

**REGIONAL DISTRICT OF NANAIMO
REGULAR BOARD MEETING
AGENDA**

Tuesday, April 24, 2018

7:00 P.M.

RDN Board Chambers

This meeting will be recorded

Pages

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. ADOPTION OF MINUTES

(All Directors - One Vote)

That the following minutes be adopted:

3.1 Special Board Meeting - April 10, 2018

6

3.2 Regular Board Meeting - March 27, 2018

9

4. DELEGATIONS - AGENDA ITEMS

5. CORRESPONDENCE

(All Directors - One Vote)

That the following correspondence be received for information:

5.1 Jenny Gerbasi, Federation of Canadian Municipalities President, letter to Minister of Environment and Climate Change re Regional District of Nanaimo Marine Litter Resolution adopted by FCM Board of Directors

22

6. UNFINISHED BUSINESS

7. COMMITTEE MINUTES

(All Directors - One Vote)

That the following minutes be received for information:

| | | |
|-----------|---|----|
| 7.1 | Electoral Area Services Committee - April 10, 2018 | 24 |
| 7.2 | Committee of the Whole - April 10, 2018 | 27 |
| 7.3 | Solid Waste Management Select Committee - April 3, 2018 | 31 |
| 7.4 | Transit Select Committee - March 22, 2018 | 33 |
| 8. | COMMITTEE RECOMMENDATIONS | |
| 8.1 | Electoral Area Services Committee | |
| 8.1.1 | Signage Strategy for Community Parks and Trails | 37 |
| | (All Directors - One Vote) | |
| | That the pilot park for new signage within Electoral Area 'H' be the Wildwood Community Park. | |
| 8.1.2 | Glynneath Road Community Park - Tree Root Rot | 40 |
| | (All Directors - One Vote) | |
| | That Glynneath Road Community Park be kept in a natural state and invasive plants be managed as needed. | |
| 8.1.3 | Zoning Amendment Application No. PL2017-130 - 575 Horne Lake Road, Electoral Area 'H' - Amendment Bylaw 500.416, 2018 - First and Second Reading | 70 |
| | <i>Please note: The original recommendation was varied by the Committee</i> | |
| | (Electoral Area Directors, except EA 'B' - One Vote) | |
| | That Zoning Amendment Application No. PL2017-130 - 575 Horne Lake Road, Electoral Area 'H' be rejected. | |
| 8.1.4 | Dunsmuir Community Park Phase 1 Construction | 86 |
| | (All Directors - One Vote) | |
| | 1. That the Preferred Conceptual Plan for Dunsmuir Community Park be approved. | |
| | 2. That up to \$100,000 be allocated from the Electoral Area 'H' Community Works Funds for the Dunsmuir Community Park Phase 1 Development. | |
| | 3. That staff proceed with tendering Phase 1 of Dunsmuir Community Park. | |
| 8.1.5 | Electoral Area 'A' – Driftwood Road Beach Access Improvements | 90 |
| | <i>The original recommendation was varied by the Committee (Item 1 amended)</i> | |

(All Directors - One Vote)

That staff proceed with the final design, permitting and construction of the Driftwood Road beach access trail improvements in 2018 and not plan for additional parking at this time.

8.2 Committee of the Whole

8.2.1 Recreation Services Master Plan for District 69 (Oceanside) 2019 - 2029 96

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

1. That the Recreation Services Master Plan for District 69 (Oceanside) 2019 - 2029 be received and forwarded to the District 69 Recreation Commission for final review.

2. That the following infrastructure projects identified in the Recreation Services Master Plan be given priority consideration and that additional project planning, community review, cost estimate information and funding sources be completed for the District 69 Recreation Commission and the Board prior to the 2019 - 2024 Financial Plan review:

- a. Construction and operation of a rubberized athletic training track at Ballenas Secondary School.
- b. Construction and operation of an artificial turf field.
- c. Expansion of Ravensong Aquatic Centre.

8.2.2 Anchor Way Watermain Replacement - Construction Tender Award 246

(All Directors - Weighted Vote)

That the Board award the contract for the Anchor Way Watermain Replacement project to Windley Contracting Ltd. in the amount of \$262,710.00 (excluding GST).

8.2.3 District 69 Victim Services Funding Agreement 248

(All Directors - Weighted Vote)

That the Board approve the agreement to provide a grant of \$65,000 per year to the District 69 Family Resource Association for the provision of the Oceanside RCMP Victim Services Program for a two and a half (2.5) year term beginning September 1, 2017 and ending March 31, 2020.

8.2.4 Arrowsmith Search and Rescue Hall Proposal 258

Please note: Committee recommendation came from Business Arising from Correspondence

(All Directors - One Vote)

That the Board provide letters to the Federal and Provincial Governments in support of Arrowsmith Search and Rescue's funding needs.

8.3 Transit Select Committee

8.3.1 September 2018 Conventional Transit Expansion Options 261

Please note: The original recommendation was varied by the Committee

(Nanaimo, Lantzville, Electoral Areas 'A' and 'C' - Weighted Vote)

That the 5,000 hour annual conventional transit expansion schedule for September 2018 be referred back to staff for a more detailed study to provide service frequency improvements to Route: 40 Vancouver Island University Express.

8.3.2 Fare Program 281

Please note: The original recommendation was varied by the Committee

(All Directors, except Electoral Areas 'B' and 'F' - Weighted Vote)

That the Fare Program report be received for information with Option B - New Complimentary Fare Product Program be approved.

8.3.3 Minetown Days

Please note: Committee recommendation has no accompanying staff report

(Nanaimo, Lantzville, Electoral Areas 'A' and 'C' - Weighted Vote)

That the Board direct staff to prepare a report to make Route: 11 Lantzville free on September 8, 2018 for Minetown Day.

8.3.4 Summer 2018 \$1 Fare Pilot Study 284

Please note: Committee recommendation came from Business Arising from Correspondence

(All Directors, except Electoral Areas 'B' and 'F' - Weighted Vote)

That staff provide a report on conducting a pilot study for a \$1.00 fare ride in the Regional District of Nanaimo Transit System prior to the 2018 summer period and that staff send a letter of response to Heather Svensen, Corporate Administrator, Town of Qualicum Beach, to advise accordingly.

9. REPORTS

9.1 Amendment Bylaw 1285.31, 2018 – Adoption Report 285

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

That the Board adopt “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.31, 2018”.

9.2 Amendment Bylaw 500.413, 2018 – Third Reading, Amendment Bylaw 1285.29, 2018 – Third Reading 291

(Electoral Area Directors, except EA 'B' - One Vote - Must be taken separately)

1. That the Board receive the report of the public hearing held on April 16, 2018 for “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.413, 2018” and “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.29, 2018”.
2. That the Board give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.413, 2018”.
3. That the Board give third reading to “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.29, 2018”.

9.3 Regional Growth Strategy Amendments to Implement the Electoral Area ‘H’ Official Community Plan 305

(All Directors, except EA 'B' - One Vote - Must be taken separately)

1. That “Regional District of Nanaimo Regional Growth Strategy Amendment Bylaw No. 1615.02, 2018” be introduced and read two times.
2. That “Regional District of Nanaimo Regional Growth Strategy Amendment Bylaw No. 1615.02, 2018” be read a third time.

(All Directors, except EA 'B' - One Vote / 2/3)

3. That “Regional District of Nanaimo Regional Growth Strategy Amendment Bylaw No. 1615.02, 2018” be adopted.

10. BUSINESS ARISING FROM DELEGATIONS

11. NEW BUSINESS

12. IN CAMERA

(All Directors - One Vote)

That pursuant to Sections 90 (1) (e), (i), (j) and (k) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to land or improvements, solicitor-client privilege, third party business interests, and the proposed provision of a service.

13. ADJOURNMENT

**REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE SPECIAL BOARD MEETING**

**Tuesday, April 10, 2018
3:00 P.M.
RDN Board Chambers**

| | | |
|---------------------|-----------------------|---|
| In Attendance: | Director W. Veenhof | Chair |
| | Director I. Thorpe | Vice Chair |
| | Director A. McPherson | Electoral Area A |
| | Director M. Young | Electoral Area C |
| | Director B. Rogers | Electoral Area E |
| | Director J. Fell | Electoral Area F |
| | Director B. McKay | City of Nanaimo |
| | Alternate | |
| | Director S. Armstrong | City of Nanaimo |
| | Director B. Bestwick | City of Nanaimo |
| | Director D. Brennan | City of Nanaimo |
| | Director G. Fuller | City of Nanaimo |
| | Director J. Hong | City of Nanaimo |
| | Director B. Yoachim | City of Nanaimo |
| | Alternate | |
| | Director M. Beil | City of Parksville |
| | Director K. Oates | City of Parksville |
| | Director B. Colclough | District of Lantzville |
| | Director T. Westbroek | Town of Qualicum Beach |
| | | |
| Regrets: | Director H. Houle | Electoral Area B |
| | Director J. Stanhope | Electoral Area G |
| | Director J. Kipp | City of Nanaimo |
| | Director M. Lefebvre | City of Parksville |
| | | |
| 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. Wells | Gen. Mgr. Corporate Services |
| | W. Idema | Director of Finance |
| | D. Pearce | Director of Transportation & Emergency Services |
| | J. Hill | Mgr. Administrative Services |
| | T. Mayea | Legislative Coordinator |
| | C. Golding | Recording Secretary |

CALL TO ORDER

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

The Chair welcomed Alternate Directors Beil and Armstrong to the meeting.

APPROVAL OF THE AGENDA

18-135

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

RECESS

18-136

It was moved and seconded that the Board recess and reconvene immediately following the Committee of the Whole meeting for the purpose of moving In Camera.

CARRIED UNANIMOUSLY

TIME: 3:01 PM

18-137

It was moved and seconded that the Special Board meeting reconvene.

CARRIED UNANIMOUSLY

TIME: 3:52 PM

IN CAMERA

18-138

It was moved and seconded that pursuant to Sections 90 (1)(i) and (m) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to advice that is subject to solicitor-client privilege and a matter that, under another enactment, is such that the public may be excluded from the meeting.

CARRIED UNANIMOUSLY

TIME: 3:53 PM

ADJOURNMENT

It was moved and seconded that this meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 3:56 PM

CHAIR

CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE REGULAR BOARD MEETING**

**Tuesday, March 27, 2018
7:07 P.M.
RDN Board Chambers**

| | | |
|---------------------|-----------------------|---|
| In Attendance: | Director W. Veenhof | Chair |
| | Director I. Thorpe | Vice Chair |
| | Director A. McPherson | Electoral Area A |
| | Director H. Houle | Electoral Area B |
| | Director M. Young | Electoral Area C |
| | Director B. Rogers | Electoral Area E |
| | Director J. Fell | Electoral Area F |
| | Director J. Stanhope | Electoral Area G |
| | Director B. McKay | City of Nanaimo |
| | Director B. Bestwick | City of Nanaimo |
| | Director D. Brennan | City of Nanaimo |
| | Director G. Fuller | City of Nanaimo |
| | Director J. Kipp | City of Nanaimo |
| | Director B. Yoachim | City of Nanaimo |
| | Director M. Lefebvre | City of Parksville |
| | Director K. Oates | City of Parksville |
| | Director B. Colclough | District of Lantzville |
| | Director T. Westbroek | Town of Qualicum Beach |
| | | |
| Regrets: | Director J. Hong | City of Nanaimo |
| | | |
| Also in Attendance: | P. Carlyle | Chief Administrative Officer |
| | L. Gardner | A/Gen. Mgr. Regional & Community Utilities |
| | J. Holm | A/Gen. Mgr. Strategic & Community Development |
| | T. Osborne | Gen. Mgr. Recreation & Parks |
| | D. Wells | Gen. Mgr. Corporate Services |
| | W. Idema | Director of Finance |
| | D. Pearce | Director of Transportation & Emergency Services |
| | J. Hill | Mgr. Administrative Services |
| | C. Golding | Recording Secretary |

CALL TO ORDER

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

APPROVAL OF THE AGENDA

18-080

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Regular Board Meeting - February 27, 2018

18-081

It was moved and seconded that the minutes of the Regular Board meeting held February 27, 2018, be adopted.

CARRIED UNANIMOUSLY

CORRESPONDENCE

18-082

It was moved and seconded that the following correspondence be received for information:

Owners of Strata Plan - VIS 5160, re Development Variance Permit Application No. PL2018-015 - 2668 East Side Road, Electoral Area 'H'

CARRIED UNANIMOUSLY

COMMITTEE MINUTES

18-083

It was moved and seconded that the following minutes be received for information:

Electoral Area Services Committee - March 13, 2018

Committee of the Whole - March 13, 2018

Executive Committee - February 27, 2018

District 69 Community Justice Select Committee - February 15, 2018

Northern Community Economic Development Select Committee - February 15, 2018

CARRIED UNANIMOUSLY

COMMITTEE RECOMMENDATIONS

Electoral Area Services Committee

Bonnington - Coventry Trail

18-084

It was moved and seconded that staff provide a preliminary 'high level' report on the costs and process involved with tree removal and stair construction in the park land corridor between Bonnington Drive and Coventry Place.

CARRIED UNANIMOUSLY

Brickyard Community Park – Conceptual Planning and Neighbourhood Meeting

18-085

It was moved and seconded that the Regional District of Nanaimo not move forward with the provision of toilets or off road parking at Brickyard Community Park at this time.

CARRIED UNANIMOUSLY

Stone Lake Drive Community Park - Natural Playground Project Planning

18-086

It was moved and seconded that a community focus group be set up to facilitate the design of the playground at Stone Lake Drive Community Park.

CARRIED UNANIMOUSLY

Jack Bagley Community Park

18-087

It was moved and seconded that a preliminary investigation be conducted of Jack Bagley Community Park for the potential siting of a tennis/pickle ball hard-surface court.

CARRIED UNANIMOUSLY

Development Variance Permit Application No. PL2018-010 - 1646 Brunt Road, Electoral Area 'E'

18-088

It was moved and seconded that the Board approve Development Variance Permit No. PL2018-010 to increase the maximum height allowance of an accessory building from 6.0 m to 6.85 m subject to the conditions outlined in Attachments 2 to 4.

CARRIED UNANIMOUSLY

Development Variance Permit Application No. PL2018-015 - 2668 East Side Road, Electoral Area 'H'

18-089

It was moved and seconded that the Board approve Development Variance Permit No. PL2018-015 to increase the maximum allowable floor area for one accessory building, to reduce the allowable floor area for two accessory buildings and to vary the setbacks of two interior side lot lines for the siting of an accessory building subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED UNANIMOUSLY

Gathering for an Event in the Agricultural Land Reserve – Proposed Zoning Amendments to Bylaw 500 and Bylaw 1285

18-090

It was moved and seconded that the Board receive the Gathering for an Event in the Agricultural Land Reserve – Proposed Zoning Amendments to Bylaw 500 and Bylaw 1285 report for information.

CARRIED UNANIMOUSLY

18-091

It was moved and seconded that “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.413, 2018”, be introduced and read two times.

CARRIED UNANIMOUSLY

18-092

It was moved and seconded that the Public Hearing on “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.413, 2018”, be chaired by Chair Veenhof or his alternate.

CARRIED UNANIMOUSLY

18-093

It was moved and seconded that the “Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.29, 2018”, be introduced and read two times.

CARRIED UNANIMOUSLY

18-094

It was moved and seconded that the Public Hearing on “Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.29, 2018”, be chaired by Director Fell or his alternate.

CARRIED UNANIMOUSLY

18-095

It was moved and seconded that the use of a permitting system for gathering for an event in the Agricultural Land Reserve be investigated.

CARRIED UNANIMOUSLY

Non-medical Cannabis Retail Licence and Cannabis Production Related Planning Fees

18-096

It was moved and seconded that "Regional District of Nanaimo Planning Services Fees and Charges Amendment Bylaw No. 1259.12, 2018" be introduced and read three times.

CARRIED UNANIMOUSLY

18-097

It was moved and seconded that "Regional District of Nanaimo Planning Services Fees and Charges Amendment Bylaw No. 1259.12, 2018" be adopted.

CARRIED UNANIMOUSLY

Reception Centre License of Use Agreement Renewals

18-098

It was moved and seconded that the Regional District of Nanaimo renew agreements for Emergency Reception Centre License of Use Agreements for a five year term commencing April 1, 2018 and ending March 31, 2023, with:

- a. the Cedar Community Association
- b. the Cranberry Fire Protection District
- c. the Gabriola Senior Citizens Association
- d. the Nanoose Bay Activity & Recreation Society
- e. the Arrowsmith Agricultural Association
- f. the Lighthouse Community Centre Society; and
- g. the Bowser and District Branch (211) of the Royal Canadian Legion

CARRIED UNANIMOUSLY

Cranberry Fire Service Agreement

18-099

It was moved and seconded that the Cranberry Fire Service Agreement, for provision of fire protection services covering the Cassidy Waterloo Fire Service area in Electoral Areas 'A' and 'C', be approved for a three year term from April 1, 2017 - March 31, 2020, after which it may be extended upon mutual agreement of both parties, for two additional one year terms, ending on March 31, 2022.

CARRIED UNANIMOUSLY

Committee of the Whole

Ravensong Aquatic Club, re Reduction in Lane Fees

18-100

It was moved and seconded that no changes be made to the existing fees and charges bylaw and staff communicate to the Ravensong Aquatic Club about other funding options currently available to them.

Opposed (1): Director Westbroek

CARRIED

District 69 Youth Recreation Grants

18-101

It was moved and seconded that the following District 69 Youth Recreation Grant applications be approved:

- 893 Beaufort Squadron Air Cadets - training costs - \$2,000
- Arrowsmith Community Recreation Association - youth basketball event - \$500
- Arrowsmith Community Recreation Association - Growing Wild summer camp - \$324
- Ballenas Secondary School - Dry Grad - \$900
- Bowser Elementary School - outdoor education field trip - \$2,500
- Errington Elementary School - outdoor education field trip - \$2,500
- Errington War Memorial Hall Association - musical theatre production - \$1,500
- Ravensong Aquatic Club - pool rental, room rental, advertising, equipment - \$1,500

Total - \$11,724

CARRIED UNANIMOUSLY

District 69 Community Recreation Grants

18-102

It was moved and seconded that the following District 69 Community Recreation Grant applications be approved:

- Arrowsmith Community Recreation Association - Coombs Community Picnic - \$764
- Bowser Tennis Club - power washing and leaf blower - \$1,399
- District 69 Family Resource Association - special needs youth cooking and life skills program - \$1,200
- Errington Elementary School - grade 3 swim lessons - \$1,800
- Oceanside Building Learning Together - Maker Space equipment - \$2,000
- Town of Qualicum Beach - Select Committee on Beach Day Celebrations - \$1,000

Total - \$8,163

CARRIED UNANIMOUSLY

J. Waite, Oceanside Track and Field, re Ballenas Track Upgrade

18-103

It was moved and seconded that the Regional District of Nanaimo Board request School District 69 School Board to enter into discussions with staff about the feasibility of a track upgrade at Ballenas Secondary School.

CARRIED UNANIMOUSLY

District 69 Recreation Commission Bylaw Updates

18-104

It was moved and seconded that when the District 69 Recreation Commission Bylaw is updated that it provide for alternates and that the Regional District of Nanaimo, City of Parksville, Town of Qualicum Beach and School District 69 (Qualicum) appoint alternate representatives when making appointments to the District 69 Recreation Commission.

CARRIED UNANIMOUSLY

Contract Award – Coastal Floodplain Mapping Project – Phase 1

18-105

It was moved and seconded that the contract for developing coastal floodplain mapping be awarded to Ebbwater Consulting and Cascadia Coast Research Ltd. in the amount of \$202,000.

CARRIED UNANIMOUSLY

Lease Agreements for District 69 Arena

18-106

It was moved and seconded that the Regional District of Nanaimo renew the Lease Agreement with the City of Parksville for the lands and associated area on which the District 69 Arena is located.

CARRIED UNANIMOUSLY

18-107

It was moved and seconded that the Regional District of Nanaimo renew the Sublease Agreement with the Parksville Curling Club Society for the management and operation of the District 69 Arena as a curling facility.

CARRIED UNANIMOUSLY

18-108

It was moved and seconded that funds be allocated in the 2019 - 2023 Financial Plan for removal and site remediation of the District 69 Arena estimated at 1 million dollars.

CARRIED UNANIMOUSLY

Bylaw No. 1655.07 – Water User Rate Amendments 2018

18-109

It was moved and seconded that “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.07, 2018” be introduced and read three times.

CARRIED UNANIMOUSLY

18-110

It was moved and seconded that “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.07, 2018” be adopted.

CARRIED UNANIMOUSLY

North Cedar Improvement District – Grant Application – Electoral Area ‘A’ Community Works Fund

18-111

It was moved and seconded that pending approval from the Union of BC Municipalities, the Board enter into an agreement with the North Cedar Improvement District for up to \$1.13 million of the Electoral Area 'A' Community Works Fund allocation as a contribution towards the cost of building of a new reservoir and for water main construction.

CARRIED UNANIMOUSLY

Directors' Remuneration Policy

18-112

It was moved and seconded that the Board amend "Regional District of Nanaimo Board Remuneration, Expenses and Benefits Bylaw No. 1770, 2017" to authorize mileage payment for a Director attending a Standing or Select Committee meeting of which the Director is not a member.

Opposed (1): Director Kipp

CARRIED

District 69 Marine Search and Rescue Service Tax Requisition

18-113

It was moved and seconded that staff be directed to increase the District 69 Marine Search and Rescue Service tax requisition to \$7,600 and to increase the transfer to the Lighthouse Country Marine Rescue Society by a corresponding amount.

CARRIED UNANIMOUSLY

Gabriola Island Recreation Commission Tax Requisition

18-114

It was moved and seconded that staff be directed to increase the Gabriola Island Recreation Service tax requisition from \$118,690 to \$123,690, an increase of \$5,000, to be transferred to Gabriola Arts Council to be used as matching funding which is a requirement of eligibility for any funding from the British Columbia Arts Council.

CARRIED UNANIMOUSLY

Speculation Tax

18-115

It was moved and seconded:

1. That the Board send a resolution to the Association of Vancouver Island and Coastal Communities and Union of BC Municipalities regarding the Speculation Tax that is proposed in the 2018 BC Provincial budget.

WHEREAS the Province has proposed to implement a Speculation Tax to address housing affordability in selected Regional Districts and municipalities in British Columbia;

AND WHEREAS this tax has been identified by stakeholder groups and targeted local governments as having negative impacts where it is proposed, including creating an unequal playing field for real estate development and property investment between jurisdictions targeted by the Tax and those that are not;

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities request that the Provincial Minister of Finance not implement the proposed Speculation Tax in the Regional District of Nanaimo.

2. That the Board:
 - a. support the contents of the Chair’s briefing on the Speculation Tax;
 - b. recommend that the Speculation Tax be removed from the Regional District of Nanaimo; and
 - c. resolve, that if the Chair is invited to meet with the Minister of Finance, the Chair extend the invitation to the mayors of the member municipalities.

Opposed (1): Director Brennan

CARRIED

District 69 Community Justice Select Committee

Oceanside Policing

18-116

It was moved and seconded that staff report back to the D69 Community Justice Select Committee regarding options to decrease the Police to Population ratio in the rural areas for both traffic and crime prevention.

CARRIED UNANIMOUSLY

Northern Community Economic Development Select Committee

Northern Community Economic Development Program

18-117

It was moved and seconded that the Northern Community Economic Development Program continue.

CARRIED UNANIMOUSLY

18-118

It was moved and seconded that the Northern Community Economic Development Program funding request of a maximum of \$5,000 be removed.

CARRIED UNANIMOUSLY

18-119

It was moved and seconded that staff evaluate all Northern Community Economic Development Program applications and that all the applications be presented to the committee.

CARRIED UNANIMOUSLY

18-120

It was moved and seconded that the Northern Community Economic Development Select Committee hold two funding intakes per year.

CARRIED UNANIMOUSLY

18-121

It was moved and seconded that the applicants must align their proposed project to an economic benefit in the community.

CARRIED UNANIMOUSLY

18-122

It was moved and seconded that staff develop reporting criteria and that the grant recipient report back to the committee before being allowed to apply for further funding with the Northern Community Economic Development Program.

CARRIED UNANIMOUSLY

REPORTS

Amendment Bylaw 500.415, 2018 – Adoption Report

18-123

It was moved and seconded that “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.415, 2018” be adopted.

CARRIED UNANIMOUSLY

Zoning Amendment Application No. PL2017-060 - 2347 & 2419 Cedar Road, Electoral Area ‘A’ - Amendment Bylaw No. 500.412, 2018 – Adoption

18-124

It was moved and seconded that the Board adopt “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.412, 2018”.

CARRIED UNANIMOUSLY

2018 to 2022 Financial Plan Revised Bylaw No. 1771

18-125

It was moved and seconded that third reading of “Regional District of Nanaimo Financial Plan 2018 to 2022 Bylaw No. 1771, 2018” be rescinded.

CARRIED UNANIMOUSLY

18-126

It was moved and seconded that “Regional District of Nanaimo Financial Plan 2018 to 2022 Bylaw No. 1771, 2018” be amended to replace Schedule A as shown on Attachment 1.

CARRIED UNANIMOUSLY

18-127

It was moved and seconded that “Regional District of Nanaimo Financial Plan 2018 to 2022 Bylaw No. 1771, 2018” be read a third time as amended and as outlined in Attachment 1.

CARRIED UNANIMOUSLY

18-128

It was moved and seconded that "Regional District of Nanaimo Financial Plan 2018 to 2022 Bylaw No. 1771, 2018" be adopted.

CARRIED UNANIMOUSLY

18-129

It was moved and seconded that "Drinking Water and Watershed Protection Service Amendment Bylaw No. 1556.03, 2018" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED UNANIMOUSLY

18-130

It was moved and seconded that "Southern Community Economic Development Service Amendment Bylaw No. 1648.01, 2018" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED UNANIMOUSLY

BYLAWS - WITH NO ACCOMPANYING REPORT

Regional District of Nanaimo Board Remuneration, Expenses and Benefits Amendment Bylaw No. 1770.01, 2018

18-131

It was moved and seconded that "Regional District of Nanaimo Board Remuneration, Expenses and Benefits Amendment Bylaw No. 1770.01, 2018" be introduced and read three times.

CARRIED UNANIMOUSLY

18-132

It was moved and seconded that "Regional District of Nanaimo Board Remuneration, Expenses and Benefits Amendment Bylaw No. 1770.01, 2018" be adopted.

CARRIED UNANIMOUSLY

NEW BUSINESS

Amendment Bylaw No. 1285.31, 2018 – Third Reading

18-133

It was moved and seconded that the Board give third reading to “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.31, 2018”.

CARRIED UNANIMOUSLY

IN CAMERA

18-134

It was moved and seconded that pursuant to Sections 90 (1) (c), (i) and (j) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to labour relations or other employee relations, solicitor-client privilege and third party business interests.

CARRIED UNANIMOUSLY

TIME: 7:45 PM

ADJOURNMENT

It was moved and seconded that this meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 7:56 PM

CHAIR

CORPORATE OFFICER

April 9, 2018

**President
Présidente**

Jenny Gerbasi
Deputy Mayor
City of Winnipeg, MB

**First Vice-President
Premier vice-président**

Bill Karsten
Councillor
Halifax Regional
Municipality, NS

**Second Vice-President
Deuxième vice-président**

Garth Frizzell
Councillor
City of Prince George, BC

**Vice-President at Large
Vice-président hors cadre**

Edgar Rouleau
Maire
Cité de Dorval, QC

**Past President
Président sortant**

Clark Somerville
Councillor
Regional Municipality
of Halton, ON

**Chief Executive Officer
Chef de la direction**

Brock Carlton
Ottawa, ON

The Honourable Catherine McKenna, P.C., M.P.
Minister of Environment and Climate Change
House of Commons
Ottawa, Ontario K1A 0A6

Dear Minister:

On behalf of the Federation of Canadian Municipalities (FCM), thank you once again for your ongoing and productive partnership with local governments. I look forward to continuing to work closely with you and your officials on our shared federal-municipal priorities this year.

Each year at FCM's March and September Board meetings, and again at our Annual Conference in June, FCM's Board of Directors considers resolutions submitted by its membership. Resolutions adopted by FCM's Board of Directors help inform FCM's policy and advocacy priorities with the Government of Canada. Adopted resolutions represent municipal issues of national significance that fall within federal jurisdiction and therefore require a strong federal partner to help find a solution. The attached resolution, **Marine Litter**, was adopted by FCM's Board of Directors at its March 2018 meeting in Laval, QC.

Coastal communities in Canada are directly affected by the global issue of marine litter, particularly plastics, accumulating in the oceans. Degradation of shorelines due to marine litter can result in lost revenue for local economies dependant on marine tourism and recreation. Polluted shorelines create additional costs for municipalities where municipal staff are responsible for keeping public beaches clear of litter. Contamination of the marine food chain has negative implications for local marine biodiversity and fisheries. Despite frequent involvement in shoreline clean-up efforts, municipalities lack the resources to effectively manage the problem as the scale of the issue is well beyond any one municipality or even a single national government's control.

FCM welcomes measures taken by the Government of Canada to address forms of marine litter, including banning the use of plastic microbeads in toiletries and the recent commitment to promote ocean protection, particularly around plastics recycling and waste reduction, during Canada's G7 presidency.

In support of the attached resolution, FCM urges the federal government to continue this leadership role by developing a national strategy to mitigate marine litter, which would help to protect the environmental and economic well-being of coastal communities in Canada.

FCM looks forward to working with your department and to find practical solutions to address the issue of marine litter. If you or your staff have any questions, please feel free to contact Matt Gemmel, Acting Manager, Policy and Research at mgemmel@fcm.ca or 613-907-6390.

Yours sincerely,



Jenny Gerbasi
Deputy Mayor, City of Winnipeg
FCM President

24, rue Clarence Street,
Ottawa, Ontario, K1N 5P3

T. 613-241-5221
F. 613-241-7440

www.fcm.ca

July 28, 2017



Marine Litter

WHEREAS, The United Nations Environmental Programme estimates that 8 million tonnes of the plastic produced globally every year finds its way into our oceans, food chains and ecosystems, damaging our health in the process;

WHEREAS, With over 202,080 kilometres of coastline, Canada has one of the longest interfaces with oceans and bodies of water of any country on the planet;

WHEREAS, Well designed laws can help reverse this global trend;

RESOLVED, That the Federation of Canadian Municipalities urge the federal government to develop a national strategy to mitigate and manage marine litter.

Regional District of Nanaimo, B.C.

**MARCH 2018 BOARD OF DIRECTORS DECISION: Category "A": RESOLUTION
ADOPTED**

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA SERVICES COMMITTEE MEETING

Tuesday, April 10, 2018

1:30 P.M.

RDN Board Chambers

| | | |
|---------------------|-----------------------|---|
| In Attendance: | Director J. Stanhope | Chair |
| | Director A. McPherson | Electoral Area A |
| | Director M. Young | Electoral Area C |
| | Director B. Rogers | Electoral Area E |
| | Director J. Fell | Electoral Area F |
| | Director W. Veenhof | Electoral Area H |
| Regrets: | Director H. Houle | Electoral Area B |
| 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. Wells | Gen. Mgr. Corporate Services |
| | W. Idema | Director of Finance |
| | D. Pearce | Director of Transportation & Emergency Services |
| | J. Hill | Mgr. Administrative Services |
| | J. Holm | Mgr. Current Planning |
| | T. Mayea | Legislative Coordinator |
| | B. Ritter | Recording Secretary |

CALL TO ORDER

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

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Electoral Area Services Committee Meeting - March 13, 2018

It was moved and seconded that the minutes of the Electoral Area Services Committee meeting held March 13, 2018, be adopted.

CARRIED UNANIMOUSLY

DELEGATIONS

Ian Lawrie and Sarah Shipp, re Electoral Area 'A' - Driftwood Road Beach Access Improvements

Ian Lawrie and Gordon Houston spoke in opposition of the installation of additional parking spaces at the Driftwood Road beach access trail improvement site.

CORRESPONDENCE

The following correspondence was received for information:

Daniel and Patricia Johnston, re Electoral Area 'A' – Driftwood Road Beach Access Improvements

COMMITTEE MINUTES

It was moved and seconded that the following minutes be received for information:

Electoral Area 'H' Parks and Open Space Advisory Committee - February 28, 2018

Electoral Area 'A' Parks, Recreation and Culture Commission - February 21, 2018

CARRIED UNANIMOUSLY

COMMITTEE RECOMMENDATIONS

Electoral Area 'H' Parks and Open Space Advisory Committee

Signage Strategy for Community Parks and Trails

It was moved and seconded that the pilot park for new signage within Electoral Area 'H' be the Wildwood Community Park.

CARRIED UNANIMOUSLY

Electoral Area 'A' Parks, Recreation and Culture Commission

Glynneath Road Community Park - Tree Root Rot

It was moved and seconded that Glynneath Road Community Park be kept in a natural state and invasive plants be managed as needed.

CARRIED UNANIMOUSLY

PLANNING

Zoning Amendment

Zoning Amendment Application No. PL2017-130 - 575 Horne Lake Road, Electoral Area 'H' - Amendment Bylaw 500.416, 2018 - First and Second Reading

It was moved and seconded that Zoning Amendment Application No. PL2017-130 - 575 Horne Lake Road, Electoral Area 'H', be rejected.

CARRIED UNANIMOUSLY

COMMUNITY PARKS

Dunsmuir Community Park Phase 1 Construction

It was moved and seconded that the Preferred Conceptual Plan for Dunsmuir Community Park be approved.

CARRIED UNANIMOUSLY

It was moved and seconded that up to \$100,000 be allocated from the Electoral Area 'H' Community Works Funds for the Dunsmuir Community Park Phase 1 Development.

CARRIED UNANIMOUSLY

It was moved and seconded that staff proceed with tendering Phase 1 of Dunsmuir Community Park.

CARRIED UNANIMOUSLY

Electoral Area 'A' – Driftwood Road Beach Access Improvements

It was moved and seconded that staff proceed with the final design, permitting and construction of the Driftwood Road beach access trail improvements in 2018 and not plan for additional parking at this time.

CARRIED UNANIMOUSLY

EMERGENCY PREPAREDNESS

Neighbourhood Emergency Preparedness Program Update

It was moved and seconded that the Neighbourhood Emergency Preparedness Program Update Report be received for information.

CARRIED UNANIMOUSLY

NEW BUSINESS

Directors' Forum

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

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 2:06 PM

CHAIR

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING

Tuesday, April 10, 2018

3:02 P.M.

RDN Board Chambers

| | | |
|-----------------------|------------------------|---|
| In Attendance: | Director W. Veenhof | Chair |
| | Director I. Thorpe | Vice Chair |
| | Director A. McPherson | Electoral Area A |
| | Director M. Young | Electoral Area C |
| | Director B. Rogers | Electoral Area E |
| | Director J. Fell | Electoral Area F |
| | Director B. McKay | City of Nanaimo |
| | Alternate | |
| | Director S. Armstrong | City of Nanaimo |
| | Director B. Bestwick | City of Nanaimo |
| | Director D. Brennan | City of Nanaimo |
| | Director G. Fuller | City of Nanaimo |
| | Director J. Hong | City of Nanaimo |
| | Director B. Yoachim | City of Nanaimo |
| | Alternate | |
| | Director M. Beil | City of Parksville |
| | Director K. Oates | City of Parksville |
| | Director B. Colclough | District of Lantzville |
| Director T. Westbroek | Town of Qualicum Beach | |
| Regrets: | Director H. Houle | Electoral Area B |
| | Director J. Stanhope | Electoral Area G |
| | Director J. Kipp | City of Nanaimo |
| | Director M. Lefebvre | City of Parksville |
| 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. Wells | Gen. Mgr. Corporate Services |
| | W. Idema | Director of Finance |
| | D. Pearce | Director of Transportation & Emergency Services |
| | J. Hill | Mgr. Administrative Services |
| | T. Mayea | Legislative Coordinator |
| C. Golding | Recording Secretary | |

CALL TO ORDER

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

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Regular Committee of the Whole Meeting - March 13, 2018

It was moved and seconded that the minutes of the Regular Committee of the Whole meeting held March 13, 2018, be adopted.

CARRIED UNANIMOUSLY

CORRESPONDENCE

The following correspondence was received for information:

Ken Neden, Arrowsmith Search and Rescue, re Hall Proposal

RECREATION AND PARKS

Recreation Services Master Plan for District 69 (Oceanside) 2019 - 2029

Steve Slawuta, RC Strategies + PERC, provided an update to the Board on the status of the Recreation Services Master Plan for District 69 (Oceanside) that included a public review and feedback summary, an overview of key recommendations, and next steps for implementation.

It was moved and seconded that the Recreation Services Master Plan for District 69 (Oceanside) 2019 - 2029 be received and forwarded to the District 69 Recreation Commission for final review.

CARRIED UNANIMOUSLY

It was moved and seconded that the following infrastructure projects identified in the Recreation Services Master Plan be given priority consideration and that additional project planning, community review, cost estimate information and funding sources be completed for the District 69 Recreation Commission and the Board prior to the 2019 - 2024 Financial Plan review:

- a. Construction and operation of a rubberized athletic training track at Ballenas Secondary School.
- b. Construction and operation of an artificial turf field.
- c. Expansion of Ravensong Aquatic Centre.

CARRIED UNANIMOUSLY

REGIONAL AND COMMUNITY UTILITIES

Anchor Way Watermain Replacement - Construction Tender Award

It was moved and seconded that the Board award the contract for the Anchor Way Watermain Replacement project to Windley Contracting Ltd. in the amount of \$262,710.00 (excluding GST).

CARRIED UNANIMOUSLY

TRANSPORTATION AND EMERGENCY PLANNING SERVICES

District 69 Victim Services Funding Agreement

It was moved and seconded that the Board approve the agreement to provide a grant of \$65,000 per year to the District 69 Family Resource Association for the provision of the Oceanside RCMP Victim Services Program for a two and a half (2.5) year term beginning September 1, 2017 and ending March 31, 2020.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM CORRESPONDENCE

Arrowsmith Search and Rescue Hall Proposal

It was moved and seconded that the Board provide letters to the Federal and Provincial Governments in support of Arrowsmith Search and Rescue's funding needs.

CARRIED UNANIMOUSLY

NEW BUSINESS

Directors' Roundtable

Directors provided updates to the Board.

RECESS

It was moved and seconded that the Committee recess and reconvene immediately following the Special Board meeting.

CARRIED UNANIMOUSLY

TIME: 3:51 PM

It was moved and seconded that the Committee of the Whole meeting reconvene.

CARRIED UNANIMOUSLY

TIME: 3:59 PM

IN CAMERA

It was moved and seconded that pursuant to Sections 90 (1) (e) and (j) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to land or improvements, and third party business interests.

CARRIED UNANIMOUSLY

TIME: 3:59 PM

ADJOURNMENT

It was moved and seconded that this meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 4:03 PM

CHAIR

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE SOLID WASTE MANAGEMENT SELECT COMMITTEE MEETING

Tuesday, April 3, 2018

1:30 P.M.

Committee Room

| | | |
|---------------------|-----------------------|--|
| In Attendance: | Director A. McPherson | Chair |
| | Director H. Houle | Electoral Area B |
| | Director M. Young | Electoral Area C |
| | Director J. Stanhope | Electoral Area G |
| | Director B. McKay | City of Nanaimo |
| | Director D. Brennan | City of Nanaimo |
| | Director J. Hong | City of Nanaimo |
| | Director J. Kipp | City of Nanaimo |
| | Director B. Colclough | District of Lantzville |
| | Director T. Westbroek | Town of Qualicum Beach |
| Regrets: | Director K. Oates | City of Parksville |
| Also in Attendance: | Director J. Fell | Electoral Area F |
| | P. Carlyle | Chief Administrative Officer |
| | R. Alexander | Gen. Mgr. Regional & Community Utilities |
| | L. Gardner | Mgr. Solid Waste Services |
| | W. Idema | Director of Finance |
| | R. Graves | Recording Secretary |

CALL TO ORDER

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

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Solid Waste Management Select Committee Meeting - February 6, 2018

It was moved and seconded that the minutes of the Solid Waste Management Select Committee meeting held February 6, 2018, be adopted.

CARRIED UNANIMOUSLY

IN CAMERA

It was moved and seconded that pursuant to Sections 90 (1)(i), (j) and (k) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to receipt of advice that is subject to solicitor-client privilege, third party business interests, negotiations and related discussions respecting the proposed provision of a service that are at their preliminary stages.

CARRIED UNANIMOUSLY

TIME: 1:31 PM

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 1:48 PM

CHAIR

**REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE TRANSIT SELECT COMMITTEE MEETING**

**Thursday, March 22, 2018
12:00 P.M.
RDN Board Chambers**

| | | |
|---------------------|-----------------------|--|
| In Attendance: | Director T. Westbroek | Chair |
| | Director A. McPherson | Electoral Area A |
| | Director M. Young | Electoral Area C |
| | Director B. Rogers | Electoral Area E |
| | Director B. Veenhof | Electoral Area H |
| | Director B. Colclough | District of Lantzville |
| | Director M. Lefebvre | City of Parksville |
| | Director B. McKay | City of Nanaimo |
| | Director B. Bestwick | City of Nanaimo |
| | | |
| Regrets: | Director J. Stanhope | Electoral Area G |
| | Director D. Brennan | City of Nanaimo |
| | Director J. Hong | City of Nanaimo |
| | Director B. Yoachim | City of Nanaimo |
| | | |
| Also in Attendance: | D. Pearce | Director, Transportation & Emergency Services |
| | E. Beauchamp | Superintendent, Transit Planning & Scheduling |
| | B. Miller | Superintendent, Fleet & Transit Service Delivery |
| | M. Moore | Senior Regional Transit Manager, BC Transit |
| | K. Laidlaw | Transit Planner, BC Transit |
| | A. Freund | Transportation Planner, City of Nanaimo |
| | N. Hewitt | Recording Secretary |

CALL TO ORDER

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

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as amended to include Minetown Day under Reports.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Transit Select Committee Meeting - January 25, 2018

It was moved and seconded that the minutes of the Transit Select Committee meeting held January 25, 2018, be adopted.

CARRIED UNANIMOUSLY

DELEGATIONS

Gerard Nachtegaele, re Transit Service to South Wellington, Cassidy and the Nanaimo Airport

Mr. Nachtegaele requested that the Transit Select Committee provide transit service to South Wellington, Cassidy and the Nanaimo Airport.

Michael Ribicic, Nanaimo Youths Advisory, re Youth Perspective on Transit

Mr. Ribicic provided a verbal and visual overview of the youth’s perspective on Transit.

CORRESPONDENCE

Heather Svensen, Corporate Administrator, Town of Qualicum Beach, re Summer 2018 \$1 Fare Pilot Study

It was moved and seconded that the correspondence from Heather Svensen, Corporate Administrator, Town of Qualicum Beach, re Summer 2018 \$1 Fare Pilot Study be received.

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

BC TRANSIT UPDATE

South Nanaimo Area Transit Plan Update

It was moved and seconded that the South Nanaimo Area Transit Plan Update be received.

CARRIED UNANIMOUSLY

REPORTS

September 2018 Conventional Transit Expansion Options

It was moved and seconded that the 5,000 hour annual conventional transit expansion scheduled for September 2018 be implemented to provide transit service between Prideaux Street transit exchange and Duke Point Ferry Terminal.

Opposed (7): Director McPherson, Director Young, Director Rogers, Director Veenhof, Director Colclough, Director McKay, and Director Bestwick

DEFEATED

It was moved and seconded that the 5,000 hour annual conventional transit expansion schedule for September 2018 be implemented to provide service frequency improvements to Route: 40 Vancouver Island University Express.

Opposed (6): Director McPherson, Director Young, Director Veenhof, Director McKay, and Director Bestwick

DEFEATED

It was moved and seconded that the 5,000 hour annual conventional transit expansion schedule for September 2018 be referred back to staff for with a more detailed study to provide service frequency improvements to Route: 40 Vancouver Island University Express.

Opposed (1): Director Lefebvre

CARRIED

Fare Program

It was moved and seconded that the Fare Program report be received for information with Option B - New Complimentary Fare Product Program be approved.

CARRIED UNANIMOUSLY

Regional District of Nanaimo Transit Verbal Update

D. Pearce provided a verbal update on Regional District of Nanaimo Transit.

Minetown Days

Director Colclough left the meeting at 2:15 pm citing a potential conflict of interest.

It was moved and seconded that the Board direct staff to prepare a report to make Route: 11 Lantzville free on September 8, 2018 for Minetown Day.

CARRIED UNANIMOUSLY

Director Colclough returned to the meeting at 2:18 pm.

BUSINESS ARISING FROM CORRESPONDENCE

Summer 2018 \$1 Fare Pilot Study

It was moved and seconded that staff provide a report on conducting a pilot study for a \$1.00 fare ride in the Regional District of Nanaimo Transit System prior to the 2018 summer period and that staff send a letter of response to Heather Svensen, Corporate Administrator, Town of Qualicum Beach, to advise accordingly.

CARRIED UNANIMOUSLY

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

Time 2:20 PM

CHAIR

The Signage Strategy was presented to the EASC on February 13, 2018.

Through the development of the Community Parks and Trails Strategy, signage was identified as the most requested park improvement feature by the public for existing community parks.

We received direction from the Board to replace current Community Park signs with new welcoming signs. Research into signage for parks and trails in other jurisdictions was completed to better understand the graphic direction the Signage Strategy could take. The variety in design options currently provided for many communities is vast – there were many precedent ideas that could work for RDN Parks. Staff focused efforts on the cost effective qualities of signage while maintaining clear wayfinding options and branding opportunities. Staff met with RDN team members in Building & Bylaw Services, Corporate Services, and within Parks Services to better understand their signage needs. All were presented with an overview of the Signage Strategy and their feedback was considered and integrated into the sign design.

Staff examined the current Sign Manual for Community and Regional Parks & Trails, 2001 as reference for the proposed Signage Strategy for Community Parks and Trails. The new signs will reflect an updated graphic style and the RDN Graphic Design Standards. The corporate branding for the RDN uses a specific font type and colour palette; the new sign design integrates these branding components. An updated RDN logo will be provided on the new signs as well.

The signage classifications are as follows:

Identification Signage

Identification Signage is intended to mark the location of the park or trail at the earliest approach point to the park or trail itself. It is intended primarily to be visible from a distance by visitors traveling by vehicle at higher speeds but also useful to visitors arriving by bicycle or on foot. A wood sign would be placed adjacent the main road into the park or adjacent the parking area, where possible. It would be used at parks with larger entrances.

Kiosk Signage

A kiosk would be placed where it could be accessed safely by a pedestrian or cyclist. It would provide information such as mapping, background information, safety information, as well as park etiquette. Larger kiosk could provide broader information about RDN Parks.

Entrance Signage

Entrance Signage is intended to mark the main entrance to a park or trail. It should be to pedestrian scale, visible from a distance, and legible upon approach. A combination of Entrance and Welcome Signage would highlight the main entrance.

Welcome Signage

The welcome sign would provide historic and current information about the park or trail, provide a park map or trail system (or both), identify park or trail amenities, identify park or trail regulations, and provide contact information for RDN Parks.

Trail Head Signage

Trail Head Signage is intended to mark the beginning of a trail. It would provide the trail name, the trail condition (easy, moderate, difficult), the length of the trail, identify trail use (hiking vs walking), and provide a trail system map with “You are here” identified.

Directional Signage

Directional Signage is intended to be placed where required in a park or along a trail. The purpose is to direct park and trail users to areas of interest. Directional Signage would be a wayfinding tool for park and trail users not referencing maps. Where necessary, park or trail system diagrams with a location identified will be provided to enhance the wayfinding experience.

Regulatory Signage

Regulatory Signage is intended to reinforce Bylaw 1399 and to clearly identify uses permitted/not permitted in RDN Parks and along RDN Trails. It would provide universally understood icons to highlight uses permitted/not permitted and provide contact information for RDN Parks. Regulatory Signage would be customizable to reflect the individual park or trail in which the sign would be placed.

Interpretive Signage

Interpretive Signage is intended to provide historical, environmental, and/or educational information for park and trail users. Interpretive Signage would be used in parks in areas of significance or along trails to highlight points of interest.

Safety Signage

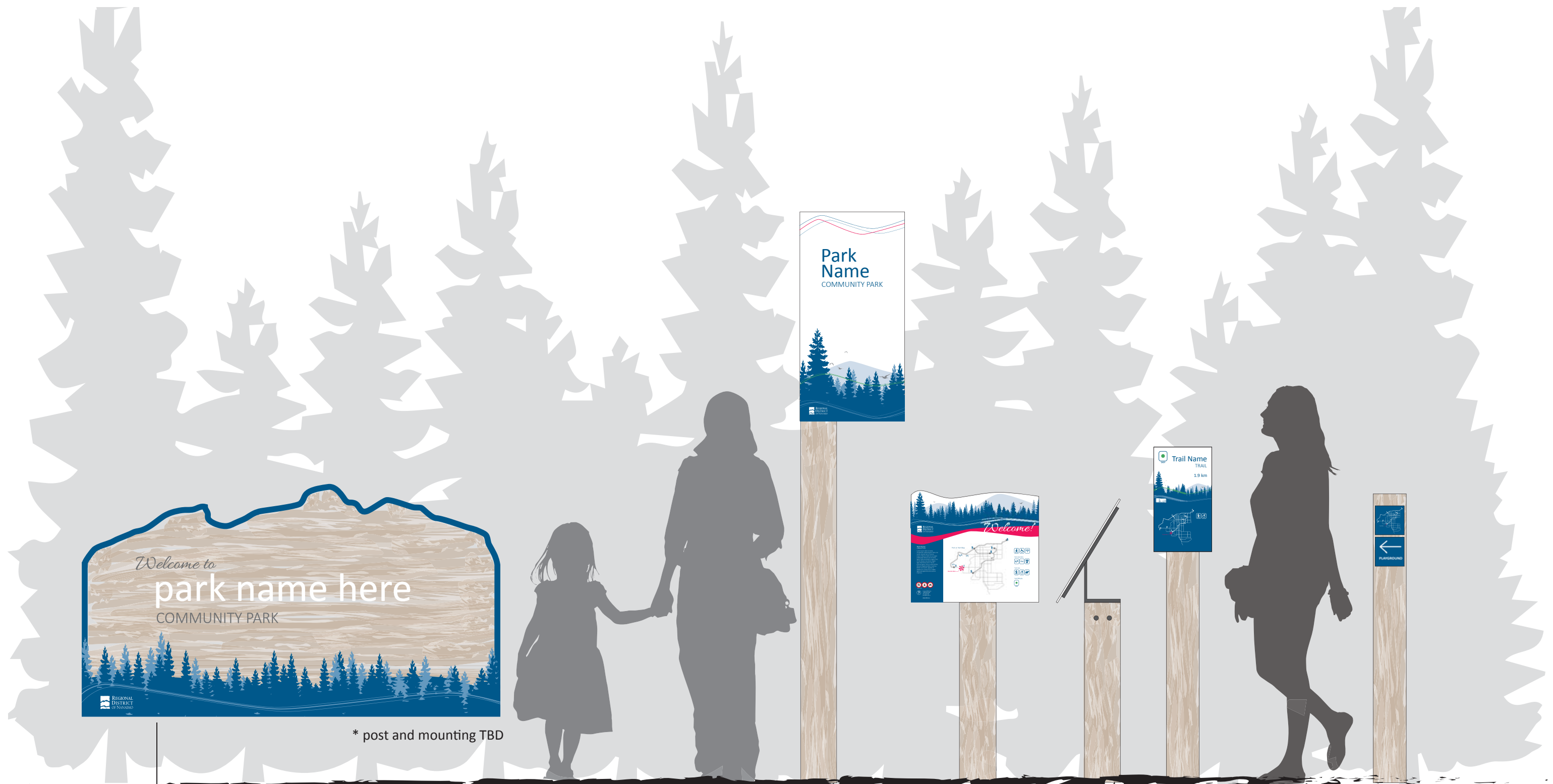
Safety Signage is intended to alert park and trail users of possible dangerous conditions or unusual activities. Their placement is key to ensure the safety of the public. The established use of yellow for ‘Caution’ and red for ‘Danger’ would be maintained.

Goal and Next Steps

For the POSAC meeting the goal is for the members to receive the information regarding the Signage Strategy for Community Parks and Trails, provide comment and feedback if they so desire, and to discuss which park and/or trail would be best suited to be the pilot site for new signage. Staff will ultimately assess the success of the signage for the park or trail, compare how it functions to the other pilot sites in the EAs, and determine potential changes required to improve on the signage prior setting it as the standard for RDN Parks.

Please set a date a time for the pilot site to be selected, giving the POSAC members adequate time to reflect on their recommendation.

Thank you!



* post and mounting TBD

IDENTIFICATION sign
cedar wood product and dimensions
to remain

ENTRANCE sign
size: 18x36"
height to
top of sign: 8'

WELCOME sign
size: 18x22"
height to top of sign: 4'
*panel tilt 30° back

INTERPRETIVE sign
size: 18x22"
height to top of sign: 4'
*panel tilt 30° back

TRAIL HEAD sign
size: 10x18"
height of top of sign: 4'-8"

DIRECTIONAL sign
size: 5x5"
height to top of sign: 4'

SIGNAGE CLASSIFICATION FOR THE SIGNAGE STRATEGY FOR COMMUNITY PARKS AND TRAILS
EASC Meeting February 13th, 2018

TO: Electoral Area 'A' Parks, Recreation & Culture
Commission

DATE: Feb 21, 2018

FROM: Kelsey Cramer, Parks Planner

FILE: n/a

SUBJECT: Glynneath Road Community Park – Tree Root Rot

Glynneath Road Community Park is located at 2931 Glynneath Rd at the corner of Ivor and Glynneath Roads in Electoral Area 'A'. The park is bordered on two sides by road and on two sides by residential properties, and has remained in its natural, undeveloped state since acquisition. Over the past several years, the park has experienced tree failures and wind throws due to prevalent root rot infection at the site. In August 2016, an arborist assessed the site and felled 19 trees from the southwest corner of the park, while flagging an additional 8 trees for later removal. This number was increased to 24 trees in early 2017.

To better understand the site conditions and tree risk, a Registered Professional Forester was retained to clarify the extent and severity of the root rot, as well as to determine a plan of action for monitoring the site (report attached). The study states that 55 trees are identified for removal or treatment (e.g. topping/pruning).

Given the number of trees that will require removal from the site (in addition to those already felled), a second assessment was undertaken to determine the value of the wood and whether there was any opportunity to offset the cost of tree removal with merchantable timber. As per the Harvesting Cost/Timber Valuation Assessment (attached), the wood is deemed most suitable for firewood, with little timber value and the report recommends donating the fire wood locally.

Staff will consider the Electoral Area 'A' Community Park budget to address tree management at Glynneath Road Community Park, as detailed in the Root Rot Assessment report. Given the disturbance to the site that will result, the Electoral Area 'A' Parks, Recreation & Culture Commission, may wish to discuss whether the site should be restored with suitable species and remain a natural, undeveloped site, or whether there is interest in pursuing a site planning process for additional recreational amenities in the park.

K. Cramer, Parks Planner



December 10, 2017

Tree Risk / Root Rot Assessment Report – Glynneath Community Park

Walter Ernst, RPF (#4071), ISA Certified Arborist (PN-7288A),
Certified Tree Risk Assessor

PROFESSIONALLY RESOURCEFUL

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1.0 Introduction and Background

A tree risk and root rot assessment was completed on behalf of the Regional District of Nanaimo (RDN) for Glynneath Community Park (GCP) on November 15, 2017 by Walter Ernst (R.P.F. / Cert. Arb. / Urban Tree Risk Assessor) of Strategic Natural Resource Consultants Inc. (SNRC).

GCP is approximately 0.5 hectares in size and is located at the junction of Glynneath Road and Ivor Road just to the south of Nanaimo. The park is confined between the above two roads and adjacent private property. Refer to Figure 1 for a locator map of the Glynneath Community Park area.

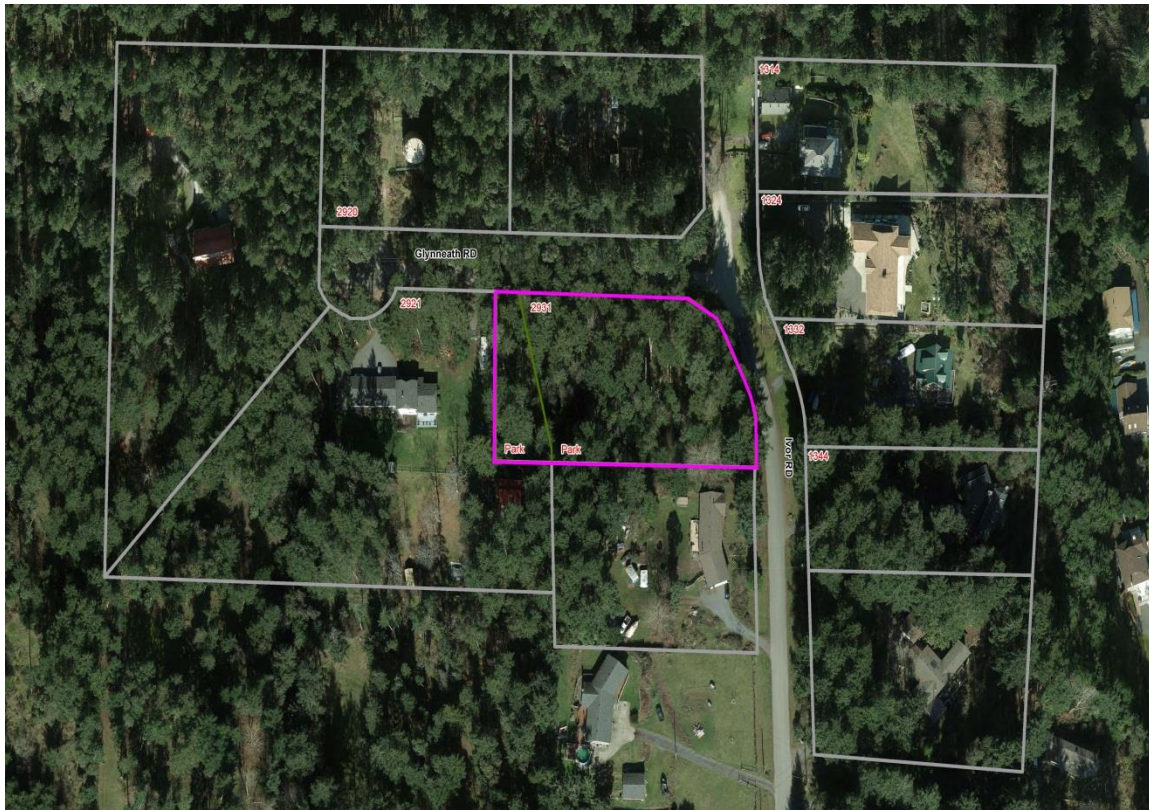


Figure 1: Glynneath Community Park Locator map.

Shapefiles for the park area (in order to create a georeferenced map) as well as other pertinent documents were provided by the RDN which were utilized to conduct the assessment.

Previous correspondence between Walter Ernst of SNRC and Mark Dobbs of the RDN, and onsite correspondence with Chris van Ossenbruggen of the RDN outlined the following objectives for the tree risk / root rot assessment and provided the basis for the methodologies used in the field and within this report.



2.0 Objectives

The objectives of the tree risk / root rot assessment include the following:

- 1) Define root rot and describe the specific type of root disease that exists within the park.
- 2) Indicate the severity or issue the root rot presents within the park.
- 3) Identify trees which pose an imminent risk (to the public, buildings, street vehicles, fence-lines, and other infrastructure) and require removal.
- 4) Provide an action plan to safely and effectively mitigate the root rot concerns in the park, including a timeline.
- 5) Provide recommendations for site remediation and the costs associated to complete the work (e.g. planting alternate species, annual monitoring).
- 6) Provide costs associated with harvesting monitoring and site remediation work.

This report will provide information to the RDN Parks Department to help guide and manage the root rot issue and associated risk within the park and to the Recreation Commission for consideration on whether they would like the site to either remain forested or to be modified in the future into a more developed park space. Additionally, the Recreation Commission has expressed interest in having the value of the wood returned to the community where possible, rather than left to deteriorate on-site.

3.0 Site Description

GCP consists of a second growth stand consisting predominantly of Douglas-fir and grand fir with secondary components of Arbutus. Minor amounts of bigleaf maple and bitter cherry were also noted on the site. Very light scattered grand fir saplings exist in the understory. Tree heights ranged from 5 to 30m (avg. 15.8m) and diameters ranged from 5 to 43cm (avg. 23.2cm). The Biogeoclimatic Ecosystem Classification subzone and site series is Coastal Douglas-fir moist maritime (CDFmm) subzone with zonal (01) site series. Soil moisture is moderately dry and soil productivity is medium overall. The ground is flat to gently sloping with slopes ranging from 0-15%. Scattered sections of shallow soils over bedrock exist within the area. Understory vegetation consists of predominantly salal, dull Oregon grape, red huckleberry, trailing blackberry, and ocean spray with minor components of sword fern. The invasive species spurge laurel was quite prevalent as well. Soil rooting depth varies from 30-80cm, with soils being well drained. Soil texture ranges from a silty loam to a loam, coarse fragment content ranges from 30-50%, and the humus form is a moder-mor. Soil hazard ratings are: Compaction = High, Displacement = Moderate and Erosion = Moderate. The park does have some health concerns. Laminated root rot (*Phellinus weirii*) is having a substantial impact on Douglas-fir and grand fir trees within the park with signs and symptoms observed on both standing or previously windthrown trees (from overturned root wads). Additionally, a significant number of Arbutus within the park have recently died or are rapidly declining as a result of stem / branch canker (*Nattrassia mangiferae*), Madrone branch



dieback (*Fusicoccum aesculi*) or a combination of the two diseases (*Forest Pest Leaflet, Common Pests of Arbutus in British Columbia, December 2000* and *Diseases and Insect Pests of Pacific Madrone Forest Health Fact Sheet, May 2008*).

Refer to Figure 2 for a photo showing the stand type and understory vegetation within Glynneath Community Park.



Figure2: Photo showing the stand type and understory vegetation within Glynneath Community Park.

4.0 Methodology

During the tree risk assessment trees were assessed for their health, any significant defects, the potential for failure, and the risk posed to the general public, buildings or other structures. Additionally, eradication of root rot infected trees was also considered in the assessment with the goal of enhancing the future health of the stand. Where tree work was prescribed the work was classed as either a ‘Tree Removal’ or ‘Modification’ treatment. Modification treatments include pruning and wildlife tree creation (topping). For each removal or modification tree, standard tree data (species, height, diameter at breast height, rot level) was collected using an iPad, laser, mallet, and diameter tape. Diameter of trees was measured at diameter at breast height (DBH - 1.3m). All hazard trees were marked with a spray painted blue dot and tree number at the base of the stems (refer to Figure 3). All trees identified were inventoried and mapped. Numerous photos were taken of trees assessed in the park; however, only a select few were utilized for this report. Additional photos are available upon request.





Figure3: Photo showing marking standard used for hazard trees.

5.0 Results / Discussion / Recommendations

Objective 1 – Define root rot and describe the specific root disease that exists within the park:

Root diseases (or pathogens), with the presence of susceptible host trees, can cause significant breakdown and weakening of the root systems, leading to a decline in health and eventual mortality of infected trees. With a decline in health and stresses imposed on the trees, infected trees will become more prone to secondary pathogens or insects (such as wood boring beetles). Additionally with the root system being weakened, the tree is more susceptible to root breakage and subsequent toppling over due to dominant winds within an area. Root diseases infect trees and subsequently spread from tree to tree via three methods:

- Root contacts or grafts,
- Spores, and /or
- Rhizomorphs (a root-like structure of certain fungi).

Root disease inoculum (or bacteria) can remain infectious within roots and stumps for up to 35-80 years depending on the fungal species and inoculum size. This means that regenerating susceptible host trees in the understory have a high risk of becoming infected.



There are five common types of root disease prevalent across British Columbia (BC): Armillaria (*Arimillaria ostoyae*), Laminated (*Phellinus weirii*), Tomentosus (*Inonotus tomentosus*), Blackstain (*Leptographium wagneri*), and Annosus (*Heterobasidion annosum*). The above root diseases have some similarities and differences with their geographic distribution across BC, their modes of infection and spread as well as with their preferred host trees.

Specific to Glynneath Park, it was determined that Laminated root rot (*Phellinus weirii*) is the primary root disease affecting the health of Douglas-fir and grand fir trees in the area. Laminated root rot (LRR) is the most prominent root disease of Douglas-fir in coastal BC forests. The primary mode of infection and spread for this root disease is through root contact. Highly susceptible hosts for this root rot are Douglas-fir, grand fir, amabilis fir, and mountain hemlock. Moderately susceptible hosts are Western hemlock, Sitka spruce, Englemann spruce, and Western larch. Tree species tolerant and immune to this disease include lodgepole pine, Western white pine, Western red cedar, yellow cedar, various deciduous species, and ponderosa pine.

LRR primarily occurs in smaller pockets with symptomatic standing dead and toppled trees being present (refer to Figure 7). Disease centres can range from a few trees to several hectares, largely depending on the number of susceptible host tree species being present. Symptoms of this disease include reduced height growth, thin chlorotic (yellowing) foliage, needle loss, thinning crown (refer to Figure 6), and a distress cone crop. On freshly cut stumps, a reddish brown stain is sometimes associated with the early stages of decay. The most prominent feature of this disease is that during advance decay, the decayed wood separates into layers along the annual growth rings of the roots (refer to Figure 4). On windthrown trees, most often the decayed major structural roots have been broken off leaving a smaller root ball (refer to Figure 5). Decay does not usually extend more than 1m up the tree stem. Fruiting bodies associated with this disease are infrequently produced and are not a reliable indicator of root rot infection.

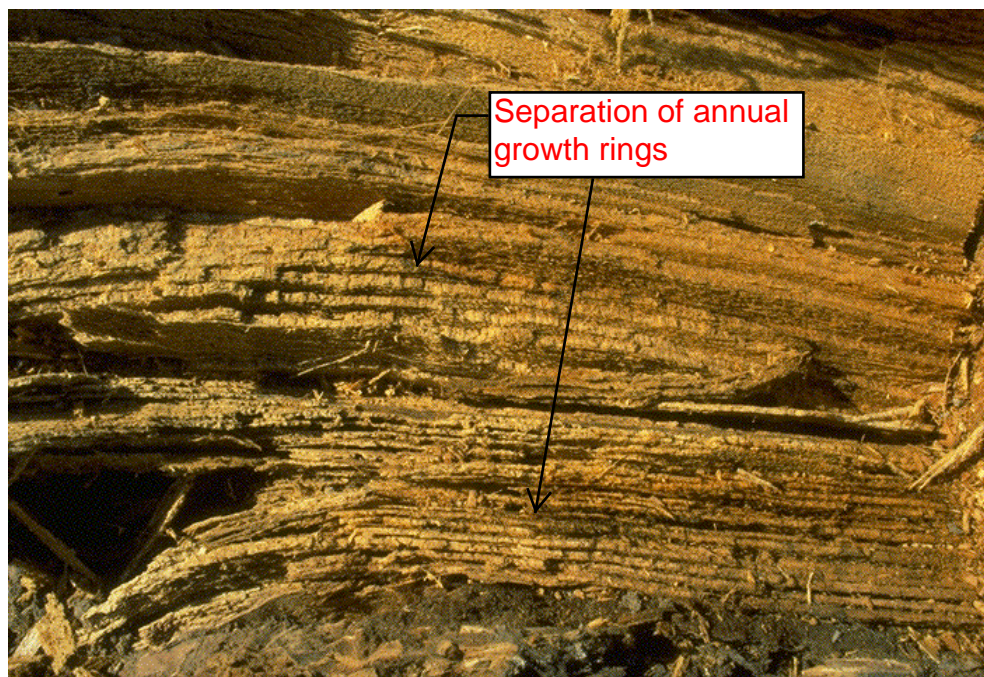


Figure 4: Photo showing the separation of annual growth rings caused by laminated root rot.





Figure 5: Photo showing a windthrown root rot infected Douglas-fir tree with a broken off root wad.



Figure 6: Photo showing a Douglas-fir tree with a thinning crown.





Figure 6: Photo showing a recently dead root rot infected grand fir tree.

Information on laminated root rot was obtained from the following three sources:

Root Disease Management Forest Practices Code Guidebook, 1995

Extension Note: BC Journal of Ecosystems and Management, British Columbia's Coastal Forests – Laminated Root Rot Forest Health Stand Establishment Decision Aid, Volume 7, No. 3, Article 5, Rona Sturrock, Stefan Zeglen, and Jennifer Turner, 2006

Common Tree Diseases of British Columbia, E.A Allen, D.J. Morrison, and G.W. Wells, natural Resources Canada, 1996

Objective 2 – Severity of laminated root disease within Glynneath Community Park:

During the field assessment, two main root rot centres were identified, totaling 0.1 ha. The larger root rot centre located along the west side of the park (0.07ha) had been previously cleared in 2016 with only a few spindly Douglas-fir stems remaining within the area and along the immediate edges (refer to Figure 8). The logs from the removal trees were bucked to lengths and left on-site for the time being. Some of the edge trees



(Douglas and grand fir) showed some symptoms of root rot infection, primarily heavy crown thinning. The root rot centre located at the eastern side of the park (0.04ha) is currently still timbered and consists of approximately 16 trees (Douglas-fir and grand fir) that have either succumbed to the root rot or are in rapid decline (with heavy crown thinning, poor stem form and loss of foliage). Other live trees located within and directly adjacent the root rot centre seemed to show mild or negligible signs / symptoms of root rot; however, some of these trees may be in the earlier stages of infection. Based on the root rot centres encountered it is estimated that 20% of the park has a significant amount of root rot infection. Refer to Figure 8 for a photo of the eastern root rot centre.



Figure 7: Photo showing Western root rot centre (previously cleared 2016).





Figure 8: Photo showing Eastern root rot centre (timbered).

Windthrown trees with severely broken off root wads were noted within both root rot centres (refer to Figure 9). Breaking off the roots by hand, and prying the wood apart it was very evident that the wood was separating at the annual rings (characteristic of laminated root rot).



Figure 9: Photo showing windthrow of root rot infected trees.



Outside of the two root rot centres (0.4ha), scattered root rot exists at approximately 2-5% incidence. Eleven grand fir / Douglas-fir stems showed more advanced signs and symptoms of root rot infection. The stand edges directly adjacent Ivor Road and Glynneath Road (for a 15-20m width) seemed to be fairly healthy with very minimal signs of laminated root rot.

Objectives 3 – Trees identified that pose an imminent risk (to the public, buildings and other infrastructure) and require removal:

Based on the tree risk assessment, a total of 55 trees were identified for either immediate or future treatment, including 22 Douglas-firs, 19 grand firs, and 14 Arbutus. Of these trees, 11 were prescribed for a modification treatment (topping / pruning) including 10 dead or severely declining Arbutus and 1 dead grand fir. Forty-three trees were prescribed for full removal including, 23 Douglas-fir, 16 grand fir, and 4 Arbutus. One Douglas-fir tree (#53) will eventually require removal of a smaller fork (22cm diameter) with the main stem remaining intact. This tree is not infected with root rot; however, it has a weak fork attachment which could break off in time. If removing the fork, ensure that the fork is pruned to ISA Arboriculture Best Management Practices. Arbutus trees prescribed for removal or modifications had either succumbed to the stem / branch canker (*Nattrassia mangiferae*) and/ or Madrone branch dieback (*Fusicoccum aesculi*) or were rapidly declining due to these diseases. Refer to the section titled ‘Additional Note Regarding Arbutus Health’ for specific details on the impacts to Arbutus trees due to the above mentioned diseases and for management recommendations within the park.

The diameters of these trees averaged 23.2cm, and the heights averaged 15.8m. These trees were prescribed for removal or modification based on the severity of root rot infection, the probability that these trees could fail and topple over within the next 1-2 years, and the probability of striking a person, building, vehicle (parked or driving) or other structure of value. Given the park is in close proximity of to the ocean and has significant exposure to the dominant southeast winds during the storm season, trees with already weakened root systems due to root disease will be more prone to blowing over. Additionally, as the objective is to restore the park to a healthier state (with lower root rot occurrence), root rot infected trees of low to moderate risk were also prescribed for removal. As root rot is also a natural part of ecosystem processes, the objective would not be to eradicate all the root rot but to minimize the occurrences.

The tree removal work is recommended to be conducted in two phases:

Immediate tree removal and modification treatments (within 1-2 years):

Overall, 41 trees require immediate removal over a span of 1-2 years. This includes Tree #s 1 to 20, 28 to 29, 33, and 34 to 49. The bulk of these trees are located within the root rot centre areas, with a few located Ivor and Glynneath Roads and private properties directly to the south. Some moderate and low risk trees do occur within the root rot centres; however, these are recommended to be removed along with the higher risk trees while the harvesting equipment is on-site, and in order to properly eradicate the root rot centres of diseased stems.



Future tree removal and modification treatments (2-5 years into the future):

Overall, 14 trees require monitoring and potential removal (10 trees) / modification (4 trees) treatments into 2-5 years into the future. This includes Tree #s 21 to 27, 30 to 32, and 50 to 53. These trees are located more centrally within Glynneath Community Park and are not an imminent risk to building infrastructure, vehicles, or the general public.

Two grand fir snags (approximately 10m tall) with significant rot are located within the centre of the park (refer to Figure 10). These two trees due to their location and shorter height pose a lower risk to the general public, vehicles, houses and other infrastructure. Furthermore, there is some wildlife tree potential in these two trees. Additionally one live Douglas-fir (25-30m tall) may have some crown thinning; however, as this tree is heavily exposed to the dominant southeasterly winds and the crown thinning could be a result of wind battering. It is recommended that all three of these trees be retained and monitored over the next 5 year period.



Figure 10: Photo showing standing grand fir snag with rot.

Refer to Appendix I for the Tree Risk Assessment Map and Appendix II for Tree Risk Assessment Data and Recommended Work.



Objective 4 – Action plan to safely and effectively mitigate the root rot concerns within the park (including a timeline) and Objective 5 – Recommendations for site remediation:

The following action items (refer to Table 1) and timelines are recommended to effectively mitigate the root rot concerns within the park and at the same time create a healthier stand type which doesn't have the severity of root rot as observed within this assessment (estimate 20% of the park has higher incidence of root rot infection). Ideally <5% root rot incidence (with monitoring) would be preferred over the whole area in the long run.

Action Item 1 – Salvage Harvesting the Identified hazard Trees (applicable to immediate tree removals only) and Previously Felled Wood:

- Trees will either be salvaged for commercial timber products, for firewood, or a combination of these. For trees requiring entire removal, it was recommended to directionally piece down or hand fall the trees in order to minimize damage to adjacent trees and their root zones. However, it will be up to the faller to determine the safest and most practicable way to remove the trees without damaging adjacent trees. Additionally for the 11 modification (topping) trees, if not safe to do, the full trees may be removed.
- Based on the soil types, slope, and harvesting opening sizes within the park it is estimated that horse logging or hoe forwarding methods would be suitable for within the park. If utilizing a hoe forwarder it is recommended that designated trails are used and that puncheon (layer of non merchantable logs), plywood sheets or other geo-textile material be spread along the trails in order to minimize soil compaction and displacement as well as to protect the root zones of adjacent retained trees. If practicable and safe to do so, lighter, lower impact machinery is recommended.
- Prior to harvesting it is understood from the RDN Parks Department that timber valuation and harvesting cost assessments will be undertaken to determine the best use of the wood and how to efficiently harvest the trees (while minimizing site degradation or tree damage) at minimal cost.
- For trees prescribed for modification (topping) treatments, if safe and practicable, piecing down of the stem sections will be required. If deemed unsafe to top, the trees may be removed.
- As debris from root rot infected wood can spread to adjacent healthier trees, it is recommended that debris not come into contact with retained trees and that all are removed from the site.
- Additionally, through discussions with Chris van Ossenbruggen of the RDN Parks Department and on-site observations it was determined that it was not practicable to undertake stumping (overturning and removing infected stumps with roots).



Stumping would likely cause significant damage to structural and fine roots on retention trees due to the underground disturbance when removing the roots wads.

- Ensure that a qualified professional (ISA Arborist / RPF) is on-site to monitor the harvesting operations. This is to ensure that damage to retained trees and their root systems are minimized. The approximate cost for monitoring work at this stage would range from \$4,500 to \$5,500.

Timeline: December 2017 to September 2018 (preferably during drier soil conditions).

Refer to Appendix I for the Tree Risk Assessment Map and Appendix II for Tree Risk Assessment Data and Recommended Work.

Action Item 2 – Planting the Root Rot Openings with Tree Species Tolerant and/or Immune to Laminated Root Rot (specific to immediate tree removal areas):

Tree species selection and silvics characteristics are based partially off the Tree Species Compendium website (www.for.gov.bc.ca/hfp/silviculture/compendium/index.htm) and the 1994 LMH28 Vancouver Region Guidebook. Western red cedar (Cw), Western white pine (Pw) and various deciduous species such as bigleaf maple (Mb), red alder (Dr), bitter cherry (Vb), Arbutus (Ra), and cascara (Kc) are either immune or tolerant to the laminated root rot. Cw is very shade tolerant, and is ecologically suited within the CDFmm biogeoclimatic subzone, even though not present on the park site. This species should be utilized as a low to moderate component of the seedling stock and targeted within partial to closed canopy and moisture receiving depression sites given the drier conditions within the CDFmm subzone. Mb, Dr, Vb, and Kc are recommended given these are faster growing pioneer species which would establish quicker than conifers. Additionally, Dr is a primary nitrogen fixer which would benefit other establishing seedling stock with increased nitrogen levels. Dr, Ra, and Mb have low shade tolerance; however, Ra has a higher shade tolerance at the seedling stage. Vb and Kc have moderate shade tolerance. Pw is a suitable alternative, and if utilized, it should be utilized as a minor component given its susceptibility to white pine blister rust (*Cronartium ribicola*). No more than 20% of Pw seedling stock should be used and white pine blister rust resistant trees can be obtained from the nursery. This species is also moderately shade tolerant so it is recommended to plant this Pw within either partial canopy cover sites or within openings. Lodgepole pine (Plc), also tolerant to the root rot, could be utilized as an alternative; however, this species is generally only utilized on very poor to poor nutrient sites and this site has medium productivity at the minimum. Below are the planting prescriptions for the western and the eastern root rot centres as well as individual tree removal sites with small openings. These prescriptions may be altered based on stock availability or to utilize other desirable species.

Western Root Rot Centre (previously cleared area):

- Recommended species: 60% red alder (*Alnus rubra*), 30% bigleaf maple (*Acer macrophyllum*), and 10% western red cedar (*Thuja plicata*).
- Tree density and spacing: Plant at 1200 stems per hectare. Target inter-tree spacing should be 3.1m. Minimum allowable inter-tree spacing is 2.0m. Space trees off existing healthy naturals and mature stems.



- Total # trees required: 84 trees including 50 red alder, 26 bigleaf maple, 8 Western red cedar.
- Planting instructions: Target raised microsites (natural mounds). Target Cw within partial to closed canopy and moisture receiving depression sites. Target Dr and Mb within opening and stand edges. Additional advice on proper planting procedures should be obtained from the nursery supplying the stock.
- Alternative Species that could be utilized: Western white pine (*Pinus monticola*), bitter cherry (*Prunus emarginata*), Arbutus (*Arbutus menziesii*), or cascara (*Rhamnus purshiana*).

Eastern Root Rot Centre (currently timbered area):

- Recommended species: 30% bitter cherry (*Prunus emarginata*), 30% red alder (*Alnus rubra*), 20% cascara (*Rhamnus purshiana*), and 20% western red cedar (*Thuja plicata*).
- Tree density and spacing: Plant at 1200 stems per hectare. Target inter-tree spacing should be 3.1m. Minimum allowable inter-tree spacing is 2.0m. Space trees off existing healthy naturals and mature stems.
- Total # trees required: 48 trees including 15 bitter cherry, 15 red alder, 9 cascara, and 9 Western red cedar.
- Planting instructions: Target raised microsites (natural mounds). Target Cw within partial to closed canopy and moisture receiving depression sites. Target Dr within small openings and Kc and Vb within small openings and partial canopy sites. Additional advice on proper planting procedures should be obtained from the nursery supplying the stock.
- Alternative Species that could be utilized: Western white pine (*Pinus monticola*) or Arbutus (*Arbutus menziesii*).

Individual Tree Removal Sites:

- 7 individual trees outside of the root rot centres are prescribed for immediate removal (Trees 1 to 2, 19 to 20, and 37 to 39). A 2:1 replacement tree ratio is recommended (2 trees planted for each tree removed).
- Recommended species: 100% western red cedar (*Thuja plicata*) given lower light levels with individual tree removals.
- Tree spacing: Target inter-tree spacing should be 3.1m. Minimum allowable inter-tree spacing is 2.0m. Space trees off existing healthy naturals and mature stems.
- Total # trees required: 14 Western red cedar trees.



- Planting instructions: These trees should be planted in the near vicinity of the above removal trees. Target raised microsites (natural mounds). Additional advice on proper planting procedures should be obtained from the nursery supplying the stock.
- Alternative Species that could be utilized: bitter cherry (*Prunus emarginata*), or cascara (*Rhamnus purshiana*).

General Planting Recommendations for all Sites:

- Stock availability may determine species selection. Recommendations here are based on ecologically suitable species within the CDFmm subzone. All tree and shrub species are to be of guaranteed nursery stock. Tree stock should be a minimum of 412A or 412B plug size (4 equates to the girth of the plug, 12 equates to the length of the plug, and the associated letters indicate the spacing between the seedlings within styro block containers where grown at the nursery). Seedling cost estimates were obtained from Sylvan Vale Nursery:

Sylvan Vale Nursery Ltd. Black Creek, BC
 (250) 337-8487
www.svnltd.com

- The botanical name should be used when ordering stock to ensure that the desired tree species is being purchased.

Timeline: Spring or summer / early fall (February to September) following harvesting activities. Plant seedlings within 1 year post-harvest.

Refer to Table 1 for costs associated with planting the seedling stock.

Action Item 3 – Monitoring Stand Health / Tree Risk and Establishment of Planted Trees within the Park:

- Monitoring stand health / tree risk – Mature trees within the park (including the 13 trees prescribed for future treatment) should be monitored once annually over the next 5 year period to ensure the laminated root rot has not spread further and to assess whether additional trees pose a risk and require removal or modification (topping). Additionally, Arbutus tree health should also be assessed during these times. If required additional planting may be required in the future where trees are removed. If after the 5 year period, root rot incidence is reduced to more acceptable levels, and then monitoring frequency may possibly be reduced at that point.
- Monitoring establishment of planted trees – To ensure the success of the planting program the survival and health of planted trees should be monitored once annually over the next 5 years. No noticeable deer browse or sign was noted within the park; however, this should also be closely monitored over this time period.



Refer to Table 2 for costs associated with the 5 year monitoring.

Objective 6 – Costs associated with harvesting monitoring and completion of remediation work:

Tables 1 to 2 indicate the costs associated with the following 2 phases: 1) planting root rot infected sites, and 2) annual monitoring over a 5 year period. The total cost the above 2 phases is **\$11,049.50 + taxes**

Table 1: Cost associated with planting stock and labour.

| Tree Species | Units | Size (container / plug) | Cost per unit | Tree cost | Lab. cost / tree | Lab. cost | Total cost |
|--|-------|-------------------------|---------------|-----------|------------------|-----------|-----------------|
| Western red cedar (<i>Thuja plicata</i>) | 31 | 412A/B plug | \$2.00 | \$62.00 | \$1.25 | \$38.75 | \$100.75 |
| Red alder (<i>Alnus rubra</i>) | 65 | 412A/B plug | \$2.00 | \$130.00 | \$1.25 | \$81.25 | \$211.25 |
| Bigleaf maple (<i>Acer macrophyllum</i>) | 26 | 412A/B plug | \$2.00 | \$52.00 | \$1.25 | \$32.50 | \$84.50 |
| Bitter cherry (<i>Prunus emarginata</i>) | 15 | 412A/B plug | \$2.00 | \$30.00 | \$1.25 | \$18.75 | \$48.75 |
| Cascara (<i>Rhamnus purshiana</i>) | 9 | 412A/B plug | \$2.00 | \$18.00 | \$1.25 | \$11.25 | \$29.25 |
| Shipping Cost (incl. fuel): | | | | | | | \$250.00 |
| Total: | | | | | | | \$724.50 |

If the 10 trees prescribed for future removal are harvested then an additional 20 trees are recommended for planting which would equate to an additional \$65-\$80 (incl. trees plus labour) plus shipping costs and taxes.

Table 2: Cost associated with annual monitoring over a 5 year period assessing stand health / tree risk and establishment of planted trees within Glynneath Community Park. QP = Qualified professional.

| Phase: | QP rate per hour | QP hours (5 site visits) | QP cost | Truck day rate | Truck cost | Total Cost |
|--------------------|------------------|--------------------------|------------|----------------|------------|--------------------|
| Fieldwork | \$80/hr | 40 | \$3,200.00 | \$145 | \$725.00 | \$3,925.00 |
| Monitoring Reports | \$80/hr | 80 | \$6,400.00 | N/A | N/A | \$6,400.00 |
| Total: | | | | | | \$10,325.00 |

**Any additional days required would be at the QP and truck rate indicated above.



Additional Note Regarding Arbutus Health:

As mentioned under Objective 3, fourteen Arbutus trees have recently died or are rapidly declining as a result of the stem / branch canker (*Nattrassia mangiferae*) and/ or Madrone branch dieback (*Fusicoccum aesculi*). Additional Arbutus trees may also be declining. Refer to Figure 11 for a photo showing dead and declining Arbutus trees. Literature indicates that Arbutus growing closer to the ocean and that are exposed to higher levels of sunlight, and other environmental stresses seem to be more prone to the above mentioned diseases. Additionally, the canker spores from infected trees can travel to other trees through wind and rain.



Figure 11: Photo showing a dead standing Arbutus tree and a second declining one.

Additional assessments of the Arbutus trees by a Qualified Professional (RPF and/or ISA Arborist) is recommended over the 5 year monitoring period in order to determine the best course of action with the stem / branch canker and/ or Madrone branch dieback epidemic within the park. As part of this assessment, all mature Arbutus should be field



reviewed to determine the degree of the infection, recommended actions for sanitation treatments (including tree removal, topping, or pruning), and recommendations to prevent or minimize further spread of the pathogen within the stand.

For infected Arbutus trees that are moderately healthy literature indicates that pruning of dead / infected branches or limbs can have beneficial impacts minimizing the spread of the cankers. Pruning should be conducted in the late winter to early spring for better results. As sudden exposure of Arbutus to the sun can cause sunscald (which may facilitate infection by the canker fungus), when removing other trees, minimize opening size adjacent healthy Arbutus (*Forest Pest Leaflet, Common Pests of Arbutus in British Columbia, December 2000*). Inadequate information was available to determine if debris removal would effectively aid in sanitation of the stand. It is recommended that debris from Arbutus do not come in direct contact with other mature or immature Arbutus trees in order to minimize spread of these diseases.


6.0 Limitations

The tree assessment was completed under the site conditions (weather, natural / unnatural disturbances etc.) and tree conditions (visible defects) present at the time of the assessment and with the tools available (laser, iPad, mallet, D-tape).

Root rot centres were mapped to the best ability (with the tools available) based on what was observed on and above the ground. Given that trees possess many unseen parts below the ground, it is difficult to determine the root rot centre boundaries with 100% accuracy. As indicated within the recommendations, monitoring of the stand over the next 5 years will be required in order to assess for future hazard trees and to adjust the root rot centre boundaries where required.

7.0 Signature and Professional Seal

Field work and report completed by: Walter Ernst, RPF (#4071), ISA Certified Arborist (PN-7288A), Certified Tree Risk Assessor.

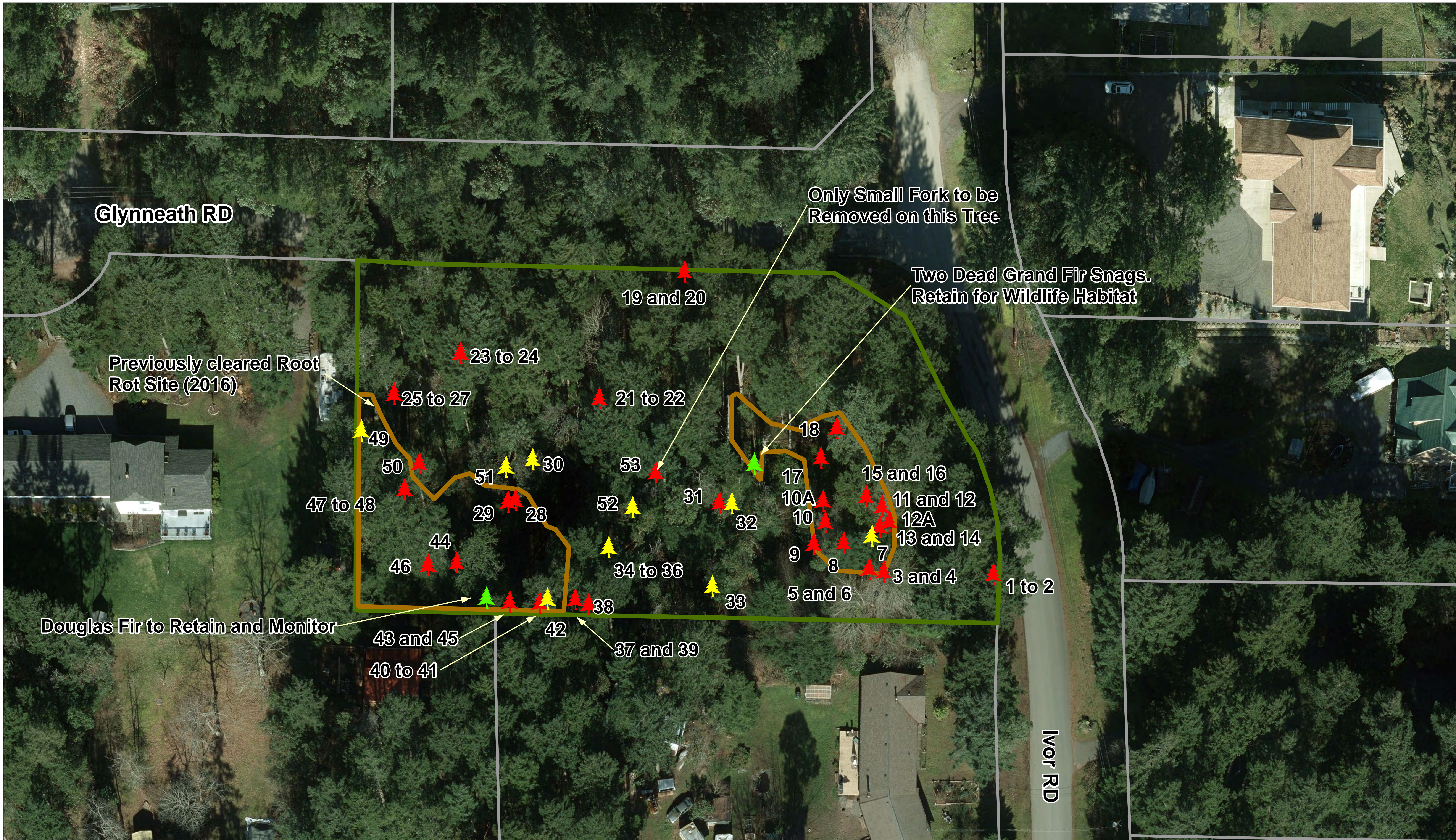
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| Signature and Seal |
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| 10/12/17 |
| Date (dd/mm/yy) |



Appendix I – Tree Risk & Root Rot Assessment Map



Glynneath Community Park - Tree Risk and Root Rot Assessment Map



Trees Recommended for Modification Treatment (Topping)

Trees Recommended for Removal

Retain and Monitor Trees Comment

Park

Community Lots

Laminated Root Rot Centers



Projection: NAD 1983 UTM Zone 10N
 Scale: 1:250
 Date: 11/29/2017
 Produced By: Richards

Document Path: N:\Strategic_Group\Projects\17-0981-02 Glynneath Community Park Tree Risk Assessment\Phase\Map\IvorRd.mxd

Appendix II – Tree Risk & Root Rot Assessment Data and Recommended Work



Appendix III – Tree Risk Assessment Data / Recommended Tree Work

Location: Glynneath Community Park Tree Risk Assessment
 Completed By: Walter Ernst, RPF, Cert Arb., PMP
 Date: November 15, 2017

| Tree # | Spp. | DBH (cm) | Ht (m) | Risk | Tree Condition | Treatment Recommendations | Timeline for Tree Removal or Modification Treatment (Urgent, or Monitor / Future Treatment) |
|--------|---------|----------|--------|------|---|--|---|
| 1 | Fdc | 38.0 | 12.0 | M | Tree with thinning crown and has flaky and loose bark along portions of stem base. Some rot suspected. No immediate root rot signs along forest floor. Adjacent Ivor Rd. Larger fir trees adjacent seem healthy enough at this point. | Piece down. Minimize damage to adjacent trees. | Urgent |
| 2 | Fdc | 27.0 | 15.0 | M | Tree with thinning crown and has flaky and loose bark along portions of stem base. Some rot suspected. No immediate root rot signs along forest floor. Adjacent Ivor Rd. Larger fir trees adjacent seem healthy enough at this point. | Piece down. Minimize damage to adjacent trees. | Urgent |
| 3 | Bg | 22.0 | 22.0 | M | Sickly, tall spindly tree on way out. Not much live crown left. May blow over during next storms. | Piece down. Minimize damage to adjacent trees. | Urgent |
| 4 | Bg | 11.0 | 17.0 | H | Sickly, tall spindly tree with very flaky bark and has very stunted and patchy foliage. Rot suspected. May blow over during next storms. Potential root rot. | Directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 5 | Bg | 18.0 | 17.0 | H | Close to dead tree. Very spindly top. | Directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 6 | Bg | 18.0 | 17.0 | H | Dead standing spindly tree. Recent mortality. | Directionally hand fall or piece down. Minimize damage to adjacent trees. | Urgent |
| 7 | Bg | 40.0 | 30.0 | M | Dead standing larger tree. Bore holes noted in bottom of tree. Beetle killed. | Top to 8-10m or piece down entirely. Minimize damage to adjacent trees. | Urgent |
| 8 | Fdc | 42.0 | 30.0 | M | Tree with very spindly crown. On way out. | Piece down. Minimize damage to adjacent trees. | Urgent |
| 9 | Fdc | 21.0 | 12.0 | H | Dead standing tree. Some loose flaky bark at base. | Piece down or directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 10 | Bg | 18.0 | 14.0 | H | Dead tree with lean. Rot at base and roots look to be compromised. | Directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 10A | Bg | 24.0 | 14.0 | H | Dead tree. Root gave out due to laminated root rot. Leaning on other trees. | Piece down or directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 11 | Bg | 19.0 | 9.0 | H | Recently dead tree. Red foliage. | Directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 12 | Bg | 16.0 | 13.0 | H | Recently dead tree. Red foliage. | Directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 12A | Bg | 7.0 | 5.0 | L | Spindly declining whip. Significant stem deformities. | Directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 13 | Bg | 7.0 | 6.0 | L | Small dead tree. Remove only to eradicate. | Directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 14 | Bg | 5.0 | 7.0 | L | Small almost dead tree. Remove only to eradicate. | Directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 15 | Bg | 17.0 | 13.0 | H | Recently dead tree. Red foliage. | Directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 16 | Bg | 17.0 | 14.0 | M | Tree with very spindly crown. Chopped into at base previously. Remove mainly as could snap off. | Directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 17 | Bg | 17.0 | 18.0 | H | Tree on way out. Red needles at top of crown. | Directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 18 | Bg | 16.0 | 13.0 | H | Dead standing tree with significant rot. | Directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 19 | Arbutus | 33.0 | 17.0 | M | Significantly declining arbutus. Canker / blight. Small amount of leaves at top. Leans into park from Glynneath Rd. | Directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 20 | Arbutus | 24.0 | 17.0 | M | Significantly declining arbutus. Canker / blight. Small amount of leaves at top. Leans into park from Glynneath Rd. | Directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 21 | Fdc | 24.0 | 23.0 | M | Spindly crown. Some looser bark at base. | Directionally hand fall or piece down. Minimize damage to adjacent trees. | Monitor / Future |
| 22 | Fdc | 20.0 | 18.0 | H | Dying Fdc tree with very spindly crown. | Directionally hand fall. Minimize damage to adjacent trees. | Monitor / Future |
| 23 | Fdc | 16.0 | 14.0 | H | Dead standing tree with spindly stem. | Directionally hand fall or piece down. Minimize damage to adjacent trees. | Monitor / Future |
| 24 | Fdc | 43.0 | 28.0 | H | Tree almost dead with very few needles left. | Piece down. Minimize damage to adjacent trees. | Monitor / Future |
| 25 | Fdc | 20.0 | 6.0 | M | Short tree with broken top. Eradicate. | Directionally hand fall. Minimize damage to adjacent trees. | Monitor / Future |
| 26 | Arbutus | 27.0 | 12.0 | H | Dead decadent arbutus with heavy lean on adjacent arbutus. Significant crack at base. Canker / blight. | Directionally hand fall. Minimize damage to adjacent trees. | Monitor / Future |
| 27 | Fdc | 16.0 | 17.0 | H | Edge of root rot opening. Spindly thinning top. | Directionally hand fall. Minimize damage to adjacent trees. | Monitor / Future |
| 28 | Fdc | 37.0 | 12.0 | M | Ugly tree at edge of root rot opening. Has fork with weak attachment. Rot likely in stem. Eradicate. | Directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 29 | Arbutus | 27.0 | 13.0 | H | Dead decadent arbutus with heavy lean on adjacent arbutus. Canker / blight. | Directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 30 | Arbutus | 35.0 | 15.0 | H | Dead standing arbutus. Canker / blight. | If safe to do so top at 8-10m. If not piece down or directionally hand fall. | Monitor / Future |
| 31 | Fdc | 23.0 | 6.0 | L | Dying tree on way out. Not much foliage. Eradicate. | Directionally hand fall. Minimize damage to adjacent trees. | Monitor / Future |
| 32 | Arbutus | 36.0 | 24.0 | M | Dead standing arbutus. Canker / blight. | If safe to do so top at 8-10m. If not piece down or directionally hand fall. | Monitor / Future |
| 33 | Arbutus | 30.0 | 21.0 | M | Dead standing arbutus with lean towards neighbouring property. Canker / blight. | If safe to do so top at 8-10m. If not piece down or directionally hand fall. | Urgent |
| 34 | Arbutus | 30.0 | 24.0 | M | Close to dead arbutus. Very few leaves left up top. Lean towards neighbouring property. Canker / blight. | If safe to do so top at 8-10m. If not piece down or directionally hand fall. | Urgent |
| 35 | Arbutus | 27.0 | 21.0 | M | Dead standing arbutus. Canker / blight. | If safe to do so top at 8-10m. If not piece down or directionally hand fall. | Urgent |
| 36 | Arbutus | 32.0 | 18.0 | M | Close to dead arbutus. Very few leaves left up top. Lean towards neighbouring property. Canker / blight. | If safe to do so top at 8-10m. If not piece down or directionally hand fall. | Urgent |
| 37 | Bg | 31.0 | 15.0 | H | Dead standing fir. Decadent with flaking bark and rot evident. Next to neighbours yard / trailer. | Piece down or directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 38 | Fdc | 10.0 | 15.0 | H | Dead standing spindly fir. Next to neighbours yard and trailer. | Directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 39 | Fdc | 30.0 | 28.0 | H | Dead standing fir. Next to neighbours yard / trailer. | Piece down or directionally hand fall. Min damage to adjacent trees. | Urgent |
| 40 | Fdc | 26.0 | 25.0 | M | Spindly tree with significant crown thinning. Within root rot centre. Eradicate. | Piece down or directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 41 | Fdc | 9.0 | 18.0 | M | Spindly tree with significant crown thinning. Within root rot centre. Eradicate. | Piece down or directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 42 | Arbutus | 37.0 | 18.0 | M | Declining tree. One fork is dead. Leaning against Trees 40 to 41. May have to remove or top when removing two adjacent trees. | Top to 8-10m or piece down entirely. Minimize damage to adjacent trees. | Urgent |
| 43 | Fdc | 18.0 | 13.0 | H | Dead spindly tree with heavy lean to neighbouring property. Roots likely compromised. | Piece down or directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 44 | Fdc | 21.0 | 10.0 | M | Spindly tree with significant crown thinning. Within root rot centre. Eradicate. | Directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 45 | Fdc | 18.0 | 12.0 | L-M | Spindly tree with significant crown thinning. Within root rot centre. Eradicate. | Directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 46 | Fdc | 10.0 | 6.0 | L | Small, spindly dead tree. Eradicate. | Directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 47 | Fdc | 19.0 | 10.0 | L | Small, spindly dead tree. Eradicate. | Directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 48 | Fdc | 15.0 | 10.0 | L | Small, spindly dead tree. Eradicate. | Directionally hand fall. Minimize damage to adjacent trees. | Urgent |
| 49 | Arbutus | 28.0 | 15.0 | M | Dead standing arbutus. Canker / blight. | If safe to do so top at 8-10m. If not piece down or directionally hand fall. | Urgent |
| 50 | Fdc | 23.0 | 16.0 | M | Tree with spindly crown. Edge of root rot centre. Eradicate. | Directionally hand fall. Minimize damage to adjacent trees. | Monitor / Future |
| 51 | Arbutus | 26.0 | 11.0 | M | Dead arbutus with heavy arch. Canker / blight. | If safe to do so top at 5-6m. If not piece down or directionally hand fall. | Monitor / Future |
| 52 | Arbutus | 34.0 | 24.0 | M | Dead standing arbutus. Canker / blight. | If safe to do so top at 8-10m. If not piece down or directionally hand fall. | Monitor / Future |
| 53 | Fdc | 22.0 | 17.0 | M | Tree with weak fork attachment. Potential to split off. | Remove only small fork. Use proper ISA Arboriculture limbing cuts. Piece down. | Monitor / Future |
| AVG: | | 23.2 | 15.8 | | | | |

Tree Risk Summary:

****All priority removal or modification (topping) trees were painted with a blue dot at the base of the stem with the tree number spray painted.**

| Spp. | # | % |
|--------------|-----------|------------|
| Arbutus | 14 | 26 |
| Fdc | 22 | 42 |
| Bg | 17 | 32 |
| Total | 53 | 100 |

11 (or 21%) of the trees are prescribed for topping if safe to do so (the bulk at Arbutus).
 42 (or 79%) of the trees are prescribed for full removal.

Integrated Operations Group Inc.
#321-1180 Ironwood St.
Campbell River, BC
V9W 5P7
WorkSafe BC # - 928690

January 31, 2018

Attention: Chris van Ossenbruggen
Via email: cvanossenbruggen@rdn.bc.ca

Dear Chris,

RE: Glynneath Community Park – Harvesting Cost/Timber Valuation Assessment

INTRODUCTION AND OVERVIEW

Integrated Operations Group Inc. (IOG) was retained on behalf of Strategic Natural Resource Consultants Inc. (SNRC) to complete an analysis of operational costs and timber value for proposed works at Glynneath Community Park (the Park). The original scope of work was commissioned by the Regional District of Nanaimo (RDN) with the intent to better understand the cost implications and potential options for managing a number of trees recently affected with root-rot within the park.

The field review was completed by Shawn Mandula, RPF, ISA Certified Arborist on January 25th, 2018. The SNRC report titled “Tree Risk/Root Rot Assessment Report – Glynneath Community Park” and dated December 10th, 2017, was used to provide necessary background information and guide the assessment.

OBJECTIVES

The objectives for this assessment were as follows:

- Field assess trees proposed for immediate and future tree work (as well as previously felled and bucked trees lying on the ground) to determine harvesting options / costs and timber value.

OBSERVATIONS

The assessment confirmed many of the findings of the SNRC report, notably the varied health of the stand and root rot incidence. Due to the proximity to existing structures adjacent to the park, some of the trees identified for removal have the potential to strike public and private property and, therefore, pose a risk to the community.

Harvesting Options / Costs

Due to the fact that the project area is surrounded by roads, hydro lines, fences, structures and private property, most of the larger trees requiring removal will need to be pieced down manually by climbers. The majority of smaller diameter trees can be felled from the ground. From a cost perspective, it is recommended that all trees (those recommended for immediate removal, as well as those recommended for monitoring/future removal) are removed at the same time, in order to avoid additional costs of secondary mob/demob of equipment and resources.

Debris management will be the most significant component of the project. The proposed work will generate a significant amount of debris which will need to be managed in order to reduce fire fuel loading, as well as for aesthetics and pathogen control. IOG recommends constructing small temporary skid trails to allow access for a rubber-tracked compact excavator (e.g. Hitachi ZX50U or equivalent) in order to move logs and wood debris. The use of a small, rubber-tracked machine will minimize the potential for root and stem damages to residual trees. Logs can be skidded with the excavator and bucked into firewood at roadside, or bucked in the block and transported to roadside using a small rubber-tracked dumper unit. A smaller 6" chipper could be towed into the site to reduce the distance fine debris needs to be transported and minimize site disturbance. The chips would then be blown back into the site and evenly distributed. Over time, the chips will decompose into the soil acting as a slow-release fertilizer. If the RDN desires the chips to be removed, fine debris will first be forwarded to roadside by the compact excavator and/or using manual labour, and then chipped into a truck for disposal. An arborist or RDN representative could advise on the level of coarse woody debris that is left within the park, if any, as wildlife habitat and for aesthetics.

A possible value-added development opportunity would be to convert the temporary skid trail into a permanent walking path through the park which could be done with fairly minimal grubbing and grading with existing site equipment (compact excavator and dumper) and by laying acceptable trail capping (e.g. road crush gravel/blue-chip). Trees harvested on site could be milled/used for landscape or trail features (e.g. small benches).



IOG offers the following project scenario summary for the RDN's consideration:

- Piece down/fall all trees identified for immediate and/or future removal.
- Create a skid trail for access with compact excavator; if planning to further develop into permanent walking path, select skid trail location in conjunction with RDN rep and/or project arborist.
- Forward logs to roadside for processing into firewood, buck and stack logs into firewood for community pickup.
- Chip and blow fine debris back onto the site, evenly disperse.
- Complete final grubbing of trail.
- Complete trail construction (Place filter cloth, road crush, blue chip capping); target a finished trail width of 3m wide and close to existing grade.
- Complete any trail features as desired by the RDN (e.g. benches, railings, trail borders, etc.).
- An arborist should be on site intermittently through the project to advise on opportunities to mitigate impact to residual trees.

It is estimated the above scenario as described, including monitoring and trail construction could be completed for \$24,000 - \$29,000. Without trail construction, we estimate the work can be completed for \$18,000 - \$23,000. **Integrated Operations Group is willing to provide the services as described above to the RDN and for the pricing ranges shown.**

Salvage Potential / Log Value

IOG noted a number of Douglas-fir trees that were previously felled/pieced down for health reasons in addition to a number of other trees (mostly Douglas-fir as well) that had fallen naturally due to root rot/structural deficiencies. While a portion of these downed trees may be salvageable for lumber, the majority have been on the ground long enough that sap rot and/or insects have significantly degraded the log quality to the point where market value is significantly reduced. Douglas-fir logs in particular, once downed, are almost certain to be affected by the Ambrosia Beetle when left on the ground for over a year or through the flight window in the spring. Affected logs can be downgraded in market value by up to 30% or more from our experience. Sap rot only worsens the reduction in value.

The majority of the standing wood recommended for immediate and future removal is of poor log quality as well. Many of the trees identified have poor form, small piece size, broken tops, forked tops, excessive limb structure, rot and/or other qualities that significantly reduce market value. The majority of trees will likely be restricted to waste, pulp or chip and saw market sorts (\$0 - \$50/cubic meter), with a small percentage making gang, peeler and sawlog (\$50 - \$90/cubic meter). With the relatively low volume of salvageable wood available on site, and assuming the logs will be in random lengths (not bucked specifically to desirable market specs) we estimate the market value of the logs to be no more than \$1200. However, when factoring in the extra time to handle the logs and haul the logs to a sort, the net profit will be almost negligible.

An alternative to trying to salvage logs for sale to market may be to process them into firewood. It is estimated that there could be 7-11 cords of salvageable firewood at the site (once trees have been taken down). At a sales value of approximately \$250 per cord, the wood could bring \$1750 - \$2750 of value. However, acknowledging that the RDN will incur some costs to administer the sale of this wood,



the most attractive option may simply be to have the wood bucked as firewood and stacked at roadside for the community to take for free. The latter may realistically be the most cost effective option for the RDN.

SUMMARY

- Manual climbing/hand falling required for tree removal.
- Recommend removing all trees requiring immediate removal as well as future removal at the same time to reduce costs.
- Specialized, compact equipment should be used to reduce potential for damages to residual trees.
- The RDN is to decide what level of debris removal is acceptable (e.g. chips left on site, or full removal, coarse woody debris levels, etc.).
- There may be the opportunity to construct a small trail and/or benches/trail features concurrent with tree removal which would greatly improve park function and aesthetics.
- Trees to be removed have marginal quality and value for sale as logs. A better use may be to sell as firewood or give away for free to the community to save on transportation/delivery costs.
- Estimated pricing breakdown as follows:

| | |
|-----------------------------------|-----------------------------|
| Tree/Debris Removal | (\$18000 - \$23000) |
| Trail Construction/Upgrade | (\$6000) |
| Wood Value (Firewood)* | \$1750 - \$2750 |
| Total Cost | (\$21,250 – \$27250) |

***Additional costs apply if attempting to sell firewood (administration, etc.). Recommend just giving away to community or using internally for trail/park upgrades.**

LIMITATIONS

The quality and accuracy of this report are subject to the conditions and information present and/or available at the time of assessment, as well as the time expended by IOG to collect and produce this information. All of the information found within this document has been prepared for the Regional District of Nanaimo and is not intended for further distribution.

Feel free to contact us if you have any questions regarding the content of this report and/or to put our team to work. We can be reached at 250-914-8050 (office) or at smandula@iogl.ca.



Yours Truly,

Shawn Mandula, RPF, ISA Certified Arborist
IOG Operations Manager
Integrated Operations Group Inc.

Proposal Attachments:

- Terms of Engagement
- Fee Schedule
- General Services Brochure
- Proof of Liability Insurance
- Additional Information



TO: Electoral Area Services Committee **MEETING:** April 10, 2018

FROM: Stephen Boogaards
Planner **FILE:** PL2017-130

**SUBJECT: Zoning Amendment Application No. PL2017-130
575 Horne Lake Road – Electoral Area ‘H’
Amendment Bylaw 500.416, 2018 Introduced – First and Second Reading
Lot 8, DD 51006N, District Lot 90, Newcastle District, Plan 1874, Except Part in Plan
VIP63298**

Please note: The recommendation was varied by the Committee as follows:

That Zoning Amendment Application No. PL2017-130 - 575 Horne Lake Road, Electoral Area 'H' be rejected.

RECOMMENDATIONS

1. That the Board receive the Summary of the Public Information Meeting held on December 5, 2017.
2. That “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No, 500.416, 2018” be introduced and read two times.
3. That the Public Hearing on “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.416, 2018”, be chaired by Director Veenhof or his alternate.
4. That the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw 500.416, 2018 being considered for adoption.

SUMMARY

The applicant proposes to rezone a portion of the property from Agriculture 1 (AG1), Subdivision District ‘B’, to Rural 6 (RU6), Subdivision District ‘D’, to allow for the subdivision of a new lot from the parent parcel. The proposal is consistent with applicable Official Community Plan policies. It is recommended that the Board consider first and second readings of draft Amendment Bylaw 500.416, and forward the bylaw to Public Hearing. It is also recommended that the conditions outlined in Attachment 2 be completed prior to the Board’s consideration of adoption of Amendment Bylaw 500.416.

BACKGROUND

The Regional District of Nanaimo has received an application from Island Pallet Solutions to rezone a portion of the subject property from Agriculture 1, Subdivision District ‘B’ to Rural 6, Subdivision District ‘D’ in order to allow for the subdivision of a lot of approximately 2.01 hectare along with an 8.93 hectare remainder parcel. The subject property is approximately 10.94 hectares in area and is partly within the

Agricultural Land Reserve (ALR) (see Attachment 3 – Proposed Subdivision Plan). The property is located east of Horne Lake Road, adjacent to properties in the ALR to the south, east and west, and adjacent to rural residential parcels to the north (see Attachment 1 – Subject Property Map).

Proposed Development

The applicant proposes to rezone a portion of the subject property from Agriculture 1 Zone, Subdivision District ‘B’ to Rural 6 Zone, Subdivision District ‘D’ to allow the creation of a new lot fronting on Horne Lake Road (see Attachment 3 – Proposed Subdivision Plan). The new lot boundary will be adjacent to the ALR boundary and within a hydro and gas utility right-of-way that crosses the property. The development is proposed to be serviced by well and on-site septic disposal.

The property is subject to the Environmentally Sensitive Area for Aquifer Protection Development Permit Area, and a development permit application will be required prior to the subdivision of the subject property.

Official Community Plan Implications

The subject property is partially within the Rural designation and partially within the Resource Lands designation pursuant to the “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Bylaw No. 1335, 2017” (OCP). The proposed new lot is within the Rural designation, which supports a minimum parcel size of 2.0 hectares where a proposal meets the following criteria:

- a) One dwelling unit per parcel
- b) Bare land strata subdivision shall not be permitted
- c) No frontage relaxation required
- d) No further road dedication to accommodate parcel frontage or additional parcels
- e) A comprehensive plan for subdivision of the area being rezoned is provided with a report from a recognized professional with a geotechnical and hydrogeological experience indicating an assessment of the environmental suitability of the subdivision.

To comply with the above criteria, the new lot is proposed to be rezoned to RU6, which will limit the number of dwellings units permitted on the proposed new lot to one. A Section 219 covenant is recommended to be registered on the title prohibiting Bare Land Strata subdivision as per the Strata Property Act and to ensure that the new lot is consistent with the proposed plan of subdivision (see Attachment 2 – Conditions of Approval).

The proposed remainder parcel is split designated within the Rural and Resource designation. The Resource designation allows for an 8.0 hectare minimum parcel size and applies to the portion of the proposed remainder parcel within the ALR. The proposed 8.93 hectare remainder on the balance of the Rural and Resource designated portions of the property is consistent with OCP policies.

OCP policies also include direction that zoning amendments should generally be requested to include some public amenity as part of the completed project, in recognition of the increased value conferred on land in the course of rezoning. The applicant is proposing \$1,000 towards an electric vehicle charging station in Electoral Area ‘H’, which is a supported community amenity contribution in the OCP.

Land Use Implications

The existing AG1 Zone allows farm uses and permitted accessory farm uses on the ALR portions, and agriculture on non-ALR portions of the subject property. The proposed RU6 Zone on the new lot would support rural uses and restrict the residential use of the property to one dwelling unit as consistent with OCP policy (see Attachment 6 – Proposed Amendment Bylaw 500.416, 2018).

The applicant has submitted a proposed plan of subdivision to show the potential parcel shape and dimensions (see Attachment 3 – Proposed Plan of Subdivision). Proposed Lot A, the new lot, meets the frontage requirements of the *Local Government Act*, however, proposed Lot B will require a frontage relaxation.

While the proposed rezoning to facilitate subdivision is consistent with the OCP, there are currently RDN regulatory enforcement actions and investigations underway regarding certain activities on the property. These include ongoing enforcement under “Unsightly Premises Regulatory Bylaw No. 1073, 1996” (Unsightly Premises Bylaw) in relation to the accumulation of wooden pallets and other wood waste, several derelict vehicles, and other discarded and disused material on the property. The property is also currently the subject of an investigation into possible land use bylaw contraventions regarding commercial use unrelated to a principle permitted use, and is also the subject of a “Regional District of Nanaimo Waste Stream Management Licensing Bylaw No. 1386, 2004” compliance investigation into the possible disposal of municipal solid waste or recyclable material on the property. These regulatory matters are appropriately being addressed through investigation and enforcement of applicable regulations.

Proposed Amendment Bylaw 500.416, if adopted, would allow the land to be subdivided. While bylaw compliance investigation and any necessary enforcement will proceed separately from this zoning amendment application, confirmation of bylaw compliance would not be issued for the future subdivision of the land if the property is not in compliance with applicable RDN bylaws at that time.

In response to concerns raised regarding drainage from the property onto a neighbouring property, the applicant has provided a drainage report prepared by JE Anderson and Associates, dated March 9, 2018 to address drainage concerns. The report notes that the recently disturbed area adjacent to a private roadside ditch on the property is very small compared to the total drainage area and that the disturbance would not lead to any significant measurable increase in drainage flows. The report notes that water in the ditch ends up flowing through downstream properties, though most of the water in the ditch comes from upstream of the property. A BC Hydro roadside ditch in the right-of-way also contributes to the flows in the private roadside ditch on the subject property. In consideration of the future use of the property, and to ensure drainage from the property is addressed through development of the property, it is recommended that the applicant register a Section 219 covenant to require a stormwater management and drainage plan to be completed and implemented on the property prior to development or subdivision approval (see Attachment 2 – Conditions of Approval).

Concerns were also raised that nail accumulation through burning of pallets on the property could result in site contamination, and could preclude the keeping of livestock as a future agricultural use on the property. The issue was referred to Land Remediation Section of the Ministry of Environment and Climate Change Strategy. The Ministry responded that the activity does not constitute an industrial / commercial use under the Contaminated Sites Regulation and is not a concern with regard to site

contamination under its regulations. The issue was also referred to the Ministry of Agriculture, and the Ministry identified that burning of pallets and nail accumulation were not concerns under its authority. The Ministry further advised that nails could be screened by the property owner prior to keeping livestock, and that permanent crops would not likely be affected by the nails.

Environmental Implications

The proposed zoning amendment is required to demonstrate compliance with “Board Policy B1.21 Groundwater – Application Requirements for Rezoning Un-Serviced Lands” and OCP policy for the environmental suitability of the subdivision. The applicant has provided a Groundwater Potential and Aquifer Impact Review report prepared by Bayne Hydrogeologic Consulting and dated June 5, 2014 which provides a groundwater potential review and hydrological impact assessment of potential negative impacts to local aquifers in relation to subdivision of the property. The report anticipates that a well on each proposed lot could sustain the required water supply of 3.5 m³ per day. The report also identifies the potential interference of the new wells and the Horne Lake – Qualicum Bay Waterworks District supply wells and recommends that hydrogeologic testing and analysis be completed at the time of well drilling to assess the cumulative interference with the community wells. The report also recommends conditions for on-site septic maintenance, rainwater infiltration to the ground, and limiting hazardous chemical storage as may be associated with agriculture or home based business.

Prior to the Board’s consideration of adoption of the amendment bylaw, it is recommended that the applicant be required to register the Groundwater Potential and Aquifer Impact Review report as a Section 219 covenant with a clause requiring wells to be constructed and tested at subdivision stage, consistent with Board Policy B1.21. Given the potential impacts to the Horne Lake – Qualicum Bay Waterworks District supply wells, additional well tests are recommended as identified in the report (see Attachment 2 – Conditions of Approval). A Covenant will also implement the recommendations of the report, including compliance with recommendations for: wastewater disposal; rainwater management such as infiltration of rainwater to the ground and application of best practices to minimize potential erosion impacts by surface runoff; and restricting hazardous chemical storage and handling on the property. Since a portion of the parent property is within the ALR, approval of the covenant will be required by the Agricultural Land Commission.

Intergovernmental Implications

The application was referred to the Qualicum Bay – Horne Lake Waterworks District, as the subject property is situated within the well capture zone and well protection area for the community water supply well. Due to potential risks to groundwater supply from potential land uses, the Waterworks District recommends that the applicant complete a comprehensive hydrological study, which would include recommendations to address potential activities that could impact groundwater supply (see Attachment 5 - Qualicum Bay – Horne Lake Waterworks District Letter). The Section 219 covenant, recommended to be registered prior to the Board’s consideration of bylaw adoption, will require a report to assess whether the cumulative interference between the any new wells for the subdivision and the community water supply well will be acceptable to the RDN and Qualicum Bay – Horne Lake Waterworks District. This assessment must also consider future activities on the lots, and measures to mitigate potential impacts.

With regard to the site contamination concerns identified during the PIM, the site profile for the property was submitted to the Land Remediation Section of the Ministry of Environment and Climate Change Strategy. The provincial *Contaminated Sites Regulation* under the *Environmental Management Act* requires a site profile as an initial screening tool for identifying sites that might be contaminated where sites have been used for industrial or commercial activities listed in Schedule 2 of the Regulation. The Land Remediation Section identified that, as the use of the property does not constitute an industrial / commercial use as per Schedule 2 of the Regulation, the Ministry's regulatory requirements are satisfied.

The application was also referred to the ALC for comment, given that a portion of the remainder is within the ALR. The ALC recommended the installation of buffering adjacent to the ALR boundary consistent with the Ministry of Agriculture's Guide to Edge Planning: Promoting Compatibility Along Agricultural – Urban Edges. However, given that the existing BC Hydro and Terasen Gas rights-of-way extends 42.5 metres into the proposed parcel from the ALR boundary and vegetation is managed within the right-of-way to mitigate impacts on utilities, no buffering is recommended.

Public Consultation Implications

A PIM was held on December 5, 2017, and 14 members of the public attended the PIM (see Attachment 4 – Summary of Minutes of the Public Information Meeting). The public in attendance identified concerns regarding the unsightly condition of the subject property, further subdivision, impact on the ALR, potential impact to the Horne Lake - Qualicum Bay community water wells, drainage concerns, potential site contamination and concerns regarding the potential for nails from burned pallets to impact livestock. In response to concerns raised at the PIM, the applicant has provided a drainage report from a professional engineer. Also in response to concerns raised, the Ministry of Environment and Climate Change Strategy and the Ministry of Agriculture were referred the application, and have advised that they are not concerned with the use of the property under their respective regulatory authorities regarding contaminated sites and agriculture. The recommended conditions of approval, outlined on Attachment 2, are intended to address the potential impacts of the proposed subdivision on groundwater and will also address drainage from the site.

A public hearing will be scheduled, subject to the direction of the Board, if the bylaw is given first and second reading. Consistent with Section 466 of the *Local Government Act*, the RDN will notify tenants within 50 metres of the subject property and property owners within 200 metres of the subject property, and a notice of the meeting will be placed in two consecutive editions of the Parksville Qualicum Beach News.

ALTERNATIVES

1. To proceed with Zoning Amendment Application No. PL2017-130, consider first and second reading of the Amendment Bylaw and proceed to public hearing.
2. To not proceed with the Amendment Bylaw readings and public hearing.

FINANCIAL IMPLICATIONS

Staff have reviewed the proposed development and note that the proposal has no implications related to the Board 2018 – 2022 Financial Plan.

STRATEGIC PLAN IMPLICATIONS

Staff have reviewed the proposed development and note that the Board 2016-2020 Strategic Plan's strategic priority Focus on the Environment is supported through the recommended conditions of approval, which address groundwater protection and runoff control.



Stephen Boogaards
sboogaards@rdn.bc.ca
March 15, 2018

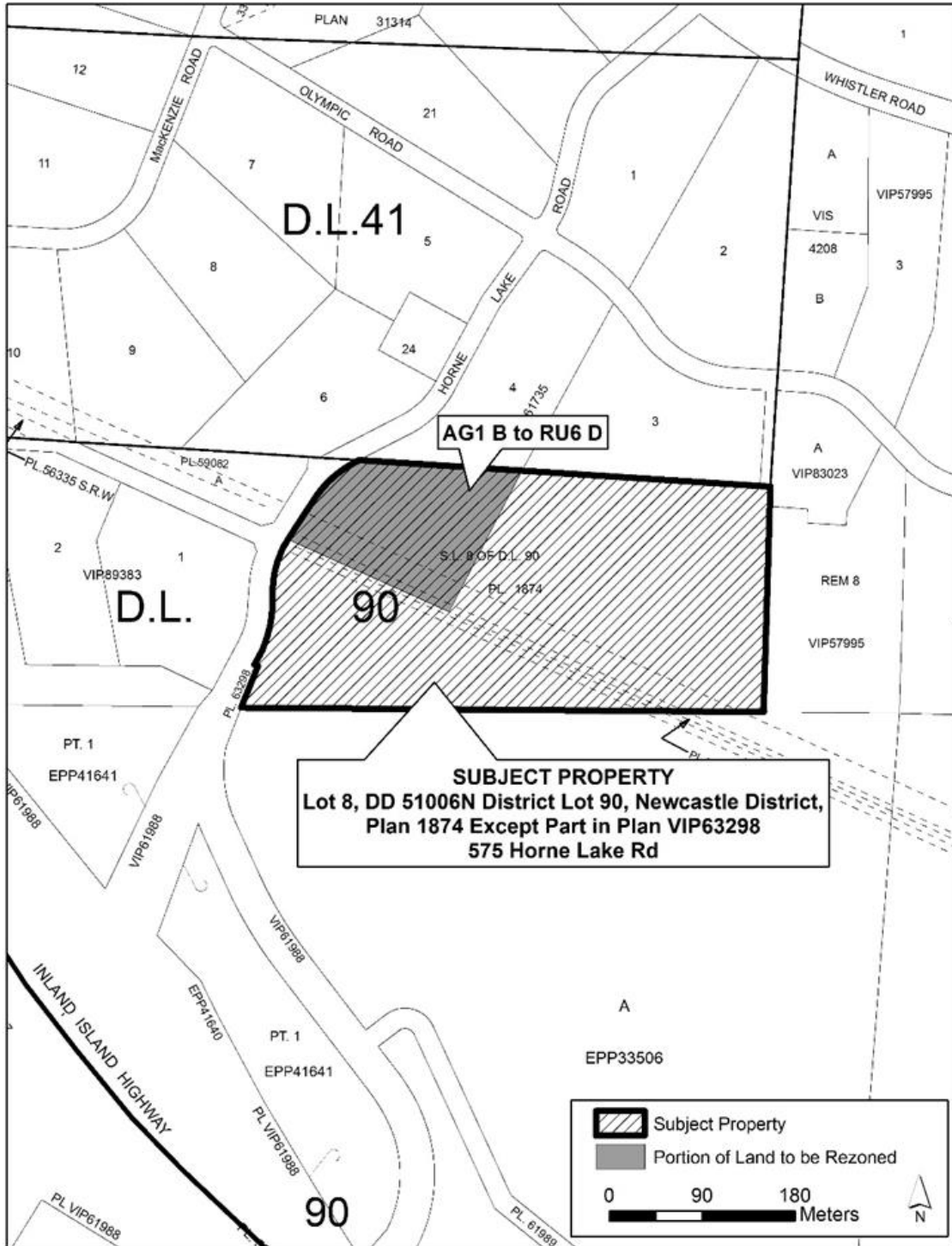
Reviewed by:

- 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. Proposed Subdivision Plan
4. Summary of Minutes of the Public Information Meeting
5. Qualicum Bay – Horne Lake Waterworks District Letter
6. Proposed Amendment Bylaw No. 500.416, 2018

Attachment 1
Subject Property Map



Attachment 2
Conditions of Approval

The following is required prior to the “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.416, 2018” being considered for adoption:

Conditions of Approval

1. The applicant shall register, at the applicant’s expense, a Section 219 Covenant on the property title requiring that the development shall be in compliance with the proposed Plan of Subdivision and that no Bareland Strata subdivision as per the Strata Property Act shall be permitted.
2. The applicant is required to register, at the applicant’s expense, a Section 219 Covenant on the property title requiring that the development of the land occur in a manner consistent with the Groundwater Potential and Aquifer Impact Review report prepared by Bayne Hydrogeologic Consulting dated June 5, 2014, including recommendations in the report for waste water management, rainwater management, and restrictions on hazardous chemical storage and use.
3. The applicant is required to register, at the applicant’s expense, a Section 219 Covenant on the property title stating that wells be constructed and tested in accordance with Board Policy B1.21, and that no subdivision shall occur until such time that a report from a Professional Engineer (registered in BC) has been completed to the satisfaction of the Regional District of Nanaimo confirming that the wells have been pump tested and certified including well head protection, and that the water meets Canadian Drinking Water Standards. The engineer is also to confirm further testing requirements identified in the Groundwater Potential and Aquifer Impact Review report prepared by Bayne Hydrogeologic Consulting dated June 5, 2014, and provide appropriate mitigation for potential impacts from activities occurring on the lots to the Qualicum Bay - Horne Lake Waterworks community water supply to the satisfaction of the RDN and the Qualicum Bay – Horne Lake Waterworks District.
4. The applicant shall register, at the applicant’s expense, a Section 219 Covenant on the property title stating that no development or subdivision shall occur until a Stormwater Management Plan be prepared and implemented to the satisfaction of the Regional District of Nanaimo.

Attachment 4
Summary of the Public Information Meeting
Held at Lighthouse Community Hall
240 Lions Way, Qualicum Bay
December 5, 2017 at 6:30 pm
RDN Application PL2017-130

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 14 members of the public in attendance at this meeting.

Present for the Regional District of Nanaimo:

Director Bill Veenhof, Electoral Area 'H' (the Chair)
Stephen Boogaards, Planner
Greg Keller, Senior Planner

Present for the Applicant:

Fernando Costa, Subject Property Owner

The Chair opened the meeting at 6:30 pm, outlined the evening's agenda, and introduced the RDN staff and the applicant in attendance. The Chair then stated the purpose of the Public Information Meeting and asked RDN staff to provide background information concerning the development application.

Stephen Boogaards provided a brief summary of the proposed Zoning Amendment application, supporting documents provided by the applicant, and the application process.

The Chair invited the applicant to give a presentation of the development proposal.

Fernando Costa, Island Pallet Services, presented an overview of the proposal. About one third of the property is within the Agricultural Land Reserve. The proposed subdivision will be consistent with the character of neighbouring properties. He also explained that the proposal is consistent with the policies of both the old and draft Official Community Plan, including conditions for one dwelling unit and no frontage relaxation for the new lot.

Keith Nickerson, Kenmuir Road, Chair of the Qualicum Bay Waterworks, asked the applicant what activities would be planned on the properties and for the Agricultural Land Reserve portion. Fernando Costa answered just residential. He was not sure about the Agricultural Land Reserve portion.

Elsa Heeps, 2910 Olympic Road, stated she witnessed the clean-up of the property by DBL, and indicated that the property is becoming unsightly again. Ms. Heeps stated that applicant has not respected the neighbourhood or environment. She also noted that semi-trailers full of garbage and pallets are coming onto the property and indicated that no one from the RDN came out to look at the property. Ms. Heeps spoke to her concern to being allowed to gain value through rezoning.

Rick Golson, 2910 Olympic Road, stated he was concerned about logging on the subject property and their trees dying as a result. Mr. Golson explained that the applicant had cleared the entire hillside of trees which affected drainage on their property. Mr. Golson also stated that during the property clean up there was nothing but garbage. He does not understand how the applicant can profit from the land after turning the land into a garbage dump. Mr. Golson stated that no one from the RDN will come to look at the garbage.

Roy Clemens, 510 Horne Lake Road, stated he has been in the community for 40 years and walked the property and is concerned with the current state of the property. He was concerned that future property owners would not be aware of potential contamination. He also identified that the plan of subdivision had changed since the neighbouring properties were notified, going from 2.01 hectares to 2.93 hectares.

Debbie Hughes, 475 Mackenzie Road, asked if the property is proposed to be sold, why the pallets are on the property. Fernando Costa answered to burn stumps and debris.

Aaron Johnson, 570 Horne Lake Road, explained that using pallets was a great way to get rid of stumps and debris.

Terry Mayer, 655 Horne Lake Road, stated that one of the pallet burn piles was on his property. Mr. Mayer explained that burning has created a concern because of the nails. The nails are now buried in the ground and as a result the entire property would need to be stripped, otherwise the property could not accommodate agriculture and the keeping of animals.

Maggie Little, 209 Huson Road, stated she supports agricultural land and does not support subdivision. She stated the region needs food and she disagrees with taking land out of the Agricultural Land Reserve. The property needs to be remediated. Fernando Costa explained that land was not being taken out of the Agricultural Land Reserve.

Terry Mayer, 655 Horne Lake Road, stated that pallet burn piles did not have adequate venting and left in a half lit state. Mr. Mayer indicated the property still contains piles with nails spread everywhere and further spoke to his concerns with nail contamination.

Elsa Heeps, 2910 Olympic Road, stated that the burn piles were pallets and that the applicant was getting rid of industrial waste. Fernando Costa stated he was only burning stump piles.

Aaron Johnson, 570 Horne Lake Road, stated that they were stump piles and identified the material removed was industrial forms

Jennifer Moffatt, 570 Horne Lake Road, identified that the proposal is about the future, and not the past and is about making the property usable.

Aaron Johnson, 570 Horne Lake Road, identified the proposal as providing housing and rentals housing. Mr. Johnson also identified that that a farm on the property can benefit them, and that their farms can work in partnership.

The Chair asked if there were any further questions or comments.

Being none, the Chair thanked those in attendance and announced that the Public Information Meeting was closed.

The meeting was concluded at 6:58 pm.

A handwritten signature in cursive script, appearing to read "S. Boogaards".

Stephen Boogaards
Recording Secretary

Attachment 5
Qualicum Bay – Horne Lake Waterworks District Letter



Qualicum Bay-Horne Lake Waterworks District
234 Lions Way, Qualicum Bay, BC V9K 2E2
Tel: (250) 757-8507 ~ Office: Mon-Fri, 12:30-4:00 pm

November 28, 2017

Stephen Boogaards
Planner, Strategic & Community Development
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2
sboogaards@rdn.bc.ca

Re: Zoning Amendment Application for 575 Horne Lake Road

The Wellhead Protection Committee met on Tuesday November 28, 2017 to consider your request for concerns regarding the rezoning of the property at 575 Horne Lake Road. As this property is located within our well capture zone our concerns would be:

- Agriculture: heavy chemical use farming, pesticides and fertilizers, manure storage;
- Transportation Corridors; fuel spills on highways, roadsalts
- Commercial; gas stations, paint strippers, dry cleaners, auto body and repair;
- Industrial: chemical, petroleum, wood processing, food processing;
- Municipal; storm water runoff, pesticides and fertilizers; and
- Residential: septic systems, abandoned well, sewer mains.

With the high risks being;

- Flowing artesian conditions along the base of the Horne Lake Road escarpment;
- Fertilizers and pesticides from agriculture operations; and
- Large fuel spill most likely to occur along a major roadway.
- Manure storage

In the Bayne Hydrogeologic Consulting study of 2014, page 4 reads ``Given the proximity of the Horne Lake-Qualicum Bay Waterworks District supply well and the upgradient property location relative to the water supply well, some well to well interference may be observed between the new water supply well. Hydrogeologic testing and analysis is recommended at the time of the property water supply wells are drilled so that site specific data may then be used to assess whether the cumulative interference between the new water supply wells and the Horne Lake-Qualicum Bay Waterworks District supply be acceptable.

We therefore feel that the property owner should be obligated to complete a comprehensive hydrogeological study, taking into account any activity on the parcels that would impact our groundwater supply.

Thank you.
Leigh Campbell, Chair of the Wellhead Protection Committee

Attachment 6
Proposed Amendment Bylaw No. 500.416, 2018

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.416**

**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. 500.416, 2018”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:
 - 1. By rezoning the lands shown on the attached Schedule ‘1’ and legally described as part of

Lot 8, DD 51006N, District Lot 90, Newcastle District, Plan 1874, Except Part in Plan VIP63298

from Agricultural 1 Subdivision District ‘B’ to Rural 6 Subdivision District ‘D’

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

Public Hearing held this ___ day of _____ 20XX.

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

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

Adopted this ___ day of _____ 20XX.

CHAIR

CORPORATE OFFICER

TO: Electoral Area Select Committee **MEETING:** April 10, 2018

FROM: Elaine McCulloch
Parks Planner **FILE:** 2017-016

SUBJECT: Dunsmuir Community Park Phase 1 Construction

RECOMMENDATIONS

1. That the Preferred Conceptual Plan for Dunsmuir Community Park be approved.
2. That up to \$100,000 be allocated from the Electoral Area 'H' Community Works Funds for the Dunsmuir Community Park Phase 1 Development.
3. That staff proceed with tendering Phase 1 of Dunsmuir Community Park.

SUMMARY

The Dunsmuir Community Park Preferred Conceptual Plan is now complete and construction drawings are underway. The Preferred Conceptual Plan reflects the feedback gathered through a master planning process and input from the Electoral Area 'H' Parks and Open Space Committee. The estimated Phase 1 project cost is \$215,000 of which funds in the amount of \$115,000 have been allocated from the 2018 Electoral Area 'H' Community Parks Budget. In order to proceed with Phase 1 construction \$100,000 from Electoral Area 'H' Community Works Funds is required.

BACKGROUND

During the development of the *Draft RDN Recreation Services Master Plan for District 69*, enhancing or providing new parks and outdoor space was requested by individuals and organizations. In addition, the provision of pickleball courts throughout District 69 was desired. As part of the Recreation Services Master Plan development process, the *State of Recreation in District 69 Research Report* identified that 92% of Electoral Area 'H' residents visit Parks in the area and 42% utilize local playgrounds.

The *Community Parks and Trails Strategy (2014)*, identifies the preparation of a Dunsmuir Community Park Master Plan as a key Project Action for Electoral Area 'H'. A master planning process for Dunsmuir Community Park was completed in 2016 and Electoral Area 'H' Parks and Open Space Advisory Committee's (POSAC) Five Year Planning Workplan identifies the park's construction as a high-priority project. Based on input provided from the community and from the Electoral Area 'H' POSAC, park development is to include a playground with traditional play equipment suitable for the 2-5 and 5-12 age groups and youth, a new sports court, and off road parking. Once these elements have been completed, future park development will focus on the development of a network of park trails/boardwalks throughout the remainder of the Park. At the January 24, 2017 Board meeting the following motion was passed.

That staff proceed with preparing construction drawings for Concept Plan A for Dunsmuir Community Park.

The Dunsmuir Community Park Preferred Concept Plan is complete (Attachment 1) and construction drawings are underway.

At their February 28th, 2018 meeting the Electoral Area 'H' Parks and Open Space Advisory Committee provided the following motions:

That the Preferred Conceptual Plan for the construction of Dunsmuir Community Park is to include a new sports court, off-road parking, concrete paths, a shade structure, public art wood carvings, and play equipment.

That the construction of Dunsmuir Community Park be completed in two phases - Phase 1 to include the sports court and parking lot and Phase 2 to include the playground and remaining park elements.

ALTERNATIVES

1. That the Preferred Conceptual Plan for Dunsmuir Community Park be approved, up to \$100,000 be allocated from the Electoral Area 'H' Community Works Funds for the Dunsmuir Community Park Phase 1 Development, and staff proceed with tendering Phase 1 of Dunsmuir Community Park.
2. That the Preferred Conceptual Plan for Dunsmuir Community Park be approved and the tendering of the project be deferred until an alternate source of funds in the amount of \$100,000 can be secured in order to advance the project.
3. That alternative direction be provided.

FINANCIAL IMPLICATIONS

The estimated project costs for Phase 1 Dunsmuir Community Park are \$215,000. Included in 2018 budget for Electoral Area 'H' Community Parks is \$85,000 funded from Capital Reserves, \$20,000 from Operations, and a \$10,000 donation. In order to proceed with Phase 1 construction, \$100,000 from Electoral Area 'H' Community Works Funds (CWF) is required. This amount has been determined to be available after factoring in other 2018 CWF project commitments in Electoral Area 'H'.

2018 Project Costs - Dunsmuir CP Phase 1

| Item | Amount | |
|---|---------------|-------------------|
| 2018 Construction Drawings, professional fees | \$ 10,000 | |
| 2018 Phase 1 Construction (including 20% contingency) | \$ 205,000 | |
| Total Project Costs | | \$ 215,000 |

2018 Project Funding Sources - Dunsmuir CP Phase 1

| Source | Amount | |
|--|---------------|-------------------|
| 2018 EA 'H' Community Parks – Capital Reserves | \$ 85,000 | |
| 2018 EA 'H' Community Parks - Operations | \$ 20,000 | |
| 2015 Donation | \$ 10,000 | |
| Total Project Funds | | \$ 115,000 |
| | | |
| EA 'H' Community Works Fund Grant | \$ 100,000 | |
| Total CWF Requested Funds | | \$ 100,000 |
| | | |
| TOTAL PROJECT FUNDS REQUIRED | | \$ 215,000 |

Once Phase 1 and Phase 2 are complete, the estimated yearly maintenance costs for the improved park facility is \$7,500 which includes regular maintenance services, garbage pick-up services, porta-potty services and water connection fees. This is an increase of \$5,220 from 2017 maintenance costs. Park Operations staff hours would be approximately 105 hrs (15 days) per year and would involve playground inspections (every 90 days), regular park inspections and minor maintenance (every 2 weeks), and power washing of the sports court and play equipment (once a year).

STRATEGIC PLAN IMPLICATIONS

The Strategic Plan 2016-2020 identifies a focus on Service and Organizational Excellence and through the development of Dunsmuir Community Park, the Regional District of Nanaimo will provide a critical recreational amenity for the residents of Electoral Area H.



Elaine McCulloch
 emcculloch@rdn.bc.ca
 March 23, 2018

Reviewed by:

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

Attachments

1. Dunsmuir Community Park Preferred Concept Plan



PLANT LIST

| Key | Qty | Botanical Name | Common Name | Pot Size | Spacing |
|------------------------------------|-----|-------------------------|------------------------|----------|------------|
| Deciduous Shade Tree | | | | | |
| Am | | Acer macrophyllum | Big Leaf Maple | #5 | |
| Play Space Plantings | | | | | |
| Evergreen Shrubs | | | | | |
| Gs | | Gaultheria shallon | Salal | #1 | 60 cm o.c. |
| Mn | | Mahonia nervosa | Dull Oregon Grape | #1 | 60 cm o.c. |
| Vo | | Vaccinium ovatum | Evergreen Huckleberry | #1 | 60 cm o.c. |
| Ground Cover | | | | | |
| Auu | | Arcostaphylos uva-ursi | Kinnikinnick | 10 cm | 45 cm o.c. |
| Fv | | Frageria vesca | Wild Strawberry | 10 cm | 45 cm |
| Ferns | | | | | |
| Pm | | Polystichum munitum | Sword Fern | #1 | 60 cm o.c. |
| Perennials/Grasses | | | | | |
| My | | Miscanthus yaku jima | Maiden Grass | #1 | 60 cm o.c. |
| Nd | | Nepeta dropmore blue | Catmint | #1 | 60 cm o.c. |
| Pa | | Penisetum alopecuroides | Fountain Grass | #1 | 60 cm o.c. |
| Buffer with Neighbours | | | | | |
| Deciduous Shrubs | | | | | |
| Aa | | Amelanchier alnifolia | Saskatoon | #1 | 1.2m o.c. |
| Cs | | Cornus sericea | Red Osier Dogwood | #1 | 1.2m o.c. |
| Hd | | Holodiscus discolor | Ocean Spray | #1 | 1.2m o.c. |
| Oc | | Oemleria serasiformis | Indian Plum | #1 | 1.2m o.c. |
| Pca | | Physocarpus capitatus | Pacific Ninebark | #1 | 1.2m o.c. |
| Rs | | Ribes sanguineum | Red Flowering Currant | #1 | 1.2m o.c. |
| Rn | | Rosa nutkana | Nootka Rose | #1 | 1.2m o.c. |
| Rp | | Rubus parviflorus | Thimbleberry | #1 | 1.2m o.c. |
| B | | Vaccinium | Blueberries | #1 | 1.2m o.c. |
| Wetland Plants for Bioswale | | | | | |
| Co | | Carex obnupta | Slough Sedge | #1 | 60 cm o.c. |
| Ie | | Iris ensata | Blue Flag Iris | #1 | 60 cm o.c. |
| Sm | | Scirpus microcarpus | Small-flowered Bulrush | #1 | 60 cm o.c. |

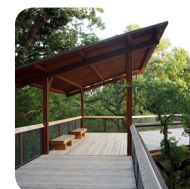
NOTES:

1. Seed Mix to be Pickseed Coastal Native Sodgrass Mixture, or equivalent.

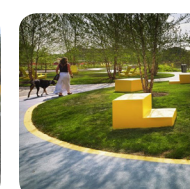
DESIGN ELEMENTS



1 PLAY POLES
special feature for the play ground, marks the entrance, directs children's movement around and through space, makes space visible from a distance, adds colour & interest to the area



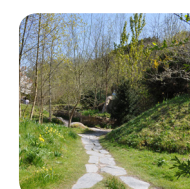
2 BOARDWALK & LOOKOUT
focal point for playground, provides sheltered space for sitting, marks edge of playground and forest/wetland



3 CIRCULAR PAVED PATH
defines space, connects play ground elements, provides continuous movement for children on foot or on wheels, accessible to most users



4 NATURAL PLAY AREA
provides play for younger children, utilizes natural elements for play, logs for balancing, sitting, imaginative play (log is a boat, house, kitchen, dinosaur, etc.), sand to manipulate, enclosed by low grassy meadow hill



5 GRASSY HILLS
shape the play space, provide up & down movement for children, form a look out over the play ground, create a barrier from adjacent properties and parking

TO: Electoral Area Services Committee **MEETING:** April 10, 2018
FROM: Kelsey Cramer
Parks Planner **FILE:** 6140-20A
SUBJECT: Electoral Area 'A' – Driftwood Road Beach Access Improvements

Please note: The recommendation was varied by the Committee as follows:

That staff proceed with the final design, permitting and construction of the Driftwood Road beach access trail improvements in 2018 and not plan for additional parking at this time.

RECOMMENDATIONS

1. That staff proceed with the final design, permitting and construction of the Driftwood Road beach access trail improvements in 2018.
2. That up to three parking spaces be designed and constructed in 2019 with \$15,000 allocated in the 2019 Electoral Area 'A' Community Parks budget.

SUMMARY

The undeveloped Driftwood Road allowance was identified as a priority for site improvements by the Electoral Area 'A' Parks, Recreation and Culture Commission (PRCC) following the 2014 Beach Access Inventory for Electoral Area 'A'. The site currently contains an informal footpath and rope descent to the beach. Proposed trail improvements include a staircase to the beach and a culvert near the trailhead. The RDN would undertake site improvements and maintenance under Permit from the Ministry of Transportation and Infrastructure (MoTI).

The PRCC received a neighbourhood feedback summary at their February 21, 2018 meeting and discussed the project. The Commission recommends that the project proceed and ensure that adequate parking for 2-3 vehicles is also present at the site.

Driftwood Road would become the RDN's third oceanfront MoTI Permit in Area 'A'. Capital funding of \$45,000 is included in the 2018 budget.

BACKGROUND

In September of 2014, the Electoral Area 'A' Parks, Recreation and Culture Commission completed a Beach Access Inventory of 28 ocean-front beach accesses in MoTI road allowance. The RDN currently holds two MoTI permits in Area 'A' for ocean-front beach accesses: A-24, Nelson Rd boat launch and A-06 on Pylades Dr. At the regular PRCC meeting, November 19, 2014, two additional beach accesses (A-20, Driftwood Rd and A-10, Pylades Dr) were identified as potential priorities for the RDN to consider

improving under Permit with MoTI in Electoral Area 'A'. In June 2015, A-18, Headland Rd was also included in the potential priority list and sites were visited by Commissioners. In considering priorities, thought was given to relative ease of the project, opportunity to improve safety/site conditions and whether a walking loop could be created or enhanced.

At the July 28, 2015 Board meeting, a motion was passed for staff to commence the design and permitting of the A-20 Driftwood Rd beach access in Electoral Area 'A' and to allocate project costs in the 2016 budget.

That staff be directed to commence in 2015 the concept, design and permitting of the A-20 beach access in Electoral Area 'A' and allocate the project's costs in the 2016 budget.

Herold Engineering was retained, and a preliminary design for an aluminum staircase was prepared. Site improvements also propose a culvert near the existing trailhead (see Attachment 1). The Ministry of Transportation and Infrastructure has reviewed the drawings and has no concerns regarding issuing a Permit as the works are clearly planned within the right-of-way boundary.

Neighbourhood Input

Neighbourhood feedback for the proposal was sought at a site meeting on November 4, 2017. Park staff, the Electoral Area 'A' Director and one Commissioner were on site to speak with attendees and answer questions. At the meeting, some attendees expressed concern that the site would become more popular and used by non-neighbourhood residents if the improvements occur. Others spoke to the importance of improving walkability, trail connectivity and beach access in the area. Twenty-six area residents signed into the meeting, with seventeen formally providing comment via feedback form or email (Attachment 2).

Overall, just over half the responses received were supportive of the stairs and culvert, with most not wanting any other improvement, such as parking, toilets or garbage can. Two respondents expressed support for these amenities or others such as a bike rack, canoe stand and horse hitch. Just under half of the responses received were not supportive of the RDN undertaking any work on the MoTI road allowance, primarily because of concern that quiet the neighbourhood will become congested and heavily used by the greater community. Several of the respondents suggested that the RDN focus on Shasta Road (A-19), where there is an existing trail, rock stairs and a larger beach. Improvements suggested for the Shasta Road site include trail maintenance and parking consideration.

Direct neighbours to the Driftwood Road allowance have concerns about privacy, beach fires, and wildlife/human/dog conflicts. On January 22, 2018 staff met with neighbours to the north of the road allowance to discuss their concerns and their request to cost-share a fence (50/50) to help mitigate privacy issues. A contribution by the RDN of \$3,320 (excluding taxes) for 50% of their fence cost would result. Staff also met with the neighbours to the south on January 26th, regarding their interest in additional vegetation to help screen the trail if it is to become more heavily used. It is anticipated that a contribution by the RDN for 7 hedge shrubs would be approximately \$280.

An environmental assessment for the project area was completed and it recommends that clearing be avoided during the peak bird nesting period between March 15 and August 15 and that an appropriate buffer zone be implemented around active raptor nests, if applicable, and monitored until the chicks fledge. Contactor care is also recommended, including no equipment refueling or servicing within 30m of the marine environment and ensuring that a fully stocked spill kit is available on the site.

Regarding beach fires, typical RDN park regulatory signage including 'no fires', would be posted on the trail. The foreshore, however, is under provincial and federal jurisdiction. In addition, first responders at the North Cedar Fire Department were consulted regarding the project and have no recollection of calls for beach fires at this location. They have noted support for the stairs because of difficulty extricating patients up the bank when they have previously responded to medical calls at this site.

At the February 21, 2018 PRCC meeting, the Commission received the neighbourhood feedback summary and discussed the project, including the recent loss of adjacent roadside parking for two vehicles due to the placement of soil for planting beds by a neighbour. The Commission concluded that the project should proceed as currently presented with the addition of ensuring that adequate parking for 2-3 vehicles is present at the site.

That staff proceed with the Driftwood Road beach access improvements with the addition of ensuring that up to 3 parking spaces are available.

While a small developed parking area could be created in front of the trailhead by clearing blackberries, installing a culvert, and applying suitable base and surface gravels, it is possible for two to three cars to find parking along sections of the road shoulder near the trailhead. Should parking be a desired amenity at this site in the future, or should it be warranted due to increased use, then there is the space to design and install a parking area that could hold approximately 5 vehicles within the Driftwood Road allowance.

ALTERNATIVES

1. That staff proceed with the final design, permitting and construction of the Driftwood Road beach access trail improvements in 2018 and allocate \$15,000 in the 2019 budget for the design and construction of up to 3 parking spaces in 2019.
2. That staff proceed with the final design, permitting and construction of the Driftwood Road beach access trail improvements in 2018 and not plan for additional parking at this time.
3. That staff not proceed with the final design, permitting and construction of the Driftwood Road beach access trail improvements in 2018 and alternative direction be provided.

FINANCIAL IMPLICATIONS

The 2018 budget for Electoral Area 'A' Community Parks has allocated \$5,000 for professional engineering fees and \$45,000 to construct the trail improvements at the Driftwood Road beach access. It is anticipated that the additional items (vegetation and fence contributions) can be accommodated within this budget. The RDN will have no future responsibility towards the fence or hedge therefore no operational costs are associated with these elements.

Parking was not originally proposed for the site. Based on other recent parking design projects, an estimated \$12,000 + 25% contingency should be allocated for the design and install of a small parking area up to 3 stalls within the Driftwood Road allowance near the trailhead. The work would include clearing blackberry, installing a culvert and suitable ditching, and applying base and surface gravels. If a parking area is to be provided for in 2018, additional funds would be necessary, or \$15,000 could be allocated in the 2019 budget. Costing will be refined with preliminary design of the parking area.

Operational costs associated with the trail and stairs are considered regular and expected to result in a \$500 annual increase to the Electoral Area 'A' Community Parks operation budget. Staff time of ½ day per month is expected to carry out safety inspections, clean and repair the trail and seasonally brush the corridor. No additional expenses are anticipated for First Responders, who have indicated support for the project.

STRATEGIC PLAN IMPLICATIONS

The Driftwood Rd beach access improvement project touches on the RDN's strategic plan focus areas of Relationships and Service and Organizational Excellence. The consultation process relied on two-way communication between the Regional District and the neighbourhood to strengthen relationships. The actual installation of the stairs will improve community walkability and provide a safer opportunity to access the beach.



Kelsey Cramer
kcramer@rdn.bc.ca
March 23, 2018

Reviewed by:

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

Attachments

1. Site Plan - Driftwood Rd Beach Access Improvements
2. Driftwood Road Beach Access Neighbourhood Input Summary



Parking is not currently proposed.
A small parking area could be considered here.

Prepared for Neighbourhood Meeting
November 4, 2017

Driftwood Road Beach Access Neighbourhood Input Summary

compiled Nov. 15, 2017

26 people signed in to site meeting Nov. 4, 2017

10 comment forms completed

7 additional email comment submissions

In favour of site development as presented:

| Yes | No | Comments |
|-----|----|---|
| | 1 | focus in Yellowpoint since there is one at Shasta already, concern over fires/partying, beach is not attractive |
| 1 | | support stairs, no parking |
| 1 | | no toilet, no parking |
| 1 | | essential to have beach access, toilet, parking not necessary |
| | 1 | too close to other beach access, concern about fires |
| | 1 | don't want non-neighbours using it |
| 1 | | no toilet, no parking, no garbage |
| 1 | | long-overdue, provide parking, toilets and garbage cans, more accesses should be developed, adjacent neighbours should build their fences, stairs will allow easier access by elderly parents and children |
| | 1 | develop Shasta instead, no beach at high tide, provide fence for neighbour (cost-share), concern over fires, parties, music |
| 1 | | welcome stairs, plus bike rack, canoe 'stand' and horse hitch, no parking |
| 1 | | no parking, stairs will benefit neighbourhood |
| 1 | | put parking at Shasta Rd access |
| 1 | | support stairs, no change otherwise, put the parking at Shasta Rd |
| | 1 | opposed to RDN involvement in any beach access, concern over increased use by broader public |
| | 1 | focus on shasta, Driftwood beach less desirable, Heron nests at Drifwood site, opposed to location of stairs closer to property line, concern over fires, do not want RDN involved |
| | 1 | wildlife concerns (otter den, herons), bank erosion, fires and public nuisance, direct development at Shasta |
| | 1 | locals want it left as is and can maintain trail and install stairs themselves, people drink and drive from site, concern about bank erosion, creek, fires and impact to wildlife, privacy, focus in Pace Rd area or viewpoint at Lofthouse |
| 9 | 8 | |

Other Questions/Comments received:

- questions about Lofthouse Rd and why RDN has let this become closed off (mis understanding about jurisdiction).
- why are only already developed sites or those without conflicts noted as suitable to develop in the inventory
- bank stability, creek and erosion are concerns at beach
- wildlife concern (herons and otter den)

recommendations will take place under the direction of the RDN Board and with guidance from the District 69 Recreation Commission.

Attachments 3 to 9 provide preliminary estimates of capital and operating cost impacts for the higher priority infrastructure projects included in the report recommendations.

BACKGROUND

In June 2016 the Terms of Reference for the development of an updated Master Plan were approved by the Regional Board.

Community engagement was conducted between December 2016 and March 2017 and included input from 1,687 residents via a community survey, interview and discussion sessions with participants representing over 30 various community organizations and a community group questionnaire completed by 60 organizations.

On July 26, 2017 the Board approved for the State of Recreation Research Report to be forwarded to both the District 69 Recreation Commission and the Recreation Services Master Plan Advisory Committee for information and comment prior to inclusion in the Master Plan as a reference document. The Recreation Services Master Plan Advisory Committee endorsed the Report in August 2017 followed by the District 69 Recreation Commission in September 2017.

The first draft of the Master Plan was presented to the RDN Board in October 2017 and the District 69 Recreation Commission in November 2017. Included in the presentations was information on the planned open houses and the launch of the online community engagement through the RDN website, *Get Involved RDN*. A number of RDN Board Directors and District 69 Recreation Commission members attended the open houses held in November 2017.

Through September to November 2017, the Oceanside community was engaged in providing feedback on the Draft Master Plan. Stakeholders, community groups and residents had the opportunity to review the project and draft Plan online via the *Get Involved RDN* project portal and through one of the five open houses that occurred through the communities of Oceanside. Revisions to the Master Plan were made based on the feedback from the Board, Commission, Master Plan Advisory Committee and community. A summary of all feedback in a report titled *Public Draft Master Plan "What We Heard"* can be found in Attachment 2 on page 84.

Rationale and research around each of the recommendations has been provided in the Draft Master Plan in order to substantiate and add context to both the recommendations and suggested implementations. Below is a summary of the recommendations for each of the two categories (Service Delivery and Programming and Infrastructure).

Service Delivery and Programming Recommendations

1. Existing staffing levels and the organizational model are sustainable for the current level of recreation services.
2. Increase in service delivery in the areas of cross-sectoral partnerships, community capacity building, collaborations and engagement frameworks should be further examined and will require additional resources (staff and funding).
3. The combination and weighting of direct and indirect programming and service provision by the Recreation and Parks department is well balanced; however, opportunities to expand the two programming types should be considered.

4. A governance review should be completed every ten years.
5. Arts and cultural programming opportunities should continue to be a focus at an introductory level. Building arts in Oceanside and further engagement with Town of Qualicum Beach and City of Parksville to further understand previous planning both municipalities have undertaken related to arts and culture should be considered.
6. The provision of the Financial Assistance Program and the Inclusion Support Program should continue with increased efforts to raise awareness of both programs.
7. Consideration should be given to supporting the start-up of a local KidSport chapter.
8. Existing priority placed on the marketing of recreation programs and opportunities should continue.
9. Strategic planning initiatives in the areas of community events, older adults/age friendly needs and demands and review of the Youth Recreation Strategic Plan should be undertaken.

Infrastructure

1. The addition of a leisure aquatic tank or leisure aquatic tank plus adding two lanes to the existing main tank of Ravensong Aquatic Centre are considered viable options in meeting the need and demand for additional aquatic services.
2. A medium size (3,000 ft² to 5,000 ft²) fitness and wellness space should be integrated into an existing facility (Ravensong Aquatic Centre at time of expansion or at Oceanside Place in the leisure ice "Pond" area if skating no longer deemed the best use for the space).
3. The development of a larger size (> 5,000 ft²) fitness and wellness centre should be revisited and further reviewed in ten years.
4. The RDN work collaboratively with the City of Parksville and Town of Qualicum Beach in determining the future of the existing District 69 Arena site and future service levels for curling in District 69¹.
5. The RDN work with community partners (City of Parksville, Town of Qualicum Beach, Qualicum School District, community sport organizations) to better use underutilized field space and that field use continue to be monitored.
6. The development of a full scale outdoor multi-use sport complex should be deferred for at least five years.
7. The development of a full scale indoor multi-purpose facility should be deferred for at least five years.
8. The priority placed on utilizing existing community space in ensuring recreational opportunities are geographically balanced and should continue.
9. Re-purposing the leisure ice space at Oceanside Place to meet other recreation needs may be warranted.

It has been noted through the development of the updated Master Plan that a number of the same capital project demands were initially identified in the 2006 Recreation Services Master Plan (athletics track, major outdoor sport complex, sport field development, expansion in aquatic services) and continue today. It is anticipated that these demands will continue until met with some increase in capacity.

¹ At the March 27, 2018 Regional Board Meeting Lease Agreements for five year terms were approved with the City of Parksville and the Parksville Curling Club for the operation of the District 69 Arena as a Curling Club.

ALTERNATIVES

1. That the Recreation Services Master Plan for District 69 (Oceanside) 2019 - 2029 be received and forwarded to the District 69 Recreation Commission for final review.
2. That the Recreation Services Master Plan for District 69 (Oceanside) 2019-2029 not be received or forwarded to the District 69 Recreation Commission for final review.
3. That the following infrastructure projects identified in the Recreation Services Master Plan be given priority consideration and that staff be directed to undertake additional project planning, community review and cost estimate information for the District 69 Recreation Commission and the Board leading up to the 2019 - 2024 Financial Plan review:
 - a) Construction and operation of a rubberized athletic training track at Ballenas Secondary School.
 - b) Construction and operation of an artificial turf field.
 - c) Expansion of Ravensong Aquatic Centre.
4. That the infrastructure projects recommended by staff not be given priority consideration and alternate direction be provided.

FINANCIAL IMPLICATIONS

As detailed within the Master Plan it is projected that recreation service levels will need to diversify and increase to meet resident demand. Included in the Master Plan are the recommendations to undertake a number of large infrastructure projects that will require further prioritization and ranking. Staff will be providing additional reports on the infrastructure projects that have prioritized within the Master Plan.

A number of funding sources have been identified as being necessary particularly in the case of large infrastructure projects². Grants from senior levels of governments, user fees and charges, user group fundraising and contributions, corporate sponsorships, amenity contributions (for applicable recreation facilities), development cost charges (for applicable park and field developments) along with tax requisitions will all play a role in the building and operation of large capital projects. As business plans are developed for the capital projects more details on funding sources will be presented to the Board.

The Capital Projects Summary from page VI of the Executive Summary of the Plan is shown below to provide details on both the recommended time frame of capital projects as well as cost estimates in 2018 dollars.

² Financial requirements and potential funding sources for all the recommendations have been identified beginning on page 58 within Section Six of the Master Plan. Attachments 3 – 9 provide further analysis on the Master Plan's recommendations that pertain to larger Infrastructure projects.

Potential 2019 - 2029 District 69 (Oceanside) Recreation Master Plan Capital Projects Summary

| Project | Priority | Potential Development Timing & Costs* (2018, \$M) | | | |
|--|-----------------|---|--------------------------|------------------------------------|-----------------|
| | | Immediate (1 – 2 Years) | Short Term (2 – 5 Years) | Medium to Long Term (5 – 10 Years) | Undetermined |
| Future curling facility options. (Recommendations #20, 21) | 1 | | \$1M ^A | | \$4M – \$9M |
| Upgrades to the track at Ballenas Secondary School. ³ (Recommendation #24) | 2 | \$0.5 – \$1M | | | |
| Ravensong Aquatic Centre expansion. (Recommendation #18 – Option 1) | T3 ^B | \$8.6M ^C | | | |
| Ravensong Aquatic Centre expansion with 2 lanes added to main existing tank. (Recommendation #18 – Option 2) | T3 ^B | \$10.9M ^C | | | |
| Consider a retrofit to an existing natural surface field to artificial turf. (Recommendation #24) | T3 ^B | | \$1.5M – \$3M | | |
| Leisure ice repurposing at Oceanside Place (only if deemed necessary). (Recommendation #30)^D | T3 ^B | | | | \$0.100M – \$1M |
| New indoor recreation and fitness space. (Recommendations #26, 29) | T4 ^B | | | | \$10M – \$20M |
| Outdoor multi-use sport complex. (Recommendation #23) | T4 ^B | | | | \$5M – \$10M |

* Capital cost escalation in B.C. is anticipated to range between 8 – 10% annually between 2018 – 2020. As such, these figures presented in the chart below will require updating as future project planning occurs.

A - Estimated cost to demolish the existing facility if required.

B - The letter "T" in the priority column indicates a tied priority.

C - Timing to be clarified through further planning and resourcing discussions.

D - Only required if utilization can't be increased in the existing configuration/use.

As noted above and throughout the Master Plan, while demand exists for a number of capital projects within a relatively short time frame, financial limitations will require priorities to be set and a number of funding sources utilized for both capital and ongoing operations.

It is anticipated applicable grants will need to be obtained to assist with the recreation infrastructure projects identified. Grant programs that would be applied to once available include Federal Gas Tax Funds, Community Works Funds, possible new programs under the Building Canada Fund or through Western Economic Diversification, and the Tire Stewardship BC Community Grant.

For the cost estimates provided in each of the infrastructure recommendations included in Attachments 3 through 9 capital costs and impacts to annual operating budgets have been included. The estimate for

³ At the March 27, 2018 Regional Board Meeting staff were directed to enter into discussions with School District #69 regarding the feasibility of upgrading the training track at Ballenas Secondary School.

the potential removal of the District 69 Arena assumes no grant funding as it is unlikely any would be available for this work. Costs estimates in the attachments for Ballenas training track, artificial turf field and Ravensong Aquatic Centre are presented both with an assumption of 50% grant funding and with no grant funding (fully funded from taxes). For the expansion of Ravensong Aquatic Centre increases in both revenue and expense are incorporated that would be generated by an expansion. In addition, the cost of \$121,000 to undertake the electoral approval process to borrow for the pool expansion project 2021 has been included.

Attachments 8 and 9 are a summary of estimated impacts to the tax requisition by member if all projects included were to proceed over the time period projected both with 50% grant funding for the training track, artificial turf field and Ravensong expansion and estimated impacts with no grant funding. These estimates are based on 2018 construction costs and 2018 assessments. Actual impacts will vary depending on final timing of projects, construction inflation and development within the Oceanside area.

STRATEGIC PLAN IMPLICATIONS

Providing a Master Plan for District 69 (Oceanside) Recreation Services is consistent with the RDN Board's strategic priorities. More specifically the creation of a master plan to use as a guiding document aids in the focus on relationships (volunteerism, community partnerships), service and organizational excellence (funding infrastructure through asset management with a balance of property assessment and usage as funding sources and recreational amenities as core services).

The draft Master Plan also includes a future vision and service goals for recreation services that align with not only RDN Board strategic priorities but also both Provincial and Federal recreation and wellness frameworks.



Dean Banman
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April 3, 2018

Reviewed by:

- Tiffany Moore, Manager, Accounting Services
- Wendy Idema, Director, Finance
- T. Osborne, General Manager, Recreation and Parks
- P. Carlyle, Chief Administrative Officer

Attachments:

1. Executive Summary - District 69 (Oceanside) Recreation Services Master Plan 2019 - 2029
2. District 69 (Oceanside) Recreation Services Master Plan 2019 - 2029
3. Financial Projections - Removal of District 69 Arena
4. Financial Projections - Ballenas Track and Construction and Operation of an Artificial Turf Field (With Grant Funding)
5. Financial Projections - Ballenas Track and Construction and Operation of an Artificial Turf Field (No Grant Funding)
6. Financial Projections - Expansion to Ravensong Aquatic Centre (With Grant Funding)
7. Financial Projections - Expansion to Ravensong Aquatic Centre (No Grant Funding)
8. Financial Projections - Tax Requisitions for all Participating Areas, Completion of Ballenas Track, Artificial Turf Field, Expansion to Ravensong Aquatic Centre (With Grant Funding)
9. Financial Projections - Tax Requisitions for all Participating Areas, Completion of Ballenas Track, Artificial Turf Field, Expansion to Ravensong Aquatic Centre (No Grant Funding)

REGIONAL DISTRICT OF NANAIMO DISTRICT 69 (OCEANSIDE)

RECREATION SERVICES MASTER PLAN

MARCH 2018 (FINAL DRAFT)

DOCUMENT #2 OF 2 (THE STATE OF RECREATION IN DISTRICT 69 RESEARCH REPORT HAS BEEN PUBLISHED AS A SEPARATE DOCUMENT.)

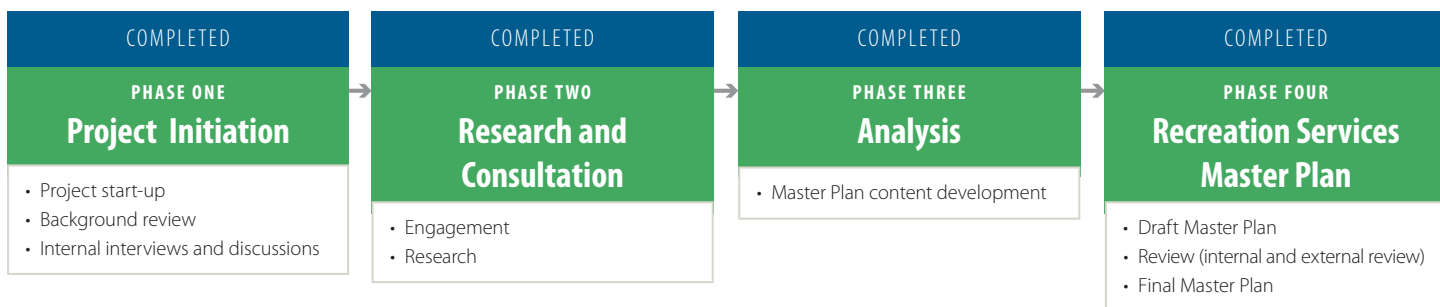


EXECUTIVE SUMMARY

OVERVIEW AND METHODOLOGY

The Regional District of Nanaimo has developed a new Recreation Services Master Plan to guide the future provision of recreation and related services in District 69 for the next 10 years. District 69 encompasses the City of Parksville, Town of Qualicum Beach and Electoral Areas E, F, G, and H. The last Recreation Services Master Plan was completed in 2006.

The project included four phases as illustrated by the graphic below.



Public and stakeholder input was a critical aspect of the Master Plan. The following chart outlines the broad array of methods used to collect this input.

| Consultation Mechanism | Responses/ Participants |
|------------------------------------|---|
| Resident Survey | 1,687 |
| Community Group Questionnaire | 60 |
| Stakeholder Interviews/Discussions | 29 <i>(interviews/discussion sessions)</i> |



EXECUTIVE SUMMARY

KEY ENGAGEMENT AND RESEARCH FINDINGS

The findings emerging from the engagement and other forms of research conducted (including trends and leading practices, analysis of utilization and financial data, population and demographics, and a review of current services) were used to develop the Master Plan. Identified below are key findings from the project engagement and research.

- There are generally high levels of satisfaction among residents with current recreation services and facilities (80% of households are satisfied with RDN provided recreation services and facilities; 28% are “very satisfied”).
- Recreational opportunities are highly valued and important to residents (97% of households indicated that recreation opportunities are important to their quality of life; 99% of households indicated that recreation opportunities are important to their community).
- Among **residents** in District 69 there is some demand for new or enhanced facilities to be developed (51% of households would like to see new or enhanced indoor facilities; 49% of households would like to see new or enhanced outdoor facilities and spaces).
 - » Top indoor priorities: indoor swimming pools; health and fitness centre; and a multi-purpose recreation centre.
 - » Top outdoor priorities: trails; natural parks and protected areas; picnic areas and passive parks.
- **User groups** identified some facility priorities, most often pertaining to their activity type. These priorities included enhanced outdoor sport fields (e.g. premium natural surface and artificial turf), track and field facilities and a new or enhanced aquatics facility.
- **Stakeholders** generally identified that the Ravensong Aquatics Centre is deficient and at capacity (which is supported by an analysis of available utilization data). However various perspectives exist on the best future course of action for indoor aquatics in District 69.
- Varying perspectives exist among stakeholders on whether future recreation amenities should be centralized or geographically balanced/dispersed.
- A number of community organizations expressed that a lack of youth “critical mass” is a barrier for some groups to growing programs.
- District 69 has an older population than provincial averages. However the region has diverse population and demographic characteristics.
- The impact and reach of RDN provided recreational programming continues to grow. In 2017, the RDN had over 7,000 program registrations and attendance exceeding 32,000. These figures have continued to increase over the past 4 – 5 years.
- An analysis of current recreation programming indicates that current offerings are well balanced (diverse offerings).
- While operational and day to day roles and responsibilities are well understood (among RDN and partners); less clarity exists around roles and responsibilities related to future facility planning and potential new development.
- Key trends in recreation: multi-use facilities, physical literacy, evolving nature of volunteerism, importance of partnerships, and social inclusion.



EXECUTIVE SUMMARY

MASTER PLAN RECOMMENDATIONS

The Master Plan provides thirty-four recommendations which have been organized into two areas:

Service Delivery and Programming (Section 4): The overall structure for delivering recreation opportunities and potential areas of service enhancement.

Infrastructure (Section 5): Strategies and priorities for the places and spaces that facilitate recreation activities.

The recommendations address both specific issues that were identified in the project Terms of Reference as well as others that emerged through the project research and engagement. Summarized as follows is an overview of the Master Plan recommendations contained herein.

Service Delivery and Programming Recommendations

The following seventeen Service Delivery and Programming Recommendations (Section 4: Recommendations 1 – 17) have been developed to provide strategic guidance for how recreation services are delivered in District 69. In some instances these recommendations suggest new initiatives or a shift in how services are delivered, while others are intended to re-embed or refresh practices that work well.

- **Recommendation #1:** The RDN should undertake a governance review for recreation service provision in District 69. This review should focus on: opportunities to maximize overall efficiency; establishing a refreshed mandate for all entities and bodies; and clarifying decision making roles and responsibilities.
- **Recommendation #2:** The RDN should sustain the current organizational model and delivery model for recreation services in District 69.
- **Recommendation #3:** RDN Recreation Services should continue delivering recreation opportunities using a combination of direct and indirect delivery methods and maintain the current balance of the two delivery methods. An updated Recreation Program Rationale Checklist has been developed to help evaluate specific program opportunities and identify potential delivery methods.
- **Recommendations #4 and 5:** Continue to place a priority on cross-sectoral collaborations and invest additional resources in this area.
- **Recommendation #6:** Work with local municipalities and School District 69 to clarify roles and responsibilities pertaining to future recreation planning and capital development.
- **Recommendation #7:** Allocate additional resources to community group capacity building.



EXECUTIVE SUMMARY

- **Recommendation #8:** Develop and implement a more specific engagement framework (to help guide future projects).
- **Recommendation #9:** Continue to strategically utilize project/initiative focused groups such as steering committees and “task forces” on an ad-hoc basis.
- **Recommendation #10:** Continue to prioritize diversity and balance in RDN provided recreation programming in District 69.
- **Recommendations #11, 12, and 13:** RDN provided recreation programming should continue to: prioritize diversity and balance of opportunities; focus on key areas including nature interaction and outdoor skill development for children and youth, activity camps for children/youth/teens, fitness and wellness programming for adults and seniors; continue to offer arts and culture as part of the program mix; and (where possible) leverage the expertise of local arts and cultural groups.
- **Recommendations #14 and 15:** Ensuring accessibility to recreation programming should continue to be a priority for the RDN. Suggested initiatives include: sustaining the Financial Assistance Program and Inclusion Support Program; increased focused on generating awareness of existing accessibility programs; and supporting the start-up of a KidSport chapter.
- **Recommendation #16:** Continue to place a priority on the marketing of recreation programs and opportunities in District 69. Suggested tactics include sustaining the dedicated staff position; development of a more consistent brand; and promoting both specific opportunities as well as the overall benefits of participation.
- **Recommendation #17:** Suggested strategic initiatives: Community Events Support Strategy; Older Adults/ Age Friendly; and Youth Recreation Strategic Plan.

Infrastructure Recommendations

The seventeen Infrastructure Recommendations (Section 5: Recommendations 18 – 34) are intended to both suggest approaches and priorities for future capital projects and identify opportunities to make the most optimal use of existing facilities and spaces. Provided as follows is a summary of the infrastructure recommendations.

Potential Capital Projects

The following chart summarizes the potential capital facility projects that may be pursued in future years. While potential development timing and prioritization has been identified, it is important to note that additional planning and refinement of these potential projects will be required before development process.

EXECUTIVE SUMMARY

Potential Capital Projects (Continued)

The prioritization and timing for the potential projects should also be considered approximate and will be subject to partner/stakeholder discussions, resourcing factors and opportunities, market dynamics (e.g. trends) and broader strategic priorities of the RDN and partner organizations.

Please Note: Immediate and short term planning steps (i.e. land acquisition, partner /stakeholder discussion, feasibility analysis, etc.) have been identified for all of the projects, including those which are considered medium to longer term. Please see Section 6 for further detail on the pre-requisite planning and action steps that are required for each project before development can occur.

| Project | Priority | Potential Development Timing & Costs (2018, \$M) | | | |
|---|-----------------|--|--------------------------|-----------------------------------|-----------------|
| | | Immediate (1 – 2 Years) | Short Term (2 – 5 Years) | Medium to Long Term (5 – 10 Year) | Undetermined |
| Future curling facility options. (Recommendations #20, 21) | 1 | | \$1M ^A | | \$4M – \$9M |
| Upgrades to the track at Ballenas Secondary School. (Recommendation #24) | 2 | \$0.5M – \$1M | | | |
| Ravensong Aquatic Centre expansion. (Recommendation #18—Option 1) | T3 ^B | | \$8.6M ^C | | |
| Ravensong Aquatic Centre expansion with 2 lanes added to main existing tank. (Recommendation #18—Option 2) | T3 ^B | | \$10.9M ^C | | |
| Consider a retrofit to an existing natural surface field to artificial turf. (Recommendation #24) | T3 ^B | | \$1.5M – \$3M | | |
| Leisure ice repurposing at Oceanside Place (only if deemed necessary). (Recommendation #30) ^D | T3 ^B | | | | \$0.100M – \$1M |
| New indoor recreation and fitness space. (Recommendations #26, 29) | T4 ^B | | | | \$10M – \$20M |
| Outdoor multi-use sport complex. (Recommendation #23) | T4 ^B | | | | \$5M – \$10M |

A Estimated cost to demolish the existing facility if required.

B The letter “T” in the priority column indicates a tied priority.

C Timing to be clarified through further planning and resourcing discussions.

D Only required if utilization can't be increased in the existing configuration/use.



EXECUTIVE SUMMARY

Additional Infrastructure Recommendations

Summarized as follows are the infrastructure recommendations that are intended to optimize current facilities and spaces, further explore/clarify the previously identified capital projects, or undertake other initiatives that do not have a direct or known capital cost.

- Work collaboratively with the City of Parksville and Town of Qualicum to determine the best long term course of action for curling infrastructure in District 69. (Recommendation #21)
- Work with partners in District 69 (City of Parksville, Town of Qualicum Beach, School District 69, and community sport organizations) to make better use of underutilized field spaces. (Recommendation #22)
- Identify opportunities to retrofit or upgrade existing outdoor facilities. (Recommendation #24)
 - * Upgrades to the track at Ballenas Secondary School and the potential repurposing of a natural surface field to artificial turf are identified in the previous capital project chart.
- Identify opportunities to integrate a dedicated medium scale (3,000 ft² to 5,000 ft²) fitness and wellness space into an existing facility. (Recommendation #25)
 - * Potentially to occur as part of a Ravensong Aquatic Centre expansion or retrofit of another facility space.
- Continue to place a priority on maximizing the use of current community facilities and spaces and ensuring that recreational opportunities are geographically well balanced. (Recommendation #27)
- Should expansion or the re-purposing of spaces occur at the Ravensong Aquatic Centre and/or Oceanside Place, opportunities to increase the programming capability and capacity of these facilities should be pursued. (Recommendation #28)
- Place a priority on maximizing the use of the leisure ice surface space based on highest and best use considerations. (Recommendation #30)
 - * As per the previous capital project chart, re-purposing may be considered if utilization cannot be increased.
- RDN Recreation Services should be involved as a key stakeholder in future parks, trails, and open space planning. (Recommendation #31)
- Develop a sponsorship and naming policy and strategy. (Recommendation #32)
- Conduct a Recreation Facility Needs Assessment every 5 years and use the information collected to update the Recreation Services Master Plan and other pertinent strategic documentation. (Recommendation #33)
- Develop and implement a Facility Project Development Framework to outline a transparent and standardized process for evaluating major facility projects and initiatives. (Recommendation #34)

Suggested implementation timing and resource requirements are also identified in Section 6 for the above noted recommendations.

REGIONAL DISTRICT OF NANAIMO DISTRICT 69 (OCEANSIDE)

RECREATION SERVICES MASTER PLAN

MARCH 2018 (FINAL DRAFT)

DOCUMENT #2 OF 2 (THE STATE OF RECREATION IN DISTRICT 69 RESEARCH REPORT HAS BEEN PUBLISHED AS A SEPARATE DOCUMENT.)







ACKNOWLEDGMENTS

The development of the Recreation Services Master Plan would not have been possible without the contributions of a number of individuals.

Project Steering Committee

Julian Fell, District 69 Recreation Commission Chair, EA 'F' RDN Director

Neil Horner, District 69 Recreation Commissioner, Town of Qualicum Beach Representative

Teresa Patterson, District 69 Commissioner, City of Parksville Representative

Reg Nosworthy, District 69 Commission, EA 'F' Representative

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Dean Banman, Manager of Recreation Services

John Marcellus, Superintendent of Arena Services

Hannah King, Superintendent of Recreation Program Services

Mike Chestnut, Superintendent of Aquatic Services

Ann-Marie Harvey, Administrative Associate, Recreation & Parks

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Ryan Schwartz, RC Strategies+PERC

Lauren Hawkins, RC Strategies+PERC

Paul Fast, HCMA Architecture + Design

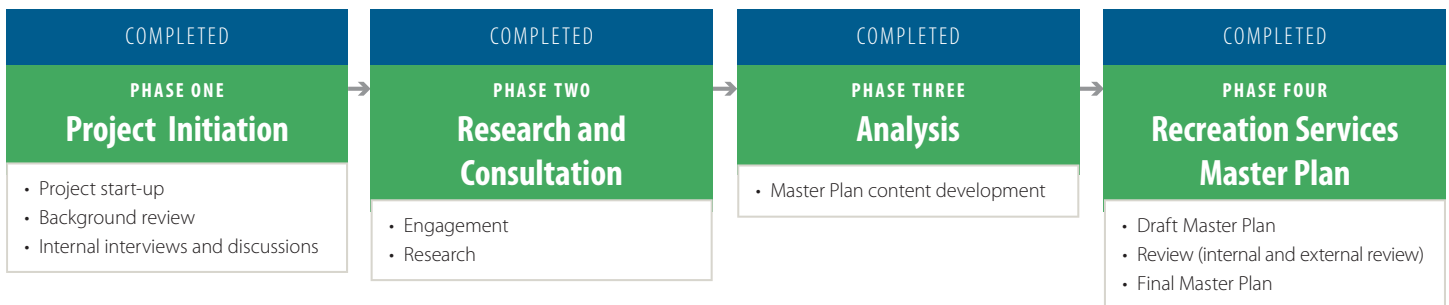
And most importantly all residents, community groups and stakeholders in District 69 that provided input during the project!

EXECUTIVE SUMMARY

OVERVIEW AND METHODOLOGY

The Regional District of Nanaimo has developed a new Recreation Services Master Plan to guide the future provision of recreation and related services in District 69 for the next 10 years. District 69 encompasses the City of Parksville, Town of Qualicum Beach and Electoral Areas E, F, G, and H. The last Recreation Services Master Plan was completed in 2006.

The project included four phases as illustrated by the graphic below.



Public and stakeholder input was a critical aspect of the Master Plan. The following chart outlines the broad array of methods used to collect this input.

| Consultation Mechanism | Responses/ Participants |
|------------------------------------|---|
| Resident Survey | 1,687 |
| Community Group Questionnaire | 60 |
| Stakeholder Interviews/Discussions | 29 <i>(interviews/discussion sessions)</i> |



EXECUTIVE SUMMARY

KEY ENGAGEMENT AND RESEARCH FINDINGS

The findings emerging from the engagement and other forms of research conducted (including trends and leading practices, analysis of utilization and financial data, population and demographics, and a review of current services) were used to develop the Master Plan. Identified below are key findings from the project engagement and research.

- There are generally high levels of satisfaction among residents with current recreation services and facilities (80% of households are satisfied with RDN provided recreation services and facilities; 28% are “very satisfied”).
- Recreational opportunities are highly valued and important to residents (97% of households indicated that recreation opportunities are important to their quality of life; 99% of households indicated that recreation opportunities are important to their community).
- Among **residents** in District 69 there is some demand for new or enhanced facilities to be developed (51% of households would like to see new or enhanced indoor facilities; 49% of households would like to see new or enhanced outdoor facilities and spaces).
 - » Top indoor priorities: indoor swimming pools; health and fitness centre; and a multi-purpose recreation centre.
 - » Top outdoor priorities: trails; natural parks and protected areas; picnic areas and passive parks.
- **User groups** identified some facility priorities, most often pertaining to their activity type. These priorities included enhanced outdoor sport fields (e.g. premium natural surface and artificial turf), track and field facilities and a new or enhanced aquatics facility.
- **Stakeholders** generally identified that the Ravensong Aquatics Centre is deficient and at capacity (which is supported by an analysis of available utilization data). However various perspectives exist on the best future course of action for indoor aquatics in District 69.
- Varying perspectives exist among stakeholders on whether future recreation amenities should be centralized or geographically balanced/dispersed.
- A number of community organizations expressed that a lack of youth “critical mass” is a barrier for some groups to growing programs.
- District 69 has an older population than provincial averages. However the region has diverse population and demographic characteristics.
- The impact and reach of RDN provided recreational programming continues to grow. In 2017, the RDN had over 7,000 program registrations and attendance exceeding 32,000. These figures have continued to increase over the past 4 – 5 years.
- An analysis of current recreation programming indicates that current offerings are well balanced (diverse offerings).
- While operational and day to day roles and responsibilities are well understood (among RDN and partners); less clarity exists around roles and responsibilities related to future facility planning and potential new development.
- Key trends in recreation: multi-use facilities, physical literacy, evolving nature of volunteerism, importance of partnerships, and social inclusion.



EXECUTIVE SUMMARY

MASTER PLAN RECOMMENDATIONS

The Master Plan provides thirty-four recommendations which have been organized into two areas:

Service Delivery and Programming (Section 4): The overall structure for delivering recreation opportunities and potential areas of service enhancement.

Infrastructure (Section 5): Strategies and priorities for the places and spaces that facilitate recreation activities.

The recommendations address both specific issues that were identified in the project Terms of Reference as well as others that emerged through the project research and engagement. Summarized as follows is an overview of the Master Plan recommendations contained herein.

Service Delivery and Programming Recommendations

The following seventeen Service Delivery and Programming Recommendations (Section 4: Recommendations 1 – 17) have been developed to provide strategic guidance for how recreation services are delivered in District 69. In some instances these recommendations suggest new initiatives or a shift in how services are delivered, while others are intended to re-embed or refresh practices that work well.

- **Recommendation #1:** The RDN should undertake a governance review for recreation service provision in District 69. This review should focus on: opportunities to maximize overall efficiency; establishing a refreshed mandate for all entities and bodies; and clarifying decision making roles and responsibilities.
- **Recommendation #2:** The RDN should sustain the current organizational model and delivery model for recreation services in District 69.
- **Recommendation #3:** RDN Recreation Services should continue delivering recreation opportunities using a combination of direct and indirect delivery methods and maintain the current balance of the two delivery methods. An updated Recreation Program Rationale Checklist has been developed to help evaluate specific program opportunities and identify potential delivery methods.
- **Recommendations #4 and 5:** Continue to place a priority on cross-sectoral collaborations and invest additional resources in this area.
- **Recommendation #6:** Work with local municipalities and School District 69 to clarify roles and responsibilities pertaining to future recreation planning and capital development.
- **Recommendation #7:** Allocate additional resources to community group capacity building.



EXECUTIVE SUMMARY

- **Recommendation #8:** Develop and implement a more specific engagement framework (to help guide future projects).
- **Recommendation #9:** Continue to strategically utilize project/initiative focused groups such as steering committees and “task forces” on an ad-hoc basis.
- **Recommendation #10:** Continue to prioritize diversity and balance in RDN provided recreation programming in District 69.
- **Recommendations #11, 12, and 13:** RDN provided recreation programming should continue to: prioritize diversity and balance of opportunities; focus on key areas including nature interaction and outdoor skill development for children and youth, activity camps for children/youth/teens, fitness and wellness programming for adults and seniors; continue to offer arts and culture as part of the program mix; and (where possible) leverage the expertise of local arts and cultural groups.
- **Recommendations #14 and 15:** Ensuring accessibility to recreation programming should continue to be a priority for the RDN. Suggested initiatives include: sustaining the Financial Assistance Program and Inclusion Support Program; increased focused on generating awareness of existing accessibility programs; and supporting the start-up of a KidSport chapter.
- **Recommendation #16:** Continue to place a priority on the marketing of recreation programs and opportunities in District 69. Suggested tactics include sustaining the dedicated staff position; development of a more consistent brand; and promoting both specific opportunities as well as the overall benefits of participation.
- **Recommendation #17:** Suggested strategic initiatives: Community Events Support Strategy; Older Adults/ Age Friendly; and Youth Recreation Strategic Plan.

Infrastructure Recommendations

The seventeen Infrastructure Recommendations (Section 5: Recommendations 18 – 34) are intended to both suggest approaches and priorities for future capital projects and identify opportunities to make the most optimal use of existing facilities and spaces. Provided as follows is a summary of the infrastructure recommendations.

Potential Capital Projects

The following chart summarizes the potential capital facility projects that may be pursued in future years. While potential development timing and prioritization has been identified, it is important to note that additional planning and refinement of these potential projects will be required before development process.

EXECUTIVE SUMMARY

Potential Capital Projects (Continued)

The prioritization and timing for the potential projects should also be considered approximate and will be subject to partner/stakeholder discussions, resourcing factors and opportunities, market dynamics (e.g. trends) and broader strategic priorities of the RDN and partner organizations.

Please Note: Immediate and short term planning steps (i.e. land acquisition, partner /stakeholder discussion, feasibility analysis, etc.) have been identified for all of the projects, including those which are considered medium to longer term. Please see Section 6 for further detail on the pre-requisite planning and action steps that are required for each project before development can occur.

| Project | Priority | Potential Development Timing & Costs (2018, \$M) | | | |
|---|-----------------|--|--------------------------|-----------------------------------|-----------------|
| | | Immediate (1 – 2 Years) | Short Term (2 – 5 Years) | Medium to Long Term (5 – 10 Year) | Undetermined |
| Future curling facility options. (Recommendations #20, 21) | 1 | | \$1M ^A | | \$4M – \$9M |
| Upgrades to the track at Ballenas Secondary School. (Recommendation #24) | 2 | \$0.5M – \$1M | | | |
| Ravensong Aquatic Centre expansion. (Recommendation #18—Option 1) | T3 ^B | | \$8.6M ^C | | |
| Ravensong Aquatic Centre expansion with 2 lanes added to main existing tank. (Recommendation #18—Option 2) | T3 ^B | | \$10.9M ^C | | |
| Consider a retrofit to an existing natural surface field to artificial turf. (Recommendation #24) | T3 ^B | | \$1.5M – \$3M | | |
| Leisure ice repurposing at Oceanside Place (only if deemed necessary). (Recommendation #30) ^D | T3 ^B | | | | \$0.100M – \$1M |
| New indoor recreation and fitness space. (Recommendations #26, 29) | T4 ^B | | | | \$10M – \$20M |
| Outdoor multi-use sport complex. (Recommendation #23) | T4 ^B | | | | \$5M – \$10M |

A Estimated cost to demolish the existing facility if required.

B The letter “T” in the priority column indicates a tied priority.

C Timing to be clarified through further planning and resourcing discussions.

D Only required if utilization can't be increased in the existing configuration/use.



EXECUTIVE SUMMARY

Additional Infrastructure Recommendations

Summarized as follows are the infrastructure recommendations that are intended to optimize current facilities and spaces, further explore/clarify the previously identified capital projects, or undertake other initiatives that do not have a direct or known capital cost.

- Work collaboratively with the City of Parksville and Town of Qualicum to determine the best long term course of action for curling infrastructure in District 69. (Recommendation #21)
- Work with partners in District 69 (City of Parksville, Town of Qualicum Beach, School District 69, and community sport organizations) to make better use of underutilized field spaces. (Recommendation #22)
- Identify opportunities to retrofit or upgrade existing outdoor facilities. (Recommendation #24)
 - * Upgrades to the track at Ballenas Secondary School and the potential repurposing of a natural surface field to artificial turf are identified in the previous capital project chart.
- Identify opportunities to integrate a dedicated medium scale (3,000 ft² to 5,000 ft²) fitness and wellness space into an existing facility. (Recommendation #25)
 - * Potentially to occur as part of a Ravensong Aquatic Centre expansion or retrofit of another facility space.
- Continue to place a priority on maximizing the use of current community facilities and spaces and ensuring that recreational opportunities are geographically well balanced. (Recommendation #27)
- Should expansion or the re-purposing of spaces occur at the Ravensong Aquatic Centre and/or Oceanside Place, opportunities to increase the programming capability and capacity of these facilities should be pursued. (Recommendation #28)
- Place a priority on maximizing the use of the leisure ice surface space based on highest and best use considerations. (Recommendation #30)
 - * As per the previous capital project chart, re-purposing may be considered if utilization cannot be increased.
- RDN Recreation Services should be involved as a key stakeholder in future parks, trails, and open space planning. (Recommendation #31)
- Develop a sponsorship and naming policy and strategy. (Recommendation #32)
- Conduct a Recreation Facility Needs Assessment every 5 years and use the information collected to update the Recreation Services Master Plan and other pertinent strategic documentation. (Recommendation #33)
- Develop and implement a Facility Project Development Framework to outline a transparent and standardized process for evaluating major facility projects and initiatives. (Recommendation #34)

Suggested implementation timing and resource requirements are also identified in Section 6 for the above noted recommendations.



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INTRODUCTION AND CONTEXT

INCLUDED IN THIS SECTION:

- Project purpose and process.
- Overview of the Master Plan structure and key questions.
- Summary of the project research and how it informed the Master Plan.

PROJECT OVERVIEW

The Regional District of Nanaimo has commissioned this Recreation Services Master Plan document to provide a renewed strategic roadmap for the future provision of recreation and related services in District 69 (commonly referred to as Oceanside). The Regional District of Nanaimo (RDN) has delivered recreation services in District 69 since 1984. District 69 encompasses the City of Parksville, Town of Qualicum Beach and Electoral Areas E, F, G, and H. Guidance and recommendations are provided by the District 69 Recreation Commission which advises the RDN Board of Directors. The following chart summarizes areas of responsibility for RDN recreation provision in District 69.

| Function | Description |
|---------------------------------------|--|
| Major Facility Operations | Operation of Oceanside Place (includes 2 arenas, leisure ice, and program rooms) and the Ravensong Aquatic Centre. |
| Direct Recreation Programming | Provision of numerous recreation programs for children, youth, adults, and seniors in District 69 (under the Northern Community Recreation Program Services). This programming currently utilizes a variety of community facilities which includes RDN operated facilities, decommissioned school buildings (Craig Street Commons, Qualicum Commons) and not-for-profit operated facilities. |
| Sports Field Bookings and Allocations | The bookings and allocations of sport fields in Parksville and Qualicum Beach. *The City of Parksville, Town of Qualicum Beach, and School District 69 are responsible for maintenance. |
| Facilitation and In-Direct Provision | The RDN also facilitates recreation opportunities in a number of other ways, which include: <ul style="list-style-type: none"> • Agreements with community organizations to provide programming in their communities. • Grants for community projects and initiatives • Provision of subsidized facility time to community organizations and sports associations for programming and events (e.g. ice at Oceanside Place, pool time at the Ravensong Aquatic Centre) • Allocation of resources (staff and financial) to support programming offered by organizations (e.g. RDN staff fulfilling bookings and scheduling functions on behalf of community groups) • Ongoing facility lease arrangements with community organizations (Parksville Curling Club) |

While the RDN plays a leading role in the provision of recreation services in District 69 (including major facility operations, programming and other aspects as reflected in the previous chart), it is important to note that municipalities (City of Parksville and the Town of Qualicum Beach), School District 69 and numerous other community organizations also play an important role. **Recreational and leisure amenities such as sport courts (e.g. tennis, pickleball, lacrosse), community parks and playgrounds, and sport field operations (excluding bookings) are examples of spaces that are not currently within the primary scope of RDN Recreation Services.**

The previous Recreation Services Master Plan was completed in 2006. The development of this updated Master Plan included a review of the previous plan (as provided in the State of Recreation in District 69 Research Report). The overall intent of the updated Master Plan is to refresh priorities and provide strategic guidance across a number of functions and recreation service areas. The project terms of reference were approved by the RDN Board in June 2016 and made available in the Request for Proposal document. Key project deliverables outlined in the terms of reference are identified below.

- Future roles and responsibilities for the provision of recreation (and related) opportunities in District 69.
- The future role of partnerships and collaborations in recreation provision.
- Programming focus areas and tactics for addressing new and emerging trends.
- Opportunities to optimize efficiency and the overall use of existing facilities.
- Strategies to address key infrastructure issues, including:
 - » Ravensong Aquatic Centre Expansion: demand and feasibility analysis
 - » Outdoor Multi-Sport Complex: demand and feasibility analysis
 - » Future of the District 69 Community Arena (curling facility)

The Master Plan project was initiated in the fall of 2016 and has consisted of four phases, leading to the development of this Master Plan document. The adjacent graphic illustrates the approach used to develop the Master Plan.



UNDERSTANDING THE MASTER PLAN

The content provided in this Master Plan document has been organized into six (6) sections. The following chart provides an overview of the content in each section of this Master Plan document.

| Section | Section Purpose |
|---|---|
| Section 1: Introduction | <ul style="list-style-type: none"> • Overview of the project purpose. • Study process and methodology. • Background and overview on the State of Recreation in District 69 Research Report (engagement and research findings that informed the Master Plan). |
| Section 2: The Benefits of Recreation | <ul style="list-style-type: none"> • A rationale for investment in recreation services and opportunities. • Overview of the National Benefits HUB (and supporting research). • The value of recreation to District 69 residents (with supporting engagement findings). |
| Section 3: A Vision and Goals for Recreation Services in District 69 | <ul style="list-style-type: none"> • A Vision and Goals for RDN Recreation Services in District 69. • Alignment with A Framework for Recreation in Canada 2015: Pathways to Wellbeing. |
| Section 4: Service Delivery and Programming Recommendations | <ul style="list-style-type: none"> • Recommendations pertaining to: <ul style="list-style-type: none"> » Roles and responsibilities for recreation provision in District 69. » Current recreation delivery models/approaches. » Suggested initiatives and focus areas. |
| Section 5: Infrastructure Recommendations | <ul style="list-style-type: none"> • Recommendations pertaining to: <ul style="list-style-type: none"> » Key infrastructure issues/questions (indoor aquatics, District 69 Arena, sports fields, outdoor multi-sport complex, fitness and wellness spaces). » Optimizing existing infrastructure assets. » Enhancement opportunities (revenue generation, sport tourism, and event hosting). » Need identification, prioritization and decision making. |
| Section 6: Summary and Implementation | <ul style="list-style-type: none"> • Implementation timing for the Master Plan. • Resource requirements. |



PROJECT RESEARCH: INFORMING THE MASTER PLAN

The strategic directions and recommendations outlined in this document are the product of significant research that has been conducted as part of the Master Plan project. A critical aspect of this project research was consultation with District 69 residents, organizations and recreation stakeholders. The following chart provides an overview of the project consultation.

| Consultation Mechanism | Responses/ Participants |
|------------------------------------|---|
| Resident Survey | 1,687 |
| Community Group Questionnaire | 60 |
| Stakeholder Interviews/Discussions | 29 <i>(interviews/discussion sessions)</i> |

In addition to the consultation mechanisms identified in the above chart, other forms of research undertaken included a review of previous planning and strategic documentation, population and demographics analysis, review of trends and leading practices, and an analysis of current facility utilization and financial data.

The complete research and consultation findings have been published under separate cover in *the State of Recreation in District 69 Research Report* (also available in the appendices of this Master Plan document). Selected research findings are also provided throughout this Master Plan document as pertinent to the section and to support specific recommendations provided.



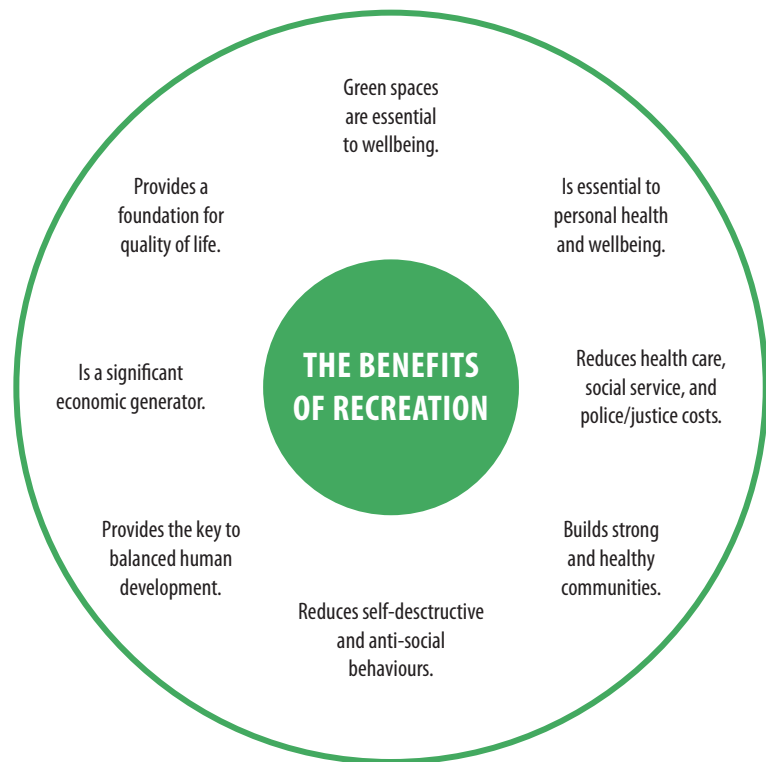
TWO

THE BENEFITS OF RECREATION

INCLUDED IN THIS SECTION:

- Supporting research for an ongoing investment in recreation services (National Benefits HUB).
- District 69 residents' perspectives on the importance of recreation.

Numerous research sources support the benefits that result due to an investment in quality and accessible recreation opportunities. Furthermore, the benefits accrued through the provision of recreation programs and facilities are wide ranging and positively impact individuals, communities and society as a whole. The National Benefits HUB is a Canadian research database which provides access to numerous resources that identify the positive impacts of recreation and related activities (e.g. sport, fitness, arts/culture, heritage, and parks). Identified on the following two pages are the eight key messages from the National Benefits HUB¹, with corresponding evidence related to how recreation and culture can positively impact a community and its residents.



1 For more information on the National Benefits Hub visit: www.benefitshub.ca

Please see the appendices for a list of the research sources referenced in this section.

Recreation is essential to personal health and wellbeing

- Increased leisure time and physical activity improves life expectancy.²
- Physical activity contributes to improved mental health and reduced rates of depression.³
- Participation in physical activity can reduce workplace related stress.⁴
- The provision of green spaces has been linked with a number of health and wellbeing benefits including; increased physical activity, reduced risk of obesity, minimized utilization of the healthcare system, and stress reduction.⁵

LOCAL ALIGNMENT WITH THE BENEFIT

The top three reasons the RDN residents participate in recreation activities are physical health/exercise, fun/entertainment and to relax/unwind (2017 Resident Survey). District 69 facilities provide crucial space for activities that achieve these benefits.

Recreation provides the key to balanced human development

- Regular physical activity is likely to provide children with the optimum physiological condition for maximizing learning.⁶
- Low income students who are involved in arts activities have higher academic achievement and are more likely to go to college.⁷
- The arts and other forms of creativity can have profound individual social outcomes and generate a deeper sense of place and local community.⁸
- Individuals that participate in physical activity in a social setting have improved psychological and social health, and often also benefit from increased self-awareness and personal growth.⁹

LOCAL ALIGNMENT WITH THE BENEFIT

The RDN and its partner organizations offer numerous programs that teach physical literacy skills, cognitive skills and engage children and youth in nature. Examples include the Claytime Creations program which teaches introductory arts to children ages 5 to 11 year olds, interpretive walks through local parks with naturalists, and an overall focus on physical literacy in youth recreation programming.

Recreation provides a foundation for quality of life

- High quality public spaces can enhance the sense of community in new neighbourhoods.¹⁰
- Community sport facilities have positive benefits related to increased accessibility, exposure, participation, perceptions of success, and improved sport experiences.¹¹

Recreation reduces self-destructive and anti-social behavior

- Youth participation in recreational activities such as camps increases leadership and social capacities.¹²
- Participation in recreation and leisure related activities by low income and other at risk children and youth populations can result in decreased behavioural/emotional problems, decreased use of emergency services, and enhanced physical and psycho-social health of families.¹³
- Teen athletes are less likely to use illicit drugs, smoke, or to be suicidal.¹⁴

Recreation builds strong families and healthy communities

- People with an active interest in the arts contribute more to society than those with little or no such interest.¹⁵
- Evidence indicates that adults who attend art museums, art galleries, or live arts performances are far more likely than non-attendees to vote, volunteer, or take part in community events.¹⁶
- Structured sport and recreational activities can help foster a stronger sense of community among children and youth.¹⁷

LOCAL ALIGNMENT WITH THE BENEFIT

99% of the RDN residents believe that recreation is important to the community in which they live (2017 Resident Survey). The RDN Board's Strategic Plan 2016 – 2020 also recognizes recreation as a core service. The continued investment into recreation opportunities by the RDN and its partners in District 69 contribute to both community and family wellbeing.

Please see the appendices for a list of the research sources referenced in this section.

Recreation reduces health care, social service and police/justice costs

- Physical inactivity has a number of direct and indirect financial impacts on all levels of government.¹⁸
- Parks and recreation programming during non-school hours can reduce costs associated with juvenile delinquency and obesity.¹⁹
- Increased fitness leads to lowered risk factors for substance abuse among youth populations.²⁰

LOCAL ALIGNMENT WITH THE BENEFIT

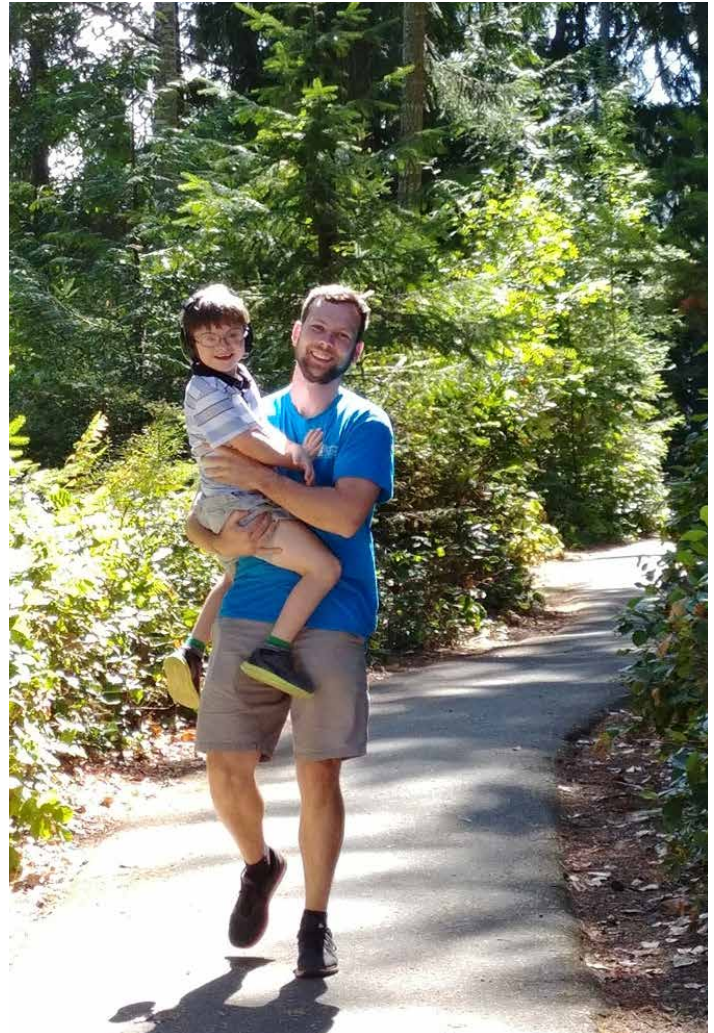
RDN Recreation Services staff continues to place a priority on developing cross-sectoral relationships with the health, education and protective services sector. RDN recreation offerings in District 69 also consist of programs that are “preventative” in nature and have positive downstream impacts on other sectors. Examples include the mini chef/kids in the kitchen program for ages 5 to 12 which teaches healthy food preparation and seniors programming that focuses on active aging and helps reduce chronic preventable diseases.

Recreation is a significant economic generator

- Recent Canadian research indicated that cultural activities have the potential to be significant drivers of economic outputs and employment.²¹
- Evidence suggests that creative activity shapes the competitive character of a city by enhancing both its innovative capacity and the quality of place so crucial to attracting and retaining skilled workers.²²

Green spaces are essential to environmental and ecological wellbeing

- Sustainable public green spaces provide crucial areas for residents of all demographics to be physically and socially active.²³
- Increasing green spaces in urban centres has a number of positive environmental outcomes which can increase sustainability and lower long term infrastructure costs.²⁴
- When children and youth have positive experiences with parks and green spaces, they are more likely to have stronger attitudes towards conservation and preservation of the environment as adults.²⁵



THE VALUE OF RECREATION TO DISTRICT 69 RESIDENTS

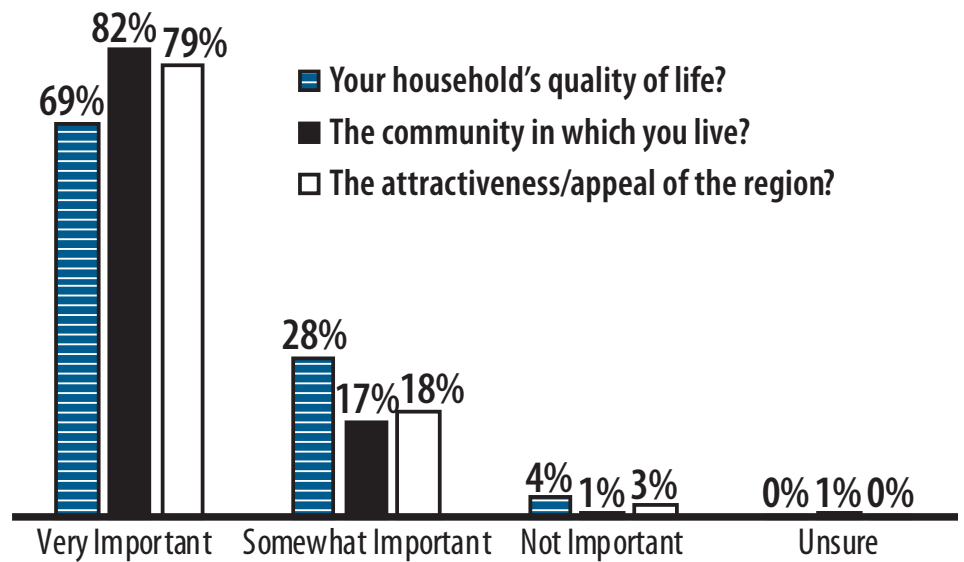
Findings from the resident survey also reflect that District 69 residents place a high value on recreation opportunities and recognize the benefits that recreation has on their community and the overall region. This recognition suggests that residents view recreation as an important service and understand that the benefits of recreation are broad based and diverse.

QUESTION:

Overall, how important are recreation opportunities (facilities and programs) to:

- Your household's quality of life?
- The community in which you live?
- The attractiveness/appeal of the region?

Importance of Recreation





THREE

A VISION AND GOALS FOR RECREATION SERVICES IN DISTRICT 69

INCLUDED IN THIS SECTION:

- A future Vision for RDN Recreation Services in District 69.
- Goals for future RDN Recreation Services in District 69.
- Alignment with A Framework for Recreation in Canada 2015: Pathways to Wellbeing.
- An introduction to the Master Plan recommendations.

Presented on this page is a new Vision and Goals for Recreation Services in District 69. The Vision and Goals have been aligned with overarching RDN strategic planning (including the RDN Board Strategic Plan 2016 – 2020) and are ultimately intended to provide a philosophical foundation for the future delivery of recreation services. The Vision and Goals additionally reflect key resident and stakeholder values related to recreation opportunities and the benefits provided by these services.

A VISION FOR RECREATION SERVICES IN DISTRICT 69

Residents in District 69 are engaged in quality, diverse, and accessible recreational programs and facilities.

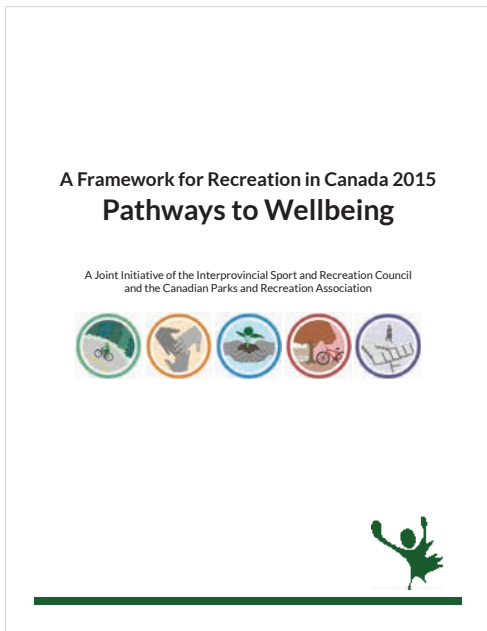
GOALS FOR RECREATION SERVICES IN DISTRICT 69

Recreation services in District 69...

1. ... Contribute to personal health and wellbeing.
2. ... Help build strong, vibrant, and attractive communities.
3. ... Provide an array of active living opportunities for residents of all ages and ability levels.
4. ... Ensure access to facilities and spaces that are safe, inclusive, and welcoming.
5. ... Provide access to facilities and spaces that support event/competition hosting and attract visitors to the Oceanside area.
6. ... Reflect the diversity of the region.
7. ... Are financial sustainable.
8. ... Are adaptable to change and aligned with community needs.
9. ... Are collaborative and focused on relationship building.
10. ... Are transparent and accountable to residents and recreation stakeholders.

It is also suggested that recreation service provision in District 69 align with key provincial and national frameworks, policies and strategies, including: A Framework for Recreation in Canada 2015: Pathways to Wellbeing; Active People, Active Places—BC Physical Activity Strategy (2015); The Way Forward—A Strategic Plan for the Parks, Recreation, and Culture Sector of BC; and Canadian Sport for Life (CS4L). Doing so reflects and understanding of leading practices in recreation provision and could potentially position the RDN and its partners in a more optimal situation should grant funding become available from senior levels of government.

The forthcoming recommendations provided in this Master Plan are built upon the new Vision and Goals for Recreation Services in District 69 and, where applicable, align with the identified provincial and national documents.



lin.ca/resources/framework-recreation-canada-2015-pathways-wellbeing-final



www.health.gov.bc.ca/library/publications/year/2015/active-people-active-places-web-2015.pdf



sportforlife.ca



www.bcrpa.bc.ca/about_bcrpa/documents/StrategicPlan_complete.pdf



FOUR

SERVICE DELIVERY AND PROGRAMMING RECOMMENDATIONS

INCLUDED IN THIS SECTION:

- Overview of the current service delivery and programming model.
- Recommendations to guide future service delivery and program provision.

MASTER PLAN TOPICS AND RECOMMENDATIONS

Provided in the following two sections are 34 recommendations that are intended to guide the future of RDN provided recreation services in District 69 over the next decade. These recommendations provide guidance in the following overall areas of responsibility for the RDN recreation services in District 69:

- Service Delivery and Programming
- Infrastructure

The recommendations provided have been organized into a number of Topic areas. These Topic areas reflect key issues, opportunities, and questions that the Master Plan has been tasked with providing direction in (as outlined in the Request for Proposal document and identified through the project engagement and research).

It is important to note that while some of the recommendations suggest changes to current practices, others are simply intended to further embed those practices and methods that work well. Pertinent research and engagement findings from the State of Recreation in District 69 Research Report are provided for each recommendation along with suggested implementation tactics and tools (where applicable). Rationale (reasoning and benefits) for the recommendations is also provided in order to provide additional context of each recommendation and reflect the enhancements that would be accrued through successful implementation. Some of the recommendations will require additional resources (funding and/or staff time) to be procured. The implementation charts provided in Section 6 outline potential sources of funding for the recommendations provided.

OVERVIEW OF SERVICE DELIVERY AND PROGRAMMING

The RDN’s provision of recreation opportunities in District 69 utilizes a combination of direct and indirect provision methods. RDN staff **directly** delivers programming and other activities (e.g. events) in District 69 through its service area called Northern Community Recreation Program Services. In 2017, Northern Community Recreation Program Services provided organized programming for 7,081 individuals, totalling 32,572 overall program attendances. As reflected in the chart below, program registrations and attendance have experienced strong annual growth over the past 4 – 5 years. The RDN also ensures financial accessibility to programming through a Financial Assistance Program and physical accessibility through the Inclusion Support Program.

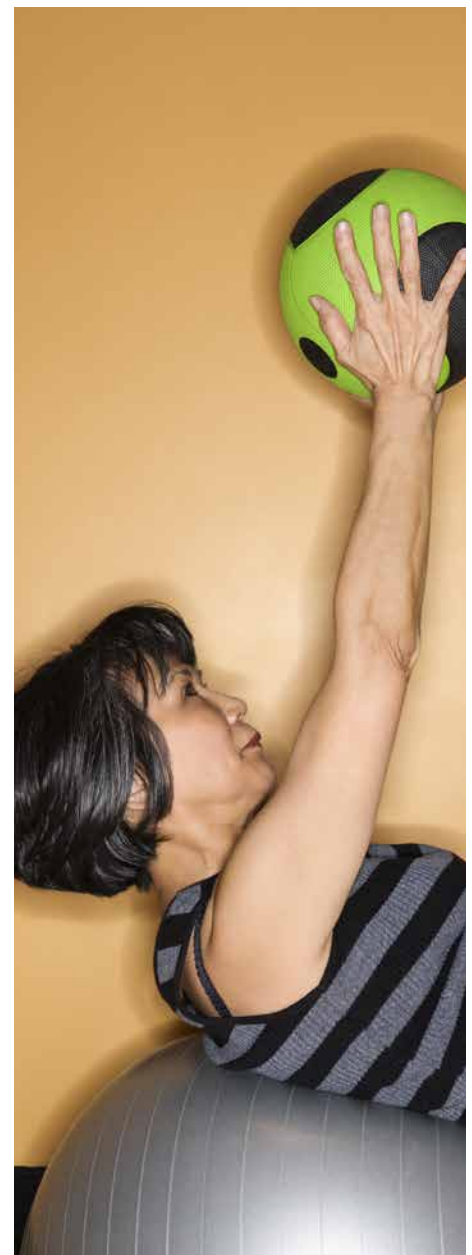
| SUMMARY: Northern Community Recreation Program Services | 2013 | 2014 | 2015 | 2016 | 2017 |
|---|-------------|-------------|-------------|-------------|-------------|
| Program Registrants | 3,800 | 2,841 | 6,444 | 5,782 | 7,081 |
| Total Program Attendance | 14,300 | 16,776 | 17,000 | 27,016 | 32,572 |
| Households supported by the Financial Assistance Program | 180 | 125 | 116 | 234 | 191 |

The RDN **indirectly** provides recreational opportunities for residents in a number of ways, which include:

- Grants and funding support to community organizations.
- Facility leases to community organizations (e.g. District 69 Arena lease to the Parksville Curling Club).
- Allocation of resources (staff and financial) to support programming offered by organizations (e.g. RDN staff fulfilling bookings and scheduling functions on behalf of community groups).
- Providing subsidized facility time to local sport organizations at Oceanside Place and the Ravensong Aquatic Centre.
- Funding agreements with community based providers (Arrowsmith Community Recreation Association).
- Responsibility for sport fields bookings (as per agreement with the Town of Qualicum Beach, City of Parksville and the School District 69).

Programming offered by Northern Community Recreation Program Services operates within an annual budget of approximately \$1.8M. Approximately 23% of this figure (\$300,000 – \$400,000) is recovered from users through program fees. As such, a subsidy of \$1.4M – \$1.5M is required annually to sustain these programming services. Current budget projections anticipate that in coming years operating expenditures will require an annual increase to keep up with inflation and population growth. Including the operations of Oceanside Place and the Ravensong Aquatic Centre, the total budget for RDN Recreation Services in District 69 is anticipated to be approximately \$7.207M in 2017. Approximately \$5.347M of this figure (74%) will be required through a tax requisition. **Note: Additional financial information can be found in the State of Recreation in District 69 Research Report and the Appendices.**

The following recommendations are intended to guide future service delivery and programming by the RDN in District 69. It is important to note that while some of the recommendations provided suggest changes to current delivery methods, others are simply intended to further embed and leverage practices that work well. Pertinent research and engagement findings from the State of Recreation in District 69 Research Report are provided for each recommendation along with suggested implementation tactics and tools (where applicable).



TOPIC: OVERALL STRUCTURE FOR DISTRICT 69 RECREATION SERVICES

Current Situation

The RDN is currently the primary delivery agent for recreation programming in District 69 and is responsible for the operation of major indoor infrastructure (Oceanside Place and the Ravensong Aquatic Centre). The District 69 Recreation Commission consists of representation from the City of Parksville, Town of Qualicum Beach, School District 69, and Electoral Areas E,F,G, and H. The Commission acts as a committee of the RDN Board and provides recommendations to the Board for consideration. The RDN Board is responsible for the final approval of all District 69 recreation facility and programming budgets.

The Recreation and Parks Department is overseen by a General Manager who provides direction to two Manager positions (Manager, Recreation Services and Manager, Parks Services). Under the Manager of Recreation Services are three Superintendent positions in the functional areas of Arena Services, Aquatics Services and Recreation Program Services. Each Superintendent directs a staff unit which include full time, part-time and seasonal positions. *Note: The Parks functions of the department operate in a similar manner with a Parks Manager overseeing a staff group that includes a superintendent, coordinators, technicians, and planners.*

RDN RECREATION SERVICES IN DISTRICT 69: ROLE AND RESPONSIBILITIES

As outlined on pages 1 and 2 of this Master Plan document the RDN plays a leading role in the provision of recreation services in District 69 (including major facility operations, programming and other aspects as reflected in the previous chart). However it is important to note that municipalities (City of Parksville and the Town of Qualicum Beach), School District 69 and numerous other community organizations also play an important role. **Recreational and leisure amenities such as sport courts (e.g. tennis, pickleball, lacrosse), community parks and playgrounds, and sport field operations (excluding bookings) are examples of spaces that are not currently within the primary scope of RDN Recreation Services.**

Research Considerations (from the State of Recreation in District 69 Research Report)

- The majority (80%) of District 69 households expressed satisfaction with recreation services. This figure represents a 13% improvement from 2006.
- Operational roles and responsibilities between the RDN, municipalities within District 69, and community partner organizations are generally well understood and seamless; however, roles and responsibilities related to future joint initiatives and capital projects have less clarity.
- The governance and delivery model for recreation in District 69 has complexities and includes a number of entities and organizations with diverse interests and perspectives.
- A review of current operations indicates that recreation programs and opportunities are well balanced.



RECOMMENDATION #1

The RDN should undertake a governance review for recreation service provision in District 69. The review should focus on:

- Opportunities to maximize overall efficiency.
- Establishing a refreshed mandate for all involved entities (i.e. Reviewing terms of references for commission/committees, advisory groups, project working groups, etc.).
- Clarifying decision making responsibilities.

This recommendation is not intended to suggest that the current governance system is flawed or required substantial changes. Rather, undertaking a governance review every ten years simply helps ensure that efficiency is maximized within the system and that decision making structures and protocols evolve in lockstep with the continually changing nature of the area and resident demands for recreation services. The provision of recreation services through the regional district entity has been successful in Oceanside (as reflected through the level of resident satisfaction). However the complexity of this system requires that the governance model remains strong with a clear understanding of roles and responsibilities.

RECOMMENDATION #2

The RDN should sustain the current organizational model and delivery model for recreation services in District 69.

Resident satisfaction and an analysis of current practices reflect that the current model is successful and well balanced. As such, there is no evidence that a change in the current organizational model is needed. **Note: However, should the governance review outlined in Recommendation #1 suggest changes to the governance model or other approaches to how recreation is delivered in District 69 there may be a need to adjust staffing levels and/or roles in order to support these functions.**

Reasoning and Benefits

- Research and engagement findings support that the existing staffing structure and model is working well.
- The provision of recreation services in District 69 involves a number of organizations and entities (internal and external to the RDN). Ensuring continued efficiency and clarity is important.

Suggested Implementation Tactics and Strategies

- Review structure every ten years (during Master Plan update) or as required should circumstances change.
- Integrate new positions within the current structure as required (several recommendations that follow may require incremental staff resources).



TOPIC: DETERMINING WHEN TO USE DIRECT OR INDIRECT DELIVERY METHODS TO PROVIDE RECREATION OPPORTUNITIES

Current Situation

The RDN current uses a combination of direct and indirect delivery methods to provide recreation opportunities. In 2017, the RDN directly provided recreation programming to 7,081 residents utilizing a combination of both RDN operated facilities and rented/leased spaces operated by other community organizations. The RDN also indirectly provides recreation and related opportunities through a number of means (e.g. subsidized facility time at Oceanside Place at the Ravensong Aquatics Centre and agreements with community organizations to provide local programming).

In 2013, a Recreation Program Rationale Checklist was developed to help with the evaluation of potential recreation programming. The Checklist identifies a number of considerations and is intended to help staff determine if a program should be offered directly by the RDN.

Research Considerations (from the State of Recreation in District 69 Research Report)

- An analysis of current RDN programming indicates that the current “mix” of offerings is generally well balanced and extensive.
- Overall, 57% of residents expressed satisfaction with programming offered by the RDN. Only 10% of residents are dissatisfied and 32% are unsure/have no opinion. These levels of satisfaction are similar to the survey fielded for the Master Plan in 2006 and the 2014 RDN Citizen Satisfaction Survey fielded in 2014.
- Trends and leading practices in recreation provision suggest that partnerships and collaborations will continue to be important and can help make optimal use of available resources.
- Recent (2016) Census data reflects that the Oceanside area is continuing to experience modest population growth.

RECOMMENDATION #3

RDN Recreation Services should continue delivering recreation opportunities using a combination of direct and indirect delivery methods and maintain the current balance of the two delivery methods.

An updated Recreation Program Rationale Checklist has been developed (see the top of the next page) and should be used to:

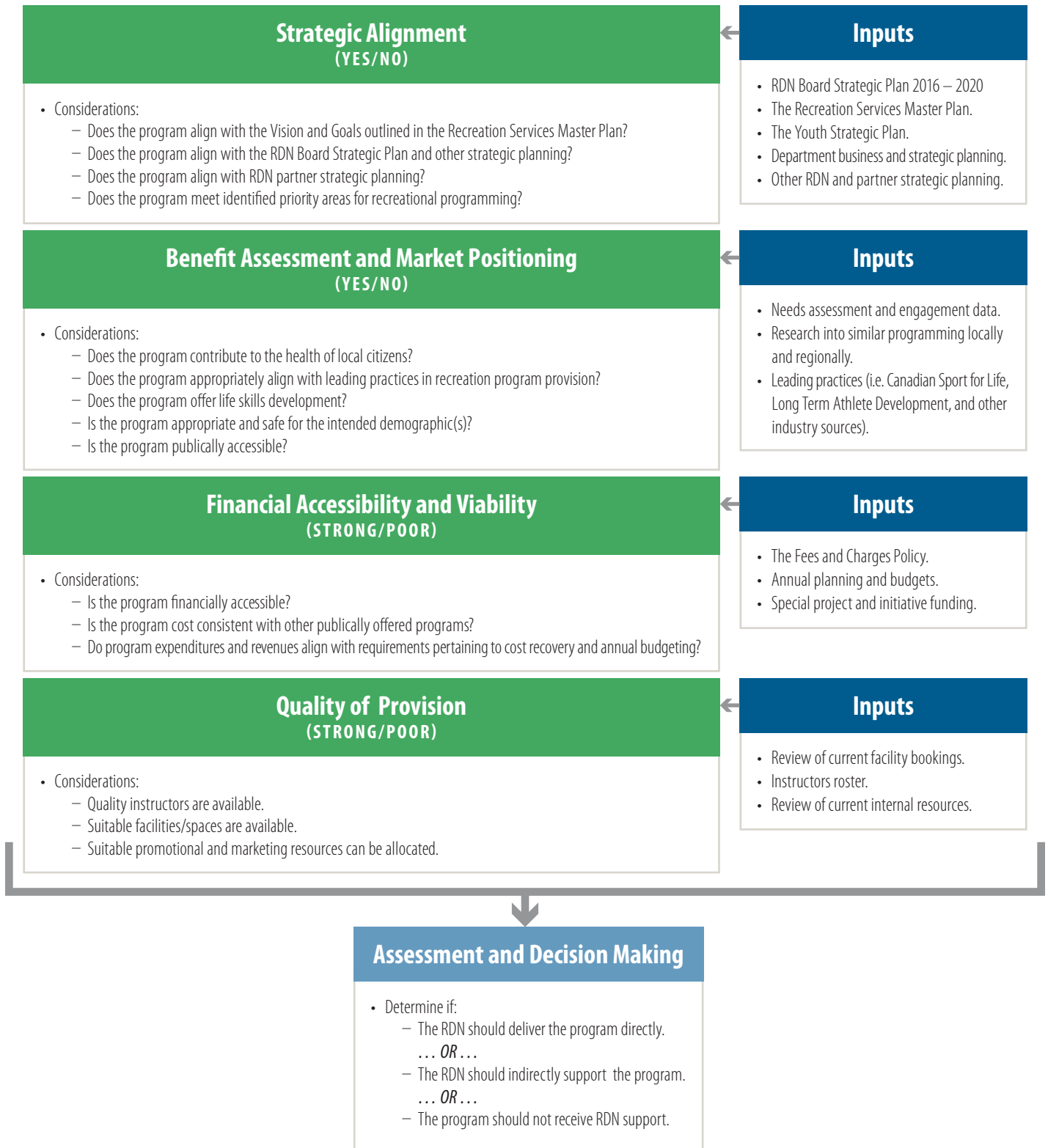
- Evaluate specific recreation program opportunities.
- Evaluate categories or types of recreation programming to determine the suitability/appropriateness for the RDN to deliver of support.
- Determine the best delivery method to provide the opportunity (direct or indirect delivery).

Reasoning and Benefits

- Helps identify the most appropriate form of provision for recreation programs and opportunities.
- Ensures that decisions are made in a logical and informed manner.
- Aligns decision making with key strategic and practical considerations.
- Continued population growth is likely to result in an incremental demand for new/expanded programming opportunities. The RDN will need to determine how to best use and align both existing resources and plan for additional resources if required.

Suggested Implementation Tactics and Strategies

The following graphic illustrates the updated **Recreation Program Rationale Checklist**. The considerations identified in each area are intended to inform the decision making process but may be more pertinent in some instances than others and have varying levels of subjectivity. A future step for refining the Checklist could include the development of a scoring metric for each consideration or area.



TOPIC: CROSS-SECTORAL COLLABORATIONS

Current Situation

RDN staff currently engages in a number of collaborations with various agencies and service providers in District 69. The majority of these relationships are related to recreation programming, awareness and advocacy and are informal in nature.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Stakeholder interview findings and a review of background documentation indicate that the RDN has successful and beneficial relationships with a number of agencies and service providers in the Oceanside area.
- Leading practices and trends indicate that the recreation sector is becoming increasingly aware of issues such as social inclusion, mental health and accessibility issues. As such, cross-sectoral collaborations are becoming increasingly important for most public sector recreation delivery agencies.
- Trends research indicates that overall physical activity and wellness levels remain concerning, especially among children, youth and seniors age cohorts.
- Population and demographic indicators indicate that District 69 has a higher proportion of seniors than provincial averages. The region is also experiencing continued population growth.

RECOMMENDATION #4

RDN Recreation Services should continue to place a priority on developing cross-sectoral collaborations and partnerships with a focus on the public health, social service and education sectors.

RECOMMENDATION #5

It is also recommended that the RDN allocate additional resources to the implementation and promotion of cross-sectoral partnerships and collaborations undertaken by the RDN in District 69. Doing so will help further highlight the valuable connection between recreation and the public health, social service and education sectors.

Reasoning and Benefits

- Opportunity to continue building on successful cross-sectoral collaborations and partnerships.
- Identification and implementation of innovative approaches to addressing issues and increasing resident health and wellness.
- May present future grant funding opportunities from senior levels of governments and/or the private sector.

Suggested Implementation Tactics and Strategies

- Continued mandate for staff to develop and foster cross-sectoral partnerships and collaborations.
- Ensure that sufficient financial and staff resources are allocated to the development and promotion of cross-sectoral partnerships and collaborations.

TOPIC: FUTURE RESPONSIBILITIES

Current Situation

The following chart summarizes the current RDN areas of responsibility for recreation service provision in District 69.

| Function | Description |
|--|--|
| Major Facility Operations | Operation of Oceanside Place (includes 2 arenas, leisure ice, and program rooms) and the Ravensong Aquatic Centre. |
| Direct Recreation Programming | Provision of numerous recreation programs for children, youth, adults, and seniors in District 69 (under the Northern Community Recreation Program Services). This programming currently utilizes a variety of community facilities which includes RDN operated facilities, decommissioned school buildings (Craig Street Commons, Qualicum Commons) and not-for-profit operated facilities. |
| Sports Field Bookings and Allocations | The bookings and allocations of sport fields in Parksville and Qualicum Beach. <i>* The City of Parksville, Town of Qualicum Beach, and School District 69 are responsible for maintenance.</i> |
| Facilitation and In-Direct Provision | The RDN also facilitates recreation opportunities in a number of other ways, which include: <ul style="list-style-type: none"> • Agreements with community organizations to provide programming in their communities. • Grants for community projects and initiatives • Provision of subsidized facility time to community organizations and sports associations for programming and events (e.g. ice at Oceanside Place, pool time at the Ravensong Aquatic Centre) • Allocation of resources (staff and financial) to support programming offered by organizations (e.g. RDN staff fulfilling bookings and scheduling functions on behalf of community groups) • Ongoing facility lease arrangements with community organizations (Parksville Curling Club) |

Research Considerations (from the State of Recreation in District 69 Research Report)

- While current operational roles and responsibilities between the RDN, municipalities within District 69, and community partner organizations are generally well understood; less clarity exists pertaining to future responsibilities for planning and capital development.
- There exists demand for new and/or enhanced infrastructure to be developed in District 69 (51% of residents believe there is a need for new or enhanced indoor facilities; 49% believe there is a need for new or enhanced outdoor spaces).
- Trends and stakeholder engagement findings suggest that there continues to be a demand for new types of recreation facilities, amenities and programming in the future.



RECOMMENDATION #6

It is recommended that RDN Recreation Services work with local municipalities and School District 69 to further clarify roles and responsibilities relating to future recreation planning and capital development. Specifically, this collaborative planning should seek to further clarify:

- Responsibilities for providing new types of recreation facilities and amenities that could be considered in the future.
- Responsibilities for future planning initiatives (e.g. Role of each partner in future studies and project planning).
- Funding framework(s) for potential or anticipated recreation facility projects.

While final decision making may not be possible for some of the above items, initiating these discussions can help improve overall regional planning and provide clarity in some key areas that may be beneficial as future projects and initiatives are being considered.

Reasoning and Benefits

- Suggests a proactive collaborative approach to future planning.
- Increases clarity and understanding of partner responsibilities.
- May help determine the viability of potential projects.

Suggested Implementation Tactics and Strategies

- It is suggested that RDN staff be tasked with undertaking these discussions in consultation with the District 69 Recreation Commission.
- The end product of these discussions could range from an informal understanding of future responsibilities to the development of a formalized agreement (e.g. memorandum of understanding) with each partner.



TOPIC: COMMUNITY ORGANIZATION CAPACITY BUILDING

Current Situation

Community organizations play a significant role in providing recreation and related opportunities for residents in District 69. Currently, hundreds of groups and organizations operate in the Oceanside area ranging from highly structured and mature organizations to informal and less structured groups of enthusiasts.

The RDN currently supports many groups through the Recreation Grants Program, which includes two funding categories: Community Grants and Youth Grants. Maximum funding amounts per application are typically \$2,500 (larger amounts are available at the discretion of the Commission). The funds dispersed through the grant program help support programming, special events or projects. RDN Recreation Services has conducted some training and volunteer development on a limited scale.

Research Considerations (from the State of Recreation in District 69 Research Report)

- During the stakeholder interviews, some group representatives expressed that their organizations would benefit from increased support in areas such as grant writing, volunteer recruitment, and promotions and marketing.
- A number of stakeholder interview participants indicated that RDN Recreation Services are ideally positioned to play an increased role in the facilitation of community group and volunteer training opportunities.
- Challenges identified by Community Group Survey respondents included: Generating awareness of programs and activities and lack of human resources (staff and volunteers).
- Trends indicate that the nature of volunteerism is evolving and has required many service providers to play an increased role in providing training and other supports.

RECOMMENDATION #7

The RDN should allocate additional resources to community group capacity building. Outlined as follows is a suggested approach to expanding the focus on community group capacity building:

- **Immediate Term (1 – 3 Years)**
 - » Organize regular community group training and success sharing sessions. Potential content areas could include: volunteer recruitment and retention; grant writing; sponsorship; social media; and strategic planning.
 - » Specifically identify that existing Recreation Grants Program can be used for volunteer/community group development initiatives or develop a new grant program specifically branded for this purpose.
- **Short Term (3 – 5 Years)**
 - » Develop a new “Community Group Liaison” position with a primary focus on supporting community organizations with strategic planning, grant writing and identification, promotions and marketing and volunteer recruitment.

Reasoning and Benefits

- Helps sustain and grow community organizations that provide valuable recreation opportunities for residents.
- Investment in community group capacity building is likely to reduce the risk of groups needing emergency support or folding in the future.
- Increases overall recreation capacity and expertise in District 69.

Suggested Implementation Tactics and Strategies

It is suggested that the RDN work with groups to identify areas of need and priorities for future training and capacity building activities. Doing so will position this initiative for success and ensure that resources are properly focused. Over the next 1 – 2 years it is recommended that the RDN:

- Consult with groups to identify the greatest areas of need/support.
- Work with groups to develop a 3 year action plan.

TOPIC: OVERALL ENGAGEMENT PRACTICES AND PROTOCOLS

Current Situation

The RDN has undertaken numerous studies and planning projects to measure recreation services, projects and initiatives in District 69. A number of these projects have included engagement with the public and recreation stakeholders. RDN engagement practices are currently guided by the document “A Coordinated Public Consultation/Communication Framework (2008)”. While this Framework provides general parameters for engagement activities, a structured approach for collecting engagement findings and data specific to recreation services does not currently exist.

Research Considerations (from the State of Recreation in District 69 Research Report)

- RDN planning and engagement initiatives including the previous two Recreation Services Master Plan projects along with the RDN Citizen Satisfaction Survey and District 69 Facility Use Analysis Study have allowed for some local trending to be conducted.
- Consultation findings indicate that RDN Recreation Services have a strong community presence.
- Previous engagement conducted for RDN Recreation Services initiatives in District 69 have successfully garnered public and stakeholder participation; further reflecting strong levels of community interest and engagement.

RECOMMENDATION #8

It is recommended that RDN Recreation Services develop and implement a more specific engagement framework. Key elements of the Framework should include:

- Engagement requirements and expectations for future planning projects (outline the level of engagement required for each type of planning project).
- Strategies for reporting to the public and stakeholders annually on the state of recreation services (successes, challenges, initiatives, etc.).
- Mechanisms for ongoing data collection and feedback (i.e. annual community group survey, biennial resident web survey).
- Future use of project/initiative specific groups such as steering committees or “task forces”. The engagement framework could include a terms of reference template that outlines roles and expectations for these types of groups.
- The identification of key stakeholder groups that should be more actively engaged with on an ongoing basis regarding recreation and related programs and services in District 69. These groups should include local First Nations communities, the arts and cultural community and other groups/organizations that may not have been traditionally engaged in recreation in District 69.

Reasoning and Benefits

- Clarifies internal and external expectations for public and stakeholder engagement on a regular and project-specific basis.
- Ensures a consistent approach to undertaking engagement and tracking trends and issues.

Suggested Implementation Tactics and Strategies

- Allocate appropriate resources to develop the Framework.

TOPIC: STAKEHOLDER ENGAGEMENT IN RECREATION PROJECTS AND INITIATIVES

Current Situation

The RDN utilizes a number of both standing and temporary committees to provide guidance across a variety of service areas, including recreation and parks. Strategic planning, such as the RDN Board Strategic Plan 2016 – 2020, furthermore reflects the importance of involving stakeholders in the decision making process.

RDN Recreation Services in District 69 have also successfully used project and initiative focused groups before. One such example is the project steering committee that guided the development of the Youth Recreation Strategic Plan.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Engagement with stakeholders revealed that overall, relationships between the RDN and community organizations are positive.
- A number of citizen advocacy groups currently exist in District 69 around key issues such as the Ravensong Aquatic Centre.

RECOMMENDATION #9

RDN Recreation Services should continue to strategically utilize project/initiative focused groups such as steering committees and “task forces” on an ad-hoc basis. The role of these groups should be focused and could include:

- Providing stakeholder and/or public perspectives on key issues and opportunities.
- Assisting with public engagement and project awareness.
- Providing input into project planning phases as appropriate and required.

The expectations and roles of these groups should be clearly defined (as indicated in Recommendation #8). It is also important to note that the suggested role for these type of groups is not to be responsible for final decision making, but rather provide a stakeholder and public “lens” that can offer valuable input and create an additional point of contact between the RDN, stakeholders, and the community.

Reasoning and Benefits

- Builds on the successes of previous advisory groups (e.g. Youth Recreation Advisors).
- May help formalize existing citizen and stakeholder advocacy groups and provide a more effective mechanism for their input to be integrated into ongoing planning.
- Creates an additional point of contact between RDN Recreation Services (including staff and the Commission) and key stakeholder groups.

Suggested Implementation Tactics and Strategies

- It is suggested that RDN Recreation Services staff undertake an assessment of current project and service areas and determine where the formation of additional project/initiative committees or “task forces” may be beneficial.
- Develop a terms of reference template as suggested in Recommendation #8.

TOPIC: PROGRAMMING FOCUS AREAS

Current Situation

RDN programming offered in District 69 through Northern Community Recreation Program Services is diverse and includes a variety of program types, levels and locations. Current decision making on the programming mix offered is based on the availability of instructors, facilities and takes into account the considerations outlined in the Recreation Program Rationale Checklist.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Nature interaction and activity camps were the top two resident priorities for child (0-5 years) programming. These were also identified as high priorities among households that reported having children.
- Outdoor skill development and activity camps were the top two resident priorities for youth (6-12 years) and teen (13 to 18 years) programming. These were also identified as the top two priorities among households that reported having children.
- Wellness and fitness programming were identified as high priorities among adult age cohorts.
- Trend indicators suggest that children and youth are increasingly disconnected from nature and that outdoor education programming should be a focus to combat “nature deficit disorder”.
- Physical activity levels remain concerning for many age and demographic cohorts.



RECOMMENDATION #10

RDN Recreation Services should continue to prioritize diversity and balance in its program offerings. Outlined as follows are key principles that should drive RDN provided recreation programming in District 69.

- Ensure that opportunities exist for all ages and ability levels.
- Ensure that programming is financially and physically accessible.
- Focus on physical literacy and fundamental skill development (ensure residents have the necessary skills to be active and healthy throughout their lives).
- Provide a balance of programming that includes various levels of commitment and structure.
- Prioritize making use of existing facilities, amenities and spaces.

RECOMMENDATION #11

In the short term, it is also suggested that the RDN identify opportunities to expand programming in the following areas:

- Nature interaction and outdoor skill development for children, youth and teens.
- Activity camps for children, youth and teens.
- Fitness and wellness programming for adults and seniors (“active aging” focus).

The priority areas identified above have been identified based on the engagement and research findings (as presented in the State of Recreation in District 69 Research Report). However it is important to note that recreation programming needs and priorities are constantly evolving, and are likely to do so numerous times within the lifespan of this Master Plan document. As such, the RDN will need to continue monitoring trends and local demands in order to set ongoing program priorities and focus areas.

Reasoning and Benefits

- The overall mix of programming offered in District 69 is diverse; sustaining the current mix while focusing on expanded programming in some key areas will help sustain an enhance a model that is successful.
- Expanded programming in these areas will help address identified demands.
- Numerous opportunities exist to utilize the regions abundant outdoor assets to provide expanded nature and outdoor programming.

Suggested Implementation Tactics and Strategies

- Continue to sustain the current mix while focusing on expanded programming in the identified areas.
- Identify opportunities to utilize parks, trails and open spaces for nature and outdoor education programming.
- Identify specific gaps pertaining to fitness and wellness programming and identify opportunities to further provide programming in those areas.
- Continue to monitor trends and local programming demands.

TOPIC: ROLE OF RDN RECREATION SERVICES IN PROVIDING ARTS AND CULTURAL OPPORTUNITIES

Current Situation

RDN Recreation Services provides arts and cultural opportunities at locations throughout District 69. These opportunities are promoted in the Active Living Guide and on the RDN website. Similar to recreation programming, decision making on the program types offered are based on the availability of instructors, facilities and takes into account the considerations outlined in the Recreation Program Rationale Checklist.

The Town of Qualicum Beach and City of Parksville have also undertaken initiatives to explore arts and cultural needs and priorities in their communities. Through this planning, both municipalities have identified the arts and cultural sectors are being important to resident quality of life and community vibrancy.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Trends and leading practices reflect that there is increased collaboration between the recreation and cultural sectors (culture is recognized as a recreation pursuit in the refreshed National Recreation Framework).
- The RDN has successfully offered introductory arts and cultural programming in District 69.
- There exists numerous arts and cultural organizations in District 69.

RECOMMENDATION #12

RDN Recreation Services should continue to offer arts and cultural opportunities as part of its programming mix. Arts and cultural programming offered by the RDN should be primarily introductory level and focused on skill development and building arts and cultural capacity in Oceanside.

RECOMMENDATION #13

Wherever possible, it is suggested that the RDN leverage the expertise of existing arts and cultural resources in the community and create alignment between RDN programming and community organization programming. It is also suggested that the RDN further engage with the Town of Qualicum Beach and City of Parksville to gain a further understanding of the previous planning that both municipalities have undertaken related to arts and culture.

Reasoning and Benefits

- Sustains a valuable program offering.
- Ensures that diversity of programming exists in the region.
- Fosters cultural capacity.
- Leverages existing skills sets and passions.
- Creates increased alignment between all arts and cultural providers in the Oceanside area.

Suggested Implementation Tactics and Strategies

- Continue to offer arts and cultural programming as part of the District 69 Recreation Services programming mix.
- Engage with the Town of Qualicum Beach, City of Parksville and arts and cultural groups to gain a better understanding of previous programming and overall needs and gaps in the area.

TOPIC: REDUCING BARRIERS TO PARTICIPATION

Current Situation

RDN Recreation Services currently provides access to recreation programs for individuals facing financial barriers through a Financial Assistance Program offered in collaboration with the Society of Organized Services (S.O.S). The RDN also helps promote KidSport, a not for profit program available to children and youth 18 and under.

The Inclusive Support Program is available to individuals facing physical and/or cognitive barriers to participation. Support workers are available to assist individuals with swimming and skating at no charge. The RDN also has relationships with numerous organizations and agencies in District 69 that provide services to individuals facing physical, social or cognitive barriers to participation.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Age/health issues and cost of programs were both identified as barriers to participation by approximately one-quarter of District 69 households.
- Northern Community Recreation Services assisted 234 households in 2016 through the Fee Assistance Program. This figure was higher than in previous years.
- Trends and leading practices reflect that service providers are placing an increased emphasis on reducing financial barriers and social inclusion.



RECOMMENDATION #14

RDN Recreation Services should sustain the Financial Assistance Program and Inclusion Support Program. Where possible, further engagement should be undertaken with community partners and other organizations to increase the awareness of these support programs.

RECOMMENDATION #15

Consider supporting the start-up of a local KidSport chapter.

KidSport is an established and respected organization with brand awareness and a successful model for facilitating participating in sport programs for youth facing financial barriers. The success of a local chapter will be dependent upon support and involvement from the local community, including sport organizations. The RDN is ideally suited to play a key role in the start-up of a local chapter, which could include the following roles:

- Recruitment of chapter committee members.
- Seed funding.
- Capacity building (e.g. providing training and other supports).
- Promotions and awareness (e.g. signage, brochures and application forms in facilities and on the RDN website).
- Administrative support (e.g. assistance with processing application forms).

Should it be determined that the start-up of a local chapter is not currently viable, an alternative could be to provide funding to the KidSport B.C. provincial fund. Doing so would potentially allow for increased promotion of the provincial fund locally in Oceanside.

Reasoning and Benefits

- Sustains existing supports that provide recreation opportunities for residents facing barriers to participation.
- An increased focus on promotion can help expand the reach and benefits of existing support programs.
- The start-up of a KidSport chapter would provide a locally based organization that can more effectively facilitate sport participation for youth facing financial barriers.

Suggested Implementation Tactics and Strategies

- Sustain existing programs.
- Collaborate with content experts (local agencies and service providers) to identify opportunities and methods to enhance awareness and promotions.
- Continue to monitor program uptake for the Financial Assistance and Inclusion Support programs and be prepared to increase funding amounts as awareness of the programs expands.
- Investigate the start-up of a local KidSport chapter.



TOPIC: MARKETING AND AWARENESS

Current Situation

Programming and events offered by the RDN are currently promoted in the Active Living Guide (published twice annually) as well as local media (newspapers, radio) and the RDN website. Promotional materials such as posters and brochures are also developed and posted in RDN and partner facilities. RDN Recreation Services has a dedicated part-time marketing position that develops these materials and plays an important role in the creation of the Active Living Guide.

Research Considerations (from the State of Recreation in District 69 Research Report)

- 56% of households in District 69 are satisfied with the overall promotions and marketing of RDN Recreation Services.
- 70% of households in District 69 are satisfied with the Active Living Guide.
- The top two ways that households in District 69 prefer to get information about recreation opportunities are local newspapers (67%) and the Active Living Guide (54%).

RECOMMENDATION #16

RDN Recreation Services should continue to place a priority on the marketing of recreation programs and opportunities in District 69.

Key marketing tactics and approaches that should be sustained or prioritized are outlined as follows:

- Continue to sustain a dedicated marketing position for District 69 recreation.
- Development of more consistent branding materials and messaging that communicate both specific opportunities (programs and events) and the overall benefits of participating.

Reasoning and Benefits

- Successful marketing and promotions of recreation opportunities is a critical given the dynamics of the region.
- There is a high level of satisfaction with current marketing and promotions methods; sustaining these methods while integrating new methods will continue to maximize awareness of recreational opportunities.

Suggested Implementation Tactics and Strategies

- Balance traditional methods that remain popular (Active Living Guide and local newspapers) with new media/ social media.
- Continue to utilize engagement and research data when developing marketing campaigns and materials.

TOPIC: FUTURE STRATEGIC INITIATIVES

Current Situation

RDN Recreation Services has a strong track record of undertaking planning exercises and executing on the strategies and recommendations provided. The Youth Strategic Plan is an example of a planning exercise focused on a specific demographic subset of the population that has helped drive actions and priorities for RDN staff. The RDN has also developed a Recreation Services Master Plan approximately every ten years which provides overarching strategic level guidance for the provision of recreation opportunities in District 69. The RDN does not currently have specific strategic planning pertaining to older adult recreation and community events in District 69.

Research Considerations (from the State of Recreation in District 69 Research Report)

- The RDN developed a Youth Recreation Strategic Plan in 2011 through a process that involved input from youth stakeholders, community organizations and RDN staff.
- Some asset mapping for sport tourism has been conducted.
- Findings from the household survey indicate that demand for a youth centre decreased significantly from 2006 to 2017 (40% to 23%).
- Community and social events were identified by households as a top five programming priority for all age groups.
- District 69 has an older population in comparison to provincial averages and senior’s recreational opportunities are a key appeal of the region.



Photo Courtesy of PQB News.

RECOMMENDATION #17

It is recommended that RDN Recreation Services undertake the following strategic planning initiatives in the next 2 –5 years:

| Recommended Strategic Planning Initiative | Potential Topics to Explore |
|--|---|
| Development of a Community Events Support Strategy | <ul style="list-style-type: none"> • Opportunities to expand the awareness of existing events. • Issues and challenges facing existing events (and the groups that organize them). • Event gaps and emerging demand. • Opportunities for expanded partnerships and collaborations. • Sport tourism approaches and opportunities. |
| Development of an Older Adults/Age Friendly Strategy | <ul style="list-style-type: none"> • Specific program and activity needs and demands. • Barriers to participation and ways to mitigate them. • Key considerations and factors that influence participation. |
| Update of the Youth Recreation Strategic Plan | <ul style="list-style-type: none"> • Revisit and refresh priorities from the previous Plan. • Identify trends and changes over the past five years. • Identify implementation successes from the previous plan. • Further explore related Master Plan research and engagement findings (e.g. why has demand for a youth centre decreased?). |
| Continue to Conduct Regular Fees and Charges Reviews | <ul style="list-style-type: none"> • Appropriate balance between cost recovery and affordability. • Refresh (as/if necessary) how fees and charges are determined. |

Reasoning and Benefits

- Will provide specific and strategic guidance in important areas that may also help inform future initiatives and projects.
- Provides the opportunity to further explore specific key areas of recreation service provision.
- Provides the opportunity to engage stakeholders in a focused conversation around issues and opportunities.
- Likely to identify increased opportunities for collaboration among stakeholder groups and the RDN.

Suggested Implementation Tactics and Strategies

- Allocate the required financial and staff resources to undertake the suggested planning.
- Ensure that the Engagement Framework (see Recommendation #8) is integrated into the project terms of reference.



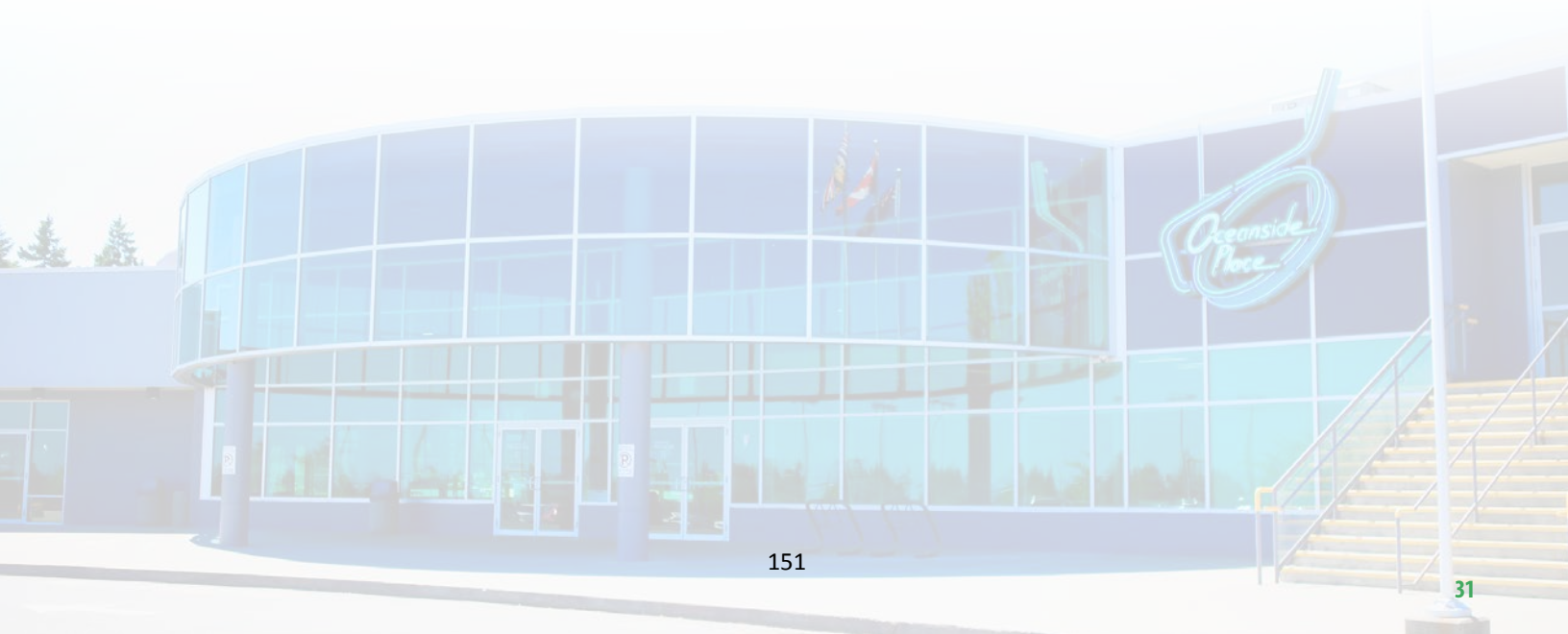
INFRASTRUCTURE RECOMMENDATIONS

INCLUDED IN THIS SECTION:

- Overview of current infrastructure provision and identified issues that require guidance.
- Recommendations pertaining to future infrastructure priorities and planning.

OVERVIEW

RDN Recreation Services are responsible for the operations of Oceanside Place (Parksville) and the Ravensong Aquatic Centre (Qualicum Beach). Excluding tax support (annual subsidy), revenues from Oceanside Place in 2017 were \$639,000 (28% cost recovery). Revenues for the Ravensong Aquatic Centre were \$667,370 in 2017 (25% cost recovery). Budget projections indicate that cost recovery will increase slightly in coming years.



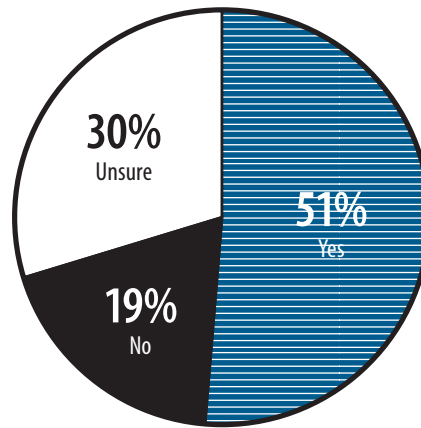
Northern Community Recreation Services also utilizes a number of community spaces for the direct delivery of recreation programs and activities. Two of these spaces, Craig Street Commons (formerly the Parksville Elementary School) and Qualicum Commons, are decommissioned school buildings where the RDN leases space from the School District 69. In addition to these spaces, Northern Community Recreation Services rents community spaces as required at facilities throughout District 69.

A number of facility initiatives have been identified in District 69 as potential future projects. These initiatives include the expansion of the Ravensong Aquatic Centre and the development of an outdoor multi-sport facility. In coming years, a decision will also need to be made on the future of the District 69 Arena (curling facility). As illustrated by the graphs below, the Resident Survey confirmed that there is demand for new or enhanced facility development in District 69 (approximately half of households believe development is needed).

QUESTION:

Do you or members of your household feel that new or enhanced indoor recreation facilities are needed in District 69 (Oceanside)?

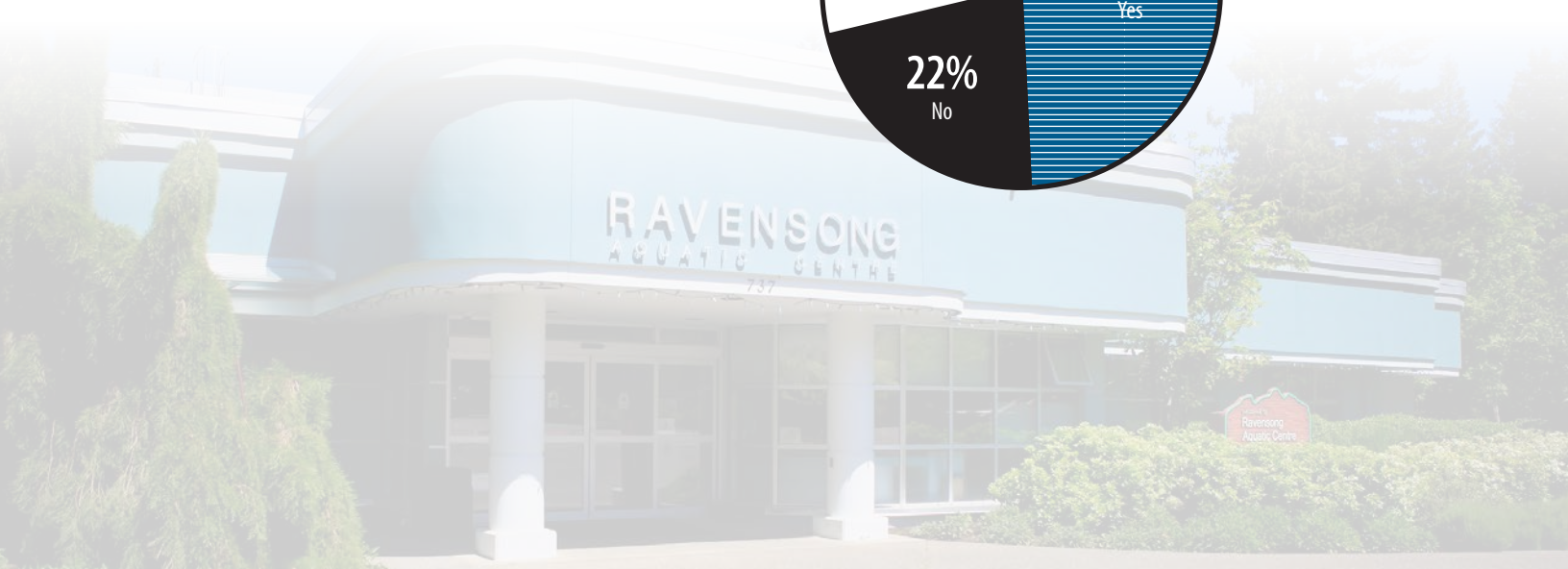
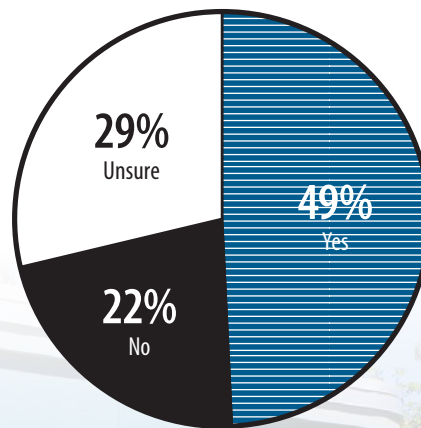
Need for New/Enhanced Indoor Recreation Spaces



QUESTION:

Do you or members of your household feel that new or enhanced parks and outdoor recreation facilities are needed in District 69 (Oceanside)?

Need for New/Enhanced Parks and Outdoor Recreation Spaces



Provided as follows in this section are recommendations pertaining to the specific infrastructure issues identified for the Master Plan project as well as additional issues and opportunities that have emerged through the research.

The recommendations have been based on the engagement and research findings and present a suggested approach to addressing the future provision of recreation facilities. **Provided in Section 6 is an implementation framework which provides additional detail and requirements pertaining to timing, next steps, and required resources. Estimated capital and operating cost impacts are also identified in Section 6 to help guide future actions and planning.**

Resident Priorities from the Resident Survey

| Indoor Facility Priorities | | | |
|----------------------------|--|----------|------------------------|
| # | Type | Want New | Want Existing Enhanced |
| 1 | Indoor Swimming Pool | 39% | 26% |
| 2 | Health and Wellness/ Fitness Centre | 35% | 19% |
| 3 | Multi-purpose Recreation Facility | 33% | 14% |
| 4 | Performing Arts Centre | 18% | 16% |
| 5 | Teen/Youth Centre | 22% | 11% |
| 6 | Seniors Centre | 14% | 18% |
| 7 | Ice Arena | 2% | 17% |

| Outdoor Facility Priorities | | | |
|-----------------------------|--------------------------------------|----------|------------------------|
| # | Type | Want New | Want Existing Enhanced |
| 1 | Walking/Hiking Trails | 45% | 39% |
| 2 | Natural Parks and Protected Areas | 36% | 32% |
| 3 | Picnic Areas and Passive Parks | 27% | 30% |
| 4 | Bicycle/Roller Blade Paths | 31% | 20% |
| 5 | Playgrounds | 14% | 20% |
| 6 | Track and Field Facility | 13% | 13% |
| 7 | Sport Fields | 8% | 15% |



TOPIC: RAVENSONG AQUATIC CENTRE—FUTURE EXPANSION FEASIBILITY ANALYSIS

Historical Context and Current Situation

The Ravensong Aquatic Centre was constructed in 1995. The original debenture debt associated with constructing the facility was paid off in 2015. In 2010, approximately \$4.8M in remediation work was completed to the facility. The debt required to conduct this work was paid off in 2016. The 2010 remediation work did not increase the programming space or amenities at the facility and was simply required to address structural and mechanical issues.

A study was commissioned in 2009 to explore options for expanding the facility. Two options were identified for expansion of the facility with an estimated capital cost at the time of \$6.4M and \$7.1M. **The floor plans (test fit concept plans) for these two options are provided in Appendix B of this document.** The costs associated with both options were updated in 2013 and again in 2016. The following chart provides an overview of the anticipated capital cost escalation for the two options that were identified in the original study and subsequent updates.

| Estimated Cost of Expansion: Ravensong Aquatic Centre | | | |
|---|-----------------------------|----------------------------------|---------------|
| Year | Cost Estimate (\$) | Change (\$) | Change (%)* |
| 2010 | \$6,400,000 – \$7,100,000 | N/A | N/A |
| 2013 | \$7,200,000 – \$7,900,000 | \$752,000 – \$785,000 | 12% (average) |
| 2017 | \$7,850,000 – \$8,360,000 | \$630,000 – \$534,600 | 8% |
| 2018 | \$8,635,000 – \$9,196,000 | \$785,000 – \$836,000 | 10% |
| 2019 | \$9,498,500 – \$10,115,600 | \$863,500 – \$919,600 | 10% |
| 2020 | \$10,448,350 – \$11,127,160 | \$949,850 – \$1,011,560 | 10% |
| Total Cost Escalation (2010 to 2020) | | \$4,048,350 – \$4,027,160 | ~40% |

* Recent cost analysis undertaken by the RDN and other public sector entities across B.C. suggests that annual escalation for major infrastructure projects could range between 8 – 10% from 2018 and 2020.

As part of the study update in 2013, David Hewko Planning and Project Management was also retained to further explore the operating implications of the potential expansion project. This sub-study identified a number of operational implications that should be taken into account if an expanded Ravensong Aquatic Centre is pursued, including:

- Leisure aquatics will experience a higher density of use, consequently increasing the revenue generated per square foot of water surface area. However the leisure aquatics marketplace and level of utilization is less predictable than for traditional 25 metre program tanks.
- Despite an increase of 80% in built space and 60% in water area, the operating deficit should only increase by 25% – 50% annually.

Currently, the facility remains the most used indoor recreation facility in District 69. As reflected in the following chart, swim visits and program attendance have continued to increase over the past five years of operation. It can be reasonably stated that the facility is at capacity during many peak operating hours.

| Ravensong Aquatic Centre | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 |
|------------------------------|--------|--------|--------|--------|--------|--------|
| Percentage of Hours Used | 98% | 93% | 93% | 93% | 95% | 95% |
| Program Registrants | 2,412 | 2,700 | 2,539 | 2,539 | 2,550 | 2,833 |
| Total Program Attendance | 23,242 | 22,650 | 21,427 | 21,427 | 25,500 | 28,330 |
| Total Public Swim Admissions | 85,000 | 90,490 | 89,127 | 89,127 | 93,724 | 95,562 |

Research Considerations (from the State of Recreation in District 69 Research Report)

- Consultation findings show that improved indoor aquatics provision is a high priority for residents and user groups. However varying viewpoints exist on the best way to move forward.
- Current operations for the Ravensong Aquatics Centre require an annual subsidy of approximately \$1.9M (~25% cost recovery).
- Trends in recreation support a continue preference for spontaneous recreation opportunities, such as leisure aquatics and lane swimming.
- Sub segment analysis of the resident survey findings indicate that residents in the Qualicum Beach and surrounding areas prefer to see the existing facility sustained, while residents in other areas of District 69 prefer that a new facility be constructed.
- Fifty-three percent (53%) of households would support an annual increase in taxation in order to provide new or improved services. Regular users of the Ravensong Aquatic Centre are more likely to support an increase as opposed to non-users.
- District 69 is experiencing moderate levels of growth. Population projections indicate that in 2026 the population of District 69 could be between 51,536 and 55,767 residents.



Potential Options

Outlined in the following chart are three potential approaches to enhance the provision of indoor aquatics in District 69. These three approaches reflect a change of potential options and investment levels that could be considered and used to inform future decision making. All three options reflect a significant capital investment into the enhanced provision of aquatics in District 69. Capital funding will need to be procured before this investment can occur and is likely to require funds from a combination of sources including the RDN (through an increased tax requisition) and grants from senior levels of government. **It is important to note that the dollar figures presented in the following chart reflect estimated 2018 costs. As reflected on page 34, it is anticipated that annual cost escalation could range between 8 – 10%. Should this occur, Option 1 could escalate to ~\$9.6M by 2020/2021; Option 2 could escalate to ~\$12.02M by 2020/2021; and Option 3 could escalate to ~\$22.03M by 2020/2021.**

| Option | Description | Capital Cost (2018, \$M) ^A |
|---|---|---|
| Option 1: Aquatics Expansion and Wellness Centre Addition | <p><i>* Reflects the optimal option as identified in the 2010 expansion study (Approach #2).</i></p> <p>Expansion of the building envelop resulting in a new aquatics space. Primary elements of this space will include:</p> <ul style="list-style-type: none"> • A leisure aquatics focused area (example amenities could include a shallow depth entry, lazy river, slide(s), play features, etc.). • Small lap pool (2 – 3 lane capacity, depth to allow for program use). <p><i>** Specific amenities and features to be further refined through detailed design if the project moves forward to that stage of planning.</i></p> <p>In addition to the aquatics enhancements, a key component to this option is the development of a medium scale fitness/wellness facility (~400 m²). Upgrades will also occur to enhance support spaces in the facility (change rooms, flow spaces, and washrooms).</p> | \$8,676,752 |
| Option 2: Option 1 With the Addition of Two (2) Lanes to the Existing Program Tank | <p>Same enhancements as Option 1 plus the addition of 2 lanes to the existing main tank.</p> <p><i>* The addition of two lanes will require the removal of the existing shallow tank and relocation of the hot pool.</i></p> | \$10,931,002 |
| Option 3: Replacement New Facility Development | <p>A replacement new facility would be constructed using the general parameters outlined in Option 2, including:</p> <ul style="list-style-type: none"> • 8 lane x 25 metre program tank • Dedicated leisure aquatics area • ~4,500 ft² fitness/wellness facility • Multi-purpose room | \$20,030,124 (excluding site purchase and costs) |

A Additional detail (cost charts) for each option is provided in Appendix C.

The chart below identifies the incremental space added by each of the renovation options outlined above (Option 1 and 2).

| Component | Existing Area (m ²) | Additional Area: Option 1 (m ²) | Additional Area: Option 2 (m ²) | Total Area: Option 1 (m ²) | Total Area: Option 2 (m ²) |
|---|------------------------------------|---|---|--|--|
| Wet Areas | | | | | |
| Natorium (Leisure aquatics areas and small lap pool) | 840 | 520 | 630 | 1,360 | 1,470 |
| Change Rooms (320 m ² – 80 m ² to be converted to office space) | 240 | 160 | 160 | 400 | 400 |
| Pool Mechanical and Storage | 260 | 70 | 70 | 330 | 330 |
| Total Wet Areas | 1,340 | 750 | 860 | 1,760 | 1,870 |
| Dry Areas | | | | | |
| Administration and Reception | 80 | 0 | 0 | 80 | 80 |
| Administration (Repurposed from family change) | 80 | 0 | 0 | 80 | 80 |
| Lobby/WC | 160 | 40 | 40 | 200 | 200 |
| Wellness Centre | 0 | 400 | 400 | 400 | 400 |
| Multipurpose Room | 0 | 100 | 100 | 100 | 100 |
| Total Dry Areas | 320 | 540 | 540 | 860 | 860 |
| Facility Totals | 1,660 | 1,290 | 1,400 | 2,620 | 2,730 |

Options Context and Considerations

The provision of aquatics opportunities (operations of the Ravensong Aquatic Centre) is the single largest operational aspect of recreation service provision by the RDN in District 69 (subsidy of approximately \$1.9M annually). All three of the potential options presented on page 36 will require a significant and ongoing financial investment. While the facility is well utilized and the benefits of providing aquatics opportunities are undeniable, it is important that future investment be “right sized” to the market area. Identified below are a number of additional considerations that were taken into account in the identification of the three potential options.

- In British Columbia, the provision ratio for 50 metre pools is approximately 150,000 – 200,000 residents per facility. While a few exceptions exist, typically only communities exceeding 100,000 residents are in a position to provide a 50 metre pool facility. This level of provision can generally be attributed to a number of limiting factors, including:
 - » The operational cost associated with a 50 metre pool;
 - » The lifecycle replacement cost required to sustain a 50 metre pool; and
 - » Market demand (i.e. sport tourism potential, swim club size and needs, etc.).
- 50 metre pool facilities present a number of programming and functional challenges. These include:
 - » Large quantity of buffer space is required between leisure aquatics spaces and 50 metre pool tanks to manage different uses and tank capacities;
 - » Bulkhead systems, while able to divide the tank, have some access limitations and potential hazards for stationary types of aquatics programming (e.g. aquasize); and
 - » The depth required for 50 metre tanks to accommodate sport based swimming often limits the ability to create access points for individuals with physical or skill limitations (e.g. zero depth entry points, shallow swimming areas and progressive levels of pool depth).
- The current Ravensong Aquatic Centre site is constricted and the expansion potential is likely limited to what is proposed in Options 1 and 2.
- The development of a new facility on a new site would require significant financial resources and the acquisition of a major land parcel. The cost outlined for Option 3 (~\$20M) does not include land and servicing costs and only reflects a facility of the same scale as outlined in Option 2.
 - » The costs associated with developing a larger scale aquatics centre (e.g. 50 metre pool and large scale leisure aquatics area) is estimated in the magnitude of \$60M – \$90M and could require an operational subsidy that is double what is currently required.
- Finding qualified lifeguards is currently a challenge for the RDN. An expanded facility will require additional guards and could limit operational hours and programming opportunities.



Options Analysis

The following chart provides a high level analysis of the strengths and challenges of each potential option.

| Option | Strengths | Challenges |
|---|---|---|
| Option 1: Aquatics Expansion and Wellness Centre Addition | <ul style="list-style-type: none"> • Meets needs for expanded leisure aquatics and enhanced amenity spaces and at the lowest investment level of the options identified. • Least potential for impact on existing facility operations during renovation and expansion. • Expanded leisure aquatics area would take some pressure off of the existing program tank. • Sustains the existing small leisure pool area. | <ul style="list-style-type: none"> • Does not fully address capacity issues with the existing program tank. • The renovation and expansion of an older facility could bring about unknown challenges or potential costs (however the probability of these challenges is believed to be minimal). |
| Option 2: Option 1 With the Addition of Two (2) Lanes to the Existing Program Tank | <ul style="list-style-type: none"> • Fully addresses capacity issues with the existing program tank along with the enhancements identified in Option 1. • Better positions the facility to meet both program and competition hosting needs. • Opportunity to refresh deck space as part of the renovation. | <ul style="list-style-type: none"> • Would require the removal of the existing small leisure pool area. • Likely to require complete facility shutdown during renovations. • Incremental investment required to add two lanes of program tank capacity is ~\$2.3M. • The renovation and expansion of an older facility could bring about unknown challenges or potential costs (however the probability of these challenges is believed to be minimal). |
| Option 3: Replacement New Facility Development | <ul style="list-style-type: none"> • A “from scratch” approach would create optimal design and functionality for the program tank and leisure aquatics. • A new facility would be unlikely to require capital upgrades for a number of years. | <ul style="list-style-type: none"> • Highest cost option (approximately double the cost of Option 2). • District 69 would be challenged financially to sustain two indoor aquatics facilities; re-purposing or decommissioning of the Ravensong Aquatic Centre would likely be required at an additional cost. |

Given the program similarities, it can be reasonably assumed that the operating impacts and assumptions outlined in the 2013 report developed by David Hewko Planning & Program Management would remain valid for all three options.



Options Scoring

The three potential approaches have been scored using the following considerations and criteria. As reflected in the chart, Options 1 and 2 tied for the highest score.

| Consideration | Scoring Criteria | Options Scoring | | | Scoring Rationale |
|---|--|-----------------|-----------|-----------|--|
| | | Option 1 | Option 2 | Option 3 | |
| Project Capital Cost | 2 Points: The capital cost of the project is <\$10M. 1 Point: The capital cost of the project is between \$10 – \$15M. 0 Points: The capital cost of the project >\$15M. | 2 | 1 | 0 | As per the projected capital costs outlined in the options chart on the previous page. |
| Operating Costs | 2 Points: Cost recovery may improve (potentially requiring less of a requisition than current). 1 Points: Cost recovery would likely remain the same or have a small incremental increase (requiring a similar or moderately higher requisition than current). 0 Points: Cost recovery is likely to worsen significantly (requiring a higher requisition than current). | 1 | 1 | 0 | The addition of a fitness/wellness facility and leisure aquatics are likely to enhance revenues, but would be offset by the need for additional staffing and the expanded spatial areas of the building. |
| Leisure Aquatics Impact | 2 Points: The option would significantly enhance leisure aquatics opportunities for residents. 1 Point: The option would moderately enhance leisure aquatics opportunities for residents. 0 Points: Leisure aquatics opportunities would not be enhanced. | 2 | 2 | 2 | All options would significantly increase access to leisure aquatics amenities in District 69. |
| Sport and Lane Swimming Impact | 2 Points: The option would significantly expand lane swimming capacity. 1 Point: The option would moderately expand lane swimming capacity. 0 Points: The option does not expand lane swimming capacity. | 1 | 2 | 2 | The addition of a new, dedicated leisure aquatics area would reduce some of the pressure on the existing lane swimming tank in Option 1 (by creating another area that can be used for some swimming lessons and programs) but would not physically add increased lane capacity. Options 2 and 3 would add additional lane capacity. |
| Programming Impact | 2 Points: The option would add significant incremental programming capacity. 1 Point: The option would add modest incremental programming capacity. 0 Points: The option would add no incremental programming capacity. | 1 | 2 | 2 | The addition of a new dedicated leisure aquatics area would include a small program space and alleviate some pressure from the existing main tank. As such, Option 1 receives 1 point. Option 2 would additionally expand the main tank and create significantly more program space and is awarded 2 points. |
| Impacts on Existing Infrastructure | 2 Points: The option sustains and enhances existing RDN recreation infrastructure. 0 Points: The option could require the RDN to decommission or retrofit of an existing facility (likely to have additional cost implications). | 2 | 2 | 0 | Options 1 and 2 would sustain and enhance the existing Ravensong Aquatic Centre. As two aquatics facilities may not be feasible, Option 3 may require the RDN to incur costs associated with the retrofit or decommissioning of the Ravensong Aquatic Centre. |
| Other Recreation Opportunities and Synergies | 2 Points: The option would provide opportunities to meet other community recreation needs (e.g. program spaces, fitness/wellness rooms). 0 Points: The option would not include any other recreational spaces. | 2 | 2 | 2 | All options would provide additional space that could be used for fitness/wellness/dryland programming. |
| Impact on Operations During Construction | 2 Points: The current aquatics facility could remain open during construction with minimal disruption. 1 Point: The current aquatics facility could remain open during part of the construction period, with some level of disruption and/or patron convenience. 0 Points: The current aquatics facility would need to be closed during most of the construction period. | 1 | 0 | 2 | Option 1 does not involve any direct work to the program tank and thus could potentially remain open during some of the construction period. However, construction on amenity areas and building systems would likely result in some disruption or closure. Option 2 is likely to require closure during most of the construction period due to the expansion of the existing program tank and amenity area renovations. Option 3 would not impact operations at the Ravensong Aquatic Centre. |
| Total Points | | 12 | 12 | 10 | — |
| Rank | | 1 | 1 | 3 | — |

Note: Other considerations that could be added to the metric and scored for each option include: project time frames and the expected incremental annual tax requisition required. However, in order to accurately score these considerations additional information is required.

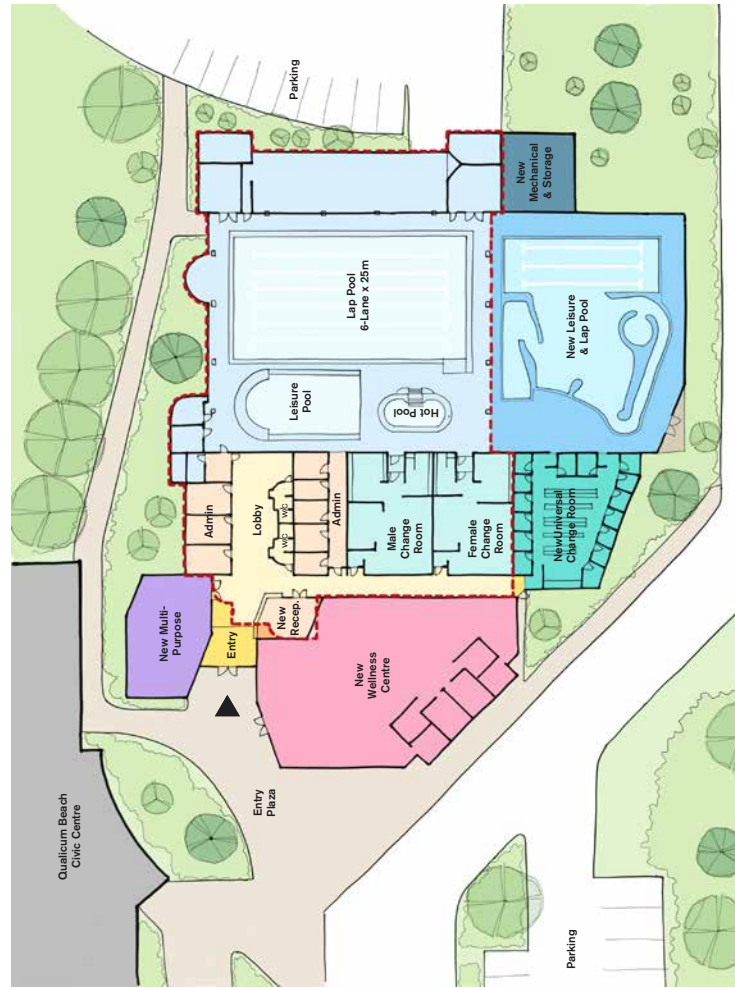
Option 1: Aquatics Expansion and Wellness Centre Addition

HCM A

November 7 2017

Ravensong Aquatic Centre Expansion
Concept Study

01



Option 1

- KEY**
- Lobby & Washrooms - Existing with Renovations
 - Lobby - Expansion
 - Reception & Admin - Existing with Renovations
 - Reception & Admin - Expansion
 - Wellness Centre - Expansion
 - Multipurpose Room - Expansion
 - Change Rooms - Existing
 - Universal Change Room - Expansion
 - Natatorium - Existing
 - Natatorium - Expansion
 - Mechanical & Storage - Expansion
 - Qualicum Beach Civic Centre - Existing
 - Pedestrian Sidewalk
 - Landscaping
 - Extent of Existing Building
 - ▲ Entrance

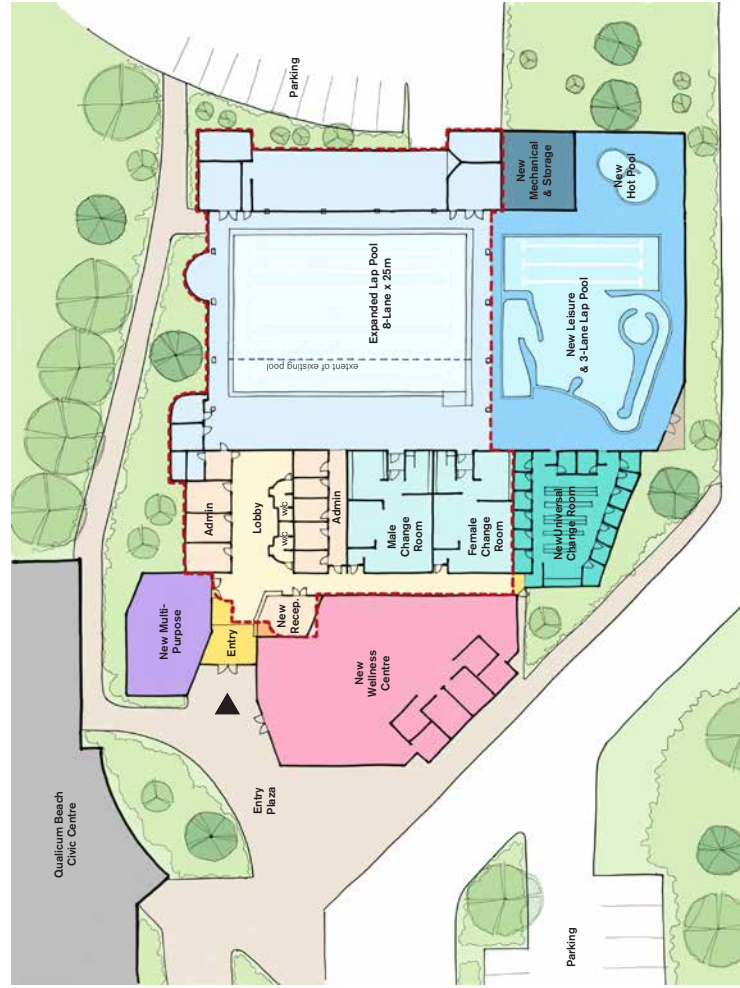
Option 2: Option 1 With the Addition of Two (2) Lanes to the Existing Program Tank



November 7 2017

Ravensong Aquatic Centre Expansion
Concept Study

02



Option 2

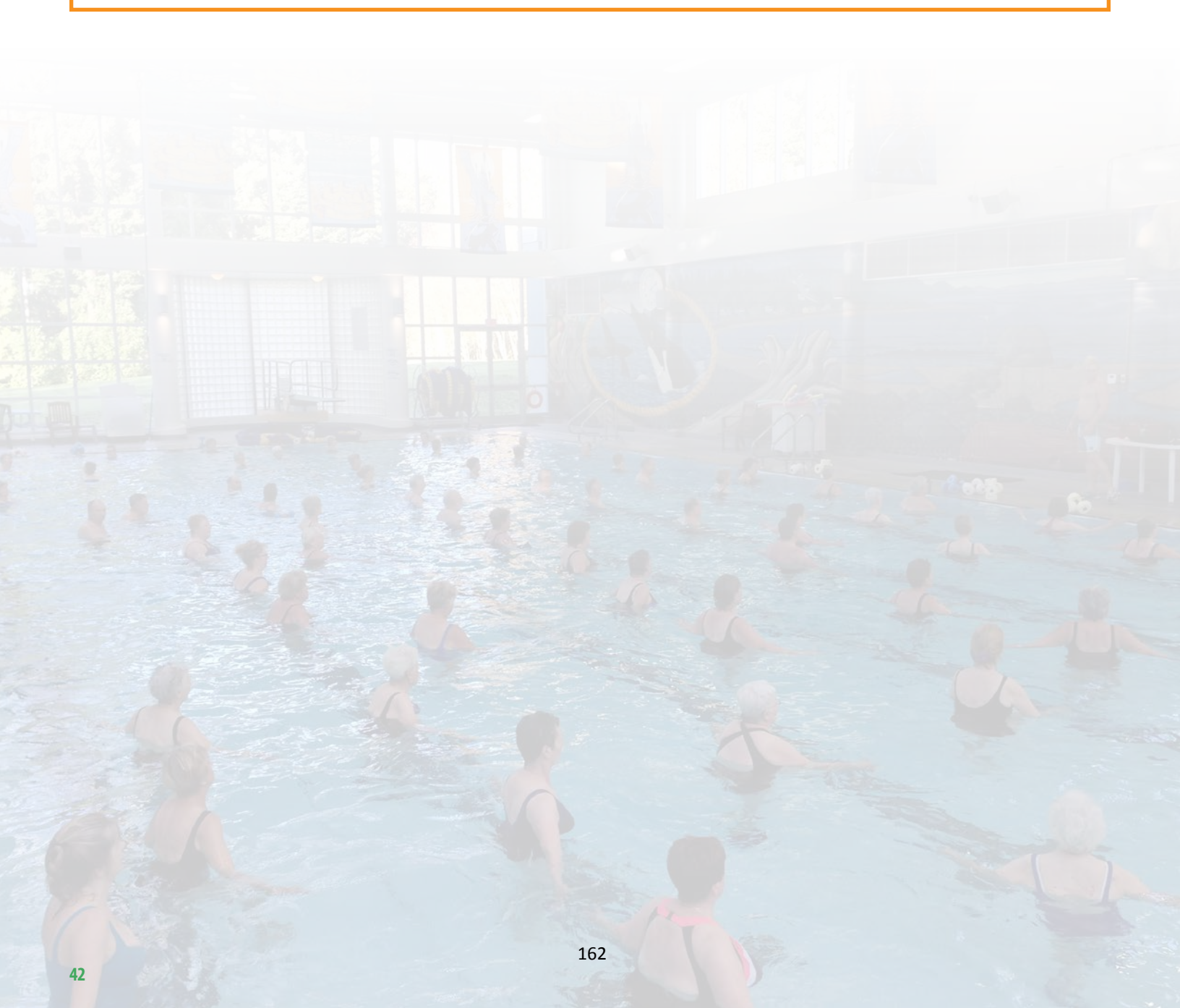
- KEY**
- Lobby & Washrooms - Existing with Renovations
 - Lobby - Expansion
 - Reception & Admin - Existing with Renovations
 - Reception & Admin - Expansion
 - Wellness Centre - Expansion
 - Multipurpose Room - Expansion
 - Change Rooms - Existing
 - Universal Change Room - Expansion
 - Natatorium - Existing
 - Natatorium - Expansion
 - Mechanical & Storage - Expansion
 - Qualicum Beach Civic Centre - Existing
 - Pedestrian Sidewalk
 - Landscaping
 - Extent of Existing Building
 - ▲ Entrance

RECOMMENDATION #18

Should the RDN move forward with a major expansion of the Ravensong Aquatics Centre, it is recommended that either Option 1 or 2 be pursued (renovation of the Ravensong Aquatics Centre). The development of a new facility is not recommended at this time.

RECOMMENDATION #19

Based on current population and demand indicators, it is recommended that the RDN maintain the provision level of one indoor aquatics facility in District 69. The investigation of a second indoor aquatics facility is not likely warranted until the population of District 69 is nearing or exceeds at least 60,000 – 70,000 residents. Based on current population growth projections, it is not anticipated that District 69 will reach this population level until at least 2030.



TOPIC: CURLING DEMAND AND FUTURE OPTIONS

Historical Context and Current Situation

When Oceanside Place was opened in 2003, the District 69 Arena was retrofitted into a 5 sheet curling facility to provide a home for the new Parksville Curling Club. The Club has continued to experience growth and has a current membership in excess of 600 participants. As one of a small number of facilities in the region and province with “arena ice”, the facility has developed a niche as a desired training location for a number of high level teams.

The Qualicum and District Curling Club operates a 4 sheet facility and has approximately 250 members. Overall, membership has experienced some levels of decline in recent years. The facility is owned by the Town of Qualicum Beach and operated by the Club. The facility also requires short term upgrades to building systems and structural components.

The District 69 Arena is owned by the RDN and located on the Parksville Community Park site. The land on which the facility is located is owned by the City of Parksville and leased to the RDN at no cost. The RDN sub-leases the facility to the Parksville Curling Club. Of significance, the lease agreement between the City and the RDN expired in March of 2018 and was renewed for another five year term. The City is currently undertaking a planning project to create a future vision and long term plan for the park site. The results of this planning project are currently unknown and may impact the future of the facility.

An assessment of the facility (completed in 2014) identified that upgrades in the range of \$350,000 to \$500,000 were required within five years (by 2020) to sustain the facilities mechanical systems and key structural components. Over \$1M of work is likely required in the next five to ten years to sustain the facility for the long term. The procurement of these funds is the responsibility of the Curling Club and will likely be raised through a combination of public and private sources. Should demolition of the facility occur in the future it is estimated that approximately \$1M would be required to remove the facility and properly remediate the land. These costs are the responsibility of the RDN.

Financial Considerations

The exploration of potential options for the District 69 Arena needs to take into account a variety of potential cost implications and regional curling facility needs in the context of other recreation facility priorities. The following chart summarizes a range of potential curling facility options and associated costs.

| Potential Option | Estimated Cost (2018 Dollars) |
|---|--|
| Sustaining the existing District 69 Arena as a curling facility (for 10+) | \$350,000 – \$500,000 (within 5 years) \$1,000,000+ (5 to 10 years) |
| Demolition | ~\$1,000,000 |
| New Local Curling Facility (4 – 5 sheets) | \$4,000,000 – \$6,000,000 |
| New Regional Curling Facility (6 – 8 sheets) | \$7,000,000 – \$9,000,000 |

Research Considerations (from the State of Recreation in District 69 Research Report)

- There are currently 9 sheets of curling ice in District 69.
- The Parksville Curling Club is experiencing growth while the Qualicum and District Curling Club has experienced slight decline.
- There are approximately 800-900 registered curlers in District 69.
- Demographics in the region suggest that curling participation levels may be sustainable.
- There is a need for multi-purpose recreation program space in District 69 (the District 69 Arena has been used for some programming during non-operational seasons).
- Despite the stability of curling activity in the local area, curling provincially and nationally is in decline. There are currently many fewer curling rinks in BC than existed 20 years ago.

RECOMMENDATION #20

It is recommended that District 69 Arena continue to operate as a curling facility for as long as the facility is available. The growth of the Parksville Curling Club and popularity of the sport in District 69 indicates that the facility provides the greatest benefit in its current use.

RECOMMENDATION #21

The RDN should work collaboratively with the City of Parksville, the Town of Qualicum Beach, and curling stakeholders to determine the best long term course of action for curling infrastructure in District 69.

As indicated on the previous page, the City is currently developing a master plan for the Parksville Community Park site which may provide further clarity on the future of the District 69 Arena site (the RDN's lease of the Arena site expires in March 2018). The future state of the curling facility in Qualicum Beach will also impact the curling landscape and needs in District 69. Ongoing communication between all stakeholders (City, Town, RDN and curling clubs) should occur to determine the most suitable future approach.

Suggested Implementation Tactics and Strategies

- Continue to support the use of the facility in its current use.
- If possible, provide input into the City of Parksville's Community Park master plan process. Remain current on the status of the project and potential impacts.
- Collaborate with curling stakeholders to determine long term options and associated costs to sustain sufficient curling opportunities in District 69.
- Work with the local curling clubs to identify and pursue provincial and national grant funding for major facility renovations and capital improvements.



TOPIC: OUTDOOR SPORT FIELD AND SPORT SURFACES

Current Situation

Sport field user groups in District 69 currently have access to three main outdoor sport field sites located at the Parksville Community Park, Qualicum Beach Community Park, and Springwood Park. An additional 13 school sites of varying quality and amenities are available in District 69.

| Facility/Amenity Type | Location(s) | # of Facility/Amenity Type in District 69 |
|--|--|--|
| Sports Field Sites (playfields and ball diamonds) | <ul style="list-style-type: none"> • Parksville (Community Park, Springwood Park, Ballenas Secondary, Craig Street Commons, Winchelsea Elementary) • Qualicum Beach (Community Park, Kwalikum Secondary, Arrowview Elementary, Qualicum Beach Elementary) • Area E (Jack Bagley Field) • Area F (Errington Elementary, Former French Creek Community School) • Area G (Oceanside Elementary School) • Area H (Bowser Elementary) | 16 total sites: 3 major/multi-field sport field sites (Parksville Community Park, Qualicum Beach Community Park, Springwood Park) 13 school sites with sport fields (including the Jack Bagley Field) ^B |
| Lacrosse Boxes | <ul style="list-style-type: none"> • Parksville (Community Park) | 1 |
| Skateboard Parks | <ul style="list-style-type: none"> • Parksville (Community Park) • Qualicum Beach (Community Park) | 2 |
| Tennis Courts | <ul style="list-style-type: none"> • Parksville (Springwood Park: 6 courts; Community Park: 2 courts)^C • Qualicum Beach (3 courts) • Area H (Bowser: 4 courts) | 14 |
| Track and Field Spaces | <ul style="list-style-type: none"> • Parksville (Ballenas Secondary School) | 1 ^D |

Note: The Lacrosse Box in the Parksville Community Park is used for pickleball and a number of the tennis court sites identified in the chart above now have pickleball lines on selected courts.

B School fields have varying levels of public use due to size of field, condition or lack of amenities.

C The court spaces at Ballenas Secondary School have been re-surfaced for multi-use and are no longer available for tennis (lines and nets have been removed).

D While included in the inventory, it is notable that the track is not rubberized or of regulation size.

In recent years, an indoor turf field facility has become available at Arbutus Meadows for community groups to rent time during the winter months. The facility is privately operated and consists of two field surfaces. The nearest outdoor artificial turf field is located in the City of Nanaimo.

There is not currently a rubberized outdoor running track available in District 69. The school field at Ballenas Secondary School in Parksville has a dirt track that is not regulation sized.

Research Considerations (from the State of Recreation in District 69 Research Report)

Smaller non-regionally significant outdoor play fields and sport surfaces that are of a magnitude that can be accommodated both in size and cost (capital and operating) in local smaller community areas of both electoral areas and municipalities should continue to be considered. Enhancements to community park areas or improvements to existing play fields and sport courts (tennis, pickleball, basketball court, etc.) provide valuable local recreation amenities to neighborhood areas.

- Although overall resident demand for a multi-purpose outdoor sport complex (e.g. rubberized track, artificial turf field) is lower than some other facility/amenity types, demand for this type of facility among potential primary user groups is high.
- Stakeholders indicated that benefits of a multi-purpose outdoor sport complex could include expanded seasons of outdoor play, enhanced ability to host tournaments and provincial competition and improved user experience.
- Organized sport field use is concentrated at a few major sites.

RECOMMENDATION #22

It is recommended that the RDN work with its partners in District 69 (City of Parksville, Town of Qualicum Beach, School District 69, and community sport organizations) to make better use of underutilized field spaces.

Currently, organized groups are primarily using major sport field sites (Parksville Community Park, Qualicum Beach Community Park, Springwood Park). Use of fields at school sites during evenings and weekends is minimal. In order to make these sites for suitable for sport organization bookings, the following actions may be required:

- Field assessments (to determine those fields that are of a high enough quality to support more structured and regular use)
- Enhanced maintenance
- Amenity additions
- Assessment of impact of existing uses/functions (e.g. ensure that an adequate supply of spontaneous use fields exist)

RECOMMENDATION #23

The development of a full scale outdoor multi-use sport complex should be revisited in the medium term (~5 years). While this type of facility would benefit user groups and enhance the sport tourism capacity of the area, further public need and financial viability will need to be demonstrated in order to justify moving forward with the development of a full scale outdoor multi-use sport complex in the near term. However, while this recommendation suggests that the development of a facility of this scale is a medium to long term priority, the RDN should begin to explore potential future partnerships and identify land requirements (see Rationale and Next Steps on the next page).

** A full scale outdoor multi-sport complex as referred to here could include amenities such as a synthetic turf field with event capable spectator seating (e.g. ~2,000 capacity) and support amenities, a regulation running/walking track, track and field amenities, and a field house building (i.e. change facilities, concession, etc.).*

RECOMMENDATION #24

To meet short to medium terms needs of outdoor sport groups, the RDN should work with partner organizations to explore the following potential initiatives:

- Upgrades to the existing track at Ballenas Secondary School.
- Potential retrofit of an existing natural surface field to artificial turf.

However, before these initiatives proceed it is recommended that the RDN further clarify:

- The capital and operating costs associated with each of the potential initiatives.
- Potential funding partnerships and grant opportunities.
- Ability of the user groups to pay for access to the upgraded spaces.
- The future status of Arbutus Meadows (privately operated facility).
- The impacts and benefits of each of the potential initiatives (i.e. further quantify the impacts on capacity, seasons of play, sport tourism, etc.).
- The future status of current private sector synthetic turf facilities (Arbutus Meadows).
- Other potential synthetic turf field initiatives in the region (private and public sector).
- The extent to which the development of a synthetic turf field would extend seasons of play and the overall user experience (further quantify and qualify the benefits of a synthetic turf field).
- Impacts on RDN programming capacity and opportunities.

Rationale and Suggested Next Steps

While a new outdoor multi-sport outdoor complex would benefit a number of sport field and athletics user groups, the RDN is faced with a number of infrastructure priorities over the next five years in District 69. The capital cost associated with the development of a full scale outdoor multi-use sport complex consisting of a synthetic turf field, rubberized track and support amenities could range between \$5M and \$10M. Annual operating expenditures for this type of facility typically range between \$75,000 – \$200,000 depending on factors such as the amount of on-site staff needed, lighting requirements, support amenities and the level of user group involvement in facility operations. In most like-sized markets, \$100 to \$150 per hour is generally required in revenues during prime hours of use to achieve cost recovery (break-even).

Although the recommendations provided for sport fields (and related outdoor sport facilities) suggest that major capital development should be a medium to long term priority, there are a number of steps that the RDN can undertake in the short term to prepare for future development. These steps include:

- Investigate opportunities to acquire the land required for a major outdoor multi-use sport complex. Ideally this land parcel would also be sufficient to accommodate future indoor facility development (as outlined in Recommendation #26).
- Work with sport field user groups, local governments and other stakeholders to identify potential sources of capital and operating funding which could include grants from senior levels of government, user group fundraising/contributions and user fees.
- Identify opportunities to enhance the quality of existing spaces.
- Continue to monitor trends and leading practices.
- Identify other revenue generating opportunities such as Development Cost Charges (DCC) for sport and play field development



TOPIC: FITNESS AND WELLNESS FACILITY

Current Situation

Currently, there are private fitness and wellness gyms and studios located in District 69. RDN Recreation Services in District 69 offer registered and drop-in programming but do not operate a fitness facility with equipment or dedicated studio space. Previous expansion studies developed for the Ravensong Aquatic Centre have identified options for the inclusion of a fitness and wellness space that would encompass approximately 4,500 ft² of usable fitness space.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Over one-third (35%) of residents identified that they would like to see a new health and wellness centre/fitness centre in District 69 (second highest priority for new or enhanced indoor facility development).
- Trends support an increased demand for spontaneous fitness and wellness opportunities.
- Physical health/exercise was identified as the most prevalent motivating factor for participation in recreation and related opportunities.

RECOMMENDATION #25

The RDN should identify opportunities to integrate a dedicated medium scale (3,000 ft² to 5,000 ft²) fitness and wellness space into an existing facility. This space should include a mix of equipment and program space. Preliminary options to explore should include:

- As part of a potential expansion to the Ravensong Aquatic Centre (see Recommendation #18).
- Re-purposing of the leisure ice surface at Oceanside Place if required (see Recommendation #30).

RECOMMENDATION #26

The development of a larger scale fitness and wellness space (>5,000 ft²) should be revisited and further analyzed in 5 – 10 years. This facility would ideally be developed as part of a new multi-purpose recreation facility project or major expansion in order to capitalize on development and operational synergies and efficiencies.

While this recommendation suggests that a major new indoor facility in a longer term priority, the RDN should continue to identify opportunities to acquire appropriately sized land parcels for future development. As suggested on the previous page (Sport Field recommendations) it would be ideal for this type of facility to be developed in conjunction with an outdoor sport complex. Doing so provides the opportunity to achieve operational efficiencies and create a destination sport and recreation complex that can be used during all seasons

Rationale and Suggested Next Steps

There is a clear demand for increased fitness and wellness opportunities in District 69. As a key provider of registered and drop-in programming, RDN Recreation Services are ideally positioned to meet this need due to an in-depth understanding of the physical activity wellness marketplace in the District 69.

Offering a fitness facility also can provide a number of financial and operational benefits and synergies, including:

- Cross promotion with existing programs fitness classes and programs
- Ability to capitalize on the sale of fitness memberships.
- Ability to offset facility costs through the addition of a fitness/wellness facility component.
- Increases the variety of recreational opportunities at existing facilities.

The intent of providing fitness opportunities would not be to undermine or negatively impact private fitness operators. An RDN provided fitness and wellness facility in District 69 would instead largely target a different customer base, ensure public access and increase the overall number of fitness and wellness facility users in the area. The existence of a public facility is likely to have a positive downstream impact on private fitness providers.

As indicated in Recommendations #25 and #26, it is suggested that the RDN explore opportunities to integrate a medium scale fitness/wellness facility into an existing facility (as part of a retrofit or expansion). The exploration of larger scale facility should be revisited in ten years. It is also suggested that the RDN continue to work with its partners and stakeholders to monitor potential funding opportunities such as grants from seniors levels of government and land acquisition opportunities.



TOPIC: COMMUNITY PROGRAMMING SPACE REQUIREMENTS

Current Situation

RDN programming offered through Northern Community Recreation Program Services utilizes a number of community spaces for its program offerings. Included among these spaces are Craig Street Commons (formerly the Parksville Elementary School) and Qualicum Commons; both decommissioned school buildings that the RDN leases space at from the District 69 School Division. The RDN also rents space at a variety of community halls and facilities throughout District 69.

Research Considerations (from the State of Recreation in District 69 Research Report)

- There are relatively high levels of satisfaction with current programming and recreational opportunities.
- While consultation findings revealed that there is a demand for a “hub” facility, residents and stakeholders also value opportunities to access programs and activities in their local communities.
- Financial accessibility and transportation limitations are barriers to participation for some residents.

RECOMMENDATION #27

The RDN should continue to place a priority on maximizing the use of current facilities and spaces and ensuring that recreational opportunities are geographically well balanced.

RECOMMENDATION #28

Should expansion or the re-purposing of spaces occur at the Ravensong Aquatic Centre and/or Oceanside Place, opportunities to increase the programming capability and capacity of these facilities should be pursued.

RECOMMENDATION #29

The development of a new indoor multi-purpose recreation facility for recreation programming should be revisited in 5 – 10 years. As suggested in the previous two recommendations, the RDN should first look to maximize the use of existing facilities and spaces in District 69 before contemplating the significant capital expenditure associated with developing a new indoor multi-purpose facility.

However the RDN may need to revisit the need for indoor programming space within an earlier time frame should supply or demand circumstances change in the future (i.e. inability to renew lease agreements for Craig Street Commons and/or Qualicum Commons, population growth, spike in program participation, etc.). If the development of new indoor multi-purpose recreation facility is pursued in the future, the appropriate scale of the facility should likely be in the range of 25,000 ft² to 35,000 ft² of usable space and include amenities such as gymnasium space, multi-purpose program rooms, a fitness centre and specialized program spaces (i.e. arts and cultural spaces, workshop space, youth/senior rooms, child play areas, etc.). As previously suggested for Recommendations 23 and 26 it is suggested that the RDN continue to investigate opportunities to acquire land parcels to accommodate a major recreation development in the future that could include a mix of indoor and outdoor components.

Rationale and Suggested Next Steps

While some limitations exist with community spaces used by Northern Community Recreation Program Services, these spaces remain cost effective and generally are sufficient for the majority of programming offerings. Should expansion of the Ravensong Aquatic Centre or other potential facility initiatives proceed it is also likely that new multi-purpose spaces will become available for programming.

However, current programming offered by the RDN through Northern Community Recreation Program Services is highly reliant on the availability of space at Craig Street Commons and Qualicum Commons and the future of these spaces is dependent upon the renewal of lease agreements between the RDN and the School District 69. The lease agreement for Qualicum Commons was initiated in January 2015 with a term of 5 years (ending in December 2020). The lease agreement for use of Craig Street Commons was renewed in January 2017 for a term of 12 months. Both agreements provide an option for renewal subject to agreement from both parties. RDN Recreation Services will need to continue communicating on a regular basis with the School District 69 to stay current on future plans for both buildings.



TOPIC: OPTIMIZING THE LEISURE ICE SPACE AT OCEANSIDE PLACE

Current Situation

The leisure ice surface at Oceanside Place (also referred to as the Oceanside Pond) sits in a prime location in the facility near the main entrance. The space is circular in shape with high ceilings and is glassed in, making it viewable from the facility lobby. Currently, the ice is left in from September through April and the facility is converted to multi-purpose dry floor space from May to August.

While the space is valued by many users in its primary use as a leisure ice facility, the full potential of the amenity has not been fully realized and ice utilization does not approach capacity. As demand for other types or program space continue to emerge, it will be incumbent upon RDN Recreation Services to ensure that available spaces are maximized.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Consultation findings reflect high levels of demand for fitness, wellness and multi-purpose programming space while also suggesting that indoor ice is suitably provided.
- On average, Oceanside Place accommodates over 20,000 public skate visits annually. The majority of public skating occurs on the boarded ice surfaces.
- The percentage of ice booked on the boarded surfaces has ranged from 62% to 85% since 2012.

RECOMMENDATION #30

Given its primary location in Oceanside Place, RDN Recreation Services should place a priority on maximizing the use of the leisure ice surface space based on highest and best use considerations. Re-purposing of the space to meet other recreation needs may be warranted if utilization of the space cannot be increased.

Potential Course of Action

The following course of action is suggested to help identify the best long term use for the space:

Step 1: Attempt to increase utilization within the current nature of use (winter ice, summer dry floor space).

- Place an increased focus on the development of programming geared towards using the leisure ice surface during “ice-in” months.
- Work with ice user groups to increase utilization of the space during community offered programming.
- Further promote rental and group use opportunities.
- Prioritize using the space for fitness classes during “ice out” months. * May require an investment in facility equipment or some minor aesthetic enhancements to the space.

If Step 1 initiatives prove successful, maintain the current nature of use. If Step 1 initiatives are not successful after a reasonable period of time (2 – 3 years), it is suggested that the RDN explore alternative uses of the space. These uses could include:

- Dedicated fitness and wellness facility (e.g. combination of equipment and studio space)
- Year-round multi-purpose program space
- Suitable space to meet needs for new or emerging activities

It is important to note that potential re-purposing options for the space will be dependent upon other factors including the potential expansion of the Ravensong Aquatic Centre, the availability of current programming spaces used by the RDN and other market conditions.

Final decision making on re-purposing the leisure ice or any other space should also follow the Facility Project Development Framework outlined in Recommendation #35.

TOPIC: TRAILS, PARKS, AND OPEN SPACE AS IMPORTANT RECREATION AMENITIES

Current Situation

The RDN Recreation and Parks Department branches off into two areas of focus: Recreation Services and Parks Services. Parks Services is responsible for the planning, development and maintenance of trails, parks and open space in District 69.

Research Considerations (from the State of Recreation in District 69 Research Report)

- The top 9 most participated in recreation activities take place outdoors.
- Parks, trails/pathways, and open spaces were the most utilized recreation amenities in all communities and Electoral Areas within in District 69.
- The top five resident priorities for new or enhanced outdoor recreation facilities on District 69 are: walking/hiking trails, natural parks and protected areas, bicycle/roller blade paths, picnic areas and passive parks, and playground (track and field facility and sports fields were #6 and #7).
- Outdoor skill development and nature education for children, youth and teens were identified by residents as priority areas for enhanced recreation programming.

RECOMMENDATION #31

RDN Recreation Services should be involved as a key stakeholder in future parks, trails and open space planning wherever possible to provide a recreation “lens” to decision making and identify synergies with recreation facilities and programming.

Reasoning and Benefits

- Ensures that active and passive recreation is considered in the planning of parks, trails and open spaces.
- Reflects the importance of outdoor spaces as valued recreation assets.
- Identifies opportunities for integration between indoor and outdoor spaces and amenities.
- Further embeds strong internal collaboration within the Recreation and Parks department.

TOPIC: FUNDING SOURCES AND OPPORTUNITIES

Current Situation

The funding of RDN provided recreation services in District 69 is relies heavily on an annual tax requisition to support both programming and facility operations. Current RDN operated recreation facilities in District 69 have limited sponsorship and corporate branding associated with major components and amenities. As increased demand for new recreation amenities and facilities arises, it will be incumbent upon the RDN and its partner organizations to explore all revenue sources.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Fifty-three percent (53%) of respondent households would support an annual increase in taxation in order to provide new or improved services
- Cost recovery for the Ravensong Aquatic Centre and Oceanside Pace is less than 30% when factoring out the current tax subsidy.
- Affordability of access to recreation programs and spaces are barriers for some residents in District 69.

RECOMMENDATION #32

RDN Recreation Services should develop a sponsorship and naming policy and strategy. This planning and policy development exercise should:

- Outline a clear philosophic approach to sponsorship and naming (e.g. what types of facilities and amenities are appropriate/suitable for naming and which are not).
- Inventory all existing sponsorship assets and assign an estimated value.
- Inventory all future/planned potential sponsorship assets and assign an estimated value
- Outline clear roles and responsibilities for sponsorship recruitment and retention.
- Identify incremental resources that may be required to maximize sponsorship potential.

Reasoning and Benefits

- Identifies opportunities to maximize revenues and thus make the best use of available public funds.
- Provides information on potential future revenue sources that can inform future facility planning and initiatives.

Suggested Implementation Tactics and Strategies

- Allocate adequate staff and financial resources to the development of the sponsorship and naming strategy.

TOPIC: FACILITY NEED IDENTIFICATION AND PLANNING UPDATES

Current Situation

The RDN currently refreshes its Recreation Services Master Plan for District 69 approximately every ten years. RDN Recreation Services also conducts project specific planning, utilization analysis studies and other strategies as required and as resources warrant.

Research Considerations (from the State of Recreation in District 69 Research Report)

- The Ravensong Aquatic Centre expansion study was originally updated in 2009/10 and updated in 2013 and 2016.
- Similar survey methodology used for the 2006 and 2017 Recreation Services Master Plan resident surveys has allowed for some local trending or participation patterns and facility priorities.

RECOMMENDATION #33

It is recommended that RDN Recreation Services conduct a Recreation Facility Needs Assessment every 5 years and use the information collected to update the Recreation Services Master Plan and other pertinent strategic documentation.

The intent of this recommendation is not to replace or require a significant overhaul of the standing Master Plan, but rather ensure that the Master Plan remains current and useful for RDN staff, elected officials, and community partners and stakeholders. The research and engagement methodology used to develop the “State of Recreation in District 69 Research Report” (developed for this 2017 Recreation Services Master Plan) could be efficiently replicated and used to update key areas of the Master Plan.

Reasoning and Benefits

- Maximizes the lifespan and relevancy of the Recreation Services Master Plan.
- Provides updated data that can inform project and facility specific planning.
- May result in future cost savings by creating a structure that allows for the internal updating of some strategic planning documents.
- Provides data that can further enhance the ability to analyze local trends.

Suggested Implementation Tactics and Strategies

- Plan to conduct a Recreation Facility Needs Assessment in 2022.
- Replicate the survey methodology and format of the State of Recreation in District 69 Research Report to allow for local trending and the ability to efficiently update the Master Plan using similar research and engagement inputs.

TOPIC: FACILITY PLANNING PROCESS AND DECISION MAKING

Current Situation

Ultimate decision making related to capital investment in recreation infrastructure involves the RDN Board of Directors, District 69 Recreation Commission and may be subject to a referendum process for major capital projects. These decisions are most often informed by project specific studies and overarching strategic planning, including the Recreation Services Master Plan.

In the future, finite resources will require the RDN to make difficult decisions and prioritize a number of worthwhile projects and initiatives.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Over half of residents in District 69 (51%) would like to see the development of new or enhanced facilities.
- Trends and leading practices reinforce the importance of partnerships and collaborations in the provision of recreation opportunities (including infrastructure).

RECOMMENDATION #34

RDN Recreation Services should develop and implement a **Facility Project Development Framework** to outline a transparent and standardized process for evaluating major facility projects and initiatives.

Potential projects that be explored using aspects of this Framework include:

- Pickleball facility needs;
- Future needs for sport courts and multi-purpose sport surfaces;
- Major enhancement/renovation projects for existing facilities; and
- Other projects and initiatives brought forth by community organizations.

It is also suggested that the RDN utilize the Framework when undertaking further analysis of the capital projects identified in the aforementioned Infrastructure recommendations.

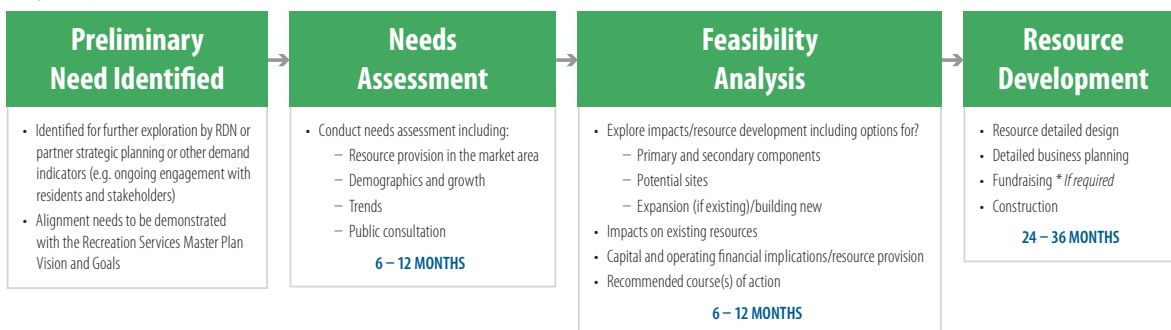
** See Implementation Tactics and Strategies below for an example of a potential Framework process*

Reasoning and Benefits

- Outlines a standardized planning process to follow when evaluating potential major investment in recreation infrastructure.
- Increases transparency and clarifies the pre-requisites that are required before decision making can occur.
- Identifies the inputs needed to inform each stage of facility planning.

Suggested Implementation Tactics and Strategies

Example Facility Project Development Framework





SIX

MASTER PLAN IMPLEMENTATION

INCLUDED IN THIS SECTION:

- Recommendations timing and resourcing.
- Example Infrastructure Prioritization Framework.

SERVICE DELIVERY AND PROGRAMMING RECOMMENDATIONS

CHART TERMS AND REFERENCES

Recommended Timeframe

- **Immediate:** 1 – 2 years.
- **Short Term:** 2 – 5 years.
- **Medium to Long Term:** 5 – 10 years.
- **Undetermined:** Not defined due to unknowns or the expectation that project/initiative is likely to occur beyond the timeframe of 10 years.
- **Ongoing:** No defined term.

Financial Requirements

- **Operating:** Incremental (beyond existing) funds required to implement the project/initiative
- **Project Based:** One time funds required to implement the project/initiative
- **Staff:** Will require use of RDN staff time.

Funding Sources

- Potential sources of funding for the recommendation.

Parties Involved

- Identification of the internal (RDN) and external parties required to implement the recommendation.

SERVICE DELIVERY AND PROGRAMMING RECOMMENDATIONS (CONTINUED)

| Recommendation (Summarized*) <i>* See recommendations in Sections 4 and 5 for full text/description.</i> | Timing | Resource Requirements | | | Funding Sources (Anticipated or Required) | Parties Involved |
|--|---------------------------------|---|---|--|--|---|
| | | Operating (Annual) | Project Based (Estimated "One-Time" \$) | Staffing Resources | | |
| Undertake a governance review for recreation service provision in District 69. (Recommendation #1) | Short Term (2 – 5 Years) | | \$10,000 | Y (existing staff levels) | May require external expertise to facilitate discussions and undertake research (benchmarking, trends, etc.). | RDN RDN Board Required RDN committees and advisory groups RDN staff |
| Sustain the current organizational model and delivery model for recreation services in District 69. (Recommendation #2) | Ongoing | As per the 5 Year Financial Plan | | Y (existing staff levels) | | RDN RDN Staff District 69 Recreation Commission RDN Board |
| Continue delivering recreation opportunities using a combination of direct and indirect delivery methods and maintain the current balance of the two delivery methods (and use the recommended Recreation Program Rationale Checklist). (Recommendation #3) | Ongoing | Varies depending on service function as per 5 Year Financial Plan | | Y (existing staff levels) | Staff time required to assess potential programs using the Program Rationale Checklist. | RDN Other grant opportunities as available RDN staff |
| Continue to place a priority on developing cross-sectoral collaborations and partnerships with a focus on the public health, social service and education sectors. (Recommendation #4) | Ongoing | \$70,000 | \$70,000 | Y (existing staff levels, may require increase on a project specific basis) | Staff time required to foster relationships (e.g. host meetings, attend inter-agency discussions, etc.). May require annual funds for promotion of initiatives, conference attendance, etc. | RDN Grants from senior levels of government Other grant opportunities as available RDN staff Community partners |
| Allocate additional resources to the implementation and promotion of cross-sectoral partnerships and collaborations undertaken by the RDN in District 69. (Recommendation #5) | Immediate Term (1 – 2 Years) | \$10,000 | \$25,000 | Y (increase staff levels) | Annual funds for the promotion of cross-sectoral partnerships (e.g. ads, materials, attendance at conferences/ events hosted by cross-sectoral partnerships). | RDN Grants from senior levels of government Other grant opportunities as available RDN staff Community partners |
| It is recommended that RDN Recreation Services work with local municipalities and School District 69 to further clarify roles and responsibilities relating to future recreation planning and capital development. (Recommendation #6) | Immediate Term (1 – 2 Years) | | \$5,000 | Y (existing staff levels) | Incremental staff time likely required. \$10,000 allocated for external expertise (e.g. facilitator, leading practices/ benchmarking research support). | RDN Grants from senior levels of government School District 69 RDN staff Community partners Local government School District 69 |

SERVICE DELIVERY AND PROGRAMMING RECOMMENDATIONS (CONTINUED)

| Recommendation (Summarized*) <i>* See recommendations in Sections 4 and 5 for full text/description.</i> | Timing | Resource Requirements | | | Funding Sources (Anticipated or Required) | Parties Involved | |
|--|--|--|---|---|---|---|--|
| | | Operating (Annual) | Project Based (Estimated "One-Time" \$) | Staffing Resources | | | Assumption |
| <p>The RDN should allocate additional resources to community group capacity building. (Recommendation #7)</p> | <p>Immediate Term (1 – 2 Years)</p> <p>Short Term (2– 5 Years)</p> | <p>\$10,000 (immediate term)</p> <p>\$75,000 (short term)</p> | | <p>Y (existing staff levels in immediate term, incremental in short term)</p> | <p>Immediate term: additional funds (\$10,000) to host group training and success sharing sessions (room rentals, guest speakers, materials, etc.).</p> <p>Short term: \$75,000 for new internal staff position or alternative approach based on best available option at the time of implementation (i.e. contracted position, funding to community partner organization to deliver initiative, etc.).</p> | <p>RDN</p> <p>Grants from senior levels of government</p> <p>Other grant opportunities as available</p> | <p>RDN staff</p> <p>Community organizations</p> |
| <p>It is recommended that RDN Recreation Services develop and implement a more specific engagement framework. (Recommendation #8)</p> | <p>Immediate Term (1 – 2 Years)</p> | | <p>\$15,000</p> | <p>Y (existing staff levels)</p> | <p>Staff time required to developed and implement the framework.</p> <p>One-time project based funds may be required for external expertise (e.g. engagement expert to review framework), hosting of staff training, etc.</p> | <p>RDN</p> <p>Other grant opportunities as available</p> | <p>RDN staff</p> <p>RDN Board of Directors (approval)</p> <p>District 69 Recreation Commission</p> |
| <p>RDN Recreation Services should continue to strategically utilize project/initiative focused groups such as steering committees and "task forces" on an ad-hoc basis. (Recommendation #9)</p> | <p>Ongoing</p> | | | <p>Y (existing staff levels)</p> | <p>Staff time required to support these groups.</p> | <p>RDN</p> | <p>RDN staff</p> <p>RDN Board of Directors</p> <p>District 69 Recreation Commission</p> |
| <p>RDN Recreation Services should continue to prioritize diversity and balance in its program offerings. (Recommendation #10)</p> | <p>Ongoing</p> | <p>Varies depending on service function as per 5 year Financial Plan</p> | | <p>Y (existing staff levels)</p> | | <p>RDN</p> | <p>RDN staff</p> <p>Community partners</p> <p>District 69 Recreation Commission</p> |

SERVICE DELIVERY AND PROGRAMMING RECOMMENDATIONS (CONTINUED)

| Recommendation (Summarized*) <i>* See recommendations in Sections 4 and 5 for full text/description.</i> | Timing | Resource Requirements | | | Funding Sources (Anticipated or Required) | Parties Involved | |
|--|---|-----------------------------------|---|--|--|--|---|
| | | Operating (Annual) | Project Based (Estimated "One-Time" \$) | Staffing Resources | | | Assumption |
| <p>Recommendation identifies programming focus areas (Nature interaction and outdoor skill development for children, youth and teens; Activity camps for children, youth and teens; and Fitness and wellness programming for adults and seniors).</p> <p>(Recommendation #11)</p> | Ongoing | TBD as per fees and charges bylaw | | Y (existing staff levels) | Staff time required to monitor trends, data and use decision making tools (Program Rationale Checklist). | RDN Other grant opportunities as available | RDN staff Community partners |
| <p>RDN Recreation Services should continue to offer arts and cultural opportunities as part of its programming mix. Arts and cultural programming offered by the RDN should be primarily introductory level and focused on skill development and building arts and cultural capacity in Oceanside.</p> <p>(Recommendation #12)</p> | Ongoing | TBD as per fees and charges bylaw | | Y (existing staff levels) | Staff time required to monitor trends, data and use decision making tools (Program Rationale Checklist). | RDN Other grant opportunities as available | RDN staff Community partners |
| <p>Leverage the expertise of existing arts and cultural resources in the community and create alignment between RDN programming and community organization programming.</p> <p>Engage with the Town of Qualicum Beach and City of Parksville to gain a further understanding of the previous planning that both municipalities have undertaken related to arts and culture.</p> <p>(Recommendation #13)</p> | Immediate Term (1 – 2 Years)/ Ongoing | | \$15,000 | Y (existing staff levels depending on prioritization) | Staff time to increase collaborations and monitor program trends, needs and successes. | RDN Local governments Grants | RDN staff Local governments |
| <p>Sustain the Financial Assistance Program and Inclusion Support Program and engage with community partners and other organizations to increase the awareness of these support programs.</p> <p>(Recommendation #14)</p> | Immediate Term (1 – 2 Years) | \$23,000 | | Y (existing staff levels) | | RDN Grants from senior levels of government Other grant opportunities as available | RDN Staff District 69 Recreation Commission RDN Board Local Community Organizations and Partners |

SERVICE DELIVERY AND PROGRAMMING RECOMMENDATIONS (CONTINUED)

| Recommendation (Summarized*) <i>* See recommendations in Sections 4 and 5 for full text/description.</i> | Timing | Resource Requirements | | | Funding Sources (Anticipated or Required) | Parties Involved |
|--|--|-----------------------|---|--|--|--|
| | | Operating (Annual) | Project Based (Estimated "One-Time" \$) | Staffing Resources | | |
| Consider supporting the start-up of a local KidSport chapter. (Recommendation #15) | Short Term (2 – 5 Years) | TBD | \$10,000 | Y (existing staff levels depending on prioritization) | Seed funding will likely be required from the RDN. The RDN's ongoing contribution could be support staff to assist with processing applications, organizing meetings, events support. | RDN Grants from senior levels of government Other grant opportunities as available RDN staff Community partners Sport organizations |
| Continue to place a priority on the marketing of recreation programs and opportunities in District 69. (Recommendation #16) | Ongoing | \$93,000 | | Y (existing staff levels) | Assumes current p/t staff position sustained. | RDN RDN staff |
| Undertake the following strategic planning initiatives in the next three to five years: Community Events Support Strategy, Older Adults/ Age Friendly Strategy, update of the Youth Recreation Strategic Plan, and continued regular fees and charges review. (Recommendation #17) | Immediate Term (1 – 2 Years)/ Short Term (2– 5 Years) | | \$100,000 | Y (existing staff levels depending on prioritization) | Assumes \$25,000 required per study for external expertise. *Could be less if some or all aspects of these projects are completed internally. Staff resources required to support these planning initiatives. | RDN Grants from senior levels of government Other grant opportunities as available RDN staff Community partners Stakeholders in each study area District 69 Recreation Commission RDB Board of Directors (approval) |

INFRASTRUCTURE RECOMMENDATIONS: POTENTIAL CAPITAL PROJECTS

While demand exists for a number of capital projects, financial resource limitations will require priorities to be set. The RDN and its partner organizations will also need to further explore funding mechanisms, responsibilities and undertake additional planning steps before new capital development occurs. Capital cost escalation is anticipated to range between 8-10% annually and will require updating of these costs on an ongoing basis.

Presented in the following chart is additional detail and implementation requirements pertaining to each potential capital project. A prioritization level has also been identified, however it is important to note that this level of prioritization may not be aligned with development timing due to other factors and requirements (e.g. need to undertake partner/stakeholder discussions, land considerations, project resourcing).

| Project | Priority | Required Next Steps and Timing | Estimated Capital Cost (2018, \$M) | Potential Annual Operating Impact (Incremental to Current) | Additional Considerations and Potential Funding Sources |
|---|----------|---|------------------------------------|--|--|
| Future curling facility options. (Recommendations #20, 21) | 1 | <ol style="list-style-type: none"> Clarify lifespan/availability of the District 69 Arena. (Immediate) Initiate discussions with the City, Town and curling stakeholders to clarify long-term curling needs. (Immediate) Conduct feasibility analysis to determine the scale of facility that is required. (Short Term) Develop a business case to determine an operational and capital funding model. (Short Term) Detailed design (Undetermined) Development (Undetermined) | \$4M – \$9M | TBD | <ul style="list-style-type: none"> Demolition costs for the District 69 Arena are estimated at \$1M (likely to be required in the Short Term). Funding sources to be determined through feasibility analysis and a business case. Operational impact will be dependent upon the model and scale (size of facility). |
| Upgrades to the track at Ballenas Secondary School. (Recommendation #24) | 2 | <ol style="list-style-type: none"> Confirm project scope and approvals with School District 69 (Immediate) Initiate discussions with stakeholders to determine ability to pay and confirm levels of use. Develop a business plan if needed (Immediate) Determine operational and capital funding model (Immediate) Further refine costs and select a supplier/installer (Short Term) Development (Short Term) | \$0.5M – \$1M | TBD | <ul style="list-style-type: none"> Operational budget should include a capital reserve for future track replacement. Grants. Operational impact will be dependent upon the ability of users to pay for track time. |

Timing Legend

Immediate: 1 – 2 Years • Short Term: 2 – 5 Years • Medium/Long Term: 5 – 10 Years • Undetermined: Unknown

Priority Legend

The letter “T” in the priority column indicates a tied priority.

INFRASTRUCTURE RECOMMENDATIONS: POTENTIAL CAPITAL PROJECTS (CONTINUED)

| Project | Priority | Required Next Steps and Timing | Estimated Capital Cost (2018, \$M) | Potential Annual Operating Impact (Incremental to Current) | Additional Considerations and Potential Funding Sources |
|---|----------|---|------------------------------------|---|---|
| Ravensong Aquatic Centre expansion. (Recommendation #18—Option 1) | T3 | 1. Confirm preferred option (Immediate) | \$8.6M | Similar to current or moderate increase in net expenditures | <ul style="list-style-type: none"> Capital funding may require additional taxpayer support as validated through a referendum process. Grants from all levels of government. Consider Amenity Contributions. It is suggested that the RDN develop a sponsorship and naming policy to further clarify opportunities (see Recommendation #32). It is assumed that the inclusion of a wellness centre will offset some incremental aquatics operational costs that will be accrued due to expansion. |
| Ravensong Aquatic Centre expansion with 2 lanes added to main existing tank. (Recommendation #18—Option 2) | | 2. Determine a funding model and procure capital funds accordingly (Immediate – Short Term) 3. Develop a business case to further clarify operational impacts and determine the best model for the potential wellness centre (Short Term) 4. Detailed design (Short Term) 5. Development (Short Term to Medium/Long Term) | \$10.9M | | |
| Consider a retrofit to an existing natural surface field to artificial turf. (Recommendation #24) | T3 | 1. Optimize use of existing field to further clarify need as per Recommendation #24 (Immediate) 2. Conduct feasibility analysis to determine the operational viability, capital costs, stakeholder support, potential funding model and location for a retrofit project (Short Term) 3. Proceed with vendor selection and development if warranted (Short Term) | \$1.5M – \$3M | \$0.075M – \$0.200M | <ul style="list-style-type: none"> Operational impact will be dependent upon the ability of users to pay for field time and location factors (e.g. economies of scale with other adjacent facilities). Capital funding sources to be determined. |

Timing Legend

Immediate: 1 – 2 Years • Short Term: 2 – 5 Years • Medium/Long Term: 5 – 10 Years • Undetermined: Unknown

Priority Legend

The letter “T” in the priority column indicates a tied priority.

INFRASTRUCTURE RECOMMENDATIONS: POTENTIAL CAPITAL PROJECTS (CONTINUED)

| Project | Priority | Required Next Steps and Timing | Estimated Capital Cost (2018, \$M) | Potential Annual Operating Impact (Incremental to Current) | Additional Considerations and Potential Funding Sources |
|---|----------|---|------------------------------------|--|--|
| Leisure ice repurposing at Oceanside Place (only if deemed necessary). (Recommendation #30) | T3 | <ol style="list-style-type: none"> Analyze efforts to increase utilization within its current use (Immediate) If repurposing if necessary, determine best future use (Short Term) Conduct cost and operational analysis of potential new uses (Short Term) Detailed design (Undetermined) Development (Undetermined) | \$0.100M – \$1M | TBD | <ul style="list-style-type: none"> Capital and operating costs will be dependent on the targeted use of the space. |
| New indoor recreation and fitness space. (Recommendations #26, 29) | T4 | <ol style="list-style-type: none"> Identify opportunities to acquire land (Immediate – Short Term) Revisit need, feasibility, potential scale and financial impacts in 5+ years (Medium/Long Term) Detailed design (Undetermined) Potential development (Undetermined) | \$10M – \$20M | \$0.500M – \$1M | <ul style="list-style-type: none"> Capital and operational funding models will require further exploration through feasibility analysis. The need for, and viability of, this project will be impacted by other projects (i.e. inclusion of a wellness facility in the Ravensong Aquatic Centre, availability of decommissioned schools, trends, etc.) |
| Outdoor multi-use sport complex. (Recommendation #23) | T4 | <ol style="list-style-type: none"> Identify opportunities to acquire land (Immediate – Short Term) Revisit need, feasibility, potential scale and financial impacts in 5+ years (Medium/Long Term) Detailed design (Undetermined) Potential development (Undetermined) | \$5M – \$10M | \$0.200M – \$0.400M | <ul style="list-style-type: none"> Capital and operational funding models will require further exploration through feasibility analysis. The need for, and viability of, this project will be impacted by other projects (i.e. optimization of existing fields, potential artificial turf retrofit of an existing field). Development Cost Charges/ Amenity Contributions may be potential funding sources depending on facilities and amenities. |

Timing Legend

Immediate: 1 – 2 Years • Short Term: 2 – 5 Years • Medium/Long Term: 5 – 10 Years • Undetermined: Unknown

Priority Legend

The letter “T” in the priority column indicates a tied priority.

SUMMARY OF CAPITAL PROJECTS

The following chart provides a further summary of the steps and impacts identified in the previous chart.

| Project | Priority | Planning Pre-Requisites | | | | | Capital Costs and Timing | | | | Estimated Operating Impact (Incremental to Current) |
|---|-----------------|---------------------------------|------------------|---|----------------------------|-------------------------------------|--------------------------|---|------------------------------------|-----------------|---|
| | | Partner/Stakeholder Discussions | Land Acquisition | Additional Planning (Feasibility Analysis and/or Business Case) | Resourcing (Funding Model) | Detailed Design/ Vendor Procurement | Immediate (1 – 2 Years) | Short Term (2 – 5 Years) | Medium to Long Term (5 – 10 Years) | Undetermined | TBD |
| Future curling facility options. (Recommendations #20, 21) | 1 | Immediate | TBD | Short Term | Short Term | Undetermined | | \$1M ^A | | \$4M – \$9M | TBD |
| Upgrades to the track at Ballenas Secondary School. (Recommendation #24) | 2 | Immediate | N/A | Immediate | Immediate | Immediate Term | \$0.5M – \$1M | | | | Similar to current or moderate increase in net expenditures |
| Ravensong Aquatic Centre expansion. (Recommendation #18— Option 1) Ravensong Aquatic Centre expansion with 2 lanes added to main existing tank. (Recommendation #18— Option 2) | T3 ^B | Ongoing | N/A | Short Term | Immediate | Short Term – Medium/ Long Term | | \$8.6M ^C \$10.9M ^C | | | \$0.075M – \$0.200M |
| Consider a retrofit to an existing natural surface field to artificial turf. (Recommendation #24) | T3 ^B | Short Term | N/A | Short Term | Short Term | Short Term – Medium/ Long Term | | \$1.5M – \$3M | | | TBD |
| Leisure ice repurposing at Oceanside Place (only if deemed necessary). (Recommendation #30) ^D | T3 ^B | TBD | N/A | TBD | TBD | TBD | | | | \$0.100M – \$1M | \$0.500M – \$1M |
| New indoor recreation and fitness space. (Recommendations #26, 29) | T4 ^B | TBD | TBD | Medium/ Long Term | TBD | TBD | | | | \$10M – \$20M | \$0.200M – \$0.400M |
| Outdoor multi-use sport complex. (Recommendation #23) | T4 ^B | TBD | TBD | Medium/ Long Term | TBD | TBD | | | | \$5M – \$10M | |

- A Estimated cost to demolish the existing facility if required.
- B The letter "T" in the priority column indicates a tied priority.
- C Timing to be clarified through further planning and resourcing discussions.
- D Only required if utilization can't be increased in the existing configuration/use.

INFRASTRUCTURE RECOMMENDATIONS: PLANNING AND OPTIMIZATION INITIATIVES

Outlined as follows are required implementation actions and resources for the infrastructure recommendations that are intended to optimize current facilities and spaces, further explore/clarify the previously identified capital projects, or undertake other initiatives that do not have a direct or known capital cost.

| Recommendation (Summarized*) <i>* See recommendations in Sections 4 and 5 for full text/description.</i> | Timing | | Resource Requirements | | | Funding Sources (Anticipated or Required) | Parties Involved |
|---|------------------------------------|---|---|--------------------|---|---|---|
| | Recommended Timeframe | Timeframe Rationale | Project Based (Estimated "One-Time" \$) | Staffing Resources | Assumption | | |
| <p>Work collaboratively with the City of Parkville and Town of Qualicum to determine the best long term course of action for curling infrastructure in District 69.</p> <p>(Recommendation #21)</p> | Immediate Term (1 – 2 Years) | The lease for the land between the RDN and City ends in March, 2023. | | Y | Will require some RDN staff time to participate in and/or facilitate these discussions. | Grants from senior levels of government (continue to work with stakeholders to identify opportunities to leverage capital grants) Capital sponsorships User group fundraising/contributions | Parkville Curling Club City of Parkville Town of Qualicum Beach Qualicum Beach Curling Club RDN Board, staff and District 69 Recreation Commission Other regional curling stakeholders |
| | Short Term (2 – 5 Years) | All involved groups and stakeholders will need to work together to determine the best course of action for curling infrastructure in District 69. | \$20,000 | | Retain external professionals for review. | | |
| | Medium/Long Term (5 – 10 Years) | Depending on the outcome of discussions, the RDN should then allocate resources for their level of participation. | TBD | | | | |
| <p>Work with partners in District 69 (City of Parkville, Town of Qualicum Beach, School District 69, and community sport organizations) to make better use of underutilized field spaces.</p> <p>(Recommendation #22)</p> | Immediate (1 – 2 Years) | To occur on an ongoing basis. | \$30,000 | Y | Will require some RDN staff time to identify opportunities and work with partners. May require external expertise to assist with assessment and identification of enhancement opportunities. | RDN User groups and stakeholders | RDN staff Town of Qualicum Beach City of Parkville School District 69 Sport field user groups |

INFRASTRUCTURE RECOMMENDATIONS: PLANNING AND OPTIMIZATION INITIATIVES (CONTINUED)

| Recommendation (Summarized*) <i>* See recommendations in Sections 4 and 5 for full text/description.</i> | Timing | | Resource Requirements | | | Funding Sources (Anticipated or Required) | Parties Involved |
|--|-----------------------------|--|---|--|---|--|---|
| | Recommended Timeframe | Timeframe Rationale | Project Based (Estimated "One-Time" \$) | Staffing Resources | Assumption | | |
| Identify opportunities to retrofit or upgrade existing outdoor facilities (i.e. Track at Ballenas Secondary School and retrofit of a natural surface field to artificial turf. (Recommendation #24) | Short Term (2 – 5 Years) | Required to explore needs and viability. | \$25,000 | Y (TBD) | Estimated capital cost range (in 2017 dollars). \$25,000 allocated for future feasibility analysis. | RDN (additional tax requisition) Grants from seniors levels of government Capital sponsorships User group fundraising/ contributions/fees | RDN Board of Directors District 69 Recreation Commission Local government Sport field stakeholder groups |
| Identify opportunities to integrate a dedicated medium scale (3,000 ft2 to 5,000 ft2) fitness and wellness space into an existing facility. (Recommendation #25) | Short Term (2 – 5 Years) | Timing dependent on other potential projects and initiatives (e.g. Ravensong Aquatic Centre expansion) | \$20,000 | Y (TBD) | Included in the estimated cost for the Ravensong Aquatic Centre expansion. Other opportunities that require further exploration are the retrofit of the leisure ice area at Oceanside Place and future new facility development. | RDN (additional tax requisition) Grants from seniors levels of government Capital sponsorships | RDN Board of Directors District 69 Recreation Commission RDN staff Stakeholders |
| Continue to place a priority on maximizing the use of current facilities and spaces and ensuring that recreational opportunities are geographically well balanced. (Recommendation #27) | Ongoing | To occur on an ongoing basis. | | Y (existing staff levels) | RDN staff time required to assess current state and identify opportunities on a regular basis. | RDN | RDN staff |
| Should expansion or the re-purposing of spaces occur at the Ravensong Aquatic Centre and/or Oceanside Place, opportunities to increase the programming capability and capacity of these facilities should be pursued. (Recommendation #28) | Ongoing | As required based on projects that occur. | \$25,000 | Y (existing staff levels depending on prioritization) | RDN staff time to assess current state and identify opportunities on an ongoing basis. | RDN (additional tax requisition) Grants from seniors levels of government Capital sponsorships User group fundraising/ contributions/fees | RDN staff Community partners User groups and stakeholders |

INFRASTRUCTURE RECOMMENDATIONS: PLANNING AND OPTIMIZATION INITIATIVES (CONTINUED)

| Recommendation (Summarized*) <i>* See recommendations in Sections 4 and 5 for full text/description.</i> | Timing | | Resource Requirements | | | Funding Sources (Anticipated or Required) | Parties Involved |
|--|---|---|---|---------------------------|--|---|--|
| | Recommended Timeframe | Timeframe Rationale | Project Based (Estimated "One-Time" \$) | Staffing Resources | Assumption | | |
| Place a priority on maximizing the use of the leisure ice surface space based on highest and best use considerations. (Recommendation #30) | Immediate Term (1 – 2 Years) for maximizing the space in current use. Short Term (2 – 5 Years) to determine if retrofit is needed. | Immediate term focus on increasing use as a leisure ice space. Consider retrofit if utilization cannot be increased. | | Y (existing staff levels) | Capital cost identifies range of potential retrofit cost. Net operations assumed to be the same or better for all potential options (use as leisure ice or retrofit). | RDN Potential user groups (depending on type of retrofit if pursued) | RDN staff RDN Board of Directors District 69 Recreation Commission Oceanside Place facility users |
| RDN Recreation Services should be involved as a key stakeholder in future parks, trails and open space planning. (Recommendation #31) | Ongoing | To occur on an ongoing basis. | | Y (existing staff levels) | | N/A | |
| Develop a sponsorship and naming policy and strategy. (Recommendation #32) | Immediate Term (1 – 2 Years) | Conducting this project in the immediate term can help clarify potential revenue sources for future capital projects. | \$25,000 | Y (existing staff levels) | \$25,000 allocated for external review. | RDN | RDN staff District 69 Recreation Commission Stakeholders |
| Conduct a Recreation Facility Needs Assessment every 5 years and use the information collected to update the Recreation Services Master Plan and other pertinent strategic documentation. (Recommendation #33) | Medium to Long Term (5 – 10 Years) | Assumed to occur at the mid point between Master Plans (in five years from completion of the 2017 Recreation Services Master Plan). | \$25,000 | Y (existing staff levels) | \$25,000 allocated to complete the Needs Assessment and Master Plan update. | RDN Local partners Other grant opportunities as available | RDN staff RDN Board of Directors District 69 Recreation Commission Stakeholders |
| Develop and implement a Facility Project Development Framework to outline a transparent and standardized process for evaluating major facility projects and initiatives. (Recommendation #34) | Ongoing | Process to be used on an ongoing basis to inform decision making and next steps. | \$10,000 | Y | Staff time required to communicate process requirements internal and externally and to assist with required research and analysis. | N/A | RDN staff RDN Board of Directors District 69 Recreation Commission Stakeholders |

INFRASTRUCTURE PRIORITIZATION FRAMEWORK

The following Infrastructure Prioritization Framework has been developed to provide an example and potential tool that could be used to score and rank potential projects and initiatives. As outlined in the following chart, the Framework provides a scoring metric that takes into account a number of factors, considerations and realities that will need to be measured when determining priorities.

| Criteria | 3 Points | 2 Points | 1 Point | 0 Points | Weighting |
|--|---|---|---|---|-----------|
| Resident Demand^E | The type of facility/amenity was a top 2 priority as identified in the resident survey. | The type of facility/amenity was a 3 – 4 priority as identified in the resident survey. | The type of facility/amenity was a 5 – 7 priority as identified in the resident survey. | N/A | 1 |
| Group and Stakeholder Demand^F | The type of facility/amenity was identified as a high priority during the stakeholder consultation. | The type of facility/amenity was identified as a moderate priority during the stakeholder consultation. | The type of facility/amenity was identified as a low priority during the stakeholder consultation. | N/A | 1 |
| Current Provision | The facility/amenity project would add a completely new recreation opportunity in District 69. | The facility/amenity project would significantly improve existing provision. | N/A | The facility/amenity is already adequately provided (the project would not improve existing provision). | 1 |
| Capital Cost Impacts^G | The facility/amenity project has an estimated capital cost of <\$1M. | The facility/amenity project has an estimated capital cost of \$1M – \$2M | The facility/amenity project has an estimated capital cost of \$3M – \$5M | The facility/amenity project has an estimated capital cost of >\$5M. | 1 |
| Operating Cost Impacts | The facility/amenity project is not projected to require an incremental operating subsidy (above current) | The facility/amenity project is projected to require a small incremental subsidy (<\$100,000) (above current). | The facility/amenity project is projected to require a moderate incremental subsidy (\$100,000 – \$200,000) (above current). | The facility/amenity project is projected to require a incremental subsidy (>\$200,000) (above current). | 1 |
| Economic Impact | The facility/amenity will draw significant non-local spending to District 69 (e.g. event and competition hosting, regional attraction). | The facility/amenity will draw moderate non-local spending to District 69 (e.g. event and competition hosting, regional attraction). | N/A | The facility/amenity has no or limited potential to draw non-local spending to District (primarily a localized facility/amenity). | 1 |
| Cost Savings Through Partnerships or Grants | Partnership and/or grant opportunities exist in development and/or operating that equate to 50% or more of the overall facility cost. | Partnership and/or grant opportunities exist in development and/or operating that equate to 25% – 49% or more of the overall facility cost. | Partnership and/or grant opportunities exist in development and/or operating that equate to 10% – 24% or more of the overall facility cost. | No potential partnership or grant opportunities exist at this point in time. | 1 |
| Age and Ability Level | The facility/amenity project would provide opportunities for all ages and ability levels. | N/A | The facility/amenity may be somewhat accessible to all ages and abilities but is primarily focused on a specific age group or level of competition. | The facility/amenity would not provide opportunities for all ages and abilities. | 1 |

E See ranking on page 34 of the MP (also in the Executive Summary of the State of Recreation in District 69 Research Report).

F **High Priority:** Identified as a priority for new development or enhancement by over 40% of Community Group Questionnaire respondents and/or a prevalent need identified during the stakeholder interviews.

Moderate Priority: Identified as a priority for new development or enhancement by 20 - 39% of Community Group Questionnaire respondents and/or a moderate need identified during the stakeholder interviews.

Low Priority: Identified as a priority for new development or enhancement by <20% of group survey respondents and/or identified as a low need during the stakeholder interviews.

G See the appendices for estimated capital costs for each potential project.

FACILITY PROJECTS SCORING

Based on the scoring metrics outlined in the Infrastructure Prioritization Framework presented on the previous page, the potential facility/amenity projects have been scored and ranked, to demonstrate how the Framework works and could be used in the future. However it is important to reiterate that this ranking is for example purposes only and may require further refinement (e.g. weighting of the scoring metrics). Decision making related to any of these potential facility/amenity projects is the responsibility of the RDN Board of Directors.

Note: The projects ranked in this Framework are based on the list of facility/amenity types identified in the Resident Survey and Community Group Questionnaire. The scoring charts and estimated capital costs associated with each facility/amenity type are provided in the appendices.

| INDOOR Facility/Amenity Project | Rank |
|--|------|
| Ravensong Aquatic Centre Expansion ^H | 1 |
| Health/Wellness Centre (e.g. addition to existing facility or new facility) | 2 |
| Performing Arts Centre | 3 |
| Multi-purpose Recreation Facility (e.g. addition to existing facility or new facility) | 3 |
| Teen/Youth Centre | 4 |
| Seniors Centre | 4 |
| Ice Arena (development of new ice sheets) | 4 |

H As defined in Recommendation #18.

| OUTDOOR Facility/Amenity Project | Rank |
|--|------|
| Walking/Hiking Trails | 1 |
| Natural Parks and Protected Areas | 2 |
| Picnic Areas and Passive Parks | 2 |
| Bicycle/Roller Blade Paths | 3 |
| Playgrounds | 4 |
| Synthetic Turf Field (retrofit of natural surface field to synthetic turf) | 4 |
| Multi-sport Complex (including synthetic turf, track and field, field house building) ^I | 5 |

I As defined in Recommendation #23.





| | |
|--|-----------|
| A: Benefits HUB Research Sources | 72 |
| B: Ravensong Aquatics Centre Feasibility Study (2009) —Test Facility Plans. | 74 |
| C: Aquatics Options—Capital Cost Charts (Estimates Project 2018 Dollars) | 77 |
| D: Detailed Amenity Scoring | 80 |
| E: Estimated Capital Costs for Amenity Scoring | 81 |
| F: District 69 Recreation Services—Financial Overview | 82 |
| G: What We Heard Report | 83 |

A

BENEFITS HUB RESEARCH SOURCES

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B

RAVENSONG AQUATICS CENTRE FEASIBILITY STUDY (2009)—TEST FACILITY PLANS

0919 RAVENSONG AQUATIC CENTRE EXPANSION – FEASIBILITY REVIEW REPORT 2013 COST UPDATE
November 14, 2013

VI TEST FACILITY PLANS

The following pages describe 2 possible options that can be derived from above components. These plans are illustrative in nature, intended to show two of the possible many configurations of above component options. The 2 distinct plans highlight the 2 site planning approaches; we have kept the actual facility comparable in size and choice of wellness area and pool layout. Both approaches respect existing site constraints, including the current property boundaries defined by lease agreement with the Township of Qualicum.

VI.a Approach #1 – retention of existing entry point, single level facility with leisure pool expansion

This option is comparable to the previous 2006 feasibility study in the location and size of Wellness Centre, Multi-Purpose Room, Entry and Universal Change Room.



Room Legend

- Administration
- Control / Reception
- Corridor
- Entry Lobby

- Mechanical and Storage
- Men's Change Room

- New MP Room
- Staff Area
- Universal (Family) Change Room
- Wellness Centre
- Wellness Support Spaces
- Women's Change Room

SKETCH PLAN OF OVERALL FACILITY APPROACH #1 – NOT TO SCALE

| | |
|--------------------------|------------------|
| EXISTING FACILITY AREA: | 1605M2 / 17270SF |
| NEW ADDITIONAL AREA: | 1285M2 / 13830SF |
| NEW TOTAL FACILITY AREA: | 2890M2 / 31100SF |

0919 RAVENSONG AQUATIC CENTRE EXPANSION – FEASIBILITY REVIEW REPORT 2013 COST UPDATE
November 14, 2013

VI.b Approach #2 – reversal of the entry location

The main difference between this test plan and the previous plan is the reversal of the entry location. The result is an improved overall organization of the facilities relationship between the entry, the pool hall and the MP room. The illustrative perspective sketch below indicates this new entry situation with views to the expanded pool.



SKETCH PLAN OF OVERALL FACILITY APPROACH #2 – NOT TO SCALE



SKETCH PERSPECTIVE OF POSSIBLE EXPANSION

Room Legend

- Administration
- Control / Reception
- Corridor
- Entry Lobby
- Mechanical and Storage
- Men's Change Room
- New MP Room
- Staff Area
- Universal (Family) Change Room
- Wellness Centre
- Wellness Support Spaces
- Women's Change Room



AQUATICS OPTIONS—CAPITAL COST CHARTS (ESTIMATES PROJECT 2018 DOLLARS)

OPTION 1

| Component | | Area (m ²) | Area (f ²) | Cost (per m ²) | Cost (per f ²) | Cost |
|--------------------------------------|------------|------------------------|------------------------|----------------------------|----------------------------|--------------------|
| Hard Constructions Cost | | | | | | |
| Pool including Pool Mechanical | New | 600 | 6,458 | \$6,056.36 | \$562.60 | \$3,633,816 |
| Universal Change Rooms | New | 160 | 1,722 | \$5,619.04 | \$522.00 | \$899,046 |
| Control Area | Renovation | 26 | 280 | \$1,624.00 | \$150.80 | \$42,224 |
| Entry Lobby | New | 22 | 237 | \$2,560.12 | \$237.80 | \$56,323 |
| Staff Area | Renovation | 40 | 431 | \$2,809.52 | \$261.00 | \$112,381 |
| Wellness Centre | New | 420 | 4,521 | \$2,934.80 | \$272.60 | \$1,232,616 |
| Multi Purpose Room | New | 105 | 1,130 | \$3,558.88 | \$330.60 | \$373,682 |
| Sprinkler Upgrade | | | | | | \$232,000 |
| Site Development | | | | | | \$250,000 |
| Total Hard Construction Cost | | | | | | \$6,832,088 |
| Soft Costs | | | | | | |
| Design and Management Fees | | | | | | |
| Loose Furnishings and Equipemt | | | | | | |
| Construction Contingency | | | | | | |
| Development Cost Charges | | | | | | |
| Owner Administration Costs | | | | | | |
| Owner Legal Costs | | | | 27% | | \$1,844,664 |
| Total Soft Costs | | | | | | \$1,844,664 |
| Total Project Cost (2018, \$) | | | | | | \$8,676,752 |

Note: All construction costs include 7% PST.

OPTION 2

| Component | | Area (m ²) | Area (f ²) | Cost (per m ²) | Cost (per f ²) | Cost |
|--------------------------------------|------------|------------------------|------------------------|----------------------------|----------------------------|---------------------|
| Hard Constructions Cost | | | | | | |
| Pool including Pool Mechanical | New | 600 | 6,458 | \$6,056.36 | \$562.60 | \$3,633,816 |
| 2 Lane Pool Expansion | Renovation | 450 | 4,844 | 2,500.00 | \$232.26 | \$1,125,000 |
| Hot Pool | New | 100 | 1,076 | 6,500.00 | \$603.86 | \$650,000 |
| Universal Change Rooms | New | 160 | 1,722 | \$5,619.04 | \$522.00 | \$899,046 |
| Control Area | Renovation | 26 | 280 | \$1,624.00 | \$150.80 | \$42,224 |
| Entry Lobby | New | 22 | 237 | \$2,560.12 | \$237.80 | \$56,323 |
| Staff Area | Renovation | 40 | 431 | \$2,809.52 | \$261.00 | \$112,381 |
| Wellness Centre | New | 420 | 4,521 | \$2,934.80 | \$272.60 | \$1,232,616 |
| Multi Purpose Room | New | 105 | 1,130 | \$3,558.88 | \$330.60 | \$373,682 |
| Sprinkler Upgrade | | | | | | \$232,000 |
| Site Development | | | | | | \$250,000 |
| Total Hard Construction Cost | | | | | | \$8,607,088 |
| Soft Costs | | | | | | |
| Design and Management Fees | | | | | | |
| Loose Furnishings and Equipemt | | | | | | |
| Construction Contingency | | | | | | |
| Development Cost Charges | | | | | | |
| Owner Administration Costs | | | | | | |
| Owner Legal Costs | | | | 27% | | \$2,323,914 |
| Total Soft Costs | | | | | | \$2,323,914 |
| Total Project Cost (2018, \$) | | | | | | \$10,931,002 |

Note: All construction costs include 7% PST.

OPTION 3

| Component | | Area (m ²) | Area (f ²) | Cost (per m ²) | Cost (per f ²) | Cost |
|--------------------------------------|-------|------------------------|------------------------|----------------------------|----------------------------|---------------------|
| Hard Constructions Cost | | | | | | |
| New Aquatic Facility | | | | | | |
| <i>New Facility</i> | 2,889 | 31,100 | \$5,200.00 | \$483.09 | \$15,024,099 | |
| <i>Site Development</i> | | | | | \$1,000,000 | |
| Total Hard Construction Cost | | | | | | \$16,024,099 |
| Soft Costs | | | | | | |
| Design and Management Fees | | | | | | |
| Loose Furnishings and Equipemt | | | | | | |
| Construction Contingency | | | | | | |
| Development Cost Charges | | | | | | |
| Owner Administration Costs | | | | | | |
| Owner Legal Costs | | | | 25% | | \$4,006,025 |
| Total Soft Costs | | | | | | \$4,006,025 |
| Total Project Cost (2018, \$) | | | | | | \$20,030,124 |

Note: All construction costs include 7% PST.

D

DETAILED AMENITY SCORING

| INDOOR Facility/Amenity Project | Resident Demand | Group and Stakeholder Demand | Current Provision | Capital Cost Impacts | Operating Cost Impacts | Economic Impact | Cost Savings Through Partnerships or Grants | Age and Ability Level | Total Score | Rank |
|--|-----------------|------------------------------|-------------------|----------------------|------------------------|-----------------|---|-----------------------|-------------|------|
| Ravensong Aquatic Centre Expansion ^A | 3 | 3 | 2 | 0 | 3 | 2 | Unknown | 3 | 16 | 1 |
| Health/Wellness Centre (e.g. addition to existing facility or new facility) | 3 | 3 | 3 | 1 | 2 | 0 | Unknown | 3 | 15 | 2 |
| Performing Arts Centre | 2 | 2 | 2 | 0 | 0 | 2 | Unknown | 3 | 11 | 3 |
| Multi-purpose Recreation Facility (e.g. addition to existing facility or new facility) | 2 | 3 | 2 | 0 | 1 | 0 | Unknown | 3 | 11 | 3 |
| Teen/Youth Centre | 1 | 2 | 2 | 2 | 1 | 0 | Unknown | 1 | 9 | 4 |
| Seniors Centre | 1 | 3 | 1 | 2 | 1 | 0 | Unknown | 1 | 9 | 4 |
| Ice Arena (development of new ice sheets) | 1 | 2 | 1 | 0 | 0 | 2 | Unknown | 3 | 9 | 4 |

| OUTDOOR Facility/Amenity Project | Resident Demand | Group and Stakeholder Demand | Current Provision | Capital Cost Impacts | Operating Cost Impacts | Economic Impact | Cost Savings Through Partnerships or Grants | Age and Ability Level | Total Score | Rank |
|--|-----------------|------------------------------|-------------------|----------------------|------------------------|-----------------|---|-----------------------|-------------|------|
| Walking/Hiking Trails | 3 | 3 | 2 | 3 | 2 | 0 | Unknown | 3 | 16 | 1 |
| Natural Parks and Protected Areas | 3 | 2 | 2 | 3 | 2 | 0 | Unknown | 3 | 15 | 2 |
| Picnic Areas and Passive Parks | 2 | 3 | 2 | 3 | 2 | 0 | Unknown | 3 | 15 | 2 |
| Bicycle/Roller Blade Paths | 2 | 2 | 2 | 3 | 2 | 0 | Unknown | 3 | 14 | 3 |
| Playgrounds | 1 | 2 | 2 | 3 | 2 | 0 | Unknown | 1 | 11 | 4 |
| Synthetic Turf Field (retrofit of natural surface field to synthetic turf) | 1 | 2 | 3 | 1 | 1 | 2 | Unknown | 1 | 11 | 4 |
| Multi-sport Complex (including synthetic turf, track and field, field house building) ^B | 1 | 2 | 3 | 0 | 1 | 2 | Unknown | 1 | 10 | 5 |

A As defined in Recommendation #18.

B As defined in Recommendation #23.

E

ESTIMATED CAPITAL COSTS FOR AMENITY SCORING

| INDOOR Facility/Amenity Project | Estimated Capital Cost (2017 \$) |
|--|----------------------------------|
| Ravensong Aquatic Centre Expansion ^A | \$8M – \$10M |
| Health/Wellness Centre (e.g. addition to existing facility or new facility) | \$3M – 5M |
| Performing Arts Centre | \$5M – \$7M |
| Multi-purpose Recreation Facility (e.g. addition to existing facility or new facility) | \$8M – \$20M |
| Performing Arts Centre | \$1M – \$2 M |
| Teen/Youth Centre | \$1M – \$2 M |
| Seniors Centre | \$10M – \$20M |
| Ice Arena | \$10M – \$20M |

A As defined in Recommendation #18.

| OUTDOOR Facility/Amenity Project | Estimated Capital Cost (2017 \$) |
|--|----------------------------------|
| Trails (new development of major enhancement) | N/A ^B |
| Natural Parks and Protected Areas | N/A ^B |
| Picnic Areas and Passive Parks | N/A ^B |
| Playgrounds | \$100K – \$200K |
| Synthetic Turf Field (retrofit of natural surface field to synthetic turf) | \$1.5M – \$3M |
| Multi-sport complex (including synthetic turf, track and field, field house building) ^C | \$5M – \$10 M |

B Project specific; assumed as <\$1M for scoring purposes.

C As defined in Recommendation #23.

F

DISTRICT 69 RECREATION SERVICES— FINANCIAL OVERVIEW

| Service Area | Oceanside Place | Ravensong Aquatic Centre | Northern Community Recreation Program Services | Total |
|----------------------------|-----------------|--------------------------|--|-------------|
| Operating Revenues | \$639,079 | \$723,972 | \$486,957 | \$1,850,008 |
| Operating Expenses | \$1,995,488 | \$2,629,527 | \$1,866,207 | \$6,491,222 |
| Cost Recovery | 32% | 28% | 26% | 29% |
| Required Operating Subsidy | \$1,356,409 | \$1,905,555 | \$1,379,250 | \$4,641,214 |

| Oceanside Place | 2017 | 2018 | 2019 | 2020 | 2021 |
|---|-------------|-------------|-------------|-------------|-------------|
| Taxes and Revenues (property taxes, recreation fees, rentals, concession, etc.) | \$2,572,978 | \$2,630,521 | \$2,688,371 | \$2,747,563 | \$2,808,128 |
| Operating Expenditures | \$2,250,986 | \$2,302,006 | \$2,293,216 | \$2,329,993 | \$2,368,655 |
| Capital Expenditures | \$119,875 | \$109,871 | \$346,825 | \$142,840 | \$145,500 |
| Capital Financing Charges | \$273,052 | \$273,052 | \$273,052 | \$273,052 | \$273,052 |
| Net Surplus/(Deficit) for the Year | \$(69,935) | \$(54,408) | \$(22,722) | \$1,678 | \$20,921 |
| Surplus Applied to Future Years | \$158,572 | \$104,164 | \$81,442 | \$83,120 | \$104,041 |

| Ravensong Aquatic Centre | 2017 | 2018 | 2019 | 2020 | 2021 |
|---|-------------|-------------|-------------|-------------|-------------|
| Taxes and Revenues (property taxes, recreation fees, rentals, concession, etc.) | \$2,637,699 | \$2,676,846 | \$2,736,675 | \$2,777,600 | \$2,819,349 |
| Operating Expenditures | \$2,629,527 | \$2,666,231 | \$2,703,642 | \$2,771,779 | \$2,715,124 |
| Capital Expenditures | \$107,050 | \$620,235 | \$254,325 | \$102,040 | \$207,500 |
| Capital Financing Charges | \$0 | \$0 | \$0 | \$0 | \$0 |
| Net Surplus/(Deficit) for the Year | \$(98,878) | \$(9,620) | \$(21,292) | \$(11,219) | \$(3,275) |
| Surplus Applied to Future Years | \$137,777 | \$128,157 | \$106,865 | \$95,646 | \$92,371 |

G

PUBLIC DRAFT MASTER PLAN REVIEW “WHAT WE HEARD” REPORT

REGIONAL DISTRICT OF NANAIMO DISTRICT 69 (OCEANSIDE) RECREATION SERVICES MASTER PLAN

PUBLIC DRAFT MASTER PLAN REVIEW “WHAT WE HEARD” REPORT

JANUARY 2018





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OVERVIEW

The Regional District of Nanaimo (RDN) is developing a new Recreation Services Master Plan to guide the future provision of recreation and related services in District 69 for the next 10 years (District 69 encompasses the City of Parksville, Town of Qualicum Beach and Electoral Areas E, F, G, and H). The last Recreation Services Master Plan was completed in 2006.

A draft Master Plan was presented to the RDN Board of Directors in October 2017. As the development of the draft Master Plan involved significant engagement throughout early 2017, the project team wanted to ensure that the public and stakeholders were provided with an opportunity to review the draft Master Plan and provide input that will be considered in the refinement and finalization of the Master Plan.

Five public open house events were held in late November 2017:

- Monday, Nov 20, 5:30 – 7:30 pm, Nanoose Place
- Tuesday, Nov 21, 1:00 – 3:00 pm, Qualicum Beach Civic Centre
- Tuesday, Nov 21, 5:30 – 7:30 pm, Arrowsmith Hall
- Wednesday, Nov 22, 5:30 – 7:30 pm, Oceanside Place Arena
- Thursday, Nov 23, 5:30 – 7:30 pm, Lighthouse Community Centre

Panels were provided at each open house event with an overview of the project process, key findings from the engagement and research, and the draft recommendations. A comment form was available for attendees to complete.

A PDF of the open house materials and a web based version of the comment form was also made available through the RDN's website. Residents were additionally able to provide comments in an online forum setting through the Get Involved RDN website.





KEY THEMES

In total 71 comments forms were completed by attendees at the open house events or online through the RDN website. Summarized below are the key themes from the feedback provided.

Perspectives on the Service Delivery Recommendations

(Question 1 on the comment form)

- 33 comments indicated some level of agreement with the service delivery recommendations.
- 14 comments offered negative viewpoints or disagreement with the service delivery recommendations or suggested that further clarification or refinement is needed. The majority of these comments related to aquatics infrastructure (even though the question was not related to the infrastructure recommendations).
- 5 comments were provided on the need for the RDN to enhance the communication of recreation opportunities (3 of these comments were specific to the RDN website).
- 5 comments suggested that increased pickleball opportunities are needed and were not specifically identified in the service delivery recommendations.
- 3 comments suggested that the RDN should prioritize track and field opportunities (including facilities) more than it currently does.
- 2 comments were provided on the need to ensure adequate opportunities exist for youth.



Perspectives on the Infrastructure Recommendations

- 22 comments indicated some level of agreement with the infrastructure recommendations.
- 13 comments expressed that a new track and field / outdoor multi- sport complex should be a higher priority in the Master Plan.
- Aquatics options:
 - » 12 comments suggested that the aquatics options presented are not sufficient and that a new and larger scale facility is required (e.g. 50 metre pool on a new site).
 - » 8 comments supported Option 2 as presented (expansion of the existing aquatics facility, addition of two lanes to the existing main tank and the addition of a wellness centre).
 - » 6 comments supported Option 1 as presented (expansion of the existing aquatics facility and the addition of a wellness centre).
 - » 6 comments expressed opposition to any aquatics facility expansion.
- 5 comments expressed overall displeasure / dissatisfaction with the infrastructure recommendations (new specific reason(s) provided).
- 4 comments reiterated the importance of sustaining curling in District 69 (through either the existing facilities or a new facility).
- 4 comments expressed the need for a multi-purpose indoor recreation facility.
- 2 comments suggested that more attention needs to be given to the geographic distribution of facilities.
- 2 comments indicated that more attention needs to be given to trails and park spaces in the Master Plan.



Additional/Overall Comments on the Master Plan

- 8 comments reiterated the need for a higher prioritization of track and field in the Master Plan.
- 7 comments reiterated the need for pool upgrades or a new facility.
- 5 comments referred to the growth and need to provide more pickleball spaces or times.
- 5 comments on the important of curling.
- 4 comments identified other infrastructure needs not specifically identified in the Master Plan recommendations (1 comment on racquetball courts, 1 comment on signage, 1 comment on general needs for space, 1 comment on cycling infrastructure).
- 3 comments on the benefits of developing a multi-purpose recreation facility.
- 3 comments on the need to enhance programming opportunities.
- 3 comments expressing general dissatisfaction with the Master Plan.
- 2 comments on the need for focus more on seniors’ recreation in the Master Plan.

Location of Residency

| Area | # |
|------------------------|-----------|
| City of Parksville | 20 |
| Town of Qualicum Beach | 11 |
| Area E | 18 |
| Area F | 5 |
| Area G | 7 |
| Area H | 1 |
| Other | 0 |
| Total | 62 |

* 9 respondents did not indicate their location of residency.



APPENDICES

- A: Open House Comment Form 5
- B: Display Panels 8
- C: Promotional Poster 23

A

OPEN HOUSE COMMENT FORM

B

DISPLAY PANELS

DISTRICT 69 (OCEANSIDE)

DRAFT RECREATION SERVICES MASTER PLAN

PROJECT OBJECTIVES

(What is the Master Plan looking to achieve?)

- Determine future roles and responsibilities for the provision of recreation (and related) opportunities in District 69.
- Clarify future roles and responsibilities.
- Identify programming focus areas and tactics for addressing new and emerging trends.
- Identify opportunities to optimize the efficiency, sustainability and utilization of existing facilities.
- Strategies to address key infrastructure issues and questions, including:
 - » Future needs for indoor aquatics (potential Ravensong Aquatic Centre Expansion).
 - » Need and feasibility for an outdoor multi-sport complex.
 - » Future of the District 69 Community Arena (Parkville Curling Club facility).
 - » Community needs for indoor programming and wellness spaces.

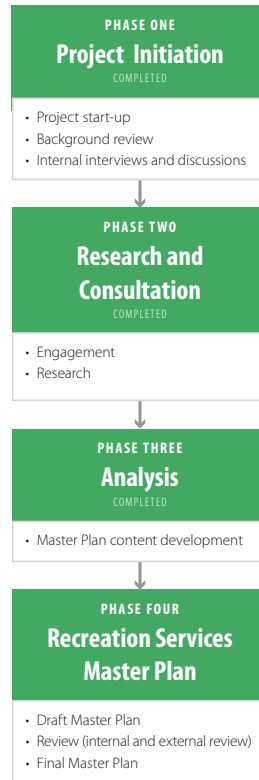
* District 69 includes the City of Parkville; Town of Qualicum Beach; and Electoral Areas E, F, G, and H.



PROJECT METHODOLOGY

(How was the draft Master Plan developed?)

Project Process



Public and Stakeholder Engagement

A number of consultation mechanisms were used to gather feedback and perspectives from residents, stakeholders and user groups.

| Consultation Mechanism | Responses/ Participants |
|------------------------------------|---|
| Resident Survey | 1,687 |
| Community Group Questionnaire | 60 |
| Stakeholder Interviews/Discussions | 29 <i>(interviews/discussion sessions)</i> |

SUMMARY OF KEY FINDINGS FROM THE RESIDENT SURVEY

- Overall, satisfaction levels for RDN provided recreation services in District 69 are strong and have improved over the past decade.
 - » 80% of residents expressed satisfaction with the current provision of recreation services; this figure has increased by 13% since 2006.
- Recreation services and opportunities are highly valued by residents.
 - » 97% of residents indicated that recreation is important to their household's quality of life (69% believe that it is "very important").
 - » 99% of residents indicated that recreation is important to the community in which they live (82% believe that it is "very important").
- Among District 69 households, some level of demand exists for new and enhanced facilities.
 - » 51% of households believe that new or enhanced indoor recreation facilities are needed in District 69.
 - » 49% of households believe that there is a need for new or enhanced parks and outdoor recreation spaces.

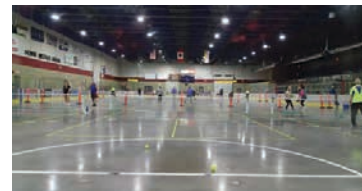


SUMMARY OF KEY FINDINGS FROM THE RESIDENT SURVEY

Resident Survey: Infrastructure Priorities

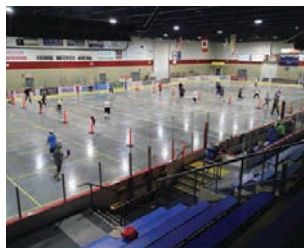
| Indoor Facility Priorities | | | |
|----------------------------|------------------------------------|----------|------------------------|
| # | Type | Want New | Want Existing Enhanced |
| 1 | Indoor Swimming Pool | 39% | 26% |
| 2 | Health and Wellness/Fitness Centre | 35% | 19% |
| 3 | Multi-purpose Recreation Facility | 33% | 14% |
| 4 | Performing Arts Centre | 18% | 16% |
| 5 | Teen/Youth Centre | 22% | 11% |
| 6 | Seniors Centre | 14% | 18% |
| 7 | Ice Arena | 2% | 17% |

| Outdoor Facility Priorities | | | |
|-----------------------------|-----------------------------------|----------|------------------------|
| # | Type | Want New | Want Existing Enhanced |
| 1 | Walking/Hiking Trails | 45% | 39% |
| 2 | Natural Parks and Protected Areas | 36% | 32% |
| 3 | Picnic Areas and Passive Parks | 27% | 30% |
| 4 | Bicycle/Roller Blade Paths | 31% | 20% |
| 5 | Playgrounds | 14% | 20% |
| 6 | Track and Field Facility | 13% | 13% |
| 7 | Sport Fields | 8% | 15% |



SUMMARY OF KEY FINDINGS FROM THE USER GROUP AND STAKEHOLDER CONSULTATION

- Stakeholder and user groups identified a number of preferences for new and enhanced facilities, often pertaining to their program or activity.
 - » Sport field user groups expressed that more premium quality fields (natural and/or synthetic turf) would help enhance their program and event hosting capabilities.
 - » The benefits of developing a new indoor multi-purpose recreation facility was expressed during a number of the stakeholder and user group discussions.
- Ensuring that recreation programming is geographically distributed throughout District 69 was identified as being important for many groups.
 - » The current use of decommissioned school sites in District 69 for recreation and community programming was identified as having positive local impacts.
 - » Some concerns were expressed over the impact that the development of a new indoor multi-purpose recreation facility could have on smaller facilities and the local availability of programming.
- A lack of a critical mass of youth was commonly identified as impacting programming opportunities for younger residents.
- User groups and stakeholders generally expressed positive sentiments towards RDN recreation staff, but would like to continue to work to improve communications and collaborations.



KEY FINDINGS FROM THE PROJECT RESEARCH

- District 69 has diverse demographics and population characteristics that influence recreational pursuits and interests (i.e. age, income, culture, community type).
- Population growth has been moderate in District 69 over the past decade.
 - » The current population of District 69 is 46,665 residents. Population projections anticipate that the population could range between approximately 51,000 and 57,000 residents within ten years.
- The majority of major RDN operated facilities in District 69 are well utilized and have a strong mix of opportunities.
 - » Available data supports that capacity issues exist at the Ravensong Aquatic Centre during peak times.
- A number of local, regional and provincial trends are impacting recreational preferences and demands, including:
 - » Increasing demands for “unstructured” and “spontaneous” opportunities.
 - » Diversifying activity interests, in some cases impacting traditional activities.
 - » Preference for multi-purpose “hub” facilities with multiple amenities and spaces that can accommodate a wide array of programs.
- While current operational roles and responsibilities between the RDN, municipalities within District 69, and community partner organizations are generally well understood; less clarity exists pertaining to future responsibilities for planning and capital development.



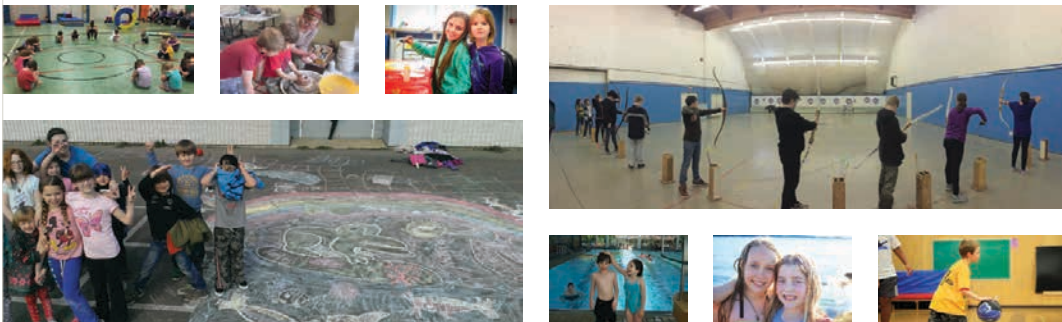
MASTER PLAN RECOMMENDATIONS

The Master Plan contains a total of 34 recommendations that provide future direction over the next ten years across the following areas of recreation services.

- **Service Delivery and Programming:** How will the RDN provide recreation services?
- **Infrastructure:** How will the RDN prioritize future facility investment and maximize the benefits that current facilities provide to residents and user groups?

Provided on the following display panels is an overview of the recommendations.

Feedback provided at the open houses will be used to further refine and finalize the Master Plan.



SUMMARY OF SERVICE DELIVERY AND PROGRAMMING RECOMMENDATIONS

- The RDN should undertake a governance review for recreation service provision in District 69. The review should focus on:
 - » Opportunities to maximize overall efficiency.
 - » Establishing a refreshed mandate for all involved entities (i.e. review terms of references for commission/committees, advisory groups, project working groups, etc.).
 - » Clarifying decision making responsibilities.
- The RDN should sustain the current organizational model and delivery model for recreation services in District 69.
 - » Continue to utilize a combination of direct and indirect delivery methods.
- Continue to place a priority on cross-sectoral collaborations (i.e. with the health care sector, education providers, arts and cultural groups, etc.) and invest additional resources in this area.
- Develop and implement a more specific engagement framework (to help guide future projects and initiatives).
- Work with local municipalities and School District 69 to clarify roles and responsibilities pertaining to future recreation planning and capital development.
- Allocate additional resources to community group capacity building (e.g. assist groups with volunteer recruitment, skill development, strategic planning, etc.).
- Continue to strategically utilize project/initiative focused groups such as steering committees and “task forces” on an ad-hoc basis.



SUMMARY OF SERVICE DELIVERY AND PROGRAMMING RECOMMENDATIONS

- Program focus areas of the future should include:
 - » Nature interaction and outdoor skill development for children and youth; activity camps for children/youth/teens; and fitness and wellness programming for adults and seniors.
 - » A diversity and balance of opportunities for all ages and ability levels.
 - » Continued offerings of arts and culture programs within the program “mix” of RDN Recreation Services. Where possible opportunities to expand arts and culture programming should be explored.
- Continue to prioritize accessibility and ensure that all residents are able to experience the benefits of recreation.
 - » Sustain the Financial Assistance Program and Inclusion Support Program.
 - » Further engage with community partners and other organizations to increase the awareness of the above programs.
 - » Consider supporting the start-up of a local KidSport chapter in District 69.
- Continue to place a priority on the marketing of recreation programs and opportunities in District 69.
- Recommended strategic initiatives:
 - » Development of a Community Events Support Strategy.
 - » Development of an Older Adults/Age Friendly Strategy.
 - » Update of the Youth Recreation Strategic Plan.



INFRASTRUCTURE RECOMMENDATIONS

Indoor Aquatics Recommendations

- Based on current population size, market demand and programming needs it is deemed that one indoor aquatics facility is sufficient to serve District 69.
- Three potential options were identified to enhance indoor aquatics provision in District 69.
- Each of the options also includes a small scale wellness facility as this type of facility could be efficiently developed within the project scope and help offset operating costs.

** Additional details of the three indoor aquatics options are provided on the next display panels.*



INFRASTRUCTURE RECOMMENDATIONS

Indoor Aquatics Options

| Option | Description | Capital Costs |
|---|--|--|
| Option 1: Addition of a New Leisure Aquatics and Small Lap Pool Area and Wellness Centre | <p><i>* Reflects the optimal option (Approach #2) as identified in the 2010 expansion study.</i></p> <p>New leisure aquatics focused area and a small lap pool (3 lanes) to increase lane swimming and program space capacity. The addition would also include a medium scale fitness/wellness facility (~4,500 ft²) and a new multi-purpose room. Upgrades would also occur to amenity spaces such as change rooms, lobby areas, and public circulation spaces (including the potential re-configuration of the main entry areas).</p> | \$8,676,752 |
| Option 2: Option 1 With the Addition of Two (2) Lanes to the Existing Program Tank | In addition to the upgrades identified in Option 1, the existing program tank would be expanded by 2 lanes. This option would require the hot pool to be relocated into the new leisure and 3 lane lap pool area and will eliminate the existing small leisure pool. | \$10,931,002 |
| Option 3: Replacement (New Facility Development) | <p>A replacement new facility would be constructed using the general parameters outlined in Option 2, including:</p> <ul style="list-style-type: none"> • 8 lane x 25 metre program tank • Dedicated leisure aquatics area • ~4,500 ft² fitness/wellness facility • Multi-purpose room | \$20,030,124 <i>(excluding site purchase and costs)</i> |

A scoring metric was developed and used to rank the three potential options based on considerations such as cost (capital and operating), community and user group benefits, and impacts on existing facilities.

Based on this scoring, Option 1 and Option 2 were both deemed as strong options (Option 1 scored slightly higher than Option 2). Option 3 is not deemed to be a strong or viable option.



OPTION 1

(Addition of a new leisure aquatics and 3 lane lap pool area, fitness/wellness centre and amenity upgrades/re-configuration.)



November 7 2017

Riversong Aquatic Centre Expansion
Concept Study



- KEY**
- Yellow circle: Lobby & Washroom - Existing with Renovations
 - Orange circle: Lobby - Expansion
 - Light blue circle: Reception & Admin - Existing with Renovations
 - Dark blue circle: Reception & Admin - Expansion
 - Pink circle: Wellness Centre - Expansion
 - Light green circle: Multipurpose Room - Expansion
 - Light blue circle: Change Rooms - Existing
 - Light blue circle: Universal Change Room - Expansion
 - Light blue circle: Nalatorum - Existing
 - Light blue circle: Nalatorum - Expansion
 - Dark blue circle: Mechanical & Storage - Expansion
 - Dark blue circle: Qualicum Beach Civic Centre - Existing
 - Light green circle: Pedestrian Stairwalk
 - Light green circle: Landscaping
 - Red dashed line: Extent of Existing Building
 - Black triangle: Entrance



Option 1

* Concept image only. Refinement of the facility layout and amenities will occur if the project moves forward into detailed design.



OPTION 2

(Same component additions as Option 1 plus the addition of two swimming lanes to the existing lap pool. The addition of the main lap pool by two lanes would require the hot pool to be relocated into the new leisure & 3 lane lap pool and will eliminate the existing small leisure pool.)



- KEY
- Lobby & Waitrooms - Existing with Renovations
 - Lobby - Expansion
 - Reception & Admin - Existing with Renovations
 - Reception & Admin - Expansion
 - Wellness Centre - Expansion
 - Multi-Purpose Room - Expansion
 - Change Rooms - Existing
 - Universal Change Room - Expansion
 - Natatorium - Existing
 - Natatorium - Expansion
 - Mechanical & Storage - Expansion
 - Qualicum Beach Civic Center - Existing
 - Pedestrian Stairwalk
 - Landscaping
 - Extent of Existing Building
 - Entrance

November 7 2017

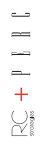
Revenson Aquatic Centre Expansion
Concept Study

Option 2



* Concept image only. Refinement of the facility layout and amenities will occur if the project moves forward into detailed design.

02



INFRASTRUCTURE RECOMMENDATIONS

- **District 69 Arena** (Parksville Curling Club):
 - » Curling is the most appropriate type of use for the facility at present time.
 - » The RDN should work collaboratively with the City, Town and curling stakeholders to determine future needs for curling facilities in the region.
 - * These discussions will be required as both curling facilities in the region are ageing and the City of Parksville's Community Park Master Plan suggests alternative uses for the site in the future.
- **Sport field** recommendations:
 - » Work with partners (City, Town, School District 69) to make better use of underutilized fields.
 - » Defer the development of a full scale outdoor multi-sport complex for at least five years.
 - » Monitor sport field utilization for 3 – 5 years, and if warranted consider retrofitting an existing grass field to artificial turf.
- **Fitness and Wellness Centre** recommendations:
 - » Identify opportunities to integrate a dedicated medium scale fitness and wellness space into an existing facility (e.g. Ravensong Centre expansion).
 - » Revisit a larger scale fitness and wellness space in ten years (as part of a new multi-purpose facility development of major expansion project).
- **Community program space** recommendations:
 - » Continue to place a priority on maximizing the use of current facilities and spaces and ensure geographic balance.
 - » Re-visit the need for a new indoor multi-purpose recreation facility in 5 years.
- Optimize use of the leisure ice space (Oceanside Pond) at Oceanside Place. Consider repurposing if utilization cannot be increased.
- Ensure that RDN Recreation Services are involved as a stakeholder in future parks, trails and open space planning.
- Develop a sponsorship and naming policy and strategy.
- Conduct a Recreation Facility Needs Assessment every 5 years and use this information to “refresh” the Master Plan.
- Develop and implement a Facility Project Development Framework (standard planning process) to help inform future decision and maximize transparency.

C

PROMOTIONAL POSTER

HELP US PLAN FOR THE FUTURE OF RECREATION

The Regional District of Nanaimo is developing a Recreation Services Master Plan for District 69 (Oceanside).



This November, **get involved** provide your feedback on the **Draft Recreation Services Master Plan for District 69 (Oceanside)**.

Mon, Nov 20, 5:30-7:30 pm, Nanoose Place
Tue, Nov 21, 1:00-3:00 pm, Qualicum Beach Civic Centre
Tue, Nov 21, 5:30-7:30 pm, Arrowsmith Hall
Wed, Nov 22, 5:30-7:30 pm, Oceanside Place Arena
Thu, Nov 23, 5:30-7:30 pm, Lighthouse Community Ctr

Children's activity corner available at each open house

Get involved RDN rdn.bc.ca/recreation or
call 250-248-3252 or 250-752-5014









ATTACHMENT 3

2018 - 2025 Financial Projections - Removal of the District 69 Arena

At the March 27th RDN Board Meeting direction was given to allocate in the 2019 - 2024 Financial Plan \$1,000,000 by 2024 for the possible removal of the District 69 Arena and remediation of the site. Table 1 shows the total tax requisition per \$100,000 of assessments (2018 assessments) for 2018 through 2025. As the Arena's requisition is based 50% on usage and 50% on assessments, the impact varies by participant. Raising \$200,000 results in an increase of between \$0.90 and \$1.70 per \$100,000 of assessment (2018 assessments) in 2019 through 2023 excluding other general increases for the service over those years. In 2024 tax requisitions will be reduced as the \$1,000,000 would then be accumulated. Table 2 shows Financial Plan Projections with incremental changes.

TABLE 1 Removal of District 69 Arena Change in Tax Requisition per \$100,000 assessed value (using 2018 assessments) 2018 -2025

| Year | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|------------------------|-------|-------|-------|-------|-------|-------|-------|-------|
| City of Parksville | 16.46 | 18.05 | 19.68 | 20.17 | 20.17 | 20.17 | 17.35 | 16.48 |
| Town of Qualicum Beach | 12.30 | 13.49 | 14.70 | 15.07 | 15.07 | 15.07 | 12.96 | 12.31 |
| Electoral Area E | 11.77 | 12.91 | 14.08 | 14.43 | 14.43 | 14.43 | 12.41 | 11.79 |
| Electoral Area F | 13.42 | 14.73 | 16.05 | 16.45 | 16.45 | 16.45 | 14.15 | 13.44 |
| Electoral Area G | 17.34 | 19.02 | 20.73 | 21.25 | 21.25 | 21.25 | 18.28 | 17.36 |
| Electoral Area H | 9.37 | 10.28 | 11.21 | 11.49 | 11.49 | 11.49 | 9.88 | 9.38 |

TABLE 2 Financial Plan Projections for Removal of District 69 Arena 2019 - 2025

| Oceanside Place | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 9.7% | 9.0% | 2.5% | 0.0% | 0.0% | (14.0%) | (5.0%) |
| Tax Requisition - Base | \$ (1,973,597) | \$ (2,052,541) | \$ (2,103,854) | \$ (2,156,451) | \$ (2,178,015) | \$ (2,221,576) | \$ (2,232,683) | \$ (2,243,847) |
| Tax Requisition - Incremental Change | | (112,495) | (256,035) | (262,435) | (240,871) | (197,310) | 152,441 | 267,617 |
| Operating Revenue | (646,229) | (664,240) | (682,791) | (701,897) | (720,678) | (740,923) | (747,261) | (754,135) |
| Total Operating Revenues | (2,619,826) | (2,829,276) | (3,042,680) | (3,120,783) | (3,139,564) | (3,159,809) | (2,827,503) | (2,730,365) |
| Operating Expenses | 1,879,670 | 1,910,819 | 1,942,612 | 1,978,461 | 2,015,002 | 2,052,927 | 2,091,561 | 2,130,952 |
| Transfer to Reserves - Base | 116,080 | 20,000 | 140,180 | 140,000 | 170,000 | 150,000 | 470,000 | 545,000 |
| Transfer to Reserves - Incremental | | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 | - | - |
| Total Operating Expenditures | 1,995,750 | 2,130,819 | 2,282,792 | 2,318,461 | 2,385,002 | 2,402,927 | 2,561,561 | 2,675,952 |
| Operating (surplus) deficit | (624,076) | (698,457) | (759,888) | (802,322) | (754,562) | (756,882) | (265,942) | (54,413) |
| Capital Asset Expenditure | | | | | | | | |
| Capital - D69 Arena Removal & Site Remediation | - | - | - | - | - | - | 1,000,000 | - |
| Capital - Other | 203,131 | 474,200 | 161,590 | 176,500 | 410,125 | 374,661 | 309,200 | 32,840 |
| Reserve Fund | (52,000) | (265,000) | - | - | (270,000) | - | (1,060,000) | - |
| Net Capital funded from Operations | 151,131 | 209,200 | 161,590 | 176,500 | 140,125 | 374,661 | 249,200 | 32,840 |
| Capital Financing Charges | | | | | | | | |
| Debt Principal and Interest | 585,584 | 585,584 | 585,584 | 585,584 | 585,584 | 429,318 | - | - |
| Total Capital Financing Charges | 585,584 | 585,584 | 585,584 | 585,584 | 585,584 | 429,318 | - | - |
| Net (surplus)/deficit for the year | 112,639 | 96,327 | (12,714) | (40,238) | (28,853) | 47,097 | (16,742) | (21,573) |
| Add: Prior Year (surplus)/deficit | (262,126) | (149,487) | (53,160) | (65,874) | (106,112) | (134,966) | (87,869) | (104,611) |
| (Surplus) applied to future years | \$ (149,487) | \$ (53,160) | \$ (65,874) | \$ (106,112) | (134,966) | \$ (87,869) | \$ (104,611) | \$ (126,185) |

ATTACHMENT 4

2018-2025 Financial Projections – Tax Requisitions for all Participating Areas, Ballenas Track and Construction and Operation of an Artificial Turf Field with Grant Funding (capital costs)

The lack of a suitable athletic track and artificial turf field were identified during site visits and in feedback from user groups. With the development of a large outdoor multi-sport complex (Recommendation #23) to be deferred and revisited in five years, short term options that can be sustained if and when a larger outdoor complex is completed are necessary and reflected in this current model. Staff will continue to pursue alternative funding sources including DCCs (applicable to park acquisitions/improvements only), developer amenity contributions and grants. The financial analysis presented here anticipates:

- \$1,000,000 upgrade to Ballenas track in 2019:
 - \$500,000 funded through grant or other contributions and \$500,000 funded through borrowing;
 - Interest rate for borrowing is projected at 4% and term of loan is 5 years;
 - Contributions to reserves would need to increase by \$21,250 starting in 2020 to fund \$170,000 in major maintenance in 2027;
 - Operating costs would increase by \$10,000 in 2020;
- \$1,500,000 capital expenditure for an artificial turf field in 2020:
 - \$750,000 funded through grant or other contributions and \$750,000 funded through borrowing;
 - Interest rate for borrowing is projected at 4% and term of loan is 10 years;
 - Contributions to reserves would need to increase by \$60,000 starting in 2021 to fund \$600,000 in major maintenance in 2030;
 - Operating costs would increase by \$20,000 in 2021;
 - It is assumed that the artificial turf field will be constructed on local government land or possibly land owned by Qualicum School District #69.

The Northern Community Recreation tax requisition is based on assessments¹ so the financial contribution is identical for all participants. Table 1 below shows the implications per \$100,000 of assessed value for 2018 through 2025 (using 2018 assessments). The tax requisition stabilizes in 2021 and future years with only inflationary increments being projected. Table 2 shows Financial Plan Projections with incremental changes.

¹ Existing Sportsfields are allocated based on Usage Surveys – since these new Sportsfields are not yet contemplated in the Usage Surveys, tax requisitions based on assessments are being used.

ATTACHMENT 4

TABLE 1 Ballenas Track Upgrade and Construction and Operation of an Artificial Turf Field Tax Requisition per \$100,000 assessed value 2018 -2025 (using 2018 assessments) with Grant

| Year | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|------------------------|------|------|-------|-------|-------|-------|-------|-------|
| City of Parksville | 9.07 | 9.23 | 10.16 | 11.78 | 11.84 | 11.90 | 11.90 | 11.90 |
| Town of Qualicum Beach | 9.07 | 9.23 | 10.16 | 11.78 | 11.84 | 11.90 | 11.90 | 11.90 |
| Electorat Area E | 9.07 | 9.23 | 10.16 | 11.78 | 11.84 | 11.90 | 11.90 | 11.90 |
| Electorat Area F | 9.07 | 9.23 | 10.16 | 11.78 | 11.84 | 11.90 | 11.90 | 11.90 |
| Electorat Area G | 9.07 | 9.23 | 10.16 | 11.78 | 11.84 | 11.90 | 11.90 | 11.90 |
| Electorat Area H | 9.07 | 9.23 | 10.16 | 11.78 | 11.84 | 11.90 | 11.90 | 11.90 |

TABLE 2 Financial Plan Projections for Ballenas Track Upgrade and Construction and Operation of an Artificial Turf Field 2018 – 2025 with Grant funding

| Northern Community Recreation | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|--------------------------------------|----------------|---------------|---------------|---------------|----------------|----------------|----------------|----------------|
| | | 2.0% | 10.0% | 16.0% | 0.5% | 0.5% | 0.0% | 0.0% |
| Tax Requisition | \$ (1,290,730) | \$(1,313,965) | \$(1,338,244) | \$(1,365,009) | \$ (1,385,484) | \$ (1,413,194) | \$ (1,441,457) | \$ (1,470,287) |
| Tax Requisition-Incremental | | | (107,118) | (311,610) | (299,518) | (280,233) | (251,970) | (223,140) |
| Municipal Agreements | (309,317) | (318,597) | (330,968) | (331,588) | (338,220) | (344,984) | (351,884) | (358,921) |
| Operating Revenue | (452,563) | (414,525) | (420,391) | (426,348) | (432,748) | (438,889) | (445,219) | (451,269) |
| Total Operating Revenues | (2,052,610) | (2,047,087) | (2,196,721) | (2,434,555) | (2,455,970) | (2,477,300) | (2,490,530) | (2,503,617) |
| Operating Expenses - Base | 2,003,652 | 1,994,151 | 2,032,399 | 2,061,470 | 2,095,011 | 2,129,216 | 2,164,433 | 2,200,350 |
| Operating Expenses - Incremental | | | 10,000 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 |
| Transfer to Reserves | 35,180 | 50,180 | 20,180 | 20,180 | 20,180 | 20,180 | 20,180 | 50,180 |
| Transfer to Reserves - Incremental | | | 21,250 | 81,250 | 81,250 | 81,250 | 81,250 | 81,250 |
| Total Operating Expenditures | 2,038,832 | 2,044,331 | 2,083,829 | 2,192,900 | 2,226,441 | 2,260,646 | 2,295,863 | 2,361,780 |
| Operating (surplus) deficit | (13,778) | (2,756) | (112,892) | (241,655) | (229,529) | (216,654) | (194,667) | (141,837) |
| Capital Asset Expenditure | | | | | | | | |
| Capital - Ballenas Track Resurfacing | - | 1,000,000 | - | - | - | - | - | - |
| Capital - Artificial Turf Field | - | - | 1,500,000 | - | - | - | - | - |
| Capital - Other | 57,161 | 37,825 | 11,540 | 3,000 | 1,700 | 2,161 | 2,825 | 11,240 |
| New Borrowing | - | (500,000) | (750,000) | - | - | - | - | - |
| Capital Grants | | (500,000) | (750,000) | | | | | |
| Reserve Fund | (55,000) | (35,000) | - | - | - | - | - | - |
| Net Capital funded from Operations | 2,161 | 2,825 | 11,540 | 3,000 | 1,700 | 2,161 | 2,825 | 11,240 |
| Capital Financing Charges | | | | | | | | |
| New Debt Principal and Interest | - | - | 114,178 | 209,601 | 209,601 | 209,601 | 209,601 | 95,423 |
| Total Capital Financing Charges | - | - | 114,178 | 209,601 | 209,601 | 209,601 | 209,601 | 95,423 |
| Net (surplus)/deficit for the year | (11,617) | 69 | 12,827 | (29,054) | (18,228) | (4,892) | 17,759 | (35,174) |
| Add:Prior Year (surplus)/deficit | (62,117) | (73,734) | (73,665) | (60,839) | (89,893) | (108,121) | (113,014) | (95,255) |
| (Surplus) applied to future years | \$ (73,734) | \$ (73,665) | \$ (60,839) | \$ (89,893) | (108,121) | \$ (113,014) | \$ (95,255) | \$ (130,430) |

ATTACHMENT 5

2018-2025 Financial Projections – Tax Requisitions for all Participating Areas, Completion of Ballenas Training Track and Construction and Operation of an Artificial Turf Field with No Grant Funding (capital costs)

The lack of a suitable athletic track and artificial turf field were identified during site visits and feedback from user groups. With the development of a large outdoor multi-sport complex (Recommendation #23) to be deferred and revisited in five years, short term options that can be sustained if and when a larger outdoor complex is completed are necessary and reflected in this current model. Staff will continue to pursue alternative funding sources including DCCs (applicable to park acquisitions/improvements only), developer amenity contributions and grants. The financial analysis presented anticipates:

- \$1,000,000 upgrade to Ballenas track in 2019:
 - \$1,000,000 funded through borrowing if there were no grants or contributions;
 - Interest rate for borrowing is projected at 4% and term of loan is 5 years;
 - Contributions to reserves would have to be increased by \$21,250 starting in 2020 to fund \$170,000 in major maintenance in 2027;
 - Operating costs would increase by \$10,000 in 2020;
- \$1,500,000 capital expenditure for an artificial turf field in 2020:
 - \$1,500,000 funded through borrowing if there were no grants or contributions;
 - Interest rate for borrowing is projected at 4% and term of loan is 10 years;
 - Contributions to reserves would have to increase by \$60,000 starting in 2021 to fund \$600,000 in major maintenance in 2030;
 - Operating costs would increase by \$20,000 in 2021;
 - It is assumed that the artificial turf field will be constructed on local government land or possibly land owned by Qualicum School District #69.

The Northern Community Recreation tax requisition is based on assessments¹ so the financial contribution is identical for all participants. Table 1 below shows the implications per \$100,000 of assessed value for 2018 through 2025 (using 2018 assessments). The tax requisition stabilizes in 2021 and future years with only inflationary increments being projected. Table 2 shows Financial Plan Projections with incremental changes.

TABLE 1 Ballenas Track Upgrade and Construction and Operation of an Artificial Turf Field Tax Requisition per \$100,000 assessed value 2018 -2025 (using 2018 assessments) No Grants

| | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|------------------------|------|------|-------|-------|-------|-------|-------|-------|
| City of Parksville | 9.07 | 9.23 | 11.08 | 13.08 | 13.14 | 13.21 | 13.27 | 13.27 |
| Town of Qualicum Beach | 9.07 | 9.23 | 11.08 | 13.08 | 13.14 | 13.21 | 13.27 | 13.27 |
| Electoral Area E | 9.07 | 9.23 | 11.08 | 13.08 | 13.14 | 13.21 | 13.27 | 13.27 |
| Electoral Area F | 9.07 | 9.23 | 11.08 | 13.08 | 13.14 | 13.21 | 13.27 | 13.27 |
| Electoral Area G | 9.07 | 9.23 | 11.08 | 13.08 | 13.14 | 13.21 | 13.27 | 13.27 |
| Electoral Area H | 9.07 | 9.23 | 11.08 | 13.08 | 13.14 | 13.21 | 13.27 | 13.27 |

¹ Existing Sportsfields are allocated based on Usage Surveys – since these Sportsfields are not yet contemplated in the Usage Surveys, tax requisitions based on assessments are being used.

ATTACHMENT 5

TABLE 2 Financial Plan Projections for Ballenas Track Upgrade and Construction and Operation of an Artificial Turf Field 2018 – 2025 No Grants

| | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|--------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2.0% | 20.0% | 18.0% | 0.5% | 0.5% | 0.5% | 0.0% |
| Tax Requisition | \$ (1,290,730) | \$ (1,313,965) | \$ (1,338,244) | \$ (1,365,009) | \$ (1,385,484) | \$ (1,413,194) | \$ (1,441,457) | \$ (1,470,287) |
| Tax Requisition-Incremental | | | (238,514) | (495,565) | (484,393) | (466,033) | (447,166) | (418,336) |
| Municipal Agreements | (309,317) | (318,597) | (330,968) | (331,588) | (338,220) | (344,984) | (351,884) | (358,921) |
| Operating Revenue | (452,563) | (414,525) | (420,391) | (426,348) | (432,748) | (438,889) | (445,219) | (451,269) |
| Total Operating Revenues | (2,052,610) | (2,047,087) | (2,328,117) | (2,618,510) | (2,640,845) | (2,663,100) | (2,685,726) | (2,698,813) |
| Operating Expenses - Base | 2,003,652 | 1,994,151 | 2,032,399 | 2,061,470 | 2,095,011 | 2,129,216 | 2,164,433 | 2,200,350 |
| Operating Expenses - Incremental | | | 10,000 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 |
| Transfer to Reserves | 35,180 | 50,180 | 20,180 | 20,180 | 20,180 | 20,180 | 20,180 | 50,180 |
| Transfer to Reserves - Incremental | | | 21,250 | 81,250 | 81,250 | 81,250 | 81,250 | 81,250 |
| Total Operating Expenditures | 2,038,832 | 2,044,331 | 2,083,829 | 2,192,900 | 2,226,441 | 2,260,646 | 2,295,863 | 2,361,780 |
| Operating (surplus) deficit | (13,778) | (2,756) | (244,288) | (425,610) | (414,404) | (402,454) | (389,863) | (337,033) |
| Capital Asset Expenditure | | | | | | | | |
| Capital - Ballenas Track Resurfacing | - | 1,000,000 | - | - | - | - | - | - |
| Capital - Artificial Turf Field | - | - | 1,500,000 | - | - | - | - | - |
| Capital - Other | 57,161 | 37,825 | 11,540 | 3,000 | 1,700 | 2,161 | 2,825 | 11,240 |
| New Borrowing | - | (1,000,000) | (1,500,000) | - | - | - | - | - |
| Capital Grants | - | - | - | - | - | - | - | - |
| Reserve Fund | (55,000) | (35,000) | - | - | - | - | - | - |
| Net Capital funded from Operations | 2,161 | 2,825 | 11,540 | 3,000 | 1,700 | 2,161 | 2,825 | 11,240 |
| Capital Financing Charges | | | | | | | | |
| New Debt Principal and Interest | - | - | 228,355 | 419,201 | 419,201 | 419,201 | 419,201 | 190,846 |
| Total Capital Financing Charges | - | - | 228,355 | 419,201 | 419,201 | 419,201 | 419,201 | 190,846 |
| Net (surplus)/deficit for the year | (11,617) | 69 | (4,393) | (3,409) | 6,497 | 18,908 | 32,163 | (134,947) |
| Add: Prior Year (surplus)/deficit | (62,117) | (73,734) | (73,665) | (78,058) | (81,467) | (74,971) | (56,062) | (23,899) |
| (Surplus) applied to future years | \$ (73,734) | \$ (73,665) | \$ (78,058) | \$ (81,467) | \$ (74,971) | \$ (56,062) | \$ (23,899) | \$ (158,846) |

ATTACHMENT 6

2018-2025 Financial Projections – Expansion to Ravensong Aquatic Centre with Grant Funding

Scenario 1 – Grant funding for \$3.7 Million of the Capital Cost of the Expansion of Ravensong Aquatic Centre

Findings within the Master Plan show that improved indoor aquatics is a high priority for both residents and user groups. Meeting this need is the largest capital project within the Master Plan. As previously mentioned grant funding for a significant portion of the capital cost would be the preferred option. Staff will continue to pursue alternative funding sources including DCCs (applicable to park acquisitions/improvements only), developer amenity contributions and grants. The financial analysis presented anticipates:

- \$9,400,000 expansion to Ravensong Aquatic Centre in 2022:
 - \$3,700,000 funded through grant or other contributions; \$3,700,000 funded through borrowing and the remaining \$2,000,000 is to be funded from a reallocation of existing reserves planned for facility upgrades which would be incorporated into this expansion project;
 - Interest rate for borrowing is projected at 5% and term of loan is 20 years;
 - \$120,000 is included for community consultation and elector approval costs in 2021;
 - Recreation fees, Facility rentals and Other Revenue in this model have been adjusted upward in 2023 to reflect projected increases due to the expansion;
 - Building operations, Program costs, Operating costs and Wages and Benefits have been increased in 2023 for this model to reflect the expansion;
 - Contributions to reserve would be reduced in 2023 to reflect the decreased need for major maintenance after the expansion project.

As the Ravensong Aquatic Centre requisition is based 50% on usage and 50% on assessments, the financial impact varies by participant. Table 1 shows the tax requisition by contributing area per \$100,000 assessed value for 2018 through 2025 (using 2018 assessments). Table 2 shows Financial Plan Projections with incremental changes.

TABLE 1
2022 Ravensong Aquatic Centre Expansion Tax Requisition per \$100,000 assessed value 2018 -2025 (using 2018 assessments) with Grant Funding

| Year | Current | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|------------------------|---------|-------|-------|-------|-------|-------|-------|-------|
| City of Parksville | 16.15 | 16.40 | 16.64 | 17.64 | 17.73 | 19.50 | 21.65 | 21.76 |
| Town of Qualicum Beach | 17.86 | 18.13 | 18.40 | 19.51 | 19.61 | 21.57 | 23.94 | 24.06 |
| Electoral Area E | - | - | - | - | - | - | - | - |
| Electoral Area F | 19.55 | 19.85 | 20.14 | 21.35 | 21.46 | 23.60 | 26.20 | 26.33 |
| Electoral Area G | 17.30 | 17.56 | 17.83 | 18.90 | 18.99 | 20.89 | 23.19 | 23.30 |
| Electoral Area H | 13.97 | 14.18 | 14.39 | 15.25 | 15.33 | 16.86 | 18.72 | 18.81 |

ATTACHMENT 6

TABLE 2 Financial Plan Projections for Ravensong Aquatic Centre \$9.4 million¹ Expansion 2018 – 2025 with Grant Funding

| | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|------------------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Tax Requisition | \$ (1,990,032) | \$(2,019,882) | \$(2,050,180) | \$(2,080,933) | \$(2,112,147) | \$(2,143,830) | \$(2,175,987) | \$(2,208,627) |
| Tax Requisition-Incremental | | | | (92,258) | (71,910) | (258,633) | (490,747) | (471,440) |
| Operating Revenue | (702,375) | (723,268) | (744,787) | (766,953) | (789,784) | (813,299) | (837,520) | (862,468) |
| | | | | | | (265,000) | (265,000) | (265,000) |
| Total Operating Revenues | (2,692,407) | (2,743,150) | (2,794,967) | (2,940,144) | (2,973,841) | (3,480,762) | (3,769,254) | (3,807,535) |
| Operating Expenses | 2,331,839 | 2,320,454 | 2,359,815 | 2,399,940 | 2,440,842 | 2,482,538 | 2,525,043 | 2,568,374 |
| Operating Expenses-Incremental | | | | 120,000 | | 631,015 | 638,686 | 646,509 |
| Transfer to Reserves | 450,180 | 450,180 | 450,180 | 350,180 | 350,180 | 350,180 | 350,180 | 350,180 |
| Transfer to Reserves-Incremental | | | | | | (200,000) | (200,000) | (200,000) |
| Total Operating Expenditures | 2,782,019 | 2,770,634 | 2,809,995 | 2,870,120 | 2,791,022 | 3,263,733 | 3,313,909 | 3,365,063 |
| Operating (surplus) deficit | 89,612 | 27,484 | 15,028 | (70,024) | (182,819) | (217,028) | (455,345) | (442,472) |
| Capital Asset Expenditure | | | | | | | | |
| | - | - | - | - | - | - | - | - |
| Capital - Expansion | - | - | - | - | 9,400,000 | - | - | - |
| Capital - Other | 693,360 | 42,700 | 17,040 | 302,500 | 31,050 | 103,660 | 119,200 | 412,040 |
| New Borrowing | | - | - | - | (3,700,000) | - | - | - |
| Reserve Fund | (625,000) | - | (17,040) | (215,000) | (2,000,000) | (45,000) | - | (275,000) |
| Capital Grant | - | - | - | - | (3,700,000) | - | - | - |
| Net Capital funded from Operations | 68,360 | 42,700 | - | 87,500 | 31,050 | 58,660 | 119,200 | 137,040 |
| Capital Financing Charges | | | | | | | | |
| New Debt Principal and Interest | - | - | - | - | - | 322,698 | 322,698 | 322,698 |
| Total Capital Financing Charges | - | - | - | - | - | 322,698 | 322,698 | 322,698 |
| Net (surplus)/deficit for the year | 157,972 | 70,184 | 15,028 | 17,476 | (151,769) | 164,330 | (13,447) | 17,266 |
| Add: Prior Year (surplus)/deficit | (342,166) | (184,194) | (114,010) | (98,982) | (81,506) | (233,275) | (68,946) | (82,393) |
| (Surplus) applied to future years | \$ (184,194) | \$ (114,010) | \$ (98,982) | \$ (81,506) | (233,275) | \$ (68,946) | \$ (82,393) | \$ (65,127) |

¹\$9.4 million is the estimated inflated cost in 2022

ATTACHMENT 7

2018-2025 Financial Projections – Expansion to Ravensong Aquatic Centre with No Grant Funding

Findings within the Master Plan show that improved indoor aquatics is a high priority for both residents and user groups. Meeting this need is the largest capital project within the Master Plan. As previously mentioned grant funding for a significant portion of the capital cost would be the preferred option. Staff will continue to pursue alternative funding sources including DCCs (applicable to park acquisitions/improvements only), developer amenity contributions and grants. The financial analysis presented anticipates:

- \$9,400,000 expansion to Ravensong Aquatic Centre in 2022:
 - \$7,400,000 funded through borrowing (assumes no grants or other contributions) and \$2,000,000 to be funded from a reallocation of existing reserves planned for facility upgrades which would be incorporated into this expansion project;
 - Interest rate for borrowing is projected at 5% and term of loan is 20 years;
 - \$120,000 is included for community consultation and elector approval costs in 2021;
 - Recreation fees, Facility rentals and Other Revenue in this model have been adjusted upward in 2023 to reflect projected increases due to the expansion;
 - Building operations, Program costs, Operating costs and Wages and Benefits have been increased in 2023 to reflect the expansion for this model;
 - Contributions to reserve have been reduced in 2023 to reflect the decreased need for major maintenance after the expansion project.

As the Ravensong Aquatic Centre requisition is based 50% on usage and 50% on assessments, the financial impact varies by participant. Table 1 shows the tax requisition by contributing area per \$100,000 assessed value 2018 through 2025 (using 2018 assessments). Table 2 shows Financial Plan Projections with incremental changes.

TABLE 1
Tax Requisition per \$100,000 assessed value (using 2018 assessments) \$9.4 Million Expansion With No Grant Funding in 2022

| Year | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|------------------------|-------|-------|-------|-------|-------|-------|-------|-------|
| City of Parksville | 16.15 | 16.40 | 16.64 | 17.64 | 17.73 | 22.16 | 24.38 | 24.38 |
| Town of Qualicum Beach | 17.86 | 18.13 | 18.40 | 19.51 | 19.61 | 24.51 | 26.96 | 26.96 |
| Electoral Area E | - | - | - | - | - | - | - | - |
| Electoral Area F | 19.55 | 19.85 | 20.14 | 21.35 | 21.46 | 26.82 | 29.51 | 29.51 |
| Electoral Area G | 17.30 | 17.56 | 17.83 | 18.90 | 18.99 | 23.74 | 26.11 | 26.11 |
| Electoral Area H | 13.97 | 14.18 | 14.39 | 15.25 | 15.33 | 19.16 | 21.08 | 21.08 |

ATTACHMENT 7

TABLE 2
RDN 2018 – 2025 Financial Analysis Ravensong Aquatic Centre \$9.4 Million¹ Expansion With No Grant Funding in 2022

| | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 1.5% | 1.5% | 6.0% | 0.5% | 25.0% | 10.0% | 0.0% |
| Tax Requisition | \$ (1,990,032) | \$ (2,019,882) | \$ (2,050,180) | \$ (2,080,933) | \$ (2,112,147) | \$ (2,143,830) | \$ (2,175,987) | \$ (2,208,627) |
| Tax Requisition-Incremental | | | | (92,258) | (71,910) | (586,241) | (827,091) | (794,451) |
| Operating Revenue | (702,375) | (723,268) | (744,787) | (766,953) | (789,784) | (813,299) | (837,520) | (862,468) |
| Operating Revenue-Incremental | | | | | | (265,000) | (265,000) | (265,000) |
| Total Operating Revenues | (2,692,407) | (2,743,150) | (2,794,967) | (2,940,144) | (2,973,841) | (3,808,370) | (4,105,598) | (4,130,546) |
| Operating Expenses | 2,331,839 | 2,320,454 | 2,359,815 | 2,399,940 | 2,440,842 | 2,482,538 | 2,525,043 | 2,568,374 |
| Operating Expenses-Incremental | | | | 120,000 | | 631,015 | 638,686 | 646,509 |
| Transfer to Reserves | 450,180 | 450,180 | 450,180 | 350,180 | 350,180 | 350,180 | 350,180 | 350,180 |
| Transfer to Reserves-Incremental | | | | | | (200,000) | (200,000) | (200,000) |
| Total Operating Expenditures | 2,782,019 | 2,770,634 | 2,809,995 | 2,870,120 | 2,791,022 | 3,263,733 | 3,313,909 | 3,365,063 |
| Operating (surplus) deficit | 89,612 | 27,484 | 15,028 | (70,024) | (182,819) | (544,637) | (791,690) | (765,484) |
| Capital Asset Expenditure | | | | | | | | |
| Capital - Expansion | - | - | - | - | 9,400,000 | - | - | - |
| Capital - Other | 693,360 | 42,700 | 17,040 | 302,500 | 31,050 | 103,660 | 119,200 | 412,040 |
| New Borrowing | | - | - | - | (7,400,000) | - | - | - |
| Reserve Fund | (625,000) | - | (17,040) | (215,000) | (2,000,000) | (45,000) | - | (275,000) |
| Capital Grants | - | - | - | - | - | - | - | - |
| Net Capital funded from Operations | 68,360 | 42,700 | - | 87,500 | 31,050 | 58,660 | 119,200 | 137,040 |
| Capital Financing Charges | | | | | | | | |
| New Debt Principal and Interest | - | - | - | - | - | 645,396 | 645,396 | 645,396 |
| Total Capital Financing Charges | - | - | - | - | - | 645,396 | 645,396 | 645,396 |
| Net (surplus)/deficit for the year | 157,972 | 70,184 | 15,028 | 17,476 | (151,769) | 159,419 | (27,094) | 16,952 |
| Add: Prior Year (surplus)/deficit | (342,166) | (184,194) | (114,010) | (98,982) | (81,506) | (233,275) | (73,856) | (100,950) |
| (Surplus) applied to future years | \$ (184,194) | \$ (114,010) | \$ (98,982) | \$ (81,506) | (233,275) | \$ (73,856) | \$ (100,950) | \$ (83,998) |

¹\$9.4 million is the estimated inflated cost in 2022

ATTACHMENT 8

2018-2025 Financial Projections Overall Impacts to Tax Requisitions for all Participating Areas, Completion of Ballenas Training Track, Artificial Turf Field, Expansion to Ravensong Aquatic Centre with Grant Funding incorporated

The financial analysis presented anticipates:

- During 2019 through 2023, \$200,000 in funds will be set aside each year as contribution to reserves to allow for the removal of the District 69 Arena and remediation of the site in 2024 expected to cost \$1,000,000.
- \$1,000,000 upgrade to Ballenas track in 2019:
 - \$500,000 funded through grant and \$500,000 funded through borrowing;
 - Interest rate for borrowing is projected at 4% and term of loan is 5 years;
 - Contributions to reserves would be increased by \$21,250 starting in 2020 to fund \$170,000 in major maintenance in 2027;
 - Operating costs would increase by \$10,000 in 2020;
- \$1,500,000 capital expenditure for an artificial turf field in 2020:
 - \$750,000 funded through grant and \$750,000 funded through borrowing;
 - Interest rate for borrowing is projected at 4% and term of loan is 10 years;
 - Contributions to reserves would be increased by \$60,000 starting in 2021 to fund \$600,000 in major maintenance in 2030;
 - Operating costs would increase by \$20,000 in 2021;
 - It is assumed that the artificial turf field will be constructed on local government land or possibly land owned by Qualicum School District #69.
- \$9,400,000 expansion to Ravensong Aquatic Centre in 2022:
 - \$3,700,000 funded through borrowing, \$3,700,000 funded through grants and \$2,000,000 funded from reserves;
 - Interest rate for borrowing is projected at 5% and term of loan is 20 years;
 - \$120,000 would be included for community consultation costs and elector approval process in 2021;
 - Recreation fees, Facility rentals and Other Revenue have been adjusted upward in 2023 to reflect the increase due to the expansion for this model;
 - Building operations, Program costs, Operating costs and Wages and Benefits have been increased in 2023 to reflect the expansion for this model;
 - Contributions to reserve would be reduced in 2023 to reflect the decreased need for major maintenance after the expansion project.

For all models, staff will continue to pursue other funding options such as DCCs, developer amenity contributions and grants where applicable. The Arena and Ravensong Aquatic Centre requisitions are based 50% on usage and 50% on assessments and the financial impact varies by participant. The Northern Community Recreation tax requisition is based on assessments¹ so the financial contribution is identical for all participants. Table 1 shows the combined tax requisition by contributing area per

¹ Existing Sportsfields are allocated based on Usage Surveys – since these new Sportsfields are not yet contemplated in the Usage Surveys, tax requisitions based on assessments are being used for the Ballenas track and the artificial turf field.

ATTACHMENT 8

\$100,000 assessed value 2018 through 2025 (using 2018 assessments). Table 2 shows the combined tax requisition per contributing area per \$100,000 assessed value in graphical form.

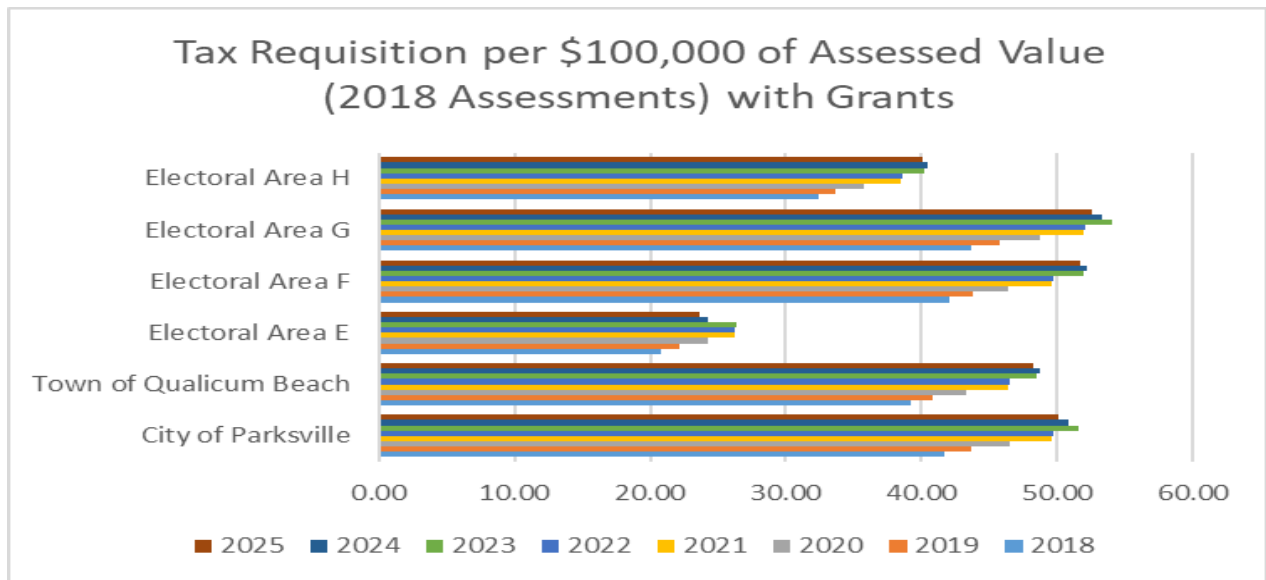
TABLE 1

D69 Overall Masterplan Tax Requisition per \$100,000 assessed value (using 2018 assessments) with Grant Funding

| Year | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|------------------------|-------|-------|-------|-------|-------|-------|-------|-------|
| City of Parksville | 41.68 | 43.69 | 46.48 | 49.59 | 49.74 | 51.57 | 50.90 | 50.14 |
| Town of Qualicum Beach | 39.23 | 40.85 | 43.26 | 46.36 | 46.52 | 48.54 | 48.80 | 48.27 |
| Electoral Area E | 20.84 | 22.15 | 24.23 | 26.21 | 26.27 | 26.33 | 24.31 | 23.69 |
| Electoral Area F | 42.05 | 43.80 | 46.35 | 49.59 | 49.75 | 51.96 | 52.25 | 51.67 |
| Electoral Area G | 43.71 | 45.82 | 48.72 | 51.93 | 52.08 | 54.04 | 53.37 | 52.57 |
| Electoral Area H | 32.41 | 33.69 | 35.75 | 38.52 | 38.66 | 40.25 | 40.50 | 40.10 |

TABLE 2

D69 Overall Masterplan Tax Requisition per \$100,000 assessed value (using 2018 assessments) with Grant Funding in graphical form



ATTACHMENT 9

2018-2025 Financial Projections Overall Impacts to Tax Requisitions for all Participating Areas, Completion of Ballenas Training Track, Artificial Turf Field, Expansion to Ravensong Aquatic Centre with No Grants or Other Contributions

The financial analysis presented anticipates:

- During 2019 through 2023, \$200,000 in funds are being set aside each year as a contribution to reserves to allow for the removal of the District 69 Arena and remediation of the site in 2024. Combined the removal of the building and site remediation is expected to cost \$1,000,000.
- \$1,000,000 upgrade to Ballenas track in 2019:
 - \$1,000,000 funded through borrowing;
 - Interest rate for borrowing is projected at 4% and term of loan is 5 years;
 - Contributions to reserves would be increased by \$21,250 starting in 2020 to fund \$170,000 for major maintenance in 2027;
 - Operating costs would increase by \$10,000 in 2020;
- \$1,500,000 capital expenditure for an artificial turf field in 2020:
 - \$1,500,000 funded through borrowing;
 - Interest rate for borrowing is projected at 4% and term of loan is 10 years;
 - Contributions to reserves would be increased by \$60,000 starting in 2021 to fund \$600,000 for major maintenance in 2030;
 - Operating costs would increase by \$20,000 in 2021;
 - It is assumed that the artificial turf field will be constructed on local government land or possibly land owned by Qualicum School District #69.
- \$9,400,000 expansion to Ravensong Aquatic Centre in 2022:
 - \$7,400,000 funded through borrowing and \$2,000,000 funded through reserves;
 - Interest rate for borrowing is projected at 5% and term of loan is 20 years;
 - \$120,000 for community consultation costs and elector approval process in 2021;
 - Recreation fees, Facility rentals and Other Revenue have been adjusted upward in 2023 to reflect the increase due to the expansion for this model;
 - Building Operations, Program Costs, Operating Costs and Wages and Benefits have been increased in 2023 to reflect the expansion for this model;
 - Contributions to reserve would be reduced in 2023 to reflect the decreased need for major maintenance after the expansion project.

For all models, staff will continue to pursue other funding options such as DCCs, developer amenity contributions and grants where applicable. The Arena and Ravensong Aquatic Centre requisitions are based 50% on usage and 50% on assessments and the financial impact varies by participant. The Northern Community Recreation tax requisition is based on assessments¹ so the financial contribution is identical for all participants. Table 1 shows the combined tax requisition by contributing area per

¹ Existing Sportsfields are allocated based on Usage Surveys – since these new Sportsfields are not yet contemplated in the Usage Surveys, tax requisitions based on assessments are being used for the Ballenas track and the artificial turf field.

ATTACHMENT 9

\$100,000 assessed value 2018 through 2025 (using 2018 assessments). Table 2 shows the combined tax requisition per contributing area per \$100,000 assessed value in graphical form.

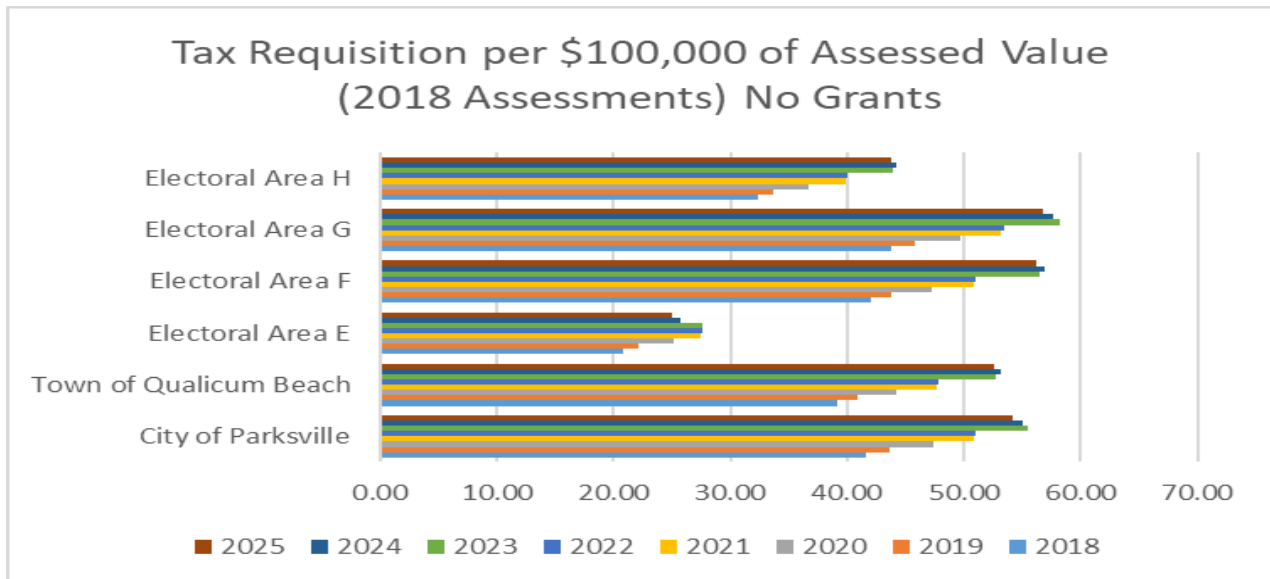
TABLE 1

D69 Overall Masterplan Tax Requisition per \$100,000 assessed value (using 2018 assessments) no Grants

| Year | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|------------------------|-------|-------|-------|-------|-------|-------|-------|-------|
| City of Parksville | 41.68 | 43.69 | 47.40 | 50.89 | 51.04 | 55.54 | 55.00 | 54.13 |
| Town of Qualicum Beach | 39.23 | 40.85 | 44.19 | 47.65 | 47.82 | 52.78 | 53.19 | 52.54 |
| Electoral Area E | 20.84 | 22.15 | 25.16 | 27.50 | 27.57 | 27.63 | 25.68 | 25.06 |
| Electoral Area F | 42.05 | 43.80 | 47.27 | 50.88 | 51.05 | 56.48 | 56.93 | 56.22 |
| Electoral Area G | 43.71 | 45.82 | 49.64 | 53.22 | 53.38 | 58.20 | 57.66 | 56.75 |
| Electoral Area H | 32.41 | 33.69 | 36.68 | 39.82 | 39.96 | 43.86 | 44.23 | 43.74 |

TABLE 2

D69 Overall Masterplan Tax Requisition per \$100,000 assessed value (using 2018 assessments) no Grants in graph form



The lowest tender price was submitted by Windley Contracting Ltd. for \$262,710.00 (excluding GST).

The Consultant, Timberlake-Jones Engineering, has reviewed the tenders for compliance and recommends awarding the contract to Windley Contracting Ltd.

ALTERNATIVES

1. Award the tender for the Anchor Way Watermain construction to Windley Contracting Ltd. for \$262,710.00 (excluding GST).
2. Provide alternate direction to Regional District of Nanaimo staff regarding the project.

FINANCIAL IMPLICATIONS

Under Alternative 1 the project can proceed as planned. The recommended construction tender price is within the approved 2018 budget for this project. Borrowing approval for this project was granted under Bylaw 1714, 2014.

STRATEGIC PLAN IMPLICATIONS

The Anchor Way Watermain Replacement project advances the Board Strategic Priority to Focus on Organizational Excellence. This priority states that the RDN will deliver efficient, effective and economically viable services that meet the needs of the Region, including funding infrastructure in support of our core services employing an asset management focus.

The existing 150mm diameter AC watermain is near the end of its expected lifespan and unable to provide sufficient fire flows. As such, the replacement of this watermain helps to ensure that residents have a safe and sufficient supply of drinking water and fire protection flow, while also minimizing the potential for watermain breaks. This project helps to protect both the quality and quantity of drinking water resources for the service area.



Gerald St. Pierre, P.Eng., PMP
gstpierre@rdn.bc.ca
March 23, 2018

Reviewed by:

- S. De Pol, Director, Water & Wastewater Services
- R. Alexander, General Manager, Regional & Community Utilities
- P. Carlyle, Chief Administrative Officer

TO: Regional District of Nanaimo
Committee of the Whole

MEETING: April 10, 2018

FROM: Jon Wilson
Manager of Emergency Services

FILE: 2240 20 VSF

SUBJECT: District 69 Victim Services Funding Agreement

RECOMMENDATION

That the Board approve the agreement to provide a grant of \$65,000 per year to the District 69 Family Resource Association for the provision of the Oceanside RCMP Victim Services Program for a two and a half (2.5) year term beginning September 1, 2017 and ending March 31, 2020.

SUMMARY

The Ministry of Public Safety and Solicitor General (Ministry) are responsible for the operation of victim services programs within BC. On September 1, 2017 the Ministry entered into an agreement with the District 69 Family Resource Association (FRA) to be the new Victim Services Program provider for the Oceanside RCMP Detachment. At the Community Justice Select Committee meeting on October 16, 2017 the Regional District of Nanaimo (RDN) was advised of the changes in the program and as a result, has had to prepare a new funding agreement. Approval of the attached funding agreement with the FRA is necessary to support the continuity of the Victim Services Program for the next two and a half (2.5) years.

BACKGROUND

The Ministry of Public Safety and Solicitor General (Ministry) is responsible for the delivery of victim services in British Columbia (BC) and determined the service provider. In 2017, the Ministry worked with the Oceanside RCMP to find a new service provider for victim services. The Ministry selected the Family Resource Association (FRA) and issued a Notice of Intent to award FRA the contract for victim services which was not opposed, and resulted in the FRA being awarded the Oceanside RCMP Victim Services Program. The agreement between the FRA and the Ministry is for a two and a half (2.5) year term ending March 31, 2020.

At the Community Justice Select Committee meeting of October 16, 2017 the Oceanside RCMP Detachment introduced the FRA as the new victim services program provider and Deborah Joyce, the FRA Chief Executive Officer, provided a program overview as a delegation to the meeting.

The program is co-funded by the Province at approximately \$56,600 per year and the RDN at \$65,000 per year. The funding provides for two (2) paid coordinators to work from both the FRA offices and the Oceanside RCMP Detachment, to coordinate and facilitate services and assistance to victims of crime.

The agreement has been prepared by the RDN's solicitor and reviewed with FRA. The term of the agreement will coincide with the agreement term between the Ministry and the FRA. The RDN funding is provided to the FRA in August of each year and therefore it will be pro-rated in the final year, for the shorter period of August 1, 2019 to March 31, 2020.

ALTERNATIVES

1. That the Board approve the agreement to provide a grant of \$65,000 per year to the District 69 Family Resources Association for the provision of the Oceanside RCMP Victim Services Program for a two and a half (2.5) year term beginning September 1, 2017 and ending March 31, 2020.
2. That alternate direction be provided for the District 69 Victim Services Funding.

FINANCIAL IMPLICATIONS

The funding of \$65,000 per year for victim services in District 69 is a regularly budgeted item and incorporated within the RDN's 2018 Financial Plan.

In January 2018, the RDN provided a payment of \$37,917 to the FRA for the period of service of September 1, 2017 and March 31, 2018 to ensure interim funding was provided while the agreement was being prepared and which coincides with the FRA fiscal year end. The remaining payment of \$27,083 will be paid upon approval of the agreement.

STRATEGIC PLAN IMPLICATIONS

Approval of the agreement to ensure program continuity for the delivery of victim services supports the RDN Strategic Plan goal of Service and Organizational Excellence by continuing to deliver efficient, effective and economically viable services that meet the needs of the region.



Jon Wilson
jwilson@rdn.bc.ca
April 3, 2018

Reviewed by:

- D. Pearce, Director, Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer

Attachments

1. District 69 Victim Services Funding Agreement 2017 - 2020

THIS AGREEMENT made the ____ day of _____, 2018

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Rd.
Nanaimo, BC V9T 6N2

(herein called the "**Regional District**")

OF THE FIRST PART

AND:

DISTRICT 69 FAMILY RESOURCE ASSOCIATION
198 Morrison Ave.
PO BOX 965
Parksville, BC V9P 2H1

(herein called the "**Association**")

OF THE SECOND PART

- A. WHEREAS the Regional District did, by Bylaw No. 1479, establish a service known as the "Crime Prevention and Community Justice Support Service", for the provision of assistance in relation to crime prevention and community justice services programs operating in the City of Parksville, the Town of Qualicum Beach, and Electoral Areas E, F, G and H;
- B. AND WHEREAS the Board has agreed to provide assistance in relation to crime prevention and community justice services programs operated by the Association; and
- C. AND WHEREAS the Association has agreed to accept the assistance on the terms and conditions contained in this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the terms and conditions hereinafter contained the parties hereto covenant and agree each with the other as follows:

1.0 DEFINITIONS

1.1 In this Agreement the following terms have the following meanings:

- (a) "**Additional Grant**" means any amount provided by the Regional District to the Association pursuant to section 3.3 of this Agreement;
- (b) "**Basic Grant**" means \$65,000 (Sixty Five Thousand Dollars (CAD));
- (c) "**Board**" means the Board of the Regional District of Nanaimo;
- (d) "**Crime Prevention and Community Justice Support Service**" means the service created by the Regional District pursuant to Bylaw No. 1479;

- (e) "**Director of Finance**" means the Regional District officer or employee who has been designated as the Director of Finance;
- (f) "**Grants**" means the Basic Grant and any Additional Grants;
- (g) "**Oceanside RCMP Victim Service Program**" means the services listed in Schedule "A" to this Agreement.

2.0 TERM

- 2.1 Upon signing, the term of this Agreement is agreed to have commenced on **September 1, 2017** and will end on **March 31, 2020**, unless otherwise terminated under this Agreement (the "**Term**"). The Agreement may be renewed for further terms at the option of the Board.

3.0 GRANT

- 3.1 The Regional District shall provide to the Association, the Basic Grant on or about August 1 in each calendar year, unless the Basic Grant is to be prorated to reflect a shorter time frame for service than a full year, such as at the commencement or end of this Agreement.
- 3.2 At the request of the Regional District, the Association shall provide a brief presentation to an open meeting of one or both of the Board and a Board Committee outlining its activities and sources of funding for victim services in the previous year.
- 3.3 Upon the request of the Association, the Regional District may in its absolute and sole discretion provide additional funds to the Association over and above the Basic Grant in any year within the Term, for either the Oceanside RCMP Victim Services program, or an additional victim services program that falls within the mandate of the Crime Prevention and Community Justice Support Service.
- 3.4 If the Association does not fully expend any Grants the year in which such funds are received, the Association shall return any such amounts to the Regional District.

4.0 ASSOCIATION COVENANTS

- 4.1 The Association shall ensure that any and all Grants are used solely and exclusively for costs directly related to the delivery and administration of the Oceanside RCMP Victim Services Program by the Association, or any other victim services programs approved by the Regional District in writing.
- 4.2 The Association shall at all times while this Agreement is in effect, maintain liability insurance with a minimum amount of \$10,000,000 (Ten Million Dollars (CDN)) coverage per occurrence, with the Regional District named as an additional co-insured.
- 4.3 The Association shall ensure that the insurance referred to in section 4.2 above contains a cross liability clause and a waiver of subrogation clause in favour of the Regional

District and shall contain a clause requiring the insurer not to cancel or change the insurance without first giving the Regional District thirty (30) days' written notice.

- 4.4 As required by the Regional District from time to time, the Association shall provide the Regional District with a copy of all policies of insurance required under section 4.2 or if requested by the Regional District, a certificate of insurance signed by an authorized representative of the insurer as evidence of such coverage, accompanied by evidence satisfactory to the Regional District that the premiums in respect to that policy or policies have been paid.
- 4.5 The Association shall also throughout the Term, at its sole expense, maintain such insurance over vehicles (owned and non-owned) used in the provision of the Oceanside RCMP Victim Services Program or any other victim services programs provided pursuant to this Agreement, as is required under the *Insurance (Motor Vehicle) Act* of British Columbia, with liability limits of not less than \$2,000,000 (Two Million Dollars (CAD)).
- 4.6 The Association shall at all times strictly adhere to all legal, policy and confidentiality requirements of the Ministry of Public Safety & Solicitor General, and Oceanside RCMP, for the operation of the Oceanside RCMP Victim Services Program and delivery of victim services within the community.

5.0 ACCOUNTS

- 5.1 The Association shall, on or before July 1 in each calendar year, provide a statement of operating results to the Director of Finance, showing all sources of revenues and expenses for the Oceanside RCMP Victim Services Program and any other victim service program funded pursuant to this agreement in the previous fiscal year.
- 5.2 The Association shall maintain the books of account for the Oceanside RCMP Victim Services Program and any other victim services program funded pursuant to this agreement in a manner that details all income and expenditures for such programs as is normally required under general accounting practices. The Association shall furnish and make available such books of account for review by one or both of the Director of Finance or their designate, or the Officer in Charge, Oceanside RCMP Detachment or their designate, upon written request.

6.0 COMPLIANCE WITH LAWS

- 6.1 The Association is solely responsible for managing and directing their employees and/or volunteers and shall maintain compliance with WorkSafe BC regulations and all other legal and regulatory requirements relating to their staff and volunteers engaged in the delivery of the Oceanside RCMP Victim Services Program or any other victim services provided pursuant to this Agreement.
- 6.2 The Association shall ensure the Oceanside RCMP Victim Services Program or any other victim services provided pursuant to this Agreement are undertaken in accordance with all statutory and other legal requirements that may apply.

7.0 REPRESENTATIONS AND WARRANTIES

7.1 The Association represents and warrants to the Regional District that:

- (a) the Association is incorporated as a society under the provisions of the *Societies Act (British Columbia)*;
- (b) the Association has the power and capacity to accept, execute and deliver, and to perform its obligations under this Agreement; and
- (c) to the best of the Association's knowledge and belief, the facts stated in the Application are true and correct.

8.0 RELATIONSHIP BETWEEN THE PARTIES

8.1 No provision of this Agreement shall be construed as creating a partnership or joint venture relationship, or a principal-agent relationship between the Regional District and the Association in relation to the Oceanside RCMP Victim Services Program, or otherwise. The Oceanside RCMP Victim Services Program is not a service of the Regional District, and the Association does not undertake the Oceanside RCMP Victim Services Program as a contractor on behalf of the Regional District. Nothing in this Agreement, and no actions taken by the Regional District in implementing or enforcing this Agreement, shall:

- (a) make the Regional District responsible in any way for the management, supervision, operation or delivery of the Oceanside RCMP Victim Services Program;
- (b) give rise to any liability on the part of the Regional District, whether to the Association or to any other person, for any losses, damages, costs, or liabilities arising from or related to the Oceanside RCMP Victim Services Program; or
- (c) be interpreted as giving rise to a duty of care on the part of the Regional District to the Association, or to any other person, to investigate or to verify whether the Oceanside RCMP Victim Services Program is being undertaken in accordance with the requirements of this Agreement, or in accordance with any statutory or legal requirements that may apply.

9.0 INDEMNITY

9.1 The Association shall indemnify and save harmless the Regional District, its employees, agents, officers, directors, and authorized representatives, and each of them, (collectively "the **Indemnified Parties**") from and against all losses, claims, damages, actions, causes of action, costs, and expenses, of any kind that one or more of the Regional District and the Indemnified Parties may sustain, incur, suffer or be put to at any time, arising from acts, errors or omissions including negligent acts or breaches of law, contract or trust, committed by the Association or its employees, agents, officers or directors in relation to their use of the Annual Grant for the purposes of the Oceanside RCMP Victim Services Program. This indemnity shall survive the termination of this Agreement.

10.0 NON-DEROGATION

10.1 Nothing contained or implied in this Agreement shall prejudice or affect the rights and powers of the Regional District in the exercise of its functions under any public or private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised as if this Agreement had not been executed and delivered by the parties, and the interpretation of this Agreement shall be subject to and consistent with statutory restrictions imposed on the Regional District under the *Local Government Act* and *Community Charter*.

11.0 NOTICE

11.1 It is hereby mutually agreed that any notice required to be given under this Agreement will be deemed to be sufficiently given:

- (a) if delivered by hand; or
- (b) if mailed from any government postal outlet in the Province of British Columbia by prepaid registered mail addressed as follows:

if to the RDN:

Corporate Officer
Regional District of Nanaimo
6300 Hammond Bay Rd.
Nanaimo, BC V9T 6N2

if to the Oceanside RCMP Victim Services Program:

District 69 Family Resource Association
198 Morrison Ave.
PO BOX 965
Parksville, BC V9P 2H1.

12.0 TIME

12.1 Time is of the essence of this Agreement.

13.0 BINDING EFFECT

13.1 This Agreement will enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors, and permitted assignees.

14.0 WAIVER

14.1 The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

15.0 TERMINATION

- 15.1 The Regional District may terminate this Agreement upon giving ninety (90) days written notice to the Association should the Regional District or any successor to the Regional District provide alternate victim services program services within School District 69.
- 15.2 The Regional District may terminate this Agreement immediately, without notice to the Oceanside RCMP Victim Services Program or other party should:
- (a) the Association, in the opinion of the Regional District, fails to perform any of the terms of its obligations or covenants of the Association hereunder and such failure shall continue beyond thirty (30) days from delivery by the Regional District to the Association of written notice specifying the failure and requiring remedy thereof;
 - (b) the Association makes an assignment in bankruptcy or is declared bankrupt;
 - (c) the Association uses the Basic Grant or Additional Grant for a purpose other than the Oceanside RCMP Victim Services Program or another victim services program that has been approved in writing by the Regional District; or
 - (d) the Association violates any provision of this Agreement.
- 15.3 In the event that this Agreement is terminated, the Association shall furnish to the Regional District's Director of Finance or their designate, all books of account for the Oceanside RCMP Victim Services Program and any other victim services program provided pursuant to this Agreement which shall detail all income and expenditures for the current year of the programs up to the date of termination of this Agreement.
- 15.4 Within thirty (30) days from the date of termination of this Agreement, the Association shall return the balance of any Grants remaining for the Oceanside RCMP Victim Services Program or any other victim services program provided pursuant to this Agreement.

16.0 LAW APPLICABLE

- 16.1 This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

17.0 INTERPRETATION

- 17.1 Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

18.0 AMENDMENT

- 18.1 This Agreement may not be modified or amended except by the written agreement of the parties.

19.0 COUNTERPART

19.1 This Agreement may be executed in counterpart with the same effect as if both parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

Regional District of Nanaimo)
by its authorized signatories:)
)
)
_____)
Chairperson)
)

_____)
Corporate Officer)
Regional District of Nanaimo)

District 69 Family Resource)
Association by its authorized)
signatory:)
)
)
_____)
Deborah Joyce)
Chief Executive Officer)

Schedule A

Oceanside RCMP Victim Service Program

Provision of case workers to work directly with RCMP to provide support services, practical assistance, information and referrals to clients who have been victims of crime.

Key areas of responsibility:

- 1) Conducting client intake
- 2) Providing information regarding victim services role and services offered
- 3) Assisting clients to complete intake forms
- 4) Maintaining client and program confidentiality
- 5) Providing emotional support to clients who have been victims of crime
- 6) Assessing client need for other services and providing information on organizations and other services such as service agencies, counsellors, legal aid lawyers, physicians, mental health services, etc.
- 7) Recommending appropriate services to clients
- 8) Providing crisis response and intervention as necessary
- 9) Supporting client interests and rights by performing duties such as liaising for clients with police and Crown Counsel, obtaining information about client case status and hearing dates
- 10) Providing information on police, legal and medical systems in general and specific to client cases.
- 11) Providing information on crime prevention to clients to avoid re-victimization
- 12) Providing supportive court services such as explaining court processes and trial procedures and providing court orientation and information on court preparation
- 13) Providing accompaniment and/or transportation such as to court, police and medical appointments
- 14) Assisting clients in completing legal forms such as Criminal Injury Compensation Applications and Victim Impact Statements
- 15) Participating in public education to raise awareness of physical or sexual assault and/or abuse
- 16) Consulting and liaising with community service agencies to maintain up-to-date information on available resources and develop community relations
- 17) Maintaining and providing statistics and reports regarding service delivery as required
- 18) Working collaboratively with RCMP members, volunteers and other associated professionals on victim services.

----- Forwarded message -----

From: **Ken Neden**

Date: Fri, Apr 6, 2018 at 2:23 PM

Subject: Arrowsmith Search and Rescue

To: fjfell.at.rdn@gmail.com, bobrogers4areaE@telus.net, jstanhope@shaw.ca, bill.veenhof@shaw.ca, mayor@parksville.ca, CouncillorOates@parksville.ca, mayor@qualicumbeach.com

Cc: Nick Rivers Paul Nash

To RDN Directors;

As you know Arrowsmith SAR is working to get necessary approvals and funding to build a new hall that can hold all our vehicles and equipment as well as having room for future expansion. The Town of Qualicum Beach has expressed interest in having us build at the airport. The first step in this process is to get an agreement with the RDN to buy us out of our share of the Hilliers Fire Hall which we built in 2003-2004. Please have a look at the attached proposal and contact me if you have any questions or concerns. We are drawing up plans for the new hall and hope to have agreements with the RDN and Town of Qualicum Beach in time to apply for a Capital Gaming Grant August 1.

Here is a link to an article on Vernon SAR approaching their Regional District for \$3.5 million to acquire land and build a new hall. <http://www.cbc.ca/news/canada/british-columbia/vernon-search-and-rescue-seeks-3-5m-for-new-headquarters-1.4600911>

We believe our project is fiscally responsible and still allows for our team to grow and serve the Region better.



Ken Neden

SAR Manager

250-927-3894



Proposal:

For RDN to buy out the \$200,000 ASAR facility presently located in Hilliers. The funds we receive will be vital in achieving our long terms goals.

Background:

ASAR currently operates out of a facility in Hilliers shared with the Coombs/Hilliers Fire Department. We have been at this location since 2003 and have simply outgrown our building. The space we occupy is presently sought after by the Coombs/Hilliers Fire Department. When the present hall was built we had one vehicle, we now have four vehicles as well as a Logistics trailer and Equipment trailer. We now have to store two vehicles and the Logistics trailer at member's residence some distance from the hall. Given the location, our callout times are much longer than needed owing to the proximity of our facility relative to where the typical response is required. Added response times obviously compromises safety.

Given the population growth of the area and more-so given the expected growth going forward, our equipment inventory has increased dramatically – this is expected to continue. The area is also a very popular tourist destination who want to explore the natural beauty. Current zoning and bylaws preclude an expansion of the current facility to meet our needs. The City of Qualicum is setting land aside to accommodate our expansion to a 4-bay steel building. Their contribution of land is vital to meeting our needs and affords us the chance to invest in facilities. As well, the Qualicum location is vastly superior proximity wise to our volunteers and to the typical incident location.

Justification:

RDN requires room to accommodate the Coombs/Hilliers fire department expansion needs. ASAR is able to invest in facilities, is better located, response times improve, forecast area growth is better served. ASAR gains a flexible building better able to handle and secure existing equipment. The proximity of the proposed new location, at QB Airport, gives us air support close by should it be required.

Cost for the project is expected to be \$750,000 - \$800,000 for the building alone.

Proposed Budget is as follows:

Cash on Hand \$200,000

Plus, expected payout from RDN \$200,000

Capital Gaming Grant application \$250,000

In addition we will be approaching the City of Parksville, Coastal Community Credit Union, local Service Clubs as well as other potential funding sources. The Town of Qualicum Beach is considering giving us space at the airport to build.

We invite your favourable consideration to accomplish the goals of the RDN, Coombs/Hilliers Fire Department and the ASAR concurrently. Your approval is requested.

Yours truly,

Arrowsmith Search and Rescue

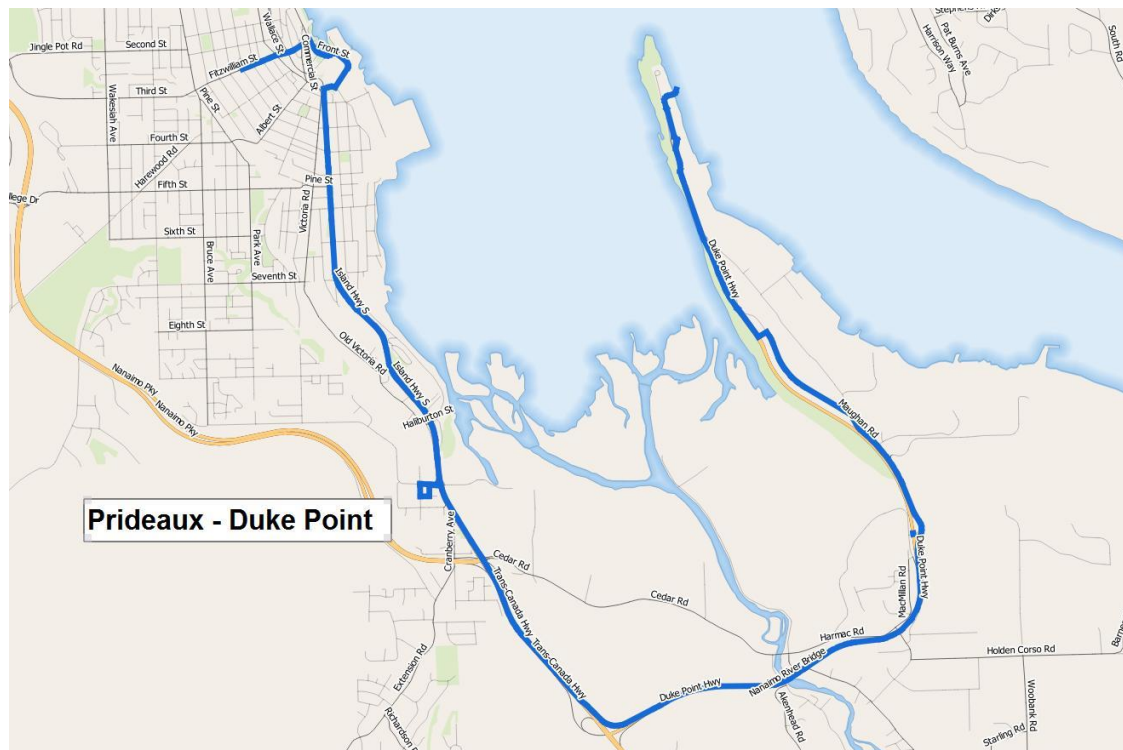
This expansion is in alignment with Regional District of Nanaimo (RDN) Transit’s Future Plan goals, identified within the Board endorsed Transit Future Plan, to enhance the current transit system and local transit network within the Region. Based on the expansion approval, BC Transit ordered two additional Compressed Natural Gas (CNG) buses that will be allocated to RDN Transit for the September 2018 expansion implementation. To date, BC Transit Fleet does not have any fleet options for providing medium size (30 foot) CNG buses.

The BC Transit ‘RDN Expansion Options 2018’ report assesses four options (Attachment ‘A’), which are in-line with feedback garnered through public consultation, online surveys, and ferry ridership data. This public feedback indicates that there is a significant need for transit to the Duke Point ferry terminal. As such, three options offered by BC Transit are aligned with this feedback, with a fourth option directed towards service improvements along Route 40.

Option A: Prideaux/Duke Point

Transit service from the Prideaux Street Exchange to the Duke Point ferry terminal is the most direct, shortest and most frequent option for providing transit service to Duke Point. A 5,000 hour annual expansion would allow for six ferries to be met by transit. The routing for this option starts at the Prideaux exchange, proceeding through downtown, then out to Duke Point via South Parkway Plaza, Duke Point Hwy, Duke Point industrial area (on each trip), arriving at the ferry terminal (Figure 1).

Figure 1. Routing for Option A: Prideaux to Duke Point (BC Transit: RDN Expansion Options 2018)

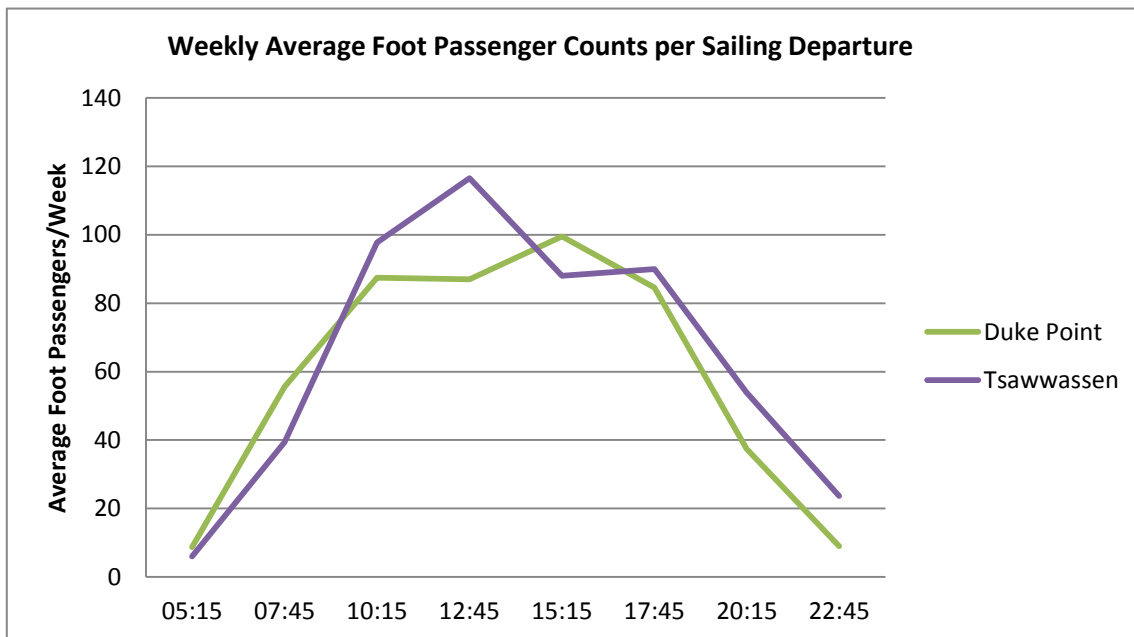


The direct travel of this option, from Prideaux to Duke Point, has been identified as a key priority in discussions with community groups and public engagement sessions. Preliminary scheduling for this option provides service to the ferry terminal between the hours of 7:00am to 8:30pm and would meet ferries from 7:45am to 8:15pm.

Transit Market for Providing Service to Ferry Terminals

Providing service to a ferry terminal such as Duke Point allows for a unique transit market. Foot passengers are a captive market with few to no options once they reach the Duke Point ferry terminal. Transit service to this area would offer a sustainable, predictable, low cost option to a ridership that has strong financial incentives to choose transit. The rising cost of fuel, coupled with costs of bringing a vehicle on the ferry, give travelers viable reasons not to drive and choose transit instead.

Data acquired through BC Ferries was analyzed based on foot passenger counts, providing useful information such as peak foot passenger ridership as well as which ferries would be best to meet, in order to better plan transit to this location. The foot passenger count is done on a per-terminal, per-sailing basis, with averages below in Graph 1.



Graph 1. Average foot passenger count per sailing, per week, out of Duke Point & Tsawwassen

As a result of this analysis, it was determined that the first and last ferries (05:15am & 10:45pm) would not yield significant enough ridership to justify transit to these sailings. As well, through discussion with BC Transit, it was determined that the geographic location and surrounding land uses of Duke Point ferry terminal are similar to those of Swartz Bay ferry terminal. Thus, parallels can be drawn between these terminals and the potential for transit ridership.

Current foot passenger and transit ridership data for the Swartz Bay ferry terminal indicate that there are on average, 4,500 foot passengers arriving and departing per day (BC Ferries, 2016). BC Transit analysis of ridership data indicates that approximately 30% of these foot passengers arrive and depart Swartz Bay ferry terminal using transit. Analysis of current BC Ferries data indicates that for the Duke Point ferry terminal there are on average, 3,500 foot passengers arriving and departing per week. Based

on the discussed similar nature of Duke Point and Swartz Bay ferry terminals, it can be forecast that once full ridership has been established, approximately three years from implementation, a similar ridership level of 25-30% of foot passengers utilizing Duke Point ferry terminal can be obtained if provided with a reliable, consistent transit option.

This service option would utilize 4,800 annual service hours. The remaining 200 annual hours would be used to help improve connection times on Routes 40, 7 and 20.

Option B: Route 40 Frequency Enhancement

A second option for the 5,000 hour annual conventional transit expansion is implementation towards service improvements on the Route #40. This route accounts for 30% of the overall RDN transit ridership of 2,815,000/year and experiences overloads during peak morning and evening times on weekdays, resulting in RDN transit operations having to run two buses instead of one.

Allocating the 5,000 hours to this option would allow for frequency realignment on this route, resulting in 10 minute frequency during peak morning hours, 15 minute frequency for the rest of the day until 5:00pm, and 30 minute frequency after 5:00pm.

Vancouver Island University (VIU) is currently updating their Transportation Demand Management (TDM) plan and, as reported in the local media, is experiencing major parking issues. VIU administration has indicated that, as new buildings are constructed, parking will be reduced on their site. As well, the local road network surrounding VIU also experiences parking issues along residential roads.

Improving transit service frequency towards VIU and downtown Nanaimo enables students and commuters to have reliable, frequent transit service.

This option utilizes the full allocation of expansion hours (5,000) and creates better frequency and reliability along the Route #40.

Option C: Cedar/Duke Point

Option C explores the restructuring of the current Route #7 into two separate routes, one to Cinnabar and the second to Cedar and Duke Point (Figure 1). The proposed route to Cedar/Duke Point would first travel to Duke Point via Prideaux exchange, Nicol St., South Parkway Plaza, Duke Point Hwy, Duke Point Industrial Area, Duke Point ferry terminal, Duke Point Industrial Area, then into Cedar via Maughan Rd, Gordon Rd, McMillan Rd, Cedar Rd, Gould Rd, Yellow Point Rd, Woobank, Holden Corso, McMillan Rd, Cedar Rd and Hwy 19 to reverse routing Prideaux (see Figure 2).

In exploring this as a possible service expansion option, it was determined that with this routing, it is not possible to provide viable, reliable, frequent service to the residents of Cedar in Area 'A', while also providing service to the Duke Point ferry terminal.

Current transit service to Cedar offers 10 trips per weekday, as a continuation of the Route #7 once it leaves Cinnabar. Restructuring the Route 7 as outlined above, to include service to Duke Point, would result in only 6 trips per day to Cedar, a reduction of 4 trips. As well, since the service to Duke Point will provide service to and from the ferry, the bus must wait for the ferry if it is late. Thus, the service through Cedar would be unreliable since the scheduled times would only be accurate when the ferry is on time.

Figure 2. Routing for restructuring of Route 7, split into 2 routes with one to Duke Point



This option would require 4,900 hours for 6 trips to Cedar & Duke Point. It is recommended that changes to Route 7 be made upon completion of the South Nanaimo Local Area Transit Plan.

FUTURE CONSIDERATIONS

There are several priorities that have been identified for expansion within the RDN transit service areas. Some of the priorities that are currently being explored for future expansion hours are as follows (in no particular order):

1. South Nanaimo Local Area Transit Plan
 - Public consultation process currently underway
 - Explores restructuring of Routes 7, 5, 6, & 30
 - Will explore referral of routing for the Route 7
 - Next steps (after public consultation) include planning, followed by public information sessions and workshops with key stakeholder groups and community organizations
2. Transit on Rutherford Rd & in Linley Valley
 - Requires public consultation & information sessions
 - This area has been experiencing growth and development
3. BC Transit/RDN to explore possibility of medium duty CNG buses
 - This will be supported by data from the Automated Vehicle Location (AVL) system being installed in the current 50 CNG buses which will be going live to the public in June 2018

ALTERNATIVES

1. That the 5,000 hour annual conventional transit expansion scheduled for September 2018 be implemented to provide transit service between Prideaux Street transit exchange and Duke Point ferry terminal.
2. That the 5,000 hour annual conventional transit expansion scheduled for September 2018 be implemented to provide service frequency improvements to the Route #40 VIU.

FINANCIAL IMPLICATIONS

Implementation of the 5,000 hour annual conventional transit expansion would be in September 2018, resulting in approximately 1,900 annual hours in 2018 and the full 5,000 hours in 2019.

The estimated annual net cost increase is \$332,000, which is included in the 2018 Financial Plan. As a result of a carry forward surplus greater than anticipated from 2017, the actual net cost increase is \$265,000 with the first year of expansion costs partially funded by the carry forward surplus. Costs are estimated and will vary depending on a number of items including fuel prices and the amount of deadhead service hours absorbed by the RDN. These requisition values are based on:

- No change in Custom transit hours for this purpose
- Requisition values are based on 2017 usage allocations for the Southern Community Service
- Full impact of expansion will be realized by 2019

The Financial Plan for 2018 to 2021 includes a 5,000 hour annual conventional transit service expansion for the fall of 2018. The following table provides a preliminary estimate of costs to Southern Community Transit participants as established by “*Southern Community Transit Service Area Conversion Bylaw No. 1230, 2001*”.

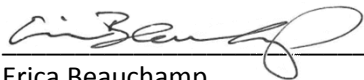
Table 1. Estimated allocation of 5,000 hour annual expansion for Options 1 & 2

| | Projected net cost of 5,000 hour expansion | 2017 Requisition | 2018 Requisition (includes 5,000 hour expansion) |
|---------------------|--|--------------------|--|
| Nanaimo | \$325,369 | \$8,575,356 | \$8,905,931 |
| Lantzville | \$3,255 | \$111,568 | \$89,111 |
| Electoral Area ‘A’ | \$3,013 | \$126,368 | \$82,477 |
| Electoral Area ‘C’* | \$363 | \$9,467 | \$9,923 |
| Total | \$332,000 | \$8,822,759 | \$9,087,442 |

although electoral area ‘C’ does not pay into conventional transit, in accordance with the transit allocation bylaw and Area ‘C’ participation in Custom transit, transit costs are apportioned based on overall transit usage

STRATEGIC PLAN IMPLICATIONS

This service expansion aligns with the RDN Strategic Plan Key Focus Area to '*Focus on Service and Organizational Excellence*', specifically the strategic priority to "*...advocate for transit improvements and active transportation*". Improving and expanding transit within the service area results in greater access for the public to more sustainable transportation and economic opportunities throughout the RDN and surrounding municipalities.



Erica Beauchamp

ebeauchamp@rdn.bc.ca

March 7, 2018

Reviewed by:

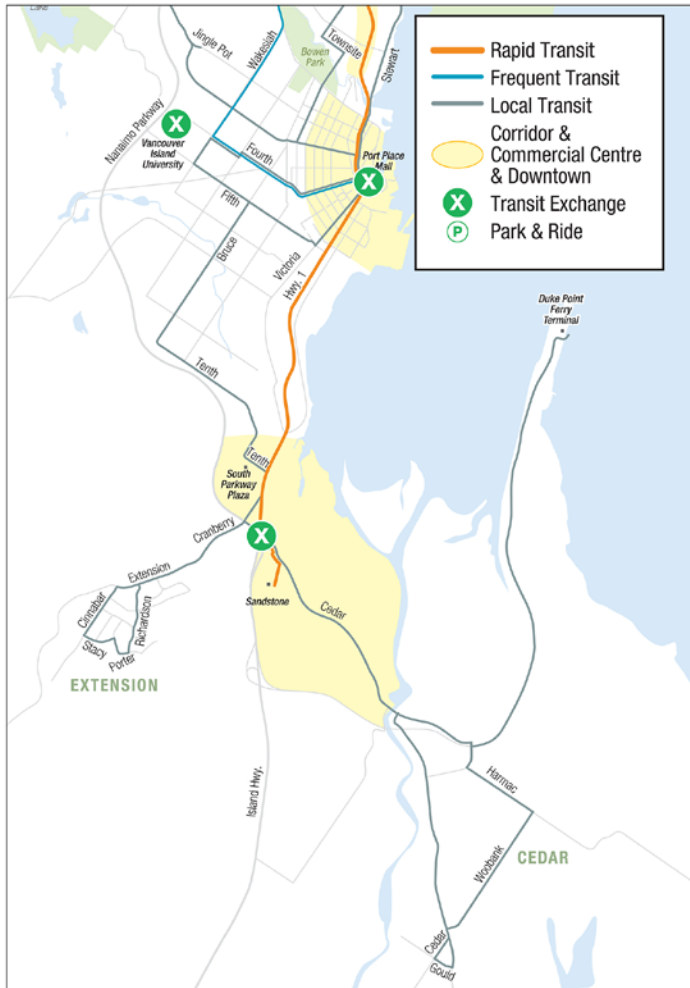
- D. Marshall, Manager, Transit Operations
- D. Pearce, Director, Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer

Attachment

1. BC Transit Report: '*Expansion Options 2018*'

RDN Expansion Options 2018

South Nanaimo Transit Future Network



Summary

To support the implementation of the Transit Future Plan, The Regional District of Nanaimo Board approved a 5,000-hour service expansion on December 12, 2017.

This report identifies three options to improve the Regional District of Nanaimo transit system by increasing travel opportunities to destinations. Two route alignments to provide transit service to Duke Point Ferry Terminal and nearby industrial complexes were evaluated. Service Improvements to Route 40 VIU Express, which experiences passenger crowding is also explored.

For each concept, an analysis of the key benefits and tradeoffs was conducted. Future service improvements to routes in the South Nanaimo area are also briefly discussed within the context of the South Nanaimo Local Area Transit Plan.

It is recommended that the Regional District of Nanaimo implement **Option A: Prideaux to Duke Point** and allocate any remaining hours towards improving transit service reliability.

| Service Proposal | Description | Key Benefits | Key Tradeoffs |
|--|--|--|---|
| Option A: Prideaux to Duke Point (one route) | Direct route from Prideaux to Duke Point Ferry Terminal. | Connects the downtown core to the Duke Point Ferry Terminal. | Providing for effective connections at the Prideaux Exchange may cause less frequent service because buses will need to wait for each other. |
| Option B: Improvements to Route 40 VIU Express | Increase frequency at peak periods on Route 40 VIU Express weekday trips | Improves frequency and reliability on the Frequent Transit Network during peak weekday times | All 5000 hours will be allocated towards improving service on the Route 40 |
| Option C: Cedar / Duke Point (two routes) | Route from Prideaux Exchange through Cedar to the Duke Point Ferry Terminal. Route 7 will be evaluated in the South Nanaimo Local Area Transit Plan. | Route 7: Restructures long and circuitous route into two routes. | The bus routing to Duke Point would be less direct for customers and may experience passenger crowding and on-time reliability issues. Providing for effective connections at the Prideaux Exchange will cause less frequent service because buses will need to wait for each other. |

Table 1. Service Option Evaluation

| Service Option | Additional Buses | Number of Ferry Meets | Annual Service Hours |
|----------------|------------------|-----------------------|----------------------|
| Option A | 2 | 6 | 4,800 |
| Option B | 2 | N/A | 5000 |
| Option C | 2 | 6 | 4,900 |

Table 2. Stylized Resource Costs

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1.0 Introduction

To support the Nanaimo Transit Future Plan goals and objectives, The Regional District of Nanaimo Board approved a 5,000-hour service expansion on December 12, 2017. The implementation will require two additional CNG buses. This report provides an evaluation of the two route alignments to the Duke Point Ferry area, a currently unserved area and service improvements on Route 40, which experiences passenger crowding.

This report outlines the material needed for a successful implementation in September 2018.

- Implementation Timeline
- Background and Context on Service Improvements
- Routing Options
- Implementation Plan
- Marketing and Communication Plan

1.1. Implementation Timeline

The timeline below outlines key milestones for the September, 2018 Implementation.



Figure 1: Implementation Timeline

2.0 Background

The Regional District of Nanaimo Transit Future Plan (2014) provides a 25-year strategy that creates a vision for transit and supports the economic, social and environmental sustainability goals of the region. It enables the RDN to create an efficient and effective transportation system to shape healthy and livable communities. The plan:

- Guides and prioritizes future investment in the transit system
- Sets a mode share target of 5% (presently 2.6%)
- Identifies key transit corridors and the supporting local transit network
- Identifies the fleet, service hours, and infrastructure needed to support the transit network

Public Engagement

Multiple public engagements sessions held in 2014 as part of the development of the Transit Future Plan (2014) identified transit service expansion to the Duke Point area as a priority for the community. More recent engagement sessions held as part of the South Nanaimo Local Area Transit Plan in late February 2018 also identified the Duke Point transit service as a priority.

Future South Nanaimo Service Improvements

South Nanaimo Local Area Transit Plan - BC Transit and the Regional District of Nanaimo are currently developing a local area transit plan for South Nanaimo. The plan will outline service improvements, including the simplification of the following routes: Route 7 (Cinnabar / Cedar), Route 5 (Fairview), Route 6 (Harewood), and Route 30 (NRGH). This plan will be shaped by ridership analysis, an evaluation of network benefits and tradeoffs, and public engagement input.

3.0 Context

This section explores the demand for providing coverage to the Duke Point Ferry Terminal area. Expansion to this area aims to connect people to key recreational and employment destinations, improving the environmental sustainability and social capital of the region.

Transit Market for Ferry Terminals

Ferry terminals are a unique transit market because:

- A. There is a concentrated transportation demand.
- B. There are strong financial incentives for travelers not to drive, such as the cost of bringing a vehicle on board (\$57.50) and the cost of parking (\$18/\$19 day).

Duke Point Ferry Terminal - The Duke Point Ferry Terminal, owned by BC Ferries was established in 1997 and provides ferry service from the Duke Point Ferry Terminal to the Tsawwassen Ferry Terminal. BC Ferries 2017 data indicates that at Duke Point Ferry Terminal approximately seventeen per cent of trips are foot passenger trips on an average weekday. BC Ferries data also indicates that the number of trips to Duke Point Ferry Terminal and Tsawwassen Ferry Terminal have been increasing in recent years.

Tsawwassen Ferry Terminal - Transit service (Translink) is provided to/from the Tsawwassen Ferry Terminal. Translink data indicates that on an average weekday in the Fall, there are approximately 3200 boardings and 3100 alightings at the nearest bus stops.

Swartz Bay Ferry Terminal - Duke Point Ferry Terminal and the Swartz Bay Ferry Terminal in North Saanich, British Columbia share similarities in current and future land use patterns, demographics, and

employment characteristics. BC Ferries 2016 and BC Transit 2016 data indicate that approximately thirty per cent¹ of foot passengers arrive and depart to Swartz Bay using transit.

Surrounding Land Uses

Tsawwassen Ferry Terminal Area

Tsawwassen Mills, a major outlet shopping centre is located within five kilometers of the Tsawwassen Ferry Terminal. The parcel hosts major shops, such as Bass Pro Shops amongst other designer clothing and shoe stores. Given its close proximity to the ferry terminal, it is likely that providing transit service to Duke Point would attract additional riders who wish to shop at Tsawwassen Mills.

Duke Point Ferry Terminal Area

The Duke Point Ferry Terminal is surrounded by industrial lands, where there are approximately 50 businesses with a total employee population of approximately 900 people within the Duke Point area.

Plan Nanaimo (Nanaimo Official Community Plan No.6500) designates the Duke Point area as “industrial” where lands should be adequately serviced and the Nanaimo Transportation Master Plan supports new linkages to regional gateways, such as the Duke Point Ferry Terminal.

¹ At Swartz Bay on an average weekday there are approximately 4500 foot passengers (BC Ferries, 2016) and BC Transit (2016) stop level activity indicates that approximately 1300 passengers alight / board bus stops at the Swartz Bay ferry terminal during the peak season.

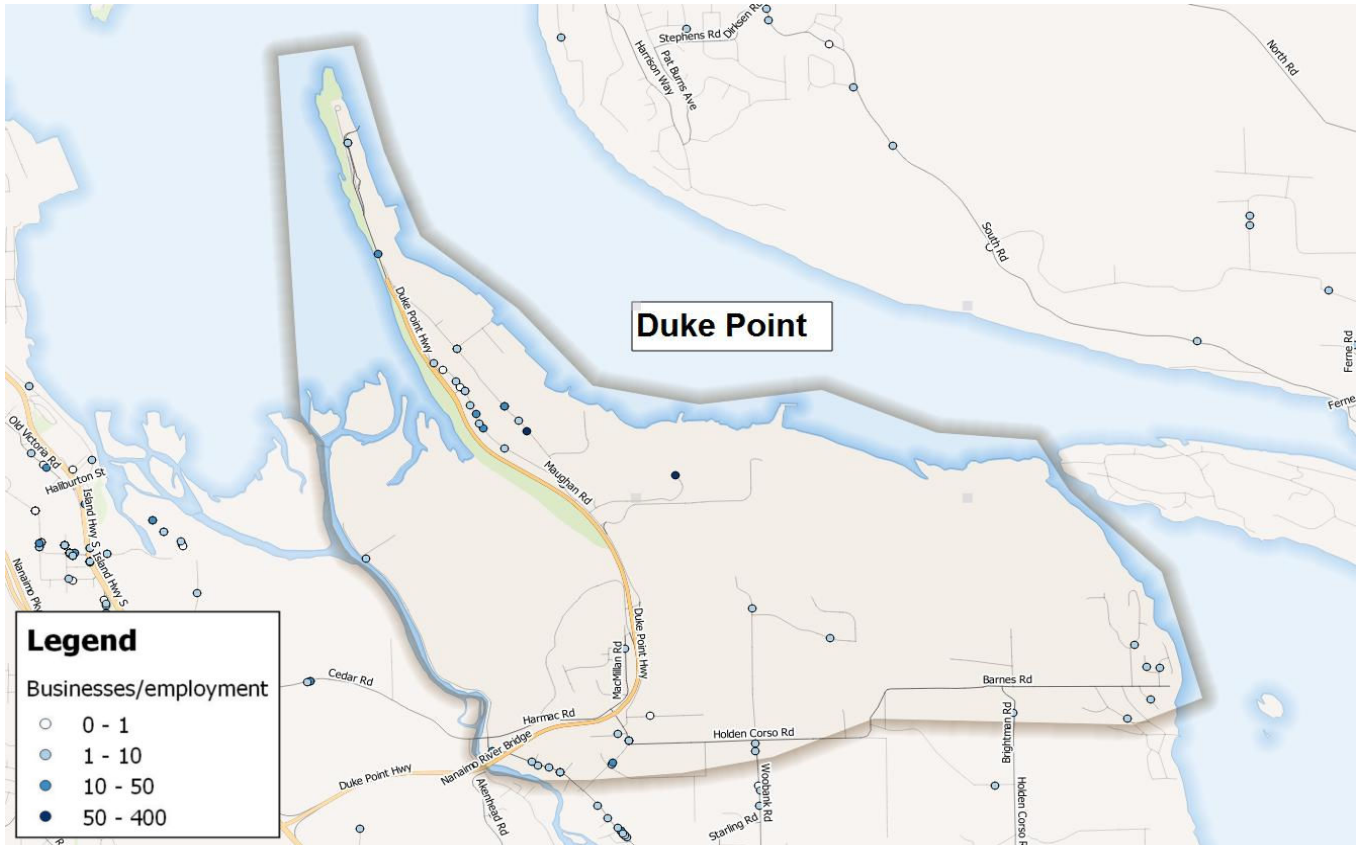


Figure 2: Employment Density Map of the Duke Point Area

Future Growth

It is estimated that this route will attract customers because:

- A. Ferry terminals and employment areas are trip generators
- B. There is an increasing demand for regional ferry connections
- C. There is likely latent demand for transit service to the ferry terminal

Based on BC Transit’s previous implementations that involved providing transit service to previously unserved areas, an approximate three-year period is necessary for a new transit route to attract customers and experience growth.

4.0 Route Options

Based on public input (Transit Future Plan, 2014), the Regional District of Nanaimo Transit Future Plan, The Nanaimo Transportation Master Plan, Plan Nanaimo, and our evaluation of benefits and tradeoffs, two route alignments to the Duke Point area were developed.

Alignment Options

- Option A - Prideaux Exchange to Duke Point (one route)
- Option B - Route 40 Improvements
- Option C - Cedar / Duke Point

4.1 Option A – Prideaux Exchange to Duke Point

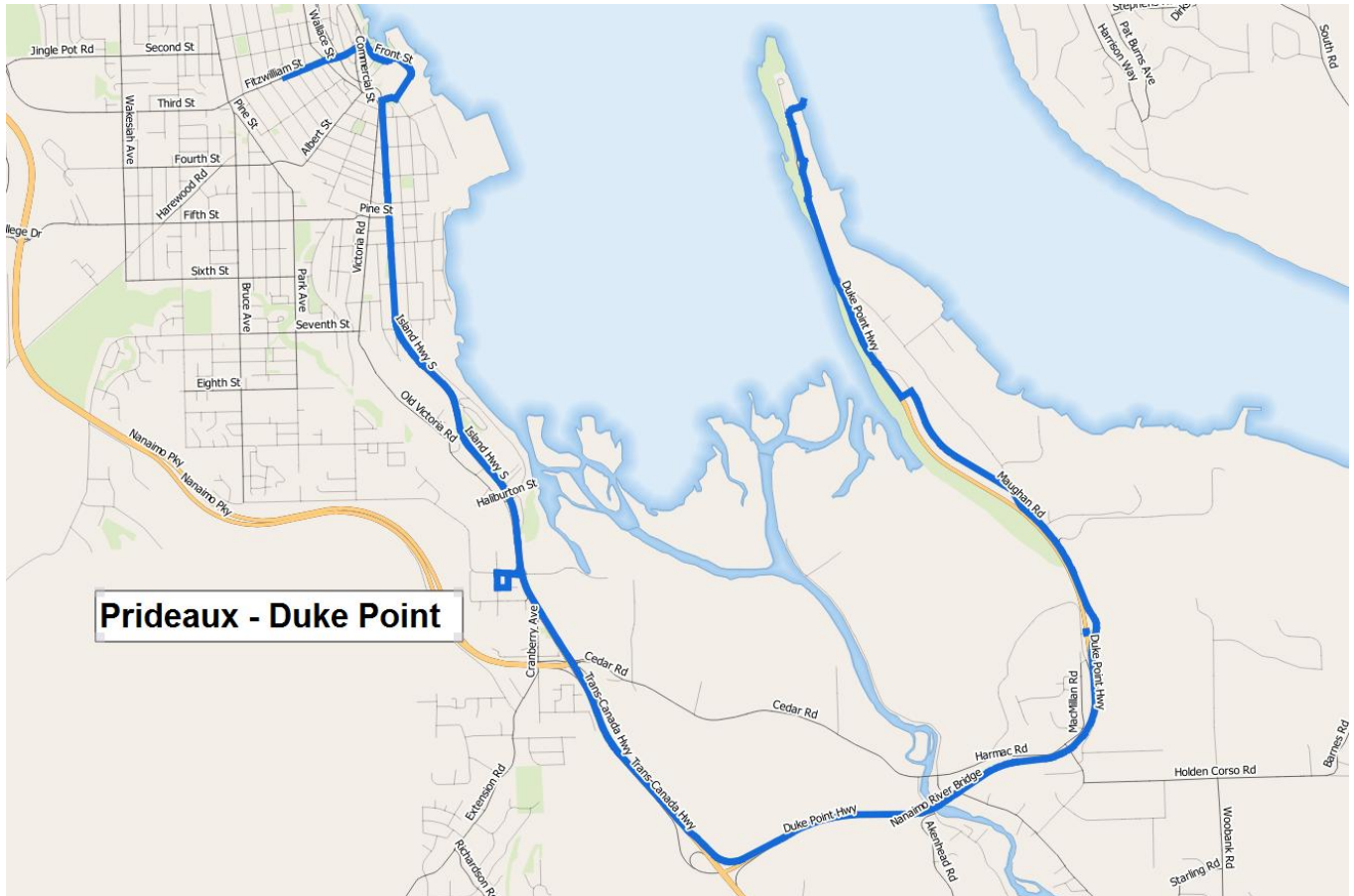


Figure 3: Prideaux to Duke Point Routing

Overview: Introduce a new bus route that provides a connection from Prideaux Exchange to Duke Point Ferry Terminal. This route follows the Duke Point Highway and deviates on Maughan Road to provide service to the surrounding industrial area.

Benefits:

A. Provides a simple and direct connection from Prideaux Exchange to Duke Point Ferry. This route will require 4,800 hours.

Considerations:

A. Passengers from the ferry will need to wait for connecting buses at Prideaux exchange.

Prideaux – Duke Point Hour Estimates

| Route | Additional Hours |
|----------------------------|------------------|
| Prideaux to Duke Point | 4,800 |
| Other Service Improvements | 200 |

Table 3: Prideaux - Duke Point Hour Estimates

4.2 Option B - Service Improvements to Route 40

Route 40 VIU Express, a north-south connection is a Frequent Transit Route, providing 15-30-minute service frequency. It serves major destinations, including recreation centres, shopping centres, Vancouver Island University and the downtown core. The major connection will likely experience additional demand as the university student population increases and Vancouver Island University explores Transportation Demand Management measures.

The route experiences passenger overloads during the peak morning and evenings during the weekdays. The following service improvements are needed to maintain schedule reliability and increase ridership.

Route 40 – Improvement Estimates

| Route | Additional Hours |
|---|------------------|
| Additional peak weekday trips on Route 40 | 5,000 |

Table 4: Route 40 Hour Estimates

4.3 Option C – Cedar / Duke Point

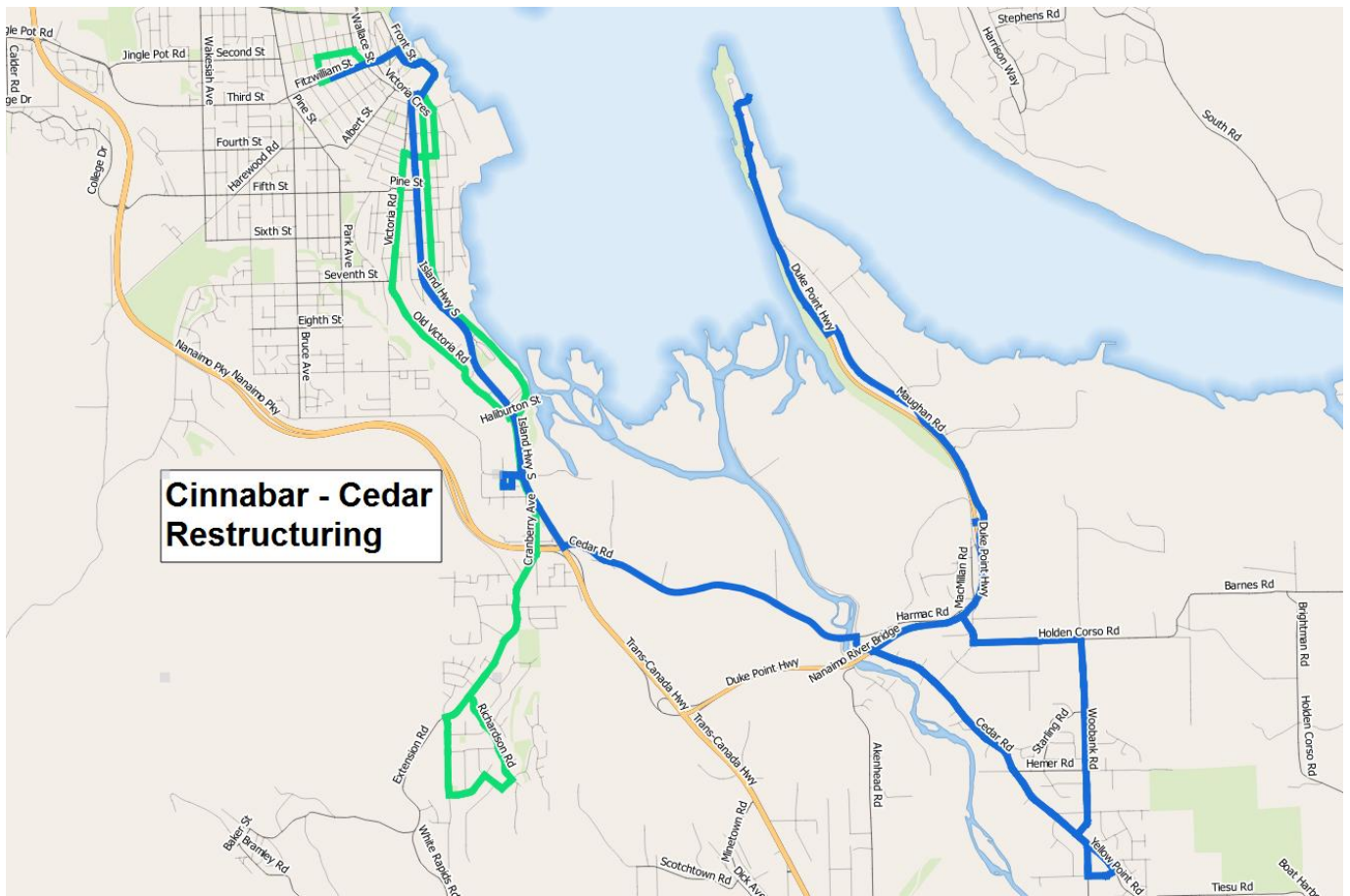


Figure 4: Two Routes: Cinnabar and Cedar Routing

Overview: The existing Route 7 will be restructured into two route routes. One route, as delineated by the green line will continue to serve the Cinnabar area and connect to the downtown core. Another route will provide service, as delineated by the blue line, from downtown Nanaimo routing through Cedar to the Duke Point Ferry Terminal.

Benefits: Restructures the current Route 7 to make it simpler and more legible for customers. This route will be analyzed in the future *South Nanaimo Local Area Transit Plan*.

Considerations:

- A.** The bus will wait for the ferry to ensure that foot passengers have access to public transit. This could cause delays for customers boarding / alighting in the Cedar area.
- B.** This bus routing to Duke Point is less direct, may experience crowding, and on-time performance reliability issues.

5.0 Recommendation

This Service Change Plan developed by BC Transit and the Regional District of Nanaimo will be brought forth to the Nanaimo Transit Select Committee in March for approval.

It is recommended that the Regional District of Nanaimo implement **Option A: Prideaux to Duke Point** and allocate any remaining hours towards improving transit service reliability.

6.0 Implementation Plan

Final routing and schedules will be finalized by June 8, 2018 for service implementation in September 2018. The following table outlines key milestones required for successful implementation.

| Date* | Deliverable | Owner/Lead |
|-------------------|--|-----------------|
| March 2018 | Transit Select Committee Approval | RDN, BCT |
| March 2018 | Regional District of Nanaimo Board Approval | RDN |
| March 2018 | Finalize transit expansion options and schedule | RDN, BCT |
| June 8, 2018 | Scheduling Completion | RDN |
| August 15, 2018 | Riders Guide Completion | BCT |
| August 2018 | Bus stop installation | RDN |
| August 2018 | Riders Guide released, website updated and marketing/media | BCT (marketing) |
| September 2, 2018 | Service Implementation | RDN, BCT |

Figure 5: Implementation Key Dates

7.0 Marketing Plan

A comprehensive marketing and communication plan will be developed to communicate these proposed changes effectively to the public. This plan has the following objectives:

- To make the public aware of the new transit service and other transit services in the region
- To obtain user feedback
- To ease implementation
- To promote ridership and community support for transit

The marketing and communication plan will include the following components:

- On-street outreach (BC Transit and RDN staff at key stops)

- Additional marketing and customer information will be provided
 - » Advertising (print, radio, and online/social media)
 - » On-board bus information
 - » Distribution of new Rider's Guides
 - » BC Transit website & Customer Information Line
 - » Posters at bus stops.
 - » Service preview on the BC Transit website and Google Transit
 - » Media Briefing
 - » Potential launch event / public information session

8.0 Monitoring Plan

The new transit service will be monitored closely by BC Transit and the Regional District of Nanaimo following implementation to ensure that the schedules and route alignments are meeting the needs of customers. This information will be presented to the Transit Select Committee in 2019 to allow for service adjustments the following year as required.

TO: Regional District of Nanaimo Transit Select Committee **MEETING:** March 22, 2018

FROM: Daniel Pearce
Director, Transportation and
Emergency Services **FILE:** 8500 01 CFPP

SUBJECT: Fare Program

Please note: The recommendation was varied by the Committee as follows:

That the Fare Program report be received for information with Option B - New Complimentary Fare Product Program be approved.

RECOMMENDATION

That the report be received for information.

SUMMARY

At the October 3, 2017, Regular Board meeting, the Board directed the investigation of a free bus pass for families below the poverty line in the Regional District of Nanaimo (RDN). Subsequently, a report was brought forward at the Regular Board meeting held on February 27, 2018, however the report was referred back to staff.

There is no industry standard when selecting a discount fare program. The Province of British Columbia B.C is unique in offering a Provincial transit pass. Based on this program as well as the RDN's Kids Ride Free and the current practice, there are adequate transportation options for families in the RDN.

BACKGROUND

At the October 3, 2017, Regular Board meeting, the following motion was approved:

That staff be directed to investigate the possibility of a free bus pass for families below the poverty line within the Regional District of Nanaimo.

Since this above motion was approved the staff have been investigating various options and presented an updated practice back the Transit Select Committee but the concept and delivery of the program was directed back to staff.

Under the RDN's Master Operating Agreement (MOA) with BC Transit, all fares are the responsibility of the RDN.

In the Province of British Columbia, persons with disabilities and low income seniors have access to the B.C. Bus Pass. This pass is valid throughout B.C. Persons with disabilities can access a bus pass as part of their assistance and low income seniors can receive a bus pass at a reduce cost of \$45 per year.

Further, since January of 2018, the Provincial Government provided people receiving disability assistance an extra \$52 a month for transportation. This money can be used for a BC Bus Pass, or if the person does need a bus pass can be used towards handyDART or taxis.

In September 2017, RDN Transit implemented an update fare structure. This new structure includes a Kids Ride Free program, where a parent or guardian, 19 years or over with a current fare can bring up to two children 14 years and young on board for free. In addition, all monthly fares were reduced and children 5 and under ride free. This allows parents to teach children about transit and also assists with local schools teaching children about transit.

Option A. Current Practice

To supplement the BC Bus Pass program and the RDN Fare structure, the RDN distributes transit fare products for the purpose of promoting transit within the RDN, to local non-profit organizations, municipal government departments and schools within School District 68 and 69 at the cost of 25% the existing fare rate. This practice has been successful and allows flexibility to support individuals and families in the RDN. All three groups listed above access this opportunity to support students, individuals and families. This practice includes homeless shelters, students in need of transportation to get to school, women and families in need of transportation and youth groups learning about transit.

Option B. New Complimentary Fare Products Program

A complimentary fare products practice could be developed to replace the existing practice. This practice would allow low income families access to monthly transit tickets. BC Transit currently does not print yearly transit passes so the program would rely on individual transit tickets. There would be no cost incurred for the tickets and the total amount budgeted to provide the tickets to the low income families for each calendar year would be capped at \$80,000. Once the \$80,000 yearly amount was reached the program would be shutdown until the next calendar year.

There is no industry standard when selecting a discount fare program. B.C is unique in offering a Provincial transit pass. There are some large municipalities that offer discounted transit passes such as Edmonton and Guelph however these programs still require individuals and families to pay a percentage of a monthly transit pass. Based on this data, the Kids Ride Free Program, and the RDN's current practice there are transportation support options for families in the RDN.

ALTERNATIVES

1. That the report be received for information.
2. That alternative direction be provided.

FINANCIAL IMPLICATIONS

Option A

In 2017 under the current program, \$8,230 of revenue (25% total fare cost) was received by those in need. This program includes transit fare tickets to skills for life programs, homeless and women's shelters, and the Play & Ride program for the youth within RDN. Additionally, a number of students within the local school districts were provided a number of monthly pass to assist them in their school year.

Option B

\$80,000 annually would be budgeted for this program. For 2018 this amount was not budgeted and may cause a reduction in budget 2018 fares.

STRATEGIC PLAN IMPLICATIONS

The RDN's current practice is consistent with key priorities of the 2016-2020 Strategic Plan, and offers partnerships with other local governments/community groups in our region. It also promotes economic viability and regional collaboration and allows a greater number of residents to access the transit service, in turn providing them with greater access to economic opportunities.



Daniel Pearce

dpearce@rdn.bc.ca

March 15, 2018

Reviewed by:

- P. Carlyle, Chief Administrative Officer



TOWN OF QUALICUM BEACH

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February 20, 2018

Teunis Westbroek, Chair
Regional District of Nanaimo Transit Select Committee
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

Via Email: corpsrv@rdn.bc.ca

Dear Teunis:

Summer 2018 \$1 Fare Pilot Study

Council passed the following motion at their February 19, 2018 Regular Council meeting:

THAT staff send a letter to the Regional District of Nanaimo Transit Select Committee asking for a well-advertised pilot study to be implemented prior to the 2018 summer period for the Qualicum Beach Transit Service that authorizes a \$1 fare per ride.

If you have any questions, please call me at 250.738.2207 (Office Direct) or e-mail: hsvensen@qualicumbeach.com.

Sincerely,

Heather Svensen
Corporate Administrator
/hg

CC: Daniel Pearce
A/General Manager, Transit and Emergency Services
dpearce@rdn.bc.ca

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TO: Regional District of Nanaimo Board **MEETING:** April 24, 2018
FROM: Nick Redpath
Planner **FILE:** PL2017-201
SUBJECT: Amendment Bylaw 1285.31, 2018 – Adoption Report

RECOMMENDATION

That the Board adopt “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.31, 2018”.

SUMMARY/CONCLUSIONS

As the federal government moves towards legalizing cannabis later this year, targeted amendments to Regional District of Nanaimo Zoning Bylaw No. 1285 are necessary to address the production of cannabis within the Regional District of Nanaimo. Amendment Bylaw No. 1285.31 includes amendments to clarify that regulations for the production of cannabis apply to both medical and non-medical cannabis. The Bylaw was introduced and read two times on January 23, 2018 and the public hearing was held on February 6, 2018. Third reading was given on March 27, 2018 and the Bylaw was referred to the Ministry of Transportation and Infrastructure and received approval pursuant to the *Transportation Act* on April 4, 2018. The Board can now adopt Amendment Bylaw No. 1285.31.

BACKGROUND

Regional District of Nanaimo Zoning Bylaw No. 1285 does not specifically include non-medical cannabis production and Bylaw No. 1285.31 is necessary to address this use. The amendment will reflect the change in terminology used by the federal government from “marihuana” production to “cannabis” production and regulate the production of cannabis for non-medical purposes in anticipation of the legalization of cannabis later this year. Bylaw No. 1285.31 also permits “Cannabis Production” on lands within the Industrial 1, 2 and 3 Zones and the Agricultural Land Reserve; currently only lands within the Industrial 2 Zone and the Agricultural Land Reserve permit “Medical Marihuana Production”.

Bylaw 1285.31 was introduced and given first and second reading on January 23, 2018. A public hearing was held on February 6, 2018 and the Bylaw received third reading on March 27, 2018. The Ministry of Transportation and Infrastructure approved the Bylaw on April 4, 2018.

ALTERNATIVES

1. To adopt “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.31, 2018”.
2. To not adopt “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.31, 2018”.



Nick Redpath
nredpath@rdn.bc.ca
April 6, 2018

Reviewed by:

- C. Simpson, Acting Manager, Long Range Planning
- J. Holm, Acting General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Proposed Amendment Bylaw No. 1285.31, 2018

Attachment 1
Proposed Amendment Bylaw No. 1285.31, 2018

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1285.31**

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

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.31, 2018”.
- B. The “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002”, is hereby amended as follows:

- 1. Under **SECTION 2, GENERAL REGULATIONS, 2.4 Prohibited Uses** by deleting Subsection 2.4 t) and replacing it with the following:
 - t) cannabis production.
- 2. Under **SECTION 2, GENERAL REGULATIONS, 2.9 Setbacks – Buildings and Structure** by deleting Subsection f) 1) XIII. and replacing it with the following:

| | | |
|-------|--|-------------|
| XIII. | Cannabis Production in the A-1 zone - All buildings and structures except: a. The setback shall be 60.0 metres from all lot lines adjacent to non-ALR residential uses and; b. The setback shall be 150.0 metres from any parcel that contains a park or school | 30.0 metres |
|-------|--|-------------|

- 3. Under **SECTION 2, GENERAL REGULATIONS, 2.15 Home Based Business** by deleting Subsection 2.15 5. q) and replacing it with the following:
 - q) cannabis production
- 4. Under **SECTION 4, ZONES, 4.8 I-2 – Industrial 2** by deleting Subsection 4.8.1 p) and replacing it with the following:
 - p) Cannabis Production

5. Under **SECTION 4, ZONES, 4.7 I-1 – Industrial 1** by adding the following in Subsection 4.7.1:

n) Cannabis Production

6. Under **SECTION 4, ZONES, 4.9 I-3 – Industrial 3** by adding the following in Subsection 4.9.1:

c) Cannabis Production

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

Cannabis means any plant of the genus *Cannabis*; including:

- a) any part of a cannabis plant, including the phytocannabinoids produced by, or found in, such a plant, regardless of whether that part has been processed or not;
- b) any substance or mixture of substances that contains or has on it any part of such a plant; and
- c) any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained;

Cannabis Production means the medical and non-medical commercial production, cultivation, synthesis, harvesting, altering, propagating, processing, packaging, storage, distribution or scientific research of cannabis or cannabis products as permitted by the *Access to Cannabis for Medical Purposes Regulations (ACMPR)* and *Bill C-45 (the Cannabis Act)*, and any subsequent regulations or acts which may be enacted henceforth, but excludes the growing of cannabis by an individual for their personal use and consumption;

Cannabis Products means plant material from cannabis and any products that include cannabis or cannabis derivatives, intended for human use or consumption

8. Under **SECTION 5, DEFINITIONS** by deleting the definition of ***Farm Use*** and replacing it with the following:

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

9. Under **SECTION 5, DEFINITIONS** by deleting the following definition:

Medical Marihuana Production means the cultivation and production of medical marihuana wholly within a facility as permitted under the ***Marihuana for Medical Purposes Regulations (MMPR)***, and any subsequent regulations or acts which may be enacted henceforth.

Introduced and read two times this 23rd day of January, 2018.

Public Hearing held this 6th day of February, 2018.

Read a third time this 27th day of March, 2018.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this 4th day of April, 2018.

Adopted this ___ day of _____ 2018.

Chair

Corporate Officer



STAFF REPORT

TO: Regional District of Nanaimo Board **MEETING:** April 24, 2018

FROM: Nick Redpath
Planner **FILE:** PL2017-166
PL2017-167

SUBJECT: **Amendment Bylaw 500.413, 2018 – Third Reading**
Amendment Bylaw 1285.29, 2018 – Third Reading

RECOMMENDATIONS

1. That the Board receive the report of the public hearing held on April 16, 2018 for “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.413, 2018” and “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.29, 2018”.
2. That the Board give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.413, 2018”.
3. That the Board give third reading to “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.29, 2018”.

SUMMARY

Amendment Bylaws 500.413 and 1285.29 were introduced and given first and second reading on March 27, 2018 and proceeded to public hearing on April 16, 2018. It is recommended that “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.413, 2018” and “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.29, 2018” be considered for third reading.

BACKGROUND

The proposed bylaw amendments to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500, 1987” and “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285, 2002” are to address recent amendments to the Agricultural Land Reserve Use, Subdivision and Procedure Regulation allowing a gathering for an event on lands within the Agricultural Land Reserve. The proposed bylaw amendments include setbacks, maximum site area, parking, clearly defining terminology, inclusion of Agricultural Land Commission (ALC) conditions and expanding the existing Temporary Use Permit (TUP) designation to accommodate gatherings for larger events as approved by the ALC.

Amendment Bylaws No. 500.413 and 1285.29 were introduced and given first and second reading on March 27, 2018 (see Attachments 2 and 3). This was followed by a public hearing held on April 16, 2018. The summary report of the public hearing is attached for the Board's consideration (see Attachment 1).

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

ALTERNATIVES

1. To receive the report of the public hearing and give third reading to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.413, 2018" and "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.29, 2018".
2. To receive the report of the public hearing and not give third reading to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.413, 2018" and "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.29, 2018".



Nick Redpath
nredpath@rdn.bc.ca
April 17, 2018

Reviewed by:

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

Attachments

1. Summary of the Public Hearing for Bylaw 500.413, 2018 and Bylaw 1285.29, 2018
2. Proposed Amendment Bylaw No. 500.413, 2018
3. Proposed Amendment Bylaw No. 1285.29, 2018

**Attachment 1
Summary of the Public Hearing (Page 1 of 2)**

**Summary of the Public Hearing
Held at the Regional District of Nanaimo Board Chambers
6300 Hammond Bay Road, Nanaimo, BC
Monday, April 16, 2018 at 6:00 pm**

**To Consider Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.413,
2018 and Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw
No. 1285.29, 2018**

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

PRESENT:

| | |
|---------------------|---------------------------------------|
| Bill Veenhof, RDN | Chair, Electoral Area 'H' Director |
| Julian Fell, RDN | Co-Chair, Electoral Area 'F' Director |
| Alec McPherson, RDN | Electoral Area 'A' Director |
| Maureen Young, RDN | Electoral Area 'C' Director |
| Bob Rogers, RDN | Electoral Area 'E' Director |
| Paul Thompson, RDN | Manager, Long Range Planning |
| Nick Redpath, RDN | Planner |

Five members of the public attended the hearing.

The Chair called the hearing to order at 6:00 pm, introduced those present representing the Regional District, and outlined the procedures to be followed during the hearing.

Nick Redpath provided an explanation of the proposed amendment bylaws.

The Chair called for formal submissions with respect to Bylaws 500.413, 2018 and 1285.29, 2018.

The following comments were received at the hearing.

Jack McLean, 1115 McLean Road, spoke against Amendment Bylaw 1285.29 and questioned the legality of the public hearing as he felt it should be held in Electoral Area 'F' to allow for residents of that area to attend. Mr. McLean questioned why the Regional District of Nanaimo (RDN) is adopting bylaw amendments for the Agricultural Land Commission (ALC) and financing the implementation of their bylaws. He felt that the ALC is a dictatorship and residents are losing their rights and the RDN is backing them up through these amendments.

Ted Malyk, 1355 Hodges Road, asked if the amendment bylaws include farmers markets.

Paul Thompson responded that no, farmer's markets are not part of the amendment bylaws.

Rudyard Perry, 3761 Jingle Pot Road, spoke against Amendment Bylaw 500.413 and stated that he was a farmer within the Agricultural Land Reserve with farm class and that there is not much interest in farming these days and cheap property taxes is one incentive to farm. He questioned why farmers

Attachment 1
Summary of the Public Hearing (Page 2 of 2)

should have to come to the RDN for permission to host a wedding. He felt that farmers are doing a good job of preserving farm land and that it is hard enough to farm without further regulations and more agricultural incentives are needed. Mr. Perry raised questions regarding agri-tourism accommodation on his property and believed that his interests are being considered by the RDN.

The Chair called for further submissions for the second time.

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

There being no further submissions, the Chair adjourned the public hearing at 6:20 pm.

Certified true and accurate this 17th day of April, 2018.



Nick Redpath
Recording Secretary

Attachment 2
Proposed Amendment Bylaw No. 500.413, 2018

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.413**

**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. 500.413, 2018”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:
1. Under **PART 2, INTERPRETATION, DEFINITIONS** by deleting and adding the following definition in alphabetical order:

agri-tourism means an activity, or a service that is ancillary to an activity referred to in the definition of *agri-tourism on a farm* that is carried out on land that is classified as a farm under the Assessment Act, to which members of the public are ordinarily invited, with or without a fee, and in connection with which permanent facilities are not constructed or erected;

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

agri-tourism on a farm means the following:

- (a) an agricultural heritage exhibit displayed on the farm;
- (b) a tour of the farm, an educational activity or demonstration in respect of all or part of the farming operations that take place on the farm, and activities ancillary to any of these;
- (c) cart, sleigh and tractor rides on the land comprising the farm;
- (d) activities that promote or market livestock from the farm, whether or not the activity also involves livestock from other farms, including shows, cattle driving and petting zoos;
- (e) dog trials held at the farm;
- (f) harvest festivals and other seasonal events held at the farm for the purpose of promoting or marketing farm products produced on the farm;
- (g) corn mazes prepared using corn planted on the farm.

gathering for an event means a gathering on a farm for the purpose of attending:

- (a) a wedding, unless paragraph (c) (ii) applies;
- (b) a music festival; or
- (c) an event, other than:

- (i) an event held for the purpose of agri-tourism; or
- (ii) the celebration, by residents of the farm and those persons whom they invite, of a family event for which no fee or other charge is payable in connection with the event by invitees.

3. Under **PART 3, LAND USE REGULATIONS, Section 3.3 General Regulations** by deleting Subsection 10) a) 1. XIII. and replacing it with the following:

| | | |
|-------|--|--------|
| XIII. | Gathering for an Event - All buildings, structures or event areas | 30.0 m |
|-------|--|--------|

4. Under **PART 3, LAND USE REGULATIONS, Section 3.3 General Regulations** by adding the following Subsection after 3.3.10) a) 1) XIII):

| | | |
|------|---|-------|
| XIV. | All other agricultural buildings and structures | 8.0 m |
|------|---|-------|

5. Under **PART 3, LAND USE REGULATIONS, Section 3.3 General Regulations** by adding the following Subsection after 3.3.16) c):

d) **Gathering for an Event**

- i) As per Section 1 of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* on parcels within the Agricultural Land Reserve and where gathering for events is a permitted accessory use in this bylaw, the following general provisions apply:
 - a. The farm must be located on land classified as a farm under the *Assessment Act*;
 - b. permanent facilities must not be constructed or erected in connection with the event;
 - c. parking for those attending the event must be available on the farm, but must not be permanent nor interfere with the farm's agricultural productivity;
 - d. no more than 150 people, excluding residents and employees of the farm, may be gathered on the farm at one time for the purpose of attending the event;
 - e. the event must be of no more than 24 hours duration;
 - f. maximum site area for events shall not exceed a combined total of 500 m²; and

- g. no more than 10 gatherings for an event of any type may occur on the farm within a single calendar year.
6. Under **PART 3, LAND USE REGULATIONS, Section 3.3 General Regulations** by deleting Subsection 17) and replacing it with the following:

17) Temporary Use Permits for Farmers' Markets and Gathering for an Event

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

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

- a) Where the land is in the ALR, approval from the Provincial Agricultural Land Commission is required.
 - b) The RDN may specify conditions of approval including, but not limited to, environmental protection measures, hours of operation, buffering between adjacent uses, parking, and groundwater protection and may require the posting of a bond or other applicable security to ensure compliance with the conditions of the permit.
 - c) The RDN will consider the impact on local road networks and on-site parking.
 - d) The RDN may consider any other condition or criteria as deemed necessary by the RDN.
7. Under **PART 3, LAND USE REGULATIONS, Section 3.4 Regulations for Each Zone, 3.4.1 AGRICULTURE 1 – AG1** by adding the following Subsection after **3.4.1.1 Permitted Accessory Farm Uses d)**:

e) Gathering for an Event

8. Under **PART 3, LAND USE REGULATIONS, Section 3.4 Regulations for Each Zone, 3.4.2 AGRICULTURE 2 - AG2** by adding the following Subsection after **3.4.2.1 Permitted Accessory Farm Uses d)**:

e) Gathering for an Event

9. Under **PART 3, LAND USE REGULATIONS – SCHEDULE '3B' TABLE 1 REQUIRED NUMBER OF OFF STREET PARKING SPACES** by adding the following text under the **Commercial** Subsection in alphabetical order:

| | |
|----------------------|---|
| Gathering for Events | 1 spot per 4 guests must be available on the farm, but must not be permanent nor interfere with the farm's agricultural productivity and must be setback 15.0 m from all lot lines. |
|----------------------|---|

Introduced and read two times this 27th day of March, 2018.

Public Hearing held this 16th day of April, 2018.

Read a third time this ___ day of _____ 2018.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this ___ day of _____ 2018.

Adopted this ___ day of _____ 2018.

CHAIR

CORPORATE OFFICER

Attachment 3
Proposed Amendment Bylaw No. 1285.29, 2018

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1285.29**

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

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.29, 2018”.
- B. The “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002”, is hereby amended as follows:
 - 1. Under **SECTION 2, GENERAL REGULATIONS, 2.9 Setbacks – Buildings and Structures** by deleting Subsection f) 1) XIV. and replacing it with the following:

| | | |
|------|---|-------------|
| XIV. | Gathering for an Event - All buildings, structures or event area | 30.0 metres |
|------|---|-------------|

- 2. Under **SECTION 2, GENERAL REGULATIONS, 2.9 Setbacks – Buildings and Structures** by adding the following subsection after 2.9 f) 1) XIV:

| | | |
|-----|---|--|
| XV. | All other agricultural buildings and structures | Front and exterior side lot lines 4.5 metres All other lot lines 2.0 metres |
|-----|---|--|

- 3. Under **SECTION 2, GENERAL REGULATIONS** by adding the following text into Subsection **2.17 Parking – Table 2.2 REQUIRED PARKING SPACES**:

| | |
|----------------------|---|
| Gathering for Events | 1 spot per 4 guests must be available on the farm, but must not be permanent nor interfere with the farm’s agricultural productivity and must be setback 15.0 m from all other lot lines. |
|----------------------|---|

4. Under **SECTION 2, GENERAL REGULATIONS, 2.20 Accessory Farm** Use Regulations by adding the following Subsection after 2.20 5:

6. Gathering for an Event

As per Section 1 of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* on parcels within the Agricultural Land Reserve and where gathering for events is a permitted accessory use in this bylaw, the following general provisions apply:

- a. The farm must be located on land classified as a farm under the *Assessment Act*;
- b. permanent facilities must not be constructed or erected in connection with the event;
- c. parking for those attending the event must be available on the farm, but must not be permanent nor interfere with the farm's agricultural productivity;
- d. no more than 150 people, excluding residents and employees of the farm, may be gathered on the farm at one time for the purpose of attending the event;
- e. the event must be of no more than 24 hours duration;
- f. maximum site area for events shall not exceed 500 m²; and
- g. no more than 10 gatherings for an event of any type may occur on the farm within a single calendar year.

5. Under **SECTION 2, GENERAL REGULATIONS,** by deleting Subsection **2.21** and replacing it with the following:

2.21 Temporary Use Permits for Farmers' Markets and Gathering for an Event

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

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

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

6. Under **SECTION 4, ZONES, 4.1 A-1 – AGRICULTURE 1** by adding the following Subsection after 4.1.3 d):

e) Gathering for an Event

7. Under **SECTION 5, DEFINITIONS** by deleting and adding the following definition in:

Agri-tourism means an activity, or a service that is ancillary to an activity referred to in the definition of *agri-tourism on a farm* that is carried out on land that is classified as a farm under the Assessment Act, to which members of the public are ordinarily invited, with or without a fee, and in connection with which permanent facilities are not constructed or erected;

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

Agri-tourism on a farm means the following:

- (a) an agricultural heritage exhibit displayed on the farm;
- (b) a tour of the farm, an educational activity or demonstration in respect of all or part of the farming operations that take place on the farm, and activities ancillary to any of these;
- (c) activities that promote or market livestock from the farm, whether or not the activity also involves livestock from other farms, including shows, cattle driving and petting zoos;
- (d) dog trials held at the farm;
- (e) harvest festivals and other seasonal events held at the farm for the purpose of promoting or marketing farm products produced on the farm;
- (f) corn mazes prepared using corn planted on the farm;

Gathering for an event means a gathering on a farm for the purpose of attending:

- (a) a wedding, unless paragraph (c) (ii) applies;
- (b) a music festival; or
- (c) an event, other than:
 - (i) An event held for the purpose of agri-tourism; or
 - (ii) the celebration, by residents of the farm and those persons whom they invite, of a family event for which no fee or other charge is payable in connection with the event by invitees;

Introduced and read two times this 27th day of March, 2018.

Public Hearing held this 16th day of April, 2018.

Read a third time this ___ day of _____ 2018.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this ___ day of _____ 2018.

Adopted this ___ day of _____ 2018.

CHAIR

CORPORATE OFFICER

TO: Regional District of Nanaimo Board **MEETING:** April 24, 2018

FROM: Courtney Simpson
Senior Planner **FILE:** 6780-30-‘H’ OCP

SUBJECT: Regional Growth Strategy Amendments to Implement the Electoral Area ‘H’ Official Community Plan

RECOMMENDATIONS

1. That “Regional District of Nanaimo Regional Growth Strategy Amendment Bylaw No. 1615.02, 2018” be introduced and read two times.
2. That “Regional District of Nanaimo Regional Growth Strategy Amendment Bylaw No. 1615.02, 2018” be read a third time.
3. That “Regional District of Nanaimo Regional Growth Strategy Amendment Bylaw No. 1615.02, 2018” be adopted.

SUMMARY

The Electoral Area ‘H’ Official Community Plan (OCP) Amendment Bylaw No. 1335.06 was adopted on December 12, 2017 after a two-year review process with extensive community engagement. To implement several policies and map changes resulting from the OCP review, an amendment to the Regional Growth Strategy (RGS) is required. At their February 27, 2018 meeting, the Board directed that the amendment proceed through the minor amendment process and endorsed the Consultation Plan including 45 days’ written notice to affected local governments of the date, time and place of the Board meeting at which the amending bylaw will be considered for first reading. This 45-day period ended on April 11, 2018 and responses from five of the seven affected local governments were received identifying no concerns with the proposed amendment. Given that no concerns were raised as a result of the referral, the recommendation is that the amending bylaw now proceed to first and second reading, and with an affirmative vote of all Board members attending the meeting at which second reading is given, proceed directly to third reading and adoption. If second reading is not unanimous, a public hearing must be held prior to third reading and adoption.

BACKGROUND

Pursuant to the *Local Government Act*, when a regional district board has adopted a regional growth strategy, all official community plan bylaws must be consistent with the regional growth strategy. The recently adopted Electoral Area ‘H’ OCP Amendment Bylaw No. 1335.06 includes several policies and map amendments that will not take effect unless amendments are made to the RGS. The policies and map amendments were listed and described in the staff report for third reading and adoption of the

OCP bylaw dated December 12, 2017, where it was noted that an RGS amendment bylaw would be drafted for the Board's consideration.

The amendment of a regional growth strategy may proceed in one of two ways: through a regular amendment process or a minor amendment process. The regular amendment process is outlined in the *Local Government Act* and requires acceptance by all affected local governments. The process for approving minor amendments in the RDN is described in Section 1.5.2 of the RGS (see Attachment 1).

For an amendment to be considered minor, it is first assessed in terms of the "Criteria for Minor Amendments" in Section 1.5.1 of the RGS, and the Board may resolve, by an affirmative vote of 2/3 of the Board members attending the meeting, to proceed with the amendment bylaw as a minor amendment. Next, the Board determines the appropriate form of consultation, gives 45 days written notice to each affected local government, then considers the written comments provided by the affected local governments. With an affirmative vote of all board members attending the meeting at which second reading of the amending bylaw is given, the bylaw may proceed without a public hearing.

At their February 27, 2018 meeting, the Board directed that the amendment proceed through the minor amendment process and endorsed the Consultation Plan through the following resolutions:

It was moved and seconded that the amendments to the "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011" to implement the "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Amendment Bylaw No. 1335.06, 2017" proceed through the minor amendment process.

It was moved and seconded that the Consultation Plan for the "Regional Growth Strategy Amendment to Implement the Electoral Area 'H' Official Community Plan" be endorsed.

The RGS lists criteria under which a proposed amendment to the RGS may be considered minor (see Attachment 2). As the proposed amendments to implement the Electoral Area H OCP are the result of a "full Electoral Area or Municipal Official Community Plan review process", the amendment meets the first set of criteria to be considered minor. The RGS amendments resulting from the Electoral Area H OCP review are as follows:

- to clarify ability for shared servicing for developments supported by RGS Policy 5.13 ("alternative forms of rural development") in Electoral Area H;
- to amend the boundary of the Bowser Village Centre by re-designating one parcel from the Future Use Area to the Village Centre and realigning the eastern boundary to follow property lines instead of Thames Creek in order to match the Bowser Village Sanitary Sewer Service Area; and,
- to change the designation of one parcel containing addresses 850, 860 and 870 Spider Lake Road from Resource Lands and Open Space to Rural Residential to reflect its removal from the Agricultural Land Reserve prior to the OCP review.

A draft bylaw to amend the RGS as per the above list is included as Attachment 4 and recommended for three readings and adoption.

Public Consultation Implications

Affected local governments listed in the table below were provided written notice of the date, time and place of the Board meeting at which the amending bylaw will be considered for first reading. The required 45-day notification period ended on April 11, 2018 and responses from 5 of the 7 affected local governments were received identifying no concerns with the proposed amendment (see Attachment 3). In accordance with RDN practice, First Nations listed in the table below were sent a notification letter of the Board’s intent to consider first reading, and no concerns were raised.

| Affected Local Governments | First Nations |
|-------------------------------------|--------------------------|
| City of Nanaimo | Snuneymuxw First Nation |
| District of Lantzville | Snaw-Naw-As First Nation |
| City of Parksville | Qualicum First Nation |
| Town of Qualicum Beach | K’omoks First Nation |
| Comox Valley Regional District | |
| Alberni Clayoquot Regional District | |
| Cowichan Valley Regional District | |

Given the extensive public engagement over the two-year OCP review project, consultation on the subsequent RGS amendment focuses on making information available to interested parties. One newspaper notice of the meeting at which the bylaw will be considered for first reading was posted in the Nanaimo News Bulletin and the Parksville Qualicum Beach News on April 17, 2018.

Pursuant to RGS Policy 1.5.2 Process for Approving Minor Amendments, the bylaw may be adopted without a public hearing after second reading in the event that the amending bylaw receives an affirmative vote of all Board members attending the meeting. Should the vote for second reading pass but not be unanimous, a public hearing must be held.

ALTERNATIVES

1. To proceed with the amendment to the Regional Growth Strategy and consider three readings and adoption of the amending bylaw. (If a vote for second reading of the amending bylaw passes but is not unanimous, a public hearing must be held before third reading and adoption.)
2. That the Board provide alternate direction.

FINANCIAL IMPLICATIONS

There are no expected financial implications in relation to the Board 2018-2022 Financial Plan resulting from the amendments to the RGS to implement the Electoral Area H OCP amendment bylaw.

STRATEGIC PLAN IMPLICATIONS

The Board’s Strategic Plan recognizes “the environment” and “economic health” in its core focus areas. The identified amendments to the RGS will enable implementation of OCP policies related to these areas.



Courtney Simpson
csimpson@rdn.bc.ca
April 11, 2018

Reviewed by:

- G. Garbutt, General Manager, Strategic and Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. RGS Section 1.5.2 Process for Approving Minor Amendments
2. RGS Section 1.5.1 Criteria for Minor Amendments
3. Responses from affected local governments
4. Draft RGS Bylaw Amendment

Attachment 1

Excerpt from RDN Regional Growth Strategy Bylaw No. 1615. 2011

1.5.2 Process for Approving Minor Amendments

1. On receipt of a request from a member municipality or an Electoral Area Planning Committee to amend the RGS, RDN staff will prepare a preliminary report for review by the Sustainability Select Committee¹. Committee comments and recommendations will be forwarded to the Regional Board.
2. A land use or development proposal or text amendment will be assessed in terms of the minor amendment criteria. The Board may resolve, by an affirmative vote of 2/3 of the Board members attending the meeting, to proceed with an amendment application as a minor amendment. Where the Board resolves to proceed with an amendment application as a minor amendment, the Board will:
 - Determine the appropriate form of consultation required in conjunction with the proposed minor amendment;
 - Give 45 days written notice to each affected local government, including notice that the proposed amendment has been determined to be a minor amendment. The notice shall include a summary of the proposed amendment and any staff reports, other relevant supporting documentation and the date, time and place of the board meeting at which the amending bylaw is to be considered for first reading; and
 - Consider the written comments provided by the affected local governments prior to giving first reading to the proposed amendment bylaw.
3. The bylaw may be adopted without a public hearing after second reading in the event that the amending bylaw receives an affirmative vote of all Board members attending the meeting.
4. Consider third reading and determine whether or not to adopt the amending bylaw.
5. Minor amendment bylaws shall be adopted in accordance with the procedures that apply to the adoption of a RGS under Section 791 of the *Local Government Act*.

¹ Board Motion 17-346 on June 27, 2017 directed that: “the Sustainability Select Committee be dissolved and such matters be considered by the Committee of the Whole”.

Attachment 2

Excerpt from RDN Regional Growth Strategy Bylaw No. 1615. 2011

1.5.1 Criteria for Minor Amendments

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

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

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

Office of the Chair

600 Comox Road, Courtenay, BC V9N 3P6
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 Toll free: 1-800-331-6007
 www.comoxvalleyrd.ca



File: 6470-20

March 29, 2018

Sent via email only: corpsrv@rdn.bc.ca
bill.veenhof@shaw.ca

Chair William Veenhof
 Regional District of Nanaimo
 6300 Hammond Bay Rd
 Nanaimo BC V9T 6N2

Dear Chair Veenhof:

Re: Regional Growth Strategy Bylaw No. 1615 – Formal Written Notice - Minor Amendment

On March 1, 2018, the Comox Valley Regional District (CVRD) received formal written notice of a minor amendment to the Regional Growth Strategy (RGS) of the Regional District of Nanaimo (RDN). As an affected local government, the CVRD appreciates the opportunity to be consulted on regional growth issues and policy. In reviewing the proposed changes to the RGS, CVRD planning staff determined that the RDN's proposed RGS amendment does not affect the CVRD's RGS or interests in any way.

As the RDN requested that comments by an affected local government be received by April 4, 2018, the referral was brought forward to the Committee of the Whole on March 6, 2018. On March 27, the CVRD Board enacted the following resolution:

“THAT the board provide a letter of support to the Regional District of Nanaimo with respect to proposed minor amendment process for the Regional Growth Strategy Bylaw No. 1615, forwarded by the Regional District of Nanaimo on March 1, 2018.”

In recognition of the motion above, the CVRD offers its support of Regional Growth Strategy Bylaw. No. 1615. Thank you for the opportunity to provide comment on the proposed amendment.

Sincerely,

A handwritten signature in black ink, appearing to read 'B Jolliffe', is written over the printed name.

Bruce Jolliffe
 Chair

cc: Russell Dyson, Chief Administrative Officer, CVRD
 Phyllis Carlyle, Chief Administrative Officer, RDN
 Ann MacDonald, General Manager of Planning and Development Services Branch, CVRD
 Geoff Garbutt, General Manager of Strategic and Community Development, RDN

March 28, 2018

Courtney Simpson, Senior Planner
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Re: Regional District of Nanaimo Regional Growth Strategy Amendment Bylaw No. 1615.02, 2018

Dear Courtney:

On behalf of the City of Nanaimo, I would like to provide the following comment regarding Regional Growth Strategy Amendment Bylaw No. 1615.02, 2018.

The proposed amendment to the Regional Growth Strategy (RGS) is to fully implement the recently adopted Electoral Area 'H' Official Community Plan (Bylaw No. 1355.06). The proposed amendment is proceeding through the Minor Amendment process. Council recently endorsed the RGS amendment bylaw to allow amendments resulting from a full Official Community Plan (OCP) review process to proceed as minor amendments to the RGS. The specific proposed amendments to the RGS provide policy and map changes reflecting the Electoral Area 'H' OCP review and subsequent implementation, and include:

- to clarify ability for shared servicing for developments supported by RGS Policy 5.13 ("alternative forms of rural development") in Electoral Area 'H';
- to amend the boundary of the Bowser Village Centre by re-designating one parcel from the Future Use Area to the Village Centre and realigning the eastern boundary to follow property lines instead of Thames Creek in order to match the Bowser Village Sanitary Sewer Service Area; and,
- to change the designation of one parcel containing addresses 870, 860 and 850 Spider Lake Road from Resource Lands and Open Space to Rural Residential to reflect its removal from the Agricultural Land Reserve prior to the OCP review.

Based on a review of the information provided, I would like to indicate the City of Nanaimo has no objection to the proposed amendments contained in Regional Growth Strategy Amendment Bylaw No. 1615.02, 2018. Thank you for the opportunity to provide comment.

Sincerely,



Bruce Anderson, MA, MCIP, RPP
Manager of Community and Cultural Planning
Direct Phone: 250-755-4472

cc: Paul Thompson, RDN, Manager, Long Range Planning
Dale Lindsay, City of Nanaimo, Director of Community Development



March 20, 2018

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo BC V9T 6N2
Via email: CSimpson@rdn.bc.ca

Attention: Courtney Simpson
Senior Planner, Long Range Planning

Dear Ms. Simpson:

Re: Notice of Minor Amendment to Regional Growth Strategy Bylaw No. 1615

This is to advise that at the March 19, 2018, regular meeting of Council, the following resolution was passed:

- 18-093 1. THAT the correspondence from the Regional District of Nanaimo dated March 1, 2018, regarding notice of a minor amendment to the RDN Regional Growth Strategy Bylaw No. 1615 be received.

Yours truly,

A handwritten signature in black ink that reads "AWeeks".

AMANDA WEEKS
Deputy Corporate Officer

From: [Mike Tippett](#)
To: [Simpson, Courtney](#)
Subject: RGS minor amendment
Date: Thursday, March 15, 2018 11:57:41 AM

Dear Ms. Simpson,

Thanks to your Board Chair for the referral of the RGS amendment that will facilitate the implementation of the Area H OCP.

The Cowichan Valley Regional District has no concerns respecting this proposal.

Should a letter of acceptance be required along with a CVRD Board resolution, we will provide that at the appropriate time, once we are informed of this requirement.

Best regards,

Mike Tippett MCIP, RPP
Manager, Community Planning
Land Use Services Department
Cowichan Valley Regional District
175 Ingram Street, DUNCAN, BC V9L 1N8

Telephone: 250 746 2602 or 1 800 665 3955 toll-free in BC



District of Lantzville

Incorporated June 2003

March 28, 2018

Via email: pthompson@rdn.bc.ca

Paul Thompson, Manager, Long Range Planning
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Paul Thompson:

RE: No Objection to Regional Growth Strategy Bylaw No. 1615 Minor Amendment – Area ‘H’ OCP

District of Lantzville Council, at its regular meeting held on Monday, March 26, 2018, considered the March 1, 2018 letter from William Veenhof, Chair, Regional District of Nanaimo Board, with the attached RDN Staff Report RGS Amendments – ‘H’ Official Community Plan. The letter noted that the RDN was providing notice of the proposed amendment in accordance with the process for approving Minor Amendments, and requested a response by April 4, 2018.

This letter is to confirm that on March 26, 2018, Council passed the following motion:

THAT Council has no objections to the Regional District of Nanaimo amending “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011” to implement “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Amendment Bylaw No. 1335.6, 2017” through the minor amendment process.

Please contact Frank Limshue, Community Planner at 250.390.4006 if you require any additional information.

Yours truly,

Trudy Coates
Director of Corporate Administration

c: F. Limshue, Community Planner, District of Lantzville
Jacquie Hill, Manager of Administrative Services, RDN

File: 6530.60

T:\DISTRICT OF LANTZVILLE\Correspondence\2018\Arising from Council Meeting\RDN Regional Growth Strategy Bylaw No. 1615 Amendment to Implement Electoral Area 'H' OCP - Mar 26 2018.doc

Attachment 4

REGIONAL DISTRICT OF NANAIMO BYLAW NO. 1615.02, 2018

A Bylaw to Amend Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011

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

1) TITLE

This Bylaw may be cited as “Regional District of Nanaimo Regional Growth Strategy Amendment Bylaw No. 1615.02, 2018”.

2) AMENDMENT

The “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011”, is hereby amended as follows:

a) by deleting Policy 10.2 and replacing with the following:

“Not support the provision of new community water and/or sewer services to land designated as Rural Residential or Resource Lands and Open Space. Exceptions may be made:

- in situations where there is a threat to public health or the environment due to the domestic water supply or wastewater management method being used; or
- for providing services to developments in Electoral Area H supported by Policy 5.13.

The RDN and member municipalities will continue to work in partnership with appropriate provincial agencies and the community to develop solutions that address situations where there is a threat to public health or the environment.

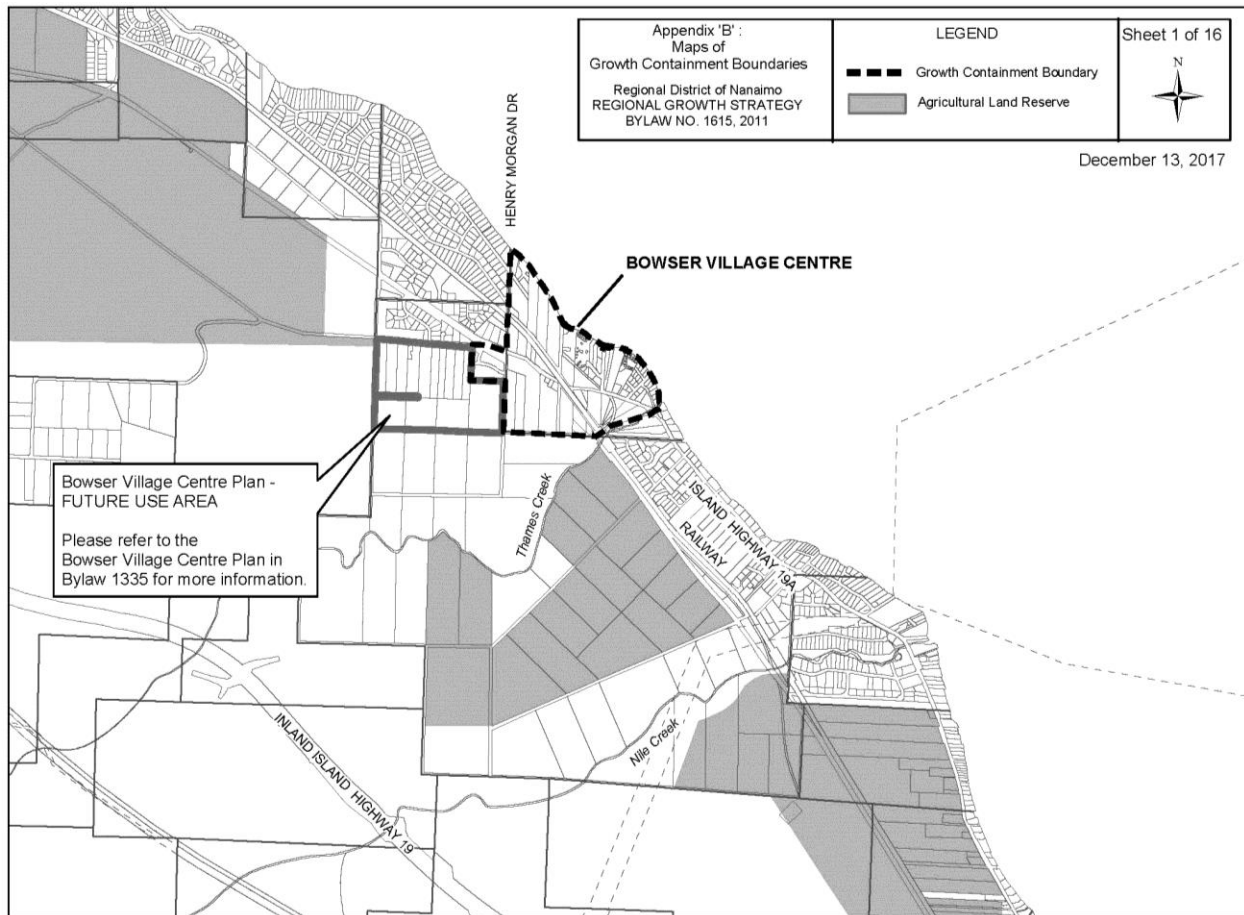
The provision of community water and/or wastewater systems may be permitted provided that the:

- full cost of service provision is paid by property owners; and
- level of development permitted does not increase beyond the level supported by Policies 5.2 of this Regional Growth Strategy; or
- level of development does not increase beyond the level supported by Policy 5.13 and it is in Electoral Area H.”

b) to Policy 10.3, at the end of the policy, by adding the following new sentence: “New community water and wastewater systems that are privately owned may be permitted provided that they:

- are for the purpose of servicing developments supported by Policy 5.13 and within Electoral Area H.”
- c) to Policy 10.7, at the end of the policy, by adding the following new sentence: “Rezoning to implement official community plan policies for higher density development without community water and sewer may be permitted in Electoral Area H for:
- lands within village centres or;
 - development supported by Policy 5.13.”
- d) to Appendix A, Map 4, by making the following designation changes:
- i) for the land legally described as “PID 000271365, LOT 10, BLOCK 347, NEWCASTLE AND ALBERNI DISTRICT, PLAN 34021”, changing the designation from Resource Lands and Open Space to Rural Residential.
 - ii) for the land legally described as “PID 030106966, LOT A, DISTRICT LOT 85, NEWCASTLE DISTRICT, PLAN EPP67156” and changing the designation from Rural Residential to Rural Village Centre
 - iii) for the land legally described as “PID 005 112 079, LOT 9, DISTRICT LOT 36, NEWCASTLE DISTRICT, PLAN 1820 EXCEPT PARCEL A (DD 18042N), AND EXCEPT THOSE PARTS IN PLANS 9864 AND 50165”, changing the designation from a split designation of Rural Residential and Rural Village Centre so that all of the parcel is designated Rural Residential.
 - iv) for the lands legally described as “PID 006 064 680, LOT 7, DISTRICT LOT 36, NEWCASTLE DISTRICT, PLAN 4200” and “PID 002 345 510, THAT PART OF LOT 8, DISTRICT LOT 36, NEWCASTLE DISTRICT, PLAN 1820, LYING TO THE NORTH EAST OF THE EASTERLY BOUNDARY OF PLAN 90 RW AND TO THE SOUTH WEST OF THE SOUTH WESTERLY BOUNDARY OF THE ROAD TO PARKSVILLE, AS SAID ROAD IS SHOWN ON SAID PLAN 1820”, changing the designation from a split designation of Rural Residential and Rural Village Centre so that the parcels are designated Rural Village Centre.

e) by deleting Appendix B, Sheet 1 and replacing it with the following:



Introduced and read two times this ____ day of _____, 2018.

Read a third time this ____ day of _____, 2018.

Adopted this ____ day of _____, 2018.

Chair

Corporate Officer