

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, MARCH 11, 2014
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

- 6-11 **Ken Gurr**, re Additional Usage of the Descanso Bay Wharf on Gabriola.
- 12 **Dave Witty**, South Downtown Waterfront Initiative Committee, re South Downtown Waterfront Initiative.
- 13 **Malcolm D. Cox, Oceanside Homelessness Task Force**, re Oceanside Task Force on Homelessness Funding Request – Capacity Building to End Homelessness Reserve Fund.

MINUTES

- 14-23 Minutes of the Regular Committee of the Whole meeting held Tuesday, February 11, 2014.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

- 24 **Ross Peterson**, re Board Discussion of Delegation Requests.
- 25 **Mayor Teunis Westbroek, Town of Qualicum Beach**, re Oceanside Task Force on Homelessness Letter of Support.
- 26-38 **Correspondence – February-March, 2014** re Proposed Waste-to-Energy Facility.

FINANCE

- 39-41 Extension of Agreement for Property Insurance Brokerage Services.
- 42-45 Extension of Banking Services Contract.

46-55 Preliminary Operating Results for the Period Ending December 31, 2013.

56-67 Bylaw No. 1698 – 2014 to 2018 Financial Plan.

68-69 Approval for Gas Operating Permit Bond.

CORPORATE SERVICES

ADMINISTRATION

70-73 Board Remuneration Review Committee.

INFORMATION TECHNOLOGY

74-76 Board and Committee Room Audio / Visual Systems.

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

77-91 Secondary Suites Information Sessions Summary, Bylaw No. 500.389, and Revised Secondary Suites Policy.

92-99 Proposed Amendment to Fees Bylaw No. 1259.

100-107 Oceanside Task Force on Homelessness Funding Request – Capacity Building to End Homelessness Reserve Fund.

STANDING COMMITTEE, SELECT COMMITTEE, AND COMMISSION

Transit Select Committee

108-110 Minutes of the Transit Select Committee meeting held Thursday, February 20, 2014 (for information).

111-127 **RDN Future Plan**

That the RDN Approve the RDN Transit Future Plan with amended wording to Route 99.

128-133 **Parksville and Qualicum Beach Transit Service Review**

That the report be received for information.

District 69 Recreation Commission

134-138

Minutes of the District 69 Recreation Commission meeting held Thursday, February 20, 2014 (for information).

Grants

That the following District 69 Youth Recreation Grant applications be approved:

Arrowsmith Community Recreation Association (formerly ACES)- youth programs	\$1,000
Ballenas Secondary School - Dry Grad	\$1,200
Ballenas Secondary School - BC High School Curling Championships	\$ 500
Kwalikum Secondary School- Dry Grad	\$1,200
Parksville Volleyball Club- uniforms and equipment	\$1,250
Oceanside Minor Baseball- portable fencing	\$1,000
Ravensong Waterdancers	\$1,000

That the following District 69 Community Recreation Grant applications be approved:

Bowser Elementary School- subsidy for low-income families for outdoor camp	\$1,000
Errington Coop Preschool - equipment	\$1,000
Oceanside Kidfest Society- event costs	\$2,500
Oceanside Building Learning Together Society- arena admissions	\$ 242
Town of Qualicum Beach- Select Committee on Beach Day Celebrations	\$1,500

139-142

Rubberized Track at Ballenas Secondary Report

1. *That School District 69 and representatives from the Oceanside Track and Field Club be approached for formal support in working with the RDN in the design of a rubberized 3 lane 400 metre, 6 lane 100 metre sprint zone track surface that would replace the existing track surface at Ballenas Secondary School.*
2. *That the cost of the design be funded from the Northern Community Recreation Service Reserve Fund.*
3. *That the Regional District, School District #69 and Oceanside Track and Field Club prepare Maintenance and Capital Plan Agreement for the proposed rubberized track surface at Ballenas Secondary School.*
4. *That the design work be used in the pursuit of any future grant funding that may be available to install a rubberized track surface at Ballenas Secondary School.*

City of Parksville Permissive Tax Exemption – Parksville Curling Club

1. *That staff prepare a report on the impacts the Parksville Curling Club and the District 69 Arena facility is facing with the reduction and removal of the Permissive Tax Exemption by the City of Parksville for the leased parklands and to provide options that will ensure the Club and the Regional District facility can be sustained in the long term.*
2. *That the District 69 Recreation Commission Chairperson send a letter to City of Parksville with a copy to BC Assessment requesting the reconsideration of the reduction and elimination of the Permissive Tax Exemption for the Parksville Curling Club / District 69 Arena leased lands at the Parksville Community Park and for staff to work with the Parksville Curling Club on the verification of the current property and land assessment with BC Assessment.*

Regional Parks and Trails Select Committee

143-145

Minutes of the Regional Parks and Trails Select Committee meeting held Tuesday, March 4, 2014 (for information).

Friends of Morden Mine Society – Funding Request

That the Board to approve funding to the Friends of Morden Mine Society of up to \$15,000 towards the engineering study of the Morden Colliery Tipple subject to funding being provided by other partners in the project.

146-206

Islands Trust Rezoning Bylaw Referral Report

1. *That the Regional District Board recommends to the Islands Trust that Bylaw No. 272 be amended to include a new permitted use to specifically allow special events in all park zones.*
2. *That the Regional District Board recommends to the Islands Trust that Bylaw No. 272 be amended to provide Active Recreation Community Park (P3) zoning for Paisley Place Community Park.*

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

IN CAMERA

That pursuant to Sections 90 (1)(e) of the Community Charter the Board proceed to an In Camera meeting for discussions related to land acquisition.

ADJOURNMENT

Re: Additional usage of the Descanso Bay Wharf on Gabriola

From: Ken Gurr [mailto:kkgurr1@telus.net]

Sent: Friday, January 31, 2014 5:27 PM

Subject: Request to RDN for review of Wharf usage

As I mentioned earlier this month, I am attaching as a PDF file, the final approved document for which our organization (as lead) and our supporting organizations are requesting consideration and action by the RDN Board re: **clarifying/denoting additional usage of the Descanso Bay Wharf on Gabriola.**

I will plan to make myself available for presentation and questions at an upcoming “Committee as a Whole” meeting. I would like the allotted time as the representative of our delegation.

While it is already end of day, January 31st for your deadline for materials, and we have just heard of some capitulation from BC Ferries on their initial schedule cuts, it may be best, if there is room, to please add us to the March 2014 “Committee as a Whole” agenda.

Ken Gurr—Gabriola Island Chamber of Commerce President



Gabriola Island Chamber of Commerce/Visitor Centre
PO Box 249/ #5 - 377 Berry Point Road
Gabriola Island, BC, V0R 1X0

DATE: January 31, 2014
(sent via e-mail)

Dear RDN Board of Directors,

On behalf of the Gabriola Island Chamber of Commerce, and the delegation of supportive organizations listed below, I am writing to respectfully request the RDN Board of Directors ensure we have a contingency plan in place in light of BC Ferries Corporation's announced service reductions to Gabriola effective April 1, 2014.

Your support is asked for in clarifying and denoting additional permitted usage of the RDN Descanso Bay Wharf (Bylaw No. 1357; enacted 2003). We strongly believe this is a necessary action for the following two reasons:

Firstly, the Gabriola Chamber's history of disappointing dialogue with BC Ferries (BCF) for the past two decades, combined with the recently announced schedule cuts and future BCF plans, leads our organization to have zero confidence that ferry service will ever be the same again and will continue to erode in the years ahead.

Schedule changes or not, it is our informed analysis that BC Ferries and provincial government policy re: minor ferry routes, is entrenched and will not be reversed in the foreseeable future. Today's rallies to maintain services and increase tax subsidies will not stem the inexorable tide of rate increases and service reductions on our marine highways. In 2016, we will see another round of service reductions and fare increases. We know this is an issue that will never go away.

It has been well-documented by the provincial government and BCF that increasing fares have negatively impacted ferry passenger volumes and revenue. We believe that continued fare increases combined with the proposed service cuts, will relegate our island economy to permanent decline. In our community, this is creating significant homeowner angst, a devastating loss of consumer confidence and ultimately, socio-economic hardship (affordability for commuting families) that our membership will not stand by and watch. Our business community of family-owned enterprises is in crisis, and we need to think clearly and realistically what is within our power to help. In status quo, the Gabriola community has BC Ferries Corporation as the sole gatekeeper with no competition or marketplace accountability.

Secondly, as business and community leaders, we believe it is essential to always have contingency plans, i.e.) a Plan B or "pivot plan" that is ready to roll out on short notice. And while best efforts are being made to lobby and advocate for BC Ferries to maintain services, it is negligent to count solely on this as a strategy when so much is at stake.

Within the RDN's leadership and control, the Descanso Bay Wharf could easily provide one important contingency plan to maintain some level of current or enhanced transportation service. The objective would be to allow for additional, but restricted use of chartered and licensed tourism or excursion service (water taxi) providers to access this publicly-funded dock for passenger embarkation of tourists and residents to/from Gabriola Island.

We are asking for your support to denote such usage.

In our analysis, there is likely no need for bylaw amendment; the existing bylaw language does not preclude this usage already. With no need to change the bylaw, we believe all that is needed is "revised terms of use, appendix or schedule addendum to denote authorized usage," and in making that change, if necessary, a notice of Counter Petition to the electorate of Area B to see if enough people otherwise object.

We offer the following proposed schedule wording to Descanso Bay Wharf Bylaw No. 1357:
Proposed "Schedule A" – Approved Usage (Suggested Wording)

- In addition to Emergency Evacuation, the Descanso Bay Wharf may be used by licensed, approved water taxi service providers for pedestrian/cyclist access, if public (marketplace) demand warrants; AND
- As dock access is locked, gated and signed, such water taxi usage will be regulated and authorized through a delegated authority (e.g. Port of Nanaimo Authority, Gabriola Transportation Advisory Commission or other); AND,
- Such usage will be operated so as to not incur any traffic congestion issues with the adjacent BC Ferries terminal; AND,
- If there are any additional expenses for access, these costs will be recovered on a revenue neutral/cost recovery basis between a delegated administrative authority (e.g. Port of Nanaimo) and the water taxi service providers, so that there are no additional operating and maintenance costs incurred by the RDN.

Finally, we want to stress regardless of any last-minute schedule adjustments by BCF, the policy trend will continue unabated. We must have a contingency for optional transportation choices to serve the public now and for the future. Thank you for turning your priority attention to this matter.

Yours sincerely,



Ken P. Gurr
President,
Gabriola Island Chamber of Commerce
Kkgurr1@telus.net 250-247-7510

This request for action has been reviewed and received unanimous approval from the following organizations:

Gabriola Ratepayers' Association

Gabriola Transportation Association

Gabriola Arts Council

Gabriola Island Futures

Gabriola Museum & Historical Society

Downtown Nanaimo Business Improvement Association

Greater Nanaimo Chamber of Commerce (Office of the CEO)

Backgrounder

- 1) The Gabriola Island Chamber of Commerce represents 120 member businesses on Gabriola.
- 2) The Chamber of Commerce is in *no way* seeking to be the service provider of such water taxi services; we are simply advocating establishing the favorable conditions for such a service. The rest will be up to private sector service providers and market demand.
- 3) Gabriola Island merchants are economically dependent on tourism to provide the extra cash flow that maintains retail services and employment at their businesses through the low tourist season.
- 4) Descanso Bay remains the island's only logistically viable marine link between Nanaimo and Gabriola. It is the only, easily navigable, deep water bay on Gabriola with an established, paved access road and close proximity to public pay parking and the island's village/commercial area.
- 5) The Emergency Use agreement between the RDN and BC Ambulance Service as it pertains to the RDN Descanso Wharf Service Bylaw No. 1357 is due to expire in December 2014.
- 6) Data on Emergency Dock usage from 2010 indicate 15-17 uses that year for emergency patient evacuation. With the completion of Gabriola's Emergency-Urgent Care/Trauma Clinic and helipad in 2012, emergency evacuations via the RDN dock are even fewer, if at all.
- 7) Currently the tax requisition for maintenance of the Emergency Dock is approximately \$5,800 for the RDN. To update dock signage and other items, the costs are likely well within this existing annual maintenance budget.
- 8) In August 2011, significant damage to the Nanaimo Harbour Gabriola ferry terminal necessitated the use of a pedestrian-only ferry running from Nanaimo to Descanso Bay Emergency Wharf for several weeks. No traffic or egress conflicts with the BCF ferry vessel occurred. This was at the peak of tourist season.
- 9) Water taxi services exist on the other two most-populous Gulf Islands. Gabriola is the second-most populous Gulf Island.
- 10) Descanso Bay ("little bay of rest") was so named in 1792 when it was used by the ships of Spanish commanders Galiano and Valdes as they charted these islands. For several decades in the 20th Century, there was a public dock alongside the BC Ferries dock. It was used regularly by locals and visiting boaters from Nanaimo, but a storm heavily damaged it. Though federal funds were initially available for rebuilding, cutbacks resulted in a shortage of resources to complete the replacement of pilings, and the dock was not rebuilt until the RDN bylaw.

Attachment: DESCANSO BAY WHARF SERVICE BYLAW NO. 1357 (Enacted 2003)

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1357
A BYLAW TO ESTABLISH THE DESCANSO BAY WHARF SERVICE**

WHEREAS under Section 796 of the *Local Government Act* a Regional District may operate any service the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to establish a service for the purpose of establishing and operating a wharf;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under Section 801 of the *Local Government Act*;

AND WHEREAS the approval of the electors in the participating area has been obtained under Section 801.2 of the *Local Government Act*;

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

1. This bylaw may be cited for all purposes as the "Descanso Bay Wharf Service Bylaw No. 1357, 2003".
2. The service established by this bylaw is the Descanso Bay Wharf Service (the "Service") for the purpose of establishing, constructing, operating and maintaining wharf facilities in the Service Area.
3. The boundaries of the Service Area are the boundaries of Electoral Area 'B' (the "Service Area").
4. The sole participating area (the "Participating Area") is Electoral Area 'B'.
5. As provided in Section 803 of the Local Government Act, the annual cost of providing the Service shall be recovered by one or more of the following:
 - a. property value taxes imposed in accordance with Division 4.3 of Part 24 of the Local Government Act;
 - b. fees and charges imposed under Section 797.2 of the Local Government Act;
 - c. revenues raised by other means authorized by the Local Government Act or another Act;
 - d. revenues received by way of agreement, enterprises, gift, grant or otherwise.
6. In accordance with Section 800.1(1)(e) of the Local Government Act, the maximum amount that may be requisitioned annually for the cost of the Service:
 - a. In the first year following the establishment of the Service, will be the greater of:
 - i. Seventy Thousand, Five Hundred and Fifteen (\$70,515.00) dollars; or
 - ii. a property value tax rate of \$0.152 cents per thousand (\$1,000) dollars of assessment that, when applied to the new taxable value of land and improvements in the Service Area, will yield the maximum amount.
 - b. In the second and subsequent years following the establishment of the Service, will be the greater of:
 - i. Seven Thousand Eight Hundred and Eighty (\$7,880.00) dollars; or
 - ii. a property value tax rate of \$0.017 cents per thousand (\$1,000) dollars of assessment that, when applied to the new taxable value of land and improvements in the Service Area, will yield the maximum amount.

Delegation Dr. Dave Witty re South Downtown Waterfront Initiative

From: Bill Corsan

Sent: Wednesday, February 26, 2014 4:06 PM

To: Hill, Jacquie

Subject: South Downtown Waterfront Initiative Presentation to RDN Board – March 11th COW

Dr. Dave Witty, Chair, South Downtown Waterfront Initiative Committee to provide a presentation regarding the Committee's report "Framing the Future: Vision and Guiding Principles". The presentation will touch on the RDN's role in establishing a multi-modal transportation hub at 1 Port Drive, Nanaimo BC.

Bill Corsan MCIP, RPP, R.I.(BC)

Manager, Real Estate

Community Development Department

Ph: 250.755.4426

Cell: 250.713.6599

Email: bill.corsan@nanaimo.ca



Re: Oceanside Task Force on Homelessness Funding Request – Capacity Building to End Homelessness Reserve Fund

From: Malcolm Cox

Sent: Thursday, March 06, 2014 8:52 AM

Subject: Request to Speak to Homeless Coordinator Position for District 69

I received a request to speak to the RDN regarding our funding request for the Homeless Coordinator position for District 69.

I spoke to Lisa and she asked me to send you an e-mail so that I would be put on the agenda for the RDN meeting on the Tuesday March 10th meeting.

Thank-you.

Malcolm D. Cox

Co-Chair

Oceanside Homeless Taskforce

malcolm_cox@shaw.ca

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, FEBRUARY 11, 2014 AT 7:16 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	Chairperson
Director D. Brennan	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Alternate	
Director F. Van Eynde	Electoral Area E
Director J. Fell	Electoral Area F
Director 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
Director M. Lefebvre	City of Parksville
Alternate	
Director S. Tanner	Town of Qualicum Beach

Regrets:

Director G. Holme	Electoral Area E
Director D. Willie	Town of Qualicum Beach

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
R. Alexander	Gen. Mgr. Regional & Community Utilities
G. Garbutt	Gen. Mgr. Strategic & Community Development
J. Hill	Mgr. Administrative Services
C. Golding	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order and welcomed Alternate Director Van Eynde and Alternate Director Tanner to the meeting.

DELEGATIONS

Rob Christopher, Nanaimo Search and Rescue Society, re 2013-2014 Operations.

Rob Christopher provided a slide presentation to accompany his overview of how grant dollars were allocated during 2013 including large capital projects still underway.

Anna Sjoo, re District 69 Recreation.

Anna Sjoo provided a slide presentation and spoke of the imminent closure of the Qualicum Beach Elementary School and raised her concerns regarding the impact that the closure will have on the community.

Taryn O'Flanagan, Nanaimo Region John Howard Society, re Funding Request – Capacity to End Homelessness Reserve Fund.

Taryn O'Flanagan provided an overview regarding the Rental Support Program since its implementation in 2012 and requested the Board provide \$45,000 in funding for the program.

COMMITTEE OF THE WHOLE MINUTES

Minutes of the Regular Committee of the Whole meeting held Tuesday, January 14, 2014.

MOVED Director Veenhof, SECONDED Director Anderson, that the minutes of the regular Committee of the Whole meeting held January 14, 2014, be adopted.

CARRIED

Minutes of the Special Committee of the Whole meeting held Tuesday, January 28, 2014.

MOVED Director Veenhof, SECONDED Director Greves, that the minutes of the Special Committee of the Whole meeting held Tuesday, January 28, 2014, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Paul Glassen, Nanaimo Working Group on Homelessness, re Rental Support Program Application for Support.

MOVED Director Anderson, SECONDED Director Lefebvre, that the correspondence received from Paul Glassen, Nanaimo Working Group on Homelessness, regarding the Rental Support Program application for support, be received.

CARRIED

Taryn O'Flanagan, Nanaimo Region John Howard Society, re Rental Support Program application for funds designated for capacity building to end homelessness.

MOVED Director Anderson, SECONDED Director Lefebvre, that the correspondence received from Taryn O'Flanagan, Nanaimo Region John Howard Society, regarding the Rental Support Program application for funds designated for capacity building to end homelessness, be received.

CARRIED

Barry Smith, Canadian Wildlife Service – Pacific and Yukon Region, re Consultation on *Species At Risk Act* Listing Process for Terrestrial Species 2013 and 2014.

MOVED Director Anderson, SECONDED Director Lefebvre, that the correspondence received from Barry Smith, Canadian Wildlife Service – Pacific and Yukon Region, regarding Consultation on the *Species At Risk Act* listing process for Terrestrial Species 2013 and 2014, be received.

CARRIED

Larry Cross, President, Association of Vancouver Island Coastal Communities, re AVICC motion to facilitate meeting on solid waste management.

MOVED Director Anderson, SECONDED Director Lefebvre, that the correspondence received from Larry Cross, President, Association of Vancouver Island Coastal Communities, regarding the Association of Vancouver Island and Coastal Communities motion to facilitate a meeting on solid waste management, be received.

CARRIED

Brian D. Tutty, re Industrial stack emissions affecting Nanaimo airshed.

MOVED Director Anderson, SECONDED Director Lefebvre, that the correspondence received from Brian D. Tutty regarding industrial stack emissions affecting Nanaimo airshed, be received.

CARRIED

Charna Macfie, re Pheasant Glen Golf Course Residential Development Application.

MOVED Director Anderson, SECONDED Director Lefebvre, that the correspondence received from Charna Macfie, regarding Pheasant Glen Golf Course residential development application, be received.

CARRIED

Wheelabrator Technologies Inc., Urbaser, Seaspan, re Meeting request to present waste-to-energy concept.

MOVED Director Anderson, SECONDED Director Lefebvre, that the correspondence received from Wheelabrator Technologies Inc., Urbaser, and Seaspan, regarding the meeting request to present the waste-to-energy concept to the Board, be received.

CARRIED

FINANCE

2014 to 2018 Financial Plan.

MOVED Director Brennan, SECONDED Director Anderson, that the Board receive the report on the 2014 Budget as amended and the 2014 to 2018 Financial Plan, and direct staff to prepare the Financial Plan bylaw on that basis.

CARRIED

CORPORATE SERVICES

ADMINISTRATIVE SERVICES

Disclosure of Contracts - Section 107(1) of the *Community Charter*.

MOVED Director Tanner, SECONDED Director Houle, that the report titled Disclosure of Contracts - Section 107(1) of the *Community Charter*, be received for information.

CARRIED

INFORMATION TECHNOLOGY

Rogers Cell Tower Agreement and Renewal Extension.

MOVED Director Van Eynde, SECONDED Director Houle, that the Board approve the offer from Rogers Communications Inc. of \$12,600 per year for the 2013 — 2018 term and to allow one additional five-year extension commencing June 1, 2023 for the Statutory Right of Way Agreement for the cell tower at 6300 Hammond Bay Rd., Nanaimo.

CARRIED

TRANSPORTATION AND SOLID WASTE

SOLID WASTE

Bylaw 1591.04 - Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw.

MOVED Director Brennan, SECONDED Director Houle, that "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.04, 2014", be introduced and read three times.

CARRIED

MOVED Director Brennan, SECONDED Director Houle, that "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.04, 2014", be adopted.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

BUILDING, BYLAW & EMERGENCY PLANNING

2533 Island Highway East — Electoral Area "E" — Unsightly Premises.

MOVED Director Van Eynde, SECONDED Director Veenhof, that the Board, pursuant to Unsightly Premises Regulatory Bylaw No. 1073, 1996, directs the owners of Lot 2, District Lot 79, Nanoose District, Plan 13501 (2533 Island Highway East), to remove the accumulation of machinery, derelict vehicles, automotive parts, construction material, scrap metal and wood, appliances and household garbage from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo or its agents at the owner's cost.

CARRIED

6712 Island Highway West — Electoral Area "H" — Unsightly Premises.

MOVED Director Veenhof, SECONDED Director Houle, that the property owners be permitted to address the Board.

The property owners stated that they would work in cooperation with the tenants to clean up the property and requested the Board to provide more time to complete the cleanup.

MOVED Director Veenhof, SECONDED Director Fell, that the Board, pursuant to Unsightly Premises Regulatory Bylaw No. 1073, 1996, directs the owners of Lot 2, District Lot 85, Newcastle District, Plan 14562 (6712 Island Highway West), to remove the accumulation of derelict vehicles and boats, automotive parts, scrap metal and discarded construction material from the property within six (6) months, or the work will be undertaken by the Regional District of Nanaimo or its agents at the owner's cost.

CARRIED

81 Noonday Road — Electoral Area "H" — Unsightly Premises.

MOVED Director Veenhof, SECONDED Director Lefebvre, that the Board, pursuant to Unsightly Premises Regulatory Bylaw No. 1073, 1996, directs the owner of Lot 4, District Lot 22, Newcastle District, Plan 12132 (81 Noonday Road), to remove the accumulation of derelict vehicles, discarded metal, bicycle parts, lumber and disused building material from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo or its agents at the owner's cost.

CARRIED

LONG RANGE PLANNING

Funding Request — Capacity Building to End Homelessness Reserve Fund.

MOVED Director Ruttan, SECONDED Director Brennan, that the Regional District of Nanaimo Board allocate \$45,000 from the reserve fund to the Nanaimo Region John Howard Society to continue the Rental Support Program that directly supports those at risk of or experiencing homelessness in the region.

CARRIED

2013 Annual Report on Regional Growth Strategy Implementation and Progress.

MOVED Director Brennan, SECONDED Director Veenhof, that the Regional Growth Strategy 2013 Annual Report, be received.

CARRIED

MOVED Director Brennan, SECONDED Director Veenhof, that staff be directed to distribute and use the 2013 Annual Report as part of efforts to raise awareness and provide education about the Regional Growth Strategy and its implementation.

CARRIED

Electoral Area 'B' Participation in the Regional Growth Management Function.

MOVED Director Houle, SECONDED Director Veenhof, that Electoral Area 'B' remain in the Regional Growth Management function as a partial participant at 50% of the overall requisition for the service.

CARRIED

CURRENT PLANNING

Options for Agricultural Advisory Committee and Area Director Comment on Agricultural Land Reserve Applications.

MOVED Director Johnstone, SECONDED Director Veenhof, that the Board approve the amended Agricultural Advisory Committee Terms of Reference as outlined in the report to allow the Committee to provide comment on all applications for exclusion, subdivision or non-farm use in the Agricultural Land Reserve.

CARRIED

MOVED Director Johnstone, SECONDED Director Veenhof, that the Board approve amended Policy B1.8 "Review of Provincial Agricultural Land Reserve Applications" as outlined in the report to provide for Agricultural Advisory Committee and Electoral Area Director comment on applications for exclusion, subdivision, or non-farm use of Agricultural Land Reserve land.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

Bylaw No. 975.61 — Pump & Haul Local Service Establishment Amendment to Exclude Lot 58, District Lot 78, Plan 14275, Nanoose Land District.

MOVED Director Van Eynde, SECONDED Director Houle, that the boundaries of the "Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995" be amended to exclude Lot 58, District Lot 78, Plan 14275, Nanoose District (Electoral Area `E).

CARRIED

MOVED Director Van Eynde, SECONDED Director Houle, that "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.61, 2014", be introduced and read three times.

CARRIED

WATER AND UTILITY

Bylaw No. 1655.02 -Water User Rate Amendments 2014.

MOVED Director Brennan, SECONDED Director Veenhof, that "Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.02, 2014", be introduced and read three times.

CARRIED

Bylaws No. 1241.06, 765.14, 422.17, 1472.05, 1532.03 - Sanitary Sewer User Rate Amendments.

MOVED Director Veenhof, SECONDED Director Houle, that "Surfside Sewer Rates and Regulation Amendment Bylaw No. 1241.06, 2014", be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director Houle, that "Surfside Sewer Rates and Regulation Amendment Bylaw No. 1241.06, 2014", be adopted.

CARRIED

MOVED Director Veenhof, SECONDED Director Houle, that "Fairwinds Sewerage Facilities Specified Area Rates Amendment Bylaw No. 765.14, 2014", be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director Houle, that "Fairwinds Sewerage Facilities Specified Area Rates Amendment Bylaw No. 765.14, 2014", be adopted.

CARRIED

MOVED Director Veenhof, SECONDED Director Houle, that "French Creek Sewer Specified Area Rates Amendment Bylaw No. 422.17, 2014", be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director Houle, that "French Creek Sewer Specified Area Rates Amendment Bylaw No. 422.17, 2014", be adopted.

CARRIED

MOVED Director Veenhof, SECONDED Director Houle, that "Barclay Crescent Sewer Rates and Regulations Amendment Bylaw No. 1472.05, 2014", be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director Houle, that "Barclay Crescent Sewer Rates and Regulations Amendment Bylaw No. 1472.05, 2014", be adopted.

CARRIED

MOVED Director Veenhof, SECONDED Director Houle, that "Cedar Sewer Rates and Regulations Amendment Bylaw No. 1532.03, 2014", be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director Houle, that "Cedar Sewer Rates and Regulations Amendment Bylaw No.1532.03, 2014", be adopted.

CARRIED

Hawthorne Rise Sanitary Sewer Extension — Construction Tender Award.

MOVED Director Veenhof, SECONDED Director Tanner, that the Board approve Milestone Equipment Contracting Inc. be awarded the construction of the Hawthorne Rise Sanitary Sewer Extension project for the tender price of \$121,546.77.

CARRIED

MOVED Director Veenhof, SECONDED Director Tanner, that "Hawthorne Rise Sanitary Sewer Capital Financing Service Security Issuing Bylaw No. 1696, 2014", be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director Tanner, that the "Hawthorne Rise Sanitary Sewer Capital Financing Service Security Issuing Bylaw No. 1696, 2014", be adopted.

CARRIED

MOVED Director Veenhof, SECONDED Director Tanner, that "Hawthorne Rise Sanitary Sewer Capital Financing Service Interim Financing Bylaw No. 1697, 2014", be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director Tanner, that the "Hawthorne Rise Sanitary Sewer Capital Financing Service Interim Financing Bylaw No. 1697, 2014", be adopted.

CARRIED

STANDING COMMITTEE, SELECT COMMITTEE, AND COMMISSION

Regional Liquid Waste Advisory Committee.

Minutes of the Regional Liquid Waste Advisory Committee meeting held Tuesday, November 19, 2013.

MOVED Director Anderson, SECONDED Director Veenhof, that the minutes of the Regional Liquid Waste Advisory Committee meeting held Tuesday, November 19, 2013, be received for information.

CARRIED

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

Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held Monday, December 16, 2013.

MOVED Director Van Eynde, SECONDED Director Anderson, that the minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held Monday, December 16, 2013, be received for information.

CARRIED

Agricultural Advisory Committee.

Minutes of the Agricultural Advisory Committee meeting held Friday, January 24, 2014.

MOVED Director Johnstone, SECONDED Director Fell, that the minutes of the Agricultural Advisory Committee meeting held Friday, January 24, 2014, be received for information.

CARRIED

Dogs Harassing Livestock.

MOVED Director Fell, SECONDED Director Johnstone, that Bylaw and Policy Review project in the 2014-2016 Agricultural Area Plan (AAP) Implementation Action Plan include consideration of options to minimize the impact of trespass by at-large dogs on farms with livestock.

CARRIED

MOVED Director Fell, SECONDED Director Johnstone, that staff be directed to investigate and bring back a report on amending Regional District of Nanaimo animal control bylaw to include provisions for classifying and regulating nuisance to livestock dogs and the compensation to parties as result of the actions of dangerous or nuisance dogs.

CARRIED

MOVED Director Fell, SECONDED Director Johnstone, that the Board of Directors of the Regional District of Nanaimo send a letter to the Minister of Agriculture asking that the *Livestock Act* be amended so as to better protect livestock from nuisance dogs.

CARRIED

NEW BUSINESS

Notice of Motion – Nanaimo Tax Requisition Increase for Transit Expansion.

Director Anderson advised that he is withdrawing his Notice of Motion that was provided at the January 28, 2014 Board meeting.

SCHEDULED STANDING COMMITTEES - EXTERNAL

Minutes of the Regular meeting of the Arrowsmith Water Service Management Board, held Thursday, June 6, 2013.

MOVED Director Lefebvre, SECONDED Director Tanner, that the minutes of the Regular meeting of the Arrowsmith Water Service Management Board, held Thursday, June 6, 2013, be received for information.

CARRIED

Minutes of the Regular meeting of the Arrowsmith Water Service Management Board, held Thursday, December 12, 2013.

MOVED Director Lefebvre, SECONDED Director Tanner, that the minutes of the Regular meeting of the Arrowsmith Water Service Management Board, held Thursday, December 12, 2013, be received for information.

CARRIED

Englishman River Water Service Management Board

Minutes of the Regular meeting of the Englishman River Water Service Management Board, held Thursday, June 6, 2013.

MOVED Director Lefebvre, SECONDED Director Tanner, that the minutes of the Regular meeting of the Englishman River Water Service Management Board, held Thursday, June 6, 2013, be received for information.

CARRIED

Minutes of the Regular meeting of the Englishman River Water Service Management Board, held Thursday, December 12, 2013.

MOVED Director Lefebvre, SECONDED Director Tanner, that the minutes of the Regular meeting of the Englishman River Water Service Management Board, held Thursday, December 12, 2013, be received for information.

CARRIED

IN CAMERA

MOVED Director Van Eynde, SECONDED Director de Jong, that pursuant to Section 90 (1)(j) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to third party interests.

CARRIED

TIME: 9:47 PM

ADJOURNMENT

MOVED Director Bestwick, SECONDED Director Van Eynde, that this meeting terminate.

CARRIED

TIME: 10:05 PM

CHAIRPERSON

CORPORATE OFFICER

RDN CAO'S OFFICE			
CAO	<input checked="" type="checkbox"/>	GM R&P	
GMS&CD		GM T&SW	
GM R&CU		DF	
MAR - 3 2014			
DCS	<input checked="" type="checkbox"/>	BOARD	<input checked="" type="checkbox"/>
CHAIR			

Regional District of Nanaimo Board
6300 Hammond Bay Road
Nanaimo, B.C. V9T 6N2

Feb. 26, 2014

Board Members;

Re: Board Discussion of Delegation Requests.

On Feb. 25th, I once again witnessed what must be one of the most confusing and frustrating elements of your Board meeting procedures – that is the delay in discussing delegations' presentations and requests until the end of the meeting. This means that those presenting as a delegation at the beginning of the meeting must sit through an hour or so of mind numbing (to them) normal Board business before learning of any actions to be taken on their requests.

Is there some defensible reason why such discussion by Board members cannot take place immediately following the delegation's presentation?

Over to you.

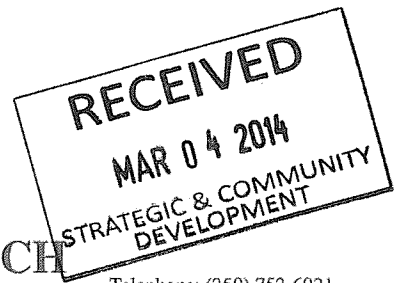
Respectfully,



Ross Peterson
1482 Madrona Drive
Nanoose Bay, B.C. V9P 9C9



TOWN OF QUALICUM BEACH
INCORPORATED 1942



201 - 660 Primrose St.
P.O. Box 130
Qualicum Beach, B.C.
V9K 1S7
March 4, 2014

Telephone: (250) 752-6921
Fax: (250) 752-1243
E-mail: qbtown@qualicumbeach.com
Website: www.qualicumbeach.com

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

Dear Sir:

Oceanside Task Force on Homelessness Letter of Support

The Town of Qualicum Beach is pleased to submit this letter of support for the Oceanside Task Force on Homelessness which services the Qualicum Beach/Parksville areas. As a valued Community Partner for this initiative, we offer our support for the work of this group.

Oceanside Task Force on Homelessness has been providing services to the area known as Oceanside since 2010. The task force is working to address homelessness and issues related to homelessness. Being that the task force is a regional initiative; the Town of Qualicum Beach recognizes the value of this service to our community and to the neighbouring municipalities and RDN areas served by the Oceanside Task Force on Homelessness.

In 2013 the Task Force hired a Homelessness Coordinator to help with the work of the Task Force. The Task Force Coordinator, Sarah Poole has made progress in her work with the organization. Continued funding will enable the Task Force to continue to address homelessness in the Oceanside area utilizing the services of Ms. Poole.

We are confident that the Oceanside Task Force on Homelessness is well positioned to continue this initiative and we are pleased to provide this letter of support.

Yours truly,

Teunis Westbroek
Mayor

N:\Letters\2014\letter support Oceanside Task Force on Homelessness

Golding, Cheryl

From: David R Laird <davidrlaird@shaw.ca>
Sent: Wednesday, February 26, 2014 9:28 AM
To: mayor&council@nanaimo.ca
Cc: corpsrv
Subject: Boating and Harbor Issues with a Duke Point Garbage Incinerator/Recycle Facility

Dear Mayor, Council and RDN,

While we live on and boat out of Gabriola (Silva Bay), we often chose to boat to and patronize the ever improving Nanaimo Harbor/New Castle Island marine and tourist facilities. The Nanaimo Harbor is unique and ,in my view, if properly developed will be Nanaimo`s most important asset.

The smell and sight of barging garbage (700,000 tonnes and probably more from other sources) to a Duke Point Incinerator/Recycle Facility around Entrance Island into the Nanaimo Harbor will have a significant negative impact on Nanaimo`s growing boating and cruise ship tourist industry.

For instance, where and how many full and empty smelly garbage barges/scows will be towed to and anchored in the Harbor each day? You can be sure that the garbage barges would never be anchored in Coal Harbor or English Bay! If you want to experience the full impact of the sight and smell of towed and anchored garbage barges, just visit a major US eastern seaboard city that barges out its garbage.

The prospect of having "Garbage" added to "Harbor City" could become real if Council approves any Duke Point Incinerator/Recycle Facility development.

Regards,
David Laird

Golding, Cheryl

From: Dave <daveongabe@shaw.ca>
Sent: Wednesday, February 26, 2014 5:18 PM
To: John Ruttan; corpsrv
Subject: Duke Point Incinerator
Attachments: Letter to Mayor and RDN Directors Re Duke Point Proposal.rtf

Dear Mayor and Directors, please find attached my response to this proposal.

Yours truly,
Dave Neads.
783 Chelwood Rd
Gabriola Island
250-325-9099

Golding, Cheryl

From: Matthew Grinnell <grinnellmatt@gmail.com>
Sent: Monday, March 03, 2014 6:26 PM
To: corpsrv
Subject: Metro Vancouver's Waste-to-Energy incinerator at Duke Point, Nanaimo

I applaud the 2013 decision to oppose the potential location of Metro Vancouver's Waste-to-Energy incinerator at Duke Point in Nanaimo. I am pleased that the directors of the Regional District of Nanaimo have considered the negative impact the annual burning of 370,000 tonnes of lower mainland waste would have on the health and economic well-being of citizens in the RDN, and that you continue to stand firmly in refusing to entertain importing garbage from another regional district (Metro Vancouver) which has a 20% lower diversion rate for municipal waste than the RDN.

I also encourage you to decline any requests for in-camera meetings about this important issue and ensure that any discussions on the part of the RDN regarding incineration remain public and transparent.

Looking forward to your reply,

Matt Grinnell

--

Matthew Grinnell
E-Mail: grinnellmatt@gmail.com
Cell: 250.802.0023
Skype: matthewgrinnell

Golding, Cheryl

From: William Hatton <williamhatton@shaw.ca>
Sent: Tuesday, March 04, 2014 11:29 AM
To: John Ruttan; George Anderson; Diane Brennan; Bill Bestwick; Ted Greves; Diana Johnstone; Jim Kipp; Bill McKay; Fred Pattje; sustainability; Building, Email; Planning Email; ENV Services, Email; corpsrv
Cc: Jill Adamson
Subject: incinerator

Mayor and Counsellors,

Just to let all of you know , to allow this incinerator project to go ahead is an insane idea for Nanaimo.

1. The winds in winter are from the south-east allowing the residue from the unit to drift over the city. In fact if you look at a map of the area, the city hall is among the closest parts of the city to be affected. ASSUMING the exhaust from the unit is not harmful you will work in a safe location. However, is the gas waste 100% safe, 80% safe, 50 % safe or even 10% safe? Is any smoke safe? Even a high concentration of CO2 can kill!
2. Why Nanaimo, if it is so safe leave the project in Vancouver.
3. How many barges of garbage a day can be expected to feed this burner? How will the garbage be presented to our city, open barges like chip barges, closed containers, or in large condoms for our safety? The smell of the garbage will be less than that of a rose garden. THINK how close these barges will be unloaded to the center core of your tourist friendly city. A ride in the country through Cedar near the RDN's dump site will give you some idea of the odour problems. How much will in cost to stop the odour from the composting facility, also on Duke Point?
4. How many barges will be tied up (and where) in the Duke Point area at any one time? The more barges, the more smell and the longer they sit the stronger the odour!
5. The residual ash coming out of the plant will not be that safe, Sterilized yes, but how many toxic elements will there be, and in what concentration? So, the big question, where do the owners of this plant plan to dispose of this waste. Dump it into the sink holes under the city, or better still dump it into the harbour.

Remember this will be a forever project, and as Vancouver grows so shall the garbage. Nanaimo will become the garbage capital for the lower mainland,

Please think about this decision, Listen to the people and Pay attention to the RDN that surrounds your city. Say no before it's to late.

William and Karen Hatton
Gabriola BC
Residents in the RDN of Nanaimo!!!!

Golding, Cheryl

From: Terry, Liz, Tim & Andy <lizandterry@shaw.ca>
Sent: Tuesday, March 04, 2014 11:52 AM
To: John Ruttan; George Anderson; Diane Brennan; Bill Bestwick; Ted Greves; Diana Johnstone; Jim Kipp; Bill McKay; Fred Pattje; sustainability; Building, Email; Planning Email; ENV Services, Email; corpsrv
Subject: No Incinerator

Hi! Please do not allow a garbage incinerator at Duke Point or anywhere else, now or any time in the future. New incinerators are just excuses for leaving a polluted Earth for our grandchildren. Now is the time to get more sustainable in our waste management practices. Thank you! Liz Steele

Golding, Cheryl

From: Peter George <pgbiostem@gmail.com>
Sent: Tuesday, March 04, 2014 1:09 PM
To: John Ruttan; George Anderson; Diane Brennan; Bill Bestwick; Ted Greves; Diana Johnstone; Jim Kipp; Bill McKay; Fred Pattje; sustainability; Building, Email; Planning Email; ENV Services, Email; corpsrv
Subject: Duke Point incinerator

Dear Councillors, I am a Gabriola Island resident and I am writing to you to express my profound opposition to power generation via waste incineration on Vancouver Island and especially within Nanaimo and such close proximity to Gabriola. This plant will operate for 40-50 years polluting watersheds, residential neighbourhoods and productive farmlands with toxic substances. It will fill our landfill with hazardous waste and it will accelerate CO2 emissions of greenhouse gases. It will bring large barges of rotting garbage past Nanaimo's increasingly beautiful waterfront compromising efforts to increase tourism and downtown commerce. It will demand waste in order to make a profit even if that waste can be economically recycled with greater savings of energy and reduced amounts of resource extraction activities. The city could become a hostage to foreign multinationals that will demand lost profits if attempts are made to regulate, reduce or remove their operations for decades and decades. What come in return for all these negatives? A few jobs that will likely be offset by loses of tourism related ones. Energy that is more expensive to produce than that of BC Hydro. Some tax revenues that plant owners would attempt to claw back.

The power that comes from this operation will not benefit Nanaimo residents. We have ample clean power from hydro generation. If we needed power, we are better off to examine wind, water or cellulosic biofuel generation.

In an uncertain future, access to clean water, local food production, re-using material instead of burrying it or burning it and energy will be what save communities.

I am retired former principle engineer/director of engineering at one of Canada's foremost areospace firms. I chose to live in this region after examining many other locations. RDN, the Island's Trust and Nanaimo seemed to offer a unique community to explore alternatives to unsustainable business and resource extraction activities that drive most of this province. Until retirement I did not participate in organized protests. I have spent much more time now examining questions of how our children and grand children will survive here in the years ahead. Decisions such as this one will have negative repercussions for a least two generations of people living in this region. Please do not allow this project to go through. Please continue with your efforts to increase recycling. Please encourage local food production. Please safeguard our water supplies.

yours sincerely
Peter George
601 River Place
Gabriola Island

Golding, Cheryl

From: Gordon W. Hussey <beck27@shaw.ca>
Sent: Tuesday, March 04, 2014 3:18 PM
To: John Ruttan; George Anderson; Diane Brennan; Bill Bestwick; Ted Greves; Diana Johnstone; Jim Kipp; Bill McKay; Fred Pattje; sustainability; Building, Email; Planning Email; ENV Services, Email; corpsrv
Subject: Duke Point ?

Good morning,

Please excuse my persistence, but it is really important that we all understand what is involved with having an Incinerator situated at Duke Point, Nanaimo.

The Nanaimo City Council are on the verge of making a decision to welcome or prevent an Incinerator to burn Vancouver's garbage being allowed to pollute our air, water and ground forever, there is no turning back once unleashed so better to not allow right at the beginning.

Please let Nanaimo City Councilors and Mayor know that it is NOT ACCEPTABLE for them to allow the Incinerator to be built at Duke Point or anywhere else in BC, there are far better ways of dealing with Garbage. I have taken the liberty of including the email addresses for Nanaimo City Councilors and Mayor for your use.

john.ruttan@nanaimo.ca; george.anderson@nanaimo.ca; diane.brennan@nanaimo.ca;
bill.bestwick@nanaimo.ca; ted.greves@nanaimo.ca; diana.johnstone@nanaimo.ca; jim.kipp@nanaimo.ca;
bill.mckay@nanaimo.ca; fred.pattje@nanaimo.ca; sustainability@rdn.bc.ca; building@rdn.bc.ca;
planning@rdn.bc.ca; wwsrv@rdn.bc.ca; corpsrv@rdn.bc.ca

In case you haven't watched this or if you have, it is worth a second look.
Tells the real story of what could be the Duke Point smokestack proposal.....

<http://www.youtube.com/watch?v=gQEiuKMlb4U>

Thank you for your consideration
Jill Adamson

Golding, Cheryl

From: Kim Burden <kim@parksvillechamber.com>
Sent: Tuesday, March 04, 2014 4:09 PM
To: John Ruttan; George Anderson; Diane Brennan; Bill Bestwick; Ted Greves; Diana Johnstone; Jim Kipp; Bill McKay; Fred Pattje; sustainability; Building, Email; Planning Email; ENV Services, Email; corpsrv
Cc: jadamson2@shaw.ca
Subject: Duke Point incinerator

I have been asked by Jill Adamson to comment on the Duke Point Incinerator Proposal.

The Parksville & District Chamber of Commerce and its 500 members is impacted by and has interests in the economic future of this region, and would like to commend Nanaimo City Council for doing right by pushing forward to learn more about energy from waste.

I have been listening to the debate about energy-from-waste, and I have decided that this is a proven technology and a good solution for the region. It will provide a long-term disposal solution, generate energy and create hundreds of jobs.

These facilities are located throughout the world in major cities and towns, including waterfront locations. The Inner Harbor in Baltimore, Maryland has an energy-from-waste facility that has been handling Baltimore's needs for many years. The steam produced by that facility is used to support the extensive Baltimore district energy system.

Energy from waste is a long-term and safe solution to our municipal solid waste disposal needs and our long term energy needs. The Chamber has been involved for three years providing free energy audits and advice on how to save on energy costs to businesses on Vancouver Island from Duncan to Port Hardy because we need to reduce our energy footprint and seek out alternative energy sources. We can't afford to wait for our landfill to reach capacity, and we can't keep pretending that this problem is going to go away by itself. I strongly encourage others to consider the common-sense answers this technology provides.

Kim Burden
Executive Director



Cell: (250) 951-6420

Get Your Glassies Nominations Submitted by January

Golding, Cheryl

From: Howard Stiff <watercolour@shaw.ca>
Sent: Tuesday, March 04, 2014 7:01 PM
To: corpsrv
Subject: Opposed to Nanaimo City WTE project

Directors:

Gabriolans applaud the 2013 decision to oppose the potential location of Metro Vancouver's Waste-to-Energy incinerator at Duke Point in Nanaimo. I am pleased that the directors of the Regional District of Nanaimo have considered the negative impact the annual burning of 370,000 tonnes of lower mainland waste would have on the health and economic well-being of citizens in the RDN, and that you continue to stand firmly in refusing to entertain importing garbage from another regional district (Metro Vancouver) which has a 20% lower diversion rate for municipal waste than the RDN. I am concerned that any dependence on a WTE facility for energy will ultimately compete for wastes that should be recycled through the excellent RDN program.

I also encourage you to decline any requests for in-camera meetings about this important issue and ensure that any discussions on the part of the RDN regarding incineration remain public and transparent.

Thank you,

Howard Stiff

506 WildWood Crescent,
Gabriola Island, B.C. V0R1X4

T: 250-247-8258

C: 250-734-1543

Golding, Cheryl

From: Howard Stiff <watercolour@shaw.ca>
Sent: Tuesday, March 04, 2014 7:01 PM
To: mayor&council@nanaimo.ca
Cc: corpsrv; 'Sheila Malcolmson'
Subject: Please say NO to Nanaimo Incinerator
Attachments: Nanaimo Incinerator.pdf

To Mayor and Council of the City of Nanaimo:

I encourage Nanaimo City Council to formally oppose the siting of any waste incineration facility within the City of Nanaimo, with special consideration to any that would handle out-of-region waste, such as Metro Vancouver's planned waste-to-energy (WTE) incinerator.

It's unfair to expose residents of the city and regional district to toxic residue from Vancouver's waste stream when the Regional District of Nanaimo has worked to manage its own solid waste in an environmentally responsible manner. We are also concerned that depending on energy from such a facility will ultimately divert useful materials from the recycling stream.

Please find a personal letter, with further details, attached. It will also be mailed to your offices.

Howard Stiff

506 WildWood Crescent,
Gabriola Island, B.C. V0R1X4
T: 250-247-8258
C: 250-734-1543

Golding, Cheryl

From: Harold Allanson <hallanson@shaw.ca>
Sent: Tuesday, March 04, 2014 8:25 PM
To: John Ruttan
Cc: ohn.ruttan@nanaimo.ca; George Anderson; Diane Brennan; Bill Bestwick; Ted Greves; Diana Johnstone; Jim Kipp; Bill McKay; Fred Pattje; sustainability; Building, Email; Planning Email; ENV Services, Email; corpsrv
Subject: Duke Point Incinerator

Dear Nanimo City council and other departments

My wife and I live on Gabriola and this email is protesting in the strongest words possible to prevent the incineration of Vancouver's Garbage at Duke Point. We on Gabriola and South Nanaimo already suffer from poor air quality and putrid smell from the recycle composting facility at Duke Point. Councils first concern should be to get the present composting facility to stop contaminating the air we breath or better yet shut it down before increasing the health hazard to all of us with the construction of an incinerator. In the case of Vancouver garbage, Vancouver created the Garbage so Vancouver should deal with it within its own city boundaries.

Plus have you people stop to consider the retched smell that will be created by garbage barges standing by waiting to be unloaded? Obviously you're only conceded with the financial gain and are willing to accept the fact you'll be sacrificing our health for those gains? Those of you voting for this would most likely feel comfortable messing in your own bath water. I also commend those of you standing up and voting against this madness.

This is wrong, please do the right thing and stop this lunacy.

Harold and Merrily Allanson
255 James Way
Gabriola VOR 1X1

Golding, Cheryl

From: Jeff Molloy <jeff@molloy.ca>
Sent: Wednesday, March 05, 2014 8:32 AM
To: ohn.ruttan@nanaimo.ca; George Anderson; Diane Brennan; Bill Bestwick; Ted Greves; Diana Johnstone; Jim Kipp; Bill McKay; Fred Pattje; sustainability; Building, Email; Planning Email; ENV Services, Email; corpsrv
Subject: No Incinerator

Dear Councillors,

Please say no to the proposed incinerator. Vancouver needs to come up with a green solution to their garbage. Lets not give them the opportunity to use our pristine Island as a place to haul and burn.

Thanks
my vote depends on it.
Jeff Molloy

--

Jeff Molloy



molloy.ca

Golding, Cheryl

From: Peter Wishinski <peter.wishinski@gmail.com>
Sent: Wednesday, March 05, 2014 9:29 AM
To: John Ruttan; George Anderson; Diane Brennan; Bill Bestwick; Ted Greves; Diana Johnstone; Jim Kipp; Bill McKay; Fred Pattje; sustainability; Building, Email; Planning Email; ENV Services, Email; corpsrv
Subject: Incinerator madness

Dear Government officials,

Please note that I am entirely against the proposed incinerator in Nanaimo, in any way shape or form that it may be construed. In a day and age when truly biodegradable solutions are literally around every corner, we have a situation where once again it falls upon the end user/citizen to make up for the mess created by the industries that supply our goods. If you want to do something meaningful with waste, work at dealing with the suppliers and shippers and manufacturers who supply our area and put in a push for biodegradable goods. This notion of importing waste from Vancouver to burn anywhere is pure delusion and madness.

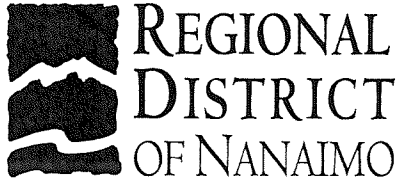
Peter

--

Music Director for CKGI 98.7 fm
Gabriola Co-op Radio association

www.worldenlightainment.com
Some of my peace and sustainability work

<http://soundcloud.com/nerdicus>
My music creations



CAO APPROVAL	
EAP	
COW	✓
MAR 03 2014	
RHD	
BOARD	

MEMORANDUM

TO: W. Idema
Director of Finance

DATE: February 3, 2014

FROM: T. Moore
Manager, Accounting Services

FILE:

SUBJECT: Extension of Agreement for Property Insurance Brokerage Services

PURPOSE

To obtain approval to extend a contract with AON Reed Stenhouse (AON) for property insurance brokerage services for one year.

BACKGROUND

Currently, our property insurance is placed with Royal Sun Alliance(RSA). The RDN’s insurance coverage runs from April 1 to March 31 each year. AON is contracted to be our independent brokerage services agent to represent the RDN and not the insurance companies in trying to find the best insurance policy by comparison shopping with the different property insurance companies.

Staff performed a request for proposals (RFP) for property insurance brokerage services in 2008. At that time, we received five proposals with three of them being from national or international independent brokerage firms. On a combined premium rate and commission basis, AON scored the best overall result with the lowest commission rate – a fee which was to be the lesser of 12.5% or \$12,500 annually. AON was awarded a five year term commencing April 1, 2009. AON has been providing property insurance brokerage services to the RDN since 1998. AON’s current five year term expires March 31, 2014.

On September 17, 2013, at the 26th Annual General Meeting of the MIABC, the Members voted in favour of extending the MIABC’s program to include property insurance. We understand that the MIABC’s staff is working hard to implement the Members’ decision to offer property insurance. Per correspondence with the MIABC’s, coverage is expected to be available in the fall of 2014.

ALTERNATIVES

1. Extend the AON Reed Stenhouse contract for property insurance brokerage services for one year.

This will allow time for the tendering process and also allow for RDN to benefit from having a potential response to its RFP from MIABC.
2. Provide other direction.

FINANCIAL IMPLICATIONS

Alternative 1

The price paid for property insurance includes both a rate for the actual property values and recommended policies as well as the broker's fee. During the contract extension period, AON has confirmed that their fee would continue at \$12,500 (It has been this rate for the past 7 years). AON has provided good advice over the last five years. For example, two years ago, AON advised us to lock our property insurance rates in for two years. This means that our property insurance rates for the 12 months ended March 31, 2014 were equal to the rates that we paid for the 12 months ended March 31, 2013 (no increase in rates). Since there has been an increase in rates in the general insurance market and we have had no increases since April 1, 2012, we are expecting a rate increase for the next renewal period which goes from April 1, 2014 to March 31, 2015. We do not know whether we will be presented with a nominal increase or a significant increase.

Alternative 2

There would be no known financial implications under this alternative.

STRATEGIC PLAN IMPLICATIONS

The Action Areas of the 2013-2015 Strategic Plan supports the extension of the contract for property insurance brokerage services for one year as follows:

- Balance the RDN's vision for the region and pursuit of innovation with fiscal responsibility by ensuring that increases to the costs of existing services are kept to a minimum, and that consideration of increased service levels balances the need for fiscal restraint with residents' needs and desires, and Board vision, values and priorities.
- Demonstrate fiscal responsibility by undertaking long-term financial planning, and protecting and maintaining assets.

SUMMARY/CONCLUSIONS

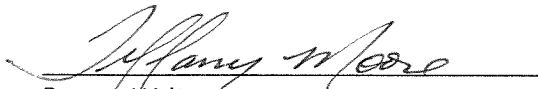
AON is contracted to be our independent brokerage services agent to represent the RDN and not the insurance companies in trying to find the best insurance policy by comparison shopping with the different property insurance companies.

AON has been providing property insurance brokerage services to the RDN since 1998. AON's current five year term expires March 31, 2014.

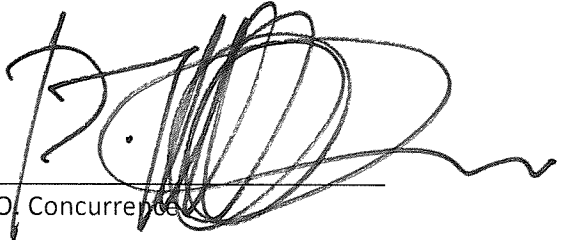
Staff recommend that we extend the AON contract for property insurance brokerage services for one year. During the contract extension period, AON has confirmed that their fee would continue at \$12,500. This will allow time for the tendering process and also allow for RDN to benefit from having a potential response to its RFP from MIABC.

RECOMMENDATION

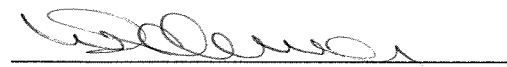
That the Board direct staff to Extend the AON Reed Stenhouse contract for property insurance brokerage services on a year by year basis for one year.



Report Writer



C.A.O. Concurrence



Director Concurrence



RDN REPORT	
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RHD	
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MEMORANDUM

TO: W. Idema
Director of Finance

DATE: February 14, 2014

FROM: T. Moore
Manager, Accounting Services

FILE:

SUBJECT: Extension of Banking Services Contract

PURPOSE

To obtain approval to extend the term of our general banking services with TD Canada Trust for up to five years.

BACKGROUND

The Regional District of Nanaimo tendered banking services in 1995, 2002 and 2008. The last motion related to Banking Services – Award of Tender was passed at the January 27, 2009 Board meeting:

MOVED Director McNabb, SECONDED Director Ruttan, that TD Canada Trust be approved as the provider of general banking services for a five year term commencing on or about March 1, 2009.

CARRIED

Prior to banking services being awarded to TD Canada Trust, the Royal Bank of Canada provided our banking services for at least a twelve year period starting January 1, 1996 after being awarded a five year term under a tender, having been given a two year term extension and then winning another five year term under tender in July 2002.

TD Canada Trust was successful in the December 2008 tender because their annual fees were approximately \$9,000 less than quoted by the Royal Bank to continue services. Our actual annual fees have been on average \$5,000 per year since 2010 versus \$19,500 in 2008 when we were with the Royal Bank of Canada. This results in average annual savings of \$14,500. This is significantly greater than the \$9,000 in annual savings we had originally projected.

TD Canada Trust also offered the highest interest rate on cash balances at prime less 1.725% which was \$0.025% higher than any other proponent. The combination of lower fees and additional interest revenue were expected to provide the District with approximately \$15,000 in net cost savings annually. TD Canada Trust calculates interest daily on our average daily balance. Based on the average daily balances that we had on deposit with TD Canada Trust during 2013, we earned approximately \$50,000 more because TD Canada Trust provided us with an interest rate that was \$0.025% higher than any other proponent.

TD is also very price competitive on services that were not part of the original RFP services. For example, we recently found that we needed to obtain a Bond for the Safety Authority related to operating the CNG Cylinder and Vehicle Filling for our new buses. We were told by the Safety Authority that we should expect to pay approximately \$200 to obtain the bond. TD Canada Trust indicated that our discounted price would be \$50.

Changing financial institutions required considerable logistical effort to ensure seamless customer service including advising dozens of institutions that deposit or take funds electronically from our bank account, cancelling existing point of sale system and setting up the new point of sale system for taking credit card payments, working with accounting software personnel to program the change for electronic utility bill payment uploads, advising staff, courier companies and armoured vehicle services of the new locations for deposits, setting up preauthorized payment and accounts receivable uploads, payroll direct deposit exports and bank reconciliation downloads. The costs associated with staff time and keeping two systems in operation over the transition period were significantly higher than anticipated. Since there were significant savings, the complicated process was worth it.

At this time, considering our existing banking arrangements, staff would like to focus efforts on improving customer services such as implementing electronic payments to vendors and improving efficiencies including implementing electronic uploads of daily banking to ensure maximum use of our present banking relationship from solid waste software to our accounting software. TD Canada Trust has indicated that they would extend the existing agreement for a term up to five years.

ALTERNATIVES

1. Extend the contract for general banking services with TD Canada Trust for five years.

TD Canada Trust has provided high quality service over the past five years. The annual fees have been significantly lower than we experienced previously. Transition costs to change from one bank to another were significant.

2. Extend the contract for general banking services with TD Canada Trust for two years.

This would allow time for the tendering process to occur and some time to start the transition process if it is required.

FINANCIAL IMPLICATIONS

Alternative 1

RDN annual banking fees have decreased approximately \$14,500 per annum to approximately \$5,000 per annum when we changed from our previous bank to TD Canada Trust. TD Canada Trust also offered the highest interest rate on cash balances at prime less 1.725% which was \$0.025% higher than any other proponent. TD Canada Trust was very competitive in their pricing during our last tendering process. Staff view the ability to continue at the existing pricing as a benefit especially considering the logistical effort and cost associated with changing financial institutions.

Alternative 2

Under this alternative, staff would issue an RFP in mid 2015 for a contract renewal expected for March 1, 2016.

STRATEGIC PLAN IMPLICATIONS

The Action Area of the 2013-2015 Strategic Plan supports the extension of the contract for general banking services for five years as follows:

- Balance the RDN's vision for the region and pursuit of innovation with fiscal responsibility by ensuring that increases to the costs of existing services are kept to a minimum, and that consideration of increased service levels balances the need for fiscal restraint with residents' needs and desires, and Board vision, values and priorities.
- Demonstrate fiscal responsibility by undertaking long-term financial planning, and protecting and maintaining assets.

SUMMARY/CONCLUSIONS

The Regional District of Nanaimo last tendered banking services in 2008. The following motion was passed at the January 27, 2009 Board meeting:

MOVED Director McNabb, SECONDED Director Ruttan, that TD Canada Trust be approved as the provider of general banking services for a five year term commencing on or about March 1, 2009.

CARRIED

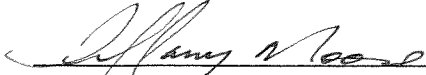
Prior to banking services being awarded to TD Canada Trust, the Royal Bank of Canada provided our banking services for at least a twelve year period. Changing financial institutions required considerable logistical effort including advising dozens of institutions that deposit or take funds electronically from our bank account, cancelling existing point of sale system and setting up the new point of sale system for taking credit card payments, working with accounting software personnel to program the change for electronic utility bill payments uploads, advising staff, courier companies and armoured vehicle services of the new locations for deposits, setting up preauthorized payment and accounts receivable uploads, payroll direct deposit exports and bank reconciliation downloads. The costs associated with staff time and keeping two systems in operation over the transition period were significantly higher than anticipated. Since there were significant savings, the complicated process was worth it.

RDN annual banking fees have decreased approximately \$14,500 per annum to approximately \$5,000 per annum when we changed from our previous bank to TD Canada Trust. TD Canada Trust also offered the highest interest rate on cash balances at prime less 1.725% which was \$0.025% higher than any other proponent. TD Canada Trust was very competitive in their pricing during our last tendering process. Based on the average daily balances that we had on deposit with TD Canada Trust during 2013, we earned approximately \$50,000 more because TD Canada Trust provided us with an interest rate that was \$0.025% higher than any other proponent.

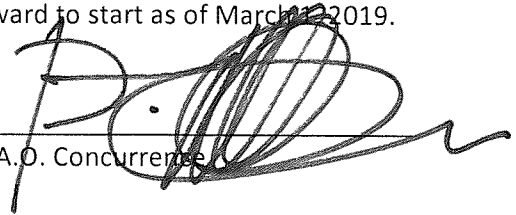
Staff view the ability to continue at the existing pricing as a benefit especially considering the logistical effort and cost associated with changing financial institutions. Staff recommend that we extend the TD Canada Trust contract for general banking services for five years.

RECOMMENDATION

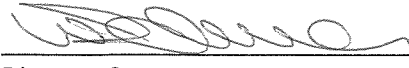
That the Board direct staff to Extend the TD Canada Trust contract for general banking services for five years and that the services be tendered in 2018 for a tender award to start as of March 2019.



Report Writer



C.A.O. Concurrance



Director Concurrance



RDN REPORT	
CAO APPROVAL	
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COW	✓
MAR 03 2014	
RHD	
BOARD	

MEMORANDUM

TO: Wendy Idema
Director of Finance

DATE: February 27, 2014

FROM: Manvir Manhas
Senior Accountant

FILE:

SUBJECT: Preliminary Operating Results for the Period Ending December 31, 2013

PURPOSE:

To present an overview of the operating results for the period ending December 31, 2013.

This report provides information on the operating fund results for the year ending December 31, 2013. Final results and consolidated results including capital and reserve funds will be presented after the annual audit is complete later this year. Attached as appendices to this report are the following:

- Appendix 1 Consolidated Summary
- Appendix 2 Summary Operating Results by Department

Overall Summary (Appendix 1)

Consolidated Revenues:

Revenues are grouped into categories as follows:

- Grants planning studies, capital works, BC Transit operating agreement
- Operating Revenue permit fees, water/sewer user fees, solid waste tipping fees, recreation registrations and rentals
- Other Revenue transfers from reserves, interdepartmental recoveries, interest income, municipal debt transfers and other non-operating amounts

Grant Revenues are at 95% of budget. The year to date total of \$6.8 million consists of \$5.6 million in operating grants (primarily BC Transit cost sharing) and \$1.2 million in other grant funding. Other grants include grants in lieu as well as a number of operating/capital project grants. The largest projects completed or commenced this year with the assistance of grant funds include Towns for Tomorrow grant funds covering the installation of well monitoring equipment under the Drinking Water/Watershed Protection service (\$100,000) and the BC Hydro and Community Infrastructure Improvement Fund (CIIF) grants for energy efficient building upgrades to the Oceanside Place (\$130,000 total over 2 programs).

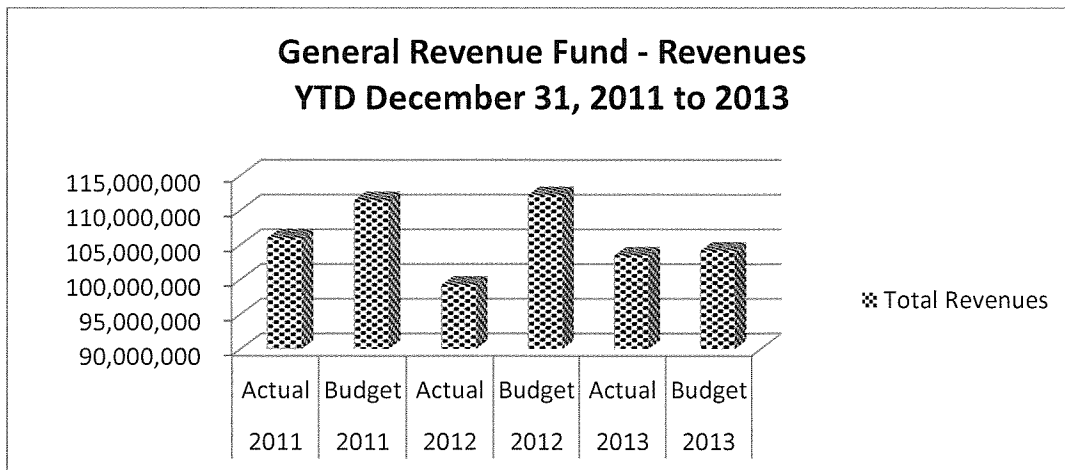
Community Recreation Grant funds from the Province of BC were applied to the construction of the Cedar Skate Park in Area A (\$360,000) and for the Henry Morgan Park project in Area H (\$78,000). Community Works Funds under the Gas Tax Program were used for the Cedar Heritage Center upgrades (\$39,000), the community bus on Gabriola Island (\$46,000), San Pareil Water System upgrades

(\$36,000), Community Parks Greenways Strategy and Trail Standards projects (\$62,000), and North Cedar Improvement District transfer for water engineering study (\$31,500).

Operating Revenues overall are at 101% of budget. Corporate Services exceeded budget in this area largely due to better than expected interest income and an extra transfer of surplus from the Coombs Fire department to their reserve. Development Services was above the budgeted amount as well due to building permit revenues. The Regional and Community Utilities division shows operating revenues at 112% of budget as a result of higher septage receiving revenue (\$46,000) and higher than budgeted recoveries from BC Hydro (\$60,000) from electricity that was generated through the Co-generation project and put back into the grid. There was also a refund of \$53,000 from MFA related to the cancellation of debt in the Northern Community Wastewater. Recreation and Parks is at 104% of budget due to better than expected revenues for Northern Community Recreation (\$61,000 higher than budget) and Ravensong Pool (\$38,000 higher than the budget). Transportation and Solid Waste is at 97% as a result of reduced tonnage received at the landfill.

Other Revenues are at 98% of budget at \$25.8 million. Of the \$26.3 million budget for Other Revenues, \$15.4 million is a combination of debt proceeds, development cost charges, and general capital reserve funds. These reserve and loan proceed revenues offset budgeted capital costs of \$19.4 million shown under Expenditures. On a year to date basis actual transfers from general operating and Development Cost Charges reserve funds in the amount of \$6.0 million (budgeted - \$14.2 million), and debt financing of \$0.16 million (budgeted - \$1.2 million) were applied against capital costs totaling \$9.4 million – resulting in approximately \$3.24 million of capital expenditures funded from operations in 2013. The unused transfers from development cost charge and general reserves will be carried over to the 2014 budget along with the capital projects they fund. These project carryovers have no net impact on the 2014 budget.

As noted above “Other Revenues” include interdepartmental recoveries (\$5.3 million) and municipal debt payment transfers (\$3.7 million). The following chart shows an annual comparison of total budgeted vs total actual revenues. The 2013 value is impacted by the \$8.8 million flow through borrowing transaction made for the Vancouver Island Regional Library which impacts both revenues and expenses. Excluding this transaction, the pattern of revenues is consistent year over year.



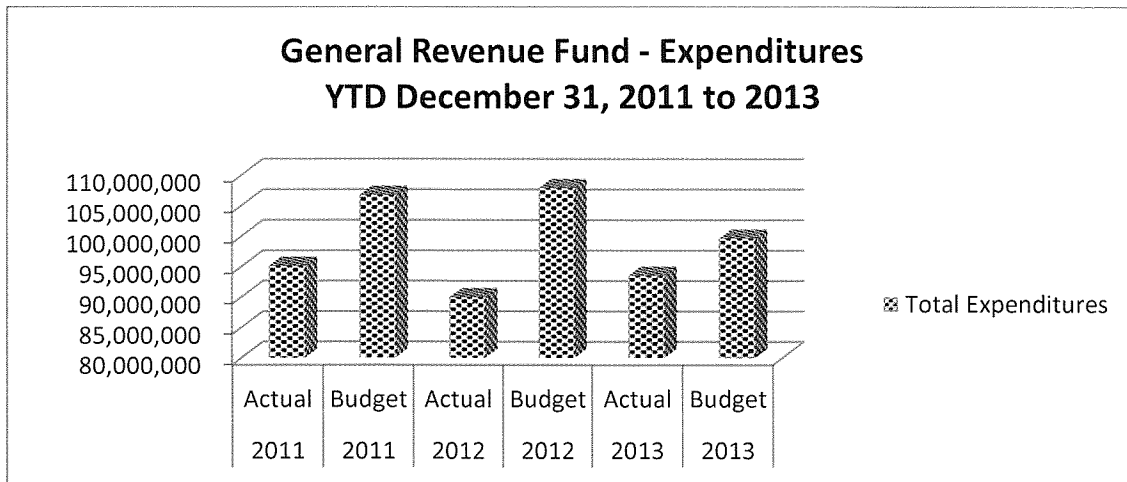
Consolidated Expenditures:

On a consolidated basis expenditures are at 94% of budget and all operating divisions performed better than budgeted which contributes in part to the consolidated accumulated surplus of \$9.9 million (budgeted - \$4.5 million). The other major contributor to the accumulated surplus is a \$2.4 million impact of projects started in 2013 which are being carried forward for completion in 2014.

Two types of expenditures typically show the largest budget to actual variances at the end of the year – Professional Fees (61%) and Capital Expenditures (49%). Professional Fees cover assignments for special purpose studies such as the Industrial Land Supply and Demand Study and park management plans, as well as operational assignments such as sewer and solid waste leachate flow monitoring, instrument systems monitoring and maintenance, benchmarking and general operational advice.

The Professional Fees category also includes allowances for audit and legal costs, negotiations and arbitrations which can be highly variable on an actual to budget basis. The year to date performance in 2013 is not atypical with year to date consolidated expenditures of \$1.5 million versus a budget of \$2.5 million.

This pattern of expenditures is also consistent with previous years as shown in the chart below particularly if the \$8.8 million impact of the VIRL transfer was incorporated.



Summary of Operating Results by Department (Appendix 2)

This appendix lists the total year to date revenues, expenditures, and year end surplus (deficit) in comparison to budget for functions within each organizational division. The following services account for the majority of the additional surplus reflected in the consolidated surplus at the end of 2013:

Corporate Services

The Corporate Services division has a consolidated year end surplus of \$1,583,991 compared to a \$758,568 budget most of which is within the Corporate Administration area (\$964,316 vs \$422,608 budget). In general, smaller surpluses were seen in the Fire Protection Services except for the Extension (\$42,690) and Nanoose Fire Departments (\$136,124 vs \$45,738 budget). The budget for the Nanoose Fire Department included \$49,000 in debt issuing cost and an allowance for long term debt interest that was not used in 2013. The funds were borrowed through short term financing and will be converted to long term debt in 2014.

Results in Corporate Administration are better due to a variety of items including investment earnings which exceeded budget by \$137,000, legal and professional fees were \$130,000 less than budgeted due to unused negotiation/arbitration fees and capital purchases were \$173,000 less. Capital costs of approximately \$84,000 will be carried forward to 2014, along with \$25,000 for GIS Ortho photos and professional fees of \$75,000 towards the costs of an organization wide asset management systems review.

Strategic and Community Development

The Strategic and Community Development division of Appendix 2 shows an overall surplus of \$1,184,742 compared to a \$700,274 budget. The service areas showing the largest variances are as follows:

- Electoral Area Community Planning (\$428,898 vs \$274,196 budget) is partially a result of better than expected permit revenues and lower expenses. For example, advertising (\$8,500 vs \$24,500 budget), savings on training, wages and benefits because of staff vacancies (\$48,000) as well as savings on various office operating expenses (\$66,000). Professional fees of approximately \$30,000 will be carried forward to 2014 for the Nanaimo Airport planning process and the Agricultural Plan implementation as well as a policy and regulation review. Legal fee allowances were fully utilized in this area in 2013 as a result of zoning and land use issues.
- Regional Growth Strategy (\$248,774 vs \$153,858 budget) has the majority of the difference coming from savings in office operating costs (\$113,670 vs \$141,795 budget) and professional fees (\$8,971 vs \$37,500 budget). There is also \$21,000 savings in wages and benefits due to staff vacancies. Carry forwards for 2014 include professional fees of approximately \$15,000 for the Nanaimo Airport planning process and \$25,000 for the Commercial Needs Assessment.
- Building Inspection (\$414,064 vs \$226,218 budget) permit revenues exceeded budget by \$160,000 (one-time City of Nanaimo Water Treatment plant application = \$138,000).

Regional and Community Utilities

The Regional and Community Utilities division of Appendix 2a shows an overall surplus of \$2,982,370 compared to a \$1,456,023 budget. All departments in this area saw savings in wages as a result of position vacancies in 2013. The service areas with the most significant variances are as follows:

- Southern Community Wastewater (\$693,050 vs \$197,430 budget) is partially a result of the timing of capital projects. Capital projects carried forward to be funded from operations in 2014 include Operations Building HVAC upgrade project \$212,000 and the Chase River Pump Station Bypass and influent gate replacement \$117,000. There are capital projects for approximately \$712,000 carried forward to 2014 to be funded from transfers from development cost charge and general reserves. Professional fees of approximately \$30,000 will be carried forward for asset management condition assessment study as well as \$20,000 for DCC review study. Wages in this area were \$58,000 less than budget.
- Northern Community Wastewater (\$630,646 vs \$267,573 budget) reflects the impact of projects carried forward for completion in 2014 such as the Solids Contact Aeration upgrade (\$40,000), as well as significant savings in professional fees (\$160,000). Carry forwards for consulting include (\$20,000) for an asset management condition assessment study and (\$20,000) for a DCC review study. The design for decontamination facility budgeted at \$50,000 was also deferred to 2014. This area also had savings regarding the biosolids service contract (\$33,000) due to less loading of solid organics possibly as a result of the green bin program. Wages were \$70,000 less

than budget and treatment material requirements were lower than anticipated by \$70,000, again partially because of lower solid organics.

- Nanoose Bay Peninsula Water Service (\$323,940 vs \$147,040 budget) is partially a result of operating revenues exceeding budget by \$64,000 as well as deferral of a capital project related to Ashcraft Road/Anchor Way main replacement (\$217,000).
- Drinking Water Protection (\$193,698 vs \$91,364 budget) relates to professional fees (\$51,103 vs \$126,000 budget) of which \$40,000 is carried over to 2014 for several projects including the integrated watershed management plan and website development. Operating and program costs were less than budgeted for and \$8,000 of this is carried forward to 2014 for rural water quality incentives.
- Nanoose Bay Sewer Collection/Wastewater Treatment (\$306,967 vs \$133,758 budget) is a result of several items. Treatment material costs were lower than budgeted (\$20,000), the costs for the underground utilities maintenance budget were lower (\$12,000), and the costs of hauling sludge were lower (\$22,000). There is also a project related to water flushing that has been deferred to 2014 (\$30,000), and professional fees of \$15,000 have been carried forward for several projects underway.

Recreation and Parks Services

The Recreation and Parks division of Appendix 2b shows an overall surplus of \$1,209,484 as compared to a \$498,172 budget which is largely related to the following services.

- Regional Parks (\$361,701 vs \$80,057 budget) relates to capital/development projects that have been carried forward to future years such as the Horne Lake Development (\$50,000), engineering and upgrade work for Kennedy Hall at Moorecroft (\$45,000), trail upgrades at Englishman River (\$15,000), and other park/trail development work that was deferred due to staff illness. There was also savings in the Moorecroft debt interest in the amount of \$47,000 due to a principal pay down in 2013.
- The Ravensong Aquatic Centre (\$280,424 vs \$101,112 budget) had better than anticipated revenues for programs/admissions of approximately \$38,000 and some operating costs that were less than budgeted for, in particular for natural gas (\$22,000) and treatment chemicals (\$11,000). Wage expenses were also less than anticipated at (91% = \$120,000 savings) as a result of how the lessons scheduling vs actual usage worked out, and a purchase of minor capital equipment in the amount of \$17,000 has been deferred to 2014.
- Oceanside Place Arena (\$190,189 vs \$111,577 budget) revenues were lower than budgeted by \$50,000 which was offset by reduced expense in various operating accounts and wages. A project for hot water boilers \$90,000 has been deferred to 2014.

Transportation and Solid Waste Services

The Transportation and Solid Waste division of Appendix 2b shows an overall surplus of \$2,963,017 vs \$1,115,744 budget.

- Southern Community Transit (\$1,510,386 vs \$393,837 budget) is a result of multiple factors. Fare revenues exceeded budget by \$69,000 (\$4.387 million vs \$4.318 million budget) and the budget for fuel price contingency was not needed at \$278,725. There were savings on vehicle fuel of \$360,000 due to lower than budgeted fuel prices during 2013, and a lower vehicle lease charge from BC Transit at \$104,000 as buses were not replaced with newer models as quickly as originally planned. Capital was underspent (\$56,176 vs \$256,505) mainly due to projects being deferred to future years for GPS bus monitoring (\$157,000) to be cost shared with BC Transit,

electric vehicle \$18,000, security cameras for exchanges \$20,000, and some other small capital items. Professional fee allowances of \$35,000 were not required in 2013.

- Solid Waste Disposal (\$901,876 vs \$405,771 budget) reflects lower capital expenditures for several reasons. Tonnage at the scales was down and revenues in this area were significantly lower than budget by \$500,000 (\$7.7 million actual vs 8.2 million budget). This is offset by corresponding reductions in operating costs such as reduced Landfill engineering operating wages (\$120,000 savings), recycling costs (\$150,000), general operating expenses (\$145,000), and vehicle operations (\$75,000).
- Solid Waste capital items deferred to future years include equipment purchases (Landfill Site Truck replacement - \$35,000, Landfill service van replacement - \$10,000), and construction of the tire wash and equipment washdown facility \$300,000. Professional fees were under budget by \$150,000 with approximately \$110,000 being carried forward to 2014 for projects such as the Nature Park Management Plan and Risk Assessment (\$35,000), the Hydrogeological Study (\$40,000), the Landfill/Nature Park Bird Control Strategy (\$15,000), and the Solid Waste Management Plan Review (\$25,000).
- Solid Waste capital projects related to construction of the Nature Park Phase 1 and the North Berm development funded by reserves in the amount of \$2.3 million are being deferred to 2014/2015 and as per the new financial plan.

SUMMARY:


The attached appendices reflect the operating activities of the Regional District recorded up to December 31, 2013. Appendix 1 summarizes the overall results across the organization. At year end 99% of budgeted revenues and 94% of budgeted expenditures have been recorded. 2013 values for both revenue and expenses are impacted by the \$8.8 million flow through borrowing transaction made for the Vancouver Island Regional Library. Grants (95%) and other revenues (98%) are below the benchmark for timing reasons related to projects as noted above.

Expenditures across all services are lower overall (94%) as well due to the timing of many capital projects (49%) which also impacts professional fees (61%). Across all services, wages and benefits are at 96% of budget for the year, which is in line with expectations.


Final results and consolidated results including capital and reserve funds will be presented after the annual audit is completed later this year.

RECOMMENDATION:

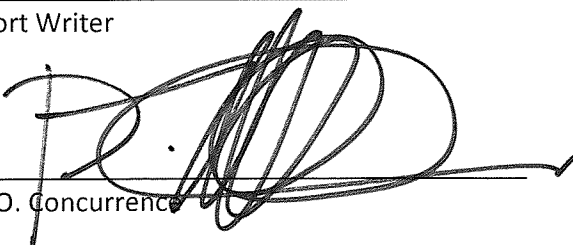
That the summary report of financial results for RDN operations to December 31, 2013 be received for information.



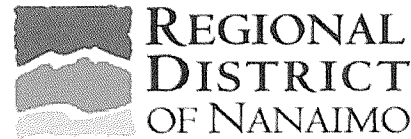
Report Writer



Director Concurrence



C.A.O. Concurrence



GENERAL REVENUE FUND
December 31, 2013

	CORPORATE SERVICES			STRATEGIC AND COMMUNITY DEVELOPMENT			REGIONAL & COMMUNITY UTILITIES			RECREATION & PARKS SERVICES			TRANSPORTATION AND SOLID WASTE SERVICES			TOTAL REVENUE FUND		
	Actual 2013	Budget 2013	% Var	Actual 2013	Budget 2013	% Var	Actual 2013	Budget 2013	% Var	Actual 2013	Budget 2013	% Var	Actual 2013	Budget 2013	% Var	Actual 2013	Budget 2013	% Var
REVENUES																		
TAX REQUISITION	\$7,166,442	\$7,166,442	100%	\$2,441,076	\$2,441,076	100%	\$12,689,801	\$12,689,801	100%	\$9,467,830	\$9,467,830	100%	\$8,335,384	\$8,335,384	100%	\$40,100,533	\$40,100,533	100%
GRANTS	146,084	143,590	102%	222,456	274,050	81%	322,887	193,515	167%	569,044	725,927	78%	5,603,450	5,889,105	95%	6,863,921	7,226,187	95%
OPERATING REVENUE	452,610	183,550	247%	1,252,265	1,125,731	111%	1,838,367	1,642,530	112%	1,529,365	1,475,856	104%	16,284,700	16,735,656	97%	21,357,307	21,163,323	101%
OTHER REVENUE	17,451,986	9,514,083	183%	238,433	258,457	92%	6,326,159	11,491,215	55%	754,898	905,617	83%	1,080,912	4,220,912	26%	25,852,388	26,390,284	98%
PRIOR YEAR'S SURPLUS (DEFICIT)	1,383,288	1,383,289	100%	1,356,102	1,356,101	100%	2,975,303	2,975,447	100%	1,340,037	1,340,037	100%	2,210,196	2,210,196	100%	9,264,926	9,265,070	100%
TOTAL REVENUES	26,600,410	18,390,954	145%	5,510,332	5,455,415	101%	24,152,517	28,992,508	83%	13,661,174	13,915,267	98%	33,514,842	37,391,253	90%	103,439,075	104,145,397	99%
EXPENSES																		
OFFICE OPERATING	1,249,742	1,272,835	98%	807,680	907,997	89%	1,087,760	1,123,104	97%	726,269	793,544	92%	4,056,583	4,119,531	98%	7,928,034	8,217,011	96%
COMMUNITY GRANTS	40,077	517,916	8%	37,000	39,857	93%	0	0		111,694	103,200	108%	0	0		188,771	660,973	29%
LEGISLATIVE	322,545	337,085	96%	0	0		0	0		0	0		0	0		322,545	337,085	96%
PROFESSIONAL FEES	216,266	345,989	63%	317,886	498,770	64%	375,594	753,098	50%	166,444	263,010	63%	421,559	612,110	69%	1,497,749	2,472,977	61%
BUILDING - OPER & MAINT	231,846	251,704	92%	67,000	75,763	88%	321,180	300,862	107%	925,799	953,721	97%	436,253	491,737	89%	1,982,078	2,073,787	96%
VEH & EQUIP - OPER & MAINT	249,577	304,357	82%	47,907	43,755	109%	856,192	872,618	98%	164,961	190,886	86%	5,028,299	5,815,150	86%	6,346,936	7,226,766	88%
OTHER OPERATING COSTS	287,347	329,000	87%	147,778	178,900	83%	3,863,018	4,336,116	89%	314,539	468,296	67%	6,102,501	6,778,335	90%	10,715,183	12,090,647	89%
WAGES & BENEFITS	3,464,477	3,534,320	98%	2,262,503	2,409,419	94%	3,812,349	4,175,807	91%	4,037,930	4,206,346	96%	13,130,941	13,484,697	97%	26,708,200	27,810,589	96%
PROGRAM COSTS	0	0		58,296	50,000	117%	0	0		170,692	143,555	119%	0	0		228,988	193,555	118%
CAPITAL EXPENDITURES	561,564	1,466,500	38%	57,808	72,890	79%	6,453,838	11,723,984	55%	1,273,214	1,740,317	73%	1,050,489	4,365,880	24%	9,396,913	19,369,571	49%
DEBT FINANCING - INTEREST	2,608,003	2,608,080	100%	0	0		365,545	417,077	88%	682,066	730,119	93%	0	0		3,655,614	3,755,276	97%
DEBT FINANCING - PRINCIPAL	2,004,374	2,004,385	100%	0	0		496,027	346,035	143%	1,475,931	1,483,075	100%	0	0		3,976,332	3,833,495	104%
CONTINGENCY	0	0		0	0		0	0		0	35,000		0	278,725		0	313,725	
TRSF TO RESERVE FUND	1,182,711	669,814	177%	298,615	112,490	265%	3,503,607	3,481,782	101%	856,723	763,502	112%	325,000	329,345	99%	6,166,656	5,356,933	115%
TRSF TO OTHER GOVT/AGENCIES	12,597,890	3,990,401	316%	223,116	365,300	61%	35,039	6,000	584%	1,545,428	1,542,524	100%	0	0		14,401,473	5,904,225	244%
TOTAL EXPENDITURES	25,016,419	17,632,386	142%	4,325,590	4,755,141	91%	21,170,149	27,536,483	77%	12,451,690	13,417,095	93%	30,551,625	36,275,510	84%	93,515,473	99,616,615	94%
OPERATING SURPLUS (DEFICIT)	\$1,583,991	\$758,568		\$1,184,742	\$700,274		\$2,982,368	\$1,456,025		\$1,209,484	\$498,172		\$2,963,017	\$1,115,743		\$9,923,602	\$4,528,782	

**REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
December 31, 2013**

	Revenues			Expenditures			Surplus	
	2013 Actual	2013 Budget	Variance	2013 Actual	2013 Budget	Variance	2013 Actual	2013 Budget
<u>CORPORATE SERVICES</u>								
General Administration	\$6,451,823	\$6,487,302	99%	\$5,487,507	\$6,064,694	90%	\$964,316	\$422,608
Electoral Areas Administration	715,202	710,299	101%	515,747	605,478	85%	199,455	104,821
Public Safety								
D68 E911	122,354	119,496	102%	121,067	117,530	103%	1,287	1,966
D69 E911	592,912	592,912	100%	543,880	543,880	100%	49,032	49,032
Community Justice	87,690	87,580	100%	87,580	87,580	100%	110	0
Fire Protection - Volunteer								
Coombs-Hilliers	468,359	733,012	64%	468,359	733,012	64%	0	0
Errington	312,451	312,351	100%	293,180	312,351	94%	19,271	0
Nanoose	824,378	821,063	100%	688,254	775,325	89%	136,124	45,738
Dashwood	625,421	584,630	107%	625,497	584,630	107%	(76)	0
Meadowood	139,363	139,363	100%	139,357	139,360	100%	6	3
Extension	194,794	194,794	100%	152,104	194,794	78%	42,690	0
Nanaimo River	17,797	17,797	100%	17,792	17,795	100%	5	2
Bow Horn Bay	315,795	731,464	43%	315,795	731,464	43%	0	0
Fire Protection - Service Contracts								
French Creek (Area G)	480,203	479,998	100%	411,845	428,950	96%	68,358	51,048
Parksville Local (Area G)	162,004	162,004	100%	89,733	89,733	100%	72,271	72,271
Cassidy/Waterloo (Area A & C)	218,446	218,402	100%	198,961	218,401	91%	19,485	1
Wellington (Area C)	70,943	70,943	100%	59,287	59,865	99%	11,656	11,078
Regional Library	11,018,363	2,145,614	514%	11,018,362	2,145,614	514%	1	0
	\$26,600,410	\$18,390,954	145%	\$25,016,419	\$17,632,386	142%	\$1,583,991	\$758,568
<u>STRATEGIC AND COMMUNITY DEVELOPMENT</u>								
EA Community Planning	\$1,930,374	\$1,922,035	100%	\$1,501,476	\$1,647,839	91%	\$428,898	\$274,196
VIHA Homeless Grants	\$188,000	\$188,000	100%	\$188,000	\$188,000	100%	\$0	\$0
Economic Development South	\$137,000	\$137,000	100%	\$137,000	\$137,000	100%	\$0	\$0
Economic Development North	\$54,901	\$54,857	100%	\$54,278	\$54,857	99%	\$623	\$0
Community Works Fund - Dev Svcs	193,368	240,025	81%	193,367	240,025	81%	\$1	0
Regional Growth Management	678,461	675,478	100%	429,687	521,620	82%	248,774	153,858
Emergency Planning	318,437	344,191	93%	266,325	320,386	83%	52,112	23,805
Search & Rescue	41,752	41,484	101%	41,300	41,300	100%	452	184
Building Inspection	1,490,970	1,325,830	112%	1,076,906	1,099,612	98%	414,064	226,218
Bylaw Enforcement								
Animal Control F	36,975	29,437	126%	22,970	19,810	116%	14,005	9,627
Animal Control A, B, C & Lantzville	69,862	69,862	100%	62,942	68,255	92%	6,920	1,607
Animal Control E, G & H	89,185	90,720	98%	85,648	88,860	96%	3,537	1,860
Nuisance Premises	13,339	38,339	35%	6,830	33,055	21%	6,509	5,284
Hazardous Properties	8,438	18,438	46%	6,269	17,420	36%	2,169	1,018
Noise Control								
Electoral Area A	8,759	8,759	100%	6,355	6,920	92%	2,404	1,839
Electoral Area B	7,953	7,901	101%	6,270	7,865	80%	1,683	36
Electoral Area C	7,037	7,037	100%	6,275	6,865	91%	762	172
Electoral Area E	6,903	6,903	100%	6,276	6,865	91%	627	38
Electoral Area G	8,447	8,447	100%	7,245	7,915	92%	1,202	532
General Enforcement	220,170	240,672	91%	220,170	240,672	91%	0	0
	\$5,510,331	\$5,455,415	101%	\$4,325,589	\$4,755,141	91%	\$1,184,742	\$700,274

**REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
December 31, 2013**

	Revenues			Expenditures			Surplus	
	2013 Actual	2013 Budget	Variance	2013 Actual	2013 Budget	Variance	2013 Actual	2013 Budget
REGIONAL & COMMUNITY UTILITIES								
Regional & Community Utilities Administration	\$304,520	\$352,242	86%	\$304,520	\$352,241	86%	\$0	\$1
Wastewater Management								
Wastewater Management Plan	398,826	374,318	107%	201,535	223,978	90%	197,291	150,340
Southern Community Wastewater	10,587,635	14,085,208	75%	9,894,585	13,887,778	71%	693,050	197,430
Northern Community Wastewater	5,374,090	5,544,779	97%	4,743,444	5,277,206	90%	630,646	267,573
Duke Point Wastewater	322,351	320,961	100%	191,220	240,695	79%	131,131	80,266
Water Supply								
San Pareil fire	154,167	707,200	22%	169,120	707,200	24%	(14,953)	0
Whiskey Creek	192,342	187,907	102%	190,603	169,696	112%	1,739	18,211
French Creek	143,505	167,338	86%	105,522	144,546	73%	37,983	22,792
Surfside	42,529	44,252	96%	24,534	31,353	78%	17,995	12,899
Decourcey	14,561	14,661	99%	7,511	9,929	76%	7,050	4,732
San Pareil	183,025	189,968	96%	172,089	179,807	96%	10,936	10,161
Driftwood	7,859	7,860	100%	7,265	7,850	93%	594	10
Englishman River	157,773	161,303	98%	69,999	105,630	66%	87,774	55,673
Melrose Terrace	29,271	28,788	102%	23,415	26,327	89%	5,856	2,461
Nanose Bay Peninsula	1,651,190	1,967,194	84%	1,327,250	1,820,154	73%	323,940	147,040
Drinking Water/Watershed Protection	828,593	838,079	99%	634,895	746,715	85%	193,698	91,364
Nanose Bay Bulk	919,255	1,082,589	85%	760,925	954,590	80%	158,330	127,999
French Creek Bulk	327,776	327,345	100%	296,632	309,417	96%	31,144	17,928
Sewer Collection								
French Creek	872,298	966,718	90%	865,748	960,169	90%	6,550	6,549
Nanose (Fairwinds)	873,758	908,570	96%	566,791	774,812	73%	306,967	133,758
Pacific Shores	92,170	92,138	100%	70,935	76,097	93%	21,235	16,041
Surfside	81,418	77,070	106%	76,709	76,606	100%	4,709	464
Cedar	185,039	179,214	103%	148,226	158,734	93%	36,813	20,480
Englishman River Stormwater	15,915	15,915	100%	7,515	8,480	89%	8,400	7,435
Cedar Estates Stormwater	11,550	11,550	100%	7,225	10,500	69%	4,325	1,050
Barclay Crescent	220,893	215,820	102%	182,772	194,935	94%	38,121	20,885
Pump & Haul	2,825	2,400	118%	2,826	2,400	118%	(1)	0
Streetlighting	121,000	121,121	100%	79,953	78,640	102%	41,047	42,481
Engineering Services	0	0		0	0		0	0
	\$24,152,517	\$28,992,508	83%	\$21,170,147	\$27,536,485	77%	\$2,982,370	\$1,456,023

REGIONAL DISTRICT OF NANAIMO
SUMMARY OF OPERATING RESULTS
December 31, 2013

	Revenues			Expenditures			Surplus	
	2013 Actual	2013 Budget	Variance	2013 Actual	2013 Budget	Variance	2013 Actual	2013 Budget
<u>RECREATION & PARKS SERVICES</u>								
Regional Parks	\$2,687,855	\$2,780,345	97%	\$2,326,154	\$2,700,288	86%	\$361,701	\$80,057
Community Parks								
Electoral Area A	605,817	804,068	75%	571,355	787,572	73%	34,462	16,496
Electoral Area B	303,431	259,547	117%	235,864	216,119	109%	67,567	43,428
Electoral Area C	92,501	97,651	95%	66,763	81,208	82%	25,738	16,443
Electoral Area D	81,261	106,261	76%	51,687	98,406	53%	29,574	7,855
Electoral Area E	113,001	138,001	82%	91,834	118,532	77%	21,167	19,469
Electoral Area F	137,313	211,383	65%	92,209	189,726	49%	45,104	21,657
Electoral Area G	142,246	140,320	101%	109,090	118,437	92%	33,156	21,883
Electoral Area H	332,489	330,079	101%	306,841	310,134	99%	25,648	19,945
Area A Recreation & Culture	191,272	190,695	100%	154,950	163,527	95%	36,322	27,168
Northern Community Recreation	1,597,432	1,534,987	104%	1,542,482	1,524,852	101%	54,950	10,135
Oceanside Place Arena	2,701,081	2,674,843	101%	2,510,892	2,563,266	98%	190,189	111,577
Ravensong Aquatic Centre	3,434,677	3,450,413	100%	3,154,253	3,349,301	94%	280,424	101,112
Gabriola Island Recreation	137,630	93,630	147%	133,837	92,803	144%	3,793	827
Southern Community Recreation	1,023,025	1,023,024	100%	1,023,579	1,023,024	100%	(554)	0
Port Theatre Contribution	80,143	80,020	100%	79,900	79,900	100%	243	120
	\$13,661,174	\$13,915,267	98%	\$12,451,690	\$13,417,095	93%	\$1,209,484	\$498,172
<u>TRANSPORTATION AND SOLID WASTE SERVICES</u>								
Gabriola Island Emergency Wharf	\$10,959	\$10,959	100%	\$2,477	\$6,150	40%	\$8,482	\$4,809
Southern Community Transit	18,545,433	18,756,557	99%	17,035,047	18,362,720	93%	1,510,386	393,837
Northern Community Transit	1,808,466	1,827,266	99%	1,442,528	1,581,770	91%	365,938	245,496
Solid Waste Disposal	9,111,250	12,769,296	71%	8,209,374	12,363,525	66%	901,876	405,771
Solid Waste Collection & Recycling	4,038,534	4,027,175	100%	3,862,199	3,961,344	97%	176,335	65,831
	\$33,514,642	\$37,391,253	90%	\$30,551,625	\$36,275,509	84%	\$2,963,017	\$1,115,744
TOTAL ALL SERVICES	\$103,439,074	\$104,145,397	99%	\$93,515,470	\$99,616,616	94%	\$9,923,604	\$4,528,781



RDN REPORT		#
CAO APPROVAL		
EAP		
COW	✓	
MAR 05 2014		
RHD		
BOARD		

MEMORANDUM

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: March 3, 2014

FROM: Wendy Idema
Director of Finance

FILE:

SUBJECT: Bylaw No. 1698 - 2014 to 2018 Financial Plan

PURPOSE:

To summarize final updates to the 2014 budget and introduce Bylaw No. 1698 to adopt the 2014 to 2018 financial plan.

BACKGROUND:

Staff reported on February 11th that the 2014 proposed budget included consolidated tax revenues of \$42,216,095, a consolidated increase of 6.3% over 2013. The proposed budget since that time has been adjusted for a reduction of \$472,500 regarding the Grants in Aid requisition for the Island Corridor Foundation, as well as a small addition of \$6,830 which is the impact of the inclusion of final parcel tax numbers for Regional Parks and Drinking Water/Watershed Protection. The revised 2014 budget, included in the financial plan attached with this report, shows consolidated tax revenues of \$42,222,925.

The 2014 to 2018 Financial Plan incorporates projects totaling approximately \$7.3 million funded by Gas Tax Transfer Funds. These include the E&N Regional Trail (\$2.6 million), CNG Refueling Station (\$750,000), Southern Communities Wastewater Service Departure Bay Outfall (\$2 million), Rural Village Centre Sewer Servicing (\$350,000), Englishman River Water Service Water Treatment Plant (\$400,000), and a number of trail projects in electoral areas (\$520,000). Going forward, staff will continue to research alternatives for funding the wastewater/water infrastructure and transit plans. As suggested by the Board, the allocation of costs between development cost charges, general reserves, and borrowing will be reviewed for wastewater and water, and all sources of grant funding will continue to be pursued.

Table 1 below summarizes the component drivers of the change in consolidated 2014 property tax revenues:

Table 1	Change in dollars	Percent change
Change for General Services Tax Revenues		
Changed or New Service Levels	\$1,369,211	4.1%
Changes from Other Jurisdictions	\$189,530	0.6%
Existing Services	\$51,178	0.2%
Year over Year Change for General Services	\$1,609,919	4.9%

Bylaw No. 1698 is introduced with this report to adopt the financial plan covering the years 2014 to 2018.

ALTERNATIVES

1. Approve the 2014 to 2018 financial plan as presented and proceed to adopt Bylaw No. 1698.
2. Amend the 2014 to 2018 financial plan and adopt Bylaw No. 1698 as amended.

FINANCIAL IMPLICATIONS:

Alternative 1

Consolidated tax revenues including local service area taxes have changed since the February 11, 2014 presentation as follows:

Grants in Aid	Decrease (\$472,500)	Reduction for Island Corridor Foundation grant
Regional Parks – Acquisition/Development	Increase \$4,745	Adjusted parcel numbers
Drinking Water/Watershed Protection	Increase <u>\$2,083</u>	Adjusted parcel numbers
Total adjustments	Decrease \$(465,672)	

Regional District tax requisitions include a combination of usage, population, assessment based and parcel taxes. Appendix 1 is a summary list of the tax revenues for each major service provided by the Regional District compared to the initial recommendations. Appendices 2 and 2(A) provide additional details on the parcel taxes levied for various services and the related year over year change. Appendices 3, 3(A) and 3(B) summarize the participation of each member in the 2014 budget including estimates of tax rates for 2014.

The financial plan forecasts consolidated tax revenue increases between 5.2% and 5.9% annually. Appendix 4 summarizes the forecasted cost for general services for a property valued at \$300,000. In dollar terms, the annual change for properties valued at \$300,000 averages \$17 per year. Proposed capital improvements and expansions to Transit Services along with required infrastructure upgrades to Wastewater Services continue to have the largest impact on annual changes. This is reflected in the higher cost increases forecast for the municipal members in particular.

Based on the review and recommendations provided to date, staff recommend approval of the 2014 budget and the 2014 to 2018 financial plan.

Alternative 2

The financial plan can be amended further but must be adopted on or before March 31, 2014. The Board’s last regularly scheduled meeting will be held on March 25th. Further amendments need to be approved at that meeting.

STRATEGIC PLAN IMPLICATIONS:

The 2014 to 2018 Financial Plan provided represents the consolidated cost of implementing the Strategic Goals and Actions for each of the RDN’s five Action Areas:

- The Regional Federation;
- Strategic and Community Development;

- Transportation and Solid Waste;
- Regional and Community Utilities; and
- Parks and Recreation

These Action Areas reflect the traditional organizational structure of the RDN, and each manager and general manager is tasked with identifying how projects and programs planned are consistent with the Board Strategic Plan.

SUMMARY/CONCLUSIONS:

The 2014 budget has been updated to reflect final 2013 operating results and final costs related for other jurisdictions such as 9-1-1 services, recreation facilities, and sportsfield cost sharing. A decrease to the requisition of \$465,672 has been included since the financial plan was presented on February 11th largely as a result of the \$472,500 change to Grants in Aid for the Island Corridor Foundation. New revenues totaling \$6,828 are also reflected in the 2014 budget as a result of revised parcel numbers for Regional Parks and Drinking Water/Watershed Protection.

The attachments to this report summarize the impact of the 2014 budget on each member as well as the forecast of tax rates over the period 2014 to 2018. In dollar terms, the annual change for properties valued at \$300,000 averages \$17 per year. Transportation and Wastewater Services continue to have the largest impact on annual changes. This is reflected in the higher cost increases forecast for the municipal members in particular. Staff will continue to look at alternatives for funding infrastructure including revised borrowing/reserve/development cost charge funding and ongoing pursuit of grant funding.

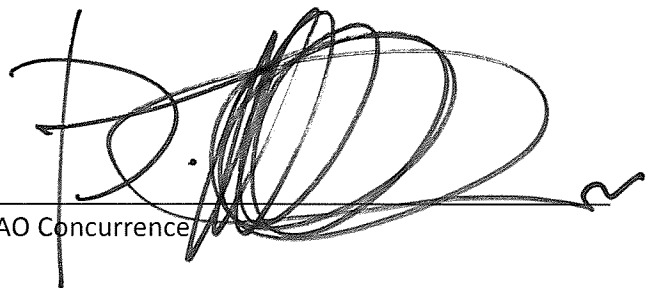
Based on the review and recommendations provided to date, staff recommend adopting Bylaw No. 1698, 2014, which represents the 2014 to 2018 financial plan.

RECOMMENDATIONS:

1. That "Regional District of Nanaimo Financial Plan 2014 to 2018 Bylaw No. 1698, 2014" be introduced and read three times.
2. That "Regional District of Nanaimo Financial Plan 2014 to 2018 Bylaw No. 1698, 2014" be adopted.



Report Writer



CAO Concurrance



Summary of Tax Revenues/Municipal Participation Agreements

	2013 FINAL Mar 2013	2014 Proposed Feb 2014	2014 FINAL Mar 2014	change from 2013 \$	change from 2013 %
CORPORATE SERVICES					
Corporate Administration	816,260	840,747	840,747	24487	3.0%
House Numbering	21,500	21,500	21,500	0	0.0%
Electoral Areas Admin/Building Policy & Advice	366,740	383,125	383,125	16385	4.5%
Lantzville Service Participation Agreement	16,335	17,723	17,723	1388	8.5%
General Grants In Aid	473,860	551,072	78,572	(395288)	-83.4%
Southern Restorative Justice/Victim Services	10,000	12,500	12,500	2500	25.0%
Northern Community Justice	77,505	106,725	106,725	29220	37.7%
Electoral Area A - Community Policing Office	(2,000)			2000	-100.0%
	1,780,200	1,933,392	1,460,897		
STRATEGIC & COMMUNITY DEVELOPMENT					
Electoral Area Community & Long Range Planning	1,355,340	1,382,447	1,382,447	27107	2.0%
Regional Growth Strategy	404,940	413,039	413,039	8099	2.0%
Emergency Planning	248,625	254,477	254,477	5852	2.4%
Lantzville Service Participation Agreement	20,745	21,708	21,708	963	4.6%
District 68 Search & Rescue	40,990	40,990	40,990	0	0.0%
Economic Development - Southern Community	137,000	152,000	152,000	15000	10.9%
Economic Development - Northern Community	40,000	50,000	50,000	10000	25.0%
Animal Control - Area A,B,C,Lantzville	63,590	64,862	64,862	1272	2.0%
Animal Control Area E,G,H	81,620	81,620	81,620	0	0.0%
Animal Control Area F	21,055	19,370	19,370	(1685)	-8.0%
Hazardous Properties	7,200	7,416	7,416	216	3.0%
Unightly Premises	6,585	6,914	6,914	329	5.0%
Noise Control	37,502	37,960	37,960	458	1.2%
	2,465,192	2,532,803	2,532,803		
RECREATION & PARKS					
Ravensong Aquatic Centre	2,439,095	2,487,877	2,487,877	48782	2.0%
Oceanside Place	1,716,565	1,776,645	1,776,645	60080	3.5%
Northern Community Recreation	980,675	1,043,901	1,043,901	63226	6.4%
Gabriola Island Recreation	93,110	95,903	95,903	2793	3.0%
Area A Recreation & Culture	152,785	177,369	177,369	24584	16.1%
Port Theatre/Cultural Centre Contribution	79,775	80,675	80,675	900	1.1%
Regional Parks- operating	986,940	1,090,960	1,090,960	104020	10.5%
Regional Parks - capital	862,043	862,043	866,788	4745	0.6%
Electoral Areas Community Parks	848,110	892,145	892,145	44035	5.2%
	8,159,098	8,507,518	8,512,263		
REGIONAL & COMMUNITY UTILITIES					
Southern Wastewater Treatment	4,673,936	5,047,850	5,047,850	373914	8.0%
Northern Wastewater Treatment	3,405,549	3,577,195	3,577,195	171646	5.0%
Liquid Waste Management Planning	152,625	155,678	155,678	3053	2.0%
Drinking Water Protection	418,247	444,547	446,630	28383	6.8%
	8,650,357	9,225,270	9,227,353		
TRANSPORTATION & SOLID WASTE SERVICES					
Southern Community Transit	7,084,380	7,792,818	7,792,818	708438	10.0%
Northern Community Transit	883,944	910,462	910,462	26518	3.0%
D69 Custom Transit (Area H)	12,500	12,500	12,500	0	0.0%
Descanso Bay Emergency Wharf	5,685	5,684	5,684	(1)	0.0%
Solid Waste Management & Disposal	348,875	355,853	355,853	6978	2.0%
	8,335,384	9,077,317	9,077,317		
GENERAL TAXATION FOR OTHER JURISDICTIONS					
SD 68 Emergency 911	117,865	128,470	128,470	10605	9.0%
SD 69 Emergency 911	545,880	587,715	587,715	41835	7.7%
Southern Community Recreation	1,018,617	1,076,950	1,076,950	58333	5.7%
Northern Community Sportsfield Agreement	290,115	259,432	259,432	(30683)	-10.6%
Vancouver Island Regional Library	1,742,969	1,852,408	1,852,408	109439	6.3%
	3,715,446	3,904,975	3,904,975		
GENERAL SERVICES PROPERTY TAX REVENUES					
	33,105,677	35,181,275	34,715,603		
	5.8%	6.3%	4.9%		
LOCAL SERVICE AREA TAX REVENUES					
Duke Point Wastewater Treatment	190,475	201,904	201,904	11429	6.0%
Northern Community Wastewater -other benefitting areas	726,571	802,852	802,852	76281	10.5%
Fire Protection Areas	2,995,863	3,114,740	3,114,740	118877	4.0%
Streetlighting Service Areas	76,510	78,889	78,889	2379	3.1%
Stormwater Management	9,450	9,545	9,545	95	1.0%
Utility Services	3,036,438	3,299,390	3,299,390	262952	8.7%
	7,035,307	7,507,320	7,507,320		
NET PROPERTY TAX REVENUES/MUNICIPAL SERVICE PARTICIPATION AGREEMENTS					
	40,140,984	42,688,595	42,222,923		
	4.9%	6.3%	5.2%		

**REGIONAL DISTRICT OF NANAIMO
2014 PROJECTED PARCEL TAX RATES**

APPENDIX 2

Water Service Area	2014 Budgeted Revenue	Number of Parcels	Parcel Tax Rate Year 2014	Parcel Tax Rate Year 2013	Increase (Decrease)
Nanoose Peninsula	\$717,072	2,501	\$287	\$261	\$26
Surfside	\$13,405	39	\$343	\$337	\$6
San Pareil	\$121,070	288	\$420	\$397	\$23
San Pareil Water Upgrade	\$42,153	332	\$127	\$0	\$127
Englishman River Community	\$37,230	157	\$237	\$237	No change
French Creek	\$63,100	238	\$265	\$248	\$17
Decourcey	\$7,492	5	\$1,498	\$1,469	\$29
Melrose Terrace	\$21,300	28	\$761	\$746	\$15
Whiskey Creek	\$83,901	126	\$666	\$658	\$8
Nanoose Bay Bulk	\$774,725	2,503	\$310	\$282	\$28
French Creek Bulk	\$4,320	2,161	\$2	\$5	\$(3)
Driftwood	\$4,865	13	\$374	\$604	\$(230)

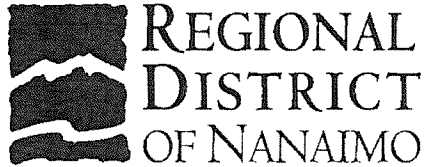
Fire Service Area	2014 Budgeted Revenues	Number of Parcels	Parcel Tax Rate Year 2014	Parcel Tax Rate Year 2013	Increase (Decrease)
Meadowood	\$139,355	453	\$308	\$278	\$30
Cassidy Waterloo	\$66,440	681	\$98	\$97	\$1

Other Service Areas	2014 Budgeted Revenues	Number of Parcels	Parcel Tax Rate Year 2014	Parcel Tax Rate Year 2013	Increase (Decrease)
Crime Prevention & Community Justice Service	Varies by Electoral Area	12,583	\$4.48	\$3.24	\$1.24
Northern Community Economic Development	Varies by Electoral Area	12,583	\$2.08	\$1.67	\$0.41
Regional Parks and Trails Service Area	Varies by Electoral Area	66,675	\$13.00	\$13.00	No change
Drinking Water Protection	Varies by Electoral Area	69,550	\$8.00/\$8.00 /\$5.00	\$9.00/\$7.00 /\$4.00	\$(1.00)/\$1.00 /\$1.00

**REGIONAL DISTRICT OF NANAIMO
2014 PROJECTED PARCEL TAX RATES**

APPENDIX 2A

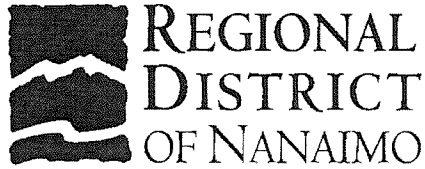
Sewer Service Area	2014 Budgeted Revenues	Number of Parcels	Parcel Tax Rate Year 2014	Parcel Tax Rate Year 2013	Increase (Decrease)
French Creek	\$532,162	1,861	\$286	\$267	\$19
Fairwinds	\$515,849	796	\$648	\$622	\$26
Pacific Shores	\$60,443	127	\$476	\$453	\$23
Surfside	\$19,803	27	\$733	\$747	\$(14)
Barclay Crescent	\$136,484	244	\$649/\$259	\$635/\$243	\$14/\$16
Cedar Sportsfield Capital Financing Service	\$4,585	1	\$4,585	\$4,582	\$3
Cedar Small Residential Properties Capital Financing Service	\$8,142	9	\$905	\$906	\$(1)
Cedar Small Residential Properties (Stage 2) Capital Financing Service	\$18,255	7	\$2,028 per connection	\$2,028 per connection	No change
Cedar Large Residential Properties Capital Financing Service	\$5,429	1	\$5,429 per property	\$5,460 per property	\$(31)
Cedar Commercial Properties Capital Financing Service	\$69,355	4.12 hectares	\$16,835 per hectare	\$16,835 per hectare	No change
Cedar - Operating	\$27,096	30.5 hectares	\$871 per hectare	\$871 per hectare	No change
Hawthorne Rise Debt	\$11,160	19	\$587	\$0	\$587



**2014 BUDGET
SUMMARY OF PARTICIPATION BY MEMBER**

APPENDIX 3

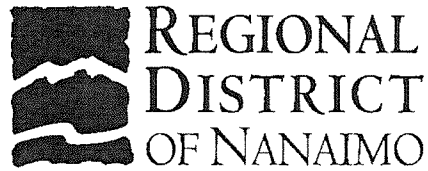
	2013 Final	2014 Final	Change from 2013	Changed Service Levels	Other Jurisdictions	Existing Service Levels
City Of Nanaimo	13,832,579	14,792,344	959,765 6.9%	1,066,284 7.7%	0 0.0%	(106,519) -0.8%
General Services Tax cost per \$100,000	\$85.10	\$91.20				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$4.00	\$5.00				
	\$102.10	\$109.20				
	\$6.90	\$7.10				
District of Lantzville	670,337	723,402	53,065 7.9%	15,194 2.3%	27,478 4.1%	10,393 1.6%
General Services Tax cost per \$100,000	\$88.90	\$94.70				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$4.00	\$5.00				
	\$105.90	\$112.70				
	\$6.10	\$6.80				
City Of Parksville	4,220,853	4,525,828	304,975 7.2%	76,633 1.8%	11,961 0.3%	216,381 5.1%
General Services Tax cost per \$100,000	\$159.50	\$172.20				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$7.00	\$8.00				
District 69 Community Justice	\$3.24	\$4.50				
	\$182.74	\$197.70				
	\$13.94	\$14.96				
Town of Qualicum Beach	3,135,402	3,215,530	80,128 2.6%	54,740 1.7%	8,160 0.3%	17,228 0.5%
General Services Tax cost per \$100,000	\$149.10	\$155.00				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$7.00	\$8.00				
District 69 Community Justice	\$3.24	\$4.50				
	\$172.34	\$180.50				
	\$7.74	\$8.16				



**2014 BUDGET
SUMMARY OF PARTICIPATION BY MEMBER**

APPENDIX 3 (A)

	2013 Final	2014 Final	Change from 2013	Changed Service Levels	Other Jurisdictions	Existing Service Levels
Electoral Area A	1,671,223	1,786,764	115,541 6.9%	57,984 3.5%	46,213 2.8%	11,344 0.7%
General Services Tax cost per \$100,000	\$137.70	\$145.30				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$9.00	\$8.00				
	\$159.70	\$166.30				
	\$10.40	\$6.60				
Electoral Area B	1,012,271	1,019,134	6,863 0.7%	7,600 0.8%	12,627 1.2%	(13,364) -1.3%
General Services Tax cost per \$100,000	\$78.20	\$83.40				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$9.00	\$8.00				
	\$100.20	\$104.40				
	\$5.80	\$4.20				
Electoral Area C	950,937	983,636	32,699 3.4%	9,924 1.0%	22,684 2.4%	91 0.0%
General Services Tax cost per \$100,000	\$127.60	\$138.00				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$9.00	\$8.00				
	\$149.60	\$159.00				
	(\$1.30)	\$9.40				
Electoral Area E	1,996,428	2,036,432	40,004 2.0%	20,155 1.0%	25,243 1.3%	(5,394) -0.3%
General Services Tax cost per \$100,000	\$106.90	\$109.00				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$9.00	\$8.00				
Economic Development Northern Community	\$1.67	\$1.67				
District 69 Community Justice	\$3.24	\$4.50				
	\$133.81	\$136.17				
	\$10.79	\$2.36				



**2014 BUDGET
SUMMARY OF PARTICIPATION BY MEMBER**

APPENDIX 3 (B)

	2013 Final	2014 Final	Change from 2013	Changed Service Levels	Other Jurisdictions	Existing Service Levels
Electoral Area F	1,841,226	1,829,215	(12,011) -0.7%	13,165 0.7%	8,701 0.5%	(33,877) -1.8%
General Services Tax cost per \$100,000	\$143.10	\$148.40				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$9.00	\$8.00				
Economic Development Northern Community	\$1.67	\$1.67				
District 69 Community Justice	\$3.24	\$4.50				
	\$170.01	\$175.57				
	\$13.79	\$5.56				
Electoral Area G	2,332,920	2,362,874	29,954 1.3%	37,172 1.6%	14,471 0.6%	(21,689) -0.9%
General Services Tax cost per \$100,000	\$146.10	\$150.40				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$9.00	\$8.00				
Economic Development Northern Community	\$1.67	\$1.67				
District 69 Community Justice	\$3.24	\$4.50				
	\$173.01	\$177.57				
	\$11.09	\$4.56				
Electoral Area H	1,441,507	1,440,443	(1,064) -0.1%	10,360 0.7%	11,992 0.8%	(23,416) -1.6%
General Services Tax cost per \$100,000	\$142.20	\$144.90				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$9.00	\$8.00				
Economic Development Northern Community	\$1.67	\$1.67				
District 69 Community Justice	\$3.24	\$4.50				
	\$169.11	\$172.07				
	\$11.89	\$2.96				
General Services Tax Revenues	33,105,683	34,715,602				
	5.9%	4.9%				
Local Services Tax Revenues	7,035,301	7,507,321				
Tax Revenues/Municipal Participation Agreements	40,140,984	42,222,923				
	5.1%	5.2%				

REGIONAL DISTRICT OF NANAIMO
 FORECAST OF RESIDENTIAL
 TAX RATES 2014 TO 2018
 (PROPERTY VALUED AT \$300,000)

JURISDICTION	2014	2015	2016	2017	2018
City of Nanaimo	\$292	\$313	\$339	\$370	\$403
Dollar Change	\$20	\$21	\$26	\$31	\$33
% change	7%	7%	8%	9%	9%
District of Lantzville	\$302	\$312	\$323	\$337	\$351
Change	\$18	\$10	\$11	\$14	\$14
% change	6%	3%	4%	4%	4%
City of Parksville	\$541	\$568	\$596	\$625	\$656
Change	\$39	\$27	\$28	\$29	\$31
% change	8%	5%	5%	5%	5%
Town of Qualicum Beach	\$489	\$514	\$537	\$562	\$587
Change	\$18	\$25	\$23	\$25	\$25
% change	4%	5%	4%	5%	4%
Electoral Area A	\$457	\$474	\$489	\$505	\$518
Change	\$28	\$17	\$15	\$16	\$13
% change	7%	4%	3%	3%	3%
Electoral Area B	\$271	\$282	\$290	\$298	\$306
Change	\$14	\$11	\$8	\$8	\$8
% change	5%	4%	3%	3%	3%
Electoral Area C	\$435	\$452	\$469	\$486	\$501
Change	\$30	\$17	\$17	\$17	\$15
% change	7%	4%	4%	4%	3%
Electoral Area E	\$353	\$366	\$377	\$389	\$399
Change	\$5	\$13	\$11	\$12	\$10
% change	1%	4%	3%	3%	3%
Electoral Area F	\$471	\$488	\$503	\$517	\$530
Change	\$15	\$17	\$15	\$14	\$13
% change	3%	4%	3%	3%	3%
Electoral Area G	\$477	\$500	\$521	\$540	\$558
Change	\$12	\$23	\$21	\$19	\$18
% change	3%	5%	4%	4%	3%
Electoral Area H	\$461	\$471	\$474	\$481	\$488
Change	\$7	\$10	\$3	\$7	\$7
% change	2%	2%	1%	1%	1%

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1698

A BYLAW TO ADOPT THE 2014
TO 2018 FINANCIAL PLAN

WHEREAS the Regional District of Nanaimo shall, pursuant to Section 815 of the *Local Government Act*, adopt by bylaw a five year financial plan;

AND WHEREAS an expenditure not provided for in the financial plan or the financial plan as amended, is not lawful unless for an emergency that was not contemplated;

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

1. Definitions

“Emergency” means a present or imminent event that:

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

2. Financial Plan

Schedule ‘A’ attached to this bylaw is hereby adopted as the Financial Plan for the Regional District of Nanaimo for the period January 1, 2014 to December 31, 2018.

3. Financial Plan Amendments

- a) Funds may be reallocated in accordance with the Regional District of Nanaimo’s purchasing policy for new projects.
- b) The officer responsible for financial administration may transfer unexpended appropriations to Reserve Funds and accounts for future expenditures.
- c) The Board may authorize amendments to the plan for Emergencies as defined herein.

4. Citation

This bylaw may be cited as “Regional District of Nanaimo Financial Plan 2014 to 2018 Bylaw No. 1698, 2014”.

Introduced and read three times this th day of March, 2014.

Adopted this th day of March, 2014.

CHAIRPERSON

CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED FINANCIAL PLAN
2014 TO 2018**

Schedule 'A' to accompany 2014 to 2018
Financial Plan Bylaw No. 1698, 2014

Chairperson

Corporate Officer

	2013 Budget	Proposed 2014	2015	2016	2017	2018	Total
Operating Revenues		5.2%	5.8%	5.6%	5.9%	5.8%	
Property taxes	(36,059,156)	(37,892,155)	(40,048,912)	(42,336,083)	(44,884,472)	(47,572,957)	(212,734,579)
Parcel taxes	(3,751,262)	(4,028,604)	(4,336,495)	(4,528,419)	(4,740,079)	(4,943,991)	(22,577,588)
Municipal agreements	(330,566)	(302,164)	(306,078)	(312,726)	(317,251)	(323,865)	(1,562,084)
	(40,140,984)	(42,222,923)	(44,691,485)	(47,177,228)	(49,941,802)	(52,840,813)	(236,874,251)
Operations	(2,328,459)	(2,442,435)	(2,798,129)	(2,828,954)	(2,852,358)	(2,886,374)	(13,808,250)
Interest income	(150,000)	(150,000)	(150,000)	(125,000)	(100,000)	(100,000)	(625,000)
Transit fares	(4,254,765)	(4,366,943)	(4,410,613)	(4,538,213)	(4,667,092)	(4,806,866)	(22,789,727)
Landfill tipping fees	(7,885,000)	(8,285,750)	(8,534,323)	(8,961,039)	(9,229,870)	(9,506,766)	(44,517,748)
Recreation fees	(400,690)	(435,020)	(449,134)	(462,606)	(476,487)	(487,277)	(2,310,524)
Recreation facility rentals	(538,245)	(540,345)	(556,555)	(573,252)	(590,450)	(608,163)	(2,868,765)
Recreation vending sales	(11,700)	(9,500)	(9,500)	(9,500)	(9,500)	(9,500)	(47,500)
Recreation concession	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(20,000)
Recreation other	(388,060)	(385,410)	(396,972)	(408,882)	(421,148)	(433,783)	(2,046,195)
Utility user fees	(5,085,265)	(4,748,477)	(4,603,489)	(4,696,200)	(4,800,808)	(4,908,711)	(23,757,685)
Operating grants	(6,097,405)	(6,530,205)	(6,127,256)	(6,418,275)	(6,712,204)	(7,060,819)	(32,848,759)
Planning grants	(114,000)	(7,100)					(7,100)
Grants in lieu of taxes	(144,145)	(149,645)	(149,645)	(149,645)	(149,645)	(149,645)	(748,225)
Interdepartmental recoveries	(6,201,568)	(6,425,414)	(6,441,746)	(6,584,608)	(5,994,202)	(6,166,788)	(31,612,758)
Miscellaneous	(4,468,041)	(5,833,209)	(6,827,097)	(5,707,212)	(5,706,200)	(5,677,297)	(29,751,015)
Total Operating Revenues	(78,212,327)	(82,536,376)	(86,149,944)	(88,644,614)	(91,655,766)	(95,646,802)	(444,633,502)
Operating Expenditures							
Administration	3,996,335	4,105,520	4,158,045	4,169,541	4,125,990	4,134,980	20,694,076
Community grants	517,916	529,498	52,139	52,139	52,139	52,139	738,054
Legislative	412,345	492,385	422,038	408,302	495,878	425,566	2,244,169
Professional fees	2,431,159	2,865,021	2,180,463	2,118,493	2,149,211	2,133,513	11,446,701
Building ops	2,914,463	3,052,862	3,093,644	3,140,405	3,186,277	3,229,339	15,702,527
Veh & Equip ops	7,504,324	7,862,991	7,948,556	8,089,607	8,240,802	8,395,225	40,537,181
Operating costs	15,314,288	16,011,238	16,150,108	17,624,053	19,551,589	21,846,272	91,183,260
Program costs	639,693	745,904	637,854	645,956	654,202	662,597	3,346,513
Wages & benefits	27,329,345	28,231,414	28,656,285	29,187,091	29,770,822	30,306,690	146,152,302
Transfer to other gov/org	5,898,225	6,250,363	6,280,158	6,441,921	6,602,113	6,766,488	32,341,043
Contributions to reserve funds	5,356,933	5,100,277	5,164,178	6,343,390	6,318,495	4,861,345	27,787,685
Debt interest	3,755,276	4,462,246	4,366,003	4,051,408	3,992,687	3,962,119	20,834,463
Total Operating Expenditures	76,070,302	79,709,719	79,109,471	82,272,306	85,140,205	86,776,273	413,007,974
Operating (surplus)/deficit	(2,142,025)	(2,826,657)	(7,040,473)	(6,372,308)	(6,515,561)	(8,870,529)	(31,625,528)
Capital Asset Expenditures							
Capital expenditures	19,360,572	25,007,456	32,727,660	34,647,720	42,132,972	50,549,069	185,064,877
Transfer from reserves	(14,200,121)	(14,236,617)	(19,894,772)	(20,141,424)	(14,919,365)	(7,148,265)	(76,340,443)
Grants and other	(870,637)	(5,390,311)	(2,945,000)	(692,450)			(9,027,761)
New borrowing	(1,245,000)	(1,535,800)	(5,658,565)	(11,426,010)	(25,588,914)	(41,830,814)	(86,040,103)
Net Capital Assets funded from Operations	3,044,814	3,844,728	4,229,323	2,387,836	1,624,693	1,569,990	13,656,570
Capital Financing Charges							
Existing debt (principal)	3,833,495	4,064,596	4,059,585	3,855,407	3,147,727	3,148,879	18,276,194
New debt (principal & interest)			265,318	751,550	1,972,888	4,237,090	7,226,846
Total Capital Financing Charges	3,833,495	4,064,596	4,324,903	4,606,957	5,120,615	7,385,969	25,503,040
Net (surplus)/deficit for the year	4,736,284	5,082,667	1,513,753	622,485	229,747	85,430	7,534,082
Add: Prior year (surplus) / deficit	(9,265,070)	(9,960,417)	(4,877,750)	(3,363,997)	(2,741,512)	(2,511,765)	(23,455,441)
(Surplus) applied to future years	(4,528,786)	(4,877,750)	(3,363,997)	(2,741,512)	(2,511,765)	(2,426,335)	(15,921,359)



CAO APPROVAL	
EAP	
COW	✓
MAR 05 2014	
RHD	
BOARD	

MEMORANDUM

TO: W. Idema
Director of Finance

DATE: March 5, 2014

FROM: T. Moore
Manager, Accounting Services

FILE:

SUBJECT: Approval for Gas Operating Permit Bond

PURPOSE

To obtain approval to issue a \$10,000 Bond in the name of the BC Safety Authority for a Gas Operating Permit Application.

BACKGROUND

Transit staff have submitted an application to the BC Safety Authority for a Gas Operating Permit related to the operation of the CNG buses.

A valid bond for \$10,000 identifying the BC Safety Authority as the payee is required under the Safety Standards Act.

TD Canada Trust, RDN’s banking provider, is asking that we have Board approval in order to issue the bond.

ALTERNATIVES

1. Authorize staff to obtain a \$10,000 bond in the name of the BC Safety Authority for the purpose of operating the Compressed Natural Gas (CNG) buses.
2. Provide other direction.

FINANCIAL IMPLICATIONS

Alternative 1

TD Canada Trust is able to provide the bond at \$50 per year which is discounted from their standard rate of \$250 per year.

Alternative 2

Without this bond, the CNG buses will not be legally permitted to travel and carry passengers.

STRATEGIC PLAN IMPLICATIONS

In the Strategic Goals and Actions for 2013-2015 under Transportation, the Strategic Plan supports issuing the \$10,000 Bond to the BC Safety Authority for a Gas Operating Permit Application as follows:

- Promote energy efficient, low-emission vehicles and green infrastructure by encouraging BC Transit to increase vehicle fleet efficiency and performance through new technology and the use of clean or renewable fuels.

SUMMARY/CONCLUSIONS

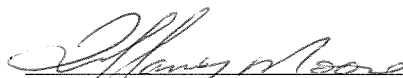
Issuing a \$10,000 bond to the BC Safety Authority for a Gas Operating Permit Application is required for the operation of the CNG buses.

The Strategic Plan supports issuing the bond.


Staff recommend that the Board approve the issue of a \$10,000 Bond in the name of the BC Safety Authority for a Gas Operating Permit Application.

RECOMMENDATION

That the Board Authorize staff to obtain a \$10,000 bond in the name of the BC Safety Authority for the purpose of operating the CNG buses.



Report Writer



Director of Finance Concurrence



C.A.O. Concurrence



RDN REPORT	
CAC APPROVAL	
EAP	
COW	✓
MAR 06 2014	
RHD	
BOARD	

MEMORANDUM

TO: Joan Harrison
Director of Corporate Services

DATE: March 11, 2014

FROM: Jacquie Hill
Manager of Administrative Services

SUBJECT: Board Remuneration Review Committee

PURPOSE

To advise the Board on the establishment of a Board Remuneration Review Committee and seek recommendations for committee appointees.

BACKGROUND

The Regional District of Nanaimo has established a protocol of reviewing Board remuneration and expense reimbursement rates for elected officials every three years through a Board Remuneration Review Committee (see Attachment 1 - Committee Terms of Reference). The Committee is comprised generally of former or retiring elected officials that are appointed by the Board whose recommendations will establish the basis of remuneration rates effective for the next term following the 2014 local government elections. In February 2014, the BC Government announced that it will introduce legislation during the current legislative session to change local elections from a three-year to a four-year cycle beginning with the 2014 elections. As the new term is subject to legislative approval, the Committee Terms of Reference should be amended to remove the specification of the term length.

The attached Terms of Reference for the Board Remuneration Review Committee establishes a committee based upon a selection of qualified individuals whose names have been put forward by Board members, with preference given to those with experience as a public official. The 2011 review committee was comprised of three RDN elected officials (a District 68 Director, a District 69 Director, and a municipal Director). Staff propose that a similar approach be taken in 2014 to ensure the selection of committee members who have had previous experience as an elected official with preference given to former or retiring Board members. Furthermore, the Board may wish to change the terms of reference as it deems appropriate by amending the scope of the Remuneration Committee to address specific issues not identified in the current terms of reference.

Staff are seeking Board input on whether there should be changes to the terms of reference as well as suggestions of names of committee members who will be contacted to form the 2014 review committee.

ALTERNATIVES


- 1. To amend the terms of reference by removing the words ‘three year’ in reference to the election term or period, and establish a Board Remuneration Review Committee in accordance with the amended terms of reference.
- 2. To amend the terms of reference by removing the words ‘three year’ in reference to the election term or period; to make further changes to the terms of reference as deemed appropriate; and establish a Board Remuneration Review Committee in accordance with the terms of reference as amended.
- 3. To amend the terms of reference by removing the words ‘three year’ in reference to the election term or period, and make no changes to the current remuneration bylaws for a further stipulated period of time.

SUMMARY/CONCLUSIONS

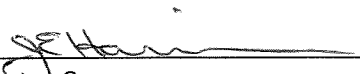
The Regional District’s Board remuneration bylaws call for a review of remuneration rates in the year of local government elections. Remuneration rates for the three year period ending December 1, 2014 were established following the recommendations of an appointed review committee in 2011. Staff are seeking the Board’s direction for the formation of a Board Remuneration Review Committee in 2014 with a mandate to bring remuneration recommendations for the next term for the Board’s consideration in June 2014.

RECOMMENDATIONS

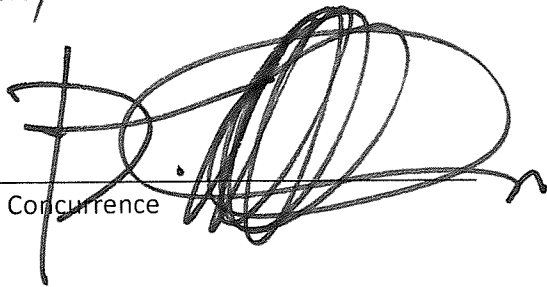
- 1. To amend the terms of reference by removing the words ‘three year’ in reference to the election term or period, and establish a Board Remuneration Review Committee in accordance with the terms of reference as amended.
- 2. That Board members submit names of individuals who have experience as a public official for consideration by the Board for appointment to the Board Remuneration Review Committee at the April 22, 2014 Board meeting.



 Report Writer



 Director Concurrence



 CAO Concurrence

REGIONAL DISTRICT OF NANAIMO
BOARD REMUNERATION REVIEW COMMITTEE
TERMS OF REFERENCE

March 1999

PURPOSE:

The purpose of the Board Remuneration Review Committee is to review the current remuneration level for the Regional District elected officials and provide recommendations to the Board on appropriate remuneration levels for elected officials for the following three year term.

Remuneration levels shall take into account a comparison of other Regional Districts' remuneration, the scope of responsibilities identified in the Procedural Bylaw, and inflationary factors occurring over the preceding three year period.

STRUCTURE:

The Board Remuneration Review Committee shall comprise of the following membership:

1. Individual Board members shall submit names of persons from the community that they wish to sit on the Board Remuneration Review Committee. Preference shall be given to those with experience as a public official, or who have an equivalent combination of knowledge and experience.
2. From the applicants submitted, the Board shall appoint up to four community representatives to sit on the Board Remuneration Review Committee. Appointments to the Committee shall be made in April of the year of the local government elections.
3. A Committee Chairperson shall be elected from amongst the members appointed to the Committee.
4. Recommendations from the Board Remuneration Review Committee shall be determined by consensus.


ROLE OF THE COMMITTEE:

The role of the Board Remuneration Review Committee shall be as follows:

1. To review the current indemnities of Regional District of Nanaimo elected officials with those of a selected peer group of Regional Districts.
2. To review the compensation levels of Regional District elected officials with respect to attendance at public hearings.
3. To meet with Regional District elected officials, as requested, to consider specific issues related to Board remuneration levels.

4. To prepare a report for submission to the Board in June of the year of the local government elections which provides recommendations on Regional District elected official remuneration levels for the next three year term.



RDN REPORT	
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BOARD	

MEMORANDUM

TO: Joan Harrison
Director of Corporate Services

DATE: March 04, 2014

FROM: Mike Moody
Manager, Information Services

SUBJECT: Board and Committee Room Audio / Visual Systems

PURPOSE:

To seek Board approval to award the contract to Pacific Audio Works to implement the audio / visual presentation systems for the Board and Committee Rooms.

BACKGROUND:

Approximately 10 years ago the Regional District of Nanaimo (RDN) expanded its administration office at 6300 Hammond Bay Rd, providing needed space for new Board / Committee Rooms and office space. The Board Room was equipped with an audio / visual presentation system specifically for Board and Committee meetings. The Committee Room was equipped with a video projection system. Both rooms are utilized for meetings, training and for the RDN's Emergency Operations Centre.

The equipment, at the time of installation, provided the basic audio / visual requirements needed for conducting Board and Committee meetings. Over time, various technical problems with the equipment have created adverse sound / video quality issues creating disruption to Board and Committee meetings. The equipment has become outdated and does not provide the flexibility to allow for the consideration of future integration with live video recording / Web-streaming, microphone queuing and electronic voting during Board and Committee meetings.

At the November 27, 2012 meeting the Board adopted the following motion:

That the Board direct Regional District of Nanaimo Staff to proceed with a Request for Proposal for the acquisition and installation of Board Room and Committee Room audio visual systems in 2013.

In order to ensure that the RFP met the needs of the organization, I/T staff researched current sound and video equipment in the marketplace and contacted other local governments in this regard. Staff also did an estimate of the potential cost of modernizing the Board and Committee Room audio visual systems and concluded that the project could reasonably be expected to cost approximately \$75,000 for the basic audio / visual systems replacement.

In December 2013 Staff released a Request for Proposal (RFP) for Board and Committee Room audio / visual systems. The RDN has received responses from eight vendors. All vendors have quoted on the basic audio / video requirements set out in the RFP with systems capable of expansion for future growth. Some vendors (including the preferred vendor) have also mentioned the ability to integrate with possible future requirements such as microphone queuing, electronic voting, video recording and Web-streaming of Board and Committee meetings.

ALTERNATIVES:

Alternative 1 – To select Pacific Audio Works as the preferred vendor and to implement the proposed audio / visual system solution for the Board and Committee Rooms for the 2014 budget year for \$73,812.48.

Alternative 2 – To select Pacific Audio Works as the preferred vendor and to defer implementing the proposed audio / visual system solution for the Board and Committee Rooms until the 2015 budget year for \$73,812.48. This option could incur additional expense by delaying the project as vendor costs for equipment and services may increase.

Alternative 3 – To not implement an audio / visual system solution for the Board and Committee Rooms for the 2014 budget year and continue maintaining the current systems.

FINANCIAL IMPLICATIONS:

There were eight responses to the RFP as noted in the table below.

Vendor	Cost
Pacific Audio Works	73,812.48
PJS Systems	97,297.83
Sharps Audio Visual	99,993.76
Microserve	101,097.22
New Space Technologies	105,142.20
Canem	111,990.00
Houle Electric	128,230.00
Telus	135,329.24

All vendors have quoted systems that can accommodate the RDN’s current requirements as detailed in the RFP. Pacific Audio Works’ proposal, while over the current budget was considerably more affordable than the others and was also deemed the best overall proposal and was consistent with staff research.

Alternative 1 – Pacific Audio Works - \$73,812.48

With \$30,000 budgeted in 2014 for this project, additional funds (\$45,000) will be accessed from the 2014 general building capital allowance.

Alternative 2 – Pacific Audio Works - \$73,812.48

Additional costs may be incurred due to delaying the implementation to the 2015 budget year.

Alternative 3 – There are no costs associated with this alternative for 2014. Future costs of a new system would likely be higher with this alternative, as well as additional maintenance and repair expenses incurred as the equipment continues to age.

SUMMARY:

Staff have been directed to alleviate the technical issues being encountered increasingly as the current equipment, originally installed approximately 10 years ago, continues to age and become more undependable. Staff were further asked to consider replacing the audio / visual equipment with a solution that allowed for future technological considerations such as microphone queuing, electronic voting, video recording and Web-streaming of Board and Committee meetings.

Staff have estimated costs to replace the basic audio / video systems for the Board and Committee Rooms at approximately \$75,000. Although all proposals received met the basic requirements, one specific proposal addresses the RDN's needs at an affordable price in comparison to the other proposals.

\$30,000 has been included in the 2014 Administration budget for this project. Given the actual estimated cost at approximately \$75,000, the additional funding (\$45,000) will be provided for the project through the general building capital allowance.


All vendors have proposed systems similar in nature and all systems appear to be able to accomplish the goals set out to eliminate technical deficiencies and to modernize the RDN's audio / visual presentation systems. Further, some vendors (including the preferred vendor) have offered solutions that will expand and integrate into future needs for Board and Committee meetings such as microphone queuing, electronic voting and video recording and Web-streaming.

RECOMMENDATION:

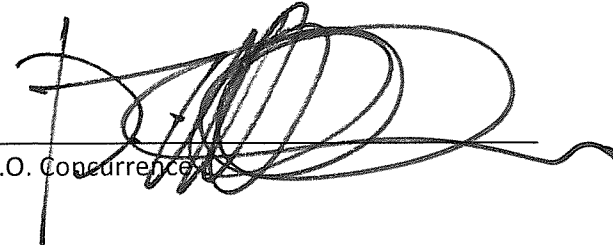
That the Board approve the selection of Pacific Audio Works as the preferred vendor and to implement the proposed audio / visual system solution for the Board and Committee Rooms for the 2014 budget year at a cost of \$73,812.48.



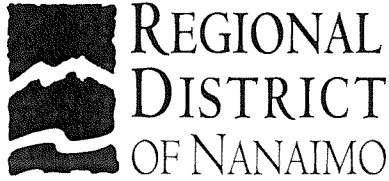
Report Writer



Director Concurrence



C.A.O. Concurrence



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BOARD	

MEMORANDUM

TO: Paul Thompson
Manager of Long Range Planning

DATE: February 28, 2014

FROM: Greg Keller
Senior Planner

FILE: 6970 20 SESU

SUBJECT: Secondary Suites Information Sessions Summary, Bylaw Amendments and Revised Secondary Suites Policy

PURPOSE

To present a summary of the secondary suites information sessions, propose amendments to Zoning Amendment Bylaw 500.389, 2014, and to consider an amended secondary suites Board policy.

BACKGROUND

Proposed zoning amendments to Bylaw 500 and Bylaw 1285 were presented to the Electoral Area Planning Committee (EAPC) at its January 14, 2014 meeting. The zoning bylaw amendments are required to allow secondary suites in the participating Electoral Areas. At the January 28, 2014 Board meeting, the Director for Electoral Area 'F' requested further amendments to proposed Zoning Amendment Bylaw 1285.19, 2014 (Bylaw 1285.19). The Board then passed the following resolutions:

That the Board bring forward the Administrator's report titled Revisions to Bylaw No. 1285.19 – Secondary Suites.

That "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.19, 2014" be introduced and read two times.

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

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

Further discussions with the Electoral Area Directors have identified some potential additional changes to the proposed Zoning Amendment Bylaw 500.389, 2014 (Bylaw 500.389) and Secondary Suites Policy which required further consideration by the community. Please refer to Attachment 1 for proposed amendment Bylaw 500.389 and Attachment 2 for the proposed amended Secondary Suites Policy.

The draft Zoning Amendment Bylaws and Secondary Suites Policy and potential changes were presented to the community for discussion and feedback during two information sessions held February 26 at the Coombs Rodeo Grounds Hall, and February 27, 2014 at Cedar Community Hall. A summary of the information sessions is included in Attachment 3.

ALTERNATIVES

1. To receive this report, endorse the secondary suite Board policy and give 2nd reading as amended to proposed Bylaw 500.389.
2. To receive this report and provide staff with alternate direction.

PUBLIC CONSULTATION IMPLICATIONS

The draft secondary suites program has been available for public review since November 2013. A variety of methods for raising public awareness on the draft have been used including the project website, newspaper advertisements, radio interviews, press releases, word of mouth, and email alerts. Since the release of the draft all community feedback directed towards staff has been in support of the proposal and no concerns about the proposed secondary suites bylaw amendments and policy have been raised by the community.

Following 1st and 2nd reading of the proposed zoning amendment bylaws, two information sessions were held to formally present the proposed zoning amendment bylaws and Secondary Suites Policy. The information sessions were held on February 26 at the Coombs Rodeo Grounds and February 27 at Cedar Community Hall from 6:00 pm to 8:30 pm with a presentation at 7:00 pm.

Approximately eighteen people attended the information session on February 26. Overall, the community response to the draft secondary suites proposal was positive. There were some concerns over the proposed home-based business regulations being too restrictive and some discussion about the proposed minimum site area requirements for a detached secondary suite. With respect to the proposed Secondary Suites Policy, discussion suggested that some aspects of the policy should be clarified including the proposed categories and how existing suites would be handled. Some participants raised general concerns about introducing more regulations, while others stated that regulations are important to protect the right to peace and enjoyment of property. Those in attendance at the February 26 meeting supported moving forward with the proposed secondary suite program provided the concerns raised are addressed. Some participants expressed a desire for the proposed bylaws to be adopted quickly so they can move forward on building a secondary suite.

Only five people attended the information session on February 27. Due to the low turnout, there was an opportunity for informal one on one discussion. Other than general questions about the proposal, no concerns were raised. In addition, since there was no formal presentation, a meeting summary has not been prepared for the February 27 meeting.

Overall, there was little interest in the information sessions which may be an indication that residents either support or are not overly concerned with the proposed secondary suites program. Despite low attendance, there was good discussion and ideas which has led to some potential changes to proposed Bylaw 500.389 and the draft Secondary Suites Policy which require further Board consideration. Please refer to Attachment 3 for a summary of the February 26 information session.

LAND USE IMPLICATIONS

The proposed secondary suites program generally appears to have strong community support. As mentioned above, some concerns have been raised with respect to the proposed home-based business regulations and proposed Secondary Suites Policy. The following outlines the proposed response to the concerns raised so far.

Potential amendments to Bylaw 500.389

Based on feedback from the Electoral Area Directors and meeting participants, amendments are being proposed to the home-based business Regulations in Bylaw 500.389. The purpose of the amendments is to remove the restriction on the type of home-based business that would be allowed and to reduce to minimum site area threshold from 8,000 m² to 4,000 m².

The amended Bylaw is included as Attachment 1 for the Board's consideration. Should the Board wish to proceed with the amended Bylaw, an amended 2nd reading is required.

Potential Amendments to the proposed Secondary Suites Policy

Following further discussions with the Electoral Area Directors and meeting participants, amendments are being proposed to the draft Secondary Suites Policy. The purpose of the amendments is as follows:

1. to clarify when the policy would apply;
2. to reinforce that the RDN would not, with respect to unrecognized secondary suites, actively enforce the building or zoning Bylaws;
3. to retitle the 'Secondary Suites' category to 'Fully Compliant' secondary suites;
4. to clarify the owners of unrecognized secondary suites would not be required to apply for a building permit after the adoption of the zoning amendment Bylaws that allowed secondary suites;
5. to provide clarification on how complaints related to secondary suites would be handled; and,
6. to clarify the process for recognizing an unrecognized suite.

The proposed amendments are intended to clarify and simplify the proposed policy. The overall approach and general intent of the policy is not proposed to change. The proposed Secondary Suites Policy as amended is included as Attachment 2 for the Board's consideration.

Procedural Implications

Should the Board grant 2nd reading as amended to Bylaw 500.389, a public hearing would be scheduled for both proposed amendment bylaws. In response to community support to expedite the adoption of the proposed Bylaws and in recognition that the proposed Bylaws are regional in scope and to reduce staff time and costs associated with public hearings, staff is recommending that the RDN Board Chambers be used to hold one public hearing for both bylaws on the same evening.

STRATEGIC PLAN IMPLICATIONS

The proposed program is consistent with Goals 1 and 3 of the Board's Strategic Goals and Actions for 2013 - 2015 in relation to the provision of affordable housing in the region.

SUMMARY/CONCLUSIONS

Following 1st and 2nd reading of the proposed amendment bylaws, two information sessions were held to obtain community feedback on the secondary suites proposal on February 26 and 27. Further discussion with the Electoral Area Directors and meeting participants has identified some potential amendments to Bylaw 500.389 and to the Secondary Suites Policy.

The purpose of the amendments to proposed Bylaw 500.389, which is included in Attachment 1, is to remove the restriction on the type of home-based business that could be conducted on a parcel with a secondary suite and to reduce the minimum site area threshold from 8,000 m² to 4,000 m². The purpose of the amendment to the proposed secondary suite policy, which is included in Attachment 2, is to clarify and simplify the policy without changing its intent.

Following amended second reading, staff recommends that the proposed zoning bylaw amendments proceed to public hearing as directed by the Board at its January 28, 2014 meeting.

RECOMMENDATIONS

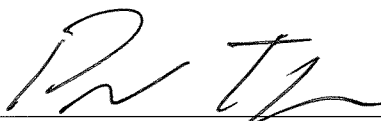
1. That the summary of the secondary suites information session held February 26, 2014, included as Attachment 3, be received.
2. That 2nd reading be given to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.389, 2014", as amended.
3. That the proposed Secondary Suites Policy, included as Attachment 2, be approved as amended and that it be scheduled to come into effect following the adoption of proposed amendments Bylaw 500.389 and 1285.19.



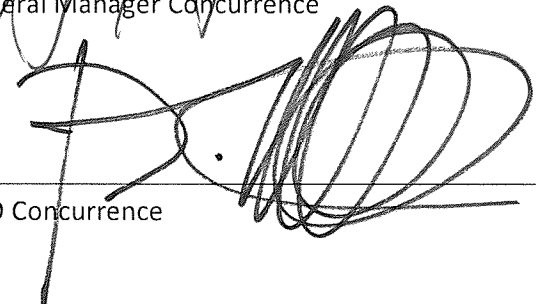
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

**Attachment 1
Proposed Bylaw 500.389**

**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):

- iii. Home-based business shall not be permitted within a secondary suite nor by the occupants of a secondary suite elsewhere on the subject property.
- iv. Bed and Breakfast shall not be permitted on a parcel that contains a suite.
- v. Where a secondary suite is located on a parcel less than 4,000 m² in area, the home-based business must:
- a. be limited to one (1) business; and,
 - b. 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 – 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 28th day of January 2014.

Read a second time as amended 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

Attachment 2
Proposed Secondary Suites Policy

DRAFT
REGIONAL DISTRICT OF NANAIMO
P O L I C Y

SUBJECT:	<i>Secondary Suites</i>	POLICY NO:	Bx-xx
		CROSS REF.:	
EFFECTIVE DATE:		APPROVED BY:	Board
REVISION DATE:		PAGE:	1 of 4

INTRODUCTION

Zoning has now been in place in all parts of the RDN since June of 2002. Since then and prior to (*insert date of bylaw adoption*), secondary suites were only permitted on parcels which allowed at least two dwelling units per parcel. A secondary suite was considered one of the permitted dwelling units and no distinction was made between a secondary suite and a dwelling unit.

Allowing secondary suites is a practical way for the RDN to use its land use authority and resources to increase housing options for those who struggle to find adequate, affordable housing. Secondary suites capitalize on the potential to use new and existing single-family housing to provide rental housing. There is evidence from other jurisdictions that this can help meet the demand for affordable housing and also increase housing options that allow community members to age in place.

Changing the zoning regulations to allow secondary suites introduces a new set of challenges and issues for Regional District of Nanaimo (RDN) staff and the Board related to differences between existing suites and new suites. These differences are generally concerned with bylaw enforcement and compliance with the BC Building Code (BCBC).

It is common knowledge that there are numerous secondary suites that existed prior to the adoption of zoning regulations that allowed for secondary suites. It is recognized that secondary suites, whether new or existing, play an important role in providing affordable housing within the region. The RDN wishes to ensure that existing secondary suites are not negatively impacted by the introduction of new zoning regulations that pertain to secondary suites. In that regard this policy provides guidance and clarity on the application of the zoning bylaw, bylaw enforcement and the building inspection process as it relates to existing secondary suites.

PURPOSE

To provide for a consistent and clear approach on how existing and new secondary suites will be treated with respect to enforcement of the zoning bylaw, obtaining confirmation from the RDN that basic life safety aspects of the BCBC have been met, and the building inspection process. The policy is intended to provide a clear approach for RDN staff and Directors when responding to enquiries and complaints about secondary suites and when assisting landowners and prospective purchasers with their questions about secondary suites.

GENERAL APPLICATION

This policy is only intended to apply to the following:

1. when a property inquiry is received;
2. when a complaint is received;
3. when a property owner wishes to have the RDN confirm that an existing suite meets basic life safety requirements of the BCBC; or
4. the construction of a new secondary suite.

TERMINOLOGY

For the purpose of this Policy, secondary suite means a secondary suite as defined by “*Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987*” and “*Regional District of Nanaimo Zoning and Subdivision Bylaw No. 1285.2002*” as amended or replaced from time to time.

RDN POSITION ON EXISTING SECONDARY SUITES

As of (*insert date of bylaw adoption*), secondary suites became ‘permitted’ or ‘permitted accessory’ uses of land in most residential and rural zones. Secondary suites which existed prior to that date, on lands where secondary suites are permitted, may remain as they are and no action by the property owner(s) is required. The RDN will not seek to identify or locate existing secondary suites and will not force compliance with RDN Building or Zoning Bylaws, with the exception of handling complaints as set out in this Policy.

RDN POSITION ON NEW SECONDARY SUITES

All suites constructed after (*insert date of bylaw adoption*) must be constructed in accordance with:

1. “*Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987*”, or
2. *In the case of a suite in Electoral Area ‘F’ - “Regional District of Nanaimo Zoning and Subdivision Bylaw No. 1285.2002”; and,*
3. “*Regional District of Nanaimo Building Regulations Bylaw No 1250, 2010*” as amended or replaced from time to time.

SECONDARY SUITE CLASSIFICATION

For the purpose of this policy the following categories of secondary suites will be used to determine the status of a secondary suite:

1. *Unrecognized Secondary Suites*

A secondary suite which existed prior to *(insert date of bylaw adoption)*.

2. *Recognized Secondary Suites*

A secondary suite on a parcel where:

- a) secondary suite is a 'permitted' or 'permitted accessory' use; and
- b) was constructed prior to *(insert date of bylaw adoption)*; and
- c) where no building permit was originally issued or required for construction of the suite; and
- d) After *(insert date of bylaw adoption)* the secondary suite has since been the subject of a building permit and has been inspected to confirm that the secondary suite meets basic life safety requirements of the BCBC as outlined below under Building Permit Requirements for Recognized Secondary Suites.

3. *Fully-Compliant Secondary Suites*

A secondary suite which fully complies with RDN zoning and building regulations and the current edition of the BCBC.

BUILDING PERMIT REQUIREMENTS

A building permit is required for the construction of all secondary suites after *(insert date of bylaw adoption)*. For the three categories of secondary suites the following requirements apply:

Unrecognized Secondary Suites

No building permit is required.

Recognized Secondary Suites

There is no requirement to have an existing suite recognized and applying for this type of building permit is at the discretion of the property owner. Should an owner make a building permit application to "*recognize*" an "*unrecognized secondary suite*", a building inspector will conduct a visual inspection to determine if safety items pertaining to fire detection (smoke alarms), fire spread (drywall), and exits (a safe way out) have been addressed. These three items shall form the basis for a secondary suite to be confirmed as a recognized secondary suite. For suites that were built without a building permit when a building permit was required, as a condition of occupancy of the suite, a Notice under Section 57 of the Community Charter may be registered on the title as a means of disclosure to future land owners that there may be aspects of construction that do not comply with the BCBC.

Fully Compliant Secondary Suites

All secondary suites constructed after (*insert date of bylaw adoption*) shall require a building permit and must comply with all the requirements of the applicable zoning bylaw.

For a secondary suite located within a dwelling unit, the secondary suite regulations in Section 9.36 of the *BCBC* will apply. These standards are less stringent than required for the construction of a new dwelling unit (or detached secondary suite).

For detached secondary suites (those suites not contained in the same building as the primary dwelling) the regulations that apply to a dwelling unit in the current edition of the BC Building Code shall apply.

The RDN may consider proposals for alternate solutions in accordance with Section 2.3 of the BCBC.

SECONDARY SUITES CANNOT BE SUBDIVIDED

By definition, a secondary suite is accessory to a principal dwelling on the parcel on which it is located. To address concerns over potential subdivision of detached secondary suites under the *Strata Property Act*, a covenant prohibiting the subdivision of the detached suite from the principal dwelling unit may be required as a condition of the issuance of a building permit.

BYLAW ENFORCEMENT

The RDN recognizes that secondary suites contribute significantly towards providing affordable housing in the region. In addition, the RDN believes that all residents have a right to housing that meets basic health and safety provisions. Apart from new secondary suites which must be fully-compliant with current BCBC and zoning requirements, the RDN will not actively seek out and enforce its zoning and building bylaws as they pertain to unrecognized and recognized secondary suites. Instead the Board supports the following approach:

1. Investigations and enforcement relating to unrecognized and recognized secondary suites will be considered on a complaint driven basis only. Anonymous complaints or complaints from persons that do not reside within proximity to the subject property may not be investigated, nor enforcement activities commenced, unless there are extenuating circumstances such as possible health, safety or environmental concerns in accordance with RDN Bylaw Enforcement Procedures Policy B3-02.
2. Enforcement shall be focused on health, safety and zoning compliance where there may be significant impacts on adjacent properties.
3. Should it be determined that an investigation is warranted, property owners shall be encouraged to voluntarily comply with regulations, i.e., decommission suite if not permitted or “recognize” the suite through the building permit process.
4. An inquiry regarding a property with an unrecognized or recognized secondary suite shall not constitute a complaint.

5. Where a building permit application is made to recognize an unrecognized secondary suite on property where secondary suites are a permitted use, staff may issue an approval for occupancy for a suite that does not fully comply with zoning regulations without a requirement for a development variance permit or approval from the Board of Variance.

6. Where a complaint is received regarding a suite constructed without or in violation of a building permit after (insert date of bylaw adoption), a building permit shall be required and approval for occupancy shall not be granted unless the suite satisfies all provisions of Section 9.36 of the BCBC and all current zoning requirements.

Attachment 3
Secondary Suites Public Information Session
Coombs Rodeo Grounds – Community Hall
Wednesday February 26, 2014 6:00 pm to 8:30 pm

The following is a summary of the proceedings and does not represent a verbatim account of the meeting.

The Regional District of Nanaimo held the first public information session for the draft secondary suite program at the Coombs Rodeo Grounds. Seventeen people attended the meeting that included an open house and presentation. During the presentation, meeting attendees had the opportunity to discuss the draft secondary suite policy and regulations.

Greg Keller began his presentation by providing an overview of the draft Board Policy. The meeting participants discussed the benefits of the draft policy. Greg Keller explained the intention of the policy is to address existing secondary suites and provide an opportunity to allow property owners to ensure that existing suites meet the minimum health and safety requirements of the BC Building Code.

Greg Keller continued his presentation by discussing the draft zoning regulations for secondary suites. The participants expressed concern that in a dwelling with a suite, home-based businesses are limited to professional practice and office if the parcel is less than 8,000 m². Some participants stated that many parcels were already smaller than the minimum site area and would generate a limited amount of traffic. Greg Keller expressed the difficulty with developing regulations that apply to individual properties since there is a huge range of parcel sizes in the RDN.

The participants discussed parking requirements for secondary suites. Greg Keller explained that parking was identified as a concern by many residents throughout the secondary suite public consultation. A property must provide parking for the dwelling unit, home-based business, and non-resident secondary suite employees. Participants suggested that parking should be considered on a case by case basis. Some participants stated that parking was not a concern while others said that parking was a big concern.

The participants discussed whether detached suites can be supported on lots smaller than the proposed minimum site area requirements. The current site area requirement for a detached suite is 800 m² when a property has community water and sewer, and 8000 m² when it does not have full community servicing. Greg Keller explained that Island Health encourages a minimum parcel size of 1 ha to ensure property owners do not run into problems if the septic system fails. Greg Keller also explained that some residents have indicated concerns in the past regarding increased development in the rural areas. Some participants stated that current treatment systems are in place to handle the increased waste and that septic systems are sized by the number of bedrooms.

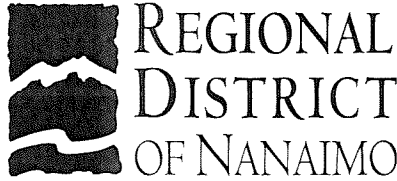
Participants expressed concern that legalizing an existing suite according to the proposed policy may increase property taxes through a higher assessment. Participants questioned when a suite owner

changes a classification from unrecognized to recognized if BC Assessment would receive notice of the change. Greg Keller stated that the RDN will look into this question.

Greg Keller asked the attendees for their opinions on the share of community service costs that should be paid by suite owners. The participants suggested that suite owners should pay their fair share of the community servicing costs. Some participants also suggested that it may reflect the size of the unit.

The meeting participants discussed whether existing and new suites should receive a reduced inspection fee. Some participants suggested that a reduced fee for a new suite should only be provided once the suite is complete.

The meeting concluded at 8:30pm



RDN REPORT		#
CAO APPROVAL		
EAP		
COW	✓	
FEB 28 2014		
RHD		
BOARD		

MEMORANDUM

TO: Geoff Garbutt
GM Strategic and Community Development

DATE: February 28, 2014

FROM: Paul Thompson
Manager of Long Range Planning

FILE: PL2100-060

SUBJECT: Proposed Amendment to Fees Bylaw 1259

PURPOSE

To discuss the anticipated costs of processing an application for a major amendment to an Official Community Plan (OCP) that requires a change to the Regional Growth Strategy (RGS).

BACKGROUND

The RDN Board adopted an amendment to the Fees and Charges Bylaw No. 1259 in November 2011. This change resulted in a \$3,700.00 fee for RGS Amendments that are processed with an OCP amendment.

The staff report supporting this amendment noted that the \$3,700.00 fee is a fraction of the actual costs involved with processing a “relatively small development” and that “larger developments will have significantly higher administration costs as they are more complex and most often more controversial involving more staff time for meeting with stakeholders and the public”.

The application to amend the OCP and related RGS Amendment from Baynes Sound Investment was submitted prior to the Bylaw No. 1259 update and as such the application fee was only \$800.00. The application involved both an OCP and RGS amendment to create a New Rural Village Centre in Deep Bay. The proposal included an area of over 76 hectares of land with 386 residential units, 292 RV units and 6,975 m² of commercial space. This development would be considered very large for the Electoral Area ‘H’ community and represents a significant change to the OCP and Growth Containment Boundary.

The proposed development generated a high level of community interest both prior to submission of an application and after the application was received by the Regional District of Nanaimo (RDN). Due to the significant change required to the OCP and RGS to allow the proposed development, RDN staff spent a considerable amount of time addressing community questions and concerns regarding this application. As well, due to the scale and significance of this application, RDN staff had to spend a significant amount of time requesting and reviewing a variety of reports and other information as required by the RGS. This includes studies to determine the demand for an expansion to the GCB and ensuring that the proposed development can be serviced adequately.

The table in Attachment 1 provides a very conservative estimate of some of the costs that are involved with the RDN processing an application for a 'large scale' development. Experience with recent large scale applications indicates that the total cost of processing complex and controversial applications could be well over \$100,000.

For reference, the table in Attachment 2 provides an estimate for a relatively small RGS amendment application used as an example for the Bylaw No. 1259 update in 2011.

ALTERNATIVES

1. To proceed with the amendments to Bylaw No. 1259 as shown in Appendix 1.
2. To not proceed with the amendments to Bylaw No. 1259 as shown in Appendix 1.

FINANCIAL IMPLICATIONS

The main purpose of the application fee is to recover the costs associated with a development application including the costs of processing, inspection, advertising and administration. When the application fee is not large enough to cover the costs of processing the application the RDN in effect becomes a sponsor of the application. The costs associated with processing a RGS amendment application not covered by the application fee are currently paid for through the Regional Planning function which is contributed to by both the member municipalities and electoral areas.

The financial implications related to the cost of an application for an OCP amendment that requires an RGS amendment can be quite significant and will vary with the size of the proposed development or area in the application. The current fee for an OCP amendment that requires an RGS amendment of \$3,700.00 is based on an application that was quite small in scale and therefore did not require much in the way of staff time or other resources. Even with that small scale amendment the costs far exceeded what was recovered through the OCP and RGS amendments application fees. An estimate of the costs for processing a small scale RGS Amendment application is shown in Attachment 2.

As can be seen from the table in Attachment 1, the costs of processing a larger scale RGS amendment far exceed the amount collected through the existing application fee. The cost estimates provided in Attachment 1 are conservative and could be much higher with a very large and controversial development proposal.

Appendix 1 includes the proposed amendment to the Fees and Charges Bylaw No. 1259. Changes would reflect a tiered OCP amendment fee structure to recognize a small scale OCP amendment requiring an amendment to the Regional Growth Strategy and a large scale OCP amendment requiring an amendment to the Regional Growth Strategy. The proposed threshold between a small scale and large scale development is 50 hectares or 50 dwelling units. These numbers were chosen because those are generally the thresholds based on past experience where the complexity and resource requirements to process an application increased significantly.

Also indicated in Appendix 1, other amendments to the bylaw are for the purpose of clarifying which costs related to processing a development application would be collected from the applicant. This includes all costs related to obtaining the views of the community, the costs of consultants if needed to review information provided by the applicant, and the legal costs for reviewing and drafting legal agreements.

The proposed bylaw amendments introduced and recommended in this report address the issue of recovering the costs for processing an application that requires an amendment to the RGS. With the changes, the applicant will be paying for a larger portion of the costs associated with the processing of an application.

LAND USE IMPLICATIONS

Inter-governmental Implications

RGS amendments received from the municipalities would not be subject to the fee for amending the RGS. Municipal staff will be responsible for processing the application for the municipal OCP amendment and will be responsible for recovering the costs incurred for their own process. While there will be costs to the RDN for processing a request to amend the RGS that comes from a municipality, the fee structure under consideration at this time does not address this issue. An increase in the RGS amendment application fee would mean that the costs of processing the application are shifted from the RDN and the member municipalities to the applicant.

Growth Management Implications

The RGS includes an amendment process for both regular and 'minor' amendments. A regular amendment must follow the process for adopting an RGS under the *Local Government Act*, whereas minor amendments may proceed under a streamlined process. The reason for including the amendment process in the RGS was for more transparency and public scrutiny of amendments as they could only be made by bylaw. A higher application fee that more truly represents the costs of processing a RGS amendment may be one more deterrent to discourage amendments to the RGS in between reviews.

STRATEGIC PLAN IMPLICATIONS

Increasing the fees for a major RGS amendment helps to meet the Strategic Priority for Economic Viability as the cost of processing the application is shifted from the taxpayers to the applicant who will benefit from the bylaw amendments. The increase in fees also helps to meet the Strategic Goal for fiscal responsibility by ensuring that those who will benefit from an RDN decision are the ones who pay the greatest share of the costs. As well, an increase in the application fee helps ensure that RDN taxpayers are not subsidizing those who stand to benefit from a decision of the RDN Board.

SUMMARY/CONCLUSIONS

The RDN recently agreed to consider an RGS amendment that was triggered by an application to amend the Electoral Area 'H' OCP. That application required considerably more staff time and resources than was recovered under the fee for an OCP and RGS amendment. Based on the costs expected to process large scale combined OCP and RGS amendments a fee of \$37,000.00 in addition to the regular OCP amendment application fee is proposed to help offset some or most of the costs. A fee should reflect the costs of processing an application but it should not be punitive to the applicant. For this reason staff

is recommending a tiered application fee structure whereby the fee for a small scale amendment would remain at \$3,700.00 and the fee for a large scale amendment would be \$37,000.00. Staff is also recommending that amendments to the fees and charges bylaw also include clarifications regarding additional costs related to community consultation, legal fees and third-party reviews by consultants.

RECOMMENDATIONS

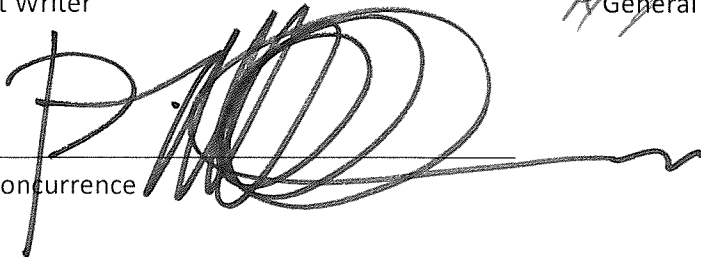
1. That "Regional District of Nanaimo Bylaw No. 1259.10, 2014", be introduced and read three times.
2. That "Regional District of Nanaimo Bylaw No. 1259.10, 2014", be adopted.



Report Writer



General Manager Concurrence



CAO Concurrence

Attachment 1

Estimated Costs for Processing a “Large” OCP and Regional Growth Strategy Amendment
 Generating a High Degree of Community Interest

Task	Total Estimated Staff Time	Portion of Staff Time for RGS	Total Estimated Cost @ \$50 / hr.	Additional RGS Cost @ \$50 /hr.
Consideration by EAPC	14 hours	14 hours	\$700	\$700
Board Seminar	21 hours	21 hours	\$1,050	\$1,050
Consultation Plan	21 hours	21 hours	\$1,050	\$1,050
Addressing Regional and Local Community Questions and Information Requests	756 hours (based on 18 month process time and on average 6 days per month dealing with phone calls/ e-mails/issues related to the process = 108 days x 7 hours = 756)	378 hours	\$37,800	\$18,900
Requesting and Reviewing studies and other information required by the RGS – this includes meetings with the applicant or their consultants	252 hours	252	\$12,600	\$12,600
1 st and 2 nd Reading Report	42 hours	21 hours	\$2,100	\$1,050
Public Information Meeting	45 hours	22 hours	\$2,250	\$1,100
Referrals	4 hours	2 hours	\$200	\$100
Intergovernmental Advisory Committee	16 hours	16 hours	\$800	\$800
Public Hearing	15 hours	7 hours	\$750	\$350
OCP 3 rd Reading	7 hours		\$350	
Referrals	4 hours	4 hours	\$200	\$200
RGS 3 rd reading and RGS / OCP Adoption	3 hours		\$150	
Totals	1,200 hours	758 hours	\$60,000	\$37,900

Attachment 2

**Estimated Costs for Processing a “Relatively Small” OCP and
 Regional Growth Strategy Amendment**

Task	Total Estimated Staff Time	Portion of Staff Time for RGS	Total Estimated Cost @ \$50 / hr.	Additional RGS Cost @ \$50 /hr.
Consideration by EAPC	14 hours	14 hours	\$700	\$700
Board Seminar	21 hours	21 hours	\$1,050	\$1,050
Consultation Plan	14 hours	14 hours	\$700	\$700
1 st and 2 nd Reading Report	28 hours	7 hours	\$1,400	\$350
Public Information Meeting	15 hours	3 hours	\$750	\$150
Referrals	4 hours		\$200	
Intergovernmental Advisory Committee	8 hours	8 hours	\$400	\$400
Public Hearing	15 hours	3 hours	\$750	\$150
OCP 3 rd Reading	7 hours		\$350	
Referrals	4 hours	4 hours	\$200	\$200
RGS 3 rd reading and RGS / OCP Adoption	3 hours		\$150	
Totals	133 hours	74 hours	\$6,650	\$3,700

Appendix No. 1

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1259.10**

**A BYLAW TO AMEND "REGIONAL DISTRICT OF NANAIMO
PLANNING SERVICES FEES AND CHARGES BYLAW NO. 1259, 2002"**

WHEREAS the Board of the Regional District of Nanaimo wishes to amend "Regional District of Nanaimo Planning Services Fees And Charges Bylaw No. 1259, 2002":

THEREFORE IT BE RESOLVED that 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 Bylaw No. 1259.10, 2014".
2. The "Regional District of Nanaimo Planning Services Fees And Charges Bylaw No. 1259, 2002" is hereby amended as follows:
 1. by deleting the word "Advertising" from Part 4 Section 2
 2. by deleting Part 4 Section 2.a) and replacing it with the following:
 - a) Where an application, a permit, or a land use contract amendment requires advertising, a public information meeting or a public hearing, an applicant shall be responsible for the full costs of all expenses, including the advertising for the notification of a public information meeting or a public hearing, the costs of the meeting venue(s) and all other costs associated with obtaining public input, in addition to any applicable application fees.
 3. by deleting Part 4 Section 3.a) and replacing it with the following:
 - a) An applicant shall be responsible for paying the full cost of direct legal expenses arising from legal work required in conjunction with the processing of any application, including the preparation and review of legal documents.
 4. by deleting Part 5 Section 1.d) and replacing it with the following:
 - d) For an application to amend an official community plan bylaw which includes an RGS amendment involving less than 50 hectares of land or fewer than 50 dwelling units a fee of \$3,700.00 in addition to the fee in section b) is required.
 5. by adding the following immediately following Part 5 Section 1.d):
 - e) For an application to amend an official community plan bylaw which includes an RGS amendment involving more than 50 hectares of land or 50 dwelling units or a

change from a rural use to a residential, commercial or industrial use a fee of \$37,000.00 in addition to the fee in section b) is required.

Introduced and read three times this ____ day of _____ 20 ____.

Adopted this ____ day of _____, _____

Chairperson

Corporate Officer



RDN REPORT	
CAO APPROVAL ###	
EAP	
COW	✓
FEB 27 2014	
RHD	
BOARD	

MEMORANDUM

TO: Paul Thompson
Manager of Long Range Planning

DATE: February 28, 2014

FROM: Lisa Bhopalsingh
Senior Planner

FILE: 1835 03 VIHA

SUBJECT: Oceanside Task Force on Homelessness Funding Request - Capacity Building to End Homelessness Reserve Fund

PURPOSE

To consider a request from the Oceanside Task Force on Homelessness (the Task Force) under the auspices of the District 69 Society of Organized Services (SOS) for \$58,000 from the RDN's Capacity Building to End Homelessness Reserve Fund.

BACKGROUND

In 2011 and 2012 Island Health (VIHA) provided the Regional District of Nanaimo (RDN) with two grants totalling \$470,000 "to support capacity building to end homelessness" in the region. In June 2012 the RDN Board allocated 60% (\$282,000) of this funding to the City of Nanaimo on behalf of the Nanaimo Working Group on Homelessness (NWGH) and the Society of Organized Services (SOS) on behalf of the Oceanside Homelessness Task Force. The remaining \$188,000 was placed in a reserve fund for distribution at a later date.

The \$282,000 was distributed based on school district population resulting in \$196,000 allocated to the NWGH for use in District 68 (SD68) and \$86,000 to Parksville and SOS for use in School District 69 (SD69). The decision to distribute these funds took into account that the RDN did not have a program to address homelessness and that it would be most effectively used to immediately benefit existing initiatives to address homelessness in SD68 and SD69. The Reserve Fund was established to provide the RDN Board with the option of supporting future worthwhile projects and/or, providing additional funds as requested by the two established programs to address homelessness in District 68 and 69.

On February 25, 2014 the RDN Board allocated \$45,000 from the Reserve Fund to the Nanaimo Region John Howard Society in response to their request (as endorsed by the NWGH) for funding to continue a Rental Support Program. To date this leaves \$143,000 in the Reserve Fund.

The Task Force is seeking \$58,000 to continue the work of a Homelessness Coordinator for another year (see Attachment 1). The Task Force passed a motion on February 19, 2014 supporting this funding request. The City of Parksville has also provided a letter of support for the request (see Attachment 2).

DISCUSSION

As of February 25, 2014, the RDN's Capacity to End Homelessness Reserve Fund is \$143,000. The RDN does not have any proposed projects in 2014 departmental work plans that apply to the criteria for use of the Reserve Fund. Providing the \$58,000 to help fund another year for a Homelessness Coordinator

will enable the progress made to address Homelessness in SD69 over the past year to continue. The attached support letter from the City of Parksville provides the following rationale and endorsement for this funding request:

“As a member of the Oceanside Task Force on Homelessness, we appreciate the need to create a unified and cohesive effort to understand and provide assistance and relief to the homeless in our region. It is for this reason the City of Parksville supports the application to the Society of Organized Services, which proposes to continue to target community coordination, partnership development and data management.”

The work of the Homelessness Coordinator involves working collaboratively with the SD69 community and other organizations within the region to find solutions to homelessness. This will be done through ongoing community consultation, planning, sharing the results of research and information collection, developing partnerships and networks and working to coordinate efforts/improve service provision for those at risk of homelessness.

This funding request to extend the work of a Homelessness Coordinator for SD69 for another year is consistent with Island Health’s funding criteria to support capacity building initiatives to end homelessness and in keeping with the Government of Canada’s Homelessness Partnering Strategy (HPS) which is focused on the Housing First model.

ALTERNATIVES

1. Allocate \$58,000 from the Capacity Building to End Homelessness Reserve Fund to the Oceanside Task Force on Homelessness (under the auspices of the Society of Organized Services) to support the work of a Homelessness Coordinator for SD69 for another year.
2. Do not allocate \$58,000 from the Capacity Building to End Homelessness Reserve Fund to the Oceanside Task Force on Homelessness (under the auspices of the Society of Organized Services) to support the work of a Homelessness Coordinator for SD69 for another year.

FINANCIAL IMPLICATIONS

The RDN currently has \$143,000 in a reserve fund for Capacity Building to End Homelessness. The Reserve Fund is intended to allow the RDN Board to provide support for future projects they consider to be of value to ending homelessness in the region. The Reserve Fund also allows for a municipality or electoral area to request support for future homelessness initiatives.

The request for funding to continue the work of a Homelessness Coordinator for SD69 meets the Island Health funding criteria of building capacity to end homelessness. The estimated cost of staffing a Homelessness Coordinator Position for a year is \$66,650. The Task Force is requesting \$58,000 funding towards these costs with the remainder of \$8,650 being contributed in kind by the SOS for administration support, office space and utilities.

There is sufficient money in the Reserve Fund to provide the \$58,000 requested. Should the RDN Board allocate \$58,000 to provide another year for the work of a Homelessness Coordinator this would leave \$85,000 for distribution by the RDN Board for future projects that support capacity building to end homelessness.

STRATEGIC PLAN IMPLICATIONS

Under the action area of Strategic and Community Development, the work of a Homelessness Coordinator for SD69 contributes to Action 3(d) that directs the RDN to work with other organizations to establish partnerships and build capacity to address homelessness in the region (see page 25, RDN Board Strategy Plan 2013-2015).

A safe, comfortable and affordable place to live for everyone is a vital part of a sustainable region. The State of Sustainability Report identified two particular social sustainability characteristics of particular relevance to homelessness - poverty is minimized and residents can meet their basic needs; and, housing is affordable with availability of different types and sizes of housing. Of concern is that the indicators for these two characteristics show the region is well below average compared to other areas and the trends are worsening. Additional efforts to end homelessness are needed to improve the region's social sustainability.

Supporting the continued work of a Homelessness Coordinator for SD69 will allow for the work of the past year to be continued and expanded upon. Unlike the City of Nanaimo, the City of Parksville and Town of Qualicum Beach do not have the resources to fund a staff position to help address the needs of those experiencing or at risk of homelessness. Having a dedicated City of Nanaimo staff person to work collaboratively with the NWGH and other organizations in SD68 has made a big impact on the progress made towards addressing homelessness in the southern part of the RDN.

Homelessness is a region-wide issue that is not confined to specific municipal or electoral area boundaries, with those needing support frequently moving across jurisdictional boundaries to meet their needs. Funding this position for SD69 will help build capacity for a more coordinated region wide approach towards addressing homelessness. The tasks assigned to the position of the SD69 Homelessness Coordinator directly meet the goal of ending homelessness in the region and improving the region's social sustainability.

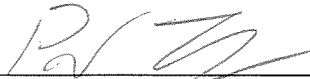
CONCLUSIONS/SUMMARY

Island Health provided \$470,000 to the RDN to fund capacity building initiatives in the Region to end homelessness in 2011 and 2012. The RDN distributed 60% of this funding to organizations working to end homelessness. The remaining 40% of this funding was placed in a reserve fund to allow future projects to be considered for support. Following the recent distribution of \$45,000 to the Nanaimo Region John Howard Society to continue a Rental Support Program, there is currently \$143,000 remaining in the Reserve Fund.

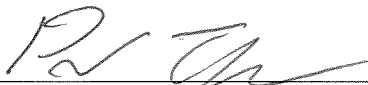
The Oceanside Task Force on Homelessness is seeking \$58,000 from the Reserve Fund to continue the work of a Homelessness Coordinator for another year. This request meets the criteria of a capacity building initiative to end homelessness. If granted, the funding would be used to provide a further year of funding for a Homelessness Coordinator to provide services to SD69 and help coordinate with efforts to address homelessness in other parts of the region.

RECOMMENDATION

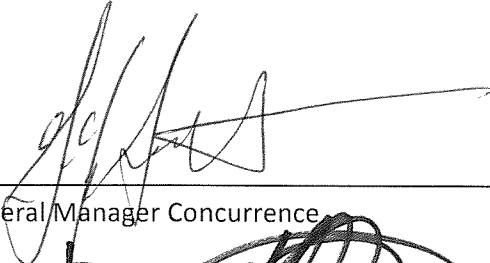
That the RDN Board allocate \$58,000 from the Reserve Fund to the Oceanside Task Force on Homelessness (under the auspices of the Society of Organized Services) to support the work of a Homelessness Coordinator for SD69 for another year.



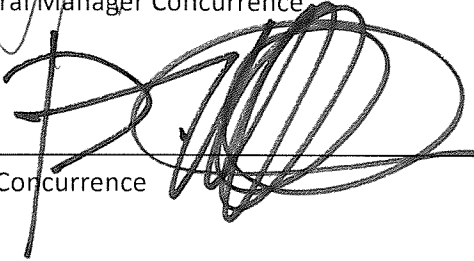
for Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

Attachment 1



Society of
Organized
Services

February 24, 2014

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

Dear Mr Stanhope:

**RE: FUNDING REQUEST –
CAPACITY BUILDING TO END HOMELESSNESS RESERVE FUND**

The Oceanside Task Force on Homelessness, under the auspices of District 69 Society of Organized Services (SOS), is submitting this proposal for consideration to Regional District of Nanaimo, under the “Capacity Building to End Homelessness Reserve Fund”.

The Oceanside Task Force on Homelessness received funding from Human Resources and Skills Development Canada (HRSDC) under the “*Homelessness Partnering Strategy – Rural and Remote Homelessness*” funding stream in August 2013. The Task Force hired a Homelessness Coordinator to help with the work of the Task Force. However, the HRSDC funding ends on March 31, 2014, and in an effort to continue the work of the Coordinator, the Task Force is submitting an application to the RDN for funding consideration. The Coordinator has made great strides in her work with the Task Force (table of tasks attached) and it is hoped that with continued funding, the network of service providers will be well established, and the Task Force itself will have clear direction and plan on how to address homelessness in this area. The proposed timeline for the project is April 1, 2014 – March 31, 2015. The requested funding amount from RDN is \$58,000, which includes Coordinator’s wages, meeting space rental and refreshments, conference fees, advertising, printing, postage, office supplies, and staff mileage. In addition, SOS is making an in-kind contribution of \$8,650 (support staff, rent, utilities, telephone).

Please do not hesitate to contact us, if you need any further information in support of our application.

Sincerely,

Renate Sutherland
Executive Director

Encs: Homelessness Coordinator Job Description
Letters of Support

/sn

**District 69 Society of Organized Services (SOS)
on behalf of Oceanside Task Force on Homelessness**

HOMELESSNESS BUDGET 2014-2015

AMOUNT REQUESTED FROM RDN	
Staff Wages - Community Coordinator	\$ 51,156
Rental of meeting space	\$ 1,000
Homelessness Networking Conference & Travel	\$ 2,000
Newspaper ads, flyers	\$ 1,500
Flyer printing	\$ 500
Postage	\$ 50
Refreshments for meetings	\$ 250
Office supplies	\$ 1,000
Staff travel for meetings or networking	\$ 544
TOTAL REQUESTED FROM RDN	\$ 58,000

IN-KIND FUNDING FROM SOS	
*Support Staff: Office Coordinators: \$1,243.45 Accounting Staff: \$2,036.89 Management Staff: \$1,786.08 Executive Staff: \$2,383.58 *Rent: \$50/month x 12 months = \$600 *Utilities: \$25/month x 12 months = \$300 *Telephone: \$10/month x 12 months = \$120 *Cell phone: \$15/month x 12 months = \$180	\$ 8,650
TOTAL IN-KIND FUNDING FROM SOS	\$ 8,650

TOTAL PROJECT COSTS	\$ 66,650
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OCEANSIDE TASK FORCE ON HOMELESSNESS

HOMELESSNESS COORDINATOR

JOB DESCRIPTION

<p>Community Consultation:</p> <ul style="list-style-type: none"> • Meet with Task Force Members to review work to date. • Identify community service providers and make initial contact.
<p>Community Planning:</p> <ul style="list-style-type: none"> • Meet with the Task Force monthly to ensure community planning is ongoing, and opportunities to engage with community are utilized.
<p>Needs Assessment:</p> <ul style="list-style-type: none"> • Liaise with service providers to establish current services. • Identify gaps. • Create a database of services/gaps. • Review & contact possible new service providers for identified service gaps.
<p>Research and Information Collection, and Sharing:</p> <ul style="list-style-type: none"> • Research successful service provider networks in other communities. • Apply information to this community. • Liaise with service providers to create buy-in; continued information gathering & sharing; brainstorm for creative solutions.
<p>Partnership & Network Development:</p> <ul style="list-style-type: none"> • Establish a structure for service provider network and on-going work. • Establish regular service provider network meetings.
<p>Coordination/Improvement of Service Provision:</p> <ul style="list-style-type: none"> • Establish client referral methods to ensure best possible linkages between service providers. • Establish* new service providers for identified gaps (*could be existing service providers taking on extra or working in partnership).

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Attachment 2

City of Parksville Letter of Support



City of Parksville
Office of the Mayor

February, 2014

Society of Organized Services
PO Box 898
Parksville, BC V9P 2G9

Re: Support for Application to RDN under the Capacity Building to End Homelessness Reserve Fund

The City of Parksville wishes to support the application by the Oceanside Task Force on Homelessness which, under the auspices of the Society of Organized Services, is submitting a proposal to the Regional District of Nanaimo for funding under the Capacity Building to End Homelessness Reserve Fund in order to continue the ongoing work of the homelessness coordinator.

The City of Parksville formed the Mayor's Task Force on Homelessness in early 2010 to address homelessness and issues related to homelessness within the City of Parksville. As the task force came together to develop the terms of reference, it became apparent the issues and risks associated with homelessness were regional in scope. The task force was then defined as the geographical area of School District 69 – Parksville, Qualicum Beach, Errington, Coombs, Deep Bay, Bowser and Nanoose Bay. In 2011, as a result of initiatives by the task force, an extreme weather shelter was made available to the homeless of this region. The extreme weather shelter is now in its fourth year of operation in our community and is increasingly well used.

As a member of the Oceanside Task Force on Homelessness, we appreciate the need to create a unified and cohesive effort to understand and provide assistance and relief to the homeless in our region. It is for this reason the City of Parksville supports the application of the Society of Organized Services, which proposes to continue to target community coordination, partnership development and data management.

Hired in August 2013, the homelessness coordinator has made great strides working closely with the homelessness task force and this funding will allow for this position to continue. Continued funding will also help with the establishment of a network of service providers and the task force itself will be able to continue their work to address homelessness in this region.

On behalf of the City of Parksville, we thank the members of the Oceanside Task Force on Homelessness for their dedication to this important issue and also thank the Society of Organized Services for their leadership in the effort to end homelessness in School District 69.

Sincerely,


CHRIS BURGER
Mayor

DISTRICT OF NANAIMO

MINUTES OF THE TRANSIT SELECT COMMITTEE MEETING HELD ON THURSDAY, FEBRUARY 20, 2014 AT 12:00 NOON IN THE RDN COMMITTEE ROOM

Present:

Director D. Brennan	Chairperson
Director A. McPherson	Electoral Area 'A'
Director M. Young	Electoral Area 'C'
Director G. Holme	Electoral Area 'E'
Director J. Stanhope	Electoral Area 'G'
Director B. Veenhof	Electoral Area 'H'
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach
Director J. DeJong	District of Lantzville
Director B. Bestwick	City of Nanaimo
Director T. Greves	City of Nanaimo
Director G. Anderson	City of Nanaimo

Also in Attendance:

D. Trudeau	Gen. Mgr, Transportation & Solid Waste Services, RDN
D. Pearce	Manager, Transit Operations, RDN
D. Marshall	Superintendent, Fleet & Custom Operations, RDN
G. Foy	Traffic & Transportation Planning Engineer, CON
M. Moore	Senior Regional Transit Manager, BC Transit
J. Wadsworth	Senior Transit Planner, BC Transit
M. Lockley	Senior Transit Planner, BC Transit
F. McFarlane	Recording Secretary, RDN

CALL TO ORDER

The meeting was called to order at 12:00 pm by the Chair.

MINUTES

MOVED Director Stanhope, SECONDED Director Holme that the minutes of the regular Transit Select Committee meeting held November 28, 2013 be adopted. CARRIED

CORRESPONDENCE

Cara Weirmier, BC Transit re invitation to attend BC Transit's Annual Workshop scheduled April 14 to 16, in Kelowna.

The invitation from Cara Weirmier, BC Transit, to attend BC Transit's 2014 Annual Workshop scheduled for April 14-16, 2014, in Kelowna, was noted. It was discussed and, since Director Anderson sits on both the City of Nanaimo Transportation Committee and the RDN Transit Select Committee, it was agreed that Director Anderson attend this workshop.

BC TRANSIT UPDATES

Transit Future Plan Update

James Wadsworth reviewed the final draft of the *RDN Transit Future Plan*. A copy of the presentation is attached. Service levels were discussed and highlights of the long term 25-year strategy for the region were presented.

[12:10 pm Director Bestwick joined the meeting.]

Director McPherson questioned the routing for the transit expansion in Cedar, particularly the portion along Cedar Road. J. Wadsworth explained that any future expansion would involve public meetings and the end result would better reflect the needs of the ridership. Director McPherson expressed concern regarding the population density and the ability for the area to sustain more frequent service. J. Wadsworth noted that BC Transit has a map that shows population density and, when future transit planning is being proposed, they are looking at a period of 25 years.

Director Veenhof commented on the Deep Bay routing, specifically referencing the draft *Transit Future Plan*, page 79, item 5. He felt that Route 99 would be less efficient and suggested the implementation of service from Fanny Bay to Deep Bay. D. Trudeau noted that the existing services would be reviewed to connect with services in Comox-Strathcona. J. Wadsworth stated that once all communities have endorsed their transit plans, communication regarding inter-regional services can begin.

Director Greves asked if implementation of a trip advisor required additional software or staff to set it up. D. Pearce noted that RDN staff are currently working with BC Transit and completion is expected in Fall 2014.

Director Bestwick questioned the timeframe for which the \$1.7 million is required to establish the infrastructure. D. Trudeau noted that, in the Five-Year Plan, there is provision for a 5,000 hour increase per year in the budget. This will be cost-shared with BC Transit and includes both conventional and custom transit.

REPORTS

RDN Future Plan

MOVED Director Anderson, SECONDED Director LeFebvre that the Board approve the *RDN Transit Future Plan* with amended wording to Route 99. CARRIED

Parksville and Qualicum Beach Transit Service Review

D. Trudeau commented on the proposed change of routing for the 88 Parksville run and other options for improvements to bus service in the Parksville and Qualicum Beach area. Director Lefebvre stated that he supported the recommendations of the transit staff in determining changes to routing.

MOVED Director Lefebvre, SECONDED Director Stanhope that the report be received for information. CARRIED

CNG Update

D. Trudeau provided an update on the \$15 million RDN/BC Transit Compressed Natural Gas Project.

ADJOURNMENT

MOVED Director Lefebvre that the meeting be adjourned.

CARRIED

NEXT MEETING

The next meeting of the Transit Select Committee is set tentatively for Thursday, April 17, 2014, in the RDN Committee Room.

CHAIRPERSON



RDN REPORT	
CAO APPROVAL	
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MEMORANDUM

TO: Dennis Trudeau
General Manager, Transportation Services

DATE: February 11, 2014

FROM: Daniel Pearce
Manager, Transit Operations

FILE: 8310-01

SUBJECT: RDN Future Plan

PURPOSE

To bring forward the *RDN Future Plan* for consideration and approval.

BACKGROUND

The current *RDN Transit Business Plan*, created in April 2008, was an update to the *Transit Business Plan* that had expired in 2006, and established a guide for transit service planning and delivery in the RDN over a 10-year period. BC Transit recently began developing 25-five year transit business plans around the province. The *RDN Transit Future Plan* envisions what the transit network should look like over a 25-year period and what services, infrastructure and investments will be needed. The plan is based upon the 2008 *Transit Business Plan* and supports strengthening the link between transportation and land use in order to support sustainable growth.

The *RDN Transit Future Plan* Executive Summary (see *Appendix 1*) that has been prepared in consultation with BC Transit includes the following:

Vision

“The Regional District of Nanaimo Transit System supports the region’s high quality of urban and rural life by connecting the region’s rural village centres, neighbourhoods and urban areas with high quality transit services that will encourage more people to choose transit as their preferred choice of travel. Integration with other modes of transportation affords people of all abilities a basic level of mobility throughout the region. Transit service is tailored to the needs of the region’s population to be safe, convenient, cost-effective and environmentally responsible.”

Goals

1. The Transit System connects the region’s urban and rural communities with their downtown areas and neighborhood centres by implementing transit services that offer an attractive alternative to driving. This is accomplished with routes and schedules that are frequent, direct, safe and convenient.
2. The Transit System supports sustainable land use patterns and mobility networks that encourage a reduced automobile dependency and provides access to services and employment.

3. The Transit System reduces the region’s impact on the environment by providing residents with a transportation choice that will lower their greenhouse gas emissions and energy consumption.
4. The Transit System provides the majority of the residents in the region access to their communities.
5. The Transit System is operated in a fiscally responsible manner providing efficient cost-effective services.

Additionally the *RDN Future Plan* sets a transit mode share target of 5% for all trips by 2039, which will require the RDN’s transit ridership to grow from 2.7 million to 13.5 million trips per year. To achieve this target the future plan establishes short range, medium range and long range priorities for service improvements and infrastructure improvements. Included in the short range priorities are:

	Service Improvement	Resources
1.	<p>Establish the Frequent Transit Corridor and begin to increase service levels</p> <p>Restructure routes 1 Downtown/Woodgrove and 4 V.I. University service to better connect Woodgrove Centre, Vancouver Island University and the City of Nanaimo Downtown. This change would create the new frequent transit spine of the transit system increased service frequency and span of service on Wakesiah, Bowen and Uplands roads.</p> <p>The short to medium-term goal is to increase service to 15 minutes Monday to Friday from 7:00 am to 7:00 pm and to improve service levels in the evening and on weekends.</p>	<p>Phase 1: Two vehicles and 5,000 annual service hours</p> <p>Phase 2: One vehicle and 2,800 annual service hours</p> <p>Phase 3: One vehicle and 2,500 annual hours</p>
2.	<p>Establish the Rapid Transit Corridor and begin to increase service levels</p> <p>Increase service levels and restructure routes 8 South and 9 North, in tandem with investments in infrastructure, to create a Rapid Transit Corridor between Woodgrove Centre and the City of Nanaimo Downtown. This change will include increases to the service frequency and span of service on the Island Hwy.</p> <p>The short - to medium – term goal is to increase service to a 15 minute peak service and 30 minute midday, evening and weekend service.</p>	<p>Phase 1: Two vehicles and 5,000 annual service hours</p> <p>Phase 2: Two vehicles and 5,000 annual service hours</p>
3.	<p>Restructure transit routes to serve the new Downtown Nanaimo Transit Exchange</p> <p>Transit routes and schedules are designed to serve the Prideaux Transit Exchange and will need to be changed when the new Downtown Exchange is developed. The relocation of the exchange will likely improve service efficiency and may allow for operational savings to be used to improve service levels.</p>	<p>Cost neutral or cost savings</p>

<p>4.</p>	<p>Enhance service on the Local Transit Network</p> <p>General service increases to the routes that make up the local transit network. This would include expanded local bus service in Parksville and Qualicum Beach. A restructuring of routes 3 Hospital, 5 Fairview and 6 Harewood to improve route directness and service effectiveness and the introduction of a new route between VIU and South Parkway Plaza.</p>	<p>Phase 1: One vehicle and 2,000 service hours</p> <p>Phase 2: Two vehicles and 3,100 service hours</p> <p>Phase 3: One vehicle and 2,500 annual hours</p>
<p>5.</p>	<p>Introduce Inter-regional Transit Services</p> <p>Phase 1 - extend existing service on route 99 Deep Bay north to connect with Comox Valley Transit Services.</p> <p>Phase 2 - introduce new peak hour weekday service that connects Downtown Nanaimo, VIU and the RDN Airport with a direct service to the Cowichan Valley.</p>	<p>Phase 1: Extend the 99 Deep Bay north to the Comox Valley</p> <p>Phase 2: Two vehicles and 2,000 annual service hours</p>

<p>Infrastructure Improvement</p>	
<p>1.</p>	<p>Plan for an expanded Transit Exchange in Downtown Nanaimo</p> <p>The Transit Future Plan identified the need for a downtown transit exchange to support the implementation of the Transit Future Network and the land use strategy of downtown City of Nanaimo. Planning is underway to identify how a new transit exchange in the Downtown Nanaimo Waterfront District would be integrated with other adjacent land uses. The transit exchange should be located within an active pedestrian-oriented area along the future Rapid Transit alignment, which is large enough to accommodate future growth in transit services. Amenities at the transit exchange should include transit shelters, benches, transit customer information and cycling facilities.</p>

2.	<p>Improve customer information</p> <p>The improvement of customer information helps existing customers navigate the transit system and makes it easier for new users to access the transit system for the first time. The following customer information tools are recommended for consideration:</p> <ul style="list-style-type: none"> • An online trip planner or provide transit information on Google Transit • Additional transit information at the stop level • Branding strategies should be developed for the Rapid and Frequent Transit Network
3.	<p>Complete a Rapid Transit Corridor Study for the Island Hwy</p> <p>Planning for the future Rapid Transit Corridor and infrastructure should be initiated with a study and include the following objectives:</p> <ul style="list-style-type: none"> • Determine the transit alignment right-of-way • Identify opportunities for transit priority • Identify Rapid Transit Station locations • Plan for expanded transit exchanges in the downtown Nanaimo, Woodgrove Mall and Country Club Centre. <p>The study should also include an incremental implementation strategy.</p>
4.	<p>Construct a Downtown Nanaimo Transit Exchange and Establish Rapid Transit Stations on the Island Hwy</p> <p>A Downtown Nanaimo transit exchange and rapid transit stations are the highest priorities for the development of the Rapid Transit Network. A larger exchange is needed to support future increases to service and better align the transit network to existing and future land use. Rapid transit stations on the Island Hwy will improve the directness of the Rapid transit line between Downtown and Woodgrove and improve access to service from the Island Hwy as the existing bus stops are very limited.</p>
5.	<p>Invest in technology to monitor ridership and service performance</p> <p>Investments should be made in technology to allow for improved monitoring of ridership and service performance such as an automated passenger counting program and automated vehicle location to support evidence based decision making to ensure that resources are used in the most effective manner.</p>

6.	Continue to improve transit customer facilities Continued improvement and maintenance of transit facilities and on-street customer amenities are important for the continued operation and future growth of the transit system. Some improvements that have been identified are to: <ul style="list-style-type: none">• Consider amending zoning bylaws to include transit stop improvements as part of required works and services.• Space transit stops along a corridor at appropriate intervals between 300 to 400 metres for Local and Frequent Transit and 800 metres to two kilometres for Rapid Transit. In some locations, transit stops are spaced too close together leading to slower transit trips and higher transit stop maintenance costs while in other cases transit stops are too far apart limiting passenger access to the system. Corridor transit and transportation projects should include a review of stop locations prior to investing in infrastructure.• Invest in on-street customer amenities such as transit shelters, customer information, benches and pedestrian-oriented lighting at transit stops.• Improve universal accessibility of transit stops.
7.	Update the existing Operation Facilities Master Plan The existing Operational Facility Master Plan needs to be updated; BC Transit will work with the RDN to identify the functional requirements and develop concepts for an expanded facility. The existing facility will need to be expanded to accommodate the long-term growth of the fleet and a strategy needs to be developed to ensure that there is sufficient capacity available as the fleet grows. The facility needs to be able to accommodate a future fleet of up to 160 conventional transit vehicles and 30 custom transit vehicles.

The *RDN Future Plan* targets align with the Provincial Transit Plan's transit mode share target for regional centres in British Columbia.

The plan study area included all municipalities and electoral areas within the RDN, even those areas not served by transit. Public consultations were extensive and included meetings in the City of Nanaimo, District of Lantzville, City of Parksville, Town of Qualicum Beach and Electoral Areas A, B and H. Meetings were also held with local government staff from member municipalities. The plan includes both Conventional and Custom transit.

ALTERNATIVES

1. That the Board approve the RDN Future Plan.
2. That the Board not approve the RDN Future Plan and provide direction to staff.

FINANCIAL IMPLICATIONS

Costs associated with the creation of the *RDN Transit Future Plan* have been covered by BC Transit and RDN Transit staff time. Marketing/communication costs associated with the plan are included in the AOA, which is cost-shared between BC Transit and the RDN.

To meet the mode share and ridership targets of the *Transit Future Plan*, capital and operating investments in the transit system will be required over the next 25 years. Annual operating costs are based on service hours that are projected to increase from the existing 140,894 hours to approximately 460,000 hours (including both the conventional and custom service).

The estimated cost for the RDN to implement the conventional and custom short-range priorities is \$1.7 million. The short-range infrastructure costs have not yet been determined.

SUSTAINABILITY

Given the essential role of public transit in a sustainable region, all efforts of the Transportation Services Department are founded on generating positive implications for the sustainability of the region. The *RDN Transit Future Plan* will support strengthening the link between transportation and land use in order to support sustainable growth. This will greatly assist the RDN as population rises, infrastructure costs increase and the demand for transit grows.

CONCLUSIONS

The current *Transit Business Plan* for Transportation Services was developed in 2008. BC Transit recently began developing 25-year transit future plans that establish what the transit network should look like over a 25-year period and what services, infrastructure and investments will be needed.

The *RDN Transit Future Plan* creates a long-term transit vision that will support the RDN's Regional Growth Strategy, local municipalities, official community plans and the City of Nanaimo's Master Transportation Plan. The *RDN Transit Future Plan* also supports the BC Transit Strategic Plan and Provincial Transit Plan, as well as describes fleet and facility changes needed as expansion occurs.

The plan study area included all municipalities and electoral areas within the RDN, including those areas not served by transit.

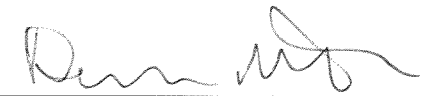
Staff support the *RDN Transit Future Plan*.

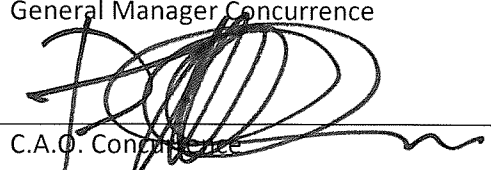
RECOMMENDATION

That the Board approve the *RDN Transit Future Plan*.



Report Writer



General Manager Concurrence


C.A.O. Concurrence

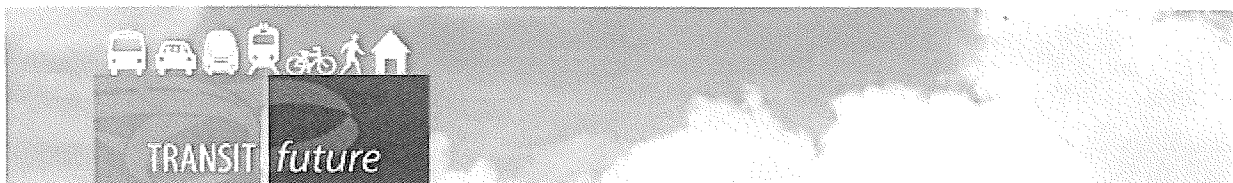
APPENDIX 1



Transit Future Plan

REGIONAL DISTRICT OF NANAIMO | February 2014

Executive Summary



Executive Summary

Transit has tremendous potential to contribute to a more economically vibrant, livable and sustainable community. The need to realize this potential in the Regional District of Nanaimo (RDN) is increasingly important due to factors such as climate change, population growth and an aging demographic. Projected future growth in the RDN will place increasing pressure on the existing transportation system.

To address the factors noted above, the RDN has developed a Regional Growth Strategy which establishes a policy framework and guidelines to move towards sustainable development. This Transit Future Plan is informed by and complements the Regional Growth Strategy and supporting local Official Community Plans.

The Transit Future Plan has also been informed by the BC Provincial Transit Plan and the BC Transit 2030 Strategic Plan. The Transit Future Plan was developed through a participatory planning process involving a stakeholder advisory group and broad community consultation. The Transit Future Plan envisions the RDN transit network 25-years from now and describes the services, infrastructure and investments that are needed to achieve that vision.



Public Consultation

Development of the Transit Future Plan included consultation with the public and local government. BC Transit and the RDN completed public consultation initiatives including the formation of a stakeholder advisory group, two phases of public consultation with BC Transit's mobile open house--the Transit Future Bus--online and print surveys and project updates on the Transit Future Project Website. These initiatives were completed to raise awareness of the plan, receive input on determining priorities for implementation and to ensure that the delivery of the plan will meet the diverse needs of the people within the RDN.

Vision and Goals

Vision Statement

"The Regional District of Nanaimo Transit System supports the region's high quality of urban and rural life by connecting the region's rural village centres, neighbourhoods and urban areas with high quality transit services that will encourage more people to choose transit as their preferred choice of travel. Integration with other modes of transportation affords people of all abilities a basic level of mobility throughout the region. Transit service is tailored to the needs of the region's population to be safe, convenient, cost-effective and environmentally responsible."

Goals

1. **The Transit System connects** the region's urban and rural communities with their downtowns and neighborhood centres with transit services that offer an attractive alternative to driving. This is accomplished with routes and schedules that are frequent, direct, safe, and convenient.
2. **The Transit System supports** sustainable land use patterns and mobility networks that encourage a reduced automobile dependency and provides access to services and employment.
3. **The Transit System reduces** the region's impact on the environment by providing residents a transportation choice that will lower their GHG emissions and energy consumption.
4. **The Transit System provides** the majority of the residents in the region access to their communities.
5. **The Transit System is operated** in a fiscally responsible manner providing efficient cost-effective services.

Ridership Target

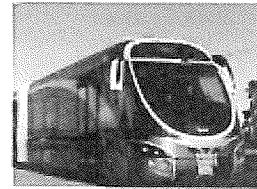
The Transit Future Plan sets a transit mode share target of five per cent for all trips by 2039, which will require the RDN's transit ridership to grow from 2.7 million to 13.5 million trips per year. This target aligns with the Provincial Transit Plan's transit mode share target for regional centres in British Columbia.



The Transit Future Plan Network

Rapid Transit Network (RTN)

The Rapid Transit Network ("RTN") moves passengers between major regional destinations along key transportation corridors. Service is very frequent (at least 15 minutes between 7:00 a.m. and 10:00 p.m.) on weekdays and stops less often than traditional transit services. The RTN uses high capacity buses and may include future investments along the corridor in transit priority measures, right-of-way improvements, premium transit stations, service branding and off-board ticketing.



Frequent Transit Network (FTN)

The Frequent Transit Network ("FTN") provides medium to high density mixed land use corridors with a convenient, reliable and frequent (at least 15 minutes between 7:00 a.m. and 10:00 p.m.) transit service. The FTN will carry a large share of the transit system's total ridership, justifying frequent service, a high level of transit stop amenities and service branding.



Local Transit Network (LTN)

The Local Transit Network ("LTN") is designed to connect neighbourhoods to local destinations, to the RTN and to the FTN. Frequency and vehicle type are selected based on demand.



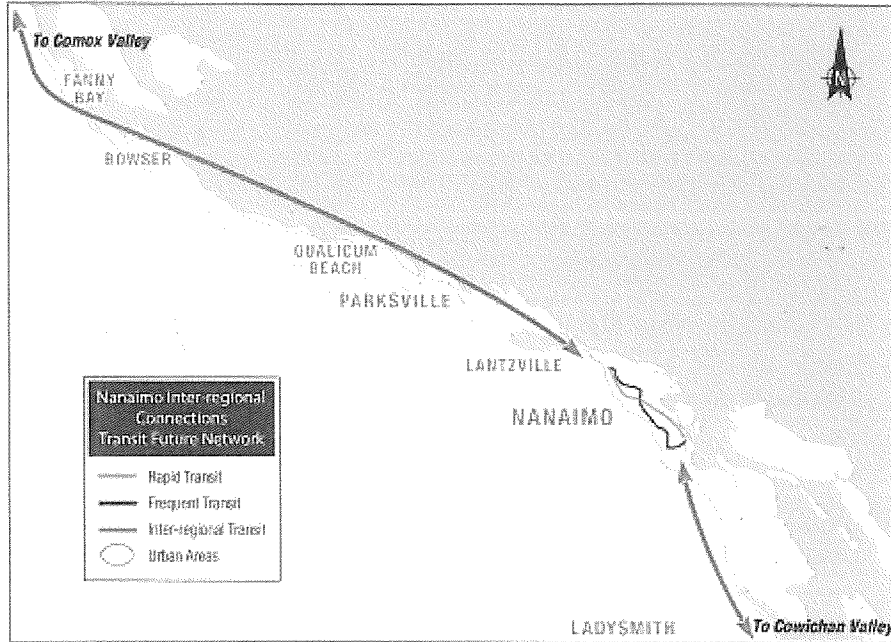
Targeted Services

Targeted services are a collection of transit services that are more focused on the needs of specific customers. These services include:

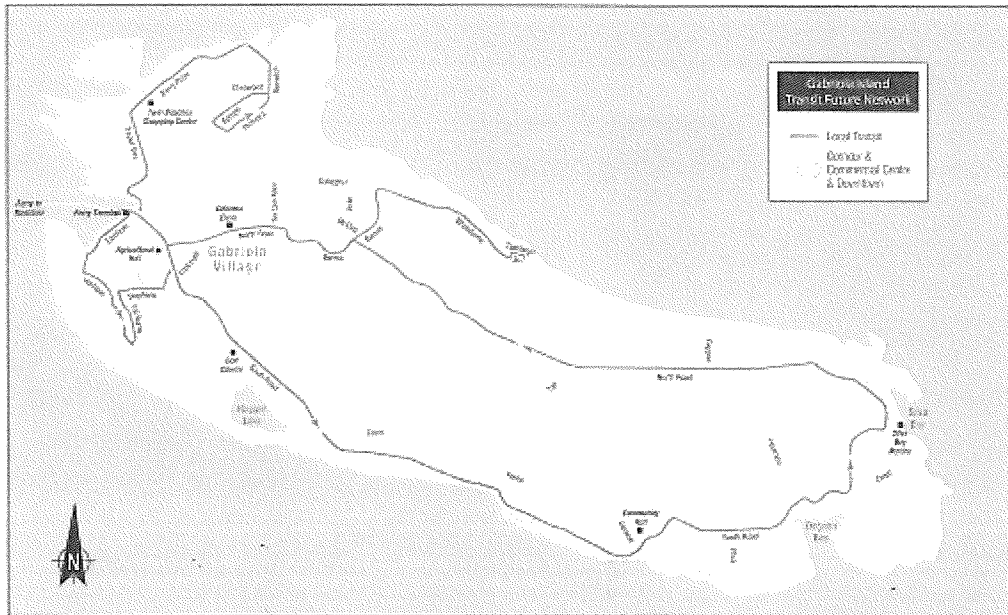
- Inter-regional: provide connections between regions outside of the local transit service area
- Custom - handyDART: door-to-door services for customers unable to use the conventional service
- Paratransit: may include transit services that are demand-responsive or operate with flexible routes and schedules in low ridership areas



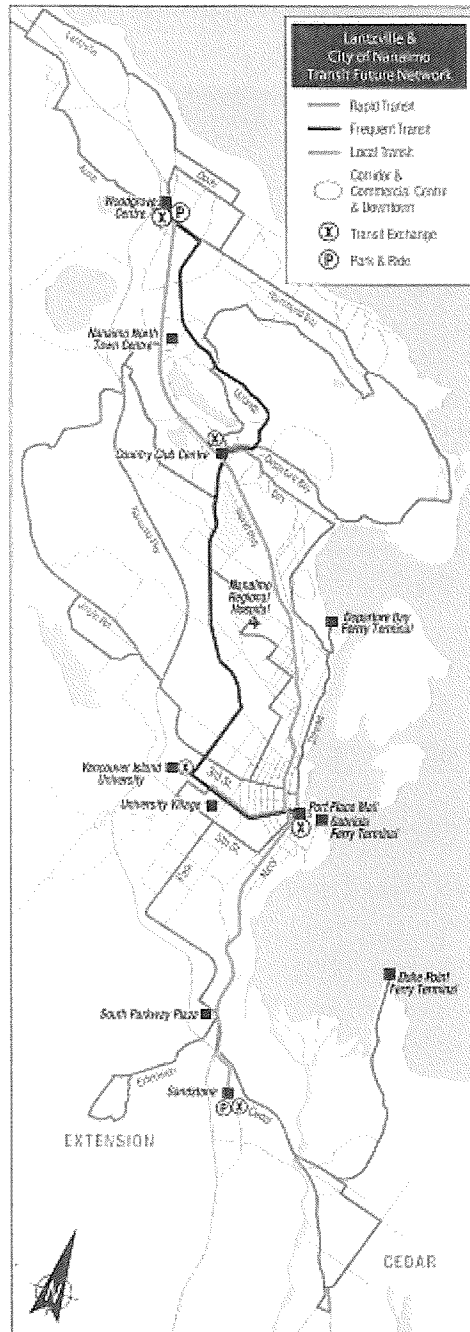
Map 1A



Map 2A

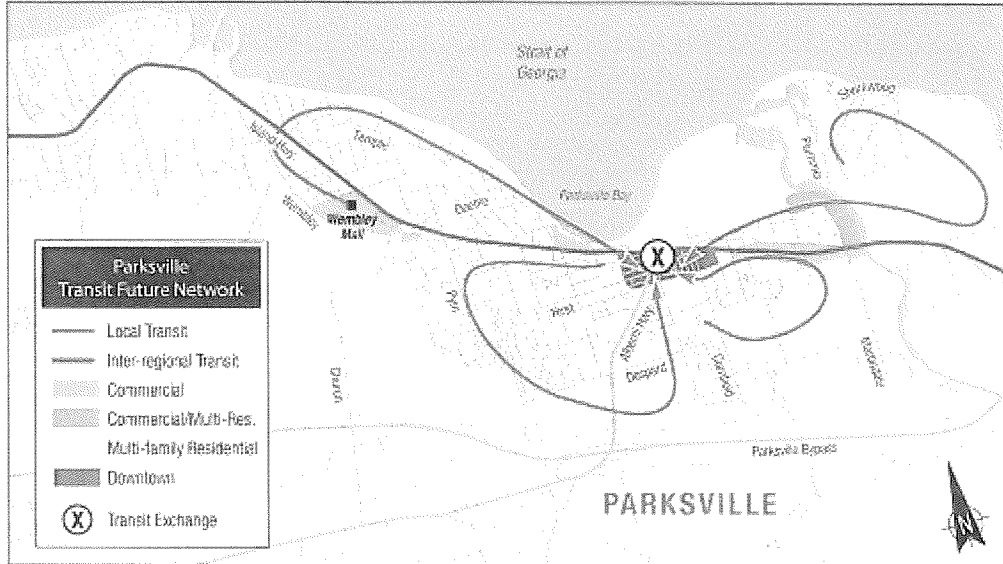


Map 3A

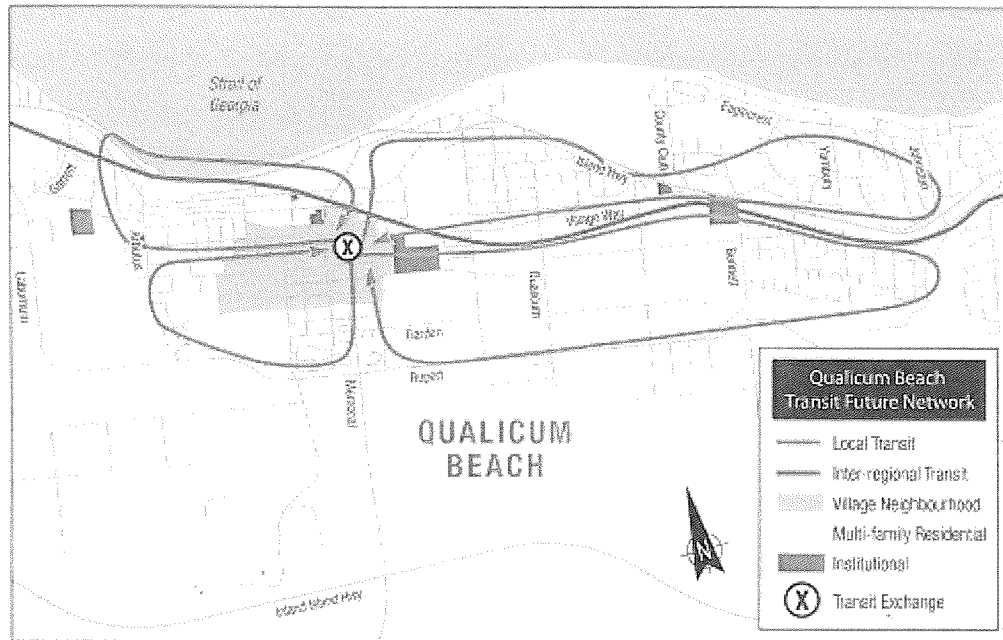


* Airport to south of map see map 6A

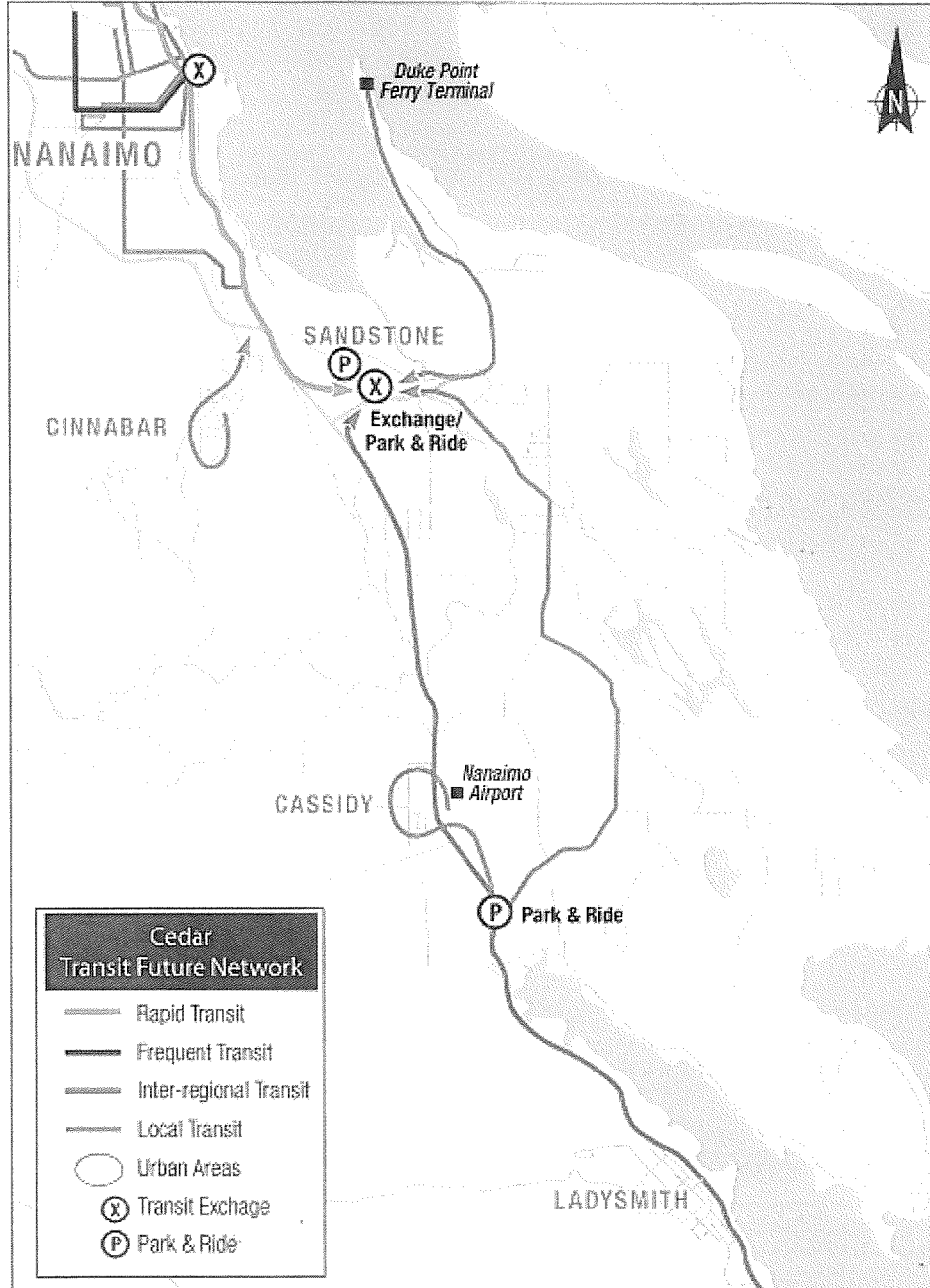
Map 4A



Map 5A



Map 6A



Implementation Strategy

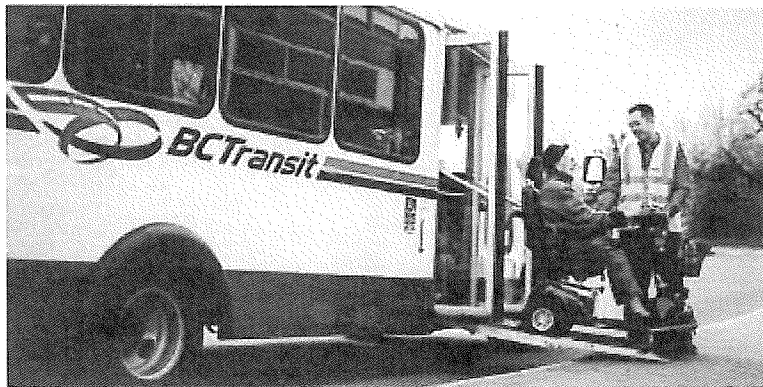
Establishing the Transit Future Plan network requires prioritizing transit investments and developing an implementation strategy to transform today's network into the future network. The plan forecasts that a fleet of 160 buses and 400,000 service hours will be needed to operate custom transit services by 2039.

Short-term Implementation Priorities (0-5 years)	
Service Improvement	Infrastructure Improvement
<p>Restructure existing routes to establish the Rapid and Frequent Transit corridors by restructuring existing routes and begin to invest in increases to service levels</p> <p>Restructure transit routes to serve the new Downtown Nanaimo Transit Exchange</p> <p>Enhance service on the Local Transit Network</p> <p>Introduce Inter-regional Transit Services to the Cowichan Valley</p> <p>Extend 99 Deep Bay service to connect with Comox Valley Transit service</p>	<p>Plan and construct an expanded Transit Exchange in Downtown Nanaimo</p> <p>Complete a Rapid Transit Corridor Study for the Island Hwy, develop an incremental implementation plan and establish rapid transit stations</p> <p>Invest in technology to monitor ridership and service performance</p> <p>Improve customer information through the following:</p> <ul style="list-style-type: none"> • An online trip planner or provide transit information on Google Transit • Additional transit information at the stop level • Branding strategies should be developed for the Rapid and Frequent Transit Network <p>Continue to improve transit customer facilities:</p> <ul style="list-style-type: none"> • Ensure that transit stops are spaced along a corridor at appropriate intervals • Invest in on-street customer amenities • Improve universal accessibility of transit stops • Improve customer information <p>Update the Operation Facilities Strategy</p>
Medium-term & Long-term Implementation Priorities	
Service Improvement	Infrastructure Improvement
<p>Continue to increase service levels of the Frequent and Rapid Transit Network to meet ridership demands</p> <p>Enhance service on the Local Transit Network by increasing frequency and span of service and expanding service to support future development</p> <p>Expand Inter-regional service to the Comox Valley</p> <p>Extend the Rapid Transit Network to South Nanaimo</p>	<p>Match service demand to transit vehicle capacity</p> <p>Establish and expand critical transit facilities needed to support the Rapid and Frequent Transit network</p> <ul style="list-style-type: none"> • Expanded Woodgrove Centre exchange and Park & Ride • Expanded Country Club Mall exchange • Expanded exchanges in Qualicum and Parksville • New Sandstone/South Parkway Plaza exchange and Park & Ride • New/Expanded VIU exchange <p>Establish Park & Ride in rural areas to support the Inter-Regional Transit Network</p> <p>Implement Transit Priority Measures on the Rapid and Frequent Transit Network as required</p> <p>Expand the operational and maintenance facility capacity to accommodate growth of the transit fleet</p> <p>Continue to improve customer information through the use of real-time information and bus stops</p>

Custom Transit Service and Transit Accessibility

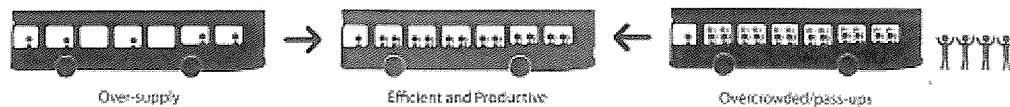
Improvements to accessibility and custom transit services will make the transit system more accessible for people of all ages and abilities. The plan forecasts that a fleet of 30 buses and 60,000 service hours will be needed to operate custom transit services by 2039. Service improvements to enhance accessibility and custom transit include:

- Improve the universal accessibility of the transit system services and infrastructure
- Aligning the hours of operation and service area with the conventional system
- Increase service availability to allow customers to plan medical appointments, shopping and casual trips throughout the entire service day



Service Design Standards and Route Performance Guidelines

As part of the on-going management of the transit network, service design standards and performance guidelines have been developed as tools to facilitate service planning decisions and measure how well the transit system is progressing towards achieving its goals. Service standards define service levels, the service area and when new service should be introduced to an area. Performance guidelines measure service effectiveness by defining numerical thresholds and targets for the system and its routes and services. These measures are meant to ensure an acceptable level of service quality to the customer, and along with the Transit Future Plan, guide planning decisions and recommendations of BC Transit and RDN staff to the Transit Select Committee.



Moving Forward

Funding the Plan

To meet the mode share and ridership targets of the Transit Future Plan, capital and operating investments in the transit system will be required over the next 25 years. Annual operating costs are based on service hours that are projected to increase from the existing 140,894 hours to approximately 460,000 hours. The plan also calls for capital investments that include:

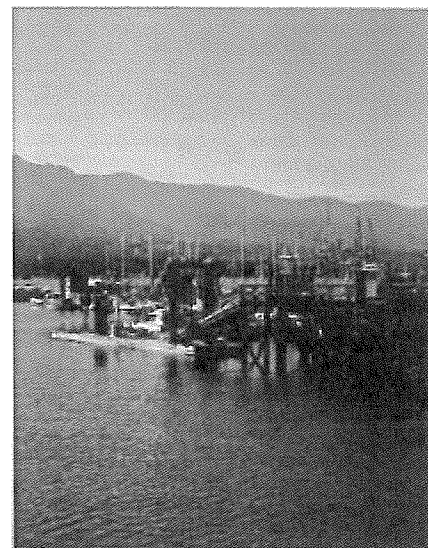
- An expanded transit fleet (total of conventional and custom) from the existing 62 vehicles to 190 vehicles
- New transit exchanges/terminals and Park & Rides
- Improvements to customer amenities at transit stops
- Transit priority such as queue-jumpers bus lanes or bus only lanes on the Island Hwy as required
- An expanded or new operations and maintenance centre

Given the level of transit investment anticipated over the coming decades, the way in which transit will be funded needs to be reviewed. BC Transit and its funding partners will need to work together to achieve stable and predictable funding sources beyond the existing mechanisms.

Keys to Success

To guide the plan from vision to reality will require an on-going dialogue between the Province, BC Transit and RDN on transportation policy, funding and the connection between land use and transit planning.

The Transit Future Plan builds upon local land use and transportation plans and will be used to communicate the vision and direction for transit in the region. Steps required for the success of the plan include integrating the transit strategy into other municipal projects, supporting travel demand management measures, transit oriented development and transit-friendly land use practices.





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MEMORANDUM

TO: Daniel Pearce
Manager, Transit Operations

DATE: February 11, 2014

FROM: Jamie Logan
Superintendent, Transit Planning & Scheduling

FILE: 8620-01

SUBJECT: Parksville and Qualicum Beach Transit Service Review

PURPOSE

To determine the feasibility of changing the routing of the 88 Parksville route and exploring other options for improvements to bus service in the Parksville and Qualicum Beach area.

BACKGROUND

At the October 22, 2013 Board meeting the following resolution was approved:

MOVED Director Brennan, SECONDED Director Lefebvre, that staff be directed to review existing transit service in and between Parksville and Qualicum and to provide options for improving the service and the associated financial implications to the Transit Select Committee.

Staff and BC Transit have recently completed a draft *RDN Future Plan* for the Board’s information and direction. Based on information gathered through the *Future Plan* process, staff and BC Transit prepared short range, medium range and long range priorities. The short range priorities include expanded bus service in Parksville and Qualicum Beach, using a community bus rather than a conventional bus. Due to the current RDN transit system routing, implementation of a community bus in Parksville and Qualicum Beach would require a significant amount of service hours. To date, service in both communities is provided by a conventional bus that travels regularly between Nanaimo, Parksville and Qualicum Beach. If a community bus was put into service in the Parksville/Qualicum Beach area, a community bus would need to be stationed in the community(s) for the entire day, resulting in more revenue hours being needed. Additionally, there would be costs associated with having to add one to two additional community buses to the RDN Transit fleet to provide the service.

On approval of the *RDN Future Plan* staff will work to implement all priorities in the *Future Plan* as budgets allow.

During the *Future Plan* process a proposal was put forward by Parksville residents to change the 88 Parksville routing in Parksville from Temple Street to incorporate Pym Street and Soriel Road (see Appendix 1).

RDN and BC Transit staff completed a comprehensive public consultation process regarding the *RDN Future Plan*. When the consultation was in Parksville, on October 17, 2013, staff received information

that many residents opposed the routing changes to the 88 Parksville. A signed petition was received by RDN staff in November, 2013 with 29 signatures from Parksville residents who opposed the proposed route change.

In January 2014, an online survey was conducted by RDN Transit and BC Transit staff. The survey was completed by 49 participants. The age range of the participants was 15 years old to over 65 years of age. The survey found that 50% of respondents did not care if the route was changed, 20% of the respondents indicated they wanted it to continue without change and 30% indicated they would prefer the proposed new routing.

As illustrated in Appendix 2, the proposed new route would only result in an additional 61 residents being within a 400m radius of the bus route. Appendix 3 illustrates only slightly better results within the 200m radius. Based on BC Transit experience this may result in an additional 1 to 2 riders per day.

ALTERNATIVES

1. That the report be received for information.
2. That the report be received for information and that staff be directed to implement the Pym Street - Soriel Road route change to the 88 Parksville route.

FINANCIAL IMPLICATIONS

There were no financial implications related to the preparation of this report as all information was gathered by RDN staff and BC Transit staff.

Regarding the short range priorities the *RDN Future Plan* has estimated costs for implementing expanded transit service, in Parksville and Qualicum Beach, using a community bus. The draft costs include:

	ADDITIONAL BUSES	SERVICE HOURS	ANNUAL RIDES	TOTAL REVENUE	TOTAL COSTS	LOCAL COST SHARE	BC TRANSIT COST SHARE
PHASE 1 PARKSVILLE /QUALICUM	1	2,200	11,000	13,400	225,700	119,500	92,800

Upon approval of the *RDN Future Plan*, staff will consult with the City of Parksville and the Town of Qualicum Beach on timing options for the proposed expansions.

SUSTAINABILITY IMPLICATIONS

The Transportation Services Department is working continuously on improving the viability and efficiency of public transit. Residents within the RDN rely on public transit, whether it is for Conventional or Custom transit. The options provided by public transit enable residents to leave their cars at home while they take the bus to work, to school, to medical appointments or for other equally important reasons.

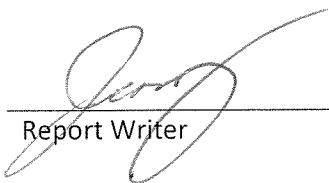
SUMMARY/CONCLUSION

The Board gave direction to RDN staff to provide options and the financial implications to improving service for the Parksville/Qualicum area. The *RDN Future Plan* details short, medium and long term priorities for improving transit service within the RDN. Increasing transit service in the Parksville/Qualicum area through the implementation of community buses rather than conventional buses is included in the short term priorities. This would involve significant additional costs for service hours and additional buses. Upon approval of the *Future Plan* staff will consult with the City of Parksville and the Town of Qualicum Beach on timing options for the proposed expansions.


Staff do not support any route changes in the interim as there does not appear to be sufficient support from residents in the immediate area.

RECOMMENDATION

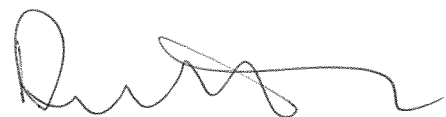
That the report be received for information.



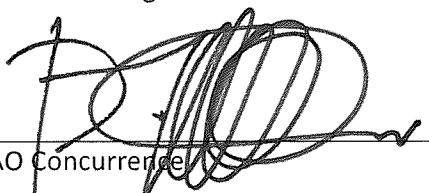
Report Writer



Manager Concurrence

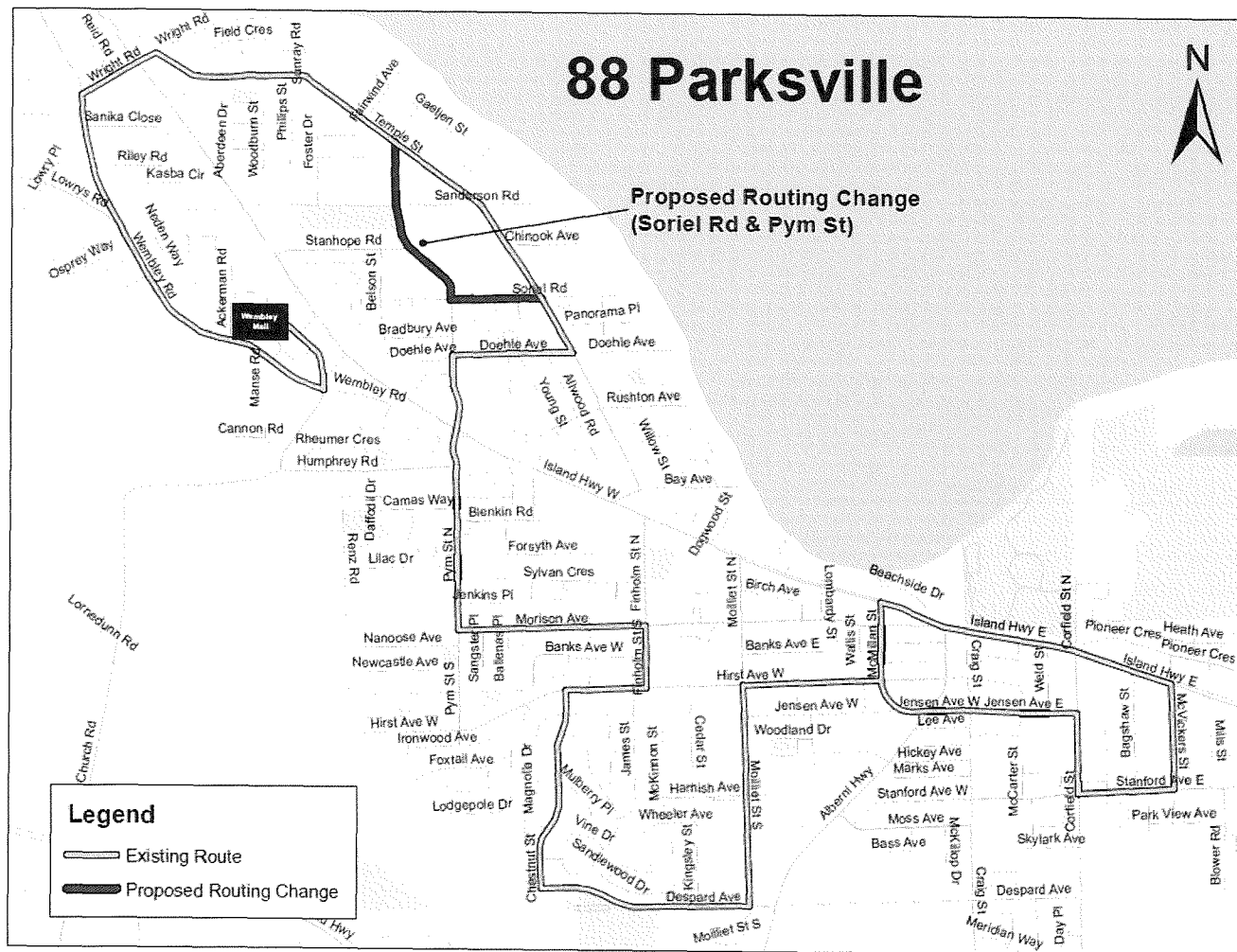


General Manager Concurrence

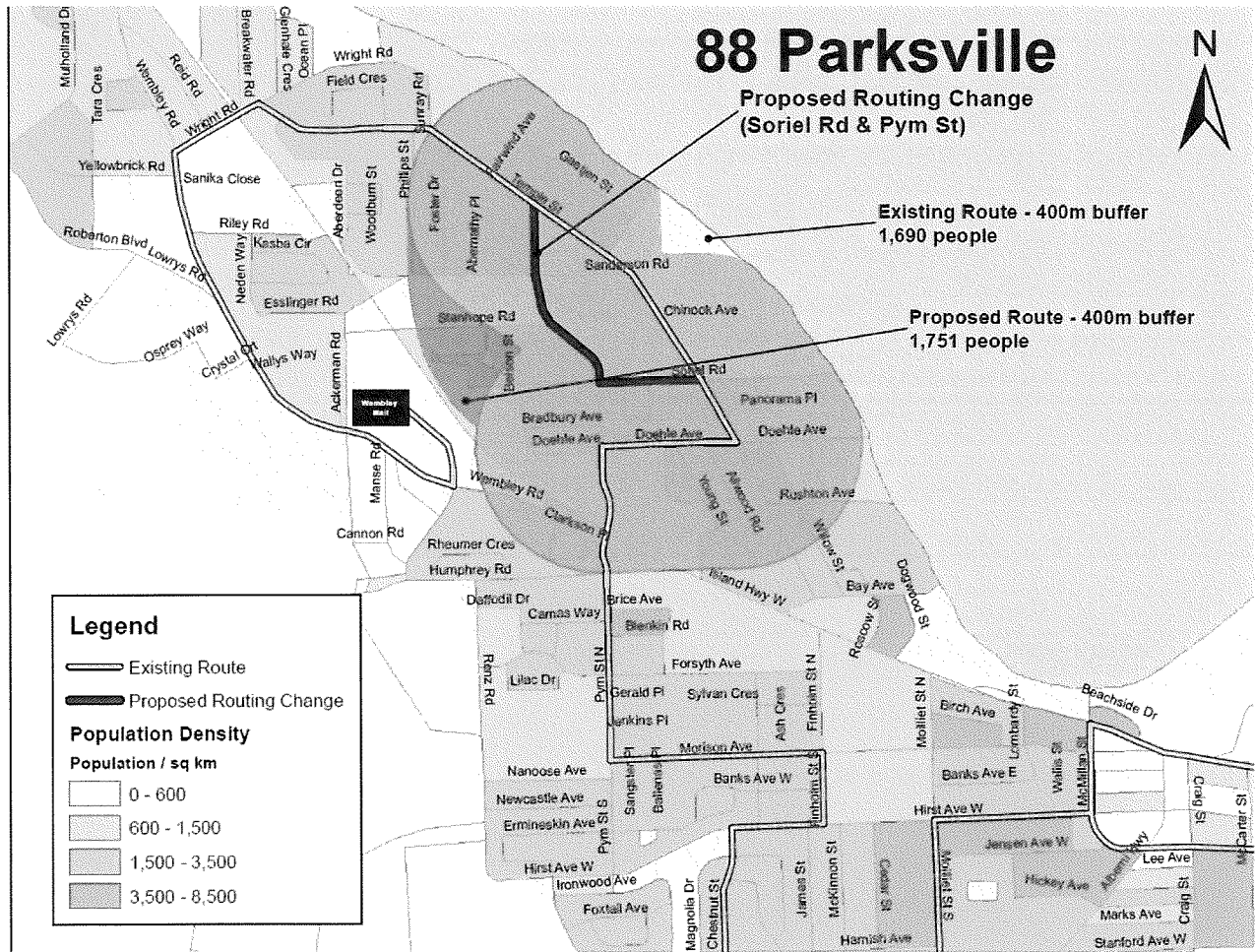


CAO Concurrence

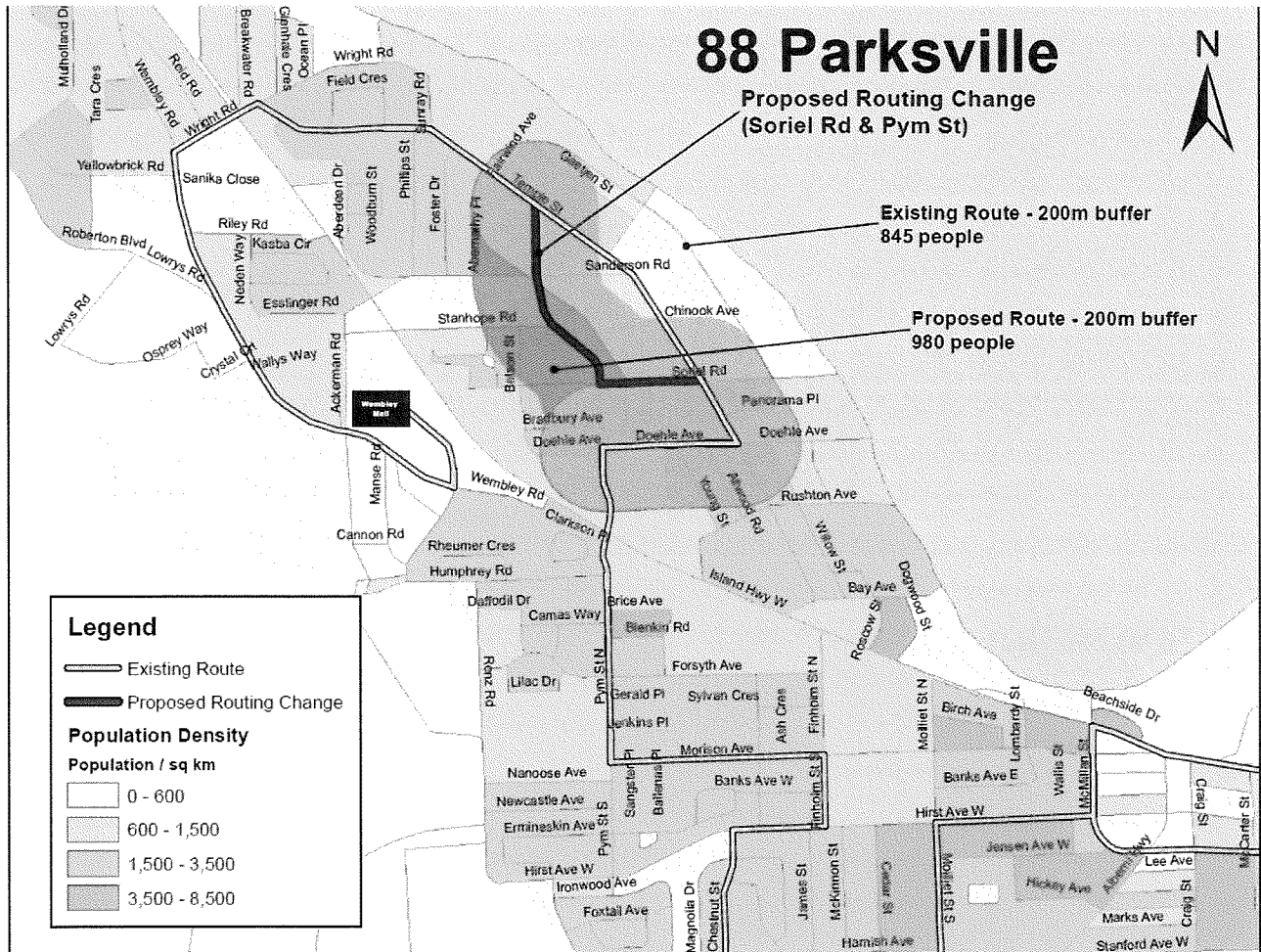
APPENDIX 1



APPENDIX 2
 [Parksville 400m buffer zone population density map]



APPENDIX 3
 [Parksville 200m buffer zone population density map]



REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE
DISTRICT 69 RECREATION COMMISSION REGULAR MEETING
HELD ON THURSDAY, FEBRUARY 20, 2014 AT 2:00pm
AT OCEANSIDE PLACE – MULTI-PURPOSE ROOM

Attendance: Scott Tanner, Councillor, Town of Qualicum Beach
Gordon Wiebe, Electoral Area 'E'
David Edgeley, Electoral Area 'F'
Joe Stanhope, Director, RDN Board, Electoral Area 'G'
Richard Leontowich, Electoral Area 'H'
Ross Milligan, Trustee, District #69 School Board
Peter Morrison, Councillor, City of Parksville
Bill Veenhof, Director, RDN Board Appointee

Staff: Tom Osborne, General Manager of Recreation and Parks
Dean Banman, Manager of Recreation Services
Ann-Marie Harvey, Recording Secretary

CALL TO ORDER

Mr. Banman, Recreation Manager called the meeting to order at 2:00pm

ELECTION OF CHAIRPERSON

Mr. Banman called for nominations for the position of Chairperson for the year 2014.

Commissioner Stanhope nominated Commissioner Tanner.

There being no further nominations, Mr. Banman declared Commissioner Tanner as Chairperson of the District 69 Recreation Commission for 2014.

ELECTION OF DEPUTY CHAIRPERSON

Mr. Banman called for nominations for the position of Deputy Chairperson for the year 2014.

Commissioner Stanhope nominated Commissioner Veenhof.

There being no further nominations, Mr. Banman declared Commissioner Veenhof as Deputy Chairperson of the District 69 Recreation Commission for 2014.

DELEGATION

W. Rehill, President, Parksville Curling Club, **Re: Curling Club Permissive Tax Exemption**

Ms. Rehill addressed the Commission about the concerns and impact to the Parksville Curling Club only receiving 50% Permissive Tax Exemption from the City of Parksville which will require the Club to pay up to \$16,000 in taxes to the City in 2014.

MINUTES

MOVED Commissioner Stanhope SECONDED Commissioner Wiebe that the Minutes of the Regular District 69 Recreation Commission meeting November 28, 2013 be approved.

CARRIED

MOVED Commissioner Morrison, SECONDED Commissioner Wiebe that the Minutes of the District 69 Recreation Grants Sub-Committee meeting February 11, 2014 be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Grant Approvals

MOVED Commissioner Wiebe, SECONDED Commissioner Leontowich that the following District 69 Youth Recreation Grant applications be approved:

Community Group	
Arrowsmith Community Recreation Association (formerly ACES)- youth programs	\$1,000
Ballenas Secondary School - Dry Grad	\$1,200
Ballenas Secondary School - BC High School Curling Championships	\$500
Kwalikum Secondary School- Dry Grad	\$1,200
Parksville Volleyball Club- uniforms and equipment	\$1,250
Oceanside Minor Baseball- portable fencing	\$1,000
Ravensong Waterdancers- pool rental	\$1,000

CARRIED

MOVED Commissioner Wiebe, SECONDED Commissioner Leontowich that the following District 69 Community Recreation Grant applications be approved:

Community Group	
Bowser Elementary School- subsidy for low-income families for outdoor camp	\$1,000
Errington Coop Preschool - equipment	\$1,000
Oceanside Kidfest Society- event costs	\$2,500
Oceanside Building Learning Together Society- arena admissions	\$242
Town of Qualicum Beach- Select Committee on Beach Day Celebrations	\$1,500

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED Commissioner Stanhope, SECONDED Commissioner Morrison that the following correspondence be received:

H. King, RDN to R. Nosworthy, ACES, **Re: Society Name Change**

A. Weeks, City of Parksville to Regional District of Nanaimo, **Re: 2014 Council Appointments to D69 Recreation Commission**

G. Clayton, to RDN Staff, **Re: Ravensong Aquatic Centre**

W. Rehill, Parksville Curling Club to D. Banman, RDN, **Re: Parksville Curling Club Permissive Tax Exemption**

D. Banman, RDN, to D. Rivard, Quality Foods, **Re: Quality Foods Family Day Swim and Skate**

CARRIED

REPORTS

Monthly Updates – Oceanside Place / December 2013 and January 2014

Mr. Banman reviewed the two monthly reports for Oceanside Place.

Commissioner Milligan asked if the first reports of the year could show the longer term trends for each facility, i.e. 5 year comparison.

Monthly Updates – Ravensong Aquatic Centre / December – 2013 and January 2014

Mr. Banman reviewed the two monthly reports for Ravensong Aquatic Centre.

Monthly Update – Northern Recreation Program Services / December 2013 and January 2014

Mr. Banman reviewed the monthly report for Northern Recreation Program Services.

Monthly Update of Community and Regional Parks and Trails Projects / June- December 2013

Mr. Osborne reviewed the Community and Regional Park and Trails Projects update.

Rubberized Track at Ballenas Secondary Report

Mr. Banman summarized the Rubberized Track at Ballenas Secondary report.

MOVED Commissioner Veenhof, SECONDED Commissioner Morrison:

1. That School District 69 and representatives from the Oceanside Track and Field Club be approached for formal support in working with the RDN in the design of a rubberized 3 lane 400 metre, 6 lane 100 metre sprint zone track surface that would replace the existing track surface at Ballenas Secondary School.
2. That the cost of the design be funded from the Northern Community Recreation Service Reserve Fund.
3. That the Regional District, School District #69 and Oceanside Track and Field Club prepare Maintenance and Capital Plan Agreement for the proposed rubberized track surface at Ballenas

Secondary School.

4. That the design work be used in the pursuit of any future grant funding that may be available to install a rubberized track surface at Ballenas Secondary School.

CARRIED

MOVED Commissioner Edgeley, SECONDED Commissioner Milligan that the reports be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

MOVED Commissioner Stanhope, SECONDED Commissioner Edgeley that staff prepare a report on the impacts the Parksville Curling Club and the District 69 Arena facility is facing with the reduction and removal of the Permissive Tax Exemption by the City of Parksville for the leased parklands and to provide options that will ensure the Club and the Regional District facility can be sustained in the long term.

CARRIED

MOVED Commissioner Stanhope, SECONDED Commissioner Veenhof that the District 69 Recreation Commission Chairperson send a letter to City of Parksville with a copy to BC Assessment requesting the reconsideration of the reduction and elimination of the Permissive Tax Exemption for the Parksville Curling Club / District 69 Arena leased lands at the Parksville Community Park and for staff to work with the Parksville Curling Club on the verification of the current property and land assessment with BC Assessment.

CARRIED

NEW BUSINESS

2014 Budget Update

Mr. Banman gave an update of the budget presentation presented to the Board on Oceanside Place, Ravensong Aquatic Centre and Northern Recreation Services

Appointment of Fees and Charges Sub-Committee

MOVED Commissioner Morrison, SECONDED Commissioner Veenhof that Commissioner Wiebe, Leontowich and Morrison be appointed as the Fees and Charges Sub- Committee members.

CARRIED

Appointment of D69 Recreation Grant Sub-Committee

MOVED Commissioner Wiebe, SECONDED Commissioner Morrison that Commissioner Tanner, Milligan and Veenhof be appointed as the D69 Recreation Grant Sub-Committee members.

CARRIED

BCRPA Symposium 2014

Commissioners who have attended the BCPRA Symposium in the past gave their positive suggestion for those who haven't attended before to try and go for the wealth of information provided at the symposium.

Commissioner Tanner, Wiebe and Edgeley expressed their interest in attending. Normally two commissioners are budgeted to attend, however third D69 Commissioner may be able to attend depending on availbale

training resources. Staff will email more details to the interested commissioners.

ADJOURNMENT

MOVED Commissioner Morrison that the meeting be adjourned at 3:45pm.

CARRIED

Chair



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MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: February 12, 2014

FROM: Dean Banman
Manager of Recreation Services

FILE:

SUBJECT: Rubberized Track at Ballenas Secondary School

PURPOSE

To provide the Regional Board and District 69 Recreation Commission an update and report on the feasibility, cost and possible RDN involvement in the installation and upkeep of a rubberized track at Ballenas Secondary School in Parksville.

BACKGROUND

At the invitation of the District 69 Recreation Commission, the Oceanside Track and Field (OTF) Club was in attendance at the June 2013 Regular Meeting of the Commission to discuss their current and future needs of a suitable track surface in District 69. Although recognized that a suitable surface and location of a track would be used by many members of the community, in addition to the track club, OTF representative Ms. Kim Longmuir spoke to the needs and wishes of the Club and answered questions from the Commission on the subject of track surfaces and location. Table I is a summary of the discussion points taken from the minutes of the meeting.

Table I - Oceanside Track and Field / District 69 Recreation Commission June 2013

- Current safety issues with the condition of the existing track due to uneven wear, weeds, ruts, etc.
- Club currently takes athletes to Nanaimo track when required, especially for sprint training
- Club would be satisfied with 2-3 lanes, 6 ideal for them. 8 needed for events.
- No space at Ballenas Secondary School for 8 lanes.
- May be possible to get 2-3 lanes in now, consideration for 6 lanes for 100 metre.
- In other communities that have a facility suitable for meets, they host meets as a fundraiser.
- Rubber track the best, proper cinder would be ok. Proper cinder very hard/expensive to get. Alberta may be closest source for proper cinder. Last time cinder was used after a few rains and wind, new cinder washed and blew away. Rubber offers an increase accessibility which may make it eligible for grant funding.
- Club not interested in moving to KSS or an asphalt track of any kind. All their throwing and field

events established with space at BSS along with storage. These items would need to be moved of which there is no room at KSS.

- Changing the existing configuration of the track likely would not be welcomed by BSS as more lanes means losing space on the north field.
- Good relationship with BSS. Lack of maintenance a concern but club realizes SD69 has no money or limited funds for work. Have to work around other field uses.
- Facility on school property scheduling a problem, other events plus promoting day use of a new or improved facility on school property would run into scheduling problems while school in session.

Based on information from the June Commission Meeting, the basic premise developed was the viability for a three lane rubberized track surface, with a six lane 100 metre sprint zone, to replace the existing track within the same foot print.

At the June 2013 Commission Meeting the following resolution was carried:

"That the topic of Multiplex and Ballenas Track be separated and have staff report back about the options and costs for Ballenas track resurfacing."

After the June 2013 Commission Meeting, RDN staff met with School District 69 staff on two occasions. One meeting included a consultant from Marathon Surfaces who specialize in the installation of sport surfaces. The meetings were to discuss the interest the School Board may have in an upgrade to the Ballenas Track, the viability of some features to be incorporated and the costs and revenue sources of the potential project.

ALTERNATIVES

1. That School District #69 and representatives from the Oceanside Track and Field Club be approached for formal support in working with the RDN in the design, funded from Northern Community Recreation Service Reserve Fund, of a rubberized 3 lane 400 metre, 6 lane 100 metre sprint zone track surface that would replace the existing track surface at Ballenas Secondary school.
2. That School District #69 and representatives from the Oceanside Track and Field Club be approached for formal support in working with the RDN in the design, funded 1/3 from Northern Community Recreation Service Reserve Fund, of a rubberized 3 lane 400 metre, 6 lane 100 metre sprint zone track surface that would replace the existing track surface at Ballenas Secondary school.
3. That alternative direction be provided.

FINANCIAL IMPLICATIONS

The relevant costs associated with a rubberized three lane, 100 metre six lane sprint zone track surface at Ballenas is projected to be between \$200,000 and \$240,000. Included in this estimate is; grade and levelling of the site, purchase/installation of asphalt base, purchase/installation of rubber subsurface, purchase / installation of track surface and finally line marking. Other costs not required with the Ballenas site is land acquisition and the purchase and installation of a 400 metre metal track curbing

which is already in place and can be utilized by a rubberized track. Reconditioning of the track surface is anticipated to be required, but will be determined by actual usage and the implementation of a maintenance program, at the ten year mark for a cost of \$70,000. Track surface maintenance should include a monthly collection of garbage off of the surface, a monthly industrial sweep or blow of the surface and a power wash in year five. A capital plan for the future reconditioning of the track as well as the annual maintenance program should be established with School District 69 and the Oceanside Track and Field Club prior to installation.

The Northern Community Recreation Service Reserve Fund Establishment Bylaw No. 1588 provides the ability to acquire, construct, manage or otherwise provide property for pleasure, recreation and similar public uses, including recreation and cultural facilities of all types. Through this existing bylaw is the ability to purchase and provide property for, and manage, a facility like a track and field sportsplex. The current amount in this reserve fund is \$57,218.

No bylaw currently exists that gives the RDN the authority to borrow for the purpose of acquiring land, structures or the construction of recreation/sport facilities within District 69. In short, a loan authorization bylaw must be established if funding for more than the existing reserve fund of \$57,218 is desired.

A project of this type would be a candidate for grant funding in the form of matching funds to a maximum amount of \$30,000 through the Tire Stewardship BC Community Grant Program. It is also possible that future grant funding may become available that a project of this kind would be eligible for. Typically this type of funding is only provided to projects that are passed the concept and design phase and mainly just requiring financing. Design work in the amount of \$3,800 would be required to be completed in order for the project to be considered "shovel ready" and eligible for future possible grant funding. As owners of the land School District 69 would likely be required as lead on any grant funding or at the minimum, endorse formally the project.

STRATEGIC PLAN IMPLICATIONS

The improvement of the existing track at BSS or the development of a larger similar type project is specifically mentioned in the 2013-2015 RDN Board Strategic Plan. The fitness and social benefits derived from investments into programs and facilities such as athletics are well known and recognized within the strategic goals for RDN Recreation and Parks. An improvement to the track at Ballenas Secondary School would increase the development of existing users as well as offer more opportunities for all ages of the community.

CONCLUSION

Since being identified in the 2006 District 69 Recreation Services Master Plan consideration has been given to the possible construction of a track and field facility. Activity on this possible project since 2006 has varied. In 2008 a Track and Field Facility Feasibility Study was approved in the form of a joint venture between School District # 69 and the Regional District of Nanaimo. The costs associated with the options presented within the study range from \$709,000 to \$2.47 million (2008 dollars and do not include land acquisition). It was decided at that time to receive the report as a resource document and for staff to continue to work with the community to further explore options identified in the study.

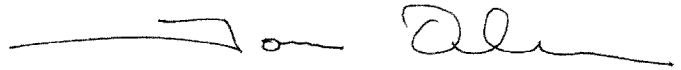
In June of 2011 the District 69 Recreation Commission discussed the idea of re-focusing attention on the feasibility of a track and field complex. In February of 2012 after being provided with historic information related to the track and field sportsplex project, D69 Recreation Commission requested staff to report on the next steps requiring consideration for such a project to move forward which was completed. In June on 2013 the Board and Commission focused efforts on the cost and possibility of resurfacing the existing track and Ballenas Secondary School.

RECOMMENDATIONS

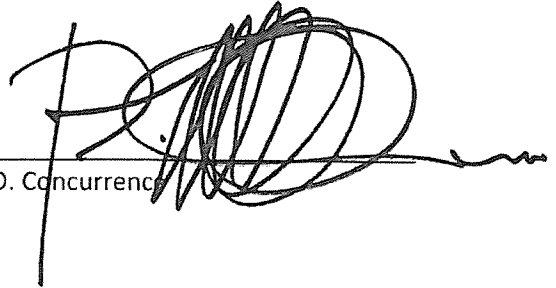
1. That School District #69 and representatives from the Oceanside Track and Field Club be approached for formal support in working with the RDN in the design of a rubberized 3 lane 400 metre, 6 lane 100 metre sprint zone track surface that would replace the existing track surface at Ballenas Secondary school.
2. That cost of the design be funded from Northern Community Recreation Service Reserve Fund.
3. That the Regional District, School District #69 and Oceanside Track and Field Club prepare Maintenance and Capital Plan Agreement for the proposed rubberized track surface at Ballenas Secondary School.
4. That the design work be used in the pursuit of any future grant funding that may be available to install a rubberized track surface at Ballenas Secondary school.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE
REGIONAL PARKS AND TRAILS SELECT COMMITTEE MEETING
HELD ON TUESDAY, March 4, 2014 AT 12:00 PM
IN THE RDN COMMITTEE ROOM**

Attendance: Director Diane Brennan, Chair, City of Nanaimo
Director Howard Houle, Electoral Area 'B'
Director Maureen Young, Electoral Area 'C'
Director Leanne Salter, Electoral Area 'F' (Alternate)
Director Joe Stanhope, Electoral Area 'G'
Director Dave Willie, Town of Qualicum Beach
Director Jack de Jong, District of Lantzville
Director Chris Burger, City of Parksville (Alternate)

Staff: Tom Osborne, General Manager of Recreation and Parks
Paul Thorkelsson, Chief Administrative Officer
Wendy Marshall, Manager of Park Services
Kelsey Cramer, Regional Parks Planner
Wendy Idema, Director of Finance
Jenny Gibson, Recording Secretary

Regrets: Director Julian Fell, Electoral Area 'F'
Director Marc Lefebvre, City of Parksville

CALL TO ORDER

Chair Brennan called the meeting to order at 12:00 PM.

DELEGATIONS

Friends of the Morden Mine Society

The Friend of Morden Mine spoke of the current state of the Morden Colliery tipple and requested financial support from the Regional District to assist in funding an engineering study for the remediation and restoration of the structure which they estimated the study would cost in the range of \$30,000.

MINUTES

MOVED Director Stanhope, SECONDED Director Young that the minutes of the Regular Regional Parks and Trails Select Committee meeting held December 3, 2013 be approved.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED Director Stanhope, SECONDED Director Salter that the following correspondence be received:

1. E. Ricker, Friends of the Morden Mine Society to J. Dompierre, Parks Canada, Re: Designation of Morden Colliery
2. T. Osborne, RDN to C. Simpson, Regional Planning Manager, Re: Gabriola Island Draft bylaws 271 and 272 Referral to Zone Parks

3. L. Webster, Islands Trust Canada Trail to TPAC, Re: TPAC Update
4. J. Murphy, Trans Canada Trail to TPAC, Re: TPAC Update
5. Province of BC - ORV Legislation

REPORTS

Monthly Update of Community and Regional Parks and Trails Projects June-December 2013 and January 2014

Ms. Marshall gave a verbal update on current Regional Parks and Trail Projects.

MOVED Director de Jong, SECONDED Director Young that the update be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

MOVED Director Young, SECONDED Director Houle that the Board to approve funding to the Friends of Morden Mine Society of up to \$15,000 towards the engineering study of the Morden Colliery Tipple subject to funding being provided by other partners in the project.

CARRIED

NEW BUSINESS

E&N Rail Trail Project / Engineering and Design

Mr. Osborne gave an update on E&N Rail Trail Project which received the 2.6 million funding through the gas tax program. Proposals for engineering and design services are currently being reviewed by staff.

Morden Colliery Regional Trail / Nanaimo River Bridge Engineering and Design

An engineering and design study for the Morden Colliery Bridge over the Nanaimo River has begun, funded by the Community Works Funds for by Electoral Area A . Herold Engineering will be carrying out the work and updating the design and costs from a feasibility plan that was completed in 1999.

Islands Trust Park Rezoning Bylaw Referral Report

Mr. Osborne summarized the report to the committee.

MOVED Director Stanhope, SECONDED Director Young that the Island Trust Park Rezoning Bylaw Report be received.

CARRIED

MOVED Director Stanhope, SECONDED Director Young that the Regional District Board recommends to the Islands Trust that Bylaw No. 272 be amended to include a new permitted use to specifically allow special events in all park zones.

CARRIED

MOVED Director Stanhope, SECONDED Director Young that the Regional District Board recommends to the Islands Trust that Bylaw No. 272 be amended to provide Active Recreation Community Park (P3) zoning for Paisley Place Community Park.

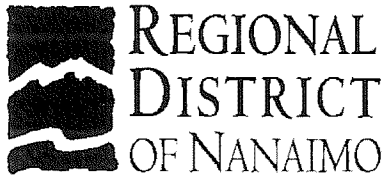
CARRIED

IN CAMERA

MOVED Director Slater, SECONDED Director Young, that pursuant to Section 90(1) (e) of the Community Charter the Committee proceed to an In Camera Committee meeting to consider items related to land issues.

Time: 1:05pm

CARRIED



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MEMORANDUM

TO: Tom Osborne
General Manager Recreation and Parks

DATE: February 27, 2014

FROM: Elaine McCulloch
Parks Planner

FILE:

SUBJECT: Islands Trust Gabriola Island Parks Rezoning Referral

PURPOSE

To provide comments to the Islands Trust regarding the referral request for proposed Bylaws 271 and 272.

BACKGROUND

A referral request from the Islands Trust was received on January 28th, 2014 (*Appendix 1*) requesting RDN comments on the proposed Gabriola Island bylaws 271 and 272 which will change the land use designations and rezone existing parks on the Island.

RDN Parks has previously reviewed the proposed bylaws; the RDN Electoral Area B Parks and Open Space Committee provided recommendations regarding an "early referral" for draft Bylaw Nos. 271 and 272 at their November 5th, 2013 meeting. These recommendations were considered by the RDN Board and submitted to the Islands Trust for their consideration. The Islands Trust has reviewed the referral responses and revised the proposed bylaws. The Gabriola Island Local Trust Committee gave first reading to Proposed Bylaw Nos. 271 and 272 on January 16, 2014. A Public Hearing is anticipated for the spring of 2014.

Proposed Bylaw 271 (*Appendix 2*), if adopted will amend the Gabriola Island Official Community Plan land use designations. Proposed Bylaw 272 (*Appendix 3*), if adopted, will amend the Gabriola Island Land Use Bylaw zoning map and parkland zoning text. A summary of changes proposed in this bylaw include amendments to Regional and Provincial park land use designations (P1); park sign regulations; regulating temporary structures for special event use; as well as allowing special events in parks where a management plan is in place.

DISCUSSION**Bylaw 271 – Amending the Gabriola Island Official Community Plan**

Amends the Land Use Designations of a number of properties that have become parks over the past several years but have non-park land use designations such as institutional, Agricultural, Resource, and Residential.

RDN Parks Staff Comments:

Staff have no objection to the proposed Land Use Designation changes.

Bylaw 272 – Amending the Gabriola Island Land Use BylawZoning Designation changes

1. Coats Marsh Regional Park – from Resource (R) to Parks 1 (P1)
2. Descanso Bay Regional Park – from Tourist Commercial 2 (TC2) to Parks 1 (P1)
3. Cox Community Park (rdn id. B21) – from Resource (R) & Agriculture (AG) to Parks 2 (P2)
4. 707 Community Park (rdn id. B26) – from Forestry Wilderness/Recreation (FWR1) to Parks 2 (P2)
5. Stalker Rd Community Park (rdn id. B12) – from Large Rural Residential (LRR) to Parks 2 (P2)
6. Stalker Rd Community Park (rdn id. B25) – from Agriculture (AG) to Parks 2 (P2)
7. Seymour Rd Community Park (rdn id. B30) – from Resource Residential 1 (RR1) to Parks 2 (P2)
8. Petroglyph Trail (rdn id. B18) – from Resource (R) to Parks 2 (P2)
9. Whalebone Community park entrances & trail connections (rdn id. B2, B3, B4, B5, B6, B7, B8, B16) – from Small Rural Residential (SRR) to Parks 2 (P2)
10. Paisley Pl Community Park (rdn id. B31) – from Institutional 3 (IN3) to Parks 2 (P2)

RDN Parks Staff Comments:

Staff have no objection to the proposed zoning designations with the exception of Paisley Place Community Park. Staff have recently received direction from RDN Director Houle that this park be considered for rezoning as an Active Recreation Community Park (P3). This would allow the site to be developed for active recreational activities should it become desirable to the community in the future. The park is suitable for such development given its proximity to the town centre and its location in an industrially zoned area with few residential neighbours.

Regional Park Zoning Regulation changes

The following changes to the LUB zoning categories have been made to better align with current management plans for the following Regional Parks- P1 zone (Appendix 3):

Coats Marsh Regional Park

- Removed provision for AM/FM tower.
- Caretaker residence is permitted; may be a travel trailer or recreational vehicle.
- Temporary structures for special events are permitted.
- Special events under permit from the RDN are permitted.

Descanso Bay Regional Park

- Campground is permitted.
- Buildings and structures to accommodate campground office uses and retail sales and rentals are permitted.
- Caretaker residence is permitted; may be a travel trailer or recreational vehicle.
- Temporary structures for special events are permitted.
- Special events under permit from the RDN are permitted.

RDN Staff Comment:

Staff has no objection to the proposed zoning category changes which better aligns the P1 zone with uses identified in current park management plans.

Special Events in (Passive P2) and Active (P3) Recreation Community Parks

The proposed bylaw will allow special events in Passive Recreation Community Parks (P2) and Active Recreation Community Parks (P-3) under permit by the Regional District of Nanaimo only in parks with management plans.

RDN Parks Staff Comments:

It is not the intention of the RDN to develop park management plans for all Community Parks on Gabriola Island or for the rest of the Region as there is currently no capacity or resources in place to undertake such an involved process. As it stands, if the proposed bylaw amendment goes forward as is, the community should be aware that if a special event request does come forward for a community park without a management plan (for example a children's festival at Rollo Park) the RDN would be obligated to decline the permit under the proposed park zoning.

As previously requested, the RDN would prefer that a new permitted use be inserted in the proposed bylaw that would specifically allow special events in all park zones, regardless of whether or not they have management plans. The Regional District currently has a mechanism which regulates special use and commerce in its parks: Bylaw No. 1399 - Regulation of Park Use (*Appendix 4*). The detailed process whereby park special use permit applications are considered by the RDN ensures special events held in

parks are appropriate for the park and its surrounding neighbourhood and has sufficient conditions to mitigate any impacts.

Signage regulation changes:

At the RDN's request, the proposed bylaw wording has been altered to allow a maximum signage area of 2.5 sq. m (27.0 sq.feet) per park entrance, rather than the existing total permitted sign area of 4.0 sq. m. (43.0 sq.ft.) per lot. Section B.2.1 has also been amended to exempt interpretive and directional signs sited and maintained by government agencies in the P1, P2 and P3 zones.

RDN Parks Staff Comments:

The RDN supports the changes made to the signage requirements in Section B.4. These changes mean that park entrance signs are still subject to the maximum sign area regulations but clarifies that interpretive and directional signs are not.

It should be noted however, that further definition of "entrance" (e.g. within setback area) may be required to distinguish between park entrance signage and internal park signage.

ALTERNATIVES

1. That the Regional District Board support proposed Bylaws No. 271 and 272 which amend the Gabriola Island Official Community Plan and Land Use Bylaw and requests that the Islands Trust consider making the following additional changes:
 - to include a new permitted use to specifically allow special events in all park zones.
 - to change the zoning designation of Paisley Place Community Park to Active Recreation Community Park (P3).
2. That the Board not support requesting changes to the Gabriola Island draft bylaws 271 and 272 as presented and provide alternate direction.

FINANCIAL IMPLICATIONS

There are no financial implications.

CONCLUSION

A referral request from the Islands Trust was received on January 28th, 2014 (*Appendix 1*) requesting RDN community and regional parks comments on the proposed Gabriola Island Bylaws Nos. 271 and 272 (*Appendix 2 and 3*) which will change the land use designations and rezone existing parks on the Island.

The Islands Trust is updating the Gabriola Island Official Community Plan and Land Use Bylaw and has issued a referral request to RDN Parks for comment. The proposed bylaws 271 and 272 will change the land use designation and zoning of a number of Gabriola Island parks from Resource, Forestry, Residential and Industrial to an appropriate park use.

RDN staff has no objection to the proposed Official Community Plan, Bylaw No.271. There are however, additional issues in the Proposed Land Use Bylaw No. 272 that need to be addressed. Firstly, it is requested that the Gabriola Island Local Trust Committee consider rezoning Paisley Place Community Park as an Active Recreation Park (P3) rather than a Passive Community Park (P2) as currently proposed. This Parks 3 zone would allow the site to be developed for active recreational activities should it become desirable to the community in the future. The park is suitable for such development given its proximity to the town centre and its location in an industrially zoned area with few residential neighbours.

Secondly, it is requested that the Gabriola Island Local Trust Committee reconsider the RDN request that a new permitted use be inserted in the proposed bylaw that would specifically allow special events in all park zones, regardless of whether or not they have management plans given that the Regional District currently has a detailed process to evaluate and issue requests for special event / special use permits: Bylaw No. 1399 - Regulation of Park Use. It should be noted that it is not the intention of the RDN to develop park management plans for all Community Parks on Gabriola Island therefore, if the proposed bylaw amendment goes forward as is, special event permits will not be issued in parks that do not have management plans as per the proposed Land Use Bylaw.

RECOMENDATION

1. That Bylaw No. 272 be amended to include a new permitted use to specifically allow special events in all park zones.
2. That Bylaw No. 272 be amended to provide Active Recreation Community Park (P3) zoning for Paisley Place Community Park.



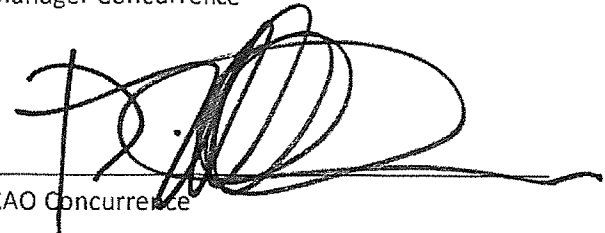
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

Appendix 1

Islands Trust regarding the Referral Request

Proposed Bylaws 271 and 272.

Osborne, Tom

From: Lisa Webster-Gibson <lwebstergibson@islandstrust.bc.ca>
Sent: Tuesday, January 28, 2014 3:58 PM
To: Osborne, Tom
Subject: Bylaw Referral Package - GB BL 271 and 272 - Gabriola Island Local Trust Committee
Attachments: Proposed Bylaw 271 - First Reading OCP parks rezoning.pdf; Proposed Bylaw 272 - First Reading LUB parks rezoning.pdf; ByLaw Referral Form - GB BL 271 and 272 Parks Rezoning.pdf

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Attention: Tom Osborne, General Manager of Parks and Recreation, Regional District of Nanaimo

Further to our early referral of October 11, 2013, please find attached a bylaw referral package from the Gabriola Island Local Trust Committee of the Islands Trust for Bylaws Nos. 271 and 272. This package contains background, an agency referral response form and a copy of the two proposed bylaws.

These related bylaws concern the rezoning of Gabriola Island lands within community, regional and provincial parks.

This project was initiated by the Gabriola Island Local Trust Committee and the scope is to rezone areas of Gabriola Island that have become parks over the past several years but have non-park zoning such as 'Resource', 'Forestry', 'Agriculture' and other zones.

Proposed Bylaw 271, if adopted will amend the Gabriola Island Official Community Plan land use designations.

Proposed Bylaw 272, if adopted, will amend the Gabriola Island Land Use Bylaw zoning map and parkland zoning text. A summary of changes proposed in this bylaw include amendments to park sign regulations; allowing special events in parks where a management plan is in place and regulating temporary structures for special event use.

The Gabriola Island Local Trust Committee has given first reading to Proposed Bylaw Nos. 271 and 272 on January 16, 2014. A Public Hearing is anticipated for the spring of 2014

Please review the documentation provided and indicate how your agency's interests in the proposed regulations are affected. A referral response form for the bylaw is included for your convenience and we would appreciate your comments by **March 7, 2014**.

For more information on the proposed bylaw, please contact Sonja Zupanec, Island Planner, Islands Trust at szupanec@islandstrust.bc.ca. Full contact information is also included in the referral package.

Yours

Lisa

Lisa Webster-Gibson, BES, Hons.
Planning Clerk
Islands Trust – Northern Office
700 North Road, Gabriola Island, B.C. V0R 1X3
Ph: 250.247.2204 or toll free 1.800.663.7867
Fx: 250.247.7514
www.islandstrust.bc.ca

Preserving Island communities, culture and environment



Please consider the environment before printing this email



BYLAW REFERRAL FORM

700 North Road
Gabriola Island, BC BC V0R 1X3
Ph: (250) 247-2063
Fax: (250) 247-7514
northinfo@islandstrust.bc.ca
www.islandstrust.bc.ca

Islands Trust

Island: Gabriola Island Trust Area Bylaw No.: 271 and 272 Date: January 22, 2014

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected. For your information a Public Hearing to consider the Bylaw will be held spring 2014.

APPLICANTS NAME / ADDRESS:

Gabriola Island Local Trust Committee

PURPOSE OF BYLAW:

Rezoning of Gabriola Island lands within community, regional and provincial parks

GENERAL LOCATION:

Gabriola Island

LEGAL DESCRIPTION:

several

SIZE OF PROPERTY AFFECTED:

Various parks

ALR STATUS:

YES

OFFICIAL COMMUNITY PLAN DESIGNATION:

Various designations

OTHER INFORMATION:

This project was initiated by the Gabriola Island Local Trust Committee and the scope is to rezone areas of Gabriola Island that have become parks over the past several years but have non-park zoning such as 'Resource', 'Forestry', 'Agriculture' and other zones. The proposed bylaw 271 amends the Gabriola Island Official Community Plan land use designations and proposed bylaw 272 amends the Gabriola Island Land Use Bylaw zoning map and parkland zoning text. A summary of changes proposed in this bylaw include amendments to park sign regulations; allowing special events in parks where a management plan is in place and regulating temporary structures for special event use. First reading of the proposed bylaws was given on January 16, 2014 and a public hearing is anticipated spring 2014.

Please fill out the Response Summary on the back of this form. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

(Signature)

Name: Sonja Zupanec, RPP

Title: Island Planner

This referral has been sent to the following agencies:

Federal Agencies

N/A

Regional Agencies

Regional District of Nanaimo

Provincial Agencies

BC Parks
Agricultural Land Commission

Adjacent Local Trust Committees and Municipalities

Thetis Island Local Trust Committee

PLEASE TURN OVER →

Non-Agency Referrals

The Nature Trust of BC
Islands Trust Fund
School District No. 68

First Nations

Penelakut Tribe
Snaw'Naw'As Nation
Snuneymuxw First Nations
Cowichan Tribes
Halait First Nation
H'ul'qum'num Treaty Group
Stz'uminus First Nation
Lake Cowichan First Nation
Lyackson First Nation
Te'Mexw Treaty Association
Semiahmoo First Nation

BYLAW REFERRAL FORM RESPONSE SUMMARY

- Approval Recommended for Reasons Outlined Below
- Approval Recommended Subject to Conditions Outlined Below
- Interests Unaffected by Bylaw
- Approval Not Recommended Due to Reason Outlined Below

(DO NOT FILL OUT BEYOND THIS SECTION – REFERRAL AGENCY WILL COMPLETE SECTION)

Gabriola Island Trust Area
(Island)

(Signature)

(Date)

271 and 272
(Bylaw Number)

(Title)

(Agency)

Appendix 2

Islands Trust

Proposed Bylaws 271

PROPOSED

Gabriola Island Local Trust Committee

BYLAW NO. 271

A BYLAW TO AMEND THE GABRIOLA ISLAND OFFICIAL COMMUNITY PLAN, NO. 166

The Gabriola Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Gabriola Island Local Trust Area under *the Islands Trust Act*, enacts as follows:

1. Bylaw No 166, cited as "Gabriola Island Official Community Plan (Gabriola Island) Bylaw No. 166, 1997" is amended as shown on Schedule 1, attached to and forming part of this bylaw.
2. This bylaw may be cited as "Gabriola Island Official Community Plan (Gabriola Island) Bylaw 166, 1997, Amendment No. 1, 2013"

READ A FIRST TIME THIS	16th	DAY OF	JANUARY	, 2014
PUBLIC HEARING HELD THIS		DAY OF		, 201x
READ A SECOND TIME THIS		DAY OF		, 201x
READ A THIRD TIME THIS		DAY OF		, 201x
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST				
THIS		DAY OF		, 201x
APPROVED BY THE MINISTER OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT				
THIS		DAY OF		, 201x
ADOPTED THIS		DAY OF		, 201x

SECRETARY

CHAIRPERSON

Gabriola Island Local Trust Committee

Bylaw No. 271

Schedule 1

The Gabriola Island Official Community Plan Bylaw No. 166 cited as "Gabriola Island Official Community Plan (Gabriola Island) Bylaw No. 166, 1997", is amended by amending Schedule B – Land Use Designations as follows:

1. By changing the land use designation on the land legally described as The Northwest $\frac{1}{4}$ of Section 10, Gabriola Island, Nanaimo District, Except those Parts in Plans 29152, 30043 and 30051 (PID: 009-735-828) from Resource to Parks as shown on Plan No. 1 attached to and forming part of this bylaw.

2. By changing the land use designation on the land legally described as:
 - a. Lot B, Section 20, Gabriola Island, Nanaimo District Plan VIP73679 (PID: 025-417-681); and
 - b. Lot A, Section 20, Gabriola Island Nanaimo District Plan VIP73679 (PID: 025-417-673)from Commercial (Tourist Recreational) to Parks as shown on Plan No. 2 attached to and forming part of this bylaw.

3. By changing the land use designation on the land legally described as:
 - a. The Northeast $\frac{1}{4}$ of Section 13, Gabriola Island, Nanaimo District (PID: 006-654-843);
 - b. The Northwest $\frac{1}{4}$ of Section 14, Gabriola Island, Nanaimo District (PID: 006-655-335);
 - c. The South $\frac{1}{2}$ of the Northeast $\frac{1}{4}$ of Section 14, Gabriola Island, Nanaimo District (PID: 006-649-815);
 - d. The Southeast $\frac{1}{4}$ of Section 14, Gabriola Island, Nanaimo District (PID: 006-649-599);
 - e. The North $\frac{1}{2}$ of the Southwest $\frac{1}{4}$ of Section 15, Gabriola Island, Nanaimo District (PID: 006-656-498); and
 - f. The East $\frac{1}{2}$ of the Northeast $\frac{1}{4}$ of Section 10, Gabriola Island, Nanaimo District (PID: 006-649-408)from Forestry to Parks as shown on Plan No. 3 attached to and forming part of this bylaw.

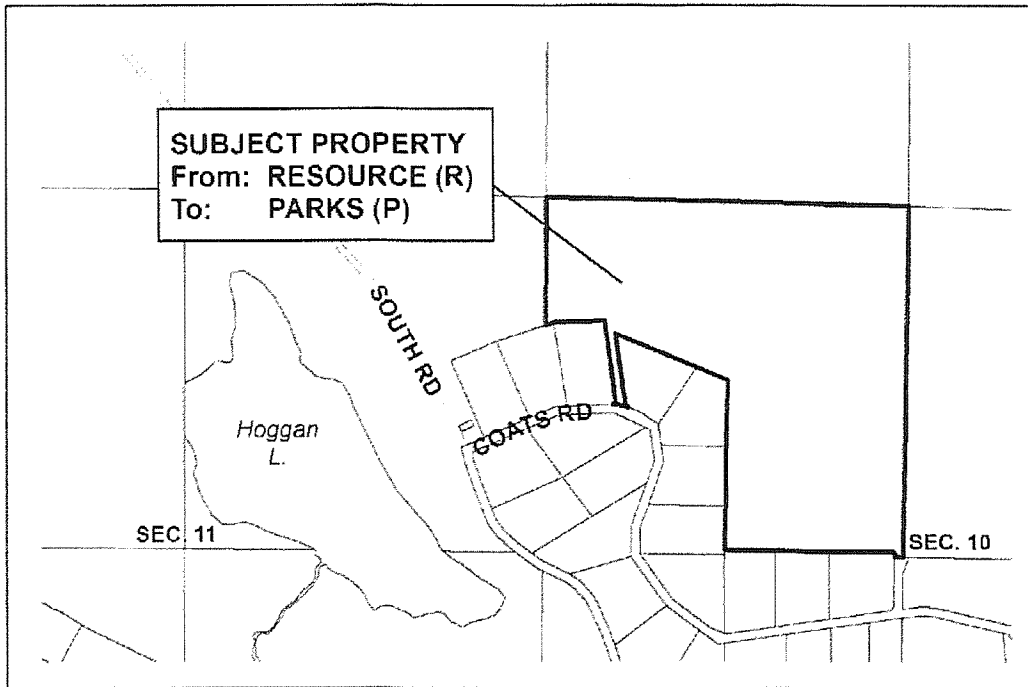
4. By changing the land use designation the land legally described as The North $\frac{1}{2}$ of the North $\frac{1}{2}$ of Section 20, Gabriola Island, Nanaimo District, Except Parts in plans 42874 and VIP73679 from Agriculture and Resource to Parks as shown in Plan No. 2 attached to and forming part of this bylaw.

5. By changing the land use designation of the land legally described as Lot 9, Section 18 & 23, Gabriola Island, Nanaimo District, Plan 45781 from Large Rural Residential to

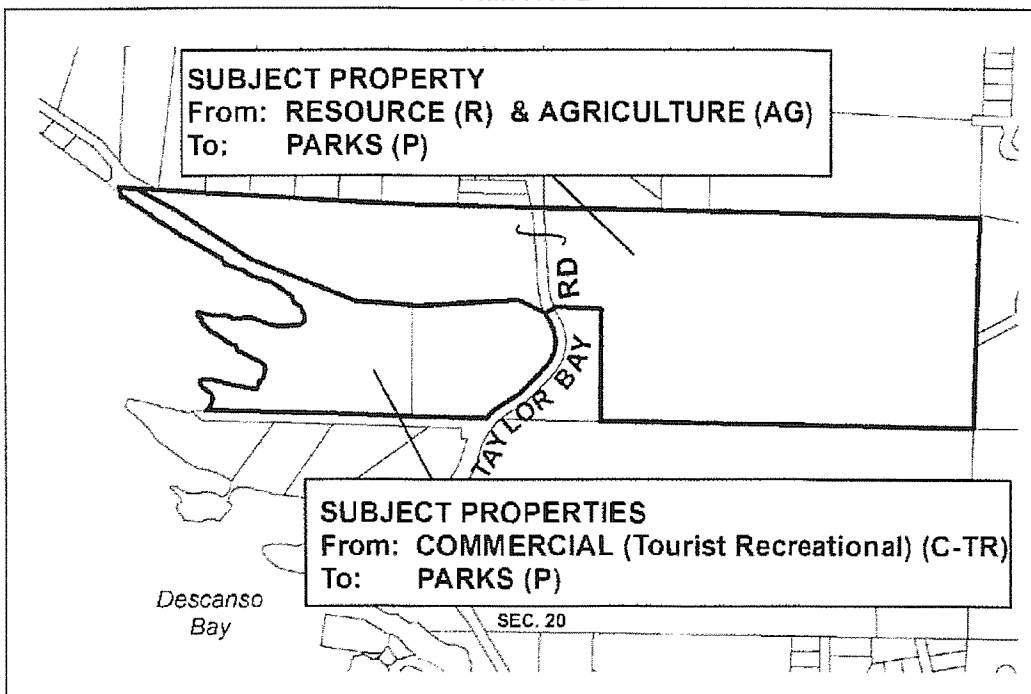
Parks and the portion of road allowance to Parks as shown on Plan No. 4 attached to and forming part of this bylaw.

6. By changing the land use designation of the land designated as 'Park' on Plan VIP77409 from Agriculture and to Parks as shown on Plan No. 5 attached to and forming part of this bylaw.
7. By changing the land use designation of the land designated as 'Park' on Plan 41031 from Large Rural Residential to Parks as shown on Plan No. 5 attached to and forming part of this bylaw.
8. By changing the land use designation of the land designated as 'Park' on Plan VIP70945 from Large Rural Residential to Parks as shown on Plan No. 5 attached to and forming part of this bylaw.
9. By changing the land use designation of the land designated as 'Park' on Plan VIP66198 from Resource to Parks as shown on Plan No. 6 attached to and forming part of this bylaw.
10. By changing the land use designations of those portions of land designated as 'Park' on Plan 17658 from Small Rural Residential to Parks as shown on Plan No. 7 attached to and forming part of this bylaw.
11. By changing the land use designation of the land designated as 'Park' on Plan VIP82759 from Resource to Parks as shown on Plan No. 6 attached to and forming part of this bylaw.
12. By changing the land use designation of the land designated as 'Park' on Plan EPP11544 from Institutional to Parks shown on Plan No. 8 attached to and forming part of this bylaw.

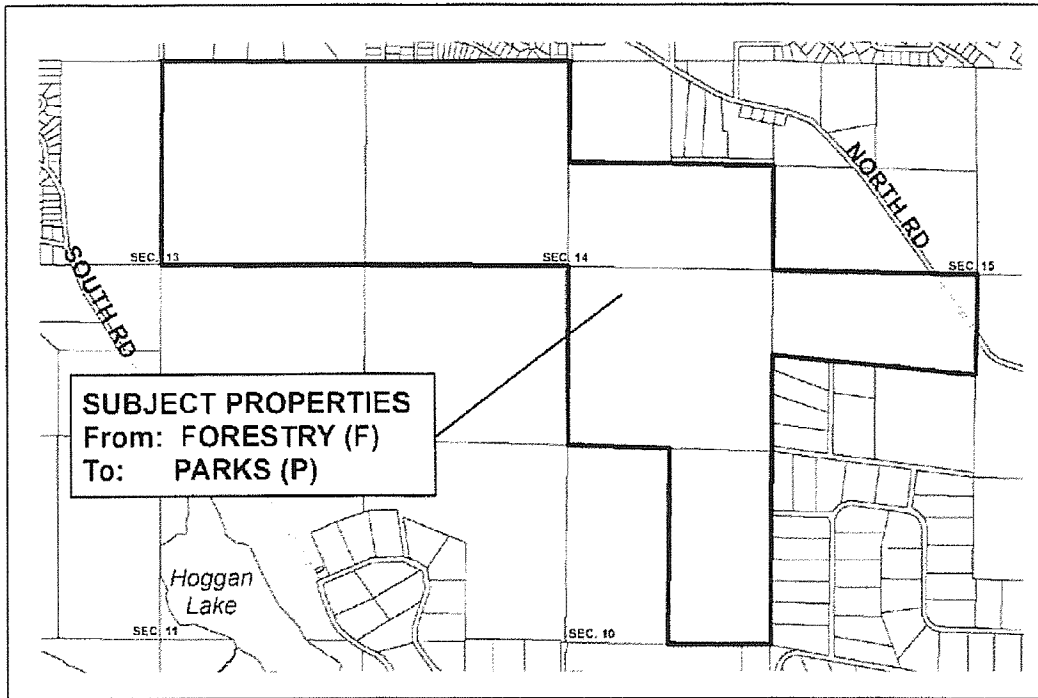
Plan No. 1



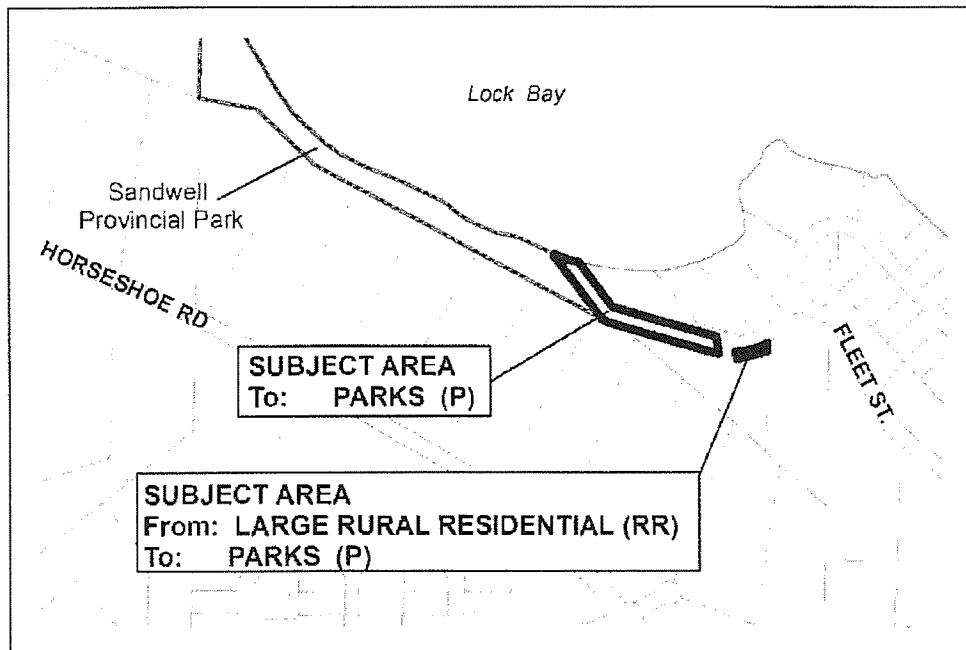
Plan No. 2



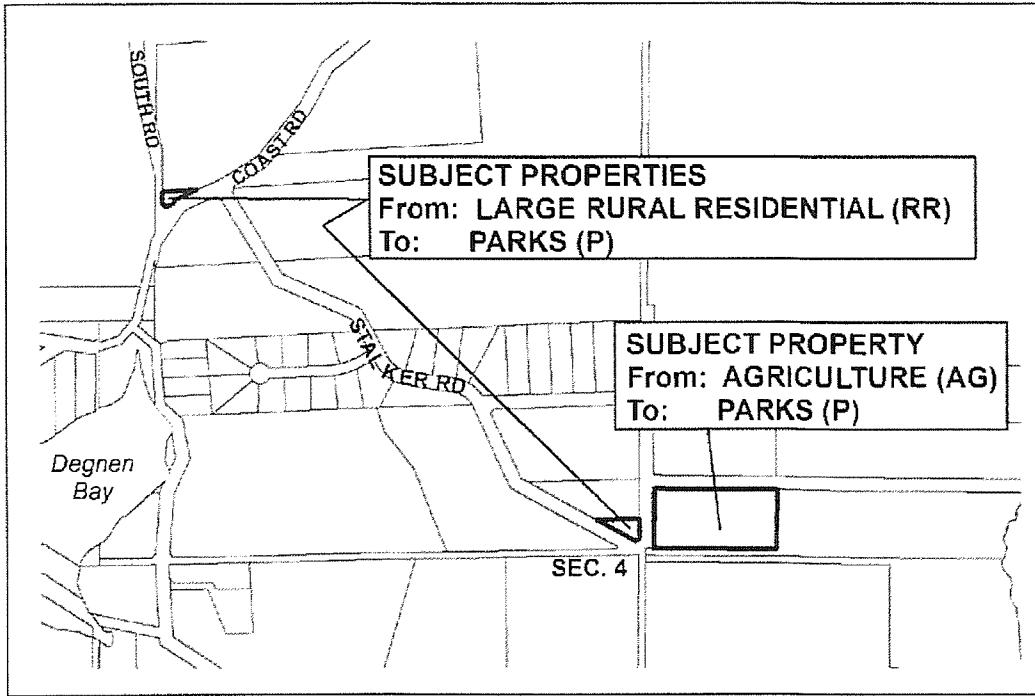
Plan No. 3



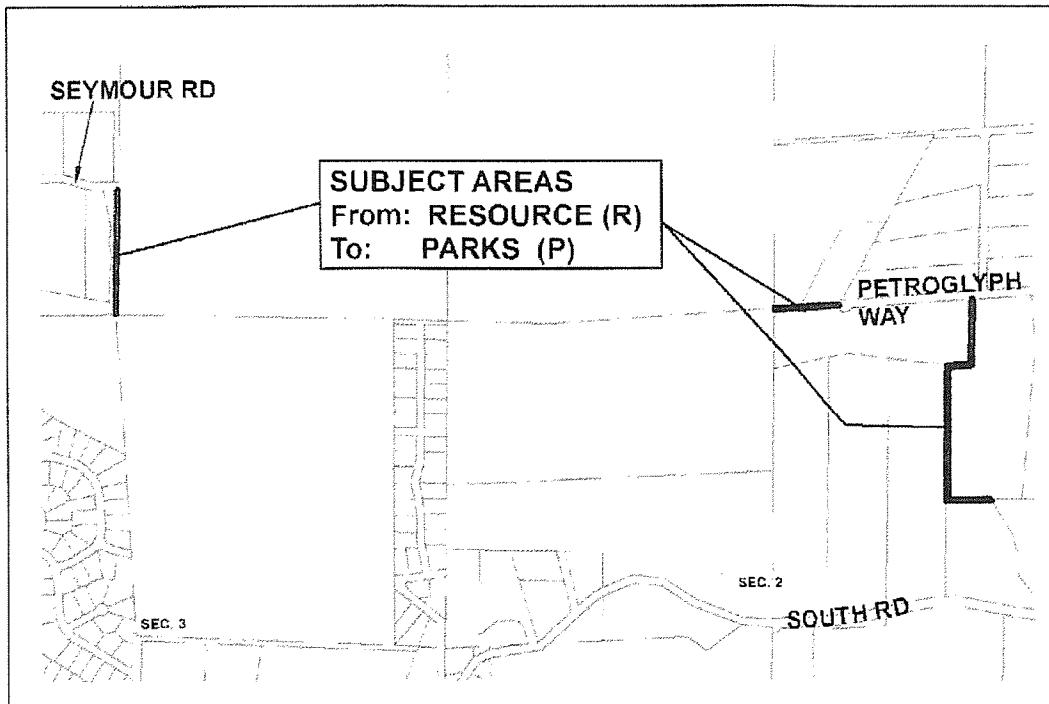
Plan No. 4



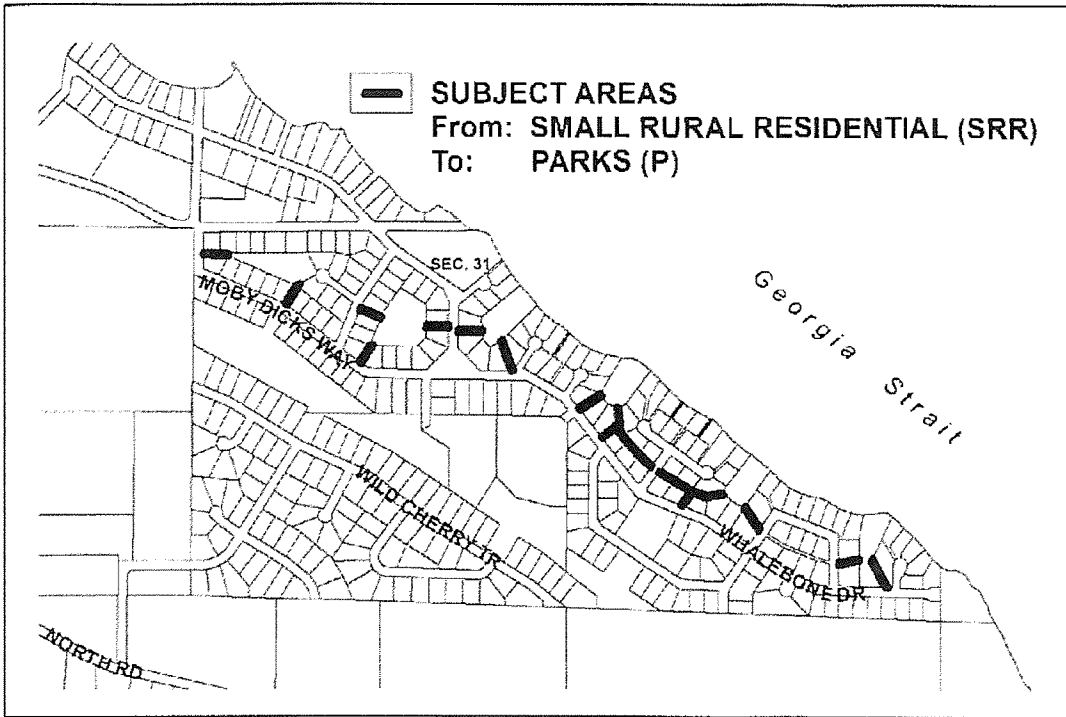
Plan No. 5



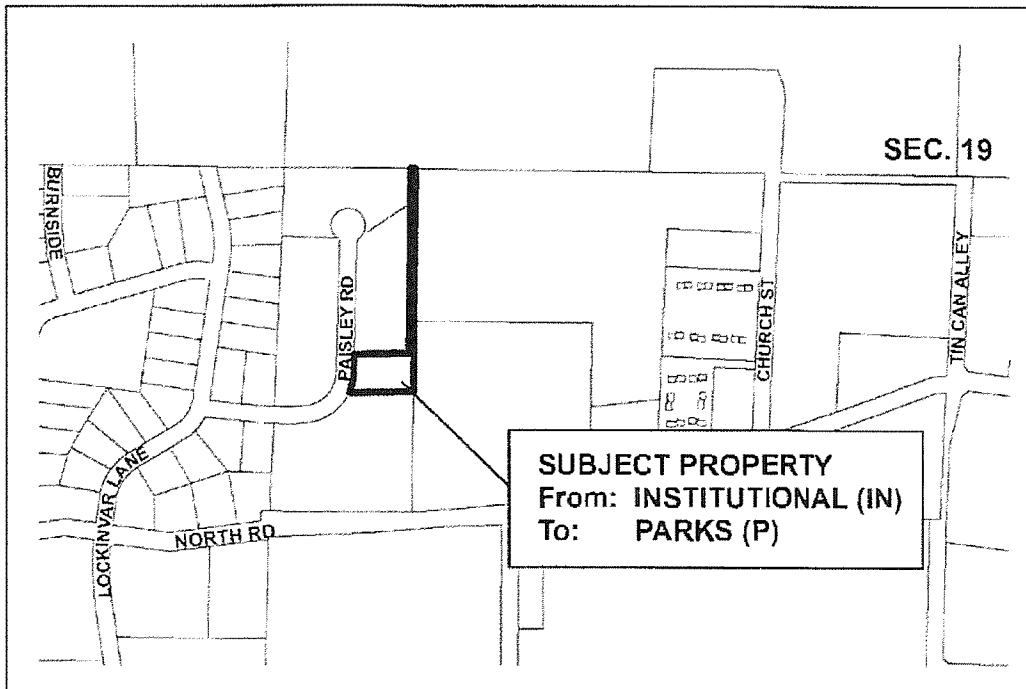
Plan No. 6



Plan No. 7



Plan No. 8



Appendix 3

Islands Trust

Proposed Bylaws 272

PROPOSED

Gabriola Island Local Trust Committee

BYLAW NO. 272

A BYLAW TO AMEND THE GABRIOLA ISLAND LAND USE BYLAW, NO. 177

The Gabriola Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Gabriola Island Local Trust Area under *the Islands Trust Act*, enacts as follows:

1. Bylaw No. 177, cited as "Gabriola Island Land Use Bylaw, 1999" is amended as shown on Schedule 1, attached to and forming part of this bylaw.
2. This bylaw may be cited as "Gabriola Island Land Use Bylaw 177, 1999, Amendment No. 1, 2013"

READ A FIRST TIME THIS	16th	DAY OF	JANUARY	, 2014
PUBLIC HEARING HELD THIS		DAY OF		, 201x
READ A SECOND TIME THIS		DAY OF		, 201x
READ A THIRD TIME THIS		DAY OF		, 201x
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST				
THIS		DAY OF		, 201x
ADOPTED THIS		DAY OF		, 201x

SECRETARY

CHAIRPERSON

Gabriola Island Local Trust Committee

Bylaw No. 272

Schedule 1

1. Schedule "A" of Gabriola Island Land Use Bylaw No. 177 cited as "Gabriola Island Land Use Bylaw, 1999", is amended as follows:

a) To section B.4 Signs:

i. Table 1. Sign regulations for Recreation and Institutional Zones – P1, P2, P3 is amended to read as follows:

Recreation and Institutional Zones		
P1, P2, P3	n/a	2.5 sq.m (27.0 sq.ft) per park entrance

i. article B.4.2.1 is amended to read as follows:

"B.4.2.1 Signs exempted from the provisions of Subsection B.4.1 are:

- a. directional, traffic and marine navigational signs sited and maintained by government agencies; and
- b. interpretive and directional signs sited and maintained by government agencies in the P1, P2 and P3 zones."

c) To section D.2.4 Resource (R):

- i. sub-section D.2.4.1.a.iv is removed and the rest of the list is renumbered accordingly; and
- ii. under sub-section D.2.4.2.a.ii, the second bullet point which reads: "AM/FM Towers on lands shown on Schedule C, Map 5" is removed.

d) To section D.4.1 Parks 1 – Provincial and *Regional Park* (P1):

- i. under sub-section D.4.1.1.a "Permitted *Principal Uses*", clause D.4.1.1.a.iii and iv are inserted as follows:
 - "iii *campground*, on lands shown on Schedule C, Map 16
 - iv special events under permit by the Regional District of Nanaimo or BC Parks in parks with management plans"
- ii. new sub-section D.4.1.1.b is inserted as follows:
 - " b. **Permitted Accessory Uses**
 - i *caretaker residence*, on lands shown on Schedule C, Maps 16 and 17
 - ii retail sales and rentals, excluding the sale of liquor, on lands shown on Schedule C, Map 16
 - iii *campground* office use, on lands shown on Schedule C, Map 16
- iii. under sub-section D.4.1.2.a "Permitted *Buildings and Structures*", new sub-sections ii and iii and iv are inserted as follows:

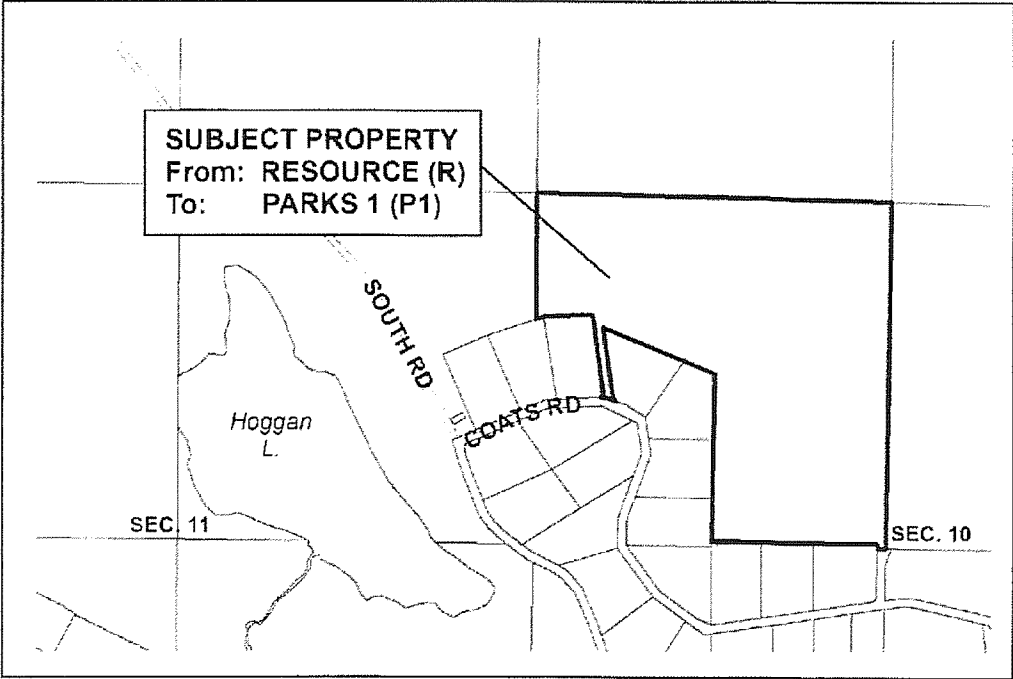
- “ii *Buildings and structures* to accommodate *campground* office uses, retail sales and rentals not exceeding 200 square metres (2,152.9 square feet) of combined *floor area*, on lands shown on Schedule C, Map 16
 - iii Maximum of one *caretaker residence*, on lands shown on Schedule C, Maps 16 and 17”
 - iv temporary structures for special events under permit by the Regional District of Nanaimo or BC Parks;
 - iv. new clause D.4.1.3.b.ii, is inserted as follows:
 - “ii The minimum *setback* for *campsites* is 10.0 metres (32.8 feet) from any *lot line*.”;
 - v. New sub-section D.4.1.3.d is added as follows:
 - “d. **Other Regulations**
 - i Despite Section B.6.4, a travel trailer or recreational vehicle may be used for a *caretaker residence* and may be used without a *principal dwelling unit* on the lot.
 - ii The maximum number of *campsites* is 10 per 1.0 hectares (4 per acre).
 - iii Despite section B.6.4.2, a tent, tent-trailer, camper vehicle, or recreation vehicle is only permitted on a *campsite* a maximum of 60 days in a calendar year.
 - iv Despite section B.6.4.2, no campsite may be occupied by any person, consecutively or cumulatively within a year, for more than 60 days.”
 - e) To section D.4.2. Parks 2 – Passive Recreation Community Parks (P2):
 - i. under sub-section D.4.2.1.a “Permitted *Principal Uses*”, clause D.4.2.1.a. ii is inserted as follows:
 - ii. “special events under permit by the Regional District of Nanaimo or BC Parks in parks with management plans”
 - f) To section D.4.3. Parks 3 – Active Recreation Community Park (P3):
 - i. under sub-section D.4.3.1.a “Permitted *Principal Uses*”, clause D.4.3.1.a. iv is inserted as follows:
 - iv “special events under permit by the Regional District of Nanaimo or BC Parks in parks with management plans”
 - g) To section F.1 Definitions, the following definitions are inserted in alphabetical order:
 - “*caretaker residence* means a *single family dwelling* limited in floor area to 65.0 square metres (699.7 square feet) that is *accessory* to a *principal regional park use*;
2. Schedule “B” of Gabriola Island Land Use Bylaw No. 177 cited as “Gabriola Island Land Use Bylaw, 1999”, is amended as follows:

- a) To the legend the word “Park” is added after “PARKS 1 – Provincial and Regional”.
- b) By changing the zoning on the land legally described as The Northwest ¼ of Section 10, Gabriola Island, Nanaimo District, Except those Parts in plans 29152, 30043 and 30051 (PID: 009-735-828) from Resource to Parks 1 – Provincial and Regional Park as shown on Plan No. 1 attached to and forming part of this bylaw.
- c) By changing the zoning on the land legally described as:
- i. Lot B, Section 20, Gabriola Island, Nanaimo District Plan VIP73679 (PID: 025-417-681); and
 - ii. Lot A, Section 20, Gabriola Island Nanaimo District Plan VIP73679 (PID: 025-417-673)
- from Tourist Commercial 2 - Campgrounds to Parks 1 – Provincial and Regional Park as shown on Plan No. 2 attached to and forming part of this bylaw.
- d) By changing the zoning on the land legally described as:
- i. The Northeast ¼ of Section 13, Gabriola Island, Nanaimo District (PID: 006-654-843);
 - ii. The Northwest ¼ of Section 14, Gabriola Island, Nanaimo District (PID: 006-655-335);
 - iii. The South ½ of the Northeast ¼ of Section 14, Gabriola Island, Nanaimo District (PID: 006-649-815);
 - iv. The Southeast ¼ of Section 14, Gabriola Island, Nanaimo District (PID: 006-649-599);
 - v. The North ½ of the Southwest ¼ of Section 15, Gabriola Island, Nanaimo District (PID: 006-656-498); and
 - vi. The East ½ of the Northeast ¼ of Section 10, Gabriola Island, Nanaimo District (PID: 006-649-408)
- from Forestry Wilderness/Recreation 1 to Parks 2 – Passive Recreation Community Park as shown on Plan No. 3 attached to and forming part of this bylaw.
- e) By changing the zoning on the land legally described as The North ½ of the North ½ of Section 20, Gabriola Island, Nanaimo District, Except Parts in Plans 42874 and VIP73679 from Resource and Agriculture to Parks 2 – Passive Recreation Community Park as shown on Plan No. 2 attached to and forming part of this bylaw.
- f) By changing the zoning on the land designated as ‘Park’ on Plan 41031 from Large Rural Residential to Parks 2 – Passive Recreation Community Park as shown on Plan No. 4 attached to and forming part of this bylaw.
- g) By changing the zoning on the land designated as ‘Park’ on Plan VIP77409 from Agriculture to Parks 2 – Passive Recreation Community Park as shown on Plan No. 4 attached to and forming part of this bylaw.

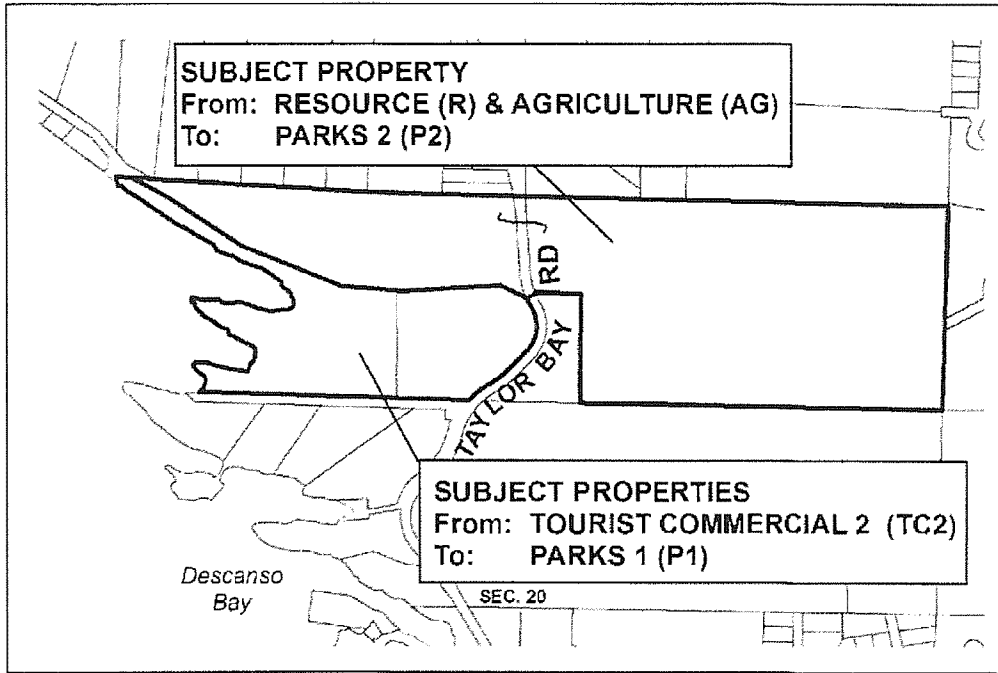
- h) By changing the zoning on the land designated as 'Park' on Plan VIP70945 from Large Rural Residential to Parks 2 – Passive Recreation Community Park as shown on Plan No. 4 attached to and forming part of this bylaw.
 - i) By changing the zoning on the land designated as 'Park' on Plan VIP66198 from Resource to Parks 2 – Passive Recreation Community Park as shown on Plan No. 5 attached to and forming part of this bylaw.
 - j) By changing the zoning on the land designated as 'Park' on Plan 17658 from Small Rural Residential to Parks 2 – Passive Recreation Community Park as shown on Plan No. 6 attached to and forming part of this bylaw.
 - k) By changing the zoning on the land designated as 'Park' on Plan VIP82759 from Resource Residential 1 to Parks 2 – Passive Recreation Community Park as shown on Plan No. 5 attached to and forming part of this bylaw.
 - l) By changing the zoning on the land designated as 'Park' on Plan EPP11544 from Institutional 3 to Parks 2 – Passive Recreation Community Park as shown on Plan No. 7 attached to and forming part of this bylaw.
 - m) By changing the zoning on that portion of land legally described as "lot 9, Section 18 & 23, Gabriola Island, Nanaimo District, Plan 45781" from Large Rural Residential to Parks 1 – Provincial and Regional Park as shown on Plan No. 8 attached to and forming part of this bylaw.
 - n) By changing the zoning on that portion of water shown on Plan No. 8, attached to and forming part of this bylaw, from Water General to Water Protection 2.
 - o) By changing the zoning on that portion of water shown on Plan No. 8, attached to and forming part of this bylaw, from Water Protection 2 to Water General.
 - p) By changing the zoning on those portions of water shown on Plan No. 9, attached to and forming part of this bylaw, from Water Protection 1 to Water Protection 2.
 - q) By changing the zoning on that portion of water shown on Plan No. 9, attached to and forming part of this bylaw, from Water Protection 2 to Water Protection 1.
 - r) By changing the zoning on that portion of water shown on Plan No. 10, attached to and forming part of this bylaw, from Water General to Water Protection 2.
 - s) By changing the zoning on that portion of water shown on Plan No. 10, attached to and forming part of this bylaw, from Water Protection 2 to Water General.
3. Schedule "C" of Gabriola Island Land Use Bylaw No. 177 cited as "Gabriola Island Land Use Bylaw No. 177, 1999", is amended as follows:
- a) By deleting Map 5.
 - b) By adding Map 16 as shown on Plan No. 11, attached to and forming part of this bylaw.

c) By adding Map 17 as shown on Plan No. 12, attached to and forming part of this bylaw.

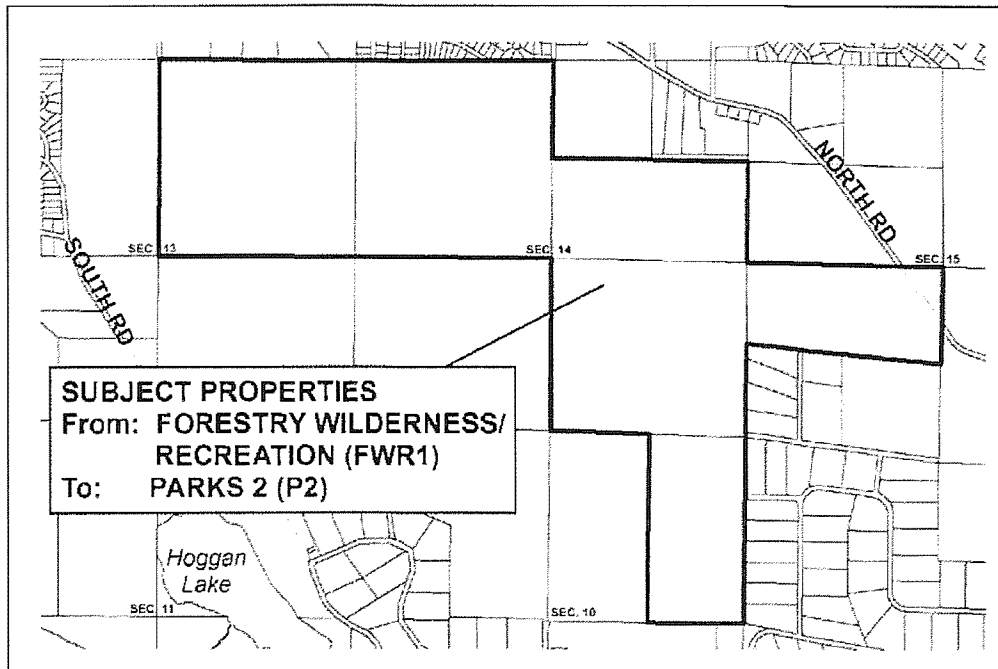
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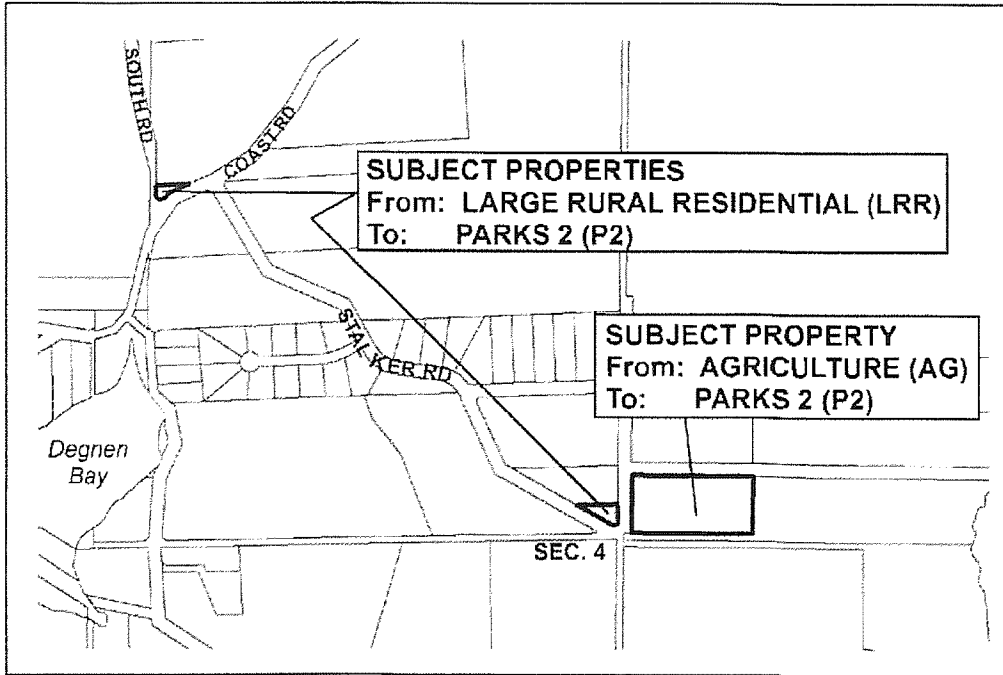
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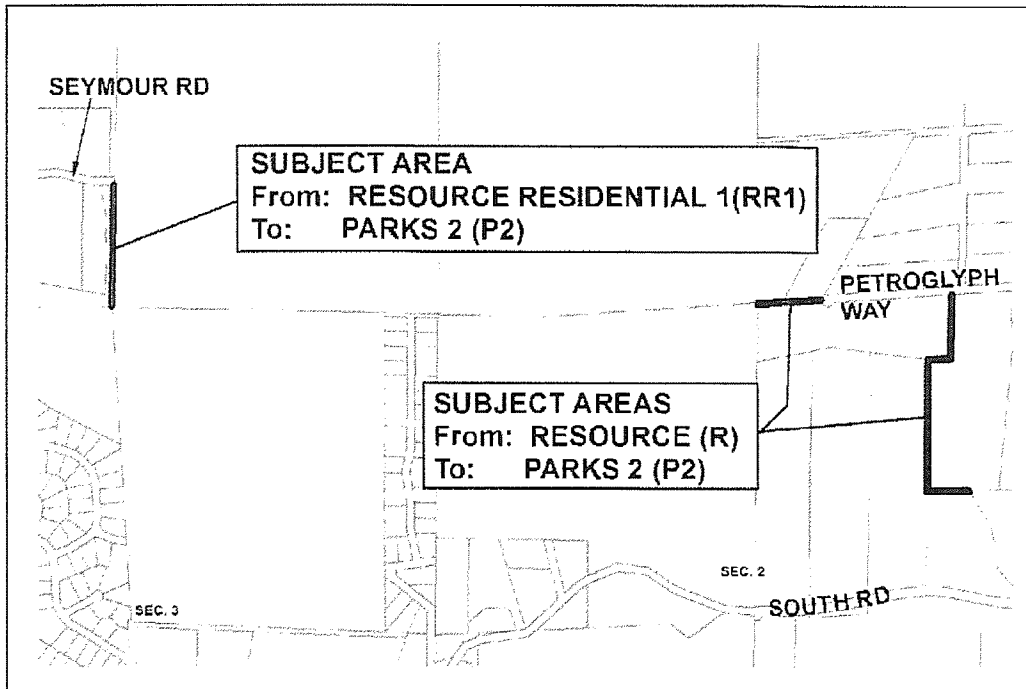
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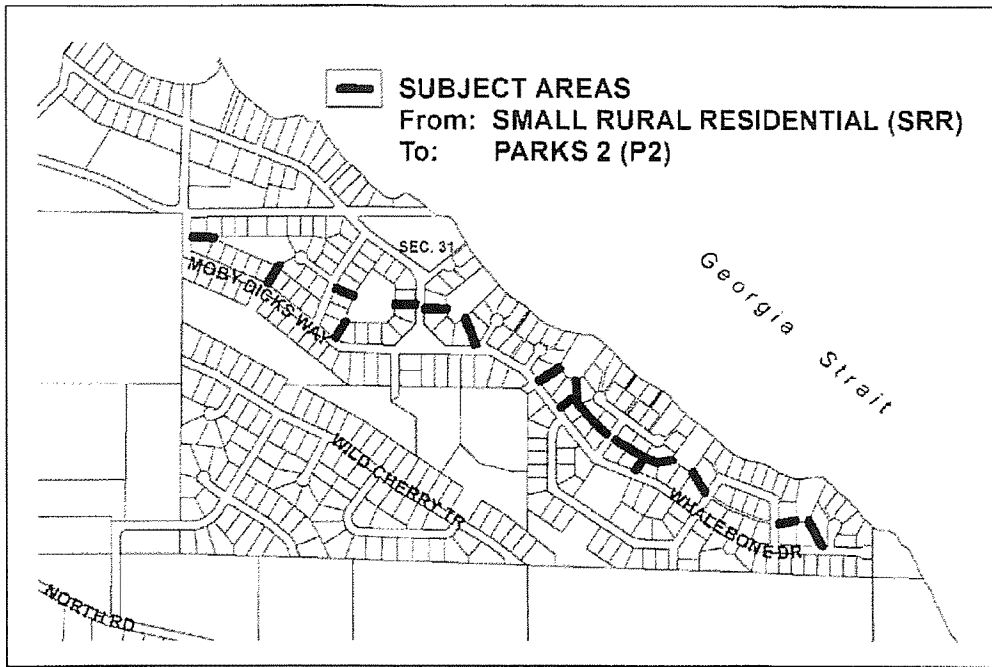
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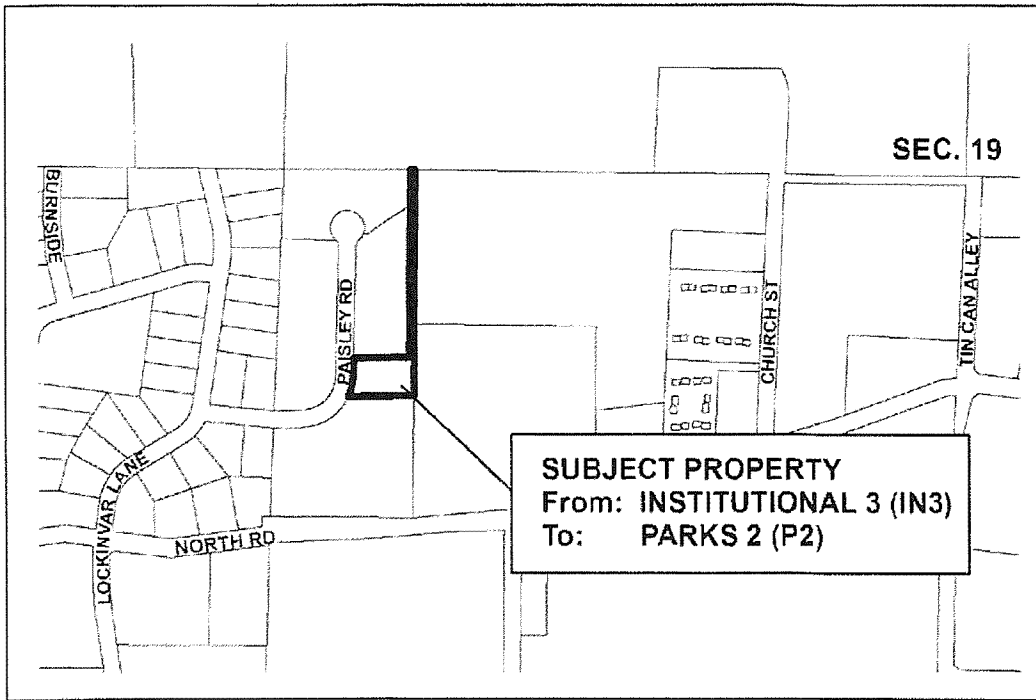
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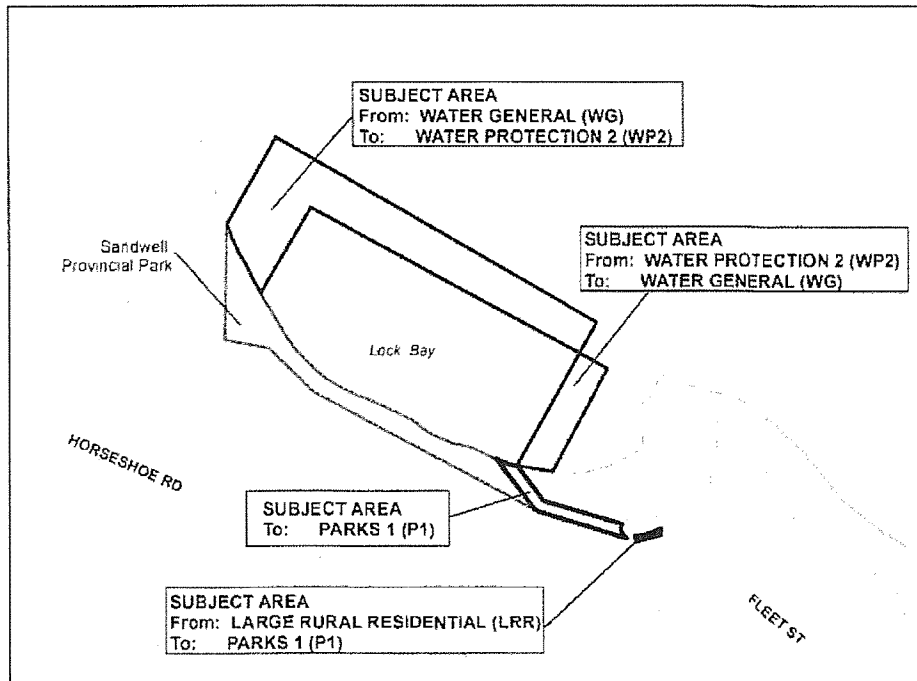
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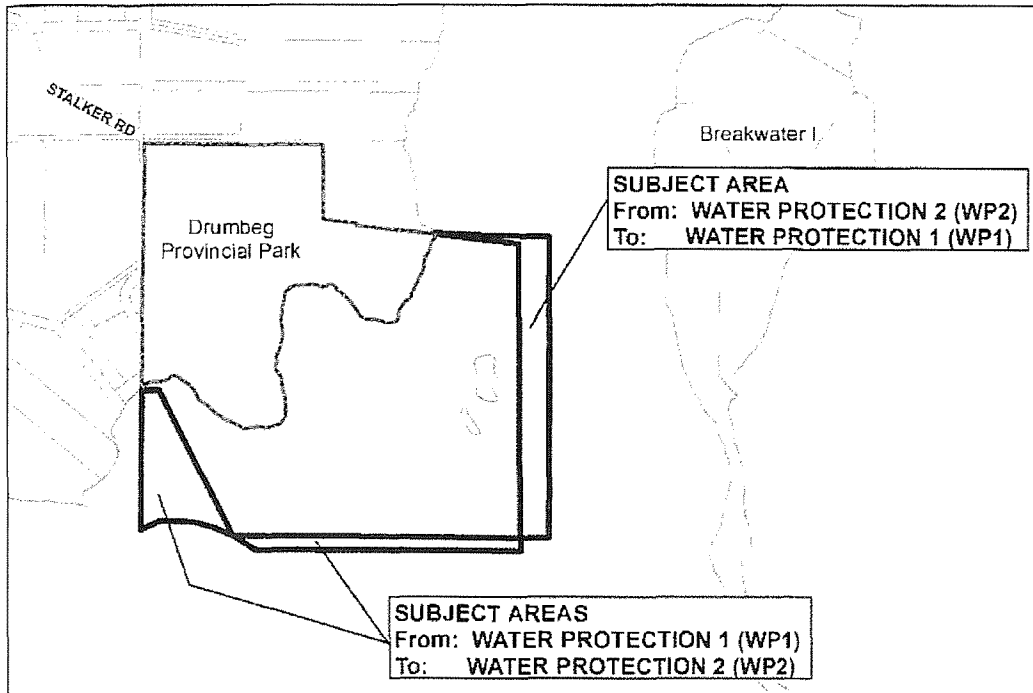
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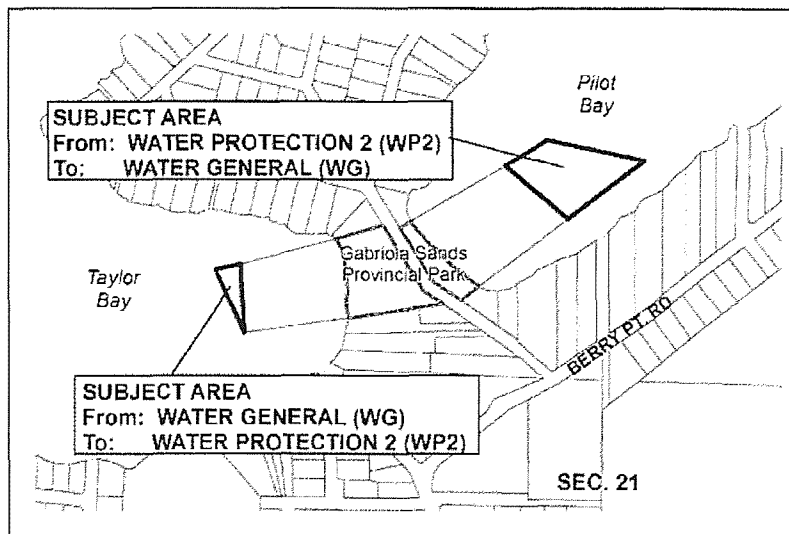
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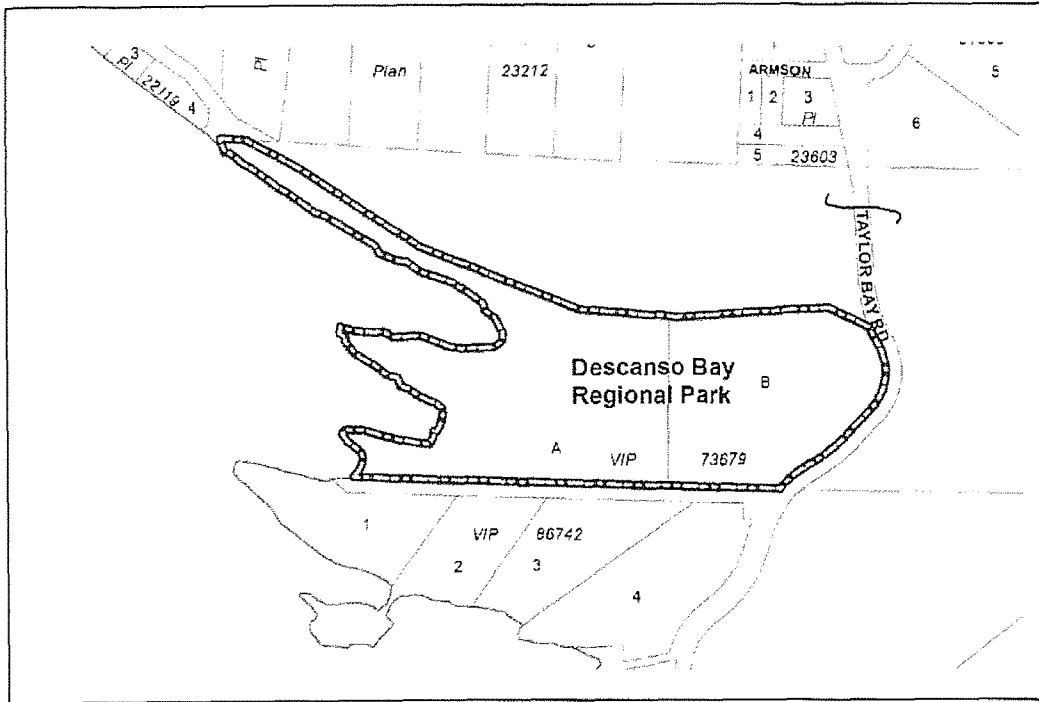
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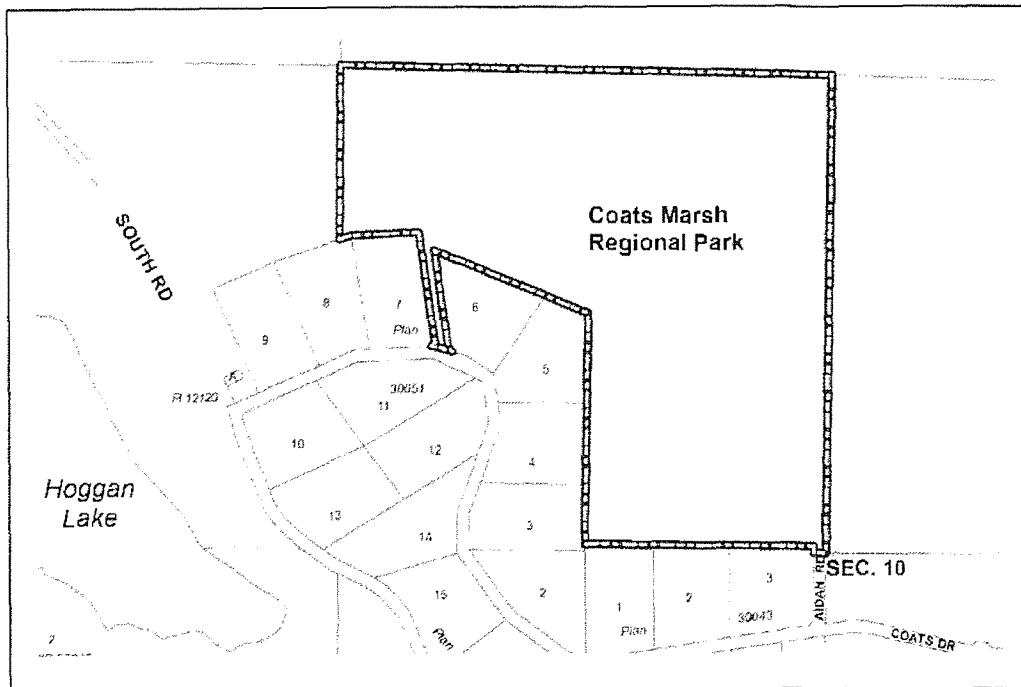
Plan No. 10



Plan No. 11



Plan No. 12



Appendix 4

RDN Bylaw 1399 – Regulation of Park Use

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1399**

**A BYLAW TO PROVIDE FOR THE REGULATION OF PARK USE
IN THE REGIONAL DISTRICT OF NANAIMO**

WHEREAS by Supplementary Letters Patent dated October 19, 1972, amended September 21, 1979, the Regional District of Nanaimo was granted "Division XI – Park and Green Belt Acquisition" functions;

AND WHEREAS Bylaws No. 798 to 806 converted the community parks functions to a local service for each of Electoral Areas A, B, C, D, E, F, G and H respectively;

AND WHEREAS the Regional District of Nanaimo may, by bylaw, establish regulations, prohibitions and requirements with respect to the management, maintenance, improvement, operation and use, including establishing a system of licenses, permits and approvals with or without terms and conditions, with respect to regional and community parks, trails and other land the District holds for the purpose of parks;

AND WHEREAS the Board of the Regional District of Nanaimo is desirous of establishing such regulations, prohibitions and requirements;

NOW THEREFORE, the Board, in open meeting assembled, enacts as follows:

SECTION 1 TITLE

1.1 This Bylaw may be cited as "Regional District of Nanaimo Park Use Regulations Bylaw No. 1399, 2004".

SECTION 2 REPEAL

2.1 Bylaw No. 842, Regional District of Nanaimo Electoral Area 'B' Community Parks Regulation Bylaw No. 842, 1992, is hereby repealed.

SECTION 3 APPLICATION AND EXEMPTIONS

3.1 This bylaw is applicable to all parks, as defined in Section 4 of this bylaw and without restricting that definition includes properties identified in Schedule "A", within Electoral Areas 'A', 'B', 'C', 'D', 'E', 'F', 'G' and 'H' of the Regional District of Nanaimo.

3.2 Notwithstanding anything contained in this bylaw,

- i. District employees are exempt from this bylaw while carrying out their duties or performing their functions;
- ii. District contractors and agents are exempt from this bylaw while carrying out their duties or performing their functions only when such exemption is provided for in their terms of engagement; and,
- iii. where the District holds park under subparagraph 4.1(q)(iv) below, the person or agency granting the lease, license, statutory right-of-way or permit is exempt from this bylaw, unless otherwise provided under the terms by which the District holds the land.

SECTION 4 INTERPRETATION

4.1 In this bylaw:

- (a) **“Animal”** means any organism other than man.
- (b) **“Authorized personnel”** means District employees and contractors.
- (c) **“Bylaw Enforcement Officer”** includes a peace officer or a person appointed as a Bylaw Enforcement Officer by the Board of the Regional District of Nanaimo.
- (d) **“To camp”** means to sleep overnight with or without a shelter of any kind including, but not restricted to, a motor vehicle, recreational vehicle, tent, lean-to or other natural shelter.
- (e) **“Campground Rules”** mean the regulations, prohibitions and requirements, including fees and conditions of use, as described in Schedule “B” that apply in District parks containing campgrounds.
- (f) **“Common facilities”** mean anything other than natural park features, and include toilets, showers, shelters, water pumps, stairs, boardwalks, decks, congregate spaces, notices or signs, bridges, trails, docks and wharves, kiosks, gates, fences, picnic tables, and benches.
- (g) **“Curfew hours”** mean the time between 11 pm and 7 am.
- (h) **“Cycle”** means a device having any number of wheels that is propelled by human power and upon which one or more persons may ride.
- (i) **“Designated campsite”** means an authorized and numbered space for overnight camping by a registered camper.
- (j) **“District”** means the Regional District of Nanaimo.
- (k) **“District Manager”** means the Regional District of Nanaimo Manager of Recreation and Parks.
- (l) **“Household or other garbage”** includes garbage, trash, refuse, cans, bottles, papers, ashes, cuttings or other waste of any kind, including toxic and hazardous substances, that is not generated by a person in connection with reasonable park use.
- (m) **“Leash”** means a chain or other material, not exceeding two (2) metres in length, suitable for control of the type and size of animal attached to the leash.
- (n) **“Litter”** means any garbage, cans, bottles, papers, ashes, refuse, cuttings, trash or rubbish generated by a person while in the park and engaged in activities ordinarily connected with reasonable park use.
- (o) **“Management Plan”** means a guiding document approved by the District for the use, operation and maintenance of one or more parks.
- (p) **“Natural park feature”** includes any native or non-native tree, shrub, flower, berry, bough, grass or plant of any kind; soil, sand, gravel, rock, mineral, wood, fallen timber or other living or dead natural material.
- (q) **“Park”** means any property that:
 - i. the District has possession and control of pursuant to the *Park (Regional) Act* or “Regional Trails Regulation”;
 - ii. the District has possession and control of pursuant to Section 941 of the *Local Government Act*;
 - iii. for the purpose of park, the District holds in fee simple;
 - iv. for the purpose of park, the District holds by Crown Lease or Crown License, by permit or lease from the Ministry of Transportation, or by lease, statutory right-of-way or occupancy or access agreement with a private landowner; and
 - v. the District acquires possession or control of, holds or otherwise has an interest in, has a license or access to, for the purpose of park, further to any of subparagraphs 4.1(q)(i)-(iv) subsequent to the enactment of this bylaw;
 and includes property commonly referred to as regional parks and trails, community parks and trails and water or beach accesses.
- (r) **“Park Use Permit”** means a permit for special use of a park.
- (s) **“Peace Officer”** means a constable or a person having the powers of a constable and includes a member of the Royal Canadian Mounted Police.
- (t) **“Petroglyph”** means a rock carving typically made by First Nations people and of recognized historic and cultural value.

- (u) **“Pictograph”** means a rock painting typically made by First Nations people and of recognized historic and cultural value.
 - (v) **“Registered camper”** means a person who has purchased use of a designated campsite.
 - (w) **“Special use”** means:
 - i. any commercial or non-commercial service, activity or event that is intended to attract or requires participants or spectators and includes: a festival; competition; tournament; procession, drill, performance, concert, gathering, march; fishing derby; show; party; outdoor ceremony; regatta; animal show; group training or lesson or recreational programming; operation of a model airplane, vehicle or vessel; television or motion picture filming; and research, survey or petition activity;
 - ii. any use of reservable common facilities; and
 - iii. any incursion onto park property for non-park purposes including access for water lines, structures, road, signs or fences.
 - (x) **“Sun shelters”** include any lightweight open-sided structure intended for use as a sunscreen.
 - (y) **“Traffic control device”** means a sign, signal, line, parking meter, marking, space, barrier, or device placed or erected in order to control vehicular or non-vehicular traffic flow on roads, parking lots, trails and bridges.
 - (z) **“Vehiele”** means a device in, upon or by which a person or thing is or may be transported or drawn upon a highway, except a device designed to be moved by human-power or used exclusively upon stationary rails or tracks. Without limiting the generality of the foregoing, this provision includes cars, trucks, motorcycles, scooters, recreational vehicles, and trailers but does not include medi-scooters and wheelchairs.
 - (aa) **“Vessel”** includes any ship, boat, seaplane, parasail, sail board, kite board, canoe, kayak, row boat or paddle boat used or other device designed to be used for navigation on, in or under water.
- 4.2 The intent of this bylaw is to permit the reasonable use of parks by the public in a manner that accommodates individual rights, including the rights of freedom of assembly and freedom of expression, within the context of operating parks that are intended to provide the benefits of outdoor recreation and enjoyment for the general community and preservation and protection of natural park features.
- 4.3 In the event that any portion of this bylaw is declared *ultra vires* by a court of competent jurisdiction, then such portion shall be deemed to be severed from the bylaws and the remainder of the bylaw shall continue in full force and effect.
- 4.4 When the singular or neutral are used in this bylaw they include the plural or the feminine or the masculine or the body politic, and vice versa, where the context or the parties require.
- 4.5 The headings to the clauses in this bylaw have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this bylaw or any provision of it.
- 4.6 For certainty and clarity, this bylaw applies to all parks currently held by the District and any subsequent acquisitions.

SECTION 5 PARK REGULATIONS, PROHIBITIONS AND REQUIREMENTS

5.1 Rules and Signage

Every person shall comply with this bylaw, campground rules, traffic control devices and any other regulations, prohibitions or requirements where such additional regulations, prohibitions or requirements have been authorized by the District Manager and identified on posted signage.

5.2 Delegation

- (a) Where a provision of this bylaw makes reference to the District Manager, or authorized personnel, then the District Manager, or authorized personnel, as the case may be, are authorized to so act.
- (b) Without limiting the generality of the foregoing, the District Manager is authorized to:
 - i. post signs that may identify additional regulations, prohibitions or requirements consistent with the intent of this bylaw;
 - ii. deal with park use permits further to section 5.19, including authorizing the exclusive use of a park; and,
 - iii. remove or cause to be removed from a park:
 - (A) any obstruction placed therein contrary to the provisions of this bylaw;
 - (B) anything erected therein contrary to the provisions of this bylaw;
 - (C) any vehicle parked or left standing therein contrary to the provisions of this bylaw
 - (D) any sign placed therein contrary to the provisions of this bylaw;
 - (E) any vehicle being used or driven in a manner contrary to the provisions of this bylaw; or
 - (F) any vessel parked or moored contrary to the provisions of this bylaw.
- (c) Without limiting the generality of the foregoing, authorized personnel, including the District Manager, are authorized to:
 - i. post signs or traffic control devices in parks that:
 - (A) designate the maximum speed to be traveled by vehicles on roads, parking lots, trails and bridges;
 - (B) designate areas where parking of vehicles is permitted;
 - (C) designate the direction that vehicles are to travel upon roadways;
 - (D) designate areas that are to be used for certain functions or purposes;
 - (E) set out rules and regulations governing the use of certain facilities;
 - (F) designate areas in which certain activities are prohibited;
 - (G) limit the use of roadways or other facilities;
 - (H) give warning of danger; and,
 - (I) prohibit entry to the park or facilities;
 - ii. remove any person from a park who fails to leash their animal when requested; and
 - iii. restrict or prohibit access to water bodies within a park.

5.3 Public Conduct

- (a) No person shall:
 - i. behave in a disorderly, dangerous, violent or offensive manner, or molest or injure another person or another person's property;
 - ii. loiter or engage in a public display of lewd or sexual acts;
 - iii. obstruct or interfere with any person or traffic lawfully using a park or any common facilities located therein; or
 - iv. hinder, deter or interrupt any person in the exercise of any of their duties in charge of any special use activity or event.
- (b) No person except the holder of a park use permit granting specific exemption shall:
 - i. make or cause noises or sounds, including yelling, screaming, the blowing of horns and the playing of musical instruments, radios, tape players, compact disc players, vehicle sound

- systems or similar devices or as produced by the operation of model cars, boats or airplanes or any equipment, generators, vehicles, vessels or machinery, which disturb or tend to disturb the quiet, peace, enjoyment, and comfort of others in the park, adjacent landowners or persons in the vicinity; or
- ii. make, play or cause to be made or played electrically or electronically amplified sound of any kind.
- (c) All persons shall use toilets to relieve themselves if toilets are provided in a park. Where no toilet is provided, no person shall relieve themselves in public view or within 300 metres of a private residence outside the park.
 - (d) No person may consume or possess liquor, except:
 - i. holders of a park use permit granting exemption; and
 - ii. registered campers and their guests within designated campsites.
 - (e) No person shall enter or otherwise remain within a park for any purpose whatsoever during curfew hours, except:
 - i. a registered camper;
 - ii. a person using a Level 3 park as described in Schedule "A";
 - iii. a person who has a park use permit granting exemption; and
 - iv. the houseguests of a contractor occupying a park residence.

5.4 Vehicles

- (a) No person shall:
 - i. drive, propel or otherwise operate any vehicle, except:
 - (A) on designated roadways or in designated parking areas;
 - (B) in conformance with traffic control devices;
 - (C) in such a manner that natural park features are not disturbed; and
 - (D) where applicable, in conformance with a park use permit;
 - ii. drive, propel or otherwise operate an all terrain vehicle (ATV), dirt bike or recreational motorcycle;
 - iii. drive a vehicle in such a manner as to disturb the enjoyment of the park by other persons;
 - iv. bring in or allow to remain in a park a mobile home, whether or not outfitted for use as accommodation; or
 - v. clean, repair or carry out maintenance on a vehicle.
- (b) Where no speed limit is posted, no person shall drive a vehicle at a greater speed than 10 kilometres per hour.

5.5 Parking

- (a) No person except the holder of a park use permit granting exemption shall:
 - i. park a vehicle anywhere except in designated parking areas;
 - ii. park or station a vehicle in such a manner as to impede the proper use of a road or parking area;
 - iii. park or station a vehicle in contravention of a traffic control device; or
 - iv. park or station an ATV, dirt bike or recreational motorcycle.
- (b) No person except a registered camper or the holder of a park use permit granting exemption shall park or leave a vehicle in a park during curfew hours.
- (c) Vehicles, and ATVs, dirt bikes and recreational motorcycles parked, stationed or left in violation of this bylaw, traffic control devices or posted signs may be towed away immediately, at the owner's expense.

5.6 Camping

- (a) No person shall camp in a park, except a registered camper in a Level 1 park.
- (b) Without limiting the applicability of this bylaw, all registered campers shall abide by campground rules as described in Schedule "B" and any other authorized regulations, prohibitions or requirements posted at District campgrounds.

5.7 Vessels

- (a) No person except the holder of a park use permit granting exemption shall:
 - i. launch or remove a vessel from a body of water except:
 - (A) from a designated boat launch ramp, or
 - (B) by physically carrying, and not dragging, the vessel to and from the water;
 - ii. be off designated roadways or interfere with natural park features in order to launch a vessel;
 - iii. operate a vessel within an area designated by signs or buoys for swimming or along waterfront in a way that will endanger, disturb or otherwise interfere with the free use of the water for the purpose of bathing and swimming except in the immediate vicinity of a boat launch and for the purpose of approaching or moving away from the boat launch on a line perpendicular to shore;
 - iv. run a vessel ashore except in designated boat beaching areas;
 - v. impede or endanger pedestrian movement along a beach or foreshore;
 - vi. moor a vessel to dry land; or
 - vii. store a vessel on land or water.
- (b) No person except a registered camper or the holder of a park use permit granting exemption shall leave a vessel on land or water during curfew hours.
- (c) No person shall bring in, park, station, operate, launch or run ashore a personal watercraft.
- (d) When on the water, all persons operating a vessel shall abide by Canadian Coast Guard regulations. No person shall exceed the Coast Guard shoreline speed restriction of 10 kilometres per hour (5.4 knots or 6.2 miles per hour) while operating within 30 metres (100 feet) of shore.

5.8 Cycling and Horseback Riding

- (a) No person shall operate a cycle or ride a horse:
 - i. where prohibited by traffic control devices or posted signs;
 - ii. along a beach or below any water course's top of bank, natural boundary or high tide mark unless on a trail identified by posted signs as permitting cycle or horse use; or
 - iii. in such a way as to damage natural park features, common facilities or other improvements including roadways and trails.

5.9 Domestic and Wild Animals

- (a) No person, except a person with a disability accompanied by a guide animal on a leash, shall bring a domestic animal into a park or a section of park where such animals are prohibited by posted sign.
- (b) No person shall permit a domestic animal to run or roam at large or to feed on vegetation.
- (c) A person having custody of an animal must exercise effective control over the animal by restraining it with a leash or by having the animal respond and return immediately when called by the handler.
- (d) A person having custody of an animal must exercise control over the animal to ensure that it causes:
 - i. no annoyance, including barking or howling for a continuous period of ten (10) seconds or more;
 - ii. no injury to wild animals;
 - iii. no injury to any person or their animal(s); and

- iv. no damage to any public or private property, natural park feature or common facility.
- (e) A person having custody of an animal shall when requested by authorized personnel restrain the animal with a leash or remove the animal from a park.
- (f) A person having custody of a dog must remove any excrement deposited by the animal to a waste container. This provision does not apply to Level 4 parks as identified in Schedule "A" unless signed to the contrary at a park.
- (g) No person shall:
 - i. feed, snare, trap, catch or hold by any means or purposely disturb, frighten, molest or injure any wild animal; or
 - ii. store or set out food in a way that will attract wild animals.

5.10 Firearms, Hunting, Fishing and Shellfish Harvesting

- (a) No person except the holder of a park use permit granting exemption shall hunt or carry or discharge any firearm, air gun, blank ammunition starting pistol, bow or crossbow, slingshot or similar device.
- (b) No person shall fish or harvest shellfish without having the requisite provincial or federal license.
- (c) No person shall fish or harvest shellfish
 - i. in a designated swimming area, or
 - ii. in a way that impedes or endangers the free use of waterfront by swimmers and bathers.

5.11 Garbage and Pollution

- (a) No person shall deposit or leave litter in or upon a park except in the containers provided for such purpose.
- (b) No person shall bring in, deposit or leave any household or other garbage in or upon a park.
- (c) No person operating a recreational vehicle shall release sewage except where a sani-station is provided for that purpose.
- (d) No person shall foul or pollute in any way, including washing in a lake, stream or river or around wells, any area of water including wells and water pumps.
- (e) No person shall observe oil, gasoline or other undesirable spills on land or water and including a well without immediately alerting authorized personnel.

5.12 Damage and Interference

- (a) No person shall:
 - i. alter, remove, move, deface, cut, damage or destroy any building or structure or other improvement, common facility or other fixture;
 - ii. alter, deface, cut, scrape, grind, bury or uncover or otherwise damage any petroglyph or pictograph;
 - iii. remove or deposit soil or gravel;
 - iv. store any material or objects of any kind;
 - v. climb, walk or sit upon any wall or fence, or climb up on or jump off of a bridge;
 - vi. damage or destroy the utility of any court or play structure or in any way interfere with or obstruct their free use by those lawfully entitled to use them;
 - vii. bring in, build or cause to be built any temporary or permanent structure including a fence or playground equipment;
 - viii. erect a tent or other permanent or temporary shelter or set up an encampment. Sun shelters having a footprint no greater than three metres by three meters are excluded from this provision; or
 - ix. obstruct or cause to obstruct public access to a park.
- (b) No person shall place graffiti on walls, pavement, common facilities, natural park features, petroglyphs or pictographs or elsewhere in a park.
- (c) No person shall let off, turn on, or discharge any water so that the water runs to waste out of any tap, pipe, hose or other fixture.

5.13 Fire

- (a) No person except the holder of a park use permit granting exemption shall:
 - i. light a fire except in designated fire pits provided for that purpose or in a portable hibachi, barbecue or propane stove;
 - ii. build a fire exceeding 1-metre in height; or
 - iii. set off any fireworks or other explosive material.
- (b) No person shall discard on the ground or into a garbage container any lighted or burning matter including a match, cigar or cigarette.
- (c) No person shall observe a fire not in a designated fire pit without immediately alerting authorized personnel.

5.14 Natural Environment

- (a) No person except the holder of a park use permit granting exemption shall:
 - i. remove, move, cut, prune, top, apply herbicides, fungicides or insecticides to, or ii. damage or destroy any natural park feature;
 - ii. pick wild or cultivated flowers, salal, coniferous boughs or other plants except edible berries and mushrooms;
 - iii. deposit plant waste, debris or compost; or
 - iv. plant or fertilize any vegetation.
- (b) Without limiting the foregoing, no person except the holder of a park use permit shall:
 - i. alter, disturb or harm natural park features for the purpose of creating a play space, cycle jump, game course or other defined area for playing; or
 - ii. denude an area of edible berries or mushrooms.

5.15 Play

- (a) No person shall play ball or any games so as to molest or interfere with or become a nuisance to others.
- (b) The playing of any games on or in any court, playground, ball field or anywhere else may be restricted and regulated at any time by authorized personnel.

5.16 Special Use and Commerce

- (a) Except for authorized personnel or where authorized by a park use permit, no person shall:
 - i. undertake or engage in a special use;
 - ii. carry on a commercial or industrial undertaking of any kind or nature or provide professional, personal or other services;
 - iii. post, paint or distribute any advertisement, sign, handbill, pamphlet, poster or placard of any kind; or
 - iv. operate, park or station any vehicle displaying advertising or equipped with a public address system.

5.17 Park Use Permits

- (a) Application for a park use permit shall be made to the District Manager who may:
 - i. grant, refuse, revoke, renew or refuse to renew a park use permit;
 - ii. establish park use permit fee amounts that differ from the general rates described in Schedule "C";
 - iii. impose terms and conditions on obtaining, holding or renewing a park use permit;
 - iv. determine the amount of a park use permit fee refund in the event of a cancellation; or
 - v. refer an application to the District Board for determination.
- (b) An applicant for a park use permit may appeal the decision of the District Manager to the District Board by submitting a written request to the Board Chairman within 15 days of issuance of a decision by the District Manager.

- (c) A park use permit application must be accompanied by the required permit fee, damage deposit and proof of comprehensive general liability insurance, as set out in Schedule "C".
- (d) Conditions associated with a park use permit may include:
 - i. the confinement of a special use to a specific location within a park, to certain time periods or to participation by certain people;
 - ii. that the applicant supply, install and service additional garbage receptacles or portable toilets or pay the District for additional servicing required as a result of the permitted activity;
 - iii. that the applicant provide and pay for the provision of appropriate fire and police or security protection during the course of the special use;
 - iv. restrictions on the use of generators and other mechanical, electrical or electronic devices; the playing of live or recorded music; and the erection or placement of any temporary structures, seating, tables, flags, banners or other gear associated with the special use activity;
 - v. specific exemptions from provisions of this bylaw;
 - vi. any other terms and conditions specific to the nature of the special use requested given consideration of the impact of the special use on the park, park users and neighbours; and
 - vii. any other terms and conditions consistent with the intent of this bylaw.
- (e) A park use permit may not be issued unless all the following criteria are met:
 - i. the special use conforms to any management plan produced for a park;
 - ii. the location of the permitted activity will not cause a significant or permanent negative environmental impact on the park and is sensitive to the use of the park by others;
 - iii. the applicant assumes full responsibility for the special use and indemnifies the District to its satisfaction; and
 - iv. the applicant has satisfied the requirements of paragraphs (c) above and agreed to the conditions set out in his park use permit.
- (f) Without limiting the authority of the District Manager, a park use permit may be refused if the applicant has previously contravened this bylaw.
- (g) The holder of a park use permit must also comply with the regulations, prohibitions and requirements of all other government bodies and local authorities including this and other District bylaws, for example, Bylaw No. 1010 Special Events Regulatory Bylaw for events involving more than 500 people, unless specifically exempted in writing.
- (h) In addition to any other penalties and enforcement actions, where the holder of a park use permit has not satisfied the terms and conditions of his permit:
 - i. a park use permit may be revoked;
 - ii. a park use permit fee or a damage deposit may be forfeited to the District;
 - iii. the District may exercise any rights under the applicant's insurance; and
 - iv. the applicant may be required to pay, at the rate specified in Schedule "C", the cost of preparations, repairs, clean-up or park restoration undertaken by the District consequent to special use, failure to do so entitling the District to do the work at the applicant's expense.

SECTION 6 ENFORCEMENT

- 6.1 This bylaw may be enforced by Bylaw Enforcement Officers in the course of their duties.
- 6.2 A Bylaw Enforcement Officer may, in his sole discretion, order a person who does anything contrary to this bylaw or campground rules to:
 - (a) cease and desist contravention of the bylaw;
 - (b) leave a park immediately or within a period of time specified by the Bylaw Enforcement Officer;
 - (c) remove or cause to be removed any animals, cycles, vehicles, vessels, structures, buildings or other things that are in contravention of the bylaw; or
 - (d) restore any damage caused to natural park features, common facilities or other park property;

and every person so ordered shall comply.

6.3 Bylaw Enforcement Officers and District employees may enter onto private property, with or without consent of the landowner, for the purposes described in, and in accordance with, Section 16 of the *Community Charter*.

SECTION 7 PENALTIES

- 7.1 Any person who contravenes a provision of this bylaw, or who suffers or permits any act or thing to be done in contravention of this bylaw or who refuses or omits or neglects to fulfill, observe, carry out or perform any duty or obligation imposed by this bylaw, is guilty of an offence and:
- (a) on summary conviction, is liable for a fine of not less than \$50.00 and not more than \$10,000; or
 - (b) on conviction of a ticket offence under the District's Ticket Information Utilization Bylaw No. 1015 or Schedule "D" of this Bylaw, is liable for the fine imposed.

SECTION 8 REMEDIAL ACTION

- 8.1 Where a person has damaged or removed any natural park feature or common facility, the person is required to replace that natural park feature or common facility with one of similar value, or pay an equivalent amount to the District upon demand.
- 8.2 Where a person has been requested to do something under a provision of this bylaw, and that thing has not been done within the time specified:
- (a) authorized personnel may fulfil the requirement at the expense of the person;
 - (b) authorized personnel may enter onto the person's property, if necessary or convenient, to fulfill the requirement; and
 - (c) the District may recover the costs incurred from that person as a debt.

Introduced and read three times this 23rd day of November 2004.

Reconsidered and adopted this 23rd day of November 2004.

Joe Stanhope
Chairperson

Carol Mason
General Manager, Corporate Services

Schedule "A"

DISTRICT PARKS

Electoral Area	Location/Name	Legal Description	Use ¹
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Level 1 Parks – Parks with Campgrounds

B	Descanso Bay	Nanaimo Gabriola LD, S20 LA & B Plan VIP73679	RP
H	Horne Lake	Alberni LD, BI 140 VL&M Plan VIP691N exc Plan 46603	RP

Level 2 Parks – Improved Parks, Trails and Other Open Spaces

A	3500 Hallberg Road Morden Colliery Trail Nanaimo River	Bright LD, DL7 L32 PID 002706831 Plan 25967 Cedar LD, R1 S12 & 13 Pcl A, S14 Pcl B, S15 Pcl C, R2 S14 Pcl B, S15 Pcl A and Cranberry LD, R8 S12 Pcl A; all Plan DD6974-N Cranberry LD, S7 R8 PID 008996318 Cranberry LD, S6 R8 W25 ac S6R8 PID 008996369	O CT RP
B	1574 Whalebone Drive 1612 Whalebone Drive 1656 Whalebone Drive 1748 Tashtego Crescent Rollo McClay Joyce Lockwood Descanso Bay Road #26 Narrows Road #38	Nanaimo Gabriola LD, S31 Plan 17658 Nanaimo Gabriola LD, S31 Plan 17658 Nanaimo Gabriola LD, S31 Plan 17658 Nanaimo Gabriola LD, S31 Plan 17658 Nanaimo Gabriola LD, S18 Plan VIP51655 Nanaimo Gabriola LD, S16 UCL (N of S16 & E of S31) Plan 17658 Nanaimo Gabriola LD, S25 between L16 & 17 Plan VIP14718 Nanaimo Gabriola LD, S28 between L15 & 16 Plan 17835	CP CP CP CP CP CP BA BA
C	2201 Bramley Road	Cranberry LD, R2 S11 L1 PID 001992627 Plan 42672	O
E	Jack Bagley Nanoose Place Fire Hall 2457 Nanoose Road Brickyard Beachcomber	Nanoose LD, DL6 Lot A PID 001486772 Plan 13317 Nanoose LD, DL6 L2 PID 016373677 Plan 50996 Nanoose LD, D130 L7 Plan 27190 PID 002571633 Nanoose LD, DL130 L3, 4, 5 & 6 Plan 27190 Nanoose LD, DL78 Plan 47638 Nanoose LD, DL38 BI A Lots 29 & 30 PIDs 005276420 & 005276446 Plan VIP10777	CP O O CP CP RP
F	Fire Hall Fire Hall Fire Hall	Nanoose LD, DL104 L1 PID 001384546 Plan 29491 Nanoose LD, BI 521 L40 PID 001081608 Plan 32293 Cameron LD, DL4 L1 PID 000018732 Plan 38539	O O O

¹ Use: Community Park (CP), Community Trail (CT), Beach Access (BA), Other (O), Regional Park (RP), Regional Conservation Area (RCA), Regional Trail (RT).

Electoral Area	Location/Name	Legal Description	Use ²
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Level 2 Parks – Improved Parks, Trails and Other Open Spaces (continued)

G	1035 Maple Lane Drive	Nanoose LD, DL1 Plan 30958	CP
	Boulton	Nanoose LD, DL49 L66 PID 000166677 Plan 32604	CP
	Hawthorne Rise	Nanoose LD, DL49 Plan 40962 & VIP76162	CP
	Fire Hall	Newcastle LD, DL80 L1 PID 000591122 Plan 41282	O
	Needen Way	Nanoose LD, DL81 Plan 42840	CP
	836 San Malo Crescent	Nanoose LD, DL181 Plan 45190	CP
	Women's Institute Hall	Newcastle LD, DL11 Lot A PID 000158321 Plan 32528	O
	1000 Miraloma Drive	Nanoose LD, DL88 Plan VIP65008	CP
	1046 Tara Crescent	Nanoose LD, DL29 Plan VIP69574	CP
San Pareil Boardwalk	Nanoose LD, DL181, inter-tidal flat W of L1, 2 & 3 Plan 45190	CT	
H	Lighthouse Community Centre	Newcastle LD, DL32 Lot A PID 008840024 Plan 45846	CP/O
	Sunnybeach Road #18	Newcastle LD, DL33 between L1 Plan VIP72052 & LA Plan 73539	BA

Level 3 Parks – Commuter Trail

G	Barclay Crescent Bridge	Nanoose LD, DL28, between L10 Plan VIP23031 & L1 Plan 26472	RT
	Fern Road Woods Trail	Nanoose LD, DL78 Plan 1694 between B115 L7 & B116 L17	RT

Level 4 Parks – Undeveloped Parks, Trails and Other Open Spaces

A	1625 Fawcett Road	Cedar LD, DL36 S16 R5 VIP14877	CP
	2931 Ivor Road	Cedar LD, S19 R4 Plans 35760 & 41900	CP
	2180 Addison Way	Cedar LD, S10 R1 Lot D PID 002071681 Plan 42783	CP
B	Malaspina Galleries	Nanaimo Gabriola LD, S24 Plan 13535	CP
	1463 Moby Dicks Way	Nanaimo Gabriola LD, S31 Plan 17658	CP
	1486 Moby Dicks Way	Nanaimo Gabriola LD, S31 Plan 17658	CP
	1645 Whalebone Drive	Nanaimo Gabriola LD, S31 Plan 17658	CP
	1961 Clamshell Drive	Nanaimo Gabriola LD, S3 Plan 23476	CP
	2061 South Road	Nanaimo Gabriola LD, S3 Plan 24754	CP
	1220 Fleet Street	Nanaimo Gabriola LD, S18 Plan 30963	CP
	1888 Stalker Road	Nanaimo Gabriola LD, S4 Plan 41031	CP
	1185 The Strand	Nanaimo Gabriola LD, S18 Plan 45781	CP

² Use: Community Park (CP), Community Trail (CT), Beach Access (BA), Other (O), Regional Park (RP), Regional Conservation Area (RCA), Regional Trail (RT).

Electoral Area	Location/Name	Legal Description	Use ³
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Level 4 Parks – Undeveloped Parks, Trails and Other Open Spaces (continued)

B	3045 Coast Road	Nanaimo Gabriola LD, S4 PID017390397 VIP52510	CP
	1103 Sea Fern Lane	Nanaimo Mudge LD, S26 Plan 15752	CP
	Petroglyph Trail	Nanaimo Gabriola LD, S2 VIP66198	CT
	1412 Coats Drive	Nanaimo Gabriola LD, S9, Plan VIP69975 & S10 Plan VIP75929	CP
	De Courcy Island	Nanaimo De Courcy LD, S24, Plan VIP71391	CP
	Cox Community Park	Nanaimo Gabriola LD, S20, PID 002138719, Rem N1/2 of N1/2 of S20	CP
	Link Bay Road	Nanaimo De Courcy LD, S24, Plans 39964 & 46938	CP
	Decourcy Drive	Nanaimo Gabriola LD, S21 PID 004799071, Plan 12655	CP
	Decourcy Drive #15	Nanaimo Gabriola LD, S21 between L14 Plan VIP12655 & L1 Plan VIP13796	BA
Tinson Road #011	Nanaimo Gabriola LD, S21 between L45 & 46 Plan VIP12655	BA	
Spring Beach #044	Nanaimo Gabriola LD, S2 Plan VIP21158 between L17 & 26	BA	
The Strand #87	Nanaimo Gabriola LD, S8 Plan VIP17698 between L36 & 37	BA	
C	2840 Riverbend Road	Cranberry LD, R6 S4 Plan 38144	CP
	2966 Forever Road	Cranberry LD, R6 S4 Plan 38144	CP
	1919 Plecas Road	Cranberry LD, R5 S13, Plan 50377	CP
	1563 Nanaimo River Rd	Douglas LD, DL5 Plan VIP59461	CP
	431 Virostko Road	Cranberry LD, R2 S13 Plan VIP69191 & Plan DD4495N Pcl C PID 009694854	CP/CT
	1730 Nanaimo River Rd	Douglas LD, DL3 L9 Plan VIP73765	CP
Trans Canada Trail	Cranberry LD, R1 pt S3-5 & 16-20, & pt Bl 87; Nanaimo LD, R1 pt S4; Bright LD, pt Bls 714 & 87; Douglas LD, pt Bl 87	RT	
Haslam Creek Bridge	Bright LD, pt Bl 87 Plan DD61352-N & Bl 1252 PID 008721084	RT	
D	Benson Creek	Mountain LD, R1 S18 Bl A, Plan VIP4TU1485	RP
E	3005 Dolphin Drive	Nanoose LD, DL78, Plan 14212	CP
	Blueback	Nanoose LD, DL78 Plan 15983	CP
	Crowsnest	Nanoose LD, DL78 Plan 22994	CP
	2450 Collins Crescent	Nanoose LD, DL6 Plan 23588	CP
	1809 Ballenas Road	Nanoose LD, DL68 L1 PID 002066734 Plan 27376	O
	Enos Creek	Nanoose LD, DL78 Plan 29112	CP
	1808 Amelia Crescent	Nanoose LD, DL68 L86 PID 001271482 Plan 30341	CP
	2940 Powder Point Road	Nanoose LD, DL78 Plan 36514	CP

³ Use: Community Park (CP), Community Trail (CT), Beach Access (BA), Other (O), Regional Park (RP), Regional Conservation Area (RCA), Regional Trail (RT).

Electoral Area	Location/Name	Legal Description	Use ⁴
Level 4 Parks – Undeveloped Parks, Trails and Other Open Spaces (continued)			
E	2301 Weston Place 2297 Weston Place 1542 Crab Road 8428 Ruming Road 3471 Carmichael Road Henley Place Arbutus Grove Wall Estate 3383 Redden Road Dolphin Lake Schooner Ridge Dolphin Marsh Claudet Road 2453 Ainsley Place 2531 Rowland Road	Nanoose LD, DL6 L22 PID 000978060 Plan 38573 Nanoose LD, DL6 Plan 38573 Nanoose LD, LD52, Plan 44310 Nanoose LD, DL186 Plans 47433 Nanoose LD, DL78 Plan 51142 Nanoose LD, DL30 & 78 Plan 51707 Nanoose LD, DL117 Plan 43915 Nanoose LD, DL22 Plan 50198 Nanoose LD, DL30 Plan 53134 Nanoose LD, DL30 Plan 60049 Nanoose LD, DL78, 30, Plan 59180 Nanoose LD, DL30, 78 Plan 60602 Nanoose LD, DL62 L1 PID 002732548 Plan 26234 & LA PID 011167084 Plan 46810 Nanoose LD, DL78, Plan VIP68559 Nanoose LD, DL67, Plan VIP75472	O CP CP CP CP/CT CP/CT CP CP CP/CT CP CP CP CP CP CP CP
F	3529 Harris Crescent 2753 Old Alberni Hwy 1281 Gregory Road 1023 Allsbrook Road 1209 Kilby Road 898 Hillier Road 3171 Brooklin Lane No civic No civic 3857 Wild Road Malcolm Property Little Qualicum River Arrowsmith Trail	Cameron LD, DL74 Plan 24741 Nanoose LD, DL143 Plan 37624 Nanoose LD, DL140 Plan 37952 Nanoose LD, DL43 Plan 39421 Nanoose LD, DL149 Plan 43286 Cameron LD, DL4 Plan 46163 Cameron LD, DL4 Plan 48368 Newcastle LD, BI 1375 Plan 41053 Cameron LD, DL8, Plan VIP1981, 52834 Cameron LD, DL9 Plan 52495 Cameron LD, DL9 Lot A, SW ¼ Plan DD4504N PID 008738505 Newcastle LD, BI 359 L1 Plan VIP 69346 Cameron LD, pts BI 415, 1324 & 1377	CP CP CP CP CP CP CP CP CP CP CP CP RP RT
G	FCPCC 676 Barclay Crescent 1013 Centre Crescent 1225 Sunrise Drive 1592 Marine Circle No civic 943 Lee Road 675 Chartwell Boulevard Top Bridge	Nanoose LD, DL28 L4 Pcl A PID 006365876 Plan DD5360-N; L2 Exc E 4.5 ch PID 006365779 Plan 2570; L3 Exc PI 26472 PID 005572681 Plan 9203 Nanoose LD, DL28 Plan 27077 Newcastle LD, DL9 Plan 28564 Nanoose LD, DL49 L23 PID 001397826 Plan 29438 Nanoose LD, DL28 Plan 30213 Nanoose LD, DL29 Plan 32898 Nanoose LD, DL29 Plan 45825 Nanoose LD, DL88 Plan 49333 Nanoose LD, BI 419 Plan 30113	O CP CP O/CP CP CP CP CP CP

⁴ Use: Community Park (CP), Community Trail (CT), Beach Access (BA), Other (O), Regional Park (RP), Regional Conservation Area (RCA), Regional Trail (RT).

Electoral Area	Location/Name	Legal Description	Use ⁵
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Level 4 Parks – Undeveloped Parks, Trails and Other Open Spaces (continued)

G	1030 Ganske Road	Newcastle LD, DL76 Plan 60023	CP
	1257 Lee Road	Nanoose LD, DL29 & 28 Lot B PID 023004533	CP
	903 Riley Road	Plan 60349Nanoose LD, DL81, Plan 51544	CP
	597 Columbia Drive	Nanoose LD, DL28 Plan VIP62528	CP
	807 Miller Road	Nanoose LD, DL28 Lot A PID 023846194 Plan	CP
	740 Miller Road	65679Nanoose LD, DL29 & 83 Lot 2 PID	CP
		025783017 Plan VIP76030	
	Admiral Tryon Blvd	Nanoose LD, DL28 between L22 Plan 22290 & L1 Plan 33977	BA
	Little Qualicum River Estuary	Newcastle LD, DL 11, 110, Lot 1 PID 025651561 Plan 75238	RCA
	Englishman River	Nanoose LD, Block 602 L1 Plan VIP76721 PID 025900323 & all remainder Bl 602	RP
River's Edge	Nanoose LD, Bl 564 L1, PID 025862804 Plan 76468; L7 PID 025920260 Plan 76856; L19 PID 025920383 Plan 76856; L11 PID 025863649 Plan 76472; L38 PID 025863525 Plan 76471; L1 Plan VIP75276 PID 025665545	RP/O	
Top Bridge Trail	Nanoose LD, DL 129 L3 PID 006718876 Plan VIP2072	RT	
H	5354 Gainsburg Road	Newcastle LD, DL1 Plan 20442	CP
	Rose Park	Newcastle LD, DL22 Lot 1 PID 018048757 Plan VIP55641	CP
	4776/4877 Ocean Trail	Newcastle LD, DL82 Plan 31044	CP
	2905 Marshall Road	Newcastle LD, DL9 Plan 34434	CP
	241 Huson Road	Newcastle LD, DL9 Plan 34642	CP
	Dunsmuir	Newcastle LD, DL31 Plan 37285	CP
	5162 Pearl Road	Newcastle LD, DL27 Plan 38181	CP
	68 Islewood Drive	Newcastle LD, DL22 L20 PID 000668443 Plan 41507	CP
	3875 Bovanis Road	Newcastle LD, DL22 Plan 41640	CP
	3876 Bovanis Road	Newcastle LD, DL22 L8 PID 000775088 Plan 41662	CP
	212 Kenmuir Road	Newcastle LD, DL9 Plan 42807	CP
	151 Jamieson Road	Newcastle LD, DL40 Plan 43604	CP
	Illusion Lakes	Alberni LD, Bl 360 Plan 37698	CP
	216 Kenmuir Road	Newcastle LD, DL9 Plan 52606	CP
	4370 Kelsey Road	Newcastle LD, DL36 Plan VIP53143	CP
	95 Esary Road	Newcastle LD, DL36 Plan VIP61726	CP
	7123 Island Highway W.	Newcastle LD, DL85 Plan VIS4417	CP
	No civic	Newcastle LD, DL 20 L1 Plan 6994	CP

⁵ Use: Community Park (CP), Community Trail (CT), Beach Access (BA), Other (O), Regional Park (RP), Regional Conservation Area (RCA), Regional Trail (RT).

Electoral Area	Location/Name	Legal Description	Use ⁶
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Level 4 Parks – Undeveloped Parks, Trails and Other Open Spaces (continued)

H	Wildwood	Newcastle LD, DL85 L38 PID 006659985 Plan 2018	CP
	5320 Gainsburg Road	Newcastle LD, DL1, 86 L2 PID 024784338 Plan VIP70719	CP
	2910 Leon Road	Newcastle LD, DL9 Plan VIP65473	CP
	Alert Road #11	Newcastle LD, DL16 between LA Plan VIP11435 & L1 Plan VIP10527	BA
	Franksea Road #14	Newcastle LD, DL33 between L1 Plan VIP918R & LA Plan VIP28923	BA
	Baywater Road #17	Newcastle LD, DL20 between L1 Plan VIP74109 & LA Plan VIP61092	BA
	Crane Road #23	Newcastle LD, DL22 between rem. Lot 1, Plan 12132 & Pt 2 Plan 5622	BA
	Nile Road #24	Newcastle LD, DL22 between L2 Plan VIP41640 & L2 Plan VIP12132	BA
	Bowser Road #31	Newcastle LD, DL36 between L4 Plan VIP21618 & LA Plan VIP58219	BA
	Buccaneer Beach Rd #36	Newcastle LD, DL40 between L35 & 36 Plan 16121	BA
	Shoreline Drive #42	Newcastle LD, DL28 Plan 24584 between L9 & 10	BA
	Deep Bay Drive #47	Newcastle LD, DL1 between L70 & 71 Plan VIP20442	BA
	Lighthouse Country Trail	Newcastle LD, Whistler Road from DL32 LA Plan 45846 to DL85 L38 Plan 2018, & DL85 Plan 2018 Corduroy Rd from sthly bndry Noonday Rd to wstly bndry L39	RT
	Horne Lake Caves Road	Alberni LD, DL251 nrthly bndry of Road	RT
	Hunts Creek Bridge	Alberni LD, DL254 PID 001903276 Plan VIP1753R	RT

⁶ Use: Community Park (CP), Community Trail (CT), Beach Access (BA), Other (O), Regional Park (RP), Regional Conservation Area (RCA), Regional Trail (RT).

Schedule "B"

CAMPGROUND RULES APPLICABLE TO LEVEL 1 PARKS

1. Registration

At Horne Lake Regional Park, all campers must register and pay at the park office upon arrival. At Descanso Bay Regional Park, campers may proceed to the campground and set up camp in their reserved site, or in a site with no 'reserved' sign posted, and register and pay when authorized personnel make their rounds.

2. Fees

(a) *Horne Lake Regional Park*

Wooded sites – \$17 per night

Waterfront and overflow sites – \$22 per night

Non-profit youth group rate – \$2 per head per night

Boat launch – \$5 per launch; \$2 per launch for Owners of Strata Plan – VIS 5160.

Programmed recreation campsites – as authorized by District Manager

Programmed recreation – as authorized by District Manager

Rentals – as authorized by District Manager

Firewood and other goods – as authorized by District Manager

(b) *Descanso Bay Regional Park*

All sites \$15/night

Non-profit youth group rate – \$2 per head per night

Firewood and other goods – as authorized by District Manager

Any person who has not paid a required fee will be charged double the regular rate. The Goods and Services tax may be charged in addition to the above noted fees.

3. Number of People and Vehicles per Designated Campsite

At each designated campsite there may be no more than:

(a) eight (8) people, including no more than four (4) adults, an adult being 16 years of age or older; and

(b) one recreational vehicle (RV).

A second non-RV vehicle may be permitted by authorized personnel at a designated campsite for an additional nightly charge of 50 per cent of the campsite fee if space permits.

4. Length of Stay

The maximum length of stay for a camper is fourteen days per season, not necessarily consecutively. Additional stays may be allowed by authorized personnel if vacancies permit.

5. Campsite Condition

Campers must remove all garbage from their campsites and fire pits before vacating a site.

6. Noise

During the hours between 11 pm and 7 am, all campers shall be quiet. During the remainder of the day, noises or sounds generated at one campsite must not be sufficient to bother neighbouring campers.

7. Boat Launch Ramp at Horne Lake Regional Park

All vessels requiring a trailer must be launched at the boat launch ramp. All launchers must register and pay at the park office before launching a vessel, and carry with them when on the water any boating rules and maps provided at registration. The ramp opens at 7 am and closes by no later than 9:30 pm or dusk, whichever is earlier. All vessels must be out of the water by ramp closing time.

Schedule "C"

PARK USE PERMIT FEES ⁷				
Special Uses	Permit Fee ⁸	Damage Deposit	Site Preparation and Clean-up Costs	Comprehensive General Liability Insurance
1. Use of common facilities such as shelters and congregate spaces for groups involving up to 50 people	\$50 / day	n/a	Repair to facilities at cost, plus Hourly charge-out rate of \$28/person and \$25/vehicle	n/a
2. Non-profit recreation services or activities such as training, guiding and recreation programming	\$15 / day	\$100		\$2,000,000
3. Commercial recreation services or activities such as training, guiding and recreation programming	\$100 / day	\$100		\$2,000,000
4. Events such as festivals, shows, parties, competitions, regattas, ceremonies, and the operation of model planes	\$100 / day	\$100		\$2,000,000
5. Commercial filming (video, motion picture or television) or still photography	\$250 / permit	\$500		\$5,000,000
6. Research activity including survey and petition work	\$50 / permit	\$100		\$2,000,000
7. Access through a park for utilities or vehicles	\$500 / year	n/a		\$2,000,000

⁷ All fees are subject to the Goods and Services Tax.

⁸ A permit fee exemption may be granted where a special use is deemed to be of benefit to a park. Non-profit groups including schools that involve participants less than 18 years of age only are exempt from the requirement to pay a permit fee.

Schedule "D"

FINE SCHEDULE

Description of Offence	Section of Bylaw	Minimum Fine
Failure to comply with rules and signage	5.1	\$100
Unacceptable public conduct	5.3	\$100
Improper use of a vehicle	5.4	\$100
Improper parking	5.5	\$100
Failure to obey camping rules	5.6	\$100
Improper use of a vessel	5.7	\$100
Inappropriate cycling or horseback riding	5.8	\$100
Failure to control or manage an animal	5.9(a) to (f)	\$ 50
Behaviour detrimental to a wild animal	5.9(g)	\$100
Hunting; carrying or discharging guns or bows	5.10(a)	\$200
Improper fishing or shellfish harvesting	5.10(b)(c)	\$ 50
Littering	5.11(a)	\$ 50
Depositing garbage or polluting with undesirable materials	5.11(b)to (d)	\$200
Failure to alert authorities about a known pollution event	5.11(e)	\$ 50
Causing damage or interfering	5.12	\$100
Unacceptable use of fire, lit materials or explosives	5.13(a)(b)	\$100
Failure to alert authorities about known at-large fires	5.13(c)	\$ 50
Improper treatment of the natural environment	5.14	\$100
Unacceptable play behaviour	5.15(a)	\$ 50
Unauthorized special use or commercial activity	5.16	\$100
Failure to comply with the terms of a park use permit	5.17(g)(h)	\$100
Failure to obey or obstruction of a Bylaw Enforcement Officer	6.2, 6.3	\$100

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1399.01

A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO
PARK USE REGULATIONS BYLAW NO. 1399, 2004

WHEREAS the “Regional District of Nanaimo Park Use Regulations Bylaw No. 1399, 2004” defines the regulations, prohibitions and requirements pertaining to use of regional and community park properties;

AND WHEREAS the Regional District of Nanaimo Board wishes to amend Bylaw No. 1399, 2004;

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

1. “Regional District of Nanaimo Park Use Regulations Bylaw No. 1399, 2004” is hereby amended by:
 - (a) deleting reference to Electoral Area ‘D’ in Section 3.1;
 - (b) amending the definition of “Cycle” by adding as a final clause “and includes electric bicycles”;
 - (c) deleting the definition of “District Manager” in its entirety and replacing it with the following:

“District Manager” means the Regional District of Nanaimo Manager of Parks Services;
2. Schedule ‘A’ of Bylaw No. 1399 is hereby repealed and replaced with Schedule ‘A’ attached hereto and forming part of this bylaw.
3. Schedule ‘B’ of Bylaw 1399 is hereby repealed and replaced with Schedule ‘B’ attached hereto and forming part of this bylaw.
4. This bylaw may be cited as “Regional District of Nanaimo Park Use Regulations Amendment Bylaw No. 1399.01, 2009.”

Introduced and read three times this 26th day of May, 2009.

Adopted this 26th day of May, 2009.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Chairperson

Sr. Mgr., Corporate Administration

Schedule 'A'
DISTRICT PARKS

Electoral Area	Location/Name	Legal Description	Type*
Level 1 Parks -- Parks with Campgrounds			
B	Descanso Bay	Lots A & B VIP73679 Nanaimo Gabriola	RP
H	Horne Lake	Bk 40 VL&M PL691N Exc PL46603 Alberni	RP
Level 2 Parks -- Improved Parks			
Electoral Area	Location/Name	Legal Description	Type*
Level 2 Parks -- Improved Parks			
A	Nanaimo River	S7 R8 exc VIP70950 & W 25 acres S6 R8 exc VIP70831Cranberry	RP
	Thelma Griffiths	Lot 1 VIP79928 S11 & 12 R6 Cranberry	CP
B	Malaspina Galleries	Park VIP13535 S24 Nanaimo Gabriola	CP
	Rollo McClay	Park VIP51655 S18 Nanaimo Gabriola	CP
	Joyce Lockwood	ULC N of S16 & E of S31 Nanaimo Gabriola	CP
B	Cox	Rem N 1/2 of N 1/2 of S20 Nanaimo Gabriola	CP
	Whalebone	Park VIP17658 S31 Nanaimo Gabriola	CP
	Petroglyph Trail	Park VIP66198 S2 Nanaimo Gabriola	CT
	Sea Fern	Park VIP15752 S26 Nanaimo Mudge	CP
C	Meadow	Lot 11 VIP80079 S14 R4 Mountain	CP
E	Beachcomber	Lots 29 & 30 VIP10777 Bk A DL38 Nanoose	RP
	Jack Bagley	Rem A VIP13317 DL 6 Nanoose	CP
	Nanoose	Lots 3, 4, 5 & 6 VIP27190 DL130 Nanoose	CP
	Brickyard	Park VIP47638 DL78 Nanoose	CP

Electoral Area	Location/Name	Legal Description	Type*
F	Veterans	Lots 31 & 46 VIP1989 DL139 Nanoose	CP
G	Little Qualicum River Estuary	Lot 1 VIP75238 DL 11 & 110 Newcastle	RCA
	Maple Lane	Park VIP30958 DL1 Nanoose	CP
	San Malo	Park VIP45190 DL181 Nanoose	CP
	Boulton	Lot 66 VIP32604 DL49 Nanoose	CP
	Hawthorne Rise	Park VIP40962/75836/76162 DL49 Nanoose	CP
	Neden Way	Park VIP42840 DL81 Nanoose	CP
	Women's Institute Hall	Lot A VIP32528 DL11 Newcastle	CP
	Tara	Park VIP69574 DL29 Nanoose	CP
H	Centennial	Park VIP37285 DL31 Newcastle	CP
	Lions	Lot A VIP45846 DL32 Newcastle	CP
	Deep Bay Creek	Park VIP20442 DL1 & Lot 2 VIP70719 DL1&86 Newcastle	CP
	Wildwood Dr	Park VIP81348 DL85 Newcastle	CP
Level 3 Parks -- Active Transportation			
A	Morden Colliery	DD6974-N Pcl A S12 & S13 R1, Pcl B S14 R1 & R2, Pcl C S11 R8 & rem S15 R1, Lot A VIP66235 S15 R2 Cranberry & Cedar	RT
A	Nelson Rd	Crown foreshore off Nelson Rd between Lot 1 VIP14877 S16 R5 & Lot 28 S17 R5 VIP3779 Cedar	WA
B	Descanso Bay	Descanso Bay Rd between Lots 16 & 17 VIP14718 S25 Nanaimo Gabriola	WA
	Spring Beach	Spring Beach Dr between Lots 17 & 25 VIP21158 S2 Nanaimo Gabriola	WA
	The Strand	The Strand between Lots 36 & 37 VIP176998 S18 Nanaimo Gabriola	WA
B	El Verano	Narrows Rd between Lots 15 & 16 VIP17835 S28 Nanaimo Gabriola	WA
G	Admiral Tryon	Admiral Tryon Blvd betw'n Lot 22 VIP22290 & Lot 1 VIP33977 DL28 Nanoose	WA
	Millennium Bridge	Barclay Cres between Lot 9 VIP23031 & Lot 83 VIP26472 DL28 Nanoose	RT
	Top Bridge Crossing	Allsbrook Rd between Park VIP30113 Bk 419 & Park VIP33339 Bk 564 Nanoose	RT
H	Sunny Beach	Sunny Beach Rd between Lot 1 & Lot A VIP73539 DL33 Newcastle	WA

Electoral Area	Location/Name	Legal Description	Type*
Level 3 Parks -- Active Transportation (cont'd)			
H	Franksea	Franksea Rd between Lot 1 VIP918R & Lot A VIP28923 DL33 Newcastle	WA
	Deep Bay	Deep Bay Dr between Lots 23 & 24 VIP20442 DL1 Newcastle	WA
	Shoreline	Shoreline Dr between Lots 9 & 10 VIP24584 DL28 Newcastle	WA
	Buccaneer Beach	Buccaneer Beach Rd between Lots 35 & 36 VIP16121 DL40 Newcastle	WA
	Bowser	Bowser Rd between Lot 4 VIP21618 & Lot A VIP58219 DL36 Newcastle	WA
	Nile	Nile Rd between Lot 1 VIP41640 & Lot 2 VIP12132 DL22 Newcastle	WA
	Crane	Crane Rd between pt Lot 1 VIP12132 & Pt Lot 2 VIP5622 DL22 Newcastle	WA
	Baywater	Baywater Rd between Lot 1 VIP74109 & Lot A VIP61092 DL20 Newcastle	WA
	Alert	Alert Rd between Lot A VIP11435 & Lot 1 VIP10527 DL16 Newcastle	WA
	Thompson Clarke - Ocean Trail	Pt Lot 1 VIP31751 & Ocean Trail between E&N & Lot 50 VIP31044 DL82 Newcastle	CT
Level 4 Parks -- Undeveloped			
A	Fawcett	Park VIP14877 S16 R5 DL36 Cedar	CP
	Ivor	Park VIP35760 S19 R4 Cedar	CP
	Glynneath	Park VIP41900 S19 R4 Cedar	CP
	Addison	Lot D VIP42783 S10 R1 Cedar	CP
	Morden Colliery east	Lot 1 VIP66841 S15 R1 Cedar	CP
	Morden Colliery adjuncts	Park VIP59634 S14 R1 Cedar	CP
	Kipp	Park VIP78539 S14 R6	CP
	Woodridge	Lot 22 VIP80144 S16 & 17 R8 Cranberry	CP
	Whiting	Lot 9 VIP84318 S1 R6 Cedar	CP
	MacMillan	Park VIP85081 S16 R8 Cranberry	CP
B	Coats Marsh	Rem NW 1/4 S10 Nanaimo Gabriola	RP
	South w	Park VIP24754 S3 Nanaimo Gabriola	CP
	Fleet	Park VIP30963 S18 Nanaimo Gabriola	CP
	Stalker	Park VIP41031 S4 Nanaimo Gabriola	CP
	The Strand	Park VIP45781 S18 Nanaimo Gabriola	CP
	South e	Park VIP52510 S4 Nanaimo Gabriola	CP
	Coats e	Park VIP69975 S9 Nanaimo Gabriola	CP
	Cardale 1	Park VIP71391 S24 Nanaimo De Courcy	CP

Electoral Area	Location/Name	Legal Description	Type*	
Level 4 Parks – Undeveloped (cont'd)				
B	Link Bay n	Park VIP39964 S24 Nanaimo De Courcy	CP	
	Link Bay s	Park VIP46938 S24 Nanaimo De Courcy	CP	
	Coats w	Park VIP75929 S10 Nanaimo Gabriola	CP	
	Decourcy	Park VIP12655 S21 Nanaimo Gabriola	CP	
	Hyham	Park VIP77409 S4&5 Nanaimo Gabriola	CP	
	707 Acres	NE 1/4 S13; NW 1/4 S14; S 1/2 of NE 1/4 S14; N 1/2 of SW 1/4 S15; SE 1/4 S14; E 1/2 of NE 1/4 S10 Nanaimo Gabriola	CP	
	Dunlop	Park VIP70935 S23 Nanaimo De Courcy	CP	
	Dunlop Flewett Trail	Park VIP70935 S10 Nanaimo De Courcy	CP	
	Cardale 2	Park VIP82457 S10 & 24 Nanaimo De Courcy	CP	
	Seymour	Park VIP82759 S8 Nanaimo Gabriola	CP	
	C	Benson Creek Falls	Bk A S17 & 18, Bk B S18, Bk C S17 R1 Mountain	RP
		Mount Benson	S7 R4; E 10 ch S7 R3; Bk 787 exc pt P12334 RW & exc pt P128907 & VIP75642; Bk 1161 Mountain	RP
		Mount Arrowsmith Massif	Bk 1380 Cameron	RP
Trans Canada		pt S4 R1 Nanaimo; pt S3-6 & S16-20 R1, pt S6-11 & S14-16 R2 Cranberry; pt Bk 87, 194, 714, 1252 DL20 Bright	RT	
Arrowsmith CPR		pt Bk 415 & pt 1377 & pt Bk 1324 Cameron	RT	
Riverbend 1		Park VIP38144 S3 R6 Cranberry	CP	
Riverbend 2		Park VIP38144 S3 R6 Cranberry	CP	
Pleacas		Park VIP50377 S13 R5 Cranberry	CP	
Twilight		Park VIP59461 DL5 Douglas	CP	
Virostko		Park VIP69191 S13 R2 Cranberry	CP	
Southforks 1		Park & Lot 9 VIP73765 & Park VIP77998 DL3 Douglas	CP	
Creekside		Lot 6 VIP80088 S14 & 15 R3 Mountain	CP	
Heather		Park VIP84517 S5 & 6 R3 Cranberry	CP	
Southforks 2		Park VIP84973 DL3 Douglas	CP	
Extension		Park VIP86100 S12 & 13 R1 Cranberry	CP	
E		Blueback	Park VIP15983 DL78 Nanoose	CP
		Crowsnest	Park VIP22994 DL78 Nanoose	CP
	Armstrong/Collins	Park VIP23588 DL6 Nanoose	CP	
	Enos Crk	Park VIP29112 DL78 Nanoose	CP	
	Amelia	Lot 86 VIP30341 DL68 Nanoose	CP	
	Powder Pt	Park VIP36514 DL78 Nanoose	CP	
	Weston	Park VIP38573 DL6 Nanoose	CP	
	Crab	Park VIP44310 DL52 Nanoose	CP	
	Rumming	Park VIP47433 DL186 Nanoose	CP	
	Carmichael 1	Park VIP51142 DL78 Nanoose	CP	
Henley	Park & Lot 52 VIP51707 DL30 & 78 Nanoose	CP		

Electoral Area	Location/Name	Legal Description	Type*
Level 4 Parks – Undeveloped (cont'd)			
E	Arbutus Grove	Park VIP43915 DL117 Nanoose	CP
	Wall Estate	Park VIP50198 DL22 Nanoose	CP
	Redden	Park VIP53134 DL30 Nanoose	CP
	Dolphin Lake	Park VIP60049 DL30 Nanoose	CP
	Schooner Ridge	Park VIP59180 DL30 & 78 Nanoose	CP
	Dolphin Marsh	Park VIP60602 DL30 & 78 Nanoose	CP
	Claudet	Rem Lot 1 VIP26234 & Lot A VIP46810 DL62 Nanoose	CP
	Ainsley	Park VIP68559 DL78 Nanoose	CP
	Rowland	Park VIP75472 DL67 Nanoose	CP
	Richard	Park VIP77847 DL78 Nanoose	CP
	Carmichael 2	Lot 9 VIP78139 DL78 Nanoose	CP
	Northwest Bay	Lot A VIP80339 DL68 Nanoose	CP
	Claudet 2	Lot 3 VIP80939 DL84 Nanoose	CP
	Bonnington	Lots 1, 2 & 3 VIP80854 DL78 Nanoose	CP
	Bradner	Lot B VIP85588 DL78 Nanoose	CP
F	Little Qualicum River	Lot 1 VIP69346 Bk 359 Newcastle	RP
	Arrowsmith CPR	pt Bk 415 & pt 1377 & pt Bk 1324 Cameron	RT
	Harris	Park VIP24741 DL74 Cameron	CP
	Old Alberni Hwy	Park VIP37624 DL143 Nanoose	CP
	Coombs Station	Park VIP37952 DL140 Nanoose	CP
	Allsbrook	Park VIP39421 DL43 Nanoose	CP
	Kerr	Park VIP43286 DL149 Nanoose	CP
	Hilliers	Park VIP46163 DL4 Cameron	CP
	Brooklin	Park VIP48368 DL4 Cameron	CP
	Beside Little Q Falls PP	Park VIP41053 Bk 1375 Newcastle	CP
	Mellon	Park VIP52834 DL 8 Cameron	CP
	Wild	Park VIP52495 DL9 Cameron	CP
	Malcolm	SW 1/4 L Pel A DD4504N DL9 Cameron	CP
	Meadowood	Lot 2 VIP69346 Bk 359 Newcastle	CP
	Romain	Park VIP82280 DL104 Nanoose	CP
	Dolly Varden	Park VIP77754 Bk 359 Newcastle	CP
G	Englishman River	Lot 1 VIP76721 & rem Bk 602 Nanoose	RP
	Top Bridge	Lot 1 VIP21770 DL123; VIP613R Bk 564; Lot 3 VIP2072 DI 129; Park VIP33339 Bk 564 Nanoose	RT
	Barclay	Park VIP27077 DI 28 Nanoose	CP
	Centre	Park VIP28564 DL9 Newcastle	CP
	Marine Circle/Columbia 1	Park VIP30213 DL28 Nanoose	CP
	Lee 1	Park VIP32898 DL29 Nanoose	CP
	Lee 2	Park VIP45825 DL29 Nanoose	CP
	Top Bridge	Park VIP30113 Bk 419 Nanoose	CP
	Huckleberry	Park VIP60023 DL76 Newcastle	CP
	Lee 3	Lot B VIP60349 DL28 & 29 Nanoose	CP
	Riley	Park VIP51544 DL81 Nanoose	CP
	Columbia 2	Park VIP62528 DL28 Nanoose	CP

Electoral Area	Location/Name	Legal Description	Type*
Level 4 Parks – Undeveloped (cont'd)			
G	Miller north	Lot A VIP65679 DL28 Nanoose	CP
	Miller south	Lot 2 VIP76030 DL126 Nanoose	CP
	Johnstone	Johnstone Rd between Lots 8 & 9 VIP22087 DL49 Nanoose	CP
	Mallard	Mallard Rd between Lot 10 VIX3167 & Lot 1 VIP22087 DL49 Nanoose	CP
	Rivers Edge	Lot 1 VIP75276; Lot 1 VIP76468; Lot 38 VIP76471; Lot 11 VIP76472; Lot 1 VIP76854; Lots 7 & 19 VIP76856 Bk 564 Nanoose	CP
	Sumar	Lot Park VIP79152 DL28 Nanoose	CP
	Lee 4	Park VIP79275 DL29 Nanoose	CP
H	Lighthouse Country	1950 Gazetted Hwy (Whistler Rd) between Lot A VIP45846 DL32 & Lot 38 VIP2018 DL85 Newcastle	RT
	Big Qualicum	VIP1753R pt DL254 Alberni	RT
	Rose	Lot 1 VIP55641 DL22 Newcaslte	CP
	Blue Heron	Park VIP31044 DL82 Newcastle	CP
	Ocean Trail	Park VIP31751 DL82 Newcastle	CP
	Marshall	Park VIP34434 DL9 Newcastle	CP
	Huson	Park VIP34642 DL9 Newcastgle	CP
	Pearl	Park VIP38181 DL27 Newcastle	CP
	Islewood	Lot 20 VIP41507 DL22 Newcastle	CP
	Bovanis 1	Park VIP41640 DL22 Newcastle	CP
	Bovanis 2	Lot 8 VIP41662 DL22 Newcastle	CP
	Kenmuir 1	Park VIP62179 DL19 Newcastle	CP
	Palm Pacific	Park VIP43604 DL40 Newcastle	CP
	Illusion Lake	Park VIP37698 Bk 360 Alberni	CP
	Kenmuir 2	Park VIP52606 DL9 Newcastle	CP
	Oakdowne main	Lots J & A VIP78305 DL89 Newcastle	CP
	Kelsey	Park VIP53143 DL36 Newcastle	CP
	Henry Morgan	Park VIP61726 DL36 Newcastle	CP
	Hwy 19A Northdowne	Park VIP66049 DL85 Newcastle	CP
	1950 Gazetted Hwy	Park VIP68932 DL20 Newcastle	CP
	Wildwood	Lot 38 VIP2018 DL85 Newcastle	CP
	Leon	Park VIP65473 DL9 Newcastle	CP
	Creekside	Lot C VIP85210 DL22 Newcastle	CP
	Oakdowne Annex 1	Pt Lot G VIP78305 DL89 Newcastle	CP
	Oakdowne Annex 2	Pt Lots B, H & I VIP78305 Newcastle	CT
*Type	(RP) Regional Park (RCA) Regional Conservation Area (RT) Regional Trail (CP) Community Park (CT) Community Trail (WA) Water Access		

Chairperson

Sr. Mgr., Corporate Administration

Schedule 'B'

CAMPGROUND RULES APPLICABLE TO LEVEL 1 PARKS

1. **Registration**

At Horne Lake Regional Park, all campers must register and pay at the park office upon arrival. At Descanso Bay Regional Park, campers may proceed to the campground and set up camp in their reserved site, or in a site with no 'reserved' sign posted, and register and pay when authorized personnel make their rounds.

2. **Fees**

(a) *Horne Lake Regional Park*

High Season (mid-May to mid-September)

Wooded sites – \$20.00 per night

Waterfront and overflow sites – \$24.00 per night

Extra vehicle wood sites - \$10.00

Extra vehicle waterfront and overflow sites - \$12.00

Extra vehicle consecutive-day stays pass - \$75.00

Off-season (mid-September to mid-May)

Wooded, waterfront and overflow sites - \$10.00 per night

Extra vehicle - \$5.00

Non-profit Youth Group – \$2.50 per head per night

Boat Launch – \$6.00 per launch; \$50.00 for 10-launch pass

Programmed recreation, retail, rental and packages: as authorized by District Manager.

(b) *Descanso Bay Regional Park*

High Season (mid-May to mid-September)

All Sites - \$17.00 per night

Extra vehicle - \$8.50

Extra vehicle consecutive-day stays pass - \$55.00

Off-season (mid-September to mid-May)

All Sites - \$10.00 per night

Extra vehicle - \$5.00

Non-profit Youth Group - \$2.50 per head per night

Programmed recreation, retail and packages: as authorized by District Manager.

3. **Number of People and Vehicles per Designated Campsite**

At each designated campsite there may be no more than:

- (a) eight (8) people, including no more than four (4) adults, an adult being a person 18 years of age or older; and
- (b) one recreational vehicle (RV).

A second non-RV vehicle may be permitted by authorized personnel at a designated campsite for an additional nightly charge of 50 per cent of the campsite fee if space permits.

4. **Length of Stay**

The maximum length of stay for a camper is fourteen days per season, not necessarily consecutively. Additional stays may be allowed by authorized personnel if vacancies permit.

5. **Campsite Condition**

Campers must remove all garbage from their campsites and fire pits before vacating a site.

6. **Noise**

During the hours between 11 pm and 7 am, all campers shall be quiet. During the remainder of the day, noises or sounds generated at one campsite must not be sufficient to bother neighbouring campers.

7. **Boat Launch Ramp at Horne Lake Regional Park**

All vessels requiring a trailer must be launched at the boat launch ramp. All launchers must register and pay at the park office before launching a vessel, and carry with them when on the water any boating rules and maps provided at registration. The ramp opens at 7 am and closes by no later than 9:30 pm or dusk, whichever is earlier. All vessels must be out of the water by ramp closing time.