

REGIONAL DISTRICT OF NANAIMO

REGULAR BOARD MEETING

TUESDAY, JULY 22, 2014

7:00 PM

(RDN Board Chambers)

A G E N D A

PAGES

- 1. CALL TO ORDER**
- 2. DELEGATIONS**
15 **Ian MacDonnell**, re Funding to the E&N Railway.
- 3. BOARD MINUTES**
16-29 Minutes of the Regular Board meeting held Tuesday, June 24, 2014 (All Directors – One Vote).
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**
30-32 **Frank J. Butzelaar, SVI Rail Link**, re Via Rail Train Service Agreement / Railway Infrastructure Upgrade.
- 6. UNFINISHED BUSINESS**
BYLAW ADOPTION
33-37 **Bylaws 889.67 and 1021.10 – Inclusion of Lot 5, DL22, Nanoose Land District, Plan 10012 into the Pacific Shores Service, Electoral Area ‘E’ (1544 Terrien Road, J. Hunter)** (All Directors – One Vote).
 1. *That "Pacific Shores Sewer Local Service Area Boundary Amendment Bylaw No. 1021.10, 2014" be adopted.*
 2. *That "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.67, 2014" be adopted.*

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

7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE

38-42 Minutes of the Electoral Area Planning Committee meeting held Tuesday, July 8, 2014 (for information) (All Directors – One Vote).

COMMUNICATION/CORRESPONDENCE

(All Directors – One Vote)

Dan Cullon, re Zoning Amendment Application No. PL2014-028 – Bylaw 500.393 – Steve Atkinson/Steed – 3119 Jameson Road, Electoral Area ‘C’.

That the correspondence from Dan Cullon, regarding Zoning Amendment Application No. PL2014-028 – Bylaw 500.393 – Steve Atkinson/Steed – 3119 Jameson Road, Electoral Area ‘C’, be received.

Rob Williams, French Creek Residents’ Association, re Zoning Amendment Application No. PL2014-034 – Bylaw No. 500.394 – Fern Road Consulting Ltd. – 1032 Lowry’s Road, Electoral Area ‘G’.

That the correspondence from Rob Williams, French Creek Residents’ Association, regarding Zoning Amendment Application No. PL2014-034 – Bylaw No. 500.394 – Fern Road Consulting Ltd. – 1032 Lowry’s Road, Electoral Area ‘G’, be received.

DEVELOPMENT PERMITS

Development Permit Application No. PL2014-039 – Robinson/Bauer – 1559 Stone Lake Drive, Electoral Area ‘E’ (Electoral Area Directors, Except EA ‘B’ – One Vote).

That Development Permit Application No. PL2014-039 to address the construction of a stepped retaining wall and associated remediation works within the Watercourse Protection Development Permit Area be approved subject to the conditions outlined in Attachments 2 to 4.

Development Permit Application No. PL2014-048 – Barry O’Neill – 1965 Walsh Road, Electoral Area ‘A’ (Electoral Area Directors, Except EA ‘B’ – One Vote).

That Development Permit Application No. PL2014-048 to permit a proposed subdivision in the Nanaimo River Floodplain and the Watercourse and Fish Habitat Protection Development Permit Areas be approved subject to the conditions outlined in Attachments 2 and 3.

DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS

Development Permit with Variance Application No. PL2014-022 – Herold Engineering Ltd. – 1475 Island Highway East, Electoral Area ‘E’ (Electoral Area Directors, Except EA ‘B’ – One Vote).

Delegations Wishing to Speak to Development Permit with Variance Application No. PL2014-022 – Herold Engineering Ltd. – 1475 Island Highway East, Electoral Area ‘E’.

That Development Permit with Variance Application No. PL2014-022 to permit a proposed industrial building addition and related site improvements be approved subject to the conditions outlined in Attachments 2 to 5.

Development Permit with Variance Application No. PL2014-040 – Fern Road Consulting Ltd. – Flamingo Drive, Electoral Area ‘G’ (Electoral Area Directors, Except EA ‘B’ – One Vote).

Delegations Wishing to Speak to Development Permit with Variance Application No. PL2014-040 – Fern Road Consulting Ltd. – Flamingo Drive, Electoral Area ‘G’.

That Development Permit with Variance Application No. PL2014-040 to permit the construction of a dwelling unit be approved subject to the conditions outlined in Attachments 2 to 4.

Development Permit with Variance Application No. PL2014-061 – Sepos / Fern Road Consulting Ltd. – 1070 Price Road, Electoral Area ‘F’ (Electoral Area Directors, Except EA ‘B’ – One Vote).

Delegations Wishing to Speak to Development Permit with Variance Application No. PL2014-061 – Sepos / Fern Road Consulting Ltd. – 1070 Price Road, Electoral Area ‘F’.

That Development Permit with Variance Application No. PL2014-061 be approved subject to the conditions outlined in Attachments 2 and 3.

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Development Variance Permit Application No. PL2014-052 DeClark – 2181 Addison Way, Electoral Area 'A' (Electoral Area Directors, Except EA 'B' – One Vote).

Delegations Wishing to Speak to Development Variance Permit Application No. PL2014-052 DeClark – 2181 Addison Way, Electoral Area 'A'.

That Development Variance Permit Application No. PL2014-052 to reduce the minimum setback requirement from the eastern lot line from 8.0 metres to 3.7 metres be approved subject to the conditions outlined in Attachments 2 to 3.

Development Variance Permit Application No. PL2014-055 – J.E. Anderson & Associates – 1634 Brunt Road, Electoral Area 'E' (Electoral Area Directors, Except EA 'B' – One Vote).

Delegations Wishing to Speak to Development Variance Permit Application No. PL2014-055 – J.E. Anderson & Associates – 1634 Brunt Road, Electoral Area 'E'.

That Development Variance Permit No. PL2014-055 to legalize the siting of an existing dwelling unit, deck, stairs and two concrete walls be approved subject to the conditions outlined in Attachments 2 to 5.

ZONING AMENDMENT APPLICATION

43-44

Zoning Amendment Application No. PL2014-028 – Bylaw No. 500.393 – Steve Atkinson/Steed – 3119 Jameson Road, Electoral Area 'C' (Electoral Area Directors, Except EA 'B' – One Vote).

- 1. That the Summary of the Public Information Meeting held on June 11, 2014, be received.*
- 2. That the conditions set out in Attachment 2 of the staff report be completed prior to Bylaw No. 500.393 being considered for adoption.*
- 3. That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.393, 2014", be introduced and read two times.*
- 4. That the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.393, 2014", be chaired by Director Young or her alternate.*

45-48

Zoning Amendment Application No. PL2014-034 – Bylaw No. 500.394 – Fern Road Consulting Ltd. – 1032 Lowry’s Road, Electoral Area ‘G’ (Electoral Area Directors, Except EA ‘B’ – One Vote).

1. *That the Summary of the Public Information Meeting held on June 25, 2014, be received.*
2. *That the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 500.394 being considered for adoption.*
3. *That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.394, 2014", be introduced and read two times.*
4. *That the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.394, 2014", be chaired by Director Stanhope or his alternate.*
5. *That the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.394, 2014", be scheduled following written confirmation from EPCOR that it can provide sufficient water to service the proposed development.*
6. *That the applicant provide a concept design of a fence, landscaping and tree retention, where feasible, along the rear lot line of the lot proposed to back onto Lowry's Road and the re-named Robertson Boulevard prior to staff scheduling a Public Hearing.*

49-51

Zoning Amendment Application No. PL2013-062 – Bylaw No. 500.392 - Keith Brown Associates Ltd. - 1868 Fielding Road, Electoral Area 'A' (Electoral Area Directors, Except EA ‘B’ – One Vote).

1. *That the Summary of the Public Information Meeting held on April 28, 2014, be received.*
2. *That the conditions set out in Attachment 2 of the staff report be completed prior to Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.392, 2014, being considered for adoption.*
3. *That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.392, 2014", be introduced and read two times.*
4. *That the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.392, 2014", be chaired by Director McPherson or his alternate.*

7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE

52-60 Minutes of the Committee of the Whole meeting held Tuesday, June 10, 2014 (for information) (All Directors – One Vote).

COMMUNICATION/CORRESPONDENCE

(All Directors – One Vote)

Kelly Collins, Nanoose Bay Activities and Recreation Society, re Modular Building – Home for Nanoose Community Services.

That the correspondence from Kelly Collins, Nanoose Bay Activities and Recreation Society, regarding a modular building home for Nanoose Community Services, be received.

Ministers Coralee Oakes and Norm Letnick, Province of British Columbia, re Issues related to Medical Marihuana Production in British Columbia.

That the correspondence from Ministers Coralee Oakes and Norm Letnick, Province of British Columbia, regarding issues related to medical marihuana production in British Columbia, be received.

Selina Robinson, MLA, re Meetings at 2014 UBCM Conference.

That the correspondence from Selina Robinson, MLA, regarding meetings at the 2014 Union of BC Municipalities Conference, be received.

Greg Field, Arrowsmith Search and Rescue, re Appreciation of \$5000 Grant.

That the correspondence from Greg Field, Arrowsmith Search and Rescue, regarding the appreciation of the \$5000 grant, be received.

FINANCE

Island Corridor Foundation Contribution Agreement (All Directors – Weighted Vote).

1. *That the Board direct the Board Chair and staff to execute the Contribution Agreement with the Island Corridor Foundation with amended wording for section 6.1(a) as follows:*

Successful negotiation and confirmation of an updated Train Service Agreement with VIA Rail, which shall include VIA's agreement that the scope of repairs proposed under this agreement will meet VIA's safety requirements for the return of train service. A copy of this agreement shall be provided to the Regional District of Nanaimo Chief Administrative Officer for Board inspection.

2. *That the Board direct staff to allocate \$68,000 of the 2014 Strategic Community Investment Fund grant from the Province of BC towards the Contribution Agreement with the Island Corridor Foundation in order to reduce the 2015 tax requisition impact by that amount.*

61

Bylaw No. 1713 – Alberni-Clayoquot Regional District – 2015 Permissive Tax Exemption (All Directors – 2/3).

1. *That "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1713, 2014", be introduced and read three times.*
2. *That "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1713, 2014", be adopted.*

**CORPORATE SERVICES
ADMINISTRATION**

62-70

RDN General Local Election Bylaw No. 1700, 2014 (All Directors – One Vote / 2/3).

1. *That "Regional District of Nanaimo General Local Election Bylaw No. 1700, 2014", be introduced and read three times.*
2. *That "Regional District of Nanaimo General Local Election Bylaw No. 1700, 2014", be adopted.*

71-72

Bylaw No. 1706 – Marine Search and Rescue Funding Service Establishment Bylaw – Electoral Area 'H' (All Directors – One Vote).

1. *That "Northern Community Marine Search and Rescue Contribution Service Establishment Bylaw No. 1706, 2014" be introduced and read three times and be forwarded to the Inspector of Municipalities for approval.*
2. *That the Regional District proceed to referendum on November 15, 2014 to obtain the assent of the electors of Electoral Area 'H' to establish a Northern Community Marine Search and Rescue Contribution Service and that the referendum question be as follows:*

"Are you in favour of the Regional District of Nanaimo adopting Bylaw No. 1706 to provide for the following:

- establishing the "Northern Community Marine Search and Rescue Contribution Service" within Electoral Area 'H' to provide for a contribution to societies providing marine search and rescue in Electoral Area 'H'; and
 - annually requisitioning up to a maximum of the greater of \$5,000 or \$0.006/\$1000 of taxable assessed value to pay for the service?"
3. *That the Board approve the synopsis of Bylaw No. 1706 for the publication of notices associated with the referendum as follows:*

"Bylaw No. 1706 - Northern Community Marine Search and Rescue Contribution Service Establishment Bylaw No. 1706, 2014 — This bylaw provides for the following:

- establishing a service to provide for a contribution to societies that provide marine search and rescue in Electoral Area 'H';
- establishing the boundaries of the service area to be Electoral Area 'H'; and
- annually requisitioning up to a maximum of the greater of \$5,000 or \$0.006/\$1000 of taxable assessed value on land and improvements within the participating area to pay for the service."

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

Regional Growth Strategy Indicators and Targets Project – Draft Indicators and Targets (All Directors – Weighted Vote).

That staff proceed with community engagement activities as per the adopted Terms of Reference, to gather feedback on the draft list of indicators and targets. Following community engagement, prepare a report on the results with recommendations for a final list of indicators and targets.

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

73

Engineering Services for the Replacement and Upgrading of the Nanaimo Pollution Control Centre Five Fingers Marine Outfall – Bylaw No. 1712.

(All Directors – Weighted Vote)

1. *That the Board award the contract for Engineering Services for the replacement of the Five Fingers Outfall to Opus Dayton Knight for the submitted upset price of \$742,000.*

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

2. *That "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1712, 2014" be introduced and read three times.*
3. *That "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1712, 2014" be adopted.*

74-77

Bylaw 975.62 – Pump and Haul Local Service Establishment Amendment to Exclude – 7187 Lantzville Road, Lantzville, BC (All Directors – One Vote).

1. *That the boundaries of the "Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995" be amended to exclude Lot A, District Lot 27G, Plan 29942, Wellington Land District.*
2. *That "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.62, 2014" be introduced and read three times.*

WATER AND UTILITY

78-79

Nanoose Bay Peninsula Water Service Area Capital Improvements Referendum – Bylaw No. 1714.

(All Directors – Weighted Vote)

1. *That the "Nanoose Bay Peninsula Water Service Area Capital Improvements Loan Authorization Bylaw No. 1714, 2014" be introduced and read three times and be forwarded to the Inspector of Municipalities for approval.*

(All Directors – One Vote)

2. *That the Regional District proceed to referendum on November 15, 2014 to obtain the assent of the electors of the Nanoose Bay Peninsula Water Service Area for borrowing \$2,600,000 in support of the 2015 to 2019 capital improvements and upgrades, and that the question be as follows:*

Are you in favour of the Regional District of Nanaimo adopting Bylaw No. 1714 to authorize the borrowing of up to \$2.6 million to provide the necessary funds to meet the Nanoose Bay Peninsula Water Service Area capital improvement and upgrades requirements up to and including 2019?

3. *That the Board approve the synopsis of Bylaw No. 1714 for the publication of notices associated with the referendum as follows:*

Bylaw No. 1714 - "Nanoose Bay Peninsula Water Service Area Capital Improvements Loan Authorization Bylaw No. 1714, 2014" — The general intent of this bylaw is to authorize the Regional District of Nanaimo to borrow upon the credit of the Regional District a sum not exceeding Two Million Six Hundred Thousand Dollars (\$2,600,000) to provide the necessary funds to meet the Nanoose Bay Peninsula Water Service Area capital improvement and upgrades requirements up to and including 2019. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 20 years.

80-91

Bylaws No. 813.52, 889.68, 1707, 1708, 1709, and 1710 – Reid Road Sanitary Sewer Capital Financing Service Establishing Bylaw and Loan Authorization Bylaw.

(All Directors – One Vote)

1. *That Regional District of Nanaimo "Reid Road Sanitary Sewer Capital Financing Service Establishing Bylaw No. 1707, 2014", be introduced, read three times and forwarded to the Inspector of Municipalities for approval.*

(All Directors – Weighted Vote)

2. *That Regional District of Nanaimo "Reid Road Sanitary Sewer Capital Financing Loan Authorization Bylaw No. 1708, 2014", be introduced, read three times and forwarded to the Inspector of Municipalities for approval.*

(All Directors – One Vote)

3. *That Regional District of Nanaimo "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.52, 2014, be introduced and read three times.*
4. *That "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.68, 2014", be introduced and read three times.*

(All Directors – Weighted Vote)

5. *That Regional District of Nanaimo "Reid Road Sanitary Sewer Capital Financing Service Security Issuing Bylaw No. 1709, 2014" be introduced and read three times.*
6. *That Regional District of Nanaimo "Reid Road Sanitary Sewer Capital Financing Service Interim Financing Bylaw No. 1710, 2014" be introduced and read three times.*

EXTERNAL BOARDS

Englishman River Water Service.

Minutes of the Englishman River Water Service Management Board meeting held Friday, May 16, 2014 (All Directors – One Vote).

That the minutes of the Englishman River Water Service Management Board meeting held Friday, May 16, 2014, be received for information.

Minutes of the Englishman River Water Service Management Board meeting held Thursday, June 5, 2014 (All Directors – One Vote).

That the minutes of the Englishman River Water Service Management Board meeting held Thursday, June 5, 2014, be received for information.

Preliminary Design of the Water Intake, Treatment Plant, and Supply Mains, and Detailed Design for the Water Intake, Treatment Plant, and Supply Mains.

(All Directors – One Vote)

1. *That the Board receive for information the report titled "Preliminary Design of the Water Intake, Treatment Plant, and Supply Mains, and Detailed Design for the Water Intake, Treatment Plant, and Supply Mains", dated June 5, 2014.*

(Parksville, EA 'E', 'F' – Weighted Vote)

2. *That the Englishman River Water Service Management Board direct the Englishman River Water Service Management Committee to continue to proceed with negotiating the terms and conditions with the two top rated membrane vendors for the purpose of engaging the top rated membrane vendor for detailed design services in the amount not to exceed \$415,000 plus GST.*
3. *That the Englishman River Water Service Management Board authorize the Englishman River Water Service Management Committee to engage CH2M Hill to complete Phase 4 – Detailed Design of the Water Intake, Treatment Plant and Supply Mains for \$1,619,328 plus GST.*

Arrowsmith Water Service

Minutes of the Arrowsmith Water Service Management Board meeting held Thursday, June 5, 2014 (All Directors – One Vote)

That the minutes of the Arrowsmith Water Service Management Board meeting held Thursday, June 5, 2014, be received for information.

NEW BUSINESS

Nanoose Bay Activities and Recreation Society, re Modular building – Home for Nanoose Community Services (All Directors – One Vote).

That the Nanoose Bay Activities and Recreation Society be permitted to site a portable on Regional District of Nanaimo leased lands at Lot 2, District Lot 6, Nanoose District Plan 50996 to be used by Nanoose Community Services conditional on the Society attaining the necessary permits from the Regional District of Nanaimo Building Inspection Department.

Island Corridor Foundation Contribution Agreement (All Directors – One Vote).

That the Regional District of Nanaimo request the Island Corridor Foundation to send the financial statements from last year and that they be distributed to the Board by July 15, 2014.

Tourism Vancouver Island, re Request for Funding Contribution (All Directors – One Vote).

That the request for funding from Tourism Vancouver Island be referred to staff to provide options.

7.5 SCHEDULED STANDING, ADVISORY, AND SELECT COMMITTEES

East Wellington and Pleasant Valley Parks and Open Space Advisory Committee.

92-93 **Minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, June 23, 2014 (All Directors – One Vote).**

94-102 **Anders and Dorrit's Community Park Development Report**

That the Regional District proceed with the removal or demolition of the vacant Olsen residence, located in Anders and Dorrit's Community Park, as a first stage of parkland development outlined in Concept Design 1.

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

103-104 **Minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held Wednesday, June 25, 2014** (All Directors – One Vote).

1. *That the Regional District provide funding of \$20,000 annually for four years for a total of \$80,000 to the Lighthouse Community Centre for capital repairs and upgrades.*
2. *That the 2014 funding of \$20,000 for the Lighthouse Community Centre be taken out of Community Works Funds for Electoral Area 'H'.*

Agricultural Advisory Committee

105-106 **Minutes of the Agricultural Advisory Committee meeting held Friday, July 11, 2014** (All Directors – One Vote).

8. ADMINISTRATOR'S REPORTS

107-111 **Gabriola Historical & Museum Society Agreement Renewal** (All Directors – Weighted Vote).

112-116 **Tourism Vancouver Island – Request for Hiking Trails Strategy Phase 1 Funding Contribution** (All Directors – Weighted Vote).

117-290 **Zoning Amendment Applications No. PL2012-096 & PL2012-097 – 3536696 Canada Inc. and bcIMC Realty Corporation – Lakes District & Schooner Cove – Electoral Area 'E' – Phased Development Agreement Authorization Amendment Bylaws 500.384, 500.385, and 500.388 – Adoption** (Electoral Area Directors, except EA 'B' – One Vote).

9. ADDENDUM

10. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

11. NEW BUSINESS

13. IN CAMERA

That pursuant to Sections 90 (1)(e) of the Community Charter the Board proceed to an In Camera meeting for discussions related to the acquisition of land.

14. ADJOURNMENT

From: Ian & Sandy MacDonell
Sent: Tuesday, July 15, 2014 9:56 PM
Subject: RDN Board meeting July 22 2014

Please be advised that I would like to appear as a delegation at the the above mentioned board meeting with a 10 minute time slot.

The subject will be the motion coming forward to release the previously approved funding to the E&N railway.

I will have a short power point of 4-5 pictures to show and the rest will be remarks.

Regards

Ian MacDonell
Deep Bay

REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE REGULAR BOARD MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, JUNE 24, 2014 AT 7:01 PM IN THE
RDN BOARD CHAMBERS

In Attendance:

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 B. Veenhof	Electoral Area H
Director J. de Jong	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director T. Greves	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach

Regrets:

Director G. Anderson	City of Nanaimo
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Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
J. Harrison	Director of Corporate Services
R. Alexander	Gen. Mgr. Regional & Community Services
G. Garbutt	Gen. Mgr. Strategic & Community Development
T. Osborne	Gen. Mgr. Recreation & Parks
D. Trudeau	Gen. Mgr. Transportation & Solid Waste
T. Moore	Mgr. Accounting Services
J. Hill	Mgr. Administrative Services
C. Golding	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order.

DELEGATIONS

Erin Pollock, Nanaimo RCMP Victim Services Program, re 2014 Program Activities.

Sgt. Armstrong thanked the Board for their continued support of the police-based victim services program and provided a brief update regarding the support the program has provided to the community this year.

Lance Nater, re Town of Qualicum Beach RGS amendment application.

Lance Nater shared his concerns with the Board regarding the Qualicum Beach Regional Growth Strategy amendment application proceeding as a minor amendment and that a full Official Community Plan review has not been conducted.

Graham Riches, re Town of Qualicum Beach RGS amendment application.

Graham Riches voiced his concerns regarding the Town of Qualicum Beach Regional Growth Strategy amendment application proceeding as a minor amendment, and stated his view that there are publically unexamined private business interests involved.

Deborah McKinley, re Town of Qualicum Beach RGS amendment application.

Deborah McKinley presented a slide show and expressed her opposition to the Qualicum Beach Regional Growth Strategy amendment application moving forward as a minor amendment as it includes Agricultural Land Reserve land.

Charna Macfie, re Town of Qualicum Beach RGS amendment application.

Charna Macfie stated her opposition to the Qualicum Beach Regional Growth Strategy amendment application and outlined her concerns of the impacts to the community of expanding the growth containment boundary.

Michael Jessen, Representative of Arrowsmith Parks and Land-Use Council, re Town of Qualicum Beach RGS amendment application.

Michael Jessen advised the Board of his opposition to the Qualicum Beach Regional Growth Strategy amendment application as the requirements for a minor amendment have not been met.

Bruce Fleming-Smith, re Town of Qualicum Beach RGS amendment application.

Bruce Fleming-Smith raised his concerns regarding the Qualicum Beach Regional Growth Strategy amendment application and highlighted the environmental impact it could have on the community.

Fox McKinley, re Town of Qualicum Beach RGS amendment application.

Fox McKinley voiced his opposition to the Qualicum Beach Regional Growth Strategy amendment application and shared his concerns regarding the potential impact to the community's water resources.

LATE DELEGATIONS

- 14-433 MOVED Director McPherson, SECONDED Director Young, that late delegations be permitted to address the Board.

CARRIED

Dianne Eddy, re Town of Qualicum Beach RGS Amendment Application, and What it Represents to Other Rural Areas.

Dianne Eddy voiced her opposition to the Qualicum Beach Regional Growth Strategy Amendment application moving forward as a minor amendment as the bylaw is unclear about what qualifies as a minor amendment.

Kevin Monahan, re Town of Qualicum Beach's application for a minor amendment to the Regional Growth Strategy.

Kevin Monahan asked the Board not to proceed with the Qualicum Beach application for a minor amendment to the Regional Growth Strategy and stated that these decisions should be made regionally.

Ian Lindsay, re Town of Qualicum Beach Regional Growth Strategy Amendment Application.

Ian Lindsay shared his concerns with the Board regarding the Town of Qualicum Beach Regional Growth Strategy Amendment Application.

BOARD MINUTES

Minutes of the Regular Board meeting held Tuesday, May 27, 2014.

- 14-434 MOVED Director Holme, SECONDED Director Young, that the minutes of the Regular Board meeting held Tuesday, May 27, 2014, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Coralee Oakes, Minister of Community, Sport and Cultural Development, re Minister's Meetings at UBCM Convention.

- 14-435 MOVED Director McPherson, SECONDED Director Johnstone, that the correspondence from Coralee Oakes, Minister of Community, Sport and Cultural Development, regarding the Minister's meetings at the Union of BC Municipalities Convention, be received.

CARRIED

Correspondence, re Building Code and Community Charter Changes.

- 14-436 MOVED Director McPherson, SECONDED Director Johnstone, that the correspondence regarding building code and *Community Charter* changes, be received.

CARRIED

Graham Riches, re Qualicum Beach RGS Minor Amendment Boundary Change Application.

- 14-437 MOVED Director McPherson, SECONDED Director Johnstone, that the correspondence from Graham Riches regarding the Qualicum Beach Regional Growth Strategy minor amendment boundary change application, be received.

CARRIED

Lance Nater, re Qualicum Beach Amendment Application.

14-438 MOVED Director McPherson, SECONDED Director Johnstone, that the correspondence from Lance Nater regarding the Qualicum Beach Amendment Application, be received.

CARRIED

Petition, re Qualicum Beach Growth Containment Boundary Amendment.

14-439 MOVED Director McPherson, SECONDED Director Johnstone, that the petition regarding the Qualicum Beach Growth Containment Boundary Amendment, be received.

CARRIED

Norm Letnick, Minister of Agriculture, re Seaweed Harvesting.

14-440 MOVED Director McPherson, SECONDED Director Johnstone, that the correspondence from Norm Letnick, Minister of Agriculture, regarding seaweed harvesting, be received.

CARRIED

Jeffrey R. Bird, re Notice of Bylaw Contravention, 1955 Stokes Road, EA 'B'.

14-441 MOVED Director McPherson, SECONDED Director Johnstone, that the correspondence from Jeffrey R. Bird regarding the Notice of Bylaw Contravention at 1955 Stokes Road, Electoral Area 'B', be received.

CARRIED

Ann Zolorycki, Marcel LeBlanc, re Development Permit with Variance Application No. PL2014-047 – Pronger – 6173 Island Highway West, Electoral Area 'H'.

14-442 MOVED Director McPherson, SECONDED Director Johnstone, that the correspondence from Ann Zolorycki and Marcel LeBlanc regarding Development Permit with Variance Application No. PL2014-047 – Pronger – 6173 Island Highway West, Electoral Area 'H', be received.

CARRIED

Bill Woollam, re Impacts of Fracking.

14-443 MOVED Director McPherson, SECONDED Director Johnstone, that the correspondence from Bill Woollam regarding the impacts of fracking, be received.

CARRIED

BRING FORWARD AGENDA ITEM

14-444 MOVED Director Brennan, SECONDED Director Willie, that the Board bring forward the Administrator's Report entitled Request to Amend the Regional Growth Strategy by the Town of Qualicum Beach.

CARRIED

Request to Amend the Regional Growth Strategy by the Town of Qualicum Beach.

14-445 MOVED Director Willie, SECONDED Director Holme, that the request from the Town of Qualicum Beach to amend the Regional Growth Strategy proceed through the process for approving a minor amendment.

DEFEATED

14-446 MOVED Director Brennan, SECONDED Director Lefebvre, that the requested amendment to the Regional Growth Strategy as submitted by the Town of Qualicum Beach proceed through the regular amendment process, and that the Town of Qualicum Beach be advised that staff will have to return to the Board with a consultation plan for that process.

CARRIED

14-447 MOVED Director Veenhof, SECONDED Director Greves, that staff initiate an amendment to Regional Growth Strategy Section 1.5.1 Criteria for Minor Amendments to clarify what types of amendments may be considered through the minor amendment process.

CARRIED

STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES & RECOMMENDATIONS

ELECTORAL AREA PLANNING STANDING COMMITTEE

Minutes of the Electoral Area Planning Committee meeting held Tuesday, June 10, 2014.

14-448 MOVED Director Holme, SECONDED Director Fell, that the minutes of the Electoral Area Planning Committee meeting held Tuesday, June 10, 2014, be received for information.

CARRIED

DEVELOPMENT PERMIT APPLICATIONS

Development Permit Application No. PL2014-038 – 0871870 BC Ltd. Inc. – 2369 Island Highway East, Electoral Area 'E'.

14-449 MOVED Director Holme, SECONDED Director McPherson, that Development Permit Application No. PL2014-038 to permit restoration works within the Watercourse Development Permit Area be approved subject to the conditions outlined in Attachment 2.

CARRIED

DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS

Development Permit with Variance Application No. PL2014-036 – Harris – 2960 Leon Road, Electoral Area 'H'.

14-450 MOVED Director Veenhof, SECONDED Director McPherson, that Development Permit with Variance Application No. PL2014-036 to permit the subdivision of the subject parcel and reduce the setback from a watercourse for the proposed building envelope be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

Development Permit with Variance Application No. PL2014-047 – Pronger – 6173 Island Highway West, Electoral Area 'H'.

Ann Zolorycki spoke in opposition
Marcel LeBlanc spoke in opposition
Garry Bentham, spoke in favor

14-451 MOVED Director Veenhof, SECONDED Director Fell, that Development Permit with Variance Application No. PL2014-047 to permit the demolition of an existing cabin and accessory buildings and construction of a new dwelling unit be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

DEVELOPMENT VARIANCE PERMIT APPLICATION

Development Variance Permit Application No. PL2014-042 – Terry Green – 1559 Sunrise Drive, Electoral Area ‘G’.

- 14-452 MOVED Director Holme, SECONDED Director McPherson, that Development Variance Permit Application No. PL2014-042 to reduce the front lot line setback from 8.0 metres to 2.0 metres to permit the construction of a garage be approved.

CARRIED

COMMITTEE OF THE WHOLE STANDING COMMITTEE

Minutes of the Committee of the Whole meeting held Tuesday, June 10, 2014.

- 14-453 MOVED Director Johnstone, SECONDED Director Brennan, that the minutes of the Committee of the Whole meeting held Tuesday, June 10, 2014, be received for information.

CARRIED

COMMUNICATION/CORRESPONDENCE

Judith Roux, Gabriola Commons Foundation, re Request for Funding Under the Community Works Program.

- 14-454 MOVED Director Holme, SECONDED Director Brennan, that the correspondence from Judith Roux, Gabriola Commons Foundation, regarding the request for funding under the Community Works Program, be received.

CARRIED

Premier Christy Clark, re Preparation for 2014 UBCM Convention.

- 14-455 MOVED Director Holme, SECONDED Director Brennan, that the correspondence from Premier Christy Clark regarding preparations for the 2014 Union of BC Municipalities Convention be received.

CARRIED

Elizabeth Beale and Thomas Harding, re 1955 Stokes Road — Electoral Area 'B' - Building Bylaw Contravention.

- 14-456 MOVED Director Holme, SECONDED Director Brennan, that the correspondence received from Elizabeth Beale and Thomas Harding regarding 1955 Stokes Road – Electoral Area ‘B’ – Building Bylaw Contravention, be received.

CARRIED

John K. Marsh, Town of Qualicum Beach, re Appointment - Alternate to the Regional District of Nanaimo Board.

- 14-457 MOVED Director Holme, SECONDED Director Brennan, that the correspondence received from John K. Marsh, Town of Qualicum Beach, regarding the appointment of an Alternate to the Regional District of Nanaimo Board, be received.

CARRIED

CAO

2014 Service Area Work Plan Project Update.

- 14-458 MOVED Director Holme, SECONDED Director McPherson, that the Board receive the progress report on the 2014 Service Area Work Plan Project Update for the reporting period of January to May, 2014, for information.

CARRIED

FINANCE

2013 Annual Financial Report (Audited Financial Statements), Board and Committee Member Remuneration/Expenses and Statement of Financial Information.

- 14-459 MOVED Director Veenhof, SECONDED Director Houle, that the 2013 Annual Financial Report, Statement of Board and Committee Members Expenses and Remuneration and the Statement of Financial Information be received and approved as presented.

CARRIED

2014 Gas Tax Transfer and Community Works Fund Program Update.

- 14-460 MOVED Director Veenhof, SECONDED Director Lefebvre, that the report on the renewed Gas Tax Funding Program be received for information.

CARRIED

- 14-461 MOVED Director Veenhof, SECONDED Director Lefebvre, that the 2014 Community Works Funds program attached as Schedules A and B be approved and that staff be authorized to continue work on the projects as needed.

CARRIED

- 14-462 MOVED Director Veenhof, SECONDED Director Lefebvre, that the report on the use of Community Works Funds in 2013 be received for information.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

Capacity Building to End Homelessness Reserve Fund – People for a Healthy Community – Homelessness Survey.

- 14-463 MOVED Director Holme, SECONDED Director Ruttan, that the Regional District of Nanaimo Board allocate \$5,000 from the reserve fund to the People for a Healthy Community (PHC) to conduct a homelessness survey that will be used to ensure that PHC programs are designed to meet the needs of those at risk of or experiencing homelessness on Gabriola Island.

CARRIED

Options to Influence Seaweed Harvesting in Electoral Area 'H'.

- 14-464 MOVED Director Veenhof, SECONDED Director Lefebvre, that the Board receive the staff report for information.

CARRIED

- 14-465 MOVED Director Veenhof, SECONDED Director Lefebvre, that staff arrange a meeting with all agencies that are involved in the process of approving Seaweed Harvesting licenses. Additionally and concurrently, staff is to pursue further action on a notation of interest on the foreshore from Deep Bay Spit to Qualicum Bay and a Crown Lease application.

CARRIED

BUILDING, BYLAW & EMERGENCY PLANNING SERVICES

2220 Quail Grove Place – Electoral Area ‘A’ – Unsightly Premises.

- 14-466 MOVED Director McPherson, SECONDED Director Brennan, that the Board, pursuant to Unsightly Premises Regulatory Bylaw No. 1073, 1996, directs the owner of Lot H Section 15 Range 1 Cedar District Plan VIP66841, Except Part In Plan VIP71318 (2220 Quail Grove Place) to remove the accumulation of derelict vehicles, temporary structures, tires, vehicle parts and assorted discarded and disused material from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo's agents at the Owner's cost.

CARRIED

1955 Stokes Rd – Electoral Area ‘B’ – Building Bylaw Contravention.

- 14-467 MOVED Director Houle, SECONDED Director Veenhof, that staff be directed to register a Notice of Bylaw Contravention on the title of Lot 24, Section 3, Gabriola Island, Nanaimo District, Plan 23476 (1955 Stokes Road) pursuant to Section 57 of the *Community Charter* and take further enforcement action as may be necessary to ensure the property is in compliance with Regional District of Nanaimo regulations.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER SERVICES

Nanaimo Community Gardens Society Agreement – Greater Nanaimo Pollution Control Centre Greenhouses.

- 14-468 MOVED Director Brennan, SECONDED Director de Jong, that the Board approve the amendment to the current agreement with the Nanaimo Community Gardens Society for the use of the greenhouses at Greater Nanaimo Pollution Control Centre for an additional 1 year, from September 1, 2014 to August 31, 2015.

CARRIED

TRANSPORTATION AND SOLID WASTE SERVICES

SOLID WASTE SERVICES

The RDN's Solid Waste Management Plan – Stage 2 & 3 Committee Structure.

- 14-469 MOVED Director Holme, SECONDED Director Lefebvre, that the Board amend the current Regional Solid Waste Advisory Committee terms of reference to provide more community representation and adopt the Terms of Reference set out in Appendix 1.

CARRIED

- 14-470 MOVED Director Holme, SECONDED Director Lefebvre, that the Board approve a Select Committee be formed to be a liaison between the Regional Solid Waste Advisory Committee and the Regional Board on Solid Waste Management Plan update and adopt the Terms of Reference set out in Appendix 2.

CARRIED

14-471 MOVED Director Holme, SECONDED Director Lefebvre, that the Board advise staff to request approval from the Ministry of Environment Manager for a single public and technical advisory committee.

CARRIED

14-472 MOVED Director Holme, SECONDED Director Lefebvre, that the Board direct staff to advertise for membership in the Regional Solid Waste Advisory Committee.

CARRIED

ADVISORY AND SELECT COMMITTEE AND COMMISSION

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

Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Monday, March 17, 2014.

14-473 MOVED Director Fell, SECONDED Director McPherson, that the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Monday, March 17, 2014, be received for information.

CARRIED

Errington Trails.

14-474 MOVED Director Fell, SECONDED Director McPherson, that the Regional District support the Silver Spur Riding Club and Central Island Back Country Horsemen in their application under Section 57 of the *Forest and Range Practices Act* to maintain the unmanaged trail system on the Crown Land adjacent to Little Mountain, Errington.

CARRIED

District 69 Recreation Commission.

Minutes of the District 69 Recreation Commission Meeting held Thursday, May 15, 2014.

14-475 MOVED Director Veenhof, SECONDED Director Willie, that the minutes of the District 69 Recreation Commission meeting held Thursday, May 15, 2014, be received for information.

CARRIED

Grant Approvals.

14-476 MOVED Director Veenhof, SECONDED Director Lefebvre, that the following District 69 Youth Recreation Grant applications be approved:

Arrowsmith Community Recreation Association – sports programs	\$800
Bard to Broadway Theatre Society – summer youth theatre workshop	\$1,000
Bard to Broadway Theatre Society – performing arts education series	\$1,500
Errington War Memorial Hall Association – youth engagement music program	\$1,000
Ravensong Aquatic Club – visual aids and pace clock repair	\$1,000

CARRIED

14-477 MOVED Director Veenhof, SECONDED Director Lefebvre, that the following District 69 Community Recreation Grant applications be approved:

Arrowsmith Agricultural Association - electrical service to outdoor stage	\$2,000
Arrowsmith Community Recreation Association - Coombs Candy Walk	\$1,500
Bow Horne Bay Community Club - Lighthouse Country Fair	\$2,500
Corcan Meadowood Residents Association - Canada and Park Opening and Halloween events	\$1,500
Harmony Band (formerly Jugmentals Jug Band)	\$850
Parksville Golden Oldies Sports Association - Active Aging Week	\$2,495
Parksville Lawn Bowling Club - National Championships	\$750
Vancouver Island Opera	\$1,200

CARRIED

Corporate and Group Recreation Facility Pass Program Report.

14-478 MOVED Director Veenhof, SECONDED Director Lefebvre, that a Corporate and Group Recreation Facility Pass be established for Oceanside Place and Ravensong Aquatic Centre in which a 15% discount is made available to nonprofit organizations and business within District 69 of the Regional District of Nanaimo when purchasing at one time ten or more annual adult membership passes.

CARRIED

14-479 MOVED Director Veenhof, SECONDED Director Lefebvre, that the Corporate and Group Recreation Facility Pass Program be offered as a trial program for a two year period.

CARRIED

Grade Five Active Pass and Grade Six Activity Card Programs Report.

14-480 MOVED Director Veenhof, SECONDED Director Lefebvre, that staff implement a Grade Five Active Pass program which provides free unlimited access to youth in grade five who reside or attend school in District 69 of the Regional District of Nanaimo, to attend public sessions at Ravensong Aquatic Centre and Oceanside Place, from September 1 to August 31 of each year.

CARRIED

14-481 MOVED Director Veenhof, SECONDED Director Lefebvre, that staff implement a Grade Six Activity Card program which provides a free 10 visit pass to youth in grade six who reside or attend school in District 69 of the Regional District of Nanaimo, to attend public sessions at Ravensong Aquatic Centre and Oceanside Place, from September 1 to August 31 of each year.

CARRIED

School District 69 Closures - Programming Use.

14-482 MOVED Director Holme, SECONDED Director Johnstone, that staff proceed to meet and review facility use partnership opportunities with School District 69 (Qualicum) for the schools that are slated for closure in September 2014 and report back to the District 69 Recreation Commission and Board.

CARRIED

Agricultural Advisory Committee.

Minutes of the Agricultural Advisory Committee Meeting held Friday, May 23, 2014.

- 14-483 MOVED Director Johnstone, SECONDED Director Fell, that the minutes of the Agricultural Advisory Committee meeting held Friday, May 23, 2014, be received for information.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Gabriola Commons Foundation.

- 14-484 MOVED Director Houle, SECONDED Director Greves, that staff be directed to review the application for project and recipient eligibility under the Community Works Fund program of the Gas Tax Transfer Agreement and that staff be directed to prepare an agreement with the Gabriola Commons Foundation to transfer Community Works funds if the applicant and project meet eligibility criteria under the Gas Tax Transfer Agreement.

CARRIED

NEW BUSINESS

RDN Strategic Planning Process.

- 14-485 MOVED Director Veenhof, SECONDED Director Fell, that staff be directed to re-evaluate Regional District of Nanaimo strategic planning processes so as to create a plan that is updated annually, is a living document (lives beyond the election), is adaptable to change and responds to the needs of Regional District of Nanaimo constituents.

CARRIED

Referendum – District 69 Service Area.

- 14-486 MOVED Director Veenhof, SECONDED Director Lefebvre, that staff be directed to prepare a report for the Board that examines holding a referendum during the next election to create a District 69 service area that supports minor funding for serious social issues.

CARRIED

SCHEDULED STANDING, ADVISORY, AND SELECT COMMITTEES

East Wellington and Pleasant Valley Parks and Open Space Advisory Committee.

Minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, May 12, 2014.

- 14-487 MOVED Director Young, SECONDED Director Kipp, that the minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, May 12, 2014, be received for information.

CARRIED

Regional Parks and Trails Select Committee.

Minutes of the Regional Parks and Trails Select Committee meeting held Wednesday, June 11, 2014.

- 14-488 MOVED Director Brennan, SECONDED Director Ruttan, that the minutes of the Regional Parks and Trails Select Committee meeting held Wednesday, June 11, 2014, be received for information.

CARRIED

Nanaimo Region Trail Partnership Funding Agreement Report.

- 14-489 MOVED Director Brennan, SECONDED Director Johnstone, that the Funding Agreement with the Nanaimo Region Rail Trail Partnership be approved as presented in Appendix I. CARRIED

Application for E&N Rail Trail Reserve Funding – City of Nanaimo.

- 14-490 MOVED Director Brennan, SECONDED Director Ruttan, that the Regional District of Nanaimo partner on the City of Nanaimo's Downtown to Seventh Street E&N Rail Trail Project by allocating in 2014 \$150,000 from the Regional Parks and Trails Acquisition and Capital Budget - E & N Municipal Rail Trail Reserve as a contribution for detailed design costs and \$150,000 in 2015 as a contribution for construction costs. CARRIED

Sustainability Select Committee.

Minutes of the Sustainability Select Committee meeting held Thursday, June 12, 2014.

- 14-491 MOVED Director Willie, SECONDED Director Young, that the minutes of the Sustainability Select Committee meeting held Thursday, June 12, 2014, be received for information. CARRIED

Carbon Neutral Operations – 2013.

- 14-492 MOVED Director Veenhof, SECONDED Director Young, that the report be received for information purposes only. CARRIED

Additional Funding for RDN Woodstove Exchange Program.

- 14-493 MOVED Director Veenhof, SECONDED Director Houle, that the Sustainability Select Committee recommend the Board release up to \$20,000 from the Regional Sustainability Initiatives Reserve Fund to support the Regional District of Nanaimo Woodstove Exchange Program in 2014. CARRIED

Green Building Outreach Strategy and Implementation Plan.

- 14-494 MOVED Director Veenhof, SECONDED Director Greves, that the Sustainability Select Committee endorse the 2014 – 2015 Green Building Outreach Strategy and Implementation Plan. CARRIED

2014 Green Building Series.

- 14-495 MOVED Director Veenhof, SECONDED Director Lefebvre, that the report be received for information purposes only. CARRIED

Update on Overcoming Barriers to Green Buildings.

- 14-496 MOVED Director Johnstone, SECONDED Director Veenhof, that the report be received for information purposes only. CARRIED

Minutes of the District 69 Recreation Commission Meeting held Thursday, June 19, 2014.

- 14-497 MOVED Director Veenhof, SECONDED Director Lefebvre, that the minutes of the District 69 Recreation Commission meeting held Thursday, June 19, 2014, be received for information.
CARRIED

Parkville Curling Club Viability Under Reduced Tax Exemption.

- 14-498 MOVED Director Holme, SECONDED Director Lefebvre, that the Regional District request the City of Parkville to grant 100% tax exemption status for the land and building leased by the Parkville Curling Club Society excluding the commercial area of the building (licensed lounge) in the calculation of taxation assessment.
DEFEATED

- 14-499 MOVED Director Holme, SECONDED Director Fell, that the Regional District commission an independent building assessment of the District 69 Arena with up to \$15,000 through the Corporate Climate Action Fund (CCAF) to confirm the current level of performance, integrity and life expectancy of the structure and major operating systems to use in long term management of the asset.
CARRIED

District 69 Fees and Charges Report - Bylaw 1701, 1704, 1705.

- 14-500 MOVED Director Willie, SECONDED Director Holme, that the "District 69 Recreation Services Fees and Charges Bylaw No. 1701, 2014" be introduced and read three times.
CARRIED
- 14-501 MOVED Director Willie, SECONDED Director Lefebvre, that the "District 69 Recreation Services Fees and Charges Bylaw No. 1701, 2014" be adopted.
CARRIED
- 14-502 MOVED Director Willie, SECONDED Director Lefebvre, that the "District 69 Arena Services Fees and Charges Bylaw No. 1704, 2014" be introduced and read three times.
CARRIED
- 14-503 MOVED Director Willie, SECONDED Director Holme, that the "District 69 Arena Services Fees and Charges Bylaw No. 1704, 2014" be adopted.
CARRIED
- 14-504 MOVED Director Willie, SECONDED Director Holme, that the "District 69 Aquatic Services Fees and Charges Bylaw No. 1705, 2014" be introduced and read three times.
CARRIED
- 14-505 MOVED Director Willie, SECONDED Director Holme, that the "District 69 Aquatic Services Fees and Charges Bylaw No. 1705, 2014" be adopted.
CARRIED

ADMINISTRATOR'S REPORTS

Appointment of Animal Control Officer – Tamara Hannah Jacobs.

- 14-506 MOVED Director Brennan, SECONDED Director de Jong, that Tamara Hannah Jacobs of Coastal Animal Services of BC Limited be appointed as a Bylaw Enforcement Officer for the specific purpose of enforcing Regional District of Nanaimo Animal Control and Licensing bylaws.
- CARRIED

Bylaws 889.67 and 1021.10 – Inclusion of Lot 5, DL22, Nanoose Land District, Plan 10012 into the Pacific Shores Service, Electoral Area 'E' (1544 Terrien Road, J. Hunter).

- 14-507 MOVED Director Holme, SECONDED Director Fell, that "Pacific Shores Sewer Local Service Area Boundary Amendment Bylaw No. 1021.10, 2014" be introduced and read three times.
- CARRIED

- 14-508 MOVED Director Holme, SECONDED Director Johnstone, that "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.67, 2014" be introduced and read three times.
- CARRIED

Yellow Point Aquifer Protection DPA Amendment – Bylaw 1620.02, 2014 Adoption.

- 14-509 MOVED Director McPherson, SECONDED Director Young, that "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.02, 2014", be adopted.
- CARRIED

Community Works Fund Agreement 2014-2024.

- 14-510 MOVED Director Houle, SECONDED Director Ruttan, that the Chairperson and Corporate Officer be authorized to execute the Community Works Fund Agreement 2014-2024 as shown in Attachment 1 to participate in the expanded Community Works Fund Program.
- CARRIED

IN CAMERA

- 14-511 MOVED Director Holme, SECONDED Director Brennan, that pursuant to Sections 90 (1)(e) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to the acquisition of land.
- CARRIED

TIME: 9:12 PM

ADJOURNMENT

- MOVED Director Veenhof, SECONDED Director Holme, that this meeting terminate.
- CARRIED

TIME: 9:28 PM

CHAIRPERSON

CORPORATE OFFICER



Southern Railway of
Vancouver Island Limited (250) 521-1966
2102 River Drive (250) 526-0914 fax
New Westminster, B.C. www.sviraillink.com
Canada V3M 6S3

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

16 July 2014

Attention: **Paul Thorkelsson**
Chief Administrative Officer

Dear Paul:

Subject: VIA Rail Train Service Agreement / Railway Infrastructure Upgrade

It is my understanding that, at an RDN Committee of the Whole meeting on 9 July 2014, a motion amendment was put forward making the funding arrangements subject to confirmation from VIA Rail that, "the scope of repairs will meet VIA Rail's safety requirements to return train service".

I must point out that the subject amendment does not reflect proper protocol with regard to VIA Rail's role as a passenger rail operator on a railway that it does not own. In other words, VIA Rail will not pre-approve a scope of work. VIA Rail's policy is to defer to the applicable railway owner and safety regulator regarding such decisions. Once the owner completes the scope of the work, the safety regulator will review the railway infrastructure improvements and determine whether the railway is compliant with track safety rules and regulations. Following the regulators review, VIA Rail will then conduct their own review to ensure the railway is safe for passenger service.

Due to the fact that VIA Rail is federally regulated, the operation of the passenger rail service is regulated by Transport Canada. As a BC provincial railway, the appropriate safety regulator with regard to the railway infrastructure is the British Columbia Safety Authority (BCSA). Note that, with regard to track safety standards, BCSA has adopted federal railway safety regulations (Transport Canada "Rules Respecting Track Safety"). For your reference, I attach a copy of a letter from the BCSA detailing the results of its review of the railway upgrade plan. Rest assured that we are committed to continue to work closely with the BCSA (as stated in the letter) in order to assure that all applicable safety requirements are exceeded for safe return of passenger train service to Vancouver Island. I emphasize that the provisions of the railway upgrade plan significantly exceed the applicable minimum regulatory requirements.

In addition, as you are aware, the track infrastructure improvement funding is a joint provincial and federal government commitment. We have been working with government officials in preparing our final submission. We expect that the process will proceed as follows:

1. Final submission of the Initial Railway Upgrade Plan (the "Upgrade Plan") and the Reinstatement and Long Term Viability Operational Plan (the "Long Term Plan") to the provincial and federal governments;
2. Review and vetting of both plans, in consultation with the BCSA, against the goal of safe reinstatement of the passenger service to be sustained for a minimum of 10 years;

VIA Rail Train Service Agreement / Railway Infrastructure Upgrades
Regional District of Nanaimo
Attention: Paul Thorkelsson
16 July 2014

Page 1 of 2

3. Approval of the Upgrade Plan and Long Term Plan by the provincial and federal governments and execution of the necessary funding agreements;
4. Engagement of a bridge engineering consultant to review the BC MoTI Bridge Inspection and Assessment report (completed in 2012) and produce a scope of work for the required bridge work;
5. Tendering of the bridge and track upgrade work;
6. Assessment of the tenders received against the total budget for all the work;
7. Awarding of the bridge and track improvement contracts only if successful tenders are within the individual funding budget limits for each component of the work;
8. Completion of all necessary infrastructure upgrade work in consultation with the BCSA; and
9. Commencement of passenger rail operations for each completed phase of the project subject to final inspection, to include VIA Rail and the BCSA.

Many hours of work on the part of bridge and railway engineering professionals have gone into this plan. I trust this provides the Regional District of Nanaimo the necessary reassurance that the proposed process will:

- A. Accomplish the desired goal (reinstatement of passenger rail to be sustained for a minimum period of 10 years); and
- B. Result in completion of all necessary bridge and track upgrade work within the respective funding limits.

Please feel free to contact me should you require any further clarification.

Yours truly,



Frank J. Butzelaar
President
Ph. 604-527-6353
E-mail: fbutzelaar@sryraillink.com

Cc Graham Bruce, CEO, Island Corridor Foundation



April 11, 2012

Don McGregor,
Project Manager-Railway Infrastructure Improvement
Southern Railway of Vancouver Island Limited
PO Box 581, 7 Port Way
Nanaimo, B.C. V9R 5L3

Re: Vancouver Island Rail Corridor (VIRC): Initial Railway Corridor Upgrade Plan

Don,

This is to advise that the BCSA Railway Safety Program has reviewed the *DRAFT* Vancouver Island Rail Corridor (VIRC) *Initial Railway Corridor Upgrade Plan* and its associated documents which are dated March 9th, 2012.

The *Initial Railway Corridor Upgrade Plan* and the letter of added assurance submitted by your railway's Chief Engineer Gary Smith provides the BCSA with a level of confidence that if the plan is executed as designed; the railway will meet or exceed the minimum standards under the adopted regulation for *Rules Respecting Track Safety*.

During the implementation phase of this project, the BCSA will audit the work being performed against the plan and will reserve final judgement when upgrade works are completed.

If there is anything else that you would like to discuss regarding this matter, please feel free to contact me.

Regards,

Eric Samuelson
Provincial Railway Safety Manager
British Columbia Safety Authority
Office: 778-396-2069
Cell: 604-209-9215

cc. Tom Green
Registrar of Railway Safety – Ministry of Transportation and Infrastructure

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1021.10

**A BYLAW TO AMEND THE PACIFIC SHORES
SEWERAGE FACILITIES LOCAL SERVICE AREA
ESTABLISHMENT BYLAW NO. 1021**

WHEREAS "Pacific Shores Sewer Local Service Area Establishment Bylaw No. 1021, 1996" establishes the Pacific Shores Sewer Local Service Area;

AND WHEREAS the Board has been petitioned to extend the boundary of the local service area to include the property shown outlined in black on Schedule 'B' of this bylaw and legally described as:

- Lot 5, District Lot 22, Nanoose Land District, Plan 10012;

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

1. The boundaries of the Pacific Shores Sewer Local Service Area, established by Bylaw No. 1021, are hereby amended to include the property shown outlined on Schedule 'B' attached hereto and forming part of this bylaw.
2. Schedule 'A' of Bylaw No. 1021 is hereby deleted and replaced with the Schedule 'A' attached to and forming part of this bylaw.
3. This bylaw may be cited for all purposes as "Pacific Shores Sewer Local Service Area Boundary Amendment Bylaw No. 1021.10, 2014".

Introduced and read three times this 24th day of June, 2014.

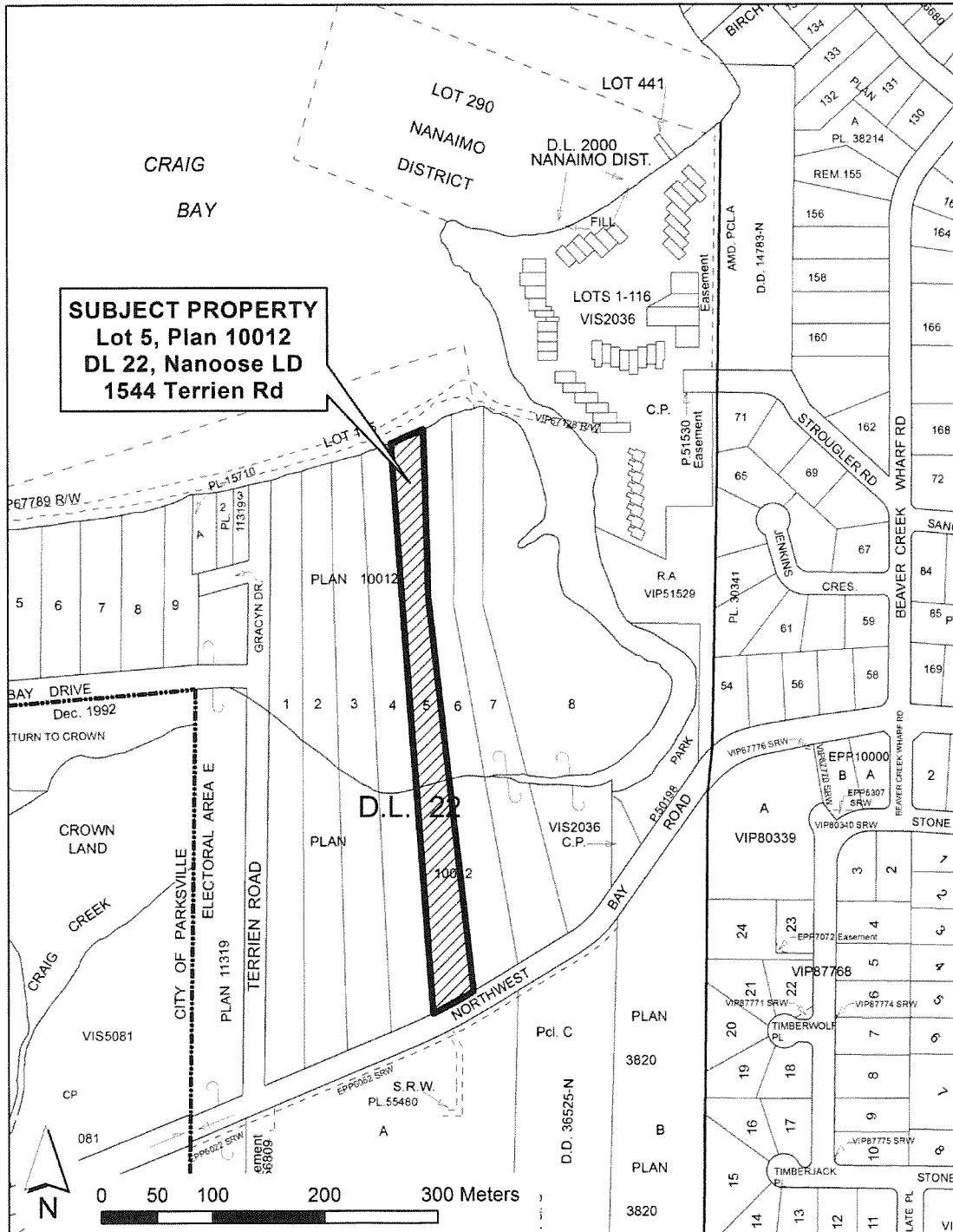
Adopted this ____ day of _____, 2014.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.67

A BYLAW TO AMEND THE BOUNDARIES OF THE
NORTHERN COMMUNITY SEWER SERVICE

WHEREAS the Regional District of Nanaimo established the Northern Community Sewer Service pursuant to Bylaw No. 889, cited as “Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993”;

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owner to extend the boundaries of the benefitting area of the service area to include the land shown outlined in black on Schedule ‘B’ of this bylaw and legally described as:

- Lot 5, District Lot 22, Nanoose Land District, Plan 10012;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with section 802 of the *Local Government Act*;

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

1. Amendment

“Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993” is amended as follows:

- (1) By amending Schedule ‘C’ of Bylaw No. 889 (Benefitting Areas) to *add* the land outlined in black on Schedule ‘B’ of this bylaw; and
- (2) By amending Schedule ‘D’ of Bylaw No. 889 (Non-Benefititing Areas) to *remove* the land outlined in black on Schedule ‘B’ of this bylaw.

2. Citation

This bylaw may be cited as “Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.67, 2014”.

Introduced and read three times this 24th day of June, 2014.

Adopted this ____ day of _____, 2014.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, JULY 8, 2014 AT 6:30 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

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 B. Veenhof	Electoral Area H

Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
J. Harrison	Director of Corporate Services
D. Trudeau	Gen. Mgr. Transportation & Solid Waste
T. Armet	Mgr. Building, Bylaw & Emergency Planning Services
J. Holm	Mgr. Current Planning
J. Hill	Mgr. Administrative Services
C. Golding	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order.

ELECTORAL AREA PLANNING COMMITTEE MINUTES

Minutes of the regular Electoral Area Planning Committee meeting held Tuesday, June 10, 2014.

MOVED Director Stanhope, SECONDED Director Young, that the minutes of the Electoral Area Planning Committee meeting held Tuesday, June 10, 2014, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Dan Cullon, re Zoning Amendment Application No. PL2014-028 – Bylaw 500.393 – Steve Atkinson/Steed – 3119 Jameson Road, Electoral Area ‘C’.

MOVED Director Stanhope, SECONDED Director Fell, that the correspondence from Dan Cullon, regarding Zoning Amendment Application No. PL2014-028 – Bylaw 500.393 – Steve Atkinson/Steed – 3119 Jameson Road, Electoral Area ‘C’, be received.

CARRIED

Rob Williams, French Creek Residents’ Association, re Zoning Amendment Application No. PL2014-034 – Bylaw No. 500.394 – Fern Road Consulting Ltd. – 1032 Lowry’s Road, Electoral Area ‘G’.

MOVED Director Stanhope, SECONDED Director Fell, that the correspondence from Rob Williams, French Creek Residents’ Association, regarding Zoning Amendment Application No. PL2014-034 – Bylaw No. 500.394 – Fern Road Consulting Ltd. – 1032 Lowry’s Road, Electoral Area ‘G’, be received.

CARRIED

DEVELOPMENT PERMITS

Development Permit Application No. PL2014-039 – Robinson/Bauer – 1559 Stone Lake Drive, Electoral Area ‘E’.

MOVED Director Stanhope, SECONDED Director McPherson, that Development Permit Application No. PL2014-039 to address the construction of a stepped retaining wall and associated remediation works within the Watercourse Protection Development Permit Area be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

Development Permit Application No. PL2014-048 – Barry O’Neill – 1965 Walsh Road, Electoral Area ‘A’.

MOVED Director McPherson, SECONDED Director Young, that Development Permit Application No. PL2014-048 to permit a proposed subdivision in the Nanaimo River Floodplain and the Watercourse and Fish Habitat Protection Development Permit Areas be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS

Development Permit with Variance Application No. PL2014-022 – Herold Engineering Ltd. – 1475 Island Highway East, Electoral Area ‘E’.

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. PL2014-022 to permit a proposed industrial building addition and related site improvements be approved subject to the conditions outlined in Attachments 2 to 5.

CARRIED

Development Permit with Variance Application No. PL2014-040 – Fern Road Consulting Ltd. – Flamingo Drive, Electoral Area ‘G’.

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

CARRIED

MOVED Director Stanhope, SECONDED Director Fell, that Development Permit with Variance Application No. PL2014-040 to permit the construction of a dwelling unit be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

Development Permit with Variance Application No. PL2014-061 – Sepos / Fern Road Consulting Ltd. – 1070 Price Road, Electoral Area ‘F’.

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

CARRIED

MOVED Director Fell, SECONDED Director McPherson, that Development Permit with Variance Application No. PL2014-061 be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Development Variance Permit Application No. PL2014-052 DeClark – 2181 Addison Way, Electoral Area ‘A’.

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

CARRIED

MOVED Director McPherson, SECONDED Director Young, that Development Variance Permit Application No. PL2014-052 to reduce the minimum setback requirement from the eastern lot line from 8.0 metres to 3.7 metres be approved subject to the conditions outlined in Attachments 2 to 3.

CARRIED

Development Variance Permit Application No. PL2014-055 – J.E. Anderson & Associates – 1634 Brunt Road, Electoral Area ‘E’.

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

CARRIED

MOVED Director Stanhope, SECONDED Director Veenhof, that Development Variance Permit No. PL2014-055 to legalize the siting of an existing dwelling unit, deck, stairs and two concrete walls be approved subject to the conditions outlined in Attachments 2 to 5.

CARRIED

ZONING AMENDMENT APPLICATION

Zoning Amendment Application No. PL2014-028 – Bylaw No. 500.393 – Steve Atkinson/Steed – 3119 Jameson Road, Electoral Area ‘C’.

MOVED Director Young, SECONDED Director Stanhope that late delegations be permitted to address the Committee.

CARRIED

Mr. Atkinson spoke in support of the zoning amendment process in regard to Zoning Amendment Application No. PL2014-028 – Bylaw No. 500.393 and requested that the Regional District of Nanaimo not attach the proposed conditions as outlined in the report to this application.

MOVED Director Young, SECONDED Director Stanhope, that the Summary of the Public Information Meeting held on June 11, 2014, be received.

CARRIED

MOVED Director Young, SECONDED Director Stanhope, that the conditions set out in Attachment 2 of the staff report be completed prior to Bylaw No. 500.393 being considered for adoption.

CARRIED

MOVED Director Young, SECONDED Director Stanhope, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.393, 2014", be introduced and read two times.

CARRIED

MOVED Director Young, SECONDED Director Stanhope, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.393, 2014", be chaired by Director Young or her alternate.

CARRIED

Zoning Amendment Application No. PL2014-034 – Bylaw No. 500.394 – Fern Road Consulting Ltd. – 1032 Lowry’s Road, Electoral Area ‘G’.

MOVED Director Stanhope, SECONDED Director Veenhof, that the Summary of the Public Information Meeting held on June 25, 2014, be received.

CARRIED

MOVED Director Stanhope, SECONDED Director Veenhof, that the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 500.394 being considered for adoption.

CARRIED

MOVED Director Stanhope, SECONDED Director Veenhof, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.394, 2014", be introduced and read two times.

CARRIED

MOVED Director Stanhope, SECONDED Director Veenhof, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.394, 2014", be chaired by Director Stanhope or his alternate.

CARRIED

MOVED Director Stanhope, SECONDED Director Veenhof, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.394, 2014", be scheduled following written confirmation from EPCOR that it can provide sufficient water to service the proposed development.

CARRIED

MOVED Director Stanhope, SECONDED Director Veenhof, that the applicant provide a concept design of a fence, landscaping and tree retention, where feasible, along the rear lot line of the lot proposed to back onto Lowry's Road and the re-named Robertson Boulevard prior to staff scheduling a Public Hearing.

CARRIED

Zoning Amendment Application No. PL2013-062 – Bylaw No. 500.392 - Keith Brown Associates Ltd. - 1868 Fielding Road, Electoral Area 'A'.

MOVED Director McPherson, SECONDED Director Young, that the Summary of the Public Information Meeting held on April 28, 2014, be received.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that the conditions set out in Attachment 2 of the staff report be completed prior to Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.392, 2014, being considered for adoption.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.392, 2014", be introduced and read two times.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.392, 2014", be chaired by Director McPherson or his alternate.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 6:56 PM

CHAIRPERSON

CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.393**

**A Bylaw to Amend Regional District of Nanaimo
Land Use and Subdivision Bylaw No. 500, 1987**

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.393, 2014”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:

By rezoning the lands as shown on the attached Schedule ‘1’ and legally described as:

Lot 5, Sections 12 and 13, Range 3, Mountain District, Plan VIP30398

from Rural 1 Zone, Subdivision District ‘D’ to Rural 1 Zone, Subdivision District ‘F’.

Introduced and read two times this 8th day of July, 2014.

Public Hearing held this ___ day of _____ 20__.

Read a third time this ___ day of _____ 20__.

Adopted this ___ day of _____ 20__.

Chairperson

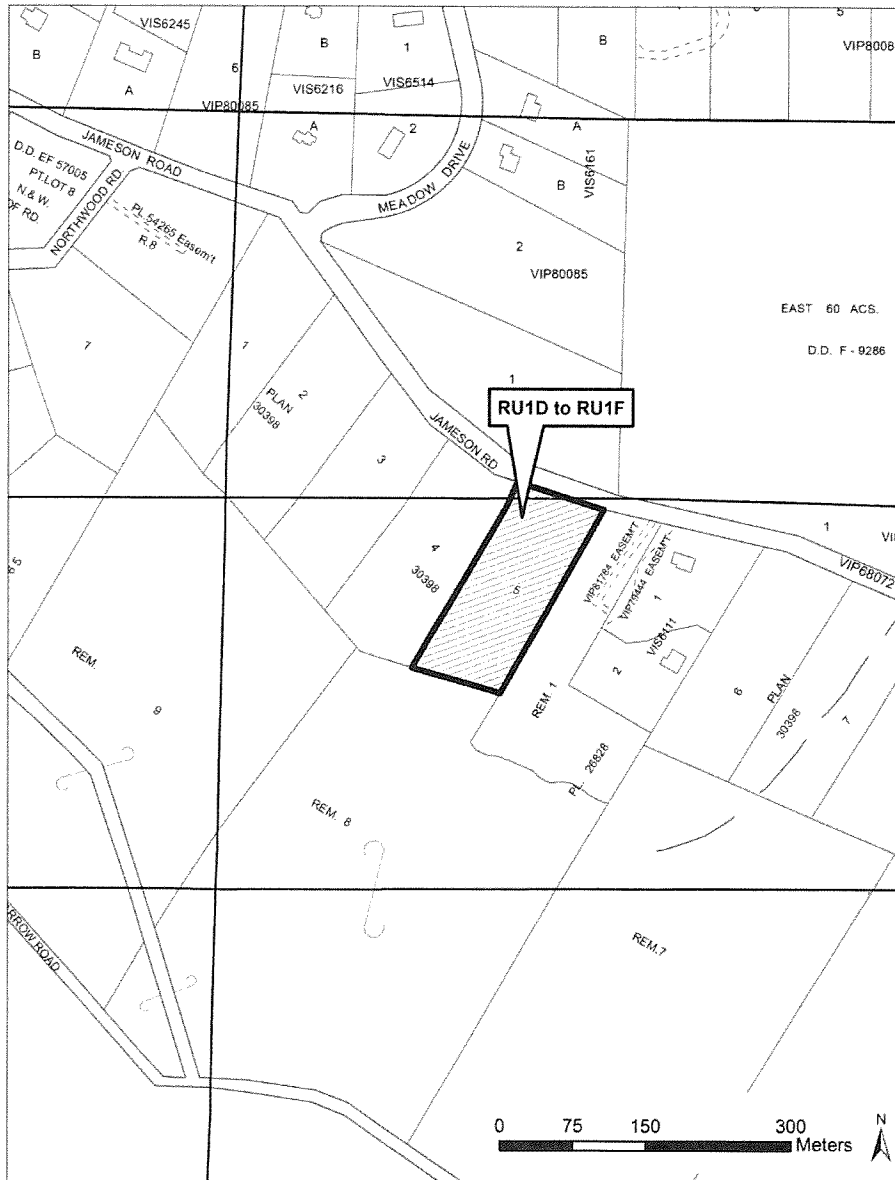
Corporate Officer

Schedule '2' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.393, 2014"

Chairperson

Corporate Officer

Schedule '2'



**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.394**

**A Bylaw to Amend Regional District of Nanaimo
Land Use and Subdivision Bylaw No. 500, 1987**

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

A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.394, 2014”.

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

1. Under **PART 3 LAND USE REGULATIONS, Section 3.3.16 a)** by inserting “RS1.2,” after “RS1.1,”.

2. Under **PART 3 LAND USE REGULATIONS, Section 3.1 Zones** by adding the following zoning classification and corresponding short title after Residential 1.1 Zone:

Residential 1.2 Zone	RS1.2
----------------------	-------

3. By adding Section 3.4.61.3 Residential 1.2 Zone

as shown on Schedule ‘1’ which is attached to and forms part of this Bylaw.

4. By rezoning the lands shown on the attached Schedule ‘2’ and legally described as:

Lot 3, District Lot 81, Nanoose District, Plan 1799 and the part of road shown on Plan 1799
from Rural 1 (RU1), Subdivision District ‘F’ to Residential 1.2, Subdivision District ‘T’

5. **PART 4 SUBDIVISION REGULATIONS, SCHEDULE '4B' Subdivision Districts – Minimum Parcel Sizes** is hereby amended by inserting the following row in the table, below Subdivision District "S" and above Subdivision District "V":

T	600 m ²	No further subdivision
---	--------------------	------------------------

Introduced and read two times this 8th day of July, 2014.

Public Hearing held this ___ day of _____ 20__.

Read a third time this ___ day of _____ 20__.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this ___ day of _____ 20__.

Adopted this ___ day of _____ 20__.

Chairperson

Corporate Officer

Schedule '1' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.394, 2014".

Chairperson

Corporate Officer

Schedule '1'

Section 3.4.61.3

RESIDENTIAL 1.2

RS1.2

Permitted Uses and Minimum Site Area

Permitted Uses

- a) Home Based Business
- b) Residential Use
- c) Secondary Suite

Maximum Number and Size of Buildings and Structures

Accessory buildings	Combined floor area of 100 m ² or 8% of area of parcel whichever is greater, but shall not exceed 250 m ² .
Accessory building height	6.0 m
Dwelling units/parcel	1
Dwelling unit height	8.0 m
Parcel coverage	45%

Minimum Setback Requirements

Front lot line	5.0 m
	6.0 m to any garage door or carport entrance way facing a highway
Interior side lot line	1.5 m
Rear lot line	2.0 m
Other lot lines	5.0 m

Except where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3.8 shall apply.

No setback from an interior or rear lot line shall be required for one accessory building not exceeding a floor area of 10 m² and with a maximum height of 3.0 metres.

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.392**

**A Bylaw to Amend Regional District of Nanaimo
Land Use and Subdivision Bylaw No. 500, 1987**

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.392, 2014”.
- B. “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:

1. Under **PART 3 LAND USE REGULATIONS, Section 3.1 Zones** by adding the following zoning classification and corresponding short title after CD43:

Fielding Road Light Industrial

Comprehensive Development Zone 49 (CD49)

2. By adding Section 3.4.149 (CD49) as shown on Schedule ‘1’ which is attached to and forms part of this Bylaw.
3. By rezoning the lands shown on the attached Schedule ‘2’ and legally described as

Parcel A (DD EW109567) of Lot 1 Section 14 Range 6 Cranberry District Plan 7832

from Residential 2 Zone (RS2), Subdivision District ‘F’ to Fielding Road Light Industrial Comprehensive Development Zone 49 (CD49), Subdivision District ‘F’.

Introduced and read two times this ___ day of _____ 2014.

Public Hearing held this ___ day of _____ 20__.

Read a third time this ___ day of _____ 20__.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this ___ day of _____ 20__.

Adopted this ___ day of _____ 20__.

Chairperson

Corporate Officer

Schedule '1' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.392, 2014".

Chairperson

Corporate Officer

Schedule '1'

Section 3.4.149

FIELDING ROAD LIGHT INDUSTRIAL COMPREHENSIVE DEVELOPMENT ZONE 49

CD49

3.4.149.1 Permitted Principal Uses

- a) Heavy Equipment Display
- b) Light Industry
- c) Manufacturing
- d) Residential Use

3.4.149.2 Permitted Accessory Uses

- a) Marshalling Yard
-

3.4.149.3 Maximum Number and Size of Buildings and Structures

Dwelling units/parcel	1
Height	9.0 m
Parcel coverage	40%

3.4.149.4 Minimum Setback Requirements

Front lot line	4.5 m
Other Lot Lines	5.0 m

except where:

- a) the adjoining parcel is zoned industrial or commercial then the setback from the common interior side lot line may be reduced to zero.
-

3.4.149.5 Other Regulations

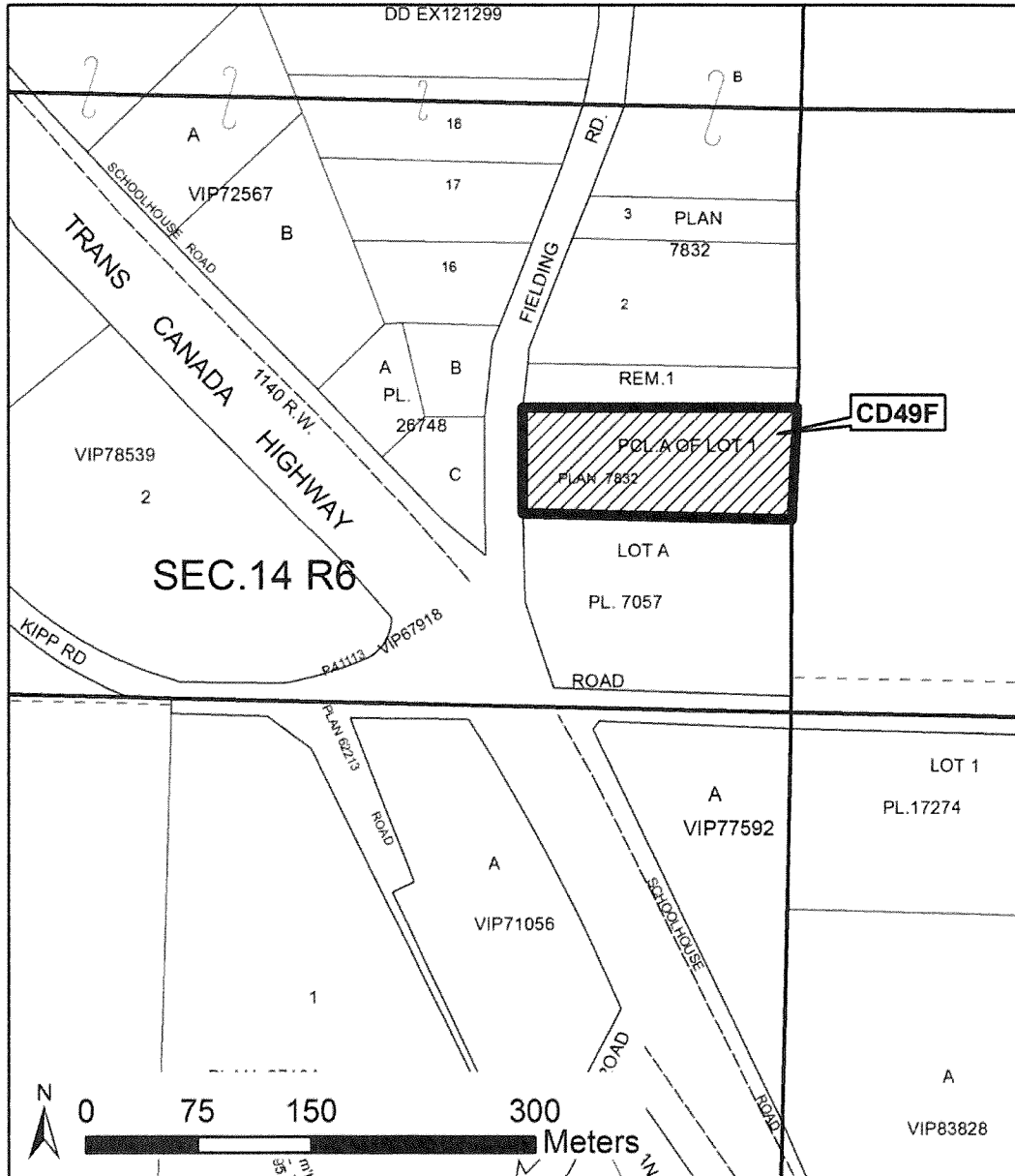
For the purpose of this zone:

- a) Manufacturing means the assembling, producing, inspecting, finishing, altering, servicing, and repairing of any goods, substance, article, or materials, and must be contained within a building and may include accessory office use and accessory retail sales of the product(s) produced, up to a maximum of 10% of the floor area of a building.
- b) For the purposes of this zone, notwithstanding Schedule '3B', Off-Street Parking & Loading Spaces, the minimum number of required parking spaces is 1 per 115 m² of floor area plus 1 loading space per building.

Chairperson

Corporate Officer

Schedule '2'



REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, JULY 8, 2014 AT 7:00 PM IN THE
RDN BOARD CHAMBERS

In Attendance:

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 B. Veenhof	Electoral Area H
Director J. de Jong	District of Lantzville
Director J. Ruttan	City of Nanaimo
Alternate	
Director F. Pattje	City of Nanaimo
Director T. Greves	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director D. Willie	Town of Qualicum Beach

Regrets:

Director G. Anderson	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director M. Lefebvre	City of Parksville

Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
D. Trudeau	Gen. Mgr. Transportation & Solid Waste
D. Banman	A/Gen. Mgr. Recreation and Parks
M. Donnelly	A/Gen. Mgr. Regional and Community Utilities
T. Armet	Mgr. Bylaw, Building and Emergency Planning Services
J. Hill	Mgr. Administrative Services
C. Golding	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order and welcomed Alternate Director Pattje to the meeting.

DELEGATIONS

Lana Kingston, Tourism Vancouver Island, re Request for Funding Contribution.

Jody Young, Industry and Community Services Manager, presented a slide show and provided a brief background of Tourism Vancouver Island, and an overview of Phase One of the multi-phased trail strategy for the region which they are requesting financial support in the amount of 2,500.

COMMITTEE OF THE WHOLE MINUTES

Minutes of the Regular Committee of the Whole meeting held Tuesday, June 10, 2014.

MOVED Director Holme, SECONDED Director Brennan, that the minutes of the Committee of the Whole meeting held June 10, 2014, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Kelly Collins, Nanoose Bay Activities and Recreation Society, re Modular Building – Home for Nanoose Community Services.

MOVED Director Johnstone, SECONDED Director Ruttan, that the correspondence from Kelly Collins, Nanoose Bay Activities and Recreation Society, regarding a modular building home for Nanoose Community Services, be received.

CARRIED

Ministers Coralee Oakes and Norm Letnick, Province of British Columbia, re Issues related to Medical Marihuana Production in British Columbia.

MOVED Director Johnstone, SECONDED Director Ruttan, that the correspondence from Ministers Coralee Oakes and Norm Letnick, Province of British Columbia, regarding issues related to medical marihuana production in British Columbia, be received.

CARRIED

Selina Robinson, MLA, re Meetings at 2014 UBCM Conference.

MOVED Director Johnstone, SECONDED Director Ruttan, that the correspondence from Selina Robinson, MLA, regarding meetings at the 2014 Union of BC Municipalities Conference, be received.

CARRIED

Greg Field, Arrowsmith Search and Rescue, re Appreciation of \$5000 Grant.

MOVED Director Johnstone, SECONDED Director Ruttan, that the correspondence from Greg Field, Arrowsmith Search and Rescue, regarding the appreciation of the \$5000 grant, be received.

CARRIED

Director Greves left the meeting at 7:19 pm citing a possible conflict of interest with the next agenda item.

FINANCE

Island Corridor Foundation Contribution Agreement.

MOVED Director Brennan, SECONDED Director Ruttan, that the Board direct the Board Chair and staff to execute the Contribution Agreement with the Island Corridor Foundation.

MOVED Director Fell, SECONDED Director Willie, that the agreement be amended by substituting section 6.1(a) as follows:

Successful negotiation and confirmation of an updated Train Service Agreement with VIA Rail, which shall include VIA Rail's agreement that the scope of repairs proposed under this agreement will meet VIA Rail's safety requirements for the return of train service. A copy of this agreement shall be provided to the Regional District of Nanaimo Chief Administrative Officer for Board inspection.

MOVED Director Veenhof, SECONDED Director Houle, that this motion be referred back to staff to get a commitment brought before the board.

DEFEATED

The vote was taken on the amending motion.

CARRIED

MOVED Director Fell, SECONDED Director Holme, that the agreement be amended by substituting section 8.2 as follows:

That the funds provided by the Regional District of Nanaimo shall be separated from any other funds in the Foundation's books of account. The Foundation shall prepare at each year-end, financial statements setting out the Foundation's assets and liabilities as well as a statement of revenue and expenditures for the year. All expenditures over \$1000 shall be itemized. The Foundation shall deliver a copy of the financial statements to the Regional District of Nanaimo Chief Administrative Officer for Board inspection within 60 days of the Foundation's Annual General Meeting in April.

DEFEATED

The vote was taken on the main motion, as amended:

That the Board direct the Board Chair and staff to execute the Contribution Agreement with the Island Corridor Foundation with amended wording for section 6.1(a) as follows:

Successful negotiation and confirmation of an updated Train Service Agreement with VIA Rail, which shall include VIA's agreement that the scope of repairs proposed under this agreement will meet VIA's safety requirements for the return of train service. A copy of this agreement shall be provided to the Regional District of Nanaimo Corporate Administrative Officer for Board inspection.

CARRIED

MOVED Director Brennan, SECONDED Director Ruttan, that the Board direct staff to allocate \$68,000 of the 2014 Strategic Community Investment Fund grant from the Province of BC towards the Contribution Agreement with the Island Corridor Foundation in order to reduce the 2015 tax requisition impact by that amount.

CARRIED

Director Greves returned to the meeting at 8:01 pm.

Bylaw No. 1713 – Alberni-Clayoquot Regional District – 2015 Permissive Tax Exemption.

MOVED Director Holme, SECONDED Director Fell, that "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1713, 2014", be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Fell, that "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1713, 2014", be adopted.

CARRIED

CORPORATE SERVICES

ADMINISTRATION

RDN General Local Election Bylaw No. 1700, 2014.

MOVED Director Holme, SECONDED Director Houle, that "Regional District of Nanaimo General Local Election Bylaw No. 1700, 2014", be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Houle, that "Regional District of Nanaimo General Local Election Bylaw No. 1700, 2014", be adopted.

CARRIED

Director Veenhof left the meeting at 8:06 pm citing a possible conflict of interest with the next agenda item.

Bylaw No. 1706 – Marine Search and Rescue Funding Service Establishment Bylaw – Electoral Area 'H'.

MOVED Director Holme, SECONDED Director Willie, that "Northern Community Marine Search and Rescue Contribution Service Establishment Bylaw No. 1706, 2014" be introduced and read three times and be forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Holme, SECONDED Director Willie, that the Regional District proceed to referendum on November 15, 2014 to obtain the assent of the electors of Electoral Area 'H' to establish a Northern Community Marine Search and Rescue Contribution Service and that the referendum question be as follows:

"Are you in favour of the Regional District of Nanaimo adopting Bylaw No. 1706 to provide for the following:

- establishing the "Northern Community Marine Search and Rescue Contribution Service" within Electoral Area 'H' to provide for a contribution to societies providing marine search and rescue in Electoral Area 'H'; and

- annually requisitioning up to a maximum of the greater of \$5,000 or \$0.006/\$1000 of taxable assessed value to pay for the service?"

CARRIED

MOVED Director Holme, SECONDED Director Willie, that the Board approve the synopsis of Bylaw No. 1706 for the publication of notices associated with the referendum as follows:

"Bylaw No. 1706 - Northern Community Marine Search and Rescue Contribution Service Establishment Bylaw No. 1706, 2014 — This bylaw provides for the following:

- establishing a service to provide for a contribution to societies that provide marine search and rescue in Electoral Area 'H';
- establishing the boundaries of the service area to be Electoral Area 'H'; and
- annually requisitioning up to a maximum of the greater of \$5,000 or \$0.006/\$1000 of taxable assessed value on land and improvements within the participating area to pay for the service."

CARRIED

Director Veenhof returned to the meeting at 8:08 pm.

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

Regional Growth Strategy Indicators and Targets Project – Draft Indicators and Targets.

MOVED Director Johnstone, SECONDED Director Pattje, that staff proceed with community engagement activities as per the adopted Terms of Reference, to gather feedback on the draft list of indicators and targets. Following community engagement, prepare a report on the results with recommendations for a final list of indicators and targets.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

Engineering Services for the Replacement and Upgrading of the Nanaimo Pollution Control Centre Five Fingers Marine Outfall – Bylaw No. 1712.

MOVED Director Ruttan, SECONDED Director Brennan, that the Board award the contract for Engineering Services for the replacement of the Five Fingers Outfall to Opus Dayton Knight for the submitted upset price of \$742,000.

CARRIED

MOVED Director Ruttan, SECONDED Director Brennan, that "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1712, 2014" be introduced and read three times.

CARRIED

MOVED Director Ruttan, SECONDED Director Brennan, that "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1712, 2014" be adopted.

CARRIED

Bylaw 975.62 – Pump and Haul Local Service Establishment Amendment to Exclude – 7187 Lantzville Road, Lantzville, BC.

MOVED Director de Jong, SECONDED Director Young, that the boundaries of the "Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995" be amended to exclude Lot A, District Lot 27G, Plan 29942, Wellington Land District.

CARRIED

MOVED Director de Jong, SECONDED Director Young, that "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.62, 2014" be introduced and read three times.

CARRIED

WATER AND UTILITY

Nanoose Bay Peninsula Water Service Area Capital Improvements Referendum – Bylaw No. 1714.

MOVED Director Holme, SECONDED Director Brennan, that the "Nanoose Bay Peninsula Water Service Area Capital Improvements Loan Authorization Bylaw No. 1714, 2014" be introduced and read three times and be forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Holme, SECONDED Director Brennan, that the Regional District proceed to referendum on November 15, 2014 to obtain the assent of the electors of the Nanoose Bay Peninsula Water Service Area for borrowing \$2,600,000 in support of the 2015 to 2019 capital improvements and upgrades, and that the question be as follows:

Are you in favour of the Regional District of Nanaimo adopting Bylaw No. 1714 to authorize the borrowing of up to \$2.6 million to provide the necessary funds to meet the Nanoose Bay Peninsula Water Service Area capital improvement and upgrades requirements up to and including 2019?

CARRIED

MOVED Director Holme, SECONDED Director Brennan, that the Board approve the synopsis of Bylaw No. 1714 for the publication of notices associated with the referendum as follows:

Bylaw No. 1714 - "Nanoose Bay Peninsula Water Service Area Capital Improvements Loan Authorization Bylaw No. 1714, 2014" — The general intent of this bylaw is to authorize the Regional District of Nanaimo to borrow upon the credit of the Regional District a sum not exceeding Two Million Six Hundred Thousand Dollars (\$2,600,000) to provide the necessary funds to meet the Nanoose Bay Peninsula Water Service Area capital improvement and upgrades requirements up to and including 2019. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 20 years.

CARRIED

Bylaws No. 813.52, 889.68, 1707, 1708, 1709, and 1710 – Reid Road Sanitary Sewer Capital Financing Service Establishing Bylaw and Loan Authorization Bylaw.

MOVED Director Veenhof, SECONDED Director Ruttan, that Regional District of Nanaimo "Reid Road Sanitary Sewer Capital Financing Service Establishing Bylaw No. 1707, 2014", be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Veenhof, SECONDED Director Ruttan, that Regional District of Nanaimo "Reid Road Sanitary Sewer Capital Financing Loan Authorization Bylaw No. 1708, 2014", be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Veenhof, SECONDED Director Ruttan, that Regional District of Nanaimo "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.52, 2014, be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director Ruttan, that "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.68, 2014", be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director Ruttan, that Regional District of Nanaimo "Reid Road Sanitary Sewer Capital Financing Service Security Issuing Bylaw No. 1709, 2014" be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director Ruttan, that Regional District of Nanaimo "Reid Road Sanitary Sewer Capital Financing Service Interim Financing Bylaw No. 1710, 2014" be introduced and read three times.

CARRIED

EXTERNAL BOARDS

Englishman River Water Service.

Minutes of the Englishman River Water Service Management Board meeting held Friday, May 16, 2014.

MOVED Director Holme, SECONDED Director Ruttan, that the minutes of the Englishman River Water Service Management Board meeting held Friday, May 16, 2014, be received for information.

CARRIED

Minutes of the Englishman River Water Service Management Board meeting held Thursday, June 5, 2014.

MOVED Director Holme, SECONDED Director Brennan, that the minutes of the Englishman River Water Service Management Board meeting held Thursday, June 5, 2014, be received for information.

CARRIED

Preliminary Design of the Water Intake, Treatment Plant, and Supply Mains, and Detailed Design for the Water Intake, Treatment Plant, and Supply Mains.

MOVED Director Holme, SECONDED Director Johnstone, that the Board receive for information the report titled "Preliminary Design of the Water Intake, Treatment Plant, and Supply Mains, and Detailed Design for the Water Intake, Treatment Plant, and Supply Mains", dated June 5, 2014.

CARRIED

MOVED Director Holme, SECONDED Director Johnstone, that the Englishman River Water Service Management Board direct the Englishman River Water Service Management Committee to continue to proceed with negotiating the terms and conditions with the two top rated membrane vendors for the purpose of engaging the top rated membrane vendor for detailed design services in the amount not to exceed \$415,000 plus GST.

CARRIED

MOVED Director Holme, SECONDED Director Johnstone, that the Englishman River Water Service Management Board authorize the Englishman River Water Service Management Committee to engage CH2M Hill to complete Phase 4 – Detailed Design of the Water Intake, Treatment Plant and Supply Mains for \$1,619,328 plus GST.

CARRIED

Arrowsmith Water Service

Minutes of the Arrowsmith Water Service Management Board meeting held Thursday, June 5, 2014.

MOVED Director Holme, SECONDED Director Ruttan, that the minutes of the Arrowsmith Water Service Management Board meeting held Thursday, June 5, 2014, be received for information.

CARRIED

NEW BUSINESS

Nanoose Bay Activities and Recreation Society, re Modular building – Home for Nanoose Community Services.

MOVED Director Holme, SECONDED Director Young, that the Nanoose Bay Activities and Recreation Society be permitted to site a portable on Regional District of Nanaimo leased lands at Lot 2, District Lot 6, Nanoose District Plan 50996 to be used by Nanoose Community Services conditional on the Society attaining the necessary permits from the Regional District of Nanaimo Building Inspection Department.

CARRIED

Island Corridor Foundation Contribution Agreement.

MOVED Director Willie, SECONDED Director Young, that the Regional District of Nanaimo request the Island Corridor Foundation to send the financial statements from last year and that they be distributed to the Board by July 15, 2014.

CARRIED

Tourism Vancouver Island, re Request for Funding Contribution.

MOVED Director Ruttan, SECONDED Director Veenhof, that the request for funding from Tourism Vancouver Island be referred to staff to provide options.

CARRIED

IN CAMERA

MOVED Director Holme, SECONDED Director Young, that pursuant to Section 90(1)(c) and (e) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to employee relations and land acquisition.

CARRIED

TIME: 8:26 PM

ADJOURNMENT

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

CARRIED

TIME: 9:00 PM

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1713

A BYLAW TO AUTHORIZE A PROPERTY
TAX EXEMPTION FOR THE YEAR 2015

WHEREAS a Board may, by bylaw adopted by at least 2/3 of the votes cast, exempt property from property taxes under Section 809(3), in accordance with Section 809(4) of the *Local Government Act*;

AND WHEREAS the Alberni-Clayoquot Regional District is the owner of properties located within the boundaries of the Regional District of Nanaimo and the properties are used as a public park;

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

1. The properties described as:

- a) District Lot 2000, Cameron Land District
- b) Lot 1, Block 1324, Plan 28909, Cameron Land District

which are owned by the Alberni-Clayoquot Regional District and are used for public park purposes, are authorized to be exempt from property taxes in accordance with Section 809(4)(g) of the *Local Government Act* for the year 2015.

2. This bylaw may be cited as the "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1713, 2014".

Introduced and read three times this ____ day of ____, 2014.

Adopted this ____ day of ____, 2014.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1700

A BYLAW TO PROVIDE FOR THE USE OF AN AUTOMATIC VOTING SYSTEM
AND ESTABLISH VARIOUS PROCEDURES FOR THE CONDUCT OF
LOCAL GOVERNMENT ELECTIONS AND OTHER VOTING

WHEREAS under the *Local Government Act* the Board of the Regional District of Nanaimo may, by bylaw determine various procedures and requirements to be applied in the conduct of local government elections and other voting;

AND WHEREAS the Board may, by bylaw, provide for the use of automated voting machines, voting recorders or other devices for voting in an election;

AND WHEREAS the Board wishes to establish various procedures and requirements under that authority, and use automated voting machines in local government elections;

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

1. **CITATION**

This bylaw may be cited for all purposes as “Regional District of Nanaimo General Local Election Bylaw No. 1700, 2014”.

2. **DEFINITIONS:**

In this bylaw:

“AUTOMATED VOTING SYSTEM” means an automated system that records and counts votes and processes and stores election results. The system is housed in two hardware components, the vote tabulator and the ballot box and a number of portable ballot boxes into which voted ballots are deposited, where a vote tabulator is not functioning or being used and where the ballots will be counted after the close of voting on general voting day.

“BALLOT” means a ballot card which may be a composite ballot for two or more elections to be voted for, and/or bylaws or other matters on which the assent of the electors is sought, including all choices available to the electors and containing spaces in which the electors mark their votes.

“BALLOT ACCOUNT” means an account of ballots prepared in accordance with section 131 of the *Local Government Act*.

“BALLOT BOX” means the container for ballots that have been marked by electors.

“CHIEF ELECTION OFFICER”	means the election official appointed under section 41 of the <i>Local Government Act</i> to conduct the election.
“DEPUTY CHIEF ELECTION OFFICER”	means the election official appointed under section 41 of the <i>Local Government Act</i> to assist the Chief Election Officer in administering the conduct of the election.
"ELECTOR"	means a resident elector or a non-resident property elector of the Regional District of Nanaimo as defined under the <i>Local Government Act</i> .
“ELECTION OFFICIALS”	means individuals appointed by the Chief Election Officer to assist the presiding election official at election proceedings and act as alternate presiding election official.
"GENERAL VOTING DAY"	means: a) for a general local election, the 3rd Saturday of November in the year of the election, b) for other elections, the date set under sections 37(5), 38(1) or (3), or 142(5) of the <i>Local Government Act</i> , and c) for other voting, the date set under section 162 of the <i>Local Government Act</i> .
“LEGIBLE MARK”	means a mark which fills in the oval provided on the ballot opposite a candidate’s name or opposite a question with either a "yes" or "no" oval, that the vote tabulator is able to read and count.
"LOCAL GOVERNMENT"	means, in relation to the regional district, the Board.
“MEMORY CARD”	means a cartridge unit that plugs into the vote tabulator that contains: a) the names of the candidates or questions being voted on; b) the alternative “yes” and “no” for each bylaw or other matter on which the assent of the electors is being sought; and a mechanism to recover and retain information on the number of acceptable marks made for each.
“PORTABLE BALLOT BOX”	means a ballot box which is used at a voting place where a vote tabulator is not being used at the time of voting.
“PRESIDING ELECTION OFFICIAL”	means the election official appointed by the Chief Election Officer to conduct election proceedings where the Chief Election Officer is not acting as presiding election official.

“RESULTS TAPE”	means the printed record generated from a vote tabulator at the close of voting on general voting day which shows: a) the number of ballots received; b) the number of ballots accepted; c) the number of ballots rejected; d) the number of votes for each candidate; and e) if applicable, the number of votes for and against each bylaw or other matter on which the assent of the electors is sought.
“SECURITY SLEEVE”	means an open-ended folder or envelope used to cover ballots to conceal the choices made by each elector.
“VOTE TABULATOR”	means the part of an automated voting system into which the ballots are inserted, scanned, and the number of votes for each candidate and for each referendum question are recorded.
“VOTING BOOK”	means the book for recording the names of electors.

3. USE OF PROVINCIAL LIST OF VOTERS AS THE REGISTER OF RESIDENT ELECTORS

For the purposes of all local elections and submissions to the electors under Parts 3 and 4 of the *Local Government Act*, the most current available Provincial list of voters prepared under the *Election Act*, shall become the register of resident electors on the 52nd day prior to the general voting day for such elections and submissions to the electors.

4. ACCESS TO NOMINATION DOCUMENTS

As authorized by section 73 of the *Local Government Act* and in addition to access under section 73(6)(a), public access to nomination documents will be provided by posting the documents on the Regional District of Nanaimo website as soon as practicable after the time of delivery to the Chief Election Officer until 30 days after the declaration of the election results under section 136 of the *Local Government Act*.

5. MAIL BALLOTS

- (1) As authorized under section 100 of the *Local Government Act*, voting and registration may be done by mail for those electors who meet the criteria in Section 5(2) for each election or other voting.
- (2) The following electors are permitted to register to vote by mail and to vote by mail ballot:
 - (a) persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity;
 - (b) persons who expect to be absent from the Regional District of Nanaimo on general voting day and at the times of all advance voting opportunities;

- (c) persons who reside in the following areas of the Regional District of Nanaimo that are remote from voting places at which they are entitled to vote:
 - (i) DeCourcy Island;
 - (ii) Mudge Island.
- (3) The following procedures for voting and registration must apply:
 - (a) sufficient record will be kept by the Chief Election Officer so that challenges of the elector's right to vote may be made in accordance with the intent of section 116 of the Local Government Act;
 - (b) a person exercising the right to vote by mail under the provisions of section 100 may be challenged in accordance with, and on the grounds specified in section 116 of the *Local Government Act*, until 4:30 pm two days before general voting day.
- (4) The time limits in relation to voting by mail ballot will be determined by the Chief Election Officer.
- (5) As provided in the *Local Government Act*, a mail ballot must be received by the Chief Election Officer before the close of voting on general voting day in order to be counted for an election.
- (6) The Chief Election Officer will insert the mail ballots into a portable ballot box and at the close of voting, ensure that the portable ballot box is sealed.

6. USE OF AUTOMATED VOTING SYSTEM

- (1) The Chief Election Officer is hereby authorized to conduct any local government election or other voting using an automated voting system.
- (2) The Chief Election Officer must conduct a test of the automated voting system before each local government election or other voting and must be satisfied that it is in good working order.
- (3) As soon as the test of the automated voting system is completed, the Chief Election Officer must secure the memory cards and ensure that they will remain secured until the election or other voting.

7. FORM OF BALLOT

- (1) The Chief Election Officer may provide for use of composite ballots on which an elector's votes on two or more elections or other voting may be indicated.
- (2) If a ballot is in the form of a composite ballot, each portion of the ballot that deals with a single election is to be considered a separate ballot.
- (3) Each ballot shall contain a space for a "legible mark" opposite each candidate's

name, or opposite “yes” or “no” when the vote is on a bylaw or other matter on which the assent of the electors is sought.

8. VOTING PROCEDURES

- (1) The Chief Election Officer will select a presiding election official for each voting place whose duties are to ensure election officials demonstrate voting procedures, issue ballots and accept marked ballots at the vote tabulator and ballot box, in addition to other general responsibilities for the supervision and control of the voting place.
- (2) Each elector is entitled to a demonstration of voting procedures from an election official assigned to perform such demonstrations.
- (3) Upon completion of the voting demonstration, if any, the elector shall proceed as instructed, to the election official responsible for issuing ballots, who, upon fulfillment of the requirements of the *Local Government Act*, shall then provide a ballot to the elector, a secrecy sleeve if requested by the elector, and any further instructions the elector requests.
- (4) Immediately after receiving the ballot, the elector must proceed to a voting compartment to vote, or if the elector is unable to mark a ballot because of a physical disability or difficulties in reading or writing or is unable to enter the voting place because of physical disability or impaired mobility, he or she may vote in accordance with the procedures outlined in sections 121 and 122 of the *Local Government Act*.
- (5) The elector shall vote by making a legible mark on each ballot beside the chosen candidate (or candidates, where there is more than one vacancy), or beside the “yes” or “no” when the vote is in relation to a bylaw or other matter on which the assent of the electors is sought. An elector may mark only up to the same number of spaces on the ballot as the number of vacancies in office and may not mark more than one space on a ballot in relation to a bylaw or other matter on which the assent of the electors is sought.
- (6) Once the elector has finished marking the ballot, the elector must either place the ballot into the secrecy sleeve, if one has been requested, or otherwise conceal the markings on the ballot and proceed to the vote tabulator.
- (7) Under the supervision of the election official in attendance, the elector must insert the ballot directly from the secrecy sleeve, if applicable, into the vote tabulator without exposing the marks on the ballot.
- (8) If an elector has:
 - a) unintentionally spoiled a ballot or made a mistake before it is deposited in a ballot box; or
 - b) if the vote tabulator will not accept the ballot;

the presiding election official must issue a new ballot to the elector and mark the returned ballot “spoiled”.

- (9) Spoiled ballots must be retained and kept separately from all other ballots and must not be counted in the election results.
- (10) If a ballot is rejected by the vote tabulator, the election official at the ballot box must advise the elector that he or she may request another ballot. If the elector refuses the opportunity to request another ballot, the election official will instruct the vote tabulator to accept the rejected ballot.
- (11) Any ballot counted by the vote tabulator is valid and will be counted in the election results, subject to any determination made by the Chief Election Officer on a recount.
- (12) Once the ballot has been inserted into the ballot box, the elector must immediately leave the voting place.
- (13) If the vote tabulator stops functioning, the election official at the ballot box must insert all ballots delivered by the electors while the vote tabulator is not working into the portable ballot box for inserting once a vote tabulator is available or counting at a later time.

9. ADVANCE VOTING OPPORTUNITIES AND PROCEDURES

- (1) As authorized under section 97 of the *Local Government Act*, the following required advance voting opportunities are established for each election, to be held in advance of general voting day for each election:
 - (a) one on the 10th day before general voting day from 8:00 am to 8:00 pm.
 - (b) one on the 3rd day before general voting day from 8:00 am to 8:00 pm.
- (2) In accordance with section 98 of the *Local Government Act*, the Chief Election Officer is hereby authorized to establish dates for additional voting opportunities in advance of general voting day and designate the voting places and set the voting hours for these voting opportunities.
- (3) The vote tabulators and ballot boxes will be used to conduct advance voting opportunities unless the Chief Election Officer directs that portable ballot boxes be used.
- (4) The voting procedures at the advance vote will follow, as closely as possible, the procedures described in Section 8 of this Bylaw.
- (5) At the close of the advance voting opportunity, the presiding election official must ensure:
 - (a) that any portable ballot boxes are sealed;
 - (b) that no additional ballots are inserted in the vote tabulator;
 - (c) that the ballot boxes used are sealed to prevent insertion of additional ballots;

- (d) that the results tapes for the advance voting opportunity are not generated;
 - (e) that the automated voting system, including the sealed memory cards and ballot boxes, and any portable ballot boxes are delivered to the Chief Election Officer for securing until general voting day.
- (6) The Chief Election Officer must ensure:
- (a) that the ballot boxes and any portable ballot boxes used for the advance voting opportunity, remain sealed until 8:00 pm on general voting day;
 - (b) that the memory cards remain secure until 8:00 pm on general voting day; and
 - (c) that the results tapes for the advance voting opportunity are not generated until 8:00 pm on general voting day.

10. **ADDITIONAL VOTING OPPORTUNITIES AND PROCEDURES**

- (1) As authorized under section 96 of the *Local Government Act*, the Chief Election Officer is hereby authorized to establish additional voting opportunities for general voting day to designate the voting places and set the voting hours for these voting opportunities for each election.
- (2) The vote tabulators and ballot boxes will be used to conduct additional voting opportunities unless the Chief Election Officer directs that portable ballot boxes be used.
- (3) The voting procedures at the additional voting opportunity will follow, as closely as possible, the procedures described in section 8 and sections 9(5) and 9(6) of this Bylaw.

11. **SPECIAL VOTING OPPORTUNITIES**

The Chief Election Officer is authorized to establish the date and voting hours and the place where special voting opportunities are to be conducted.

12. **POST-VOTE PROCEDURES**

- (1) Immediately after the voting place is closed, the presiding election official must:
 - (a) direct that all unopened portable ballot boxes be opened;
 - (b) ensure that any ballots in the portable ballot boxes are inserted into the vote tabulating unit;
 - (c) secure the vote tabulator so that no more ballots can be inserted;
 - (d) generate three copies of the results tape from the vote tabulator;
 - (e) complete the ballot account, attaching one copy of the results tape;

- (f) seal all voted ballots in the ballot box;
 - (g) count the unused ballots, spoiled and rejected ballots and place them, packaged separately and sealed, in the ballot box along with the voting book, a copy of the results tape, a copy of the ballot account and all statements and voters lists;
 - (h) seal and initial the ballot box and deliver it to the election office; and
 - (i) deliver the vote tabulator, one copy of the results tape and the ballot account to the Chief Election Officer as soon as possible.
- (2) The results tapes from the vote tabulators used for mail ballots, and at the advance voting opportunities and at any special voting opportunities will be generated by the Chief Election Officer or designate after 8:00 pm on the general voting day.

13. **RECOUNT PROCEDURE**

If a recount is required:

- a) the memory card of all vote tabulators will be cleared;
- b) vote tabulators will be designated for each voting place;
- c) all ballots will be removed from the sealed ballot boxes; and
- d) all ballots, except spoiled or rejected ballots, will be re-inserted in the appropriate vote tabulators under the supervision of the Chief Election Officer.

14. **RESOLUTION OF TIE VOTES AFTER JUDICIAL RECOUNT**

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 141 of the *Local Government Act*.

15. **SEVERANCE**

If any section, subsection, paragraph or clause of this Bylaw is found to be invalid by a Court of competent jurisdiction, it may be severed from the remainder of the Bylaw.

16. **REPEAL**

The following Bylaws are hereby repealed:

- “Regional District of Nanaimo Advance Poll Bylaw No. 823, 1990”;
- “Regional District of Nanaimo Voters List Bylaw No. 1058, 1996”;
- and
- “Regional District of Nanaimo General Local Election Bylaw No. 1292, 2002”.

Introduced and read three times this day of , 2014.

Adopted this day of , 2014.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1706

A BYLAW TO ESTABLISH A MARINE SEARCH AND
RESCUE CONTRIBUTION SERVICE

WHEREAS pursuant to section 796 and 800 of the *Local Government Act* a Regional District may, by bylaw, establish and operate any service that the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to establish a service for the purpose of providing a contribution to marine search and rescue in Electoral Area 'H';

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under section 801 of the *Local Government Act*;

AND WHEREAS the assent of the electors in the participating area has been obtained under section 801.2 of the *Local Government Act*;

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

Citation

1. This bylaw may be cited for all purposes as the "Northern Community Marine Search and Rescue Contribution Service Establishment Bylaw No. 1706, 2014".

Service

2. A service to provide a contribution to societies providing marine search and rescue in the service area is hereby established (the "Service").

Boundaries

3. The boundaries of the service area are the boundaries of Electoral Area 'H'.

Participating Area

4. Electoral Area 'H' is the sole participating area for the Service.

Cost Recovery

5. As provided in section 803 of the *Local Government Act*, the annual cost of providing the Service may be recovered by one or more of the following:
 - (a) property value taxes imposed in accordance with Division 4.3 of the *Local Government Act*;

- (b) parcel taxes imposed in accordance with Division 4.3 of the *Local Government Act*;
- (c) fees and charges imposed under section 363 of the *Local Government Act*;
- (d) revenues raised by other means authorized under the *Local Government Act* or another Act;
- (e) revenues received by way of agreement, enterprise, gift, grant or otherwise.

Maximum Requisition

6. In accordance with Section 800.1(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the Service is the greater of :
- (a) the sum of five thousand dollars (\$5,000); or
 - (b) the amount equal to the amount that could be raised by a property value tax rate of \$0.006 per \$1,000 applied to the net taxable value of land and improvements in the service area.

Introduced and read three times this day of , 2014.

Received the approval of the Inspector of Municipalities this day of , 2014.

Received the assent of the electors under section 801.2 of the *Local Government Act* this day of , 2014.

Adopted this day of , 2014.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1712

**A BYLAW TO AUTHORIZE AN EXPENDITURE FROM THE
SOUTHERN COMMUNITY SEWER SERVICE AREA
DEVELOPMENT COST CHARGE RESERVE FUND**

WHEREAS the Southern Community Sewer Service Area Development Cost Charge Reserve Fund was established under Bylaw No. 1547, 2005;

AND WHEREAS in accordance with Section 935(5) of the Local Government Act, the use of development cost charge funds must be authorized by bylaw;

AND WHEREAS the Board has approved the use of development cost charge funds for the purpose of the engineering services for the replacement of the marine section of the Greater Nanaimo Pollution Control Centre Marine Outfall, and the project is an eligible development cost charge project;

AND WHEREAS the estimated amount to be expended is \$450,000;

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

1. The sum of Four Hundred and Fifty Thousand Dollars (\$450,000) is hereby appropriated for the purpose of engineering services for the Greater Nanaimo Pollution Control Centre Marine Outfall (Marine Section) at the Greater Nanaimo Pollution Control Centre.
2. Should any of the above amount remain unexpended, such unexpended balance shall be returned to the credit of the Reserve Fund.
3. This bylaw may be cited as the "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1712, 2014".

Introduced and read three times this day of , 2014.

Adopted this day of , 2014.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 975.62

A BYLAW TO AMEND THE BOUNDARIES OF THE
PUMP & HAUL LOCAL SERVICE

WHEREAS the Regional District of Nanaimo established a Pump and Haul Service pursuant to Bylaw No. 975, cited as “Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995”;

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owner to reduce the boundaries of the service area to exclude the land legally described as:

Lot A, District Lot 27G, Plan 29942, Wellington Land District;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with section 802 of the *Local Government Act*;

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

1. Citation

This bylaw may be cited for all purposes as “Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.62, 2014”.

2. Amendment

“Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995” is amended by deleting Schedule ‘A’ and replacing it with the Schedule ‘A’ attached to and forming part of this bylaw.

Introduced and read three times this ____ day of _____, 2014.

Adopted this ____ day of _____, 2014.

CHAIRPERSON

CORPORATE OFFICER

Schedule 'A' to accompany "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.62, 2014".

Chairperson

Corporate Officer

BYLAW NO. 975.62

SCHEDULE 'A'

Electoral Area 'B'

1. Lot 108, Section 31, Plan 17658, Nanaimo Land District.
2. Lot 6, Section 18, Plan 17698, Nanaimo Land District.
3. Lot 73, Section 31, Plan 17658, Nanaimo Land District.
4. Lot 26, Section 12, Plan 23619, Nanaimo Land District.
5. Lot 185, Section 31, Plan 17658, Nanaimo Land District.
6. Lot A, Section 31, Plan VIP84225, Gabriola Island, Nanaimo District
7. Lot 120, Section 31, Plan 17658, Nanaimo Land District.
8. Lot 108, Section 12, Plan 23435, Nanaimo Land District.
9. Lot 75, Section 13, Plan 21531, Nanaimo Land District.
10. Lot 85, Section 18, Plan 21586, Nanaimo Land District.
11. Lot 14, Section 21, Plan 5958, Nanaimo Land District.
12. Lot 108, Section 13, Plan 21531, Nanaimo Land District.
13. Lot 84, Sections 12 & 13, Plan 21531, Nanaimo Land District.
14. Lot 72, Section 13, Plan 21531, Nanaimo Land District.
15. Lot 61, Section 18, Plan 21586, Gabriola Island, Nanaimo District.

Electoral Area 'E'

1. Lot 1, District Lot 72, Plan 17681, Nanoose Land District.
2. Lot 17, District Lot 78, Plan 14212, Nanoose Land District.
3. Lot 32, District Lot 68, Plan 26680, Nanoose Land District.
4. Lot 13, Block E, District Lot 38, Plan 13054, Nanoose Land District.
5. Lot 13, District Lot 78, Plan 25828, Nanoose Land District.
6. Lot 28, District Lot 78, Plan 15983, Nanoose Land District.
7. Lot 23, District Lot 78, Plan 14212, Nanoose Land District.
8. Lot 23, District Lot 78, Plan 28595, Nanoose Land District.
9. Lot 53, District Lot 78, Plan 14275, Nanoose Land District.
10. Lot 12, District Lot 8, Plan 20762, Nanoose Land District.
11. Lot 57, District Lot 78, Plan 14275, Nanoose District
12. Lot 18, District Lot 78, Plan 19688, Nanoose District

Electoral Area 'F'

1. Lot 2, District Lot 74, Plan 36425, Newcastle Land District.

Electoral Area 'G'

1. Lot 28, District Lot 28, Plan 26472, Nanoose Land District.
2. Lot 1, District Lot 80, Plan 49865, Newcastle Land District.

Electoral Area 'H'

1. Lot 22, District Lot 16, Plan 13312, Newcastle Land District.
2. Lot 29, District Lot 81, Plan 27238, Newcastle Land District.
3. Lot 46, District Lot 81, Plan 27238, Newcastle Land District.
4. Lot 9, District Lot 28, Plan 24584, Newcastle Land District.
5. Lot 41, District Lot 81, Plan 27238, Newcastle Land District.
6. Lot 20, District Lot 16, Plan 13312, Newcastle Land District.
7. Lot 1, District Lot 40, Plan 16121, Newcastle District.
8. Lot 27, Plan 16121, District Lot 40, Newcastle Land District.

District of Lantzville

1. Lot 24, District Lot 44, Plan 27557, Wellington Land District.
2. Lot 1, District Lot 85, Plan 15245, Wellington Land District.

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1714

**A BYLAW TO AUTHORIZE THE BORROWING OF
TWO MILLION SIX HUNDRED THOUSAND DOLLARS (\$2,600,000)
FOR THE NANOOSE BAY PENINSULA WATER SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo (the "Regional District") established the Nanoose Bay Peninsula Water Service Area pursuant to Bylaw No. 867.01, cited as "Nanoose Bay Peninsula Water Service Area Amalgamation Amendment Bylaw No. 867.01, 2005" for the purpose of operating works and facilities for the supply, storage, distribution and treatment of water in a portion of Electoral Area 'E';

AND WHEREAS the Board wishes to undertake and carry out capital improvement and upgrades requirements to the water supply and distribution system (the "Works");

AND WHEREAS the estimated cost of the Works, including expenses incidental thereto, is the sum of Two Million Six Hundred Thousand Dollars (\$2,600,000);

AND WHEREAS that the financing is to be undertaken by the Municipal Finance Authority of British Columbia pursuant to proposed agreements between the Authority and the Regional District;

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

1. This bylaw may be cited for all purposes as the "Nanoose Bay Peninsula Water Service Area Capital Improvements Loan Authorization Bylaw No. 1714, 2014".
2. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the capital improvement and upgrades requirements to the water supply and distribution system and without limiting the generality of the foregoing:
 - (a) to borrow upon the credit of the Regional District a sum not exceeding Two Million Six Hundred Thousand Dollars (\$2,600,000).
3. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 20 years.
4. The borrowing authorized relates to the Nanoose Bay Peninsula Water Service Area pursuant to Bylaw No. 867.01, cited as "Nanoose Bay Peninsula Water Service Area Amalgamation Amendment Bylaw No. 867.01, 2005".

Introduced and read three times this day of , 2014.

Approved by the Inspector of Municipalities this day of , 2014.

Received the assent of the electors under section 801.2 of the *Local Government Act* this day of , 2014.

Adopted this day of , 2014.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1707, 2014

**A BYLAW TO ESTABLISH THE REID ROAD SANITARY SEWER
CAPITAL FINANCING SERVICE**

WHEREAS pursuant to section 796 and 800 of the *Local Government Act* ("Act") a regional district may, by bylaw, establish and operate any service the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Board of the Regional District of Nanaimo ("Regional District") wishes to establish a service for the purpose of financing, constructing, owning, operating, and maintaining a system for the collection, conveyance, and disposal of sanitary sewage in a portion of Electoral Area 'G';

AND WHEREAS the owners of parcels in a portion of Electoral Area 'G' have petitioned the Regional District pursuant to Section 797.4 of the *Act* to establish a service for the purposes of financing, constructing, operating, and maintaining a sewer collection system;

AND WHEREAS the petitions have been deemed sufficient pursuant to Section 797.4(3) of the *Act*;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under section 801(1)(a) of the *Act*;

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

1. Citation

This bylaw may be cited for all purposes as the "Reid Road Sanitary Sewer Capital Financing Service Establishing Bylaw No. 1707, 2014".

2. Service

A service to finance, construct, operate and maintain a system for the collection, conveyance and disposal of sanitary sewage is hereby established (the "Service").

3. Boundaries

The boundaries of the service area is that part of Electoral Area 'G' shown in heavy outline on the plan attached as Schedule 'A', attached to and forming part of this bylaw.

4. Participating Area

Electoral Area 'G' is the sole participating area for the Service.

5. Cost Recovery

As provided in section 803 of the *Local Government Act*, the annual cost of providing the Service may be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 4.3 of the *Local Government Act*;
- (b) parcel taxes imposed in accordance with Division 4.3 of the *Local Government Act*;
- (c) fees and charges imposed under section 363 of the *Local Government Act*;
- (d) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (e) revenues received by way of agreement, enterprise, gift, grant or otherwise.

6. Maximum Requisition

In accordance with section 800.1(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the Service is the greater of:

- (a) Eight Thousand Two Hundred (\$8,200) Dollars; or
- (b) the amount equal to the amount that could be raised by a property value tax rate of \$3.75 per \$1,000 applied to the net taxable value of land and improvements in the service area.

Introduced and read three times this day of , 2014.

Approved by the Inspector of Municipalities this day of , 2014.

Adopted this day of , 2014.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1708

**A BYLAW TO AUTHORIZE THE BORROWING OF
NINETY EIGHT THOUSAND DOLLARS (\$98,000)
FOR THE REID ROAD SANITARY SEWER CAPITAL FINANCING SERVICE**

WHEREAS the Board of the Regional District of Nanaimo (the "Regional District") established the Reid Road Sanitary Sewer Capital Financing Service pursuant to Bylaw No. 1707, cited as "Reid Road Sanitary Sewer Capital Financing Service Establishing Bylaw No. 1707, 2014" for the purpose of financing, constructing, owning, operating, and maintaining a system for the collection, conveyance, and disposal of sanitary sewer in a portion of Electoral Area 'G';

AND WHEREAS the Board wishes to design and install a system of sanitary sewer mains and services (the "Works") on the southern portion of Reid Road;

AND WHEREAS the estimated cost of the Works, including expenses incidental thereto, is the sum of Ninety Eight Thousand Dollars (\$98,000);

AND WHEREAS that the financing is to be undertaken by the Municipal Finance Authority of British Columbia pursuant to proposed agreements between the Authority and the Regional District;

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

1. This bylaw may be cited for all purposes as the "Reid Road Sanitary Sewer Capital Financing Loan Authorization Bylaw No. 1708, 2014".
2. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the design, tender, and construction of a system of sanitary sewer mains and services, and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - (a) to borrow upon the credit of the Regional District a sum not exceeding Ninety Eight Thousand Dollars (\$98,000).
3. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 20 years.
4. The borrowing authorized relates to the Reid Road Sanitary Sewer Capital Financing Service established pursuant to Bylaw No. 1707, cited as "Reid Road Sanitary Sewer Capital Financing Service Establishing Bylaw No. 1707, 2014".

Introduced and read three times this day of , 2014.

Approved by the Inspector of Municipalities this day of , 2014.

Adopted this day of , 2014.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 813.52

**A BYLAW TO AMEND THE BOUNDARIES OF THE
FRENCH CREEK SEWER SERVICE**

WHEREAS the Regional District of Nanaimo established the French Creek Sewer Service pursuant to Bylaw No. 813, cited as “French Creek Sewerage Facilities Local Service Establishment Bylaw No. 813, 1990”;

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owners to extend the boundaries of the service area to include the lands shown outlined in black on Schedule ‘B’ of this bylaw and legally described as:

- Lots 12-14 (inclusive), Lot 22 and Lot 25, District Lot 29, Nanoose District, Plan 13406;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with section 802 of the *Local Government Act*;

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

1. Amendment

“French Creek Sewerage Facilities Local Service Establishment Bylaw No. 813, 1990” is amended as follows:

By amending Schedule ‘A’ of Bylaw No. 813 to add the lands shown outlined in black on Schedule ‘B’ of this bylaw.

2. Citation

This bylaw may be cited for all purposes as “French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.52, 2014”.

Introduced and read three times this day of , 2014.

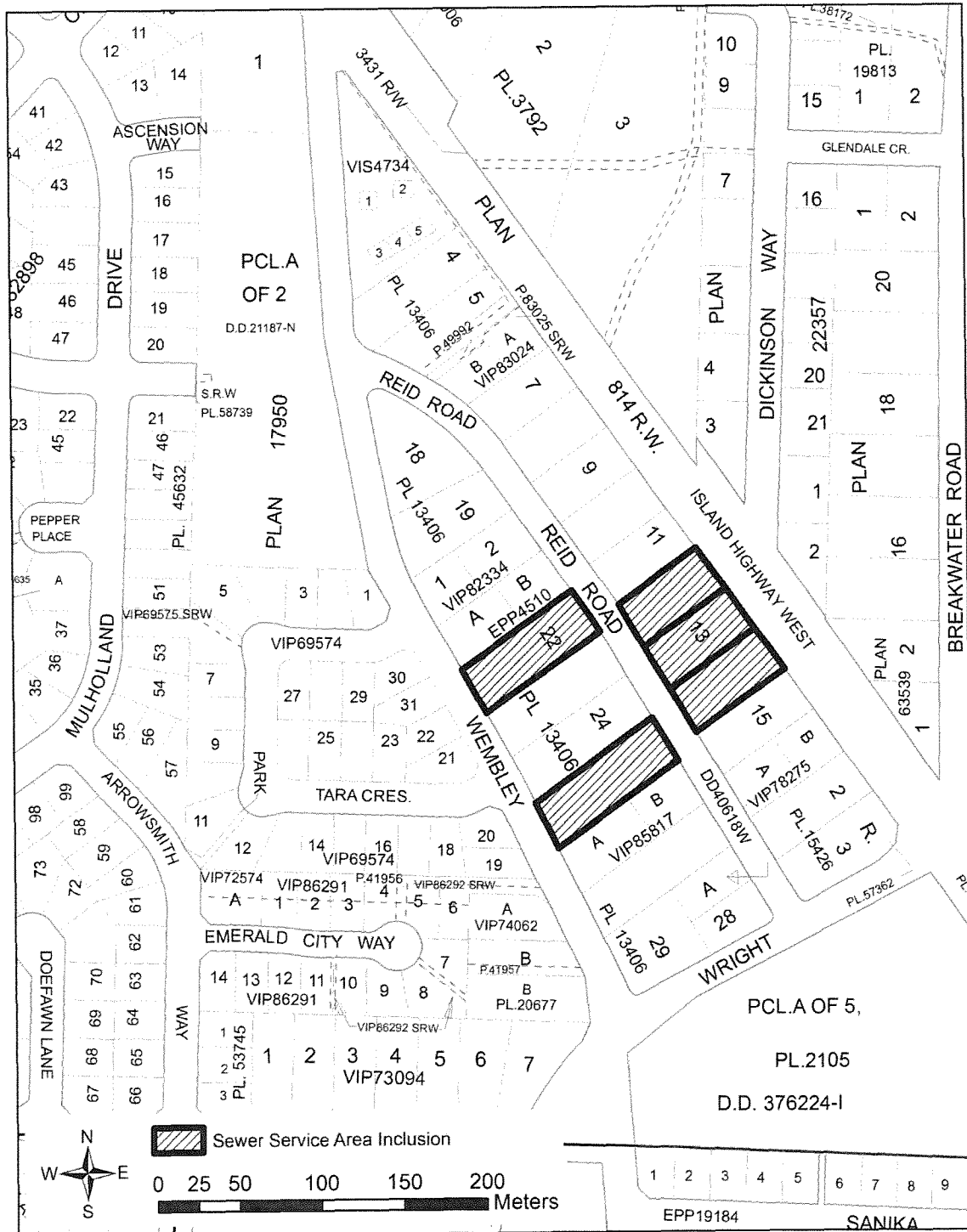
Adopted this day of , 2014.

CHAIRPERSON

CORPORATE OFFICER

 Chairperson

 Corporate Officer



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.68

**A BYLAW TO AMEND THE BOUNDARIES OF THE
NORTHERN COMMUNITY SEWER SERVICE**

WHEREAS the Regional District of Nanaimo established the Northern Community Sewer Service pursuant to Bylaw No. 889, cited as "Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993";

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owners to extend the boundaries of the benefitting area of the service area to include the lands shown outlined in black on Schedule 'B' of this bylaw and legally described as:

- Lots 12-14 (inclusive), Lot 22 and Lot 25, District Lot 29, Nanoose District, Plan 13406;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with section 802 of the Local Government Act;

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

1. Amendment

"Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993" is amended as follows:

- (1) By amending Schedule 'C' of Bylaw No. 889 (Benefitting Areas) to add the lands outlined in black on Schedule 'B' of this bylaw; and
- (2) By amending Schedule 'E' of Bylaw No. 889 (Non-Benefitting Areas) to *remove* the lands outlined in black on Schedule 'B' of this bylaw.

2. Citation

This bylaw may be cited as "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.68, 2014".

Introduced and read three times this day of , 2014.

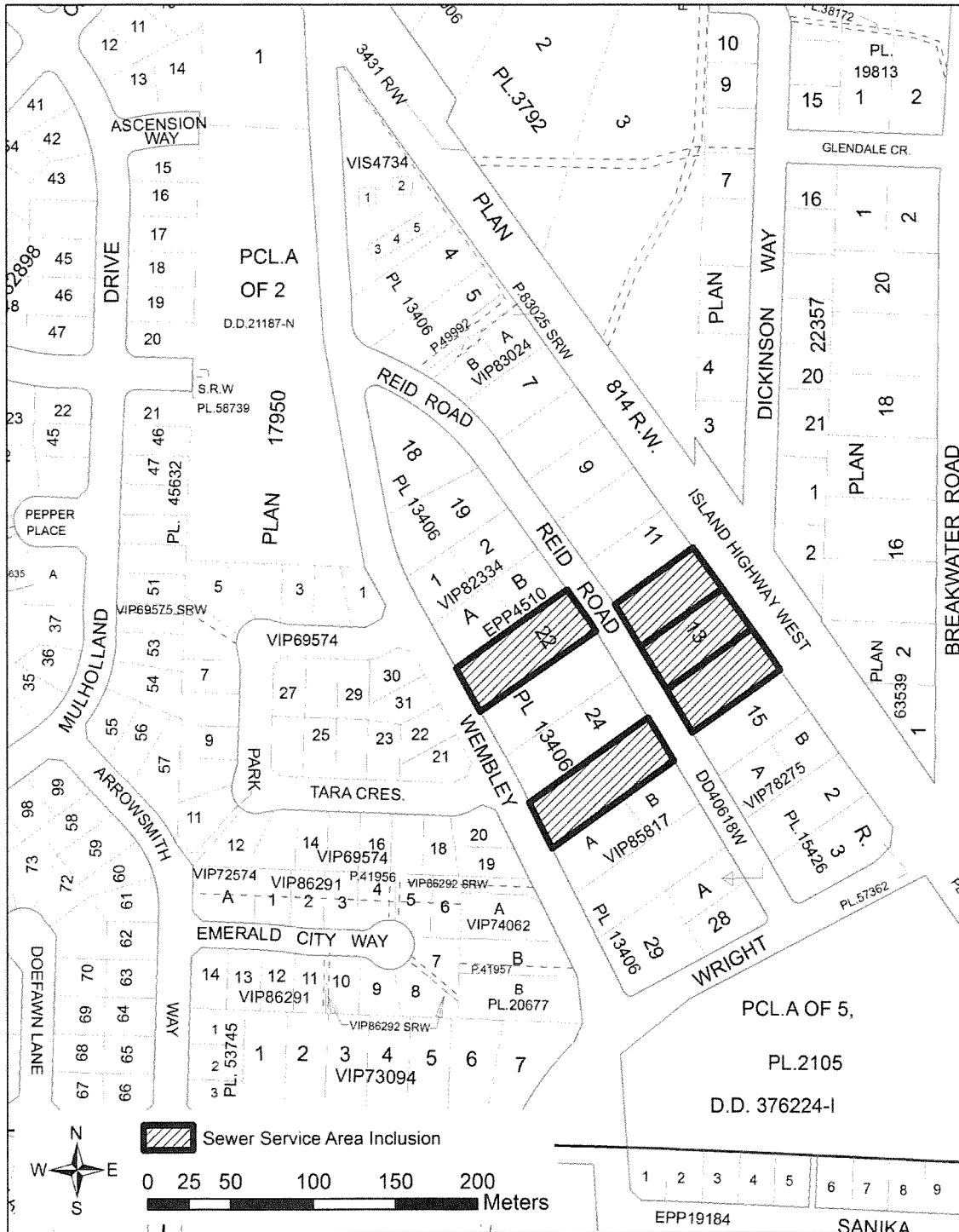
Adopted this day of , 2014.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1709

A BYLAW TO AUTHORIZE THE ENTERING INTO OF AN AGREEMENT RESPECTING FINANCING BETWEEN THE REGIONAL DISTRICT OF NANAIMO (THE "REGIONAL DISTRICT") AND THE MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA (THE "AUTHORITY")

WHEREAS the Authority may provide financing of capital requirements for regional districts and for their member municipalities by the issue of debentures, or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS, pursuant to the provisions of Section 825 of the *Local Government Act*, the amount of borrowing authorized by the following Loan Authorization Bylaw, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder and the amount being issued under the authority thereof by this bylaw is as follows:

Regional District	L/A Bylaw No.	Purpose	Amount Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue (Yrs.)	Amount of Issue
Nanaimo	1707	Reid Road Sanitary Sewer Capital Financing Service	\$98,000	Nil	\$98,000	20	\$98,000

Total Financing pursuant to Section 825 \$98,000

AND WHEREAS the Regional Board, by this bylaw, hereby requests that such financing shall be undertaken through the Authority;

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

1. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Nanaimo Regional District and its municipalities hereinbefore referred to, in Canadian Dollars or in such other currency or currencies as the Authority shall determine so that the amount realized does not exceed Ninety Eight Thousand Dollars (\$98,000) in Canadian Dollars and/or the equivalent thereto and at such interest and with such discounts or premiums and expenses as the Authority may deem consistent with the suitability of the money market for sale of securities of the Authority.
2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and Director of Finance of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of this bylaw (such agreement or agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of money in Canadian Dollars or as the Authority shall determine and subject to the *Local Government Act*, in such other currency or currencies as shall be borrowed by the Authority pursuant to Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligations incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signatures of the Chairperson and Director of Finance.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
7. If during the currency of the obligations incurred under the said Agreement to secure borrowings in respect of Reid Road Sanitary Sewer Capital Financing Loan Authorization Bylaw No. 1708, the anticipated revenues accruing to the Regional District from the operation of the said Reid Road Sanitary Sewer Capital Financing Service are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.

8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided however that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, and deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional District shall make provision to discharge such liability.
9. At the request of the Treasurer of the Authority and pursuant to Section 15 of the *Municipal Finance Authority Act*, the Regional District shall pay over to the Authority such sums and execute and deliver such promissory notes as are required pursuant to said Section 15 of the *Municipal Finance Authority Act*, to form part of the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
10. This bylaw may be cited as "Reid Road Sanitary Sewer Capital Financing Service Security Issuing Bylaw No. 1709, 2014".

Introduced and read three times this day of , 2014.

Adopted this day of , 2014.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1710

**A BYLAW TO AUTHORIZE TEMPORARY BORROWING
OF MONEY PENDING THE ISSUANCE OF SECURITIES
WHICH HAVE BEEN AUTHORIZED**

WHEREAS pursuant to Section 823.2 of the *Local Government Act* a regional district may, where it has adopted a loan authorization bylaw, borrow temporarily without further assents or approvals, from any person under the conditions therein set out;

AND WHEREAS by "Reid Road Sanitary Sewer Capital Financing Loan Authorization Bylaw No. 1708, 2014" ("Bylaw No. 1708"), the Board of the Regional District of Nanaimo was authorized to borrow upon the credit of the Regional District a sum not exceeding \$98,000.00 for the purpose of the Reid Road Sanitary Sewer Service capital upgrades;

AND WHEREAS the remaining authorized borrowing power under the said Bylaw No. 1708 stands at \$98,000.00;

AND WHEREAS the Board wishes to borrow temporarily before entering into long term debt;

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

1. The Board of the Regional District of Nanaimo is hereby authorized and empowered to borrow temporarily from any person or body corporate, sums not exceeding \$98,000.00 solely for the purposes specified in Bylaw No. 1708.
2. The form of obligations, to be given to the lender in acknowledgement of the liability of the said Regional District Board shall be a promissory note, or notes, bearing the Corporate Seal of the Regional District of Nanaimo and signed by the Chairperson and Director of Finance of the Regional District.
3. The proceeds from the sale of debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.
4. This bylaw may be cited as "Reid Road Sanitary Sewer Capital Financing Service Interim Financing Bylaw No. 1710, 2014".

Introduced and read three times this day of , 2014.

Adopted this day of , 2014.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE EAST WELLINGTON AND PLEASANT VALLEY
PARKS AND OPEN SPACE ADVISORY COMMITTEE
REGULAR MEETING HELD
MONDAY, June 23, 2014, 7:00PM
(*East Wellington Fire Hall, 3269 Jingle Pot Road*)**

Attendance: Maureen Young, Director RDN Board, Chair
Judith Wilson
Bruce Erickson
Doug Cawthorne

Staff: Elaine McCulloch, Park Planner
Lesya Fesiak, Park Planner
Wendy Marshall, Manager of Parks Service

Others: Charles Pinker, Alternate Director RDN Board
Jill Scyrup (resident of East Wellington)
Kristyna Clark (resident of East Wellington)
Carl Jones (resident of East Wellington)

Regrets: Rick Heikkila

CALL TO ORDER

Chair Young called meeting to order at 7:07 p.m.

MINUTES

MOVED J. Wilson, SECONDED B. Erickson that the Minutes of the EW/PV Parks and Open Space Advisory Committee meeting held May 12, 2014 be received.

CARRIED

BUSINESS ARISING FROM THE MINUTES

W. Marshall reported on meeting with the Ministry of Transportation and Infrastructure (MOTI), dealing with pathway along Jingle Pot Road from Fire Hall east to Nanaimo City boundary. Another meeting will be held with MOTI to deal with pros and cons of Jingle Pot Road and possibility of a trail or path.

A letter from resident Ken McCallum with suggestions how to improve Jingle Pot Road from Fire Hall to City boundary was received by M. Young.

E. McCulloch reported that Mountain View School students were notified about new bike racks at Meadow Drive Community Park.

New criteria and guidelines for the Community Works Funds are expected soon.

E. McCulloch confirmed that the main entrance gate at Meadow Drive Community Park is locked open.

REPORTS

Monthly Update of Community Parks and Regional Parks and Trails Projects – April 2014

Ms. McCulloch gave a summary of the April 2014 Regional and Community Parks and Trail Projects report.

Anders and Dorrit's Community Park Development Report

L. Fesiak provide a report on options available for the park: Concept Design 1 and Concept Design 2
The committee had a lengthy discussion on the report's contents.

MOVED D. Cawthorne, SECONDED B. Erickson that the Regional District proceed with the removal or demolition of the vacant Olsen residence, located in Anders and Dorrit's Community Park, as a first stage of parkland development outlined in Concept Design 1.

CARRIED

Meadow Drive Picnic Shelter Update (D. Cawthorne)

D. Cawthorne provided a verbal report on Meadow Drive Park picnic shelter. Conceptual plans were provided. D. Cawthorne to provide cost estimates at the next Committee meeting.

MOVED J. Wilson, SECONDED D. Cawthorne to receive reports.

CARRIED

ADJOURNMENT

MOVED D. Cawthorne, SECONDED J. Wilson that the meeting be adjourned at 8:55 p.m.

CARRIED

Chairperson

TO: Wendy Marshall
Manager of Parks Services

DATE: June 12, 2014

FROM: Lesya Fesiak
Parks Planner

FILE:

SUBJECT: Parkland Development – Anders and Dorrit’s Community Park, Electoral Area C

PURPOSE

To consider parkland development options associated with either the removal or the renovation and maintenance of the vacant Olesen residence in Anders and Dorrit’s Community Park, Electoral Area C (EW/PV).

BACKGROUND

In 2011, the Regional District of Nanaimo acquired a 6-acre agricultural property at 3734 Jingle Pot Road in East Wellington (Electoral Area C) as a willed parkland donation by Anders and Dorrit Olesen. In 2010, shortly after the death of his wife Dorrit, Anders Olesen met with parks staff and Director Young to discuss his vision for the future development of the property as community park. Two conceptual design plans were developed by staff and approved by Mr. Olesen in September, 2010.

Concept Design 1 (see Appendix I) involves the removal of the 1050 sq. ft. Olesen residence and the construction of a paved memorial plaza in its place. **Concept Design 2** (see Appendix II) assumes the renovation and maintenance of the former residential structure as a possible community facility. The two plans are similar in all other regards. As per Mr. Olesen’s request, both plans feature informal play fields, loop trails, the installation of trees and benches, and the development of parking and picnic areas at the entrance.

The property was transferred to the RDN following Mr. Olesen’s death in May, 2011 and officially opened as Anders and Dorrit’s Community Park on September 5, 2013. To date, only the following minor changes have been made to the property for reasons of public safety: removal of barbed-wire fencing and dilapidated structures such as sheds and animal pens, and installation of drainage culverts, gates and signage. The windows of the vacant Olesen residence have been secured with wood boards and the building remains closed to the public.

PROPERTY FEATURES

Anders and Dorrit’s Community Park is a 6-acre (2.5-hectare), triangular parcel of land located within the Agricultural Land Reserve, 150 meters outside the City of Nanaimo boundary (see Appendix IV – Site Map). The property is bordered by Jingle Pot Road on the northwest and by farms on the southwest and east. The southern half of the property is forested, with informal trails leading down to the Millstone River, while the northern half consists of open fields and the now vacant Olesen house and its

surrounding gardens. Anders and Dorrit Olesen were avid gardeners, as well as world travelers, and the property features an impressive collection of native and exotic trees and shrubs.

The Olesen house, built by the couple in 1975, is located in the west corner of the park and accessed by a single, paved driveway from Jingle Pot Road (see Appendix II – Site Photos). It is a one-story, 1,058 sq. ft. wood frame structure with exterior wood siding and stucco finish. The main entrance is through a carport on the east side of the building, with a secondary entrance located off a covered patio on the west. The interior consists of 5 rooms (2 bedrooms, a kitchen, a full bathroom, a living / dining room), and is finished with painted drywall, carpet and vinyl flooring.

An appraisal completed in 2011 by Cunningham & Rivard rates the overall condition of the structure as average: "Average quality one-story dwelling with average street appeal. Some worn finish noted on the kitchen cabinets. Newer vinyl frame / double pane windows. Overall condition is rated average". The house has received only minimal maintenance since acquisition (boarded windows, heating and security checks), with further deterioration now noted on exterior finishes, roof, patio and trellis work.

DISCUSSION

The Olesens envisioned Anders and Dorrit's Community Park as a tranquil, inviting community space for gatherings, passive recreation, nature appreciation and horticulture. The overall site design, as approved by Anders Olesen in 2010, includes informal play fields, trails, picnic areas and a plaza. The Olesens were indifferent with regards to the removal or renovation of their house (as shown through two design options, Concepts 1 and 2) and felt it should be decided through the process of park planning and community consultation. Development implications associated with each design option, and community consultation results are discussed below.

Concept Design 1 – House Removal:

The two concept designs differ only in their treatment of the park entrance area. Both designs suggest picnic tables, gardens and a plaza. Design 1 involves the removal of the Olesen residence and the construction of a memorial plaza in its place. A picnic shelter is also indicated to the south of the plaza.

Costs to remove and relocate the house are estimated at \$6,000 (based on discussions with Nickel Bros. house movers) while demolition costs range from \$10,000 to \$15,000 (based on previous park demolitions). While relocation is preferred, demolition may be necessary due to structural constraints and location of mature trees. Picnic shelter construction ranges from \$20,000 (simple wood structure for 2 picnic tables) to \$80,000 (large structure for 6-8 tables with water and electricity). A paved plaza with seating, based on current landscape standards of \$10 per sq. foot, would be \$5,000-\$10,000.

Benefits of this design option include opened views to the park from the entrance area (currently blocked by the house structure), an enhanced garden area after house removal, year-round community access to an outdoor picnic shelter, and low long-term maintenance requirements and costs.

Concept Design 2 – House Renovation:

Design 2 involves the renovation and maintenance of the vacant Olesen residence as a possible community facility. The plan shows a paved memorial plaza at the back of the building (south side), next to a small picnic field with tables. The Olesens made no definitive requests for the future use of the house, however, their preference was for an open, community facility, such as a museum, gallery or meeting space, with no exclusive, long-term rentals to an organization or business.

Renovation costs are entirely dependent on the future use of the facility. Minimal upgrades, as required for a small, accessible, community meeting space, are estimated between \$30,000 and \$50,000. Some of the required changes include:

- Replacement of stairs to main house entrance to meet building code requirements
- Installation of concrete ramp at side entrance for wheelchair access
- Widening and installation of new doors at entrance for accessibility and security
- Removal of aging trellis work over side patio
- Replacement of carpeting with laminate flooring
- Widening of doorway from foyer to living room for accessibility
- Reconstruction of laundry and existing washroom as an accessible, public washroom
- Installation of surface mount fluorescent lights and back-up lighting
- Installation of fire extinguishers
- Replacement and upgrades to existing septic system

Converting the former residence for larger gatherings (i.e. a small community hall or gallery), would likely require the removal or reconfiguration of interior walls for an estimated cost of \$50,000-\$100,000. Unaccounted costs for all facility options include roof replacement (within five years), exterior painting, window replacement, and other repairs and upgrades associated with long-term maintenance. A future community use for the vacant house has yet to be determined.

The RDN does not currently have the staff or funding resources to manage or maintain a future community facility in Anders and Dorrit's Community Park. A management agreement with a local non-profit organization (for bookings, repairs, cleaning and security) would therefore need to be secured before any considerations regarding facility renovations can be made. The RDN is currently unaware of any management interest from the local community.

Community Consultation Results:

An Open House was held in Anders and Dorrit's Community Park during the official opening event on September 5, 2013. Over 60 community members attended to review conceptual design plans and speak with RDN representatives. Feedback was varied but largely supportive of the Olesen's vision for the park. There was a slight preference for house removal, which was also reflected in questionnaire results received at the Open House and on the RDN website from September 5, 2013 to January 10, 2014: **61% in favour of house removal** (Concept 1) and **39% in favour of renovation** (Concept 2).

ALTERNATIVES:

1. That the Regional District proceed with the removal or demolition of the vacant Olesen residence, located in Anders and Dorrit's Community Park, Area C, as a first stage of parkland development outlined in Concept Design 1 (Appendix I).
2. That the Regional District of Nanaimo continue to maintain the vacant Olesen residence in Anders and Dorrit's Community Park for a future community use pending the development of a facility renovation and management plan. Parkland development, outlined in Concept Design 2 (Appendix II) should proceed after a use for the facility is established.

FINANCIAL IMPLICATIONS

East Wellington/Pleasant Valley (Electoral Area C) currently has an annual parks development budget of approximately \$20,000. The estimated cost for implementing either of the conceptual design plans,

regardless of house removal or demolition is estimated at roughly \$100,000-\$200,000. The development of Anders and Dorrit's Community Park would therefore occur in phases.

The development cost difference between the two design options is nominal, ranging from \$86,000-\$215,000 for Concept Design 1 and \$110,000-\$220,000 for Concept Design 2. General maintenance costs associated with the park grounds is roughly \$5,000/year for either option. Additional costs associated with maintenance and management of a parks facility, as per Concept Design 2, are estimated at \$10,000-\$15,000/ year (utilities, repairs, cleaning, security, bookings), which could be minimized through partnership with a local non-profit organization or revenue from facility bookings.

Costs associated with each design option are outlined below:

CONCEPT DESIGN 1		CONCEPT DESIGN 2	
House removal or demolition	\$6,000-\$15,000	House renovation	\$30,000-\$100,000
Other items—plaza, trails, parking, benches, tables, signage, field grading, planting	\$80,000-\$120,000	Other items—plaza, trails, parking, benches, tables, signage, field grading, planting	\$80,000-\$120,000
Picnic shelter (optional)	\$20,000-\$80,000	<i>Picnic shelter (not included)</i>	-
TOTAL DEVELOPMENT COSTS:	\$86,000-\$215,000	TOTAL DEVELOPMENT COSTS:	\$110,000-\$220,000
MAINTENANCE COSTS: (park maintenance)	\$5,000/year	MAINTENANCE COSTS: (park + facility maintenance)	\$15,000/year

The vacant Olesen house is currently heated to reduce damage and further deterioration at an annual average cost of \$800/year (since 2011). The RDN will continue to pay maintenance costs for the vacant, unused building until a decision is made regarding its removal or renovation.

CONCLUSION


Two park development plans were approved by the Olesens in September 2010, prior to property acquisition by the RDN in 2011. The plans differ only in their treatment of the park entrance area, with Concept Design 1 involving the removal of the Olesen house and Concept Design 2 involving its renovation for use as a community facility. The Olesens were indifferent with regards to the removal or renovation of their house and felt it should be decided through the process of park planning and community consultation. Results of Open House discussion and questionnaire response indicate a slight community preference for house removal (61% in favour of Concept Design 1).

Each development option has associated benefits and disadvantages, and the cost difference is nominal. However, maintenance costs associated with the retention and renovation of the structure (Concept Design 2) are significantly higher when compared to house removal. Furthermore, the RDN does not currently have the financial and staffing resources to manage and maintain a park facility (repairs, cleaning, security, bookings) without a management agreement or partnership from a local non-profit organization.

With continued maintenance costs associated with the retention of the vacant, unused structure, no management interest from the local community, no determined future use, average structural conditions and low heritage value, staff recommend the removal of the vacant Olesen residence in order to proceed with parkland development without further delay.

RECOMMENDATION

That the Regional District proceed with the removal or demolition of the vacant Olesen residence, located in Anders and Dorrit's Community Park, Electoral Area C, as a first stage of parkland development outlined in Concept Design 1 (Appendix I).



Report Writer

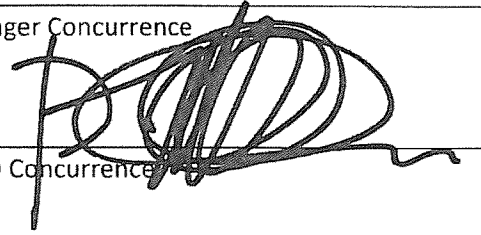


General Manager Concurrence

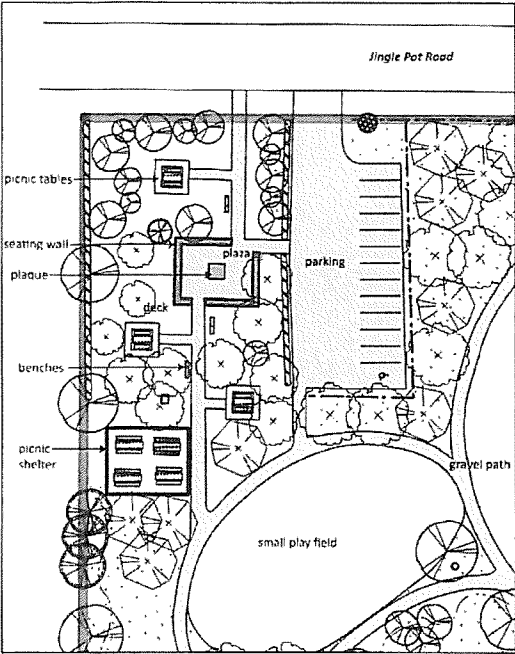


Manager Concurrence

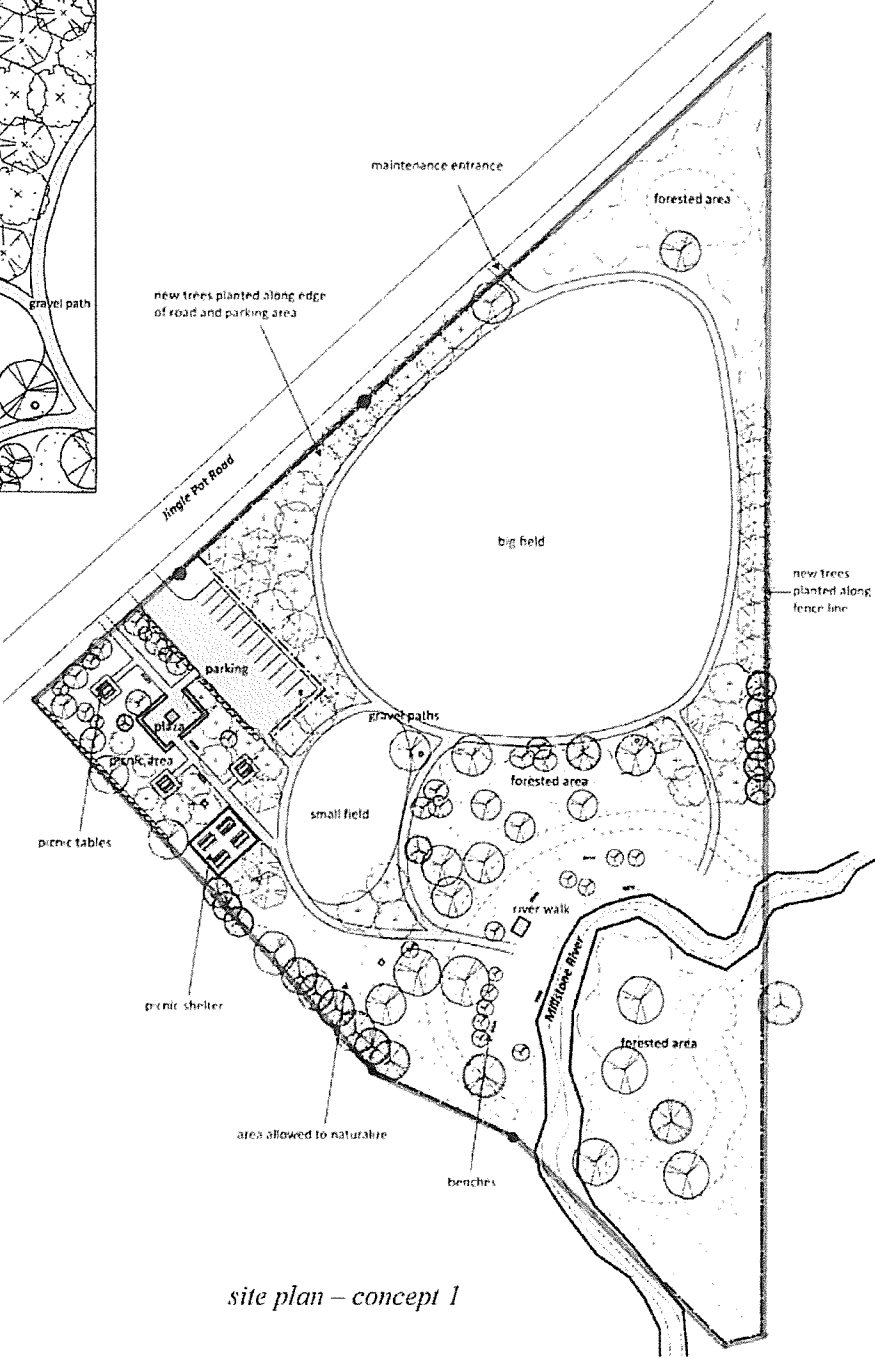
C.A.O Concurrence



Appendix I – Concept Design 1

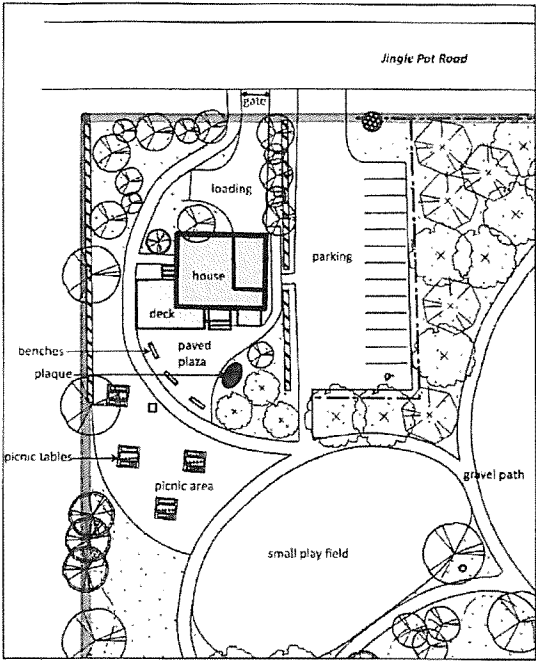


entrance detail 1- concept 1

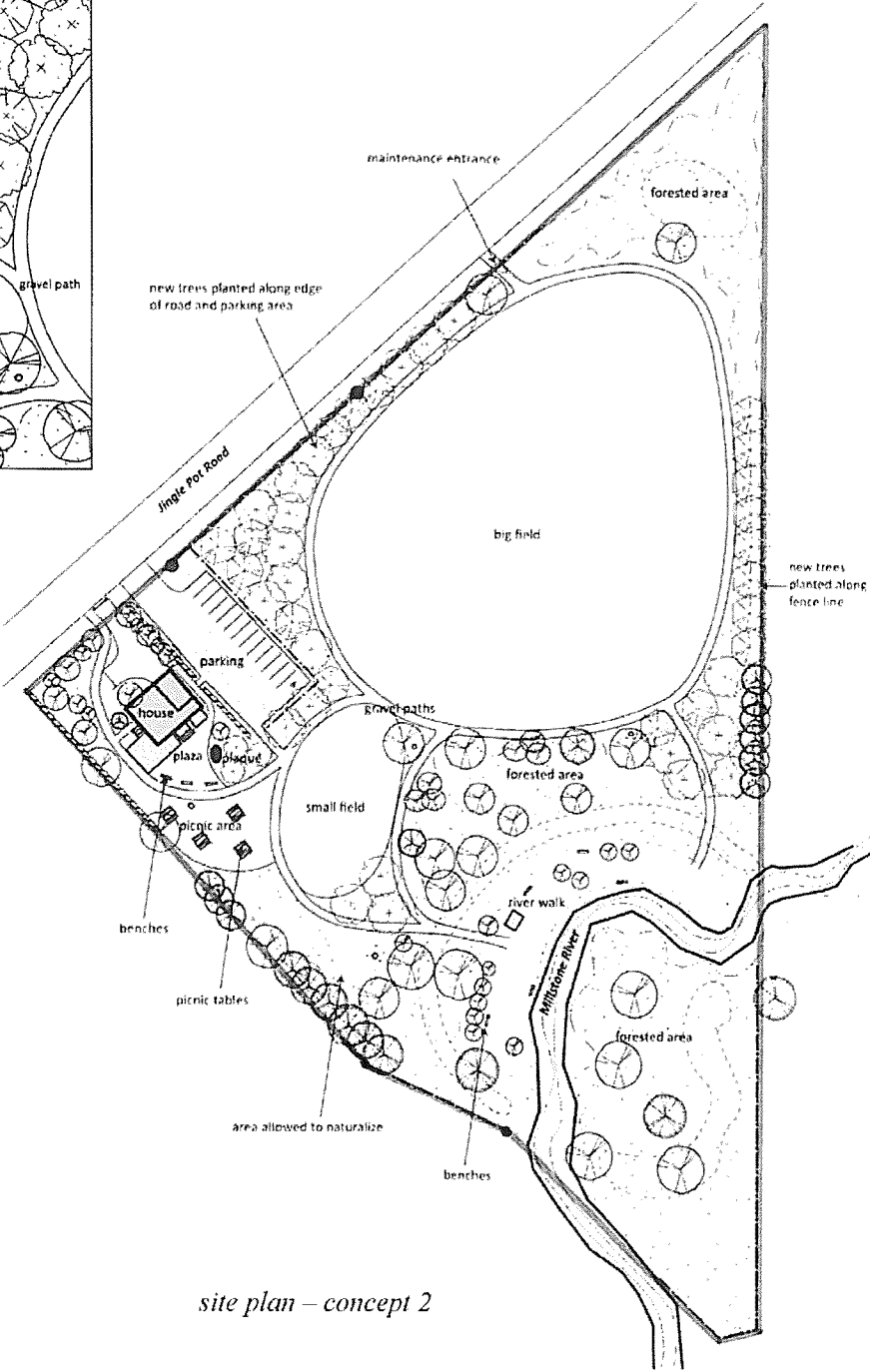


site plan – concept 1

Appendix II – Concept Design 2



entrance detail 1- concept 2

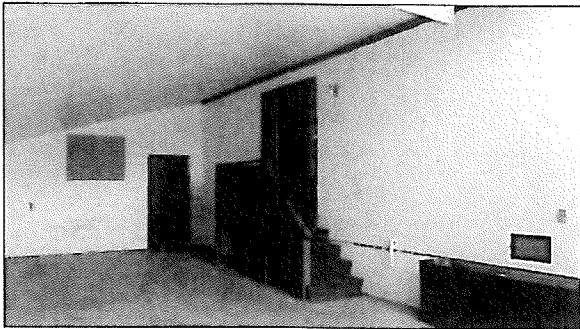


site plan – concept 2

Appendix III – Site Photos



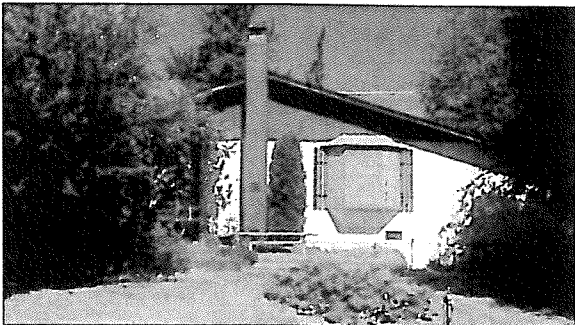
north side (front of house)



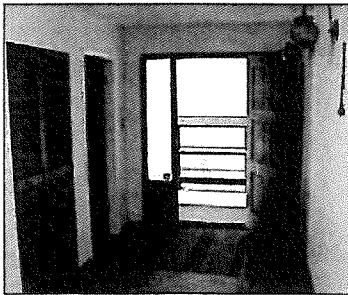
front entrance in carport



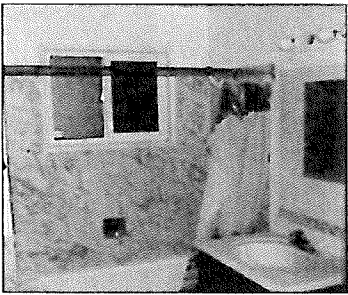
west side entrance and arbour



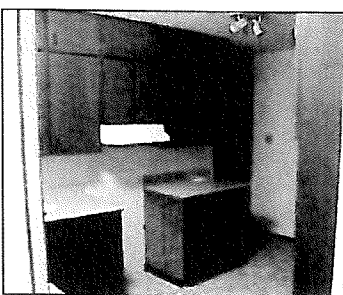
south side (back of house)



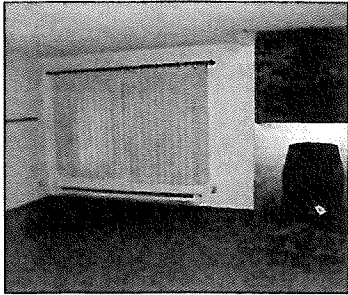
foyer



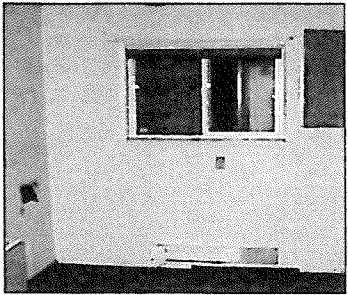
washroom



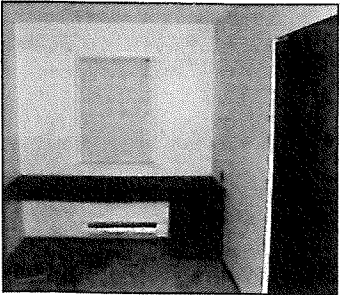
kitchen



living room

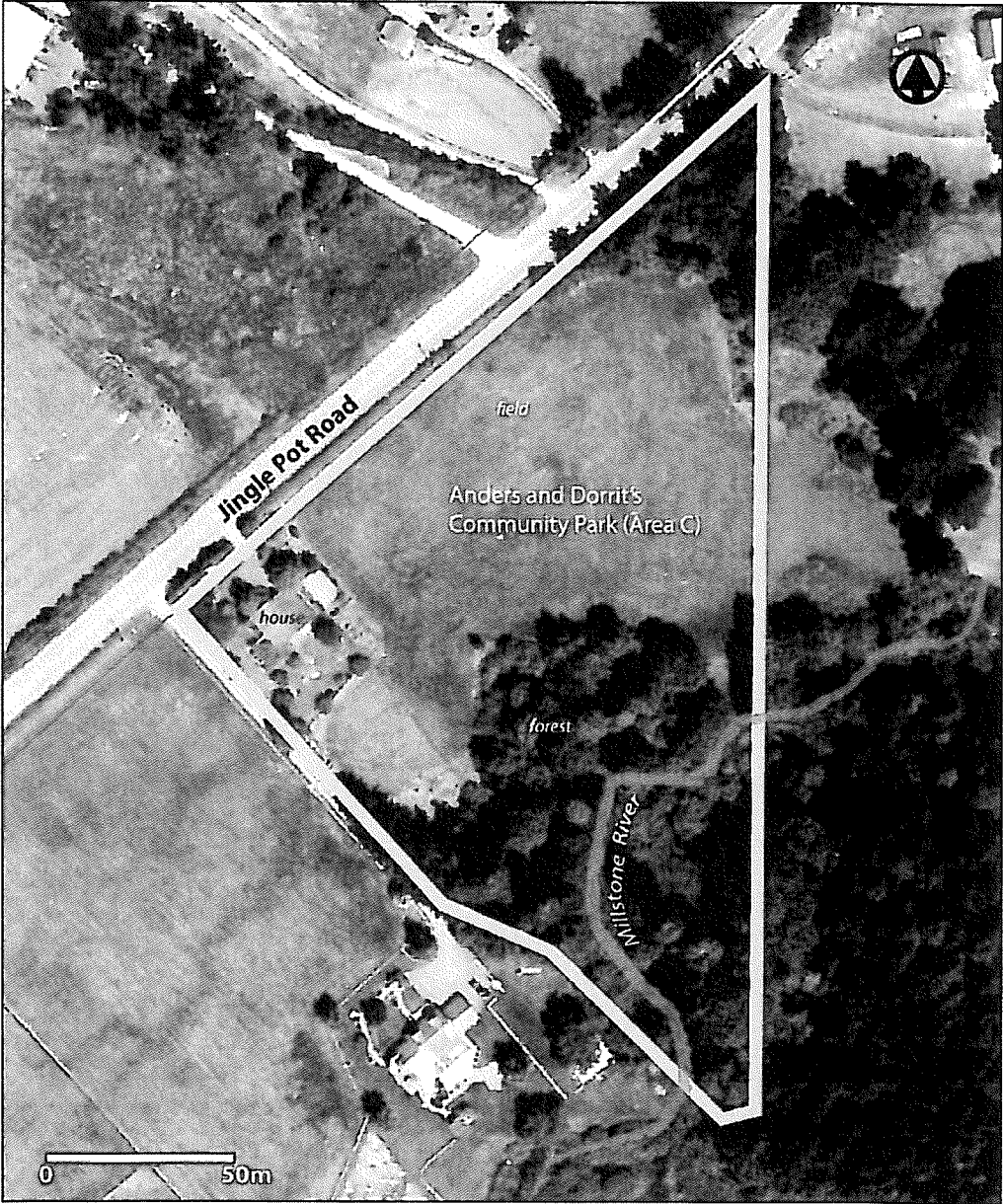


bedroom 1



bedroom 2 (office)

Appendix IV – Site Map



Anders and Dorrit's Community Park (aerial photo, 2012)

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'H' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING
WEDNESDAY, June 25, 2014
10:00 AM
(Lighthouse Community Centre, Qualicum Bay)

ATTENDANCE: Bill Veenhof, Chair, Director, RDN Board
Richard Leontowich
David Wiwchar
Valerie Weismiller
Nancy Robertson

STAFF: Wendy Marshall, Manager of Park Services
Elaine McCulloch, Parks Planner

REGRETS: Dagmar Sedel
Barry Ellis

CALL TO ORDER

Chair Veenhof called the meeting to order at 10:50am.

MINUTES

MOVED D. Wiwchar, SECONDED N. Robertson that the minutes of the regular Electoral Area 'H' Parks and Open Space Advisory Committee meeting held April 2, 2014 be approved.

CARRIED

REPORTS

Monthly Update Regional and Community Parks and Trail Projects - April 2014
Monthly Update Regional and Community Parks and Trail Projects – January 2014

Ms. McCulloch gave a summary of the Regional and Community Parks and Trail Projects reports.

5 year Project Planning: 2014-2018

The committee discussed the 5 year project plan for 2014-2018 for Area 'H'.
Improvements to priority beach accesses was added as a medium project priority.

MOVED R. Leontowich, SECONDED N. Robertson that the reports be received.

CARRIED

BOARD AND COMMITTEE UPDATES

MOVED N. Robertson, SECONDED R. Leontowich that the Regional District provide funding of \$20,000 annually for four years for a total of \$80,000 to the Lighthouse Community Centre for capital repairs and upgrades.

CARRIED

MOVED R. Leontowich, SECONDED N. Robertson that the 2014 funding of \$20,000 for the Lighthouse Community Centre be taken out of Community Works Funds for Electoral Area 'H'.

CARRIED

COMMITTEE ROUND TABLE

Chair Veenhof will connect with Manager of Fish Hatchery to put trail signs.

ADJOURNMENT

MOVED N. Robertson, SECONDED R. Leontowich that the meeting be adjourned at 11:45 am.

CARRIED

Chair

REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE AGRICULTURAL ADVISORY COMMITTEE
MEETING HELD ON FRIDAY, JULY 11, 2014 AT 2:00 PM
IN THE RDN BOARD CHAMBERS

Present:

Director D. Johnstone	Chairperson
Director H. Houle	Electoral Area B
Director J. Fell	Electoral Area F
K. Wilson	Representative (South)
C. Watson	Representative (North)
R. Thompson	Representative (North)
C. Springford	Regional Agricultural Organization
K. Reid	Regional Aquaculture Organization

Also in Attendance:

W. Haddow	Regional Agrologist, Ministry of Agriculture
T. Armet	A/ Gen. Manager of Strategic and Community Development
P. Thompson	Manager of Long Range Planning
J. Holm	Manager of Current Planning
G. Keller	Senior Planner
A. Buick	Planner
N. Hewitt	Recording Secretary

Regrets:

J. McLeod	Regional Agricultural Organization
M. Ryn	Representative (South)

CALL TO ORDER

Chairperson Johnstone called the meeting to order at 2:00 p.m.

MINUTES

MOVED K. Wilson, SECONDED H. Houle, that the minutes of the Agricultural Advisory Committee meeting held May 23, 2014. be adopted.

CARRIED

CORRESPONDENCE

Minister of Community Sports and Cultural Development, re: Medical Marihuana Production in British Columbia.

MOVED J. Fell, SECONDED C. Springford, that the correspondence from the Minister of Community, Sports and Cultural Development regarding medical Marihuana Production in British Columbia be received.

CARRIED

ALC APPLICATIONS

ALR Application No. PL2014-051 – Kyler / J.E. Anderson – 2560 Grafton Ave & 2555 Tintern Road Parker Road, Electoral Area 'F'.

MOVED J. Fell, SECONDED H. Houle, that Application No. PL2014-051 for subdivision in the ALR be forwarded to the Agricultural Land Commission with a recommendation to approve the application.

CARRIED

REPORTS

AAP Implementation Update.

Greg Keller provided a verbal and visual overview of the "Growing our Future" website.

NEW BUSINESS

Food Security Workshop.

Greg Keller provided a verbal update on a Food Security Workshop that the RDN is looking to host in Fall 2014.

Economic Development / Food Map.

Colin Springford provided samples of Agricultural Food Maps and self-guided brochures from the Abbotsford/Chilliwack area.

ADJOURNMENT

MOVED K. Reid, SECONDED H. Houle, that this meeting be adjourned.

CARRIED

Time: 2:43 pm

CHAIRPERSON



RDN REPORT		[Signature]
CAO APPROVAL		
EAP		
COW		
JUL 14 2014		
RHD		
BOARD	✓	

MEMORANDUM

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: July 14, 2014

FROM: Wendy Idema
Director of Finance

FILE:

SUBJECT: Gabriola Historical & Museum Society Agreement Renewal

PURPOSE:

To obtain approval to extend the agreement with the Gabriola Historical & Museum Society for a further three-year term.

BACKGROUND:

Electoral Area 'B' Cultural Centre Contribution Amendment Bylaw No. 1319 was amended in 2011 in order to provide \$12,000 in annual funding to the Gabriola Historical & Museum Society. At that time an agreement (Attachment 2) was signed with the Society for a three year term from June 2011 to December 2013. The agreement includes an option to renew the agreement for further three-year terms as well as a requirement for the Society to report annually to the RDN Board which they have fully complied with. The Gabriola Historical & Museum Society has provided a request to extend the agreement for a further three-year term (Attachment 1) and the Electoral Area B Director has indicated support for the extension.

ALTERNATIVES:

1. Approve a three year extension to the agreement with the Gabriola Historical & Museum Society for the January 2014 to December 31, 2016 period.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS:

Alternative 1

The 2014 – 2018 Financial Plan includes the \$12,000 funding amount for 2014 as part of the Electoral Area 'B' Cultural Centre Contribution Service. The total collected for this service is \$26,690 for 2014 with the additional \$14,690 being transferred to the Port Theatre. The \$12,000 portion allocated to the Gabriola Historical & Museum Society is equivalent to \$1.00 per \$100,000 in assessed value for residential properties in Electoral Area B.

STRATEGIC PLAN IMPLICATIONS:


Support for volunteer opportunities such as those provided by the Gabriola Historical & Museum Society in the Electoral Area B community through this funding agreement is directly related to the action areas found under the Regional Federation portion of the 2013-2015 Board Strategic Plan.

SUMMARY/CONCLUSIONS:

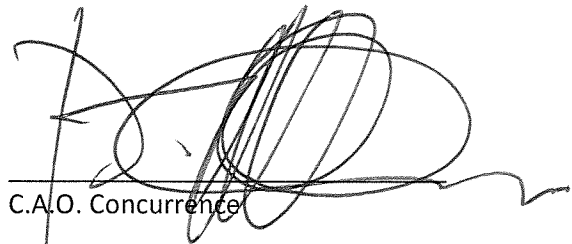
Electoral Area 'B' Cultural Centre Contribution Amendment Bylaw No. 1319 was amended in 2011 in order to provide \$12,000 in annual funding to the Gabriola Historical & Museum Society. At that time an agreement (Attachment 2) was signed with the Society for a three year term from June 2011 to December 2013. The agreement includes an option to renew the agreement for further three-year terms as well as a requirement for the Society to report annually to the RDN Board which they have fully complied with. The Gabriola Historical & Museum Society has provided a request to extend the agreement for a further three-year term (Attachment 1) and the Electoral Area B Director has indicated support for the extension.

RECOMMENDATION:

That the Board direct staff to complete a three year extension to the agreement with the Gabriola Historical & Museum Society for the January, 2014 to December 31, 2016 period.



Report Writer



C.A.O. Concurrence

July 4, 2014

Wendy Idema
Director of Finance
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo BC V9T 6N2

Dear Ms Idema,

This letter is to advise that the Gabriola Historical and Museum Society ("GHMS") would like to renew the agreement between the Regional District of Nanaimo and GHMS entered into on June 27, 2011 for a further term of three (3) years.

Please let me know if anything further is required.

Thank you for your assistance.

Yours truly,

Gabriola Historical and Museum Society

By: Diane Cornish

Name: Diane Cornish
Title: President

THIS AGREEMENT made the 27th day of June 2011.

BETWEEN:

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

(hereinafter called the "Regional District")

OF THE FIRST PART

AND

THE GABRIOLA ISLAND HISTORICAL & MUSEUM SOCIETY
505 SOUTH ROAD
GABRIOLA ISLAND, BC
V0R 1X0

(hereinafter called the "Gabriola Island Museum ")

OF THE SECOND PART

WHEREAS the Regional District of Nanaimo established a service within Electoral Area 'B' for the purpose of providing an annual contribution to the Gabriola Island Museum in the amount of \$12,000;

AND WHEREAS the Regional District wishes to enter into an agreement having a term of three (3) years which may be renewed for further terms of three years based upon a satisfactory review of the Gabriola Island Museum's annual reports on its activities and the use of the funds;

NOW THEREFORE THIS AGREEMENT WITNESSETH that for and in consideration of the Regional District transferring to the Gabriola Island Museum monies raised by requisition in Electoral Area 'B', the parties covenant and agree each with the other as follows:

The Gabriola Island Museum shall:

1. Arrange for an authorized representative of the Gabriola Island Museum on or before September 30th in each year to present to the Board of the Regional District annual reports on its activities and the use of the funds;

The Regional District shall:

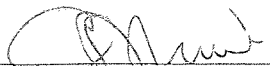
2. In consideration of the Gabriola Island Museum supplying the aforementioned information, the Regional District hereby agrees to transfer funds (\$12,000) received from the Province of British Columbia collected under the authority of:

"Electoral Area 'B' Cultural Centre Contribution Amendment Bylaw No. 1319.01, 2011".

The Term of the Agreement shall be for three years effective June, 2011 to December 31, 2013 with an option to renew for further terms of three years.

IN WITNESS WHEREOF the parties have hereunto caused their presents to be executed under the hands of their proper officers duly authorized in that behalf.

THE REGIONAL DISTRICT OF NANAIMO)

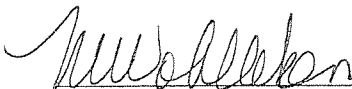


 Chief Administrative Officer)

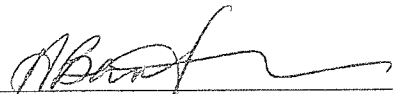


 Senior Manager, Corporate Administration)


SIGNED ON BEHALF OF THE)
 GABRIOLA ISLAND HISTORICAL &)
 MUSEUM SOCIETY)



 Authorized Signatory *President*)



 Authorized Signatory)
Treasurer.)

	Initial	Date
Content (Mgr)	<i>ML</i>	<i>13/07</i>
Approved (GM)	<i>ML</i>	<i>13/07</i>
Legal Form (SMCA)	<i>ML</i>	<i>13/07</i>
Authority (CAO)		<i>19/11</i>



RDN REPORT		[Handwritten initials]
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RHD		
BOARD	✓	

MEMORANDUM

TO: Tom Osborne
General Manager, Recreation and Parks Services

DATE: July 15, 2014

FROM: Dean Banman
Manager of Recreation Services

FILE:

SUBJECT: Tourism Vancouver Island - Request for Hiking Trails Strategy Phase 1 Funding Contribution.

PURPOSE

To provide the information requested by the RDN Board at the July 8, 2014 Committee of the Whole meeting related to a funding request in the amount of \$2,500 by Tourism Vancouver Island (Attachment 'A').

BACKGROUND

At the July 8th Committee of the Whole meeting Tourism Vancouver Island appeared as a delegation requesting funding in the amount of \$2,500 from the RDN to support the financing of Phase 1 of a 3 phase Hiking Trails Strategy. At this same meeting the Board made the following motion;

MOVED Director Ruttan, SECONDED Director Veenhof, that the request for funding from Tourism Vancouver Island be referred to staff to provide options.

Tourism Vancouver Island (TVI) requires funding in the amount of \$30,000 from a number (15) of local government sources to finance Phase 1 of a 3 phase Hiking Trails Strategy. Total funding for Phase 1 is budgeted for \$60,000 with Island Coastal Economic Trust (ICET) having already provided \$30,000. The goal of the 3 phase strategy/project is to increase trail utilization on Vancouver Island and the Sunshine Coast. Phase 1 involves research and inventory of existing trails and their attributes including level of difficulty with a goal of identifying the top 100 trails. Phase 2 is for strategy development to increase utilization and Phase 3 will be the implementation of physical improvements to trails (signage, upgrading, difficulty rating) as well as marketing and promotion. TVI will manage Phase 1 through a company still to be selected through an RFP process. Phase 1 is scheduled to begin August 2014 and completed no later than March 2015.

Parks staff met with TVI on June 26 regarding their request and feel the TVI project aligns with existing RDN trails strategy and is worthy of consideration by the Board.

ALTERNATIVES

1. That up to \$2,500 be funded from the 2014 Regional Parks Operations Budget for contribution to Tourism Vancouver Island for Phase 1 of the Vancouver Island and the Sunshine Coast Hiking Trails Strategy.
2. That up to \$2,500 be funded from the Community Works Fund (capacity building) in 2014 for contribution to Tourism Vancouver Island for Phase 1 of the Vancouver Island and the Sunshine Coast Hiking Trails Strategy.
3. That alternative direction be provided.

FINANCIAL IMPLICATIONS

Regional Parks has the capacity to fund the requested \$2,500 from the 2014 Operating Budget at no expense to existing projects or operations. This is possible as a number of projects for 2014 were completed under budget or changed resulting in capacity to fund the TVI request.

Another possible source is the Community Works Fund (CWF) under the category of capacity building. Funding from the CWF would require the RDN to enter into a funding agreement with TVI requiring administrative co-ordination (signed agreement) that may not warrant a \$2,500 contribution.

Of note are possible future financial expenses relating to Phases 2 and 3. There is a likelihood that TVI will require financial support to carry out Phase 2 and 3 and will approach those organizations who contributed to Phase 1. There is also the possibility that an increase in the Regional Parks Operations or Capital Budget may be required to meet the recommendations and initiatives that result from the completed strategy. For example it may be found that RDN trails require an increase in signage or surface upgrading. Should this occur the RDN Board through its existing budget approval process can decide the merits and make changes to Parks funding as they see fit.

Another consideration is if TVI is not able to secure from the various sources the \$30,000 needed to match the ICET grant. In this situation it is likely that TVI would request the RDN Board to provide additional funding above the \$2,500 already requested. The Board may elect at this time to only provide the \$2,500 requested with any additional funding considered at a later date upon request from TVI. Tourism Vancouver Island may also gain unanticipated sources of funding that reduce the amount requested from the Board to less than \$2,500. The staff recommendation is proposed in such a way that should this occur less than \$2,500 can be provided to TVI without further effort on the Board's part.

STRATEGIC PLAN IMPLICATIONS

The Hiking Trails Strategy as outlined by TVI does align with both the 2005-2015 Regional Parks and Trails Plan as well as the 2013 – 2015 RDN Board Strategic Plan. The Vision of the existing Regional Parks and Trails Plan of providing outdoor recreational opportunities, fostering an appreciation for the Region's natural environment and increase livability of current and future residents does align with the TVI goal of an increase in trail utilization. Goals within the current RDN Board Strategic Plan of increasing public awareness of parks and the promotion of these assets to the tourism industry are also met with the TVI initiative.

SUMMARY

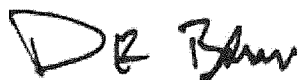
At the July 8th Committee of the Whole meeting Tourism Vancouver Island appeared as a delegation requesting funding in the amount of \$2,500 from the RDN to support the financing of Phase 1 of a 3 phase Hiking Trails Strategy. Phase 1 involves research and inventory of existing trails and their attributes with a goal of identifying the top 100 trails. Phase 2 and 3 will be for strategy development and implementation.

The funding for Phase 1 can be covered through the 2014 Regional Parks Operations Budget with no impact to existing projects. Another funding source is the Community Works Fund (CWF) under the category of capacity building. Funding from the CWF would require the RDN to enter into a funding agreement with TVI requiring administrative co-ordination (signed agreement) that may not warrant a \$2,500 contribution.

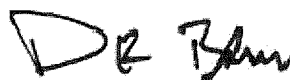
Also warranting consideration are possible future financial expenses relating to Phases 2 and 3 requiring an increase in the Regional Parks Operations or Capital Budget to meet the recommendations and initiatives that result from the completed strategy. Should this occur the RDN Board through its existing budget approval process can decide the merits and make changes to Parks funding as they see fit.

RECOMMENDATIONS

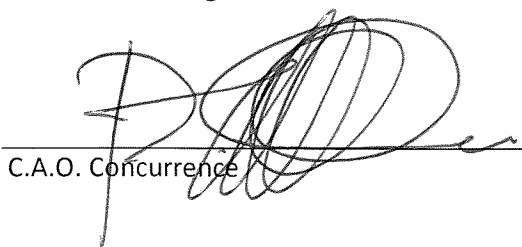
1. That up to \$2,500 be funded from the 2014 Regional Parks Operations Budget for contribution to Tourism Vancouver Island for Phase 1 of the Vancouver Island and the Sunshine Coast Hiking Trails Strategy.



Report Writer



A/General Manager Concurrence



C.A.O. Concurrence

ATTACHMENT 'A'



June 27, 2014

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

RE: Vancouver Island and the Sunshine Coast, Hiking Trails Strategy – Phase 1

Dear Directors:

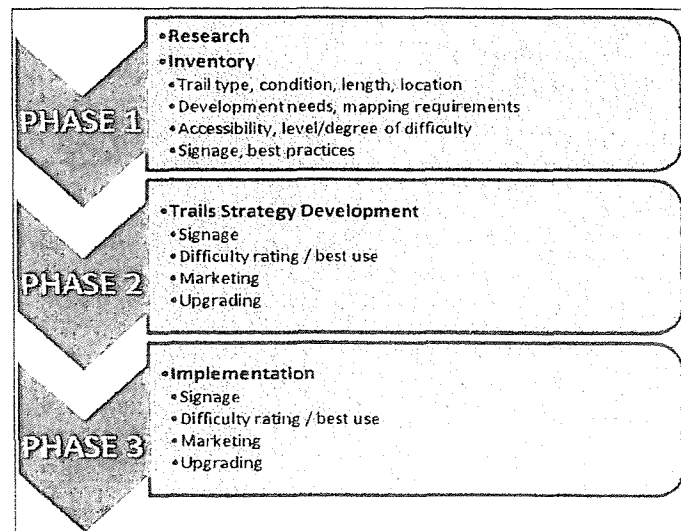
Tourism Vancouver Island is seeking funding support for Phase 1 of a multi-phase trails strategy for the Vancouver Island region. Tourism Vancouver Island has been successful with an application to the Island Coastal Economic Trust, through the Economic Development Readiness Program, to proceed with the first phase of a three-phase project that will result in the development and implementation of a Vancouver Island and Sunshine Coast Trails Strategy. We are looking to your community for a \$2,500 financial commitment to support the first phase of this exciting project. Tourism Vancouver Island will be contacting numerous communities, municipalities and regional districts within the Vancouver Island region to obtain the matching funds required by ICET.

Project Overview: The Vancouver Island and the Sunshine Coast regions have incredible assets in trails; however there is presently a significant lack of coordination in the development, rating, mapping, marketing, etc., to fully utilize these assets. The opportunity to grow the economic and social potential in the regions through the development and implementation of a trails strategy will be instrumental in attracting visitors from around the world. Trail utilization has been identified as one of the most popular activities of leisure travellers, in addition to being an amenity that is enjoyed by the residents of our communities.

About The Project: Phase 1 of this Trails Project will become the foundation that guides the way to a well-defined trails strategy. The inventory will be a searchable data base of the highest potential trails and will define a set of key attributes that assists us in understanding what is required to ensure that trails within the regions provide visitors and local residents with exceptional experiences. Tourism Vancouver Island will manage the process through a firm that has experience in hiking trail development and management. Community and trail group leaders from throughout the regions will be engaged in the process to assist in identifying the trails to be included in the inventory, in addition to determining the attributes required to make the inventory valuable.

Phase 1 Activities:

- Establishing a consultation process with communities engaged in trails and trails development;
- Conducting research and inventory that identifies the agencies that presently are active and investing in some form of trails development activities within the region to assess duplication, gaps and appetite for collaboration;



- Engaging in dialogue about potential “shared approaches” to trails development where tourism is embedded in a more comprehensive way;
- Building an inventory of the highest potential hiking trails and documenting key attributes.

Phases 2 & 3 (future projects)

Project Objectives: Trails are enjoyed by a diverse range of users and provide opportunities for outdoor activities that promote physical and mental health and wellbeing, while fostering respect for the environment. Trails serve a multi-functional purpose including transportation, tourism and leisure. The Vancouver Island Trails Strategy is aimed at accomplishing the following objectives:

- Increase the awareness of trail use in the Vancouver Island region that contributes to economic and social growth
- Increase the investment of government agencies in support of tourism and trails development
- Increase the investment of tourism stakeholders in trails development and marketing
- Increase the investment of economic development agencies in promoting the amenities and lifestyles of the region through trail use and enjoyment
- Increase the alignment and collaboration of agencies with the capacity to attract visitation, investment, workforce and relocation to the region using the outdoor recreational opportunities as attractants
- Increase visitation to the region by providing a one-stop-shop for visitors to seek comprehensive trail-use information
- Establish a trail network system, as a destination benefit for residents and visitors, which focuses on the sustainable use and protection of natural areas and green spaces
- Establish an initiative or process that is replicable for the province, country or abroad
- Produce an exportable product for Canada

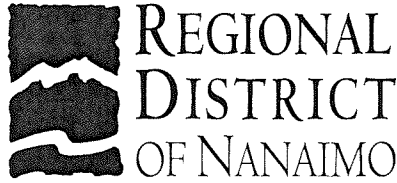
Our Request: Phase 1 has been approved for funding of \$30,000 through Island Coastal Economic Trust’s (ICET) Economic Development Readiness Program. We are seeking your financial support of \$2,500 for Phase 1 of this project.

Sincerely,



Dave Petryk
President & CEO

Tourism Vancouver Island
501 – 65 Front Street
Nanaimo, BC V9R 5H9
Phone: 250-754-3500 Fax: 250-754-3599
www.tourismvi.ca info@tourismvi.ca



RDN REPORT		1
CAO APPROVAL		
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BOARD	✓	

MEMORANDUM

TO: Jeremy Holm
Manager, Current Planning

DATE: July 11, 2014

FROM: Lainya Rowett
Senior Planner

FILES: PL2012-096 & PL2012-097

SUBJECT: Zoning Amendment Applications No. PL2012-096 & PL2012-097
3536696 Canada Inc. and bcIMC Realty Corporation
Lakes District & Schooner Cove - Electoral Area 'E'
Phased Development Agreement Authorization Amendment Bylaw 1692; and
Amendment Bylaws 500.384, 500.385, and 500.388 - Adoption

PURPOSE

To consider "Regional District of Nanaimo Phased Development Agreement (Lakes District and Schooner Cove) Authorization Bylaw No. 1692, 2013"; "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.384, 2013"; "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.385, 2013"; and "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.388, 2013" for adoption.

BACKGROUND

The Phased Development Agreement Authorization Bylaw (PDA Bylaw) No. 1692 was introduced and given first and second reading on December 3, 2013. Amendment Bylaws No. 500.384, 500.385 and 500.388 were introduced and given first and second reading on November 12, 2013. Bylaw 500.385 was subsequently revised at the applicants' request and given second reading, as amended, on November 26, 2013. Bylaw 500.384 and PDA Bylaw 1692 were also revised at the applicants' request and given second reading, as amended, on April 22, 2014. A Public Hearing for the PDA Bylaw and Amendment Bylaws No. 500.384, 500.385, and 500.388 was held on May 12, 2014, and the Bylaws received third reading on May 27, 2014. Copies of the proposed PDA Bylaw and Amendment Bylaws are included in Attachment 1 to 3 of this report.

Bylaw No. 1692, if adopted, would authorize the Regional District of Nanaimo to enter into a phased development agreement with the property owner which will determine the phasing of residential, mixed-use and commercial development, parks dedication, acquisition of public land and the provision of servicing and infrastructure and community amenities within the Lakes District and Schooner Cove Neighbourhood Plan Areas in Electoral Area 'E' (see Attachment 1). Pursuant to Section 905.2 (2) of the *Local Government Act*, the PDA Bylaw was forwarded to the Inspector of Municipalities for approval of the proposed twenty-year term of the agreement. The Inspector approved the PDA term on June 25, 2014, which satisfies the requirements for approval in order to proceed with bylaw adoption.

Amendment Bylaw No. 500.384, if adopted, would rezone the lands within the Lakes District Neighbourhood Plan Area from Residential 1 Zone, Subdivision District 'P', to Lakes District Comprehensive Development Zone (CD44) to allow the development of a maximum of 1,675 units of residential development, including single family residential, duplex and multiple dwelling unit residential, as well as mixed-use/commercial development, civic infrastructure, and parks and trails (see Attachment 2).

Amendment Bylaw No. 500.385, if adopted, would rezone the lands within the Schooner Cove Neighbourhood Plan Area from Commercial 5 Zone (Subdivision District 'J'), Residential 5 Zone (Subdivision District 'J'), and Water 2 Zone (Subdivision District 'Z'), to Schooner Cove Comprehensive Development Zone (CD45) to allow the development of a mixed-use waterfront village with commercial shops and services, a marina, seniors congregate housing and multiple dwelling unit residential development of up to 360 units, and a waterfront boardwalk and pathways (see Attachment 3).

Amendment Bylaw No. 500.388, if adopted, would amend the subdivision servicing standards for community water and community sewer for new development within the Lakes District and Schooner Cove neighbourhoods to reflect current engineering design standards as well as site specific constraints which will dictate current design standards for community water and sewer systems in these neighbourhoods (see Attachment 4).

Following the close of a Public Hearing no further submissions or comments from the public or interested persons can be accepted by members of the Board, as established by provincial legislation. Having received the minutes of the Public Hearing eligible Board members may vote on the Bylaw.

The applicant has satisfied all requirements for approval, and the Inspector has approved the PDA term; therefore, the PDA Bylaw and related Amendment Bylaws are presented to the Board for consideration of adoption.

In addition to the PDA, the applicant proposes a non-binding Memorandum of Understanding (MoU) (see Attachment 5 for a link to view the MoU on the RDN web site) between the land owner and the RDN which addresses the following topics:

- Integrated Stormwater Management;
- Transportation;
- Water Supply;
- Sanitary Sewer; and,
- Parks.

The MoU acknowledges the technical work and analysis performed to date and outlines practical considerations for the implementation of the proposed developments in relation to items that are outside of the scope of the PDA. The MoU does not in any way limit the discretion of the Regional Board nor prescribe any commitments or obligations for the RDN. Rather, it discusses the context and presently anticipated future courses of action as they relate to the proposed developments. Should the Board adopt the Amendment Bylaws (No. 500.384, 500.385, and 500.388) and the PDA Authorization Bylaw (No. 1692), staff recommend the Board authorize the execution of the MOU.

ALTERNATIVES

1. To adopt “Regional District of Nanaimo Phased Development Agreement (Lakes District and Schooner Cove) Authorization Bylaw No. 1692, 2013”; “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.384, 2013”; “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.385, 2013”; and “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.388, 2013”.
2. To authorize the execution of the Memorandum of Understanding.
3. To not approve the Amendment Bylaws 500.384, 500.385, and 500.388 and the Phased Development Agreement Authorization Bylaw and to provide alternate direction.
4. To not authorize the execution of the Memorandum of Understanding and provide alternate direction.

SUMMARY/CONCLUSIONS

The proposed Phased Development Agreement Authorization Bylaw No. 1692 and Amendment Bylaws No. 500.384, 500.385 and 500.388 would amend the zoning of the properties within the Lakes District and Schooner Cove neighbourhoods to allow the long term phased development of these lands in accordance with the adopted Neighbourhood Plans including the development of residential, mixed-use, commercial and marina uses, as well as parks, trails and a waterfront boardwalk. The development phasing and provision of community amenities will be guided by the terms of a proposed twenty year Phased Development Agreement. The Lakes District and Schooner Cove Phased Development Agreement Authorization Bylaw No. 1692 (PDA Bylaw) was introduced on December 3, 2013 and proceeded concurrently with the related land use and servicing Amendment Bylaws 500.384, 500.385 and 500.388 to a Public Hearing on May 12, 2014. The PDA Bylaw was given third reading on May 27, 2014. The Inspector of Municipalities approved the proposed twenty-year term for the PDA on June 25, 2014, such that the PDA Bylaw may now be considered for adoption.

The related Amendment Bylaws were introduced on November 12, 2013. Bylaw No. 500.385 was revised and given second reading, as amended, on November 26, 2013. Bylaw No. 500.384 and was also revised and given second reading, as amended, on April 22, 2014. These Bylaws proceeded concurrently with the PDA Bylaw to Public Hearing on May 12, 2014 and received third reading on May 27, 2014.

Given that the applicant has satisfied all requirements for approval, staff recommend that the Board adopt the PDA Authorization Bylaw No. 1692 and related Amendment Bylaws No. 500.384, 500.385, and 500.388.

In addition to the PDA, the applicant proposes a non-binding Memorandum of Understanding (MoU) between the land owner and the RDN. The MOU acknowledges the technical work and analysis performed to date and outlines practical considerations for the implementation of the proposed developments in relation to items that are outside of the scope of the PDA. Should the Board adopt the Amendment Bylaws (No. 500.384, 500.385, and 500.388) and the PDA Authorization Bylaw (No. 1692), staff recommend the Board authorize the execution of the MOU.

RECOMMENDATIONS

1. That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.384, 2013" be adopted.
2. That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.385, 2013" be adopted.
3. That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.388, 2013" be adopted.
4. That "Regional District of Nanaimo Phased Development Agreement (Lakes District and Schooner Cove) Authorization Bylaw No. 1692, 2013" be adopted.
5. That the Board endorse execution of the Lakes District and Schooner Cove Memorandum of Understanding.



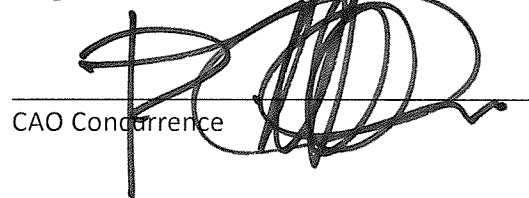
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

Attachment 1
Proposed Phased Development Agreement Authorization Bylaw No. 1692, 2013

Click on the hyperlink below to view the PDA document and corresponding schedules:

<http://www.rdn.bc.ca/cms.asp?wplD=3155>

Attachment 2

Proposed Amendment Bylaw No. 500.384, 2013

REGIONAL DISTRICT OF NANAIMO BYLAW NO. 500.384

A Bylaw to Amend Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.384, 2013”.
- B. “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:
 1. Under **PART 3 LAND USE REGULATIONS, Section 3.1 Zones** by adding the following Zone Classification and corresponding short title after Section 3.4.143 Schooner Bay Manor Seniors Mobile Home Park Comprehensive Development Zone (CD43):

Lakes District Comprehensive Development Zone (CD44)
 2. By adding Section 3.4.144 (CD44) as shown on Schedule ‘3’ which is attached to and forms part of this Bylaw.
 3. By rezoning the lands shown on the attached Schedule ‘1’ and legally described as
 - a. Lot 1, District Lots 30 and 78, Nanoose District, Plan 26219, except those parts in Plans 28246, 29574, 30072, 30262, 34675, 36514, 48548 and VIP53001;
 - b. Lot 8, District Lot 78, Nanoose District, Plan 30262;
 - c. District Lot 11, Nanoose District, Except that part outlined in red on Plan 1567 OS, 48548 and VIP59496;
 - d. A portion of the lands legally described as District Lot 7, Nanoose District, Except that part outlined in red on Plan 1567 OS, 48548, VIP59496 and VIP80856;
 - e. A portion of the lands legally described as District Lot 30, Nanoose District, Except those parts in Plans 15193, 26219, 48585, VIP51706, VIP51707, VIP52451, VIP53134, VIP57407, VIP60049, VIP60602 and VIP88308; and,
 - f. A portion of the lands legally described as District Lot 78, Nanoose District, Except that part shown outlined in red on Plan deposited under DD 195791; Except Parcels A and B (DD 7528N); and Except those parts in Plans 813R, 1567 OS, 14212, 14250, 14275, 15075, 15193, 22836, 24012, 25366, 26219, 27129, 27206, 29869, 34675, 47638, 48548, 48585, 49669, 50872, 51142, VIP51603, VIP51706, VIP51707, VIP53134, VIP57407, VIP59180, VIP59494, VIP60049, VIP60602, VIP71781, VIP73214, VIP78139, VIP80854, VIP80855, VIP80856, VIP85588 and VIP88308

from Residential 1 (RS1) Zone, Subdivision District 'P' to Lakes District Comprehensive Development Zone (CD44) as shown on Schedule '1', and with the following CD44 Sub-Zoning Areas as shown on Schedule '2', which is attached to and forms part of this Bylaw:

Regional Park	CD44 – PR1
Community Park	CD44 – PR2
Residential Single Dwelling	CD44 – RS
Residential Single Dwelling & Duplex	CD44 – RSD
Residential Multiple Dwelling	CD44 – RMD
Neighbourhood Mixed Use	CD44 – MU
Lakehouse Centre	CD44 – LC
Civic Infrastructure	CD44 – CI

Introduced and read two times this 12th day of November, 2013.

Second reading rescinded this 22nd day of April, 2014.

Read a second time, as amended, this 22nd day of April, 2014.

Public Hearing held this 12th day of May, 2014.

Read a third time this 27th day of May, 2014.

Adopted this ___ day of _____ 20__.

Chairperson

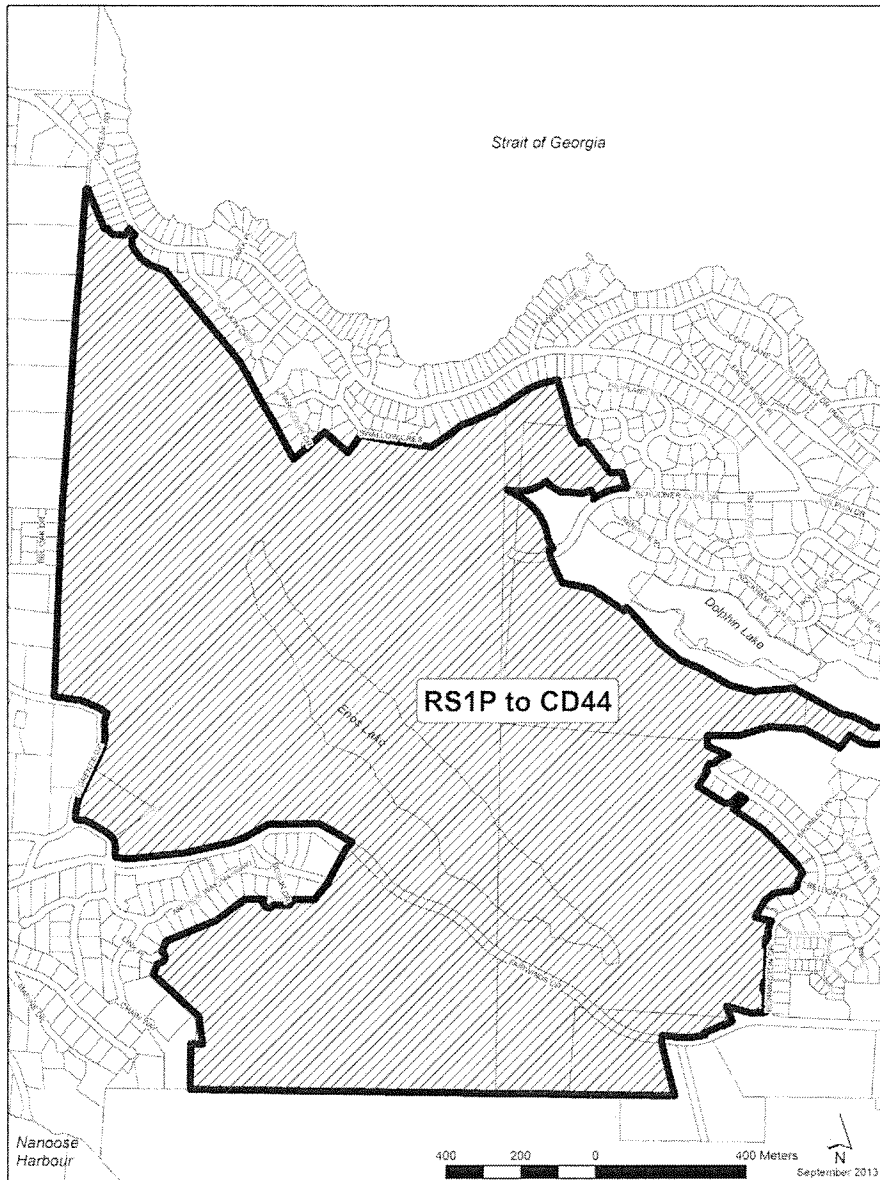
Corporate Officer

Schedule '1' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.384, 2013"

Chairperson

Corporate Officer

Schedule '1'
CD44 Zone Area



Schedule '2' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.384, 2013"

Chairperson

Corporate Officer

Schedule '2'
CD44 Sub-Zoning Areas



Schedule '3' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.384, 2013".

Chairperson

Corporate Officer

Schedule '3'
Lakes District Comprehensive Development Zone Regulations

Section 3.4.144

LAKES DISTRICT COMPREHENSIVE DEVELOPMENT ZONE

CD44

3.4.144.1 APPLICABILITY OF THE BYLAW

The regulations of Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987 shall apply to the lands zoned CD44. In addition to these regulations, and where there is a conflict with these regulations, the regulations of the CD44 Zone shall apply.

3.4.144.2 PURPOSE

The purpose of the CD44 Zone is to allow a range of land uses and residential densities with diverse housing types, recreational opportunities, and locally serving commercial services in accordance with Schedule 'B' - Lakes District Neighbourhood Plan in the Nanoose Bay Official Community Plan Bylaw No. 1400, 2005.

The lands encompassed within the CD44 Zone are divided into eight sub-zoning areas including: Regional Park (CD44 - PR1), Community Park (CD44 - PR2), Residential Single Dwelling (CD44 - RS), Residential Single Dwelling & Duplex (CD44 - RSD), Residential Multiple Dwelling (CD44 - RMD), Neighbourhood Mixed Use (CD44 - MU), Lakehouse Centre (CD44 - LC), and Civic Infrastructure (CD44 - CI). Specific regulations apply to each zoning area, in addition to the Definitions and General Regulations as set out in the CD44 Zone.

The extent of each zoning area in the Lakes District Comprehensive Development Zone is shown on Schedule '3A' Zoning Maps of Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987.

3.4.144.3 DEFINITIONS

artisan workshop means production, service, repair or maintenance of an article, substance, material, fabric or compound, provided uses are not noxious or offensive to the immediate neighbourhood or the general public by reason of emitting odours, dust, gas, noise, effluent, or hazard; and having a gross floor area not exceeding 200 m² including retail sales accessory to the principal use;

bulk grade means the elevation of the surface of the ground at any point within a parcel as established on a parcel contour plan and which may not increase above natural grade by more than 2.0 m at any point;

commercial use means the occupancy or use of a building or land for the purpose of carrying out business, professional activities, artisan workshop, retail or personal service use;

community garden means a non-commercial facility for the cultivation of fruits, flowers, vegetables or ornamental plants;

community park means use of land, buildings or structures primarily for recreation, including playgrounds, band shells, skateboard parks, canoe and kayak docks, boathouses, playfields, field houses, multi-purpose courts and the like;

duplex means two self-contained dwelling units with separate ground level entrances, and which are adjoined by a common wall;

height means the elevation of a point directly below:

- a) That part of the building or structure being measured above the land (or surface of water at high water), and;
- b) On a line connecting the two intersections of the natural grade and the outermost exterior walls or supports as indicated on a plan showing any complete vertical section of that part of a building or structure where permitted in the applicable zone; or,
- c) On a line connecting the two intersections of the bulk grade, as defined on a parcel contour plan, and the outermost exterior walls or supports as indicated on a plan showing any complete vertical section of that part of a building within a Residential Single Dwelling & Duplex, Residential Multiple Dwelling, Neighbourhood Mixed Use or Lakehouse Centre zoning area;

garden centre means the use of land, buildings, or structures for the purpose of retail sales of fruits, flowers, vegetables or ornamental plants, trees, and associated gardening and landscaping supplies and outdoor garden equipment;

impermeable surface area means the sum total horizontal area as measured from the outermost perimeter of all buildings or part thereof together with any ground covering that does not naturally exist on the site and cannot be readily penetrated by water, such as roads, paved parking areas, driveways, patios, games courts and the like, on the parcel expressed as a percentage of the total parcel area;

mobile food cart means a mobile cart from which food and/or drink is dispensed, and where the entire stock of goods offered for sale is carried and contained in the cart and which may change locations from time to time, and which is not located in a permanent building or structure, and is removed from public access when not in use;

multiple dwelling unit development means the establishment of three or more dwelling units within a building on a parcel;

natural grade means the elevation of the surface of the ground in its natural state prior to any human-made alterations as determined by a BC Land Surveyor;

nature park means the use of land, buildings or structures primarily for conservation and enjoyment of natural areas and may include boardwalks, trails, environmentally sensitive areas, nature sanctuaries and the like;

parcel contour plan means a survey plan prepared by a BC Land Surveyor or Professional Engineer at minimum 0.5 m contours and showing natural grade and bulk grade of the surface of the ground;

restaurant means an eating establishment providing for the sale of prepared foods and beverages to be consumed on or off the premises, and may include café, delicatessen, and take-out restaurant, but specifically excludes neighbourhood pub, drive-in and drive-thru establishment;

retail store means a sales outlet contained under one roof, having a gross floor area not exceeding 250 m², and providing for the retail sale and display of goods, but specifically excludes industrial uses and gasoline service station;

secondary suite means one or more habitable rooms, but not more than two bedrooms and one cooking facility, constituting a self-contained dwelling unit with a separate entrance, but which is clearly subordinate to the principal dwelling, and is limited to residential use;

seniors' congregate housing means a residential or institutional facility which provides for seniors' congregate housing units with common living facilities, one or more meals per day and housekeeping services, contains a common dining area with a capacity sufficient to accommodate all residents of the facility, and may contain accessory personal service use and accessory convenience store use;

seniors' congregate housing unit means a sleeping unit or a dwelling unit containing one or more sleeping units within a seniors' congregate housing facility;

sleeping unit means a bedroom or other area which is used or intended to be used for sleeping, or sleeping and living purposes, and which does not contain provisions for cooking;

storage means the use of the land, buildings or structures for the temporary storing of property or goods;

storey means that portion of a building situated between the top of any floor and the top of the floor next above it, and if there is no floor above it, that portion between the top of the floor and the ceiling above it;

temporary building means a building which is not supported on permanent foundations and which may or may not be connected to community water or sewer;

tourist accommodation means the rental of a lodging unit in a hotel, motel, or cabin for the temporary accommodation of the traveling public with continuous occupancy not exceeding ninety (90) calendar days and specifically excludes a manufactured home and residential use;

unit density means a measurement of development intensity on a parcel, represented by the total number of dwelling units on a parcel divided by the parcel area in hectares (units per hectare) but excludes dedicated road and dedicated park; and,

utility use means a system of works or services or a facility operated by or on behalf of a government or a utility company to provide or in connection with the provision of water, sewer, drainage, gas, electricity, surface transportation or communication services.

3.4.144.4: GENERAL REGULATIONS

1) Total Number of Dwelling Units

The total number of dwelling units within the lands zoned CD44 shall not exceed 1,675 dwelling units.

2) Uses Permitted in all Zones

The following uses are permitted in all zoning areas of the CD44 Zone:

- a) *Community garden*
- b) *Utility use*

3) Secondary Suites

Secondary suites are permitted in the *Residential Single Dwelling* and *Residential Single Dwelling & Duplex* zoning areas, provided that:

- a) A *secondary suite* is permitted only within a principal single dwelling unit on a parcel and is not permitted within a *duplex*;
- b) Not more than one *secondary suite* shall be permitted per single dwelling unit on a parcel;
- c) The size of a *secondary suite* within the principal building shall not exceed 40% of the habitable floor space of the principal building to a maximum of 90 m²;
- d) Secondary suites are not counted as dwelling units for the purpose of calculating the Total Number of Dwelling Units in accordance with the General Regulations Section 3.4.144.4 1) in this Zone;
- e) A principal dwelling unit may contain either a *secondary suite* or a bed and breakfast, but not both; and,
- f) A minimum of one off-street parking space is required for a *secondary suite*, in addition to parking requirements for the principal dwelling unit set out in Schedule '3B' Off-Street Parking and Loading Spaces.

4) Rainwater Harvesting

Where a Building Permit is not required for rainwater harvesting structures, equipment and apparatus, including rain barrels and cisterns, they are excluded from the building setback requirements.

5) Seniors' Congregate Housing

Seniors' congregate housing, where permitted in the zone, is subject to the following regulations:

- a) For the purposes of calculating unit density, each *sleeping unit*, and each *sleeping unit* within a dwelling unit within a seniors' congregate housing facility is equal to 0.2 units;
- b) The gross floor area of a *seniors' congregate housing unit* shall not be less than 26 m² and not more than 50 m²; and

- c) Accessory personal service and convenience store uses, where provided, shall be contained within the seniors' congregate housing facility and shall be accessible only from an internal hallway or corridor. The combined total floor area of all accessory personal service and convenience store uses shall not exceed 150 m² per seniors' congregate housing facility.

6) Temporary Buildings, Structures and Uses for Seasonal Vending

Temporary buildings, structures, or mobile food carts for the purpose of seasonal vending on properties are permitted within any regional park, community park, and commercially zoned properties provided that:

- a) The parking requirements of Schedule '3B' Off-Street Parking and Loading Spaces are met; and,
- b) Potable water and washroom facilities are available on-site if food is served.

7) Tourist Accommodation

Temporary stays within *tourist accommodation* is limited to a maximum consecutive or non-consecutive stay of ninety (90) calendar days per visitor in any twelve (12) month period within any tourist accommodation unit on a parcel. The relocation of a visitor to another unit within the parcel does not constitute the start of a new stay.

8) Building Height

The following regulations apply to building height within all zoning areas of the CD44 Zone:

- a) A *parcel contour plan* defining areas where natural grade has been disturbed shall be submitted to the Regional District upon the earlier of the submission of a development permit application or prior to registration of a subdivision plan.
- b) Structures such as antennae, chimney stacks, steeples, elevator housings, roof stairway entrances, ventilating equipment or enclosures for such equipment, skylights, flagpoles and the like are exempt from the height requirement.
- c) Structures for sustainable building technologies, such as wind turbines, solar panels and rain barrels, cisterns and the like are permitted to exceed the height requirement provided that:
 - i) No such structure covers more than 20% of the parcel area; or
 - ii) If located on a building, no such structure covers more than 10% of the roof area; and,
 - iii) No such structure shall exceed twice the maximum building height permitted by the zone.

9) Storage

Storage use, where permitted in the zone, is subject to the following regulations:

- a) Boats, vehicles and recreational vehicles must be operational and capable of being licensed by the applicable licensing authority. Storage use excludes on-site fuel dispensing.
- b) Storage is accessory to the principal use and is limited to 33% of a parcel area.

- c) A continuous landscaping buffer with a minimum vegetation height of 2.0 m and width of 2.0 m shall be provided and maintained along all property lines adjacent to a storage use.

Purpose

The intent of the Regional Park zoning area is to provide recreational opportunities associated with passive outdoor activities, and to protect the natural features and wildlife habitat that form an integral part of the landscape in the Lakes District neighbourhood.

Permitted Principal Uses

- a) nature park

Maximum Size of Buildings and Structures

Height	6.0 m within the setback area 9.5 m outside the setback area
Parcel coverage	10%

Minimum Setback Requirements

a) Buildings	
Front lot line	4.5 m
Exterior side lot line	4.5 m
All other lot lines	3.0 m
b) Structures	
Front lot line	0.0 m
All other lot lines	3.0 m

Off-Street Parking Requirements

Major staging area	10 spaces
Minor staging area	4 spaces
Bicycle parking	4 spaces per major or minor staging area

Purpose

The intent of the Community Park zoning area is to provide programmed park spaces and recreational opportunities and amenities for social gathering and outdoor activities in close proximity to residential neighbourhoods.

Permitted Principal Uses

- a) community park

Maximum Size of Buildings and Structures

Height	6.0 m within the setback area 9.5 m outside the setback area
Parcel coverage	20%

Minimum Setback Requirements

a) Buildings	
Front lot line	4.5 m
Exterior side lot line	4.5 m
All other lot lines	3.0 m
b) Structures	
Front lot line	0.0 m
All other lot lines	3.0 m

Off-Street Parking Requirements

Bicycle parking	6 spaces per parcel
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Purpose

The Residential Single Dwelling zoning area allows residential development on larger urban lots and provides flexibility in building siting for the retention of natural site features and a range of architectural forms.

Permitted Principal Uses

- a) residential use

Accessory Uses

- a) home based business
- b) secondary suite

Maximum Density

Residential use	1 dwelling unit per parcel
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Minimum Parcel Size

800 m² or 850 m² (corner parcel)

Maximum Size of Buildings and Structures

Height

Principal building	9.5 m
Accessory buildings & structures	6.0 m

Parcel Coverage	40%
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Impermeable Surface Area	50% (excluding a driveway not exceeding 6.0 m in width and located within a panhandle)
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Minimum Setback Requirements

Front lot line	4.5 m 6.0 m to any garage door or carport entrance way facing a highway.
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Interior side lot line	2.0 m
Exterior side lot line	4.5 m
Rear lot line	4.0 m

except one accessory building is permitted to be 1.0 m from an interior or rear lot line provided the building does not exceed 10 m² in floor area and 3.0 m in height.

Purpose

The intent of the Residential Single Dwelling & Duplex zoning area is to increase the range of housing types offered and provide transition between larger lot single dwelling residential land uses and low to medium density housing. The provision of smaller single dwelling units and duplex homes serves to facilitate cluster development to maintain high conservation and recreation value in the adjacent areas.

Permitted Principal Uses

- a) residential use
- b) duplex use

Accessory Uses

- a) home based business
- b) secondary suite

Maximum Density

Residential use	1 dwelling unit per parcel
Duplex use	2 dwelling units per parcel

Minimum Parcel Size

Residential use	400 m ² or 450 m ² (corner parcel)
Duplex use	750 m ² or 800 m ² (corner parcel)

Maximum Size of Buildings and Structures

Height	
Principal building	9.5 m
Accessory buildings & structures	6.0 m
Parcel Coverage	
Residential use	60%
Duplex use	65%
Impermeable Surface Area	
Residential use	70% (excluding a driveway not exceeding 6.0 m in width and located within a panhandle)
Duplex use	75% (excluding a driveway not exceeding 6.0 m in width and located within a panhandle)

Minimum Setback Requirements

a) Residential use	
Front lot line	4.5 m 6.0 m to any garage door or carport entrance way facing a highway.
Interior side lot line	1.5 m
Exterior side lot line	4.5 m
Rear lot line	3.0 m
b) Duplex use	
Front lot line	4.5 m 6.0 m to any garage door or carport entrance way facing a highway.
Interior side lot line	2.0 m
Exterior side lot line	4.5 m
Rear lot line	4.0 m for a duplex
Strata road	3.0 m

except one accessory building per principal dwelling unit is permitted to be 1.0 m from an interior or rear lot line provided the building does not exceed 10 m² in floor area and 3.0 m in height.

Purpose

The Residential Multiple Dwelling zoning area allows for the development of a range of multiple dwelling housing types including duplexes, ground-oriented rowhomes and townhomes, and low-rise condominium buildings. These smaller unit types are intended to provide opportunities for ageing-in-place.

Permitted Principal Uses

-
- a) duplex use
 - b) multiple dwelling unit development use

Maximum Density

Density	75 units per hectare (uph)
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Minimum Parcel Size

Duplex use	600 m ² or 650 m ² (corner parcel)
Multiple dwelling unit Development use	700 m ² or 750 m ² (corner parcel)

Maximum Size of Buildings and Structures

Height	
Duplex	9.5 m
Multiple dwelling unit development	21.0 m or 5 storeys, whichever is less
Accessory buildings & structures	6.0 m 8.5 m for one accessory building in a multiple dwelling unit development
Parcel Coverage	60% 70% where the required parking spaces are located directly beneath the principal building.
Impermeable Surface Area	70% 75% where the required parking spaces are located directly beneath the principal building (excluding a driveway not exceeding 6.0 m in width and located within a panhandle).

Minimum Setback Requirements

Front lot line	4.5 m 6.0 m to any garage door or carport entrance way facing a highway.
Interior side lot line	2.0 m
Exterior side lot line	4.5 m
Rear lot line	4.0 m
Strata road	3.0 m

except one accessory building per principal dwelling unit is permitted to be 1.0 m from an interior or rear lot line provided the building does not exceed 10 m² in floor area and 3.0 m in height.

Off-Street Parking Requirements

In addition to the requirements of Schedule '3B' Off-Street Parking & Loading Spaces, the following bicycle parking is required:

Use	Required Bicycle Parking Spaces
Multiple dwelling unit development use	1 secure interior space per 2 dwelling units, and 4 spaces adjacent to the primary building entrance.

Purpose

As a complement to the existing commercial centres at Red Gap and Schooner Cove, the Neighbourhood Mixed Use zoning area is intended to accommodate locally serving civic, commercial and residential uses at the entrance of the Lakes District neighbourhood. A mix of small scale retail, professional office use, live/work, compact housing and other compatible uses will provide community gathering spaces with flexibility to accommodate the future needs of the community.

Permitted Principal Uses

- a) artisan workshop
- b) garden centre
- c) multiple dwelling unit development
- d) office
- e) personal care
- f) personal service use
- g) retail store
- h) restaurant
- i) school
- j) seniors' congregate housing
- k) tourist accommodation

Accessory Uses

- a) storage

Maximum Density

Density	75 units per hectare (uph) for residential uses
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Minimum Parcel Size

Commercial / Mixed use	2,500 m ²
Multiple dwelling unit development use	700 m ² or 750 m ² (corner parcel)

Maximum Size of Buildings and Structures

Height	
Commercial use	10.0 m or 3 storeys, whichever is less
Mixed use or Multiple dwelling unit development	21.0 m or 5 storeys, whichever is less

Accessory buildings & structures	6.0 m 8.5 m for one accessory building in a multiple dwelling unit development
Parcel Coverage	70% 80% where the required parking spaces are located directly beneath the principal building.
Impermeable Surface Area	80% 85% where the required parking spaces are located directly beneath the principal building (excluding a driveway not exceeding 6.0 m in width and located within a panhandle). 75% for storage use only

Minimum Setback Requirements

a) Commercial	
Lot lines fronting a highway	4.5 m
All other lot lines	0.0 m
b) Residential or Mixed use:	
Front lot line	4.5 m 6.0 m to any garage door or carport entrance way facing a highway.
Interior side lot line	2.0 m
Exterior side lot line	4.5 m
Rear lot line	4.0 m
Strata road	3.0 m

except one accessory building is permitted to be 1.0 m from an interior or rear lot line provided the building does not exceed 10 m² in floor area and 3.0 m in height.

Off-Street Parking Requirements

Seniors' congregate housing	1 space per 2 employees and 1 per 5 beds
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For other uses permitted in this zone, parking shall be provided as set out under Schedule '3B' Off-Street Parking & Loading Spaces.

In addition to the requirements of Schedule '3B' Off-Street Parking & Loading Spaces, the following bicycle parking is required:

Use	Required Bicycle Parking Spaces
Commercial use	1 space per 475 m ² commercial floor area adjacent to primary building entrances.

Multiple dwelling unit development use	1 secure interior space per 2 dwelling units, and 4 spaces adjacent to the primary building entrance.
Seniors' congregate housing	1 secure interior space per 10 employees.

Other Regulations

- a) No single use may occupy more than 80% of the total building floor area within a parcel.
- b) Commercial use on the ground floor of a building is only permitted where an additional storey is provided above.

Purpose

The intent of the Lakehouse Centre zoning area is to allow a commercial recreational centre in the Lakes District community adjacent to Enos Lake park and trails. This privately operated facility may also be used to accommodate Lakes District regional park administration and limited programs for regional park staging as well as some tourist accommodation and other compatible accessory uses.

Permitted Principal Uses

- a) assembly use
- b) recreational facility

Accessory Uses

- a) convenience store
- b) inn
- c) office
- d) personal care
- e) personal service use
- f) restaurant
- g) retail store
- h) school
- i) theatre
- j) tourist accommodation
- k) tourist information booth
- l) tourist store

Maximum Density

Density	12 units per hectare (uph) for tourist accommodation
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Minimum Parcel Size

9,000 m²

Maximum Size of Buildings and Structures

Height	
Principal building	10.0 m
Accessory buildings & structures	6.0 m

Parcel Coverage 40%

Impermeable Surface Area 50%

Minimum Setback Requirements

All lot lines 6.0m

Off-Street Parking Requirements

In addition to the requirements of Schedule '3B' Off-Street Parking & Loading Spaces, the following parking is required:

Bicycle parking 1 space 95 m² floor area

Purpose

The Civic Infrastructure zoning area allows for community servicing infrastructure and utilities, specifically related the provision of potable water and sanitary sewer servicing and rainwater management.

Permitted Principal Uses

- a) utility use

Maximum Size of Buildings and Structures

Height	10.0m
Parcel coverage	25%

Minimum Setback Requirements

All lot lines	6.0m
---------------	------

Other Regulations

Notwithstanding Schedule '3F' Landscaping Regulations and Standards, Section 3.2.1, a minimum 3.0m wide landscape buffer shall be provided within the setback area of a parcel adjacent to a highway or residential use where buildings or structures are proposed for utility use.

Attachment 3

Proposed Amendment Bylaw No. 500.385, 2013

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.385**

**A Bylaw to Amend Regional District of Nanaimo
Land Use and Subdivision Bylaw No. 500, 1987**

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.385, 2013”.
- B. “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:
 - 1. Under **PART 3 LAND USE REGULATIONS, Section 3.1 Zones** by adding the following Zone Classification and corresponding short title after Section 3.4.143 Schooner Bay Manor Seniors Mobile Home Park Comprehensive Development Zone (CD43):

Schooner Cove Comprehensive Development Zone (CD45)
 - 2. By adding Section 3.4.145 (CD45) as shown on Schedule ‘3’ which is attached to and forms part of this Bylaw.
 - 3. By rezoning the lands shown on the attached Schedule ‘1’ and legally described as
 - a. Lot 1, District Lot 78, Nanoose District, Plan 28544;
 - b. Lot 1, District Lot 78, Nanoose District, and District Lots 2085, 2086, 2087, 2088 and 2089 Nanaimo District Plan VIP87121;
 - c. Lot 1, District Lot 2090 Nanaimo District and District Lot 78 Nanoose District Plan VIP87122 and,
 - d. District Lot 2084, Nanaimo District, (Commercial Marina) Licence 109021.

from Commercial 5 (CM5) Zone, Subdivision District ‘J’, Residential 5 (RS5) Zone, Subdivision District ‘J’, and Water 2 (WA2) Zone, Subdivision District ‘Z’ to Schooner Cove Comprehensive Development Zone (CD45), as shown on Schedule ‘1’, and with the following CD45 Sub-Zoning Areas as shown on Schedule ‘2’, which is attached to and forms part of this Bylaw:

Village Mixed Use	CD45 – MU
Marina	CD45 – MA
Residential Multiple Dwelling	CD45 – RMD

Introduced and read two times this 12th day of November, 2013.

Second reading rescinded this 26th day of November, 2013.

Read a second time, as amended, this 26th day of November, 2013.

Public Hearing held this 12th day of May, 2014.

Read a third time this 27th day of May, 2014.

Adopted this ___ day of _____ 20__.

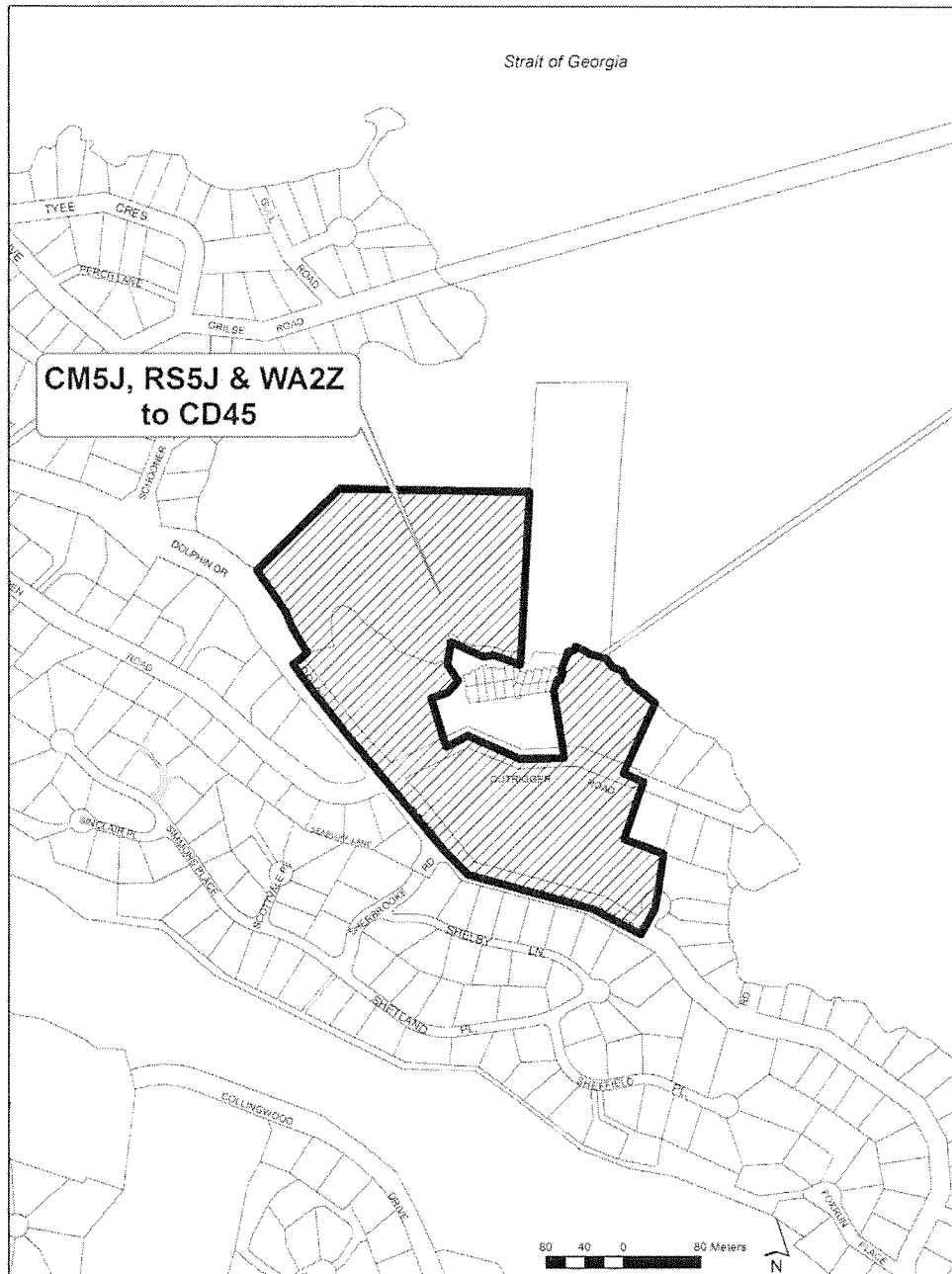
Chairperson

Corporate Officer

Chairperson

Corporate Officer

Schedule '1'
CD45 Zone Area



Chairperson

Corporate Officer

Schedule '3'
Schooner Cove Comprehensive Development Zone Regulations

Section 3.4.145

SCHOONER COVE COMPREHENSIVE DEVELOPMENT ZONE

CD45

3.4.145.1 APPLICABILITY OF THE BYLAW

The regulations of Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987 shall apply to the lands zoned CD45. In addition to these regulations, and where there is a conflict with these regulations, the regulations of the CD45 Zone shall apply.

3.4.145.2 PURPOSE

The purpose of the CD45 Zone is to allow a mixed-use waterfront village with neighbourhood-oriented commercial shops and services, a marina, a range of multiple dwelling housing types, and a publicly accessible network of waterfront boardwalks, plazas, and pathways in accordance with Schedule 'C' – Schooner Cove Neighbourhood Plan in the Nanoose Bay Official Community Plan Bylaw No. 1400, 2005.

The lands encompassed within the CD45 Zone are divided into three sub-zoning areas including: Village Mixed Use (CD45 – MU), Marina (CD45 – MA), and Residential Multiple Dwelling (CD45 – RMD). Specific regulations apply to each zoning area, in addition to the Definitions and General Regulations as set out in the CD45 Zone.

The extent of each zoning area in the Lakes District Comprehensive Development Zone is shown on Schedule '3A' Zoning Maps of Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987.

3.4.145.3 DEFINITIONS

assembly use means the use of land, buildings or structures to accommodate exhibits, special events or meetings and includes auditorium, church, museum, community hall, fraternal lodge, youth centre, theatre;

artisan workshop means production, service, repair or maintenance of an article, substance, material, fabric or compound, provided uses are not noxious or offensive to the immediate neighbourhood or the general public by reason of emitting odours, dust, gas, noise, effluent, or hazard; and having a gross floor area not exceeding 200 m² including retail sales accessory to the principal use;

boat launching facility means jib crane hoist, boat ramp or other means to launch and/or retrieve watercraft;

commercial parking means use of land, buildings and structures for the purpose of providing short-term commercial parking spaces;

commercial use means the occupancy or use of a building or land for the purpose of carrying out business, professional activities, artisan workshop, retail or personal service use;

community garden means a non-commercial facility for the cultivation of fruits, flowers, vegetables or ornamental plants;

geodetic elevation means the vertical elevation or height of a given point on land or above the surface of the water measured from the geodetic datum as determined by a BC Land Surveyor;

grocery store means a sales outlet contained under one roof, having a gross floor area not exceeding 750 m², and providing for the retail sale and display of food and related goods;

height means that part of a building or structure measured above the geodetic datum as determined by a BC Land Surveyor to the outermost exterior walls or supports as indicated on a plan showing any complete vertical section of that part of a building or structure where permitted in the applicable zone;

impermeable surface area means the sum total horizontal area as measured from the outermost perimeter of all buildings or part thereof together with any ground covering that does not naturally exist on the site and cannot be readily penetrated by water, such as roads, paved parking areas, driveways, patios, games courts and the like, on the parcel expressed as a percentage of the total parcel area;

liquor store means a retail store licensed under the Liquor Control and Licensing Act, and amendments thereto, for the sale of beer, wine and other alcoholic beverages;

live/work unit means the use of a building or portion thereof for an economic activity including artisan workshop, personal service use or office in combination with a dwelling unit;

marina means moorage, boat launching facilities, and outdoor recreation use, including the rental and maintenance of boats and seaplanes, and which may be equipped with administration facilities, washrooms, showers and refuse disposal facilities;

mobile food cart means a mobile cart from which food and/or drink is dispensed, and where the entire stock of goods offered for sale is carried and contained in the cart and which may change locations from time to time, and which is not located in a permanent building or structure, and is removed from public access when not in use;

multiple dwelling unit development means the establishment of three or more dwelling units within a building on a parcel;

neighbourhood pub means an establishment with a liquor primary licence issued pursuant to the Liquor Control and Licensing Act and amendments thereto;

resort condominium development means a hotel and includes hotel units subdivided pursuant to the Strata Property Act and amendments thereto, with continuous occupancy not exceeding ninety (90) calendar days and does not include residential use;

restaurant means an eating establishment providing for the sale of prepared foods and beverages to be consumed on or off the premises, and may include café, delicatessen, and take-out restaurant but specifically excludes neighbourhood pub, drive-in and drive-thru establishment;

retail store means a sales outlet contained under one roof, having a gross floor area not exceeding 250 m², and providing for the retail sale and display of goods, but specifically excludes industrial uses and gasoline service station;

seniors' congregate housing means a residential or institutional facility which provides for seniors' congregate housing units with common living facilities, one or more meals per day and housekeeping services, contains a common dining area with a capacity sufficient to accommodate all residents of the facility, and may contain accessory personal service use and accessory convenience store use;

seniors' congregate housing unit means a sleeping unit or a dwelling unit containing one or more sleeping units within a seniors' congregate housing facility;

sleeping unit means a bedroom or other area which is used or intended to be used for sleeping, or sleeping and living purposes, and which does not contain provisions for cooking;

storey means that portion of a building situated between the top of any floor and the top of the floor next above it, and if there is no floor above it, that portion between the top of the floor and the ceiling above it;

temporary building means a building which is not supported on permanent foundations and which may or may not be connected to community water or sewer;

tourist accommodation means the rental of a lodging unit in a hotel, motel, and cabin for the temporary accommodation of the traveling public with continuous occupancy not exceeding ninety (90) calendar days and specifically excludes a manufactured home and residential use; and,

unit density means a measurement of development intensity on a parcel, represented by the total number of dwelling units on a parcel divided by the parcel area in hectares (units per hectare) but excludes dedicated road and dedicated park.

3.4.145.4: GENERAL REGULATIONS

1) Total Number of Dwelling Units

The total number of dwelling units within the lands zoned CD45 shall not exceed 360 dwelling units.

2) Uses Permitted in all Zones

The following uses are permitted in all zoning areas of the CD45 Zone:

- a) *Community garden*

3) Rainwater Harvesting

Where a Building Permit is not required for rainwater harvesting structures, equipment and apparatus, including rain barrels and cisterns, they are excluded from the building setback requirements.

4) Seniors' Congregate Housing

Seniors' congregate housing, where permitted in the zone, is subject to the following regulations:

- a) For the purposes of calculating unit density, each *sleeping unit*, and each *sleeping unit* within a dwelling unit within a seniors' congregate housing facility is equal to 0.2 units;
- b) The gross floor area of a *seniors' congregate housing unit* shall not be less than 26 m² and not more than 50 m²; and
- c) Accessory personal service and convenience store uses, where provided, shall be contained within the seniors' congregate housing facility and shall be accessible only from an internal hallway or corridor. The combined total floor area of all accessory personal service and convenience store uses shall not exceed 150 m² per seniors' congregate housing facility.

5) Temporary Buildings, Structures and Uses for Seasonal Vending

Temporary buildings, structures, or mobile food carts for the purpose of seasonal vending on properties are permitted within any commercially zoned properties provided that potable water and washroom facilities are available on-site if food is served.

6) Resort Condominium and Tourist Accommodation

Temporary stays within *resort condominium development* or *tourist accommodation* is limited to a maximum consecutive or non-consecutive stay of ninety (90) calendar days per visitor in any twelve (12) month period within any resort condominium or tourist accommodation unit on a parcel. The relocation of a visitor to another unit within the parcel does not constitute the start of a new stay.

7) Building Height

The following regulations apply to building height within all zoning areas of the CD45 Zone:

- a) Structures such as antennae, chimney stacks, steeples, elevator housings, roof stairway entrances, ventilating equipment or enclosures for such equipment, skylights, flagpoles and the like are exempt from the height requirement.
- b) Structures for sustainable building technologies, such as solar panels and rain barrels, cisterns and the like are permitted to exceed the height requirement provided that:
 - i) No such structure covers more than 20% of the parcel area; or
 - ii) If located on a building, no such structure covers more than 10% of the roof area; and,
 - iii) No such structure shall exceed twice the maximum building height permitted by the zone.
- c) Notwithstanding 7 b) above, wind turbines in Area 'A' shall not exceed the maximum permitted building height in as shown on Schedule 1 of the CD45 Zone.

Purpose

The intent of the Schooner Cove Village Mixed Use zoning area is to establish a vibrant commercial and civic core with a pedestrian-oriented village on the waterfront and ground-oriented commercial uses such as restaurants, shops and services with residential uses above.

Permitted Principal Uses

- a) artisan workshop
- b) assembly use
- c) grocery store
- d) office
- e) liquor store
- f) live/work
- g) multiple dwelling unit development use
- h) neighbourhood pub
- i) outdoor recreation
- j) personal service use
- k) recreation facility
- l) resort condominium development use
- m) restaurant
- n) retail store
- o) seniors' congregate care
- p) tourist accommodation

Accessory Uses

- a) commercial parking
- b) marina sales
- c) tourist information booth

Maximum Density

Maximum 50 dwelling units permitted in the CD45 – MU Zone.

Minimum Parcel Size

Commercial / mixed use	900 m ²
Multiple dwelling unit development	2,000 m ²

Maximum Size of Buildings and Structures

The maximum permitted building height shall be as shown on **Schedule 1 Maximum Building Height Plan** in the CD45 Zone and as summarized below:

Height

Principal buildings

Area B	18.0 m geodetic elevation or 3 storeys, whichever is less
Area C	22.0 m geodetic elevation or 3 storeys, whichever is less
Area D	26.1 m geodetic elevation or 5 storeys, whichever is less
Area E	31.0 m geodetic elevation or 5 storeys, whichever is less

Accessory buildings

Area D	One accessory building is permitted to a height of 2 storeys, provided that a storey does not exceed 5.0 m.
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Maximum Floor Area	Total combined floor area for non-residential uses shall not exceed 2,325 m ² .
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Parcel Coverage	70%
	80% where the required parking spaces are located directly beneath the principal building.

Impermeable Surface Area	80%
	85% where the required parking spaces are located directly beneath the principal building.

Minimum Setback Requirements

- | | |
|---|-------|
| a) Lot lines fronting a highway | 4.5 m |
| b) Lot lines that are common with Lot B, District Lot 78, Nanoose District Strata Plan 745 | 4.5 m |
| c) All other lot lines | 0.0 m |
| d) Notwithstanding Section 3.3.9 b) Setbacks - Sea for Electoral Area 'E', a 0.0 m setback for buildings is permitted for up to a maximum of 35 percent of the length of the parcel boundary that is common to the sea. | |

- e) Notwithstanding Section 3.3.9 b) Setbacks - Sea for Electoral Area 'E', a 0.0 m setback is permitted for structures.

Off-Street Parking Requirements

Seniors' congregate housing	1 space per 2 employees and 1 per 5 beds
Commercial use, restaurant use, neighbourhood pub use	74 spaces in total, plus 1 space per 3 seats where a restaurant or neighbourhood pub exceeds 100 seats.

For other uses permitted in this zone, parking shall be provided as set out under Schedule '3B' Off-Street Parking & Loading Spaces.

In addition to the requirements of Schedule '3B' Off-Street Parking & Loading Spaces, the following bicycle parking is required:

Use	Required Bicycle Parking Spaces
Commercial use, restaurant use, neighbourhood pub use	1 space per 475 m ² commercial floor area adjacent to primary building entrances.
Multiple dwelling unit development use	1 secure interior space per 2 dwelling units, and 4 spaces adjacent to the primary building entrance.
Seniors' congregate housing	1 secure interior space per 10 employees.

Other Regulations

- Non-residential uses shall comprise at least 20% of the total building floor area within a parcel.
- A maximum of one grocery store is permitted within the Village Mixed Use Zone.
- Notwithstanding Schedule '3F' Landscaping Regulations and Standards, Section 2.1.1 a landscape buffer is not required for a designated highway adjacent to a commercial use and multiple dwelling unit development.

Purpose

The intent of the Marina zoning area is to allow the operation of a marina business including a moorage, marina office, marine fuel supply station, and other ancillary marina services and facilities.

Permitted Principal Uses

- a) boat launching facility
- b) marina use

Accessory Uses

- a) convenience store
- b) marina fuel supply station
- c) marina sales

Maximum Size of Buildings and Structures

The maximum permitted building height shall be as shown on **Schedule 1 Maximum Building Height Plan** in the CD45 Zone and as summarized below:

Height	
Area A	7.0 m geodetic elevation or 1 storey, whichever is less, notwithstanding floating buildings and structures shall be measured from the surface of the water.
Parcel Coverage	5% provided that no individual building covers more than 1% of a parcel.

Minimum Setback Requirements

Notwithstanding Section 3.3.9 b) Setbacks - Sea for Electoral Area 'E', a 0.0 m setback is permitted for buildings and structures.

Off-Street Parking Requirements

Marina use	1 parking space per 4 marina slips
Boat launching facility	20 boat trailer parking spaces

For other uses permitted in this zone, parking shall be provided as set out under Schedule '3B' Off-Street Parking & Loading Spaces.

A minimum of 25% of the parking required for marina use in the CD45 – MA Zone shall be provided within the lands zoned CD45 – MU and a maximum of 75% of the marina parking

may be provided within the lands zoned CD45 – RMD, provided that none of the required off-street parking is located within a highway.

The off-street parking required for a *boat launching facility* shall be provided within the lands zoned CD45 – RMD.

In addition to the requirements of Schedule '3B' Off-Street Parking & Loading Spaces, the following bicycle parking is required:

Use	Required Bicycle Parking Spaces
Marina use	8 spaces

Purpose

The Residential Multiple Dwelling zoning area allows for the development of multiple dwelling housing types including ground-oriented and low-rise condominium buildings. These smaller unit types are intended to provide opportunities for downsizing and ageing-in-place in close proximity to publically-accessible open space and village commercial uses.

Permitted Principal Uses

- a) commercial parking
- b) multiple dwelling unit development use
- c) seniors' congregate housing

Maximum Density

Maximum 310 dwelling units permitted in the CD45 – RMD Zone

Minimum Parcel Size

Multiple dwelling unit development	2,000 m ²
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Maximum Size of Buildings and Structures

The maximum permitted building height shall be as shown on **Schedule 1 Maximum Building Height Plan** in the CD45 Zone and as summarized below:

Height

Principal buildings

Area D	26.1 m geodetic elevation or 5 storeys, whichever is less
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Area F	37.0 m geodetic elevation or 5 storeys, whichever is less
--------	---

Area G	42.0 m geodetic elevation or 5 storeys, whichever is less
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Accessory buildings

Area D	One accessory building is permitted to a height of 2 storeys, and all other accessory buildings shall not exceed 1 storey, provided that a storey does not exceed 5.0 m.
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Area F	One accessory building is permitted to a height of 2 storeys, and all other accessory buildings shall not exceed 1 storey, provided that a storey does not exceed 5.0 m.
--------	--

Area G	One accessory building is permitted to a height of 2 storeys, and all other accessory buildings shall not exceed 1 storey, provided that a storey does not exceed 5.0 m.
--------	--

Parcel Coverage	60%
	70% where the required parking spaces are located directly beneath the principal building.
Impermeable Surface Area	80%
	85% where the required parking spaces are located directly beneath the principal building.

Minimum Setback Requirements

All lot lines	5.0 m
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Off-Street Parking Requirements

Seniors' congregate housing	1 space per 2 employees and 1 per 5 beds
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For other uses permitted in this zone, parking shall be provided as set out under Schedule '3B' Off-Street Parking & Loading Spaces.

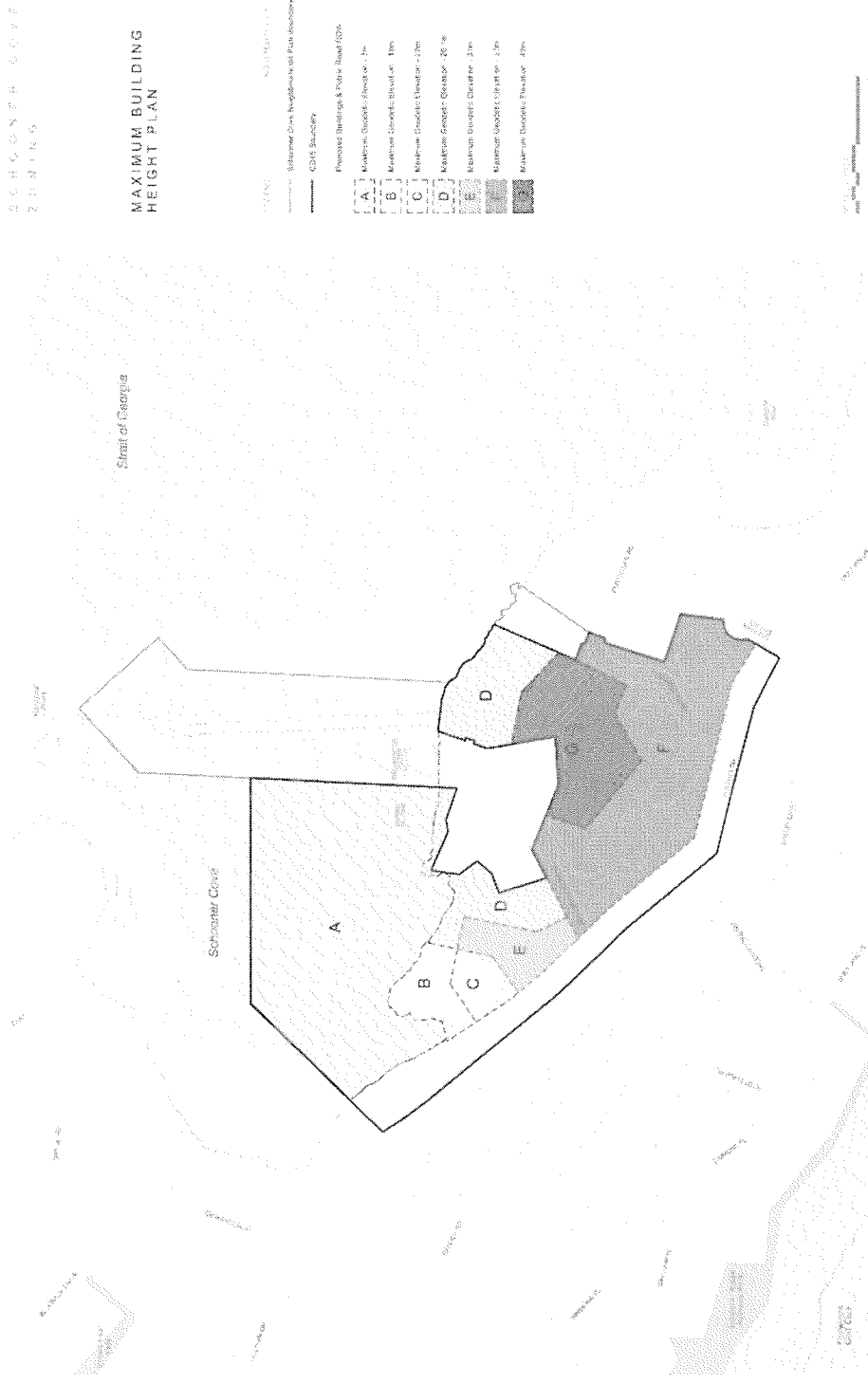
In addition to the requirements of Schedule '3B' Off-Street Parking & Loading Spaces, the following bicycle parking is required:

Use	Required Bicycle Parking Spaces
Multiple dwelling unit development use	1 secure interior space per 2 dwelling units, and 4 spaces adjacent to the primary building entrance.
Seniors' congregate housing	1 secure interior space per 10 employees.

Other Regulations

Notwithstanding Schedule '3F' Landscaping Regulations and Standards, Section 3.2.1, a minimum 3.0m wide landscape buffer shall be provided within the setback area of a parcel adjacent to a highway for a multiple dwelling unit development.

Schooner Cove Comprehensive Development Zone CD45 Schedule 1 Maximum Building Height Plan



**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.388**

**A Bylaw to Amend Regional District of Nanaimo
Land Use and Subdivision Bylaw No. 500, 1987**

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.388, 2013”.
- B. “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:
1. By adding Schedule 4C1 – Lakes District and Schooner Cove Community Water System Standards as shown on Schedule ‘1’ which is attached to and forms part of this Bylaw.
 2. By adding Schedule 4D1 – Lakes District and Schooner Cove Community Sewer System Standards as shown on Schedule ‘2’ which is attached to and forms part of this Bylaw.
 3. Under **PART 4 SUBDIVISION REGULATIONS, Section 4.7 Sewage Disposal** the following is added after Section 4.7 (2):
 - 3) Notwithstanding Section 4.7 (1), for lands within the Lakes District and Schooner Cove Community Water and Sewer Standards Area, all parcels shall be serviced by a community sewer system.
 - 4) Notwithstanding Section 4.7 (2), for lands within the Lakes District and Schooner Cove Community Water and Sewer Standards Area, any community sewer system, or part thereof, provided within the subdivision, to service the subdivision or to connect the sewage collection system within the subdivision to a Regional District trunk sewage main shall, be constructed and installed at the expense of the owner of the land being subdivided and shall be carried out in accordance with the standards and specifications set out in Schedule '4D1'.
 4. Under **PART 4 SUBDIVISION REGULATIONS, Section 4.8 Water Supply** by inserting the following after Section 4.8 (2) and renumbering subsequent sections accordingly:
 - 3) Notwithstanding Section 4.8 (1), for lands within the Lakes District and Schooner Cove Community Water and Sewer Standards Area, all parcels shall be serviced by a community water system.
 - 4) Notwithstanding Section 4.8 (2), for lands within the Lakes District and Schooner Cove Community Water and Sewer Standards Area any community water system, or part thereof, provided within the subdivision, to service the subdivision or to connect the water distribution system within the subdivision to a Regional District trunk water main shall, be constructed and installed at the expense of the owner of the land being subdivided and shall be carried out in accordance with the standards and specifications set out in Schedule '4C1'.

5. The Lakes District and Schooner Cove Community Water System Standards and the Lakes District and Schooner Cove Community Sewer System Standards will apply to lands within the Lakes District and Schooner Cove Community Water and Sewer Standards Area as shown on the attached Schedule '3' and legally described as:
- a. Lot 1, District Lots 30 and 78, Nanoose District, Plan 26219, except those parts in Plans 28246, 29574, 30072, 30262, 34675, 36514, 48548 and VIP53001;
 - b. Lot 8, District Lot 78, Nanoose District, Plan 30262;
 - c. District Lot 11, Nanoose District, Except that part outlined in red on Plan 1567 OS, 48548 and VIP59496;
 - d. A portion of the lands legally described as District Lot 7, Nanoose District, Except that part outlined in red on Plan 1567 OS, 48548, VIP59496 and VIP80856;
 - e. A portion of the lands legally described as District Lot 30, Nanoose District, Except those parts in Plans 15193, 26219, 48585, VIP51706, VIP51707, VIP52451, VIP53134, VIP57407, VIP60049, VIP60602 and VIP88308;
 - f. A portion of the lands legally described as District Lot 78, Nanoose District, Except that part shown outlined in red on Plan deposited under DD 195791; Except Parcels A and B (DD 7528N); and Except those parts in Plans 813R, 1567 OS, 14212, 14250, 14275, 15075, 15193, 22836, 24012, 25366, 26219, 27129, 27206, 29869, 34675, 47638, 48548, 48585, 49669, 50872, 51142, VIP51603, VIP51706, VIP51707, VIP53134, VIP57407, VIP59180, VIP59494, VIP60049, VIP60602, VIP71781, VIP73214, VIP78139, VIP80854, VIP80855, VIP80856, VIP85588 and VIP88308;
 - g. Lot 1, District Lot 78, Nanoose District, Plan 28544;
 - h. Lot 1, District Lot 78, Nanoose District and District Lots 2085, 2086, 2087, 2088 and 2089 Nanaimo District Plan VIP87121;
 - i. Lot 1, District Lot 2090 Nanaimo District and District Lot 78 Nanoose District Plan VIP87122 and,
 - j. District Lot 2084, Nanaimo District, (Commercial Marina) Licence 109021.

Introduced and read two times this 12th day of November, 2013.

Public Hearing held this 12th day of May, 2014.

Read a third time this 27th day of May, 2014.

Adopted this ___ day of _____ 20__.

Chairperson

Corporate Officer

Schedule '1' to accompany "Regional District of Nanaimo Land Use and
Subdivision Amendment Bylaw No. 500.388,2013"

Chairperson

Corporate Officer

Schedule '1'

Schedule 4C1

Lakes District and Schooner Cove Community Water System Standards

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 500

SCHEDULE 4 C 1

2013 LAKES DISTRICT AND SCHOONER COVE

COMMUNITY WATER SYSTEM STANDARDS

REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500
SCHEDULE 4 C 1
LAKES DISTRICT AND SCHOONER COVE
COMMUNITY WATER SYSTEM STANDARDS
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APPENDICES

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1. GENERAL

1.1 Requirement

The water standards for design and construction of the water system within the Lakes District and the Schooner Cove Community Water Standards Area are to be governed by Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987, and particular by this Schedule 4C1.

It is the intention of the RDN to enter into a phased development agreement under section 905.1 of the *Local Government Act* with the property owner of the lands within the Lakes District Comprehensive Development Zone CD44 and the Schooner Cove Comprehensive Development CD45 that will specify changes to specified subdivision servicing bylaw provisions that would not apply to the development contemplated under that agreement, unless agreed to in writing by the developer.

The RDN will require a Subdivision Service Agreement to be completed for any new water system or existing system extension, unless otherwise agreed to in writing by the RDN.

Water supply and distribution systems shall be designed, installed, extended, tested and maintained in accordance with the following standards and specifications.

1.2 Design

The engineering design of the water system shall be carried out by, and the preparation of drawings and specifications shall be sealed by a Professional Civil Engineer registered in the Province of British Columbia (the Design Professional), and shall conform to these Standards.

1.3 Definitions

Engineer means the Manager of Engineering Services for the Regional District of Nanaimo, or the person designated by the General Manager of Regional and Community Utilities.

Engineer of Record means a Professional Engineer registered with the Association of Professional Engineers and Geoscientists of BC who is responsible for the construction drawings and documents. The Engineer of Record will be the engineer that signs and seals the record drawings and Certification of Installed Works.

Facilities means water lines, water treatment plants, pumping stations and other works necessary thereto, and for carrying potable water and includes any and all works, structures, lands, conveniences, incidental to and necessary for a water system.

Member Municipality or Member means a municipality or improvement district within the Regional District of Nanaimo.

Regional District means in the document the Regional District shall refer to the Regional District of Nanaimo.

1.4 Application

All applications shall be made in two steps as follows:

1. Feasibility Review

All proposed construction of water supply and distribution facilities shall be submitted to the Regional District for a feasibility review prior to commencement of any detailed design or

construction. Such requests shall include a plan of the proposed construction and the area it will serve. The applicable feasibility review fee, in accordance with RDN Bylaw No. 1259.03 or most recent amendment, and the Letter of Assurance shall also be submitted at this time.

The Regional District will review the proposal, and reply in writing indicating approval or listing the necessary amendments required.

To be addressed but not limited to, are the following items:

- a) source of water
- b) initial plan of the works showing equipment/pipe sizes, materials etc.
- c) number of properties and population served
- d) alignments/offsets of pipes etc.
- e) any flow and/or pressure concerns

2. Detailed Design

The detailed design and specifications shall be submitted in duplicate to the Regional District for Design Stage Approval (DSA) prior to construction and is valid for up to 180 days from the date of issue. Attached to the submission shall be a Certificate of Design. The applicable engineering review fee, in accordance with RDN Bylaw No. 1259.03 or most recent amendment, shall also be submitted at this time, along with the Design Professional's certified cost estimate for the works upon which the fee amount is based.

The detailed plans will be returned either approved or with a request for re-submission. Re-submission will be carried out until the Regional District approves the detailed plans and specifications, and issues Design Stage Approval (DSA).

The Design Professional shall submit the RDN approved plans to the Provincial Ministry of Transportation & Infrastructure and Vancouver Island Health Authority for any approval permits that may be required. Receipt and submission of these permits to the RDN shall also be a prerequisite to the start of construction. Approval permits from other applicable agencies as required shall also be obtained.

1.5 Drawings and Specifications

All design drawings shall be ISO A1 size, 594 mm in depth and 841 mm in width. The following information shall be supplied:

1. **Location Plan** - showing the location of the proposed work. This may appear on the same sheet as the Key Plan.
2. **Key Plan** - showing a plan of the proposed work at a suitable scale such that the whole works are shown on one drawing, usually 1:5000, 1:2000 or 1:1000. The Key Plan shall show a general outline of the works, area covered and sheet numbers of the plan/profile drawings, and a legend showing existing and proposed works.
3. **Plans/Profiles** - showing detailed design of the proposed works. Profiles of mains 200 mm in size and under are not required unless otherwise specified by the Regional District.

Plans shall be drawn at a scale of 1:500 (1:250 is also acceptable), showing the location of the pipe centreline, pipe size and type and off-set from property line, hydrants, valves, fittings and all related appurtenances in relation to road, easement and adjacent property and lot lines. Existing or proposed underground utilities are to be indicated on

the plan in addition to the extent of work required in making connection to existing water main. Location of service connections are to be shown. Connections not conforming to the standard offset require a distance from an iron pin or lot line. In general, water services shall be installed two in a trench at property corners, 1200 mm from the lot line, and alternate with hydro and telephone poles.

Profiles shall be drawn at a horizontal scale of 1:500 and a vertical scale of 1:50 if more suited to specific conditions. The profile shall show the line of the existing and finished road grade on centreline, the invert of the pipe, location of fittings and hydrants, and location of sanitary and storm utilities. Where the pipe is not to be laid at a constant depth below the finished grade, the invert elevation shall be shown at pipe deflections and vertical bends.

Drawings detailing plans and elevations shall be prepared for wells and wellheads, supply intake works, pump stations, major valve chambers, and storage reservoirs. Suitable standard scales shall be chosen, being either 1:50, 1:20, 1:10, or 1:5.

4. **Specifications** - shall be prepared to further define materials of construction and shall specify methods of construction and workmanship.
5. **Record Drawings** - shall be prepared by correcting drawings on completion of construction in order to reflect "as-built" conditions for permanent records. The location of all individual lot water service connections shall be clearly shown. The drawings shall be signed and sealed by the Professional Civil Engineer, and shall be accompanied by a Certification of Installed Works. Final record drawings shall consist of:
 - a) 2 full-size paper sets;
 - b) one full size 3 mil Mylar set;
 - c) 2 – 11" X 17" paper sets or 2 A3 half-size paper sets, as agreed by the RDN; and
 - d) digital copies, one as AutoCAD or Civil 3D file as applicable to the current software, and one as TIFF files.

1.6 Variations from Standards

Where the applicant wishes to vary from these standards he shall submit a written request with adequate supporting data to the Regional District for review.

The Regional District shall make the final decision in writing as to the standard requirements which shall apply.

1.7 Permits

The applicant shall be responsible for obtaining all necessary approvals and permits required prior to commencing construction of the water system.

1.8 New Service Areas

Where a water system is to be constructed by an applicant within an area previously unserved by a community water system, the design and construction for the system shall comply with the requirements of these Standards, unless otherwise agreed to in writing by the Regional District.

1.9 Existing Service Areas

Where a water system is to be constructed by an applicant within the existing or extended boundaries of an area already being served by a community water system, the design and construction of the system shall comply with the requirements of these Standards, with the

understanding that Sections 2.5 and 2.6 may not apply and will be determined by the RDN according to the project and available existing source capacity and water quality.

1.10 Inspection

The Manager of Engineering Services of the Regional District or his appointed deputies shall be allowed access and provided adequate facilities for access to any part of the works at all times for the purpose of inspection.

Any connections to or interruption of any existing system will be under the direct supervision of the Regional District. Adequate notice to the Regional District of any such interruption to service shall be provided in order that attendance by Regional District personnel can be arranged.

The design engineer appointed by the Developer/Owner shall be employed during construction of the works to confirm the project is/has been constructed according to the design drawings and specifications. At the end of the project the engineer shall provide a Certification of Installed Works indicating the works were constructed according to the plans and specifications and meet all applicable codes / regulations / bylaws.

2. DESIGN

2.1 Water Demand

Water sources and primary supply mains shall be designed to supply the maximum day's demand, while distribution mains and booster pump stations must be sized to handle the peak hourly or fire flows. The volume of water in storage acts as a cushion between these differing flows.

The water distribution system shall be designed according to the following minimum demands:

1. Residential

Replacement Section 2.1.1 Water Demand - Residential

Housing Unit	Max Litres per Day per Person	Max Imperial Gallons per Day per Person	Persons Per Household	IGPM per Housing Unit
		(A)	(B)	(A/24/60XB)
Single-Family/detached house	1,168	250	2.2	0.38
Townhouse (attached, semi-detached) unit	914	200	1.9	0.26
Apartment / condominium unit	424	90	1.4	0.09
Secondary suite (carriage house)	424	90	1.1	0.07
Seniors Living unit	424	90	1.1	0.07

2. Commercial and Industrial

Water demands for developments involving commercial or industrial zoned lands shall be in accordance with good engineering practice as determined by the Design Professional and approved in writing by the Regional District.

Replacement Section 2.1.2 Water Demand - Commercial

Non-residential uses			
Commercial – Retail	480	105	Per 1000 sf leasable
Commercial – Office	640	140	Per 1000 sf leasable
Commercial – Restaurant	3500	770	Per 1000 sf leasable
Commercial – Pub	3500	770	Per 1000 sf leasable
Fitness Centre	490	105	Per 1000 sf leasable

3. Fire

Required fire flows shall be in accordance with the "Water Supply for Public Fire Protection - A Guide to Recommended Practice" as published by Public Fire Protection Survey Services, but in no case shall be less than 4.55 m³/min (1000 igpm) for 90 minutes unless approved in writing by the Regional District.

2.2 Water Pressure

Minimum design distribution pressure in all areas at peak demand shall be 276 kPa (40 psi) at the property line. The design engineer shall indicate any building sites where the pressure at the main floor of the building is expected to be less than 207 kPa (30 psi). The developer is expected to file covenants of low pressure on properties where the pressure at the main floor of the building is expected to be less than 207 kPa. With the combination of maximum daily demand and the specified fire flow, the minimum residual water pressure at the fire hydrant shall be 138 kPa (20 psi), and at the highest point in the system shall not fall below 69 kPa (10 psi). Where these minimum design pressures cannot be maintained due to an increase in elevation or distance from the point of connection, a booster pump station and emergency storage shall be provided as part of the distribution system.

The maximum allowable distribution line pressure is 900 kPa (130.5 psi) except where individual connections are permitted directly from trunk mains and where special precautions are taken. Otherwise, where distribution pressures will exceed 900 kPa due to a drop in elevation, a pressure reducing station shall be installed as part of the distribution system. Where distribution pressures exceed 550 kPa (80 psi), occupants in the area shall be required to install individual pressure reducing valves. This valve shall be of an approved design and manufacture.

2.3 Design Population

Design populations used in calculating water demand for residential properties shall be computed in accordance with the population predictions based on the total number of residential units and persons per unit (ppu) as determined by the Regional District from census data or with the persons/hectare (in 2011 an average single family detached home has 2.2 ppu*):

Multiple dwelling unit development	125 persons/hectare
Dwelling unit	30 persons/hectare (12.5 homes/hectare)

Exceptions to these design population densities may be varied by the Regional District of Nanaimo with Board Approval.

2.4 *Hydraulic Network*

Depending on the complexity and extent of the proposed distribution system, the Regional District may require a hydraulic network analysis showing maximum design flows and minimum design pressures. If this information is required, it will be stated by the RDN in writing at the time of the **Feasibility Review** and shall be submitted by the applicant with the detailed design application. The hydraulic network shall be designed to provide the maximum design flows at or above the minimum required pressures specified in this Standard.

2.5 *Water Quality*

1. Water supplied to domestic consumers shall be of a quality meeting the guidelines for microbiological, chemical, and physical parameters listed in the “latest edition” of the Guidelines for Canadian Drinking Water Quality prepared by the Federal-Provincial-Territorial Subcommittee on Drinking Water. All new water source quality shall have parameters equal to or less than the aesthetic objectives (AO) listed in these guidelines. If necessary, treatment of the source water to reduce iron and manganese below AO shall be provided. Exceptions to these parameters may be approved in writing by the Regional District of Nanaimo with Board Approval.
2. All surface water supplies shall be suitably treated and disinfected as per provincial requirements/regulations. Disinfection will normally be solely by chlorination using proportional solution feed, but other approved methods will be considered, including ultraviolet (UV) units, provided residual chlorination is included.
3. Groundwater sources may require chlorination, either at the discretion of the Vancouver Island Health Authority (VIHA), or by the RDN to suit operational requirements such as integrating a new source into an existing chlorinated system. Space shall, as a minimum, be provided for all chlorine storage and associated equipment.

2.6 *Supply Sources*

1. **Groundwater Source**

Where groundwater is to be the source of supply, a copy of the well driller's log shall be submitted, together with a copy of a well completion report by a Design Professional or a professional geoscientist registered in the Province of British Columbia (The Design Professional). All new wells shall be constructed in accordance with the Groundwater Protection Regulations, November 1, 2005, or their most recent amendment or replacement legislation.

Wells shall be cased with a minimum 200 mm (8 inch) diameter steel casing having a minimum stickup of 300 mm (12 inches) above the proposed final ground surface. The well shall be completed with stainless steel screen(s) selected following sieve analysis of aquifer material, and shall have a surface casing of a minimum 250 mm (10 inch) diameter surrounding the 200 mm well casing (unless otherwise approved in writing by

the RDN). The length of the surface casing shall be designed by The Design Professional and shall not be less than 3 meters (10 feet). A surface seal of at least 4.5 meters (15 feet) shall be installed as per the standard contained in the BC Ground Water Protection Regulation. The ground surface around the well head shall be graded to slope away from the well head at 2% grade or greater.

Any wells which encounter bedrock and source water from within rock, shall have well casing driven into the rock to establish a seal and have a surface annular seal placed to the depth at which bedrock is encountered or to a minimum depth of 4.5 meters (15 feet), whichever is less. All wells completed in bedrock must be equipped with PVC liner with threaded joints to allow for removal of the PVC for periodic well maintenance.

Modifications to well casing to allow for shallow subsurface connection, i.e., pitless adapter units, will require that the surface annular seal be re-established. All new wells shall be equipped with a 25 mm (1 inch) diameter PVC monitoring tube for the installation of a standard water level measuring device without danger of being stuck in the well.

The new well shall have a Well Identification Plate as issued by the BC Ministry of Environment attached to the well casing exposed at surface and clearly visible. Copies of all information for the well including the drillers log, pumping test data, analysis and written reports shall be submitted to the BC Ministry of Environment, VIHA and RDN.

The well completion report shall record results of well pumping tests which shall only occur during the late summer or early fall (August, September, October as this time is generally the lowest ground water levels of the year), and contain conclusions as to the capability of the source with the standard MOE 30%percent drawdown safety factor under conditions of zero surface recharge for 120 days (this figure may be reduced 100 days if authorized in writing by the RDN). All interference effects from adjacent constructed wells, on the assumption that they are all fully operational on a continuous basis over the same 120 day period, shall be allowed for in addition to the 30% drawdown safety factor.

No safety factor is required to be added to the interference drawdown allowance although a 15% reduction will be applied as per RDN Board resolution (December 2009) regarding well capacity redundancy and this will be reviewed by the RDN. The Design Professional shall recommend a rated pumping capacity for the well and all wells which will be reviewed by the RDN. The hydrogeologist may require specific pump rates for proper testing.

The Design Professional shall also assess if and what interference effects the new well will have on any adjacent operating RDN system wells. He shall provide an assessment of the effect in total litres per second of capacity reduction which those operating wells are anticipated to have over the 120 day zero surface recharge condition with the new well operating. The new well pump will be required to be sized to the full long term design capacity, but the allowable new supply applicable to support new development will be lowered by any such capacity reduction which it may have on operating RDN wells.

The well pumping test shall be run for 48 hours continuous pumping (72 hours in bedrock wells) at a pumping rate at or above the projected long-term pumping capacity of the well or until the water level stabilizes, whichever is the longest time. Adjacent constructed wells shall be monitored during the test pumping period, to allow The Design Professional to assess interference effects. Well recovery measurements shall

also be carried out immediately on completion of the test pumping period and shall continue until the well has recovered to at least 95% of its initial level (the RDN may reduce this recovery to 80% but this must be authorized in writing by the RDN). A minimum long-term well design capacity rating of 3.8 l/s (50 igpm) is required for any individual well. The minimum standards for pumping test and well capacity can only be altered in writing by the RDN, where under special circumstances wells meeting all quality guidelines and a capacity rating between 2.3 l/s and 3.8 l/s may be considered by the RDN for acceptance. Well testing procedures shall be in accordance with information provided by the BC Government. In no case shall the pumping test be of less time than it takes to produce a relatively stable water level in the well for an adequate period of time, as approved by The Design Professional.

The well completion report shall include a water balance for the aquifer, which accounts for seasonal recharge and withdrawals by users both directly up-gradient and down-gradient of the existing and proposed subdivision lots. All assumptions incorporated into the water balance calculations shall be stated in the report. The well completion report shall also include an assessment of any risk of flooding around the well and indicate what measures have been taken or will be taken to protect the well or wellhead from entry of flood debris or flood waters or physical damage due to flood debris, ice or erosion. Flood proofing shall be in accordance with the Drinking Water Protection regulation, Section 14 and the Ground Water Protection Regulation, Section 11.

The Regional District may require a more extensive quantitative and qualitative report by the Design Professional where unusual conditions or results occur. Further, the RDN may require the information provided by The Design Professional to be reviewed/scrutinized by a third party Design Professional appointed/retained by the RDN and paid for by the developer/well provider.

All new sources of water shall be approved by the Vancouver Island Health Authority (VIHA) and a “source approval” must be issued by VIHA prior to the source being connected to the Regional District of Nanaimo’s public water system. VIHA must also approve the well for service in writing. The connection of new properties requiring a new approved source of water shall not be permitted/approved by the RDN until the source is approved by VIHA. A wellhead protection (WHPR) report suitable to the RDN and in the format shown as “Minimum Requirements” shall also be submitted along with the information provided for source approval. Any requirements imposed by VIHA in the source approval shall be completed by the Developer, unless agreed to otherwise in writing by the RDN.

The RDN shall have legal control over a sanitary control area extending from the well head to a radius of 30 to 60 metres based on a wellhead protection report and to the satisfaction of both VIHA and RDN. RDN shall own the property as fee simple around the well head. The sanitary setback areas preferred form of legal control is fee simple ownership, particularly for the first 30 metres, however, if and to the extent that such is not feasible, this may also take the form of a sanitary control easement satisfactory to both VIHA and the RDN.

New sources shall also include provision of a suitable monitoring well that shall be designed and placed near the production well as recommended and designed by the Design Professional. The monitoring well shall be suitably completed and secured at the surface with a Model Solonist Gold (or other model if approved in writing by the RDN) electronic data logger placed at a suitable depth in the monitoring well.

2. Surface Water Source

The proposed use of surface water as a potable water supply source shall be approved by the Board before being considered. Any surface water source shall meet all provincial government regulations and guidelines for siting, for licensing and for treatment etc.

3. Source Pump Stations and Controls

Due to the individual requirements for source pump stations, a standard detail drawing is not provided in these Community Water System Standards. Prior to completing the preliminary design, the design engineer shall request samples of typical recent acceptable source pump stations, and confirm conceptual design requirements. This will be further reviewed, and requirements confirmed by the RDN at the feasibility design review stage.

Wellhead piping shall consist (as a minimum) of a wye strainer, turbine flow meter, air release valves, check valve, gate valve to throttle flows to recommended output with pressure gauges upstream and downstream and mating flanges with adapter coupling to allow installation of an orifice plate to fine-tune pump output, and a 50 mm (2 inch) diameter valved outlet with 62 mm (2.5 inch) diameter fire hose adapter for flushing purposes. A hose bib shall be provided to permit periodic water sampling. The wellhead building or enclosure shall be designed such that future access to the well is available for pump removal or well redevelopment. This shall normally be achieved by installing a pitless adapter on top of the well, protected from vandalism by installation in a non-confined space concrete chamber with spring-assisted aluminum cover and locking lid. A Model Solonist Gold (or other model if approved in writing by the RDN) electronic data logger shall be installed in the well, with data recording equipment and software. Access to install a well-line into the well for periodic manual monitoring of static and pumping levels in the well shall also be provided. Flow recording instrumentation is required. Surface source piping shall be similar in general concept to wellhead piping, modified as agreed with the RDN and to suit the special site circumstances.

The source pump station building shall be designed to provide adequate heating and insulation, lighting and ventilation. The size of the building shall be discussed and determined at the time of the feasibility review. The building shall be of concrete and block work construction, with two isolated rooms, each having separate access doors. One room shall house mechanical piping and electrical controls, and the second room chlorine injection equipment and liquid chemical storage with built-in spill containment. In special circumstances only, the RDN may approve the use of enclosures in lieu of a building, due to site space or access agreement limitations.

Each pump shall have a variable frequency drive combination motor starter with a motor circuit protector, a "hand-off-auto" selector switch, a green "pump run" pilot light, a red "pump failed" pilot light and an elapsed time meter.

Motor starters for submersible well pumps shall be equipped with quick-trip overload relays. Low level draw-down protection shall be provided utilizing electrodes suspended in the well. Restart of the pump shall be automatic when the water level in the well has recovered sufficiently; however, a red alarm light on the control panel shall require manual reset.

If the system consists of more than one pump, supplied from the same service, the control circuits shall be subdivided into branch circuits in such a manner as not to shut down the entire system if one pump circuit develops a fault. Also, time delays shall be provided to permit staggered re-start of the pumps after a power failure.

The pump control panel shall have protection against single-phasing and a red pilot light which will stay on until manually reset after a power failure.

If the system consists of more than one pump, an automatic alternator or manual lead pump selector switch shall be provided.

A single-pole, double-throw (SPDT) contact shall be provided for remote alarm purposes, which will be activated in the event of pump failure, motor overload, and power failure of low well level. Connection of alarm signal outputs to the RDN answering service or alarm centre shall be provided. An external alarm light may also be required for some installations.

Signal cables for pump control shall be directly buried, either alongside connecting pipelines or in a separate trench, wherever feasible. Cable warning tape shall be installed in the trench over signal cables.

For well sources on new systems where very little water-use occurs during the initial operation period until sufficient new users are connected, the RDN may require installation of an approved automatic flushing device, to help in maintaining water quality.

Supervisory control and data acquisition (SCADA) shall be provided from all data outputs to a central location within the new system, normally at the source pump station. The RDN will be responsible for connection of local data to a centralized system, and for any offsite programming requirements which may be required to integrate the new system into the overall water systems SCADA system.

The RDN may require emergency power back-up on all new water sources. This will be determined at time of feasibility review by analyzing system vulnerability.

2.7 Storage

1. Sizing

Reservoirs shall be sized to provide usable water storage volume to meet the fire flow requirements (Section 2.2.1.3) plus 20 percent of a maximum day's demand for the tributary area, and shall be of at least 365 cu. m (80,000 imperial gallons) capacity. The RDN may agree in writing to reduce the reservoir minimum size requirement.

2. Design

The materials and designs used for finished water storage structures shall provide stability and durability as well as protect the quality of the stored water. Unless one or more reservoirs in the same or higher pressure zone within the system are already operational, the reservoir is to be constructed with two independent cells. This is to allow maintenance of one cell to occur, while the second cell remains in service. During the feasibility review, the reservoir design, security features, dimensions, layout and material of construction shall be discussed and agreed with the RDN. Where practical, concrete reservoirs are preferred (although other materials of construction will be considered for acceptance) provided they are designed in accordance with the Building Regulations of British Columbia and amendments thereto. When topography and pressure zone conditions allow, an in-ground reservoir with a minimum 500 mm gravel and soil covering is preferred, for improved seasonal water quality. Steel structures shall

also follow the current AWWA Standards concerning steel tanks, standpipes, reservoirs, and elevated tanks wherever they are applicable.

The foundation may be designed either with the bottom at ground level, bearing on a slab or ring beam or on legs with the bottom in an elevated position.

Foundation design shall be in accordance with Building Regulations of British Columbia and amendments thereto. A foundation or soils investigations report shall be submitted, prepared by a Geotechnical Engineer registered in the Province of British Columbia.

In addition to the seismic requirements of the Building Regulations of British Columbia due account shall be taken of the effects of both convective and impulsive forces generated by ground motion. Sufficient clearance shall also be provided between high water level and roof soffit to allow for wave generation.

The reservoir structure shall be designed to safely withstand all construction and operating loads.

Reservoirs shall be totally enclosed with adequate ventilation, screened and weather protected. Vents shall project above the highest anticipated depth of snow on the roof.

Concrete reservoirs shall be provided with a roof access hatch served by internal and external ladders. Steel reservoirs shall be provided with a roof access hatch served by internal and external ladders and low level access manhole. Roof access hatches shall be of aluminum with spring-assisted opening, and shall be lockable. A roof mounted plate shall be installed alongside the roof access hatch, to suit mounting of the RDN mobile safety winch mechanism, used during internal access operations.

Access ladders, safety cages, and platforms shall comply with the requirements of the Worker's Compensation Board. Chain link and barbed wire fencing of the reservoir site will be required by the RDN, unless otherwise approved in writing by the RDN for specific site location and security conditions.

An altitude gauge shall be provided at an elevation of 1.2 m above the reservoir foundation.

Inlet piping is to discharge into the reservoir above TWL elevation. An approved outlet set 100 mm above the reservoir floor, a valved drain set at floor level, and an overflow pipe with bell-mouth entry set at 200 mm above normal reservoir top water level with 300 mm clearance from underside of roof shall be provided.

Alarms requiring manual reset shall be provided to indicate reservoir high or low level. In a water system consisting of well or booster pumps, these alarms shall be transmitted along buried signal cables to a central location. Controls may utilize probes or transmitters. Where the reservoir is supplied via pumped water, pump start-stop controls will be required. The RDN may require individual start-stop levels for each pump, or staggered pump start-stop on a timer basis.

The Regional District will require the installation of flow meters with flow data transmission and recording from the reservoir outlet. Level monitoring and recording from a level transducer at the reservoir base, or in a chamber immediately on the outlet pipe, shall also be provided.

2.8 Water Distribution Piping

1. Materials

Unless otherwise permitted, the following pipe materials shall be used for water distribution:

Material	Specifications
Steel Pipe	AWWA C200
Ductile Iron Pipe	AWWA C151
PVC Pipe	AWWA C900 - Class 150, DR 18 maximum

All pipe shall be delivered to site with end caps for shipping and storage. Steel pipe shall be coated and lined in accordance with AWWA C203. Ductile iron pipe shall be cement mortar lined in accordance with AWWA C104. Joints shall be rubber gasket in accordance with AWWA C111. Where corrosive soil conditions exist and metal pipe materials are proposed for use, a soil corrosion survey shall be undertaken by an approved professional. The Regional District may require special protection for the pipe. All pipes shall be designed for the maximum pressures and earth loading to which the pipe will be exposed, but in no case shall the design working plus safety factor pressure or class be less than that providing an AWWA standard rating of 1030 kPa (150 psi). Lesser pressure class pipe may only be used when specifically approved otherwise by the RDN for large installations, where no possibility of pressure surges or pressure zone changes occurring, in which cases Class 100 or better rating pipe would be considered.

2. General Layout

Numerous trunk lines and secondary feeders shall be installed throughout the system. These mains must be large enough to deliver consumption and fire flow demands for the district served, and shall be spaced not more than 900 m apart and looped.

Minor distributors and pipes of the gridiron system shall be a minimum of 150 mm in diameter in residential districts with 150 mm diameter cross mains at intervals not exceeding 180 m. Where no longer lengths of pipe are necessary, 200 mm diameter or larger intersecting main shall be used unless initial pressures are unusually high. 200 mm diameter pipe shall be used where dead ends or poor gridironing are likely to exist for a considerable period, or where the layout of the streets and the topography are not adapted to the above arrangement. Lines furnishing domestic supply only, and not serving hydrants, may be 100 mm diameter. Mains in cul-de-sacs shall be looped wherever feasible by connecting through specifically created rights-of-way or parkland, or by twinning pipe installation and looping pipe ends, for improved water quality. Where a water main ends in a dead end, or a valve is normally closed, a fire hydrant or below ground flushout shall be provided for flushing purposes. Temporary above ground flushouts may only be used on those mains intended to be extended in the near future.

In the high value districts, the minimum size shall be 200 mm diameter. Pipe of minimum 250 mm or 300 mm diameter is to be used on major and network highways and roads as identified in the Official Community Plans of the Regional District and for long lines not cross-connected.

2.9 Service Connections

Unless otherwise permitted, only the following materials may be used for service connections:

Material	Specifications
Polyethylene, PE 3406 - N	Potable Series 160 B.137.1
Plastic	ASTM D2666
Soft Copper, Type K	ASTM B88

In general, polyethylene shall be used for new services, except in special approved circumstances, and copper for replacement of existing old service piping by trenchless “pipe splitting” methods.

The minimum size of service connection is 19 mm diameter. Where the length of service between the main and anticipated building frontage exceeds 30 m, the service connection shall be minimum 25 mm diameter. Corporation and curb stops shall be of the same diameter as the service piping. In the larger sizes of service connection piping, the materials specified in Section 2.8 for water distribution may also be used.

Drawing W-7 of this Schedule shows the general arrangement for water service connections. The minimum size of service connection is 20 mm diameter.

Water service connection locations shall be co-ordinated with B.C. Hydro, TELUS (Telephone Company), and Shaw Cablesystems to avoid any conflict with poles (or proposed underground facilities and service conduits for underground utility installations) at the property lines of parcels. Similarly, conflict with Terasen (gas) services shall also be reviewed and avoided.

1. Corporation Stops

Corporation stops shall be in accordance the following supplementary data:

- a) Full port ball valve.
- b) Minimum 150 psi rating.
- c) AWWA x compression.
- d) Compression nut machined to bottom out on valve body shoulder.
- e) Saddle clamps shall be used as specified by the manufacturer.

2. Curb Stops

Curb stops shall be in accordance with the following supplementary data:

- a) Full port ball valve.
- b) Minimum 150 psi rating.
- c) Compression x meter swivel nut.
- d) Compression nut machined to bottom out on valve body shoulder.
- e) Integral locking.
- f) Drain holes not permitted.
- g) Set on main side of meter box to facilitate meter installation when required.
- h) Curb stops shall initially be set in a 100 mm diameter PVC riser pipe, with the meter box to be installed by the RDN on final connection when the building is under construction, unless agreed otherwise. Concrete meter boxes with full support lip

and steel lid drilled for touch-read meter pad shall be provided to the RDN for this purpose.

2.10 Fire Hydrants

Hydrants shall be in accordance with AWWA C502, compression type, factory-painted yellow. The minimum hydrant size shall be 150 mm diameter. The minimum depth of bury shall be 1.2 m. There shall be a minimum of two 65 mm house outlets and one pumper outlet 117.5 mm P4.23, outside diameter male outlet complete with caps per hydrant. One of the outlets shall have an independent shut-off. Opening for both the main hydrant valve and independent shut-off shall be to the left (counter-clockwise). Outlet threads shall conform to the British Columbia Fire Hose Thread Specification. Main valve spindle and outlet nuts shall be standard pentagon shape. Main valve spindle: pentagon in 45 mm circle. Independent spindle: square 16 mm x 16 mm. Drain outlets are to be provided.

Drawings W-12 and W-13 of this Schedule show the general arrangement for the installation of hydrants. Connections shall not be less than 150 mm diameter. A gate valve will be provided on all connections between the hydrant and the main. Installations shall be in general accordance with AWWA M17. The hydrant shall be installed vertical, with the pumper nozzle perpendicular to the priority access road centreline. Mechanical joint thrust restrainers shall be used on all leads up to 6 m length. For longer hydrant leads, approved joint restrainers shall be used at each pipe joint, or alternatively a thrust block shall be installed behind the hydrant 'boot' in accordance with Drawing W-9.

Hydrant distribution shall be in general conformance with the aforementioned Standard of Municipal Fire Protection, but in all cases spacing shall be such that the maximum distance from a hydrant to the centre of any property measured along the centreline of the street and at right-angles to the property is 75 m. Hydrants will be set in 6 m from the corner at any intersection to facilitate future widening or other street works.

2.11 Valves

Unless otherwise permitted, only the following valves shall be installed in the distribution system:

1. Gate Valves

Gate valves shall be in accordance with Drawing W-8, AWWA C500 and the following supplementary data:

- a) Gate valves shall have an iron body, brass mounted.
- b) Valves shall be the same size as the pipe in which they are installed, up to and including 300 mm diameter. In mains over 300 mm diameter, valves may be butterfly type.
- c) Valve ends shall be provided to fit the pipe.
- d) The position of the in line valve shall be vertical.
- e) Stem seals shall be O-ring.
- f) Valves shall open to the left (counter-clockwise).
- g) Gears will be required on valves 400 mm and larger. Gear cases shall be totally enclosed.
- h) Bypasses will be provided on valves 500 mm in diameter and larger.
- i) Valves shall have a 50 mm square operating nut.

2. Rubber Seated Butterfly Valves

Rubber seated butterfly valves shall be in accordance with AWWA C504 and the following specifications:

- a) Valves shall be the same size as the pipe in which they are installed. Valves shall be of wafer style or short body flanged.
- b) Valve ends shall suit the pipe.
- c) Maximum nonshock shutoff pressure shall be suitable for 1030 kPa, bubble tight.
- d) Valves shall be designed for the extreme maximum flows for both opening and closing.
- e) Shaft seals shall be O-ring type.
- f) Valve disks shall be ductile iron.
- g) Valve operators shall be suitable for buried installation and equipped with a standard operating unit.
- h) Valves shall open to the left (counter-clockwise).
- i) Operators are to be located on the side of the valve with the operating spindle in the vertical position.

In general, valves shall be located at intersections and shall be so positioned that no more than 150 m for high value district and 250 m for other areas are isolated in the case of line repairs. In larger trunk and feeder mains where no interconnections are made, the spacing of valves should not exceed 500 m.

Approved joint restraint fittings shall be provided on all valves.

Where valves are located in the roadway, valve boxes shall be Nelson Type of cast iron and telescoping so the surface loads are not transmitted to the valve body of pipeline. A minimum of 200 mm of future adjustment shall be available on all valve boxes for future raising of grade, by locating the top of PVC riser a maximum of 100 mm below the completed asphalt apron grade at the time of initial installation. Cast iron hoods shall be provided on all gate valves 250 mm diameter or larger. In areas where there is no traffic, valve boxes may be as approved by the Regional District.

Valve markers shall be installed to indicate the location of all valves. These markers shall be constructed of 50 mm metal pipe painted sky blue and set in a concrete base. They shall extend 1 m above the ground surface. The markers shall be located 2 m from the property line opposite the valve and the distance to the valve is to be marked in black figures on a flattened upper portion of the marker.

2.12 Fittings

Fittings shall be designed for a minimum of 1030 kPa working pressure and shall be in accordance with AWWA C110. Ends shall be flanged or belled to suit pipe ends. Flanges shall conform in dimension and drilling to ASA B16.1, Class 125. Flange gaskets shall be of natural rubber and shall be 3mm thick with a layer of cotton on both sides. Approved joint restraints shall be used at all fittings, including restraining of a suitable length of pipe each side of the fitting, except at fire hydrant leads over 6 m with unrestrained pipe joints and at main dead-ends, where thrust blocks shall be provided as shown on Drawing W-9 of this Schedule. Thrust calculations for joint restraints shall be carried out in accordance with the manufacturer's specifications, and shown on the design drawings. Length of pipe to be restrained at each fitting shall be clearly shown on each applicable plan drawing, for the varying pipe sizes and fitting configuration.

2.13 Trenching and Backfill

The standard trench section is shown in Drawings W-1, W-2, and W-3 of this Schedule for various conditions. The nominal minimum depth of cover shall be 1.2 m but in no case shall it be less than 1.0 m unless otherwise permitted by the Regional District. Water mains shall be located not less than 3 m centre-to-centre from all sanitary and storm sewer lines, unless otherwise permitted by the Regional District and the Vancouver Island Health Authority.

1. Bedding material shall conform to the following gradation limits:

Gradation Limits
(Percent by Weight Passing)

Sieve Designation	Type 1	Type 2
19.0 mm	100	90-100
12.5 mm		65-85
9.5 mm	85-100	50-75
4.750 mm	70-100	25-50
2.36 mm		10-35
1.18 mm	20-65	
0.850 mm		5-20
0.6 mm	0-45	
0.425 mm		0-15
0.18 mm		0-8
0.15 mm	0-10	
0.075 mm	0-5	0-5

2. Type 1 is the standard acceptable bedding material. Type 2 shall be used where specified by the design engineer to meet special design loading. Dry sieve analysis shall be carried out in checking material gradation.
3. Other acceptable bedding materials, for use only where shown on the construction drawings or as approved by the Engineer, are drain rock, pea gravel or native material. In rock, pipe zone shall have filter fabric between rock and bedding material. Filter fabric shall be non-woven, minimum grade Armtex 200 or equivalent.
4. The bedding material shall cover the full width of the trench bottom and have a minimum depth of 100 mm on completion of compaction. In rock excavation the minimum depth of bedding below the pipe shall be 150 mm after completion of compaction.

5. Bedding material shall be compacted in maximum 150 mm lifts to 95% of Modified Proctor Density (ASTM D1557). Side tamping shall be carried out with bedding material placed to the pipe springline, to provide haunch support.
6. Bedding material shall be placed in such a manner that the pipe is evenly supported throughout its length by the pipe bedding material.
7. Placement and compaction of the bedding material shall not damage or displace the pipe.
8. Bedding material shall be leveled across the full width of the trench to an elevation of 300 mm above the crown of the pipe.

2.14 Pressure Reducing Stations

General requirements for pressure reducing stations shall be as follows:

1. A valved bypass shall be provided.
2. A surge relief valve shall be provided to release pressure in the event of a failure of the pressure reducing valve(s). The surge relief valve may be incorporated into the pressure reducing station or may be located at some other suitable location within the distribution system.
3. Pressure reducing valves shall be sized to provide adequate pressure control through all ranges of design flows. If necessary, two or more pressure reducing valves of varying sizes will be provided in the one station.
4. Each pressure reducing and surge relief valve will be provided with isolating valves and be installed so that individual components may be easily removed for repair or replacement.
5. The whole of the pressure reducing stations shall be enclosed in a reinforced concrete vault with a standard manhole cover and other opening large enough to remove the largest single piece of equipment in the station. Floor drains sloped at 2 percent shall be provided to keep the station dry at all times and shall not be directly connected to any sanitary sewer, or to a storm sewer without a backwater valve in the storm service connection. Drains to the surface are permissible if there is no risk of flooding. Otherwise, underground absorption pits or sump pumps will be required depending on site condition. A permanent access ladder shall be installed.
6. Pressure gauges complete with snubbers shall be installed to register both upstream and downstream pressure.
7. Adequate strainers with dual cartridge filters shall be supplied on the water used for controlling and regulating valves.

2.15 Booster Pump Stations

General requirements for booster pump stations shall be as follows:

1. A valved bypass shall be provided.

2. There shall be sufficient capacity so that, with the most important pump out of service, the station will be capable of supplying the maximum design flow.
3. It may be requested that provision be made to provide the maximum design flow during a power failure. Normally this will be accomplished by means of an elevated storage tank. Where this is not possible, emergency standby internal combustion engines shall be installed either for direct drive or electric generation.
4. Where design flows are such that starting and stopping surges will cause water hammer in the inlet or discharge lines, pump control valves or other pressure control devices shall be provided. Relief valves will also be required to protect against surges caused by power failure.
5. Pumps shall be controlled by automatic devices satisfactory to the Regional District. Flow and pressure measurement shall be provided where required. Flow recording may be required for some installations. Signal cable for pump control shall be directly buried, either alongside connecting pipelines or in a separate trench, wherever feasible. Cable warning tape shall be installed in the trench over signal cables.
6. Pumps shall normally be housed in above ground buildings, designed to provide adequate insulation, heating, lighting and ventilation.
7. Each pump shall have a combination motor starter with a motor circuit protector, a "hand-off-auto" selector switch, a green "pump run" pilot light, a red "pump failed" pilot light and an elapsed time meter.

If the system consists of more than one pump, supplied from the same service, the control circuits shall be subdivided into branch circuits in such a manner as not to shut down the entire system if one pump circuit develops a fault. Time delays shall be provided to permit staggered re-start of the pumps after a power failure.

The pump control panel shall have protection against single-phasing and a red pilot light which will stay on until manually reset after a power failure.

If the system consists of more than one pump, an automatic alternator or a manual lead pump selector switch shall be provided. Time delays or other means suitable to prevent hunting on momentary pressure surges shall be provided.

The pumps shall be shut down and stay locked in the event of motor high temperature or motor overload. The pumps shall also shut down on low suction pressure, however, re-start shall be automatic when the section pressure recovers, except that a red pilot light shall stay on until manually reset.

A single-pole, double-throw (SPDT) contact shall be provided for remote alarm purposes, which will be activated in the event of pump failure, motor high temperature, motor overload, low suction pressure, power failure or standby engine failure (if applicable). Connection of alarm signal outputs to the RDN answering service or alarm centre shall be provided. An external alarm light may also be required for some installations.

2.16 Water Meter Chambers

General requirements for meter chambers on services of 37 mm diameter and larger shall be as follows:

1. An approved meter and double check backflow preventer shall be provided. The meter shall be touch-read style, conforming to the standard meter manufacturer and reading system used by the RDN.
2. Meters shall be sized to meet the anticipated maximum demand required, while providing accurate metering throughout the flow range. Compound meters, or large and small meters installed in parallel, may be required to meet these requirements, particularly where fire flows are to be metered. Pressure loss and maximum velocities shall also be examined. For systems supporting in-building wet fire sprinkler systems, available pressures during flow conditions shall be examined, to ensure adequate operating pressure is maintained at the sprinkler heads.
3. The meter shall be installed in a chamber or chambers, which are of non-confined space access design. Large lids shall be spring-assisted opening, suitable to carry traffic loading unless the location is totally isolated from existing or future traffic, of aluminum construction when feasible.
4. If a sidewalk location is unavoidable for the meter chamber, the box shall be situated to maximize the unobstructed walking corridor.
5. The meter shall be installed in a horizontal plane.
6. A valved by-pass shall be provided for meters 50 mm diameter and larger, to avoid service shutdown during meter maintenance. For combination domestic and fire flow meters, the by-pass shall be sized for the largest flow rate. By-pass and isolation valves may be installed external to the meter chamber.
7. Meter box lid shall be suitable for mounting a touch pit read pad.

3. CONSTRUCTION

3.1 *General*

1. **Access Roads**

Temporary roads shall be constructed as required for access to the working areas. Adequate drainage facilities in the form of ditches, culverts, or other conduits shall be installed as found necessary to maintain these roads. In the construction of access roads, existing drainage facilities, natural or otherwise, shall not be disturbed to the detriment of properties outside the working area and such facilities shall, unless otherwise provided elsewhere in the specifications, be restored to their original condition on completion of the work.

2. **Sanitary Facilities**

Clean, sanitary latrine accommodations shall be provided and shall be located and maintained in accordance with the regulations of VIHA.

3. **Special Tools, Operating Manuals, Shop Drawings**

With each piece of mechanical and electrical equipment or machinery having wearing parts and requiring periodical repair and adjustment, all special tools, wrenches, and accessories required for removing worn part, making adjustments, and carrying out

maintenance shall be supplied. All gauges, indicators, and lubricating devices necessary for the proper operation of the equipment shall be furnished.

With each piece of equipment, four sets of operating manuals and as-constructed shop drawings shall be supplied. The manuals shall provide the manufacturer's recommended maintenance schedules with the grades of lubricants required, and instructions as to how the equipment may be taken apart for periodical inspection and replacement.

4. Blasting

Blasting will be permitted only after securing the approval of the applicable authorities. Blasting will not be carried out without first verifying that insurance covers any loss of life or damage that may result from this work. The Regional District, in granting approval for blasting, does not in any way assume responsibility for injury, loss of life, or damage that results there from, and such approval shall not be construed as approval of the methods employed in blasting, the sole responsibility therefore being that of the applicant.

5. Site Maintenance and Clean Up

The working area shall be maintained in an orderly manner and shall not be encumbered with equipment, materials, or debris.

Clean up shall be a continuing process from the start of the work to final acceptance of the project. Property on which work is in progress shall at all times be kept free from accumulations of waste materials or rubbish. Accumulations of waste materials, which might constitute a fire hazard, shall not be permitted. Spillage from hauling vehicles on traveled public or private roads shall be promptly cleaned up. On completion of construction, all temporary structures, rubbish, and waste materials resulting from the operations, shall be removed.

6. Erosion and Sediment Control

An Erosion and Sediment Control Plan shall be submitted for review and approval seven days prior to the pre-construction meeting. The Erosion and Sediment Control Plan shall describe the proposed methodology to minimize potential impact on the surrounding environment. The Erosion and Sediment Control Plan shall indicate how the Contractor plans to control sediment discharges from the project and what measures will be put in place to prevent damage to aquatic habitat located downstream.

The work shall be carried out in compliance with the submitted and approved Erosion and Sediment Control Plan and all other environmental laws affecting the work and with the recommendations contained in the most recent edition of the "Land and Development Guidelines for the Protection of Aquatic Habitat" published jointly the Ministry of Environment and Fisheries and Oceans Canada.

For the erosion and sediment control plan, 'environmental laws' means all statutes, regulations, orders, and bylaws relating in any way to the natural environment or its ecosystems, public or occupational health, transportation, storage or handling of contaminants or hazardous materials.

3.2 Existing Structures and Utility Works

1. Scope

Existing structures shall be interpreted as being all existing pipes, ducts, ditches, or other works forming a part of sewerage, drainage, water, telephone, electrical, gas, or

other utility system, as well as sidewalks, curbs, poles, fences, buildings, and other man-made things that may be encountered during construction.

2. Material Supply

Unless specified otherwise, materials supplied for replacement of existing structures shall be at least equal to those being replaced.

3. Location of Structures

Drawings or descriptions, verbal or otherwise, of existing structures or their location that are supplied by the Regional District are intended only as an aid to locating these structures. Measurements and location of the existing underground structures shown on the drawings are not guaranteed to be accurate, and must be verified prior to proceeding with construction.

4. Protection of Structures

Unless authorization from the Regional District is received for their removal, underground and surface structures encountered during construction shall be protected from damage. In the event of damage resulting from the construction operation, structures shall be repaired or replaced to a condition, which is at least the equivalent of that which existed prior to construction.

5. Emergency Situations

In emergency situations resulting from the construction operation, where life or property are endangered, the applicant shall immediately take whatever action is possible to eliminate the danger, and shall also notify the Regional District of the situation.

6. Access Maintained

Existing hydrants, valve or control pit covers, valve boxes, curb stop boxes, fire or police call boxes, and all other utility controls, warning systems, and appurtenances thereof shall not be constructed or made inaccessible at any time by the construction work. Bridges, walks, or other temporary facilities shall be provided as may be necessary to ensure that these controls or warning systems are free for use in their normal manner at all times during construction.

7. Curtailment of Utility Service

Where existing utilities such as water, sewer, electricity, telephone, and gas are serving the public, work shall be planned and executed such that there is no curtailment of service provided by these utilities without prior receipt of approval of the authorities responsible for provision and maintenance of these utilities. The applicant shall obtain the above approvals from the recognized authorities controlling these utilities. If approval for such disruption of utility service is not granted, it may be possible to establish temporary facilities to provide continuous utility service during the course of construction. Such temporary facilities shall only be implemented after receiving the approval of the utility authority.

If approval is received to temporarily shut off an existing utility, individual users of the utility shall be notified at least one hour prior to the time of shut-off.

If there is going to be a shut-off, the Fire Department shall be notified at least one hour prior to shut-off time.

8. Support of Structures

Existing structures shall be protected against damage from settlement by means of timber support or compaction of backfill as required. Where necessary, timber support shall remain in place following backfill of excavations.

Backfill which is placed under or adjacent to the existing structures, which have been undermined during excavation, shall be compacted in a manner which will prevent damage of the structure from settlement. Such backfill shall be of approved granular material suitable for compaction.

On existing piping, this material shall extend horizontally a minimum distance of 600 mm on both sides of the pipe at a level 300 mm above the pipe, and shall slope down from this point at 1-1/2 horizontal to 1 vertical to meet the bottom of the excavation.

9. Drainage Facilities

Existing culverts, enclosed drains, flumes and ditches, and other drainage structures affected by the work but left in place shall be kept clear of excavated material at all times during construction. When it is necessary to temporarily remove an existing drainage structure, suitable temporary ditches or other approved means of handling the drainage shall be provided during construction.

3.3 Clearing

Prior to clearing, the exact limits of the areas on which clearing may take place and whether or not there are restrictions placed on clearing which would result in leaving certain trees, structures, or other existing items in place shall be ascertained.

Prior to trenching, the right-of-way shall be cleared of all standing or fallen brush, timber, stumps, or other debris, which may obstruct the construction operation, damage the completed installation, or detract from the appearance of the site on completion of construction. This material shall be burned or otherwise disposed of to the satisfaction of the Regional District.

The restrictions of all authorities established to control burning in the area shall be complied with. If burning cannot be done on the clearing site, the material shall be hauled to an approved location for burning or disposal. Burning permits, as required, shall be obtained by the applicant.

3.4 Trench Alignment and Depth

Following clearing and prior to excavation of the trench, the location at which the pipe shall be installed shall be established by setting stakes at 20.0 m intervals along a line offset from the centre of the proposed pipeline.

Where pipe is to be installed to a predetermined grade, a cut sheet will be provided showing the depth of the pipe invert relative to the grade stake elevation at the respective locations along the pipeline.

The trench shall be excavated so that pipe can be laid to the established alignment and depth, with allowance made for specified trench wall clearances and bedding as shown in Drawings W-1, W-2, and W-3 of this Schedule for various conditions, or otherwise required.

All trenching and excavations shall be carried out in the manner recommended by the Workers' Compensation Board of British Columbia, or as may be necessary to protect life, property, and structures adjacent to the work and the work itself.

3.5 Pipe Installation

In general, and without limiting the clauses set out in this Standard, pipe shall be installed in accordance with the following specifications:

Ductile Iron Main	AWWA C600
Steel Mains	AWWA C603
PVC Mains	AWWA C900

3.6 Trench Backfill

Trench backfill shall be carried out as shown in Drawings W-1, W-2, and W-3 of this Schedule for various conditions.

3.7 Repairs

Any system approved and built to these standards which requires maintenance work, shall be repaired with materials and construction methods conforming to the specifications contained herein.

4. TESTING AND DISINFECTION

4.1 Written Reports

The applicant shall submit reports to the Regional District certified by a Design Professional of the tests and chlorination requirements specified herein.

4.2 Leakage Tests

Following final trench backfilling, leakage tests shall be performed on all installed piping.

Leakage tests shall be carried out between valved sections of the installation such that every valve in the system is tested for leakage in the shut-off position.

Leakage tests shall be performed in the following manner. The section to be tested shall be filled with water and all air expelled from the piping. It is recommended that the test section be filled with water for at least 24 hours prior to testing. By pumping water into the test section, the pressure within the piping shall be increased to 0.7 MPa, or 1-1/2 times the system operating pressure at the point of test, whichever is the greater. This pressure shall be maintained constantly in the pipe throughout the duration of the test by the addition of make-up water. The duration of the test section to maintain the specified pressure over the period of test shall be considered to be the leakage.

Piping will not be accepted until the leakage is less than the maximum allowable leakage determined from the following formula:

$$L = ND \times \text{the square root of } P$$

in which L = the allowable leakage in litres per hour,
N = the number of joints in the test section,
D = the nominal diameter of the pipe in millimetre, and
P = the average test pressure during the leakage test in megapascals.

Should any test disclose leakage greater than that specified above, the defect shall be located and repaired, and the section shall be retested to ensure that the leakage is within the allowable limits.

4.3 Flushing

The pipe shall be cleaned of dirt and other foreign materials. The pipe shall be flushed at water velocities of 1.0 m/s, or as high a velocity as can be obtained from the available water sources. Flushing water shall be discharged to watercourses or ditches that have sufficient capacity to carry the flow. Measures shall be taken to avoid any damage to fish habitat or to fish and other aquatic life.

4.4 Chlorination

On completion of the flushing operation, main pipes and services shall be chlorinated. Chlorination procedures shall conform to AWWA C651.

On completion of chlorination, the entire piping system shall be thoroughly flushed of all highly chlorinated water and filled with normal system water at a slow rate to avoid stirring deposits from existing mains, sampled in accordance with VIHA, and following satisfactory test results left in a condition ready for use.

Water reservoirs and storage tanks shall be disinfected in accordance with AWWA C652, and wells in accordance with AWWA C654.

Chlorinated water shall be disposed of in such a way as to not cause harm or damage to fish, vegetation or aquatic life in bodies of water or water courses; all federal and provincial regulations and/or guidelines on disposing of chlorinated water to the environment shall be followed.

4.5 Inspection

The Regional District shall be given 48 hour notice of all tests and chlorination.

5. TRANSFERRING THE WATER SYSTEM TO THE RDN

5.1 *Final Inspection by RDN*

Prior to requesting a Final Inspection, the Design Professional shall submit to the Regional District complete Record Documents, a completed Certification of Installed Works, all applicable test results (chlorination, pressure, leakage, health, commissioning, etc.), and Certificate of Approval for electrical works (pump stations, wells, lighting, controls, etc.) The Final Inspection shall be arranged by the Design Professional on completion of the work. This shall be directed by the Design Professional in the presence of approved representatives of the Regional District and the installation Contractor. A complete list of deficiencies identified during the final inspection shall be prepared by the Design Professional. Once the deficiencies have been satisfactorily rectified, the Design Professional shall so notify the Regional District. The date of the Final Inspection will generally be regarded as the commencement of the guarantee period, unless significant deficiencies critical to the effective operation of the system are found at the inspection, at the discretion of the Regional District.

5.2 *Preparation/Execution of Transfer Agreement by Developer*

The Developer shall prepare and execute a Draft Transfer Agreement for the works and submit the document to the Regional District for review/comment. Once approved by the Regional District the Developer shall complete the document and execute it accordingly and submit to the Regional District for them to execute. The date of the Transfer Agreement shall be the date on which the Regional District executes the document.

5.3 *Preparation/Execution of Maintenance Agreement*

The Developer shall prepare and execute a Draft Maintenance Agreement for the works and submit the document to the Regional District for review/comment. Once approved by the Regional District the Developer shall complete the document and execute it accordingly and submit to the Regional District for them to execute.

The Developer shall guarantee the workmanship and the performance of the work as per the Maintenance Agreement, from the date of acceptance (generally the date on which the Regional District executes the Transfer Agreement) for a period of two years. This shall be additionally secured by way of cash or an irrevocable letter of credit suitable to the Regional District in the amount of 10% of the cost of construction as certified by the Design Professional or \$10,000.00 (whichever is greater). There will be no interest paid on this security.

The RDN may reduce the length of the guarantee period and/or the amount of the security. The RDN may also require additional payment, or payout a credit as appropriate, related to an adjustment of the initial engineering fee to final construction cost values, in accordance with RDN Bylaw 1259.03 or most recent amendment. Any change to the guarantee period, security amount or the engineering fee is required to be in writing.

5.4 *Preparation/Execution of Latecomer Agreement*

Where a latecomer agreement may be applicable to a portion of the costs of the works, as agreed by the Regional District and any other applicable jurisdictions, the Developer shall pay all costs of both the Regional District and the Developer associated with the preparation, execution, and registration of the necessary Latecomer Agreement. The Regional District will assume any internal staff costs involved in planning, reviewing, approving, and administering the Latecomer Agreement preparation, and any administrative and financial costs involved

during the effective time-period of the agreement. Based on current legislation, a Latecomer Agreement expires 10 years after its initial registration.

5.5 Letter of Acceptance of the Works by RDN

Following completion of all the foregoing requirements, the Regional District will issue the formal Letter of Acceptance of the Works.

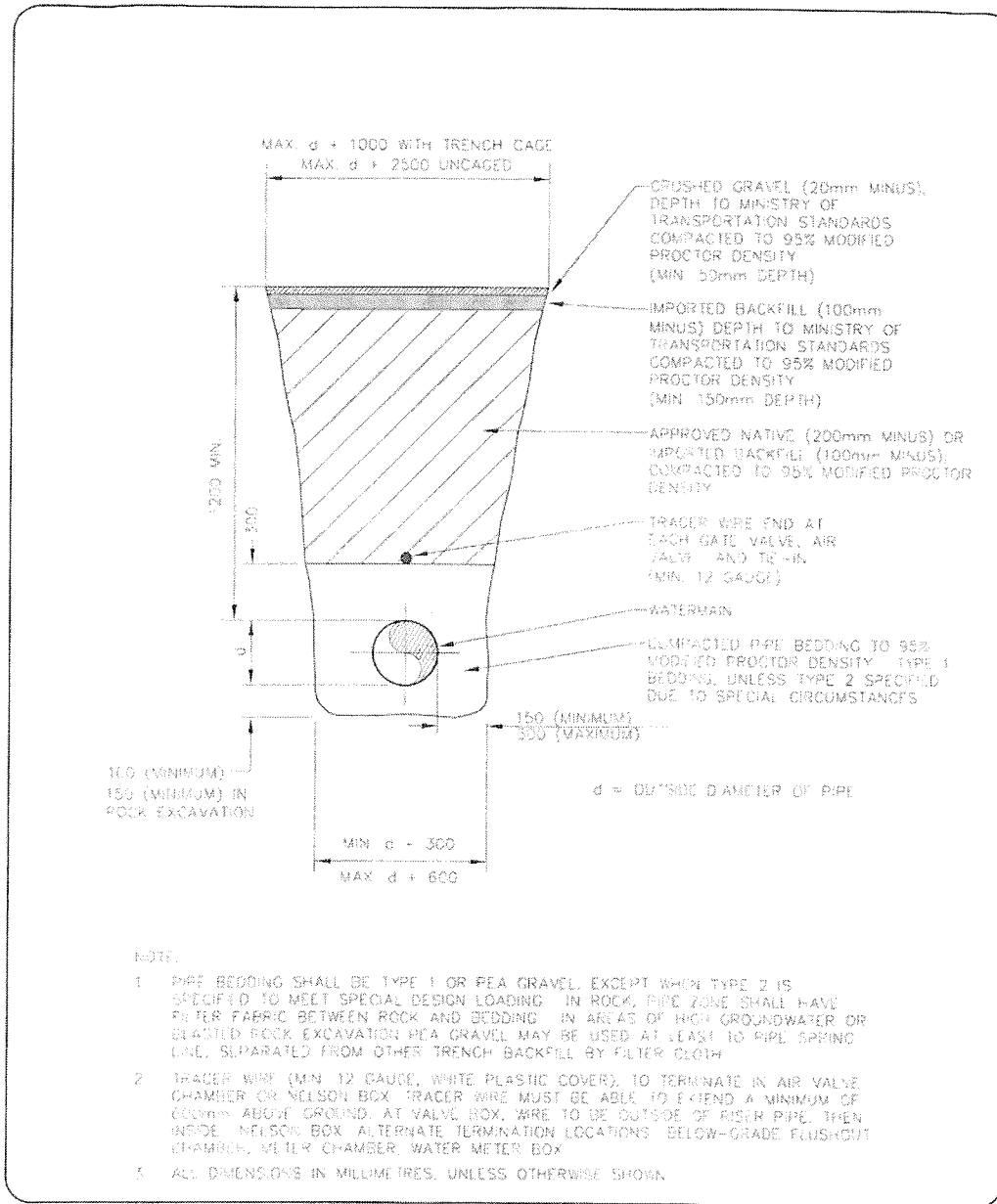
The Regional District will also issue a written statement that the new works can be connected to the District's existing system. Such connection shall be undertaken by the applicant under the direct supervision of the District or by the District at a cost to the applicant.


**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500**

**LAKES DISTRICT AND SCHOONER COVE
COMMUNITY WATER SYSTEM STANDARDS**

APPENDIX 1

STANDARD DRAWINGS




REGIONAL DISTRICT OF OKANAGAN

BYLAW No. 1562
COMMUNITY WATER SYSTEM STANDARDS

TRENCH DETAIL
SHOULDER AREAS

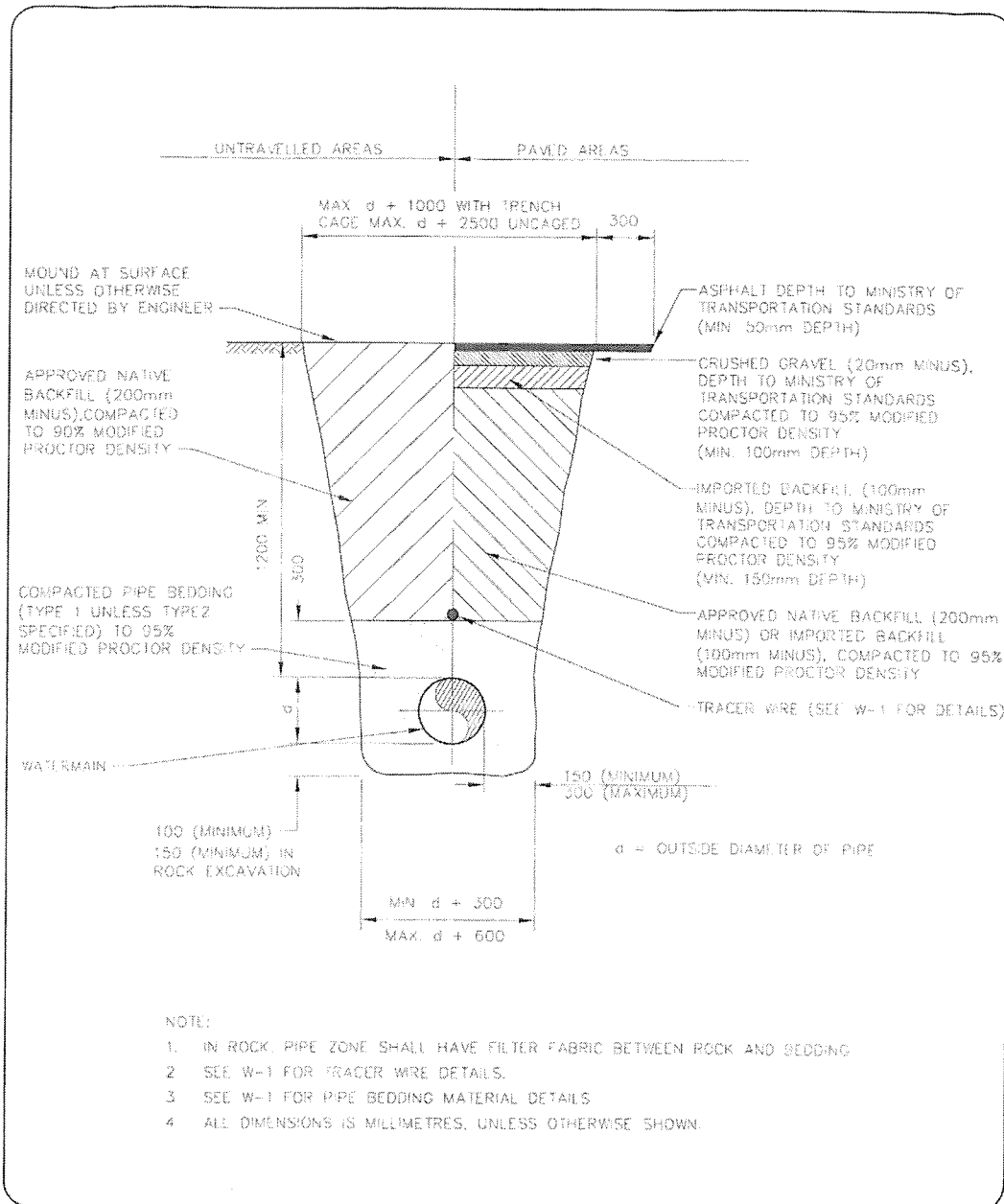
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		DETAILS	BYLAW UPDATE	


REVISION

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GRAPHIC No.

W-1



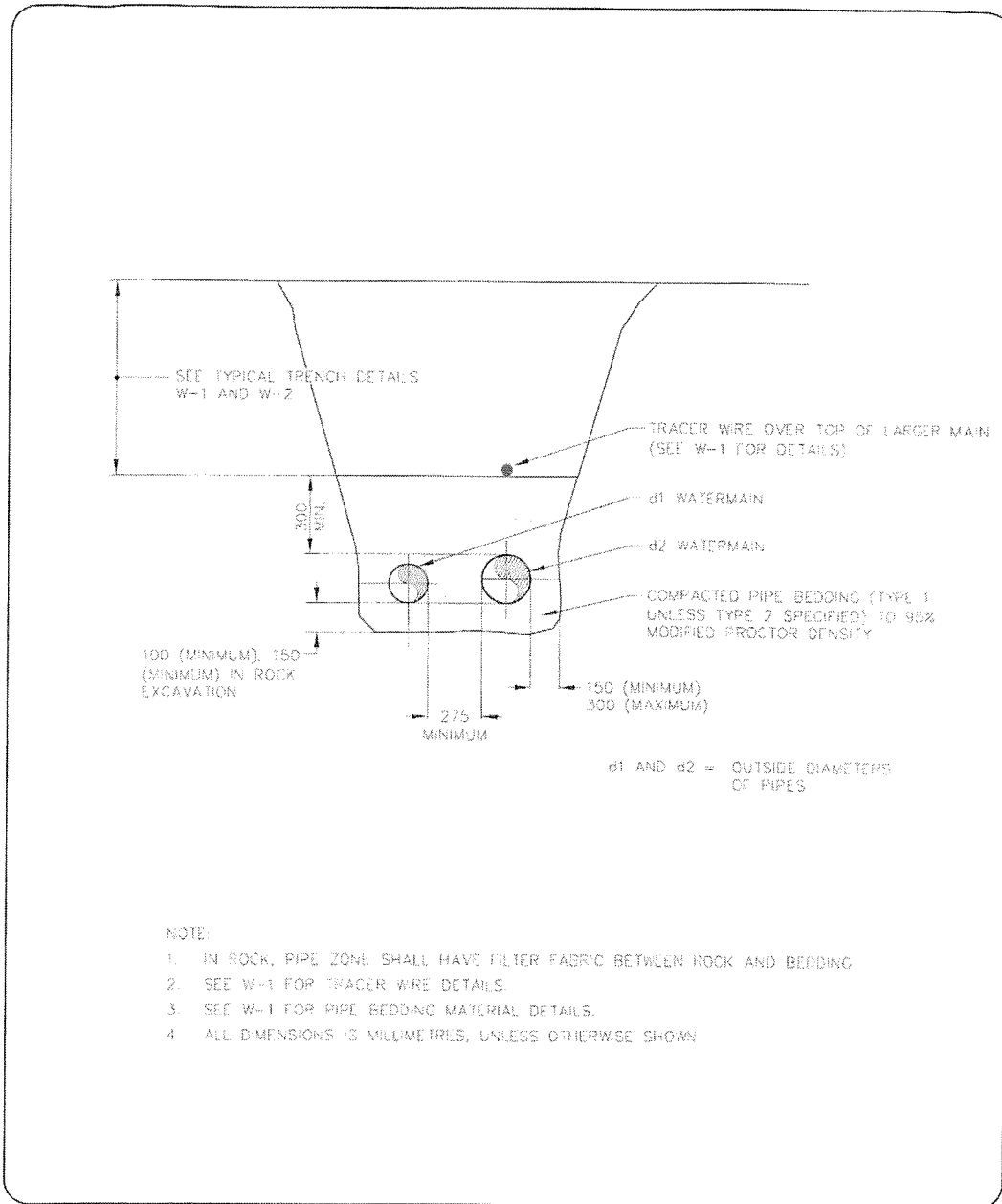

 **BYLAW No. 1562**
COMMUNITY WATER SYSTEM STANDARDS

TRENCH DETAIL
PAVED & UNTRAVELLED AREAS

REVISIONS			
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DRAWING No.
W-2

BYLAW No. 1562
COMMUNITY WATER SYSTEM STANDARDS

**TRENCH DETAIL
TWO PIPES**

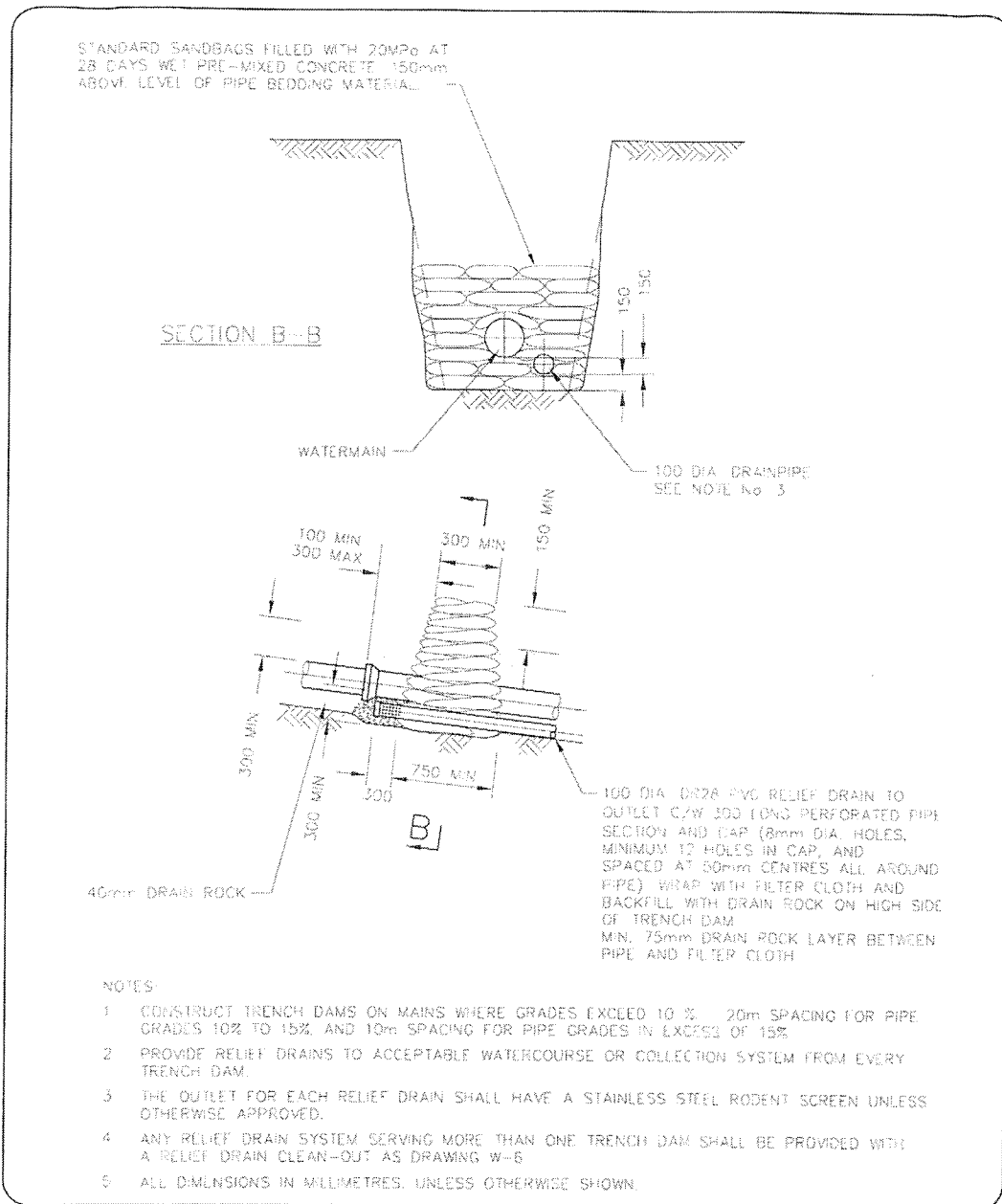

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DRAWING No

W-3

BYLAW No. 1562
COMMUNITY WATER SYSTEM STANDARDS

TRENCH DAM
SANDBAG CONCRETE TRENCH DAM

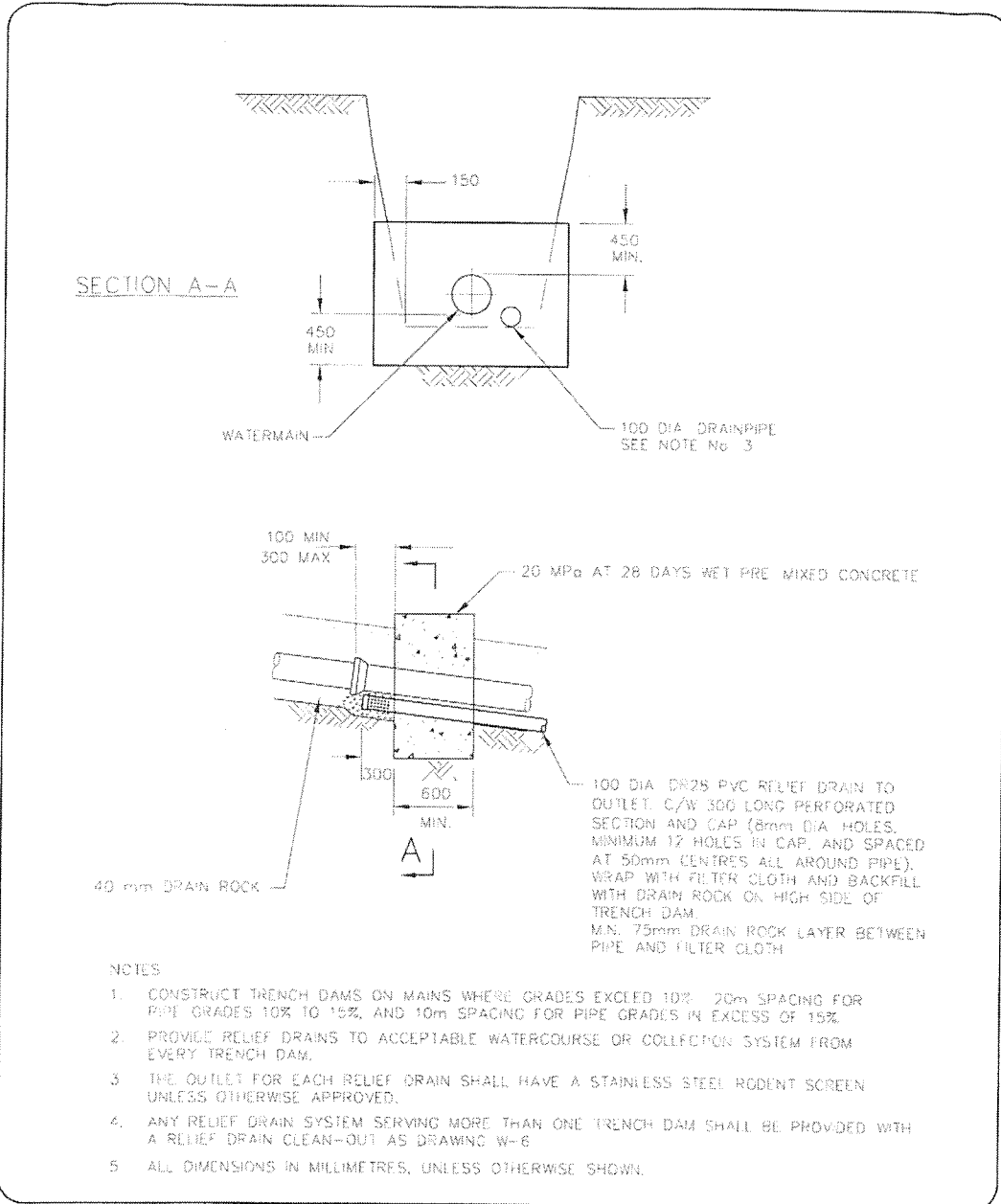

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DRAWING No

W-4

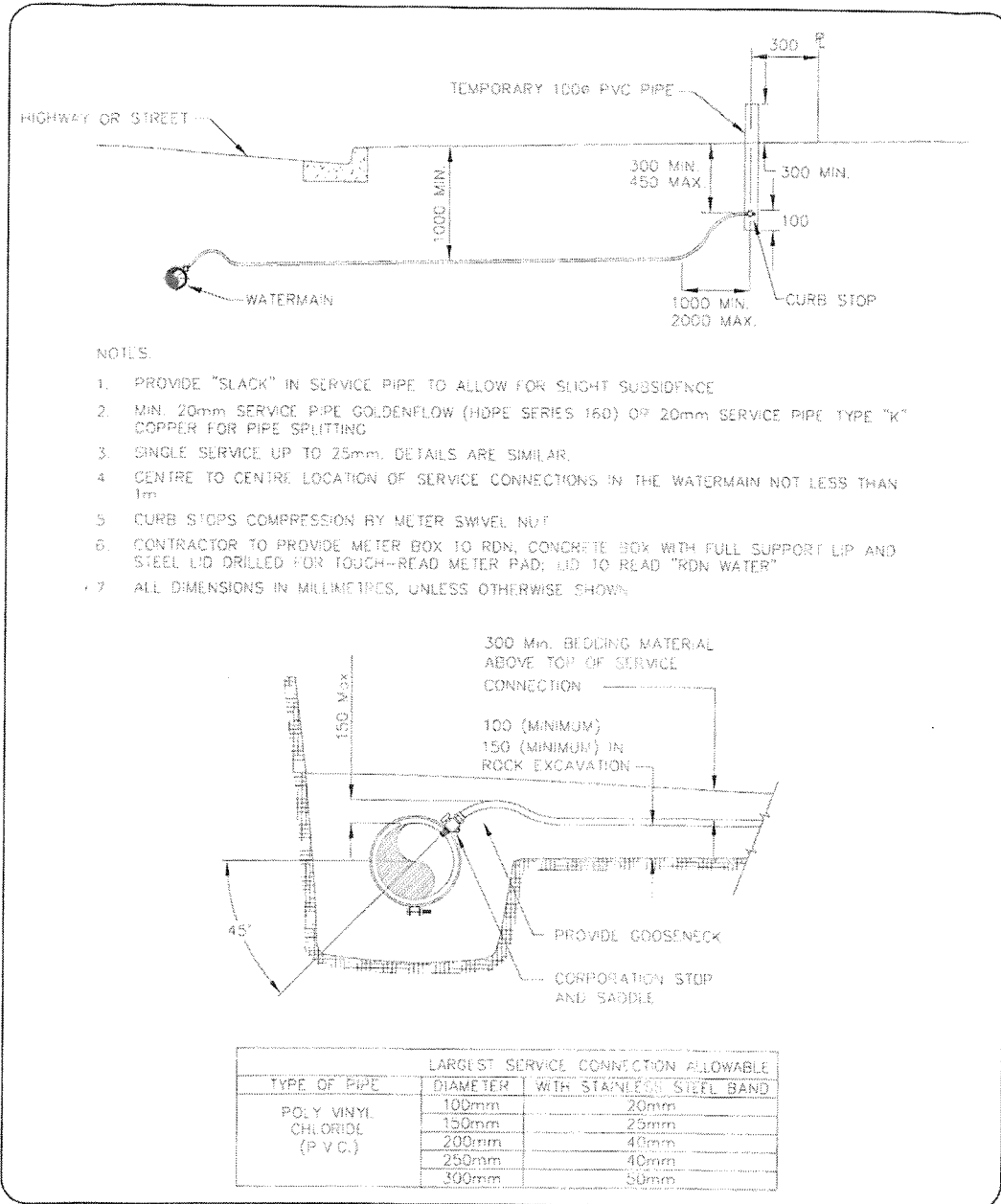




BYLAW No. 1562
COMMUNITY WATER SYSTEM STANDARDS

TRENCH DAM
FORMED CONCRETE TRENCH DAM

REVISIONS		
No.	DATE	DESCRIPTION

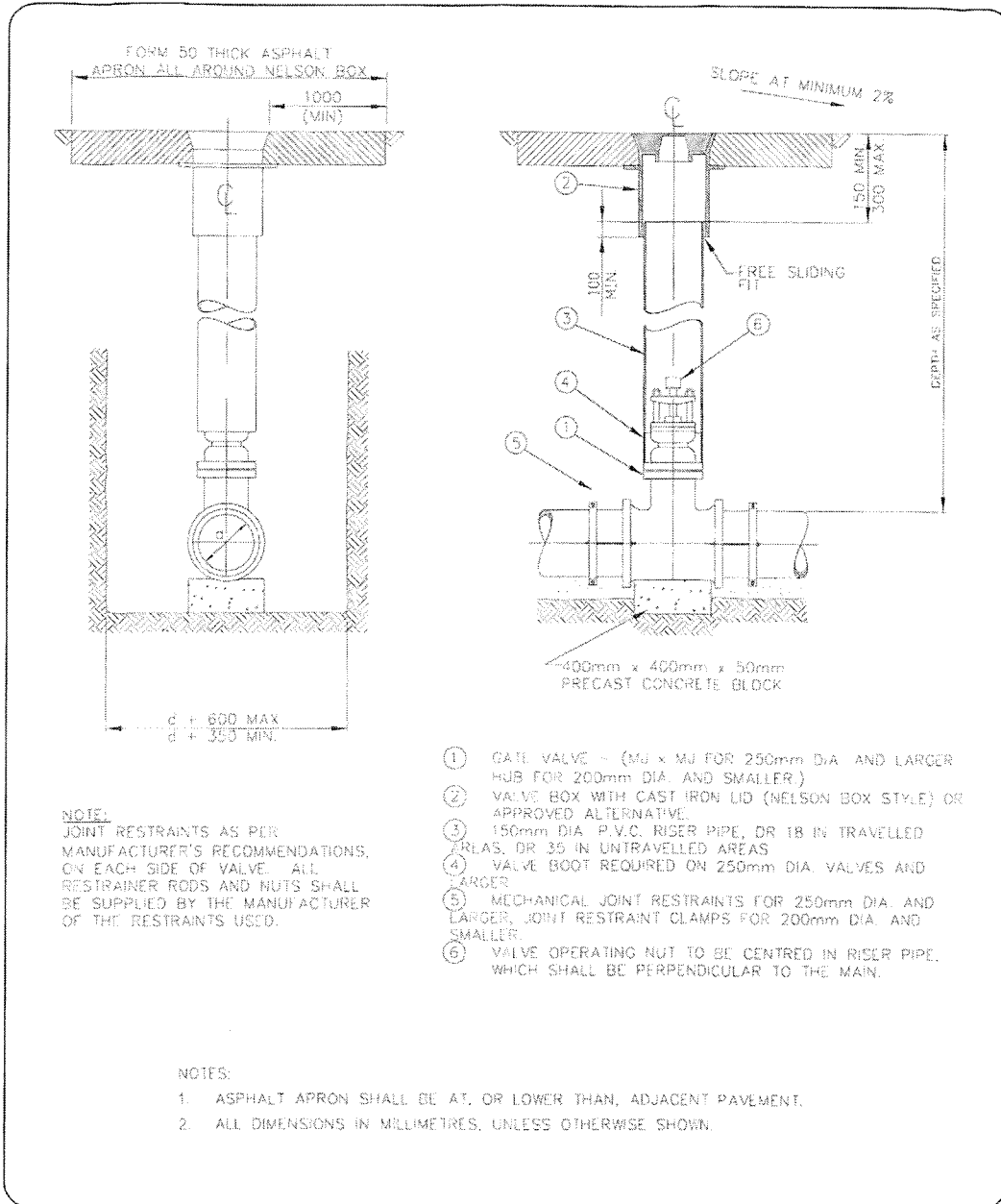
REVISION
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DRAWING No
W-5

BYLAW No. 1562
COMMUNITY WATER SYSTEM STANDARDS
WATER SERVICE CONNECTION

REVISIONS		
No.	DATE	DETAILS
0	JAN/05	BYLAW UPDATE
		APP. W.F.M.

REVISION
0
 DRAWING No.
W-7

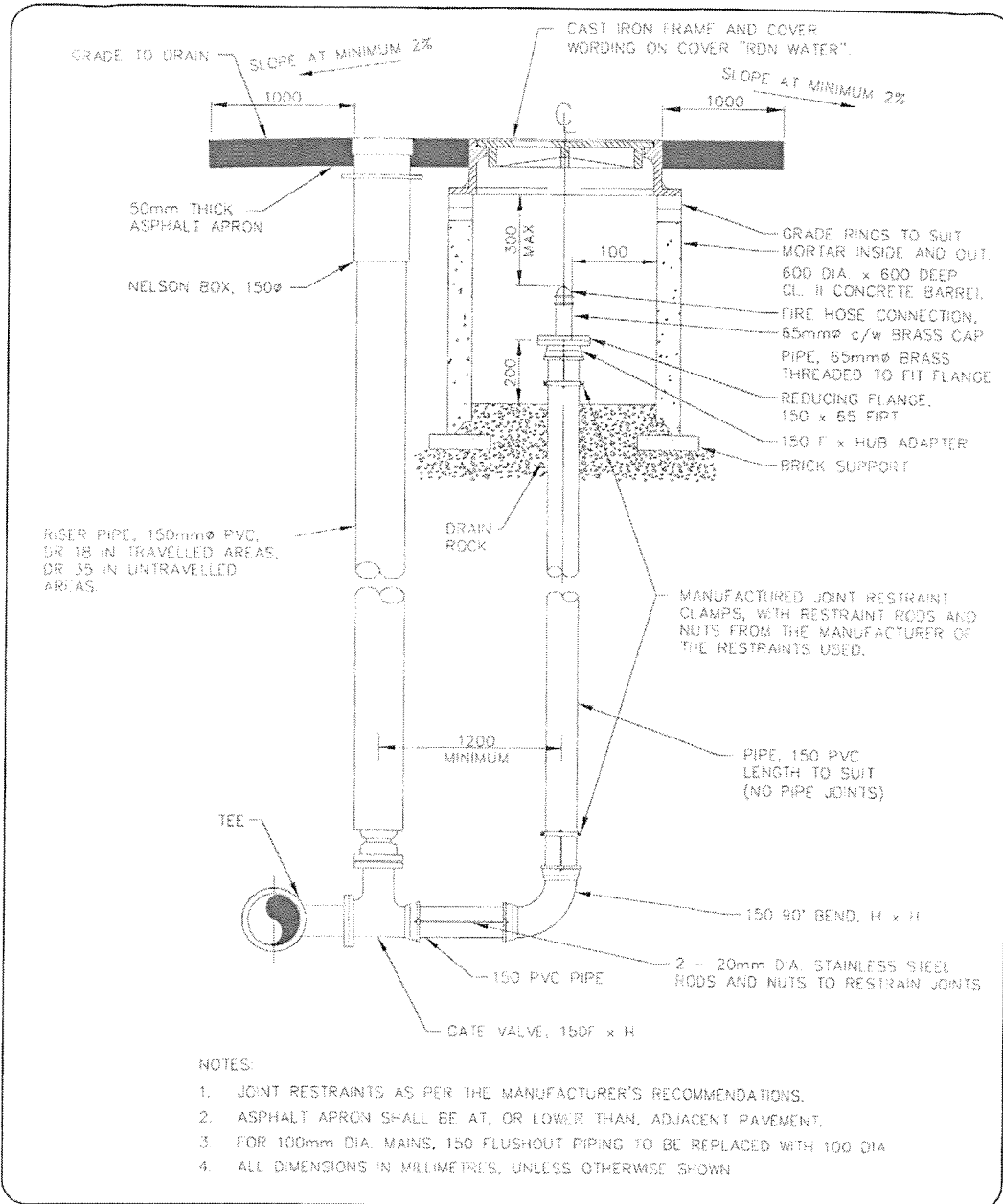


BYLAW No. 1562
COMMUNITY WATER SYSTEM STANDARDS

VALVE

No.	DATE	REVISIONS		APP. W.F.M.
		SCALE	BYLAW UPDATE	
0	JUN/05			

REVISION
0
DRAWING No.
W-8

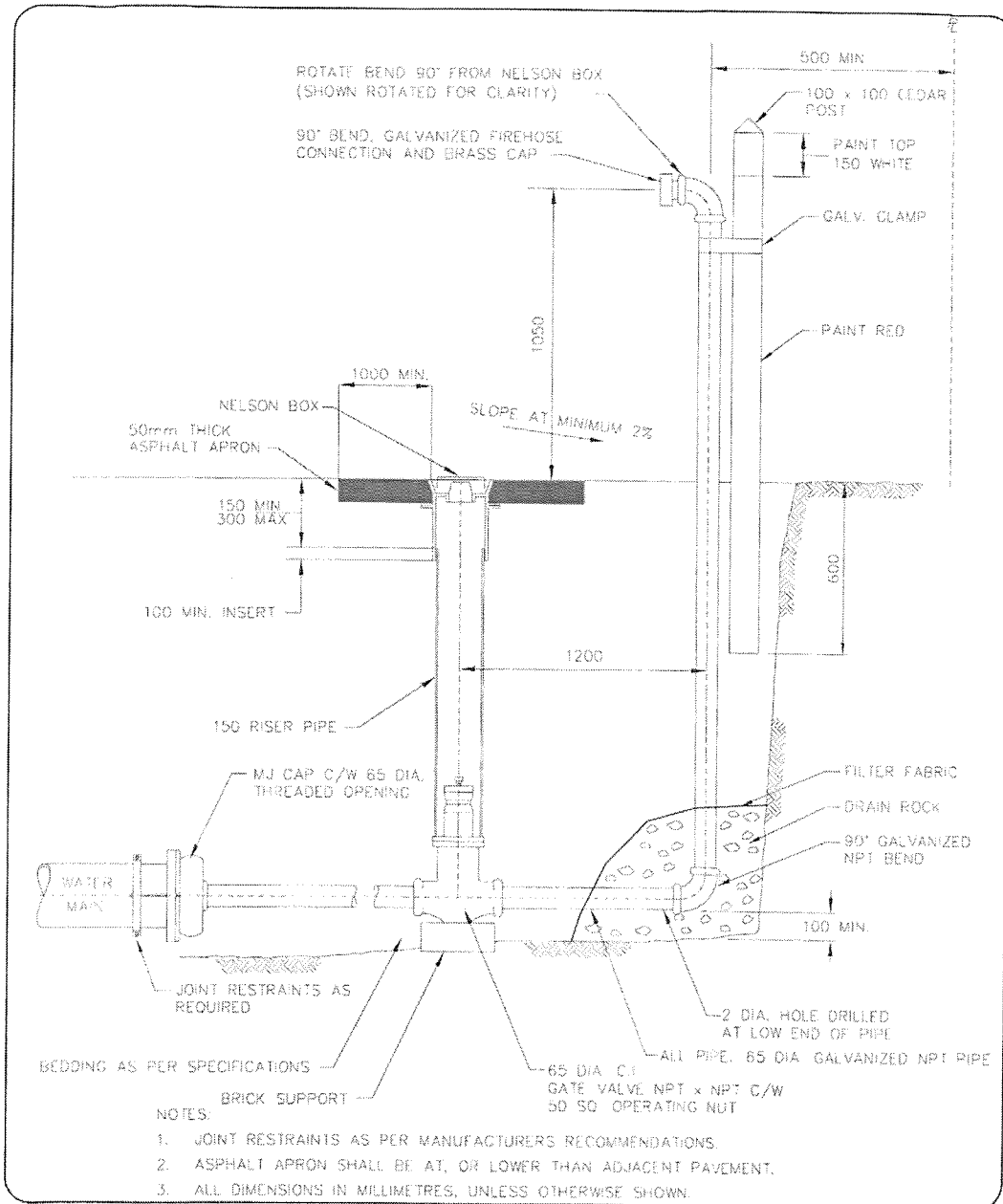



BYLAW No. 1562
COMMUNITY WATER SYSTEM STANDARDS

BELOW GROUND FLUSHOUT

No.	DATE	REVISIONS		APP.
		DETAILS	BYLAW UPDATE	
0	JUN/06			

REVISION
0
DRAWING No
W-10



 **BYLAW No. 1562**
COMMUNITY WATER SYSTEM STANDARDS

TEMPORARY
ABOVE GROUND FLUSHOUT

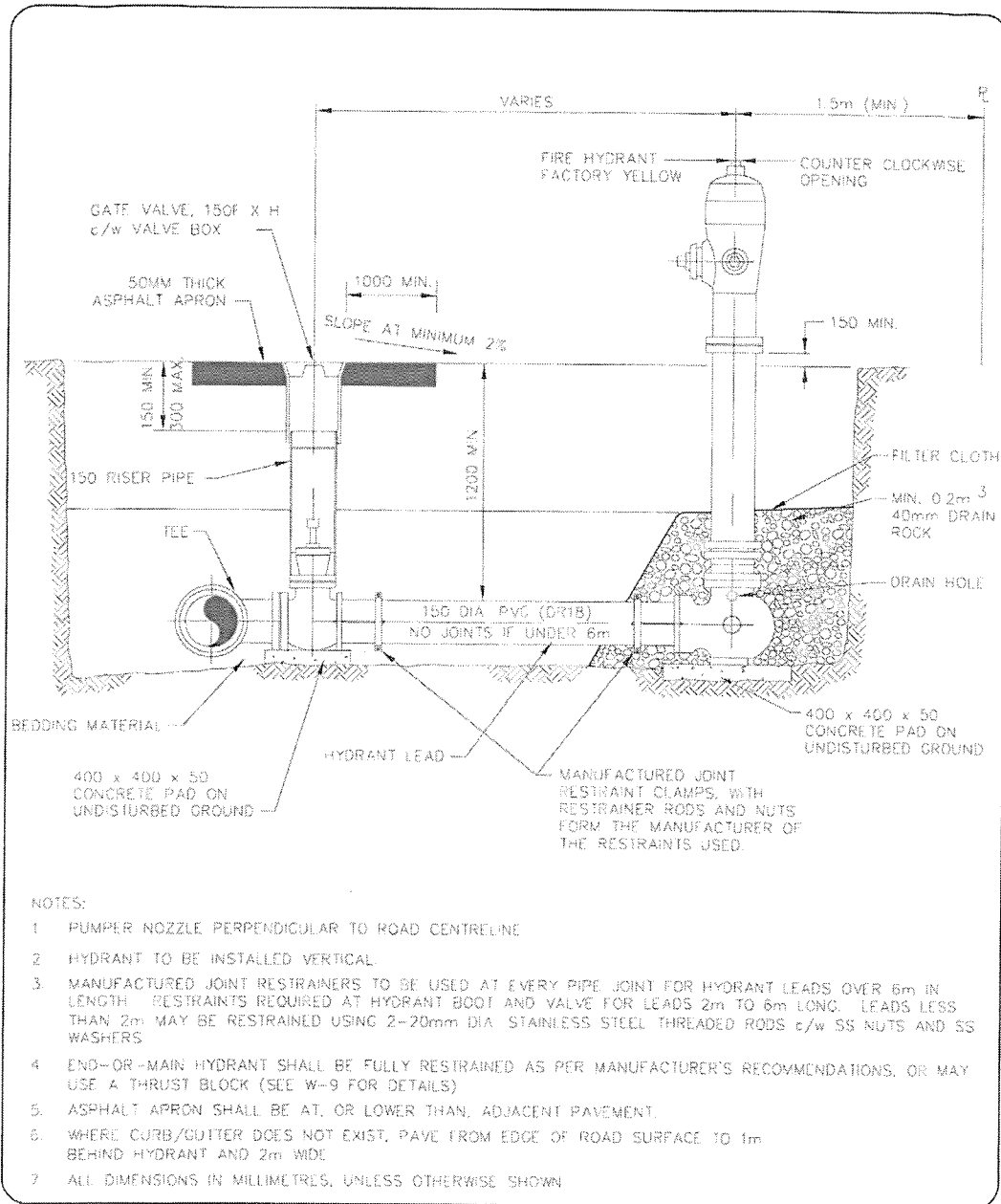

REVISIONS		APP.
NO.	DATE	WT M.
0	JUN/06	
	DETAILS	
	BYLAW UPDATE	

REVISION

0

DRAWING No

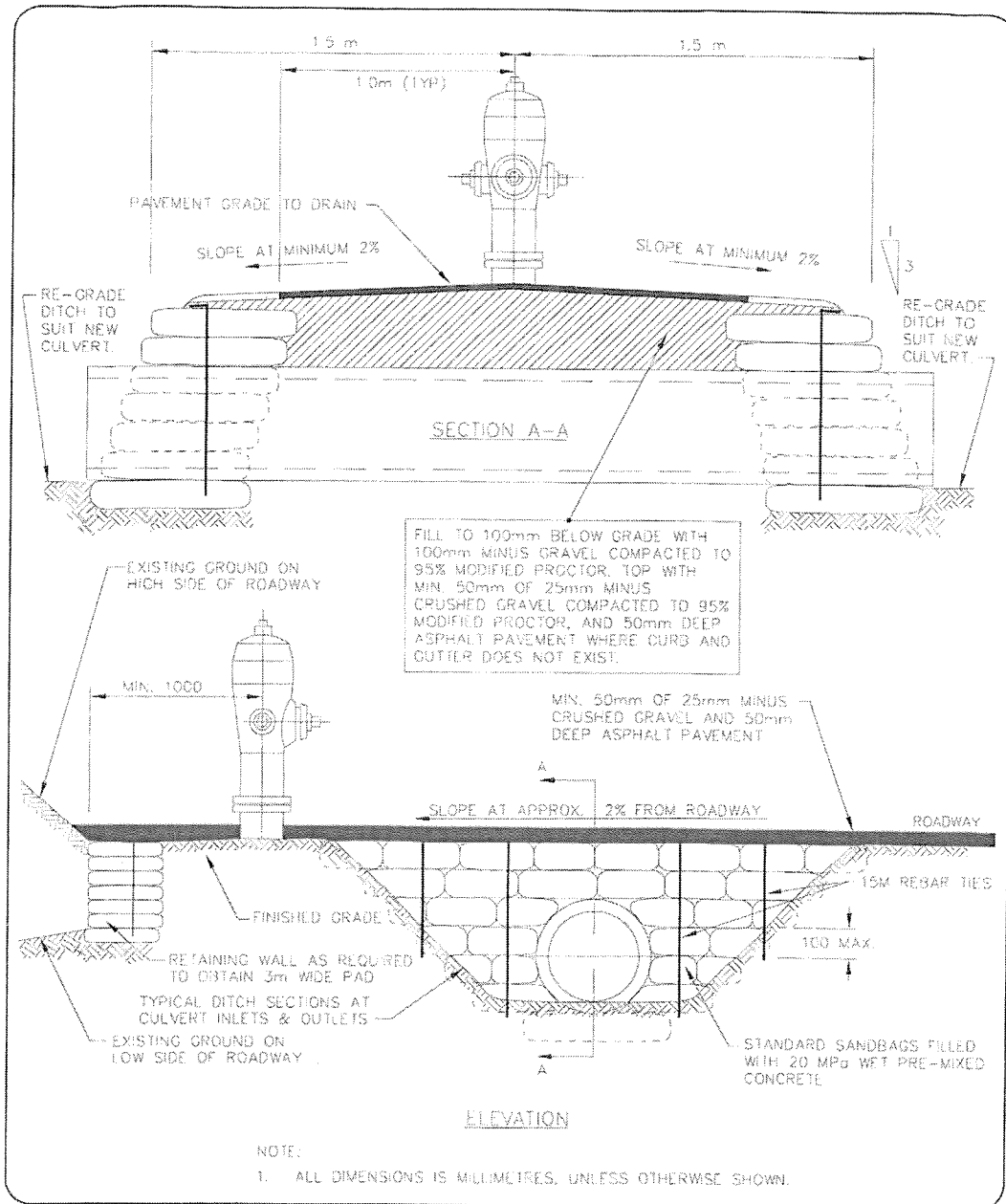
W-11

BYLAW No. 1562
COMMUNITY WATER SYSTEM STANDARDS
FIRE HYDRANT ASSEMBLY

REVISIONS		
NO.	DATE	DETAILS
0	01/11/09	BYLAW UPDATE
		APP. W.F.M.

REVISION
0
DRAWING No.
W-12

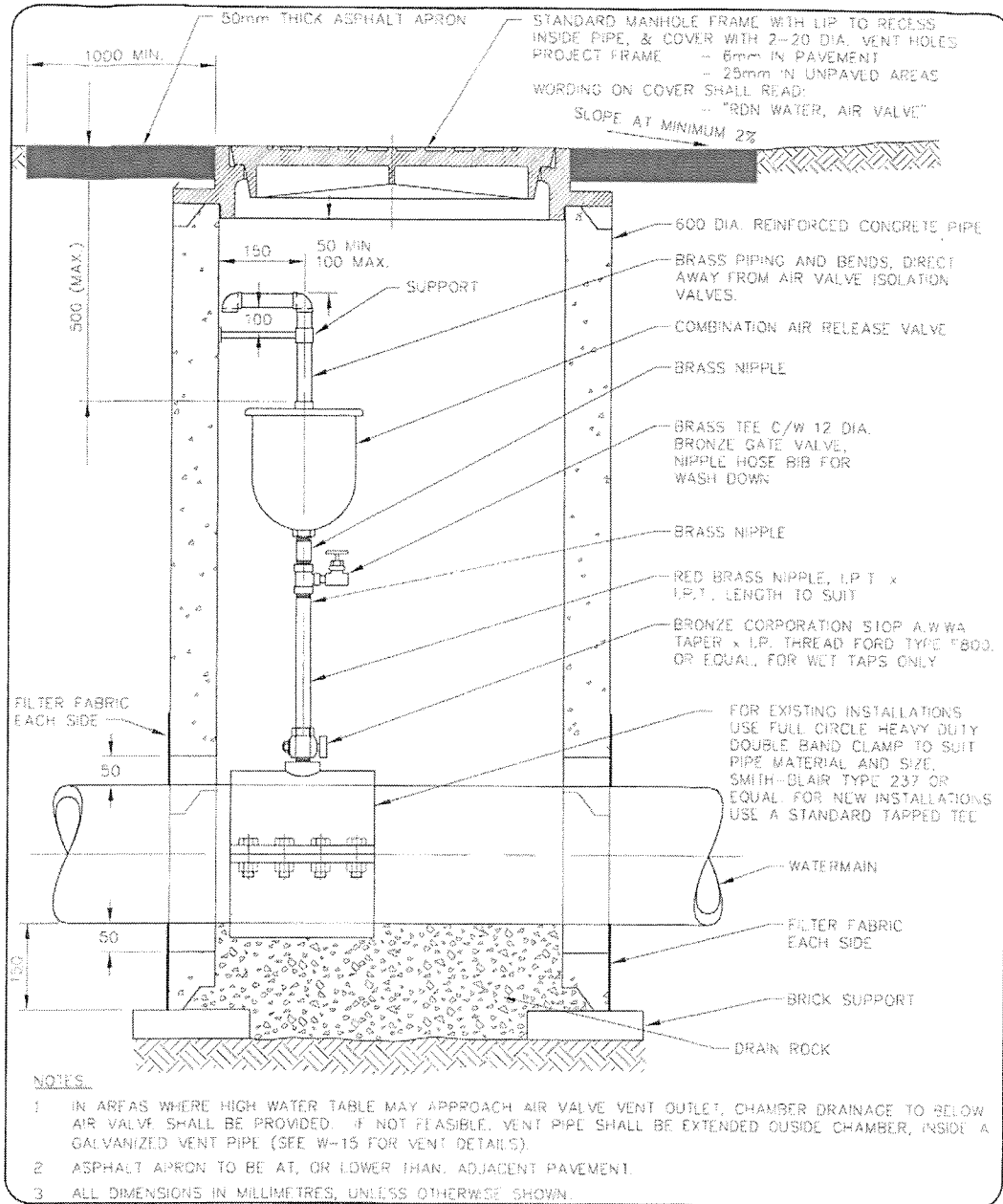



BYLAW No. 1562
COMMUNITY WATER SYSTEM STANDARDS
HYDRANT ACCESS CULVERT

REVISIONS		
No.	DATE	DETAILS

APP.	W.F.M.
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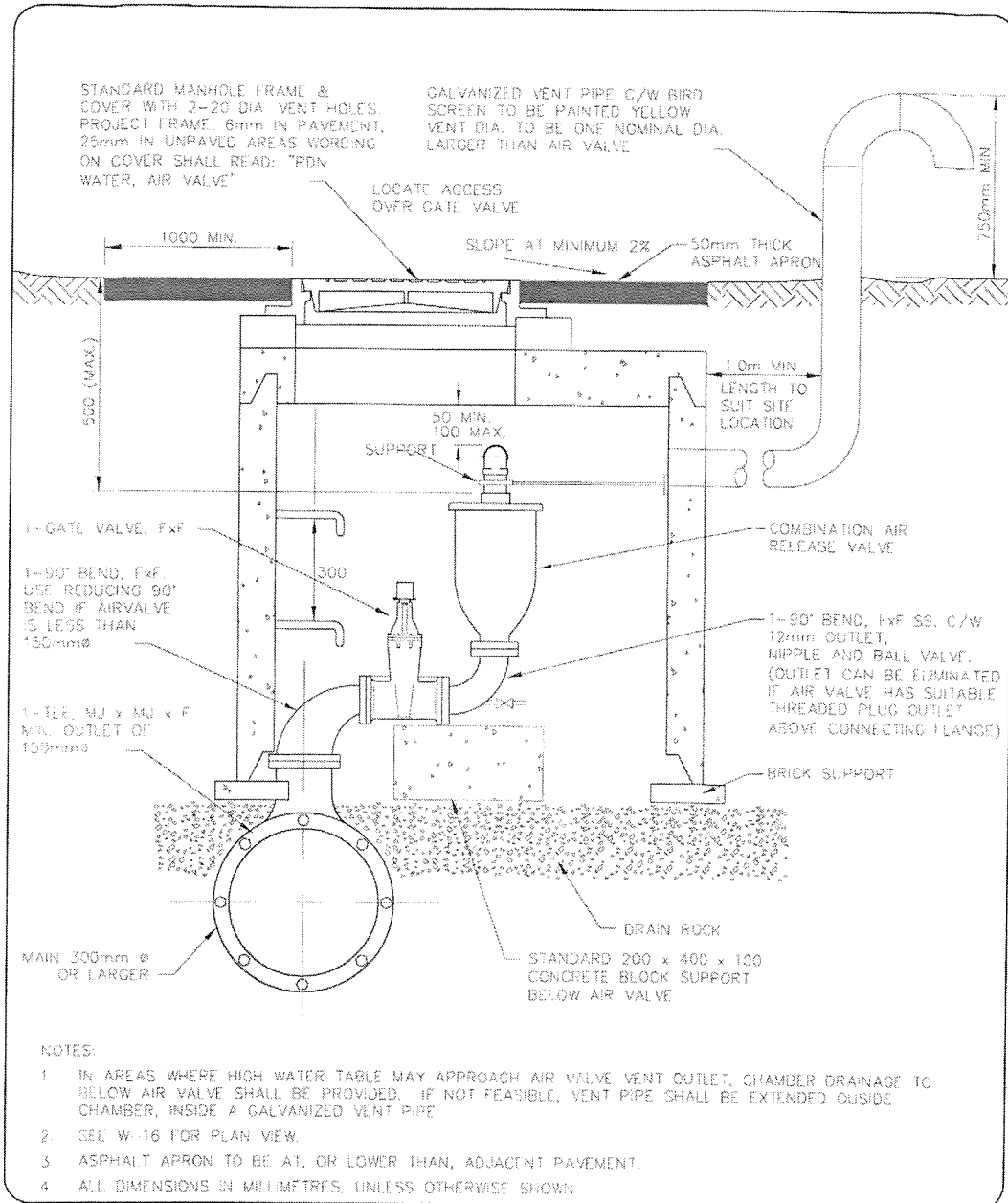
REVISION
0
DRAWING No
W-13




 **BYLAW No. 1562**
COMMUNITY WATER SYSTEM STANDARDS
AIR VALVES UP TO 50mm DIAMETER

REVISIONS		DATE	DETAILS	APP.
No.	DATE	BYLAW UPDATE		W.F.M.
0				

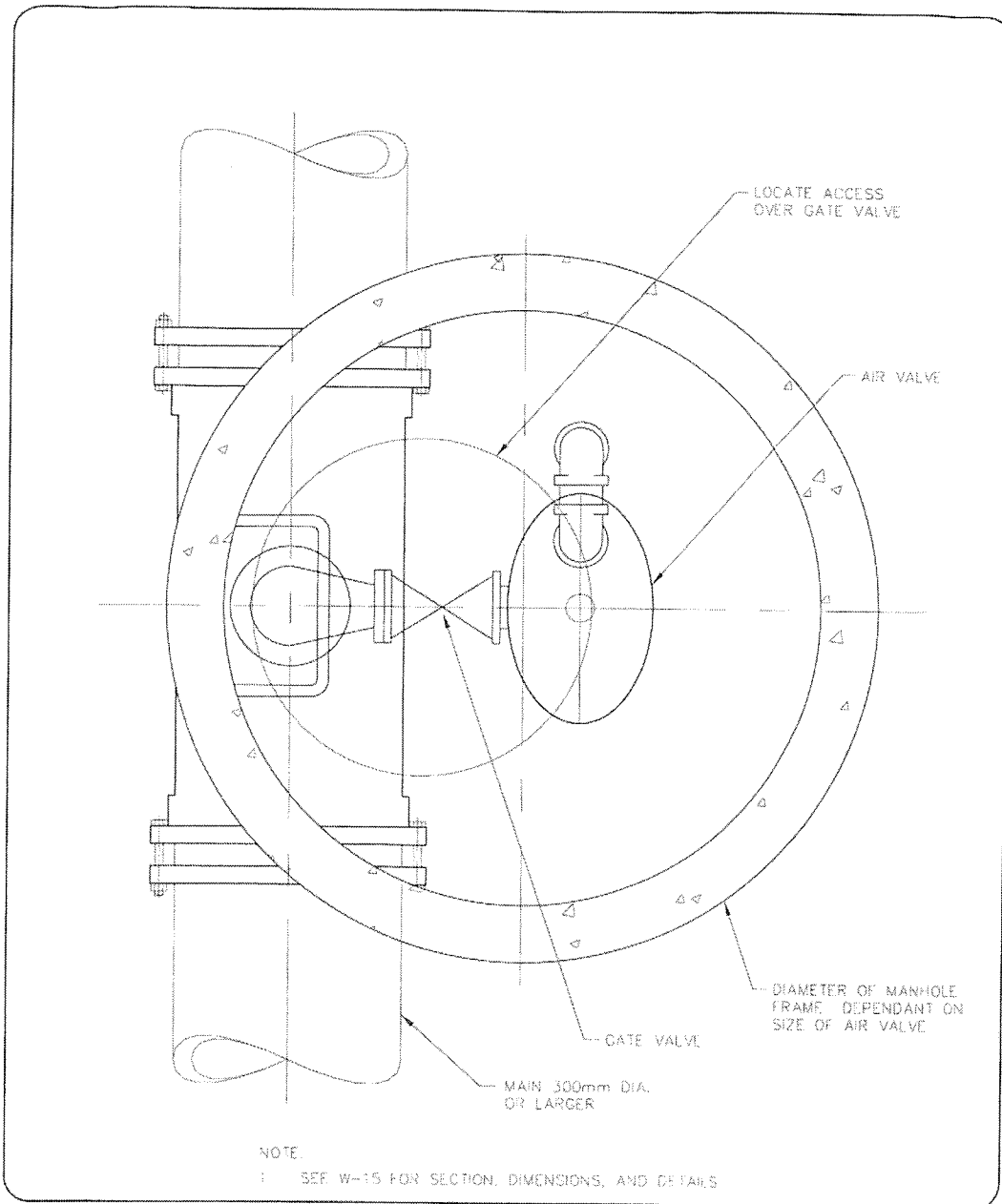

REVISION
0
DRAWING No.
W-14



 **BYLAW No. 1562**
COMMUNITY WATER SYSTEM STANDARDS
AIR VALVE 75mm DIA. AND LARGER SECTION

REVISIONS		
No.	DATE	DETAILS
0	JUN/06	BYLAW UPDATE

REVISION
0
DRAWING No
W-15

BYLAW No. 1562
COMMUNITY WATER SYSTEM STANDARDS

**AIR VALVE 75mm DIA. AND LARGER
PLAN**

No.	REVISIONS		
	DATE	DETAILS	APP.
0	JEP/08	BYLAW UPDATE	WFM

REVISION
0
DRAWING No
W-16

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500**

**LAKES DISTRICT AND SCHOONER COVE
COMMUNITY WATER SYSTEM STANDARDS**

APPENDIX 2

LETTER OF ASSURANCE



LETTER OF ASSURANCE

NOTE:

To be submitted at time of Feasibility Review

To: Manager of Engineering Services
 Regional District of Nanaimo
 6300 Hammond Bay Road
 Nanaimo BC V9T 6N2

RE: _____

 (Project)

Date: _____, 20__.

This will confirm that (Developer _____) has retained (Consultant _____) to provide, design, contract administration, inspection and as-constructed drawings for this project all in accordance with the current bylaws and standards of the Regional District and in accordance with good engineering practice.

(Developer)

This confirms we have accepted this assignment on the above terms.

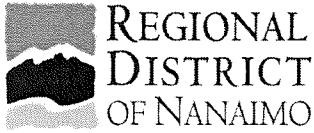
(Consultant)

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500**

**LAKES DISTRICT AND SCHOONER COVE
COMMUNITY WATER SYSTEM STANDARDS**

APPENDIX 3

CERTIFICATE OF DESIGN



CERTIFICATE OF DESIGN

I, _____, a Professional Engineer registered in the Province of British Columbia, hereby certify that the works as herein set out on the attached drawings entitled _____

_____ have been designed in accordance with the Regional District of Nanaimo Bylaw 500 and/or in accordance with good engineering practice where such design is not covered by the Regional District Bylaw 500.

I have been retained to provide design, supervision, full-time inspection, as-built drawings, and final certification for this project by:

(Name of Client)

I am satisfied that in the contractual mandate which exists between myself and my client, the terms of reference will permit me to render a level of supervision of the construction work which will allow me to put my name and seal to the "Certification of Installed Works" required by the Regional District of Nanaimo, a sample of which is attached to this document and initialed by me.

In the event that my client releases me from this project, or in the event that I find the terms of reference do not permit me to render a level of supervision of the construction work which will allow me to put my name and seal to the form of certification required by the Regional District of Nanaimo, I will notify the Regional District within twenty-four (24) hours verbally and follow it up with written confirmation and clarification.

Signed this _____ day of _____, 20_____.

_____, P.Eng.

(signature)

(name printed)

I understand that the "Certification of Installed Works" is to be completed in this format and submitted with the "as-constructed" drawings.

(Engineer)

Initial	Initial
---------	---------

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500**

**LAKES DISTRICT AND SCHOONER COVE
COMMUNITY WATER SYSTEM STANDARDS**

APPENDIX 4

CERTIFICATION OF INSTALLED WORKS



CERTIFICATION OF INSTALLED WORKS

NOTE: To be completed in this format and submitted with the 'As-Built' drawings

Location of the Construction Site and Works: (Legal Description / Location)

all within the Regional District of Nanaimo, British Columbia.

I, _____, a Registered Professional Engineer (Reg. No. _____) in the Province of British Columbia, hereby certify:

1. THAT the following construction tests were carried out to confirm that construction met the specifications required:
 - a) _____
 - b) _____
 - c) _____
 - d) _____
 - e) _____
 - f) _____

2. THAT I was able to monitor the construction and provide a level of supervision of the construction work sufficient to be able to confirm that the specifications in force and effect by the Regional District of Nanaimo and in the applicable design drawings for the said Works were generally met during the Construction Period; and

3. THAT the accompanying plans labeled:
 - (i) _____
 - (ii) _____
 - (iii) _____

accurately record the materials, grades, inverts, offsets and dimensions of the constructed work.

DATED this _____ day of _____, 20 _____.

Engineer (signature & seal)

Engineering Firm

Initial	Initial
---------	---------

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500**

**LAKES DISTRICT AND SCHOONER COVE
COMMUNITY WATER SYSTEM STANDARDS**

APPENDIX 5

**OUTLINE FOR WELLHEAD PROTECTION REPORT
(MINIMUM REQUIREMENTS)**

OUTLINE FOR WELLHEAD PROTECTION REPORT

(Version: November 19, 2009)

Acceptable Preliminary Well Head Protection Plan (WHPP) for New Wells supplied to the RDN by/for private land development (to be prepared by a qualified professional in ground water and well head protection and approved by the RDN prior to appointment).

Below are the minimum requirements for this Document:

Name of the Plan (WHPP), describe the well #'s, legal location of well(s), client, development for which the well is being provided and client file number.

1.0 INTRODUCTION

2.0 BACKGROUND

- 2.1 SITE DESCRIPTION (including a sketch of the current and proposed lot boundaries, locations of wells on current and proposed lots plus on adjacent properties, locations of sewage disposal fields, drainage ditches, dry wells or infiltrations areas, all surface bodies [either permanent and/or intermittent] and other relevant information)
- 2.2 OVERVIEW OF WELL PROTECTION PLANNING
- 2.3 SCOPE OF WORK

3.0 NOTES of MEETINGS with RDN, DEVELOPER, CONSULTANT, etc.

4.0 NOTES of DISCUSSIONS WITH VIHA STAFF

5.0 HYDROGEOLOGIC CONDITIONS

- 5.1 CLIMATE
- 5.2 TOPOGRAPHY AND SURFACE WATER DRAINAGE
- 5.3 GEOLOGY
- 5.4 LOCAL AQUIFERS (include sketch showing aquifer extent and boundaries if present, well head and static water level elevation, areas of recharge and discharge and direction of groundwater flow under natural conditions)
- 5.5 LOCAL GROUNDWATER USE (number and location of wells and estimates of seasonal water use)
- 5.6 WATER QUALITY (identify where the water quality exceeds guidelines and specifically iron and manganese)
- 5.7 NEW AND EXISTING WELLS ON PROPOSED LOTS (to include information on total well depth and depth of fractures producing groundwater or well screens. Also include testing and yield evaluation results. All pumping test data and well logs to be included with report)
- 5.8 COMPLIANCE OF WELLS WITH BC GROUNDWATER PROTECTION REGULATIONS
- 5.9 ASSESSMENT OF POTENTIAL FOR MUTUAL WELL INTERFERENCE

- 6.0 CURRENT ZONING OF WELL HEAD AND PROPOSED AND ADJACENT CURRENT LAND USE (within minimum 1 kilometre of well(s))**

- 7.0 PRELIMINARY WELL HEAD PROTECTION PLAN**
 - 7.1 WELL HEAD PROTECTION AREA
 - 7.2 AREAS OF POTENTIAL ENVIRONMENTAL CONCERN
 - 7.2.1 WELLS AS A POTENTIAL CONDUIT TO THE SUB-SURFACE
 - 7.2.2 SEWAGE DISPOSAL SEPTIC FIELDS
 - 7.2.3 STORMWATER DISPOSAL
 - 7.2.4 HEATING OIL ABOVE GROUND AND UNDERGROUND STORAGE TANKS
 - 7.2.5 HISTORICAL OPERATIONS (ON SITE AS WELL AS ADJACENT TO SITE)
 - 7.2.6 POTENTIAL FOR SALTWATER INTRUSION
 - 7.3 DETERMINATION OF WELL HEAD CAPTURE ZONE (include background on methodologies to determine zones, why specific method was used and assumptions incorporated into analysis)
 - 7.4 RECOMMENDATIONS FOR WELL PROTECTION AREA MANAGEMENT
 - 7.4.1 WELL CONSTRUCTION AND CLOSURE ISSUES
 - 7.4.2 SEWAGE DISPOSAL SEPTIC FIELD SYSTEMS
 - 7.4.3 STORMWATER DISPOSAL MANAGEMENT
 - 7.4.4 HEATING OIL UNDERGROUND STORAGE TANKS
 - 7.4.5 MONITORING SPECIFIC TO SALTWATER INTRUSION
 - 7.4.6 WATER QUALITY MONITORING

- 8.0 CONCLUSION AND RECOMMENDATIONS (ALSO INCLUDE ANY COST ASSOCIATED WITH RECOMMENDATIONS)**

- 9.0 COMMITMENT FOR ANNUAL MONITORING AND REPORTING ON WHPP TO RDN**

<i>Initial</i>	<i>Initial</i>
----------------	----------------

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500**

**LAKES DISTRICT AND SCHOONER COVE
COMMUNITY WATER SYSTEM STANDARDS**

APPENDIX 6

STANDBY IRREVOCABLE LETTER OF CREDIT

[BANK LETTERHEAD]

Letter of Credit No.	_____	Amount:	_____
Applicant	_____	Initial Expiry Date:	_____
	_____	Beneficiary:	_____

For the account of _____
(Name of Customer)

up to an aggregate amount of _____ available on demand.

Pursuant to the request of our customer, we hereby establish and give you a Standby Irrevocable Letter of Credit in your favour in the above amount which may be drawn on by you at any time and from time to time, upon written demand for payment made upon us by you, which demand we shall honour without enquiring whether you have the right as between yourself and the said customer to make such demand, and without recognizing any claim of our said customer, or objection by it to payment by us.

This Letter of Credit relates to those Regional District of Nanaimo services and financial obligations set out in an Agreement between the customer and the Regional District of Nanaimo and briefly described as:

The amount of this Letter of Credit may be reduced from time to time as advised by notice in writing to us by the Regional District of Nanaimo.

Partial or full drawings may be made.

This Letter of Credit shall expire at 3:00 p.m. on _____. This Letter of Credit will continue in force for a period of 1 year, but shall be subject to the condition hereinafter set forth.

It is a condition of the Letter of credit that it shall be deemed to be automatically extended without amendment from year to year from the present or any future expiration date hereof, unless at least 30 days prior to the present or any future expiration date, we notify you in writing by registered mail, that we elect not to consider this Letter of Credit to be renewable for any additional period. This Letter of Credit is subject to the Uniform Custom and Practice for Documentary Credits (1993 Revision) International Chamber of Commerce Publication No. 500.

Appendix 6 - Standby Irrevocable Letter of Credit

DATED at _____, British Columbia, this _____ day of _____, 20____.

(Name of Bank)

(Address of Bank)

PER:

(Authorized Signature)

Schedule '1' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.388, 2013".

Chairperson

Corporate Officer

Schedule '2'

Schedule 4D1

Lakes District and Schooner Cove Community Sewer System Standards

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 500

SCHEDULE 4 D 1

2013 LAKES DISTRICT AND SCHOONER COVE

COMMUNITY SEWER SYSTEM STANDARDS

**REGIONAL DISTRICT OF NANAIMO
LAKES DISTRICT AND SCHOONER COVE
2013 COMMUNITY SEWER SYSTEM STANDARDS
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1. GENERAL

1.1. *Requirement*

The RDN will require a “Subdivision Servicing Agreement” to be completed for any new sewer system or existing system extension, unless otherwise agreed to in writing by the RDN.

Sewage collection and conveyance systems shall be designed, installed, extended, tested and maintained in accordance with the following regulations and standards.

The sewer standards for design and construction of the sewer within the Lakes District and the Schooner Cove Community Sewer Standards Area are to be governed by Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987, and particularly by this Schedule 4D1.

It is the intention of the RDN to enter into a phased development agreement under section 905.1 of the *Local Government Act* with the property owner of the lands within the Lakes District Comprehensive Development Zone CD44 and the Schooner Cove Comprehensive Development CD45 that will specify changes to specified subdivision servicing bylaw provisions that would not apply to the development contemplated under that agreement, unless agreed to in writing by the developer.

1.2. *Design*

The engineering design of the sewage collection and conveyance systems shall be carried out by, and the preparation of drawings and specifications shall be sealed by a Professional Civil Engineer registered in the Province of British Columbia, and shall conform to these Standards.

1.3. *Definitions*

ADWF means average Dry Weather Flow

AWWF means average Wet Weather Flow

B.O.D means quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in 5 days at 20°C expressed in mg/l.

Collection facility means A facility used for the collection and conveyance of sanitary sewage.

Comminuted Garbage means the wastes from the preparation, cooking and dispensing of food that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than 6mm in any dimension

Design Flow means peak sewage flow plus peak storm water infiltration.

Direct Service Area means land and improvements directly served by the proposed facility.

Engineer means the Manager of Engineering Services for the Regional District of Nanaimo, or the person designated by the General Manager of Regional and Community Utilities.

Engineer of Record means a Professional Engineer registered with the Association of Professional Engineers and Geoscientists of BC who is responsible for the construction drawings and documents. The Engineer of Record will be the engineer that signs and seals the record drawings and the certification of installed works.

Facilities means sewers, sewage treatment and disposal plants, pumping stations and other works necessary thereto, and outlets for carrying off, treating and disposing of sewage, and includes any and all works, structures, lands, conveniences, incidental to and necessary for a sewerage system.

Garbage means solid wastes from domestic and commercial preparation cooking and dispensing of food, and from the handling, storage and sale of produce.

Industrial Waste means liquid waste from industrial manufacturing processes trade or business, as distinct from sanitary sewage.

Lateral Sewer means sewer serving more than a single subdivided parcel

LPCPD means litres per capita per day

l/s means litres per second

mg/l means milligrams per litre

MPa means megapascals (1000 kPa)

Member Municipality or Member means a municipality or improvement district within the Regional District of Nanaimo.

M³/ha means cubic metres per hectare

M³pd means cubic metres per day

PDWF means Peak Dry Weather Flow

pH means the logarithm of the reciprocal of the weight of hydrogen ions in grams per litre of solution

ppm means parts per million

Peaking Factor (PF) means the Ratio of peak dry weather flow to the average dry weather flow.

Regional District means in this document the Regional District shall refer to the Regional District of Nanaimo.

Sanitary Sewage means sewage having a quality substantially equal to that of normal domestic sewage

Sanitary Sewer means a sewer which carries sewage and to which storm, surface and ground water are not intentionally admitted

Service Connection means a sewer connection a subdivided lot to the lateral sewer

Sewage Treatment Plant means an arrangement of structures and devices used for treating sewage

Stormwater Infiltration means the infiltration of groundwater or inflow of stormwater through leaks and connections into the system

Suspended Solids means solids that either float on the surface of, or are in suspension in water, sewage or other liquids, and which are removable by laboratory filtering

Tributary Area means all land in the service area tributary to the proposed facility

1.4. **Application**

All applications shall be made in the following steps:

1. **Feasibility Review**

All proposed construction of sewage collection and conveyance facilities shall be submitted to the Regional District for a feasibility review prior to commencement of any detailed design or construction. Such requests shall include a plan of the proposed construction and the area it will serve. The applicable feasibility review fee, in accordance with RDN Bylaw No. 1259.03 or most recent amendment, and the Letter of Assurance shall also be submitted at this time.

The Regional District will review the proposal, and reply in writing indicating the District's decision regarding acceptance or rejection, and/or the necessary amendments required.

2. **Detailed Design**

The detailed design and specifications shall be submitted in duplicate to the Regional District for Design Stage Approval (DSA) prior to construction. Attached to the submission shall be a Certification of Design. The applicable engineering review fee, in accordance with RDN Bylaw No. 1259.03 or most recent amendment, shall also be submitted at this time, along with the Design Professional Engineer's certified cost estimate for the works upon which the fee amount is based. *The final determination of the DSA fee shall be determined upon completion of the project and final certification of the construction costs by the Design Professional.*

The detailed plans will be returned either approved or with a request for re-submission. Re-submission will be carried out until the Regional District

approves the detailed plans and specifications, and issues Design Stage Approval (DSA).

The designer shall submit the RDN approved plans to the Provincial Ministry of Transportation & Infrastructure and Vancouver Island Health Authority for approval permits. Receipt and submission of these permits to the RDN shall also be a prerequisite to the start of construction. Approval permits from other applicable agencies as required shall also be obtained.

2.1. Drawings and Specifications

All design drawings shall be ISO A1 size, 594 mm in depth and 841 mm in width the following information shall be supplied

1. **Location Plan** - showing the location of the proposed work. This may appear on the same sheet as the Key Plan.
2. **Key Plan** - showing a plan of the proposed work at a suitable scale such that the whole works are shown on one drawing, usually 1:5000, 1:2000 or 1:1000. The Key Plan shall show a general outline of the works, area covered and sheet numbers of the plan/profile drawings, and a legend showing existing and proposed works.
3. **Plans/Profiles** - showing detailed design of the proposed works.

Plans shall be drawn at a scale of 1:500 or 1:250, showing the location of the pipe centre line, pipe size and type and off-set from property line, manholes, services, trench details, trench dam details and all related appurtenances in relation to road, easement and adjacent property and lot lines. Existing or proposed underground utilities are to be indicated on the plan in addition to the extent of work required in making connection to existing sewer main. Location of service connections are to be shown. Connections not conforming to the standard offset require a distance from an iron pin or lot line.

Profiles shall be drawn at a horizontal scale of 1:500 and a vertical scale of 1:50 if more suited to specific conditions. The profile shall show the line of the existing and finished road grade on centreline, the invert of the pipe, location of manholes, and location of storm and water utilities. Where vertical curves are used, the invert elevation shall be shown at the beginning and end of the curves.
4. **Specifications** - shall be prepared to further define materials of construction and shall specify methods of construction and workmanship.
5. **Record Drawings** - shall be prepared by correcting drawings on completion of construction in order to reflect "record drawing" conditions for permanent records. The location of all individual lot sewer service connections shall be clearly shown with distance from the nearest manhole to the service wye. The drawings shall be signed and sealed by the Professional Civil Engineer, and shall be

accompanied by a Certification of Installed Works. Final record drawings shall consist of:

- (a) Two (2) full-size paper sets;
- (b) One (1) full size 3 mil Mylar set;
- (c) 2 – 11" X 17" paper sets or 2 A3 half-size paper sets, as agreed by the RDN; and
- (d) Digital copies: one (1) as AutoCAD or Civil 3D file as applicable to the current software, and one (1) as TIFF files.

1.6. Variations from Standards

Where the applicant wishes to vary from these standards he shall submit a written request with adequate supporting data to the Regional District for review.

The Regional District shall make the final decision in writing as to the standard requirements which shall apply.

1.7. Permits

The applicant shall be responsible for obtaining all necessary approvals and permits required prior to commencing construction of the sewer system.

1.8. New Service Areas

Where a sewer system is to be constructed by an applicant within an area previously unserved by a community sewer system, the design and construction for the system shall comply with the requirements of these standards, unless otherwise agreed to in writing by the Regional District.

1.9. Existing Service Areas

Where a sewer system is to be constructed by an applicant within the existing or extended boundaries of an area already being served by a community sewer system, the design and construction of the system shall comply with the requirements of these standards.

1.10. Inspection

The Manager of Engineering Services of the Regional District or his appointed deputies shall be allowed access and provided adequate facilities for access to any part of the works at all times for the purpose of inspection.

Any connections to or interruption of any existing system will only be permitted be under the direct supervision of the Regional District. Adequate notice to the Regional District of any such interruption to service shall be provided in order that attendance by Regional District personnel can be arranged.

Any connections to or interruption of any existing system will be under the direct supervision of the Regional District. Adequate notice to the Regional District of any such interruption to service shall be provided in order that attendance by Regional District personnel can be arranged.

2. DESIGN

2.1. Sewage Flows

Sanitary sewer systems shall be designed using the following formula to accommodate peak sewage flows and peak inflow & infiltration.

$$AWWF = PDWF + I\&I$$

Storm water connections shall not be made to the sanitary sewer system.

2.2. Design Population

Design contributory populations shall be calculated in accordance with the Regional District of Nanaimo’s population predictions or with the ultimate planned development in the tributary area, whichever is greater.

The following densities shall be used for housing types listed below:

Housing Unit	Persons per unit	Notes
Single Family / detached house	2.2	Based on 2011 census for Nanoose: 5674 persons / 2,587 housing units. Nanoose is predominately single family (>90% of dwellings)
Townhouse (attached, semi-detached) unit	1.9	Based on 2011 census for City of Nanaimo, City of Victoria
Apartment / condominium unit	1.4	Based on 2011 census for City of Nanaimo, City of Victoria
Secondary suite (carriage house)	1.1	50% of single family, consistent with draft zoning bylaw
Seniors living unit	1.1	Per CWPC Senior’s Housing Group

Where units are not known the following should be used:

- .1 Dwelling unit 30 pph
- .2 Multi dwelling unit development 125 pph
- .3 Commercial Equivalent of 50 pph
- .4 Industrial Equivalent of 50 pph
- .5 Institutional 50 pph

pph = persons per hectare

2.3. Sewage Flow Calculation

Average dry weather flow (ADWF) shall be established by multiplying the design population by an average daily sewage flow of 300 Litres per capita per day.

Peak dry weather flow (PDWF) shall be established by multiplying the ADWF by the peaking factor (PF) which obtained from the following formula.

$$PF=6.75*Population^{-0.11}$$

Peak dry weather flow can also be obtained using the graph contained in the standard drawing S-21.

For new developments, where water conservation measures are mandatory (such as low flow toilets), the sewage flow may be reduced by 10% from that obtained from this table.

Design sewage flows may be varied by the Regional District, where suitable metered flow record is available, or for developments utilizing wastewater (grey water) re-use onsite.

Peak inflow and infiltration (I&I) shall be calculated using:

- .1 12 m³/ha for Existing development areas
- .2 10 m³/ha for New development areas
- .3 The peak inflow and infiltration may be varied by the Regional District where suitable metered records for design storm events of maximum infiltration period of the year are available.

Design sewage rates of flow shall be computed by adding peak sewage flow to peak inflow and infiltration design allowances.

Sanitary sewage design calculations shall be prepared and submitted on a drawing showing the sanitary sewer tributary area as part of the detailed design drawings. If the sanitary sewer calculations are completed using modeling software the results of the software shall be displayed on the detailed design drawings. Use of modeling software shall be approved by the Regional District.

5. Force mains shall be designed with a minimum velocity of 0.6m/s.
6. Manning's Roughness Coefficient of 0.013 shall be used for design sewers and service connections. Manning's Roughness Coefficient of 0.015 shall be used for force mains and outfalls.
7. Manholes shall be designed to incorporate a minimum elevation differential of 30mm wherever a horizontal deflection exceeding 45 degrees occurs and 5mm where it is straight run. These elevation differentials are in addition to the normal grade of the lateral sewer.
8. Pumping stations and treatment disposal works shall be designed to process peak sewage flow plus peak I&I calculated as set out in section sewage flows section of these standards. Bypassing of works to disposal shall not be allowed except under emergency conditions.

2.6. Piping

1. Lateral Sewers

No lateral sewer shall be less than 200mm in diameter, unless the sewer is the final section of a lateral that cannot be extended, in that case, under the approval of the RDN a pipe 150mm in diameter may be used providing that it meets the hydraulic needs of the sanitary sewer.

2. Service connections

Service connections shall be minimum 100mm in diameter. Service connections serving more than one dwelling unit shall be minimum 150mm in diameter or sized in accordance with design flows and available grades.

No service connection shall exceed 15m in length measured horizontally between the lateral sewer and the property line without the approval of the Regional District. If a service greater than 15m is approved by the Regional District, a cleanout facility must be provided as shown on the standard detail drawing for service connection.

Water service and sewer services in a common trench shall be in accordance with the requirements of the Vancouver Island Health Authority.

3. Depths

Depths of all sewers shall be such that all basements in the area the sewer is intended to serve can be drained by gravity. Lift stations from individual homes will be acceptable as depicted generally in the Lakes District Infrastructure Phasing Drawing appended to this addendum. There may be other areas that will be serviced by individual lift stations subject to the Approval of the RDN.

Minimum cover on services shall be 0.75m.

Where minimum cover cannot be provided, an explanation of the reasons shall be submitted to the RDN with the proposed method of protecting the pipe.

Excessively deep service inspection assemblies should be avoided. Where standpipes are more than 1.8m in depth, the standpipes shall be constructed in two or more sections, each having a length not exceeding 1.8m.

4. Curved Sewers

Wherever possible, curved alignment shall be avoided.

Horizontal curves may be permitted where the configuration of the right of way permits curvature at a constant offset, where the velocity in the pipe exceeds 1m/s and where grades of 1% or greater are available. Tracer wire is required on all sewers with horizontal curves.

Vertical curves may be permitted where excessive depths or rock cuts are to be avoided or energy dissipation is needed.

Radius of curvature for PVC sewers to 250mm diameter shall be uniform throughout the curves by bending pipe barrel plus joint deflection to 2 degrees maximum and shall not be less than 60m or the manufacturer's minimum pipe radius, whichever provides a greater radius of curvature. PVC pipes 300mm diameter shall be deflected only at pipe joints to 2.5 degrees maximum, and 350mm diameter and larger pipes at pipe joints to 1.5 degree maximum. Miter bends are not to be used unless approved by the RDN.

Horizontal curves will be permitted for the gravity sewer along the eastern side of Enos Lake and in the park areas where sewers are approved. Curves radii are to be at or larger than manufacturers specifications. Vertical grades are to be chosen such that velocities must be equal to or exceed 1m/s (for max day flows at full build out).

Compound horizontal curves are not permitted between manholes.

Horizontal and vertical may be permitted in the same run.

Concrete pipe shall not be curved horizontally or vertically.

5. Manholes

In general the distance between manholes shall not exceed 150m, unless approved by the RDN. If approved by the RDN the maximum distance between manholes may be increased to 250m.

Manholes shall be located at grade and alignment changes, at lateral size changes, at the upstream end of all lateral sewers, at the junctions of all lateral, at regular spacing not exceeding the maximum allowable, sewers and at service connections larger than 150mm in size.

Cleanouts may be substituted for manholes at the upstream end of lateral sewers where no further extension of the sewer main is anticipated.

Where the difference between the incoming and outgoing invert exceeds 600mm, a drop manhole shall be used. See the standard detail drawings for drop manhole details. Differences between 150mm and 600mm should be avoided. Inside drop manholes with a minimum barrel size of 1200mm as shown in drawing the standard detail drawings, may be permitted for new construction of drops between 900mm and 2000mm and upon the approval of the RDN.

Manholes shall be constructed in a manner that prevents water from infiltrating into the manhole.

Where cast in place manholes are proposed, an explanation of the reasons shall be submitted to the RDN with the proposed design and construction method. Only ready mix concrete, 20 Mpa at 28 days shall be used.

Manholes shall be located so that the manhole covers are not located in the wheel paths of vehicles, in gutter lines, curbs or sidewalks.

Manholes located in untraveled areas shall have a 1m asphalt apron which slopes away from the manhole rims at 2%.

A watertight manhole frame and cover shall be required for all sewer manholes located in areas which flooding can occur.

Precast manhole bases shall be sized according to the following table

Pipe Size (mm) (Nominal)	Depth of Manhole (m) (Top of Cover to Inv.)	Barrel Size (mm) (Inside Diameter)
150-375	0 - 5.9	1050
150-375	6-9	1200
150-600	9 or deeper	1500
400-600	0-8.9	1200
675 – 1050	All depths	1500

6. Manhole Platforms

Manhole platforms are generally not required. Design of manholes shall consider use of appropriate safety equipment.

A cage, well or ladder safety device shall be provided where the length of climb is greater than 6 metres.

If platforms are necessary, ladders shall meet the following requirements:

- (a) The ladder shall consist of multiple sections.
- (b) Each section shall be horizontally offset from adjacent sections.
- (c) A landing platform shall be provided within the length of climb.
- (d) Refer to the Standard Drawings for manhole platform details.

7. Location of Sewers

Wherever possible, sewers shall be located on the high side of the street where only the high side is served by the lateral and on the low side of the street where both sides are served by the lateral. Wherever possible the sewer shall be located on the opposite side from the watermain and at a constant offset from the property line or paved roadway.

Sanitary lateral sewers shall be located at least 3.0m horizontally and 0.45m vertically from water pipes unless approved by the Vancouver Island Health Authority and all joints are suitably coated and wrapped.

Sanitary sewer mains may be installed in a common trench with storm sewers provided the minimum outside pipe separation is 300mm.

8. Utilities in Private Lands

The design of utilities shall avoid crossing private lands as much as possible.

Utilities crossing private lands shall generally be offset a minimum 1.5 metres from the property boundary unless otherwise approved by the Regional District.

Appurtenances such as manholes, valves ect. shall not be located on property boundaries.

Utilities shall not cross private lands in such a manner that they render the property unusable and generally be located beyond the normal building envelope allowed by zoning. Special considerations must be given to ensure the location of the utility crossing minimizes the limitation on the future use of the property.

The minimum width of the right of way shall be 3m for single pipes and 4.5m for two pipes installed in a common trench.

9. Siphons

Where a siphon (i.e. inverted sewer, depressed sewer) is required to carry flow under an obstruction such as a stream, the following criteria shall be applied to the design:

- (a) All siphons shall be multiple pipe structures.
- (b) A cleansing velocity of 0.6 to 0.9 m/s shall be reached at least once a day in the primary pipe even during the first years of operation.
- (c) The total system shall be sized to accommodate the ultimate design peak flow.
- (d) A 1200mm diameter manhole shall be provided on both ends of the siphon.
- (e) Each manhole on the siphon shall be provided on both ends of the siphon.
- (f) There shall be no high points in the siphon between manholes.
- (g) There shall be no acute bends in the siphon.
- (h) There shall be no change of pipe diameter between manholes.
- (i) The primary pipe shall be minimum 200mm in diameter wherever possible.
- (j) All siphons shall have a separate debris sump manhole upstream of the siphon. The debris sump shall be designed to allow easy access for maintenance and cleaning and shall be suitably vented.

2.7. Pumping Stations

This section applies to all municipal owned and operated sanitary sewer pumping stations. Properties serviced by individual sewer pumps shall be connected to the municipal sewer system by a gravity service connection from the property line to the municipal sewer system.

This section is intended as a guide for general requirements for a pumping station. All pumping station designs shall be developed using good engineering practice with the input of the Regional District of Nanaimo.

Sanitary sewer pump stations shall only be permitted at locations where gravity connections from an existing or proposed trunk sewer cannot be provided.

1. General Design Criteria

Pump station size and configuration shall accommodate ultimate sewage flows.

Pumping stations shall be designed and constructed using materials recognized for quality in the sanitary sewer industry.

Pumping stations shall be fully automatic in normal operation, and fully compatible with the Regional District of Nanaimo's telemetry system. Specifics of SCADA systems shall be coordinated with the Regional District of Nanaimo during the pre-design stage.

All stations shall have a wet well capacity providing not more than 12 hours of storage at minimum design flows and a frequency of pump start –up of not less than 5 minutes at peak flows.

No overflow of sewage shall be permitted. Pumping stations shall have emergency backup systems to prevent sewage overflows during a mechanical or electrical failure.

4 complete (3 paper and 1 digital) sets of operational instructions, maintenance manuals, emergency procedures, parts lists, as-built engineering drawings, shall be submitted to the Regional District of Nanaimo upon completion of the pump station.

Current and future service requirements shall be evaluated with the electrical and phone utility companies.

Buildings shall have gutters on all four sides of the roof.

Pump station buildings shall be BC Hydro green in colour.

2. Pumps and Equipment

As a minimum, pumping stations shall be equipped with alternating duplex pumping units. One pump shall be equipped with a flush valve.

Duplex pump arrangements shall be designed for each pump providing 100 percent standby at peak flow.

Individual pump motors shall be equipped with hour meters and pump run indicator lights.

All pumping units to be grinder or vortex pumps capable of handling a 75mm solid, without clogging.

All piping and valves shall have a minimum of 100mm diameter.

Minimum pump run time shall not be less than 2.5 minutes or as recommended by pump manufacturer; whichever is greater.

Each sewer pump shall be provided with its own individual pipe connection to the wet well.

A concentric increaser shall be provided on the pump discharge followed by a check and gate valve.

Check valves on discharge lines shall be ball type.

The desirable velocity at the discharge point at maximum pump discharge is from 1.8 to 2.5 metres per second.

3. Controls

Stations shall be equipped with high and low level alarm, security alarm, power fail alarm and general alarm (for motor overload, temperature, and moisture alarms if so equipped.) Also, a level transducer probe and data logger, suitable to the Regional District, shall be installed in the wet well.

Manual operation of all pumps by push-button control shall be possible for checking the operation and for drawing down the wet well. Manual operation shall bypass the low water cutout but not the low water alarm.

Wiring for the control panel shall be underground from the hydro pole to the control panel kiosk.

Alarms shall have audio & visual alerts at the pumpstation.

Stations with submersible pumps shall have the motor starters and controls located in a factory assembled free-standing unit control centre located at ground level on a concrete pad.

Stations with non-submersible pumps, shall have the pump motors and controls located in a ventilated, heated, lighted and dehumidified area.

Name plates, approved by the Regional District, shall be supplied on the pump's control enclosure components and other operating components to indicate to the operator the purpose of the component or the operating routine applying to the component.

An isolation switch for each pump shall be located within sight of a service man working inside. Switches shall function by breaking the pump control circuit, thereby isolating the main power at the control panel.

Relays are to be used in conjunction with level controls.

An electrical panel heater and thermostat shall be installed inside all control panels.

The control panel kiosk shall be aluminum.

The control panel shall include an extra 110 volt, 10 amp, duplex receptacle, complete with cover, for operation of small electric tools. It shall be separately fused within the control panel.

4. Standby Power

The onsite provision of a standby power generator will be decided on a site specific basis by the Regional District . If the Regional District decides that permanent standby power facilities are not needed for the specific pump station, the pump station shall be equipped with a generator receptacle matching the Regional District style.

5. Pumping Station Chamber

The control panel and non-submersible pump motors shall be located in one above-ground enclosure unless otherwise approved by the Regional District.

The below grade chamber shall be reinforced concrete construction or as approved by the Regional District.

Concrete pump chambers shall have a 1 to 1 slope benching around the base perimeter.

Exterior concrete walls shall be tar-coated to prevent leakage.

The chamber above grade shall be designed to harmonize with the surroundings, shall be of fireproof construction and have no windows.

Chamber access shall be in accordance with the latest WorkSafe BC Regulations.

Equipment guards and rails for floor openings shall be provided.

Independent mechanical ventilation shall be provided by explosion proof exhaust fans for the dry and wet chambers where applicable. If the ventilation system is intermittent rather than continuous, the electrical switches shall be interconnected with the station lighting system. Ventilation interconnected with the station lighting system shall have sufficient capacity to exchange the total volume of air inside the station with fresh air within 3 minutes. All vents lines shall have screened openings to prevent the entrance of rock or other foreign matter. Air flow in fans shall be fresh air to wet well with second vent out for discharge.

Dry well stations shall include a sump and sump pump for the interior of the dry well with discharge above the top water line in the wet well.

The entrance to the station shall be waterproof and supplied with a lockable door complete with security alarm.

Where the entire station is underground, the entrance shall not be more than one metre above the surrounding finished grade.

6. Sitework and Lighting

A 25mm water service connection, complete with an approved backflow prevention device, shall be provided in the station designed in accordance with the AWWA Cross-Connection Control Manual.

The pumping station and appurtenances shall be within a porous paved surface or approved gravel which provides for the turning movements. A minimum turning grade of 12.8 metres, shall be used to determine turning movements. A minimum of 3.65 metres in width is required for access to all equipment. Approved landscape screening shall be provided.

Storm drainage from the site shall be self-contained.

Adequate protection shall be provided to prevent vandalism and vehicular damage and to protect public safety. Requirements may include fencing, non-mountable curbs and/or traffic bollards.

High pressure sodium, dark sky compliant, lighting shall be provided unless otherwise approved by the Regional District. Backup lighting connected to the standby power supply shall be provided in case of a power failure.

7. Force mains

All force mains shall be designed so that the minimum velocity is 0.6m/s and a detention time not exceeding 12 hours during ADWF.

Force mains shall be designed without high points unless otherwise approved by the RDN. If approved, an air-relief valve shall be provided at high points in the line, meeting RDN requirements.

Thrust blocks shall be provided at all bends as required.

Cleanouts (blowdowns) shall be supplied at all low points of force main.

Flushouts shall be located at the terminus end of all pressure sewer mains leading to manholes or pump stations.

3. CONSTRUCTION

3.1. General

1. Access Roads

Temporary roads shall be constructed as required for access to the working areas. Adequate drainage facilities in the form of ditches, culverts, or other conduits shall be installed as found necessary to maintain these roads. In the construction of access roads, existing drainage facilities, natural or otherwise, shall not be disturbed to the detriment of properties outside the working area and such facilities shall, unless otherwise provided elsewhere in the specifications, be restored to their original condition on completion of the work.

2. Sanitary Facilities

Clean, sanitary latrine accommodations shall be provided and shall be located and maintained in accordance with the regulations of VIHA.

3. Special Tools, Operating Manuals, Shop Drawings

With each piece of mechanical and electrical equipment or machinery having wearing parts and requiring periodical repair and adjustment, all special tools, wrenches, and accessories required for removing worn part, making adjustments, and carrying out maintenance shall be supplied. All gauges, indicators, and lubricating devices necessary for the proper operation of the equipment shall be furnished.

With each piece of equipment, 4 sets of operating manuals and as-constructed shop drawings shall be supplied. The manuals shall provide the manufacturer's recommended maintenance schedules with the grades of lubricants required, and instructions as to how the equipment may be taken apart for periodical inspection and replacement.

4. Blasting

Blasting will be permitted only after securing the approval of the applicable authorities. Blasting will not be carried out without first verifying that insurance covers any loss of life or damage that may result from this work. The Regional District, in granting approval for blasting, does not in any way assume responsibility for injury, loss of life, or damage that result there from, and such approval shall not be construed as approval of the methods employed in blasting, the sole responsibility therefore being that of the applicant.

5. Site Maintenance and Clean Up

The working area shall be maintained in an orderly manner and shall not be encumbered with equipment, materials, or debris.

Clean up shall be a continuing process from the start of the work to final acceptance of the project. Property on which work is in progress shall at all times be kept free from accumulations of waste materials or rubbish. Accumulations of waste materials, which might constitute a fire hazard, shall not be permitted. Spillage from hauling vehicles on traveled public or private roads shall be promptly cleaned up. On completion of construction, all temporary structures, rubbish, and waste materials resulting from the operations, shall be removed.

6. Erosion and Sediment Control

An Erosion and Sediment Control Plan shall be submitted for review and approval seven days prior to the pre-construction meeting. The Erosion and Sediment Control Plan shall describe the proposed methodology to minimize potential impact on the surrounding environment. The Erosion and Sediment Control Plan shall indicate how the Contractor plans to control sediment discharges from the project and what measures will be put in place to prevent damage to aquatic habitat located downstream.

The work shall be carried in compliance with the submitted and approved Erosion and Sediment Control Plan and all other environmental laws affecting the work and with the recommendations contained in the most recent edition of the “Land and Development guidelines for the Protection of Aquatic Habitat” published jointly by the Ministry of Land, Water, and Air Protection and Fisheries and Oceans Canada.

For the erosion and sediment control plan, ‘environmental laws’ means all statutes, regulations, orders, and bylaws relating in any way to the natural environment or its ecosystems, public or occupational health, transportation, storage or handling of contaminants or hazardous materials.

3.2. Existing Structures and Utility Works

1. Scope

Existing structures shall be interpreted as being all existing pipes, ducts, ditches, or other works forming a part of sewerage, drainage, water, telephone, electrical, gas, or other utility system, as well as sidewalks, curbs, poles, fences, buildings, and other man-made things that may be encountered during construction.

2. Material Supply

Unless otherwise specified, materials supplied for replacement of existing structures shall be at least equal to those being replaced.

3. Location of Structures

Drawings or descriptions, verbal or otherwise, of existing structures or their location that are supplied by the Regional District are intended only as an aid to locating these structures. Measurements and location of the existing underground structures shown on the drawings are not guaranteed to be accurate, and must be verified prior to proceeding with construction.

4. Protection of Structures

Unless authorization from the Regional District is received for their removal, underground and surface structures encountered during construction shall be protected from damage. In the event of damage resulting from the construction operation, structures shall be repaired or replaced to a condition, which is at least the equivalent of that which existed prior to construction.

5. Emergency Situations

In emergency situations resulting from the construction operation, where life or property are endangered, the applicant shall immediately take whatever action is possible to eliminate the danger, and shall also notify the Regional District of the situation.

6. Access Maintained

Existing hydrants, valves or control pit covers, valve boxes, curb stop boxes, fire or police call boxes, and all other utility controls, warning systems, and appurtenances thereof shall not be made inaccessible at any time by the construction work. Bridges, walks, or other temporary facilities shall be provided as may be necessary to ensure that these controls or warning systems are free for use in their normal manner at all times during construction.

7. Curtailment of Utility Service

Where existing utilities such as water, sewer, electricity, telephone, and gas are serving the public, work shall be planned and executed such that there is no curtailment of service provided by these utilities without prior receipt of approval of the authorities responsible for provision and maintenance of these utilities. The applicant shall obtain the above approvals from the recognized authorities controlling these utilities. If approval for such disruption of utility service is not granted, it may be possible to establish temporary facilities to provide continuous utility service during the course of construction. Such temporary facilities shall only be implemented after receiving the approval of the utility authority.

If approval is received to temporarily shut off an existing utility, individual users of the utility shall be notified at least one hour prior to the time of shut-off.

8. Support of Structures

Existing structures shall be protected against damage from settlement by means of timber support or compaction of backfill as required. Where necessary, timber support shall remain in place following backfill of excavations.

Backfill which is placed under or adjacent to the existing structures, which have been undermined during excavation, shall be compacted in a manner which will prevent damage of the structure from settlement. Such backfill shall be of approved granular material suitable for compaction.

On existing piping, this material shall extend horizontally a minimum distance of 600 mm on both sides of the pipe at a level 300 mm above the pipe, and shall slope down from this point at 1-1/2 horizontal to 1 vertical to meet the bottom of the excavation.

9. Drainage Facilities

Existing culverts, enclosed drains, flumes and ditches, and other drainage structures affected by the work but left in place shall be kept clear of excavated material at all times during construction. When it is necessary to temporarily remove an existing drainage structure, suitable temporary ditches or other approved means of handling the drainage shall be provided during construction.

3.3. Clearing

Prior to clearing, the exact limits of the areas on which clearing may take place and whether or not there are restrictions placed on clearing which would result in leaving certain trees, structures, or other existing items in place shall be ascertained.

Prior to trenching, the right-of-way shall be cleared of all standing or fallen brush, timber, stumps, or other debris, which may obstruct the construction operation, damage the completed installation, or detract from the appearance of the site on completion of construction. This material shall be burned or otherwise disposed of to the satisfaction of the Regional District.

The restrictions of all authorities established to control burning in the area shall be complied with. If burning cannot be done on the clearing site, the material shall be hauled to an approved location for burning or disposal. Burning permits, as required, shall be obtained by the applicant.

3.4. Trench Alignment and Depth

Following clearing and prior to excavation of the trench, the location at which the pipe shall be installed shall be established by setting appropriate survey control. As a minimum this shall include marking of the manholes and any horizontal or vertical curves in the pipe, with suitable elevation data provided. A laser should typically be used to maintain grade during pipelaying, and for all grades of 2% or less.

Where pipe is to be installed to a predetermined grade, a cut sheet will be provided showing the depth of the pipe invert relative to the grade stake elevation at the respective locations along the pipeline.

The trench shall be excavated so that pipe can be laid to the established alignment and depth, with allowance made for specified trench wall clearances and bedding as shown in the standard drawings of this Schedule for various conditions, or otherwise required.

All trenching and excavations shall be carried out in the manner recommended by the Workers' Compensation Board of British Columbia, or as may be necessary to protect life, property, and structures adjacent to the work and the work itself.

3.5. Trench Backfill

Trench backfill shall be carried out as shown in the standard drawings of this Schedule for various conditions.

3.6. Pipe Bedding

1. Granular material for pipe bedding within the pipe zone shall be sand or clean gravel or crushed rock, evenly graded from coarse to fine, and conforming the following specifications and gradations limits:
2. The standard trench section is shown in the standard drawings of this Schedule for various conditions. The nominal minimum depth of cover shall be 1.5 m in traveled areas and 1.0 m in untraveled areas unless otherwise permitted by the Regional District. Water mains shall be located not less than 3 m centre-to-centre from all sanitary lines, unless otherwise permitted by the Regional District and the Vancouver Island Health Authority.

3. Bedding material shall conform to the following gradation limits:

Gradation Limits
(Percent by Weight Passing)

<u>Sieve Designation</u>	<u>Type 1</u>	<u>Type 2</u>
19.0 mm	100	90-100
12.5 mm		65-85
9.5 mm	85-100	50-75
4.750 mm	70-100	25-50
2.36 mm		10-35
1.18 mm	20-65	
0.850 mm		5-20
0.6 mm	0-45	
0.425 mm		0-15
0.18 mm		0-8
0.15 mm	0-10	
0.075 mm	0-5	0-5

4. Type 1 is the standard acceptable bedding material. Type 2 shall be used where specified by the design engineer to meet special design loading. Dry sieve analysis shall be carried out in checking material gradation.
5. Other acceptable bedding materials, for use only where shown on the construction drawings or as approved by the Engineer, are drain rock, pea gravel or native material. In rock, pipe zone shall have filter fabric between rock and bedding material. Filter fabric shall be non-woven, minimum grade Armtec 200 or equivalent.
6. The bedding material shall cover the full width of the trench bottom and have a minimum depth of 100 mm on completion of compaction. In rock excavation the minimum depth of bedding below the pipe shall be 150 mm after completion of compaction.
7. Bedding material shall be compacted in maximum 150 mm lifts to 95% of Modified Proctor Density (ASTM D1557). Side tamping shall be carried out with bedding material placed to the pipe springline, to provide haunch support.
8. Bedding material shall be placed in such a manner that the pipe is evenly supported throughout its length by the pipe bedding material.
9. Placement and compaction of the bedding material shall not damage or displace the pipe.
10. Bedding material shall be leveled across the full width of the trench to an elevation of 300 mm above the crown of the pipe.

3.7. Repairs

Any system approved and built to these standards which requires maintenance work, shall be repaired with materials and construction methods conforming to the specifications contained herein.

3.8. Pipes and Fittings

The size and type of the pipe to be used are to be shown on the design drawings.

Only the pipe types listed in this section shall be used for lateral sanitary sewers or services.

Pipe shall be installed in strict accordance with all of the manufacturer's recommended practice.

All products used shall conform to the Regional District of Nanaimo's Approved Product List.

1. Polyvinyl Chloride (PVC) Pipe, Lateral Sewers

- (a) PVC pipe shall be DR 35.
- (b) Pipe and fittings shall be manufactured to the following standards:
 - 100mm to 375mm ASTM D3034 and CSA B182.2
 - 450mm to 675mm ASTM F679 and CSA B182.2
- (c) All PVC sanitary gravity main pipes should be green in colour.
- (d) Sanitary sewer main pipe, fittings and service connections shall be joined with a rubber gasket or other preformed, factory manufactured gasket or approved material designed for use with the specified pipe. Solvent connected joints and fittings will not be permitted.

2. Polyvinyl Chloride (PVC) Pipe, Service Pipes & Fittings

- (a) PVC pipe of 100 mm pipe diameter shall be DR 28.
- (b) Services larger than 100mm shall be as specified the same as lateral sewers.
- (c) All sanitary services 100mm in diameter shall be white.
- (d) Service connections to be PVC mainline pipe shall be made with PVC fittings manufactured to ASTM D3034, CSA 182.1 and CSA 182.2.
- (e) The use of saddles instead of manufactured wye fittings shall require approval of the RDN.

3. Polyvinyl Chloride (PVC) Pipe, Pressure Pipe

- (a) Pipe shall be white in colour.
- (b) Pipe and fittings shall be manufactured to the following standards:
 - 100mm to 300mm AWWA C900 and CSA B137.3
 - 350mm to 900mm AWWA C905 and CSA B137.3
- (c) Pipe shall be compatible with mechanical and push-on joint fittings and valves without the use of special adapters.

- (d) Pipe shall include push-on integrally thickened bell and spigot type joints conforming to ASTM D313.9 with single elastomeric gasket conforming to ASTM F477.

4. High Density Polyethylene (HDPE) Pipe (Smooth Profile)

- (a) Pipe shall conform to CGSB 41-GP-25M. Pipe material shall conform to ASTM D1248 Type III, Class C, Category 5, Grade PE 35-10
- (b) Minimum Acceptable pipe class shall be DR 26 with a hydrostatic design stress of 10MPa.
- (c) HDPE pipe used for pressurised applications shall be a minimum pipe class of DR21.
- (d) All pipe shall bear the pipe series designation and manufacturers name.
- (e) Fittings for HDPE, if required, shall be detailed and manufactured by the pipe manufacturer. Mitre bends shall be fibreglass reinforced. Fittings shall have a pressure rating at least equal to that of the pipe it is being joined.
- (f) Pipe may be deflected up to the manufacturer's recommended minimum radius. Deflected pipe may be used instead of manufactured or mitred bends.
- (g) Joints shall be by thermal butt-fusion and constructed in accordance with the manufacturers specifications.
- (h) Flange joints shall be used to join long sections of butt joined pipe or as shown on the design drawings.
- (i) Flanges for HDPE pipe shall be slip-on type installed in conjunction with stub ends supplied by the pipe manufacturer. The flanges shall be class 150 meeting ANSI B16.5 drilling dimensions. Flanges shall be carbon steel.
- (j) All flanged joints shall be separated by a neoprene gasket bonded to one of the flange faces. Neoprene for flange gaskets shall be 3mm thick with holes drilled for flange bolts and size equal to flange diameter.
- (k) Bolts and nuts for flanges shall be hot dipped galvanized.
- (l) HDPE pipe shall only be used where approved by the RDN.

5. Concrete Pipes

- (a) Concrete pipe should only be used for sewer mains larger than 450mm in diameter.
- (b) Concrete pipe should be reinforced, ASTM C 76 Specification.
- (c) Lifting holes in concrete pipe shall be plugged with prefabricated plugs in non-shrink grout or other plugs recommended by the pipe manufacturer.
- (d) Concrete pipes shall have every joint grouted.
- (e) Testing for concrete pipes shall be carried out hydraulically. Air testing will not be permitted.

6. Ductile Iron Pipes (DI)

- (a) Ductile iron pipe may be used with the specific approval of the Regional District.
- (b) Soil corrosion survey will be required, and suitable corrosion protection measures installed.
- (c) Testing for ductile iron pipes shall be carried out hydraulically. Air testing will not be permitted.

3.9. **Manholes**

1. **Manhole Sections**

- (a) Unless otherwise approved, all manhole sections shall be precast reinforced concrete in accordance with ASTM C478.
- (b) All precast sections shall be complete with ladder rungs as the manhole steps section listed below.
- (c) O-ring rubber gaskets shall be placed between Manhole sections. The O-ring rubber gaskets shall conform to ASTM C443.
- (d) The inside surface of the precast barrel at the O-ring joints shall be filled with cement grout to a smooth finish.
- (e) Precast manhole barrel sections shall be placed plumb.

2. **Manhole Bases**

- (a) All manhole bases are to be precast unless otherwise approved.
- (b) Manholes bases shall be constructed so that the first section of a precast base can be set plumb with a uniform bearing pressure throughout its circumference.
- (c) Precast manhole bases shall be placed on 150mm thick base of 40mm drain rock.
- (d) Precast manholes and Cast-in-place manhole bases shall conform to the applicable standard drawings.
- (e) Cast in place manholes or connections to existing manholes shall utilize a rubber adaptor ring to seal the connection.
- (f) If the material at the bottom of the trench is unsuitable for support, the bottom shall be over excavated to a firm base, and backfilled with base gravel and thoroughly compacted.

3. **Manhole Tops**

Manhole tops shall be flat slab, precast concrete. Tops shall be reinforced to meet H20 loading conditions. Precast tops shall conform to ASTM C478 with approved offset opening for frame and cover.

4. **Manhole Covers and Frames**

- (a) Covers and frames shall be cast iron and certified to meet H20 loading requirements.
- (b) Covers and frames shall conform to the standard drawings.

- (c) Covers shall have “RDN SANITARY SEWER” permanently embossed on the cover.
- (d) Utility chamber manhole frame and cover shall conform to the standard drawings.
- (e) A watertight manhole frame and cover, if required shall conform to the standard drawings.
- (f) Covers located in statutory rights-of-way shall be permanently embossed with the additional wording “DO NOT COVER”.
- (g) Frames shall be set on precast concrete grade rings to bring the cast iron manhole frame to grade as shown on the drawings.
- (h) In unpaved areas, covers shall have a 1m circular 50mm thick asphalt apron sloping away from the manhole cover at a minimum grade of 2%.
- (i) In paved areas covers shall not protrude above the finished pavement.
- (j) In streets manhole covers shall not be placed in the wheel paths of vehicles.

5. Manhole Steps

- (a) Steps shall conform to ASTM C478 for manhole steps, they shall be 19mm either hot dipped galvanized cold rolled steel or aluminum alloy.
- (b) All steps shall be complete with approved polyethylene anchor insulating sleeves and installed in 25mm to 26 mm precast drilled holes in a manhole section.
- (c) Distance between manholes steps shall be maximum 400 mm, with the first manhole step being a maximum 500mm from top of the manhole. Manhole steps shall conform with the most up to date Worksafe BC’s standard *G13.2(1)(b) Ladders in manholes*.
- (d) Manhole steps shall be installed 75mm into the manhole section wall.

6. Manhole Platforms

- (a) Manhole platforms are generally not required. Design of manholes shall consider use of appropriate safety equipment.
- (b) A cage, well or ladder safety device shall be provided where the length of climb is greater than 6 metres.
- (c) If platforms are necessary, ladders shall meet the following requirements:
 - The ladder shall consist of multiple sections.
 - Each section shall be horizontally offset from adjacent sections.
 - A landing platform shall be provided within the length of climb.
 - Refer to the standard drawings for additional details.

7. Concrete for Manholes

- (a) The compressive strength of concrete used shall not be less than 20 MPa at 28 days.

- (b) All concrete shall contain an air entrainment agent to provide 4% to 6% air content.

3.10. Service Boxes

Service boxes for sanitary services shall be 305 mm x 508 mm Concrete boxes complete with cast iron lid. The lettering shall read "SEWER".

Service boxes shall not be installed, they shall be supplied to the Regional District of Nanaimo's works yard.

3.11. Service Connections

Service connection piping shall be as detailed elsewhere in this standard.

Each service shall have its own independent connection into the main sewer.

Service connections shall have a minimum grade of 2% unless otherwise directed by the Engineer.

Services shall be constructed in accordance with the standard drawings.

Minimum cover for services shall be 0.75m at property line.

In rock, the trench is to be excavated minimum 1m into the property.

Approved watertight caps suitably supported by sandbags to prevent leakage shall be installed on sewer services at the terminus of each service.

A 50 mm x 100 mm wood marker stake shall be placed at the end of the service connection. The stake shall be painted red with the depth to invert of service to the nearest 0.01m marked. The wood marker stake shall be a minimum 3m from the service box

4. TESTING AND INSPECTION

4.1. Written Reports

The applicant shall submit reports to the Regional District certified by a Professional Engineer of the tests and requirements specified herein.

4.2. Materials Testing

If, in the opinion of the Engineer, testing is required, the Engineer will arrange for a testing firm to carry out tests to determine whether the applicable standards and specifications have been met. Where initial testing indicates inadequacies additional testing may be required by the engineer.

The Contractor as directed by the engineer shall supply specimens or samples for testing.

The types of tests listed below may be required by the engineer unless in the opinion of the Engineer other testing is required.

Joints for sanitary sewer main pipe and fittings and service connection pipe fittings shall be capable of meeting the following exfiltration tests. The Engineer may require that

these tests be carried out by the contractor or his supplier prior to the acceptance of pipe on the project.

(a) Pipes in Proper Alignment:

Not fewer than 3, or more than 5, pipes selected from stock by the Engineer shall be assembled according to standard installation instructions issued by the manufacturer. With ends bulkheaded and restrained against internal pressure, the section shall be subjected to 70 kPa hydrostatic pressure. Pressure shall be maintained for a period of 24 hours. There shall be no leakage at the joints.

(b) Pipes in Maximum Deflected Position:

At least 2 of the joints of the assembly shall be deflected to the maximum amount recommended by the manufacturer. 35 kPa internal hydrostatic pressure shall then be applied to the test section and maintained for a period of 24 hours. Joints shall show no leakage.

(c) Pipes in Maximum Lateral Misalignment:

The test section shall be supported on blocks or otherwise so that one of the pipes is suspended freely between adjacent pipes and bears only on the jointing material. The suspended pipe shall then be loaded on the bell or coupling by a load equal to one-third of the ultimate 3-edge bearing strength required by the applicable ASTM specification, except that pipe having a laying length of more than 1.2 m shall be loaded no more than the amount computed for a 1.2 m length. While under this load, stressed joints shall show no leakage under 35 kPa internal hydrostatic pressure.

4.3. Leakage Testing of Gravity Sewers & Manholes

Leakage test shall be performed by the contractor on all sanitary sewers and service connections, manholes and appurtenances

1. Type of Test:

- (a) Leakage testing on gravity sewers shall be tested with low pressure compressed air.
- (b) Leakage tests on concrete, ductile iron and HDPE gravity sewers shall be ex-filtration water tests.
- (c) Leakage tests on manholes shall be ex-filtration water tests
- (d) Testing shall only be carried out after the pipe has been backfilled, and only on completed sections between manholes.
- (e) All test results to be witnessed by the Engineer or the Engineer's Representative.

2. Testing Equipment:

The Contractor shall furnish all the necessary testing equipment, including suitable removable watertight plugs and test balls and shall perform the tests in

a manner satisfactory to the Engineer. Testing equipment must provide readily observable and reasonable accurate measurements of leakage under the specified conditions. The Contractor must comply with all Worksafe BC regulations covering the use of air testing, and ensure that safe working practices are used in the application of the test.

3. Leakage Testing with Water:

Ex-filtration Testing:

On an exfiltration test, the test section shall be sealed at the lower extremity by means of a watertight plug. The test section shall be filled with water such that a minimum hydrostatic head of 600 mm minimum head shall be maintained for a period of not less than one hour, and unless excess exfiltration requires further testing, not greater than 8 hours. Pressures in excess of 3 metres water are not recommended. Damage resulting to pipe as a result of testing shall be repaired by the Contractor at his own expense.

Manholes shall be tested for leakage by filling the chamber to the underside of the roof slab with water. Water level shall be rechecked following a minimum time period of four hours. No leakage shall be permitted in manholes.

In areas where the groundwater table is above the sewer invert level, the test shall be increased by a height equal to the distance from the sewer invert level to the water table elevations.

Ex-filtration test sections shall normally have a manhole at both extremities. If, however, sewer grades are such that a test section cannot be terminated at a manhole without placing excess pressure on the pipe or joints, apparatus shall be provided to enable testing without having manholes at the upper and lower ends of a test section.

Gravity sewers, service connections appurtenant structures thereon shall be constructed such that leakage, as evidenced by exfiltration tests, is less than that calculated using the following formula:

$$\text{Allowable leakage in litres} = \frac{\text{HDL}}{5200}$$

Where: H = duration of test in hours,
D = inside diameter of the pipe in millimetres, and
L = length of pipe in the test section in metres

The above leakage limit will constitute the total maximum allowable leakage of any test section of gravity sewer. Where service connections exist along the test section, the allowable leakage from service pipe calculated by the use of the above formula will be added to that of the main sewer to arrive at the total allowable leakage unless the elevation of the service connection pipe is greater than the maximum water elevation. No additional leakage allowance will be made for manholes existing along the test section.

The maximum allowable leakage for an ex-filtration test will be that calculated by the above formula regardless of the test head of water employed. Where a section of sewer is found to have leakage exceeding the allowable limit, replacement or repairs shall be made to reduce the amount of leakage to or below the allowable limit. Repaired sections shall be retested until they meet the allowable limit.

All point sources of leakage discovered during the leakage testing shall be made watertight by the Contractor to the satisfaction of the Engineer.

The Contractor shall dispose of the water used for testing in a manner approved by the Engineer.

4. Leakage Testing With Air:

On an air test, the section to be tested shall be plugged at each end and all service laterals, stubs and fittings properly capped or plugged.

Air shall be supplied to the test section slowly, filling the line to a constant pressure of 24.0 kilopascals (kPa). The air pressure inside the pipe shall not exceed 27.5 kPa except in the case where the groundwater level is above the sewer line being tested. In the event of the groundwater level being above the invert, the air test pressure must be increased by 1.0 kPa for each 100 mm of groundwater above the invert.

The air supply is throttled to maintain the internal pressure above 20.75 kPa for a minimum of 5 minutes to stabilize the temperature in the pipe. After stabilization, the air pressure is adjusted to 24.0 kPa, timing commences and the time required for the line pressure to drop to 17.25 kPa is noted.

If the time required to drop from 20.75 to 17.25 kPa is greater than allowable, the test section shall have passed.

For the air test the minimum time allowable is calculated from the following tables:

Time Requirements for Air Testing

PIPE SIZE (Millimetres)	TIME	
	Min.	Sec.
100	02	32
150	03	50
200	05	06
250	06	22
300	07	39

PIPE SIZE	TIME
-----------	------

(Millimetres)	Min.	Sec.
375	09	35
450	11	34
525	13	30
600	15	24

Where various pipe sizes are to undergo the air test, the average size shall be used.

5. Testing of Forcemains

Following final trench backfilling, leakage tests shall be performed on all installed piping.

Leakage tests shall be carried out between valved sections of the installation such that every valve in the system is tested for leakage in the shut-off position.

Leakage tests shall be performed in the following manner. The section to be tested shall be filled with water and all air expelled from the piping. It is recommended that the test section be filled with water for at least 24 hours prior to testing. By pumping water into the test section, the pressure within the piping shall be increased to 0.7 MPa, or 1-1/2 times the system operating pressure at the point of test, whichever is the greater. This pressure shall be maintained constantly in the pipe throughout the duration of the test by the addition of make-up water. The duration of the test section to maintain the specified pressure over the period of test shall be considered to be the leakage.

Piping will not be accepted until the leakage is less than the maximum allowable leakage determined from the following formula:

$L = ND \times \text{the square root of } P$ in which:

L = the allowable leakage in litres per hour,

N = the number of joints in the test section,

D = the nominal diameter of the pipe in millimetre,

P = the average test pressure during the leakage test in megapascals.

Should any test disclose leakage greater than that specified above, the defect shall be located and repaired, and the section shall be retested to ensure that the leakage is within the allowable limits.

4.4. Cleaning and Flushing

On completion of sewer pipe installation, the pipes shall be cleaned to the satisfaction of the Engineer and the Regional District of Nanaimo.

Sewer lines shall be cleaned and flushed prior to video inspection.

Material displaced from flushing sewer lines shall be collected with a vacuum truck at a downstream manhole. Under no circumstances shall the material be flushed into the downstream system.

4.5. Video Inspection of Sewer Mains

All gravity sewers except services shall be video inspected to check alignment, grade, and condition of the sewer pipe.

1. Video inspections shall be of the following quality:

- (a) Camera lens shall be free of grease or other deleterious matter to ensure optimal clarity.
- (b) Videos shall be free of steaming and fogging encountered during the inspection.
- (c) The camera shall pan to the service connections and pause for at least five seconds.
- (d) Illumination depth of field shall be no less than 3 joints for standard joint and spigot pipe types to allow for pipe deflection assessments (9m). No dark circle shall be visible in the middle of this depth of field viewing area.

2. The inspections submission shall include:

- (a) A pipe condition report including code descriptions used for describing the condition of the pipe.
- (b) Video shall be submitted on a 4.7GB DVD.

The Engineer shall review all videos and certify that the pipe is installed in accordance with these standards and in accordance with the manufactures recommendations.

If directed by the Engineer, the contractor shall arrange for a re-inspection of the pipe at the contractors cost, for the warranty inspection one month prior to the end of the maintenance period.

Video inspection and pipe condition coding shall be undertaken only by personnel with current certification by a Regional District approved agency.

If video inspection does not meet the standards set out here, the contractor shall re-video and re-submit the video at their own cost.

4.6. Inspection

1. The Regional District of Nanaimo shall be given 48 hours notice of all tests.

5. TRANSFERRING THE SEWER SYSTEM TO THE RDN

5.1 Final Inspection by RDN

Prior to requesting a Final Inspection, the registered B.C. Professional Civil Engineer shall submit to the Regional District complete Record Documents, a completed letter Certification of Installed Works, all applicable inspection and test results (video inspection DVD's, leakage testing, etc.), and Certificate of Approval for electrical works (pump stations, wells, lighting, controls, etc.) The Final Inspection shall be arranged by the Professional Engineer on completion of the work. This shall be directed by the Professional Engineer in the presence of approved representatives of the Regional District and the installation Contractor. A complete list of deficiencies identified during the final inspection shall be prepared by the Professional Engineer. Once the deficiencies have been satisfactorily rectified, the Professional Engineer shall so notify the Regional District. The date of the Final Inspection will generally be regarded as the commencement of the guarantee period, unless significant deficiencies critical to the effective operation of the system are found at the inspection, at the discretion of the Regional District.

5.2 Preparation/Execution of Transfer Agreement by Developer

The Developer shall prepare and execute the Transfer Agreement for the works to the Regional District.

5.3 Preparation/Execution of Maintenance Agreement

The Developer shall guarantee the workmanship and the performance of the work as per the Maintenance Agreement, from the date of acceptance (generally the RDN final inspection date) for a period of two years. This shall be additionally secured by way of cash or an irrevocable letter of credit in the amount of 5% of the cost of construction as certified by a B.C. Professional Civil Engineer, or \$10,000.00 (whichever is greater).

The RDN may reduce the length of the guarantee period and/or the amount of the security. The RDN may also require additional payment, or payout a credit as appropriate, related to an adjustment of the initial engineering fee to final construction cost values, in accordance with RDN Bylaw No. 1259.03 or most recent amendment. Any change to the guarantee period, security amount or the engineering fee is required to be in writing.

5.4 Preparation/Execution of Latecomer Agreement

Where a latecomer agreement may be applicable to a portion of the costs of the works, as agreed by the Regional District and any other applicable jurisdictions, the Developer shall pay all costs of both the Regional District and the Developer associated with the preparation, execution, and registration of the necessary Latecomer Agreement. The Regional District will assume any internal staff costs involved in planning, reviewing, approving, and administering the Latecomer Agreement preparation, and any administrative and financial costs involved during the effective time-period of the agreement. Based on current legislation, a Latecomer Agreement expires 10-years after its initial registration.

5.5 Letter of Acceptance of the Works by RDN

Following completion of all the foregoing requirements, the Regional District will issue the formal Letter of Acceptance of the Works.

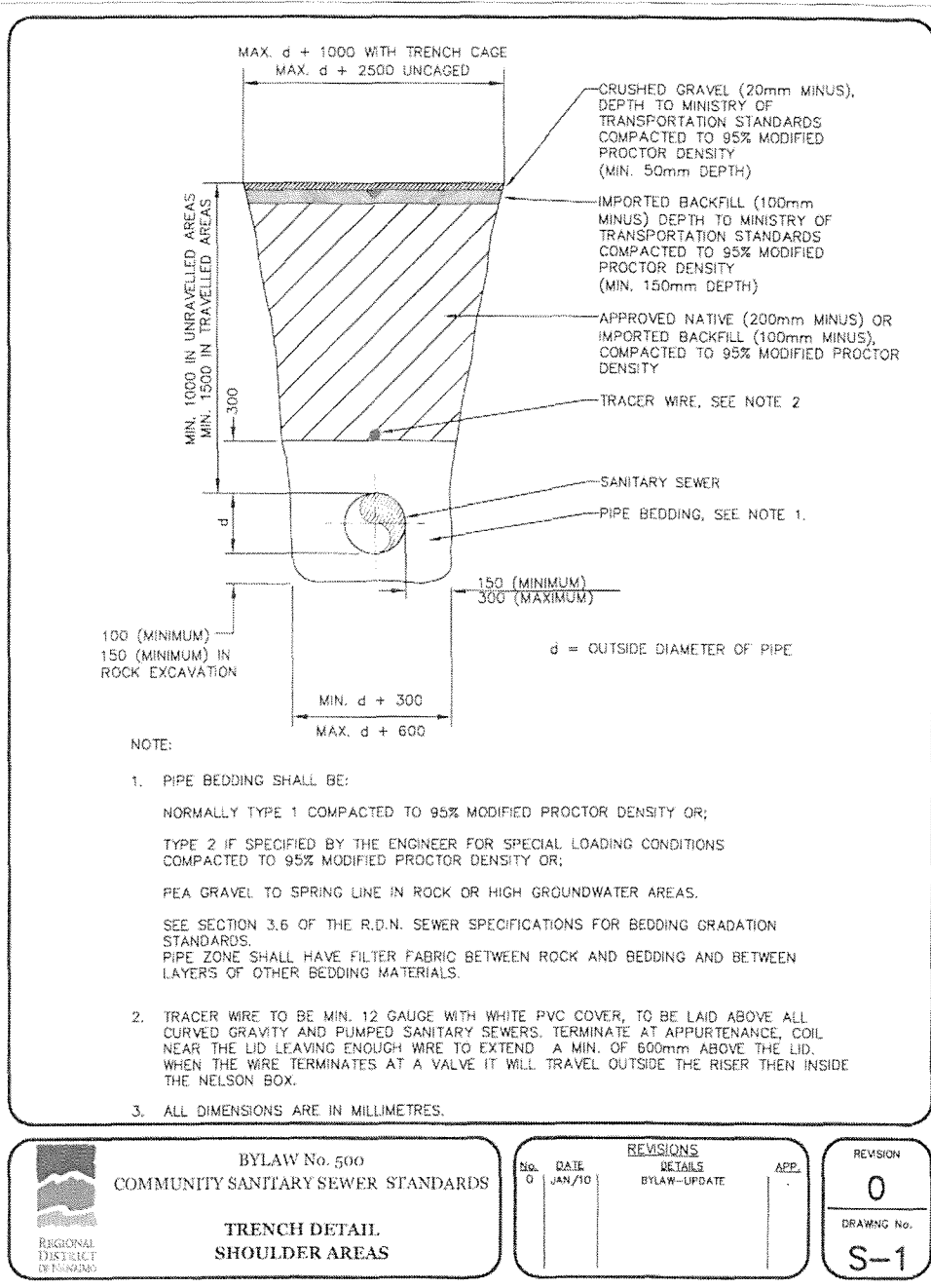
The Regional District will also issue a written statement that the new works can be connected to the District's existing system. Such connection shall be undertaken by the applicant under the direct supervision of the District or by the District at a cost to the applicant.

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500**

**LAKES DISTRICT AND SCHOONER COVE
COMMUNITY SEWER SYSTEM STANDARDS**

APPENDIX 1

STANDARD DRAWINGS

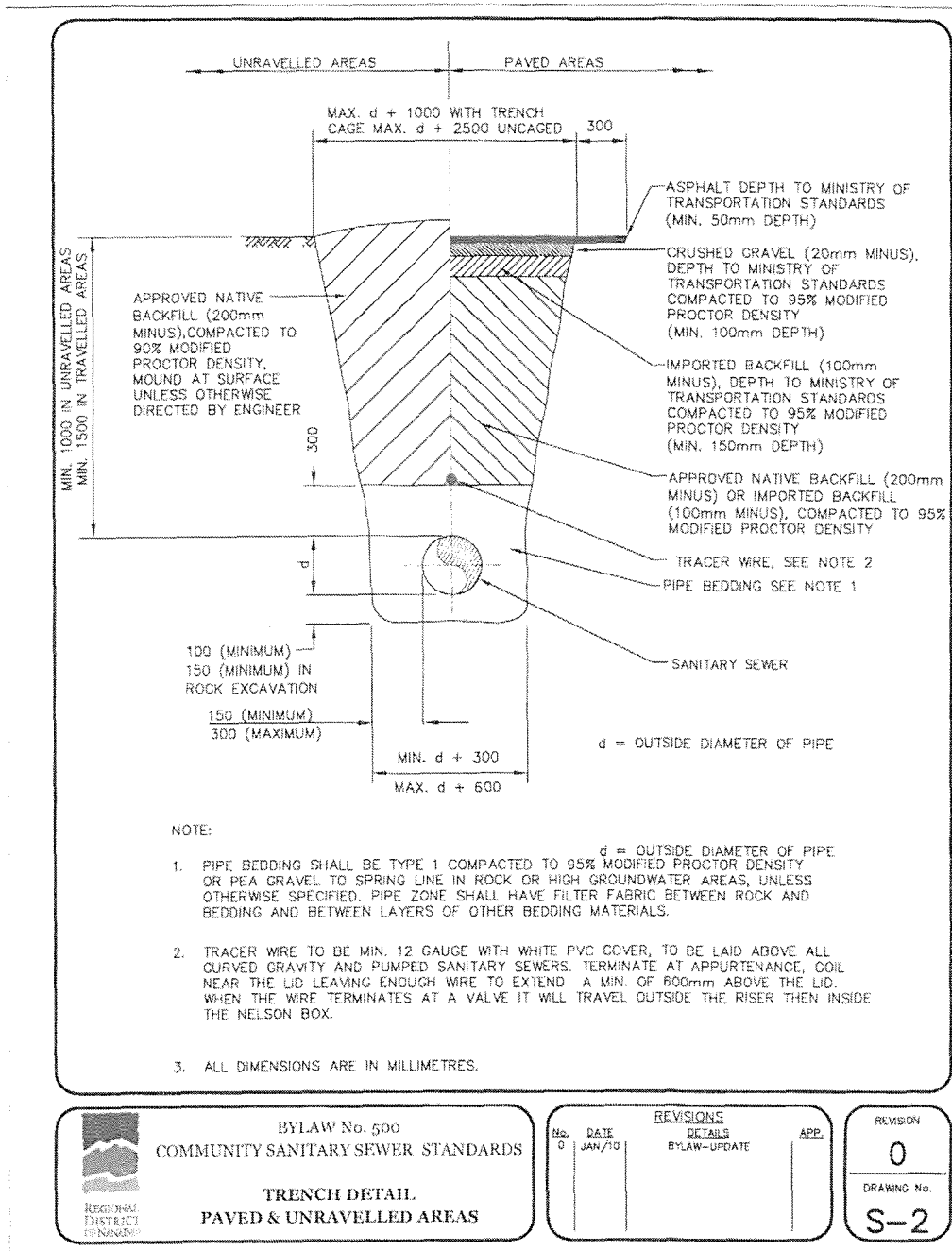


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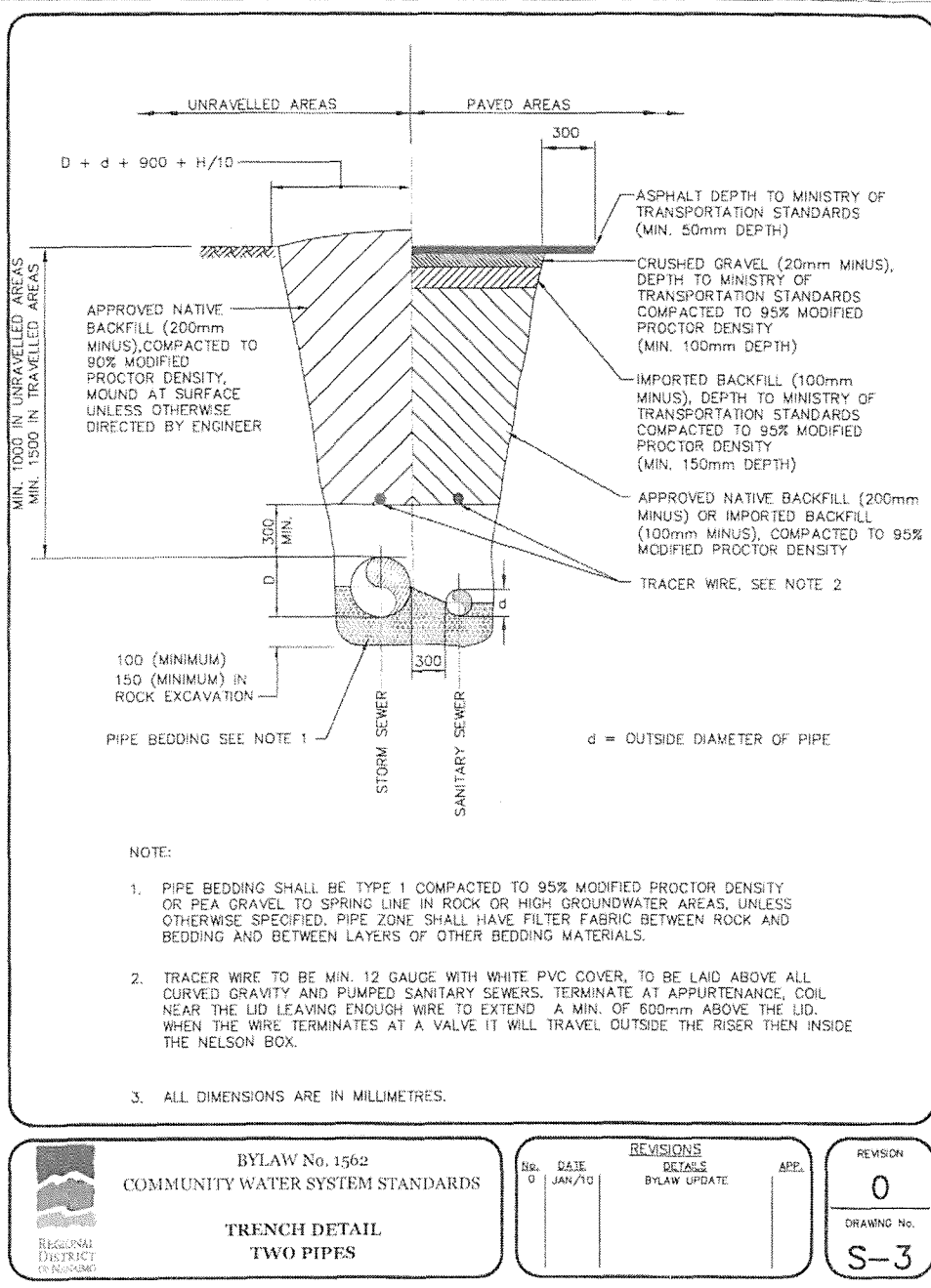
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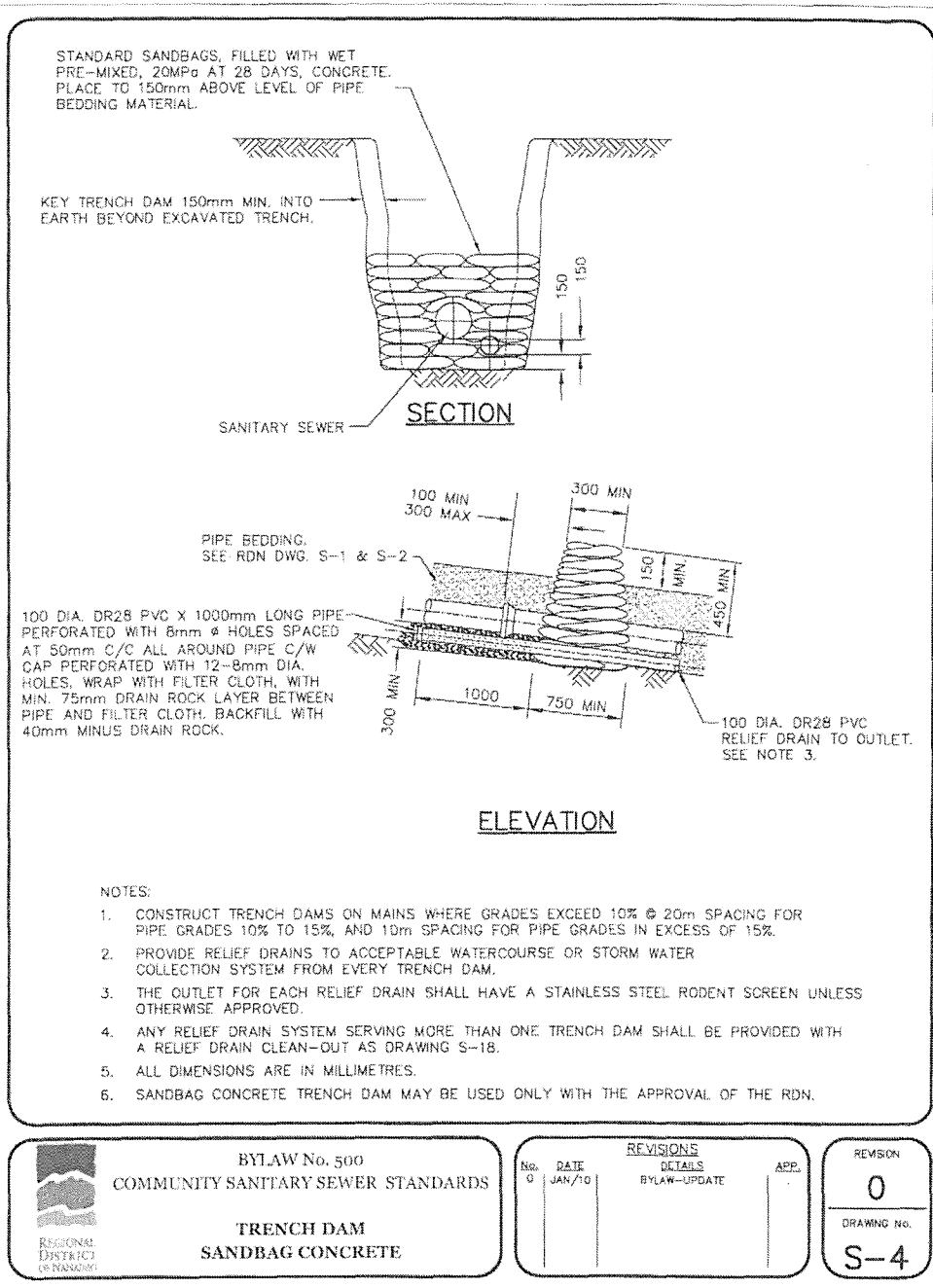
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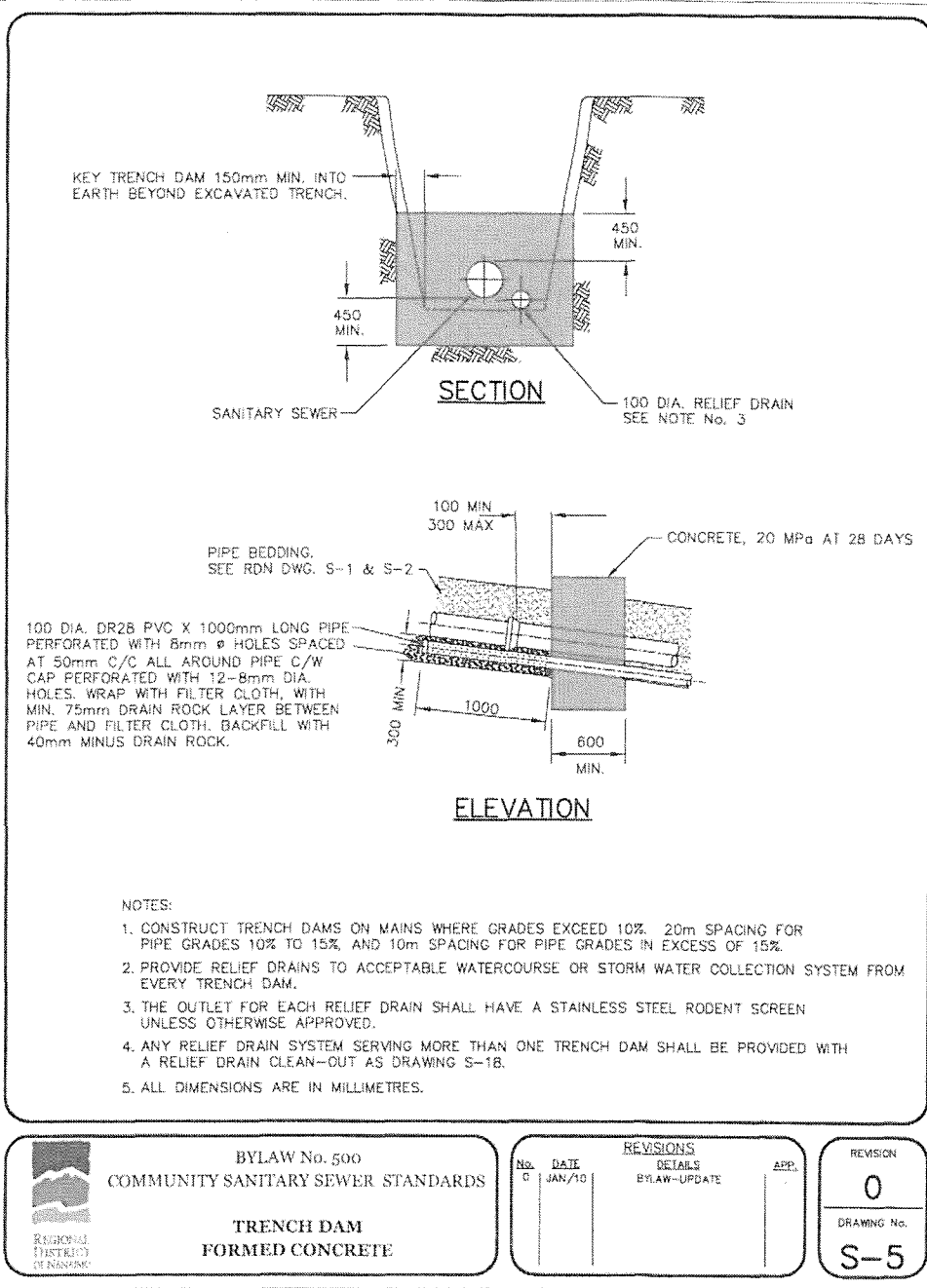


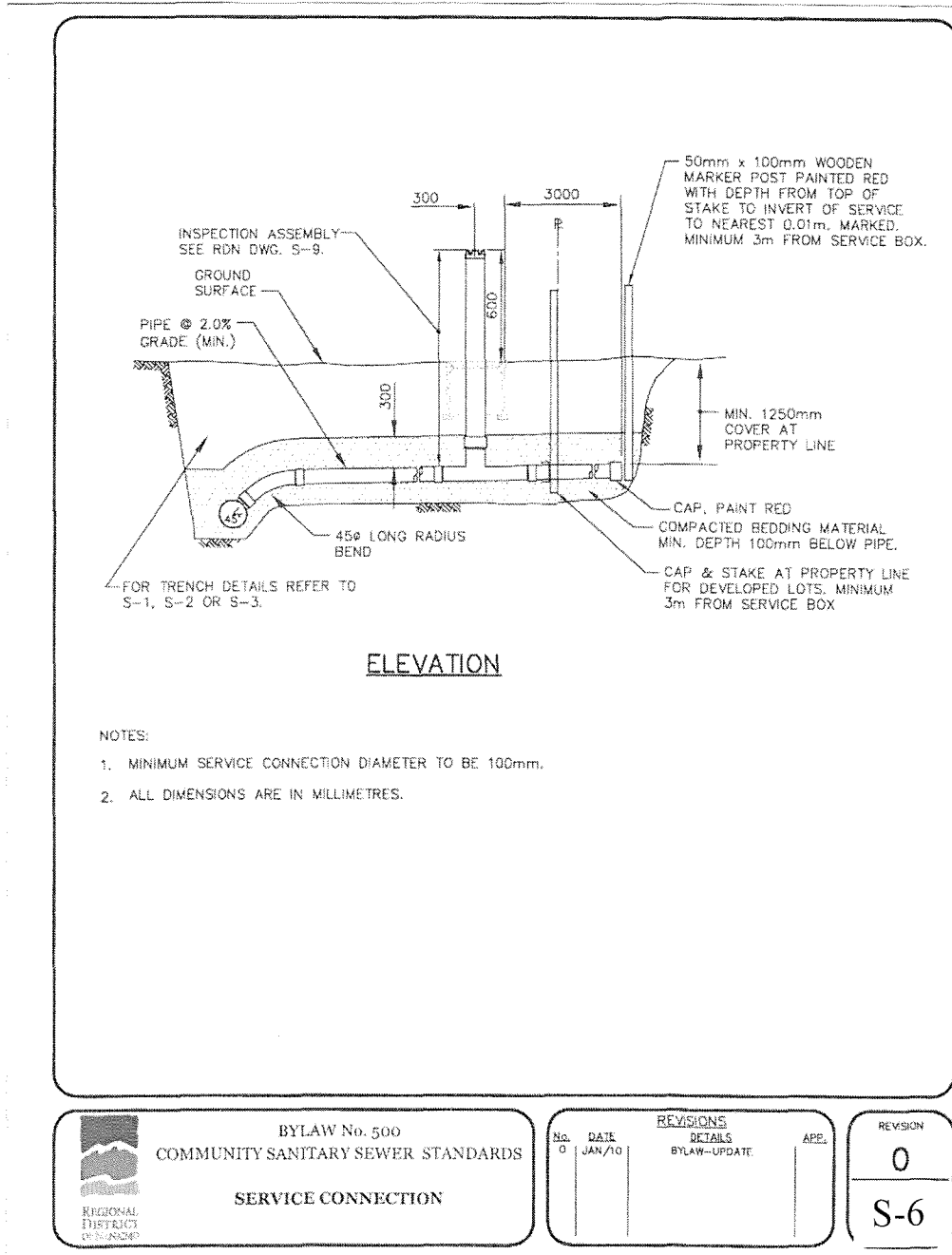

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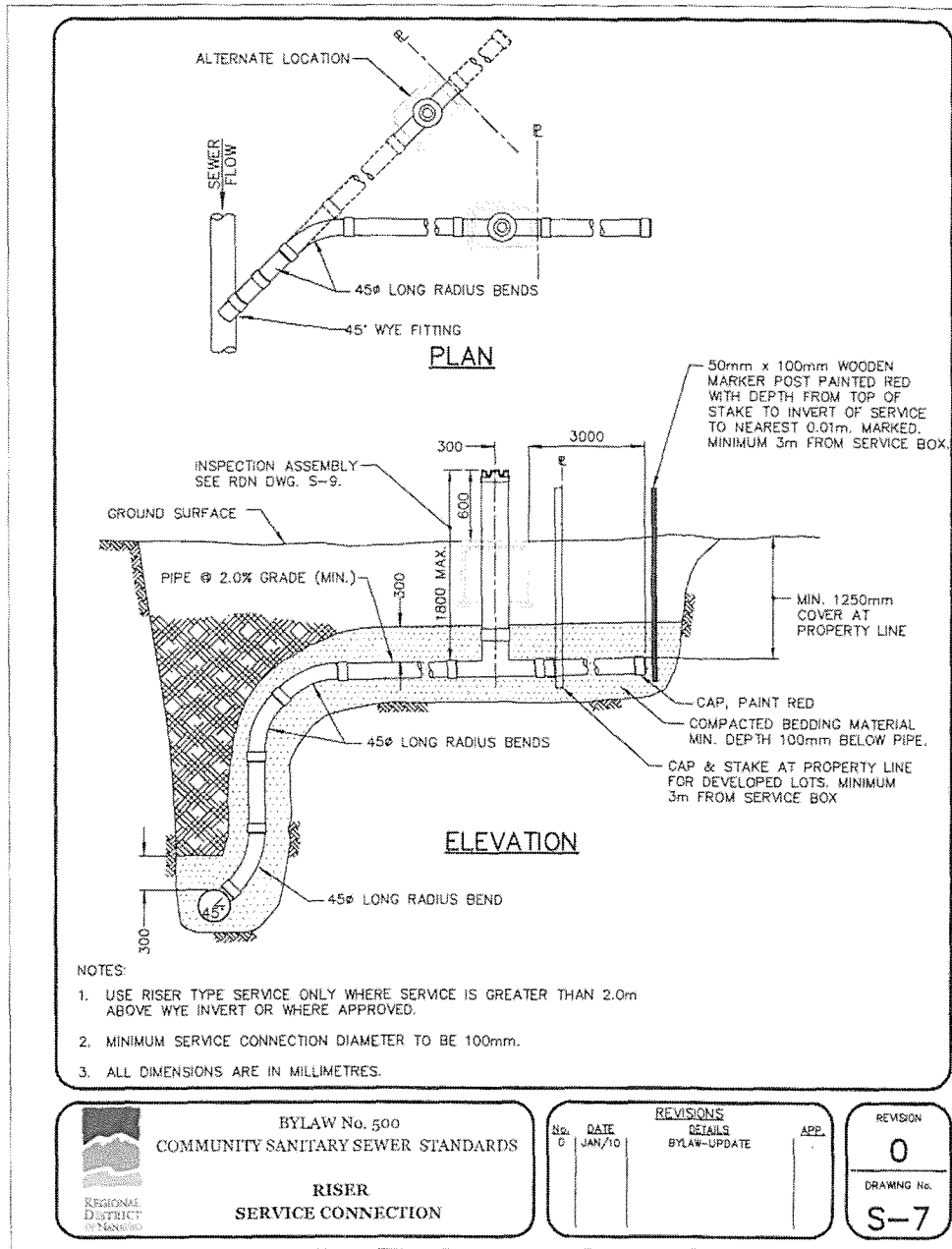






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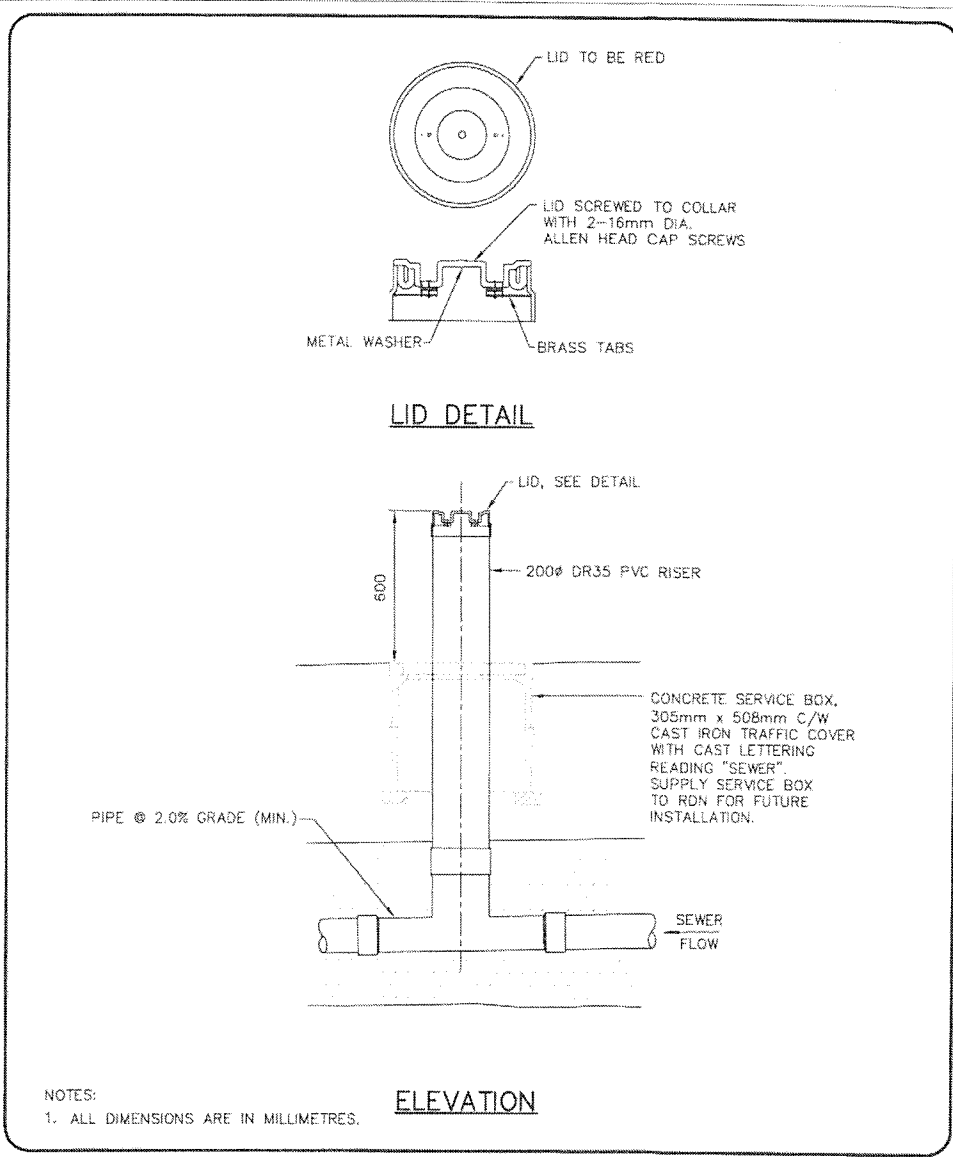
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**RISER
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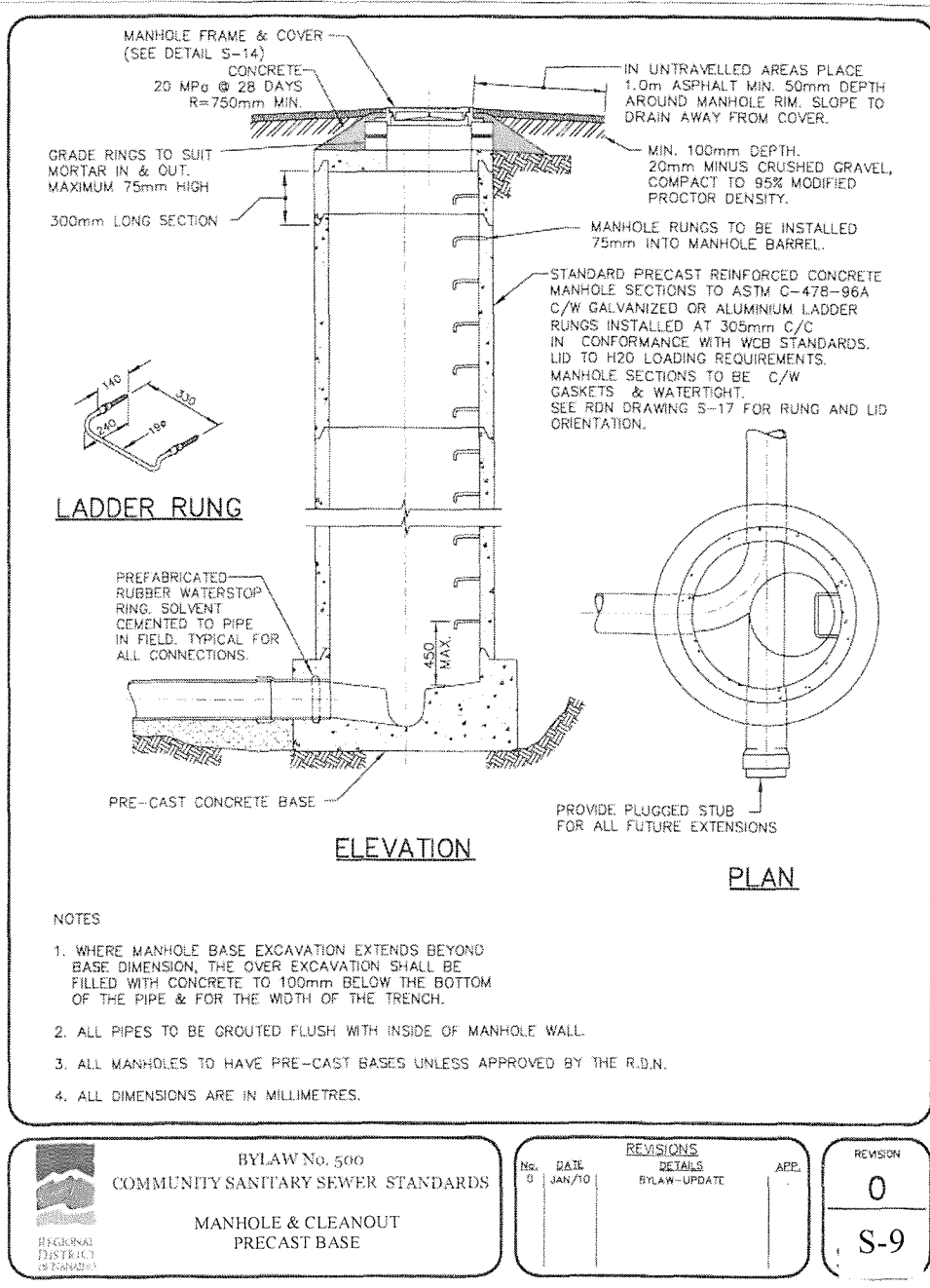
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 COMMUNITY SANITARY SEWER STANDARDS
 SERVICE CONNECTION
 INSPECTION ASSEMBLY

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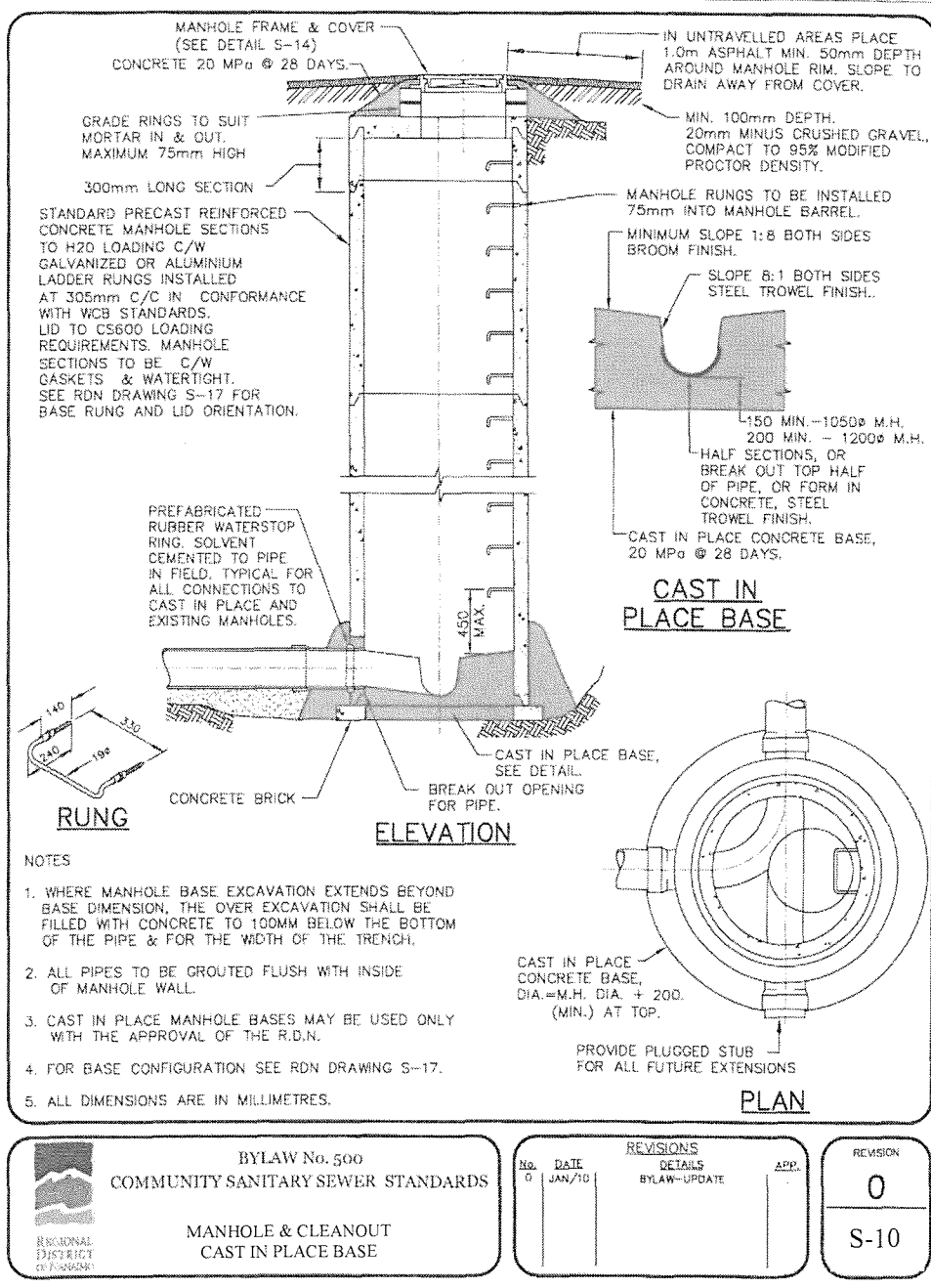


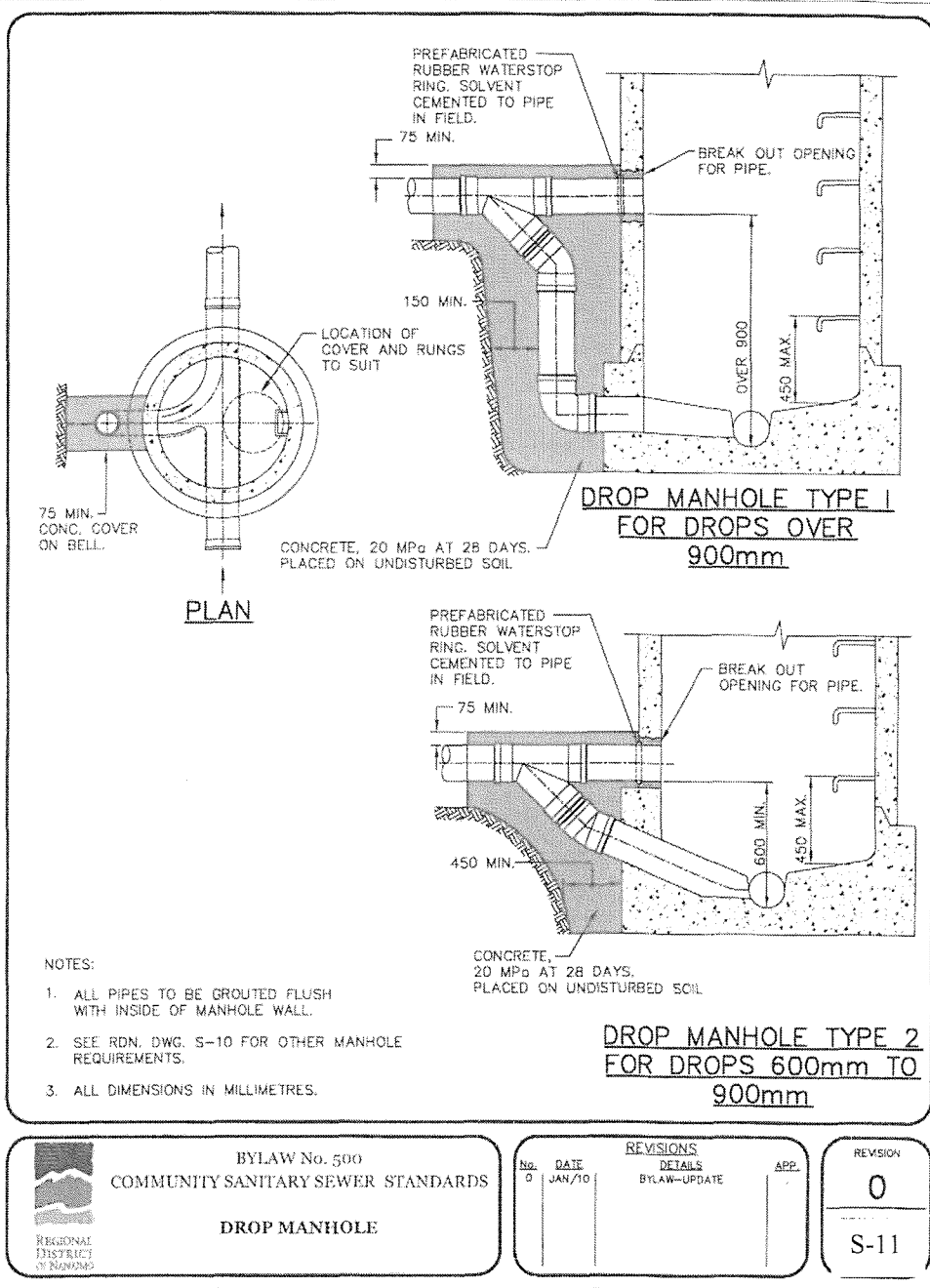
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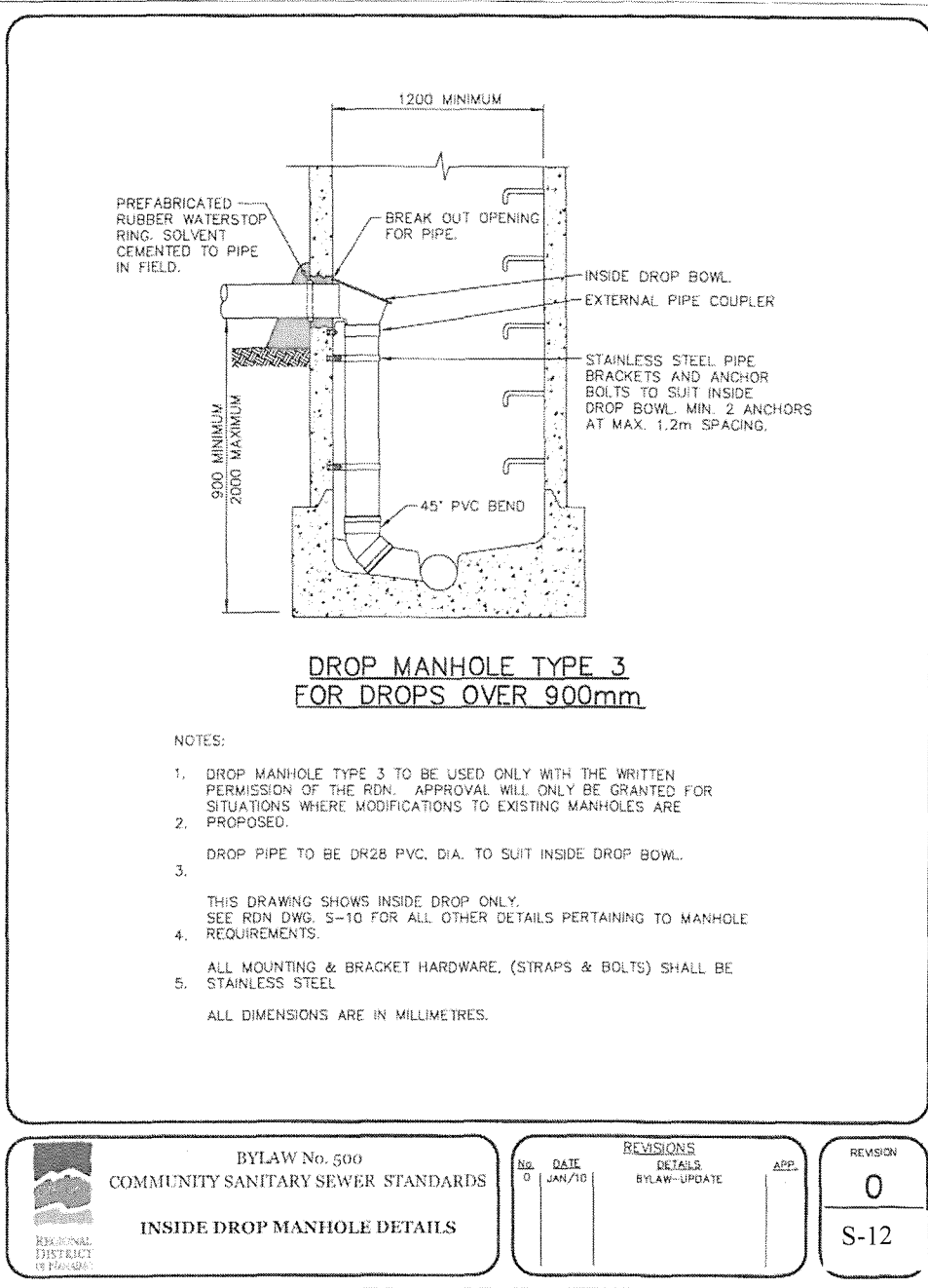
MANHOLE & CLEANOUT
PRECAST BASE

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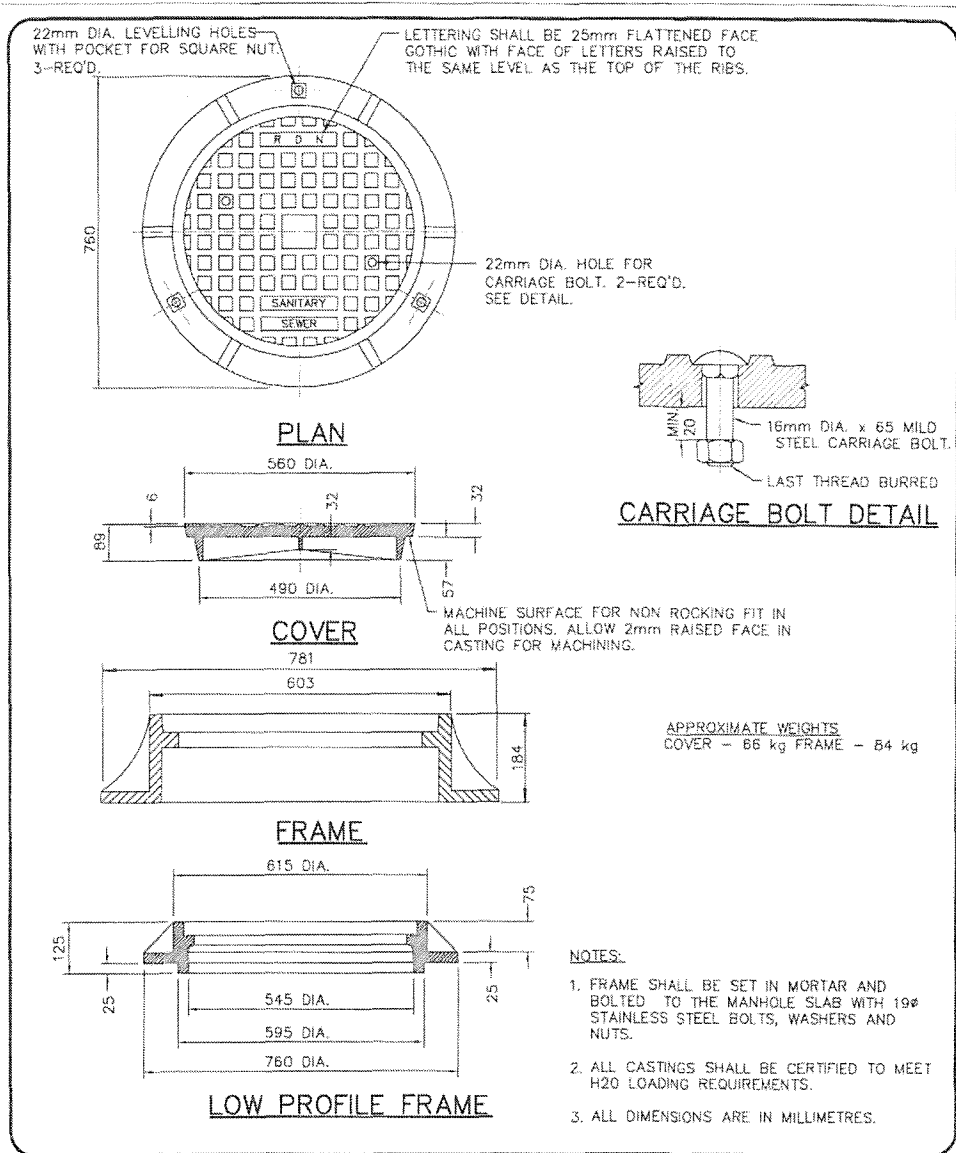



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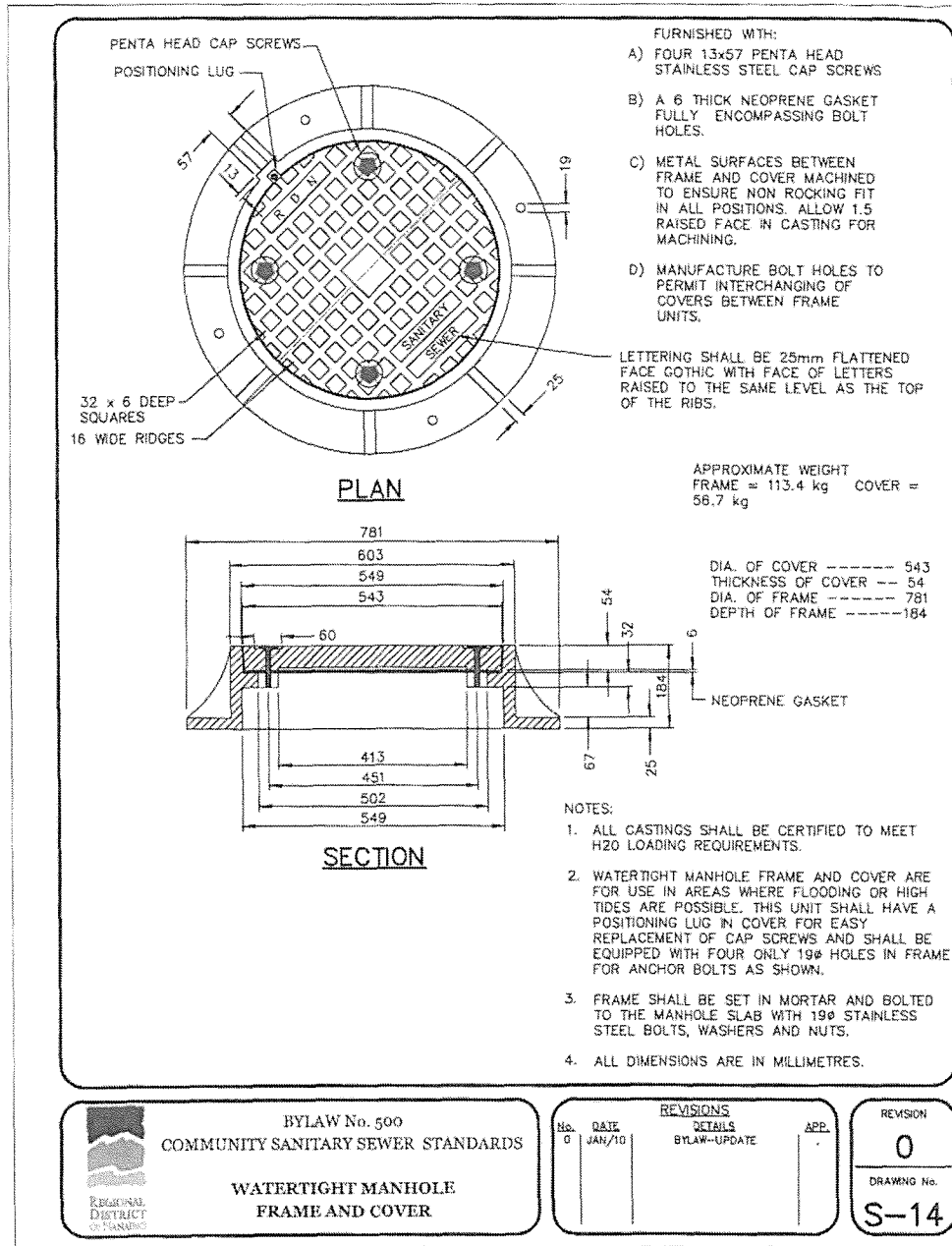
INSIDE DROP MANHOLE DETAILS

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	MANHOLE FRAME AND COVER		



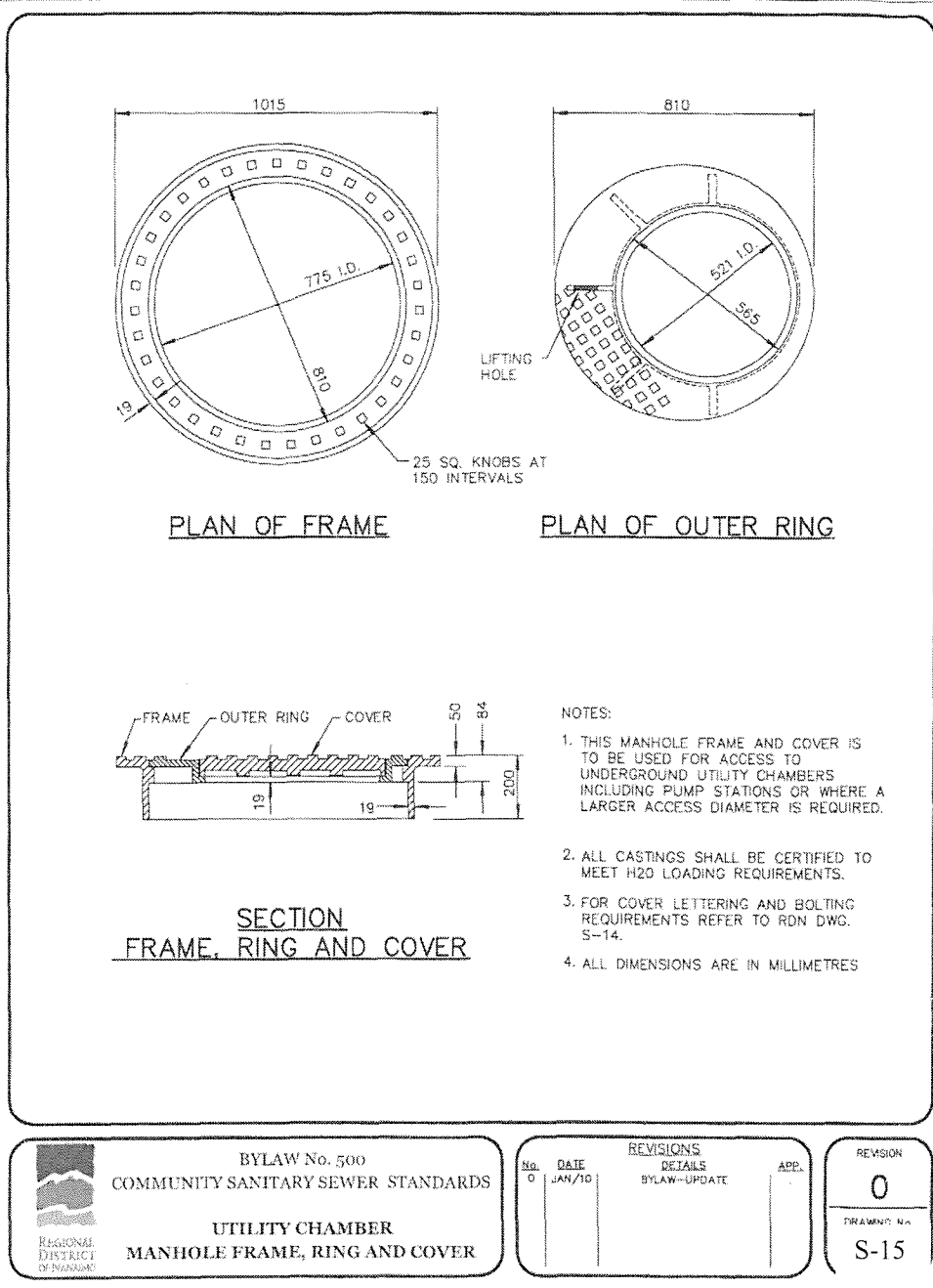
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COMMUNITY SANITARY SEWER STANDARDS


**WATERTIGHT MANHOLE
FRAME AND COVER**

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BYLAW No. 500
COMMUNITY SANITARY SEWER STANDARDS
UTILITY CHAMBER
MANHOLE FRAME, RING AND COVER

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DRAWING No.
S-15

1. RIGHT ANGLE BEND

2. TEE CONNECTION

3. THREE WAY JUNCTION

4. FOUR WAY JUNCTION

5. STRAIGHT THROUGH

6. DEAD END

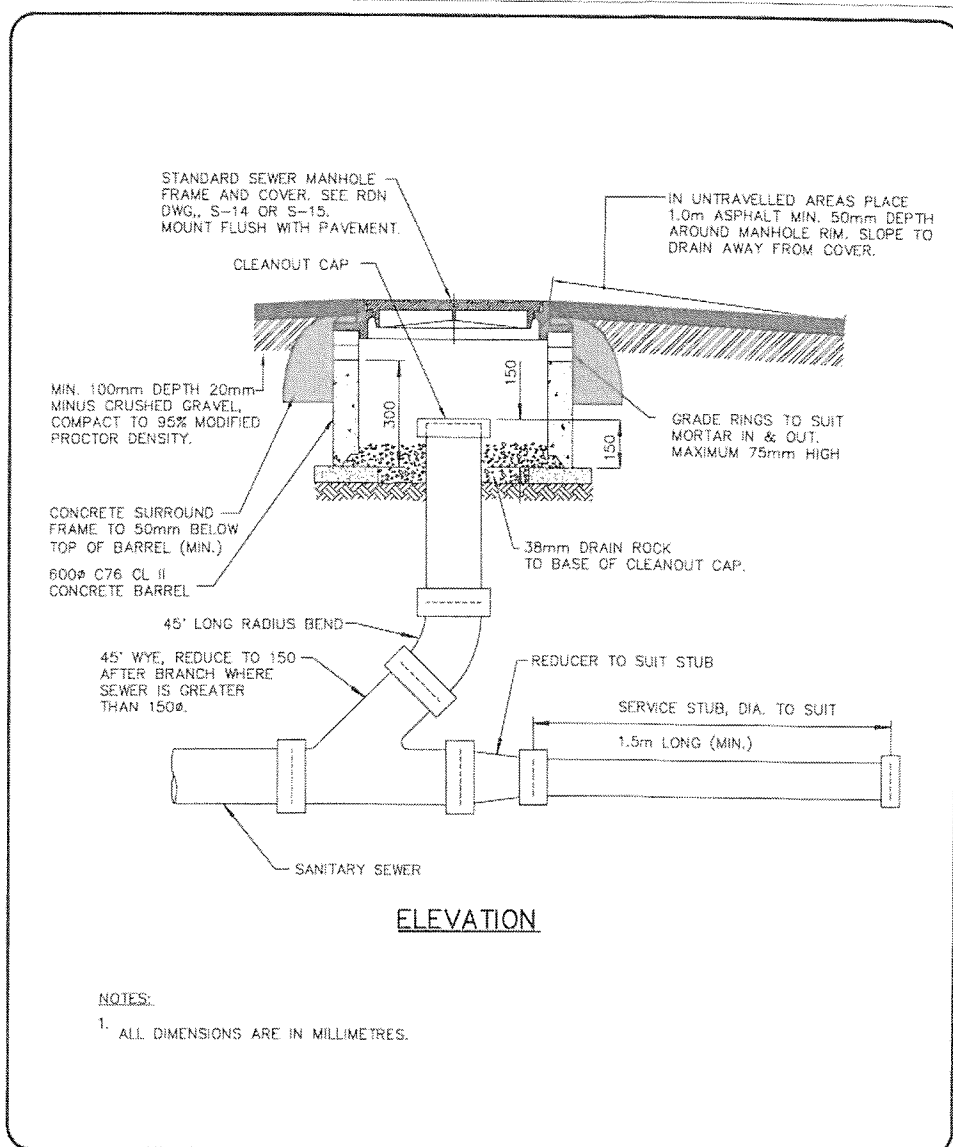
7. WYE CONNECTION

8. 45° BEND

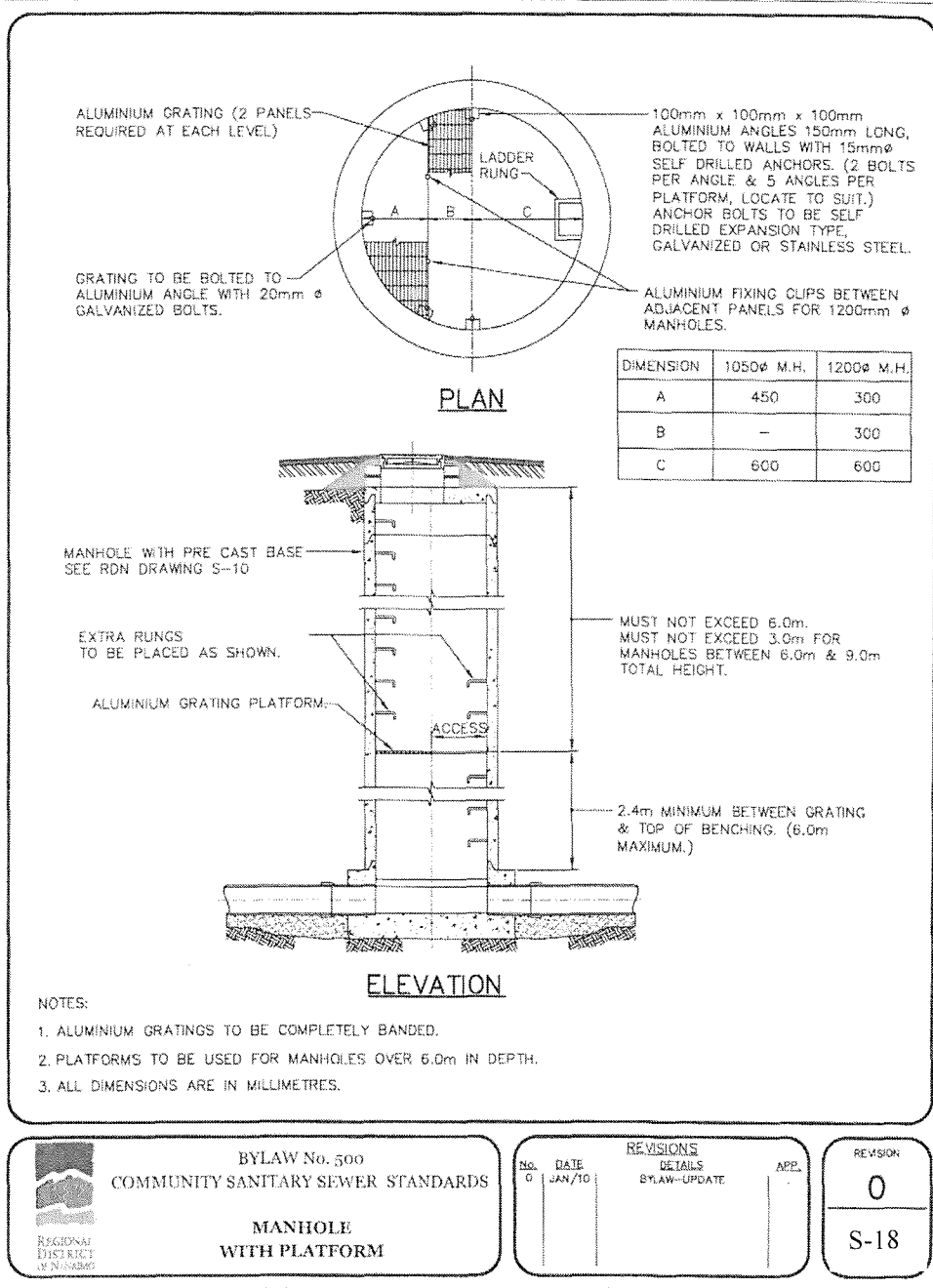
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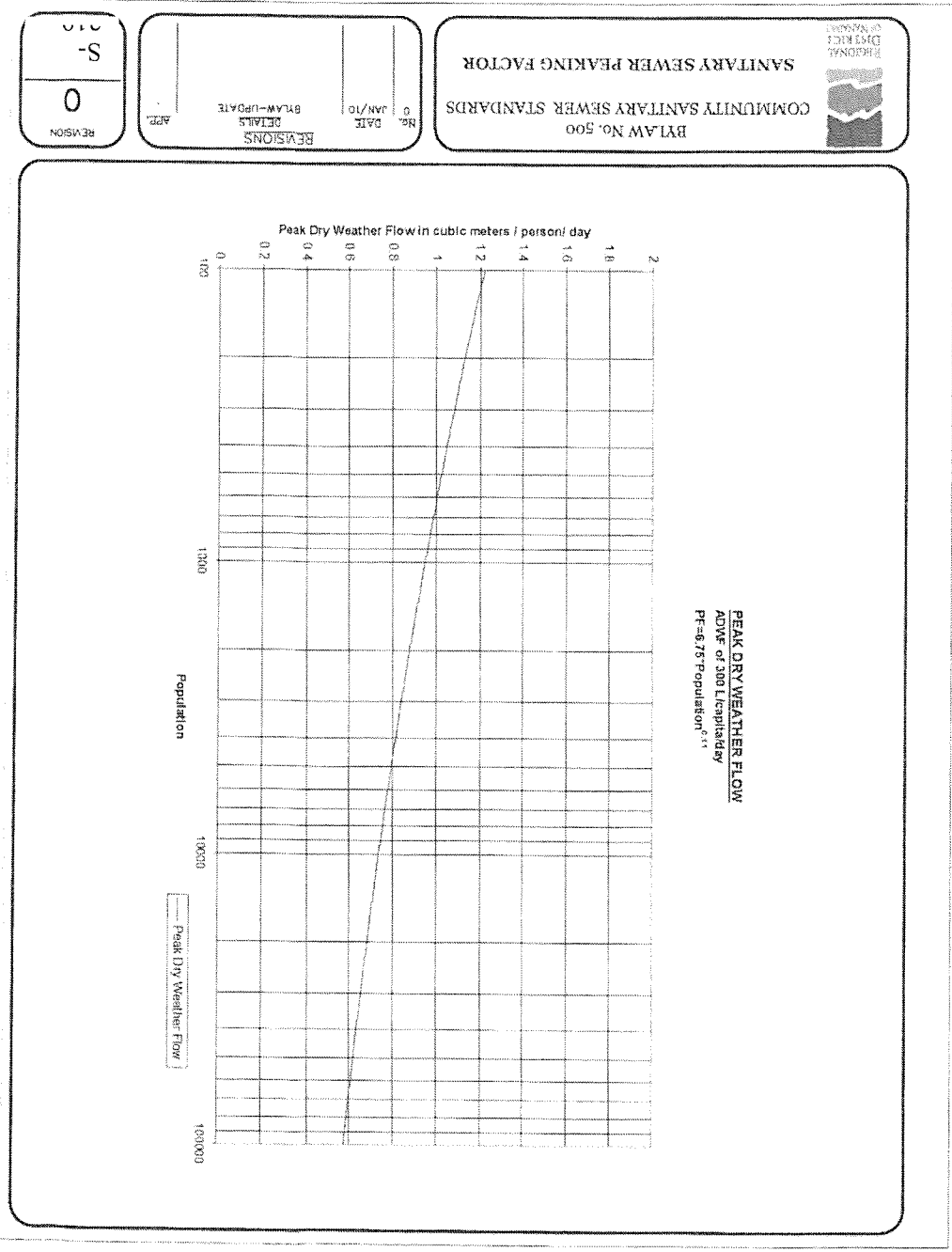
1. ALL CHANNELS SHALL BE FINISHED WITH A STEEL TROWEL. BENCHING (SHADED AREAS) SHALL BE BROOM FINISHED.
2. MANHOLE COVER OPENINGS AND RUNG LOCATIONS SHALL BE AS SHOWN UNLESS OTHERWISE NOTED ON THE CONSTRUCTION DRAWINGS.

<p>REGIONAL DISTRICT OF KOOTENAI</p>	<p>BYLAW No. 500 COMMUNITY SANITARY SEWER STANDARDS</p>		<p>REVISIONS</p> <table border="1"> <thead> <tr> <th>No.</th> <th>DATE</th> <th>DETAILS</th> <th>APP.</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>JAN/10</td> <td>BYLAW-UPDATE</td> <td></td> </tr> </tbody> </table>		No.	DATE	DETAILS	APP.	0	JAN/10	BYLAW-UPDATE		<p>REVISION</p> <p>0</p>
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<p>CAST IN PLACE MANHOLE BENCHING</p>			<p>S-16</p>										



 REGIONAL DISTRICT OF VANCOUVER	BYLAW No. 500 COMMUNITY SANITARY SEWER STANDARDS	REVISIONS <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">No.</th> <th style="width: 15%;">DATE</th> <th style="width: 50%;">DETAILS</th> <th style="width: 15%;">APP.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">JAN/10</td> <td style="text-align: center;">BYLAW-UPDATE</td> <td style="text-align: center;">..</td> </tr> </tbody> </table>	No.	DATE	DETAILS	APP.	0	JAN/10	BYLAW-UPDATE	..	REVISION 0 S-17
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CLEANOUTS WITH SERVICE EXTENSION											





**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500**

**LAKES DISTRICT AND SCHOONER COVE
COMMUNITY SEWER SYSTEM STANDARDS**

APPENDIX 2

LETTER OF ASSURANCE



LETTER OF ASSURANCE

NOTE:

To be submitted at time of Feasibility Review

To: Manager of Engineering Services
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo BC V9T 6N2

RE: _____
(Project)

Date: _____, 20__.

This will confirm that (Developer _____) has retained (Consultant _____) to provide, design, contract administration, inspection and as-constructed drawings for this project all in accordance with the current bylaws and standards of the Regional District and in accordance with good engineering practice.

(Developer)

This confirms we have accepted this assignment on the above terms.

(Consultant)

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500**

**LAKES DISTRICT AND SCHOONER COVE
COMMUNITY SEWER SYSTEM STANDARDS**

APPENDIX 3

CERTIFICATE OF DESIGN



CERTIFICATE OF DESIGN

I, _____, a Professional Engineer registered in the Province of British Columbia, hereby certify that the works as herein set out on the attached drawings entitled _____

_____ have been designed in accordance with the Regional District of Nanaimo Bylaw 500 and/or in accordance with good engineering practice where such design is not covered by the Regional District Bylaw 500.

I have been retained to provide design, supervision, full-time inspection, as-built drawings, and final certification for this project by:

(Name of Client)

I am satisfied that in the contractual mandate which exists between myself and my client, the terms of reference will permit me to render a level of supervision of the construction work which will allow me to put my name and seal to the "Certification of Installed Works" required by the Regional District of Nanaimo, a sample of which is attached to this document and initialed by me.

In the event that my client releases me from this project, or in the event that I find the terms of reference do not permit me to render a level of supervision of the construction work which will allow me to put my name and seal to the form of certification required by the Regional District of Nanaimo, I will notify the Regional District within twenty-four (24) hours verbally and follow it up with written confirmation and clarification.

Signed this _____ day of _____, 20____.

_____, P.Eng.

(signature)

(name printed)

I understand that the "Certification of Installed Works" is to be completed in this format and submitted with the "as-constructed" drawings.

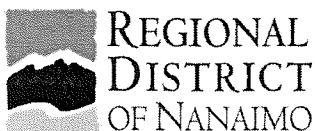
(Engineer)

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500**

**LAKES DISTRICT AND SCHOONER COVE
COMMUNITY SEWER SYSTEM STANDARDS**

APPENDIX 4

CERTIFICATION OF INSTALLED WORKS



CERTIFICATION OF INSTALLED WORKS

NOTE: To be completed in this format and submitted with the 'As-Built' drawings

Location of the Construction Site and Works: (Legal Description / Location)

all within the Regional District of Nanaimo, British Columbia.

I, _____, a Registered Professional Engineer (Reg. No. _____) in the Province of British Columbia, hereby certify:

4. THAT the following construction tests were carried out to confirm that construction met the specifications required:

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____

5. THAT I was able to monitor the construction and provide a level of supervision of the construction work sufficient to be able to confirm that the specifications in force and effect by the Regional District of Nanaimo and in the applicable design drawings for the said Works were generally met during the Construction Period; and

6. THAT the accompanying plans labeled:

- (i) _____
- (ii) _____
- (iii) _____

accurately record the materials, grades, inverts, offsets and dimensions of the constructed work.

DATED this _____ day of _____, 20 _____.

Engineer (signature & seal)

Engineering Firm

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500**

**LAKES DISTRICT AND SCHOONER COVE
COMMUNITY SEWER SYSTEM STANDARDS**

APPENDIX 5

STANDBY IRREVOCABLE LETTER OF CREDIT

[BANK LETTERHEAD]

Letter of Credit No.	_____	Amount:	_____
Applicant	_____	Initial Expiry Date:	_____
	_____	Beneficiary:	_____

For the account of _____
(Name of Customer)

up to an aggregate amount of _____ available on demand.

Pursuant to the request of our customer, we hereby establish and give you a Standby Irrevocable Letter of Credit in your favour in the above amount which may be drawn on by you at any time and from time to time, upon written demand for payment made upon us by you, which demand we shall honour without enquiring whether you have the right as between yourself and the said customer to make such demand, and without recognizing any claim of our said customer, or objection by it to payment by us.

This Letter of Credit relates to those Regional District of Nanaimo services and financial obligations set out in an Agreement between the customer and the Regional District of Nanaimo and briefly described as:

The amount of this Letter of Credit may be reduced from time to time as advised by notice in writing to us by the Regional District of Nanaimo.

Partial or full drawings may be made.

This Letter of Credit shall expire at 3:00 p.m. on _____. This Letter of Credit will continue in force for a period of 1 year, but shall be subject to the condition hereinafter set forth.

It is a condition of the Letter of credit that it shall be deemed to be automatically extended without amendment from year to year from the present or any future expiration date hereof, unless at least 30 days prior to the present or any future expiration date, we notify you in writing by registered mail, that we elect not to consider this Letter of Credit to be renewable for any additional period. This Letter of Credit is subject to the Uniform Custom and Practice for Documentary Credits (1993 Revision) International Chamber of Commerce Publication No. 500.

DATED at _____, British Columbia, this _____ day of _____, 20____.

(Name of Bank)

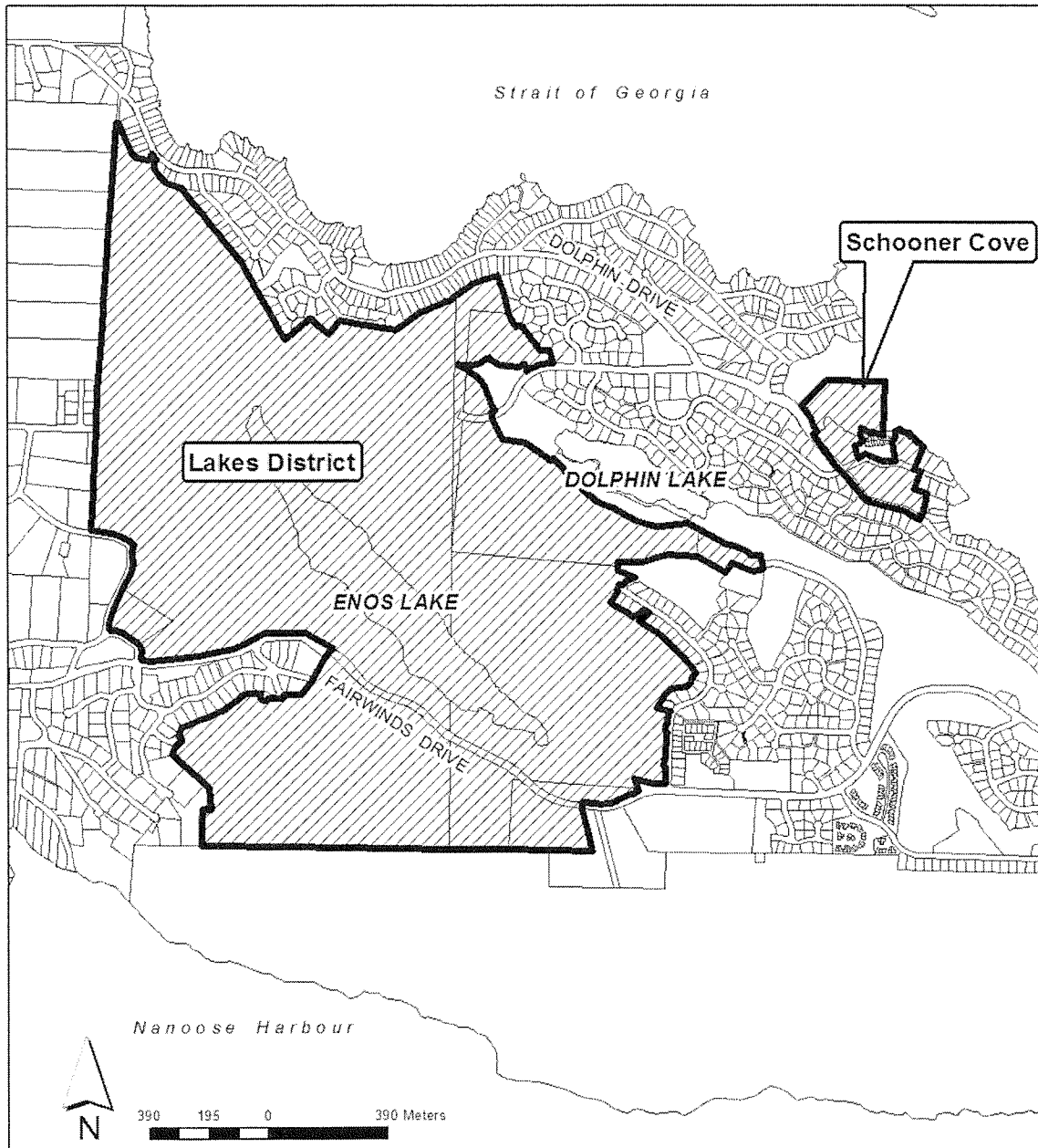
(Address of Bank)

PER: _____
(Authorized Signature)

Chairperson

Corporate Officer

Schedule '3'
Lakes District and Schooner Cove Community Water and Sewer Standards Area



**Attachment 5
Memorandum of Understanding**

Memorandum of Understanding (MoU)

Click on the hyperlink below to view the MoU document and corresponding schedules:

<http://www.rdn.bc.ca/cms.asp?wpID=3156>