

REGIONAL DISTRICT OF NANAIMO

**REGULAR BOARD MEETING
TUESDAY, SEPTEMBER 24, 2013
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

- 1. CALL TO ORDER**
- 2. DELEGATIONS**
 - 10 **Jim Russell**, Food Protection Branch, Ministry of Agriculture, re Marine Plant Production and Seaweed Harvesting.
 - 11 **Michael Davies, Kinder Morgan Canada Inc.**, re Proposed expansion to the Kinder Morgan Trans Mountain Pipeline.
 - 12 **Peter Roosen**, re 3560 Allsop Road – Electoral Area ‘C’.
 - 13 **Peter Leathley, Rogers Communications Inc.**, re Proposed Rogers Communications Inc. Wireless Tower No. PL2013-086 – 891 Drew Road, Electoral Area ‘G’.
- 3. BOARD MINUTES**
 - 14-22 Minutes of the Regular Board meeting held Tuesday, August 27, 2013 (All Directors – One Vote).
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**
 - 23-24 **Todd Stone, Minister of Transportation and Infrastructure**, re Appointment as Minister, and confirmation of Ministry responsibility for sidewalks within the Fairwinds community (All Directors – One Vote).
 - 25-26 **Greta Taylor**, re Articles in Oceanside Star regarding RGS & OCP Application No. 2011-060 – Baynes Sound Investments – Electoral Area ‘H’. (All Directors – One Vote).
 - 27-29 **Residents of Crome Point Road, Electoral Area ‘H’**, re Concerns regarding the safety of living on Crome Point Road (All Directors – One Vote).

30-33 **Johann Kirschner and Jane Lindstrom**, re Development Variance Permit Application No. PL2013-084.

6. UNFINISHED BUSINESS

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

7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE

34-37 Minutes of the Electoral Area Planning Committee meeting held Tuesday, September 10, 2013 (for information) (All Directors – One Vote).

DEVELOPMENT PERMIT APPLICATIONS

Development Permit Application No. PL2013-067 – Smith & Annand – Electoral Area ‘G’ (Electoral Area Directors, except EA ‘B’ – One Vote).

That Development Permit Application No. PL2013-067 to address the prior placement of fill on the subject property be approved subject to the Terms and Conditions outlined in Attachment 2.

Development Permit Application No. PL2013-090 and Request for Frontage Relaxation in Conjunction with Subdivision Application No. PL2013-050 – Linda and George Addison – 2610 Myles Lake Road, Electoral Area ‘C’ (Electoral Area Directors, except EA ‘B’ – One Vote).

- 1. That Development Permit Application No. PL2013-090 in conjunction with a proposed four lot subdivision be approved subject to the conditions outlined in Attachment 3.*
- 2. That the request to relax the minimum 10% perimeter frontage requirement for proposed lots B, C, and D in conjunction with Subdivision Application No. PL2013-050 be approved.*

DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS

Development Permit with Variance Application No. PL2013-092 – Chevron Canada Ltd. – 1660 Island Highway East, Electoral Area ‘E’ (Electoral Area Directors, except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Permit with Variance Application No. PL2013-092.

That Development Permit with Variance Application No. PL2013-092 to permit additional signage on the subject property is approved subject to the conditions outlined in Attachments 2 to 4.

Development Permit with Variance Application No. PL2013-085 – Fern Road Consulting – 90 Lambert Lane, Electoral Area ‘H’ (Electoral Area Directors, except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Permit with Variance Application No. PL2013-085.

That Development Permit with Variance Application No. PL2013-085 to permit the construction of a dwelling unit be approved subject to the conditions outlined in Attachments 2 to 4.

Development Permit with Variance Application No. PL2013-066 – Eliza Point – Fielding Road, Electoral Area ‘A’ (Electoral Area Directors, except EA ‘B’ – One Vote).

Delegations wishing to speak to Development Permit with Variance Application No. PL2013-066.

That Development Permit with Variance Application No. PL2013-066 be approved subject to the conditions outlined in Attachments 2 to 7.

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Development Variance Permit Application No. PL2013-084 – Bernard Thomson – 2938 Hillview Road, Electoral Area 'E' (Electoral Area Directors, except EA 'B' – One Vote).

Delegations wishing to speak to Development Variance Permit Application No. PL2013-084.

That Development Variance Permit Application No. PL2013-084 to reduce the minimum setback from the interior side lot line to the east from 2.0 m to 0.16 m and from the interior side lot line to the west from 2.0 metres to 0.86 metres for the existing deck and stairs be approved subject to the conditions outlined in Attachments 2 and 3.

OTHER

Zoning Amendment Application No. PL2013-038 – Bylaw 500.386 – Magnolia Enterprises Ltd. – 6996 Island Highway West, Electoral Area 'H' (Electoral Area Directors, except EA 'B' – One Vote).

38-39

That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.386, 2013", be introduced and read two times.

That the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.386, 2013", be chaired by Director Veenhof or his alternate.

That the conditions set out in Attachment 2 of the staff report be completed prior to Bylaw No. 500.386, 2013 being considered for final adoption.

Regulatory Amendments to Address Marihuana for Medical Purposes Regulations – Bylaws No. 500.387, 2013 and 1285.18, 2013 (Electoral Area Directors, except EA 'B' – One Vote).

That the regulatory amendments to address Marihuana for Medical Purposes Regulations – Bylaw No. 500.387, 2013 and Bylaw No. 1285.18, 2013 be referred back to staff, and that staff be directed to organize a seminar discussion for the Board on the topic.

7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE

40-44

Minutes of the Committee of the Whole meeting held Tuesday, September 10, 2013 (for information) (All Directors – One Vote).

FINANCIAL SERVICES

Proposed Schedule to approve the 2014 to 2018 Financial Plan (All Directors – One Vote).

That the following schedule for the review and adoption of the 2014 to 2018 financial plan be approved:

November 19, 2013	Information seminar to Board for 2014 preliminary budget
November 26, 2013	Presentation of 2014 preliminary budget at Board Meeting
January 30, 2014	Presentation of 2014 to 2018 financial plan at Special Committee of the Whole Meeting
February 11, 2014	Presentation of financial plan at Committee of the Whole Meeting
February 17, 2014	Publication of budget edition of Regional Perspectives
March 11, 2014	Introduce bylaw to adopt the 2014 to 2018 financial plan
March 25, 2013	Adopt financial plan bylaw.

Dashwood Volunteer Fire Department – Rescue Truck Purchase Approval Request

(All Directors – Weighted Vote).

That the Dashwood Volunteer Fire Department be authorized to enter into negotiations with Brindlee Mountain Fire Apparatus LLC for the purchase of a 2008 KME/International Commercial Heavy Rescue truck to a maximum cost of \$210,000.

(Electoral Areas 'F', 'G', and 'H' - Weighted Vote)

That staff be authorized to transfer up to \$210,000 from the Dashwood Fire Service Area Reserve Fund for the purchase of a replacement rescue apparatus vehicle.

STRATEGIC AND COMMUNITY DEVELOPMENT

BUILDING, BYLAW, AND EMERGENCY PLANNING

3560 Allsop Road – Electoral Area ‘C’ – Building and Zoning Bylaw Contraventions
(All Directors – One Vote).

That an extension of time be granted to January 2014, and to bring back the Staff report for re-consideration of the Board before a notice of Bylaw contravention is registered on title pursuant to Section 57 of the Community Charter on the title of Lot 4, Section 17, Range 3, Plan 26264, Mountain District (3560 Allsop Road).

3272 Roper Road – Electoral Area ‘A’ – Building and Zoning Bylaw Contraventions
(All Directors – One Vote).

That the file in respect of Building and Zoning Bylaw contraventions at 3272 Roper Road, Electoral Area ‘A’ be tabled until the October 2013 Committee of the Whole meeting so as to provide the property owner sufficient time to discuss the matter with Regional District of Nanaimo staff.

45-50

351 Oakdowne Road – Electoral Area ‘H’ – Unsightly Premises (All Directors – One Vote).

That the Board, pursuant to Unsightly Premises Regulatory Bylaw No. 1073, 1996, directs the owner of Lot 3, District Lot 89, Newcastle District, Plan VIP58594 (351 Oakdowne), to remove the accumulation of discarded automotive parts, derelict vehicles and boats, scrap metal and disused material from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo or its agents at the owner's cost.

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER SERVICES

Reduction of Sewer Development Cost Charges for the proposed Pacifica Housing Development at 6025 Uplands Drive, Nanaimo (All Directors, except EA ‘B’ – Weighted Vote).

That the Board approves the 50% rate reduction for the proposed Pacifica Housing development at 6025 Uplands Drive, Nanaimo.

51-54 **Bylaw 975.60 – Pump and Haul Local Service Establishment Amendment to Exclude Lot 43, Section 8, Plan 24916, Wellington Land District (All Directors – One Vote).**

1. *That the boundaries of the "Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995" be amended to exclude Lot 43, Section 8, Plan 24916, Wellington Land District.*
2. *That "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.60, 2013" be introduced and read three times.*

Greater Nanaimo Pollution Control Centre - Control Building HVAC Replacement Construction Award (All Directors – Weighted Vote).

That the Board award the construction contract for the HVAC Upgrade project at the Greater Nanaimo Pollution Control Centre to Archie Johnstone Plumbing and Heating for a value of \$188,600.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

(All Directors – One Vote)

1. *To refer Community Policing funding to the 2014 budget discussions.*
2. *To refer Gabriola Historical and Museum Society funding to the 2014 budget discussions.*

7.4 SCHEDULED ADVISORY AND SELECT COMMITTEES

Emergency Management Select Committee

55-57 Minutes of the Emergency Management Select Committee meeting held Tuesday August 27, 2013 (for information) (All Directors – One Vote).

58-60 **Regional Community Recovery Planning (All Directors – One Vote).**

That the Regional Community Recovery Planning report be received for information.

61-130 **Emergency Livestock Evacuation Plan and Livestock Shelter License of Use Agreements (All Directors – Weighted Vote).**

1. *That the Emergency Livestock Evacuation Plan and Licence of Use Agreements between the Regional District of Nanaimo and Culverden Holdings Ltd. for a five year term commencing October 1, 2013 and ending December 31, 2018, be approved.*

2. *That the Emergency Livestock Evacuation Plan and Licence of Use Agreements between the Regional District of Nanaimo and the City of Nanaimo for a five year term commencing October 1, 2013 and ending December 31, 2018, be approved.*
3. *That the Emergency Livestock Evacuation Plan and Licence of Use Agreements between the Regional District of Nanaimo and the Arrowsmith Agricultural Association for a five year term commencing October 1, 2013 and ending December 31, 2018, be approved.*
4. *That the Emergency Livestock Evacuation Plan and Licence of Use Agreements between the Regional District of Nanaimo and Coombs Hilliers Community Organization for a five year term commencing October 1, 2013 and ending December 31, 2018, be approved.*

(All Directors – One Vote)

That the Emergency Livestock Evacuation Plan be referred to the Agricultural Advisory Committee for review and comment prior to final Board approval.

131-134

Neighborhood Emergency Preparedness Program Update (All Directors – One Vote)

That the Update on Neighbourhood Emergency Preparedness Program report be received for information.

8. ADMINISTRATOR’S REPORTS

135-220

Bylaw No. 1620.01 to Amend Electoral Area ‘A’ Official Community Plan Bylaw No. 1620, 2011 to Include the Cedar Main Street Village Plan (Electoral Area Directors, except EA ‘B’ – One Vote).

221-222

Oceanside Place Lighting Upgrade – 2013 (All Directors – Weighted Vote).

223-224

Request Authority to enter into Agreement Regarding Transfer of Gas Tax Funding (All Directors – Weighted Vote).

9. ADDENDUM

10. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

11. NEW BUSINESS

E & N Regional Trail Construction — *At the September 10, 2013 Committee of the Whole meeting Director Anderson advised that he would be bringing forward the following motion for consideration at the September 24, 2013 Board meeting (All Directors — One Vote):*

That staff be directed to investigate and report back to the Board on options for consideration in the 2014 budget discussion for the funding of trail projects on the E & N Rail Corridor in the Regional District of Nanaimo.

12. BOARD INFORMATION

225 **Items Received for Board Information, September 2013** (All Directors – One Vote).

13. IN CAMERA

That pursuant to Section 90 (1) (f) and (i) of the Community Charter the Board proceed to an In Camera meeting for discussions related to law enforcement and solicitor-client privilege.

14. ADJOURNMENT

Re: Marine Plant Production and Seaweed Harvesting

From: Russell, Jim AGRI:EX

Sent: Wednesday, September 04, 2013 10:49 AM

To: O'Halloran, Matt

Subject: Marine Plant Presentation to RDN

As requested, sending you a short note to confirm my attendance at RDN meeting September 24, 2013, at 7 pm. Looking forward to it.

Regards,

Jim Russell

Director

Food Protection Branch

Ministry of Agriculture

Re: Proposed expansion to the Kinder Morgan Trans Mountain Pipeline

From: Bathurst, Sheran
Sent: Tuesday, July 23, 2013 11:49 AM
To: O'Halloran, Matt
Subject: RE: MEETING REQUEST: Mike Davies, Kinder Morgan Trans Mountain Pipeline

Please confirm us for the September 24th date. Let me know the following details:

Sheran

From: Bathurst, Sheran
Sent: Tuesday, July 02, 2013 2:33 PM
Subject: MEETING REQUEST: Mike Davies, Kinder Morgan Trans Mountain Pipeline

During the month of July Michael Davies, Director of Marine Development for Kinder Morgan Canada will be in traveling throughout Vancouver Island and would greatly appreciate the opportunity to meet with you both. Through a number of engagement initiatives conducted over the last year we have heard that there is an interest from your community regarding the proposed expansion to the Kinder Morgan Trans Mountain Pipeline. Mr. Davies has been meeting with key community leaders such as yourselves to discuss and answer questions about the project.

The purpose of this meeting would be to address the interests of your community and to gain an understanding of how local government, such as Nanaimo, would like to be engaged as the project moves forward. It will also be our opportunity to listen to any thoughts or concerns you may have with regard to the proposed expansion project, especially as they relate to marine activities.

Information and project updates can be found at <http://www.transmountain.com>. Thank you for your consideration of this request. I look forward to working with your office to find a time to meet. I will follow up this request by phone, but if you have any questions, please do not hesitate to contact me by email or phone at 250-508-4474.

Kind Regards,
Sheran Bathurst
Project Specialist, Stakeholder Engagement and Communications

Trans Mountain Expansion Project
Kinder Morgan Canada Inc.

RE: 3560 Allsop Road – Electoral Area 'C'

From: Peter Roosen [mailto:proosen@gmail.com]
Sent: Friday, September 13, 2013 11:23 AM
To: Hill, Jacquie
Cc: O'Halloran, Matt; Maureen Young; annelise.r
Subject: Re: Delegation - September 10

Hi Jacquie,

Let's go ahead and book me in for 10 minutes at the upcoming September 24, 2013 Board meeting. Same topic description as before should suffice. Thanks. Peter

From: Peter Roosen [mailto:proosen@gmail.com]
Sent: Thursday, September 05, 2013 10:45 AM
To: O'Halloran, Matt
Cc: Hill, Jacquie
Subject: Re: Delegation - September 10

Peter Roosen is making a presentation on behalf of the property owner at 3560 Allsop Road in regards to the artistic garden railway located thereon, largely comprised of historic Vancouver Island mining and railway artifacts. He will also be speaking to the recommendations of the Chief Building Inspector.

Unfortunately, I have not had the opportunity to review any staff reports or RDN files in regards to the subject property since such have never been produced or disclosed by your office. If you could email those to me, that would be appreciated. Otherwise, I may be seeking an adjournment to allow for a reasonable discovery process.

10 minutes should be sufficient. ✓

Regards, Peter Roosen

**Re: Proposed Rogers Communications Inc. Wireless Tower No. PL2013-086 – 891 Drew Road,
Electoral Area 'G'.**

Thanks for your time this afternoon. I appreciate you putting down Peter Leathley's name as a delegate for the Sept 24th meeting.

Kiersten Enemark

Director, Land and Municipal Affairs

Standard Land Company Inc.

Suite 610, 688 West Hastings Street | Vancouver, BC V6B 1P1

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR BOARD MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, AUGUST 27 2013 AT 7:00 PM IN THE
RDN BOARD CHAMBERS

In Attendance:

Director J. Stanhope	Chairperson
Director D. Brennan	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Alternate	
Director F. Van Eynde	Electoral Area E
Director J. Fell	Electoral Area F
Director W. Veenhof	Electoral Area H
Director B. Dempsey	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director G. Anderson	City of Nanaimo
Alternate	
Director B. McKay	City of Nanaimo
Director T. Greves	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Alternate	
Director F. Pattje	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach

Regrets:

Director G. Holme	Electoral Area E
Director B. Bestwick	City of Nanaimo
Director J. Kipp	City of Nanaimo

Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
D. Banman	Mgr. Recreation Services
D. Trudeau	Gen. Mgr. Transportation & Solid Waste
G. Garbutt	Gen. Mgr. Strategic & Community Development
R. Alexander	Gen. Mgr. Regional & Community Services
M. O'Halloran	Legislative Coordinator
C. Golding	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order and welcomed Alternate Directors Van Eynde, McKay and Pattje to the meeting.

DELEGATIONS

Mary Ashley, Judith Sayers, and Graham Bruce, Island Corridor Foundation, re Status of Negotiations with VIA Rail.

Judith Sayers provided background information on the Island Corridor Foundation. Graham Bruce CEO, gave an update on the negotiations with VIA Rail and the proposed agreement between ICF and VIA Rail.

Alison Cutler, Emma Isaac, and Devon MacFarlane, Vancouver Island Health Authority, re Support for the development of a Community Health Network in Oceanside.

Devon MacFarlane spoke of the challenges and the work accomplished by the three operating Community Health Networks on Vancouver Island. Emma Isaac spoke of the proposed work plan and tentative timeline for the development of a Community Health Network in Oceanside.

Ian MacDonell, re RGS and OCP Amendment Application No. PL2011-060 – Baynes Sound Investments.

Ian MacDonell spoke of his concerns regarding the RGS and OCP Amendment Application process.

Jim Crawford, Baynes Sound Investments, re RGS and OCP Amendment Application No. PL2011-060 – Baynes Sound Investments.

Jim Crawford spoke to the Board regarding the Sept. 19, 2013 deadline to produce further information requested by the RDN. He asked the Board to consider extending the deadline.

Dianne Eddy, re RGS and OCP Amendment Application No. PL2011-060 – Baynes Sound Investments.

Dianne Eddy highlighted concerns regarding the process and details concerning the consultation plan.

LATE DELEGATIONS

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

Sunny Mangat, Mangat Environmental Solutions Inc., RGS and OCP Amendment Application No. PL2011-060 – Baynes Sound Investments.

Sunny Mangat presented a slide show regarding potential wastewater system, potable water, and storm water management.

BOARD MINUTES

Minutes of the Regular Board meeting held Tuesday, July 23, 2013.

13-565 MOVED Director Veenhof, SECONDED Director Houle, that the minutes of the Regular Board meeting held Tuesday, July 23, 2013, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Brock Carlton, Federation of Canadian Municipalities, re Payment for Greater Nanaimo Pollution Control Centre Cogeneration Field Test.

13-566 MOVED Director McPherson, SECONDED Director Johnstone, that the correspondence from Brock Carlton, Federation of Canadian Municipalities, re Payment for Greater Nanaimo Pollution Control Centre Cogeneration Field Test, be received.

CARRIED

Mayor Mary Sjostrom, President, UBCM, re Gas Tax Agreement Community Works Fund Payment.

13-567 MOVED Director McPherson, SECONDED Director Johnstone, that the correspondence from Mayor Mary Sjostrom, President, UBCM, re Gas Tax Agreement Community Works Fund Payment, be received.

CARRIED

Mayor Mary Sjostrom, President, UBCM, re Federal Additions to Reserve Policy – Feedback Requested.

13-568 MOVED Director McPherson, SECONDED Director Johnstone, that the correspondence from Mayor Mary Sjostrom, President, UBCM, re Federal Additions to Reserve Policy – Feedback Requested, be received.

CARRIED

David Graham, Chair, Gabriola Island Local Trust Committee, re Duke Point as potential Waste Incineration Site.

13-569 MOVED Director McPherson, SECONDED Director Johnstone, that the correspondence from David Graham, Chair, Gabriola Island Local Trust Committee, re Duke Point as potential waste incineration site, be received.

CARRIED

Vickie Cochrane, re Metro Vancouver Waste-to-Energy.

13-570 MOVED Director McPherson, SECONDED Director Johnstone, that the correspondence from Vickie Cochrane, re Metro Vancouver Waste-to-Energy, be received.

CARRIED

Ross Peterson, re Proposed Fairwinds Development – Public Consultation.

13-571 MOVED Director McPherson, SECONDED Director Johnstone, that the correspondence from Ross Peterson, re Proposed Fairwinds Development – Public Consultation, be received.

CARRIED

Don Lawseth, re Fairwinds development planning process.

13-572 MOVED Director McPherson, SECONDED Director Johnstone, that the correspondence from Don Lawseth, re Fairwinds development planning process, be received.

CARRIED

John Purcell, Bentall Kennedy, re Lakes District and Schooner Cove Amendment Applications No. PL2012-096/97.

- 13-573 MOVED Director McPherson, SECONDED Director Johnstone, that the correspondence from John Purcell, Bentall Kennedy, re Lakes District and Schooner Cove Amendment Applications No. PL2012-096/97, be received.

CARRIED

Wendy Pratt, Nanaimo Community Hospice, re RDN Grant to Hospice.

- 13-574 MOVED Director McPherson, SECONDED Director Johnstone, that the correspondence from Wendy Pratt, Nanaimo Community Hospice, re RDN Grant to Hospice, be received.

CARRIED

Greg Field, Arrowsmith Search and Rescue, re 2013 organization and activities.

- 13-575 MOVED Director McPherson, SECONDED Director Johnstone that the correspondence from Greg Field, Arrowsmith Search and Rescue, re 2013 organization and activities, be received.

CARRIED

Jim Kincaid, District of Stewart, re Ambulance Services Resolution.

- 13-576 MOVED Director McPherson, SECONDED Director Johnstone, that the correspondence from Jim Kincaid, District of Stewart, re Ambulance Services Resolution, be received.

CARRIED

Stewart Young, Mayor, City of Langford, re Downloading of Infrastructure Costs from BC Hydro.

- 13-577 MOVED Director McPherson, SECONDED Director Johnstone, that the correspondence from Stewart Young, Mayor, City of Langford, re Downloading of Infrastructure Costs from BC Hydro, be received.

CARRIED

Lois Halko, Mayor, District of Sparwood, re Proposals to Develop Coal Shipping Facilities within the Port Metro Vancouver System.

- 13-578 MOVED Director McPherson, SECONDED Director Johnstone, that the correspondence from Lois Halko, Mayor, District of Sparwood, re Proposals to Develop Coal Shipping Facilities within the Port Metro Vancouver System, be received.

CARRIED

Lynn Wood, Oceanside Hospice Society, re Proposed UBCM motion to amend the *Hospital District Act*.

- 13-579 MOVED Director McPherson, SECONDED Director Johnstone, that the correspondence from Lynn Wood, Oceanside Hospice Society, re Proposed UBCM motion to amend the *Hospital District Act*, be received.

CARRIED

Sharon Todd, re Traffic on Wembley Road.

- 13-580 MOVED Director McPherson, SECONDED Director Johnstone, that the correspondence from Sharon Todd, re Traffic on Wembley Road, be received.

CARRIED

UNFINISHED BUSINESS

Bylaws No. 1686, 1687, 813.51 and 889.65 – Hawthorne Rise Sanitary Sewer Capital Financing Service Establishing Bylaw, and Loan Authorization Bylaw.

- 13-581 MOVED Director Van Eynde, SECONDED Director Brennan, that Regional District of Nanaimo "Hawthorne Rise Sanitary Sewer Capital Financing Service Establishing Bylaw No. 1686, 2013", be adopted.
CARRIED
- 13-582 MOVED Director Veenhof, SECONDED Director Anderson, that Regional District of Nanaimo "Hawthorne Rise Sanitary Sewer Capital Financing Loan Authorization Bylaw No. 1687, 2013", be adopted.
CARRIED
- 13-583 MOVED Director Lefebvre, SECONDED Director Anderson, that Regional District of Nanaimo "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.51, 2013", be adopted.
CARRIED
- 13-584 MOVED Director Anderson, SECONDED Director Lefebvre, that "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.65, 2013", be adopted.
CARRIED

STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES & RECOMMENDATIONS

Electoral Area 'B' Parks and Open Space Advisory Committee

Minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held Tuesday, April 2, 2013.

- 13-585 MOVED Director Houle, SECONDED Director Veenhof, that the minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held Tuesday, April 2, 2013, be received for information.
CARRIED

Minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held Tuesday, July 2, 2013.

- 13-586 MOVED Director Houle, SECONDED Director Veenhof, that the minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held Tuesday, July 2, 2013, be received for information.
CARRIED

Electoral Area 'F' Parks and Open Space Advisory Committee

Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Monday, May 6, 2013.

- 13-587 MOVED Director Fell, SECONDED Director Ruttan, that the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Monday, May 6, 2013, be received for information.
CARRIED

Electoral Area 'E' Parks and Open Space Advisory Committee

Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held Monday, May 13, 2013.

- 13-588 MOVED Director Van Eynde, SECONDED Director Ruttan, that the minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held Monday, May 13, 2013, be received for information.

CARRIED

East Wellington/Pleasant Valley Parks and Open Space Advisory Committee

Minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, June 17, 2013.

- 13-589 MOVED Director Dempsey, SECONDED Director Young, that the minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, June 17, 2013, be received for information.

CARRIED

Electoral Area 'A' Parks, Recreation and Culture Commission

Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held Wednesday, June 19, 2013.

- 13-590 MOVED Director McPherson, SECONDED Director Ruttan, that the minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held Wednesday, June 19, 2013, be received for information.

CARRIED

Liquid Waste Advisory Committee

Minutes of the Liquid Waste Advisory Committee meeting held Monday, July 8, 2013.

- 13-591 MOVED Director Van Eynde, SECONDED Director Lefebvre, that the minutes of the Liquid Waste Advisory Committee meeting held Monday, July 8, 2013, be received for information.

CARRIED

ADMINISTRATOR'S REPORTS

Development Permit Application No. PL2013-077 — Busch / Gauthier Development Ltd., Lot F, District Lots 1 and 181, Nanoose District, Plan 10875, 957 & 959 Shorewood Drive, Electoral Area G.

- 13-592 MOVED Director Brennan, SECONDED Director Anderson, that Development Permit Application No. PL2013-077 to permit the construction of a dwelling unit be approved subject to the conditions outlined in Attachment 2 and 3.

CARRIED

Status Update RGS and OCP Amendment Application No. PL2011-060 — Baynes Sound Investments Lot A, District Lots 1 and 86, Newcastle District, Plan 48840; Lot B, District Lots 1 and 86, Newcastle District, Plan 38643; Lot C, District Lot 86, Newcastle District, Plan 38643, Electoral Area 'H'.

13-593 MOVED Director Veenhof, SECONDED Director Lefebvre, that the Board not proceed with public consultation for Application No. PL2011-060 at this time and that should the process proceed, a new Consultation Plan with revised timelines be considered for approval.

CARRIED

13-594 MOVED Director Veenhof, SECONDED Director Lefebvre, that a deadline of September 19, 2013, be established for receipt of all required information to the satisfaction of the RDN for Application No. PL2011-060.

CARRIED

13-595 MOVED Director Veenhof, SECONDED Director Houle, that the Applicant be advised that failure to provide all required information to the satisfaction of the RDN by September 19, 2013, will result in the Board reconsidering the application.

CARRIED

Lakes District & Schooner Cove Zoning Amendment Application Updates.

13-596 MOVED Director Van Eynde, SECONDED Director Brennan, that the Board receive the Lakes District & Schooner Cove Zoning Amendment Application Update report for information.

CARRIED

Operating Results for the Period Ending June 30, 2013.

13-597 MOVED Director Johnstone, SECONDED Director Brennan, that the summary report of financial results from operations to June 30, 2013, be received for information.

CARRIED

Update to Fire Protection Services Agreement with City of Parksville.

13-598 MOVED Director Lefebvre, SECONDED Director Houle, that the addendum to the Fire Protection Services Agreement with the City of Parksville covering portions of Electoral Area 'G' be approved as presented.

CARRIED

Request from the Oceanside Hospice Society for financial support.

13-599 MOVED Director Lefebvre, SECONDED Director Anderson, pending the outcome of the CVRD's resolution through UBCM to amend the *Hospital District Act*, that staff be directed to notify the Oceanside Hospice Society that funding is only available through the Grants in Aid program at this time.

CARRIED

Letter to VIRL re Community Library Branch — Cedar Rural Village Centre.

13-600 MOVED Director McPherson, SECONDED Director Young, that the draft letter supporting a new community library branch within the Cedar Rural Village Centre be approved, signed by the RDN Board Chair and forwarded to the Vancouver Regional Library Board.

CARRIED

Family Day Sponsorship — Oceanside Place & Ravensong Aquatic Centre.

- 13-601 MOVED Director Willie, SECONDED Director Veenhof, that Oceanside Place and Ravensong Aquatic Centre be opened for four hours each on Family Day holidays with free admissions and for Quality Foods to be the annual sponsor for the Family Day events at the two recreation facilities.

CARRIED

Land Management and Maintenance Partnership Agreement with Recreation Sites and Trails BC for the Witchcraft Lake Regional Trail to Mount Benson Regional Park.

- 13-602 MOVED Director Young, SECONDED Director Dempsey, that the Board authorize execution of the Recreation Sites and Trails BC Management and Maintenance Partnership Agreement for the Crown lands portion of the Witchcraft Lake Regional Trail.

CARRIED

707 Community Park Bank Stabilization Project — Electoral Area 'B'.

- 13-603 MOVED Director Houle, SECONDED Director Lefebvre, that the release of \$25,000 from the Electoral Area 'B' Community Parks Reserve Fund, be approved.

CARRIED

Cedar Skateboard/Bike Park Construction Tender Award.

- 13-604 MOVED Director McPherson, SECONDED Director Young, that the Cedar Skateboard/Bike Park Construction Project be awarded to New Line Skateparks Ltd. for the tendered price of \$475,454.

CARRIED

Regional Landfill Infrastructure Works Relocation and Upgrade Tender Award.

- 13-605 MOVED Director Brennan, SECONDED Director Ruttan, that the Board award the relocation and upgrade of infrastructure works at the Regional Landfill to Knappett Industries Ltd. for the tendered amount of \$529,837.

CARRIED

Packaging and Printed Paper – Response to MMBC Financial Incentives Offer.

- 13-606 MOVED Director Brennan, SECONDED Director Veenhof, that the Board direct staff to respond to Multi-Material BC accepting the Curbside Collector financial incentive offer and indicating interest in entering into a contract to become a collection service provider under the approved stewardship plan.

CARRIED

- 13-607 MOVED Director Veenhof, SECONDED Director Willie, that the Board direct staff to enter into negotiations with BFI Canada Inc. to amend the current collection contract to apply the five-year extension early and to de-couple Packaging and Printed Paper (PPP) collection from processing.

CARRIED

- 13-608 Moved that Director Willie, SECONDED Director Veenhof, that the Board direct staff to respond to Multi-Material BC declining the Depot Collection financial incentive.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

- 13-609 MOVED Director Brennan, SECONDED Director Lefebvre that the Board endorse the concept of a Community Health Network in Oceanside.

CARRIED

NEW BUSINESS

Arrowsmith Community – Electoral Area ‘F’ Restructure Study Committee — At the July 23, 2013 Board meeting Director Fell noted that the following motions would be brought forward to the August 27, 2013 Board meeting.

- 13-610 MOVED Director Fell, SECONDED Director Van Eynde, that the Regional District of Nanaimo support the Arrowsmith Community (Electoral Area ‘F’) Restructure Study Committee in the Community’s desire to resume and complete a Restructure Study for self-governance as a District.

CARRIED

- 13-611 MOVED Director Fell, SECONDED Director Van Eynde, that the Regional District of Nanaimo request that the Province provide the funding and support for this study in the usual manner.

CARRIED

- 13-612 MOVED Director Fell, SECONDED Director Van Eynde, that the RDN staff communicate with the Minister of Community, Sport and Cultural Development and to the Local Government Structure Branch of the Ministry, informing these of the Board’s support for this restructure study and requesting the usual funding and support that attends these studies.

CARRIED

IN CAMERA

- 13-613 MOVED Director Anderson, SECONDED Director Dempsey, that pursuant to Sections 90(1)(e), (f), (g), and (i) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to land acquisitions, law enforcement, litigations, and solicitor-client privilege.

CARRIED

ADJOURNMENT

MOVED Director Anderson, SECONDED Director Young, that this meeting terminate.

CARRIED

TIME: 9:49PM

CHAIRPERSON

CORPORATE OFFICER



RDN CAQS OFFICE			
CAO	<input checked="" type="checkbox"/>	GM R&P	
GMS&CD	<input checked="" type="checkbox"/>	GM T&SW	
GM R&CU		DF	
SEP 10 2013			
DCS		BOARD	<input checked="" type="checkbox"/>
CHAIR	<input checked="" type="checkbox"/>	Info	

AUG 28 2013

Joe Stanhope, Chair
 Regional District of Nanaimo
 6300 Hammond Bay Road
 Nanaimo BC V9T 6N2

Reference: 218099

Dear Chair Stanhope:

Re: Thank You

I am writing in response to your letter of June 25, 2013, congratulating me on my appointment as Minister of Transportation and Infrastructure and following up on the Regional District's request for authority over local sidewalks, boulevards and roadside trails within the ministry's rights-of-way.

I appreciate your kind words about my new role. It is an honour to serve British Columbians, and I am committed to drawing on the insights and experiences of local residents and leaders like you as we make important decisions for our shared future.

I am glad to know progress relating to the proposed Fairwinds development has been positive and, as requested in your letter, I am pleased to confirm the ministry has committed to assuming responsibility for the existing 9.4 kilometres of existing sidewalk within the Fairwinds community. The ministry has also committed to issuing permits for the future development of the sidewalks within Lakes District and Schooner Cove, and will assume responsibility for these sidewalks also.

With regards to your request for authority over all local sidewalks within the ministry's rights-of-way, I have asked District Manager Renée Mounteney to follow up with Regional District representatives on this matter and can confirm a response from her is forthcoming.

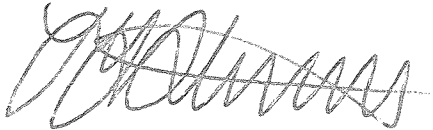
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- 2-

Should you have additional questions or concerns in the meantime, Ms. Mounteney can be reached directly at 250 751-3282 or by e-mail at Renee.Mounteney@gov.bc.ca.

Thank you again for taking the time to write.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd Stone". The signature is written in a cursive, somewhat stylized font.

Todd Stone
Minister

Copy to: Renée Mounteney, District Manager
Vancouver Island

From: Greta Taylor
Sent: Monday, September 09, 2013 11:04 AM
To: Matt O'Halloran
Subject: Application by BSI re Rural Deep Bay Village Centre

COPY TO ALL AREA DIRECTORS PLEASE. Thank you.

Greta Taylor,
244, Hembrough Road,
Bowser, B.C. V0R 1G0
Tel: 250 757 8909

Well now, Mr. Wilford, I read your comments in the OPINION column of the September 5th/13 edition of the Oceanside Star, regarding the development company BSI. Really Mr. Wilford, there is no need to get so upset and angry at the RDN when they have Area H Director Veenhof bending over backwards for BSI. He voted to give them more time to come forward with information for the third time. He voted for the Application #PL2011/060 for a Rural Deep Bay Village Centre to go forward, in spite of the RDN report advising the Board that this application had more negatives than positives.

A region-wide Rural Village Centres study was initiated by the RDN in 2012 to identify locations with the greatest potential to accommodate future growth. In this study the overall evaluation summary ranked Rural Village Centres from 1 – 6 (the lowest number being the best) Deep Bay ranked #5. Hardly the best location for a Rural Deep Bay Village wouldn't you say? However, despite this very poor ranking, Director Veenhof decided to ignore this evaluation of Deep Bay and the recommendation of the Staff Report and voted in favour of BSI's application. So you see, Mr. Wilford, there really is no need for you to get so upset. The RDN is really trying to help BSI not hinder them.

I hope this helps you to understand the situation a little better.

Greta Taylor

From: Greta Taylor [<mailto:gptaylor@shaw.ca>]

Sent: Monday, September 16, 2013 11:24 AM

To: corpsrv

Cc: Scott Fraser.MLA

Subject: Deep Bay Project-Interview between Brian Wilford Oceanside Star newspaper and Deep Bay Improvement District Chairman Tom Plensky.

COPIES TO ALL DIRECTORS PLEASE. THANK YOU.

To Chairman of the Board
Regional District of Nanaimo
Mr. Joe Stanhope.

Deep Bay Project – Review will say whether there's enough water (Oceanside Star September 12th 2013)

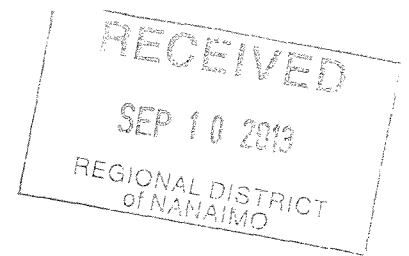
Mr. Plensky, I read with interest your interview with Brian Wilford until the last few words where you stated that (and I quote) “As Trustees, Plensky said, “we have to keep an open mind” Then in the next paragraph you spoiled it all by saying “However, speaking as an individual you have a real hard time with people in this area who grow old, try to sell their homes, and then wonder why there aren't any young families moving into the area. They're against pipelines, they're against mines, they're against development”

During the past several years, I have heard you say so many times over that folks here are against development, that you sound like a broken record and as you have now stated this publicly in the newspaper I feel the need to correct you on this point.

Well Mr. Plensky here is one old gal who has grown old living in this area, but I have not tried to sell my home and have not wondered why there aren't young families moving here, and yes, I am against pipelines and coal mines (for health reasons), but I, and many other folks, ***ARE NOT AGAINST DEVELOPMENT***, and I repeat ***NOT AGAINST DEVELOPMENT***, especially if it concurs with our Area H Official Community Plan which calls for steady growth as and when land becomes available with single family homes on half acre lots.. What we ***ARE AGAINST*** are investors who come here and try to force upon us, whether we like it or not, humungous development plans such as BSI is proposing on their land at the top of Chrome Point Road that certainly does not conform to our O.C.P.in any way, shape or form. I believe that if an investors group were to bring a development plan forward that concurs with our O.C.P. there would be very little opposition from the folks who live in this area.

I hope you now understand that it is not ***JUST DEVELOPMENT*** but ***THE TYPE OF DEVELOPMENT*** that folks are against, and that it is about time you sent that broken record of yours to the recycling depot.

Greta Taylor
244, Hembrough Road,
Bowser, B .C. V0R 1G0
Tel: 250 757 8909
email: gptaylor@shaw.ca



FROM: The residents of Crome Point Road,
TO: The Board Chair Director
ATTENTION: Joe Stanhope
TO: The Regional District of Nanaimo,
ATTENTION: Lisa Bopalsingh, senior planner
CC: Island Corridor Foundation
ATTENTION: Graham Bruce, islandrail@shaw.ca
CC: Area Director Area H
ATTENTION: Bill Veenhof RDN

Date: 09th September, 2013

We the residents of Crome Point Road, Deep Bay represent 135 years of residency and property ownership here.

We would like to voice a few concerns that we, the residents are facing regarding the safety of living on Crome Point Road.

1. Crome Point Road is a cul-de-sac and not a through road, and since the development of the Vancouver Island Shellfish Research Station (VIU), which is accessed through the Bayne Sound Investments (BSI) property, the only way to reach this site is from an access driveway off Crome Point Rd.
2. Another escape route to Highway 19A is necessary as Gainsberg Road is our only access in and out of Deep Bay and in the past this road has been blocked by falling trees during storms; in one case the road was blocked for 5 days.
3. The increase in traffic since the VIU Shellfish Research Station opened has reached a hazardous level on both Gainsberg Road and Crome Point Rd. Crome Point Rd in particular has become a dangerous situation as not only is there the increase in traffic, but it is used as a place to park vehicles/trailers on both sides of the road while people are out boating.
4. VIU Shellfish Research Station host many events during the year and we have counted on numerous occasions in excess of 50-60 vehicles entering and exiting the site in a short period of time. On one occasion there were 1200 visitors that visited the site.

VIU have been most accommodating in trying to help to ease the situation by putting up large signs at the entrance of the driveway at the end of Crome Point Road asking visitors to slow down. Unfortunately many of these visitors do not follow these instructions and drive their vehicles at a dangerous speed up and down Crome Point Rd.

5. The majority of driveways on Crome Point Rd have blind spots and it is unsafe for residents exiting their driveways even though VIU have specified on their sign that there are blind driveways on Crome Point Rd. There have been a number of near misses due to residents exiting their driveways and visitors not slowing down.

We respectfully request that a new road should be built from Highway 19A to the VIU Shellfish Research Center through BSI property with a restricted access to Crome Point Road for emergency purposes only.

Yours sincerely, the residents of Crome Point Road, Deep Bay

1. GEORGE DARUDA of 179 Crome Pt. Rd
DARLENE DARUDA of 179 Crome Pt. Rd

George Daruda
Darlene Daruda

2. STEVE BIRO of 180 Crome Pt. Rd
PATTY BIRO of 180 Crome Pt. Rd

Steve Biro
Patty Biro

3. DON FLAUNT of 180 Crome Pt. Rd

Don Flaunt

4. HERB HANFORD of 189 Crome Pt. Rd
PENNY HANFORD of 189 Crome Pt. Rd

Herb Hanford
Penny Hanford

5. MARK HALLADAY of 191 Crome Pt. Rd
ERIN DUCHENE of 191 Crome Pt. Rd
ROBERTO PORTILLA of 191 Crome Pt. Rd

Mark Halladay
Erin Duchene
Roberto Portilla

6. BON THORBURN of 192 Crome Pt. Rd
FRAN THORBURN of 192 Crome Pt. Rd

Bon Thorburn
.....
.....

7. PETE RAVENSBERGEN of 196 Crome Pt. Rd
ANKE RAVENSBERGEN of 196 Crome Pt. Rd

P Ravensbergen
.....
A Ravensbergen
.....

8. ALLEN BOLTON of 197 Crome Pt. Rd
PAT BOLTON of 197 Crome Pt. Rd

Allen Bolton
.....
Pat Bolton
.....

9. DAVID HEALEY of 200 Crome Pt. Rd
MARGIE HEALEY of 200 Crome Pt. Rd

D. A. Healey
.....
M. M. Healey
.....

10. CHERYL VANIERLAM of 202 Crome Pt. Rd

Cheryl Vanierlam
.....

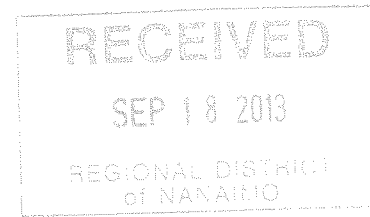
11. BRIAN KINGZETT (VIU) of 370 Crome Pt.

OUT OF TOWN AT PRESENT.
.....

12. EUGENE WEDELL OF 192 CROME Pt. Rd.

E. Wedell
.....

Johann Kirschner and Jane Lindstrom
2944 Hillview Road, Lantzville BC V0R 2H0
September 18, 2013



Regional District of Nanaimo
DELIVERED BY HAND AND EMAILED

Subject: Variance Permit Application No. PL2013-084
2944 Hillview Road Electoral Area "E"

We have received notice of the above application for a variance permit that would result on an on-going encroachment to our property where we have recently built our home. During our build we were required to assure that our design and build did not encroach on the adjacent properties in any way that were out of compliance with the by-laws, which required us to have the property fully surveyed. We understood that was the responsibility of all property owners.

As a result of the survey it became apparent that the neighbour had built his deck and stairs almost at our property line, in a way that would negatively affect our ability to build and maintain a fence if that should be our wish. It is not clear at the regional district office whether a permit was obtained when the deck and stairs were constructed. Enclosed are pictures of the deck and stairs and the string that was erected by the surveyor that demonstrates how close to the property line these structures were placed(see pictures 1037 and 1047).

We understood that when the deck and stairs required replacement they would be brought into compliance with the by-laws.

We object to the variance application for the following reasons:

1. The structure interferes with our right as property owners to erect and maintain a fence along the property line, or to plan for the full use of our property in a way that is available to other property owners. The encroaching structure is a deck and outdoor stairs, not the primary residence structure. These will require replacement as weather and time take their toll, and can be rectified at that point in time. The stairs could easily be moved to the inside of the deck (see picture 1045). The width of the deck can be narrowed when replaced.
2. Allowing a legal variance takes away our full property rights that we have purchased and pay taxes upon, and provides us less protection than our neighbours should density or other unforeseen changes occur over time.

As reasonable neighbours we are not asking that the structures be deconstructed now, only that they be required to be brought into compliance when replaced or modified. This seems to us to be a reasonable approach under the circumstances. We do object to the issuance of an on-going legal variance to our property rights.

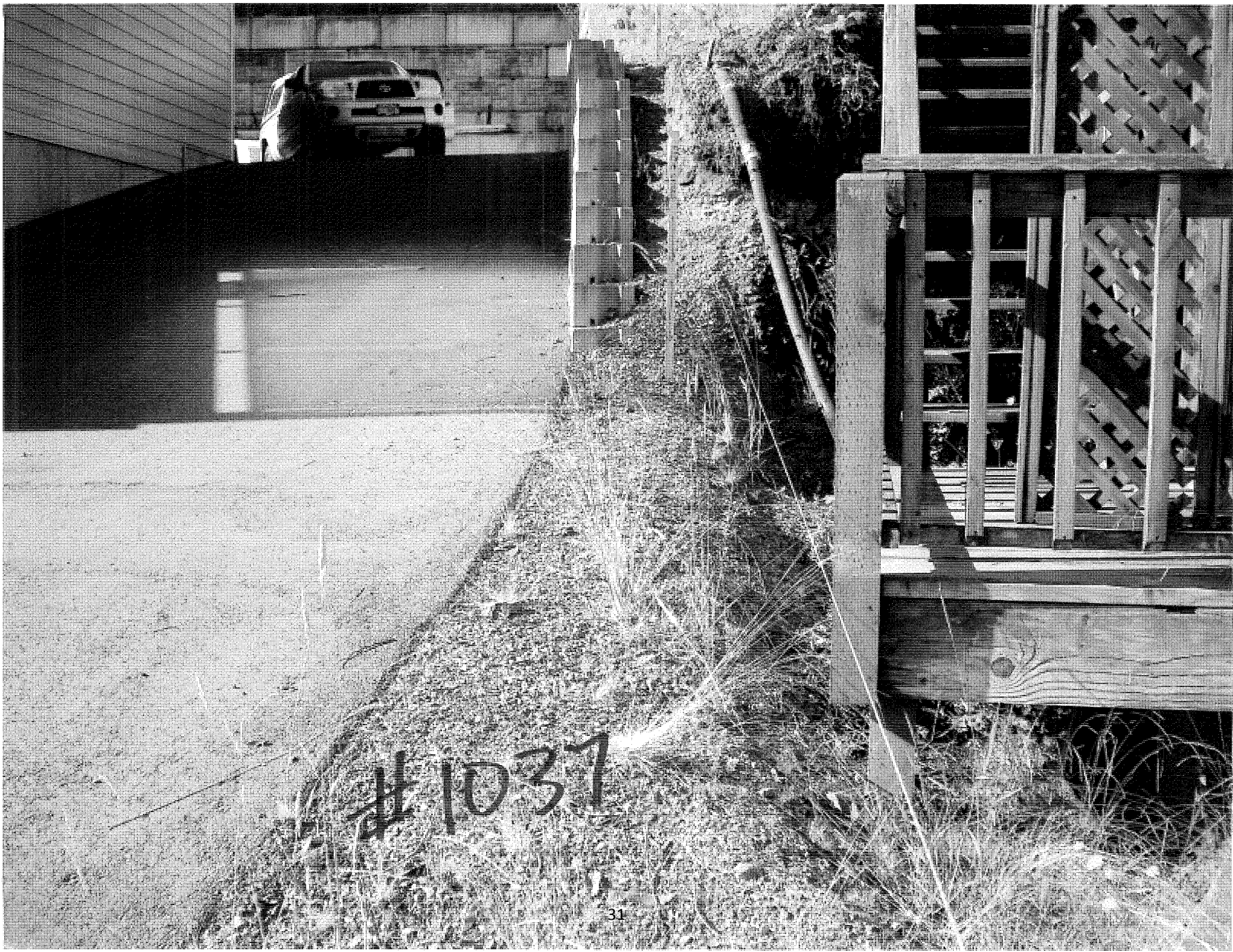
The notice of meeting is very short, and we both have prior commitments out of town that cannot be rescheduled so are unable to attend. We ask that the matter be rescheduled to a future date where we can arrange to be present in person to speak to our concerns.

Yours truly

A handwritten signature in black ink, appearing to read "John Kirschner". The signature is fluid and cursive.

Johann Kirschner

Attachments-3 Photos



#1037

#1047





#1045

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, SEPTEMBER 10, 2013 AT 6:30 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director G. Holme	Chairperson
Director A. McPherson	Electoral Area A
Director M. Young	Electoral Area C
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director J. Stanhope	Electoral Area G

Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
D. Trudeau	Gen. Mgr. Transportation & Solid Waste
R. Alexander	Gen. Mgr. Regional & Community Utilities
G. Garbutt	Gen. Mgr. Strategic & Community Development
J. Holm	Mgr. Current Planning
T. Armet	Mgr. Building Bylaw & Emergency Planning Services
J. Hill	Mgr. Administrative Services
C. Golding	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order.

ELECTORAL AREA PLANNING COMMITTEE MINUTES

MOVED Director Stanhope, SECONDED Director Fell, that the minutes of the Electoral Area Planning Committee meeting held July 9, 2013, be adopted.

CARRIED

DEVELOPMENT PERMIT APPLICATIONS

Development Permit Application No. PL2013-067 – Smith & Annand – Electoral Area ‘G’.

MOVED Director Stanhope, SECONDED Director McPherson, that Development Permit Application No. PL2013-067 to address the prior placement of fill on the subject property be approved subject to the Terms and Conditions outlined in Attachment 2.

CARRIED

Development Permit Application No. PL2013-090 and Request for Frontage Relaxation in Conjunction with Subdivision Application No. PL2013-050 – Linda and George Addison – 2610 Myles Lake Road, Electoral Area ‘C’.

MOVED Director Young, SECONDED Director Stanhope, that Development Permit Application No. PL2013-090 in conjunction with a proposed four lot subdivision be approved subject to the conditions outlined in Attachment 3.

CARRIED

MOVED Director Young, SECONDED Director Stanhope, that the request to relax the minimum 10% perimeter frontage requirement for proposed lots B, C, and D in conjunction with Subdivision Application No. PL2013-050 be approved.

CARRIED

DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS

Development Permit with Variance Application No. PL2013-092 – Chevron Canada Ltd. – 1660 Island Highway East, Electoral Area ‘E’.

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

CARRIED

MOVED Director Stanhope, SECONDED Director Veenhof, that Development Permit with Variance Application No. PL2013-092 to permit additional signage on the subject property is approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

Development Permit with Variance Application No. PL2013-085 – Fern Road Consulting – 90 Lambert Lane, Electoral Area ‘H’.

MOVED Director Veenhof, SECONDED Director McPherson, that Development Permit with Variance Application No. PL2013-085 to permit the construction of a dwelling unit be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

Development Permit with Variance Application No. PL2013-066 – Eliza Point – Fielding Road, Electoral Area ‘A’.

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

CARRIED

MOVED Director McPherson, SECONDED Director Young, that Development Permit with Variance Application No. PL2013-066 be approved subject to the conditions outlined in Attachments 2 to 7.

CARRIED

DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Development Variance Permit Application No. PL2013-084 – Bernard Thomson – 2938 Hillview Road, Electoral Area ‘E’.

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

CARRIED

MOVED Director Stanhope, SECONDED Director Young, that Development Variance Permit Application No. PL2013-084 to reduce the minimum setback from the interior side lot line to the east from 2.0 m to 0.16 m and from the interior side lot line to the west from 2.0 metres to 0.86 metres for the existing deck and stairs be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

OTHER

Zoning Amendment Application No. PL2013-038 – Magnolia Enterprises Ltd. – 6996 Island Highway West, Electoral Area ‘H’.

MOVED Director Veenhof, SECONDED Director McPherson, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.386, 2013", be introduced and read two times.

CARRIED

MOVED Director Veenhof, SECONDED Director McPherson, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.386, 2013", be chaired by Director Veenhof or his alternate.

CARRIED

MOVED Director Veenhof, SECONDED Director McPherson, that the conditions set out in Attachment 2 of the staff report be completed prior to Bylaw No. 500.386, 2013 being considered for final adoption.

CARRIED

Proposed Rogers Communications Inc. Wireless Tower No. PL2013-086 – 891 Drew Road, Electoral Area ‘G’.

MOVED Director Stanhope, SECONDED Director Veenhof, that the Board provide no comments with respect to the proposed tower.

DEFEATED

Regulatory Amendments to Address Marihuana for Medical Purposes Regulations – Bylaws No. 500.387, 2013 and 1285.18, 2013.

MOVED Director Stanhope, SECONDED Director Young, that the regulatory amendments to address Marihuana for Medical Purposes Regulations – Bylaw No. 500.387, 2013 and Bylaw No. 1285.18, 2013 be referred back to staff, and that staff be directed to organize a seminar discussion for the Board on the topic.

CARRIED

ADJOURNMENT

MOVED Director Holme, SECONDED Director Young, that this meeting terminate.

CARRIED

TIME: 7:14 PM

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 500.386

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. 500.386, 2013”.
- B. “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:
 1. Under **PART 2, INTERPRETATION, DEFINITIONS** by adding the following definitions in alphabetical order:

“*emergency services* means the non-commercial use of land, buildings and structures for fire, police and ambulance services and may include temporary living accommodations for emergency service personnel.”
 2. Under **PART 2, INTERPRETATION, DEFINITIONS** by modifying the following definition:

“*public utility use* means the use of land, buildings or structures for the provision of community water or sewer services, park, public access, pipelines, electric and telephone service, emergency services, government office or cemetery.”
- C. “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987 - **PART 3 LAND USE REGULATIONS, Section 3.4.105 Bowser Village Comprehensive Development Zone**”, is hereby amended as follows:
 1. By adding the following under Permitted Uses and after g) multiple dwelling units:

“h) emergency services”
 2. By adding the following under Minimum Setback Requirements after All lot lines 5.0 metres:

“except where:
 - a) The adjoining parcel is zoned industrial or commercial then the setback from the common interior side lot line may be reduced to zero.”

Introduced and read two times this ___ day of _____ 20__

Public Hearing held this ___ day of _____ 20__

Read a third time this ___ day of _____ 20__

Approved by the Minister of Transportation and Infrastructure pursuant to the ***Transportation Act*** this
_____ day of _____ 201__.

Adopted this ___ day of _____ 20__

Chairperson

Corporate Officer

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR COMMITTEE MEETING OF THE WHOLE
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, SEPTEMBER 10, 2013 AT 7:20 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	Chairperson
Director D. Brennan	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director B. Dempsey	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director G. Anderson	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director T. Greves	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach

Also in Attendance:

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

CALL TO ORDER

The Chairperson called the meeting to order.

DELEGATIONS

Diane Cornish, Gabriola Historical and Museum Society, re 2012 Society Operations and Finances.

Diane Cornish provided a visual presentation outlining the Gabriola Historical and Museum Society Operations and Finances for 2012, and requested a renewal of the Society's Agreement with the Regional District of Nanaimo in 2014.

Brian Humber, Nanaimo Marine Rescue Society, re 2012 Society Operations and Finances.

Brian Humber provided a verbal account of the Society's Operations and reported on tasking events from this year. Mike Banning provided a Financial Summary for the Society for 2012.

Jesse Foreman, Community Policing, Oceanside RCMP, re Proposed funding for Community Policing.

Corporal Foreman provided an overview of Community Policing, highlighting the many volunteers that support the program, and requested funding from the Regional District for the Community Policing Program.

Ross Peterson, Ramona deGraff, re Seaweed harvesting effects on coastline.

Ramona deGraff provided a presentation regarding the effects of seaweed harvesting on the coastline. Ross Peterson requested that the Board support the recommendations outlined in their memo to bring ecological protection into the licensing process.

Eileen Becker, re Preserving the diversity of sea life on beaches of Qualicum Beach, French Creek, and Parksville.

Eileen Becker outlined her concerns for the preservation of sea life on Qualicum Beach, French Creek and Parksville and asked for enforcement of regulations to the protected areas.

June Ross, Vancouver Island Water Watch Coalition, re 2013 UBCM Resolutions concerning watersheds.

June Ross provided the Board with an information package which included four resolutions that will be considered at the Union of BC Municipalities Convention, and asked that Board members provide their support for the resolutions.

LATE DELEGATIONS

MOVED Director Young, SECONDED Director McPherson, that Peter Roosen be permitted to address the Board and to extend the presentation time from 5 minutes to 10 minutes.

CARRIED

Peter Roosen, re 3560 Allsop Road – Electoral Area 'C' - Building and Zoning Bylaw Contraventions.

Peter Roosen provided a visual presentation regarding 3560 Allsop Road and spoke to the report submitted to the Board regarding building and zoning bylaw contraventions on his property.

COMMITTEE OF THE WHOLE MINUTES

MOVED Director Anderson, SECONDED Director Veenhof, that the minutes of the Committee of the Whole meeting held July 9, 2013, be adopted.

CARRIED

FINANCIAL SERVICES

Proposed Schedule to approve the 2014 to 2018 Financial Plan.

MOVED Director Veenhof, SECONDED Director Houle, that the following schedule for the review and adoption of the 2014 to 2018 financial plan be approved:

November 19, 2013	Information seminar to Board for 2014 preliminary budget
November 26, 2013	Presentation of 2014 preliminary budget at Board Meeting
January 30, 2014	Presentation of 2014 to 2018 financial plan at Special Committee of the Whole Meeting
February 11, 2014	Presentation of financial plan at Committee of the Whole Meeting
February 17, 2014	Publication of budget edition of Regional Perspectives
March 11, 2014	Introduce bylaw to adopt the 2014 to 2018 financial plan
March 25, 2013	Adopt financial plan bylaw.

CARRIED

Dashwood Volunteer Fire Department – Rescue Truck Purchase Approval Request.

MOVED Director Veenhof, SECONDED Director Holme, that the Dashwood Volunteer Fire Department be authorized to enter into negotiations with Brindlee Mountain Fire Apparatus LLC for the purchase of a 2008 KME/International Commercial Heavy Rescue truck to a maximum cost of \$210,000.

CARRIED

MOVED Director Veenhof, SECONDED Director Holme, that staff be authorized to transfer up to \$210,000 from the Dashwood Fire Service Area Reserve Fund for the purchase of a replacement rescue apparatus vehicle.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

BUILDING, BYLAW, AND EMERGENCY PLANNING

3560 Allsop Road – Electoral Area ‘C’ – Building and Zoning Bylaw Contraventions.

MOVED Director Young, SECONDED Director Fell, that the Board take no further action in this matter.

DEFEATED

MOVED Director Young, SECONDED Director Johnstone, that an extension of time be granted to January 2014, and to bring back the Staff report for re-consideration of the Board before a notice of Bylaw contravention is registered on title pursuant to Section 57 of the *Community Charter* on the title of Lot 4, Section 17, Range 3, Plan 26264, Mountain District (3560 Allsop Road).

CARRIED

3272 Roper Road – Electoral Area ‘A’ – Building and Zoning Bylaw Contraventions.

MOVED Director McPherson, SECONDED Director Young, that the file in respect of Building and Zoning Bylaw contraventions at 3272 Roper Road, Electoral Area ‘A’ be tabled until the October 2013 Committee of the Whole meeting so as to provide the property owner sufficient time to discuss the matter with Regional District of Nanaimo staff.

CARRIED

351 Oakdowne Road – Electoral Area ‘H’ – Unsightly Premises.

MOVED Director Veenhof, SECONDED Director Holme, that the Board, pursuant to Unsightly Premises Regulatory Bylaw No. 1073, 1996, directs the owner of Lot 3, District Lot 89, Newcastle District, Plan VIP58594 (351 Oakdowne), to remove the accumulation of discarded automotive parts, derelict vehicles and boats, scrap metal and disused material from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo or its agents at the owner's cost.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER SERVICES

Reduction of Sewer Development Cost Charges for the proposed Pacifica Housing Development at 6025 Uplands Drive, Nanaimo.

MOVED Director Johnstone, SECONDED Director Ruttan, that the Board approves the 50% rate reduction for the proposed Pacifica Housing development at 6025 Uplands Drive, Nanaimo.

CARRIED

Bylaw 975.60 – Pump and Haul Local Service Establishment Amendment to Exclude Lot 43, Section 8, Plan 24916, Wellington Land District.

MOVED Director Holme, SECONDED Director Ruttan, that the boundaries of the "Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995" be amended to exclude Lot 43, Section 8, Plan 24916, Wellington Land District.

CARRIED

MOVED Director Holme, SECONDED Director Ruttan, that the "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.60, 2013" be introduced and read three times.

CARRIED

Greater Nanaimo Pollution Control Centre - Control Building HVAC Replacement Construction Award.

MOVED Director Anderson, SECONDED Director Veenhof, that the Board award the construction contract for the HVAC Upgrade project at the Greater Nanaimo Pollution Control Centre to Archie Johnstone Plumbing and Heating for a value of \$188,600.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

MOVED Director Veenhof, SECONDED Director Houle, to refer Community Policing funding to the 2014 budget discussions.

CARRIED

MOVED Director Houle, SECONDED Director Young, to refer Gabriola Historical and Museum Society funding to the 2014 budget discussions.

CARRIED

NEW BUSINESS

Notice of Motion - E & N Regional Trail Construction.

Director Anderson noted that the following motion will be brought forward to the September 24, 2013 Board Agenda:

That staff be directed to investigate and report back to the Board on options for consideration in the 2014 budget discussion for the funding of trail projects on the E & N Rail Corridor in the Regional District of Nanaimo.

Notice of Motion – Tax and Borrowing Increases.

Director Veenhof noted that the following motion will be brought forward to the October 8, 2013 Committee of the Whole Agenda:

That the Regional District of Nanaimo tax and borrowing increases be limited to the Consumer Price Index for budgets 2014 through 2019.

IN CAMERA

MOVED Director Holme, SECONDED Director Young, that pursuant to Section 90 (1) (f) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to law enforcement.

CARRIED

ADJOURNMENT

MOVED Director Anderson, SECONDED Director Lefebvre, that this meeting terminate.

CARRIED

TIME: 10:20 PM

CHAIRPERSON

CORPORATE OFFICER



RDN REPORT	
CAO APPROVAL	
EAP	
COW	✓
AUG 30 2013	
RHD	
BOARD	

MEMORANDUM

TO: Tom Armet, Manager
Building, Bylaw & Emergency Planning Services

DATE: August 30 2013

FROM: Jack Eubank
Bylaw Enforcement Officer

FILE: CE201300156

SUBJECT: 351 Oakdowne Road – Electoral Area “H” – Unsightly Premises

PURPOSE

To obtain Board direction regarding an ongoing property maintenance contravention on the subject property.

BACKGROUND

Property: 351 Oakdowne Road, Qualicum Beach B.C.
 Legal Description: Lot 3, District Lot 89, Newcastle District, Plan VIP58594
 Property Owners: Laurent H Tanguay & Sandra M. Tanguay

In June 2013, Regional District Bylaw Enforcement staff conducted an inspection of the subject property in relation to a subdivision application requirement. The 3.2 hectare parcel, which is located in an area of well-maintained rural properties was found to have an extensive accumulation of derelict vehicles in various stages of disassembly, automotive parts including tires, wheels and batteries, scrap metal, machinery, discarded building materials and several derelict boats scattered throughout the property. (See photos Attachment No. 1).

The owners were directed in writing to clean up the property and were given a lengthy period of time to do so. Follow up inspections confirmed there was no improvement in the property or any response from the owners. It is apparent that the owners will not voluntarily undertake the removal of the debris or maintain the property in compliance with Regional District of Nanaimo regulations.

ALTERNATIVES

1. That the owners be directed to bring the property into compliance with Regional District of Nanaimo regulations.
2. That no further action be taken with respect to the condition of the subject property.

FINANCIAL IMPLICATIONS

If the Board adopts a resolution to have the identified discarded and disused material removed from the property, any costs incurred by the Regional District of Nanaimo or its agents with respect to the removal may be recovered from the property owner. If unpaid on December 31 in the year in which the work is done, the costs may be added to taxes in arrears or be collected as a debt.

CONCLUSION

The subject property has an extensive accumulation of derelict vehicles, piles of lumber and other building materials, discarded automotive parts including batteries and tires, scrap metal, machinery and several derelict boats in contravention of Regional District regulations. Despite efforts by staff, the property owner has demonstrated an unwillingness or inability to comply with the provisions of the Unsightly Premises Bylaw or to maintain the property to a reasonable standard as compared to surrounding properties. Board direction appears to be the only remaining option available to bring this property into compliance with Regional District of Nanaimo regulations.

RECOMMENDATION

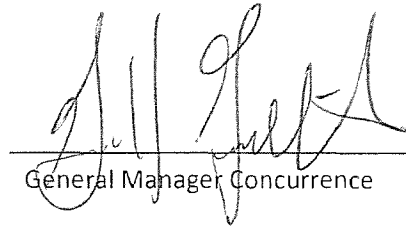
That the Board, pursuant to *Unsightly Premises Regulatory Bylaw No. 1073, 1996*, directs the owner of Lot 3, District Lot 89, Newcastle District, Plan VIP58594 (351 Oakdowne), to remove the accumulation of discarded automotive parts, derelict vehicles and boats, scrap metal and disused material from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo or its agents at the owner’s cost.



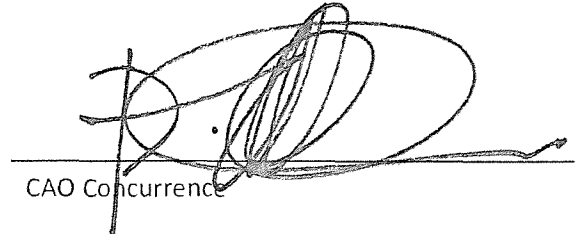
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

Attachment No. 1









REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 975.60

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

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

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

- Lot 43, Section 8, Plan 24916, Wellington Land District (City of Nanaimo);

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with section 802 of the *Local Government Act*;

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

1. Citation

This bylaw may be cited for all purposes as “Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.60, 2013”.

2. Amendment

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

Introduced and read three times this day of , 2013.

Adopted this day of , 2013.

CHAIRPERSON

CORPORATE OFFICER

Schedule 'A' to accompany "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.60, 2013".

Chairperson

Corporate Officer

BYLAW NO. 975.60

SCHEDULE 'A'

Electoral Area 'B'

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

Electoral Area 'E'

1. Lot 1, District Lot 72, Plan 17681, Nanoose Land District.
2. Lot 17, District Lot 78, Plan 14212, Nanoose Land District.
3. Lot 32, District Lot 68, Plan 26680, Nanoose Land District.
4. Lot 13, Block E, District Lot 38, Plan 13054, Nanoose Land District.
5. Lot 13, District Lot 78, Plan 25828, Nanoose Land District.
6. Lot 58, District Lot 78, Plan 14275, Nanoose Land District.
7. Lot 28, District Lot 78, Plan 15983, Nanoose Land District.
8. Lot 23, District Lot 78, Plan 14212, Nanoose Land District.
9. Lot 23, District Lot 78, Plan 28595, Nanoose Land District.
10. Lot 53, District Lot 78, Plan 14275, Nanoose Land District.
11. Lot 12, District Lot 8, Plan 20762, Nanoose Land District.
12. Lot 57, District Lot 78, Plan 14275, Nanoose District
13. Lot 18, District Lot 78, Plan 19688, Nanoose District

Electoral Area 'F'

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

Electoral Area 'G'

1. Lot 28, District Lot 28, Plan 26472, Nanoose Land District.
2. Lot 1, District Lot 80, Plan 49865, Newcastle Land District.

Electoral Area 'H'

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

District of Lantzville

1. Lot 24, District Lot 44, Plan 27557, Wellington Land District.
2. Lot A, District Lot 27G, Plan 29942, Wellington Land District.
3. Lot 1, District Lot 85, Plan 15245, Wellington Land District.

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE EMERGENCY MANAGEMENT SELECT COMMITTEE
MEETING HELD ON TUESDAY, AUGUST 27, 2013 AT 5:00 PM
IN THE RDN COMMITTEE ROOM**

Present:

Director M. Young	Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director J. Fell	Electoral Area F
Director J. Stanhope	Electoral Area G
Director B. Veenhof	Electoral Area H
Alternate	
Director F. Van Eynde	Electoral Area E

Regrets:

Director G. Holme	Electoral Area E
Director B. Dempsey	District of Lantzville

Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
G. Garbutt	GM Strategic & Community Development
T. Armet	Manager Building, Bylaw & Emergency Planning Services
J. Drew	Emergency Coordinator
J. Brand	Recording Secretary

CALL TO ORDER

The meeting was called to order at 5:05 PM by the Chair.

DELEGATIONS

MINUTES

MOVED Director Fell, SECONDED Director Stanhope, that the minutes of the regular Emergency Management Select Committee meeting held on Tuesday, January 15, 2013 be adopted.

CARRIED

REPORTS

Regional Community Recovery Planning.

MOVED Director Houle, SECONDED Director Veenhof, that the Regional Community Recovery Planning report be received for information.

CARRIED

Emergency Livestock Evacuation Plan and Livestock Shelter License of Use Agreements.

MOVED Director Fell, SECONDED Director Stanhope, that the Emergency Livestock Evacuation Plan and Licence of Use Agreements between the Regional District of Nanaimo and Culverden Holdings Ltd. for a five year term commencing October 1, 2013 and ending December 31, 2018, be approved.

CARRIED

MOVED Director Fell, SECONDED Director Stanhope, that the Emergency Livestock Evacuation Plan and Licence of Use Agreements between the Regional District of Nanaimo and the City of Nanaimo for a five year term commencing October 1, 2013 and ending December 31, 2018, be approved.

CARRIED

MOVED Director Fell, SECONDED Director Stanhope, that the Emergency Livestock Evacuation Plan and Licence of Use Agreements between the Regional District of Nanaimo and the Arrowsmith Agricultural Association for a five year term commencing October 1, 2013 and ending December 31, 2018, be approved.

CARRIED

MOVED Director Fell, SECONDED Director Stanhope, that the Emergency Livestock Evacuation Plan and Licence of Use Agreements between the Regional District of Nanaimo and Coombs Hilliers Community Organization for a five year term commencing October 1, 2013 and ending December 31, 2018, be approved.

CARRIED

MOVED Director Fell, SECONDED Director Stanhope that the Emergency Livestock Evacuation Plan be referred to the Agricultural Advisory Committee for review and comment prior to final Board approval.

CARRIED

Neighborhood Emergency Preparedness Program Update.

MOVED Director Houle, SECONDED Director Van Eynde, that the Update on Neighbourhood Emergency Preparedness Program report be received for information.

CARRIED

Emergency Program Update Power Point (Verbal).

MOVED Director Van Eynde, SECONDED Director Fell, that the verbal Emergency Program Update report be received.

CARRIED

NEW BUSINESS

ADJOURNMENT

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

CARRIED

TIME: 6:35 PM

CHAIRPERSON



RDN REPORT	
CAO APPROVAL	
EAP	
COW	
AUG 23 2013	
RHD	
BOARD	
EMSC	

MEMORANDUM

TO: Tom Armet, Manager
Building, Bylaw and Emergency Planning Services

DATE: August 22, 2013

FROM: Jani M. Drew, Emergency Coordinator

FILE: 7130-03-01-EMSC

SUBJECT: Regional Community Recovery Planning

PURPOSE

To provide the Board with an update on regional community recovery planning.

BACKGROUND

Recovery can be defined as:

“The ability to recover from the physical damage, injury, economic impairment and human suffering resulting from a disaster”.

Community recovery is far longer and often more complex than the response phase – it can take months, years and even decades and involves many agencies and enormous cost. A local authority’s role in recovery begins at the same time as response and requires collaboration with stakeholder agencies and nonprofit organizations in advance of the emergency.

Following a tragic house fire on the Nanoose First Nation in January 2012, where RDN Emergency Social Services were requested, stakeholders held a debriefing where many expressed frustration at the lack of cohesive provision of recovery services. In February 2012 RDN staff hosted the first Regional Community Recovery Working Group (RCRWG), with a focus on the human capital aspects of recovery. Membership has since grown to include the following stakeholders:

- Canadian Red Cross Society
- Salvation Army
- RDN
- District of Lantzville
- City of Parksville
- City of Nanaimo
- Nanoose First Nation
- Snuneymuxw First Nation
- Qualicum First Nation
- First Nations Emergency Services Society
- Intertribal Health Authority
- Nanaimo and Oceanside Victim Services
- Nanaimo Community Policing
- Vancouver Island Crisis Line
- Oceanside Emergency Social Services
- Gabriola Island Emergency Social Services
- Society of Organized Services
- Emergency Management BC
- BC Housing
- Ministry for Children and Family

The RCRWG meets on a quarterly (or as needed) basis to review and discuss a wide range of issues related to community recovery, including, but not limited to:

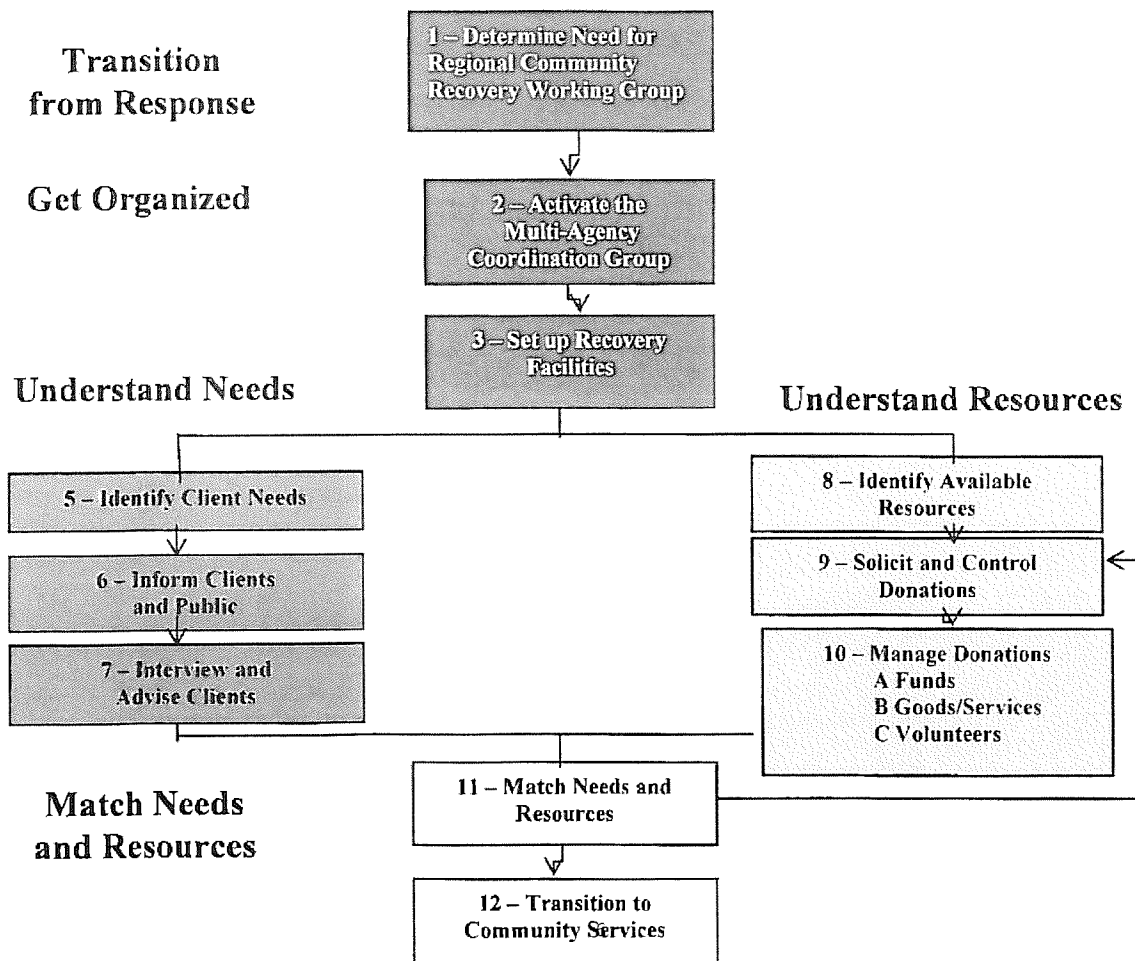
- Goals, objectives and strategies for community recovery
- Standardization of community recovery processes and procedures
- Roles and responsibilities of cooperating agencies

- Concept of operations for recovery
- Structure of the selected recovery organization
- Core functions in collaborative community recovery
- Identification of personnel for each organization active in recovery
- An integrated approach to recovery training and exercises

One of the long term goals of the RCRWG is the creation of a Recovery Plan to establish and operate recovery operation and resilience centers. The purpose of the Plan is to set out the concepts, policies and functional guidelines of recovery management. The intent is to provide realistic expectations, make the recovery process transparent and to clarify the framework for collaboration amongst the many public and private service areas that contribute to disaster recovery. The plan centers on core disaster recovery goals for community:

- Reduce human suffering
- Restore community services
- Protect community culture
- Enhance economic vitality
- Enhance a sustainable community

The plan follows these critical recovery elements:



FINANCIAL IMPLICATIONS

There are no financial implications to receiving this report.

SUMMARY

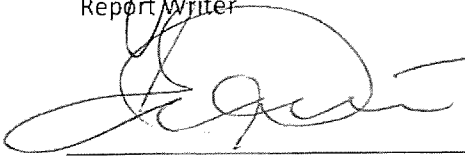
The RDN is required by legislation to plan for recovery from emergencies or disasters. This report provides an overview of the working group established by staff to develop plans and strategies to guide the RDN in this regard. While each jurisdiction is responsible for their own response and recovery planning, collaboration promotes regional disaster resilience and follows the spirit of the *Emergency Management Agreement*, which details how the RDN, municipalities and First Nations share resources, command and jointly manage public information during regional emergencies or large scale disasters.

RECOMMENDATION

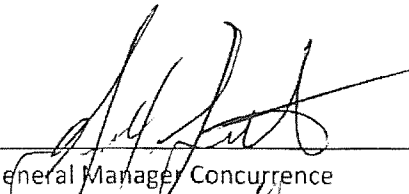
That the report on regional community recovery planning be received for information.



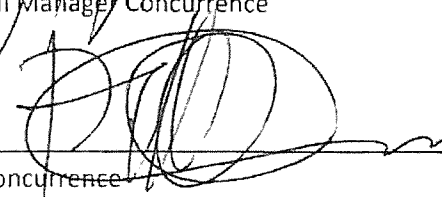
Report Writer



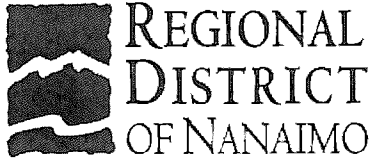
Manager Concurrence



General Manager Concurrence



CAO Concurrence



RDN REPORT	
CAG APPROVAL	
EAP	
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AUG 23 2013	
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RDARB	
EMSL	

MEMORANDUM

TO: Tom Armet, Manager
Building, Bylaw and Emergency Planning Services

DATE: August 22, 2013

FROM: Jani M. Drew, Emergency Coordinator

FILE: 7130-02 L-EVAC

SUBJECT: Emergency Livestock Evacuation Plan and Livestock Shelter License of Use Agreements

PURPOSE

To seek Board approval of the *Emergency Livestock Evacuation Plan* and License of Use Agreements for the emergency sheltering of evacuated livestock.

BACKGROUND

Legislation

Livestock protection is an integral component of emergency management and various levels of government are required by legislation to assist in the preparedness, response and recovery from emergencies or disasters.

The *Emergency Program Act* provides various powers to a local government when a Declaration of State of Local Emergency is made. One of these extraordinary powers specifically includes the management of livestock and animals and permits local authorities to:

“...cause the evacuation of persons and the removal of livestock, animals and personal property from any area of British Columbia that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property”.

The *Emergency Livestock Evacuation Plan* (Attachment “A”) is a component of the RDN’s planning process aimed at ensuring that prevention, preparedness, response and recovery activities have been documented and reviewed in compliance with Provincial statutory requirements set out in the *Emergency Program Act* and the *Local Authority Regulation*.

Agriculture in the RDN

The Regional Growth Strategy and Official Community Plans recognize agriculture as an important component of economic growth in the region. As our population continues to grow and increased local food production is encouraged, more livestock will potentially need to be evacuated during an emergency or disaster. The *Emergency Livestock Evacuation Plan* supports the goals of the RDN Agricultural Area Plan.

The Plan

The purpose of the RDN *Emergency Livestock Evacuation Plan* is to provide clear direction to the RDN's Emergency Operation Centre (EOC) personnel, supporting emergency management stakeholders and local livestock owners regarding the RDN's policies and procedures during an emergency or disaster that requires livestock evacuation.

While the RDN has smaller concentrations of livestock than the Cowichan Valley or Comox Valley Regional Districts, it is a considerable undertaking to plan for and carry out livestock evacuation on any scale. Advance planning and consultation with local stakeholders is critical to success. Responsibility for livestock during an emergency primarily belongs to the livestock owner; however the *Emergency Livestock Evacuation Plan* has been developed to clearly outline RDN practices and responsibilities regarding emergency livestock evacuation during an emergency or disaster.

The Plan includes:

- Legal authorities
- Detailed roles and responsibilities of various levels of government and livestock owners
- Eligibility for Disaster Financial Assistance
- Activation and Emergency Operation Center personnel responsibilities
- Appendices:
 - Livestock Evacuation Planning Checklists
 - EOC and Ministry of Agriculture forms
 - Livestock Associations and Councils
 - Equipment Hire and Transportation Services
 - Feed and facility resources, local associations
 - Sample RDN Information Bulletin
 - Summary of Disaster Financial Assistance program and summary of available compensation programs
 - Livestock Evacuation Containment and Shelter sites

An overview of the draft Plan was presented to the Nanaimo-Cedar Farmer's Institute in November, 2012 and feedback was included in establishing local resources. The plan was also presented to the Coombs Farmer's Institute in February, 2013 and more valuable feedback about local resources was obtained.

In April, 2013, the plan was submitted to Emergency Management BC and the Ministry of Agriculture for final stakeholder review and received their endorsement.

The *Emergency Livestock Evacuation Plan* outlines how the evacuation will be carried out and details various stakeholder responsibilities. As part of the planning process, several potential shelter sites for livestock were assessed and four were found to be suitable. Appendix "H" of the *Emergency Livestock Evacuation Plan* includes details about each of the sites and the owners of the properties are agreeable to entering into License of Use Agreements (see Attachment No. 2) for the purpose of sheltering evacuated livestock in the event of an emergency.

1. The Vancouver Island Exhibition grounds (2300 Bowen Rd.), owned by the City of Nanaimo.
2. The Coombs Rodeo grounds (2601 Alberni Highway), owned by the Coombs Hilliers Community Organization.
3. The Coombs Fairgrounds (1014 Ford Rd.), owned by the Arrowsmith Agricultural Association.
4. Arbutus Meadows Equestrian Center (1515 Island Highway East), owned by Culverden Holdings Ltd.

ALTERNATIVES

1. Approve the Emergency Livestock Evacuation Plan and Emergency Livestock Shelter Agreements
2. Not approve the Emergency Livestock Evacuation Plan and Shelter Agreements and provide further direction to staff.

FINANCIAL IMPLICATIONS

There are no financial implications in approving the Emergency Livestock Evacuation Plan however, each 5 year License of Use Agreement carries a fee of one dollar per year, for a total of \$20.00, payable in advance.

In the event of an emergency requiring livestock to be evacuated, costs relating to the transport, shelter and feeding of evacuated livestock are reimbursed by the Province, via Disaster Financial Assistance. Local authority response costs are 100% reimbursed, however, costs related to recovery are 80% reimbursed so the RDN could incur some level of cost, depending on the scope of the emergency or disaster. The Emergency Program's 5 year financial plan includes a Reserve Fund for Disaster Recovery; however, no contributions are anticipated until 2016. The annual budget includes \$200 to be used for the 20% unreimbursed portion of recovery related event expenses.

SUMMARY

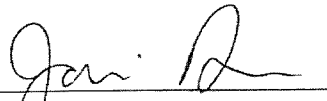
The *Emergency Program Act* requires local authorities to prepare for, respond to and recover from emergencies and disasters including causing the evacuation of people, livestock and property. An *Emergency Livestock Evacuation Plan* has been drafted to enable the RDN to meet its legislated obligations and to provide clear direction during an emergency where livestock must be evacuated. Four livestock evacuation shelter sites have been identified and License of Use Agreements are proposed that would secure these resources for use by the RDN during an emergency.

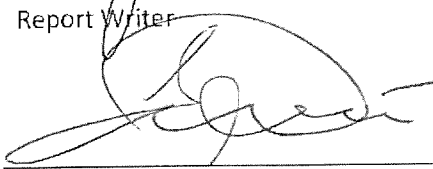
Emergency Management BC and the Ministry of Agriculture feedback was that the RDN continues to be progressive in planning for livestock emergencies and they intend to use the *Emergency Livestock Evacuation Plan* (in addition to the *Farmed Animal Mass Carcass Disposal Plan*) as one of their best practices examples.

The *Emergency Livestock Evacuation Plan* supports the goals of the RDN Agricultural Area Plan and staff is recommending that the plan and related Emergency Livestock Shelter Agreements be approved as presented.

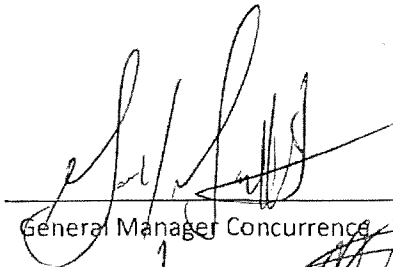
RECOMMENDATIONS

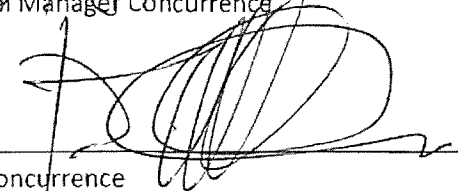
1. That the Emergency Livestock Evacuation Plan be approved.
2. That the Emergency Livestock Shelter License of Use Agreement between the Regional District of Nanaimo and Culverden Holdings Ltd. for a five year term commencing October 1, 2013 and ending December 31, 2018, be approved.
3. That the Emergency Livestock Shelter License of Use Agreement between the Regional District of Nanaimo and the City of Nanaimo for a five year term commencing October 1, 2013 and ending December 31, 2018, be approved.
4. That the Emergency Livestock Shelter License of Use Agreement between the Regional District of Nanaimo and the Arrowsmith Agricultural Association for a five year term commencing October 1, 2013 and ending December 31, 2018, be approved.
5. That the Emergency Livestock Shelter License of Use Agreement between the Regional District of Nanaimo and the Coombs Hilliers Community Organization for a five year term commencing October 1, 2013 and ending December 31, 2018, be approved.



Report Writer


Manager Concurrence



General Manager Concurrence


CAO Concurrence

ATTACHMENT "A" – DRAFT EMERGENCY LIVESTOCK EVACUATION PLAN

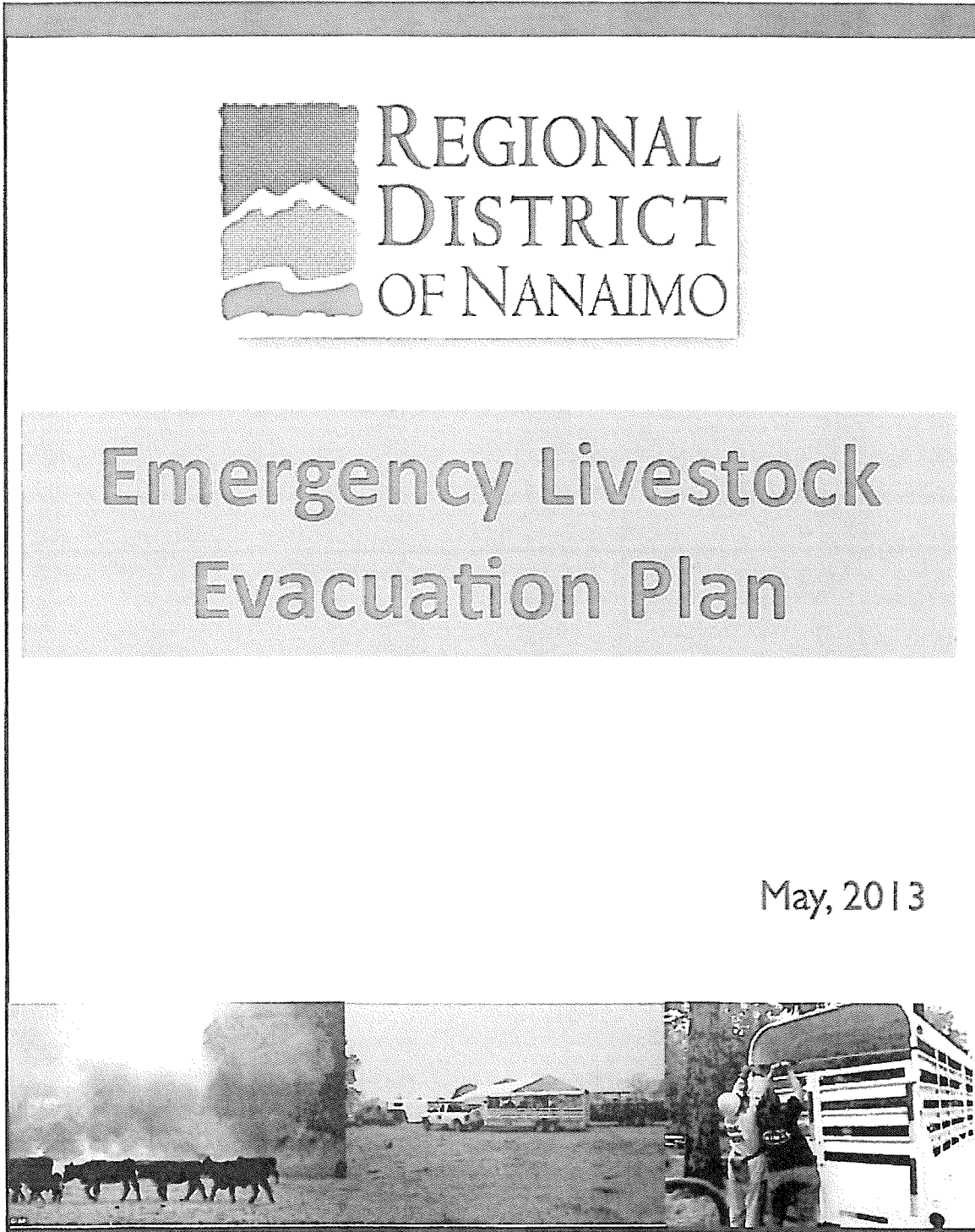


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SECTION 1: INTRODUCTION

Overview

The Regional District of Nanaimo (RDN) is located on the east coast of mid Vancouver Island and has 7 electoral areas, 4 member municipalities and 3 First Nations. The Electoral Areas are comprised of 208,410 hectares, with about 9% in the Agricultural Land Reserve.

2006 Agricultural data from Statistics Canada: *(2011 data not yet available...)*

Species	No. of Farms	No. of Animals
Cattle and calves	138	3,326
Sheep and lambs	69	1,645
Poultry (all types)	239	96,349
Horses and ponies	119	632
Pigs	30	267
Goats	25	149
Llamas and alpacas	27	402

Responsibility for livestock during an emergency belongs to the livestock owner. The RDN Livestock Emergency Plan has been developed to clearly outline RDN practices regarding emergency livestock evacuation during an emergency or disaster.

Plan Purpose

The purpose of the RDN Emergency Livestock Evacuation Plan is to provide clear direction to the RDN's Emergency Operation Centre (EOC) personnel, supporting emergency management stakeholders and local livestock owners regarding the RDN's policies and procedures during an emergency or disaster that requires livestock evacuation. In doing so, the RDN's Emergency Livestock Evacuation Plan:

- Considers all of the British Columbia Emergency Response System (BCERMS) goals in order of priority as follows:
 1. Provide for Safety and Health of all Responders
 2. Save Lives
 3. Reduce Suffering
 4. Protect Public Health
 5. Protect Government Infrastructure
 6. Protect Property
 7. Protect the Environment
 8. Reduce Economic and Social Losses

- Provides the operational guidelines for coordinating a response to incidents arising from the hazards and risks faced by the RDN that may cause the implementation of an emergency livestock evacuation;
- Outlines the RDN's authority and responsibilities to act in an emergency or disaster that requires livestock evacuation;
- Communicates RDN policies and procedures to outside organizations that are responsible under the plan; and
- Guides the ongoing efforts of the RDN or other government agency personnel and livestock owners in coordinated emergency response procedures and in exercising the plan.

SECTION 2: DEFINITIONS

BCERMS GOALS

The British Columbia Emergency Response Management System is a comprehensive management framework that ensures a coordinated and organized response to any and all emergency incidents.

DISASTER

As defined by the *Emergency Program Act* disaster means a calamity that:

- (a) is caused by accident, fire, explosion or technical failure or by the forces of nature, and
- (b) has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property

EMERGENCY

As defined by the *Emergency Program Act* emergency means a present or imminent event or circumstances that:

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

FARM OPERATION

As defined by the *Farm Practices Protection Act*, 'farm operation' means any of the following activities involved in carrying on a farm business:

- (a) growing, producing, raising or keeping animals or plants, including mushrooms or the primary products of those plants or animals;
- (b) clearing, draining, irrigating or cultivating land;
- (c) using farm machinery, equipment, devices, materials and structures;
- (d) applying fertilizers, manure, pesticides and biological control agents, including by ground or aerial spraying;

(e) conducting any other agricultural activity on, in or over agricultural land;

and includes:

(f) intensively cultivating in plantations, any

- i. specialty wood crops, or
- ii. special fibre crops prescribed by the minister;

(g) conducting turf production

- i. outside of an agricultural land reserve, or
- ii. in an agricultural land reserve with the approval under the *Agricultural Land Commission Act* of the Provincial Agricultural Land Commission;

(h) aquaculture as defined in the *Fisheries Act* if carried on by a person licensed, under Part 3 of that Act, to carry on the business of aquaculture;

(i) raising or keeping game, within the meaning of the *Game Farm Act*, by a person licensed to do so under that Act;

(j) raising or keeping fur bearing animals, within the meaning of the *Fur Farm Act*, by a person licensed to do so under the Act;

(k) processing or direct marketing by a farmer of one or both of

- i. the products of a farm owned or operated by the farmer, and
- ii. within limits prescribed by the minister, products not of that farm, to the extent that the processing or marketing of those products is conducted on the farmer's farm;

but does not include

- iii. an activity, other than grazing or hay cutting, if the activity constitutes a forest practice as defined in the *Forest and Range Practices Act*;
- iv. breeding pets or operating a kennel;
- v. growing, producing, raising or keeping exotic animals, except types of exotic animals prescribed by the minister;

LIVESTOCK

As defined in the *British Columbia Range Act*, means cattle, horses, mules, asses, sheep, goats and any prescribed animal, but does not include wildlife designated under the *Wildlife Act*, exotic game animals, buffalo, swine or poultry.

PETS

Pets are members of the genus *Canus*, *Felis* or animals kept within the confines of a home.

SECTION 3: ELIGIBILITY FOR ASSISTANCE

Eligibility for Evacuation Assistance

During an emergency or disaster as defined by the *Emergency Program Act* support to livestock owners for livestock evacuation may be provided by the Regional District of Nanaimo under the following conditions:

1. there is an emergency or disaster declared by the Regional District of Nanaimo that warrants livestock evacuation implementation;
2. the livestock owner is considered to be operating a 'farm operation' as defined in Section 2 definitions of this document;
3. livestock owners are not able to provide alternate accommodations;
4. primary and secondary shelter or containment areas are uninhabitable due to an imminent or occurring emergency or disaster;
5. the Regional District of Nanaimo has issued a formal 'Evacuation Alert' and,
6. the Regional District of Nanaimo EOC Director, the Ministry Responsible for Wildfire Management Incident Commander and the designated Coordinator for the Ministry Responsible for Agriculture deem it prudent to proceed with an Emergency Livestock Evacuation in a specified area.

To receive the above noted support, livestock owners must:

1. request authorization from the Regional District of Nanaimo through the designated Coordinator for the Ministry Responsible for Agriculture for assistance in livestock evacuation;
2. request 'Expenditure Authorization' from the Regional District of Nanaimo through the designated Coordinator for the Ministry Responsible for Agriculture;
ONLY PRE-APPROVED EXPENDITURES WILL BE REIMBURSED.
3. provide primary contact information to the Regional District of Nanaimo EOC through the designated Coordinator for the Ministry Responsible for Agriculture;
4. be responsible for management of the evacuation of their livestock;
5. be responsible for the management of their livestock;
6. once the 'Evacuation Alert' or 'Evacuation Order' has been rescinded, within four days, the livestock owner must assume full responsibility of the livestock and immediately make arrangements to move the livestock at their own expense from the temporary livestock holding area; and
7. submit all eligible paid invoices to the Regional District of Nanaimo EOC for reimbursement.

Eligibility for Disaster Financial Assistance

BC's Disaster Financial Assistance Program (DFA) helps those impacted by a disaster cope with the cost of repairs and recovery from **uninsurable disaster-related property damage**.

To be eligible for assistance, the damage must be from an event that is uninsurable including overland flooding and groundwater seepage. Insurable damages, such as sewer or sump pit back up, water entry from above ground including roofs, windows or other areas of the building that are not at ground level, and are not eligible for DFA. Snow load, wind, fire and earthquake damage are also uninsurable and therefore not eligible for assistance. Damages from certain mud slides may be eligible, provided it can be shown that the mud slide is the direct result of heavy rainfall or other sudden catastrophic event, and not caused by pre-existing slope instability.

SECTION 4: LEGAL AUTHORITY

Legislation, Regulations, Guidelines and Policy

- *Regional District of Nanaimo Emergency Measures Bylaw No. 1416, 2005*
- *Emergency Program Act*
- *Emergency Program Act Local Authority Management Regulation*
- *Emergency Program Management Regulations*
- *Emergency Program Act Compensation and Disaster Financial Assistance Regulation*
- *Farm Practices Protection Act*
- *Range Act*
- *Financial Assistance for Emergency Response and Recovery Costs – A Guide for BC Local Authorities and First Nations*

SECTION 5: AGENCY RESPONSIBILITY

Livestock Owners

Livestock owners must make every effort to be self-sufficient in emergencies or disasters. The Regional District of Nanaimo may provide the following support for a period of up to a maximum of 72 hours, if livestock are evacuated:

1. shelter or contained area that will provide for the containment and safety of evacuated livestock;
2. transportation for livestock from the evacuation area to the designated shelter or containment area;
3. provision of food for feeding livestock at the shelter or contained area; and
4. restoration of facilities used for those purposes during an emergency or disaster.

but does not include:

5. feeding of livestock;
6. veterinary care of livestock; and
7. corralling and management of livestock.

The above noted support may be provided under the following conditions:

1. there is an emergency or disaster declared by the Regional District of Nanaimo that warrants livestock evacuation implementation;
2. the livestock owner is considered to be operating a 'farm operation' as defined in Section 2 definitions of this document;
3. the animals being evacuated are considered 'livestock' as defined in Section 2 definitions of this document;
4. livestock owners are not able to provide alternate accommodations;
5. primary and secondary shelter or containment areas are uninhabitable due to an imminent or occurring emergency or disaster.;
6. the Regional District of Nanaimo has issued a formal 'Evacuation Alert'; and
7. the Regional District of Nanaimo EOC Director, the Ministry Responsible for Wildfire Management Incident Commander and the designated Coordinator for the Ministry Responsible for Agriculture deem it prudent to proceed with an Emergency Livestock Evacuation in a specified area.

Requests for extension of livestock assistance may be approved by the Regional District of Nanaimo EOC Director in Consultation with the Board Chair and EMBC.

To receive the above noted support livestock owners must:

1. request authorization from the Regional District of Nanaimo through the designated Coordinator for the Ministry Responsible for Agriculture for assistance in livestock evacuation;
2. request 'Expenditure Authorization' from the Regional District of Nanaimo through the designated Coordinator for the Ministry Responsible for Agriculture, **ONLY PRE-APPROVED EXPENDITURES WILL BE REIMBURSED.**
3. provide primary contact information to the Regional District of Nanaimo EOC through designated Coordinator for the Ministry Responsible for Agriculture;
4. be responsible for management of the evacuation of their livestock;
5. be responsible for management of their livestock;
6. once the 'Evacuation Alert' or 'Evacuation Order' has been rescinded, within four days, the livestock owner must assume full responsibility of the livestock and immediately make arrangements to move the livestock at their own expense from the temporary livestock holding area; and
7. submit all eligible paid invoices to the Regional District of Nanaimo EOC for reimbursement.

Regional District of Nanaimo

Regional District of Nanaimo may:

1. provide direction and control of the emergency response.
2. consult with the Ministry Responsible for Wildfire Management Incident Commander regarding direction on the potential of a livestock evacuation during a wildfire.

3. consult with the Ministry Responsible for Wildfire Management Incident Commander and designated Coordinator for the Ministry of Agriculture regarding the safety of livestock evacuation in an evacuated area.
4. provide ongoing information and updated status reports to the public and livestock owners regarding livestock evacuation.

Ministry Responsible for Wildfire Management

The Ministry Responsible for Wildfire Management may provide:

1. Information to the Regional District of Nanaimo EOC Director or his/her designate on the potential need of an evacuation status (Alert or Order) during a wildfire.
2. Direction to the Regional District of Nanaimo EOC Director or his/her designate that a livestock evacuation may be prudent in a specified 'Evacuation Alert' area.
3. Consultation with the Regional District of Nanaimo EOC Director or his/her designate and designated Coordinator for the Ministry Responsible for Agriculture regarding the safety of livestock evacuation in an evacuated area.
4. Logistical support to the Regional District of Nanaimo EOC Director or his/her designate and to the Ministry Responsible for Agriculture designated staff; such as helicopter fly over, location of livestock in relation to the fire, etc.
5. Advice to the Regional District of Nanaimo EOC Director or his/her designate that a livestock evacuation may cease due to:
 - a. the need for an 'Evacuation Order'; or
 - b. the rescinding of an 'Evacuation Alert' or 'Evacuation Order' in a specified area.

Ministry Responsible for Agriculture

The Ministry Responsible for Agriculture may:

1. Assign staff to assume the role of the Coordinator to support the Regional District of Nanaimo EOC with the livestock evacuation process.
2. Provide Ministry Responsible for Agriculture contact information to the Regional District of Nanaimo EOC.
3. Be available to answer questions and provide direction to livestock owners, and the EOC Director or his/her designate, during a livestock evacuation including, but not limited to:
 - a. development of livestock management strategies that may include evacuation or shelter in place;
 - b. provision of evacuation routes;
 - c. assistance with securing:
 - i. transportation if required;
 - ii. alternative shelter or containment areas; and
 - iii. food for the livestock

4. Consult with Regional District of Nanaimo EOC Director or his/her designate, Ministry Responsible for Wildfire Management Incident Commander regarding the safety of livestock evacuation in an evacuated area.
5. Make contact with livestock owners to discuss livestock management strategies during an emergency event which may include evacuation.
6. Obtain authorization from the Regional District of Nanaimo EOC for a livestock owner to evacuate their livestock under the Regional District of Nanaimo Emergency Response Plan.
7. Assist livestock owners with sourcing required resources for the purpose of evacuating livestock.
8. Obtain an authorized purchase order from the Regional District of Nanaimo for all purchases. **ONLY PRE-APPROVED EXPENDITURES WILL BE REIMBURSED.**
9. Provide the Regional District of Nanaimo EOC with a daily update of active livestock evacuations and the estimated expenditures.
10. Once livestock has been removed from temporary shelters or contained areas, by livestock owners, provide a recovery plan to the Regional District of Nanaimo and organize suppliers of service, for the necessary repairs to the area to bring it back to pre-emergency condition.

Suppliers of Service

1. Suppliers of services (ie: ranches, farms, feed stores, stables) will obtain authorized purchase orders from the Regional District of Nanaimo prior to provision of the service. Authorization will be organized through the designated Coordinator for the Ministry Responsible for Agriculture.
2. Suppliers of services will send invoices to the Regional District of Nanaimo for all goods and services that have been approved and provided.
3. Regional District of Nanaimo must certify that the goods and services were received prior to payment.

SECTION 6: ACTIVATION

ACTIVATION

This plan assumes that the Emergency Livestock Evacuation Plan will not be implemented unless a wildfire or other emergency has already activated the Regional District of Nanaimo EOC and that the EOC is operating under an Emergency Management BC Task Number.

Under the direction of the EOC Director or his/her designate, the Regional District of Nanaimo Emergency Livestock Evacuation Plan may be activated as follows:

Levels of Activation

During an emergency or disaster the Ministry Responsible for Wildfire Management Incident Commander may provide direction to the EOC Director, or his/her designate, to prepare to implement the Regional District of Nanaimo Emergency Livestock Evacuation Plan, based on the potential of the emergency or disaster to escalate and affect livestock. *(See appended Livestock Evacuation Planning Checklists for each Response Level).*

The Ministry Responsible for Wildfire Management Incident Commander may provide this direction as follows:

1. Level 1 – Standby:

The Regional District of Nanaimo EOC staff and Ministry Responsible for Agriculture staff may begin planning to address livestock issues. The planning will consider strategies to address responder and producer safety and animal welfare, while considering financial, social, environmental impacts of the strategies. The strategies may be to shelter in place or potential livestock evacuation.

2. Level 2 – ‘Evacuation Alert’ has been issued:

Due to the enormity of the task of evacuating livestock, once the Ministry Responsible for Wildfire Management Incident Commander has declared that for the safety of livestock an evacuation may be prudent, the EOC may begin the implementation of the Regional District of Nanaimo Livestock Evacuation Plan.

3. Level 3 – ‘Evacuation Order’ has been issued:

- a. To provide for the safety of first responders, residents and livestock owners, once an Evacuation Order has been executed by the Regional District of Nanaimo there will be no re-entry into an Evacuated Area.
- b. Under special circumstances, with approval from the Ministry Responsible for Wildfire Management Incident Commander, the designated Coordinator for the Ministry Responsible for Agriculture and the Regional District of Nanaimo EOC Director or his/her designate, permission to continue a livestock evacuation within a specified section of an evacuated area may be granted.

4. Level 4 – ‘Evacuation Alert’ or ‘Evacuation Order’ rescind:

Once the ‘Evacuation Alert’ or ‘Evacuation Order’ has been rescinded the livestock owner must within four days assume the full responsibility of the livestock and immediately make arrangements to move the livestock at the owner’s expense from the temporary livestock holding area.

EOC PERSONNEL RESPONSIBILITIES

In addition to the responsibilities outlined in the Regional District of Nanaimo Emergency Plan, the EOC Director or his/her designate may consider the following actions if the event requires livestock evacuation:

EOC DIRECTOR

Level 1 – Standby:

1. Convene an EOC Management Meeting.
2. Instruct the EOC Management Team that there is a potential for the Regional District of Nanaimo Livestock Evacuation Plan to be implemented.
3. Request the Planning Section Chief to distribute the Regional District of Nanaimo Livestock Evacuation Plan to all members of the EOC Management Team for advanced planning purposes.
4. Establish a time for the next EOC Management Meeting.
5. Advise the Policy Group of the potential implementation of the Regional District of Nanaimo's Livestock Evacuation Plan.

Level 2 – 'Evacuation Alert has been issued:

1. Convene an EOC Management Meeting.
2. Consult with the Ministry Responsible for Wildfire Management Incident Commander and designated Coordinator for the Ministry Responsible for Agriculture regarding the safety and need, for continuing livestock evacuation in a specified area of an evacuation area.
3. Instruct the EOC Management Team that all livestock evacuation actions cease and all livestock owners and other response agencies must evacuate the area immediately, subject to provisions made in item 2 above.
4. Establish a time for the next EOC Management Meeting.
5. Advise the Policy Group that the EOC has ceased evacuation of livestock in the affected area.
6. If the initial 72 hours has passed, the Regional District of Nanaimo EOC Director and the Chair of the Board may consult with the Ministry Responsible for Wildfire Management Incident Commander and the designated Coordinator for the Ministry Responsible for Agriculture to consider extending the time for providing shelter and food for livestock.

LIASON OFFICER

Level 1 – Standby:

1. With direction from the EOC Director, or his/her designate, establish communications with the Ministry Responsible for Agriculture to:
 - a. Advise that there is a potential for a livestock evacuation and request they commence advanced planning.
 - b. Ensure that the Ministry Responsible for Agriculture staff has a copy of the Regional District of Nanaimo Emergency Livestock Evacuation Plan which outlines the Ministry Responsible for Agriculture responsibilities.
 - c. Provide the name and contact information for the designated Coordinator for the Ministry Responsible for Agriculture, and other staff involved together with and outline their responsibilities.
2. Take all livestock owner inquiries and advise that the Regional District of Nanaimo is in Level 1-Standby status of the livestock evacuation.

Level 2 – ‘Evacuation Alert’ has been issued:

1. Forward any and all inquiries from livestock owners to the designated Ministry Responsible for Agriculture staff.
2. Forward all inquiries from the Ministry Responsible for Agriculture staff to the Operations Section Chief.

Level 3 – ‘Evacuation Order’ has been issued:

1. With direction from the EOC Director, or his/her designate, work with the Information Officer, to include information regarding livestock evacuation in all public announcements via all media resources available to the Regional District of Nanaimo.
2. Work with the Information Officer to update the Call Centre binders and direct Call Centre staff to continue to forward all livestock owner inquiries to the designated Coordinator for the Ministry Responsible for Agriculture.
3. Work with the Information Officer to prepare and provide an up to date report on the public announcement and website information placement at all EOC Management Meetings.

Level 4 – ‘Evacuation Alert’ or ‘Evacuation Order’ rescind:

1. With direction from the EOC Director, or his/her designate, include information regarding the responsibility of all livestock owners to make arrangements for the removal of all livestock from the temporary shelter of containment area within four days.

OPERATIONS SECTION CHIEF

Level 1 - Standby:

1. With direction from the EOC Director, or his/her designate, contact designated Ministry Responsible for Agriculture staff to implement the evacuation of livestock from the affected area.

Level 2 – ‘Evacuation Alert’ has been issued:

1. Once the EOC Director or his/her designate confirms a livestock evacuation may commence, contact the designated Coordinator for the Ministry Responsible for Agriculture to review protocols of the Regional District of Nanaimo’s Emergency Livestock Evacuation Plan regarding authorization for evacuation and expenditures.
2. Set up regular reporting protocols for the Operation Section staff.
3. Maintain a list of the active livestock evacuations including;
 - a. the type of livestock evacuated;
 - b. the number of livestock evacuated by type;
 - c. the number of livestock deaths by type; and
 - d. livestock disposal by type
 - e. Form 514 – Request for Resources sent to Logistics and copied to Planning, Finance/Administration and the EOC Director
4. Prepare and provide an up to date report on the progress of the livestock evacuation for EOC Management Meetings.

Level 3 – ‘Evacuation Order’ has been issued:

1. Once confirmed by the EOC Director, or his/her designate, ensure that Operations Section staff are aware of the cease livestock evacuation order, and/or any special arrangements made for continued livestock evacuations within an evacuated area.
2. Advise the Ministry Responsible for Agriculture to cease livestock evacuation and ensure that all personnel are evacuated or evacuating the affected area immediately, subject to special arrangements made for continued livestock evacuations within a specified evacuated area.
3. Where special arrangements have been made for continued livestock evacuations within a specified evacuated area, continue to monitor and maintain a list of active livestock evacuations and provide reports to EOC Management meetings.
4. If the initial 72 hours has passed, request information from the Regional District of Nanaimo EOC Director regarding extending the time for providing shelter and food for livestock.

Level 4 – ‘Evacuation Alert’ or ‘Evacuation Order’ rescind:

1. Once an Evacuation Alert or Evacuation Order rescind has been confirmed by the Regional District of Nanaimo EOC Director, contact the designated Coordinator for the Ministry responsible for Agriculture to advise all livestock owners they must assume full responsibility of the livestock within four days and that they are to immediately make arrangements to move the livestock from the temporary livestock holding area, at the expense of the livestock owner.
2. Confirm with the designated Coordinator for the Ministry responsible for Agriculture that they will ensure that the facilities used to shelter or contain livestock are repaired to pre-emergency condition.

PLANNING SECTION CHIEF

Level 1 – Standby: Meet with the Operations Section Chief, Finance/Administration Section Chief and Logistics Section Chief to establish authorization protocols and identify potential resources required to support the Ministry Responsible for Agriculture and livestock owners in the excavation process.

Level 2 – ‘Evacuation Alert’ has been issued:

1. Once livestock evacuation commencement is confirmed by the EOC Director or his/her designate, provide the EOC Director and all Function Section Chiefs with an advanced plan and authorization protocols.
2. Ensure all future Situation Reports include up to date information regarding the livestock evacuation process, including but not limited to:
 - a. The types of animals being evacuated (see Operations Section Chief);
 - b. The number of animals evacuated, dead, or disposed of (see Operations Section Chief);
 - c. Attach any outstanding form 514-Resource Requests (see Finance/Administration Section Chief).
3. Work on demobilization and recovery plans.

Level 3 - ‘Evacuation Order has’ been issued:

1. Once confirmed by the EOC Director, or his/her designate, ensure that Planning Section staff are aware of the livestock evacuation order, and/or any special arrangements for continued livestock evacuations within a specified evacuated area.

Level 4 - ‘Evacuation Order’ or ‘Evacuation Alert’ rescind:

1. Review demobilization and recovery plans with the EOC Director;
2. At the direction of the EOC Director implement demobilization and recovery plans.

LOGISTICS SECTION CHIEF

Level 1 – Standby:

1. Meet with Planning Section Chief, Operations Section Chief and Finance/Administration Section Chief to establish authorization protocols and identify potential resources required to support the Ministry Responsible for Agriculture and livestock owners in the evacuation process.

Level 2 – ‘Evacuation Alert’ has been issued:

1. Set up regular reporting protocols;
2. Maintain a list of all:
 - a. EOC Form 514 – Request for Resources or Assistance received from Operations Section
 - b. EOC Form 530 – Expenditure Authorization Form received from Finance/Administration Section
 - c. Resources ordered and received.
3. Provide an up to date report on all activities for EOC Management Meetings.

Level 3 – ‘Evacuation Order’ has been issued:

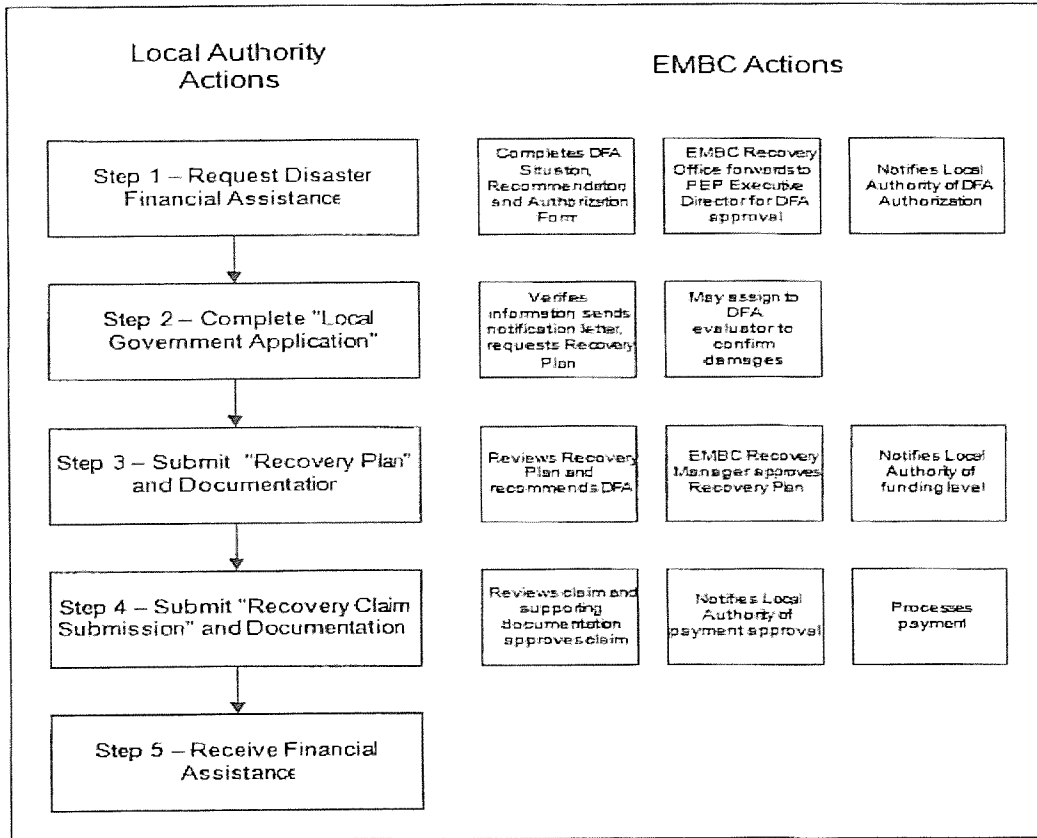
1. Once an ‘Evacuation Order’ has been confirmed by the EOC Director, or his/her designate, ensure that Logistics Section staff are aware of the livestock evacuation order, and/or any special arrangements made for continued livestock evacuations within a specified evacuated area.

Level 4 – ‘Evacuation Alert’ or ‘Evacuation Order’ rescind:

1. Once an ‘Evacuation Alert Rescind’ or ‘Evacuation Order Rescind’ has been confirmed by the Regional District of Nanaimo EOC Director or his/her designate, provision of food and shelter for livestock cease four days after the rescind order has been issued.
2. Request services are provided to areas used for shelter or containment after the four day period for repairs and maintenance back to pre-emergency condition.

FINANCE/ADMINISTRATION SECTION CHIEF

Level 1 – Stand By:



1. Review the *Financial Assistance for Emergency Response and Recovery Costs – A Guide for BC Local Authorities and First Nations Guide* to confirm eligible and ineligible expenses. Ensure the copy you are working from has not been changed or updated (see www.pep.bc.ca/dfa_claims/Financial_Assistance_Guide.pdf For the most recent edition of the guide.
 1. Meet with Planning Section Chief, Operations Section Chief and Logistics Section Chief to establish authorization protocols and identify potential resources required to support the Ministry Responsible for Agriculture and livestock owners in the evacuation process.

Level 2 – ‘Evacuation Alert’ has been issued:

1. Review and submit all EOC Form 514 – Request for Resources or Assistance received from Logistics to EMBC;
2. Maintain a list of all:
 - a. Requests for Assistance received from livestock owners received and approved;
 - b. EOC Form 530 – EOC Daily Expenditures for livestock evacuation.
3. Set up regular reporting protocols
4. Prepare and provide an up to date report on daily expenditures for EOC Management Meetings.
5. Provide the Planning Section with copies of any outstanding EOC Form 530-Expenditure Authorization forms for the daily situation report.

Level 3 – ‘Evacuation Order’ has been issued:

1. Once confirmed by the EOC Director, or his/her designate, ensure that Finance/Administration Section staff are aware of the livestock evacuation order and/or any special arrangements made for continued livestock evacuations within a specified evacuated area.

Level 4 – ‘Evacuation Alert’ or ‘Evacuation Order’ rescind:

1. Once an ‘Evacuation Alert Rescind’ or ‘Evacuation Order Rescind’ has been confirmed by the Regional District of Nanaimo EOC Director or his/her designate, ensure all staff are aware that all invoices for livestock feeding and shelter services will only be eligible for four days past the date of the rescind order.
2. Invoices for services provided for areas used for shelter or containment dated after a four day period regarding repairs and maintenance to pre-emergency condition will be permitted.

SECTION 7: Appendix "A"

LIVESTOCK EVACUATION PLANNING CHECKLISTS

Level 1- Standby

- Hold meeting of farming community
- Explain current situation
- Ensure that livestock producers not directly at risk have a good stock of supplies, check their auxiliary power and have fuel on hand in case of isolation or loss of power utilities
- Locate volunteers to stand on a livestock evacuation committee representing farming, livestock and horse sectors
- Develop information about livestock by numbers, type and location
- Develop information on ownership and availability of staff and equipment suitable for stock movements
- Examine appropriate evacuation routes for livestock and determine availability of truck liners, portable chutes and alternative forms of transportation vehicles
- Determine insurance and liability exposure for volunteer vehicle movements of livestock
- Determine most appropriate locations for stock to be moved to and as well food and water requirements at these locations
- Take pictures of temporary holding areas in order to determine damage or standards for return to original condition
- Determine fencing requirements if required. Obtain suitable fencing standard
- Determine milking parlor availability for lactating cows
- Determine if any empty barns or farms in the area that can be co-opted for use
- Determine possible/probable locations that could house horses requiring barns and stalls
- Develop notification process
- Develop basic inventory of information on types of stock or exotics not generally viewed as livestock
- Develop roster of skilled livestock handlers/farm help that could assist with stock movements
- Ensure large animal veterinarian services are available for any stock move and capable of assessing bio-security needs if any, with stock movements
- Determine mortality carcass disposal procedures for on farm and centralized disposal (*See Farmed Animal Mass Carcass Disposal Plan*)
- Have volunteer deliver flyers to private horse owners to determine degree of preparedness
- Have liaison established with milk collectors for specialized, mobile or long hour milking parlor operations and product pick up

- Ensure any unidentified stock likely to be moved have ear tags affixed or paint branded
- Visit the site of any temporary holding areas and determine security, supplies, safety, fencing or similar issues
- If water is available on site, ensure testing for potability for livestock use
- Visit any volunteer dairy farms willing to do 'round the clock' milking to establish pasturing locations, stock movements, electric or wire fencing needs and any other logistical issues
- Initiate compilation of hazard and location specific Livestock Evacuation Plan
- Develop maps with documented animal numbers, locations and probable priorities for evacuation

Level 2 – ‘Evacuation Alert’ Has Been Issued

- Mapping of ‘at risk’ locations completed
- Identifications of livestock evacuation sectors by probable priority completed. Owner list completed with addresses
- Contact made with Ministry responsible for Agriculture representative at the PREOC
- Agriculture volunteer staff callout list updated and complete
- Transportation equipment roster review and call out list complete for stock and horse trailers
- Livestock producers with larger herds put on Alert for possible evacuation recommendations
- EOC is checked to ensure livestock evacuation plan is current and complete
- Livestock evacuation trigger points reviewed again with farm evacuation committee
- Meeting held with farming community to explain conditions and intent of the livestock evacuation plan if not done in previous stage
- Questions or issues identified from meetings resolved and incorporated in the Evacuation Plan as required
- Handout prepared to alert farming community to current hazard conditions and expectations regarding anticipated weather or other relevant conditions
- Recommendations from Ministry responsible for Agriculture is incorporated in the Evacuation Plan

Level 3 – ‘Evacuation Order’ Has Been Issued

- Ensure evacuation initiated as required
- Ensure Alerts initiated to prompt livestock owners to start their own evacuation plans
- Deliver Alert Notices
- Monitor evacuation process through the EOC and livestock evacuation committee members
- Activate and prepare receiving areas and volunteers as required
- Ensure records kept of areas evacuated and areas not evacuated
- Identify any reluctant livestock owners and ensure they are fully conversant with risk and probable impact(s). Document all contacts carefully
- Inform the Ministry responsible for Agriculture of any ‘at risk’ areas not evacuated
- Develop strategies to assist with late evacuations, if any possible with the Ministry responsible for Agriculture
- Ensure contact with SPCA and confirm its role with respect to abandoned animals if any ‘abandoned’ livestock or animals are identified
- Ensure that where mutual aid from farm to farm or stable to stable has been assumed that these agreements are functioning without impediment
- Activate basic community pasture or paddocks for any animals without apparent organized destinations
- Ensure water troughs, hydrant connections and safety of water supply to shelter sites or paddock areas are in place and functioning
- Conduct fencing patrol of shelter paddocks and pastures
- Consider hiring security to patrol shelter sites if required
- Ensure adequate feed available appropriate to livestock type. Alert feed suppliers if necessary
- Ensure adequate bedding materials available appropriate to shelter and livestock type
- Advise livestock owners about the risks of moving dangerous animals such as bulls

Response Phase Checklist:

- Evacuation areas/shelter sites have been established
- EOC Operations are supported with livestock mapping on priority basis
- Impact on actual areas in relationship to previously identified livestock areas evaluated
- Recommendations made to the EOC Director regarding livestock evacuation if stock not yet moved
- EOC liaison staff appointed to work with livestock evacuation committee or individual farmers
- Livestock evacuation plan activated, if not already
- Farm producers evacuation committee alerted
- Horse owners committee alerted
- Animal transport procedure activated
- Volunteers briefed and provided with safety tips and safety briefing
- Volunteers dispatched as required
- Incident Commander(s) made aware of livestock evacuation underway
- Areas designated to receive animals alerted and receiving volunteers in place
- Feed and water provision made for holding/shelter locations
- Security in place for holding/shelter locations
- Verify records of animals by ownership prepared
- Fencing checked
- Livestock transport appropriately managed and organized to fit in with people evacuation
- Evacuation access and egress routes identified and animal transport drivers briefed
- EOC Livestock Liaison appointee meets with livestock evacuation committees to determine progress and logistical needs
- Animal rescue operations initiated if necessary and practical
- Liaison maintained with media through Information Officers

Level 4 Evacuation Alert/Order Rescind:

Livestock Recovery – Short and Long Term Issues

- Review of extent of damage in relationship to livestock grazing lands
- Review of extent of damaged area in relationship to horse paddocks
- Review of damage to stables and livestock barns
- Inspection required for parlors and on-farm processing facilities
- Review of appropriate clean up procedures, guidelines. Ongoing review with Ministry responsible for Agriculture
- Review of biohazard implications
- Review of repatriation of livestock procedures, priorities, transport etc.
- Preparation of claims process and assistance to livestock owners
- The Ministry responsible for Agriculture may or may not be involved in the claims process and provision of assistance to livestock owners
- Return of temporary pastures to original conditions, removal of fencing and filling of fence post holes
- Removal of animal carcasses – refer to the RDN’s *Farmed Animal Mass Carcass Disposal Plan* for procedures for on-farm burial/composting or other forms of offsite disposal
- Debris removal and disposal
- Sanitation of areas, guidelines prepared and distributed
- Control of access to saturated pastures advised for animal health
- Testing of water to livestock undertaken
- Inspection for hazardous wastes undertaken
- Inspection for hazardous conditions or debris or sharp objects that could injure animals
- Removal of silt from barns if flooded
- Inspection of feed for contamination
- Inspection of fencing for flood caused damage
- Disposal of flood inspected bedding materials
- Inspection of sewage lagoons and manure pits
- Garbage to dumpster pickup and disposal guidelines

SECTION 8: Appendix "B"

FORMS and BULLETINS

The following forms are available at <http://www.pep.bc.ca/Community/EOCforms/html> as well as on SharePoint:

- EOC Form 501 – Situation Report
- EOC Form 512 – PEP Task Registration Form
- EOC Form 514 – Request for Resources or Assistance
- EOC Form 530- Expenditure Authorization Form
- Daily Overtime Spreadsheet-Master
- EOC Form 532 – EOC Daily Expenditures
- Provincial Support for Agricultural Businesses 2012
- 2011 Livestock and Poultry Reimbursement Rates, Ministry of Agriculture
- AgriBC Livestock Assessment Form

EOC SITUATION REPORT

Community / Local Authority: _____

Date and Time: _____

PEP Task Number: _____

Prepared by: Community / Local Authority
 PREOC Operational Area Coordinator

Approved by: _____
(Name and Position)

EOC Contact: Name: _____ Agency: _____ _____ Phone #: _____ Fax #: _____ E-mail: _____	Report Type: <input type="checkbox"/> Update # _____ <input type="checkbox"/> Final Situation Forecast: <input type="checkbox"/> Improving <input type="checkbox"/> Unchanged <input type="checkbox"/> Deteriorating
---	--

Highlights (Situation Overview-Key Points):

Current Priority Needs (Resources/Information/Support):

Resource Request Attached: Yes No

--

People Impacted (Estimated / Confirmed):

# Evacuated	# Injured	# Homeless*	# Missing	# Dead	# Hospitalized

Livestock Impacted (Estimated/Confirmed):

# Animal Type	# Dead	# Evacuated	# Disposed

General Situation / Status:

Transportation	Comments:		
	Routes Closed	Partial Blockages	Reopened Times
Municipal Roads			
Provincial Roads			
Bridges			
Tunnels			
Transit System			
Rail (Federal)			
Rail (Provincial)			
Critical Transportation Issues:			

Utilities	Customers Without Service		Comments
	#	%	
Water			
Sewers			
Hydro			
Gas			
Telephone			
Cable			
Critical Utilities Issues:			

Communication Methods:				
Types	<input type="checkbox"/> Telephone	<input type="checkbox"/> Email	<input type="checkbox"/> Call Centre	
Functioning	<input type="checkbox"/> Cellular	<input type="checkbox"/> Fax	# of calls received/hr: _____	
	<input type="checkbox"/> Radio	<input type="checkbox"/> Amateur radio		
	<input type="checkbox"/> Satellite	<input type="checkbox"/> Other:		
Anticipated Communication Problems:				

Damage Assessment Report: Attached Not Attached

Current Response Information:

		Assigned	Available	Out of Service	Reserved	Critical Need
1	Police:					
	◦ Police staff					
	◦ Police vehicles					
2	Search and Rescue:					
	◦ SAR members					
3	Fire:					
	◦ Structural Firefighters					
	◦ Structural Fire Apparatus					
	◦ Wildland Firefighters					
	◦ Wildland Fire Apparatus					
	◦ Aircraft					
4	Engineering / Public Works:					
	◦ Staff					
	◦ Vehicles					
	◦ Equipment					

5	BCAS:					
	<ul style="list-style-type: none"> ◦ Paramedics ◦ Ambulances 					
6	Emergency Social Services:					
	<ul style="list-style-type: none"> ◦ MHR Staff ◦ Volunteers 					
7	Public Information:					
	<ul style="list-style-type: none"> ◦ Information Officers ◦ Call Takers 					
8	Military:					
	<ul style="list-style-type: none"> ◦ Military crews 					
9	Other:					

Current ESS Reception Centre / Group Lodging Information:

Name of RC / GL Activated	Address / Location	Facility Capacity	Total # Reg.	Total # Still Requires Help	Comments:
TOTAL:					

Current Health Information:

Hospitals Status Facilities/Location	Operational Status: Yes/No			# Hospitalized	# Beds Available	Comments
	Communication	Power	Water			

Community Health Status:

Public Health	
Mental Health	
Continuing Care	

Request for National Emergency Services Stock Pile (CCU and / or 200 bed hospital): Yes or No
 Details: _____

Weather Conditions:

Temperature	Precipitation	Wind: (Speed and Direction)	Air Quality	Tidal Information	Forecast (24 hr)

Future Outlook / Planned Actions:

Other Comments:



TASK REGISTRATION FORM



EOC Form 512

Task Number: _____ RCC/RCMP/BCAS File Number: _____ Municipality/Regional District: _____

Region: VTR Task Description : _____ Date: _____

Name	Address	Next of Kin Name - Tel #	Signature	Time In	Time Out

I certify that the people listed above attended this task:

Task Leader Name: _____ Signature: _____ Date : _____ Page: _____ of _____
(print)

For RDN Use Only:		
No. of Volunteers	X	No. of Hours = Total Volunteer Hours
_____	X	_____ = _____

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Emergency Livestock Evacuation Plan and Emergency Sheltering Agreements
August 22, 2013
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EOC Form 514

REQUEST FOR EXTERNAL RESOURCES OR ASSISTANCE

Event: _____ Request #: _____
 Date: _____ Time: _____

PEP Task #: _____ Critical Resource Status
 Precedence Level: _____ Requires EOC Director's Approval
 Emergency Priority Routine

Staff / Agency Requesting:	
Contact Person's Name and Position:	
Telephone or Contact #:	
Brief Description of Problem or Task to be Accomplished:	
Specific Resource Requested and Number Required:	
Potential Substitute:	
Capacity (Size, Voltage, etc.):	
Supporting Equipment, Fuel, Water, etc.:	
Personnel Required to Operate / Support:	
Transportation Required:	
How Long is Resource Needed:	
Where to Deliver or Report:	
Report to Whom (Name, Title, Agency):	
Resource Request Completed by (Name and Position):	
Resource Request Approved by (EOC Operations Chief):	Resource Request Approved by (EOC Director):
<i>(Name and Signature)</i>	<i>(Name and Signature)</i>
Date and Time:	Date and Time:
Distribution List:	<input type="checkbox"/> Planning Section <input type="checkbox"/> Finance and Administration Section <input type="checkbox"/> Logistics Section <input type="checkbox"/> EOC Director <input type="checkbox"/> Other
Response to Resource Request (Completed by Logistics – Supply Unit)	
Resource Available?	<input type="checkbox"/> Yes <input type="checkbox"/> No # of Resources Deployed
Request filled by:	Time of Deployment
<i>(Name and Signature)</i>	Estimated Time of Arrival

EOC Form 530

EOC EXPENDITURE AUTHORIZATION FORM	
Event:	PEP Task #
Date:	Time:

Requesting Authorized Person / Agency _____

Location: _____

Incident Description:

(Include date, time, location and nature of response activity or service being provided.)

Amount Requested: _____

Expenditure Authorized "Not to Exceed" _____

EOC Director Signature and/or Designate Position Date

Distribution:

- | | |
|---|---|
| <input type="checkbox"/> Originator | <input type="checkbox"/> Finance/Administration Section |
| <input type="checkbox"/> EOC Director | <input type="checkbox"/> Logistics Section |
| <input type="checkbox"/> Operations Section | <input type="checkbox"/> Planning Section |
| <input type="checkbox"/> | <input type="checkbox"/> Other _____ |

EOC Form 532

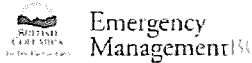
EOC DAILY EXPENDITURES	
Event:	PEP Task #:
Date:	Time:

Time	Payee	Invoice #	Wages	Travel	Supplies/ Materials	Food	Misc.	Total

Page: _____ of _____

Approved by: _____

- Distribution:
- EOC Director
 - PREOC
 - Other: _____



PROVINCIAL SUPPORT FOR AGRICULTURAL BUSINESSES

GENERAL

This procedure is a result of past interest by Emergency Management BC (EMBC), Ministry of Agriculture (AGRI) and local government staff relating to the conditions and reimbursement options relating to livestock evacuations during times of emergency. Traditionally livestock (and agricultural businesses generally) were treated similarly to the policy for evacuation of humans and chattels. Because of the size and scale of agricultural businesses and time needed to evacuate, this procedure allows for evacuation of agricultural businesses during an evacuation 'alert' stage.

Agricultural business operations are defined by the *Farm Practices Protection (Right to Farm) Act*. Generally this is those business operations where a reasonable expectation of profit, based on sales, is anticipated including, but not limited to, the rearing and keeping of livestock, cultivation of plants or other related operation is identified. Agricultural business operations do not include the keeping of pets such as members of the genus *Canis* or *Felis* or animals kept within the confines of a home. It also does not include game kept under permit issued by the provincial or federal governments.

POLICY

EMBC will reimburse local authorities and First Nations as per the EMBC *Financial Assistance Guide for Emergency Response and Recovery Costs* for response costs related to their support of agricultural business evacuations during an emergency response.

Rates for reimbursement shall be based on rate cards (sample attached) negotiated prior to the time of event in form similar to rate cards dated June 6th, 2007.

CONDITIONS

This procedure will only be considered when the listed conditions are met and a request is made by the local authority.

- An EMBC task number has been issued for the emergency.
- The agricultural business operator has requested assistance through his or her local authority EOC.
- An evaluation of risk and capacity is completed by AGRI with applicable stakeholders (for example, in wildfire it will be Ministry of Forests, Lands and Natural Resources Operations – Range Branch and Wildfire Management Branch) and using the attached threat assessment form.

Agricultural business evacuations can occur during evacuation alert stage set by local authority. Reimbursement rates including costs for return of agricultural business operations will only be considered for a maximum of four (4) days following declaration of "all clear", unless a specific exception is approved by EMBC.

Animals not claimed after the "all clear" is issued plus four (4) days shall be dealt with using the procedures of the Pound District Regulation of the *Livestock Act*.

PROCEDURE

Risk Assessment

- Collaboration and agreement on the risk assessment to agricultural businesses, that would warrant approval by EMBC for activating the Provincial Support for Agricultural Businesses procedure, will be conducted jointly by AGRI staff working with local authority, hazard specialists, the Provincial Regional Emergency Operations Centre (PREOC) and Provincial Emergency Coordination Centre (PECC). This assessment will define the level of risk to agricultural businesses and the specific actions required to address the threat.
- In the case of a wildfire, AGRI, FLNR - Range Branch and Wildfire Management Branch will work with local authority, agricultural business owners and applicable associations to seek most effective evacuation plans including costs for review and approval by EMBC.

EMBC will issue approval for the financial costs of the evacuation and care of the agricultural business inventory.

AGRI will work with owners to reduce the economic impact of an emergency on agricultural business operations.

Reimbursement claims must be submitted to the local authority for inclusion in their financial assistance submission for emergency response. The local authority must then ensure that a properly completed incident report, a signed expenditure approval form and all normally required receipts are forwarded to the EMBC regional office. The EMBC task number must be noted on all documentation.

**Attachments: AGRIBC Eligible Rate Card
AGRIBC Livestock Threat Assessment**

**2011 Livestock and Poultry Reimbursement Rates
Ministry of Agriculture**

POULTRY RATE CARD		
ELIGIBLE EXPENSES	REIMBURSEMENT RATE	UNIT
Relocation of Birds: Broilers	\$0.15	Per Bird
Mortality Disposal		
Poultry – Liner (West Coast Reduction)	\$100.00	Per Hour
BEEF/DAIRY/HORSE AND SHEEP RATE CARD		
ELIGIBLE EXPENSES	REIMBURSEMENT RATE	UNIT
Transportation		
Transport of Livestock – Liner 100 km or less: Beef/Dairy/Sheep	\$140.00	Per Hour
Transport of Livestock – Liner Greater than 100 km: Beef/Dairy/Sheep	\$140.00 +\$3.40	Per hour for loading/unloading + per loaded km
Transport of Livestock – small loads Beef/Dairy/Sheep	\$85.00	Per Hour
Transport of Livestock – Horse trailer or hauler	\$85.00	Per Hour
Mortality Disposal		
Beef/Dairy – SW & VI	\$170.00	Per Head
Beef/Dairy – BC Interior	\$250.00	Per Head
Horses – SW & VI	\$250.00	Per Head
Horses – BC Interior	\$300.00	Per Head
Sheep	\$25.00	Per Head
Beef/Dairy/Sheep/Horse – Liner (WCR)	\$100.00	Per Hour
Feed & Housing		
Beef Cattle	\$3.00	Per head per day
Milk Cows – First 14 days	\$16.00	Per head per day
Milk Cows – After 14 days	\$8.00	Per head per day
Young stock and dry cows	\$3.00	Per head per day
Horses	\$5.00	Per head per day
Sheep	\$1.00	Per head per day
HOG RATE CARD		
ELIGIBLE EXPENSES	REIMBURSEMENT RATE	UNIT
Transportation		
Transport of Livestock – Liner 100 km or less: Grower/Finisher	\$140.00	Per hour
Transport of Livestock – Liner Greater than 100 km: Grower/Finisher	\$140.00 +\$3.40	Per hour for loading/unloading + per loaded km
Transport of Livestock – small loads Grower/Finisher	\$85.00	Per Hour
Mortality Disposal (for Rendering)		
Hog	\$50.00	Per Head
Hog – Liner (WCR)	\$100.00	Per Hour
Feed and Housing		
Grower/Finisher	\$2.00	Per Head per day

**2011 Livestock and Poultry Reimbursement Rates
Ministry of Agriculture**

MILKING GOAT RATE CARD		
ELIGIBLE EXPENSES	REIMBURSEMENT RATE	UNIT
Transportation		
Transport of Livestock – Liner 100 km or less: Milking Goat	\$140.00	Per Hour
Transport of Livestock – Liner Greater than 100 km: Milking Goat	\$140.00 +\$3.40	Per hour for loading/unloading + per loaded km
Transport of Livestock – small loads Milking Goat	\$85.00	Per Hour
Mortality Disposal		
Milking Goat – per animal	\$25.00	Per Head
Milking Goat – Liner (WCR)	\$100.00	Per Hour
Feed and Housing		
Milking Goat – First 14 days	\$3.50	Per head per day
Milking Goat – After 14 days	\$1.50	Per head per day
Young stock and dry goats	\$1.00	Per head per day

General Conditions:

- Livestock are defined within the *Farm Practices Protection Act* as: Alpacas, Aquaculture animals, Cattle, Donkeys, Fur Farmed Animals, Game Farmed Animals, Goats, Horses, Llamas, Mules, Musk oxen, Poultry raised for eggs, feathers, skin or meat, Rabbits, Sheep, Swine, Other exotic livestock prescribed by the Minister.
- The livestock listed within the rate card (poultry/beef/dairy/horse/sheep/hog/goat) represents a significant portion of at risk BC producers. For livestock not listed within the rate card, AGRI staff is available to provide advice and guidance in order to modify or apply an appropriate rate.
- Eligibility for provincial support will commence only when an evacuation alert or order is in place.
- To be eligible for these rates, service providers must obtain an approved Expenditure Authorization Form (Form 530).
- Transportation expenses will be reimbursed for relocation and will continue for 4 days after the evacuation alert or order has been rescinded to provide for a safe return of all livestock.
- The feed and housing rate coverage will continue for 4 days after the evacuation alert or order has been rescinded.

AGRIBC LIVESTOCK ASSESSMENT FORM

Task # Incident #	Specific Area:	Report Source: Branch
Name:		Address:
Location of Livestock:	Type of Threat to Livestock:	Level of Threat High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>
Contact Numbers Home: Cell : Work :	Type of Livestock: Number:	Type of Assistance Available Assistance Eligible (AGRI Approval required): <input type="checkbox"/> Farm Status in BC: <input type="checkbox"/> Classified as Hobby Farm or Other: <input type="checkbox"/> Eligible for Assistance: Yes <input type="checkbox"/> No <input type="checkbox"/> EMBC Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>
Evacuation		
Shelter in Place? Yes <input type="checkbox"/> No <input type="checkbox"/> Evacuate Livestock? Yes <input type="checkbox"/> No <input type="checkbox"/> Livestock Staged for Evacuation? Yes <input type="checkbox"/> No <input type="checkbox"/>	Trigger Point Established for Evacuation? Yes <input type="checkbox"/> No <input type="checkbox"/> Description: IC Approval of Trigger Point:	Time required to gather livestock: Loading Requirements (corrals, ramps): Staging Area:
Transportation Required Yes <input type="checkbox"/> No <input type="checkbox"/> Type of Transportation (i.e., carrier or herd) Route: Map Attached Yes <input type="checkbox"/> No <input type="checkbox"/> Public Access/Egress Impacted by Livestock Removal Yes <input type="checkbox"/> No <input type="checkbox"/>	Livestock Reception Site: Cost per day: Feed, Water Required: Comments:	Livestock Owner aware of return plan and return costs? Yes <input type="checkbox"/> No <input type="checkbox"/> Estimated Return Time after Rescind:
Comments:		

- AGRIBC MEOC Distribution: EOC Director Operations Section Chief Risk Management Officer Information Officer
 Planning Section Chief Liaison Officer Logistics Section Chief Finance Section Chief

SECTION 9: Appendix "C"

LIVESTOCK ASSOCIATIONS AND COUNCILS (*provincial/regional*)

BC Chicken Growers' Association PO Box 581 Abbotsford, BC V2T 6Z8 604-859-9332 bccga@telus.net	BC Cattlemen's Association 4-10145 Dallas Drive Kamloops, BC V2C 6T4 250-573-3611 info@cattlemen.bc.ca
Horse Council of BC 2669 Deacon St. Abbotsford, BC V2T 6H3 604-856-4304 http://www.hcbc.ca/	BC Sheep Foundation 2881 Mountain Rd. Duncan, BC V9L 6N4 250-295-6419 http://www.bcsheepfed.com/
ABC Goat Breeders' Association 30854 Olund Rd. Mt. Lehman, BC V4X 1Z9 604-854-6261 http://bcgba.netfirms.com/	BC Turkey Growers' Association 19329 Enterprise Way Surrey, BC V3S 6J8 604-543-5644 smallory@bcturkey.com
BC Dairy Council 7000 Blackwell Rd. Kamloops, BC V2C 6V7 250-573-4747 http://www.bcdairyCouncil.ca/	BC Milk Producers' Association 3236 Beta Ave. Burnaby, BC V5G 4K4 604-294-3775 contactus@bcmilkproducers.ca
BC Pork Producers' Association 2010 Abbotsford Way Abbotsford, BC V2S 6X8 604-853-9461 http://www.bcpork.ca/BC_Pork/	BC Llama and Alpaca Association 1045-165 th St. White Rock, BC V4P 2P3 604-541-4141 http://www.bclaa.com/
First Nations Agricultural Association 408 Paul Lake Rd. Kamloops, BC V2H 1J8 250-314-6809 http://www.fnala.com/	Investment Agriculture Foundation 3 rd Floor, 808 Douglas St. Victoria, BC V8W 2Z7 250-356-1662 info@iafbc.ca
Island Milk Producers' Organization 13750 Adshead Rd., RR1 Ladysmith, BC VOR 2E0 250-245-3299	Vancouver Island Dairymen's Association 847 Garnet Rd. Cobble Hill, BC VOR 1L0 250-743-3127

SECTION 10: Appendix "D"

EQUIPMENT HIRE AND TRANSPORTATION SERVICES

<p>BC Road Builders & Heavy Construction Assoc. Suite 307-8678 Greenall Ave. Burnaby, BC V5J 3M6 604-536-0220 www.roadbuilders.bc.ca</p>	<p>The association includes construction, service and supply and maintenance sectors and provides a unified voice for the industry. It represents privatized highway maintenance contractors, construction contractors, underground/utility contractors, paving contractors and various service and supply companies.</p>
<p>BC Trucking Association 100-20111 93A Ave. Langley, BC V1M 4A9 604-888-5319 www.bctrucking.com</p>	<p>Provides information for shippers and assistance with locating trucking resources and transportation services.</p>
<p>BC Ministry of Transportation & Infrastructure 3rd Floor-2100 Labieux Rd. Nanaimo, BC V9T 6E9 250-751-3246 Operations Manager Jim Symington 250-751-7136 Operations Manager Johnathan Tillie 250-751-2387 Exec Director/District Mgr Kirsten Pedersen 250-751-3282</p>	<p>MOT District Offices maintain extensive current listings of local and regional equipment-hire contractors, trucking services and other critical resources.</p>
<p>MoTI contractor EMCON 24 hr reporting 1-866-353-3136</p>	<p>Roads maintenance. Can provide assistance with locating traffic barriers, road closure and directional signs for evac route marking, trucks, heavy equipment.</p>
<p>Vancouver Island Construction Association 5-1850 Northfield Rd. Nanaimo, BC V9S 3B3 250-758-1841 250-758-1286/fax Oceanside RCMP 727 W Island Hwy, Parksville, V9P 1B9 250-248-6111</p>	<p>VICA promotes standard practices and high standards in the construction industry. Can provide assistance with locating heavy equipment.</p>
<p>Nanaimo RCMP 303 Prideaux Street, Nanaimo, BC, V9R 2N3 250-754-2345 250-755-3251/fax</p>	<p>Traffic control, carry out evacuation, notification</p>
<p>Crofton Horse Transport PO Box 660, Crofton BC V0R 1R0 1-877-246-4355 250-710-5370 cell/text</p>	<p>Equine transportation</p>

Dickey James Transport, 4755 Trans Canada Hwy, Cowichan Bay, BC V0R 1N0 250-748-8345	Transport
Highway Four Rentals Ltd. 1-1009 Allisbrook Rd. Parksville BC V9P 2A9 250-248-1100	Generators, fencing
Robinson Rentals and Sales 333 Haliburton St. Nanaimo BC V9R 5M2 250-753-2465	Generators, safety equipment, traffic control signs, barriers
Rod Plecas, Plecas Meats 2100 Plecas Rd., South Wellington 250-754-2238	Livestock transportation, livestock handlers licensed slaughter facilities

OTHER RESOURCES

Equipment Rental Rate Guide – BC Builders & Heavy Construction Association-The Blue Book.
Authorized by the Government of British Columbia, BC Hydro and Power Authority and BC Rail Ltd.
Copies of these books are located in the EOC Logistics and EOC Finance/Administration boxes.

SECTION 11: Appendix "E"

FEED AND FACILITY RESOURCES, LOCAL ASSOCIATIONS

Cedar Farmers Institute Joanne McLeod, President 250-722-3397 yesteryear@shaw.ca	Knowledge of local agriculture, producers, resources	
Coombs Farmers Institute Colin Springford, President 250-468-7510	Knowledge of local agriculture, producers, resources	
Cedar Horse Club Kim Walter, 2101 Plecas Rd., Nanaimo BC V9X 1N1 cedar_horseclub@yahoo.ca Carol Lanz, 1588 Rugg Rd., 250-722-3974	Equine Education and Safety, knowledge of local horse transportation resources	
Nanaimo and District Equestrian Society Mern Pinneo 3500 Berton Rd, Nanaimo, BC V9R 6W9 250-758-0615 pinneo@shaw.ca	Good local knowledge of horse related resources. NEA is the group that manages Beban Park Equestrian Center and access to livestock portable fencing, panels etc	
Buckerfields-Nanaimo 1-1277 Island Hwy, Nanaimo C V9R 7A4 Manager Vicki Clark, 250-753-4221	Buckerfields-Parksville 587 Alberni Highway, Parksville, BC V9P 1J9 Manager Eric Petersen 250-248-3243	Livestock feed and equipment
Shar-Kare Nanaimo: 4770 Wellington Rd. 250-758-0212	Parksville: 1200 Franklin's Gull Rd.250-248-1261	Livestock feed and equipment
North Nanaimo Rental Center 4470 Wellington Rd., Nanaimo BC V9T 2H3 250-758-0212	Livestock feed, fence panels	
Station Farm and Feed Ltd 1290 Alberni Hwy, Parksville BC V9P 2C9 250-248-8631	Livestock feed	
Parksville Hay Sales 1245 Coldwater Rd. Parksville BC V9P 2T2 250-954-9695	Hay/feed	
Bridles Bits and More 600 Church Rd. Parksville BC V9P B2	Livestock feed	
Top Shelf Feeds Inc. 2800 Roberts Rd., Duncan BC V9L 6W3 250-746-5101	Bulk feed (pellet form)	
South Country Feed 2901 Moray Ave, Courtenay BC V9N 7S7 250-897-3302	Livestock feed, equipment	

Alpine Temporary Fence Rentals 2090 Wellington Rd. East, Nanaimo BC 250-755-1161	Temporary fencing/panels
Red Williams Well Drilling Ltd. Redwood Center (office) 1125 Smithers Rd., Parksville BC V9P2C1 250-951-0556 (head office) 250-248-4551 (sales and service)	Bulk water deliveries
Riverbend Hay, 1670 Vowels Rd., Cassidy 250-245-3763	Livestock feed - hay

SECTION 12: Appendix "F"

NOTICE OF RDN EMERGENCY LIVESTOCK EVACUATION PLAN IMPLEMENTATION

[name of disaster] INFORMATION BULLETIN

[date and time]

As a result of increased risk to safety in the [name and location of emergency] in the [areas affected], the Regional District of Nanaimo has implemented the "*Regional District of Nanaimo Livestock Evacuation Plan*".

Livestock owners who have livestock in the above noted area(s) please contact [designated coordinator for the Ministry Responsible for Agriculture] to request authorization for assistance.

ELIGIBILITY FOR EVACUATION ASSISTANCE

Livestock owners must make every effort to be self-sufficient in emergencies or disasters. The Regional District of Nanaimo may provide the following support for a period of up to a maximum of 72 hours, if livestock are evacuated:

1. Shelter or contained area that will provide for the containment and safety of evacuated livestock;
2. Transportation for livestock from the evacuation area to the designated shelter or containment area;
3. Provision of food for feeding livestock at the shelter or contained area; and
4. Restoration of facilities used for those purposes during an emergency or disaster.

But does not include:

1. Feeding of livestock;
2. Veterinary care of livestock; and
3. Corralling and management of livestock

The above noted support may be provided under the following conditions:

1. There is an emergency or disaster declared by the Regional District of Nanaimo that warrants livestock evacuation implementation;
2. The livestock owner is considered to be operating a 'farm operation' as defined in Section 2 definitions of this document;
3. The animals being evacuated are considered 'livestock' as defined in Section 2 definitions of this document;
4. Livestock owners are not able to provide alternate accommodations;
5. Primary and secondary shelter or containment areas are uninhabitable due to an imminent or occurring emergency or disaster;
6. The Regional District of Nanaimo has issued a formal 'Evacuation Alert'; and
7. The Regional District of Nanaimo EOC Director, the Ministry responsible for Wildfire Management Incident Commander and the Ministry Responsible for Agriculture Coordinator deem it prudent to proceed with an Emergency Livestock Evacuation in a specified area.

Requests for extension of livestock assistance may be approved by the Regional District of Nanaimo EOC Director in consultation with the Board Chair.

To receive the above noted support, livestock owners must:

1. Request authorization from the Regional District of Nanaimo through the Ministry Responsible for Agriculture Coordinator for assistance in livestock evacuation;
2. Request 'Expenditure Authorization' from the Regional District of Nanaimo through the Ministry Responsible for Agriculture Coordinator. **ONLY PREAPPROVED EXPENDITURES WILL BE REIMBURSED.**
3. Provide primary contact information to Regional District of Nanaimo EOC through the Ministry Responsible for Agriculture Coordinator
4. Be responsible for management of the evacuation of their livestock;
5. Be responsible for management of their livestock;
6. Once the 'Evacuation Alert' or 'Evacuation Order' has been rescinded, within four days, the livestock owner must assume full responsibility of the livestock and immediately make arrangements to move the livestock at their own expense from the temporary livestock holding area; and
7. Submit all eligible paid invoices to the Regional District of Nanaimo EOC for reimbursement.

SECTION 13: Appendix "G"

SUMMARY OF DISASTER FINANCIAL ASSISTANCE PROGRAM

Those impacted by a disaster may apply to the province for Disaster Financial Assistance (DFA) where the losses could not be insured or where other programs are not available. Disaster financial assistance helps to replace or restore essential items and property that have been destroyed or damaged to pre-disaster condition.

Assistance is available to qualifying home owners, residential tenants, small businesses, farm owners, and charitable or volunteer organizations. Applicants should be aware of the following: Financial assistance is provided for each accepted claim at 80 percent of the amount of total eligible damage that exceeds \$1,000, to a maximum limit of \$300,000.

Claims may be made in more than one category (e.g., home owner and farm owners).

A home owner or residential tenant must show that the home is their principal residence. Seasonal or recreational properties, hot tubs, patios, pools, garden tools, landscaping, luxury items (like jewelry, fur coats and collectibles), and recreational items (like bicycles) are not eligible for assistance.

Small business owners and farm owners must demonstrate it is their primary source of income. Owners of damaged rental property must apply and qualify as a small business.

Charitable or Volunteer Organizations must provide a benefit of service to the community at large.

Applications for DFA must be submitted to Emergency Management BC/ Provincial Emergency Program (PEP) within 90 days of the date that DFA was authorized.

Assistance is also available to local governments for emergency response measures authorized by PEP, including incremental costs associated with their Emergency Operations Centre. Financial assistance is provided for each accepted response claim at 100 percent.

Recovery measures to replace essential materials and rebuild or replace essential public infrastructures to the condition it was in before the disaster. Assistance is provided for each accepted recovery claim at 80 percent of the amount of total eligible damage that exceeds \$1,000.

Further information regarding DFA may be obtained from:

**Emergency Management BC
PO Box 9201 Stn Prov Govt
Victoria BC V8W 9J1
Phone: 1-888-257-4777 Toll Free
Fax: 250-952-5542
Email: PEP.Funding@gov.bc.ca
Website: www.pep.bc.ca**

Assistance for Disasters and Emergencies – Summary of Available Programs

Loss	AGRI Program Coverage	Private Insurance Coverage	Disaster Financial Assistance (if declared eligible)	
Hay – standing	Production Insurance*	No	No	
Hay – reduced yield	Production Insurance*	No	No	
Fencing – private land	No	Yes	Yes – only for uninsurable fencing that is owned by the farmer. Crown fencing is not eligible	
Silage not packed – owners are evacuated	No covered	Yes – harvested crops can be covered	No	
Spring and/or fall Crown range loss	No	No	No	
Market garden- evacuated and could not irrigate or harvest	AgriStability	No	No	
Livestock injuries	No	Yes	No	
Livestock mortalities	No	Ye	No	
Standing forage	Production Insurance*	No	No	
Swathed forage	Production Insurance*	No	No	
Baled forage still in field	No	Yes-harvested crops can be covered	No	
Stored hay and feed	No	Yes- to \$25,000 under basic ranch package	Yes-only for uninsurable losses	
Restoration of farmland	No	No	Yes-only up to the BC Assessment land value and/or program maximums	
Infrastructure losses – on farm hydro, irrigation systems, private bridges, barns, greenhouses, milking equipment, livestock buildings	No	Yes	Yes-only for uninsurable losses	
Bedding, pesticides, mulch, feed, seed, fertilizers, biocides, hormones and supplements essential to farm operations	No	No	Yes-only for uninsurable losses	
Wildlife	Agriculture Wildlife Program – crop and livestock losses	No	No	* <i>Insurable perils only</i>

SECTION 14: Appendix "H"

LIVESTOCK EVACUATION CONTAINMENT AND SHELTER SITES

• Coombs Rodeo Grounds

- The Coombs Hilliers Recreation & Community Organization (CHRCO) is a non-profit Society
- George McArduin, Manger 250-954-0084 coombscatz@hotmail.com 250-947-5197/cell
- Other CHRCO Contacts:
 - Cliff Raymer, Director 250-752-5096
 - Linda Thorburn, Director 250-752-0383
 - Jim Brown, Director 250-927-0119
 - Donna Jager, Secretary 250-752-1279
- Have an abundant supply of water – chlorinated, potable
- NO lockable stock gates
- Max capacity is 100 large animals
- Has generator for the water pump. Two fuel tanks, one is 2400 gal and the other 800 gal
- 8 large pens are located under the beer garden, which has 150 seats
- Have 6x 10 ft. fence panels
- Feed could be brought in easily
- The on-site hall has a capacity of 300 seats, has 3 bathrooms, 6 toilets, 2 showers and a fully licensed kitchen
- New septic field
- Big field used for recreational vehicles – capacity is 100 X 40 ft motor homes and 100x tenting spots. No RV hook ups.

• Coombs Fairgrounds

- Janet Boley is the Fairgrounds Manager 250-752-9757
- 2 sheds are suitable for sheep/smaller animals. Biggest shed is 100x30 ft and has an open interior, good for setting up temporary pens
- Horse shed has 12 spots
- Small water supply, 2 small poorly producing wells that produce 5-10 gallons/min
- No sewer system, limited septic capacity – would need porta potties for farmers, livestock handlers etc.
- They have 70 temporary fence panels, gate panels
- Full licensed kitchen and dining hall
- Room for parking, temporary pens in field at rear of site.
- The Arrowsmith Agricultural Building on this site is a designated Emergency Reception Center for evacuees. Pets (well behaved dogs and cats) may accompany evacuees and be received by Emergency Social Services/Pet Care volunteers. These volunteers are not responsible for any livestock evacuation duties.

- **Arbutus Meadows Equestrian Meadows**
 - 1515 E. Island Hwy, Nanoose Bay BC V9P 9A3
 - General Manager is Rob Bau 250-951-1378 info@arbutusmeadows.com
 - 60,000 sq ft riding and multi use arena
 - Washroom facilities
 - 5 outdoor show rings
 - 1 indoor show ring
 - Show stabling for over 100 horses
 - New show barn with stabling, show office, washrooms and showers
 - They have tables, chairs, sound systems and tents available
 - Fence panels
 - Secure grazing pastures

- **Beban Park VIEX**
- Nanaimo Equestrian Association (NEA) is the group that manages Beban Park Equestrian Center. It is a non-profit society, with volunteers creating a professional and well maintained site for equestrian and non-equestrian events.
- Lesley Coultish, President lcoultish@shaw.ca
- Barbara Heikkila, Vice President barbarajheikkila@gmail.com
- Ample parking, room to maneuver trailers
- Four riding rings: *(could be used as containment if weather is not inclement. If hot, could put canopy tents inside for shade shelter)*
 - 70x200 ft indoor wood fiber footing ring
 - 134x235 ft outside wood fiber footing ring
 - 236x88 ft outside wood fiber footing ring
 - 120x240 ft outside sand footing ring
- Show office, announcers room with PA system
- Washrooms
- 118 covered stalls
- On site shavings and manure dumping site
- Running water to all barns
- Rental fee information found at <http://www.nanaimoequestrians.com/rentalcosts.htm>

APPENDIX B - LICENCE OF USE AGREEMENTS

AGREEMENT

THIS AGREEMENT dated for reference the ____ day of _____, 2013.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Rd.
Nanaimo, BC V9T 6N2

(Herein after called the "Regional District")

OF THE FIRST PART

AND:

CULVERDEN HOLDINGS LTD.
C/O Rob Bau, 1515 Island Highway East
Nanoose Bay, BC V9P 9A3

OF THE SECOND PART

WHEREAS:

- A. Culverden Holdings Ltd. owns the of lands legally described as:
- District Lot 56
Nanoose District
Except parts in Plans 466R, 950R, 351 RW, 6761, 18519, 22727, 25734, and 39893
- B. The Regional District wishes to be granted this License to Use the Lands in the Event of an Emergency as defined in the *Emergency Program Act*, RSBC 1996, Chapter 111 that requires livestock evacuation and emergency sheltering and Culverden Holdings Ltd. has agreed;

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the fee paid by the Regional District to Culverden Holdings Ltd. and in consideration of the premises and covenants and agreements contained in this Agreement, the Regional District and Culverden Holdings Ltd. covenant and agree with each other as follows:

1. RIGHT TO OCCUPY

Culverden Holdings Ltd., subject to the performance and observance by the Regional District of the terms, conditions, covenants and agreements contained in this Agreement grants to the Regional District a right by way of license for the Regional District, its agents, employees and invitees to use the Lands in the event of an Emergency for the purpose establishing and operating an Emergency Livestock Evacuation Center during an emergency or disaster, including necessary ancillary uses such as parking and for no other purpose.

2. RESERVATION OF RIGHTS

Culverden Holdings Ltd. reserves to itself the right for Culverden Holdings Ltd., its agents, employees, contractors and invitees to have full and complete access to the Lands to carry out any operations associated with Culverden Holdings Ltd.'s use of the Lands at all times, except in the case of an emergency or disaster requiring livestock evacuation.

3. LICENSE FEE

In consideration of the right to use, the Regional District shall pay to Culverden Holdings Ltd. a license fee of \$1.00 per year payable in advance. Such license fee shall be payable on the 1st day of the Term.

4. TERM

The Term of the License granted under this Agreement shall be four (5) years commencing on the 1st day of October, 2013 and ending on the 31st day of December 2018.

5. CONSTRUCTION

The Regional District shall not construct or place any buildings or structures or make any improvements on the Lands.

6. INSURANCE

The Regional District will take out and maintain during the term of the License, a policy of general public liability insurance against claims for bodily injury, death or property damage arising out of the use of the Lands by the Regional District in the amount of not less than two million dollars per single occurrence with such greater amount as Culverden Holdings Ltd. may from time to time designate, naming both Culverden Holdings Ltd. and the Regional District as an additional insured thereto and shall provide Culverden Holdings Ltd. with a certified copy of such policy or policies.

7. INDEMNIFICATION

The Regional District releases and will indemnify and save harmless Culverden Holdings Ltd., its officers, employees and agents from and against all lawsuits, damages, costs, expenses, fees or liabilities which the Regional District or anyone else may incur, suffer or allege by reason of the use of the Lands by the Regional District, its agents, employees or invitees, or the carrying on upon the Lands of any activity in relation the Regional District's use of the Lands.

8. NOTICES

It is hereby mutually agreed that notice required to be given under this Agreement shall be deemed to be sufficiently given if mailed from any government post office in the Province of British Columbia by prepaid registered mail addressed as follows:

If to Culverden Holdings Ltd.:

1515 Island Highway East
NanOOSE Bay, BC V9P 9A3

If to the Regional District of Nanaimo:

6300 Hammond Bay Rd.
Nanaimo, BC V9T 6N2

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

For the REGIONAL DISTRICT OF NANAIMO

)	
)	
)	
_____)	(Seal)
Paul Thorkelsson)	
Chief Administrative Officer)	
)	
)	
_____)	
Jacquie Hill)	
Manager, Administrative Services)	
)	

For CULVERDEN HOLDINGS LTD.

)	
)	
_____)	
Authorized Signatory)	(Seal)
)	
)	
)	
_____)	
Authorized Signatory)	

AGREEMENT

THIS AGREEMENT dated for reference the ____ day of _____, 2013.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO

6300 Hammond Bay Rd.

Nanaimo, BC V9T 6N2

(Herein after called the "Regional District")

OF THE FIRST PART

AND:

CITY OF NANAIMO

455 Wallace St.

Nanaimo, BC V9R 5J6

OF THE SECOND PART

WHEREAS:

A. The City of Nanaimo leases a portion of lands legally described as:

Section 1
Nanaimo District
Lease Land (DD 14817N)
In Bowen Park Lying East of Wall Street
(The "Lands")

B. The Regional District wishes to be granted this License to Use the Lands in the Event of an Emergency as defined in the *Emergency Program Act*, RSBC 1996, Chapter 111 that requires livestock evacuation and emergency sheltering and the City of Nanaimo has agreed;

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the fee paid by the Regional District to the City of Nanaimo and in consideration of the premises and covenants and agreements contained in this Agreement, the Regional District and the City of Nanaimo covenant and agree with each other as follows:

1. RIGHT TO OCCUPY

The City of Nanaimo, subject to the performance and observance by the Regional District of the terms, conditions, covenants and agreements contained in this Agreement grants to the Regional District a right by way of license for the Regional District, its agents, employees and invitees to use the Lands in the event of an Emergency for the purpose establishing and operating an Emergency Livestock Evacuation Center during an emergency or disaster, including necessary ancillary uses such as parking and for no other purpose.

2. RESERVATION OF RIGHTS

The City of Nanaimo reserves to itself the right for the City of Nanaimo, its agents, employees, contractors and invitees to have full and complete access to the Lands to carry out any operations associated with the City of Nanaimo's use of the Lands at all times, except in the case of an emergency or disaster requiring livestock evacuation.

3. LICENSE FEE

In consideration of the right to use, the Regional District shall pay to the City of Nanaimo a license fee of \$1.00 per year payable in advance. Such license fee shall be payable on the 1st day of the Term.

4. TERM

The Term of the License granted under this Agreement shall be four (5) years commencing on the 1st day of October, 2013 and ending on the 31st day of December, 2018.

5. CONSTRUCTION

The Regional District shall not construct or place any buildings or structures or make any improvements on the Lands.

6. INSURANCE

The Regional District will take out and maintain during the term of the License, a policy of general public liability insurance against claims for bodily injury, death or property damage arising out of the use of the Lands by the Regional District in the amount of not less than two million dollars per single occurrence with such greater amount as the City of Nanaimo may from time to time designate, naming both the City of Nanaimo and the Regional District as an additional insured thereto and shall provide the City of Nanaimo with a certified copy of such policy or policies.

7. INDEMNIFICATION

The Regional District releases and will indemnify and save harmless the City of Nanaimo, its officers, employees and agents from and against all lawsuits, damages, costs, expenses, fees or liabilities which the Regional District or anyone else may incur, suffer or allege by reason of the use of the Lands by the Regional District, its agents, employees or invitees, or the carrying on upon the Lands of any activity in relation the Regional District's use of the Lands.

8. NOTICES

It is hereby mutually agreed that notice required to be given under this Agreement shall be deemed to be sufficiently given if mailed from any government post office in the Province of British Columbia by prepaid registered mail addressed as follows:

If to the City of Nanaimo:

455 Wallace St.
Nanaimo, BC V9R 5J6

If to the Regional District of Nanaimo:

6300 Hammond Bay Rd.
Nanaimo, BC V9T 6N2

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

For the REGIONAL DISTRICT OF NANAIMO

_____)
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)
) (Seal)
Paul Thorkelsson)
Chief Administrative Officer)
)
)
)
)
_____)
Jacquie Hill)
Manager, Administrative Services)
)
)

For the CITY OF NANAIMO

_____)
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Authorized Signatory) (Seal)
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_____)
Authorized Signatory)
)
)

AGREEMENT

THIS AGREEMENT dated for reference the ____ day of _____, 2013.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Rd.
Nanaimo, BC V9T 6N2

(Herein after called the "Regional District")

OF THE FIRST PART

AND:

THE ARROWSMITH AGRICULTURAL ASSOCIATION
1014 Ford Rd.
P.O. Box 195
Coombs, BC V0R 1M0

OF THE SECOND PART

WHEREAS:

A. The Arrowsmith Agricultural Association owns the of lands legally described as:

Lot A (DD 14541N)
Salvation Army Lot 15
Nanoose District
Plan 1939, except parcel 1 (DD 20284N) and Parcel 2 (DD 57485N)
Plan DD14541N

B. The Regional District wishes to be granted this License to Use the Lands in the Event of an Emergency as defined in the *Emergency Program Act*, RSBC 1996, Chapter 111 that requires livestock evacuation and emergency sheltering and the Arrowsmith Agricultural Association has agreed;

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the fee paid by the Regional District to the Arrowsmith Agricultural Association and in consideration of the premises and covenants and agreements contained in this Agreement, the Regional District and the Arrowsmith Agricultural Association covenant and agree with each other as follows:

1. RIGHT TO OCCUPY

The Arrowsmith Agricultural Association, subject to the performance and observance by the Regional District of the terms, conditions, covenants and agreements contained in this Agreement grants to the Regional District a right by way of license for the Regional District, its agents, employees and invitees to use the Lands in the event of an Emergency for the purpose establishing and operating an Emergency Livestock Evacuation Center during an emergency or disaster, including necessary ancillary uses such as parking and for no other purpose.

2. RESERVATION OF RIGHTS

The Arrowsmith Agricultural Association reserves to itself the right for the Arrowsmith Agricultural Association, its agents, employees, contractors and invitees to have full and complete access to the Lands to carry out any operations associated with the Arrowsmith Agricultural Association's use of the Lands at all times, except in the case of an emergency or disaster requiring livestock evacuation.

3. LICENSE FEE

In consideration of the right to use, the Regional District shall pay to the Arrowsmith Agricultural Association a license fee of \$1.00 per year payable in advance. Such license fee shall be payable on the 1st day of the Term.

4. TERM

The Term of the License granted under this Agreement shall be four (5) years commencing on the 1st day of October, 2013 and ending on the 31st day of December, 2018.

5. CONSTRUCTION

The Regional District shall not construct or place any buildings or structures or make any improvements on the Lands.

6. INSURANCE

The Regional District will take out and maintain during the term of the License, a policy of general public liability insurance against claims for bodily injury, death or property damage arising out of the use of the Lands by the Regional District in the amount of not less than two million dollars per single occurrence with such greater amount as the Arrowsmith Agricultural Association may from time to time designate, naming both the Arrowsmith Agricultural Association and the Regional District as an additional insured thereto and shall provide the Arrowsmith Agricultural Association with a certified copy of such policy or policies.

7. INDEMNIFICATION

The Regional District releases and will indemnify and save harmless the Arrowsmith Agricultural Association, its officers, employees and agents from and against all lawsuits, damages, costs, expenses, fees or liabilities which the Regional District or anyone else may incur, suffer or allege by reason of the use of the Lands by the Regional District, its agents, employees or invitees, or the carrying on upon the Lands of any activity in relation the Regional District's use of the Lands.

8. NOTICES

It is hereby mutually agreed that notice required to be given under this Agreement shall be deemed to be sufficiently given if mailed from any government post office in the Province of British Columbia by prepaid registered mail addressed as follows:

If to the Arrowsmith Agricultural Association:

1014 Ford Rd.
Coombs, BC V0R 1M0

If to the Regional District of Nanaimo:

6300 Hammond Bay Rd.
Nanaimo, BC V9T 6N2

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

For the REGIONAL DISTRICT OF NANAIMO

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_____)	(Seal)
Paul Thorkelsson)	
Chief Administrative Officer)	
)	
)	
)	
_____)	
Jacque Hill)	
Manager, Administrative Services)	
)	

For THE ARROWSMITH AGRICULTURAL ASSOCIATION

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_____)	
Authorized Signatory)	(Seal)
)	
)	
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_____)	
Authorized Signatory)	
)	

AGREEMENT

THIS AGREEMENT dated for reference the ____ day of _____, 2013.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Rd.
Nanaimo, BC V9T 6N2

(Herein after called the "Regional District")

OF THE FIRST PART

AND:

COOMBS HILLIERS COMMUNITY ORGANIZATION
2601 Alberni Highway
P.O. Box 194
Coombs, BC V0R 1M0

OF THE SECOND PART

WHEREAS:

A. The Coombs Hilliers Community Organization owns the of lands legally described as:

Block 1
District Lot 143
Nanoose District
Plan 4782, Plan VIP4782

B. The Regional District wishes to be granted this License to Use the Lands in the Event of an Emergency as defined in the *Emergency Program Act*, RSBC 1996, Chapter 111 that requires livestock evacuation and emergency sheltering and the Coombs Hilliers Community Organization has agreed;

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the fee paid by the Regional District to the Coombs Hilliers Community Organization and in consideration of the premises and covenants and agreements contained in this Agreement, the Regional District and the Coombs Hilliers Community Organization covenant and agree with each other as follows:

1. RIGHT TO OCCUPY

The Coombs Hilliers Community Organization, subject to the performance and observance by the Regional District of the terms, conditions, covenants and agreements contained in this Agreement grants to the Regional District a right by way of license for the Regional District, its agents, employees and invitees to use the Lands in the event of an Emergency for the purpose establishing and operating an Emergency Livestock Evacuation Center during an emergency or disaster, including necessary ancillary uses such as parking and for no other purpose.

2. RESERVATION OF RIGHTS

The Coombs Hilliers Community Organization reserves to itself the right for the Coombs Hilliers Community Organization, its agents, employees, contractors and invitees to have full and complete access to the Lands to carry out any operations associated with the Coombs Hilliers Community Organization's use of the Lands at all times, except in the case of an emergency or disaster requiring livestock evacuation.

3. LICENSE FEE

In consideration of the right to use, the Regional District shall pay to the Coombs Hilliers Community Organization a license fee of \$1.00 per year payable in advance. Such license fee shall be payable on the 1st day of the Term.

4. TERM

The Term of the License granted under this Agreement shall be four (5) years commencing on the 1st day of October, 2013 and ending on the 31st day of December, 2018.

5. CONSTRUCTION

The Regional District shall not construct or place any buildings or structures or make any improvements on the Lands.

6. INSURANCE

The Regional District will take out and maintain during the term of the License, a policy of general public liability insurance against claims for bodily injury, death or property damage arising out of the use of the Lands by the Regional District in the amount of not less than two million dollars per single occurrence with such greater amount as the Coombs Hilliers Community Organization may from time to time designate, naming both the Coombs Hilliers Community Organization and the Regional District as an additional insured thereto and shall provide the Coombs Hilliers Community Organization with a certified copy of such policy or policies.

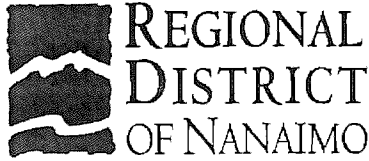
IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

For the REGIONAL DISTRICT OF NANAIMO

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_____)	(Seal)
Paul Thorkelsson)	
Chief Administrative Officer)	
)	
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_____)	
Jacque Hill)	
Manager, Administrative Services)	
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For THE COOMBS HILLIERS COMMUNITY ORGANIZATION

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Authorized Signatory)	(Seal)
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Authorized Signatory)	
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RDN REPORT	
C/O APPROVAL	
EAP	
CGW	
AUG 23 2013	
RHD	
BOARD	
EWSK	

MEMORANDUM

TO: Tom Armet, Manager
Building, Bylaw and Emergency Planning Services

DATE: August 22, 2013

FROM: Jani M. Drew, Emergency Coordinator

FILE: 7130-04 NEP

SUBJECT: Neighborhood Emergency Preparedness Program Update

PURPOSE

To update the Board on the development and progress of the Neighborhood Emergency Preparedness Program.

BACKGROUND

The *Emergency Program Act* requires local authorities to be prepared to respond to and recover from emergencies or disasters. In addition to ensuring operational readiness for response and recovery, local governments have an important role to play in preparing the public in advance of emergencies. The Regional District of Nanaimo Emergency Program has an active public outreach component.

Consistent with the Board's 2013-2015 Strategic Plan, the Emergency Program focuses on building disaster resilience at the community and neighborhood levels. The Neighborhood Emergency Preparedness program (NEP) focuses on working directly with residents to help increase our collective ability to adapt and respond successfully to local hazards, threats or trends. In this context, resilience can be described as the ability to adapt and change in ways that are proactive, that build local capacity and that ensure essential needs are met. The NEP program has grown and become successful by:

- Building on existing local relationships
- Soliciting local knowledge to supplement hazard and risk analyses
- Designing workshops to encourage neighbours sense of belonging and identity
- Respecting diversity and inclusion
- Fostering an overall culture of preparedness and social cohesion

The NEP program supports people and groups in neighbourhoods to build resilience at the local level. NEP group volunteers learn how to:

- Minimize existing hazards around the home and neighborhood
- Acquire and store emergency supplies
- Prepare for evacuation
- Identify necessary skills and resources in the neighborhood
- How to conduct a neighborhood hazard hunt
- Be able to survive on their own for a minimum of seven days for up to one month

From 2003-2008, the Emergency Coordinator provided evening and weekend NEP workshops. As community demand for workshops grew, it became necessary to hire a contractor to conduct workshops and support the ongoing maintenance and development of the Program.

The NEP program continues to be active in all Electoral Areas and the District of Lantzville. In 2012-2013 the overall program has been updated and branding made consistent with other outreach programs in the RDN. In 2012 and 2013 to date, a total of 27 workshops have been held, with over 1,070 residents participating. An additional 8 NEP related workshops, community event information displays and agency presentations are planned for the balance of 2013 so far and many more are anticipated in 2014 and beyond. Staff involvement in the outreach website and inter-program collaboration has also increased program exposure and levels of participation. *(For specific information about NEP participation per Electoral Area, see Appendix "A". For images of updated NEP program branding, see Appendix "B").*

Many current disasters worldwide and closer to home have made people in the region far more aware of their vulnerability to local hazards and risks. In addition to NEP's recruitment and social marketing strategy, many residents contact the NEP program because they have heard about it or want to learn how to protect their families now, *before* a disaster happens.

FINANCIAL IMPLICATIONS

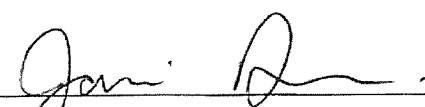
There are no financial implications in receiving this report.

SUMMARY

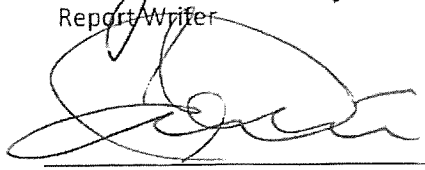
The RDN Neighborhood Emergency Preparedness Program promotes community resilience by mobilizing and sustaining a proactive community response to our local hazards and risks. The Program provides the tools for residents to learn how to prepare themselves and their neighbourhoods for disaster and it continues to be a high demand initiative throughout the region.

RECOMMENDATION

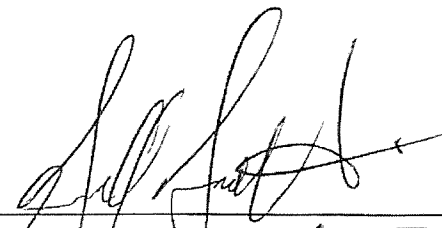
That the report on the RDN Neighborhood Emergency Preparedness Program be received for information.



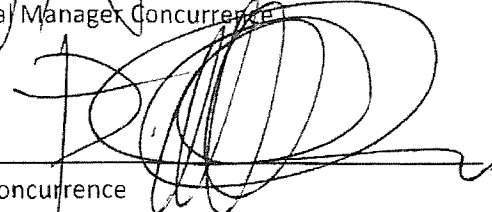
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

APPENDIX "A"
Breakdown of NEP Participation by E.A (2012-2013 to date)

Workshops/Presentations

Electoral Area	# of Events	# of Attendees
A	2	57
B	7	285
C	<i>Held jointly with EA "A"</i>	5
E	6	270
F	2	68
G	3	45
H	5	300
District of Lantzville	2	40
TOTALS	27	1,070

NEP Households

Electoral Area	Teams	# of Households	# of Residents
A	2	60	120
B: <i>Gabriola Island</i>	31	465	1,400
<i>Mudge Island</i>	2	65	130
C	1	3	10
E	6	192	384
F	5	120	240
G	5	271	542
H	6	60	120
District of Lantzville	2	12	24
TOTALS	58	1,248	<i>Approx. 2,970</i>

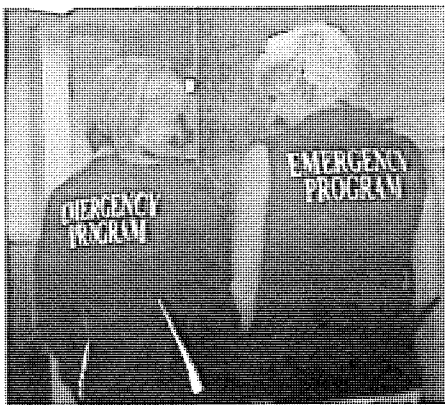
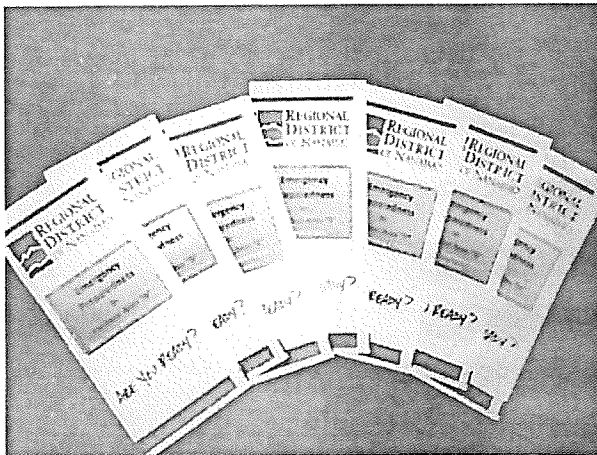
APPENDIX "B"
Program Branding



Tent for displays, work-
shops, community days



RDN public information
materials, Electoral Area/
Lantzville specific hazard
brochures.



Jacket / Vests
for meetings
and
workshops.





CAO APPROVAL	
EAP	
COW	
SEP 13 2013	
RHD	
BOARD	✓

MEMORANDUM

TO: Paul Thompson
Manager of Long Range Planning

DATE: September 12, 2013

FROM: Greg Keller
Senior Planner

FILE: 6480 01 CMSVP

SUBJECT: Bylaw No. 1620.01 to Amend Electoral Area 'A' Official Community Plan Bylaw No. 1620, 2011 to Include the Cedar Main Street Village Plan

PURPOSE

To consider "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.01, 2013" for adoption.

BACKGROUND

Following an extensive public consultation process including a Public Hearing held on June 27, 2013, the Board granted 3rd reading to the bylaw on July 23, 2013 and referred it to the Minister of Community, Sport, and Cultural Development for consideration of approval. The Minister provided the required Statutory Approval on September 5, 2013.

ALTERNATIVES

1. To adopt "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.01, 2013."
2. To not adopt "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.01, 2013" and provide staff with further direction.

MINISTER OF COMMUNITY, SPORT, AND CULTURAL DEVELOPMENT

The bylaw is subject to approval by the Minister of Community, Sport, and Cultural Development. The Minister provided the required Statutory Approval on September 5, 2013; therefore, the Board may consider adoption of Bylaw No. 1620.01, 2013.

SUMMARY/CONCLUSION

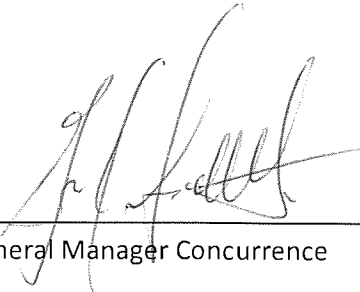
"Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.01, 2013" was considered by the Board and given 1st and 2nd reading on May 28, 2013. Subsequent to that a Public Hearing was held on June 27, 2013 and the Board granted 3rd reading on July 23, 2013. Approval pursuant to the *Local Government Act* was received from the Minister of Community, Sport, and Cultural Development on September 5, 2013. Therefore, the bylaw may now be considered by the Board for adoption.

RECOMMENDATION

That "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.01, 2013", be adopted.



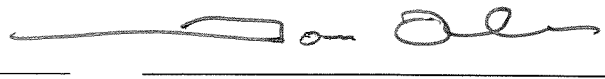
Report Writer



General Manager Concurrence



Manager Concurrence



A/ CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1620.01

**A Bylaw to Amend Regional District of Nanaimo Electoral Area 'A'
Official Community Plan Bylaw No. 1620, 2011**

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

1. This Bylaw may be cited as "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.01, 2013".
2. The "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Bylaw No. 1620, 2011" is hereby amended as set out in Schedule '1' of this Bylaw.

Introduced and read two times this 28th day of May, 2013.

Considered in conjunction with the Regional District of Nanaimo Financial Plan and any applicable Waste Management Plans this 28th day of May, 2013.

Public Hearing held this 27th day of June, 2013.

Read a third time this 23rd day of July, 2013.

Received approval pursuant to Section 882 of the *Local Government Act* this 5th day of September, 2013.

Adopted this ____ day of _____, 20XX.

Chairperson

Corporate Officer

REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1620.01
Schedule '1'

1. Schedule A of "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Bylaw No. 1620, 2011" is hereby amended as follows:

a. Table of Contents

- i) By adding the following heading at the end of the Table of Contents "*Village Plans Which Form Part of this Plan*".
- ii) By adding "*Schedule B: Cedar Main Street Village Plan*" under the heading described in (i) above.

b. Section 2.3 Scope

By deleting the last paragraph and replacing with the following:

The Plan Area, including the lands subject to the Cedar Main Street Village Plan, is designated a 'development approval information area' pursuant to the RDN's Impact Assessment Bylaw No. 1165, 1999. This Bylaw outlines information requirements for zoning amendments, development permit applications, and applications for a temporary industrial or commercial use permit. The Cedar Main Street Village Plan is attached to and forms part of this Bylaw to provide detailed guidance on future land use and community preference and desirable changes within the Cedar Main Street Plan Area.

c. Section 2.5 Organization of the Plan

- i) By adding the following text to the end of the paragraph:

The Electoral Area 'A' Official Community Plan includes Schedule A and Maps 1-10 which specify the policies and Development Permit Area Guidelines applicable to all of The Plan Area and Schedule B and Maps 1-4, the Cedar Main Street Village Plan which provides policies and Development Permit Area Guidelines specific to Cedar Main Street.

The Cedar Main Street Village Plan forms part of this OCP. The location and boundary of the Cedar Main Street Village Plan is shown on Map No. 3 Land Use Designations and Growth Containment Boundaries.

- ii) By deleting Figure No. 2 - OCP Structure and replacing it with the diagram included in Attachment 1.

d. 6.2 Cedar Main Street

By deleting Section 6.2 and replacing with the following:

6.2 Cedar Main Street Village Plan

The Cedar Main Street Village Plan (Schedule B) is the principal guiding document for all land use decisions within the Cedar Main Street Village Plan. The Village Plan is based on the results of a Community Design Charrette held in 2012 and was adopted as a bylaw amendment to this OCP. The Design Ideas, Land Use Designations, Development Policies, Development Permit Area Guidelines, and implementation actions of the Village Plan detail community preferences and desirable changes within Cedar Main Street.

Future land use and other improvements within Cedar Main Street must be consistent with both the Official Community Plan and the Cedar Main Street Village Plan. Where a particular issue is not covered by the Cedar Main Street Plan, the Electoral Area 'A' Official Community Plan will take precedence within the Cedar Main Street Plan Area. Where a conflict exists between the OCP and the Cedar Main Street Village Plan, the designation or policies of the Cedar Main Street Village Plan will take precedence.

e. 12.6 Cedar Main Street Development Permit Area

By deleting Section 12.6 and replacing it with the following:

This DPA includes the properties identified within the Cedar Main Street Development Permit Area on Map No. 10. Refer to the Cedar Main Street Development Permit Area Guidelines contained in Section 6 of the Cedar Main Street Village Plan attached as Schedule B.

f. Maps

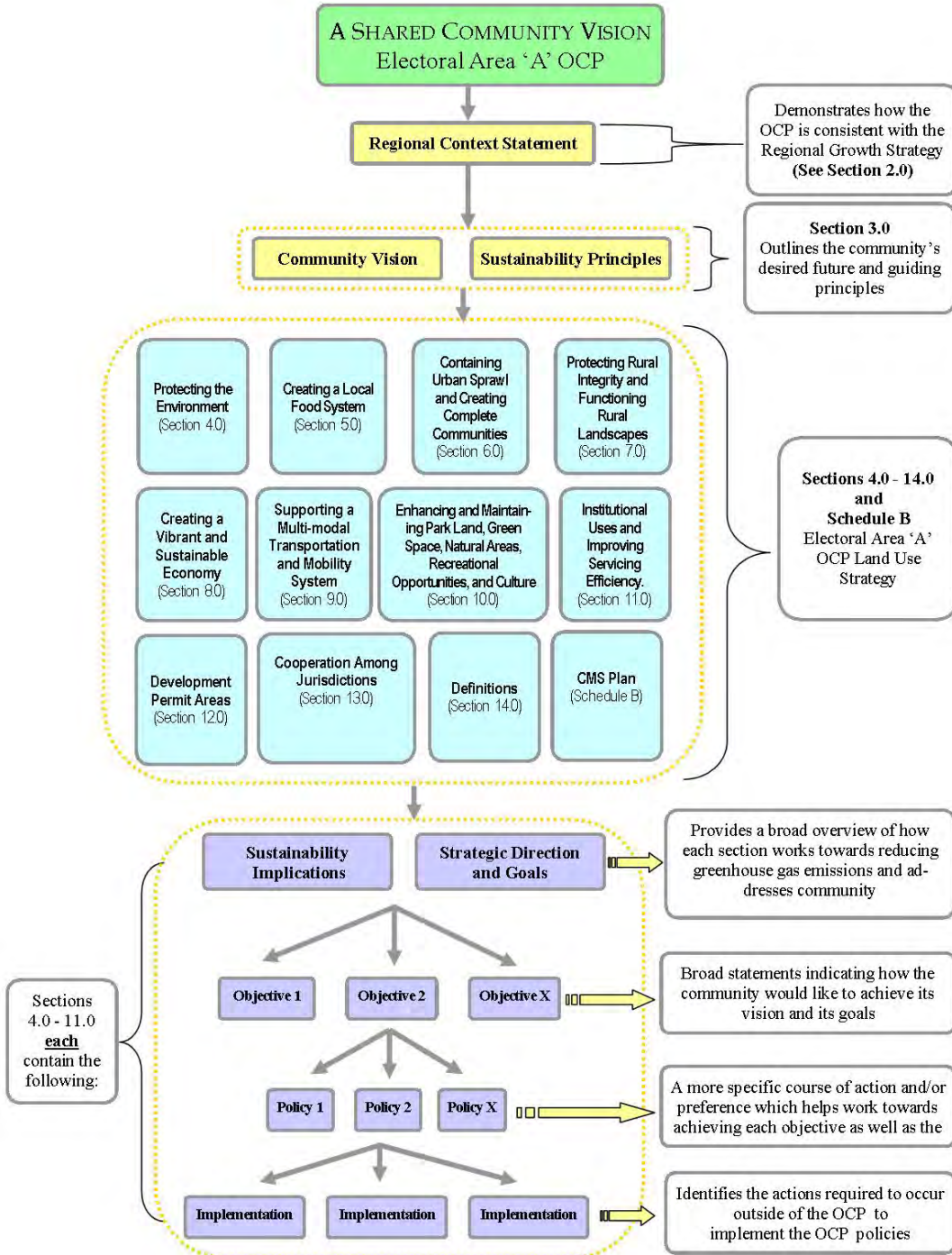
The following Maps which form part of Bylaw 1620, 2011 are hereby amended as follows:

- i) Map No. 3 is deleted and replaced with Attachment 2.*
- ii) Map No. 5 is deleted and replaced with Attachment 3.*
- iii) Map No. 6 is deleted and replaced with Attachment 4.*
- iv) Map No. 7 is deleted and replaced with Attachment 5.*
- v) Map No. 10 is deleted and replaced with Attachment 6.*

- 2. "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Bylaw No. 1620, 2011" is hereby amended by attaching Schedule 'B' cited as the "*Cedar Main Street Village Plan*" attached as Schedule 2 of this Bylaw.

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1620.01**

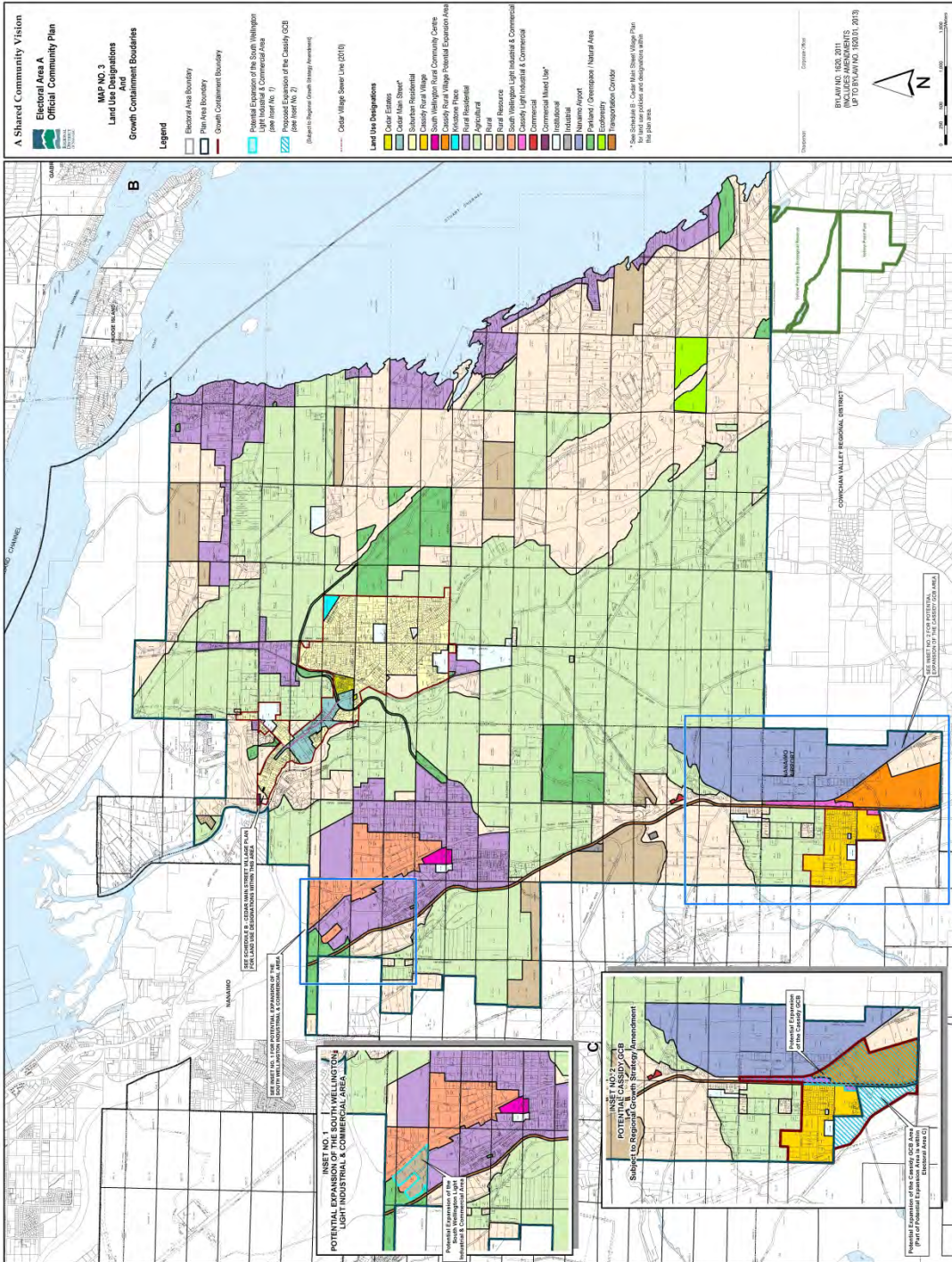
Attachment 1



REGIONAL DISTRICT OF NANAIMO BYLAW NO. 1620.01

Attachment 2

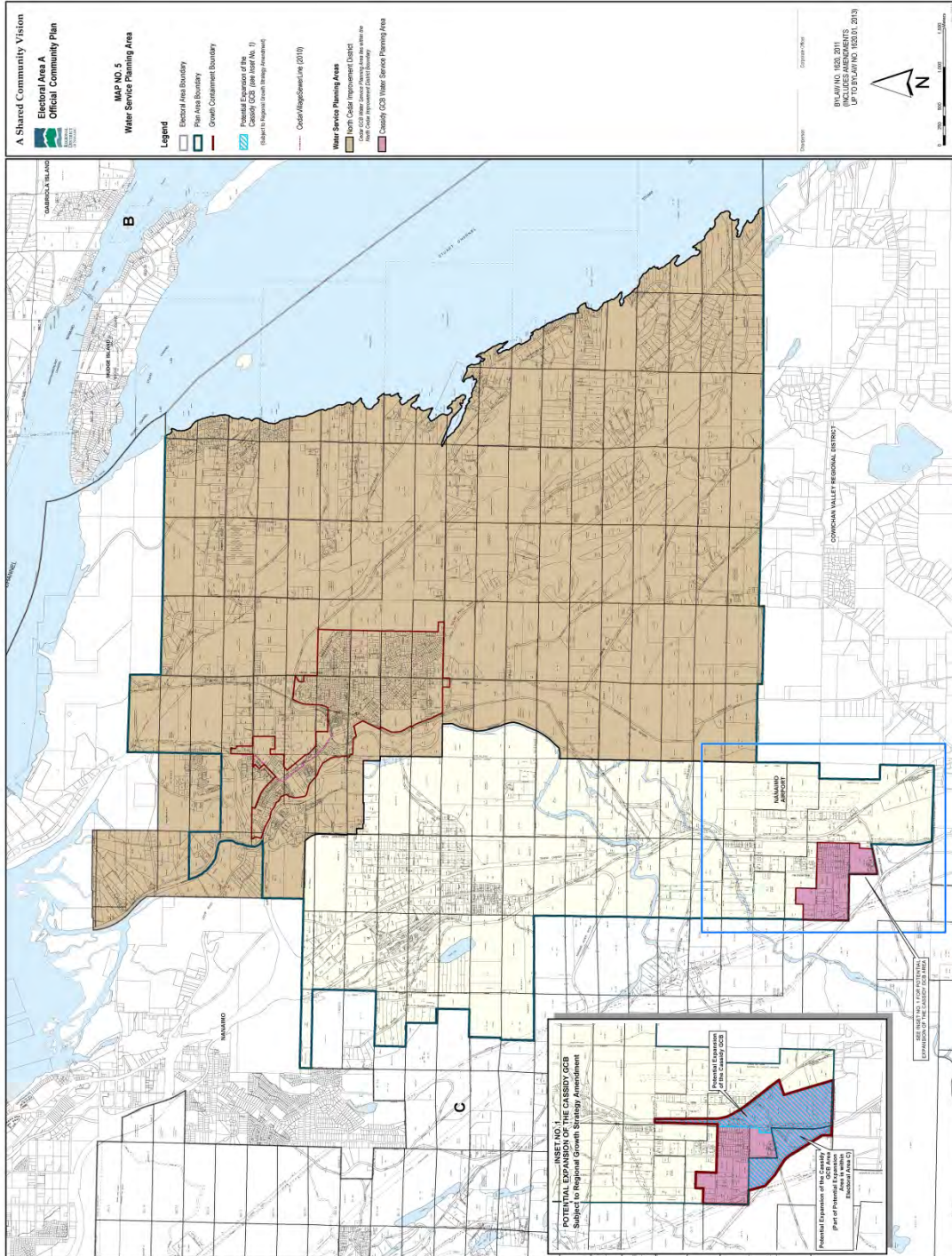
Map No. 3 Land Use Designations and Growth Containment Boundaries



REGIONAL DISTRICT OF NANAIMO BYLAW NO. 1620.01

Attachment 3

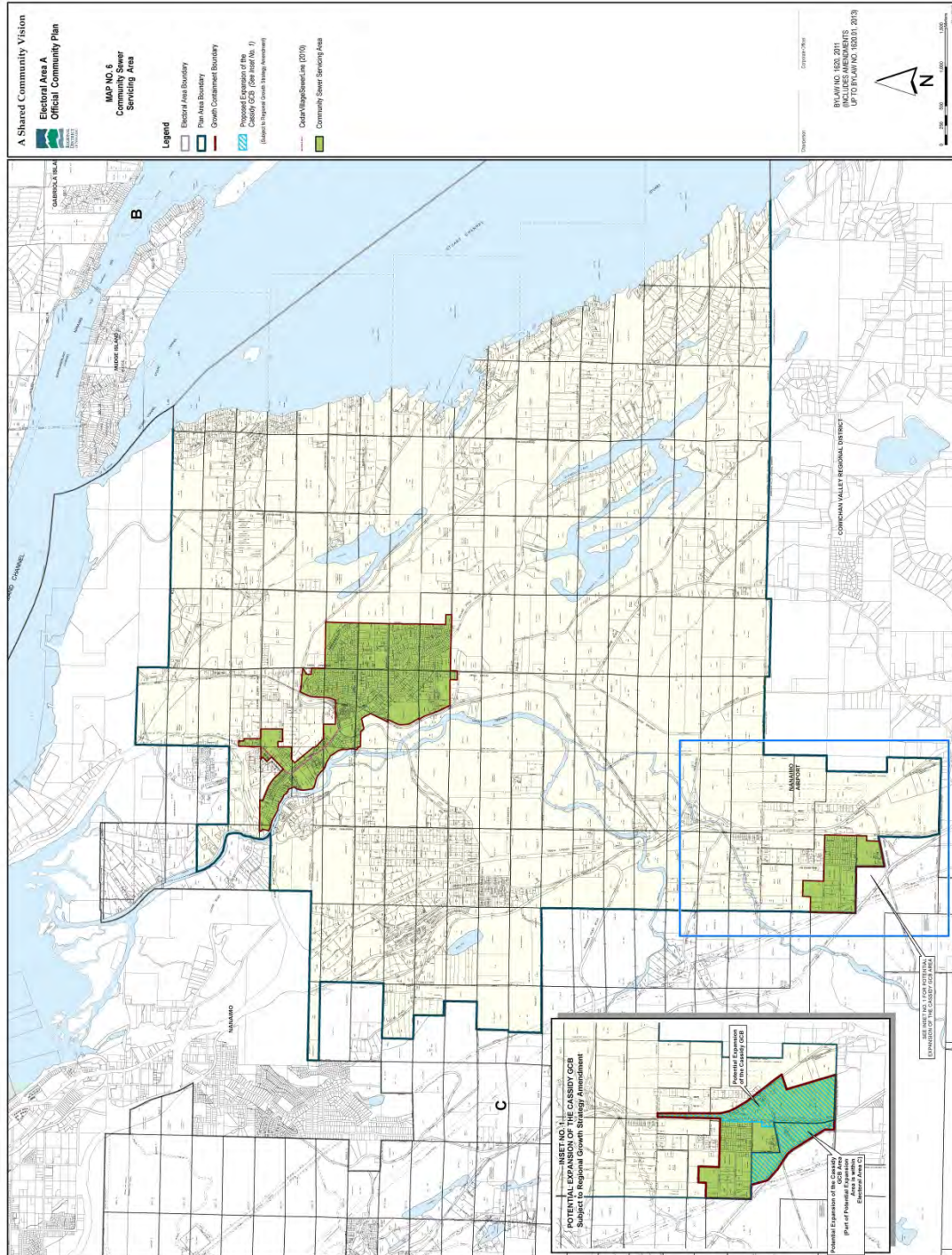
Map No. 5 Water Service Planning Area



**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1620.01**

Attachment 4

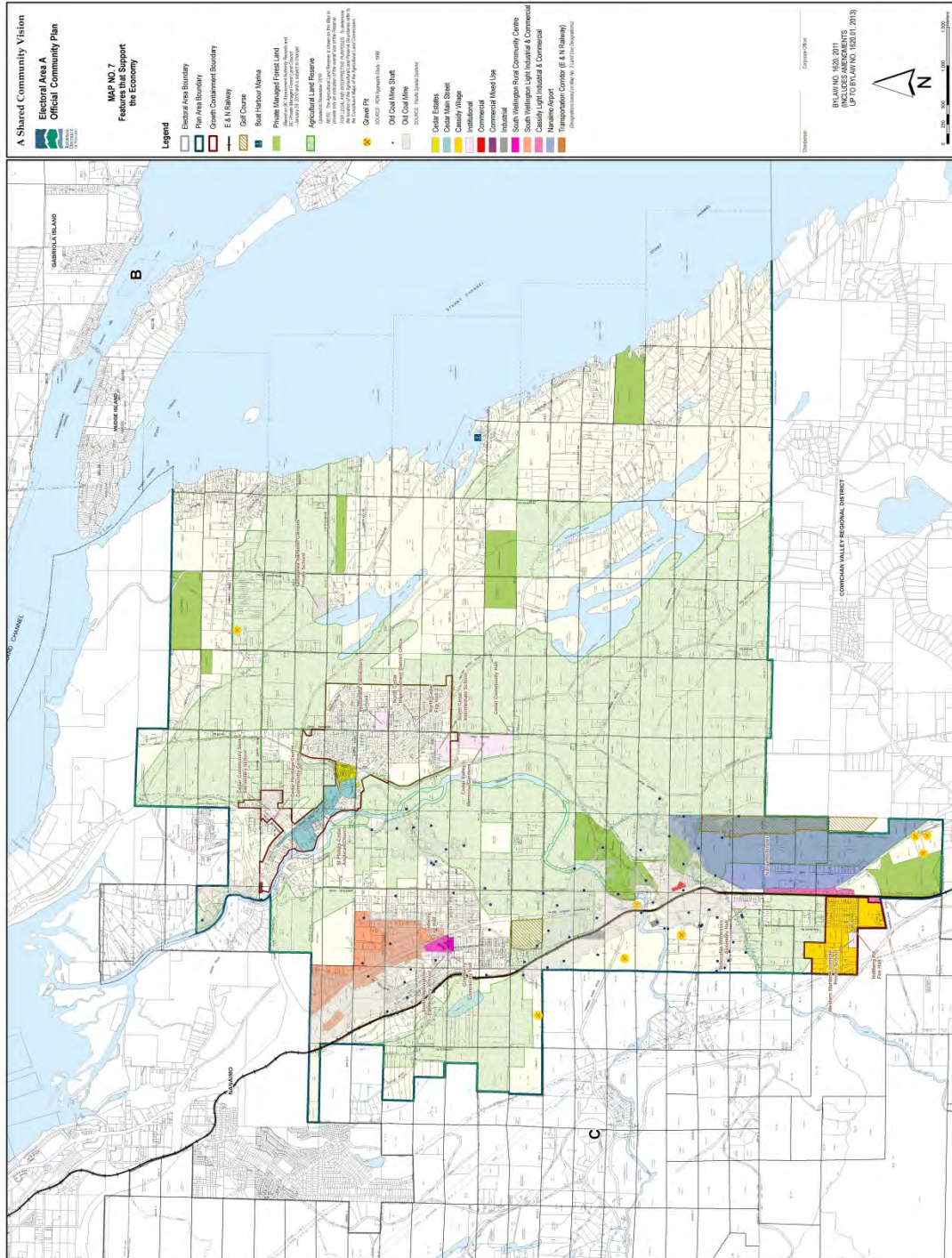
Map No. 6 Community Sewer Servicing Area



REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1620.01

Attachment 5

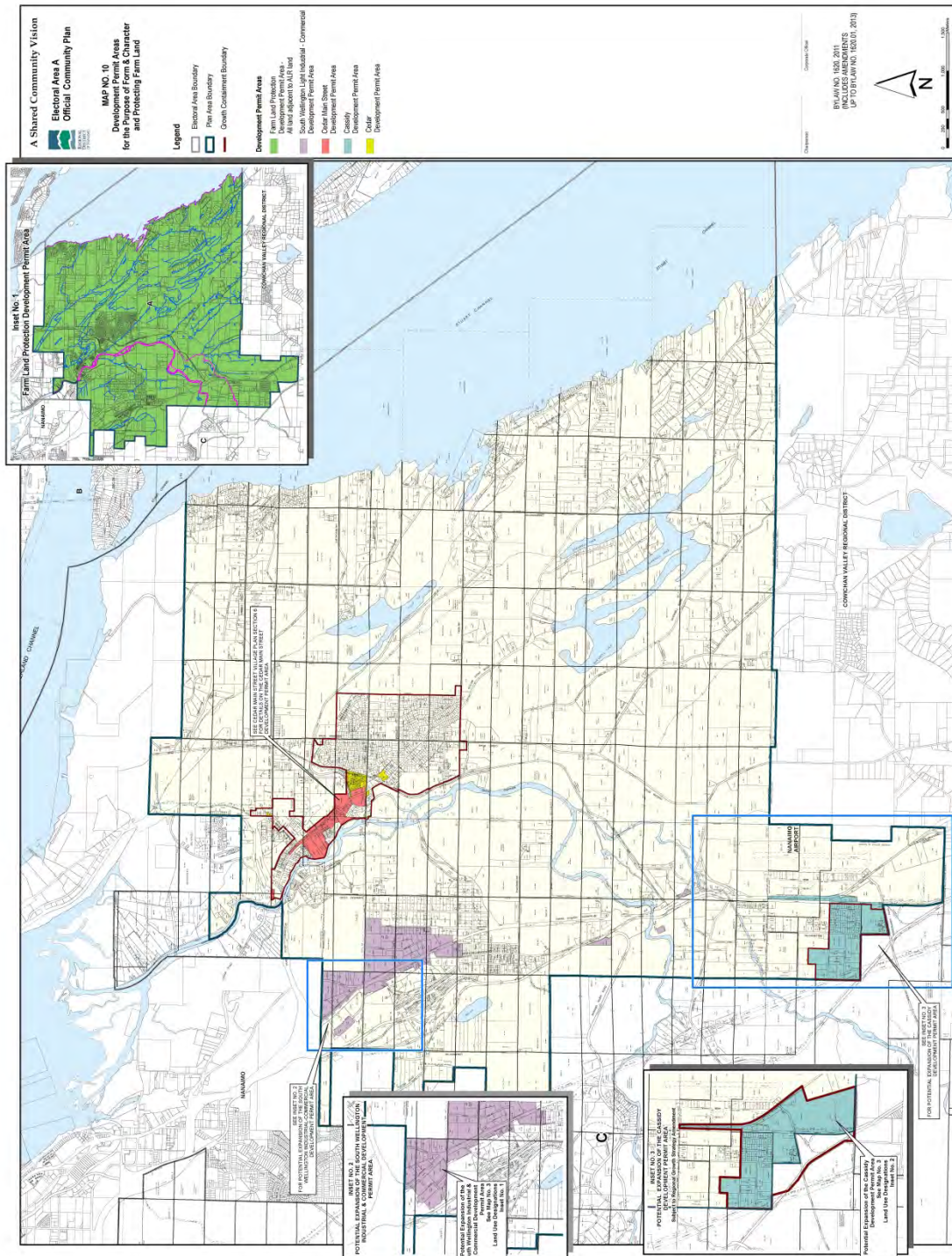
Map No. 7 Features that Support the Economy



**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1620.01**

Attachment 6

Map No. 10 Development Permit Areas for the Purpose of Form and Character and Protecting Farm Land



**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1620.01
Schedule '2' – Cedar Main Street Village Plan'**

**Schedule 'B' of Bylaw 1620, 2011
Cedar Main Street Village Plan**



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MAPS

Map No. 1: Illustration of Select Design Ideas

Map No. 2: Land Use Designations

Map No. 3: Parks, Trails, and Transportation

Map No. 4: Cedar Main Street Development Permit Area

Acknowledgements

This Plan is the result of the collaboration and dedication of community members, business owners, community leaders, RDN Staff, design professionals, and others who contributed their time and effort towards the creation of this document.

A special thanks goes out to the following individuals for their contribution towards the Plan.

Cedar Main Street Citizen's Advisory Group

Alec McPherson	Kenn Joubert	Eike Jordan
Andriana Wilson-Busby	Howie Adan	Delbert Horrocks
Bonnie Stevenson	Eric Bertram	Angela Vincent-Lewis
Rick Hastings	Donna Hawksworth	Shelagh Gourlay
Mayta Ryn	Margaret Mills	Anne Fiddick
Rick Hyne	Brian Bancroft	
Sheri Duchane	Patricia Grand	

Cedar Main Street Technical Advisory Group (not including RDN Staff)

Rodger Cheetham	Ted Olynyk	Devon Wyatt
Justin Filik	Fiel Murillo	Rob Heaslip
Heike Schmidt	Doug Glenn	Heather Sarchuk
Andrew Jones	Dave Edgar	Margaret Henigman
Chris Good	Johnathan Tilley	
Dean Mousseau	Stu Johnson	

RDN Staff which provided technical assistance and attended meetings to support the process

Greg Keller	Wendy Marshall	Shelley Norum
Paul Thompson	Wayne Moorman	Mike Donnelly
Kerri House	Wendy Idema	Al Dick
Pamela Newton	Angela Buick	Daniel Pearce
Tom Sohier	Nicole Hewitt	Elaine McCulloch
Stephen Boogaards	Karen Hamilton	
Kristy Marks		

Thank you to JWT Architecture and Planning who lead the community design charrette and provided graphic support.

Last but not least a special thanks to all who participated in the Cedar Main Street Design Project.

1 Cedar Main Street Village Plan Overview

Based on the community vision, sustainability principles, and goals contained in the Electoral Area 'A' OCP, the Cedar Main Street (CMS) Village Plan provides direction and policies that reflect how the residents of Electoral Area 'A' wish to see Cedar Main Street change and grow over time.

The Design Ideas and Land Use Concepts together with Policies, Development Permit Area Guidelines, and implementation actions detail desirable changes and improvements within Cedar Main Street.

This plan, based on the results of a Community Design Charrette held in 2012, provides direction on community preferences and priorities with respect to a number of planning considerations. Some of these considerations include land use, building design, transportation, housing, pedestrian and cyclist movement, affordable and seniors housing, parks and recreation, and community infrastructure.

The Cedar Main Street Plan also addresses key issues relating to reducing greenhouse gas emissions (GHG) and the associated impacts of climate change by encouraging compact forms of housing, local employment, and transportation choices that promote the efficient use of energy and resources.

1.1 Abbreviations

BCT	British Columbia Transit	OCP	Official Community Plan
CMS	Cedar Main Street	PO's	Property Owner(s)
GCB	Growth Containment Boundary	RDN	Regional District of Nanaimo
GHG	Greenhouse Gas	RVC	Rural Village Centre
MCSCD	Ministry of Community, Sport, & Cultural Development	RGS	Regional Growth Strategy
MOTI	Ministry of Transportation and Infrastructure	SD68	School District 68
NCFM	Nanaimo Cedar Farmers Market		
NCID	North Cedar Improvement District		

1.2 Why A Village Plan?

The Cedar Main Street Village Plan is intended to capture the community's preferences for future growth and change. It provides an opportunity to proactively pursue desirable change and create a shared vision rather than react to development applications on a one-off basis. This Plan will assist the community by:

- Providing a basis for residents to focus on priority issues and opportunities, develop solutions, and ultimately influence decisions about future change.
- Giving developers a clear understanding of what the community wants to see built in the Cedar Main Street Plan Area so that they are better able to develop projects that meet community expectations.

- Providing the RDN Board and Planning Staff with a better understanding of how residents would like to see Cedar Main Street evolve to accommodate growth sustainably.
- Creating a valuable tool to assist the RDN Board and Planning Staff in evaluating how well development proposals meet community expectations as reflected by the Plan.
- Acting as a resource/ reference that shows community direction in order to leverage funding for projects that are consistent with the goals, objectives and policies of the Plan and the OCP.

1.3 History

The Cedar Area has a rich history. It was first inhabited by First Nations People for thousands of years prior to European's arriving in the area. The Cedar Main Street Plan Area is within the Snuneymuxw First Nations Traditional Territory.

In 1850 it is thought that James Stove settled in the area to help develop a coal mine. At that time Cedar was a vast untamed wilderness with few settlers in the area. The journey from Nanaimo to Cedar was difficult because there was no bridge crossing the Nanaimo River. As a result, settlers had to travel to Cedar by canoe. In 1865, the first bridge was constructed crossing the Nanaimo River near the current bridge site below the Cranberry Arms Hotel. Since then the bridge has been replaced several times.



Red Lion Brewery in Stovely. Date unknown. Courtesy of Tom Teer

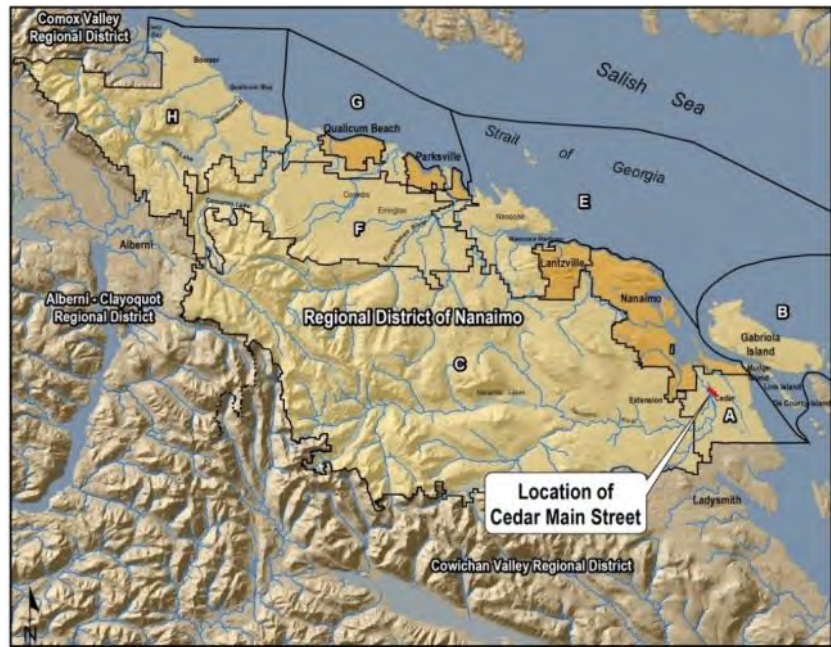
The first settlers of European descent typically worked in resource-oriented industries such as logging and mining to support their families. Settlers moving to the area were faced with the arduous task of improving the land by clearing it for cultivation and settlement.

Most of the local landmarks and streets were named after prominent families in the community including the surnames of Haslam, York, Quennell, MacMillan, Gould, Hemer, Cassidy, Holden, and Corso. Many of the founding families still reside in the community today.

The Cedar Area also has deep agricultural roots. Many of the pioneer families were farmers and ranchers. In many cases clearing and improving the land for cultivation was a condition of the pre-emption of land from the Crown which was how many settlers obtained land.

Cedar's past is still evident today through its historic buildings which include the Mahle House, the Wheatsheaf Inn, North Cedar School (Cedar Heritage Centre), St. Philips Anglican Church, Cranberry Arms Pub, and Cedar Community Hall. It should be noted that the historic buildings in Cedar include a variety of architectural styles rather than a unified design scheme.

For more information please refer to the Technical Background Report prepared as part of the Cedar Main Street Design Project which is available from the RDN Planning Department.



1.4 Plan Area and Context

Cedar Main Street is located in the Cedar Rural Village Centre within the unincorporated community of Cedar within Electoral Area 'A' of the RDN. Cedar is a rural community, with strong roots in agriculture and other resource uses. The community strongly supports maintaining and enhancing the rural character and rural way of life. This is achieved by directing opportunities for future growth into well-defined areas such as the Cedar Main Street land use designation and controlling future growth on lands located outside of the Cedar Village Core.

The Plan Area consists of 51 parcels of land which occupy approximately 23.1 hectares. Cedar Road runs through the centre of the Plan Area and runs parallel to the Nanaimo River. The Plan Area varies from approximately 2 to 48 metres above sea level. The Nanaimo River flows gently in a northwesterly direction towards the ocean where its estuary (one of the largest on the east coast of Vancouver Island) meets the Strait of Georgia.

The Plan Area is located on a narrow ridge located between the Nanaimo River, York Lake and surrounding wetland. The topography of the Plan Area nearest Cedar Road is relatively flat. However, the land quickly slopes down towards the Nanaimo River on the southwest side of Cedar Road and towards York Lake on the northeast side of Cedar Road.

1.5 Plan Authority

The CMS Village Plan is adopted as a bylaw amendment to the Electoral Area 'A' Official Community Plan, Bylaw No. 1620, 2011.

The CMS Village Plan is the principal guiding document for all land use decisions within CMS.

Where a particular issue is not covered by the CMS Village Plan, the Area 'A' OCP will be consulted for direction. Where a conflict exists between the OCP and the CMS Village Plan, the designations and/or policies of the CMS Village Plan will take precedence within the designated CMS Village Plan Area.

1.6 Plan Application

The CMS Village Plan accompanies the Electoral Area 'A' OCP by providing more detailed policies and Development Permit Area (DPA) Guidelines. It is intended that this Plan will be used in conjunction with the OCP (policies and DPA Guidelines) and not separate from it. Where no direction is provided by this Plan on a particular topic, reference should be made to the OCP.

This Plan will be considered in the review of all planning and land use related matters for lands located within the CMS Land Use Designation as identified in the OCP Map No. 2. Applications for development, re-development and public improvement projects must be consistent with plan policies.

Future land use within CMS will be guided by this Plan which may also be used to review and revise RDN Land Use and Subdivision Bylaw No. 500, 1987 (Zoning Bylaw No. 500), and other RDN Bylaws to ensure that future land use and development is consistent with the direction provided in this Plan.

Variances to Zoning Bylaw No. 500 may be required to meet the intent, policies, and guidelines of this Plan.

It is recognized that some current land uses are not consistent with the policies, guidelines, or ideas identified in this Plan. This plan is intended to illustrate a preferred pattern of land use as development and re-development occurs. It does not affect ongoing use of land under current zoning and does not require property owners to change a land use that is not consistent with the Plan. Future zoning changes will be initiated by property owners and not imposed by the RDN.

This Plan identifies a variety of desirable community amenities. The provision of community amenities will be considered through the rezoning process and in accordance with Section 5.4 of this Plan, Section 14 of the OCP, and community consultation

1.7 Plan Monitoring and Review

The CMS Village Plan will be reviewed in conjunction with the Electoral Area 'A' Official Community Plan review process.

1.8 Relationship to other RDN Plans

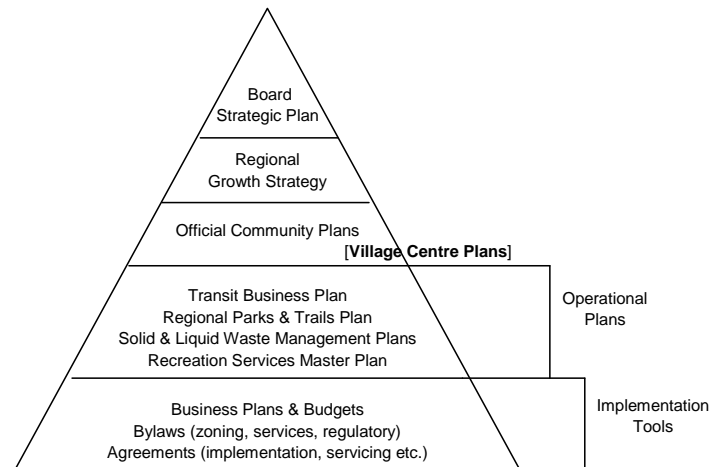
The CMS Village Plan was created as a result of a recommendation of the Electoral Area 'A' Official Community Plan. This Plan is considered to be part of the OCP.

This Section describes briefly how the CMS Village Plan relates to other key RDN strategic plans and regulations.

The diagram shows how the CMS Village Centre Plan fits into the hierarchy of RDN plans and strategies.

The 2013-2015 RDN Board Strategic Plan “Working Together for a Resilient Future” outlines the RDN vision for a sustainable region: "The RDN in 2050...Our region is environmentally, socially, and economically healthy; resilient and adaptable to change. Residents of the region meet their needs without compromising the ability of future residents to do the same....."

The Strategic Plan provides direction to the Regional Growth Strategy (RGS) which in turn provides direction to several community level strategic plans (including OCP’s and Village Centre Plans).



The policies and actions of the Electoral Area ‘A’ OCP and Village Plans are implemented through regulatory bylaws (including zoning, subdivision and servicing bylaws) along with the allocation of resources through departmental business plans and budgets.

1.9 Rural Village Centres in the Regional District of Nanaimo

CMS is located within the Cedar Rural Village Centre as designated by the Regional Growth Strategy (RGS). Rural Village Centres (RVC) are intended to be the focus of housing, employment, and service provision in unincorporated rural areas of the RDN.

RVC’s are central to the RDN’s approach to managing growth in EA’s in order to achieve sustainability goals as outlined in the RGS.

Directing and encouraging denser development within Rural Village Centres will help protect and enhance rural qualities of life and interrelated environmental values by:

- Creating conditions that increase opportunities to live, work, learn and play in compact, complete Rural Village Centres;
- Increasing the feasibility of providing cost effective servicing and amenities by concentrating demand;
- Linking adjacent rural and residential suburban areas to RVC’s through the use of bicycle paths, pedestrian walkways, multi-use trails, and public transit;
- Providing development opportunities within the RVC thereby reducing development pressure on lands located outside of the RVC and helping to preserve lands which are valued for agriculture and other rural uses.

1.10 Community Participation

The CMS Village Plan is the result of a comprehensive public engagement process which provided numerous opportunities for community input early and throughout the planning process. Dedicated community members, community leaders, and business owners worked collaboratively with RDN staff and design professionals to share knowledge and ideas that resulted in the direction and policies in this Plan.

The community engagement process included:

- Multiple Community Workshops and Open Houses
- Displays at Community Events
- A four day Community Design Charrette
- A Citizen's Advisory Group which met numerous times to discuss issues related to the Plan
- Informational Mail Outs and Press Releases
- Commercial Needs Assessment
- Online Questionnaires
- Press Releases
- Radio Interviews
- Shaw Cable Interview

2 Cedar Main Street Vision

The CMS Village Plan builds upon the Electoral Area 'A' OCP by providing more detailed objectives, policies, and guidelines. Extensive community input went in to the creation of the vision titled '*A Shared Community Vision*' that is in the OCP. As a result, the CMS Village Plan works towards achieving that vision rather than creating a separate vision that only applies to CMS.

A Shared Community Vision can be found in Section 3.1 of the Electoral Area 'A' OCP.

2.1 A Vision for Cedar Main Street

The CMS Village Plan helps achieve 'A Shared Community Vision' by:

- Encouraging new opportunities for local employment;
- Supporting a range of housing types and sizes that cater to a range of age groups and income levels;
- Creating a vibrant village that attracts and retains new area residents;
- Encourages the creation of a more complete community;
- Supporting land uses and development patterns which help reduce automobile dependence and greenhouse gas emissions;
- Creating a strong sense of place and enhancing community pride; and,
- Creating safer opportunities for pedestrian, cyclist, and non-motorized forms of transportation.

2.2 Sustainability Principles

As an integral component of the Electoral Area 'A' OCP, the CMS Village Plan is consistent with the Sustainability Principles contained within Section 2.3 of the Electoral Area 'A' OCP. In summary, the principles are as follows:

- Principle 1: Nature Has Value
- Principle 2: Maintain Local History, Culture, and Rural Character
- Principle 3: Leaders in Local Food Production and Local Marketing
- Principle 4: Manage Growth Carefully
- Principle 5: Safe, Healthy, and Active Communities for all Residents
- Principle 6: Participatory Democracy
- Principle 7: A Diverse Community
- Principle 8: A Diversified Local Economy
- Principle 9: Efficient and Cost Effective Services

For more information, refer to Section 2.3 of the OCP

2.3 Community Goals

As an integral component of the Electoral Area 'A' OCP, the CMS Village Plan helps achieve the Community Goals contained within Section 3.3 of the Electoral Area 'A' OCP. Please refer to the OCP to view the complete list of community goals.

3 Design Ideas

A four day Community Design Charrette, held from January 25th to 28th, 2012 at the Cedar Heritage Centre, provided an opportunity for the community to work with a team of highly skilled design professionals to visually explore participants' ideas for CMS. The Charrette resulted in 14 distinct Design Ideas which were further tested through an online questionnaire to determine the level of community support. All 14 of the Design Ideas are supported at varying degrees by the community. Please refer to the CMS Community Design Charrette Report for results of the online questionnaire available at the RDN Planning Department or online at www.rdn.bc.ca.

The purpose of this Section is to provide guidance to the RDN Board and Staff, senior government agencies, property owners, and developers with respect to what the community has identified as desirable future development and improvements within CMS.

The Design Ideas provide general guidance, inspiration, and transferable design elements that could be considered within the Plan Area. While the Design Ideas generally encourage growth and change, inform the objectives, policies and guidelines, and specify implementation actions of this Plan, they do not commit the RDN, senior government agencies, property owners, or developers to undertake any of these specific projects or ideas. Refer to Sections 4, 5, and 6 for detailed direction on the preferred characteristics and requirements of growth and change within the Plan Area.

This Section is also intended to assist in identifying future projects and preparing work plans and budgets.

How to use this Section

The subsections below provide a short description of each of the 14 Design Ideas. The Design Ideas are intended to:

1. Provide inspiration to builders, developers, and land owners;
2. Indicate community preference on various building and landscape improvements; and,
3. Represent desirable projects, land uses, form and character, and features that should be encouraged as part of any future development proposal in CMS.

Please refer to Sections 4 – 6 for detailed policies, guidelines, and requirements related to future development. Should an inconsistency arise between this Section and Sections 4 - 6 of this Plan, Sections 4 - 6 shall prevail.

3.1 Design Idea 1 – Preserve the Rural Character of the Larger Lots

There is strong community desire to strike a balance between accommodating future growth and preserving the rural character of the larger lots within the CMS. Residents strongly support maintaining a rural village quality within Cedar. In order to achieve these seemingly opposite goals, this Design Idea supports development of the larger lots in CMS in a way which preserves their rural character and charm.



Illustration of what residential development might look like if this idea was constructed. Notice the retention of mature trees and minimal access to Cedar Road.

This Design Idea primarily applies to what are considered to be the 'larger' lots within CMS which have maintained a buffer of mature vegetation and trees adjacent to Cedar Road. The mature trees located on these lots are valued by the community and help create a rural atmosphere.

This Design Idea helps work towards the following Community Goals as outlined in the OCP:

- **Goal 3**
Increase the percentage of development that is located within well-defined areas within the GCB.
- **Goal 7**
Protect the rural character of Electoral Area 'A' from the impacts of future development.
- **Goal 9**
Ensure that neighbourhoods have distinct identities and lively public spaces that promote social interaction.

(See Section 4.2.1 for site specific development policies.)

3.2 Design Idea 2 – Engage with the York Lake Wetlands

CMS lies on a ridge of land located between the Nanaimo River and York Lake, yet there is currently little physical connection between CMS and the surrounding natural environment. The location of CMS provides an opportunity to develop low impact connections with nature such as access to the York Lake wetlands.



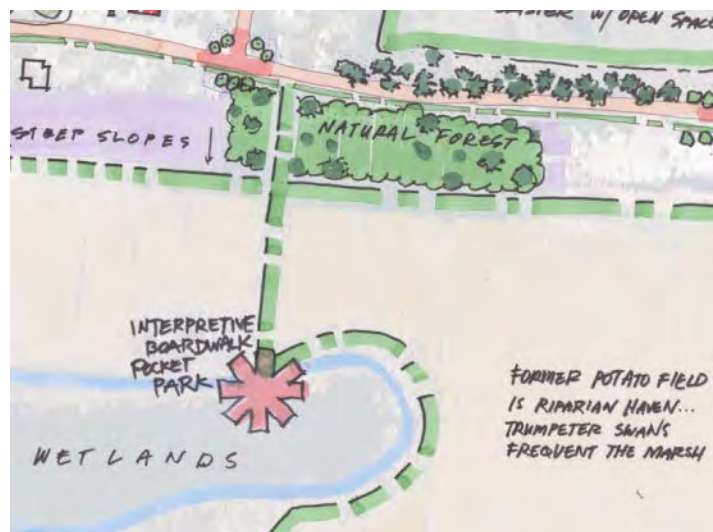
Conceptual illustration of what a boardwalk and viewing platform could look like.

Having a low impact access trail, viewing platform, and or/boardwalk would provide

opportunity for wildlife viewing and nature appreciation as well as opportunities for local recreation. A boardwalk around York Lake may help improve pedestrian connectivity between CMS and Cedar Community Secondary School and nearby residences. This type of community amenity may also provide educational opportunities for students who attend school in the area.

This Design Idea helps work towards the following Community Goals as outlined in the OCP:

- **Goal 10**
Ensure that community services are geared towards all ages including active transportation, recreation, culture, sports, the arts, and education.
- **Goal 13**
Increase public awareness of environmental issues and the importance of environmental stewardship.
- **Goal 15**
Reduce Greenhouse Gas Emissions.



Conceptual plan of boardwalk viewing platform at York Lake

3.3 Design Idea 3 – Expand the Village Square Shopping Centre

An expansion to the village shopping area (49th Parallel Plaza) to include a broader range of uses including more shops, services, and a public plaza.

This Design Idea helps work towards the following Community Goals as outlined in the OCP:



Conceptual site plan showing new buildings framing a public space.

- **Goal 9**
Ensure that neighbourhoods have distinct identities and lively public spaces that promote social interaction.
- **Goal 16**
Increase economic diversity.
- **Goal 17**
Ensure that opportunities exist for economic development which creates local employment, minimizes negative environmental impacts, and does not detract from the quality of life enjoyed by area residents.

(See Section 4.2.2 for site specific development policies.)

3.4 Design Idea 4 – Ensure that Commercial Development Embraces the Natural and Rural Setting

In keeping with the community's desire to maintain a rural village feel for CMS, it is important to ensure that commercial development embraces the natural and rural setting.

Further direction around this Design Idea is provided within the Development Permit Area Guidelines in Section 6 of this Plan.



Conceptual illustration showing how future development could be integrated into the environment by using energy and water conservation measures, green building practices, and quality design and building materials.

This Design Idea helps work towards the following Community Goals as outlined in the OCP:

- **Goal 4**
Ensure the demand for water does not exceed the sustainable supply.
- **Goal 11**
Increase the amount of green development which makes efficient use of land, energy, and resources.
- **Goal 14**
Ensure that the impacts of development on the natural environment are identified and minimized.

3.5 Design Idea 5 – Support Redevelopment of the Anglican Church Site

During the Design Charrette the Anglican Church was open to consider the redevelopment of its property to include some community space and a village square, while retaining the historic portion of the existing church. It was suggested that the church site could include additional worship space, a community library, public meeting space, and community open space.

This Design Idea helps work towards the following Community Goals as outlined in the OCP:



Conceptual illustration showing Anglican Church site redevelopment

- **Goal 9**
Ensure that neighbourhoods have distinct identities and lively public spaces that promote social interaction.
- **Goal 10**
Ensure that community services are geared towards all ages including active transportation, recreation, culture, sports, the arts, and education.
- **Goal 18**
Ensure that infrastructure and community services are provided in an efficient manner.

(See Section 4.2.3 for site specific development policies.)

3.6 Design Idea 6 – Encourage the Redevelopment of Private Property

Nearly all of the lands located within the CMS are privately owned. As such, individual property owners can choose to either develop in accordance with existing zoning or apply to the RDN to rezone their property in accordance with this Plan.

The focus of this Plan is to guide future growth and change within CMS most of which is expected to primarily come from redevelopment of previously developed lands. As buildings reach the end of their useful lives, or when property owners wish to redevelop their lands, this Plan encourages redevelopment that will help achieve the vision for CMS and make a positive contribution to the community.

This Design Idea helps work towards the following Community Goals as outlined in the OCP:

- **Goal 3**
Increase the percentage of development that is located within well-defined areas on lands within the GCB.
- **Goal 9**
Ensure that neighbourhoods have distinct identities and lively public spaces that promote social interaction.
- **Goal 17**
Ensure that opportunities exist for economic development which creates opportunities for local employment, minimizes negative environmental impacts, and does not detract from the quality of life enjoyed by area residents.



Illustration of a carriage home facing York Lake with a triplex facing Cedar Road.



Illustration of a carriage home storefront facing Cedar Main Street.
The main house is facing the rear of the lot.

3.7 Design Idea 7 – Support Buildings Up to Three Storeys

Three storey buildings that take the appearance of a two storey building, provide opportunities to increase density and promote mixed-use buildings on existing lots while maintaining the rural character associated with two storey buildings.

Although three storey buildings are supported in some cases, fire protection and rescue services are important considerations which must be addressed prior to considering approval of any three storey buildings.

This Design Idea helps work towards the following Community Goals as outlined in the OCP:

- **Goal 3**
Increase the percentage of development that is located within well-defined areas on lands within the GCB.
- **Goal 9**
Ensure that neighbourhoods have distinct identities and lively public spaces that promote social interaction.
- **Goal 17**
Ensure that opportunities exist for economic development which creates opportunities for local employment, minimizes negative environmental impacts, and does not detract from the quality of life enjoyed by area residents.



Illustration showing how topography or creative roofscape architecture can fit a third floor into the roof or as a walkout basement.

3.8 Design Idea 8 – Get Creative with Parking and Park on the Street

On street parking acts as a buffer between pedestrians and traffic. It is easy for a moving car to jump a curb and hit a pedestrian but it is difficult for cars to hit pedestrians if parked cars sit between the travel ways and the sidewalk.

As well, traffic moves slower along tight streets with on street parking. Parked cars create a warning to drivers that car doors may open so they should drive slower. Parked cars also become hazards that moving cars do not want to hit, thus slowing traffic.



Illustration showing the use of a combination of on street and off-street parking to slow traffic and reduce the need for large parking lots.

This Design Idea helps work towards the following Community Goals as outlined in the OCP:

- **Goal 3**
Increase the percentage of development that is located within well-defined areas on lands within the GCB.
- **Goal 9**
Ensure that neighbourhoods have distinct identities and lively public spaces that promote social interaction.

3.9 Design Idea 9 – Support Roundabouts

Roundabouts are an effective method for controlling traffic movements at key intersections and are safer for drivers than stop signs and traffic lights as the landscape median makes it nearly impossible for two cars to collide. They also act as visual reference points announcing the beginning and end of a 'place', such as a Main Street.

This Design Idea helps work towards the following Community Goals as outlined in the OCP:

- **Goal 10**
Ensure that community services are geared towards all ages including active transportation, recreation, culture, sports, then arts, and education.
- **Goal 9**
Ensure that infrastructure and community services are provided in an efficient manner.



Conceptual illustration of a roundabout in a rural setting.
Note the location of sidewalks.

3.10 Design Idea 10 – Support Mixed Use Buildings

Mixed use buildings are buildings which contain a range of uses, typically having street-front ground floor commercial with residential and/or office space above. Having mixed-use buildings within CMS supports the concept of complete compact communities.

Mixed use buildings also increase community safety and security by increasing the number of residents who live on CMS. They may also increase commercial viability by providing live/work arrangements and/or rental space to offset building costs.

This Design Idea helps work towards the following Community Goals as outlined in the OCP:

- **Goal 3**
Increase the percentage of development that is located within well-defined areas on lands within the GCB.
- **Goal 9**
Ensure that neighbourhoods have distinct identities and lively public spaces that promote social interaction.
- **Goal 16**
Increase economic diversity.



Mixed use buildings need not appear like standard commercial buildings. This illustrates that the character of a mixed use building, if creatively designed, can fit alongside a traditional dwelling unit.

3.11 Design Idea 11 – Support Improvements Within the Road ROW

Pedestrian and cyclist safety and the speed at which traffic moves through the CMS corridor were the most significant concerns raised by the Community at the Community Design Charrette. Improvements within the road right-of-way (ROW) are highly desirable and are required to enhance cyclist and pedestrian safety. In addition, improvements within the road ROW are critical for the creation of a successful Main Street in Cedar.

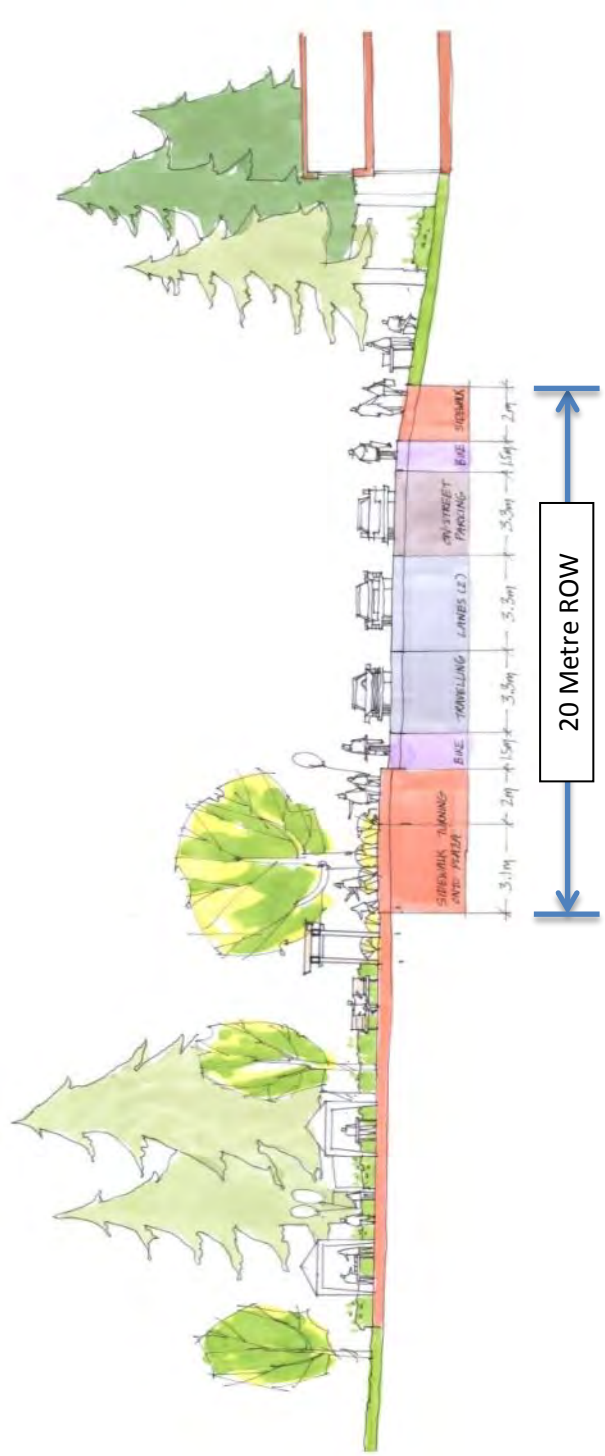
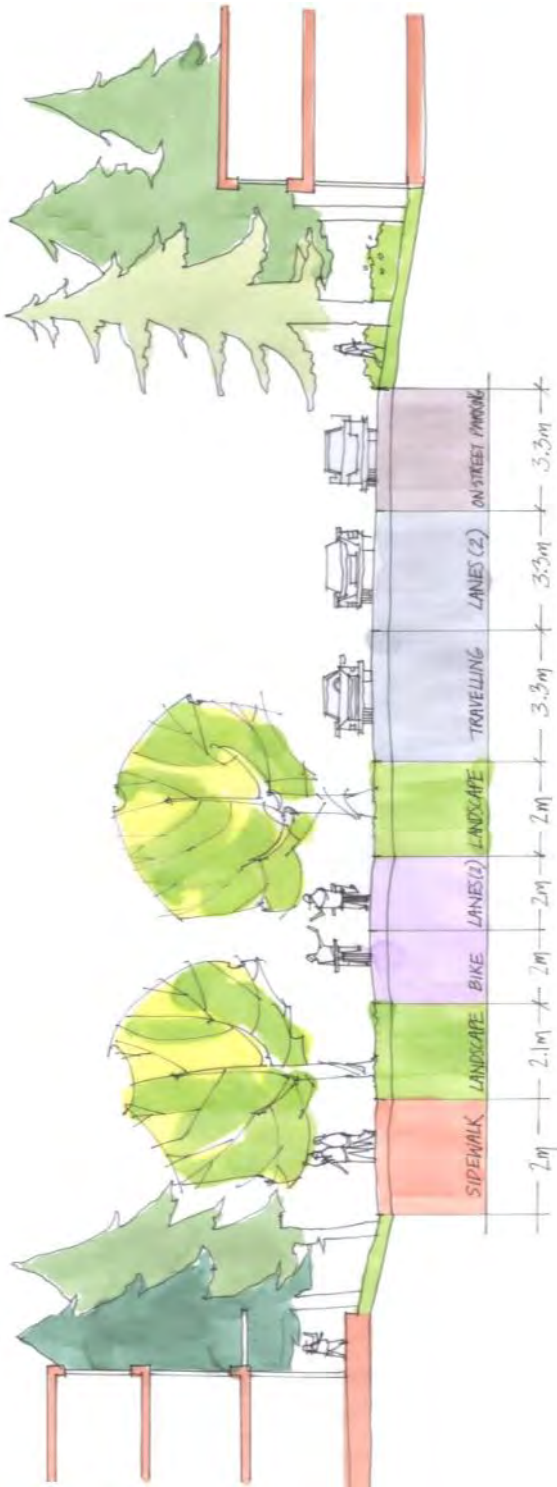
For most of its length, Cedar Road is contained within a standard 20 metre road ROW with private land on either side. The paved surface of Cedar Road does not occupy all of the road ROW. This standard width provides a number of possibilities for how the road ROW could be used in the future. This Plan does not identify a preferred road ROW design option, but rather indicates support for significant improvements within the road ROW. Two examples of road ROW designs that could be accommodated within the existing 20 metre road ROW are shown on the following page. More examples are available in the Charrette Final Report.

The ideal streetscape improvements could result in reduced traffic speed as well as increased pedestrian and cyclist safety. In addition, creating better conditions for pedestrians and cyclists offers alternatives and thereby supports reduced automobile dependence. Improvements within the road ROW also help create conditions that encourage walking and cycling and a healthy community.

One of the challenges associated with this Design Idea is that the RDN does not have jurisdiction to make improvements within the road ROW without MOTI approval. In addition this Design Idea may require the RDN to obtain new authorities from the Provincial Government which allow the establishment of a local service area to fund construction and maintenance of uses within the road right of way and which permit the RDN to regulate sidewalks and/or roadside trails.

This Design Idea helps work towards the following Community Goals as outlined in the OCP:

- **Goal 9**
Ensure that neighbourhoods have distinct identities and lively public spaces that promote social interaction.
- **Goal 10**
Ensure that community services are geared towards all ages including active transportation, recreation, culture, sports, the arts, and education.
- **Goal 16**
Reduce GHG emissions.



Section 3: Design Ideas

3.12 Design Idea 12 – Create an Entry Monument

An entry monument creates a gateway which signifies the entrance to a community and welcomes guests. Many communities utilize entry monuments as it provides an opportunity to showcase local culture, unique history or attributes, or artistic talent.

Entry monuments also help create a gateway to the community which aids in building community identity by clearly marking the entrance to the community.

This Design Idea helps work towards the following Community Goal as outlined in the OCP:

- **Goal 9**
Ensure that neighbourhoods have distinct identities and lively public spaces that promote social interaction.

(See Section 4.2.4 for site specific policies.)



Illustration of what an entry monument could look like.

3.13 Design Idea 13 – Encourage a Variety of Architectural Expressions

Rather than re-create history with a unified design scheme, home owners, architects, and developers could strive for creative expression that speaks to the climate, site, and character of the landscape as well as the history of the site. Residents spoke to the desire for a mixture of materials, architectural details, and styles rather than a single design theme such as west coast, frontier, or craftsman style architecture.

This Design Idea helps work towards the following Community Goals as outlined in the OCP:

- **Goal 9**
Ensure that neighbourhoods have distinct identities and lively public spaces that promote social interaction.



A photo montage showing a range of architectural styles and various Design Ideas that were favoured at the Community Design Charrette

3.14 –Design Idea 14 - Create an Alternate Route Around Cedar Main Street

Although public roadways are under the jurisdiction of the MOTI, this Plan indicates the community's support for future road improvements.

Cedar Road is currently the primary road running through the community. An alternate route may:

- 1 Allow Cedar Road to be temporarily closed for special events;
- 2 Support a reduced speed limit; and,
- 3 Reduce traffic volumes during highway incidents.



Powell River Blackberry Festival

This Design Idea helps work towards the following Community Goals as outlined in the OCP:

- **Goal 5**
Ensure that the community is provided an opportunity to be involved in decisions that affect them.
- **Goal 9**
Ensure that neighbourhoods have distinct identities and lively public spaces that promote social interaction.
- **Goal 10**
Ensure that community services are geared towards all ages including active transportation, recreation, culture, sports, the arts, and education.

3.15 Illustration of Select Design Ideas

Map No. 1 is an illustration of select Design Ideas based on the 14 Design Ideas from the Charrette. Map No. 1 represents how the Design Ideas could be configured based on community input and is not intended to be a blueprint for future development.

Map No. 1 provides context to the Design Ideas and is intended to assist the RDN Board and Planning Staff visualize how the CMS corridor could be redeveloped over time. Although development will be encouraged to be generally consistent with Map No. 1, an amendment to this Plan shall not be required for development which differs from this arrangement but is still generally in keeping with the direction of this Plan. More detailed direction on land use patterns is provided on Map No. 2. Land Use Designations. It should be noted that Map No. 2 shall take precedence over Map No. 1.

The following provides a summary of the preferred land use concept identified on Map No. 1.

Suggested locations for roundabouts

Three strategically placed roundabouts are supported: the first at the intersection of MacMillan and Cedar Roads; the second at the intersection of Burchell Road and Cedar Road; and the third at the location of the Wheatsheaf Inn intersection at Cedar Road.

Suggested locations for sidewalks, crosswalks and trails

A range of pedestrian and cyclists' safety improvements and traffic calming measures such as sidewalks and bicycle lanes is supported. In addition, an alternative pedestrian route between Cedar Community Secondary School and the 49th Parallel Plaza along the perimeter of the York Lake wetlands is supported.

4 Development Policies

This Section is intended to compliment Section 3.0 in guiding future land use within CMS by providing objectives and policies that apply to new development. The objectives and policies in this Section are derived from the results of the Community Design Charrette and the ideas and comments from the community. The objectives and policies primarily apply when a property is subject to a rezoning application and to a lesser extent when properties are proposed to be subdivided and the RDN provides its comments to the MOTI. Future land uses and direction provided by this Plan are based on the Charrette results and guided by the objectives and policies contained within this Section.

4.1 General Land Use Policies

CMS is intended to guide future change and development in the community towards the creation of a 'village atmosphere' in Cedar by supporting traditional main street development that is fitting with what might be found in a small village. Higher residential densities than compared with other lands within the Cedar Rural Village Centre as well as a range of local commercial services, and public space are desirable characteristics for CMS.

The CMS land use designation supports the community's desire to create and preserve community identity and a sense of place, and provide opportunities for local employment, services, and a range of housing types and sizes. The CMS land use designation is a mixed use, commercial residential corridor, which is intended to create a vibrant place for local residents to live, work, shop, access services, socialize, and participate in recreational activities.

This Section guides development and focuses on site planning, building, and design criteria that are not specifically addressed through the Development Permit Area (DPA) Guidelines included in Section 6.0 of this Plan.

This Section is intended to compliment the policies included within the Electoral Area 'A' OCP. References to the OCP are made throughout this Section. Where a topic is not specifically addressed by this Plan, please refer to the OCP for further guidance.

4.1.1 General Land Use and Design Policies

Almost all of the lands within CMS are privately owned. Therefore, this Plan provides direction for future development and change which, for the most part, are dependent on property owners initiating redevelopment of their lands. The following general policies apply to redevelopment of private property within CMS.

Objectives and Policies

Objective 4.1.1.1 To encourage redevelopment within CMS in a way that is consistent with the community vision and values.

Section 4.1.1	Policies	Related Actions	Who	When
Policy 1	Rezoning of any lands shall not be supported unless the subject property(s) is serviced with community water and a sewage treatment and disposal system that is acceptable to the RDN. Connection to a system operated by the RDN is preferred.	n/a	n/a	n/a
Policy 2	CMS shall serve as the predominant employment centre in Cedar due to its current and supported broad mix of commercial, residential, recreational, and institutional uses.	n/a	n/a	n/a
Policy 3	The development form for CMS should be predominately commercial, mixed use, intensive residential, recreational in a form that is compact and readily accessible by foot, wheelchair, bicycle, transit, and car.	n/a	n/a	n/a
Policy 4	Preference shall be given to development proposals which include: 1. Storefronts along Cedar Road; 2. buildings that maintain a rural design character; and, 3. Creative site planning including the creation of small scale plazas, patios, courtyards, creative placement of garages, and creative parking strategies.	n/a	RDN	Ongoing
Policy 5	Buildings shall: 1. Be a maximum of three storeys; 2. Take the character of one or two storeys as viewed from Cedar Road; and; 3. Be designed to minimize size and massing, especially as viewed from Cedar Road and York Lake.	n/a	RDN	Ongoing
Policy 6	Notwithstanding Policy 5 above, where a third storey is proposed, it shall be integrated in the roof design, or as a walk out basement.			
Policy 7	Fire protection should be addressed early in the development review process.	Refer all rezoning applications to the Fire Chief of the NCID at the application submission stage.	RDN NCID	Ongoing

Section 4: Development Policies

Section 4.1.1	Policies	Related Actions	Who	When
		Work with NCID to address any fire protection/building safety issues.		
Policy 8	Sight lines between buildings to protect views towards York Lake or enhance and create views towards Nanaimo River should be maintained.	Where the possibility of an impact exists, require applicants to provide a sight line analysis identifying potential and existing sight lines in relation to proposed development as seen from Cedar Road.	RDN PO's	Ongoing
Policy 9	The use of drive-throughs is not supported.	n/a	RDN	n/a
Policy 10	A location for a year-round farmers market is supported.	n/a	n/a	n/a
Policy 11	The preservation of historic buildings is encouraged.	n/a	n/a	n/a
Policy 12	Development within the 1:200 year floodplain (both setback and elevation) is not supported. Agriculture, seasonal recreation, and other uses not affected by and which do not require protection from floodwaters may be supported.	n/a	n/a	n/a
Policy 13	Should development occur adjacent to land within the Agricultural Land Reserve (ALR), consideration must be given to the need for edge planning along the ALR boundary.	n/a	n/a	n/a

Objective 4.1.1.2 To create an attractive outdoor realm that is inviting and encourages social interaction.

Section 4.1.1	Policies	Related Actions	Who	When
Policy 1	Outdoor improvements such as benches, drinking fountains, and other street furniture are encouraged.	Work with MOTI and developers to create acceptable standards.	RDN MOTI	Ongoing
Policy 2	The creation of outdoor publically accessible space is encouraged. Target a minimum of 20% green space (both private and publically accessible).	Use DPA Guidelines to encourage the provision of outdoor public space.	RDN	Ongoing
Policy 3	The provision of street trees to provide shade and define pedestrian spaces and give scale to larger buildings is encouraged.	1. Use DPA to require landscaping. 2. Work with MOTI to establish criteria and	RDN MOTI	Ongoing

Section 4.1.1	Policies	Related Actions	Who	When
		guidelines for trees planted within or near the road ROW.		
Policy 4	Opportunities for sidewalk cafes and sitting areas should be considered wherever possible.	<ol style="list-style-type: none"> 1. Consider a reduced minimum setback requirement adjacent to Cedar Road for structures relating to outdoor cafes, outdoor spaces, and outdoor displays that are publically accessible. 2. Work with MOTI to develop guidelines for uses close to or within the Road Right-of-Way 	RDN MOTI MCSCD	Ongoing
Policy 5	Design should encourage interaction between storefront and sidewalk.	Ensure that proposed site plans illustrate connectivity.	RDN	Ongoing

Objective 4.1.1.3 To encourage a variety of Architectural Types

Section 4.1.1	Policies	Related Actions	Who	When
Policy 1	In evaluating development applications, a variety of complementary architectural types is preferred over a unified design scheme at both a site and street level.	Use DPA Guidelines to support a variety of Architectural Expressions.	RDN	Ongoing

4.1.2 Commercial Mixed Use

Commercial uses provide local employment and a broader range of local services which can encourage residents to shop locally and be less car dependant. Mixed use buildings typically provide space for both commercial and residential uses to occupy one building. Mixed use buildings provide opportunities for live/work arrangements or rental income which can help business viability and increase community security and vibrancy by having people live on Cedar Main Street.

The creation of commercial and mixed use buildings and sites that integrate well within a rural setting is desirable within the Plan Area.

Objectives and Policies

Objective 4.1.2.1 To support commercial and mixed use buildings and sites within CMS

Section 4.1.2	Policies	Related Actions	Who	When
Policy 1	Lands within the Commercial Mixed Use land use designation are shown on Map No. 2.	n/a	RDN	Ongoing
Policy 2	Permitted uses within this designation shall generally include local commercial, professional office use, personal service, mixed residential commercial buildings and sites, and intensive residential.	n/a	RDN	Ongoing
Policy 3	Notwithstanding Policy 2 above, preference shall be given to applications which propose local commercial and/or mixed use fronting Cedar Road and in the case of mixed use buildings where commercial uses are on the first floor and fronting Cedar Road.	n/a	RDN	Ongoing
Policy 4	Residential development should only be supported where densities are maximized on the site. Net densities below 20 dwelling units per hectare are generally not supported. Single detached forms of housing should generally be avoided.	n/a	RDN	Ongoing
Policy 5	Commercial and mixed use development must be pedestrian oriented and should include publically accessible outdoor space.	n/a	RDN	Ongoing
Policy 6	Buildings that can be adapted to multiple uses (i.e. commercial to residential and vice versa) to reflect market demands are encouraged.	Work with developers to consider flexible space requirements and adaptive building design.	RDN	Ongoing
Policy 7	Mixed use buildings should be in scale with surrounding buildings.	At the time of rezoning, require building elevations which illustrate how a proposed building relates to adjacent properties.	RDN	Ongoing

Policy 8	Mixed use buildings should be designed to be visually compatible with surrounding buildings.	At the time of rezoning or DP, require building elevations which illustrate: <ol style="list-style-type: none"> 1. How the proposed buildings integrate with Cedar Road and adjacent buildings. 2. Where applicable, the potential impacts of shading on the adjacent properties. 	RDN	Ongoing
Policy 9	Larger buildings should be ‘stepped’ to reduce overall appearance and massing.	n/a	RDN	Ongoing
Policy 10	Commercial and mixed use buildings should integrate well within a rural setting and not take the form of large format retail, highway commercial, strip commercial, warehouse, or uses that include a drive-through.	n/a	RDN	Ongoing
Policy 11	Commercial and mixed use development must, where feasible, be pedestrian-oriented and have minimal set-backs from Cedar Road except for the purpose of enhancing the pedestrian street level appeal. This may include recessed entrances, planters, shrubs, street furniture, outdoor seating, public art and walkways.	Amend Bylaw No. 500 to allow reduced minimum front lot line setback requirements for commercial and mixed use buildings following the completion of a satisfactory strategy for the provision of sidewalks and/or pedestrian pathways. Amend Bylaw No. 500 to exempt that portion of Cedar Road within the Cedar Main Street Plan Area from Bylaw No. 500 landscaping requirements.	RDN	Short Term
Policy 12	The creation of new lots that will include commercial use that do not front Cedar Road is not supported.	At the time of subdivision, advise MOTI of this policy.	n/a	n/a

4.1.3 Residential

Most of the land within the CMS Plan Area is currently developed with low density residential uses. Although these historic residential uses may continue, the intent of this Plan is to encourage a transition towards the creation of a compact village that includes a range of housing types and sizes suitable to

accommodate a range of ages and income levels. Higher densities and a range of housing types and sizes that are well designed and respect the rural character of CMS are supported and are critical to the success of CMS.

Objectives and Policies

Objective 4.1.3.1 To increase the density, overall number, and diversity of dwelling units within CMS

Section 4.1.3	Policies	Related Actions	Who	When
Policy 1	Lands within the Residential Land Use Designation are shown on Map No. 2.	n/a	n/a	n/a
Policy 2	Residential development may be supported at the following densities (note a rezoning may be required): Single Unit Residential: <ul style="list-style-type: none"> • 20 - 25 dwelling units per hectare (400m² – 500m² maximum parcel size) Multiple unit residential: <ul style="list-style-type: none"> • Minimum of 20 dwelling units per hectare • Maximum of 50 dwelling units per hectare 	n/a	RDN	Ongoing
Policy 3	Mixed Housing Type Development <ul style="list-style-type: none"> • Minimum of 20 dwelling units per hectare • Maximum of 50 dwelling units per hectare <p>Rezoning applications that propose residential development at densities less than 20 dwelling units per hectare should generally not be supported as they are not considered to be consistent with the vision of CMS. Exceptions may be made in cases where a significant natural feature is proposed to be preserved and density is maximized on developable portions of the land.</p>	n/a	RDN	Ongoing
Policy 4	Larger developments shall be strongly encouraged to include a range of housing types and/or sizes.	n/a	RDN	Ongoing
Policy 5	Comprehensive development proposals which include a mix of single residential units, duplex, ground oriented multi-unit residential, and other unit types shall be encouraged.	n/a	RDN	Ongoing

Section 4.1.3	Policies	Related Actions	Who	When
Policy 6	Dwelling units should: 1. Create visual interest when viewed from Cedar Road; and, 2. Avoid repetitious design features; and; use a variety of textures and colours.	n/a	RDN	Ongoing
Policy 7	Residential development should maximize green space in keeping with a rural theme in Cedar. Note: Green space requirements include both publically accessible and private green space.	n/a	RDN	Ongoing

4.1.4 Cedar Main Street Reserve

According to some members of the community, the natural northern boundary of CMS, is located near the intersection of Cedar and Harmac Roads where the rocky outcrop with the signs on it are located. In recognition, Map No. 1 designates the Cedar Main Street Reserve which follows the GCB. The intent of the reserve area is to identify an area where CMS could expand once the existing Plan Area is built out.

Objectives and Policies

Objective 4.1.4.1 To support phased, timely, and controlled expansion of CMS towards the north.

Section 4.1.4	Policies	Related Actions	Who	When
Policy 1	Lands within the Cedar Main Street Reserve are shown on Map No. 2.	n/a	RDN	Ongoing
Policy 2	All lands which are not within the Commercial Mixed Use Land Use Designation, shall only support residential in accordance with the Suburban Residential Land Use Designation.	Amend the OCP to change the land use designation of all lands designated Rural Residential to Suburban Residential.	RDN	Short Term
Policy 3	Preference is that amendments to the CMS Boundary should generally be considered in conjunction with an OCP review. However, it is recognized that a property adjoining the current CMS Boundary may be included through an amendment to this Plan.	n/a		

Policy 4	Guiding principles for CMS expansion such as: 1. Demonstrated demand for additional commercial space and residential use; 2. All lands are within the Growth Containment Boundary; 3. Community walkability; 4. Existing vacancy rates and development potential; and, 5. Community water and sewer servicing are supported.	n/a		
Policy 5	Prior to amending this Plan to include additional lands within CMS, a Community Design Charrette and/or village planning process must be completed.	n/a		
Policy 6	Notwithstanding the area identified as Cedar Main Street Reserve on Map No. 3, future expansion may be considered to the south as an alternate to expansion to the north.	n/a		

4.1.5 Recreation

Recreational uses are an important component of a community as they provide opportunities for activities that promote active healthy lifestyles. This designation applies to a recreational property, currently developed with baseball diamonds and other outdoor recreational uses located on the west side of Cedar Road where it intersects Hemer Road.

The intent of this plan is to support a range of recreational uses that are compatible with and contribute towards the creation of a vibrant village in Cedar.

Objectives and Policies

Objective 4.1.4.1 To support and enhance recreational opportunities within the Plan Area

Section 4.1.4	Policies	Related Actions	Who	When
Policy 1	Lands within the Recreation Land Use Designation are shown on Map No. 2.	n/a	n/a	n/a
Policy 2	A range of recreational uses including outdoor recreation, recreation facility, and uses accessory to the recreational use of the property are supported.	n/a	n/a	n/a
Policy 3	Subdivision of the subject property is generally not supported.	n/a	n/a	n/a
Policy 4	Residential development shall be limited to one dwelling unit per parcel.	n/a	n/a	n/a

4.2 Site Specific Land Use Policies and Community Projects

The Community Design Charrette produced a number of Design Ideas relating to specific properties. It is not the intent of this Plan to require property owners to develop the specific projects identified, but rather to ensure that these properties are developed in ways which are generally consistent with the Design Ideas or at least include elements or inspiration from the applicable Design Idea.

These Design Ideas also represent projects that may be supported by the community and the RDN. Where an inconsistency is found between this section and the OCP, this section shall prevail.

This section provides site specific development policies which apply in addition to the underlying land use designation policies.

4.2.1 Residential on Larger Parcels

There are three larger parcels with significant development potential that have a dense buffer of mature vegetation adjacent to Cedar Road. The shrub and tree canopy along Cedar Road is an important scenic, heritage, and environmental amenity that enhances the rural character of Cedar Main Street This Plan encourages redevelopment of these properties in a way which preserves the trees to benefit the natural environment and preserve rural character.



The following objectives and policies shall apply to the development of the three specified 'larger lots' within the Residential Land Use Designation identified in Map No. 2.

Objectives and Policies

Objective 4.2.1.1 To preserve the rural character of the larger lots on Cedar Main Street

Section 4.2.1	Policies	Related Actions	Who	When
Policy 1	Lots that are larger within the context of CMS and have significant residential development potential are identified on Map No. 2.			
Policy 2	The policies of Section 4.1.4 – Residential Land Use Designation shall apply to the identified lands in addition to the policies in this subsection 4.2.1.	n/a	n/a	n/a
Policy 3	Rezoning to accommodate residential densities as provided in Section 4.1.3 – residential policies of this Plan is supported.	n/a	n/a	n/a
Policy 4	Despite policy three above, preference shall be given to applications which propose to maximize residential density in a form consistent with this section.	n/a	n/a	n/a

Section 4: Development Policies

<p>Policy 5</p>	<p>Residential development shall be encouraged to take the form of small cottages or units within a multi-unit building rather than large detached homes.</p>	<p>Through the rezoning process, limit the dwelling unit maximum floor area and secure the use of a variety of housing types and sizes.</p>	<p>RDN</p>	<p>Short Term/ Ongoing</p>
<p>Policy 6</p>	<p>Dwelling units should be sited in clusters around open green spaces rather than facing Cedar Road and must minimize driveway entrances onto Cedar Road.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Like This</p> </div> <div style="text-align: center;">  <p>Not Like This</p> </div> </div>	<p>Discourage the creation of cul-de-sacs and dwelling units facing Cedar Road.</p>	<p>RDN MOTI</p>	<p>Short Term/ Ongoing</p>
<p>Policy 7</p>	<p>As a condition of rezoning and/or Development Permit Area Guidelines the retention of existing healthy trees adjacent to Cedar Road shall be required.</p>	<ol style="list-style-type: none"> 1. Consider requesting tree cutting authority for CMS. 2. Consider the use of covenants to preserve mature trees and vegetation along Cedar Road. 3. Work with MOTI to identify and preserve trees located within the Road ROW. 	<p>RDN MCS CD MOTI</p>	<p>Short Term/ Ongoing</p>
<p>Policy 8</p>	<p>Development should be designed to minimize visibility from Cedar Road (i.e. development should not generally be seen from Cedar Road).</p>	<ol style="list-style-type: none"> 1. Ensure that rezoning applications maximize tree retention adjacent to Cedar Road. 2. Work with MOTI to request tree retention covenants at the time of subdivision. 3. Use Development Permit Area Guidelines to require tree retention. 	<p>RDN MOTI PO's Deve loper s</p>	<p>Ongoing</p>

		4. Work with Property owners to preserve trees adjacent to Cedar Road.		
Policy 9	Development proposals should preserve open space and healthy trees.	<ol style="list-style-type: none"> 1. Support conservation design. 2. Encourage shared green space. 3. Use Development Permit Area Guidelines to preserve open space and trees. 4. Support park land dedication where opportunities for tree preservation and community use exist. 	RDN MOTI	Ongoing
Policy 10	Residential development is not supported within the Nanaimo River Floodplain.	n/a	n/a	n/a
Policy 11	New access to Cedar Road should be minimized.	<ol style="list-style-type: none"> 1. Require consolidated access through the rezoning process. 2. Work with MOTI through the rezoning and subdivision process to limit additional access. 	RDN MOTI	Ongoing

4.2.2 Village Square Shopping Centre

The Village Square Shopping Centre is the commercial core of CMS and provides a number of local services including a grocery store, restaurant, bank, and a number of small retail stores. There is vacant land adjacent to the shopping centre that may be suitable for future development.

This Section is based on Design Idea 4 which supports expansion of the Village Square Shopping Centre to include a broader range of commercial services and publically accessible space.

The following objectives and policies shall apply to the lands within the Village Square Shopping Centre as identified on Map No. 2.

Objectives and Policies

Objective 4.2.2.1 To expand the range of uses within the village square shopping centre

Section 4.2.2	Policies	Related Actions	Who	When
Policy 1	The expansion of the Village Square Shopping Centre to include a broader range of uses including more shops and public plazas is supported.	n/a	n/a	n/a
Policy 2	Residential use in a mixed use building is supported provided it is not located at ground level (with the exception of housing for seniors and those with disabilities).	n/a	n/a	n/a
Policy 3	The one and two storey feeling of the existing Village Square Shopping Centre should be maintained. A third storey may be supported where it is built into the roof line and the building takes on the appearance of a two storey building from Cedar Road (Refer to Objective 4.1.1.1 Policy 7 regarding fire protection).	n/a	RDN	Ongoing
Policy 4	Development applications should include publically accessible outdoor gathering space.	n/a	n/a	n/a
Policy 5	The provision of a permanent farmers market shall be encouraged as a desirable community amenity.	Liaise with the developer, the community, and Nanaimo Cedar Farmers Institute and Cedar Farmers Market Association to determine community farmers' market needs.	RDN PO's NCFI	Long term



Conceptual illustration showing the idea of a village green and farmers market



Conceptual sketch showing new buildings framing a public gathering space.

4.2.3 St. Philips Anglican Church Site

The St. Phillips Anglican Church is the only church located within the Plan Area. The property has potential to support a variety of institutional and civic uses if redeveloped in the future. This Section provides the policies that shall apply to the property should it be considered for future redevelopment.

Objectives and Policies

Objective 4.2.3.1 To support the redevelopment of the Anglican Church Site

Section 4.2.3	Policies	Related Actions	Who	When
Policy 1	The following uses are supported on this site: 1. additional worship space; 2. a community library; 3. public meeting space; and, 4. community open space.	n/a	RDN PO's	n/a
Policy 2	Development should include publically accessible civic space.	Work with the property owner to consider opportunities for cooperation on building and maintaining publically accessible indoor and outdoor space. The creation of outdoor publically accessible space and/or a community building shall be considered a desirable community amenity.	RDN PO's	n/a
Policy 3	The retention of the heritage portion of the existing church is strongly encouraged.	Work with the property owner to consider preserving the heritage portion of the church. Look at options for encouraging heritage conservation.	RDN PO's	n/a
Policy 4	The use of a tower element as a focal point is supported.	n/a	RDN	n/a

Policy 5	Development should facilitate connections to York Lake and adjacent properties.	n/a	RDN	n/a
Policy 6	The provision of a bus shelter adjacent to the Church site is supported.	n/a	RDN BCT	

4.2.4 Gateway Monuments

There is strong community desire to create a distinct identity for Cedar which is separate from the surrounding communities. One way of achieving this desire is to construct gateway monuments which signify the entrance to a Community. This Plan supports the creation of gateway monuments following an additional public consultation to aid in their design and location.

Objectives and Policies

Objective 4.2.4.1 Design and construct a distinctive gateway monument by the end of 2015.

Section 4.2.4	Policies	Related Actions	Who	When
Policy 1	The creation of a gateway monument at each end of CMS is supported.	<ol style="list-style-type: none"> 1. Hold a design competition. 2. Engage the community on preferred design and location. 3. Obtain necessary approvals from MOTI if the location is within the road ROW. 4. Work with local business owners and residents to consider funding options. 5. Seek grant funding. 	RDN Parks PO's	Short Term

4.3 Protecting the Natural Environment

The policies and DPA guidelines included in Section 4 and 12 of the Electoral Area 'A' OCP shall apply where applicable to development proposals within CMS.

4.4 Parking

A combination of on and off street parking is supported within the Plan Area. It is the intent of this plan to encourage parking which serves the needs of the community and businesses, reduces the need for large parking lots, encourages safe pedestrian access, and promotes traffic calming. The following policies shall apply to new parking within CMS.

Objectives and Policies

Objective 4.4.1 To support on street parking.

Section 4.4	Policies	Related Actions	Who	When
Policy 1	On street parking in portions of CMS served by a sidewalk, separated path, or other means of providing clear distinction between pedestrian and parking space is supported.	<ol style="list-style-type: none"> 1. Ensure that on street parking will not impede pedestrian movements. 2. Require applicants who propose on street parking to provide an engineered parking plan. 3. Work with MOTI to address on street parking. 4. Consider variances and/or amendments to Schedule 3B – Off-Street Parking and Loading Spaces of RDN Land Use and Subdivision Bylaw to permit on street parking. 	RDN MOTI	Short Term
Policy 2	Shared driveways and parking lots and smaller shaded parking lots are encouraged.	<p>Work with MOTI to request that access to Cedar Road be limited.</p> <p>Consider reducing onsite parking requirements.</p>	RDN MOTI	Short Term
Policy 3	Bike racks and scooter parking facilities are encouraged near store fronts and offices.	Use DPA guidelines to require the provision of at least one bike rack per development.	RDN	Ongoing

4.5 Green Buildings and Site Planning Practices

The CMS Plan seeks to reduce energy and water use and greenhouse gas emissions by encouraging green building and site planning practices. This Section is intended to complement Section 4.6 of the Electoral Area 'A' OCP by providing additional policies which are only applicable to the CMS Plan Area. Should there be a conflict between this Section and Section 4.6 of the OCP, this Section of the CMS Plan shall prevail.

The following policies shall apply.

Objectives and Policies

Objective 4.5.1 To increase the number of green buildings within CMS

Section 4.5	Policies	Related Actions	Who	When
Policy 1	Energy conservation and green building features in new commercial development is encouraged. These could include green roofs, high performance mechanical systems, and drought tolerant landscaping.	<ol style="list-style-type: none"> 1. Use DPA Guidelines to guide form and character and energy and water conservation. 2. Consider the use of incentives and rebates to encourage green building and site planning features. 	RDN	Ongoing
Policy 2	High quality rural design that integrates well within the natural setting is encouraged.	<ol style="list-style-type: none"> 1. Ensure light pollution is minimized. 2. Encourage the use of high quality materials and landscape design that integrate well within the natural environment. 3. Require that onsite natural areas be maintained for rainwater infiltration. 4. Ensure that disturbance to native vegetation and the natural environment is minimized. 	RDN	Ongoing

5 Community Infrastructure and Services

This Section is intended to compliment the OCP by providing more detailed policies applicable to CMS. Should an inconsistency be found between the OCP and this Plan, the policies in this Plan shall prevail.

5.1 Active Transportation

Active Transportation (AT) is any form of human powered mode of transportation used for both commuting and recreation. The community strongly supports transportation improvements which encourage AT and result in safer and more comfortable conditions for pedestrians and cyclists.

In response to strong community support, improved roadside conditions, increased public safety, and reduced traffic speeds are a top priority in CMS. It is recognized that the RDN must work closely with MOTI and the Ministry of Community, Sport, and Cultural Development (MCSCD) to achieve the desired improvements to the on and off road transportation system within CMS.

The following objectives and policies shall apply.

Objectives and Policies

Objective 5.1.1 To increase connectivity to York Lake Wetlands and the Nanaimo River

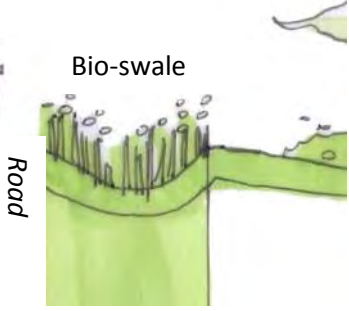
Section 5.1	Policies	Related Actions	Who	When
Policy 1	Desirable active transportation improvements are shown on Map No. 3 – Parks, Trails, and Transportation.	n/a	n/a	n/a
Policy 2	A low impact boardwalk and/or trail accessing and around York Lake is considered a desirable community amenity.	<ol style="list-style-type: none"> At the time of rezoning, where opportunity exists, negotiate for trail, park, and improvements towards the York Lake low impact trail and/or boardwalk. At the time of subdivision, where the opportunity exists, preference shall be given to the provision of land over cash in lieu where the land contributes towards access to or creation of a trail around York Lake. 	RDN MOTI PO's	Ongoing

Section 5.1	Policies	Related Actions	Who	When
Policy 3	Existing road ROW's should be used where possible to provide access to York Lake, notwithstanding the fact that additional lands may be required.	n/a	RDN MOTI	Ongoing
Policy 4	Work with landowners adjacent to York Lake to identify opportunities for acquiring land for park, access, and trail.	<ol style="list-style-type: none"> 1. Maintain a willing buyer and seller policy where the RDN shall only acquire lands where there is agreement from the affected property owner. 2. Provide incentives such as waiving development application fees, charitable gift receipts, support for conservation covenants, etc. for property owners wishing to donate land for park, trail, or access. 	RDN	Ongoing
Policy 5	The York Lake low impact access trail is a priority community parks project.	<ol style="list-style-type: none"> 1. Apply for grant funding towards the design construction. 2. Consider allocating gas tax funding towards creating a pedestrian commuter route connecting the secondary school to CMS. 3. Consider establishing a York Lake low impact trail fund. 	RDN	Ongoing
Policy 6	Improved public access to and the provision of park land along the Nanaimo River is supported.	<ol style="list-style-type: none"> 1. Work with property owners, developers, NCID, and senior levels of Government to acquire park lands 	RDN NCID	Ongoing

Section 5.1	Policies	Related Actions	Who	When
		located adjacent to the Nanaimo River.		
Policy 7	Lands located within the Nanaimo River flood plain between York and Meynell Roads are identified as preferred areas for riverfront park(s).	n/a	n/a	n/a
Policy 8	Space for a community garden on lands within the Nanaimo River floodplain is supported.	n/a	n/a	n/a

Objective 5.1.2 To improve the safety and efficiency of the Road ROW for pedestrians and cyclists.

Section 5.1	Policies	Related Actions	Who	When
Policy 1	Improvements within the road ROW that increase pedestrian and cyclist safety are strongly supported.	Work with MOTI and other stakeholders to prepare a Transportation Management Plan that includes a preferred design concept for sidewalks, bicycle lanes, and travel lanes, cost estimate, and implementation plan.	RDN MOTI SD68	Short Term
Policy 2	The provision of sidewalks, roadside trails, and landscaped boulevards are supported. The provision of sidewalks either within or adjacent to the road ROW is the preferred option though this may be reconfirmed through completion of a Transportation Management Plan or other similar study.	<ol style="list-style-type: none"> 1. Pursue the authority to regulate sidewalks and/or roadside trails. 2. Work closely with MOTI to obtain necessary approvals. 3. Establish a local service area for the purpose of owning, constructing, operating, and maintaining sidewalks, roadside trails, and landscaped boulevards. 4. Negotiate for sidewalk improvements at the time of rezoning. 	RDN MOTI	Short Term

<p>Policy 3</p>	<p>With respect to the creation of sidewalks and landscaped boulevards a phased approach is preferred. Efforts should be focused on extension of the existing sidewalks and boulevards located in front of the 49th Parallel to create a continuous pedestrian pathway on one side of Cedar Road between Macmillan and Hemer Roads. Once complete, efforts should be redirected towards creation of a similar pathway on the opposite side of Cedar Road.</p>	<ol style="list-style-type: none"> 1. Conduct a Transportation Management Plan that includes design and cost estimates for construction of sidewalks within the Plan Area. 2. Explore and pursue funding options. 3. Work with developers and property owners to construct sidewalks within the Plan Area. 		
<p>Policy 4</p>	<p>The use of green drainage infrastructure such as a bio-swale is supported where possible.</p> 	<p>n/a</p>	<p>RDN MOTI</p>	<p>Long Term</p>

5.2 On Road Transportation

In response to community concern over traffic speeds and pedestrian and cyclist safety, this Plan supports a number of on road transportation improvements. It is recognized that MOTI has jurisdiction over public roads within Electoral Area 'A'. Therefore, the intent of this section is to indicate the community's preferences with respect to future improvements within the road right of way and provide direction to the RDN Board in future discussions with respect to on road transportation within CMS.

The following objectives and policies shall apply.

Objective 5.2.1 To support the construction of roundabouts at key intersections within CMS

Section 5.2	Policies	Related Actions	Who	When
<p>Policy 1</p>	<p>The construction of roundabouts in the general location shown on Map No. 1 is supported.</p>	<ol style="list-style-type: none"> 1. Work with MOTI to develop appropriate roundabout engineering standards. 2. Seek funding from 	<p>RDN MOTI</p>	<p>Long Term</p>

Section 5.2	Policies	Related Actions	Who	When
		<p>the Province, infrastructure grant programs, and Federal funding programs to design and construct roundabouts.</p> <p>3. Consider the provision of roundabouts as a desirable community amenity.</p>		

Objective 5.2.2 To support the construction of an alternate route around Cedar Main Street

Section 5.2	Policies	Related Actions	Who	When
Policy 1	Further consideration of an alternate route around CMS is supported.	<ol style="list-style-type: none"> 1. Meet with MOTI to discuss the creation of an alternate route. 2. At the time of subdivision and rezoning, consider opportunities for road dedication. 	RDN	Long Term

Objective 5.2.3 To reduce the speed that vehicular traffic moves through CMS.

Section 5.2	Policies	Related Actions	Who	When
Policy 1	The creation of a 30 km per hour park speed zone adjacent to the Wheatsheaf Ball Diamonds and Morden Colliery Regional Trail crossing is supported.	Request MOTI to consider the creation of a park zone near the Wheatsheaf Baseball Diamonds and Morden Colliery Regional Trail crossing.	RDN MOTI	Short Term

Policy 2	Traffic calming and safety measures such as on street parking, narrow streets, lighted crosswalks, roundabouts, landscaped boulevards and medians, and speed humps are supported.	<ol style="list-style-type: none"> 1. Seek opportunities to incorporate traffic calming measures at the time of rezoning and subdivision. 2. Work with MOTI when road upgrades/maintenance is proposed to incorporate traffic calming measures. 	RDN MOTI	Long Term
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5.3 Public Transit

Public transit is provided within the Plan Area. It is important to consider public transportation in the future development of CMS to ensure that the community's transit needs are met and that new development is compatible with transit services.

The following general objectives and policies shall apply in addition to those included in the OCP.

Objective 5.3.1 To reduce the speed that vehicular traffic moves through CMS.

Section 5.3	Policies	Related Actions	Who	When
Policy 1	When/if Cedar Road is improved, sidewalks are installed, or other changes occur within the road ROW, the RDN should ensure that bus stops and other transit improvements are coordinated with these changes.	Coordinate road and transit improvements.	RDN MOTI BCT	Ongoing
Policy 2	Transit pullouts, bus shelters, and other improvements which make transit use safer and more convenient are supported.	n/a	RDN MOTI	Ongoing
Policy 3	Development should be designed to accommodate transit service.	Review development proposals to ensure that transit is accommodated.	RDN	Ongoing
Policy 4	Bus stops should be provided at regular intervals and at popular destinations throughout CMS.	Review the location and separation distance between bus stops periodically to ensure that enough are provided at the appropriate locations.	RDN	Ongoing

5.4 Development Amenities

Development amenities shall be considered in accordance with the objectives and policies contained in Section 14 – Development Amenities of the OCP. However, the following specific development amenities are considered desirable in conjunction with new development within CMS.

- Sidewalk and trail improvements
- Affordable housing
- Traffic circle(s) and other traffic calming measures
- Publically owned roadside beautification improvements (i.e. landscaped boulevards and medians, ornamental street lighting, bus shelter, street art, etc.)
- Outdoor publically accessible space
- Community meeting space
- A play area/playground near the Baseball Fields
- Boardwalk and viewing platform accessing York Lake
- Electric vehicle charging stations
- Park and ride and car share spaces
- Permanent location and building(s)/structures for a farmers market

6 Cedar Main Street Development Permit Area (DPA)

6.1 Purpose

The Cedar Main Street Development Permit Area (DPA) is a critical component of the Cedar Main Street (CMS) Village Plan's Strategy to ensure that future development contributes to the community in a positive way. The Guidelines herein are intended to direct future development in accordance with the vision created by the OCP and this Plan. All developments proposed within CMS must generally satisfy the CMS DPA Guidelines in order to obtain a DP prior to proceeding with any development activities to which the DPA applies.

This Development Permit Area (DPA) has been designated pursuant to the following Sections of the [Local Government Act](#):

- i. 919.1(a): protection of the natural environment, its ecosystems, and biological diversity
- ii. 919.1(f): establishment of objectives for the form and character of commercial, industrial, or multi-family residential development
- iii. 919.1(e): establishment of objectives for the form and character of intensive residential development
- iv. 919.1(h): establishment of objectives to promote energy conservation
- v. 919.1(i): establishment of objectives to promote water conservation
- vi. 919.1(j): establishment of objectives to promote the reduction of GHG emissions

6.2 Area

This DPA includes all properties within the Cedar Main Street Land Use designation as shown as Map No. 4.

6.3 Application

A development permit is required for the following development activities unless specifically exempt:

1. Alteration of land or disturbance of soils such as grubbing, scraping, and removal of top soils;
2. Construction, alteration, or erection of buildings and structures; and,
3. Creation of non-structural impervious or semi-pervious surfaces.
4. Subdivision of land(s).

6.4 Justification

The Cedar Main Street DPA has been designated in recognition of the community's desire to support diversity, create and preserve community identity, develop a sense of place, and provide opportunities for local employment, services, and a range of housing types and sizes. In doing so, the coordination of development within this DPA is paramount to ensure consistent standards which will help work towards achieving the community's goals.

The Cedar Main Street Land Use designation is a mixed use commercial residential corridor which is intended to create a vibrant place for local residents to shop, access services, socialize, work, and play. In accordance with the community's vision of becoming a more sustainable community, it is important for development within this DPA to be designed to ensure that groundwater resources are protected and to incorporate features and construction standards that make more efficient use of energy, resources, and water. In addition, the Cedar Main Street designation is intended to reduce GHG emissions by encouraging more efficient building forms and pedestrian and cyclist use.

6.5 Exemptions

A Development Permit shall not be required for the following¹:

1. Construction, renovation, or addition to a single or duplex dwelling unit or accessory residential building on a lot.
2. The replacement or repair of an existing sign provided that the sign is not enlarged or moved and is replaced with the same type of sign (i.e. fascia, freestanding, canopy, etc.).
3. Subdivision of land, except in the case of subdivision for intensive residential².
4. Renovations or alterations within a building.
5. Alterations or additions to a building which do not require a building permit, except where new signage requires a development permit.
6. Development activities that are not visible from Cedar Road or other public spaces.
7. Invasive species removal on lands located outside of the 30 metre Riparian Assessment Area or the Streamside Protection and Enhancement Area as established by a Qualified Environmental Professional.

6.6 Variances to Bylaw No. 500

The requirements of this Plan may not be consistent with the [Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987](#). Where there is inconsistency between Bylaw No. 500 and these DPA Guidelines, a variance to Bylaw No. 500 may be required to meet the intent of this Plan.

¹ Although a development proposal may be exempt from the CMS DPA under this section, a Development Permit may still be required pursuant to Section 12 – Development Permit Areas of the OCP.

² For the purpose of this DPA, intensive residential shall mean any residential development with an average minimum parcel size less than 2000 m² or density greater than 5 dwelling units per ha whether fee simple or strata.

6.7 Permit Security

1. The RDN may require applicants for any development permits within the Cedar Main Street Development Permit Area to provide security in the form of cash or an unconditional, irrevocable and automatically renewing letter of credit in cases where:
 - The RDN considers that damage to the natural environment (including ground and surface water) could result as a consequence of a contravention of a condition in a development permit issued;
 - The permit holder is required to retain, restore or replace vegetation;
 - The permit holder is required to provide landscaping; and/or,
 - The permit holder is required to provide onsite rainwater management.

The amount of these securities shall be determined by a qualified person and shall be sufficient to cover the cost of materials and labour.

6.8 Guidelines

The Cedar Main Street Development Permit Area Guidelines are organized into the following eleven categories.

- | | |
|--|----------------------------|
| 1. General Guidelines | 7. Architectural Detailing |
| 2. Building Massing | 8. Landscape Design |
| 3. Site Planning and Pedestrian Design | 9. Signage |
| 4. Green Building | 10. Lighting |
| 5. Groundwater Protection | 11. Parking and Loading |
| 6. Façade Design | |

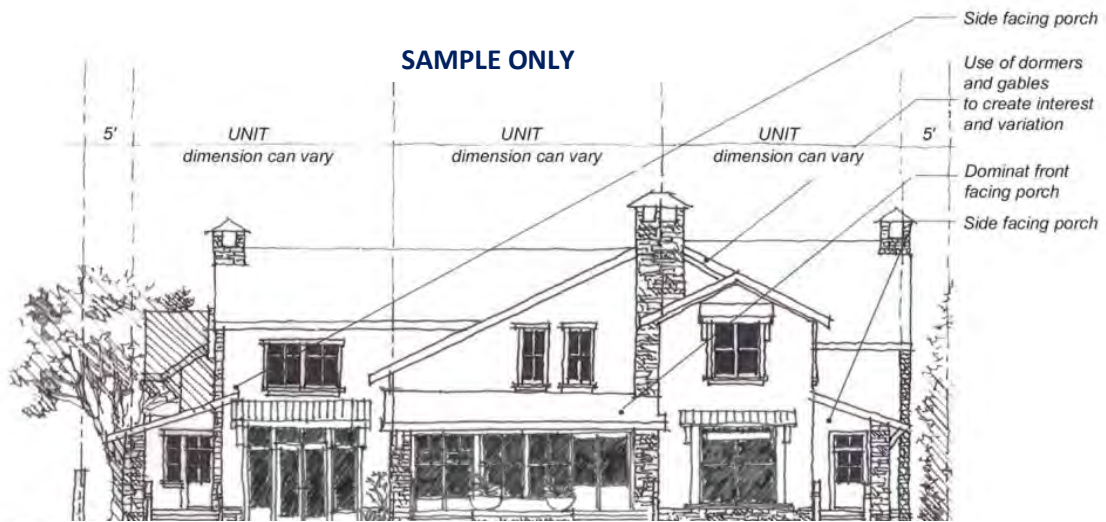
Development applications must generally satisfy all applicable Development Permit Area Guidelines in order for staff to recommend approval of a Development Permit application.

6.8.1 General Guidelines

1. Development is encouraged to incorporate design elements and reflect the general intent of the Design Ideas included in Section 3 and 4 of this Plan.
2. Where new or alterations to buildings and structures are proposed, the RDN may require building elevations prepared by an architect or other qualified designer.
3. In the case of subdivision for intensive residential development, each dwelling unit shall be designed in a way which is consistent with the direction provided in this DPA. Building elevations showing how the proposed buildings comply may be required and may be secured at the time of subdivision through the use of a Section 219 covenant.

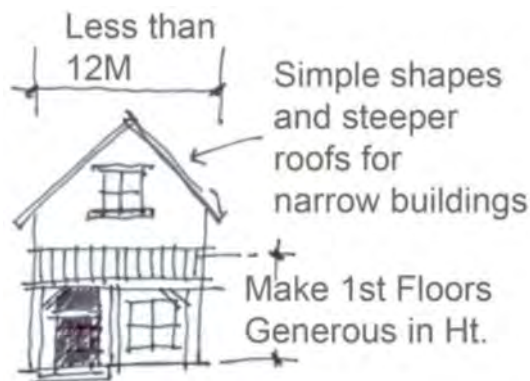
6.8.2 Building Massing

1. A variety of architectural styles shall be used that create visual interest, complement adjacent buildings, and reflect local culture and history. Applicants are encouraged to refer to the Visual Preference Exercise results contained in the Final Charrette Report dated June 2012 for inspiration.
2. Larger buildings (>12 metres in width) shall be designed in such a way as to avoid large flat building expanses which are visible from Cedar Road. Large expanses shall include trim, design features (such as windows, gables, projections, and porches), varied façade materials, and architectural design.



Sample of how a larger building could be designed to avoid large flat building expanses.

3. Larger buildings should be consistent with the height and emerging character of other buildings on the street.



SAMPLE: Building with vertical orientation

4. Smaller buildings (≤ 12 metres in width) should include one or more of the following design features:
 - a. Design which maintains a residential scale and simplicity in façade and roof design;
 - b. Generous first floor heights;

- c. Front porches or patios;
- d. A vertical orientation not in a rancher style;
- e. Gable ends of the roof facing Cedar Road. (exceptions can be made for flat roofed buildings and buildings utilizing passive solar and requiring certain roof orientations; and,
- f. Architectural design which compliments adjacent buildings through contrasting roof orientations and shapes. Roof design that provides usable space through dormers and gables is strongly encouraged.

5. Multi-tenant/Multi-use buildings should include independent entrances and visual separation between uses. Visual separation could include both colour, façade, and/or other design elements.

6. New buildings should appear to be two storeys as viewed from Cedar Road.

7. A third floor can be included where:

- a. It is fully contained within the roof and the building.
- b. It maintains a two storey appearance from Cedar Road.
- c. The building meets the fire protection and rescue requirements of the North Cedar Fire Department.³

8. Buildings should emphasize a 'small town' or 'rural' scale and should utilize a variety of heights, varied building faces, and artistic design features to add interest to the streetscape.



Example of third floor space built into the roofscape.

SAMPLE ONLY



Example of how topography could be used to support of third storey within the roof on the downslope side of a parcel.

³ Applicants may be required to submit correspondence from the North Cedar Fire Department regarding both fire protection and rescue.

6.8.3 Site Planning and Pedestrian Design

1. Travel ways which straddle lot lines to accommodate shared access and/or parking facilities are preferred. Travel ways should be avoided between every building.

SAMPLE ONLY



- Third floor space where bonused shall be built into the roofscape through hand framed rafters.
- Travel ways which straddle the lot line are preferred.
- Parking shall not be placed in front of buildings.
- Storefront entrances should be covered from the elements.
- Provide bicycle racks
- Where on-street parking is possible it shall be used in the overall parking counts.

Illustration of desirable design elements such as mixed on and off street parking and shared travel ways between developments.

2. Mixed use and commercial buildings shall be located in close proximity to the sidewalks and the pedestrian space.
3. Design, siting, and construction of sidewalks shall be determined through discussions with the owner/developer and MOTI where applicable.
4. Where mixed use or commercial buildings are proposed, avoid large spaces between buildings.
5. Maximize opportunities for the creation of accessible public space such as patios, plazas, and courtyards.
6. The use of drive-through shall not be part of building or site design.

SAMPLE ONLY



Illustration of commercial building storefront located in close proximity to the sidewalk.

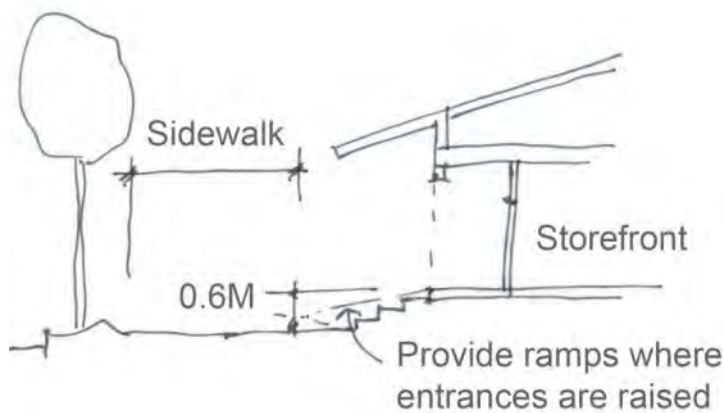
7. For commercial and mixed-use developments continuous weather protection for pedestrians should be provided on the exterior of the building. This can be accomplished in a number of ways including:

- a. Maintaining covered porch areas adjacent to building entrances;
- b. Providing canopies above storefront doors constructed of wood or other quality, durable materials which are colour-fast and resistant to deterioration caused by dampness; and,
- c. Extending roof elements at least 1.8 metres past the building envelope provided the roof above is no more than 5.5 metres in average above the storefront threshold.



Example of a covered walkway.

8. Safe, convenient pedestrian routes for all units should be provided from the unit to an abutting street. All pedestrian access points and routes should be designed for universal access to accommodate persons with disabilities.



9. Where the possibility for view exists, the protection and creation of view corridors towards York Lake or the Nanaimo River should be incorporated in a site's design.

10. Where a building is adjacent to Cedar Road, its principal elevation should be oriented towards Cedar Road and designed in such a manner as to promote a lively energetic, pedestrian-oriented, streetscape. Residential developments proposed to be screened from Cedar Road are exempt from this guideline.

11. Buildings located on corner lots should be oriented towards both streets and building design should add significant prominence to the corner.
12. Outdoor seating areas should be provided.

6.8.4 Green Building

1. The use of rainwater harvesting for landscape irrigation and other indoor and outdoor non-potable uses should be used. The use of potable rainwater harvesting systems for potable is encouraged⁴ where supported by a report from a Professional Engineer or other qualified person that the system⁵ produces water that meets or exceeds Canadian Drinking Water Standards in a quantity sufficient for the proposed use.
2. Sites should be evaluated for passive solar gain opportunities. On sites with substantial solar exposure, buildings should be sited, designed, and landscaped to take advantage of passive solar gain in winter and reduce sun exposure in summer.
3. Electric vehicle charging stations are encouraged.
4. All new commercial, mixed use, and multi-unit residential buildings within the DPA should strive to achieve a third party certification such as built green gold or Leadership in Energy and Environmental Design (LEED). The RDN may provide assistance in the Planning and Design Process and may offer grants and incentives in accordance with current offers and rebate programs.
5. The use of solar panels, geothermal heating and other efficient or renewable energy use alternatives are encouraged in building and site design.



Example of an outdoor seating area on a corner lot

6.8.5 Groundwater Protection

1. Building and site designs shall incorporate facilities to properly manage and/or dispose of substances or contaminants that may be harmful to area aquifers, lakes, wetlands, and rivers.
2. A rainwater management plan prepared by a professional engineer or other qualified professional may be required which must ensure that any run off, rainwater, or other liquid from any of the proposed land uses, buildings and impervious surfaces does not negatively impact groundwater quality. The plan must include recommendations on how to minimize the risk of deleterious

⁴ May require approval from outside jurisdiction such as Vancouver Island Health Authority or North Cedar Improvement District.

⁵ System includes roofing material, collection, treatment, and all other components.

substances entering the groundwater. The applicant may be required to implement the report's recommendations as a condition of the Development Permit.

3. Drainage from all impervious surfaces and areas where vehicles and machinery are stored, cleaned, operated, and maintained must be directed through an appropriately sized and engineered sedimentation, oil, water and grease separator or other engineered solution to the satisfaction of the RDN. The engineer must provide an appropriate maintenance schedule.
4. The RDN may require the applicant to enter into a Section 219 covenant registering on title the maintenance schedule and a commitment to maintain the sedimentation, oil, water and grease separator as per the engineer's recommendations.
5. Proposed developments that cannot demonstrate that there will be no detrimental impacts on either the quality or quantity of groundwater shall not be supported.
6. There shall be no net increase in peak rain water run-off from the subject property to adjoining lands.
7. Development of land should be designed to:
 - a. Replicate the function of a naturally vegetated watershed;
 - b. Maintain the hydraulic regime of surface and groundwater and pre-development flow rates;
 - c. Not interfere with groundwater recharge; and,
 - d. Not introduce or remove materials where it would cause erosion of or the filling in of natural watercourses and/or wetlands.

SAMPLE ONLY

6.8.6 Façade Design

1. Visually appealing quality siding materials shall be used.
2. Building design shall avoid large expanses of any one type or style of cladding.
3. The use of vinyl siding should be minimized.
4. To create visual interest the following design strategies shall be used:
 - a. Create different textures by using both horizontal and vertical façade elements;
 - b. Break up large building expanses;
 - c. Separate uses with trim and exterior design features; and,



Illustration showing the use of different siding materials, directions, textures, and colours.

- d. Use a variety of complementary types of siding material, trim, colour, etc.
5. A variety of complementary colours shall be used. The use of at least three different colours on the building exterior is encouraged.
6. Materials must be high quality, practical, durable, and hard wearing and must be appropriate for a west coast environment. Materials that integrate well within the natural environment should be included in the design.

6.8.7 Architectural Detailing

1. Buildings should utilize a variety of high quality complimentary architectural styles rather than a unified design theme.
2. Exposed structural elements such as exposed rafter tails, timber brackets, posts, and beams are encouraged.

SAMPLE ONLY



Example of different architectural types that are supported.

- At gable ends, encourage the use of frieze boards, details, and other trim.

SAMPLE ONLY



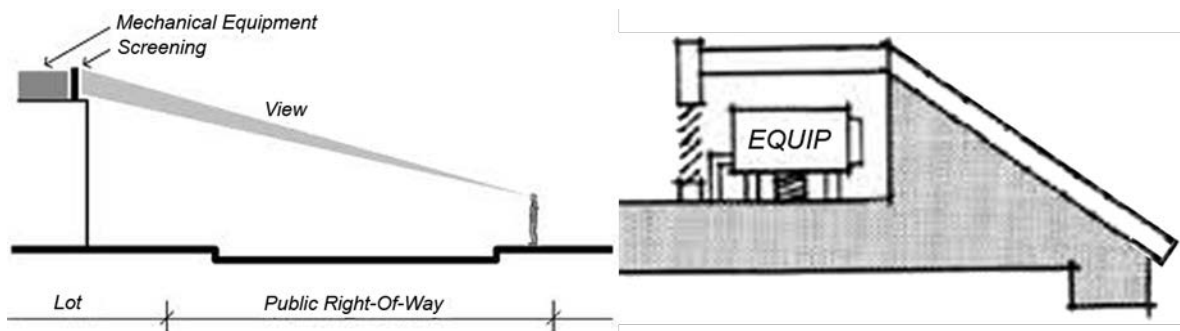
Illustration showing the use of frieze boards and other trim

SAMPLE ONLY



Care should be taken in detailing the façade. Use trim in appropriate dimensions and locations.

- Larger buildings shall utilize accent design features/ strategies to break up large expanses of siding.
- Rooftop mechanical units shall be screened from view with design elements that are incorporated within the architectural massing. Consideration should be given to impacts on adjacent properties.



Examples of rooftop screening

6.8.8 Landscape Design

- Where landscaping is required as part of the DP, the applicant shall submit a landscaping plan prepared by a landscape architect or equivalent designer which meets the British Columbia Landscape Standard and satisfies the following objectives:

- a. To use a variety of drought tolerant deciduous and evergreen native plant species that are best suited to the site specific growing conditions;
 - b. To protect, enhance, or retain existing mature healthy vegetation;
 - c. To minimize water consumption through means such as micro-irrigation and xeriscaping;
 - d. To promote compatibility with surrounding uses;
 - e. To improve the aesthetic appeal of the development and adjacent streetscape;
 - f. To assist in the safe movement of pedestrians throughout the site;
 - g. To reduce the amount of impervious surfaces on the site;
 - h. To shade the proposed development from the summer sun;
 - i. To complement the development and surrounding uses; and/or,
 - j. To establish or enhance habitat values on the development site where appropriate.
2. Notwithstanding 1 above, edible landscapes (food producing plants, shrubs, and trees) are encouraged and may be considered part of the landscape design where suitable arrangements have been made for ongoing care and maintenance as well as produce harvesting to the satisfaction of the RDN. Community gleaning is strongly encouraged.
 3. The landscaping plan must be drawn to scale and show the type, size, and location of proposed landscaping and shall be submitted with the Development Permit application.
 4. To provide separation between residential and non-residential uses (excluding mixed use buildings and developments and shared parking and laneways), a landscaped screen of at least 2.0 metres in width along the shared property lines, excluding access points, between all commercial and residential zoned properties should be provided.
 5. Landscaping should be provided adjacent to all roadways to improve aesthetic appeal, minimize impervious surfaces, and provide a visual screen for all outdoor storage, refuse, parking, loading, and unloading facilities and must also work towards the objectives identified in Guideline 6.8.8(1) above.
 6. Landscaping of boulevards should be provided, including the provision of street trees in accordance with the following:
 - a. All landscaping and works within the public road ROW require MOTI approval with a maintenance agreement arranged between the property owner/developer, MOTI, and the RDN.
 - b. Where the opportunity exists, street trees should generally be provided as follows:
 - i. One high branched tree, of at least 5 centimetre caliper at breast height at time of planting, for every 6.0 metres of street property line with a maximum distance between trees of 12.0 metres, where the type and spacing of trees is to form a sidewalk canopy. Existing native vegetation may be considered provided it satisfies the general intent of this guideline;

- ii. Tree species should be compatible with the local growing conditions and character of the area; and,
 - iii. A minimum of 3 cubic metres of appropriate soil and growing space is provided for each tree.
7. Garbage and recycling containers shall be screened with landscaping and/or gated fencing to a minimum height of 2.0 metres. Chain link fence may only be used in accordance with Guideline 13 below. Similarly, utilities, service kiosks, metres, elevator housing, exhaust elements, satellite dishes, etc. shall be screened with fencing, landscaping, or a combination of the two.
 8. Buildings and structures should be sited in a manner that minimizes the disturbance of existing native vegetation.
 9. A principle of 'no net loss' of significant native vegetation in any development should be considered. Where it is necessary to remove significant vegetation in order to develop a property, replacement plantings should be provided of a sufficient number, size, type, and maturity to off-set its removal.
 10. Plant species used in replanting, restoration, and enhancement shall be selected to suit the local soils; light conditions, and groundwater regime of the site and should be native to the area, and where applicable, selected for erosion control and/or fish and wildlife habitat values.
 11. Unless otherwise noted above, all landscaping shall require the following minimum depth of topsoil or amended organic soils on all landscaped areas of a property:
 - a. Shrubs – 45 cm;
 - b. Groundcover and grass – 30 cm; and,
 - c. Trees – 30 cm around and below the root ball.
 12. Where irrigation is required to maintain proposed landscaping, it should be designed by an Irrigation Industry Association of British Columbia certified irrigation designer and be installed by an Irrigation Industry Association of British Columbia irrigation contractor or other equivalent to the satisfaction of the RDN.
 13. The RDN shall require the applicant to submit a landscaping and security deposit equal to the total estimated costs of all materials and labour, as determined by a landscape architect or other similarly qualified person to the satisfaction of the RDN. The security shall be released following the completion of all approved landscaping and/or site improvements as specified in the Development Permit to the satisfaction of the RDN. Notwithstanding the above, the RDN shall withhold 25% of the security for one year to ensure proper maintenance.
 14. Chain link fencing shall be used only when screened by landscaping. Decorative fences are encouraged which complement the materials used for the principle building.

6.8.9 Signage

1. Signs should be hand crafted and provide individuality to each establishment.
2. Materials chosen for signage should be durable enough to last for several years of continuous use, except for the special cases of temporary signage or banners.
3. The following types of signs are not considered acceptable:
 - a. reader board;
 - b. neon;
 - c. flashing;
 - d. animated;
 - e. rotating,
 - f. backlit; and,
 - g. signs which are illuminated in a way which projects light beyond the sign's surface or results in light being directed beyond the sign's surface or towards the sky.
4. Signs should be designed to cater to the pedestrian (limit height, size, and placement) and be in scale with the building and be related to a use or a business within.

SAMPLE ONLY



Example of a hand crafted sign



Example of a consolidated free standing sign

SAMPLE ONLY



Example of a fascia sign that is complementary to the design of the building and graphically communicates a message.

5. Free standing signage should be consolidated where possible with other businesses or uses as illustrated.

6. Creativity in how signs are designed (i.e. different shapes, colours, materials, and fonts) is supported.

7. The size, location, and design of freestanding signage shall be architecturally integrated with the overall design of the buildings and

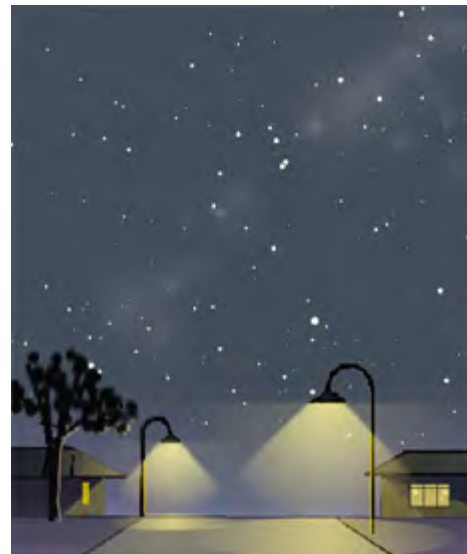
landscaping. The design of fascia signs containing individual business signage shall be complementary to the design of the building.

8. Signage should be visually unobtrusive and particular emphasis should be given to signage which is aesthetically pleasing and requires a minimal amount of lighting or boldness to be effective.
9. Signs should graphically communicate a message.
10. If there is a conflict between these DPA guidelines and the [RDN Sign Bylaw No. 993, 1995](#) as amended or replaced from time to time, these guidelines shall prevail. However, a variance to the sign bylaw may be required.

6.8.10 Lighting

1. The use of solar lighting is encouraged.
2. Lighting should be designed for security and safety in accordance with Crime Prevention Through Environmental Design (CPTED) principles.
3. Site illumination must not result in glare directed towards neighbouring properties, adjacent roads, or light directed towards the sky.
4. Building façades may be discreetly illuminated through the use of strategically placed lighting which shines down from the buildings surface.
5. All new, replacement, and upgraded exterior lighting in existing and proposed developments shall be Full Cut-off Flat Lens (FCO/FL) luminaries to light roads, parking, loading, and pedestrian areas. Exterior building lighting will also be required to have FCO lighting fixtures.
6. Decorative street lights which are compatible with existing decorative street lighting and are in scale with their surroundings are encouraged.

SAMPLE ONLY



Full cut off light fixtures direct light below the horizontal plane reducing light pollution and protecting the night sky.

6.8.11 Parking and Loading

1. If on street parking is proposed, it must be designed by a Professional Engineer and approved by the Ministry of Transportation and Infrastructure.
2. On site parking and loading areas should generally be located to the rear or side of buildings, should be screened from view from the adjacent road, and be located outside of the minimum required building setback. The screening should consist of landscaping, fencing, or a combination of landscaping and fencing.

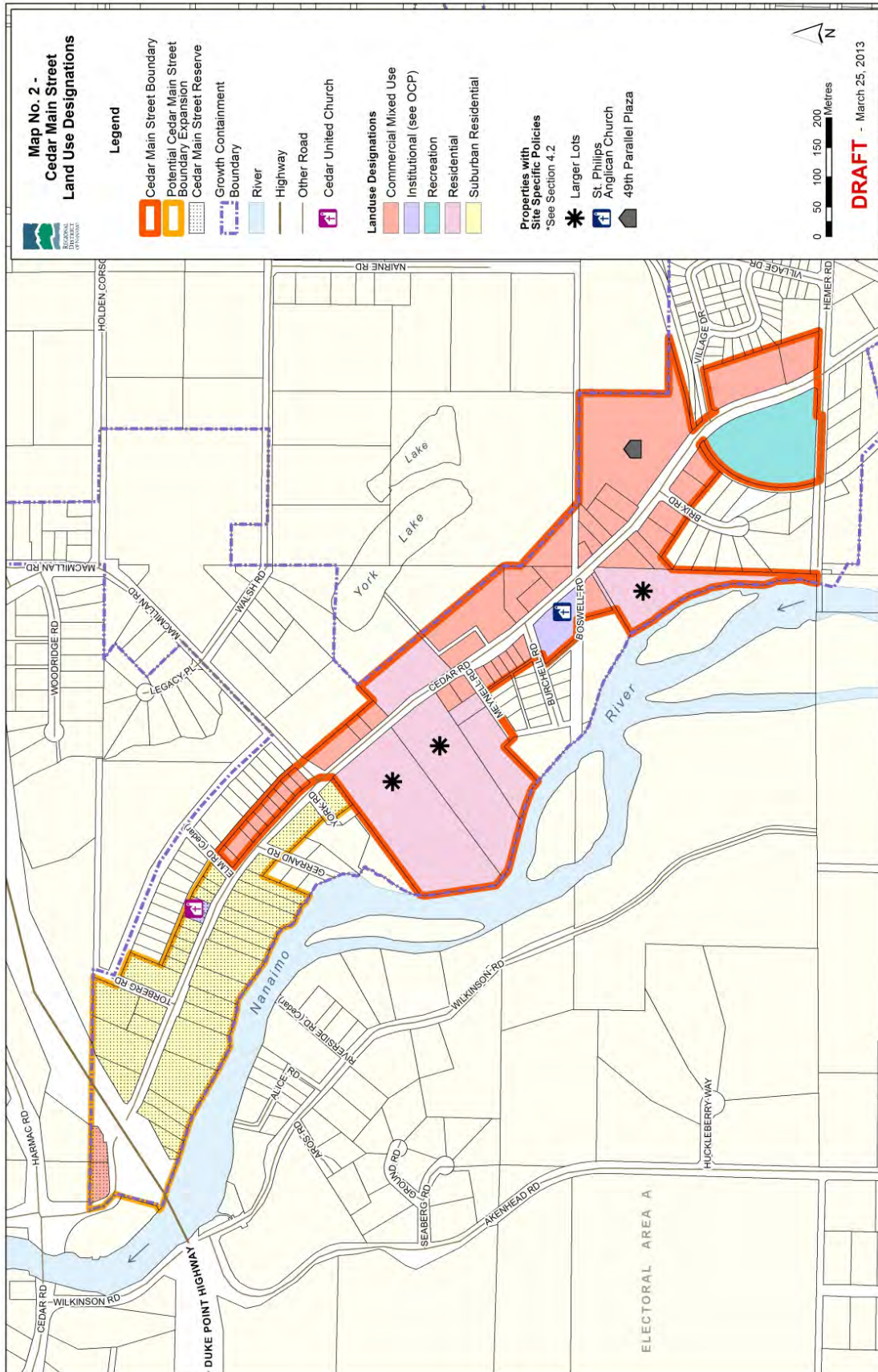
3. Vehicular and truck movement patterns must be illustrated on the site plan submitted by the applicant to ensure adequate circulation. A professional engineer may be required to ensure that adequate lane widths and turning radii are provided for all forms of vehicles intended to use the property.
4. Provision should be made for public transit, emergency vehicles, delivery and service vehicles.
5. Safe and effectively designed and located internal roadways, entrance points, parking areas, pedestrian paths and open spaces shall be provided.
6. Parking areas should be designed to be aesthetically pleasing and should include smaller groupings of parking spaces separated by landscaping and shade trees. Large expanses of open parking area should be avoided.
7. The use of permeable paving materials is encouraged in parking areas where it can be demonstrated that oil, water, and other potential contaminants will not enter the aquifer, river, lake, or wetland.
8. Bicycle parking facilities should be provided for each use in accordance with the following:
 - a. Office use: 0.5 - 1 space per 100 m² of gross floor area;
 - b. Institutional: 0.5 – 0.8 spaces per 100 m² of gross floor area;
 - c. Commercial: 1 space per 750 m² of gross floor area with a minimum of four spaces per establishment; or,
 - d. Multi-unit residential: 0.2 spaces per dwelling unit.

Where calculation results in a fractional number, the nearest whole number above the calculation shall be taken.



Section 6: Cedar Main Street Development Permit Area

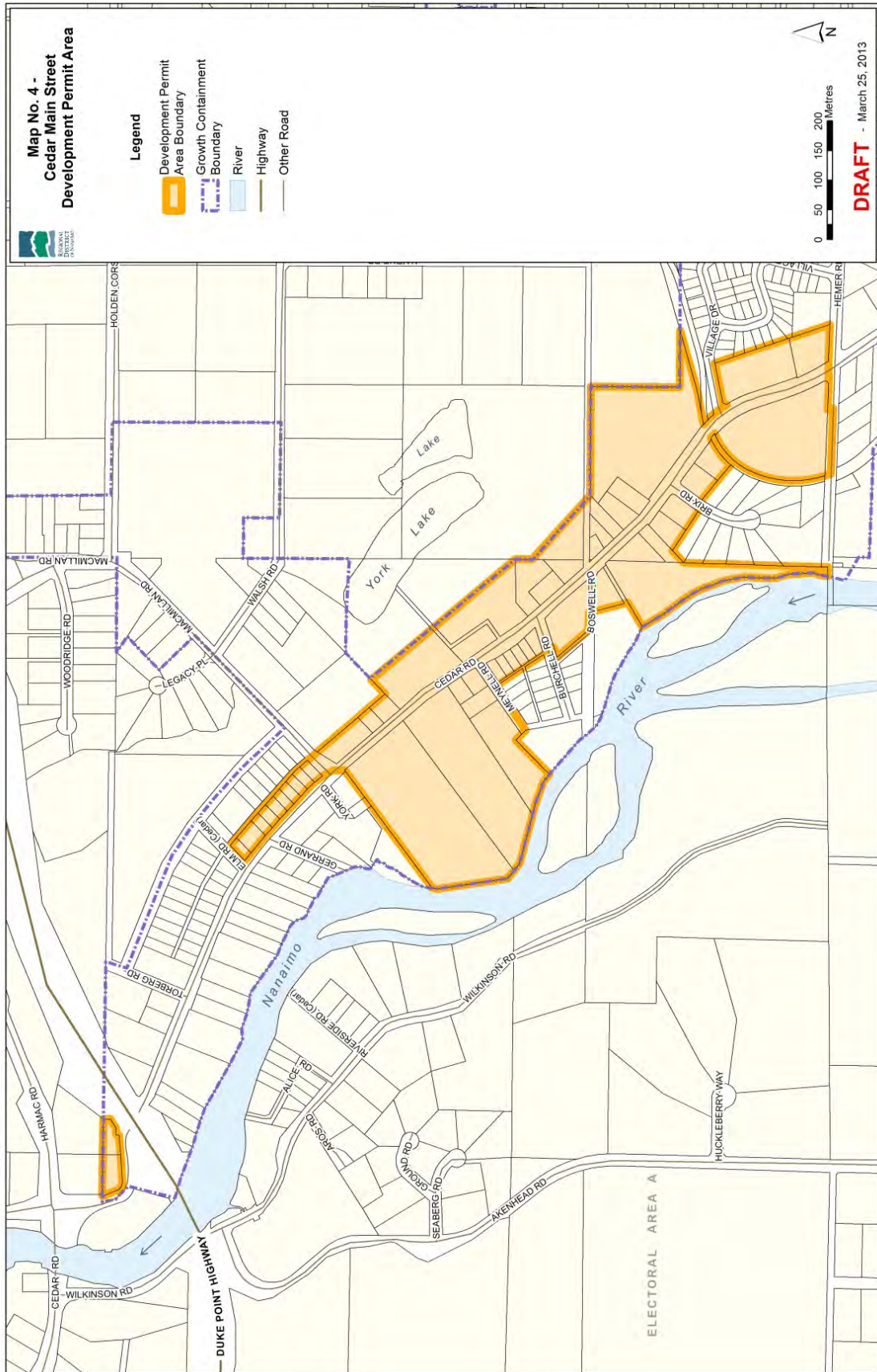
Section 6: Cedar Main Street Development Permit Area





Section 6: Cedar Main Street Development Permit Area

Section 6: Cedar Main Street Development Permit Area





CAO APPROVAL		✓
EAP		
COW		
SEP 16 2013		
RHD		
BOARD	✓	

MEMORANDUM

TO: Dean Banman
Manager of Recreation Services

DATE: September 16, 2013

FROM: John Marcellus
Superintendent of Arena Services

FILE:

SUBJECT: Oceanside Place Lighting Upgrade-2013

PURPOSE:

To award the tender for the removal and replacement of the high bay light fixtures at Oceanside Place.

BACKGROUND

In 2003 Oceanside Place was constructed and opened to the public in October. Construction included the installation of 180 high bay metal halide fixtures to provide the illumination required for the Howie Meeker Rink # 1 and the Victor Kraatz Rink # 2, the Pond-Leisure Skating Rink # 3 and the Lobby. Metal Halide lamps have been the normal type of lighting in rinks for many years but have had many disadvantages in regards to energy costs, heat generation, short life expectancy and higher operation and maintenance costs.

As a component of a continuing and developing a sustainability plan and changing lighting technologies, it was determined prior to 2013 that alternatives to the existing lighting should be explored. Subsequently, a project for upgrading the lighting was identified and approved for the 2013 Oceanside Place Capital Plan. Originally, the concept was to replace the metal halide (high illuminating electric arc through a gas medium), fixtures with induction (similar to fluorescent but with longer life) lighting, as there were concerns about the application of LED (Light Emitting Diode) lighting in an arena environment. However, during the research that occurred, which included discussions with other arena operators who have installed LED lighting, it was determined that LED was a more favorable alternative due to lower operating costs and higher annual energy efficiency than induction. In July an "Invitation to Tender" was sent out requesting bids on removal and disposal of the existing (180) light fixtures plus the installation for LED light fixtures. The tender closed August 9, 2013 with a total of nine bids submitted. Of the submissions, the following three were the lowest: (excluding tax)

- Den Mar Electric \$241,924.00
- Pacific Audio Works/ CNJ Lighting Solutions (PAW/CNJ) \$251,748.27
- Houle Electric \$260,495.00

The bids submitted were reviewed by staff and the lowest bid was subsequently removed due to the shorter life expectancy of the fixtures proposed (5 years less), longer ROI (just under 6 years longer), and lower annual energy savings (\$13,000 est.).The bid also specified installing a zone control option for the rinks where the tender specifications specified individual fixture programming control. The deliverables proposed in the Houle Electric bid are comparable to the one recommended by staff. However the additional cost between the two is not warranted in staff's opinion due to the insignificant extra annual

cost savings (\$490) this bid has over the recommended bid. The PAW/CNJ bid was deemed the most favorable based on the criteria of energy savings (\$25,000 over Metal Halide), fixture life (15 years) and ROI (just under 2.5 years).

ALTERNATIVES

1. Award a contract for the Oceanside Place Lighting Upgrade-2013 to Pacific Audio Works/CNJ Lighting Solutions for the tendered price of \$251,748.27 excluding tax.
2. That the contract for the Oceanside Place Lighting Upgrade -2013 not be awarded to Pacific Audio Works/CNJ Lighting Solutions and alternative direction be provided.

FINANCIAL IMPLICATIONS

The project cost of \$ 251,748.27 (excluding tax) would be funded by a Western Economic Diversification Program (CIIF) grant which was received in the spring of 2013, BC Hydro incentive/rebate funds (approved September 2013), Corporate Climate Action funds (CARIP) and Oceanside Place 2013 approved Capital Plan. Due to the successful approval of grant applications and the RDN Board's approval of CARIP funds for this project, this project is expected to require less of the 2013 Oceanside Place capital funds that were originally allocated to the project.

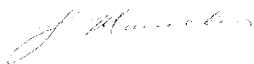
- CIIF: \$61,950.00
- BC Hydro: \$68,399.00
- CARIP: \$60,500.00
- RDN: \$60,899.87
- Total: \$251,748.87

SUMMARY

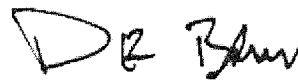
All funding sources have now been secured for the lighting replacement capital project at Oceanside Place. Staff have reviewed the nine submissions that were supplied under the 'Call for Tender' criteria and shortlisted the submissions to three. Final review was based on return on investment, lamp life expectancy, annual energy savings and compatibility of the fixtures in an arena setting. Staff are now forwarding a recommendation to the Board for final approval to award the project.

RECOMMENDATION

That the Oceanside Place Lighting Upgrade-2013 Project be awarded to Pacific Audio Works/CNJ Lighting Solutions for the tendered price of \$ 251,748.87 excluding tax.



Report Writer



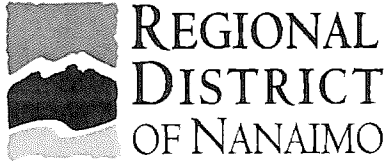
Manager Concurrence



General Manager Concurrence



A/CAO Concurrence



RDN REPORT	
CAO APPROVAL	
EAP	
COW	
SEP 16 2013	
RHD	
BOARD	✓

MEMORANDUM

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: September 13, 2013

FROM: Wendy Idema
Director of Finance

FILE:

SUBJECT: Request Authority to Enter into Agreement Regarding Transfer of Gas Tax Funding

PURPOSE

To obtain Board approval to enter into an agreement with the Gabriola Island Recycling Organization (GIRO) to provide Gas Tax Transfer Funding under the Regionally Significant Program for additional recycling facilities to service residents of Electoral Area 'B'.

BACKGROUND

At the May 28, 2013 Board Meeting, the Board passed the following motions to approve a group of projects to be completed under the Regionally Significant Projects Funding Pool of the Gas Tax Revenue Transfer Program.

That the Board support the projects as outlined in the staff report for the allocation of the \$7,451,489 identified by the Union of BC Municipalities for Regional Significant Project funding.

That staff be directed to forward the list of projects to the Union of BC Municipalities for funding under the Regionally Significant Project Funding Program.

One of the projects included in this funding group was for the establishment of an improved recycling drop-off centre on Gabriola Island to enhance service and provide expanded recycling options to Electoral Area 'B' residents. Staff have determined that the most effective way to provide the additional service is to enter into an agreement with GIRO to support expansion of their facilities and transfer funding of \$75,000 to their organization for a capital project to improve their facilities. Work is underway with UBCM to obtain the Management Committee's approval for the Regionally Significant Program projects. They have requested that the RDN Board provide a motion to support entering into this agreement with GIRO.

ALTERNATIVES:

1. Approve staff working with with the Gabriola Island Recycling Organization to develop an agreement to transfer up to \$75,000 to a project to expand and improve recycling options for residents of Electoral Area 'B'.
2. Not approve development of the agreement and provide staff with alternate direction for use of the funding.

FINANCIAL IMPLICATIONS:Alternative 1

There are no direct taxation implications to approval of this work. The project list for the Regionally Significant Program included up to \$75,000 of Gas Tax funding to be transferred toward the cost of improved recycling options for Electoral Area 'B'.

An agreement with the Gabriola Island Recycling Organization to fund capital work to improve their facilities would include specific requirements to meet the criteria under the Gas Tax Funding Agreement. This includes reporting obligations and repayment of the funds if the criteria are not met or the capital work paid for by the RDN transfer is not kept in place for 10 years.

STRATEGIC PLAN IMPLICATIONS:

Expansion of recycling options in the RDN is directly aligned with the 2013-2015 Strategic Plan under the following item:

Solid Waste Action Areas:

- Explore opportunities for satellite recycling stations or one-stop eco-depots that handle the full range of products regulated by provincial stewardship programs.

SUMMARY/CONCLUSIONS:

At the May 28, 2013 Board Meeting, the RDN Board passed motions to approve a group of projects to be forwarded to UBCM for approvals and completion under the Regionally Significant Projects funding pool of the Gas Tax Revenue Transfer Program.


One of the projects included in this funding group was for the establishment of an improved recycling drop-off centre on Gabriola Island to enhance service and provide expanded recycling options to Electoral Area 'B' residents. Staff have determined that the most effective way to provide the additional service is to enter into an agreement with the Gabriola Island Recycling Organization to support expansion of their facilities and to transfer funding of \$75,000 to GIRO for a capital project to improve their facilities. Work is underway with UBCM to obtain the Management Committee's approvals for the Regionally Significant Program projects. UBCM has requested that the RDN Board provide a motion to support entering into this agreement with GIRO.

RECOMMENDATIONS:

1. That staff be directed to complete an agreement with the Gabriola Island Recycling Organization to transfer \$75,000 in Regionally Significant Project funding under the Gas Tax Transfer Program to fund capital work to improve recycling facilities for Electoral Area 'B' residents.



Report Writer



A / CAO Concurrence



FIRE CHIEFS' ASSOCIATION OF BC
 871 Oakview Street
 Coquitlam, BC V3J 4T6
 Phone: 604-492-3080
 Email: admin@fcabc.ca

July 29, 2013

Joe Stanhope
 Board Chair / Director Electoral Area G
 Regional District of Nanaimo
 230 Hobbs Road
 Qualicum Beach, BC V9K 2B2

RDN CAO'S OFFICE			
CAO	<input checked="" type="checkbox"/>	GM R&P	
GMS&CD		GM T&SW	
GM R&CU		DF	<input checked="" type="checkbox"/>
AUG 29 2013			
DCS		BOARD	<input checked="" type="checkbox"/>
CHAIR	<input checked="" type="checkbox"/>	Info.	

Dear Chair Stanhope:

On behalf of the FCABC Executive Board and membership, I wish to extend my sincere appreciation for the contribution Fire Chief Nick Acciavatti has made to the Fire Chiefs' Association of BC. His work as Zone 1 Deputy Director of the Association has bettered the fire service in BC and we are delighted to have him continue in this role.

We thank Chief Acciavatti for his contributions to the success of the Association. His valuable time is appreciated.

Sincerely,

Fire Chief Timothy Pley, CFO
 President

cc: Fire Chief Nick Acciavatti