

REGIONAL DISTRICT OF NANAIMO

ELECTORAL AREA SERVICES COMMITTEE

TUESDAY, MARCH 14, 2017

4:00 PM

(RDN Board Chambers)

This meeting will be recorded

A G E N D A

PAGES

- 1. CALL TO ORDER**
- 2. DELEGATIONS**
- 3. MINUTES**
- 7-12 **3.1 Electoral Area Services Committee Meeting - February 14, 2017.**

That the minutes of the Electoral Area Services Committee meeting held February 14, 2017 be adopted.
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**
- 6. UNFINISHED BUSINESS**
- 7. PLANNING**
- 7.1 DEVELOPMENT PERMIT**
- 13-20 **7.1.1 Development Permit Application No. PL2017-008 – 560 Wain Road, Electoral Area ‘G’.**

That the Board approve Development Permit No. PL2017-008 to permit the construction of a garage subject to the conditions outlined in Attachments 2 to 4.
- 21-26 **7.1.2 Development Permit Application No. PL2016-182 – 3030 Graham Road and 2715 Yellow Point Road, Electoral Area ‘A’.**

That the Board approve Development Permit No. PL2016-182 to permit riparian restoration works subject to the conditions outlined in Attachments 2 and 3.

7.2 DEVELOPMENT PERMIT WITH VARIANCE

27-36

7.2.1 Development Permit with Variance Application No. PL2016-104 – 908 McFeely Drive, Electoral Area 'G'.

1. *That the Board approve Development Permit with Variance No. PL2016-104 to address the placement of fill and permit the construction of a dwelling unit subject to the terms and conditions outlined in Attachments 2 to 4.*
2. *That the Board direct staff to complete the required notification for Development Permit with Variance No. PL2016-104.*

37-45

7.2.2 Development Permit with Variance Application No. PL2017-019 – 1100 Pepper Place, Electoral Area 'G'.

1. *That the Board approve Development Permit with Variance No. PL2017-019 to permit the construction of a dwelling unit subject to the terms and conditions outlined in Attachments 2 to 4.*
2. *That the Board direct staff to complete the required notification for Development Permit with Variance No. PL2017-019.*

7.3 DEVELOPMENT VARIANCE PERMIT

46-52

7.3.1 Development Variance Permit Application No. PL2017-021 – 1067 Paradise Place, Electoral Area 'E'.

1. *That the Board approve Development Variance Permit No. PL2017-021 to reduce the setback from the interior side lot line for a garage subject to the terms and conditions outlined in Attachments 2 to 4.*
2. *That the Board direct staff to complete the required notification for Development Variance Permit No. PL2017-021.*

7.4 ZONING AMENDMENT

53-71

7.4.1 Zoning Amendment Application No. PL2016-110 – 1682 and 1686 Cedar Road, Electoral Area 'A' – Amendment Bylaw 500.408, 2017 – First and Second Reading.

1. *That the Board receive the Summary of the Public Information Meeting held on January 30, 2017.*
2. *That the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 500.408 being considered for adoption.*
3. *That “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.408, 2017”, be introduced and read two times.*
4. *That the Public Hearing on “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.408, 2017” be waived in accordance with Section 464(2) of the Local Government Act.*
5. *That staff be directed to proceed with notification in accordance with Section 467 of the Local Government Act of the Board’s intent to consider third reading of “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.408, 2017” at a regular Board meeting to be held on April 25, 2017.*

7.5 REQUEST FOR FRONTAGE RELAXTION IN RELATION TO A SUBDIVISION

72-77

7.5.1 Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in relation to Subdivision Application No. PL2016-178 – 833 Reid Road, Electoral Area 'G'.

That the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lot 2 in relation to Subdivision Application No. PL2016-178 subject to the terms and conditions outlined in Attachments 2 and 3.

7.6 OTHER

78-80

7.6.1 Electoral Area 'H' Official Community Plan Review.

That this report be received for information.

8. ADVISORY, SELECT COMMITTEE, AND COMMISSION MINUTES AND RECOMMENDATIONS

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

81-84 **8.1.1 Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission Meeting - February 15, 2017.**

That the minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission Meeting held February 15, 2017 be received for information.

85-89 **8.1.2 RDN/VIHA Grant.**

That the use of Island Health Community Wellness Grant Electoral Area 'A' funds to purchase items for the Farm to School Program, Weight Room and Smoking Cessation Program be supported as requested by the Cedar School Coordinator.

90-91 **8.1.3 Cedar Plaza**

That staff review possible alternatives to potentially allow water service at Cedar Plaza from the North Cedar Improvement District and report back to the Electoral Area 'A' Parks, Recreation and Culture Commission.

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

92-96 **8.2.1 Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee Meeting - February 22, 2017.**

That the minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee Meeting held February 22, 2017 be received for information.

8.2.2 Jack Bagley Field.

That \$10,000 of Electoral Area 'E' Community Works Funds be allocated to School District 69 (Qualicum) for Jack Bagley field improvements.

97-98 **8.2.3 Nanoose Playground Report.**

That staff be directed to remove the play structure at Nanoose Road Community Park and in consultation with the Nanoose Parks and Open Space Advisory Committee determine an alternative park use for the site.

8.2.4 Parks and Open Space Plans.

That the Parks and Open Space Plan for Nanoose Bay (2001) be rescinded and the Community Parks and Trails Strategic Plan for Electoral Areas E, F, G & H (2014) be the guiding document for community parks in Electoral Area 'E'.

99-102

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

8.3.1 Minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee Meeting - March 1, 2017.

That the minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee Meeting held March 1, 2017 be received for information.

8.3.2 Stanhope Trail Planning.

That park staff seek bids to construct a gravel trail to connect Wally's Way with Ackerman Road and forego the option to pave the trail in the near future.

103-112

8.3.3 Little Qualicum Hall.

That the Little Qualicum Hall be closed and the building site be incorporated into Dashwood Community Park.

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

113-116

8.4.1 Minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee Meeting - March 1, 2017.

That the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee Meeting held March 1, 2017 be received for information.

117-119

8.4.2 McColl Rd. Beach Access.

That staff not proceed with water access signage installation or public access development at the McColl Road water access.

9. ADDENDUM

10. DIRECTORS' FORUM

- Planning
- Community Parks
- Emergency Preparedness
- Fire Protection
- Bylaw Enforcement
- Building Inspection
- Other Electoral Area Matters

11. BUSINESS ARISING FROM DELEGATIONS, COMMUNICATIONS OR DIRECTORS' FORUM

12. NEW BUSINESS

12.1 Electoral Area Services Committee Meetings in the Community.

13. IN CAMERA

14. ADJOURNMENT

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA SERVICES COMMITTEE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, FEBRUARY 14, 2017 AT 3:00 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	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 W. Veenhof	Electoral Area H

Also in Attendance:

P. Carlyle	Chief Administrative Officer
R. Alexander	Gen. Mgr. Regional & Community Utilities
G. Garbutt	Gen. Mgr. Strategic & Community Development
T. Osborne	Gen. Mgr. Recreation & Parks
D. Trudeau	Gen. Mgr. Transportation & Emergency Planning Services
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
J. Hill	Mgr. Administrative Services
J. Holm	Mgr. Current Planning
P. Thompson	Mgr. Long Range Planning
B. Ritter	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.

MINUTES

Minutes of the Electoral Area Services Committee meeting held Tuesday, January 10, 2017.

MOVED Director Veenhof, SECONDED Director Fell, that the minutes of the Electoral Area Services Committee meeting held Tuesday, January 10, 2017 be adopted.

CARRIED

PLANNING

DEVELOPMENT PERMIT

Development Permit Application No. PL2016-168 – 20 Nile Road, Electoral Area 'H'.

MOVED Director Veenhof, SECONDED Director Young, that the Board approve Development Permit No. PL2016-168 to permit demolition of an existing cabin and the establishment of a building envelope for a new dwelling unit and accessory buildings and structures subject to the conditions outlined in Attachments 2 and 3.

CARRIED

DEVELOPMENT PERMIT AND SITE SPECIFIC EXEMPTION

Development Permit and Site Specific Exemption Application No. PL2016-181 – 6919 Island Highway West, Electoral Area 'H'.

MOVED Director Veenhof, SECONDED Director Young, that the Board approve Development Permit No. PL2016-181 and Site Specific Floodplain Bylaw exemption to permit an addition to a detached hotel unit subject to the conditions outlined in Attachments 2 to 4.

CARRIED

DEVELOPMENT PERMIT WITH VARIANCE

Development Permit with Variance Application No. PL2016-176 – 2005 Hemer Road, Electoral Area 'A'.

MOVED Director McPherson, SECONDED Director Fell, that the Board approve Development Permit with Variance No. PL2016-176 to permit the construction of an accessory building subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED

MOVED Director McPherson, SECONDED Director Fell, that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2016-176.

CARRIED

Development Permit with Variance Application No. PL2016-184 – 2739 Van Isle Road, Electoral Area 'H'.

MOVED Director Veenhof, SECONDED Director Fell, that the Board approve Development Permit with Variance No. PL2016-184 to permit the demolition of an existing dwelling unit and construction of a new dwelling unit and raised patio subject to the terms and conditions outlined in Attachments 2 to 5.

CARRIED

MOVED Director Veenhof, SECONDED Director Fell, that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2016-184.

CARRIED

DEVELOPMENT VARIANCE PERMIT

Development Variance Permit Application No. PL2016-191 – 2225 Alberni Highway, Electoral Area 'F'.

MOVED Director Fell, SECONDED Director Veenhof, that the Board approve Development Variance Permit No. PL2016-191 to reduce the front lot line setback from 4.5 metres to 3.0 metres to accommodate a kiosk subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED

MOVED Director Fell, SECONDED Director Veenhof, that the Board direct staff to complete the required notification for Development Variance Permit No. PL2016-191.

CARRIED

ZONING AMENDMENT APPLICATION

Zoning Amendment Application No. PL2016-108 – Midora Road and Virostko Road, Electoral Area 'C' – Amendment Bylaw 500.406 – First and Second Reading.

MOVED Director Young, SECONDED Director Veenhof, that the Board receive the Summary of the Public Information Meeting held on November 17, 2016.

CARRIED

MOVED Director Young, SECONDED Director Veenhof, that the conditions set out in Attachment 2 of the staff report be completed prior to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017" being considered for adoption.

CARRIED

MOVED Director Young, SECONDED Director Veenhof, that the Board introduce and give two readings to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017".

CARRIED

MOVED Director Young, SECONDED Director Veenhof, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017" be chaired by Director Young or her alternate.

CARRIED

Zoning Amendment Application No. PL2016-060 – 4775 & 4785 Anderson Avenue, Electoral Area 'H' – Amendment Bylaw 500.407 – First and Second Reading.

MOVED Director Veenhof, SECONDED Director Young, that the Board receive the Summary of the Public Information Meeting held on December 12, 2016.

CARRIED

MOVED Director Veenhof, SECONDED Director Young, that the Board introduce and give two readings to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.407, 2017".

CARRIED

MOVED Director Veenhof, SECONDED Director Young, that the Board direct that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.407, 2017", be chaired by Director Veenhof or his alternate.

CARRIED

MOVED Director Veenhof, SECONDED Director Young, that the Board direct that the conditions set out in Attachment 2 of the staff report be completed prior to Bylaw No. 500.407, 2017 being considered for adoption.

CARRIED

OTHER

Southern Community Economic Development.

MOVED Director Houle, SECONDED Director McPherson, that the Regional District of Nanaimo enter into an agreement with the Gabriola Island Chamber of Commerce to provide tourism promotion for Electoral Area 'B' for a period not exceeding six months at a rate of \$1,000 per month.

CARRIED

MOVED Director Houle, SECONDED Director McPherson, that staff report back to the next Electoral Area Services Committee on organizing strategic planning sessions for the purpose of determining the best option for providing economic development and tourism promotion for Electoral Areas 'A', 'B' and 'C' including budget implications and timelines.

CARRIED

MOVED Director Houle, SECONDED Director McPherson, that the requisition for the Southern Community Economic Development Service be maintained for 2017.

CARRIED

RECREATION AND PARKS

Parks Update Report.

MOVED Director Houle, SECONDED Director Veenhof, that the parks update for October, November and December 2016 be received for information.

CARRIED

ADVISORY, SELECT COMMITTEE, AND COMMISSION MINUTES AND RECOMMENDATIONS

ELECTORAL AREA 'B' PARKS AND OPEN SPACE ADVISORY COMMITTEE

Minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee Meeting held Monday, January 23, 2017.

MOVED Director Houle, SECONDED Director Young, that the minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee Meeting held Monday, January 23, 2017 be received for information.

CARRIED

Request for Storage Space at Rollo McClay Community Park.

MOVED Director Houle, SECONDED Director Veenhof, that staff be directed to investigate the feasibility of the Gabriola Island Lions Club building a storage shed at Rollo McClay Community Park.

CARRIED

Bells Landing Water Access.

MOVED Director Houle, SECONDED Director Young, that staff be directed to investigate the feasibility of constructing a boat launch and associated parking lot at the Bells Landing MoTI water access on Gabriola Island.

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, January 30, 2017.

MOVED Director Young, SECONDED Director Veenhof, that the minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee Meeting held Monday, January 30, 2017 be received for information.

CARRIED

FIRE SERVICES ADVISORY COMMITTEE

Minutes of the Fire Services Advisory Committee Meeting held Wednesday, January 11, 2017.

MOVED Director Veenhof, SECONDED Director Rogers, that the minutes of the Fire Services Advisory Committee Meeting held Wednesday, January 11, 2017 be received for information.

CARRIED

Fire Services Workplan for 2017.

MOVED Director Veenhof, SECONDED Director Rogers, that the Fire Services Workplan for 2017 report be received for information.

CARRIED

New Society Act Workshop.

MOVED Director Veenhof, SECONDED Director Rogers, that the Regional District of Nanaimo with the support of the fire services societies, facilitate an expert workshop on both the New Societies Act and the Privacy Acts for all the societies within 2017.

CARRIED

DIRECTORS' FORUM

The Directors' Forum included discussions related to Electoral Area matters.

IN CAMERA

MOVED Director Veenhof, SECONDED Director Young, that pursuant to Sections 90 (1) (e) of the *Community Charter* the Committee proceed to an In Camera Meeting for discussions related to land acquisition.

CARRIED

TIME: 3:30 PM

ADJOURNMENT

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

CARRIED

TIME: 3:37 PM

CHAIRPERSON

CORPORATE OFFICER

underside of the floor system of any habitable area to be above the flood construction level, including accessory buildings unless they are not used for the storage of goods damageable to flood waters. The applicant proposes to construct the finished floor elevations of the accessory building to comply with the 200 year flood construction level of 12.0 metre GSC (Geodetic Survey of Canada datum).

Land Use Implications

The Hazard Lands DPA requires the applicant to provide a report by a professional engineer to confirm that the proposed construction is considered safe for its intended use and the adjacent properties. The applicant has submitted a Geotechnical Hazard Assessment prepared by Lewkowich Engineering Associates Ltd., dated February 17, 2017 to satisfy this requirement. The report recommends that the minimum finished floor height of the garage be above the 200 year flood level of 12.0 metres GSC. The report confirms that the floor elevation of the construction will have an elevation of 12.5 metre GSC. Consistent with DPA guidelines, the report states that the construction is safe for its intended purpose and that the proposed development will not result in a detrimental impact on the subject property or adjoining properties, provided the recommendations of the report are followed.

An existing covenant (G46133) from 1978 requires buildings to be greater than 30 metres from the natural boundary of Englishman River, and any area for habitation or storage of goods damageable by floodwaters to be elevated 3.0 metres above the natural boundary of Englishman River. The covenant includes a save harmless clause for the Province of British Columbia and the RDN in the event of any damage being caused by flooding to any building, improvement or structure built upon the land. As a condition of the development permit, the report will be registered on the property title as a NEW covenant, saving the Regional District of Nanaimo harmless from all loss or damages to life or property as a result of the hazard.

ALTERNATIVES

1. To approve Development Permit No. PL2017-008 subject to the conditions outlined in Attachments 2 to 3.
2. To deny Development Permit No. PL2017-008.

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. The strategic priority labelled “Focus on the Environment” states that the Board will prepare for and mitigate the impact of environmental events. The DPA guideline requirements for a Geotechnical Hazard Assessment and recommendations for the protection of life and property meets this priority by ensuring that the potential impact of environmental events are assessed on a site-by-site basis and measures are imposed to mitigate that impact.



Report Writer's Name
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February 23, 2017

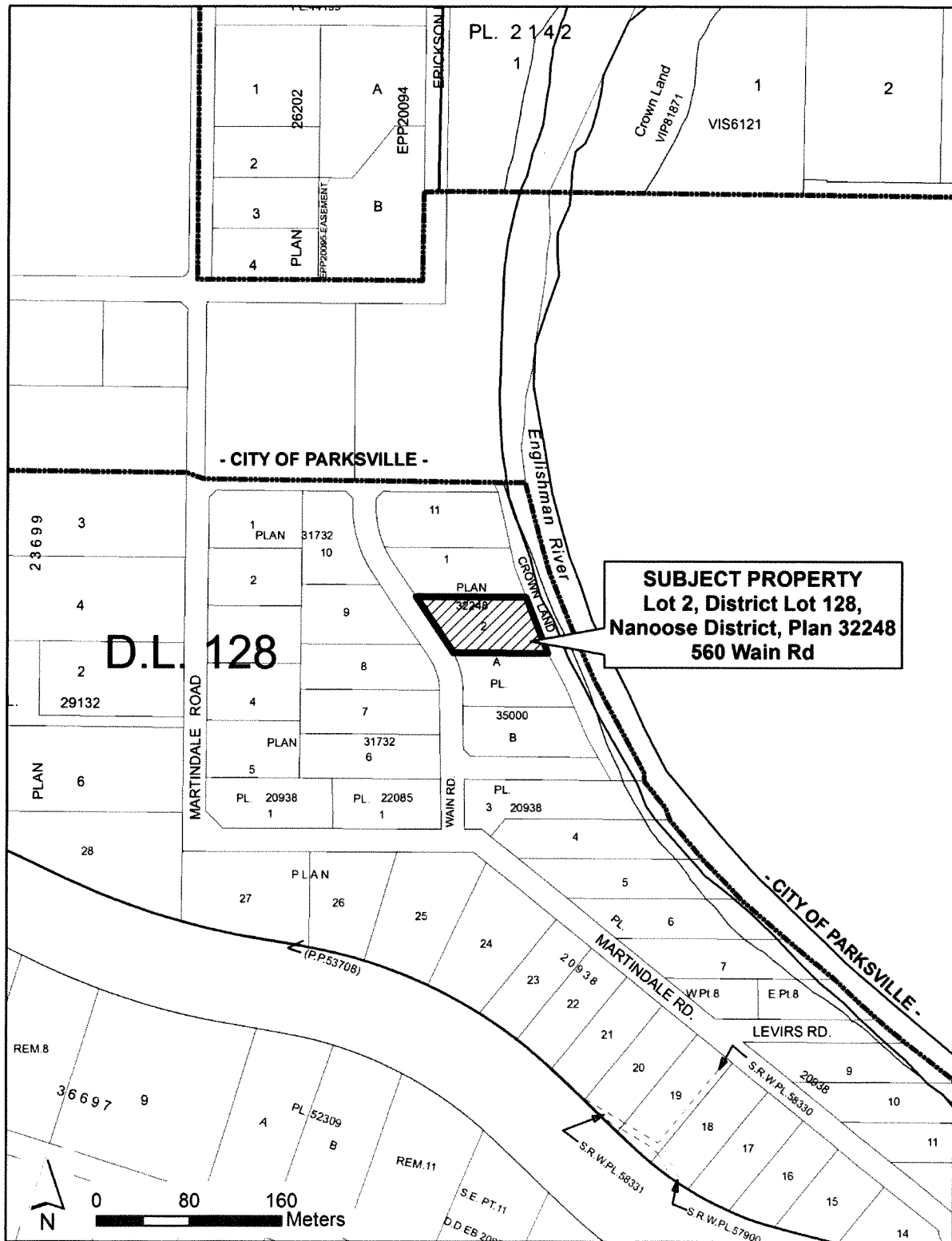
Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Subject Property Map
2. Conditions of Permit
3. Proposed Plot Plan
4. Building Elevations

Attachment 1
Subject Property Map



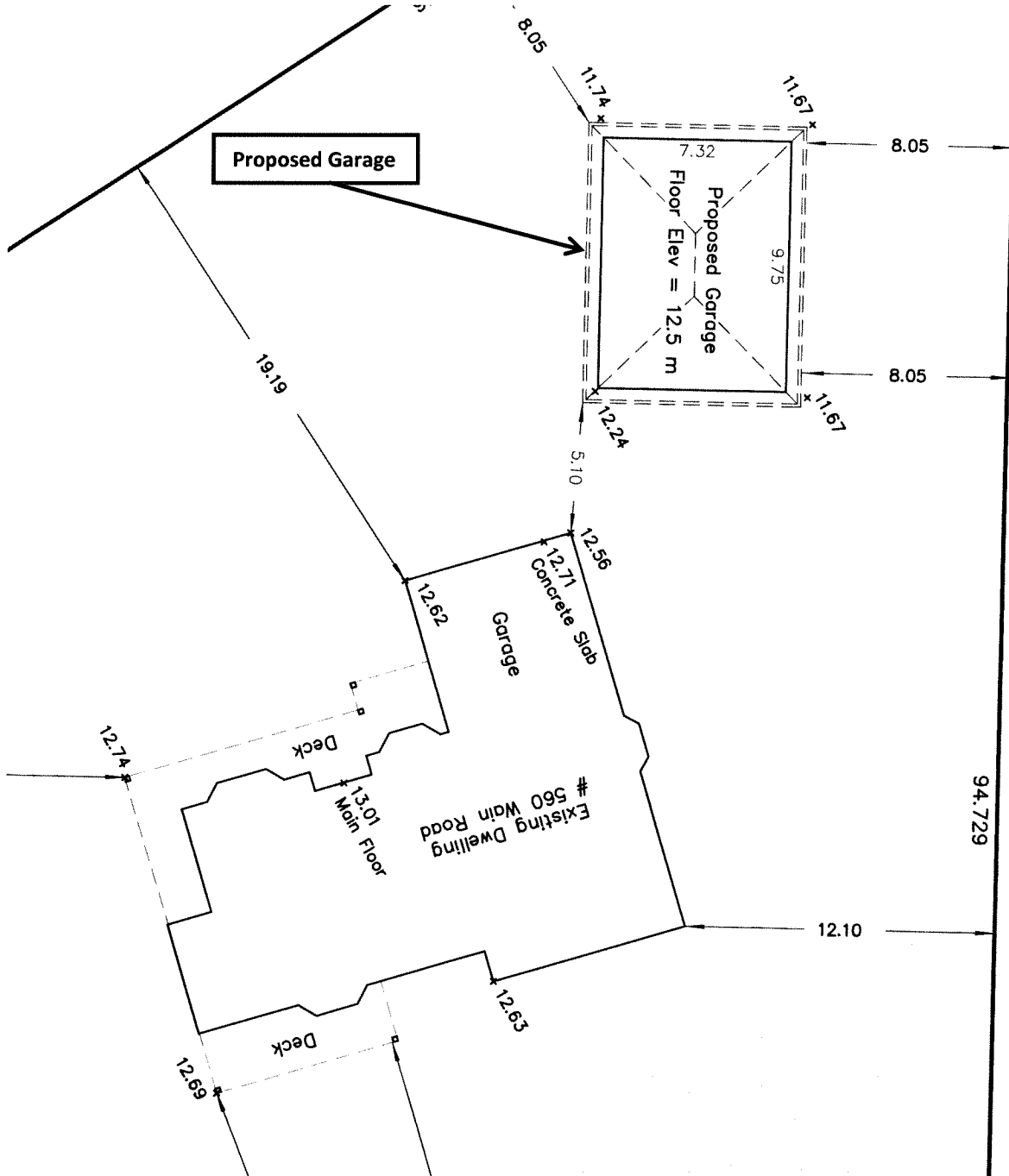
Attachment 2
Conditions of Permit

The following sets out the conditions of Development Permit No. PL2017-008:

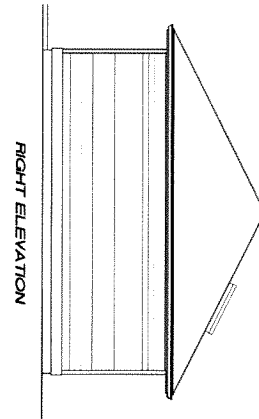
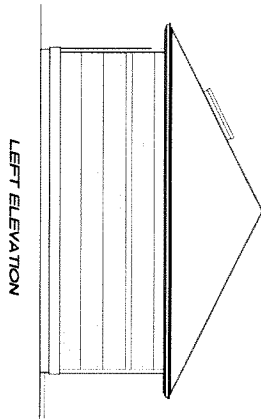
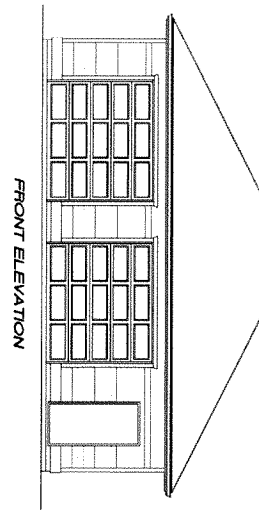
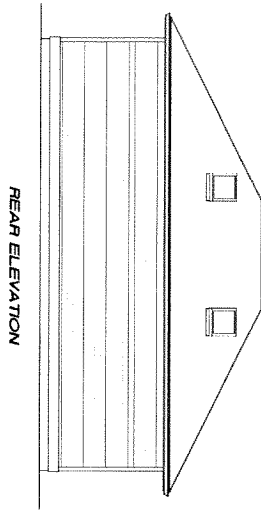
Conditions of Approval

1. The site is developed in accordance with the Plot Plan prepared by JE Anderson & Associates dated January 24, 2017 and attached as Attachment 3.
2. The proposed development is in general compliance with the building elevations prepared by Lindberg CAD Services, dated January 17, 2017 and attached as Attachment 4.
3. The subject property shall be developed in accordance with the recommendations contained in the Geotechnical Hazard Review prepared by Lewkowich Engineering Associates Ltd., dated February 17, 2017.
4. Staff shall withhold the issuance of this Permit until the applicant, at the applicant's expense, registers a Section 219 Covenant on the property title containing the Geotechnical Hazard Review prepared by Lewkowich Engineering Associates Ltd., dated February 17, 2017, and includes a save harmless clause that releases the Regional District of Nanaimo (RDN) from all losses and damages as a result of the potential hazard.
5. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

Attachment 3
Proposed Plot Plan (Page 2 of 2)



Attachment 4
Building Elevations



Proposed Development

Vegetation was removed on the subject properties as well as an abutting property within the development permit area, without a permit. The property owner proposes to mitigate damage done to the SPEA on the subject properties, in order to come into compliance with the DPA Guidelines.

Environmental Implications

Aquaparian Environmental Consulting Services Ltd. attended the site October 26, 2016 and November 9, 2016 to assess the extent of the removal, alteration, disruption, and destruction of vegetation within the DPA. It was found that several mature trees were removed, the majority of which were within the SPEA. A significant portion of the effected SPEA is located on a neighbouring property; staff are working with that property owner to affect similar restoration works.

Aquaparian determined that a 15.0 metre SPEA applies to the wetland, which is connected to Quennell Lake. The Lake supports coho salmon, steelhead, cutthroat trout, pumpkinseed, sculpin and stickleback. The eastern extent of the wetland is bound by a cliff, which generally runs along the property lines of the subject properties. The SPEA extends approximately 5.0 metres from the top of the cliff. Trees were removed along the base and top of the cliff, within the SPEA.

The assessment lists the quantity and species of trees removed, some of which are considered significant. Species are big leaf maple (5), Douglas fir (4), red alder (5), and arbutus (1). In compensation, the biologist recommends the following:

- 10 big leaf maple – below top of cliff
- 10 red alder – below top of cliff
- 15 Douglas fir – below top of cliff
- 5 arbutus OR Garry oak – on top of cliff
- 30 shrubs – on top of cliff (oceanspray, nootka rose, snowberry)
- 5 Douglas fir – on top of cliff

In order to ensure the riparian restoration works are successful, the biologist has made a series of recommendations. Included is the recommendation to monitor the works for a two year maintenance period. Fencing is recommended to permanently demarcate the SPEA along the top of the cliff. Also included are recommendations for watering, the timing of installation, and site preparation.

An estimate of \$830 for plant materials and labour was provided, which the property owner has submitted as a landscape deposit. Staff recommends withholding this security for a period of two years from the date of receipt of confirmation that the restoration works have been installed according to the biologist's recommendations.

Intergovernmental Implications

Staff have reviewed the proposed development and note that the proposal has no implications related to intergovernmental relations.

ALTERNATIVES

1. To approve Development Permit No. PL2016-182 subject to the conditions outlined in Attachments 2 and 3.
2. To deny Development Permit No. PL2016-182.

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 will be in keeping with the 2016 – 2020 Board Strategic Plan. The Plans “Focus on the Environment” states that the Board will focus on protecting and enhancing the environment in all decisions. The DPA guideline requirement for a biological assessment helps ensure that site-specific environmentally sensitive features are identified and that the impacts of development on the environment are identified and mitigated.



Sarah Preston
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February 21, 2017

Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Subject Property Map
2. Conditions of Permit
3. Proposed Site Plan

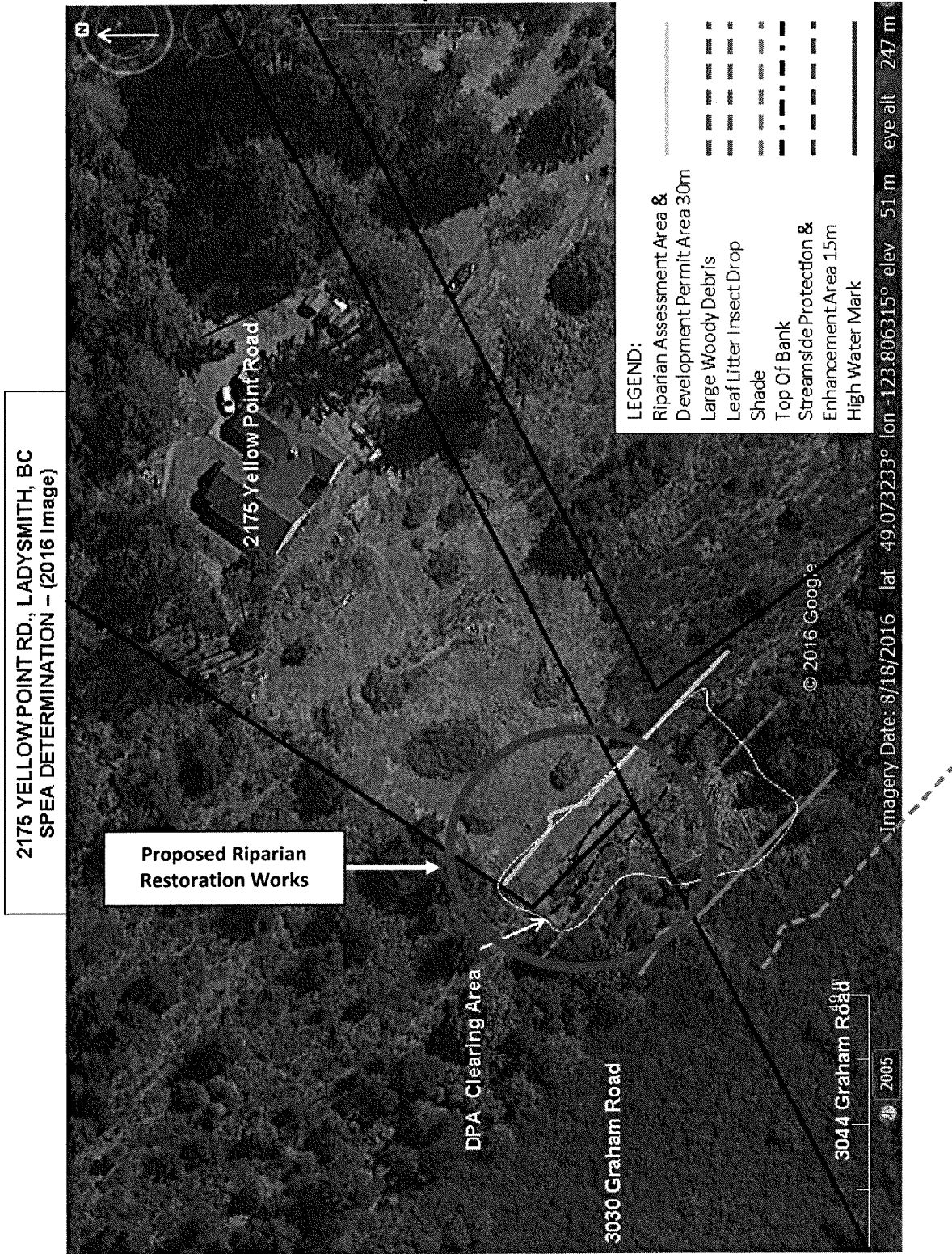
**Attachment 2
Conditions of Permit**

The following sets out the conditions of Development Permit No. PL2016-182:

Conditions of Approval

1. The site is developed in accordance with the Site Plan prepared by Aquaparian Environmental Consulting Ltd. dated November 14, 2016 and attached as Attachment 3.
2. The subject property shall be developed in accordance with the recommendations contained in the Riparian Area Assessment prepared by Aquaparian Environmental Consulting Ltd. dated November 14, 2016, which includes:
 - a. revegetation of the SPEA;
 - b. the installation of fencing demarcating the SPEA boundary.
3. The property owner shall provide confirmation in the form of a report prepared by a Qualified Environmental Professional, to the satisfaction of the General Manager of Strategic and Community Development, that the required riparian restoration works have been installed in accordance with the recommendations contained within the Riparian Area Assessment.
4. The landscape deposit shall only be considered for release where the following conditions have been met:
 - a. Condition of Approval No. 3 has been met;
 - b. a two year monitoring and maintenance period from the date of installation confirmation has passed;
 - c. the RDN is in receipt of correspondence prepared by a Qualified Environmental Professional, confirming that the riparian restoration works have been maintained in accordance with the Riparian Area Assessment and achieved an adequate level of success to ensure restoration of canopy cover over time;
 - d. a satisfactory site visit has been completed by RDN staff.
 - e. Where restoration works have not been maintained and the Qualified Environmental Professional does not find adequate success over time, the property owner shall be required to replant and maintain the revegetation works, as advised by the Qualified Environmental Professional. The security deposit shall continue to be held until Condition of Approval No. 4 has been met.

**Attachment 3
 Proposed Site Plan**



as a result DP No. PL2013-067 was not registered on title and is no longer valid. Therefore, a new DP is required to address the fill that had previously been approved by DP No. PL2013-067.

The proposed works are subject to the Hazard Lands Development Permit Area as per "Electoral Area 'G' Official Community Plan Bylaw No. 1540, 2008".

Proposed Development and Variance

The proposed development includes recognizing the fill that has been previously placed on the subject property and approved under expired DP PL2013-067 and the construction of an 9.61 metre high, two-storey dwelling unit on the subject property.

In order to meet the FCL recommended by the applicant's Geotechnical Engineer, the applicant is requesting a 1.61 metre height variance. The applicant proposes to vary the following regulation from the "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987":

- **Section 3.4.62 – Maximum Number and Size of Buildings and Structures** to increase the maximum dwelling unit height from 8.0 metres to 9.61 metres for the proposed dwelling unit.

Land Use Implications

According to the applicant's Geotechnical Engineer, the depth of fill ranges from 0.6 metres to 1.0 metres with an average depth of 0.8 metres. In this case, the property is designated within the Hazard Lands DPA to address flood risk and a Hazard Lands Development Permit is required to address the placement of fill. The applicant has supplied a letter of rationale and a geotechnical hazard assessment prepared by Lewkowich Engineering Associates Ltd. and dated June 7, 2013 in support of the fill placement. The applicant has indicated that the intention of placing fill on the property is to raise the grade of the parcel in an effort to mitigate flood risk for future development of the property.

The applicant has also submitted a Geotechnical Hazard Assessment prepared by Lewkowich Engineering Associates Ltd. and dated May 5, 2015 in support of the proposed dwelling unit. The report was prepared for Lots 7 - 13 of Plan 11816 and designates a 2015 FLC of 4.2 metres Geodetic (GSC). The report includes provisions for sea level rise and recommends that an additional 0.8 centimeters be added to the recommended 2015 FCL in each year following the publication of the report until the year 2025. This recommendation provides flexibility with regard to the timing of construction in relation to the impact of sea level rise on FCL. Since it is now more than one year since the report was published, the recommended FCL has increased by 0.8 centimeters and is rounded to 4.21 metres GSC.

The report indicates that from a geotechnical perspective, the subject property is safe and suitable for the intended use and the proposed development will not result in detrimental impact on the environment, subject properties, or adjoining properties provided the recommendations of the hazard assessment are followed.

To ensure that the subject property is developed in accordance with the recommendations contained in the Geotechnical Hazard Assessments prepared by Lewkowich Engineering Associates Ltd. and dated June 7, 2013 and May 5, 2015, staff recommends that prior to the issuance of this permit, the applicant be required to register a Section 219 covenant which registers the geotechnical reports on title and includes a save harmless clause which protects the RDN from all losses or damages to life or property as a result of the potential hazard (see Attachment 2 — Terms and Conditions of Approval).

Board Policy B1.5 "Development Variance Permit, Development Permit with Variance & Floodplain Application Evaluation" for the evaluation of variance applications requires that there be an adequate demonstration of an acceptable land use justification prior to the Board's consideration of a variance proposal. Staff have reviewed the applicant's requested variances and do not anticipate any negative impacts to adjacent properties. In addition, the subject property is significantly constrained by the required FCL. The applicant has minimized the requested height variance by proposing a modest-sized two-bedroom dwelling unit that would comply with the maximum dwelling unit height requirement if it did not need to be elevated to meet the minimum FCL.

Given that the applicant has provided sufficient rationale and the variance will not result in negative view implications for adjacent properties, the applicant has made reasonable efforts to address Policy B1.5 guidelines.

Public Consultation Implications

Pending the Electoral Area Services Committee's recommendation and pursuant to the *Local Government Act* and the "Regional District of Nanaimo Development Approvals and Notification Procedures Bylaw No. 1432, 2005", property owners and tenants of parcels located within a 50.0 metre radius of the subject property will receive a direct notice of the proposal and will have an opportunity to comment on the proposed variance prior to the Board's consideration of the application.

ALTERNATIVES

1. To approve Development Permit with Variance No. PL2016-104 subject to the terms and conditions outlined in Attachments 2 to 4.
2. To deny Development Permit with Variance No. PL2016-104.

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. The strategic priority labelled "Focus on the Environment" states that the Board will prepare for and mitigate the impact of environmental events. The DPA guidelines requirements for a Geotechnical Hazard Assessment and recommendations for the protection of life and property meets this priority by ensuring that the potential impact of environmental events are assessed on a site-by-site basis and measures are imposed to mitigate that impact.



Greg Keller
gkeller@rdn.bc.ca
February 10, 2017

Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Subject Property Map
2. Terms and Conditions of Permit
3. Proposed Site Plan and Variances
4. Building Elevations

Attachment 2
Terms and Conditions of Permit

The following sets out the terms and conditions of Development Permit with Variance No. PL2016-104:

Bylaw No. 500, 1987 Variances

With respect to the lands, “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” is varied as follows:

Section 3.4.62 – Maximum Number and Size of Buildings and Structures to increase the maximum dwelling unit height from 8.0 metres to 9.61 metres for the proposed dwelling unit.

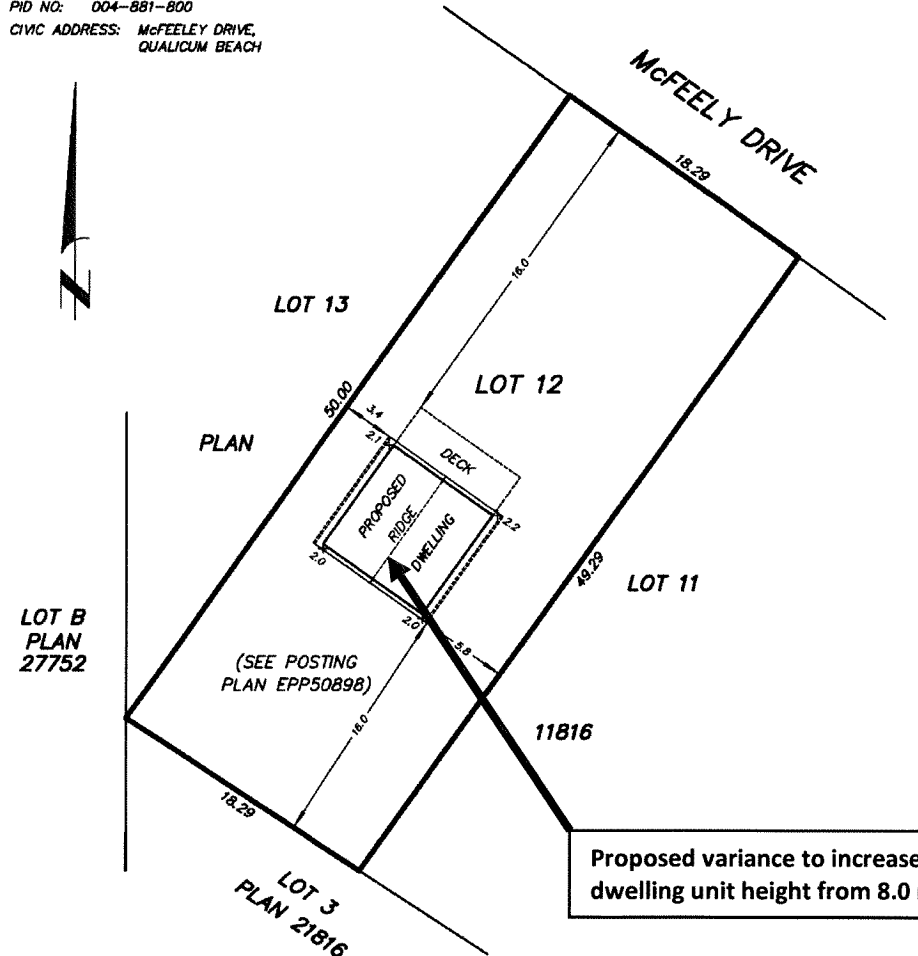
Conditions of Approval

1. Staff shall withhold the issuance of this Permit until the applicant, at the applicant's expense, registers a Section 219 Covenant on the property title containing the Geotechnical Engineering Hazard Assessments prepared by Lewkowich Engineering Associates Ltd. dated June 7, 2013 and May 5, 2015 and includes a save harmless clause that releases the Regional District of Nanaimo from all losses and damages as a result of the potential hazard.
2. The site is developed in accordance with the Survey Plan prepared by Sims Associates Land Surveying, dated September 12, 2016 and attached as Attachment 3.
3. The proposed development is in general compliance with the plans and elevations prepared by Weinmaster Home Design and attached as Attachment 4.
4. The subject property shall be developed in accordance with the recommendations contained in the Geotechnical Engineering Hazard Assessments prepared by Lewkowich Engineering Associates Ltd. dated June 7, 2013 and May 5, 2015.
5. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

**Attachment 3
 Proposed Site Plan and Variances**

**PLAN OF LOT 12, DISTRICT LOT 9, NEWCASTLE DISTRICT, PLAN 11816.
 SHOWING PROPOSED BUILDING THEREON (FOR DEVELOPMENT PERMIT WITH VARIANCE).
 SCALE 1:300**

ALL DISTANCES ARE IN METRES.
 FOR BUILDING INSPECTION ONLY.
 AS PER BUILDING PLANS SUPPLIED BY CLIENT.
 JURISDICTION: REGIONAL DISTRICT OF NANAIMO
 PID NO: 004-881-800
 CIVIC ADDRESS: McFEELEY DRIVE,
 QUALICUM BEACH



Proposed variance to increase the maximum dwelling unit height from 8.0 m to 9.61 m

LEGEND
 ——— DENOTES EAVE AND RIDGE LINES.
 + 2.0 DENOTES NATURAL GRADE AT BUILDING CORNER.
 ELEVATIONS ARE IN METRES AND ARE GEODETIC.

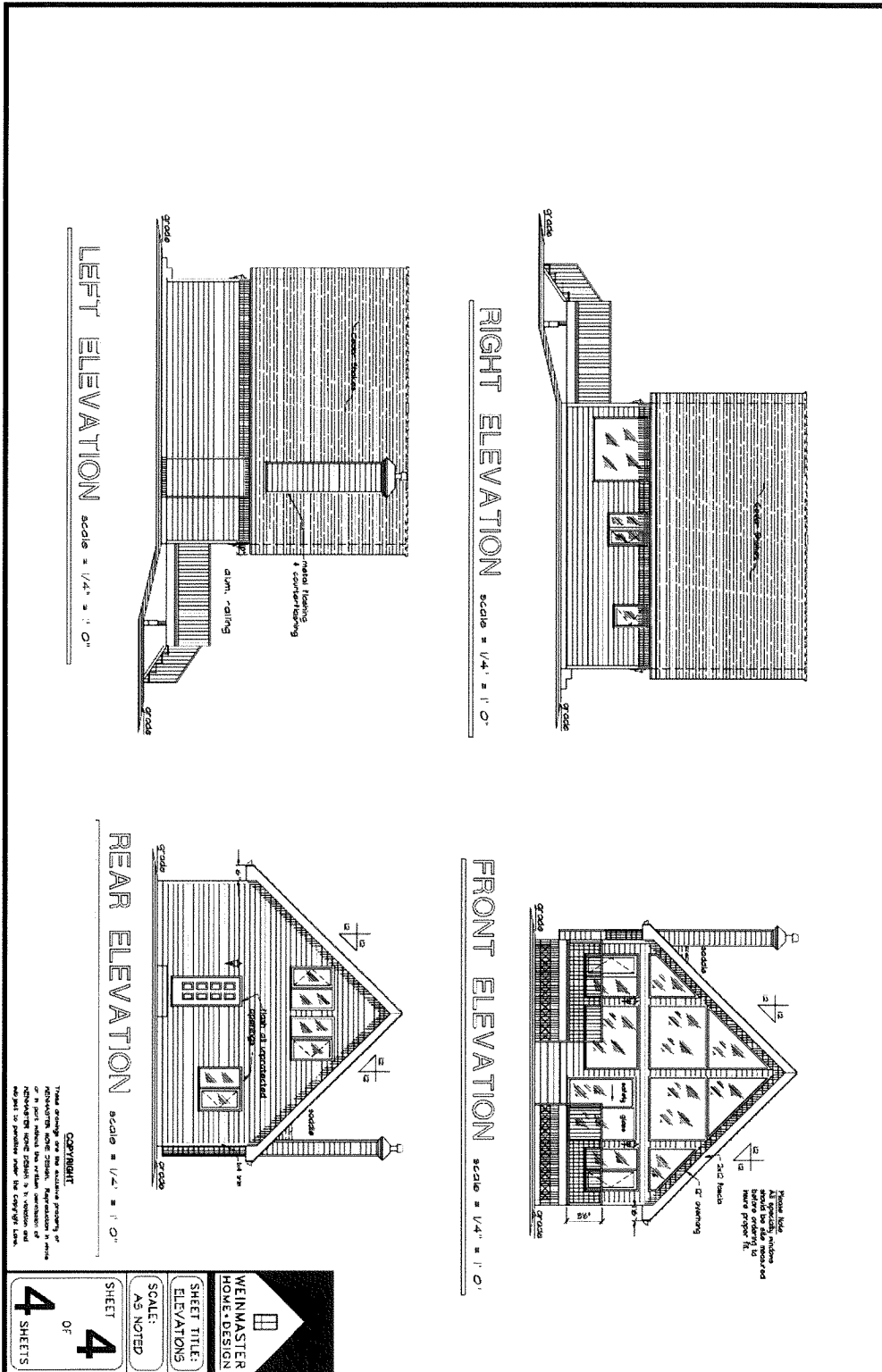
<u>HEIGHTS</u>	HIGHEST RIDGE
UNDERSIDE OF FLOOR JOIST ELEVATION:	4.21
HEIGHT FROM UNDERSIDE OF FLOOR JOIST TO RIDGE:	7.4
ELEVATION OF RIDGE:	11.61
MAXIMUM BUILDING ELEVATION ALLOWED ACCORDING TO BYLAW 500:	10.0
VARIANCE REQUIRED:	1.61

MICHAEL SIMS XXJIDU
 Digitally signed by MICHAEL SIMS XXJIDU
 DN: cn=CA, o=MICHAEL SIMS XXJIDU
 email=Land Surveyor, ou=North ID at
 www.quibert.com/ku/ctm/16-XXJIDU
 Date: 2016.09.12 08:26:06 -0700

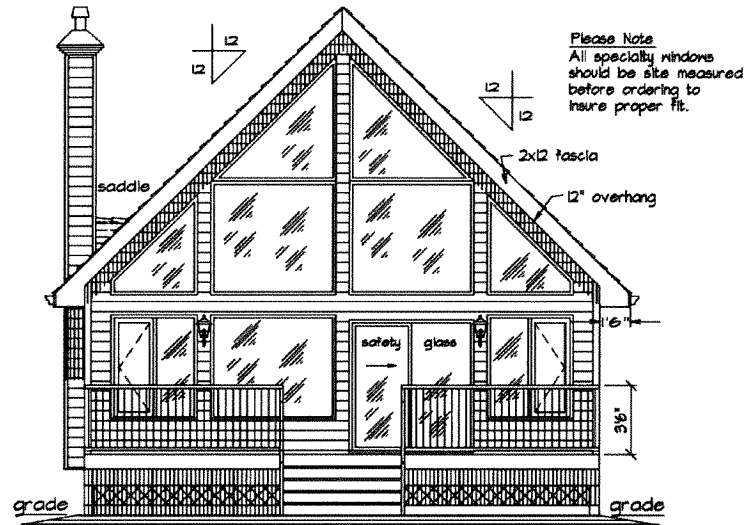
INSPECTED THIS 12TH DAY OF SEPTEMBER, 2016.

SIMS ASSOCIATES
LAND SURVEYING LTD.
 223 FERN ROAD W.
 QUALICUM BEACH, B.C. V9K 1S4
 PHONE: 250-752-9121
 FAX: 250-752-9241
 FILE NUMBER: 16-349-BL
 DRAWING FILE: 16-349 BL1.dwg
 DATE: 2016-09-12

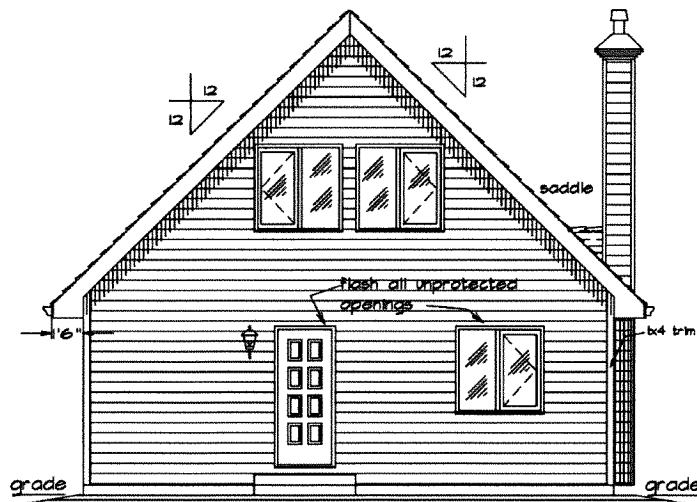
Attachment 4 (page 1 of 3)
Building Elevations



Attachment 4 (page 2 of 3)
Building Elevations

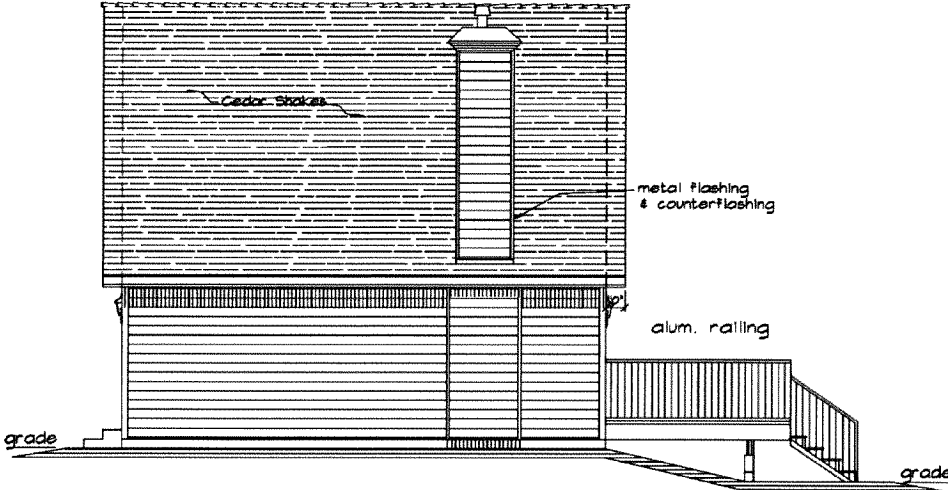


FRONT ELEVATION scale = 1/4" = 1' 0"

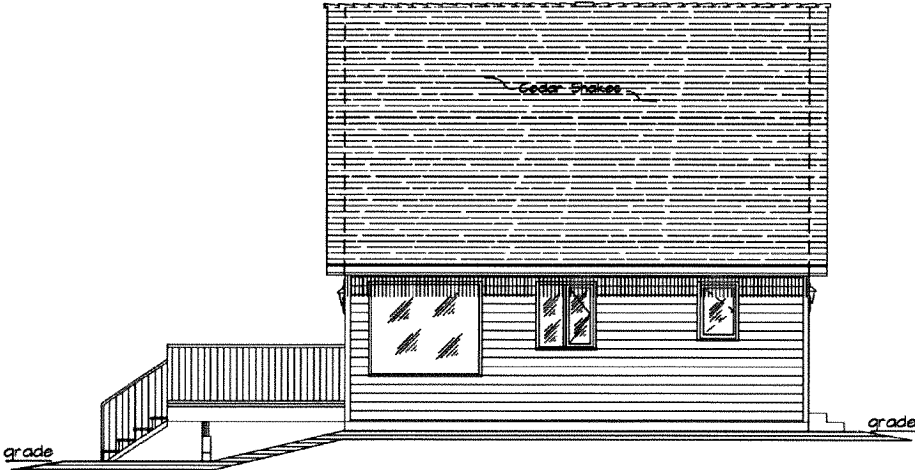


REAR ELEVATION scale = 1/4" = 1' 0"

Attachment 4 (page 3 of 3)
Building Elevations



LEFT ELEVATION scale = 1/4" = 1' 0"



RIGHT ELEVATION scale = 1/4" = 1' 0"

The proposed development is subject to the following Development Permit Areas per the “Regional District of Nanaimo Electoral Area ‘G’ Official Community Plan Bylaw No. 1540, 2008”:

- Fish Habitat Protection Development Permit Area; and
- Environmentally Sensitive Features Development Permit Area for Sensitive Ecosystems.

Proposed Development and Variance

The applicant proposes to construct a dwelling unit within the minimum required front lot line setback. The minimum required setback under the RS1 zone is 8.0 metres. The applicant proposes to vary the following regulation from the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”:

- **Section 3.4.61 – Minimum Setback Requirements** to reduce the minimum front lot line setback from 8.0 metres to 7.0 metres for a proposed dwelling unit.

Land Use Implications

Board Policy B1.5 for evaluation of development permit with variance applications requires that there is an adequate demonstration of land use justification prior to the Board’s consideration. Similar to the previous variance approval, the subject property is a constrained lot due to the SPEA and registered statutory right-of-way. As the closest point of the building would be 7.0 metres to the front property line, the garage will be set back far enough to allow for clear driveway access and adequate space for off-street parking. Further, a Section 219 covenant (CA5084104) was registered on the property as part of PL2015-115 to restrict secondary suite and home based business use as a means to reduce the potential traffic and parking impacts on Pepper Place.

The current proposal is not consistent with the building scheme (S104970) registered on the property in 1987 by the original developer, which requires a 7.0 metre setback from the golf course. The proposal includes construction within the building scheme setback area. As the RDN does not enforce private building schemes, the RDN is not prevented from approving the requested variance. The property owner must satisfy themselves with regard to the legal implications of the building scheme in relation to their proposal.

Given the constraints on the lot and minor nature of the requested variance, the proposed variance would comply with Board Policy. The current conditions of approval reflect the previous conditions of approval and no negative land use impacts are anticipated as a result of the proposed variance.

Environmental Implications

As part of Development Permit with Variance No. PL2015-115, the previous property owner submitted a Riparian Area Regulation Assessment report prepared by Aquaparian Environmental Consulting Ltd., and dated October 15, 2015, which established a SPEA of 16.0 metres. This assessment was registered as a Section 219 covenant on the property title as part of the development permit with variance approval. The proposed dwelling unit is substantially consistent with the previous dwelling unit and therefore the previous assessment can be used for the current development permit with variance application. The QEP confirmed that development of the property can proceed in compliance with DPA guidelines and Riparian Area Regulations using Department of Fisheries and Oceans Best Management Practices for working near water.

Intergovernmental Implications

The building envelope is constrained by a statutory right-of-way along the northern property boundary, held by the Ministry of Transportation and Infrastructure for drainage. The Ministry has stated that they cannot support any encroachment into the right-of-way and the applicant has designed the dwelling to ensure there is no encroachment into the statutory right-of-way.

Public Consultation Implications

Pending the Electoral Area Services Committee's recommendation and pursuant to the *Local Government Act* and the "Regional District of Nanaimo Development Approvals and Notification Procedures Bylaw No. 1432, 2005", property owners and tenants of parcels located within a 50.0 metre radius of the subject property will receive a direct notice of the proposal and will have an opportunity to comment on the proposed variance prior to the Board's consideration of the application.

ALTERNATIVES

1. To approve Development Permit with Variance No. PL2017-019 subject to the terms and conditions outlined in Attachments 2 to 4.
2. To deny Development Permit with Variance No. PL2017-019.

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.



Stephen Boogaards
sboogaards@rdn.bc.ca
February 15, 2017

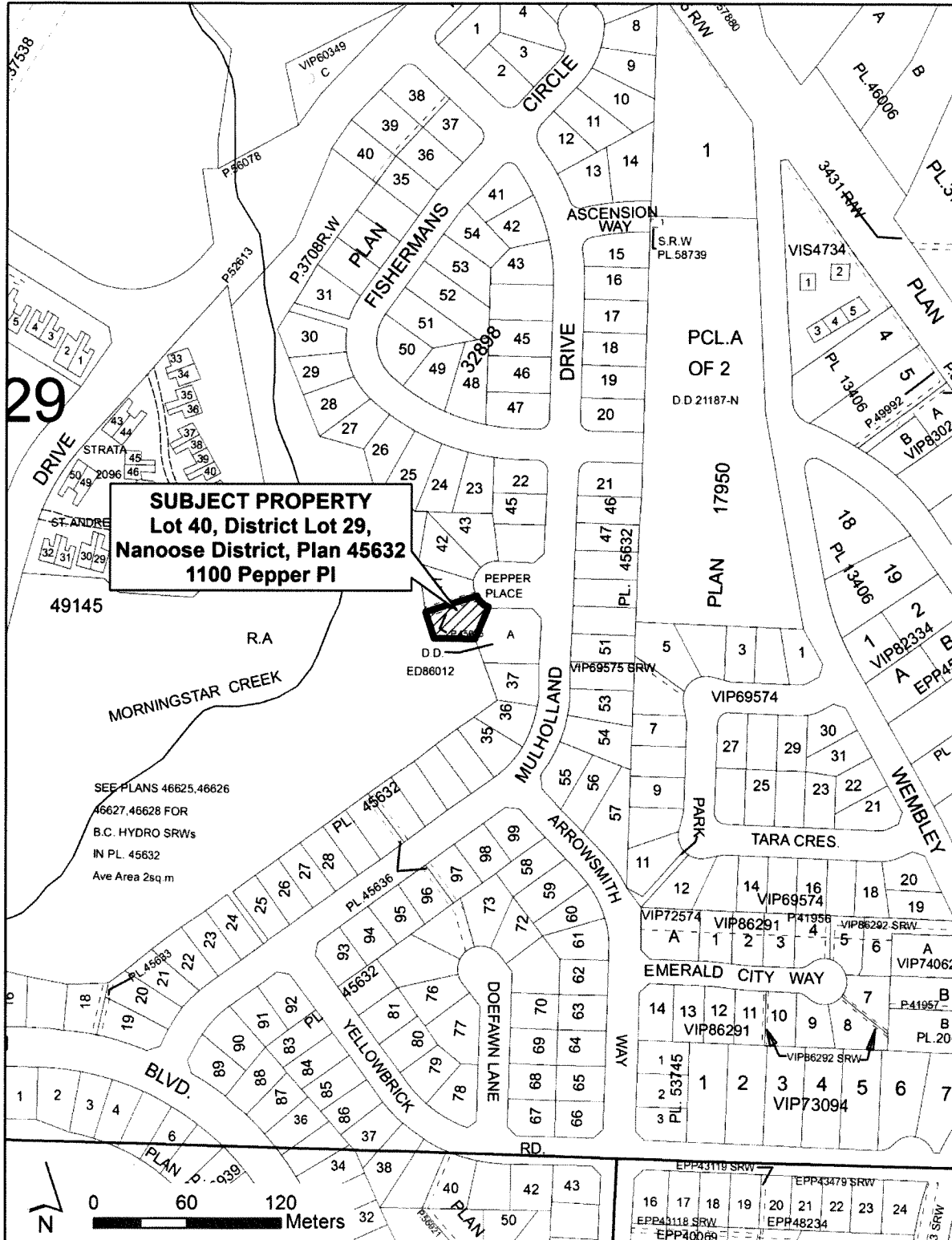
Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Subject Property Map
2. Terms and Conditions of Permit
3. Proposed Site Plan and Variances
4. Building Elevations and Plans

Attachment 1
Subject Property Map



Attachment 2

Terms and Conditions of Permit

The following sets out the terms and conditions of Development Permit with Variance No. PL2017-019:

Bylaw No. 500, 1987 Variances

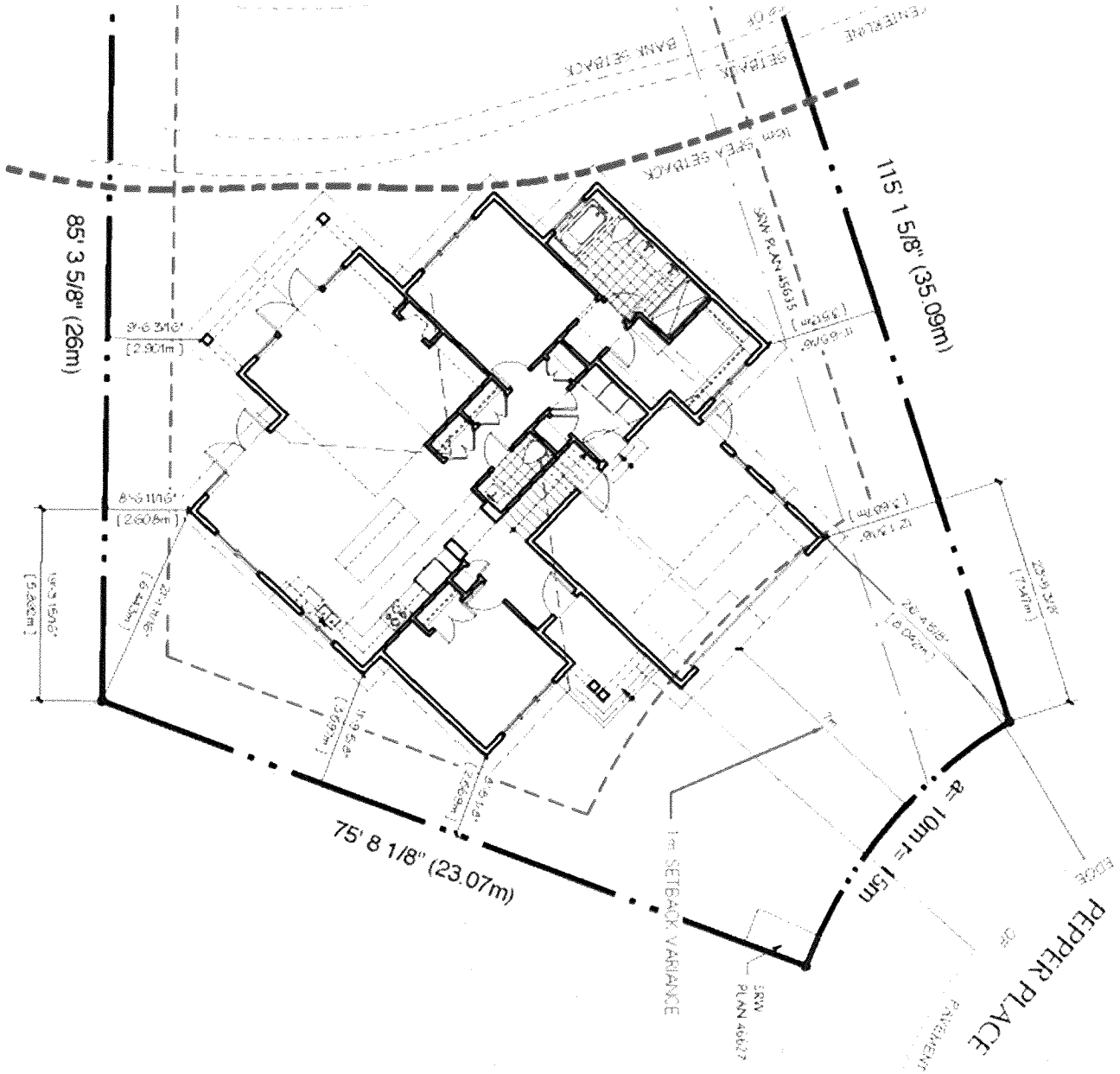
With respect to the lands, “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” is varied as follows:

- **Section 3.4.61 – Minimum Setback Requirements** to reduce the minimum front lot line setback from 8.0 metres to 7.0 metres for a proposed dwelling unit.

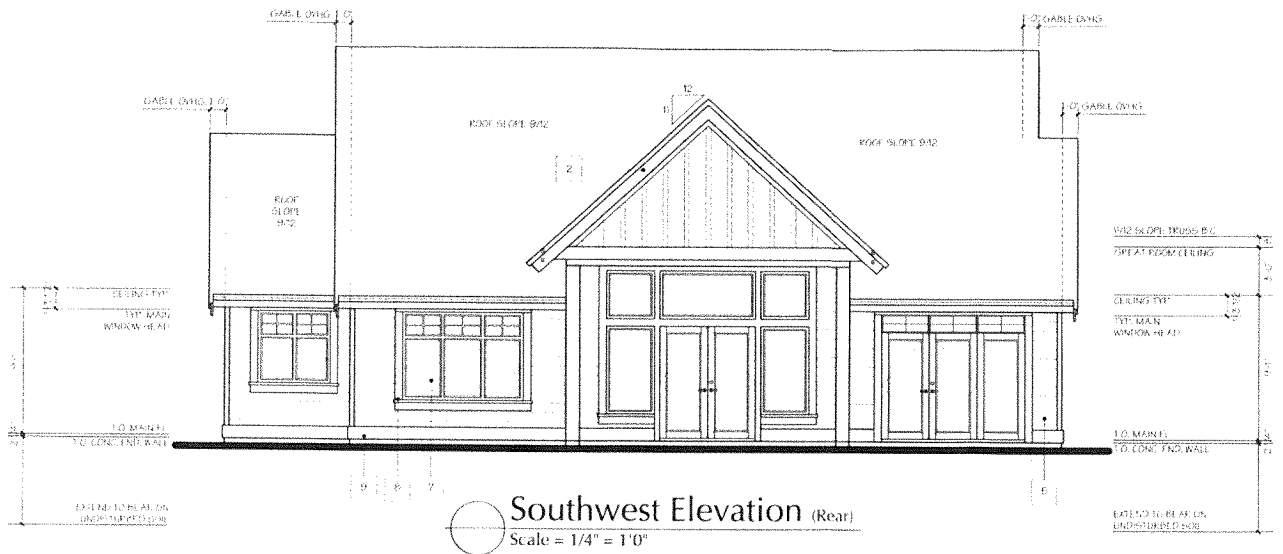
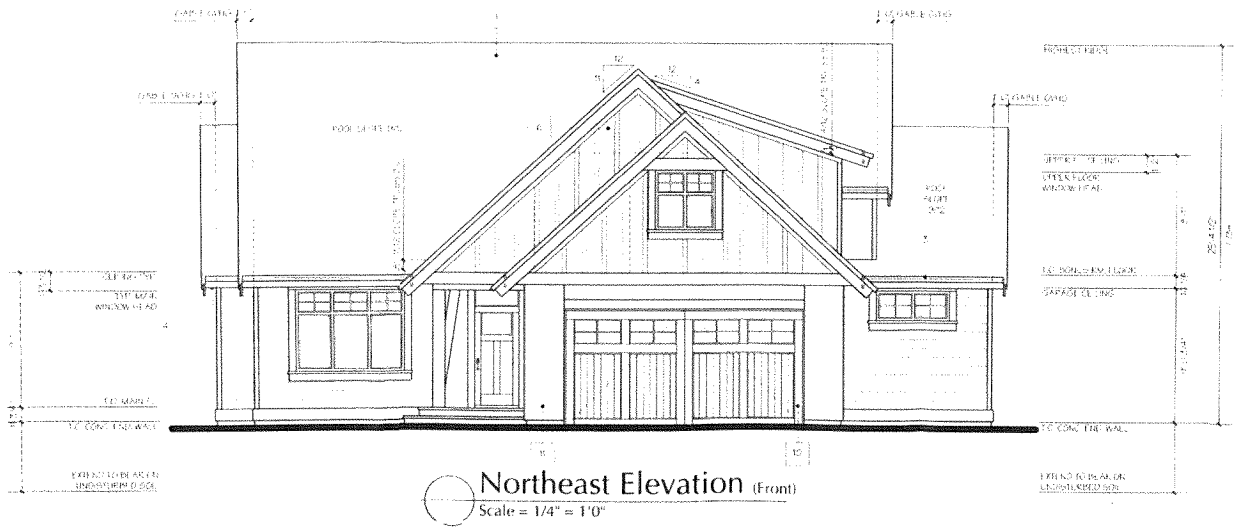
Conditions of Approval

1. The site is developed in accordance with the Site Plan prepared by C.A. Design, dated February 13, 2017 and attached as Attachment 3.
2. The proposed development is in general compliance with the plans and elevations prepared by C.A. Design, dated October 10, 2016 and attached as Attachment 4.
3. The subject property shall be developed in accordance with the recommendations contained in the Riparian Areas Assessment prepared by Aquaparian Environmental Consulting Ltd., dated October 15, 2015.
4. The subject property shall be developed in accordance with Section 219 Covenant CA5084104.
5. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

Attachment 3
Proposed Site Plan and Variances (Page 2 of 2)
Enlarged for Convenience



**Attachment 4
 Building Elevations**



TO: Electoral Area Services Committee **MEETING:** March 14, 2017

FROM: Kristy Marks
Planner **FILE:** PL2017-021

SUBJECT: **Development Variance Permit Application No. PL2017-021**
Strata Lot A, District Lot 44, Nanoose District, Strata Plan VIS5824 Together with an
Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot
As Shown on Form V
1067 Paradise Place – Electoral Area ‘E’

RECOMMENDATIONS

1. That the Board approve Development Variance Permit No. PL2017-021 to reduce the setback from the interior side lot line for a garage subject to the terms and conditions outlined in Attachments 2 to 4.
2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2017-021.

SUMMARY

This is an application to legalize the siting of a garage that is currently under construction within the minimum setback. Given that that no negative impacts are anticipated as a result of the requested variance, staff recommends that the Board approve the variance pending the outcome of public notification and subject to the terms and conditions outlined in Attachment 2.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Wayne Rideout of Rideout Construction Services on behalf of Peter and Nancy Jelinek to legalize the siting of a garage that is currently under construction on the subject property. The applicant obtained a building permit in September 2016 prior to commencing construction of the garage, however due to a misinterpretation of where setbacks are measured from and that the existing fence is not on the property line the garage is within the minimum setback.

The subject property is within a building strata and the parent parcel is 2.01 hectares in area and is zoned Rural 5 (RU5) Zone, Subdivision District ‘D’, pursuant to “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”. The property is located on the north side of Paradise Place and is surrounded by developed rural residential lots to the north, east, and west (see Attachment 1 – Subject Property Map). The property contains two dwelling units that have been subdivided via building strata and accessory buildings.

Proposed Development and Variance

The applicant is requesting to legalize the siting of a garage that is currently under construction and within the setback from the interior side lot line. The applicant is requesting to vary the following regulations from the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”:

- **Section 3.4.85 – Minimum Setback Requirements** to reduce the setback from the interior side lot line for a garage from 8.0 metres to 7.15 metres.

Land Use Implications

The applicant has provided a site plan prepared by McElhanney Associates dated January 10, 2017 and building plans prepared by Island TimberFrame Ltd. dated August 23, 2016. See Attachment 3 – Site Plan and Variance and Attachment 4 – Building Elevations.

The applicant obtained a building permit for the garage in September 2016 (PR2016-438) and indicated that the proposed garage would meet the minimum 8.0 metre setback. Due to a misinterpretation by the applicant of how setbacks are measured in the RDN and that the setback was measured from an existing fence, the garage projects into the setback 0.85 metres. The applicant was under the belief that the existing fence was located on the property line and the setback encroachment was discovered when a survey was provided to the Building Department at the framing stage of construction.

Staff have reviewed the application in relation to “Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation” and note that the applicants sited the garage on the west side of the dwelling unit adjacent to the existing driveway and parking area to provide access to the garage. Given that the dwelling unit on the adjacent property is located closer to Paradise Place and the garage is approximately 70.0 metres from the front lot line and is currently buffered by vegetation, there are no negative impacts anticipated for adjacent properties related to the requested variance.

Staff are of the opinion that the applicants have provided sufficient rationale to address Policy B1.5 and do not anticipate that the variance will result in negative implications for adjacent properties.

Public Consultation Implications

Pending the Electoral Area Services Committee’s recommendation and pursuant to the *Local Government Act* and the “Regional District of Nanaimo Development Approvals and Notification Procedures Bylaw No. 1432, 2005”, property owners and tenants of parcels located within a 50.0 metre radius of the subject property will receive a direct notice of the proposal and will have an opportunity to comment on the proposed variance prior to the Board’s consideration of the application.

ALTERNATIVES

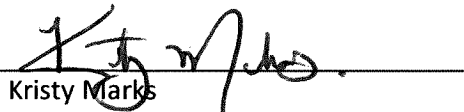
1. To approve Development Variance Permit No. PL2017-021 subject to the conditions outlined in Attachments 2 to 4.
2. To deny Development Variance Permit No. PL2017-021.

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.



Kristy Marks
kmarks@rdn.bc.ca
February 24, 2017

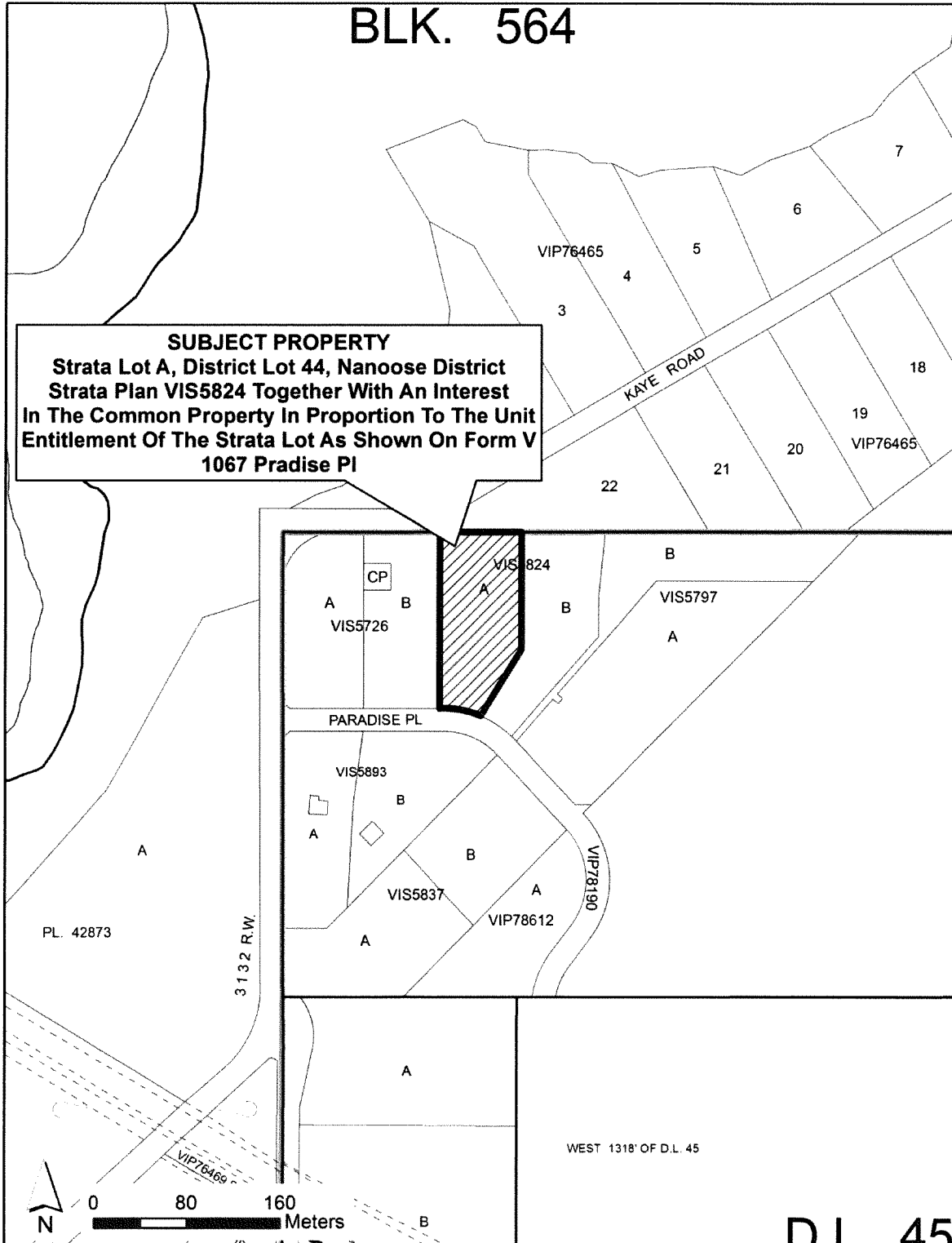
Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Subject Property Map
2. Terms and Conditions of Permit
3. Proposed Site Plan and Variance
4. Building Elevations

Attachment 1
Subject Property Map



Attachment 2
Terms and Conditions of Permit

The following sets out the terms and conditions of Development Variance Permit No. PL2017-021:

Bylaw No. 500, 1987 Variance

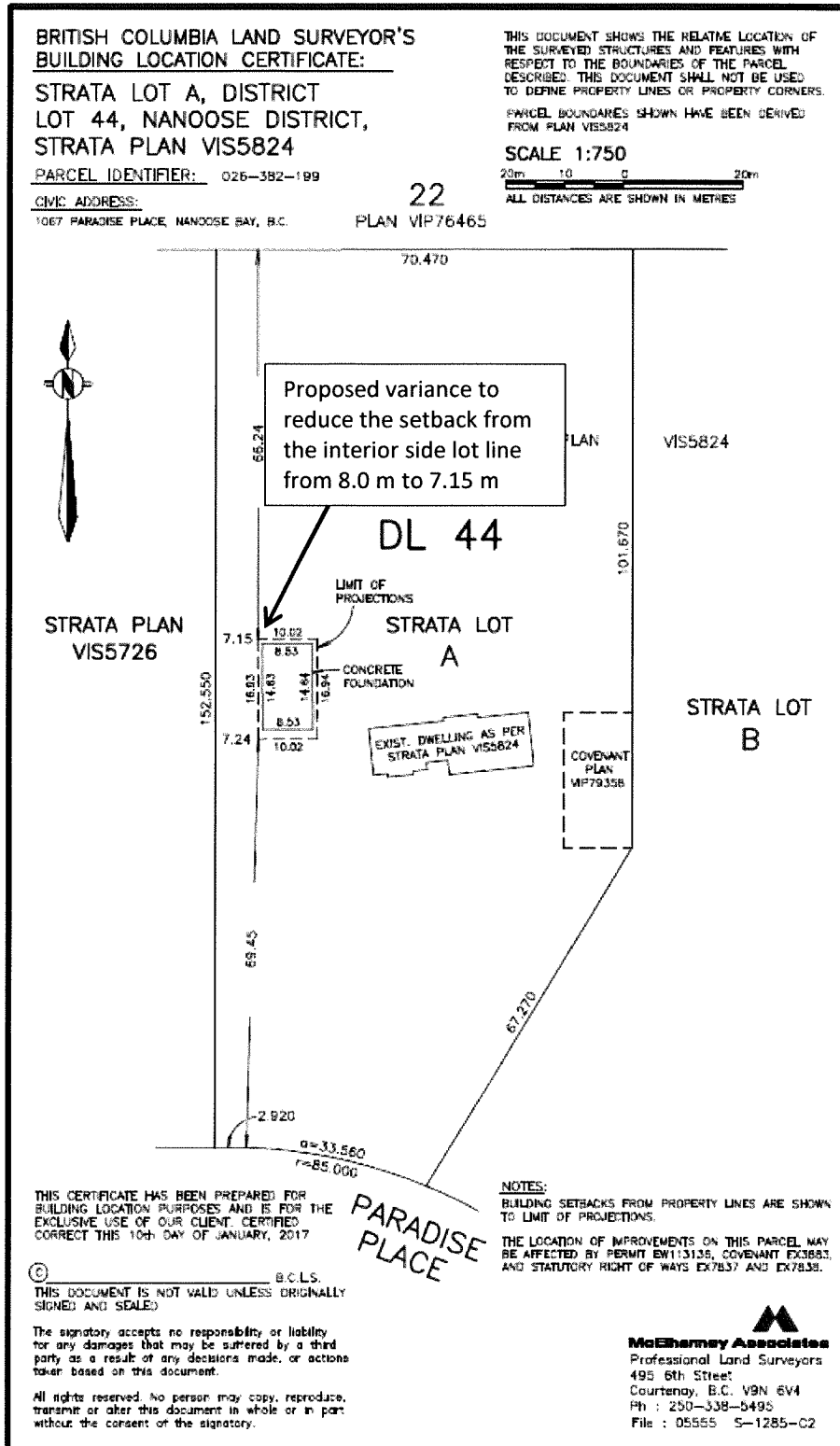
With respect to the lands, “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” is varied as follows:

Section 3.4.85 – Minimum Setback Requirements to reduce the setback from the interior side lot line for a garage from 8.0 metres to 7.15 metres.

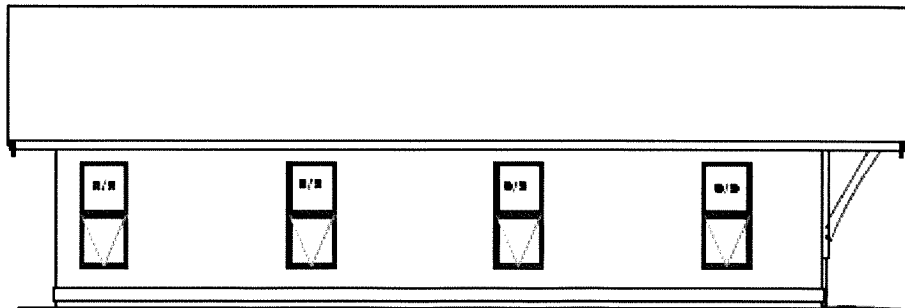
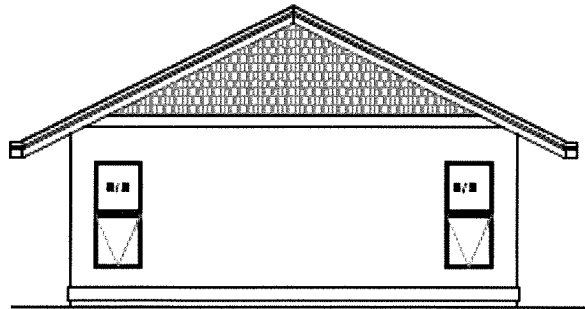
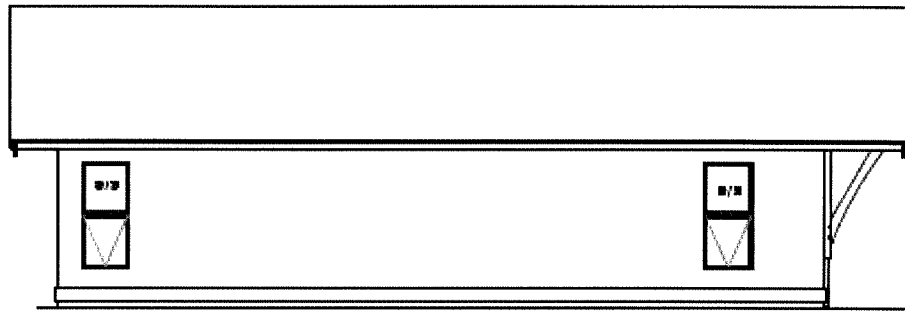
Conditions of Approval

1. The site is developed in accordance with the Site Plan prepared by McElhanney Associates, dated January 10, 2017 and attached as Attachment 3.
2. The proposed development is in general compliance with the plans and elevations prepared by Island TimberFrame, dated August 23, 2016 and attached as Attachment 4.

Attachment 3
Site Plan and Variance



Attachment 4
Building Elevations



TO: Electoral Area Services Committee **Meeting:** March 14, 2017

FROM: Greg Keller
Senior Planner **FILE:** PL2016-110

SUBJECT: **Zoning Amendment Application No. PL2016-110**
Lots 3 and 4, Section 16, Range 8, Cranberry District, Plan 2049
1682 and 1686 Cedar Road – Electoral Area ‘A’
Amendment Bylaw 500.408, 2017 – First and Second Reading

RECOMMENDATIONS

1. That the Board receive the Summary of the Public Information Meeting held on January 30, 2017.
2. That the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 500.408 being considered for adoption.
3. That “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.408, 2017”, be introduced and read two times.
4. That the Public Hearing on “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.408, 2017” be waived in accordance with Section 464(2) of *The Local Government Act*.
5. That staff be directed to proceed with notification in accordance with Section 467 of *The Local Government Act* of the Board’s intent to consider third reading of “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.408, 2017” at a regular Board meeting to be held on April 25, 2017.

SUMMARY

The applicant proposes to rezone the subject properties from Commercial 2 (CM2) to Commercial 2.1 (CM2.1) in order to permit automotive repair and accessory vehicle sales. The proposed zone was drafted to reflect the policies and design guidelines of the Cedar Main Street Village Plan (CMVP). A Public Information Meeting (PIM) was held on January 30, 2017. 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 2). Given its compliance with the CMSVP, staff recommends that Amendment Bylaw No. 500.408, 2017 be granted first and second reading. Staff also recommends that the public hearing for the Bylaw be waived in accordance with Section 464(2) of the *Local Government Act* given that the proposal is consistent with the applicable Official Community Plan (OCP) policies and no members of the public expressed an interest in the proposal at the PIM.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Anderson Greenplan Ltd. on behalf of Daniel Kern and Michelle Walders to rezone the subject properties in order to permit automotive repair and accessory vehicle sales. The subject properties are approximately 1,248.6 m² in combined area and are currently vacant (see Attachment 1 – Subject Property Map). The properties are located on the east side of Cedar Road just north of MacMillan Road and are adjacent to a commercial parcel to the southeast and residential parcels to the northwest. There is an unconstructed Ministry of Transportation and Infrastructure (MOTI) road right-of-way located to the northeast of the subject properties. (see Attachment 1 – Subject Property Map). The subject properties generally slope down away from Cedar Road.

Proposed Development

The applicant proposes to rezone the subject properties to a new CM2.1 zone. No changes to the Subdivision District are proposed (see Attachment 3 – Proposed Zoning Map). A zoning amendment is required to permit automotive repair and accessory vehicle sales. The proposed zone is drafted to reflect the policies and design guidelines of the CMSVP.

The proposal includes the following works within Cedar Road which are subject to MOTI approval: an asphalt curb, approximately three on-street parking spaces, a lawn area between the proposed curb and subject properties, and a gravel-surfaced walkway 1.5 metres in width.

The properties are subject to the Cedar Main Street Development Permit Area (DPA) per the “Regional District of Nanaimo Electoral Area ‘A’ Official Community Plan Bylaw No. 1620, 2011” (OCP), a development permit application will be required prior development of the properties.

The development is proposed to be serviced with community water from the North Cedar Improvement District and RDN community sewer. Access to and from the subject property will primarily be from Cedar Road with secondary access from an unconstructed MOTI road right-of-way located to the northeast of the subject properties.

Based on the relatively small size of the subject parcels, both parcels are required to support the proposed development. In order to accommodate the proposed site plan (see Attachment 5), the applicant will consolidate the subject parcels under one title. Staff recommend that parcel consolidation be included as a condition of approval in Attachment 2 to be completed prior to the Board’s consideration of adoption of Bylaw 500.408.

Official Community Plan Implications

The subject properties are located within the CMSVP and are designated Commercial Mixed Use pursuant to the OCP. The Commercial Mixed Use designation supports local commercial, professional office use, personal service, mixed residential and commercial buildings and sites, and intensive residential. The proposed zoning amendment is consistent with the OCP policies contained by the CMSVP.

The CMSVP also includes “design ideas” and policies that support improvements within Cedar Road. The CMSVP identifies a number of action items which are required to achieve these improvements. The

identified action items were intended to be addressed in the short term and include participation from MOTI and School District 68. These include:

1. the preparation of a Transportation Master Plan;
2. pursuing the authority to regulate sidewalks/roadside trails;
3. establishing a local service area for the purpose of constructing, operating, and maintaining sidewalks, roadside trails, and landscape boulevards; and,
4. negotiating for sidewalk improvements at the time of rezoning.

The Board has not directed staff to proceed with implementation of above action items 1-3. As a result, there are currently no design or sidewalk standards that could be applied consistently throughout the CMSVP Area and the necessary authorities and regulatory tools have not been established. In this context, staff will negotiate for pedestrian infrastructure improvements at the time of rezoning based on the particulars of an application as has been done in this case. In the absence of detailed design for streetscape improvements within the CMSVP, staff is of the opinion that the streetscape design proposed by the applicant meets the general intent of the Plan.

Land Use Implications

The existing CM2 zoning allows Funeral Parlour, Gas Bar, Nursery, Office, Personal Service Use, Recreational Facility, Restaurant, Retail Store, and an accessory Residential Use. The proposed CM2.1 zone would allow all of the above uses along with the addition of Automotive Repair and Accessory Vehicle Sales, which would be limited to a maximum of two vehicles for sale on a parcel at any one time (see Attachment 7 – Proposed Amendment Bylaw 500.408, 2017). In addition, Accessory Vehicle Sales would not be permitted within the minimum setback requirements and would require a minimum of one additional off-street parking space.

The proposed CM2.1 zone would allow a reduced front and other lot line minimum setback requirement of 4.5 metres for buildings and structures and a reduced front and other lot line minimum setback of 2.0 metres for unenclosed covered entryways, roof overhangs, and canopies. This is intended to encourage development that is pedestrian-oriented, has an aesthetically pleasing street-level appeal, and provides opportunities for pedestrian weather protection. The proposed zone would also increase the maximum height applicable to all buildings and structures from 8.0 metres to 11.0 metres. The proposed zoning provides for development that will be consistent with the Cedar Main Street DPA guidelines.

In recognition of the increased development potential that would be achieved through rezoning the subject properties, the applicant is offering a community amenity contribution in the form of works within Cedar Road including an asphalt curb, on-street parking, and a gravel pathway. The proposed works are subject to MOTI approval. The proposed improvements within Cedar Road are consistent with CMSVP policies and help to secure the location for future sidewalk. This approach also reflects the small scale of the proposed development, the location of the subject properties within the periphery of the CMSVP area, and a reasonable alternative given the implementation work that has not been initiated. While MOTI is not supportive of the installation of sidewalks in Cedar Road at this time, MOTI is supportive of parking, a curb, and a soft surfaced pedestrian feature in Cedar Road as proposed through this application. Therefore, staff is recommending that the Board accept the proposed community amenity contribution (see Attachment 2 - Conditions of Approval).

In support of this application, the applicant has submitted a site plan and building elevations illustrating the proposed automotive repair shop (see Attachment 5 Proposed Site Plan and Attachment 6 Proposed Building Elevations). The applicant has also provided an assessment of vehicular turning prepared by JE Anderson & Associates to demonstrate that tow trucks entering the site would be able to maneuver towed vehicles into the service bay area. Although a development permit application has not been submitted by the applicant at this time, staff's preliminary review of the supporting information provided for this zoning amendment suggests that the proposed development would be able to achieve general consistency with the DPA guidelines. A detailed review to determine consistency with the applicable DPA guidelines would be conducted following the submission of a development permit application.

The proposed amendment is the first zoning amendment which has been received for a parcel located within the CMSVP area since its adoption. In staff's assessment, the proposed development is consistent with the CMSVP.

Environmental Implications

To address groundwater protection and the sensitive ecosystems in relation to York Lake, the applicant has provided a rainwater management plan prepared by JE Anderson & Associates dated January 23, 2017 prepared in accordance with OCP Policy 4.5.6. The plan demonstrates how drainage is to be treated and controlled. The plan proposes to store a portion of the rainfall from the hard surface areas on site for infiltration, and control the two-year flow to pre-development levels. The report indicates that higher flows can be allowed to flow to York Lake without detention as the flows will be insignificant compared to the area of York Lake. The plan includes a number of recommendations including the installation and maintenance of an oil water separator. Overall, the plan demonstrates that drainage for the proposed amendment and resulting development can be managed without negatively impacting groundwater quality.

Intergovernmental Implications

The application was referred to MOTI, North Cedar Improvement District (NCID), and Snuneymuxw First Nation for review and comment. As of the date of this report no comments have been received.

The Fire Chief from NCID initially raised concerns regarding fire protection and access for fire apparatus. Through further discussions, the applicant has addressed the Fire Chief's concerns.

The proposal includes works within Cedar Road and an unconstructed MOTI road right-of-way which are under MOTI's jurisdiction. The proposed works within Cedar Road include the installation of a curb running parallel to the subject properties along Cedar Road, the creation of a 1.5 metre gravel walkway, demarcation of approximately three parallel on-street parking spaces, and the establishment of a lawn area between the proposed curb and subject property. The proposed works within the undeveloped MOTI road right-of-way located on the northeast of the subject properties are to provide a secondary access.

Staff has referred the proposed amendment bylaw to MOTI for review and comment and have received a written response indicating that MOTI has no objection to the proposed bylaw amendment. MOTI has indicated that it will require access permits prior to the access from Cedar Road being operated or the business opening. As the proposed works within Cedar Road are an integral component of the proposed

development and are critical to achieving the community vision identified in the CMSVP, staff recommends that the applicant be required to obtain the necessary permits from MOTI prior to bylaw adoption. It is anticipated that completion of the works authorized by the MOTI permits would be required as a condition of development permit application.

Public Consultation Implications

A PIM was held on January 30, 2017 (see Attachment 4 – Summary of Minutes of the PIM). There were no members of the public in attendance and no written submissions were received prior to the meeting.

In accordance with Section 464 of *The Local Government Act*, the Board may waive the holding of a Public Hearing if the proposed amendment bylaw is consistent with the OCP. In staff's assessment, the proposed development is consistent with the OCP and no interest has been expressed by the community with respect to the proposed amendment. Therefore, staff recommends that the Board waive the Public Hearing and direct staff to proceed with the notification requirements outlined in Section 467 of the *Local Government Act*.

ALTERNATIVES

1. To proceed with Zoning Amendment Application No. PL2016-110, consider first and second reading of the Amendment Bylaw and waive the Public Hearing.
2. To proceed with Zoning Amendment Application No. PL2016-110, consider first and second reading of the Amendment Bylaw and proceed to Public Hearing.
3. To not proceed with the Amendment Bylaw readings.

FINANCIAL IMPLICATIONS

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

STRATEGIC PLAN IMPLICATIONS

Staff has reviewed the proposed development and note that the proposal will help foster economic development in keeping with the 2016 – 2020 Board Strategic Plan. The proposed development will also help work towards the stated objectives related to focus on environment primarily through a separate development permit application which will address environmental protection.



Greg Keller
gkeller@rdn.bc.ca
February 28, 2017

Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Subject Property Map
2. Conditions of Approval
3. Current Zoning Map
4. Summary of the Public Information Meeting
5. Proposed Site Plan
6. Proposed Building Elevations
7. Proposed Amendment Bylaw No. 500.408, 2017

Attachment 2
Conditions of Approval

The following is required prior to the “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.408, 2017” being considered for adoption:

1. The applicant shall consolidate Lots 3 and 4, Section 16, Range 8, Cranberry District, Plan 2049.
2. That the applicant shall obtain all necessary permits from the Ministry of Transportation and Infrastructure for the proposed works within the Cedar Road right-of-way and the unconstructed right-of-way.

Attachment 4
Summary of the Public Information Meeting
Held at Cedar Heritage Centre
6144 MacMillan Road
Monday, January 30, 2017 at 6:30 pm
RDN Application PL2016-110

Note: This summary of the meeting is not a verbatim recording of the proceedings, but is intended to summarize the comments and questions of those in attendance at the Public Information Meeting.

There were zero (0) members of the public in attendance at this meeting.

Present for the Regional District of Nanaimo:

Director Alec McPherson, Electoral Area 'A' (the Chair)
Greg Keller, Senior Planner

Present for the Applicant:

Jack Anderson, Agent, Greenplan
Daniel Kern, Subject Property Owner

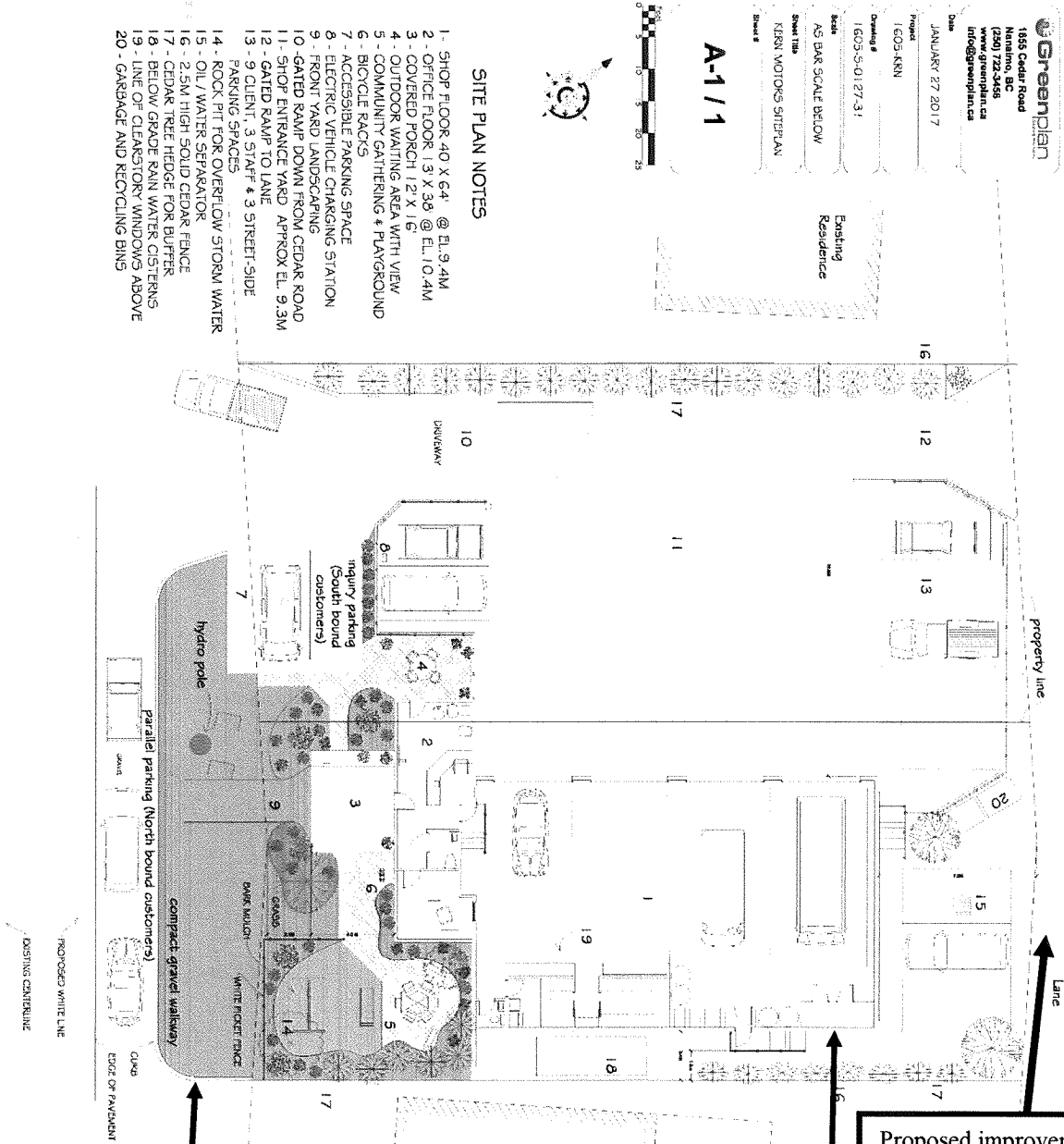
The Chair postponed the opening of the meeting until 6:45 pm as there were no members of the public in attendance.

The Chair opened the meeting at 6:45 pm and there were no members of the public in attendance.

The meeting was concluded at 6:46 pm.

Greg Keller
Recording Secretary

**Attachment 5
 Proposed Site Plan**



SITE PLAN NOTES

- 1 - SHOP FLOOR 40 X 64' @ EL. 9.4M
- 2 - OFFICE FLOOR 13 X 38 @ EL. 10.4M
- 3 - COVERED PORCH 12 X 16
- 4 - OUTDOOR WAITING AREA WITH VIEW
- 5 - COMMUNITY GATHERING & PLAYGROUND
- 6 - BICYCLE RACKS
- 7 - ACCESSIBLE PARKING SPACE
- 8 - ELECTRIC VEHICLE CHARGING STATION
- 9 - FRONT YARD LANDSCAPING
- 10 - GATED RAMP DOWN FROM CEDAR ROAD
- 11 - SHOP ENTRANCE YARD APPROX EL. 9.3M
- 12 - GATED RAMP TO LANE
- 13 - CLIENT, 3 STAFF & 3 STREET-SIDE PARKING SPACES
- 14 - ROCK PIT FOR OVERFLOW STORM WATER
- 15 - OIL / WATER SEPARATOR
- 16 - 2.5M HIGH SOLID CEDAR FENCE
- 17 - CEDAR TREE HEDGE FOR BUFFER
- 18 - BELOW GRADE RAIN WATER CISTERN
- 19 - LINE OF CLEARSTORY WINDOWS ABOVE
- 20 - GARBAGE AND RECYCLING BINS

A-1/1

Proposed improvements within the unconstructed road right-of-way subject to MOTI approval.

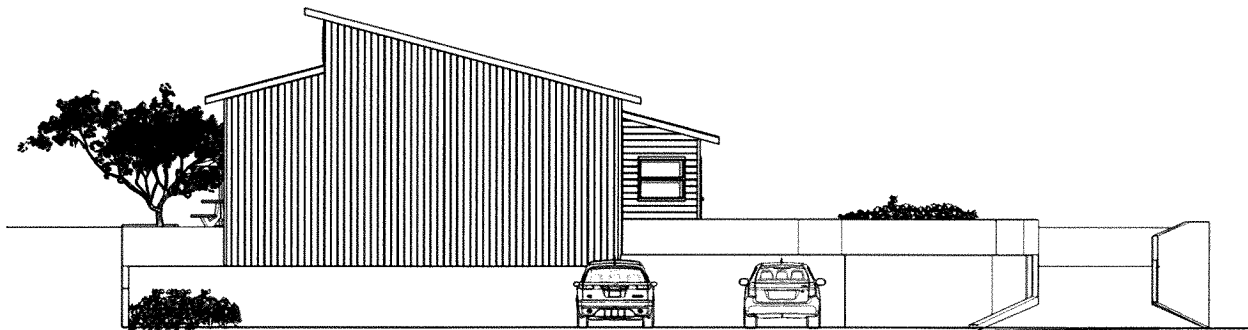
Proposed curb, 1.5-metre-wide gravel walkway, and lawn within Cedar Road subject to MOTI approval.

Proposed Automotive Repair Shop. Final design to be confirmed through future development permit.

Attachment 6 (page 1 of 2)
Proposed Building Elevations – To be finalized through future Development Permit Application

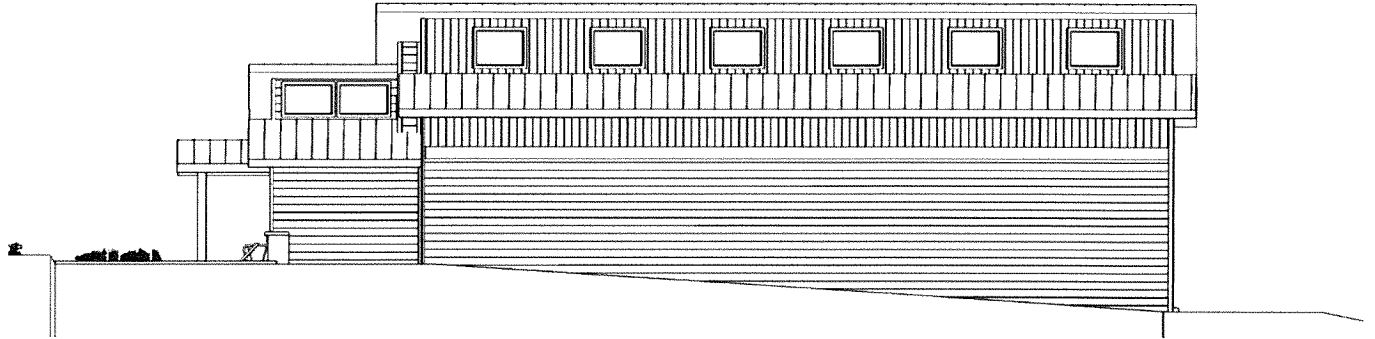


Above: View From Cedar Road

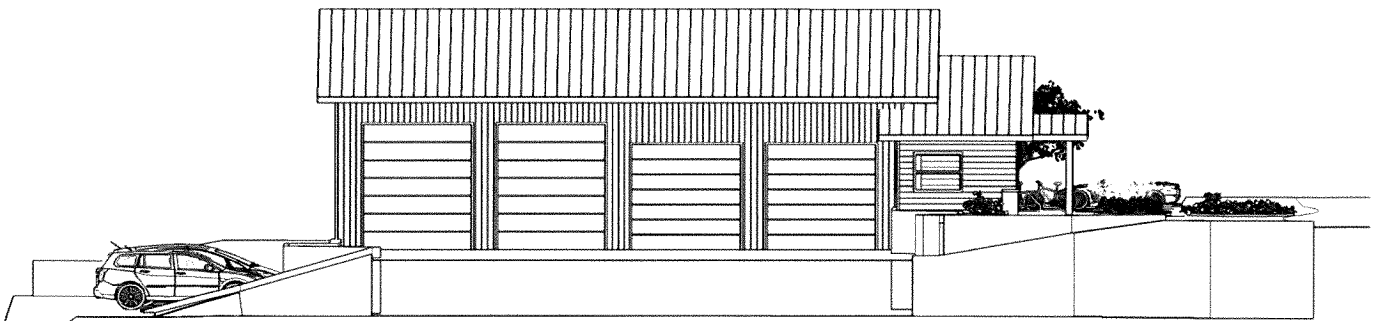


Above: View From Rear of Building

Attachment 6 (page 2 of 2)
Proposed Building Elevations – To be finalized through future Development Permit Application



Above: East Elevation



Above: View West Elevation

Attachment 7
Proposed Amendment Bylaw No. 500.408, 2017

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.408**

**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. 500.408, 2017”.
- B. “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:
1. Under **PART 2 INTERPRETATION, Section 2.1 Definitions** by adding the following definition after asphalt batch plant:

automotive repair means an establishment which provides mechanical repairs and routine maintenance services to vehicles and vehicle parts within a building.
 2. Under **PART 2 INTERPRETATION, Section 2.1 Definitions** by adding the following definition after vehicle:

vehicle sales means the use of land or buildings for the sale of vehicles.
 3. Under **PART 3 LAND USE REGULATIONS, Section 3.1 Zones** by adding the following zoning classification and corresponding short title after Commercial 2 Zone:

Commercial 2.1 (CM2.1)
 4. By adding Section 3.4.12.1 Commercial 2.1 (CM2.1)

as shown on Schedule ‘1’ which is attached to and forms part of this Bylaw.
 5. By rezoning the lands shown on the attached Schedule ‘2’ and legally described as

Lot 3, Section 16, Range 8, Cranberry District, Plan 2049 and
Lot 4, Section 16, Range 8, Cranberry District, Plan 2049

from Commercial 2 to Commercial 2.1

6. Under **SCHEDULE 3B – OFF STREET PARKING & LOADING SPACES** by adding the following use and required parking spaces to the Commercial use section after Agri-tourism Accommodation

Use	Required Parking Spaces
Automotive Repair	1 per 70 m ² gross floor area plus 1 per service bay

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

Public Hearing waived in accordance with Section 464(2) of *The Local Government Act*.

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

Adopted this ___ day of _____ 20XX.

Chairperson

Corporate Officer

Chairperson

Corporate Officer

Schedule '1'

Section 3.4.12.1

COMMERCIAL 2.1

CM2.1

Permitted Uses and Minimum Site Area

Permitted Uses	Required Site Area with:		
	Community Water & Sewer System	Community Water System	No Community Services
a) Funeral Parlour	2000 m ²	4000 m ²	6000 m ²
b) Gas Bar	1000 m ²	1600 m ²	2000 m ²
c) Nursery	4000 m ²	5000 m ²	8000 m ²
d) Office	500 m ²	1000 m ²	1500 m ²
e) Personal Service Use	800 m ²	1600 m ²	2400 m ²
f) Recreation Facility	4000 m ²	5000 m ²	8000 m ²
g) Restaurant	2000 m ²	4000 m ²	6000 m ²
h) Retail Store	1000 m ²	1600 m ²	2000 m ²
i) Automotive Repair	1000 m ²	1600 m ²	2000 m ²

Accessory Uses

a) Residential Use	n/a	n/a	n/a
b) Vehicle Sales	n/a	n/a	n/a

Maximum Number and Size of Buildings and Structures

Dwelling units/parcel	1
Floor area ratio	0.75
Height	11.0 m
Parcel coverage	50%

Minimum Setback Requirements

Front and Other lot lines 4.5 m

except where:

- a) in the case of unenclosed covered entryways, roof overhangs, and canopies the Front and Other lot lines may be reduced to 2.0 metres;
 - b) the adjoining parcel is zoned industrial or commercial then the setback from the common interior side lot line may be reduced to zero;
 - c) any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3.8 shall apply.
-

Other Regulations

For the purpose of this zone:

- a) Vehicle sales:
 - i shall be limited to a maximum of two vehicles for sale on a parcel at any one time;
 - ii shall not be located within the minimum setback requirements of this zone; and,
 - iii shall require a minimum of 1 additional off-street parking space.

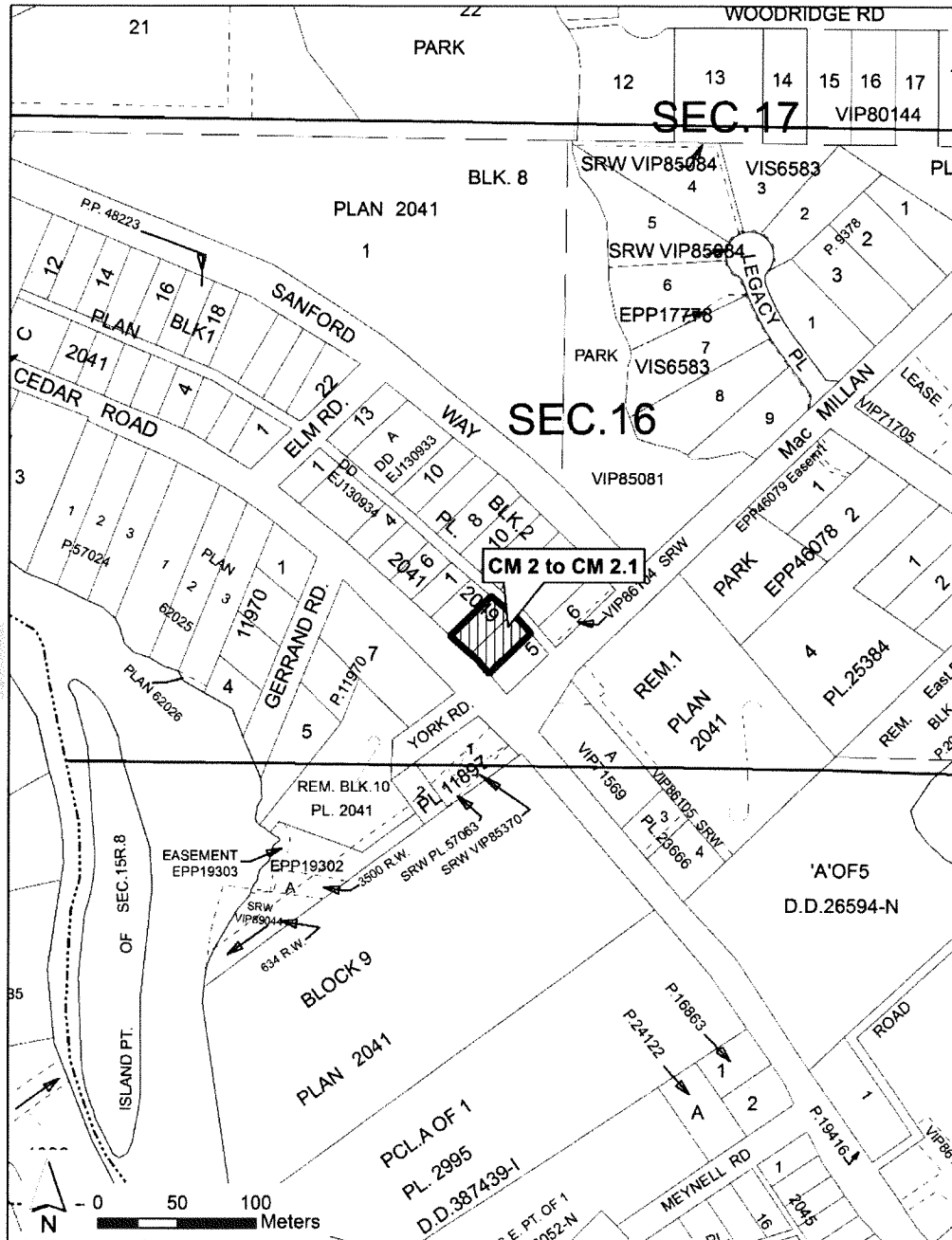
- b) Despite any other regulation in this bylaw, parking and loading spaces:
 - i. shall be permitted within the applicable minimum setback requirements;
 - ii. despite (i.) above, shall not be located within the minimum setback requirement adjacent to Cedar Road or within the minimum setback requirement adjacent to any parcel which is zoned residential.

Schedule '2' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.408, 2017".

Chairperson

Corporate Officer

Schedule '2'



TO: Electoral Area Services Committee **MEETING:** March 14, 2017

FROM: Angela Buick
Planner **FILE:** PL2016-178

SUBJECT: Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in relation to Subdivision Application No. PL2016-178
Lot 22 District Lot 29 Nanoose District Plan 13406
833 Reid Road – Electoral Area ‘G’

RECOMMENDATION

That the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lot 2 in relation to Subdivision Application No. PL2016-178 subject to the terms and conditions outlined in Attachments 2 and 3.

SUMMARY/CONCLUSIONS

The applicant has requested a relaxation of the minimum 10% perimeter frontage requirement for proposed Lot 2 within a proposed three lot subdivision of the subject property. All proposed lots will exceed the minimum parcel size requirements and provide adequate site area for the intended residential use with sufficient buildable site area. Despite the reduced frontages, no negative land use implications are anticipated, and Ministry of Transportation and Infrastructure staff have confirmed that they have no concerns with the requested frontage relaxation. The proposed subdivision meets the criteria outlined in “Board Policy B1.4 Frontage requirements for rural Lots” and is consistent with the zoning bylaw requirements for panhandle lots, therefore staff recommends that the requested frontage relaxation be approved.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Ken Kyler, of J.E. Anderson and Associates on behalf of 0766111 B.C Ltd, Inc. No. BC0766111 to relax the minimum 10% perimeter frontage requirement in relation to a proposed 3 lot subdivision (Application No. PL2016-178). The subject property is approximately 0.257 ha in area and is zoned Residential 1 Zone (RS1), Subdivision District ‘Q’, pursuant to “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”. The property is located to the east of Wembley Road, west of Reid Road and has residential RS1 zoned lots to the south and east (see Attachment 1 – Subject Property Map).

Proposed Development

The applicant proposes to subdivide the parent parcel into 3 fee simple lots (see Attachment 3 – Proposed Site Plan and Variance). All parcels exceed the minimum parcel size (700 m²) and will be serviced by community water and sewer systems.

Minimum 10% Perimeter Frontage Requirement

Proposed Lot 2 does not meet the minimum 10% perimeter frontage requirement pursuant to Section 512 of the *Local Government Act*. The applicant has requested approval of the RDN Board to reduce the frontage requirement as follows:

<i>Proposed Lot No.</i>	<i>Required Frontage (m)</i>	<i>Proposed Frontage (m)</i>	<i>% of Perimeter</i>
2	17.55	6.02	3.34

Land Use Implications

The applicant has submitted a site plan with lot area calculations detailing the proposed subdivision and requested frontage relaxation.

As the subject property is rectangular in shape, the applicant was limited with respect to road frontage based on maintaining an interest in maximizing the subdivision potential of the subject property into three lots. The applicant is proposing that Lots 1 and 2 front on Reid Road and Lot 3 front on Wembley road. In order to maximize subdivision potential and not create two long narrow lots fronting Reid Road, the applicant is proposing that Lot 2 be a panhandle Lot adjacent to lot 1 (see Attachment 3 – Proposed Site Plan and Variance). As a result, Proposed Lot 2 would not meet the 10% road frontage requirement as set out in Section 512 of the *Local Government Act*. Pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw 500, 1987" Part 4, Subdivision Regulations, no panhandle lot shall be created with less than 6 metres road frontage where further subdivision is not possible. As Proposed Lot 2 would not have future subdivision potential this application meets this regulation and is supported as submitted.

Based on the shape of the lot it would be impossible to maximize subdivision potential without achieving a road frontage relaxation. The pan handle configuration results in the plan of subdivision having three reasonably uniform shaped lots with reasonable buildable site area. In this case staff believes the applicant meets the criteria outlined in "Board Policy B1.4 Frontage Requirements for Rural Lots". The proposed development is anticipated to have no negative impacts on the surrounding lands.

Intergovernmental Implications

The Ministry of Transportation and Infrastructure (MOTI) has reviewed the application and has issued a Preliminary Layout Approval for the proposed subdivision. Ministry staff have confirmed that they have no concerns with the proposed frontage relaxation.

ALTERNATIVES

1. To approve the request for relaxation of the minimum 10% perimeter frontage requirement for proposed Lot 2 as shown on Attachment 3
2. To deny the request for relaxation of the minimum 10% perimeter frontage requirement.

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.



Angela Buick
abuick@rdn.bc.ca
February 23, 2017

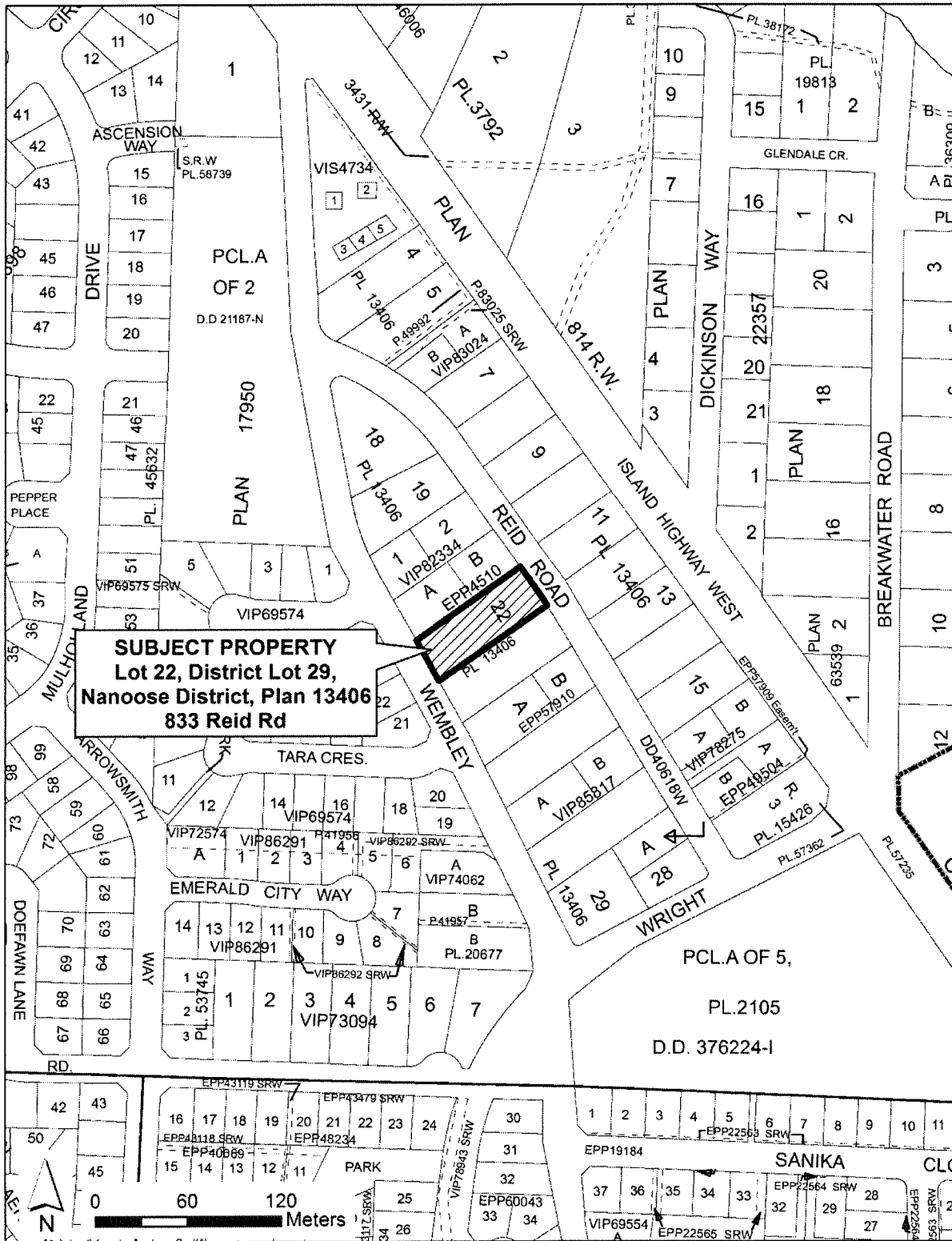
Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Subject Property Map
2. Conditions of Permit
3. Proposed Site Plan and Variance

Attachment 1
Subject Property Map



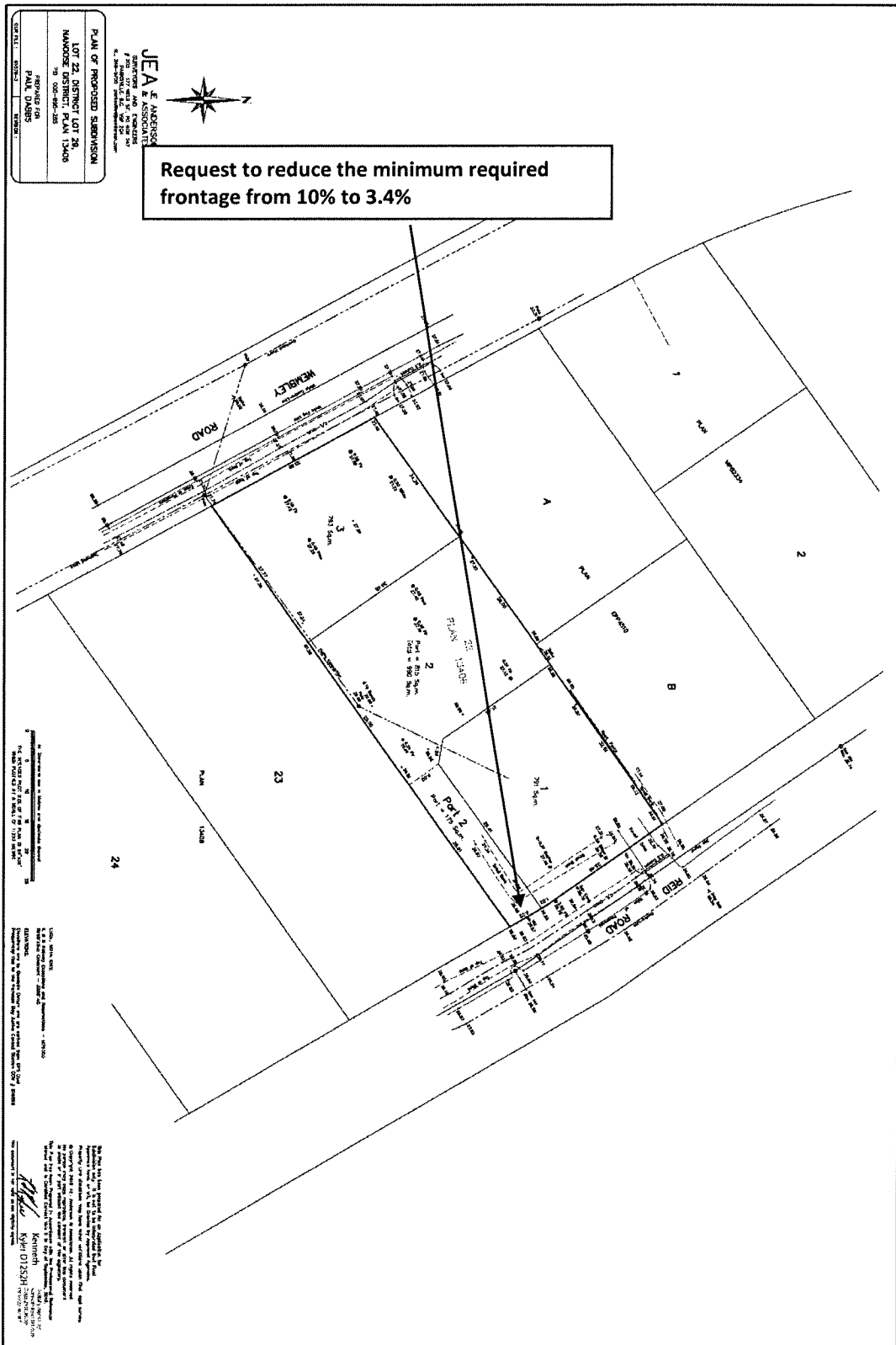
Attachment 2
Conditions of Permit

The following sets out the conditions of Development Permit No. PL2016-178:

Conditions of Approval

1. The site is developed in accordance with the Plan of Proposed Subdivision prepared by Kenneth Kyler, BCLS of J.E. Anderson and Associates, dated September 9, 2017 and attached as Attachment 3.
2. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

**Attachment 3
 Proposed Site Plan and Variance**



TO: Regional District of Nanaimo
Electoral Area Services Committee

MEETING: March 14, 2017

FROM: Courtney Simpson
Senior Planner

FILE: 6480 00 EAH

SUBJECT: Electoral Area 'H' Official Community Plan Review

RECOMMENDATION

That this report be received for information.

SUMMARY

The Electoral Area 'H' Official Community Plan (OCP) Review project is currently in the third of four stages identified in the Terms of Reference. In this third phase, a revised OCP is drafted and reviewed both internally and by the Working Group and community, through several versions as required. The last phase of the project, where the formal bylaw adoption process occurs, is expected to begin in June 2017 with a recommendation to the Board for first reading (see Attachment 1 – Project Timeline).

BACKGROUND

This report provides a status update on the Electoral Area 'H' OCP Review project that was initiated by the Regional District of Nanaimo (RDN) Board in November 2015. In September 2016 the Board received a "Community Engagement Summary" report that that described the community input received on the project so far and the planned updates for the revised OCP.

Review of the draft OCP by the Working Group, composed of approximately 38 community volunteers began in October and proceeded through to December 2016. The remainder of the draft, including a second version incorporating Working Group feedback on sections of the first draft, will be reviewed in Working Group meetings in March and April 2017.

Staff continues to work with consultants to finalize three supporting reports: Active Transportation Plan, Archaeological Overview Assessment, and Agricultural Land Reserve Preliminary Boundary Review. The Agricultural Land Reserve Preliminary Boundary Review report is complete, and the other two are expected to be complete in March 2017. In addition, staff is working with the GIS department to review recently received contour mapping for inclusion in the updated OCP as improved slope and flood hazard mapping.

The project is approximately 6 months behind the originally anticipated schedule, primarily due to increasing the scope of the project with further community engagement and the addition of an Archaeological Overview Assessment at the request of Qualicum First Nation.

ALTERNATIVES

1. Receive this report for information.
2. Provide alternate direction.

FINANCIAL IMPLICATIONS

The budget for this project is \$142,000 with the majority of expenditures occurring in the 2016 calendar year. The Long Range Planning budget is contributing \$67,000, and an additional \$75,000 has been allocated from the Community Works Fund for background studies. One full-time staff equivalent and mapping resources is assigned to the project through to completion.

STRATEGIC PLAN IMPLICATIONS

Since the Terms of Reference for this project were endorsed, the RDN Board has adopted the 2016-2020 Strategic Plan. Development of OCPs is one of the ways in which the RDN achieves its vision as stated in the 2016-2020 Strategic Plan. The objectives and policies in an OCP address all five of the Strategic Plan's strategic priorities: focus on governance, focus on service and organizational excellence, focus on relationships, focus on economic health, and focus on the environment.

PUBLIC CONSULTATION IMPLICATIONS

Public consultation for this project follows the Engagement Plan endorsed by the Board on November 24, 2015 with the exception of several live events that were added to the "Explore Issues" phase: an Open House in conjunction with the Bowser Parents Advisory Council was added in May; a Deep Bay Workshop in September; and, a Developers Forum in October. As a result, consultation on the draft began in October instead of September. To the "Draft Plan" phase, four additional Working Group meetings were added: one in December 2016 and three in March through April 2017.

Two additional public consultation processes are occurring alongside the OCP Review project as part of the supporting studies described in the Terms of Reference: the Active Transportation Plan and the Agricultural Land Reserve (ALR) Boundary Analysis.



Courtney Simpson
csimpson@rdn.bc.ca
February 24, 2017

Reviewed by:

- G. Garbutt, General Manager, Strategic & Community Development
- P. Thompson, Long Range Planning
- P. Carlyle, Chief Administrative Officer

Attachments

1. Project Timeline

Attachment 1

Project Timeline

Updated February 23, 2017

	MILESTONE	Date	
INITIATE	Terms of Reference endorsed by Board	November, 2015	2015
	Background Report for Area H	December, 2015	
	Initiate dialogue with First Nations	January, 2015	
	General Community Meeting #1 – <i>scoping & prioritizing</i>	February 3, 2016	
EXPLORE ISSUES	Working Group Mtg #1 – <i>Natural Environment</i>	March 1, 2016	2016
	Working Group Mtg #2 – <i>A Community of All Ages</i>	March 15, 2016	
	Working Group Mtg #3 – <i>Growth & Development</i>	April 19, 2016	
	Open House with Parents Advisory Council	May 3, 2016	
	Working Group Mtg #4 – <i>Growth & Development</i>	May 26, 2016	
	Working Group Mtg #5 – <i>Deep Bay</i>	June 7, 2016	
	Active Transportation Plan Public Engagement	June 22, 2016	
	Community Open House #2 – <i>confirmation of direction</i>	June 22, 2016	
	Working Group Mtg #6 – <i>review of community meeting</i>	July 5, 2016	
	Active Transportation Plan Public Engagement	October 12, 2016	
	Deep Bay Workshop	Sept, 17, 2016	
Community Development Forum	November 1, 2016		
DRAFT PLAN	Working Group Mtg #7 – <i>review draft OCP</i>	October, 2016	2016
	Working Group Mtg #8 – <i>review Development Forum</i>	November, 2016	
	Working Group Mtg #9 – <i>review of draft OCP</i>	November, 2016	
	Working Group Mtg #10 – <i>review of draft OCP</i>	December, 2016	
	Full Official Community Plan version 2 Draft	March, 2017	
	Working Group Mtg #11 – <i>Active Transportation Plan</i>	March, 2017	
	Working Group Mtg #12 – <i>Archaeological and Agrology reports</i>	April, 2017	
	Working Group Mtg #13 – <i>Review of full OCP</i>	April, 2017	
Community Open House #3 – <i>Feedback on draft OCP</i>	May, 2017		
ADOPT	Report to RDN Board requesting 1 st reading	June, 2017	2017
	Formal bylaw referral to agencies and First Nations	July, 2017	
	Report to Board requesting 2 nd reading	September, 2017	
	Public Hearing	October, 2017	
Adoption	December, 2017		

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'A' PARKS, RECREATION AND
CULTURE COMMISSION REGULAR MEETING
HELD WEDNESDAY, FEBRUARY 15, 2017
7:00PM**

(Cedar Heritage Centre)

Attendance: Alec McPherson, RDN Director, Chair
Jim Fiddick
Bernie White
Angela Davies
Andrew Thornton
John O'Connor

Staff: Hannah King, Superintendent of Recreation Program Services
Elaine McCulloch, Parks Planner
Ann-Marie Harvey, Recording Secretary

Regrets: Kerri-Lynne Wilson
Graham Gidden

CALL TO ORDER

Chair McPherson called the meeting to order at 7:07 p.m. and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

ELECTION OF DEPUTY CHAIR

MOVED Commissioner White, SECONDED Commissioner Fiddick that Commissioner O'Connor be appointed deputy chair.

CARRIED

DELEGATIONS/GUESTS

SFN Sport Court Update and Discussion

D. White II, Snuneymuxw First Nations Council

M. Robinson, Manager, Snuneymuxw Recreation & Wellness Centre

Ms. Robinson spoke to the Commission about her role with Snuneymuxw and the sacred territory where the sport court is being constructed. She spoke of the Bighouse Facility and the traditional ceremonies held there. She noted that they look forward to working with the Regional District in making the sport court facility available to all the community for recreational use.

Councillor White spoke of his hopes to not duplicate services and facilities in the area, and have the coming health centre and sport court available to everybody. He would like the connections with the community and the RDN to carry on and looks forward to the future. He appreciated coming out tonight to speak.

MINUTES

MOVED Commissioner O'Connor, SECONDED Commissioner White that minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held November 16st, 2016 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

MOVED Commissioner Davies, SECONDED Commissioner O'Connor that the following Communications/Correspondence be received:

K. St. Cyr –Cedar Community Secondary School to H. King, RDN RE: **RDN/VIHA Grant Collaboration**

H. Sarchuk, North Cedar Improvement District to W. Marshall, RDN RE: **Cedar Plaza Planting and Irrigation.**

CARRIED

REPORTS

Parks Update Report -fall 2016

Cedar Plaza Update

Ms. McCulloch updated that construction was delayed due to the winter weather. Paving and benches will go in soon and planting will be completed in the spring. She noted that Ms. Fesiak requested some feedback about what information the Commission would like to see on the kiosk board i.e. maps, notice board, history. Ms. McCulloch will share these ideas with Ms. Fesiak and will provide some examples to the Commission at an upcoming meeting.

Cedar Skate Park Update

Ms. McCulloch reported that a Risk Management Survey was recently completed by the Municipal Insurance Association of BC. Staff also noted the washrooms on the site may need to be moved due to water seepage.

Cedar Heritage Centre Update

Ms. King has not received any information yet regarding the centre room changes.

Recognition Information

Ms. King noted the examples provided of recognition programs in other areas of the Island. The Commissioners discussed some of the ideas and it was suggested they attend the next District 69 Recreation Commission's Performance Recognition Ceremony. Ms. King will provide the Commission members with the date of the next District 69 Recognition Ceremony.

MOVED Commissioner White, SECONDED Commissioner O'Connor that the reports be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

RDN/VIHA Grant

Commissioners discussed the ideas put forward by K. St. Cyr for the use of the Island Health grant funding for Electoral Area 'A'.

MOVED Commissioner White, SECONDED Commissioner O'Connor that the use of Island Health Community Wellness Grant Electoral Area 'A' funds to purchase items for the Farm to School Program, Weight Room and Smoking Cessation Program be supported as requested by the Cedar School Coordinator.

CARRIED

Cedar Plaza Planting and Irrigation

The Commission discussed the letter from North Cedar Improvement District. Trustee's Sharon Thomson and Steve Dives of the North Cedar Improvement District were in the gallery to answer any questions about the decision made to not provide water service at Cedar Plaza unless a washroom was installed. They reviewed their bylaw and talked about some possible alternatives that could be presented.

MOVED Commissioner Davies, SECONDED Commissioner Fiddick that staff review possible alternatives to potentially allow water service at Cedar Plaza from the North Cedar Improvement District and report back to the Electoral Area 'A' Parks, Recreation and Culture Commission.

CARRIED

NEW BUSINESS

Island Heath Grant

This item was discussed under Business Arising from Delegations or Communications

Grants/Subcommittee

Ms. King reminded Commissioners of the next grant deadline of Feb 24th. Commissioners O'Connor, White and Gidden (via email) agreed to continue serving on the committee.

2017 Budget Update – EA 'A' Parks, Recreation & Culture

Ms. McCulloch and Ms. King answered a couple of questions from Commissioners regarding the budget information.

Recreation Facilities Association of BC – Parksville, BC May 8th-11th

Ms. Harvey will email out more information about this conference closer to the date.

BC Recreation and Parks Association Symposium – Kelowna, BC April 5th -7th

Commissioners White and Davies will check their schedules and confirm with Ms. Harvey that they can attend. Should they not be able to attend, Commissioners Thornton and O'Connor will be alternates to attend.

COMMISSIONER ROUND TABLE

Commissioners provided community updates to the Committee.

ADJOURNMENT

MOVED Commissioner O'Connor, SECONDED Commissioner White that the meeting be adjourned at 9:25pm.

CARRIED

Chair



CEDAR COMMUNITY SECONDARY SCHOOL

School District No.68
1640 MacMillan Road
Nanaimo, BC V9X1L9
Tel: (250) 722-2414
Fax: (250) 722-3516

January 18, 2017

Dear Hannah King

Thank you for approaching me with the possible opportunity in collaborating with RDN/VIHA and School District 68 Community School programs for Area A. Briefly, as a community school coordinator, my role is to provide resources, and low cost programming that directly affect children youth and their families. I work in three schools, Cedar Community Secondary School, Cedar Elementary and North Oyster Elementary.

Research has shown that programs combining behavior change, physical activity and healthy eating with support for families are more likely to produce long-lasting health benefits. I have outlined some of my programs that are in existence as well as some projects/programs that I am trying to get started that I believe will fit the criteria and mandate of both the RDN Recreation and Culture and Vancouver Island Health Authority. I have chosen three programs under my umbrella of Health and Wellness Programming. I have outlined the programs briefly with the proposal of where I would spend the grant money to give you a better understanding of the cost breakdown for the particular grant money that VIHA has given to the RDN

Farm to School Program

Proposal: To purchase 3 Tower Gardens one with circular grow lights. These tower gardens are highly efficient aeroponic growing systems, which allows you to grow massive amounts of produce in a tiny amount of space in about half the time of traditional soil, based agriculture, using just a fraction of the water and soil. It is efficient, eco-friendly and cost effective. It is UV-stabilized, food grade plastic. The produce grown will augment a weekly salad bar. We are connecting with our local farmers and buying directly from them at fair market prices. Students will learn about hydroponics and growing fresh vegetables and herbs to integrate with the cafeteria program, science classes, and entrepreneurship classes. See quote and photo attached. **Cost: \$2775.00**

Background: The Community Schools' vision is to increase students' access to healthy, local foods in their school meal programs as well as increase students' knowledge of where and how local foods are grown and harvested in the community. Our goal is to build on existing and expansion of food programs to ensure students have access to healthy, nutritious, locally grown foods. The key proponents are

1. A weekly salad bar service within our schools (partners with Food share, community schools and local farmers)...in place presently
2. Establish direct connection with farmers to procure fresh foods and fair market prices. (win-win) ie connection with blueberry farm, egg farm, herb farm and local greenhouse and compost farm

3. The school will participate in a food growing projects ie grow tower-all year growing
4. Expansion of program: Once the program has been successful, it will expand to other community schools. (Update) grow boxes are being made by community members for CEDAR ELEMENTARY.

Weight room

Proposal: to purchase hand weights, shelf and a bench- **Cost: \$2394.08** Spin bike **Cost: \$1443.75**
See attached quotes. **Total Cost \$ 3839.00**

Background: With the closing of Cedar High school three years ago, our weight room was dismantled and all equipment dispersed. We are unable to get any of it back and are expected to come up with the funds ourselves. We are now in the position of trying to get another weight room/fitness area in place. We have a number of fundraising activities already happening, however, we would like to get this started ASAP even if it is with minimal equipment and add as we go. The students REALLY are in need of a weight room not only to augment our PE program but also for it being a good outlet for aggression, stress, depression etc. In the past the weight room also held a number of before and after school community school programs such as Girls Fitness, Adult Boot camp, boys fitness, Boys to Men Program.. Another good example would be the smoking Cessation program- students can access this as a break activity while working on quitting smoking. . Weight rooms are great additions to any health and wellness programs put forth in the community.

Smoking Cessation Program

Proposal: Smoking Cessation Program -costs to cover honorarium/wages for a qualified smoking cessation counsellor to come in once a week for 6 weeks, supplies and ongoing activities for the room...i.e weight room, activities such as adult colouring books, arts and crafts, jewelry making etc. (things that involve concentration and using hands and fitness) **Cost: \$500.00**

Background: I have been approached by a group of teens who were asking about getting help to quit smoking. They wanted to set up a room that had activities they could do instead of going out to the edge of the school parking lot during breaks to light up. We are working on a games room/mindful meditation activities but I also wanted to run six week Smoking Cessation Program in this room during school time to support those teens who wish to stop smoking. This is also to be available to the community at large. Perhaps an evening program for youth and adults.

Thank you once again for this opportunity in providing our community with Health and Wellness Programs. Please feel free to contact me if you have further questions or you have some other ideas that would be appropriate for the needs of our Area A community.

Sincerely,

Karen St.Cyr - Community School Coordinator South Zone 2
250-722-2414 ext 249 kstcyr@sd68.bc.ca

Aloyd Fitness Equipment Ltd.

101-6560 North Island Hwy.
 Nanaimo, B.C., V9V 1K8
 Ph. 250-390-1200
 Fax 250-390-1297

Estimate

Date	Estimate #
12/01/2017	5575

Name / Address
SD#68 395 Wakesiah Ave. Nanaimo, BC, V9R 3K6 ph. 250-754-5521 fax 250-753-0641

Rep	Project
GAR	

Description	Qty	Rate	Total
Inspire IC2 Spin Bike	1	1,549.99	1,549.99
Discount		-349.99	-349.99
Delivery rpeffers@sd68.bc.ca	1	95.00	95.00
GST On Sales		5.00%	64.75
PST On Sales		7.00%	84.00
Total			\$1,443.75

Phone #	Fax #	E-mail	Web Site
250-390-1200	250-390-1297	aloydfitness@shaw.ca	www.aloyd.com

GST/HST No. 868808759

Aloyd Fitness Equipment Ltd.

101-6560 North Island Hwy.
 Nanaimo, B.C., V9V 1K8
 Ph. 250-390-1200
 Fax 250-390-1297

Estimate

Date	Estimate #
12/01/2017	5574

Name / Address
SD#68 395 Wakesiah Ave. Nanaimo, BC, V9R 3K6 ph. 250-754-5521 fax 250-753-0641

Rep	Project
GAR	

Description	Qty	Rate	Total
Bodysolid GDR60 - 62" 2-Tier Dumbbell Rack	1	395.00	395.00
Bodysolid GDRT6 - Optional Third Tier for GDR60 Dumbbell Rack	1	115.00	115.00
Bodysolid SFID325 Commercial Adjustable Bench	1	720.00	720.00
Rubber Hex Dumbbell 5lb	2	10.00	20.00
Rubber Hex Dumbbell 8lb	2	16.00	32.00
Rubber Hex Dumbbell 10lb	2	20.00	40.00
Rubber Hex Dumbbell 12lb	2	24.00	48.00
Rubber Hex Dumbbell 15lb	2	30.00	60.00
Rubber Hex Dumbbell 20lb	2	40.00	80.00
Rubber Hex Dumbbell 25lb	2	50.00	100.00
Rubber Hex Dumbbell 30lb	2	60.00	120.00
Rubber Hex Dumbbell 35lb	2	70.00	140.00
Rubber Hex Dumbbell 40lb	2	80.00	160.00
Rubber Hex Dumbbell 45lb	2	90.00	180.00
Rubber Hex Dumbbell 50lb	2	100.00	200.00
Subtotal			2,410.00
15% Discount		-15.00%	-361.50
Delivery rpeffers@sd68.bc.ca	1	95.00	95.00
GST On Sales		5.00%	107.18
PST On Sales		7.00%	143.40
Total			\$2,394.08

Phone #	Fax #	E-mail	Web Site
250-390-1200	250-390-1297	aloydfitness@shaw.ca	www.aloyd.com

GST/HST No. 868808759



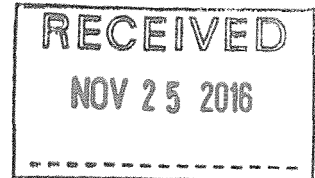
North Cedar Improvement District

2100 Yellow Point Road, PO Box 210

Cedar, BC V9X 1W1

Phone (250) 722-3711 • Fax (250) 722-3252 • Email: info@ncid.bc.ca

November 21, 2016



Regional District of Nanaimo Recreation and Parks Dept.
Ocean Side Place
Attention: Wendy Marshall, Manager of Parks Services
830 West Island Highway
Parksville, BC V9P 2X4

Dear Ms. Marshall:

RE: Cedar Plaza Planting and Irrigation

Your letter dated September 9, 2016, which was received on October 3, 2016 was presented to the Trustees at their Development Committee Meeting on October 12th, and reconsidered at their Board meeting on November 10th.

I have been directed to advise in order to receive a water service connection the Board would require the Regional District of Nanaimo to build a washroom facility for the public. This facility would need to be connected to the existing sewer system. The RDN must also pay all pertinent fees as per district bylaws, this includes the districts Capital Expenditure Charges then the RDN can have the water connection as requested. The Regional District of Nanaimo would be invoiced quarterly for water and would be required to pay one base rate as well as the cubic meter charge.

Please advise if you wish to proceed and complete the attached water service connection form.

Yours truly,

A handwritten signature in cursive script that reads "Heather Sarchuk".

Heather Sarchuk
Administrator

:hs

North Cedar Improvement District

2100 Yellow Point Road, PO Box 210

Cedar, BC V9X 1W1

Phone (250) 722-3711 • Fax (250) 722-3252 • Email: info@ncid.bc.ca

NEW SERVICE APPLICATION FOR WATER SERVICE

(Please complete and return to our office)

PROPERTY DESCRIPTION: Lot _____ Section _____
Range _____ Plan _____ District _____

STREET ADDRESS: _____

REGISTERED OWNER: _____

MAILING ADDRESS: _____

TELEPHONE: _____ **EMAIL:** _____

DATE SERVICE IS REQUESTED TO BEGIN: _____

DATE: _____

APPLICANT'S SIGNATURE: _____

THE APPLICANT AGREES TO PAY ALL COSTS INCURRED FOR THE INSTALLATION OF THE WATER SERVICE. A DEPOSIT OF \$875.00 IS TO BE MADE BEFORE WORK COMMENCES, IF COSTS EXCEED THIS AMOUNT THE REGISTERED OWNER IS RESPONSIBLE FOR THESE ADDITIONAL COSTS. IF COST IS LESS THE DISTRICT WILL REFUND THE BALANCE AS SOON AS PRACTICAL. (Only applicable if service not installed)

APPLICANT'S SIGNATURE: _____

Folio # _____

FOR OFFICE USE ONLY

Parcel Tax Account: _____ Water Tolls Account: _____

Connection Fee/CEC: _____ Updated: WT _____ PT _____

Meter Make: _____ Check Valve Installed: _____

Meter Number: _____ Installed: _____

I.D. Number: _____ Turned On: _____

Meter Size: ¾ inch _____ 1 inch _____ 2 inch _____

Meter Location: _____

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF ELECTORAL AREA 'E' PARKS AND OPEN SPACES ADVISORY
REGULAR COMMITTEE MEETING HELD
WEDNESDAY FEBRUARY 22, 2017
6:30 PM
(Nanoose Place)**

Attendance: Director Bob Rogers - Chair
Gordon Wiebe
Vicki Swan
Diana Young
Marlene Caskey
Rod Turkington

Staff: Wendy Marshall, RDN Parks Manager
Kelsey Cramer, RDN Parks Planner

Regrets: Debbie Mitchell

CALL TO ORDER

Director Rogers called the meeting to order at 6:30 pm

INTRODUCE NEW MEMBERS

Director Rogers introduced the two new members, R. Turkington and V. Swan and Committee and staff introductions were done around the table.

ADOPTION OF AGENDA

MOVED R. Turkington, SECONDED D. Young that the agenda be adopted.

CARRIED

ELECTION OF SECRETARY

M. Caskey volunteered for the role of secretary.

MOVED D. Young, SECONDED G. Wiebe that M. Caskey be nominated for the role of secretary.

CARRIED

DELEGATIONS

Nanoose First Nation

Mark Stephens, Nanoose FN Band Manager, Cheryl Jones, Nanoose FN Councillor, and Lawrence Mitchell, Nanoose FN Councillor attended the meeting at the invitation of Director Rogers to participate at the meeting and provide input to naming Oak Leaf Community Park.

L. Mitchell and C. Jones expressed interest and appreciation for the opportunity to attend the meeting and begin working with the RDN at the community level. They indicated they would be honoured to propose a name for the park and will be getting back to the RDN once this has been discussed and considered by their community and elders.

MINUTES

MOVED G. Wiebe, SECONDED D. Young that the Minutes of the Electoral Area 'E' Parks and Open Spaces Advisory Committee meeting held on October 12, 2016 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

K. Cramer distributed an updated Area E parks map that includes the two newest Community Parks – Oak Leaf Drive Community Park and Davenham Road Community Park – as well as Moorecroft Regional Park.

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

Jack Bagley Field – W. Marshall explained that Community Works Funds are from gas tax. The field owned by the RDN and maintained by the School District 69 per agreement. The field is available for community use after school hours.

MOVED G. Wiebe, SECONDED R. Turkington that \$10,000 of Electoral Area 'E' Community Works Funds be allocated to School District 69 (Qualicum) for Jack Bagley field improvements.

CARRIED

REPORTS

Parks Update Report - Fall 2016.

There were no questions or comments from the Committee about the Parks Update Report - Fall 2016.

Oakleaf Community Park

K. Cramer gave a verbal update that the majority of Phase 1 development for the park is complete. Outstanding items include wooden edging around the parking lot, signage and a bench. Approximately \$20,000 has been spent to date. Phase 2 development is specific to perimeter fencing. A 4' high farm fence similar to that installed at Claudet Community Park is under consideration. Staff will be obtaining cost estimates for the fence along the southern park boundary.

K. Cramer also indicated that the Mount Arrowsmith Biosphere has approached the Parks Department to conduct a "Bio Blitz" at Oak Leaf Drive Community Park. This will be administered under a Park Use Permit.

Blueback Community Park (verbal)

K. Cramer summarized that final improvements to the park will occur once the weather improves and include planting and hydroseeding.

Director Rogers requested an update on the BC Marine Trail as it pertains to Blueback Community Park. W. Marshall indicated that the site will be a kayak "drop-in" site of the BC Marine Trails Network Association, specifically for day-use only.

R. Turkington questioned the use of the park by commercial dive companies. Director Rogers outlined that the site was developed with specific consultation with the dive and kayak communities and that their use of the site is expected to occur.

MOVED D. Young, SECONDED G. Wiebe that the Parks Update Report - Fall 2016, the Oak Leaf Drive Community Park verbal report and the Blueback Community Park verbal report be received.

CARRIED

Nanoose Playground Report

MOVED G. Wiebe, SECONDED R. Turkington that staff be directed to remove the play structure at Nanoose Road Community Park and in consultation with the Nanoose Parks and Open Space Advisory Committee determine an alternative park use for the site.

CARRIED

Directors Report

Director Rogers reported that the RDN budget approval will occur in March, with increases in operating cost and an expected requisition amount of \$8/\$100,000, which relates to upcoming capital expenditures.

MOVED R. Turkington, SECONDED D. Young that the report be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Nanoose Bay Parks and Open Space Plan (2001) and Community Parks and Trails Strategy (2015)

K. Cramer distributed a handout that summarized the following differences between the two documents:

A Parks and Open Space Plan for Nanoose Bay (2001)

- Plan is 16 years old and outdated.
- Several items have been accomplished (e.g creation of POSAC, parkland acquisitions and park development projects).
- Plan addresses Regional and Community Parks, where the RDN now have separate Regional Parks and Trails Plan.
- Some action items are not under the jurisdiction/ authority of the RDN Parks department. (e.g. ecological monitoring, work on private lands, provincial ministry initiatives, etc.).
- Approach to beach/water accesses is not conducive with community park mandate and should follow approach taken in other EA's.

Community Parks and Trails Strategic Plan for Electoral Areas E, F, G & H (2014)

- Plan is 3 years old and is a living document to be reviewed and updated in 2019.
- Captures current priorities and based on recent public consultation and includes review of 2001 plan.
- Offers unified document for several Electoral Areas to create consistency across the parks system.
- Summarizes current stats, trends, funding options, community park budgets, acquisition methods and partnership opportunities.
- 2019 update could include more detail on water accesses, as these were not included in 2014 plan, as well as more detail on relationships with First Nations.

The Committee discussed the plans and the suggestion to rescind the 2001 plan.

MOVED G. Wiebe, SECONDED M. Caskey that the Parks and Open Space Plan for Nanoose Bay (2001) be rescinded and the Community Parks and Trails Strategic Plan for Electoral Areas E, F, G & H (2014) be the guiding document for community parks in Electoral Area 'E'.

CARRIED

Moorecroft Planning Workshop

K. Cramer introduced the idea of a planning workshop for a portion of the development zone in Moorecroft Regional Park. Select workshop participants would be invited to attend and work collaboratively to refine placement and relationships of the amenities and park improvements noted in the management plan. One or two POSAC members were invited to volunteer to participate. D. Young and V. Swan volunteered and will be contacted to participate in the workshop.

5-Year Plan update

The 5-Year Plan was included on the agenda to provide members a sense of where priorities are currently sitting. The following meeting in June will be the time to refine and set out the work plan, which will factor into the budget process for the upcoming year.

June POSAC Meeting – Option to hold it at a park in the afternoon

Director Rogers introduced the idea of holding the June POSAC meeting outdoors in a park and asked for Committee feedback on the idea by mid-April.

Confirm POSAC time suits members

All confirmed the 6:30pm start time is suitable.

Water Accesses

M. Caskey raised the topic of water accesses and a desire to see this addressed seriously. W. Marshall provided a brief overview of how other Electoral Area POSACs have self-organized into a sub-committee to inventory, photograph and note development and signing ideas and impacts of development. Rogers

encouraged group to pursue this. M. Caskey volunteered to lead this initiative. V.Swan and G. Wiebe volunteered to participate. D. Mitchell was nominated to participate.

Nanoose Road Community Park

Director Rogers brought forward the idea of an off-leash dog park at this site once the playground is gone, noting he has had some inquiries from the public about the provision of a dog park. As per the motion, the POSAC is to consider the future use of this site for further discussion and the next meeting in June.

COMMITTEE ROUND TABLE

G. Wiebe provided a summary of the District 69 Recreation Commission meeting and noted that the Grants Committee had approved \$62,500 in grants for 2017. There is a survey seeking public input to the Recreation Services 10-year update and he encouraged all to complete it by March 20th.

M. Caskey would like to see all parks signed on site. K. Cramer responded that Parks staff is looking at this for community parks across the region.

ADJOURNMENT

MOVED R. Turkington, SECONDED D. Young that the meeting be adjourned at 8:50pm.

CARRIED

Chairperson

TO: Nanoose Parks and Open Space Advisory Committee **MEETING:** February 22, 2017

FROM: Travis Oman **FILE:**
Parks Technician

SUBJECT: Nanoose Road Community Park Play Equipment

RECOMMENDATION

That staff be directed to remove the play structure at Nanoose Road Community Park and in consultation with the Nanoose Parks and Open Space Advisory Committee determine an alternative park use for the site.

SUMMARY

The play structure at Nanoose Road Community Park is 23 years old and needs repairs to stay safe. The structure is decaying which will continue as the structure is past its 20-year lifespan.

This play structure should be removed because of its age, general condition, and areas of non-compliance with the Canadian Standards Association's Children's Play Spaces and Equipment Standards (CSA Standards). Play equipment is also available nearby to community members at Nanoose Bay Elementary School of which the Regional District provided funding assistance towards.

BACKGROUND

The play equipment, located at Nanoose Road Community Park in Electoral Area E, was installed in 1994 by the local Lions Club. This play structure consists of one 8 foot log ramp, one triple rail slide, an 8-foot wobble bridge, one sliding pole, step ups, and a fun wheel. There is also one swing bay with two swings.

Play equipment at this site is regularly inspected by RDN staff who are trained to carry out inspections to CSA standards. The most recent inspection, conducted in the fall of 2016, concludes the following:

- This play structure is intended for children 5-12 years old and is not recommended for children between the ages of 18 months to 5 years of age.
- The wooden structure is showing decay.
- The protective ground surface is not compliant with CSA standards because it is not thick enough. Play structures requires a minimum of 300mm (12 inches) depth of surfacing material.
- The wobble bridge has crush points between some of the deck pieces.
- The average lifespan of a wooden play structure is 20 years. This play structure is beyond that.

The protective surfacing can be brought up to CSA standards by adding more pea-gravel and repairs carried out on the rest of the structure. The repairs will address the most urgent issues only. The play structure will still be old and require increased inspection and maintenance levels to remain in service. The ongoing decay will create a greater risk of liability for the RDN.

If the equipment is removed, the site can be used for a different activity or new play equipment can be installed. Play equipment is available nearby to the community at Nanoose Bay Elementary School. In 2009, Electoral Area 'E' Community Park's funds totaling \$20,000 were provided to the school for the purchase of the equipment.

ALTERNATIVES

1. That staff be directed to remove the play structure at Nanoose Road Community Park and in consultation with the Nanoose Parks and Open Space Advisory Committee determine an alternative park use for the site.
2. That the Board provide alternative direction on the removal of the play structure.

FINANCIAL IMPLICATIONS

The cost to remove the play structure is \$2,500. Parks staff can remove all the recyclable material from the site. A backhoe or tractor is needed to remove the wood support structure and surface material. If the structure is not removed the cost for immediate repairs is estimated at \$2,000 along with increased staff time for on-going repairs and maintenance.

Removal costs can be covered from maintenance funds in the Electoral Area 'E' Community Parks Budget.

The cost for a small replacement play structure without swings is between \$20,000 and \$35,000, depending on the components installed, and can be covered by reserve funds or through Community Works Funds for Electoral Area 'E'. For other uses of the site, costs would be determined through a planning process.

STRATEGIC PLAN IMPLICATIONS

The removal of the play structure at Nanoose Road Community Park is a focus on service and organizational excellence for community safety.



Per/ Travis Oman
toman@rdn.bc.ca
February 1, 2017

Reviewed by:

- W. Marshall, Manager of Parks Services
- T. Osborne, General Manager of Recreation and Parks Services
- P. Carlyle, Chief Administrative Officer

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF ELECTORAL AREA 'G' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD
WEDNESDAY MARCH 1, 2017
4:00 PM
(Oceanside Place)**

Attendance: Director Joe Stanhope - Chair
Ted Malyk
Roderick (Rick) Horte
Michael Foster
Duane Round
James Dean

Staff: Wendy Marshall, RDN Parks Manager
Mark Dobbs, RDN Superintendent of Operations and Capital Projects
Kelsey Cramer, RDN Parks Planner

Regrets: Robert Brian Coath

CALL TO ORDER

Director Stanhope called the meeting to order at 4:00 pm

INTRODUCE NEW MEMBERS

Director Stanhope introduced the two new members, D. Round and J. Dean and Committee and staff introductions were done around the table.

ELECTION OF SECRETARY

The Committee failed to elect a secretary. The role of secretary for this meeting was completed by staff.

ADOPTION OF AGENDA

MOVED M. Foster, SECONDED R. Horte that the agenda be adopted.

CARRIED

DELEGATIONS

MINUTES

MOVED M. Foster, SECONDED R. Horte that the Minutes of the Electoral Area "G" Parks and Open Spaces Advisory Committee meeting held on June 1, 2016 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

Stanhope Trail Planning

K. Cramer provided an update on project status. An engineered design was prepared for Phase 1 of the trail project (linking Ackerman Rd and Wally's Way). The design includes a 2.5m wide paved asphalt trail and associated drainage requirements in the corridor. Other design features included in the drawings are fencing, signage, bollards and vegetation screen and finishing. The cost estimate for this work was in the order of \$80,000. There is \$32,000 specifically allocated for this project from a zoning amendment of 691 Wembley Rd. Staff recommend moving forward with a Request for Proposals from local contracting firms to provide a gravel surfaced trail and drainage, based on the design drawings, and to forego the option of paving the trail now or in the near future. Other site amenities such as fencing, signage and vegetation could be completed by parks staff, in an effort to bring the cost of construction down closer to the amount available.

MOVED D. Round, SECONDED R. Horte that park staff seek bids to construct a gravel trail to connect Wally's Way with Ackerman Road and forego the option to pave the trail in the near future.

CARRIED

REPORTS

MOVED T. Malyk, SECONDED R. Horte that the Monthly Update Report for Regional and Community Parks and Trails Projects (June. 2016 to Aug. 2016) be received.

CARRIED

MOVED R. Horte, SECONDED M. Foster that the Parks Update Report –Fall 2016 be received.

CARRIED

Little Qualicum Hall

M. Dobbs provided a summary of the staff report and the recommendation to close the hall and incorporate the building site into the Dashwood Community Park. The committee thoroughly discussed the report, the costs and the process for deciding the fate of the Hall over the last several years.

M. Foster expressed a strong sentiment for the replacement of the hall, possibly with a steel frame building and had a quote of \$93,000 for this type of shell. He also reiterated its importance to the community. M. Dobbs suggested that by the time the costs of finishing are included, as well as other costs that were factored into the numbers in the report (planning costs, septic improvements, etc.) that the value would be much higher. R. Horte noted that based on the numbers in the engineer's assessment, swapping a steel frame for a wood frame may bring the costs closer to \$390,000 (\$450,000 noted in report). J. Stanhope noted that taxes could be as much as \$100 per home across all of Area G to fund this, which he would not support. Community Works Funds are allocated to other major projects in Area G, such as water services.

MOVED R. Horte, SECONDED D. Round that the Little Qualicum Hall be closed and the building site be incorporated into Dashwood Community Park.

CARRIED

Dashwood Playground

K. Cramer relayed to the committee that funds have been raised by the Dashwood Recreation Society for a tetherball, picnic table and bench. Parks staff will assist with the installation in the spring. D. Round noted playground standards to be aware of when installing equipment to ensure insurance requirements are met.

Oceanside Elementary Outdoor Classroom

K. Cramer distributed before and after photo of site on school ground. \$10,000 of Area G funds was contributed to this project in 2015. M. Marshall noted that the school did not request funds in 2016, and that we are expecting them to request \$20,000 in 2017 for the next phase of the project, which includes a gravel trail around the perimeter of the field.

Update on proposed Subdivision of Lot 4, District Lot 76, Newcastle District, Plan 2619 Except Parts in Plan 26594 (1150 Ganske Rd), Electoral Area "G"

K. Cramer informed the committee that the developer has reconfigured the subdivision plan to fewer lots and now does not require any parkland dedication. The previous consideration for a trail connection through the site will not be going ahead.

Amenity contribution in conjunction with Proposed Rezoning of 846 Island Highway West, Electoral Area "G"

K. Cramer informed the committee of the development proposal and the developer's intent to install a trail along Ackerman Rd, which would carry on in the undeveloped road allowance through to the Island Hwy. The trail would be provided by amenity contribution. The Planning Department is waiting further information from the developer and then will be in touch with parks staff about the specifics of the trail.

MOVED D. Round, SECONDED T. Malyk that the reports be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

5 Year Plan Parks Plan (2017-2021)

The Area G Planning worksheet was presented. Members were asked to consider Community Park project priorities so that this plan can be updated at the next meeting in June.

Little Qualicum Hall

MOVED M. Foster, SECONDED D. Round that staff look at options to provide a new Hall for the Dashwood community.

DEFEATED

COMMITTEE ROUND TABLE

ADJOURNMENT

MOVED R. Horte, SECONDED M. Foster that the meeting be adjourned at 5:15pm.

CARRIED

Chairperson

TO: Electoral Area 'G' Parks & Open Space Advisory Committee **MEETING:** March 1, 2017

FROM: Mark Dobbs **FILE:**
Superintendent of Parks Operations and Capital Projects

SUBJECT: Little Qualicum Hall at Dashwood Community Park – Electoral Area 'G'

RECOMMENDATION

That the Little Qualicum Hall be closed and the building site be incorporated into Dashwood Community Park.

SUMMARY

The Little Qualicum Hall requires substantial repair to correct structural and safety deficiencies and to meet minimum safety code requirements. If not addressed, deteriorating conditions will require the closure of the hall.

Rental demand for the hall is low, and operating costs exceed revenue. Repair or replacement of the building requires an investment of funds, and the need for a hall is not supported by rental demand alone. Dashwood community members have supported the hall through volunteer efforts.

Cost estimates for the options presented in this report range from \$30,000 for removal of the building to \$450,000 as a base estimate for a similar replacement.

BACKGROUND

The Little Qualicum Hall, located in Dashwood Community Park, Electoral Area 'G', provides rental space for community-oriented events, meetings, and private functions. The hall is regarded as an important community facility by some residents, who have expressed their opinions to the POSAC. Overall community support for any of the alternatives presented in this report has not been established.

The 1,350 square foot hall was built in the 1940s and operated as the Little Qualicum Women's Institute until acquired by the RDN in 1995 along with the Community Park. The site acquisition provided an opportunity to provide land for public use with excellent park potential.

The condition and future of the building was discussed at the November 4, 2015 Electoral Area 'G' Parks and Open Space Advisory Committee meeting. The following motion was then forwarded to the Regional Board for consideration and was approved at the January 26, 2016 Regional Board meeting.

"That staff be requested to prepare a report outlining the options and costs for the upgrade or rebuild of the Little Qualicum Hall"

Building Condition

In 2013 Bayview Engineering Ltd. was retained to conduct a cursory structural evaluation of the building (Attachment 1). This evaluation revealed structural deficiencies of the roof and floor systems, failure of the floor in the rear section, and substandard foundation supports. The report recommended that unless the building had any historical or other significant value, no substantial efforts be made to renovate or upgrade the building. The RDN Building Department Supervisor reviewed the report and concurred with the engineer's findings.

In 1993 an inspection was carried out by the Chief Building Inspector, who identified issues with the roof structure, accessibility, and other items of non-conformity with the Building Code.

Hazardous Materials

In 2016 Lewkowich Engineering Associates conducted a Hazardous Materials Inventory of the building (Attachment 2). Flooring materials containing asbestos and lead paint throughout the building were found. The associated risk is categorized as low provided the materials are not disturbed.

Functionality and Code Compliance

The above reports, and inspections by parks staff, have identified several issues relating to structural, health, and occupant safety. Further deterioration will render the building unusable in the near future and continued use without corrective actions increases the health and safety risk to occupants.

A summary of the key issues is as follows:

- The floor structure in the kitchen and women's washroom is sinking and soft spots are evident; the water closet in women's washroom is breaking through the floor; and localized failure affecting use of the washroom and kitchen are imminent.
- The roof and floor systems have structural deficiencies. There are substandard foundation supports.
- Emergency exiting does not comply with Building Code requirements. The hall area requires a second compliant exit that includes an exterior landing and stairs (or ramp) to grade.
- New plumbing and septic systems are required.
- The building is not accessible to persons with disabilities. Minimum corrective measures would require the construction of an access ramp, and an accessible washroom.

Facility Usage

The RDN arranges rental bookings and tracks the hall usage. Bookings from September 2015 to September 2016 include:

- The TOPS group book every Tuesday night for an hour.
- The Little Qualicum Water Works book the hall about seven times a year.
- The Women's University Institute books every Thursday for one and a half hours.
- There were five private rentals for birthdays, memorials, craft fairs, and parties.

The table below summarizes the rentals during 2012 to 2016.

Year	Hours Available	Total of Bookings	Total Revenue
Jan - Dec 2016	6,581	141	\$1,478.46
Jan - Dec 2015	6,563	195	\$2,112.54
Jan - Dec 2014	6,563	178	\$1,769.60
Jan - Dec 2013	6,563	191	\$1,812.48
Jan - Dec 2012	6,581	220	\$1,857.73

RDN Emergency Planning confirms the building has no emergency designation; it is not intended to function as an Emergency Operations Centre or Reception Centre in the event of an emergency.

Options and Estimated Costs

Costs for various options are listed below with more detail provided in Attachment 3.

1. Removal
 The estimated cost for removal of the hazardous material and demolition of the building is \$30,000 to \$40,000.
2. Upgrade the existing building
 Based on the Engineer's report, and to meet minimum requirements for occupant health, safety, and accessibility, the estimated cost for an upgrade is \$375,000. On completion, the upgraded building would still not meet current seismic, energy, or post-disaster standards.
3. Rebuild to similar size with wood-frame construction
 The baseline estimated cost of a new wood framed building is estimated in the range of \$450,000 including removal of the existing hall, and replacement planning. A new building would provide compliance with all current seismic, building code, accessibility, and energy code standards. Design elements, amenities, and finishes all have an effect on the final cost.

ALTERNATIVES

1. That the Little Qualicum Hall be closed and the building site be incorporated into Dashwood Community Park.
2. That the existing Little Qualicum Hall be upgraded while recognizing it will not meet current seismic, energy, or post disaster standards.
3. That the Little Qualicum Hall be closed and removed and staff proceed with planning to determine the Community's requirements for a new building, based on a budget of \$450,000.
4. That alternative direction be provided on the future use of the Little Qualicum Hall.

FINANCIAL IMPLICATIONS

The cost estimates for the options presented range from \$30,000 for removal to \$450,000 for replacement.

The Electoral Area 'G' Community Parks Operating reserve fund has \$130,088 at the end of 2016. There is enough funding to remove the building but not adequate funding to carry out repairs or to rebuild.

Community Works Funds can also be used for community halls. The amount available at the end of 2016 for Electoral Area 'G' is \$1,498,828. There are sufficient funds in the Community Works Fund to carry out any of the options.

In 2016 the Hall generated \$1,478 in revenue offset by expenses of about \$2,000 for utilities and maintenance. Local volunteers take care of the cleaning of the hall. It is not anticipated that hall rentals will increase as a result of the building upgrades.

Staff examined two other local halls as examples to compare with the Little Qualicum Hall. The two halls are operated by Societies that promote events and offer programs to increase use and generate additional revenues. The information on these halls is summarized below.

- Gabriola Arts Council (Formerly Women's Institute Hall) - 2016 Rental Revenue \$4,625; Operating Expenses (wages adjusted out) \$3,700.
- Qualicum Bay Lions Club – Rental Revenue \$4,889; Event Profit \$10,881; Operating Expenses \$9,474.

There is no formal society or community group to operate this hall; however, community volunteers contribute to hall operations by keeping the hall clean and in the past provided some maintenance. A renovated hall is not expected to generate sufficient revenue to be self-supporting and will rely on a tax subsidy estimated at \$4,000 for ongoing operations and maintenance costs.

STRATEGIC PLAN IMPLICATIONS

The strategic priority is Service and Organizational Excellence and this report has focused on the following values:

- Considered the asset management perspective of the existing building.
- Looked at both cost and benefit of the expenditure.
- Recognized the need to plan for the impact of our aging population



Mark Dobbs
mdobbs@rdn.bc.ca
February 21, 2017

Attachments

1. Bayview Engineering Ltd. Report 2013
2. Lewkowich Engineering Associates, Hazardous Materials Inventory 2016
3. Option Cost Tables

Reviewed by:

- W. Marshall, Manager of Park Services
- T. Osborne, General Manager of Recreation and Parks Services
- P. Carlyle, Chief Administrative Officer

Attachment 1

Engineering Report
Bayview Engineering Ltd. 2013

Bayview Engineering Ltd.

Report Approx. November 14, 2013 (Letter had Auto Date)

Regional District of Nanaimo
Parks Department
830 W. Island Highway
Parksville, B.C.
V9P 2X4

Att: Dave Wheldon

Re: Dashwood Community hall

Dear Dave:

At your request I have undertaken a preliminary structural evaluation of the above noted building. It is my understanding that the Parks Department Board has requested that this building be evaluated in order to determine if it can be reasonably upgraded in order to extend it's useful life. Drawings of the building are attached for our information.

The Dashwood community Hall is an approximately 1350 sq. ft.(24' x 56') single story wood frame building it is not known when the building was constructed, but it apparently was built in at least two phases, with the Entry/Storage area added after the initial building. The roof structure consists of clear span roof trusses over the Entry/Storage area and 2 x 6 rafters over the Main Auditorium and sloped rafters over the kitchen and washroom area. The walls are 2x4's, with plywood interior finish and stucco on the exterior. The floor structure varies according to two different areas; in the Entry/Storage area 2x8 floor joists spaced at 18" on centre are supported on beams in turn supported on blocks extending to concrete pads on grade. In the main Auditorium the floor structure consists of 2x6 joists at 24" on centre supported on log beams, which are in turn supported on blocks supported on concrete pads placed on the ground. The Roof over the Entry/Storage area is supported by what appear to be "engineered" wood trusses, the roof structure over the Main Auditorium consists of 2x6 rafters with substandard "collar ties" located at the ceiling level.

A visual evaluation of the building is summarized as follows:

- the roof trusses over the Entry/Storage area appear to have been manufactured in a truss plant and were visually in good condition, therefore they are considered to be acceptable.
- the roof rafters over the Main Auditorium are structurally inadequate for current "Code" snow loads. Potential upgrading would consist of either replacing the entire roof structure or reinforcing the existing rafters (adding rafters), plus improving the existing "collar ties".
- no obvious signs of roof leaks were noted.
- the walls were not evaluated because any evaluation would have involved extensive demolition, the lintels over the doors and windows should be evaluated when they are exposed, most reasonably while the building is being renovated, however, no obvious signs of structural distress were noted.

- the floor joists are not adequate for the Code mandated 100 psf. floor loading for an "Assembly Occupancy", in order to bring them up to "Code" additional joists would be required (this would probably consist of "doubling" the joist).
- the floor structure was apparently failing one corner "soft", rot ?) in one area in the kitchen.
- The support beams are adequate, however, the foundation supports (concrete blocks set on the surface) are considered substandard and should be upgraded. (footings are not buried below "frost level", normally approx.. 18")
- Currently there is no cross bracing between the support posts, in the event of an Earthquake it is possible that the building supports may fail.
- a perimeter foundation has been "recently" added, this appears to be adequate. insulation in the floor walls and ceiling inadequate compared to current standards

- interior wall and ceiling finishes are in poor condition.
- the other building "systems" were not reviewed, although it was noted that heat is provided by electrical "baseboard" units. The washrooms do not conform to current "accessibility" requirements, and upgrading within the existing building envelope will be difficult.

An "Order of Magnitude" cost estimate is attached for your information. It is estimated that total costs to upgrade the structure and improve the interior finishes will be in the order of \$75,000.00. this estimate does not include the costs associated with upgrading the electrical and mechanical components of the building and providing "accessible" washroom facilities.

I understand that the RDN are exploring the practicality of renovating this building for future use. Unless the building is considered to have historical or "sentimental" value it is not recommended that substantial efforts be made to renovate or upgrade the building. Our relatively cursory review of the structure has revealed a number of serious deficiencies. Electrical and heating were not part of our review and it is likely that a substantial amount of money would be required to upgrade these components.

If you have any questions after you have reviewed this report, or require additional information regarding either of these buildings please call.

Sincerely,
Robin Chapman, P. Eng.
Bayview Engineering Ltd.

Bayview Engineering Ltd.

Regional District of Nanaimo, Parks Branch.

Preliminary "Order of Magnitude" Cost estimate" Dashwood Community Hall

- replace the entire roof structure and re-roof	\$30,000.00
- upgrade floor structure	\$30,000.00
- replace subflooring and install new laminate flooring	\$15,000.00
- install drywall to interior	\$11,500.00
- replace exterior finishes with "Hardi-plank siding"	\$17,000.00
- install new insulation (floor, walls and ceiling)	\$7,000.00
- "Detailed" engineering, prepare contract documents	<u>\$10,000.00</u>
- Prel. Cost estimate	\$120,500.00

Note: this cost estimate does not include any allowance for upgrading washrooms , or mechanical/electrical systems.

Attachment 2 – Hazardous Materials Inventory Lewkowich Engineering Associates,

Site Name/ID	Build Date	Area (m ²)	General Condition
Little Quabicum Hall – 1210 Center Road	Unknown	125±	Fair

Site Description:

The structure is a single story, wood-frame constructed community hall. The building HVAC consists of electric baseboards. Floors are finished with vinyl products. Walls and ceilings are finished with plywood. The exterior finish is stucco and wood. Soffits and exterior detail are wood construction. Roofing is a mix of asphalt shingles and roll on products. Windows are metal frame. The building is connected to municipal hydro. At the time of our inspection some areas of the building were inaccessible. Areas not inspected include the Women's Institute room, the crawlspace and the attic.

Asbestos Containing Materials:

Material	Location & Area	Type & % Asbestos	Accessibility	Condition	Friability	In Bldg. Airstream	Risk Level*
Sink Insulation	Kitchen	Chrysotile 1-5%	Limited	Good	Low	No	Low
Vinyl Floor Tile (Beige)	Main Room & Storage	Chrysotile 1-5%	Exposed	Good	Low	No	Low

Lead Containing Materials:

Material	Location	Lead Content (ppm)	Accessibility	Condition	Leachable	Risk Level*
Cream Field	Lower Walls	2000-5000	Exposed	Good	N/E	Low
White Field	Main Hall - Upper Walls and Ceiling	600-2000	Exposed	Good	N/E	Low
Cream Field	Baseboards	600-2000	Exposed	Good	N/E	Low
Beige Trim	Windows and Doors	<600	Exposed	Good	N/E	Low
Light Beige Field	Kitchen Cabinet Interior	<600	Exposed	Good	N/E	Low
Green Field	Main Doors	2000-5000	Exposed	Good	N/E	Low

N/E = Not Established

Other Hazardous Materials:

Type	Form & Location(s)	Risk Level*
Arsenic	NONE	N/A
Mercury	Thermostats and Fluorescent Light Tubes	Low
PCEs	NONE	N/A
Petroleum	NONE	N/A
Controlled Products	NONE	N/A
UFFI	NONE	N/A
Ozone-Depleting	Possibly Present in Older Model Fridge	Low
Silica	NONE	N/A
Radioactive	NONE	N/A
Bio-Hazard	NONE	N/A



Attachment 3 - Option Cost Tables

1. Removal

Work Component	Order of Magnitude Cost
Updated and full Hazmat Report	\$ 1,000
Removal of Hazardous Materials and Demolition	\$29,000
Removal of underground services and capping site	\$ 2,500
Contingency	\$ 2,500
Total Estimated Cost	\$35,000

2. Upgrade Existing Building

Work Component	Order of Magnitude Cost
Hazmat and ACM removal	\$9,000
Structural repairs and replace interior finish	\$150,000
Cladding and roof replacement	\$24,000
Accessibility, Health & Safety upgrades	\$35,000
Plumbing & Ventilation systems - renovation and upgrade	\$23,000
Electrical system - renovation and upgrades	\$18,000
Septic system replacement	\$28,000
Professional services, permits, insurance	\$26,000
Contingency 20%	\$62,000
Total Estimated Cost	\$375,000

Order of magnitude estimated cost is \$375,000. Cost per square foot is \$278.00 (1350 sq. ft.). These costs are based on preliminary information and the cursory structural review only. On completion, the building should provide a service life in excess of 20 years with routine maintenance.

3. Replace with Site-built Wood Frame Building

Work Component	Order of Magnitude Cost
Hazmat removal and demo of existing hall	\$35,000
Professional services, planning, permits, insurance	\$40,000
Site/Civil works and new septic system	\$39,000
Foundations and interior concrete flatwork	\$36,000
Wood framed building, cladding, and roofing	\$165,000
Energy efficiency requirements NRCC 54435, or ASHRAE 90.1	\$15,000
Interior build-out, finishes, millwork	\$60,000
Mechanical-HVAC and Electrical Installations	\$60,000
Total Project Cost	\$450,000

Order of magnitude estimated cost is \$450,000. Cost per square foot excluding demo and planning costs is \$300.00 (1350 sq. ft.). Estimated service life is 40 years. These costs are projections for information only, based on a simple hall design and layout. Design elements, amenities, and finishes will have a substantial effect on the final costs.

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'H' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING
WEDNESDAY, MARCH 1, 2017
10:00 AM

(Lighthouse Community Centre, Qualicum Bay)

ATTENDANCE: Bill Veenhof, Chair, Director, RDN Board
Nancy Robertson
Valerie Weismiller
Dagmar Seydel
Vanessa Howard

STAFF: Elaine McCulloch, Parks Planner

CALL TO ORDER

Chair Veenhof called the meeting to order at 10:00am.

WELCOME NEW MEMBERS

The Committee welcomed new member Vanessa Howard.

ELECTION OF SECRETARY

V. Howard volunteered to fill the position of secretary starting in in the spring. E. McCulloch will take minutes for this meeting. As no other nominations were received, Director Veenhof declared V. Howard secretary.

DELEGATIONS

MOVED N. Robertson, SECONDED V. Weismiller to accept J. Nelson and D. Thames as a late delegation.

J. Nelson and D. Thames **Re: Highway 19A Thames Creek road pullout improvement request**

The delegation requested that the POSAC consider undertaking improvements to the existing highway pullout located south of the Highway 19A Thames Creek crossing. They would like the trees and underbrush cut back to improve views out to the ocean.

MINUTES

MOVED N. Robertson, SECONDED D. Seydel that the minutes of the regular Electoral Area 'H' Parks and Open Space Advisory Committee meeting held December 1, 2016, be adopted.

CARRIED

BUSINESS ARISING FROM MINUTES

CORRESPONDENCE/ COMMUNICATIONS

MOVED N. Robertson, SECONDED D. Seydel the the following correspondence be received:

E. McCulloch, RDN to G. Jellis **Re: McColl Rd Beach Access development**

CARRIED

REPORTS

Monthly Update Regional and Community Parks and Trail Projects: Fall 2016

Ms. McCulloch provided a summary of the Regional and Community Parks and Trail Projects reports and answered questions. Additional verbal updates were provided on the following items:

Lions Park Lease Agreement – Staff is currently working with representatives from the Qualicum Bay Lions Club regarding the renewal of their lease agreement for the property. Committee members supported the idea of RDN Parks undertaking a Master Planning Process for Lions Park once the terms of the License Agreement have been determined.

Historic Horne Lake Regional Trail – The Regional District of Nanaimo (RDN) is resuming planning and development of an historic, multiuse trail connecting Horne Lake and Port Alberni. The first step in achieving this heritage trail will be the planning and development of the Horne Lake Regional Trail, starting with a trail plan and completion of a geotechnical feasibility and risk management study.

Water Access Update

Replacement water access signs are in the process of being installed. The new signs display a water access icon; road name and RDN contact number; RDN regulation signage have been removed.

E. McCulloch presented a verbal staff report on the 2016 water access development priorities. The POSAC's current water access objective is to provide signage at all easily accessible public water access sites where the trail access does not present a public safety concern and is confirmed to be on public land.

Based on recent site assessments undertaken by staff, it is recommended that water access identification signage be installed at the following sites: Raft Road, Cochrane Road, Henson Road, Noonday Road, Henry Morgan Drive, and Deep Bay Drive (end of the spit).

Signage at the following water access sites is not recommended:

Crab Road	No existing trail access to the beach; topography makes trail development a challenge.
Guitar Lane	Existing bridge structures are a liability and require replacement.
McColl Road	No existing trail access to the beach; trail development not possible due to existing rip rap embankment (approx. 8 meters high); public stair development will involve geotechnical assessment and structural engineered design; this site is located within the Hazard Land Development Permit area due to slope stability issues.

Ocean Trail-East (Moss Park)	Existing trail access to the beach is geotechnically unstable and presents a public safety concern; this site is located within the Hazard Land Development Permit area due to slope stability issues.
Ocean Trail Community Park	No existing trail access to the beach; a creek runs down the center of the park; new trail development is not recommended through riparian setbacks; this site is located within the Hazard Land Development Permit area due to slope stability issues and within the Fish Habitat Development Permit Area.

MOVED V. Weismiller, SECONDED N. Robertson that the reports be received.

CARRIED

Official Community Plan (OCP) Update

Courtney Simpson, RDN Planner, presented the draft Electoral Area 'H' Official Community Plan section *2.1 Sensitive Ecosystems* and *4.1 Parks and Open Space* for Committee Review. A final open house is planned for May 2017 where feedback will be sought on a further version of the draft.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Highway 19A Thames Creek highway pullout improvements to be included as an item on the next agenda. Committee members to look at the highway pullout site located south of the Highway 19A Thames Creek crossing in advance of the next meeting.

McColl Rd. Beach Access

MOVED V. Weismiller, SECONDED N. Robertson that staff not proceed with water access signage installation or public access development at the McColl Road water access.

CARRIED

DIRECTOR'S UPDATE

B. Veenhof provided an update on some of the issues that are being considered in the OCP review that have implications for parks.

COMMITTEE ROUND TABLE

The crown land trail system has been heavily impacted by this winter's storms. Volunteer trail crews are actively out cleaning up the mess.

The sign indicating that horse are welcome on the southern Lighthouse Regional Trail route needs to be replaced at the Wildwood Community Park entrance.

Request to move the scheduled June 28th POSAC to early June so D. Seydel can attend.

ADJOURNMENT

MOVED N. Robertson that the meeting be adjourned at 11:35 pm.

CARRIED

Chair

From: [McCulloch, Elaine](#)
To: [Guy & Tammy Jellis](#)
Cc: [Bill Veenhof](#); [Dobbs, Mark](#); [Marshall, Wendy](#)
Subject: McColl Rd Beach Access
Date: Tuesday, January 31, 2017 10:58:57 AM

Hi Guy,

The McColl Road water access is one of many undeveloped road right-of-ways which are owned by the Crown and managed by the Ministry of Transportation and Infrastructure. The RDN holds a number of permits with MOTI for the development and installation of trails and signs on these accesses that provide the public with improved access to the water. The Area H Parks and Open Space Advisory Committee (POSAC) has requested that RDN Parks look at the feasibility of installing water access identification signage and “minor trail improvements” on a number of these accesses. Parks staff will be undertaking water access assessments within the next couple of weeks and will make a recommendation to the POSAC regarding which sites are suitable for improvements.

Once Parks staff has assessed the McColl Rd site, a recommendation will be provided to the POSAC regarding development possibilities for the site. However, if my memory serves me correctly, the McColl Rd water access is very steep which would make the construction of a new trail a bit more complicated than at other sites. Is the community requesting a trail be constructed down the bank or are they looking to have a viewpoint developed at this location? Or perhaps the issue is the trees on the right-of-way which impede neighbours’ views to the ocean?

Regarding your comment regarding the existing driveway on the ROW – in my experience I have noticed that this is not at all uncommon and that MOTI frequently issues permits for this purpose. I would note that if the RDN were to undertake any trail improvements at this site it would be with the understanding that it would not impact the existing driveway.

Please feel free to contact me if you have any further questions or concerns regarding the RDN’s involvement in this matter.



Cheers,

Elaine McCulloch

Parks Planner

RDN Recreation & Parks
Oceanside Place
830 West Island Highway, Parksville BC V9P 2X4

Office 250-248-4744 Ex. 3656
Cell 250 927-0387
Fax 250-248-3294
www.rdn.bc.ca

From: Bill Veenhof [mailto:Bill.Veenhof@shaw.ca]
Sent: Tuesday, January 17, 2017 5:05 PM
To: McCulloch, Elaine
Cc: Guy & Tammy Jellis
Subject: Re: Area H Update - Building Permits - Chinese New Year - Emergency Preparedness Awareness - Feb Recreation Opportunities

Elaine/Wendy:

Can you give both of us a status update on the McColl Rd beach access?

Bill Veenhof
Chairperson, Regional District of Nanaimo
Director, Area H
778-424-2810

On Jan 17, 2017, at 4:42 PM, Guy Jellis wrote:

How's the headway on the beach access?.....are they just waiting for a permit lol?
If they are ignoring the issue I was thinking of contacting the media.(CHEK news
maybe)

STORY:

Vancouver island subdivision homes sold on information and pricing (appears on
legal drawings) of beach access which has now been illegally appropriated and
altered by the developer of the subdivision into his own personal home property.

The RDN and BC are promoting tourism, conservation, and access for all to our
natural beauty of this province which is proving to be completely contrary to this
situation.

Bowser is part of the RDN and taxed as such....how is it we are being ignored on
this issue?

Your thoughts?

I'm completely serious and not trying to stir the pot, but am also frustrated and not
one to sit idly and wait for "someone else to do the lifting"

One of our new acquaintances are thinking of selling their lot and are also
frustrated as to how this will negatively effect their price and sales strategy. (They
have also started a dialogue with the church about jointly trimming and
maintaining the trees to open EVERYONES views within sight in our area. (My
kind of people)

They are also onboard.

Let me know if you need their info.

Thank you.

Sent from my iPhone