

REGIONAL DISTRICT OF NANAIMO

**REGULAR BOARD MEETING
TUESDAY, APRIL 26, 2016
7:00 PM**

(RDN Board Chambers)

A G E N D A

1. CALL TO ORDER

2. DELEGATIONS

- 11 **Doreen Hampton, Rob Baker**, re Open Burning Concerns in RDN (Electoral Area 'G).
- 12-16 **Rachelle McElroy, Coastal Invasive Species Committee**, re Knotweed and Giant Hogweed public education and control program.

3. BOARD MINUTES

- 17-30 Minutes of the Regular Board meeting held Tuesday, March 22, 2016 (All Directors – One Vote).

That the minutes of the Regular Board meeting held Tuesday, March 22, 2016 be adopted.

4. BUSINESS ARISING FROM THE MINUTES

5. COMMUNICATION/CORRESPONDENCE

(All Directors – One Vote)

- 31-32 **Peter Fassbender, Minister of Community, Sport and Cultural Development and Minister Responsible for Translink**, re Grant for Climate Change Infrastructure Vulnerability Study.
- 33 **Sandra Hobson, Access Oceanside Association**, re Invitation to Sit on Access Oceanside Association.
- 34-59 **Fay Weller, Gabriola Community Bus Foundation**, re Infrastructure Grant Application for GERTIE.
- 60 **Bill and Miriam Rose**, re E&N Dayliner.
- 61-62 **Robin N. Lamprecht, Elizabeth C. Lamprecht**, re Development Variance Permit Application No. PL2016-025 – 1380 Reef Road – Electoral Area 'E'.

6. UNFINISHED BUSINESS

63 **2016 Service Area Tax Requisition Amendment Bylaw** (All Directors – One Vote).

That "Crime Prevention and Community Justice Support Service Amendment Bylaw No. 1479.02, 2016" be adopted.

64-65 **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 adopted.

66 **Regional Parks and Trails Service Area Amendment Bylaw No. 1231.05, 2016** (All Directors – One Vote).

That "Regional Parks and Trails Service Area Amendment Bylaw No. 1231.05, 2016" be adopted.

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

7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE

67-69 Minutes of the Electoral Area Planning Committee meeting held Tuesday, April 12, 2016 (All Directors – One Vote).

That the minutes of the Electoral Area Planning Committee meeting held Tuesday, April 12, 2016 be received for information.

COMMUNICATIONS/CORRESPONDENCE

Helmut Haggemueller, re Development Variance Permit Application No. PL2016-025 – 1380 Reef Road – Electoral Area 'E' (All Directors – One Vote).

That the correspondence from Helmut Haggemueller regarding Development Variance Permit Application No. PL2016-025 – 1380 Reef Road in Electoral Area 'E', be received.

DEVELOPMENT PERMIT

Development Permit Application No. PL2016-024 – 6445 Island Highway West, Electoral Area ‘H’ (Electoral Area Directors, except EA ‘B’ – One Vote).

That Development Permit No. PL2016-024 to permit a garage and master bedroom addition to an existing dwelling unit and to construct a roof addition over an existing entry porch be approved subject to the conditions outlined in Attachments 2 to 4.

Development Permit Application No. PL2016-014 – 6769 Island Highway West, Electoral Area ‘H’ (Electoral Area Directors, except EA ‘B’ – One Vote).

That Development Permit No. PL2016-014 to permit the construction of an addition to an existing dwelling unit be approved subject to the terms and conditions outlined in Attachment 2.

DEVELOPMENT PERMIT WITH VARIANCE

Development Permit with Variance Application No. PL2016-040 – 1125 Spider Lake Road, Electoral Area ‘H’ (Electoral Area Directors, except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Permit with Variance Application No. PL2016-040 – 1125 Spider Lake Road, Electoral Area ‘H’.

That Development Permit with Variance No. PL2016-040 to reduce the watercourse and minimum lot line setback requirements to permit the construction of a detached secondary suite be approved subject to the conditions outlined in Attachments 2 and 3.

DEVELOPMENT VARIANCE PERMIT

Development Variance Permit Application No. PL2016-025 – 1380 Reef Road – Electoral Area ‘E’ (Electoral Area Directors, except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Variance Permit Application No. PL2016-025 – 1380 Reef Road – Electoral Area ‘E’.

That Development Variance Permit No. PL2016-025 to replace and extend the roof of an existing dwelling unit, to legalize the siting of an existing dwelling unit and deck, and to accommodate proposed additions to an existing deck, be approved subject to the conditions outlined in Attachments 2 to 4.

OTHER

Subdivision Application No. PL2015-137 – Request to Accept Park Land Dedication – 1032 Robertson Boulevard, Electoral Area ‘G’ (Electoral Area Directors, except EA ‘B’ – One Vote).

That the request to accept the dedication of park land, as outlined in Attachments 2 and 3, be accepted.

7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE

70-76 Minutes of the Committee of the Whole meeting held Tuesday, April 12, 2016 (All Directors – One Vote).

That the minutes of the Committee of the Whole meeting held Tuesday, April 12, 2016 be received for information.

COMMUNICATION/CORRESPONDENCE

(All Directors – One Vote)

Franz Gigl, Gabriolans Against Freighter Anchorages Society (GAFA), re Meeting with Regional Director Marine Security and Safety (Pacific Region).

That the correspondence from Franz Gigl, Gabriolans Against Freighter Anchorages Society (GAFA), regarding meeting with the Regional Director of Marine Security and Safety (Pacific Region) be received.

Bruce Jolliffe, Chair, Comox Valley Regional District, re Asbestos and Asbestos Containing Material (ACM).

That the correspondence from Bruce Jolliffe, Chair, Comox Valley Regional District, regarding Asbestos and Asbestos Containing Material (ACM) be received.

Lighthouse Community Centre Society, re Request for Building Upgrade Assistance through Community Works Funds.

That the correspondence from Lighthouse Community Centre Society regarding a request for building upgrade assistance through Community Works Funds be received.

Island Corridor Foundation Contribution Agreement.

That the correspondence from Carl Olsen, Ron Lychak, and Ronald Starkie regarding the Island Corridor Foundation Contribution Agreement be received.

RECREATION AND PARKS

PARKS

Regional Parks and Trails Select Committee – Amendment to Terms of Reference (All Directors – One Vote).

That the Terms of Reference for the Regional Parks and Trails Select Committee be amended as provided on Appendix I.

Oakdowne Community Park Adjunct II (Electoral Area ‘H’) – Licence of Occupation Renewal (All Directors – Weighted Vote).

That the Regional District accept the Province of BC’s offer of a 30-year Licence of Occupation for community trail situated on parts of Lots B, H and I, District Lot 89, Newcastle District, and adjacent to Oakdowne Community Park in Electoral Area ‘H’.

Coombs to Parksville E&N Rail Trail – Tender Award and Advance of Construction (All Directors – Weighted Vote).

- 1. That the Regional District issue a Notice of Award to David Stalker Excavating Ltd. for the construction of approximately 7 km of Coombs to Parksville Rail Trail for a total bid price of \$2,692,024 (excluding GST).*
- 2. That staff be directed to conclude associated arrangements with Southern Vancouver Island Railway, the City of Parksville and Koers & Associates Engineering Ltd. for the balance of works involved with the 2016 construction of the Coombs to Parksville Rail Trail project.*

REGIONAL AND COMMUNITY UTILITIES AND SOLID WASTE

WASTEWATER

77-78

Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.06.

(All Directors – One Vote)

- 1. That “Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.06, 2016” be introduced and read three times.*

(All Directors – One Vote – 2/3 Majority)

- 2. That “Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.06, 2016” be adopted.*

Renewal of Agreement for On-Call Electrical Maintenance and Support for Wastewater Services (All Directors – Weighted Vote).

That the Board authorize staff to renew an agreement for on-call electrical maintenance and repair for Wastewater Services to Shaw Electrical Services from June 1, 2016 to May 31, 2017, for a total financial authorization of \$240,000.

STRATEGIC AND COMMUNITY DEVELOPMENT

CURRENT PLANNING

Annual Special Electoral Area Planning Committee and Town Hall Meetings in Electoral Areas (All Directors – One Vote).

That consideration of annual Special Electoral Area Planning Committee and Town Hall meetings in Electoral Areas be deferred until after an Electoral Area caucus meeting has been held.

LONG RANGE PLANNING

2015 Annual Report on Regional Growth Strategy Implementation and Progress (All Directors – One Vote).

That the Regional Growth Strategy 2015 Annual Report be received.

ENERGY AND SUSTAINABILITY

Asset Management Quarterly Update and Policy (All Directors – One Vote).

- 1. That the Asset Management Quarterly Update be received for information.*
- 2. That the Asset Management Policy be adopted and incorporated into the Regional District of Nanaimo policy manual.*

ADVISORY, SELECT COMMITTEE AND COMMISSION

Electoral Area 'E' Parks and Open Space Advisory Committee (All Directors – One Vote).

That the minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held Wednesday, February 10, 2016, be received for information.

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

That the minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held Wednesday, February 17, 2016, be received for information.

Agricultural Advisory Committee (All Directors – One Vote).

That the minutes of the Agricultural Advisory Committee meeting held Friday, February 19, 2016, be received for information.

East Wellington/Pleasant Valley Parks and Open Space Advisory Committee (All Directors – One Vote).

That the minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, February 29, 2016, be received for information.

Electoral Area 'H' Parks and Open Space Advisory Committee (All Directors – One Vote).

That the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held Thursday, February 25, 2016, be received for information.

Phase 2 Water Access Development (All Directors – One Vote).

That staff be directed to install water access signage and undertake minor trail improvements at the following Ministry of Transportation and Infrastructure water access sites: #12 Raft Rd, #15 Cochrane Rd, #19 Franksea Rd, #22 Guitar Lane, #25 Hansen Rd or #26 Noonday Rd, #29 McColl Rd, #34 Henry Morgan Dr, #40 Ocean Trail Rd, #41 Oceantrail West, and #48 Deep Bay Dr.

Electoral Area 'G' Parks and Open Space Advisory Committee (All Directors – One Vote).

That the minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held Monday, March 7, 2016, be received for information.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Lighthouse Community Centre Society, re Request for Building Upgrade Assistance through Community Works Funds (All Directors – Weighted Vote).

That staff be directed to develop an agreement to provide for the transfer of up to \$85,000 of Electoral Area 'H' Community Works Funds for building upgrades to the Lighthouse Community Centre.

Bruce Jolliffe, Chair, Comox Valley Regional District, re Asbestos and Asbestos Containing Material (ACM) (All Directors – Weighted Vote).

That staff be directed to bring a report to the Solid Waste Select Committee with recommendations on a response to the Comox Valley Regional District.

NEW BUSINESS

Rail Corridor Development (All Directors – One Vote).

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'.

Bus Passes for Adults with Disabilities (All Directors – One Vote).

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

Regional Services Review (All Directors – One Vote).

That staff prepare a report with regard to conducting a Regional Services Review after the appointment of the Chief Administrative Officer and prior to the next Financial Plan adoption.

Strategic Priority to Create an Electoral Area Caucus (All Directors – One Vote).

That staff be directed to prepare a report on options for moving forward on the Strategic Priority to "create an Electoral Area caucus to enhance regional governance".

7.5 SCHEDULED STANDING, ADVISORY, AND SELECT COMMITTEES

79-81 District 69 Recreation Commission (All Directors – One Vote).

That the minutes of the District 69 Recreation Commission meeting held Thursday, March 31, 2016 be adopted.

Ravensong Expansion (Parksville, Qualicum Beach, Electoral Areas 'F', 'G', 'H' – Weighted Vote).

That staff bring forward a report on the current state of the expansion of the Ravensong Aquatic Centre and that any further action engage the District 69 Recreation Commission.

82-84 Solid Waste Management Select Committee (All Directors – One Vote).

That the minutes of the Solid Waste Management Select Committee meeting held Tuesday, April 12, 2016 be adopted.

85-88 Comprehensive Engineering Tender Award (All Directors – Weighted Vote).

That XCG Consultants be awarded a contract to provide consulting engineering services at the Regional Landfill for a three-year term with the option of renewing for an additional two years.

8. ADMINISTRATOR'S REPORTS

89-104 Zoning Amendment Application No. PL2013-022 – 1720 Whibley Road, Electoral Area 'F' – Amendment Bylaw 1285.25, 2016 – Third Reading (Electoral Area Directors, except EA 'B' – One Vote).

105-110 Zoning Amendment Application No. PL2009-153 – 2248 & 2250 Maxey Road – Electoral Area 'C' – Amendment Bylaw 500.403, 2016 – Third Reading (Electoral Area Directors, except EA 'B' – One Vote).

111-117 Building Strata Conversion Application No. PL2016-012 – 80 Colwell Road, Electoral Area 'C' (Electoral Area Directors, except EA 'B' – One Vote).

118-128 Regional Growth Strategy Amendment Bylaw No. 1615.01 – Public Hearing Report & Referrals to Affected Local Governments (Recommendation 1: All Directors – One Vote; Recommendation 2: All Directors, except EA 'B' – One Vote).

Greater Nanaimo Pollution Control Centre Marine Outfall Replacement Project – Loan Authorization (All Directors – Weighted Vote) – *to be distributed.*

9. ADDENDUM

10. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

11. NEW BUSINESS

12. IN CAMERA

That pursuant to Sections 90 (1) (c) and (j) of the Community Charter the Board proceed to an In Camera Meeting for discussions related to labour relations and third-party business interests.

13. ADJOURNMENT

Delegation: **Doreen Hampton, Rob Baker,** re Open Burning Concerns in RDN (Electoral Area 'G).

Summary: We are a delegation of residents from the River's Edge community in Nanoose. We are requesting an opportunity to present to the RDN Council on April 26, 2016 a request with respect to regulations for open burning in our community. Recent experience with open burning from land clearing and back yard fires has brought us to the conclusion that existing regulations are inadequate to protect residential areas from the pollution and health hazards of smoke and ash. We will be proposing an outright ban on open burning in the RDN.

Delegation: Rachelle McElroy, Coastal Invasive Species Committee, re Knotweed and Giant Hogweed public education and control program.

Summary: The Coastal ISC is requesting that the RDN join forces with Parksville, Qualicum Beach and the City of Nanaimo in a truly regional Knotweed and Giant Hogweed public education and control program (private and public land). The program, now in its second year, tackled 50 knotweed sites that showed a 50% reduction in infested area after its first year.

Knotweed Invasive Species Alert



The spread of non-native invasive plants has serious ecological, economic and social/health impacts. The City of Nanaimo, City of Parksville, Town of Qualicum Beach and the Coastal Invasive Species Committee are working together and appreciate the cooperation of all residents to address knotweed infestations. Local professionals can assist with special treatment required to control this species.

Why is knotweed a problem?

- One of the world's worst invasive species and a top-ten invasive species for eradication in BC.
- Dense stands eliminate all other vegetation and are extremely difficult to eradicate.
- Ecological impacts include damage to fish and wildlife habitat, reduced biodiversity, bank erosion and clogged waterways.
- Economic and infrastructure impacts include damage to hard surfaces such as pavement, roads, foundations, other structures and drainage systems.
- Extremely vigorous rhizomes; new outbreaks can occur from small fragments of rhizome or stems.

What does it look like?

- Sometimes called ornamental bamboo; reddish/purple specked hollow stems, 1.5 to 6m tall. Of the 4 species, Himalayan is the smallest and Giant Knotweed the tallest.
- Leaves that are egg to heart-shaped with pointed tip (except Himalayan which is lance-shaped), alternate, stalked; approx. 8-10 cm wide/15 cm long (except Giant Knotweed which is twice the size).
- Flowers (August-September) small white/green clusters.

Knotweed species

- Japanese (*Fallopia japonica*)
- Bohemian (*F. x bohemica*)
- Giant Knotweed (*F. sachalinensis*)
- Himalayan (*Polygonum polystachum*)



Himalayan Knotweed

Distribution

- Native to eastern Asia.
- Outbreaks in many regions in BC.

Could be confused with

- Elderberry (*Sambucus* spp.) with lance-shaped, toothed leaves.
- Bamboo species.



Flowering Knotweed



Species comparisons



Flowering Knotweed

Knotweed

Invasive Species Alert



Stand of Giant Knotweed

Proper Disposal

It's best to have a professional remove this plant for you. Manual removal is very difficult and may spread the plant more.

DO NOT COMPOST KNOTWEED!

Home composting is likely to spread the problem.

Habitat and biology

- Perennial shrub-like herb from rhizomes; Polygonaceae (buckwheat) family.
- Found especially in disturbed soil and open habitats; roadsides, watercourses, gardens and drainage systems.
- Reproduction primarily by rhizome and some seed production (especially Bohemian); reproduces also from stems fragments and buds in root crowns.
- Overwintering rhizomes spread rapidly, extending 15-20m laterally, to a depth of 3m; can remain dormant up to 20 years.
- Dispersal: primarily by rhizome and fragments of stem, through human activities and by water.

What should you do?

Please report any sightings of this species to the contacts below.

- **Spread the word, not the weed:** don't purchase, grow or trade knotweed.
- **Contact:** There is a special treatment program for this species in the City of Nanaimo, City of Parksville and Qualicum Beach. Please contact the Coastal Invasive Species Committee (below) for assistance with treating and disposing of this species.
- **Avoid:** digging and cutting this species as this can cause further spread.
- **Wash:** plant parts and seeds from vehicles, equipment and personal gear before leaving infested sites.
- **Dispose:** of any knotweed parts and contaminated soils in the proper manner (see above).
- **Monitor:** knotweed sites to avoid spread and for ongoing treatment until eradicated.
- **Soil and gravel:** use soil and gravel that are not contaminated and follow safe procedures to treat or dispose of contaminated soils and gravel.
- **Pesticides:** depending on what jurisdiction you are in, a pesticide permit may be required for treatment.



Knotweed stem

What are Invasive Species?

They are plants, animals and organisms from another country or region that have the potential to negatively impact humans, animals and ecosystems. Invasive species are also known as non-native, weeds or exotic species and are distinct in their ability to spread rapidly and displace native plants.

Why Should We Care?

The impacts associated with the introduction and spread of invasive species is not unique to one industry, organization or community - all citizens are affected. Invasive species are the second greatest threat to biodiversity, after habitat loss. Many rare ecosystems, like Garry Oak Meadows, within the Coastal ISC management area are under threat from invasive plants.

Social

Some invasive plants can cause skin burns and rashes, worsen allergies, or be toxic to people and pets; and in extreme cases cause death.

Economic

Invasive species can damage private property and infrastructure and reduce land values. According to Environment Canada, invasive species damage to agriculture and forest industries results in an estimated \$7.5 billion of lost revenue annually.

Environmental Impacts

Invasive species can change the way our natural areas look, feel and function. Serious impacts include the alteration of long-established food webs between indigenous species, disruption of pollination patterns and biodiversity reduction.

Our Vision

“Communities, resources and ecosystems in the Coastal ISC service area are protected from the negative impacts of invasive alien species.”

Report Invasive Species Four easy ways!

1. **Smartphone Report-A-Weed App**
2. **Call 1-888-WEEDSBC to report anywhere in BC**
3. **Call 250-857-2472 to report within Coastal Communities**
4. **Online Report-A-Weed Wizard:
www.for.gov.bc.ca/hra/plants/raw.htm**



Ministry of Forest
Lands and Natural
Resource Operations
Ministry of
Transportation and
Infrastructure



Visit us online
www.coastalisc.com

Get to Know Invasive Species!

On Vancouver Island, the Gulf Islands and Sunshine Coast

Partnerships at work, reducing the threat of invasive species



Spotlight on Select Invasive Species

PREVENT

Kudzu

Pueraria montana var. *lobata*



photo: K. Starr

ERADICATE

Giant Hogweed

Heracleum mantegazzianum



photo: A. Millham



Spartina species

Spartina anglica, *Spartina densiflora*,
Spartina patens



photo: A. Millham

Garlic Mustard

Alliaria petiolata



photo: C. Richman

Scotch Thistle

Onopordum acanthium



photo: A. Millham

Management Categories

PREVENT

Species not known to occur in region, but likely to establish if introduced.

Eradicate if found

ERADICATE

Species known to occur in limited distribution and low density.

Eradicate if found.



Human health hazard

Animal health hazard



CONTAIN

Knotweed species

Fallopia x bohemica, *Fallopia sachalinensis*,
Polygonum polystachum, *Fallopia japonica*



photo: A. Millham

Blessed Milk Thistle

Silybum marianum



photo: J. Samanek



Carpet Burweed

Soliva sessilis



photo: A. Millham

Poison Hemlock

Conium maculatum



photo: District of Saanich



Yellow Iris

Iris pseudacorus



photo: A. Flint



Gorse

Ulex europaeus



photo: D. Polster

CONTAIN

Daphne/Spurge-Laurel

Daphne laureola



photo: A. Millham



Butterfly Bush

Buddleja davidii



CONTROL

Scotch Broom

Cytisus scoparius



photo: A. Millham

Knapweed species

Centaurea maculosa, *Centaurea pratensis*, *Centaurea diffusa*



photo: C. Richman



Tansy Ragwort

Senecio jacobaeae



photo: A. Millham



Management Categories

CONTAIN

Established infestations found in portions of the region. Contain existing infestations and prevent spread to un-infested areas.

CONTROL

Established infestations common and widespread throughout the CISC region. Focus control in high value conservation areas. Use biological control, if available, on a landscape scale.

INVASIVE FAUNA

Bullfrogs

Lithobates catesbeiana



photo: C. Howe

Fire Ants

Myrmica rubra



photo: G. Alpert

Grey Squirrels

Sciurus carolinensis



photo: birdphotos.com

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR BOARD MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, MARCH 22, 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
Director J. Fell	Electoral Area F
Director J. Stanhope	Electoral Area G
Director B. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director W. Pratt	City of Nanaimo
Director I. Thorpe	City of Nanaimo
Director B. Yoachim	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach

Regrets:

Director B. McKay	City of Nanaimo
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Also in Attendance:

D. Trudeau	Interim Chief Administrative Officer
L. Gardner	A/Gen. Mgr. Regional & Community Utilities & Solid Waste
J. Holm	A/Gen. Mgr. Strategic & Community Development
T. Osborne	Gen. Mgr. Recreation & Parks
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
J. Hill	Mgr. Administrative Services
C. Golding	Recording Secretary
B. Comeau	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.

BOARD MINUTES

Minutes of the Regular Board meeting held Tuesday, February 23, 2016.

- 16-151 MOVED Director Stanhope, SECONDED Director Lefebvre, that the minutes of the Regular Board meeting held Tuesday, February 23, 2016, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Douglas Kingsford & Patrick Kingsford, re Development Permit with Variance Application No. PL2016-002 – 3850 Island Highway West, Electoral Area 'G'.

- 16-152 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Douglas Kingsford and Patrick Kingsford regarding Development Permit with Variance Application No. PL2016-002 – 3850 Island Highway West, Electoral Area 'G', be received.

CARRIED

UNFINISHED BUSINESS

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').

- 16-153 MOVED Director Stanhope, SECONDED Director Young, that "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.63, 2016" be adopted.

CARRIED

2016 Service Area Tax Requisition Amendment Bylaws.

- 16-154 MOVED Director Rogers, SECONDED Director Pratt, that "Electoral Area 'E' Community Parks Local Service Amendment Bylaw No. 803.06, 2016" be adopted.

CARRIED

- 16-155 MOVED Director Fell, SECONDED Director Young, that "Electoral Area 'F' Community Parks Local Service Amendment Bylaw No. 804.08, 2016" be adopted.

CARRIED

STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES & RECOMMENDATIONS

ELECTORAL AREA PLANNING COMMITTEE

Minutes of the Electoral Area Planning Committee meeting held Tuesday, March 8, 2016.

- 16-156 MOVED Director Stanhope, SECONDED Director Houle, that the minutes of the Electoral Area Planning Committee meeting held Tuesday, March 8, 2016, be received for information.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

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

- 16-157 MOVED Director McPherson, SECONDED Director Lefebvre, 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.

- 16-158 MOVED Director McPherson, SECONDED Director Lefebvre, 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

DEVELOPMENT PERMIT

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

- 16-159 MOVED Director Stanhope, SECONDED Director McPherson, 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’.

- 16-160 MOVED Director McPherson, SECONDED Director Young, 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’.

- 16-161 MOVED Director Stanhope, 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 as amended to include the condition that the sign not be illuminated between the hours of 10:00 PM and 6:00 AM.

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’.

- 16-162 MOVED Director Stanhope, SECONDED Director Young, 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

- 16-163 MOVED Director Stanhope, SECONDED Director Young, 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'.

- 16-164 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'.

- 16-165 MOVED Director Young, SECONDED Director Fell, that the Summary of the Public Information Meeting held on February 25, 2016, be received.

CARRIED

- 16-166 MOVED Director Young, SECONDED Director Fell, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.403, 2016" be introduced and read two times.

CARRIED

- 16-167 MOVED Director Young, SECONDED Director Fell, 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'.

- 16-168 MOVED Director Fell, SECONDED Director Young, that the Summary of the Public Information Meetings held on May 25, 2015 and January 21, 2016, be received.

CARRIED

- 16-169 MOVED Director Fell, SECONDED Director McPherson, that "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.25, 2016", be introduced and read two times.

CARRIED

- 16-170 MOVED Director Fell, SECONDED Director McPherson, 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

- 16-171 MOVED Director Fell, SECONDED Director McPherson, 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

16-172 MOVED Director Fell, SECONDED Director McPherson, that "Electoral Area 'F' Manufactured Home Park Regulations Bylaw No. 1738, 2016" be introduced and read three times, as presented.

CARRIED

16-173 MOVED Director Fell, SECONDED Director McPherson, 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

16-174 MOVED Director Fell, SECONDED Director McPherson, 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.

16-175 MOVED Director Fell, SECONDED Director Stanhope, 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

16-176 MOVED Director Fell, SECONDED Director Stanhope, 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

16-177 MOVED Director Fell, SECONDED Director Stanhope, 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

16-178 MOVED Director Fell, SECONDED Director Stanhope, 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

16-179 MOVED Director Fell, SECONDED Director Stanhope, that the Community Engagement Results attached as Attachment 1, be received.

CARRIED

16-180 MOVED Director Fell, SECONDED Director Stanhope, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.402, 2016" be introduced and read two times.

CARRIED

16-181 MOVED Director Fell, SECONDED Director Stanhope, that "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.26, 2016" be introduced and read two times.

CARRIED

16-182 MOVED Director McPherson, SECONDED Director Stanhope, 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

16-183 MOVED Director McPherson, 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

COMMITTEE OF THE WHOLE STANDING COMMITTEE

Minutes of the Committee of the Whole meeting held Tuesday, March 8, 2016.

16-184 MOVED Director Pratt, SECONDED Director McPherson, that the minutes of the Committee of the Whole meeting held Tuesday, March 8, 2016, be received for information.

CARRIED

COMMUNICATION/CORRESPONDENCE

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

16-185 MOVED Director Pratt, SECONDED Director Thorpe, 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.

16-186 MOVED Director Pratt, SECONDED Director Thorpe, 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.

16-187 MOVED Director Houle, SECONDED Director Stanhope, 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.

16-188 MOVED Director Pratt, SECONDED Director McPherson, 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.

- 16-189 MOVED Director Pratt, SECONDED Director Rogers, 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.

- 16-190 MOVED Director McPherson, SECONDED Director Lefebvre, that "Regional District of Nanaimo Financial Plan 2016 to 2020 Bylaw No. 1740, 2016" be introduced and read three times.

CARRIED

- 16-191 MOVED Director Lefebvre, SECONDED Director Rogers, that "Regional District of Nanaimo Financial Plan 2016 to 2020 Bylaw No. 1740, 2016" be adopted.

CARRIED

- 16-192 MOVED Director Lefebvre, SECONDED Director Rogers, that "Regional Parks and Trails Service Area Amendment Bylaw 1231.05, 2016" be introduced and read three times.

CARRIED

A recorded vote was requested.

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

Recorded Vote: In Favour – 11, Opposed - 5

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

- 16-193 MOVED Director Stanhope, SECONDED Director Lefebvre, 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.

- 16-194 MOVED Director Pratt, SECONDED Director Haime, 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.

- 16-195 MOVED Director Fell, SECONDED Director Houle, that "Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736, 2015" be adopted.
- CARRIED

REGIONAL AND COMMUNITY UTILITIES AND SOLID WASTE

WATER AND UTILITY

Bylaw No. 1655.04 – Water User Rate Amendments 2016.

- 16-196 MOVED Director Rogers, SECONDED Director McPherson, 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.

- 16-197 MOVED Director Rogers, SECONDED Director McPherson, 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.

- 16-198 MOVED Director Houle, SECONDED Director Thorpe, that "Electoral Area 'B' Community Parks Local Service Amendment Bylaw No. 799.09, 2016", be introduced and read three times.
- CARRIED
- 16-199 MOVED Director Houle, SECONDED Director Thorpe, 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.

- 16-200 MOVED Director Lefebvre, SECONDED Director Houle, that the staff report including the consultation results be received.
- CARRIED
- 16-201 MOVED Director Pratt, SECONDED Director Lefebvre, that "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" be introduced and read two times.
- CARRIED

- 16-202 MOVED Director Pratt, SECONDED Director Thorpe, 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.

- 16-203 MOVED Director Young, SECONDED Director Pratt, that the Board adopt Regional District of Nanaimo Board Strategic Plan 2016 – 2020 with Vision Alternative 1.

CARRIED

BUILDING AND BYLAW SERVICES

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

- 16-204 MOVED Director McPherson, SECONDED Director Young, that the Board, pursuant to Unightly 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.

- 16-205 MOVED Director Rogers, SECONDED Director Pratt, 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.

- 16-206 MOVED Director Pratt, SECONDED Director Lefebvre, 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.

- 16-207 MOVED Director McPherson, SECONDED Director Fell, 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.

- 16-208 MOVED Director McPherson, SECONDED Director Pratt, 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.

- 16-209 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

SCHEDULED STANDING, ADVISORY, AND SELECT COMMITTEES

Northern Community Economic Development Select Committee.

Minutes of the Northern Community Economic Development Select Committee meeting held Thursday, February 18, 2016.

- 16-210 MOVED Director Lefebvre, SECONDED Director Westbroek, that the minutes of the Northern Community Economic Development Select Committee meeting held Thursday, February 18, 2016, be received for information.
- CARRIED

Northern Community Economic Development Service – Five Year Review.

- 16-211 MOVED Director Lefebvre, SECONDED Director Westbroek, that the next review of the Northern Community Economic Development Service occur in Spring, 2018.
- CARRIED

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

- 16-212 MOVED Director Lefebvre, SECONDED Director Westbroek, that the Chief Administrative Officers of the Regional District of Nanaimo, 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

District 69 Recreation Commission.

Minutes of the District 69 Recreation Commission meeting held Thursday, February 18, 2016.

- 16-213 MOVED Director Westbroek, SECONDED Director Haime, that the minutes of the District 69 Recreation Commission meeting held Thursday, February 18, 2016, be received for information.
- CARRIED

Grants.

16-214 MOVED Director Westbroek, SECONDED Director Fell, 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
	CARRIED

16-215 MOVED Director Westbroek, SECONDED Director Fell, 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
	CARRIED

16-216 MOVED Director Rogers, SECONDED Director Fell, 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 – sound system	\$2,500
	CARRIED

16-217 MOVED Director Westbroek, SECONDED Director Lefebvre, 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

Transit Select Committee.

Minutes of the Transit Select Committee meeting held Thursday, February 25, 2016.

16-218 MOVED Director Westbroek, SECONDED Director Pratt, that the minutes of the Transit Select Committee meeting held Thursday, February 25, 2016, be received for information.

CARRIED

RDN and CVRD Inter-Regional Service Discussion Report.

- 16-219 MOVED Director Westbroek, SECONDED Director Lefebvre, that the Board report back to BC Transit that the Regional District of Nanaimo and Cowichan Valley Regional District Inter-Regional Service is not viable at this time.
- CARRIED

Qualicum First Nation Transit Service Report.

- 16-220 MOVED Director Westbroek, SECONDED Director Lefebvre, 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.

- 16-221 MOVED Director Westbroek, SECONDED Director Lefebvre, that the Board receive this report for information.
- CARRIED

Solid Waste Management Select Committee.

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

- 16-222 MOVED Director McPherson, SECONDED Director Pratt, that the minutes of the Solid Waste Management Select Committee meeting held Thursday, March 10, 2016, be received for information.
- CARRIED

Bylaw No. 1591.06 Solid Waste and Recycling Collection Service Bylaw Amendment Report.

- 16-223 MOVED Director McPherson, 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

- 16-224 MOVED Director McPherson, 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.

- 16-225 MOVED Director Pratt, SECONDED Director McPherson, that the "Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.06, 2016" be introduced and read three times.
- CARRIED

- 16-226 MOVED Director McPherson, SECONDED Director Pratt, that the "Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.06, 2016" be adopted.
- CARRIED

ADMINISTRATOR'S REPORTS

Region-Wide Watering Restrictions Framework.

16-227 MOVED Director Stanhope, SECONDED Director Lefebvre, that the Board support the adoption of the proposed region-wide standard watering restrictions framework in the major water service areas in our region.

CARRIED

16-228 MOVED Director Pratt, SECONDED Director Stanhope, that the "Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.02, 2016" be introduced and read three times.

CARRIED

16-229 MOVED Director Pratt, SECONDED Director Stanhope, that the "Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.02, 2016" be adopted.

CARRIED

Appointment of Alternate Emergency Coordinators.

16-230 MOVED Director Kipp, SECONDED Director Young, 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).

CARRIED

NEW BUSINESS

Capital Regional District Resolution to the Association of Vancouver Island Coastal Communities regarding the Island Corridor Foundation.

16-231 MOVED Director Bestwick, SECONDED Director Haime, that the Board endorse the Capital Regional District's (CRD) resolution to the Association of Vancouver Island Coastal Communities, as amended, and that the CRD be notified accordingly:

WHEREAS the Island Corridor Foundation (ICF) was established in 2003 to oversee the management and operations of the E & N Rail Line which has a direct impact on many municipalities on Vancouver Island but these same municipalities have no direct representation on the ICF Board.

AND WHEREAS although the rail service has not been operating for the past several years, and the services provided to municipalities along the corridor by the management of ICF has not met the expected standard, the costs to support the ICF continue to be significant.

THEREFORE BE IT RESOLVED that the Association of Vancouver Island Coastal Communities work with impacted First Nations, municipalities, regional districts and the ICF Board to conduct a financial and governance review of the ICF and its contractors as it relates to the E & N Rail Line; AND that the review include the consideration of options to provide a cost effective transportation alternative should the costs of resurrecting rail prove too costly.

CARRIED

NOTICE OF MOTION - Regional Services Review.

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

That staff prepare a report with regard to conducting a Regional Services Review after the appointment of the Chief Administrative Officer and prior to the next Financial Plan adoption.

TIME: 8:12 PM

IN CAMERA

- 16-232 MOVED Director Stanhope, SECONDED Director Lefebvre, that pursuant to Sections 90 (1) (a), (c), (f), (g), (i), and (j) of the *Community Charter* the Board proceed to an In Camera Meeting for discussions related to Board appointments, labour relations, law enforcement, litigation, solicitor-client privilege and third-party business interests.

CARRIED

RISE AND REPORT

Island Corridor Foundation.

- 16-233 MOVED Director Haime, SECONDED Director Lefebvre, that the Island Corridor Foundation Contribution Agreement report be received for information and that staff be directed to provide Island Corridor Foundation with a 60-day notice of termination as per Section 11.1 of the Contribution Agreement.

CARRIED

- 16-234 MOVED Director Fell, SECONDED Director Kipp, that the Board direct staff to notify the other Members of the Island Corridor Foundation that the Regional District of Nanaimo does not support the retention or continuation of Granneke Management by the Island Corridor Foundation Board.

CARRIED

Electoral Area 'B' Parks and Open Space Advisory Committee – Appointments.

- 16-235 MOVED Director Houle, SECONDED Director Thorpe, that Kyle Clifford and Allen Johnston be appointed to the Electoral Area 'B' Parks & Open Space Advisory Committee for terms ending December 31, 2017.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 9:34PM

CHAIRPERSON

CORPORATE OFFICER



March 24, 2016

Ref: 166087

Mr. Joe Stanhope, Chair
and Board Members
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

RDN CAO'S OFFICE			
CAO	<input checked="" type="checkbox"/>	GM RP	
GM SCD	<input checked="" type="checkbox"/>	GM TSW	
GM RCU		DF	<input checked="" type="checkbox"/>
DCS		CPC AGENDA	
MAR 31 2016			
BOARD / COW AGENDA			<input checked="" type="checkbox"/>
BOARD CORRESPONDENCE			
CHAIR			

Dear Chair Stanhope and Members of the Board:

On behalf of the Province of British Columbia, I am pleased to advise you that your application under the *Local Government Grants Act* for an infrastructure planning grant has been approved for the following project:

Grant Description	Amount
Climate Change Infrastructure Vulnerability Study	\$10,000

Details of the terms and conditions attached to this grant will be dealt with in an agreement that will be forwarded to you by Ministry of Community, Sport and Cultural Development staff as soon as possible. This agreement must be signed and returned to the Ministry, indicating your acceptance of the terms and conditions.

The Province welcomes the opportunity to support planning in the Regional District of Nanaimo. We believe that early and ongoing planning is the best way to ensure that the environmental, social, and economic needs of your community will continue to be met in the years ahead.

Through your planning efforts, the Province encourages you to find ways to use new technology to promote environmental excellence and sustainable economic development.

Congratulations on your successful application and my best wishes with your infrastructure study.

Sincerely,

Peter Fassbender
Minister

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Mr. Joe Stanhope
and Board Members
Page 2

pc: Mr. Leonard Krog, MLA
Nanaimo

From: Sandra Hobson
Subject: Invitation to Sit on Access Oceanside Association
Date: February 10, 2016 at 9:31:26 AM PST
To: bill.veenhof@shaw.ca

Access Oceanside Association is seeking a representative from the Regional District of Nanaimo to our committee, because we aim to serve the entire Oceanside area (Nanoose to Bowser, Parksville to Errington and Coombs). Our mission is to raise awareness and provide education, while working toward a community of INCLUSION FOR ALL to live, work, and play in a barrier-free community (<http://www.accessoceanside.com>). We already have representation from the Town of Qualicum Beach (Neil Horner) and the City of Parksville (Theresa Patterson), and you were recommended as a person who might be both interested and willing to join for the Regional District.

This is an exciting time for the Association/ We are encouraged by recent provincial and federal initiatives regarding accessibility. We have recently received a grant and hired a part-time coordinator. We have plans to update our website and are seeking additional ways to participate more fully in our communities (e.g., Chambers of Commerce), to help draw attention to the concerns of those with disabilities.

Please let me know if I can provide you with any further information about our Association .

Thanks for your attention,

Sandra Hobson,
Vice Chair, Access Oceanside Association

From: fay weller

Sent: Sunday, April 17, 2016 8:45 AM

Subject: Infrastructure Grant application for GERTIE

Please find attached an application for the Small Communities Infrastructure Grant for GERTIE. Could you please put this on the agenda as correspondence for the RDN board meeting.

Thanks.

Fay Weller

GCBF

NEW BUILDING CANADA FUND SMALL COMMUNITIES FUND

APPLICATION NUMBER 230
GABRIOLA COMMUNITY BUS FOUNDATION

BUSINESS CASE FOR REPLACEMENT BUSES



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Business Case for Replacement Buses

Gabriola's Community Bus (GERTIE) GERTIE.ca

Project Objective

The objective of this project is to improve the safety, reliability, and operating cost of the public transit vehicles used for Gertie, Gabriola's Community Bus Service, thus increasing ridership and reducing greenhouse gas emissions.

Context and Proposed Activities

The Gabriola Community Bus (GERTIE or Gabriola Environmentally Responsible Trans-Island Express) has been operating as a pilot project for the last three years, managed by Island Futures, but will evolve into a tax payer funded bus service starting in May 2016, managed by the Gabriola Community Bus Foundation (GCBF). The purpose of the pilot was to test the long-term viability of a public transit system for residents of Area B. Outcomes include a cleaner environment, economic growth, and stronger community.

Area B consists of Gabriola Island, Mudge Island and De Courcey Islands. Gabriola has over 4,000 permanent residents, and up to 8,000 residents during the summer months. Gabriola is a 20 minute ferry ride to Nanaimo. There is an elementary school on Gabriola and high school students travel to Nanaimo to go to school. Public transportation connects residents and visitors with community amenities, commercial areas and cultural events. Without GERTIE there is no easy alternative to owning a personal automobile on Gabriola, especially considering the geography and population density.

In February 2016 the residents of Area B within the Regional District of Nanaimo (RDN), voted 'yes' to the following referendum question:

"Are you in favour of the Regional District of Nanaimo adopting By-law 1734 to provide for ... a system of public transit in Electoral Area 'B'; and annually requisitioning up to a maximum of the greater of \$250,000 or \$0.25 per \$1,000 of net taxable value of land and improvements to pay for the service?"

This positive response from the residents of Gabriola, Mudge and De Courcey Islands has taken us to the next phase of GERTIE's operation.

During the pilot project we extended the bus service as far as possible within the limitations of the finances and volunteer drivers available. As a funded operation, rather than a pilot, the future service will be based on a specific budget and service delivery agreement. Except for fundraising efforts for specific additional features or enhancements; the services

provided will be consistent with the agreement between the RDN and the GCBF.

Project Activity: The purchase of two public transit vehicles for the GERTIE service to replace two of the older buses (2002 and 1992) currently in the fleet:

2014 Mercedes Benz/Dodge Sprinter, 17 Passenger	estimated cost \$63,000
2015 Ford E-450 24 passenger (or equivalent)	estimated cost \$53,400

An expected outcome of these purchases is an increase in service hours and corresponding increase in ridership due to reduced repair and maintenance costs, optimized service levels, flexibility to better adapt to community needs and expectations, further reduced emissions due to more efficient, better functioning vehicles.

The proposed project meets the infrastructure grants objectives of economic growth; a cleaner environment; and stronger communities, in the following ways:

Economic Growth:

The Gabriola bus brings increased economic opportunities to island businesses through: attracting people to visit who would be inhibited by ferry vehicle costs from travelling from Nanaimo to explore Gabriola; and transporting visitors who would otherwise be unable to access goods and services, such as boaters using Silva Bay marinas who can now use the bus to patronize the Village grocery store, liquor store, market, golf club or attend social and cultural events such as studio.art tours and TheatreFest. Additionally, we have observed day-trip visitors from Nanaimo, (e.g., 11 senior women one day). Cyclists also ferry to Gabriola to do the 'circle route'; with the buses and bike racks available to provide an ideal alternative in case of injury or fatigue. All of these visitors access local businesses.

GERTIE makes it easier for people to live on Gabriola and access the ferry easily to travel to Nanaimo to work. There have been riders that have indicated that they wouldn't be able to keep their job without GERTIE as they don't have a vehicle. GERTIE also provides jobs on the island, driving and coordinating the transit system.

Cleaner Environment

Protection of the environment is one of the key goals of GERTIE. By reducing the number of car trips, and through our use of waste vegetable oil, we have prevented the emission of 48 tonnes of CO₂e on Gabriola. The bus also reduces congestion on the roads and at the ferry terminal and reduces the particulates that create air pollution.

Stronger Community

In a 2010 wellness survey Gabriolans were asked what they liked about living on Gabriola and 27% of those responding (n=420) spoke about the sense of community. The Community Bus plays an important role in the community: it is both a microcosm of community in action and it creates a sense of community accomplishment. While those surveyed expressed gratitude for the organizing team and volunteer drivers, they also observed that the bus builds community.

The Gabriola Community Bus provides transportation alternatives for all Gabriolans, but is especially useful for those who don't drive or don't have access to a private vehicle. Taking

the bus allows Gabriola youth a safe opportunity to become more independent in their travel, and in their ability to participate in after school activities not previously possible due to the limitations of the school bus schedule.

Who Benefits?

- Students not on the school bus route use GERTIE to get to the ferry and the school
- People without cars use GERTIE to get to work on and off Gabriola, to shop in the Village, and to catch the ferry
- People with cars use GERTIE to get to work, to shop in the Village, and to catch the ferry
- Seniors use GERTIE to get to the ferry, the shops and to special events
- Responsible pub and restaurant goers use GERTIE to get home safely
- Tourists use GERTIE to get to the island’s scenic places and to pubs, restaurants and shops
- Boaters at Silva Bay use GERTIE to get to the shops in the village or to the Golf Course. Businesses and boaters benefit.

Project Rationale

The buses purchased for the pilot period have been amortized down to \$0 value and, while still operational, are near the end of their usable life as public transit buses. In 2015 over \$30,000 was spent on repairs and maintenance for the four vehicles.

Gabriola Community Bus existing fleet summary

(A detailed Asset Assessment Table can be found in Appendix A)

Vehicle	Model year	Year of purchase	Cost	km
Mercedes 10-passenger Sprinter 2500	2006	2013	\$12,500	406,000
Mercedes 10-passenger Sprinter 2500	2006	2013	\$10,500	455,000
Ford E 450 17-passenger bus with lift	2002	2014	\$6,916	365,000
Ford E 350 24-passenger bus	1992	2015	donation	392,000

If no action is taken the following options, with corresponding outcomes, are available to us. Both scenarios compromise the viability of the emerging public transit system on Gabriola Island:

A. Purchase two replacement buses in 2017 at \$15,000 each. Vehicles would only have 3 viable years left for public transit. The following outcomes could be expected:

- Increased breakdowns in 2016 and then starting again in 2020 resulting in:
 - high repair costs
 - non-reliable service
- Non-reliable service resulting in:

- reduced ridership
- reduced charter income
- Reduced ridership together with high repair costs resulting in either:
 - Increase in taxes (unlikely to be supported if service perceived as unreliable)
 - Reduction in service (reduced positive outcomes resulting from transit service)
- Need to replace vehicles in 2020/21, again with limited budget, thus cycling through the same outcomes as noted above.

B. Continue to operate with current vehicles. The following outcomes could be expected:

- Breakdowns resulting in:
 - high repair costs
 - non-reliable service
- Non-reliable service resulting in
 - reduced ridership
 - reduced charter income
- Reduced ridership together with high repair costs resulting in one of the following:
 - Increase in taxes (unlikely to be supported if service perceived as unreliable)
 - Reduction in service (reduced positive outcomes resulting from transit service)
- Eventual shut down of service – In 2015 we provided approximately 15,000 rides for Gabriolans and visitors to the island. These people would no longer have access to an affordable transportation option.

Expected Benefits

Increased transit ridership

We expect continued annual increases in the number of riders on the bus as newer, more reliable and comfortable buses replace the older buses currently in our fleet. We project an increase from 14,000 per year in 2015 to 20,000 per year by 2020.

As the ridership numbers in the statistics note (See Appendix E), Regional District of Nanaimo Electoral Area B residents are riding the bus. Many ride it to get to and from work and students ride it to and from school. Many others use the bus to get to the village and back home. Numerous people have indicated that they have been on one of the community shuttles (taking people to and from large community events) and that encouraged them to ride the bus more regularly. Reliability and the sense of community developed on the regular runs have resulted in steady increases in these passengers.

Improved Safety

Purchase of newer buses will reduce the likelihood of safety issues. The safety of the buses is based on a combination of preventative measures and the condition of the buses. While we can implement preventative measures we cannot mitigate some of the challenges that come with buses that are 10 - 20 years old and have over 400,000 kilometers on them. Buses break down when they are at this stage of their life. This creates unsafe conditions for the passengers, drivers and those on the road (pedestrians or other vehicles).

Improved mobility

The proposed increase in service hours resulting from the purchase of the two vehicles in excellent operating condition will enable implementation of the proposed service increase of 6 hours per week (17%), which will in turn improve access to convenient service, and the corresponding reduction in travel time.

Supports efforts to reduce congestion

The reliability of Gabriola's public transit system will help reduce the congestion at the ferry terminal. There is a high level of congestion at the ferry terminal on Gabriola Island, especially during peak commuter hours. People are dropped off and picked up at the same time as ferry vehicle traffic is leaving and arriving at the ferry terminal. As the vehicle ferry fares continue to increase there is a corresponding increase in the numbers of foot passengers arriving and departing from the ferry terminal.

The increased reliability of service due to the purchase of the two newer vehicles, plus the additional service hours, will support the reduction of ferry congestion. and alleviate future ferry foot passenger traffic.

Timelines and Milestones

The activities for this project will take place in 2016 and 2017:

June 2016 to December 2016: Research into viable options available on the market in the proposed price range. The primary criteria will be:

- Fuel efficiency
- Passenger seat size in relation to other operational buses in the fleet
- Condition based on mechanics assessment
- Option to use alternative fuel for vehicles
- Represents good value for money

First Quarter 2017:

- Canada wide search for first vehicle based on preceding criteria
- Purchase of first vehicle
- Integration of vehicle into operations
- Assessment of fleet as whole and further requirements
- Canada wide search for second vehicle based on criteria and fleet requirements
- Purchase of second vehicle

- Integration of vehicle into operations
- Assessment of fleet as a whole
- Review of Asset Management Plan and revisions as required.

See Appendix D for a full overview of our vehicle acquisition and disposition plans for the next 12 years.

Performance and Progress Measures

The primary objectives of the services provided by the Gabriola Community Bus Foundation are to:

- Reduce greenhouse gas emissions on Gabriola Island
- Provide affordable transportation for residents and visitors
- Improved economic health for island residents and businesses

We aim to achieve that objective through the following strategies and outcomes:

Strategies	Performance measures	Result	Objective
Vehicles <ul style="list-style-type: none"> • Purchase Fuel efficient vehicles • Use alternative fuel • Match bus size to passenger load 	<ul style="list-style-type: none"> • Fuel efficiency of vehicles • Percentage of km driven using alternative fuel (biodiesel/electric) • Proportion of bus at passenger-capacity 	Reduced litres of fossil fuel used to run buses	Reduced greenhouse gas emissions on Gabriola Provide affordable transportation for residents and visitors Improve economic health on Gabriola
Bus service <ul style="list-style-type: none"> • Provide safe reliable service • Provide service that meets travel demands • Pay staff liveable wage • Provide service with the funds available in the operating budget 	<ul style="list-style-type: none"> • Reduced vehicle downtime for repairs • Area B residents and visitors indicate schedule meets their needs • Commuters able to travel to and from work on GERTiE • Work provided for residents • Increased service hours 	Increased number of riders per hour	
Accessibility <ul style="list-style-type: none"> • Ensure fares are affordable • Increase familiarity with bus travel • Increase ease of use for those with physical challenges • Increase ease of understanding schedule • Increase service hours when financially feasible 	<ul style="list-style-type: none"> • number of shuttles to and from community events • Users indicate schedule is easier to understand • vehicles with easy to use doors • vehicles with wheelchair capacity • Area B residents and tourists indicate fares are reasonable • Increased Service hours • Residents and visitors have access to businesses and amenities on Gabriola 	Increased number of total passengers Cost per kilometre travelled	

Project Risk

Risk	Mitigation Strategies
Newly purchased buses require costly repairs	<ul style="list-style-type: none"> ○ Thorough mechanical check prior to purchase ○ Daily vehicle inspections by drivers ○ Weekly check by qualified mechanic ○ Maintain rather than increase service levels until repair debts are addressed
Accidents to vehicles and other liabilities	<ul style="list-style-type: none"> ○ Vehicle insurance that covers the cost of any repairs required ○ Always have a backup bus – only two buses in service at one time ○ Ensure adequate and ongoing driver training
Passenger #'s do not increase	<ul style="list-style-type: none"> ○ Develop strategies to encourage new riders such as community shuttles ○ Survey current and potential riders to ensure schedule meets their needs – revise schedules as required ○ Evaluate bus routes and evaluate other bus route options to increase ridership
Vehicles consistent with requirements have increased in price	<ul style="list-style-type: none"> ○ Determine the best option given the long range plan for vehicles. One vehicle could be purchased in 2017 and the next in 2020.
External variables, such as regulation changes, impact the bus operation	<ul style="list-style-type: none"> ○ Continued awareness of potential impact of external variables through continued application of the Asset Management Roadmap (see Appendix B)
Don't receive other grants	<ul style="list-style-type: none"> ○ \$5,000 from Village Food is confirmed. The funding from Coastal Community Credit Union is pending. However, Island Futures has confirmed that they will provide the additional \$5000 as an interest-free loan if that grant is not awarded to GCBF. ○ GCBF will apply for other grants.

Project Budget

We are committed to zero increase in the annual cost to taxpayers for GERTIE for the next five years. The strategies that will ensure that we are able to maintain this commitment include:

- 1) Reduction of maintenance costs through purchase of newer vehicles
- 2) Continued volunteer labour for many aspects of the administration working side by side with paid drivers and coordinator
- 3) Increases in service levels commensurate with increases in ridership
- 4) Access to donations and grants through Charitable tax status; and

5) Biodiesel from waste vegetable oil used as a supplemental fuel source

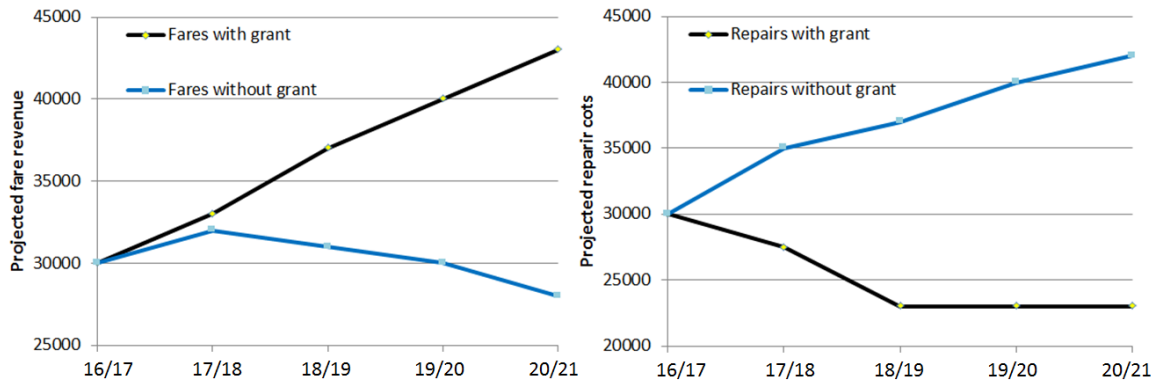
Over the next five years we anticipate maintaining our current operational bottom line while our capital expenditures will focus on the purchase of newer vehicles.

Five Year Operating Budget Projections

May 1, 2016 – April 30, 2021						
With infrastructure grant		2016/17	2017/18	2018/19	2019/20	2020/21
<i>Without infrastructure grant</i>		(projected)				
Revenue	RDN Area B*	\$130,200	\$130,200	\$130,200	\$130,200	\$130,200
	Fares	\$30,000	\$33,000 <i>\$32,000</i>	\$37,000 <i>\$31,000</i>	\$40,000 <i>\$30,000</i>	\$43,000 <i>\$28,000</i>
	Other (charters, ads, etc)	\$5,000	\$5,500 <i>\$4,700</i>	\$6,000 <i>\$4,500</i>	\$6,000 <i>\$4,000</i>	\$6,000 <i>\$3,500</i>
	Grants/Donations	\$10,000	\$10,000	10,000	10,000	10,000
	Infrastructure grant		\$77,600 <i>0</i>			
	Total revenue	\$175,200	\$256,300 <i>\$176,900</i>	\$183,200 <i>\$175,700</i>	\$186,200 <i>\$174,200</i>	\$189,200 <i>\$171,700</i>
Expenses	Wages	(\$84,500)	(\$84,500)	(\$91,000) <i>(84,500)</i>	(\$93,500) <i>(84,500)</i>	(\$96,000) <i>(\$84,500)</i>
	Repairs & Maintenance	(\$30,000)	(\$27,500) <i>(\$35,000)</i>	(\$23,000) <i>(\$37,000)</i>	(\$23,000) <i>(\$40,000)</i>	(\$23,000) <i>(\$42,000)</i>
	Other operating costs**	(\$39,000)	(\$39,100)	(\$39,200)	(\$39,900)	(\$40,200)
	Sprinter 17 passenger <i>Older vehicle</i>		(63,000) <i>(15,000)</i>			
	24 Passenger shuttle bus <i>Older vehicle</i>		(53,400) <i>(\$15,000)</i>			
	11 passenger Sprinter or comparable vehicle					(\$65,000) <i>0</i>
	Other capital purchases		(10,000)	(10,000)		
	Total expenses	(\$153,500)	(\$277,500) <i>(\$198,600)</i>	(\$163,200) <i>(\$170,700)</i>	(\$156,400) <i>(\$164,400)</i>	(\$224,200) <i>(\$166,700)</i>
Accumulated	From previous year's net balance		\$21,700	\$500 <i>0</i>	\$20,000 <i>\$ 5,000</i>	\$49,800 <i>\$14,800</i>
Net		\$21,700	\$500 <i>0</i>	\$20,500 <i>\$ 5,000</i>	\$49,800 <i>\$14,800</i>	\$30,000 <i>\$19,800</i>

*Funds provided come from the Regional District of Nanaimo Electoral Area B taxpayers and are provided to the Gabriola Bus Foundation in the form of a contribution agreement for public transit service on Gabriola Island.**See Appendix C for full operating budget

The projected financial impact of our ability to purchase newer buses using the infrastructure grant funding is summarized in the Figure below. We anticipate that fares will increase with the increased reliability and service levels that new buses will provide, and that maintenance costs will decrease. The cumulative difference of these two factors, projected out to 2020/2021 is \$89,500.



Differences in projected fare revenues and repair and maintenance costs with and without infrastructure grant

Appendix A Gabriola Community Bus – Vehicle assessment

Vehicle	Model	Year	Purchase	Price	Kilometres	VIN
Sprinter 1	Mercedes 2500	2006	2013	\$12,500	406,000	WD8BD744165892651
Sprinter 2	Mercedes 2500	2006	2013	\$10,500	455,000	IFDWE45F42HA74134
Ford E450	Ford E450	2002	2014	\$6,916	365,000	IFDWE45F42HA74134
Ford E350	Ford E350	1992	2015	donation	392,367	IFDKE30M4NHA51519

Vehicle	Replacement cost*	Remaining useful life	Frequency of failures	Criticality of failures
Sprinter 1	\$15,000	~2 years	2 to 3 months	low
Sprinter 2	\$15,000	~1 year	2 to 3 months	low
Ford E450	\$10,000	~1 year	6 to 12 months	low
Ford E350	\$10,000	< 1 year	6 to 12 months	moderate

*Replacement cost for vehicles similar to the ones currently in use

Detailed summary of vehicle conditions*

Exterior	Sprinter 1	Sprinter 2	Ford E450	Ford E350
Windshield free of cracks	100%	100%	100%	100%
Body panel colors match	100%	100%	100%	100%
Magnet adheres to all steel body panels	100%	100%	100%	100%
Condition of paint	80%	65%	80%	50%
Seams where the trunk and hood close are properly aligned	100%	100%	100%	100%
Seams where doors and fenders meet are properly aligned	95%	100%	100%	100%
Free of body scratches	65%	65%	75%	75%
Free of body dents	75%	75%	95%	100%
Windshields wipers and blades fully functional	100%	100%	100%	100%
Headlights, including brights, work properly	100%	100%	100%	100%
Hazard lights function properly	100%	100%	100%	100%
Signal lights function properly	100%	100%	100%	100%

Tires	Sprinter 1	Sprinter 2	Ford E450	Ford E350
Tires are a reputable brand name	yes	yes	yes	yes
Tires are all of the same make	yes	yes	no	no
Tires are free of any cuts, bubbles or cracks	100%	100%	100%	50%
Tread worn evenly	100%	100%	100%	100%
Spare tire, jack, wrench on board & functional	yes	yes	no	no
Spare tire inflated	yes	yes	yes	yes
Engine				
Exhaust pipe emissions are neither blue (engine burns oil) or black (excessive oil consumption)	100%	100%	80%	80%
Free of odors while engine is running	100%	100%	100%	90%
Oil dip stick free of dark, black oil	85%	85%	85%	75%
Battery terminals free of corrosion	100%	100%	100%	100%
Oil filler neck not coated with black deposits	100%	100%	95%	100%
Free of fluid or oil leaks	100%	100%	100%	100%
Suspension				
All corners respond the same when bouncing	yes	yes	yes	yes
When bouncing the vehicle's corners, no creaking noises are made	yes	yes	yes	yes
Vehicle rests levelly	yes	yes	yes	yes
Interior				
Rear & driver-side door lock & unlock with key	yes	yes	yes	yes
Power windows operate properly	100%	100%	n/a	n/a
All seats adjust properly	50%	50%	50%	90%
All seats equipped with functional seat belts	75%	100%	100%	100%
Windshield wiper fluid dispenses properly	100%	100%	100%	100%
Windshield wipers work	100%	100%	75%	100%
Air conditioner works	n/a	n/a	n/a	n/a
Heater works	60%	50%	50%	60%
Stereo works	50%	100%	0%	100%
No dashboard warning lights remain illuminated	50%	100%	100%	100%
All gauges work	100%	100%	100%	100%
All doors open and close freely	90%	100%	90%	100%
Seats unworn and free of cracks	100%	100%	50%	70%

Frame	Sprinter 1	Sprinter 2	Ford E450	Ford E350
No signs of crumpling or straightening inside the trunk/rear	100%	100%	100%	100%
Chassis is neither bent nor cracked	100%	100%	100%	100%
Automatic transmission				
Transmission neither slips nor delays when driving	100%	100%	100%	100%
Transmission fluid looks clean, not dirty or gritty (no indicates possible internal transmission problem)	100%	100%	100%	100%
Brakes				
Wheels do not lock when applying antilock brakes	100%	100%	n/a	n/a
No grinding noises when applying	100%	100%	100%	100%
Parking brake engages and disengages freely	100%	100%	100%	100%
Vehicle steers straight and does not pull to one side when applying brakes	90%	100%	100%	100%
Steering				
Vehicle does not drift to one side without prodding	100%	100%	80%	100%
Vehicle is stable; no shaking or vibrating	100%	100%	100%	100%
No resistance in the steering wheel when turning	100%	100%	100%	100%
No clicking or clunking when turning	100%	100%	100%	100%

*Vehicle assessments carried out by Gabriola Community Bus coordinator, April 2016

Appendix B: AMBC Roadmap: Asset Management Building Blocks for GCBF

Status as of April, 2016

We have followed the AMBC Roadmap to identify that GCBF asset management practices are generally at the 'Basic' level, as summarized in the following table.

1.0 Know your Assets

1.1 Basic Assets Inventory <ul style="list-style-type: none"> ✓ Asset Type ✓ Location ✓ Quantity and Size ✓ Material 	<ul style="list-style-type: none"> ✓ Useful Life ✓ Install Date & Age ✓ Remaining Life 	1.2 Componentized Asset Inventory
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2.0 Know your Financial Situation

2.1 Current Asset Inventory <ul style="list-style-type: none"> ✓ Replacement Value ✓ Depreciated Value 	2.2 Current O & M costs <ul style="list-style-type: none"> ✓ Historical O & M costs ✓ Current O & M costs 	2.3 Future Capital Costs <ul style="list-style-type: none"> Multi-year plans ✓ Taxes ✓ Revenue ✓ Funding Rules 	2.4 Funding Sources <ul style="list-style-type: none"> Multi-Year Plans ✓ Taxes ✓ Revenues ✓ Funding Rules 	2.5 Future O & M costs <ul style="list-style-type: none"> Multi-year plans ✓ Operational costs ✓ Maintenance costs
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3.0 Understand Decision Making

3.1 Evaluation Decision Making Process <ul style="list-style-type: none"> ✓ Current Processes ✓ Desired Processes ✓ Improvement Gap 	3.2 Improvement Plan and Process <ul style="list-style-type: none"> ✓ Identify tasks ✓ Develop basic Plan ✓ Implement Improvement process
---	---

4.0 Manage your Asset Lifecycle

4.1 Asset Condition <ul style="list-style-type: none"> ✓ Current Condition ✓ Condition rating ✓ Condition monitoring ✓ Deterioration modelling ✓ Work history tracking 	4.2 Level of Service <ul style="list-style-type: none"> ✓ Current LoS ✓ Desired LoS ✓ Performance Measures & Monitoring 	<ul style="list-style-type: none"> ✓ 4.3 Assess Asset Renewal Strategy ✓ Treatment Options ✓ Evaluation ✓ Treatment Selection ✓ Review Outcome 	4.4 Assess Asset Maintenance Strategies <ul style="list-style-type: none"> ✓ Maintenance Options ✓ Evaluation ✓ Develop strategy ✓ Review Outcome
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5.0 Know the Rules


5.1 Strategic Goals <ul style="list-style-type: none"> ✓ Organizational Goals ✓ Stakeholder Goals 	5.2 Legislation, Regulation, Policy & Standards <ul style="list-style-type: none"> ✓ List of requirements ✓ Associated Policies & Best Practice Standards 	5.3 Monitoring <ul style="list-style-type: none"> ✓ State of Compliance ✓ Measuring Compliance
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6.0 Sustainability Monitoring

6.1 Sustainability Assessment <ul style="list-style-type: none"> ✓ Current state of sustainability ✓ Desired Processes ✓ Improvement Gap 	6.2 N/A 6.3 Demand Management <ul style="list-style-type: none"> ✓ Alternative strategies 	6.4 Emerging Technologies <ul style="list-style-type: none"> ✓ Alternative strategies ✓ Innovation
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Proposed Budget

Proposed Annual Budget for 2016/17 Assumptions

48	service hours
6.5	riders per hour
\$2	average fare
\$32,448	fares
	 s. 22
4.8	additional hours
26	km per hour
\$1.35	fuel per litre
16.245	litres per 100 km
3.167775	litres per hour
75	% diesel

Expenses

Drivers' wages	\$60,403
Coordination	\$35,000
repair & maint.	\$30,000
fuel	\$10,674
bus insurance	\$10,200
Communication	\$1,620
marketing	\$2,000
organization costs	\$2,750
Capital for buses & Contingency	\$24,000
rent	\$1,000
Total expenses	\$177,647

Income

Fares	\$32,447
tax	\$130,200
Other (charter, grants, ads)	\$15,000
Total Income	\$177,647

Net	\$0
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Appendix D: Gabriola Community Bus Foundation 12 Year Asset Management Plan

Vehicle Purchases will be made based on:

- Operational safety and reliability of current vehicles in fleet
- Passenger capacity of current vehicles in fleet relative to passenger demand
- After initial purchases in 2017 we will have funding available through our capital reserve fund to make a purchase every three years.
- Assume 9 - 12 year life span as public transit vehicle

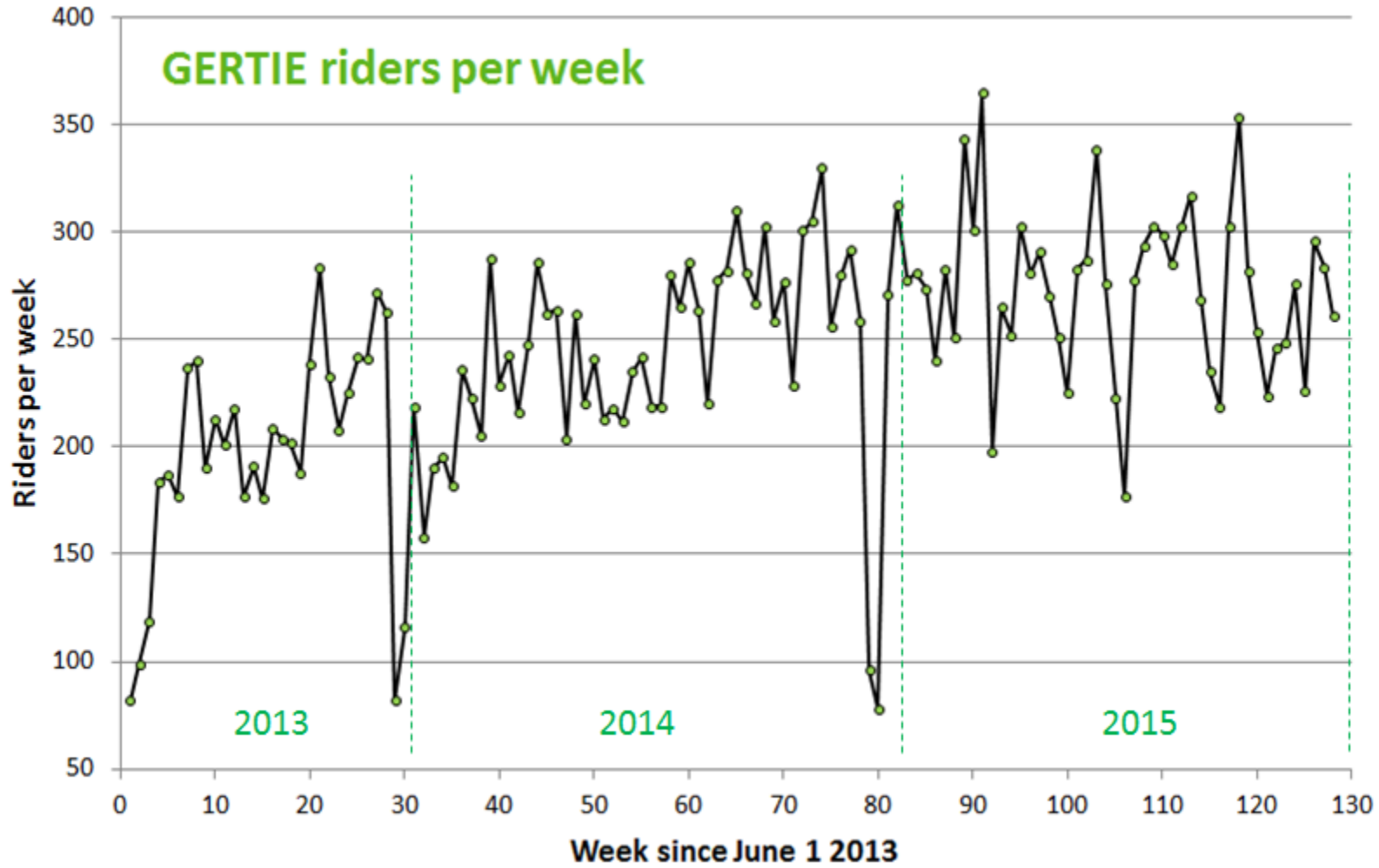
	2017	'18	'19	2020	'21	'22	2023	'24	'25	2026	'27
Buy	E. 17 passenger F. 24 passenger			G. 12 passenger			H. 24 passenger			I. 17 passenger	
Sell	A. 10 passenger* B. 24 passenger* C. 17 passenger*			D. 10 passenger*			E. 17 passenger			F. 17 passenger	

*Funds provided to Island Futures Society to pay down costs incurred during pilot

Current and Proposed Vehicles

	Vehicle	Year	Pass #	sell		Vehicle	Year	Pass #	Buy/Sell
A	Sprinter 1 Mercedes 2500	2006	10	2017		E Mercedes Benz/Dodge Sprinter	2014	17	2017/2023
B	Ford E350 Ford E350	1992	24	2017		F 2015 Ford E-450 24 passenger	2015	24	2017/2026
C	Ford E450 Ford E450	2002	17	2017		G Preferred: Electric or Hybrid	2018	12	2020/2029
D	Sprinter 2 Mercedes 2500	2006	10	2020		H Preferred: Electric or Hybrid	2019	24	2023/2032
						I Preferred: Electric or Hybrid	2024	17	2026/2035

Appendix E: Weekly Riders Statistics June 2013 to December 2015



NEW BUILDING CANADA FUND

SMALL COMMUNITIES FUND

APPLICATION FORM

PLEASE READ THE PROGRAM GUIDE in order to ensure you submit all required information before completing this Application Form.

The Application Form must be completed in full and submitted with all mandatory supporting documentation. See Program Guide section 6 for more details. Applicants should be aware that information collected is subject to provincial freedom of information legislation.

All sections of the application form must be completed. If a question is not relevant to your specific project, enter N/A. Where possible we have provided examples to assist you in the completion of the Application Form.

Please provide only specific concise project information.

Application Number:	230
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A. Applicant Information

Legal Name of Applicant:	Gabriola Community Bus Foundation		
Applicant Mailing Address:	██████████ s. 22	City/Town:	Gabriola
Province:	BC	Postal Code:	V0R 1X0
Primary Contact First Name:	Steven	Phone Number:	██████████ s. 22 Ext:
Primary Contact Last Name:	Earle	Email Address:	██████████ s. 22
Title of Primary Contact:	Board member	Alternate Contact Name:	Fay Weller

B. Project Information

Project Title:	Fleet Renewal Project
1.	Select the Project Type that describes the largest percentage of works being undertaken in this Project. Public Transit
2.	Nature of the project. Renewal/Rehabilitation of Existing Infrastructure
3.	Provide a brief project rationale outlining why the project is needed along with the objectives that will be achieved. In 2012 the Gabriola Community Bus received funding from the RDN Community Works program to purchase vehicles for a pilot project to operate from June 2013 to June 2016. The limited amount of funding available restricted us to well-used vehicles; our fleet ranges from 10 to 14 years in age, some with over 400,000 km on the odometer. While these vehicles are still operating safely, they are expensive and time consuming to maintain, and they are not as comfortable and convenient for our passengers and drivers as we would like. In May 2016 we will transition to a new phase of the project. We will be funded through a service contribution agreement for Regional District of Nanaimo (RDN) taxes levied on Gabriola, Mudge and

DeCourcy Islands, although we will not be part of the BC Transit system nor directly associated with RDN Transit. Our funding provides for fleet renewal, but the annual amount is limited. The objective of this funding application is to provide for sufficient funds to purchase relatively new buses that will reduce our maintenance costs and ensure the reliability of our service.

4. Describe the alternatives considered for this project.
One alternative is to continue operating with our current fleet, but over time this will seriously restrict our ability to provide reliable, safe and affordable transit service on Gabriola. Another alternative is to lease vehicles, however this is considerably more expensive than the option of purchasing relatively new used vehicles, and does not fit within our budget.
5. Provide a detailed list of the physical works of the project.
Project Works:
We intend to purchase 2 new buses within the next 12 months: 1) a 17-passenger Mercedes Sprinter (or similar vehicle) from the 2014 model year. Based on a recent analysis the cost should be in the order of \$63,000 2) a 24-passenger Ford E-450 transit bus (or similar vehicle) from the 2015 model year. Based on a recent analysis the cost should be in the order of \$53,400
Example:

Project works (i.e. treated wastewater effluent pipeline and outfall)
 - Approximately 10km of effluent forcemain;
 - Pumping system for the forcemain;
 - Outfall structure for discharge to a river;
 - Civil, mechanical and electrical works and supplies.
6. a) Provide physical address of project *.
The project operates all over Gabriola Island.
b) Project Latitude:
49 deg. 9 min. N
c) Project Longitude:
123 deg. 47 min. W
** Map of project location is mandatory. See section 6 of the Program Guide for a list of mandatory and optional supporting documentation.*
7. a) What is the population of the community?
4,200
b) What is the population that will be served by this project?
8,000
c) List the communities below that will benefit from the project:
The Gabriola Community Bus serves the 4200 year-round residents of Gabriola, Mudge and DeCourcy Islands, plus the significantly increased summer-time population of seasonal residents and tourists. It also benefits the entire Nanaimo region by providing services for Gabriolans that work, shop and attend events in Nanaimo, and vice versa.
8. a) Estimated Project Start Date:
01/01/2017
b) Estimated Project End Date:
31/03/2017
c) Estimated Construction Start Date:
01/01/2017
d) Estimated Construction End Date:
31/03/2017
e) Identify existing risks to meeting this timeline. Please list all that are known and include your evaluation and proposed mitigation for each risk. (i.e. seasonal limitations to construction;

detailed design work; public oppositions expected; referendum required, Environmental Assessment/Aboriginal Consultation etc...)

Timeline Risks:

Issue/Risk	Timing or Impact	Mitigation
------------	------------------	------------

f) Other project timeline comments:

We cannot identify any timing risks. We will start the purchase process in late 2016 and are confident that it can be completed by March 2017.

9. a) Does the project involve federal owned asset?

No

- If Yes, please provide detail:

b) Does the project involve provincial owned asset?

No

- If Yes, please provide detail:

c) Has tender on design work been awarded?

No

d) Has tender on construction work been awarded?

No

e) Has physical work on construction been started?

No

f) Does the project involve lands within the Agricultural Land Reserve?

No

C. Financial Details

In addition to the financial information below, a detailed cost estimate is mandatory. See section 6 of the Program Guide for a list of mandatory and optional supporting documentation.

10. Summary of Financial Details

a) Total Gross Project Costs:	\$ 116,400
b) Ineligible Project Costs	
Land Acquisition Costs:	\$
Leasing Land, Building and Other Facilities:	\$
Financing Charges:	\$
Legal Fees:	\$
In-kind Contribution:	\$
Tax Rebate:	\$
Other:	\$
Total Ineligible Project Costs:	\$
c) Eligible Project Costs	
Design/Engineering Costs (max 15%):	\$
Construction/Material Costs:	\$ 116,400
Contingency:	\$
Other (EA, etc.):	\$
Total Eligible Project Costs:	\$
d) Total Grant Request:	\$

11. Provide detailed list of Other Funding Sources.

Please note: Other federal and/or provincial grants will affect the total grant requested as per

stacking limit. The provincial contribution will be equal to the federal contribution. - see section 1.5 of the Program Guide.

Other Funding Sources	Amount of Funding
Gabriola transit service annual tax requisition, amount identified for fleet renewal for years 2016 and 2017	\$ 28,800
Village Food Market Community Card program (secured funding)	\$ 5,000
Coastal Community Credit Union Healthy Communities fund (or if this funding application is unsuccessful we will borrow interest free from a sister Gabriola organization, Island Futures)	\$ 5,000
	\$

12. Indicate how the local share of capital costs have been secured and show evidence of secured funds i.e. audited financial statement, bank statement etc.

13. Will the project require the borrowing of funds?
No.

14. Who will own the completed project?
The Gabriola Community Bus Foundation

15. Who will be responsible for operating and maintenance?
The Gabriola Community Bus Foundation

- Do you have a plan to fund, operate and maintain the asset over its lifecycle?
Yes

- What are the expected annual operation & maintenance costs of the project [including depreciation]?
\$20,000

- How will the operation, maintenance and renewal of this capital project be funded?
From the Gabriola transit service annual tax requisition

16. Do you have council/board resolution authorizing the project to proceed and commit your share of project funding?
Yes

- If no, when do you expect to submit the council/board resolution:

17. Indicate how the program funding will have an incremental impact on the project whether its scope enhanced (increase in size - expressed in the form of a percentage) or its timing accelerated (by number of years).

Increased ability to serve the transit riders on Gabriola, and to grow with increasing demand

18. Eligible Costs Forecast - Project cost estimates are based on work completed or goods and services received, and are for all contributions (Provincial, Federal, and Applicant Share):

Project Costs – work expected to be completed April 1, 2015 to March 31, 2016	\$
Project Costs – work expected to be completed April 1, 2016 to March 31, 2017	\$ 116,400
Project Costs – work expected to be completed April 1, 2017 to March 31, 2018	\$
Project Costs – work expected to be completed April 1, 2018 to March 31, 2019	\$
Project Costs – work expected to be completed April 1, 2019 to March 31, 2020	\$
Project Costs – work expected after March 31, 2020	\$
Total (must equal Total Eligible Costs (10 c.))	\$

19. Asset Management

a) Do you have a long-term financial plan that exceeds a 5 year horizon? If yes, how many years after 5 years does it go?

Yes. We will continue to set aside funds for fleet renewal from our annual tax requisition .

Over each 3-year period the amount accumulated will be sufficient for purchase of a replacement vehicle.

- b) How does it relate to your OCP? Capital works plan? Asset management plan? Other strategic community and corporate plans?

The Gabriola Community Bus is included in the Gabriola OCP (Islands Trust, Local Trust Committee) and the project has been approved by the Board of the RDN.

- c) What proportion (%) of infrastructure replacement are you able to fund through current financial revenues?

Approximately 33%

For the asset class that you are applying for:

- d) Do you have an asset inventory/registry – complete? Up to date?

Yes, complete and up to date. See Appendix A of attached Business Case document.

- e) Condition assessment?

The 4 vehicles currently being operated by the Gabriola Community Bus are in safe operating condition, but are continuously prone to minor breakdowns. See Appendix A of attached Business Case document.

- f) An asset management plan? If yes is the plan linked to a long term financial plan?

Yes, and yes. See attached Business Case document.

- g) Using the AM BC Roadmap available at www.assetmanagementbc.ca, identify which 'Basic Level' practice modules/building blocks your local government has achieved (for the asset category applied for)?

We have achieved the following AMBC Roadmap levels: Know our assets: 1.2, Know your financial situation: 2.5, Understand decision making: 3.2, Manage asset life cycles: 4.4, Know the rules: 5.3, Sustainability management: 6.4. See Appendix B of attached Business Case document.

- h) What effect will the proposed project have on service levels and how will these be measured?

It will allow us to increase rider-ship, service levels, rider satisfaction reliability and safety. It will also increase access and mobility for Gabriolans. We currently do, and will continue to measure rider-ship and collect community feedback.

20. If this project involves a partnership, provide the legal name of all partner organizations and describe how they are supporting this project:

n/a

D. Project Benefits

Economic growth, cleaner environment and stronger communities

Please use the following questions to demonstrate how the proposed project meets program objectives. Projects will be assessed on how they meet one or more of these principles. Where possible provide quantitative data in the fields below (e.g. total GHG emission reductions, energy saved, number of residents that will have access to drinking water which meets emerging water standards, etc.).

Economic growth

21. a) Describe how the project improves economic growth in the community:

The Gabriola bus brings increased economic opportunities to island businesses through: attracting people to visit who would be inhibited by ferry costs from travelling from Nanaimo to explore Gabriola; and transporting visitors who would otherwise be unable to access goods and services, such as boaters using Silva Bay marinas who can now use the bus to patronize the Village grocery store, liquor store, market, golf club or attend social and cultural events such as studio/art tours and TheatreFest. Additionally, we have observed day-trip visitors

from Nanaimo, e.g., 11 senior women one day. Cyclists also ferry to Gabriola to do the “circle route”, but the buses with their bike racks are a safety feature, a known “out” in case of injury or fatigue. All these visitors access local businesses.

- b) List the direct and indirect economic benefits and any impacts that are real but not measureable (e.g. community cohesiveness):

In a 2010 wellness survey Gabriolans were asked what they liked about living on Gabriola and 27% of those responding (n=420) spoke about the sense of community. The Community Bus plays an important role in the community: it is both a microcosm of community in action and it creates a sense of community accomplishment. While those surveyed expressed gratitude for the organizing team and volunteer drivers, they also observed that the bus builds community.

Cleaner environment

- c) Describe the environmental benefits and contribution of the project (e.g. reduced resource consumption, reduction in greenhouse gas emissions, etc.):

Protection of the environment is one of the key goals of the Gabriola Community Bus. By reducing the number of car trips, and though our use of waste vegetable oil, we have prevented the emission of 48 tonnes of CO2 on Gabriola. The bus also reduces congestion on the roads and at the ferry terminal.

- d) Describe the community health and social benefits of the project (e.g. promoting inclusive and accessible communities, improved drinking water quality, etc.):

The Gabriola Community Bus provides transportation alternatives for all Gabriolans, but is especially useful for those who don’t drive or don’t have access to a private vehicle. Taking the bus allows Gabriola youth a safe opportunity to become more independent in their travel, and in their ability to participate in after school activities not previously possible due to the limitations of the school bus schedule.

Stronger communities

- e) Describe how this project will advance the long-term goals and vision of the community as identified in applicable community plans. Include a copy of the relevant sections of the community plan(s) as supporting documentation. See Section 6 of the Program Guide.

Public transit is identified as a valuable community asset in the Gabriola OCP, and this project will help to ensure the long-term viability of that asset.

E. Environmental Assessment and Aboriginal Consultation

22. Is any part of the project located on federal lands?

No

23. Will aboriginal groups be consulted about the project?

No

24. Is the project subject to an environmental assessment?

No

F. Mandatory and Supporting Documents

All mandatory and optional supporting documentation* are to be emailed or mailed (must include application number) to:

For the following project categories:

Brownfield Redevelopment, Connectivity and Broadband, Disaster Mitigation Infrastructure, Highways and Major Roads, Innovation, Local and Regional Airports; Public Transit, Short Line Rail and Short Sea Shipping

Ministry of Transportation and Infrastructure
PO Box 9850 Stn Prov Govt
5C - 940 Blanshard St.
Victoria, BC V8W 9T5
Phone: 250-952-0675
Email: infrastructure@gov.bc.ca

For the following project categories:

Drinking Water, Green Energy, Solid Waste Management and Wastewater

Ministry of Community, Sport and Cultural Development
PO Box 9838 Stn Prov Govt
4th Floor 800 Johnson St.
Victoria, BC V8W 9T1
Phone: 250-387-4060
Email: infra@gov.bc.ca

** Please see Section 6 of the Program Guide for a list of mandatory and optional supporting documentation.*

April 11, 2016

Regional District of Nanaimo

To Whom It May Concern:

On Friday, April 8, 2016, we had the opportunity to ride on the 130th Anniversary Island Train in Nanaimo. It was a totally awesome and fun day and we greatly appreciated being given the chance to be on this ride.

We were both born and raised in Victoria and the E & N Dayliner was a big part of downtown Victoria.

(Bill) – I only rode the Dayliner once when I was a young boy and delivered the Victoria Time Colonist and won a free trip to Courtenay. It was an experience I will always remember – the tressels and scenery along the rail route. Until last Friday I had never been on another train.

(Miriam) - my family rode the Dayliner most summers to visit relatives in Courtenay. It was the highlight of our summer vacation.

When we moved to Ladysmith we took our children to Victoria on the Dayliner to visit relations – they were so excited and loved every moment on the trip.

It now saddens us to think our own grandchildren and future generations will not be able to experience this adventure on Vancouver Island.

We strongly urge the RDN to re-consider re-instating the Dayliner service so both tourists and island residents can enjoy the beauty that is not see by driving the Malahat in a vehicle. The train is also important and essential as it keeps the island communities connected.

Sincerely,

Bill & Miriam Rose
1140 Cloke Road
Box 1488
Ladysmith BC
V9G 1B1

cc: Island Rail
Nanaimo News Bulletin
Cowichan Valley Citizen

From: Elizabeth Lamprecht
Sent: Tuesday, April 19, 2016 4:06 PM
To: Chandler, Kelsey
Subject: Development Variance Permit Application PL2016-025

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, B.C.
April 19, 2016

Dear Ms. Chandler,

On April 18, 2016 we received the Notification Of Development Variance Permit Application for Re: Lot 4, District Lot 38, Plan21633, 1380 Reef Road, Nanoose Bay. Neither the property owners nor their agent had notified us although Nanaimo did recommend it to the agent. We went online, and found that there was a letter of no-opposition of the variances from Helmut Haggemueller of 1401 Reef Road dated April 6th so apparently some homeowners did get Notice. As we, the owners of Lot 5, 1378 Reef Road are probably the most impacted, if not the only, property owners impacted, we were somewhat concerned at our non-notification by the owners and agent. We sincerely thank the Regional District of Nanaimo for notifying us.

We have had little time to look into the issues involved and legal challenges to make.

We oppose the proposed variance to reduce the minimum interior side lot line from 2.0 metres to 1.7 metres. This house is already so close to the property line as to need a variance for .3 metre. That is a very small setback already.

We oppose the variance to reduce the minimum setback from 15.0 metres horizontal distance from the natural boundary to 9.8 metres to legalize the existing dwelling unit and deck. Although it was, we are sure, legal at the time it was built, part of the house, and all of the present deck are over the present setback. The only reason presented is to legalize so more decking can be built in an area previously considered to be unsafe, or interfering with the view or enjoyment of neighbors, we believe. Again we did not have the time to do the research.

We oppose the variance to reduce the minimum setback from 15.0 metres horizontal distance to 9.8 metres and 11.6 metres to accommodate proposed additions to the deck. The deck is entirely over the legal setback line.

We expect to build on the front of Lot 5 and don't want to lose anymore view than the present house which already is set partially over the setback nor 2 expansions to the deck with is completely over the present setback.

The interior minimum setback is only 2.0 which makes proximity of the present home already

uncomfortably close and we ask that no further infringement be granted.

Thank you so much Ms. Chandler for bringing this email to the attention of the Legislative Coordinator. As we explained to you, a trip up Island would be very inconvenient for us at this time.

Yours truly,
Robin N. Lamprecht
Elizabeth C. Lamprecht

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1479.02

A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO
CRIME PREVENTION AND COMMUNITY JUSTICE SUPPORT SERVICE
ESTABLISHMENT BYLAW NO. 1479, 2006

WHEREAS the Board of the Regional District of Nanaimo wishes to amend "Crime Prevention and Community Justice Support Service Establishment Bylaw No. 1479, 2006";

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 "Crime Prevention and Community Justice Support Service Amendment Bylaw No. 1479.02, 2016".

2. Amendment

"Crime Prevention and Community Justice Support Service Establishment Bylaw No. 1479, 2006" is amended as follows:

(1) By deleting Section 6 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) \$150,000 (One Hundred and Fifty Thousand 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 \$0.0154 per thousand dollars of assessment."

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

Received the approval of the Inspector of Municipalities this 8th day of April, 2016.

Adopted this _____ 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 22nd day of March , 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. 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 22nd day of March, 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, APRIL 12, 2016 AT 6:30 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
T. Osborne	Gen. Mgr. Recreation & Parks
J. Harrison	Director of Corporate Services
J. Hill	Mgr. Administrative Services
J. Holm	Mgr. Current Planning
C. Golding	Recording Secretary

CALL TO ORDER

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

ELECTORAL AREA PLANNING COMMITTEE MINUTES

Minutes of the Regular Electoral Area Planning Committee meeting held Tuesday, March 8, 2016.

MOVED Director Veenhof, SECONDED Director McPherson, that the minutes of the Regular Electoral Area Planning Committee meeting held Tuesday, March 8, 2016, be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Helmut Haggemueller, re Development Variance Permit Application No. PL2016-025 – 1380 Reef Road – Electoral Area ‘E’.

MOVED Director Veenhof, SECONDED Director Young, that the correspondence from Helmut Haggemueller regarding Development Variance Permit Application No. PL2016-025 – 1380 Reef Road in Electoral Area ‘E’, be received.

CARRIED

DEVELOPMENT PERMIT

Development Permit Application No. PL2016-024 – 6445 Island Highway West, Electoral Area ‘H’.

MOVED Director Veenhof, SECONDED Director Rogers, that Development Permit No. PL2016-024 to permit a garage and master bedroom addition to an existing dwelling unit and to construct a roof addition over an existing entry porch be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

Development Permit Application No. PL2016-014 – 6769 Island Highway West, Electoral Area ‘H’.

MOVED Director Veenhof, SECONDED Director Rogers, that Development Permit No. PL2016-014 to permit the construction of an addition to an existing dwelling unit be approved subject to the terms and conditions outlined in Attachment 2.

CARRIED

DEVELOPMENT PERMIT WITH VARIANCE

Development Permit with Variance Application No. PL2016-040 – 1125 Spider Lake Road, Electoral Area ‘H’.

MOVED Director Veenhof, SECONDED Director Young, that Development Permit with Variance No. PL2016-040 to reduce the watercourse and minimum lot line setback requirements to permit the construction of a detached secondary suite be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

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

CARRIED

DEVELOPMENT VARIANCE PERMIT

Development Variance Permit Application No. PL2016-025 – 1380 Reef Road – Electoral Area ‘E’.

MOVED Director Rogers, SECONDED Director Young, that Development Variance Permit No. PL2016-025 to replace and extend the roof of an existing dwelling unit, to legalize the siting of an existing dwelling unit and deck, and to accommodate proposed additions to an existing deck, be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

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

CARRIED

OTHER

Subdivision Application No. PL2015-137 – Request to Accept Park Land Dedication – 1032 Robertson Boulevard, Electoral Area ‘G’.

MOVED Director Veenhof, SECONDED Director Rogers, that the request to accept the dedication of park land, as outlined in Attachments 2 and 3, be accepted.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 6:38 PM

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, APRIL 12, 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
Director J. Fell	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 J. Kipp	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 B. Yoachim	City of Nanaimo
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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
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.

DELEGATIONS

Dr. Paul Hasselback, Island Health, re Annual Presentation to the Board.

Dr. Paul Hasselback delivered a slide presentation and overview of local data on substance use and misuse including comparisons between the Regional District of Nanaimo, Vancouver Island, and the Province and shared options for advocacy and additional resources for possible solutions.

COMMITTEE OF THE WHOLE MINUTES

Minutes of the Committee of the Whole meeting held Tuesday, March 8, 2016.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the minutes of the Committee of the Whole meeting held Tuesday, March 8, 2016, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Franz Gigl, Gabriolans Against Freighter Anchorages Society (GAFA), re Meeting with Regional Director Marine Security and Safety (Pacific Region).

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Franz Gigl, Gabriolans Against Freighter Anchorages Society (GAFA), regarding meeting with the Regional Director of Marine Security and Safety (Pacific Region) be received.

CARRIED

Bruce Jolliffe, Chair, Comox Valley Regional District, re Asbestos and Asbestos Containing Material (ACM).

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Bruce Jolliffe, Chair, Comox Valley Regional District, regarding Asbestos and Asbestos Containing Material (ACM) be received.

CARRIED

Lighthouse Community Centre Society, re Request for Building Upgrade Assistance through Community Works Funds.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Lighthouse Community Centre Society regarding a request for building upgrade assistance through Community Works Funds be received.

CARRIED

Island Corridor Foundation Contribution Agreement.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Carl Olsen, Ron Lychak, and Ronald Starkie regarding the Island Corridor Foundation Contribution Agreement be received.

CARRIED

RECREATION AND PARKS

PARKS

Regional Parks and Trails Select Committee – Amendment to Terms of Reference.

MOVED Director Westbroek, SECONDED Director Thorpe, that the Terms of Reference for the Regional Parks and Trails Select Committee be amended as provided on Appendix I.

CARRIED

Oakdowne Community Park Adjunct II (Electoral Area ‘H’) – Licence of Occupation Renewal.

MOVED Director Houle, SECONDED Director Lefebvre, that the Regional District accept the Province of BC’s offer of a 30-year Licence of Occupation for community trail situated on parts of Lots B, H and I, District Lot 89, Newcastle District, and adjacent to Oakdowne Community Park in Electoral Area ‘H’.

CARRIED

Coombs to Parksville E&N Rail Trail – Tender Award and Advance of Construction.

MOVED Director Lefebvre, SECONDED Director Fell, that the Regional District issue a Notice of Award to David Stalker Excavating Ltd. for the construction of approximately 7 km of Coombs to Parksville Rail Trail for a total bid price of \$2,692,024 (excluding GST).

CARRIED

MOVED Director Fell, SECONDED Director Stanhope, that staff be directed to conclude associated arrangements with Southern Vancouver Island Railway, the City of Parksville and Koers & Associates Engineering Ltd. for the balance of works involved with the 2016 construction of the Coombs to Parksville Rail Trail project.

CARRIED

REGIONAL AND COMMUNITY UTILITIES AND SOLID WASTE

WASTEWATER

Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.06.

MOVED Director Rogers, SECONDED Director Thorpe, that “Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.06, 2016” be introduced and read three times.

CARRIED

MOVED Director Houle, SECONDED Director Bestwick, that “Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.06, 2016” be adopted.

CARRIED

Renewal of Agreement for On-Call Electrical Maintenance and Support for Wastewater Services.

MOVED Director Fell, SECONDED Director McKay, that the Board authorize staff to renew an agreement for on-call electrical maintenance and repair for Wastewater Services to Shaw Electrical Services from June 1, 2016 to May 31, 2017, for a total financial authorization of \$240,000.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

CURRENT PLANNING

Annual Special Electoral Area Planning Committee and Town Hall Meetings in Electoral Areas.

MOVED Director McPherson, SECONDED Director Rogers, that a joint Special Electoral Area Planning Committee and Town Hall meeting be held annually in each Electoral Area that participates in the Community Planning Function (all Electoral Areas except for 'B') and that a Town Hall meeting be held annually in Electoral Area 'B'.

MOVED Director Rogers, SECONDED Director Stanhope, that consideration of annual Special Electoral Area Planning Committee and Town Hall meetings in Electoral Areas be deferred until after an Electoral Area caucus meeting has been held.

CARRIED

LONG RANGE PLANNING

2015 Annual Report on Regional Growth Strategy Implementation and Progress.

MOVED Director Westbroek, SECONDED Director Pratt, that the Regional Growth Strategy 2015 Annual Report be received.

CARRIED

ENERGY AND SUSTAINABILITY

Asset Management Quarterly Update and Policy.

MOVED Director Rogers, SECONDED Director Pratt, that the Asset Management Quarterly Update be received for information.

CARRIED

MOVED Director Rogers, SECONDED Director Pratt, that the Asset Management Policy be adopted and incorporated into the Regional District of Nanaimo policy manual.

CARRIED

ADVISORY, SELECT COMMITTEE AND COMMISSION

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

Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held Wednesday, February 10, 2016.

MOVED Director Rogers, SECONDED Director Stanhope, that the minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held Wednesday, February 10, 2016, be received for information.

CARRIED

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

Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held Wednesday, February 17, 2016.

MOVED Director McPherson, SECONDED Director Young, that the minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held Wednesday, February 17, 2016, be received for information.

CARRIED

Agricultural Advisory Committee.

Minutes of the Agricultural Advisory Committee meeting held Friday, February 19, 2016.

MOVED Director Houle, SECONDED Director Stanhope, that the minutes of the Agricultural Advisory Committee meeting held Friday, February 19, 2016, be received for information.

CARRIED

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

Minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, February 29, 2016.

MOVED Director Young, SECONDED Director Fell, that the minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, February 29, 2016, be received for information.

CARRIED

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

Minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held Thursday, February 25, 2016.

MOVED Director Stanhope, SECONDED Director McPherson, that the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held Thursday, February 25, 2016, be received for information.

CARRIED

Phase 2 Water Access Development.

MOVED Director Stanhope, SECONDED Director Young, that staff be directed to install water access signage and undertake minor trail improvements at the following Ministry of Transportation and Infrastructure water access sites: #12 Raft Rd, #15 Cochrane Rd, #19 Franksea Rd, #22 Guitar Lane, #25 Hansen Rd or #26 Noonday Rd, #29 McColl Rd, #34 Henry Morgan Dr, #40 Ocean Trail Rd, #41 Oceantrail West, and #48 Deep Bay Dr.

CARRIED

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

Minutes of the Electoral Area 'G' and Open Space Advisory Committee meeting held Monday, March 7, 2016.

MOVED Director Stanhope, SECONDED Director McPherson, that the minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held Monday, March 7, 2016, be received for information.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Chair Veenhof passed the chair to Director Haime.

Lighthouse Community Centre Society, re Request for Building Upgrade Assistance through Community Works Funds.

MOVED Director Veenhof, SECONDED Director McPherson, that staff be directed to develop an agreement to provide for the transfer of up to \$85,000 of Electoral Area 'H' Community Works Funds for building upgrades to the Lighthouse Community Centre.

CARRIED

Chair Veenhof assumed the Chair.

Bruce Jolliffe, Chair, Comox Valley Regional District, re Asbestos and Asbestos Containing Material (ACM).

MOVED Director McPherson, SECONDED Director Young, that staff be directed to bring a report to the Solid Waste Select Committee with recommendations on a response to the Comox Valley Regional District.

CARRIED

NEW BUSINESS

Rail Corridor Development.

MOVED Director Westbroek, SECONDED Director Hong, 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'.

CARRIED

Bus Passes for Adults with Disabilities.

MOVED Director Westbroek, SECONDED Director Hong, that the Board endorse a letter from the Chair to the Provincial Government indicating that the Regional District of Nanaimo does not support the changes to the BC Bus Pass Program and the Special Transportation Subsidy for disability assistance clients.

CARRIED

Regional Services Review.

MOVED Director Westbroek, SECONDED Director Hong, that staff prepare a report with regard to conducting a Regional Services Review after the appointment of the Chief Administrative Officer and prior to the next Financial Plan adoption.

CARRIED

Strategic Priority to Create an Electoral Area Caucus.

MOVED Director McPherson, SECONDED Director Fell, that staff be directed to prepare a report on options for moving forward on the Strategic Priority to "create an Electoral Area caucus to enhance regional governance".

CARRIED

Notice of Motion – Social Procurement.

Director Westbroek noted that the following motion will be brought forward to the May 10, 2016 Committee of the Whole Agenda:

That staff be directed to prepare a report on options for proceeding with a social procurement policy.

Directors' Roundtable.

Directors provided updates to the Board.

IN CAMERA

MOVED Director Kipp, SECONDED Director Pratt, that pursuant to Sections 90 (1) (j) of the *Community Charter* the Committee proceed to an In Camera Meeting for discussions related to third-party business information.

CARRIED

TIME: 8:35 PM

ADJOURNMENT

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

CARRIED

TIME: 8:40 PM

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1418.06

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

WHEREAS the Board of the Regional District of Nanaimo wishes to amend “Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Bylaw No. 1418, 2005” for the purpose of adjusting fines for the contravention of “Regional Sewage Source Control Bylaw No. 1730, 2015”;

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

1. Citation

This Bylaw may be cited as “Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.06, 2016.”

2. Amendments

“Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Bylaw No. 1418, 2005” is amended as follows:

- (1) By replacing the words “Schedules 2-21” in section 4 to “Schedules 2-22”;
- (2) By replacing the words “Schedules 2-21” in section 5 to “Schedules 2-22”;
- (3) By replacing the words “Schedules 1-21” in section 6 to “Schedules 1-22”;
- (4) By deleting Schedule 22, and replacing it with Schedule 22 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

Schedule 22 to accompany Regional District of
Nanaimo Bylaw Enforcement Ticket Regulation
Amendment Bylaw No. 1418.06, 2016

CHAIRPERSON

CORPORATE OFFICER

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

SCHEDULE 22

Column I	Column II	Column III
Regional Sewage Source Control Bylaw No. 1730, 2015	Section of Bylaw 1730	Amount of Fine
1. Discharge of prohibited waste w/o permit	5(1)	\$1,000.00
2. Discharge of restricted waste w/o permit	5(2)	\$750.00
3. High volume discharge w/o permit	5(3)	\$500.00
4. Discharge of uncontaminated water over 2.0m ³ /day w/o permit	5(4)	\$250.00
5. Discharge of storm water or ground water w/o permit	5(5)	\$250.00
6. Discharge of trucked liquid waste w/o permit	5(6)	\$250.00
7. Discharge of recreational vehicle waste w/o permit	5(7)	\$100.00
8. Discharge of substance for dilution w/o permit	5(8)	\$250.00
9. Failure to meet term or condition of permit	10	\$500.00
10. Failure to install control works	26(1)	\$250.00

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE DISTRICT 69 RECREATION COMMISSION
REGULAR MEETING
HELD THURSDAY MARCH 31, 2016
2:00PM
(OCEANSIDE PLACE)

Attendance: Julian Fell, RDN Board
Reg Nosworthy, Electoral Area 'F'
Bill Veenhof, Director, Electoral Area 'H' (representative)
Neil Horner, Councillor, Town of Qualicum Beach
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
Gordon Wiebe, Electoral Area 'E'
Al Grier, Councillor, City of Parksville

CALL TO ORDER

Chair Fell called the meeting to order at 2:00pm and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

Introductions were done for members that were not able to attend the last meeting.

DELEGATIONS/ PRESENTATION

MINUTES

MOVED Commissioner Veenhof, SECONDED Commissioner Nosworthy that the Minutes of the Regular District 69 Recreation Commission meeting held February 18, 2016 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

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

E. Butts, Bard to Broadway Theatre Society to D69 Commission, RE: **Thank you**

C. Toth, Ravensong patron to Ravensong Aquatic Centre, RE: **Thank you**

CARRIED

UNFINISHED BUSINESS

BCRPA

Mr. Banman clarified that Commissioners Austin and Grier would be attending the Symposium on behalf of the Commission. Commissioner Nosworthy had a prior commitment and cannot attend.

Grant Sub-Committee

Mr. Banman noted that the grants sub-committee would be meeting April 7th to discuss the grant guidelines and terms of reference.

REPORTS

Monthly Update – Oceanside Place – February 2016

Mr. Banman gave an overview of the Monthly Update of Oceanside Place, noting that the ice is coming out of the Pond now and Meeker will follow. This year the Kratz ice will also come out for maintenance. He mentioned that Pat Solway who has run the concession for almost 10 years will be leaving and an RFP for Concession Services has been issued and will close April 29th.

Monthly Update – Ravensong Aquatic Centre – February 2016

Mr. Banman gave an overview of the Monthly Update of Ravensong Aquatic Centre, noting that the new guide is out and lesson sets are starting.

Monthly Update – Northern Recreation Program Services – February 2016

Mr. Banman gave an overview of the Monthly Updates for the Northern Recreation Programs, noting that staff attended a Ministry of Children and Families –Duty to Report Workshop and all staff found it very valuable for the environments our staff engages in with children.

Monthly Update of Community and Regional Parks and Trails Projects – February 2016

Mr. Osborne gave a summary of the Monthly Update of Community and Regional Parks and Trails Projects.

MOVED Commissioner Veenhof, SECONDED Commissioner Nosworthy that the reports be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Ravensong Expansion

The Commission discussed the status expanding the Ravensong Aquatic Centre.

MOVED Commissioner Veenhof, SECONDED Commissioner Nosworthy that staff bring forward a report on the current state of the expansion of the Ravensong Aquatic Centre and that any further action engage the District 69 Recreation Commission.

CARRIED

COMMISSIONER ROUNDTABLE

None

ADJOURNMENT

MOVED Commissioner Veenhof that the meeting be adjourned at 3:25 pm.

CARRIED

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE SOLID WASTE MANAGEMENT SELECT COMMITTEE
MEETING HELD ON TUESDAY, APRIL 12, 2016 AT 2:00 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
Director J. Kipp	City of Nanaimo
Director T. Westbrook	Town of Qualicum Beach

Also in Attendance:

D. Trudeau	CAO, RDN
L. Gardner	Manager of Solid Waste, RDN
S. Horsburgh	Senior Solid Waste Planner, RDN
R. Graves	Recording Secretary, RDN

Regrets:

Director M. Lefebvre	City of Parksville
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CALL TO ORDER

The meeting was called to order at 2:05pm by the Chairperson.

MINUTES

MOVED Director Westbrook SECONDED Director Houle that the minutes from the Solid Waste Select Committee meeting held March 10, 2016 be received. CARRIED

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

ADVISORY COMMITTEE

MOVED Director Stanhope, SECONDED Director Young, that the minutes from the Regional Solid Waste Advisory Committee meeting held February 18, 2016 be received for information only.

CARRIED

It was confirmed by Director McKay that the question with respect to a polymer plant (3rd paragraph from the bottom of page 2) was intended to reference a facility such as MBA Polymers which utilizes recycled plastics.

MOVED Director Westbroek, SECONDED Director Houle, that the minutes from the Regional Solid Waste Advisory Committee meeting held March 17, 2016 be received for information only.

CARRIED

REPORTS

Comprehensive Engineering Tender Award

L. Gardner gave a brief update on the report and background information on XCG Consultants who currently are providing consulting engineering services at the Regional Landfill. A RFP for Consulting Engineering Services was recently advertised and six firms provided proposals. The proposals were evaluated by a committee and XCG provided the best value to the RDN with respect to technical merit and price competitiveness.

Staff were asked to have information available for the next Board meeting on the last 5 year's cost for consulting engineering services as well as the criteria used in evaluating the proposals.

MOVED Director Westbroek, SECONDED Director Stanhope, that XCG Consultants be awarded a contract to provide consulting engineering services at the Regional Landfill for a three-year term with the option of renewing for an additional two-years.

CARRIED

PRESENTATION

Status of 2016 Capital Projects.

L. Gardner presented on the current capital projects at the landfill, which include the construction of the north berm, the operations building and garage. The North berm needs to be built this summer to secure future landfill capacity. The construction will include a liner system and realignment of the drainage ditch that runs along Cedar Road. The scale will be replaced once the other projects are completed as we want to ensure we are within the projected budget. An Invitation to Tender is currently posted for the berm construction and the incumbent consulting engineer is currently on-site explaining what is involved with the project to the other proponents.

MOVED Director Westbroek, SECONDED Director Kipp, that the Status of 2016 Capital Projects report be received.

CARRIED

Status Update on SWMP Review Process.

L. Gardner provided an update on the SWMP Review Process. Options that are being evaluated in Stage 2 include:

- Non-deposit glass at curbside
- Yard and Garden Waste at Curbside
- Compliance and Enforcement at Curbside
- Share Sheds at Regional Facilities
- EPR Stewardship Depots at Regional Facilities
- Zero Waste Policy
- ICI and Multi-Family Diversion
- Residual Management Options
- Demolition and Land Clearing Debris

Further discussion in regards to additional authorities and enforcement and regulatory tools are to be reviewed.

MOVED Director Kipp, SECONDED Director Hong, that the Status Update on SWMP Review Process report be received.

CARRIED

NEW BUSINESS

Bruce Jolliffe, Chair, Comox Valley Regional District, Letter re Asbestos and Asbestos Containing Material (ACM).

In response to the letter a discussion occurred and concerns were raised with respect to the volume of material, staff safety, reduced landfill capacity, increased cover material and the terms of the proposed agreement. The letter is included as part of the April 12, 2016 Committee of the Whole agenda with a likely outcome that staff will be asked to prepare a report in regards to the request,

ADJOURNMENT

Moved Director Stanhope, SECONDED Director Westbrook, that the meeting be adjourned.

NEXT MEETING

Next SWMSC meeting to be held May 17, 2016.

CHAIRPERSON

TO: Larry Gardner
Manager, Solid Waste

DATE: April 5, 2016

FROM: Jane MacIntosh
Superintendent Landfill Operations

MEETING: SWMSC, April 12, 2016 &
BOARD, April 26, 2016

FILE: 2240-20 XCG

SUBJECT: Contract Award for Consulting Engineering Services at the Regional Landfill

RECOMMENDATION

That XCG Consultants Ltd. be awarded a contract to provide consulting engineering services at the Regional Landfill for a three-year term with the option of renewing for an additional two-years.

PURPOSE

To consider awarding a contract for consulting engineering services at the Regional Landfill in response to a recent Request for Proposals (RFP) issued by the Regional District of Nanaimo (RDN) in March, 2016.

BACKGROUND

XCG Consultants Ltd. currently provides consulting engineering services at the Regional Landfill and have been doing so since 2001, though the contract has been retendered since that time. The existing contract expires May 11, 2016.

A RFP for Consulting Engineering services was recently advertised on the BC Bids website and posted on the RDN web page to solicit proposals from interested firms. Six firms experienced in landfill engineering provided proposals by the deadline of March 28, 2016. The firms that submitted proposals were SNC Lavalin (SNC), Morrison Hershfield, Sperling Hanson & Associated (SHA), GHD (formerly Conestoga Rovers & Associates), Golder Associates, and XCG Consultants Ltd. (XCG).

The proposals were evaluated by a committee of four RDN staff with respect to project team expertise, past corporate experience, project management methodology, fee structure and deliverables. Although the evaluation indicated that the top three firms could provide acceptable service, the evaluation committee concluded that the proposal from XCG Consultants Ltd. (XCG) provided the best value to the RDN with respect to technical merit and price competitiveness. Overall they ranked the highest in the evaluation.

Engineering services are required to provide technical support for capital projects and operational issues that arise, which can require detailed design or plans approved by an engineer. The XCG team provides technical expertise in all service areas requested in the RFP, specifically in landfill gas management, leachate management, liner systems, and cover systems. XCG Consultants Ltd. will utilize local subcontractors for civil and geotechnical support and electrical design as required. XCG included Harold

leachate management, liner systems, and cover systems. XCG Consultants Ltd. will utilize local subcontractors for civil and geotechnical support and electrical design as required. XCG included Harold Engineering in Nanaimo on the team as a sub-consultant to improve their local Nanaimo-based capacity in civil infrastructure. Consulting engineering services under this contract would be provided on an “as-required basis” and the Solid Waste Department retains the ability to issue RFPs for other individual projects.

The XCG proposal provides a high quality of service at competitive rates with the following value-added benefits:

- No hourly fees for XCG staff travelling to Nanaimo (travel costs limited to disbursements only);
- No charges for minor tasks or technical support services requiring less than 30 minutes to complete;
- No mark-ups on sub-consultants and contractors;
- Annual update meeting at no cost to the RDN;
- Dedicated SharePoint folder to enable review of design documents and electronic archive of reports; and
- Annual summary letter report outlining all capital projects undertaken during the preceding year and updating the capital cost estimate for projects to be undertaken in the subsequent year.

XCG, who currently provides consulting engineering services at the Regional Landfill, is involved in a number of complex landfill projects such as the infrastructure upgrade (new office and maintenance shop) and the detailed design of North Berm lateral expansion. Regardless of which firm is selected for the consulting engineering services under this tender, it would be prudent to remain with XCG for completion of these capital projects. The building projects will be complete early this spring and the North Berm is at the tendering stage. Costs for the North Berm will be in excess of \$3 million and XCG has developed the concept, design and tender. Changing to another consultant is likely to result in project delays and certainly will incur higher cost by virtue of the design review. The North Berm is expected to be completed in late 2016.

ALTERNATIVES

1. Award a contract to XCG Consultants Ltd. to provide consulting engineering services at the Regional Landfill for a three-year term with the option of renewing for an additional two-year term.
2. Award the contract one of the other qualified proposals, and, retain XCG Consultants Ltd. for completion of the existing capital projects (i.e. buildings, berm).
3. Alternate direction as provided by the Select Committee and/or Board.

FINANCIAL IMPLICATIONS

Consulting engineering services are expected to range in cost from \$100,000 to \$200,000 per year during the life of the project dependent on the actual projects undertaken in any given year. The selection committee concluded that the competitive fee schedule and value added services offered by XCG provided the most cost-effective alternative to the RDN. Due to their tenure providing this service, XCG carries a wealth of Nanaimo landfill history. This will ultimately allow for timely decisions to be made and considerable financial savings where other firms would need additional study to understand a project background. If another proponent were to be selected staff believe that additional funds should be forecast to offset the expense of this learning curve.

STRATEGIC PLAN IMPLICATIONS

A timely decision making process and sound financial commitments attribute to capital and strategic planning stability. In addition to landfill operation and maintenance, the facility is tasked with maintaining regulatory compliance, protecting the surrounding environment and developing plans to best utilize available landfill space and extend the operational life of the landfill. XCGs background in landfill operational and capital projects will help the facility meet these goals.

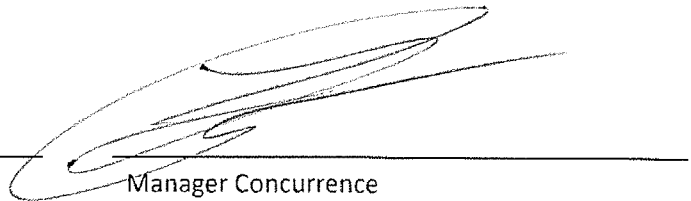
SUMMARY/CONCLUSIONS

The evaluation committee concluded XCG had the highest ranked proposal when considering the technical and financial submissions in accordance with the RFP evaluation process. The combination of XCG's experience with; the RDN landfill infrastructure; proposed handling of travel-time; project management and reporting; in conjunction with local resources such as Harold Engineering as sub-consultant resulted in XCG being assigned the highest score by the evaluation committee.

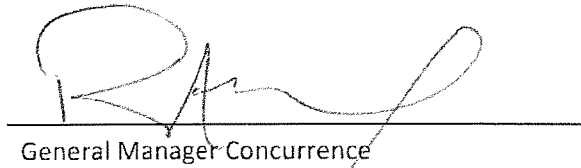


For JANE MACINTOSH

Report Writer



Manager Concurrence



General Manager Concurrence



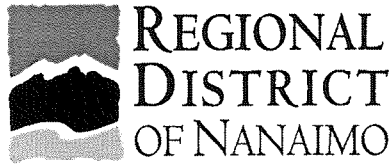
CAO Concurrence

Additional Information on Landfill Consulting Engineering

Regional Landfill External Engineering Costs						
2010	2011	2012	2013	2014	2015	2016 (YTD)
\$212,175	\$421,123	\$257,317	\$237,086	\$124,048	\$228,342	\$79,586

Evaluation Criteria

- 25% Project Team Experience
- 25% Past Performance, Corporate Experience, and References
- 20% Project Management Approach and Methodology
- 25% Fee Structure
- 5% Deliverable Format



RDN REPORT		
CAO APPROVAL		<i>AK</i>
EAP		
COW		
APR 15 2016		
RHD		
BOARD	✓	

STAFF REPORT

TO: Jeremy Holm
Manager, Current Planning

DATE: April 12, 2016

FROM: Greg Keller
Senior Planner

MEETING: Board – April 26, 2016

FILE: PL2013-022

SUBJECT: Zoning Amendment Application No. PL2013-022
Lot B, DL 148, Nanoose District, Plan VIP68930 – 1720 Whibley Road
Electoral Area 'F'
Amendment Bylaw 1285.25, 2016 – Third Reading

RECOMMENDATIONS

1. That the report of the Public Hearing held on April 4, 2016 for “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.25, 2016” be received.
2. That “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.25, 2016” be read a third time.

PURPOSE

To receive the report summarizing the minutes and submissions received at the Public Hearing held on April 4, 2016 and to consider “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.25, 2016” for third reading.

BACKGROUND

The Regional District of Nanaimo has received an application from Ralph Christianson on behalf of Gabriel Pires to rezone the subject property in order to permit 20 manufactured homes within a manufactured home park. Amendment Bylaw No. 1285.25 was introduced and given first and second reading on March 22, 2015 (see Attachment 5). This was followed by a Public Hearing held on April 4, 2016. The summary of the minutes and submissions is attached for the Board’s consideration (see Attachment 1). Written submissions received prior to the Public Hearing are attached as Attachment 2.

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

ALTERNATIVES

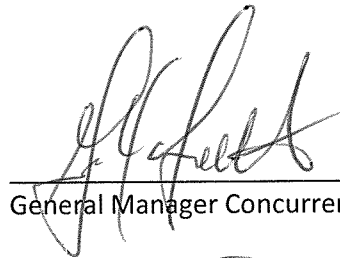
1. To receive the report of the Public Hearing and give third reading to "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.25, 2016".
2. To receive the report of the Public Hearing and to not give third reading to "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.25, 2016".

SUMMARY/CONCLUSIONS

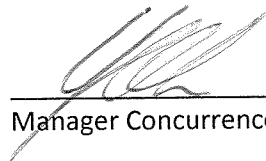
The applicant proposes to rezone the subject property from Manufactured Home Park 1.14 (MHP-1.14) to a new zone Manufactured Home Park 2 (MHP-2) to allow 20 manufactured homes to be located on the subject property. The Amendment Bylaw was introduced and given first and second reading on March 22, 2016 and proceeded to Public Hearing on April 4, 2016. The requirements set out in the Conditions of Approval are to be completed by the applicant prior to the Board's consideration of the Bylaw for adoption (see Attachment 3). Staff recommends that Amendment Bylaw No. 1285.25, 2016 be considered for third reading.



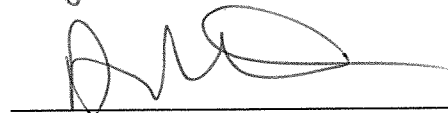
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

Attachment 1

**Summary of the Public Hearing
Held at Bradley Centre
975 Shearmer Road, Coombs, BC, Electoral Area 'F'
Monday, April 4, 2016, 7:00 pm
Amendment Bylaw No. 1285.25**

Note: This report is not a verbatim recording of the proceedings but a summary of the comments of those in attendance at the Public Hearing.

PRESENT:

Director Fell, RDN
Jeremy Holm, RDN
Greg Keller, RDN
Ralph Christianson

Chair, Electoral Area 'F' Director
Manager of Current Planning
Senior Planner
Agent

Five members of the public attended the meeting.

The Chair called the hearing to order at 7:03 pm, introduced those present representing the Regional District of Nanaimo, and outlined the procedures to be followed during the hearing.

Greg Keller provided an explanation of the proposed amendment bylaw and application process.

Paul Wylie, Unit 4 1050 Bowlby Road spoke to his concern about emergency access and his view that the secondary access should not be gated because of public safety. Mr. Wylie indicated that he is not in opposition to the proposed manufactured home park plan.

Sue Wilson, 2-1050 Bowlby Road asked if recreational vehicles would be allowed to be located on the proposed manufactured home pads.

Greg Keller, clarified that under current zoning recreational vehicles cannot be used as a permanent residence.

Bev Smith, 11 - 1050 Bowlby Road, asked if the subject property would have an address off of Bowlby Road or Whibley Road and spoke to her concern about ensuring that emergency vehicles can locate the property off of the Alberni Highway.

Michael Jessen, 1266 Jukes Place, representing Arrowsmith Watershed Coalition Society, spoke to his concern about stormwater management. Mr. Jessen indicated that stormwater originating from offsite was a concern earlier in this process and that Ministry of Transportation and Infrastructure has made significant drainage improvements. Mr. Jessen noted that Timberlake-Jones Engineering and Qualicum Engineering have conducted drainage studies.

The Chair called for formal submissions with respect to Bylaw 1285.25, 2016.

The following written submissions and comments were received prior to the Public Hearing.

1. Paul Wylie, Unit 4 - 1050 Bowlby Road, expressed concern with the proposed secondary access, internal road widths, lack of separation and fencing between adjacent manufactured home park and subject property, proposed access easement width, and pre and post development drainage.
2. Barbara Montgomery, Unit 8 – 1733 Whibley Road, expressed concerns with respect to a potential increase in traffic and the condition of local roadways.

The Chair called for further submissions for the second time.

The Chair called for further submissions a third and final time.

There being no further submissions, the Chair adjourned the Public Hearing at 7:28 pm.

Certified true and accurate this 11th day of April, 2016.



Greg Keller
Recording Secretary

**Attachment 2
Written Submissions**

Keller, Greg

From: Ritter, Bernadette on behalf of Planning Email
Sent: Wednesday, March 30, 2016 2:26 PM
To: Keller, Greg
Subject: FW: Application no.PL2013-

For you!

From: SANDRA WYLIE [mailto:pswylie@shaw.ca]
Sent: Wednesday, March 30, 2016 1:38 PM
To: Planning Email
Subject: Re: Application no.PL2013-

Thanks for the reply and it is Application No. PL2013-022 specifically Lot B District lot 148 Nanoose district, Plan 68930, 1720 Whibley Rd.

From: "Planning Email" <planning@rdn.bc.ca>
To: "SANDRA WYLIE" <pswylie@shaw.ca>
Sent: Wednesday, March 30, 2016 12:46:30 PM
Subject: RE: Application no.PL2013-

Good afternoon

Thanks for your email, however I just need a little more information as to the property you are referring to.

Many thanks

Bernadette Ritter

Senior Secretary
Strategic and Community Development
(250) 390 6525
britter@rdn.bc.ca
www.rdn.bc.ca

From: SANDRA WYLIE [mailto:pswylie@shaw.ca]
Sent: Wednesday, March 30, 2016 10:20 AM
To: Planning Email
Subject: Application no.PL2013-

Good morning :

My name is Paul Wylie and I reside at Unit 4 1050 Bowlby Rd Coombs B.C. V0R 1M0.
I have attended all meetings associated with this proposal and as of this date wish to express my concerns and opposition as it relates to the following:

1. the emergency access as proposed must be open at all times and not blocked until an emergency occurs
 2. the interior roads do not appear to meet your municipal construction requirements and appear to be too narrow to allow more than 1 emergency vehicle down at any given time.
 3. As this is a singular application to the site and there are 2 additional parks adjacent owned by the applicant, I would like to see a fence between the new site and the existing park
 4. Unfortunately your site plan map does not show measurements so I am concerned that the road easement from the existing park is wider than that of the proposed site.
 5. I have not heard or read anything about how the pre and post drainage will be handled to ensure no greater overland flow will exist after the plan is approved.
 6. Clarification is requested on the cleaning up of existing buildings that do not meet code and who is responsible to maintain ditches and storm drainage within the subject property.
- I am not in opposition to development of such housing but more importantly I am in favor of proper planning procedures to address possible safety issues to all residents once the plan is approved.

Respectfully submitted,
Paul F. Wylie

Paul


March 30, 2016

Regional Dist. of Nanaimo,
Planning Dept.,
6300 Hammond Bay Rd.,
Nanaimo, B.C. V9T 6N2.

Re: The application to rezone the subject property from Manufactured Home Park 1.14 (MHP-1.14) to Manufactured Home Park 2 (MHP-2) to increase the density from two to twenty manufactured homes generally as shown on site plan. App. No. PL 2013-022
To whom it may concern,

Our greatest concern is the increase in traffic the above rezoning will cause. Bowley is an extremely busy street and from Gibb to Whibley is poorly maintained. It suffers deep potholes that must be filled constantly. This area needs to be paved and properly maintained otherwise those beyond Pine Park will suffer a great deal of inconvenience.

Sincerely,


Barbara Montgomery.

D & B Montgomery
#8 - 1733 Whibley Rd
Box 779, Errington, BC
V0R 1V0 250-947-9235

Attachment 3
Conditions of Approval

The following is required prior to the “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.25, 2016” being considered for adoption:

1. Removal of all accessory buildings and structures located on the north east corner of the parcel as shown in the photos included as Attachment 4.
2. A landscaping security deposit in the amount \$52,059 as per the landscaping cost estimate provided by The Landscape Consultants dated February 12, 2016, shall be provided in the form of cash, cheque, or irrevocable letter of credit with an automatic extension clause or alternatively the installation of the landscaping.
3. Registration of a Section 219 covenant which requires the site to be developed in accordance with the Drainage Plan prepared by Timberlake-Jones Engineering Dated October 2015 and developed in substantial compliance with the site plan prepared by Qualicum Engineering dated February 12, 2016.
4. Registration of a Section 219 covenant that establishes a maintenance plan for the buffer, and prohibits the removal of the proposed landscaping and fencing along the ALR boundary and to include a disclosure statement to inform prospective land buyers that the property is close to an agricultural area where acceptable farm practices may result in noise, dust, odour, and other impacts during certain times of year.
5. Removal of all discarded and disused material, including derelict vehicles, derelict manufactured home, automobile parts and assorted debris as well as a general cleanup of all items that are outdoors and not located within a building. All remaining materials shall be stored in a building or structure or in an uncovered area which is screened from all sides with fencing and/or landscaping to the satisfaction of the Regional District of Nanaimo (RDN).
6. Secondary emergency access to Whibley Road is to be secured through a registered right-of-way on the title of the subject property to the satisfaction of RDN and Ministry of Transport and Infrastructure (MOTI).
7. The applicant shall provide written confirmation that a water tank with a minimum capacity of 45,460 litres has been installed for firefighting purposes with a fitting attached to facilitate connection of a firetruck and/or pumper truck for the purpose of fire protection to the satisfaction of the local Fire Chief and Island Health.
8. The applicant shall provide proof of an agreement between the property owner and the local fire department to provide access to, and use of, the water tank to the satisfaction of the Fire Chief.
9. Removal of the obstruction across Whibley Road right-of-way and the installation of a stop sign at the access point to the subject property from Bowlby Road to the satisfaction of MOTI.
10. The applicant shall provide a community amenity contribution in the amount of \$5,000 to be used towards local park improvements in the area.

Attachment 4 (Page 1 of 2)
Accessory Buildings to be Removed Prior to Adoption



Attachment 4 (Page 2 of 2)
Accessory Buildings to be Removed Prior to Adoption



Attachment 5
Proposed Amendment Bylaw No. 1285.25, 2016

See Next Page

**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 22nd day of March, 2016.

Public Hearing held this 4th day of April 2016.

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

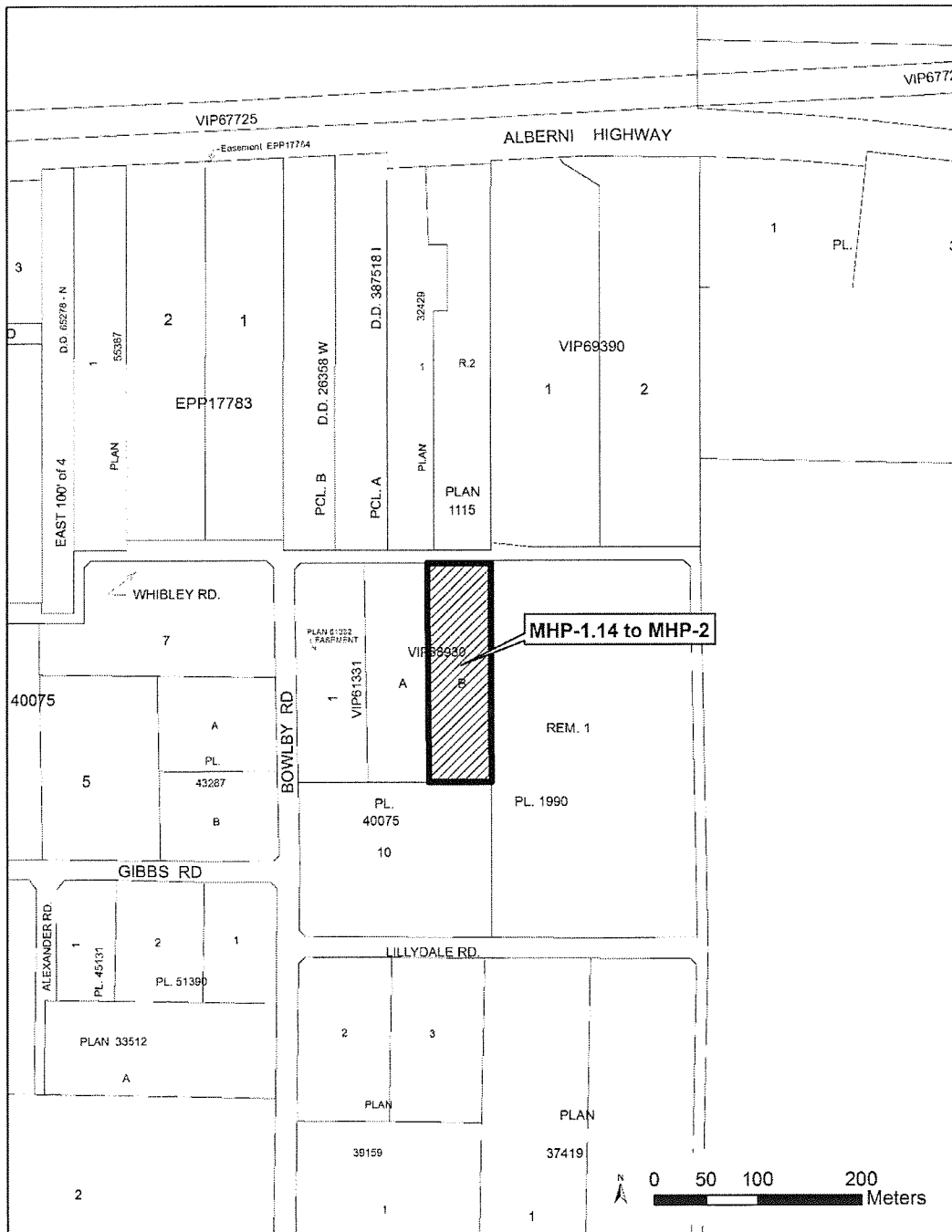
v.	Accessory Building or structure located on a Manufactured Home Space	3.0 metres
g) Maximum Building and Structure Floor Area		
i.	Accessory Buildings not located on a Manufactured Home Space	Maximum combined building floor area of 400 m ² per lot may be constructed.
ii.	Accessory Building located 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

<p>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:</p>	<p>i. 2.0 metres for buildings with a floor area of 6.0 m² or less.</p> <p>ii 6.0 metres for buildings with a floor area greater than 6.0 m².</p>
<p>d. Minimum separation distance between any portion of a deck, porch, or carport and an adjacent Manufactured Home Space.</p>	<p>1.5 metres</p>
<p>iii. Setbacks that apply to Watercourses</p>	
<p>a. Minimum Setback from Watercourses</p>	<p>As outlined in Section 2.10</p>
<p>i) Minimum Parking Requirements</p>	
<p>i. Minimum parking requirements</p>	<p>One (1) parking space to be located on each Manufacture Home Space.</p>
<p>ii. Additional parking requirements</p>	<p>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.</p> <p>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.</p>
<p>j) Runoff Control Standards</p>	
<p>Runoff Control Standards</p>	<p>As outlined in Section 2.5</p>
<p>k) Definitions</p>	
<p>Carport means a roofed wall-less structure abutting or projecting from a manufactured home typically used to provide shelter to an automobile.</p>	
<p>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.</p>	
<p>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.</p>	

Chairperson

Corporate Officer

Schedule '2'





RDN REPORT	
CAO APPROVAL	<input checked="" type="checkbox"/>
EAP	<input type="checkbox"/>
COW	<input type="checkbox"/>
APR 19 2016	
RHD	<input type="checkbox"/>
BOARD	<input checked="" type="checkbox"/>

STAFF REPORT

TO: Jeremy Holm
 Manager, Current Planning

DATE: April 19, 2018

FROM: Jamai Schile
 Planner

MEETING: BOARD April 26, 2016

FILE: PL2009-153

SUBJECT: Zoning Amendment Application No. PL2009-153
 Lot 2, Section 15 and 16, Range 6, Mountain District, Plan 13823, Except Parts in
 Plans 14964, VIP54994 and VIP58442
 2248 and 2250 Maxey Rd– Electoral Area ‘C’
 Amendment Bylaw 500.403, 2016 Introduced – Third Reading

RECOMMENDATIONS

1. That the report of the Public Hearing held on April 18, 2016 for “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.403, 2016”, be received.
2. That “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.403, 2016”, be read a third time.

PURPOSE

To receive the report summarizing the minutes and submissions received at the Public Hearing held on April 18, 2016 and to consider “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.403, 2016”, for third reading.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from David and Laura Walkosky to rezone the subject property from Rural 1 Zone (RU1), Subdivision District ‘D’ to Rural 1 Zone (RU1), Subdivision District ‘F’, pursuant to the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”. Amendment Bylaw No. 500.403 was introduced and given first and second reading on March 22, 2016 (see Attachment 2). This was followed by a Public Hearing held on April 18, 2016. The summary of the minutes and submissions is attached for the Board’s consideration (see Attachment 1).

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

ALTERNATIVES

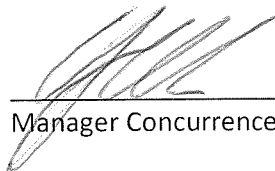
1. To receive the report of the Public Hearing and give third reading to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.403, 2016".
2. To receive the report of the Public Hearing and to not give third reading to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.403, 2016".

SUMMARY/CONCLUSIONS


The applicant proposes to rezone the subject property from Rural 1 Zone (RU1), Subdivision District 'D' to Rural 1 Zone (RU1), Subdivision District 'F' in order to reduce the minimum parcel size from 2.0 ha to 1.0 ha to facilitate the subdivision of the subject property into two lots. The Amendment Bylaw was introduced and given first and second reading on March 22, 2016, and proceeded to Public Hearing on April 18, 2016. Staff recommends that Amendment Bylaw No. 500.403, 2016 be considered for third reading.



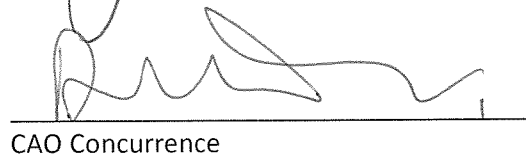
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

**Attachment 1
Summary of the Public Hearing
Held at Mountain View School
2480 East Wellington Road Electoral Area 'C'**

**April 18, 2016, 6:00 pm
To Consider Regional District of Nanaimo Land Use and Subdivision
Amendment Bylaw No. 500.403, 2016**

Note: This report is not a verbatim recording of the proceedings but a summary of the comments of those in attendance at the Public Hearing.

PRESENT:

Maureen Young, RDN Area Director
Jamai Schile, Planner
Jeremy Holm, Manager, Current Planning
Anne Walkosky, Owner/ Applicant
Dave Walkosky, Owner/ Applicant

Six (6) members of the public, including family members of the applicant attended the meeting.

The Chair called the hearing to order at 6:02 pm, introduced those present representing the Regional District, and outlined the procedures to be followed during the hearing.

Jamai Schile provided an explanation of the proposed amendment bylaw and application process.

The Chair called for formal submissions with respect to Bylaw 500.403, 2016.

The following written submissions and comments were received at the hearing.

One attendee commented on the increased use of Maxey Road by pedestrians and cyclists. He suggested improvements for better and safer access for pedestrians and cyclists along Maxey Road.

The Chair called for further submissions for the second time.

The Chair called for further submissions a third and final time.

There being no further submissions, the Chair adjourned the Public Hearing at 6:12 pm.

Certified true and accurate this 18th day of April, 2016.



Jamai Schile
Planner

Attachment 2
Proposed Amendment Bylaw No. 500.403, 2016

(insert here)

**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 22 day of March 2016.

Public Hearing held this 18 day of April, 2016.

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

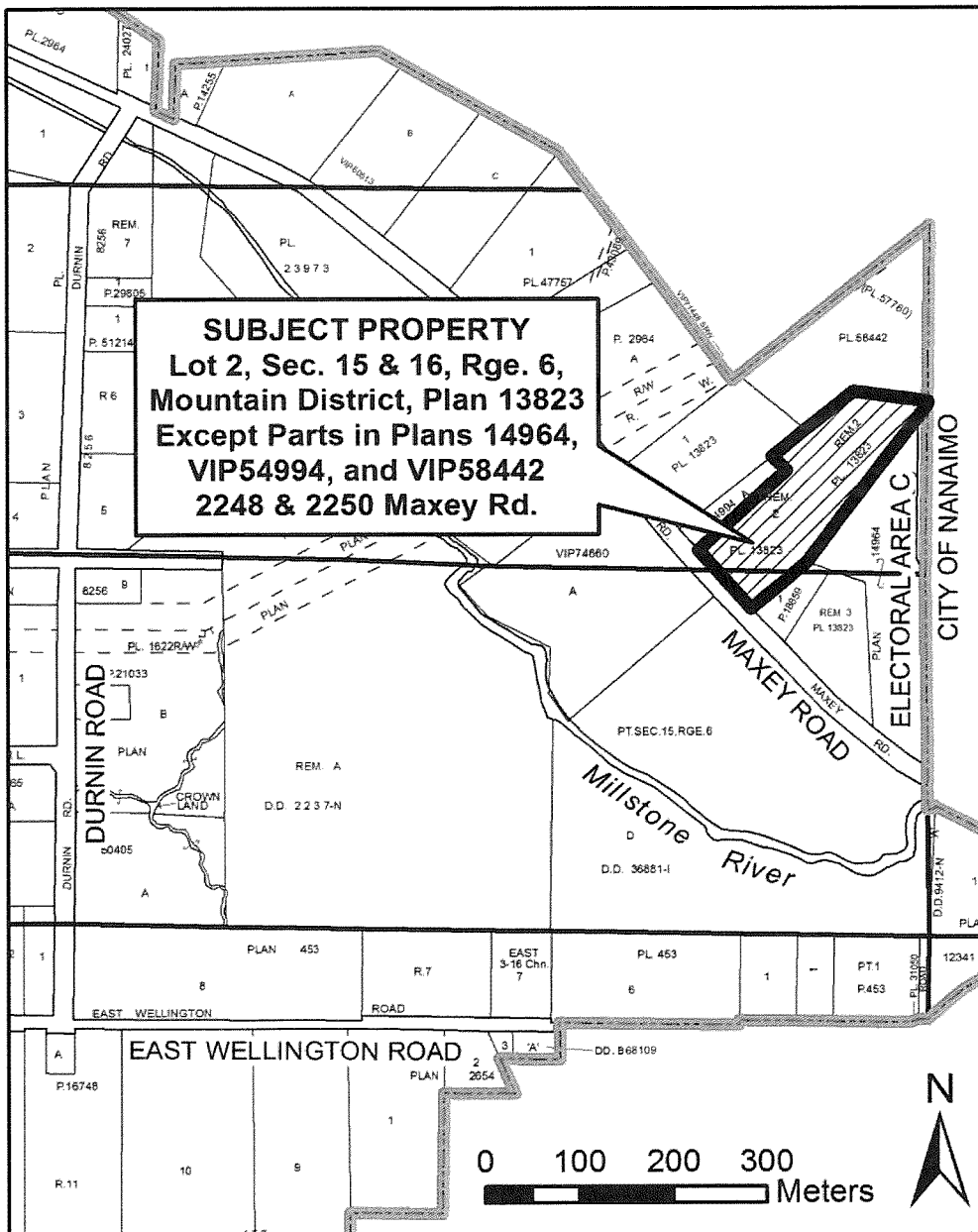
Corporate Officer

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

Chairperson

Corporate Officer

Schedule '1'





RDN REPORT	
CAO APPROVAL	<input checked="" type="checkbox"/>
EAP	<input type="checkbox"/>
COW	<input type="checkbox"/>
APR 18 2016	
RHD	<input type="checkbox"/>
BOARD	<input checked="" type="checkbox"/>

STAFF REPORT

TO: Jeremy Holm
 Manager, Current Planning

DATE: April 18, 2016

FROM: Jamai Schile
 Planner

MEETING: Board - April 26, 2016

FILE: PL2016-012

SUBJECT: Building Strata Conversion Application No. PL2016-012
 Lot 2, Section 7, Range 4, Cranberry District Plan VIP67928
 80 Colwell Road – Electoral Area 'C'

RECOMMENDATION

That the request for Building Strata Conversion Application PL2016-012 be granted preliminary approval, with final approval subject to the terms and conditions outlined in Attachment 2.

PURPOSE

To consider a request for Building Strata Conversion, pursuant to Section 242 of the *Strata Property Act*, in order to permit the creation of two residential building strata lots within the subject property.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Dave Wallace of J.E. Anderson & Associates on behalf of Tamsyn Grubac. The subject property is zoned Rural 1 Zone (RU1), pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987". The property is bound by Colwell Road to the south and is surrounded by Rural Residential Zoned properties to the north, east and west, (see Attachment 1 – Subject Property Map).

The property contains one existing residential dwelling and one detached garage, and is serviced by a well and septic system.

Pursuant to the "Regional District of Nanaimo Electoral "C" Official Community Plan Bylaw No. 1148, 1999", the subject property is located within the Farm Land and Fish Habitat Development Permit Areas. A development permit is not required to permit the proposed development as the property does not abut onto ALR lands and there are no water features located on the subject property.

Proposed Development

The applicant proposes to create a two lot building strata subdivision. Proposed Strata Lot A includes an existing single family dwelling and a detached garage, while Strata Lot B includes the siting of a proposed second single family dwelling. The proposal also includes a common property driveway that provides access to the proposed strata lots and to the adjacent property through an existing access easement, (see Attachment 3 – Proposed Strata Development Plan).

ALTERNATIVES

1. To approve Building Strata Conversion Application PL2016-012 as submitted, subject to the terms and conditions outlined in Attachment 2.
2. To deny Building Strata Conversion Application PL2016-012.

LAND USE IMPLICATIONS

Official Community Plan Implications

Pursuant to the “Regional District of Nanaimo Electoral “C” Official Community Plan Bylaw No.1148, 1999”, the subject property is located within Rural Residential land use designation. The policies under this designation support residential development at the density of one dwelling unit per one hectare, to a maximum of two dwelling units per parcel. The Official Community Plan (OCP) policies also support the creation of strata title properties through subdivision under the *Strata Property Act*, where feasible. Thus, the proposed building strata conversion is consistent with the OCP Rural Residential policies and may be supported.

Strata Property Act

Section 242 of the *Strata Property Act* provides the Board with the authority to approve strata subdivision of previously occupied buildings. The *Act* requires that the Board not approve a building strata conversion unless the building substantially complies with the applicable bylaws and the current building regulations, and also specifies that the Board must consider the following criteria in its decision:

- (a) the priority of rental accommodation over privately owned housing in the area,
- (b) any proposals for the relocation of persons occupying a residential building,
- (c) the life expectancy of the building, and
- (d) projected increases in maintenance costs due to the conditions of the building.

In addition to the above criteria, the *Act* provides that the Board may also consider any other matters that, in its opinion are relevant. Approval of proposed building strata conversions are at the discretion of the Board.

Development Implications

The proposed building strata conversion satisfies the criteria that the Board must consider in accordance with the *Strata Property Act*. With respect to the priority rental accommodation over privately owned housing in the area, the neighborhood where the subject property is located is characterized as owner-occupied, single-family dwellings situated on Rural Residential designated parcels. The current owner occupies the existing dwelling to be stratified so there is no displacement of tenants involved. Based on this information the proposed building strata conversion is not anticipated to have any negative impacts with regards to the availability of rental accommodation in the area.

The applicant has submitted an engineering report prepared by Dan Fell, P.Eng., and dated April 13, 2016. The report confirms that the existing dwelling unit is approximately 10 years old. The dwelling and

foundation were constructed in substantial compliance with the 2006 BC Building Code. The latest building code was released in 2012. The Engineer has determined that the dwelling substantially complies with the 2012 BC Building Code from a structural perspective with the exception of certain clauses within section 9.23.13, relating to bracing to resist lateral loads due to wind and earthquakes. The Engineer has provided a detailed summary of work required to bring the dwelling into substantial compliance with the 2012 BC Building Code, including re-enforcement of rim joist, bottom wall plate or sole plate, and adding fasteners for sheathing. The Engineer's report concludes that the existing dwelling is in reasonable condition for its age, and provided it is maintained, there is no reason it could not last another 65 years.

Completion of the upgrades identified by the Engineer to address substantial compliance with the 2012 BC Building Code are included as terms and conditions of approval (see Attachment 2 – Terms and Conditions of Approval).

Building Strata Conversion Policy and Guidelines

Under Section 242 of the *Strata Property Act*, the Board may consider any other matters that, in its opinion are relevant, in making its decision to approve or deny the requested building strata conversion request. The *Board Policy (B1.7): Strata Conversion Policy and Guidelines* identifies matters that are relevant to the Board's consideration of approval of strata conversion applications including that the existing building(s) be of reasonable quality and a measure of compliance with relevant bylaws and the National Building Code; proof of water supply to Bylaw standards, and proof of means of sewage collection waste water disposal. To address this policy, the applicant has provided the following information:

- i) professional structural Engineer's report assessing the overall condition of the existing dwelling unit, prepared by Dan Fell, P.Eng., and dated April 13, 2016
- ii) sewage disposal inspection report for the existing dwelling unit, prepared by Roto-Rotter Plumbing and Drainage Services, dated September 14, 2015
- iii) water quality test results confirming standards have been met, prepared by A.B.C Water Systems Ltd, and dated February 23, 2016, and
- iv) a proposed strata conversion plan, prepared by J. E. Anderson & Associates, and dated March 7, 2016.

With respect to electrical, mechanical and drainage, the Engineer's report includes comment on the assessments on the electrical and mechanical systems, which were provided by a certified plumber from Ocean Plumbing and Heating and a certified electrician from Walls Electrical Ltd. Both. The Engineer concludes that the electrical and mechanical systems are in good condition and in substantial compliance with the 2012 BC Building Code.

With respect to drainage, the applicant has submitted a drainage assessment report prepared by Scott Stevenson, P.Eng., and dated April 15, 2016. The assessments conclude that there were no signs of standing water near or around the dwelling. The site conditions and existing drainage infrastructure is in good condition and is considered to substantially comply with the 2012 BC Building Code.

With respect to waste water disposal, the On-site Sewage Maintenance System Report prepared by Roto-Rotter Plumbing and Drainage Services, dated September 14, 2015, certifies that the existing septic disposal substantially complies with the applicable regulations at the time it was built. Staff recommend that the On-site Sewage Maintenance System Report recommendations be included in the terms and conditions of approval (see Attachment 2 - Terms and Conditions of Approval).

With respect to potable water supply, the applicant has submitted a well water quality report prepared by A.B.C Water Systems Ltd, and dated February 23, 2016. The report confirms that at the time of testing the well water substantially complies with the applicable regulations. Staff recommends that as a condition of approval the applicant be required to provide each dwelling unit with a separate potable water supply that meets RDN Bylaw standards and Canadian Drinking Water Standards, and has received the approval of Island Health (see Attachment 2 - Terms and Conditions of Approval).

FINANCIAL IMPLICATIONS

Staff have reviewed the proposed development and note that the proposal has no implications related to the Board 2016 - 2020 Financial Plan.

STRATEGIC PLAN IMPLICATIONS

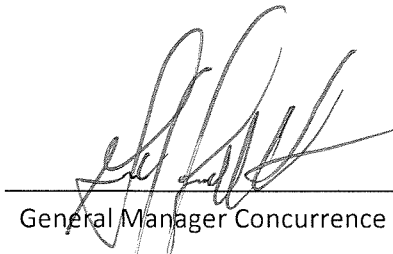
Staff have reviewed the proposed development and note that the proposal has no implications for the 2016 - 2020 Board Strategic Plan.

SUMMARY/CONCLUSIONS

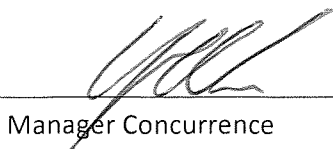
The RDN has received a request for a building strata conversion to create two separate titles for an existing dwelling unit and a proposed second dwelling unit, which is permitted under the existing Rural 1 Zone (RU1) on the subject property. Provided the recommended terms and conditions of approval are met, the application satisfies the minimum requirements for a building strata conversion as set out in the *Strata Property Act* and RDN Board Policy B1.7. Therefore, staff recommend that the Board grant preliminary approval of the building strata conversion application for a period of one year subject to the terms and conditions, as outlined in Attachment 2. On confirmation that the terms and conditions have been satisfied, final approval of the building strata conversion will be granted.



Report Writer



General Manager Concurrence

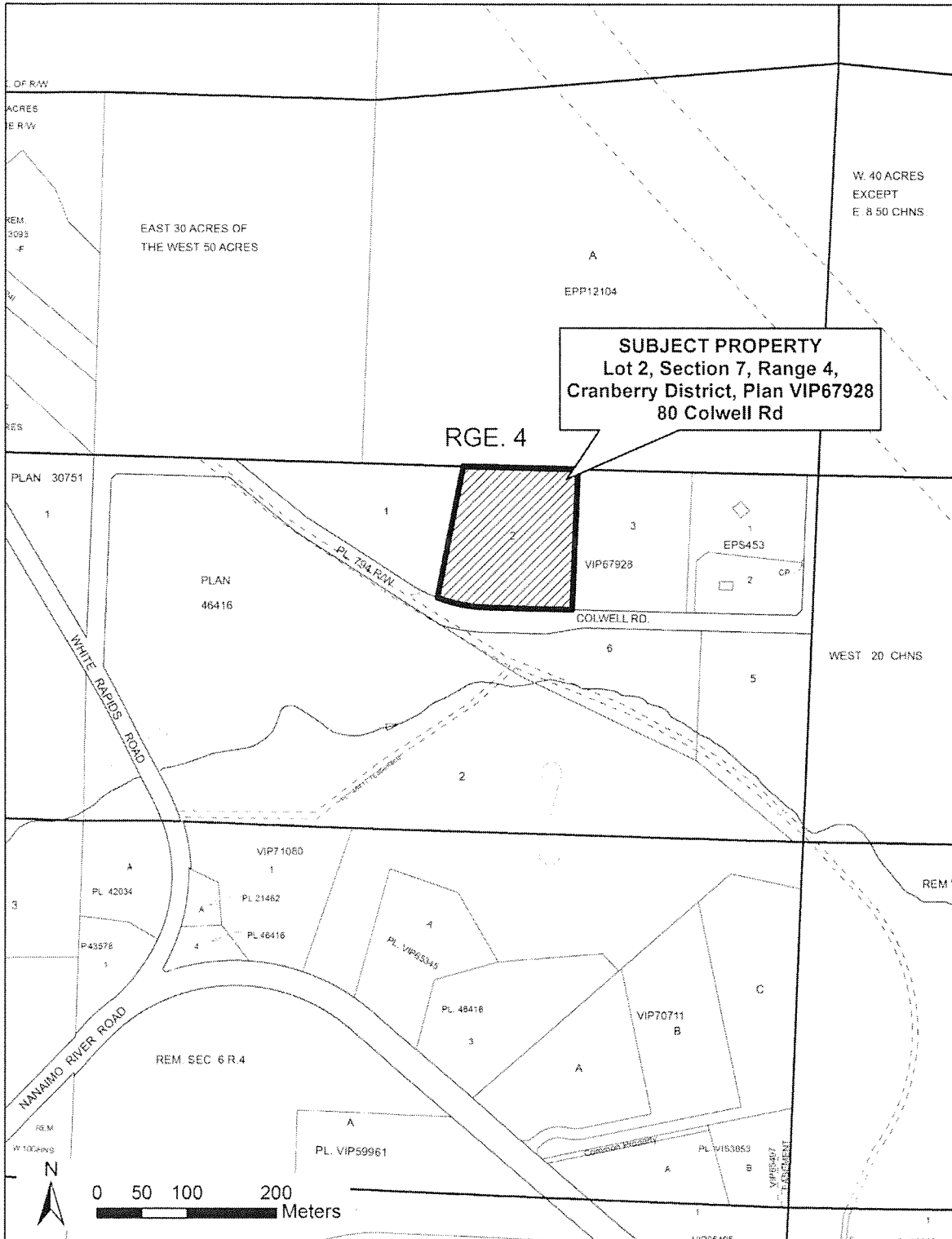


Manager Concurrence



CAO Concurrence

Attachment 1
Subject Property Map



Attachment 2 Terms and Conditions of Approval

The following sets out the terms and conditions of approval for Building Strata Conversion PL2016-012:

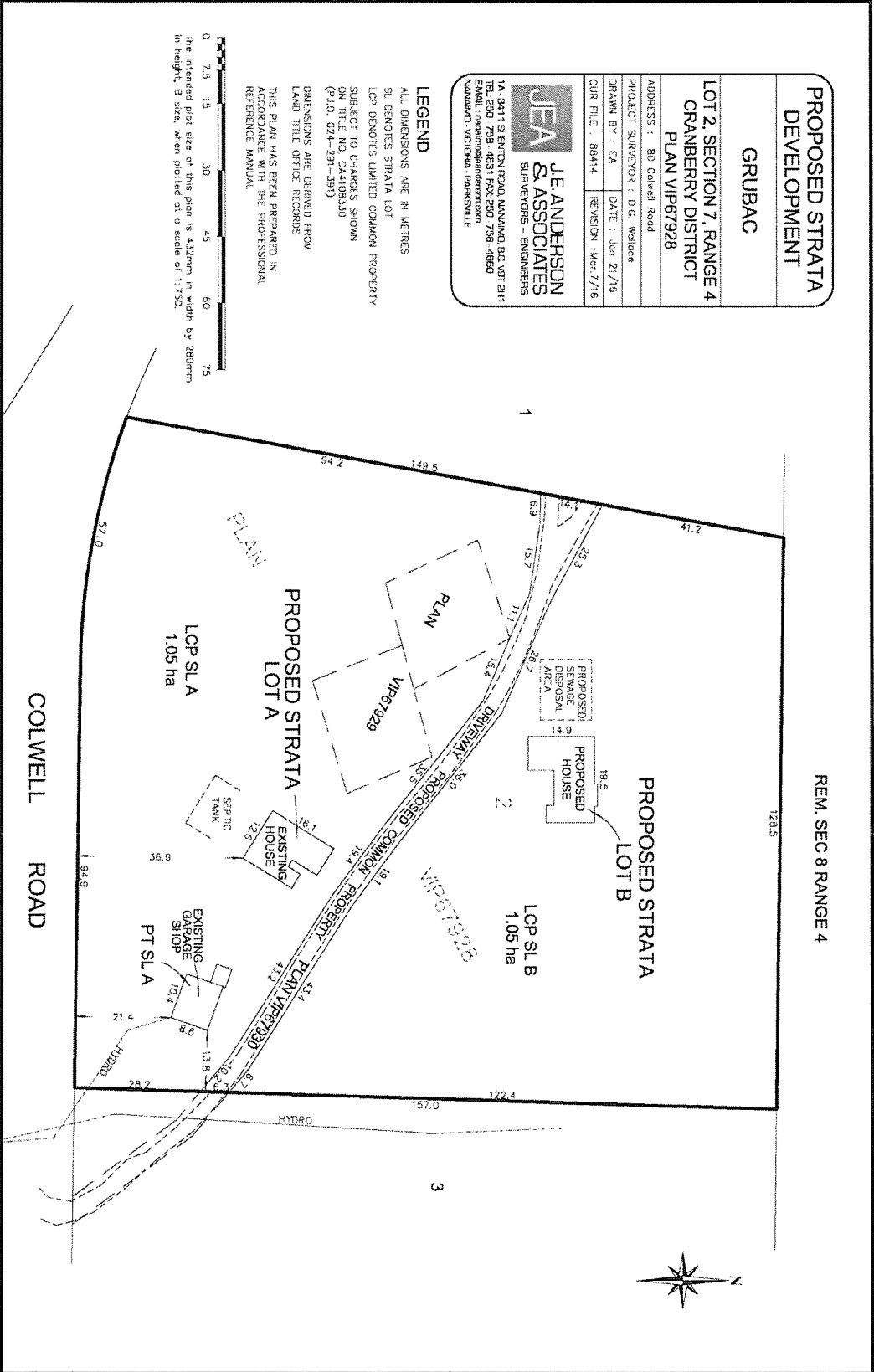
Terms

The preliminary approval of building strata conversion subdivision is valid for a period of one (1) year from the date of adoption of the Board resolution. If the conditions of preliminary approval have not been met and the subdivision submitted for final approval within one (1) year from the date of adoption of the Board resolution the preliminary approval will lapse.

Conditions of Approval

1. The building strata conversion shall be in substantial compliance with the plan of strata conversion, prepared by J. E. Anderson & Associates, and dated March 7, 2016, and attached as Attachment 3.
2. Prior to Regional District of Nanaimo's approval of the final strata conversion plan, the property owner is required to undertake the works identified in the structural Engineer's report prepared by Dan Fell, P.Eng., and dated April 13, 2016, to come into substantial compliance with the 2012 BC Building Code.
3. Prior to Regional District of Nanaimo's approval of the final strata conversion plan, the property owner is required to provide a report from a structural Engineer certifying that the existing dwelling unit is in substantial compliance with the 2012 BC Building Code.
4. Prior to Regional District of Nanaimo's approval of the final strata conversion plan, the applicant shall provide proof of potable water supply meeting Canadian Drinking Water Standards, and having the approval of Island Health (if necessary) to service each strata lot in accordance with "Regional District of Nanaimo Land Use and Subdivision Bylaw No 500., 1987 – Part 4 Subdivision Regulations" to the satisfaction of the General Manager of Strategic and Community Development.
5. The property owner shall obtain the necessary permits for construction in accordance with the Regional District of Nanaimo Building Regulations.

Attachment 3
 Proposed Strata Development Plan



PROPOSED STRATA DEVELOPMENT	
GRUBAC	
LOT 2, SECTION 7, RANGE 4 CRANBERRY DISTRICT PLAN VIP67928	
ADDRESS : 80 Colwell Road	
PROJECT SURVEYOR : D.G. Wallace	
DRAWN BY : EA	DATE : Jan 21/16
CAD FILE : 88414	REVISION : Mar 7/16
J.E. ANDERSON & ASSOCIATES SURVEYORS - ENGINEERS 1A-2411 SECTION ROAD, MANAWAO, BC, V8T 2H1 TEL: 250-759-4837 FAX: 250-758-4860 E-MAIL: jeanderson@jeanderson.com MANAWAO, VICTORIA PARKWAY	

LEGEND
 ALL DIMENSIONS ARE IN METRES
 SL DENOTES STRATA LOT
 LCP DENOTES LIMITED COMMON PROPERTY
 SUBJECT TO CHARGES SHOWN ON TITLE NO. C44109310 (P.L.D. 624-291-391)
 DIMENSIONS ARE DERIVED FROM LAND TITLE OFFICE RECORDS
 THIS PLAN HAS BEEN PREPARED IN ACCORDANCE WITH THE PROFESSIONAL REFERENCE MANUAL

Scale: 0 7.5 15 30 45 60 75
 The intended plot size of this plan is 432mm in width by 288mm in height. B sizes, when plotted at a scale of 1:750.



RDN REPORT	
CAO APPROVAL <i>[Signature]</i>	
EAP	
COW	
APR 15 2016	
RHD	
BOARD	

STAFF REPORT

TO: Geoff Garbutt
General Manager, Strategic and
Community Development

DATE: April 15, 2016

MEETING: Board – April 26, 2016

FROM: Paul Thompson
Manager, Long Range Planning

FILE: 6780 30 MA

SUBJECT: Amendment to Regional Growth Strategy Bylaw No. 1615 Public Hearing Report & Referrals to Affected Local Governments

RECOMMENDATIONS

1. That the report of the Public Hearing conducted for “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016” be received as set out in Attachment 2 of this report.
2. That “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016” be referred to member municipalities and adjacent regional districts for acceptance.

PURPOSE

To receive a report summarizing the comments of the Public Hearing conducted for “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016” and to consider the referral of Bylaw No. 1615.01 in accordance with the *Local Government Act* to member municipalities and adjacent regional districts.

BACKGROUND

The Regional District of Nanaimo (RDN) Board gave “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016” first and second reading on March 22, 2016. The purpose of the bylaw amendment is to clarify what type of Regional Growth Strategy (RGS) amendments may be considered as a minor amendment. This amendment clarifies that the list of amendments not considered minor in Section 1.5.1.2 do not apply if a full Official Community Plan (OCP) review has been conducted. The amendment also clarifies that the list of amendments not considered minor must be contemplated as part of the full OCP review process.

Please see Attachment 1 – Proposed Amendment to RGS Minor Amendment Criteria for the proposed change.

ALTERNATIVES

1. To receive the report of the Public Hearing conducted for Bylaw No. 1615.01, 2016, and make no further changes to the Bylaw and direct staff to proceed with referrals to member municipalities and adjacent regional districts for their consideration of acceptance.
2. To receive the report of the Public Hearing conducted for Bylaw No. 1615.01, 2016, and provide direction to staff to bring forward changes to the bylaw to address specific issues identified by the Board based upon the outcome of the Public Hearing.

FINANCIAL IMPLICATIONS

There are no direct financial implications. Funds and resources to undertake this RGS amendment have been included in the 2015 and 2016 budgets for the Regional Growth Management Function.

STRATEGIC PLAN IMPLICATIONS

The Strategic Plan 2016-2020 recognizes that the RDN will cooperate and advocate as a region while recognizing the uniqueness of each community. The proposed amendment to the RGS is consistent with this strategic priority as it maintains the provision that a change to the RGS, resulting from a full official community plan review, can be considered through the minor amendment process. The amendment also supports the strategic priority to focus on relationships as the amendment was developed with input from the RDN and the municipal members.

INTERGOVERNMENTAL IMPLICATIONS

The amendment to the RGS must be accepted by affected local governments which consist of the member municipalities and the adjacent regional districts. Each of the affected local governments will receive a formal letter requesting that they accept the RGS amendment bylaw. Each local government will have 60 days to either agree or refuse to accept the amendment to the RGS. If a local government refuses to accept the amendment, the Minister of Community, Sport and Cultural Development determines the appropriate resolution process.

First Nations with traditional territories within the lands affected by the RGS have been consulted. To date, First Nations have not provided comments on the proposed RGS amendment.

PUBLIC CONSULTATION IMPLICATIONS

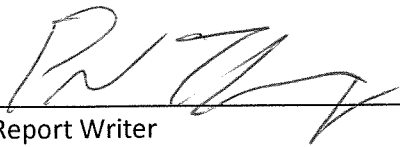
A Public Hearing for the bylaw amendment was held on April 13, 2016, in the RDN Board Chambers. There were four people in attendance at the Public Hearing and nine written submissions were received since the bylaw was given first and second reading. The report of the Public Hearing and written submissions received since first and second reading are included as Attachment 2.

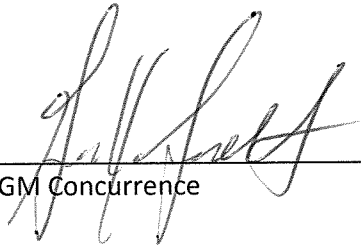
SUMMARY/CONCLUSIONS

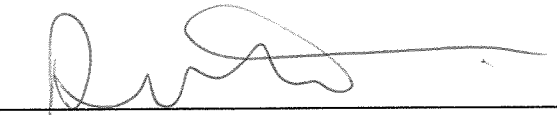
The RDN initiated a process to amend the RGS to clarify when an amendment may be considered a minor amendment. Specifically, this amendment clarifies that the list of amendments not considered minor in Section 1.5.1.2 do not apply if a full OCP review has been conducted. The amendment also

clarifies that the list of amendments not considered minor must be contemplated as part of the full OCP review process. The amendment bylaw was given first and second reading on March 22, 2016. A Public Hearing was held for the proposed amendment on April 13, 2016 in the RDN Board Chambers. A total of four people were in attendance at the public hearing, and the RDN received nine written submissions since the bylaw was given first and second readings.

The next step is for the Board to refer the bylaw to affected local governments. The RDN Board can only adopt the bylaw after it has been accepted by the affected local governments.


Report Writer


GM Concurrence


C.A.O. Concurrence

Attachment 1
Proposed Amendment to RGS Minor Amendment Criteria

1.5.1 Criteria for Minor Amendments

The following outlines the criteria for considering minor amendments to the RGS.

1. Criteria under which a proposed amendment to the RGS may be considered a minor amendment include the following:
 - Amendments resulting from a full Electoral Area or Municipal Official Community Plan review process;
 - Text and map amendments required to correct errors or as a result of more accurate information being received;
 - Amendments to incorporate changes to tables, figures, grammar, or numbering that do not alter the intent of the Regional Growth Strategy; and
 - Addition or deletion, or amendment to Section 5.4 Key Indicators.

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:
 - Those that lead to adverse changes to the health and ongoing viability of sensitive ecosystems and water sources;
 - Those that include land in the Agricultural Land Reserve or will negatively impact agricultural lands;
 - Those related to a development that would require significant works to address a natural hazard;
 - Those that require the provision of new community water and sewer systems outside the Growth Containment Boundary; and,
 - Those that are not consistent with measures and or policies to reduce greenhouse gas emissions and improve air quality.

Attachment 2

**REPORT SUMMARIZING THE RESULTS
OF THE PUBLIC HEARING**

**TO CONSIDER REGIONAL DISTRICT OF NANAIMO REGIONAL GROWTH STRATEGY BYLAW NO.
1615.01, 2016**

HELD

**WEDNESDAY, APRIL 13, 2016 AT 6:30 PM AT RDN BOARD CHAMBERS
6300 HAMMOND BAY ROAD**

**REPORT OF THE PUBLIC HEARING HELD WEDNESDAY, APRIL 16, 2016 AT 6:30PM AT RDN
BOARD CHAMBERS, 6300 HAMMOND BAY ROAD, NANAIMO
TO CONSIDER REGIONAL DISTRICT OF NANAIMO REGIONAL GROWTH STRATEGY BYLAW NO.
1615.01, 2016**

Note that this report is not a verbatim recording of the proceedings but is intended to summarize the comments of those in attendance at the Public Hearing.

Present for the Regional District of Nanaimo:

Bill Veenhof	Chair, Director, Electoral Area 'H' and RDN Board Chairperson
Alec McPherson	Director, Electoral Area 'A'
Maureen Young	Director, Electoral Area 'C'
Julian Fell	Director, Electoral Area 'F'
Joe Stanhope	Director, Electoral Area 'G'
Teunis Westbroek	Director, Town of Qualicum Beach
Paul Thompson	Manager of Long Range Planning
Stephen Boogaards	Planner

There were four people in attendance at the Public Hearing.

Written submissions were received prior to the Public Hearing from:

- 1 Michael Jessen, 1266 Jukes Place
- 2 Kevin Monahan, 586 Alder Street
- 3 Dianne Eddy, 5058 Longview Drive
- 4 Marci Katz, 226 Sabina Road
- 5 Len Walker, 5185 Gainsberg Road
- 6 Bill Friesen, 5160 Gainsberg Road
- 7 Dick Stubbs, 6920 Island Highway West
- 8 Nelson Eddy, 5058 Longview Drive
- 9 Peter and Greta Taylor, 244 Hembrough Road

These written submissions are provided in Appendix A of this report of the Public Hearing.

The Chair, Director Veenhof opened the meeting at 6:30 pm and introduced those attending the meeting from the RDN.

The Chair, Director Veenhof stated the purpose of the Public Hearing and requested that staff explain the Regional Growth Strategy Bylaw No. 1615.01, 2016.

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

The Chair, Director Veenhof outlined the Public Hearing procedures and invited submissions with respect to the proposed bylaw from the audience.

Kevin Monahan, 586 Alder Street, Qualicum Beach

Mr. Monahan read a submission included in Appendix A. Mr. Monahan expressed concerns that the proposed bylaw does not clarify the meaning of a full OCP review. He notes that for 20 years he was engaged in administering and enforcing federal law, and in his experience he finds that the proposal does not clarify what is a 'full OCP review.' All that the proposal will do is to clarify that even 'high impact amendments' listed in Part 2 are minor if they result from an OCP review. The proposed bylaw amendment does not set any standard for a full OCP review. Mr. Monahan further explained that the proposal will not do what the RDN intends and will not resolve misunderstandings about what constitutes a full OCP review. The RDN has not effectively communicated the proposed bylaw to the public and has failed to effectively consult. He recommends that the proposal should be withdrawn and re-written.

Nelson Eddy, 5058 Longview Drive, Deep Bay

Mr. Eddy stated that he is very concerned with the amendment, and specifically with the use of the word 'contemplate.' Anything that is discussed is contemplated, which by definition means just to think about. If anything is contemplated, then it can be considered a minor amendment. Mr. Eddy expressed that this is a movement to deceive people. Mr. Eddy explained that there is a hierarchy of the Local Government Act, RGS and OCP. Overarching authority is the Local Government Act, which governs the RGS and OCPs. Mr. Eddy expressed concern that any issue included in an OCP can change the RGS. Under these circumstances, the RGS becomes just an assembly of OCPs. Mr. Eddy concluded that whatever happens in an OCP review, it should not change the RGS.

The Chair, Director Veenhof called for further submissions a first time.

The Chair, Director Veenhof called for submissions a second time.

The Chair, Director Veenhof called for submissions a third and final time. Hearing none, the Chair thanked those in attendance and announced that the Public Hearing was now closed.

The public hearing was closed at 6:47 pm.

Stephen Boogaards
Recording Secretary

APPENDIX A

**Written Submissions for the Public Hearing On
“Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016”**

A total of nine written submissions were received between March 22, 2016 and the close of the public hearing on April 13, 2016 from the following individuals or organizations:

- 1 Dianne Eddy, 5058 Longview Drive
- 2 Bill Friesen, 5160 Gainsberg Road
- 3 Marci Katz, 226 Sabina Road
- 4 Michael Jessen, 1266 Jukes Place
- 5 Peter and Greta Taylor, 244 Hembrough Road
- 6 Len Walker, 5185 Gainsberg Road
- 7 Nelson Eddy, 5058 Longview Drive
- 8 Kevin Monahan, 586 Alder St.
- 9 Dick Stubbs, 6920 Island Highway West

From: Dianne [mailto:d-eddy@shaw.ca]
Sent: Tuesday, April 12, 2016 7:00 PM
To: Planning Email
Cc: Simpson, Courtney
Subject: Proposed Amendment to the RGS Minor Amendment Criteria

RE: Pursuant to Section 434(3) of the Local Government Act, notice is hereby given that a Public Hearing will be held on Wednesday, April 13, 2016 at 6:30 pm at the RDN Board Chambers, 6300 Hammond Bay Road, Nanaimo with regard to "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016"

I am opposed to the change in the RGS Bylaw as proposed.

Public Consultation Unnecessary

The Regional Growth Strategy (RGS) has a "Proposed Amendment to the RGS Minor Amendment Criteria". RGS defined "major amendments" could be considered "minor amendments" between now and the next OCP review (15 years from now?) if they were "contemplated" during a full official community plan review. This would include all current OCPs. Crafty and/or crafting?

What happens when an RGS amendment is designated a "minor amendment"?

The bylaw may be adopted without a public hearing after second reading in the event that the amending bylaw receives an affirmative vote of all Board members attending the meeting. No public consultation necessary.

The change causing major concern for all rural and municipal areas is the following:

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:

- **Those that require the provision of new community water and sewer systems outside the Growth Containment Boundary;**

The word "contemplated" is a weasel word. Is this something like "to contemplate the stars"? Or maybe, "He was contemplating his future"? Or are all those sticky notes written during an OCP review and stuck to the blue board the "contemplation" of the community? Is this why the developers attending OCP meetings are writing sticky notes? Antonyms for "contemplated" include: reject, disregard, discard.^[1]

Many residents don't really understand just how carefully such statements are parsed and go through a team of legal staff and PR personnel to CAREFULLY craft language for the corporation's benefit...they do this ALL the time, AND for specific reasons... The RDN is a corporation.

High density growth in rural areas require new community water and sewer systems. Isn't the intent of the RGS to restrict high density growth to areas able to service such developments economically? To counter the word "contemplate" in the proposed change to the RGS then, the OCP must clearly state the rejection of new community water and sewer systems outside the Village Containment Boundaries. Without this statement in the OCP, developers could develop anywhere in the district with the Board's approval, but without residents' approval. To empower the Board's objectives to a level no longer requiring assent of residents borders on folly and unethical conduct.

Please register my opposition to this change.

-

Dianne Eddy
5058 Longview Dr.
Bowser, BC
V0R 1G0

.....

.....

[1] <http://www.thesaurus.com/browse/contemplated>

From: William Friesen [mailto:wcfree@shaw.ca]
Sent: Tuesday, April 12, 2016 11:56 PM
To: Planning Email
Subject: proposed amendment to the RGS Minor Amendment Criteria.

To the Planning Department , RDN

I am opposed to the proposed change to the RGS Bylaw noted below.

Pursuant to Section 434(3) of the Local Government Act, notice is hereby given that a Public Hearing will be held on Wednesday, April 13, 2016 at 6:00 pm in the RDN Board Chambers, 6300 Hammond Bay Road, Nanaimo with regard to "Regional District of Nanaimo Regional Growth Strategy Bylaw No 1615.01, 2016".

If I understand this correctly , the proposed change means that the following types of amendments can be considered minor if they have been contemplated as part of a full official community plan review process.

Those that lead to adverse changes to the health and ongoing viability of sensitive ecosystems and water sources:

Those that include land in the agricultural Land Reserve or will negatively impact agricultural lands:

Those related to a development that would require significant works to address a natural hazard:

Those that require the provision of new community water and sewer systems outside the Growth Containment Boundary:

Those that are not consistent with measures and or policies to reduce greenhouse gas emissions and improve air quality.

Not under any circumstance , especially not as a result of "contemplation" , should amendments of such potential impact be considered minor.

We are presently involved in a review of the OCP and there are many suggestions or "contemplations" being put forth. All in fact none of them have been agreed to at this point. This sounds to me like a red herring is being inserted to circumvent the Growth Strategy ByLaw at any given time.

Under no circumstance as a result of "contemplation" - should amendments with such potential impact be considered minor.

Sincerely
Bill Friesen
5160 Gainsberg Road
Deep Bay

From: Marci [mailto:marse@me.com]
Sent: Tuesday, April 12, 2016 10:24 PM
To: Planning Email
Cc: Simpson, Courtney
Subject: Proposed Amendment to the RGS Minor Amendment Criteria

To the Planning Department, RDN,

I am adamantly opposed to the proposed change in the RGS Bylaw noted below:

Pursuant to Section 434(3) of the Local Government Act, notice is hereby given that a Public Hearing will be held on Wednesday, April 13, 2016 at 6:30 pm at the RDN Board Chambers, 6300 Hammond Bay Road, Nanaimo with regard to "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016"

As I understand it, the proposed change means that the following types of amendments can be considered minor if they have been contemplated as part of a full official community plan review process:

- Those that lead to adverse changes to the health and ongoing viability of sensitive ecosystems and water sources;
- Those that include land in the Agricultural Land Reserve or will negatively impact agricultural lands;
- Those related to a development that would require significant works to address a natural hazard;
- Those that require the provision of new community water and sewer systems outside the Growth Containment Boundary;
- Those that are not consistent with measures and or policies to reduce greenhouse gas emissions and improve air quality.

Under no circumstances - and especially not as a result of "contemplation" - should amendments of such consequence and potential impact be considered minor.

Sincerely,
Marci Katz,
226 Sabina Road,
Deep Bay.

email: marse@shaw.ca

From: M Jessen [<mailto:mjessen@telus.net>]
Sent: Wednesday, April 13, 2016 3:43 PM
To: Planning Email
Cc: Stanhope, Joe
Subject: Public Hearing Submission - RGS Amendment Process Clarification

The RDN Board of Directors is considering an amendment of the Regional Growth Strategy (RGS) regarding what can qualify to be treated as a regular or minor amendment. Presumably every applicant seeking a RGS amendment will want theirs to be treated as a minor amendment so that it is done quickly and economically.

I see little in the proposed wording that improves the understandability of the objectives of the screening process. In fact at the extreme the proposed wording increases the chances that any changes requiring an amendment of the RGS can be set up so as to be considered as a minor amendment. Could this in fact be what the Board is trying to accomplish?

In really simple terms I believe and hope the Board wants to allow an amendment of the RGS flowing from a change to an Official Community Plan (OCP) to proceed through the minor amendment process only where the OCP results from a real full review. The task of the Board is to define a Full OCP Review so that everyone knows exactly what is required. A full review must embody "full, prior and informed consultation with all stakeholders".

The proposal also suggests that five specific types of amendments to the RGS can qualify as minor if they are just contemplated to be included in a full OCP review. This hardly seems adequate to justify qualification for the minor amendment process. Those five "special" review expectations must be subject to the regular or normal RGS amendment process unless dealt with in a full OCP review or maybe in the same manner, not just contemplated.

It is my humble opinion there was very little wrong with the original wording of the requirements to amend the RGS. After experiencing the interesting situation that arose a couple of years ago in Qualicum Beach, it seemed the biggest problem was the definition of "full OCP review". That term may be what should have been worked on.

Sincerely,
Michael Jessen, P.Eng.
1266 Jukes Place
Parksville, B.C.
V9P 1W5

From: Greta Taylor [<mailto:gptaylor@shaw.ca>]
Sent: Wednesday, April 13, 2016 3:43 PM
To: Planning Email
Subject: Regional District of Nanaimo Growth Strategy Bylaw No.1615.01 - 2016

Wednesday, April 13 2016

To ALL RDN DIRECTORS AND STAFF.

My husband and I wish to register our opposition to the proposed change in the RGS Bylaw No.1615.01 – 2016.

We feel that the word “contemplated” is vague and could definitely be misinterpreted and misread in certain circumstances and should definitely not be used in the context of the RDN Planning area. If used in the context of a company planning a large development in a rural community, they would be able to do so without any consultation with the residents of that area, and consultation and transparency are of the utmost importance in all areas of government including the Regional District of Nanaimo.

We think the change in the RGS Bylaw as proposed is nothing more than another underhanded way to get developments passed that might be controversial with the residents of such areas without having to go to a Public Hearing. In other words it is another way for the RDN to get their own way.

Please register our opposition to the change in the RGS Bylaw as proposed.

Peter and Greta Taylor
244 Hembrough Road,
Bowser, B.C.
V0R 1G0

From: seniorsufferingmoretax@mail.com [mailto:seniorsufferingmoretax@mail.com]

Sent: Tuesday, April 12, 2016 6:43 PM

To: Building, Email; corpsrv; Planning Email; Regional and Community Utilites; Harvey, Ann-Marie; sustainability; Regional and Community Utilites

Cc: John Harding

Subject: Statement for the Public Hearing bylaw #1615.01,2016

I wish the following information regarding the use of any form of the word CONTEMPLATE in this bylaw (see below) be REMOVED because it is too vague, as well the Antonyms for "contemplated" include: reject, disregard, discarded; which only add to the vague confusion that you propose be written into LAW.

***Len Walker
5185 Gainsberg Road
Deep Bay Bowser, BC
no phone***

Notice of Public Hearing

Regional Growth Strategy Bylaw No. 1615.01, 2016

Pursuant to Section 434(3) of the Local Government Act, notice is hereby given that a Public Hearing will be held on Wednesday, April 13, 2016 at 6:30 pm at the RDN Board Chambers, 6300 Hammond Bay Road, Nanaimo with regard to "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016"

This amendment defines a minor amendment

The following editorial is in reference to this proposed bylaw change and its questionable meaning:

Public Consultation Unnecessary

The Regional Growth Strategy (RGS) has a "Proposed Amendment to the RGS Minor Amendment Criteria". RGS defined "major amendments" could be considered "minor amendments" between now and

the next OCP review (15 years from now?) if they were “contemplated” during a full official community plan review. This would include all current OCPs. Crafty and/or crafting?

What happens when an RGS amendment is designated a “minor amendment”?

The bylaw may be adopted without a public hearing after second reading in the event that the amending bylaw receives an affirmative vote of all Board members attending the meeting.[1] No public consultation necessary.

The change causing major concern for all rural and municipal areas is the following:

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:

- **Those that require the provision of new community water and sewer systems outside the Growth Containment Boundary; [2]**

The word “contemplated” is a weasel word. Is this something like “to contemplate the stars”? Or maybe, “He was contemplating his future”? Or are all those sticky notes written during an OCP review and stuck to the blue board the “contemplation” of the community? Is this why the developers attending OCP meetings are writing sticky notes? Antonyms for “contemplated” include: reject, disregard, discard.[3]

Many residents don't really understand just how carefully such statements are parsed and go through a team of legal staff and PR personnel to CAREFULLY craft language for the corporation's benefit...they do this ALL the time, AND for specific reasons....[4] The RDN is a corporation.

High density growth in rural areas require new community water and sewer systems. Isn't the intent of the RGS to restrict high density growth to areas able to service such developments economically? To counter the word “contemplate” in the proposed change to the RGS then, the OCP must clearly state the rejection of new community water and sewer systems outside the Village Containment Boundaries. Without this statement in the OCP, developers could develop anywhere in the district with the Board's approval, but without residents' approval. **To empower the Board's objectives to a level no longer requiring assent of residents borders on folly and unethical conduct.**

[1] P. 5, RGS http://www.shapingourfuture.ca/downloads/rgs_bylaw_no_1615.pdf

2 <http://www.rdn.bc.ca/dms/documents/regional-growth-strategy/rgs-minor-amendments/amendment.pdf>

3 <http://www.thesaurus.com/browse/contemplated>

4 Paraphrased from a comment on the internet: <http://www.cbc.ca/news/canada/british-columbia/1ng-crew-discovers-rare-prehistoric-glass-sponge-reef-1.3514548>

[1] P. 5, RGS http://www.shapingourfuture.ca/downloads/rgs_bylaw_no_1615.pdf

[2] <http://www.rdn.bc.ca/dms/documents/regional-growth-strategy/rgs-minor-amendments/amendment.pdf>

[3] <http://www.thesaurus.com/browse/contemplated>

[4] Paraphrased from a comment on the internet: <http://www.cbc.ca/news/canada/british-columbia/1ng-crew-discovers-rare-prehistoric-glass-sponge-reef-1.3514548>

Quoting from Sec. 1.2 of the Regional Growth Strategy: “Section 866 of the *Local Government Act* ... {details}... how the OCP is to be made consistent with the RGS over time”. This implies to me, and surely others, that the RGS directs OCP decisions, not *vice versa*. Yet a *Minor Amendment* generated by an OCP review can change the RGS to suit a particular community. This implies the opposite of Sec. 1.2. Carried over time, this would convert the RGS into a plethora of individual OCP's, the very antithesis of a Regional Growth Strategy.

Furthermore, a *Minor Amendment* which violates the rules of the urban (or “growth”) containment boundary *vis-à-vis* residential density is surely not “minor”. To so name it implies an attempt to mislead the public. Any move that could almost double the size of a community of 500 homes is certainly not minor.

And finally, the contortion of the word “contemplate” to imply “assent” or “agreement” requires mining several dictionaries for every possible innuendo of the word. The Oxford dictionary certainly has no such implication. Merriam-Webster states “Contemplate stresses focusing one's thoughts on something but does not imply coming to a conclusion or decision”.

To accept this current amendment demeans the RGS, which heretofore has been an honourable document, worthy of respect. I heartily oppose this amendment.

Nelson Eddy <n.eddy@shaw.ca>
5058 Longview Drive
Bowser, BC V0R 1G0
Cell: (250) 240-2002

Submission to Public Hearing

Nanaimo Regional District—Regional Growth Strategy Bylaw No. 1615.01, 2016
April 13, 2016

Submitted by: Kevin Monahan
586 Alder St.
Qualicum Beach, BC, V9K 1J3

Mister Chairman and Members of the Board:

Unfortunately there have been many misunderstandings associated with this proposed change to the Regional Growth Strategy, the most significant of which is that virtually every public communication associated with it states that it will clarify what is meant by a “full OCP review process.”

From the Staff Report to the March 8 Committee of the Whole meeting

“...all of the types of amendments not considered minor must be contemplated as part of an OCP review process.”

From the RDN internet page on the amendment:

“... it provides a minimum set of items that must be considered for a full Official Community Plan review.”

And from the Notice of Public Hearing

“The bylaw amendment will also provide a minimum set of items that must be considered for a full Official Community Plan review process.”

For over 20 years, I was engaged in enforcing, administering and amending federal law. For my last eight years in the Public Service, I oversaw the writing of numerous pieces of legislation. So I know something about reading law. I have read this proposal many times, and I have yet to find anything in the proposal that helps to clarify what constitutes a “*full OCP review process*”.

The proposal isn't difficult to understand. People often think that law is more complex than it appears; that what is clearly written isn't what it actually means. And I think that is what has happened here.

Under the existing by-law, Section 1.5.1 has two parts. Part 1 lists the types of amendment that are considered minor, and includes amendments that flow from an OCP review. Part 2 states that there are certain types of high impact amendments that can never be considered minor (presumably because of their significant impact).

All this proposal will do—and this is the only thing it will do—is to provide that even the high impact amendments listed in Part 2 are minor if they result from an OCP review.

Submission to Public Hearing

In no way does the proposal clarify what constitutes a “*full OCP review process*”. Contrary to the consultation documents, it doesn’t set any standard at all for a “*full OCP review*”. If the RDN wishes to establish such a standard, this proposal is the wrong way to go about it.

In summary—this proposal won’t do what the RDN seems to think it will do, and it won’t do what the RDN has advised the public that it will do. It certainly won’t do anything to resolve misunderstandings about what constitutes a “*full OCP review*”, which is one of the primary reasons for making this proposal in the first place.

One of the objectives of public consultation is to accurately communicate to stakeholders the substance of a proposed by-law. In this case, the RDN has failed in that objective and consequently it has failed in its obligation to consult. This proposal should be withdrawn and re-written entirely.

Respectfully submitted



Kevin Monahan

Date: April 13, 2016
To: Planning Department at RDN
From: Dick Stubbs
PO Box 97 (6920 Isl Hwy W)
Bowser, B.C. V0R 1G0

Re: Public Hearing to be held April 13, 2016
Regional Growth Strategy amendment bylaw 1615.01

RDN Board Members;

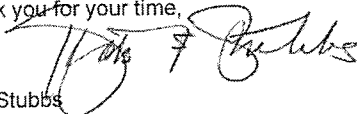
A change to the Regional Growth Strategy is not to be taken lightly and involves a lengthy, detailed, and expensive exercise that is usually be driven by a complex political process.

The proposal that a full OCP review could trigger a minor amendment to the RGS will only be a benefit if the OCP reviews are completed on a regular schedule as envisaged in the Local Government Act (five years). As we move through the Area H OCP review, it is painfully obvious that the document should have been updated many years ago (not 12+ years ago) Community needs and wishes have changed and in many cases the OCP language is no longer useful. Rather than making incremental changes in a timely manner; the long time between reviews results in bigger changes that are difficult to justify in one big step. Or we do not make a good change because the big step is simply to large politically.

As a community, most of us now recognize that growth needs to be confined to labeled nodes or designated settlement areas but many are finding it difficult politically to give up our old poor practices in the more rural parts of our communities. That said, we may identify large properties (now rural) that lend themselves to a dense form of proper development, that will benefit the wider community in the long term. The move toward densification is good planning that provides reasonable, relatively affordable costing for infrastructure that in turn protects the environment.

A set schedule for OCP reviews provides the development community and others with a proper venue for change rather than the merry-go-round that occurred in Qualicum Beach over the past few years. A five year period between reviews would provide a better, smoother process; the longer turnaround means the process has to be continually reinvented with a new staff at a larger cost. It has become obvious that a stand alone RGS amendment (and to a lessor extent an OCP amendment) is not likely to gain support without a full OCP review and we tend to put off OCP reviews if we are not committed to a scheduled process.

Thank you for your time,


Dick Stubbs