

REGIONAL DISTRICT OF NANAIMO

**REGULAR BOARD MEETING
TUESDAY, MARCH 22, 2016
7:00 PM**

(RDN Board Chambers)

A G E N D A

- 1. CALL TO ORDER**
- 2. DELEGATIONS**
- 3. BOARD MINUTES**
 - 15-25 Minutes of the Regular Board meeting held Tuesday, February 23, 2016 (All Directors – One Vote).
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATION/CORRESPONDENCE**
- 6. UNFINISHED BUSINESS**
 - 26-29 **Bylaw No. 975.63 – Pump & Haul Bylaw Amendment to Include Lot C, District Lot 9, Plan 1832, Except Those Parts in Plans 11274, 14223, and 14909, Newcastle Land District (Electoral Area ‘G’)** (All Directors – One Vote).

That "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.63, 2016" be adopted.
 - 30-31 **2016 Service Area Tax Requisition Amendment Bylaws** (All Directors – One Vote).
 1. *That "Electoral Area `E' Community Parks Local Service Amendment Bylaw No. 803.06, 2016" be adopted.*
 2. *That "Electoral Area 'F' Community Parks Local Service Amendment Bylaw No. 804.08, 2016" be adopted.*
- 7. STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS**
 - 7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE**
 - 32-36 Minutes of the Electoral Area Planning Committee meeting held Tuesday, March 8, 2016 (For Information) (All Directors – One Vote).

COMMUNICATIONS/CORRESPONDENCE

(All Directors – One Vote)

Paul Christensen, re Agriculture Bylaw and Policy Updates Project – Revisions to Bylaws No. 500.402 and 1285.26.

That the correspondence from Paul Christensen regarding Agriculture Bylaw and Policy Updates Project – Revisions to Bylaws No. 500.402 and 1285.26 be received.

Clem and Debbie Remillard, re Agriculture Bylaw and Policy Updates Project – Revisions to Bylaws No. 500.402 and 1285.26.

That the correspondence from Clem and Debbie Remillard regarding Agriculture Bylaw and Policy Updates Project – Revisions to Bylaws No. 500.402 and 1285.26 be received.

DEVELOPMENT PERMIT

Development Permit Application No. PL2016-003 – 410 and 418 Martindale Road, Electoral Area ‘G’ (Electoral Area Directors, except EA ‘B’ – One Vote).

That Development Permit No. PL2016-003 to permit the construction of a dwelling unit be approved subject to the conditions outlined in Attachments 2 and 3.

Development Permit Application No. PL2016-022 – 1704 Fry Road, Electoral Area ‘A’ (Electoral Area Directors, except EA ‘B’ – One Vote).

That Development Permit No. PL2016-022 to allow the completion of improvements to an existing dwelling unit that were under construction without a building permit be approved subject to the conditions outlined in Attachments 2 to 5.

DEVELOPMENT PERMIT WITH VARIANCE

Development Permit with Variance Application No. PL2016-002 – 3850 Island Highway West, Electoral Area ‘G’ (Electoral Area Directors, except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Permit with Variance Application No. PL2016-002 – 3850 Island Highway West, Electoral Area ‘G’.

That Development Permit with Variance No. PL2016-002 for a free-standing sign with a height variance from 4.0 m to 5.18 m be approved subject to the conditions outlined in Attachment 2.

Development Permit with Variance Application No. PL2015-085 – Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in Relation to 6371 Island Highway West, Electoral Area ‘H’ (Electoral Area Directors, except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Permit with Variance Application No. PL2015-085 – Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in Relation to 6371 Island Highway West, Electoral Area ‘H’.

- 1. That Development Permit with Variance No. PL2015-085 to increase the permitted parcel depth of Lots 1, 2 and 3 be approved subject to the conditions outlined in Attachments 2 to 4.*
- 2. That the request to relax the minimum 10% perimeter frontage requirements for proposed Lots 1 and 3 in relation to Subdivision Application No. PL2015-046, be approved.*

DEVELOPMENT VARIANCE PERMIT

Development Variance Permit Application No. PL2015-173 – 3478 Grilse Road, Electoral Area ‘E’ (Electoral Area Directors, except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Variance Permit Application No. PL2015-173 – 3478 Grilse Road, Electoral Area ‘E’.

That Development Variance Permit No. PL2015-173 to increase the maximum dwelling unit height from 8.0 metres to 9.25 metres to allow the construction of a single family dwelling unit be approved subject to the conditions outlined in Attachments 2 to 5.

ZONING AMENDMENT

37-38

Zoning Amendment Application No. PL2009-153 – Bylaw No. 500.403 – 2248 and 2250 Maxey Road, Electoral Area ‘C’ (Electoral Area Directors, except EA ‘B’ – One Vote).

- 1. That the Summary of the Public Information Meeting held on February 25, 2016, be received.*
- 2. That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.403, 2016" be introduced and read two times.*
- 3. That the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.403, 2016", be chaired by Director Young or her alternate.*

39-43

Zoning Amendment Application No. PL2013-022 – Bylaw No. 1285.25 – 1720 Whibley Road, Electoral Area 'F' and Manufactured Home Park Bylaw No. 1738 – Electoral Area 'F' (Electoral Area Directors, except EA 'B' – One Vote).

1. *That the Summary of the Public Information Meetings held on May 25, 2015 and January 21, 2016, be received.*
2. *That "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.25, 2016", be introduced and read two times.*
3. *That the Public Hearing on "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.25, 2016", be chaired by Director Fell or his alternate.*
4. *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.*

44-63

5. *That "Electoral Area 'F' Manufactured Home Park Regulations Bylaw No. 1738, 2016" be introduced and read three times, as presented.*
6. *That the Board direct staff to prepare a report on an amendment to Regional District of Nanaimo "Building Regulations Fees and Charges Bylaw No. 1595, 2010" and "Regional District of Nanaimo Building Regulations Bylaw No. 1250, 2010" to establish fees and regulations for issuing Manufactured Home Park Permits.*
7. *That the Board direct staff to prepare a report and recommendation on potential amendments to the Electoral Area 'F' Official Community Plan to provide clarification on Official Community Plan policies within the Commercial/Industrial Land Use Designation.*

OTHER

64-97

Agriculture Bylaw and Policy Updates Project – Revisions to Bylaws No. 500.402 and 1285.26 (Electoral Area Directors, except EA 'B' – One Vote).

1. *That Bylaw No. 500.402 – Part B, Section 1 be amended by amending the definition of grazing area to add:*

“and does not include a confined livestock area or feedlot;”

2. *That Bylaw No. 500.402 – Part B, Section 10 be amended by replacing Subsection C) i) c. with the following:*

“Four agri-tourism accommodation sleeping units shall be permitted on any parcel and one additional sleeping unit shall be permitted per hectare on parcels greater than or equal to 1.0 ha up to a maximum of ten (10) sleeping units per farm or parcel;”

3. *That Bylaw No. 1285.26 – Part B, Section 10 be amended by replacing Subsection 3. c) with the following:*

“Four agri-tourism accommodation sleeping units shall be permitted on any parcel and one additional sleeping unit shall be permitted per hectare on parcels greater than or equal to 1.0 ha up to a maximum of ten (10) sleeping units per farm or parcel;”

4. *That Bylaw No. 1285.26 – Part B, Section 17 be amended by amending the definition of grazing area to add:*

“and does not include a confined livestock area or feedlot;”

5. *That the Community Engagement Results attached as Attachment 1, be received.*

6. *That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.402, 2016" be introduced and read two times.*

7. *That "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.26, 2016" be introduced and read two times.*

8. *That the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.402, 2016" be chaired by Director Veenhof or his alternate.*

9. *That the Public Hearing on "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.26, 2016" be chaired by Director Fell or his alternate.*

7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE

98-103 Minutes of the Committee of the Whole meeting held Tuesday, March 8, 2016 (For Information) (All Directors – One Vote).

COMMUNICATION/CORRESPONDENCE

(All Directors – One Vote)

Antoinette O’Keeffe, Island Health, re Community Wellness Grants.

That the correspondence from Antoinette O’Keeffe, Island Health, regarding Community Wellness Grants be received.

W. Byrne, North Island 9-1-1 Corporation, re 2016 North Island 9-1-1 Adopted Budget.

That the correspondence from W. Byrne, North Island 9-1-1 Corporation, regarding the 2016 North Island 9-1-1 adopted budget be received.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Gabrielans Against Freighter Anchorages (All Directors – One Vote).

That staff be directed to draft a letter for signature of the Chair to Transport Canada, Marine Safety and Security, and The Honourable Marc Garneau, Minister of Transport, House of Commons, as well as to the Ministry of Environment and Department of Fisheries and Oceans, in support of the Gabrielans Against Freighter Anchorages Society to not support proposed designation of new anchorages for freighters or bulk carriers along the north-east coast of Gabriola Island, and to request time for the Regional District to provide comment.

Antoinette O’Keeffe, Island Health, re Community Wellness Grants (All Directors – Weighted Vote).

That staff be directed to process the agreement with Island Health for funding related to the purpose of developing population level interventions that address the five modifiable risk factors and that staff provide a report identifying options for regional allocation of the funds.

CHIEF ADMINISTRATIVE OFFICER

Board Motion Follow-up (All Directors – One Vote).

That the Board Motion Follow-up report be received for information.

FINANCE

104-106

Regional District of Nanaimo 2016 to 2020 Financial Plan - Bylaws No. 1740 and 1231.05.

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

1. *That "Regional District of Nanaimo Financial Plan 2016 to 2020 Bylaw No. 1740, 2016" be introduced and read three times.*
2. *That "Regional District of Nanaimo Financial Plan 2016 to 2020 Bylaw No. 1740, 2016" be adopted.*

(All Directors – One Vote)

3. *That "Regional Parks and Trails Service Area Amendment Bylaw 1231.05, 2016" be introduced and read three times.*

Preliminary Operating Results for the Period Ending December 31, 2015 (All Directors – One Vote).

That the summary report of financial results for Regional District of Nanaimo operations to December 31, 2015 be received for information.

New Building Canada Fund – Small Communities Fund 2016 Intake (All Directors – One Vote).

That the Board endorse the following projects for application to the New Building Canada Fund – Small Communities Fund (NBCF-SCF) for the April 28, 2016 application intake:

- *Greater Nanaimo Pollution Control Centre – Centrifuge and Polymer System*
- *San Pareil Water System – Treatment Upgrades.*

CORPORATE SERVICES

ADMINISTRATION

107-108

Results of Alternative Approval Process – Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736 (All Directors – One Vote).

That "Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736, 2015" be adopted.

REGIONAL AND COMMUNITY UTILITIES AND SOLID WASTE

WATER AND UTILITY

109-110 **Bylaw No. 1655.04 – Water User Rate Amendments 2016** (EAs 'A', 'E', 'F', 'G' – Weighted Vote).

That "Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.04, 2016" be introduced and read three times.

Transfer of Parkland to the Nanoose Bay Peninsula Water Service Area (All Directors – One Vote).

That staff be directed to proceed with determining land requirements and the process for ownership transfer of a portion of Lot 1, District Lot 62, Plan 26234 (2030 Claudet Road) to the Nanoose Bay Peninsula Water Service Area (NBPWSA) for Community water supply purposes.

RECREATION AND PARKS

PARKS

111 **Amendment to Electoral Area 'B' Community Parks Bylaw No. 799** (All Directors – One Vote).

- 1. That "Electoral Area 'B' Community Parks Local Service Amendment Bylaw No. 799.09, 2016" be introduced and read three times.*
- 2. That "Electoral Area 'B' Community Parks Local Service Amendment Bylaw No. 799.09, 2016", be sent to the Inspector of Municipalities for approval.*

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

112

Amendment to Regional Growth Strategy Bylaw No. 1615.

(All Directors – One Vote)

1. *That the staff report including the consultation results be received.*

(All Directors, except EA 'B' – One Vote)

2. *That "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" be introduced and read two times.*
3. *That the Public Hearing on "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" be chaired by Director Veenhof or his alternate.*

Regional District of Nanaimo Board Strategic Plan 2016 – 2020 (All Directors – One Vote).

That the Board adopt Regional District of Nanaimo Board Strategic Plan 2016 – 2020 with Vision Alternative 1.

BUILDING AND BYLAW SERVICES

2841 Wildberry Road, Electoral Area 'A' – Unsightly Premises (All Directors – One Vote).

Property owner wishing to speak to 2841 Wildberry Road, Electoral Area 'A' – Unsightly Premises.

That the Board, pursuant to Unsightly Premises Regulatory Bylaw No. 1073, 1996, directs the owner of Lot B, Section 4, Range 6, Cedar District, Plan VIP81417, (2841 Wildberry Road), to remove the accumulation of derelict vehicles, derelict boats, discarded automobile parts, building materials, semitrailers, scaffolding, machinery, barrels, storage tanks, chemical containers, scrap wood, metal, pipes, machinery and assorted household garbage, from the property within sixty (60) days, or the work will be undertaken by the Regional District of Nanaimo (RDN) or its agents at the owner's cost.

2590 Kinghorn Road, Electoral Area 'E' – Building Bylaw Contravention (All Directors – One Vote).

Property owner wishing to speak to 2590 Kinghorn Road, Electoral Area 'E' – Building Bylaw Contravention.

That staff be directed to register a Notice of Bylaw Contravention on the title of Lot 3, District Lot 69, Nanoose District, Plan 1519 (2590 Kinghorn Road), pursuant to Section 57 of the Community Charter and take further enforcement action as may be necessary to ensure the property is in compliance with Regional District of Nanaimo (RDN) regulations.

ADVISORY, SELECT COMMITTEE AND COMMISSION

Liquid Waste Management Plan Monitoring Committee (All Directors – One Vote).

That the minutes of the Liquid Waste Management Plan Monitoring Committee meeting held Wednesday, February 3, 2016, be received for information.

Solid Waste Management Select Committee (All Directors – One Vote).

That the minutes of the Solid Waste Management Select Committee meeting held Tuesday, February 9, 2016, be received for information.

Solid Waste Management Select Committee Revised Terms of Reference.

That the Board approve the revised Terms of Reference (January 27, 2016) as presented with amendments.

AVICC Special Committee on Solid Waste Management – Support for Priorities.

That the Board endorse the priority focus areas identified by the AVICC Special Committee on Solid Waste Management, and that this recommendation be forwarded to the Association of Vancouver Island and Coastal Communities in advance of consideration by the Board at their regular meeting on March 22, 2016.

7.5 SCHEDULED STANDING, ADVISORY, AND SELECT COMMITTEES

Northern Community Economic Development Select Committee

113-114 Minutes of the Northern Community Economic Development Select Committee meeting held Thursday, February 18, 2016 (for information).

(Parksville, Qualicum Beach, Electoral Areas 'E', 'F', 'G', 'H')

115-137 **Northern Community Economic Development Service – Five Year Review.**

That the next review of the NCED Service occur in Spring, 2018.

Kim Burden, Parksville and District Chamber of Commerce – Regional Economic Development.

1. *That the Chief Administrative Officers of the RDN, Town of Qualicum Beach, and The City of Parksville, meet with Kim Burden of the Parksville and District Chamber of Commerce to discuss future collaboration.*
2. *That the meeting between CAOs and Kim Burden be deferred until after the adoption of the RDN Board Strategic Plan.*

District 69 Recreation Commission

138-142 Minutes of the District 69 Recreation Commission meeting held Thursday, February 18, 2016 (for information).

Grants (Parksville, Qualicum Beach, Electoral Areas 'E', 'F', 'G', 'H').

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

Youth Organization	Amount
893 Beaufort Squadron- training activities	1,950
Arrowsmith Community Recreation Association – youth week basketball event	735
Ballenas Secondary School- Dry Grad Committee	1,200
Ballenas Secondary School - First Nations education trips	2,500
Errington Elementary School - Tribune Bay trip	2,500
Ravensong Waterdancers Synchro Club - pool rental	2,100
The Nature's Trust – Brant Festival youth photo exhibit	700
Total	\$11,685

2. *That the following District 69 Community Recreation Grant applications, with the exception of the Nanoose Bay Activities and Recreation Society application, be approved:*

Community Organization	Amount
Arrowsmith Community Recreation Association- Coombs Community Picnic	877
Arrowsmith Community Recreation Association- Food Skills Program	750
Errington Elementary School PAC- grade 3 swim program	2,500
Errington Therapeutic Riding Association - program expenses horses and arena & insurance	1,000
Oceanside Building Learning Together Society - Dad's Night Out Skating	658
Town of Qualicum Beach- Select Committee on Beach Day Celebrations	1,000
Total	\$8,285

3. *That the recommended grant of \$1,500 to the Nanoose Bay Activities and Recreation Society for their sound system be increased to \$2,500:*

Community Organization	Amount
Nanoose Bay Activities and Recreation Society - sounds system	2,500

(Parksville, Qualicum Beach, Electoral Areas 'E', 'F', 'G', 'H')

4. *That staff meet with the District 69 Recreation Commission Grants Sub-Committee and report back to the Commission with a review of the District 69 Recreation Grants program criteria, application process and operational procedure.*

Transit Select Committee

143-144 Minutes of the Transit Select Committee meeting held Thursday, February 25, 2016 (for information).

145-178 **RDN and CVRD Inter-Regional Service Discussion Report** (All Directors, except EAs 'B' and 'F' – Weighted Vote).

That the Board report back to BC Transit that the RDN and CVRD Inter-Regional Service is not viable at this time.

179-180 **Qualicum First Nation Transit Service Report** (Parksville, Qualicum Beach, EAs 'E', 'G', 'H').

That the Board direct staff to continue operating the route #99 Deep Bay service extension into Qualicum First Nation, and be paid for by existing Electoral Area 'H' transit contribution.

181-182 **Cost Analysis – Free Transit on Future Election Days** (All Directors, One Vote).

That the Board receive this report for information.

183-185 **Solid Waste Management Select Committee**

Minutes of the Solid Waste Management Select Committee meeting held Thursday, March 10, 2016 (for information).

186-190 **Bylaw No. 1591.06 Solid Waste and Recycling Collection Service Bylaw Amendment Report** (All Directors, except Nanaimo – Weighted Vote).

1. *That the "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.06, 2016" be introduced and read three times.*
2. *That the "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.06, 2016" be adopted.*

191-204 **Solid Waste Management Regulation Bylaw No. 1531.06 Fees Report** (All Directors – Weighted Vote / 2/3 Weighted).

1. *That the "Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.06, 2016" be introduced and read three times.*
2. *That the "Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.06, 2016" be adopted.*

8. ADMINISTRATOR'S REPORTS

205-213 **Region-Wide Watering Restrictions Framework**
Recommendation 1: (All Directors – One Vote)
Recommendation 2-3: (All Directors – Weighted Vote / 2/3 Weighted)

214-215 **Appointment of Alternate Emergency Coordinators** (All Directors – One Vote).

9. ADDENDUM

10. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

11. NEW BUSINESS

12. IN CAMERA

That pursuant to Sections 90 (1) (a), (f), and (g) of the Community Charter the Board proceed to an In Camera Meeting for discussions related to Board appointments, law enforcement, and litigation.

13. ADJOURNMENT

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR BOARD MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, FEBRUARY 23, 2016 AT 7:00 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director W. Veenhof	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
Alternate	
Director J. McLean	Electoral Area F
Director J. Stanhope	Electoral Area G
Director B. McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Director W. Pratt	City of Nanaimo
Director I. Thorpe	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach

Regrets:

Director J. Fell	Electoral Area F
Director J. Kipp	City of Nanaimo
Director B. Yoachim	City of Nanaimo

Also in Attendance:

D. Trudeau	Interim Chief Administrative Officer
R. Alexander	Gen. Mgr. Regional & Community Utilities & Solid Waste
G. Garbutt	Gen. Mgr. Strategic & Community Development
T. Osborne	Gen. Mgr. Recreation & Parks
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
D. Pearce	A/Director of Transportation Services
J. Hill	Mgr. Administrative Services
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 McLean to the meeting.

LATE DELEGATIONS

- 16-089 MOVED Director Lefebvre, SECONDED Director Westbroek, that late delegations be permitted to address the Board.

CARRIED

DELEGATIONS

Tracy Samra, City Manager, and Richard Harding, Director, Parks, Recreation & Environment, re City of Nanaimo Update.

Tracy Samra provided an update regarding the Core Services review at the City of Nanaimo and the recess of Committees and Commissions during the review, and asked the Board to provide a motion of consent to the recess of the Parks, Recreation and Culture Commission until the Core Service Review is completed.

Joanne Ferreiro, re Lot 8, Horne Lake Road.

Joanne Ferreiro voiced her concerns regarding the industrialization of Horne Lake Road including the health of the residents and the environment, possible decrease in property values, and the image and wellbeing of the community and asked the Board to take action to repair the unsightly and dangerous use of Lot 8, Horne Lake Road.

Kevin Monahan, re Proposed Amendment to the Regional Growth Strategy Minor Amendment Process.

Kevin Monahan shared his view that the proposed amendment does not clarify the issue and proposed that the Board consider amending the Regional Growth Strategy to consider any amendment to be considered minor if it is accompanied by studies, plans and analyses similar to that is produced as part of an Official Community Plan review.

Fred Taylor, re Memorial for Crew of WWII B-25 Mitchell Bomber.

Fred Taylor expressed his opposition to the placement of a memorial plaque due to the possibility of encouraging public access into the Nanaimo Watershed and items being removed from the crash site.

BOARD MINUTES

Minutes of the Regular Board meeting held Tuesday, January 26, 2016.

- 16-090 MOVED Director Stanhope, SECONDED Director Lefebvre, that the minutes of the Regular Board meeting held Tuesday, January 26, 2016, be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Tracy Samra, City Manager, City of Nanaimo, re District 68 Sports Field and Recreation Services Agreement.

- 16-091 MOVED Director Stanhope, SECONDED Director Pratt, that the correspondence from Tracy Samra, City Manager, City of Nanaimo, regarding the District 68 Sports Field and Recreation Services Agreement be received.

CARRIED

Ron Chiovetti, HBR Consulting Inc. re Amendment to the Boundary between Electoral Areas 'F' and 'G' – Lots in Electoral Area 'G' that are South of the Inland Highway.

- 16-092 MOVED Director Stanhope, SECONDED Director Pratt, that the correspondence from Ron Chiovetti, HBR Consulting Inc., regarding amendment to the boundary between Electoral Areas 'F' and 'G' and lots in Electoral Area 'G' that are South of the Inland Highway be received.

CARRIED

STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES & RECOMMENDATIONS

ELECTORAL AREA PLANNING COMMITTEE

Minutes of the Electoral Area Planning Committee meeting held Tuesday, February 9, 2016.

- 16-093 MOVED Director Stanhope, SECONDED Director McPherson, that the minutes of the Electoral Area Planning Committee meeting held Tuesday, February 9, 2016, be received for information.

CARRIED

DEVELOPMENT PERMIT

Development Permit Application No. PL2016-004 – Electoral Area 'G'.

- 16-094 MOVED Director Stanhope, SECONDED Director Young, that Development Permit No. PL2016-004 to permit the construction of a dwelling unit be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

OTHER

Agriculture Bylaw and Policy Updates Project – Zoning Amendments 1st and 2nd Reading – Bylaws No. 500.402 and 1285.26.

- 16-095 MOVED Director Rogers, SECONDED Director McPherson, that Agriculture Bylaw and Policy Updates Project – Zoning Amendments 1st and 2nd Reading – Bylaws No. 500.402 and 1285.26 be referred back to staff for refinement.

CARRIED

COMMITTEE OF THE WHOLE STANDING COMMITTEE

Minutes of the Committee of the Whole meeting held Tuesday, February 9, 2016.

- 16-096 MOVED Director Thorpe, SECONDED Director Pratt, that the minutes of the Committee of the Whole meeting held Tuesday, February 9, 2016, be received for information.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Mary Polak, Minister of Environment, re Request for Local Government Input – Climate Action and Climate Leadership Plan.

- 16-097 MOVED Director McPherson, SECONDED Director Stanhope, that the correspondence from Mary Polak, Minister of Environment, regarding a request for local government input on the Climate Action and Climate Leadership Plan be received.

CARRIED

James A. Lettic, Nanoose Bay Activities and Recreation Society, re Estimate of Costs for Building Upgrades.

16-098 MOVED Director McPherson, SECONDED Director Stanhope, that the correspondence from James A. Lettic, Nanoose Bay Activities and Recreation Society, regarding estimate of costs for building upgrades be received.

CARRIED

Mayor Henry Braun, City of Abbotsford, re Downloading of DNA Analysis Costs.

16-099 MOVED Director McPherson, SECONDED Director Stanhope, that the correspondence from Mayor Henry Braun, City of Abbotsford, regarding the downloading of DNA analysis costs be received.

CARRIED

FINANCE

2016-2020 Financial Plan.

16-100 MOVED Director McLean, SECONDED Director Lefebvre, that the Financial Plan not assume an expansion of the pool and that funds for Ravensong be lowered to maintenance levels and a reserve contribution after the current loan is paid off.

CARRIED

16-101 MOVED Director Lefebvre, SECONDED Director Thorpe, that the Board receive the report on the 2016 Budget as amended and the 2016 to 2020 Financial Plan.

CARRIED

16-102 MOVED Director Lefebvre, SECONDED Director Houle, that the Board provide any additional direction for changes related to completion of the 2016 to 2020 Financial Plan and direct staff to prepare the financial plan bylaw on that basis.

CARRIED

2016 Proposed Budget External Requests for Funding.

16-103 MOVED Director McPherson, SECONDED Director Houle, that the Board provide an additional \$2,500 to the current \$7,500 in funding received annually under the Southern Restorative Justice/Victim Services Service Area to the Nanaimo RCMP Victim Services.

CARRIED

16-104 MOVED Director McKay, SECONDED Director Houle, that the Board provide an additional \$6,500 to the current \$11,000 in funding received under the D68 Search & Rescue Service to the Nanaimo Marine Rescue Society.

CARRIED

16-105 MOVED Director Hong, SECONDED Director Young, that the Board direct staff to look at using Regional Sustainability Reserve Funds to provide \$15,000 to the Nanaimo Aboriginal Society to use towards the cost of the Passive House construction project.

CARRIED

16-106 MOVED Director Thorpe, SECONDED Director Bestwick, that the Board provide \$15,000 in funding to the Nanaimo Travellers Lodge for the Eden Gardens facility.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

Update on Use of Island Health Homelessness Funding.

- 16-107 MOVED Director Stanhope, SECONDED Director Young, that the report be received for information.
CARRIED
- 16-108 MOVED Director Stanhope, SECONDED Director Young, that staff be directed to forward the update on Use of Homelessness Funding to Island Health with a letter thanking them for providing funding.
CARRIED

BUILDING, BYLAW, AND EMERGENCY PLANNING

Emergency Management Agreement Renewal.

- 16-109 MOVED Director Haime, SECONDED Director McPherson, that the Emergency Management Agreement between the Regional District of Nanaimo, the City of Nanaimo, the District of Lantzville, the City of Parksville, the Town of Qualicum Beach, and the Qualicum, Nanoose and Snuneymuxw First Nations be renewed for a term beginning January 1, 2016 to May 1, 2021.
CARRIED

RECREATION AND PARKS

PARKS

Coombs to Parksville Rail Trail Project Update.

- 16-110 MOVED Director Stanhope, SECONDED Director Haime, that the staff recommendation to proceed to tender for the Station Road to Church Road phase of the Coombs to Parksville Rail Trail with a tender upgrade for the Church Road to City of Parksville phase, be referred to the Regional Parks and Trails Select Committee.
CARRIED

E&N Rail Trail – Deferred Road Crossing Compliance Memorandum of Understanding.

- 16-111 MOVED Director Stanhope, SECONDED Director McPherson, that the Deferred Road Crossing Compliance (Alberni Line Rail Trail) Memorandum of Understanding with the Island Corridor Foundation be approved and executed.
CARRIED

Oakdowne Community Park Licence of Occupation Renewal (Electoral Area 'H').

- 16-112 MOVED Director Lefebvre, SECONDED Director McPherson, that the Regional District accept the Province of BC's 30-year Licence of Occupation offer for Oakdowne Community Park in Electoral Area 'H'.
CARRIED

REGIONAL AND COMMUNITY UTILITIES

WATER AND UTILITY

Region-Wide Watering Restrictions Framework.

- 16-113 MOVED Director Westbroek, SECONDED Director Rogers, that the Region-Wide Watering Restrictions Framework be deferred to the next meeting.

CARRIED

WASTEWATER

Bylaw No. 975.63 – Pump & Haul Bylaw Amendment to Include Lot C, District Lot 9, Plan 1832, Except Those Parts in Plans 11274, 14223, and 14909, Newcastle Land District (Electoral Area 'G').

- 16-114 MOVED Director Stanhope, SECONDED Director Lefebvre, that "Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995" be amended to include Lot C, District Lot 9, Plan 1832, Except Those Parts in Plans 11274, 14223, and 14909, Newcastle Land District (Electoral Area 'G').

CARRIED

- 16-115 MOVED Director Stanhope, SECONDED Director Lefebvre, that "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.63, 2016" be introduced and read three times.

CARRIED

ADVISORY, SELECT COMMITTEE AND COMMISSION

Solid Waste Management Select Committee.

Minutes of the Solid Waste Management Select Committee meeting held Wednesday, December 2, 2015.

- 16-116 MOVED Director McPherson, SECONDED Director Pratt, that the minutes of the Solid Waste Management Select Committee meeting held Wednesday, December 2, 2015, be received for information.

CARRIED

Solid Waste Management Plan Review Update.

- 16-117 MOVED Director McPherson, SECONDED Director Young, that staff be directed to prepare a report recommending amendments to the Terms of Reference of the Solid Waste Management Select Committee to add the responsibility of providing advice and recommendations to the Board regarding Solid Waste Services operations, in addition to its current role as it relates to the Solid Waste Management Plan review process.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Proposed Amendment to Boundary between Electoral Areas 'F' and 'G'.

- 16-118 MOVED Director Stanhope, SECONDED Director McLean, that the Board refer the issue of Electoral Area boundaries that were affected by the construction of the inland highway to staff, specifically the cutoff of Electoral Area 'G' and Electoral Area 'F' that were raised by the delegation, and the report to include other Electoral Areas that have similar problems that are not necessarily limited to being bisected by the inland highway.

CARRIED

Memorial for Crew of WWII B-25 Mitchell Bomber.

- 16-119 MOVED Director Pratt, SECONDED Director McKay, that the Regional District of Nanaimo become the “owner of record” of a plaque and interpretive board dedicated to the memory of the five Royal Canadian Air Force crew that perished on Mt. Whympier on May 29, 1944.

MOVED Director Rogers, SECONDED Director McPherson, that this item be deferred pending T. Osborne getting more information about concerns from other groups that Mr. Taylor has referenced.

DEFEATED

The vote was taken on the main motion.

- 16-120 MOVED Director Pratt, SECONDED Director McKay, that the Regional District of Nanaimo become the “owner of record” of a plaque and interpretive board dedicated to the memory of the five Royal Canadian Air Force crew that perished on Mt. Whympier on May 29, 1944.

CARRIED

- 16-121 MOVED Director Pratt, SECONDED Director Stanhope, that the Regional District of Nanaimo enter into a site stewardship agreement with the Royal Canadian Air Force Association, 808 Wing Nanaimo, for the ongoing stewardship and maintenance of the plaque and interpretive board dedicated to the memory of the five Royal Canadian Air Force crew that perished on Mt. Whympier on May 29, 1944.

CARRIED

Holden Creek Restoration.

- 16-122 MOVED Director McPherson, SECONDED Director Houle, that staff be directed to provide assistance and direction to Jessie James on the appropriate authority to undertake restoration of Holden Creek.

CARRIED

SCHEDULED STANDING, ADVISORY, AND SELECT COMMITTEES

Regional Parks and Trails Select Committee.

Minutes of the Regional Parks and Trails Select Committee meeting held Tuesday, February 16, 2016.

- 16-123 MOVED Director Pratt, SECONDED Director Young, that the minutes of the Regional Parks and Trails Select Committee meeting held Tuesday, February 16, 2016, be received for information.

CARRIED

Nanaimo River Bridge Equestrian Accessibility Report.

- 16-124 MOVED Director McPherson, SECONDED Director Young, that the design and development of the multi-use bridge crossing over the Nanaimo River, within the Morden Colliery Regional Trail, incorporate equestrian accessibility (in addition to pedestrian, cyclist and wheelchair accessibility) in response to current community recreational needs and public support.

CARRIED

Event Permit Framework for Mount Benson Regional Park Report.

- 16-125 MOVED Director Haime, SECONDED Director Rogers, that the 2016-2021 Event Permit Framework for Mount Benson Regional Park be approved.

CARRIED

- 16-126 MOVED Director Haime, SECONDED Director Rogers, that staff advance the dialogue with running race event user groups in 2016 to expedite the race route timeline in the Event Permit Framework for Mount Benson Regional Park.

CARRIED

Regional Parks and Trails 2016 Budget and 5 year Financial Plan.

- 16-127 MOVED Director Rogers, SECONDED Director Lefebvre, that the Kennedy Hall repair and upgrade at Moorecroft Regional Park be removed from the Five Year Financial Plan, the Moorcroft Regional Park Information Kiosk be funded by donations and the potential acquisition cost for the Option to Purchase Lands on Notch Hill be moved to 2021.

CARRIED

- 16-128 MOVED Director Rogers, SECONDED Director Stanhope, that any action with respect to the Moorecroft Washroom facility be referred to and then be deferred until the next Regional Parks and Trails Select Committee.

CARRIED

Coombs to Parksville Rail Trail Project Update.

- 16-129 MOVED Director McLean, SECONDED Director Stanhope, that staff proceed to tender for the Station Road to Church Road phase of the Coombs to Parksville Rail Trail with a tender upgrade for the Church Road to City of Parksville phase.

CARRIED

Regional Parks Parcel Tax Acquisition and Capital Development.

- 16-130 MOVED Director Rogers, SECONDED Director McPherson, that the Regional Parks Service Bylaw No. 1231 be amended to increase the parcel tax for regional parks acquisitions and capital development by one dollar per year for the next seven years commencing in 2016.

CARRIED

Sustainability Select Committee.

Minutes of the Sustainability Select Committee meeting held Tuesday, February 16, 2016.

- 16-131 MOVED Director Pratt, SECONDED Director Haime, that the minutes of the Sustainability Select Committee meeting held Tuesday, February 16, 2016, be received for information.

CARRIED

Nanaimo Aboriginal Centre Passive House.

- 16-132 MOVED Director Stanhope, SECONDED Director Haime, that the Board release \$15,000 from the Regional Sustainability Initiatives Reserve Fund to make a one-time contribution to the development of the Nanaimo Passive House to be constructed at 1406 Bowen Road.

CARRIED

- 16-133 MOVED Director Thorpe, SECONDED Director Houle, that staff be directed to draft and execute a Contribution Agreement between the Regional District of Nanaimo and the Nanaimo Aboriginal Centre (NAC) for a one-time \$15,000 contribution toward the Project.

CARRIED

BC Hydro Efficient Clothes Washer Rebate Partnership.

- 16-134 MOVED Director Haime, SECONDED Director Lefebvre, that the Board approve the expenditure of Drinking Water and Watershed Protection (DWWP) funds up to \$3,000 in support of the BC Hydro Clothes Washer joint rebate partnership.

CARRIED

ADMINISTRATOR'S REPORTS

2016 Service Area Tax Requisition Amendment Bylaws.

- 16-135 MOVED Director Stanhope, SECONDED Director Hong, that "Crime Prevention and Community Justice Support Service Amendment Bylaw No. 1479.02, 2016" be introduced and read three times and forwarded to the Inspector of Municipalities for approval.
CARRIED
- 16-136 MOVED Director Stanhope, SECONDED Director Hong, that "Electoral Area `E' Community Parks Local Service Amendment Bylaw No. 803.06, 2016" be introduced and read three times.
CARRIED
- 16-137 MOVED Director McLean, SECONDED Director Westbroek, that "Electoral Area 'F' Community Parks Local Service Amendment Bylaw No. 804.08, 2016" be introduced and read three times.
CARRIED
- 16-138 MOVED Director Stanhope, SECONDED Director Westbroek, that "Electoral Area 'H' Community Parks Local Service Amendment Bylaw No. 806.07, 2016" be introduced and read three times and forwarded to the Inspector of Municipalities for approval.
CARRIED

Electoral Area 'B' Transit Contribution Assent Voting Results.

- 16-139 MOVED Director Houle, SECONDED Director Stanhope, that the Electoral Area 'B' Transit Contribution Assent Voting results be received for information.
CARRIED
- 16-140 MOVED Director Houle, SECONDED Director Westbroek, that "Gabriola Island Transit Contribution Service Establishment Bylaw No. 1734, 2015" be adopted.
CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Parks, Recreation and Culture Commission Meetings.

- 16-141 MOVED Director Hong, SECONDED Director Pratt, that the Board consent to a brief recess of the Parks, Recreation and Culture Commission meetings during the City of Nanaimo Core Services Review.
CARRIED

NEW BUSINESS

Regional Parks and Trails Select Committee Terms of Reference Amendment.

- 16-142 MOVED Director Haime, SECONDED Director Stanhope, that staff be directed to prepare a report on options to amend the Terms of Reference for the Regional Parks and Trails Select Committee to add additional members that reflect those participating areas that have a financial role in the function.
CARRIED

Chair Veenhof passed the Chair to Director Haime.

Bowser Wastewater Servicing Project.

- 16-143 MOVED Director Veenhof, SECONDED Director Rogers, that the Board direct staff to allocate \$30,000 from Electoral Area 'H' Community Works Fund to undertake consultation activities related to the Bowser Wastewater Servicing Project.
CARRIED

Chair Veenhof assumed the Chair.

IN CAMERA

- 16-144 MOVED Director Pratt, SECONDED Director McLean, that pursuant to Sections 90 (1) (a), (c), (e), (g), (i), and (j), and 90 (2) (b) of the *Community Charter* the Board proceed to an In Camera Meeting for discussions related to Board appointments, employee relations, land acquisition and disposition, litigation, solicitor-client privilege, third-party business interests, and inter-governmental negotiations.

CARRIED

TIME: 8:39 PM

RISE AND REPORT

Dashwood Fire Hall Redevelopment.

- 16-145 MOVED Director McLean, SECONDED Director Stanhope, that staff be directed to undertake planning discussions with the Dashwood Fire Department Board for options for the redevelopment of the Dashwood Fire Hall.

CARRIED

Gas Tax Fund – Strategic Priorities Fund (SPF): Greater Nanaimo Pollution Control Centre Marine Outfall Replacement (the Project).

- 16-146 MOVED Director Rogers, SECONDED Director Pratt, that the Board direct staff to amend the Gas Tax Strategic Priorities funding request for the Greater Nanaimo Marine Outfall Project to accept \$6 million, or an amount less than the full amount requested in the Board motion of April 7, 2015, and that this amendment will not impact the project scope.

CARRIED

Morden Colliery Railway Corridor Report.

- 16-147 MOVED Director Haime, SECONDED Director McKay, that the Regional District not pursue the common law dedication of road on the former Morden Colliery rail corridor as road matters are a Provincial jurisdiction.

A recorded vote was requested.

The motion was CARRIED with Directors Bestwick, Haime, Hong, Lefebvre, McKay, McLean, Pratt, Rogers, Stanhope, Thorpe, Veenhof and Westbroek voting in the affirmative, and Directors McPherson and Young voting in the negative.

Recorded Vote Weighted: In Favour - 46, Opposed - 5

- 16-148 MOVED Director Haime, SECONDED Director McKay, that staff be directed to continue to meet with the private landowner in efforts to secure public trail access from Hemer Provincial Park to Boat Harbour through other forms of agreement.

A recorded vote was requested.

The motion was CARRIED with Directors Bestwick, Haime, Hong, Lefebvre, McKay, McLean, Pratt, Rogers, Stanhope, Thorpe, Veenhof and Westbroek voting in the affirmative, and Directors McPherson and Young voting in the negative.

Recorded Vote Weighted: In Favour - 46, Opposed - 5

Regional Solid Waste Advisory Committee Appointments.

- 16-149 MOVED Director McPherson, SECONDED Director Young, that Ben Geselbracht representing Zero Waste Nanaimo, and Dean Jones representing industry, be appointed to the Regional Solid Waste Advisory Committee, and, that staff be directed to advertise for another member.
- CARRIED

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

- 16-150 MOVED Director Stanhope, SECONDED Director Lefebvre, that Catherine Watson be appointed to the Electoral Area 'G' Parks & Open Space Advisory Committee for the remainder of the term ending December 31, 2016.
- CARRIED

ADJOURNMENT

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

TIME: 9:23 PM

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 975.63

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

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

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

Lot C, District Lot 9, Plan 1832, Except Those Parts in Plans 11274, 14223, and 14909, Newcastle Land District;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with section 349 of the *Local Government Act*;

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

1. Citation

This bylaw may be cited for all purposes as "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.63, 2016".

2. Amendment

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

Introduced and read three times this 23rd day of February, 2016.

Adopted this day of 2016.

CHAIRPERSON

CORPORATE OFFICER

Schedule 'A' to accompany "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.63, 2016".

Chairperson

Corporate Officer

BYLAW NO. 975.63

SCHEDULE 'A'

Electoral Area 'B'

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

Electoral Area 'E'

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

Electoral Area 'F'

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

Electoral Area 'G'

1. Lot 28, District Lot 28, Plan 26472, Nanoose Land District.
2. Lot 1, District Lot 80, Plan 49865, Newcastle Land District.
3. Lot C, District Lot 9, Plan 1832, Except Those Parts in Plans 11274, 14223, and 14909, Newcastle Land District.

Electoral Area 'H'

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

District of Lantzville

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

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 803.06

A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO
ELECTORAL AREA 'E' COMMUNITY PARKS LOCAL SERVICE
ESTABLISHMENT BYLAW NO. 803, 1990

WHEREAS the Board of the Regional District of Nanaimo wishes to amend "Electoral Area 'E' Community Parks Local Service Establishment Bylaw No. 803, 1990";

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 "Electoral Area 'E' Community Parks Local Service Amendment Bylaw No. 803.06, 2016".

2. Amendment

"Electoral Area 'E' Community Parks Local Service Establishment Bylaw No. 803, 1990" is amended as follows:

(1) By deleting Section 4 and substituting it with the following:

"In accordance with the *Local Government Act*, the maximum amount that may be requisitioned for the Service is the greater of:

(a) \$153,945 (One Hundred and Fifty Three Thousand Nine Hundred and Forty Five Dollars),
or;

(b) the amount obtained by multiplying the net taxable value of lands and improvements within the Service Area by a property tax value rate of \$0.0845 per thousand dollars of assessment."

Introduced and read three times this 23rd day of February, 2016.

Adopted this _____ day of _____, 2016.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 804.08

A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO
ELECTORAL AREA 'F' COMMUNITY PARKS LOCAL SERVICE
ESTABLISHMENT BYLAW NO. 804, 1990

WHEREAS the Board of the Regional District of Nanaimo wishes to amend "Electoral Area 'F' Community Parks Local Service Establishment Bylaw No. 804, 1990";

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 "Electoral Area 'F' Community Parks Local Service Amendment Bylaw No. 804.08, 2016".

2. Amendment

"Electoral Area 'F' Community Parks Local Service Establishment Bylaw No. 804, 1990" is amended as follows:

(1) By deleting Section 4 and substituting it with the following:

"In accordance with the *Local Government Act*, the maximum amount that may be requisitioned for the Service is the greater of:

(a) \$183,805 (One Hundred and Eighty Three Thousand Eight Hundred and Five Dollars), or;

(b) the amount obtained by multiplying the net taxable value of lands and improvements within the Service Area by a property tax value rate of \$0.1802 per thousand dollars of assessment."

Introduced and read three times this 23rd day of February, 2016.

Adopted this _____ day of _____, 2016.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, MARCH 8, 2016 AT 6:02 PM IN THE
RDN BOARD CHAMBERS

In Attendance:

Director J. Stanhope	Chairperson
Director A. McPherson	Electoral Area A
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director W. Veenhof	Electoral Area H

Also in Attendance:

D. Trudeau	Interim Chief Administrative Officer
G. Garbutt	Gen. Mgr. Strategic & Community Development
J. Harrison	Director of Corporate Services
J. Holm	Mgr. Current Planning
P. Thompson	Mgr. Long Range Planning
M. O'Halloran	A/Mgr. Administrative Services
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.

ELECTORAL AREA PLANNING COMMITTEE MINUTES

Minutes of the Regular Electoral Area Planning Committee meeting held Tuesday, February 9, 2016.

MOVED Director Veenhof, SECONDED Director Rogers, that the minutes of the Regular Electoral Area Planning Committee meeting held Tuesday, February 9, 2016, be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Paul Christensen, re Agriculture Bylaw and Policy Updates Project – Revisions to Bylaws No. 500.402 and 1285.26.

MOVED Director Young, SECONDED Director Veenhof, that the correspondence from Paul Christensen regarding Agriculture Bylaw and Policy Updates Project – Revisions to Bylaws No. 500.402 and 1285.26 be received.

CARRIED

Clem and Debbie Remillard, re Agriculture Bylaw and Policy Updates Project – Revisions to Bylaws No. 500.402 and 1285.26.

MOVED Director Young, SECONDED Director Veenhof, that the correspondence from Clem and Debbie Remillard regarding Agriculture Bylaw and Policy Updates Project – Revisions to Bylaws No. 500.402 and 1285.26 be received.

CARRIED

LATE DELEGATIONS

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

CARRIED

Clem and Debbie Remillard, re Agriculture Bylaw and Policy Updates Project – Revisions to Bylaws No. 500.402 and 1285.26.

Clem and Debbie Remillard voiced their concerns regarding the proposed amendments to setback allowances to the Agriculture Bylaw which will cause a hardship for farmers with smaller acreages.

DEVELOPMENT PERMIT

Development Permit Application No. PL2016-003 – 410 and 418 Martindale Road, Electoral Area ‘G’.

MOVED Director Veenhof, SECONDED Director Rogers, that Development Permit No. PL2016-003 to permit the construction of a dwelling unit be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

Development Permit Application No. PL2016-022 – 1704 Fry Road, Electoral Area ‘A’.

MOVED Director McPherson, SECONDED Director Veenhof, that Development Permit No. PL2016-022 to allow the completion of improvements to an existing dwelling unit that were under construction without a building permit be approved subject to the conditions outlined in Attachments 2 to 5.

CARRIED

DEVELOPMENT PERMIT WITH VARIANCE

Development Permit with Variance Application No. PL2016-002 – 3850 Island Highway West, Electoral Area ‘G’.

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

CARRIED

MOVED Director Veenhof, SECONDED Director Young, that Development Permit with Variance No. PL2016-002 for a free-standing sign with a height variance from 4.0 m to 5.18 m be approved subject to the conditions outlined in Attachment 2.

CARRIED

Development Permit with Variance Application No. PL2015-085 – Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in Relation to 6371 Island Highway West, Electoral Area ‘H’.

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

CARRIED

MOVED Director Veenhof, SECONDED Director Fell, that Development Permit with Variance No. PL2015-085 to increase the permitted parcel depth of Lots 1, 2 and 3 be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

MOVED Director Veenhof, SECONDED Director Fell, that the request to relax the minimum 10% perimeter frontage requirements for proposed Lots 1 and 3 in relation to Subdivision Application No. PL2015-046, be approved.

CARRIED

DEVELOPMENT VARIANCE PERMIT

Development Variance Permit Application No. PL2015-173 – 3478 Grilse Road, Electoral Area 'E'.

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

CARRIED

MOVED Director Rogers, SECONDED Director Young, that Development Variance Permit No. PL2015-173 to increase the maximum dwelling unit height from 8.0 metres to 9.25 metres to allow the construction of a single family dwelling unit be approved subject to the conditions outlined in Attachments 2 to 5.

CARRIED

ZONING AMENDMENT

Zoning Amendment Application No. PL2009-153 – Bylaw No. 500.403 – 2248 and 2250 Maxey Road, Electoral Area 'C'.

MOVED Director Young, SECONDED Director McPherson, that the Summary of the Public Information Meeting held on February 25, 2016, be received.

CARRIED

MOVED Director Young, SECONDED Director McPherson, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.403, 2016" be introduced and read two times.

CARRIED

MOVED Director Young, SECONDED Director McPherson, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.403, 2016", be chaired by Director Young or her alternate.

CARRIED

Zoning Amendment Application No. PL2013-022 – Bylaw No. 1285.25 – 1720 Whibley Road, Electoral Area 'F' and Manufactured Home Park Bylaw No. 1738 – Electoral Area 'F'.

MOVED Director Fell, SECONDED Director Veenhof, that the Summary of the Public Information Meetings held on May 25, 2015 and January 21, 2016, be received.

CARRIED

MOVED Director Fell, SECONDED Director Veenhof, that "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.25, 2016", be introduced and read two times.

CARRIED

MOVED Director Fell, SECONDED Director Veenhof, that the Public Hearing on "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.25, 2016", be chaired by Director Fell or his alternate.

CARRIED

MOVED Director Fell, SECONDED Director Veenhof, 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 Veenhof, that "Electoral Area 'F' Manufactured Home Park Regulations Bylaw No. 1738, 2016" be introduced and read three times.

CARRIED

MOVED Director Fell, SECONDED Director Veenhof, that the Board direct staff to prepare a report on an amendment to Regional District of Nanaimo "Building Regulations Fees and Charges Bylaw No. 1595, 2010" and "Regional District of Nanaimo Building Regulations Bylaw No. 1250, 2010" to establish fees and regulations for issuing Manufactured Home Park Permits.

CARRIED

MOVED Director Fell, SECONDED Director Veenhof, that the Board direct staff to prepare a report and recommendation on potential amendments to the Electoral Area 'F' Official Community Plan to provide clarification on Official Community Plan policies within the Commercial/Industrial Land Use Designation.

CARRIED

OTHER

Agriculture Bylaw and Policy Updates Project – Revisions to Bylaws No. 500.402 and 1285.26.

MOVED Director Veenhof SECONDED Director Young, that Bylaw No. 500.402 – Part B, Section 1 be amended by amending the definition of grazing area to add:

“and does not include a confined livestock area or feedlot;”

CARRIED

MOVED Director Veenhof, SECONDED Director Rogers, that Bylaw No. 500.402 – Part B, Section 10 be amended by replacing Subsection C) i) c. with the following:

“Four agri-tourism accommodation sleeping units shall be permitted on any parcel and one additional sleeping unit shall be permitted per hectare on parcels greater than or equal to 1.0 ha up to a maximum of ten (10) sleeping units per farm or parcel;”

CARRIED

MOVED Director Fell, SECONDED Director Rogers, that Bylaw No. 1285.26 – Part B, Section 10 be amended by replacing Subsection 3. c) with the following:

“Four agri-tourism accommodation sleeping units shall be permitted on any parcel and one additional sleeping unit shall be permitted per hectare on parcels greater than or equal to 1.0 ha up to a maximum of ten (10) sleeping units per farm or parcel;”

CARRIED

MOVED Director Fell, SECONDED Director Veenhof, that Bylaw No. 1285.26 – Part B, Section 17 be amended by amending the definition of grazing area to add:

“and does not include a confined livestock area or feedlot;”

CARRIED

MOVED Director Veenhof, SECONDED Director Rogers, that the Community Engagement Results attached as Attachment 1, be received.

CARRIED

MOVED Director Veenhof, SECONDED Director Rogers, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.402, 2016" be introduced and read two times.

CARRIED

MOVED Director Veenhof, SECONDED Director Rogers, that "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.26, 2016" be introduced and read two times.

CARRIED

MOVED Director Veenhof, SECONDED Director Rogers, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.402, 2016" be chaired by Director Veenhof or his alternate.

CARRIED

MOVED Director Veenhof, SECONDED Director Rogers, that the Public Hearing on "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.26, 2016" be chaired by Director Fell or his alternate.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 6:41 PM

CHAIRPERSON

CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.403, 2016**

**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. 500.403, 2016".
- B. The "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987", is hereby amended as follows:

By rezoning the lands shown on the attached Schedule '1' and legally described as

Lot 2, Section 15 and 16, Range 6, Mountain District, Plan 13823, Except Parts in Plans 14964, VIP54994 and VIP58442

from Rural 1 Zone (RU1), Subdivision District 'D' to Rural 1 Zone (RU1), Subdivision District 'F'

Introduced and read two times this 22nd day of March 2016.

Public Hearing held this ___ day of _____ 20__.

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

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

Adopted this ___ day of _____ 20__.

Chairperson

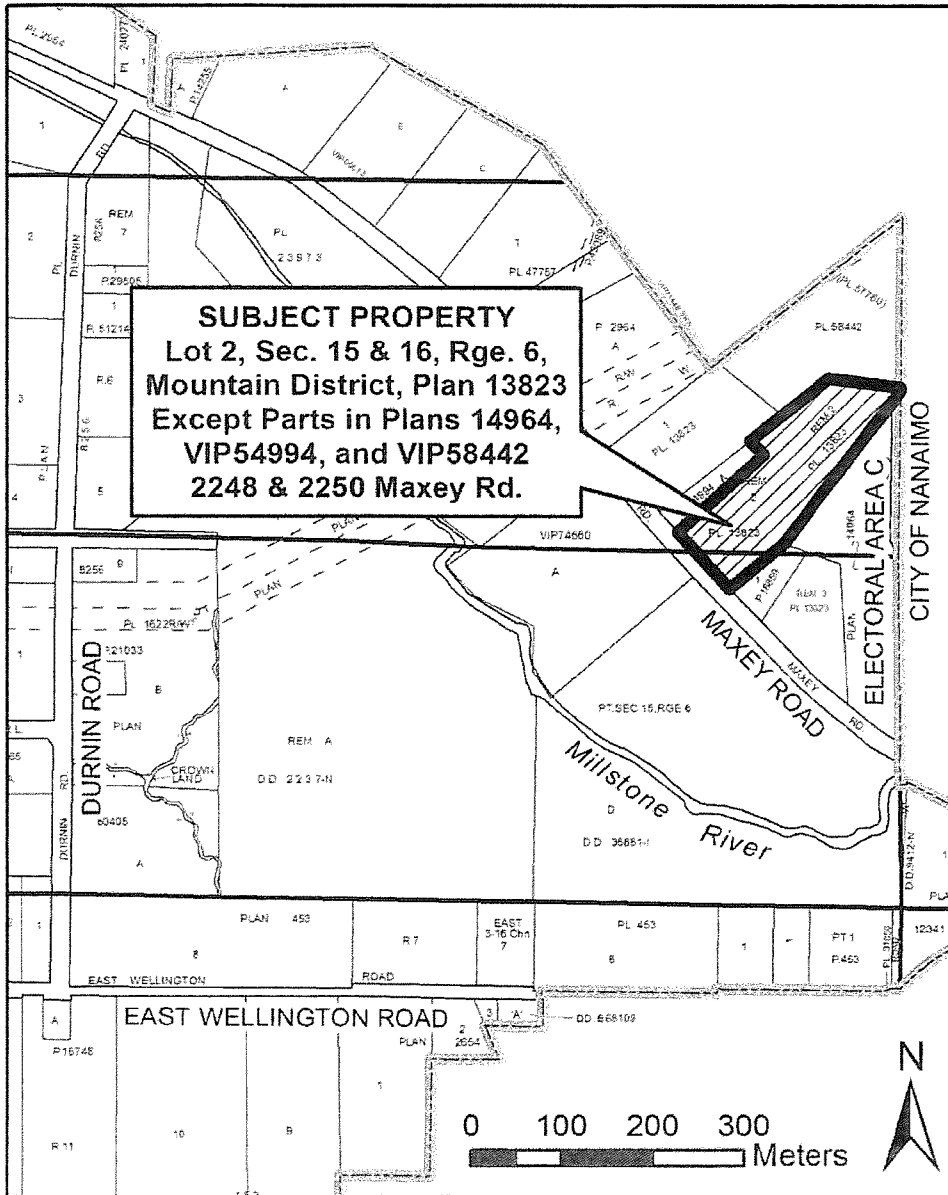
Corporate Officer

Schedule '1' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.403, 2016".

Chairperson

Corporate Officer

Schedule '1'



**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, 2016".
- 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**, by adding the following zoning classification and corresponding short title after Section 4.11, MHP-1 Manufactured Home Park-1:

Section 4.11A, MHP-2 Manufactured Home Park-2

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

- 2. By amending **Schedule "B" – ZONING MAPS** to rezone the lands legally described as

Lot B, District Lot 148, Nanoose District, Plan 68930

from Manufactured Home Park 1.14 (MHP-1.14) to Manufactured Home Park 2 (MHP-2) as shown on Schedule '2' which is attached to and forms part of this Bylaw.

- 3. Under **SECTION 4.23 – SITE SPECIFIC ZONING REGULATIONS - ADDITIONAL MHP ZONES**, by deleting MHP-1.14.
 - 4. Under **Section 2.14 – Table 2.1 – Sign Regulations**, by adding MHP-2 to row a below MHP-1.
 - 5. Under **Table of Contents** insert MHP-2 Manufactured Home Park 2 after MHP-1.

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

Chairperson

Corporate Officer

Schedule '1'

MHP-2 Manufactured Home Park 2	Section 4.11A
---------------------------------------	----------------------

4.11A.1 Permitted Principal Uses

- a) Manufactured Home
- b) Manufactured Home Park

4.11A.2 Permitted Accessory Uses

- a) Dwelling Unit
- b) Accessory Office
- c) Accessory Buildings and Structures

4. 11A.3 Regulations Table

Categories	Requirements
a) Permitted Manufactured Home and Dwelling Unit Density	<ul style="list-style-type: none"> i. A maximum of one (1) manufactured home per 500 m² of site area, and ii. One (1) dwelling unit per lot provided the dwelling unit is included in the density calculation in 4.11A.3a(i) above.
b) Minimum Lot Size	1.0 ha
c) Minimum Manufactured Home Space Area	<ul style="list-style-type: none"> i. 330 m² for manufactured homes which are greater than or equal to 4.3 m in width and less than 8.3 metres in width. ii. 370 m² for manufactured homes which are 8.3 m or greater in width.
d) Minimum Lot Frontage	30 metres
e) Maximum Lot Coverage	35 %
f) Maximum Building and Structure Height	
i. Manufactured Home	7.5 metres
ii. Dwelling Unit	10.0 Metres
iii. Alterations to a Manufactured Home (Deck, Carport, Patio)	6.0 metres
iv. Buildings not located on a Manufactured Home Space	10.0 metres

v. Accessory Building or structure located on a Manufactured Home Space	3.0 metres
g) Maximum Building and Structure Floor Area	
i. Accessory Buildings not located on a Manufactured Home Space	Maximum combined building floor area of 400 m ² per lot may be constructed.
ii. Accessory Building located on a Manufactured Home Space	A maximum of one (1) accessory building up to 10 m ² in floor area may be constructed on each manufactured home space.
iii. Porches, Decks, and Carports	<p>a. No buildings or structures other than a manufactured home shall be constructed, erected, or located on a Manufactured Home Space except as follows:</p> <p>I. One or more of the following may be constructed on each Manufactured Home Space not exceeding a maximum combined floor area of 20 m²:</p> <p>a. Porch b. Deck c. Carport</p> <p>II. The following are permitted on each manufactured home:</p> <p>a. Wheel chair ramps b. One (1) entrance stairway for a secondary access not exceeding a floor area of two (2) m².</p>
iv. Accessory Office	One (1) accessory office building not exceeding a maximum floor area of 50 m ² .
h) Minimum Setback Requirements	
i. Setbacks that apply to lot lines, common parking areas, and Internal Access Roads	
a. Front Lot Line and Exterior Side Lot Lines	4.5 metres
b. All Other Lot Lines	2.0 metres
c. Internal access road or common parking area	2.0 metres
ii. Setbacks and Minimum Separation Distances that apply to Manufactured Home Spaces and Between Buildings	
a. Minimum separation between Manufactured Homes or additions thereto	6.0 metres
b. Minimum setback from all manufactured home space boundaries	2.0 metres

c. With the exception of decks, carports, or porches, the minimum separation distance between a manufactured home and all accessory buildings shall not be less than:	<ul style="list-style-type: none"> i. 2.0 metres for buildings with a floor area of 6.0 m² or less. ii 6.0 metres for buildings with a floor area greater than 6.0 m².
d. Minimum separation distance between any portion of a deck, porch, or carport and an adjacent Manufactured Home Space.	1.5 metres
iii. Setbacks that apply to Watercourses	
a. Minimum Setback from Watercourses	As outlined in Section 2.10
i) Minimum Parking Requirements	
i. Minimum parking requirements	One (1) parking space to be located on each Manufacture Home Space.
ii. Additional parking requirements	<ul style="list-style-type: none"> a. All required parking which is in addition to one (1) parking space per manufactured home (dwelling unit) shall be located within the internal access road right-of-way or in grouped parking areas of no larger than 20 parking spaces. b. All parking must be provided and maintained with a hard durable surface that does not produce dust and is designed in accordance with Section 2.5 – Runoff Control Standards.
j) Runoff Control Standards	
Runoff Control Standards	As outlined in Section 2.5
k) Definitions	
Carport means a roofed wall-less structure abutting or projecting from a manufactured home typically used to provide shelter to an automobile.	
Deck means a structure abutting or projecting from a mobile home with no roof or walls except for visual partitions and railings and is constructed on piers or a foundation above grade.	
Porch means a structure abutting or projecting from a mobile home, having a roof but with walls that are open and unenclosed to the extent of at least 50% thereof and is constructed on piers or a foundation above grade.	

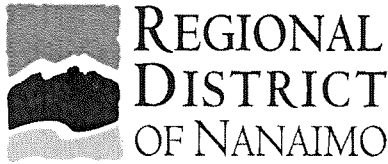
Schedule '2' to accompany "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.25, 2016"

Chairperson

Corporate Officer

Schedule '2'





RDN REPORT	
CAO APPROVAL <input checked="" type="checkbox"/>	
EAP	<input type="checkbox"/>
COW	<input type="checkbox"/>
MAR 16 2016	
RHD	<input type="checkbox"/>
BOARD	<input checked="" type="checkbox"/>

STAFF REPORT

TO: Jeremy Holm
 Manager, Current Planning

DATE: March 15, 2016

FROM: Greg Keller
 Senior Planner

MEETING: Board - March 22, 2016

FILE: PL2013-022

SUBJECT: Manufactured Home Park Bylaw 1738, 2016 – Amendments Prior to Introduction
 Lot B, DL 148, Nanoose District, Plan VIP68930 – 1720 Whibley Road
 Electoral Area 'F'

RECOMMENDATION

That "Electoral Area 'F' Manufactured Home Park Regulations Bylaw No. 1738, 2016" be introduced and read three times as presented.

PURPOSE

To consider revisions to draft "Electoral Area 'F' Manufactured Home Park Regulations Bylaw No. 1738, 2016" prior to it being considered by the Board for three readings.

BACKGROUND

The purpose of Bylaw 1738 is to provide for direction, consistency, and minimum standards for the development of new manufactured home parks within the proposed MHP-2 zone. Proposed Bylaw 1738 is in conjunction with Zoning Amendment Application No. PL2013-022 which proposes to rezone a property on Whibley Road in Electoral Area 'F' to the proposed MHP-2 zone to allow the development of a mobile home park.

The Electoral Area Planning Committee (EAPC) carried the following motion at its March 8, 2016 meeting in regards to "Electoral Area 'F' Manufactured Home Park Regulations Bylaw No. 1738, 2016" (Bylaw 1738):

MOVED Director Fell, SECONDED Director Veenhof, that "Electoral Area 'F' Manufactured Home Park Regulations Bylaw No. 1738, 2016" be introduced and read three times.

Following the meeting, comments were received from Electoral Area 'F' Director Julian Fell, requesting that changes be made to the proposed Bylaw prior to it being considered for readings by the Board. In response, staff have amended the draft Bylaw and have included it as Attachment 2 for the Board's consideration. A summary table of proposed amendments (see Attachment 1) has also been included which outlines the revisions to Bylaw 1738 that are being proposed in response to the Electoral Area 'F' Director's comments.

The proposed amendments include a range of changes, additions, and deletions which in staff's assessment do not change the spirit and intent of the draft bylaw, but do help improve the clarity of the bylaw.

ALTERNATIVES

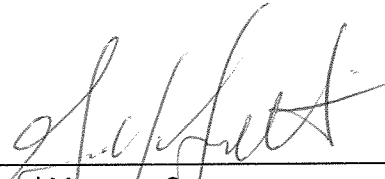
1. To introduce and give three readings to proposed Bylaw "Electoral Area 'F' Manufactured Home Park Regulations Bylaw No. 1738, 2016" as presented.
2. To proceed with the Electoral Area Planning Committee recommendation as per the motion carried at its March 8, 2016 meeting.

SUMMARY/CONCLUSIONS

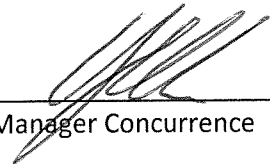
Proposed "Electoral Area 'F' Manufactured Home Park Regulations Bylaw No. 1738, 2016" was received and endorsed by the Electoral Area Planning Committee for three readings at its March 8, 2016 meeting. Since then, staff have received comments from Electoral Area 'F' Director Julian Fell requesting that amendments be made prior to introduction of the proposed Bylaw. In response staff is proposing to amend the Bylaw as shown on Attachments 1 and 2 prior to it being introduced and considered for three readings.




Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

Attachment 1
Table of Proposed Amendments

Section	Existing Language	Proposed Change
1	<p>Manufactured Home means a dwelling unit that is:</p> <ul style="list-style-type: none"> a) greater than 37 m²; b) factory built, including mobile homes or modular homes; c) is intended to be occupied in a place other than its manufacture; and d) meets or exceeds the CSA Z240 or CSA A277 certified standard; and specifically excludes recreational vehicles. 	<p>Manufactured Home as defined in Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002.</p>
1	<p>Manufactured Home Park means a parcel of land used or occupied by any person for the purposes of providing spaces for the accommodation of three or more Manufactured Homes and for imposing a charge or rental for the use of such space.</p>	<p>Manufactured Home Park as defined in Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002.</p>
1	<p>Manufactured Home Space means an area of land within a Manufactured Home Park for installation of one Manufactured Home.</p>	<p>Manufactured Home Space as defined in Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002.</p>
2	<p>This bylaw is enacted for the purpose of regulating the construction and layout of Manufactured Home Parks and for establishing standards for the construction and facilities to be installed within Manufactured Home Parks. The purpose of the bylaw does not extend:</p>	<p>This bylaw is enacted for the purpose of regulating the construction and layout of Manufactured Home Parks and for establishing standards for the construction and facilities to be installed within Manufactured Home Parks only on lots zoned Manufactured Home Park 2 (MHP-2). The purpose of the bylaw does not extend:</p>

4	<p>a) Notwithstanding subsection 2a), the provisions of this bylaw do not apply to the continued use of a Manufactured Home Park or any part of a Manufactured Home Park that was in existence prior to the date that this bylaw came into force, but will apply to any part of the Manufactured Home Park expanded or altered after the date this bylaw comes into force.</p> <p>b) No person is required to upgrade an existing Manufactured Home Park to the standards set out in this bylaw, but any alteration to a Manufactured Home Park carried out after the date of this bylaw comes into effect shall not increase non-compliance with this bylaw and all expansion, reconfiguration, and the introduction of additional Manufactured Homes shall meet the bylaw standards contained herein.</p> <p>c) This bylaw does not apply to the Construction and layout of a Manufactured Home Park on strata lots created by subdivision under the Bare Land Strata Regulation, B.C. Reg. 556/82.</p>	<p>a) The provisions of this bylaw do not apply to land that is not zoned Manufactured Home Park 2 (MHP-2).</p> <p>b) This bylaw does not apply to the Construction and layout of a Manufactured Home Park on strata lots created by subdivision under the Bare Land Strata Regulation, B.C. Reg 75/78.</p>
5(a)	<p>The Chief Building Inspector is authorized to:</p> <ul style="list-style-type: none"> i. administer this bylaw; ii. enter, at all reasonable times, upon the land subject to the regulations of this bylaw, to ascertain whether such regulations are being obeyed; and iii. exercise the right of entry for inspection in accordance with Section 16 of the Community Charter. 	<p>The Chief Building Inspector is authorized to:</p> <ul style="list-style-type: none"> i. administer this bylaw, and ii. enter, at all reasonable times, upon the land subject to the regulations of this bylaw, to ascertain whether such regulations are being obeyed; in accordance with Section 16 of the Community Charter.

7.3(d)	<p>In the event that after the issuance of a Manufactured Home Park Permit, the construction authorized thereunder is not commenced within 180 days from the date of issuance, then such permit shall lapse and be void, and the work shall not be commenced until a new permit has been issued and the applicable fee is paid.</p>	<p>Notwithstanding the provisions in Regional District of Nanaimo Building Regulations Bylaw No. Bylaw 1250, 2010, in the event that after the issuance of a Manufactured Home Park Permit, the construction authorized thereunder is not commenced (one required inspection requested and approved) within 365 days from the date of issuance, then such permit shall lapse and be void, and the work shall not be commenced until a new permit has been issued and the applicable fee is paid.</p>
8.4	<p>The minimum frontage of each Manufactured Home Space on an Internal Access Road shall be 12.0 m, except where a Manufactured Home Space abuts a cul-de-sac in which case the minimum frontage shall be 6.0 m.</p>	<p>The minimum frontage of each Manufactured Home Space on an Internal Access Road shall be as follows:</p> <ul style="list-style-type: none"> i. 12.0 m; ii. notwithstanding i above, where a Manufactured Home Space abuts a cul-de-sac or an internal road with an outside curve which has a radius of 12.0 m or less, the minimum frontage shall be 6.0 m.
8.6(c)	<p>The layout of a Manufactured Home Park shall be designed to ensure that a Buffer is kept clear of the following:</p>	<p>The following shall not be located within a Buffer:</p>
8.7(c)	<p>The recreation areas shall not include buffer strips, areas within the minimum required setback, parking areas, common accessory buildings, Internal Access Roads and Manufactured Home Spaces.</p>	<p>The recreation areas shall not encroach within buffer strips, or include areas within the minimum required setback, parking areas, common accessory buildings, internal access roads and Manufactured Home Spaces.</p>

Section	Existing Language	Proposed Change
8.8(a)	No person residing in a Manufactured Home Park shall dispose of refuse or any sort of waste except in accordance with the arrangements made by the owner or manager of the Manufactured Home Park, and approved by the authority having jurisdiction.	No person residing in a Manufactured Home Park shall dispose of refuse or any solid waste except in accordance with "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591, 2010".
8.8(b)	Except where curbside collection is provided, the owner or manager of a Manufactured Home Park shall provide at least one (1) container in a location accessible by a suitably graded and surfaced footpath for the deposit of:	If curbside collection is not provided, the owner or manager of a Manufactured Home Park shall provide at least one (1) container in a location accessible by a suitably graded and surfaced footpath for the deposit of:
8.11	<p>a) Fire hydrants meeting the requirements of the Regional District shall be installed and connected to the internal water supply of a Manufactured Home Park.</p> <p>b) No Manufactured Home Space shall be located further than 120.0 m from a fire hydrant as measured along the Internal Access Road or along a Highway.</p> <p>c) 7.12(a) does not apply where the Fire Chief of the fire department that would provide fire protection to the Manufactured Home Park considers an alternative system adequate for fire protection.</p>	<p>Rename to Fire Suppression and reword as follows:</p> <p>a) A water supply system, considered adequate by the local Fire Chief to provide fire protection, shall be installed to provide fire protection to the Manufactured Home Park</p> <p>b) Where on-site water storage is proposed for fire suppression, it shall be equipped with a connector suited to the local fire department to the satisfaction of the local Fire Chief.</p>
8.12		Delete this section

Attachment 2

Proposed Bylaw No. 1738, 2016 (as amended)

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1738**

A Bylaw to Establish Manufactured Home Park Regulations

WHEREAS the *Local Government Act* enables a Regional District to regulate the construction and layout of trailer courts, manufactured home parks and camping grounds and require that those courts, parks and grounds provide facilities.

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

1. Citation

This Bylaw may be cited for all purposes as "Regional District of Nanaimo Electoral Area 'F' Manufactured Home Park Regulations Bylaw No. 1738, 2016".

2. Manufactured Home Park Regulations

Electoral Area 'F' Manufactured Home Park Regulations Bylaw No. 1738, 2016 hereby establishes manufactured home park regulations as set out in Schedule 'A' of this Bylaw.

3. Application

Electoral Area 'F' Manufactured Home Park Regulations Bylaw No. 1738, 2016 applies to the construction and layout of manufactured home parks in the following zone designated by "Regional District of Nanaimo Electoral Area F Zoning and Subdivision Bylaw No. 1285, 2002":

- a. MHP-2 Manufactured Home Park 2

Introduced and read three times this day of , 2016.

Adopted this day of , 201x.

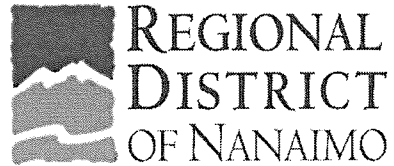
Chairperson

Corporate Officer

Chairperson

Corporate Officer

Schedule A



Electoral Area 'F' Manufactured Home Park Regulations Bylaw



Regional District of Nanaimo Bylaw No. 1738, 2016

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1. DEFINITIONS

Buffer means an area of preserved natural vegetation, introduced vegetation, a planted berm, or any combination thereof.

Building Inspector means a person employed by the Regional District with the responsibility to administer and enforce the Building Bylaw.

Chief Building Inspector means the person holding the office of Manager of Inspection and Enforcement of the Regional District of Nanaimo.

Community Sewage System is a communal method of providing wastewater management which has been designed and installed under the direction of a professional who is registered with the Association of Professional Engineers and Geoscientists of British Columbia (APEG) in accordance with all applicable enactments.

Community Water System is a communal method of providing potable water which has been designed by a professional who is registered with the Association of Professional Engineers and Geoscientists of British Columbia (APEG) and has received a valid permit to operate under the *Drinking Water Protection Act* (British Columbia).

Construction includes installation of onsite services and other infrastructure, reconstruction, relocation, installation, repair, alteration, demolition, moving and the installation of other improvements required by this bylaw.

Highway has the same meaning as in the *Transportation Act*.

Internal Access Road means a road, lane, driveway or other route not vested in a public authority and used or intended to be used to provide vehicle access to a Manufactured Home Space in a Manufactured Home Park.

Introduced Vegetation means vegetation, other than Invasive or Noxious Species, planted on a parcel to act as a Buffer.

Invasive or Noxious Species means a species listed in the Schedule to the Weed Control Regulations, B.C. Reg. 143 or any other plant that is not native to Vancouver Island and has been identified as an invasive species by the Invasive Species Council of British Columbia.

Landscaping Plan means drawings and specifications, as required by this bylaw, showing the details of a proposed Buffer.

Lot means any parcel, block or other area in which land is held or into which it is subdivided whether under the *Land Title Act* or *Strata Property Act*.

Lot Line means the boundary of a lot, and;

- a) **Front Lot Line** means the lot line that is common to the lot and an abutting a highway or access route in a bare land strata plan, and where there are two or more such lot lines, the shortest is deemed to be the front lot line, and in the case of a panhandle lot means the line separating the body of the lot from the panhandle;
- b) **Rear Lot Line** means the lot line opposite to the front lot line in the case of a lot having four sides, or the lot line most distant from the front lot line and not abutting a highway or other lots having more or less than four sides, or where a rear portion of the lot is bounded by intersecting side lot lines, it shall be the point of such intersection;
- c) **Exterior Side Lot Line** means a lot line that is not a front or rear lot line and that is common to the lot and abutting a highway or access route in a bare land strata plan or railway;
- d) **Other Lot Line** means a lot line that is not a front, rear or exterior side lot line.

Manufactured Home as defined in Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002.

Manufactured Home Pad as defined in Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002.

Manufactured Home Park as defined in Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002.

Manufactured Home Park Permit means a permit issued by the Regional District of Nanaimo to permit the establishment, construction, upgradation, expansion, alteration or subdivision of a manufactured home park on a lot where manufactured home park is a permitted use.

Manufactured Home Space as defined Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002.

Steep Slope means land with a slope of 20% or greater for a minimum of 9.0 meters horizontally.

Zoning Bylaw means Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002.

2. PURPOSE OF BYLAW

This bylaw is enacted for the purpose of regulating the construction and layout of Manufactured Home Parks and for establishing standards for the construction and facilities to be installed within Manufactured Home Parks only on lots zoned Manufactured Home Park 2 (MHP-2). The purpose of the bylaw does not extend:

- a) to the protection of persons constructing or operating Manufactured Home Parks, or the park's residents, from economic loss;

- b) to the assumption by the Regional District of any responsibility for ensuring compliance by any owner, operator or resident of a Manufactured Home Park or an architect or engineer or any other person with this bylaw or any other enactment applicable to the operation of a Manufactured Home Park, the supply of potable water, the supply of water for firefighting purposes, or the disposal of sewage.

3. GENERAL REQUIREMENTS

- a) No person shall establish, construct, upgrade, expand, alter or subdivide a Manufactured Home Park until a complete application has been received, and a Manufactured Home Park Permit is issued by the Building Inspector.
- b) A Manufactured Home Park Permit shall permit the establishment, upgrading, and/or expansion of a Manufactured Home Park on the land concerned only in compliance with the Manufactured Home Park plan as approved and for which a permit has been issued.
- c) Nothing contained in this bylaw shall relieve any person from obtaining the necessary building permits and approvals for buildings and structures constructed, located or relocated in a Manufactured Home Park.

4. EXCLUSIONS

- a) The provisions of this bylaw do not apply to land that is not zoned Manufactured Home Park 2 (MHP-2).
- b) This bylaw does not apply to the Construction and layout of a Manufactured Home Park on strata lots created by subdivision under the Bare Land Strata Regulation, B.C. Reg 75/78.

5. AUTHORITY OF THE CHIEF BUILDING INSPECTOR

- a) The Chief Building Inspector is authorized to:
 - I. administer this bylaw, and
 - II. enter, at all reasonable times, upon the land subject to the regulations of this bylaw, to ascertain whether such regulations are being obeyed; in accordance with Section 16 of the Community Charter.
- b) order the correction of any Construction which is being or has been done in contravention of this bylaw.
- c) to order the immediate cessation or suspension of Construction ('Stop Work') that is proceeding in contravention of this bylaw or is being constructed without a Manufactured Home Park Permit by placing a Notice on the Construction and/or delivering such notice to the owner of the real property on which the construction is taking place, or at the owner's address.

6. ADMINISTRATION

If any section, subsection, sentence, clause or phrase of this bylaw is, for any reason, held to be invalid by decision of any court of competent jurisdiction, the invalid portion may be severed without affecting the validity of the remaining portions of this bylaw.

7. MANUFACTURED HOME PARK APPLICATION, FEE, APPROVAL AND PERMIT

7.1 Application

All applications for approval of plans and specifications shall be made in writing to the Building Inspector and shall include two full sets of working drawings to scale showing:

- I. the name and address of the applicant;
- II. the legal description of all lots on which the proposed Manufactured Home Park is to be established, constructed, altered or extended;
- III. a north arrow and notations of scales used;
- IV. the lot dimensions;
- V. the location and dimensions of the setback area required under the Zoning Bylaw;
- VI. the number, location, dimensions and designation of all Manufactured Home Spaces;
- VII. the location, dimensions and grade of all Internal Access Roads and their relationship to existing Highways;
- VIII. the location and dimensions of all recreation or common areas;
- IX. the location and dimensions of the owner's or manager's dwelling unit and all other accessory buildings;
- X. the location and details of the source of potable water supply, treatment plants, distribution lines and outlets;
- XI. the location and details of all connections to the sewer, sewer lines, septic tank and subsurface disposal fields;
- XII. the location and details of all on-site solid waste, recycling, and organic waste collection containers;
- XIII. the location and details of all parking areas;
- XIV. the location and details of all buffer areas;
- XV. all watercourses or water frontage within or adjacent to the Manufactured Home Park;
- XVI. all steep slopes within or adjacent to the land concerned; and
- XVII. any other information that the Regional District may deem necessary.

7.2 Permit Application Fee

The applicant for a permit under this bylaw must pay fees in accordance with the applicable Regional District of Nanaimo Building Fees and Charges bylaw at the time of application or at such later time, prior to the issuance of a permit, as permitted by the Regional District.

7.3 Issuing Permit

- a) Where:
 - i. an application has been made;
 - ii. the proposed work set out in the application complies with this bylaw and all other applicable bylaws and enactments; and,
 - iii. the applicant for a Manufactured Home Park Permit has paid to the Regional District of Nanaimo the applicable fees,

the Building Inspector shall issue the Manufactured Home Park Permit for which the application was made.
- b) A Manufactured Home Park Permit shall not be issued until the necessary permits and approvals have been granted by the other authorities also having jurisdiction.
- c) Subsequent to examination of an application, the Regional District shall notify the applicant in writing within 60 days that either a Manufactured Home Park Permit is issued or that it is refused and the reasons therefore.
- d) Notwithstanding the provisions in Regional District of Nanaimo Building Regulations Bylaw No. Bylaw 1250, 2010, in the event that after the issuance of a Manufactured Home Park Permit, the construction authorized thereunder is not commenced (one required inspection requested and approved) within 365 days from the date of issuance, then such permit shall lapse and be void, and the work shall not be commenced until a new permit has been issued and the applicable fee is paid.
- e) A copy of the Manufactured Home Park Permit must be posted in the Manufactured Home Park office for the reference of Manufactured Home Park occupiers.

8. MANUFACTURED HOME PARK STANDARDS

8.1 Standards for Manufactured Home Spaces

- a) Every Manufactured Home Space shall:
 - i. be properly drained, free of stagnant pools, and be graded for rapid drainage of precipitation;
 - ii. be clearly numbered; and
 - iii. provide a clearly discernible Manufactured Home Pad.
- b) Gradients of a Manufactured Home Space must be less than:

- i. 6% longitudinal gradient; and
 - ii. 15% cross or crown gradient;
- c) No Manufactured Home shall be located in a Manufactured Home Park other than on a manufactured home pad; and
- d) not more than one (1) Manufactured Home shall be located within a Manufactured Home Space.

8.2 Manufactured Home Standards

- a) Every Manufactured Home located on a Manufactured Home Space shall be supported on a foundation system approved by the Building Inspector and comply with the British Columbia Building Code.
- b) Every Manufactured Home must meet or exceed the CSA Z240 or CSA A277 certified standard.
- c) Skirting shall be provided and installed within 60 days of installation of a Manufactured Home on a Manufactured Home Pad in accordance with the British Columbia Building Code.
- d) In a Manufactured Home:
- i. the installation of all woodstoves and chimneys;
 - ii. the installation and maintenance of all oil burners and oil-burning equipment and appliances using inflammable liquids as fuel;
 - iii. the storage and disposal of inflammable liquids and oils;
 - iv. the installation, maintenance, carriage and use of compressed gas systems;
 - v. the plumbing and electrical installation; and,
 - vi. the connections to services;
- shall be in accordance with the regulations of the authority having jurisdiction.

8.3 Access

- a) No Manufactured Home Park shall be established nor extended, nor shall the number of Manufactured Home Spaces increase unless Highway access to the Manufactured Home Park is approved by the Ministry of Transportation and Infrastructure.
- b) A second access from a Highway, separated by at least 60.0 m from the first access, shall be required for a Manufactured Home Park containing 50 or more Manufactured Home Spaces.
- c) With the exception of a) and b) above, the layout of a Manufactured Home Park shall be designed to ensure that access to all parts of a Manufactured Home Park is by way of Internal Access Roads.
- d) No part of a Manufactured Home Park shall have direct access from a Highway except as permitted by the bylaw.

8.4 Frontage

The minimum frontage of each Manufactured Home Space on an Internal Access Road shall be as follows:

- i. 12.0 m,
- ii. notwithstanding i above, where a Manufactured Home Space abuts a cul-de-sac or an internal access road with an outside curve which has a radius of 12.0 m or less, the minimum frontage shall be 6.0 m.

8.5 Internal Access Roads

- a) All Internal Access Roads within a Manufactured Home Park shall be:
 - i. of a hard durable surface so as not to produce dust;
 - ii. well drained;
 - iii. maintained; and
 - iv. adapted to the topography.
- b) The maximum grade of all internal access roads shall be 7%.
- c) The minimum Internal Access Road width requirements shall be as follows:
 - i. access roads from a Manufactured Home Park to a Highway shall have a minimum surfaced width of 6.5 m and no parking shall be allowed on such Internal Access Roads.
 - ii. all other Internal Access Roads:
 - a) with parking on both sides shall have a minimum surfaced width of 11.0 m;
 - b) with parking on one side shall have a minimum surfaced width of 8.5 m;
 - c) with no parking shall have a minimum surfaced width of 5.0 m.
- d) No dead-end Internal Access Road or cul-de-sac shall be more than 100 m in length.
- e) Dead-end Internal Access Roads and cul-de-sacs shall have a turning circle right-of-way at the terminus with a radius of at least 12.0 m and must be approved by the Fire Chief of the fire department that would provide fire protection to the Manufactured Home Park.

8.6 Buffer Strip

- a) Every Manufactured Home Park shall have a Buffer adjacent to all lot lines that form the external boundary of a Manufactured Home Park except where crossed by Internal Access Roads as permitted in section 7.7(e).
- b) The width of the Buffer required by Section 7.7 (a) above shall be a minimum of:

- i. 4.5 metres from Front and Exterior Side Lot Lines and
 - ii. 2.0 metres from all Other Lot Lines.
- c) The following shall not be located within a Buffer:
- i. required recreation or amenity areas, except for waterfront recreation or amenity areas;
 - ii. buildings or structures, except permitted signs and fences;
 - iii. garbage, recycling, or organics waste disposal areas;
 - iv. private sewage disposal systems and other infrastructure, other than the underground components of such systems; and,
 - v. vehicle parking area(s).
- d) Except where Invasive or Noxious Species are being removed or a hazard has been identified by a qualified professional arborist or other horticulturist, no plant material may be removed nor may any substance of which land is composed be deposited or removed from a Buffer area except as part of an approved landscaping plan.
- e) The only roads permitted in a Buffer area are those which cross the Buffer directly to connect with the road system contained within the remainder of the Manufactured Home Park.
- f) No internal access or other road shall traverse a Buffer area and give direct access from a Highway to a Manufactured Home Park.
- g) Notwithstanding the above, if the Regional Board approves a Development Variance Permit to allow the minimum setback requirements of the applicable Zoning Bylaw to be relaxed, the Buffer strip may be reduced in the area immediately adjacent to the building or structure subject of the Development Variance Permit to the extent that relaxation is consistent with the approved Development Variance Permit.

8.7 Recreation Area

- a) At least 5% of the gross site area of the Manufactured Home Park shall be set aside exclusively for recreational use by the residents of the Manufactured Home Park.
- b) For the purpose of calculating recreational space requirements, any indoor recreational space provided shall be counted as double its actual floor area.
- c) The recreation areas shall not encroach within buffer strips, or include areas within the minimum required setback, parking areas, common accessory buildings, internal access roads and Manufactured Home Spaces.
- d) In Manufactured Home Parks where more than 1000 m² of recreation space is required, two (2) or more recreation areas may be provided.

- e) Recreation areas in the Manufactured Home Park, except indoor recreation facilities, shall be of grass, asphaltic surface or other alternative permanent surface suitable to the proposed primary recreational activity approved by the Building Inspector, and shall be landscaped in a manner that is appropriate to the proposed activity.

8.8 Solid Waste Management

- a) No person residing in a Manufactured Home Park shall dispose of refuse or any solid waste except in accordance with “Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591, 2010”.
- b) If curbside collection is not provided, the owner or manager of a Manufactured Home Park shall provide at least one (1) container in a location accessible by a suitably graded and surfaced footpath for the deposit of:
 - i. solid waste;
 - ii. recyclables; and
 - iii. organic waste;for use by the tenants of the Manufactured Home Park.
- c) Such containers must be durable, bear-proof, insect-tight, water-tight and rodent-proof.
- d) With the exception of containers used for curbside collection, all solid waste, recycling, and organic waste receptacles shall be completely screened from the view of adjacent Manufactured Home Spaces with evergreen shrubs, trees, or solid fencing.

8.9 Water System

- a) All Manufactured Home Parks with a density greater than one (1) Manufactured Home per hectare must be serviced by a Community Water System approved and operated in accordance with Ministry of Health and Canadian Drinking Water Standards.
- b) Proof of a valid permit to operate a water supply system shall be required.
- c) All community water systems must be designed by a qualified professional registered with the Association of Professional Engineers and Geoscientists of British Columbia (APEG).
- d) Waterworks systems shall be designed, fabricated and installed in accordance with good engineering practice to the satisfaction of the Regional District.
- e) The Water Supply System shall provide a constant supply of potable water at a minimum working pressure of 200 kPa to a maximum working pressure of 350 kPa for all outlets.
- f) Potable water shall be distributed to:
 - i. each Manufactured Home Space;
 - ii. accessory buildings, if required;

- iii. recreational areas, if required;
- iv. hydrants;
- v. hose bibs; and,
- vi. standpipes or hydrants, if required.

8.10 Community Sewage Treatment and Disposal Systems

- a) The owner of a Manufactured Home Park shall provide for the disposal of all wastewater effluent that is generated within the Manufactured Home Park by providing a Community Sewage System connected to all plumbing fixtures and sewage laterals in the Manufactured Home Park.
- b) The Community Sewage System design must be prepared under the direction of a qualified professional who is registered with the Association of Professional Engineers and Geoscientists of British Columbia (APEG).
- c) Community Sewage Systems shall be designed, fabricated and installed in accordance with the guidelines established by the Association of Professional Engineers and Geoscientists of British Columbia (APEG). The design and installation of a private Community Sewage System shall be subject to the approval of the applicable Provincial agencies.
- d) Each Manufactured Home Space shall have lateral sewer terminus that is gas-tight, protected from experiencing mechanical damage and is protected from storm water infiltration.
- e) For the purpose of determining pipe sizes, each Manufactured Home Space shall be considered as having a hydraulic load according to requirements of the BC Plumbing Code.
- f) In the event that the number of Manufactured Homes per Manufactured Home Park does not require a Community Sewer System, then each Manufactured Home shall be served by a septic disposal system constructed to the standards of the authority having jurisdiction.

8.11 Fire Suppression

- a) A water supply system, considered adequate by the local Fire Chief to provide fire protection, shall be installed to provide fire protection to the Manufactured Home Park.
- b) Where on-site water storage is proposed for fire suppression, it shall be equipped with a connector suited to the local fire department to the satisfaction of the local Fire Chief.

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.402**

**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. 500.402, 2016”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:
 - 1. Under **PART 2, INTERPRETATION, DEFINITIONS** by deleting and replacing the following definitions in alphabetical order:

“agriculture means a use providing for the growing, rearing, producing and harvesting of agricultural products, and includes the growing of crops; fruit and berry production; growing trees and shrubs; housing livestock, poultry, fur-bearing animals, bees; animal feeding and holding areas; storage of crops; and the processing and sale of the primary agricultural products harvested, reared or produced on that farm, including the rough sawing of logs, but excludes animal care, and the following uses on lands that are not in the Agricultural Land Reserve: fur farm, mushroom farm, intensive swine operation, feedlot and medical marihuana production and specifically excludes horse boarding stable on land located within the Resource Management (RM3) and Rural 5 (RU5) zones;

aquaculture means the cultivation, rearing and harvesting of aquatic organisms on land or in the water, but specifically excludes seafood processing except on land located in the Agricultural Land Reserve;

feedlot means a fenced area where livestock, poultry, or farmed game are confined solely for the purpose of growing or finishing, and are sustained by means other than grazing;

livestock means cattle, horses, sheep, goats, swine, and similar farmed or fur bearing animals.

structure means anything that is constructed or erected, and includes swimming pool, mobile home space, camping space and major improvements accessory to the principal use of land, but specifically excludes landscaping, paving improvements and signs under 1.0 m in height, retaining walls under 1.0 m in height that retain less than 1.0 m of earth, fences under 2.0 m in height and transparent fencing or transparent vertical extensions greater than 2.0 m in height where the fence is required for agriculture or farm use;”

2. Under **PART 2, INTERPRETATION, DEFINITIONS** by adding the following definitions in alphabetical order:

“agriculture education and research means the use of land, buildings, or structures dedicated to researching, promoting, and teaching methods of agriculture and farming in accordance with the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*, but specifically excludes schools under the *School Act*;

confined livestock area means an outdoor area where livestock, poultry, or farmed game are confined by fences, other structures or topography, and includes paddocks, corrals, exercise yards, and holding areas, but does not include a grazing area;

farm means an occupation or use, for farm purposes, of one or several parcels of land or tenured areas of Crown land;

farm operation means farm operation as defined in the *Farm Practices Protection (Right to Farm) Act* and may include but is not limited to activities such as growing, producing, raising or keeping animals or plants, including mushrooms, or the primary products of those plants or animals; aquaculture; and processing or direct farm marketing of products in accordance with the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*;

farm use means an occupation or use of land for farm purposes, including farming of land, plants and animals and any other similar activity designated as farm use by and in accordance with the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*, and includes but is not limited to activities such as farm retail sales; storing, packing, preparing and processing farm products; a winery or cidery; and agri-tourism activities and includes farm operation;

grazing area means a pasture or rangeland where livestock, poultry or farmed game are primarily sustained by direct consumption of feed growing in the area;

household livestock means livestock animals kept by a household, which are used or the products of which are used primarily and directly by the household and not for sale or profit;

household poultry means domesticated hens or ducks kept by a household, which are used or the products of which are used primarily and directly by the household and not for sale or profit;

poultry means domesticated birds kept for eggs, meat, feathers, hide, or cosmetic or medicinal purposes, and includes broilers, Cornish hens, layers, breeding stock, replacement pullets, roasters, ducks, geese, turkeys, game birds, and ratites;

production of biological integrated pest management products means the use of land, buildings, or structures for the production and development of biological products such as beneficial predatory insects, parasites, pathogens, and weed-feeders to be used in biological integrated pest management programs in accordance with the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*;

temporary sawmill means a building or structure or area where timber is cut or sawed and at least 50% of the volume of timber supplied is from the farm or parcel on which the sawmill is located and operates during normal daylight hours producing less than 60 m³ of lumber daily;”

3. Under **PART 3 LAND USE REGULATIONS, Section 3.1 Zones** by adding the following zoning classification and corresponding short title after Agriculture 1 (AG1):

“Agriculture 2 (AG2)”

4. Under **PART 3 LAND USE REGULATIONS, Section 3.3 General Regulations** by deleting Subsection 5 Keeping of Animals and replacing it with the following:

“5) Keeping of Animals

- a) In all zones where agriculture or farm use is not a permitted use, the keeping of animals shall be deemed to be an accessory use and shall be limited to:

- i) on parcels less than 1000 m² in size the keeping of animals is restricted to pets and household poultry in accordance with Subsection 5b;
- ii) on parcels 1000 m² or greater in size, the keeping of animals is restricted to household animals and pets;
- iii) on parcels 1.0 ha or greater in size, the keeping of pets, household animals, and household livestock is permitted.

- b) The keeping of household poultry on parcels less than 1000 m² is subject to the following regulations:

- i) must be accessory to the residential use of the parcel;
- ii) a maximum of 5 hens or ducks are permitted per parcel;
- iii) no roosters, cockerels, or peacocks, and the like may be kept on the parcel;
- iv) a minimum enclosure of 0.37 m² (4 ft²) per hen or duck must be provided;
- v) any building or structure containing household poultry, whether portable or stationary, must:
 - a. meet the minimum setback requirements of the applicable zone and in no case shall be sited within 2.0 m of any lot line;
 - b. not be located within the front yard or exterior side yard;
 - c. have a maximum floor area of 10 m² and a maximum height of 3.0 m.”

5. Under **PART 3 LAND USE REGULATIONS, Section 3.3 General Regulations** by deleting Subsection 10 (a) Agricultural Buildings and replacing it with the following:

“a) Agriculture and Farm Buildings, Structures and Uses

The following minimum setback requirements shall apply to all agriculture or farm buildings, structures and uses.

Use(s)	Setback from all lot lines
1) The following shall apply to all agriculture or farm buildings, structures, and uses	
I. Outdoor uncovered horse riding rings and exercise yards where no feeding of animals occurs	0 m
II. Buildings and structures 10 m ² or less that house any livestock or poultry (except household poultry), game, or other furbearing farm animals	8.0 m
III. Indoor horse riding rings where no feeding or housing of animals occurs.	8.0 m
IV. Buildings and structures 50 m ² or less that house any livestock, poultry, game, or other furbearing farm animals. V. Confined Livestock Area	15.0 m
VI. Buildings and structures more than 50 m ² that house any livestock, poultry, game, or other furbearing farm animals. VII. Feedlot VIII. Indoor riding rings where feeding or housing of animals occurs IX. Mushroom Barn X. Temporary Sawmill XI. Buildings, structures, and lands used for: a. the storage of agricultural liquid or solid waste b. On-farm composting c. Compost storage	30.0 m
XII. Medical Marihuana Production Facilities - All buildings and structures except: a. the setback shall be 60.0 m from all lot lines adjacent to non-ALR residential uses and; b. the setback shall be 150.0 m from any parcel that contains a park or school	30.0 m
XIII. All other agricultural buildings and structures	8.0 m

- 2) The following watercourse setbacks shall apply to all agriculture or farm buildings, structures and uses:
- I. All buildings and structures that house any livestock or poultry (except household poultry) or store manure and all areas used for a feedlot shall be a minimum of 30 m from a domestic well, spring, or the natural boundary of a watercourse.
 - II. All other agriculture or farm buildings and structures shall be sited in accordance with Sections 3.3.8 and 3.3.9 ”

6. Under **PART 3 LAND USE REGULATIONS, Section 3.3 General Regulations** by adding the following new subsection after 3.3.10 Setbacks – Buildings and Structures and renumbering all subsequent subsections accordingly:

“11) Stormwater Management for Farm Use

Where the total impervious area of agriculture or farm buildings and structures exceeds 3,700 square metres or covers more than 25% of a parcel or contiguous parcels a stormwater management plan is required.”

7. Under **PART 3 LAND USE REGULATIONS, Section 3.3 General Regulations** by deleting Subsection 11) Height a), replacing it with the following, and renumbering all subsequent sections:

- “a) Chimney stacks, mast aerals, church spires, flag poles, water tanks, observation and transmission towers, and mechanical devices necessary for the operation of a building.
- b) Principal agricultural or farm buildings or structures. ”

8. Under **PART 3 LAND USE REGULATIONS, Section 3.3 Subsection 13 Home Based Business** by deleting Subsections b, f and h) iii) and replacing them with the following:

“b) xxviii) automotive repairs, vehicle restoration or maintenance except on parcels zoned Agriculture 1 and 2 (AG1-AG2) and Rural 1 to 4 (RU1-RU4) and Rural 6 to 9 (RU6-RU9) and Resource Management 1 to 5 (RM1-RM5) and Resource Management 7 to 9 (RM7-RM9)

f) Despite subsection e), a maximum of two non-resident home based business employees are permitted per parcel in all Residential 2 (RS2) zones, in Agriculture 1 and 2 (AG1 – AG2) zones, Rural 1 to 4 (RU1-RU4), Rural 6 to 9 (RU6-RU9) zones, Resource Management 1 to 5 (RM1-5) and Resource Management 7 to 9 (RM7-RM9) zones.

h) iii) On Agriculture 1 and 2 (AG1 – AG2), Rural 1 to 4 (RU1-RU4) and Rural 6 to 9 (RU6-RU9) parcels and Resource Management 1 to 5 (RM1-RM5) and Resource Management 6 to 9 (RM6-RM9) parcels, the home based business floor area must not exceed 49% of the combined total floor area of the dwelling unit and attached garage to a maximum of 150 m² or a maximum of 150 m² combined total floor area for the dwelling unit, attached garage, and/or accessory building(s).”

9. Under **PART 3 LAND USE REGULATIONS, Section 3.3 General Regulations** by deleting subsection 14 and moving it under Subsection 10 Setbacks – Buildings and Structures as follows and renumbering all subsequent subsections:

“c) Highway No. 19

For Electoral Area ‘G’ only, the minimum required setback for all buildings and structures adjacent to the Vancouver Island Highway No. 19 shall be the minimum setbacks prescribed in each zone or 15.0 metres, whichever is greater.”

10. Under **PART 3 LAND USE REGULATIONS, Section 3.3 General Regulations** by deleting Subsection 16 Agri-tourism Accommodation and replacing it with the following:

“16) Accessory Farm Use Regulations

a) Agriculture Education and Research

Where agriculture education and research is permitted in this bylaw it shall be subject to the following regulations:

i) the area occupied by any buildings or structures necessary for education or research must not exceed 100 m² for each parcel.

b) Production of Biological Integrated Pest Management Products

Where the production of biological integrated pest management products is permitted in this bylaw it shall be subject to the following regulations:

i) the area occupied by any buildings or structures necessary for the production or development must not exceed 300 m² for each parcel.

c) Agri-tourism Accommodation

i) As per Section 3 of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*, on parcels within the Agricultural Land Reserve and where agri-tourism accommodation is a permitted accessory use, the following general provisions apply:

- a. Agri-tourism accommodation use must be for rental only;
- b. Agri-tourism accommodation is permitted only on land classified as ‘farm’ under the *BC Assessment Act*;
- c. A maximum of one agri-tourism accommodation sleeping unit including a seasonal campsite, seasonal cabin or short term use of a bedroom within a dwelling unit per hectare shall be permitted up to a maximum of ten (10) per parcel;
- d. When calculating the total number of agri-tourism accommodation sleeping units all forms of tourist accommodation, including a bed and breakfast, shall be included;

- e. The total developed area for an agri-tourism accommodation use, including buildings, landscaping, driveways and parking shall occupy less than five percent (5%) of the total parcel area, in accordance with the *Agricultural Land Commission Act*.
- ii) An agri-tourism accommodation campground must be developed in accordance with the following regulations:
 - a. Every campsite shall be unpaved and not exceed 150 m² in area;
 - b. Washroom and drinking water facilities shall be provided for in accordance with Island Health's regulations and/or provincial regulations;
 - c. A maximum consecutive or non-consecutive stay of ninety (90) calendar days per visitor within any twelve (12) month period within any campsite on the parcel. The relocation of recreational vehicle (RVs) or campers to other sites within the parcel does not constitute the start of a new stay.
 - iii) An agri-tourism accommodation cabin must be developed in accordance with the following regulations:
 - a. The maximum gross floor area of an agri-tourism accommodation cabin shall not exceed 50 m²;
 - b. Washroom and drinking water facilities shall be provided for in accordance with Island Health's regulations and/or provincial regulations;
 - c. A maximum of one kitchen facility shall be permitted within each agri-tourism accommodation cabin;
 - d. A maximum consecutive or non-consecutive stay of ninety (90) days per visitor in any twelve (12) month period within any cabin on the parcel. The relocation of a visitor to another cabin within the parcel does not constitute the start of a new stay;
 - e. One (1) parking space per agri-tourism accommodation cabin is required."
11. Under **PART 3 LAND USE REGULATIONS, Section 3.3 General Regulations** by adding the following new Sections after Section 3.3.16 and renumbering Section 3.3.17 Secondary Suites to 3.3.19.

17) "Temporary Use Permits for Farmers' Markets

In accordance with the *Local Government Act*, the RDN may support temporary use permits for farmers markets on any parcel within the area covered by this bylaw.

The following conditions and criteria will be included in the RDN's consideration of such applications depending on the nature of the application being considered.

- a) Where the land is in the ALR, approval from the Provincial Agricultural Land Commission is required.
- b) The RDN may specify conditions of approval including, but not limited to, environmental protection measures, hours of operation, buffering between adjacent uses, parking, and

groundwater protection and may require the posting of a bond or other applicable security to ensure compliance with the conditions of the permit.

- c) The RDN will consider the impact on local road networks and on-site parking.
- d) The RDN may consider any other condition or criteria as deemed necessary by the RDN.”

18) Pet Breeding or Boarding Facilities

The establishment of a facility for breeding or boarding pets on ALR land is not permitted unless by a rezoning of land, except where permitted in this bylaw. The use, if approved, shall be subject to the following specific requirements as well as all other applicable provisions of this bylaw:

- a) Must be located on parcels which are 2.0 ha or larger,
- b) All structures and areas utilized in association with the breeding or boarding facility shall be sited a minimum of 30.0 metres from all property lines.”

12. Under **PART 3 LAND USE REGULATIONS, Section 3.3, Subsection 17 Secondary Suites** by amending a) to include the AG1 zone classification.

13. Under **PART 3 LAND USE REGULATIONS, Section 3.4 Regulations for Each Zone in the** by replacing the existing text with the following:

“Detailed regulations respecting each zone can be found in Section 3.4”

14. Under **PART 3 LAND USE REGULATIONS, Section 3.4 Regulations for Each Zone** in the RM1, RM2, RM3, RM4, RM5, RM7, RM8, RM9, RU1, RU2, RU3, RU4, RU5, RU6, RU7, RU8, RU9 zones by deleting the clause “Buildings and structures for housing livestock or storing manure – All lot Lines 30.0 m” from the Minimum Setback Requirements and replacing it with the following:

“All agriculture or farm buildings, structures and uses – in accordance with Section 3.3.10”

15. By deleting Section 3.4.1 (AG1) and replacing it with Schedule ‘1’ which is attached to and forms part of this Bylaw.

16. By adding Section 3.4.2 (AG2) as shown on Schedule ‘2’ which is attached to and forms part of this Bylaw.

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

1. Under **PART 3 LAND USE REGULATIONS, Schedule ‘3A’ Zoning Maps**, by rezoning the lands shown on the attached Schedule ‘3’ as follows:

from Rural 1, Rural 2, Rural 4, Rural 5, Rural 6, Rural 7, or Rural 9 to Agriculture 1.

2. Under **PART 3 LAND USE REGULATIONS, Schedule '3A' Zoning Maps**, by rezoning the lands shown on the attached Schedule '3' as follows:

from Resource Management 1, Resource Management 3, Resource Management 5, or Resource Management 9 to Agriculture 2.

3. By rezoning the lands shown on the attached Schedule '4' and legally described as

Section 15, Range 7, Cranberry District, Except that part
Lying to the East of Plan 1748 RW

from Rural 4 (RU4), Subdivision District 'D' to Agriculture 1 (AG1), Subdivision District 'D'

4. By rezoning the lands shown on the attached Schedule '4' and legally described as

Section 14, Range 7, Cranberry District

from Residential 2 (RS2), Subdivision District 'F' to Agriculture 1 (AG1), Subdivision District 'D',
from Rural 4 (RU4), Subdivision District 'D' to Residential 2 (RS2), Subdivision District 'F', and
from Rural 4 (RU4), Subdivision District 'D' to Agriculture 1 (AG1), Subdivision District 'D'

5. By rezoning the lands shown on the attached Schedule '5' and legally described as

Lot G, District Lots 81 and 126, Nanoose District, Plan 49145
Except Part in Plans VIP53112 and VIP70880

from Recreation 1 (RC1), Subdivision District 'Z' to Rural 1, (RU1) Subdivision District 'F', from
Rural 1 (RU1), Subdivision District 'F' to Agriculture 1, Subdivision District 'B' and from
Recreation 1 (RC1), Subdivision District 'Z' to Agriculture 1 (AG1), Subdivision District 'B'

6. By rezoning the lands shown on the attached Schedule '5' and legally described as

Lot A, District Lots 29, 81, 83 and 126, Nanoose District, Plan 49145,
Except Parts in Plans VIP51714, VIP52613, VIP76030, and VIP76051

from Rural 1 (RU1), Subdivision District 'F' to Recreation 1 (RC1), Subdivision District 'Z'

7. By rezoning the lands shown on the attached Schedule '6' and legally described as

Section 7, Range 7, Cranberry District, Except the Right of Way of the
Esquimalt and Nanaimo Railway Company, and Except Parts in
Plans 28926, 40145, 3590RW and 1140RW

from Rural 4 (RU4), Subdivision District 'D' to Agriculture 1 (AG1), Subdivision District 'D' and
from Rural 4 (RU4), Subdivision District 'B' to Agriculture 1 (AG1), Subdivision District 'D'

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

Chairperson

Corporate Officer

AGRICULTURE 1

AG1

3.4.1.1 Permitted Uses and Minimum Site Area

Permitted Principal Uses

- a) Farm Use – on lands located in the Agricultural Land Reserve
- b) Agriculture – on lands not located in the Agricultural Land Reserve
- c) Residential Use

Permitted Accessory Residential Uses

- a) Home Based Business
- b) Secondary Suite

Permitted Accessory Farm Uses

- a) Temporary Sawmill
- b) Agricultural Education and Research
- c) Agri-tourism Accommodation
- d) Production of Biological Integrated Pest Management Products

3.4.1.2 Maximum Number and Size of Buildings and Structures

- 1) Accessory residential buildings combined floor area of 400 m²
- 2) Dwelling units/parcel
 - a) on a parcel having an area of 2.0 ha or less 1
 - For Electoral Areas 'A', 'C', 'E', and 'H'**
 - b) on a parcel having an area greater than 2.0 ha 2
 - For Electoral Area 'G'**
 - c) on a parcel having an area equal to or greater than twice the minimum parcel size as established by Schedule '4B Subdivision District – Minimum Parcel Sizes' 2
 - d) Notwithstanding subsection (c), on a parcel located in this zone and created prior to February 22, 2011 and having an area greater than 2.0 ha. 2
- 3) Height (non-farm and accessory farm buildings and structures) 9.0 m

AGRICULTURE 1 continued

- 4) Parcel coverage
 - a) Non-farm buildings and structures 10%
 - b) Farm or agriculture buildings and structures 25%
 - c) Greenhouses 75%
 - d) In no case shall the combined parcel coverage exceed 75%.
 - e) Notwithstanding a), b), c) and d) above or any other regulation in this Bylaw, the following agricultural structures shall be exempt from maximum parcel coverage:
 - i) Permeable detention ponds
 - ii) Support structures used for shading, frost and wind protection, netting, or trellising.
-

3.4.1.3 Minimum Setback Requirements

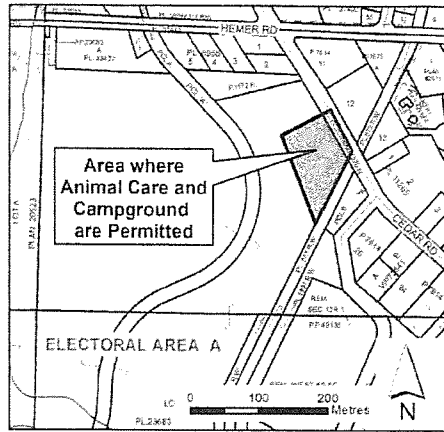
- 1) All non-farm buildings and structures – All lot lines 8.0 m
except where:
 - a) the parcel is less than 4000 m² in area then the setback from lot lines may be reduced to 2.0 m from an interior side lot line and to 5.0 m from other lot lines, excluding the front lot line;
 - b) any part of a parcel is adjacent to or contains a watercourse or the sea then the regulations in Sections 3.3.8 and 3.3.9 shall apply.
 - 2) All farm or agriculture buildings, structures and uses – in accordance with Section 3.3.10.
-

3.4.1.4 Other Regulations

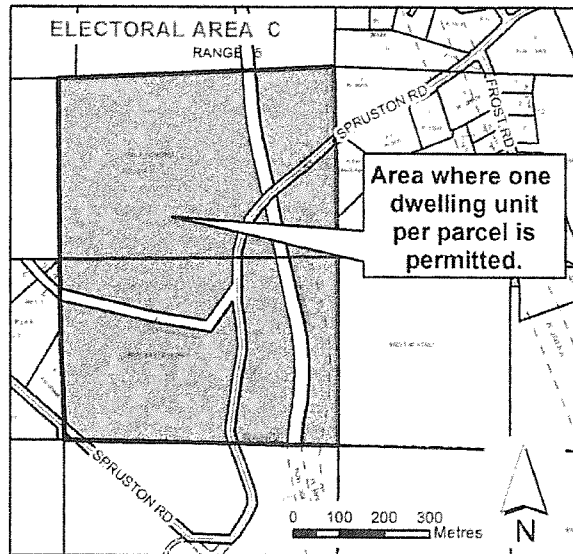
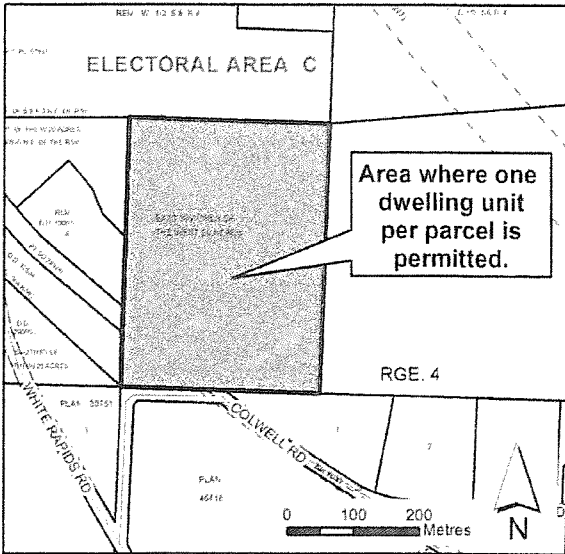
- 1) For any part of a parcel in the Agricultural Land Reserve, 'Farm Use' shall be a permitted principal use and for any part of a parcel not located in the Agricultural Land Reserve, 'Agriculture' shall be a permitted principal use.
- 2) Accessory Farm uses are only permitted on that part of a parcel that is within the Agricultural Land Reserve.
- 3) Specific 'Farm' and 'Permitted' uses as defined in the ***Agricultural Land Reserve Use, Subdivision, and Procedure Regulation*** shall be developed in accordance with Section 3.3.15 and 3.3.16 of this Bylaw.
- 4) Despite any regulation in this Bylaw, land established as "Agricultural Land Reserve" pursuant to the ***Agricultural Land Commission Act*** is subject to the ***Agricultural Land Commission Act*** and ***Regulations***, and applicable orders of the Land Reserve Commission.

AGRICULTURE 1 continued

- 5) Animal Care and Campground shall be permitted in the shaded area outlined in bold in the map below.



- 6) Notwithstanding Section 3.4.1.2 Dwelling units/parcel the maximum number of dwelling units permitted in the shaded areas outlined in bold in the maps below shall be limited to one dwelling unit per parcel.



Chairperson

Corporate Officer

Schedule 2

AGRICULTURE 2

AG2

3.4.2.1 Permitted Uses and Minimum Site Area

Permitted Principal Uses	Required Site Area:
a) Farm Use – on lands located in the Agricultural Land Reserve	n/a
b) Agriculture – on lands not located in the Agricultural Land Reserve	n/a
c) Residential Use	n/a
d) Extraction Use	2.0 ha
e) Log Storage and Sorting Yard	1.0 ha
f) Primary Processing	5.0 ha
Permitted Accessory Residential Uses	
a) Home Based Business	
Permitted Accessory Farm Uses	
a) Temporary Sawmill	
b) Agricultural Education and Research	
c) Agri-tourism Accommodation	
d) Production of Biological Integrated Pest Management Products	

3.4.2.2 Maximum Number and Size of Buildings and Structures

1) Accessory residential buildings	combined floor area of 400 m ²
2) Dwelling units/parcel	
a) on a parcel having an area of 8.0 ha or less	1
<i>For Electoral Areas 'A', 'C', 'E', and 'H'</i>	
b) on a parcel having an area of 8.0 ha or more	2
<i>For Electoral Area 'G' only</i>	
c) on a parcel having an area equal to or greater than twice the minimum parcel size as established by Schedule '4B Subdivision District – Minimum Parcel Sizes'	2

AGRICULTURE 2 continued

- d) Notwithstanding subsection (c), on a parcel located in this zone and created prior to February 22, 2011 and having an area greater than 8.0 ha 2
- 3) Height (non-farm and accessory farm buildings and structures) 9.0 m
- 4) Parcel coverage
 - a) Non-farm or non-agricultural buildings and structures 10%
 - b) Farm or agriculture buildings and structures 25%
 - c) Greenhouses 75%
 - d) In no case shall the combined parcel coverage exceed 75%
 - e) Notwithstanding a), b), c) and d) above or any other regulation in this Bylaw, the following agricultural structures shall be exempt from maximum parcel coverage:
 - i) Permeable detention ponds
 - ii) Support structures used for shading, frost and wind protection, netting, or trellising.

3.4.2.3 Minimum Setback Requirements

- 1) All residential and non-farm buildings and structures:
 - a) All residential buildings and structures – All lot lines 8.0 m
 - b) All other non-farm buildings and structures – All lot lines 20.0 m
 - c) Except where any part of a parcel is adjacent to or contains a watercourse or the sea then the regulations in Sections 3.3.8 and 3.3.9 shall apply
- 2) All farm or agriculture buildings, structures and uses – in accordance with Section 3.3.10.

3.4.2.4 Other Regulations

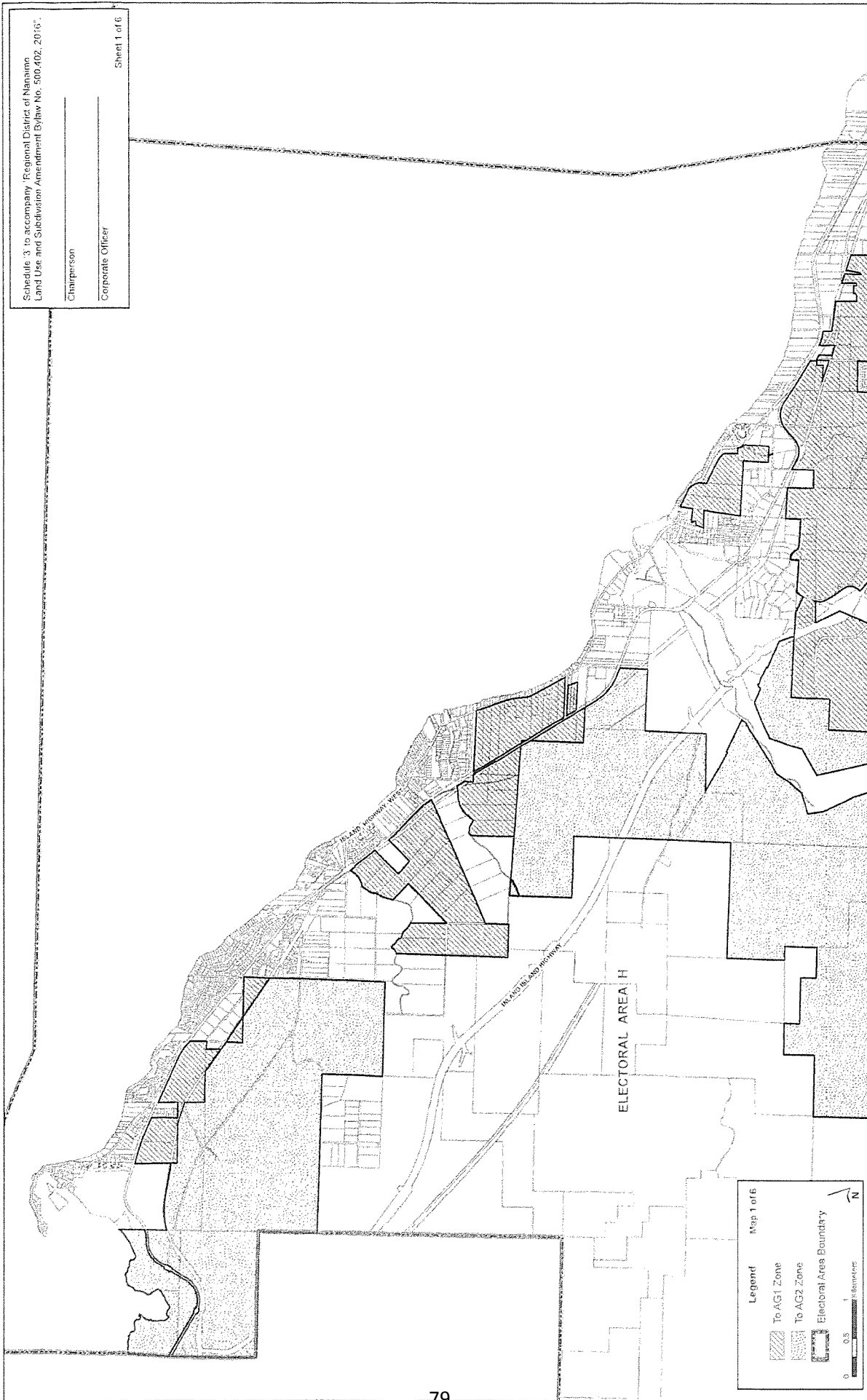
- 1) For any part of a parcel in the Agricultural Land Reserve, 'Farm Use' shall be a permitted principal use and for any part of a parcel not located in the Agricultural Land Reserve, 'Agriculture' shall be a permitted principal use.
- 2) Accessory Farm uses are only permitted on that part of a parcel that is within the Agricultural Land Reserve.
- 3) Specific 'Farm' and 'Permitted' uses as defined in the *Agricultural Land Reserve Use, Subdivision, and Procedure Regulation* shall be developed in accordance with Section 3.3.15 and 3.3.16 of this Bylaw.
- 4) Despite any regulation in this Bylaw, land established as "Agricultural Land Reserve" pursuant to the *Agricultural Land Commission Act* is subject to the *Agricultural Land Commission Act and Regulations*, and applicable orders of the Land Reserve Commission.

Schedule 3 to accompany Regional District of Nanaimo
Land Use and Subdivision Amendment Bylaw No. 500.402, 2018.

Chairperson

Corporate Officer

Sheet 1 of 6

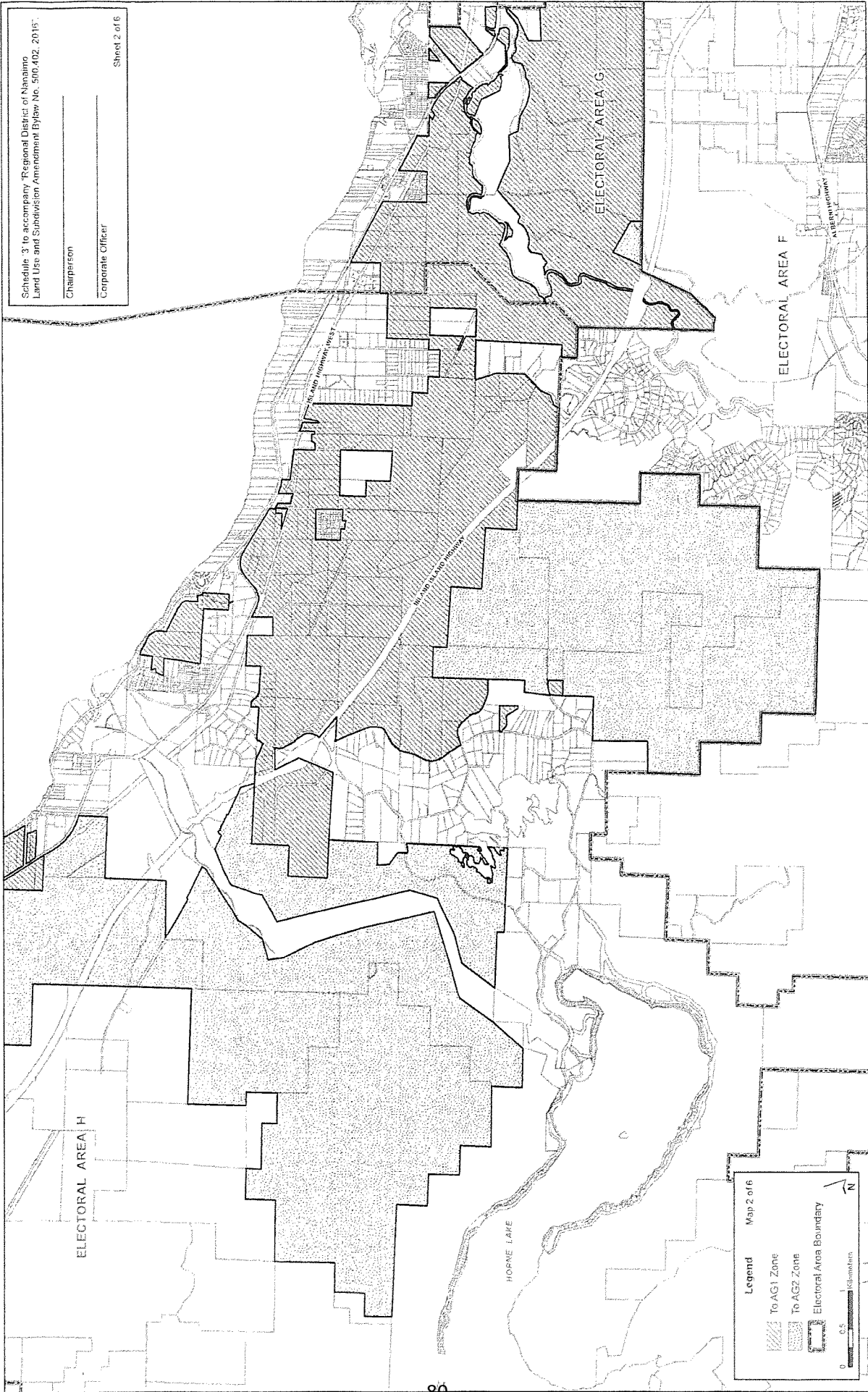


Schedule 3 to accompany Regional District of Nanaimo
Land Use and Subdivision Amendment Bylaw No. 500.402, 2016.

Chairperson

Corporate Officer

Sheet 2 of 6



Legend Map 2 of 6

- To AG1 Zone
- To AG2 Zone
- Electoral Area Boundary

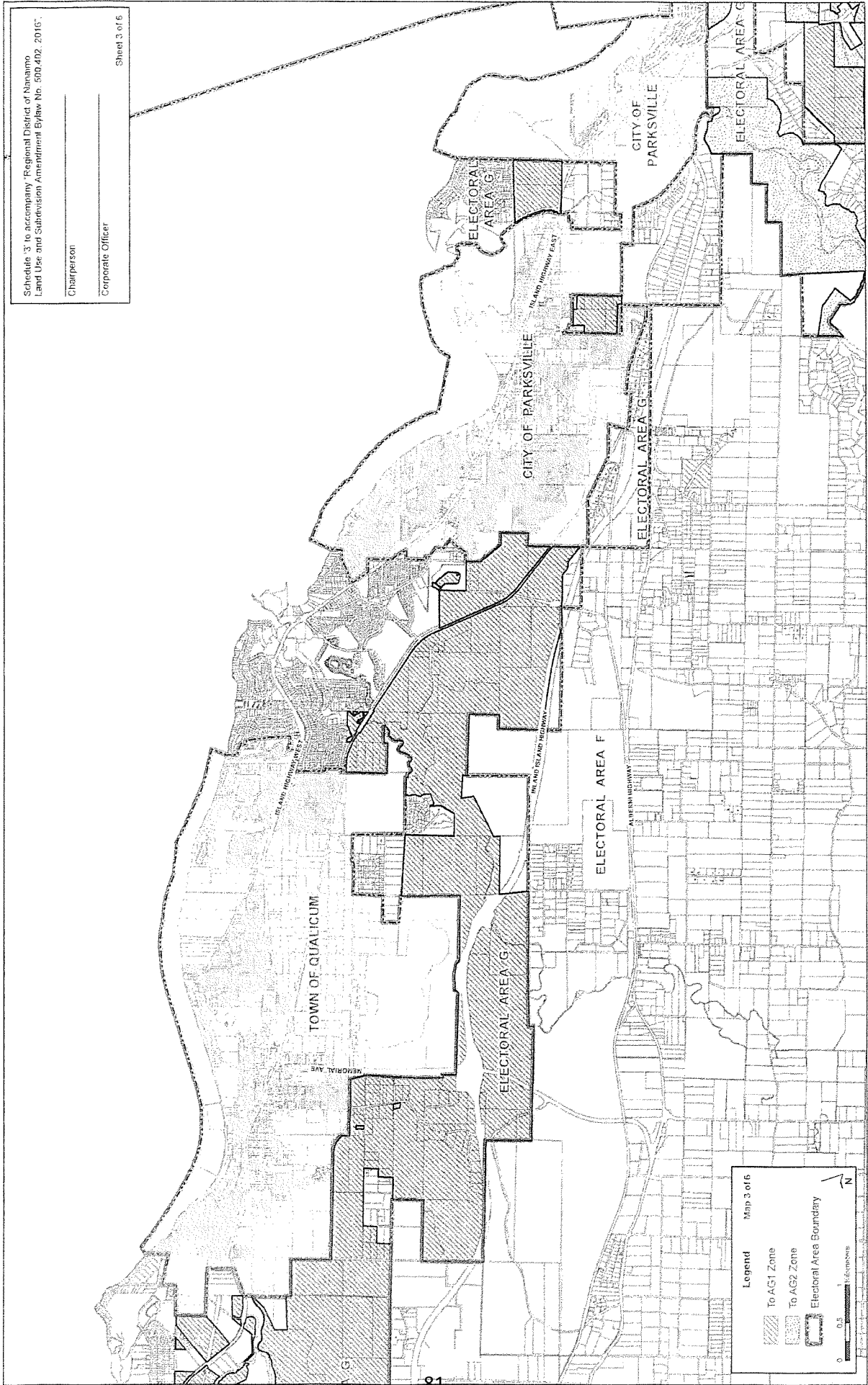
0 0.5 Kilometers

Schedule 3 to accompany Regional District of Nanaimo
Land Use and Subdivision Amendment Bylaw No. 500 402, 2016.

Chairperson

Corporate Officer

Sheet 3 of 6

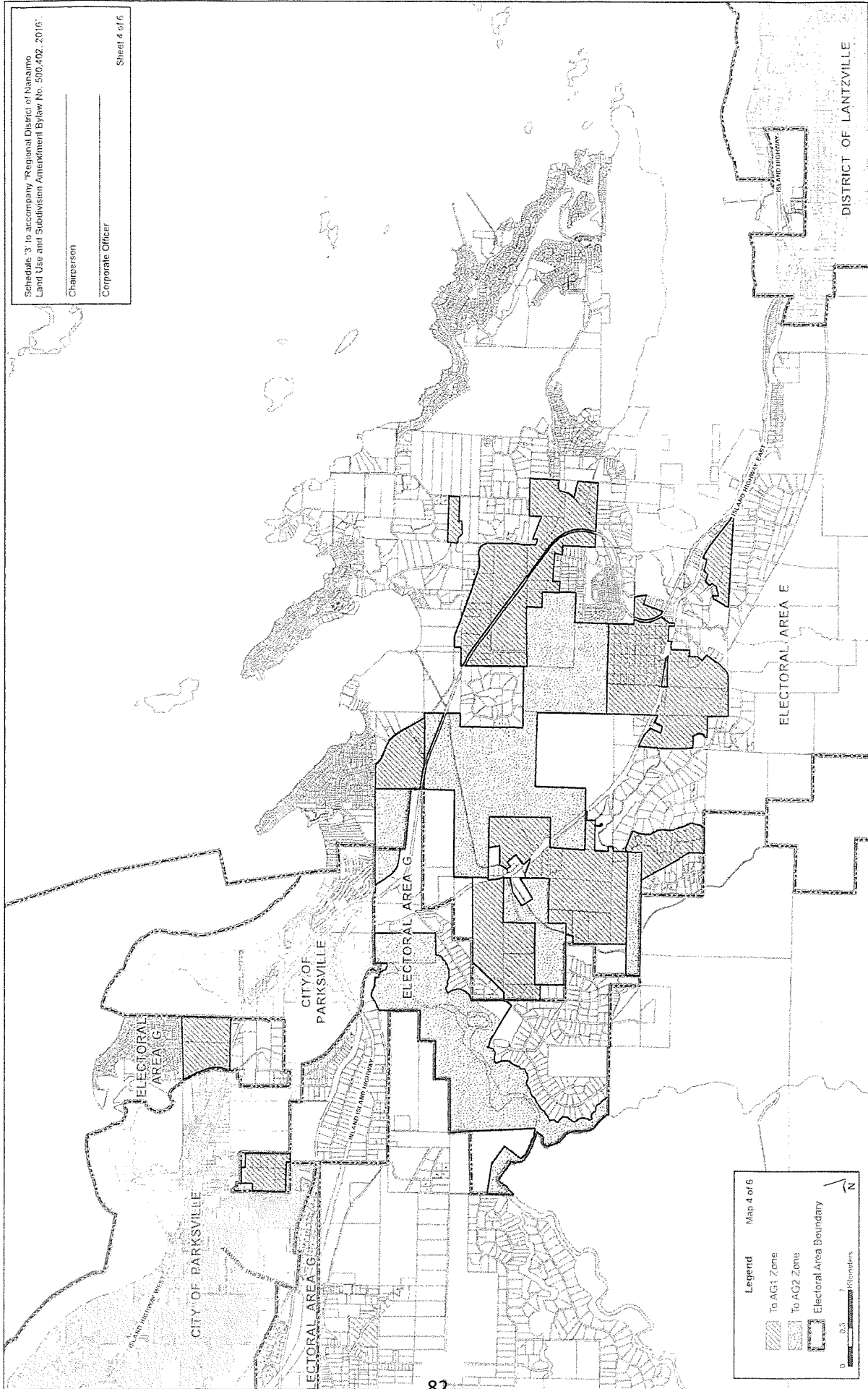


Schedule 3 to accompany Regional District of Nanaimo
Land Use and Subdivision Amendment Bylaw No. 500,402, 2016.

Chairperson _____

Corporate Officer _____

Sheet 4 of 6

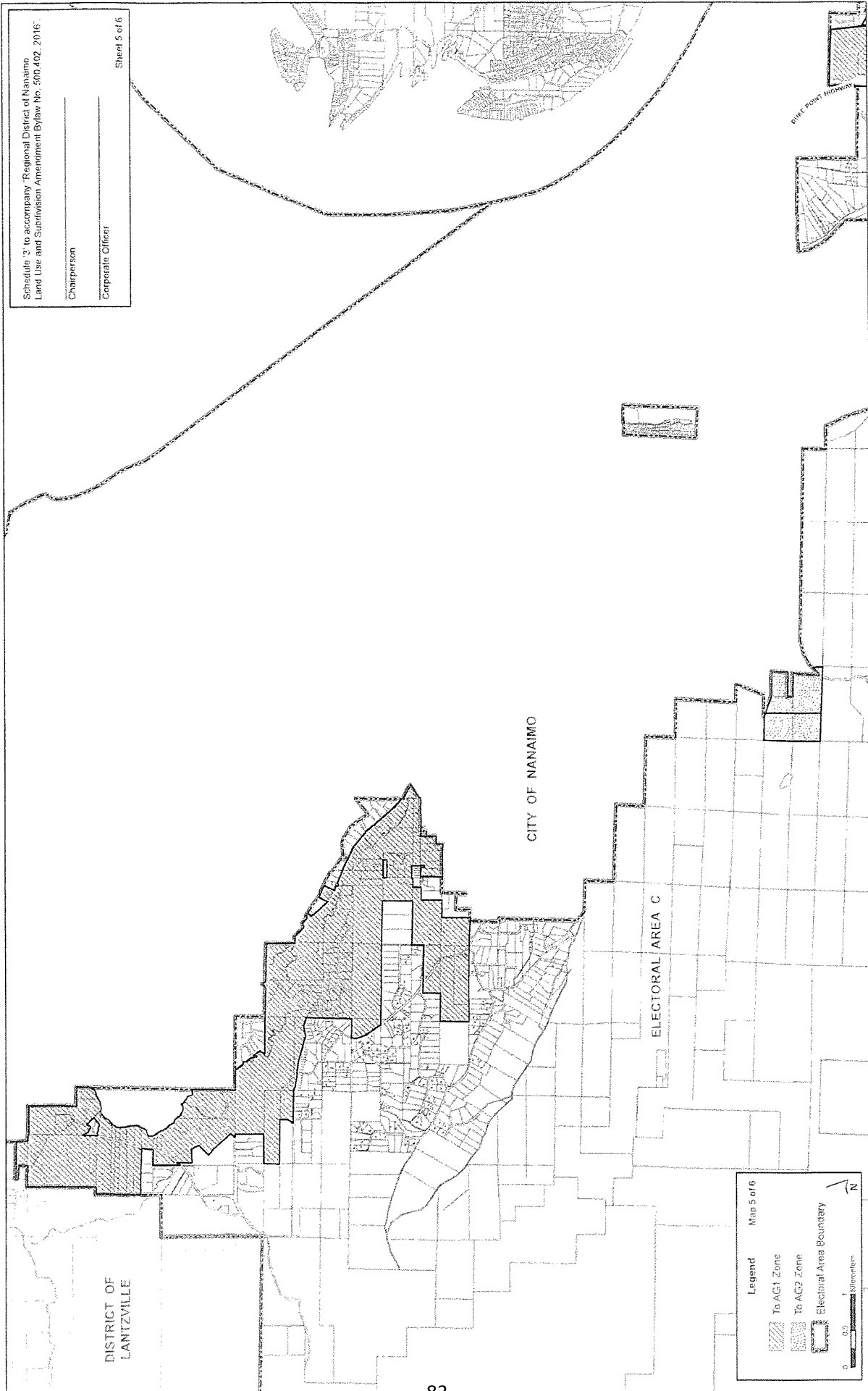


Schedule 3 to accompany Regional District of Nanaimo
Land Use and Subdivision Amendment Bylaw No. 500.402, 2016.

Chairperson

Corporate Officer

Sheet 5 of 6

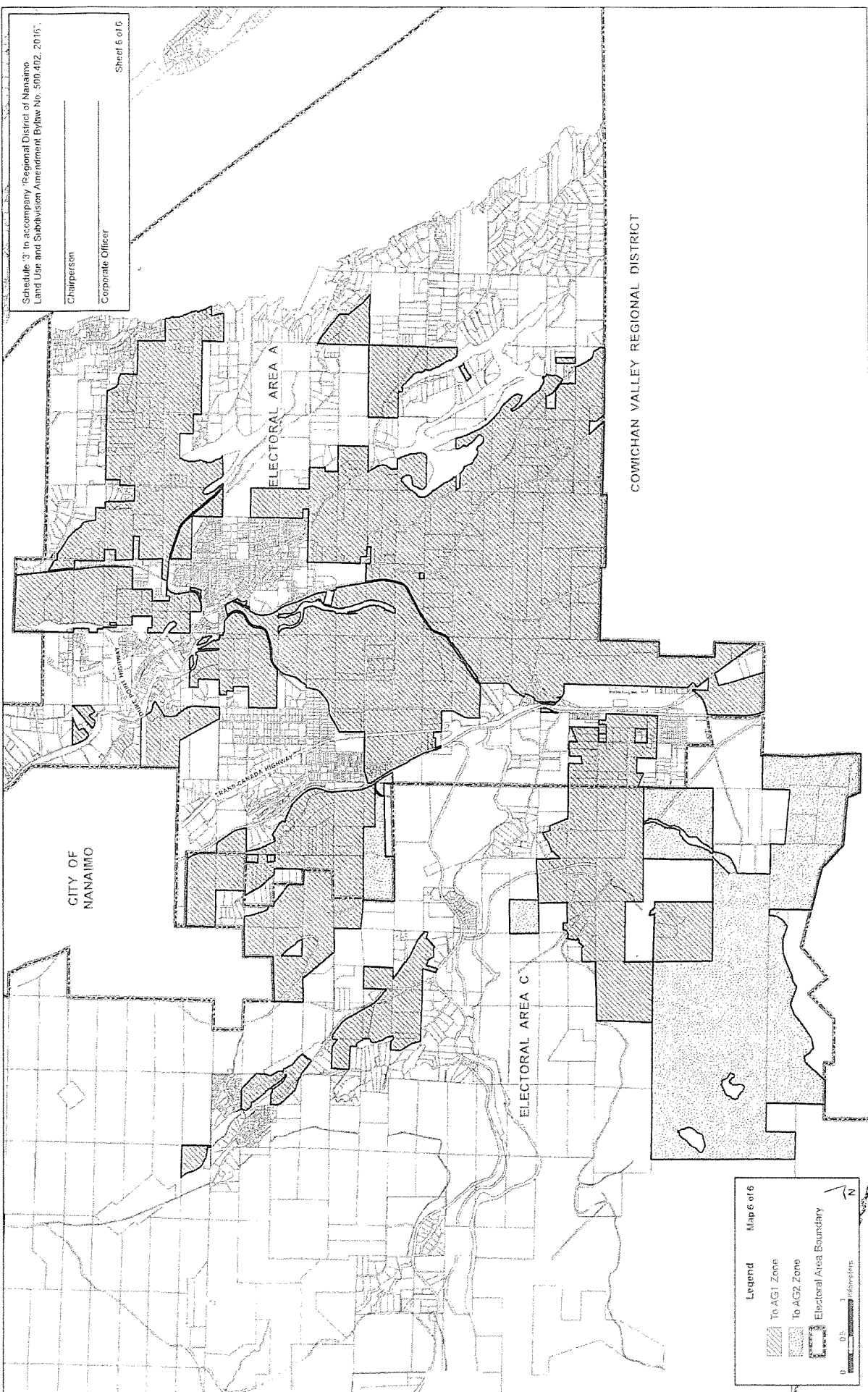


Schedule 3 to accompany Regional District of Nanaimo
 Land Use and Subdivision Amendment Bylaw No. 500.402, 2015

Chairperson _____

Corporate Officer _____

Sheet 6 of 6

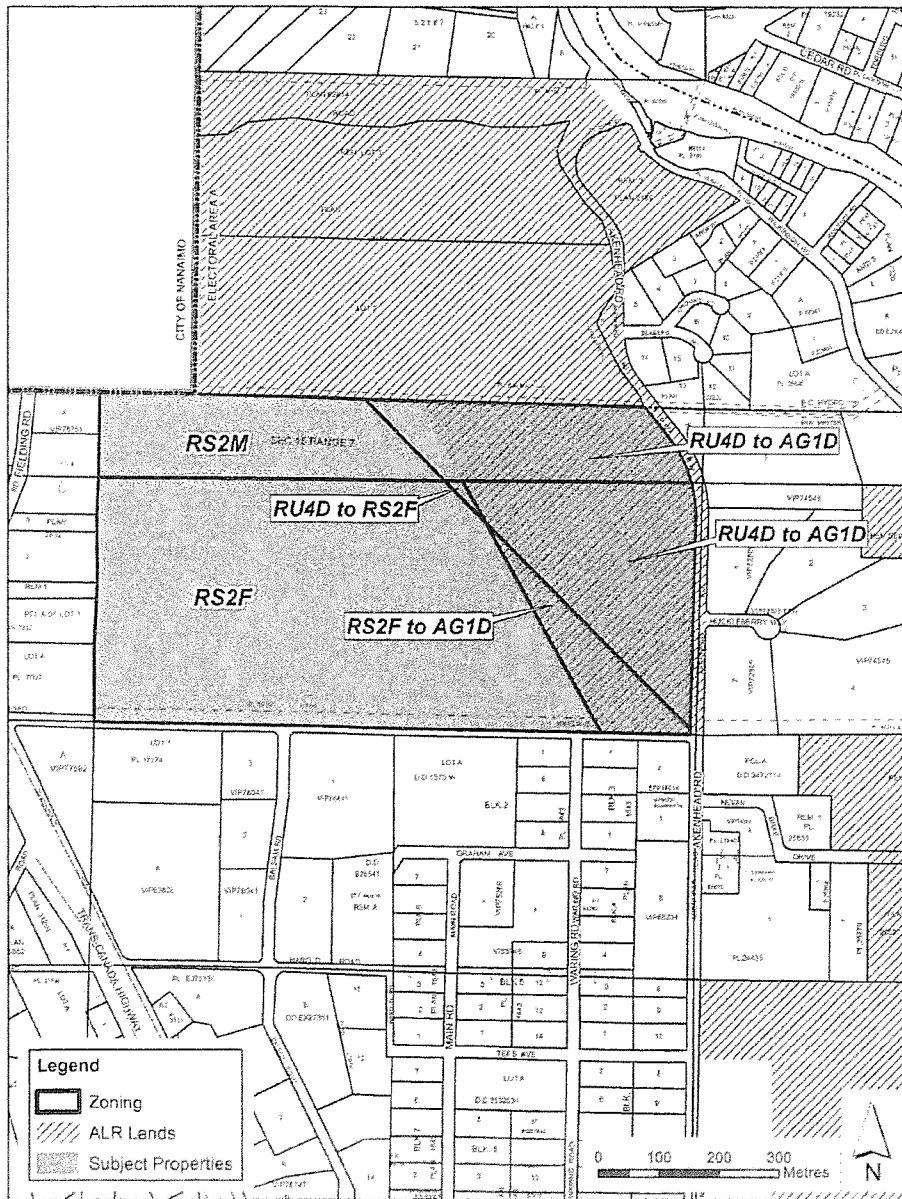


Schedule '4' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.402, 2016".

Chairperson

Corporate Officer

Schedule '4'

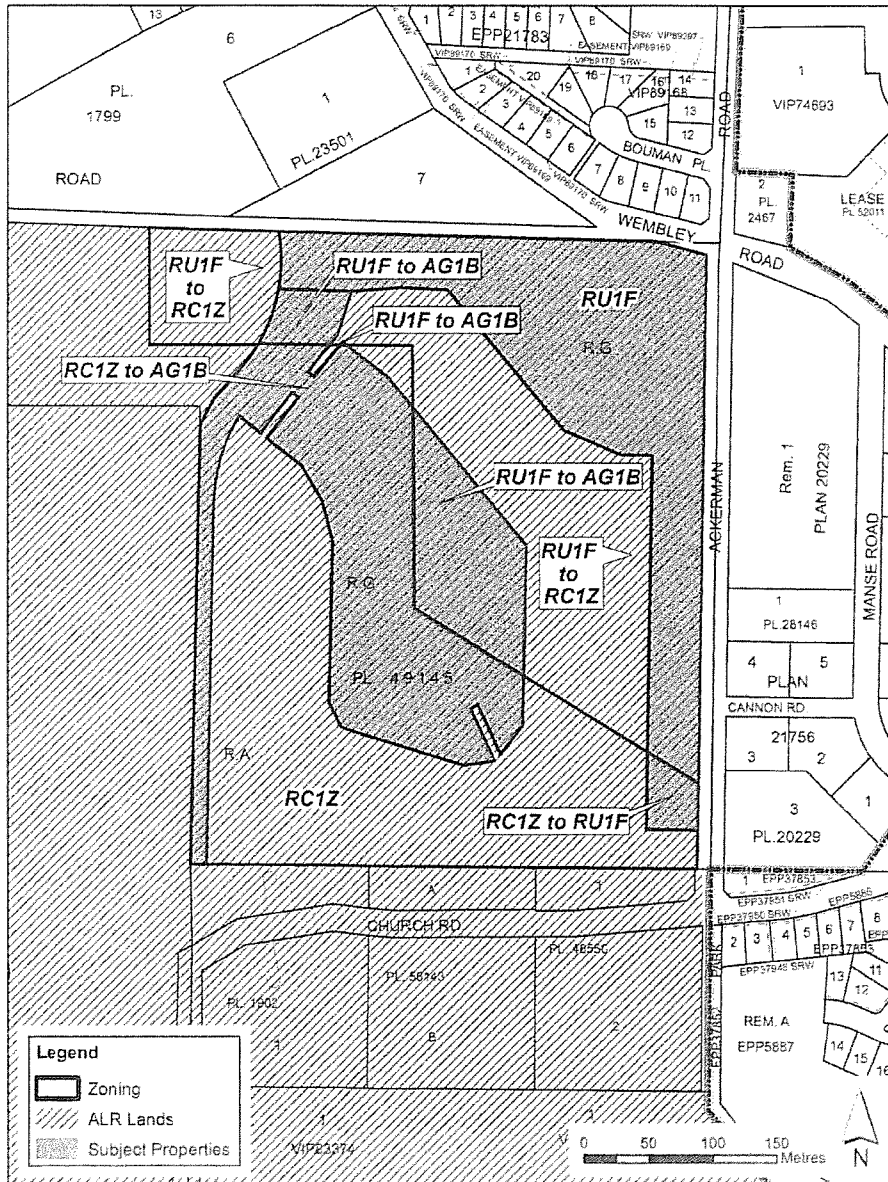


Schedule '5' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.402, 2016".

Chairperson

Corporate Officer

Schedule '5'



**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1285.26**

**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. 1285.26, 2016".
- B. The "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002", is hereby amended as follows:
 1. Under **SECTION 2 GENERAL REGULATIONS**, Subsection 2.4 Prohibited Uses by deleting subsections g, r, and s and replacing them with the following:
 - "g) slaughtering of livestock, food processing, and the processing of seafood except in the A-1 zone conducted as a farm use in accordance with the Agricultural Land Reserve Use, Subdivision, and Procedure Regulation;
 - r) agri-tourism accommodation except in the A-1 zone;
 - s) the production, storage, and application of Class A compost in compliance with the Organic Matter Recycling Regulation, B.C. Reg. 18/2002 except in the A-1 zone when conducted as a farm use in accordance with the Agricultural Land Reserve Use, Subdivision, and Procedure Regulation;"
 2. Under **SECTION 2 GENERAL REGULATIONS**, Subsection 2.5 Runoff Control Standards by inserting the following text under subsection 1:
 - "c) Lots zoned A-1 where the total impervious area of farm buildings and structures exceeds 3,700 square metres or covers more than 25% of a lot or contiguous lots.
 3. Under **SECTION 2 GENERAL REGULATIONS**, Subsection 2.9 Setbacks – Buildings and Structures by deleting the following subsection and re-lettering all subsequent subsections:
 - "d) All buildings and structures used for medical marihuana production on lands within the A-1 zone shall be setback a minimum of 30 metres from all lot lines."
 5. Under **SECTION 2 GENERAL REGULATIONS**, Subsection 2.9 Setbacks – Buildings and Structures by inserting the following new subsection after Small wind turbine systems:

“f) Agriculture and Farm Buildings, Structures and Uses

The following minimum setback requirements shall apply to all agriculture or farm buildings, structures and uses.

Use(s)	Setback from all lot lines
1) The following shall apply to all agriculture or farm buildings, structures, and uses	
I. Outdoor uncovered horse riding rings and exercise yards where no feeding of animals occurs	0 metres
II. Buildings and structures 10 m ² or less that house household animals	Front and Exterior side lot lines 4.5 metres All other lot lines 2.0 metres
III. Buildings and structures 10 m ² or less that house any livestock or poultry (except household animals), game, or other furbearing farm animals	8.0 metres
IV. Indoor horse riding rings where no feeding or housing of animals occurs	8.0 metres
V. Buildings and structures 50 m ² or less that house any livestock, poultry, game, or other furbearing farm animals VI. Buildings, structures or equipment used for a Temporary Sawmill VII. Confined Livestock Area	15.0 metres
VIII. Buildings and structures more than 50 m ² that house livestock, poultry, game, or other furbearing farm animals IX. Feedlot X. Indoor riding rings where feeding or housing of animals occurs XI. Mushroom Barn XII. Buildings, structures, and lands used for: a. the storage of agricultural liquid or solid waste b. On-farm composting c. Compost storage	30.0 metres

<p>XIII. Medical Marihuana Production Facilities in the A-1 zone – All buildings and structures except:</p> <ul style="list-style-type: none"> a. the setback shall be 60.0 metres from all lot lines adjacent to non-ALR residential uses and; b. the setback shall be 150.0 metres from any parcel that contains a park or school 	<p>30.0 metres</p>
<p>XIV. All other agricultural buildings and structures</p>	<p>Front and Exterior side lot lines 4.5 metres All other lot lines 2.0 metres</p>
<p>2) The following watercourse setbacks shall apply to all agriculture or farm buildings, structures and uses:</p> <ul style="list-style-type: none"> I. All buildings and structures that house any livestock or poultry (except household animals) or store manure and all areas used for a feedlot shall be a minimum of 30 metres from a domestic well, spring, or the natural boundary of a watercourse II. All other agriculture or farm buildings and structures shall be sited in accordance with Section 2.10" 	

6. Under **SECTION 2 GENERAL REGULATIONS**, by deleting Subsection 2.11, g) and replacing it with the following:

“g) fence under 2.5 metres in height, and transparent fencing or transparent vertical extensions greater than 2.5 metres in height where the fence is required for agriculture or farm use;”

7. Under **SECTION 2 GENERAL REGULATIONS**, by deleting Subsection 2.16 Keeping of Animals and replacing it with the following:

“2.16 Keeping of Animals

In all zones where Agriculture, Farm Use, or Kennel are not permitted uses, the keeping of animals shall be limited to:

- a) household animals in MHP zones;
- b) household animals on lots 4000 m² or less;
- c) household animals and household livestock at a density of 1 household livestock animal per 4000 m² on all lots greater than 4000 m².”

8. Under **SECTION 2 GENERAL REGULATIONS**, Subsection 2.17 parking by adding the following parking requirements after 'Agriculture, Forestry/Resource' in Table 2.2:

"Agri-tourism Accommodation Cabin 1 per cabin

Farm Retail Sales 1 per 5 m² of floor area plus 1 per two Employees"

9. Under **SECTION 2 GENERAL REGULATIONS**, Subsection 2.17 Parking, Table 2.2 by adding 'Farm Use' to 'Agriculture, Forestry/Resource'.

10. Under **SECTION 2 GENERAL REGULATIONS**, by inserting the following new section after Sections 2.18 Secondary Suites:

"2.19 Farm Use Regulations

On lands located within the Agricultural Land Reserve the following activities are permitted farm uses in accordance with the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* and are subject to the following regulations:

1. Agri-tourism

Agri-tourism activities, other than accommodation, are permitted on land located within the Agricultural Land Reserve that is classified as 'farm' under the *BC Assessment Act*. The use must be temporary and seasonal, and promote or market farm products grown, raised or processed on the farm.

2. Farm Retail Sales

Farm retail sales is permitted on land located within the Agricultural Land Reserve provided:

- a) All of the farm product offered for sale is produced on the farm on which the retail sales are taking place, or
- b) At least 50% of the retail sales area is limited to the sale of farm products produced on the farm on which the retail sales is taking place and the total area, both indoors and outdoors, used for the retail sales of all products does not exceed 300 m².

2.20 Accessory Farm Use Regulations

1. Agriculture Education and Research

Where agriculture education and research is permitted in this bylaw it shall be subject to the following regulations:

- a) the area occupied by any buildings or structures necessary for education or research must not exceed 100 m² for each parcel.

2. Production of Biological Integrated Pest Management Products

Where the production of biological integrated pest management products is permitted in this bylaw it shall be subject to the following regulations:

- a) the area occupied by any buildings or structures necessary for the production or development must not exceed 300 m² for each parcel.

3. Agri-Tourism Accommodation

As per Section 3 of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*, on parcels within the Agricultural Land Reserve and where agri-tourism accommodation is a permitted accessory use, the following general provisions apply:

- a) Agri-tourism accommodation use must be for rental only;
- b) Agri-tourism accommodation is permitted only on land classified as 'farm' under the *BC Assessment Act*;
- c) A maximum of one agri-tourism accommodation sleeping unit including a seasonal campsite, seasonal cabin or short term use of a bedroom within a dwelling unit per hectare shall be permitted up to a maximum of ten (10) per parcel;
- d) When calculating the total number of agri-tourism accommodation sleeping units all forms of tourist accommodation, including a bed and breakfast, shall be included;
- e) The total developed area for an agri-tourism accommodation use, including buildings, landscaping, driveways and parking shall occupy less than five percent (5%) of the total parcel area, in accordance with the *Agricultural Land Commission Act*.

4. An agri-tourism accommodation campground must be developed in accordance with the following regulations:

- a) Every campsite shall be unpaved and not exceed 150 m² in area;
- b) Washroom and drinking water facilities shall be provided for in accordance with Island Health's regulations and/or provincial regulations;
- c) A maximum consecutive or non-consecutive stay of ninety (90) calendar days per visitor within any twelve (12) month period within any campsite on the parcel. The relocation of recreational vehicle (RVs) or campers to other sites within the parcel does not constitute the start of a new stay.

5. An agri-tourism accommodation cabin must be developed in accordance with the following regulations:

- a) The maximum gross floor area of an agri-tourism accommodation cabin shall not exceed 50 m²;
- b) Washroom and drinking water facilities shall be provided for in accordance with Island Health's regulations and/or provincial regulations;
- c) A maximum of one kitchen facility shall be permitted within each agri-tourism accommodation cabin;
- d) A maximum consecutive or non-consecutive stay of ninety (90) days per visitor in any twelve (12) month period within any cabin on the parcel. The relocation of a visitor to another cabin within the parcel does not constitute the start of a new stay;
- e) One (1) parking space per agri-tourism accommodation cabin is required.

2.21 Temporary Use Permits for Farmers' Market

In accordance with the *Local Government Act*, the RDN may support temporary use permits for farmers markets on any parcel within the area covered by this bylaw.

The following conditions and criteria will be included in the RDN's consideration of such applications depending on the nature of the application being considered.

- a) Where the land is in the ALR, approval from the Provincial Agricultural Land Commission is required.
- b) The RDN may specify conditions of approval including, but not limited to, environmental protection measures, hours of operation, buffering between adjacent uses, parking, and groundwater protection and may require the posting of a bond or other applicable security to ensure compliance with the conditions of the permit.
- c) The RDN will consider the impact on local road networks and on-site parking.
- d) The RDN may consider any other condition or criteria as deemed necessary by the RDN.

2.22 Kennel Facilities

The establishment of kennel facilities on ALR land is not permitted unless by a rezoning of land, except where permitted in this bylaw. The use, if approved, shall be subject to the following specific requirements as well as all other applicable provisions of this bylaw:

- a) Must be located on lots which are 2.0 ha or larger;
- b) All structures and areas utilized in association with the kennel facility shall be sited a minimum of 30.0 metres from all property lines."

10. Under **SECTION 4** replace all existing references to 'farm use' with 'agriculture', in the FR-1, R-4, A-1.14, C-3.15, R-1.7, R-1.16, R-2.5, R-2.17, R-2.48, and R-3.8 zones.

11. By deleting Section 4.1 A-1 (Agriculture 1) and replacing it with Schedule '1' which is attached to and forms part of this Bylaw.

12. Under **SECTION 4, 4.6 FR-1, 4.6.3 Regulations Table** by inserting the following after f), and re-lettering subsequent regulations:

g) Minimum Setback of all agricultural buildings, structures and uses	Refer to Section 2 – General Regulations
---	--

13. Under **SECTION 4, 4.6 FR-1, 4.6.3 Regulations Table** by deleting g) and replacing it with the following:

h) Minimum Setback of all buildings or structures for primary mineral processing from all watercourses	30 metres
--	-----------

14. Under **SECTION 4, 4.15A R-4, 4.15A.3 Regulations Table** by deleting g) and replacing it with the following:

g) Minimum Setback for all agricultural buildings, structures and uses	Refer to Section 2 – General Regulations
--	--

15. Under **SECTION 4, 4.39 CD-16, 4.39.3 Regulations Table** by deleting g) and replacing it with the following:

g) Minimum Setback of all agricultural buildings, structures and uses	Refer to Section 2 – General Regulations
---	--

16. Under **SECTION 5, DEFINITIONS** by deleting and replacing the following definitions in alphabetical order:

Farm Use means an occupation or use of land for farm purposes, including farming of land, plants and animals and any other similar activity designated as farm use by the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*, and includes but is not limited to activities such as farm retail sales; storing, packing, preparing and processing farm products; agri-tourism and a winery or cidery and includes farm operation;

Household Livestock means livestock kept by a household, which is used or the product of which is used primarily and directly by the household and not for sale or profit;

Livestock means cattle, horses, sheep, goats, swine and similar farmed or fur bearing animals;

Structure means anything constructed, erected or placed, the use of which requires location on the ground or water or attachment to something having location on the ground or water, and excludes retaining walls under 1 metre in height, underground sewage disposal facilities, vehicles, paving for vehicle parking, sidewalks, ground level patios and decks, fences under 2.5 metres in height, and transparent fencing or transparent vertical extensions greater than 2.5 metres in height where the fence is required for agriculture or farm use;

Temporary Sawmill means a building or structure or area where timber from the lot is cut or sawed on that lot, operating during normal daylight hours producing less than 60 m³ of lumber daily, except that where land is located in the Agricultural Land Reserve at least 50% of the volume of timber that is cut or sawed on that parcel is harvested from the farm or parcel on which the sawmill is located;”

17. Under **SECTION 5, DEFINITIONS** by adding the following new definitions in alphabetical order:

“Agriculture means a use providing for growing, rearing, producing and harvesting of agricultural products; boarding of livestock and poultry; and includes the storage and sale on an individual farm of the products harvested, reared or produced on that farm, the storage of farm machinery and implements used on that farm and includes temporary sawmill and excludes medical marihuana production;

Agriculture Education and Research means the use of land, buildings, or structures dedicated to researching, promoting, and teaching methods of agriculture and farming in accordance with the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*, but specifically excludes schools under the *School Act*;

Agri-tourism means a temporary and seasonal tourist oriented activity or service accessory to an agricultural use that promotes or markets products grown, raised, or processed on land that is classified as a 'farm' under the *Assessment Act* and in accordance with the *Agricultural Land Reserve Use, Subdivision, and Procedure Regulation*. Agri-tourism may include but is not limited to farm tours and demonstrations, farm related educational activities, and seasonal promotional events;

Agri-tourism Accommodation means the provision of temporary and seasonal accommodation accessory to an agricultural use for the travelling public within an agri-tourism accommodation sleeping unit on land that is classified as farm under the *Assessment Act*;

Agri-tourism Accommodation Sleeping Unit means a bedroom or other area used as a bedroom for the purpose of agri-tourism accommodation within an agri-tourism accommodation cabin, a tent or recreational vehicle in an agri-tourism accommodation campground or a bedroom within a dwelling unit;

Confined Livestock Area means an outdoor area where livestock, poultry, or farmed game are confined by fences, other structures or topography, and includes paddocks, corrals, exercise yards, and holding areas, but does not include a grazing area;

Farm means an occupation or use, for farm purposes, of one or several parcels of land or tenured areas of Crown land;

Farm Operation means farm operation as defined in the *Farm Practices Protection (Right to Farm) Act* and may include but is not limited to activities such as growing, producing, raising or keeping animals or plants, including mushrooms, or the primary products of those plants or animals; aquaculture; and processing or direct farm marketing of products in accordance with the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*;

Farm Retail Sales means the sale to the public of products grown or raised on a farm, from that farm and may include the sale of non-farm products in accordance with the *Agricultural Land Reserve Use, Subdivision, and Procedure Regulation*;

Feedlot means a fenced area where livestock, poultry, or farmed game are confined solely for the purpose of growing or finishing, and are sustained by means other than grazing;

Grazing Area means a pasture or rangeland where livestock, poultry or farmed game are primarily sustained by direct consumption of feed growing in the area;

Poultry means domesticated birds kept for eggs, meat, feathers, hide, or cosmetic or medicinal purposes, and includes broilers, Cornish hens, layers, breeding stock, replacement pullets, roasters, ducks, geese, turkeys, game birds, and ratites;

Production of Biological Integrated Pest Management Products means the use of land, buildings, or structures for the production and development of biological products such as beneficial predatory insects, parasites, pathogens, and weed-feeders to be used in biological integrated pest management programs in accordance with the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*;"

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

Chairperson

Corporate Officer

A-1 – AGRICULTURE 1

SECTION 4.1

4.1.1 Permitted Principal Uses

- a) Dwelling Unit
- b) Farm Use – on lands located in the Agricultural Land Reserve
- c) Agriculture – on lands not located in the Agricultural Land Reserve

4.1.2 Permitted Accessory Uses to the Dwelling Unit Use

- a) Accessory Buildings and Structures
- b) Home Based Business
- c) Secondary Suite¹

4.1.3 Permitted Accessory Farm Uses

- d) Agriculture Education and Research
- e) Temporary Sawmill
- f) Agri-tourism Accommodation
- g) Production of Biological Integrated Pest Management Products

4.1.4 Regulations Table

Category	Requirements								
a) Maximum Density	1 Dwelling Unit per hectare to a maximum of 2 per lot								
b) Minimum Lot Size	4 ha								
c) Minimum Lot Frontage	100 metres								
d) Maximum Lot Coverage	<table border="1"> <tr> <td>i. Non-farm buildings and structures</td> <td>10%</td> </tr> <tr> <td>ii. Farm buildings and structures</td> <td>25%</td> </tr> <tr> <td>iii. Greenhouses</td> <td>75%</td> </tr> <tr> <td colspan="2">iv. In no case shall the combined lot coverage exceed 75%.</td> </tr> </table>	i. Non-farm buildings and structures	10%	ii. Farm buildings and structures	25%	iii. Greenhouses	75%	iv. In no case shall the combined lot coverage exceed 75%.	
i. Non-farm buildings and structures	10%								
ii. Farm buildings and structures	25%								
iii. Greenhouses	75%								
iv. In no case shall the combined lot coverage exceed 75%.									
e) Maximum Building and Structure Height	10 metres								
f) Minimum Setback from									
i) Front and Exterior Side Lot Lines	4.5 metres								
ii) All Other Lot Lines	2.0 metres								
g) Minimum Setback for all farm buildings, structures and uses	Refer to Section 3 – General Regulations								
h) General Land Use Regulations	Refer to Section 3 – General Regulations								

¹ Bylaw No. 1285.19, adopted May 27, 2014

4.1.5 Regulations

- a) For any part of a parcel in the Agricultural Land Reserve, 'Farm Use' shall be a permitted principal use and for any part of a parcel not located in the Agricultural Land Reserve, 'Agriculture' shall be a permitted principle use.
- b) Accessory Farm uses are only permitted on that part of a parcel that is within the Agricultural Land Reserve.
- c) Specific 'Farm' and 'Permitted' uses as defined in the *Agricultural Land Reserve Use, Subdivision, and Procedure Regulation* shall be developed in accordance with Section 2.19 and 2.20 of this Bylaw.
- d) Despite any regulation in this Bylaw, land established as "Agricultural Land Reserve" pursuant to the *Agricultural Land Commission Act* is subject to the *Agricultural Land Commission Act* and *Regulations*, and applicable orders of the Agricultural Land Commission.

4.1.6 Additional A-1 Zones

Principal and accessory uses as set out in Section 4.23 (A-1.1 to A-1.28 inclusive) are permitted in addition to those uses permitted in the A-1 zone. ²

² Bylaw No. 1285.01, adopted April 13, 2004

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, MARCH 8, 2016 AT 7:13 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director W. Veenhof	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 J. Stanhope	Electoral Area G
Alternate	
Director G. Fuller	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
Alternate	
Director B. Luchtmeijer	Town of Qualicum Beach

Regrets:

Director B. McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach

Also in Attendance:

D. Trudeau	Interim Chief Administrative Officer
R. Alexander	Gen. Mgr. Regional & Community Utilities & Solid Waste
G. Garbutt	Gen. Mgr. Strategic & Community Development
T. Osborne	Gen. Mgr. Recreation & Parks
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
D. Pearce	A/Director of Transportation Services
M. O'Halloran	A/Mgr. Administrative Services
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 Fuller and Luchtmeijer to the meeting.

DELEGATIONS

Franz Gigl, re Gabriolans Against Freighter Anchorages.

Franz Gigl voiced his concerns of potential environmental impacts to the sea bed, sea life, and negative impacts to tourism and local businesses if freighter anchorages are established off Gabriola Island's coast, and asked the Board to oppose the implementation of 5 new freighter anchorages off Gabriola's north-east coast.

COMMITTEE OF THE WHOLE MINUTES

Minutes of the Committee of the Whole meeting held Tuesday, February 9, 2016.

MOVED Director Stanhope, SECONDED Director Thorpe, that the minutes of the Committee of the Whole meeting held February 9, 2016, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Antoinette O'Keeffe, Island Health, re Community Wellness Grants.

MOVED Director Stanhope, SECONDED Director Houle, that the correspondence from Antoinette O'Keeffe, Island Health, regarding Community Wellness Grants be received.

CARRIED

W. Byrne, North Island 9-1-1 Corporation, re 2016 North Island 9-1-1 Adopted Budget.

MOVED Director Stanhope, SECONDED Director Houle, that the correspondence from W. Byrne, North Island 9-1-1- Corporation, regarding the 2016 North Island 9-1-1 adopted budget be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Gabriolans Against Freighter Anchorages.

MOVED Director Houle, SECONDED Director Thorpe, that staff be directed to draft a letter for signature of the Chair to Transport Canada, Marine Safety and Security, and The Honourable Marc Garneau, Minister of Transport, House of Commons, as well as to the Ministry of Environment and Department of Fisheries and Oceans, in support of the Gabriolans Against Freighter Anchorages Society to not support proposed designation of new anchorages for freighters or bulk carriers along the north-east coast of Gabriola Island, and to request time for the Regional District to provide comment.

CARRIED

Antoinette O'Keeffe, Island Health, re Community Wellness Grants.

MOVED Director Haime, SECONDED Director Pratt, that staff be directed to process the agreement with Island Health for funding related to the purpose of developing population level interventions that address the five modifiable risk factors and that staff provide a report identifying options for regional allocation of the funds.

CARRIED

CHIEF ADMINISTRATIVE OFFICER

Board Motion Follow-up.

MOVED Director Stanhope, SECONDED Director Pratt, that the Board Motion Follow-up report be received for information.

CARRIED

FINANCE

Regional District of Nanaimo 2016 to 2020 Financial Plan - Bylaws No. 1740 and 1231.05.

MOVED Director McPherson, SECONDED Director Houle, that "Regional District of Nanaimo Financial Plan 2016 to 2020 Bylaw No. 1740, 2016" be introduced and read three times.

CARRIED

MOVED Director McPherson, SECONDED Director Houle, that "Regional District of Nanaimo Financial Plan 2016 to 2020 Bylaw No. 1740, 2016" be adopted.

CARRIED

MOVED Director McPherson, SECONDED Director Houle, that "Regional Parks and Trails Service Area Amendment Bylaw 1231.05, 2016" be introduced and read three times.

CARRIED

Preliminary Operating Results for the Period Ending December 31, 2015.

MOVED Director Thorpe, SECONDED Director Pratt, that the summary report of financial results for Regional District of Nanaimo operations to December 31, 2015 be received for information.

CARRIED

New Building Canada Fund – Small Communities Fund 2016 Intake.

MOVED Director Pratt, SECONDED Director Stanhope, that the Board endorse the following projects for application to the New Building Canada Fund – Small Communities Fund (NBCF-SCF) for the April 28, 2016 application intake:

- Greater Nanaimo Pollution Control Centre — Centrifuge and Polymer System
- San Pareil Water System — Treatment Upgrades.

CARRIED

CORPORATE SERVICES

ADMINISTRATION

Results of Alternative Approval Process – Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736.

MOVED Director Fell, SECONDED Director McPherson, that "Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736, 2015" be adopted.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WATER AND UTILITY

Bylaw No. 1655.04 – Water User Rate Amendments 2016.

MOVED Director Rogers, SECONDED Director Young, that "Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.04, 2016" be introduced and read three times.

CARRIED

Transfer of Parkland to the Nanoose Bay Peninsula Water Service Area.

MOVED Director Rogers, SECONDED Director Thorpe, that staff be directed to proceed with determining land requirements and the process for ownership transfer of a portion of Lot 1, District Lot 62, Plan 26234 (2030 Claudet Road) to the Nanoose Bay Peninsula Water Service Area (NBPWSA) for Community water supply purposes.

CARRIED

RECREATION AND PARKS

PARKS

Amendment to Electoral Area 'B' Community Parks Bylaw No. 799.

MOVED Director Houle, SECONDED Director Young, that "Electoral Area 'B' Community Parks Local Service Amendment Bylaw No. 799.09, 2016" be introduced and read three times.

CARRIED

MOVED Director Houle, SECONDED Director Young, that "Electoral Area 'B' Community Parks Local Service Amendment Bylaw No. 799.09, 2016", be sent to the Inspector of Municipalities for approval.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

Amendment to Regional Growth Strategy Bylaw No. 1615.

MOVED Director Rogers, SECONDED Director Hong, that the staff report including the consultation results be received.

CARRIED

MOVED Director Rogers, SECONDED Director Hong, that "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" be introduced and read two times.

CARRIED

MOVED Director Rogers, SECONDED Director Hong, that the Public Hearing on "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" be chaired by Director Veenhof or his alternate.

CARRIED

Regional District of Nanaimo Board Strategic Plan 2016 – 2020.

MOVED Director Fell, SECONDED Director Stanhope, that the Board adopt Regional District of Nanaimo Board Strategic Plan 2016 – 2020 with Vision Alternative 1.

CARRIED

BUILDING, BYLAW, AND EMERGENCY PLANNING

2841 Wildberry Road, Electoral Area 'A' – Unsightly Premises.

MOVED Director McPherson, SECONDED Director Young, that the Board, pursuant to Unsightly Premises Regulatory Bylaw No. 1073, 1996, directs the owner of Lot B, Section 4, Range 6, Cedar District, Plan VIP81417, (2841 Wildberry Road), to remove the accumulation of derelict vehicles, derelict boats, discarded automobile parts, building materials, semitrailers, scaffolding, machinery, barrels, storage tanks, chemical containers, scrap wood, metal, pipes, machinery and assorted household garbage, from the property within sixty (60) days, or the work will be undertaken by the Regional District of Nanaimo (RDN) or its agents at the owner's cost.

CARRIED

2590 Kinghorn Road, Electoral Area 'E' – Building Bylaw Contravention.

MOVED Director Rogers, SECONDED Director Thorpe, that staff be directed to register a Notice of Bylaw Contravention on the title of Lot 3, District Lot 69, Nanoose District, Plan 1519 (2590 Kinghorn Road), pursuant to Section 57 of the *Community Charter* and take further enforcement action as may be necessary to ensure the property is in compliance with Regional District of Nanaimo (RDN) regulations.

CARRIED

ADVISORY, SELECT COMMITTEE AND COMMISSION

Liquid Waste Management Plan Monitoring Committee.

Minutes of the Liquid Waste Management Plan Monitoring Committee meeting held Wednesday, February 3, 2016.

MOVED Director Rogers, SECONDED Director McPherson, that the minutes of the Liquid Waste Management Plan Monitoring Committee meeting held Wednesday, February 3, 2016, be received for information.

CARRIED

Solid Waste Management Select Committee.

Minutes of the Solid Waste Management Select Committee meeting held Tuesday, February 9, 2016.

MOVED Director McPherson, SECONDED Director Young, that the minutes of the Solid Waste Management Select Committee meeting held Tuesday, February 9, 2016, be received for information.

CARRIED

Solid Waste Management Select Committee Revised Terms of Reference.

MOVED Director McPherson, SECONDED Director Houle, that the Board approve the revised Terms of Reference (January 27, 2016) as presented with amendments.

CARRIED

AVICC Special Committee on Solid Waste Management – Support for Priorities.

MOVED Director McPherson, SECONDED Director Young, that the Board endorse the priority focus areas identified by the AVICC Special Committee on Solid Waste Management, and that this recommendation be forwarded to the Association of Vancouver Island and Coastal Communities in advance of consideration by the Board at their regular meeting on March 22, 2016.

CARRIED

NEW BUSINESS

Notice of Motion – Rail Corridor Development.

Director Yoachim noted that the following motion will be brought forward to the April 12, 2016 Committee of the Whole Agenda:

That staff be directed to explore concepts for rail corridor development, i.e. public greenways along the Island Corridor in the Regional District from Area 'A' to Area 'H'.

Notice of Motion – Bus Passes for Adults with Disabilities.

Director Yoachim noted that the following motion will be brought forward to the April 12, 2016 Committee of the Whole Agenda:

That the Board endorse a letter from the Chair to the Provincial Government indicating that the RDN does not support the changes to the BC Bus Pass Program and the Special Transportation Subsidy for disability assistance clients.

Directors' Roundtable.

Directors provided updates to the Board.

IN CAMERA

MOVED Director Stanhope, SECONDED Director Young, that pursuant to Sections 90 (1) (f) and (g) of the *Community Charter* the Committee proceed to an In Camera Meeting for discussions related to law enforcement and potential litigation.

CARRIED

TIME: 9:02 PM

ADJOURNMENT

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

CARRIED

TIME: 9:10 PM

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1740

A BYLAW TO ADOPT THE 2016 TO 2020 FINANCIAL PLAN

WHEREAS the Regional District of Nanaimo shall, in accordance with the the *Local Government Act*, adopt by bylaw a five year financial plan;

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

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

1. Definitions

“Emergency” means a present or imminent event that:

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

2. Financial Plan

Schedule ‘A’ attached to this bylaw is hereby adopted as the Financial Plan for the Regional District of Nanaimo for the period January 1, 2016 to December 31, 2020.

3. Financial Plan Amendments

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

4. Citation

This bylaw may be cited as “Regional District of Nanaimo Financial Plan 2016 to 2020 Bylaw No. 1740, 2016”.

Introduced and read three times this _____ day of _____, 2016.

Adopted this _____ day of _____, 2016.

CHAIRPERSON

CORPORATE OFFICER

CONSOLIDATED FINANCIAL PLAN 2016 TO 2020

Chairperson

Corporate Officer

	2015 Budget	2016 Proposed	2017	2018	2019	2020	Total
Operating Revenues		5.5%	4.9%	5.9%	5.1%	3.8%	
Property taxes	(40,416,421)	(42,652,979)	(44,752,325)	(47,457,254)	(49,991,027)	(51,931,212)	(236,784,797)
Parcel taxes	(4,312,126)	(4,514,950)	(4,747,771)	(4,961,289)	(5,109,533)	(5,250,825)	(24,584,368)
Municipal agreements	(304,118)	(321,202)	(328,148)	(335,825)	(343,024)	(355,618)	(1,683,817)
	(45,032,665)	(47,489,131)	(49,828,244)	(52,754,368)	(55,443,584)	(57,537,655)	(263,052,982)
Operations	(3,089,353)	(3,133,785)	(3,119,698)	(3,157,000)	(3,185,506)	(3,225,567)	(15,821,556)
Interest income	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(750,000)
Transit fares	(4,457,681)	(4,401,562)	(4,445,578)	(4,583,137)	(4,628,969)	(4,763,921)	(22,823,167)
Landfill tipping fees	(7,266,784)	(7,741,024)	(7,818,434)	(7,896,619)	(7,975,585)	(8,055,341)	(39,487,003)
Recreation fees	(526,826)	(590,740)	(608,463)	(621,371)	(634,585)	(648,115)	(3,103,274)
Recreation facility rentals	(547,250)	(549,505)	(565,990)	(582,970)	(600,459)	(618,473)	(2,917,397)
Recreation vending sales	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	(22,500)
Recreation concession	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	(15,000)
Recreation other	(400,560)	(411,785)	(424,139)	(436,862)	(449,969)	(463,468)	(2,186,223)
Utility user fees	(4,469,620)	(4,629,751)	(4,788,552)	(4,885,190)	(4,983,236)	(5,083,290)	(24,370,019)
Operating grants	(6,694,515)	(6,449,033)	(5,839,496)	(6,136,842)	(6,227,549)	(6,545,861)	(31,198,781)
Planning grants	(7,100)	(272,260)	(620,002)	(7,100)	(7,100)	(7,100)	(913,562)
Grants in lieu of taxes	(149,645)	(149,645)	(149,645)	(149,645)	(149,645)	(149,645)	(748,225)
Interdepartmental recoveries	(6,664,633)	(6,913,798)	(6,351,572)	(6,577,320)	(6,662,188)	(6,708,787)	(33,213,665)
Miscellaneous	(6,661,073)	(7,337,473)	(7,073,543)	(6,940,689)	(7,755,925)	(8,147,424)	(37,255,054)
Total Operating Revenues	(86,125,205)	(90,226,992)	(91,790,856)	(94,886,613)	(98,861,800)	(102,112,147)	(477,878,408)
Operating Expenditures							
Administration	4,188,717	4,387,180	4,456,940	4,495,016	4,534,147	4,573,602	22,446,885
Community grants	522,602	56,470	32,490	32,490	32,490	32,490	186,430
Legislative	485,432	498,394	504,768	601,283	534,966	529,010	2,668,421
Professional fees	2,432,841	2,522,668	1,971,995	1,778,006	1,704,358	1,758,341	9,735,368
Building ops	3,267,767	3,232,608	3,251,915	3,306,179	3,363,451	3,419,934	16,574,867
Veh & Equip ops	7,853,555	7,868,665	8,016,316	7,918,067	8,089,161	8,248,469	40,140,678
Operating costs	16,308,679	16,849,605	17,019,570	18,417,626	19,595,425	21,054,523	92,936,749
Program costs	870,364	946,870	910,341	914,149	924,058	934,131	4,629,549
Wages & benefits	29,069,465	30,319,473	31,048,831	31,730,824	32,547,413	33,289,333	158,935,874
Transfer to other gov/org	6,531,825	7,244,471	6,963,668	7,098,108	7,220,781	7,390,142	35,917,170
Contributions to reserve funds	7,179,659	8,456,997	7,281,613	5,948,202	5,450,266	4,941,445	32,078,523
Debt interest	4,667,084	4,513,284	4,330,635	4,290,538	4,098,928	4,032,393	21,265,778
Total Operating Expenditures	83,377,990	86,896,685	85,789,082	86,530,488	88,095,444	90,203,813	437,515,512
Operating (surplus)/deficit	(2,747,215)	(3,330,307)	(6,001,774)	(8,356,125)	(10,766,356)	(11,908,334)	(40,362,896)
Capital Asset Expenditures							
Capital expenditures	35,997,273	44,814,373	51,775,754	60,677,369	24,845,207	7,068,699	189,181,402
Transfer from reserves	(27,503,536)	(20,070,177)	(26,979,489)	(22,626,878)	(7,427,558)	(2,984,000)	(80,088,102)
Grants and other	(4,438,476)	(6,426,060)	(2,628,980)	(1,187,500)			(10,242,540)
New borrowing	(1,616,665)	(14,974,713)	(20,532,635)	(34,721,030)	(15,364,613)	(2,500,000)	(88,092,991)
Net Capital Assets funded from Operations	2,438,596	3,343,423	1,634,650	2,141,961	2,053,036	1,584,699	10,757,769
Capital Financing Charges							
Existing debt (principal)	4,424,157	4,787,627	4,113,010	4,048,588	3,853,511	3,851,321	20,654,057
New debt (principal & interest)	30,832	150,885	1,336,093	3,024,800	5,797,018	6,976,236	17,285,032
Total Capital Financing Charges	4,454,989	4,938,512	5,449,103	7,073,388	9,650,529	10,827,557	37,939,089
Net (surplus)/deficit for the year	4,146,370	4,951,628	1,081,979	859,224	937,209	503,922	8,333,962
Add: Prior year (surplus) / deficit	(11,280,947)	(11,482,486)	(6,530,858)	(5,448,879)	(4,589,655)	(3,652,446)	(31,704,324)
(Surplus) applied to future years	(7,134,577)	(6,530,858)	(5,448,879)	(4,589,655)	(3,652,446)	(3,148,524)	(23,370,362)

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1231.05

A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO
REGIONAL PARKS AND TRAILS SERVICE AREA
CONVERSION BYLAW NO. 1231

WHEREAS the Board of the Regional District of Nanaimo wishes to amend "Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231, 2001";

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with section 349 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 as the "Regional Parks and Trails Service Area Amendment Bylaw No. 1231.05, 2016".

2. Amendment

"Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231, 2001" is amended as follows:

(1) By deleting Section 7 and substituting it with the following:

"The amount to be requisitioned under Subsection 4(e) shall be at the following rates:

Requisition Year	Parcel Tax rate
2016	\$14.00 per taxable parcel
2017	\$15.00 per taxable parcel
2018	\$16.00 per taxable parcel
2019	\$17.00 per taxable parcel
2020	\$18.00 per taxable parcel
2021	\$19.00 per taxable parcel
2022 and thereafter	\$20.00 per taxable parcel

Introduced and read three times this _____ day of _____, 2016.

Adopted this _____ day of _____, 2016.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1736

A BYLAW TO ESTABLISH A SEARCH AND
RESCUE 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 search and rescue;

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 areas has been obtained by alternative approval process for the entire Service Area 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 "Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736, 2015".

2. Service

The service established by this Bylaw is the Northern Community Search and Rescue Contribution Service (the "**Service**") for the purpose of providing a contribution to organizations providing search and rescue in the Service Area.

3. Boundaries

The boundaries of the service area are the City of Parksville, the Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G' and 'H' (the "**Service Area**").

4. Participating Areas

The Participating Areas for the Service are the City of Parksville, the Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G' and 'H'.

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. Apportionment

The costs of providing the Service shall be apportioned among the Participating Areas on the basis of the most recent census population.

7. 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) Ten Thousand (\$10,000.00) Dollars; or
- (b) the amount equal to the amount that could be raised by a property value tax rate of \$0.0011 per \$1,000.00 applied to the net taxable value of land and improvements in the Service Area.

Introduced and read two times this 27th day of October, 2015.

Read a third time as amended this 8th day of December, 2015.

Received the approval of the Inspector of Municipalities this 10th day of December, 2015.

Participating area approval obtained by alternative approval process under section 801.3 of the *Local Government Act* this 25th day of February, 2016.

Adopted this _____th day of _____, 2016.

Chairperson

Corporate Officer

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1655.04

**A BYLAW TO AMEND THE FEES AND CHARGES FOR
REGIONAL DISTRICT OF NANAIMO WATER SERVICES**

WHEREAS The Board of the Regional District of Nanaimo adopted the “Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1655, 2012” which established fees and charges for water services;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to introduce water user rate increases of 2% in accordance with the 2016 Financial Plan;

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 “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.04, 2016”.

2. Amendment

“Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1655, 2012” is amended as follows:

By deleting Schedule ‘A’ of Bylaw No. 1655 and replacing it with the Schedule ‘A’ attached to and forming part of this bylaw.

3. Effective Date

The effective date of this Bylaw is May 1, 2016.

Introduced and read three times this day of _____, 2016.

Adopted this day of _____, 2016.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer

SCHEDULE 'A'
WATER RATES

1. (a) Calculated on the average daily consumption per unit:
 - i) For the first 0.7 cubic meters per day, \$1.00 per cubic meter.
 - ii) From 0.71 to 1.4 cubic meters per day, \$1.14 per cubic meter.
 - iii) From 1.41 to 2.1 cubic meters per day, \$1.46 per cubic meter.
 - iv) From 2.11 to 2.8 cubic meters per day, \$1.72 per cubic meter.
 - v) From 2.81 to 3.5 cubic meters per day, \$2.30 per cubic meter.
 - vi) Over 3.50 cubic meters per day, \$3.46 per cubic meter.
- (b) Minimum rate is \$0.32 per day.
- (c) Un-metered connections - \$3.00 per day.
- (d) Schools – As per (a) above plus \$80.00 per billing period.
- (e) Un-metered fire lines, \$65.00 per billing period.

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 799.09

A BYLAW TO AMEND ELECTORAL AREA 'B' COMMUNITY PARKS LOCAL SERVICE

ESTABLISHMENT BYLAW NO. 799, 1990

WHEREAS the Regional District deems it necessary to amend the purpose for which the Community Parks service was established to include the construction and maintenance of paths, trails and sidewalks secured by permit, licence or lease from the Province of British Columbia;

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

1. **Amendment**

Electoral Area 'B' Community Parks Local Service Establishment Bylaw No. 799, 1990 is amended by deleting Section 1 in its entirety and replacing it with the following:

"1. Community Parks is established as a service for the purpose of acquiring, developing, operating and maintaining land and facilities on land acquired by the Regional District of Nanaimo and designated as community park land; to construct and maintain paths, trails and sidewalks within Electoral Area 'B' that are secured by way of permit, licence or lease from the Province of British Columbia Ministry responsible for public roads in Electoral Areas; and to provide assistance for the operations and improvement of buildings owned and operated by incorporated non-profit organizations for the purpose of providing recreation and cultural opportunities to residents within Electoral Area 'B'."

2. **Citation**

This bylaw may be cited as "Electoral Area 'B' Community Parks Local Service Amendment Bylaw No. 799.09, 2016".

Introduced and read three times this day of

Received the approval of the Inspector of Municipalities this day of

Adopted this day of .

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1615.01
A Bylaw to Amend
Regional District of Nanaimo
Regional Growth Strategy Bylaw No. 1615, 2011

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016”.
- B. The “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011”, is hereby amended as follows:
1. Under **Schedule A, Part 1.5.1.2 Criteria for Minor Amendments** by deleting:
 2. Although not considered as an exhaustive list, the following types of amendments are not considered minor:
and replacing it with the following:
 2. Although not considered as an exhaustive list, the following types of amendments are not considered minor unless they have been contemplated as part of a full Official Community Plan review process:

Introduced and read two times this ____ day of _____ 20XX

Public Hearing held this ____ day of _____ 20XX

“Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016” was accepted by resolution as follows:

- City of Nanaimo on the ____ day of _____ 20XX
- District of Lantzville on the ____ day of _____ 20XX
- City of Parksville on the ____ day of _____ 20XX
- Town of Qualicum Beach on the ____ day of _____ 20XX
- Comox Valley Regional District Board on the ____ day of _____ 20XX
- Alberni Clayoquot Regional District Board on the ____ day of _____ 20XX
- Cowichan Valley Regional District Board on the ____ day of _____ 20XX

Read a third time this ____ day of _____ 20XX

Adopted this ____ day of _____ 20XX

Chairperson

Corporate Officer

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE NORTHERN COMMUNITY ECONOMIC DEVELOPMENT SELECT COMMITTEE
MEETING HELD ON THURSDAY FEBRUARY 18, 2016 AT 12:00 PM
AT THE RDN OCEANSIDE PLACE

Present:

Director B. Rogers	Chairperson
Director J. Stanhope	Electoral Area G
Director B. Veenhof	Electoral Area H
Director T. Westbroek	Town of Qualicum Beach
Director M. Lefebvre	City of Parksville
Director J. McLean Alternate	Electoral Area F

Also in Attendance:

D. Trudeau	Interim Chief Administrative Officer
J. Holm	A/Gen. Mgr. Strategic & Community Development
C. Midgley	Mgr. Energy & Sustainability
B. Ritter	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order.

DELEGATIONS

Kim Burden, Parksville and District Chamber of Commerce - Regional Economic Development

Kim Burden, Executive Director, Parksville and District Chamber of Commerce requested \$47,000 - \$49,000, to employ a part time person for the Parksville and District Chamber of Commerce, working to further regional economic development.

Cheryl Dill, Central Vancouver Island Job Opportunities Building Society (CVIJOBS) - BladeRunners Program, 2015

Cheryl Dill, Executive Director, CVIJOBS presented a Summary Report on the success of the BladeRunners program for 2015. They also indicated that the BladeRunners program in 2016 will focus on the construction and landscaping industries.

Joan Miller, Vancouver Island North Film Commission - Building Capacity to Attract the Film and Media Industry

Joan Miller, Executive Director, Vancouver Island North Film Commission, re-scheduled her presentation to the next meeting.

MINUTES

MOVED Director Stanhope, SECONDED Director Veenhof that the minutes of the Northern Community Economic Development Select Committee meeting held on October 19, 2015, be received.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED Director Lefebvre, SECONDED Director Veenhof that the Correspondence be received.

REPORTS

Northern Community Economic Development Service – Five Year Review

MOVED Director Lefebvre, SECONDED Director Veenhof, that the report be received for information.

CARRIED

NEW BUSINESS

MOVED Director Lefebvre, SECONDED Director Veenhof, that the next review of the NCED Service occur in Spring 2018.

CARRIED

BUSINESS ARISING FROM DELEGATIONS

MOVED Director Westbroek, SECONDED Director Lefebvre, that the Chief Administrative Officers of the RDN, Town of Qualicum Beach, and The City of Parksville, meet with Kim Burden of the Parksville and District Chamber of Commerce to discuss future collaboration.

CARRIED

MOVED Director Westbroek, SECONDED Director Stanhope, that the meeting between CAOs and Kim Burden be scheduled after the adoption of the RDN Board Strategic Plan.

CARRIED

ADJOURNMENT

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

CARRIED

Time 1:40 p.m.

CHAIRPERSON

TO: Geoff Garbutt
 General Manager, Community and
 Strategic Development

DATE: February 15, 2016

FROM: Chris Midgley
 Manager, Energy and Sustainability

MEETING: NCED - February 18, 2016

FILE: 0360-06-NCED

SUBJECT: Northern Community Economic Development Service: Five Year Review

RECOMMENDATION

That the report be received for information.

PURPOSE

To provide background on the establishment of the Northern Community Economic Development service, and a summary on the projects supported to date.

BACKGROUND

The Northern Community Economic Development (NCED) service was established by bylaw at the Regular Board meeting held November 22, 2011 as part of a Regional Services Review completed at that time. The NCED service was modeled after the District 69 Community Justice Service, where an annual parcel tax raises money to be allocated by a Board Select Committee towards projects that meet specific economic development and promotion criteria (see Attachment 1: NCED Select Committee Terms of Reference). The maximum requisition for the NCED service, as dictated by "Northern Community Economic Development Service Establishing Bylaw No. 1649, 2011", is \$50,000 per year. Table 1 identifies the share of NCED funding from each of the participating communities in 2015:

Table 1: Funding Distribution for the NCED Service (2015)

Jurisdiction	Parcel Tax Rate	Total Contribution
Electoral Area 'E'	\$ 2.073	\$ 7,033
Electoral Area 'F'	\$ 2.073	\$ 6,179
Electoral Area 'G'	\$ 2.073	\$ 7,649
Electoral Area 'H'	\$ 2.073	\$ 5,213
City of Parksville	\$ 2.073	\$ 13,952
Town of Qualicum Beach	\$ 2.073	\$ 9,974
		\$ 50,000

The criteria against which projects are evaluated is outlined in the Northern Community Economic Development Program Guide (see Attachment 2: NCED Program Guide - 2015). The first test for projects is whether the applicant is an eligible organization. Pursuant to Section 273 of the *Local Government Act*, "a board must not provide assistance to an industrial, commercial or business undertaking." This means that the NCED Program Guide (the Program) cannot provide funding to individual businesses. Instead, eligible recipients are typically not-for-profit organizations such as community tourism or business associations or local chambers of commerce.

Once an applicant is determined to be eligible, the project itself must also be eligible for program funding. To be eligible, a project must be located in or directly benefit one or more of the communities contributing to the Northern Community Economic Development Service; it must clearly demonstrate economic benefits flowing to the general business community or the community as a whole; and it must ensure that funding is directed to eligible project costs. Table 2 lists eligible and ineligible project costs:

Table 2: Eligible and Ineligible NCED Project Costs

Eligible Project Costs	Ineligible Project Costs
Plans and Studies	Ongoing Operating Costs
Minor Capital and Information Technology	Land Acquisition
Events	Major Capital
Targeted Operating Costs	

Projects that are proposed by eligible recipients for eligible costs are then assessed against the principles and priority areas of the Program, outlined in Table 3. Additional descriptions of principles and priority areas are available in the attached Program Guide:

Table 3: NCED Program Principles and Priority Areas

NCED Principles	NCED Priority Areas
Flexibility	Employment and Skills Training
Foster Diversification	Assistance for Start-ups and Self Employment
Cultivate the Entrepreneurial Spirit	Arts, Culture and Media
Support Innovation in Science and Technology	Agriculture and Aquaculture
Facilitate Cooperation	Forestry and Fisheries
Create Regional Benefits	Renewable Energy and the Green Economy
	High Tech Sector
	Tourism and Recreation

Lastly, a set of evaluation criteria provide a final, practical test to determine the likelihood of success from a more general, project management perspective. Table 4 identifies the Evaluation Criteria found in the NCED Program Guide.

Table 4: Evaluation Criteria

Project Viability	<ul style="list-style-type: none"> • Clear and well-defined project • Strong potential for success • Realistic goals • Sufficient information
Financial and Administrative Feasibility	<ul style="list-style-type: none"> • Realistic budget with clearly identified capacity to undertake work • Evidence that the funds will be well managed • Demonstration of other funding sources
Economic Benefit	<ul style="list-style-type: none"> • Demonstrates quantifiable economic benefits to the Northern Communities of the RDN • Leads to increased economic activity or employment in the Northern Communities of the RDN • Will attract business and investment to the Northern Communities of the RDN
New and Unique	<ul style="list-style-type: none"> • Unique component is evident in the project – the work is not already being attempted • The proposal does not replicate an existing event, program or project • Support will not compete with existing businesses or generate unfair competition for small or local businesses
Community Support	<ul style="list-style-type: none"> • Well-articulated community benefit • Demonstrates partnership with the community or other organizations • Addresses priorities identified in the context of a community vision (Official Community Plan, Regional Growth Strategy or Board Strategic Plan)

For each application received, a Summary Evaluation is completed (see Attachment 3: Summary Evaluation Form Template). Staff do not make recommendations concerning which applications should be supported. Instead, staff identify whether the applicant is eligible; whether the funds will be directed toward eligible costs; which principles and priorities are addressed in the application; and which participating jurisdictions are expected to benefit from the proposed project. For the evaluation criteria, staff provide a simple ‘yes’, ‘no’, or ‘not applicable’ for each of the bulleted points in Table 4. This is intended to make the application process as simple as possible for applicants as well as staff, and to ensure the greatest flexibility possible for directors making decisions on how to award funding.

Since 2012, the year the projects began receiving funding, 41 applications have been received. Of those, 23 projects have been funded for a total of \$177,721.51 in economic development funding (see Attachment 4: NCED Application Summary – 2012 to 2015).

ALTERNATIVES

There are no alternatives. This report is provided for information purposes only.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this report. If the NCED Select Committee directs staff to revise the program, staff will provide a report to the committee outlining a range of implications, including financial implications.

STRATEGIC PLAN IMPLICATIONS

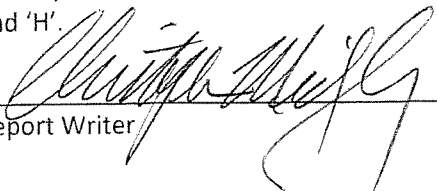
The underlying logic of the NCED Program aligns with the RDN Board of Directors' previous vision for a sustainable regional economy. This vision provided a very high level view of the economy as one that is healthy, diverse and growing; provides meaningful employment to residents; and that favours environmentally responsible local businesses.

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

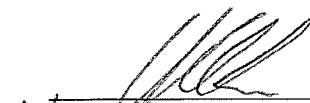
As the current Board completes its Strategic Plan, it is relevant to review the 2015 NCED Program Guide, as well as the general purpose of the Program to ensure alignment between the Program and any new strategic priorities for the Board. It is also important to ensure that the Program continues to deliver on the expectations of community members and elected officials.

SUMMARY/CONCLUSIONS

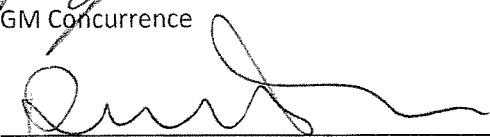
As the Program enters its fifth year of activity, it is timely to review the Program to evaluate its efficacy at delivering economic benefits to the participating communities, and to gauge whether and how the Program could be revised. This is particularly relevant at present considering that it is important for the Program to be aligned to the Board Strategic Plan, and that the Board is in the final stages of completing a Strategic Plan for the 2016-2019 period. Therefore, it is necessary to confirm with Directors whose jurisdictions contribute to the NCED service and how the service could contribute better economic development outcomes in the communities of Parksville, Qualicum Beach and Electoral Areas 'E', 'F', 'G' and 'H'.



Report Writer



GM Concurrence



C.A.O. Concurrence

Attachment 1:
REGIONAL DISTRICT OF NANAIMO
NORTHERN COMMUNITY ECONOMIC DEVELOPMENT SELECT COMMITTEE
TERMS OF REFERENCE

January 2012

PURPOSE:

The purpose of this Select Committee is to:

1. Recommend to the Regional District of Nanaimo (RDN) Board of Directors eligibility and evaluation criteria for distributing funds raised through the Northern Community Economic Development Service (the Service);
2. Receive and evaluate requests for funds raised through the Service;
3. Recommend recipients for funding to the RDN Board of Directors for approval; and to
4. Consider additional roles that the Regional District might have with respect to economic development initiatives in the Service area.

MEMBERSHIP:

One Director from each: the City of Parksville, the Town of Qualicum Beach and Electoral Areas E, F, G and H, appointed by the RDN Board Chair.

CHAIRPERSON:

Appointed by the RDN Board Chair.

MEETINGS:

The Committee shall meet at the call of the Chair a minimum of twice per year. At the first annual meeting, Committee members will establish or update evaluation and eligibility criteria as well as any program priorities for that year, determine timelines for submission, and review any proposals submitted by that time.

At the second meeting of the year, the Committee will review all funding requests and recommend how funding for that year is to be distributed.

A quorum of five out of six Committee members is required to conduct Committee business.

The General Manager of Development Services will be responsible for assigning staff to support the Committee including the coordination of agendas and staff contacts for Committee members.

NORTHERN COMMUNITY ECONOMIC DEVELOPMENT SERVICE (Bylaw No. 1649, 2011):

1. The primary use of funding raised under Bylaw No. 1649 will be to promote economic development in the service area or that may benefit the service area.
2. Funds will be distributed following the approval of the RDN Annual Budget.
3. The maximum annual requisition for this Service is Fifty Thousand Dollars (\$50,000). The Select Committee shall be responsible for determining the best use of the funds.
4. At a meeting of the Select Committee, delegations may be requested to advise the Committee on the state of the regional economy and strategic economic development opportunities for the Service area.

Northern Community Economic Development

Program Guide

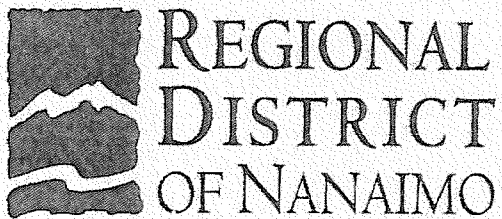
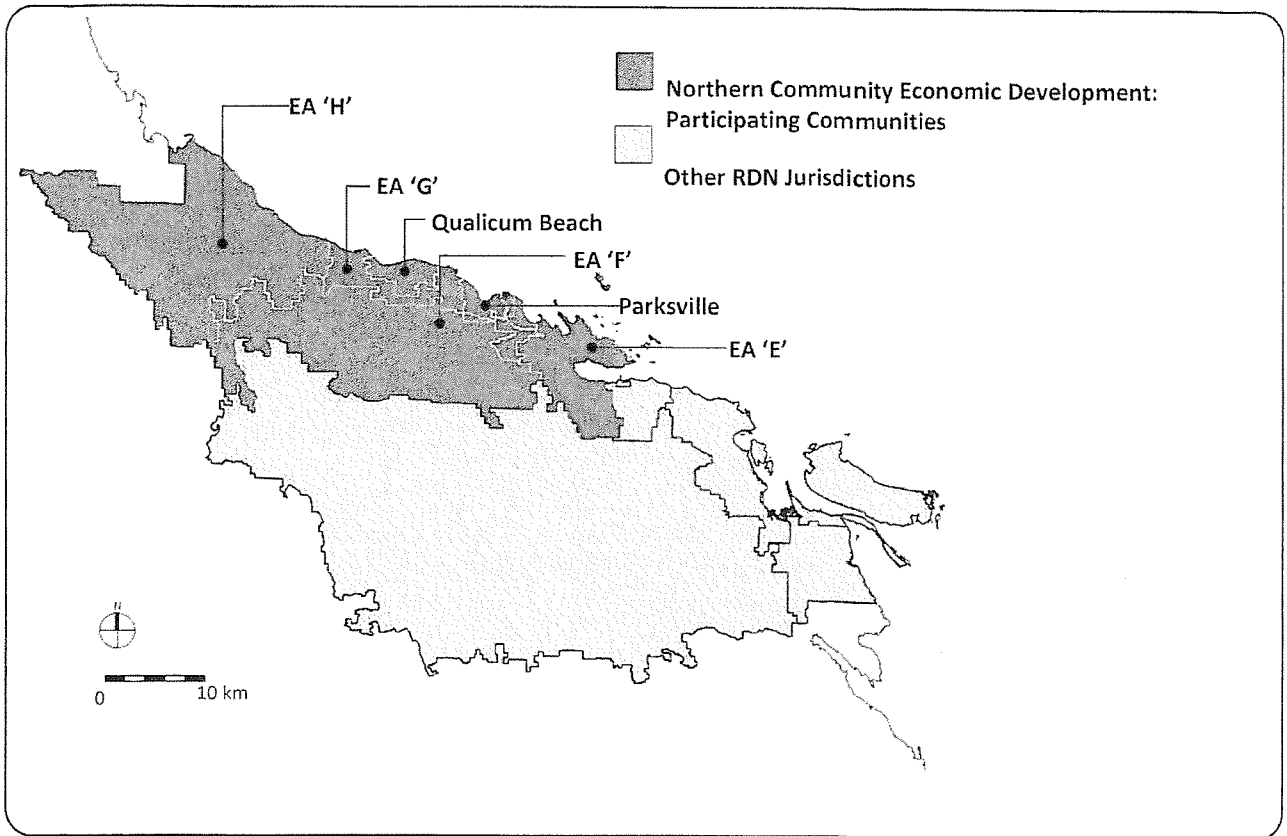


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Purpose

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



Board Vision: Our Economy

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

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

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

Goal: Enhanced Economic Resilience

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

Principles

Flexibility

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

Foster Diversification

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

Cultivate the Entrepreneurial Spirit

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

Support Innovation in Science and Technology

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

Facilitate Cooperation

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

Create Regional Benefits

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

Priority Areas

Employment and Skills Training

Training to support:

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

Assistance for Start-ups and Self Employment

Programs to assist small businesses with:

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

Arts, Culture and Media

Building cultural institutions in the Region through:

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

Agriculture and Aquaculture

Strengthening the economic viability of agriculture and aquaculture by:

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

Forestry and Fisheries

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

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

Renewable Energy and the Green Economy

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

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

High Tech Sector

Promote development within the high tech sector by:

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

Tourism and Recreation

Attracting more visitors with:

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

Grant Amount

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

Eligibility

Eligible Projects

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

Ineligible Projects

Ineligible projects are those located outside the Service area or that do not provide a direct economic benefit to one or more of the participating communities. In addition, projects that provide direct financial assistance to support business or commercial activities cannot be funded through this Program¹. To ensure eligibility for funding, businesses are encouraged to build partnerships with complementary businesses or organizations to develop eligible projects.

Eligible Costs

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

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

¹ Section 273 of the *Local Government Act* prohibits a Regional Board from providing assistance, including grants, to business, commercial or industrial undertakings.

Ineligible Costs

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

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

Evaluation Criteria

Projects will be evaluated against the following criteria:

Project Viability

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

Financial and Administrative Feasibility

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

Economic Benefit

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

New and Unique

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

Community Support

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

Approval and Payment of Grant

Application Deadline

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

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

Digital copies in pdf format can be sent to nced@rdn.bc.ca.

Application Package

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

Awarding of Projects

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

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

Payment of Grant

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

Reporting Outcomes

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

Northern Community Economic Development

Forms:

Application Form

Summary Report

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

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

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

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

(Please attach additional pages as necessary.)

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

(Please attach additional pages as necessary.)

PLEASE PROVIDE THE FOLLOWING SUPPLEMENTAL MATERIAL:

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

SIGNATURE

DATE:

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

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

SUBMIT DIGITAL COPIES TO: nced@rdn.bc.ca

OFFICE USE ONLY:

DATE RECEIVED:

RECEIVED BY:

COMMENTS:

FUNDING AWARDED: YES NO

AMOUNT AWARDED:

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

PROJECT TITLE		
NAME OF ORGANIZATION:		
CONTACT PERSON:	TELEPHONE NUMBER:	E-MAIL ADDRESS:
	FAX NUMBER:	
TOTAL NCED PROGRAM FUNDING:	TOTAL PROJECT BUDGET:	
PROJECT START DATE (YYYY/MM/DD):	PROJECT END DATE (YYYY/MM/DD):	
PERCENT COMPLETE:		
IF NOT COMPLETE, WHAT ASPECTS OF THE PROJECT REMAIN? PROVIDE ESTIMATED COMPLETION DATE:		
PROJECT AREA (SELECT ALL THAT APPLY):		
<input type="checkbox"/> PARKSVILLE <input type="checkbox"/> QUALICUM BEACH <input type="checkbox"/> EA 'E' <input type="checkbox"/> EA 'F' <input type="checkbox"/> EA 'G' <input type="checkbox"/> EA 'H'		
PLEASE PROVIDE A SUMMARY OF THE PROJECT RESULTS:		
(Attach any documents or other materials produced as a result of this project.)		
DESCRIBE THE ECONOMIC BENEFITS OR OTHER OUTCOMES THAT HAVE RESULTED FROM THIS PROJECT:		
(Please attach any supporting information that quantifies the economic benefits of the project.)		
PLEASE DESCRIBE HOW THE PROJECT HAS MET THE PROGRAM PRINCIPLES AND PRIORITY AREAS:		
(Please attach additional pages as necessary.)		
OFFICE USE ONLY:		
DATE RECEIVED:	RECEIVED BY:	POSTED ONLINE: <input type="checkbox"/> YES <input type="checkbox"/> NO

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

Attachment 3: Summary Evaluation Template

Appendix X: Project Title

Summary Evaluation

Proponent:

Amount Requested: \$

Summary:

Eligibility: X is an eligible organization. Eligible costs in the proposal include *Events; Plans and Studies*; and **Targeted Operating Cost**.

Priority Areas: *Employment and Skills Training;*
Arts, Culture and Media
Agriculture and Aquaculture;
Tourism and Recreation;

Evaluation Criteria:

<i>Project Viability:</i>	Yes	No/ NA
Clear and well-defined project	✓	
Strong potential for success		
Realistic goals		
Sufficient information provided		

<i>Financial and Administrative Feasibility:</i>	Yes	No/ NA
Realistic budget with clearly identified capacity to undertake work		
Evidence that the funds will be well managed		
Demonstration of other funding sources		

<i>New and Unique:</i>	Yes	No/ NA
Unique component is evident in the project – the work is not already being attempted		
The proposal does not replicate an existing event, program or project		
Support will not compete with existing businesses or generate unfair competition for small or local businesses		

<i>Economic Benefit:</i>	Yes	No/ NA
Demonstrates quantifiable economic benefits to the participating communities		
Leads to increased economic activity or employment in the participating communities		
Will attract business and investment to the Northern Communities of the RDN		

<i>Community Support:</i>	Yes	No/ NA
Well-articulated community benefit		
Demonstrates partnership with the community or other organizations		
Addresses priorities identified in the context of a community vision (Official Community Plan, Regional Growth Strategy or Board Strategic Plan)		

Project Area: PARKSVILLE QB EA 'E' EA 'F' EA 'G' EA 'H'

Attachment 4: NCED Application Summary (2012 - 2015)

2012		Applicant		Project Title		Amount Requested		Amount Received		Benefitting Areas						
										E	F	G	H	Q	P	
SPRING		Oceanside Community Arts Council	2012 Artist Studio Guide for Parksville/Qualicum Beach Area	\$	5,000.00		Deferred to Fall	✓	✓	✓	✓	✓	✓	✓	✓	
	Parksville and District Chamber of Commerce	Oceanside Initiatives – Community Economic Development Assessment		\$	9,450.00		9,450.00	✓	✓	✓	✓	✓	✓	✓	✓	
	Qualicum Beach Chamber of Commerce	Commerce Ambassador Program		\$	14,250.00		7,500.00									
	Town of Qualicum Beach	Qualicum Beach Airport -Fuel Spill Containment at Aircraft Refuelling Pumps		\$	15,000.00		15,000.00									
Spring 2012 Sub-total				\$	43,700.00		31,950.00									
FALL 2012		Mid-Island Bluegrass Society	Mid-Island Bluegrass Festival 2013	\$	8,000.00		(RDN paid for electrical upgrade out of operational budget)	Denied								
	Oceanside Community Arts Council	Marketing the Arts in Oceanside		\$	5,000.00		5,000.00	Denied	✓	✓	✓	✓	✓	✓	✓	
	Lighthouse Country Business Association	Lighthouse Country Village Signs		\$	5,000.00		Deferred until conclusion of PQBTA re-branding									
	North Island Wildlife Recovery Centre	Public Picnic and Rest Area		\$	14,112.00		14,112.00	Denied	✓							
	Qualicum Beach Historical and Museum Society	Museum Analysis/ Feasibility Study for Proposed Expansion		\$	8,000.00		8,000.00	Denied	✓	✓	✓	✓	✓	✓	✓	
	Qualicum Beach Chamber of Commerce	Commerce Ambassador Program (Phase II)		\$	6,750.00		6,750.00	Deferred to Spring 2013	✓	✓	✓	✓	✓	✓	✓	
	Lighthouse Country Business Association	LCBA Trade Show		\$	3,000.00		3,000.00									
FALL 2012 Sub-Total				\$	49,862.00		3,000.00									
2012 Grand Total				\$	93,562.00		34,950.00									

2013		Benefitting Areas																		
		E	F	G	H	Q	P	E	F	G	H	Q	P							
SPRING																				
Arrowsmith Agricultural Association																				
Innovation Island Technology Association																				
Lighthouse Country Business Association																				
Nanoose Community Services																				
Oceanside Community Arts Council																				
Town of Qualicum Beach																				
Oceanside Community Arts Council																				
Downtown Parksville Business Association																				
Resort Drive Events																				
SunPump Heating Institute																				
Spring 2013 Sub-Total																				
FALL																				
Parksville and District Chamber of Commerce																				
Qualicum Beach Chamber of Commerce																				
North Island Wildlife Recovery Association																				
Fall 2013 Sub-Total																				

2015		Benefitting Areas												
		E	F	G	H	Q	P	E	F	G	H	Q	P	
Spring														
Coombs Farmers Institute	Farmers Feed Families	\$	4,000.00	\$	4,000.00									
Central Vancouver Island Job Opportunities Building Society	BladeRunners' youth employment program Construction Sector	\$	10,000.00	\$	10,000.00									
Oceanside Women's Business Network	Beehive Networking Event	\$	2,500.00	\$	2,000.00									
Parksville and District Chamber of Commerce	Regional Business Walks	\$	10,000.00	\$	5,000.00									
Town of Qualicum Beach	Qualicum Beach Airport Business Plan	\$	15,000.00	\$	15,000.00									
Qualicum Beach Chamber of Commerce	Economic Impact of Summer Events (Study)	\$	6,371.51	\$	6,371.51									
Spring 2015 Sub-Total		\$	47,871.51	\$	42,371.51									
Fall 2015														
Qualicum Beach Community, Education and Wellness Society	Vision 2020 Market Development Roadmap	\$	6,000.00	\$	6,000.00									
Qualicum Beach Downtown Business Association	Website and Mobile Responsive Design Project		5510.25		5510.25									
Fall 2015 Sub-Total		\$	11,510.25	\$	11,510.25									
2015 Grand Total		\$		\$	53,881.76									

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE DISTRICT 69 RECREATION COMMISSION
REGULAR MEETING
HELD THURSDAY FEBRUARY 18, 2016
2:00PM
(OCEANSIDE PLACE)**

Attendance: Reg Nosworthy, Electoral Area 'F'
Gordon Wiebe, Electoral Area 'E'
Bill Veenhof, Director, Electoral Area 'H'
Neil Horner, Councillor, Town of Qualicum Beach
Al Grier, Councillor, City of Parksville
Ted Malyk, Electoral Area 'G'

Staff: Tom Osborne, General Manager of Recreation and Parks
Dean Banman, Manager of Recreation Services
Ann-Marie Harvey, Recording Secretary

Regrets: Julie Austin, School District 69 Trustee
Julian Fell, RDN Board

CALL TO ORDER

Mr. Banman called the meeting to order at 2:01pm and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

WELCOME NEW MEMBERS/INTRODUCTION

Mr. Banman welcomed new member Ted Malyk, representing electoral area 'G' to the Commission and the Commissioners gave an introduction of themselves.

ELECTION OF CHAIRPERSON

Mr. Banman called for nominations for the position of Chairperson for the year 2016.

Commissioner Horner nominated Commissioner Grier. He declined the nomination.

Commissioner Veenhof nominated Commissioner Fell.

There being no further nominations, Mr. Banman declared Commissioner Fell as Chairperson of the District 69 Recreation Commission for 2016 pending his acceptance.

ELECTION OF DEPUTY CHAIRPERSON

Mr. Banman called for nominations for the position of Deputy Chairperson for the year 2016.

Commissioner Horner nominated Commissioner Wiebe.

There being no further nominations, Mr. Banman declared Commissioner Wiebe as Deputy Chairperson of the District 69 Recreation Commission for 2016.

Since the newly elected Chair was absent from the meeting, Mr. Banman called for the Deputy Chair to sit as Chair for the remainder of the meeting. Commissioner Wiebe took the seat and continued the meeting as Chair.

ELECTION OF GRANT SUB-COMMITTEE

Commissioners Horner, Nosworthy and Wiebe all volunteered to continue on the Grant Sub-Committee.

There being no further nominations for the committee, Mr. Banman thanked the Commissioners for continuing on the Committee through 2016.

ELECTION OF FEES AND CHARGES SUB-COMMITTEE

Commissioners Nosworthy, Malyk and Horner all volunteered to sit on the Fees and Charges Sub-Committee.

There being no further nominations for the committee, Mr. Banman thanked the Commissioners for sitting on the Committee through 2016.

DELEGATIONS/ PRESENTATION

MOVED Commissioner Nosworthy, SECONDED Commissioner Veenhof to receive the Late Delegation.

CARRIED

J. Lettic, Nanoose Place, RE: Grant Application

Mr. Lettic gave some background about Nanoose Place and the community members that use the facility. He described the substantial use and challenges of the current sound system at Nanoose Place for events such as election debates and a reliable sound system is necessary for these events. He described that the requested amount of \$5,000 is half of the cost of the sound system. Other funding will be resourced.

MINUTES

MOVED Commissioner Veenhof, SECONDED Commissioner Nosworthy that the Minutes of the Regular District 69 Recreation Commission meeting held November 19, 2015 be adopted.

CARRIED

MOVED Commissioner Veenhof, SECONDED Commissioner Horner Minutes of the District 69 Recreation Commission Grants Sub-Committee meeting held February 10, 2016 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

MOVED Commissioner Veenhof, SECONDED Commissioner Nosworthy that the following District 69 Youth Recreation Grant applications be approved:

Youth Organization	2016 Recommended
893 Beaufort Squadron- training activities	1,950
Arrowsmith Community Recreation Association – youth week basketball event	735
Ballenas Secondary School- Dry Grad Committee	1,200
Ballenas Secondary School - First Nations education trips	2,500
Errington Elementary School - Tribune Bay trip	2,500
Ravensong Waterdancers Synchro Club - pool rental	2,100
The Nature’s Trust – Brant Festival youth photo exhibit	700
Total	\$11,685

CARRIED

Moved Commissioner Veenhof, SECONDED Commissioner Horner That the following District 69 Community Recreation Grant applications, with the exception of the Nanoose Bay Activities and Recreation Society application, be approved:

Community Organization	2016 Recommended
Arrowsmith Community Recreation Association- Coombs Community Picnic	877
Arrowsmith Community Recreation Association- Food Skills Program	750
Errington Elementary School PAC- grade 3 swim program	2,500
Errington Therapeutic Riding Association - program expenses horses and arena & insurance	1,000
Oceanside Building Learning Together Society - Dad's Night Out Skating	658
Town of Qualicum Beach- Select Committee on Beach Day Celebrations	1,000
Total	\$8,285

CARRIED

*Commissioner Wiebe stepped out of the meeting at 2:20pm due to a conflict of interest in the next item.
Commissioner Veenhof took over as Chair of the meeting.*

The Commission discussed the delegations grant application for Nanoose Bay Activities and Recreation Society request for \$5,000. Commissioner Nosworthy explained to the commission how the \$1,500 recommendation came to be. He suggested that he was comfortable with the amount increasing to the maximum recommended grant amount of \$2,500.

Commissioner Grier asked if the group can apply again throughout the year for the remaining amount. Commissioner Nosworthy confirmed that the group can apply again throughout the year.

MOVE Commissioner Nosworthy, SECONDED Commissioner Horner that the recommended grant of \$1,500 to the Nanoose Bay Activities and Recreation Society for their sound system be increased to \$2,500.

Community Organization	2016 Recommended
Nanoose Bay Activities and Recreation Society - sounds system	2,500

CARRIED

Commissioner Wiebe returned to the meeting at 2:27pm and resumed the Chair position.

COMMUNICATIONS/CORRESPONDENCE

MOVED Commissioner Veenhof, SECONDED Commissioner Horner that the following correspondence be received:

R. Desjardins to Ravensong Staff, RE: **Thank you**

CARRIED

UNFINISHED BUSINESS

None

REPORTS

Monthly Update – Oceanside Place – Nov 2015 – Jan 2016

Mr. Banman gave an overview of the Monthly Update of Oceanside Place, noting the new AED at the facility and a recent filming that occurred at the arena.

Monthly Update – Ravensong Aquatic Centre – Nov 2015 – Jan 2016

Mr. Banman gave an overview of the Monthly Update of Ravensong Aquatic Centre, noting the challenge of overcrowding possibly due to 'snowbird's' staying in town longer due to the Canadian dollar.

Monthly Update – Northern Recreation Program Services – Nov 2015 – Jan 2016

Mr. Banman gave an overview of the Monthly Updates for the Northern Recreation Programs, noting the training starting for the new registration program- Activenet and to go live the end of August. He told the Commission members of the delivery of the Active Living Guide March 7th. He handed out a flyer promoting a community survey related to a partnership with Forward House and requested Commissioners distribute in their respected communities.

Commissioner Veenhof left the meeting at 2:45pm for a prior commitment.

Monthly Update of Community and Regional Parks and Trails Projects – Nov 2015 – Jan 2016

Mr. Osborne gave a summary of the Monthly Update of Community and Regional Parks and Trails Projects.

MOVED Commissioner Horner, SECONDED Commissioner Nosworthy that the reports be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

This item was discussed with the Business Arising from Minutes items.

NEW BUSINESS

BCRPA Symposium – April 2016

Commissioners discussed attending the BCRPA Symposium in April this year. Commissioner Grier and Nosworthy voiced an interest in attending. An email will be sent to Commissioners that could not attend and two members will be selected to attend.

2016 Budget Timeline and Process

Mr. Banman reviewed the budget handouts and answered questions from the commission members.

Commissioner Grier left the meeting at 3:15pm for a prior commitment.

COMMISSIONER ROUNDTABLE

Commissioner Nosworthy spoke to the ACRA quarterly report and noted the Errington ACE program and was impressed with the quality of the program. He said the agreement with the RDN is significant in the quality of these programs that ACRA can offer.

Commissioner Wiebe spoke about the Grants committee and the requirements that the recipients are required to submit a summary of their grant usage after receiving the grants. He suggested that the groups be told they cannot reapply again until the summary report is received from the prior grant. Another issue they have is making groups aware to not rely on the grants every year for funding but some do as they committee or group members change. He would like a discussion from the whole Commission about these issues and what can be done about these challenges.

MOVED Commissioner Nosworthy, SECONDED Commissioner Horner that staff meet with the District 69 Recreation Commission Grants Sub-Committee and report back to the Commission with a review of the District 69 Recreation Grants program criteria, application process and operational procedure.

CARRIED

ADJOURNMENT

MOVED Commissioner Wiebe that the meeting be adjourned at 3:22 pm.

CARRIED

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE TRANSIT SELECT COMMITTEE
MEETING HELD ON THURSDAY, FEBRUARY 25, 2016 AT 12:00 PM
IN THE COMMITTEE ROOM**

Present:

Director T. Westbroek	Chairperson
Director A. McPherson	Electoral Area 'A'
Director M. Young	Electoral Area 'C'
Director B. Rogers	Electoral Area 'E'
Director J. Stanhope	Electoral Area 'G'
Director Veenhof	Electoral Area 'H'
Director C. Haime	District of Lantzville
Director Bill McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director B. Yoachim	City of Nanaimo

Also in Attendance:

W. Idema	A/ Interim CAO, RDN
D. Pearce	A/ Director of Transit Services, RDN
J. Logan	Supt., Transportation Planning & Scheduling, RDN
B. Miller	Supt., Transit Service Delivery, RDN
M. Moore	Senior Regional Transit Manager, BC Transit
M. Lockley	Senior Transit Planner, BC Transit
G. Foy	Traffic & Transportation Planning Engineer, CON
N. Hewitt	Recording Secretary, RDN

Regrets:

Director M. Lefebvre	City of Parksville
Director J. Hong	City of Nanaimo

CALL TO ORDER

The Chairperson called the meeting to order at 12:00 pm.

MINUTES

MOVED Director Stanhope, SECONDED Director Rogers, that the minutes of the regular Transit Select Committee meeting held October 8, 2015, be adopted.

CARRIED

BC TRANSIT UPDATES

RDN and CVRD Inter-Regional Service Discussion Report Presentation.

Maria Lockley, BC Transit, provided a verbal and visual presentation regarding the RDN and CVRD Inter-Regional Service Discussion Report.

REPORTS

RDN and CVRD Inter-Regional Service Discussion Report.

MOVED Director Rogers, SECONDED Director Stanhope, that the Board receive this report for information.

CARRIED

MOVED Director Stanhope, SECONDED Director Rogers, that the Board report back to BC Transit that the RDN and CVRD Inter-Regional Service is not viable at this time.

CARRIED

Qualicum First Nation Transit Service Report.

MOVED Director Veenhof, SECONDED Director Stanhope, that the Board direct staff to continue operating the route #99 Deep Bay service extension into Qualicum First Nation, and be paid for by existing Electoral Area 'H' transit contribution.

CARRIED

Cost Analysis - Free Transit on Future Election Days.

MOVED Director McKay, SECONDED Director Stanhope, that the Board receive this report for information.

CARRIED

MOVED Director McKay, SECONDED Director Stanhope, that the Board direct staff to offer free transit service on future election days.

DEFEATED

ADJOURNMENT

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

CARRIED

Time 1:42 pm

CHAIRPERSON

TO: Dennis Trudeau
Interim CAO

DATE: February 11, 2016

FROM: Daniel Pearce
A/ Director, Transportation Services

MEETING: TSC – February 25, 2016

FILE: 8770-20-IRSDR

SUBJECT: RDN and CVRD Inter-Regional Service Discussion Report

RECOMMENDATIONS

1. That the Board receive this report for information.
2. That the Board direct staff to work with BC Transit to implement Option 1 within the *Regional District of Nanaimo and Cowichan Valley Regional District Inter-Regional Service Discussion Report*.

PURPOSE

To bring forward the *Regional District of Nanaimo and Cowichan Valley Regional District Inter-Regional Service Discussion Report* (Appendix A).

BACKGROUND

BC Transit, in collaboration with the Regional District of Nanaimo (RDN), and Cowichan Valley Regional District (CVRD), commissioned a report to explore the feasibility of an inter-regional transit service between the CVRD, RDN and Comox Valley Regional District. The report was developed with consultants SNC Lavalin and explored the potential ridership markets between key regional centres on Vancouver Island, specifically across each of the three transit region boundaries from Cowichan Valley to Campbell River. The report analyzed the available public and institutional data sources to determine:

- The primary transit markets that would use the inter-regional type service if it was implemented.
- Development of a high level of understanding of where travel takes place.
- Critical analysis of travel data with other population metrics to indicate what percentage of transit ridership could be achieved from these travel patterns and habits in the localities.

BC Transit, CVRD and RDN staff completed an analysis on the data obtained between the RDN and the CVRD and included it in the *Regional District of Nanaimo and Cowichan Valley Regional District Inter-Regional Service Discussion Report* (Appendix A). The raw data obtained between the RDN & Comox Valley Regional District has not been analyzed and will be brought forward at a future time.

The Inter-Regional Service Discussion report provides an analysis to help understand potential transit use across the regions. The report notes that the estimation methodology and rating provided for the captive market results is to help understand where ridership demand for non-peak services may exist. The analysis did not include other travel groups who may use an inter-regional service if it was implemented. The goal of the study was to help determine what type of service model would address

the existing and future travel demand and to substantiate additional expenses and resource allocation. The results of the study between the RDN and CVRD were derived from postal code data provided by major employers and post-secondary institutions. The results show that Vancouver Island University (VIU) would lead the potential market. Based on the microscopic analysis, using a range of mode share percentages, the following results were reached:

- A ridership of 300 passenger trips per day is the best case forecast for the corridor between CVRD and VIU. This is based on converting the commuting habits of the Nanaimo VIU population traveling from the Cowichan Valley areas.
- Commuter transit demand between the RDN to the CVRD is estimated to be low with between 12 to 26 transit rides.
- Zero estimated rides for RDN commuters wanting to travel to the Nanaimo Airport.

Opportunities and Challenges

The Inter-Regional Service Discussion report (Appendix A) indicates a good propensity for travel from CVRD to VIU. The report also shows opportunities exist to expand local service on Route 7 Cinnabar/Cedar to connect with CVRD services at either Ladysmith or Nanaimo Airport. Further, there may be a good opportunity to reallocate underutilized existing local transit service hours operating in Ladysmith to an inter-regional service connecting Ladysmith residents to VIU or downtown Nanaimo.

Challenges are largely centered on administrative processes, funding and governance agreements that would need to be addressed between the two regions. The Province of B.C. has also said there is no additional expansion funding for transit operations over the next three (3) years.

Service Options

Three (3) preliminary, high level options are outlined in the Inter-Regional Service Discussion report (Appendix A). Each option varies in specifics however there are common challenges amongst the three options. These include the need for coordinated decision making between the regions, and addressing issues such as:

- Cost Sharing
- Administration of services
- Fare structure
- Governance of operation

Further, each option took into account the existing transit services in the RDN and CVRD.

Option 1

Direct service between Vancouver Island University (VIU) and Ladysmith. In this option, service would include limited stops between Ladysmith and VIU, via the Nanaimo Airport. This service would cater to the CVRD and RDN commuter market.

Option 2

Limited stop service between Duncan and VIU, via the Nanaimo Airport. Service would operate two round trips in the morning and two in the afternoon, centered on key class times at VIU. Service would also connect Duncan to Ladysmith, and the Nanaimo Airport. This service caters to the commuter market in Duncan, Ladysmith and Electoral Area 'A' in the RDN.

Option 3

Option 3 requires the RDN to align an Inter-regional transit strategy with the existing Route 7 Cedar Cinnabar service provided within Electoral Area 'A'. The RDN and CVRD services would be separate, with a common meeting point (Ladysmith to Nanaimo Airport and Cassidy via Nanaimo Airport to VIU).

This option corresponds with the 2011 Regional District of Nanaimo Electoral Area 'A' Transit Service Review and Update and the service priorities identified within the RDN Transit Future Plan.

ALTERNATIVES

1. That the Board accept this report for information
2. That the Board direct staff to work with BC Transit on prioritizing Option 1 within the *Regional District of Nanaimo and Cowichan Valley Regional District Inter-Regional Service Discussion Report*, within the *RDN Future Plan*.
3. That the Board accept this report for information and provide alternative direction to staff.

FINANCIAL IMPLICATIONS

Initial cost implications have been developed for each of the options. Please note, these are total service costs and are not broken down between BC Transit, CVRD and the RDN. Once detailed plans are established on a preferred option, an agreement would be reached between the parties to establish cost sharing.

Option 1

Costing for option 1 : Ladysmith to VIU via Nanaimo Airport						
hrs	hrs	\$	\$	\$	\$	\$
Additional hours	Rounded off	cost/hr	Annual op cost	Cost recovery	Net cost	cost per ride
958.33	960	125	\$ 120,000	\$ 18,000.00	\$ 102,000.00	\$10.88

The estimated total annual cost for option 1 is \$120,000.

Option 2

Costing for option 2 : Duncan to VIU via Nanaimo Airport						
hrs	hrs	\$	\$	\$	\$	\$
Additional hours	Rounded off	cost/hr	Annual op cost	Cost recovery	Net cost	cost per ride
1916.66	1920	125	\$ 240,000	\$ 36,000.00	\$ 204,000.00	\$10.20

The estimated total annual cost for option 2 is \$240,000.

Option 3

Costing for option 3 : Separate services, common meeting point (Ladysmith to Nanaimo Airport and Cassidy via Nanaimo Airport to VIU)						
hrs	hrs	\$	\$	\$	\$	\$
Additional hours	Rounded off	cost/hr	Annual op cost	Cost recovery	Net cost	cost per ride
RDN	2500	100	\$ 250,000	\$ 45,000.00	\$ 205,000.00	\$8.20
CVRD	No additional costs for service from Ladysmith to Nanaimo airport, assuming service will be realigned to incorporate the additional hours and kilometers to serve the Nanaimo airport.					

The estimated total annual cost for Option 3 is \$250,000. This estimate includes a reallocation of existing route 7 resources with additional hours calculated to facilitate expanded coverage type service within Cassidy and South Wellington areas.

If Option 3 is not proceeded with then the information obtained regarding extending route 7 will be prioritized and added to the RDN Future Plan.

STRATEGIC PLAN IMPLICATIONS

The Board's vision expresses a desire to build a future where the air is clean and safe to breathe. Transit service throughout the RDN allows residents the option to leave their personal vehicles at home, helping to reduce emissions and particulate matter. Further, a transit service that would operate inter-regional would allow a greater number of residents to access the transit service and further helps the local economy and helps reduce environmental emissions.

CONCLUSION

BC Transit, in collaboration with the RDN and CVRD, commissioned a report to explore the feasibility of inter-regional transit service between the two regional centres. The *Inter-Regional Service Discussion Reports*' (Appendix A) results show that VIU would lead the potential transit market between the two regions. Option 1 in the report would provide the most direct service between Vancouver Island University (VIU) and Ladysmith, thus being able to attract the strongest ridership. Option 1 also has the lowest estimated total cost at \$120,000, which will result in the lowest cost to the RDN. Once BC Transit's funding is restored, inter-regional service between Nanaimo and Ladysmith could be implemented.



Director Concurrence



CAO Concurrence

Appendix A

Regional District of Nanaimo & Cowichan Valley Regional District

Inter-regional Service Discussion Report

January 2016



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1.0 INTRODUCTION

BC Transit, in collaboration with the Regional District of Nanaimo (RDN) and the Cowichan Valley Regional District (CVRD), has developed this Service Discussion Report to explore the feasibility of an Inter-regional transit service between the two regional centres. The objective of the report is to complete a high level market analysis of the potential for transit riders between the two regions to confirm if a sustainable business case exists and to identify potential service models, associated costs, customer fares and timing that could be adopted to provide conventional, and potentially custom, transit services in a cost effective and efficient manner.

This report presents the findings of the study and outlines service options for consideration.

1.1 Study Objectives

Study objectives were developed in consultation with the Regional Districts and include:

- Support the Goals and Vision of the RDN and CVRD Transit Future Plans.
- To understand transit ridership potential between key origins and destinations including, but not limited to: downtown Nanaimo, Cedar, Cassidy, Ladysmith, Nanaimo Airport, Vancouver Island University, BC Ferries terminals, regionals hospitals, other regional shopping and employment centres and between the Town of Ladysmith and downtown Duncan.
- Evaluate opportunities using the existing transit resources available within each region to deliver a conventional transit service solution on fixed routes and schedules, and as a secondary deliverable to evaluate potential custom transit service connections.
- Develop and recommend transit service options, including operational plan and fleet required to transition existing transit systems to the proposed vision, including identifying associated hours and estimated costs along with recommendations on priorities and phasing.
- Review fare options of both regions and provide a fare strategy which could be considered for new connecting services.
- Prepare an implementation action plan for the RDN and CVRD, to summarize the above tasks for service improvements and recommend a course of action.

1.2 Study Area

The Regional District of Nanaimo is located mid-island and is the second most populous region on Vancouver Island. It has a population of 146,000 (2011 Census), or 40% of the Greater Victoria area. The major employment, service, retail, and population centre is the City of Nanaimo, with a population of 84,000 (2011 Census).

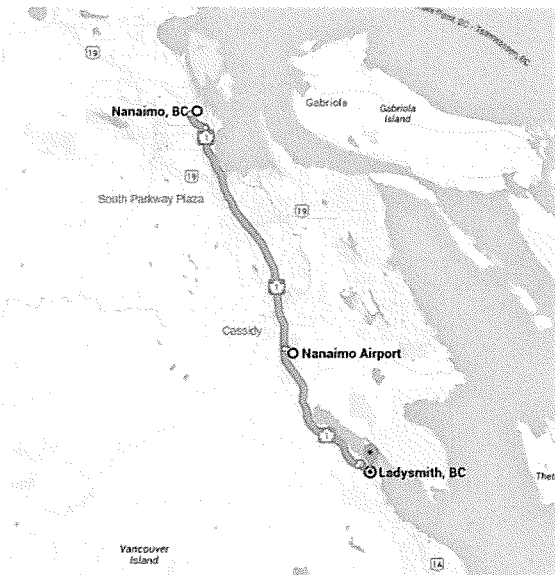
Cowichan Valley is the region that is located between Nanaimo and Greater Victoria (Capital Regional District). Its population is 80,000 (2011 Census) with only 5,000 people living in Duncan, its most urbanized centre. It is perhaps due to its location, between the two larger regions, that its population is so dispersed. The traffic generated by the CVRD is drawn toward its nearest urban centers: toward Greater Victoria to the south of the CVRD, toward Duncan in central CVRD, and toward Nanaimo north of the CVRD. Victoria and Nanaimo are such large attractors and within a relatively short distance, that they compete with Duncan for major services, retail, and employment.

For these reasons, the northern portion of the CVRD has strongest potential for inter-regional travel demand towards Nanaimo. The southern portion of CVRD has already demonstrated inter-regional travel demand towards Victoria, which is currently serviced by the Cowichan Valley Commuter (CVC) transit service operated through partnership between CVRD and BC Transit.

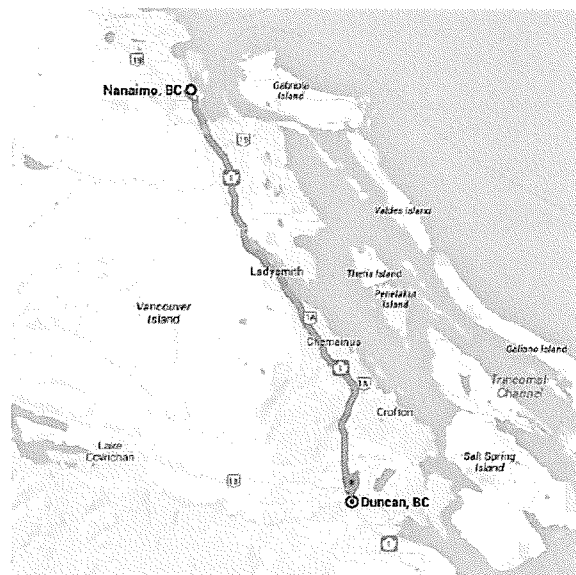
The primary inter-regional study area is outlined in Map 1 below and includes the Town of Ladysmith, areas south of South Parkway Plaza, including Cedar, Cassidy, Nanaimo Airport, and North Ladysmith.

A secondary study area (see Map 2 below) is also considered in the report to determine the demand for transit ridership between the Regional District of Nanaimo and the Cowichan Valley Regional District, the potential connections between the primary transit hubs in Nanaimo and Duncan, and the demand for connecting to these hubs within each respective transit system.

Map 1: Study area from RDN to Ladysmith



Map 2: Study area from RDN to Duncan



2.0 REGIONAL CHARACTERISTICS

2.1 Regional District of Nanaimo Land Use and Community Characteristics

The RDN includes the municipalities of Nanaimo, Lantzville, Parksville, and Qualicum Beach, seven unincorporated Electoral Areas and four First Nation communities

The regional activity centre hierarchy includes the City of Nanaimo's central business district as the principal regional activity centre which contains the most diverse concentration of urban activities including the key services of the Nanaimo Regional District Hospital and Vancouver Island University (VIU) main campus. The centers of Parksville and Qualicum contain major concentration of businesses, employment and services, local or provincial government administration and important health, education, (regional VIU campuses) cultural and entertainment facilities. Other key locations within the district such as Lantzville and Cedar contain reasonably large concentrations of business, employment and population providing a range of convenience, retail, urban services and small government offices or other types of professional services.

RDN Community Profile Snapshot

- Resident population at 2011: 146,600 people
- The median age is expected to increase from 46 to 55 by 2036
- It is estimated that ages 65 and over will be the fastest growing segment of the population over the next 25 years. Forecast increase of 153%
- Aging trend will be prominent in the areas of Qualicum and Parksville

Census Subdivision	Population (2011)	Population Density per km ²	Median Income	% Population Youth & Elderly
Nanaimo	83,810	874	27,620	31
Lantzville	3,601	133	34,461	31
Parksville	11,997	789	27,942	45
Qualicum	8,687	457	28,740	54
Nanaimo A	6,908	112	26,894	29
Nanaimo C	2,834	2	32,027	30
Nanaimo E	5,674	75	32,076	39
Nanaimo F	7,422	27	26,123	27
Nanaimo G	7,158	142	28,871	42
Nanaimo H	3,509	12	24,729	36

2.2 Cowichan Valley Regional District Land Use and Community Characteristics

The largest of Vancouver Island's regional districts with an area of 3,473 sq. km, the region is characterized by urban and rural settlements throughout the valley surrounded by agricultural and forest lands.

CVRD is comprised of four municipalities, including the Town of Ladysmith, Town of Lake Cowichan, City of Duncan and Municipality of North Cowichan, nine Electoral Areas and five First Nation Communities.

The regional activity centre hierarchy includes the City of Duncan central business district as the principal regional activity centre which contains the most diverse concentration of urban activities including the Cowichan District Hospital and Vancouver Island University Regional campus.

The centres of Ladysmith, Cobble Hill, Lake Cowichan and Mill Bay contain major concentration of businesses, employment and services, local or provincial government administration and important health, education, cultural and entertainment facilities. Other key locations within the district such as Chemainus, Shawnigan Lake, Crofton and Maple Bay contain reasonably large concentrations of business, employment and population providing a range of convenience, retail, urban services and small government offices or other types of professional services.

CVRD Community Profile Snapshot

- Resident population at 2011, BC Stats: 80 332 people
- It is estimated that ages 80 and over will be the fastest growing segment of the population over the next 25 years. Forecast increase of 107%
- Aging trend will be prominent in most areas in the CVRD

Census Subdivision	Population	Population Density per km2	Median Income	% Population Youth & Elderly
Ladysmith	7,921	660	\$30,009	35
Duncan	4,932	696	\$22,189	38
Lake Cowichan	2,974	369	\$20,749	33
North Cowichan	28,807	147	\$28,309	34
Area A	4,393	89	\$32,585	33
Area B	8,127	26	\$34,294	25
Area C	4,796	212	\$33,355	42
Area D	1,356	189	\$34,329	35
Area E	3,854	28	\$30,456	27
Area F	1,649	0.9	\$23,000	87
Area G	2,221	7	\$26,170	33
Area H	2,332	28	\$26,978	33
Area I	1,111	3	\$22,436	27

Note: As of 2015, Areas G and H do not currently participate in the CVRD Transit Function.

3.0 INTER- REGIONAL CONNECTIVITY

BC Transit has completed long-term transit strategies (Transit Future Plans) with the RDN and the CVRD. The long-term transit strategies envision what each community's transit network should look like 25 years from now and describe what priorities, infrastructure and investment are needed to get there. Each of the region's strategic priorities includes the introduction of inter-regional transit services.

3.1 Inter- regional strategies in the Transit Future Plans

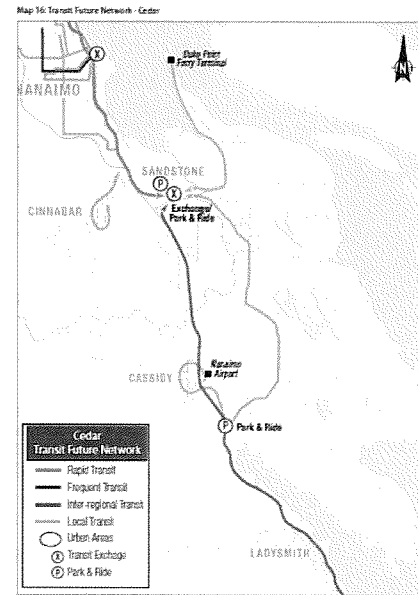
RDN

In the short term before the year 2019, the RDN Transit Future Plan includes two phases of inter-regional transit development. Phase one seeks to establish a transit service connection between the RDN and the Comox Valley Regional District transit systems. Phase two seeks to introduce new peak hour weekday service that connects Downtown Nanaimo, VIU and the RDN Airport with a direct service to Cowichan Valley.

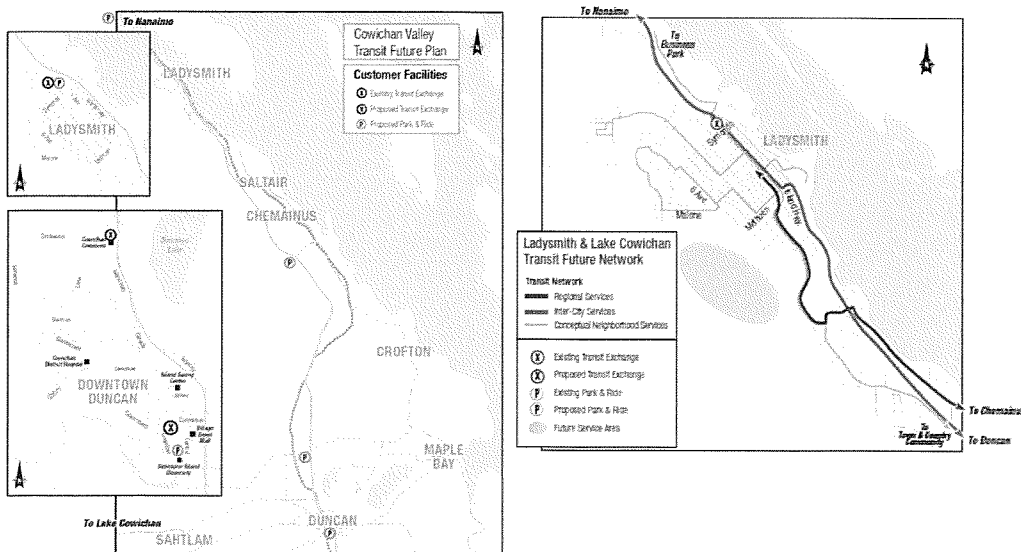
CVRD

In the medium term, between the years 2018 and 2027, the CVRD Transit Future Plan (TFP) outlines the introduction of inter-regional service between Duncan and Nanaimo with connections to Ladysmith, the Nanaimo Regional Airport, VIU campuses in North Cowichan and Nanaimo and future connections to the BC Ferries terminals. Following the TFP approval in 2012, the Town of Ladysmith requested that this priority be moved to short term.

Map 3: RDN Inter- regional plans as laid out in their Transit Future Plan



Map 4: CVRD Inter- regional strategies as laid out in its Transit Future Plan



3.2 Existing Inter-regional Transportation Options in the study area

The following section describes existing inter-regional transportation options available between the RDN and the CVRD.

3.2.1 BC Transit Inter-regional Services in the Study Area

No BC Transit inter-regional services presently exist between the RDN and the CVRD.

The Cowichan Valley Commuter (CVC) was introduced in 2008 and provides peak morning and afternoon service for people travelling mainly for employment purposes from the Cowichan Valley to Victoria. The service consists of two routes, Route 66 Duncan Commuter and Route 99 Shawnigan Lake Commuter, with peak service (in the morning and the afternoon) available Monday through Friday. Between 2008 and 2015 the average number of monthly passengers on the CVC has more than doubled. The CVC service is supported by Park & Ride lots along Highway 1 at Frayne Road, Mill Bay, and Valleyview Centre, Cobble Hill. These two Park & Rides are used by a majority of riders and are currently at capacity. The current cash fare (one-way) is \$8.00 but the majority of customers use discounted monthly passes at \$192.00 and \$232.00 respectively. While this service is widely used, the details of its operation lend itself to high costs compared to the number of hours it operates. For informational purposes a list of other inter-regional services provided by BC Transit across British Columbia is provided in Appendix C.

3.2.2 Other Inter-regional Transit Services

The following table outlines other non BC Transit Inter-regional transit services in operation between the two regions, including frequency of service, cost per ride and an estimate of ridership or anecdotal evidence of the commuter customer. It is reasoned that existing private transit operators may be catering more towards tourism based markets and not addressing every day trips for residents, such as trips to work, school and medical appointments.

Company	Frequency	Cost per Ride (Adult Fare)	Other relevant details
Island Link Bus	Once Daily(Ladysmith, Chemainus) Three services M-F (Duncan)	\$20.00	Ladysmith, Chemainus, Duncan and Mill Bay daily service to/from Nanaimo Departure Bay ferry terminal
Nanaimo Airporter	24/7 door to door service	Varies with destination	
Tofino Bus	Once daily (M-F), Vancouver to Tofino, Port Alberni	\$17 to \$100 depending on destination	Connects to Victoria
Greyhound	Provides limited service between Nanaimo and Duncan		

4.0 POTENTIAL MARKETS FOR INTER-REGIONAL TRANSIT SERVICES

The variability in the need for inter-regional services is primarily driven by the existing and expected future need for travel by residents to a range of key services located outside their region of origin. Often residential areas located in proximity to the north or south of their regional boundary may have less travel distance to services in a neighboring region.

Inter-regional services can provide important links to multiple activity centres and communities for medical, educational, recreational or employment services. To gauge the potential for each proposed Inter-regional connection, a clear understanding of the key origin and destination points within each region and the demand for travel between regions is required.

The potential transit market analysis segment of the report is delivered through a Market Research Report (see Appendix A) developed in collaboration with consultants SNC Lavalin. The Market Research Report explored the potential ridership markets between key regional centres on Vancouver Island, specifically across each of the three transit region boundaries from Cowichan Valley Regional District to Campbell River. The report analysed the available public and institutional data sources to determine:

- The primary transit markets that would use the inter-regional type service if it was implemented.
- Development of a high level of understanding of where travel takes place.
- Critical analysis of travel data with other population metrics to indicate what percentage of transit ridership could be achieved from these travel patterns and habits in the localities.

The Inter-regional Market Research report provides a high level analysis to help understand the potential for transit use across the regional boundaries. A full description of the overall methodology and the detailed outputs is contained within Appendix A.

It is noted that the estimation methodology and rating provided for the Captive Market results is to help understand where demand for non-peak services may exist. The analysis does not include other travel groups who may use an inter-regional service if it was implemented. The goal of the study was to help determine what type of service model would address the existing and future travel demand and to substantiate additional expenses and resource allocation.

The results of the Market Research study were intended to be in order of magnitude only, separating the high to medium potential markets from the low to no potential markets. From the high level results, potential transit service options worthy of further investigation are discussed in section six of this Service Discussion Report.

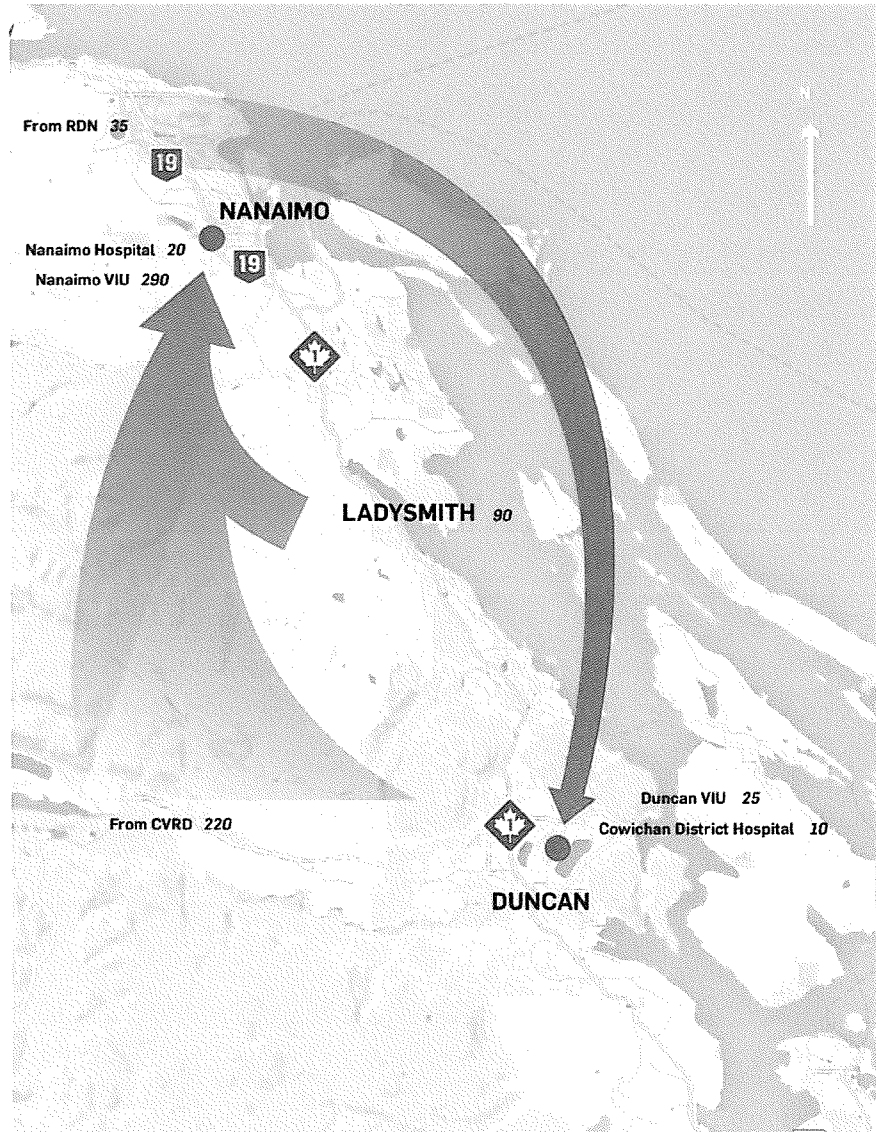
4.1 Estimated Inter-regional Transit Demand

The Inter-regional transit demand between the RDN and the CVRD is summarized in Map 5. The estimate comprises almost entirely of the Nanaimo VIU population (staff and students). It is recommended that any new Inter-regional transit service should be initially designed around this specific post-secondary market, with opportunity to grow and accommodate other markets as demand is warranted.

4.2 Commuter Market Overall Transit Demand

Commuter transit demand estimations are based on travel patterns derived from postal code data provided by the major employers and post-secondary institutions. This methodology yielded the most applicable results.

- Vancouver Island University in Nanaimo dominates the potential market.
- Based on the Microscopic analysis, using a range of mode share percentages, ridership is estimated to be from 200 to 400 passenger trips per day with demand primarily generated from the CVRD to VIU. A typical ridership of 300 passenger trips per day (or 150 return trips) is the best case forecast for this corridor. This is based on converting the commuting habits of the Nanaimo VIU population traveling from the Cowichan Valley areas.
- Commuter transit demand from the RDN to the CVRD destinations is estimated to be low with between 12 to 26 transit rides with essentially zero estimated for RDN commuters wanting to travel to the RDN Airport.
- Approximately 90 trips (one-way) per day are estimated to originate from the Town of Ladysmith, travelling to Nanaimo.



Map 5: Potential ridership for inter-regional travel

These high level results are highly dependent on the mode split assumptions that have been applied to the macroscopic data. VIU was assumed to have a 30% mode split for transit use based on estimations derived from the review of Camosun College students travel patterns which indicated a 40% transit mode share in 2013.

4.3 Commuter Market Transit Service Design - Challenges

While the Study does demonstrate the potential for a commuter market between the Cowichan Valley and Nanaimo, the accuracy of the projections generated from this research present a range of challenges that need to be further considered when designing future transit services:

- The range of attendance times in students schedules makes uniform usage challenging, unlike in a “9 to 5” scenario, where people travel to work around 8 am and travel back from work around 5 pm.
- Split campuses for some VIU programs, necessitates travel between campuses for some students, making commuter travel an unattractive option.
- Health Care facilities in the region also have a range of shift times, presenting a similar challenge with commuter travel.
- Lack of parking controls on the VIU campuses, encourage single vehicle travel, in turn providing a disincentive to consider transit as a viable option.
- Lack of a student pass program such as a “U- Pass” program is another disincentive in considering transit as a viable option, as it is now seen as additional expense.
- The current low cost of fuel is another disincentive for transit use.

4.4 Captive Market Overall Transit Demand

Ladysmith was the only area identified in either region as having a propensity to take advantage of the introduction of inter-regional services.

- **Captive ridership analysis for Ladysmith** indicated a low ratio of employment to population which directs a high exit migration of workers during normal morning peaks combined with a high percentage of youth and seniors can indicate a lack of amenities within the area. In summary, with major employment opportunities being outside Ladysmith, there is high potential for travel outside Ladysmith (to the RDN or southern portions of the CVRD). **Currently no direct transit connection exists to facilitate this travel.**
- **Captive ridership analysis for Nanaimo Area A** indicated a low ratio for employment /population and a high migration out of area for employment, however less than 30% of population is comprised of youth and elderly which translates to a relatively low captive demand. In summary, with major employment opportunities being outside Electoral Area A, there is high potential for travel outside to the RDN. **Currently RDN transit route 7, Cinnabar/Cedar, provides a transit connection for this travel.**

4.5 Overall Market Analysis Report Recommendations

Any proposed inter-regional route, between CVRD and RDN, should pass through or stop at shopping and service areas offering dual purpose trips for students and staff using the service and could provide opportunities to the captive market which has been estimated to be medium in Ladysmith and low in other residential areas of the CVRD and RDN.

5.0 EXISTING TRANSIT SERVICES IN STUDY AREA

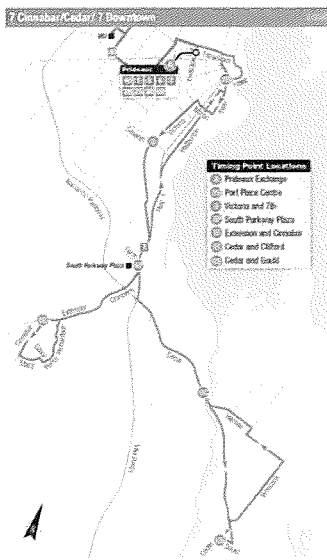
It is essential to understand the existing transit services in the study area and the market that these services cater to before identifying inter-regional travel options. Transit Networks for the RDN and CVRD cover a wide range of residential and employment areas with transit services generally designed to deliver service characteristics which meet the needs of the targeted rider.

Routes designed to attract ridership generally operate on arterial roads, serve corridors with mixed land use and provide frequent or in cases express type connections between urban centres or major community type facilities like colleges and hospitals. Ridership type routes are often sufficiently competitive enough with personal vehicle travel that commuters can be persuaded to choose transit as their preferred mode for work and school travel, helping to reduce congestion on busy commuter corridors and contribute to reducing greenhouse gas emissions.

Routes designed for coverage generally serve less densely populated suburban and rural areas with a focus on connections to local centres and to frequent ridership type transit routes. Coverage routes are carefully selected in order to cover as much urban area as probable as efficiently as possible. Typically coverage type routes will have low frequencies.

This section describes the basic service characteristics of the existing routes operating in the study area:

5.1 RDN: Conventional Transit Service



Route 7: Cinnabar /Cedar

The route 7 Cinnabar/Cedar currently offers service to the Cedar Village, the surrounding residential area in Cedar and the residential neighbourhood of Cinnabar north of Area "A." Most trips service as a loop through the more populous area of Cinnabar with limited trips offering combined service to Cedar and Cinnabar. All trips travel through South Parkway Plaza, where they continue in service to connect to other RDN route services at Prideaux Exchange. Routes 30, 40 and 50 extends service for the Area "A" residents providing direct travel to the many key destinations along the linear spine of the Nanaimo area (from downtown Nanaimo to the Woodgrove Centre). This route 7 service generally caters to the captive market in this area, however several students rely on the service to access the Nanaimo VIU campus

Type of service: Coverage style of route averaging approximately 300 boardings per weekday or 12 boardings per revenue hour.

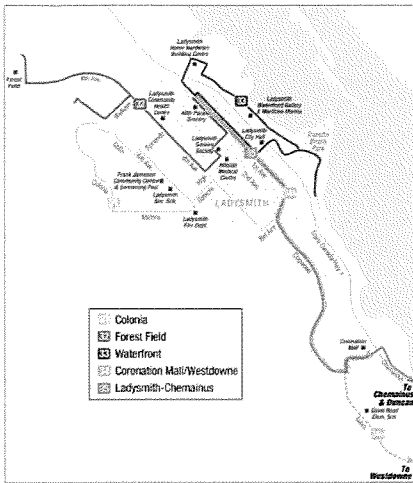
Map 6: Route 7 Cinnabar/Cedar

Service hours: 6,500 annually.

5.2 RDN: Custom Transit Service

Custom or handyDART service is available to eligible people with a disability living in all areas within Electoral Area "A." of the RDN.

5.3 CVRD: Conventional Transit Service



Map 7: Transit network in Ladysmith

Transit service in the town of Ladysmith

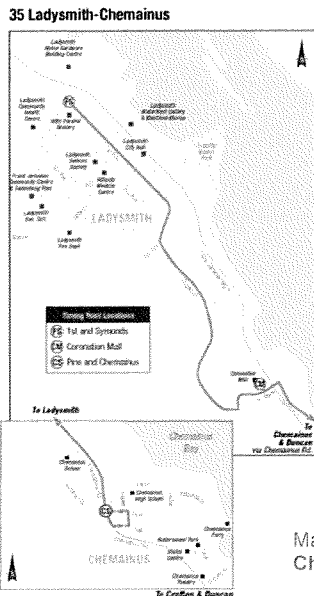
Local transit service within Ladysmith is provided by one bus which circulates within the different residential and commercial zones of Ladysmith. The local Ladysmith BC Transit service has been in operation since September 2013. Ridership has been slow to grow and there are continued requests to realign this service to provide more regional connections, north to Nanaimo and south to Duncan.

Local service is provided by five routes. All the routes provide connectivity within Ladysmith, with the exception of the route 35, which provides a service connection south to the town of Chemainus. Route 35 provides a “regional” connection for the residents of Ladysmith.

Type of service: Coverage style of service averaging four boardings per revenue hour

Service hours: 4,200 hours annually (all routes)

Route 35: Ladysmith-Chemainus



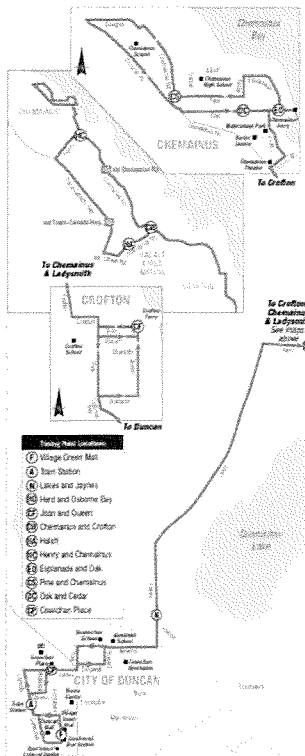
Map 8: Route 35, Ladysmith-Chemainus

This route connects Ladysmith to Chemainus. The route 35 also functions as a transfer route offering passengers the opportunity to transfer to the Route 6 to continue their journey to Duncan.

Type of service: Coverage style of service averaging seven boardings per revenue hour.

Service hours: 970 hours annually.

Route 6: Crofton-Chemainus



Map 9: Route 6, Crofton-Chemainus

This route provides service between Duncan and Chemainus and to the ferry terminal in Crofton. This service generally caters to the captive market in Duncan and Chemainus providing the all-important regional transfer connection service for the town of Ladysmith.

Type of service: Coverage style of service, averaging 10 boardings per revenue hour.

Service hours: 4,000 hours annually

5.4 CVRD: Custom Transit Service

Ladysmith has limited handyDART service on Tuesdays and Fridays. The CVRD provides custom service in its service area, within 1.5 kilometers of existing fixed routes. Custom service is not currently available in CVRD Areas G (Saltair/Gulf Islands) and H (North Oyster/Diamond – between Ladysmith and the RDN) as they do not participate in the transit function.

5.5 Existing Transit Services Opportunities and Challenges

Given the service areas and levels of service described above, it is evident that inter-regional transit services in the study area would fill a gap for both commuter and other travel needs. The Market Research Study (section 4 of this report) supports this hypothesis.

- The Market Research Report indicates a stronger propensity for travel from CVRD to VIU. Opportunities exist to expand local service on RDN route 7 Cinnabar/Cedar to connect with CVRD services at either Ladysmith or Nanaimo Airport.
- Direct and convenient connections to the nearest urban centers are not possible using the current transit services in Ladysmith. Recently there has been increasing feedback from the Town of Ladysmith about the need for better regional and inter-regional connections. While the Market Research Study shows a higher potential for commuter

needs from Ladysmith, it is highly likely that if inter-regional services developed were connected to shopping and other services, the potential for captive travel would also be addressed.

- There may be an opportunity to reallocate underutilized existing local CVRD transit service hours operating in Ladysmith to transit connections within the CVRD (i.e. south to Duncan) with future expansion of inter-regional services connecting Ladysmith and CVRD residents to VIU or downtown Nanaimo.
- Challenges are largely centered on administrative processes, funding and governance agreements that would need to be addressed between the two regions.
- Recent provincial budget projections indicate no additional expansion funding for transit operations over the next three years. In the event the regions wish to expand transit services to facilitate inter-regional connections within the next 3 years, service hours will need to be reallocated from existing services.

6.0 INTER-REGIONAL TRANSIT CONVENTIONAL SERVICE OPTIONS

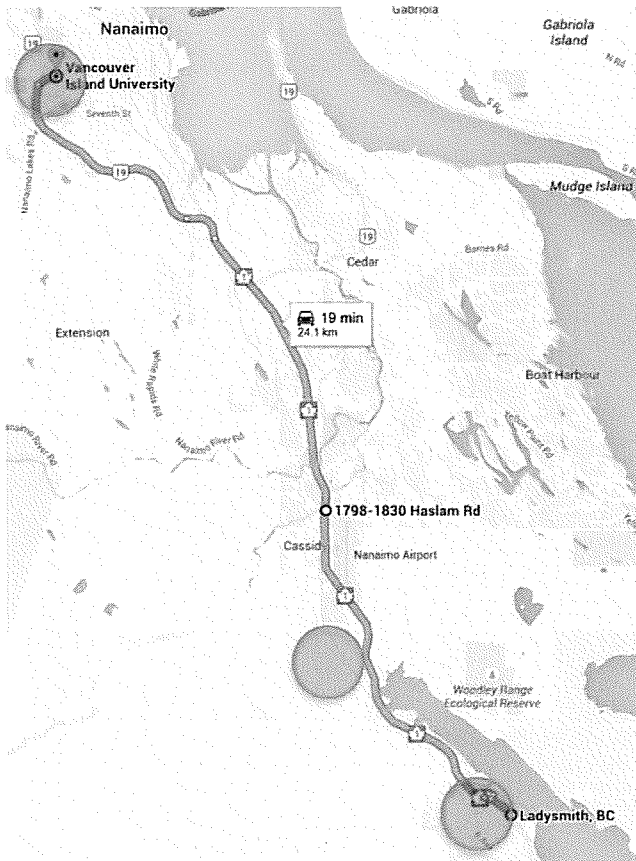
Responding to the results of the Market Analysis Study, and in collaboration with local government and BC Transit staff, three preliminary, high-level options are outlined for delivering inter-regional service in the study area. These options consider travel distance, potential routing, origin and destination, and fleet requirements with high level assumptions used to discuss the options.

Options are discussed in relation to the proposed route description, market to be served, operational requirements and the challenges and benefits. While these specifics vary for each option, the common challenge amongst the three options is the need for coordination of decision making between the regions, recognizing that there is benefit for both regions constituents; it is anticipated that the RDN and the CVRD are able to address administrative issues such as:

- Cost sharing
- Administration of services
- Fare structure
- Governance of operations

In providing these preliminary options, it is recognized that it is possible that deliberations between both local governments, and public outreach might result in a different final approach to providing inter-regional service in this corridor. These options are being presented as an illustration of transit potential in the corridor only.

6.1 Option 1: Shortest Direct Route Service Ladysmith to VIU



Map 10: Option 1: routing and potential stop locations

Route description:

- This option proposes a limited stop service between Ladysmith and VIU, via the Nanaimo Airport.
- Service could operate two round trips in the morning and two in the afternoon, centered on key class times at VIU.
- Service could connect to other routes in Ladysmith within the CVRD. Within the RDN this service would connect with other routes at VIU.
- This service is designed to cater to the commuter market.
- When VIU is not in session, this service could be directed to the Nanaimo downtown exchange (Prideaux Exchange).

Travel time and distance

	Ladysmith	NAN airport	VIU
		10 mins, 9 km	
			12 mins, 15.5 km

The average distance for a one-way trip is 25 kilometers and the travel time for this trip is between 20 and 22 minutes.

Operating Strategy

CVRD

Since this service is designed for morning and evening peak service, it would be most efficient to use the existing fleet infrastructure and interline the adjusted local service with a new commuter peak service. Ladysmith service is currently being considered for realignment and direct connection south to Duncan. It is anticipated that any connection north would occur only after this realignment is implemented, requiring expansion of hours or reallocation of existing service hours.

RDN

The operation strategy for the RDN would include the development of a new route and the addition of one new vehicle, requiring expansion hours.

Infrastructure (Park & Rides)

The Nanaimo airport may be a suitable location for a Park & Ride for this route. Locating a Park & Ride at this location provides a catchment area of transit users five kilometers around the airport. This area (Cassidy and Cedar) are mentioned in the RDN Transit Future Plan (TFP) for service in the future. Locating the Park & Ride at the airport provides alternate travel options

for residents of this area that would like to connect directly to VIU or through VIU to downtown Nanaimo. A suitable location for a Park & Ride will need to be identified at Ladysmith.

Benefits

- It may be possible to provide this service with realignment of existing operations and using existing services thereby making this option potentially cost neutral for the CVRD.
- The Nanaimo airport is an ideal, centralized location for a Park & Ride that gives the opportunity for RDN residents within a five kilometer radius of the airport the opportunity to use this service and link directly to VIU.
- There is some flexibility in the administration and operation of this service. As identified above, this service can be operated either by the RDN or the CVRD with some agreement on accommodating each other's transit operation within the adjoining transit service area.

Challenges

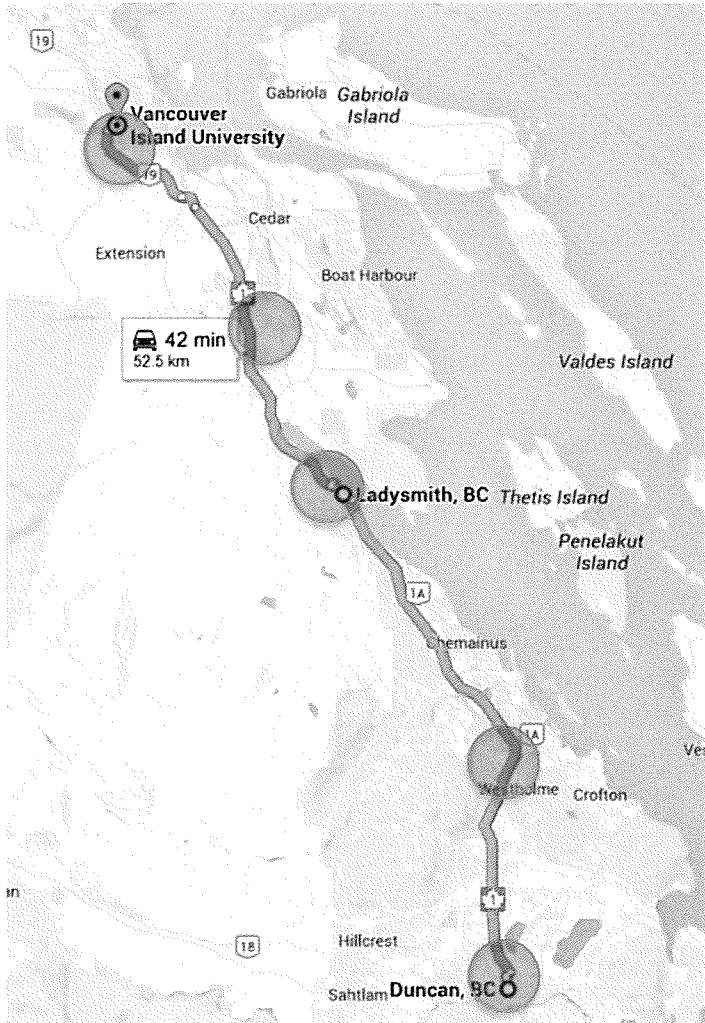
- Operational costs and revenue, if agreed, could be shared between the regions to help deliver the service in the short term, however a fair and discernible mechanism would need to be develop to substantiate the cost and revenue split based on area use.
- Potential capacity issues may arise if using the existing CVRD Ladysmith fleet as these light duty buses have a maximum load capacity of 20 passengers.

Costs

Costing for option 1 : Ladysmith to VIU via Nanaimo Airport						
hrs	hrs	\$	\$	\$	\$	\$
Additional hours	Rounded off	cost/hr	Annual op cost	Cost recovery	Net cost	cost per ride
958.33	960	125	\$ 120,000	\$ 18,000.00	\$ 102,000.00	\$10.88

It is estimated that this service would cost approximately \$120,000 annually to operate. If the service were to go to Prideaux Exchange instead of VIU, when university is not in session, costs would increase by about 5%. These costs are approximate and do not take into account expenditures on capital improvements or administrative overheads in order o maintain this service. Please refer to table 1 (page 22) for a more detailed breakdown assumptions associated with computing costs. Please also note that if this commuter service is realigned with existing service, then a cost-neutral solution might be possible.

6.2 Option 2: Longest Direct Route Service Duncan to VIU



Route description:

- This option implements a limited stop service between Duncan and VIU, via the Nanaimo Airport.
- Service could operate two round trips in the morning and two in the afternoon, centered on key class times at VIU.
- Service could also connect Duncan to Ladysmith, and the Nanaimo Airport.
- This service is designed to cater to the commuter market in Duncan, Ladysmith and Electoral Area A in the RDN.
- When VIU is not in session, this service could go to the Prideaux Exchange instead.
- It is assumed that in the mid-day the service would circulate within Ladysmith providing local service there.

Map 11: Option 2: routing and potential stop locations

Travel time and distance

The average distance for a one-way trip is 55 kilometers and the travel time for this trip is between 50 and 55 minutes.

Duncan	Hwy 18	Ladysmith	NAN airport	VIU
8 mins, 5.4 km				
	20 min, 24 km			
		10 mins, 9 km		
			12 mins, 15.5 km	

Operating strategy

CVRD

Since this service is designed for morning and evening peak service, it would be most efficient to use existing fleet and infrastructure and interline with the local Duncan /Ladysmith services. It is possible that the existing bus in Ladysmith is pooled with the rest of the CVRD fleet and one bus from that fleet is used to provide this service as well as local service in Ladysmith during the mid-day. No additional buses are anticipated in the initial years of service.

RDN

Given that the majority of the route would be located within the CVRD region, the operation strategy for this option would primarily be the focus for the CVRD. The RDN would partner in the provision of bus stops at VIU and or downtown Nanaimo and may contribute operational funding for the proportion of service offered within the RDN transit service area.

The RDN could also explore the expansion of the route 7 Cinnabar/ Cedar services to meet the inter-regional service at the Nanaimo airport allowing passengers to transfer to travel south to Ladysmith or beyond.

Infrastructure (Park & Rides)

There is an existing informal Park & Ride located at Cowichan Valley Highway (Hwy 18) and the Highway 1 that is easily accessible off Highway 1. This would be a suitable location for a Park & Ride within the CVRD, in close proximity to Duncan but would require formalization with the Ministry of Transportation and Infrastructure (MOTI).

Another potential location for a Park & Ride mid-way between Duncan and Ladysmith is at River Road and Highway 1. This location would be ideally suited for commuters in Chemanius and Saltair, in the CVRD, wanting direct access to VIU.

At Ladysmith, a suitable location for a Park & Ride will need to be identified.

Within the RDN, the Nanaimo airport may be a suitable location for a Park & Ride for this route. Locating a Park & Ride at this location provides a catchment area of transit users 5 kilometers around the airport. This area (Cassidy and Cedar) are mentioned in the RDN Transit Future Plan for service in the future. Locating the Park & Ride at the airport provides alternate travel options for residents of this area that would like to connect directly to VIU or through VIU to downtown Nanaimo.

Benefits

- It may be possible for the CVRD to provide this service with realignment of existing operations with the use of their existing fleet, thereby minimizing costs of this additional service.
- It provides a connection directly from Duncan to VIU, enabling students and residents that work in the RDN an alternate and sustainable commuting option.
- With three stops between Duncan and VIU, it increases the catchment area of residents in both the CVRD and the RDN that are able to access this service.
- Provides expansion of transit services for Nanaimo Area A residents

Challenges

- Operational costs and revenue if agreed could be shared between the regions to help deliver the service in the short term, however a fair and discernible mechanism would need to be developed to substantiate the cost and revenue split based on area use.

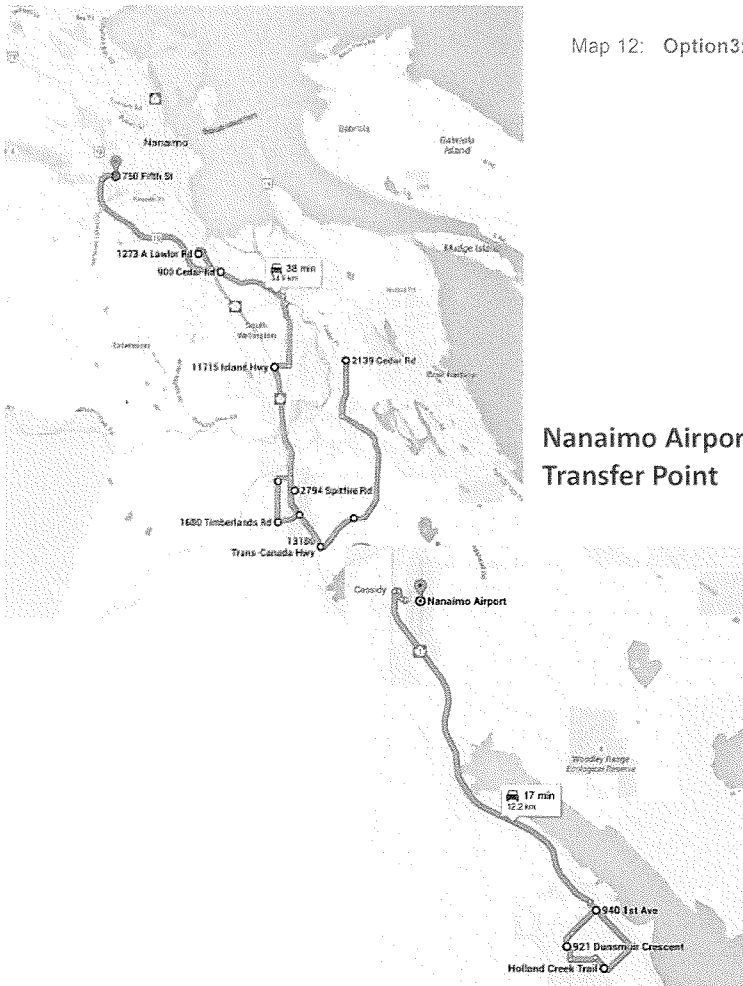
- Development of operational strategies for transit services provided by the CVRD to operate within the RDN transit service area.
- If trying to implement this option without expansion hours – i.e. through reallocation of existing service hours in local Ladysmith routes, this could mean a reduction in local service that would need to be further reviewed.

Costs

Costing for option 2 : Duncan to VIU via Nanaimo Airport						
hrs	hrs	\$	\$	\$	\$	\$
Additional hours	Rounded off	cost/hr	Annual op cost	Cost recovery	Net cost	cost per ride
1916.66	1920	125	\$ 240,000	\$ 36,000.00	\$ 204,000.00	\$10.20

It is estimated that this service would cost approximately \$240,000 a year to operate. If the service were to go to Prideaux Exchange instead of VIU, when university is not in session, costs would increase by about 5%. These costs are approximate and do not take into account costs of capital improvements and administrative overheads in order to maintain this service. Please refer to table 1 (pg. 22) for a more detailed breakdown assumptions associated with computing costs. Please also note that if this commuter service is realigned with existing service, then these costs can be reduced substantially.

6.3 Option 3: Expansion/ Redesign of Existing Regional Service



Map 12: Option3: potential routing for redesign of existing services

Nanaimo Airport Suggested Transfer Point

Route description: This option explores each regional government augmenting its existing route services to meet at a common midpoint between the two regional transit service areas and scheduling the trips to allow passengers to transfer between services to complete their journey either north to Nanaimo or south to Duncan.

RDN Service description

The intent of option 3 for the RDN is to align an Inter- regional transit strategy with the existing route 7 Cedar Cinnabar service provided within Electoral Area A. This approach corresponds with the 2011 Regional District of Nanaimo Electoral Area A Transit Service Review and Update and the service priorities identified within the RDN Transit Future Plan. The major theme of the previously identified service strategies is the proposed evolution of the existing RDN route 50 into a Rapid Transit spine for the Nanaimo Region, operating between the Woodgrove Centre and downtown Nanaimo with alternating extensions operating to Vancouver Island University, South Parkway Plaza and Sandstone, offering connections to the 7 Cinnabar/Cedar at Sandstone (or South Parkway Plaza) enabling residents to more easily connect to VIU, Downtown, Nanaimo North Town Centre , the Woodgrove Centre and many other key destinations throughout the region.

Option 3 for the RDN would be contingent on the new RDN rapid transit spine being implemented as outlined in the TFP and would then allow for services extended by the CVRD (from either Ladysmith or Duncan) to Nanaimo Airport to connect.

RDN Operation strategy

- Realignment of the Cinnabar/ Cedar service to connect to the Rapid Spine by transfer at Sandstone (or initially at South Parkway Plaza).
- Increased service frequency to the route 7 Cinnabar/ Cedar and enable extension of service to South Wellington, Cassidy (via Hwy 1 and Vowels, Hallberg and Timberlands Road) and ending at Nanaimo Airport, with the exploration of extending the service to turnaround at Ladysmith.
- It is anticipated the route design would serve the potential commuter market for passengers transferring from the CVRD services at Nanaimo Airport (or Ladysmith). The initial Inter- regional component of the new look Route 7 Cinnabar/Cedar service would provide three additional commuter trips in the morning and afternoon peaks Monday to Friday which would route directly to the downtown Nanaimo exchange.
- It is expected that 1 additional vehicle will be required to operate the initial expanded service.

CVRD Service description

To align with this service, it is proposed that the Ladysmith service be reconfigured to travel to Nanaimo airport so that it meets the service from RDN at the airport, initially two trips in the morning and two in the afternoon and then potentially increase the service to three trips to meet the RDN service, as additional hours become available. This could be cost neutral option for the CVRD.

CVRD Operation strategy

Since this service is designed for morning and evening peak service, it would be most efficient to use existing fleet and infrastructure and reconfigure local service to add the run to the

Nanaimo Airport. No additional buses will be needed for this service, if the existing service in Ladysmith is re-configured to include this service.

Infrastructure (Park & Rides)

Locating a Park & Ride near daily services will make any Inter- regional type service more attractive. A comprehensive look at Park & Rides which would be advantageous to Inter- regional transit use is recommended with any proposed detailed service planning. All previous locations discussed in this report require further detailed investigation and assessment.

Benefits

- Comox Valley and Campbell River use this Inter- regional service model with a small degree of success. It is estimated that approximately 12 passengers per weekday take advantage of the connecting services.
- This route option increases services for Area A residents and provides transit service from downtown Nanaimo to Nanaimo Airport for all RDN residents.
- Would require transfer at South Parkway Plaza for non-peak trips only (customers threshold for transfers is usually 2 therefore passengers transferring from Cowichan Valley (Ladysmith) service would require only 1 transfer at the Airport to access downtown Nanaimo and 2 to access VIU.

Challenges

- This option allows each regional entity the flexibility to set service levels within their own jurisdiction, however requires specific attention to coordination of schedules to ensure connectivity at the proposed transfer point.
- The Market Research Study suggests that VIU is the predominate market destination so service to and from the airport doesn't provide customers with direct access to their ultimate destination and adds time for transfers which may reduce the propensity to use this service.

Costs

Costing for option 3 : Separate services, common meeting point (Ladysmith to Nanaimo Airport and Cassidy via Nanaimo Airport to VIU)						
hrs	hrs	\$	\$	\$	\$	\$
Additional hours	Rounded off	cost/hr	Annual op cost	Cost recovery	Net cost	cost per ride
RDN	2500	100	\$ 250,000	\$ 45,000.00	\$ 205,000.00	\$8.20
CVRD	No additional costs for service from Ladysmith to Nanaimo airport, assuming service will be realigned to incorporate the additional hours and kilometers to serve the Nanaimo airport.					

The high level cost estimation includes a reallocation of existing RDN route 7 services with additional hours calculated to facilitate expanded coverage type service within the Cassidy and South Wellington areas and the inclusion of six weekday Inter- regional peak services operating between Nanaimo Airport and downtown Nanaimo. It is estimated that this service would cost approximately \$250,000 a year to operate. These costs are an approximate and do not take into account costs of capital improvements and administrative overheads in order to maintain this service. Please refer to table 1 (page 22) for a more detailed breakdown assumptions associated with computing costs.

6.4 Service Option Summary

The following table summarizes the estimated impacts for all service options presented above.

Table 1: Service Option Summary

	Option1	Option2	Option3
	Ladysmith to VIU	Duncan to VIU	Expansion/Redesign of existing
Vehicles Required*	1	1	2
Estimated Annual Service Hours	960 hours annually	1,920 hours annually	2,500 hours annually
Estimated Annual Ridership**	9,750	20,000	25,000
Total Annual Revenue***	\$18,000	\$36,000	\$45,000
Total Annual Op cost	\$120,000	\$240,000	\$250,000
Net local share of costs	\$45,600	\$91,200	\$87,500
Provincial share of costs	\$56,400	\$112,800	\$117,500
Estimated Rides per Hour	10.15625	10	10
Estimated Cost per Ride	\$12.31	\$12.00	\$10.00

*Assumes a spare will be part of the larger pool of vehicles from the CVRD/RDN fleet

**Estimate generated as a percentage of figures presented in Market Analysis report (refer to Map 5, pg 10 of this report)

For option 3, ridership is estimated using current ridership estimates (10 rides per hour) for the Route 7.

*** Estimate generated from an assumption of moderate 15% cost recovery in the first year, for option 3, this is assumed at 18%, given the higher ridership estimates

All figures are annual and are based on estimates that would require review based on actual date of implementation and confirmed service and operational details. Operating costs are generated on cost estimates of similar inter-regional express service provided by BC Transit. The table above includes only operational costs.

7.0 INTER-REGIONAL CUSTOM TRANSIT SERVICE OPTIONS

Custom Transit (also referred to as 'handyDART') is a demand responsive transit service operated with specially equipped transit vehicles and is designed to carry eligible passengers, with physical or cognitive disabilities, who are unable to use conventional, public transit without assistance. Custom Transit provides an important door to door mobility option for eligible residents in the community who require affordable transport options to undertake their daily tasks including medical, educational, employment or recreational purposes. Typically, custom service is provided within a distance of 1.5 kilometers on both sides of the existing conventional service.

If conventional service takes on limited stop and span of service characteristics, meeting the definition of Express Service, industry practice is generally not to provide custom service within that service area. However, the RDN and CVRD could explore the extension of their respective existing handyDART services to align with any new route segments introduced as part of an expanded inter-regional service. Given that custom service is not currently offered in

the most northern electoral area of the CVRD (Area H) there would still be gaps unless this area opted to participate in the transit function. The costs associated with the expansion of custom service have not been estimated as part of this exercise.

8.0 SERVICE ADMINISTRATION AND FUNDING

There are a number of issues related to delivering inter-regional service that should be highlighted:

8.1 RDN and CVRD support

As the Market Analysis Report and Inter-regional service Discussion Document was conducted on behalf of the RDN and the CVRD through BC Transit, this report must be formally received by each of the Regional Districts.

- The Transit Select Committee is the RDN body that would provide a recommendation to the Regional District Board on next steps.
- The Regional Engineering Services Committee is the CVRD body that would provide a recommendation to their Board on next steps.
- Joint Board approval and direction would be required to move forward on any cost-shared proposal.
- Joint Board approval and direction would be required where a proposed service travels across regional boundaries and is delivered wholly by either region.

8.2 Funding

Under the BC Transit Act, funding for transit systems must be cost shared between BC Transit and the sponsoring local governments at a prescribed rate, with passenger revenues used to offset the local share of costs. This funding arrangement means that all parties must come to the table with funding before service can be implemented. For instance, if a local government has funding for new transit services but the corresponding provincial share is not available, the service cannot be implemented.

- **Prioritization** – BC Transit uses a number of transit service performance and land use criteria to prioritize available funding for service expansions between transit systems. Therefore, moving ahead on any of the service options represented would require both available provincial funding and sufficient ranking against other requests for services within the RDN and the CVRD as well as among other communities.
- **Three Year Budgets** - BC Transit receives its funding on an annual basis from the provincial government. This annual funding arrangement means that BC Transit cannot confirm a timeframe for service implementations. The most recently announced (2015) three year budgets will provide no expansion resources for transit around the province. Therefore if the RDN or CVRD was to consider the expansion of services to facilitate inter-regional service in this corridor, this service would involve reallocation of existing services.

9.0 NEXT STEPS

If the Regional District of Nanaimo and the Cowichan Valley Regional District wish to pursue one of the service options that require integration, a number of steps are required in terms of approval and agreement. The following is a suggested path towards implementing integrated Inter- regional service should the regional governments wish to pursue it.

The direct shortest Option # 1, Ladysmith to VIU is used here as an example for next steps since it requires work around moving forward with integration, and is considered a good option to address the identified potential commuter market benefiting both regional communities. It would likely be easier to start discussions with this in mind and then scale back to more limited integration if each district chose to operate its own services connecting at a common point.

Proposed Path to Implementing System Integration for Inter- regional Service

1. Regional District of Nanaimo Transit Select Committee receives and discusses this report and directs staff to commence further work to introduce Option 1 Inter- regional service Ladysmith to VIU and to move forward towards implementation.
2. The Cowichan Valley Regional District Regional Engineering Services Committee receives and discusses this report and directs staff to commence further work to implement Option 1 Ladysmith to VIU and to move forward towards implementation.
3. Before service could be implemented, an agreement between all parties would be needed that includes the following items:
 - a. Develop and implement a public consultation strategy for the CVRD and RDN areas that would be served by the service involving:
 - i. Stakeholder meetings to include such agencies but not limited to VIU, VIHA, Ladysmith Chamber of Commerce, Cedar and Cassidy, Nanaimo Regional Airport and Vancouver Island Economic Association (VIEA)
 - ii. Public open houses, online and paper surveys
 - b. The development of a service plan and implementation timeframe as well as the development of a governance mechanism for determining initial service levels and changing service levels in the future
 - c. A cost sharing agreement outlining responsibility for both capital and operating costs
 - d. Development of a fare strategy including fare structure and revenue sharing agreement specifically related to Inter- regional service. Appendix B includes information to be considered when developing the fare strategy. This could include recommendations that an integrated Inter- regional service be administered by only one Regional District under a separate Annual Operating Agreement (AOA) for both cost and revenue purposes.
 - e. Development of an operational plan to deliver the service including where the service would be administered, who would operate the service, where the fleet would be maintained and identification for development and maintenance of associated infrastructure such as transit stops and Park & Rides
 - f. Developing a long term agreement (5 to 10 years) prior to implementation to ensure the stability of the service

4. BC Transit creates an Implementation Agreement for sign off by the Regional Districts. This Memorandum of Understanding document outlines the detailed process and enables the development of detailed transit trip schedules, fare strategy and vehicle and driver assignment options.
5. The RDN, CVRD, and BC Transit sign the Implementation Agreement (MOU).
6. Detailed schedules and routes are developed with opportunity for input by front line transit staff. Preliminary vehicle and driver assignments and division of operational functions is created and discussed based on these initial trip schedules. An infrastructure plan is developed, along with development of any temporary strategies necessary to meet implementation.
7. A formal progress report goes to local governments outlining proposed schedules, functional divisions and cost impacts.
8. A “Sneak Peek” process is held, enabling front line transit staff, existing transit customers and the public to view and comment on proposed schedules and routings.
9. Schedules, routes, division of operational functions, infrastructure needs and cost impacts are confirmed and presented for final approval to the RDN and CVRD.
10. BC Transit creates Amendments to the Annual Operating Agreements to reflect the new service and structure.
11. Revised marketing and operational materials are created, staff training is held, prerequisite infrastructure created as required and the new service is implemented.
12. The new service is monitored, with an initial “Immediate Impacts” letter report provided to the RDN Transit Select Committee and the CVRD Regional Engineering Committee at six months of operation and a more detailed letter report provided after 12 months of operation.

10.0 RECOMMENDATION

It is recommended that the Regional District of Nanaimo and the Cowichan Valley Regional District receive this report as information and direct staff on next steps in the process.

APPENDIX A: Market Research Report

Due to file size please see separate attachment

APPENDIX B: Preliminary Fare Strategy

Preliminary Information for investigating an Inter-regional Fare Strategy

The objective of a fare strategy to be developed for an Inter-regional service between the Cowichan Valley Regional District and the Regional District of Nanaimo would include the following:

1. Development of an acceptable cash fare (or range of acceptable cash fares) which would become the base of the fare structure and
2. Given the commuter market is expected to be primarily post-secondary students, determine the contribution that would be required for U-PASS inclusion.

The process to help derive an acceptable recommendation for cash fares and the subsequent prepaid fare products based on the cash fare would include an analysis of comparable Inter-regional routes in transit systems within British Columbia. For example Table 1 below shows four of the closest comparable commuter connector routes in transit systems in BC.

Table 1: Comparable commuter fares

	Victoria-Cowichan	Kelowna - Vernon	Nelson-Castlegar	Terrace-Kitimat	FVX*	Median	Average
Cash Fare	\$8.00	\$2.50	\$2.50	\$4.00	\$5.00	\$3.25	\$4.00
Route Distance	61	41	46	63	70	54	53
Fare Per Km	\$0.13	\$0.06	\$0.05	\$0.06	\$0.07	\$0.06	\$0.08
Top-ups permitted	NO	YES	YES	YES	NO	N/A	N/A
Average return trips/day	4.3	2.9	4.5	1.1	17	4.3	5.96

*FVX: Fraser Valley Express. A service connecting Chilliwack, Abbotsford and Langley

The final two rows of Table 1 indicate firstly whether or not the comparable route permits fare top-ups and secondly the average number of scheduled round trips per day.

The following table applies the minimum, maximum and average fares per-kilometer of the comparable routes in Table 2 to the CVRD/ RDN Inter- regional Options, with option 1 an approximate distance of 30 kilometers and Option 2 an approximate distance of roughly 60 kilometers.

Table 2: Derivative Cash Fares

	MINIMUM	MAXIMUM	AVERAGE
Comparable Fare Per Km	\$0.05	\$0.12	\$0.08
CVRD/RDN Option 1 Route Distance	30	30	30
Resulting Cash Fare	\$1.50	\$3.60	\$2.10
CVRD/RDN Option 2 Route Distance	60	60	60
Resulting Cash Fare	\$3.00	\$7.20	\$4.20

The resultant analysis indicates cash fares range from \$1.50 to \$3.60 for option 1 and \$3.00 to \$7.20 for option 2.

Fare structure options building on the range of cash fares and based on BC Transit fare guidelines would be further provided to the Regional Districts.

Using the BC Transit Fare guidelines options presented to the respective regional districts would reflect the concept of the single cash fare, which eliminates cash and ticket discounts for students and seniors but continues to offer age-based discounts on monthly passes. The single cash fare is becoming a popular choice for numerous transit systems across Canada and has several benefits: it offers simplicity in the fare structure, improved quality of data collected from fareboxes, reduced reliance on operators to enforce age-based fares thereby reducing the likelihood of fare disputes and provides incentive for riders to switch to prepaid products potentially encouraging more consistent ridership all while reducing fare collection costs. If the service begins accepting U-PASS in the future, the number of passengers impacted by the single cash fare will be greatly reduced.

Investigating U-PASS

As indicated by the Market Research Report, the introduction of an Inter-regional service between the two districts would primarily benefit post-secondary students. This type of service would be another targeted student service improvement following on from the recent 2015 expansion of services in the RDN and the introduction of the frequent transit route, #40 VIU Express. The Inter-regional service could therefore be the impetus for the further investigation into the introduction of a U-PASS for VIU students.

For information purposes the Inter-regional Fare Strategy would include a discussion of how a future U-PASS (or similar pass type solution) contribution would be decided giving consideration to the opportunity cost (lost revenue) to the local government in accepting U-PASS and the value of the additional service to the student.

Appendix C : Inter-regional Route Services Across British Columbia

Route	BASIC INFORMATION				Market served
	Start date	Communities served	Orgs involved	No .of vehicles	
Fraser Valley Express	Apr-15	Chilliwack, Abbotsford, Langley	BCT, Fraser Valley Regional District, City of Chilliwack, City of Abbotsford	8	All (currently does not accommodate UPASS)
CowichanValley Commuter	2008	Cowichan Valley, Greater Victoria	BCT, Cowichan Valley Regional District, Capital Regional District	8	Commuter (work)
North Okanagan Connector	2008	Vernon, Coldstream, Enderby, Armstrong, Lumby, Lake Country, Oyama, Kelowna	Admistered by Regional district of North Okanagan and cost shared and funded by Vernon and Colstream with RDNO areas responsible for approx 12%	3	Students to North Okanagan College
Route	SERVICE DESIGN				
	Trips /weekday	Frequency	Span of service	One-way trip time	One-way cash fare
Fraser Valley Express	17	30 min peak, 60 min off-peak	6:30 am to 10:15 pm	67 minutes	\$5.00
CowichanValley Commuter	12	30 minutes (Rt 66) and 60 minutes (Rt 99)	5:30 AM to 8 AM, 3:45 PM to 6:45 PM	72 minutes (Rt 66) and 88 minutes (Rt 99)	\$8.00
North Okanagan Connector	10	60 minutes- frequency reduced during semester break	7:00 am to 9:00 pm	50 minutes	\$2.25
Route	METRICS (AOA)15/16				
	Annual Service hours	Annual revenue	Annual operational cost	Annual boardings	
Fraser Valley Express	11,800	\$207,000	\$1,512,008	69,000	
CowichanValley Commuter	4,452	\$483,781	\$1,033,842	76,065	
North Okanagan Connector	3,864	\$84,234	\$499,108	87,108	
Route	PERFORMANCE METRICS (APS 15/16)				
	op cost / service hour	Avg boardings / service hour	Cost per boarding	Cost recovery%	
Fraser Valley Express	\$127.36	6	\$25.50	12	
CowichanValley Commuter	\$221.39	14*	\$12.70	45	
North Okanagan Connector	\$124.30	30*	\$5.40	17	

* From Annual Performance Summaries

The performance metrics for Fraser Valley Express are from the 2015/16 AOA. Service commenced April 2015- early analysis indicates the service is meeting the estimated average boardings per service hour.

TO: Daniel Pearce
A/ Director, Transportation Services

DATE: February 9, 2016

FROM: Jamie Logan
Superintendent, Transit Planning & Scheduling

MEETING: TSC - February 25, 2016

FILE: 8500-03- R99 DB

SUBJECT: Qualicum First Nation Transit Service Report

RECOMMENDATION

That the Board direct staff to continue operating the route #99 Deep Bay service extension into Qualicum First Nation, and be paid for by existing Electoral Area 'H' transit contribution.

PURPOSE

To complete a review of the extension of route #99 Deep Bay transit service into Qualicum First Nation.

BACKGROUND

At the February 24, 2015, Board meeting, the following motion was passed:

That the Board direct staff to work with BC Transit and the Qualicum First Nation on a one month trial to extend transit to the reserve via Route 99 and that staff report back to the Transit Select Committee on the results of the pilot.

The transit route #99 Deep Bay operates weekly on Tuesdays between Deep Bay and Woodgrove Mall. It operates one return trip in the morning and one return trip in the afternoon. Route #99 Deep Bay bus predominantly travels along Hwy 19A when operating within Electoral Area 'H'. The existing route diverts off Hwy 19A onto several side roads such as Lion's Way, Horne Lake Road, Leon Road, and Kenmuir Road to provide easier access to residents. Currently riders that live on Qualicum First Nation could walk up and wait at the corner of Fisheries Road and Hwy 19A for bus service.

The extension of service requires the bus to travel 0.6 kms up Fisheries Road and Salish Way to the Qualicum First Nation's community hall complex and return. This would require a total of 2.4 additional kms per service day. The extension of service does not require any additional labour costs.

Annual ridership on route #99 Deep Bay for 2015 was 820 riders. The extended transit service was implemented in September 2015. Due to the service not being fully utilized at the start of the trial, staff talked to the Electoral Area 'H' Director and continued the trial service until the end of 2015. This resulted in a total of 80 rides during this period. Below is a detailed breakdown of ridership to and from Qualicum First Nation:

Month	Rides
September	30
October	12
November	38
December	0
Total	80

ALTERNATIVES

1. That the Board direct staff to continue operating the Route 99 Deep Bay service extension into Qualicum First Nation, and be paid for by existing Electoral Area 'H' transit contribution.
2. That the Board direct staff to discontinue operating the Route 99 Deep Bay service extension into Qualicum First Nation.
3. That the Board direct staff to enter into a service agreement with Qualicum First Nation to operate the Route 99 Deep Bay service extension one day per week, to the Qualicum First Nation.

FINANCIAL IMPLICATIONS

The service extension is accommodated within the existing driving shift with no additional labour costs. The additional annual mileage would be 125 kms per year. Based on BC Transit figures, the fuel cost is .56 per km., and the maintenance cost is .25 per km. The total additional vehicle costs would be \$101.25 per year for this extended service, and would be paid for by the existing Electoral Area 'H' transit contribution.

STRATEGIC PLAN IMPLICATIONS

A transit service that operates in areas throughout the region allows a greater number of residents to access the transit service and further helps the local economy and helps reduce environmental emissions.

SUMMARY / CONCLUSIONS

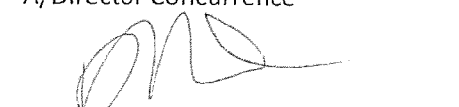
At the direction of the Board, staff are bringing forward this report to look at the results of the 99 Deep Bay route extension trial into Qualicum First Nation.

Implementing the trial extension was very easy to accommodate as it did not require changes to the route schedule times or any addition to the length of the driving shift. The additional mileage of routing Fisheries Road into Qualicum First Nation and return is minimal, at 2.4 kms.

Based on ridership, ease of accommodating the route change, and the minimal cost increase to operate the additional mileage, staff recommends that the service extension continue into Qualicum First Nation and be paid for by the existing Electoral Area 'H' transit contribution.


Report Writer


A/Director Concurrence


C.A.O. Concurrence

TO: Daniel Pearce
A/ Director, Transportation Services

DATE: February 9, 2016

FROM: Brandon Miller
Superintendent, Transit Service Delivery

MEETING: TSC - February 25, 2016

FILE: 1470-01- EL

SUBJECT: Cost Analysis - Free Transit on Future Election Days

RECOMMENDATIONS

1. That the Board receive this report for information.
2. That the Board direct staff to offer free transit service on future election days.

PURPOSE

The purpose of this report is to provide information to the Board on the cost of providing free transit service for future election days within the Regional District of Nanaimo (RDN).

BACKGROUND

At the October 27, 2015, Board meeting the following motion was passed:

That staff prepare a report on the cost analysis of free transit for future election days.

The Board also decided to provide free conventional and custom transit service to the public on the Canadian federal Election Day, which was held on Monday, October 19, 2015. Providing free transit service offered all of the residents within the Regional District of Nanaimo the opportunity to reach a voter station without incurring travel expenses.

ALTERNATIVES

1. That the Board receive this report for information and direct staff to offer free transit service on future election days.
2. That the Board receive this report for and provide alternative direction to staff.

FINANCIAL IMPLICATIONS

Conventional Transit

Transit revenue is separated into three main categories; cash fares, monthly fares, and ticket fares. Providing free transit on any one day will result in cash and ticket fares being waved, which represents approximately 30% of daily total revenue. Based on this information, the amount of conventional transit revenue lost on October 19, 2015, would have been approximately \$4,500. However, some passengers

inadvertently paid fares on that day which led to transit collecting \$1,007 in revenue. Therefore, the total amount of lost revenue in conventional transit on October 19, 2015 was \$3,493.

Custom Transit


The average amount of trips performed by handyDART on a typical Monday in October 2015 was 212. On October 19, 2015, the actual amount of trips handyDART performed was slightly higher at 222 trips. At \$3.25 per trip, the amount of lost handyDART revenue on October 19, 2015, was \$722.

STRATEGIC PLAN IMPLICATIONS

The Regional District of Nanaimo Transportation Services Department is working continuously on improving the viability and efficiency of public transit. Providing free transit service on future election days is an incentive for residents within the RDN to leave their vehicles at home, thus reducing greenhouse gas emissions.

SUMMARY/CONCLUSIONS


Based on the statistical fare revenue data and amount of total revenue that was lost on October 19, 2015, the cost of offering free conventional and custom transit service for future election days is approximately \$5,300. By offering free transit service on future election days, all residents within the Regional District of Nanaimo will have an opportunity to reach a voter station without incurring travel expenses. Additionally, this incentive will assist in voter turnout, reduce the amount of vehicles on the roadway, and promote the RDN transit system.



Report Writer



Director Concurrence



C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE SOLID WASTE MANAGEMENT SELECT COMMITTEE
MEETING HELD ON THURSDAY, MARCH 10, 2016 AT 12:00 PM
RDN COMMITTEE ROOM**

Present:

Director A. McPherson	Chairperson
Director H. Houle	Electoral Area 'B'
Director M. Young	Electoral Area 'C'
Director J. Stanhope	Electoral Area 'G'
Director J. Hong	City of Nanaimo
Director B. McKay	City of Nanaimo

Also in Attendance:

D. Trudeau	CAO, RDN
L. Gardner	Manager of Solid Waste, RDN
S. Horsburgh	Senior Solid Waste Planner, RDN
R. Alexander	General Manager, RCU, RDN
R. Graves	Recording Secretary, RDN

Regrets:

Director J. Kipp	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach

CALL TO ORDER

The meeting was called to order at 12:10pm by the Chairperson.

MINUTES

MOVED Director Stanhope, SECONDED Director McKay, that the minutes from the Solid Waste Select Committee meeting held February 9, 2016 be adopted. CARRIED

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

ADVISORY COMMITTEE

MOVED Director McKay, SECONDED Director Young, that the minutes from the Regional Solid Waste Advisory Committee meeting held February 4, 2016 be received for information only. CARRIED

REPORTS

Bylaw No. 1591.06 Solid Waste and Recycling Collection Service Bylaw Amendment Report.

L. Gardner gave a presentation on the Bylaw No. 1591.06 Solid Waste and Recycling Collection Service Bylaw Amendment report. The Solid Waste and Recycling Collection Service provides curbside collection to approximately 28,000 homes (excluding the City of Nanaimo) and is funded entirely by user fees. The proposed 2016 user fees cover contracted collection service fees, tipping fees at disposal facilities, administration and communications. The proposed 2016 fee for prompt payment is an

increased of \$3.65 which results in \$125.15/year for each household receiving garbage, foodwaste and recyclables collection. The extra garbage tag is proposed to be increased from \$2.00 to \$3.00 which will match the City of Nanaimo's extra garbage tag charge.

MOVED Director McKay, SECONDED Director Houle, that the Bylaw No. 1591.06 Solid Waste and Recycling Collection Service Bylaw Amendment Report be received. CARRIED

MOVED Director Stanhope, SECONDED Director Young that the "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.06, 2016" be introduced and read three times. CARRIED

MOVED Director Stanhope, SECONDED Director Young that the "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.06, 2016" be adopted. CARRIED

Solid Waste Management Regulation Bylaw No. 1531.06 Fees Report.

L. Gardner provided an update on the Solid Waste Management Regulation Bylaw No. 1531.06 Fees report which included issues around prohibited and problematic waste, landfill handling and disposal of the waste. (e.g. asbestos, mattresses, waste that contains ODS). To offset costs to manage these materials, surcharges are proposed for mattresses and ODS appliances and a fee increase for asbestos waste. The amendments would also allow invasive plants to be received from a neighbouring jurisdiction, as well as animal carcasses delivered to the Chruuch Road Transfer Station by a government agency. The amendments also include some housekeeping revisions.

MOVED Director Stanhope, SECONDED Director Houle, that the Solid Waste Management Regulation Bylaw No. 1531.06 Fees report be received.

CARRIED

MOVED Director Stanhope, SECONDED Director Young that the "Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.06, 2016" be introduced and read three times.

CARRIED

MOVED Director Stanhope, SECONDED Director Young that the "Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.06, 2016" be adopted.

CARRIED

PRESENTATION

Status Update on SWMP Review Process.

L. Gardner provided an update on a presentation that was given at the February 18, 2016 Regional Solid Waste Advisory Committee meeting on options for residual waste and the costs and diversion rates. The options included:

- Materials Recovery Facility (MRF)
- Waste to Fuel
- Biological Energy Recovery
- Thermal Energy Recovery
- Landfill

MOVED Director Houle, SECONDED Director Hong, that staff organize a tour of Vancouver Island facilities for SWMSC members to view. CARRIED

NEW BUSINESS

ADJOURNMENT

Moved Director McKay, SECONDED Director Stanhope, that the meeting be adjourned.

CHAIRPERSON

TO: Larry Gardner
Manager, Solid Waste Services

DATE: February 24, 2016

FROM: Jeff Ainge
Zero Waste Coordinator,
Solid Waste Services

MEETING: SWMSC – March 10, 2016

FILE: 5370-00

SUBJECT: Bylaw 1591.06 - Solid Waste and Recycling Collection Service
Rates and Regulations Amendment Bylaw

RECOMMENDATIONS

1. That “Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.06, 2016” be introduced and read three times.
2. That “Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.06, 2016” be adopted.

PURPOSE

To introduce a bylaw to amend “Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591, 2010” to reflect the user fees in the 2016 – 2020 Financial Plan.

BACKGROUND

The Regional District of Nanaimo’s (RDN) residential garbage and recycling collection program is a compulsory service set up under Recycling and Compulsory Collection Local Service Establishment Bylaw No. 793, 1989, and applies to the entire region with the exception of the City of Nanaimo (CON). The program is funded entirely by user fees.

Attached to this report is the bylaw amendment to reflect the user fees applied in the 2016 Financial Plan.

The Collection Service

The RDN’s curbside service provides weekly collection to approximately 28,000 households throughout the region, excluding the CON. The collection service is contracted to Progressive Waste Solutions who operates from a facility in Parksville. Since 2010, single family households receiving curbside service have been sorting their household waste into three material streams: Food Waste which is collected weekly; Garbage which is collected every-other-week; and Recycling which is collected on the alternate week to Garbage.

Program Administration

In 2013, the Regional Board gave consideration to the changes made to the Provincial Recycling Regulation and the Board endorsed becoming a collector of Packaging and Printed Paper (PPP) under contract to the new stewardship group Multi-Material BC (MMBC). By signing on with MMBC, the RDN now receives financial incentives to offset the cost of the recycling collection. This relationship and the receipt of financial incentives took effect May 19, 2014.

Extra Garbage Tags

The curbside collection user fee includes disposal of one 100 litre container of household garbage per scheduled garbage collection day. Up to two additional containers can be set out for collection on garbage collection day provided the resident has purchased and affixed single use “extra garbage tags” to each extra container.

Over the course of 2015, 20,500 extra garbage tags were purchased. Based on sale volume, approximately 3% of total containers set out for collection in 2015 were extra containers with tags. This is roughly equivalent to each household on the RDN collection program using one tag once in the year.

Since the inception of the collection program in 1990, the cost for the tags has been unchanged at \$2.00 per tag. The cost of disposal has however increased in the ensuing 25 years from the \$50/tonne of 1990. At the current tipping fee of \$125/tonne, the equivalent cost of a 23kg bag of refuse is \$2.88. In keeping with the user-pay (cost recovery) basis for the curbside program, staff propose increasing the tag fee to \$3.00.

The \$2.00 tags already purchased by residents would of course be honoured. Assuming Board approval, the next reprinting of tags would reflect the price increase. The CON undertook this same price increase in 2015, where tag usage is more prevalent than in the RDN collection program.

ALTERNATIVES

1. Adopt “Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.06”.
2. Do not amend the bylaw and amend the 2016 Financial Plan accordingly.

FINANCIAL IMPLICATIONS

The RDN curbside collection program is entirely funded by user fees. These fees are set each year and cover the expenses associated with collection (60%), disposal (21%), program communications (1%), and administration (18%).

Financial incentives from MMBC amount to \$37.25 per serviced household per year. This amount is made up of \$34.00 for the actual PPP collection, and \$3.25 to cover the additional administration and education/outreach obligations we incur by being under contract to MMBC. This administration and education/outreach funding is being used to finance a temporary staff position focused on the MMBC program. The estimated total value of the incentives to be received in 2016 is in excess of \$1 million.

The 2016 user rates in the attached bylaw amendment reflect the receipt of MMBC financial incentives, however the user rates also take into account anticipated increased costs associated with the contracted

collection, along with a contribution to build reserve funds dedicated for the eventual contract renewal by 2020 and the anticipated change to automated collection requiring new collection totes.

The proposed 2016 annual user fee for collecting the three material streams will increase from \$121.50 (2015 fee) to \$125.15 (discounted prompt payment rates shown). Over 90% of customers take advantage of the prompt payment rate which applies a 10% discount if paid by the due date. The discounted user fee for the service provided to the Town of Qualicum Beach (food waste and recycling collection – not garbage) will increase from \$80.10 (2015 fee) to \$82.50.

Increasing the cost of extra garbage tags will generate a nominal increase in revenue which will be used to offset the disposal costs.

STRATEGIC PLAN IMPLICATIONS


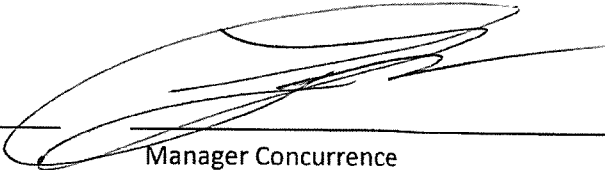

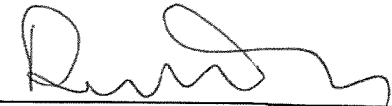
The user fees for the solid waste and recycling collection service reflect the costs associated with the contracted collection, disposal, program administration, and education and communications. The curbside program contributes to the region’s sustainability goals by encouraging residents to reduce the amount of waste they send to the landfill thereby saving expensive landfill capacity as well as reducing GHG emissions.

As a result of food waste collection, the approximate 28,000 households served by the RDN’s collection program have succeeded in limiting the amount of their household waste going to landfill. In 2015, each household on average sent 167 kg of garbage to the landfill, while 208 kg of food waste and recyclables were diverted from disposal.

SUMMARY

The Solid Waste and Recycling Collection Service provides curbside collection to approximately 28,000 homes (excluding the City of Nanaimo) and is funded entirely by user fees. The proposed 2016 user fees cover contracted collection service fees, tipping fees at disposal facilities, administration and communications.

Staff recommends that the Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591 be amended to reflect the user fees in the 2016 Financial Plan.

 _____ Report Writer	 _____ Manager Concurrence
 _____ General Manager Concurrence	 _____ CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1591.06

**A BYLAW TO AMEND THE SOLID WASTE AND RECYCLING
COLLECTION SERVICE RATES AND REGULATIONS BYLAW**

WHEREAS the Regional District of Nanaimo established the Solid Waste and Recycling Collection Service pursuant to Bylaw No. 793, cited as "Recycling and Compulsory Collection Local Service Establishment Bylaw No. 793, 1989";

AND WHEREAS the Regional District of Nanaimo adopted a rates and regulations bylaw in relation to the Solid Waste and Recycling Collection Service, cited as "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates And Regulations Bylaw No. 1591, 2010";

AND WHEREAS the Board of the Regional District of Nanaimo wishes to update user rates;

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

1. Amendments

"Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591, 2010" is amended as follows:

- (a) By deleting Schedule 'A' and replacing it with the Schedule 'A' attached to and forming part of this bylaw.

2. Citation

This bylaw may be cited as "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.06, 2016".

Introduced and read three times this ___ day of _____, 2016.

Adopted this ___ day of _____, 2016.

CHAIRPERSON

CORPORATE OFFICER

Schedule 'A' to accompany "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591.06, 2016".

Chairperson

Corporate Officer

SCHEDULE 'A'

BYLAW NO. 1591

User Fees associated with Collection of Garbage, Food Waste and Recyclable Materials

The rates in this schedule apply to the jurisdictions as outlined in the body of this bylaw.

Service Area	Prompt Payment Rate (rates rounded for convenience)	Payment after Due Date	Other Charges
Electoral Areas ⁽¹⁾	\$125.15	\$139.05	
City of Parksville ⁽¹⁾	\$125.15	\$139.05	
District of Lantzville ⁽¹⁾	\$125.15	\$139.05	
Town of Qualicum Beach ⁽²⁾	\$82.50	\$91.67	
Recycling Only ⁽³⁾	\$23.20	\$25.75	
Tags for set out of additional Garbage Containers	-	-	\$3.00 per garbage container
Green Bin food waste containers			\$26.00 each

Explanation of Service Level Container Limits included in Basic Rate

(1) Service Level Basic Rates Container Limits =

The basic rate will include up to one container of Residential Garbage per collection period (one container per two weeks), one container of Residential Food Waste per collection period (one container per week), and unlimited Recyclable Materials per collection period.

(2) Service Level Basic Rates Recycling and Food Waste Collection for Town of Qualicum Beach =

The basic rate will include up to one container of Residential Food Waste per collection period (one container per week), and unlimited Recyclable Materials per collection period.

(3) Service Level Basic Rates Recycling Only Collection =

The basic rate includes unlimited Recyclable Materials only per collection period.

TO: Larry Gardner
Manager Solid Waste

DATE: February 23, 2016

FROM: Maggie Warren
Superintendent Scale & Transfer Service

MEETING: SWMSC – March 10, 2016

FILE: 5360-00

SUBJECT: Solid Waste Management Regulation Bylaw No. 1531.06

RECOMMENDATIONS

1. That “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.06, 2016” be introduced and read three times.
2. That “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.06, 2016” be adopted.

PURPOSE

To introduce a Bylaw to amend “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.05, 2014” regarding tipping fees on a few specific waste types and to revise some of the conditions of facility use. The proposed amendment Bylaw is appended to this report.

BACKGROUND

The Regional District of Nanaimo (RDN) provides sustainable solid waste management services to residents and businesses region-wide. The Regional Landfill on Cedar Road in south Nanaimo and the Church Road Transfer Station near Parksville will process approximately 47,000 tonnes of municipal solid waste and 9,500 tonnes of recyclables material in 2016. These two facilities are financed primarily through user fees that will generate an estimated \$7 million in revenue this year.

Prior to 2014 the amount of municipal solid waste processed at RDN facilities had declined due primarily to waste diversion policies and programs. Fee increases were required to adequately fund operating and capital requirements. Effective January 1, 2014 the solid waste management facilities tipping fee increased from \$120 to \$125 per tonne. Subsequently two local commercial waste haulers began shipping waste out of the region which further reduced the anticipated tonnage and related revenue.

Throughout 2014 and 2015, solid waste staff have focused on identifying areas to reduce costs and improve efficiency without an increase to tipping fees. The review of the landfill operation also determined that tipping fees for a number of waste types is insufficient to offset the costs of handling and disposing of this material. Specifically, the problematic waste materials include asbestos, mattresses and hide-a-beds; and prohibited waste that contains ozone depleting substance (ODS) as coolant in air conditioning and refrigeration units.

Recently, the RDN has received requests to dispose of non-compostable invasive plants and, at the Church Road Transfer Station (CRTS), deer carcasses. Acceptance of these materials requires amendments to Bylaw No. 1531.

DISCUSSION

Prohibited and Problematic Waste

Prohibited and problematic waste arriving at the RDN solid waste facilities pose challenges for handling and disposal. Bulky waste, such as mattresses, hide-a-beds and asbestos are considered problematic because they do not compact efficiently and require additional airspace in the landfill. Effective compaction of the solid waste is critical as it results higher densities maximizing air space, less differential settlement, reduced leachate, less cover material, limits vectors, limits fires, controls run off and run on, and reduces post-closure care implications.

Prohibited Waste

Prohibited wastes are listed in Schedule ‘C’ of the RDN solid waste management regulation Bylaw No. 1531. They include appliances that contain ozone depleting substances, such as chlorofluorocarbons (CFCs). CFCs, are used as a coolant in air conditioning and refrigeration (fridges, freezers and coolers). The Environmental Management Act requires that the ODS contained within these appliances be captured for disposal prior to the appliance being sent for metal salvage.

The RDN solid waste facilities accept fridges, freezers, coolers and air conditioners for recycling. These appliances are separated from other scrap metal and shipped to third party recyclers for ODS draining and then scrap metal salvage. The landfill ships approximately 725 fridges and freezers a year and the transfer station ships approximately 275 units per year for a total of approximately 1,000 units.

In order to ensure ODS is not released, the facilities designate an area for customers to unload the ODS containing appliances and staff reload them into bins for transfer to the recycling facility. This requires additional space at the facilities and careful handling by solid waste staff to ensure no ODS escapes while loading these appliances into a transfer bin. The current disposal charge at the solid waste facilities is \$6 for scrap metal up to 500 kg which could include multiple appliances or other scrap metal items. The RDN does not receive any scrap revenue for the appliances, and there is no charge to the RDN for the removal or disposal of the captured ODS.

Table 1 shows recycling costs for ODS containing appliances at regional facilities on Vancouver Island and a commercial scrap metal processor.

Table 1: 2015 Recycling costs of ODS containing appliances at locations on Vancouver Island

Facility	Fee	Surcharge	Total recycling cost
RDN – Regional Landfill & CRTS	\$6	\$0	\$6
CRD - Hartland Landfill	\$6	\$20	\$26
CVRD – Bings Creek transfer station	First unit free	\$15	Free (First unit)
Schnitzer Steel	\$15	\$0	\$15
CVRD – Comox Valley waste facility	\$15	\$0	\$15

Fees based on 2015 tipping fees.

An RDN surcharge of \$15 per unit would offset RDN handling costs, and increase revenue at the solid waste facilities by approximately \$15,000 per year.

Problematic Waste

Mattresses

Bulky items like mattresses and hide-a-beds require special handling for disposal. They are not compactable, resulting in poor waste density and higher air space consumption. Additional time and effort is required for disposal. Hide-a-beds must be broken apart so that metal frames can be recycled. Mattresses are not compactable and enter the landfill virtually unchanged in size and shape, and are very difficult to incorporate into the landfill. During the landfilling process the mattress and springs can get wrapped around the driveshaft of the equipment and cause damage and down time of equipment.

Table 2 shows the fee by facility for accepting mattresses at locations on Vancouver Island.

Table 2: Facility charges for mattresses on Vancouver Island

Facility	Fee	Surcharge
RDN – Regional Landfill & CRTS	\$6 for up to 50 kg	\$0
CRD - Hartland Landfill	\$107/tonne	\$10 transfer fee to recycling
CVRD - Bings Creek Transfer Station	\$5 for up to 25 kg	\$10 contamination charge may be applied per mattress
CVRD - Comox Valley Waste Facility	\$120/tonne	\$0

Fees based on 2015 tipping fees.

RDN costs can be offset with a surcharge of \$10 for approximately 5500 mattresses disposed per year will increase revenue approximately \$55,000. Currently there is no mattress recycling facility in the RDN, therefore, all mattresses received are landfilled. This surcharge has the potential to be the catalyst for mattress recycling in the region.

Asbestos

Waste asbestos, as described in RDN Bylaw No. 1531 and authorized by the *Hazardous Waste Regulation*, is accepted for disposal at the regional landfill. Disposal practices are closely regulated to ensure staff and the public are not exposed to asbestos dust. To minimize the risk of exposure, it is necessary for the material to be isolated from other refuse, packaged or treated to eliminate release to the air and disposed of carefully to ensure workers are not exposed to airborne fibres either at the time of disposal or later as a result of contamination of landfill equipment or disturbance of buried asbestos.

Asbestos disposal requires special handling by landfill staff, including: scheduling disposal appointments, completing manifests, preparing the disposal area with sufficient cover material, staff for monitoring disposal, as well as staff and heavy equipment for the burial of this hazardous waste. Due to the hazardous nature and bulky packaging of the asbestos, the compaction rate is very low for this waste. The disposal area for asbestos waste requires approximately 4 to 6 times greater volume of airspace than garbage. Furthermore, the operational cost (staff, equipment, training, decontamination, etc.) is 3 times that of managing garbage. Based on the value of the airspace consumed and cost to manage the asbestos, the RDN cost for asbestos disposal is approximately \$475/tonne.

Table 3 shows the tonne rate for asbestos disposal on Vancouver Island. There are currently two facilities on Vancouver Island receiving asbestos waste for disposal, Hartland Landfill in the Capital

Regional District (CRD) and the RDN’s Regional Landfill. The CRD acknowledges similar cost and space demands of managing asbestos waste as the RDN, and are currently reviewing their asbestos disposal rate with the likelihood of a significant increase. Conversations with CRD staff suggest they are valuing asbestos disposal at \$400/tonne.

Table 3: Asbestos Waste disposal rates on Vancouver Island

Facility	Rate	Out of District Rate
CRD - Hartland Landfill	\$152/tonne	\$302/tonne
RDN - Regional Landfill	\$250/tonne Minimum chg \$20	\$300/tonne Minimum chg \$20

In 2014, the Regional Landfill disposed 518 tonnes of asbestos waste in 2014 and 870 tonnes in 2015, an increase of 40%. There are several factors related to the increase in volume. There is greater community awareness that certain home renovation wastes may contain asbestos; demolition work requires a hazardous materials survey which will identify asbestos and require proper handling and disposal. Recently, the greatest influence has been the WorkSafe concerns with the potential for asbestos in drywall mud and, consequently, drywall recyclers being more stringent on their acceptance procedures. Unless the drywall is post 1990 or tested and confirmed to be asbestos free, the material is handled as asbestos waste.

The rising volume and low compaction of asbestos waste requires much greater airspace per tonne than regular waste. Staff recommends doubling the current asbestos fee to \$500 and the out of district rate to \$600. The increased revenue would be in line with the value of the airspace used for garbage and the cost of processing the waste.

If the tonne rates are doubled in 2016 and the tonnage remains the same, the revenue would increase to \$430,000. However, increased rates are also likely to result in higher level of screening/testing so that non-asbestos material is not handled as “asbestos waste” and a greater amount, particularly the drywall, is recycled. It is difficult to predict to what extent this would reduce the asbestos waste and associated revenue. Table 4 shows the asbestos tonnage for both in district and out of district asbestos at the current rates of \$250 and \$300 per tonne respectively for 2015 and applies these tonnages to the proposed 2016 rates.

Table 4: Tonnage and Related Revenue for Regional Landfill

2015			2016		
Rate/tonne	Tonnage	Revenue	Rate/tonne	Tonnage	Revenue
In District \$250	534	\$114,000	In District \$500	534	\$228,000
Out of District \$300	336	\$101,000	Out of District \$600	336	\$202,000
Total	870	\$215,000	Total	870	\$430,000

Controlled Wastes

1. Invasive Plant Species Disposal

Landfilling of certain types of wastes create potential health and safety concerns for staff or environmental concerns beyond those expected from regular household refuse and are managed as Controlled Waste at the Regional Landfill. Controlled waste includes regional invasive plant species and other plants or food identified by the Canadian Food Inspection Agency and is subject to special handling for disposal to ensure the waste is buried and appropriate cover material is applied.

The Cowichan Valley Regional District (CVRD) has requested the disposal of several non-compostable invasive plant species at the Regional Landfill. Several invasive plant species such as giant hogweed, spurge laurel and knotweed are not suitable for disposal through composting due to their risk to human health or their exceptional resilience. The CVRD waste export to the USA does not include these invasive plant species. The CVRD will collect the invasive plants at their Recycling Centres and provide transport to the Regional Landfill. The Regional Landfill has the capacity to accept these invasive plant species. It is proposed that Bylaw 1531 be amended to allow disposal of these plants as controlled waste at the Regional Landfill.

Deer Carcass Disposal

The RDN accepts dead animals at the Regional Landfill as Controlled Waste. Special handling includes extra excavation for placement of the carcass(es) and additional cover material to ensure birds and other vectors do not have access to this waste. The Church Road Transfer Station (CRTS) does not accept animal carcasses for transfer to the Regional Landfill however the City of Parksville has requested consideration for delivery of deer carcasses to CRTS, see Appendix 2.

Deer carcass disposal in the past, for City of Parksville staff, has been on Island Timberlands property. Recent access to Island Timberlands property during logging operations has created hazardous conditions for carcass disposal for City of Parksville staff. The RDN is willing to work with the City of Parksville and Town of Qualicum Beach to provide deer disposal access for their staff at the CRTS.

CRTS staff will make special disposal arrangements with the Town of Qualicum Beach and the City of Parksville for timely and appropriate disposal of carcasses as Controlled Waste at the CRTS. Further to this request the RDN, under Bylaw 1531, will allow deer carcasses from other government agencies, such as the City of Parksville and the Town of Qualicum Beach, to be accepted at the CRTS at the discretion of the General Manager.

Additional Bylaw Amendments

The following additional Bylaw amendments are recommended:

2.0 CONDITIONS OF USE

Remove Clause 2.4 which states:

1.4 Compactor bins of 19m³ and larger from the geographical area of School District No. 69 will not be accepted at the Church Road Transfer Station but will be accepted at the Regional Landfill at a reduced rate.

The provision for compactor bins originating in District 69 to be charged at a reduced tonne rate when hauling to the Regional Landfill originated due to the transfer station's inability to manage these wet loads. In 2010 the CRTS was expanded to accept residential and commercial food waste loads with the capability to wash down the tipping floor, treat the waste water and recirculate as wash down water. The compactor bins previously diverted to the Regional Landfill are now accepted at the CRTS. This rate has not been applied in the past five years and the removal of this part is strictly for purposes of housekeeping.

Remove Clause 2.17 which states:

2.17 No person shall deposit Municipal Solid Waste other than at a Solid Waste Management Facility or Licensed Facility. The bylaw that deals with Waste Stream Licensing (i.e. Bylaw 1386 - Regulate the Management of Municipal Solid Waste and Recyclable Material) sets out a very similar prohibition as follows:

6.2 Prohibition. No responsible person shall deliver, deposit, store, or abandon, cause or allow to be delivered, deposited, stored or abandoned, municipal solid waste or recyclable material on or within any lands or improvements except a facility that holds a valid and subsisting facility license within the area of the Regional District of Nanaimo unless the municipal solid waste or recyclable material:

*a) is placed in a receptacle for scheduled curbside collection by a hauler or a local government, or
b) is taken to a facility outside the boundaries of the Regional District of Nanaimo that complies with all applicable enactments, including without limitation, land use bylaws.*

Regional District's authority for this type of provision comes from the *Environmental Management Act* and bylaws taking advantage of the authority must also be approved by the Minister of the Environment. Removing clause 2.17 avoids the additional step of have ministerial approval of the bylaw and the requirement is only a duplication of a prohibition which already exists.

4.0 VIOLATIONS AND PENALTIES

Add Clause 4.4:

Any waste received in contravention of the bylaw or instructions provided by the RDN at the solid waste facilities may be subject to a cost recovery fee for contamination cleanup or proper disposal.

This provision allows the RDN to recover any additional costs related to the cleanup of prohibited materials that may result in spill management, fire control or the removal from the facility as hazardous waste.

SCHEDULE 'C' "PROHIBITED WASTE"

Add to the list of prohibited wastes 2. Church Road Transfer Station:

Burnt Demolition Waste

The waste transfer system requires top loading materials from the tipping floor into transfer trailers for hauling to the Regional Landfill. Material from a demolition of a burnt structure, commercial or residential, is not compatible with the current transfer system and could result in damage to transfer trailers. Any damage to equipment will disrupt the efficient operation of the CRTS as it requires the availability of processing, loading and transfer equipment. This prohibition only targets large dump truck size loads of demolition waste.

Bulk Loads of Demolition Waste

It is proposed that loads equivalent to that of a single axle dump truck (i.e. 5 m³) or larger of demolition waste not be accepted at the CRTS but will be accepted at the Regional Landfill. There is a higher risk of

damage to the transfer trailer due to the bulky nature of demolition waste. Furthermore, there is obvious inefficiency in depositing large loads at the transfer station only to be reloaded again for transport to the Regional Landfill.

ALTERNATIVES

1. Adopt Solid Waste Management Regulation Rates Amendment Bylaw No. 1531.06 as presented.
2. Do not amend the Bylaw.
3. Amend only portions of the Bylaw as directed by the Board.

FINANCIAL IMPLICATIONS

Alternative 1 proposes to recover costs associated with several specific waste types. The increases will help promote diversion and will also increase revenue. These increases could generate nearly \$500,000 in operating revenues annually. Increased revenues will continue supporting operations and reduce borrowing to fund long term capital plan projects as well as avoiding greater future reliance on taxation.

Alternative 2 continues with the status quo which leaves tipping fees at current rates.

Alternative 3 proposes to amend only portions of the Bylaw as directed by the Board. Increases in revenue, changes to materials acceptance and amendments to conditions of solid waste facility use will vary based on the recommendations that receive Board approval.

STRATEGIC PLAN IMPLICATIONS

Changes to tipping fee rates as discussed in this report are consistent with the “user pay” recovery of operating costs, are still at such a level that promotes waste reduction, and therefore, are consistent with the current Solid Waste Management Plan.

CITIZENS/PUBLIC RELATIONS IMPLICATIONS

Once approved, communications will be prepared to advise all customers of the fee increase or applicable surcharges, including letters to account holders, signage at solid waste facilities, flyers, advertisements and information on the RDN web page.

SUMMARY/CONCLUSIONS

Prohibited waste includes appliances that contain chlorofluorocarbons (CFCs). CFCs, the most widely used Ozone Depleting Substance (ODS), are used as a coolant in air conditioning and refrigeration (fridges, freezers and coolers). A surcharge per unit for additional handling and load preparation for transfer to the recycler is in line with other Vancouver Island disposal and recycling facilities.

Prohibited, bulky and problematic waste arriving at the RDN solid waste facilities pose challenges for handling and disposal. Compacting solid waste to achieve higher densities will allow greater capacity for waste placement. Bulky waste, such as mattresses, hide-a-beds and asbestos are considered problematic because of their poor compaction potential which leads to additional time and effort required for disposal and additional airspace in the landfill. Asbestos is a hazardous waste and requires special handling and immediate burial in a dedicated area. A surcharge for mattresses and hide-a-beds,

and an increased rate for asbestos waste, provides revenue to offset additional handling and loss of air space.

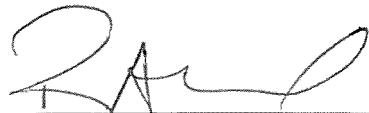
Additional out of district controlled waste disposal at the Regional Landfill for invasive plant species is requested by the CVRD. The Regional Landfill has the capacity to accept the out of district request for invasive plant species as Controlled Waste from the CVRD. Also to assist the Town of Qualicum Beach and City of Parksville, the RDN transfer facility will accept deer carcasses for disposal as Controlled Waste for transfer to the Regional Landfill at the discretion of the General Manager. Provisions are proposed for cost recovery for correcting when waste is disposed in contravention of the Bylaw. There is also a couple of minor housekeeping amendments proposed. The proposed amendment Bylaw is appended to this report; the consolidate amendments summarized in Table 5.

Table 5: Proposed Consolidate Amendment

Item	Current	Proposed
ODS Appliance	\$55/tonne; (min. \$6)	\$55/tonne + \$15/unit
Mattresses & Hide-a-beds	\$125/tonne; (min. \$6)	\$125/tonne + \$10/unit
Asbestos Waste	\$250/tonne; (min. \$20) In-district \$300/tonne; (min. \$20) Out of district	\$500/tonne; (min. \$30) In-district \$600/tonne; (min. \$30) Out of district
Invasive Plant Disposal	Out of district not accepted.	Accepted from CVRD at controlled waste rate of \$300/tonne
Animal Carcasses	Not accepted at Church Road Transfer Station (CRTS)	Accepted at CRTS from government subject to approval of General Manager
House Keeping	1) Reduced rate for compactor bins at CRTS; 2) Deposit of waste at licensed facility;	Provisions deleted.
Cost Recovery	No provision for cost recovery for cleanup of spills/improper disposal.	Provision for cost recovery by the RDN.
Prohibited Materials at CRTS	No restriction on burnt demolition waste or large loads of demolition waste at CRTS.	Restricting burnt or large loads of demolition waste so they are hauled directly to the landfill.

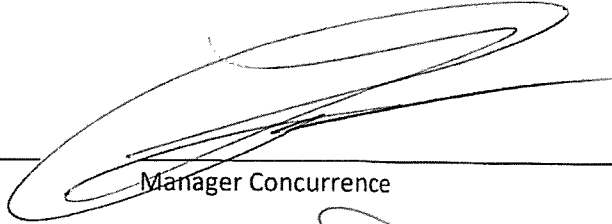
M. Wanner

Report Writer



General Manager Concurrence

Manager Concurrence




CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1531.06

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO
SOLID WASTE MANAGEMENT REGULATION BYLAW 1531**

WHEREAS the "Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.05, 2013" provided for the regulation of Solid Waste Management Facilities within the Regional District of Nanaimo;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to amend the conditions of use; violations and penalties; and schedules established by Bylaw No. 1531;

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

1. "Regional District of Nanaimo Solid Waste Management Regulatory Bylaw No. 1531, 2013 is amended as follows:
 - 1.1 Section 2.0, Conditions of Use, Clause 2.4 "Compactor bins of 19 cum and larger from the geographical area of School District No. 69 will not be accepted at the Church Road Transfer Station but will be accepted at the Regional Landfill at a reduced rate." is deleted.
 - 1.2 Section 2.0, Conditions of Use, Clause 2.17 "No person shall deposit Municipal Solid Waste other than at a Solid Waste Management Facility or Licensed Facility." is deleted.
 - 1.3 Section 4.0 Violations and Penalties, Addition of Clause 4.4 "Any waste received in contravention of the bylaw or instructions provided by the RDN at the solid waste facilities may be subject to a cost recovery fee for contamination cleanup or proper disposal."
 - 1.4 Schedule 'A' of Bylaw No. 1531 is hereby repealed and replaced with Schedule 'A' attached to this bylaw.
 - 1.5 Schedule 'C' of Bylaw No. 1531 is hereby repealed and replaced with Schedule 'C' attached to this bylaw.
 - 1.6 Schedule 'D' of Bylaw No. 1531 is hereby repealed and replaced with Schedule 'D' attached to this bylaw.
2. This bylaw may be cited as "Regional District of Nanaimo Solid Waste Management Regulation Amendment Bylaw No. 1531.06, 2016."

Introduced and read three times this ___ day of _____, 2016.

Adopted this ___ day of _____, 2016.

CHAIRPERSON

CORPORATE OFFICE

Chairperson

Corporate Officer

Schedule 'A'

Charges and Procedures for use of Solid Waste Management Facilities effective April 1, 2016.

1.	Solid Waste, excluding Controlled Waste	Flat Rate	51 kg or greater
a.	Municipal solid waste, construction/demolition waste, roofing waste (asphalt/tar/gravel), medical facility waste, or material recovery facility waste	\$6.00/0-50kg	\$125.00/tonne
b.	Municipal solid waste (containing recyclables) with offence	\$6.00/0-50kg	\$250.00/tonne
c.	Construction/Demolition waste (containing recyclables) with offence	\$6.00/0-50kg	\$360.00
d.	Weighing service	\$20.00 flat rate	
e.	Surcharge for improperly covered or secured loads	\$20.00 flat rate	
f.	Surcharge for mattresses and hide-a-beds	\$10.00 flat rate	

2.	Recyclables	Flat Rate	51 kg or greater
a.	Organic waste	\$6.00/0-50kg	\$110.00/tonne
b.	Organic waste (containing mixed solid waste or recyclables) with offence	\$6.00/0-50kg	\$250.00/tonne
c.	Garden waste	\$6.00/0-100kg	\$55.00/tonne
d.	Wood waste including wood roofing	\$6.00/0-50kg	\$250.00/tonne
e.	Gypsum (Church Road Transfer Station only)	\$6.00/0-50kg	\$250.00/tonne
f.	Metal recycling, metal appliances with ODS (ozone depleting substance)	\$6.00/0-500kg	\$55.00/tonne
g.	Corrugated cardboard	\$6.00/0-50kg	\$55.00/tonne
h.	Miscellaneous recyclables including: household plastics, metal food and beverage containers, vehicle batteries and oil filters	\$6.00 flat rate	
i.	Surcharge for ODS containing appliances	\$15.00 flat rate	

3.	Controlled Waste	Flat Rate	51 kg or greater
a.	Contaminated soil, grit and screenings and bio-solids	\$6.00/0-50 kg	\$125.00/tonne
b.	Controlled waste (misc.) including large dead animals	\$6.00/0-50 kg	\$250.00/tonne
c.	Food processing waste and treatment works		\$250.00/tonne
d.	Steel cable		\$500.00/tonne
e.	Asbestos waste	\$30.00/0-50 kg	\$500.00/tonne

Chairperson

Corporate Officer

4. Any load containing Prohibited Waste will be charged all costs associated with any special handling or removal of the Prohibited Waste in addition to the volume rates above.
5. Where the charge is based on weight, it shall be based on the difference in weight between loaded weight and the empty weight of the vehicle.
6. In the event that the scales provided are not operational, weight shall be estimated by the Scale Clerk employed by the Regional District of Nanaimo.
7. All charges payable under this bylaw shall be paid prior to leaving the site.
8. Surcharges are in addition to the per tonne rate posted for the material type.

Chairperson

Corporate Officer

Schedule 'C'

"Prohibited Waste"

The following gaseous liquids and municipal solid wastes are not acceptable for disposal at a Solid Waste Management Facility and include, but are not limited to:

1. At the Regional Landfill:
 - (i) Biomedical Waste;
 - (ii) Commercial Organic Waste;
 - (iii) Concrete or asphalt pieces, or rocks greater than 0.03m³ or 70 kg;
 - (iv) Corrugated Cardboard;
 - (v) Drums;
 - (vi) Garden Waste;
 - (vii) Gypsum;
 - (viii) Hazardous Waste;
 - (ix) Household Plastic Containers;
 - (x) Ignitable Wastes;
 - (xi) Land Clearing Waste;
 - (xii) Liquids, except as permitted herein;
 - (xiii) Metal;
 - (xiv) Motor vehicle bodies and farm implements;
 - (xv) Municipal Solid Waste that is on fire or smouldering;
 - (xvi) Radioactive Waste;
 - (xvii) Reactive Wastes;
 - (xviii) Recyclable Paper;
 - (xix) Stewardship Materials;
 - (xx) Special waste, as defined in the *Special Waste Regulation* (British Columbia) except asbestos ;
 - (xxi) Tires;

Chairperson

Corporate Officer

(xxii) Wood Waste

2. At Church Road Transfer Station:

- (i) Biomedical Waste;
- (ii) Bulk loads of Demolition Waste 5m³ or greater
- (iii) Burnt Demolition Waste;
- (iv) Commercial Organic Waste;
- (v) Concrete or asphalt pieces, or rocks greater than 0.03m³ or 70 kg;
- (vi) Controlled Waste; except as animal carcasses by a government agency with written authorization from the General Manager;
- (vii) Corrugated Cardboard;
- (vi) Garden Waste;
- (vii) Gypsum;
- (viii) Hazardous Waste;
- (ix) Household Plastic Containers;
- (x) Ignitable Wastes;
- (xi) Land Clearing Waste;
- (xii) Liquids, except as permitted herein;
- (xiii) Metal;
- (xiv) Motor vehicle bodies and farm implements;
- (xv) Municipal Solid Waste that is on fire or smouldering;
- (xvi) Radioactive Waste;
- (xvii) Reactive Wastes;
- (xviii) Recyclable Paper;
- (xix) Special waste, as defined in the *Special Waste Regulation* (British Columbia) except asbestos;
- (xx) Stewardship Materials;
- (xxi) Tires;
- (xxii) Wood Waste.

Chairperson

Corporate Officer

Schedule 'D'

The charges for disposing of Controlled Waste, which originates from the Cowichan Valley Regional District, at the Regional Landfill effective April 1, 2016, are:

1.	Controlled waste originating Cowichan Valley RD	Flat rate	51 kg or greater
a.	Waste asbestos	\$30.00/0-50 kg	\$600.00/tonne
b.	Large dead animals	\$20.00/0-50 kg	\$300.00/tonne
c.	Invasive plant species	\$20.00/0-50 kg	\$300.00/tonne



**REGIONAL
DISTRICT
OF NANAIMO**

RDN REPORT	
CAO APPROVAL	
EAP	
COW	
MAR 15 2016	
RHD	
BOARD	✓

STAFF REPORT

TO: Mike Donnelly
Manager, Water & Utility Services

DATE: Revised Feb/March 2016

FROM: Julie Pisani
DWWP Coordinator,
Water & Utility Services

MEETING: CoW - February 9, 2016

FILE: 5600-07

SUBJECT: Region-Wide Watering Restrictions Framework

RECOMMENDATIONS

1. That the Board support the adoption of the proposed region-wide standard watering restrictions framework in the major water service areas in our region; and
2. That “Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.02, 2016” be introduced and read three times.
3. That “Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.02, 2016” be adopted.

PURPOSE

To align the watering restrictions framework for the major water service areas in the region, so as to minimize confusion, improve implementation and increase clarity for the public.

BACKGROUND

In September 2015 the Board directed staff to work with member municipalities and other water purveyors to review standardized regional drought communication protocols and water restrictions policies in an effort to streamline communications to the public.

The major water service areas in our region are as follows:

- Deep Bay Improvement District
- Bowser Waterworks
- Qualicum Bay Horne Lake Waterworks
- Town of Qualicum Beach
- City of Parksville
- RDN Water Service Areas (8 in total)
- EPCOR French Creek
- District of Lantzville
- City of Nanaimo
- Southwest Extension Waterworks District
- North Cedar Improvement District

Each water purveyor has historically had their own individual watering restriction framework implemented in their service area. The different restriction standards were based on the operational differences between systems.

However, in the summer of 2015, when drought conditions began impacting some water supplies in our region, communication became difficult because the “Levels” or “Stages” were defined differently in each service area creating confusion for some residents.

Other regions in BC have streamlined their water restrictions framework to assist with communication. Examples are the Cowichan Valley Regional District, Sunshine Coast Regional District and Metro Vancouver.

To review possibilities for standardized watering restriction definitions in our region, staff from the major water purveyors listed above met three times to discuss needs, challenges and opportunities for alignment. The goal: to have all major water purveyors adopt the same framework for watering restrictions. In other words, Stage 1, 2, 3, 4 would mean the same thing across the region. To reach this agreement it was acknowledged that not all water systems need to be at the same Stage at the same time, as long as the Stages are defined consistently. This approach recognizes that different systems will have different supply concerns due to the varying water sources, yet it allows for consistency in the Stage definitions to aid in communication.

Providing one webpage that all residents can go to in order to find information on what restriction stage is in effect for their community system was universally acknowledged as an important communication tool. The RDN, through its regional Drinking Water and Watershed Protection (DWWP) function, is well positioned to host a webpage of this nature. It will be map-based so residents can easily determine what water service area they are in. Their area will be colour-coded and interactive, displaying information on watering restrictions. Properties outside of water service areas will be clearly marked as having “no restrictions” as private wells are not subject to watering restrictions that come into effect for customers of community water systems.

In addition to web-based mediums, radio, print, social media and face-to-face approaches will assist with relaying information about the new standardized framework to water customers. Communication protocols will ensure a collaborative, clear approach to communication is maintained.

This alignment of watering restrictions policies will help avoid confusion among residents, and assist staff in communicating to customers. Water restrictions are an important tool to curb water usage when water supplies are stressed by dry summer conditions (see Figure 1). Highlights from the new framework include:

- Stage 1 provides flexibility for less-stressed systems to still participate in the framework.
- Stage 2 limits use in an easy to understand and operationally sound way.
- Stage 3 requests further voluntary reductions prior to implementing a ban, enabling residents to choose where they cut back, and providing an opportunity to defer a comprehensive ban.
- Stage 4 bans non-essential water use – particularly automated sprinkling, vehicle washing and outdoor surface washing – when supplies are stressed and voluntary reductions beyond Stage 2 are not sufficiently decreasing demand.

Vegetable watering is exempt from all restrictions. Drip irrigation and hand-watering are also exempt from the Stage 4 ban, but restricted to permitted times.

Exemptions for commercial enterprises which require water to facilitate normal business, essential municipal infrastructure (i.e. select playing fields), nurseries and tree farms are also included in the proposed framework, to minimize economic impact while ensuring water supplies are conserved (See Figure 2).

This standard framework for watering restrictions was arrived at through consensus with all major water purveyors in our region. If adopted, water use regulation bylaws will need to be updated in each jurisdiction. The bylaw pertaining to RDN Water Service Areas is Water Use Regulations Bylaw 1654; the proposed amendment is attached as Bylaw No. 1654.02, 2016.

ALTERNATIVES

1. That the Board support the proposed region-wide watering restrictions framework, and, that Bylaw Amendment No. 1654.02 be adopted.
2. That the Board provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The regional webpage for water restrictions information will be funded via the regional DWWP program and is estimated to cost \$3,000.

STRATEGIC PLAN IMPLICATIONS

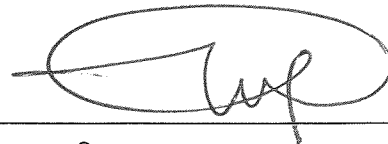
This region-wide approach to defining watering restrictions is aligned with the Board strategic policy of Regional Collaboration. It is consistent with strategic action of strengthening the working relationships between municipalities and electoral areas in the RDN and increasing operational effectiveness through cooperation. It also aligns with the strategic goal to improve water conservation and efficiency, as well as improving communications to residents.

SUMMARY/CONCLUSIONS

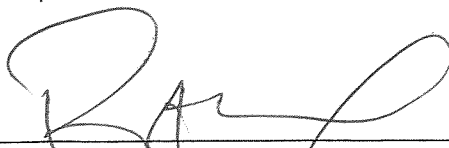
Water service delivery and regional communications during the dry months will be improved and strengthened by streamlining the watering restrictions framework for water purveyors across the region. Adopting the proposed standard framework, which was arrived at by consensus between all major purveyors, will promote regional collaboration and result in operational efficiency gains and enhanced clarity for residents.



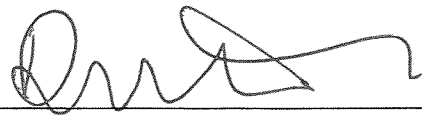
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

FIGURE 1: Table of Watering Restriction Stages

STAGE		1	2	3	4
WHEN	RDN Effective Date* (other water purveyors set effective dates at their own discretion)	April and October	May, June, July, August, September	<i>Voluntary Reductions on top of Stage 2 – implemented as required, prior to enforced lawn watering ban</i>	As Required
	Sprinkling Times	Between 7 PM – 7 AM	Between 7-10 AM <u>OR</u> 7-10 PM for a MAX of 2 HOURS		SPRINKLING BAN: LAWN WATERING NOT PERMITTED
	Frequency	Any Day	Every Other Day Even# Houses – Even Days Odd # Houses – Odd days		
HOW	Pop-Up Spray, Rotors and Sprinklers	Only during permitted times	Only during permitted times		NOT PERMITTED
	Hand-Watering** (trees, shrubs, vegetables)	ANYTIME			ONLY BETWEEN 7-10 AM or PM
	Micro / Drip** Irrigation	ANYTIME			
WHAT	Watering Lawns	Permitted during sprinkling times	Permitted during sprinkling times/ days		NOT PERMITTED
	Watering Ornamental Shrubs, Flowers and Trees	Permitted during sprinkling times	Permitted during sprinkling times/days		ONLY WITH DRIP or HAND WATERING
	Watering Vegetable Gardens or Fruit Trees	ANYTIME			ANYTIME
	Washing Vehicles, Boats, Houses	ONLY WITH HOSE WITH SHUT OFF DEVICE	ONLY WITH HOSE WITH SHUT OFF DEVICE		NOT PERMITTED Only exception is for safety
	Washing Sidewalks or Driveways	ANYTIME (advised to use a broom)	ANYTIME (advised to use a broom)	Only prior to application of paint, preservative, stucco or sealant	
	Filling Fountains, Pools or Hot Tubs	ANYTIME	ANYTIME	NOT PERMITTED	
	New Lawn Permits	Can apply for permit	Can apply for permit	NO PERMITS ISSUED	

FIGURE 2: Quick Reference

Concept:

That all water purveyors in the Regional District of Nanaimo adopt consistently defined water restrictions stages, to minimize confusion for residents on community water systems across the region. Includes:

- Deep Bay Improvement District
- Qualicum Bay Home Lake Waterworks
- Bowser Waterworks
- Town of Qualicum Beach
- City of Parksville
- RDN Water Service Areas
- EPCOR
- District of Lantzville
- Southwest Extension Waterworks District
- City of Nanaimo
- North Cedar Improvement District

Key Principles:

- The Stages will be consistently defined, but it is at the discretion of the individual water utility to implement the appropriate stage of restrictions for their system and the effective dates.
* **the effective dates in Fig. 1 pertain to RDN Water Systems only**
- Media communications will be comprehensive to include information on where each Utility in the region is at with regards to restrictions, along with the parameters of each stage. The media roll out will include newspapers, Shaw Cable, radio, and local publications.
- A one-window online hub for watering restrictions across the region will be offered via Team WaterSmart (website hosted by the RDN) and linked to by each water purveyor. It will be map based to show where each water purveyor operates, colour-coded according to current restriction stage, and have roll-over bubbles to give quick facts (name of purveyor, website, number of connections, water source).
- Plan to go to Boards/Councils in February; announce the new standard restrictions to the public in March.

Exemptions for Water Restrictions:

- Nurseries, turf farms, tree farms
- Essential municipal infrastructure i.e. select playing fields
- Car dealerships, car washes
- Other commercial enterprises which require water use to facilitate normal business activities: (e.g. power washing companies, window washing companies etc.)

Note: These exemptions do not apply to North Cedar Improvement District (please see www.ncid.bc.ca for more info) or to the District of Lantzville (please see www.lantzville.ca for more info).

****Definitions:**

- **Micro and Drip Irrigation:**
“Delivers water to the root zone of the plants and uses less than 20 gallons per hour at less than 25 psi.”
- **Hand-watering**
“Delivering water by hose with spring-loaded nozzle shut-off device or hand-held container.”

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1654.02

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO WATER
USE REGULATION BYLAW. NO. 1654, 2012**

WHEREAS the Board of the Regional District of Nanaimo wishes to amend “Regional District of Nanaimo Water Use Regulation Bylaw No. 1654, 2012”;

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 Water Use Regulation Amendment Bylaw No. 1654.02, 2016”.

2. Amendments

“Regional District of Nanaimo Water Use Regulation Bylaw No. 1654, 2012” is amended as follows:

- (1) By amending Section 1, the definition of “Water Rate” shall be replaced with **“Water Rate”** means an amount levied under Schedule ‘A’ of Bylaw No. 1655, cited as “Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1655, 2012”.
- (2) By amending the title of Section 7 from “Water Conservation Levels” to “Watering Restriction Stages”;
- (3) By amending Sections 7(1), 7(2), 7(3), 7(4), 7(5), and 7(8) to change the words “Water Conservation Level” to “Watering Restriction Stage”;
- (4) By amending Section 7(1) to the following: Watering Restriction Stage 1 will automatically be in effect for the months of April and October in any year;
- (5) By amending Section 7(2) to the following: Watering Restriction Stage 2 will automatically be in effect for the months of May, June, July, August, and September in any year;
- (6) By deleting Schedule ‘A’ and replacing it with the Schedule ‘A’ attached to and forming part of this bylaw.

Introduced and read three times this day of , 2016.

Adopted this day of , 2016.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer

SCHEDULE 'A'

1. WATERING RESTRICTION STAGE 1 – Night Watering Only

During the months of April and October, no person shall:

- (a) Use a sprinkler to water a lawn or garden growing on a property except between the hours of 7:00 pm to 7:00 am daily;
- (b) Wash a vehicle, boat, trailer, window or house (siding) except by using a hand-held container or a hose equipped with a shutoff device

2. WATERING RESTRICTION STAGE 2 – Every Other Day Watering

During the months of May, June, July, August, and September, no person shall:

- (a) Use a sprinkler to water a lawn or garden growing on a property with:
 - (i) An even-numbered address except on even-numbered days between the hours of 7:00 am to 10:00 am or 7:00 pm to 10:00 pm, and for no more than 2 hours per day;
 - (ii) An odd-numbered address except on odd-numbered days between the hours of 7:00 am to 10:00 am or 7:00 pm to 10:00 pm, and for no more than 2 hours per day;
 - (iii) An address on Pylades Drive except on even-numbered days between the hours of 7:00 am to 10:00 am or 7:00 pm to 10:00 pm, and for no more than 2 hours per day;
 - (iv) An address on Bissel Road or Ingram Road except on odd-numbered days between the hours of 7:00 am to 10:00 am or 7:00 pm to 10:00 pm, and for no more than 2 hours per day;
 - (v) An odd-numbered address from 1027 to 1117 Surfside Drive, or an odd-numbered address from 927 to 935 McFeely Drive, except on Tuesday, Friday or Sunday between the hours of 7:00 am to 10:00 am or 7:00 pm to 10:00 pm, and for no more than 2 hours per day;
 - (vi) An odd-numbered address from 985 to 1021 Surfside Drive, or an even-numbered address from 982 to 1010 Surfside Drive, except on Monday, Wednesday or Saturday between the hours of 7:00 am to 10:00 am or 7:00 pm to 10:00 pm, and for no more than 2 hours per day;
 - (vii) An odd-numbered address from 965 to 977 Surfside Drive, or an odd-numbered address from 939 to 959 McFeely Drive, or an even-numbered address from 954 to 976 Surfside

Drive, except on Tuesday, Thursday and Sunday between the hours of 7:00 am to 10:00 am or 7:00 pm to 10:00 pm, and for no more than 2 hours per day;

- (b) Wash a vehicle, boat, trailer, window or house (siding) except by using a hand-held container or a hose equipped with a shutoff device;

3. WATERING RESTRICTION STAGE 3 – VOLUNTARY HEIGHTENED WATER USE REDUCTIONS

If the Manager of Water Services gives notice that a reduction in water use is necessary requiring Watering Restriction Stage 3, all persons are encouraged to voluntarily reduce domestic water use in an effort to avoid a comprehensive watering ban.

4. WATERING RESTRICTION STAGE 4 – COMPREHENSIVE WATERING BAN

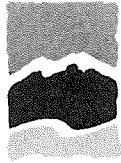
If the Manager of Water Services gives notice that a reduction in water use is necessary requiring Watering Restriction Stage 4, no person shall:

- (a) Water lawns or boulevards at any time including newly seeded or sodded lawns;
- (b) Water flowers, shrubs or ornamental trees except by using a hand-held container or a hose equipped with a shutoff device, and only between the hours of 7:00 am to 10:00 am, or 7:00 pm to 10:00 pm ;
- (c) Wash a vehicle, boat, trailer, window, or house (siding) unless for safety reasons (i.e. boat trailer brakes);
- (d) Wash a sidewalk or driveway unless prior to the application of a product such as paint, preservative, stucco, or preparation of a surface prior to paving;
- (e) Fill a fountain, pool or hot tub;
- (f) Obtain a new lawn watering permit;

5. EXEMPTIONS

- (a) A person who has installed a new lawn, either newly seeded or new sod, may apply to the Regional District of Nanaimo Water Services Department for a permit which will allow the new lawn to be sprinkled outside of permitted days, but within restricted hours. The permit shall be conspicuously displayed at the premises for which it was issued.
- (b) New sod or newly seeded lawn may be sprinkled for 14 days after installation, provided a permit pursuant to Subsection (a) has been issued for the premises at which the new lawn has been installed.
- (c) After expiration of a permit issued under Subsection (a), a person may apply for a may obtain subsequent permits under Subsection (a).
- (d) Permits may not be issued or be valid during Watering Restriction Stage 2, Stage 3 or Stage 4, at the discretion of the Manager of Water Services.
- (e) A person may water new trees and shrubs during installation and for the following 24 hours. Afterwards the watering must comply with Watering Restriction Stages.

- (f) A person may water vegetable gardens or fruit trees at any day and time.
- (g) A person may water flowers, shrubs, and ornamental trees at any day and time in Stage 1, Stage 2, or Stage 3 if using a hand-held container or a hose equipped with a shutoff device;
- (h) A person may use micro-irrigation or drip-irrigation as follows:
 - (i) Any day and any time during Watering Restriction Stage 1, Stage 2 and Stage 3;
 - (ii) Any day during Watering Restriction Stage 4, but only between the hours of 7:00 am to 10:00 am, or 7:00 pm to 10:00 pm;
 - (iii) Micro-irrigation and drip-irrigation consist of water delivered to the root zone of a plant and use less than 20 gallons per hour at less than 25 PSI;
 - (iv) Soaker hoses and weeper hoses are not considered to be micro-irrigation or drip-irrigation;
- (i) Commercial enterprises which require water use to facilitate normal business activities (i.e. power washing companies, window washing companies, car dealerships, car washes, nurseries, turf farms, tree farms, etc.) are exempt from all Watering Restriction Stages;
- (j) Commercial properties may vary hours of use with written permission from the Manager of Water Services. Requests for variations to this regulation must be made annually;
- (k) Public service premises and utilities may vary hours of use as required to accomplish maintenance and upkeep of public installations;
- (l) School and municipal playing fields may vary hours of use as required to accomplish maintenance and upkeep of fields;
- (m) Private wells are not subject to Regional District of Nanaimo watering restrictions.



RDN REPORT		
CAC APPROVAL		<input checked="" type="checkbox"/>
EAP		
COW		
MAR 15 2016		
RHD		
BOARD	<input checked="" type="checkbox"/>	

TO: Dennis Trudeau
Interim Chief Administrative Officer

DATE: March 11, 2016

FROM: Daniel Pearce
A/ Director, Transportation Services

MEETING: BOARD March 22, 2016

FILE: 7130-01

SUBJECT: Appointment of Alternate Emergency Coordinators

RECOMMENDATION

That the Board approve the appointment of Darren Marshall, Curtis Hansen and Brandon Miller as Alternate Emergency Coordinators for the Regional District of Nanaimo (RDN).

PURPOSE

To appoint three Alternate Emergency Coordinators to provide greater assistance to the RDN’s emergency program.

BACKGROUND

The Emergency Coordinator and alternate(s) for the Regional District of Nanaimo are appointed by the Board pursuant to Regional District of Nanaimo Emergency Measures Bylaw No 1416, 2005, which states:

“An Emergency Coordinator and an alternate shall be appointed by the Board to facilitate emergency preparedness, response and recovery measures.”

Additionally, the *Emergency Program Act* defines a Regional District Coordinator as “A person appointed in accordance with a Regional District Emergency Program Bylaw”.

In accordance with the statutory authority and Bylaw No. 1416, a Board appointment is necessary to comply with Provincial and Regional District powers and mandates.

In 2010, the Board appointed two Alternate Emergency Coordinators for the RDN, Bylaw Officers Jack Eubank and Brian Brack. The Board is being asked to appoint three additional Alternate Emergency Coordinators to provide greater assistance to the RDN in delivering an effective emergency program. Darren Marshall, Curtis Hansen and Brandon Miller, work in Transportation Services and are trained in emergency management.

ALTERNATIVES

1. That the Board approve the appointment of Darren Marshall, Curtis Hansen and Brandon Miller as Alternate Emergency Coordinators for the Regional District of Nanaimo.
2. That the Board not appoint additional Alternate Emergency Coordinators.

FINANCIAL IMPLICATIONS

There are no financial implications with appointing an additional three Alternate Emergency Coordinators.

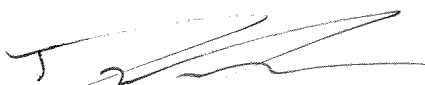
If an Alternate Emergency Coordinator is required to act as Emergency Coordinator during an emergency, the cost of backfilling the position will be claimed from the Province under Disaster Financial Assistance.

STRATEGIC PLAN IMPLICATIONS

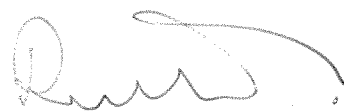
Adding an additional three Alternate Emergency Coordinators aligns with the Board's draft Strategic Plan's Vision to ensure that our region is resilient and adaptable to change.

SUMMARY/CONCLUSIONS

Alternates to the Emergency Coordinator position are a requirement of "*Regional District of Nanaimo Emergency Measures Bylaw No 1416, 2005*" and the *Emergency Program Act*. In order to carry out these duties they must be appointed by the Board. Darren Marshall, Curtis Hansen, and Brandon Miller are trained in emergency management. Staff are recommending that three Alternate Emergency Coordinators be appointed to ensure the availability of a coordinator at all times, in the event of an emergency.



Report Writer



CAO Concurrency