

REGIONAL DISTRICT OF NANAIMO

**REGULAR BOARD MEETING
TUESDAY, SEPTEMBER 29, 2015
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

- 1. CALL TO ORDER**
- 2. DELEGATIONS**

13 **Diane Cornish, Gabriola Historical Museum Society**, re Report from Gabriola Museum.
- 3. BOARD MINUTES**

14-20 Minutes of the Regular Board meeting held Tuesday, August 25, 2015 (All Directors – One Vote).
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**

(All Directors – One Vote)

21 **Madge Rudgard**, re Development Variance Permit Application No. PL2015-068 – 1542 Madrona Drive, Electoral Area 'E'.

22 **Wendy Burns**, re Development Variance Permit Application No. PL2015-068 – 1542 Madrona Drive, Electoral Area 'E'.

23-24 **June Ross, Vancouver Island Water Watch Coalition**, re Challenges and Opportunities for Regional Water Resources.

25 **Paul Turner**, re Development Variance Permit Application No. PL2015-101 – 3216 Bay Road, Electoral Area 'H'.
- 6. UNFINISHED BUSINESS**

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

7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE

26-29 Minutes of the Electoral Area Planning Committee meeting held Tuesday, September 8, 2015 (For Information) (All Directors – One Vote).

COMMUNICATIONS/CORRESPONDENCE

(All Directors – One Vote)

Nigel and Annerose Lutz, re Property at 1417 Pilot Way, Electoral Area 'E'.

That the correspondence received from Nigel and Annerose Lutz regarding the property at 1417 Pilot Way, Electoral Area 'E', be received.

Klaus and Elizabeth Schmitt, re Development Variance Permit Application No. PL2015-098 – 2957 Dolphin Drive, Electoral Area 'E'.

That the correspondence received from Klaus and Elizabeth Schmitt regarding Development Variance Permit Application No. PL2015-098 – 2957 Dolphin Drive, Electoral Area 'E', be received.

DEVELOPMENT PERMIT

30-31 **Development Permit Application No. PL2015-109 – 1421 and 1429 Greig Road, Electoral Area 'G'** (Electoral Area Directors, except EA 'B' – One Vote).

1. *That the Board receive the corrected Attachment 2 – Terms and Conditions of Permit, for Development Permit Application No. PL2015-109.*
2. *That Development Permit Application No. PL2015-109 to permit the construction of an addition to each of the two existing dwelling units on the subject property be approved subject to the conditions outlined in Attachments 2 and 3.*

DEVELOPMENT VARIANCE PERMIT

Development Variance Permit Application No. PL2015-068 – 1542 Madrona Drive, Electoral Area ‘E’ (Electoral Area Directors, except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Variance Permit Application No. PL2015-068 – 1542 Madrona Drive, Electoral Area ‘E’.

That Development Variance Permit Application No. PL2015-068 to permit the extensive renovation and expansion of a dwelling unit and the construction of a freestanding deck be approved subject to the conditions outlined in Attachments 2 to 4.

Development Variance Permit Application No. PL2015-098 – 2957 Dolphin Drive, Electoral Area ‘E’ (Electoral Area Directors, except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Variance Permit Application No. PL2015-098 – 2957 Dolphin Drive, Electoral Area ‘E’.

That Development Variance Permit Application No. PL2015-098 to permit the construction of a deck be approved subject to the conditions outlined in Attachments 2 and 3.

Development Variance Permit Application No. PL2015-101 – 3216 Bay Road, Electoral Area ‘H’ (Electoral Area Directors, except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Variance Permit Application No. PL2015-101 – 3216 Bay Road, Electoral Area ‘H’.

That Development Variance Permit Application No. PL2015-101 to increase the maximum floor area of an accessory building be approved subject to the conditions outlined in Attachments 2 to 4.

Development Variance Permit Application No. PL2015-103 – 2160 Spurs Road, Electoral Area ‘E’ (Electoral Area Directors, except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Variance Permit Application No. PL2015-103 – 2160 Spurs Road, Electoral Area ‘E’.

That Development Variance Permit Application No. PL2015-103 to reduce the side yard setback from 8.0 metres to 2.0 metres for a covered riding ring be approved subject to the conditions outlined in Attachments 2 to 4.

ZONING AMENDMENT

32-41

Zoning Amendment Application No. PL2015-062 – 921 & 925 Fairdowne Road, Electoral Area 'F' – Amendment Bylaw No. 1285.25, 2015 – 1st and 2nd Reading
(Electoral Area Directors, except EA 'B' – One Vote).

1. *That the Summary of the Public Information Meeting held on June 25, 2015, be received.*
2. *That the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 1285.25 being considered for adoption.*
3. *That "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.25, 2015", be introduced and read two times.*
4. *That the Public Hearing on "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.25, 2015" be chaired by Director Fell or his alternate.*

7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE

42-48

Minutes of the Committee of the Whole meeting held Tuesday, September 8, 2015 (For Information) (All Directors – One Vote).

COMMUNICATION/CORRESPONDENCE

(All Directors – One Vote)

Patrick C. Livolsi, Ministry of Transportation and Infrastructure, re New Building Canada Fund N20102 – San Pareil Water System – Treatment Upgrades.

That the correspondence received from Patrick Livolsi, Ministry of Transportation and Infrastructure, regarding the New Building Canada Fund Project #N20102 for the San Pareil Water System treatment upgrades be received.

Beverly Marshall, Arrowsmith Search and Rescue Society, re Appreciation of RDN Support.

That the correspondence received from Beverly Marshall, Arrowsmith Search and Rescue Society, regarding appreciation of Regional District of Nanaimo support be received.

Doug Shorter, Industry Canada, re Follow-up on RDN Board resolution requesting Industry Canada withhold approval of the Telus antenna structure proposal for 1421 Sunrise Drive, pending further public consultation.

That the correspondence received from Doug Shorter, Industry Canada, regarding follow-up on Regional District of Nanaimo Board resolution requesting Industry Canada withhold approval of the Telus antenna structure proposal for 1421 Sunrise Drive, pending further public consultation, be received.

Laurie Gourlay and Jackie Moad, re Thistledown Farm.

That the correspondence received from Laurie Gourlay and Jackie Moad regarding Thistledown Farm be received.

FINANCE

2016 - 2020 Financial Plan Schedule (All Directors – One Vote).

*This Item to be considered under Administrator's Reports - '2016 - 2020 Financial Plan Schedule – REVISED'

MOVED Director Veenhof, SECONDED Director Lefebvre, that the following schedule for the review and adoption of the 2016 to 2020 Financial Plan be approved:

<i>November 10 & 17, 2015</i>	<i>Information seminars to Board for 2016 preliminary budget & business plans</i>
<i>November 24, 2015</i>	<i>Presentation of 2016 preliminary budget at Board</i>
<i>February 2 & 4, 2016</i>	<i>Information seminars to Board for 2016 to 2020 Financial Plan</i>
<i>February 9, 2016</i>	<i>Presentation of 2016 to 2020 Financial Plan at Committee of the Whole</i>
<i>February 16, 2016</i>	<i>Publication of budget edition of Regional Perspectives</i>
<i>March 8, 2016</i>	<i>Introduce bylaw to adopt the 2016 to 2020 Financial Plan</i>
<i>March 22, 2016</i>	<i>Adopt Financial Plan Bylaw</i>

CORPORATE SERVICES

ADMINISTRATION

49-50

Gabriola Island Recreation Service Loan Authorization Bylaw No. 1735, 2015.

(All Directors – Weighted Vote)

1. *That "Gabriola Island Recreation Service Loan Authorization Bylaw No. 1735, 2015" 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 to obtain the assent of the electors of the Gabriola Island Recreation Local Service Area for borrowing \$455,000 to purchase lands for recreation and park purposes, and, that the question be as follows:*

"Are you in favour of the Regional District of Nanaimo adopting Bylaw No. 1735 to authorize the borrowing of up to \$455,000 to purchase lands for recreation and park purposes?"

3. *That the Board approve the synopsis of Bylaw No. 1735 for the publication of notices associated with the referendum as follows:*

"Bylaw No. 1735 - "Gabriola Island Recreation Service Loan Authorization Bylaw No. 1735, 2015" — 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 \$455,000 over 20 years to purchase lands for recreation and park purposes in the Gabriola Island Recreation Local Service Area."

4. *That Jacquie Hill, Manager of Administrative Services, be appointed as the Chief Election Officer and Matt O'Halloran, Legislative Coordinator, be appointed as the Deputy Chief Election Officer for the purpose of conducting this referendum.*

TRANSPORTATION AND SOLID WASTE

TRANSIT

51-52

Gabriola Island Transit Contribution Service Establishment Bylaw No. 1734, 2015
(All Directors – One Vote).

1. *That "Gabriola Island Transit Contribution Service Establishment Bylaw No. 1734, 2015" be introduced and read three times and be forwarded to the Inspector of Municipalities for approval.*
2. *That the Regional District proceed to referendum to obtain the assent of the electors of Electoral Area 'B' to establish a Transit Contribution Service and that the referendum question be as follows:*

"Are you in favour of the Regional District of Nanaimo adopting Bylaw No. 1734 to provide for the following:

- *establishing the "Transit Contribution Service" within Electoral Area 'B' to provide for a contribution towards a system of public transit in Electoral Area 'B'; and*
 - *annually requisitioning up to a maximum of the greater of \$250,000 or \$0.25 per \$1,000 of net taxable value of land and improvements to pay for the service?"*
3. *That the Board approve the synopsis of Bylaw No. 1734 for the publication of notices associated with the referendum as follows:*

"Bylaw No. 1734 – "Gabriola Island Transit Contribution Service Establishment Bylaw No. 1734, 2015" — This bylaw provides for the following:

- *establishing a service to provide for a contribution towards a system of public transit in Electoral Area 'B';*
 - *establishing the boundaries of the service area to be Electoral Area 'B'; and*
 - *annually requisitioning up to a maximum of the greater of \$250,000 or \$0.25 per \$1,000 of net taxable value of land and improvements in the service area to pay for the service."*
4. *That Jacquie Hill, Manager of Administrative Services, be appointed as the Chief Election Officer and Matt O'Halloran, Legislative Coordinator, be appointed as the Deputy Chief Election Officer for the purpose of conducting this referendum.*

Compressed Natural Gas Buses (All Directors, except Electoral Areas 'B' and 'F' – Weighted Vote).

That the Board approve the replacement of 24 diesel buses with 24 compressed natural gas buses.

SOLID WASTE

Regional Landfill Bird Control Contract Award (All Directors – Weighted Vote).

That the Board award the contract for Bird Control services at the Regional Landfill to Pacific Coast Raptors for a period of three years commencing October 5, 2015 at a total cost of \$277,980.

REGIONAL AND COMMUNITY UTILITIES

WATER AND UTILITIES

Challenges and Opportunities for Regional Water Resources.

(All Directors – One Vote)

1. *That the Board direct staff to work with the region's partners, including municipalities and First Nations, to develop a regional water governance model proposal for the Board's consideration.*

(Electoral Areas 'A', 'E', 'F', 'G' – Weighted Vote)

2. *That the Board direct staff to develop recommendations for water pricing and regulation changes to the eight Regional District of Nanaimo (RDN) operated water service areas that reflect water conservation priorities.*

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

3. *That the Board direct staff to update water requirements for subdivision and development under Bylaw No. 500 for the Board's consideration.*

(All Directors – One Vote)

4. *That the Board direct staff to work with member municipalities and other water purveyors to review standardized regional drought communication protocols and water restrictions policies for the Board's consideration.*

Whiskey Creek Water Service Area, Potential Groundwater Supply — Crown Land Application (All Directors – One Vote).

That the Board direct staff to proceed with an application for Crown Land Nominal Rent Tenure related to the investigation and development of a groundwater supply source for the Whiskey Creek Water Service Area.

STRATEGIC AND COMMUNITY DEVELOPMENT

BUILDING, BYLAW, AND EMERGENCY PLANNING

53-55

Animal Control Amendment Bylaw No. 941.05, 2015, and Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.04, 2015.

(All Directors – One Vote – 2/3)

1. *That Regional District of Nanaimo "Animal Control Amendment Bylaw No. 941.05, 2015" be introduced and read three times.*
2. *That Regional District of Nanaimo "Animal Control Amendment Bylaw No. 941.05, 2015" be adopted.*

(All Directors – One Vote – 2/3)

3. *That "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.04, 2015" be introduced and read three times.*
4. *That "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.04, 2015" be adopted.*

Lot 8 Horne Lake Road (Island Pallets), Electoral Area 'H' — Unsightly Premises (All Directors – One Vote).

Property owners wishing to speak Lot 8 Horne Lake Road (Island Pallets), Electoral Area 'H' — Unsightly Premises.

That the Board, pursuant to Unsightly Premises Regulatory Bylaw No. 1073, 1996, directs the owner of Lot 8 DD 51006N District Lot 90 Newcastle District Plan 1874 Except Part In Plan VIP63298 (Horne Lake Road), to remove the accumulation of derelict vehicles, discarded automobile parts including semitrailers, assorted household garbage, disused construction materials, intact or broken pallets, metal & cargo netting from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo or its agents at the owner's cost.

545 Ackerman Road, Electoral Area 'G' — Unsightly Premises (All Directors – One Vote).

Property owners wishing to speak to 545 Ackerman Road, Electoral Area 'G' — Unsightly Premises.

That the Board, pursuant to Unsightly Premises Regulatory Bylaw No. 1073, 1996, directs the owners of Lot 1, District Lot 81, Nanoose District, Plan 25321 (545 Ackerman Road), to remove the accumulation of derelict vehicles, derelict boats, discarded automobile parts and assorted household garbage, from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo or its agents at the owner's cost.

EXTERNAL BOARDS

Englishman River Water Service Management Board.

Minutes of the Englishman River Water Service Management Board meeting held Thursday, July 30, 2015 (All Directors – One Vote).

That the minutes of the Englishman River Water Service Management Board meeting held Thursday, July 30, 2015, be received for information.

Englishman River Water Service Revised 2015 – 2019 Financial Plan (Parksville, Electoral Areas 'E', 'G' – Weighted Vote).

That the Englishman River Water Service Revised 2015-2019 Financial Plan be adopted.

8. SCHEDULED STANDING, ADVISORY, AND SELECT COMMITTEES

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

56-57

Minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held Monday, June 29, 2015 (For Information) (All Directors – One Vote).

Sustainability Select Committee

58-60 Minutes of the Sustainability Select Committee meeting held Tuesday, September 15, 2015 (For Information) (All Directors – One Vote).

61-72 **Release of Corporate Climate Action Reserve Funds** (All Directors – Weighted Vote).

1. *That up to \$25,000 be released from the Corporate Climate Action Reserve Fund for a heat recovery system at the Oceanside Place arena.*
2. *That up to \$15,000 be released from the Corporate Climate Action Reserve Fund for a comprehensive energy assessment of the Ravensong Aquatic Centre.*
3. *That up to \$90,000 be released from the Corporate Climate Action Reserve Fund for up to nine energy assessments and follow-up improvements at each rural fire hall owned by the Regional District of Nanaimo.*
4. *That up to \$8,000 be released from the Corporate Climate Action Reserve Fund to support the purchase of a gas-electric hybrid vehicle for the Building Inspection Service.*

9. ADMINISTRATOR'S REPORTS

73-77 **Results of Alternative Approval Process – Bylaw 1725** (All Directors – One Vote).

78-83 **Zoning Amendment Application No. PL2013-113 – 4320 Garrod Road, Electoral Area 'H' – Bylaw 500.395 – Adoption** (Electoral Area Directors, Except EA 'B' – One Vote).

84-85 **2016-2020 Financial Plan Schedule – REVISED** (All Directors – One Vote).

86-87 **RDN Support Structure for Fire Service Areas Consultant Agreement** (All Directors – One Vote).

10. ADDENDUM

11. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

12. NEW BUSINESS

13. IN CAMERA

That pursuant to Sections 90 (1) (e), (i) and (m) of the Community Charter the Board proceed to an In Camera Meeting for discussions related to land acquisition, solicitor-client privilege, and third-party business interests.

14. ADJOURNMENT

Re: Report from Gabriola Museum

From: Diane Cornish
Sent: Friday, September 04, 2015 10:53 AM
Subject: Re: Report from Gabriola Museum

Would you please put the Gabriola Museum on the agenda for the September 29 meeting?

From: Diane Cornish
Date: 4 September 2015 at 06:57
Subject: Report from Gabriola Museum

Under the Agreement between the Gabriola Museum and the RDN, we need to report on our activities. Can you tell me when the next meeting is? As I will be out of the country, I am hoping there is one at the end of September.

Thanks,

Diane Cornish
President, GHMS

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR BOARD MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, AUGUST 25, 2015 AT 7:00 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	Chairperson
Director C. Haime	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director B. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director I. Thorpe	City of Nanaimo
Alternate	
Director D. Brennan	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach

Regrets:

Director B. McKay	City of Nanaimo
Director W. Pratt	City of Nanaimo
Director B. Yoachim	City of Nanaimo

Also in Attendance:

T. Osborne	A/Chief Administrative Officer
J. Hill	A/Director of Corporate Services
W. Idema	Director of Finance
R. Alexander	Gen. Mgr. Regional & Community Utilities
G. Garbutt	Gen. Mgr. Strategic & Community Development
L. Gardner	A/Gen. Mgr. Transportation & Solid Waste
M. O'Halloran	Legislative Coordinator
C. Golding	Recording Secretary

CALL TO ORDER

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

The Chairperson welcomed Alternate Director Brennan to the meeting.

DELEGATIONS

Erin Pollock, Sgt. Sheryl Armstrong, Nanaimo RCMP Victim Services, re Annual presentation to the RDN.

Erin Pollock and Sgt. Sheryl Armstrong provided an update regarding the support provided to the community in 2014, advised the Board of the increasing services requested of the program following the expansion of the definition of victim in the Canadian Victim Bill of Rights, and asked the Board to increase funding to \$10,000.

BOARD MINUTES

Minutes of the Regular Board meeting held Tuesday, July 28, 2015.

- 15-595 MOVED Director Lefebvre, SECONDED Director Westbroek, that the minutes of the Regular Board meeting held Tuesday, July 28, 2015, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Gary Paget, Gary MacIsaac, Green Communities Committee, re Successful Efforts to Measure and Reduce Corporate Greenhouse Gas Emissions for the 2014 Reporting Year.

- 15-596 MOVED Director Lefebvre, SECONDED Director Houle, that the correspondence received from Gary Paget and Gary MacIsaac, Green Communities Committee, regarding successful efforts to measure and reduce corporate greenhouse gas emissions for the 2014 reporting year be received.

CARRIED

Nigel and Annerose Lutz, re Property at 1417 Pilot Way, Electoral Area 'E'.

- 15-597 MOVED Director Lefebvre, SECONDED Director Houle, that the correspondence received from Nigel and Annerose Lutz regarding the property at 1417 Pilot Way, Electoral Area 'E' be received.

CARRIED

Ian Porter, Seacliff Properties, re Fairwinds Community and Resort.

- 15-598 MOVED Director Lefebvre, SECONDED Director Houle, that the correspondence received from Ian Porter, Seacliff Properties, regarding Fairwinds Community and Resort be received.

CARRIED

Paul Grinder, Arrowsmith Parks and Land-Use Council, re Development and Carrying Capacity.

- 15-599 MOVED Director Lefebvre, SECONDED Director Houle, that the correspondence received from Paul Grinder, Arrowsmith Parks and Land-Use Council, regarding development and carrying capacity be received.

CARRIED

Patrick C. Livolsi, Ministry of Transportation and Infrastructure, re New Building Canada Fund – Small Communities Fund – Project #N20103 – Whiskey Creek Water System Treatment.

- 15-600 MOVED Director Lefebvre, SECONDED Director Houle, that the correspondence received from Patrick Livolsi, Ministry of Transportation and Infrastructure, regarding the New Building Canada Fund – Small Communities Fund – Project #N20103 for the Whiskey Creek Water System treatment be received.

CARRIED

Patrick C. Livolsi, Ministry of Transportation and Infrastructure, re New Building Canada Fund – Small Communities Fund – Project #N20112 – Greater Nanaimo Pollution Control Centre Secondary Treatment Upgrades: Centrifuge and Polymer System.

- 15-601 MOVED Director Lefebvre, SECONDED Director Houle, that the correspondence received from Patrick Livolsi, Ministry of Transportation and Infrastructure, regarding the New Building Canada Fund – Small Communities Fund – Project #N20112 for the Greater Nanaimo Pollution Control Centre secondary treatment upgrades to the centrifuge and polymer system be received.

CARRIED

Patrick C. Livolsi, Ministry of Transportation and Infrastructure, re New Building Canada Fund – Small Communities Fund – Project #N20113 – French Creek Pollution Control Centre: Interceptor and Pump Station Upgrades.

- 15-602 MOVED Director Lefebvre, SECONDED Director Houle, that the correspondence received from Patrick Livolsi, Ministry of Transportation and Infrastructure, regarding the New Building Canada Fund – Small Communities Fund – Project #N20113 for the French Creek Pollution Control Centre interceptor and pump station upgrades be received.

CARRIED

STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES & RECOMMENDATIONS

ELECTORAL AREA PLANNING COMMITTEE

Minutes of the Special Electoral Area Planning Committee meeting held Tuesday, July 28, 2015.

- 15-603 MOVED Director Veenhof, SECONDED Director Lefebvre, that the minutes of the Special Electoral Area Planning Committee meeting held Tuesday, July 28, 2015, be received for information.

CARRIED

REPORTS

Development Permit Application No. PL2015-053 – Martindale Road, Electoral Area ‘G’.

- 15-604 MOVED Director Veenhof, SECONDED Director Fell, that Development Permit Application No. PL2015-053 to permit a single family dwelling be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

Development Permit Application No. PL2015-069 – 1566 River Crescent, Electoral Area ‘G’.

- 15-605 MOVED Director Veenhof, SECONDED Director Fell, that Development Permit Application No. PL2015-069 to permit the siting of a dwelling unit be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

Development Permit with Variance Application No. PL2015-075 – 3680 Jingle Pot Road, Electoral Area 'C'.

- 15-606 MOVED Director Young, SECONDED Director McPherson, that Development Permit with Variance Application No. PL2015-075 to permit the construction of an accessory garage be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

SCHEDULED STANDING, ADVISORY, AND SELECT COMMITTEES

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

Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Wednesday, June 10, 2015.

- 15-607 MOVED Director Fell, SECONDED Director Lefebvre, that the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Wednesday, June 10, 2015, be received for information.

CARRIED

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

Minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, June 22, 2015.

- 15-608 MOVED Director Young, SECONDED Director Fell, that the minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, June 22, 2015, be received for information.

CARRIED

ADMINISTRATOR'S REPORTS

Operating Results for the Period Ending June 30, 2015.

- 15-609 MOVED Director Veenhof, SECONDED Director Westbroek, that the summary report of financial results from operations to June 30, 2015, be received for information.

CARRIED

2015 Service Area Work Plan Projects and Activities Update.

- 15-610 MOVED Director Veenhof, SECONDED Director Brennan, that the Board receive the progress report on the status of the 2015 Service Area Work Plan projects and activities, for information.

CARRIED

Appointment of Animal Control Officer – Craig Dishkin.

- 15-611 MOVED Director Veenhof, SECONDED Director McPherson, that Mr. Craig Dishkin 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

Zoning Amendment Application No. PL2014-034 – Bylaw 500.394 – 1032 Robertson Boulevard, Electoral Area ‘G’.

- 15-612 MOVED Director Veenhof, SECONDED Director Rogers, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.394, 2014" be adopted.

CARRIED

Zoning Amendment Application No. PL2013-113 – Bylaw 500.395 – 4320 Garrod Road, Electoral Area ‘H’.

- 15-613 MOVED Director Veenhof, SECONDED Director Rogers, that the report of the Public Hearing held on August 10, 2015, for "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.395, 2015" be received.

CARRIED

- 15-614 MOVED Director Veenhof, SECONDED Director Rogers, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.395, 2015" be read a third time.

CARRIED

Consulting Engineering for Operational Projects for Wastewater Services – Two-Year Standing Offer.

- 15-615 MOVED Director Lefebvre, SECONDED Director Veenhof, that the Board authorize staff to sign an agreement with AECOM Canada Ltd. for provision of consulting engineering services for operational projects for the Wastewater Services department for a two-year term.

CARRIED

Parksville Works Yard / Englishman River Water Service (ERWS) Lands – Co-Owners Agreement.

- 15-616 MOVED Director Lefebvre, SECONDED Director Veenhof, that the report from the Chief Administrative Officer be received.

CARRIED

- 15-617 MOVED Director Veenhof, SECONDED Director Houle, that the Regional District of Nanaimo Chair and Corporate Officer be authorized to sign the Co-Owners Agreement between the Regional District of Nanaimo and the City of Parksville for Lot B of the proposed subdivision of Lot 4, Block 564, Nanoose District, Plan 49409 and Lot 1, Block 564, Nanoose District, Plan 21736 as described in the attached Schedule A to this report.

CARRIED

Village Way Design Budget Increase – Electoral Area ‘B’ Community Works Funds.

- 15-618 MOVED Director Houle, SECONDED Director Thorpe, that an additional \$30,000 of Electoral Area ‘B’ Community Works Fund Program funds be allocated to the Gabriola Village Way project in order to complete the Phase I design plan.

CARRIED

Sub Licence of MoTI Road Use Permit – Extension & District Recreation Commission Playground.

- 15-619 MOVED Director Young, SECONDED Director McPherson, that the Sub Licence Agreement between Extension and District Recreation Commission Society and the Regional District of Nanaimo be approved for the placement of a playground structure on a section of Ministry of Transportation and Infrastructure right of way.

CARRIED

Greater Nanaimo Pollution Control Centre Treated Effluent Outfall Repair.

- 15-620 MOVED Director Bestwick, SECONDED Director Haime, that the Board directs staff to proceed immediately with installation and commissioning of the new land portion of the Greater Nanaimo Pollution Control Centre (GNPCC) outfall, through Morningside Park.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Nigel and Annerose Lutz, re Property at 1417 Pilot Way, Electoral Area 'E'.

- 15-621 MOVED Director Rogers, SECONDED Director Fell, that the correspondence from Nigel and Annerose Lutz be referred to the Electoral Area Planning Committee for review and consideration.

CARRIED

IN CAMERA

- 15-622 MOVED Director Brennan, SECONDED Director Lefebvre, that pursuant to Section 90(1)(e) of the *Community Charter* the Board proceed to an In Camera Meeting for discussions related to land acquisition.

CARRIED

TIME: 7:42 PM

RISE AND REPORT

Land Purchase Contract for Community Parklands – Paisley Place, EA 'B'.

- 15-623 MOVED Director Houle, SECONDED Director Kipp, that the Purchase Contract as attached in Appendix II between the Regional District of Nanaimo and Emcon Services Inc. for Lots 1, 2 and 4, Paisley Place, Gabriola Island, B.C. be approved with an amendment to section 4.1 (c) with the addition of the words "recreation and" before the words "park purposes".

CARRIED

- 15-624 MOVED Director Houle, SECONDED Director Kipp, that staff be directed to develop a borrowing bylaw under the Gabriola Island Recreation Services function for approval of the electors.

CARRIED

- 15-625 MOVED Director Houle, SECONDED Director Kipp, that the term for the borrowing of the acquisition costs be over a twenty-year amortization period.

CARRIED

- 15-626 MOVED Director Houle, SECONDED Director Kipp, that if the land is acquired, any development and operational costs related to community and trails use are to be funded through the Electoral Area 'B' Community Parks function and any capital and operational costs for recreation facilities on site are to be funded through the Gabriola Island Recreation Services function.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 8:08 PM

CHAIRPERSON

CORPORATE OFFICER

From: Madge Rudgard
Sent: Wednesday, September 16, 2015 10:50 AM
Subject: Development Variance Permit

To Whom It May Concern:

This letter is to submit a request to attend the regular meeting of the Board of the Regional District of Nanaimo, at 7:00 p.m. on Tuesday, September 29th., 2015, to protest the issuance of a Development Variance Permit to 1542 Madrona Drive, Nanoose Bay, for the extension of the deck into Georgia Strait beyond 15.0 meters , as required at present. The current deck on this property extends way beyond the allowed distance back from the shoreline, which I believe was established at or about 1990.

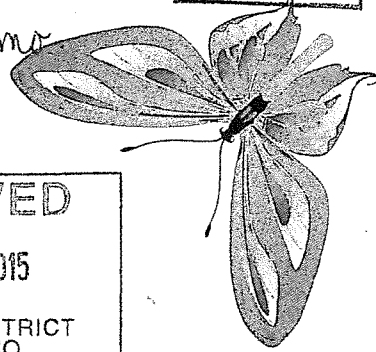
When we replaced our deck on the waterside of 1550 Madrona Drive, in 1991, our building permit required us to be a minimum of 30 feet back from the bank, overlooking the Bay. The proposed plan, for what I understand is to be a new building on the property of 1542 Madrona, will include an extended deck that will obstruct considerably the view of neighbours to the north and north-west of that property. Therefore, we are NOT in favour of granting this Development Variance Permit.

Sincerely,

Bryan and Madge Rudgard.
(owners of 1550 Madrona Drive)

Scanned

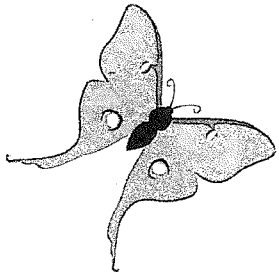
Regional District of Nanaimo
Planning Dept
6300 Hammond Bay Road
Nanaimo BC
V9T6N2



RECEIVED
SEP 17 2015
REGIONAL DISTRICT
of NANAIMO

Dear Sir, re Notice of Development
variance
Permit Application NPL2015-
068
1542 Madrona Drive
Electoral Area "E".

The house now existing on this
lot has always been non-conforming
I had always hoped that new
construction would correct that
incorrectness. As a property
owner I am expected to follow the
rules and I expect other to do
the same.



250.468.9703
Sincerely Wendy Burns.
1552 Madrona Dr.,
Nanaimo BC

From: June Ross

Sent: Sunday, September 20, 2015 8:10 PM

Subject: TO THE CHAIRPERSON AND BOARD OF THE REGIONAL DISTRICT OF NANAIMO

Greetings to Chairperson Stanhope and Regional District of Nanaimo Board Members,

I have been asked to write to you on behalf of Vancouver Island Water Watch Coalition prior to your September 29th Board meeting where you will be dealing with the four recommendations under Challenges and Opportunities for Regional Water Resources. These recommendations were first passed at your September 8th Committee of the Whole Meeting. Those recommendations are:

1. That the Board direct staff to work with the region's partners, including municipalities and First Nations, to develop a regional water governance model proposal for the Board's consideration.
2. That the Board direct staff to develop recommendations for water pricing and regulation changes to the eight Regional District of Nanaimo (RDN) operated water service areas that reflect water conservation priorities.
3. That the Board direct staff to update water requirements for subdivision and development under Bylaw No. 500 for the Board's consideration.
4. That the Board direct staff to work with member municipalities and other water purveyors to review standardized regional drought communication protocols and water restrictions policies for the Board's consideration.

There are several points we wish to make and we are hopeful you will consider our comments as constructive and take them into consideration during your debate of the issues on September 29th.

At the outset, we advise we are aware, thanks to your mapping process, that there are seven watershed areas within the Regional District.

In Item (1) could you please define the word "partners"? VIWWC considers itself to be a valuable partner in all water-related items, especially in the protection of drinking watersheds and would like to be included within the development of the model.

In Item (2), the use of the phrase "water pricing" should be reviewed and reconsidered as water is a human right as recognized by the United Nations under Resolution 64/292 wherein the United Nations General Assembly explicitly recognized the human right to water and acknowledged that clean drinking water is essential to the realization of all human rights and is not a commodity.

That being said, the Regional District of Nanaimo may mean valuing water or its delivery in accordance with paying for the infrastructure and operating costs? If that is the case then a more appropriate phrase may need to be considered?

Concerning Item (4), VIWWC feels the wording should be more specific rather than generalized. For example, the Regional District of Nanaimo seems to have concentrated on areas from Nanoose northward, plus some investigation into the Cedar area, but appears to have neglected the Nanaimo River and Nanaimo watershed area(s). VIWWC would like to know if the intent is to include Nanaimo's drinking watersheds within what is being proposed and would appreciate clarification on this matter from you along with some change in the wording of Item (4) to reflect the actual intent.

With thanks in advance for taking the time to read our thoughts and for your consideration of our suggestions.

For your information, I have bcc'd the Core Group of Vancouver Island Water Watch Coalition.

Sincerely,
June Ross
Acting Chair - VIWWC
Editor - www.vancouverislandwaterwatchcoalition.ca

From: Paul Turner - Windward Homes
Sent: September 21, 2015 10:54 AM
Subject: permit application #pl2015-101

Dear Sirs

My name is Paul Turner and I am the owner of 138 Bay Road. I received the application for a variance on 3216 Bay Road to increase the floor area of accessory buildings to allow for a boat shed to be built. Please have it on record that I have no objections to allow for this. Thankyou.
Paul Turner

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, SEPTEMBER 8, 2015 AT 6:30 PM IN THE
RDN BOARD CHAMBERS

In Attendance:

Director B. Veenhof Alternate	Chairperson
Director K. Wilson	Electoral Area A
Director M. Young Alternate	Electoral Area C
Director K. Lowe	Electoral Area E
Director J. Fell	Electoral Area F
Director J. Stanhope	Electoral Area G

Regrets:

Director A. McPherson	Electoral Area A
Director B. Rogers	Electoral Area E

Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
J. Harrison	Director of Corporate Services
R. Alexander	Gen. Mgr. Regional & Community Utilities
G. Garbutt	Gen. Mgr. Strategic & Community Development
D. Trudeau	Gen. Mgr. Transportation & Solid Waste
J. Holm	Mgr. Current Planning
C. Golding	Recording Secretary

CALL TO ORDER

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

The Chairperson welcomed Alternate Directors Wilson and Lowe to the meeting.

DELEGATIONS

Nigel Lutz, Joe Ringwald, re Property at 1417 Pilot Way, Electoral Area 'E'.

Nigel Lutz expressed his wish to re-locate a cottage to his property and asked the Committee for an exemption to the building code to allow him to do this.

ELECTORAL AREA PLANNING COMMITTEE MINUTES

Minutes of the Regular Electoral Area Planning Committee meeting held Tuesday, July 14, 2015.

MOVED Director Stanhope, SECONDED Director Fell, that the minutes of the Regular Electoral Area Planning Committee meeting held Tuesday, July 14, 2015, be adopted.

CARRIED

Minutes of the Special Electoral Area Planning Committee meeting held Tuesday, July 28, 2015.

MOVED Director Stanhope, SECONDED Director Fell, that the minutes of the Special Electoral Area Planning Committee meeting held Tuesday, July 28, 2015, be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Nigel and Annerose Lutz, re Property at 1417 Pilot Way, Electoral Area 'E'.

MOVED Director Stanhope, SECONDED Director Young, that the correspondence received from Nigel and Annerose Lutz regarding the property at 1417 Pilot Way, Electoral Area 'E', be received.

CARRIED

Klaus and Elizabeth Schmitt, re Development Variance Permit Application No. PL2015-098 – 2957 Dolphin Drive, Electoral Area 'E'.

MOVED Director Stanhope, SECONDED Director Young, that the correspondence received from Klaus and Elizabeth Schmitt regarding Development Variance Permit Application No. PL2015-098 – 2957 Dolphin Drive, Electoral Area 'E', be received.

CARRIED

DEVELOPMENT PERMIT

Development Permit Application No. PL2015-109 – 1421 and 1429 Greig Road, Electoral Area 'G'.

MOVED Director Stanhope, SECONDED Director Fell, that Development Permit Application No. PL2015-109 to permit the construction of an addition to each of the two existing dwelling units on the subject property be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

DEVELOPMENT VARIANCE PERMIT

Development Variance Permit Application No. PL2015-068 – 1542 Madrona Drive, Electoral Area 'E'.

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

CARRIED

MOVED Director Lowe, SECONDED Director Fell, that Development Variance Permit Application No. PL2015-068 to permit the extensive renovation and expansion of a dwelling unit and the construction of a freestanding deck be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

Development Variance Permit Application No. PL2015-098 – 2957 Dolphin Drive, Electoral Area 'E'.

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

CARRIED

MOVED Director Lowe, SECONDED Director Stanhope, that Development Variance Permit Application No. PL2015-098 to permit the construction of a deck be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

Development Variance Permit Application No. PL2015-101 – 3216 Bay Road, Electoral Area 'H'.

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

CARRIED

MOVED Director Stanhope, SECONDED Director Young, that Development Variance Permit Application No. PL2015-101 to increase the maximum floor area of an accessory building be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

Development Variance Permit Application No. PL2015-103 – 2160 Spurs Road, Electoral Area 'E'.

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

CARRIED

MOVED Director Lowe, SECONDED Director Fell, that Development Variance Permit Application No. PL2015-103 to reduce the side yard setback from 8.0 metres to 2.0 metres for a covered riding ring be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

ZONING AMENDMENT

Zoning Amendment Application No. PL2015-062 – 921 & 925 Fairdowne Road, Electoral Area 'F' – Amendment Bylaw No. 1285.25, 2015 – 1st and 2nd Reading.

MOVED Director Fell, SECONDED Director Young, that the Summary of the Public Information Meeting held on June 25, 2015, be received.

CARRIED

MOVED Director Fell, SECONDED Director Young, that the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 1285.25 being considered for adoption.

CARRIED

MOVED Director Fell, SECONDED Director Young, that "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.25, 2015", be introduced and read two times.

CARRIED

MOVED Director Fell, SECONDED Director Young, that the Public Hearing on "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.25, 2015" be chaired by Director Fell or his alternate.

CARRIED

ADJOURNMENT

MOVED Director Stanhope, SECONDED Director Young, that this meeting be adjourned.

CARRIED

TIME: 6:45 PM

CHAIRPERSON

CORPORATE OFFICER



RDN REPORT		
CAO APPROVAL		
EAP		
COW		
SEP 23 2015		
RHD		
BOARD	✓	

STAFF REPORT

TO: Jeremy Holm
Manager, Current Planning

DATE: September 22, 2015

FROM: Kelsey Chandler
Planning Technician

MEETING: BOARD – September 29, 2015

FILE: PL2015-109

SUBJECT: Development Permit Application No. PL2015-109 – 1421 and 1429 Greig Road, Electoral Area 'G' – Correction to Attachment 2

RECOMMENDATION

That the Board receive the corrected Attachment 2 – Terms and Conditions of Permit, for Development Permit Application No. PL2015-109.

PURPOSE

To correct a typographical error in Condition #4 of Attachment 2, from the staff report on Development Permit Application No. PL2015-109. This report was included with the September 8, 2015 Electoral Area Planning Committee agenda.

BACKGROUND

Condition #4 of Attachment 2, in the above staff report, incorrectly referred to a Section 219 Covenant, dated 'August 19, 2015'. The actual date of the Covenant is August 26, 2015. There are no public notice implications as a result of this error. A recommendation from EAPC to approve Development Permit Application No. PL2015-109, subject to conditions, is included with the September 29 Board Agenda. A corrected Attachment 2 is included with this report.

SUMMARY/CONCLUSIONS

The report to the September 8, 2015 Electoral Area Planning Committee meeting, on Development Permit Application No. PL2015-109, contained a typographical error in condition #4 of Attachment 2. A corrected Attachment 2 is included with this report for the Board's information.

Report Writer

General Manager Concurrence

Manager Concurrence

C.A.O. Concurrence

**Attachment 2
Terms and Conditions of Permit**

The following sets out the terms and conditions of Development Permit No. PL2015-109:

Conditions of Approval:

1. The Flood Construction Level elevations shall be confirmed by a Registered British Columbia Land Surveyor prior to the issuance of a building permit for the property.
2. The proposed development is in substantial compliance with the plans and elevations prepared by Jorgensen/Osmond Ltd., dated July 27, 2015.
3. The subject property shall be developed in accordance with the recommendations contained in the geotechnical report, addendum, and supplemental report prepared by Lewkowich Engineering Associates Ltd. and dated June 17, 2009, August 12, 2009, and August 26, 2015, respectively.
4. Staff shall withhold the issuance of this Permit until the applicant, at the applicant's expense, registers a Section 219 Covenant on the property title containing the supplemental geotechnical report prepared by Lewkowich Engineering Associates Ltd. dated August 26, 2015, and includes a save harmless clause that releases the Regional District of Nanaimo from all losses and damages as a result of the potential hazard.
5. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1285.25**

**A Bylaw to Amend Regional District of Nanaimo
Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002**

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

- A. This Bylaw may be cited as "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.25, 2015".
- B. "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002", is hereby amended as follows:
 - 1. Under **SECTION 4 – ZONES, Comprehensive Development Zones** by adding the following zoning classification and corresponding short title after Section 4.42 CD-19 Springhill Road:

Section 4.43, CD-20 Fairdowne Comprehensive Development
 - 2. By adding Section 4.43, CD-20 Fairdowne Comprehensive Development 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 Lot 16, District Lot 156, Nanoose District, Plan 1964 from Industrial 2 (I-2) to CD-20 Fairdowne Comprehensive Development.

Introduced and read two times this ___ day of _____ 20XX.

Public Hearing held this ___ day of _____ 20XX.

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

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

Adopted this ___ day of _____ 20XX.

Chairperson

Corporate Officer

Schedule '1' to accompany "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.25, 2015".

Chairperson

Corporate Officer

Schedule '1'

CD-20 – Fairdowne Comprehensive Development	SECTION 4.43
---------------------------------------------	--------------

The intent of this zone is to provide land-use and siting requirements for the comprehensive development of the Fairdowne Business Centre within the Bellevue-Church Road area.

4.43.1 Definitions

Notwithstanding Section 5 of this bylaw, for the purpose of this zone the following definitions apply:

Active-use Storage means a building containing separate, individual self-storage units, each with a separate entrance to be rented, leased or sold for the private storage and basic general maintenance of personal goods, materials, motor vehicles and equipment;

Basic General Maintenance does not include welding, painting, stripping, power or pressure washing or other similar activities;

Building Footprint means the sum total horizontal area on a development site used by a building structure, defined by the perimeter of the building plan;

Building Strata Lot means a defined area on a strata plan on which the boundaries are delineated by reference to the floors, walls or ceilings of a building in accordance with the **Strata Property Act**;

Commercial Use means any use or activity prepared, done, or acting with intent of gain or financial profit;

Lot means any parcel, block or other area in which land is held or into which it is created pursuant to the **Land Title Act** or as a result of deposit of a bare land strata plan pursuant to the **Strata Property Act**;

Mezzanine means an intermediate floor assembly between the floor and ceiling of any room or storey that does not exceed 35% of the floor area of the floor below and includes an interior balcony;

Minimum Lot Size means the smallest area into which a lot may be created pursuant to the **Land Title Act** or as a bare land strata plan pursuant to the **Strata Property Act**;

Minimum Building Strata Lot size means the smallest area into which a building strata lot may be created pursuant to the **Strata Property Act**;

Storey means that portion of a building, not including a mezzanine, that is 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 such floor and the ceiling above it;

Subdivision means the division of any parcel, block or other area pursuant to the **Land Title Act** or pursuant to the **Strata Property Act**;

Wash Garage means a building or structure containing equipment and supplies for washing motor vehicles.

4.43.2 Subdivision Regulations

The regulations applicable to the creation of lots within this Zone are as follows:

Categories	Requirements
a) Minimum Lot Size	1.2 ha
b) Minimum Building Strata Lot Size	50 m ²
c) Minimum Lot Frontage	10% of lot perimeter
d) Lot Shape and Configuration	Subdivision of the lands shall be in accordance with and distances may be scaled from Appendix 1

4.43.3 Development Areas

This Zone is divided into Development Areas 1 to 3 as outlined within Appendix 2. Development Areas 1 and 3 contain regulations that stipulate the location of buildings and structures used for Active-use Storage within those Development Areas. Distances may be scaled from Appendix 2.

4.43.4 Permitted Principal Uses

The uses permitted in Development Areas 1 to 3 are as follows:

Development Area 1	Development Area 2	Development Area 3
a) Active-use Storage	<ul style="list-style-type: none"> a) Commercial Card Lock b) Transportation/Trans-shipment Terminal c) Equipment Rental d) Log Home Building e) Manufacturing f) Outdoor Sales g) Warehousing/Wholesaling h) Outdoor Storage i) Mini-Storage 	<ul style="list-style-type: none"> a) Commercial Card Lock b) Transportation/Trans-shipment Terminal c) Equipment Rental d) Log Home Building e) Manufacturing f) Outdoor Sales g) Warehousing/Wholesaling h) Outdoor Storage i) Mini-Storage j) Active-use storage

4.43.5 Permitted Accessory Uses

Where development areas are used for the applicable permitted use, accessory uses permitted in Development Areas 1 to 3 are as follows:

Development Area 1	Development Area 2	Development Area 3
a) Accessory Structures	a) Accessory Buildings and Structures	a) Accessory Buildings and Structures
b) Accessory Office	b) Accessory Office and Retail Sales	b) Accessory Office and Retail Sales
c) Wash Garage	c) Dwelling Unit	
d) Dwelling Unit		

4.43.6 Development Area 1 Regulations Table

The regulations in Column 2 of the following table apply to developments in Development Area 1:

Categories	Requirements
a) Maximum dwelling Unit Density	One Dwelling Unit not greater than 150 m ² in floor area
b) Maximum Lot Coverage	40%
c) Maximum Building and Structure Height	15 metres
d) Maximum number of Storeys	1
e) Maximum number of Mezzanine levels	1
f) Maximum accessory Wash Garage area	120 m ²
g) Maximum permitted Accessory Office units	1
h) Maximum Accessory Office floor area	185 m ²
i) Minimum Setback from i) Front and Exterior Side Lot Lines ii) All Other Lot Lines	4.5 metres 2 metres
j) Minimum Setback from Watercourses	As outlined in Section 2.10
k) General Land Use Regulations	As outlined in Section 4.43.9

4.43.7 Development Area 2 and Development Area 3 Regulations Table

The regulations in Column 2 of the following table apply to developments in Development Area 2 and Development Area 3:

Categories	Requirements
a) Maximum Dwelling Unit Density (Development Area 2 and Development Area 3 combined)	One Dwelling Unit not greater than 150 m ² in floor area
b) Maximum Lot Coverage (Development Area 2 and Development Area 3 combined)	30%
c) Maximum Building and Structure Height	15 metres
l) Maximum number of Storeys if used for Active-use Storage	1
m) Maximum number of Mezzanine levels if used for Active-use Storage	1
d) Minimum Setback from i) Front and Exterior Side Lot Lines ii) All Other Lot Lines	4.5 metres 2 metres
e) Minimum Setback from Watercourses	As outlined in Section 2.10
f) General Land Use Regulations	As outlined in Section 4.43.9

4.43.8 Runoff Control Standards

Notwithstanding Section 2.5 of this bylaw, an owner of land who carries out construction of a paved area or roof area must provide for the disposal of surface runoff and stormwater in accordance with the following:

1. Where a building or structure including a roof area has been constructed or land has been developed to include a paved area or similar impervious surface, the landowner must provide for the discharge of surface runoff and stormwater by ensuring that the surface runoff and stormwater containing Domestic Waste, Trucked Liquid Waste, Flammable or Explosive Waste, Corrosive Waste, High Temperature Waste, pH Waste, and Disinfectant Process Water, is not discharged or disposed of onto the surface of the land or into a stormwater collection channel or watercourse.
2. Where a building or structure including a roof area, has been constructed or land has been developed to include a paved area or similar impervious areas for the parking, maintenance or operation of automobiles or machinery, the landowner must provide for the discharge or disposal of all surface runoff and stormwater into stormwater collection and discharge systems that are designed by a professional engineer and include grease, oil, and sedimentation removal facilities.
3. Where a building or structure including a roof area has been constructed or land has been developed to include a paved area or similar impervious surface, the landowner must ensure

that any stormwater that contains suspended solids in concentrations that would cause the water quality in the watercourse receiving the stormwater to exceed the maximum induced suspended sediments guidelines for aquatic life and wildlife as set out in the most current British Columbia Approved Water Quality Guidelines published by Ministry of Environment is not discharged into a stormwater collection channel or watercourse.

4. Where a building or structure is to be constructed or land is to be developed to include a paved area or similar impervious surface, the owner must provide an assessment report prepared by a professional engineer commenting on all proposed site excavation works to ensure that movement of surface and subsurface soils and excavations shall be designed and completed as to not disturb the impermeable soils protecting the aquifers in the subsurface and that the natural drainage characteristics of the land will be impaired as little as possible.
5. Where a building or structure including a roof area has been constructed or land has been developed to include a paved area or similar impervious surface, the landowner must ensure that no additional surface runoff and stormwater is discharged into the Ministry of Transportation and Infrastructure's drainage system or onto neighbouring properties.
6. Where an oil water separator is required by an engineer as part of a stormwater management plan or collection system, the oil water separator shall be kept in good repair and maintained in accordance with the engineer's recommendations or manufacturer's specifications.

4.43.9 General Zone Regulations

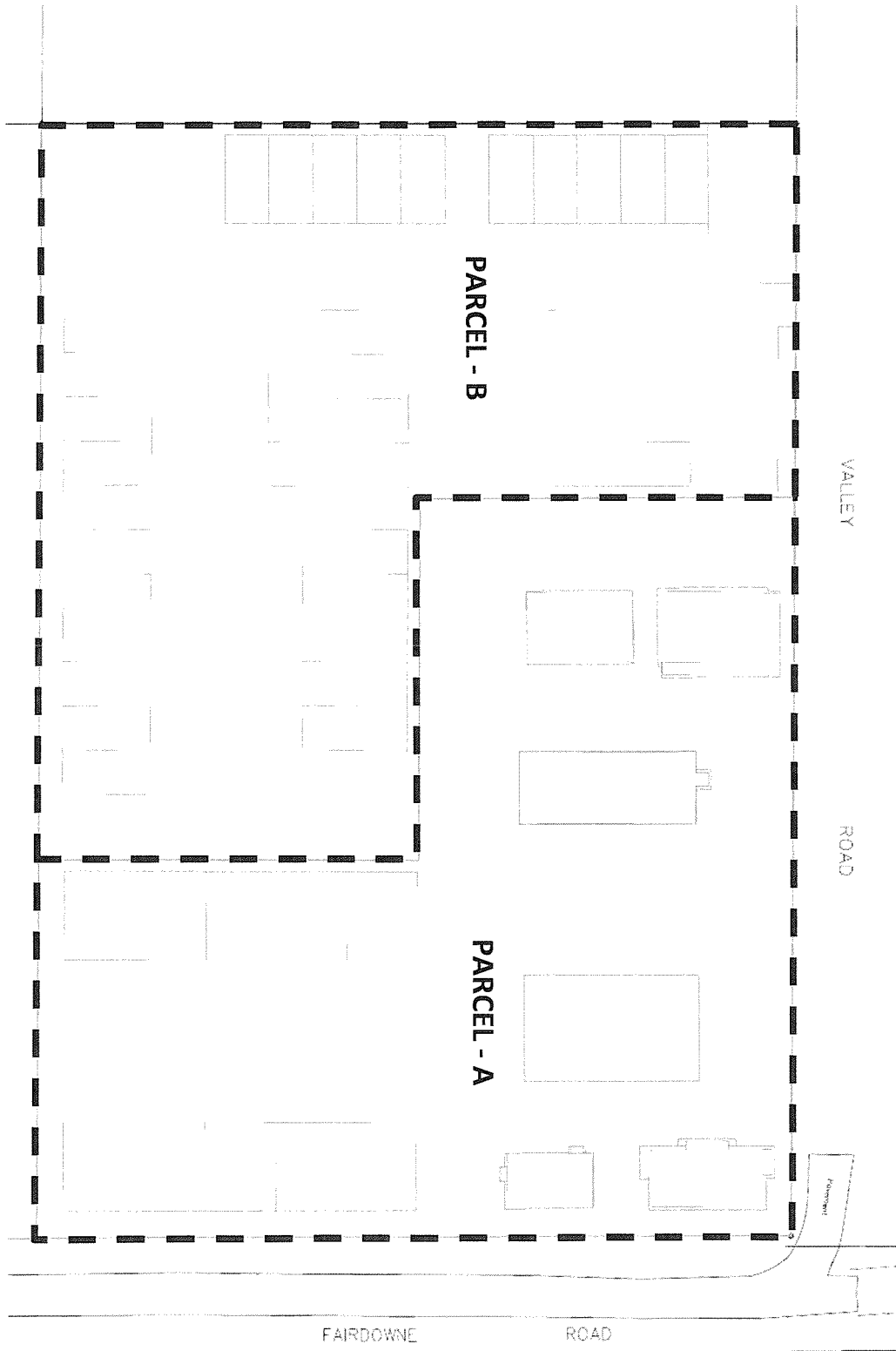
1. Unless otherwise noted in this Zone, all General Regulations as outlined in Section 2 of this Bylaw apply.
2. The location of Buildings A to G and the Wash Garage in Development Area 1 shall be sited in substantial compliance with Appendix 2.
3. The maximum building footprint of Buildings A to G and the Wash Garage in Area 1 shall be in accordance with Section 4.43.10.
4. The location of the Accessory Office and Dwelling Unit in Development Area 1 shall be located in one of Buildings A to G as shown on Appendix 2.
5. Notwithstanding any other provision in this Bylaw, the required parking spaces for Buildings A to G, the accessory Wash Garage and the Accessory Office in Development Area 1 shall be in accordance with Section 4.43.10.
6. The location of Buildings H and I in Development Area 3 shall be sited in substantial compliance with Appendix 2.
7. The maximum building footprint of Buildings H and I in Development Area 3 shall be in accordance with Section 4.43.10.

8. Notwithstanding any other provision in this Bylaw, the required parking spaces for Buildings H and I in Development Area 3, if used for Active-use Storage, shall be in accordance with Section 4.43.10.
9. Active-use Storage units are for individual and personal use only and are not to be used for Commercial Use.

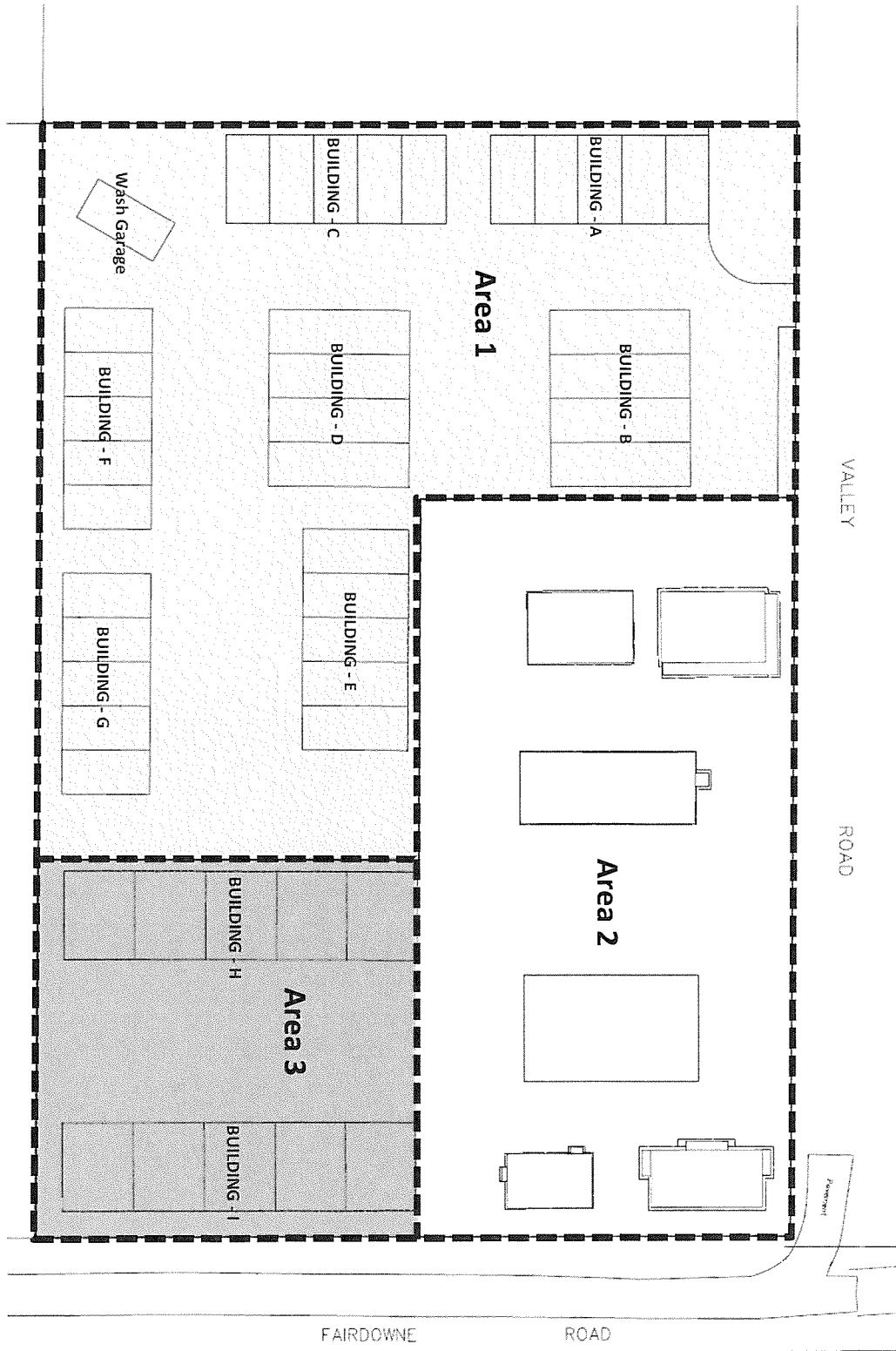
4.43.10 Building Footprint and Parking Regulations

Building	Maximum Building Footprint	Parking Space Requirements for Active-use storage
Area 1 - Buildings A, C, F and G	585 m ²	1 space per Active-use Storage unit
Area 1 - Buildings B and D	745 m ²	1 space per Active-use Storage unit
Area 1 - Building E	700 m ²	1 space per Active-use Storage unit
Area 1 – accessory Wash Garage	120 m ²	No space required
Area 1 – Accessory Office	n/a	1 space
Area 3 - Buildings H and I	930 m ²	1 space per Active-use Storage unit

Appendix 1
Plan of Subdivision



Appendix 2
Development Areas



REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, SEPTEMBER 8, 2015 AT 7:00 PM IN THE
RDN BOARD CHAMBERS

In Attendance:

Director J. Stanhope	Chairperson
Director C. Haime	Deputy Chairperson
Alternate	
Director K. Wilson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Alternate	
Director K. Lowe	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director B. McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director W. Pratt	City of Nanaimo
Director I. Thorpe	City of Nanaimo
Director B. Yoachim	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach

Regrets:

Director A. McPherson	Electoral Area A
Director B. Rogers	Electoral Area E

Also in Attendance:

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

CALL TO ORDER

The Chairperson called the meeting to order and welcomed Alternate Directors Wilson and Lowe to the meeting.

DELEGATIONS

Fay Weller, Island Futures Society, re Gabriola Community Bus.

Fay Weller and Steve Earle provided a visual update on the pilot project including an increase in ridership, benefits to tourism, reduction in greenhouse gas emissions, and asked the Board to support the Transit Contribution Service Establishment Bylaw.

Aaron Lamb, BC Transit, re CNG Bus Program.

Aaron Lamb provided a visual presentation along with an update on the program citing lower fuel and maintenance costs, and asked the Board for their continued support in replacement of the Regional District of Nanaimo's remaining transit fleet with compressed natural gas buses.

LATE DELEGATIONS

MOVED Director Veenhof, SECONDED Director Kipp, that late delegations be permitted to address the Board.

CARRIED

Fernando Costa, re Lot 8 Horne Lake Road (Island Pallets), Electoral Area 'H' – Unsightly Premises.

Fernando Costa decided not to address the Board at this time.

COMMITTEE OF THE WHOLE MINUTES

Minutes of the Regular Committee of the Whole meeting held Tuesday, July 14, 2015.

MOVED Director Veenhof, SECONDED Director Lefebvre, that the minutes of the Regular Committee of the Whole meeting held July 14, 2015, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Patrick C. Livolsi, Ministry of Transportation and Infrastructure, re New Building Canada Fund N20102 – San Pareil Water System – Treatment Upgrades.

MOVED Director Veenhof, SECONDED Director Westbroek, that the correspondence received from Patrick Livolsi, Ministry of Transportation and Infrastructure, regarding the New Building Canada Fund Project #N20102 for the San Pareil Water System treatment upgrades be received.

CARRIED

Beverly Marshall, Arrowsmith Search and Rescue Society, re Appreciation of RDN Support.

MOVED Director Veenhof, SECONDED Director Westbroek, that the correspondence received from Beverly Marshall, Arrowsmith Search and Rescue Society, regarding appreciation of Regional District of Nanaimo support be received.

CARRIED

Doug Shorter, Industry Canada, re Follow-up on RDN Board resolution requesting Industry Canada withhold approval of the Telus antenna structure proposal for 1421 Sunrise Drive, pending further public consultation.

MOVED Director Veenhof, SECONDED Director Westbroek, that the correspondence received from Doug Shorter, Industry Canada, regarding follow-up on Regional District of Nanaimo Board resolution requesting Industry Canada withhold approval of the Telus antenna structure proposal for 1421 Sunrise Drive, pending further public consultation, be received.

CARRIED

Laurie Gourlay and Jackie Moad, re Thistledown Farm.

MOVED Director Veenhof, SECONDED Director Westbroek, that the correspondence received from Laurie Gourlay and Jackie Moad regarding Thistledown Farm be received.

CARRIED

FINANCE

2016 - 2020 Financial Plan Schedule.

MOVED Director Veenhof, SECONDED Director Lefebvre, that the following schedule for the review and adoption of the 2016 to 2020 Financial Plan be approved:

November 10 & 17, 2015	Information seminars to Board for 2016 preliminary budget & business plans
November 24, 2015	Presentation of 2016 preliminary budget at Board
February 2 & 4, 2016	Information seminars to Board for 2016 to 2020 Financial Plan
February 9, 2016	Presentation of 2016 to 2020 Financial Plan at Committee of the Whole
February 16, 2016	Publication of budget edition of Regional Perspectives
March 8, 2016	Introduce bylaw to adopt the 2016 to 2020 Financial Plan
March 22, 2016	Adopt Financial Plan Bylaw

CARRIED

ADMINISTRATION

Gabriola Island Recreation Service Loan Authorization Bylaw No. 1735, 2015.

MOVED Director Houle, SECONDED Director Veenhof, that "Gabriola Island Recreation Service Loan Authorization Bylaw No. 1735, 2015" be introduced and read three times and be forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Houle, SECONDED Director Veenhof, that the Regional District proceed to referendum to obtain the assent of the electors of the Gabriola Island Recreation Local Service Area for borrowing \$455,000 to purchase lands for recreation and park purposes, and, that the question be as follows:

Are you in favour of the Regional District of Nanaimo adopting Bylaw No. 1735 to authorize the borrowing of up to \$455,000 to purchase lands for recreation and park purposes?

CARRIED

MOVED Director Houle, SECONDED Director Veenhof, that the Board approve the synopsis of Bylaw No. 1735 for the publication of notices associated with the referendum as follows:

Bylaw No. 1735 - "Gabriola Island Recreation Service Loan Authorization Bylaw No. 1735, 2015" — 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 \$455,000 over 20 years to purchase lands for recreation and park purposes in the Gabriola Island Recreation Local Service Area.

CARRIED

MOVED Director Houle, SECONDED Director Veenhof, that Jacquie Hill, Manager of Administrative Services, be appointed as the Chief Election Officer and Matt O'Halloran, Legislative Coordinator, be appointed as the Deputy Chief Election Officer for the purpose of conducting this referendum.

CARRIED

TRANSPORTATION AND SOLID WASTE

TRANSIT

Gabriola Island Transit Contribution Service Establishment Bylaw No. 1734, 2015.

MOVED Director Houle, SECONDED Director Pratt, that "Gabriola Island Transit Contribution Service Establishment Bylaw No. 1734, 2015" be introduced and read three times and be forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Houle, SECONDED Director Pratt, that the Regional District proceed to referendum to obtain the assent of the electors of Electoral Area 'B' to establish a Transit Contribution Service and that the referendum question be as follows:

"Are you in favour of the Regional District of Nanaimo adopting Bylaw No. 1734 to provide for the following:

- establishing the "Transit Contribution Service" within Electoral Area 'B' to provide for a contribution towards a system of public transit in Electoral Area 'B'; and
- annually requisitioning up to a maximum of the greater of \$250,000 or \$0.25 per \$1,000 of net taxable value of land and improvements to pay for the service?"

CARRIED

MOVED Director Houle, SECONDED Director Pratt, that the Board approve the synopsis of Bylaw No. 1734 for the publication of notices associated with the referendum as follows:

"Bylaw No. 1734 – "Gabriola Island Transit Contribution Service Establishment Bylaw No. 1734, 2015" — This bylaw provides for the following:

- establishing a service to provide for a contribution towards a system of public transit in Electoral Area 'B';
- establishing the boundaries of the service area to be Electoral Area 'B'; and
- annually requisitioning up to a maximum of the greater of \$250,000 or \$0.25 per \$1,000 of net taxable value of land and improvements in the service area to pay for the service."

CARRIED

MOVED Director Houle, SECONDED Director Pratt, that Jacquie Hill, Manager of Administrative Services, be appointed as the Chief Election Officer and Matt O'Halloran, Legislative Coordinator, be appointed as the Deputy Chief Election Officer for the purpose of conducting this referendum.

CARRIED

Compressed Natural Gas Buses.

MOVED Director Westbroek, SECONDED Director Houle, that the Board approve the replacement of 24 diesel buses with 24 compressed natural gas buses.

CARRIED

SOLID WASTE

Regional Landfill Bird Control Contract Award.

MOVED Director Veenhof, SECONDED Director Westbroek, that the Board award the contract for Bird Control services at the Regional Landfill to Pacific Coast Raptors for a period of three years commencing October 5, 2015 at a total cost of \$277,980.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WATER AND UTILITIES

Challenges and Opportunities for Regional Water Resources.

MOVED Director Lefebvre, SECONDED Director Haime, that the Board direct staff to work with the region's partners, including municipalities and First Nations, to develop a regional water governance model proposal for the Board's consideration.

CARRIED

MOVED Director Lefebvre, SECONDED Director Haime, that the Board direct staff to develop recommendations for water pricing and regulation changes to the eight Regional District of Nanaimo (RDN) operated water service areas that reflect water conservation priorities.

CARRIED

MOVED Director Lefebvre, SECONDED Director Haime, that the Board direct staff to update water requirements for subdivision and development under Bylaw No. 500 for the Board's consideration.

CARRIED

MOVED Director Lefebvre, SECONDED Director Haime, that the Board direct staff to work with member municipalities and other water purveyors to review standardized regional drought communication protocols and water restrictions policies for the Board's consideration.

CARRIED

Whiskey Creek Water Service Area, Potential Groundwater Supply — Crown Land Application.

MOVED Director Fell, SECONDED Director Pratt, that the Board direct staff to proceed with an application for Crown Land Nominal Rent Tenure related to the investigation and development of a groundwater supply source for the Whiskey Creek Water Service Area.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

BUILDING, BYLAW, AND EMERGENCY PLANNING

Animal Control Amendment Bylaw No. 941.05, 2015.

MOVED Director Fell, SECONDED Director Veenhof, that Regional District of Nanaimo "Animal Control Amendment Bylaw No. 941.05, 2015" be introduced and read three times.

CARRIED

MOVED Director Fell, SECONDED Director Veenhof, that Regional District of Nanaimo "Animal Control Amendment Bylaw No. 941.05, 2015" be adopted.

CARRIED

MOVED Director Fell, SECONDED Director Veenhof, that "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.04, 2015" be introduced and read three times.

CARRIED

MOVED Director Fell, SECONDED Director Veenhof, that "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.04, 2015" be adopted.

CARRIED

Lot 8 Horne Lake Road (Island Pallets), Electoral Area 'H' — Unsightly Premises.

MOVED Director Veenhof, SECONDED Director Lefebvre, that the Board, pursuant to Unsightly Premises Regulatory Bylaw No. 1073, 1996, directs the owner of Lot 8 DD 51006N District Lot 90 Newcastle District Plan 1874 Except Part In Plan VIP63298 (Horne Lake Road), to remove the accumulation of derelict vehicles, discarded automobile parts including semitrailers, assorted household garbage, disused construction materials, intact or broken pallets, metal & cargo netting from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo or its agents at the owner's cost.

CARRIED

545 Ackerman Road, Electoral Area 'G' — Unsightly Premises.

MOVED Director Veenhof, SECONDED Director Lefebvre, that the Board, pursuant to Unsightly Premises Regulatory Bylaw No. 1073, 1996, directs the owners of Lot 1, District Lot 81, Nanoose District, Plan 25321 (545 Ackerman Road), to remove the accumulation of derelict vehicles, derelict boats, discarded automobile parts and assorted household garbage, from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo or its agents at the owner's cost.

CARRIED

EXTERNAL BOARDS

Englishman River Water Service Management Board.

Minutes of the Englishman River Water Service Management Board meeting held Thursday, July 30, 2015.

MOVED Director Lefebvre, SECONDED Director Veenhof, that the minutes of the Englishman River Water Service Management Board meeting held Thursday, July 30, 2015, be received for information.

CARRIED

Englishman River Water Service Revised 2015 – 2019 Financial Plan.

MOVED Director Lefebvre, SECONDED Director Thorpe, that the Englishman River Water Service Revised 2015-2019 Financial Plan be adopted.

CARRIED

IN CAMERA

MOVED Director Houle, SECONDED Director Veenhof, that pursuant to Sections 90(1)(i) and (m) of the *Community Charter* the Committee proceed to an In Camera Meeting, for discussions related to solicitor-client privilege and third-party personal information.

CARRIED

TIME: 8:49 PM

ADJOURNMENT

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

CARRIED

TIME: 9:01 PM

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1735

**A BYLAW TO AUTHORIZE BORROWING FOR THE PURPOSE OF
PURCHASING LANDS TO BE USED FOR RECREATION AND PARK PURPOSES**

WHEREAS the Regional District of Nanaimo (the "Regional District") established the Gabriola Island Recreation Service pursuant to Bylaw No. 1023, cited as "Gabriola Island Recreation Service Establishment Bylaw No. 1023, 1996" for the purpose of providing services for pleasure, recreation and other community use in a portion of Electoral Area 'B';

AND WHEREAS the Board wishes to borrow funds to purchase lands for recreation and park purposes;

AND WHEREAS the cost to purchase the lands is the sum of Four Hundred and Fifty Five Thousand Dollars (\$455,000);

AND WHEREAS elector approval to adopt this bylaw has been obtained in accordance with Sections 819 and 823.1 of the *Local Government Act* by assent of the electors;

AND WHEREAS 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. The Regional District of Nanaimo is hereby authorized to borrow funds to purchase Lots 1, 2 and 4, Paisley Place, Gabriola Island, BC, for recreation and park purposes.
2. The total amount to be borrowed under the authority of this bylaw shall not exceed Four Hundred and Fifty Five Thousand Dollars (\$455,000).
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 Gabriola Island Recreation Service established pursuant to Bylaw No. 1023, cited as "Gabriola Island Recreation Service Establishment Bylaw No. 1023, 1996".
5. This bylaw may be cited for all purposes as the "Gabriola Island Recreation Service Loan Authorization Bylaw No. 1735, 2015".

Introduced and read three times this day of , 2015.

Received the approval of the Inspector of Municipalities this day of , 2015.

Received elector approval by assent of the electors this day of , 2016.

Adopted this day of , 2016.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1734

A BYLAW TO ESTABLISH THE GABRIOLA ISLAND TRANSIT CONTRIBUTION SERVICE

WHEREAS under section 796 of the *Local Government Act* a Regional District may 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 wishes to establish a contribution service for the purpose of providing a contribution towards transit on Gabriola Island;

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

AND WHEREAS participating area approval 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:

1. Citation

This Bylaw may be cited for all purposes as the "Gabriola Island Transit Contribution Service Establishment Bylaw No. 1734, 2015".

2. Service

The service established by this Bylaw is the Transit Contribution Service (the "**Service**") for the purpose of providing a contribution towards a system of public transit in the Service Area.

3. Boundaries

The boundaries of the service area are Electoral Area 'B' (the "**Service Area**").

4. Participating Area

The Participating Area for the Service is Electoral Area 'B'.

5. Cost Recovery

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

- (a) property value taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (b) fees and charges imposed under section 363 of the *Local Government Act*;

- (c) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (d) 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) Two Hundred and Fifty Thousand (\$250,000.00) Dollars; or
- (b) the amount equal to the amount that could be raised by a property value tax rate of \$0.25 per \$1,000.00 applied to the net taxable value of land and improvements in the Service Area.

Introduced and read three times this ___ day of _____, 2015.

Received the approval of the Inspector of Municipalities this ___ day of _____, 2015.

Participating area approval under section 801.2 of the *Local Government Act* obtained this _____ day of _____, 2015.

Adopted this _____ day of _____, 2015.

Chairperson

Corporate Officer

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 941.05

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO
ANIMAL CONTROL BYLAW NO. 941, 1994**

WHEREAS the Board of the Regional District of Nanaimo wishes to amend “Animal Control Bylaw No. 941, 1994”;

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

1. Citation

This Bylaw may be cited as “Animal Control Amendment Bylaw No. 941.05, 2015”.

2. Amendment

“Animal Control Bylaw No. 941, 1994” is hereby amended as follows:

(1) By adding a new section 4(1) as follows:

“(1) The owner of a dog shall not permit or allow their dog:

(a) to be at large;

(b) to harass or molest a person, livestock or other domestic animal.”

(2) By renumbering the subsequent subsections of section 4 accordingly.

3. Severability

In the event that a provision of this bylaw is found to be invalid by a court of competent jurisdiction, the provision may be severed from this bylaw.

Introduced and read three times this day of _____, 2015.

Adopted this day of _____, 2015.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1418.04

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION BYLAW NO. 1418, 2005**

WHEREAS the Board of the Regional District of Nanaimo wishes to amend “Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Bylaw No. 1418, 2005” to include amendments made to “Animal Control Bylaw No. 941, 1994”;

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

1. Citation

This Bylaw may be cited as “Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.04, 2015”.

2. Amendment

“Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Bylaw No. 1418, 2005” is hereby amended by deleting Schedule 13 and replacing it with Schedule 13 as shown on Schedule A attached to and forming part of this bylaw.

Introduced and read three times this day of , 2015.

Adopted this day of , 2015.

CHAIRPERSON

CORPORATE OFFICER

Schedule 'A' to accompany "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.04, 2015"

Chairperson

Corporate Officer

**REGIONAL DISTRICT OF NANAIMO
BYLAW ENFORCEMENT TICKET REGULATION
BYLAW NO. 1418, 2005**

SCHEDULE 13

Column I	Column II	Column III
Animal Control Bylaw No. 941, 1994	Section No. of Bylaw 941	Amount of Fine
1. Dog at large	4(1)(a)	\$50.00
2. Dog harassing or molesting a person, livestock or other domestic animal	4(1)(b)	\$500.00
3. Dangerous dog at large	4(2)(a)	\$500.00
4. Uncontrolled dangerous dog, public place	4(2)(b)	\$500.00
5. Uncontrolled dangerous dog, private property	4(2)(c)	\$200.00
6. Unconfined dangerous dog, owner's premises	4(3)	\$200.00

**REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE ELECTORAL AREA 'G' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD
MONDAY, JUNE 29, 2015
7:00 PM
(Oceanside Place, Multipurpose Room)**

Attendance: Joe Stanhope, Director, RDN Chair
Brian Coath
Michael Foster
Ted Malyk
Rick Horte

Regrets: Elaine Peterson

Staff: Elaine McCulloch, Parks Planner
Lesya Fesiak , Parks Planner

CALL TO ORDER

Chair Stanhope called the meeting to order at 7:00 p.m.

INTRODUCTION

New Area G Park Planner - Lesya Fesiak

The Committee welcomed Lesya Fesiak the new RDN Parks representative for the Electoral Area G Parks and Open Space Committee. Ms. McCulloch explained the new park portfolios that parks staff have been assigned. The committee thanked Elaine for all her help as Park Planner for last 7-8 years.

DELEGATIONS

Bill Petten and Andy Picard – Little Qualicum Hall Steering Committee

B. Petten and A. Picard were introduced as representatives of the Little Qualicum Hall Steering Committee and discussed community support for the renovation of Little Qualicum Hall. The steering committee will present results of a community survey (questionnaire) at the next POSAC meeting in November. An engineering assessment of the hall was completed but provided no definitive answers in terms of renovation or demolition. B.Petten and A.Picard then left the meeting.

BUSINESS ARISING FROM DELEGATION

The Committee requested a staff report on the findings of the engineering assessment by the next meeting.

MINUTES

MOVED R. Horte, SECONDED B. Coath to adopt the Notes of the Regular Electoral Area 'G' Parks and Open Space Advisory Committee meeting held March 9, 2015.

CARRIED

BUSINESS ARISING FROM THE MINUTES

None

REPORTS

Monthly Update Regional and Community Parks and Trail Projects - March – May 2015

Ms. McCulloch gave a summary of the monthly reports.

MOVED R. Horte, SECONDED M. Foster that the Reports of the meeting be received.

CARRIED

NEW BUSINESS

2015 Budget

E. McCulloch gave a summary of the 2015 budget.

COMMITTEE ROUND TABLE

A committee member reported that a community group will be coming forward at a future meeting to request the installation of a new playground at Sumar Lane Community Park. The committee would like to know if Sumar Lane is currently on the mowing schedule.

R. Horte noted that the new split rail fence at Neden Park has been left with wire protruding from the fence. He requested staff to take care of this.

ADJOURNMENT

MOVED M. Foster that the meeting be adjourned at 7:50pm.

CARRIED

Chairperson

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE SUSTAINABILITY SELECT COMMITTEE
MEETING HELD ON TUESDAY, SEPTEMBER 15, 2015 AT 1:00 PM
IN THE RDN COMMITTEE ROOM**

Present:

Director J. Stanhope	Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director B. Veenhof	Electoral Area H
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director W. Pratt	City of Nanaimo

Also in Attendance:

Alternate	
Director S. Lowe	Electoral Area E
Director J. Fell	Electoral Area F
G. Garbutt	General Manager, Strategic & Community Development
R. Alexander	General Manager, Regional & Community Utilities
C. Midgley	Manager, Energy & Sustainability
T. Pan	Sustainability Coordinator
J. Pisani	Drinking Water & Watershed Protection Coordinator
P. Thompson	Manager, Long Range Planning
C. Simpson	Senior Planner Long Range Planning
N. Hewitt	Recording Secretary

Regrets:

Director J. Kipp	City of Nanaimo
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CALL TO ORDER

The Chairperson called the meeting to order at 1:00 pm.

MINUTES

MOVED Director Lefebvre, SECONDED Director Houle, that the minutes of the Sustainability Select Committee meeting held on Thursday July 16, 2015, be adopted.

CARRIED

J. Pisani provided a brief update to the Committee regarding the Drinking Water and Watershed Protection Technical Advisory Committee.

MOVED Director Houle, SECONDED Director Young, that the minutes of the Drinking Water and Watershed Protection Technical Advisory Committee held on Tuesday July 23, 2015 be received.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Oil to Heat Pump Incentive Program.

C. Midgley provided a brief update to the Committee regarding the Oil to Heat Pump Incentive Program.

MOVED Director Lefebvre, SECONDED Director Houle, that the correspondence received from the B.C. Ministry of Energy and Mines, regarding new oil to heat pump incentive program be received.

CARRIED

REPORTS

Release of Corporate Climate Action Reserve Funds.

MOVED Director Lefebvre, SECONDED Director Westbroek, that up to \$25,000 be released from the Corporate Climate Action Reserve Fund for a heat recovery system at the Oceanside Place arena.

CARRIED

MOVED Director Lefebvre, SECONDED Director Westbroek, that up to \$15,000 be released from the Corporate Climate Action Reserve Fund for a comprehensive energy assessment of the Ravensong Aquatic Centre.

CARRIED

MOVED Director Lefebvre, SECONDED Director Westbroek, that up to \$90,000 be released from the Corporate Climate Action Reserve Fund for up to nine energy assessments and follow-up improvements at each rural fire hall owned by the Regional District of Nanaimo.

CARRIED

MOVED Director Lefebvre, SECONDED Director Westbroek, that up to \$8,000 be released from the Corporate Climate Action Reserve Fund to support the purchase of a gas-electric hybrid vehicle for the Building Inspection Service.

CARRIED

Sustainability Review of Regional District of Nanaimo Official Community Plans.

MOVED Director Westbroek, SECONDED Director Pratt, that the report on the sustainability review of Regional District of Nanaimo (RDN) Official Community Plans (OCPs) be received for information.

CARRIED

New DWWP Interactive Website <http://www.rdn.bc.ca/cms.asp?wpID=3471>.

MOVED Director Houle, SECONDED Director Veenhof, that that the verbal report on the new Drinking Water Watershed Protection Interactive Website be received.

CARRIED

State of our Streams Publication.

MOVED Director Lefebvre, SECONDED Director Houle, that that the verbal report on the state of our streams publication be received.

CARRIED

Regional Drought Response Publication (inserted in the State of our Streams mail out).

MOVED Director Lefebvre, SECONDED Director Houle, that that the verbal report on the regional drought response publication be received.

CARRIED

ADJOURNMENT

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

CARRIED

Time 2:40 pm

CHAIRPERSON

TO: Geoff Garbutt
General Manager
Strategic and Community Development

DATE: September 8, 2015

MEETING: SSC - September 15, 2015

FROM: Chris Midgley
Manager, Energy and Sustainability

FILE: 1855-03-CARIP

SUBJECT: Release of Corporate Climate Action Reserve Funds – September 2015

RECOMMENDATIONS

1. That up to \$25,000 be released from the Corporate Climate Action Reserve Fund for a heat recovery system at the Oceanside Place arena.
2. That up to \$15,000 be released from the Corporate Climate Action Reserve Fund for a comprehensive energy assessment of the Ravensong Aquatic Centre.
3. That up to \$90,000 be released from the Corporate Climate Action Reserve Fund for up to nine energy assessments and follow-up improvements at each rural fire hall owned by the Regional District of Nanaimo.
4. That up to \$8,000 be released from the Corporate Climate Action Reserve Fund to support the purchase of a gas-electric hybrid vehicle for the Building Inspection Service.

PURPOSE

To request that up to \$138,000 be released from the Corporate Climate Action Reserve Fund for investment in four projects that will contribute to corporate energy conservation, emissions reductions and ongoing operational savings.

BACKGROUND

The Corporate Climate Action Reserve Fund was established by bylaw at the Regular Board Meeting held November 22, 2011. The fund is intended to support capital investment in vehicles, equipment, infrastructure and initiatives that result in corporate energy conservation, emissions reductions and operational savings.

The source of revenue for the Corporate Climate Action Reserve Fund is the Provincial *Climate Action Revenue Incentive Program* (CARIP), which provides an annual grant to the Regional District of Nanaimo (RDN) in an amount equal to what is paid by the RDN in the Provincial Carbon Tax. This grant is available to the RDN for signing the Climate Action Charter. In 2015, the CARIP grant was \$93,732 and at present, the total amount available for projects is approximately \$360,600.

2015 NEW PROJECTS

For 2015, four new projects have been identified for funding:

1. Recovery of waste heat from refrigeration to pre-heat domestic water supply at the Oceanside Place Arena (up to \$25,000);
2. A comprehensive energy assessment of the Ravensong Aquatic Centre (up to \$15,000);
3. Energy assessments and follow up improvements for nine RDN owned fire Halls (up to \$90,000); and
4. Purchase of a gas-electric hybrid vehicle for the Building Inspection Service (up to \$8,000).

Oceanside Place Arena (OP) – Heat Recovery for Domestic Hot Water (up to \$25,000)

In 2014, two boilers were replaced at Oceanside Place (OP) arena. During that project, the mechanical appurtenances to incorporate a heat recovery system to pre-heat the domestic hot water supply were also installed. This was done to facilitate further investment in energy efficiency in 2016, as per the 5-year capital plan for the facility. The total project cost is estimated between \$60,000 and \$70,000.

The estimated savings from the heat recovery project are 921 gigajoules of natural gas per year. Based on current costs, this equals approximately \$8,700 per year in energy savings and a reduction of 45 tonnes of CO₂e¹ per year. A more detailed description of the project is provided as Appendix 1.

In April 2015, the Provincial government announced the *Community Energy Leadership Program* (CELP), an application based program that offers up to one-third of eligible costs for Local Government energy efficiency projects that can be completed by March 21, 2016. Considering that the heat-recovery project was essentially 'shovel-ready', staff opted to apply for financial support through the CELP program to reduce the overall cost burden of the project, and to begin realizing operational savings as soon as possible.

The RDN application was successful, with the Province awarding \$20,000 to the project. To initiate the project in 2015, up to \$25,000 is requested from the Corporate Climate Action Reserve Fund. The remaining amount will come from the 2016 operational budget for Oceanside Place Arena. Without the contribution from the Corporate Climate Action Fund, the project cannot be completed prior to the March 21, 2016 deadline, and the funding from the Province will not be available. The use of the reserve fund for this project is directly aligned to its purpose, which is to support investment in efficient equipment and infrastructure that results in operational savings over time.

Ravensong Aquatic Centre – Comprehensive Energy Assessment (up to \$15,000)

The Ravensong Aquatic Centre (RAC) completed a major renovation in 2010. The renovation included remediation of the building envelope; change in water treatment method; a significant overhaul of the heating, ventilation and air conditioning system; and the installation of a solar hot water system. In the years since the renovation, the system has not achieved the anticipated energy performance. To identify sources of inefficiency and propose cost-effective solutions, it is necessary to complete a comprehensive energy assessment by a dedicated, qualified consultant. Given the size of the facility, the level of use, and the number and range of systems at the pool (boilers, heat exchangers, heat recovery ventilation, solar hot water system), the assessment is relatively complex, typically in the \$15,000 - \$20,000 range.

¹ CO₂e, or carbon dioxide equivalent is the standard unit of measure for greenhouse gas emissions.

After evaluating proposals received in response to a Request for Quotes (RFQ, attached as Appendix 2), the services offered by DAS Systems, at a cost of \$19,720, provide the best value to the Regional District of Nanaimo. Upon completion of the project, staff will have the ability to make informed decisions about capital investment over a recommended timeframe, as well as a document to use when seeking senior government partnership funding for capital projects. The 2015 RAC budget includes \$5,000 to be put toward an energy assessment. The remaining \$14,720 is requested from the Corporate Climate Action Fund.

Energy Assessments for RDN owned Fire Halls (up to \$90,000, or \$10,000 per Fire Hall)

The Regional District of Nanaimo provides for the operations and capital improvement requirements of ten rural fire service areas within its boundaries. Of those ten service areas, seven have fire halls that are directly owned by the RDN. Only halls that are owned by the Regional District of Nanaimo are considered eligible recipients of funding from the Corporate Climate Action Reserve Fund. Table 1 below lists fire halls owned by the RDN, by service area, and identifies the contracted operator and location for each hall. Only halls directly owned by the RDN are listed. Halls that are leased, or owned by an Improvement District are not included.

Service Area	Electoral Area	Contracted Operator	Fire Halls	Ownership
Cassidy-Waterloo	A & C	Cranberry Fire Protection District	Hallberg Road Fire Hall (3500 Hallberg Road)	RDN
Extension	C	Extension & District Volunteer Fire Department Society	Extension Fire Hall (2201 Bramley Road)	RDN
Nanoose Bay	E & G	Nanoose Fire Protection Society	Nanoose Bay Fire Department (2471 Nanoose Road)	RDN
Errington	F	Errington & District Volunteer Fire Department	Errington #1 Fire Hall (960 Errington Road)	RDN
			Errington #2 Fire Hall (1930 Errington Road)	RDN
Coombs-Hilliers	F	Coombs-Hilliers Volunteer Fire Department	Coombs-Hilliers #2 Fire Hall (3241 Alberni Highway)	RDN
Dashwood/Meadowood	F, G & H	Dashwood Volunteer Fire Department	Station 61 – Dashwood (230 Hobbs Road)	RDN
			Station 62 – Meadowood (1800 Galvin Place)	RDN
Bow Horn Bay	H	Bow Horn Bay Volunteer Fire Department	Bow Horn Bay Fire Hall (220 Lion's Way)	RDN

Typically, the annual operational budgets for these halls are determined by the contracted operator. The RDN requisitions the monies from participating taxpayers and contributes the necessary funds. Due to this arm-length relationship, the RDN has limited knowledge of discrete operational costs including energy costs at each hall. Knowing the age and general condition of each of the halls, it is anticipated that all halls owned by the RDN could realize operational cost savings through investment in efficiency upgrades.

In order to verify opportunities to save energy and operational costs at the fire halls, it is necessary to have a certified energy advisor conduct assessments of each hall. Typically, such assessments cost approximately \$5,000. For this project, up to \$10,000 per hall is requested from the Corporate Climate Action Reserve Fund to cover the costs of energy assessments, as well as up to \$5,000 for immediate follow-up improvements. These assessments will also provide a sound understanding of the condition of each hall, enabling well-informed capital planning and prioritized investment in improvements over the short- to medium term.

Staff are very aware that the Fire Chiefs are busy with high priority responsibilities, and that facility assessments could be an inconvenience. To minimize impact on the operations of the fire halls, the request for Corporate Climate Action Reserve Funds is for nine regional halls with no specified timeline to complete the work. If approved, this will allow the chiefs to notify RDN staff of an ideal time to undertake the assessment, and staff will have the resources available to act. This proposal has been presented to all the affected Fire Chiefs, and all those who have responded are keen to participate. If a Chief opts to not participate, the funds for that hall will not be taken from the reserve fund.

Hybrid Vehicle Purchase for Building Inspection Service (up to \$8,000)

The Building Inspection service has budgeted for the purchase of a new vehicle in 2015. In 2014, gasoline accounted for approximately \$10,000 of the Building Inspection budget, and the Manager responsible has expressed an interest in purchasing a gas-electric hybrid model. Included among the requirements for the Building Inspection vehicle is a four-wheel drivetrain. This limits the available options for hybrid electric vehicles. The conventional vehicle that would be considered is the Jeep Compass, at \$25,000 with a fuel efficiency rating of 10.2 litres per 100 km.

Two gas-electric hybrid alternatives that are likely to meet the needs of the department are the Subaru Crosstrek Hybrid, which has a combined efficiency rating of 7.5 litres per 100 km, costing \$33,000; and the Honda CR-V LX, costing \$30,000 with a combined efficiency of 8.3 litres per 100 km. There may be other alternatives to consider, but the two mentioned here are the highest efficiency four-wheel drive alternatives rated by Natural Resources Canada that are not also luxury models. Most hybrid vehicles in the sport-utility class have been ruled out as they have a significantly higher price-point yet do not offer significant fuel savings over the Jeep Compass.

If it is determined by the Manager responsible that a gas-electric hybrid model will meet the needs of the department, access of up to \$8,000 from the Corporate Climate Action Reserve Fund will enable the purchase of an efficient hybrid vehicle costing up to \$33,000, without a corresponding impact on the operational budget. In addition, the service will benefit from long-term fuel savings. If after test-driving hybrid vehicles the conventional alternative is preferred, no funds will be taken from the Fund.

ALTERNATIVES

1. That up to \$25,000 be released from the Corporate Climate Action Reserve Fund for a heat recovery system at Oceanside Place arena.
2. That up to \$15,000 be released from the Corporate Climate Action Reserve Fund for a comprehensive energy assessment at Ravensong Aquatic Centre.
3. That up to \$90,000 be released from the Corporate Climate Action Reserve Fund for up to nine energy assessments and follow-up improvements at each rural fire hall owned by the RDN.
4. That up to \$8,000 be released from the Corporate Climate Action Reserve Fund to support the purchase of a gas-electric hybrid vehicle for the Building Inspection Service.
5. That alternate direction be given to staff.

FINANCIAL IMPLICATIONS

For Alternative 1, accessing up to \$25,000 from the Corporate Climate Action Reserve Fund for a heat recovery system at Oceanside Place Arena will allow the Recreation service to initiate an efficiency project to earlier than planned, resulting in immediate savings approaching \$8,700 per year, and enabling access to \$20,000 provided the Province through its new CELP program. The \$70,000 allocated to the project in 2016 will be reduced to \$25,000, significantly reducing the cost burden on participating taxpayers, as identified in the 5-year Capital Plan.

For Alternative 2, accessing up to \$15,000 from the Corporate Climate Action Reserve Fund for a comprehensive energy assessment of Ravensong Aquatic Centre will identify possible sources of inefficiency that prevent the facility from realizing its anticipated performance levels. This will lay the foundation to plan and implement a series of cost effective capital investments that will result in operational savings over the coming years.

For Alternative 3, accessing up to \$90,000 from the Corporate Climate Action Fund for energy assessments and follow-up improvements will provide the opportunity to gain a better understanding of energy costs in the context of overall operational costs at nine RDN-owned fire halls, and implement potential cost-saving projects over the immediate term. This will remain an open-ended commitment to the fire halls, to be implemented as requested by the Fire Chiefs. If a chief opts not to participate, resources will not be taken from the Corporate Climate Action Reserve Fund.

For Alternative 4, accessing up to \$8,000 from the Corporate Climate Action Reserve Fund for a gas-electric hybrid for the Building Inspection service will allow the Departmental Manager to purchase a gas electric hybrid with no net impact on the operational budget for the service. A gas-electric hybrid with a four-wheel drivetrain has an incremental additional cost of up to \$8,000 when compared to a conventional alternative, but offers a 25% reduction in gasoline consumption. As such, investment in a hybrid model should correspond to reduced expenditures in gasoline year over year. If the Departmental Manager determines that a hybrid model will not meet the needs of the department, no monies will be taken from the Corporate Climate Action Reserve Fund.

At present, there is approximately \$360,000 held in reserve in the Corporate Climate Action Reserve Fund. If all projects are approved, up to \$138,000 will be taken from the fund, leaving \$222,000 for projects in future years. The amount held in reserve is expected to increase by approximately \$90,000 in March 2016, when the RDN receives its annual Provincial CARIP grant.

STRATEGIC PLAN IMPLICATIONS

The Vision expressed in the RDN Board Strategic Plan emphasizes the importance of reducing emissions over time. Investing in energy efficiency provides an important way that the RDN can demonstrate leadership in reducing emissions from corporate operations.

At the same time, investing in energy efficiency is also a means to ensure ongoing operational savings. Leveraging the Provincial CARIP grant to improve efficiency across the organization and realize ongoing operational cost-savings without a corresponding direct financial impact on departmental budgets advances the Board Value to *Show Fiscal Restraint* as well as the Strategic Priority to ensure *Economic Viability* in decision making.

SUMMARY/CONCLUSIONS

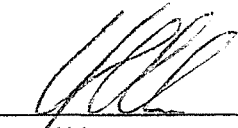
In 2011, the Regional District of Nanaimo established the Corporate Climate Action Reserve Fund. This fund is intended for investment in vehicles, equipment, infrastructure and initiatives that result in corporate energy conservation, emissions reductions and operational savings. The source of revenue for this Fund is the Provincial *Climate Action Revenue Incentive Program* (CARIP), which provides an annual grant equal to what is paid by the RDN in the Provincial Carbon Tax. This grant is available to the RDN for signing the Climate Action Charter. At present, the total amount held in reserve for investment in projects is approximately \$360,600.

In 2015, up to \$138,000 is requested from the Corporate Climate Action fund to invest in four projects:

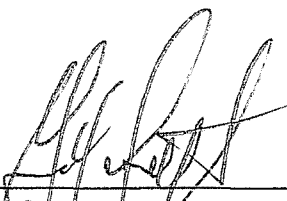
1. Recovery of waste heat from refrigeration to pre-heat domestic water supply at Oceanside Place Arena (up to \$25,000);
2. A comprehensive energy assessment for Ravensong Aquatic Centre (up to \$15,000);
3. Energy assessments and follow up improvements for RDN owned fire Halls (up to \$90,000); and
4. Purchase of a gas-electric hybrid vehicle for the Building Inspection Service (up to \$8,000).

Projects 1 and 4 above will lead to direct savings through reduced energy use, while Projects 2 and 3 provide the foundation for moving forward with efficiency upgrades over time. For the fire halls, up to \$5,000 is available for immediate follow-up improvements in addition to energy assessments. These assessments are useful for identifying projects for the future that could also benefit from senior government partnership funding (typically, assessments themselves are not eligible for partnership funding).

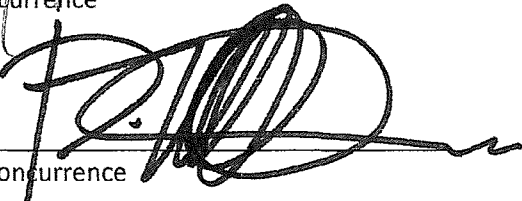
For the fire halls and the hybrid vehicle purchase, the discretion to follow through with the recommended activities remains under the authority of the respective Fire Chiefs, and the Manager responsible for the Building Inspection service respectively. If a chief opts out of the program, the relevant fire hall will not be assessed, though to date the response to the project has been largely positive. Similarly, if after test driving, the Manager responsible for the Building Inspection Service determines that a gas-electric hybrid will not meet the needs of the department, the vehicle will not be purchased. In those cases, the funds will remain available for future projects.

for 

Report Writer

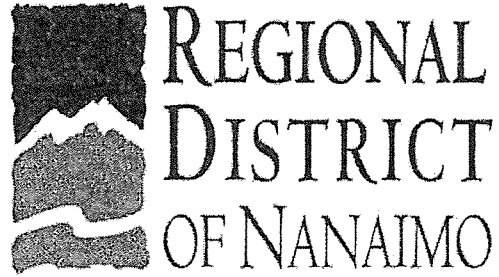


GM Concurrence



C.A.O. Concurrence

Appendix 1



OCEANSIDE PLACE ARENA
830 WEST ISLAND HIGHWAY, PARKSVILLE, BC

**REFRIGERATION PLANT HEAT RECOVERY
ENERGY STUDY FOR
DOMESTIC WATER HEATING SYSTEMS**

Prepared For:

**Attention: Mr. John Marcellus – Superintendent of Arena Services
Regional District of Nanaimo – Recreation and Parks
830 West Island Highway
Parksville, BC V9P 2X4**

Prepared By:

Aaron Mullaley, Eng.L., ASCT, LEED® AP BD+C



RPE File 15061-N662
March 2015

INTRODUCTION

Executive Summary

This energy study was conducted to review an option for reclaiming waste heat from the Refrigeration Plant for use in supplementing the Domestic Water Heating system to reduce building energy use and offset carbon production.

Study Methodology

The energy savings calculations included review of the building Refrigeration Plant Operation along with Domestic Hot Water load and usage patterns. This review included detailed review of system operations such as:

- Refrigeration Plant sequence of operation
- Refrigeration Plant operating conditions
- Compressor hours of operation for each of the three compressors
- Heat Rejection pump hours of operation for Snow Melt and Subfloor Brine Heating systems
- Brine pump hours of operation
- Condensor Pump and Fan hours of operation
- Domestic Water Heating system peak load
- Domestic Water Heating system daily profile
- Domestic Water Heating system standby losses

BUILDING MECHANICAL SYSTEMS

Refrigeration Plant Description

The existing refrigeration plant consists of two 71 ton compressors used in lead/lag operation, and one 50 ton compressor for supplemental capacity. The system includes a 220 ton brine chiller serving two large and one smaller rink. Heat Rejection is through a 192 ton evaporative condenser along with a snow melt desuperheater (500 MBH) for two zamboni systems and a subfloor desuperheater (350 MBH). Existing stub-out connections were provided for a future domestic water pre-heating system.

Domestic Water Heating Plant Description

The existing domestic water heating plant consists of three 400 MBH tank type condensing natural gas water heaters providing 160degF hot water for two zamboni systems, and two 250 MBH tank type condensing natural gas water heaters providing 140degF hot water mainly for locker room showers.

ENERGY CONSERVATION MEASURES

Proposed Domestic Water Heat Reclaim system

The thermal heat recovery system which was considered in this review included two 120 gallon storage tanks with a double wall single circuit heat exchange plate designed for ammonia refrigerant (R717). The heat exchanger heats water by transferring refrigerant superheat to water. Hot gas from the compressor is piped through the heat recovery storage tanks on its way to the evaporative condenser. Hot water production depends on the evaporator load (capacity), run time of the compressor and water usage.

The domestic cold water is pre-heated through this system from approximately 40degF to 80degF at a rate of 480 gallons/hour with a heat transfer capacity of 160 MBH. The pre-heated water is supplied to the domestic water heaters to help supplement the domestic water heating load and reduce standby energy losses.

Energy Savings

The energy savings was based upon the average run-time of the lead compressor which was approximately 16 hours/day based on trend logs of the past years operation. There would be a consistent demand on the domestic heating water system from either domestic hot water use or system stand-by losses. Based on a capacity of 160 MBH (0.17 GJ) over a 16 hour period/day and facility operations for about 346 days/year there would be a total of 942 GJ of natural gas energy savings over the year. An additional fractional horsepower pump would need to be added increasing the annual electrical use by approximately 692 Kwh. Energy rates included in review were estimated at a total of \$9.5/GJ of natural gas and \$0.08/kwh of electricity. The summary of results can be found in table #1 below.

Life Cycle Cost Review

A life cycle costing (LCC) exercise was conducted to select the mechanical system. The economic variables used were a discount rate of 5%, and a study length of 20 years. Natural gas and electricity rates were assumed to escalate at 2% per year. The results are included in table #1 below.

ENERGY CONSERVATION MEASURE (ECM) ANALYSIS

ECM #1: Refrigeration Plant Heat Reclaim

Description: Install storage tanks with double wall heat exchanger that will recover heat from the refrigeration plant heat rejection for use in pre-heating domestic cold water being supplied to the domestic water heating plant.

Capital cost is estimated at \$60,000.

Refer to Table #1 below for breakdown of energy use, cost, and life cycle payback.

Table # 1: ECM#1 Cost Analysis

Energy Conservation Measure	Annual Savings					Capital Cost	Life Expectancy	Payback		NPV	IRR
	kWh	KW	GJ or L	\$	Maint. \$			Simple	Discounted		
1. Refrigeration Heat Reclaim (For DHW)	(692)	-	924	\$ 8,702	\$ 250	\$ 60,000	20	6.7	8.2	\$ 52,495	16.1%

Discussion: Installing this heat recovery system at a cost of \$60,000 is cost effective based on a simple payback of approximately 7 years considering the estimated useful service life of this system of 20 years.

Greenhouse Gas Reduction: The total greenhouse gas reduction if this ECM is implemented is 45.7 tCO₂e. (tonnes of carbon dioxide equivalent - Based on 0.0495 tCO₂e per GJ of natural gas)

Disclaimer of Liability

The material in this report reflects our professional opinion based on information available to us, a site investigation, visual observations of the mechanical systems/equipment with no physical testing, and building operators comments. Any use which a third party makes of this report or reliance on decisions made based on it, are the responsibilities of such third parties. Rocky Point Engineering Ltd. accepts no responsibility for damages, if any suffered by any third party as a result of decisions made or actions based on this report.

Results from the energy simulations are not predictions of actual energy consumption or operating costs of the proposed efficiency measures after installation as they were based on operating conditions from the past year. Actual energy usage will differ from these calculations due to a number of variables. These variables may include variations in occupancy, building operations schedules, weather, energy use for equipment not included in the simulations or not covered by the applicable energy code, and changes in energy costs from the design of the energy conservation measure to completion of construction.

If you have any further questions or require clarification on the info provided in this report please contact me.

Prepared By,



Aaron Mullaley, Eng.L., ASCT, LEED AP BD+C
Rocky Point Engineering Ltd.
aaron.mullaley@rpeng.ca
 Ph. (250) 585-0222

Appendix 2

Request for Quotation

The Regional District of Nanaimo is requesting quotations for the assessment and recommendation of mechanical/operational upgrades to maximize energy efficiencies and reduce energy consumption at the Ravensong Aquatic Centre.

The successful proponent will assess current mechanical equipment and its existing operational usage, make recommendations for future equipment replacement and operating efficiencies for the existing facility and in consideration of future facility expansion. A key component of this assessment will be ongoing consultation with the Ravensong Aquatic Centre Superintendent throughout the process to deliver a strategic energy plan that is congruent with budgetary and operational service levels.

The desired outcome is to provide RDN a comprehensive strategic energy plan that includes:

- Recommendations for performance improvement (behaviors, procedures)
- Recommended equipment upgrades (Motors, AHU's, Dehumidification, Solar, Heat Reclaim)
- Recommended Operational upgrades.(Re-commissioning, Boiler vs Heat Pumps for DHW/ Space/Pool Heating, improved efficiencies from existing solar system)
- Equipment purchase and installation cost estimates.
- Estimated energy savings and return on investment.
- A time table or suggested sequence that provides the best economic scenario for upgrades over a 5 year period.

The RDN reserves the right to select or reject quotations at its discretion.

Responses will be accepted up until July 24, 2015 at 4pm.

Responses may be mailed to:

737 Jones St. Qualicum Beach, BC V9K 1S4 Attention Mike Chestnut, Superintendent of Aquatic Services

or emailed to:

mchestnut@rdn.bc.ca

If proponents require additional information they may contact Mike Chestnut, Superintendent of Aquatic Services at the above email or at 250-752-5014



RDN REPORT		[Handwritten initials]
CAO APPROVAL		
EAP		
COW		
SEP 15 2015		
RHD		
BOARD	✓	

STAFF REPORT

TO: J. Harrison
Director of Corporate Services

DATE: September 15, 2015

FROM: J. Hill
Manager of Administrative Services

MEETING: Board, September 29, 2015

SUBJECT: Results of Alternative Approval Process - Bylaw No. 1725

RECOMMENDATION

That “Gabriola Island Taxi Saver Contribution Service Establishment Bylaw No. 1725, 2015” be adopted.

PURPOSE

To report the results of the alternative approval process for “Gabriola Island Taxi Saver Contribution Service Establishment Bylaw No. 1725, 2015” and to bring forward the Bylaw for consideration of adoption.

BACKGROUND

At its regular meeting held June 23, 2015, the Board gave third reading to Bylaw No. 1725 which would authorize the Board to provide a contribution toward the operation of a Taxi Saver Program on Gabriola Island to provide assistance to residents of Gabriola Island who are persons with disabilities or seniors with low incomes (Attachment 1).

In accordance with the *Community Charter* the Board directed staff to proceed with an alternative approval process (AAP) to seek elector approval in the service area for the Bylaw (Gabriola Island). As part of the AAP, electors opposed to the adoption of the Bylaw are required to sign an Elector Response Form and submit it to the Regional District prior to the established deadline. Approval of the electors by AAP is obtained, if at the end of the time for receiving elector responses, the number of elector responses received is less than 10% of the number of electors of the service area.

For the purpose of conducting the AAP, the number of electors in the service area was determined to be 3,361. In order for Bylaw No. 1725 to receive elector approval, less than 10%, or 336, Elector Response Forms must have been received by the deadline of September 8, 2015. The results of the AAP are shown on the attached Corporate Officer’s Certification (Attachment 2). There were a total of 4 Elector Response Forms received by the deadline (less than 10% of electors) therefore Bylaw No. 1725 has received approval of the electors by the alternative approval process and can be adopted by the Board.

ALTERNATIVES

1. That the Board adopt "Gabriola Island Taxi Saver Contribution Service Establishment Bylaw No. 1725, 2015".
2. That the Board not adopt Bylaw No. 1725 and provide alternative direction.

FINANCIAL IMPLICATIONS

The maximum amount that may be requisitioned annually for the service is the greater of \$15,000, or the amount obtained by applying a property value tax rate of \$0.0152 per \$1,000 to the net taxable value of land and improvements in the service area. Based on a residential property assessed at \$300,000, the cost to the individual homeowner would be approximately \$4.56 per annum.


STRATEGIC PLAN IMPLICATIONS:

N/A

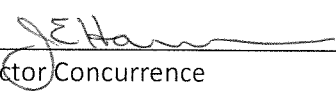
SUMMARY/CONCLUSIONS

In accordance with the *Community Charter* the Board directed staff to proceed with an alternative approval process to seek elector approval for Bylaw No. 1725 which would authorize the Board to provide a contribution toward the operation of a Taxi Saver Program on Gabriola Island to provide assistance to residents of Gabriola Island who are persons with disabilities or seniors with low incomes (Attachment 1).

The results of the alternative approval process are shown on the attached Corporate Officer's Certification (Attachment 2). Less than 10% of the number of electors of the service area signed and submitted an Elector Response Form prior to the established deadline; therefore, Bylaw No. 1725 has received approval of the electors by the alternative approval process and the Board may proceed with adoption of the Bylaw.



Report Writer



Director Concurrence



CAO Concurrence

Attachment 1

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1725

A BYLAW TO ESTABLISH A TAXI SAVER CONTRIBUTION SERVICE ON GABRIOLA ISLAND

WHEREAS under sections 796 and 800 of the *Local Government 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 wishes to establish a Taxi Saver Contribution Service on Gabriola Island for the purpose of providing a Taxi Saver Program to provide assistance to residents of Gabriola Island who are persons with disabilities or seniors with low incomes;

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

AND WHEREAS the approval of the electors in the participating area has been obtained by an alternative approval process under section 801.3 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 the “Gabriola Island Taxi Saver Contribution Service Establishment Bylaw No. 1725, 2015”.

2. **Service**

(1) A Taxi Saver Contribution Service is hereby established for the purpose of providing a contribution toward the operation of a Taxi Saver Program on Gabriola Island to provide assistance to residents of Gabriola Island who are persons with disabilities or seniors with low incomes (the “Service”).

(2) For the purpose of this bylaw a “low income senior” means a person 65 years of age or older who is enrolled in the MSP Regular Premium Assistance Program or qualifies for another provincial or federal income assistance program on the basis of financial need.

3. **Boundaries**

The boundaries of the Service Area are coterminous with the boundaries of Gabriola Island (the “Service Area”).

4. **Participating Area**

Electoral Area 'B' is the sole participating area in the Service.

5. **Cost Recovery**

In accordance with 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 for the Service is the greater of:

- (a) fifteen thousand dollars (\$15,000); or
- (b) the amount obtained by applying a property value tax rate of \$0.0152 per \$1,000 to the net taxable value of land and improvements in the Service Area.

Introduced and read two times this 26th day of May, 2015.

Read a third time, as amended, this 23rd day of June, 2015.

Received the approval of the Inspector of Municipalities this 7th day of July, 2015.

Received the approval of the electors under section 801.3 of the *Local Government Act* this 8th day of September, 2015.

Adopted this ___ day of _____, 2015.

CHAIRPERSON

CORPORATE OFFICER

Attachment 2

REGIONAL DISTRICT OF NANAIMO


CORPORATE OFFICER'S CERTIFICATION

I, the undersigned Corporate Officer, as the person assigned responsibility for corporate administration under section 198 of the *Local Government Act*, certify the results of the alternative approval process that was conducted to obtain the approval of the electors for "Gabriola Island Taxi Saver Contribution Service Establishment Bylaw No. 1725, 2015" as follows:

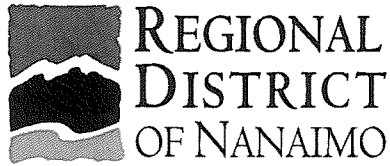
- 3,361 Estimated number of electors
- 4 Number of elector response forms submitted by the deadline
- 0 Number of elector response forms rejected
- 4 Number of elector response forms accepted
- .001 Percentage of estimated electors who validly submitted elector response forms

and in accordance with Section 86 of the *Community Charter*, the approval of the electors was obtained.

DATED this 10th day of September, 2015.



Corporate Officer



RDN REPORT		[Signature]
CAO APPROVAL		
EAP		
COW		
SEP 16 2015		
RHD		
BOARD	✓	

STAFF REPORT

TO: Jeremy Holm
Manager, Current Planning

DATE: September 10, 2015

FROM: Tyler Brown
Planner

MEETING: BOARD – September 29, 2015

FILE: PL2013-113

SUBJECT: Zoning Amendment Application No. PL2013-113
Strata Lots 1-10, District Lot 36 and Part of the Bed of Strait of Georgia, Newcastle District, Strata Plan VIS5953 Together with an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as Shown on Form V
4320 Garrod Road – Electoral Area ‘H’
Amendment Bylaw 500.395, 2015 – Adoption

RECOMMENDATION

That “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.395, 2015” be adopted.

PURPOSE

To consider “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.395, 2015” for adoption.

BACKGROUND

The Regional District of Nanaimo has received an application from the property owners of the 10 unit strata resort condominium development located at 4320 Garrod Road to rezone the subject property from Commercial 5 (CM5) to a new Residential 2.2 (RS2.2) zone in order to permit full time residential use of the 10 strata units. Two Public Information Meetings were held with regards to this application. The first was held on September 3, 2014, and the second was held on June 2, 2015. Amendment Bylaw No. 500.395 was introduced and given first and second reading on July 28, 2015 (see Attachment 1). A Public Hearing was held on August 10, 2015, and the Bylaw received third reading on August 25, 2015. As established by legal precedent, 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. The Ministry of Transportation and Infrastructure approved the Bylaw on September 9, 2015.

As a condition of rezoning approval, and prior to the adoption of the Bylaw, the applicant was required to complete the following:

1. The applicant shall provide a voluntary community amenity contribution in the amount of \$10,000 to the Electoral Area 'H' Parks Amenity Fund to be earmarked for use within Bowser Village.

2. The applicant shall provide written confirmation from the Bowser Water Works District that the difference between the Recreational Capital Expenditure charge and the Strata Property charge has been received.

The applicant has satisfied the conditions of approval. As such, the Bylaw is presented to the Board for consideration for adoption.

ALTERNATIVES

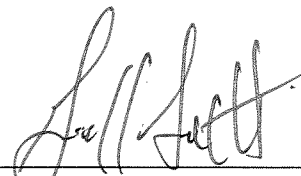
1. To adopt "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.395, 2015".
2. To not adopt "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.395, 2015"

SUMMARY/CONCLUSIONS

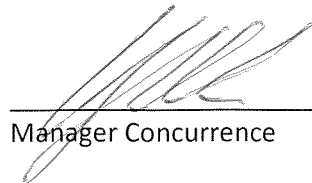
Proposed Amendment Bylaw No. 500.395 would rezone the subject property from Commercial 5 Zone, Subdivision District 'M' to a new Residential 2.2 Zone, Subdivision District 'F'. The requested amendment would permit the use of the 10 unit building strata for full time residential use rather than resort condominium use as currently permitted. The applicant is not proposing any new development or requesting to retain any of the permitted commercial uses. The Amendment Bylaw was introduced and read two times on July 28, 2015, proceeded to Public Hearing on August 10, 2015, and received third reading on August 25, 2015. The Amendment Bylaw was approved by the Ministry of Transportation and Infrastructure on September 9, 2015, and the applicant completed the conditions of approval. Given that the applicant has completed the conditions of approval, staff recommend that the Board adopt Amendment Bylaw No. 500.395, 2015.



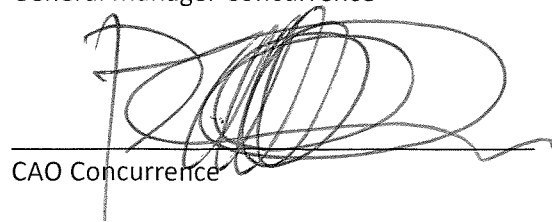
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

Attachment 1
Proposed Amendment Bylaw No. 500.395, 2015

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.395**

**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. 500.395, 2015”.

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 Residential 2.1 Zone:

Residential 2.2 Zone	RS2.2
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2. Under **PART 3 LAND USE REGULATIONS, Section 3.4**, after Section 3.4.62.1 add Section 3.4.62.2 Residential 2.2 Zone

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:

Strata Lots 1-10, District Lot 36 and Part of the Bed of Strait of Georgia,
Newcastle District, Strata Plan VIS5953 Together with an Interest in the
Common Property in Proportion to the Unit Entitlement of the Strata Lot as
Shown on Form V

from Commercial 5 (CM5), Subdivision District ‘M’ to Residential 2.2, Subdivision District ‘F’

Introduced and read two times this 28th day of July, 2015.

Public Hearing held this 10th day of August, 2015.

Read a third time this 25th day of August, 2015.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this 9th day of September 2015.

Adopted this ___ day of _____ 20__.

Chairperson

Corporate Officer

Chairperson

Corporate Officer

Schedule '1'

Section 3.4.62.2

RESIDENTIAL 2.2

RS2.2

Permitted Uses and Minimum Site Area

Required Site Area with:

Permitted Uses	Community Water & Sewer System	Community Water System	No Community Services
a) Home Based Business	n/a	n/a	n/a
b) Residential Use - per dwelling unit	500 m ²	1000 m ²	1.0 ha
c) Duplex	1000 m ²	2000 m ²	2.0 ha

Maximum Number and Size of Buildings and Structures

Floor area ratio	- 0.60
Height	- 8.0 m
Parcel coverage	- 40%

Minimum Setback Requirements

Front lot line	- 8.0 m
Interior side lot line	- 1.5 m
Rear lot line	- 2.0 m
Other lot line	- 5.0 m

except where:

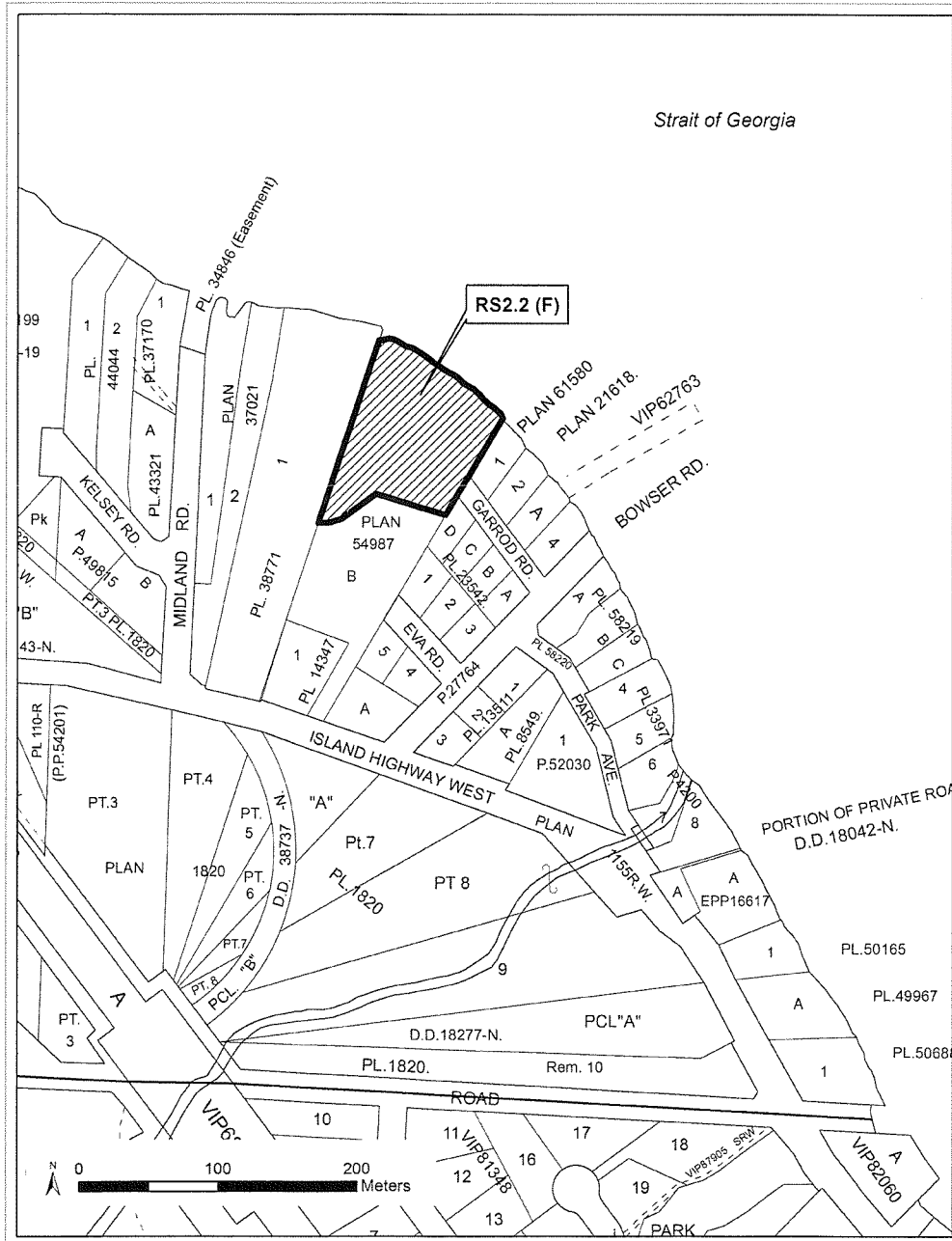
- an accessory building for individual use is permitted, no setback from an interior lot line shall be required for one accessory building with a maximum height of 2.0 m and a floor area of 9.0 m²;
- any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3.8 shall apply.

Schedule '2' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.395, 2015"

Chairperson

Corporate Officer

Schedule '2'





RDN REPORT		
CAO APPROVAL		
EAP		
COW		
SEP 21 2015		
RHD		
BOARD	✓	

STAFF REPORT

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: September 18, 2015

FROM: Wendy Idema, Director of Finance

MEETING: Board September 29, 2015

FILE:

SUBJECT: 2016 – 2020 Financial Plan Schedule - REVISED

RECOMMENDATIONS:

That the following revised schedule for the review and adoption of the 2016 to 2020 Financial Plan be approved:

November 10 & 18, 2015	Information seminars to Board for 2016 preliminary budget & business plans
November 24, 2015	Presentation of 2016 preliminary budget at Board
February 2 & 5, 2016	Information seminars to Board for 2016 to 2020 Financial Plan
February 9, 2016	Presentation of 2016 to 2020 Financial Plan at Committee of the Whole
February 16, 2016	Publication of budget edition of Regional Perspectives
March 8, 2016	Introduce bylaw to adopt the 2016 to 2020 Financial Plan
March 22, 2016	Adopt Financial Plan Bylaw

PURPOSE:

To identify revised meeting and publication dates for the review and approval of the 2016 to 2020 Financial Plan.

BACKGROUND:

The report provided at the September 8, 2015, Committee of the Whole included dates that resulted in scheduling conflicts with other local governments. As such the dates have been revised as above to eliminate those conflicts.

Local governments are required to publicize and provide opportunities for members of the public to provide input and to comment on the Financial Plan. This report is intended to identify for the Board, the public and staff the times and places at which the 2016 to 2020 Financial Plan will be reviewed and approved by the RDN Board.

The proposed budget document will be posted to the RDN website for public access in November and the five year plan will be posted in February. As well, a budget edition of the Regional Perspectives is published in mid to late February to provide residents with information by service area and by electoral area.

Meeting dates are published in local newspapers and on the website in advance of each open Board meeting. The opportunity to make a presentation and ask questions is provided at those meetings.

ALTERNATIVES:

1. Approve the proposed schedule of meetings to review and approve the 2016 to 2020 Financial Plan.
2. Provide other direction regarding the review and approval process of the 2016 to 2020 Financial Plan.

FINANCIAL IMPLICATIONS:

The only costs for the actual financial planning process are newspaper advertising and publication costs for the Regional Perspectives, all of which are included in the annual budget.

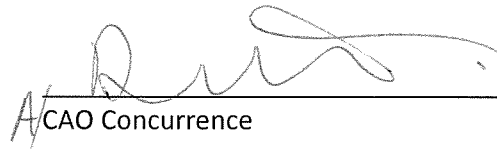
SUMMARY/CONCLUSIONS:

The report provided at the September 8, 2015, Committee of the Whole included dates that resulted in scheduling conflicts with other local governments. As such the dates have been revised as above to eliminate those conflicts.

Local governments are required to establish a public process for the review and approval of the five year financial plan. Commencing with the Board meeting on November 24, 2015, staff will publish budget documents to the Regional District website, arrange the publication of the budget edition of the Regional Perspectives in mid-February and ensure that all meetings are advertised to provide members of the public an opportunity to attend the meetings to provide comments and input.



Report Writer



CAO Concurrence



RDN REPORT	
CAO APPROVAL	
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COW	
SEP 21 2015	
RHD	
BOARD	✓

STAFF REPORT

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: September 20, 2015

FROM: Wendy Idema
Director of Finance

MEETING: Board, September 29, 2015

FILE:

SUBJECT: RDN Support Structure for Fire Service Areas Consultant Agreement

RECOMMENDATION

That the report on the award of a consultant agreement to Dave Mitchell and Associates for a review of rural fire services be received for information.

PURPOSE

To provide an update on the results of the request for proposal undertaken for a consultant to review the RDN fire service structure and service standards.

BACKGROUND

At the June 23, 2015 Board meeting the following motion was passed:

That staff be directed to engage a consultant with Playbook and rural fire service experience to work directly with fire departments and the Regional District of Nanaimo to review the Regional District of Nanaimo's support structure for fire services; to develop a process to ensure compliance with the Structure Firefighters Competency and Training Playbook and to provide recommendations to the Regional District of Nanaimo Board to meet its statutory requirements for the effective delivery of fire services in the Regional District.

A Request for Proposal (RFP) for the fire services consulting project was prepared and advertised in July 2015. Proposals were received from the following firms on August 28, 2015:

- FireWise Consulting Ltd
- Dave Mitchell & Associates Ltd
- M.J. (Jack) Blair
- Emergency Management & Training Inc

The RFP document specified scoring criteria that included both an evaluation of technical criteria such as project team, experience, past performance, project understanding, project methodology/ deliverables, work plan and budget with the scoring allocated 20% to the budget and 80% to technical criteria.

Dave Mitchell and associates demonstrated a strong understanding of the project and of Regional District rural fire services and scored the highest overall at 96 out of 100 points. Their proposal included a complete and thorough schedule demonstrating their approach and delivery to complete the work

from preliminary design through to completion of final reports. Their previous work has included a number of projects for regional district fire services including work in Comox Valley, Central Kootenay, Kootenay Boundary and Columbia Shuswap and their references were all very pleased with the quality of work received. They have extensive knowledge of the Playbook and the overall cost of \$48,500 falls within the RDN's budget allocation.

ALTERNATIVES

1. Receive the report on the award of a consultant agreement to Dave Mitchell and Associates for a review of rural fire services for information.
2. Provide alternative direction to staff.

FINANCIAL IMPLICATIONS

Previous Board direction provided funding for the the work of the fire services consultant from the Electoral Areas Feasibility Reserve and from the Provincial Basic Grant up to \$52,000 in 2015 with additional funding to be provided through the 2016 -2020 Financial Plan process dependent on the recommendations from the consultant.

STRATEGIC PLAN IMPLICATIONS


Engaging the fire departments directly in discussions regarding how the RDN can assist them, and development of recommendations on how to implement the Structure Firefighters Competency and Training Playbook is supported by the Strategic Plan under the Regional Federation Goals and Actions:

- Enhance the reputation of the RDN as a valuable and effective level of government for delivering services, exploring regional issues, and creating opportunities for dialogue with residents by:
 - Supporting volunteer opportunities for residents, and
 - Engaging residents and other stakeholders about RDN decision-making and progressing toward regional goals and objectives.

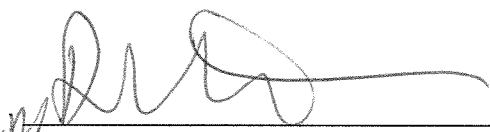
SUMMARY/CONCLUSIONS

At the June 23, 2015 Board meeting staff were directed to engage a consultant to review the RDN's ability for our rural fire services to respond to the Structure Firefighters Competency and Training Playbook (Playbook) released by the Office of the Fire Commissioner (OFC) in May 2015 and to provide recommendations to improve the service and to ensure compliance with our statutory requirements.

A Request for Proposal (RFP) for the fire services consulting project was prepared and advertised in July 2015 and Dave Mitchell and Associates Ltd provided the most comprehensive response within the budget allowed.



Report Writer



C.A.O. Concurrence