelopment of an existing commercial centre, including the construction of three new commercial buildings, a free-standing sign, and landscaping improvements (*see Attachment 1 for location of subject property*).

This application was considered by the Electoral Area Planning Committee (EAPC) at its regular meeting on February 14, 2012. The Committee recommended that the Regional Board approve the application. However, at its regular meeting held on February 28, 2012, the Board passed a resolution to defer the application back to staff.

Subsequently, staff reviewed this proposal further with the Ministry of Transportation and Infrastructure (MoTI). As stated in the original report, the applicant will be required to obtain a valid highway access permit. At this time, the future tenants of the proposed buildings are unknown; therefore, it is premature to estimate the anticipated traffic volumes and the improvements that may be required through the permit. As the property develops, and the site tenants are determined, MoTI will review the access permit requirements in consideration of the following provisions:

- Increased traffic volumes as a result of new development would likely necessitate a formal traffic impact study to ensure safe vehicular movement and appropriate access design.
- If warranted, construction of a left turn slot or deceleration lane may be required.
- Alternately, the Ministry may restrict vehicle turning movements, as deemed appropriate (e.g. right in/right out access only, if deemed appropriate).
- If necessary, the Ministry will make its' determination based on the highest use allowed by zoning.

Improvements required by the Ministry must be constructed to Ministry Standards at the applicant's expense. MoTI also confirmed that it strongly supports a site design that protects and facilitates free movement between the subject property and the adjacent property to the south, owned by Shell Canada, as currently shown on the site plan (*Schedule 2*).

The subject property is approximately 0.7 ha in area and is zoned Commercial 2 within Subdivision District 'Q' (CM2Q) pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987." The property currently contains three commercial buildings with existing uses including: a restaurant, bakery, video rental store, and a second-hand store. The property is bound by an undeveloped Public 1 zoned parcel to the north, residential parcels to the east across Aberdeen Drive and located within the City of Parksville, a commercial property to the south, currently occupied by Shell Canada, and to the west the Island Highway West.

The proposed development is subject to the following applicable Development Permit Area (DPA) as per the "Regional District of Nanaimo Electoral Area 'G' Official Community Plan Bylaw No. 1540, 2008":

- Multi Residential, Intensive Residential, Industrial, and Commercial Form and Character.

#### ***Previous Development Proposal***

In January 2011, the applicants submitted a Zoning Amendment (Application No. PL2011-023) and a Development Permit with Variance (Application No. PL2011-024) to rezone the property from Commercial 2 (CM2) to French Creek Landing Comprehensive Development Zone (CD48), in order to allow the construction of three new commercial buildings and a fast food outlet with a drive-thru within the subject property. The Regional Board denied the Rezoning Application (No. PL2011-023) on July 26, 2011, and directed RDN staff to conduct a review of drive-thru within the context of the Board's Strategic Plan, the Regional Growth Strategy and Official Community Plan targets for greenhouse gas reductions. The Development Permit (Application No. PL2011-024) was neither denied nor approved by the Board. Subsequently, the applicants met with RDN staff to discuss alternatives to proceed with their Development Permit Application under the current zoning and permitted uses.

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

In order to comply with existing zoning, the applicants have revised their proposal to remove the fast food outlet and the drive-thru component. This is reflected in the current site and landscaping plans (see *Schedule 2*). The revised site plan also includes an internal connection for future vehicular movement between the proposed development and the adjacent commercial development (Shell Gas Station). Other than these changes, the design of the site and proposed buildings is consistent with the previous proposal that was reviewed by the community and the Regional Board.

The applicants propose to construct three, single level commercial buildings on the subject property in accordance with the uses permitted in the existing Commercial 2 Zone. The applicants propose to vary the following regulations from the "Regional District of Nanaimo Sign Bylaw No. 993, 1995" in order to accommodate the proposed development:

- **Section 5 a)** to increase the maximum number of permitted signs from two signs per parcel to allow one free-standing sign per parcel and one fascia sign per business on the subject property.

The applicants also propose to vary the following regulations from the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”:

- **Section 3.4.12 – Minimum Setback Requirements** to reduce the setback from the Front Lot Line for Building No.3 from 8.0 m to 0.8 m; and
- **Section 3.4.12 – Minimum Setback Requirements** to reduce the setback from Other Lot Lines for the proposed free-standing sign from 5.0 m to 4.0 m.

## ALTERNATIVES

1. To approve the Development Permit with Variance Application No. PL2011-024 subject to the conditions outlined in *Schedule 1*.
2. To deny the Development Permit with Variance Application No. PL2011-024.

## LAND USE IMPLICATIONS

### *Development Implications*

The applicants have submitted a site plan, building elevations, and landscape plan with signage details in order to address the Commercial Form and Character Development Permit Area Guidelines concerning site design, parking and loading, landscaping, site illumination, signage, and pedestrian and cyclist considerations.

With respect to the new buildings, the applicants propose to construct three, ground-oriented commercial buildings, ranging in size from 250 m<sup>2</sup> to 400 m<sup>2</sup> (see *Schedule 2*). The building design is suitable in scale and form with the character of the adjacent residential neighborhood. Proposed building materials include colored metal roofs, Hardie board siding, shingles, trim and stone facing details (see *Schedule 3*).

The proposed building locations will maximize highway exposure and facilitate circulation throughout the site. Smaller groupings of parking and landscaped areas between the buildings will help minimize the scale of the parking surface. The applicants propose to provide 81 parking spaces, including four handicapped spaces and additional spaces for loading. Vehicular access to the property will be provided via a single, full movement entrance from the Island Highway West. A secondary vehicular access is proposed for future connection to the adjacent commercial property to the south (Shell Gas Station) (see *Schedule 2*). In addition, on-site pedestrian connections are proposed with internal crosswalks and a pedestrian path at the rear of the property adjacent to Aberdeen Drive.

The applicants submitted a landscaping plan, which includes primarily native drought tolerant and deer resistant vegetation to be planted within a continuous landscape buffer area around the perimeter of the property (see *Schedule 4*). The buffer will be 2.0 m wide along the north, east and south property lines, and 5.0 m wide adjacent to the Island Highway West. Additional landscaping is proposed within the parking areas and to screen the garbage/recycling enclosures. The applicants also propose to construct a 1.8 m high solid cedar fence, along the north and east property lines to provide additional buffering to the adjacent residential neighborhood. As a condition of development approval, the applicants will be required to provide a landscaping security deposit in the amount of \$107,819.00 to ensure the improvements, including irrigation systems, are installed.

With respect to signage, the applicants propose to construct one free-standing sign at the site entrance off the Island Highway West. The sign panels will be back-lit and designed with a decorative metal roof and cedar posts and beams in concrete bases, which will be integrated with the surrounding architecture and landscaping (*see Schedules 4 and 5*). The proposed sign scheme also includes one fascia sign per business as described under Proposed Variances below.

On-site lighting will consist of full-cut off/flat lens luminaries designed to reduce glare on adjacent properties. The applicants also propose to provide bicycle racks, benches and trash receptacles near the building entrances.

### ***Proposed Variances***

As noted above, the applicants propose to vary the RDN Sign Bylaw No. 993 in order to increase the maximum number of permitted signs to allow one free-standing sign on the property and one fascia sign per business, to be located as shown in *Schedules 3 and 5*. A variance is also requested to locate the free-standing sign within the setback area along the Island Highway West. These variances will enable the tenants to have sufficient business signage and visibility along the highway corridor, and the signs are well integrated with the surrounding architecture and landscaping. The Ministry of Transportation and Infrastructure (MoTI) has confirmed that it supports these variances and will not require a variance for the free-standing sign to be located within 4.5 m setback requirement because this structure is not a building.

The applicants have also requested a variance to permit the southeast corner of Building No. 3 to encroach into the Front Lot Line setback area by reducing the setback requirement from 8.0 m to 0.8 m. This variance will facilitate placement of the building in a way that will maximize its exposure from the highway; locate the parking areas generally to the rear of the building, and provide adequate sight lines near the property entrance. MoTI staff have confirmed that they do not have any concerns with the requested setback variance.

### ***Public Consultation Process***

As part of the required public notification process, pursuant to the *Local Government Act*, property owners and tenants located within a 50.0 m radius, received a direct notice of the proposal prior to the Board's consideration of the application on February 28, 2012. Staff have subsequently re-notified the public ahead of the Board's reconsideration of the application at its regular meeting on March 27, 2012. Those individuals notified will have an opportunity to comment on the proposed variances, prior to the Board's consideration of the application.

### ***Environmental Implications***

The applicants have submitted a Site Profile Form and Certificate of Compliance, issued by the Ministry of Environment on April 28, 2011, confirming that the site has been remediated to meet the Contaminated Sites Regulation standards for commercial land.

### ***Site Servicing Implications***

With respect to potable water, the applicant has submitted confirmation from the community water provider, EPCOR, confirming that the property is within their service area and that adequate water for domestic and fire protection purposes is available based on the demand information provided by the developer's engineer. The property is within the RDN French Creek Sanitary Sewer Service Area and is currently connected to sanitary sewer. The applicant's engineer has indicated that demand on the sanitary sewer is not anticipated to increase substantially with the redevelopment of the property.

The Parksville Fire Department has responded stating that the proposed access, site layout, and fire flows appear acceptable. They have also noted that the nearest fire hydrant is at the end of the Riley Road right-of-way across the Island Highway West and have requested that the developer consider bringing a fire hydrant across the highway to the front of the site. The applicant's engineer has indicated that this request can be accommodated and staff recommend that the developer be required to install the fire hydrant prior to development of the site (*see Schedule 1 Conditions of Approval*).

In terms of access, as discussed earlier, the Ministry of Transportation and Infrastructure (MoTI) is satisfied that the proposed site configuration will provide the opportunity for future vehicular connection between the subject property and the adjacent property to the south, which is occupied by Shell Canada. Shell has historically utilized the subject property for additional access to the highway; however, this access arrangement has not been secured through an easement agreement. The proposed site configuration will still accommodate the movement of most motor vehicles through the site, if in the future the property owners establish a formal easement agreement. Shell currently accesses the Island Highway West from an existing egress in the southern corner of their lot.

### ***Intergovernmental Implications***

This development proposal was referred to the Ministry of Transportation and Infrastructure (MoTI) for their comments. MoTI has accepted the proposed development and variances, including the addition of an internal connection for future vehicular movement between the subject property and the adjacent commercial development (Shell Gas Station). MoTI requires the applicants to apply for a highway access permit.

Through the previous (rezoning) application review, the City of Parksville confirmed that it has no concerns with the proposed pedestrian connection to Aberdeen Drive (the municipal boundary), but it does not support the provision of service connections i.e. storm drainage disposal to the swale adjacent to Aberdeen Drive. The applicants' Engineer has indicated that storm water can be dealt with on-site.

### ***Sustainability Implications***

The applicants have completed an RDN "Sustainable Community Builders Checklist" and identified the following sustainability aspects for the proposed development:

- The development will revitalize an existing commercial centre and provide local services to the surrounding residential neighborhood;
- A storm water detention system will be installed to maximize groundwater recharge;
- Native and drought tolerant plants will be maintained within an extensive buffer along all property lines and throughout the site;
- The proposed redevelopment will improve the character and visual appeal of the site, and will provide new and structurally sound buildings to replace the existing buildings which need extensive renovations;

- Existing businesses will benefit from improved commercial space, and the expansion of the commercial uses will create more opportunities for employment; and
- Local labour will be employed to develop the site.

### SUMMARY/CONCLUSION

This is an application for a Development Permit with Variance to permit the redevelopment of an existing commercial property with signage and landscaping improvements on the subject property. The applicants propose to increase the maximum number of permitted signs, to allow one free-standing sign per parcel and one fascia sign per business within the subject property. They also propose to reduce the Front Lot Line setback from 8.0 m to 0.8 m for a corner of proposed Building No. 3, and to reduce the Other Lot Line setback from 5.0 m to 4.0 m for the proposed free-standing sign to be located along the Island Highway.

The applicants have submitted a site plan, building elevations, signage details, landscaping plan and cost estimate and servicing report in support of their application. The proposed development and requested variances are consistent with the guidelines of the Commercial Form and Character Development Permit Area.

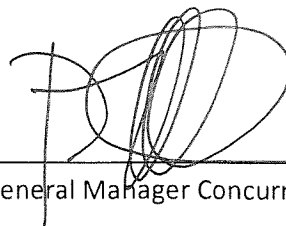
Following the Board's consideration of this proposal at its regular meeting held on February 28, 2012, the application was deferred back to staff. The current proposal and plans have not changed, however staff have clarified the process for an access permit approval. The Ministry of Transportation and Infrastructure has confirmed it will evaluate any necessary access requirements and restrictions based on a continued evaluation of site uses, tenant mix and associated traffic demands. Staff recommend that the Board approve the proposed Development Permit with Variance No. PL2011-024.

### RECOMMENDATIONS

That Development Permit with Variance Application No. PL2011-024 be approved subject to the conditions outlined in *Schedule 1*.



Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence



**Schedule No. 1**  
**Conditions of Approval (Page 1 of 2)**

The following conditions are to be completed as part of Development Permit with Variance No. PL2011-024:

**Bylaw No. 993, 1995 - Variances**

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

1. **Section 5 a)** to increase the maximum number of permitted signs from two signs per parcel to allow one free-standing sign per parcel and one fascia sign per business on the subject property (as shown on *Schedules 2 and 3*).

**Bylaw No. 500, 1987 - Variances**

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

- **Section 3.4.12 – Minimum Setback Requirements** to reduce the setback from the Front Lot Line for Building No. 3 from 8.0 m to 0.8 m (as shown on *Schedule 2*); and
- **Section 3.4.12 – Minimum Setback Requirements** to reduce the setback from Other Lot Lines for the proposed free-standing sign from 5.0 m to 4.0 m (as shown on *Schedule 2*).

**Conditions of Approval**

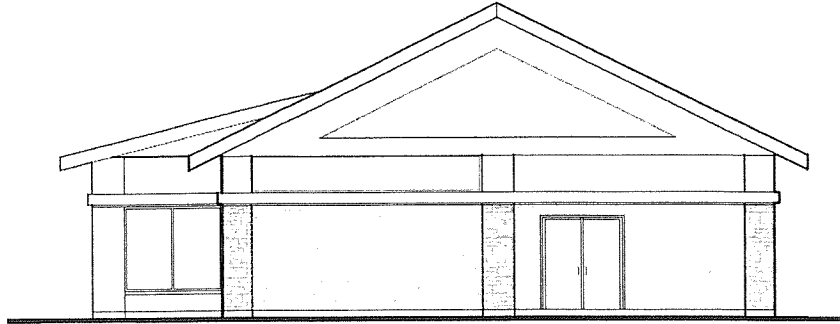
1. The subject property shall be developed generally in accordance with the site plan prepared by Timberlake-Jones Engineering Ltd. and dated January 20, 2011 and revised on January 25, 2012, attached as *Schedule 2*.
2. The proposed buildings shall be constructed generally in accordance with the elevations drawings prepared by dysarchitecture and dated January 21, 2011, attached as *Schedule 3*.
3. The proposed development shall be landscaped in accordance with the landscaping plan prepared by MacDonald Gray, dated January 26, 2012, attached as *Schedule 4*.  
  
Staff shall withhold the issuance of this permit until the applicants submit a landscaping security deposit in the amount of \$107,819.00, in accordance with the landscaping cost estimate prepared by MacDonald Gray and dated January 26, 2012.
4. The proposed free-standing sign shall be constructed and sited generally in accordance with the plans prepared by MacDonald Gray dated January 26, 2012 and attached as *Schedules 4 and 5*. Fascia signage shall be sited generally in accordance with *Schedule 3* and shall be constructed in accordance with the requirements of the "Regional District of Nanaimo Sign Bylaw No. 993, 1995", except as varied by this permit.
5. The applicants provide a minimum of 81 off-street parking spaces developed in accordance with the requirements of "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" Schedule '3B' Off-Street Parking & Loading Spaces.

**Schedule No. 1**  
**Conditions of Approval (Page 2 of 2)**

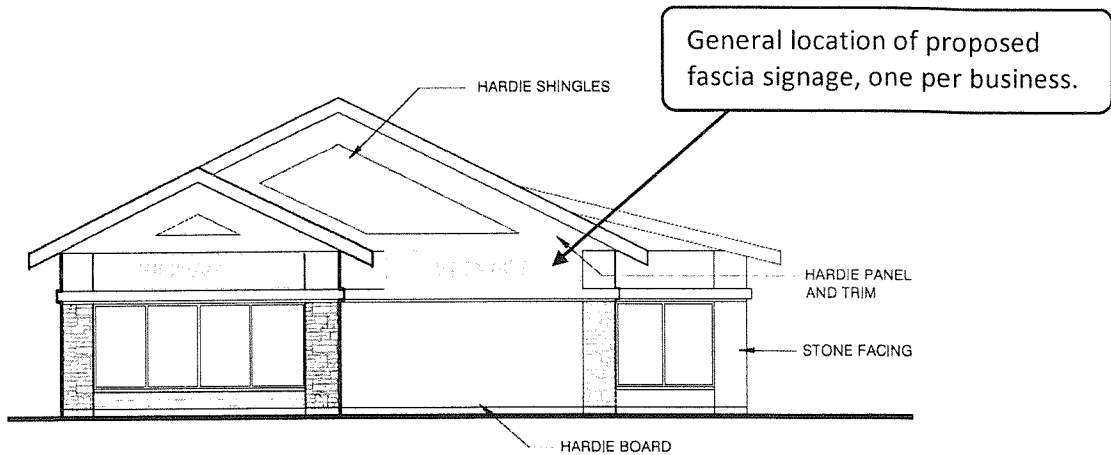
6. The applicants obtain a valid Controlled Highways Access Permit from the Ministry of Transportations and Infrastructure.
7. The applicants construct/install a fire hydrant along the front property line prior to development of the site.
8. The applicants are to provide a detailed storm water management plan at the building permit stage and prior to development of the site.



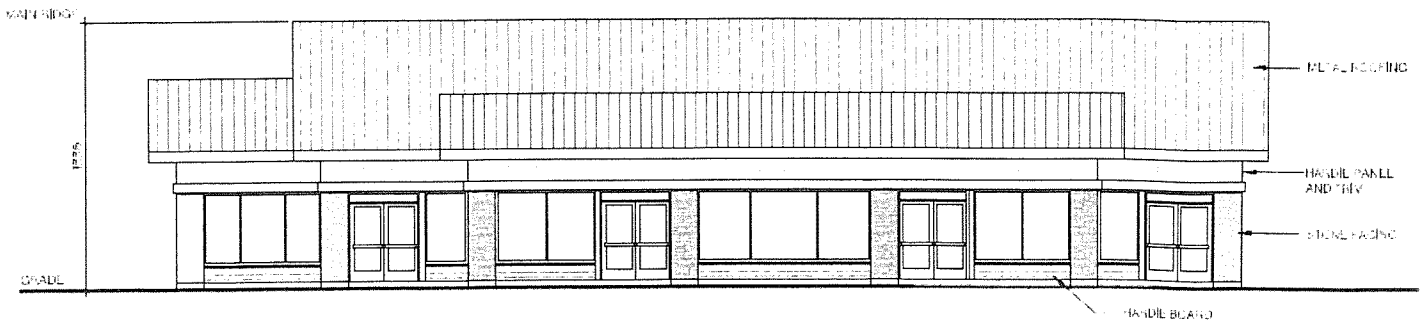
Schedule 3  
Building Elevations (Page 1 of 3)



EAST ELEVATION

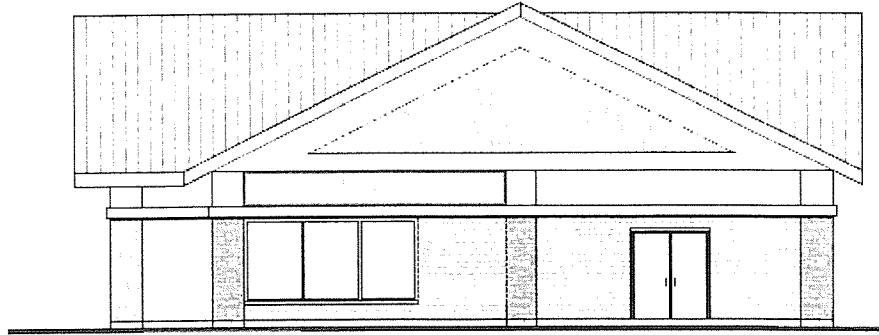


WEST ELEVATION

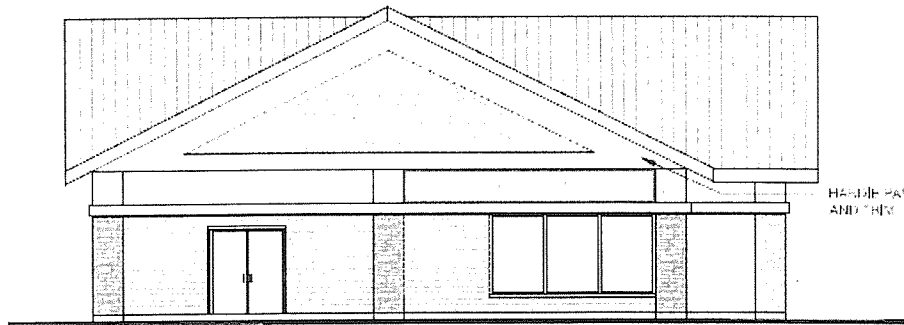


SOUTH ELEVATION

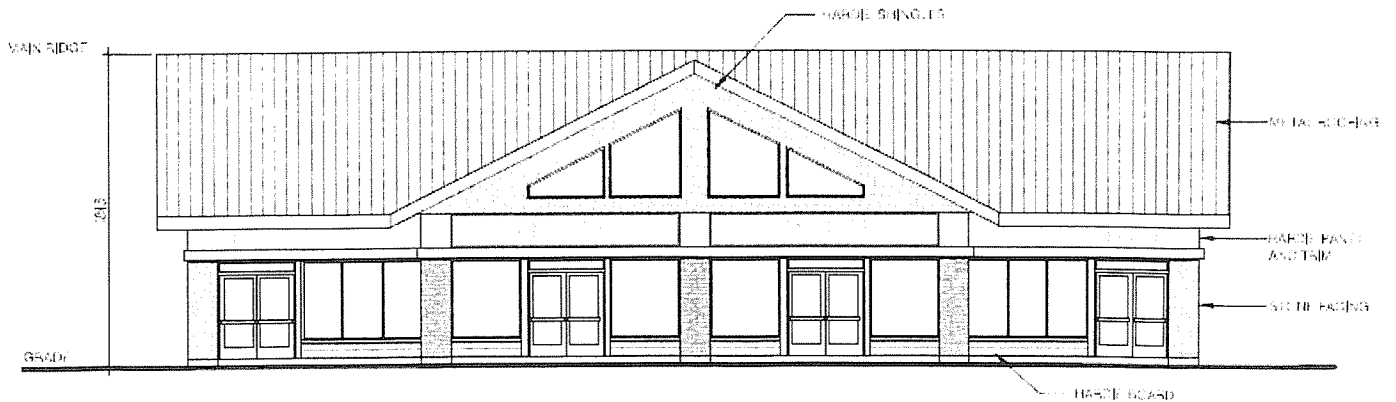
Schedule 3  
Building Elevations (Page 2 of 3)



EAST ELEVATION

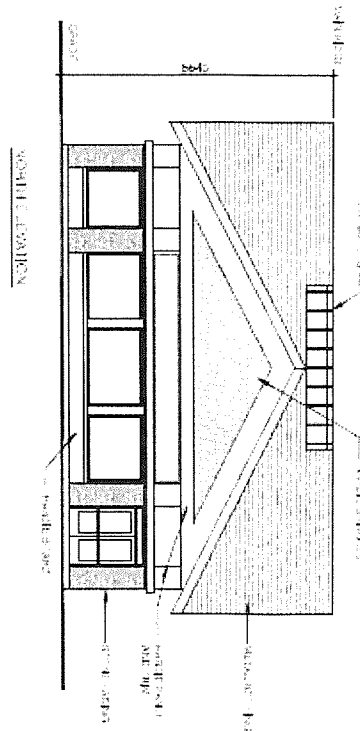
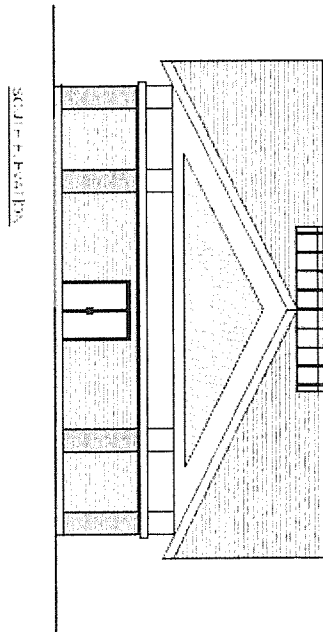
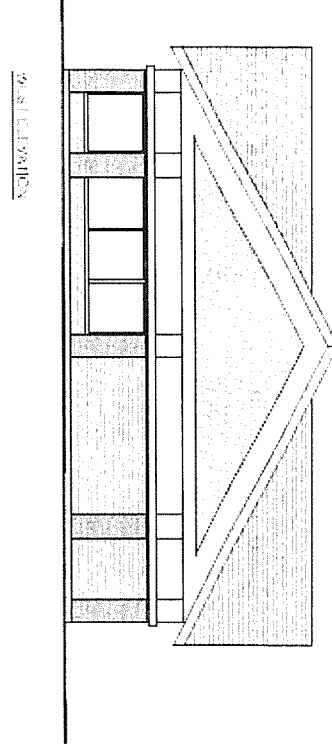
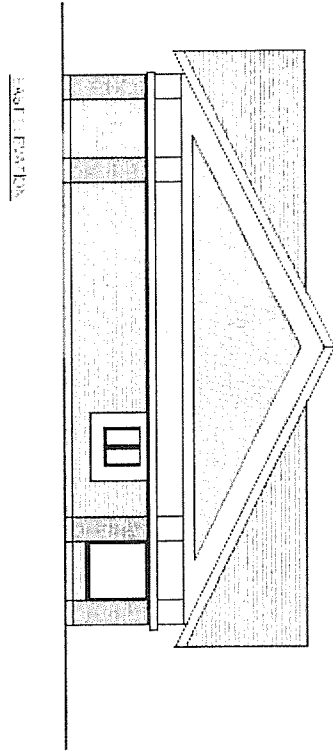


WEST ELEVATION

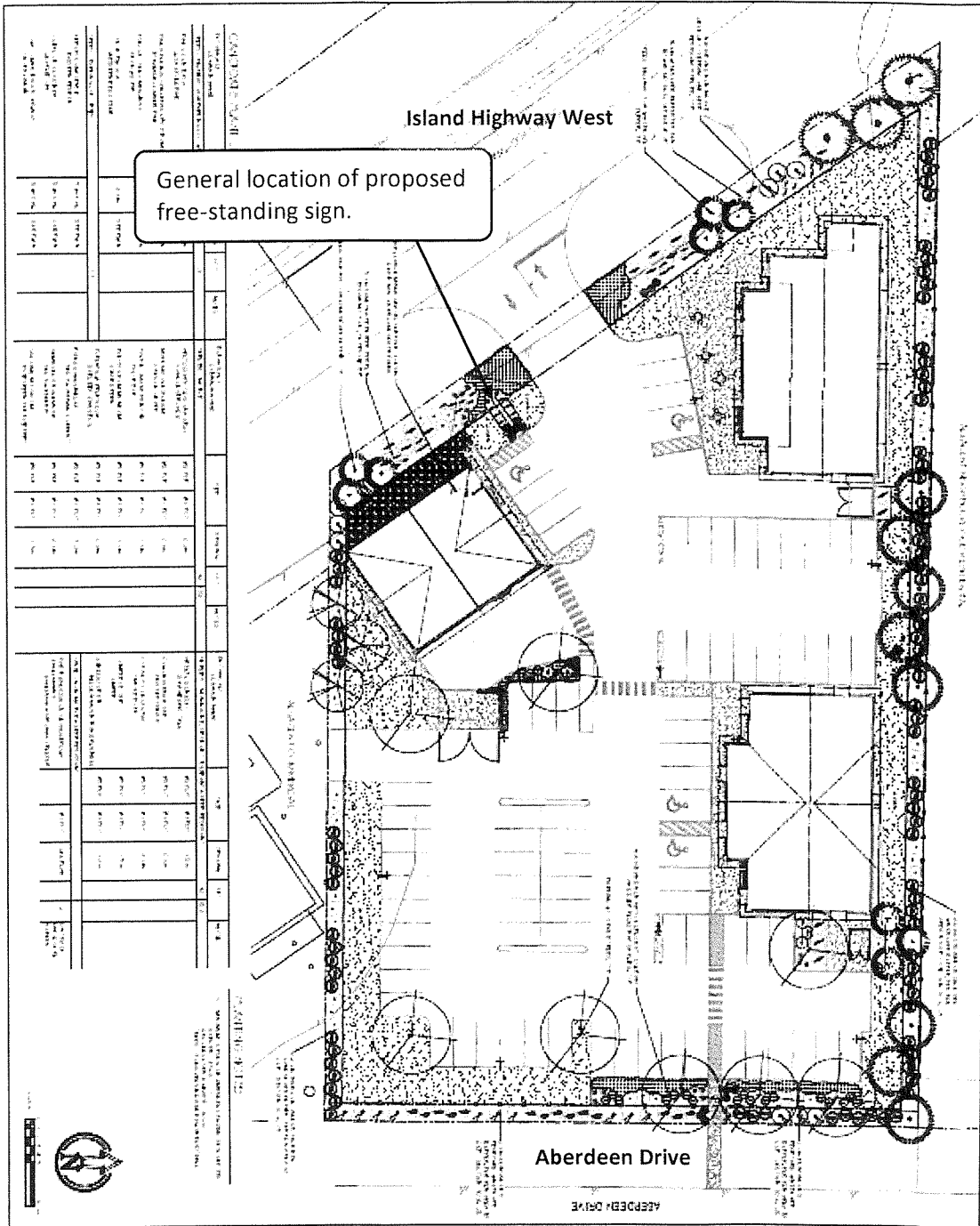


SOUTH ELEVATION

Schedule 3  
Building Elevations (Page 3 of 3)



Schedule 4  
 Landscaping Plan



NO.	SYMBOL	NOTE
1	(Symbol)	Planting
2	(Symbol)	Planting
3	(Symbol)	Planting
4	(Symbol)	Planting
5	(Symbol)	Planting

**PLANTING PLAN**

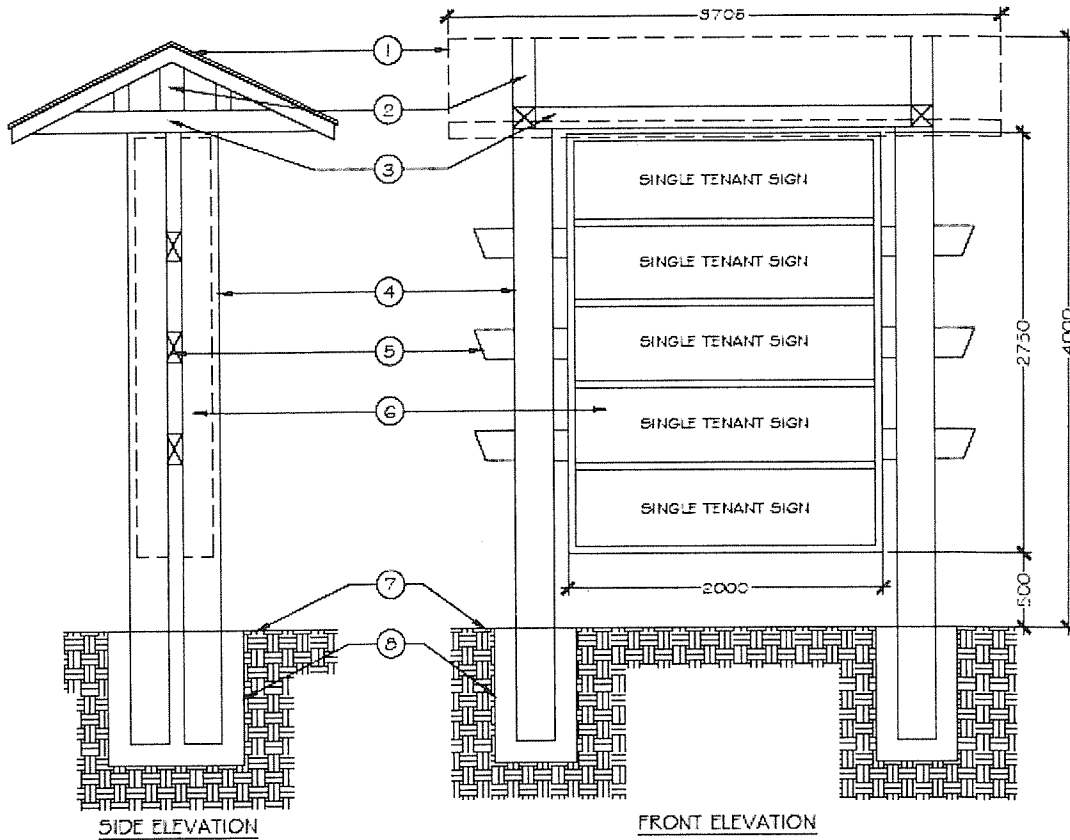
Date: \_\_\_\_\_  
 Drawn: \_\_\_\_\_  
 Check: \_\_\_\_\_  
 Scale: 1:500  
 Project: \_\_\_\_\_

PLANTING PLAN L2 - 4

French Creek Landing  
 Hill Group Properties  
 Regional District of Nanaimo, BC



Schedule 5  
Proposed Free-Standing Sign



- ① METAL ROOF: PITCH AND COLOUR, TO MATCH SITE ARCHITECTURE
- ② 150 X 150 (6" X 6") STAINED CEDAR TIMBER.
- ③ 150 X 150 (6" X 6") STAINED CEDAR BEAM
- ④ (2) 250 X 250 (10" X 10") STAINED CEDAR POSTS
- ⑤ (5) 100 X 150 (4" X 6") STAINED CEDAR SUPPORT
- ⑥ (2) BACKLIT (5) PANEL PLASTIC BOX SIGNS WITH METAL FRAMES (5.5 sq. m. EACH)
- ⑦ FINISHED GRADE
- ⑧ CONCRETE FOOTING TO BE DESIGNED BY STRUCTURAL ENGINEER.



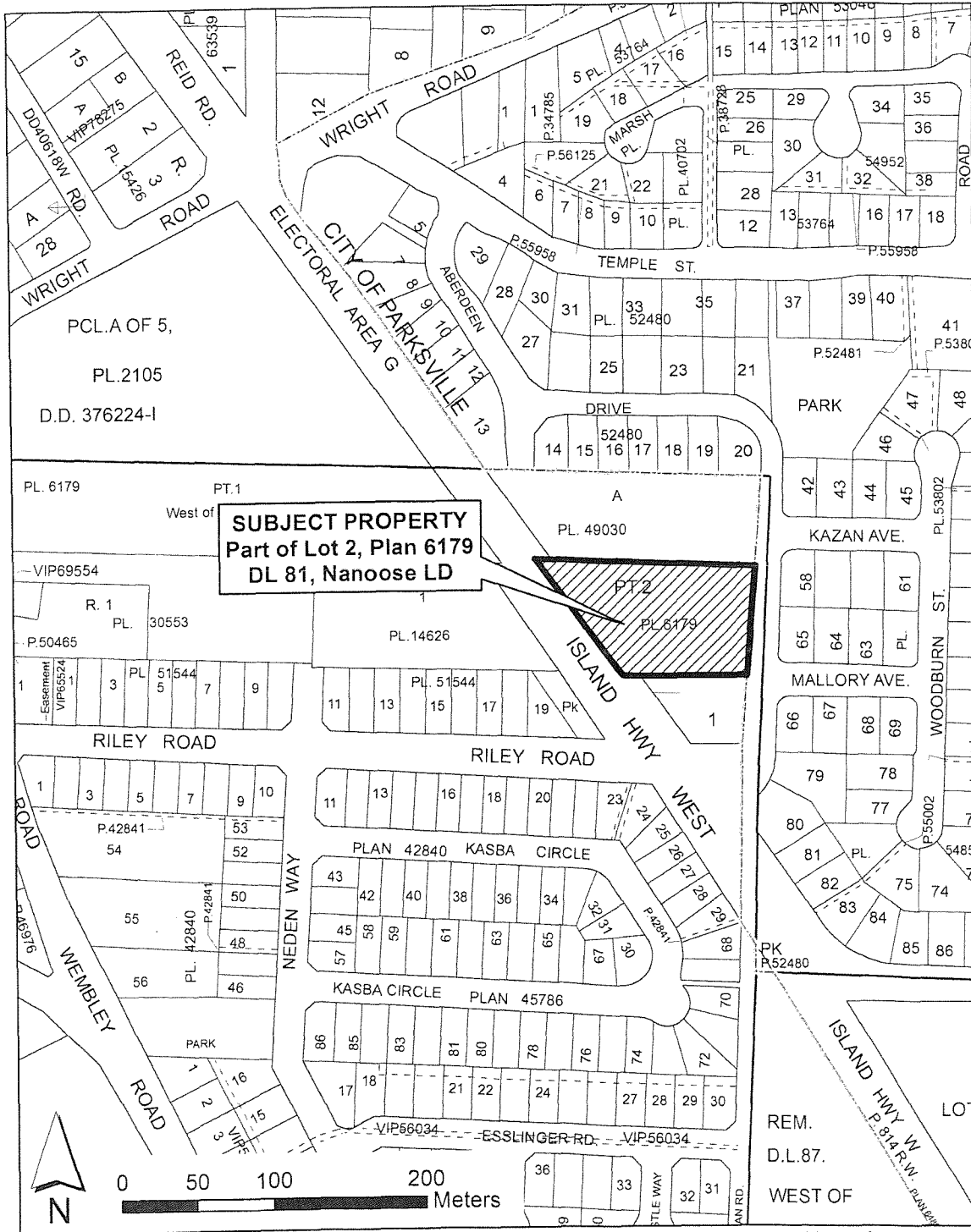
Freestanding Sign

Elevation

1:40 metric



### Attachment 1 Subject Property Map



BOGS MAPSHEET: 92F.039.1.3

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE  
MEETING HELD ON TUESDAY, MARCH 13, 2012 AT 6:30 PM  
IN THE RDN BOARD CHAMBERS

**Present:**

Director G. Holme	Chairperson
Director A. McPherson	Electoral Area A
Director M. Young	Electoral Area C
Director J. Fell	Electoral Area F
Director J. Stanhope	Electoral Area G
Director W. Veenhof	Electoral Area H

**Also in Attendance:**

M. Pearse	Sr. Mgr., Corporate Administration
P. Thorkelsson	Gen. Mgr., Development Services
J. Holm	Mgr., Current Planning
N. Hewitt	Recording Secretary

**LATE DELEGATION**

MOVED Director Fell, SECONDED Director Veenhof, that the late delegation be permitted to address the Committee.

CARRIED

**R.K. Brown, re Zoning Amendment Application No. PL2009-040.**

Mr. Brown provided a brief summary on the zoning amendment application.

**MINUTES**

MOVED Director Fell, SECONDED Director McPherson, that the minutes of the regular Electoral Area Planning Committee meeting held Tuesday, February 14, 2012 be adopted.

CARRIED

**PLANNING**

***DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS***

**Development Permit with Variance Application No. PL2011-163 – Gary Passey and Patricia Broster – Lot 11, District Lot 28, Newcastle District, Plan 22249 – Seaview Drive, Area ‘H’.**

MOVED Director Veenhof, SECONDED Director Stanhope, that the application be sent back to staff for a 3<sup>rd</sup> party review of the geotechnical report.

CARRIED

**Development Permit with Variance Application No. PL2011-174 – C.A. Design – Lot 9, Section 7, Range 6, Cedar District, Plan 9877 – 2550 Pylades Drive, Area ‘A’.**

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

CARRIED

MOVED Director McPherson, SECONDED Director Stanhope, that Development Permit with Variance Application No. PL2011-174 to permit the construction of a dwelling unit be approved subject to the conditions outlined in Schedules 1 to 3.

CARRIED

**Development Permit with Variance Application No. PL2011-189 – Smitty Construction Ltd. – Lot C, District Lot 28, Nanoose District, Plan VIP88844 – 781 Miller Road, Area ‘G’.**

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

CARRIED

MOVED Director Stanhope, SECONDED Director Young, that Development Permit with Variance Application No. PL2011-189 to permit the construction of an accessory building by varying the maximum accessory building be approved subject to the conditions outlined in Schedules 1 to 4.

CARRIED

**Development Permit with Variance Application No. PL2012-011 – Kruger – Lot 12, District Lot 181, Nanoose District, Plan 15551 – 836 Mariner Way, Area ‘G’.**

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

CARRIED

MOVED Director Stanhope, SECONDED Director McPherson, that Development Permit with Variance Application No. PL2012-011 to permit the construction of a dwelling unit be approved, subject to the conditions outlined in Schedules 1 to 3.

CARRIED

***DEVELOPMENT VARIANCE PERMIT APPLICATIONS***

**Development Variance Permit Application No. PL2012-001 – Fern Road Consulting – Strata Lot 8, District Lot 78, Nanoose District, Strata Plan VIS3393 – Together with an interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as Shown on Form 1 – 3526 Shetland Place, Area ‘E’.**

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

CARRIED

MOVED Director Stanhope, SECONDED Director Young, that Development Variance Permit Application No. PL2012-001 to reduce the minimum required setbacks from the front, interior side and rear lot lines be approved subject to the conditions outlined in Schedule 1.

CARRIED

**OTHER**

**Zoning Amendment Application No. PL2009-040 – Bylaw No. 1285.17 Keith Brown Associates Ltd. – Oceanside Storage Inc. – Lot 28, District Lot 156, Nanoose District, Plan 1964, Except Part in Plan 733 RW – 1270 & 1274 Alberni Highway, Area ‘F’.**

MOVED Director Fell, SECONDED Director McPherson, that Zoning Amendment Application No PL2009-040 to rezone the subject properties from Commercial 3 (C-3) and Village Residential (R-3) to CD-18 Alberni Highway Mini Storage be approved subject to the conditions outlined in Schedule 1.

CARRIED

MOVED Director Fell, SECONDED Director McPherson, that "Regional District of Nanaimo Zoning and Subdivision Amendment Bylaw No. 1285.17, 2012" be introduced and read two times.

CARRIED

MOVED Director Fell, SECONDED Director McPherson, that the public hearing on "Regional District of Nanaimo Zoning and Subdivision Amendment Bylaw No. 1285.17, 2012" be delegated to Director Fell or another Area Director.

CARRIED

**Zoning Amendment Application No. PL2011-178, Bylaw No. 500.377, 2012 – Deas – Lot A, District Lot 19, Newcastle District, Plan 8196, Except Parts in Plans VIP65473 and VIP74554 – 2900 Leon Road, Area ‘H’.**

MOVED Director Veenhof, SECONDED Director Young, that the Summary of the Public Information Meeting held on February 16, 2012, be received.

CARRIED

MOVED Director Veenhof, SECONDED Director Young, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.377, 2012", be introduced and read two times.

CARRIED

MOVED Director Veenhof, SECONDED Director Young, that the conditions set out in Schedule 1 of the staff report be completed prior to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.377, 2012", being considered for adoption.

CARRIED

MOVED Director Veenhof, SECONDED Director Young, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.377, 2012", be delegated to Director Veenhof or another Area Director.

CARRIED

**Secondary Suites Study and Consultation Process.**

MOVED Director Stanhope, SECONDED Director Young, that staff be directed to schedule a seminar for Electoral Area Directors prior to the public consultation period.

CARRIED

**ADJOURNMENT**

MOVED Director Stanhope, SECONDED Director Young, that this meeting terminate.

CARRIED

TIME: 6:51 PM

---

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE COMMITTEE OF THE WHOLE  
MEETING HELD ON TUESDAY, MARCH 13, 2012 AT 7:00 PM  
IN THE RDN BOARD CHAMBERS

**Present:**

Director J. Stanhope	Chairperson
Director D. Brennan	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director J. Fell	Electoral Area F
Director W. Veenhof	Electoral Area H
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach
Director B. Dempsey	District of Lantzville
Alternate	
Director F. Pattje	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Alternate	
Director B. McKay	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director T. Greves	City of Nanaimo
Director G. Anderson	City of Nanaimo

**Regrets:**

Director J. Ruttan	City of Nanaimo
Director J. Kipp	City of Nanaimo

**Also in Attendance:**

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

**CALL TO ORDER**

The Chairperson welcomed Alternate Directors Pattje and McKay to the meeting.

## DELEGATIONS

### **Gordon Wyness, Electoral Area 'E', re Human Rights.**

Mr. Wyness spoke in support of creating a burning bylaw.

### **Gordie Robinson, Nanaimo Marine Rescue Society, re Functional Support for Nanaimo Marine Rescue Society.**

Mr. Robinson provided a visual and verbal overview of the Nanaimo Marine Rescue Society and requested financial aid comparable to the Nanaimo Search and Rescue Group.

## MINUTES

MOVED Director Holme, SECONDED Director Bestwick, that the minutes of the regular Committee of the Whole meeting held Tuesday, February 14, 2012 be adopted.

CARRIED

## COMMUNICATIONS/CORRESPONDENCE

### **Rosemary Bonanno, Vancouver Island Regional Library, re VIRL Future Facilities Planning Process.**

MOVED Director Brennan, SECONDED Director Johnstone, that the correspondence from Vancouver Island Regional Library be received.

CARRIED

### **Jim Dias, Island Corridor Foundation, re Grant Request.**

MOVED Director Brennan, SECONDED Director Johnstone, that the correspondence from Island Corridor Foundation be received.

CARRIED

## CORPORATE ADMINISTRATION SERVICES

### ADMINISTRATION

### **Southern Community Economic Development Service Agreement.**

MOVED Director Johnstone, SECONDED Director Brennan, that the Southern Community Economic Development Service Agreement between the Regional District of Nanaimo and the Nanaimo Economic Development Corporation commencing April 1, 2012 and ending March 31, 2022 be approved.

CARRIED

**FINANCE AND INFORMATION SERVICES**

**FINANCE**

**Fire Protection Service Agreement – Cranberry Fire Protection District.**

MOVED Director Young, SECONDED Director McPherson, that the fire service agreement between the Regional District of Nanaimo and the Cranberry Fire Protection District, commencing January 1, 2012 be approved.

CARRIED

**Bylaws 1318.01, 1319.02, 1320.02, 1448.02 and 1449.01 – Bylaws to Amend the Port Theatre Contribution Service Requisition Limits.**

MOVED Director Houle, SECONDED Director Anderson, that "Electoral Area 'A' Port Theatre Contribution Service Amendment Bylaw No. 1318.01, 2012" be introduced for three readings.

CARRIED

MOVED Director Houle, SECONDED Director Anderson, that "Electoral Area 'B' Cultural Centre Contribution Service Amendment Bylaw No. 1318.01, 2012" be introduced for three readings.

CARRIED

MOVED Director Houle, SECONDED Director Anderson, that "Electoral Area 'C' (defined C) Port Theatre Contribution Service Amendment Bylaw No. 1320.02, 2012" be introduced for three readings.

CARRIED

MOVED Director Houle, SECONDED Director Anderson, that "Electoral Area 'C' (defined D) Port Theatre Contribution Service Amendment Bylaw No. 1448.02, 2012" be introduced for three readings.

CARRIED

MOVED Director Houle, SECONDED Director Anderson, that "Electoral Area 'E' Port Theatre Contribution Service Amendment Bylaw No. 1449.01, 2012" be introduced for three readings.

CARRIED

**Port Theatre Society Agreement.**

MOVED Director Brennan, SECONDED Director Johnstone, that the Board authorize entering into a contribution agreement with the Port Theatre Society for a five year term commencing January 1, 2012.

CARRIED

**Operating Results for the Period Ending December 31, 2011.**

MOVED Director Houle, SECONDED Director Veenhof, that the summary report of financial results for the year ending December 31, 2011 be received for information.

CARRIED



**2012 Use of Community Works Program Funds.**

MOVED Director Anderson, SECONDED Director Young, that the 2012 Community Works Funds program attached as Schedule A be approved and that staff be authorized to commence work immediately.

CARRIED

MOVED Director Anderson, SECONDED Director Young, that the report on the use of Community Works Funds in 2011 be received for information.

CARRIED

Director Young expressed an interest in a trail project along Jinglepot Road as a possible use of Community Works Funds.

**Bylaw 1658 – 2012 to 2016 Financial Plan.**

MOVED Director Brennan, SECONDED Director Anderson, that "Regional District of Nanaimo Financial Plan 2012 to 2016 Bylaw No. 1658, 2012" be introduced for three readings.

CARRIED

MOVED Director Brennan, SECONDED Director Anderson, that "Regional District of Nanaimo Financial Plan 2012 to 2016 Bylaw No. 1658, 2012" be adopted.

CARRIED

**2012 Parcel Tax Rate Bylaws 1567.03, 1568.03, 1569.03, 1336.09, 1483.06 and 1657.**

MOVED Director Johnstone, SECONDED Director Greves, that "Water Services Parcel Tax Rates Amendment Bylaw No. 1567.03, 2012" be introduced and read three times.

CARRIED

MOVED Director Johnstone, SECONDED Director Greves, that "Water Services Parcel Tax Rates Amendment Bylaw No. 1567.03, 2012" be adopted.

CARRIED

MOVED Director Johnstone, SECONDED Director Greves, that "Sewer Services Parcel Tax Rates Amendment Bylaw No. 1568.03 2012 be introduced and read three times.

CARRIED

MOVED Director Johnstone, SECONDED Director Greves, that "Sewer Services Parcel Tax Rates Amendment Bylaw No. 1568.03, 2012" be adopted.

CARRIED

MOVED Director Johnstone, SECONDED Director Greves, that "Fire Protection Services Parcel Tax Rates Amendment Bylaw No. 1569.03, 2012" be introduced and read three times.

CARRIED

MOVED Director Johnstone, SECONDED Director Greves, that "Fire Protection Services Parcel Tax Rates Amendment Bylaw No. 1569.03, 2012" be adopted.

CARRIED

MOVED Director Johnstone, SECONDED Director Greves, that "Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.09, 2012" be introduced and read three times.

CARRIED

MOVED Director Johnstone, SECONDED Director Greves, that "Driftwood Water Supply Service Area Parcel Tax Rate Amendment Bylaw No. 1336.09, 2012" be adopted.

CARRIED

MOVED Director Johnstone, SECONDED Director Greves, that "Barclay Crescent Sewer Service Area Parcel Tax Rate Amendment Bylaw No. 1483.06, 2012" be introduced and read three times.

CARRIED

MOVED Director Johnstone, SECONDED Director Greves, that "Barclay Crescent Sewer Service Area Parcel Tax Rate Amendment Bylaw No. 1483.06, 2012" be adopted.

CARRIED

MOVED Director Johnstone, SECONDED Director Greves, that "Northern Community Economic Development Parcel Tax Rates Bylaw No. 1657, 2012" be introduced and read three times.

CARRIED

MOVED Director Johnstone, SECONDED Director Greves, that "Northern Community Economic Development Parcel Tax Rates Bylaw No. 1657, 2012" be adopted.

CARRIED

### ***DEVELOPMENT SERVICES***

#### **LONG RANGE PLANNING**

##### **2011 Statistics Canada Census Information.**

MOVED Director Lefebvre, SECONDED Director Willie, that the report on the Statistics Canada 2011 Census be received.

CARRIED

#### **CURRENT PLANNING**

##### **Agricultural Area Plan – Phase 1: Background Report.**

MOVED Director Brennan, SECONDED Director Anderson, that the "Regional District of Nanaimo Agricultural Area Plan Phase 1: Background Report" prepared by Upland Consulting and dated February 17, 2012, be received for information.

CARRIED

**REGIONAL AND COMMUNITY UTILITIES**

**WASTEWATER**

**Annual Wastewater Treatment Facilities Report - 2011.**

MOVED Director Bestwick, SECONDED Director Brennan, that the Board receive the 2011 Annual Wastewater Treatment Facilities report for information.

CARRIED

**Bylaws 1623.01 and 1656 – Authorize the Use of Development Cost Charge Funds.**

MOVED Director Bestwick, SECONDED Director Holme, that "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Amendment Bylaw No. 1623.01, 2012" be introduced and read three times.

CARRIED

MOVED Director Bestwick, SECONDED Director Holme, that "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Amendment Bylaw No. 1623.01, 2012" be adopted.

CARRIED

MOVED Director Bestwick, SECONDED Director Holme, that "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1656, 2012" be introduced and read three times.

CARRIED

MOVED Director Bestwick, SECONDED Director Holme, that "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1656, 2012" be adopted.

CARRIED

**WATER**

**Bylaws 867.06 and 1049.07 – Inclusion of 2020 Seahaven Road into the Nanoose Bay Peninsula Water Service Area.**

MOVED Director Holme, SECONDED Director Johnstone, that "Nanoose Bay Peninsula Water Service Area Amendment Bylaw No. 867.06, 2012" be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Johnstone, that "Nanoose Bay Bulk Water Supply Local Service Area Amendment Bylaw No. 1049.07, 2012" be introduced and read three times.

CARRIED

**Rainwater Management & Water Sustainability Inter-Regional Education Initiative.**

MOVED Director Lefebvre, SECONDED Director Veenhof, that the Rainwater Management & Watershed Sustainability Inter-Regional Education Initiative as proposed by the Partnership for Water Sustainability in BC be endorsed.

CARRIED

MOVED Director Lefebvre, SECONDED Director Veenhof, that a letter of support be provided for an application by the Comox Valley Regional District for a Gas Tax Fund Capacity-Building Grant to fund the Inter-Regional Education Initiative.

CARRIED

MOVED Director Lefebvre, SECONDED Director Veenhof, that the Board continue to support staff participation in CAVI activities associated with water sustainability.

CARRIED

### ***TRANSPORTATION AND SOLID WASTE SERVICES***

#### **SOLID WASTE**

#### **Bylaw 1591.02 - Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw.**

MOVED Director Holme, SECONDED Director Veenhof, that "Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.02, 2012" be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Veenhof, that "Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.02, 2012" be adopted.

CARRIED

#### **COMMISSION, ADVISORY & SELECT COMMITTEE**

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

MOVED Director McPherson, SECONDED Director Young, that the minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held Wednesday, February 15, 2012 be received for information.

CARRIED

##### **District 69 Recreation Commission.**

MOVED Director Veenhof, SECONDED Director Johnstone, that the minutes of the District 69 Recreation Commission meeting held Thursday, February 16, 2012 be received for information.

CARRIED

##### **Emergency Management Select Committee.**

MOVED Director Young, SECONDED Director Houle, that the minutes of the Emergency Management Select Committee meeting held Tuesday, February 21, 2012 be received for information.

CARRIED

**Regional Hospital District Select Committee.**

MOVED Director Anderson, SECONDED Director Houle, that the minutes of the Regional Hospital District Select Committee meeting held Wednesday, February 22, 2012 be received for information.

CARRIED

**Regional Hospital District 2012 Annual Budget Bylaw No. 153.**

MOVED Director Brennan, SECONDED Director Anderson, that the 2012 Regional Hospital District annual budget be approved with the following components:

Property tax requisition	\$	6,549,255
Capital grant allowance	\$	2,143,745
Major capital project funding (Emergency Department)-from annual grant	\$	1,200,000
Major capital project funding (Emergency Department)-additional from surplus	\$	300,000

CARRIED

MOVED Director Brennan, SECONDED Director Anderson, that "Nanaimo Regional Hospital District 2012 Annual Budget Bylaw No. 153, 2012" be introduced and read three times.

CARRIED

MOVED Director Brennan, SECONDED Director Anderson, that "Nanaimo Regional Hospital District 2012 Annual Budget Bylaw No. 153, 2012" be adopted.

CARRIED

**Request for Approval of 2012/2013 Capital Equipment and Minor Capital Project Lists.**

MOVED Director McPherson, SECONDED Director Brennan, that the 2012/2013 list of capital equipment purchases with Regional Hospital District cost sharing in the amount of \$941,725 be approved.

CARRIED

MOVED Director McPherson, SECONDED Director Brennan, that the 2012/2013 list of capital improvement projects with Regional Hospital District cost sharing in the amount of \$1,202,500 be approved.

CARRIED

MOVED Director McPherson, SECONDED Director Brennan, that cost sharing for 2013/14 for capital improvement projects shown on the 2012/2013 list in the amount of \$1,083,397 be approved.

CARRIED

**Approval to Use Unexpended Funds for Capital Improvement Projects.**

MOVED Director Willie, SECONDED Director Houle, that the Vancouver Island Health Authority be authorized to submit a list of capital purchases/projects to use \$565,000 of unexpended 2006 and 2009 approved capital grants.

CARRIED

MOVED Director Willie, SECONDED Director Houle, that the remaining unexpended funds in the amount of \$565,000 be applied to the Regional Hospital District's share of funding for the Emergency Department redevelopment project.

CARRIED

**Bylaw No. 154 – to Authorize Borrowing for the Oceanside Health Centre.**

MOVED Director Lefebvre, SECONDED Director Holme, that correspondence be forwarded to the Vancouver Island Health Authority confirming the Nanaimo Regional Hospital District's commitment to the Oceanside Health Centre at 40% of a total budget of \$15.79 million.

CARRIED

MOVED Director Lefebvre, SECONDED Director Holme, that "Nanaimo Regional Hospital District (Oceanside Health Centre) Borrowing Bylaw No. 154, 2012" be introduced and read three times.

CARRIED

MOVED Director Lefebvre, SECONDED Director Holme, that "Nanaimo Regional Hospital District (Oceanside Health Centre) Borrowing Bylaw No. 154, 2012" be adopted

CARRIED

**Englishman River Water Service Management Board.**

MOVED Director Lefebvre, SECONDED Director Holme, that the minutes of the Englishman River Water Service Management Board meeting held on Wednesday, February 22, 2012 be received for information.

CARRIED

MOVED Director Lefebvre, SECONDED Director Holme, that the ERWS Management Board authorize Amendment #1 to the professional services agreement with Associated Engineering (BC) Ltd. to complete the additional full scale ASR investigation for an additional \$228,943.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Nanaimo Marine Rescue Society, re Functional Support for Nanaimo Marine Rescue Society.**

MOVED Director Brennan, SECONDED Director Johnstone, that this request be referred back to staff for a report.

CARRIED

**Burning Bylaw.**

MOVED Director Greves, SECONDED Director Bestwick, that staff prepare a report with respect to the establishment of a burning bylaw.

DEFEATED

**Island Corridor Foundation, Request for Permissive Tax Exemption.**

MOVED Director Greves, SECONDED Director Johnstone, that the Board authorize financial assistance in the amount of \$1, 058.56 to the Island Corridor Foundation (ICF) from the 2012 Regional Parks budget to provide funds for the ICF to pay to the City of Nanaimo the outstanding Regional District of Nanaimo taxes and interest payable to the City for 2009.

CARRIED

**NEW BUSINESS**

**Community Forums to Explore Homelessness in Oceanside.**

Director Lefebvre stated that the City of Parksville is hosting two community forums scheduled for Thursday March 22 from 11 - 2:30 at the Christian Fellowship Centre and then 5 - 8pm at the Parksville Conference Centre. The forums are sponsored by the Oceanside Task Force on Homelessness.

**ADJOURNMENT**

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

CARRIED

TIME: 8:15 PM

---

CHAIRPERSON

---

SR. MGR., CORPORATE ADMINISTRATION

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE AGRICULTURAL ADVISORY COMMITTEE  
MEETING HELD ON FRIDAY, FEBRUARY 24, 2012  
IN THE RDN COMMITTEE ROOM

**Present:**

D. Johnstone	Chairperson
B. Dempsey	District of Lantzville
J. Fell	Director, Electoral Area F
J. McLeod	Representative (South)
A. Benson	Representative (South)
C. Springford	Representative (North)
K. Reid	Representative (North)
A. Brown	Representative (North)
R. Wahlgren	Representative (North)

**Also in Attendance:**

W. Haddow	BC Ministry of Agriculture
P. Thorkelsson	General Manager of Development Services
J. Holm	Manager, Current Planning
L. Rowett	Senior Planner
K. Sanders	Recording Secretary

**Regrets:**

C. Evans	Representative (South)
----------	------------------------

**CALL TO ORDER**

The meeting was called to order at 2 pm by the Chair.

**MINUTES**

C. Springford noted that he was listed as present at the meeting, when in fact, he was not.

MOVED J. Fell, SECONDED J. McLeod that the minutes, as amended, of the Agricultural Advisory Committee meeting held on November 18, 2011 be adopted.

CARRIED

**BUSINESS ARISING FROM MINUTES**

MOVED J. McLeod, SECONDED J. Fell that the Board consider revising the Agricultural Advisory Committee's Terms of Reference to allow the Committee to review and comment on ALR applications.

CARRIED



**REPORTS**

Staff provided an update on the status of the Agricultural Area Plan and the next steps towards completion of the plan.

MOVED A. Brown, SECONDED J. Fell that the following reports be received for information:

- Board Report dated January 12, 2012 on Agricultural Area Plan Update,
- Public consultation Summary Report, and
- Phase 1 Background Report

CARRIED

**NEW BUSINESS**

Copies of the Ministry of Agriculture’s new policy “Regulating the Siting and Size of Residential Uses in the ALR” were circulated to the Committee members and Wayne Haddow was invited to give a brief overview. He explained that the document includes suggestions of policies that local governments can adopt to minimize negative impacts of residential development on agricultural lands in the ALR.

**ADJOURNMENT**

MOVED A. Benson, that this meeting be adjourned.

CARRIED

Time: 3:01 pm

---

CHAIRPERSON

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE REGIONAL LIQUID WASTE ADVISORY COMMITTEE HELD ON WEDNESDAY, FEBRUARY 29, 2012 IN THE RDN BOARD CHAMBERS

#### Present:

Bill Bestwick	Meeting Chair, Director, City of Nanaimo
George Holme	Director Electoral Area 'E'
George Anderson	Director, City of Nanaimo
Brian Dempsey	Director, District of Lantzville
Vaughn Figueira	City of Parksville
Fred Spears	District of Lantzville
John Elliott	City of Nanaimo
Baljeet Mann	Ministry of Environment
Christianne Wilhelmson	Environment Representative
Michelle Jones	Business Representative (North)
Frank Van Eynde	Public Representative (North)
Douglas Anderson	Public Representative (South)
Blair Nicholson	Business Representative (South)

#### Also in attendance:

John Finnie	General Manager, Regional & Community Utilities, RDN
Sean De Pol	Manager of Wastewater Services, RDN
Wayne Moorman	Manager of Engineering Services, RDN
Shelley Norum	Wastewater Coordinator, RDN
Christina Metherall	Drinking Water and Watershed Protection Coordinator, RDN
Maury Scott	Special Projects Assistant, RDN
Bev Farkas	Recording Secretary, RDN

#### Regrets:

Bob Weir	Town of Qualicum Beach
Srenal Lakshmi	Environment Canada
James Wesley	Snuneymuxw First Nation
James Arnott	Environment Canada
Blake Medlar	Ministry of Environment
Gary Anderson	Vancouver Island Health Authority

#### CALL TO ORDER

The Chair opened the meeting at 12:20 pm and introductions were made around the table.

#### OPENING REMARKS

S. De Pol informed the committee that the Liquid Waste Management Plan was submitted in 1997 as required by the Ministry of Environment (MOE). The plan was approved by MOE in 1999 and a review of the plan was required to be completed every 5-10 years. The current review began in 2008 and there have been 16 advisory committee meetings and several meetings with MOE to date. This is the second version of the draft to come before this advisory committee and it incorporates feedback provided by the committee and MOE.

## MINUTES

MOVED Director Holmes, SECONDED Director Dempsey, that the minutes of Regional Liquid Waste Advisory Committee regular meeting of October 7, 2010 be approved.

CARRIED

## BUSINESS ARISING FROM THE MINUTES

## COMMUNICATIONS / CORRESPONDENCE

## UNFINISHED BUSINESS

## REPORTS

### Liquid Waste Management Plan Update (verbal) S. Norum

S. Norum outlined the next steps in the LWMP review process (presentation attached) which include forwarding the draft LWMP to the RDN Board for approval to take the document to public consultation, incorporating feedback from public consultation and then meeting with the LWAC to discuss the updates. The plan will then be presented to the RDN Board for approval prior to submitting the final plan to MOE.

D. Anderson noted that the committee has not heard what the Ministry's concerns are about the document and stated the importance of bringing that information to the committee for discussion prior to forwarding to Public Consultation. J. Finnie replied that some of the input from the MOE discussions has been included in the plan and the intent is to balance not only the goals and objectives as they relate to Ministry requirements, but also the financial capacity of the RDN.

D. Anderson stated his concern that the costs of the programs are not clearly identified in the plan. S. De Pol indicated that on Page 30 the Table shows cost per connection and Table 14 shows upcoming capital projects and costs associated with them. Additional financial information is available in the appendix.

D. Anderson stated that there is nothing in the document to engage First Nations in the consultation process. S. De Pol replied that MOE has guidelines for First Nations consultation which will be adhered to. There are 22 groups to consult with at a variety of different levels, however focus will be on Snuneymuxw and Nanoose First Nations (resident First Nations in RDN). J. Finnie added that Snuneymuxw First Nation has representation on this committee and they have been informed of every meeting; minutes and reports have been provided to them. There will be an undertaking to meet directly with Snuneymuxw and Nanoose First Nations. J. Finnie stated that the plan is not changing much as it relates to our wastewater collection and disposal; but the real significant change is moving toward increased levels of treatment and advancement of wastewater programs.

D. Anderson voiced concern that the topic of Rainwater Management only references various issues within municipalities. S. De Pol responded that Rainwater Management is different for municipalities and regional districts. The infrastructure, and the responsibility for it, is within the municipalities and the RDN's authority is to work with the municipalities. J. Finnie added that through the DWWP the RDN will undertake to address rainwater in terms of rainwater harvesting and reuse; the RDN does not have an established stormwater function (other than one small retention pond). The goal to minimize stormwater runoff and creation is being addressed to some degree through the Development Services department by way of development and land use requirements.

C. Wilhelmson asked for confirmation that the committee's comments will be addressed in the draft plan and S. De Pol replied that changes will continue to happen through the Public Consultation process.

C. Wilhelmson added that there is a need to make Resource Recovery a priority in the document, possibly by integrating with climate change language.

C. Wilhelmson noted that Inflow and Infiltration is acknowledged in the document but there is no direction on how it will be addressed. S. De Pol responded that the collection system and private systems are within municipalities; in order for us to make commitments the RDN will work closely with municipalities.

#### **Public Consultation Plan (verbal) S. Norum**

S. Norum provided a PowerPoint presentation (attached).

C. Wilhelmson expressed the need to raise the literacy of residents on the subject of wastewater to increase public consultation involvement. There is a need to engage the public by educating them on how this subject affects their day to day lives.

C. Wilhelmson stated that it is important to show people all the funding alternatives and encourage them to advocate for shared funding. J. Finnie responded that the RDN always presents financial information to the public with the assumption that if a project is going forward it will be without grant funding; for that reason it is difficult to secure public support and move anything forward with full costs.

M. Jones asked if the second Table on page 30 includes all costs of operation and maintenance of treatment facility or just the secondary expansion. S. De Pol replied that it includes both.

B. Mann stated that MOE has provided comments in writing to the RDN, most recently about one year ago. The Ministry has not yet provided their comments on the current draft but it is very important for their input at this point; consultation will take place before the final draft. B. Mann added that comments from MOE would be from perspective of their regulations and policies and procedures. J. Finnie replied that the goal is for the Ministry to have a level of comfort with the plan before it goes to public consultation.

D. Anderson requested that if further discussion is needed after staff meet with MOE, it would be beneficial to have that discussion at the committee level prior to advancing the plan to public consultation.

CHAIR Bestwick questioned timing of next steps. S. Norum responded that if an additional committee meeting were to take place, processing the draft plan may be delayed by two to three months.

S. De Pol reiterated that LWMP programs are constrained by a very limited budget and staff take into account expansion requirements if deemed necessary by the committee and public.

D. Anderson noted that everything is not being included in the plan; need to identify what is realistic and eliminate some items through the public consultation process.

B. Dempsey made an observation that the Nanoose First Nation's sewage treatment plant was not mentioned in the plan. There is an ocean outfall and nearby shellfish industry, and their sludge goes to the RDN's Chase River Pumping Station.

### **Nanoose Bay Pollution Control Centre Upgrade and Expansion (verbal) S. De Pol**

S. De Pol provided a PowerPoint presentation on the background of the Nanoose Bay Pollution Control Centre and the projects that are planned (presentation attached).

S. De Pol discussed the main issue to be resolved with MOE who understood the 1997 LWMP as a commitment to go to secondary treatment in 2010. J. Finnie stated that the RDN's intention in the 1997 plan was to move to secondary treatment and expansion when triggered by a population of 3000, anticipated at that time to occur by about 2010. The population has not increased as anticipated and therefore the associated revenues have not been realized.

D. Anderson asked that the chart in the presentation be updated to include a redline showing costs without a grant with construction in 2028 and S. De Pol replied that this number will be determined.

F. Van Eynde questioned how much longer development can occur in Nanoose without going to secondary treatment. S. De Pol replied that with current growth rates there is enough capacity as a primary facility to the year 2042.

M. Jones asked if there are DCCs for the Nanoose Bay Pollution Control Centre and S. De Pol replied that DCCs are currently under review and as there are very few capital projects related to expansion only a small percentage of the DCCs would be applicable. S. De Pol confirmed that only Fairwinds residents will pay towards the costs unless other areas are brought into the Nanoose Bay Peninsula sewer service area.

B. Mann asked if the reserve funds collected under the prior LWMP for the anticipated 2010 expansion were accounted for in these figures and S. De Pol responded by reiterating that the reserve funds were accounted for but that the expansion was not geared for 2010, but for a population trigger of 3000.

### **Schedule (verbal) S. De Pol**

S. De Pol discussed the schedule for upcoming major large capital projects (presentation attached).

V. Figueira asked if there was a schedule for the list of capital projects and S. De Pol replied that most of the projects are in the five year financial plan and that the projects are on the website and there will be listed in an appendix.

B. Mann questioned if the costs per household reflect wastewater facilities only and wondered about costs associated with other programs such as source control, reduction, etc. S. De Pol replied that other programs will be funded through Bylaw 1543 and septage receiving fees and that this information is included in the plan.

CHAIR Bestwick noted that all of information provided was extremely informative and complex. He added that staff are capable in providing insights and information, direction and guidance. Equally important is the committee and agencies they represent to bring expertise and knowledge, comments, thoughts and presentations.

**ADDENDUM**

**BUSINESS ARISING FROM COMMUNICATIONS / CORRESPONDENCE**

**NEW BUSINESS**

MOVED Director Dempsey, SECONDED Director Anderson, that the Ministry of Environment comments on the Draft Liquid Waste Management Plan be brought back to the Liquid Waste Advisory Committee for review and discussion, and that subject to the discussion, that the Liquid Waste Advisory Committee recommend that staff present the Draft Liquid Waste Management Plan to the RDN Board for information and request Board approval to advance the Draft Liquid Waste Management Plan to Public Consultation.

CARRIED

**ADJOURNMENT**

**IN CAMERA**

**NEXT MEETING**

**ADJOURNMENT**

Chairman Bestwick adjourned the meeting at 1:45 pm.

---

Director Bestwick, CHAIR

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE  
REGIONAL PARKS AND TRAILS SELECT COMMITTEE MEETING  
HELD ON TUESDAY, MARCH 6, 2012, 12:00PM  
IN THE RDN COMMITTEE ROOM

**Attendance:** Director Diane Brennan, Chair, City of Nanaimo  
Director Maureen Young, Electoral Area 'C'  
Director Julian Fell, Electoral Area 'F'  
Director Brian Dempsey, District of Lantzville  
Director March Lefebvre, City of Parksville  
Director Howard Houle, Electoral Area 'B'  
Director Dave Willie, Town of Qualicum Beach

**Staff:** Carol Mason, Chief Administrative Officer  
Nancy Avery, General Manager of Finance and Information Services  
Paul Thorkelsson, General Manager of Development Services  
Tom Osborne, General Manager of Recreation and Parks  
David Palidwor, Acting Manager of Park Services  
Kelsey Cramer, Parks Planner  
Marilynn Newsted, Recording Secretary

**Regrets:** Director Joe Stanhope, Electoral Area 'G'

---

**CALL TO ORDER**

Chair Brennan called the meeting to order at 2:00pm.

Mr. Osborne provided a brief review of the Orientation Binder for the Committee.

**MINUTES**

MOVED Director Lefebvre, SECONDED Director Young, that the Minutes of the Regional Parks and Trails Advisory Committee meeting held October 18, 2011, be approved.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

MOVED Director Lefebvre, SECONDED Director Willie, that the following Correspondence be received:

- D. Apps, Trans Canada Trail, Re: Approval Nanaimo Regional Trail.
- J. Stanhope, RDN, to City of Parksville, Re: Parksville Community Park – Rathtrevor Provincial Park Trail and Bridge Initiative.
- M. Ritzker, Re: Moorecroft Regional Park On Leash Policy.
- K. Cramer, RDN, to M. Ritzker, Re: Moorecroft Regional Park On Leash Policy.

- T. Osborne, RDN, to Mid Island Sustainability and Stewardship Initiative, Re: RDN Trans Canada Trail Route and Green Space.

CARRIED

## REPORTS

### **Regional Parks and Trails System Overview**

Mr. Osborne provided a presentation on the Regional Parks and Trails System highlighting each park, how the park was acquired, how each park is operated and noting unique features of each.

MOVED Director Young, SECONDED Director Dempsey, that the Regional Parks and Trails System Report be received.

CARRIED

### **Regional Parks and Trails – Proposed DCC Bylaw**

Mr. Osborne stated at their January meeting the Board passed a resolution, that staff be directed to move forward with the proposed Regional Park Development Cost Charges stakeholder meetings. The public meetings are scheduled to be held on Tuesday, May 1, in Parksville and Thursday, May 3, in Nanaimo.

Directors Willie and Lefebvre both requested DCC presentations to their respective Councils prior to the stakeholder events.

Ms. Avery presented a primer on the proposed draft DCC Bylaw, which included the initiation of the process, what a development cost charge is, how a development cost charge is developed and a summary on the elements in the proposed DCC Bylaw for Regional Parks.

MOVED Director Lefebvre, SECONDED Director Fell, that the stakeholder workshops on the proposed Regional Parks Development Cost Charges Bylaw 1619 be deferred.

CARRIED

MOVED Director Lefebvre, SECONDED Director Fell, that staff be directed to prepare a report on the proposed Regional Parks Development Cost Charges Bylaw 1619 that includes alternative acquisition and capital project funding options and report back to the Regional Parks and Trails Select Committee.

CARRIED

### **Monthly Update of Community Parks and Regional Parks and Trails Projects**

Mr. Palidwor presented a brief summary of the Community Parks and Regional Parks and Trails projects for October through to January 2012.

MOVED Director Lefebvre, SECONDED Director Fell, that the Reports be received.

CARRIED



**Coats Marsh Regional Park Structural and Environmental Assessment**

Mr. Palidwor briefly reviewed the January 2012, Madrone Environmental Services Ltd., Structural and Environmental Assessment Report on Coats Marsh Regional Park.

MOVED Director Dempsey, SECONDED Director Houle, that the Report be received.

CARRIED

**ADJOURNMENT**

MOVED Director Lafebvre, SECONDED Director Willie, that the meeting be adjourned at 2:13pm.

CARRIED

**IN CAMERA**

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

CARRIED

---

Chair

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE NORTHERN COMMUNITY ECONOMIC DEVELOPMENT SELECT COMMITTEE  
HELD ON WEDNESDAY, MARCH 7, 2012 AT 2:00 P.M.  
IN THE OCEANSIDE PLACE MEETING ROOM

PRESENT

Director G. Holme	Chairperson (Delegated)
Director J. Stanhope	Electoral Area G
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum

Also in Attendance:

Carol Mason	Chief Administrative Officer
Paul Thorkelsson	General Manager of Development Services
Paul Thompson	Manager of Long Range Planning
Chris Midgley	Manager, Energy & Sustainability
Michele Sparks	Recording Secretary

**CALL TO ORDER**

The meeting was called to order at 2:02 p.m. In the absence of Chairperson Stanhope at the call to order, Director Holme assumed the Chair.

**COMMUNICATIONS AND CORRESPONDENCE:**

**January 4, 2012 – Parksville & District Chamber of Commerce (Kim Burden) – Application RE: Economic Assessment for Oceanside Region.**

MOVED Director Lefebvre, SECONDED Director Fell that the correspondence from Kim Burden regarding request for funding for an Economic Development Assessment for Oceanside Region be received.

CARRIED

**January 13, 2012 – INFILM – Vancouver Island North Film Commission – Re: Investment in Creative Economy, Film and New Media.**

MOVED Director Fell, SECONDED Director Veenhof, that the correspondence from INFILM – Vancouver Island North Film Commission - Re: Investment in Creative Economy, Film and New Media be received.

CARRIED

## REPORTS

### **Northern Community Economic Development Program Guide**

MOVED Director Lefebvre, SECONDED Director Veenhof that the *Northern Community Economic Development Program Guide* be approved as amended.

CARRIED

MOVED Director Lefebvre, SECONDED Director Veenhof that recipients of funding provide a presentation to the Northern Community Economic Development Select Committee at project completion or 12 months after receiving funding, whichever is earlier.

CARRIED

### **Communications Plan**

C. Midgley, Manager of Energy & Sustainability provided an overview of advertising to the public and community groups via the website and media.

MOVED Director Fell, SECONDED Director Veenhof that the Communications Plan be received.

CARRIED

### **Next Meeting**

C. Midgley, Manager of Energy & Sustainability presented options for scheduling the next Committee meeting.

MOVED Director Lefebvre, SECONDED Director Fell that the verbal update concerning the next NCED Select Committee meeting be received, and the next meeting date be scheduled under New Business.

CARRIED

## **BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

### **Parksville & District Chamber of Commerce**

MOVED Director Lefebvre, SECONDED Director Willie that staff notify the Parksville Chamber of Commerce that in order to be considered for funding, the Application Form in the Program Guide must be submitted.

CARRIED

### **INFILM – Vancouver Island North Film Commission**

MOVED Director Lefebvre, SECONDED Director Willie that staff notify INFILM, Vancouver Island North Film Commission that in order to be considered for funding, the Application Form in the Program Guide must be submitted.

CARRIED

**NEW BUSINESS**

**Meeting Schedule**

MOVED Director Willie, SECONDED Director Veenhof that the next meeting of the Northern Community Economic Development Select Committee will take place on Wednesday, May 9, 2012 from 12:00 noon to 2:00 p.m. at the RDN Committee Room at 6300 Hammond Bay Road.

CARRIED

**ADJOURNMENT**

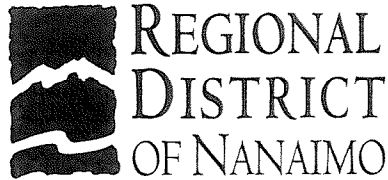
MOVED Director Lefebvre, SECONDED Director Veenhof, that this meeting be adjourned.

CARRIED

Time: 3:05 pm

---

CHAIRPERSON



RDN REPORT	
CAO APPROVAL <i>CM</i>	
EAP	
COW	
FEB 28 2012	
RHD	
BOARD	

## MEMORANDUM

**TO:** Paul Thorkelsson  
General Manager, Development Services

**DATE:** February 28, 2012

**FROM:** Chris Midgley  
Manager, Energy and Sustainability

**FILE:**

**SUBJECT:** Northern Community Economic Development Program Guide

### PURPOSE

To provide a *Northern Community Economic Development Program Guide* that establishes eligibility criteria for applicants, evaluation criteria for project funding, and outlines the application process to access funding available through the Northern Community Economic Development Service.

### BACKGROUND

At the Regular Board Meeting held Tuesday, November 22, 2011, the RDN Board adopted the "Northern Community Economic Development Service Establishing Bylaw No. 1649, 2011". This created the Northern Community Economic Development Service, established the Service Area (the City of Parksville, the Town of Qualicum Beach, and Electoral Areas 'E', 'F', 'G' and 'H'), and authorized the Regional District of Nanaimo to requisition funds for the purpose of promoting economic development in, or that benefits, the Service Area.

At the Special Board Meeting held January 10, 2012, the RDN Board of Directors established the Northern Community Economic Development Select Committee, and approved Terms of Reference for that committee. At that time, it was noted that additional meetings may be necessary in the early stages of the Program to establish evaluation and eligibility criteria, as well as an application and reporting process. The *Northern Economic Development Program Guide* attached as Schedule 1, provides this information for Select Committee consideration.

The contents of the *Program Guide* are as follows:

- Purpose
- Board Vision: Our Economy
- Goal: Enhanced Economic Resilience
- Principles
- Priority Areas
- Grant Amount
- Eligibility Criteria
- Evaluation Criteria
- Approval and Payment of Grant
- Reporting Outcomes
- Forms: Application Form and Summary Report

This content builds on the latest Regional Growth Strategy Goals, as well as the Strategic Priorities outlined in the Board Strategic Plan, but also reflects recurring themes in economic development programs of comparable scale from other jurisdictions. In addition, program principles emphasize flexibility, ensuring that current Directors representing communities in the Service Area have maximum discretion in recommending support for proposed projects.

## **ALTERNATIVES**

1. That the attached *Northern Community Economic Development Program Guide* be approved.
2. That the attached *Northern Community Economic Development Program Guide* be revised as per Select Committee direction.

## **FINANCIAL IMPLICATIONS**

Through the Northern Community Economic Development Service, participating communities will raise \$50,000 per year for the purpose of promoting economic development in the City of Parksville, the Town of Qualicum Beach, and Electoral Areas 'E', 'F', 'G', and 'H'. For 2012, \$15,000 of that total amount has been allocated to the Qualicum Beach airport and will be disbursed upon submission of an application, as outlined in the attached *Program Guide*.

Of the remaining \$35,000, up to \$2,000 will be reserved for any communications that the Select Committee deems necessary, and for clerical support for Committee meetings. This leaves \$33,000 available to support Northern Community Economic Development initiatives for the remainder of 2012.

## **SUSTAINABILITY IMPLICATIONS**

The content of the *Program Guide* is based on the Board's long established vision for a sustainable regional economy. This vision provides a very high level view of the economy as one that is healthy, diverse and growing; provides meaningful employment to residents; and that favours environmentally responsible local businesses.

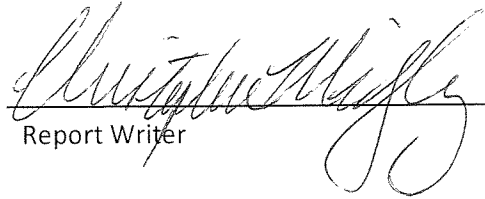
Diving into greater detail, the *Program Guide* builds on the Board Strategic Plan *Integrated Solutions for a Sustainable Future*, and the Regional Growth Strategy. The Board Strategic Plan includes Economic Resilience as a key Strategic Priority, which means seeking out opportunities to advance sustainable approaches to the traditional sectors that built the regional economy, while strengthening tourism and emerging sectors. Similarly, the Regional Growth Strategy includes Enhanced Economic Resiliency as a goal. This includes support for strategic economic development and linking commercial and industrial strategies to the land use and rural and environmental protection priorities of the region.

## **SUMMARY/ CONCLUSION**

Having established the Northern Community Economic Development Service and appointing a Northern Community Economic Development Select Committee, in order to proceed with funding projects it is now necessary to establish eligibility criteria for applicants, evaluation criteria for project funding, and outline the application process. This information is included in the attached *Northern Community Economic Development Program Guide*. While flexibility is built into the program to ensure that current directors have ample discretion to lend support for projects they feel most directly benefit the Service Area, the foundation for the Program lies in well-established Board policy supporting the growth of a resilient regional economy.

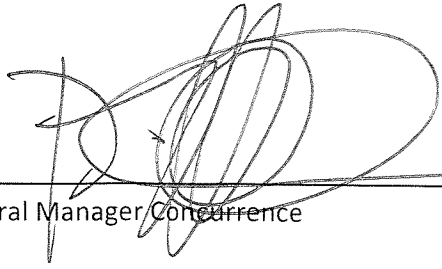
**RECOMMENDATION**

That the attached *Northern Community Economic Development Program Guide* be approved.




---

Report Writer



---

General Manager Concurrence

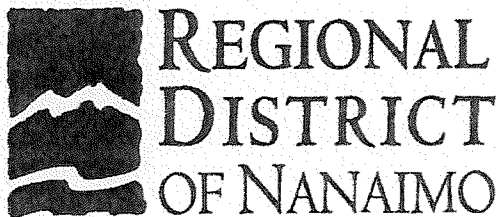


---

CAO Concurrence

# Northern Community Economic Development

## Program Guide



2012



---

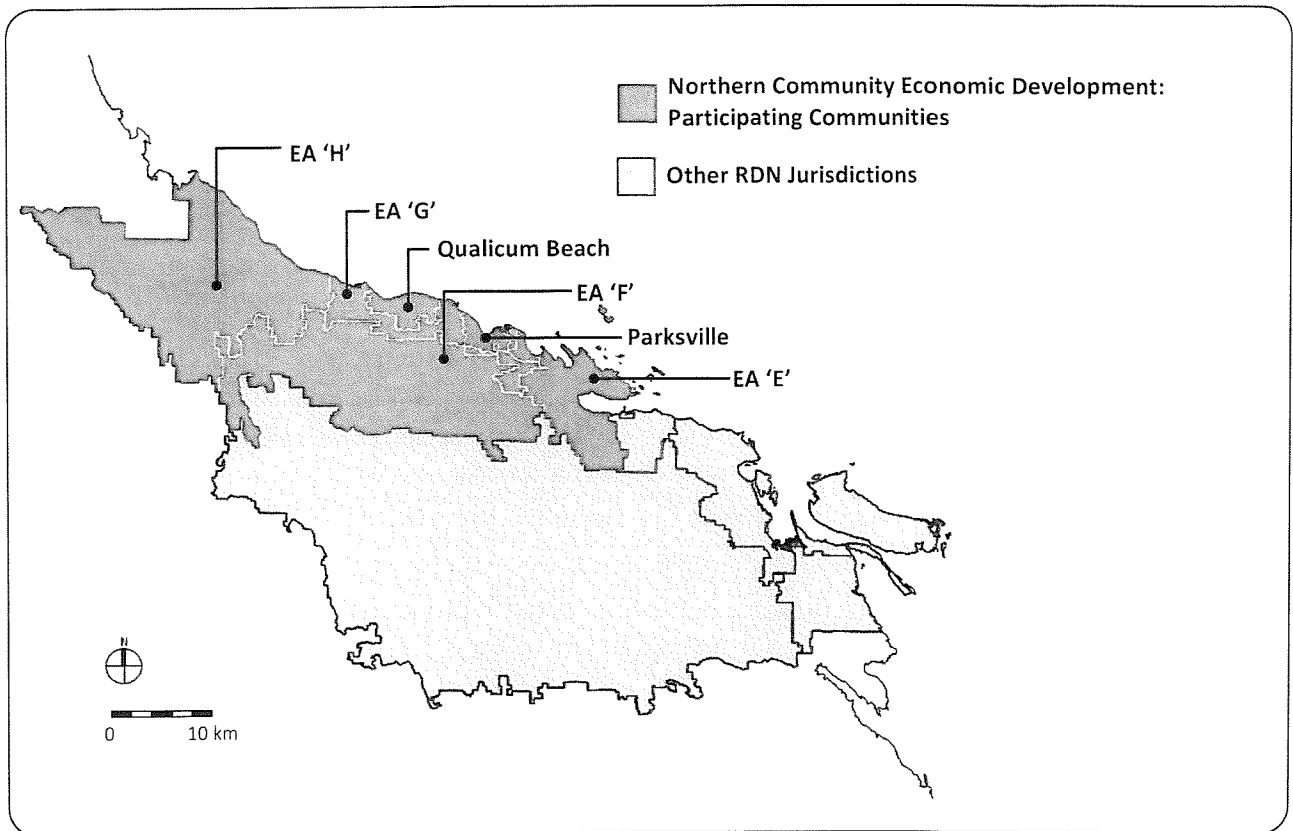
## Table of Contents

---

Purpose	1
Board Vision: Our Economy	1
Goal: Enhanced Economic Resilience	2
Principles	2
Priority Areas	3
Grant Amount	4
Eligibility	4
Evaluation Criteria	5
Approval and Payment of Grant	6
Reporting Outcomes	6
Forms: Application Form and Summary Report	8

## Purpose

The Northern Community Economic Development Program provides the RDN Board of Directors with a tool to activate projects that advance the Board’s vision for a strong local economy and support the Board Strategic Plan and Regional Growth Strategy through economic development initiatives that benefit the City of Parksville, the Town of Qualicum Beach, and Electoral Areas ‘E’, ‘F’, ‘G’, and ‘H’.



## Board Vision: Our Economy

The RDN Board’s vision for a strong, thriving and creative local economy is as follows:

*Residents in the Region are employed in a wide variety of interesting and rewarding occupations. Our downtowns are vibrant places, and there is a wide variety of different sizes and types of businesses in the Region. The economy of the Region is healthy and continues to diversify and grow. Businesses in the Region are environmentally responsible, and there are systems in place to favour these businesses. It is economically viable to produce goods and services in the Region that are environmentally friendly, and residents favour these goods and services over those made available from outside the Region.*

This vision will guide decision makers when considering funding for economic development proposals.

## **Goal: Enhanced Economic Resilience**

A resilient regional economy can withstand instability originating from outside our borders and adapt to change when necessary. This relies on industries built around the efficient use of local natural resources, developing regional expertise in emerging sectors, retaining youth and young professionals, attracting investment from abroad, and using shifting community demographics to our best advantage.

### **Principles**

#### **Flexibility**

Decision-makers will have the flexibility to support a wide range of project types that support local economic development and offer the greatest potential for sustained regional economic benefit.

#### **Foster Diversification**

Projects will encourage diversification in the local value-added economy, create opportunities for transition in traditional industrial sectors, or broaden the region's attractiveness as a tourism destination.

#### **Cultivate the Entrepreneurial Spirit**

Projects will build skills through training, education and professional development for small business owners and aspiring entrepreneurs, particularly those seeking to develop markets for socially and environmentally responsible goods and services.

#### **Support Innovation in Science and Technology**

Science and technology are essential economic drivers, providing new solutions to environmental challenges and improving efficiencies in existing sectors. The program will support projects that generate economic opportunity through innovation in science and technology.

#### **Facilitate Cooperation**

Cooperative action and solid partnerships achieve real results. Initiatives that demonstrate partnerships between complementary organizations, leverage funding from multiple stakeholders, or establish enduring networks of communication offer economic potential for the region.

#### **Create Regional Benefits**

Ideal projects will be those that identify and address a regional economic development need, produce economic benefits that stay within the northern communities of the RDN, and result in a measurable economic impact in the region.

## Priority Areas

### Employment and Skills Training

Training to support:

- The development of a skilled workforce adapting to the emerging trends of the 21<sup>st</sup> Century;
- Transitional programs for the unemployed and under-employed, especially youth;
- HR programs for employers working to create the best possible working environments.

### Assistance for Start-ups and Self Employment

Programs to assist small businesses with:

- Development of business plans and strategies, networking, and market research;
- Acquisition of information, business technology and communications systems.

### Arts, Culture and Media

Building cultural institutions in the Region through:

- Community cultural events that support local businesses and attract visitors;
- Promotion of arts and cultural activities in non-urban areas to promote regional tourism.

### Agriculture and Aquaculture

Strengthening the economic viability of agriculture and aquaculture by:

- Promoting and marketing regional food producers and the Vancouver Island diet;
- Supporting local farmers with business development and management training;
- Cultivating growth in agri-tourism.

### Forestry and Fisheries

Advancing sustainable approaches to the resource sectors that built the Island economy by:

- Accelerating the transition toward value added products and processes for small businesses;
- Promoting adaptive management practices for small scale commercial operators;
- Supporting educational opportunities that benefit the forestry and fisheries sectors.

### Renewable Energy and the Green Economy

Encourage investment and job creation in renewable energy, conservation and low carbon sectors with:

- Support for events, outreach and education programs that promote renewable energy systems;
- Support for business, school or community based organizations that actively promote renewable energy, carbon management, emission reductions or energy conservation initiatives.

### High Tech Sector

Promote development within the high tech sector by:

- Identifying needs and opportunities to attract high tech businesses to the region;
- Supporting events and education, and establishing business networks within the sector.

### Tourism and Recreation

Attracting more visitors with:

- Enhanced communications, advertising and outreach to draw people to the region;
- Support for innovative or unique events that showcase the region's recreational, environmental and tourism amenities.

## Grant Amount

Total annual funding available to be shared across all projects is \$50,000<sup>1</sup>. To maintain flexibility in approving project funding, no maximum dollar amount for an individual project will be set. However, it is the intent of the program to fund the broadest range of projects possible, providing the greatest net economic benefit to the region. Prospective applicants are encouraged to contact RDN staff to discuss project ideas and scope.

## Eligibility

### Eligible Projects

To be eligible for funding, projects must be located in or directly benefit one or more of the communities participating in the Northern Community Economic Development Service, and must clearly demonstrate economic benefits flowing to the general business community as well as the community as a whole.

### Ineligible Projects

Ineligible projects are those located outside the Service area or that do not provide a direct economic benefit to one or more of the participating communities. In addition, projects that provide direct financial assistance to support business or commercial activities cannot be funded through this Program<sup>2</sup>. To ensure eligibility for funding, businesses are encouraged to build partnerships with complementary businesses or organizations to develop eligible projects.

### Eligible Costs

Funds awarded through this program can be used for the following purposes:

1. **Plans and Studies:** Expenditures by project proponents, including consultant fees, to undertake economic development related research projects, plans and feasibility studies.
2. **Minor Capital and Information Technology:** Investment in minor capital and information technology for eligible projects in support of local business development.
3. **Events:** Costs associated with coordinating and hosting conferences, trade shows, community cultural and other events that provide measurable economic development opportunities.
4. **Targeted Operating Costs:** Any operating costs that are temporary in nature, and incurred through the delivery of a project that promotes or results in direct economic benefits for the community.

---

<sup>1</sup> In 2012, \$15,000 of this amount has been committed to the Qualicum Beach Airport. Approximately \$35,000 is available for other initiatives.

<sup>2</sup> Section 182 of the *Local Government Act* prohibits a Regional Board from providing assistance, including grants, to business, commercial or industrial undertakings.

## Ineligible Costs

Funds awarded through this program cannot be used for the following purposes:

1. **Ongoing Operating Costs:** Any operating costs that are permanent in nature, including but not limited to energy bills, tax, rent or lease payments and wages for permanent employees.
2. **Land Acquisition:** Funding from this program cannot be used for the purchase of land or buildings.
3. **Major Capital:** Due to limited funding availability, this program will not provide support for investment in major capital works or infrastructure projects.

## Evaluation Criteria

Projects will be evaluated against the following criteria:

### Project Viability

- Clear and well-defined project;
- Strong potential for success;
- Realistic goals;
- Sufficient information provided.

### Financial and Administrative Feasibility

- Realistic budget with clearly identified capacity to undertake work;
- Evidence that the funds will be well managed;
- Demonstration of other funding sources.

### Economic Benefit

- Demonstrates quantifiable economic benefits to the Northern Communities of the RDN;
- Leads to increased economic activity or employment in the Northern Communities of the RDN;
- Will attract business and investment to the Northern Communities of the RDN.

### New and Unique

- Unique component is evident in the project – the work is not already being attempted;
- The proposal does not replicate an existing event, program or project;
- Support will not compete with existing businesses or generate unfair competition for small or local businesses.

### Community Support

- Well-articulated community benefit;
- Demonstrates partnership with the community or other organizations;
- Addresses priorities identified in the context of a community vision (Official Community Plan, Regional Growth Strategy or Board Strategic Plan).

# Approval and Payment of Grant

## Application Deadline

There is no application deadline. Applications will be received at any time during the year, and reviewed a minimum of twice annually by the Northern Community Economic Development Select Committee. Hard copies are to be sent to the following address:

Northern Community Economic Development Program  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC, V9T 6N2

Digital copies in pdf format can be sent to [nced@rdn.bc.ca](mailto:nced@rdn.bc.ca).

## Application Package

Applicants must submit a completed Application Form, as well as any supporting material deemed necessary to communicate the project idea to the Select Committee.

## Awarding of Projects

The Northern Community Economic Development Select Committee will recommend projects to receive funding to the RDN Board. This committee is comprised of elected representatives from each of the communities participating in the program: the City of Parksville, the Town of Qualicum Beach, and Electoral Areas 'E', 'F', 'G', and 'H'. While the committee will strive for consensus in awarding projects, final recommendations will be made by vote.

The committee will meet at least twice annually, once in the spring and once in the fall, to recommend projects to receive funding to the Board of Directors and to review Project Summary Reports. Final authorization of funding will be subject to the approval of the Regional District of Nanaimo Board.

## Payment of Grant

Once successful projects have been approved, a one-time payment in the total grant amount will be made to the applicant identified on the Application Form.

## Reporting Outcomes

Recipients of funding are required to complete and submit a Summary Report and present project results to the Northern Community Economic Development Select Committee at the conclusion of the project, or 12 months after receiving funding. The Summary Report will be made available to the public via the RDN website, and will identify how program funding was ultimately used, whether the objectives of the project were met, and will include attachments of reports, brochures, or other documents produced as a result of the project. A Summary Report template is included in this Guide.

# Northern Community Economic Development

## Forms:

Application Form

Summary Report



NAME OF ORGANIZATION:		AMOUNT REQUESTED:
MAILING ADDRESS:		
CONTACT PERSON:	TELEPHONE NUMBER:	E-MAIL ADDRESS:
	FAX NUMBER:	

PROJECT TITLE:
PROJECT DESCRIPTION:
(Please attach any supporting materials and documents produced as a result of the project.)
PROJECT AREA (SELECT ALL THAT APPLY):
<input type="checkbox"/> PARKSVILLE <input type="checkbox"/> QUALICUM BEACH <input type="checkbox"/> EA 'E' <input type="checkbox"/> EA 'F' <input type="checkbox"/> EA 'G' <input type="checkbox"/> EA 'H'
DESCRIBE IN DETAIL WHAT THE NORTHERN COMMUNITY ECONOMIC DEVELOPMENT FUNDS WILL BE USED FOR:
(Please attach additional pages as necessary.)
LIST ALL GRANTS RECEIVED AND/OR APPLIED FOR FROM OTHER SOURCES:
(Please attach additional pages as necessary.)

**Please Note:** The Regional District of Nanaimo is subject to the provisions of *The Freedom of Information and Protection of Privacy Act* and cannot guarantee that information provided can or will be held in confidence.

**EXPLAIN HOW YOUR PROJECT SUPPORTS THE PRINCIPLES AND PRIORITY AREAS OF THE PROGRAM:**

(Please attach additional pages as necessary.)

**LIST ANY MEASURABLE ECONOMIC BENEFITS OR OTHER OUTCOMES THAT WILL RESULT FROM THIS PROJECT:**

(Please attach additional pages as necessary.)

**PLEASE PROVIDE THE FOLLOWING SUPPLEMENTAL MATERIAL:**

- An Organizational Chart illustrating the structure of your organization, including Directors and volunteers.
- A copy of a bank statement showing your organization's name and address.
- A copy of your organization's financial statements for the current year and one year prior.
- A copy of your organization's budget for the current year and one year prior.
- Any supporting materials you consider necessary to communicate your project idea.

**SIGNATURE**

**DATE:**

By signing here, you confirm that you have read the Program Guide and that you are signing on behalf of an eligible applicant.

**SUBMIT HARD COPIES TO:** NORTHERN COMMUNITY ECONOMIC DEVELOPMENT PROGRAM  
REGIONAL DISTRICT OF NANAIMO  
6300 HAMMOND BAY ROAD  
V9T 6N2

**SUBMIT DIGITAL COPIES TO:** [nced@rdn.bc.ca](mailto:nced@rdn.bc.ca)

**OFFICE USE ONLY:**

**DATE RECEIVED:**

**RECEIVED BY:**

**COMMENTS:**

**FUNDING AWARDED:**  YES  NO

**AMOUNT AWARDED:**

**Please Note:** The Regional District of Nanaimo is subject to the provisions of *The Freedom of Information and Protection of Privacy Act* and cannot guarantee that information provided can or will be held in confidence.

PROJECT TITLE		
NAME OF ORGANIZATION:		
CONTACT PERSON:	TELEPHONE NUMBER:	E-MAIL ADDRESS:
	FAX NUMBER:	
TOTAL NCED PROGRAM FUNDING:	TOTAL PROJECT BUDGET:	
PROJECT START DATE (YYYY/MM/DD):	PROJECT END DATE (YYYY/MM/DD):	
PERCENT COMPLETE:		
IF NOT COMPLETE, WHAT ASPECTS OF THE PROJECT REMAIN? PROVIDE ESTIMATED COMPLETION DATE:		

PROJECT AREA (SELECT ALL THAT APPLY):
<input type="checkbox"/> PARKSVILLE <input type="checkbox"/> QUALICUM BEACH <input type="checkbox"/> EA 'E' <input type="checkbox"/> EA 'F' <input type="checkbox"/> EA 'G' <input type="checkbox"/> EA 'H'
PLEASE PROVIDE A SUMMARY OF THE PROJECT RESULTS:
(Attach any documents or other materials produced as a result of this project).
DESCRIBE THE ECONOMIC BENEFITS OR OTHER OUTCOMES THAT HAVE RESULTED FROM THIS PROJECT:
(Please attach any supporting information that quantifies the economic benefits of the project.)
PLEASE DESCRIBE HOW THE PROJECT HAS MET THE PROGRAM PRINCIPLES AND PRIORITY AREAS:
(Please attach additional pages as necessary.)

<b>OFFICE USE ONLY:</b>		
DATE RECEIVED:	RECEIVED BY:	POSTED ONLINE: <input type="checkbox"/> YES <input type="checkbox"/> NO

**Please Note:** Completed Summary Reports will be posted publicly on the Regional District of Nanaimo website.

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR  
MEETING HELD ON THURSDAY, MARCH 8, 2012, AT 2:00PM  
AT OCEANSIDE PLACE

**Attendance:** Scott Tanner, Deputy Chair, Councillor, Town of Qualicum Beach  
Joe Stanhope, Director, RDN Board, Electoral Area 'G'  
Bill Veenhof, Director, RDN Board, Electoral Area 'H'  
Leanne Salter, Alternate Commissioner, RDN Board, Electoral Area 'F'  
Peter Morrison, Councillor, City of Parksville  
Gordon Wiebe, Electoral Area 'E'  
Richard Leontowich, Electoral Area 'H'

**Staff:** Tom Osborne, General Manager of Recreation and Parks  
Dean Banman, Manager of Recreation Services  
Marilynn Newsted, Recording Secretary

**Regrets:** Reg Nosworthy, Chair, Electoral Area 'F'  
Ross Milligan, District #69 School Board

---

**CALL TO ORDER**

Deputy Chair Tanner called the meeting to order at 2:00pm.

**DELEGATIONS**

MOVED Commissioner Stanhope, SECONDED Commissioner Veenhof, that the Late Delegation Parksville Adult Badminton Club be received.

CARRIED

Mr. David Feaver, President, of the Parksville Adult Badminton Club provided a brief history of the group, noting they had functioned independently in the Community for about forty years. He stated due to the decrease in membership over the last few years and the increase in facility rental fees the Club had applied for a District 69 Recreation Community grant in the amount of \$2,500 and were approved for a grant in the amount of \$1,250 only. He stated while the partial approval of their grant request is appreciated, the entire funding is required to continue to operate the Club without a deficit. He requested the Commission reconsider their request for a total grant in the amount of \$2,500.

**MINUTES**

MOVED Commissioner Leontowich, SECONDED Commissioner Veenhof, that the Minutes of the regular District 69 Recreation Commission meeting held February 16, 2012, be approved.

CARRIED

MOVED Commissioner Veenhof, SECONDED Commissioner Morrison, that the Minutes of the District 69 Recreation Commission Grant Committee meeting held February 29, 2012, be approved.

CARRIED

#### **COMMUNICATION/CORRESPONDENCE**

MOVED Commissioner Stanhope, SECONDED Commissioner Veenhof, that the following Correspondence be received:

- J. Flynn, Re: Appreciation of Honest and Thoughtful Employee.
- S. Pearson, RDN, to C. Bannatyne, A. Harvey and R. Whyte, Re: Appreciation Staff Customer Service.
- T. Coats, Town of Qualicum Beach, Re: Appointments to District 69 Recreation Commission.

CARRIED

#### **UNFINISHED BUSINESS**

##### **BC Senior Games Bid**

Mr. Banman stated a meeting was held with Town of Qualicum Beach staff to discuss the feasibility of a partnership to prepare a joint bid application to host a BC Senior Games event. Staff will also meet with City of Parksville staff in the same regard. A staff report outlining the bid package and the Regional District commitment to the event, will be presented to the Commission for approval.

#### **FUNCTION REPORTS**

##### **Oceanside Place**

Mr. Banman provided a brief summary of the Oceanside Place report for February 2012. He noted on page 15 of the Report, the year to date total number under the heading *Child 2012* should read 1,111 not 11,561.

##### **Ravensong Aquatic Centre**

Mr. Banman provided an overview of the Ravensong Aquatic Centre report for February 2012. Corrected copies of the report were distributed due to a cut and past error on page 18.

Mr. Banman noted due to the recent strike action by the teachers, additional swim and skate public sessions were scheduled at both the Ravensong Aquatic Centre and Oceanside Place. No other additional recreational programming was offered, as the time frame was very short between the announcement of the strike and the need for the programs.

##### **Northern Community Recreation Services**

Mr. Banman briefly reviewed the Northern Community Recreation Services Report for February 2012.

He stated as April 15 to 21, 2012, is designated *Volunteer Week*, all volunteers involved with the Recreation Services in District 69, will be receiving a letter of appreciation on behalf of the Commission for their contribution to the Community.

MOVED Commissioner Veenhof, SECONDED Commissioner Morrison, that the Reports be received.

CARRIED

**Grant Committee Recommendations**

MOVED Commissioner Veenhof, SECONDED Commissioner Morrison, that the following District 69 Recreation Youth Grants be approved:

Community Group	
Arrowsmith Community Enhancement Society- youth sports and arts	1,090
893 Beaufort Squadron Air Cadets - program expenses	1,500
Ballenas Secondary School - Girls' Resilience Program	880
District 69 Minor Softball- equipment and uniforms	2,000
Oceanside Baseball Association - equipment	1,500
Ravensong Waterdancers Synchro Club - pool rental	500

CARRIED

MOVED Commissioner Veenhof, SECONDED Commissioner Salter, that the following District 69 Recreation Community Grants be approved:

Community Group	
Arrowsmith Community Enhancement Society - Community Music Committee Band in the Box	743
Bowser Tennis Club - court cleaning	1,000
Errington Coop Preschool - supplies and equipment	1,200
Errington Therapeutic Riding Association - program expenses horses and arena	1,100
Nanoose Place Children's Playgroup - sports equipment	1,200
Oceanside Building Learning Together - Dad's Night Out skating program	349
Parksville Adult Badminton - facility rental and insurance	1,250
Vancouver Island Opera- room rental and advertising	1,210

CARRIED

**Oceanside Place Five Year Financial Plan**

Mr. Banman presented the Five Year Financial Plan for Oceanside Place.

### **Ravensong Aquatic Centre Five Year Financial Plan**

Mr. Banman presented the Five Year Financial Plan for Ravensong Aquatic Centre.

### **Northern Community Recreation Five Year Financial Plan**

Mr. Banman presented the Five Year Financial Plan for Northern Community Recreation Services.

MOVED Commissioner Morrison, SECONDED Commissioner Veenhof, that the presentation on Five Year Financial Plans for Oceanside Place, Ravensong Aquatic Centre and Northern Community Recreation, be received.

CARRIED

### **BUSINESS ARISING FROM DELEGATIONS**

MOVED Commissioner Veenhof, SECONDED Commissioner Salter, that staff contact the Parksville Adult Badminton Club to advise them to reapply to the District 69 Recreation Community Grant program for the balance of funding requested in their original grant application.

CARRIED

### **COMMISSION INFORMATION**

Chair Tanner presented Ms. Newsted with a bouquet of flowers in recognition of her twenty three years of service with the Regional District and of her pending retirement on behalf of the Commission.

### **ADJOURNMENT**

MOVED Commissioner Veenhof, that the meeting be adjourned at 3:16pm.

### **NEXT MEETING**

The next meeting will be held Thursday, April 26, 2012, at Qualicum Beach, Civic Centre, at 2:00pm. The meeting will include a tour of Ravensong Aquatic Centre.

---

Chair

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE FIRE SERVICES ADVISORY COMMITTEE MEETING HELD ON THURSDAY, MARCH 15, 2012 AT 7:00 PM IN THE RDN COMMITTEE ROOM

#### Present:

Director G. Holme	Chairperson
Director M. Young	Electoral Area C
Director J. Fell	Electoral Area F
Director J. Stanhope	Electoral Area G
Director B. Veenhof	Electoral Area H
Bill Grose	Trustee, Extension Volunteer Fire Department
Brandon Britt	Deputy Fire Chief, Extension Fire Department
Jeff Hein	Captain, Extension Fire Department
Will Geselbracht	Chairperson, Nanoose Bay Fire Department
Doug Penny	Fire Chief, Nanoose Bay Fire Department
Colin Catton	Fire Chief, Errington Fire Department
Ken Armour	Deputy Fire Chief, Errington Fire Department
James Neden	Acting Chair, Coombs Hilliers Fire Department
Michelle Joss	Director, Coombs Hilliers Fire Department
Greville Ferguson	Director, Coombs Hilliers Fire Department
Don Alberg	Chairperson, Dashwood Fire Department
Nick Acciavatti	Fire Chief, Dashwood Fire Department
Gerry Caille	Trustee, Bow Horn Bay Fire Department
Steve Anderosov	Fire Chief, Bow Horn Bay Fire Department

#### Also in Attendance:

C. Mason	Chief Administrative Officer
N. Avery	General Manager, Finance & Information Services
P. Thorkelsson	General Manager, Development Services
W. Idema	Manager, Financial Reporting
T. Armet	Manager, Building, Bylaw Enforcement & Emergency Planning

#### Regrets:

Rodney Luck	Chairperson, Bow Horn Bay Fire Department
Patti Whittaker	Chairperson, Errington Fire Department
Barry Rathburn	Fire Chief, Coombs Hilliers Fire Department

#### CALL TO ORDER

The meeting was called to order at 7:00 pm and the attendees introduced themselves.

Terms of Reference – the terms of reference were distributed with the agenda for information for new Board members and attendees.



## REPORTS

### **Background on Seismic Review and Recommendations (verbal report).**

N. Avery gave a brief history of events leading to the compilation of seismic reports on each rural firehall. She noted that the Regional Board has directed staff to work individually with fire departments for opportunities to consider seismic improvements when upgrades, renovations or expansion of firehall buildings are being considered by the fire departments.

### **Out of Boundary Responses/First Responder 911 Dispatch Protocols (verbal report).**

N. Avery advised departments that the Regional Board must authorize out of boundary responses in all cases. At this time it is the practice to prepare an annual resolution regarding firefighting resources during fire season but a separate resolution is required for non-firefighting responses such as rescue services.

At present the following authorizations have been approved by the Regional Board:

Errington Fire	Blocks 380,469,468 and 36 Nanoose District
Extension Fire	River rescue and motor vehicle accidents
Bow Horn Bay	First responder assistance and low-angle rope rescue

The Nanoose Bay Fire Department indicated they had provided information – N. Avery will follow up.

N. Avery will follow up with the Campbell River Fire Dispatch centre to provide the current resolutions.

### **Vehicle Taxable Benefits.**

Staff responded to several questions regarding when vehicle taxable benefits apply as follows:

1. A vehicle taxable benefit applies to all personnel who may use a vehicle while not actively responding to an incident (i.e. on call) however the primary concern are personnel who have a vehicle available on a daily basis.
2. Personal use is defined as use when the driver is not reporting to an incident and includes driving the vehicle to and from the firehall.
3. Personal use does not include using the vehicle for fire related business while assigned the vehicle on a weekend – examples might include picking up equipment or parts for firefighting vehicles – however, if the trips are combined with personal errands it would be the responsibility of the driver to keep a log and separate the types of use.

MOVED Director Stanhope, SECONDED Director Veenhof, that the Societies be advised of their requirements to ensure that they are meeting the rules under the Income Tax Act with respect to calculating and reporting taxable benefits for the personal use of fire fighting vehicles.

CARRIED

### **Pre and Post Trip Vehicle Inspections.**

Staff provided advice from the Regional District's solicitor recommending that the service agreements be amended to identify the Society as the "carrier" under the Motor Vehicle Act for the purposes of establishing procedures that comply with the Act for pre and post trip inspections.

MOVED Director Stanhope, SECONDED Director Fell, that the addendum attached to the report which clarifies that the operating Society is the "carrier" as defined under the Motor Vehicle Act be forwarded to each Society for execution.

CARRIED

**Fire Services Act Review – Discussion Paper.**

N. Avery introduced a draft discussion paper which has been circulated through the Fire Chiefs Association which is a member of the Leadership Group working with the Province on recommendations arising from the report Transforming the Fire/Rescue Service (September 2009). The paper is seeking feedback on items regarding the role and responsibilities of the Fire Commissioner as well as Local Assistance to the Fire Commissioner. N. Avery advised that the Union of BC Municipalities (UBCM) is also part of the Leadership Group and would like to receive any local government feedback.

MOVED J. Stanhope SECONDED J. Fell, that a working group consisting of the Fire and/or Deputy Fire Chiefs of each fire department and designated Regional District staff be established to document responses or recommendations regarding the Fire Services Act Discussion paper.

CARRIED

**Regulatory Bylaw Template.**

N. Avery introduced a template bylaw which would replace current bylaws which have a variety of forms and conditions. N. Avery suggested that ideally the template would meet all of the departments' needs with one bylaw being adopted. The intent of the template is to provide staff and fire department members with a consistent layout and language for ease of interpretation and reading of the bylaw.

MOVED Director Stanhope, SECONDED Director Veenhof, that the regulatory bylaw template be reviewed by each fire department and feedback be provided to the General Manager, Finance & Information as soon as possible.

CARRIED

**Burning Bylaw Template.**

N. Avery introduced a burning bylaw template which is intended to provide a consistent layout of clauses and wording. The committee discussed the interaction between a local government bylaw and the Wildfire Act with N. Avery noting that she has been advised by the Province that they are not responsible for responding to complaints or dealing with fires within a fire protection service area if a bylaw is in place. Departments expressed concerns regarding resources to respond to burning complaints noting that up to the present the Coastal fire Centre has provided responses to burning complaints.

MOVED Director Stanhope, SECONDED Director Fell, that Fire Chiefs and designated Regional District staff meet to finalize recommendations on the burning bylaw template attached to the report.

CARRIED

**Regional Perspectives.**

C. Mason explained to the members that the Regional District publishes both a regionally distributed newsletter as well as Electoral Area specific newsletters and asked whether departments would like to include a call for volunteers in the next editions. The committee attendees indicated their support. Staff will follow up.

**ADJOURNMENT**

The Chair thanked all in attendance advising that the next meeting will be at the call of the Chair.

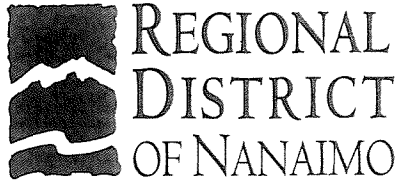
MOVED Director Stanhope, SECONDED Director Fell, that this meeting terminate.

CARRIED

TIME: 8:30 PM

---

CHAIRPERSON



RDN REPORT	
CAO APPROVAL <i>(Signature)</i>	
EAP	
COW	
MAR 19 2012	
RHD	
BOARD	<input checked="" type="checkbox"/>

**MEMORANDUM**

**TO:** C. Mason  
Chief Administrative Officer

**DATE:** March 16, 2012

**FROM:** N. Avery  
General Manager, Finance & Information Services

**FILE:**

**SUBJECT:** Bylaw No. 1658 – 2012 to 2016 financial plan final amendments

**PURPOSE:**

To approve a revised 2012 to 2016 financial plan and to adopt “Regional District of Nanaimo 2012 to 2016 Financial Plan Bylaw No. 1658.”

**BACKGROUND:**

At its meeting held March 13, 2012 the Board received a report with respect to new funds to be received through the Province of BC’s Strategic Community Investment Funds Agreement program. A total of \$184,075 will be received in 2012, with a further \$86,033 to be received in each of 2013 and 2014. The following recommendations were supported with respect to the use of \$184,075 in 2012:

Electoral Areas Administration	\$ 18,000 (as budgeted – offsets total costs)
Electoral Areas Administration	\$ 20,000 (re-instate toilet rebate program for 2012)
Regional Parks	\$ 30,000 (offset addition of \$30,000 for NALT & goose control program)
Regional Parks	<u>\$116,075</u> (use to reduce borrowing requirement for <u>\$184,075</u> Moorecroft Regional Park)

Of the total of \$184,075, \$30,000 will reduce 2012 property taxes under the Regional Parks service which were increased to provide an operating grant of \$20,000 to the Nanaimo Area Land Trust as well as a grant of \$10,000 to the Mid Island Guardians of the Estuaries for a goose control project. Regional Parks property taxes will however be increased by \$1,060 to provide funds to the Island Corridor Foundation to assist with discharging the Regional District share of its prior years’ property taxes.

The remaining funds do not otherwise reduce 2012 property tax revenues. Instead \$20,000 will be used to support a continuation of the toilet rebate program in the Electoral Areas and \$116,075 will be applied to pay down funds currently borrowed to purchase Moorecroft Regional Park.

A revised schedule of 2012 property tax requisitions by service is attached as Appendix A and an updated Bylaw No. 1658 is attached reflecting the revised 2012 to 2016 financial plan.

**ALTERNATIVES**

1. Approve the 2012 to 2016 financial plan as presented and proceed to adopt Bylaw No. 1658.

2. Amend the 2012 to 2016 financial plan and adopt Bylaw No. 1658 as further amended.

**FINANCIAL IMPLICATIONS:**

*Alternative 1*

Based on the review and recommendations provided to date, staff recommends approval of the 2012 to 2016 financial plan as outlined in this report.

**SUMMARY/CONCLUSIONS:**

The 2012 budget has been revised to reflect the addition of revenues under the Strategic Community Investment Funds Agreement in the amount of \$184,075. \$30,000 of the total reduces property taxes levied for the Regional Parks service, while the remainder will provide a continuation of the toilet rebate program in the Electoral Areas and reduce long term debt for the Moorecroft Regional Park acquisition.

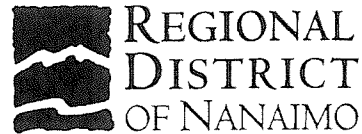
Based on the review and recommendations provided to date, staff recommends approval of the 2012 to 2016 financial plan and adoption of Bylaw No. 1658.

**RECOMMENDATIONS:**

1. That "Regional District of Nanaimo Financial Plan 2012 to 2016 Bylaw No. 1658, 2012" be introduced for three readings.
3. That "Regional District of Nanaimo Financial Plan 2012 to 2016 Bylaw No. 1658, 2012" be adopted.

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

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



## Summary of Tax Revenues/Municipal Participation Agreements

	2011 Annual	2012 Updated Feb 24, 2012	2012 Updated March 13 2012	change from 2011 \$	change from 2011 %
<b>CORPORATE SERVICES</b>					
Corporate Administration	757,985	788,305	788,305	30,320	4.0%
House Numbering	21,500	21,500	21,500	0	0.0%
Electoral Areas Admin/Building Policy & Advice	313,000	324,520	324,520	11,520	3.7%
Lantzville Service Participation Agreement	14,962	15,985	15,985	1,023	6.8%
General Grants In Aid	57,498	64,053	64,053	6,555	11.4%
Southern Restorative Justice/Victim Services	10,000	10,000	10,000	0	0.0%
Northern Community Justice	77,500	77,500	77,500	0	0.0%
Electoral Area A - Community Policing Office	0	2,000	2,000	2,000	#DIV/0!
Feasibility Studies/Referendums	15,570	0	0	(15,570)	-100.0%
	1,268,015	1,303,863	1,303,863		
<b>DEVELOPMENT SERVICES</b>					
Electoral Area Community & Long Range Planning	1,269,985	1,320,485	1,320,485	50,500	4.0%
Regional Growth Strategy	358,985	393,000	393,000	34,015	9.5%
Emergency Planning	204,300	228,605	228,605	24,305	11.9%
Lantzville Service Participation Agreement	18,172	19,578	19,578	1,406	7.7%
District 68 Search & Rescue	27,000	27,000	27,000	0	0.0%
Economic Development - Southern Community	0	118,892	118,892	118,892	#DIV/0!
Economic Development - Northern Community	0	39,906	39,906	39,906	#DIV/0!
<b>Bylaw Enforcement</b>					
Animal Control - Area A ,B,C,Lantzville	57,950	60,560	60,560	2,610	4.5%
Animal Control Area E,G,H	77,690	79,630	79,630	1,940	2.5%
Animal Control Area F	72,055	31,055	31,055	(41,000)	-56.9%
Hazardous Properties	6,850	6,990	6,990	140	2.0%
Unightly Premises	5,970	6,270	6,270	300	5.0%
Noise Control	31,944	34,695	34,695	2,751	8.6%
	2,130,901	2,366,666	2,366,666		
<b>RECREATION &amp; PARKS</b>					
Ravensong Aquatic Centre	2,298,535	2,356,000	2,356,000	57,465	2.5%
Oceanside Place	1,581,985	1,641,675	1,641,675	59,690	3.8%
Northern Community Recreation	858,955	915,815	915,815	56,860	6.6%
Gabriola Island Recreation	88,195	90,400	90,400	2,205	2.5%
Area A Recreation & Culture	105,100	125,390	125,390	20,290	19.3%
Port Theatre/Cultural Centre Contribution	77,130	78,902	78,902	1,772	2.3%
Regional Parks- operating	892,875	971,590	942,750	49,875	5.6%
Regional Parks - capital	748,704	820,812	820,812	72,108	9.6%
Electoral Areas Community Parks	779,385	822,190	822,190	42,805	5.5%
	7,430,864	7,822,774	7,793,934		
<b>REGIONAL &amp; COMMUNITY UTILITIES</b>					
Southern Wastewater Treatment	4,407,075	4,583,364	4,583,364	176,289	4.0%
Northern Wastewater Treatment	3,134,260	3,295,984	3,295,984	161,724	5.2%
Liquid Waste Management Planning	151,500	151,000	151,000	(500)	-0.3%
Drinking Water Protection	378,000	383,172	383,172	5,172	1.4%
	8,070,835	8,413,520	8,413,520		
<b>TRANSPORTATION &amp; SOLID WASTE SERVICES</b>					
Southern Community Transit	6,079,745	6,665,345	6,665,345	585,600	9.6%
Northern Community Transit	725,570	791,360	791,360	65,790	9.1%
D69 Custom Transit (Area H)	0	12,500	12,500	12,500	#DIV/0!
Descanso Bay Emergency Wharf	5,465	5,575	5,575	110	2.0%
Solid Waste Management & Disposal	335,325	342,035	342,035	6,710	2.0%
	7,146,105	7,816,815	7,816,815		
<b>GENERAL TAXATION FOR OTHER JURISDICTIONS</b>					
SD 68 Emergency 911	83,455	109,245	109,245	25,790	30.9%
SD 69 Emergency 911	535,175	535,175	535,175	0	0.0%
Southern Community Recreation	1,012,140	1,073,035	1,073,035	60,895	6.0%
Northern Community Sportsfield Agreement	233,950	243,125	243,125	9,175	3.9%
Vancouver Island Regional Library	1,557,020	1,650,130	1,650,130	93,110	6.0%
	3,421,740	3,610,710	3,610,710		
<b>GENERAL SERVICES PROPERTY TAX REVENUES</b>					
	29,468,460	31,334,348	31,305,508		
		6.3%	6.2%		
<b>LOCAL SERVICE AREA TAX REVENUES</b>					
Duke Point Wastewater Treatment	159,915	177,185	177,185	17,270	10.8%
Northern Community Wastewater -other benefitting areas	641,745	696,581	696,581	54,836	8.5%
Fire Protection Areas	2,686,805	2,835,685	2,835,685	148,880	5.5%
Streetlighting Service Areas	75,511	75,185	75,185	(326)	-0.4%
Stormwater Management	9,000	9,000	9,000	0	0.0%
Utility Services	3,001,045	3,157,857	3,157,857	156,812	5.2%
	6,574,021	6,951,493	6,951,493		
<b>NET PROPERTY TAX REVENUES/MUNICIPAL SERVICE PARTICIPATION AGREEMENTS</b>					
	36,042,481	38,285,841	38,257,001		
		6.2%	6.1%		

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1658

A BYLAW TO ADOPT THE  
2012 TO 2016 FINANCIAL PLAN

WHEREAS the Regional District of Nanaimo shall, pursuant to Section 815 of the *Local Government Act*, adopt by bylaw a five year financial plan;

AND WHEREAS an expenditure not provided for in the financial plan or the financial plan as amended, is not lawful unless for an emergency that was not contemplated;

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

**1. Definitions**

“Emergency” means a present or imminent event that:

- a) is caused by accident, fire explosion or technical failure or by the forces of nature; and
- b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.

**2. Financial Plan**

Schedule ‘A’ attached to this bylaw is hereby adopted as the Financial Plan for the Regional District of Nanaimo for the period January 1, 2012 to December 31, 2016.

**3. Financial Plan Amendments**

- a) Funds may be reallocated in accordance with the Regional District of Nanaimo’s purchasing policy for new projects.
- b) The officer responsible for financial administration may transfer unexpended appropriations to Reserve Funds and accounts for future expenditures.
- c) The Board may authorize amendments to the plan for Emergencies as defined herein.

**4. Citation**

This bylaw may be cited as the “2012 to 2016 Financial Plan Bylaw No. 1658, 2012”.

Introduced and read three times this 27th day of March, 2012.

Adopted this 27th day of March, 2012.

---

CHAIRPERSON

---

SR. MGR. CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration

CONSOLIDATED FINANCIAL PLAN  
2012 to 2016

	2012	2013	2014	2015	2016	Total
<b>Operating Revenues</b>	<b>6.1%</b>	<b>5.4%</b>	<b>5.7%</b>	<b>5.5%</b>	<b>5.6%</b>	
Property taxes	(34,122,457)	(35,891,545)	(38,020,672)	(40,200,553)	(42,551,543)	(190,786,770)
Parcel taxes	(3,850,854)	(4,123,512)	(4,288,750)	(4,465,557)	(4,630,134)	(21,358,807)
Municipal agreements	(281,470)	(290,497)	(297,887)	(305,624)	(312,734)	(1,488,212)
	(38,254,781)	(40,305,554)	(42,607,309)	(44,971,734)	(47,494,411)	(213,633,789)
Operations	(2,496,230)	(1,886,099)	(2,048,413)	(2,111,819)	(2,147,473)	(10,690,034)
Interest income	(150,000)	(195,000)	(195,000)	(195,000)	(195,000)	(930,000)
Transit fares	(4,088,680)	(4,156,449)	(4,468,013)	(4,582,693)	(4,698,520)	(21,994,355)
Landfill tipping fees	(8,106,390)	(8,754,901)	(9,192,646)	(9,652,278)	(9,941,846)	(45,648,061)
Recreation fees	(422,525)	(435,041)	(447,928)	(461,199)	(474,866)	(2,241,559)
Recreation facility rentals	(547,950)	(564,389)	(581,321)	(598,761)	(616,724)	(2,909,145)
Recreation vending sales	(10,300)	(10,300)	(10,300)	(10,300)	(10,300)	(51,500)
Recreation concession	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	(22,500)
Recreation - other	(363,475)	(374,380)	(385,612)	(397,180)	(409,096)	(1,929,743)
Utility user fees	(4,679,404)	(4,972,508)	(5,121,850)	(5,272,999)	(5,419,418)	(25,466,179)
Operating grants	(5,848,651)	(5,263,444)	(5,629,143)	(5,948,009)	(6,295,073)	(28,919,320)
Planning grants	(964,000)	(100,000)	(100,000)	(100,000)	(100,000)	(894,000)
Grants in lieu of taxes	(161,180)	(161,180)	(161,180)	(161,180)	(161,180)	(805,900)
Interdepartmental recoveries	(5,954,625)	(6,079,238)	(6,116,366)	(6,191,389)	(6,265,993)	(30,607,611)
Miscellaneous	(4,957,165)	(4,424,016)	(4,498,513)	(4,422,991)	(4,303,239)	(22,605,924)
<b>Total Operating Revenues</b>	<b>(76,474,856)</b>	<b>(77,686,999)</b>	<b>(81,568,094)</b>	<b>(85,082,032)</b>	<b>(88,537,639)</b>	<b>(409,349,620)</b>
<b>Operating Expenditures</b>						
Administration	3,783,427	3,793,851	3,804,379	3,815,013	3,808,345	19,005,015
Community grants	44,603	34,315	34,315	34,315	34,315	181,863
Legislative	378,535	368,535	409,533	380,941	382,063	1,919,607
Professional fees	3,112,543	1,969,658	1,908,787	1,854,949	1,838,124	10,684,061
Building Ops	2,777,472	2,697,540	2,724,769	2,755,443	2,787,815	13,743,039
Veh & Equip ops	6,707,355	6,833,581	7,182,198	7,457,306	7,782,729	35,963,169
Operating Costs	15,135,861	15,269,523	15,503,669	16,843,313	18,159,566	80,911,932
Program Costs	736,939	549,813	554,737	566,863	579,127	2,987,479
Wages & Benefits	25,700,768	26,707,619	27,697,008	28,654,217	29,595,602	138,355,214
Transfer to other govt/org	6,001,142	5,635,004	5,797,157	5,956,632	6,132,428	29,052,363
Contributions to reserve funds	5,295,626	5,919,919	6,979,030	7,080,819	6,311,527	31,586,921
Debt interest	3,891,252	0	0	0	0	3,874,162
<b>Total Operating Expenditures</b>	<b>73,095,523</b>	<b>69,779,358</b>	<b>72,595,582</b>	<b>75,399,811</b>	<b>77,411,641</b>	<b>368,264,825</b>
<b>Operating (surplus)/deficit</b>	<b>(3,379,333)</b>	<b>(7,907,641)</b>	<b>(8,972,512)</b>	<b>(9,682,221)</b>	<b>(11,125,998)</b>	<b>(41,084,795)</b>
<b>Capital Asset Expenditures</b>						
Capital Expenditures	29,470,237	20,093,760	30,552,822	33,125,360	39,784,085	153,026,264
Transfer from Reserves	(17,801,636)	(13,887,706)	(22,159,290)	(11,120,394)	(6,800,231)	(71,769,257)
Grants and Other	(1,109,485)	(103,303)	0	0	0	(1,212,788)
New Borrowing	(4,919,545)	(2,983,419)	(6,365,011)	(20,134,594)	(31,290,399)	(65,692,968)
<b>Net Capital Assets funded from Operations</b>	<b>5,639,571</b>	<b>3,119,332</b>	<b>2,028,521</b>	<b>1,870,372</b>	<b>1,693,455</b>	<b>14,351,251</b>
<b>Capital Financing Charges</b>						
Existing Debt (principal)	4,289,072	6,805,718	7,308,462	7,540,139	7,551,169	33,494,560
New Debt (principal + interest)		751,240	254,112	527,365	1,937,901	3,470,618
<b>Total Capital Financing Charges</b>	<b>4,289,072</b>	<b>7,556,958</b>	<b>7,562,574</b>	<b>8,067,504</b>	<b>9,489,070</b>	<b>36,965,178</b>
<b>Net (surplus)/deficit for the year</b>	<b>6,549,310</b>	<b>2,768,649</b>	<b>618,583</b>	<b>255,655</b>	<b>56,527</b>	<b>10,231,634</b>
<b>Add: Prior year (surplus)/deficit</b>	<b>(10,860,302)</b>	<b>(4,310,992)</b>	<b>(1,542,343)</b>	<b>(923,760)</b>	<b>(668,105)</b>	<b>(10,860,302)</b>
<b>(Surplus) applied to future years</b>	<b>(4,310,992)</b>	<b>(1,542,343)</b>	<b>(923,760)</b>	<b>(668,105)</b>	<b>(611,578)</b>	<b>(628,668)</b>