

REGIONAL DISTRICT OF NANAIMO

**REGULAR BOARD MEETING
TUESDAY, JANUARY 28, 2014
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

- 1. CALL TO ORDER**
- 2. DELEGATIONS**
 - 12-14 **Michael D. Mehta, Thompson Rivers University**, re Options for a District-wide bylaw dealing with smoky fireplaces and woodstoves.
 - 15-21 **Peter Law, Mid-Vancouver Island Habitat Enhancement Society**, re Habitat Status Report for the Englishman River.
 - 22 **Jan Hastings, Nanaimo Recycling Exchange**, re Funding request for new recycling centre.
- 3. BOARD MINUTES**
 - 23-25 Minutes of the Special Board meeting held Tuesday, December 3, 2013 (All Directors – One Vote).
 - 26-31 Minutes of the Inaugural Board meeting held Tuesday, December 10, 2013 (All Directors – One Vote).
 - 32-35 Minutes of the Special Board meeting held Tuesday, January 14, 2014 (All Directors – One Vote).
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**
 - (All Directors – One Vote)
 - 36 **Erik Andersen**, re Proposed garbage incinerator for Duke Point.
 - 37-39 **Scott Stoness, Kinder Morgan Canada**, re Trans Mountain Expansion – Application to Participate Notification.
 - 40-63 **MNP**, re Regional District of Nanaimo Audit Service Plan.

64-68 **Jef Keighley, BC Ferry Coalition**, re BC Coastal-Mainland Alliance.

69-70 **Selina Robinson, MLA**, re Introduction of Local Elections Campaign Financing Act during the Spring 2014 legislative session.

6. UNFINISHED BUSINESS

BYLAW ADOPTION

Bylaws No. 889.66 and 1124.11 – Inclusion of 962 Surfside Drive into Sewer Service Areas, Electoral Area ‘G’.

(All Directors – One Vote)

71-72 *That “Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.66, 2013”, be adopted.*

73-74 *That “Surfside Sewer Local Service Boundary Amendment Bylaw No. 1124.11, 2013”, be adopted.*

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

7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE

75-79 Minutes of the Electoral Area Planning Committee meeting held Tuesday, January 14, 2014 (for information) (All Directors – One Vote).

COMMUNICATIONS/CORRESPONDENCE

Wendy and Stephen Jessen, re Zoning Amendment Application No. PL2013-089 – Bylaw No. 500.390, 2013 – Obradovic – 3389 Jingle Pot Road, Electoral Area ‘C’ (All Directors – One Vote).

That the correspondence received from Wendy and Stephen Jessen, regarding Zoning Amendment Application No. PL2013-089 – Bylaw No. 500.390, 2013 – Obradovic – 3389 Jingle Pot Road, Electoral Area ‘C’, be received.

Dennis Shaw, re Zoning Amendment Application No. PL2013-089 – Bylaw No. 500.390, 2013 – Obradovic – 3389 Jingle Pot Road, Electoral Area ‘C’ (All Directors – One Vote).

That the correspondence received from Dennis Shaw, regarding Zoning Amendment Application No. PL2013-089 – Bylaw No. 500.390, 2013 – Obradovic – 3389 Jingle Pot Road, Electoral Area ‘C’, be received.

ZONING AMENDMENT APPLICATIONS

Zoning Amendment Application No. PL2013-089 – Bylaw No. 500.390, 2013 – Obradovic – 3389 Jingle Pot Road, Electoral Area 'C' (Electoral Area Directors, except EA 'B' – One Vote).

That the summary of the Public Information Meeting held on November 20, 2013, be received.

That the conditions set out in Attachment No. 2 of the staff report be completed prior to Bylaw No. 500.390 being considered for adoption.

80-81

That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.390, 2013", be introduced and read two times.

That the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.390, 2013", be chaired by Director Young or her alternate.

Zoning Amendment Application No. PL2013-054 – Bylaw No. 500.391, 2014 – Oswald – 3030 Yellow Point Road, Electoral Area 'A' (Electoral Area Directors, except EA 'B' – One Vote).

That the Summary of the Public Information Meeting held on December 11, 2013, be received.

That the conditions set out in Attachment 4 of the staff report be completed prior to Bylaw No. 500.391, 2014 being considered for adoption.

82-84

That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.391, 2014", be introduced and read two times.

That the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.391, 2014", be chaired by Director McPherson or his alternate.

Zoning Amendment Application No. PL2013-114 – Bylaw No. 1285.20, 2014 – Fern Road Consulting – Springhill Road, Electoral Area 'F' (Electoral Area Directors, except EA 'B' – One Vote).

That the summary of the Public Information Meeting held on Thursday, December 19, 2013, be received.

That the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 1285.20 being considered for adoption.

85-87 *That "Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.20, 2014", be introduced and read two times.*

That the Public Hearing on "Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.20, 2014", be chaired by Director Fell or his alternate.

OTHER

Secondary Suites Community Engagement Summary and Program Proposal – Bylaws No. 500.389, 2014, and 1285.19, 2014 (Electoral Area Directors, except EA 'B' – One Vote).

Note: please see Administrator's Report: Revisions to Bylaw 1285.19- Secondary Suites

That the online questionnaire results attached as Appendix F and the public consultation summary attached as Appendix G be received.

88-90 *That 1st and 2nd reading be given to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.389, 2014".*

91-93 *That 1st and 2nd reading be given to "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.19, 2014".*

That staff proceed with further community engagement as identified in the staff report.

That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.389, 2014" proceed to Public Hearing.

That the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.389, 2014" be delegated to Director Stanhope or his alternate.

That "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.19, 2014" proceed to Public Hearing.

That the Public Hearing on "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.19, 2014" be delegated to Director Fell or his alternate.

That staff be directed to review the existing building permit, development cost charges, and utility fee structure and prepare a report on options for providing incentives for secondary suites.

That the proposed Secondary Suite Policy be referred back to staff for discussions with the Electoral Area Directors prior to the January 28, 2014 Board meeting.

Proposed Yellow Point Aquifer Protection Development Permit Area Update and Proposed Bylaw Amendments – Bylaw No. 1620.02, 2013 – Electoral Area 'A' (All Directors – One Vote).

94-102

That "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.02, 2013" be given 1st and 2nd reading.

That "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.02, 2013" has been considered in conjunction with the Regional District of Nanaimo's Financial Plan and Liquid and Solid Waste Management Plans.

That staff proceed with the recommended public consultation actions identified in this report.

That "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.02, 2013" proceed to Public Hearing.

That the Public Hearing on "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.02, 2013" be delegated to Director McPherson or his alternate.

7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE

103-109

Minutes of the Committee of the Whole meeting held Tuesday, January 14, 2014 (for information) (All Directors – One Vote).

COMMUNICATION/CORRESPONDENCE

(All Directors – One Vote)

Bruce Jolliffe, Chair, Vancouver Island Regional Library Board of Trustees, re Community Library Branch – Cedar Rural Village Centre.

That the correspondence received from Bruce Jolliffe, Chair, Vancouver Island Regional Library Board of Trustees, regarding Community Library Branch – Cedar Rural Village Centre, be received.

Coralee Oakes, Minister of Community, Sport, and Cultural Development, re Local Government Elections Reform Stakeholder Consultation.

That the correspondence received from Coralee Oakes, Minister of Community, Sport, and Cultural Development, regarding Local Government Elections Reform Stakeholder Consultation, be received.

Heather Sarchuk, North Cedar Improvement District, re Cost Sharing for Constructing a 400,000 Imperial Gallon Reservoir.

That the correspondence received from Heather Sarchuk, North Cedar Improvement District, regarding cost sharing for constructing a 400,000 imperial gallon reservoir, be received.

Amanda Weeks, City of Parksville, re 2014 Council Appointment to the District 69 Recreation Commission.

That the correspondence from Amanda Weeks, City of Parksville, regarding the 2014 Council appointment to the District 69 Recreation Commission, be received.

Amanda Weeks, City of Parksville, re 2014 Council Voting Representative – Arrowsmith Water Service Management Board.

That the correspondence from Amanda Weeks, City of Parksville, regarding the 2014 Council voting representative to the Arrowsmith Water Service Management Board, be received.

Amanda Weeks, City of Parksville, re 2014 Council Voting Representative – Englishman River Water Service Management Board.

That the correspondence received from Amanda Weeks, City of Parksville, regarding the 2014 Council voting representative to the Englishman River Water Service Management Board, be received.

CHIEF ADMINISTRATIVE OFFICER

2014 Service Area Work Plan Projects (All Directors – One Vote).

That the Board receive the list of service area work plan projects for 2014 for information.

CORPORATE SERVICES

ADMINISTRATIVE SERVICES

Bylaw No. 1694, 2014 – A Bylaw to Secure Long Term Debt for the City of Nanaimo Water Treatment Plant

(All Directors – Weighted Vote).

That the Board consent to the borrowing of \$9.2 million dollars from the Municipal Finance Authority of British Columbia over a 20 year term for the purpose of funding the City of Nanaimo's Water Treatment Plant construction project.

(All Directors – Weighted Vote / 2/3)

110-113 *That "Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1694, 2014" be introduced and read three times.*

That "Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1694, 2014" be adopted.

FINANCIAL SERVICES

Bylaw No. 1693, 2014 – A Bylaw to authorize preparation of 2014 Parcel Tax Rolls.

(All Directors – Weighted Vote / 2/3)

114-116 *That the "2014 Parcel Tax Assessment Roll Bylaw No. 1693, 2014", be introduced and read three times.*

That the "2014 Parcel Tax Assessment Roll Bylaw No. 1693, 2014" be adopted.

(All Directors – One Vote)

That the Board appoint the Chairperson, the Manager, Administrative Services and the Director of Finance to preside as the 2014 parcel tax review panel.

Bylaw No. 1467.01, 2014 – A Bylaw to amend the requisition limit for the Electoral Area 'A' Recreation and Culture Service (All Directors – One Vote / 2/3).

117 *That "Electoral Area 'A' Recreation and Culture Service Amendment Bylaw No. 1467.01, 2014" be introduced and read three times.*

That "Electoral Area 'A' Recreation and Culture Service Amendment Bylaw No. 1467.01, 2014" be adopted.

Bylaw No. 798.08, 2014 – A Bylaw to amend the requisition limit for the Electoral Area 'A' Community Parks Service (All Directors – One Vote / 2/3).

118

That "Electoral Area 'A' Community Parks Local Service Amendment Bylaw No. 798.08, 2014" be introduced and read three times.

That "Electoral Area 'A' Community Parks Local Service Amendment Bylaw No. 798.08, 2014" be adopted.

Report on Actuarial Services for Unfunded Liabilities (All Directors – Weighted Vote).

That the Board direct staff to enter into a three year agreement with Mercer to provide actuarial services for unfunded liabilities related to employee benefits.

Feasibility Study Reserve Accounts Update (All Directors – One Vote).

That the report on the status of Feasibility Study Reserve Accounts be received.

2014 Proposed Budget External Requests for Funding (All Directors – One Vote).

That the 2014 proposed budget external requests for funding be referred to a special meeting.

RECREATION AND PARKS SERVICES

PARKS SERVICES

Development Funding for the E&N Regional Rail Trail (All Directors – One Vote).

That the development funding request for the E&N Regional Rail Trail be referred to a special meeting with the other external requests for funding.

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

Regional Growth Strategy Targets and Indicators Project (All Directors – Weighted Vote).

That staff proceed with the Targets and Indicators Project as outlined in the attached Terms of Reference.

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER SERVICES

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

- 1. That the Board receives the Liquid Waste Management Plan Amendment, Consultation Summary Report and First Nations Engagement Progress Report for information.*
- 2. That the Board directs staff to make appropriate revisions to the Liquid Waste Management Plan Amendment document, related to comments in the Ministry of Environment letter of January 9, 2014.*
- 3. That the Board supports the Liquid Waste Management Plan Amendment and recommendation to provide secondary treatment at Greater Nanaimo Pollution Control Centre by 2018 and secondary treatment at Nanoose Bay Pollution Control Centre by 2023.*
- 4. That the Board directs staff to submit the Liquid Waste Management Plan Amendment to the Minister of Environment for approval.*

COMMISSIONS, ADVISORY & SELECT COMMITTEES

Regional Parks and Trails Select Committee

Minutes of the Regional Parks and Trails Select Committee meeting held Tuesday, December 3, 2013 (All Directors – One Vote).

That the minutes of the Regional Parks and Trails Select Committee meeting held Tuesday, December 3, 2013, be received.

Benson Creek Falls Management Plan 2014 – 2024 (All Directors – One Vote).

That the 2014 – 2024 Benson Creek Falls Management Plan be approved.

RDN Parks and Trails Guidelines (All Directors – One Vote).

That the Parks and Trails Guidelines Report be approved and adopted as a guide for parks and trail development and operations.

NEW BUSINESS

2014 Tax Requisition for Electoral Area 'A' Recreation and Culture Service (All Directors – One Vote).

- 1. That staff be directed to increase the 2014 tax requisition for the Electoral Area 'A' Recreation and Culture Service by \$20,000 to a total of \$172,785 and to update the proposed 2014 - 2018 Regional District of Nanaimo Financial Plan to reflect this increase.*
- 2. That staff be directed to increase the 2014 tax requisition for the Electoral 'A' Community Parks Service by \$20,000 to a total of \$145,650 and to update the proposed 2014 - 2018 Regional District of Nanaimo Financial Plan to reflect this increase.*

Restructure Study for Electoral Area 'A' (All Directors – One Vote).

- 1. That the Chair inform the Minister of Community, Sport & Cultural Development that the Regional District of Nanaimo Board supports the Ministry's consideration of funding a restructure study for Electoral Area 'A' as a priority.*
- 2. That the Director for Electoral Area 'A' provide additional information to the Minister of Community, Sport & Cultural Development as requested in her October 21, 2013 letter.*

8. ADMINISTRATOR'S REPORTS

- 119-243 **Community Parks and Trails Strategy – Electoral Areas E, F, G, and H (Electoral Areas E, F, G, and H – Weighted Vote).**
- 244-255 **Town of Qualicum Beach Official Community Plan Regional Context Statement (All Directors – One Vote).**
- 256-260 **Revisions to Bylaw 1285.19- Secondary Suites (Electoral Area Directors, Except EA 'B' – One Vote).**
- 261-278 **Amendment Bylaws No. 500.387, 2013 & 1285.18, 2013 – Zoning Amendment to Address Marihuana for Medical Purposes Regulations (MMPR) – Electoral Areas 'A', 'C', 'E', 'F', 'G', and 'H' (Electoral Areas, except EA 'B' – One Vote).**
- 279-294 **Development Permit with Variance Application No. PL2013-127 – Magnolia Enterprises Ltd. – 6996 Island Highway West, Electoral Area 'H' (Electoral Areas, except EA 'B' – One Vote).**

Delegations wishing to speak to Development Permit with Variance Application No. PL2013-127.

- 295-307 **3650 Allsop Road, Electoral Area 'C' – Building and Zoning Bylaw Contraventions**
(All Directors – One Vote).
- 308-312 **Solid Waste Management – Flow Control** (All Directors – One Vote).
- 313-315 **Board Member Appointments to Standing, Select and Advisory Committees –
Chair Report** (All Directors – One Vote).

9. ADDENDUM

10. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

11. NEW BUSINESS

13. IN CAMERA

That pursuant to Section 90 (1) (a), (c) and (e) of the Community Charter the Board proceed to an In Camera meeting for discussions related to committee appointments, labour relations and land acquisition.

14. ADJOURNMENT

Re: Options for a District-wide bylaw dealing with smoky fireplaces and woodstoves.

From: Michael Mehta

Sent: Monday, December 09, 2013 11:31 AM

To: jstanhope@shaw.ca

Cc: corpsrv@rdn.bc.ca; info@bc.lung.ca

Subject: Request to present to RDN Board in January 2014 on smoke issues

Dear Mr. Stanhope: See attached letter with a formal request to present to the Board of Director of the RDN on smoky wood stoves/fireplaces.

Regards,

Michael Mehta

Michael D. Mehta, Ph.D.

Blog: michaelmehta.blogspot.ca

Listen to Michael's podcasts from CKGI FM 98.7 at <http://www.ckgi.ca/category/programs-on-ckgi/arrhythmia/>

Joe Stanhope
Board Chair
Regional District of Nanaimo
Via email: jstanhope@shaw.ca

December 9, 2013

Dear Mr. Stanhope:

I would like to make a presentation in January 2014 to the Board with details and policy options for developing and implementing a district-wide bylaw dealing with smoky fireplaces and woodstoves.

In February of 2008 the Supreme Court of Ontario made a landmark ruling that found a couple living in Hamilton Ontario had been severely affected by smoke from a neighbour's poorly operated wood stove. The judge awarded \$270,000 in general and punitive damages and legal costs to Brenda and David Deumo, and concluded that they had suffered harm since their neighbour "permitted repeated improper burning that caused excessive smoke to invade the plaintiff's yard and home". The judge also concluded that the "harm was severe enough to deprive the neighbours of the ability to stay outdoors in their yards or to go to the house and leave the windows open. It even caused them some disturbance when the windows were closed". This ruling is likely the first of its kind in Canada, and it is starting to have ripple effects that may generate liability for others including regional districts here in British Columbia.

Across North America many individuals and organizations such as the Lung Association of British Columbia are campaigning against poor burning practices and even against open (outdoor) burning in general. Many people in the Regional District of Nanaimo burn wood, pellets, and other materials to heat their homes, and have done so for a long time. While it is clear that burning biomass to supplement home heating is a useful tool for keeping utility bills under control, it's also true that a host of bad practices and poor maintenance habits contribute dramatically to local air pollution in the region.

Many individuals - sensitive or not - develop an acute cough when exposed to persistent, lingering smoke. A large body of evidence supports the assertion that exposure to smoke from wood burning is positively linked with decreased pulmonary function in children and with increased chronic lung disease in the general population. Wood smoke contains dozens of toxic chemicals and gases including carbon monoxide,

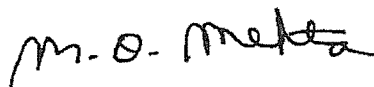
nitrogen oxides, sulfur oxides, aldehydes, polycyclic aromatic hydrocarbons, and fine particulate matter. At a bare minimum, exposure to these compounds causes eye, nose, and throat irritation, headaches, nausea and dizziness. Wood smoke is merciless to those who suffer from asthma, and has been identified as an agent that can increase the risk of developing pneumonia among seniors in Canada.

A landmark study of six cities by Harvard University researchers on the health effects from exposure to soot and fine particulate matter concluded that a reduction in exposure had dramatic impacts on mortality rates, and that “when cities make those reductions, the results save lives.” Bad burning practices contribute significantly to poor air quality, and it has even been suggested that exposure to wood smoke may cause lung cancer by a similar mechanism as that activated by tobacco smoke.

In 2008, the Montreal Public Health Department estimated that a poorly operated wood stove contributes the same amount of air pollution in nine hours as driving an automobile for an entire year. We need to recognize that we share an atmospheric commons, and that the right to breathe clean air is non-negotiable. To help achieve this goal, there are many ways to improve burning practices.

During this presentation I will outline these arguments in more detail and provide suggestions for bylaw wording and enforcement.

Sincerely,



Michael D. Mehta, Ph.D.
Professor (on leave)
733 Berry Point Road
Gabriola Island, BC V0R 1X1
Email: michaeldmehta@hotmail.com
Tel: (250) 325-9032

CC: RDN Corporate Services corpsrv@rdn.bc.ca; BC Lung Association info@bc.lung.ca; Howard Houle via mail

Re: Habitat Status Report for the Englishman River

Please register Mid Vancouver Island Habitat Enhancement Society (MVIHES) as a delegation to the Board meeting on January 28, 2014. We will be informing the Directors about our recent Habitat Status Report for the Englishman River - the basis for our program of education, restoration and monitoring called Watershed Health and You. Peter Law will speak. Thank you,

Faye Smith
Project Coordinator
MVIHES
250 752 9297

Englishman River Habitat Status Report:

A Backgrounder on the Health of the Watershed in 2013

Preface

The purpose of this backgrounder is to provide an overview of the ecological health of the Englishman River watershed, by highlighting results of a report recently completed by a local fisheries biologist:

Englishman River Habitat Status Report.

For the Mid Vancouver Island Habitat Enhancement Society

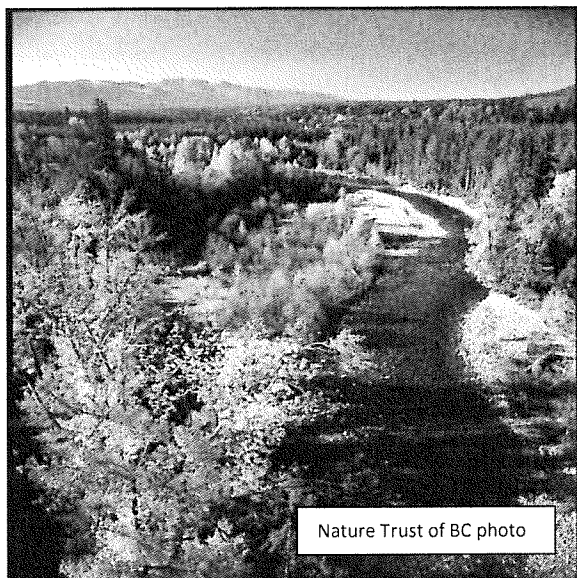
The Report is based on a review of published reports compiled over the past 25 years, focusing on the river's aquatic ecosystems. These include:

- 40 reports assessing fish and fish habitat in the river and tributaries
- 3 reports assessing the health of the estuary
- 3 reports focused on the surface water flows and groundwater aquifers of the Englishman R. basin.

Six experts were also interviewed for their opinions on the future of the river.

A desired outcome is that readers will be more aware of the challenges this watershed faces in the future and how to take action NOW to ensure its long term health.

Download the report at: <http://www.mvihes.bc.ca/>



Englishman River Watershed

Context

The status of salmon habitat in the Englishman River watershed is a product of the area's long history (100+ years) with the logging industry. Over 88 percent of the watershed is owned by two private timber companies, who actively manage these productive forest lands for softwood lumber production. Today, the forests are dominated by healthy second growth stands, however the river has been slow to respond to the changes harvesting brought to the basin's hydrology.

The estuary has also had a long history of human development impacts, beginning with diking, to allow farm development in the 1870's. This was followed by dredging for log storage in the 1950's and more recently, resort development.

Urban development pressures within the watershed have increased in recent years, with small tributary streams under increasing threat of poor land development practices.

Planning for future land development in the Englishman River watershed is a complex challenge and balance between public demand for housing, economic realities of the region (including jobs) and established social and cultural traditions of the affected communities. To ensure the planning process and stakeholders are well informed, a solid understanding of the basin's aquatic resources and riparian values is essential.

The Englishman watershed supports anadromous (sea-run) and resident fish species/stocks, which in aggregate contribute to significant First Nations, commercial and sport fisheries. The river serves as a source of drinking water for residents of the City of Parksville and Nanoose Bay. The watershed also provides critical habitats for many important wildlife species. For all of these reasons, local residents have expressed a strong desire to preserve and protect the watershed's natural capital for future generations.

The main objective of the report is to provide a baseline overview of the aquatic habitat attributes of the Englishman River. The report will allow stakeholders to understand current watershed conditions, so we can monitor changes into the future. This review of over 25

Englishman River Habitat Status Report:

A Backgrounder on the Health of the Watershed in 2013

years of field work, provides valuable guidance to land and water use planners concerning critical features, habitats and related resources for the Englishman River basin.

The Report is Structured in Three Parts

The report is structured to meet the information needs of different audiences, from senior land and resource managers to elected officials and concerned residents who must understand the issues and commit to change if the river is to remain the heartbeat of the Oceanside area.

Part 1 Habitat Summaries:

➡ Written for all stakeholders, this is a compilation of the biophysical condition of the reaches of the Englishman River and its tributaries (w/references).

Part 2 Habitat Pressures:

➡ Written for area residents and land planners, provides a review of the dominant forces that have shaped the river's biophysical conditions, and the role land development plays.

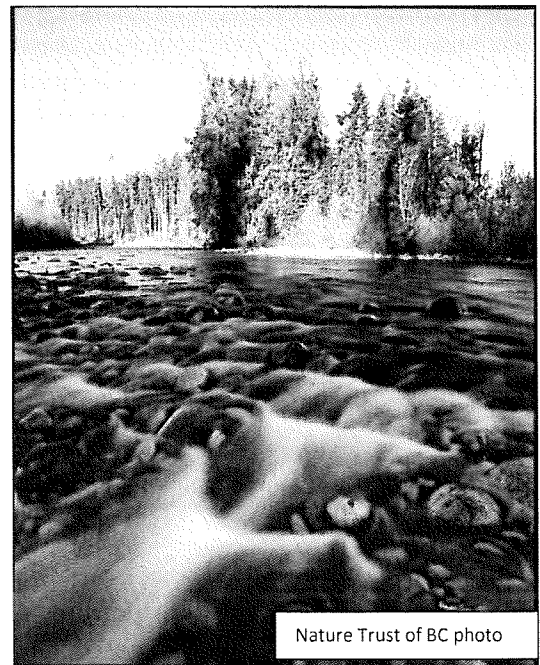
Part 3 Restoration and Monitoring Programs

➡ Written for all stakeholders, this section discusses the importance of collaborating on habitat restoration and monitoring projects.

Key Findings:

- All five species of Pacific Salmon are found in the Englishman River watershed. The adult spawner salmon populations in the river are generally far stronger than they were 20 years ago (Chinook 20X, Chum 4X, Coho 5X, Pink 10X). The only exception is Steelhead which has not shown a similar response.
- Sidechannels are an effective tool in habitat restoration for many species of fish. The Clay Young side-channel, in the ER Regional Park, contributes a huge proportion of the Coho smolts and other species to the river.

- Sidechannel installations are not always reliable unless properly engineered. Two earlier sidechannel sites on the Englishman River were lost or decommissioned due to flooding or lack of consistent water supplies
- For 35 years The Nature Trust of BC has been working to conserve the lower reaches of the Englishman River, relying on partnerships and a number of conservation tools to secure key estuarine habitats and riparian woodlands. Fee simple acquisitions, donations of land, conservation covenants and tax benefits have resulted in more than 300 ha of conserved land which includes the ER Regional Park and many other areas that benefit the health of the river. In the Englishman River Watershed the MOE Wildlife Management Area protects the river's estuary and riparian areas up to the falls as well as the riparian corridor of Morison Creek.



Englishman River: Competing Demands for Water

- In 2001, the Englishman River was recognized as the most endangered river in BC. A report: [Englishman River Watershed Recovery Plan](#)

Englishman River Habitat Status Report:

A Backgrounder on the Health of the Watershed in 2013

provided the foundation for documenting the watershed condition, including fish and habitat in 2002. Further studies have provided the basis for restoration of the Englishman River since then. The main river restoration projects were undertaken by the BC Conservation Foundation (BCCF) in subsequent years; 2003, 2004, 2005, 2006.

- The historic logging impacts on the river's morphology are such that even with sediment sources from streambanks accounted for, there is significant stockpiled sediment in the channel still available for transport and deposition in the lower river
- Low flows in the summer months were a significant concern for rearing salmon and trout populations. While this is still a concern today, the situation has been improved considerably with water releases from Arrowsmith Lake.
- There is a need to monitor and review all the in-stream restoration sites, to assess performance and effectiveness. This will provide further direction on the best approaches to use in the future.

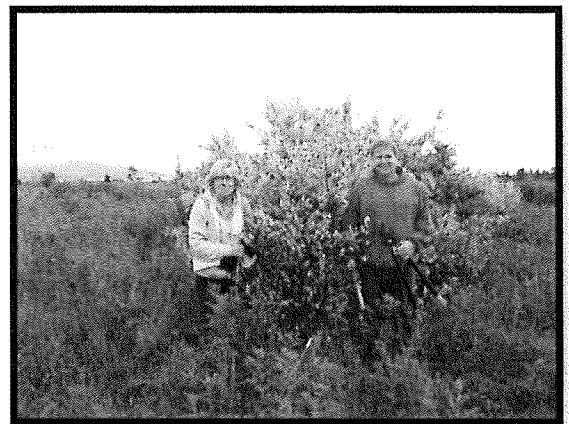


Partners in Monitoring Watershed Health

- Volunteer Stewards have contributed significantly to the restoration of this watershed. Almost all restoration work done in Shelly Creek, Morison Creek, Swayne Creek and Centre Creek was done by Streamkeepers.

They have contributed significant projects in the mainstem and estuary as well.

- The estuary is a series of interlocking ecosystems with high value components, each supporting the other. There are upland treed areas, shrub margins, river banks, intertidal sedge/grass benches and sub tidal eelgrass. Studies in 2009 found a decline in the native plant community due to the spread of invasive plant species, anthropogenic shoreline alteration and invasive waterfowl grazing.



Clearing Invasive Broom in the Estuary

- The stormwater from the streets of Parksville discharge into the estuary with many water samples failing the B.C. Standards for Drinking Water and Aquatic Life for coliform, metals and PAHs.

Salmon Habitat Indicators.

The following physical conditions were identified as having a negative impact on the health of local salmon populations:

1. **Loss of bank stability;** leading to reduced water quality and reduction in potential Large Woody Debris.
2. **Reduction of in-stream channel complexity;** caused from the past logging and disturbance of riparian vegetation, cross stream yarding and dredge mining, all of which are responsible for

Englishman River Habitat Status Report:

A Backgrounder on the Health of the Watershed in 2013

bank erosion, channel aggradation, and channel instability.

3. **Increased sedimentation;** leading to a reduction of spawning success and reduction in wetted areas during low flow periods.

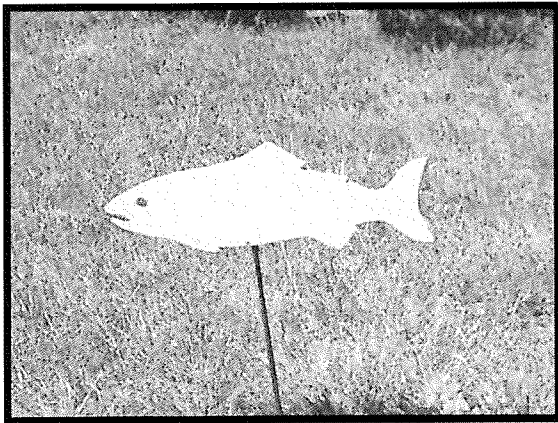
The question is *“how do we as a community ensure the watershed’s future health?”*

We think the answer is twofold:

- i. Site specific restoration projects to improve habitat function.
- ii. Monitoring for watershed health

Potential Restoration Projects:

The lower reaches of the Englishman River are the highest value reaches of the river for fish habitat, but the headwaters may still be in control of the fate of fish living in the mainstem. Restoration work must remain in balance between upper and lower reaches. The list of past habitat restoration projects reflects a balanced approach among upper watershed and lower watershed restoration.



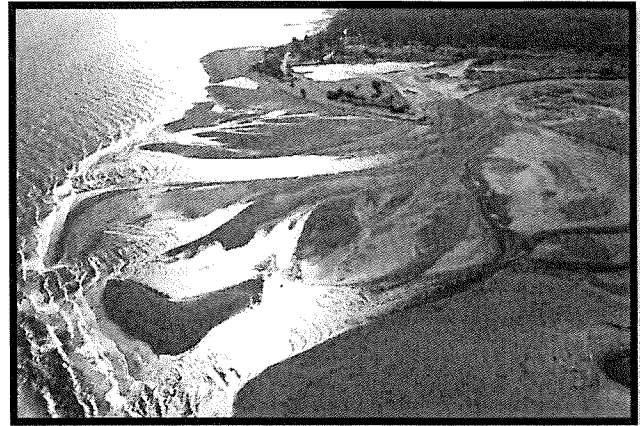
A Salmon Friendly Lawn marker

Estuary:

The report identifies threats to water quality from storm water inputs and invasive species (including wildlife) that have overtaken many native plant communities and threaten others. The habitat quality of the estuarine areas has declined as a result of the vegetation and human developments.

Recommendations include invasive plant removal,

invasive species management, storm water quality improvements and more monitoring



Englishman River Estuary

Englishman River (main stem):

The construction of off-channel habitat along the main stem, to provide rearing and spawning refuge from the fluctuating flows, has been successful. There may be more opportunities to install more off-channel sites or improve the existing sites (habitat complexity/spawning gravel/water supplies). There are erosion and deposition areas along the main stem that should be addressed such as the “clay banks”, just below the South Englishman River confluence and the aggraded bars above and below the old Highway crossing. There are other small but locally significant habitat/bank stability issues that occur when conifers are failing on the adjacent banks (i.e. Martindale Road Scout Canada/Parry’s Campground).



Englishman River Regional Park

Englishman River Habitat Status Report:

A Backgrounder on the Health of the Watershed in 2013

Headwater Reaches:

Bank stability work has been addressed on Island Timberlands property in the upper watershed, based on their "Watershed Assessment", completed a few years ago. The monitoring of erosion/sediment sources from logging operations must remain a top priority. The forest companies have agreed to be proactive on this issue in the past.



Forest Lands of the Englishman Watershed

It is important to recognize Island Timberlands and Timberwest for their active "partnership" role in the many conservation projects along the lower reaches of the river. Company staff attends the Englishman River Steering Committee meetings and share knowledge and resources, which is very appreciated.

Englishman River Tributaries:

Shelly Creek

There has been no documented restoration on this creek. Recent field assessments indicate Shelly Creek is important "off channel" salmon habitat, that should be protected. There are barrier culverts on the creek at almost every road crossing that, if repaired, could offer further improvements to migration for both salmon and resident trout. Water quality is also an issue, from poor land development practices.



Shelly Creek: Monitoring of Coho Smolts at Fence

Morison Creek

This creek has potential projects with fish barrier removal, riparian protection and farm stewardship (fencing, planting, sediment removal, erosion protection).



Morison Creek: Restoration Project

Centre Creek

This long flat tributary lacks cover, pool depth and habitat complexity throughout its length. Restoration work has been underway since 2004 by the MVIHES and the Pacific Salmon Foundation Community Salmon Program.

Englishman River Habitat Status Report:

A Backgrounder on the Health of the Watershed in 2013



Centre Creek: Large Woody Debris Placement

Volunteers Needed for Watershed Monitoring!

There is a need for local folks to step-up and volunteer some time to assist in the important task of monitoring. MVIHES will be offering training to those interested beginning in the winter/spring of 2014. Training will be offered in the following subjects:

Water Quality Monitoring

- Measuring water flows in the summer.
- Collect water quality samples and benthic invertebrates.
- lake monitoring

Fish Monitoring

- Operate downstream traps to enumerate salmon smolts.
- Fry Salvage in pools on the river during summer flows.

Observe Record Report

- Take the Streamkeepers Course and learn more.

Photo Point Monitoring

- Take photos at key areas on the river and at special sites such as claybanks

Restoration Structures

- Participate in a systematic review of all fish habitat structures installed since 2002.

Invasive Species Monitoring

- Participate in mapping and plant removal

Public Awareness

- Assist in promoting community interest in the issues. Anyone interested should contact us at: info@mvihes.bc.ca

Conclusion:

The future of the Englishman River watershed is at a crossroads. The many reports and studies have provided a strong foundation in "restoring" the river's natural features and functions. Much of this work has only been successful through the collaboration and funding partnerships established between the agencies, local governments, stewardship groups and forest companies who make up the Englishman River Steering Committee.

Today's challenge will be to develop a framework of monitoring and restoration that will maintain the health of the watershed. The only way we can achieve this objective is to engage our local community in recognizing the importance of this valuable watershed, and how they can become involved in the river's stewardship.

We wish to acknowledge the financial support received from the following organizations for this project:



COASTAL
COMMUNITY

TOGETHER, LET'S DO
GREAT THINGS

Re: Funding request for new recycling centre

From: Jan Hastings [mailto:jan@recycling.bc.ca]

Sent: Friday, January 17, 2014 2:56 PM

Subject: Presentation to Board of Directors Jan 28/14

On behalf of the Nanaimo Recycling Exchange (NRE), and in the capacity of Executive Director, I hereby request an opportunity to present progress on our new and improved centre for recycling to the Chair and the Board. An overview of our site plan, including our operational plan and funding model, will be presented.

The NRE will be requesting financial support from the RDN to construct the facility.

Kind Regards,
Jan Hastings, Executive Director
Nanaimo Recycling Exchange

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE SPECIAL BOARD MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, DECEMBER 3, 2013 AT 7:30 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
Alternate	
Director L. Salter	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
Alternate	
Director F. Pattje	City of Nanaimo
Director T. Greves	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Alternate	
Director B. McKay	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach

Regrets:

Director J. Fell	Electoral Area F
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
T. Osborne	Gen. Mgr. Recreation & Parks
D. Trudeau	Gen. Mgr. Transportation & Solid Waste
G. Garbutt	Gen. Mgr. Strategic & Community Development
R. Alexander	Gen. Mgr. Regional & Community Services
Jeremy Holm	Mgr. Current Planning
J. Hill	Mgr. Administrative Services
C. Golding	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order and welcomed Alternate Directors B. McKay, F. Pattje and L. Salter to the meeting.

DELEGATIONS

Russell Tibbles, Bentall Kennedy, Re Zoning Amendment Applications No. PL2012-096 & PL2012-097 - Lakes District & Schooner Cove - Electoral Area 'E' - Phased Development Agreement Authorization Bylaw No. 1692.

Mr. Tibbles provided a visual presentation along with an overview of the comprehensive neighborhood plans detailing the Lakes District and Schooner Cove areas.

LATE DELEGATIONS

13-841 MOVED Director Young, SECONDED Director Anderson, that late delegations be permitted to address the Board.

CARRIED

Patricia Grand, Re Odours from International Composting Corporation.

Ms. Grand raised her concerns regarding odours, and the spray that is used to control odours at International Composting Corporation.

COMMUNICATIONS/CORRESPONDENCE

Chief David Bob, Nanoose First Nation, re Development at Fairwinds.

13-842 MOVED Director Holme, SECONDED Director Johnstone, that the correspondence received from Chief David Bob, Nanoose First Nation, regarding development at Fairwinds, be received.

CARRIED

Gerry Thompson, President, Fairwinds Community Association, re Fairwinds Development Approvals.

13-843 MOVED Director Holme, SECONDED Director Johnstone, that the correspondence received from Gerry Thompson, President, Fairwinds Community Association, regarding Fairwinds Development Approvals, be received.

CARRIED

ADMINISTRATOR'S REPORTS

Zoning Amendment Applications No. PL2012-096 & PL2012-097 - Lakes District & Schooner Cove - Electoral Area 'E' - Phased Development Agreement Authorization Bylaw No. 1692.

13-844 MOVED Director Holme, SECONDED Director Veenhof, that "Regional District of Nanaimo Phased Development Agreement (Lakes District and Schooner Cove) Authorization Bylaw No. 1692, 2013", be introduced and read two times.

CARRIED

13-845 MOVED Director Holme, SECONDED Director Veenhof, that the public hearing on "Regional District of Nanaimo Phased Development Agreement (Lakes District and Schooner Cove) Authorization Bylaw No. 1692, 2013", be scheduled concurrently with the public hearing for "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.384, 2013", "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.385, 2013", and "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.388, 2013", and that the public hearing be chaired by Director Holme or his alternate.

CARRIED

13-846 MOVED Director Holme, SECONDED Director Veenhof, that the public hearing be scheduled in 2014.

CARRIED

International Composting Corporation Organics Diversion Agreement.

13-847 MOVED Director Ruttan, SECONDED Director Anderson, that the Board approve the Term Sheet to address certain matters of performance with International Composting Corporation and amend the Organics Waste Processing Service Contract.

CARRIED

IN CAMERA

13-848 MOVED Director Holme, SECONDED Director Anderson, that pursuant to Section 90(1)(f) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to a law enforcement matter.

CARRIED

Time: 9:12 PM

ADJOURNMENT

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

CARRIED

TIME: 9:14 PM

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE INAUGURAL BOARD MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, DECEMBER 10, 2013 AT 7:03 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 J. de Jong	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director G. Anderson	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

Regrets:

Director B. Bestwick	City of Nanaimo
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Also in Attendance:

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

CALL TO ORDER

The Chief Administrative Officer called the meeting to order and confirmed receipt of notification from the City of Parksville, the Town of Qualicum Beach and District of Lantzville advising of their Council appointments to the Board for the year 2014.

ELECTION OF CHAIRPERSON

The Chief Administrative Officer called for nominations for the position of Chairperson for the year 2014.

Director Holme nominated Director Stanhope.

There being no further nominations, the Chief Administrative Officer declared Director Stanhope as Chairperson of the Board for 2014.

ELECTION OF DEPUTY CHAIRPERSON

The Chief Administrative Officer called for nominations for the position of Deputy Chairperson for the year 2014.

Director Stanhope nominated Director Brennan.

There being no further nominations, the Chief Administrative Officer declared Director Brennan as Deputy Chairperson of the Board for 2014.

DELEGATIONS

Sasha Angus, Nanaimo Economic Development Corporation, re NEDC 2013 Operations and Future Plans.

Sasha Angus provided a visual presentation to accompany his overview of the 2013 highlights and activities of the Nanaimo Economic Development Corporation, as well as the Corporation's plans and priorities for 2014.

Fay Weller, Island Futures Society, re Gabriola Community Bus.

Fay Weller provided a visual presentation and overview of the Gabriola community bus to accompany her request for funding for the purchase of a new bus, bus shelters, signage and filtering equipment for waste vegetable oil.

BOARD MINUTES

Minutes of the Regular Board meeting held Tuesday, November 26, 2013.

13-849 MOVED Director Holme, SECONDED Director McPherson, that the minutes of the Regular Board meeting held Tuesday, November 26, 2013, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Rosemary Bonanno, Vancouver Island Regional Library, re Appointment to the Vancouver Island Regional Library Board.

- 13-850 MOVED Director Holme, SECONDED Director Johnstone, that the correspondence from Rosemary Bonanno, Vancouver Island Regional Library, regarding appointment to the Vancouver Island Regional Library Board, be received.

CARRIED

STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES & RECOMMENDATIONS

COMMISSIONS

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

Minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, November 20, 2013.

- 13-851 MOVED Director McPherson, SECONDED Director Young, that the minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, November 20, 2013, be received for information.

CARRIED

BUSINESS ARISING FROM THE MINUTES

- 13-852 MOVED Director McPherson, SECONDED Director Young, that staff investigate the cost including signage and installation of security cameras at Cedar Skateboard Park.

CARRIED

Grants-In-Aid Approvals.

- 13-853 MOVED Director McPherson, SECONDED Director Young, that the Electoral Area 'A' Grant-In-Aid application for Cedar School & Community Enhancement Society, be approved for a total of \$1,227.00 to purchase lightweight tables.

CARRIED

- 13-854 MOVED Director McPherson, SECONDED Director Young, that the Electoral Area 'A' Grant-In-Aid application for Cedar School & Community Enhancement Society, be approved for a total of \$889.00 to purchase art supplies.

CARRIED

District 69 Recreation Commission.

Minutes of the District 69 Recreation Commission meeting held Thursday, November 28, 2013.

- 13-855 MOVED Director Veenhof, SECONDED Director Willie, that the minutes of the District 69 Recreation Commission meeting held Thursday, November 28, 2013, be received for information.

CARRIED

Ravensong Aquatic Centre 2013 Update on Expansion Costs Report.

13-856 MOVED Director Willie, SECONDED Director Greves, that the Ravensong Aquatic Centre 2013 Update on Expansion Costs staff report and Hughes Condon Marler Architects 2013 Cost Estimate Update, be received for information.

CARRIED

13-857 MOVED Director Willie, SECONDED Director Lefebvre, that the Five Year Financial Plan for the Ravensong Aquatic Centre be amended to include the potential expansion of the facility in 2018.

CARRIED

2015 National Women's U18 Ice Hockey Championship Hosting Request.

13-858 MOVED Director Lefebvre, SECONDED Director Willie, that the Regional District of Nanaimo support the bid to host the 2015 or 2016 National Women's U18 Hockey Championship with a \$5,000 grant, and if required, an additional grant of \$3,000 (\$8,000 total) on the condition that two tournament games be held at Oceanside Place and the Parksville / Qualicum Beach area be utilized as a main accommodation area for the staging of the tournament.

CARRIED

13-859 MOVED Director Lefebvre, SECONDED Director Holme, that in the event that not all six Vancouver Island Sport Tourism Council communities are able to participate in the bid, the Regional District of Nanaimo will commit up to an additional two games with the related financial support of \$2,500 and \$1,500 (\$4,000 total) per game.

CARRIED

13-860 MOVED Director Lefebvre, SECONDED Director Veenhof, that the \$2,500 per game funding to support the Regional District of Nanaimo's application for 2015 or 2016 National Women's U18 Hockey Championship be allocated to the 2015 or 2016 Oceanside Place operating budget and Northern Economic Development Program be approached to contribute if required \$1,500 per game to a maximum of \$6,000.

CARRIED

SCHEDULED ADVISORY AND SELECT COMMITTEES

Regional Solid Waste Advisory Committee.

Minutes of the Regional Solid Waste Advisory Committee meeting held Thursday, September 12, 2013.

13-861 MOVED Director Holme, SECONDED Director Kipp, that the minutes of the Regional Solid Waste Advisory Committee meeting held Thursday, September 12, 2013, be received for information.

CARRIED

Transit Select Committee.

Minutes of the Transit Select Committee meeting held Thursday, November 28, 2013.

13-862 MOVED Director Brennan, SECONDED Director Anderson, that the minutes of the Transit Select Committee meeting held Thursday, November 28, 2013, be received for information.

CARRIED

Snaw-Naw-As (Nanoose First Nation) Custom Transit Agreement.

- 13-863 MOVED Director Brennan, SECONDED Director Holme, that the Board approve the Community Transit Partnership Agreement between the Regional District of Nanaimo and the Nanoose First Nation.

CARRIED

Compressed Natural Gas Transit Facility Upgrade – Shop Mechanical Bays.

- 13-864 MOVED Director Brennan, SECONDED Director Johnstone, that the Board direct staff to enter into a contract with Clean Energy Fuels to upgrade the Regional District of Nanaimo Transit Shop maintenance facilities to make them Compressed Natural Gas compliant.

CARRIED

ADMINISTRATOR'S REPORTS

Recommendations for the 2013 Use of Community Works Program Funds.

- 13-865 MOVED Director Houle, SECONDED Director Kipp, that staff be directed to amend an agreement with the Island Futures Society to transfer \$27,000 of Community Works funding allocated to Electoral Area 'B' for their purchase of a bus, bus shelters, signage and filtering equipment for the waste vegetable oil to be used in the Gabriola Island Community Bus system.

CARRIED

2014 Board and Standing Committee Regular Meeting Schedule.

- 13-866 MOVED Director Brennan, SECONDED Director Holme, that the 2014 Board and Standing Committee regular meeting schedule be approved as presented.

CARRIED

2013 Departmental Activities and Accomplishments.

- 13-867 MOVED Director Brennan, SECONDED Director Young, that the Board receive the summary of activities and departmental accomplishments for the Regional District of Nanaimo for 2013.

CARRIED

BUSINESS ARISING FROM COMMUNICATIONS/CORRESPONDENCE

Appointments to the Vancouver Island Regional Library Board.

- 13-868 MOVED Director Brennan, SECONDED Director Veenhof, that Director Houle be appointed as the Regional District of Nanaimo representative to the Vancouver Island Regional Library Board.

CARRIED

- 13-869 MOVED Director Brennan, SECONDED Director Lefebvre, that Director Young be appointed as the Regional District of Nanaimo alternate representative to the Vancouver Island Regional Library Board.

CARRIED

NEW BUSINESS

BC Ferries – Islands Trust.

- 13-870 MOVED Director Houle, SECONDED Director Young, that staff be directed to prepare a letter for signature by the Chairperson in support of the Islands Trust Council motion regarding BC Ferries as outlined in the correspondence received by the Board.

CARRIED

IN CAMERA

- 13-871 MOVED Director Holme, SECONDED Director Brennan, that pursuant to Section 90(1)(e) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to acquisition of land and improvements.

CARRIED

TIME: 8:09 PM

ADJOURNMENT

- MOVED Director Holme, SECONDED Director Brennan, that this meeting terminate.

CARRIED

TIME: 8:16 PM

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE SPECIAL BOARD MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, JANUARY 14, 2014 AT 7:00 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director J. de Jong	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
Alternate	
Director B. McKay	City of Nanaimo
Alternate	
Director C. Burger	City of Parksville
Director D. Willie	Town of Qualicum Beach

Regrets:

Director D. Brennan	City of Nanaimo
Director M. Lefebvre	City of Parksville

Also in Attendance:

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

CALL TO ORDER

The Chairperson called the meeting to order and welcomed Alternate Director McKay and Alternate Director Burger to the meeting.

SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE RECOMMENDATIONS

SELECTION COMMITTEE

ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION

- 14-001 MOVED Director Holme, SECONDED Director McPherson, that Eike M. Jordan, Jim Fiddick, Angela Vincent, and Andrew D. Thornton be appointed to the Electoral Area 'A' Parks, Recreation and Culture Commission for terms ending December 31, 2015.

CARRIED

ELECTORAL AREA 'B' PARKS & OPEN SPACE ADVISORY COMMITTEE

- 14-002 MOVED Director Holme, SECONDED Director Houle, that Mark Woolley, Jacinthe B. Eastick, and Ivan Bulic be appointed to the Electoral Area 'B' Parks & Open Space Advisory Committee for terms ending December 31, 2015.

CARRIED

EAST WELLINGTON/PLEASANT VALLEY PARKS & OPEN SPACE ADVISORY COMMITTEE

- 14-003 MOVED Director Holme, SECONDED Director Young, that Bruce Erickson, Judith Wilson, and Rick Heikkila be appointed to the East Wellington/Pleasant Valley Parks & Open Space Advisory Committee for terms ending December 31, 2015.

CARRIED

ELECTORAL AREA 'E' / NANOOSE BAY PARKS & OPEN SPACE ADVISORY COMMITTEE

- 14-004 MOVED Director Holme, SECONDED Director Young, that Scott Rowswell and Walter Johann Kirschner be appointed to the Nanoose Bay Parks & Open Space Advisory Committee for terms ending December 31, 2015.

CARRIED

ELECTORAL AREA 'F' PARKS & OPEN SPACE ADVISORY COMMITTEE

- 14-005 MOVED Director Holme, SECONDED Director Fell, that Earl Billingsley, Alfred Jablonski, Barbara Smith, and Reg Nosworthy be appointed to the Electoral Area 'F' Parks & Open Space Advisory Committee for terms ending December 31, 2015.

CARRIED

ELECTORAL AREA 'G' PARKS & OPEN SPACE ADVISORY COMMITTEE

- 14-006 MOVED Director Holme, SECONDED Director Young, that Michael Foster and Roderick Horte be appointed to the Electoral Area 'G' Parks & Open Space Advisory Committee for terms ending December 31, 2015.

CARRIED

ELECTORAL AREA 'H' PARKS & OPEN SPACE ADVISORY COMMITTEE

- 14-007 MOVED Director Holme, SECONDED Director Veenhof, that Nancy Robertson, Dagmar Seydel, and Keith Nickerson be appointed to the Electoral Area 'H' Parks & Open Space Advisory Committee for terms ending December 31, 2015.

CARRIED

GRANTS-IN-AID COMMITTEE

- 14-008 MOVED Director Holme, SECONDED Director Young, that Michele Patterson, Bruce Erickson, Bob Rogers, and Gordon Wiebe be appointed to the Grants-in-Aid Advisory Committee for terms ending December 31, 2014.

CARRIED

AGRICULTURAL ADVISORY COMMITTEE

- 14-009 MOVED Director Holme, SECONDED Director Johnstone, that Keith Wilson, Mayta Ryn, Richard Thompson, and Catherine Watson be appointed to the Agricultural Advisory Committee for terms ending December 31, 2015.

CARRIED

BOARD OF VARIANCE

- 14-010 MOVED Director Holme, SECONDED Director McPherson, that Patricia Anne Grand be appointed to the Board of Variance for a term ending December 31, 2016.

CARRIED

DRINKING WATER AND WATERSHED PROTECTION TECHNICAL ADVISORY COMMITTEE

- 14-011 MOVED Director Holme, SECONDED Director McPherson, that Gilles Wendling and Peter Law be appointed to the Drinking Water and Watershed Protection Technical Advisory Committee for terms ending December 31, 2015.

CARRIED

NANAIMO AIRPORT PLANNING PROCESS ADVISORY COMMITTEE

- 14-012 MOVED Director Holme, SECONDED Director McPherson, that George Creek, Garry Laird, Kelly O'Dwyer, Ken Griffith, Patricia Anne Grand, Dave Witty, Kim Burden, Robert W. Willis, David S. Dunaway, and Jill Maibach be appointed to the Nanaimo Airport Planning Process Advisory Committee for terms ending December 31, 2014.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 7:04 PM

CHAIRPERSON

CORPORATE OFFICER

-----Original Message-----

From: Catherine Ann Andersen [mailto:ONElabrador@shaw.ca]

Sent: Sunday, January 12, 2014 3:57 PM

To: corpsrv

Cc: Derek Kilbourn; erik andersen

Subject: Proposed Garbage Incinerator for Duke Point

Dear Board Members;

Over the past week or so the "Gabriola Ratepayers Association" has received several private expressions of concern from Island property owners. It is fair to say a growing number of people are getting worried about the prospect of air shed and ground water pollution from such an enterprise. It is a certainty that property values will be adversely affected by the establishment of such a facility, as it has in other parts of the world where such a facility is operational.

My questions for the RDN.

1. Does the RDN have veto power over any proposal to establish a garbage incinerator within the boundaries of the District?
2. Has the RDN conducted a serious and extensive examination of facilities elsewhere in the world? If not why not?
3. Is it the intension of the RDN to sponsor and manage a series of public forums where the pros and cons might be examined independently of those with vested interests?
4. Is it necessary at this juncture for Gabriola Island property owners to seek an injunction halting further discussion/consideration of the proposal to establish a garbage incineration facility at Duke Point or anywhere else in the District?

Sincerely;

Erik Andersen

Trans Mountain Expansion Project

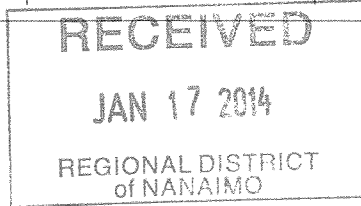
Email: info@transmountain.com | Phone: 1.866.514.6700 | Website: www.transmountain.com

January 15, 2014

All Interested Parties

Dear Sir/Madam:

**Re: NEB File: OF-FAC-OIL-T260-2013-03 02
dated 31 December 2013
Trans Mountain Pipeline ULC
Trans Mountain Expansion Project Application
Application to Participate Notification**



RDN CAO'S OFFICE			
CAO	<input checked="" type="checkbox"/>	GM R&P	
GMS&CD		GM T&SW	
GM R&CU		DF	
JAN 17 2014			
DCS		BOARD	<input checked="" type="checkbox"/>
CHAIR			

Trans Mountain Pipeline ULC has been directed by the National Energy Board (NEB) to issue the enclosed Application to Participate Notification for the proposed Trans Mountain Pipeline ULC application to the NEB for approval to construct and operate the Trans Mountain Expansion Project.

All correspondence in response to this Application to Participate Notification should be directed to the NEB as specified in the enclosed.

Yours truly,



Scott Stoness
Vice President, Finance & Regulatory Affairs

enclosure



Application to Participate in National Energy Board Public Hearing for Trans Mountain Pipeline ULC Trans Mountain Expansion Project

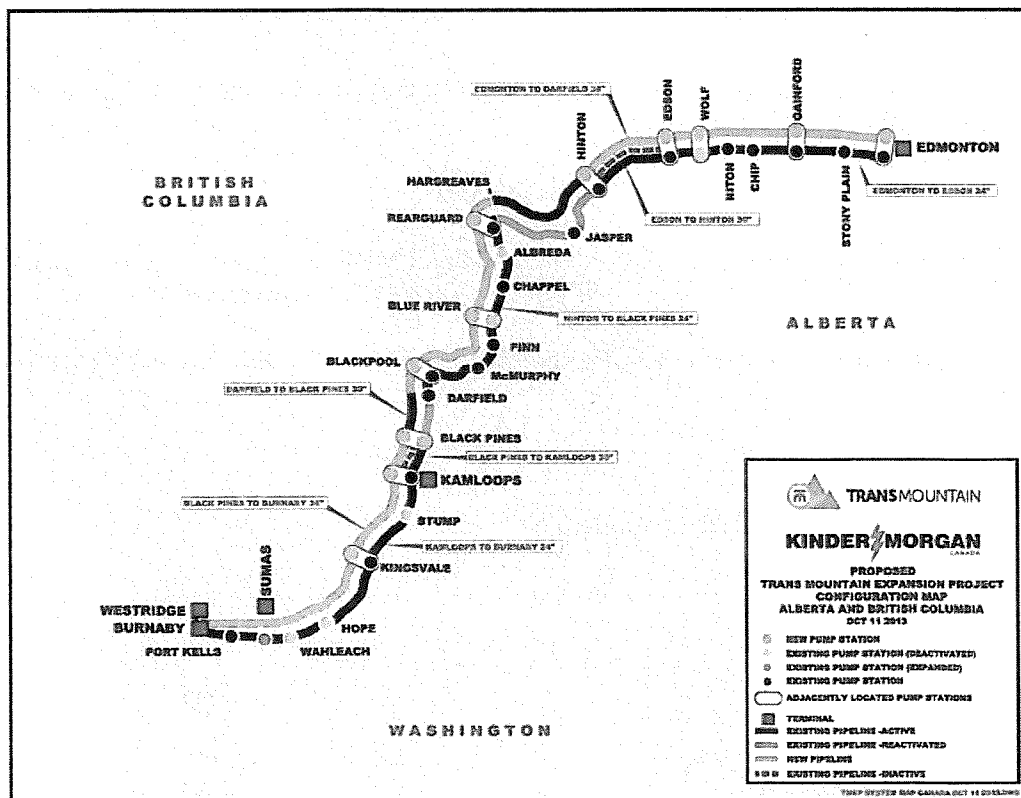
The National Energy Board (NEB) has received an application from Trans Mountain Pipeline ULC for approval to construct and operate the Trans Mountain Expansion Project (Project).

Description of The Project

The Project would expand the existing Trans Mountain pipeline system located between Edmonton, AB and Burnaby, BC. It would include approximately 987 km of new pipeline, new and modified facilities, such as pump stations and tanks, and the reactivation of 193 km of existing pipeline. There would also be an expansion of the Westridge Marine Terminal.

New pipeline segments would be added between Edmonton to Hinton, AB, Hargreaves, BC to Darfield, BC and Black Pines, BC to Burnaby, BC. Reactivation of existing pipeline segments would occur between Hinton, AB to Hargreaves, BC and Darfield to Black Pines, BC.

The application can be found on the NEB website.





National Energy
Board

Office national
de l'énergie

Participation in NEB Hearing

The NEB will determine if the application is complete and if so, it will hold a public hearing.

Those who wish to participate in the NEB hearing must apply to participate. Applicants must clearly describe their interest in relation to the List of Issues for the hearing, which is on the NEB website and included in the application to participate. Those who are directly affected by the proposed project will be allowed to participate in the hearing and those with relevant information or expertise may be allowed to participate.

The application to participate is on the NEB's website at:

**www.neb-one.gc.ca
select Major Applications and Projects then
Trans Mountain Pipeline ULC - Trans Mountain Expansion**

Applications to participate in the NEB Hearing are due on or before noon on 12 February 2014.
Individuals and groups applying to participate must provide enough information for the NEB to decide whether participant status should be granted.

Trans Mountain ULC has until 19 February 2014 to provide the NEB with comments on Applications to Participate and must provide a copy of its comments to those applicants to whom the comments apply. Applicants who received comments from Trans Mountain ULC about their Application to Participate have until 4 March 2014 to send the Board your response to Trans Mountain's comments.

Comments and Responses should be sent to the Secretary of the Board: www.neb-one.gc.ca, select Regulatory Documents then Submit Documents.

CONTACTS

Information on NEB hearing processes and participant funding is available at www.neb-one.gc.ca > Major Applications and Projects > Trans Mountain Pipeline ULC - Trans Mountain Expansion.

If you require additional information, the NEB has appointed Ms. Reny Chakkalakal as a Process Advisor to provide assistance.

Ms. Reny Chakkalakal
Process Advisor, NEB
E-mail: TransMountainPipeline.Hearing@neb-one.gc.ca
Telephone (toll free): 1-800-899-1265

Ms. Sarah Kiley
Communications Officer, NEB
E-mail: sarah.kiley@neb-one.gc.ca
Telephone: 403-299-3302

Canada



**REGIONAL DISTRICT OF NANAIMO
AUDIT SERVICE PLAN**

Year Ending December 31, 2013

For presentation to the Board of Directors



November 29, 2013

Members of the Board of Directors of the Regional District of Nanaimo

Dear Members of the Board:

We are pleased to put forward this report for discussion of our overall strategy and general arrangements for the audit of the consolidated financial statements of the Regional District of Nanaimo ("the Regional District") for the year ended December 31, 2013. In this report, we cover those significant matters which, in our opinion, you should be aware of as members of the Board of Directors.

At MNP, we adhere to the highest level of integrity and professionalism. Our goal is to meet or exceed the Board of Directors' requirements and ensure you receive outstanding service.

Our team of experienced professionals has been selected for this engagement because of their knowledge and understanding of your Regional District. As a valued client of MNP, we look forward to working with you, your management team and employees over the course of our audit work.

We are dedicated to maintaining open channels of communication throughout this engagement. Please feel free to approach our team with any questions you may have about our upcoming audit, and to discuss any other matters that may be of interest to you.

Yours truly,

A handwritten signature in black ink that reads "MNP LLP". The letters are stylized and slanted.

MNP LLP

CV/jvo
encls.



EXECUTIVE SUMMARY

To make strategic business decisions with confidence, your stakeholders and the Board of Directors of Regional District of Nanaimo need relevant, reliable and independently audited financial information. But that's not all. You need an audit team that can deliver insight beyond the numbers and enhance Regional District of Nanaimo's strategic planning and implementation processes so you can embrace new opportunities while effectively managing risk. Our senior team members have extensive knowledge of your Regional District from many years of experience. Our audit strategy takes into account the limitations and opportunities you encounter each day, allowing our recommendations to be implemented with greater ease. Committed to your success, MNP delivers meaningful, reliable financial information to not only help you fulfill your compliance obligations, but also to achieve your key strategic goals.

Our audit service plan outlines the strategy we will follow to provide Regional District of Nanaimo's Board of Directors with our independent auditors' report on the December 31, 2013 consolidated financial statements.

There are no significant changes to accounting and auditing standards affecting the 2013 consolidated financial statements.

We propose to use \$1,000,000 as overall materiality for audit planning purposes.

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1. INTRODUCTION

We are pleased to continue our appointment as auditors of the Regional District of Nanaimo (“the Regional District”).

Our Audit Service Plan will:

- Document the overall audit strategy and the general arrangements for the conduct of our December 31, 2013 audit
- Assist the Board of Directors and management in understanding the approach to the December 31, 2013 audit
- Illustrate our commitment to assisting you reach your engagement objectives and to demonstrate our expertise

2. TOPICS FOR DISCUSSION

We are committed to providing superior client service by maintaining effective two-way communication.

Topics for discussion include, but are not limited to:

- Changes to your business operations and developments in the financial reporting and regulatory environment
- Business plans and strategies
- The management oversight process
- Fraud:
 - How could it occur?
 - Risk of fraud and misstatement?
 - Actual, suspected or alleged fraud?
- Your specific needs and expectations
- Audit Service Plan
- Any other issues and/or concerns

3. KEY CHANGES AND DEVELOPMENTS

Based on our knowledge of the Regional District and our discussions with management, we have noted the recent developments set out below. Our audit strategy has been developed giving consideration to these factors.

ISSUES AND DEVELOPMENTS	SUMMARY
ENTITY SPECIFIC	There are no significant entity specific changes affecting the consolidated financial statements of the 2013 fiscal year.
REGULATORY	There are no significant regulatory changes affecting the consolidated financial statements for the 2013 fiscal year.
REPORTING: Current Accounting Standards	Government transfers (PS 3410) Tax revenue (PS 3510)
REPORTING: Future Accounting Standards	Liabilities for contaminated sites (PS 3260) Financial instruments (PS 3450)
AUDITING STANDARDS	No changes to auditing standards for the 2013 year.

4. KEY RESPONSIBILITIES

Effective discharge of the respective responsibilities of management, MNP and the Board of Directors, and maintenance of strong working relationships and open communication between MNP as auditors, the management and the Board of Directors of the Regional District, is directed toward a common duty to provide appropriate and adequate financial accountability, and quality financial disclosure.

MANAGEMENT RESPONSIBILITIES

- Preparation and fair presentation of the consolidated financial statements, including the notes thereto, in accordance with Canadian public sector accounting standards
- Initial selection of and changes to significant estimates and accounting policies
- Disclosure of sufficient information about the extent and nature of events having an effect on the Regional District
- Provide an adequate description of the selected applicable financial reporting framework
- Safeguarding of assets
- Establishment and maintenance of policies, financial reporting systems and controls (including those designed to prevent and detect fraud and misstatement)

- Ensuring compliance with applicable legislative authorities
- Provide and make available financial records and related data, copies of all minutes of meetings of directors and committees of directors
- Provide information relating to any known or possible non-compliance with legislative or regulatory requirements, and laws and regulations
- Provide information about all related parties and related party transactions
- Allow access to staff and management, and other business associates (i.e., lawyers, bankers) as necessary
- Provide written confirmation of representations relating to significant and/or material financial reporting items and disclosures

MNP RESPONSIBILITIES

- Report whether the December 31, 2013 consolidated financial statements present fairly, in all material respects, the financial position, results of operations and cash flows of the Regional District in accordance with Canadian public sector accounting standards
- Provide reasonable, but not absolute, assurance of detecting misstatements, fraud or non-compliance with laws and regulations having a material effect on the consolidated financial statements as a whole.
 - Absolute assurance cannot be provided due to inherent limitations of the audit including the possibility of intentional misstatements due to management override or collusion
- Conduct our audit in accordance with Canadian generally accepted auditing standards
- Obtain an understanding of the risk of material misstatement
 - Understand the environment
 - Evaluate internal controls (should we test internal controls, our assessments would not be sufficient to conclude on the effectiveness or efficiency of internal controls)
- Examine, on a test basis, evidence supporting the amounts and disclosures within the consolidated financial statements
- Assess the appropriateness of the accounting policies selected and their application, the significant estimates made by management, and the use of the going concern assumption

Detailed information on the Audit Process and the Audit Response to Identified Risk are included as Appendix B and Appendix C respectively.

BOARD OF DIRECTORS RESPONSIBILITIES

- Review and approve the consolidated financial statements and report thereon to the Board of Directors
- Allocate responsibility between governance and management
- Maintain oversight of management to ensure the integrity of accounting and financial reporting systems
- Ensure that appropriate controls are in place, including those needed for monitoring risk, financial reporting, prevention and detection of fraud and misstatement, and compliance with relevant laws and regulations
- Consider the potential for management override of controls or other inappropriate influences, such as earnings management
- Prevention and detection of fraud and misstatement
- Creation and maintenance of a culture of honesty and high ethics
- Approval of policies and the monitoring of performance areas
- Provide information to assist MNP in updating its understanding of the entity and its environment, including internal control
- Provide information about the entity's objectives, strategies and related business risks that may give rise to material misstatements
- Provide information about significant communications with regulators
- Inform MNP of appropriate governance persons with whom to communicate
- Identify additional areas of concern for MNP to consider when undertaking the audit

5. DELIVERABLES

We are committed to providing you with the highest level of professional service. Based on our understanding of your needs and expectations, our planned service response includes:

- We will keep you informed of the effect and timing of relevant new and proposed financial reporting requirements
- We will assist you to plan for and implement relevant new financial reporting requirements
- We will communicate effectively, and in a timely manner, with the Board of Directors. Our communications include this Audit Service Plan and, at the conclusion of our audit, the Audit Findings Report and our Management Letter
- We will attend and participate in Board of Directors meetings as appropriate
- We will assign an engagement team that understands your Regional District, the environment in which it operates, and the accounting, tax and regulatory issues that affect your financial reporting
- We will provide ongoing business, taxation and accounting advice, including financial reporting recommendations on unusual transactions, business contracts and other business arrangements as they arise
- Upon completion of our audit, we will issue our independent auditors' report on your consolidated financial statements, prepared in accordance with Canadian public sector accounting standards



6. TIMETABLE

	DATE
Presentation of December 31, 2013 Audit Service Plan to the Board of Directors	December 2013
Interim procedures	December 2013
Year-end procedures	April 2014
Draft year-end audit findings to be discussed with management	Mid April 2014
Report of the December 31, 2013 Audit Findings to the Board of Directors	May 2014
Board of Directors approval for release of final year-end consolidated financial statements • Issuance of independent auditors' report	May 2014

7. INDEPENDENCE

An essential aspect of all our services to the Regional District is an independent viewpoint, which recognizes that our responsibilities are to the Board of Directors. While the concept of independence demands a questioning and objective attitude in conducting our audit, it also requires the absence of financial or other interests in the Regional District. In accordance with our firm's policy and the Rules of Professional Conduct which govern our profession, neither MNP nor any of its team members assigned to the engagement nor any of its partners are permitted to have any involvement in or relationship with the Regional District that would impair independence or give that appearance. As auditors, we subscribe to the highest standards and are required to discuss our independence with the Board of Directors on an annual basis. We will:

- Disclose to the Board of Directors, in writing, all relationships between MNP and the Regional District that in our professional judgment may reasonably be thought to bear on our independence;
- Confirm in writing that, in its professional judgment, MNP is independent within the meaning of the Rules of Professional Conduct of the Institute of Chartered Accountants of British Columbia; and,
- Discuss our independence with the Board of Directors.

We are not aware of any relationships between our Firm and the Regional District during the year that, in our professional judgment, may reasonably be thought to bear on our independence to date.

We hereby confirm that we are independent auditors with respect to the Regional District.

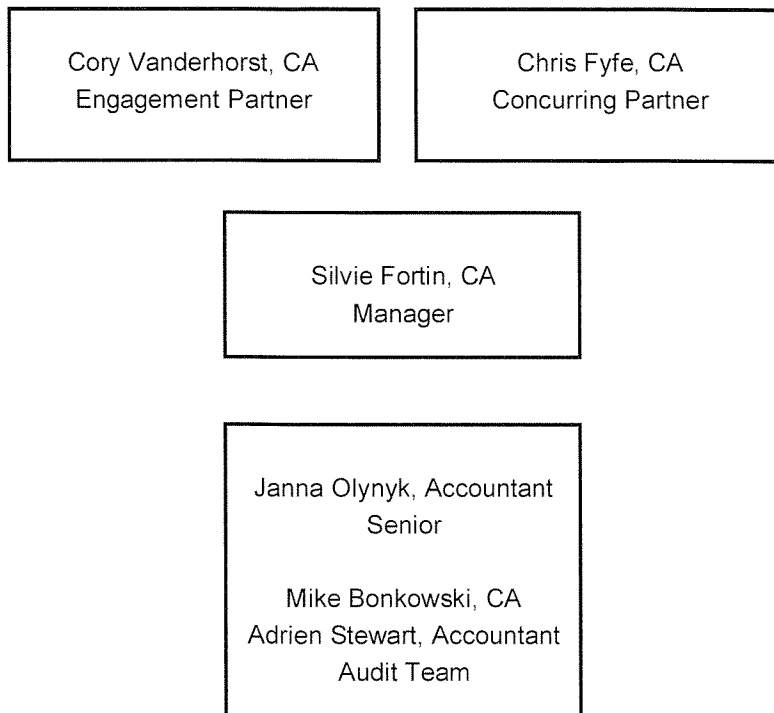
During the course of the audit, we will communicate any significant new matters that come to our attention that, in our professional judgment, may reasonably be thought to bear on our independence. At the completion of our audit, we will reconfirm our independence.

8. AUDIT TEAM AND MNP RESOURCES

In order to ensure effective communication between the Board of Directors and our firm, we briefly outline below the key members of our audit team and the role they will play.

Regional District of Nanaimo
December 31, 2013

Audit Team



In order to serve you better and meet our professional responsibilities, we may find it necessary to expand our audit team to include other MNP professionals whose consultation will assist us to evaluate and resolve complex, difficult and/or contentious matters identified during the course of our audit. Any changes to the audit team will be discussed with you to ensure a seamless process and that all concerned parties' needs are met.

9. FEES AND ASSUMPTIONS

Our audit fees for the year-ended December 31, 2013 are estimated to be the following, exclusive of applicable taxes:

	2013 ESTIMATE	2012 ACTUAL
Base fee per our audit proposal	\$33,000	\$32,400
Administrative expense – 5%	\$1,650	\$1,620
Total fee	\$34,650	\$34,020

Pursuant to our billing policy, we will issue interim bills as follows:

- a) At the start of interim field work 30% of the estimated fee;
- b) At the start of year-end field work 50% of the estimated fee;
- c) Upon the delivery of the independent auditors' report, the balance.

Our audit fees are based on our estimated audit hours which consider our past experience and our knowledge of the Regional District. These estimated hours rely on the following assumptions:

- No significant deficiencies in internal controls which cause procedures to be extended
- No major unadjusted misstatements or un-reconciled balances
- Significantly all adjusting entries are completed prior to trial balance and journal entries being provided to audit team
- All management and required staff are available as needed
- Information and working papers required, as outlined in our letter of fiscal year-end requirements, are provided in the mutually agreed form and timing
- There are no changes to the agreed upon audit timetable and reporting requirements

If any significant issues arise during the course of our audit work which indicate a possibility of increased procedures or a change in the audit timetable, these will be discussed with management by the engagement partner so a mutually agreeable solution can be reached.

APPENDIX A: KEY CHANGES AND DEVELOPMENTS

NEW AND PROPOSED REPORTING AND AUDITING DEVELOPMENTS

Handbook improvements

In March 2012, the Public Sector Accounting Board (PSAB) issued these amendments to improve accounting standards for public sector entities in the Public Sector Accounting (PSA) Handbook. The main features of the proposed amendments are as follows:

- PS 2400 *Subsequent events* – Clarification of the meaning of the date of completion of the financial statements to be consistent with recent changes to Canadian assurance standards;
- PS 2500 *Basic principles of consolidation* – Clarification that unrealized gains or losses resulting from the derecognition of a financial asset or financial liability in the fair value category due to inter-governmental sales or transfers are eliminated from the consolidated statement of operations and reported in the consolidated statement of remeasurement gains and losses;
- PS 2510 *Additional areas of consolidation* – Clarification that other comprehensive income is included when accounting for a government business enterprise using the modified equity method;
- PS 3050 *Loans receivable* – Clarification that the grant portion of a loan with significant concessionary terms and the expense associated with concessions in a loan restructuring are reported in the statement of operations. Also amended to state that the effective interest method for amortizing the loan discount is required to be applied in the period PS 3450 *Financial instruments* is adopted;
- PS 3070 *Investments in government business enterprises* – Removal of the paragraph addressing the constructive retirement of a debt obligation as it is consistent with requirements to eliminate inter-governmental unit transactions and balances and derecognize liabilities;
- PS 3230 *Long-term debt* – Clarification that the disclosure requirements apply to all debt securities, including when a debt security is derecognized as required by PS 3450 *Financial instruments*;
- PS 3390 *Contractual obligations* – Clarification of the interaction of PS 3390 with PS 3450 *Financial instruments*.

The amendments are effective immediately upon release in the PSA Handbook.

Financial instruments (PS 3450)

In June 2011, the Public Sector Accounting Board (PSAB) issued new Section PS 3450 *Financial instruments*. The new standard establishes requirements for recognition, measurement, derecognition, presentation and disclosure of financial assets and financial liabilities, including derivatives. The main features of the new standard are:

- Financial instruments are classified into two measurement categories: fair value, or cost or amortized cost;
 - Almost all derivatives, including embedded derivatives not closely related to the host contract, are measured at fair value;
 - Portfolio investments in equity instruments quoted in an active market are measured at fair value;
 - Other financial assets and financial liabilities are generally measured at cost or amortized cost;

- An entity may elect to measure any group of financial assets or financial liabilities (or both) at fair value when the entity has a risk management or investment strategy to manage those items on a fair value basis;
- Remeasurement gains and losses on financial instruments measured at fair value are reported in the statement of remeasurement gains and losses until the financial instrument is derecognized;
- Budget to actual comparisons are not required within the statement of remeasurement gains and losses;
- Financial liabilities are derecognized when, and only when, they are extinguished;
- Financial assets and financial liabilities are only offset and reported on a net basis if a legally enforceable right to set off the recognized amounts exists, and the entity intends to settle on a net basis or realize/settle the amounts simultaneously.

In May 2012, the transitional provisions for this Section were amended, effective at the time the standard is initially applied, to clarify that the measurement provisions are applied prospectively. Adjustments to previous carrying amounts are recognized in opening accumulated remeasurement gains or losses. Additionally, a new transitional provision has been added that applies to government organizations transitioning from the standards in Part V of the CICA Handbook – Accounting with items classified as available for sale. Accumulated Other Comprehensive Income (OCI) from items classified as available for sale is recognized in accumulated remeasurement gains or losses on transition.

In February 2013 this section was amended to clarify that the requirements of PS 3100 *Restricted Assets and Revenues* apply when reporting on externally restricted assets that are financial instruments. When there is an external restriction on a financial asset and the income on that financial asset is also externally restricted, gains or losses associated with that restricted asset will be accounted for as a liability until the resources are used for the purpose or purposes specified. This amendment is effective for fiscal years beginning on or after March 1, 2013. Early adoption is permitted as of the beginning of the fiscal year in which the Section is first applied.

PS 3450 is effective for government organizations for fiscal years beginning on or after April 1, 2012. The effective date of PS 3450 for governments is for fiscal years beginning on or after April 1, 2015. The application of PS 3450 by governments will be reviewed by PSAB by December 31, 2013. Early adoption is permitted. In the period that a public sector entity applies PS 3450, it also applies PS 1201 *Financial statement presentation* and PS 2601 *Foreign currency translation*.

Financial statement presentation (PS 1201)

In June 2011, as a result of the issuance of PS 3450 *Financial instruments*, the Public Sector Accounting Board (PSAB) issued new Section PS 1201 *Financial statement presentation*, which revises and replaces Section PS 1200 *Financial statement presentation*. The main features of the new standard are:

- Remeasurement gains and losses are reported in a new statement: the statement of remeasurement gains and losses;
- Other comprehensive income arising when a government includes the results of government business enterprises and government business partnerships in its financial statements, is reported in the statement of remeasurement gains and losses;
- Accumulated surplus or deficit is presented as the total of the accumulated operating surplus or deficit and the accumulated remeasurement gains and losses.

The Section is effective in the same period PS 3450 is adopted. The effective date of PS 3450 for government organizations is for fiscal years beginning on or after April 1, 2012. The effective date of PS 3450 for governments is for fiscal years beginning on or after April 1, 2015. The application of PS 3450 by governments will be reviewed by PSAB by December 31, 2013. Early adoption is permitted.

Liability for contaminated sites (PS 3260)

In June 2010, new Section PS 3260 *Liability for contaminated sites* was included in the Public Sector Accounting Handbook (PSA Handbook). The section applies to all governments and government organizations that base their accounting policies on the PSA Handbook. The main features of this standard are as follows:

- A liability for remediation of contaminated sites should be recognized when:
 - An environmental standard exists;
 - The contamination exceeds the environmental standard;
 - The government is directly responsible or accepts responsibility for remediation of the contaminated site; and
 - A reasonable estimate of the amount can be made.
- If the criteria for the recognition of a liability in PS 3200, *Liabilities*, is met for a voluntary compliance with a non-authoritative policy or guideline, a liability may exist;
- If the existence of a contamination is uncertain, still required to determine whether a liability exists and recognize where appropriate;
- An assessment should be made based upon guidance in PS 3300, *Contingent liabilities*, if a government's responsibility for remediation of a contaminated site is uncertain;
- The liability for contaminated sites is comprised of the costs directly attributable to remediation activities, net of expected recoveries, based upon the information available at the financial statement date and an estimate of the settlement amount; and
- The liability should be assessed at each reporting date. Any changes in the liability are to be recognized when the revisions are made.

The standard is effective for fiscal years beginning on or after April 1, 2014. Earlier adoption is encouraged.

Government transfers (PS 3410)

In March 2011, the Public Sector Accounting Board (PSAB) issued new Section PS 3410 *Government transfers*, which revises and replaces existing Section PS 3410. The main features of the revised standard are as follows:

- A transferring government recognizes an expense when a transfer has been authorized and the recipient has met all eligibility criteria;
- Authorization by the transferring government may occur between the financial statement date and issuance date if the exercise of that authority occurred at the financial statement date;
- A prepaid asset may not be recognized by a transferring government if the transfer occurs prior to the recipient meeting eligibility criteria;
- A recipient government recognizes revenue when a transfer has been authorized, unless a liability is created as a result of the recipient not yet meeting eligibility criteria or the existence of stipulations in the transfer agreement;
- Authorization by the transferring government must be in place by the financial statement date in order for a recipient government to recognize revenue or a liability;
- When a recipient government has recognized a liability, revenue is recognized as the liability is settled.

The new PS 3410 applies to all governments and government organizations that base their accounting on the PSA Handbook and is effective for fiscal years beginning on or after April 1, 2012. Prospective or retroactive application of the revised standard is permitted. Earlier adoption is encouraged.

Tax revenue (PS 3510)

In February 2010, new Section PS 3510 *Tax revenue* was included in the Public Sector Accounting Handbook. The new standard is based on the tax revenue principles set out in International Public Sector Accounting Standard, IPSAS 23, *Revenue from non-exchange transactions (taxes and transfers)* for recognition, measurement and disclosure of tax revenue. The main features of this standard are as follows:

- Taxes are to be recognized as an asset and revenue when they meet the definition of an asset, they are authorized (a defined concept) and the taxable event occurs;
- Tax revenue would be recognized by the government imposing the tax, except in purely flow-through arrangements;
- A tax is considered authorized when the effective date of the tax has passed and the earlier of the following has occurred: the related legislation, regulations or by-laws have been approved, or, in the case of jurisdictions where the legal framework allows it, the ability to assess and collect tax has been provided through legislative convention;
- Assets acquired through a tax transaction are measured initially at realizable value;
- Tax revenue should not be reduced by transfers made through a tax system, or grossed up for the amount of tax concessions (which are often referred to as tax expenditures); and
- Guidance for identifying and distinguishing between tax concessions and transfers made through a tax system is provided.

The effective date is for fiscal years beginning on or after April 1, 2012. Earlier adoption is encouraged.

APPENDIX B: THE AUDIT PROCESS

OUR PLAN

Our overall audit strategy is risk-based and controls-oriented. Assessment and identification of risk is performed continuously throughout the audit process. We focus on the risks that have a potential impact on the financial accounting systems and subsequent financial reporting.

Our overall audit strategy does not, and is not intended to involve the authentication of documents, nor are our team members trained or expected to be experts in such authentication. Unless we have reason to believe otherwise, we accept records and documents as genuine. The subsequent discovery of a material misstatement resulting from fraud does not, in and of itself, indicate a failure to comply with Canadian generally accepted auditing standards.

AUDIT PROCEDURES

To meet our responsibilities in accordance with Canadian generally accepted auditing standards, our audit examination includes:

- Obtaining an understanding of the entity and its environment, including its controls, in order to identify and assess the risk that the consolidated financial statements contain material misstatements due to fraud or misstatement;
- Assessing the adequacy of and examining, on a test basis, the key controls over significant transaction streams and over the general organizational and computer environments;
- Assessing the systems used to ensure compliance with applicable legislative and related authorities pertaining to financial reporting, revenue raising, borrowing, and investing activities;
- Examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements;
- Assessing the appropriateness and consistency of accounting principles used and their application;
- Assessing the significant estimates used by management; and,
- Assessing the entity's use of the going concern assumption in the preparation of the financial statements.

As part of our planning process, we will also undertake to inform the Board of Directors of concerns relating to management's implementation and maintenance of controls, and the effects of any such concerns on the overall strategy and scope of the audit. These concerns might arise from the nature, extent and frequency of management's assessments of controls in place to detect fraud and misstatement, and of the risk that the consolidated financial statements may be misstated; from a failure by management to appropriately address significant deficiencies in controls identified in prior audits; and, from our evaluation of the Regional District's control environment, and management's competence and integrity.

OVERALL RELIANCE

In general, there are three levels of reliance that we can place on controls, or the absence thereof:

Low/None – where we cannot rely on controls because they are weak or absent, or where it is deemed to be more efficient to carry out a high level of direct substantive tests of transactions and balances. Audit evidence is primarily obtained through detailed verification procedures and sufficient substantive tests of details and transactions.

Moderate – where there are some deficiencies in systems application or procedural controls, or where it is deemed to be inefficient to test systems application controls, but where we can test and rely on the management monitoring systems in place to detect and correct material misstatements in the financial reporting systems. Testing of controls is supplemented with a moderate level of substantive tests of details and transactions.

High – where a high degree of control is in place in the areas of management monitoring controls AND systems application and procedural controls. Our audit work focuses on testing both management monitoring and systems application and procedural controls, and is supplemented with a low level of substantive tests of details and transactions.

For the 2013 audit, we are planning to place moderate reliance on some of the Regional District's accounting systems. This level of reliance is the same as in prior year and will involve payroll, purchases, solid waste tipping fee revenues and transit fare revenues. This will enable us to reduce our substantive work. This reliance is based on our 3-year rotation of control testing, which is dependent on your systems having no significant changes. The systems which we plan to test controls on in 2013 are solid waste tipping fee revenues and transit fare revenues, unless there have been significant changes to controls in purchases and payroll.

As part of our audit work we will update our understanding of the entity and its environment, including the controls relevant to our audit of the principal transaction cycles, sufficient to identify and assess the risks of material misstatement of the consolidated financial statements resulting from fraud or misstatement. This will be accomplished through enquiries with management and others within the entity, analytical procedures and observation and inspection. Furthermore, we will consider whether effective controls have been established to adequately respond to the risks arising from the use of IT or manual systems and test the operation of those controls to an extent sufficient to enable us to reduce our substantive work. Our review of the Regional District's controls will not be sufficient to express an opinion as to their effectiveness or efficiency. Although we will provide the Board of Directors with any information about significant deficiencies in internal control that have come to our attention, we may not be aware of all the significant deficiencies in internal control that do, in fact, exist.

AUDIT MATERIALITY

Materiality is an important audit concept. It is used to assess the significance of misstatements or omissions that are identified during the audit and to determine the level of audit testing that is carried out. Specifically, a misstatement or the aggregate of all misstatements in consolidated financial statements as a whole (and, if applicable, for particular classes of transactions, account balances or disclosures) is considered to be material if it is probable that the decision of the party relying on the consolidated financial statements, who has reasonable understanding of business and economic activities, will be changed or influenced by such a misstatement or aggregate of all misstatements. The scope of our audit work is tailored to reflect the relative size of operations of the Regional District and our assessment of the potential for material misstatements in the Regional District's consolidated financial statements as a whole (and, if applicable, for particular classes of transactions, account balances or disclosures). In determining the scope, we emphasize relative audit risk and materiality, and consider a number of factors, including:

- The size, complexity, and growth of the Regional District;
- Changes within the organization, management or accounting systems; and
- Concerns expressed by management.

Judgment is applied to determine a level of materiality appropriate to the audit of each set of consolidated financial statements (and, if applicable, for particular classes of transactions, account balances or disclosures). Determination of an appropriate level of materiality is affected by our perception of the financial information needs of users of the financial statements. In this context, it is reasonable to assume that users: understand that financial statements are prepared, presented and audited to levels of materiality; recognize uncertainties inherent in the measurement of amounts based on the use of estimates, judgment and consideration of future events; and make reasonable economic decisions based on the financial statements. The foregoing factors are taken into account in establishing the materiality level. **For your information, we propose to use \$1,000,000 as overall materiality for audit planning purposes.** This is based on approximately 1% of 2013 budgeted consolidated revenues, on a PSAB basis.

INHERENT LIMITATIONS IN THE AUDITING PROCESS

An auditor cannot obtain absolute assurance that material misstatements in the consolidated financial statements will be detected due to factors such as the use of significant judgment regarding the gathering of evidence and the drawing of conclusions based on the audit evidence acquired; the use of testing of the data underlying the consolidated financial statements; inherent limitations of controls; and, the fact that much of the audit evidence available to the auditor is persuasive, rather than conclusive in nature.

Because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material fraud. While effective controls reduce the likelihood that misstatements will occur and remain undetected, they do not eliminate that possibility. Therefore, the auditor cannot guarantee that fraud, misstatements and non-compliance with laws and regulations, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

The likelihood of not detecting material misstatements resulting from management fraud is greater than for employee fraud, because management is in a position to manipulate records, present fraudulent information or override controls.

We will inform the appropriate level of management or the Board of Directors with respect to identified:

- Misstatements resulting from errors, other than clearly trivial misstatements;
- Fraud, or any information obtained that indicates that fraud may exist;
- Evidence obtained that indicates non-compliance or possible non-compliance with laws and regulations, other than that considered inconsequential;
- Significant deficiencies in the design or implementation of controls to prevent and detect fraud or misstatement; and
- Related party transactions that are not in the normal course of operations and that involve significant judgments made by management concerning measurement or disclosure.

Our concern as auditors is with material misstatements, and thus, we are not responsible for the detection of misstatements that are not material to the consolidated financial statements taken as a whole.

APPENDIX C: AUDIT RESPONSE TO IDENTIFIED RISK

SIGNIFICANT ACCOUNTS OR DISCLOSURES	CONTROLS TESTING	SUBSTANTIVE PROCEDURES
Cash, short-term deposits and investments	No	Agree bank and confirm investments. Recalculate discount and premium amortization. Check allocation of interest income. Vouch outstanding items. Check cut-off.
Accounts receivable	No	Agree to subsequent receipts and invoices. Check collectability. Test accruals for reasonability. Check cut-off.
Accounts payable	No	Agree to invoice and payment. Test accruals. Search for unrecorded liabilities.
Deferred revenue	No	Ensure planning department data agrees to accounting records. Check individual calculations. Ensure revenue is recognized where appropriate. Assess any new government funding against new PS 3450 Government Transfers criteria.
Long-term debt	No	Confirm year end balances with MFABC. Recalculate interest expense and accrued interest.
Unfunded liabilities	No	Test calculations and methodology. Verify assumptions.
Tangible Capital Assets	Yes	Obtain continuity schedule and test significant additions and disposals to support. Recalculate amortization based on TCA accounting policy. Review repairs and maintenance accounts for capital items.
Revenue – Property tax	No	Agree to budget.
Revenue – Transit grants	Yes	Agree to BC Transit reports.
Revenue – Landfill fees	Yes	Analytics comparing actual results to budget.
Revenue – Transit fare	Yes	Analytics comparing actual results to budget.
Revenue – Other	No	Analytics comparing actual results to budget.
Expenses	Yes	Analytics comparing actual results to budget.
Payroll expenses	Yes	Analytics comparing actual results to budget.



ABOUT MNP

MNP is one of the largest chartered accountancy and business consulting firms in Canada. For more than 65 years, we have proudly served and responded to the needs of our clients in the public, private and not-for-profit sectors. Through partner-led engagements, we provide a cost-effective approach to doing business and personalized strategies to help you succeed.

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From: jim@cleghornconsulting.com [mailto:jim@cleghornconsulting.com]
Sent: Saturday, January 11, 2014 6:05 PM
To: office@powellriverchamber.com; corpsrv
Subject: BC Coastal-Mainland Alliance Formed - BC Ferry Coalition in support]]

Friends:

BC Coastal-Mainland Alliance Formed

Please see the information below. The newly formed BC Coastal-Mainland Alliance has been formed and represents a growing unity among coastal and mainland communities in opposition to the Province's ill-conceived BC Ferry Service cuts and rate increases. This information has been sent to numerous coastal and mainland media outlets.

The BC Ferry Coalition is a part of and fully supportive of the newly formed BC Coastal-Mainland Alliance which is demanding immediate action by the provincial government to Stop the Cuts and Listen to the People.

Jef Keighley, BC Ferry Coalition, 604 885-2290

January 9 2014 – GABRIOLA

PRESS RELEASE
(for immediate release)

BC Coastal-Mainland Alliance Formed

From Saturna to Haida Gwaii, and from Victoria to the Chilotin, a group composed of First Nations Council representatives, elected officials, grassroots organizers and concerned business owners, stand united in fighting the proposed April 1 BC Ferries cuts after a lengthy video-conference call, Thursday, Jan. 9th.

"We are an alliance of BC residents and businesses who are fighting for the 20% of British Columbians that rely on the ferries to connect them with their homes and their livelihoods," said conference-call host Kathy Ramsey from Gabriola Island. "Our communities generate 36% of the province's revenue. The people of BC cannot afford NOT to listen to us."

"It's in the interest of all British Columbians to recognize the ferry system as part of the overall provincial transportation network, and provide services and investment equal to that enjoyed by the rest of the province," said Powell River Mayor David Formosa. "BC's ferry fleet must be operated for the public good and economic well-being."

"We want BC residents to understand that last year ferry users paid 92% of the operating costs at the toll booth," said BC Ferry Coalition's Jim Cleghorn, a retired commercial banker of 35 years. "Many of our volunteer Ferry Advisory Committees have said they are willing to work with BC Ferries and the Province to explore cost reductions."

"Smaller communities are going to sink further as a result of the cuts," affirmed William Yovanovich of the Skidegate Band Council. "They will affect everything from medical travel, mail service, fresh produce and on and on. This is really a crisis with no time to explore possible options. Immediate action is needed."

"This is not just a coastal issue," said Petrus Rykes, West Chilcotin Tourism Association. "Without adequate ferry service, Highway 20 is basically a dead-end road."

The group calls on the Province to:

- immediately rescind the cuts that are already devastating many of their communities and economies, and guaranteed to sink tourism and business opportunities by summer 2014;
- engage in meaningful dialogue with the most directly affected stakeholders in the BC Ferries service: the residents of ferry-dependent communities;
- insist that BC Ferries and the Province re-commit to a long-term sustainable plan for the ferry fleet, and re-affirm that BC Ferries is an essential transportation service;
- instruct the Ferry Commissioner to actively oversee BC Ferries as an entity managed for the public good in order to facilitate social and economic growth.
- ensure that fiscal fairness is practiced for the benefit of all communities: BC Ferries needs to be just as reliable, affordable and accessible as other provincial transportation infrastructure.

Failure to address these conditions will result in significant economic and social losses that will affect all British Columbians.

Participants affirmed that the 2003 Coastal Ferry Act, which promised communities economic growth, improved service and a sustainable ferry system, had invited people to come settle in their communities, based on those promises.

"Families moved here, businesses were established, tourism was promoted on that basis," Rob Hellenius, Gabriola's conference moderator, concluded. "People are already listing their homes and choosing to relocate their businesses elsewhere. Broken promises threaten the very homes and communities we built. This is a death knell to a thriving community."

Signed,

Adam Olsen, Interm Leader, Green Party of BC
April Vannini, Phd, Assoc. Faculty at Royal Roads University
Brian Dearden, Chair, Mayne Island Chamber of Commerce
Carly McMahon, Realtor, Gabriola Island
Chris Abbott, President, BC Ferry and Marine Workers' Union
David Formosa, Mayor of Powell River
Denman-Hornby Ferry Advisory Committee
Ernest Hall, Director, Bella Coola Valley Tourism
Heather Nicholas, Facebook "Faces of the Cuts" Campaign, Gabriola Island
Jack Barr, President of the Powell River Chamber of Commerce
Jef Keighley, BC Ferry Coalition, Sunshine Coast
Jim Cleghorn, BC Ferry Coalition, Sunshine Coast
Kathy Ramsey, Gabriola Island Business Owner, ArtsBC Director
Lisa Rey, Gabriola Chamber of Commerce
Mark Hendricks, Application Developer, Gabriola Island

Michael Lynch, President, Discovery Islands Chamber of Commerce
Patrick Hall, Powell River Chamber of Commerce
Petrus Rykes, West Chilcotin Tourism Association
Rob Hellinius, BC Marine Highway organizer, Gabriola Island
Tony Law, Hornby Island Trustee
Tobi Elliott, Filmmaker, Gabriola Island
William Yovanovich, Skidegate Band Council, Skidegate Ferry Advisory Committee

www.bcmarinehighway.org

www.bcferrycoalition.com

Faces of the Cuts Campaign, Facebook

"I Live Here" Video - <http://www.youtube.com/watch?v=PvXjcUzAIIE>

January 11, 2014

BC Coastal-Mainland Alliance

STATEMENT:

We are an alliance of BC residents and businesses fighting for the 20% of British Columbians that rely on BC Ferries to connect them with their homes and their livelihoods. Our communities, which generate 36% of the province's revenue, stand united in resolutely opposing the April 1 BC Ferries cuts.

We call on the Province to immediately rescind the cuts that are already devastating many of our communities and economies, and guarantee to sink tourism and business opportunities by summer 2014.

Secondly, we call on the Province to engage in meaningful dialogue with the most directly affected stakeholders in the BC Ferries service: the residents of ferry-dependent communities.

Thirdly, we call on BC Ferries and the Province to re-commit to a long-term sustainable plan for the ferry fleet, and re-affirm that BC Ferries is an essential transportation service.

Finally, we urge the Province and the Ferry Commissioner to ensure that this vital transportation link is managed for the public good, to facilitate social and economic growth. BC Ferries needs to be just as reliable, affordable and accessible as other provincial transportation infrastructure.

Failure to address these conditions will result in significant economic and social losses that will affect all British Columbians.

Signed,

Adam Olsen, Interm Leader, Green Party of BC
April Vannini, Phd, Assoc. Faculty at Royal Roads University
Brian Dearden, Chair, Mayne Island Chamber of Commerce
Carly McMahon, Realtor, Gabriola Island
Chris Abbott, President, BC Ferry and Marine Workers' Union
David Formosa, Mayor of Powell River
Denman-Hornby Ferry Advisory Committee
Ernest Hall, Director, Bella Coola Valley Tourism
Heather Nicholas, Facebook "Faces of the Cuts" Campaign, Gabriola Island

Jack Barr, President of the Powell River Chamber of Commerce
Jef Keighley, BC Ferry Coalition, Sunshine Coast
Jim Cleghorn, BC Ferry Coalition, Sunshine Coast
Kathy Ramsey, Gabriola Island Business Owner, ArtsBC Director
Lisa Rey, Gabriola Chamber of Commerce
Mark Hendricks, Application Developer, Gabriola Island
Michael Lynch, President, Discovery Islands Chamber of Commerce
Patrick Hall, Powell River Chamber of Commerce
Petrus Rykes, West Chilcotin Tourism Association
Rob Hellinius, BC Marine Highway organizer, Gabriola Island
Tony Law, Hornby Island Trustee
Tobi Elliott, Filmmaker, Gabriola Island
William Yovanovich, Skidegate Band Council, Skidegate Ferry Advisory
Committee

www.bcmarinehighway.org

www.bcferrycoalition.com

Faces of the Cuts Campaign, Facebook

"I Live Here" Video - <http://www.youtube.com/watch?v=PvXjcUzAIIIE>



Selina Robinson, MLA
(Coquitlam-Maillardville)



Province of
British Columbia
Legislative Assembly

Selina Robinson, MLA
(Coquitlam – Maillardville)
Room 201, Parliament Buildings
Victoria, BC V8V 1X4

Community Office:
102 – 1108 Austin Avenue
Coquitlam, BC V3K 3P5
Phone: 604 933-2001
Facsimile: 604 933-2002

January 16, 2014

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

RDN CAO'S OFFICE			
CAO	<input checked="" type="checkbox"/>	GM R&P	
GMS&CD		GM T&SW	
GM R&CU		DF	
JAN 20 2014			
DCS		BOARD	<input checked="" type="checkbox"/>
CHAIR			

Dear Chair Stanhope and Board Members,

Happy New Year. I hope that 2014 is a year of good health and good governance for you all.

As you are likely aware, the Province intends to introduce the long awaited Local Elections Campaign Financing Act during the upcoming Spring 2014 legislative session. These proposed changes stem from the 2010 recommendations made by the Local Government Elections Task Force and represent the first major changes to municipal elections in many years. I am writing to seek your feedback on the proposed bill and offer myself as your representative in the upcoming legislative debate as the Opposition Critic for Local Government.

The changes that are being proposed are noted in a number of documents that can be found on the Ministry of Community, Sport and Cultural Development website:

- Report of the Local Government Elections Task Force – May 2010
- White Paper on Local Government Election Reform – September 2013
- Summary of Consultation Comments – November 2013
- Expense Limits Discussion paper – November 2013

There has been a long history of attempts to introduce legislation stemming from these recommendations. In July 2010, the Province announced that it had been given the 'green light' to implement the recommendations of the Task Force. Then in April 2011, the Province announced that it would not proceed with implementing those changes for the 2011 municipal election because there would not be sufficient time to inform all stakeholders of the changes in advance. In the Spring 2014 Legislative session we will be debating these proposed changes in the months leading up to a municipal election.

page...2 – continued

You will note that a key recommendation of the Local Government Elections Task Force – the establishment of campaign expense limits – is not included in these proposed changes. The Province has decided that more study is needed and they are seeking feedback on their November 2013 Expense Limits Discussion paper by January 31, 2014, for implementation in advance of the November 2017 municipal election.

Following these years of consultation, I invite you to share any thoughts and concerns you might have about these proposed changes with me, so that I am able to seek clarification and, if necessary, changes through debate in the legislature. The best way to reach me is by email Selina.robinson.mla@leg.bc.ca

Thank you for your attention and I look forward to hearing from you. Please do not hesitate to contact me on any matters of concern to your local government.

All the best,

A handwritten signature in cursive script that reads "Selina Robinson".

Selina Robinson, MLA
Official Opposition Critic for Local Government and Sports

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.66

A BYLAW TO AMEND THE BOUNDARIES OF THE
NORTHERN COMMUNITY SEWER SERVICE

WHEREAS the Regional District of Nanaimo established the Northern Community Sewer Service pursuant to Bylaw No. 889, cited as “Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993”;

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owners to extend the boundaries of the benefitting area of the service area to include the land shown outlined in black on Schedule ‘B’ of this bylaw and legally described as:

- Lot 10, Block 2, District Lot 9, Newcastle District, Plan 15370;

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 as “Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.66, 2013”.

2. Amendment

“Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993” is amended as follows:

- (1) By amending Schedule ‘C’ of Bylaw No. 889 (Benefitting Areas) to *add* the land outlined in black on Schedule ‘B’ of this bylaw; and
- (2) By amending Schedule ‘E’ of Bylaw No. 889 (Non-Benefitting Areas) to *remove* the land outlined in black on Schedule ‘B’ of this bylaw.

Introduced and read three times this 26th day of November, 2013.

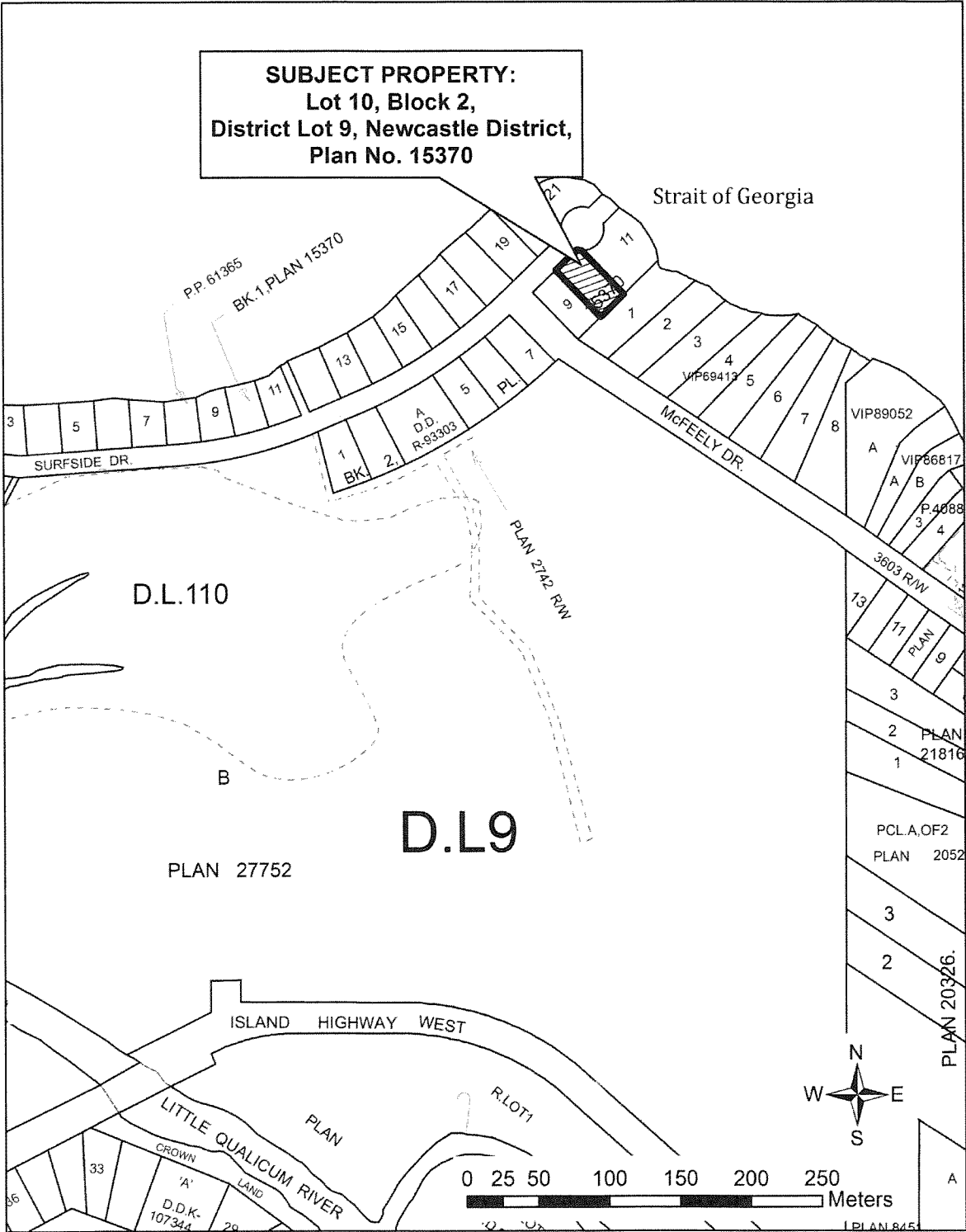
Adopted this ____ day of _____, 2013.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1124.11

**A BYLAW TO AMEND THE BOUNDARIES OF THE
SURFSIDE SEWER SERVICE**

WHEREAS the Regional District of Nanaimo established the Surfside Sewer Service pursuant to Bylaw No. No. 1124, 1998, cited as "Surfside Sewer Local Service Area Establishment Bylaw No. 1124, 1998";

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owners to extend the boundaries of the service area to include the lands shown outlined in black on Schedule 'B' of this bylaw and legally described as;

- Lot 10, Block 2, District Lot 9, Newcastle District, Plan 15370;

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 "Surfside Sewer Local Service Boundary Amendment Bylaw No. 1124.11, 2013".

2. Amendment

"Surfside Sewer Local Service Area Establishment Bylaw No. 1124, 1998" is amended as follows:

By amending Schedule 'A' of Bylaw No. 1124 to add the lands shown outlined in Black on Schedule 'B' of this bylaw.

Introduced and read three times this 26th day of November, 2013.

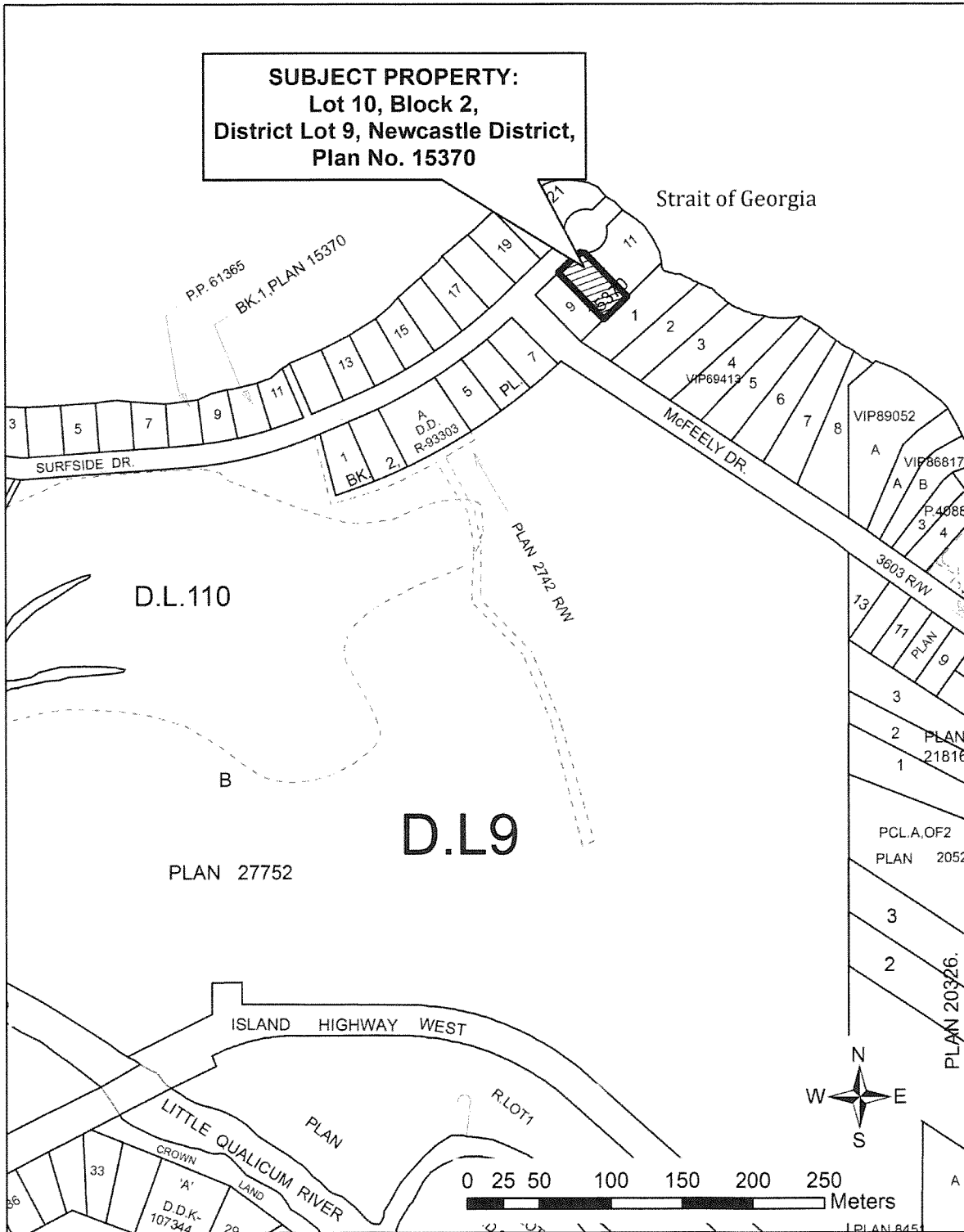
Adopted this ____ day of _____, 20__.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer



REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, JANUARY 14, 2014 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
J. Harrison	Director of Corporate Services
D. Trudeau	Gen. Mgr. Transportation & Solid Waste
G. Garbutt	Gen. Mgr. Strategic & Community Development
R. Alexander	Gen. Mgr. Regional & Community Utilities
T. Osborne	Gen. Mgr. Recreation & Parks
P. Thompson	Mgr. Long Range Planning
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 McPherson, that the minutes of the Electoral Area Planning Committee meeting held Tuesday, November 12, 2013 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Wendy and Stephen Jessen, re Zoning Amendment Application No. PL2013-089 – Bylaw No. 500.390, 2013 – Obradovic – 3389 Jingle Pot Road, Electoral Area ‘C’.

MOVED Director Veenhof, SECONDED Director Stanhope, that the correspondence received from Wendy and Stephen Jessen, regarding Zoning Amendment Application No. PL2013-089 – Bylaw No. 500.390, 2013 – Obradovic – 3389 Jingle Pot Road, Electoral Area ‘C’, be received.

CARRIED

Dennis Shaw, re Zoning Amendment Application No. PL2013-089 – Bylaw No. 500.390, 2013 – Obradovic – 3389 Jingle Pot Road, Electoral Area 'C'.

MOVED Director Veenhof, SECONDED Director Stanhope, that the correspondence received from Dennis Shaw, regarding Zoning Amendment Application No. PL2013-089 – Bylaw No. 500.390, 2013 – Obradovic – 3389 Jingle Pot Road, Electoral Area 'C', be received.

CARRIED

ZONING AMENDMENT APPLICATIONS

Zoning Amendment Application No. PL2013-089 – Bylaw No. 500.390, 2013 – Obradovic – 3389 Jingle Pot Road, Electoral Area 'C'.

MOVED Director Young, SECONDED Director McPherson, that the summary of the Public Information Meeting held on November 20, 2013, be received.

CARRIED

MOVED Director Young, SECONDED Director McPherson, that the conditions set out in Attachment No. 2 of the staff report be completed prior to Bylaw No. 500.390 being considered for adoption.

CARRIED

MOVED Director Young, SECONDED Director McPherson, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.390, 2013", be introduced and read two times.

CARRIED

MOVED Director Young, SECONDED Director McPherson, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.390, 2013", be chaired by Director Young or her alternate.

CARRIED

Zoning Amendment Application No. PL2013-054 – Bylaw No. 500.391, 2014 – Oswald – 3030 Yellow Point Road, Electoral Area 'A'.

MOVED Director McPherson, SECONDED Director Young, that the Summary of the Public Information Meeting held on December 11, 2013, be received.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that the conditions set out in Attachment 4 of the staff report be completed prior to Bylaw No. 500.391, 2014 being considered for adoption.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.391, 2014", be introduced and read two times.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.391, 2014", be chaired by Director McPherson or his alternate.

CARRIED

Zoning Amendment Application No. PL2013-114 – Bylaw No. 1285.20, 2014 – Fern Road Consulting – Springhill Road, Electoral Area 'F'.

MOVED Director Fell, SECONDED Director Stanhope, that the summary of the Public Information Meeting held on Thursday, December 19, 2013, be received.

CARRIED

MOVED Director Fell, SECONDED Director Stanhope, that the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 1285.20 being considered for adoption.

CARRIED

MOVED Director Fell, SECONDED Director Stanhope, that "Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.20, 2014", be introduced and read two times.

CARRIED

MOVED Director Fell, SECONDED Director Stanhope, that the Public Hearing on "Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.20, 2014", be chaired by Director Fell or his alternate.

CARRIED

OTHER

Secondary Suites Community Engagement Summary and Program Proposal – Bylaws No. 500.389, 2014, and 1285.19, 2014.

MOVED Director Stanhope, SECONDED Director Fell, that the online questionnaire results attached as Appendix F and the public consultation summary attached as Appendix G be received.

CARRIED

MOVED Director Stanhope, SECONDED Director Fell, that 1st and 2nd reading be given to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.389, 2014".

CARRIED

MOVED Director Stanhope, SECONDED Director Fell, that 1st and 2nd reading be given to "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.19, 2014".

CARRIED

MOVED Director Stanhope, SECONDED Director Fell, that staff proceed with further community engagement as identified in the staff report.

CARRIED

MOVED Director Stanhope, SECONDED Director Fell, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.389, 2014" proceed to Public Hearing.

CARRIED

MOVED Director Stanhope, SECONDED Director Fell, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.389, 2014" be delegated to Director Stanhope or his alternate.

CARRIED

MOVED Director Stanhope, SECONDED Director Fell, that "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.19, 2014" proceed to Public Hearing.

CARRIED

MOVED Director Stanhope, SECONDED Director Fell, that the Public Hearing on "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.19, 2014" be delegated to Director Fell or his alternate.

CARRIED

MOVED Director Stanhope, SECONDED Director Fell, that staff be directed to review the existing building permit, development cost charges, and utility fee structure and prepare a report on options for providing incentives for secondary suites.

CARRIED

MOVED Director Stanhope, SECONDED Director Fell, that the proposed Secondary Suite Policy be referred back to staff for discussions with the Electoral Area Directors prior to the January 28, 2014 Board meeting.

CARRIED

Proposed Yellow Point Aquifer Protection Development Permit Area Update and Proposed Bylaw Amendments – Bylaw No. 1620.02, 2013 – Electoral Area 'A'.

MOVED Director McPherson, SECONDED Director Young, that "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.02, 2013" be given 1st and 2nd reading.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.02, 2013" has been considered in conjunction with the Regional District of Nanaimo's Financial Plan and Liquid and Solid Waste Management Plans.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that staff proceed with the recommended public consultation actions identified in this report.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.02, 2013" proceed to Public Hearing.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that the Public Hearing on "Regional District of Nanaimo Electoral Area 'A' Official Community Plan Amendment Bylaw No. 1620.02, 2013" be delegated to Director McPherson or his alternate.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 6:48PM

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 500.390

**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. 500.390, 2013”.
- B. “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:

By rezoning the lands as shown on the attached Schedule ‘1’ and legally described as:

Lot C, Section 15, Range 3, Mountain District, Plan VIP68636

from Rural 1 Zone, Subdivision District ‘D’ to Rural 1 Zone, Subdivision District ‘F’.

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

Public Hearing held this ___ day of _____ 20__

Read a third time this ___ day of _____ 20__

Adopted this ___ day of _____ 20__

Chairperson

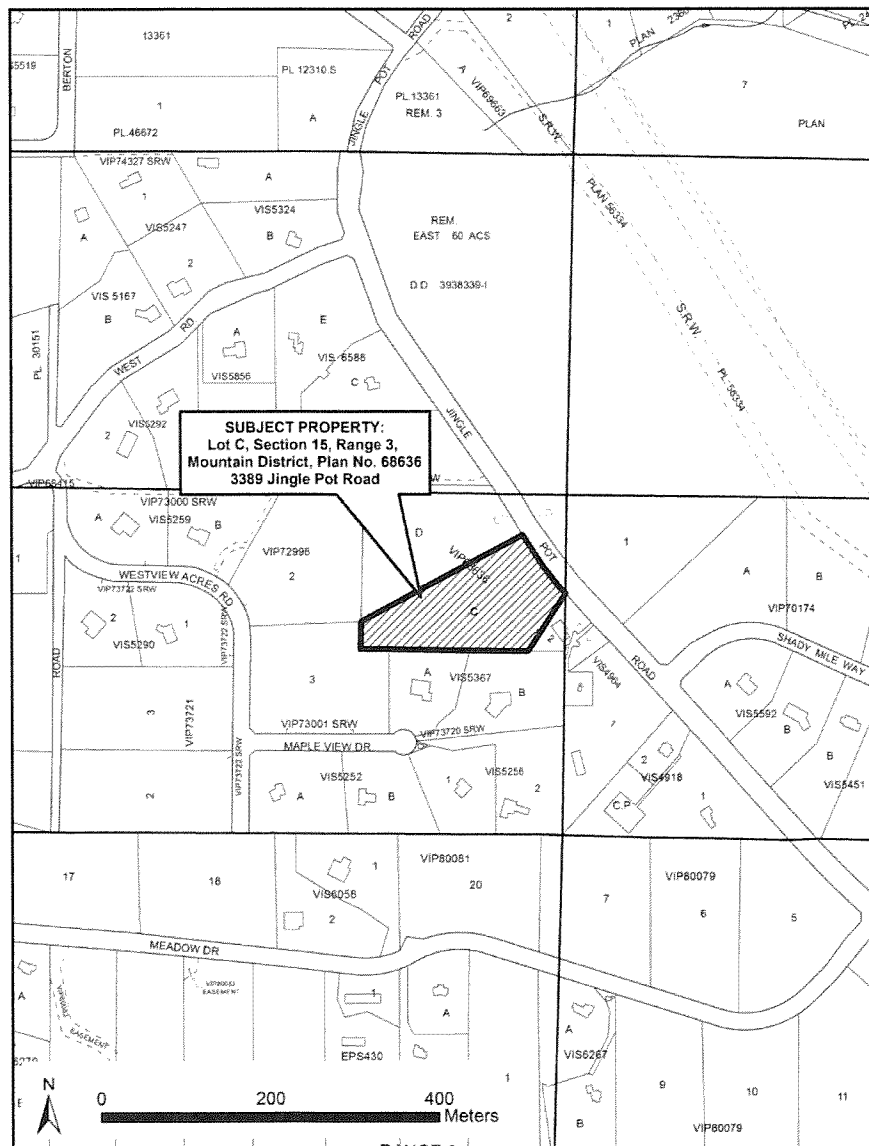
Corporate Officer

Schedule '1' to accompany "Regional District of Nanaimo and Land Use Subdivision Amendment Bylaw No. 500.390, 2013."

Chairperson

Corporate Officer

Schedule 1



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 500.391

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. 500.391, 2014”.
- 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 definition in alphabetical order:

“**dock** means a structure used for the purpose of private mooring of boats and for providing pedestrian access to and from the moored boats, and consists of a single dock, float or wharf and may include an access walkway, stairs or ramp.”
 2. Under **PART 3 LAND USE REGULATIONS, Section 3.1 Zones** by adding the following zoning classification and corresponding short title after Water 4 (WA4) Zone:
“Water 5 (WA5)”
 3. By adding Section 3.4.95 (WA5) as shown on Schedule ‘1’ which is attached to and forms part of this Bylaw.
 4. By rezoning the surface of the water and foreshore adjacent to the upland property legally described as Lot 1, Section 2, Range 7, Cedar District, Plan 18354 as shown on the attached Schedule ‘2’ as follows from Water 1 (WA1), Subdivision District ‘Z’ to Water 5 (WA5), Subdivision District ‘Z’.

Introduced and read two times this ___ day of _____ 2014.

Public Hearing held this ___ day of _____ 2014.

Read a third time this ___ day of _____ 2014.

Adopted this ___ day of _____ 2014.

Chairperson

Corporate Officer

Schedule '1' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.391, 2014".

Chairperson

Corporate Officer

Section 3.4.95

WATER 5

WA5

Section 3.4.95.1 Permitted Uses

a) Dock

3.4.95.2 Maximum Number and Size of Buildings and Structures

Docks/parcel	1
Width	Walkways, stairs and ramps shall not exceed 1.5 m in width
Area	The dock, excluding walkway, stairs and ramp, shall not exceed 37m ²

3.4.95.3 Minimum Setback Requirements

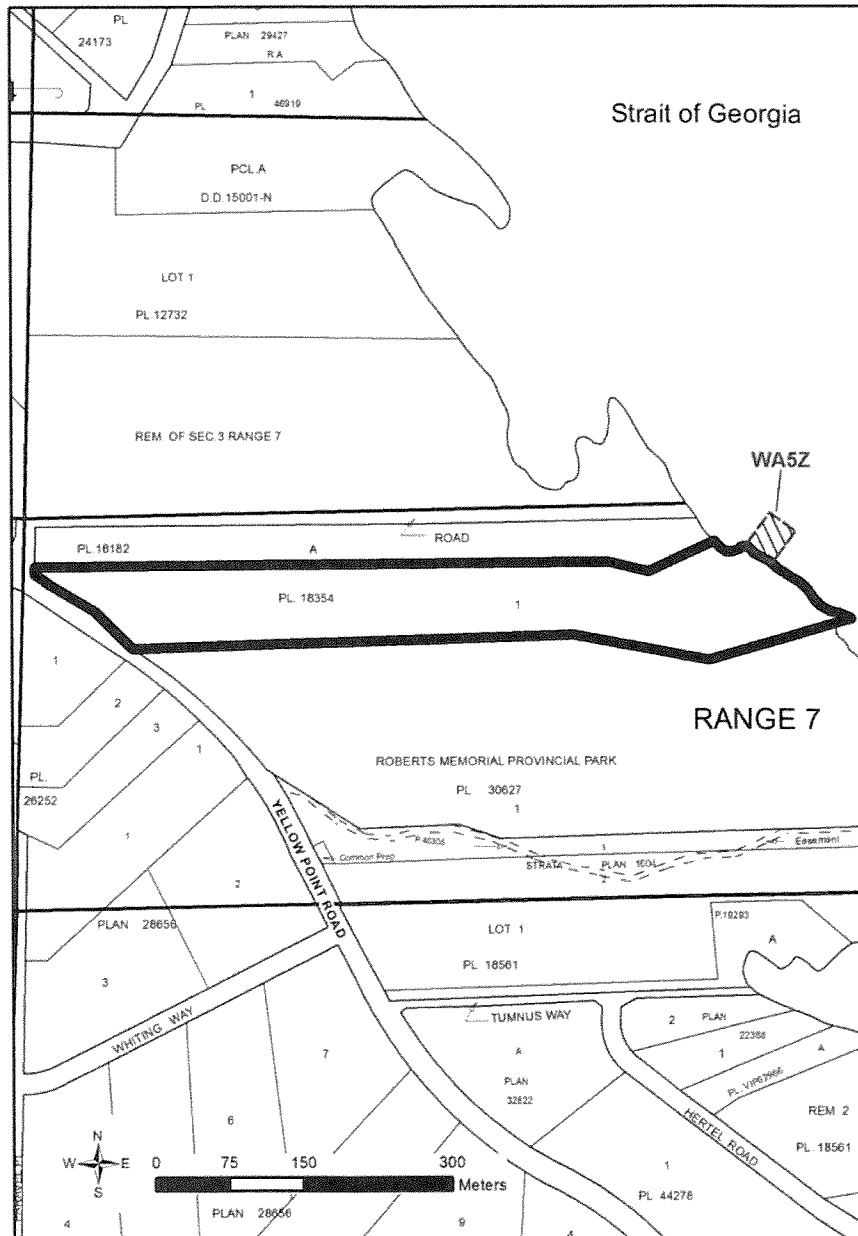
Lot lines adjacent to the natural boundary or lease boundary lines	0.0 m
Interior side lot lines	5.0 m
Interior side lot lines adjacent to a dedicated public access	10.0 m
Adjacent dock or other structure that is fully or partially in, on or over navigable waters	10.0 m

Schedule '2' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.391, 2014".

Chairperson

Corporate Officer

Schedule '2' Subject Property Map



**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1285.20**

**A Bylaw to Amend Regional District of Nanaimo
Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002**

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

A. This Bylaw may be cited as "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.20, 2014".

B. "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002", is hereby amended as follows:

1. Under SECTION 4 – ZONES, Comprehensive Development Zones by adding the following zoning classification and corresponding short title after Section 4.41 CD-18 Alberni Highway Mini- Storage

Section 4.42, CD-19 Springhill Road

2. By adding Section 4.42, (CD-19 Springhill Road) as shown on Schedule '1' which is attached to and forms part of this Bylaw.

3. By rezoning the lands shown on the attached Schedule '2' and legally described as Lot B, District Lot 103, Nanoose District, Plan EPP9445 from Industrial 1 (I-1) to CD-19 Springhill Road.

4. Under SECTION 5 – DEFINITIONS by adding the following definitions in alphabetical order:

"Accessory Food Concession means an eating establishment, accessory to a principal commercial use, providing for the sale of prepared foods and non-alcoholic beverages which are ready for consumption and are to be consumed on the premises.

Go-Cart Race Track means the use of lands, buildings and structures for the controlled racing of motorized go-carts on a dedicated track."

Introduced and read two times this ___ day of _____ 2014.

Public Hearing held this ___ day of _____ 2014.

Read a third time this ___ day of _____ 2014.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this ___ day of _____ 2014

Adopted this ___ day of _____ 2014.

Chairperson

Corporate Officer

Chairperson

Corporate Officer

Schedule '1'

CD-19 Springhill Road

Section 4.42

4.42.1 Permitted Principal Uses

- | | |
|-------------------------|---|
| a) Commercial Card Lock | i) Transportation/Trans-shipment Terminal |
| b) Dwelling Unit | j) Value Added Lumber Remanufacturing |
| c) Equipment Rental | k) Heliport |
| d) Log Home Building | l) Warehousing/Wholesaling |
| e) Product Assembly | m) Mini-storage |
| f) Marshalling Yard | n) Go-Cart Race Track |
| g) Outdoor Sales | |
| h) Service and Repair | |

4.42.2 Permitted Accessory Uses

- a) Accessory Outdoor Storage
- b) Accessory Building and Structures
- c) Accessory Office and Retail Sales
- d) Accessory Food Concession

4.42.3 Regulations Table

Categories	Requirements
a) Maximum Density	1 Dwelling Unit Per lot
b) Minimum Lot Size with	2 ha
c) Minimum Lot Frontage	30 metres
d) Maximum Lot Coverage i. First 1 ha of Lot with ii. Remainder of Lot Greater than 1 ha	30% 5%
e) Maximum Building and Structure Height	15 metres
f) Minimum Setback from: i) Front and Exterior Side Lot Lines ii) All Other Lot Lines	4.5 metres 2 metres
g) Minimum Setback from Watercourses	As outlined in Section 2.10
h) Runoff Control Standards	As outlined in Section 2.5
i) General Land Use Regulations	Refer to Section 2 - General Regulations

4.42.4 Regulations

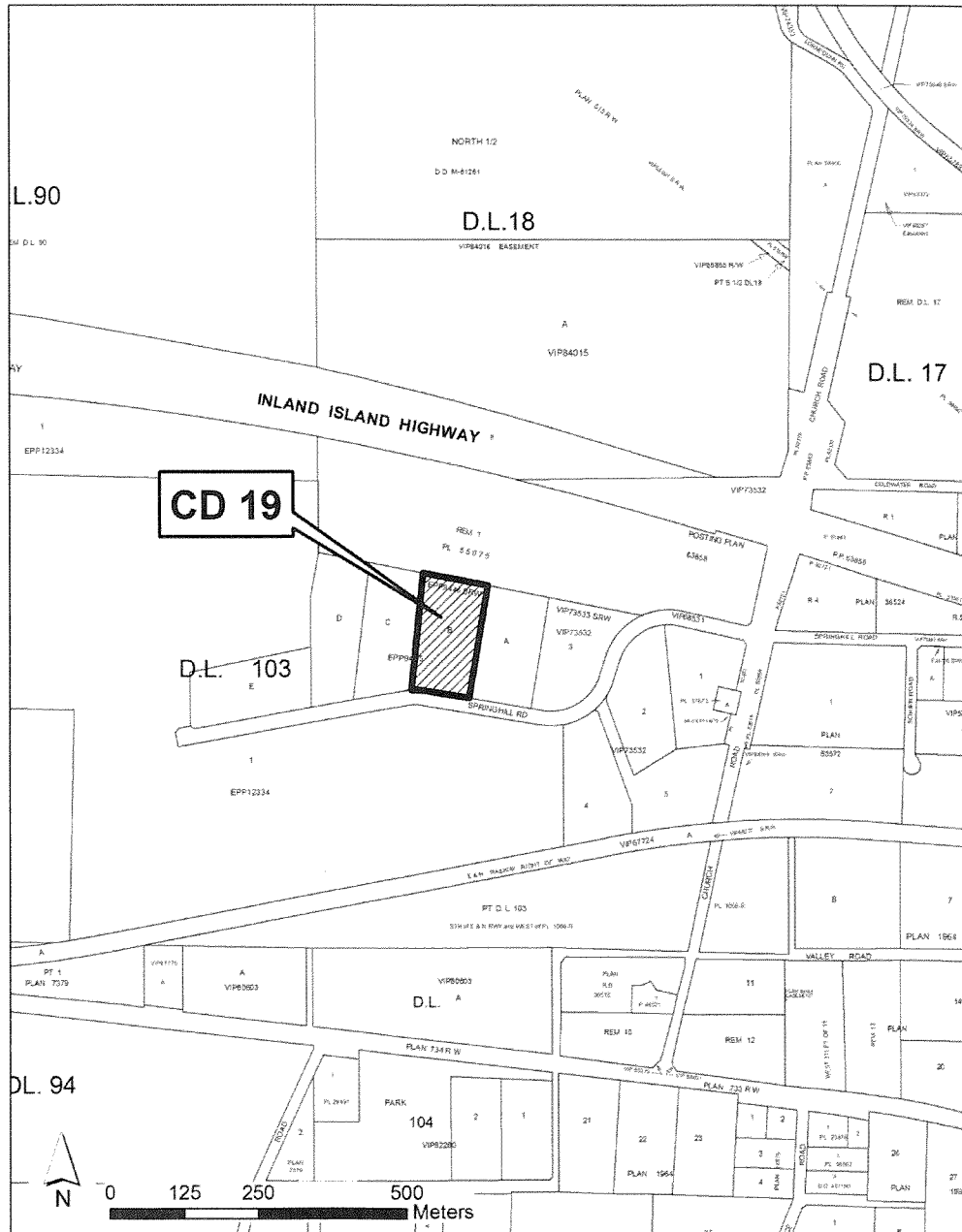
- a) All principal and accessory uses, buildings and structures on lots adjacent to the Vancouver Island Highway No. 19 shall be located a minimum of 30 metres from the Vancouver Island Highway No. 19 right-of-way.
- b) Indoor seating associated with Accessory Food Concession shall not to exceed 20 seats.

Schedule '2' to accompany "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.20, 2014"

Chairperson

Corporate Officer

Schedule '2'



REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.389

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. 500.389, 2014”.

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

1. In **Part 2 Interpretation Section 2.1 Definitions** by adding the following definition after ‘seafood processing’.

secondary suite means one or more habitable rooms and a cooking facility for residential accommodation, consisting of a self-contained unit with a separate entrance but which is clearly accessory to a principal dwelling unit located on the same parcel as the secondary suite and may not be subdivided under the *Strata Property Act*.

2. In **Part 3 – Land Use Regulations Section 3.3 General Regulation** is amended by adding the following after Section 3.3.12(h)(ii):

i. Home Based Business shall not be permitted within a secondary suite nor by the occupants of a secondary suite elsewhere on the subject property.

j. Bed and Breakfast shall not be permitted on a parcel that contains a suite.

k. Where a secondary suite is located on a parcel less than 8,000 m² in area, the Home Based Business must:

a. be limited to professional practice or office;

b. be limited to one (1) business; and,

c. not include any non-resident home based business employees.

3. In **Part 3 – Land Use Regulations Section 3.3 General Regulation** is amended by adding the following after Section 3.3.15:

16) Secondary Suites

1. Secondary suites shall be permitted in the following zone classifications: RS1, RS1.1, RS2, and RU1 – RU10 (Inclusive).

2. A maximum of one (1) secondary suite is permitted per single dwelling unit to a maximum of two (2) per parcel of which only one (1) may be detached.

3. Notwithstanding Section 2.1, a secondary suite shall be permitted within an accessory building.

4. Secondary Suites shall be subject to the following requirements:
 - a. secondary suites within a principal dwelling unit must not exceed 40% of the habitable floor space of the building that it is located in nor 90 m² of total floor space, whichever is lesser;
 - b. must not be located within a duplex, manufactured home, or multiple dwelling unit development;
 - c. must provide at least two (2) additional designated off-street parking spaces (at least one (1) must have direct access to the street);
 - d. shall be maintained in the same real estate entity as the principal dwelling unit to which it is accessory;
 - e. must meet minimum setback requirements for a dwelling unit located in the applicable Zone Classification.
 - f. must be limited to a maximum of two bedrooms and one cooking facility;
 - g. must, on parcels without community sewer services, have the approval of the local Health Authority with respect to the provision of sewage disposal;
 - h. must have its own entrance separate from that of the principal dwelling unit; and,
 - i. must not be used for short term (less than one month) rentals.

5. A Secondary Suite may be located within an accessory building subject to the following:
 - a. The minimum site area requirement shall be 800 m² for parcels serviced with community water and community sewer or 8,000 m² in all other cases.
 - b. Notwithstanding any other provision in this Bylaw, the maximum height of a building containing a suite shall be 8.0 metres;
 - c. The maximum floor area of an accessory building containing a secondary suite shall not exceed 40% of the habitable floor space of the principal dwelling unit which it is associated with nor 90 m² of total floor space, whichever is lesser.
 - d. the secondary suite shall contain no interior access to any part of the accessory building and the means of access and egress must be external to the structure.

6. Home Based Business shall be in accordance with Section 3.3.12.
7. Despite any regulation in this Bylaw, land established as “Agricultural Land Reserve” pursuant to the ***Agricultural Land Reserve Act***” is subject to the ***Agricultural Land Reserve Act*** and ***Regulations***, and applicable orders of the *Land Reserve Commission*.

4. In **Part 3 – Land Use Regulations Section 3.4 Regulations for Each Zone** is amended by adding ‘Secondary Suite’ as a Permitted Use as follows:

- I. Section 3.4.61 – 3.4.61.1 Residential 1 and Residential 1.1 Zone after b) Residential Use.
- II. Section 3.4.62 0 – Residential 2 Zone after b) Residential Use- per dwelling unit.
- III. Section 3.4.81- Rural 1 Zone – after f) Silviculture.
- IV. Section 3.4.82 – Rural 2 Zone – after i) Silviculture.
- V. Section 3.4.83 – Rural 3 Zone – after g) Wood Processing.
- VI. Section 3.4.84 – 3.4.89 Rural 4 – Rural 9 Zones – after f) Silviculture.
- VII. Section 3.4.810 – Rural 10 Zone – after b) Home Based Business.

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

Public Hearing held this ___ day of _____ 20XX.

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

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

Adopted this ___ day of _____ 20XX.

Chairperson

Corporate Office

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1285.19**

**A Bylaw to Amend Regional District of Nanaimo
Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002**

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

- A. This Bylaw may be cited as "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.19, 2014".
- B. The "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002", is hereby amended as follows:
 1. By adding the following after Section 2 – General Regulations 2.15 Home Based Business – Regulations (5)(p):
 6. Home Based Business shall not be permitted within a secondary suite nor by the occupants of a secondary suite elsewhere on the subject property.
 7. Bed and Breakfast shall not be permitted on a lot that contains a suite.
 8. Where a secondary suite is located on a lot less than 8,000 m² in area, the Home Based Business must:
 - a. be limited to professional practice or office;
 - b. be limited to one (1) business; and,
 - c. not include any non-resident home based business employees.
 2. By adding the following after Section 2 – General Regulations 2.17 Parking:

2.18 Secondary Suites

 1. Secondary suites shall be permitted as a Permitted Accessory Use in the following zones: A-1, R-1, R-2, R-3.
 2. A maximum of one (1) secondary suite is permitted per single dwelling unit to a maximum of two (2) per parcel of which only one (1) may be detached.
 3. Secondary Suites shall be subject to the following requirements:
 - a. secondary suites within a principal dwelling unit must not exceed 40% of the habitable floor space of the building that it is located in nor 90 m² of total floor space, whichever is lesser;
 - b. must not be located within a duplex, manufactured home, or multiple dwelling unit development;

- c. must provide at least two (2) additional designated off-street parking spaces (at least one (1) must have direct access to the street);
 - d. shall be maintained in the same real estate entity as the principal dwelling unit to which it is accessory;
 - e. must meet minimum setback requirements for a dwelling unit located in the applicable Zone Classification.
 - f. must be limited to a maximum of two bedrooms and one cooking facility;
 - g. must, on parcels without community sewer services, have the approval of the local Health Authority with respect to the provision of sewage disposal;
 - h. must have its own entrance separate from that of the principal dwelling unit; and,
 - i. must not be used for short term (less than one month) rentals.
4. A Secondary Suite may be located within an accessory building subject to the following:
- a. The minimum site area requirement shall be 800 m² for parcels serviced with community water and community sewer or 8,000 m² in all other cases.
 - b. The maximum floor area of an accessory building containing a secondary suite shall not exceed 40% of the habitable floor space of the principal dwelling unit which it is associated with nor 90 m² of total floor space, whichever is lesser.
 - c. the secondary suite shall contain no interior access to any part of the accessory building and the means of access and egress must be external to the structure.
5. Home Based Business shall be in accordance with Section 2.15.
6. Despite any regulation in this Bylaw, land established as "Agricultural Land Reserve" pursuant to the ***Agricultural Land Reserve Act*** is subject to the ***Agricultural Land Reserve Act*** and ***Regulations, and applicable orders of the Land Reserve Commission.***

3. By adding 'Secondary Suite' as a Permitted Accessory Use as follows:
 - a. Section 4.1 – Agriculture 1 Zone after c) Home Based Business
 - b. Section 4.13 – 4.15 Rural 1 – Rural 3 zone after b) Home Based Business
4. By adding the following definition in Section 5 after the definition of School:

Secondary Suite means one or more habitable rooms and a cooking facility for residential accommodation, consisting of a self-contained unit with a separate entrance but which is clearly accessory to a principal dwelling unit located on the same lot as the secondary suite and may not be subdivided under the *Strata Property Act*.

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

Public Hearing held this ___ day of _____ 20XX.

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

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

Adopted this ___ day of _____ 20XX.

Chairperson

Corporate Officer

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1620.02

**A Bylaw to Amend Regional District of Nanaimo Electoral Area 'A'
Official Community Plan Bylaw No. 1620, 2014**

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. 1620.02, 2014".
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 ____ day of ____, 2014.

Considered in conjunction with the Regional District of Nanaimo Financial Plan and any applicable Waste Management Plans this ____ day of ____, 2014.

Public Hearing held this ____ day of ____, 20XX .

Read a third time this ____ day of ____, 20XX.

Received approval pursuant to Section 882 of the *Local Government Act* this ____ day of ____, 20XX.

Adopted this ____ day of ____, 20XX.

Chairperson

Corporate Officer

REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1620.02
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. **Section 12.9 Yellow Point Development Permit Area**
 - i) By replacing Section 12.9 with that included in *Attachment 1*.

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1620.02**

Attachment 1

12.9 Yellow Point Aquifer Protection Development Permit Area

PURPOSE:

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(i): establishment of objectives to promote water conservation.*

AREA:

This DPA is intended to ensure that new subdivision does not have a negative impact on groundwater levels both on the subject property and on adjacent properties on lands located above the Yellow Point Aquifer as shown on Map No. 9 of this plan. It is also intended to require water conservation measures to reduce water use and protect drinking water supplies for existing residents.

JUSTIFICATION:

The Yellow Point aquifer is a fractured sandstone bedrock aquifer east of the Island Highway. It stretches from Duke Point in the north down to Ladysmith Harbour in the south. The Yellow Point aquifer is composed of compacted mud and sandstone layers known as the 'Nanaimo Group'. Unlike the highly productive Cassidy aquifer nearby, the Yellow Point aquifer is a very 'low producing aquifer' with 'low permeability' and 'low porosity'. That means that this type of rock has a limited ability to store and produce water and that when water is removed from this aquifer it can take a long time to recharge, or 're-fill'. This type of aquifer is not well suited to large extractions or urban development. Several sources, including a 2010 Ministry of Environment study, the 2009 RDN Electoral Area 'A' Groundwater Assessment and Vulnerability report, and a recent Drinking Water and Watershed Protection Program public consultation process have indicated that some areas that draw from this aquifer are experiencing water supply issues. There are indications that water is being extracted faster than the aquifer's recharge capacity. If this continues, a point may be reached (or may have already been reached) where further extraction and further development is no longer sustainable.

RAINWATER HARVESTING BEST PRACTICES GUIDEBOOK

It is strongly recommended that applicants refer to the Regional District of Nanaimo Rainwater Harvesting Best Practices Guidebook for guidance on the design and

installation of a rainwater harvesting system within the Yellow Point Aquifer Protection Development Permit Area.

APPLICABILITY:

A development permit is required for the following activities unless specifically exempt:

1. Subdivision of land as defined in the *Land Title Act* or the *Strata Property Act*; and,
2. Construction, alteration, or erection of a dwelling unit(s).

EXEMPTIONS:

The following activities are exempt from requiring a development permit:

1. Subdivision of land which results in three or fewer lots and the parcel proposed to be subdivided has not been subdivided within the past five years.
2. Land alteration.
3. Construction of a dwelling unit or subdivision of land where each dwelling unit has an approved connection to a community water system.
4. Construction and/or alteration of accessory buildings, agricultural buildings, structures and fencing.
5. Construction or renovation to commercial, institutional, recreational, and industrial buildings.
6. All additions or alterations to an existing dwelling unit.
7. The replacement or reconstruction of an existing dwelling unit with another dwelling unit within the same basic footprint.
8. Construction of a secondary suite.
9. Construction of a dwelling unit where the applicant demonstrates that there is:
 - a. A well that existed prior to July 26, 2011 which produces a minimum of 3.5 m³ per day year round that will be connected to the proposed dwelling unit;
 - b. an existing (prior to July 26, 2011) water license with capacity to satisfy at least 30% of total household water use for a 90 day period; or
 - c. a valid approved source of water which is not groundwater that is currently in use and has adequate capacity to satisfy at least 30% of total household water use for a 90 day period.
10. Construction of a dwelling unit where the dwelling unit:
 - a. Is not to be connected to a groundwater source; and,

- b. Is entirely serviced with water through stored and treated rain water which meets or exceeds Canadian Drinking Water Standards.

Note: for exemption 10 above, prior to the issuance of a building permit, a report from an Engineer or other qualified professional may be required to satisfy the RDN that the proposed rainwater system has adequate capacity to meet the year round water demands of the dwelling unit being proposed and that the water will be stored and treated to Canadian drinking water standards.

GUIDELINES:

A. For subdivision, the following guidelines apply:

1. Where property is proposed to be subdivided and more than three parcels, including the remainder (if applicable) are proposed, the RDN shall require the applicant to supply a report prepared by a professional Hydrogeologist or engineer registered in the province of British Columbia and experienced in hydrogeological investigations which includes the following:
 - i. An assessment of the characteristics and behavior of the aquifer at its most stressed time of the year which includes two cross sections which define the groundwater body and determine where the water comes from. The assessment must also examine the location of proposed wells and their interaction with the Yellow Point Aquifer;
 - ii. The results and professional interpretation of a minimum 72 hour pumping test to occur in at least one location within the lands being subdivided or a greater number as recommended by a professional hydrogeologist or engineer based on the scale of development and aquifer characteristics;
 - iii. An assessment of seasonal water table fluctuations and the ability of the Yellow Point aquifer to provide a sustainable water supply which satisfies the additional groundwater demand without impacting adjacent rural properties or restricting or limiting the availability of water supply for agricultural irrigation;
 - iv. An assessment of the potential for salt water intrusion as a result of the proposed water extraction which is required to service the proposed development; and,
 - v. Identification of key recharge points located on the subject property and recommended measures to protect them.
 - vi. Recommendations to address the impacts on groundwater quality and quantity identified through the assessments outlined in sections 1.i – v.

The RDN shall require the applicant to implement the report's recommendations in the proposed development and the recommendations shall become conditions of the development permit.

2. The RDN may require, at the applicant's expense, and to the satisfaction of the RDN, a Section 219 Covenant registering the Hydrogeologist's and/or engineer's report on the title of the subject property.
3. The RDN may require the applicant to install a groundwater monitoring device in at least one well within the proposed subdivision. The RDN may require an agreement be registered on title to allow the RDN to access the property to collect data from the device
4. Where rainwater management is recommended by the report identified in Guideline 1 above, rainwater must be retained on-site and managed using methods such as vegetated swales, rain gardens, or other methods which allow rainwater to return to the ground.

B. For the construction of a dwelling unit the following guidelines apply:

Siting of Buildings and Structures

1. Dwelling units must be sited to allow for the optimal placement of a gravity fed rainwater collection tank which collects rainwater from the roof leaders of the dwelling unit which capture the majority of the rainwater flows.
2. Water storage tanks should be sited in the least obtrusive way possible from the neighboring properties.
3. A site plan should be provided illustrating the location of the proposed water storage tank(s) in relation to the proposed dwelling unit and adjacent property lines. The site plan should illustrate the rainwater harvesting system components and may be prepared by the applicant provided it is drawn to scale and is legible.

Form and exterior design

4. Dwelling units should be designed to maximize opportunities for rainwater catchment from all roof surfaces.
5. Roof surface materials should be selected to accommodate the type of rainwater harvesting system being proposed.

Specific features in the development

6. Impervious surfaces should be minimized. The use of impervious paved driveways is discouraged.

Machinery, equipment, and systems external to buildings and other structures

7. The RDN shall require that all new dwelling units include a rainwater harvesting system which is designed to satisfy a minimum of 30% of the total household water use (indoor and outdoor) for a minimum of 90 consecutive precipitation free days.
8. Rainwater harvesting systems should target a minimum rainwater storage tank volume of 18, 181 litres (4,000 Imperial Gallons). Larger tank sizes are also supported. This figure was derived based on the following information and calculation:

- Average total household water use the RDN is 704 litres per day
- 30% of the total household water use is for outdoor non-potable use
- Storage must satisfy 100% of outdoor watering needs for a 90 day period

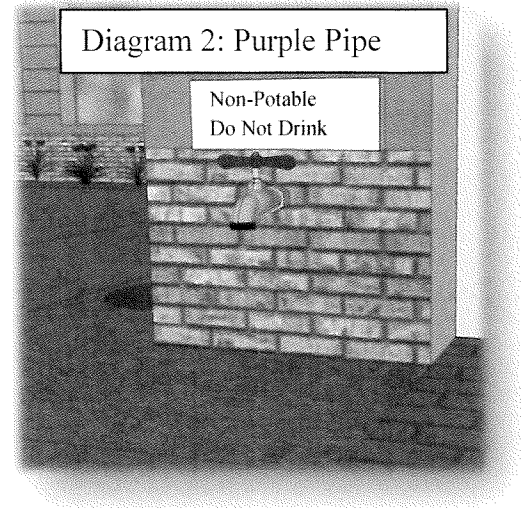
Minimum tank volume is calculated as follows:

Average household use per day \times 0.3 \times 90 days = minimum water storage tank volume

$$704 \text{ litres} \times \frac{30}{100} \times 90 \text{ days} = 19,008 \text{ litres}$$

A minimum volume of 19,008 litres (4,181 Imperial Gallons) does not correspond well to existing cistern sizes. Staff is proposing that this figure be reduced to 18, 184 litres (4,000 Imperial Gallons) to reflect typical cistern sizes and configurations. This minimum volume could be met using a number of different tank types, sizes, and configurations.

9. Notwithstanding Guideline 8 above, a water storage tank with a lesser volume may be supported where an assessment of total household water use (indoor and outdoor) prepared by a registered plumber, accredited rainwater harvesting professional, or Engineer is provided, and the applicant is proposing to satisfy a minimum of 30% of total household use for a minimum of 90 consecutive precipitation free days with a rainwater harvesting system.



10. Rainwater harvesting systems may, at the applicant's discretion, be designed for non-potable outdoor use, non-potable indoor use, or potable drinking water use. The design of such systems must reflect their intended use.

11. The rainwater harvesting system design must, at minimum, consider and include the following components:

- i. Roofing materials that are appropriate for the type of rainwater harvesting system being proposed.
- ii. Gutters, downspouts, and transport piping to move the rainwater collected on the roof towards the water storage tank and beyond to its end use.
- iii. Debris removal, filters, and first flush diverter sized and designed to accommodate the proposed rainwater harvesting system.
- iv. Provisions for tank overflow
- v. A water storage tank(s) rated for potable use while it is strongly recommended that all other components be rated for potable use.
- vi. A pumping system to move the rainwater and distribution system
- vii. Rainwater filtration, purification, and disinfection (in the case of potable systems).

12. Rainwater harvesting systems should be designed to facilitate additional storage volume and future connection to the dwelling unit.

13. All external pipe, plumbing fixtures, and hose bibs where rainwater is used shall be clearly marked with "Non-Potable Water Do Not Drink" as shown in Diagram 2 at right.

14. Although not a requirement of these Development Permit Area Guidelines, where non-potable rainwater harvesting equipment is required, the RDN shall encourage the

applicant to install dedicated plumbing lines within proposed dwelling units to make use of stored rainwater for flushing toilets and other non-potable uses. The RDN shall assist the applicant in obtaining the necessary building permit approvals.

Definitions:

Total household water use means the sum total of all water use in a household during a typical hot dry summer day including gardens and lawns, baths and showers, kitchen (dishwasher, etc.), toilet flushing, laundry, car washing, drinking, property maintenance, and other outdoor uses.

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, JANUARY 14, 2014 AT 7:05 PM IN THE
RDN BOARD CHAMBERS

In Attendance:

Director J. Stanhope	Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director J. de Jong	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
Alternate	
Director B. McKay	City of Nanaimo
Alternate	
Director P. Christensen	Electoral Area H
Alternate	
Director C. Burger	City of Parksville
Director D. Willie	Town of Qualicum Beach

Regrets:

Director D. Brennan	City of Nanaimo
Director M. Lefebvre	City of Parksville

Also in Attendance:

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

CALL TO ORDER

The Chairperson called the meeting to order.

DELEGATIONS

Gail Adrienne, Nanaimo and Area Land Trust, re 2014 Funding.

Fraser Wilson, member of the Nanaimo and Area Land Trust (NALT) Board, provided an overview of NALT services in 2013 and requested the Board provide \$30,000 in funding to the organization in 2014.

COMMITTEE OF THE WHOLE MINUTES

MOVED Director Johnstone, SECONDED Director Ruttan, that the minutes of the Committee of the Whole meeting held November 12, 2013, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Bruce Jolliffe, Chair, Vancouver Island Regional Library Board of Trustees, re Community Library Branch – Cedar Rural Village Centre.

MOVED Director Holme, SECONDED Director Fell, that the correspondence received from Bruce Jolliffe, Chair, Vancouver Island Regional Library Board of Trustees, regarding Community Library Branch – Cedar Rural Village Centre, be received.

CARRIED

Coralee Oakes, Minister of Community, Sport, and Cultural Development, re Local Government Elections Reform Stakeholder Consultation.

MOVED Director Holme, SECONDED Director Fell, that the correspondence received from Coralee Oakes, Minister of Community, Sport, and Cultural Development, regarding Local Government Elections Reform Stakeholder Consultation, be received.

CARRIED

Heather Sarchuk, North Cedar Improvement District, re Cost Sharing for Constructing a 400,000 Imperial Gallon Reservoir.

MOVED Director Holme, SECONDED Director Fell, that the correspondence received from Heather Sarchuk, North Cedar Improvement District, regarding cost sharing for constructing a 400,000 imperial gallon reservoir, be received.

CARRIED

Amanda Weeks, City of Parksville, re 2014 Council Appointment to the District 69 Recreation Commission.

MOVED Director Holme, SECONDED Director Fell, that the correspondence from Amanda Weeks, City of Parksville, regarding the 2014 Council appointment to the District 69 Recreation Commission, be received.

CARRIED

Amanda Weeks, City of Parksville, re 2014 Council Voting Representative – Arrowsmith Water Service Management Board.

MOVED Director Holme, SECONDED Director Fell, that the correspondence from Amanda Weeks, City of Parksville, regarding the 2014 Council voting representative to the Arrowsmith Water Service Management Board, be received.

CARRIED

Amanda Weeks, City of Parksville, re 2014 Council Voting Representative – Englishman River Water Service Management Board.

MOVED Director Holme, SECONDED Director Fell, that the correspondence received from Amanda Weeks, City of Parksville, regarding the 2014 Council voting representative to the Englishman River Water Service Management Board, be received.

CARRIED

CHIEF ADMINISTRATIVE OFFICER

2014 Service Area Work Plan Projects.

MOVED Director Burger, SECONDED Director Willie, that the Board receive the list of service area work plan projects for 2014 for information.

CARRIED

CORPORATE SERVICES

ADMINISTRATIVE SERVICES

Bylaw No. 1694, 2014 – A Bylaw to Secure Long Term Debt for the City of Nanaimo Water Treatment Plant.

MOVED Director Greves, SECONDED Director Houle, that the Board consent to the borrowing of \$9.2 million dollars from the Municipal Finance Authority of British Columbia over a 20 year term for the purpose of funding the City of Nanaimo's Water Treatment Plant construction project.

CARRIED

MOVED Director Greves, SECONDED Director Houle, that "Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1694, 2014" be introduced and read three times.

CARRIED

MOVED Director Greves, SECONDED Director Houle, that "Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1694, 2014" be adopted.

CARRIED

FINANCIAL SERVICES

Bylaw No. 1693, 2014 – A Bylaw to authorize preparation of 2014 Parcel Tax Rolls.

MOVED Director Johnstone, SECONDED Director Houle, that the "2014 Parcel Tax Assessment Roll Bylaw No. 1693, 2014", be introduced and read three times.

CARRIED

MOVED Director Johnstone, SECONDED Director Houle, that the "2014 Parcel Tax Assessment Roll Bylaw No. 1693, 2014" be adopted.

CARRIED

MOVED Director Johnstone, SECONDED Director Houle, that the Board appoint the Chairperson, the Manager, Administrative Services and the Director of Finance to preside as the 2014 parcel tax review panel.

CARRIED

Bylaw No. 1467.01, 2014 – A Bylaw to amend the requisition limit for the Electoral Area 'A' Recreation and Culture Service.

MOVED Director McPherson, SECONDED Director Young, that "Electoral Area 'A' Recreation and Culture Service Amendment Bylaw No. 1467.01, 2014" be introduced and read three times.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that "Electoral Area 'A' Recreation and Culture Service Amendment Bylaw No. 1467.01, 2014" be adopted.

CARRIED

Bylaw No. 798.08, 2014 – A Bylaw to amend the requisition limit for the Electoral Area 'A' Community Parks Service.

MOVED Director McPherson, SECONDED Director Young, that "Electoral Area 'A' Community Parks Local Service Amendment Bylaw No. 798.08, 2014" be introduced and read three times.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that "Electoral Area 'A' Community Parks Local Service Amendment Bylaw No. 798.08, 2014" be adopted.

CARRIED

Report on Actuarial Services for Unfunded Liabilities.

MOVED Director Willie, SECONDED Director Burger, that the Board direct staff to enter into a three year agreement with Mercer to provide actuarial services for unfunded liabilities related to employee benefits.

CARRIED

Feasibility Study Reserve Accounts Update.

MOVED Director Anderson, SECONDED Director Houle, that the report on the status of Feasibility Study Reserve Accounts be received.

CARRIED

Director Veenhof left the meeting at 7:32 pm citing a possible conflict of interest with the next agenda item.

2014 Proposed Budget External Requests for Funding.

MOVED Director Fell, SECONDED Director Young, that the 2014 proposed budget external requests for funding be referred to a special meeting.

CARRIED

Director Veenhof returned to the meeting at 7:34 pm.

RECREATION AND PARKS SERVICES

PARKS SERVICES

Development Funding for the E&N Regional Rail Trail.

MOVED Director Bestwick, SECONDED Director Anderson, that the development funding request for the E&N Regional Rail Trail be referred to a special meeting with the other external requests for funding.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

Regional Growth Strategy Targets and Indicators Project.

MOVED Director Ruttan, SECONDED Director McPherson, that staff proceed with the Targets and Indicators Project as outlined in the attached Terms of Reference.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER SERVICES

MOVED Director Holme, SECONDED Director Anderson, that the Board receives the Liquid Waste Management Plan Amendment, Consultation Summary Report and First Nations Engagement Progress Report for information.

CARRIED

MOVED Director Holme, SECONDED Director Anderson, that the Board directs staff to make appropriate revisions to the Liquid Waste Management Plan Amendment document, related to comments in the Ministry of Environment letter of January 9, 2014.

CARRIED

MOVED Director Holme, SECONDED Director Anderson, that the Board supports the Liquid Waste Management Plan Amendment and recommendation to provide secondary treatment at Greater Nanaimo Pollution Control Centre by 2018 and secondary treatment at Nanoose Bay Pollution Control Centre by 2023.

CARRIED

MOVED Director Holme, SECONDED Director Anderson, that the Board directs staff to submit the Liquid Waste Management Plan Amendment to the Minister of Environment for approval.

CARRIED

COMMISSIONS, ADVISORY & SELECT COMMITTEES

Regional Parks and Trails Select Committee

Minutes of the Regional Parks and Trails Select Committee meeting held Tuesday, December 3, 2013.

MOVED Director Houle, SECONDED Director Greves, that the minutes of the Regional Parks and Trails Select Committee meeting held Tuesday, December 3, 2013, be received.

CARRIED

Benson Creek Falls Management Plan 2014 – 2024.

MOVED Director Young, SECONDED Director Kipp, that the 2014 – 2024 Benson Creek Falls Management Plan be approved.

CARRIED

RDN Parks and Trails Guidelines.

MOVED Director Veenhof, SECONDED Director Ruttan, that the Parks and Trails Guidelines Report be approved and adopted as a guide for parks and trail development and operations.

CARRIED

NEW BUSINESS

2014 Tax Requisition for Electoral Area 'A' Recreation and Culture Service.

MOVED Director McPherson, SECONDED Director Houle, that staff be directed to increase the 2014 tax requisition for the Electoral Area 'A' Recreation and Culture Service by \$20,000 to a total of \$172,785 and to update the proposed 2014 - 2018 Regional District of Nanaimo Financial Plan to reflect this increase.

CARRIED

MOVED Director McPherson, SECONDED Director Houle, that staff be directed to increase the 2014 tax requisition for the Electoral 'A' Community Parks Service by \$20,000 to a total of \$145,650 and to update the proposed 2014 - 2018 Regional District of Nanaimo Financial Plan to reflect this increase.

CARRIED

Restructure Study for Electoral Area 'A'.

MOVED Director McPherson, SECONDED Director Veenhof, that the Chair inform the Minister of Community, Sport & Cultural Development that the Regional District of Nanaimo Board supports the Ministry's consideration of funding a restructure study for Electoral Area 'A' as a priority.

CARRIED

MOVED Director McPherson, SECONDED Director Veenhof, that the Director for Electoral Area 'A' provide additional information to the Minister of Community, Sport & Cultural Development as requested in her October 21, 2013 letter.

CARRIED

IN CAMERA

MOVED Director Holme, SECONDED Director Young, that pursuant to Sections 90 (1)(c) and (e) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to labour relations and land acquisition.

CARRIED

TIME: 8:26 PM

ADJOURNMENT

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

CARRIED

TIME: 8:56 PM

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1694

A BYLAW TO AUTHORIZE THE ENTERING INTO OF AN AGREEMENT RESPECTING FINANCING BETWEEN THE REGIONAL DISTRICT OF NANAIMO (THE "REGIONAL DISTRICT") AND THE MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA (THE "AUTHORITY") ON BEHALF OF THE CITY OF NANAIMO

WHEREAS the Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for Regional Districts or for their member municipalities by the issue of debentures, or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS the City of Nanaimo is a member municipality of the Regional District of Nanaimo (the "Regional District");

AND WHEREAS the Regional District is to finance from time to time on behalf of and at the sole cost of the member municipality, under the provisions of Section 824 of the *Local Government Act*, the works to be financed pursuant to the following loan authorization bylaw;

Municipality	L/A Bylaw No.	Purpose	Amount Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue (Yrs.)	Amount of Issue
City of Nanaimo	7127	Water Treatment Plant	\$22,500,000	\$13,300,000	\$9,200,000	20	\$9,200,000
Total Financing pursuant to Section 824							<u>\$ 9,200,000</u>

AND WHEREAS the Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority;

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

1. The Regional Board hereby consents to financing the debt of the City of Nanaimo in the amount of Nine Million Two Hundred Thousand Dollars (\$9,200,000) in accordance with the following terms.
2. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Regional District and its member municipalities up to, but not exceeding Nine Million Two Hundred Thousand Dollars (\$9,200,000) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$9,200,000 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.
3. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and the Director of Finance of the Regional District, on behalf of the Regional District and under its seal, shall at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
4. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
5. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
6. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chairperson and the Director of Finance of the Regional District.
7. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
8. During the currency of the obligation incurred under the said Agreement to secure borrowings in respect of City of Nanaimo Loan Authorization Bylaw 7127, there shall be requisitioned

annually an amount sufficient to meet the annual payment of interest and the repayment of principal.

9. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.
10. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
11. This bylaw may be cited as "Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1694, 2014".

Introduced and read three times this day of , 2014

Adopted this day of , 2014

CHAIRPERSON

CORPORATE OFFICER

Schedule 'A' to accompany "Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1694, 2014"

Chairperson

Corporate Officer

CANADA
PROVINCE OF BRITISH COLUMBIA

AGREEMENT
REGIONAL DISTRICT OF NANAIMO

The Regional District of Nanaimo (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Victoria, British Columbia, the sum of _____ Dollars (\$_____) in lawful money of Canada, together with interest calculated semi-annually in each and every year during the currency of this Agreement; and payments shall be as specified in the table appearing on the reverse hereof commencing on the _____ day of _____, 20__, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

Dated at _____, British Columbia, this _____ of _____, 20__.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. 1694 cited as "Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1694, 2014". This Agreement is sealed with the Corporate Seal of the Regional District of Nanaimo and signed by the Chairperson and the Director of Finance thereof.

Chairperson

Director of Finance

Pursuant to the *Local Government Act*, I certify that this Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any Court of the Province of British Columbia.

Dated this _____ day of _____, 20__.

Inspector of Municipalities of British Columbia

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1693

A BYLAW TO PROVIDE FOR THE PREPARATION OF
PARCEL TAX ROLLS FOR THE YEAR 2014

WHEREAS the Board of the Regional District of Nanaimo shall, pursuant to Section 806.1(2)(a) of the *Local Government Act*, provide by bylaw for the preparation of an assessment roll for the purpose of imposing a parcel tax under Section 806.1(2);

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

1. Assessment rolls for the purpose of levying a parcel tax for the Year 2014 are to be prepared for the following services:

Sewer:

French Creek Sewerage Facilities Local Service Area	Establishing Bylaw No. 813, 1990
Fairwinds Sewerage Facilities Local Service Area	Conversion Bylaw No. 947, 1994
Pacific Shores Sewer Local Service Area	Establishing Bylaw No. 1021, 1996
Surfside Sewer Local Service Area	Establishing Bylaw No. 1124, 1998
Barclay Crescent Sewer	Establishing Bylaw No. 1391, 2004
Cedar Sewer Service	Establishing Bylaw No. 1445, 2005
Cedar Sewer Commercial Properties Capital Financing Service	Establishing Bylaw No. 1513, 2007
Cedar Sewer Large Residential Properties Capital Financing Service	Establishing Bylaw No. 1517, 2007
Cedar Sewer Sportsfield Capital Financing Service	Establishing Bylaw No. 1519, 2007
Cedar Sewer Small Residential Properties Capital Financing Service	Establishing Bylaw No. 1521, 2007
Cedar Sewer Small Residential Properties Stage 2 Capital Financing Service	Establishing Bylaw No. 1565, 2009
Hawthorne Rise Sewer Service	Establishing Bylaw No. 1686, 2013

Water:

Surfside Properties Water Supply Specified Area	Establishing Bylaw No. 694, 1985
French Creek Water Local Service	Conversion Bylaw No. 874, 1992
French Creek Bulk Water Supply Local Service Area	Establishing Bylaw No. 1050, 1996
Nanoose Bay Bulk Water Supply Local Service Area	Establishing Bylaw No. 1049, 1996
Decourcey Water Local Service Area	Establishing Bylaw No. 1096, 1998
San Pareil Water Local Service Area	Establishing Bylaw No. 1170, 1999
Driftwood Water Supply Service Area	Establishing Bylaw No. 1255, 2001
Englishman River Community Water Service	Establishing Bylaw No. 1354, 2003
Melrose Terrace Community Water Service	Establishing Bylaw No. 1397, 2004
Nanoose Peninsula Water Service	Establishing Bylaw No. 867.01, 2005
Whiskey Creek Water Services	Establishing Bylaw No. 1605, 2010
San Pareil Water System (Fire Protection Improvements) Service	Establishing Bylaw No. 1646, 2013

Other:

Regional Parks	Establishing Bylaw No. 1231, 2001
Cassidy Waterloo Fire Protection Service Area	Establishing Bylaw No. 1388, 2004
Meadowood Fire Protection Service Area	Establishing Bylaw No. 1509, 2006
Crime Prevention and Community Justice Support	Establishing Bylaw No. 1479, 2006
Drinking Water and Watershed Protection Service Area	Establishing Bylaw No. 1556, 2008
Northern Community Economic Development Service	Establishing Bylaw No. 1649,2011

2. The bylaws referred to in (1) above include any subsequent amendments.
3. Unless otherwise noted herein a parcel tax shall be levied on the basis of a single amount for each taxable property with land and improvements or land only within the service area.
4. Parcel taxes for Regional Parks, Cassidy Waterloo Fire Protection, Drinking Water & Watershed Protection, Northern Community Economic Development and Crime Prevention & Community Justice Support shall be levied on the basis of a single amount for each parcel, which shall be defined as a taxable folio within the service area assessed for land and improvements, or land only or improvements only.
5. Parcel taxes with respect to the Cedar Sewer Commercial Capital Financing Service will be levied on the basis of the size of each parcel with a parcel defined as a taxable folio within the service area assessed for land and improvements, or land only or improvements only and the amount of the parcel tax will be established as a rate per hectare.
6. Parcel taxes with respect to the Cedar Sewer Large Residential Properties Capital Financing Service will be levied on the basis of a rate per unit of size with a unit of 1 established for a property up to 2 hectares in size and a unit of 2 established for properties greater than 2 hectares in size.
7. Parcel taxes with respect to the Cedar Sewer Service (sewer collection and treatment) will be levied on the basis of a rate per unit of size with units established as:
 - Parcel of land less than or equal to .2 ha = 1
 - Parcel of land greater than .2 ha up to 1 ha = 2
 - Parcel of land greater than 1 ha up to 3 ha = 3
 - Parcel of land greater than 3 ha = 6
8. Parcel taxes under Sections (3) and (4) above shall not be levied on folios with the following characteristics:
 - i) water, including but not limited to foreshore leases
 - ii) continuous structures physically identifiable as telephone, hydro, or other utility wires, fiber or cables.
9. It is the responsibility of taxpayers with properties described under Section 8 to notify the Regional District in order to note those properties as exempt from the particular parcel taxes otherwise applicable.
10. This bylaw may be cited as “2014 Parcel Tax Assessment Roll Bylaw No. 1693, 2014”.

Introduced and read three times this XX day of January, 2014.

Adopted this XX day of January, 2014.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1467.01

**A BYLAW TO AMEND THE
ELECTORAL AREA 'A' RECREATION
AND CULTURE SERVICE ESTABLISHMENT BYLAW NO. 1467**

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

1. Electoral Area 'A' Recreation and Culture Service Establishment Bylaw No. 1467, 2005 is amended by:

Deleting Section 6 and then substituting the following:

6. In accordance with section 800.1(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned for the cost of the service is the greater of:
 - (a) Two Hundred Thousand (\$200,000) Dollars; or
 - (b) The amount equal to the amount that could be raised by a property value tax rate of \$0.187 per \$1,000 applied to the net taxable value of land and improvements in the Service Area.
2. This bylaw may be cited for all purposes as the "Electoral Area 'A' Recreation and Culture Services Amendment Bylaw No. 1467.01, 2014".

Introduced and read three times this ____ day of _____, 2014.

Adopted this ____ day of _____, 2014.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 798.08

**A BYLAW TO AMEND ELECTORAL AREA 'A'
COMMUNITY PARKS LOCAL SERVICE
ESTABLISHMENT BYLAW NO. 798, 1990**

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

1. Electoral Area 'A' Community Parks Bylaw No. 798, 1990 is amended by:
Deleting Section 4 and then substituting the following:
 4. The maximum amount that may be requisitioned for this service shall be the greater of:
 - (i) One hundred and Thirty Thousand (\$146,650); or
 - (ii) The amount obtained by multiplying the net taxable value of land and improvements in the service area by a tax rate of \$0.1375 per thousand dollars of assessment.
2. This Bylaw may be cited as "Electoral Area 'A' Community Parks Local Service Amendment Bylaw No. 798.08, 2014".

Introduced and read three times this ___ day of _____, 2014.

Adopted this ___ day of _____, 2014.

CHAIRPERSON

CORPORATE OFFICER



RDN REPORT		#12
CAO APPROVAL		
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BOARD	✓	

MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: December 20, 2013

FROM: Wendy Marshall
Manager of Parks Services

FILE:

SUBJECT: Community Parks and Trails Strategy – Electoral Areas E, F, G and H

PURPOSE:

To review and approve the Community Parks and Trails Strategy for Electoral Areas E, F, G and H.

BACKGROUND

In February, 2012, the Board approved the development of a Community Parks and Trails Strategy (CPTS) as a Community Works Fund project. The provision of Community Parks and Trails in the Electoral Areas is primarily accomplished through the land development process. Land development requirements and policies are implemented through the OCP's, Regulatory Bylaws, and the Subdivision Bylaw. While the Regional Parks and Trails Master Plan, 2005-2015, provides the direction, policies, priorities and actions for Regional Parks and Trails in the RDN, a similar document did not exist at the community level. Therefore, the provision of Community Parks and Trails was ad hoc and reactive, as opposed to systematically planned. The creation of the CPTS will now provide the direction and guidelines for the provision of Community Parks and Trails in the Electoral Areas of E, F, G and H.

The CPTS was carried out between January and December, 2013. The creation of the CPTS was overseen by RDN park staff and the CPTS Advisory Committee. Those that participated in the Advisory committee included the Area Directors, one representative from each Parks and Open Space Advisory Committee (POSAC) for Electoral Areas E, F, G and H, and one representative from Qualicum First Nations.

Several engagement strategies were used to seek input for the CPTS. Two Open Houses were held in each of the four areas to gather information from residents and then to seek feedback on the plan. Online surveys were also available throughout the process. POSAC members were actively involved in gathering and assessing information for the plan.

The plan includes an overview of the existing community parks and trails system including resources; provides a park classification system and a parkland provision standard; and provides a community parkland acquisition criteria. A vision was created for each electoral area and a list of project recommendations from the community consultation is provided for further discussion with the POSACs.

The outcome of the plan is a set of actions that support the implementation of the visions and priorities generated through the CPTS process.

ALTERNATIVES

1. That the Community Parks and Trails Strategy for Electoral Areas E, F, G and H be approved.
2. That the Community Parks and Trails Strategy for Electoral Areas E, F, G and H not be approved and alternative direction be provided.

FINANCIAL IMPLICATIONS

While there are no direct financial costs associated with the approval of the CPTS, some actions within the strategy may have an impact on future community parks budgets which will be reviewed annually. Some of the actions will have positive budget impacts through the creation of systems that will save time or money including the development of a Parks Volunteer Policy and Guidelines to provide more opportunity for volunteer participation. Other actions include the development and adoption of a DCC bylaw for community parks would provide funds required to develop community park land.

Action #15, Matching Service Levels and Funding Allocations may have an impact on budgets in the future. The CPTS clearly points to an issue regarding a discrepancy between levels of projects expected to be completed in the Community Parks System and the number of staff on hand to carry out the work. If the work load continues to increase or remain at current levels, then staff resources will have to be adjusted to meet the work load expectations otherwise projects and service levels will need to reduce.

STRATEGIC PLAN IMPLICATIONS

The completion of this plan partially fulfills the action to Develop Community Parks and Greenway Standards and Strategies for the Electoral Areas. The document completes this provision for E, F, G and H. The document itself provides guidelines and actions to:

- Ensure a diversity of parks that meet recreational as well as conservation objectives
- Harmonize the RDN's parks strategies and plans with the Regional Growth Strategy, official community plans, development permit areas and zoning

CONCLUSIONS

The Board approved in February 2012 the development of the Community Parks and Trails Strategy for Electoral Areas E, F, G and H as a Community Works Fund project. The CPTS was developed throughout 2012 and 2013 and public input was gathered through Open Houses in the electoral areas, online surveys, meetings with Parks and Open Space Advisory Committees and input from the CPTS Advisory Committee.

The plan includes an overview of the existing community parks and trails system, provides a park classification system and a parkland provision standard, and provides a community parkland acquisition criteria. The outcome of the plan is a set of actions for the RDN's northern Electoral Areas that support the implementation of the visions and priorities generated through the CPTS process.

RECOMMENDATIONS

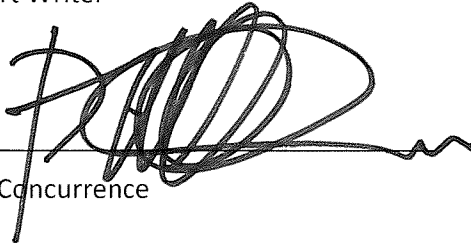
That the Community Parks and Trails Strategy for Electoral Areas E, F, G and H be approved.



Report Writer



General Manager Concurrence



CAO Concurrence

COMMUNITY PARKS & TRAILS STRATEGIC PLAN

Electoral Areas E, F, G & H



DRAFT – January 8th, 2014

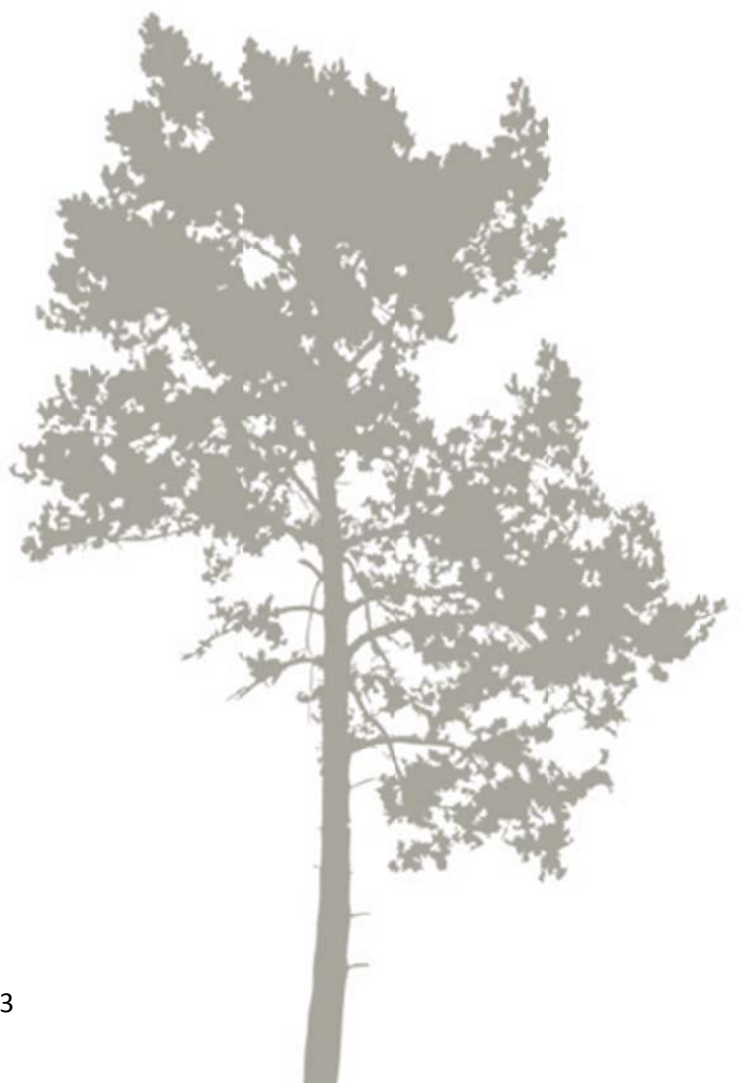


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ELECTORAL AREAS E, F, G, & H

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COMMUNITY PARKS & TRAILS STRATEGIC PLAN ELECTORAL AREAS E, F, G, & H

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The **Community Parks and Trails Advisory Committee** provided guidance and insight during development of this strategic plan and participated at public workshops.

- George Holme, Electoral Area ‘E’ Director
- Julian Fell, Electoral Area ‘F’ Director
- Joe Stanhope, Electoral Area ‘G’ Director
- Bill Veenhof, Electoral Area ‘H’ Director
- Councillor Michael Recalma, Qualicum First Nation
- Parks and Open Space Advisory Committee (POSAC) Representatives: Robert Rogers (Electoral Area E), Barbara Smith (Electoral Area F), Brian Coath (Electoral Area G), Dagmar Seydel (Electoral Area H).

Consultants provided useful studies and detailed information that supported the development of the plan.

- Dave Palidwor, CPTS Project Manager
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- Stantec Consultants Ltd. for work on the Trail Design Guidelines and Construction Standards
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RDN Staff oversaw, coordinated and provided input and review in the plan.

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- Elaine McCulloch, Parks Planner
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- Tom Sohier, GIS Coordinator
- Stuart Barker, GIS Technician

EXECUTIVE SUMMARY

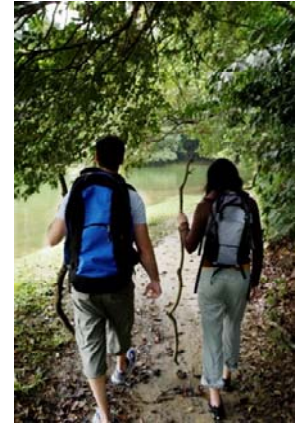
Introduction

As Electoral Areas within the Regional District of Nanaimo (RDN) develop, there is a need to continue creating a community parks and trails system that provides access to parks and recreational opportunity for the local community.

The overall goal of the Community Parks & Trails Strategy (CPTS) for Electoral Areas E, F, G, and H, is to provide a systematic approach to parks and trails planning and development at the community level. This document is not intended to be a detailed guide for implementation of individual parks and trails; rather it provides a framework for identifying and evaluating opportunities.

The focus for this project is the four northern Electoral Areas:

- Electoral Area E: Nanoose Bay;
- Electoral Area F: Coombs, Hilliers, Errington, Whiskey Creek;
- Electoral Area G: French Creek, San Pareil, Dashwood, Englishman River; and
- Electoral Area H: Bowser, Qualicum Bay, Horne Lake, Spider Lake.



Planning Process

The Community Parks and Trails Strategy was completed over the course of 2013. A Working Group comprised of the Project Manager, RDN Community Parks Planner, Parks and Trails Coordinator and Manager of Parks Services coordinated development of the strategy and an Advisory Committee was formed to support the process and to review the document. Two Open Houses in each of the four Electoral Areas were held during the development of the CPTS; these events were supported by online surveys.

Two related studies were developed concurrently with the CPTS:

- A Cultural Mapping Summary was completed by Aquilla Archaeology to provide overview information for culturally sensitive mapping and protocols; and
- Parks and Trails Design Guidelines were prepared by Stantec Consultants Ltd. (see Section 1.3.4 for more information).

Evolution of Community Parks & Trails

Since its inception in the 1960s, the community parks and trails system has been growing at an accelerating pace. In Electoral Areas E, F, G and H community park area has grown from approximately 2 hectares of parkland in 1965 to almost 190 hectares in 2012.

When the community parks function began, the focus was largely on obtaining and preserving parkland and open space. In these early days, parkland was typically held in a natural undeveloped state with few or no amenities. Given the rural nature of the Electoral Areas, demand and capacity for more urban-style parks was limited. During this time, staff and funding resources were very limited and did not support park development.

Due to an increase in population and the densification of communities, as well as increased awareness around the value of access to parks, public demand for improved parkland has been growing steadily. Over time, the community parks function has evolved from a mechanism for preserving open space to a function that supports strategic planning, design, development and operation of parkland.

COMMUNITY PARKS & TRAILS STRATEGIC PLAN ELECTORAL AREAS E, F, G, & H

Community Parks & Trails Today

The amount of existing community parks and trails varies between the four Electoral Areas. *Table 1* provides a summary of existing community and regional parks and trails in the RDN.

Table 1: Existing parks and trails summary

Existing Parks & Trails	Electoral Area E	Electoral Area F	Electoral Area G	Electoral Area H
Electoral Area population (2011)	5,674	7,422	7,158	3,509
Number of existing community parks	31	16	32	40
Area of existing community park (hectares/acres)	29.7 ha 73.4 ac	34.6 ha 85.5 ac	57.0ha 140.9 ac	55.6 ha 137.3 ac
Community parkland (hectares/acres) per 1,000 people	5.2 ha 12.9 ac	4.7 ha 11.5 ac	8.0 ha 19.7 ac	15.8 ha 39.1 ac
Number of existing regional parks	2	1	2	1
Area of existing regional park (hectares/acres)	35.4 ha 87.5 ac	44.0 ha 108.7 ac	207.0 ha 511.5 ac	118.7 ha 269.3 ac
Total area of community & regional parks (hectares/acres)	65.1 ha 160.9 ac	78.6 ha 194.2 ac	264.2 ha 652.8 ac	164.5 ha 406.6 ac
Number of potential water access sites (road ends)	60	TBD	32	49
Length of community trails	0.72 km	3.05 km	2.03 km	1.30 km
Length of regional trails	0 km	0 km	10.00 km	17.50 km

Planning Framework for Community Parks & Trails

The CPTS is intended to provide a framework for decision-making for community parks and trails. The following goals are provided for acquisition and development of community parks:

- **Connect People and Places:** Develop an inter-connected system of parks and trails that supports active transportation (travel to destinations), recreation (exercise) and nature appreciation (spiritual), and is accessible to all community residents.
- **Provide Social and Recreation Opportunities:** Create a community where a variety of public spaces provide local opportunities for active living, social interaction and play.
- **Protect the Environment:** Safeguard the natural setting and character of the community and surrounding environmental functions.
- **Support Community Partnerships:** Encourage community spirit and energy when implementing the strategy.

Classification for Community Parks & Trails

There are five park classes proposed for the community park system:

- 1) Neighbourhood Park
- 2) Natural Park
- 3) Linear Park
- 4) Water Access
- 5) Surplus

There are three trail classes proposed for the RDN:

- 1) Type 1 – Hard/Compacted Surface Trail
- 2) Type 2 – Soft Surface Trail
- 3) Type 3 – Natural Surface Trail

Community Parkland Acquisition Criteria

One of the challenges encountered when planning for community parks is evaluating whether new acquisitions fit the needs of the overall system. To support this evaluation, a number of community parkland acquisition criteria are proposed. These criteria will:

- Support RDN staff and Parks and Open Space Advisory Committee (POSAC) members in evaluating potential community park and trail acquisitions;
- Provide developer clients a set of clear criteria in advance of proposing dedication; and
- Increase consistency and objectivity in assessments over time.

The criteria are organized under six categories and are designed to align with the proposed park classes (neighbourhood, natural, linear, water access, and surplus). The six categories include:

- **General Demographics & Public Values** – These values typically apply to all types of community parks. Parks that score high in this category may be well suited for acquisition and addition to the community parks system.
- **Neighbourhood Park Values** – These values are desirable for establishing neighbourhood parks with amenities. Parks that score high in this category may be most suitable for neighbourhood parks.
- **Ecological Park Values** – These values include protection and enhancement of natural environments. Parks that score high in this category may be most suitable for ecological park development.
- **Linear Park Values** – These values include connectivity and trail potential. Parks that score high in this category may be most suitable for trail development.
- **Water Access Values** – These values pertain to water sites. Parks that score high in this category may be most suitable for water access development.
- **Affordability** – These values include costs for acquiring, developing and maintaining park properties and typically apply to all community parks. Parks that score high in this category will be more cost effective.

Actions

The outcome of this plan is a set of actions that support the implementation of the vision, objectives and priorities generated through the CPTS process. These actions are provided for Board, staff and POSAC consideration within the context of annual community planning and budget considerations.

Two types of actions are provided for the CPTS; operational actions, and project specific actions.

1. Operational Actions:

These include ideas for planning initiatives, servicing and education, and awareness planning. Operational actions include:

Planning Initiatives

- 1) **Complete Regular Updates of the CPTS:** Update the CPTS in 2018 and complete a new study with public consultation in 2023.
- 2) **Use Park & Trail Classifications & Criteria:** Encourage all RDN departments and committees to use the Community Park Classifications and Criteria for Community Parkland Evaluation identified in this document and the 2013 Parks & Trails Design Guidelines to evaluate and plan parkland that is proposed as part of development applications.
- 3) **Follow Archaeological Guidelines:** Follow guidelines developed in the Aquilla Report for considering cultural and heritage potential when planning or developing community parks and trails.
- 4) **Review Parks Policies during OCP Updates:** Incorporate the CPTS actions into OCP updates and review vision and potential projects for specific Electoral Areas during the update process.
- 5) **Review POSAC Structure & Mandate:** Complete regular reviews of the POSAC Structure and Mandate to review efficiency, roles and contributions in the evolving parks and trails system.
- 6) **Establish POSAC Chair Meetings:** Establish regular POSAC chair meetings to support collaboration, discussion and identification of issues and opportunities within the larger community park system.
- 7) **Create a Volunteer Policy & Guidelines:** Consider developing a clear volunteer policy and guidelines that provides more information about involvement with community parks and trails.
- 8) **Establish Partner Communications:** Seek to establish a system for ongoing partnership communications with other municipalities, Regional Districts and First Nations that provide community parks and trails services.

- 9) **Create a Developer Information Package:** Develop a clear information package for developers to outline expectations for community park and trail dedications. This information should be provided to all developer applicants at the concept stage of their projects.
- 10) **Support Community Projects:** Encourage and support community interest groups to enter into trail building and/or management agreements with the province for key recreational trails located on Crown land.
- 11) **Prepare an Active Transportation Plan:** Prepare an Active Transportation Plan that encourages access for all levels of mobility for the District 69 Electoral Areas based on work completed to date in the Regional Parks & Trails Plan, CPTS and Parks & Trails Guidelines.
- 12) **Consider a DCC Bylaw:** Consider development of a Development Cost Charges (DCC) bylaw for each Electoral Area to support acquisition and development of select park amenities (as permitted by the Local Government Act).
- 13) **Develop a Disposition Policy:** Develop a Community Parkland Disposition Policy (to dispose of underutilized parklands that are costly to maintain) for consideration by the RDN Board.
- 14) **Subdivision Application Process Review:** Review and update the RDN's "Review of the Consideration of Parkland in Conjunction with the Subdivision Application Process" Policy (Updated 2006) to streamline the subdivision review process. Include the proposed Community Parkland Evaluation Criteria Checklist (see Appendix C).

Resources & Capacity

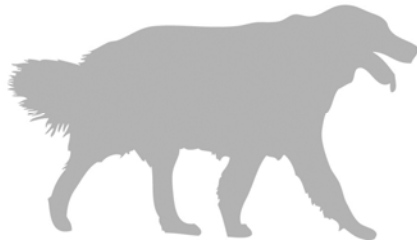
- 15) **Match Service Levels & Funding Allocations:** Match level of service expectations with funding allocations for community parks and trails.
- 16) **Create Park Maintenance Plans:** Develop a park maintenance plan as a component of all new park planning and development as per the Parks and Trails Design Guidelines. Update annual operating budgets for parks based on these plans.

Education & Awareness

- 17) **Increase Park Signage:** Increase community park and trail signage in developed parks as budget allows.

2. Project Actions:

In addition to operational actions that span the entire CPTS, several project actions and ideas were gathered for each Electoral Area during this process. These actions should be considered as potential priority projects when planning and budgeting community park development. See Section 4.2 for details.



1.0 INTRODUCTION

1.1 Purpose of a Community Parks & Trails Strategy

As the Electoral Areas within the Regional District of Nanaimo (RDN) develop, there is a need to continue creating a community parks and trails system that provides access to parks and recreational opportunity for the local community. To date, community parks and trails provision has often been *ad hoc* and reactive – acquiring and developing parks as opportunities arise, rather than being systematically planned for an entire area. As the RDN Electoral Area communities grow, the Community Parks & Trails Strategy (CPTS) is intended to guide informed decision-making about future park acquisition and development.

1.1.1 Why are we Creating a Strategy?

Since the first community park was established in 1959, the RDN's community parks and trails program has been growing and evolving. In the late 1960s the program managed about 8 hectares (ha) of community parks and trails; today the system has grown to include almost 190 community parks in Electoral Areas A through H, with over 600 ha of land.

In addition to the size of land base, the function of community parks has also evolved. Initially, when park land was established, it was typically protected as undeveloped conservation area or open space. As population density increased in the Electoral Areas, a shift in demand from more natural parks to neighbourhood parks with amenities began to occur. This shift, along with the number of parks the RDN manages, makes it increasingly important to plan and prioritize improvements to the system.



Community parks and trails provide outdoor recreation opportunities for local community members.

COMMUNITY PARKS & TRAILS STRATEGIC PLAN

ELECTORAL AREAS E, F, G, & H

1.1.2 How to Use the Strategy

The overall goal of the CPTS for Electoral Areas E, F, G, and H is to provide a systematic approach to parks and trails planning and development at the community level. The CPTS is intended to be used in harmony with key RDN planning documents to:

- Clarify the mandate of the community parks and trails function;
- Provide a community park classification system;
- Map existing and proposed community parks and trails;
- Support a consistent level understanding about community parks and trails functions and priorities between RDN Staff, Board Members, Parks and Open Space Advisory Committee (POSAC) Members, Developers and the Public;
- Provide consistent evaluation criteria for reviewing and selecting potential community parks;
- Identify priorities for park acquisition and development;
- Position the RDN to respond to grant opportunities and negotiations during the land development process;
- Provide strategic directions and actions regarding land acquisition and disposition; and
- Show a clear link between park development and funding requirements.

This document is not intended to be a detailed guide for implementation of individual parks and trails; rather it provides a framework for identifying and evaluating opportunities.

COMMUNITY PARKS & TRAILS STRATEGIC PLAN ELECTORAL AREAS E, F, G, & H

1.1.3 Electoral Areas Covered in the CPTS

The Regional District of Nanaimo encompasses approximately 207,000 ha of land on the central east coast of Vancouver Island¹. The region includes four municipalities – the City of Nanaimo, City of Parksville, Town of Qualicum Beach and Village of Lantzville, along with a large rural land base which is divided into seven Electoral Areas.

This focus for this project is the four northern Electoral Areas (see *Figure 1*):

- Electoral Area E: Nanoose Bay;
- Electoral Area F: Coombs, Hilliers, Errington, Whiskey Creek;
- Electoral Area G: French Creek, San Pareil, Dashwood, Englishman River; and
- Electoral Area H: Bowser, Qualicum Bay, Horne Lake, Spider Lake.

A future process may be completed to develop strategic actions for Electoral Areas A through C.

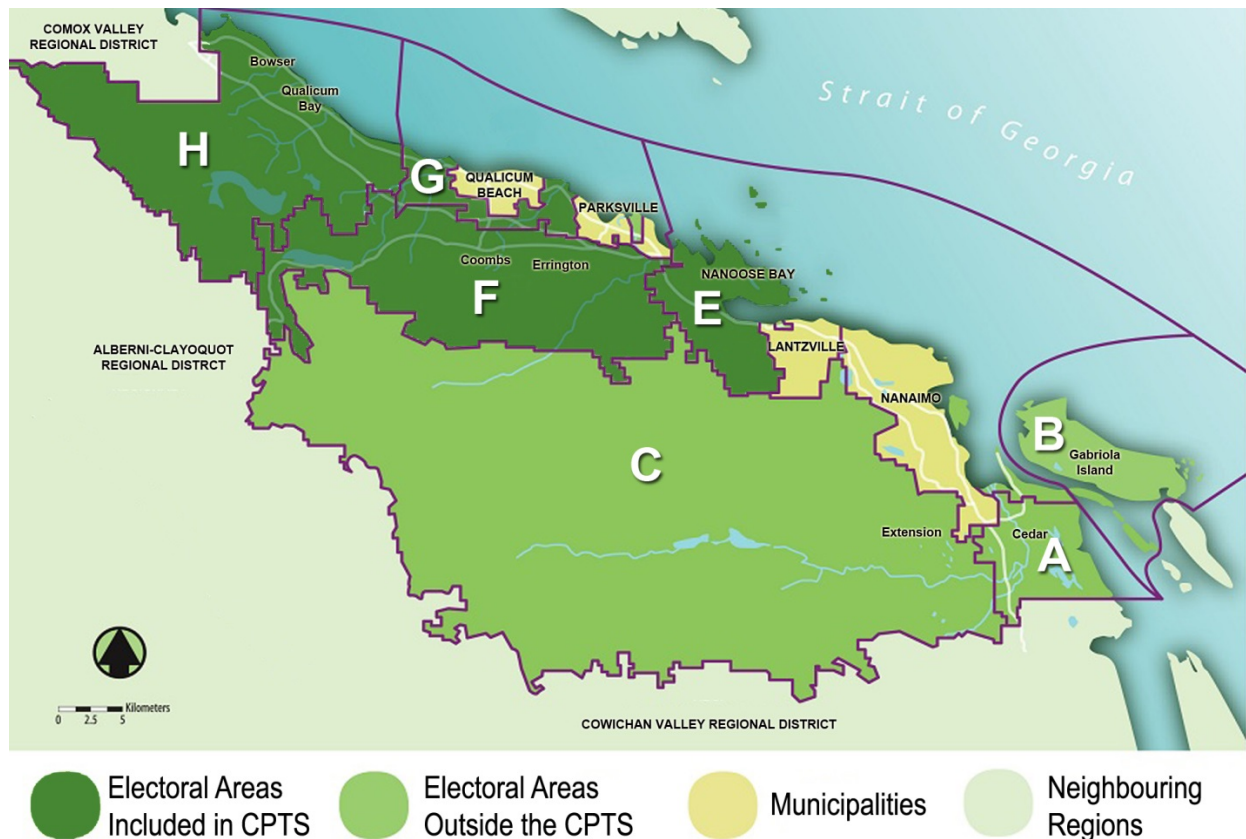


Figure 1: Study Area Map

¹ Regional District of Nanaimo Bylaw 1615: Regional Growth Strategy, 2011.

COMMUNITY PARKS & TRAILS STRATEGIC PLAN

ELECTORAL AREAS E, F, G, & H

1.2 What are Community Parks & Trails?

1.2.1 Park Context

Community parks and trails form part of the larger parks and trails network in our Electoral Areas (see Figure 2). While the CPTS focuses on community parks, it is intended to be complementary to the larger parks and greenways system and to consider connections and context with neighbouring electoral areas, municipalities and First Nations.

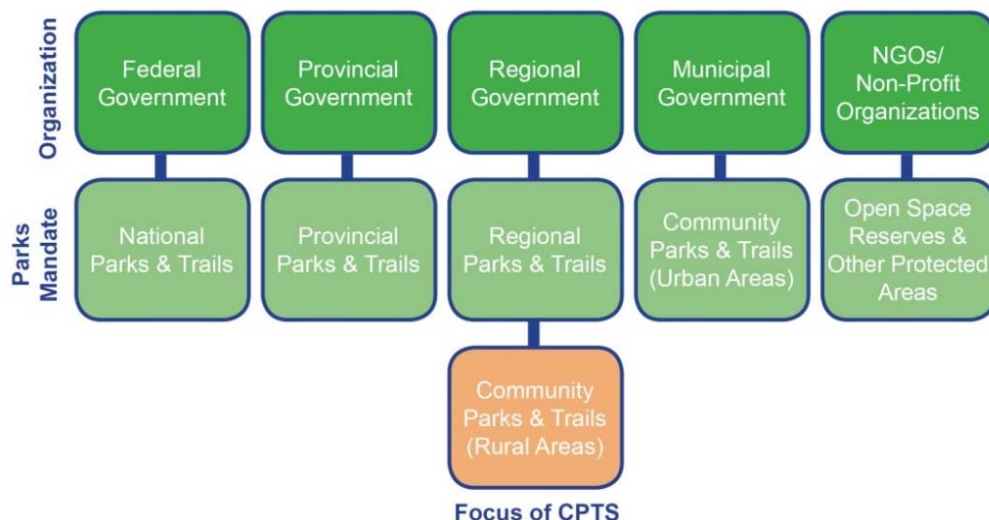


Figure 2: Parks Network Context

The RDN is responsible for two levels of parks – regional parks and community parks in the rural Electoral Areas. These mandates are administered under separate programs and provide different levels of service within the RDN. Table 2 provides a brief summary of the differences between regional and community parks in the RDN.

Table 2: Overview of differences between regional & community parks

	Regional Parks	Community Parks
Key Mandate	Environmental protection and nature-based recreation	Provision of park amenities for local neighbourhoods
Target Population	All RDN constituents and tourists	Local Electoral Area constituents
Tax Base	All of RDN	Individual Electoral Areas
Typical Acquisition	Lease or Purchase	Parkland Dedication through Subdivision or Rezoning
Size	Large land areas	Smaller land areas

As seen in *Table 2* (on the previous page) community parks and trails also exist within urban centres; however, these are the responsibility of the municipal level of government. In the RDN, this means that community parks and trails within the City of Nanaimo, City of Parksville, District of Lantzville and Town of Qualicum Beach are administered by the respective municipal governments, not by the RDN. With their higher populations, urban areas typically have a significantly larger tax base than rural Electoral Areas, which allows a typically higher standard of parks service in urban communities.

1.2.2 Community Parks & Trails in RDN Electoral Areas

Community parks in the RDN are intended to provide for the needs of each of the local Electoral Area communities. These parks are usually smaller and distributed throughout existing and developing residential neighbourhoods to provide local, publicly accessible green spaces for residents. These park sites often provide a variety of uses, including sports or passive recreation, environmental protection, water access or preservation of unique natural or culturally significant features.

Community trails provide local connections for non-motorized access to destinations such as parks, schools, community facilities, beaches, commercial areas and points of interest. Today there are few existing community trails in the Electoral Areas due to past development patterns, land availability and funding limitations. As a result, local roads are often used for non-motorized travel.

As Electoral Area populations grow and density increases, the community parks and trails function becomes increasingly important. These spaces are a vital resource for people to have access to safe and convenient outdoor recreation and non-motorized travel opportunities.

1.2.3 Acquisition, Development & Maintenance of Community Parks & Trails

Each Electoral Area has a separate tax base and funding system to acquire, develop and manage community parks and trails. Because these areas are locally funded, community parks and trails are developed to primarily benefit the residents that live in each Electoral Area.

Table 3 and *Table 4* (on the following pages) provide an overview of methods for acquiring community parks and trails as well as methods for developing community parks.



Community trails are becoming an increasingly important part of the local recreation network.

COMMUNITY PARKS & TRAILS STRATEGIC PLAN ELECTORAL AREAS E, F, G, & H

Table 3: Acquisition methods for community parks and trails

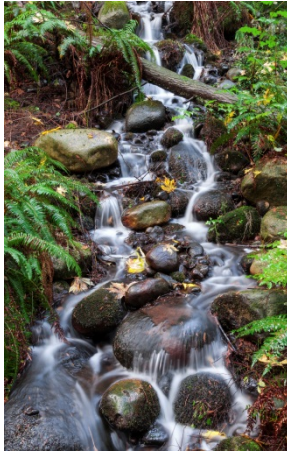
Acquisition Method	Description
Land Dedication at Time of Subdivision	Land dedication is the primary acquisition tool for community parks and trails. The BC Local Government Act (Section 941) permits local governments to require up to 5% land dedication for park at the time of property subdivision (except where fewer than three additional lots will be created or where the smallest lot is larger than 2 ha in size). Policies related to park dedication can be included in an Official Community Plan.
Parkland Acquisition Reserve Fund	In some occasions the RDN may require cash-in-lieu, rather than land dedication at subdivision, in an amount equivalent to 5% of the assessed value (prior to subdivision) of the land being subdivided.
Community Amenity Contribution through Rezoning	In some instances, a contribution of park land, or cash towards purchase of park land, can be secured through the rezoning process. Policies in OCPs outline when this would occur. Most often park land is provided in return for an increase in the amount of development permitted.
Donation	Land dedication from private land owners may provide additional land area to the system. These lands may carry a park land use stipulation or covenant.
Provincial Lease or License	Lands owned by the Province, including Crown lands and Ministry of Transportation and Infrastructure (MoTI) lands, can be developed under a permit for community park and trail use (see Section 1.2.5).
Private Lease or License	Legal agreements can be formed with private land owners to use a portion of land for public parks or trails. These types of agreements could include licensing of trails on private forestry lands.
Development Cost Charges (DCCs)	Regional Districts can collect DCCs from development projects for infrastructure improvements that are necessary to support community growth. The Local Government Act (Sections 932 to 937) enables municipalities to collect DCCs for parkland acquisition and minor park land improvements. Currently, Electoral Areas do not have DCC bylaws for community parks..
Purchase through Borrowing	In some cases, it may be desirable to secure park land before funds can be made available. Often these types of circumstances occur when there is risk of opportunities being lost. In these cases, borrowing with repayment through Electoral Area operating budgets is an option.

COMMUNITY PARKS & TRAILS STRATEGIC PLAN ELECTORAL AREAS E, F, G, & H

Table 4: Financing methods for community park and trail development

Acquisition Method	Description
Community Amenity Contribution through Rezoning	In some instances, in addition to land dedication at subdivision, a contribution to construct park amenities and trails can be secured through the rezoning process. Policies in OCPs outline when this would occur. Most often, park amenities are provided in return for an increase in the amount of development permitted.
Electoral Area Capital Budget	Property taxes are collected in each Electoral Area for providing services to residents. These services include the development of community parks and trails, among other services which must be prioritized. Because the tax base is smaller in rural areas due to lower population, a limited amount of funding is typically available for park improvements.
Grants	Private or government grants are available to assist local and regional governments at various stages of parks planning and development. These grants often target elements like trail development, environmental stewardship and recreation, and can be a significant source of funding for park development.
Donation & Fundraising	Donors may give money, materials or time for the purposes of enhancing community parks and trails. In cases where there is strong community support for park projects, fundraising may be undertaken.
Development Cost Charges (DCCs)	Park improvements that may be completed using DCCs include trails, fencing, landscaping, drainage, irrigation, playground equipment, playing field equipment and washrooms. Currently, Electoral Areas in the RDN do not have DCC bylaws for community parks.

1.2.4 Community Parks Budgets



Annual Electoral Area Budgets

Annual budgets provide funding for each Electoral Area and are financed through tax requisitions from the Electoral Area. The amount of funds allocated to community park improvements, studies and transfers is determined through the five year project planning process with the POSACs, discussions with Electoral Area Directors and annual approval by the Regional Board. Expenses in this budget include:

- Minor park improvements and upgrades;
- Major park improvements;
- Safety review and maintenance (e.g., hazard tree pruning, debris removal, park repairs, etc.);
- Routine maintenance (e.g., waste receptacles, grass cutting, weeding, painting, etc.) by contractors;
- Legal and professional fees (e.g., geotechnical studies, lot surveys, archeology reviews, design development, etc.);
- Staffing and overhead costs;
- Equipment maintenance and repairs;
- Transfers to operation reserve funds;
- Transfers to other organizations (e.g., community halls); and
- Transfers for other RDN services (e.g., bylaw enforcement, mapping).

Reserve Funds

The Reserve Fund is a pool of money created by yearly transfers from the Community Parks Budget. The amount of money transferred varies between each Electoral Area and changes annually. The amount transferred depends on upcoming projects, and the priorities of the Area Director and the POSAC. Reserve funds can be used to fund large capital projects or to purchase parkland. Large projects can be funded solely through reserve funds or combined with the Community Parks Budget, grant funds and donations.

Parkland Acquisition Fund

This fund is created by the cash-in-lieu from subdivisions and can only be used to purchase parkland in the Electoral Area of the development that generated the contribution.

Other Reserve Funds

In some cases, developers, through subdivision or rezoning, will contribute funds for specific park upgrades. These funds are placed in separate reserve funds dedicated for the intended project.

1.2.5 Park Jurisdictions (Crown, Lease, MOTI)

Community parks include lands owned by the RDN, as well as lands that the RDN manages but does not own outright. In some cases, the Regional District enters into land use agreements with other agencies and landowners to manage non-RDN owned lands for community park functions.

Table 5 provides an overview of jurisdictional arrangements the RDN uses for community parks.

Table 5: Community park jurisdiction arrangements

Jurisdiction	Description
Regional District	Parkland that is owned and managed by the RDN. Parks acquired through subdivision are RDN jurisdiction.
Crown Parks	Some RDN parkland, dedicated prior to the establishment current regulations, may remain vested in the ownership of the Provincial Crown. Under the Land Title Act, the RDN, as the regional government, has authority to manage these areas as community parks.
Crown Lease/ License of Occupation	Crown lands can be leased or licensed to the RDN by the province for use as community park or trails. Nanoose Park (in Electoral Area E) is an example of a lease while Malcolm Park (in Electoral Area F) is an example of a licensed tenure.
Ministry of Transportation & Infrastructure License	Lands owned by MoTI may be used for community parks and trails. Permits to construct are common in undeveloped road right of ways (ROWs) for creation of parks or trail corridors and unused road ends that front the foreshore can be used as water access sites.
Water Access	If a property borders a body of water, the <i>Land Title Act</i> , and <i>Bareland Strata Regulations</i> , require that a 20 m wide right-of-way access to the water be provided at intervals of not less than 200 m, or in rural areas, where new parcels exceed 0.5 ha, 400 m intervals. If land is to be included in a bareland subdivision adjoins a body of water a strip of land not exceeding 7 m width along the bank or shore for public access may be required. These accesses are provided as dedicated road owned by the Crown and may be important points of public access to the water. These water accesses can be improved by the RDN under license with the Province.

COMMUNITY PARKS & TRAILS STRATEGIC PLAN

ELECTORAL AREAS E, F, G, & H

In cases where parkland is leased or licensed, the land remains under the ownership of the province, but the RDN has rights to develop and manage the area as a park. These arrangements may include some commitment from the RDN for liability, and while they are typically long-term arrangements, do not guarantee the land will remain as a park indefinitely.

1.3 Policy Context



The following documents form the policy context for the Community Parks and Trails Strategy.

1.3.1 Regional Growth Strategy

The RDN's Regional Growth Strategy (RGS) encompasses the entire region and outlines broad goals and general direction for region-wide policies, planning and actions. The following policies from the RGS inform community parks and trails:

- Adopt Official Community Plans (OCPs) and zoning bylaws that support the development of places to live, work, learn, play, shop and access services within a walkable area that are located in designated mixed-use centres inside Growth Containment Boundaries;
- Adopt OCPs and Park Plans that include strategies and policies to protect and conserve Environmentally Sensitive Areas (ESAs);
- Adopt OCPs that include strategies and policies to identify and protect important historic and cultural resources and sites; and
- Create complementary uses that are located in rural areas including rural residential, parks, open spaces, environmental protection and recreation.

1.3.2 Official Community Plans

The intent of Official Community Plans (OCPs) is to guide land use and development decisions and to provide detailed planning direction with respect to community development. Each Electoral Area has an OCP. These plans outline the goals and objectives the community has for the Electoral Area. Relevant OCPs that inform the CPTS include:

- Nanoose Bay Official Community Plan Bylaw # 1400 (2005)
- Electoral Area F Official Community Plan Bylaw #1152 (1999)
- Electoral Area G Official Community Plan Bylaw #1540 (2008)
- Electoral Area H Official Community Plan Bylaw #1335 (2003)

The current OCPs vary in the amount of direction provided on acquisition and development of community parks and trails – one OCP provides specific acquisition criteria for new parks and trails, while others contain very little direction on park acquisition. In general, newer OCPs contain more detailed policy on parks and trails. OCPs, as policy documents, do not contain park or trail construction standards.

The CPTS is intended complement Electoral Area OCPs by providing land suitability criteria to improve clarity and promote consistency for community park dedication and development. The CPTS also provides a greater level of detail on potential priority projects. When OCP reviews are undertaken, the CPTS should provide a basis for policies on community parks and trails.

1.3.3 Regional Parks & Trails Plan (2005)

The Regional Parks and Trails Plan 2005-2015, provides direction for the establishment of regional parks and trails including classification systems, service standards and implementation strategies. While the plan does not address community parks and trails, it provides context on which to build the community parks and trails function. The Regional Parks & Trails Plan and the CPTS are intended to be complementary and integrated documents.

1.3.4 Parks & Trails Design Guidelines (2013)

The guidelines provide direction for planning community and regional parks and trails, staging areas and amenities. The document includes a proposed planning process, trails classifications system, staging area classification system, signage hierarchy and maintenance processes. The document also provides general guidelines for park and trail design, such as accessibility, hazards, environmental protection, structures and furnishings. The CPTS refers to the trail types described in this document and the guidelines should be referenced when planning and developing community parks and trails.

1.3.5 Other Documents

Various other RDN documents are related to the CPTS including:

- Water Sites, Inventory & Site Descriptions for Electoral Area H (2000);
- A Parks and Open Space Plan for Nanoose Bay (2001);
- Electoral Area A Community Trails Study (2002);
- Community Active Transportation Plan, Electoral area A (2009);
- Lakes District Neighbourhood Plan, Nanoose Bay (2011); and
- Schooner Cove Neighbourhood Plan, Nanoose Bay (2011).

COMMUNITY PARKS & TRAILS STRATEGIC PLAN ELECTORAL AREAS E, F, G, & H

1.4 CPTS Planning Process Summary

The Community Parks and Trails Strategy was completed over the course of 2013 (*Figure 3: Schedule and Process Diagram*). A Staff Working Group comprised of the RDN Community Parks Planner, Parks and Trails Coordinator and Manager of Parks Services coordinated the development of the strategy. Other RDN staff resources including GIS Mapping, Parks Operations staff and Long-Range Planning staff provided technical support and information review.

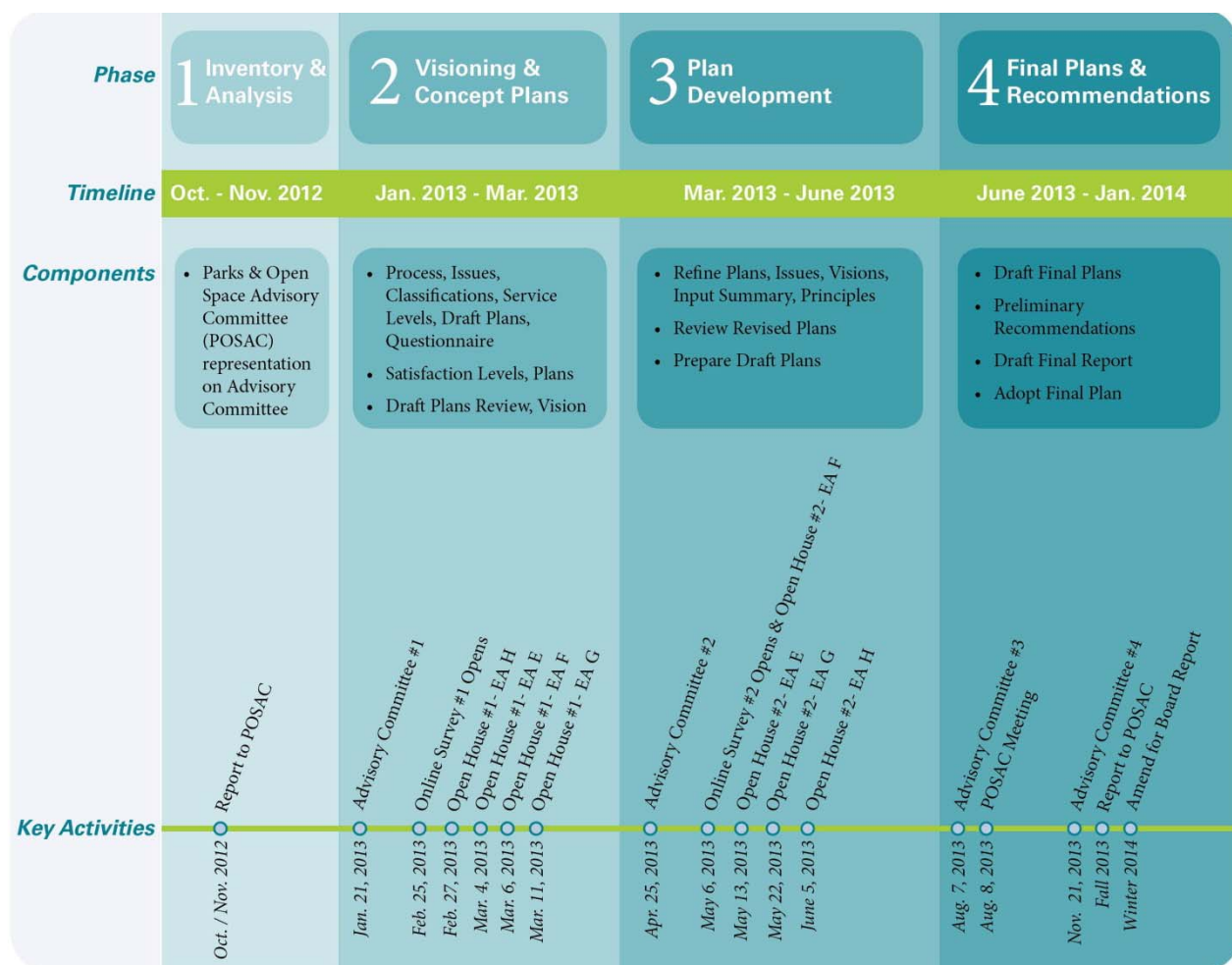
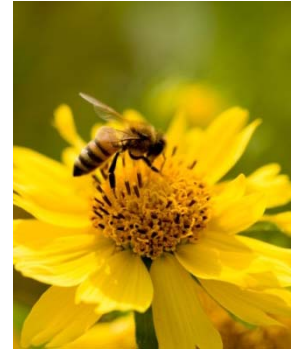


Figure 3: Schedule and Process Diagram

1.4.1 Project Team

The development of the CPTS was completed by the RDN and key consulting resources. To support the process, a Community Parks & Trails Strategy Advisory Committee was created to provide:

- Input on materials for public review including: the vision, goals and objectives, summaries from public input, park classifications, parkland provision guidelines, land suitability criteria and implementation; and
- Review of and comment on the draft plan prior to presentation to the Regional Board.



Advisory Committee Composition:

The terms of reference for the project invited a number of groups to participate in the Advisory Committee, including:

- Each POSAC for Electoral Areas E, F, G, and H;
- Qualicum First Nation;
- K'omoks First Nation;
- Snaw-Naw-As First Nation;
- Snuneymuxw First Nation; and
- Sliammon First Nation.

Those that participated in the Advisory Committee included:

- 2 representatives from each POSAC for Electoral Areas E, F, G, and H; and
- 1 representative from Qualicum First Nation.

Related Studies:

Two related studies were developed concurrently with the CPTS:

- A Cultural Mapping Summary was completed by Aquilla Archaeology to provide overview information for culturally sensitive mapping and protocols; and
- Parks and Trails Design Guidelines were prepared by Stantec Consultants Ltd. (see Section 1.3.4 for more information).

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ELECTORAL AREAS E, F, G, & H



The public open houses were an opportunity to meet with community residents and discuss their vision and ideas for the future.

1.4.2 Public Consultation

The CPTS included public consultation through:

- Open Houses;
- Online surveys;
- Project webpage;
- Facebook and Twitter social media; and
- Email and telephone correspondence.

Public Events & Input Opportunities

Two Open Houses were held in each of the four Electoral Areas during the development of the CPTS, along with 2 online surveys and opportunities for review. *Table 6* provides a summary of public input opportunities.

Table 6: Summary of opportunities for public input

Open House #1 Summary	
Timing	February 27 th to March 6 th , 2013
Location	Each of the 4 Electoral Areas
Survey	Online and Hardcopy surveys open for 2 weeks
Purpose	<ul style="list-style-type: none"> ▪ Locate sites the public identified for consideration for future parks; ▪ Suggest improvements for existing community parks and trails; and ▪ Increase public knowledge about the extents of formal parkland, including the difference between RDN park land and informal trails on Crown land or private forest land.
Displays	<ul style="list-style-type: none"> ▪ Planning process; ▪ Goals and objectives; ▪ Purpose of the CPTS; ▪ Proposed park types; and ▪ Maps showing existing parks and trails in relation to land ownership in the Electoral Areas.

COMMUNITY PARKS & TRAILS STRATEGIC PLAN ELECTORAL AREAS E, F, G, & H

Open House #2 Summary

Timing	May 6 th to June 5 th , 2013
Location	Each of the 4 Electoral Areas
Survey	Online and hard copy surveys open for 2 weeks
Purpose	<ul style="list-style-type: none"> ▪ Review of mapping showing a proposed community trail network; ▪ Gaps in the distribution of neighbourhood parkland; and ▪ Priority directions for implementation.
Displays	<ul style="list-style-type: none"> ▪ Engagement summaries from OH#1; and ▪ Revised plans showing a proposed trail network and distribution of community parkland.

Final Concept Plan Review

Timing	August 10 th to August 30 th , 2013
Location	Online
Survey	Online for 2 weeks
Purpose	<ul style="list-style-type: none"> ▪ Public viewing and comment on the final concept maps.

Public Input Themes

There were several reoccurring themes identified during the public engagement process:

- Demand for more community trails for recreation, nature appreciation and commuting to local destinations;
- Desire for increased access to the oceanfront using undeveloped Road Rights of Way (ROWs);
- Continued and improved access to trails on Crown land;
- Belief that the Electoral Areas are reasonably well served by neighbourhood parkland and that taking cash-in-lieu is generally supported, except in areas where there are gaps in service provision;
- Support for more park amenities with signage as the first priority, followed by benches and picnic tables;
- General feeling of safety using parks and trails, but concerns about using road shoulders for non-motorized travel; and
- Identification of typical park uses, the most common being exercise, nature appreciation and dog walking.

1.4.3 Archaeology Review

While the CPTS was being developed, Aquilla Archaeology was retained by the RDN to complete a Cultural Mapping Project to describe known and potential cultural and heritage resources in the four Electoral Areas to be included in the CPTS. The objective of this work was to identify potential issues and opportunities in relation to cultural and heritage values in new and existing community parks and water access sites. The study provides an overview of heritage sites compiled from community based archives, the provincial Heritage Conservation Act (HCA), archaeological site registry, and available grey literature (informally published reports). First Nations, whose territories overlap with the four Electoral Areas, were also consulted. The assessment is not a detailed Archaeological Impact Assessment (AIA) but rather provides an overview of potential sensitivities. The information developed in the study was entered into an internal database and mapped for analysis and reference. Archaeological sites are not made publicly accessible due to the risk of vandalism associated with these sites.

The Aquilla Archaeology report (see **Appendix B: Cultural Mapping Project Summary**) recommends that cultural data and mapping information be integrated with community parks planning and operations. The report outlines a process for review and recommends various protocols, depending on whether a site is registered, what the potential may be, and any possible strategies such as avoidance or alteration and regulatory channels.

The archaeological review is intended to support the RDN in applying due diligence when planning or constructing in areas that have potential archaeological sensitivity to proactively help protect cultural and heritage resources and reduce the risk and potential costs associated with unintentional impacts.

2.0 COMMUNITY PARKS & TRAILS TODAY

2.1 Overview of the Existing System

Each Electoral Area has unique landscape, character, demographics, growth rates and socio-economics. This means that these areas will each have their own requirements and priorities for community parks and trails.

2.1.1 Overview of Electoral Areas E, F, G, H

Table 7 provides a summary of population and land use statistics for Electoral Areas E, F, G and H.



Table 7: Electoral Area summary

Statistics (2011 Census)	Electoral Area E	Electoral Area F	Electoral Area G	Electoral Area H
Total area	75 km ²	264 km ²	50 km ²	277 km ²
Total population (2011)	5,674	7,422	7,158	3,509
Population density (per km ²)	75.5	28	145	12.6
Public land (includes Provincial, Federal, RDN) (hectares/acres)	1,127 ha 2,785 ac (15%)	3565 ha 8,810 ac (13%)	712 ha 1,760 ac (14%)	6,179 ha 15,269 ac (22%)
First Nation land (hectares/acres)	31 ha 77 ac (0.4%)	30 ha 74 ac (0.1%)	164 ha 408 ac (3.3%)	6 ha 15 ac (0.2%)
Private land (hectares/acres)	3,148 ha 7,781 ac (42%)	9,096 ha 22,477 ac (34%)	2,903 ha 7,173 ac (58%)	5,865 ha 14,493 ac (21%)
Private forestry land (hectares/acres)	2,945 ha 7,277 ac (40%)	14,164 ha 35,000 ac (53%)	953 ha 2,355 ac (19%)	15,985 ha 39,500 ac (58%)

Settlement Patterns

Electoral Areas E and G have smaller land bases, relatively high population densities, and more suburban settlement patterns. Areas F and H, on the other hand, have larger land bases and are more rural in nature. The RDN Regional Growth Strategy aims to direct a greater proportion of growth within

COMMUNITY PARKS & TRAILS STRATEGIC PLAN ELECTORAL AREAS E, F, G, & H

Growth Containment Boundaries around existing urban and village centres. This indicates that Electoral Areas F and H will continue to remain more rural in character while Areas E and G may experience moderate growth.



Crown lands are popular destinations for back country recreation. Often it is not clear that while public Crown lands are typically accessible for public use, they are not part of the community parks and trails system.

The amount of publicly owned land is proportionately similar among all the Electoral Areas with Area H having the highest proportion at 22% public land base and Area F having the lowest at 13%.

Crown & Forest Lands

Crown lands can provide increased access to trails and recreation in some rural areas; however, these routes are unsanctioned and long-term protection is not guaranteed. The RDN does not have the resources to consider managing informal trail systems on Crown lands, but could play a supporting role to community groups that may want to formalize some trail activities.

A large area of the RDN is designated as private forestry land. Private forestry lands are not considered publicly accessible; however, historic use of logging roads and trails for recreation in these areas is common. These informal trails provide recreational value, but since the tenure is private, there is no guarantee for ongoing protection. Area H, in particular has large areas of private forest lands which are popular for recreational use.



In the RDN, residential and rural roads are often used for pedestrian and cycling access.

Transportation

The transportation network in the Electoral Areas includes:

- Highway 19A, the Oceanside Highway that connects the urban centers;
- Highway 19, the Inland Island Highway that provides an alternate upland services corridor;
- Residential and rural roads; and
- E&N Rail Corridor that bisects each of the Electoral Areas.

Highways are used by some pedestrians and cyclists for commuting. However, traffic volume, speed and air quality are concerns. Residential and rural roads are more commonly used for trail routes, but typically have narrow shoulders, which can contribute to potential conflicts between vehicles and non-motorized transportation.

The E&N Rail corridor forms a significant piece of the proposed RDN regional trail system which includes a route alongside the rail line to link RDN municipalities and Electoral Areas to each other and to neighbouring regional districts. Community parks and trails planning must consider this future regional linkage when planning local parks and trails.

COMMUNITY PARKS & TRAILS STRATEGIC PLAN ELECTORAL AREAS E, F, G, & H

2.1.2 Overview of Current Park & Trail Status

The amount of existing community parks and trails varies between the four Electoral Areas. *Table 8* provides a summary of existing community and regional parks and trails in the RDN.

Table 8: Existing Parks and Trails Summary Table

Existing Parks & Trails	Electoral Area E	Electoral Area F	Electoral Area G	Electoral Area H
Electoral Area population (2011)	5,674	7,422	7,158	3,509
Number of existing community parks	31	16	32	40
Area of existing community parks (hectares/acres)	29.7 ha 73.4 ac	34.6 ha 85.5 ac	57.0 ha 140.9 ac	55.6 ha 137.3 ac
Community parkland (hectares/acres) per 1,000 people	5.2 ha 12.9 ac	4.7 ha 11.5 ac	8.0 ha 19.7 ac	15.8 ha 39.1 ac
Number of regional parks	2	1	2	1
Area of existing regional park (hectares/acres)	35.4 ha 87.5 ac	44.0 ha 108.7 ac	207.0 ha 511.5 ac	109.0 ha 269.3 ac
Total area of community & regional park (hectares/acres)	65.1 ha 160.9 ac	78.6 ha 194.2 ac	264.2 ha 652.8 ac	164.5 ha 406.6 ac
Number of potential water access sites (road ends)	60	TBD	32	49
Length of community trail	0.72 km	3.05 km	2.03 km	1.30 km
Length of regional trail	0 km	0 km	10.00 km	17.50 km

Summary

- Community parkland provision per population ranges between 4.7 ha per 1,000 people in Electoral Area F (low) to 15.8 ha per 1,000 people in Electoral Area H (high).
- Regional parkland provision ranges from 35.4 ha in Electoral Area E (low) to 207.0 ha in Electoral Area G (high).
- Electoral Area F is inland and does not have water access sites to saltwater but there may be access to freshwater sites on the rivers and lakes. At the time of the study, the number of these potential access points was not determined.
- Apart from Electoral Area H there are relatively few existing formal community and regional trails in the Electoral Areas.
- Roadside trails exist on both developed and undeveloped Road Rights of Way, but the lengths of these routes are not calculated at this time.

COMMUNITY PARKS & TRAILS STRATEGIC PLAN ELECTORAL AREAS E, F, G, & H

2.1.3 Detailed Summary of Electoral Areas

The composition of a community provides insight on planning for parks and trails to accommodate user groups, age ranges and predicted growth.

Electoral Area E

Table 9 provides an overview of relevant statistics for Electoral Area E.

Table 9: Electoral Area E Statistics

Statistical Trends (2011 Census)	Area E	RDN
Population 2006	5,462	138,631
Population 2011	5,674	146,574
% change in population	3.9%	5.7%
Population density per km ²	75.5	21.9
Median age	57.3	49.3
% of population under 15 years old and under	8.6%	13%
% families without children at home	75%	64%
Average # of children per family	0.5	0.8
Number of community parks	31	187
Area of community parks (hectares/acres)	29.7 ha 73.4 ac	600.8 ha 1484.7 ac
Community parks/1,000 population (hectares/acres)	5.2 ha 12.9 ac	4.1 ha 10.1 ac

Key Trends

- Population growth over the last 5 years has been slightly above average.
- Population density is fairly high at 75.5 people per square kilometer. This density indicates that Electoral Area E has a more suburban character.
- A higher density makes it easier to fund and service the population with respect to community parks and trails.
- Average population age (57.3 years) is higher than the median age and there are a lower than average number of families with children at home.
- Community parkland provision is slightly higher than the RDN average at 5.2 ha/1,000 population.

COMMUNITY PARKS & TRAILS STRATEGIC PLAN ELECTORAL AREAS E, F, G, & H

Electoral Area F

Table 10 provides an overview of relevant statistics for Electoral Area F.

Table 10: Electoral Area F Statistics

Statistical Trends (2011 Census)	Area F	RDN
Population 2006	6,680	138,631
Population 2011	7,422	146,574
% change in population	11%	5.7%
Population density per km ²	28	21.9
Median age	46	49.3
% of population under 15 years old and under	15.3%	13%
% families without children at home	53%	64%
Average # of children per family	0.9	0.8
Number of community parks	16	187
Area of community parks (hectares/acres)	34.6 ha 85.5 ac	600.8 ha 1484.7 ac
Community parks/1,000 population (hectares/acres)	4.7 ha 11.5 ac	4.1 ha 10.1 ac

Key Trends

- Population growth over the last 5 years has been much higher than elsewhere in the RDN.
- Population density is low at 28 people per square kilometer. This density indicates that Electoral Area F has a rural character.
- The lower density presents a challenge in the provision of convenient access to open spaces for all residents. Low density results in more parks and trails serving a smaller population and a smaller tax base.
- Average population age (46 years) is lower than the median age and there is a higher than average number of families with children.
- Community parkland provision is close to the RDN average at 4.7 ha/1,000 population – the lowest in the CPTS study area.

COMMUNITY PARKS & TRAILS STRATEGIC PLAN ELECTORAL AREAS E, F, G, & H

Electoral Area G

Table 11 provides an overview of relevant statistics for Electoral Area G.

Table 11: Electoral Area G Statistics

Statistical Trends (2011 Census)	Area G	RDN
Population 2006	7,023	138,631
Population 2011	7,158	146,574
% change in population	1.9%	5.7%
Population density per km ²	145	21.9
Median age	56.2	49.3
% of population under 15 years old and under	9.8%	13%
% families without children at home	72%	64%
Average # of children per family	0.6	0.8
Number of community parks	32	187
Area of community parks (hectares/acres)	57.0 ha 140.9 ac	600.8 ha 1484.7 ac
Community parks/1,000 population (hectares/acres)	8.0 ha 19.7 ac	4.1 ha 10.1 ac

Key Trends

- Population growth over the last 5 years has been flat.
- Population density is very high at 145 people per square kilometer. This density indicates that Electoral Area G has a mostly suburban character.
- A higher density makes it easier to fund and service the population with respect to community parks and trails.
- Average population age (56.2 years) is higher than the median age and there are a lower than average number of families with children at home.
- Community parkland provision is higher than the RDN average at 8.0 ha/1,000 population.
- Electoral Area G has a complex jurisdictional boundary, with the Electoral Area surrounding municipal borders.
- Electoral Area G is situated around the municipal boundaries with Parksville and Qualicum Beach, providing nearby access to community parks in these municipalities.

COMMUNITY PARKS & TRAILS STRATEGIC PLAN ELECTORAL AREAS E, F, G, & H

Electoral Area H

Table 12 provides an overview of relevant statistics for Electoral Area H.

Table 12: Electoral Area H Statistics

Statistical Trends (2011 Census)	Area H	RDN
Population 2006	3,474	138,631
Population 2011	3,509	146,574
% change in population	1%	5.7%
Population density per km ²	12.6	21.9
Median age	56.2	49.3
% of population under 15 years old and under	10%	13%
% families without children at home	77%	64%
Average # of children per family	0.5	0.8
Number of community parks	40	187
Area of community parks (hectares/acres)	55.6 ha 137.3 ac	600.8 ha 1484.7 ac
Community parks/1,000 population (hectares/acres)	15.8 ha 39.1 ac	4.1 ha 10.1 ac

Key Trends

- Population growth over the last 5 years has been flat.
- Population density is very low at 12.6 people per square kilometer. Large areas of land in this Electoral Area are private managed forest land and Crown land. The majority of populated area is located along the coast line.
- The lower density presents a challenge in the provision of convenient access to open spaces for all residents. Low density results in more parks and trails serving a smaller population and a smaller tax base.
- Average population age (56.2 years) is higher than the median age and there are a lower than average number of families with children at home.
- Community parkland provision is much higher than the RDN average at 15.8 ha/1,000 population – the highest within the CPTS study area.

COMMUNITY PARKS & TRAILS STRATEGIC PLAN ELECTORAL AREAS E, F, G, & H

2.2 Community Park Administration

A number of groups are involved in planning, developing and operating community parks. *Table 13* briefly summarizes the roles and responsibilities of the various parties.

Table 13: Community parks: roles and responsibilities

Group	Responsibility
RDN parks planners	<ul style="list-style-type: none"> ▪ Plan, design, research and engage with the public on community parks and trails; ▪ Review development applications related to parks dedication; ▪ Administer POSACs in each Electoral Area; ▪ Develop grant applications; ▪ Identify budgeting for park priorities; and ▪ Support and organize volunteer efforts.
RDN operations staff	<ul style="list-style-type: none"> ▪ Operate and maintain community parks in each Electoral Area; and ▪ Install park amenities.
RDN Board members	<ul style="list-style-type: none"> ▪ Review and approve parks plans and budgets.
Parks and Open Space Advisory Committees (POSACs)	<ul style="list-style-type: none"> ▪ Represent public opinion; ▪ Advise on community parks and trails matters; ▪ Review potential park acquisition sites with the park planner; and ▪ Support volunteer efforts.
Public	<ul style="list-style-type: none"> ▪ Provide input and ideas for community parks and trails; and ▪ Participate in volunteer activities and programs.

2.2.1 RDN Staff

The Community Parks and Trails function for all Electoral Areas is currently supported by:

- 1 Community Parks Planner;
- 2 Park Operations Staff;
- 1 Parks and Trails Coordinator (splits time between Community & Regional Park and Trail functions and is tasked with integrating parks and trails at both scales);
- 1 Manager of Parks Services (splits time between Community & Regional Park functions); and
- 1 General Manager of Recreation and Parks Services (splits time between Community & Regional Park and recreation facilities and service functions).

2.2.2 RDN Board & POSACs

The Regional District of Nanaimo Board is responsible for review and approval of acquisition, development and budgets for community parks and trails.

Parks and Open Space Advisory Committees are made up of appointed representatives from Electoral Areas to advise the Regional Board on matters that pertain to community parks and trails in each Electoral Area.

Currently, each Electoral Area has a POSAC comprised of 7 members, including the Electoral Area Board Director and support from the Community Parks Planner.

2.2.3 Partnerships/Volunteers

There are currently two formal volunteer opportunities typical to the RDN:

- Participation on the POSACs; and
- The Regional Park Warden Program.

These programs are administered by RDN staff and require time and resources to plan and execute. In addition, the RDN supports informal volunteer opportunities such as trail management and building that are organized by alternate agencies.

Moving forward, the RDN may wish to expand and further define additional volunteer opportunities related to community parks and trails. If this occurs, there will need to be staff time allocated to developing and administering these programs.



Volunteer opportunities can be a valuable resource for Community Parks and Trails; however, these programs require time and resources to develop.

COMMUNITY PARKS & TRAILS STRATEGIC PLAN ELECTORAL AREAS E, F, G, & H

2.2.4 Comparison to Other Community Park Programs

Looking at other community park programs is a useful way of identifying different approaches and levels for parks services. Sharing ideas between other local and regional government staff is a great way to build partnerships, share resources and ideas, and reduce duplication of effort.

Table 14 provides a brief overview of services for the RDN and other surrounding communities including:

- The Capital Regional District (CRD) community parks program;
- The Cowichan Valley Regional District (CVRD) community parks program; and
- The City of Nanaimo (CoN) community parks program.

Table 14: Overview of community park programs

Statistical Trends (2011 Census)	RDN Electoral Areas	CRD Electoral Areas	Cowichan Valley Regional District	City of Nanaimo
Population 2011	37,550	19,453	31,454	83,810
# of Electoral Areas	7	3	9	n/a
Area of community park (ha)	600.9	Unknown	950	810
Community parks planning staff	1.5	2	4	2
Permanent community parks operations staff	2	0	2	29
Seasonal community parks operations staff	0	0	1	20
Advisory Committees	7 Committees (POSACs)	6 Commissions	10 Commissions	1 Committee (Parks, Recreation, & Culture)

Capital Regional District (CRD)

The CRD has three Electoral Areas within its boundaries – Juan de Fuca, Salt Spring Island and the Southern Gulf Islands.

- Many CRD communities are urban, incorporated municipalities that provide municipal community parks services.
- In Electoral Areas, the community parks function is typically administered by Parks Commissions comprised of volunteers and an Elected Official. Parks Commissions are delegated the responsibility for administering community park and recreation services.
- The CRD has six Parks Commissions:
 - The Juan de Fuca Electoral Area is the CRD's largest area Electoral Area, encompassing all unincorporated areas within the CVRD on Vancouver Island. The Commission administers 23 community parks, along with foreshore accesses. There is one dedicated parks staff for community parks.
 - The Salt Spring Parks and Recreation Commission (PARC) is an eight member, locally appointed advisory commission. The local CRD Director also sits on the Commission. The Commission administers 62 community parks and 22 trail corridors on the island. There is one dedicated parks and recreation manager for the community.
 - The Galiano Parks Commission administers six community parks and 15 shore accesses on Galiano Island (2007) with plans to improve another 32 of these access points.
 - The Pender Islands Parks Commission is composed of 8 volunteer Commissioners and the Electoral Area Director for the Southern Gulf Islands, and is delegated administrative powers with respect to the development, maintenance, and operation of community parks. The Pender Islands Parks and Recreation Commission manages 80 community parks, beach accesses and trails for the use by residents of North and South Pender Islands.
 - The Mayne Island Parks & Recreation Commission is composed of eight volunteer Commissioners and the Electoral Area Director for the Southern Gulf Islands, and is delegated administrative powers with respect to the development, maintenance, and operation of community parks and trails on Mayne Island.
 - The Saturna Island Commission administrates services that provide community parks and recreation for Saturna Island. The commission operates its services with volunteers.

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Cowichan Valley Regional District (CVRD)

The CVRD is comprised of nine Electoral Areas and four incorporated municipalities. With a large rural land base, the CVRD and RDN have distinct similarities in community composition, although the CVRD has more 'village' type developments within its urban areas.

- Since 2005, the parks and trails system has been growing rapidly, adding about 10-15 community parks each year.
- Leases and licenses are significant tools in securing community park space. The CVRD maintains multiple agreements with MoTI, Crown, private forest companies, non-profit organizations, and in some cases private landowners (although the preference is to obtain land outright from private owners).
- While the communities continue to place a high value on natural areas, demand for more urban-types of parks is increasing.
- The CVRD has seven full-time planning staff and one administrative staff who split their time between community and regional parks.
- The CVRD completes all their operations and maintenance through a contract basis. They maintain a seasonal operations assistant, carpenter and part-time carpenter's assistant for minor improvements.
- Like the RDN, each Electoral Area in the CVRD funds community parks function separately.
- There are 10 Parks Commissions – one for each Electoral Area plus the sub-regional South Cowichan Parks Commission, which includes four Electoral Areas. The Commissions provide feedback and guidance on budgets, priorities and parks and trails planning. Each fall the Commission completes a planning exercise to set priorities for the following year. Typically this exercise looks beyond the current year to plan for a long-term future.
- The Commission Chairs from each Electoral Area meet three to four times each year to evaluate priorities, discuss commonalities and plan for the future. The benefit to these meetings is an increased awareness and opportunity for cooperation amongst the Commissions.
- The Parks Planner prepares an annual report that documents directions and achievements for the parks system (regional and community) and is distributed to Board Directors and Commissions as well as posted online for public review.
- General trends have suggested a desire to increase walkability and cycling through trail linkages and corridors. In rural areas, MoTI is the road authority which creates challenges for securing pathways.

COMMUNITY PARKS & TRAILS STRATEGIC PLAN ELECTORAL AREAS E, F, G, & H

- Long-term planning is well-supported by the community. Two of the nine Electoral Areas have community parks and trails plans in place and two additional Electoral Areas are currently completing plans. These tools are proving to be valuable for staff and Commissions to envision a long-term future and implement steps to achieve this vision
- It is becoming increasingly common for developers to provide neighbourhood park amenities for their 5% parkland dedications.
- Funding requisitions for community parks and trails have been increasing to account for development and operation costs as the number of parks and trails grow.

City of Nanaimo

The City of Nanaimo is an urban municipality, which means it has a greater population base and density for funding community parks and trails.

- A substantial area of park (approximately 193 ha or 24%) has been added since 2009, supporting the trend of increases in parkland.
- The City considers 85% of their community parkland to be natural in character.
- While the City has only two dedicated parks planning staff – one parks planner and one outdoor programmer - they have almost 30 full-time operational staff and approximately 20 seasonal staff dedicated to developing and maintaining community parks, boulevards and public spaces. They also have several parks custodians and civic property custodians.
- The City has one Parks, Recreation and Culture Commission which serves as an advisory board. Positions on the commission include:
 - Three City Councillors;
 - Three RDN Representatives;
 - Six Members at Large; and
 - Senior staff who attend Commission meetings.
- There are several sub-committees of the Parks, Recreation, & Culture (PRC) Commission. The mandate of the Commission is to represent the public for important decisions surrounding parks. Some key tasks they complete include grant approvals, review and approval of staff actions for political decisions, review and comment on annual budgets and input on other key decisions.
- The City runs an extensive *Volunteers in Parks* program that includes opportunities for neighbourhood playground development, invasive plant removal, youth opportunities, park wardens, public art, gatekeepers, park naturalists, community gardens, beautifications, and boulevard tree planting opportunities.

2.3 Evolution of Community Parks & Trails

2.3.1 Parkland Growth & Development

Since its beginning in the 1960s, the community parks and trails system has been growing at an accelerated pace. In Electoral Areas E, F, G and H community park area has grown from approximately 2 hectares of parkland in 1965 to almost 190 hectares in 2012.

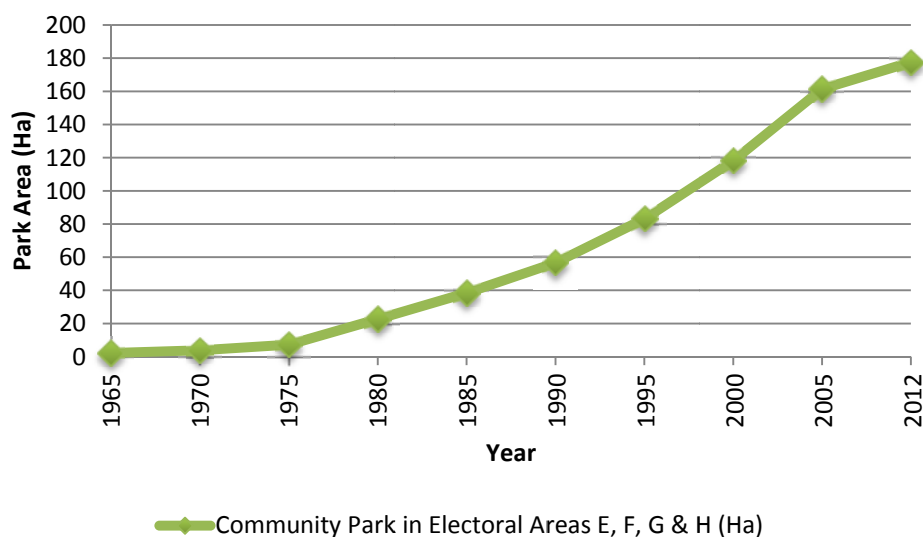


Figure 4: Community park land growth in Electoral Areas E, F, G, H (1965-2012)

Table 15 provides a snapshot comparison of how the recent growth of community parkland in Electoral Areas E, F, G and H has related to population growth in the RDN over the past 15 years.

Table 15: Parkland vs. population growth (1996 - 2011) in Electoral Areas E, F, G & H

	Population Growth	Parkland Growth
1996	Total population 19,413	Community parkland 83 ha
2011	Total population 23,763	Community parkland 180 ha
% Change over 15 years	22%	117%
Average annual growth rate	1.5% per year	7.8% per year

While this is a general snapshot in time, the trend shows that community parkland growth in Electoral Areas E, F, G and H has accelerated at a greater speed than population growth in the electoral areas during this timeframe.

2.3.2 Evolution of Parkland Type

Public input during this process indicated that in many areas the public is generally satisfied with the amount of community parkland that is available. However, input indicates that there is a desire for more parkland that is developed to a neighbourhood standard – with amenities such as playgrounds, structures, signage, trails and manicured areas.

When the community parks function began, the focus was largely on obtaining and preserving parkland and open space. In these early days, parkland was typically held in a natural undeveloped state with no amenities. Given the rural nature of the Electoral Areas, demand and capacity for more urban-style parks was limited. During this time, staff and funding resources were very limited and did not support park development.

Due to an increase in population and the densification of communities, as well as increased awareness around the value of access to parks, public demand for improved parkland has been growing steadily. Over time, the community parks function has evolved from a mechanism for preserving open space to a function that supports strategic planning, design, development and operation of parkland.

Undeveloped parks, including nature parks and potential neighbourhood parks that are held in reserve for future development, receive little to no maintenance, which means operational costs for these sites are minimal. When parkland is developed, even to a small degree, maintenance requirements increase as well. Developed parks invite public use, which increases maintenance requirements, at minimum, for safety. Practices including safety inspections and tree and amenity maintenance are required.

Table 16 (on the following page) provides an overview of tasks typically required in developed parks, along with general estimates for these tasks. These estimates are intended to provide an indication of the level of effort required to maintain a developed park. Actual costs should be tracked and refined as parkland is developed to maintain an understanding of current operational requirements.



Natural and undeveloped parkland have very few requirements for maintenance and operations.



When parkland is developed with amenities, maintenance requirements including safety inspections, mowing and repairs increase substantially.

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Table 16: Preliminary estimates for maintenance requirements

Task	Budget Estimate
Mowing	\$160/ha (\$65/acre)
Garbage Receptacle	First Can at Site = \$600/year Additional Cans at Site = \$350/year
Porta Potty	\$1,600/year
Weeding	\$35/hour
Tree Maintenance	Varies
Structure Repairs	Varies
Trail Maintenance	Varies

2.3.3 Evolution of Parks Servicing

Staffing for parks services has evolved over the past two decades. *Table 17* summarizes the records and anecdotal information available about the program.

Table 17: A summary of the evolution of park services

Date	Staff Description
Pre-1997	1 Staff: Parks planning was completed under the Planning Department and staffed by one parks planner who was responsible for reviewing parkland dedication through subdivision. At this time there was no development or maintenance for the system.
1997	2 Staff: The first full-time parks coordinator was hired to complete planning, development and maintenance tasks for parks.
2000	3 Staff: A parks and trails coordinator and parks technician were brought on full-time.
2006	4 Staff: A parks manager role was created. Summer and temporary staff were added.
2008	6 Staff: Two planning staff were added (parks and trails coordinator, parks planner), as well as three operations staff (parks operations coordinator, two parks technicians) and 1 manager. Summer and temp positions were eliminated to create full time positions.
2009 to 2014	8 Staff: Community and regional park functions were split recognizing the growth of both systems. A planner and an operations coordinator were added. Total staff included three planning staff, four operations staff and one manager.

Key trends that have contributed to demand for staffing include:

- Overall growth of the community and regional parks systems.
- A shift from more natural parks to parks with a greater level of development and amenities (*e.g.*, garbage cans, porta-potties, benches, play equipment, manicured grass, etc.) which increases requirements for maintenance and operations.
- Increased regulations and permit requirements for parks development including:
 - External processes (*e.g.*, Riparian Area Regulations, Section 9 Water Act Notification, Archaeological Assessment); and
 - Internal processes (*e.g.*, building permits, development permits, contract requirements).
- Increased risk management demand, including liability management. For example, in the past, volunteers were able to build structures like beach access stairs. Today, increased liability insurance requirements necessitate engineering design and professional construction for large structures.
- Lease requirements with other agencies such as MoTI include higher standards for development.
- Increased design development processes for parks including concept development, community consultation, detailed design and construction documentation.
- Technology improvements including website, GIS mapping and social media have increased demand for readily accessible and accurate details.
- Community consultation and participation requirements have increased over time and the number of POSACs has increased from one in 1998 to seven today.

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2.3.4 Park System Development

Dedicated parks staff came online in 1997 as demand for community parks projects grew. A review of parks projects over the past 15 years provides an overview of the evolution of parks projects and services. *Table 18* provides an overview of key capital and planning projects completed between 1997 and 2013².

Table 18: Community park projects (1997-2013)

Date	Staff Description
1997	<ul style="list-style-type: none"> ▪ Morden Colliery Bridge and Trail Construction (community park at the time) ▪ San Pareil Boardwalk Install
1998	<ul style="list-style-type: none"> ▪ Miraloma Park Development
1999	<ul style="list-style-type: none"> ▪ Boulton Park Development ▪ Nanoose Playground Install ▪ Dunsmuir Park Development
2000	<ul style="list-style-type: none"> ▪ Area B Beach Access Study ▪ Area H Beach Access Study
2001	<ul style="list-style-type: none"> ▪ Nanoose Bay Parks Plan
2002	<ul style="list-style-type: none"> ▪ Area A Trails Study
2003	<ul style="list-style-type: none"> ▪ Area E Beach Access Study
2004	<ul style="list-style-type: none"> ▪ Area F Trails Plan
2005	<ul style="list-style-type: none"> ▪ Cox Community Park – Trail and Bridge Install
2006	<ul style="list-style-type: none"> ▪ Cedar Heritage Centre Playground Install ▪ El Verano Beach Access Parking Lot
2007	<ul style="list-style-type: none"> ▪ Mudge Island Park Shore Restoration ▪ Nelson Boat Ramp Improvements ▪ Joyce Lockwood Community Park Stairs Install
2008	<ul style="list-style-type: none"> ▪ Thelma Griffiths Community Park Redevelopment Planning and Install ▪ Local Motion and Active Communities Grant Application for Meadow Drive Community Park

² Note: The project list is based on historical records and anecdotal information and should not be considered a comprehensive list of all past projects. The list includes planning and capital projects only – engineering, environmental and other technical studies are not included.

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Date	Staff Description
2009	<ul style="list-style-type: none"> ▪ Meadow Drive Community Park Development Planning ▪ Deep Bay Community Park Boardwalk ▪ 707 Management Plan ▪ Cedar Skateboard Park Planning ▪ Extension Miners Community Park Planning and Install ▪ Dashwood Community Park Playground Install
2010	<ul style="list-style-type: none"> ▪ Meadow Drive Community Park Completion ▪ Cedar Plaza Design Development and Install ▪ Andres Dorit Community Park Design ▪ 707 Community Park Management Plan (completion) ▪ Decourcy Community Park Stairs Install ▪ Fairwinds Neighbourhood Plan
2011	<ul style="list-style-type: none"> ▪ Henry Morgan Community Park Design Process ▪ Cedar Plaza Construction ▪ Meadowood Way Community Park Planning Process ▪ Cedar Skateboard Park Construction Drawings ▪ Grant applications for Henry Morgan, Meadowood Way and Cedar Skateboard Park ▪ 707 Community Park Signage Plan ▪ Fairwinds Neighbourhood Plan
2012	<ul style="list-style-type: none"> ▪ Meadowood Way Community Park Planning Process ▪ Quenelle Lake Boat Launch Planning and Install ▪ Miller Road Bank Armoring ▪ Community Parks and Trails Strategy ▪ 707 Community Park Signage Install ▪ South Road Stairs ▪ ACT Trails – Act I development
2013	<ul style="list-style-type: none"> ▪ Henry Morgan Community Park Install ▪ Andres Dorit Community Park Open House ▪ Blue Back Community Park Planning ▪ Mudge Island Community Park Planning ▪ Huxley Community Park Planning Process ▪ Cedar Skatepark Install ▪ Community Parks and Trails Strategy ▪ Parks & Trails Guidelines & Standards Document ▪ 707 Community Park Bank Stabilization ▪ ACT Trails – Act II ▪ Fairwinds Rezoning Phased Development Agreement



Henry Morgan Park, completed in 2013.

2.4 Trends Affecting Community Parks & Trails

2.4.1 Population Growth

The number of people living in the region has increased 5.7% between 2006 and 2011, resulting in an additional 8,000 people. While the growth rate varies considerably between Electoral Areas, the net effect is increasing community pressures on existing staff and resources. In most cases, development accompanies population growth which provides opportunities to acquire or obtain cash-in-lieu funding for community parks. However, acquisition funds are only suitable for obtaining parkland, and costs associated for development, operations and maintenance of parklands may require deeper investment from the RDN.

2.4.2 Aging & Community Expectations

The Baby Boom generation accounts for one-third of the Canadian population and has a profound effect on parks and leisure services. This population cohort is often focused on improved health and interested in low-impact activities such as walking and biking. The development of greenways, bikeways and pathway systems is a key priority for community open space systems.



The Baby Boom generation, which accounts for a large portion of our population, is becoming an increasingly active population that demands access to active transportation and low-impact recreation.

In addition to walking and biking for recreation there is also a trend towards active transportation and a desire to move through communities without reliance on motorized transportation. The CPTS engagement process reflected this trend with a strong emphasis on roadside trails. The results from the online surveys in the CPTS showed dissatisfaction with regards to trail access for all of the Electoral Areas. It is anticipated that this will be a focus for community parks and trails in the coming years.

2.4.3 Downloading

In recent years, senior levels of government have been downloading responsibilities to regional and municipal governments, a trend that is expected to continue. With growing health care and education costs, the province is becoming increasingly less involved in providing parks services at the provincial level. This trend means that local governments, including the RDN, are required to play a larger role in the provision of parks and trails. These trends, and the results from the public engagement process, suggest that the RDN parks staffing levels will need to expand to meet community needs and expectations – in particular, additional resources aimed at trail planning and construction.

2.4.4 Benefits of Community Parks & Trails

The benefits of parks and trails have been well researched and documented over the past decade. There is a growing awareness that access to nature and quality open spaces is fundamental to health, social function and economic prosperity.

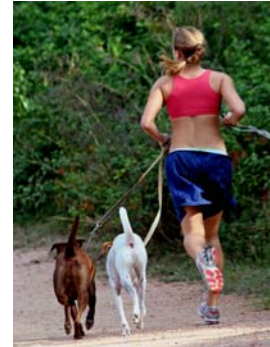
Economic Benefits

Economic value can be measured through things like property values, profits generated from increased tourism, and savings on infrastructure to manage water. Several studies have been conducted to help better understand the dollar value that parks and trail systems bring to neighbourhoods.

Parks and trail systems typically have a positive impact on property values in both urban and rural areas; in more densely populated areas the impact is greater, raising land values. A study prepared in a rural county near Austin, Texas shows that parks had no significant negative impact on the property prices (Nicholls and Crompton, 2005). In recent years, buyers are showing increasing interest in the amenity value of their neighbourhoods – often highly valuing proximity to parkland when selecting a home. This phenomenon is called “hedonic value”. The main factor that affects property values near amenity open spaces is the distance. A recent study conducted in Miami, Ohio concludes that a home in the Hamilton County will devalue by \$8,960 (USD) as it moves away from Little’s Miami Scenic trailhead by 300 meters (vom Hofe and Parent). Residential properties close to the Minuteman Bikeway and Nashua River Rail Trail in Massachusetts sold closer to their list price compared to those more distant from the trails. Furthermore, properties closest to the trails sold nearly twice as fast than those that were not (State of Florida, 2006).

Parks and trail systems also have a positive impact on tourism. A large trail system can be a recreational destination and thus attracts visitors in the area. The Great Allegheny Passage (GAP), a multi-use trail between Pennsylvania and Maryland, has generated over \$40 million (USD) in direct annual spending and \$ 7.5 million (USD) in wages in 2008. Business owners along the GAP attribute 25% of their revenues to their proximity to the trail (The Great Allegheny Passage Economic Impact Study, 2008).

Finally, parks and trail systems can help reduce the infrastructure costs through presentation of natural watersheds. Surface drainage strategies reduce construction and maintenance costs from conventional underground drainage infrastructure. In a subdivision development in the USA, a



Access to outdoor recreation opportunities is becoming an increasingly important part of the amenity value that people are seeking when selecting places to live.

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developer saved \$800 per lot with the use of an open drainage system, conveying the stormwater run-off through swales to irrigate agricultural areas, rather than of installing a closed drainage system with storm sewers (Rocky Mountain Institute, 2008).

Health Benefits

Participation in physical activity and recreation is a key determinant of health status and is known to:

- Reduce risk of heart disease and stroke, the leading cause of death in Canada;
- Help prevent certain types of cancers including colon, breast and lung;
- Help combat type 2 diabetes, the fourth greatest cause of death in Canada;
- Reduce occurrence of youth obesity, which often translates to adult obesity;
- Reduce the occurrence of adult obesity, a key contributor to chronic health conditions;
- Help reduce incidence of fall-related injuries and chronic conditions in older adults; and
- Foster social opportunities and contribute to mental health by reducing stress, combatting depression and building emotional well-being.



Community parks provide health benefits for people of all ages and interests.

“United States health authorities have identified increasing physical activity as a key factor in controlling health care costs in that country, through the prevention of unnecessary illness, disability and premature death, and the maintenance of an improved quality of life into old age” (Colman & Walker, 2004).

“Just over 1,400 British Columbians die prematurely each year due to physical inactivity, accounting for 5.0% of all premature deaths” (Katzmarzyk, et.al, 2000). Chronic conditions such as cardiovascular disease and diabetes are sometimes known as lifestyle diseases due to their strong correlation to personal behaviour choices. Twenty percent or more of the cases of type 2 diabetes, stroke, coronary heart disease and colon cancer result from a sedentary lifestyle; being obese more than doubles an individual’s risk of dying early – or losing an average of seven years of life (BCHLA, 2005). Statistics Canada (2004) reports that in 2004, 26% of youth between the ages of 2 and 17 were overweight or obese. This is over 2.5 times higher than the prevalence of youth obesity 25 years ago.

Physical inactivity is identified as a major contributor to chronic diseases. In BC, approximately 1.2 million people, or 36% of adults suffer from some type of chronic condition (BCHLA, 2005). Chronic diseases are long-lasting conditions that are rarely cured completely. For people suffering from chronic diseases, the effect is felt physically, emotionally and mentally. It is often a challenge to maintain normal routines and relationships. Studies show that chronic diseases cost BC's economy around \$3.8 billion annually (BCHLA, 2005). The good news is that a large proportion of chronic disease incidences in BC could be prevented through increased physical activity.

Regular, life-long physical activity can help increase overall wellness and reduce illnesses. Over the long term, it can postpone disability and allow for longer independent living in elderly individuals. According to Torjman (2004), older adults who are physically active show characteristics of being physiologically one to two decades younger than their sedentary counterparts.

Physical activity does not have to be overly strenuous or prolonged – moderate levels of physical activity can have significant health benefits. Many experts believe that building physical activity into daily routines through accessible recreation opportunities and active transportation is one of the most effective ways to improve community fitness.

More than just improving physical health, recreation has been linked to mental health. It is connected to improved self-esteem, decreased stress and anxiety and overall well-being.

Generally, physical activity makes people feel better about themselves and helps to reduce physiological reactions to stress and anxiety. It is also known to help sleep and improve mood. "Physical activity can be considered both for its therapeutic effects on mental illness, and also for its impact on mental health in the general population" (Britain's Department of Health, Physical Activity, Health Improvement and Prevention, 2004). Overall, physically active people feel happier and more satisfied with life, regardless of socioeconomic or health status.

Connections with the community and a supportive environment can both prevent and mitigate the impact of mental health disorders in some people and encourage overall well-being. Recreation facilities, parks and trails can be places for safe physical activity and mental solace.



Active transportation is becoming increasingly popular as people realize the benefits of regular activity. Trail development helps support active transportation.



Parks have a key role in building social cohesion and civic pride.

Community Benefits

Recreation engages our people and builds social cohesion resulting in communities with civic pride and participation. People feel an emotional connection to the places that bring them enjoyment, making recreation nodes truly a heart within our communities.

As the single largest citizen participation mechanism in BC, indoor and outdoor recreation facilities enable hundreds of thousands of British Columbians to participate in leisure activities. Park, recreation and cultural facilities offer places and programs for us to gather and build relationships. The resulting social capital – relationships and norms that are created when people come together out of a shared purpose – creates communities where people feel connected, children have positive role models and celebrations occur (Bloom et.al, 2005).

In communities that offer a wide variety of facilities and recreation options, there are opportunities for all residents to participate regardless of economic or cultural background. Sport, culture and other recreational pursuits can encourage mutual respect, inclusion, tolerance and understanding.

Every citizen is a potential participant and can be involved according to their needs, preferences, abilities and goals. Participation can act to address and promote social change by incorporating safety, gender equity, equitable access and violence prevention.

3.0 PLANNING FRAMEWORK FOR COMMUNITY PARKS & TRAILS

3.1 Goals & Objectives of the CPTS

Goals

The CPTS is intended to provide a framework for decision-making for community parks and trails. Acquisition and development of community parks should follow the following goals:

Connect People and Places

Develop an inter-connected system of parks and trails that supports active transportation (travel to destinations), recreation (exercise) and nature appreciation (spiritual) that is accessible to all community residents.

Provide Social and Recreation Opportunities

Create a community where a variety of public spaces provide local opportunities for active living, social interaction and play.

Protect the Environment

Safeguard the natural setting and character of the community and surrounding environmental functions.

Support Community Partnerships

Encourage community spirit and energy when implementing the strategy.

Objectives

A related objective is to provide outdoor venues that bring together members of the community both physically and socially, while improving the overall livability of the community. This will be accomplished through:

- Developing a community trails system that provides residents with alternatives to motorized travel and recreational connections that link key destinations;
- Providing local recreational opportunities and public gathering spaces for community residents that are generally within a 1 km radius of residential areas;
- Providing information that lets people know about the system available to them; and
- Protecting environmentally and culturally sensitive features and functions.



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Electoral Area Vision Statements

Through public consultation a Vision Statement was created for each Electoral Area. While the visions share common components, each shows a unique emphasis and priority for community parks and trails.

The process used to develop vision statements that reflect each community's unique values involved the Advisory Committees, respondents to the online surveys, and Open House participants. A draft list of key relevant words or phrases that have been used in similar projects was provided in Survey #1 and at the Open House and residents chose from the list. These words were crafted into a draft vision statement that was tested for validity during the second Open House and online survey and suggestions were incorporated into the final vision statement for each Electoral Area.

Electoral Area E

“A vibrant community where residents can easily access community parks and beaches through a system of inter-connected trails that provides for recreation, social interaction and nature appreciation.”

Electoral Area F

“A community where all residents can easily access a system of inter-connected community trails for recreation, alternative transportation opportunities and nature appreciation and local parks for play and social interaction.”

Electoral Area G

“A vibrant community where residents can easily access community parks and other destinations using a system of inter-connected trails that provides for recreation, social interaction and nature appreciation.”

Electoral Area H

“A vibrant community where residents can easily access community Parks, beaches, services, and destinations using a system of inter-connected trails for recreation, social interaction and nature appreciation.”

3.2 Community Parks Classification

Classifying community parks according to their primary function provides a basis for understanding the composition and distribution of parkland in the region. This classification enables the RDN to:

- Plan for present and future population needs;
- Prioritize classes of park development that may be under represented in some areas;
- Evaluate ideas for acquisition and improvement against criteria to ensure land base is suited for intended purpose; and
- Better understand operational budget requirements.

3.2.1 Proposed Community Park Classes

There are five park classes proposed for the community park system:

- 1) Neighbourhood Park
- 2) Natural Park
- 3) Linear Park
- 4) Water Access
- 5) Surplus

The following tables summarize typical characteristics of each of the five park classes.

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Neighbourhood parks often include amenities like playgrounds and open space.

1. Neighbourhood Park

Table 19: Neighbourhood park characteristics

Function			
Primary Function	<ul style="list-style-type: none"> Provide active recreation amenities 		
Secondary Function(s)	<ul style="list-style-type: none"> Protection of natural areas Provision of trails Protection of cultural or heritage features 		
Criteria			
Usable Space	<ul style="list-style-type: none"> Min. 0.5 acres of usable area 		
Max. Slope	<ul style="list-style-type: none"> <20% slope for 90% of site 		
Shape	<ul style="list-style-type: none"> Equilateral rectangle preferred Good road frontage exposure (corner lot preferred) No panhandle lots Minimal number of residential backyards along the park edges 		
Encumbrances	<ul style="list-style-type: none"> Absent or minimal encumbrances such as geotechnical, floodplain, environmental and underground utilities (encumbrances are permissible over and above the 5% dedication) 		
Location	<ul style="list-style-type: none"> Closer/within population centres; not in lower density rural areas 		
Other	<ul style="list-style-type: none"> Water service connection where possible 		
Typical Development			
Amenities	<table border="0"> <tr> <td> <ul style="list-style-type: none"> Playground Trails Sports field Sports court Washroom Picnic facilities </td> <td> <ul style="list-style-type: none"> Benches Signage Bike facilities Parking Art Water service </td> </tr> </table>	<ul style="list-style-type: none"> Playground Trails Sports field Sports court Washroom Picnic facilities 	<ul style="list-style-type: none"> Benches Signage Bike facilities Parking Art Water service
<ul style="list-style-type: none"> Playground Trails Sports field Sports court Washroom Picnic facilities 	<ul style="list-style-type: none"> Benches Signage Bike facilities Parking Art Water service 		

2. Natural Park

Table 20: Natural park characteristics

Function			
Primary Function	<ul style="list-style-type: none"> ▪ Protection of a significant environmental features or functions 		
Secondary Function(s)	<ul style="list-style-type: none"> ▪ Protection of cultural or heritage features ▪ Provision of trails ▪ Providing local 'green space' for aesthetics and nature appreciation 		
Criteria			
Usable Space	<ul style="list-style-type: none"> ▪ Sufficient to protect environmental feature 		
Max. Slope	<ul style="list-style-type: none"> ▪ No max. slope ▪ Not to include high risk, geotechnically-sensitive lands that require significant engineering works 		
Shape	<ul style="list-style-type: none"> ▪ No constraints 		
Encumbrances	<ul style="list-style-type: none"> ▪ Absent or minimal encumbrances that may impact environmental protection 		
Location	<ul style="list-style-type: none"> ▪ No location constraints 		
Typical Development			
Amenities	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ▪ Trail segments ▪ Benches ▪ Fencing </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ▪ Interpretive signage ▪ Habitat restoration ▪ Wildlife boxes </td> </tr> </table>	<ul style="list-style-type: none"> ▪ Trail segments ▪ Benches ▪ Fencing 	<ul style="list-style-type: none"> ▪ Interpretive signage ▪ Habitat restoration ▪ Wildlife boxes
<ul style="list-style-type: none"> ▪ Trail segments ▪ Benches ▪ Fencing 	<ul style="list-style-type: none"> ▪ Interpretive signage ▪ Habitat restoration ▪ Wildlife boxes 		



The primary objective of natural parks is protection of environmental features.

COMMUNITY PARKS & TRAILS STRATEGIC PLAN

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3. Linear Park



Linear parks provide trail connections.

Table 21: Linear park characteristics

Function			
Primary Function	<ul style="list-style-type: none"> Trail connectivity to community destinations through active transportation 		
Secondary Function(s)	<ul style="list-style-type: none"> Access to natural areas Emergency access/egress 		
Criteria			
Usable Space	<ul style="list-style-type: none"> Minimum 4m on cleared sites Minimum 10m where significant trees are present 		
Max. Slope	<ul style="list-style-type: none"> 2% preferred trail slope for accessible trails 5% max. slope over long distances for accessible trails Where slopes exceed 5%, landings required for accessible trails Slopes may be steeper in backcountry trails Switchbacks or steps on steep lands 		
Shape	<ul style="list-style-type: none"> Linear 		
Encumbrances	<ul style="list-style-type: none"> Ability to build hard surface pathway without encumbering access to underground utilities Not obstructed by utility boxes, hydro, mailbox, hydrants, etc. 		
Location	<ul style="list-style-type: none"> Connecting key destinations 		
Typical Development			
Amenities	<table border="1"> <tbody> <tr> <td> <ul style="list-style-type: none"> Trail Signage Fencing </td> <td> <ul style="list-style-type: none"> Bollards Benches </td> </tr> </tbody> </table>	<ul style="list-style-type: none"> Trail Signage Fencing 	<ul style="list-style-type: none"> Bollards Benches
<ul style="list-style-type: none"> Trail Signage Fencing 	<ul style="list-style-type: none"> Bollards Benches 		

4. Water Access

Table 22: Water access characteristics

Function			
Primary Function	<ul style="list-style-type: none"> ▪ Access to ocean or river frontage 		
Secondary Function(s)	<ul style="list-style-type: none"> ▪ Natural area protection ▪ Viewing opportunities ▪ Trails 		
Criteria			
Usable Space	<ul style="list-style-type: none"> ▪ No required size ▪ Unstable slopes to be avoided 		
Max. Slope	<ul style="list-style-type: none"> ▪ No max. slope ▪ Low bank sites with easier access are preferred ▪ Slopes >50% may require stairs and have higher costs 		
Shape	<ul style="list-style-type: none"> ▪ Linear 		
Encumbrances	<ul style="list-style-type: none"> ▪ Access achieved with minimal tree or vegetation removal 		
Location	<ul style="list-style-type: none"> ▪ Use of public, undeveloped road rights of way is preferred ▪ No encroachment onto adjacent properties ▪ Adequate buffer to adjacent private properties 		
Typical Development			
Amenities	<table style="width: 100%; border: none;"> <tr> <td style="border: none; vertical-align: top;"> <ul style="list-style-type: none"> ▪ Parking ▪ Benches ▪ Washroom </td> <td style="border: none; vertical-align: top;"> <ul style="list-style-type: none"> ▪ Signage ▪ Stairs ▪ Trail </td> </tr> </table>	<ul style="list-style-type: none"> ▪ Parking ▪ Benches ▪ Washroom 	<ul style="list-style-type: none"> ▪ Signage ▪ Stairs ▪ Trail
<ul style="list-style-type: none"> ▪ Parking ▪ Benches ▪ Washroom 	<ul style="list-style-type: none"> ▪ Signage ▪ Stairs ▪ Trail 		



Water accesses provide opportunities view and interact with oceans and rivers.

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5. Surplus Park

Table 23: Surplus park characteristics

Function	
Primary Function	<ul style="list-style-type: none"> ▪ Lands acquired in past without environmental protection or active park value or potential ▪ The cost/benefit analysis suggests disposition may be desirable
Secondary Function(s)	<ul style="list-style-type: none"> ▪ n/a
Criteria	
Usable Space	<ul style="list-style-type: none"> ▪ n/a
Max. Slope	<ul style="list-style-type: none"> ▪ n/a
Shape	<ul style="list-style-type: none"> ▪ n/a
Encumbrances	<ul style="list-style-type: none"> ▪ n/a
Location	<ul style="list-style-type: none"> ▪ Varies
Typical Development	
Amenities	<ul style="list-style-type: none"> ▪ None

3.2.2 Summary of Existing Park Types

Table 24 provides a summary of the total number parks and trails by type in each of the four Electoral Areas. This list includes trail and beach accesses under permit on MoTI lands and private agreement for trails.

Table 24: Existing park classification summary

Park Classification	Electoral Area E	Electoral Area F	Electoral Area G	Electoral Area H
Neighbourhood Park	8	3	9	9
Natural Park	13	7	12	9
Water Access	0	0	4	10
Linear Park	10	4	12	9
Surplus	0	3	1	0
TOTAL	31	17	38	37

Summary Observations

- Area F, with its rural nature, has fewer neighbourhood parks than the other areas.
- All areas have approximately even numbers of natural parks.
- Area H has the greatest number of secured water access parks. Area E does not have any existing water access parks even though it does have oceanfront.
- Area H has the greatest number of linear parks.
- Area F has the greatest number of parks deemed to be potentially surplus.

3.3 Community Trails Classifications



Type 1 trails are proposed to have hard or compacted surfaces that are accessible for a wide range of transportation options.



Type 2 trails will have a soft surface and will be suitable for local connections.



Type 3 trails will have a natural surface and will be suitable backcountry and rural recreation.

Concurrent with the CPTS, the RDN is developing a set of Parks and Trails Guidelines. The guidelines have been developed for creating and maintaining parks and trails. The document provides descriptions, examples and guidelines for three different classes of trails. Classifying trails types helps to:

- Plan and develop trails to a consistent standard; and
- Better understand operations budget requirements.

3.3.1 Proposed Trail Classes

There are three trail classes proposed for the RDN:

- 1) Type 1 – Hard/Compacted Surface Trail
- 2) Type 2 – Soft Surface Trail
- 3) Type 3 – Natural Surface Trail

Table 25: Summary of trail classes

Trail Class	Typical Characteristics
Type 1: Hard /Compacted Surface Trail (Highest level of development)	<ul style="list-style-type: none"> ▪ Urban or rural areas ▪ Target uses: active transportation, tourism, recreation ▪ Target user groups: local residents, commuters, tourists ▪ Level of amenities: high ▪ Surface: paved/compacted gravel ▪ Maintenance level: high ▪ Construction and maintenance costs: high
Type 2: Soft Surface Trail (Medium development)	<ul style="list-style-type: none"> ▪ Urban or rural areas ▪ Target uses: recreation ▪ Target user groups: local residents ▪ Level of amenities: low ▪ Surface: crushed gravel or natural surface ▪ Maintenance level: moderate ▪ Construction and maintenance costs: moderate
Type 3: Natural Surface (Minimum development)	<ul style="list-style-type: none"> ▪ Rural or backcountry areas ▪ Target uses: recreation ▪ Target user groups: local residents, tourists ▪ Level of amenities: low to none ▪ Surface: natural, gravel where needed ▪ Maintenance level: low ▪ Construction and maintenance costs: low

At the time of the CPTS development, existing community trails have not been classified in the RDN. As new trails are developed, mapping and documentation should reflect the trail classes identified in the Parks and Trails Guidelines.

3.4 Parkland Provision

Different approaches can be used for determining how much community parkland should be provided in Electoral Areas:

- **Traditional Standards-Based Approach:** This traditional methodology applies a numerical standard to evaluating parkland provision. A typical standard for community parks is 2.5 to 5.0 hectares per 1,000 population. There are challenges applying this approach evenly between urban and rural communities as it cannot factor in the different demographic profiles of communities or the class of parkland being provided. The existing community parkland provision for the Electoral Areas in the CPTS ranges from 4.7 to 15.8 hectares per 1,000 population.
- **Distance Standard Approach:** 500 meters is a common standard for measuring walking distance to community parks. This length has been identified as the distance most people are willing to walk to a park. This standard is most relevant in urban and suburban population densities where private open space is limited. In rural areas, private lots are typically larger and access to rural open space is more prevalent, reducing the need for dedicated park within walking distance. Due to the varied development of the Electoral Areas in the RDN (urban, suburban and rural), it is recommended that a flexible approach be taken – using 500 m radius for neighbourhood parks in suburban and urban areas, up to 1 km or more in more rural areas.
- **Community-Based Approach:** A community-based approach combines quantitative data and qualitative information such as demographics, population growth and densities, distance to other park types (Regional Parks, Provincial Parks, Crown lands, etc.), active and passive parkland types and user input to identify priorities for community parks decisions. This is the recommended approach for developing community parks and trails in the RDN.

3.4.1 Process for Determining Parkland Provision

The following steps are proposed for determining need and location of additional parkland using a community-based approach:

1. Review existing parkland classes to understand how much of each park type exists in the local area.
2. Review the existing community parkland acreage per 1,000 population as a general indication of parkland provision.
3. Review mapping showing 1 km radius circles around existing parkland to show if the area is generally served by existing parkland.
4. Consider the following key statistics to understand the general demographic profile and sense of need for the Electoral Area being considered:
 - Percent change in population over the past 5 years;
 - Population density per sq. km;
 - Median age of population;
 - Percent of population under 15 years old and under; and
 - Percent of population without children at home.
5. Consider priorities identified in this plan through public consultation (See Section 4.2), as well as other input received through the Parks Department.
6. Map and review the results of analysis onto the Community Parks and Trails Mapping for the Electoral Area.

This analysis will be useful to strategically determine needs, value of park dedication versus cash-in-lieu and a general indication of the class of park that is best suited to the location and demographic profile.

3.5 Community Parkland Acquisition Criteria

One of the challenges encountered when planning for community parks and trails is evaluating whether new acquisitions fit the needs of the overall system. To support this evaluation, community parkland acquisition criteria are proposed. These criteria will:

- Support RDN Staff and POSAC members in evaluating potential community park and trail acquisitions and making decisions about whether proposed parkland should be added to the system or if cash-in-lieu should be considered;
- Help identify appropriate classification for potential community park dedications;
- Provide developer clients a set of clear criteria to review in advance of proposing dedications; and
- Increase consistency and objectivity of assessments over time.

Table 26 is a Community Parkland Evaluation Criteria Checklist that provides a set of proposed criteria and value questions to be asked when evaluating potential community parkland acquisitions.

The checklist is organized under 6 categories and is designed to align with the proposed parks classes (See **Section 3.2.1: Proposed Community Park Classes**). The 6 categories are described as follows:

- **General Demographics & Public Values:** These values typically apply to all types of community parks. Parks that score high in this category may be well suited for acquisition and addition to the community parks system.
- **Neighbourhood Park Values:** These values are desirable for establishing neighbourhood parks with amenities. Parks that score high in this category may be most suitable for neighbourhood parks.
- **Ecological Park Values:** These values include protection and enhancement of natural environments. Parks that score high in this category may be most suitable for ecological park development.
- **Linear Park Values:** These values include connectivity and trail potential. Parks that score high in this category may be most suitable for trail development.
- **Water Access Values:** These values pertain to water sites. Parks that score high in this category may be most suitable for water access development.
-



Neighbourhood park values



Ecological park values



Linear park values



Water access values

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- **Affordability:** These values include costs for acquiring, developing and maintaining park properties and typically apply to all community parks. Parks that score high in this category will be more cost effective.
- Where review identifies potential parkland to be low in all or most of the above categories, alternatives to acquisition (e.g., cash-in-lieu) should be considered.

The CPTS recommends that this checklist be incorporated with Policy C1.5: *Review of the Consideration of Park Land in Conjunction with the Subdivision Application Process* and also used during the Rezoning Review process.

Evaluators using the table would review the criteria and decide if the subject site provides:

- High Value if the site would be a significant asset or fully fulfill the evaluation criteria
- Moderate Value if the site would be a good or moderate asset or partially fulfill the evaluation criteria
- Low Value if the site would be a low or negative asset or does not fill the evaluation criteria

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Table 26: Proposed community park land and trails evaluation criteria checklist

Category 1: General Demographic & Public Values				
Proposed Criteria	Evaluation Criteria	Assigned Value/Quality (check column)		
		Strong	Moderate	Weak
1) Population Density	Is the site located in an area with substantial existing or anticipated residential density where there will be a high demand for community park?			
2) Existing Park Access	Will the acquisition provide parkland to a neighbourhood that is currently underserved by parks and recreation opportunities?			
3) Level of Public Interest	Is there a known community interest for park development in the area?			
4) Neighbouring Property Impacts	Could park development in this area have a significant negative impact on existing properties in terms of property value, privacy, noise or other undesirable impacts?			
5) Encumbrances	Is the site reasonably free of encumbrances that would impact part development such as such as geotechnical, floodplain, environmental and underground utilities?			
Overall Rating (high, medium, low) for Category 1 =				

Parks with a high rating for Category 1 are valuable potential properties for the community parks system overall, as they fill gaps and/or provide parks services that are in demand. These properties should be considered for community park acquisition.

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Category 2: Neighbourhood Park Values				
Proposed Criteria	Evaluation Criteria	Assigned Value/Quality (check column)		
		Strong	Moderate	Weak
6) Usable Space	Does the site provide at least 0.5 acres of usable park area?			
7) Slope	Are there gentle slopes for most of the site that would support a variety of active recreation opportunities?			
8) Location	Is there a significant residential population within walking distance (1km) to the park location?			
9) Recreation Potential	Is the site suitable to provide recreational amenities that appeal to the surrounding community?			
10) Accessibility	Is the site easily accessible to surrounding population, e.g. is it connected to public roads, trails and access routes?			
11) Cultural, Historic or Heritage Values	Does that site contain any valuable cultural, historical or heritage features that warrant protection?			
12) Education or Interpretive Values	Does the site provide features with educational or interpretive value and would support interpretive development?			
Overall Rating (high, medium, low) for Category 2 =				

Parks with a high rating for Category 2 are potential properties for classification as neighbourhood parks as they fill gaps and provide opportunity for amenities. These properties should be considered for neighbourhood park designation.

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Category 3: Ecological Park Values

Proposed Criteria	Evaluation Criteria	Assigned Value/Quality (check column)		
		Strong	Moderate	Weak
13) Sensitive Ecosystem Protection	Does the site include significant sensitive ecosystems that warrant protection?			
14) Unique Landscape Features	Are there unique or representative landscape features such as significant trees, rock formations, water features or other features that warrant protection?			
15) Endangered/ Protected Species	Are there known blue- or red-listed species occurring on the site or within the surrounding area?			
16) Potential Habitat or Wildlife Corridor	Does the site have potential to maintain or form a wildlife corridor that connects natural features?			
Overall Rating (high, medium, low) for Category 3 =				

Parks with a high rating for Category 3 are potential properties for classification as nature parks as they protect unique or sensitive features. These properties may warrant consideration for natural park designation or protection through other means.

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Category 4: Linear Park Values				
Proposed Criteria	Evaluation Criteria	Assigned Value/Quality (check column)		
		Strong	Moderate	Weak
17) Trail Route Connection	Does the site form a potential connection to the regional or community park trail system?			
18) Community Amenity Connection	Does the proposed site link community amenities or facilities to a neighbourhood (e.g. provides access to schools, retail areas, parks or other destinations)?			
19) Max. Slope	Does the route provide gentle grades for accessible trail?			
Overall Rating (high, medium, low) for Category 4 =				

Parks with a high rating for Category 4 are potential properties for classification as linear parks as they provide potential trail connections. These properties may warrant consideration for linear park designation.

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Category 5: Water Access Values				
Proposed Criteria	Evaluation Criteria	Assigned Value/Quality (check column)		
		Strong	Moderate	Weak
20) Shoreline or Riparian Protection	Is the site near a water body or river corridor and is capable of providing shoreline protection or enhancement?			
21) Accessibility	Is the site reasonably accessible with minimum need for stair or ramp construction?			
22) Small Development Footprint	Can the park be developed to provide water access with no or minimal tree or vegetation removal?			
23) Enhanced Access	Can water accesses be combined together, or with park land to provide enhanced public access?			
Overall Rating (high, medium, low) for Category 5 =				

Parks with a high rating for Category 5 are potential properties for classification as water access sites as they provide access points to water bodies – including the ocean, lakes, rivers, wetlands and streams. These properties may warrant consideration for water access designation.

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Category 6: Affordability				
Proposed Criteria	Evaluation Criteria	Assigned Value/Quality (check column)		
		Strong	Moderate	Weak
24) Acquisition Costs	Can the site be acquired with little or no cost?			
25) Development Costs	Is the public investment required to develop the park to a suitable standard reasonable? Are there any unusual or extensive anticipated costs?			
26) Maintenance Costs	Are the amount staff time and financial resources required to maintain the park high or low?			
Overall Rating (high, medium, low) for Category 6 =				

Parks with a high rating for Category 6 are may be considered acquisitions. Where parks score low in this category, considerations for off-setting costs or taking cash-in-lieu may be warranted.

4.0 ACTIONS

The outcome of this plan is a set of actions that support the implementation of the vision, objectives and priorities generated through the CPTS process. These actions are provided for Board, staff and POSAC consideration within the context of annual community planning and budget considerations. It is important that an adaptive management approach is taken when implementing the plan, so that when new opportunities or circumstances arise, Board members and staff are able to make informed decisions and appropriate adjustments.

Two types of actions are provided for the CPTS:

- **Operational Actions:** Ideas for policy development, planning initiatives, management strategies and information distribution.
- **Project Actions:** In addition to operational actions that span the entire CPTS, several project actions and ideas were gathered for each Electoral Area during this process. These actions should be considered as potential priority projects when planning and budgeting community park development.

Section 5.0: Implementation Summary provides an overview of the actions. Each year, staff should review the actions and prepare detailed strategies for funding and implementation of priority projects for consideration.

4.1 Operational Actions

4.1.1 Planning

Action #1: Complete Regular Updates of the CPTS

Review and update the CPTS in 2018 and complete a new study including public consultation in 2023.

Rationale:	This plan provides a long-term planning horizon. While it is anticipated that projects identified during this process will continue to be important, it should also be expected that new priorities and opportunities will emerge. In 5 years, staff should review accomplishments of the CPTS Plan to date and re-evaluate priorities for the next 5 years. In 10 years, a full update of the plan is recommended.
Resources:	Moderate staff time
Recommended Timing:	2018 Review 2023 Complete Update

Action #2: Use Park & Trail Classifications & Criteria

Encourage all RDN departments and committees to use the Community Park Classifications and Criteria for Community Parkland Evaluation identified in this document and the 2013 Parks & Trails Design Guidelines to evaluate and plan parkland that is proposed as part of development applications.

Rationale:	Planning acquisition using the Parks Classifications and Criteria supports selection and development of new parks and trails based on their contribution to the overall system and Electoral Area. Use of consistent criteria will help provide clarity for staff, POSACs and the development community during the development process. This also permits land to be evaluated in context of the larger parks and trails network.
Resources:	Low staff time
Recommended Timing:	Immediately and ongoing

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Action #3: Follow Archaeological Guidelines

Follow guidelines developed in the Aquilla Report for considering cultural and heritage potential when planning or developing community parks and trails.

Rationale:	It is the legal responsibility of land managers to ensure activities and operations do not impact sites protected under the Heritage Conservation Act (HCA), whether these sites are known (registered) or not. The database and mapping by Aquilla Archaeology developed during this process 'flags' areas of sensitivity or potential sensitivity. This information should be reviewed as part of planning for parks acquisition or development.
Resources:	Low staff time for initial evaluation
Recommended Timing:	Immediately and ongoing

Action #4: Review Parks Policies during OCP Updates

Incorporate the CPTS actions into OCP updates and review vision and potential projects for specific Electoral Areas during the update process.

Rationale:	OCPs are subject to ongoing review and renewal. In the past, the amount of detail on parks and trails included in Electoral Area OCP documents has varied significantly. The OCP review process is an opportunity to incorporate the CPTS actions on operations and projects into Electoral Area OCPs.
Resources:	Moderate staff time
Recommended Timing:	During all OCP updates

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Action #5: Review POSAC Structure & Mandate

Complete regular reviews of the POSAC structure and mandate to review efficiency, role and contribution in the evolving parks and trails system.

Rationale:	<p>POSACs were created several years ago to play an important role in supporting community parks and trails planning and development. As the community park and trail system evolves, it is important to revisit the mandate of these groups to ensure they remain efficient and applicable to the present structure of the system. It is recommended that the structure be internally reviewed every 5 years to:</p> <ul style="list-style-type: none"> ▪ Review the group's mandate; ▪ Set expectations and work focus; ▪ Update policies and documentation; ▪ Review length of members' terms; and ▪ Review staff time allocations.
Resources:	Moderate staff time
Recommended Timing:	2014 2019

Action #6: Establish POSAC Chair Meetings

Consider establishing regular POSAC Chair meetings to support collaboration, discussion and identification of issues and opportunities within the larger community park system.

Rationale:	<p>Each Electoral Area has a POSAC that participates in community park planning and development. The CVRD has established regular meetings between the Chairs of their Commissions to encourage discussion, collaboration and understanding. The RDN may wish to consider a similar type of meeting to encourage collaborative planning for community parks throughout the RDN.</p>
Resources:	Moderate staff time
Recommended Timing:	Annually or bi-annually

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Action #7: Create a Volunteer Policy & Guidelines

Consider developing a clear volunteer policy and guidelines to provide more information about involvement with community parks and trails.

Rationale:	Volunteer programs are a good opportunity for people to contribute to community park and trail development. By providing a clear policy and guidelines for involvement, it becomes easier to manage volunteer services and expectations.
Resources:	Moderate staff time
Recommended Timing:	2015

Action #8: Establish Partner Communications

Seek to establish a system for ongoing partnership communications with other municipalities, regional districts and First Nations that provide community parks and trails services.

Rationale:	<p>Community park and trail services are provided by other regional districts, municipalities and First Nations. Consultation indicated a desire to increase communication lines between staff to:</p> <ul style="list-style-type: none"> ▪ Share funding and development opportunities that are mutually beneficial to local residents (e.g., municipal and regional district staff may have collaborative opportunities for parks and trails that are adjacent to or cross boundaries); ▪ Share resources, programs and policies to avoid duplication of effort and gain value from understanding other systems; ▪ Discuss annual projects to identify opportunities for collaboration, shared funding and design considerations; and ▪ Discuss trends, benefits and shared knowledge.
Resources:	Moderate staff time
Recommended Timing:	Bi-annual or quarterly meetings

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Action #9: Create a Developer Information Package

Develop a clear information package for developers to outline expectations for community park and trail dedications. This information should be provided to all developer applicants at the beginning of their projects.

Rationale:	Clarifying objectives and expectations for parks and trails at the beginning of the development process reduces the potential for time delays during the review process. Creating an easy-to-use developer information package for each Electoral Area that provides the vision and priorities for community parks and trails, along with the Park Classification and Criteria for Community Parkland Evaluation, will help improve clarity.
Resources:	Moderate staff time
Recommended Timing:	2014

Action #10: Support Community Projects

Encourage and support community interest groups to enter into trail building and/or management agreements with the province for key recreational trails located on Crown land.

Rationale:	Community groups often have capacity and interest for trail development and protection. The RDN's resources do not support active involvement for securing all trails on Crown land; however, there is capacity to support community groups in establishing agreements (e.g., Section 57) that permit management and development of Crown lands. An example is the equestrian trail by the Silver Spur Riding Club in which the RDN provided information and support to the Club as they navigated the permitting process with the province.
Resources:	Moderate staff time
Recommended Timing:	Ongoing

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Action #11: Prepare an Active Transportation Plan

Prepare an Active Transportation Plan that encourages inclusivity to all levels of mobility for the District 69 Electoral Areas based on work completed to date in the Regional Parks & Trails Plan, CPTS and Parks and Trails Guidelines.

Rationale:	<p>Active transportation plans promote physical activity through alternate forms of transportation. Benefits of having an Active Transportation Plan include:</p> <ul style="list-style-type: none"> ▪ Potential to access active transportation grants; ▪ Identification of opportunities for partnership; and ▪ Generation of interest from the local community for volunteer programs and fundraising. <p>It is recommended that RDN staff prepare an active transportation map and report based on work done to date through the CPTS and related processes.</p>
Resources:	Moderate staff time
Recommended Timing:	2015

Action #12: Consider a DCC Bylaw

Consider development of a Development Cost Charges (DCC) bylaw for each Electoral Area to support acquisition and development of select park amenities (as permitted by the Local Government Act).

Rationale:	<p>The <i>Local Government Act</i> (Sections 932 to 937) enables regional districts to collect DCCs for infrastructure improvements necessitated by community growth. There is potential to collect DCCs for parkland acquisition and minor improvements, including trails, fencing, landscaping, drainage, and washrooms. Currently the RDN is not using DCCs for parkland dedication or development. Given the funding limitations for community parks and trails, DCCs may support the higher level of development being requested for community parks.</p>
Resources:	<p>Moderate staff time Potential legal review</p>
Recommended Timing:	2017

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Action #13: Develop a Disposition Policy

Develop a Community Parkland Disposition Policy for consideration by the RDN Board.

Rationale:	The CPTS process identified some community parkland that shows relatively low value for the community parks and trails system. The RDN is responsible for liability and maintenance costs for these lands while receiving very little in terms of recreational or environmental value so it may be advantageous to dispose of the lands. The Local Government Act permits disposition of parkland through a bylaw process and adopted with electorate approval through referendum or Alternate Approval Process (AAP). The process should only be completed where potential benefit offsets the costs and efforts of completing an AAP process. Any revenue from sale of lands would go to future park acquisitions in the Electoral Areas.
Resources:	Moderate staff time Potential consulting for survey and legal review
Recommended Timing:	2016

Action #14: Subdivision Application Process Review

Review and update the RDN “Review of the Consideration of Parkland in Conjunction with the Subdivision Application Process” Policy (Updated 2006) to streamline the subdivision review process. Include the proposed Community Parkland Evaluation Criteria Checklist (see Appendix C).

Rationale:	The review period for subdivision proposals that include community parkland dedication takes significantly longer than those that do not. While parkland dedication is a key part of the process, efforts to streamline the steps should be completed.
Resources:	Moderate staff time
Recommended Timing:	2016

4.1.2 Resources & Capacity

Action #15: Match Service Levels & Funding Allocations

Match level of service expectations with funding allocations for community parks and trails.

Rationale:	<p>Population growth, community expectations for developed park, densification, and downloading all increase pressure on park funding allocations. It is important to match the level of service expectations with funding that is available for parks and trails.</p> <ul style="list-style-type: none"> ▪ If community parks and trails continue to be added to the system and move from more natural parks to more developed parks, increased resources will be required. ▪ If resource allocations cannot be increased, service levels and community expectations need to be re-established and communicated.
Resources:	Moderate staff time
Recommended Timing:	Annually

Action #16: Create Park Maintenance Plans

Develop a Park Maintenance Plan as a component of all new park planning and development as per the Parks and Trails Design Guidelines. Update annual operating budgets for parks based on these plans.

Rationale:	<p>Park planning and development typically increases park operations requirements – especially the addition of developed neighbourhood parks. It is important that the operational requirements for new parks are considered and planned to ensure parks remain at a high standard. Creating a maintenance plan that is clearly associated with budget requirements is an important step in allocating staff time and efforts.</p>
Resources:	Moderate staff time
Recommended Timing:	<p>2014 – Initial review of existing park operations</p> <p>Ongoing during all improvement projects</p>

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4.1.3 Education & Awareness

Action #17: Increase Park Signage

Increase community parks and trails signage in developed parks as budget allows.

<p>Rationale:</p>	<p>The most requested park improvement feature by the public for existing community parks was signage. The types of signs that are needed are:</p> <ul style="list-style-type: none"> ▪ Park identification signage, including site diagrams showing park boundaries; ▪ Park directional signage within the parks; and ▪ Regulatory signage and interpretive signage. <p>The Trails Classification and Construction Standards document includes signage standards for the design and construction of the various signs.</p>
<p>Resources:</p>	<p>Moderate staff time</p>
<p>Recommended Timing:</p>	<p>2015 and ongoing</p>

4.2 Project Actions

In addition to operational actions that span the entire CPTS, several project actions and ideas were gathered for each Electoral Area during this process. These actions should be considered as potential priority projects when planning and budgeting community park development.

4.2.1 Electoral Area E

- Investigate potential neighbourhood parkland expansion in the Beachcomber area.
- Prepare Park Design Plans for Rowland, Northwest Bay/Stone Lake, and Collins Crescent Community Parks.
- Prepare a Community Trail Plan for Davenham Road to Sea Ridge Community Park.
- Support the Regional Trails initiative in the preparation of a Trails Plan for the area south of Moorecroft and east of Fairwinds.
- Investigate the feasibility of a new trail from Northwest Bay to Schirra Drive along the undeveloped Nanoose Road right of way.
- Develop Phase 1 Blueback Community Park improvements from the park design process.
- Upgrade Wall Estate Community Park trailhead and trails (clearing, brushing, map for park boundary).
- Install directional signage at Dolphin Lake and Marsh.
- Implement the Fairwinds Community Parks Development Program as per the Phased Development Agreement and Neighbourhood Plan for the Lakes District Area.
- Development of roadside trails.



4.2.2 Electoral Area F

- Work with the Parks and Trails Coordinator for connections/integration with the E&N Parksville-Alberni spur.
- Continue working with the community on all the Act trails
- Undertake a park design process for Romaine Community Park, including a potential bike skills park.
- Consider securing tenure of French Creek School site if the opportunity arises.
- Investigate the feasibility of developing the undeveloped road allowance in private forest lands, from Longmoor Rd to Chatsworth Rd.
- Investigate the feasibility of developing a bridge connection from Errington to the Englishman River area; either along Fairdowne Road or Leffler Road alignments for pedestrian/bicycle use and as an emergency access route for vehicles.
- Consider moving forward with the disposition of the three surplus parks identified in the park classifications.
- Complete Phase 1 and 2 of development for Meadowood Community Park.
- Investigate playground and other park improvements for Errington Community Park.
- Improve trailhead at Malcolm Community Park.
- Install park signage at Malcolm Community Park.
- Development of an agreement with Errington War Memorial Hall Society for the operation of Errington Community Park.

4.2.3 Electoral Area G

- Undertake a Water Access Site Inventory and Evaluation Study to determine opportunities and priorities for public access and RDN management.
- Consider preparing an Active Transportation Plan and a Bicycle Network Plan to further refine the Conceptual Trail Network Plan.
- Prepare the Rivers Edge Community Park and Trail Plan.
- Support the development of a community trail from Columbia Drive to French Creek Marina as noted in the Official Community Plan.
- Investigate the feasibility of developing a community pedestrian/bicycle trail from Ganske Rd to Waters Rd.
- Consider park improvements to existing parks and playground infrastructure and equipment at Dashwood, Maple Lane, and Boulton Community Parks.
- Trail improvements between Miller Rd north and south community parks.
- Consider improvements and management by RDN for the Kinkade water access site.
- Signage water access sites; Miller Rd south park entrance via the right of way through the residential development.
- Consider an Adopt a Beach program to allow/encourage community groups to steward water access sites as part of the Water Access Study.

4.2.4 Electoral Area H

- Conduct a Preliminary Field Reconnaissance (PFR) of the existing and proposed water access sites in order to assess any opportunities or constraints with regards to heritage or cultural sensitivities. This was not included in any previous studies.
- Consider applying for additional water access sites outlined in the POSAC Water Access Report, based on the results of the PFR.
- Negotiate a License of Occupation with the province that includes all the trails in Oakdowne Park.
- Investigate the feasibility of the proposed community trail section from Deep Bay to Wildwood Park including the rail crossing at Jamieson Rd.
- Prepare a Park Design Plan for Dunsmuir Community Park.
- Consider moving forward on the disposition of the two surplus parklands.
- Undertake minor improvements to existing RDN managed water access sites outlined in the POSAC Water Access Report based on the results of the PFR.
- Complete Henry Morgan Community Park Phase 2.
- Install park identification signage at Pearl Community Park and water access sites and trail signage at Oakdowne and Wildwood Parks.
- Consider an Adopt a Beach program to allow/encourage community groups to steward water access sites.

5.0 IMPLEMENTATION SUMMARY

5.1 Summary Table

Table 27 summarizes the operational actions outlined for the CPTS. Each operational goal and list of actions is associated with a recommended timeframe and an assigned priority responsibility as well as any additional parties involved in completing the actions.

Table 27: Implementation Summary Table

Action	Description	Recommended Timeframe	Parties Involved
1) Complete Regular Updates of the CPTS	Review and update the CPTS in 2018 and complete a new study including public consultation in 2023.	2018 Review 2023 Complete Update	Parks Planning POSAC
2) Use Park Classifications & Criteria	Encourage all RDN departments and committees to use the Community Park Classifications and Criteria for Community Parkland Evaluation identified in this document and the 2013 Parks & Trails Design Guidelines to evaluate and plan parkland that is proposed as part of development applications.	Immediately Ongoing	Parks Planning Planning
3) Follow Archaeological Guidelines	Follow guidelines developed in the Aquilla Report for considering cultural and heritage potential when planning or developing community parks and trails.	Immediately Ongoing	Parks Planning Planning Archaeology Consulting
4) Review Parks Policies during OCP Updates	Incorporate the CPTS actions into OCP updates and review vision and potential projects for specific Electoral Areas during the update process.	During all OCP updates	Parks Planning Planning RDN Board
5) Review POSAC Structure & Mandate	Complete regular reviews of the POSAC structure and mandate to review efficiency, roles and contributions in the evolving parks and trails system.	2014 2019	Parks Planning POSAC RDN Board
6) Establish POSAC Chair Meetings	Establish regular POSAC Chair meetings to support collaboration, discussion and identification of issues and opportunities within the larger community park system.	Annually or Bi-annually starting in 2014	Parks Planning POSAC

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Action	Description	Recommended Timeframe	Parties Involved
7) Create a Volunteer Policy & Guidelines	Consider developing a clear volunteer policy and guidelines to provide more information about involvement with community parks and trails.	2015	Parks Planning POSAC
8) Establish Partner Communications	Seek to establish a system for ongoing partnership communications with other municipalities, regional districts and First Nations that provide community parks and trails services.	Bi-Annual or Quarterly Meetings starting in 2014	Parks Planning Other Government Organizations
9) Create a Developer Information Package	Develop a clear information package for developers that outlines expectations for community park and trail dedications. This information should be provided to all developer applicants at the beginning of their projects.	2014	Parks Planning Community Planning
10) Support Community Projects	Encourage and support community interest groups to enter into trail building and/or management agreements with the province for key recreational trails located on Crown land.	Ongoing	Parks Planning POSAC
11) Prepare an Active Transportation Plan	Prepare an Active Transportation Plan that encourages inclusivity for all levels of mobility for the District 69 Electoral Areas based on work completed to date in the Regional Parks & Trails Plan, CPTS and Parks and Trails Guidelines.	2015	Parks Planning Planning
12) Consider DCC Bylaw	Consider development of a Development Cost Charges (DCC) bylaw for each Electoral Area to support acquisition and development of select park amenities (as permitted by the Local Government Act).	2017	Parks Planning Planning
13) Develop a Disposition Policy	Develop a Community Parkland Disposition Policy for consideration by the RDN Board.	2016	Parks Planning

COMMUNITY PARKS & TRAILS STRATEGIC PLAN ELECTORAL AREAS E, F, G, & H

Action	Description	Recommended Timeframe	Parties Involved
14) Subdivision Application Process Review	Review and update the RDN's Review of the Consideration of Parkland in Conjunction with the Subdivision Application Process Policy (updated 2006) to streamline the subdivision review process. Include the proposed Community Parkland Evaluation Criteria Checklist (see Appendix C).	2016	Parks Planning Planning POSAC RDN Board
15) Match Service Levels & Funding Allocations	Match level of service expectations with funding allocations for community parks and trails.	Annually	Parks Planning RDN Board
16) Create Park Maintenance Plans	Develop a Park Maintenance Plan as a component of all new park planning and development as per the Parks and Trails Design Guidelines. Update annual operating budgets for parks based on these plans.	2014 – Initial review of existing park operations Ongoing for all improvements	Parks Planning Parks Operations RDN Board
17) Increase Park Signage	Increase community parks and trails signage in developed parks as budget allows.	Annually	Parks Planning





APPENDICES

Appendix A: Public Consultation Detailed Summary

Consultation summaries are based on the results of two online surveys, input received at the Open Houses, staff insight and discussion with the Advisory Committee and the Parks and Open Space Advisory Committee in the Electoral Areas.

Electoral Area E

There was a high level of agreement that the supply of parkland for active recreation was adequate at this time with the exception of a gap in neighbourhood parks in the Beachcomber area.

A number of survey and Open House respondents expressed a desire for more water access paths and signage that clearly shows where public access is allowed. Improvements to the specific water access site in the survey in Nanoose Harbour received strong support.

The proposed community trail network was well supported; however, trail connections to Red Gap from Fairwinds, Kicking Horse and Madrona were also seen as highly desirable. Pedestrian safety along existing roads with narrow shoulders, such as Dolphin Drive and Powder Point, was a major concern in the survey and Open House sessions.

Short term priorities focused on expanding trails and water access sites either through the land development process and/or in partnership with the province. Some residents are prepared to play an active role in implementation by adopting a water access site or by initiating a playground in the Beachcomber area.

Electoral Area F

The majority of respondents (60%) agreed that the number and distribution of neighbourhood parkland is “somewhat adequate;” however, adding to the supply of parkland in the future is desirable, provided it is done strategically.

A 25 km network of existing and proposed community trails throughout the Electoral Area was illustrated on the revised plans developed for the Open House and online survey. Over three-quarters (77%) of respondents were “completely satisfied” or “somewhat satisfied” that this proposed community trail network was complete; however, a number of suggestions were provided

resulting in an additional 7 km of potential trail. Some residents are looking for roadside trail connections for direct access while others are looking for more natural trail experiences.

The top priority in the short- term is to continue developing additional trails followed by the park improvements at Meadowood Park.

According to the survey, there is also a strong desire to acquire more natural parkland and to develop recreation amenities at other existing community parks.

Electoral Area G

With regards to the supply and distribution of neighbourhood parkland, only a small majority of survey respondents agree it is “somewhat adequate.” This sentiment is also reflected in the spatial analysis of the Concept Plan which shows gaps in several localized areas. This uneven distribution is partly attributable to the jurisdictional boundary that wraps around the municipal boundaries of Parksville and Qualicum Beach which makes it particularly challenging to develop an even distribution of community parks and trails. These shared boundaries also provide enhanced access to residents living near municipal boundaries – providing access to nearby municipal parks.

With regards to water access, given the small response rate and the high level of community interest, it is recommended that a focused study and public survey of the potential water access sites should be undertaken, including an inventory of development opportunities and priorities.

Support for the proposed community trail system was split with half the respondents requesting additional community trail connections. Expanding trails as opportunities arise during the development process is well supported.

The short-term priority identified during the process was to provide improvements to existing neighbourhood parks including Dashwood, Columbia Beach, Rivers Edge and San Pareil. Other priorities include expanding water access opportunities and acquiring land or rights of way for expansion of the trail system as opportunities arise.

Electoral Area H

With regards to the supply and distribution of neighbourhood parkland, spatial analysis has identified a gap in service in the area between Oakdowne and the Big Qualicum River. This area is fairly rural with a relatively low population so there is no immediate need for acquiring additional parkland unless an opportunity arises in this area over the next ten years.

Water access is a high priority for Electoral Area H residents. At present, the RDN manages ten water access sites through permitting with the province. The 2000 RDN inventory and description of water access sites was updated by the POSAC this year. This analysis suggests there are another eight sites worthy of consideration and another four sites that require further analysis. Many of these potential sites only require minor improvements such as signage and benches, and three sites could potentially be upgraded for car top boat launching.

Developing new community trails that connect pedestrians and bicycle users with community destinations is also a high priority. The proposed community trails network shown on the Concept Plan provides a blueprint for achieving such connections. However, this will take time and can only be achieved incrementally so it is important to view the final Concept Plan as a working document and integrate it into the Official Community Plan.

Electoral Area H residents have access to many existing informal trails, mostly located on forested Crown land. The RDN can play a role either by entering into new management agreements with the province or by educating and supporting community interest groups, who can also enter into agreements with the province. Community-based trail management has been successful in other Electoral Areas in the RDN.

Appendix B: Cultural Mapping Project Summary

Concurrent with the CPTS development, Aquilla Archaeology was retained by the RDN to complete a Cultural Mapping Project to describe known and potential cultural and heritage resources in the four Electoral Areas include in the CPTS.

The following summary is provided for the project.

Community Parks and Trails Strategy - Cultural Mapping Project Summary

The Cultural Mapping Project incorporates a heritage planning component in the Community Parks and Trails Strategy, marking a positive shift towards culturally sustainable community planning in the Regional District of Nanaimo.

RATIONALE

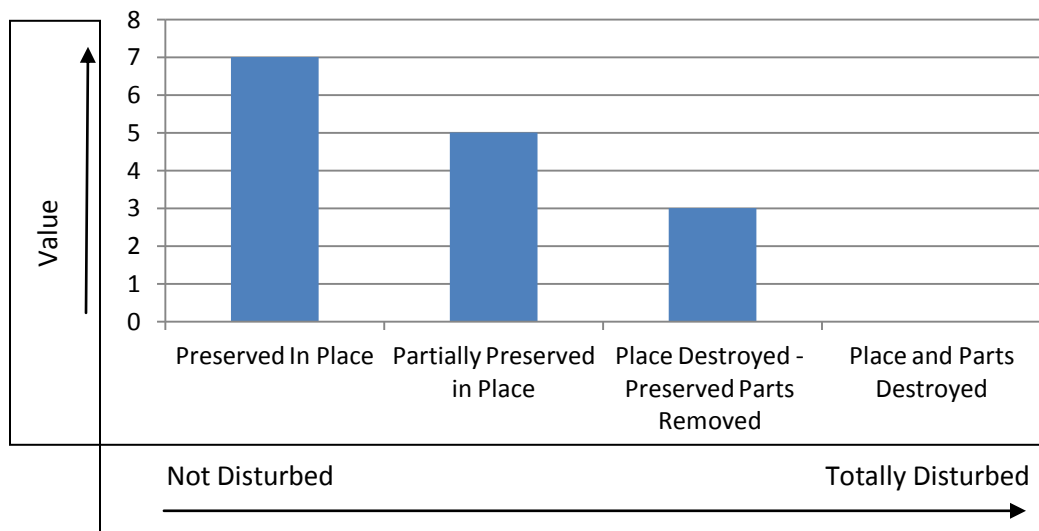
The Regional District of Nanaimo centred on the south central eastern coast of Vancouver Island, is richly layered with evidence of a dynamic past. This cultural landscape is inscribed with physical remains and evidence of the cultures, people, events, and change occurring over time, forming the foundation of who we are today and shaping our present day communities.

Identifying, acknowledging, and celebrating this heritage allows current residents and visitors to connect with and share how as people and places our cultural identity has evolved over time. Commemoration credits the people, places and events of the past which have tangibly shaped our communities and defined how we live today.

When heritage is considered like a natural resource, it allows communities to conceptualize the fragility of archaeological, cultural and historic sites in terms of finite non-renewable community assets. These community assets have cultural value that is considered highest when preserved in place and in original context. Below is a chart visually describing the net loss of cultural value based on the degree of disturbance to the heritage resource.

Unfortunately, heritage is often endangered and under constant threat of destruction particularly in urban settings where development pressures are highest.

Heritage Value



Heritage is diverse and may be defined or represented in many ways. It could be multiple or singular objects, places, cultural groups, individuals, or stories for instance. Often associated with fragile physical remains these may be easily identifiable such as an old building, or not readily visible such as buried archaeological sites. Heritage is sometimes identified in other ways such as stories, photographs, or other accounts.

As our communities grow and change over time, sustainable strategies allow growth to occur while sustaining heritage in meaningful and engaging ways that identify opportunities to document, preserve, and communicate Vancouver Island's unique cultural heritage. The most effective way to achieve sustainable heritage is through community planning. The key to effective heritage planning is to begin the process early in order to document the maximum amount of information and provide this baseline during early stages of conceptualizing development. It makes financial sense to invest resources towards heritage planning early as it often saves considerable resources later through design avoidance, reducing potentially costly conflicts, delays, and remediation.

Incorporating heritage planning at initial stages of any project provides the maximum amount of information to land use decision makers and allows creative incorporation of heritage into future land use. As urban pressures increase and rural zones are increasingly developed on south eastern Vancouver Island it is important for organizations such as the Regional District of Nanaimo to model sustainable heritage practices in order to encourage growth that respects cultural values.

PROTECTION LEGISLATION

All archaeological sites in British Columbia are protected under the *Heritage Conservation Act* regardless of whether the archaeological site is known (registered) or unknown or newly discovered. Unknown archaeological sites in British Columbia are afforded equal protection under the *HCA* which states unless authorized by permit, *it is unlawful to damage, excavate, dig, desecrate, alter, or remove any heritage object from a site that contains artifacts, features, or materials or other physical evidence of human habitation or use before 1846; damage, desecrate or alter a burial place that has historical or archaeological value or remove human remains or any heritage object from a burial place that has historic or archaeological value; or remove any heritage object from, a site that contains artifacts, features, materials or other physical evidence of unknown origin [unregistered], or damage or alter a heritage wreck [defined as an abandoned, wrecked vessel or aircraft more than two years old] or remove any heritage object from a heritage wreck* (Heritage Protection, Section 13 (1) and (2) a, b, c, d, e, f, g of the *Heritage Conservation Act*).

A person or corporation convicted of an offence as defined under the *HCA* is liable to a fine of not more than \$50 000 or to imprisonment for a term of not more than 2 years or to both, or if the person is a corporation, to a fine of not more than \$1 000 000 (Offence and Penalty, Section 36 (3) a and b of the *Heritage Conservation Act*).



OTHER EXISTING PROTECTION MEASURES

With the exception of a burial place or heritage wreck, no legal mechanism is available to protect historic or cultural sites considered post-1846 in British Columbia.

Local governments or regional districts may adopt a heritage bylaw and designate sites under Part 27 of the Local Government Act. Once designated using this mechanism, protection may be assigned through measures such as development permit processes.

Once municipally designated, a historic or cultural site will be officially recognized by the British Columbia Register of Historic Places but this does not afford any protection – only recognition.

Fully-documented historic places on the BCRHP are nominated to the Canadian Register of Historic Places (CRHP) by the BC Registrar. The CRHP is a searchable, online database of recognized historic places of local, provincial, territorial and national significance. It is accessible to the public on the national Historic Places website at www.historicplaces.ca.

METHODS OF THE CULTURAL MAPPING PROJECT

The Cultural Mapping Project has incorporated cultural sites, historic sites, and archaeological sites into the scope of review. Consultation with First Nation communities whose traditional territories are within the boundaries of Electoral Areas E-H was done in order to ensure documentation of locations containing potentially sensitive cultural information was included and could be avoided. A total of seven First Nation communities representing nine First Nation groups were contacted. This includes Snuneymuxw First Nation, Snaw-Naw-As First Nation, Qualicum First Nation, K'omoks First Nation, Hupacaseth First Nation, Tla'amin First Nation, and Laich-Kwil-Tach Treaty Society representing Wei Wai Kai First Nation and Weiwaikum First Nation. Consultation with individual First Nation communities and results generated are compiled in table format for RDN land use planning.

Archaeological site information was obtained through the Ministry of Forests, Lands and Natural Resource Operations restricted online Remote Access to Archaeological Data utility. Archaeological site information is restricted from the public domain and only available to land use planners on a need-to-know basis.

EXCEPTIONS TO CURRENT STUDY INFORMATION

Initially the RDN proposed an Archaeological Overview Assessment for the CPTS project. This would have reviewed literature and made site visits to over 100 locations including all existing community parks and trails within Areas E-H and was not within budgetary scope of this project due to the regional scope and vast geographical area of the CPTS. Therefore, a modified approach was undertaken which prioritizes the proposed community park and water access areas as these areas will require at least some design, planning, and construction of potential amenities. Possible amenities may include: clean up, grading, signage and interpretation, trails, garbage collection, washroom facilities, parking, stairs, etc.



No existing or potential trails were evaluated or assessed for their heritage potential.

RESULTS OF THE CULTURAL MAPPING PROJECT

Several planning products have been produced for RDN planner use in relation to implementation of the CPTS.

- Summary for Internal Use
- A public copy summary (archaeological site information removed)
- A Workflow Chart for RDN staff
- A database of all data compiled for each water access and community park location
- Consultation documentation
- A public set of GIS maps (archaeological site information removed)
- An internal set of GIS maps for RDN staff
- Tables summaries of archaeological potential (RDN staff only)

The two fundamental tools developed for RDN use are the cultural map and associated database. These tools contain all of the collected data including up-to-date First Nation Territorial boundaries (July 2013), current (July 2013) registered archaeological sites, CPTS locations and assigned archaeological potential, historic sites, cultural sites, and one national historic site.

As previously discussed, archeological and cultural site information is restricted from the public. Historic site information may be shared with the public but should be done so in a cautious fashion that does not jeopardize their protection. For detailed summarization of specific analysis of archeological potential study – review the database and map.

The Cultural Mapping Project has been a dynamic process where a total of 39 potential water access and 11 community park locations were desk top reviewed. Several locations were revised due to feedback gained through the consultation process. After various revisions, a final list of 17 water access locations have been identified for improvement, and 4 new community parks are proposed (French Creek/Coombs is an additional possible future community park).

Within the boundaries of Electoral Areas E-H excluding the municipalities of the Town of Qualicum Beach and the City of Parksville, there are a total of 101 registered archaeological sites as of July 2013.

In advance of any ground disturbing improvements, archaeological work must be completed under permit issued by the Archaeology Branch. In some cases, the archaeological site boundary has been identified in previous studies. In other locations, it may be necessary to conduct subsurface tests (Archaeological Impact Assessment /AIA) to identify whether archaeological materials are present and to identify the boundary. If an AIA has already been conducted, or once a RDN commissioned AIA is completed, a Site Alteration Permit must be applied for in order to gain permission to alter the archaeological site. Capping with materials such as cement, gravels, or shells is considered an alteration and must be conducted under the appropriate permit.



Archaeological, ethnohistorical, ethnographic, historic, environmental and terrain information obtained during this study is used to predict potential as a way to assess the likelihood of whether unidentified archeological sites may or may not be present. Detailed information is in the database provided for RDN staff use. Generally, shoreline locations are considered high potential however, not all of the locations identified for improvement will necessarily contain archaeological sites. Locations which are predicted to have high potential for archaeological sites may be visually assessed and found to be highly disturbed, or lacking physical attributes typically associated with archaeological sites. In these situations, a location may be cleared and approved for further improvements once it has been visually assessed during a site visit. A preliminary field reconnaissance (PFR or brief site visit) should be conducted by an archaeologist to all locations identified for improvements with medium-high archaeological potential. Information obtained during a PFR will determine whether the potential remains high (and needs further testing) or if the potential is in fact low based on factors such as degree of disturbance, terrain, vegetation, or proximity to other sites for example. In order to obtain more information and make informed decisions about next steps for park improvements, the work flow chart should be consulted.

A number of locations of significant historic value were identified during the CPTS Cultural Mapping Project. This has created an emerging opportunity for the Regional District to showcase the regions individual heritage sites and highlight destinations to explore the region’s history.

HISTORIC SITES AND POTENTIAL HERITAGE DESTINATIONS

HISTORIC SITES			
Location	Historic Site	Interpretive Opportunity	Significance
Parksville	Lowry's Blacksmith Shop (<i>cancelled</i>)		Moderate
Nanoose/Parksville	Japanese Saltery??? Nanoose (<i>cancelled</i>)		Low/Mod
Big Qualicum	Qualicum - Alberni Grease Trail (<i>cancelled</i>)		High
Nanoose	Melstrom Cove - picketed fort for ship graving (<i>cancelled</i>)	Water Access/Community Park	High
Parksville	Hirst Property (San Paniel)	Water Access	High
Nanoose/Parksville	Cottam Point- Claudet Estate established 1906. Later called ‘Yudinapinni.’	Community Park	Moderate
Bowser	Bowser Hotel	Water Access	High

HERITAGE DESTINATIONS					
Name	Location	Period	Rationale	Interpretive Opportunity	Significance
Salvation Army Utopian Community	Coombs	1911	Incorporates all of the original areas of the original Salvation Army community and highlights surviving features and components of this planned utopian settlement.	Future park acquisition/signage/website/se If guided walking tour	High
Kinkade Homestead	Little Qualicum	1882	First pioneer homestead north of Englishman River. Pioneer homesteads from the early historic era on the coast of Vancouver Island are exceptionally rare. It is little known in the region this is a National Historic Site and used by the federal government as a field office for the Marshall Stevenson Unit of the Qualicum National Wildlife Area.	Water Access/ Coordination with federal National Wildlife Area/Historic Places of Canada	High
Groll Cannery/ BC Packers Cannery	Deep Bay	1917	Deep Bay Cannery	Using surviving features/interpretive signage at water access/coordinate with VIU Marine Field Station	High





Figure 1. Mike the bartending dog
(Source: Vancouver City Archives).

The Bowser Hotel – Heritage Site

The Bowser hotel was built by Joe Charlebois in the 1920's and located across from the Esso station. "Cappy" and Florence Winfield, who later bought the hotel made it a famous watering hole from the early 1930's to the mid-1940's, on account of one of their staff, Mike the bartending dog. Mike was a black and white English sheepdog-terrier cross.

According to customers, "Mike only delivered bottled beer; he couldn't carry a glass. You'd sit at a table and you'd want a beer and Charlie would say, 'okay mike,' and Mike'd run around to behind the bar and jump up on the counter, and Charlie would hand him a full bottle of beer... Mike would jump down to the floor, jump on the chair and lay the bottle on the table. You'd give him a four-bit piece and he'd take that 50 - cent piece and he'd run around to the bar and Charlie would open the till and he'd drop it in. Charlie said he always dropped it in the right one. ...Charlie taught him to shut the door and if the door was open

he'd say, "Go and shut the door Mike,' and Mike would go around there and whap the door with his paw." Ripley's "Believe It or Not" featured a story about Mike in Life Magazine. Sadly, Mike was killed by a hit and run driver in 1941. His grave marker may still be found in the vicinity. In 1969, the Bowser Hotel was destroyed by fire. [Levitz and Willot, 1997:80-91; Vancouver City Archives].

A commemorative sign dedicated to relaying the history of the Bowser hotel may be installed at the RDN water access at the end of Bowser Road. The proposed water access is located a few hundred metres from the site of the original Bowser Hotel. The interpretive panel may feature a historical vignette about the hotel and Mike the bartending dog.



Figure 2. The Bowser Hotel featuring Mike on the sign
(Source: Vancouver City Archives).

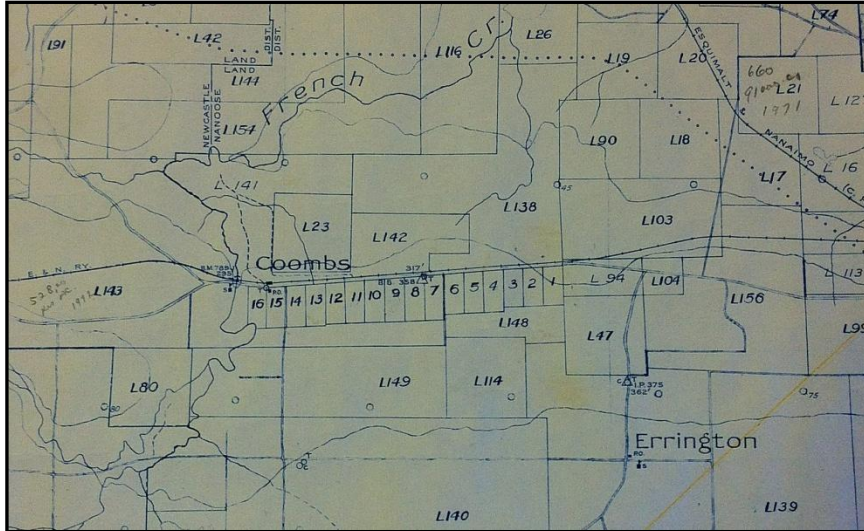


Figure 3. Survey of Salvation Army lots, Coombs. Source: Parksville Museum and Archives.

Coombs – Heritage Destination

Coombs is a planned utopian settlement started by the Salvation Army in 1909. The original character of this Salvation Army community is well preserved in general area with several pioneering homes and buildings in original condition.

The utopian salvation communities were the mission of ‘General’ William Booth who proposed to

establish farm colonies as a self-help welfare state. He published, *In Darkest England and the Way Out* in 1890 and from this the Salvation Army evolved to create colonies of ‘utopia’ where they placed destitute people from Britain on Salvation Army farms in Britain and the New World. Coombs was one of a few planned utopian settlements in British Columbia started by the Salvation Army in 1909. Following the recently built E&N railway, Commissioner Coombs of the Salvation Army chose the location adjacent to what would become the Alberni Highway. Ensign Crego was chosen to be the community leader and Walter Ford was hired to clear and prepare it for the first colony residents. Each Salvation Army colonist received 5 acres to farm, a small home, well and privy.

Much of the Salvation Army’s original planned colony settlement survives today in the form of the original surveyed lots and colonist homes, and the community as it once was in around 1920. Buildings such as the Coombs General Store, the Ford family residence and French Creek school are well preserved and highlight the rural heritage of this area. [Leffler, 2000:48-49; pers. comm. with Sharon Cox-Gustavson 04/24/2013]

The French Creek School building is under consideration for a community park and would be a natural focal point and place to begin exploring the historically intact settlement of Coombs.



Figure 4. French Creek School, on opening day 1912. Source: <http://100yearsagotoday.wordpress.com/2012/08/26/new-school-in-canada/>

Kinkade Homestead – Heritage Destination

The only national historic site in the Regional District of Nanaimo is the Kinkade homestead which stands in the original condition and location. In 1884 Thomas Kinkade and Mary Koqulomat (Squamish) purchased 160 acres at the mouth of the Little Qualicum River.

This was the first homestead north of Englishman River and is a very rare original pioneer farmstead on eastern Vancouver Island. While this is an important location for the early historic period of Vancouver Island, it was not unoccupied land when the Kinkades arrived in the 1880's. The Little Qualicum River area was in use by Qualicum First Nation as the Kinkades witnessed annual gatherings for collecting clams, fish and other resources in addition to their discovery of former periods of occupation.

As part of the preserved Marshall – Stevenson Unit of the Qualicum National Wildlife Area, this national historic site is hardly known locally or regionally. As additional water access is proposed at the end of Kinkade Road adjacent to the original Kinkade farmstead, this presents a great opportunity to inform the

public about the historic beginnings of the region.

Historical accounts from both Thomas Kinkade senior and junior may be featured along with photographs and information from the Canadian Historic Sites Registry.

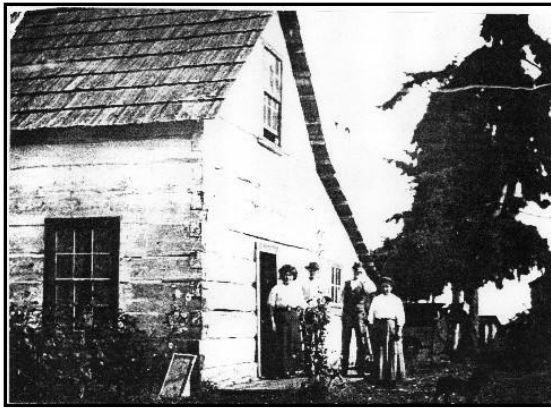


Figure 5. Kinkade family and homestead ca. pre-1913
(Source: Canadian Historic Site Register,
www.historicplaces.ca).

Further collaboration between the RDN and Marshall – Stevenson Unit may create additional opportunities to profile this historic site locally with tours and interpretive partnerships.



Figure 6. Deep Bay Cannery. Source: BC Archives, E-06-456.

Deep Bay Cannery 1917-1951

After the Groll's cannery on Lasqueti Island burned down, the Groll family opened the Deep Bay Cannery in 1917. It did not see continuous operation until the reduction plant was added in 1922 with a name change of the cannery to Deep Bay Fishing and Packing Company. When the reduction plant and cannery was in full swing, the cannery canned

oysters, clams, and salmon and the reduction plant processed dogfish oil and carcasses into saleable products. The community of Deep Bay became a company settlement with over 110 homes housing labourers and their families. The cannery was located about a third of the way down the spit, on the bay side, sheltered from the prevailing winds and storms. "When we were kids, there was canneries all over this coast every ten miles there was a cannery.



Figure 7. Deep Bay cannery residences. Source: Levitz and Willott, 1997:31.

...They had a big Chinese bunkhouse at Deep Bay. Half the employees were Chinese. It was a big two-story bunkhouse and they had their own cook (pg28)". In 1935 the cannery was purchased by BC Packers. Chinese, Japanese, First Nations as well as Caucasian immigrants, Danes, Scots, Norwegians, and Italians worked in the fishing industry related

to the cannery. Many women worked in the cannery. The Japanese community was at the end of the spit and included a poolhall, store, bathhouse and a Japanese school. A fire broke out in 1937, destroying the cannery. When it was rebuilt, the cannery entered a period of industrial prosperity. In 1951, BC Packers closed down and did not renew the lease with Canadian Collieries. This meant cannery workers lost not only their jobs, but also their homes and many landmarks of the community when BC Packers moved the company buildings to Quathiaski Cove Cannery. [Levitz and Willott, 1997:27-64]



Figure 8. Deep Bay cannery fire. Source: UBC Digital Collections BC 1532_1323_001.

The RDN proposed water access locations are directly where cannery operations once stood, and if interpretive panels are installed at these locations, could be a valuable educational opportunity to commemorate the people who once worked and lived here.



Recommendations

Heritage Policy

It is strongly recommended the RDN adopt policies that acknowledge, value, and encourage protection of heritage sites across all Electoral Areas of the Regional District. Adopting policy and procedure to review development permit applications will help to ensure compliance with the *Heritage Conservation Act* and is considered due diligence for development approval process.

In addition, the RDN may also adopt a heritage bylaw empowering the designation of sites under Part 27 of the Local Government Act. Designated sites are then added to the BC Registry of Historic Places and featured on www.historicplaces.ca. Designation of heritage sites will enable the RDN to promote and encourage recognition and protection of the region's heritage through education, interpretation initiatives, building partnerships with First Nation communities, local heritage societies, business community and residents. Such a policy may be incorporated into the development permit application process to allow RDN staff an opportunity to review, approve, amend or deny proposed impacts to heritage sites.

Community Park and Water Access Locations with Medium to High Archaeological Potential

Moving forward to adoption and implementation of the water access and community park locations will require a site visit of the physical locations (preliminary field reconnaissance) in locations of medium to high archaeological potential. Following this, archaeological potential of these locations will either be amended accordingly or confirmed.

Community Park and Water Access Locations adjacent to or within known Archaeological Site Boundaries

A preliminary field reconnaissance of known archaeological site locations will provide the necessary physical location in order to apply for the correct archaeological permit. This must be done well in advance of planned parks or water access related works.

Archaeological Training Workshop for Park Planning and Operations

It is recommended that a ½ day training workshop be presented to RDN Park Planners and Parks operations staff. This will ensure RDN personnel will use and maintain the database to track operations in and adjacent to archaeological sites.

Annual Update to Maps and Database

Each year, new archaeological sites are discovered and as developments occur in and adjacent to these locations, boundaries are adjusted. An annual update is recommended to ensure the RDN is working with up-to-date information and maps.



Community Park and Water Access Locations Adjacent to or within Historic Sites

It is recommended the RDN incorporate heritage values during the improvement phase of the community park and water access locations. Effective and informative signage highlighting the character of this region's past will enhance these locales. In addition, these signs may feature QR codes compatible with smartphones to engage heritage enthused park users with additional information.

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Appendix C: Mapping

The CPTS included a significant mapping component to document and analyze the existing network of community parks and trails and record proposed future directions.

Mapping for the project include the creation of two series of maps:

- **Neighbourhood Park Spatial Analysis Series:** These plans were generated to analyze the existing distribution of neighbourhood community parks. This map shows 1 km radius circles for existing neighbourhood parks and helps identify potential 'gaps' in service. This map provides a visual planning tool for considering development applications in the future and deciding whether it is preferable to take 5% parkland dedication or cash-in-lieu.

For the spatial analysis maps, the study area was divided into 4 mapping areas including:

- Map 1: Electoral Area E
- Map 2: Electoral Area F
- Map 3: Electoral Area G
- Map 4: Electoral Area H

- **Final Concept Plan Series:** These plans illustrate the long term vision for each Electoral Area Community Parks and Trails including the proposed community trail network and the project actions for each Electoral Area.

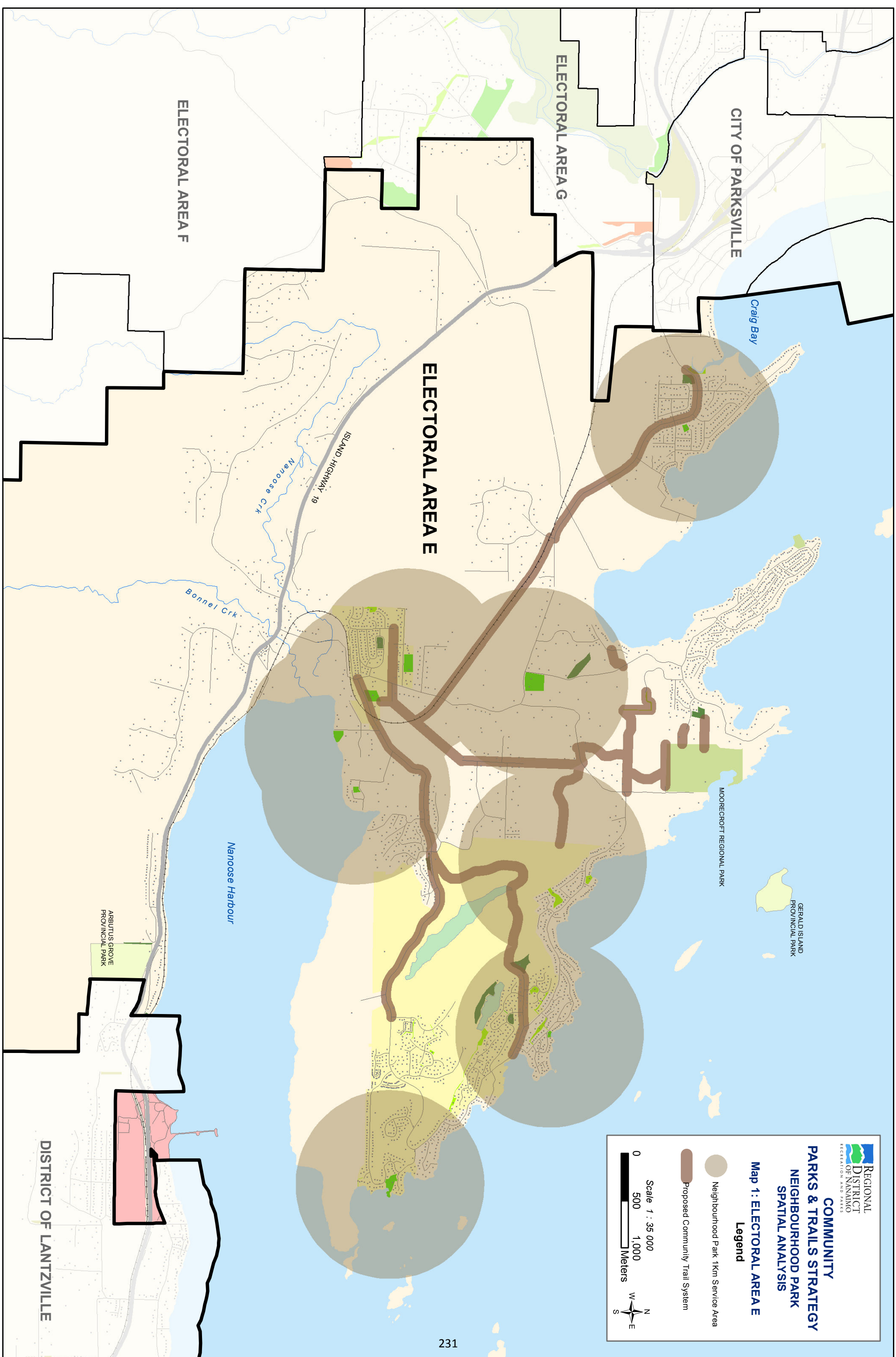
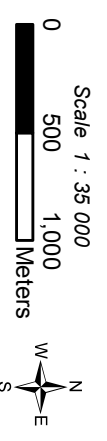
For the concept plans, the study area was divided into 7 mapping areas including:

- Map 1: Electoral Area E
- Map 2: Electoral Area F East
- Map 3; Electoral Area F West
- Map 4: Electoral Area G East
- Map 5: Electoral Area G West
- Map 6: Electoral Area H East
- Map 7: Electoral Area H West

11x17 maps are included within the CPTS document and larger versions are available within the RDN files. Parks mapping should be updated regularly to record and analyze change in the community parks and trails system.

Legend

- Neighbourhood Park 1km Service Area
- Proposed Community Trail System



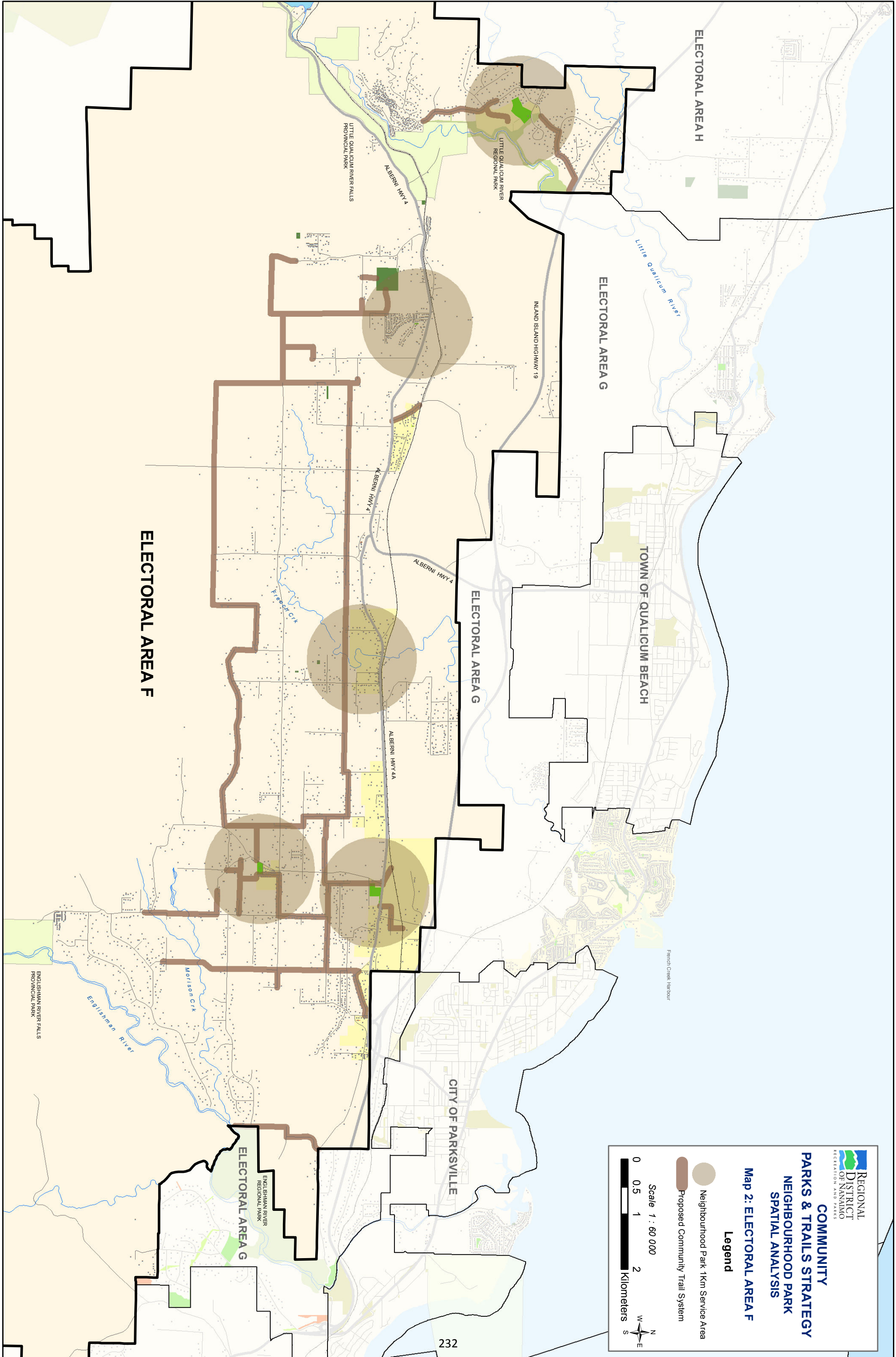
COMMUNITY PARKS & TRAILS STRATEGY
NEIGHBOURHOOD PARK
SPATIAL ANALYSIS

Map 2: ELECTORAL AREA F

Legend

-  Neighbourhood Park 1km Service Area
-  Proposed Community Trail System

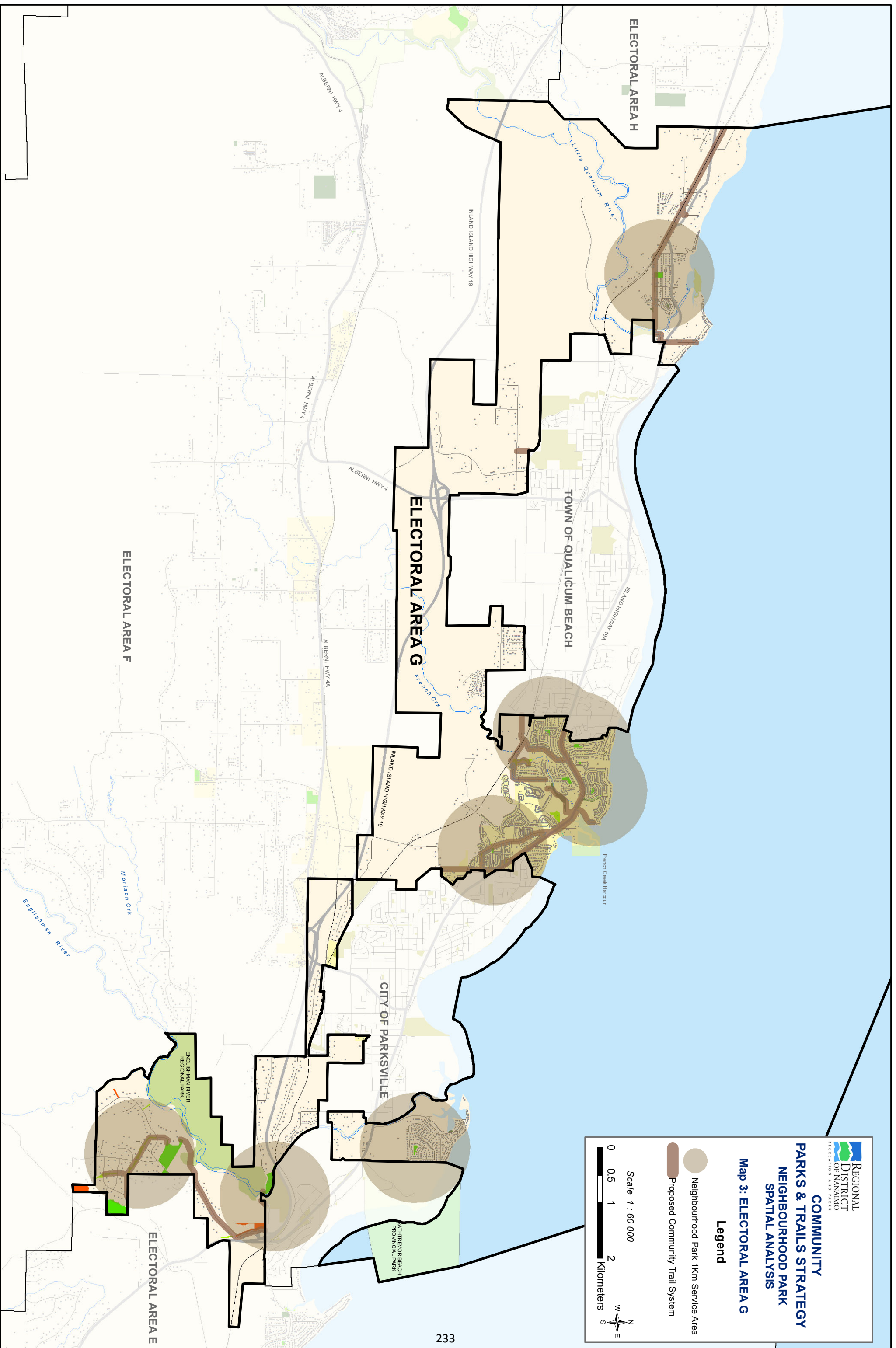
Scale 1 : 60 000



Legend



- Neighbourhood Park 1km Service Area
- Proposed Community Trail System

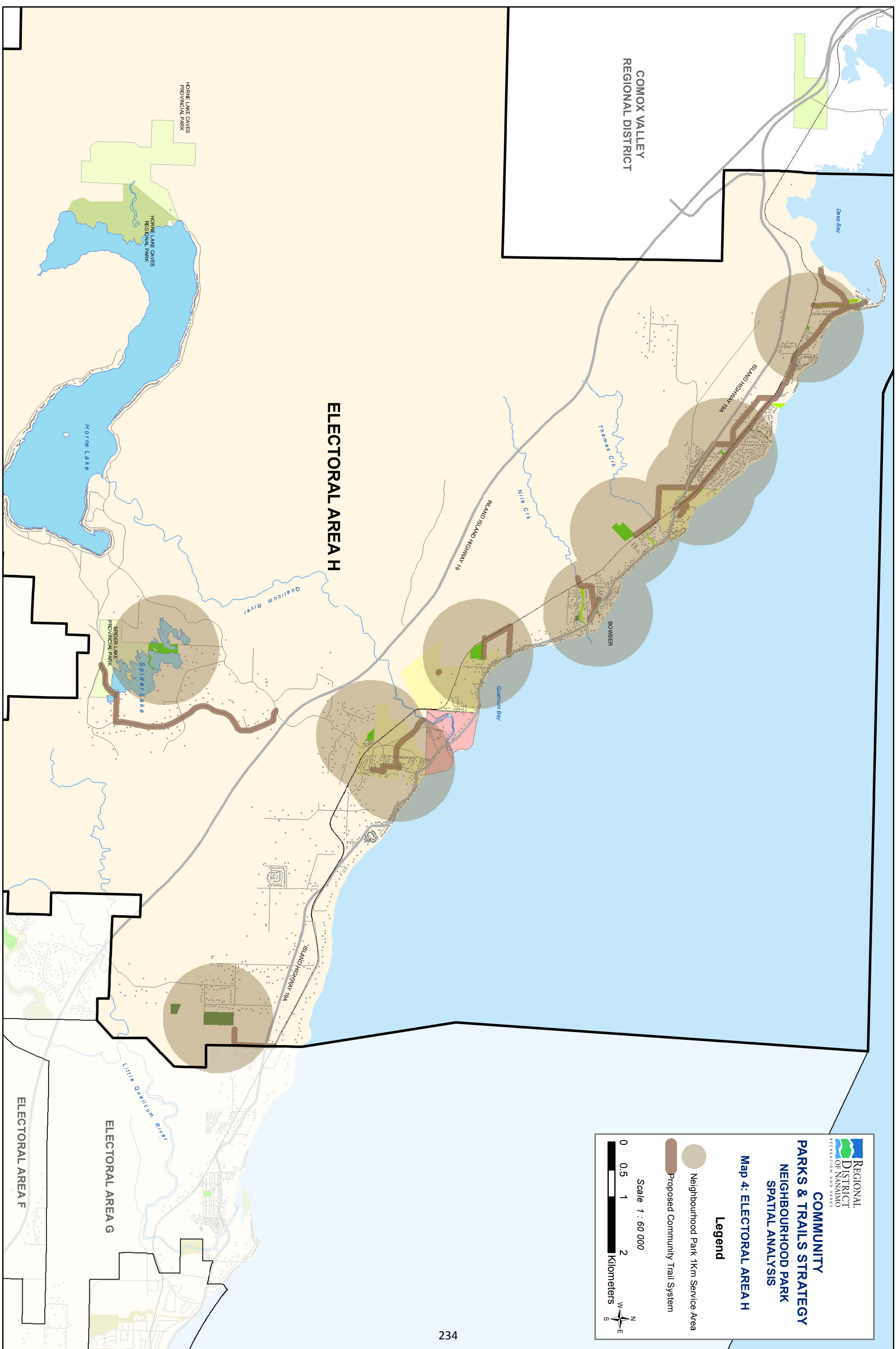
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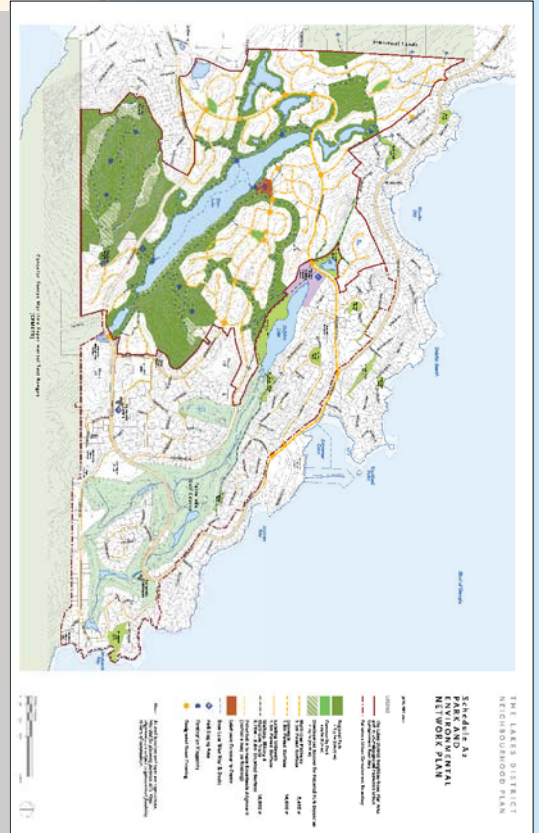
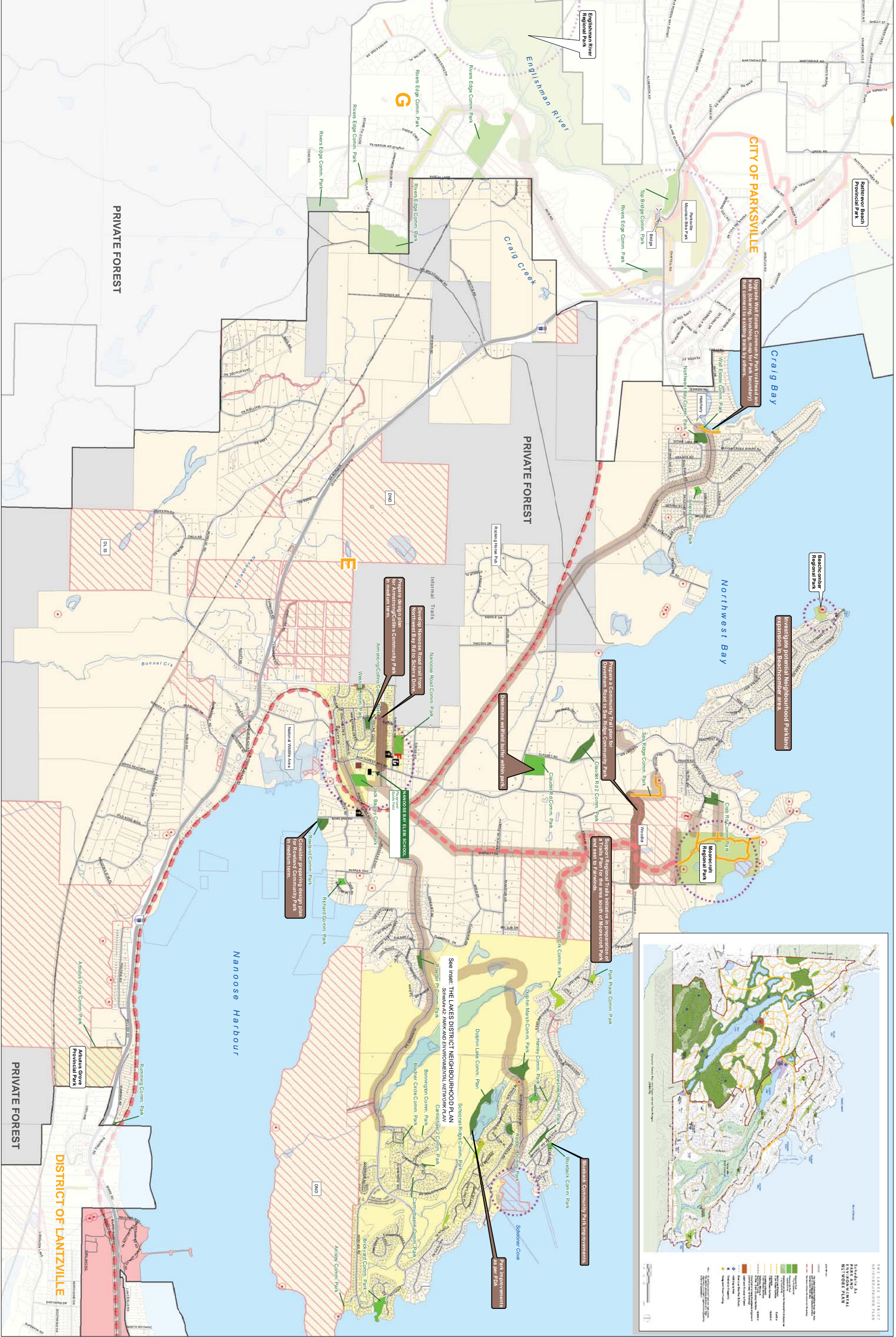


Map 4: ELECTORAL AREA H

Legend

-  Neighbourhood Park 1Km Service Area
-  Proposed Community Trail System





REGIONAL DISTRICT OF NANAIMO
COMMUNITY PARKS & TRAILS STRATEGY
DRAFT FINAL CONCEPT PLAN
Map 1 : ELECTORAL AREA E

Scale 1 : 12 000
 0 400 200 300 400 500 Meters

Strategy Features

- Major Destinations
- Community Trails
 - Existing
 - Proposed Community Trail System
- Regional Trails
 - Existing
 - Potential
- Community Parks
 - Neighbourhood
 - Linear
 - Natural
 - Water Access
 - Surplus
 - Regional Parks

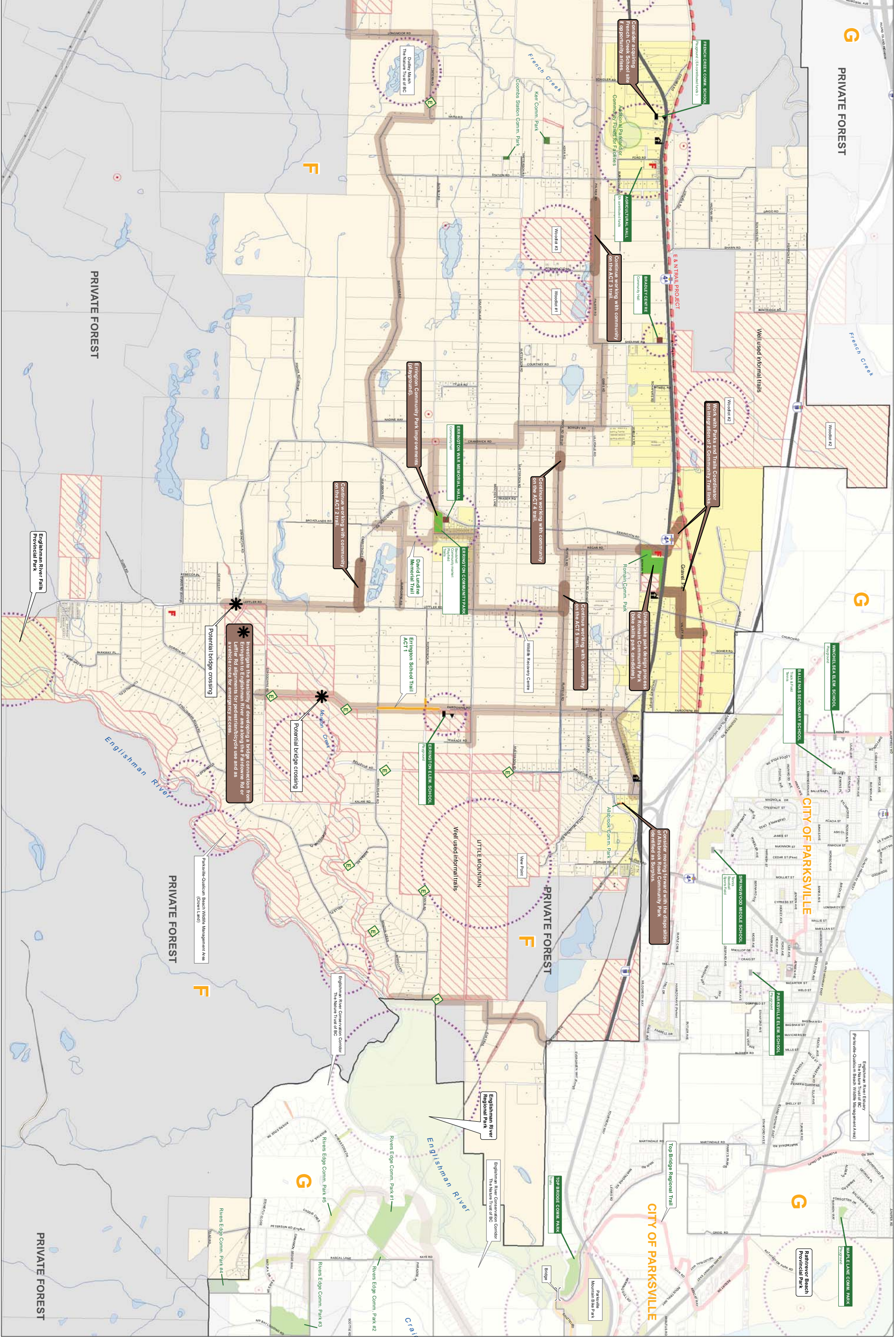
Property Reference

- Municipal & Electoral Area Boundary
- Crownland
- First Nation
- Federal Hatched Land
- Private Forest
- GCB Village Areas

Map Features

- Engle West
- RDM Facility (Ice Arena)
- Recreation Centre
- Community Centre
- Police Station
- Fire Hall
- School
- Church
- Civic Centre
- Community Hall
- Police Station
- Airport
- Library
- Municipal Hall
- Wetland (Source: SEI data)

DRAFT November 14, 2013



REGIONAL DISTRICT OF NANAIMO
COMMUNITY PARKS & TRAILS STRATEGY
DRAFT FINAL CONCEPT PLAN
Map 2: ELECTORAL AREA F EAST

Scale 1 : 12 000
 0 100 200 300 400 500 1000
 METERS

Scale 1 : 12 000
 0 100 200 300 400 500 1000
 METERS

Scale 1 : 12 000
 0 100 200 300 400 500 1000
 METERS

Strategy Features

- Major Destinations
- Community Trails
 - Existing
 - Proposed Community Trail System
- Regional Trails
 - Existing
 - Potential
- Community Parks
 - Neighbourhood
 - Linear
 - Natural
 - Water Access
 - Surplus
 - Regional Parks
 - Provincial Parks

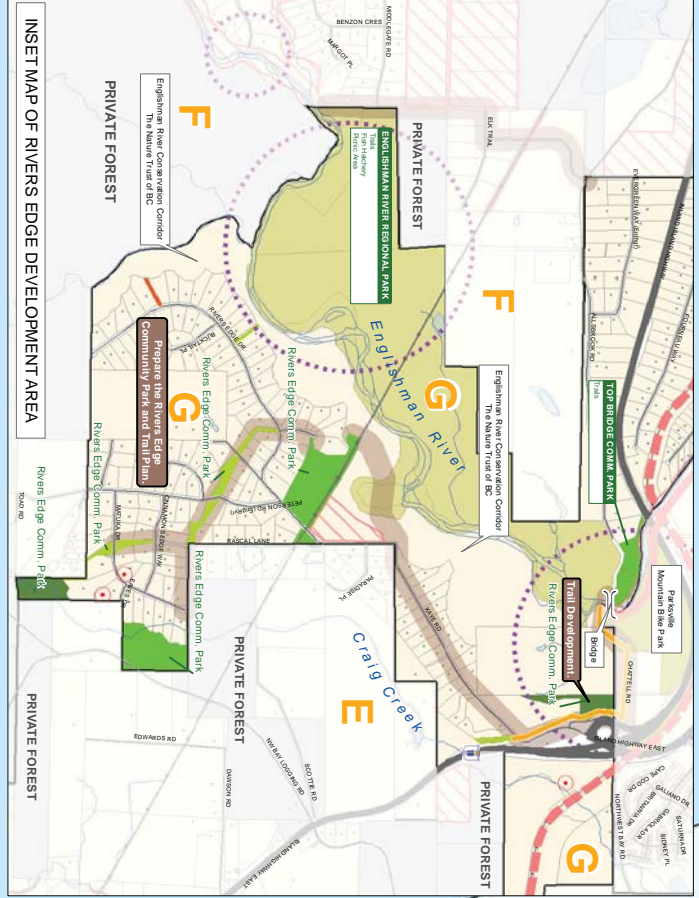
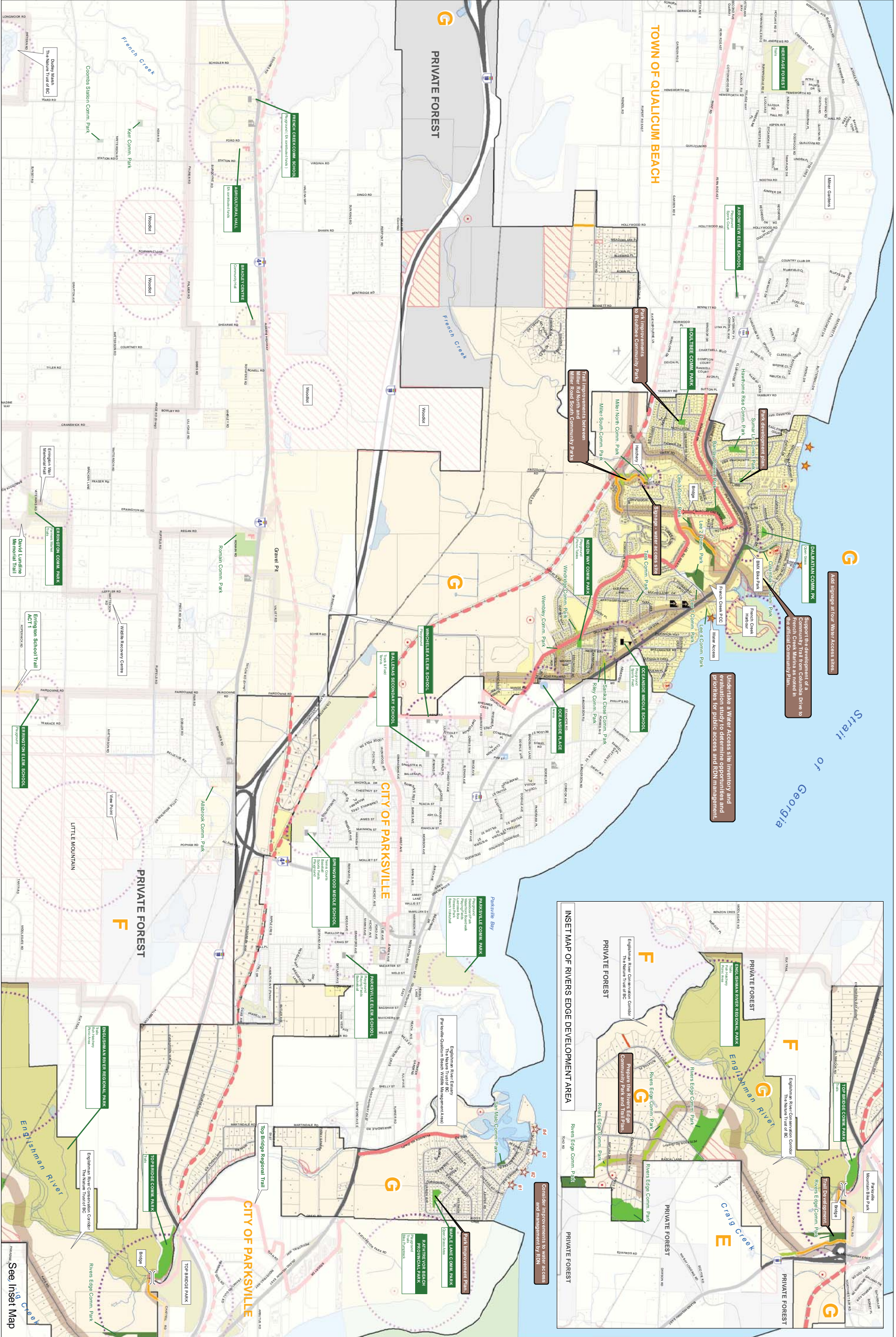
Property Reference

- Municipal & Electoral Area By
- Cowland
- First Nation
- Federal/Provincial Land
- Private Forest
- GCB Village Areas

Map Features

- Edge Nest
- RDN Facility (Ice Arena)
- Recreation Centre
- Community Centre
- Police Station
- Fire Hall
- Entry / Exit
- School
- Church
- Civic Centre
- Community Hall
- Airport
- Library
- Municipal Hall
- Waterland (Source: SEI data)

DRAFT
 November 14, 2013



REGIONAL DISTRICT OF NANAIMO

COMMUNITY PARKS & TRAILS STRATEGY

DRAFT FINAL CONCEPT PLAN

Map 4: ELECTORAL AREA G EAST

Scale 1 : 12 000

0 1000 2000 3000 4000 5000 METERS

Scale 1 : 12 000

0 1000 2000 3000 4000 5000 METERS

Strategy Features

- Map Destinations
- Water Access
- RDN Improved Site
- Future Priority
- Community Trails
- Existing
- Proposed Community Trail System

Regional Trails

- Existing
- Potential

Community Parks

- Neighbourhood
- Linear
- Natural
- Water Access
- Surplus
- Regional Parks
- Provincial Parks

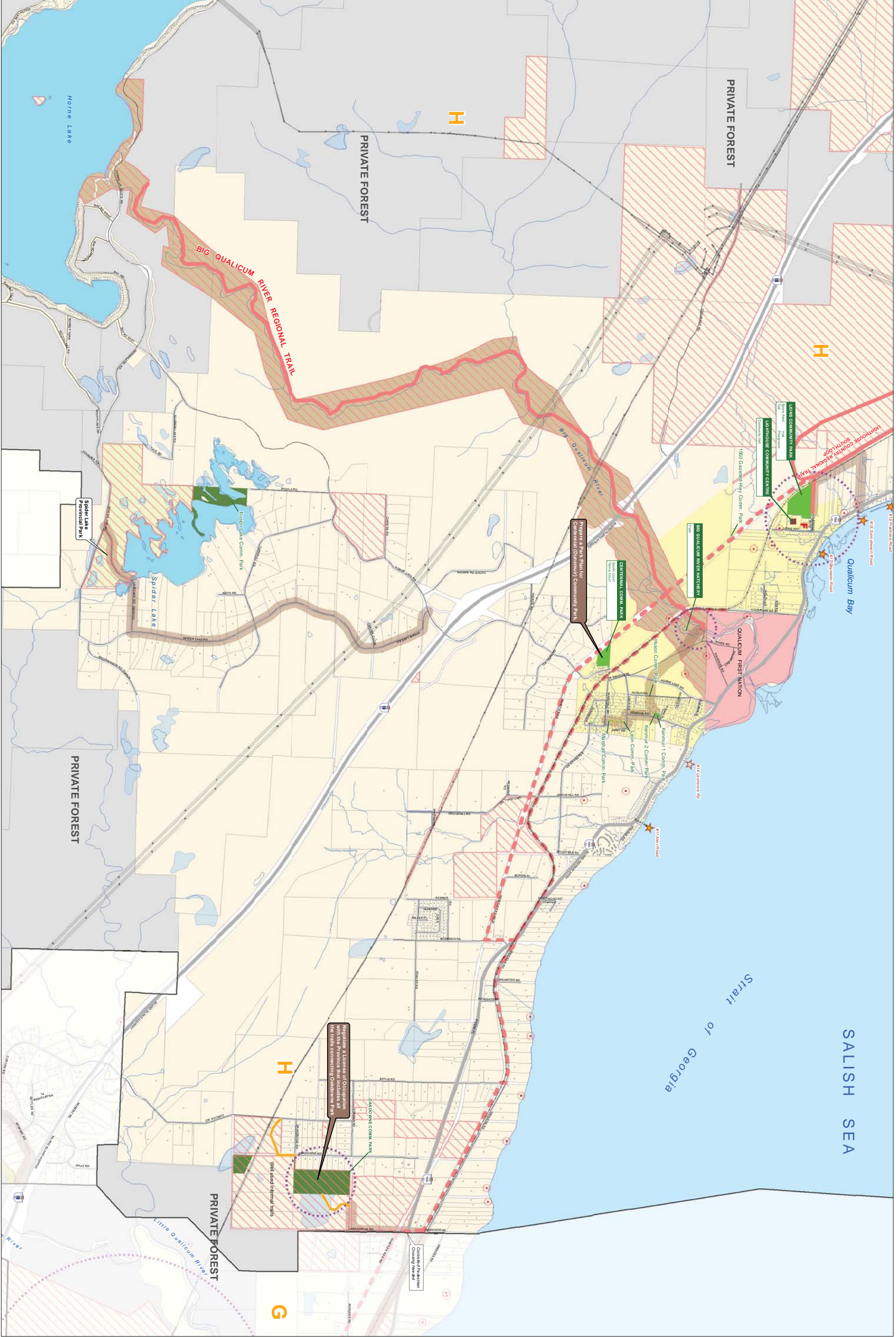
Property Reference

- Municipal & Electoral Area By
- Coverland
- First Nation
- Federal/Heritage Land
- Private Forest
- GCB Village Areas

Map Features

- Edge Nest
- RDN Facility (see Aerial)
- Recreation Centre
- Community Centre
- Police Station
- Fire Hall
- School
- Church
- Civic Centre
- Community Hall
- Airport
- Library
- Municipal Hall
- Waterford (Source: SEI data)

DRAFT November 14, 2013



Map Features

- Engle Nest
- RDN Facility (Ice Arena)
- Recreation Centre
- Community Centre
- Police Station
- Fire Hall
- School
- Church
- Club Centre
- Community Hall
- Airport
- Municipal Hall
- Wetland (Source: SEI data)

Property Reference

- Municipal & Electoral Area Bay
- Crownland
- First Nation
- Federal Heritage Land
- Private Forest
- GCB Village Areas

Map Features

- Major Destinations
- Water Access
- RDN Improved Site
- Future Priority
- Community Trails
- Proposed Community Trail System
- Regional Trails
- Existing
- Potential
- Community Parks
- Neighbourhood
- Linear
- Natural
- Water Access
- Surplus
- Regional Parks
- Provincial Parks

REGIONAL DISTRICT OF NANAIMO

COMMUNITY PARKS & TRAILS STRATEGY

DRAFT

FINAL CONCEPT PLAN

Map 6: ELECTORAL AREA H EAST

Scale 1 : 12 000

0 100 200 300 400 500 Meters

Scale bar and north arrow.

DRAFT November 15, 2013

COMMUNITY PARKS & TRAILS STRATEGIC PLAN ELECTORAL AREAS E, F, G, & H

Appendix D: References

The following is a preliminary list of reference documents:

Official Community Plans

- Nanoose Bay Official Community Plan Bylaw 3 1400, 2005
- Electoral Area H Official Community Plan Bylaw #1335, 2003
- Electoral Area F Official Community Plan Bylaw #1152, 1999
- Electoral Area G Official Community Plan Bylaw #1540, 2008

Other Documents

- A Parks and Open Space Plan for Nanoose Bay 2001
- RDN Regional Parks and Trails Plan 2005-2015
- Access to Water Sites, inventory and site descriptions for Electoral Area H, 2000
- Electoral Area A Community Trails Study, 2002
- Community Active Transportation Plan, Electoral area A, 2009
- Parks, Trails and Recreation Plan, District of Lantzville 2008
- A guide to using and Developing Trails in Farm and Ranch Areas 2005, Ministry of Agriculture and Lands
- Access to Water Sites for Electoral Area H, October 2000
- RDN Parks System plan, 1995
- E&N railway, ICF Agreement
- District of Sooke Parks and Trails Master Plan 2009
- A Natural Selection Rural Comox Valley Parks and Greenways Strategic Plan 2011
- Saltspring Island Parks System Master Plan 2011
- Parks Trails and Recreation Plan for District of Lantzville 2008
- Shawnigan Lake Parks and Trails Master Plan 2010
- City of Coquitlam Trail Master Plan 2008
- Impacts of Regional Parks on Property Values in Texas. *Journal of Park and Recreation Administration*, 23 (2): 87-108, 2005
- University of Cincinnati in <http://www.wcpo.com/news/local-news/bike-trail-impacts-property-values>
- http://www.dep.state.fl.us/gwt/economic/PDF/Home_Sales_2006.pdf
- <http://www.americantrails.org/resources/economics/Trail-Towns-Great-Allegheny-Passage-tourism.html>

COMMUNITY PARKS & TRAILS STRATEGIC PLAN ELECTORAL AREAS E, F, G, & H

- The Great Allegheny Passage Economic Impact Study (2007-2008)
http://trailtowns.org/Data/Sites/1/07-294gapeconomicimpactstudy2008-2009_executivesummary.pdf
- Rocky Mountain Institute. Green Development: Integrating Ecology and Real Estate. New York: John Wiley & Sons, Inc. 1998

RDN policies

- C1.5 Parkland Dedication in the Subdivision Process
- RDN Public Consultation Policy No. A1.23
- RDN Policy 1615, Regional Growth Strategy, 2011



RDN REPORT		AKA
CAO APPROVAL		
EAP		
COW		
JAN 17 2014		
RHD		
BOARD	<input checked="" type="checkbox"/>	

MEMORANDUM

TO: Paul Thompson
Manager of Long Range Planning

DATE: January 15, 2014

FROM: Stephen Boogaards
Planner

FILE: 6480 40 RGCS

SUBJECT: Town of Qualicum Beach Official Community Plan Regional Context Statement

PURPOSE

To consider the Town of Qualicum Beach’s Official Community Plan Regional Context Statement for acceptance.

BACKGROUND

The Town of Qualicum Beach has revised the Regional Context Statement (RCS) in its Official Community Plan (OCP) to be consistent with the eleven goals of the new Regional Growth Strategy (RGS) adopted in November 2011. The RCS, as adopted by Council on November 4, 2013, identifies how the current OCP is consistent with the goals of the new RGS. The Town of Qualicum Beach has submitted this revised RCS for Regional District of Nanaimo (RDN) Board approval.

Where a RGS applies to a municipality, the municipal OCP is required under Section 866 of the *Local Government Act* to include a RCS. When a new RGS is adopted each member municipality has two years to submit a RCS that is consistent with the RGS. As the RGS was adopted in November of 2011, each municipality had until November of 2013 to submit a revised RCS for acceptance. The Qualicum Beach RCS is the final RCS submitted to the Regional Board for acceptance. Municipalities use the RCS to explain the relationship between the policies of the OCP and the regional goals of the RGS. If an OCP contains goals or policies that are not consistent, then a municipality has to identify in its RCS how it will become consistent with the RGS over time.

Council is required by Section 866(8) of the *Local Government Act* to submit the RCS to the Regional Board for acceptance in relation to the goals of the RGS (*Attachment 1*). The process used by the RDN and recommended by the provincial government requires that a RCS be submitted after the public hearing and before third reading. Through an oversight, the Town of Qualicum Beach adopted the OCP amendment bylaw for the RCS before sending the RCS for acceptance. This departure from the regular process does not preclude the Board from considering acceptance of the RCS.

The Board has 120 days to either accept or refuse to accept the RCS. If the Board refuses to accept the RCS then it must provide: (a) each provision to which it objects; and, (b) the reason for the objection. Failure to resolve conflicts would require a dispute resolution process as outlined in the governing legislation.

ALTERNATIVES

1. Accept the Town of Qualicum Beach Regional Context Statement.
2. Refuse to accept the Town of Qualicum Beach Regional Context Statement and identify each provision to which the Board objects and the reason for the objection.

LAND USE IMPLICATIONS

Growth Management Implications

All RDN municipalities are required to have an RCS in their OCP that explains the relationship between the OCP and the goals and policies in the RGS. The municipal OCP must be consistent with this statement. Below is a summary of the relationship of the Town of Qualicum Beach's RCS with the RGS goals.

Goal 1 – Prepare for Climate Change and Reduce Energy Consumption

The RCS confirms that the OCP is consistent with RGS climate change and adaptation policies. The RCS references the 'Sustainability Plan' section in the OCP that includes greenhouse gas emission reduction targets and provisions consistent with direction in the RGS, such as encouraging land use and transportation that minimize emissions and conserve energy.

Goal 2 – Protect the Environment

The RCS confirms that the OCP is consistent with the RGS environmental protection policies. The RCS references Development Permit Areas and policies in the OCP to protect wildlife habitat, water quality and reduce property damage in hazardous lands consistent with direction in the RGS 'to enhance the environment and minimize ecological damage related to growth and development.'

Goal 3 – Coordinate Land Use and Mobility

The RCS confirms that the OCP is consistent with the RGS transportation policies. The RCS references policies in the OCP to create complete and compact communities with a wide range of transportation alternatives. These policies reflect direction in the RGS to create 'mixed-use centres' where housing, employment and services are within a walkable area and frequent transit service can be provided in a cost effective manner.

Goal 4 – Coordinate Housing and Jobs in Growth Centres

The RCS confirms that the Growth Containment Boundary (GCB) and policies in the OCP are consistent with the RGS. The RCS references OCP policies for the 'Village Neighbourhood' as a mixed-use centre intended for services and higher density housing. The RCS also identifies OCP policies to increase the diversity of housing options within the GCB consistent with RGS direction.

Goal 5 – Enhance Rural Integrity

The RCS confirms that the OCP is consistent with the RGS rural integrity policies. The RCS references OCP policies that recognize the importance of rural land for its ecological value and food production potential.

Goal 6 – Facilitate the Provision of Affordable Housing

The RCS confirms that the OCP is consistent with the RGS affordable housing policies. The RCS references OCP policies to promote the development of compact communities and create 'affordable housing, special needs housing and rental housing'. This is consistent with RGS policies to increase the diversity of housing options appropriate for a range of housing incomes and needs in close proximity to services and transit.

Goal 7 – Enhance Economic Resiliency

The RCS confirms that the OCP is consistent with the RGS economic resiliency policies. The RCS references OCP policies to support economic development and increase employment opportunities. This is consistent with direction in the RGS to support a broad range of industrial, commercial and institutional development in appropriate locations to increase local employment opportunities close to housing or related services.

Goal 8 – Food Security

The RCS confirms that the OCP is consistent with the RGS food security policies. The RCS references OCP policies to promote food production and protect agricultural land. This is consistent with RGS policies to support programs that increase the awareness of local food production and support the retention of farmland in the Agricultural Land Reserve.

Goal 9 – Pride of Place

The RCS confirms that the OCP is consistent with the RGS cultural policies. The RCS references OCP policies to conserve heritage places and promote culture. This is consistent with direction in the RGS to protect cultural resources in the region and create a built environment that will promote the health, happiness and well being of residents.

Goal 10 – Efficient Services

The RCS confirms that the OCP is consistent with the RGS servicing policies. The RCS references OCP policies for public utilities consistent with direction in the RGS to only provide community water and sewer to land in the GCB. The RCS also identifies policies that are consistent with RGS direction to encourage the efficient use and conservation of energy and water.

Goal 11 – Cooperation Among Jurisdictions

The RCS confirms that the OCP is consistent with the policies in the RGS for cooperation with other jurisdictions. The RCS references OCP policies that promote collaboration with the public, stakeholders, other municipal governments, the regional district and First Nations to implement the RGS.

Sustainability Implications

The RGS is the coordinating document for the RDN and member municipalities on matters affecting the management of growth and regional sustainability. The RGS provides partners with a framework to achieve shared goals while maintaining the autonomy of the local jurisdictions. The RCS in the Town of

Qualicum Beach's OCP confirms that the goals and policies of the OCP are consistent with the regional goals of the RGS to create a sustainable region.

Intergovernmental Implications

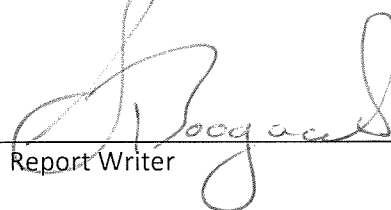
With the acceptance of the RCS from the Town of Qualicum Beach, all of the municipal RCSs will be current and each signifies that the respective OCP is consistent with the 2011 RGS. Having up to date RCSs shows that all of the municipalities are supportive of the RGS and that each is working towards achieving the goals of the RGS.

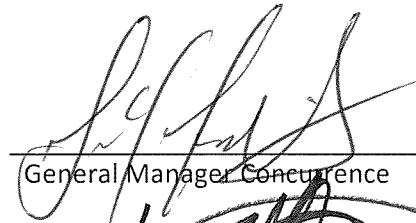
SUMMARY

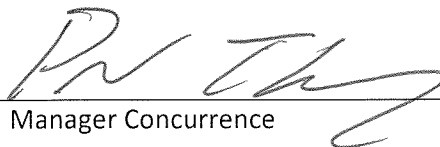
The Town of Qualicum Beach has prepared a RCS for acceptance by the Regional District Board pursuant to the requirements of Section 866 of the *Local Government Act*. As a new RGS was adopted in November 2011, each member municipality had until November 2013 to submit an RCS that is consistent with the new RGS. The RCS in the Qualicum Beach OCP is the last RCS to be considered for acceptance by the RDN Board. The context statement identifies the relationship between the OCP and the RGS, and confirms that the OCP is consistent with the goals of the RGS.

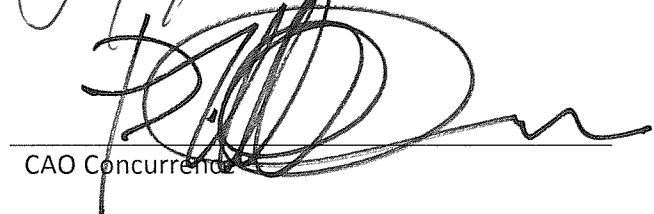
RECOMMENDATION

That the Town of Qualicum Beach Regional Context Statement be accepted by the Regional District of Nanaimo Board.


Report Writer


General Manager Concurrence


Manager Concurrence


CAO Concurrence

Attachment No. 1

Qualicum Beach Regional Context Statement

**TOWN OF QUALICUM BEACH
BYLAW NO. 700.09**

**A BYLAW TO AMEND THE TOWN OF QUALICUM BEACH
Official Community Plan Bylaw 700, 2011**

The Council of the Town of Qualicum Beach, in open meeting lawfully assembled, hereby enacts as follows:

1. "Town of Qualicum Beach Official Community Plan Bylaw No. 700, 2011" is hereby amended as follows:
 - a) On "Introduction" page 1-3, replace "The Regional District of Nanaimo adopted a Regional Growth Strategy (RGS) on June 10, 2003" with "The Regional District of Nanaimo adopted a Regional Growth Strategy (RGS) on November 22, 2011".
 - b) On "Policies" page 2-3, replace the bulleted item beginning with "Be consistent with the Regional Growth Strategy" with the text in the attached Appendix 'A'.
 - c) Replace Appendix 'B' Regional Context Statement, in its entirety, and replace with the attached Appendix 'B'.
2. This bylaw may be cited as "Town of Qualicum Beach Official Community Plan Bylaw No. 700, 2011, Amendment (Regional Context Statement Update) Bylaw No. 700.09, 2013"

READ A FIRST TIME this 23rd day of September, 2013.


READ A SECOND TIME this 21st day of October, 2013.

Notice published pursuant to Section 892 of the *Local Government Act* on the 24th day of October, 2013 and the 29th day of October, 2013.

PUBLIC HEARING held on the 4th day of November, 2013.

READ A THIRD TIME this 4th day of November, 2013.

ADOPTED this 4th day of November, 2013.



Teunis Westbroek, Mayor



Trudy Coates, Corporate Administrator

Official Community Plan Bylaw No. 700, 2011, Amendment Bylaw No. 700.09, 2013
Appendix 'A'

Be consistent with the Regional Growth Strategy Bylaw adopted by the Regional District of Nanaimo on November 22, 2011, pursuant to the *Local Government Act*. The eleven goals of the Regional Growth Strategy are:

1. **Prepare for Climate Change and Reduce Energy Consumption** – Reduce GHG emissions and energy consumption and promote adaptive measures to prepare for climate change impacts.
2. **Protect the Environment** – Protect and enhance the environment and avoid ecological damage related to human activity.
3. **Coordinate Land Use and Mobility** – Ensure land use patterns and mobility networks are mutually supportive and work together to reduce automobile dependency and provide for efficient goods movement.
4. **Concentrate Housing and Jobs in Rural Village and Urban Growth Centres** – Establish distinctive activity centres and corridors within growth containment boundaries that provide ready access to places to live, work, play and learn.
5. **Enhance Rural Integrity** – Protect and strengthen the region's rural economy and lifestyle.
6. **Facilitate the Provision of Affordable Housing** – Support and facilitate the provision of appropriate, adequate, attainable, affordable and adaptable housing.
7. **Enhance Economic Resiliency** – Support strategic economic development and link commercial and industrial strategies to the land use and rural and environmental protection priorities of the region.
8. **Enhance Food Security** – Protect and enhance the capacity of the region to produce and process food.
9. **Celebrate Pride of Place** – Celebrate the unique natural beauty, culture, history, and arts of the region.
10. **Provide Services Efficiently** – Provide efficient, cost-effective services and infrastructure.
11. **Enhance Cooperation Among Jurisdictions** – Facilitate an understanding of, and commitment to, the goals of growth management among all levels of government, the public, and key private and voluntary sector partners.

Official Community Plan Bylaw No. 700, 2011, Amendment Bylaw No. 700.09, 2013
Appendix 'B'

APPENDIX 'B'

REGIONAL CONTEXT STATEMENT

According to the Local Government Act Section 866.1, Regional District member municipalities must include a Regional Context Statement in their respective Official Community Plan to outline the relationships between their OCP and the Regional Growth Strategy. These Regional Context Statements must include consistencies and inconsistencies between the two documents, and outline goals that work towards making the OCP consistent with the RGS over time. This appendix identifies consistencies and inconsistencies between the Official Community Plan and the Regional District of Nanaimo Regional Growth Strategy Bylaw No. 615, 2011.

REGIONAL GROWTH STRATEGY	Consistency between OCP and RGS		OCP REFERENCE
	YES	NO	
<p>GOAL 1: Prepare for Climate Change and Reduce Energy Consumption</p> <p>1. Does the OCP support lowering GHG emissions 33% below 2007 levels by 2020 and 80% by 2050, or as indicated by the RDN's Community Energy & Emissions Plan?</p> <p>2. Does the OCP encourage sustainable land use, transportation patterns and housing forms that minimize GHG emissions and promote energy conservation?</p> <p>3. Does the OCP support adaptation and emergency planning measures to mitigate potential effects of climate change such as sea level rise, flooding, water deficits and wildfires?</p> <p>4. Does the OCP encourage a reduction in the use of personal automobiles and promote the use of alternative forms of transportation within the region?</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p><i>The Town establishes long-term goals for GHG reductions in the "Sustainability Plan" section, with further implementation measures throughout the OCP.</i></p> <p>Section S3.2 "Climate Emissions Planning"</p> <p>Section S3.3 "Visionary Principles"</p> <p>Section 3.1.17 "Waterfront Master Plan"</p> <p>Section S3.3.2 "Low Impact Transportation"</p>
<p>GOAL 2: Protect the Environment</p> <p>1. Does the OCP outline strategies to protect the life supporting qualities of both fresh water (surface and ground) and sea water from degradation and depletion?</p>	<p>√</p>	<p>√</p>	<p><i>The Town has strong policies in place through Development Permit Areas and development guidelines and implementation measures to preserve and protect the natural ecosystems.</i></p> <p>Section 3.1.10 "Water Quality Protection Bylaw"</p>

Official Community Plan Bylaw No. 700, 2011, Amendment Bylaw No. 700.09, 2013

Appendix 'B'

REGIONAL GROWTH STRATEGY	Consistency between OCP and RGS		OCP REFERENCE
	YES	NO	
2. Does the OCP advocate for developing measure to protect streams and streamside areas?	√		Section 3.2 "Development Permit Area G1-G12- Ecological Greenway Areas".
3. Does the OCP promote measures to maintain good air quality in the region?	√		Section S3.2 "Climate Emissions Planning"
4. Does the OCP work to protect the region's natural ecosystems and ecologically significant features such as floodplains, shorelines, intertidal areas, stream systems, aquifers, and urban forests?	√		Section S3.3.7 "Healthy Landscapes". Section 3.1.4 "Tree Protection Bylaw". Section 3.2 "Development Permit Area G1-G12- Ecological Greenway Areas".
5. Does the OCP promote the conservation of natural segments of the coastal zone through greater public awareness and the use of low impact development?	√		Section 3.1.17 "Waterfront Master Plan"
6. Does the OCP include policies to protect and conserve Environmentally Sensitive Areas?	√		Section 3.2 "Development Permit Area G1-G12- Ecological Greenway Areas".
7. Does the OCP discourage development from locating in areas that are at high risk to potential natural hazards such as soil erosion, sea level rise, and flooding?	√		Schedule 2.5 "Hazardous Lands Development Permit Area"
GOAL 3: Coordinate Land Use and Mobility			<i>The OCP identifies a wide range of transportation alternatives to connect people, places and goods.</i>
1) Does the OCP ensure land use patterns and mobility networks are mutually supportive and work together to reduce automobile dependency and provide for efficient goods movement?	√		Section S3.3.1 "Complete, Compact Community Land Use" Section S3.3.2 "Low Impact Transportation"
2) Does the OCP promote increased opportunities to walk, cycle or take transit?	√		Section S3.3.2 "Low Impact Transportation"
3) Does the OCP recognize the importance of the E&N Rail corridor as a strategic transportation facility and right of way to ensure its protection as a transportation corridor for the long term?	√		Section S3.3.2 "Low Impact Transportation" Section 2.2.7.3 "Parks"

Official Community Plan Bylaw No. 700, 2011, Amendment Bylaw No. 700.09, 2013

Appendix 'B'

REGIONAL GROWTH STRATEGY	Consistency between OCP and RGS		OCP REFERENCE
	YES	NO	
<p>GOAL 4: Concentrate Housing and Jobs in Rural Village and Urban Growth Centres</p> <p>1) Does the OCP's Urban Containment Boundary match the RGS's Growth Containment Boundary?</p> <p>2) Does the OCP support one or more mixed use centers intended to be complete, compact communities with places to live, work, learn, play, shop, and access services?</p> <p>3) Does the OCP support a range of housing diversity and consider the needs of the elderly, disabled or those of low to moderate income?</p>	<p>√</p> <p>√</p> <p>√</p>		<p><i>The "Village Neighbourhood" is the heart of Qualicum Beach, home to commerce, social activity, goods and services, and higher density housing.</i></p> <p>Section 2.1.1 "Urban Containment Boundary" Schedule 2.1 "Land Use"</p> <p>Section 2.2.1 "Village Neighbourhood" Section 2.1.2 "Complete Nodal Communities"</p> <p>Section 3.1.23 "Affordable Housing Policy" Section S3.3.1 "Complete, Compact Community Land Use" Section 2.1.2 "Complete Nodal Community" Section 2.2.2 "Residential"</p>
<p>GOAL 5: Enhance Rural Integrity</p> <p>1) Does the OCP recognize the importance of the role Resource Lands and Open Spaces play to accommodate agricultural activities, forestry, aggregate mining and other primary industries, and for recreational and/or environmental protection purposes?</p> <p>2) Does the OCP discourage the designation of additional Rural Residential lands?</p>	<p>√</p> <p>√</p>		<p><i>Rural land uses provide a green buffer for urban uses, have a high ecological value, form a part of the identity of the Town and provide a land reserve for the future production of food.</i></p> <p>Section 2.3 "Natural Resources" Section 2.2.7 "Parks and Natural Space" Section S3.3.4 "Sustainable Food Systems" Schedule 2.8 "Recreational Greenways" Section 2.2.6 "Rural"</p>
<p>GOAL 6: Facilitate the Provision of Affordable Housing</p> <p>1) Does the OCP contain strategies to increase the number and variety of affordable housing units?</p>	<p>√</p>		<p><i>The OCP supports the development of affordable housing, special needs housing and rental housing.</i></p> <p>Section 3.1.23 "Affordable Housing Policy" Section S3.3.1 "Complete, Compact Community Land Use" Section 2.1.2 "Complete Nodal Community" Section 2.2.1 "Village Neighbourhood" Section 2.2.2 "Residential"</p>

Official Community Plan Bylaw No. 700, 2011, Amendment Bylaw No. 700.09, 2013

Appendix 'B'

REGIONAL GROWTH STRATEGY	Consistency between OCP and RGS		OCP REFERENCE
	YES	NO	
<p>GOAL 7: Enhance Economic Resiliency</p> <p>1) Does the OCP generally support and encourage types of economic development that can help make the economy more vibrant and sustainable?</p> <p>2) Does the OCP include provisions to encourage and support a broad range of industrial, commercial and institutional development in appropriate locations?</p> <p>3) Does the OCP recognize the importance of the region's service sector, tourism, aggregate resources, agriculture, shellfish aquaculture, forestry, and green business and promote their development, where appropriate?</p>	<p>√</p> <p>√</p> <p>√</p>	<p><i>Increased opportunities for employment is key to achieving a healthy demographic mix and vibrant social network.</i></p> <p>Section S3.3.6 "Economic Prosperity" Section 3.1.19 "Sustainability Action Plan" Section 2.2.4 "Light Industrial"</p> <p>Section S3.3.6 "Economic Prosperity" Section 3.1.19 "Sustainability Action Plan"</p> <p>Section S3.3.6 "Economic Prosperity" Section 3.1.19 "Sustainability Action Plan"</p>	
<p>GOAL 8: Enhance Food Security</p> <p>1) Does the OCP support the Agricultural Land Commission in retaining lands within the ALR for agricultural purposes, and discourage the future subdivision of ALR lands?</p> <p>2) Does the OCP promote the development of urban agriculture initiatives and projects?</p> <p>3) Does the OCP support the production, processing, distribution and sale of locally grown produce (including shellfish)?</p> <p>4) Does the OCP focus development of non-agricultural practices away from rural lands to reduce land use conflicts in agricultural areas?</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p><i>Food and agriculture are essential ingredients of cultural and economic development planning in Qualicum Beach.</i></p> <p>Section S3.3.4. "Sustainable Food Systems"</p> <p>Section S3.3.4. "Sustainable Food Systems"</p> <p>Section S3.3.4. "Sustainable Food Systems"</p> <p>Section 2.2.6 "Rural"</p>	

Official Community Plan Bylaw No. 700, 2011, Amendment Bylaw No. 700.09, 2013

Appendix 'B'

REGIONAL GROWTH STRATEGY	Consistency between OCP and RGS		OCP REFERENCE
	YES	NO	
<p>GOAL 9: Celebrate Pride of Place</p> <p>1) Does the OCP support protection of important historic/cultural resources and cultural sites; and enhance natural and man-made amenities that contribute to the unique character of the community and the region?</p> <p>2) Does the OCP encourage excellence in architecture and urban design?</p>	√		<p><i>The OCP supports heritage conservation and long-term cultural planning.</i></p> <p>Section 3.1.6 "Heritage Conservation Areas" Section 3.1.22 "Arts and Culture Master Plan"</p> <p>Section 3.1.11 "Detailed Design Guidelines" Section 3.2 "Development Permit Areas"</p>
<p>GOAL 10: Provide Services Efficiently</p> <p>1) Does the OCP support more efficient use and conservation of water?</p> <p>2) Does the OCP support new community water and wastewater systems that are publicly owned?</p> <p>3) Does the OCP restrict the provision of water and sewer services to lands designated as Rural Residential, Resource Lands, or Open Space?</p> <p>4) Does the OCP support and promote energy-efficient subdivision, site, and building design and construction?</p> <p>5) Does the OCP undertake integrated, coordinated emergency preparedness planning on a regional basis, including strategic planning for fire protection services and natural hazards management?</p>	√ √ √ √ √		<p><i>The OCP supports the efficient implementation of public utilities as needed to support the Town's long-term goals for sustainability.</i></p> <p>Section 2.5.4 "Water" Section 2.5.2 "Liquid Waste"</p> <p>Section 2.5.4 "Water" Section 2.5.2 "Liquid Waste"</p> <p>Section 2.1.1 "Manage Urban Growth" Section 2.5.2 "Liquid Waste" Section 2.5.4 "Water"</p> <p>Section 2.5.4 "Water" Section 2.5.2 "Liquid Waste"</p> <p>Section 2.6 "Safety and Emergency Preparedness"</p>

Official Community Plan Bylaw No. 700, 2011, Amendment Bylaw No. 700.09, 2013

Appendix 'B'

REGIONAL GROWTH STRATEGY	Consistency between OCP and RGS		OCP REFERENCE
	YES	NO	
<p>GOAL 11: Enhance Cooperation Among Jurisdictions</p> <p>1) Does the OCP recognize the need to coordinate planning with First Nations and involve First Nations in planning processes in a similar way to other levels of government?</p> <p>2) Does the OCP recognize the key and often primary roles, played by the private and voluntary sectors in such areas as development, tourism and environmental protection?</p>	<p>√</p> <p>√</p>		<p><i>The OCP supports inter-jurisdictional collaboration in its long-term visioning as well as in its implementation measures.</i></p> <p>Section S3.3.3. "Community Health – Arts and Culture".</p> <p>Section S3.3.3. "Community Health"</p>



RDN REPORT	
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JAN 21 2014	
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BOARD	✓

MEMORANDUM

TO: Geoff Garbutt
General Manager, Strategic and Community Development

DATE: January 17, 2014

FROM: Paul Thompson
Manager of Long Range Planning

FILE: 6970 20 SESU

SUBJECT: Revisions to Bylaw 1285.19 – Secondary Suites

PURPOSE

To consider Amendments to Bylaw 1285.19 first presented to the Electoral Area Planning Committee at its January 14, 2014 meeting.

BACKGROUND

Proposed zoning amendments to Bylaw 1285 and a proposed Board Policy were presented to the Electoral Area Planning Committee at its January 14th meeting. The zoning bylaw amendment is required to allow secondary suites in the electoral areas. The Director for Electoral Area 'F' requested that some minor changes be made to the bylaw. These changes removed restrictions related to home based business and are included in the attached Bylaw 1285.19, 2014 in Appendix A.

ALTERNATIVES

1. To proceed with Zoning Bylaw Amendment No. 1285.19 in consideration of first and second reading.
2. To not proceed with the Bylaw readings and refer back to staff.

STRATEGIC PLAN IMPLICATIONS


The proposed bylaw is consistent with Goals 1 and 3 of the Strategic Plan in relation to the provision of affordable housing in the region.

SUMMARY/CONCLUSION

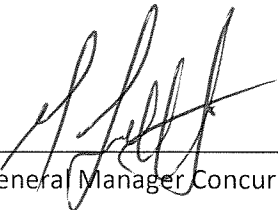
Bylaw 1285.19 was presented to the Electoral Area Planning Committee at its January 14, 2014 meeting. The zoning bylaw amendment is required to allow secondary suites in the electoral areas. The Director for Electoral Area 'F' requested that some minor changes be made to the Bylaw. These changes removed restrictions related to home based business and are included in the attached Bylaw 1285.19, 2014 in Appendix A.

RECOMMENDATIONS

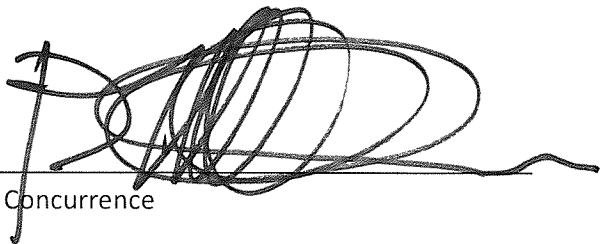
1. That “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.19, 2014” be introduced and read two times.
2. That “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.19, 2014” proceed to Public Hearing.
3. That the Public Hearing on “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.19, 2014” be delegated to Director Fell or his alternate.



Report Writer



General Manager Concurrence



CAO Concurrence

Appendix A

REGIONAL DISTRICT OF NANAIMO BYLAW NO. 1285.19

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

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.19, 2014”.
- B. The “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002”, is hereby amended as follows:
 1. By adding the following after Section 2 – General Regulations 2.15 Home Based Business – Regulations (5)(p):
 6. Home Based Business shall not be permitted within a secondary suite.
 7. Bed and Breakfast shall not be permitted on a lot that contains a suite.
 8. Where a secondary suite is located on a lot less than 8,000 m² in area, the Home Based Business must be limited to professional practice or office.
 2. By adding the following after Section 2 – General Regulations 2.17 Parking:

2.18 Secondary Suites

 1. Secondary suites shall be permitted as a Permitted Accessory Use in the following zones: A-1, R-1, R-2, R-3.
 2. A maximum of one (1) secondary suite is permitted per single dwelling unit to a maximum of two (2) per parcel of which only one (1) may be detached.
 3. Secondary suites shall be subject to the following requirements:
 - a) secondary suites within a principal dwelling unit must not exceed 40% of the habitable floor space of the building that it is located in nor 90 m² of total floor space, whichever is lesser;
 - b) must not be located within a duplex, manufactured home, or multiple dwelling unit development;
 - c) must provide at least two (2) additional designated off-street parking spaces (at least one (1) must have direct access to the street);

- d) shall be maintained under the same legal title as the principal dwelling unit to which it is accessory;
 - e) must meet minimum setback requirements for a dwelling unit located in the applicable Zone Classification.
 - f) must be limited to a maximum of two bedrooms and one cooking facility;
 - g) must, on parcels without community sewer services, have the approval of the local Health Authority with respect to the provision of sewage disposal;
 - h) must have its own entrance separate from that of the principal dwelling unit; and,
 - i) must not be used for short term (less than one month) rentals.
4. A Secondary suite may be located within an accessory building subject to the following:
- a) The minimum site area requirement shall be 800 m² for parcels serviced with community water and community sewer or 8,000 m² in all other cases.
 - b) The maximum floor area of an accessory building containing a secondary suite shall not exceed 40% of the habitable floor space of the principal dwelling unit which it is associated with nor 90 m² of total floor space, whichever is lesser.
 - c) The secondary suite shall contain no interior access to any part of the accessory building and the means of access and egress must be external to the structure.
5. Home Based Business shall be in accordance with Section 2.15.
6. Despite any regulation in this Bylaw, land established as “Agricultural Land Reserve” pursuant to the ***Agricultural Land Reserve Act***” is subject to the ***Agricultural Land Reserve Act*** and ***Regulations***, and applicable orders of the Land Reserve Commission.
3. By adding ‘Secondary Suite’ as a Permitted Accessory Use as follows:
- a) Section 4.1 – Agriculture 1 Zone after c) Home Based Business
 - b) Sections 4.13 – 4.15 Rural 1 – Village Residential 3 zones after b) Home Based Business

4. By adding the following definition in Section 5 after the definition of School:

Secondary Suite means one or more habitable rooms and a cooking facility for residential accommodation, consisting of a self-contained unit with a separate entrance but which is clearly accessory to a principal dwelling unit located on the same lot as the secondary suite and may not be subdivided under the *Strata Property Act*.

Introduced and read two times this ____ day of _____ 2014.

Public Hearing held this ____ day of _____ 20____.

Read a third time this ____ day of _____ 20____.

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

Adopted this ____ day of _____ 20____.

Chairperson

Corporate Officer



RDN REPORT		[Handwritten initials]
CAO APPROVAL		
EAP		
COW		
JAN 21 2014		
RHD		
BOARD	✓	

MEMORANDUM

TO: Jeremy Holm
Manager, Current Planning

DATE: January 15, 2014

FROM: Robert Stover
Planning Technician

FILES: 3900-20-500.387
3900-20-1285.18

SUBJECT: Amendment Bylaws No. 500.387, 2013 & 1285.18, 2013
Zoning Amendment to Address Marihuana for Medical Purposes Regulations (MMPR)
Electoral Areas 'A', 'C', 'E', 'F', 'G', and 'H'

PURPOSE

To receive the report of the public hearing containing the summary of the minutes and submissions of the public hearing held on January 9, 2014, and to consider Amendment Bylaws No. 500.387, 2013, and 1285.18, 2013 for third reading.

BACKGROUND

Amendment Bylaws No. 500.387 and 1285.18 were introduced and given first and second reading on November 26, 2013 (*see Attachment 1*). This was followed by a public hearing held on January 9, 2014. The summary of the minutes and submissions is attached for the Board's consideration (*see Attachment 2*). As established by provincial case law, the Board cannot accept any further submissions or comments in relation to these bylaws following the close of the Public Hearing.

AMENDMENT BYLAW NO. 500.387

Proposed Amendment Bylaw 500.387 would introduce changes to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" for Electoral Areas 'A', 'C', 'E', 'G' and 'H in relation to the production of medical marihuana within production facilities licensed by Health Canada under the Marihuana for Medical Purposes Regulations (MMPR). These changes include the addition of a defined use, 'medical marihuana production'; provisions to limit the use to lands zoned for 'agriculture' use within the Agricultural Land Reserve (ALR) only; and the establishment of setbacks for buildings and structures associated with the use at a minimum 30.0 metres from all property lines. Amendment Bylaw No. 500.387 also clarifies that medical marihuana production is not permitted as a home based business use.

AMENDMENT BYLAW NO. 1285.18

Proposed Amendment Bylaw No. 1285.18 would introduce changes to "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002" in relation to the production of medical marihuana within production facilities licensed by Health Canada under the Marihuana for Medical Purposes Regulations (MMPR). These changes include the addition of a defined use, 'medical marihuana

production'; provisions to limit the use to lands zoned Agriculture 1 (A-1) and Industrial 2 (I-2); and the establishment of setbacks for buildings and structures associated with the use at a minimum 30.0 metres from all property lines in the A-1 zone. Setbacks for the use on I-2 zoned properties would remain the same as what the I-2 zone currently permits. Amendment Bylaw No. 1285.18 also clarifies that medical marihuana production is not permitted as a home based business use.

ALTERNATIVES

1. To receive the report of the public hearing and give third reading to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.387, 2013."
2. To receive the report of the public hearing and deny "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.387, 2013."
3. To receive the report of the public hearing and give third reading to "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.18, 2013."
4. To receive the report of the public hearing and deny "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.18, 2013."

SUMMARY

The purpose of Amendment Bylaws No. 500.387, 2013 and 1285.18, 2013 is to amend the existing zoning bylaws to provide for medical marihuana production in facilities licensed under MMPR on lands zoned for agriculture within the ALR for Bylaw 500.387, and on lands zoned A-1 and I-2 for Bylaw 1285.18. The Amendment Bylaws were introduced and given first and second reading on November 26, 2013 and proceeded to a public hearing on January 9, 2014. The Bylaws must be approved by the Ministry of Transportation and Infrastructure prior to adoption. As such, staff recommends that Bylaws No. 500.387, 2013, and 1285.18, 2013 be considered for third reading.

RECOMMENDATIONS

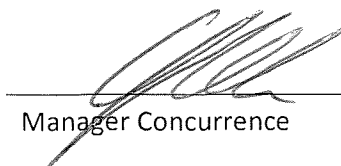
1. That the report of the public hearing held on January 9, 2014 on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.387, 2013" and "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1282.18, 2013" be received.
2. That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.387, 2013" be read a third time.
3. That "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.18, 2013" be read a third time.



Report Writer



General Manager Concurrency



Manager Concurrence



CAO Concurrence

**Attachment 1
Amendment Bylaws**

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.387**

**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. 500.387, 2013”.

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

1. Under **PART 2, INTERPRETATION, DEFINITIONS** by inserting the following into the sixth line of the first paragraph of the definition of “agriculture” after “but excludes animal care”:

“, medical marihuana production except on lands located within the agricultural land reserve,”

2. By adding the following definition after the definition of “medical health officer”:

“**medical marihuana production** means the cultivation and production of medical marihuana wholly within a facility as permitted under the *Marihuana for Medical Purposes Regulations (MMPR)*, and any subsequent regulations or acts which may be enacted henceforth.”

3. Under **PART 3, LAND USE REGULATIONS, SECTION 3.3 GENERAL REGULATIONS** by adding the following new text to Section 3.3.12 b) xxviii):

“xxix) medical marihuana production.”

4. Under **PART 3, LAND USE REGULATIONS, SECTION 3.3 GENERAL REGULATIONS** by adding the following new text to Section 3.3.14:

“14) Farm Use Regulations

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

c) Medical Marihuana Production

Medical Marihuana Production is permitted on land located within the Agricultural Land Reserve if:

- i) The production of medical marihuana is contained wholly within licensed facilities as permitted by the ***Marihuana for Medical Purposes Regulations*** (MMPR).
- ii) The minimum setback for all structures associated with medical marihuana production is 30.0 metres from all property lines. “

Introduced and read two times this 26th day of November 2013.

Public Hearing held this 9th day of January 2014.

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

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

Adopted this ___ day of _____ 20__.

Chairperson

Corporate Officer

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1285.18**

**A Bylaw to Amend Regional District of Nanaimo
Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002**

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

- A. This Bylaw may be cited as "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.18, 2013".
- B. The "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002", is hereby amended as follows:
 1. Under **SECTION 2, GENERAL REGULATIONS, 2.4 Prohibited Uses** by adding the following text after Section 2.4 s):

"t) medical marihuana production."
 2. Under **SECTION 2, GENERAL REGULATIONS, 2.9 Setbacks** by adding the following text after Section 2.9 c):

"d) All buildings and structures used for medical marihuana production on lands within the A-1 zone shall be setback a minimum of 30.0 metres from all lot lines."
 3. Under **SECTION 2, GENERAL REGULATIONS, 2.15 Home Based Business – Regulations** by adding the following text after Section 5 p):

"q) medical marihuana production."
 4. Under **SECTION 4, ESTABLISHMENT OF ZONES, 4.1 A-1 – Agriculture 1** by adding the following text after Section 4.1.1 b) Farm Use:

"c) Medical Marihuana Production"
 5. Under **SECTION 4, ESTABLISHMENT OF ZONES, 4.1 A-1 – Agriculture 1** by inserting the following into Section 4.1.3 Regulation Table after "g) Minimum Setback of all buildings or structures":

"used for medical marihuana production"
 6. Under **Section 4, ESTABLISHMENT OF ZONES, 4.8 I-2 – Industrial 2** by inserting the following text after Section 4.8.1 o) Mini-storage:

"p) Medical Marihuana Production"
 7. Under **SECTION 5, DEFINITIONS** by inserting the following text at the end of the definition of "farm use":

“and excludes medical marihuana production;”

8. Under **SECTION 5, DEFINITIONS** by adding the following definition after the definition of “Marshalling Yard”:

“**Medical Marihuana Production** means the cultivation and production of medical marihuana wholly within a facility as permitted under the *Marihuana for Medical Purposes Regulations (MMPR)*, and any subsequent regulations or acts which may be enacted henceforth.”

Introduced and read two times this 26th day of November 2013.

Public Hearing held this 9th day of January 2014.

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

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

Adopted this ___ day of _____ 20__.

Chairperson

Corporate Officer

Attachment 2
Summary of the Public Hearing
Held at Oceanside Place Arena, Multi-Purpose Room (2nd Floor)
830 West Island Highway, Parksville
Thursday January 9th 2014 at 7:00 PM
To Consider Regional District of Nanaimo Land Use and Subdivision
Amendment Bylaw No. 500.387, 2013 and
Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.18, 2013

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

Present for the Regional District:

Joe Stanhope, Chairperson and Director Electoral Area 'G'
Julian Fell, Chairperson and Director Electoral Area 'F'
Alec McPherson, Director Electoral Area 'A'
Maureen Young, Director Electoral Area 'C'
George Holme, Director Electoral Area 'E'
Bill Veenhof, Director Electoral Area 'H'
Geoff Garbutt, General Manager of Strategic & Community Development
Jeremy Holm, Manager of Current Planning
Tom Armet, Manager of Building, Bylaw & Emergency Services
Robert Stover, Planning Technician
Nicole Hewitt, Recording Secretary

There were 40 members of the public in attendance at the meeting.

The Chairperson opened the meeting at 7:00 pm, introduced those present representing the Regional District, and outlined the procedures to be followed during the hearing.

Staff then provided a brief presentation of the proposed Amendment Bylaws No. 500.387 and 1285.18.

Chairperson Stanhope reviewed the procedures for the Public Hearing.

Public Hearing – Amendment Bylaw No. 500.387

Jeremy Holm provided a brief summary of the proposed amendments to Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500.

Chairperson Stanhope called for comments on Amendment Bylaw No. 500.387.

Ken Yukon, Coombs BC stated that he was in support of the Amendment and applauded the Board for proceeding with the Bylaws.

John Addy, 1250 Coldwater Road, Electoral Area 'G', asked questions relating to setbacks and if an applicant could potentially apply to the Board of Variance for hardship. He stated he has concerns with the scent of Marihuana in his neighbourhood.

The Chair called for formal submissions with respect to Bylaw 500.387, 2014.

The following written submissions were received and are included in the Public Hearing Summary.

Dianne Eddy, 5058 Longview Drive, Electoral Area 'H'.

Greta & Peter Taylor, 244 Hembrough Road, Electoral Area 'H'.

Michael Jessen, 1266 Jukes Place, Electoral Area 'G'.

The Chair called for further submissions for the second time.

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

There being no further submissions, the Chair adjourned the hearing at 7:26 pm.

Public Hearing – Amendment Bylaw No. 1285.18

Chairperson Fell opened the meeting at 7:27 pm, introduced those present representing the Regional District, and outlined the procedures to be followed during the hearing.

Chairperson Fell reviewed the procedures for the Public Hearing.

Jeremy Holm provided a brief summary of the proposed amendments to Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285.

Chairperson Fell called for formal submissions with respect to Bylaw No. 1285.18.

Ken Yukon, Coombs BC stated that he was in support of the Amendment and sees the employment opportunities for the local economy.

John Addy, 1250 Coldwater Road, Electoral Area 'G', asked questions relating to over-production, if the RDN explored legal counsel. Mr. Addy stated there are many issues surrounding MMRP and he wants it done correctly.

Len Walker, 5185 Gainsberg Road, Electoral Area 'H', raised concerns about potential over supply and hydro concerns.

Larry Biccum, 1236 Bunker Place, Electoral Area 'G', stated he was opposed to the growing of drugs in the Electoral Area. He felt more discussions could have taken place.

The Chair called for formal submissions with respect to Bylaw 1285.18, 2014.

The following written submissions were received and are included in the Public Hearing Summary.

Greta & Peter Taylor, 244 Hembrough Road, Electoral Area 'H'.

Ryan Lomax, Electoral Area 'F'.

Cliff Chudy, Electoral Area 'F'.

Michael Jessen, 1266 Jukes Place, Electoral Area 'G'.

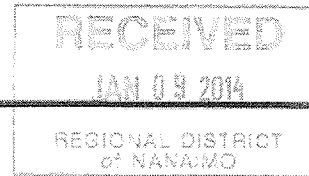
The Chair called for further submissions for the second time.

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

There being no further submissions, the Chair adjourned the hearing at 7:40 pm.

Certified true and accurate this 14th day of January, 2014.

Nicole Hewitt
Recording Secretary



Stover, Robert

From: Bhopalsingh, Lisa
Sent: Thursday, January 09, 2014 8:29 AM
To: Holm, Jeremy; Thompson, Paul; Stover, Robert
Subject: FW: I will be affected by bylaw 500.387. I am opposed to a bylaw allowing factories to be built next to existing residential areas.

From: Dianne Eddy [mailto:d-eddy@shaw.ca]
Sent: Wednesday, January 08, 2014 11:54 PM
To: Planning Email
Cc: Bhopalsingh, Lisa
Subject: I will be affected by bylaw 500.387. I am opposed to a bylaw allowing factories to be built next to existing residential areas.

RE: Bylaw 500.387

Unfortunately I will be directly affected by this bylaw change. We are currently living less than 1000 feet from a property that will be considered for industrial use – a pot factory referred to as “medical marihuana production facilities”. As legislation changes are resulting in the liberalization of marihuana, no doubt that this factory will expand further in the not too distant future. Liberalization will result in less profit for criminal groups or so it would be expected. Unfortunately the placement of these factories in rural residential areas rather than industrial areas is unacceptable.

The following is a list of concerns I have for our neighbourhood and the methods used by the regional district.

Concerns about Factory production of Medical Marihuana

1. This is not an information session.
 - a. Why wasn't an information session provided for a bylaw that will affect all rural areas profoundly?
 - b. Why wasn't feedback from rural areas considered before the bylaw passed two readings?
 - c. Where are the studies from staff regarding ramifications of placing pot factories in a rural residential area?
2. Why did the Director of this area not inform residents of this situation he knew about in detail back in early October after the secret (non-public) meeting held between staff and Directors at the RDN?
3. Why did the Director not indicate his concerns about the situation until January 4, 2014, five days before the Public Hearing?
4. What does the Director know about the proposed placement of these factory operations?
 - a. Will these industrial sized pot factories be located within 1000 feet of a residential neighbourhood
 - b. or school?
5. Why wasn't the Ministry that mandated this action apparently without consultation of local government not named? Why are email addresses not listed for this ministry by the RDN?
6. Why was the announcement of this bylaw published in local papers less than two weeks prior to the Public Hearing? Is this legal?
7. Why wasn't notice sent to every household in rural areas that could be directly affected rather than listing it on p.23 of the local paper on New Year's Eve that some residents don't even receive?
8. Public Hearings are designed not to answer questions from the public.
 - a. There will be no discussions of the issue at the public hearing.
 - b. They are only there to vent concerns from the public.

9. Who will be monitoring the air quality around the industrial sized pot factories?
 - a. Who will be paying for this monitoring?
 - b. Or will it be driven by complaints to the RDN?
10. Rural areas are at considerable distance from police services.
 - a. Will extra police be posted in rural areas near these pot factories?
 - b. Who will be paying for this additional service?
 - c. Pot is apparently very valuable as indicated by the police. There will be large amounts of it in an industrial site.
11. Taxation of ALR lands are about 1/5 that of any other type of land designation.
 - a. There will be little revenue generated by these industrial factories.
 - b. So what benefit are they to generating revenues to tax strapped municipalities and regional districts?
12. Additional traffic will cause other issues as the shipping of the product directly from the factory will be allowed.
13. The mandate from the Provincial level leaves regional districts and municipalities with little power to direct growth in the areas they manage. What is the point of having a regional district that lacks this power?
14. Where are the letters from the RDN listing concerns about the potential ramifications of pot factories sprouting up all over the countryside?
 - a. Did the RDN take the time to contact the ministry of their concerns?
 - b. Did the RDN write a letter of protest to the ministry questioning the lack of council before this was mandated?
15. Has the RDN consulted with other regional districts on this issue? What would happen if all regional districts refused to comply with this mandate?
16. Where is the fortitude of the RDN demonstrating its genuine concern over managing zoning and protecting tax payers from encroachment in residential areas from pot factories?
17. What are the new RDN responsibilities as a result of this change?

While there are advantages to this change, it should have only been allowed in industrial areas not residential areas. No agricultural soil is necessary. In fact this is a totally artificial environment created to produce a product.

In closing, we will be applying for reductions in the evaluation of our property due to the industrialization of a once quiet residential area and recommending it to others living near ALR lands. Having a factory nearby will reduce all property values in the area.

Dianne Eddy
5058 Longview Dr.
Bowser, BC
(less than a 1000 feet from ALR lands)

Stover, Robert



From: Hewitt, Nicole on behalf of Planning Email
Sent: Thursday, January 09, 2014 9:56 AM
To: Stover, Robert; Holm, Jeremy
Subject: FW: Notice of Public Hearing Amendment Bylaws to address Marihuana For Medical Purposes Regulations. Electoral areas A.C.E.F.G & H.

From: Greta Taylor [mailto: [REDACTED]]
Sent: Wednesday, January 08, 2014 5:11 PM
To: Planning Email
Subject: Notice of Public Hearing Amendment Bylaws to address Marihuana For Medical Purposes Regulations. Electoral areas A.C.E.F.G & H.

January 8th 2014

To the RDN Planning Department personnel.

Ladies and Gentlemen,

With regard to the above subject, whilst my husband and I are not averse to Marihuana being grown for medical purposes, we feel very strongly that facilities for this purpose should not be sited on property adjacent to residential areas and schools, no matter how far the set backs are required. Set backs are always subject to variances and variances almost always get changed to suit the client, as you well know.

We, and many other residents of Area H had no idea this immensely important matter was being discussed and bylaws changed totally behind our backs. Do we count for nothing any more?? We pay our taxes on the required dates (perhaps we should withhold our taxes if we are not informed of what is going on in our areas in a timely fashion??) after all we pay the salaries of the RDN Directors, including our Area H Director and we expect to get informed about all matters that concern our area. Mr. Veenhoff was aware of this matter last June 2013, but did not see fit to advise the residents. It is reprehensible that we were only made aware of this important issue by way of a notice in the Parkesville and Qualicum News on DECEMBER 31st 2013 (NEWS YEARS EVE FOR HEAVENS SAKE) of the Public Hearing to take place on January 9th 2014, and placed right on the back page of the newspaper, just as though it was hoped no one would see it and therefore not many comments or attendees at the Public Hearing. Discounting January 1st, which was a holiday, we have not had much time to get our thoughts together. A good many folk here do not even get a newspaper as house to house deliveries in some areas was stopped last year, therefore if you had done your homework and realized this, perhaps notices could have been sent out by mail to all residents informing them of the situation. That way, at least we would have all been made aware of what was going on.

We should like to know why and how the bylaw has passed two readings to get to the Public Hearing stage when there has been no public consultation?? Is this Province now a dictatorship???

We are very concerned about security regarding the premises that will be used for growing Marihuana. In Area H, our Fire Dept. is manned entirely by volunteers and on some occasions may not be able to turn out a full crew if an emergency should arise. This would be of particular concern if a grow op was sited in close

proximity to a residential area. As you must know, Marihuana grow ops are like magnets and draw very undesirable people to them. We feel that having a grow op near a residential area would increase the crime rate a hundred fold. The nearest RCMP detachments are located in Parkesville or Courtenay, at least 20/25 minutes away from Deep Bay in Area H. and would not be much deterrent or offer much protection to the residents here. If there is an increased police presence, would the residents of area H have to foot the bill or do the owners or whom ever have to pay for this service??

My husband and I are also very concerned about the obnoxious odours that can emanate from marihuana grow ops. Will there be mandatory monitoring of the air quality? It had been mentioned at one of the RDN meetings back in June/July that a school situated close to one of these mega marihuana gro op facilities had to send all the children home because the smell was making them sick.

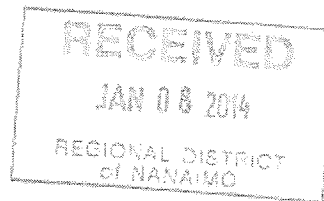
It seems to us that as taxation on ALR lands is considerably lower than other types of land such as industrial or residential etc.it would not be worth while having such a Marihuana gro op in Area H in view of all the trouble that it could bring to an area such as Deep Bay or any other part of Area H.which is more residential than anything else We have quite a large amount of ALR land here, but it all seems to be in very close proximity to residential areas and could cause quite a few problems for the residents.

Why hasn't the Regional District done more to advise residents of this issue? They must realize there will be protests about this. Why didn't they arrange meetings to take place so that residents could ask questions and have their concerns answered? Will we be able to ask questions at the Public Hearing?? That is what we thought a Public Hearing was all about. To ask questions and get answers. We feel we have been very badly let down by the Regional District of Nanaimo Board Directors for not protecting residents and tax payers from the possible invasion of residential areas from these mega marihuana growing facilities

Greta and Peter Taylor,
244 Hembrough Road,
Bowser/Deep Bay, B.C.
V0R 1G0
email: [REDACTED]
Tel: 1-250 757 8909

Greta Taylor

Before forwarding, please be kind enough to remove my email address



January 7th, 2014

To whom it may concern:

I understand the concept of restricting operations to ALR or A-1 Zoning in Area "F", and the Government's intention to limit the production of Medical Marijuana to Government Appointed Grower facilities. Indeed there is a need to ensure that qualified growers operate within the guidelines to reduce the amount of unsafe, "mickey mouse" grow-ops.

Please accept this as our written submission regarding the amendment bylaws for MMPR in Area F:

I believe that our facility qualifies as an exception to the "rule" and I would like to submit a request to be considered as such. Whether consideration is made for "grandfather" clause or other means of exception, it would be hasty to enforce closure to operations such as ours without first investigating the facility or looking into it. It is beneficial to the government to have safe, secure, discrete growing facilities on a commercial scale, but I argue that such a facility COULD successfully operate within R2 zoning without incident. In a rural area like Area "F", where properties are NOT laid out like city properties, I believe submissions for exception should be considered on a case by case basis. ESPECIALLY if the facility meets or exceeds the requirements set by the Government.

Our 7,000 square foot facility has been in operation for 3 years. Built in 2008, careful planning has been carried out in all aspects of its construction to ensure that safety, security, and proper filtration were addressed.

Built specifically for the purpose for use as a fully licenced Medical Marihuana growing facility, the building meets or exceeds strict mandatory guidelines and regulations.

It is located discretely at the back of a 2 acre property in a rural neighborhood. The facility is not at risk of affecting the local neighborhood. To one side of us, a salvage yard, and the house on the other side is over 150 feet away from our facility. I have owned this property for over 10 years.

From conception to running operation, and many tweaks in between, there is over \$300,000 invested to make this facility the safe, efficient and discrete operation it is.

Electrical/air/filtration:

- All electrical installation was done by Professionals and has been approved and certified.
- BC Hydro installed a separate power line to provide the power required, and a housing box was built outside to enclose and secure the power panel.
- The building is regulated by 3 five tonne heat pumps; purchased, installed and maintained by Certified Heat pump contractor.
- 15 Industrial charcoal filters completely eliminate odor emissions to the outside.

Security and Surveillance.

- The building and property are fully alarmed with sirens and equipped with 13 cameras, which are monitored 24 hours a day by Counterforce Security Company. In the event of security breach, Counterforce alerts police and us. The entire camera system can be monitored remotely by us as well.
- The exterior doors of the building have been custom fit and reinforced with interlocking steel bars.
- The entire 2 acre property is fully enclosed by a 6 foot tall solid wood fence.

We thought it pertinent to include our written submission for the record, and we will be continuing to look into other recourse with the Government as far as application to become a Government-certified grower under the new "regime".

Please feel free to contact me with any questions or updates regarding this matter.

Sincerely,

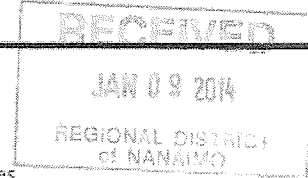
Ryan Lomax

Licensed Medical Marijuana Grower

Phone 250-954-8547

Email ryansroofing@shaw.ca

Hewitt, Nicole



From: cliffchudy@shaw.ca
Sent: Thursday, January 09, 2014 4:49 PM
To: Planning Email; Julian Fell
Subject: Zoning concerns for medical marihuana production sites.

To whom it may concern,

I am a concerned party that is currently licenced for the past 4yrs through Health Canada to possess and grow medical marihuana for myself and elderly husband as well as another patient. I have been in constant contact with Health Canada for the past 4 yrs concerning the future changes that are now about to come into effect. When I applied for our original licencing it was in consideration of the future changes that we took the route that we did.

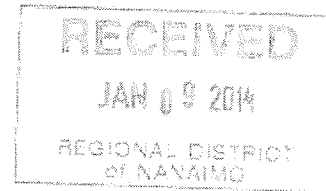
When we purchased our property in 2001 it was told to us that we were in a rural zoned area of Parksville and that the area was pretty much open to non restrictions on adding buildings for future business or greenhouses or what have you. On the road we live on , there are every kind of business going on from autowreckers to kitchen cabinetry, massonary yards, to store fronts to storage buildings, auto restorations, to people with all types of livestock. Behind and adjoining my property is all commercial and industrial yards for auto garages, small engine repair, a rock quarrey, dog training, lawn maintainence, to mention a few. Which I have recently found out most probably don't even have a licence to do business as it isn't required in this rdn area.

We have now invested over \$50,000.00 on our production site over the years to bring it up to the standards that Health Canada required for our current and future licencing. Non of my neighbours even know that we have this site on our property as we have kept it very low profile. It is a completely safe and secure site with no access to the general public or near schools or children as was required by Health Canada. We have gone to great lengths to follow every rule and regulation as we are not interested in any type of illegal activities. We had also gone to great lengths to get absolutely everything required by Health Canada to apply for our new Production License. I did notify all parties that I was supposed to including the police, fire department and the RDN of my intention of applying for this licencing. Everything was a go until I recieved a letter from the RDN saying we're zoned in the Electoral area "F" R-2 and considered rural residential. This obviously brought me to my knees as we have so much invested etc. My address is Parksville, on a gps it comes up as Errington, my taxes are Nanaimo and my lot is Nanoose. This is crazy and very confusing. I am not a huge commercial sized building like many of the new sites being given out Production Licences for. I think that we should be considered for a change in zoning as we have the right as Canadian citizens to comply by the laws and we would be able to be a contributing factor in a new job industry on a smaller scale. I have never considered our residence as anything other that a rural /industrial/commercially zoned area or I would have reconsidered my options. We should be looked at by a case to case situation and not be penalized to a flawed zoning area as we are between Bellevue rd and Church rd were things are all over the map for zoning. I look forward to tonights town meeting in Parksville.

Your truly,

L Chudy

Submission to Public Hearing on Medical Marijuana
Regional District of Nanaimo
January 9, 2014




Delivered verbally by Michael Jessen, P.Eng.
1266 Jukes Place
Parksville, B.C. V9P 1W5
Area G

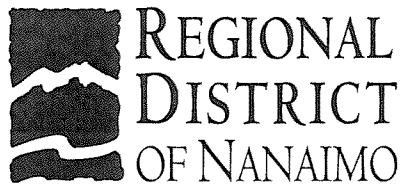
1. I have read the two staff reports dated August 30 and October 31, 2013.
2. I fully appreciate that it is neither the RDN's or staff's responsibility to provide me with everything I need to know about the changes to marijuana legislation. However the descriptions of the federal regulations in the August 30, 2013 staff report, labeled as MMAR, MMAP and the new MMPR, left me quite confused as to where we are right now and where we are going. Links to the federal legislation, regulations and any backgrounders would have been helpful.
3. I fully appreciate that many of the points I raise are not within the purview of local government other than maybe the right to advocate for certain positions. With the whirlwind of change occurring in North America with respect to marijuana, there may have been an opportunity for our local government to express concerns with respect to the way it is being forced to deal with the situation. In other words, it is my view that senior governments could have handed it off with more tools available to local government – and this possibly should have been signaled to them earlier.
4. It is interesting that a federation of B.C. municipalities (UBCM) has brought forth at least 18 resolutions over the past 9 years dealing with marijuana. It may have been an interesting exercise to determine whether these latest regulations come anywhere near dealing with the concerns raised in those resolutions. Has the Fed. of Canadian Municipalities considered motions on marijuana? Do these regulations and directives from the provincial government address any such resolutions?
5. With recent acceptance of recreational marijuana cultivation and distribution in at least two states in the U.S.A it might have been appropriate for us to learn what role their local governments are playing.
6. It would be my view that "reasonable access" is eventually going to be challenged on the basis of "reasonable cost of product" particularly if medical marijuana is not included in the government drug formularies. Recreational marijuana has risen to \$400 per ounce in Colorado. Even at the anticipated cost of \$130 per ounce, and seven joints a day from a quarter ounce, that works out to \$12,000 per year. That appears to be out of reach for many who have been prescribed marijuana if it is not covered by a drug plan.
7. Aug. 30 report suggests that the RDN (local government) may not have the power to prohibit certain uses (on residential land). The community was successful in convincing local government to not include a 24-hour fast food outlet as an acceptable land-use in or near a residential area. So except for the ALC situation it would seem that local government might have the power to prohibit marijuana cultivation and sales as a land use matter.

1/2

8. The RDN should implement a 30 meter wide development permit area around the perimeter of ALR lands (to be over and above any buffers that can be applied to ALR parcels). If local government cannot regulate adequate buffer on the ALR itself then such provisions must be applied to neighboring lands.
9. The reports and some of the communications arriving from RDN representatives are not clear on what setback or buffer is to be required on any parcel approved for a grow facility. Please ensure that the wording is "a minimum distance of 30 metre setback to all property lines is required". There is always the (remote?) possibility that a proponent may provide a wider setback. I think the bylaws should reiterate that grow ops must be within buildings – not just leave it up to regulations from senior governments.
10. We have apparently referred the RDN proposal to neighboring local governments. Have those governments shared their plans with the RDN? If so can any referrals be made available to the electoral area public?
11. There will be relatively few facilities permitted to produce for an extremely small medicinal market in Canada. Why consider any properties other than in the ALR – which local government has been forced to accept?
12. We don't understand the view in the August 30 report that marijuana does not fit with our traditional idea of agriculture. It is a plant. It can easily be grown in a crop-like fashion, indoors or out.
13. It is not the RDN's "fault" that "Store fronts and retail space for sale of medicinal marijuana are not permitted under the MMPR.....". For some of us it is a struggle to understand how the planning for implementation of these regulations will be helpful in moving toward the inevitable situation that exists in Colorado, and soon Washington state. Further, the Colorado initiative was approved by referendum and the program has been planned and implemented during the adoption of our new federal program yet neither of our senior governments or the RDN have included or provided anything from what that state has learned to date.
14. Area F has its own zoning bylaw. For some of us it is confusing as to the use of A-1 and ALR. Are they one and the same thing in Area F? Is that the way it is now? Could non-ALR land in the future be zoned "agriculture" if not the current situation?
15. The proposed edit changes to the bylaws refer to "marihuana production". Does the definition of production include "sales and distribution"?



2/2



RDN REPORT		
CAO APPROVAL		
EAP		
COW		
JAN 22 2014		
RHD		
BOARD	✓	

MEMORANDUM

TO: Jeremy Holm
Manager, Current Planning

DATE: January 18, 2014

FROM: Tyler J. Brown
Planner

FILE: PL2013-127

SUBJECT: Development Permit with Variance Application No. PL2013-127 – Magnolia Enterprises Ltd.
Lot 1, District Lot 36, Newcastle District, Plan VIP80074 – 6996 Island Highway West
Electoral Area ‘H’

PURPOSE

To consider an application for a Development Permit with Variance to increase the building and structure height and permit the construction of an ambulance station on the subject property.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Magnolia Enterprises Ltd. in order to permit the construction of an ambulance station on the subject property. The property is approximately 4.8 hectare in area and is bordered by a developed commercial zone to the east, rural and residential parcels to the west; undeveloped Crown land (proposed site for seniors housing) to the south and the Island Highway to the north (see Attachment 1 – Subject Property Map). The subject property is currently split-zoned Bowser Village Comprehensive Development Zone (CD6) and Residential 2 (RS2) pursuant to “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”. The CD6 zone permits a maximum building and structure height of 10.0 metres. Two buildings have previously been erected on the CD6 portion of the subject property to house commercial space and a library.

The proposed development is subject to the “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Bylaw No. 1335, 2003” Environmentally Sensitive Features Development Permit Area (DPA) for Aquifer Protection and the Highway Corridors DPA. The proposed development is also subject to the Bowser Village Centre DPA.

Proposed Development and Variances

The applicant proposes to construct an ambulance station on the most eastern portion of the parcel bordering the Island Highway 19A (see Attachment 3 – Site Plan). The proposed structure is one storey with a building footprint of 2,070 square feet and a height of 12.7 metres. Moreover, the overall design of the building is similar to that of the existing structures on the subject property and the use of quality materials are proposed (see Attachment 4 – Exterior Elevations). The roof structure includes false dormers of significant scale which reflects the architecture of the existing Magnolia Court structures and increases the overall massing of the building (see Attachment 4 – Exterior Elevations). A cupola is

proposed at the top of ambulance station to create a more visually appealing building to satisfy the Bowser Village Centre Plan design aesthetic guidelines. The building floor is also proposed to be elevated 0.66 metres to address the Project Engineer's recommendation with regard to flood construction elevation. The proposed ambulance station is 2.7 metres over the permitted building and structure height (10.0 metres). Moreover, the portion of the building above 10.0 metres is the cupola which only represents 4.4% of the building floor area. A radio communications antenna required for the operation of the ambulance station will be included on the top of the cupola, which provides a solid base for the radio antenna. Transmission towers are exempt from Bylaw No. 500's definition of height and therefore the antenna is not included in the building height calculation. Temporary living provisions will be provided within the building for on-shift ambulance station personnel (see Attachment 5 – Floor Plan Perspective Views).

In addition to the proposed ambulance station, a pedestrian footpath is proposed to connect the neighbouring commercial property (Tomm's Foods) with the subject property. Currently an unofficial trail connects the two properties. Landscaping is proposed between the ambulance station and the highway as well as along the property line shared with Tomm's Foods (see Attachment 6 – Planting and Layout Plan).

ALTERNATIVES

1. To approve the Development Permit with Variance Application No. PL2013-127 subject to the conditions outlined in Attachments 2 to 7.
2. To deny the Development Permit with Variance Application No. PL2013-127.

LAND USE IMPLICATIONS

Development Implications

The proposed site plan illustrates the proposed ambulance station (see Attachment 3 – Site Plan). The zoning permits 25% parcel coverage and a floor area ratio (FAR) of 0.50. The applicant has demonstrated that the addition of the proposed structure coupled with the existing buildings will not exceed either of these values.

The applicant has submitted detailed architectural diagrams indicating specific building materials, a complete landscaping plan, and a Stormwater Control Plan prepared by R.F. Binnie & Associates and dated January 14, 2014 in support of the application. The architectural drawings and landscape plan are consistent with the Bowser Village Centre DPA guidelines. The Bowser Village Centre Plan supports variances to Bylaw No. 500 where required to meet the intent of the plan. A variance of 2.7 metres to the maximum structure height is required to accommodate the proposed ambulance station design.

A vegetated buffer is proposed abutting the Island Highway in a manner consistent with the DPA guidelines. As conditions of approval, the applicant will be required to develop the site in general accordance with the submitted architectural diagrams, landscaping plan and stormwater control plan (see Attachment 2 – Terms and Conditions of Development Permit PL2013-127). As the proposed ambulance station is being developed by the provincial government under BC Emergency Health Services, full project funding will not be released until the time of building permit. As such the applicant has submitted a letter from BC Emergency Health Services committing to the completion of the

landscaping improvements prepared by MacDonald Gray Consultants with an estimated cost of \$14,736.00 as security for the proposed landscaping. Further, as a condition of approval, the applicant is to provide a one-year written guarantee from a landscape contractor to ensure proper maintenance of the landscaping plan prior to the issuance of an occupancy permit (see Attachment 2 – Terms and Conditions of Development Permit PL2013-127).

Pedestrian connectivity between neighbouring Tomm's Foods and the commercial buildings on the subject parcel will be improved by a proposed footpath directly south of the ambulance station (see Attachment 6 – Planting and Layout Plan). With respect to parking, the existing number of parking stalls is adequate for both the existing and proposed structures.

Environmental Implications

Through the rezoning process (PL2013-038), the Ministry of Transportation and Infrastructure (MOTI) indicated that no additional drainage is to be directed to the Ministry's drainage system as a result of development on the subject parcel. To address the concerns of the Ministry as well as the requirements of both the Bowser Village Centre and Environmentally Sensitive Features for Aquifer Protection DPA, the applicant has submitted a Stormwater Control Plan prepared by R.F. Binnie & Associates and dated January 14, 2014, (see Attachment 7 – Bowser BC Ambulance Building, Stormwater Control Plan). The report concluded that the existing drainage system was unable to accommodate the water flows resulting from the proposed development. The report contains a detailed plan for the on-site handling of the anticipated increase of surface water flow.

Strategic Plan Implications

Staff have reviewed the proposed development and note that the proposal will strengthen emergency services infrastructure at a sub-regional level and further densify services within the Bowser Village Centre.

Inter-governmental Implications

At the time of rezoning, MOTI indicated that all buildings and structures are to meet or exceed a 4.5 metre setback, a valid access permit will be required and no additional drainage is to be directed to the Ministry's drainage system. The applicant will be required to obtain a valid access permit from the Ministry as a condition of Development Permit approval (see Attachment 2 – Terms and Conditions of Development Permit PL2013-127).

The applicant has provided a report prepared by McElhanney Consulting Services Ltd. and dated December 19, 2013 for the Bowser Waterworks District (BWD) which concluded that the BWD cannot achieve sufficient flow for fire protection. However, the Fire Chief for the Bow Horn Bay Volunteer Fire Department has provided written confirmation, as required by the Bowser Village Centre development permit guidelines, that adequate measures are in place for the Fire Department to provide fire protection for the proposed ambulance station.

Public Consultation Process

Pending the Board's recommendation and pursuant to the *Local Government Act* and the "Regional District of Nanaimo Development Approvals and Notification Procedures Bylaw No. 1432, 2005", property owners and tenants of parcels located within 50.0 metres of the subject property will receive a

direct notice of the proposal and will have an opportunity to comment on the proposed variance prior to the Board's consideration of the application.

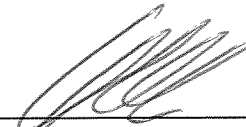
SUMMARY/CONCLUSIONS


This is an application for a Development Permit with Variance to permit the construction of an ambulance station within the Bowser Village Centre Development Permit Area. The applicant has submitted detailed architectural diagrams indicating specific building materials, a landscaping plan and a stormwater control plan in support of the application. In staff's assessment, this proposal is consistent with the "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Bylaw No. 1335, 2003" Environmentally Sensitive Features Development Permit Area (DPA) for Aquifer Protection, the Highway Corridors DPA and the Bowser Village Centre DPA guidelines.


Development Permit with Variance application PL2013-127 proposes a variance to Bylaw No. 500 to increase the allowable structure height from 10.0 metres to 12.7 metres to better accommodate the proposed design of the ambulance station and satisfy the design aesthetic guidelines of the Bowser Village Centre DPA.

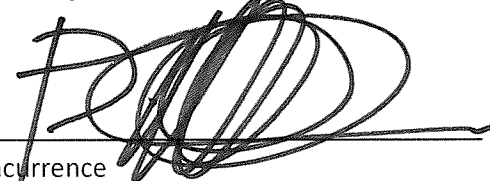
RECOMMENDATIONS

1. That staff be directed to complete the required notification; and
2. That Development Permit with Variance Application No. PL2013-127 to permit the construction of an ambulance station be approved subject to the conditions outlined in Attachments 2 to 7.

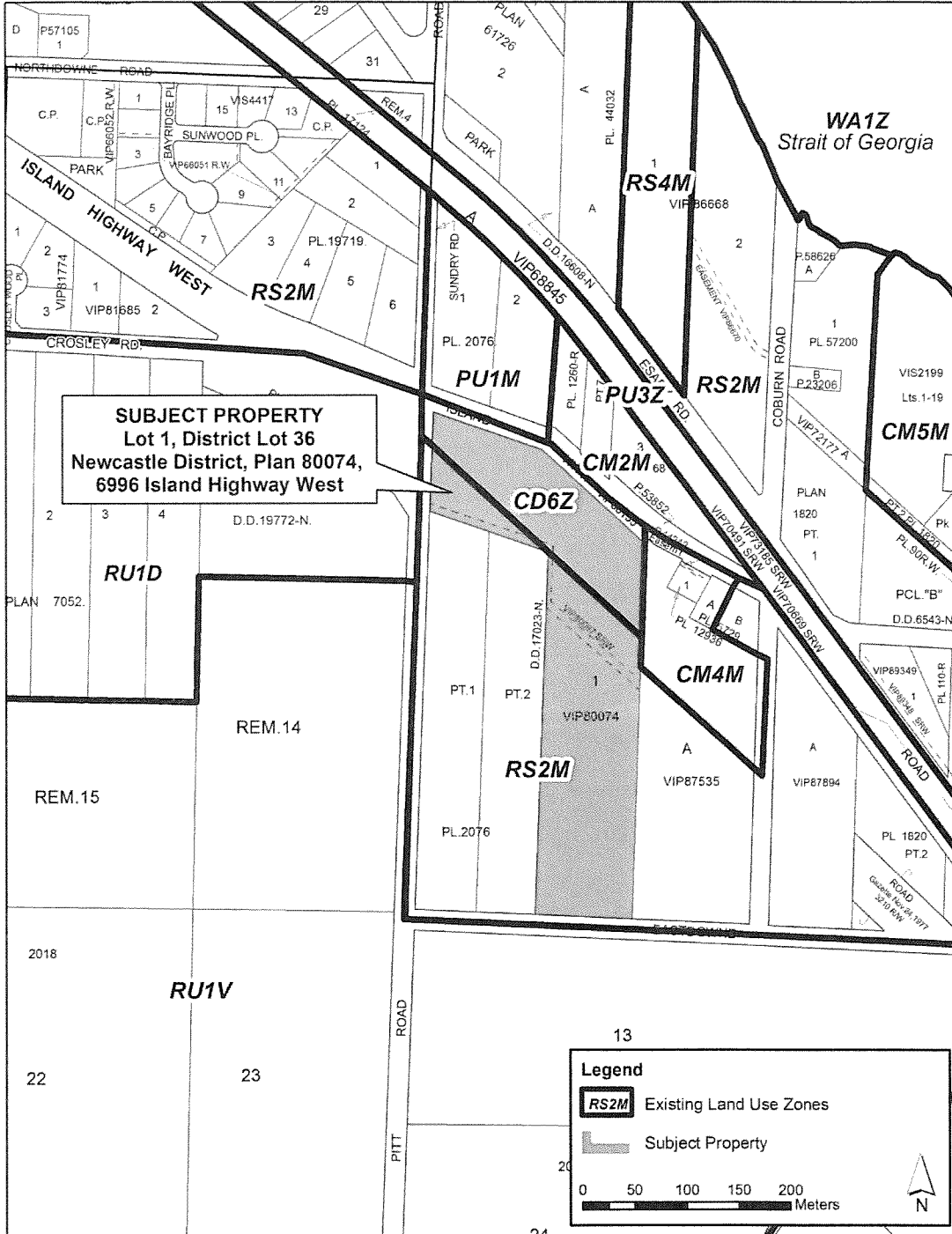

for Report Writer


for General Manager Concurrence


Manager Concurrence


CAO Concurrence

Attachment 1
Location of Subject Property



**Attachment 2
Terms and Conditions of
Development Permit PL2013-127**

The following sets out the terms and conditions of Development Permit with Variance No. PL2013-127:

Bylaw No. 500, 1987 Variances:

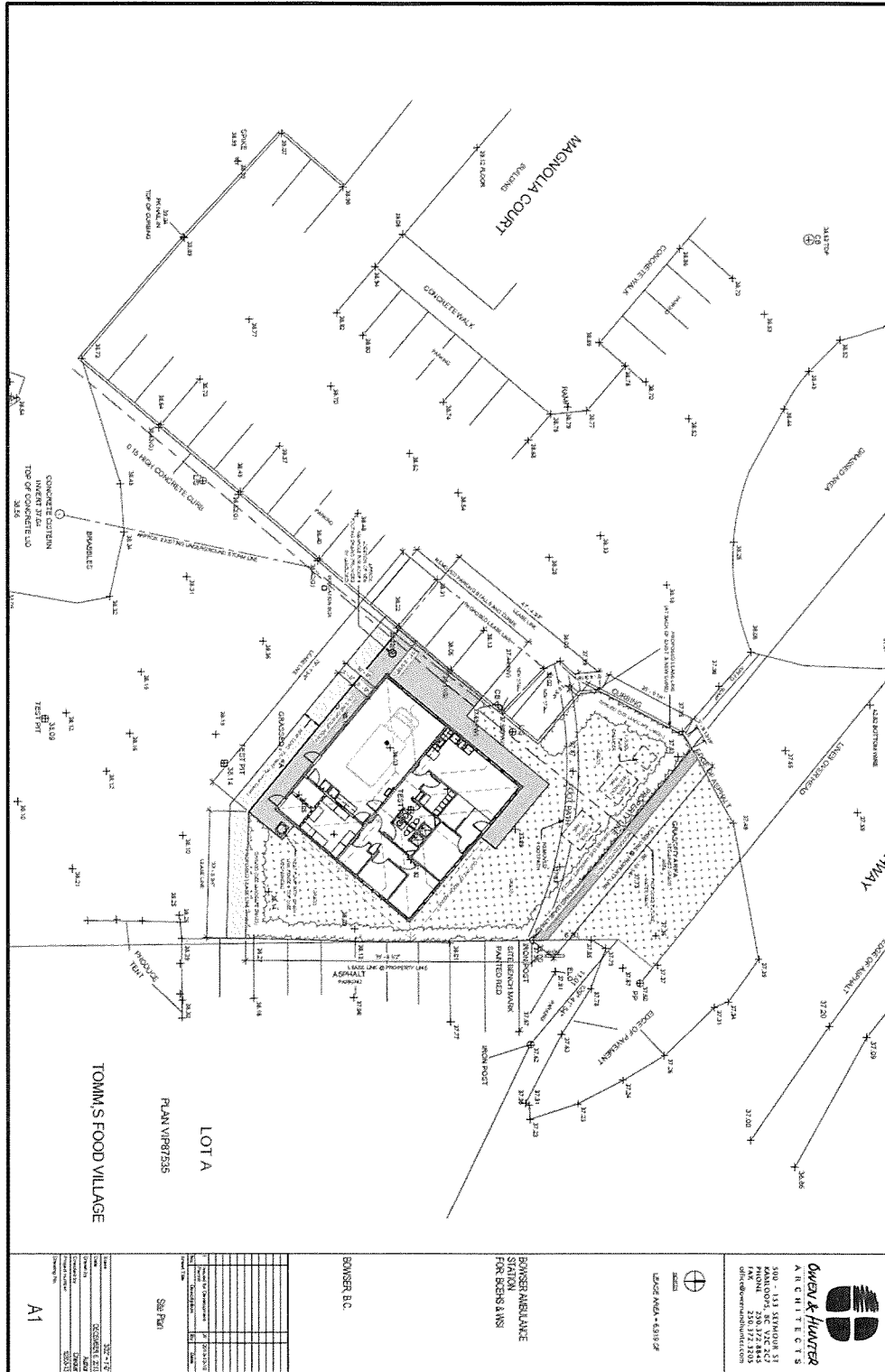
With respect to the lands, "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" is varied as follows:

1. **Section 3.4.105 Maximum Number and Size of Buildings and Structures** is hereby varied in order to increase the maximum permitted height from 10.0 metres to 12.7 metres for the proposed ambulance station as shown on Attachment 4.

Conditions of Approval

1. The site is to be developed in general accordance with the Site Plan prepared by Owen & Hunter Architects, dated December 6, 2013.
2. The site is to be developed in general accordance with the Planting and Layout Plan prepared by Owen & Hunter Architects and MacDonald Gray Consultants, dated December 9, 2013.
3. The applicant is to provide a one-year written guarantee, prior to the issuance of an occupancy permit, from a landscape contractor to ensure proper maintenance of the landscaping plan prepared by Owen & Hunter Architects and MacDonald Gray Consultants, dated December 9, 2013.
4. The site shall be developed in accordance with the Stormwater Control Plan prepared by R.F. Binnie & Associates and dated January 14, 2014.
5. The applicant is to obtain a valid access permit from the Ministry of Transportation and Infrastructure.
6. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

Attachment 3
Site Plan



Attachment 4
Exterior Elevations and Proposed Variance

Proposed variance to increase the maximum permitted height from 10.0 metres to 12.7 metres for the proposed ambulance station

Legend:

- 1. 12.7m Proposed Overall Height
- 2. Proposed Overall Height
- 3. Proposed Overall Height
- 4. Proposed Overall Height
- 5. Proposed Overall Height
- 6. Proposed Overall Height
- 7. Proposed Overall Height
- 8. Proposed Overall Height
- 9. Proposed Overall Height
- 10. Proposed Overall Height
- 11. Proposed Overall Height
- 12. Proposed Overall Height
- 13. Proposed Overall Height
- 14. Proposed Overall Height
- 15. Proposed Overall Height
- 16. Proposed Overall Height
- 17. Proposed Overall Height
- 18. Proposed Overall Height
- 19. Proposed Overall Height
- 20. Proposed Overall Height

Professional Engineer Stamp:

Geoffrey J. Hunter, P. Eng.
Professional Engineer
No. 12345
1234 Main Street
Vancouver, BC V6A 1A1
Tel: 604-123-4567
Fax: 604-123-4568
www.geoffreyhunter.com

OWNER:
BONSER AMBULANCE
STATION
FOR BONSER EMS

OWNER:
BONSER B.C.

Architect:
Dwyer & Hunter
Architects
510 - 133 STEWART ST
VANCOUVER, BC V6C 2K7
TEL: 604.681.2222
FAX: 604.681.2223
www.dwyerandhunter.com

Revised Elevations

Item	Description	Revised	Original
1	Overall Height	12.7m	10.0m
2	Overall Height	10.0m	10.0m
3	Overall Height	10.0m	10.0m
4	Overall Height	10.0m	10.0m
5	Overall Height	10.0m	10.0m
6	Overall Height	10.0m	10.0m
7	Overall Height	10.0m	10.0m
8	Overall Height	10.0m	10.0m
9	Overall Height	10.0m	10.0m
10	Overall Height	10.0m	10.0m
11	Overall Height	10.0m	10.0m
12	Overall Height	10.0m	10.0m
13	Overall Height	10.0m	10.0m
14	Overall Height	10.0m	10.0m
15	Overall Height	10.0m	10.0m
16	Overall Height	10.0m	10.0m
17	Overall Height	10.0m	10.0m
18	Overall Height	10.0m	10.0m
19	Overall Height	10.0m	10.0m
20	Overall Height	10.0m	10.0m

Scale:
A3

Attachment 7 Stormwater Control Plan



R.F. Binnie & Associates Ltd.
801B – 29th Street
Courtenay, BC V9N 7Z5
Tel: 250-334-3846 Fax: 250-334-2645

Memorandum

To:	Tyler Brown, Regional District of Nanaimo	From:	Maya Charnell, P.Eng.
Cc:	Tim Silbernagel, MoTI Trevor Owen, Owen & Hunter Architects	Date:	2014-01-14
Project #:	13-581	File:	13-581-03
Re:	Bowser BC Ambulance Building, Stormwater Control Plan		

BACKGROUND/SCOPE

This technical memo is stormwater control plan for the proposed Bowser BC Ambulance Building Station located as a lessee on the existing Magnolia Court property, as shown in attached Figure Civil 2 SWCP Rev 0. The preliminary storm servicing plan for the additional development on the property is shown in attached drawing 13-581-ST (2014-01-10).

Ministry of Transportation and Infrastructure (MoTI), Development Approval Department representative Tim Silbernagel, in his *Preliminary Approval* letter dated 2013-06-27, to the Regional District of Nanaimo (RDN) Tyler Brown, notes that the *Transportation Act* requires that no additional drainage be directed to the MoTI system. A phone call to Tim, clarified that the criteria is the 10-year return period post-development peak discharge should not exceed existing pre-development peak discharge. This memo addresses the storm control requirements and the storm servicing to meet this servicing criteria. In addition, the design and memo address the major event overland drainage and conveyance away from the proposed building.

SITE CONDITIONS

I attended a site visit on 2013-12-09 with the Property Owner's representative, Ron Ryvers, where we reviewed the existing drainage system.

Within the Magnolia Court development, there is an existing storm sewer system that discharges to a Highway 19A ditch on portion of the northern frontage of the property, and then drains through an MoTI 900mm diameter culvert that drains under the highway and in an open channel to the north east. There is no ditch south of the culvert and any surface runoff would drain unto the highway.

The survey prepared by Peter T. Mason, B.C.L.S. on 2013-11-04, identifies most of the storm drainage features.



To: Tyler Brown
Regional District of Nanaimo

DESIGN CONSTRAINTS

The existing property has an onsite storm system that includes

- A pond on the south side of property that cannot provide detention for this development. There is no way to route runoff to the pond, whose water elevation is higher than the ground elevation at the building site.
- The existing drainage infrastructure in front of the proposed building is a 100mm diameter PVC lead from an existing catch basin. This lead is not suitable to tie into as the pipe size is too small. There is only 0.1m cover on the pipe at the catch basin (CB) and the existing catch basin is not an accepted standard for H₂O loading. The storm service connection to service the Ambulance building needs to be upgraded.
- The design requires that the existing parking stalls in front of the building are re-graded for the following reasons:
 - a) The proposed ground should slope away from the building.
 - b) The existing catch basin in front of the proposed building currently captures a large area of the parking lot and does not have adequate drainage capacity that could lead to ponding and potential flooding of the proposed building.
 - c) The ground water table is relatively close to the existing ground surface (see Base Geotechnical Inc. report 20131114 for test pit logs and recommendations).

The site provides some challenges with minimal grade for the storm sewers and a relatively high seasonal water table. The Geotechnical report shows a high ground water table, at the building site, the ground water is about 400mm below ground at Test Pit 3 for an estimated ground water elevation of 37.55m. The geotechnical did not recommend exfiltration because of the seasonal high ground water table. Binnie prepared an above ground detention concept drawing for the consideration and discussed an option for below ground chamber detention. The owners and lessee preferred the below ground chamber detention option for ease of maintenance of a lawn landscape. The proposed below ground chamber detention was designed to be above the estimated ground water table and the ground and building are raised to suit the fill grades and maintain vertical elevation above the major event flow routing.

RUNOFF AND DETENTION CALCULATIONS FOR PROPOSED BUILDING

	Pre-Development	Post-Development
Building Development Area (sq.m)	365	365
Runoff Factor	0.30	0.90
Time of Concentration (min)	30	5
Rainfall Intensity ¹ (mm/hr)	25	66
10-Year Peak Flow (L/s)	0.77	6.03
Detention ² (cu.m)	N/A	3.0

Notes:

¹ the rainfall intensity is from the Environment Canada IDF for Nanaimo City Yard (18 years data)

² Detention is calculated using modified rational for distribution.



To: Tyler Brown
Regional District of Nanaimo

The building development area of 365 sq.m is shown on Figure Civil 2 Rev 1 and includes the increase in impervious area for parking lot, driveway letdown, sidewalks and roof area associated with the development. The existing area is grass and relatively flat and this is reflected in the 0.30 runoff factor and 30 minute time of concentration. Following development the runoff factor is 0.90 for the increased impervious area and faster travel time and shorter distance in the 5 minute time of concentration. The peak flows were calculated using the rational formula. The 3.0 cu.m detention volume calculated, to reduce the post-development to the pre-development peak flow, was done using the difference in hydrographs based on the modified rational distribution.

STORM SERVICE DESIGN FOR MINOR SYSTEM

The proposed minor storm system consisting of catch basins, underground detention and storm sewer pipes are designed for a 10-Year return period. The drainage areas are shown in Figure Civil 2 Rev 1. The proposed preliminary design in drawing 13-581-ST shows the pipe information and site grade elevations.

The detention requirements for the new building are calculated at 3.0-cubic meters to reduce the 10-year return period post-development peak discharge to the existing pre-development peak discharge. The owner and lessee preferred underground detention and the design uses 4 - StormTech SC-310 chambers with 150mm depth of rock below as shown on the detail on drawing 13-581-ST, which captures the roof drainage for slow release into the ground and into the storm sewer. The outlet pipe in the chamber cap is set at the highest point for maximum detention and the release of the detained runoff is through a low level pipe with an orifice drilled into the cap that drains into the manhole and limits the discharge the pre-development levels. The cap can be removed periodically to flush the system of sediment.

Our scope of work did not include review of the capacity of Magnolia Court storm sewer system or the MoTI highway culvert. For the minor system design, the existing system was presumed to be operating under free flowing, un-surcharged conditions, which is reasonable given the pipe sizes and the highway design criteria for ditches and culverts. The downstream end of the MoTI culvert has a concrete headwall and well defined channel with decent grade, so the MoTI culvert is under inlet control. There is no headwall at the MoTI culvert inlet, and the location of the storm sewer outlet for Magnolia Court is directly across the highway ditch from the MoTI culvert inlet. During high discharge events there is potential for erosion and restricted flow at the MoTI culvert inlet that could compromise the integrity of the highway road structure; a suitable inlet structure and erosion protection could mitigate this risk. The inlet condition is an existing condition and the proposed development is not exacerbating the potential risk.



To: Tyler Brown
Regional District of Nanaimo

STORM SERVICE DESIGN FOR MAJOR SYSTEM

The 100-Year peak flows (major flows) are anticipated to cause surcharge in the proposed storm sewer pipes and the overflow relief for the sewer would be from the catch basin rim elevation of 37.98m on the south side of the entrance/egress to the property. The over land major flow would drain toward the highway at the entrance/egress to the property and then continue to the south east along its current overland drainage route.

Ideally main habitable floor of buildings have a freeboard of around 0.6m higher than the 100-Year (major system) hydraulic grade line and/or flood elevation. The outside of the building grade is proposed to be 38.635m which is 0.66m higher than the catch basin rim.

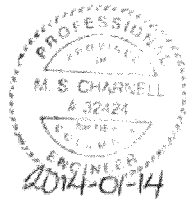
CONCLUSION

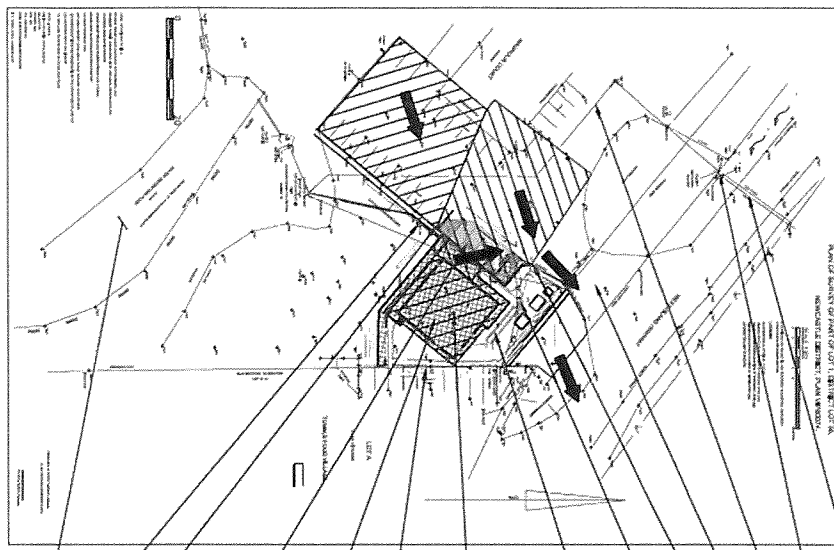
The proposed storm sewer design meets the *Transportation Act* requirement for no additional peak runoff directed to the MoTI system for the 10-year return period. This is met through detaining the peak runoff from the additional impervious area in an underground detention facility. We trust this, along with the additional on-site storm design information, are sufficient to meet the requirements of the Regional District of Nanaimo.

Prepared by:

A handwritten signature in black ink, appearing to read 'Maya Charnell'.

Maya Charnell, P.Eng.
Project Engineer

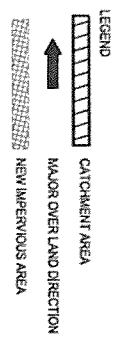




- 900mm Ø CSP STM CULVERT UNDER THE HIGHWAY
- MAGNOLIA COURT STORM OUTLET & END OF HWY DITCH
- EX. 500mm STM DRAINS TO HWY CULVERT
- ENTRANCE OFF HIGHWAY
- NEW CATCH BASIN FOR 640 SQ.M AREA OF EXISTING PARKING LOT
- NEW ON-SITE STORM MANHOLE
- PROP. UNDERGROUND DETENTION RECEIVES ROOF AREA DISCHARGE SIZED TO DETAIN 3.0 CUM. TO REDUCE 10-YEAR PEAK RUNOFF FOR THE INCREASE IN IMPERVIOUS AREA
- BASE GEOTECHNICAL TEST PIT 3, ENCOUNTERED GROUND WATER AT 0.4m BELOW SURFACE (EST. ELEV. 37.55m) AT WEATHERED TILL INTERFACE. EXPLORATION WAS NOT RECOMMENDED
- PROPERTY LINE
- NEW IMPERVIOUS AREA 365 SQ.M FOR PROP. AMBULANCE BUILDING AND DRIVEWAY AND PARKING STALL
- RE-GRADE SECTION OF PARKING LOT
- NEW CATCH BASIN FOR 635 SQ.M AREA OF EXISTING PARKING LOT
- NEW 200mm Ø STORM
- EX. POND, NOT USED FOR DETENTION WATER LEVEL 38.23 ON 2013-11-10

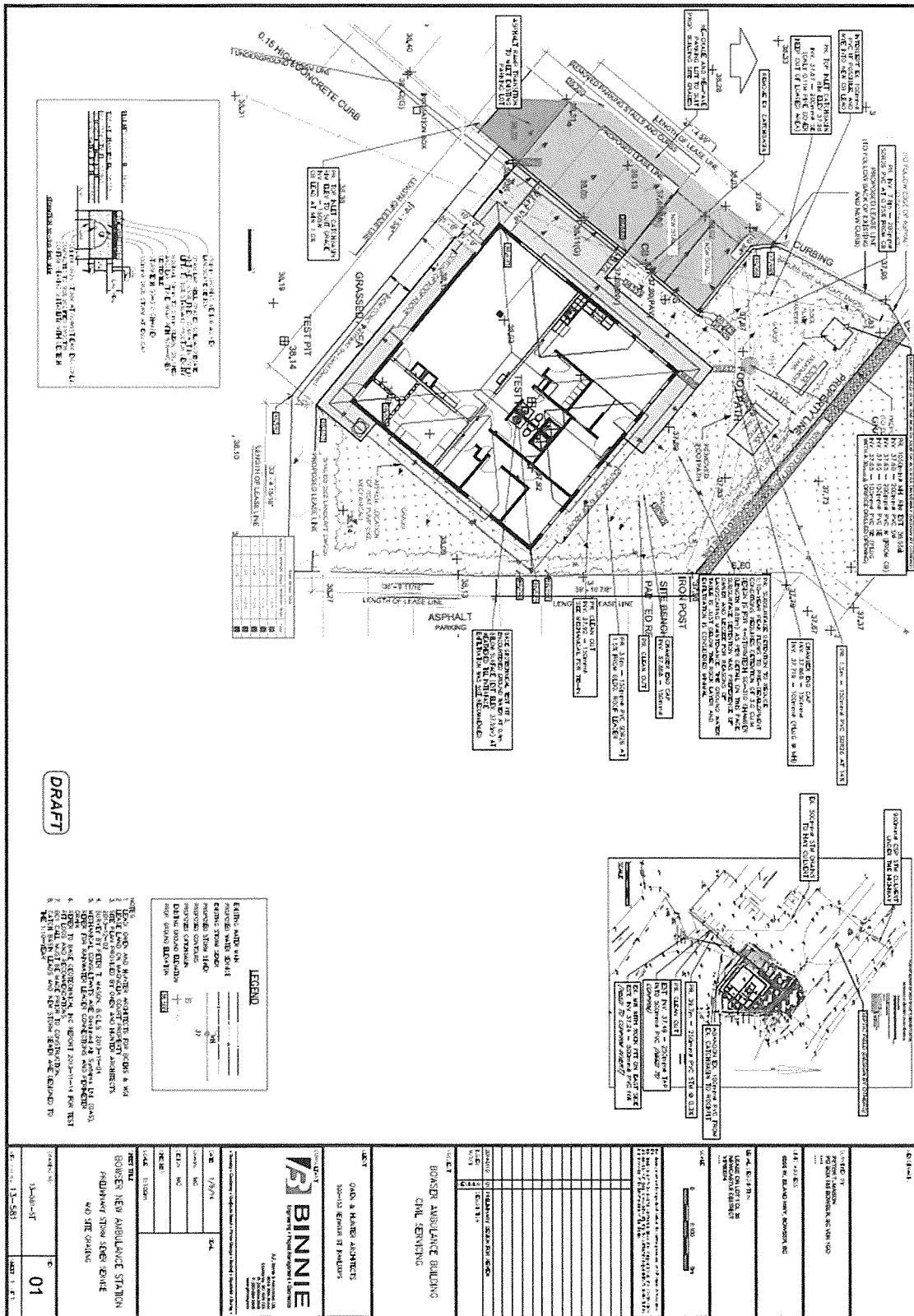
DRAFT

- NOTES:
1. LEAD: OWEN AND HUNTER ARCHITECTS FOR BECHS & WSI
 2. LEASE LAND ON MAGNOLIA COURT PROPERTY
 3. SITE PLAN PROVIDED BY OWEN AND HUNTER ARCHITECTS 2013-12-02
 4. SURVEY BY PETER T. MASON, B.C.L.S. 2013-11-04
 5. MECHANICAL CONSULTANTS ARE DESIGNED AIR SYSTEMS LTD. (DAS). REFER FOR RAINWATER LEADER CONNECTIONS
 6. REFER TO BASE GEOTECHNICAL INC REPORT 2013-11-14 FOR TEST PIT LOGS AND RECOMMENDATIONS.
 7. CATCH BASIN LEADS AND NEW STORM SEWER ARE DESIGNED TO THE 1:10-YEAR AND WILL BE OVER CAPACITY IN THE 1:100-YEAR RETURN PERIOD. THE OVERLAND FLOW ROUTE IS TO THE HIGHWAY AT THE EAST CORNER OF THE PROPERTY.
 8. REFER TO BINNIE DRAWING 13-581-ST FOR PRELIMINARY STORM SERVICE DESIGN AND SITE GRADING



TITLE :
BOWSER NEW AMBULANCE STATION
STORMWATER CONTROL PLAN

DATE : 2014-01-10
FIGURE : 2 SMC REV 0
SCALE : VARS



DRAFT

PROJECT INFORMATION

PROJECT NAME: BOWSER NEW AMBULANCE STATION

PROJECT ADDRESS: 13-581

DATE: 01

CLIENT

OWN & MAINT: ADMIRALTY

DESIGN: BOWSER & ASSOCIATES

DESIGNER

J.S. BINNIE

1000 10th Street, Suite 100, Vancouver, BC V6Z 1Y1

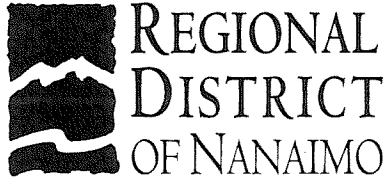
TEL: 604.681.1111

FAX: 604.681.1112

WWW.JSBINNIE.COM

NOTES

1. THIS PLAN AND WORKING DRAWINGS FOR PERMITS & WORK SHALL BE PROVIDED BY THE CLIENT.
2. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITY.
3. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITY.
4. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITY.
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7. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITY.
8. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITY.



RDN REPORT		TH
CAO APPROVAL		
EAP		
COW		
JAN 20 2014		
RHD		
BOARD	✓	

MEMORANDUM

TO: Geoff Garbutt
General Manager, Strategic & Community Development

DATE: January 20, 2014

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

FILE: CE201100401

SUBJECT: 3560 Allsop Road - Electoral Area 'C' – Building and Zoning Bylaw Contraventions

PURPOSE

To obtain Board direction regarding the enforcement of Regional District of Nanaimo regulations relating to the operation of a replica mining railway and construction of related structures on the subject property.

BACKGROUND

In October 2011, Regional District Staff received complaints about the placement and construction of a number of structures in relation to a replica mining railway on the subject property. An inspection of the property confirmed the presence of a fully functional replica mining railway with several railway “cars”, tunnels, bridges and walls of questionable structural integrity, including (see photos – Attachment #1):

- Retaining walls, approximately 2.5 meters high, constructed from railway ties
- Tunnel, approximately 2.5 meters high and 20 meters long, constructed with railway ties and beams.
- Trestle/bridge located within front yard setback area, approximately 2.0 meter high
- Bridge under construction over a designated watercourse
- Various other partially completed tunnel and wall structures

The subject property is zoned Rural 1 (RU1) pursuant to *Regional District of Nanaimo Land Use & Subdivision Bylaw No. 500, 1987* which permits agriculture and residential uses. The construction of any buildings or structures requires the approval of the Regional District (RDN) in accordance with the zoning and building bylaws, however no approvals have been issued by the RDN for these structures.

Additionally, the property is in the Fish Habitat Protection Development Permit Area (DPA), pursuant to *Regional District of Nanaimo Area 'C' Official Community Plan No. 1055, 1999*. Alteration of land and specifically, the construction of the railway bridge over the designated watercourse required an approved development permit prior to commencement/continuation of works.

Staff conducted a review of the use of the property for a replica railway and implications with respect to the regulatory/safety requirements for such a use. On October 14, 2011, a letter was sent to the property owner outlining these requirements and requesting a detailed description of the current and intended uses of the property as well as documentation to support DPA and variance applications in relation to the structures. The owner was also directed to cease any further work on the property until the appropriate approvals (development and building permits) were in place. The owner received this

request but did not respond to RDN Staff. On February 14, 2012, Staff issued and posted a Stop Work Order on the property in relation to the construction of the railway bridge over the designated watercourse. A further letter to the owner requesting a meeting with Staff in an effort to gain a clear understanding of the intended uses went without response.

A subsequent inspection of the property confirmed that work continued and the bridge structure was completed, contrary to the Stop Work Order and without RDN development permit approval (see Attachment No. 2, photos 1, 2 and 16). Staff continued to monitor the property and it was noted in April 2013 that one of the high, railway tie retaining walls adjacent to the residence appeared to have collapsed. Photos 13 – 15 on Attachment No. 2 show the wall prior to and after the collapse.

A further check of the property on August 21, 2013 determined that a portion of the collapsed wall had been reconstructed and that work appeared to be continuing. A building permit had not been approved for this construction. Photos 17 – 20 on Attachment No. 2 show the recent work. The owner did not respond to repeated Staff requests to engage in resolving these building and land use contraventions and continued to work on the structures without approvals.

The matter was the subject of a Staff report in September 2013 and, following a presentation by the owner's son/agent, the Board made the following motion:

That an extension of time be granted to January 2014, and to bring back a 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).

Staff corresponded with the owner's son (agent) (see Attachment No. 3) and received a response indicating disagreement with the necessity to comply with Regional District regulations. To date, there has been no progress with respect to the request made by staff nor have there been any further changes to the structures on the property.

In accordance with Section 57 of the *Community Charter*, the Board may consider a resolution that directs the Corporate Officer to file a Notice on the title of a property that results from the contravention of a bylaw, a Provincial building regulation, or any other enactment that relates to the construction or safety of buildings or other structures or work that was carried out without the necessary permit(s). In the event that the property is listed for sale, a Notice on title provides a means for disclosure of the contraventions to prospective purchasers or others having an interest in the property.

ALTERNATIVES

1. Register a Notice of Bylaw Contravention on the title.
2. Take further enforcement action as may be necessary if the contraventions are not resolved by the owner.
3. Take no further action in this matter.

LEGAL IMPLICATIONS

Zoning Bylaw Contraventions

The Rural 1 zoning of the subject property only permits agriculture and residential uses. There are no permitted uses under the Rural 1 zoning that would authorize the operation of a replica railway, public assembly or recreation use. The Zoning Bylaw allows “railway” use in the Public 3 zone as defined under the *Railway Act* however replica railways do not typically fall under federal or provincial jurisdiction.

The scope and scale of the replica mining railway tracks and associated structures is extensive and extends throughout the .48 hectare property, resembling a “fairground” or “outdoor recreation” type of use. Those uses are permitted in the Zoning Bylaw but not in the Rural 1 zone. While there are no signs advertising public use of the railway, the railway is fully functional and the various structures are readily accessible to the occupants and the public, either by invitation or trespass. It is believed that groups and individuals have been invited onto the property to view the railway and assist with work.

With respect to the structures on the property, the Zoning Bylaw specifies that a structure is anything constructed or erected over 1 meter in height. Additionally, all structures must meet the minimum setback of 8 metres. Photo #10 (attached) shows a “trestle” constructed within the setback area and apparently encroaching on road allowance.

Building Bylaw Contraventions

A building permit must first be obtained for the construction of a building or structure in accordance with *Regional District of Nanaimo Building Regulations Bylaw No. 1250, 2010*. This provides assurances that structures are properly designed and constructed in accordance with Provincial and RDN regulations and best engineering practices.

As previously noted, there are several walls, tunnels and bridge structures on the property, all built without permits. In February 2012 Staff issued a Stop Work Order in relation to the construction of the railway bridge over the designated watercourse. The owner ignored the Order and completed construction of the bridge without permits. Several of the structures on the property, particularly the retaining walls and tunnel, do not appear structurally sound thereby exposing the current and future owners/occupants and public to the risk of injury. The recent apparent collapse of one of the walls illustrates the potential for further failure of structures built without permits.

Development Permit Requirements

The property is subject to the Fish Habitat Protection Development Permit Area (DPA), pursuant to *Regional District of Nanaimo Area ‘C’ Official Community Plan No. 1055, 1999* which sets out requirements for approvals prior to the alteration of land or the construction of buildings or structures. These requirements include an assessment by a Qualified Environmental Professional in accordance with provincial Riparian Area Regulations.

In October 2011, the RDN Planning Department sent a letter to the property owner outlining the requirements for a development permit application in relation to the ongoing construction of the railway bridge in proximity to the identified watercourse on the property. The owner was advised to cease any further construction until the matter was resolved. The owner failed to respond to the letter and continued to construct the railway bridge resulting in the issuance of a Stop Work Order on

February 14, 2012. This Order was also ignored and the bridge was subsequently completed without RDN approvals.

FINANCIAL IMPLICATIONS

There are no financial implications for the RDN in the registration of a Notice on title. Once the bylaw contraventions are corrected, the property owner may apply to have the Notice removed upon payment of a \$500 fee in accordance with *Building Regulations Fees and Charges Bylaw No. 1595, 2010*.

Should it become necessary to pursue legal action, a Court Order will be required to either remove the structures or compel the owner to comply with regulations. The cost of obtaining such an Order can reach several thousand dollars and if challenged by the owner, the costs could escalate further. If successful the RDN may recover a portion of legal costs.

CONCLUSION

In late 2011, RDN Staff received complaints concerning the use of the subject property for the operation of a replica mining railway. Initial inspections confirmed the presence of a fully operational replica railway complete with several structures including tunnels, walls, bridges and trestles, as well as various railway cars related to mining. A railway bridge over a small watercourse was under construction. The zoning for the property does not permit the operation of a replica railway and all structures in relation to the railway were constructed without development or building permits. The property owner has not advised the Regional District of the intended use of the replica railway (ie: personal and/or public). At least one of the structures, a train trestle, was constructed within the front setback area.

The owner was subsequently provided with a letter outlining contraventions of the zoning and building bylaws and the compliance requirements with respect to these regulations, including issues relating to the alteration of land in and around the watercourse. The owner did not respond to this letter and Staff subsequently issued a Stop Work Order however work on the bridge continued in contravention of the Order. When contacted further, the owner declined to meet with Staff to resolve these issues.

Staff observed that a large wall on the property, constructed of railway ties, had collapsed and reconstruction was underway without permit approvals. Several other structures, including a large tunnel, appear to be of questionable structural integrity. The replica railway is fully operational and the property is readily accessible, posing a potential safety risk to the occupants and general public. The matter was the subject of a Staff report in September 2013 and, following a presentation by the owner's son/agent, the Board directed that an extension of time be given to January 2014 for reconsideration of staff recommendations.

The owner/agent has not taken steps to resolve these matters in the time frame extended by the Board. Staff therefore recommends that a Notice of Bylaw Contravention be registered on the title and that further enforcement action be taken as necessary to bring to use of the property into compliance with Regional District regulations.

RECOMMENDATIONS

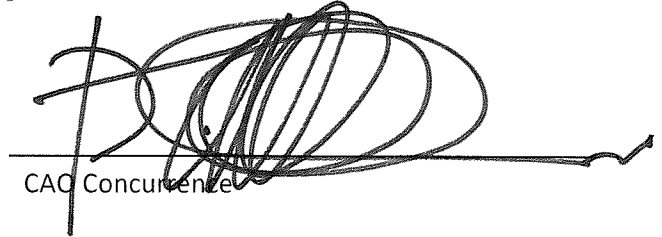
1. That Staff be directed to register a Notice of Bylaw Contravention pursuant to Section 57 of the *Community Charter* on the title of Lot 4, Section 17, Range 3, Plan 26264, Mountain District (3560 Allsop Road).
2. That Staff be directed to take further enforcement action as may be necessary should the owner not comply with *Regional District of Nanaimo Building Regulations Bylaw No. 1250, 2010* and *Regional District of Nanaimo Land Use and Subdivision Bylaw No.500, 1987*.



Report Writer

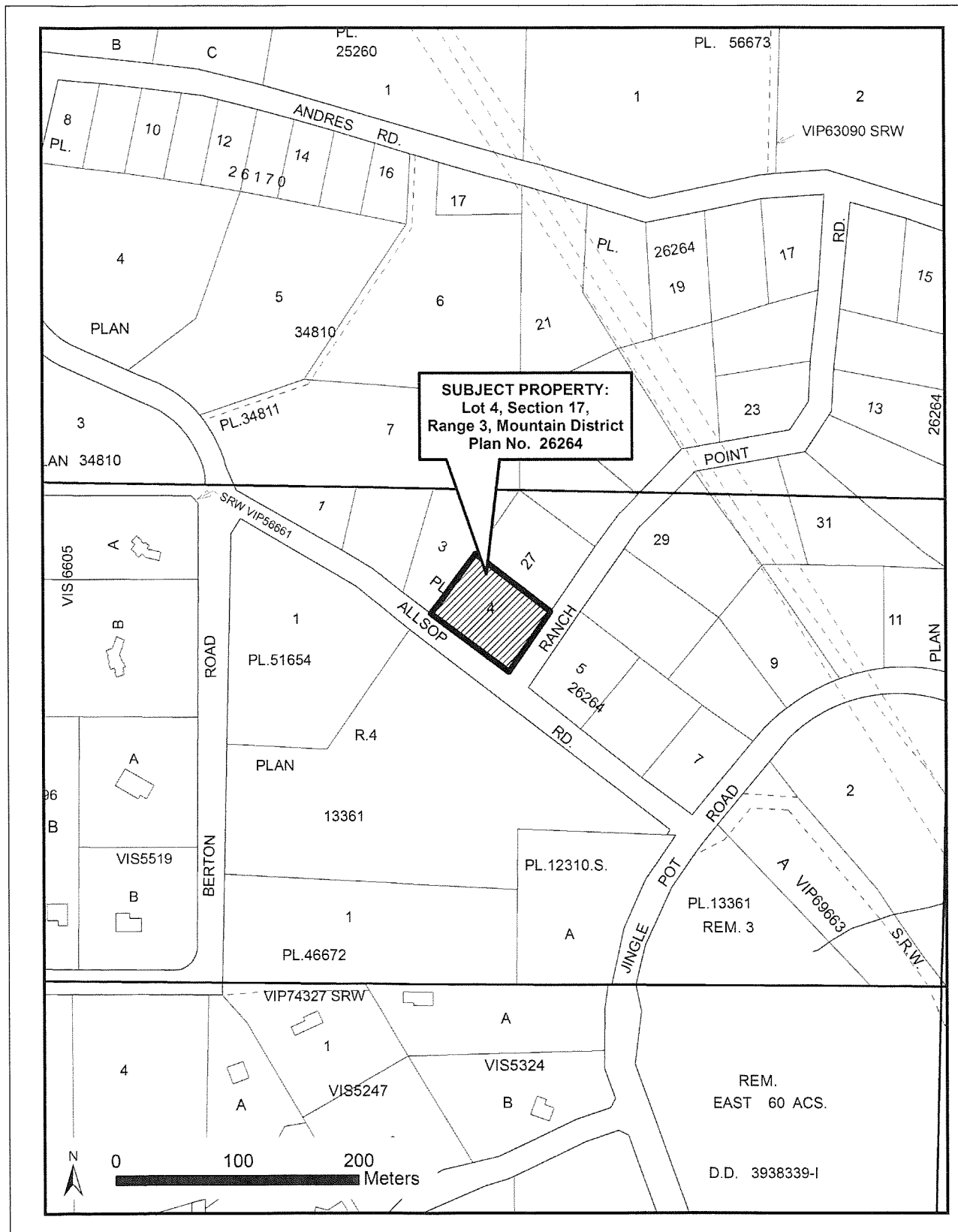


for General Manager Concurrence



CAO Concurrence

ATTACHMENT NO. 1



ATTACHMENT NO. 2



1 ^



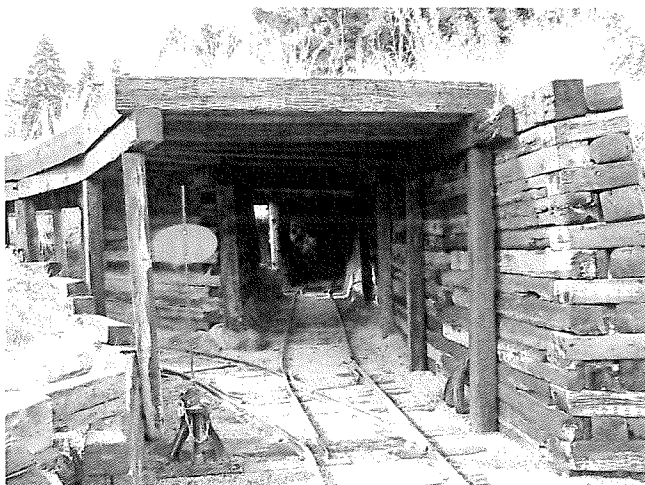
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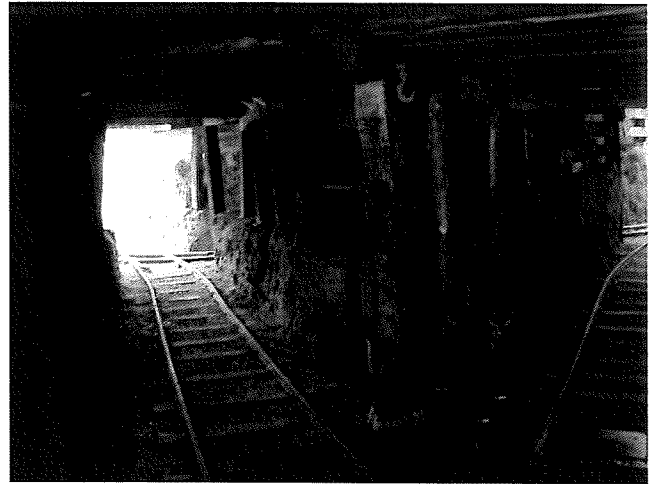
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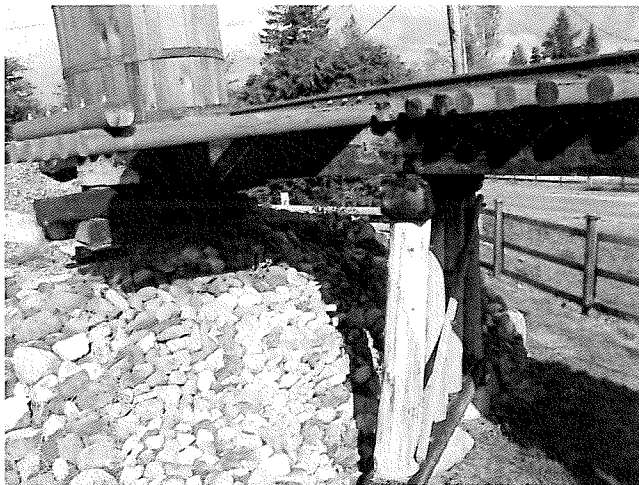
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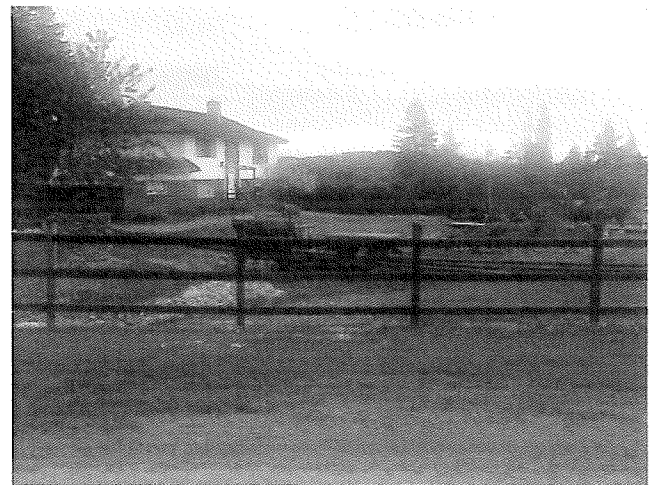
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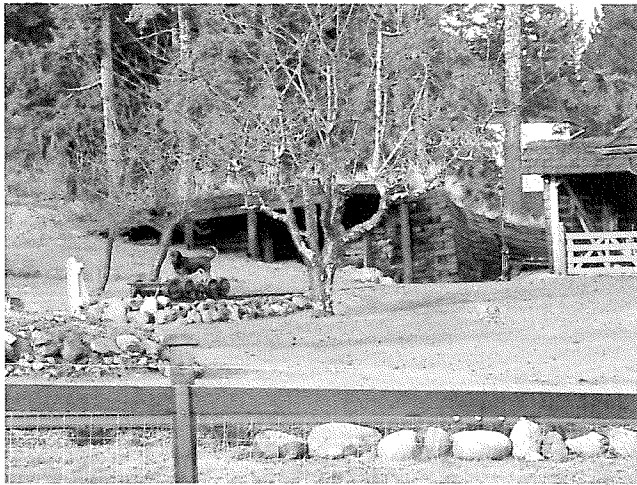
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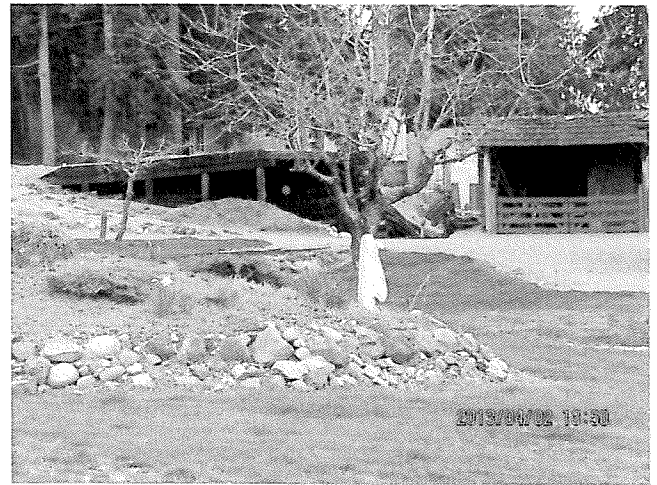
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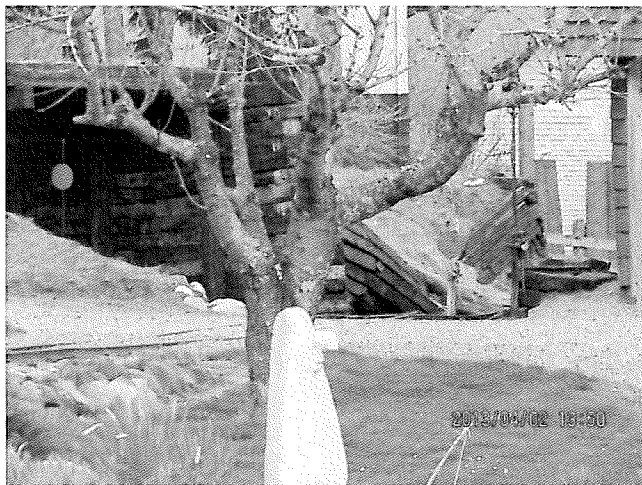
12 ^



13 ^



14 ^



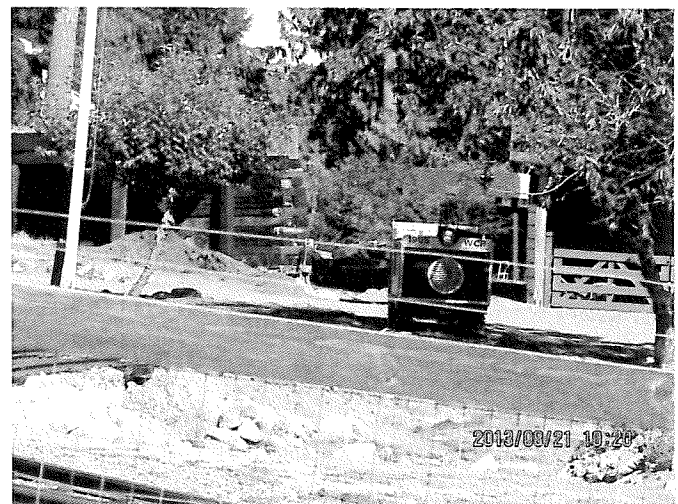
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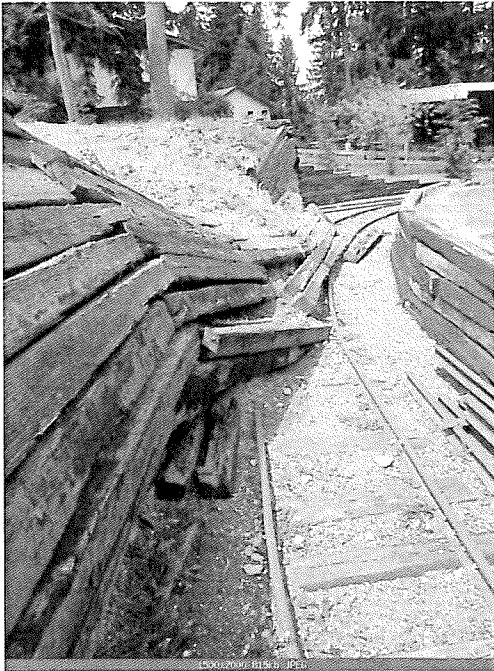
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17 ^



18 ^

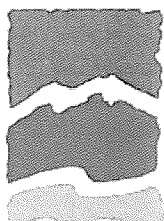


19 ^



20^

ATTACHMENT NO. 3



REGIONAL
DISTRICT
OF NANAIMO

October 10, 2013

by email: proosen@gmail.com

Peter Roosen
Agent for Anna Roosen, Property Owner
3560 Allsop Road
Nanaimo, BC V9R 6W9

CE2011000401

Dear Mr. Roosen:

Re: 3560 Allsop Road – Land Use

Further to your delegations at the Regional District of Nanaimo Committee of the Whole and Board meetings held September 10 and September 24 respectively, this will confirm that the Board carried the following motion:

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).

The Regional District recognizes the importance of this project to you and your family. In this context, it is the intention of the Regional District to ensure that all structures being used in conjunction with the project are safe and the use is in compliance with the regulations affecting the property. We are aware from your delegations and email of September 23, 2013, that additional works have been undertaken on the property and that further work may continue. Please note that the Stop Work Order issued on February 14, 2012 in accordance with *Regional District of Nanaimo Building Regulations Bylaw No. 1250, 2010* remains in effect until such time as appropriate permit approvals are in place.

As a first step, a professional survey by a BC Land Surveyor indicating the size and placement of the structures being used in conjunction with the project (ie: retaining walls, tunnel, trestle) will be required. Following a review of the survey, Regional District staff will provide you with appropriate advice with respect to the permitting requirements for the identified structures.

In accordance with Board direction, a staff report will be presented to the Board in January, 2014 for further consideration of enforcement action. Significant progress in bringing the land use into compliance with Regional District of Nanaimo regulations will make further action unnecessary.

Please contact me directly by email (tarmet@rdn.bc.ca) or by phone (250-390-6535) if you have any questions.

Yours truly,

A handwritten signature in black ink, appearing to read 'Tom Armet', written over a circular stamp or seal.

Tom Armet, Manager
Building, Bylaw and Emergency Planning Services

6300 Hammond Bay Rd.
Nanaimo, B.C.
V9T 6W2

Ph: (250)390-4111
Toll Free: 1-877-607-4111
Fax: (250)390-4163

RDN Website: www.rdn.bc.ca

From: Peter Roosen [mailto:proosen@gmail.com]
Sent: Thursday, October 10, 2013 5:53 PM
To: Armet, Tom
Subject: Re: 3560 Allsop Rd

Thanks Tom for the sending your attached letter of today's October 10, 2013 date via email rather than mailing it to the property and further aggravating my rather sensitive and increasingly fragile or frail parents in doing so.

It seems you are still trying to fit a square peg into a round hole. From what I read in your letter, it seems you intend to maintain an adversarial approach to these discussions. I would prefer to not feel the need to respond in kind but am not sure how else you would expect me to proceed in light of what you have written today. I do appreciate your thoughtful suggestion of commissioning a professional survey as a starting point. Is this normal for landscaping projects? I think a prerequisite step to sending surveyors and/or engineers out to the subject property would be to establish whether or not there is in fact an actual justified need to do that. I do not believe you have met the threshold requirements. Expending additional taxpayer dollars in what I think will likely prove to be an unnecessary and wasteful manner is probably not something you should be doing.

I have questions about your aforementioned "stop work" order which I thought after the CoW and Board meetings was now a dead issue and which I am not currently prepared to recognize or accept as being sound or valid. Weren't District staff, perhaps with you among them, ejected from the property at the time and ordered to comply with the law in order to come onto the property to place such a notice? Why was that not done at the time? In any event, there have been no "structures" built to my knowledge since District staff began making appearances. Various of the allegations in earlier staff letters and your most recent staff report have been clearly disputed and, in my opinion, did not provide a sound basis for issuing a stop work order or the recommendations advanced since then. If you are not in agreement, please set out relevant facts and opinions such that I can learn specifically where we are not in agreement. In any event, I do not consider there to be a valid District order in place. Again, if you are not in agreement, please set out the precise legal basis supporting an opinion that differs from mine.

I would specifically like to point out that there may in fact have been no "work" as defined by District bylaws and regulations carried out since District staff unlawfully trespassed in a failed attempt to place a stop work order several months ago. This contradicts the suggestion in your attached letter that such "work" or "works" have continued. Completing the front yard landscaping stonework, the only construction task of any kind done on the property in recent months, certainly does not meet the definitions as published so therefore would not have qualified as a "structure". Or is there a different definition of "structures" or "works" that does not appear in the District materials which I need to consider?

Would removal of the temporary wood retaining wall which is not a construction, but rather is a deconstruction, be considered a properly defined "work" of sorts? If it is, then I would consider admitting that as a relevant fact. Would such a deconstruction require a permit? If that is the case, then we might have a problem which we can easily solve by putting a suitable permit in place. The point is probably moot because there is nothing being done on the property at this time since the 2013 summer gardening season has ended and we will likely need to wait until spring 2014 before continuing further landscaping. I am assuming that permits, where and if applicable, do not operate across multi-year periods. Please correct me if I am wrong about that. Please let me know if you think there needs to be a

permit put into place for said deconstruction task. Maybe you have missed the point that the garden railway project was substantially completed when the front yard stonework was finalized last month during my most recent visit to Canada. I mentioned this to the District Board in September. Essentially, the focus is tidying things up. That includes getting rid of the temporary retaining wall composed of old railway ties. It also includes possibly replacing or upgrading the large approximately 35 year old barn/woodshed building. Such acts seem quite consistent with your closing comments in regards to "significant progress in bringing the land use into compliance" and therefore making further action unnecessary.

Regards, Peter R.

P.S. Has the overblown "watercourse" notion been dropped or do you intend to keep that one in play? You made no reference to it in your attached letter. PPR

On Thu, Oct 10, 2013 at 11:57 AM, Armet, Tom <TArmet@rdn.bc.ca> wrote:

Mr Roosen,

Please see the attached letter of this date.

Regards

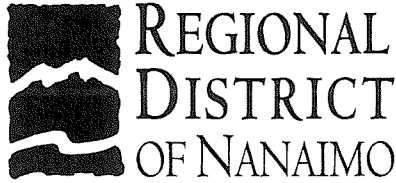
Tom Armet, Manager

Building, Bylaw and Emergency Planning Services

Regional District of Nanaimo

250-390-6530 | tarmet@rdn.bc.ca | www.rdn.bc.ca

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RDN REPORT		
CAO APPROVAL		
EAP		
COW		
JAN 21 2014		
RHD		
BOARD	✓	

MEMORANDUM

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: January 21, 2014

FROM: Dennis Trudeau
General Manager Transportation and Solid Waste

FILE: 5365-00

SUBJECT: Solid Waste Management – Flow Control

PURPOSE

To report on Solid Waste Management flow control issues in the RDN.

BACKGROUND

In British Columbia, regional districts are mandated by the Provincial Environmental Management Act to develop Solid Waste Management Plans (SWMP) that are long term visions of how each regional district would like to manage their municipal solid wastes, including waste diversion and disposal activities. SWMP’s are approved by the Minister of Environment (MOE), and following plan approval, the MOE expects that a review of plan effectiveness be completed by the end of each five year period.

The current RDN SWMP was approved by the minister in 1988 and was amended in 1996 to include the 3Rs Plan for waste diversion activities. The plan was amended once more in 2005 to include three main components: an update of the 3Rs Plan, evolving it into a Zero Waste Plan; the Residual Waste Management Plan; and a Waste Stream Management Licensing Bylaw. In August 2010, the plan was amended again to include the Design and Operations Plan for the Regional Landfill.

The goal of the Zero Waste Plan is to divert roughly 75% of the municipal solid waste (MSW) generated from residential; industrial, commercial, institutional (ICI); and demolition, land clearing and construction (DLC) sources away from disposal in the Regional Landfill. This goal, adopted by the Board in 2004, included the diversion of biosolids from landfill disposal. Since that time the MOE has advised that biosolids are a liquid waste and should not be included in the SWMP. This means that the 75% diversion target should be adjusted to 70%.

In 2012, with full implementation of the green bin program, the RDN diversion rate achieved the 70% target. However, more significantly, the disposal rate was an impressive 350 kilograms per capita (for comparison, the 2010 provincial rate was 587 kg/capita). The low disposal rate combined with projects outlined in the Regional Landfill Design & Operations Plan, results in 20 years of in-region disposal capacity.

Staff is currently reviewing the SWMP which should provide further opportunities to improve upon our already successful programs. These programs are funded through tipping fees and a small tax requisition. In addition the historic landfill infrastructure and future capital requirements of our facilities are funded by tipping fees. In order to have continued success with our program adequate revenues have to be collected by our facilities. Unfortunately, some garbage haulers are bypassing Regional

Facilities and hauling commercial/institutional and multi-family garbage collected in the region to other jurisdictions for disposal. These haulers avoid material disposal bans and prohibitions in place to encourage recycling, don't pay their share of the cost of the regional system including waste diversion activities, and create an uneven playing field for other waste haulers and the recycling industry.

In August 2013, solid waste staff noticed that tonnage received at the landfill from a number of private solid waste handling firms that collect garbage from private businesses and multifamily dwellings was reduced greatly compared to months past and the same time in 2012. Specifically staff noticed a reduction of approximately 700 tonnes/month of garbage dropped off at our facilities. Additionally, in September staff received information that a hauler was taking their front load trucks (commercial waste) to another facility to be sorted and shipped to a landfill in Oregon. Based on the verbal report and landfill tonnage information, staff performed an inspection of the facility and witnessed waste being sorted / transferred. As follow up to the inspection a letter from RDN staff was sent the facility to notify them that they were in contravention of their Waste Stream Management License (WSML) regarding transferring waste. The company responded to the letter and said that they would not be acting as a transfer facility and would be redirecting Waste Management's garbage to the landfill.

Staff is continuing to monitor the tonnage that private haulers are bringing to the landfill. Landfill staff has reported that the private hauling firms are dropping waste at the landfill again however the tonnages have not yet returned to prior year numbers. Staff is concerned that some of the garbage generated in the RDN is not being taken to regional facilities.

We do know that there are containers of garbage and recycling material leaving Vancouver Island. Cowichan Valley Regional District does not have a landfill so they must ship everything off the island. They are currently sending it to a landfill operating in Oregon. In addition, since the markets for recyclables are not located on Vancouver Island this material is also shipped off island.

Waste haulers bypassing Regional Facilities impact the ability to achieve the diversion targets in the SWMP, impact the ability to ensure cost-effective equitable solid waste disposal services for all users in the region and undermine local recycling businesses. If action is not taken, the trend is expected to increase.

This is an issue that is affecting other regions. It can jeopardize Zero Waste planning activities and can be addressed in two ways. Either tipping fees (which is what these companies are trying to avoid) have to be subsidized by increased taxes or flow control measures have to be put into place. Metro Vancouver has been dealing with this issue and their Board recently approved a Flow Control Bylaw that they are now waiting for Provincial approval.

Metro Vancouver's Integrated Solid Waste and Resource Management Plan (ISWRMP) was approved by the MOE in July 2011. The ISWRMP targets achieving 70% waste diversion by 2015 and 80% by 2020. The ISWRMP includes the implementation of waste flow management (described as flow control in the ISWRMP) to help achieve the sustainability principles of the ISWRMP.

Metro Vancouver has been consulting with government and industry stakeholders on the development of a Waste Flow Management strategy for approximately 16 months. The two-phase engagement and consultation program included three workshops for government and industry with over 130 attendees, 12 reports to the Board's Zero Waste Committee, over 70 presentations and meetings with stakeholders, and nearly 50 stakeholder delegations presenting to the Zero Waste Committee and Board.

Several options for waste flow management were considered, and the strategy was adjusted several times in response to stakeholder feedback. The initial preferred approach proposed on September 21, 2012 included requiring residential and commercial/institutional waste to be delivered to Regional Facilities and licensing of commercial haulers. The final waste flow management strategy approved by the Board eliminates hauler licensing and allows for the development of mixed waste material recovery facilities for the purpose of recovering recyclables and organics from post-source separated waste.

The “Greater Vancouver Sewerage and Drainage District Municipal Solid Waste and Recyclable Materials Bylaw No. 280” (Bylaw 280) the bylaw that implements the waste flow management strategy, was given third reading by the Metro Vancouver Board on October 11, 2013. Bylaw 280 requires approval by the MOE prior to adoption by the Board.

Metro Vancouver staff report that Recycling industry representatives support Bylaw 280. The Recycle First Coalition represents 11 local recycling companies that employ more than 800 people and that process more than 1,000,000 tonnes per year of recyclables in the Lower Mainland. Members of the Recycle First Coalition have invested more than \$135 million in recycling infrastructure in the Lower Mainland in the last five years. The Recycle First Coalition recently wrote to the MOE recommending that they approve Bylaw 280.

In addition to recycling industry representatives supporting Bylaw 280 the Cowichan Valley Regional district has also endorsed Metro Vancouver's development of a waste flow management strategy for Metro Vancouver and has also sent a letter supportive of the initiative to the Ministry of Environment.

RDN staff also support the bylaw since without this option the funding of the Zero Waste Program and solid waste infrastructure is severely jeopardized. Without adequate financial resources the RDN would not be able to meet the commitments approved in the SWMP.

ALTERNATIVES

1. That the Board endorse Metro Vancouver's development of a waste flow management strategy for Metro Vancouver and the Greater Vancouver Sewerage and Drainage District Recyclable Materials Regulatory Bylaw No. 280 and that a letter supportive of the initiative be provided to the Ministry of Environment.
2. That the Board not endorse Metro Vancouver's development of a waste flow management strategy for Metro Vancouver and the Greater Vancouver Sewerage and Drainage District Recyclable Materials Regulatory Bylaw No. 280 and provides alternative direction to staff.

FINANCIAL IMPLICATIONS

As indicated previously our solid waste programs, historic landfill infrastructure and future capital requirements of our facilities are funded through tipping fees and a small tax requisition. If commercial garbage haulers are bypassing Regional Facilities and hauling commercial/institutional and multi-family garbage collected in the region to other jurisdictions for disposal they won't pay their share of the cost of the regional system including waste diversion activities, and create an uneven playing field for other waste haulers and the recycling industry.

In 2012, the total revenue from commercial haulers was \$4,216,765 which represents 56.7% of the total revenue generated through our solid waste facilities. In 2013 the total revenue from commercial haulers was \$3,868,940 which represents 52.3% of the total revenue generated through our solid waste facilities. This corresponds to an 8.25% decrease in 2013 from the previous year and is likely an impact of the loads staff had noted earlier that were being transferred out of the region to other facilities.

Without flow control in place approximately 50% of the revenue the solid waste function requires to operate could be at risk.

The main reason commercial haulers would want to divert garbage collected in the region to another facility would be to avoid higher costs. There are other facilities that do not operate at our level (landfill gas collection, liners, leachate control, bird control, etc.) or in our environment that could have reduced costs. Our cost infrastructure has been built upon operating a state of the art landfill in addition to a number of recycling programs that are a requirement under our SWMP.

Cowichan Valley Regional District does not have a landfill and has to ship their wastes out of the district. They are currently exporting to the United States and have a tipping fee that is \$140/tonne of which 50% is subsidized by a tax requisition. Their fees cover the costs of their collection contract, landfill tipping fee and the cost of their recycling programs that are a part of their SWMP. They also have concerns about flow control as it would jeopardize their solid waste programs and as a result have endorsed Metro Vancouver's waste flow management program.

STRATEGIC PLAN IMPLICATIONS

In terms of strategic priorities, promoting diversion, innovative approaches to residual waste management, and enhanced product stewardship shares responsibility for effective waste management between private and public sectors. The result is a more resilient system, with operational costs shifted from regional taxpayers to those generating waste, and grows opportunities to build an economically viable waste management sector, providing employment and driving innovation in the region by integrating waste management with resource and energy recovery.

SUMMARY/CONCLUSIONS

The current RDN Solid Waste Management Plan (SWMP) was approved by the minister in 1988 and was amended in 1996 to include the 3Rs Plan for waste diversion activities. The plan was amended once more in 2005 to include three main components: an update of the 3Rs Plan, evolving it into a Zero Waste Plan; the Residual Waste Management Plan; and a Waste Stream Management Licensing Bylaw. In August 2010, the plan was amended again to include the Design and Operations Plan for the Regional Landfill.

With the full implementation of the green bin program, the RDN's 2012 diversion rate was 70%. However, more significantly, our disposal rate was an impressive 350 kilograms per capita, which, combined with projects outlined in the Regional Landfill Design & Operations Plan, results in 20 years of in-region disposal capacity. Staff is currently reviewing the SWMP which should provide further opportunities to improve upon our already successful programs.

These programs are funded through tipping fees and a small tax requisition. In addition, the historic landfill infrastructure and future capital requirements of our facilities are funded by tipping fees. In order to have continued success with our program adequate revenues have to be collected by our facilities. Unfortunately, some garbage haulers are bypassing Regional Facilities and hauling

commercial/institutional and multi-family garbage collected in the region to other jurisdictions for disposal. These haulers avoid material disposal bans and prohibitions in place to encourage recycling, don't pay their share of the cost of the regional system including waste diversion activities, and create an uneven playing field for other waste haulers and the recycling industry.

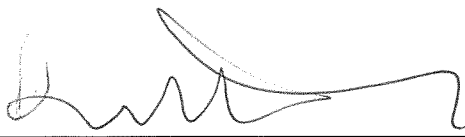
Waste haulers bypassing Regional Facilities impact the ability to achieve the diversion targets in the SWMP, impact the ability to ensure cost-effective equitable solid waste disposal services for all users in the region and undermine local recycling businesses. If action is not taken, the trend is expected to increase.

This is an issue that is affecting other regions. Metro Vancouver has completed a comprehensive engagement and consultation program on waste flow management. On October 11, 2013, Metro Vancouver's Board gave third reading to Bylaw 280, a bylaw that requires residential and commercial/institutional garbage to be delivered to Regional Facilities and allows for the development of private sector Mixed Waste Material Recovery Facilities for the purpose of recovering recyclables and organics from post source separated multi-family and commercial/institutional garbage. Bylaw 280 is supported by the local recycling industry and must be approved by the MOE prior to adoption by the Metro Vancouver Board.

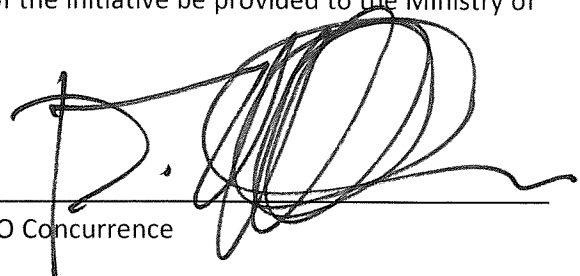
The comprehensive Bylaw prepared by Metro Vancouver addresses many flow control concerns of local government and if approved by the MOE provides options the RDN could utilize in the future. Staff therefore recommends that the Board send a letter supporting the initiative to the MOE.

RECOMMENDATION

1. That the Board endorse Metro Vancouver's development of a waste flow management strategy for Metro Vancouver and the Greater Vancouver Sewerage and Drainage District Recyclable Materials Regulatory Bylaw No. 280 and that a letter supportive of the initiative be provided to the Ministry of Environment.



Report Writer



CAO Concurrance

TO: Board of Directors **DATE:** January 17, 2014

FROM: Joe Stanhope, Chair

SUBJECT: Board Member Appointments to Standing, Select and Advisory Committees

PURPOSE:

To confirm the Board member appointments to the Regional District of Nanaimo Standing, Select, Advisory and Scheduled Standing Committees for 2014 in accordance with the "Regional District of Nanaimo Board Procedure Bylaw No. 1512, 2006".

BACKGROUND:

Pursuant to Section 795 of the *Local Government Act* and Section 30 of "Board Procedure Bylaw No. 1512", the Chairperson is authorized to appoint Board members to RDN Standing Committees and is delegated to appoint Board members to RDN Select Committees. The Board also appoints persons annually to the Advisory Committees and Commissions.

The appointments of Board members to the 2014 Regional District of Nanaimo Standing, Select and Scheduled Standing Committees, are attached for information.

RECOMMENDATION:

1. That the Board member appointments to the 2014 Regional District of Nanaimo Standing Committees be received for information.
2. That the Board member appointments to the 2014 Regional District of Nanaimo Select and Scheduled Standing (External) Committees be received for information.
3. That the recommendations for Board member appointments to the 2014 Regional District of Nanaimo Advisory Committees and Commissions be endorsed.



J. Stanhope, Chairperson

BOARD OF DIRECTORS and COMMITTEE OF THE WHOLE

Joe Stanhope (Chair)	Diane Brennan (Deputy)	Alec McPherson	Howard Houle
Maureen Young	George Holme	Julian Fell	Bill Veenhof
Marc Lefebvre	Dave Willie	Jack de Jong	John Ruttan
Diana Johnstone	Bill Bestwick	Ted Greves	Jim Kipp
George Anderson			

STANDING COMMITTEE MEMBERS

ELECTORAL AREA PLANNING COMMITTEE:

G. Holme (Chair), M. Young (Deputy), A. McPherson, J. Fell, J. Stanhope, B. Veenhof

EXECUTIVE COMMITTEE:

J. Stanhope (Chair), M. Young, G. Holme, B. Veenhof, D. Brennan, B. Bestwick, D. Johnstone, M. Lefebvre

SELECT COMMITTEE MEMBERS

D69 Community Justice Select Committee:

M. Lefebvre (Chair), G. Holme, J. Fell, J. Stanhope, B. Veenhof, D. Willie

Emergency Management Select Committee:

M. Young (Chair), A. McPherson, H. Houle, G. Holme, J. Fell, J. Stanhope, B. Veenhof, J. de Jong

Sustainability Select Committee:

J. Stanhope (Chair), A. McPherson, H. Houle, M. Young, B. Veenhof, D. Brennan, J. Kipp, J. de Jong, M. Lefebvre, D. Willie

Transit Select Committee:

D. Brennan (Chair), A. McPherson, M. Young, G. Holme, J. Stanhope, B. Veenhof, B. Bestwick, G. Anderson, T. Greves, J. de Jong, M. Lefebvre, D. Willie

Regional Parks and Trails Select Committee:

D. Brennan (Chair), H. Houle, M. Young, J. Fell, J. Stanhope, J. de Jong, M. Lefebvre, D. Willie

Northern Community Economic Development Select Committee:

J. Stanhope (Chair), G. Holme, J. Fell, B. Veenhof, M. Lefebvre, D. Willie

ADVISORY COMMITTEE AND COMMISSION MEMBERS

Agricultural Advisory Committee: D. Johnstone (Chair), H. Houle, J. Fell
Fire Services Advisory Committee: G. Holme (Chair), M. Young, J. Fell, J. Stanhope, B. Veenhof
Grants-in-Aid Advisory Committee: M. Young (Chair), D. Willie
Regional Liquid Waste Advisory Committee: B. Bestwick (Chair), G. Holme, G. Anderson, J. de Jong
Regional Solid Waste Advisory Committee: G. Holme (Chair), H. Houle, T. Greves, J. Kipp
Parks and Open Space Advisory Committees:
Electoral Area 'B' – H. Houle East Wellington/Pleasant Valley - M. Young
Nanoose Bay - G. Holme Electoral Area 'F' – J. Fell
Electoral Area 'G' - J. Stanhope Electoral Area 'H' – B. Veenhof
District 69 Recreation Commission: B. Veenhof (Alternate: J. Fell), J. Stanhope
Electoral Area 'A' Parks, Recreation and Culture Commission: A. McPherson

SCHEDULED STANDING COMMITTEES (EXTERNAL APPOINTMENTS)

	<i>Appointment</i>	<i>Alternate</i>
Arrowsmith Water Service Management Board	J. Stanhope	G. Holme
Central South RAC for Island Coastal Economic Trust	J. Stanhope, G. Holme	
Englishman River Water Service Management Board	J. Stanhope, G. Holme	
Island Corridor Foundation	T. Greves	J. Stanhope (Member Rep)
Mount Arrowsmith Biosphere Foundation	J. Fell	
Municipal Finance Authority	J. Stanhope	G. Holme
Municipal Insurance Association	J. Kipp	A. McPherson
Nanaimo Parks, Recreation & Culture Commission	A. McPherson (A) H. Houle (B) M. Young (C)	
North Island 911 Corporation	J. Stanhope	M. Lefebvre
Oceanside Homelessness Task Force	B. Veenhof	
Oceanside Tourism Association	G. Holme	J. Stanhope
Progress Nanaimo Board	H. Houle	
Snuneymuxw First Nations/Regional District of Nanaimo Protocol Agreement Working Group	J. Stanhope D. Brennan A. McPherson	
Te'Mexw Treaty Negotiations Committee	J. de Jong	G. Holme
Vancouver Island Regional Library Board	H. Houle	M. Young