

REGIONAL DISTRICT OF NANAIMO

ELECTORAL AREA SERVICES COMMITTEE

TUESDAY, FEBRUARY 14, 2017

3:00 PM

(RDN Board Chambers)

This meeting will be recorded

A G E N D A

PAGES

1. CALL TO ORDER

2. DELEGATIONS

3. MINUTES

7-11 Minutes of the Electoral Area Services Committee meeting held Tuesday, January 10, 2017.

That the minutes of the Electoral Area Services Committee meeting held Tuesday, January 10, 2017 be adopted.

4. BUSINESS ARISING FROM THE MINUTES

5. COMMUNICATIONS/CORRESPONDENCE

6. UNFINISHED BUSINESS

7. PLANNING

7.1 DEVELOPMENT PERMIT

12-17 **7.1.1 Development Permit Application No. PL2016-168 – 20 Nile Road, Electoral Area 'H'.**

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

7.2 DEVELOPMENT PERMIT AND SITE SPECIFIC EXEMPTION

18-26

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

That the Board approve Development Permit No. PL2016-181 and Site Specific Floodplain Bylaw exemption to permit an addition to a detached hotel unit subject to the conditions outlined in Attachments 2 to 4.

7.3 DEVELOPMENT PERMIT WITH VARIANCE

27-35

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

- 1. That the Board approve Development Permit with Variance No. PL2016-176 to permit the construction of an accessory building subject to the terms and conditions outlined in Attachments 2 to 4.*
- 2. That the Board direct staff to complete the required notification for Development Permit with Variance No. PL2016-176.*

36-47

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

- 1. That the Board approve Development Permit with Variance No. PL2016-184 to permit the demolition of an existing dwelling unit and construction of a new dwelling unit and raised patio subject to the terms and conditions outlined in Attachments 2 to 5.*
- 2. That the Board direct staff to complete the required notification for Development Permit with Variance No. PL2016-184.*

7.4 DEVELOPMENT VARIANCE PERMIT

48-57

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

- 1. That the Board approve Development Variance Permit No. PL2016-191 to reduce the front lot line setback from 4.5 metres to 3.0 metres to accommodate a kiosk subject to the terms and conditions outlined in Attachments 2 to 4.*
- 2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2016-191.*

7.5 ZONING AMENDMENT

58-72

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

- 1. That the Board receive the Summary of the Public Information Meeting held on November 17, 2016.*
- 2. That the conditions set out in Attachment 2 of the staff report be completed prior to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017" being considered for adoption.*
- 3. That the Board introduce and give two readings to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017".*
- 4. That the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017" be chaired by Director Young or her alternate.*

73-86

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

- 1. That the Board receive the Summary of the Public Information Meeting held on December 12, 2016.*
- 2. That the Board introduce and give two readings to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.407, 2017".*
- 3. That the Board direct that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.407, 2017", be chaired by Director Veenhof or his alternate.*
- 4. That the Board direct that the conditions set out in Attachment 2 of the staff report be completed prior to Bylaw No. 500.407, 2017 being considered for adoption.*

7.6 OTHER

87-97

7.6.1 Southern Community Economic Development.

1. *That the Regional District of Nanaimo enter into an agreement with the Gabriola Island Chamber of Commerce to provide tourism promotion for Electoral Area 'B' for a period not exceeding six months at a rate of \$1,000 per month.*
2. *That staff report back to the next EASC on organizing strategic planning sessions for the purpose of determining the best option for providing economic development and tourism promotion for Electoral Areas 'A', 'B' and 'C' including budget implications and timelines.*
3. *That the requisition for the Southern Community Economic Development Service be maintained for 2017.*

8. RECREATION AND PARKS

98-106

8.1 Parks Update Report.

That the parks update for October, November and December 2016 be received for information.

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

9.1 Electoral Area 'B' Parks and Open Space Advisory Committee.

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

107-109

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

That the minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee Meeting held Monday, January 23, 2017 be received for information.

110-111

9.1.2 Request for Storage Space at Rollo McClay Community Park.

That staff be directed to investigate the feasibility of the Gabriola Island Lions Club building a storage shed at Rollo McClay Community Park.

112-113

9.1.3 Bells Landing Water Access.

That staff be directed to investigate the feasibility of constructing a boat launch and associated parking lot at the Bells Landing MoTI water access on Gabriola Island.

9.2 East Wellington/Pleasant Valley Parks and Open Space Advisory Committee.

Minutes and Recommendations from the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee Meeting held Monday, January 30, 2017.

114-116

9.2.1 Minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee Meeting held Monday, January 30, 2017.

That the minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee Meeting held Monday, January 30, 2017 be received for information.

9.3 Fire Services Advisory Committee.

Minutes and Recommendations from the Fire Services Advisory Committee Meeting held Wednesday, January 11, 2017.

117-119

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

That the minutes of the Fire Services Advisory Committee Meeting held Wednesday, January 11, 2017 be received for information.

120-125

9.3.2 Fire Services Workplan for 2017.

That the Fire Services Workplan for 2017 report be received for information.

9.3.3 New Society Act Workshop.

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

10. ADDENDUM

11. DIRECTORS' FORUM

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

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

13. NEW BUSINESS

14. IN CAMERA

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

15. ADJOURNMENT

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA SERVICES COMMITTEE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, JANUARY 10, 2017 AT 4:00 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director W. Veenhof	Electoral Area H

Also in Attendance:

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

CALL TO ORDER

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

ELECTORAL AREA SERVICES COMMITTEE MINUTES

Minutes of the Regular Electoral Area Services Committee meeting held Tuesday, November 22, 2016.

MOVED Director Veenhof, SECONDED Director McPherson, that the minutes of the Regular Electoral Area Services Committee meeting held Tuesday, November 22, 2016, be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED Director Veenhof, SECONDED Director Fell, that the correspondence regarding Development Variance Permit Application No. PL2016-113 – 1031 Robertson Boulevard, Electoral Area 'G', be received.

CARRIED

PLANNING

DEVELOPMENT PERMIT

Development Permit Application No. PL2016-164 – 923 McFeely Drive, Electoral Area 'G'.

MOVED Director Veenhof, SECONDED Director Rogers, that the Board approve Development Permit No. PL2016-164 to permit the construction of a dwelling unit subject to the conditions outlined in Attachments 2 to 4.

CARRIED

Development Permit Application No. PL2016-179 – 3271 Jameson Road and 3155 Northwood Road, Electoral Area 'C'.

MOVED Director Young, SECONDED Director Fell, that the Board approve Development Permit No. PL2016-179 to permit the development of two dwelling units subject to the conditions outlined in Attachments 2 to 4.

CARRIED

Development Permit Application No. PL2016-180 – 4179 Island Highway West, Electoral Area 'G'.

MOVED Director Veenhof, SECONDED Director Rogers, that the Board approve Development Permit No. PL2016-180 to permit the construction of a new dwelling unit subject to the conditions outlined in Attachment 2.

CARRIED

DEVELOPMENT PERMIT WITH VARIANCE AND REQUEST FOR FRONTAGE RELAXATION

Development Variance Permit Application No. PL2016-113 and Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in Relation to Subdivision Application No. PL2016-112 – 1031 Robertson Boulevard, Electoral Area 'G'.

MOVED Director Veenhof, SECONDED Director Rogers, that the Board approve Development Variance Permit No. PL2016-113 to reduce the minimum pan handle width for proposed lots 6 and 7 subject to the terms and conditions outlined in Attachments 2 to 3.

CARRIED

MOVED Director Veenhof, SECONDED Director Rogers, that the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lots 6 and 7 in relation to Subdivision Application No. PL2016-112.

CARRIED

MOVED Director Veenhof, SECONDED Director Rogers, that the Board direct staff to complete the required notification for Development Variance Permit No. PL2016-113.

CARRIED

SUBDIVISION APPLICATION

Subdivision Application No. PL2014-007 – 1831 Matterson Road, Electoral Area 'F'.

MOVED Director Fell, SECONDED Director Stanhope, that the Board approve the request to relax the minimum lot frontage requirements for proposed Lot A in relation to Subdivision Application No. PL2014-007.

CARRIED

Subdivision Application No. PL2016-134 – 2081 Lazy Susan Drive, Electoral Area 'A'.

MOVED Director McPherson, SECONDED Director Fell, that five percent (5%) cash-in-lieu of parkland dedication in conjunction with Subdivision Application No. PL2016-134, be accepted.

CARRIED

ZONING AMENDMENT APPLICATION**Zoning Amendment Application No. PL2016-161 – Pratt Road, Electoral Area 'F' – Bylaw 1285.27 – First and Second Reading.**

MOVED Director Fell, SECONDED Director Rogers, that "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.27, 2017", be introduced and read two times.

CARRIED

MOVED Director Fell, SECONDED Director Rogers, that the Public Hearing on "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.27, 2017", be chaired by Director Fell or his alternate.

CARRIED

MOVED Director Fell, SECONDED Director Rogers, that the conditions set out in Attachment 2 be completed prior to "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.27, 2017" being considered for adoption.

CARRIED

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

This item was withdrawn at the applicant's request.

OTHER**Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in Relation to Subdivision Application No. PL2016-131 – 2221, 2225, 2237 Chelsea Place, Electoral Area 'E'.**

MOVED Director Rogers, SECONDED Director Veenhof, that the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lot B in relation to Subdivision Application No. PL2016-131.

CARRIED

Electoral Area Telecommunication Antenna System Consultation and Information Policy with Bylaw No. 1259.11.

MOVED Director Veenhof, SECONDED Director McPherson, that the attached policy titled Electoral Area Telecommunication and Antenna System Consultation and Information Policy be adopted as a Board policy.

CARRIED

MOVED Director Veenhof, SECONDED Director McPherson, that "Regional District of Nanaimo Planning Services Fees And Charges Amendment Bylaw No. 1259.11, 2016" be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director McPherson, that "Regional District of Nanaimo Planning Services Fees And Charges Amendment Bylaw No. 1259.11, 2016" be adopted.

CARRIED

PARKS AND OPEN SPACE COMMITTEE MINUTES AND RECOMMENDATIONS

Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee Meeting held Wednesday, October 12, 2016.

MOVED Director Rogers, SECONDED Director Young, that the Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee Meeting held Wednesday, October 12, 2016 be received for information.

CARRIED

Salish Sea Marine Trail Proposal from BC Marine Trails Network Association.

MOVED Director Rogers, SECONDED Director Young, that staff be directed to work with the BC Marine Trails Network Association on the identification of Blueback Park as a Salish Sea Marine Trail day use area recognizing that this park has limited day-use facilities, with no overnight parking or camping.

CARRIED

Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee Meeting held Wednesday, November 9, 2016.

MOVED Director Fell, SECONDED Director McPherson, that the Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee Meeting held Wednesday, November 9, 2016 be received for information.

CARRIED

Minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee Meeting held Thursday, December 1, 2016.

MOVED Director Veenhof, SECONDED Director Young, that the Minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee Meeting held Thursday, December 1, 2016 be received for information.

CARRIED

Dunsmuir Community Park - Concept Plan.

MOVED Director Veenhof, SECONDED Director Rogers, that staff proceed with preparing construction drawings for Concept Plan A for Dunsmuir Community Park.

CARRIED

MOVED Director Veenhof, SECONDED Director Rogers, that staff proceed with clearing a view corridor into Dunsmuir Community Park as part of the 2017 Parks Work Plan.

CARRIED

DIRECTORS' FORUM

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

IN CAMERA

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

CARRIED

TIME: 4:47pm

ADJOURNMENT

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

CARRIED

TIME: 4:50 PM

CHAIRPERSON

CORPORATE OFFICER

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

FROM: Kristy Marks
Planner **FILE:** PL2016-168

SUBJECT: **Development Permit Application No. PL2016-168
Lot 1, District Lot 22. Newcastle District, Plan 41640
20 Nile Road – Electoral Area 'H'**

RECOMMENDATION

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

SUMMARY

The applicants are proposing to establish a building envelope for a proposed dwelling unit and permit the construction of accessory buildings or structures and alteration of land on the subject property. Given that all applicable bylaws and policies, including the Development Permit Area guidelines, have been met and no negative impacts are anticipated as a result of the proposed development, staff recommends that the Board approve the proposed development permit subject to the conditions outlined in Attachments 2 and 3.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Richard and Courtney Simpson to permit the demolition of an existing cabin and establish a building envelope for a proposed dwelling unit and accessory structures on the subject property. The property is approximately 0.33 hectares in area and is zoned Residential 2 (RS2), Subdivision District 'M', pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" (Bylaw 500). The property is surrounded by Nile Road to the south east, park land to the south west, a developed residential lot to the north west and the Strait of Georgia to the north east (see Attachment 1 – Subject Property Map).

The property contains an existing cabin and is primarily vegetated with lawn and a number of Douglas fir trees, with a denser grove of trees to the rear of the property and a strip of coastal dune grass along the shoreline. The property is serviced by a private well and onsite septic disposal system.

The proposed development is subject to the Environmentally Sensitive Features - Coastal Protection and Hazard Lands Development Permit Areas (DPA) per the "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Bylaw No. 1335, 2003".

Proposed Development

The proposed development includes the demolition of an existing cabin that is approximately 11.0 metres from the natural boundary of the sea and the construction of a dwelling unit that will be located a minimum of 15.0 metres from the natural boundary. In addition, the applicants are requesting a development permit to allow the construction of accessory buildings or structures, such as a deck or patio, or the alteration of land between 8.0 metres and 15.0 metres from the natural boundary of the sea. The applicants are not proposing any development or land alteration within 8.0 metres of the natural boundary. All applicable bylaws and policies will be met and there are no variances requested as part of this application.

Land Use Implications

To satisfy the Hazard Lands DPA guidelines the applicant has submitted a Geotechnical Assessment prepared by Simpson Geotechnical Ltd. dated November 7, 2016 in support of the application. The report recommends a Flood Construction Level (FCL) of 4.4 metres when considering sea level rise. In this case, the recommended FCL is marginally lower than that required by "Regional District of Nanaimo Floodplain Management Bylaw No. 1469, 2006" (Bylaw 1469) which is 4.5 metres for this property. As such, the applicant will be required to construct the dwelling unit to meet the minimum FCL of 4.5 metres geodetic required by Bylaw 1469. The engineer confirms that the site can be used safely for the intended use, provided that the recommendations in the report are followed. Generally, these include that the dwelling unit foundation be set back a minimum of 15.0 metres from the natural boundary of the sea and other recommendations related to foundation construction and site drainage. This 15.0 metre setback is consistent with the required setback for habitable areas outlined in Bylaw 1469 and exceeds the 8.0 metre setback from the natural boundary of the sea for buildings and structures required by Bylaw 500. In addition, Bylaw 1469 permits non-habitable buildings or structures to be sited closer than 15.0 metres from the natural boundary of the sea and below the FCL. The recommendations outlined in the geotechnical assessment are consistent with the requirements of Bylaw 1469 and Bylaw 500.

Staff recommend that the applicants be required to register the Geotechnical Hazards Assessment as a Section 219 covenant on title including a save harmless clause that releases the Regional District of Nanaimo from all losses and damages as a result of the potential hazard (see Attachment 2 – Conditions of Permit).

Environmental Implications

To satisfy the Environmentally Sensitive Features for Coastal Protection DPA guidelines the applicants have submitted an Environmental Assessment prepared by Aquaparian Environmental Consulting dated December 21, 2016. The report includes recommendations and mitigation measures for the protection and replacement of existing trees on the subject property as well as measures for the protection of the coastal dune grass zone during construction. The report recommends that construction take place during dryer summer months to prevent sediment migration, that tree removal be completed outside the songbird nesting period, and that any trees that are removed to accommodate the dwelling unit be replaced by the same species on a 1:1 ratio. In addition, the report recommends that any future accessory buildings or structures between 8.0 metres and 15.0 metres are to be sited to avoid additional tree removal beyond what is required for the construction of the dwelling unit and that no soil disturbance is to take place within 8.0 metres of the natural boundary. Development of the property in accordance with the recommendations and mitigation measures outlined in the Environmental Assessment is a condition of approval (see Attachment 2- Conditions of Permit).

Intergovernmental Implications

Given that the subject property is within close proximity to a known archaeological site the property owners contacted the Provincial Archaeology Branch to enquire about the need for an archaeological assessment. The Archaeology Branch has confirmed that there are no known archaeological sites on the subject property and that no permit or archaeological study are required prior to development of the property. This application has been forwarded to the Qualicum First Nation for their information.

ALTERNATIVES

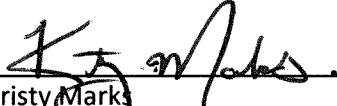
1. To approve Development Permit No. PL2016-168 subject to the conditions outlined in Attachments 2 to 3.
2. To deny Development Permit No. PL2016-168.

FINANCIAL IMPLICATIONS

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

STRATEGIC PLAN IMPLICATIONS

Staff have reviewed the proposed development and note that the proposal is in keeping with the 2016 – 2020 Board Strategic Plans “Focus on the Environment” which states that the Board will focus on protecting and enhancing the environment in all decisions. The DPA guideline requirement for a biological assessment helps ensure that site-specific environmentally sensitive features are identified and that the impacts of development on the environment are identified and mitigated. The Plan’s “Focus on the Environment” also states that the Board will prepare for and mitigate the impact of environmental events. The DPA guideline requirement for a Geotechnical Hazard Assessment meets this goal by ensuring that the potential impact of environmental events are assessed mitigated on a site by site basis.



Kristy Marks
kmarks@rdn.bc.ca
January 26, 2017

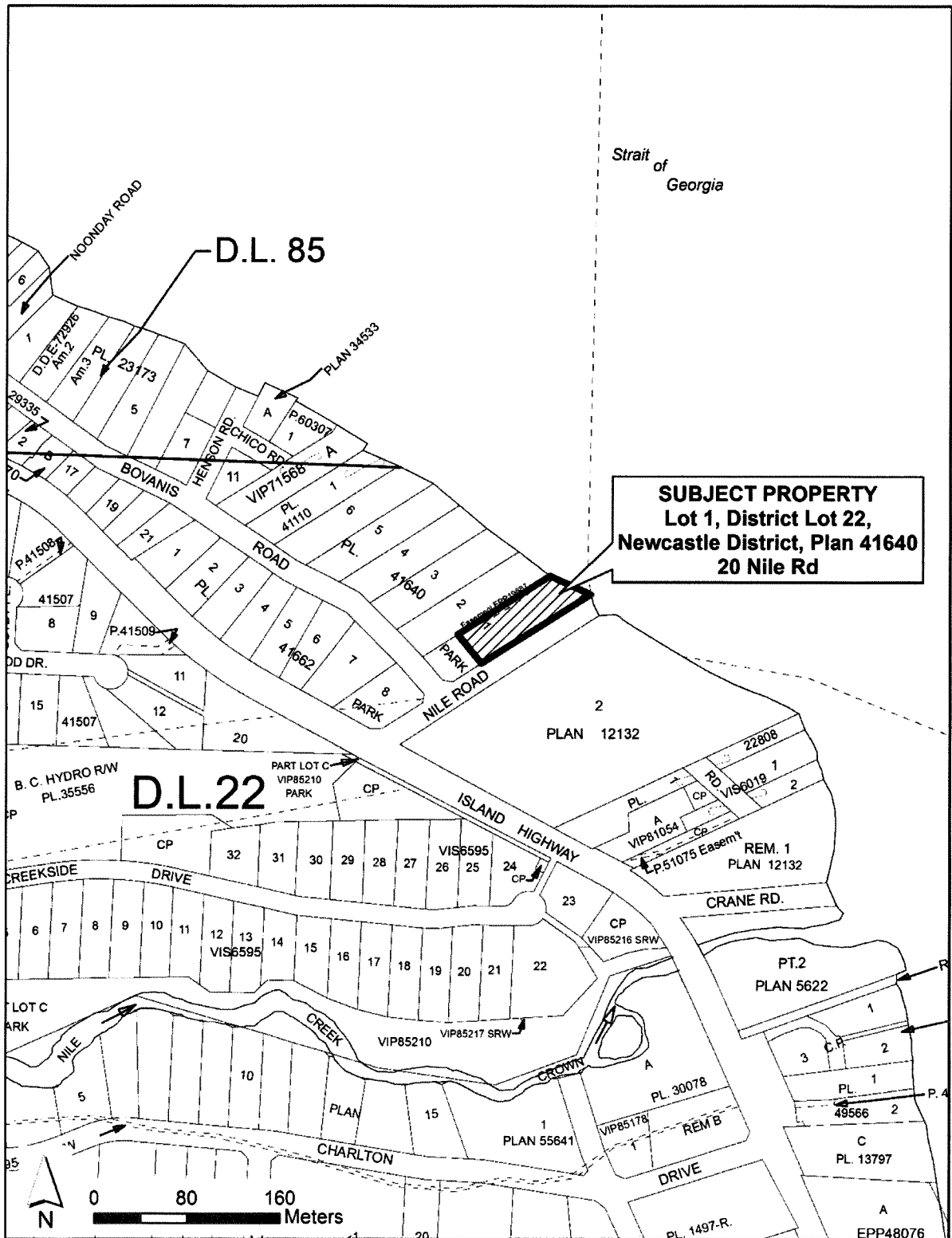
Reviewed by:

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

Attachments

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

Attachment 1
Subject Property Map



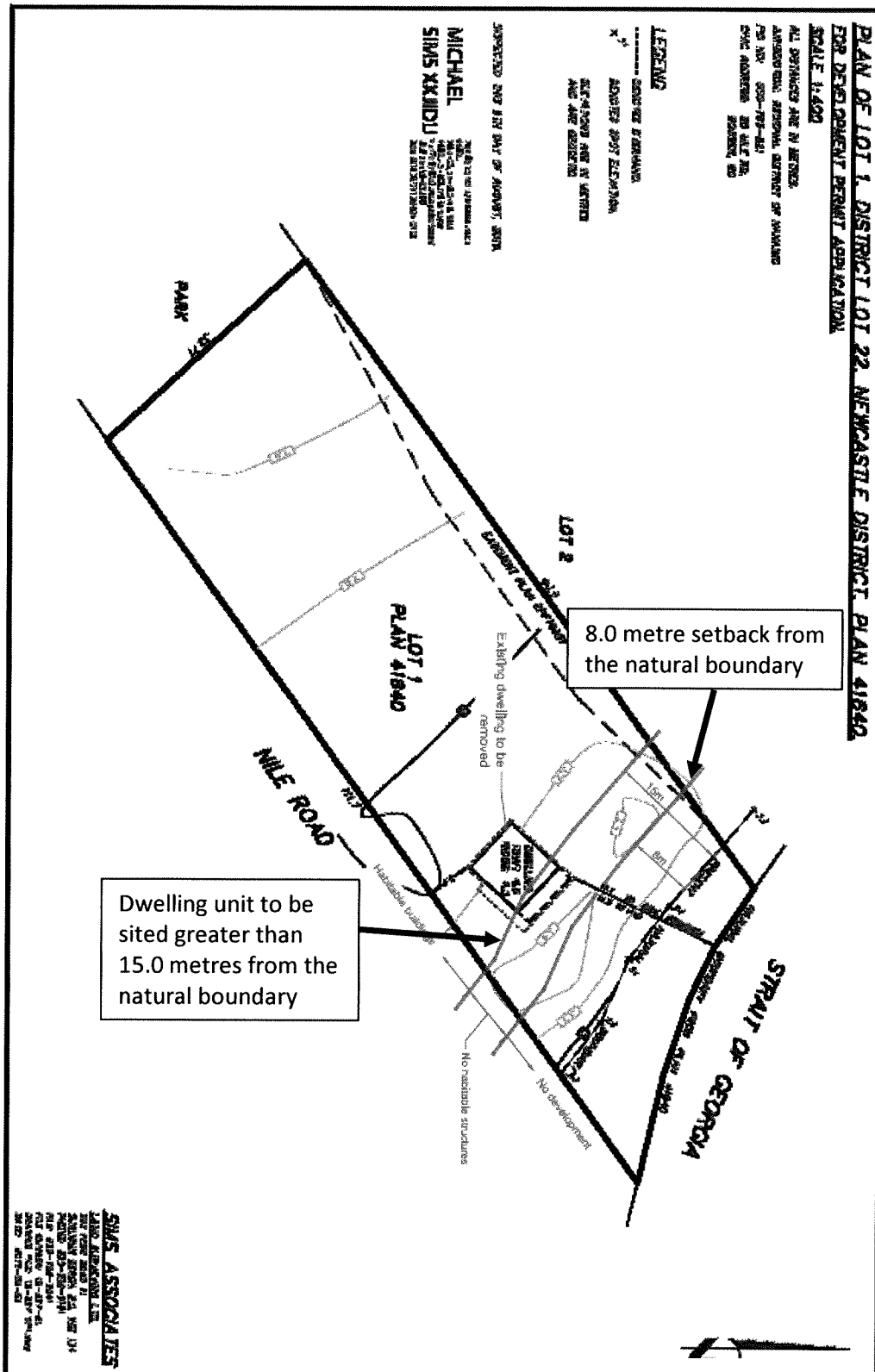
Attachment 2
Conditions of Permit

The following sets out the conditions of Development Permit No. PL2016-168:

Conditions of Approval

1. The site is developed in accordance with the Site Plan prepared by Sims Associates Land Surveying Ltd., dated August 9, 2016 and attached as Attachment 3.
2. The subject property shall be developed in accordance with the recommendations contained in the Environmental Assessment prepared by Aquaparian Environmental Consulting, dated December 21, 2016.
3. The subject property shall be developed in accordance with the recommendations contained in the Geotechnical Assessment prepared by Simpson Geotechnical Ltd., dated November 7, 2016.
4. Staff shall withhold the issuance of this Permit until the applicant, at the applicant's expense, registers a Section 219 Covenant on the property title containing the Geotechnical Assessment prepared by Simpson Geotechnical Ltd., dated November 7, 2016, and includes a save harmless clause that releases the Regional District of Nanaimo from all losses and damages as a result of the potential hazard.
5. The property owner shall obtain the necessary permits for construction in accordance with the Regional District of Nanaimo building regulations.

Attachment 3
 Proposed Site Plan



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

FROM: Stephen Boogaards
Planner **FILE:** PL2016-181

SUBJECT: **Development Permit and Site Specific Exemption Application No. PL2016-181**
Lot 1, District Lot 36, and Part of the Bed of the Strait of Georgia, Newcastle District
Plan 38771
6919 Island Highway West – Electoral Area ‘H’

RECOMMENDATION

That the Board approve Development Permit No. PL2016-181 and Site Specific Floodplain Bylaw exemption to permit an addition to a detached hotel unit subject to the conditions outlined in Attachments 2 to 4.

SUMMARY

The applicant has applied for a development permit and Site Specific Exemption to build an addition onto an existing detached hotel unit/temporary accommodation unit. The existing unit is located within the Hazard Lands and Environmentally Sensitive Features Development Permit Area (DPA), and will be located below the Flood Construction Level of the “Regional District of Nanaimo Floodplain Management Bylaw No. 1469, 2006” (Floodplain Bylaw). The applicant has submitted a Flood Construction Level, Steep Slope Hazardous Area and Watercourse Setback Assessment Report dated January 20, 2017 (Revised January 24, 2017) by Emerald Sea Engineering to comply with the DPA guidelines and criteria for a Site Specific Exemption. Given that the DPA guidelines have been met and the applicant demonstrates the proposal complies with Site Specific Exemption criteria in the RDN Floodplain Bylaw, staff recommends approval subject to conditions outlined in Attachments 2 to 4.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Oasis Renovations on behalf of Robert Frew and Katherine Rath to permit an addition to a detached hotel unit. The subject property is approximately 1.56 hectares in area and is zoned Commercial 5 Zone (CM5), pursuant to “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”. The property is located within the Bowser Village Centre and adjacent to the Strait of Georgia (see Attachment 1 – Subject Property Map).

The property currently contains nine detached hotel units and one dwelling unit. As a CM5 zoned property, only one of the units may be used as a dwelling, which allows for year round accommodation. The one dwelling unit on the property is currently being used for a caretaker. The property is serviced by Bowser Waterworks District community water system.

The proposed development is subject to the following Development Permit Areas (DPA) per the “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Bylaw No. 1335, 2003”:

- Environmentally Sensitive Features DPA for Coastal Areas;
- Hazard Lands DPA;
- Bowser Village; and
- Fish Habitat DPA.

Proposed Development and Site Specific Exemption Application

The applicant proposes a 34 m² addition to a detached hotel unit on the subject property. Due to the location of the addition in relation to the natural boundary of the sea, the proposed addition is subject to DPAs for the protection of habitat in coastal areas and the protection of property from flooding or other hazardous conditions. The addition will also not comply with “Regional District of Nanaimo Floodplain Management Bylaw No. 1469, 2006”. The RDN Floodplain Bylaw requires a Flood Construction Level (FCL) for the underside of a wooden floor system of a habitable area to be 1.5 metres above the natural boundary of the sea. The existing detached hotel unit is below the required FCL and the addition does not meet exemption criteria for small additions in the Floodplain Bylaw. The proposed addition will be approximately 45% of the non-conforming habitable floor space. As FCL is not being met, the applicant has applied for a Site Specific Exemption to the RDN Floodplain Bylaw.

Land Use Implications

The applicant proposes to construct the addition to the detached hotel unit within the Hazard Land DPA and below the 1.5 metre FCL in the RDN Floodplain Bylaw. Since the proposed addition is greater than 25% of the habitable floor area of the non-conforming building, the proposed addition does not meet any of the general exemptions in the RDN Floodplain Bylaw and will require a Site Specific Exemption. Criteria for a Site Specific Exemption include a report from a Geotechnical Engineer that confirms the property can be safely used for the intended use and is protected from the 1 in 200 year flood.

The applicant has provided the Flood Construction Level, Steep Slope Hazardous Area and Watercourse Setback Assessment Report dated January 20, 2017 (Revised January 24, 2017), prepared by Emerald Sea Engineering, in accordance with the Association of Professional Engineers and Geoscientists of BC (APEG) Guidelines pertaining to flood hazard assessments in a changing climate. The report considered water levels, wave runup, and sea level rise (for 50 years) to estimate a 200 year FCL of 4.27 Geodetic Survey of Canada (GSC) datum for the bottom of the joists, whereas the main floor elevation of the existing building is 4.52 metres GSC. For comparison, the RDN Floodplain Bylaw requires an FCL of 5.0 metres. The Geotechnical Engineer confirms that the elevation is suitable for the intended use, being a detached hotel unit, and the proposed development will not have a detrimental impact on the environment or adjoining properties.

Consistent with “Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation”, the Geotechnical Engineer report identifies that the property can be used safely for the proposed use and discusses the land use justification for the Site Specific Exemption. The justification for the exemption is to locate the addition at the same elevation as the existing building, rather than elevating the addition above the rest of building. If the addition was to meet the RDN Floodplain Bylaw FCL, it would require several steps from the existing cottage, which is

intrusive to the use of the building particularly since the unit is protected from flooding by a raised berm and its distance from the natural boundary. As a condition of the Hazard Lands DPA and the Site Specific Exemption, staff recommends that the applicant be required to register a Section 219 restrictive covenant with the Flood Construction Level, Steep Slope Hazardous Area and Watercourse Setback Assessment Report dated January 20, 2017 (Revised January 24, 2017), prepared by Emerald Sea Engineering, and includes a save harmless clause that releases the RDN from all losses and damages as a result of potential hazards (see Attachment 2 – Conditions of Permit).

The Bowser Centre DPA guidelines also apply to the detached hotel use on the property. Consistent with the guidelines, the addition to the unit is at a small scale in a similar form to other existing tourist commercial cottages on the property (see Attachment 4 – Building Elevations). Further, the existing detached hotel unit and proposed addition resembles a dwelling unit in form and scale rather than a commercial use.

Environmental Implications

The report Flood Construction Level, Steep Slope Hazardous Area and Watercourse Setback Assessment Report dated January 20, 2017 (Revised January 24, 2017), prepared by Emerald Sea Engineering, also addresses requirements under the Fish Habitat DPA. The Geotechnical Engineer, who is also a Qualified Environmental Professional (QEP) under the Riparian Area Regulations (RAR), reviewed a drainage course originating from a ravine on the property and flowing into the sea. The QEP determines that since the drainage channel is not connected to fish bearing waters, the RAR does not apply.

The QEP also reviewed the proposed addition in relation to the Environmentally Sensitive Features DPA for Coastal Areas. Within the 30.0 metre DPA, the proposed construction will only affect existing lawn and the driveway. The QEP identifies recommendations to plant native shrubs and vegetation between the shoreline and the unit. One fir tree will need to be removed; however, this is located outside of the DPA.

Intergovernmental Implications

The property is affected by a mapped archaeological site, though the proposed addition is outside of the mapped area. The application has been referred to the provincial Archaeology Branch, and the agency has advised that a Heritage Alteration permit is not required at this time; however, if an archaeological site is encountered during development, owners and operators must halt activities and contact the Archaeology Branch for direction. Qualicum First Nation has also been made aware of the development proposal.

ALTERNATIVES

1. To approve Development Permit No. PL2016-181 subject to the conditions outlined in Attachments 2 to 4.
2. To deny Development Permit No. PL2016-181.

FINANCIAL IMPLICATIONS

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

STRATEGIC PLAN IMPLICATIONS

Staff have reviewed the proposed development and note that the proposal has no implications for the 2016 – 2020 Board Strategic Plan.



Stephen Boogaards
sboogaards@rdn.bc.ca
January 24, 2017

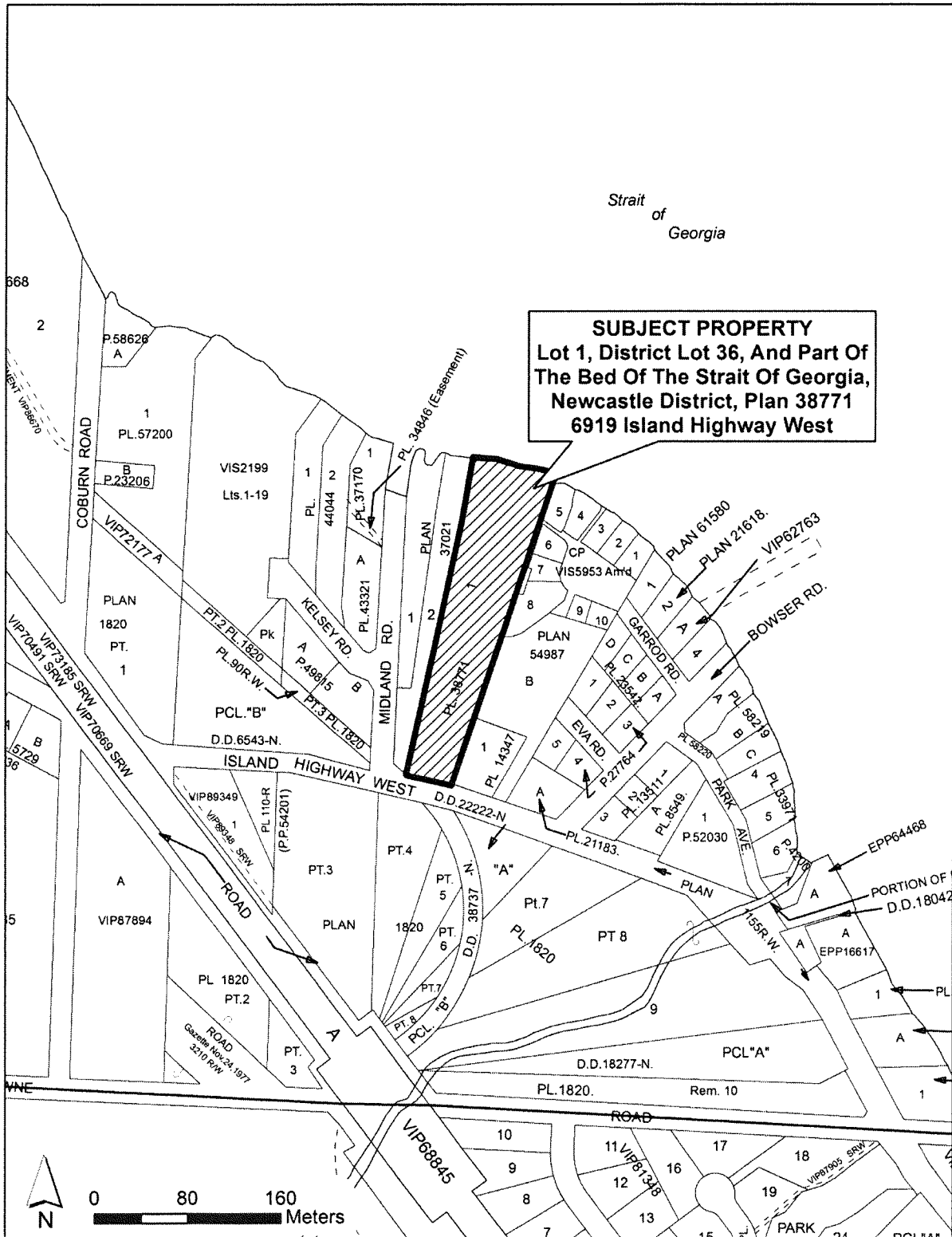
Reviewed by:

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

Attachments

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

Attachment 1
Subject Property Map



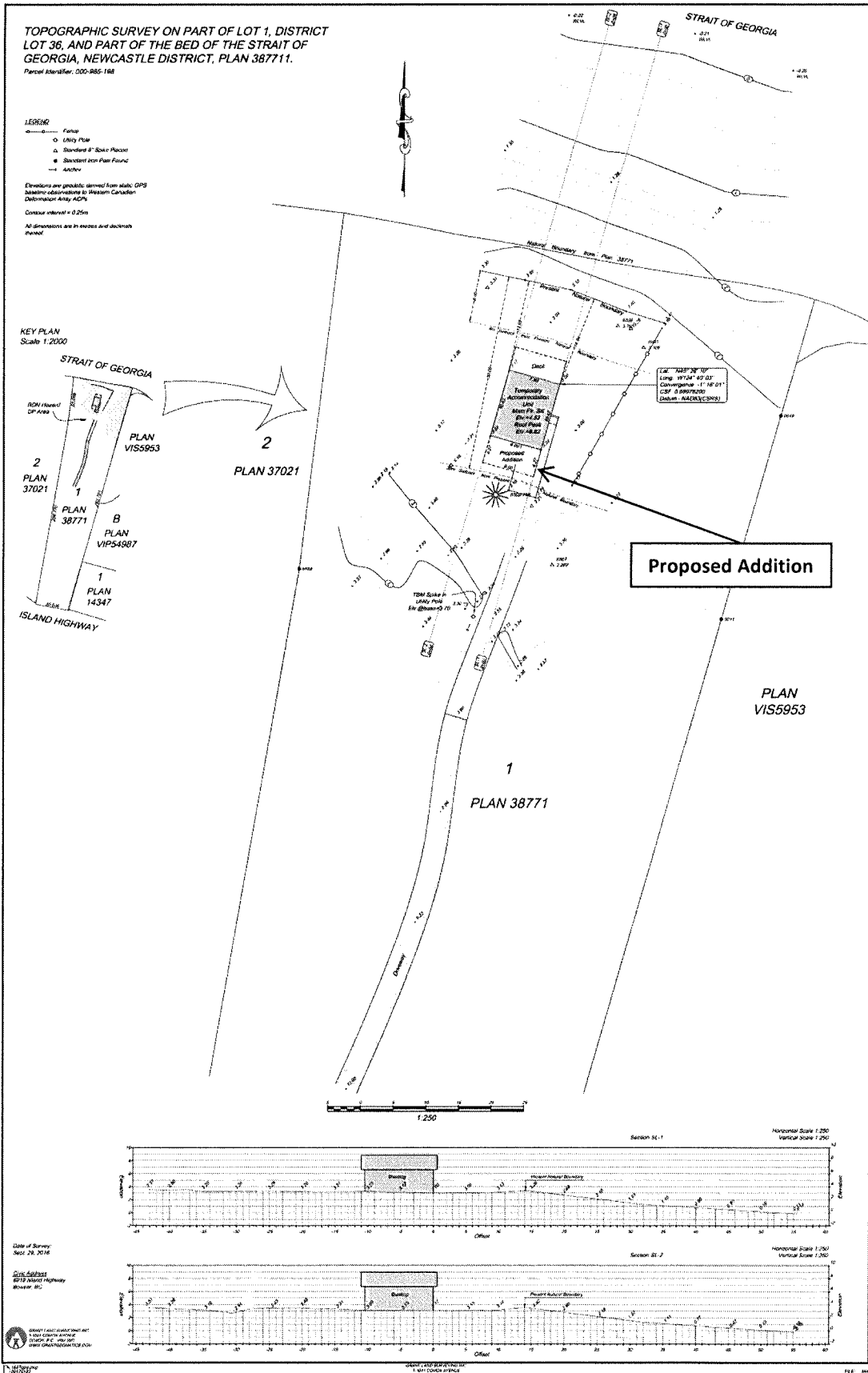
Attachment 2
Conditions of Permit

The following sets out the conditions of Development Permit No. PL2016-181:

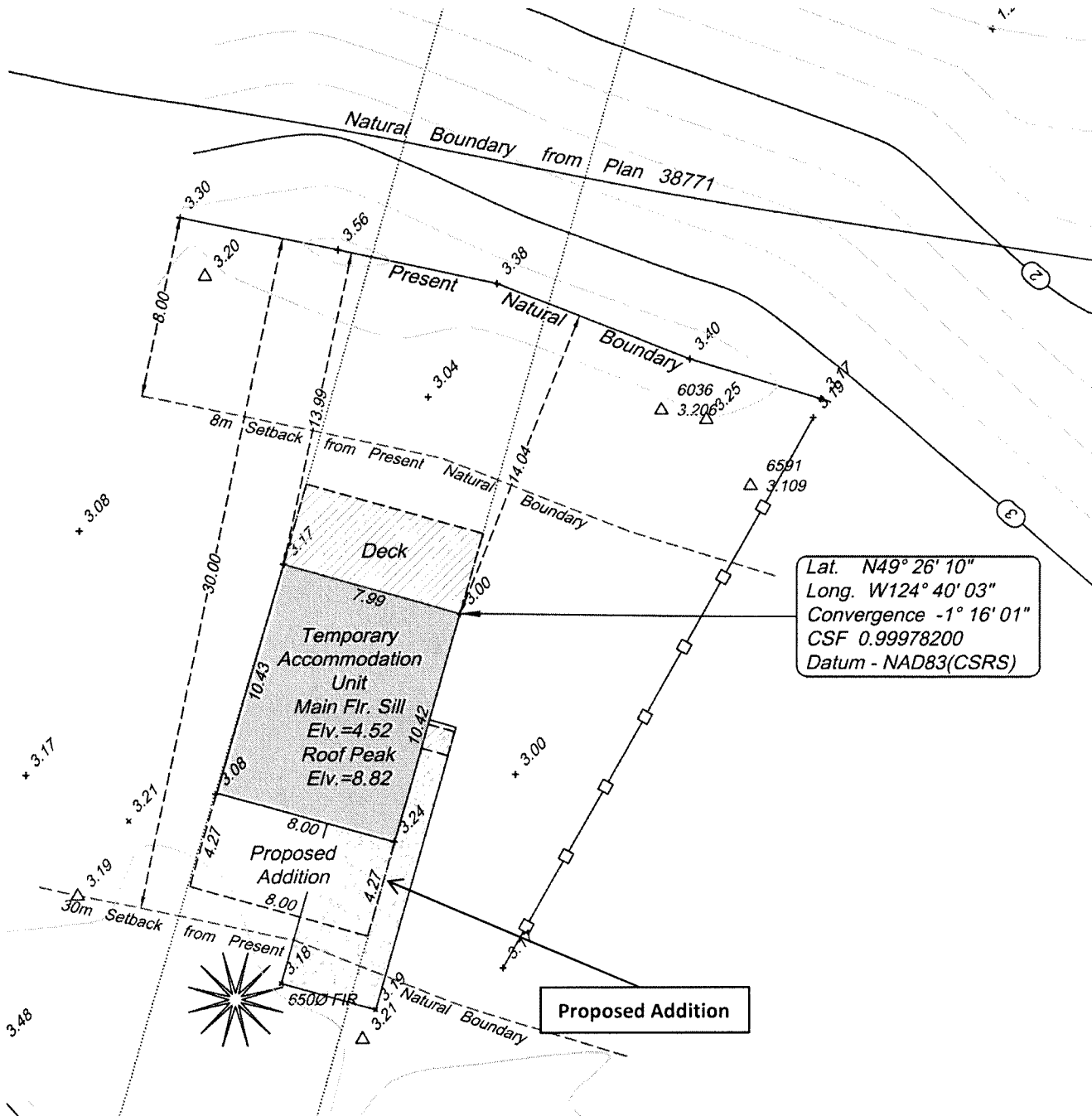
Conditions of Approval

1. The site is developed in accordance with the Survey Plan prepared by Grant Land Surveying Inc., dated September 29, 2016 and attached as Attachment 3.
2. The proposed development is in general compliance with the plans and elevations prepared by Oasis Renovations, dated November 28, 2016 and attached as Attachment 4.
3. The subject property shall be developed in accordance with the recommendations contained in the Flood Construction Level, Steep Slope Hazardous Area and Watercourse Setback Assessment Report dated January 20, 2017 (Revised January 24, 2017), prepared by Emerald Sea Engineering.
4. Staff shall withhold the issuance of this Permit until the applicant, at the applicant's expense, registers a Section 219 Covenant on the property title containing the Flood Construction Level, Steep Slope Hazardous Area and Watercourse Setback Assessment Report dated January 20, 2017 (Revised January 24, 2017), prepared by Emerald Sea Engineering, and includes a save harmless clause that releases the Regional District of Nanaimo from all losses and damages as a result of the potential hazard.
5. The property owner shall obtain the necessary permits for construction in accordance with the Regional District of Nanaimo Building Regulations as replaced or amended.

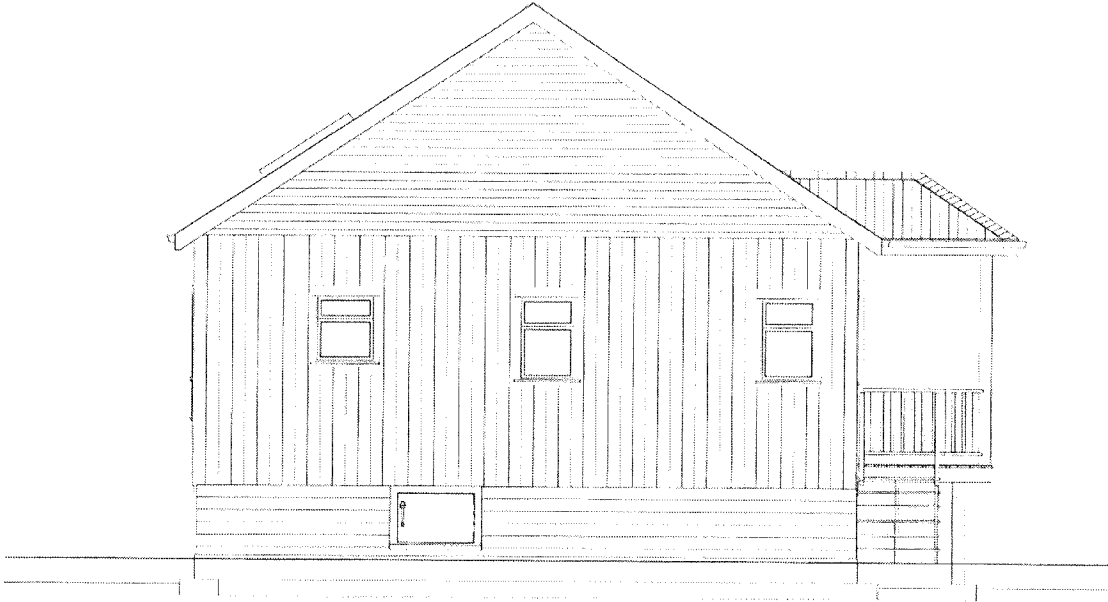
Attachment 3
Proposed Site Plan (1 of 2)



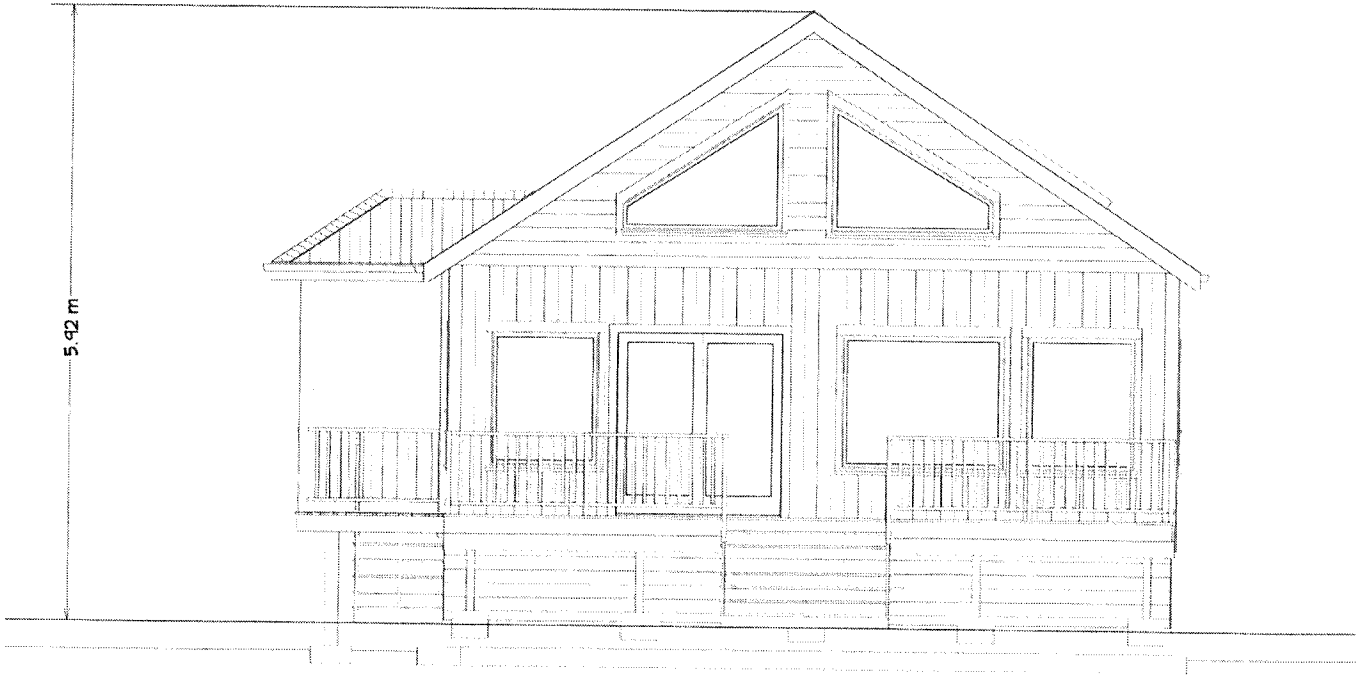
**Attachment 3
 Proposed Site Plan (2 of 2)**



**Attachment 4
Building Elevations**



SOUTH ELEVATION



NORTH ELEVATION

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

FROM: Angela Buick
Planner **FILE:** PL2016-176

SUBJECT: **Development Permit with Variance Application No. PL2016-176**
Lot A, Section 13, Range 8, Cranberry District, Plan 20523
2005 Hemer Road – Electoral Area ‘A’

RECOMMENDATIONS

1. That the Board approve Development Permit with Variance No. PL2016-176 to permit the construction of an accessory building subject to the terms and conditions outlined in Attachments 2 to 4.
2. That the Board direct staff to complete the required notification for Development Permit with Variance No. PL2016-176.

SUMMARY

A development permit with variance application was received for the purpose of siting an accessory building. The application includes a variance to the east lot line setback from 8.0 metres to 6.0 metres and a variance to the setback from the natural boundary of the Nanaimo River from 30.0 metres to 15.0 metres. Given that the Development Permit Area guidelines have been met, the applicants have attempted to reduce the footprint of the building and there are no negative impacts anticipated as a result of the proposed variance, staff recommends that the Board approve the development permit with variance pending the outcome of public notification and subject to the terms and conditions outlined in Attachments 2 to 4.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from David Moss and Laura Foran, owners of the subject property, to permit the construction of an accessory building (garage). The property lies parallel to the Nanaimo River and is fully within the Nanaimo River Floodplain. The subject property is approximately 2.5 hectares in size and is split-zoned Residential 2 (RS2) Subdivision District ‘D’ and Agriculture 1 (AG1) Zone, pursuant to “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”. The property fronts Hemer Road to the north and is bordered on the west by the Nanaimo River, and by agricultural land to the east (see Attachment 1 – Subject Property Map). The property currently contains a dwelling unit and two small sheds and is serviced by a well and on-site septic system.

The existing dwelling unit was constructed in 1993. The construction of the dwelling unit was supported by two Board of Variance (BOV) approvals; one to relax the setback of the house from the Nanaimo River and one to allow an increase in the height. As the Province was responsible for the floodplain management at that time, the Ministry of Environment, Lands and Parks also approved both the setback and the height variances.

Since that time, the Regional District of Nanaimo adopted the “Regional District of Nanaimo Floodplain Management Bylaw No. 1469, 2006” (Floodplain Bylaw) that specifies Flood Construction Levels and setback requirements. As the proposed accessory building is not intended for habitable space and is for the storage of goods not damageable by floodwaters, the proposed development complies with the RDN Floodplain Bylaw - General Flood Construction Level Exemptions. Additionally, the development is exempt from the Nanaimo River Floodplain Development Permit Area pursuant to “Regional District of Nanaimo Electoral Area ‘A’ Official Community Plan Bylaw No. 1620, 2011”. Given that the proposal meets the RDN Floodplain Bylaw and Nanaimo River Floodplain DPA exemption provisions, the development is only subject to the Watercourse and Fish Habitat Protection DPA per the “Regional District of Nanaimo Electoral Area ‘A’ Official Community Plan Bylaw No. 1620, 2011”.

Proposed Development and Variance

The proposed development includes the construction of an accessory building and associated riparian planting. A Watercourse and Fish Habitat Protection Development Permit is required as the proposed development is located within the 30.0 metre Riparian Assessment Area and within the Stream Protection Enhancement Area (SPEA) as determined by a Qualified Environmental Professional (QEP). In addition, the applicant proposes to vary the following regulations from the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”:

- **Section 3.4.1.3 Minimum Setback Requirements** from 8.0 metres to 6.0 metres for the lot line to the east.
- **Section 3.3.8 b) ii) Setbacks to Watercourses, excluding the Sea** from 30.0 metres from the Nanaimo River to 15.0 metres.

Land Use Implications

In support of this application, the applicant has submitted a Riparian Area Regulation Assessment Report prepared by Aquaparian Environmental Consulting Ltd., dated November 1, 2016 and revised December 19, 2016 that was also submitted to the Ministry of Environment, Fisheries and Oceans Canada. This report identifies the SPEA as being 30.0 metres and also provides justification for a “hardship” under the RAR to allow the proposed accessory building to encroach into the SPEA. To offset the impact of the SPEA encroachment, the applicant is required to install plantings within the SPEA to enhance the riparian area. The report includes a landscaping plan and a cost estimate for the required SPEA enhancement plantings. Pursuant to the Watercourse and Fish Habitat Protection DPA guidelines, the applicant is required to provide a landscaping security deposit for materials and labour in the amount of \$1,160. A post development report is also required to be completed by a QEP to ensure the construction and enhancement planting are carried out as recommended (see Attachment 2 – Terms and Conditions of the Permit).

The applicant has provided the following land use justification in support of the requested variances: The lot configuration of the subject property is long and narrow and abuts the Nanaimo River. With a 30.0 metre setback to the Nanaimo River and an 8 metre setback requirement from all other lot lines, it is impossible to site an accessory building in the only usable portion of the property without attaining the requested variances. Almost the entire property is within the Riparian Assessment Area and SPEA with the exception of 15.0 metres at the northern property line being above the natural boundary. This portion of the lot is used as an access point and would not be suitable to site a building. The proposed building location is the only possible area to site a building.

The applicant has made attempts to minimize the footprint of the building and will be enhancing the riparian area by installing riparian vegetation in exchange for the encroachment into the SPEA. The applicant has attempted to reduce the SPEA encroachment and disruption by moving the building closer to the property line east and retaining two trees, thereby requiring an additional variance in relation to the eastern property line setback. Given these considerations, staff are satisfied the applicant has provided reasonable land use justification to address the guidelines in “Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation”.

Public Consultation Implications

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

ALTERNATIVES

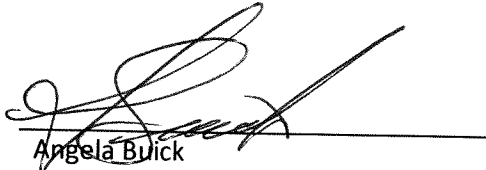
1. To approve Development Permit with Variance No. PL2016-176 subject to the terms and conditions outlined in Attachments 2 to 4.
2. To deny Development Permit with Variance No. PL2016-176.

FINANCIAL IMPLICATIONS

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

STRATEGIC PLAN IMPLICATIONS

Staff have reviewed the proposed development and note that the proposal will be in keeping with the 2016 – 2020 Board Strategic Plan. The strategic priority labelled “Focus on the Environment” states that the Board will prepare for and mitigate the impact of environmental events. The Development Permit Area guideline requirement for the protection and enhancement of the SPEA is consistent with this strategic priority.



Angela Buick
abuick@rdn.bc.ca
January 31, 2017

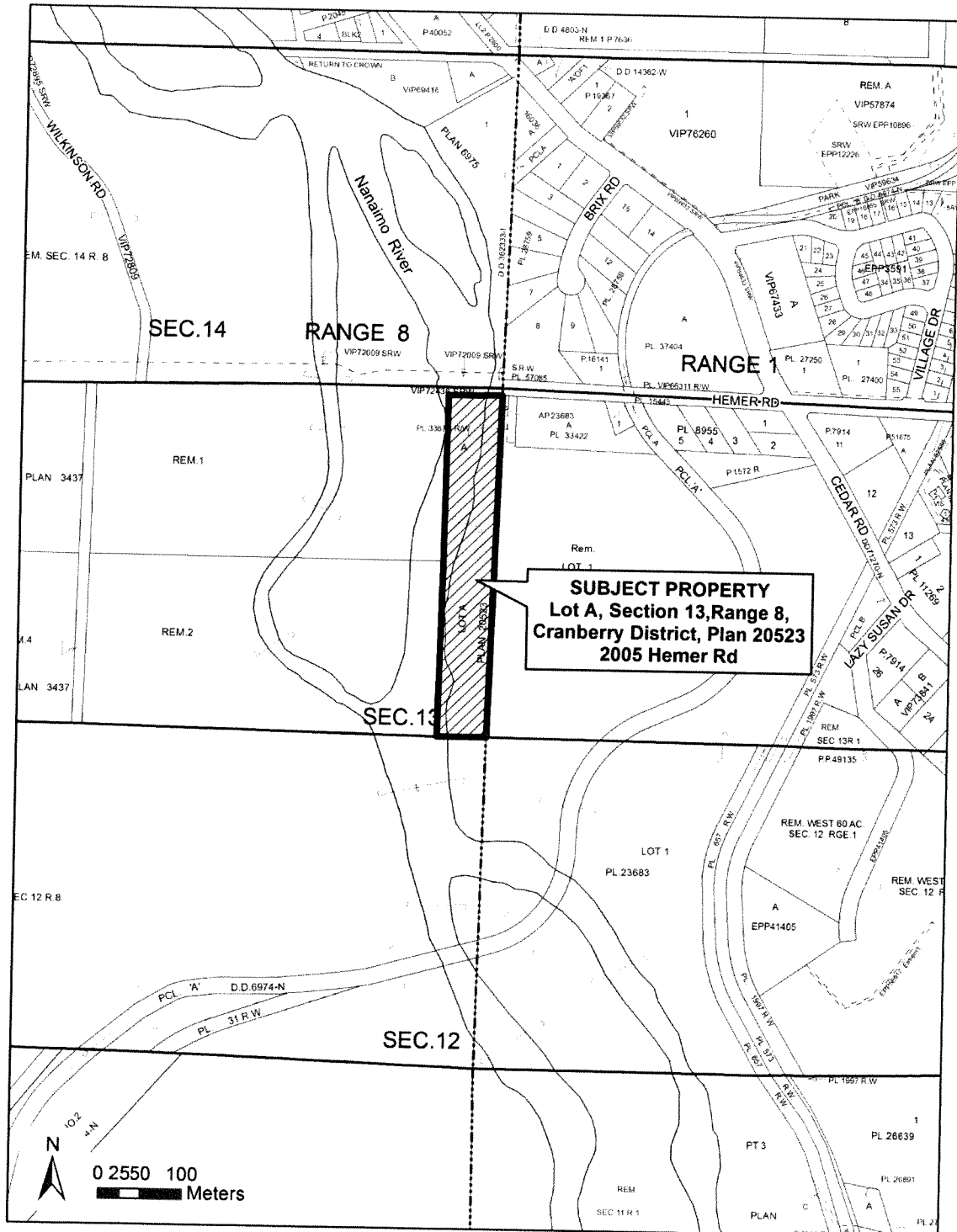
Reviewed by:

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

Attachments

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

**Attachment 1
 Subject Property Map**



Attachment 2
Terms and Conditions of Permit

The following sets out the terms and conditions of Development Permit with Variance No. PL2016-176:

Bylaw No. 500, 1987 Variances

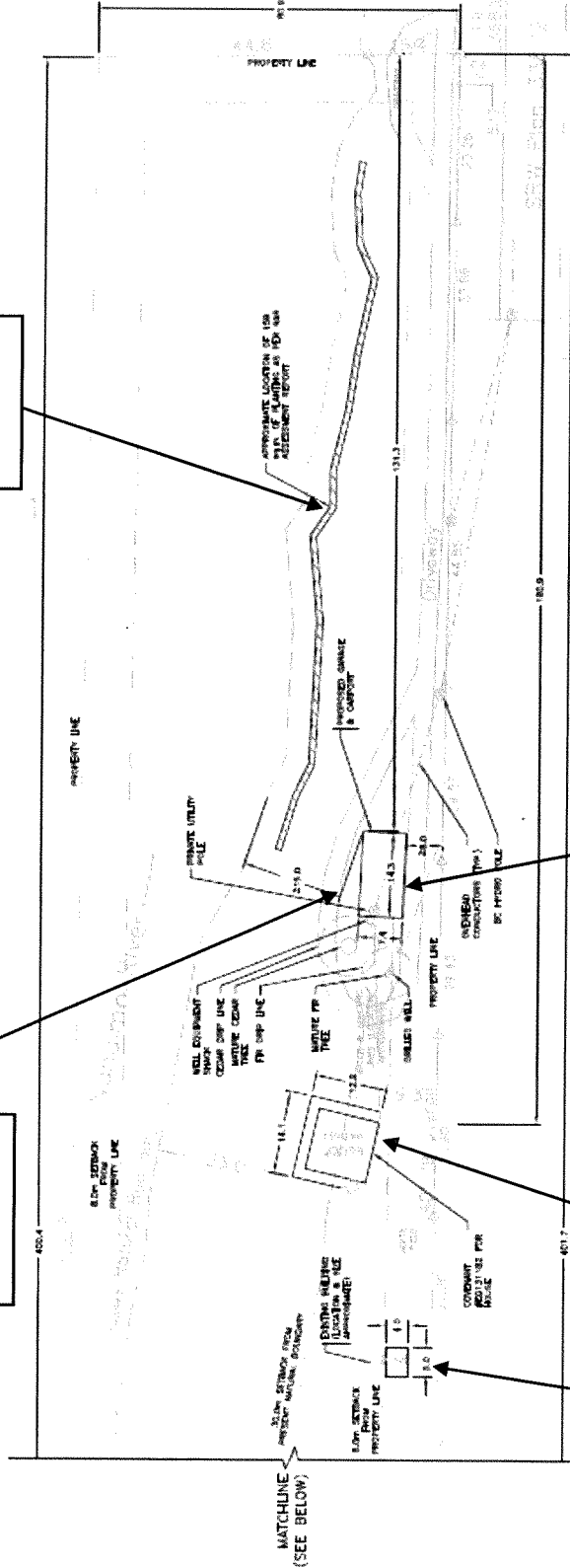
With respect to the lands, “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” is varied as follows:

1. **Section 3.4.1.3 Minimum Setback Requirements** from 8.0 metres to 6.0 metres for the lot line to the east.
2. **Section 3.3.8 b) ii) Setbacks to Watercourses, excluding the Sea** from 30.0 metres from the Nanaimo River to 15.0 metres.

Conditions of Approval

1. The site is developed in accordance with the Site Plan prepared by David Moss dated January 19, 2017.
2. The proposed development is in general compliance with the plans and elevations prepared by David Moss dated January 19, 2017 and attached as Attachment 4.
3. The subject property shall be developed in accordance with the recommendations contained in the Riparian Areas Regulation: Assessment Report prepared by Aquaparian Environmental Consulting Ltd. dated November 1, 2016, revised December 19, 2016 and Addendum Letter dated January 19, 2017.
4. The proposed landscaping shall be provided and maintained in accordance with the landscaping plan as part of the Riparian Areas Regulation: Assessment Report prepared by Aquaparian Environmental Consulting Ltd. dated November 1, 2016, revised December 19, 2016 and Addendum Letter dated January 19, 2017.
5. The applicant shall provide a landscaping security in the amount of \$1,160.
6. Staff shall withhold the issuance of this Permit until the applicant, at the applicant’s expense, registers a Section 219 Covenant on the property title confirming the accessory building will be used as a garage, carport, or storage building not used for the storage of goods damageable by flood waters, toxic materials or materials that may contaminate the environment and to include a save harmless clause that releases the Regional District of Nanaimo from all losses and damages as a result of the potential hazard.
7. The property owner shall obtain the necessary permits for construction in accordance with the Regional District of Nanaimo Building Regulations as replaced or amended.

Attachment 3
Proposed Site Plan and Variances
(Page 1 of 2)



Proposed Riparian Enhancement Landscaping. Approximately 159 square metres of linear planting being one metre in width.

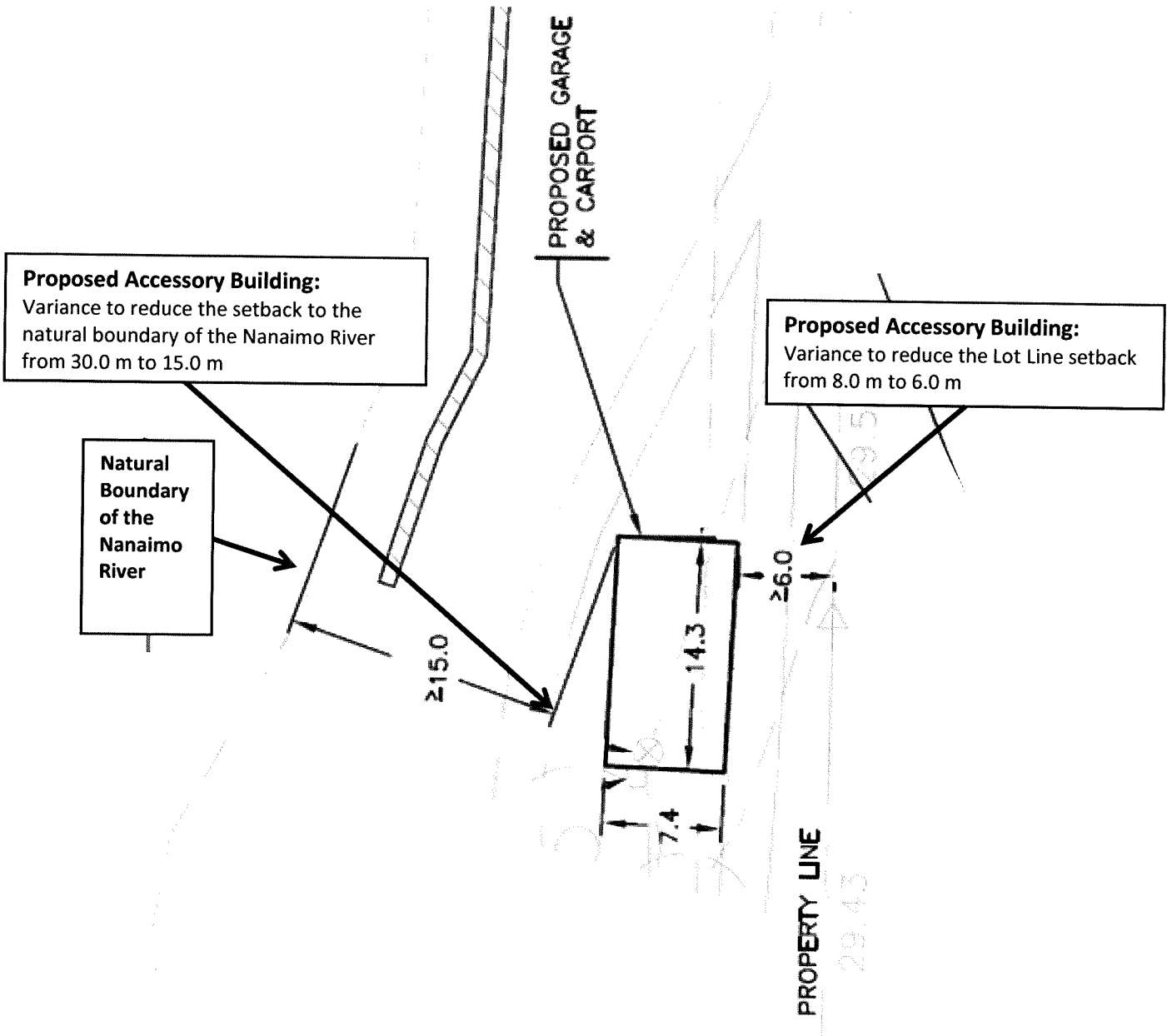
Proposed Accessory Building:
 Variance to reduce the Lot Line setback from 8.0 m to 6.0 m

Proposed Accessory Building:
 Variance to reduce the setback to the natural boundary of the Nanaimo River from 30.0 m to 15.0 m

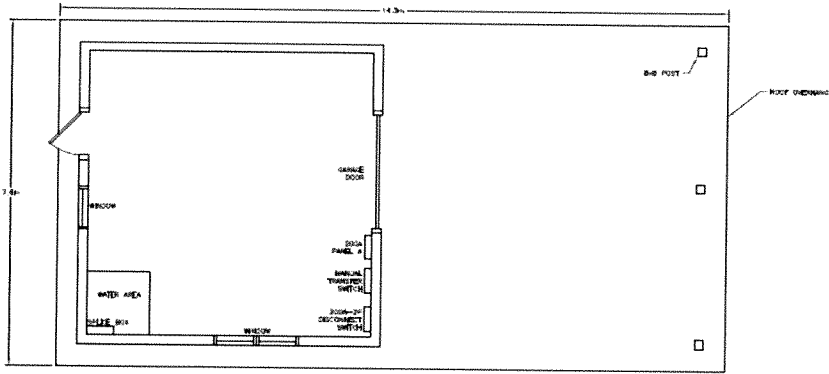
Existing House

Existing Shed

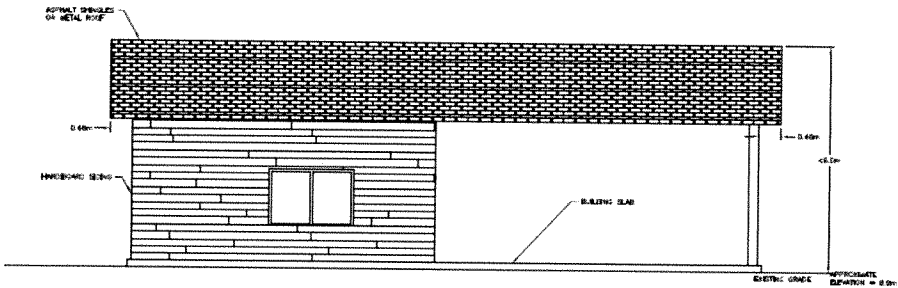
Attachment 3
Proposed Site Plan and Variances
(Page 2 of 2)



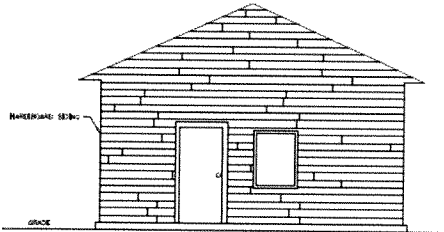
**Attachment 4
 Plans and Elevations**



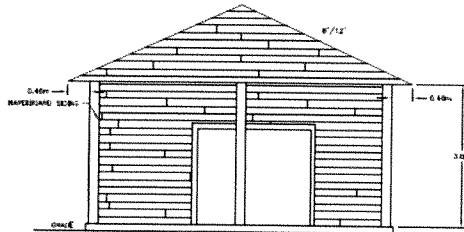
FLOOR PLAN



EAST ELEVATION



SOUTH ELEVATION



NORTH ELEVATION

TO: Electoral Area Services Committee **MEETING:** February 14, 2017
FROM: Sarah Preston **FILE:** PL2016-184
 Planning Technician
SUBJECT: **Development Permit with Variance Application No. PL2016-184**
Lot 2, District Lot 16, Newcastle District, Plan 10527
2739 Van Isle Road – Electoral Area ‘H’

RECOMMENDATIONS

1. That the Board approves Development Permit with Variance No. PL2016-184 to permit the demolition of an existing dwelling unit and construction of a new dwelling unit and raised patio subject to the terms and conditions outlined in Attachments 2 to 5.
2. That the Board directs staff to complete the required notification for Development Permit with Variance No. PL2016-184.

SUMMARY

The Regional District of Nanaimo (RDN) has received a development permit with variance application from Ross and Garda Coburn for the demolition of an existing dwelling unit and subsequent construction of a new dwelling unit with a raised patio. The proposed development activity is within an Environmentally Sensitive Features Development Permit Area for the protection of coastal areas and a Hazard Lands Development Permit Area due to flood hazard. A variance for dwelling unit height has been requested in order to meet the recommended flood construction level. Given that the development permit area guidelines have been met and negative impacts are not anticipated as a result of the proposed development, it is recommended that the Board approve a development permit with variance pending the outcome of public notification and subject to the conditions outlined in Attachments 2 to 5.

BACKGROUND

The RDN has received an application from Peter Jorgensen of Jorgensen/Osmond Ltd. on behalf of Ross and Garda Coburn to permit the demolition of an existing dwelling unit, and subsequent construction of a two story dwelling unit with a raised patio. The existing dwelling unit is proposed to be demolished due to fire damage.

The subject property is approximately 0.19 hectares in area and is zoned Residential 2 (RS2), Subdivision District ‘M’, pursuant to “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”. The property is located just off Island Highway West in a pocket of RS2 zoned parcels abutting the Dunsmuir Village Centre, in an area characterized by Rural and Agricultural zoned properties (see Attachment 1 – Subject Property Map).

The property contains an existing dwelling unit and is serviced by the Qualicum Bay - Horne Lake Water District and on-site sewerage.

The proposed development is subject to the Environmentally Sensitive Features (ESF) Development Permit Area for coastal areas as well as the Hazard Lands Development Permit Area (DPA), per the "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Bylaw No. 1335, 2003".

Proposed Development and Variance

The proposed development includes the construction of a 7.92 metre high, two-story dwelling unit on the subject property. In order to meet the flood construction level (FCL) recommended by the applicants geotechnical Engineer, the applicant is requesting a 1.15 metre height variance. The applicant proposes to vary the following regulation from the "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987":

Section 3.4.62 – Maximum Number and Size of Buildings and Structures to increase the maximum dwelling unit height from 8.00 metres to 9.15 metres for the proposed dwelling unit.

Land Use Implications

The applicant proposes to demolish an existing single-story dwelling unit and construct a new two-story dwelling unit with raised patio, within the subject property. In support of the application, the applicant has submitted a site plan prepared by JE Anderson and Associates, building elevations prepared by Jorgensen/Osmond Ltd., and a Geotechnical Hazard Assessment prepared by Lewkowich Engineering Associates Ltd.

The Geotechnical Hazard Assessment has determined that the defined oceanic floodplain of the Strait of Georgia and neighbourhood creeks are the only potential geotechnical hazards within the area of the subject property. The Engineer recommends a FCL of 4.8 metres geodetic for any new residential construction based on Association of Professional Engineers and Geoscientists of BC best practices, which take into account factors impacting sea level rise. The Assessment concludes that the site is considered safe and suitable for the intended purpose, and the proposed development will not result in a detrimental impact on the subject property or adjoining properties, provided that the recommendations of the Assessment are followed. Recommendations include, but are not limited to, the following: that all construction be carried out within the requirements and recommendations of the environmental consultant; that the residence be built upon a foundation with crawlspace designed to allow for straightforward house lifting to accommodate changes in sea level rise and/or the present natural boundary over time; and that backflow preventers be installed in all sewer and drainage piping.

The new dwelling unit and raised patio is proposed to be sited along the 15.00 metre setback to the sea established by the floodplain bylaw. Siting of the new dwelling unit is consistent with the Residential 2 zone. Design height is also within zoning bylaw regulations however, in order to meet the recommended FCL, the dwelling unit must be elevated, projecting it an additional 1.07 metres above natural grade. It is estimated that the finished height will be approximately 8.99 metres. The applicant's rationale for the requested height variance is that current zoning regulations do not take into account flood hazard due to changing climatic conditions. In order to safely develop the site for its intended use, it is necessary to elevate habitable structures that would otherwise conform with height regulations. Staff visited the site January 20, 2017 and note that the proposal is not anticipated to have any negative aesthetic impact on views, the streetscape, or neighbourhood character. Though the neighbouring dwelling unit on the south side of the property will be set further back from the natural boundary of the sea than the proposed new dwelling unit location, existing trees and hedging already limit the view across the subject

property from the adjacent vantage point. Staff also notes that the proposed second story deck structure is modest, set well back from interior lot lines, and does not pose a significant intrusion on the privacy of neighbouring properties (see Attachment 4 – Building Elevations). Given that the applicant has provided sufficient rationale and the variance will not result in negative view implications for adjacent properties, the applicants have made reasonable efforts to address Board Policy B1.5 guidelines.

In addition to the proposed dwelling unit, the applicant also proposes to construct a 1.14 metre high retaining wall abutting the 15.00 metre setback in order to place fill for the construction of a raised, level entry patio along the rear elevation of the dwelling unit. Stairs shown on the left and right building elevations are proposed to allow access to rear yard space at the existing grade (see Attachment 4 – Building Elevations and Attachment 5 – Landscaping Plan). This is consistent with the floodplain bylaw setbacks to the sea, interior side lot line setbacks, and the recommendations of the Geotechnical Hazard Assessment; a retaining wall is required to prevent fill from entering the setback to the sea. Lewkowich Engineering Associates Ltd. confirms that the proposed raised patio and retaining wall should not have a significant impact related to the Geotechnical Hazard Assessment, provided it is reviewed by a Structural Engineer at building permit stage.

It is recommended that issuance of this permit be withheld until the applicant, at the applicant's expense, registers a Section 219 Covenant on the property title containing the Geotechnical Hazard Assessment by Lewkowich Engineering Associates Ltd. dated July 11, 2016, and includes a save harmless clause that releases the Regional District of Nanaimo from all losses and damages as a result of the potential hazard.

Environmental Implications

The proposed development is largely within the ESF DPA for the protection of coastal habitat and natural functions, as well as the Hazard Lands DPA due to the flood hazard presented by the Strait of Georgia and neighbourhood creeks. In support of this proposal, the applicant has submitted an Environmental Impact Assessment prepared by Toth and Associates Environmental Services dated January 9, 2017 and a re-vegetation landscape plan prepared by Sharp Design Landscape Group Ltd. dated January 15, 2017 as per the ESF DPA guidelines. At present, the backshore environment within the DPA consists of several mature arbutus and Douglas fir trees, and lawn area partially colonized by naturally occurring dune grasses.

A single existing arbutus is proposed to be removed from within the proposed building footprint. Toth and Associates Environmental Services has advised that the tree is in poor condition and that the proposed re-vegetation plan is adequate to mitigate any negative impact on the existing wildlife habitat value. It should also be noted that the fill required to construct the raised patio along the rear footprint has been assessed to have no negative impact on the root zone of the trees to be retained. The Environmental Impact Assessment has also recommended that hi-vis construction fencing be erected to protect the root zone of existing trees from compaction during site development activities.

As the Environmental Impact Assessment by Toth and Associates determined that existing conditions within the subject property provide minimal backshore habitat, it was recommended that native plant species be planted along the present natural boundary as well as at the base of existing trees, to restore and enhance coastal habitat values. The proposed re-vegetation landscape plan prepared by Sharp Design Landscape Group Ltd. is based on the recommendations of the Environmental Impact Assessment for species selection, planting area, density, and ratio of native to cultivated species. Selected species are noted by staff to possess varying degrees of tolerance to salt, contribute to habitat values (foraging, perching), and to provide shoreline stability functions (root system type). A cost

estimate in the amount of \$3,601.50 for materials and labour was provided along with the re-vegetation landscape plan.

It is recommended that the applicant provide a landscape security in the full amount of the cost estimate as a condition of issuance, and that landscaping be provided in general conformance with the recommendations of the Environmental Impact Assessment and the landscape plan.

It is recommended that site development activities be carried out in accordance with the recommendations of the Environmental Impact Assessment, including but not limited to the recommendation that temporary hi-vis construction fencing be erected prior to site development activities, that burning of demolition waste not occur within the 30 metre coastal Development Permit area, and that demolition and construction materials be prevented from being blown offsite by prevailing winds.

Intergovernmental Implications

Given that the subject property is within proximity of known archaeological sites, the property owners contacted Ursus Heritage Consulting to conduct a site visit and determine if the proposed development will impact protected archaeological remnants. The Archaeologist noted that there are no obvious exposed cultural deposits and that there are no known archaeological sites on the subject property. A Heritage Alteration permit is not required at this time; however, if archaeological remnants are encountered during development, owners and operators must halt activities and contact the Archaeology Branch for direction. This application has been forwarded to the Qualicum First Nation for their information.

Public Consultation Implications

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

ALTERNATIVES

1. To approve Development Permit with Variance No. PL2016-184 subject to the terms and conditions outlined in Attachments 2 to 5.
2. To deny Development Permit with Variance No. PL2016-184.

FINANCIAL IMPLICATIONS

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

STRATEGIC PLAN IMPLICATIONS

Staff have reviewed the proposed development and note that the proposal will be in keeping with the 2016 – 2020 Board Strategic Plan. The Plan's "Focus on the Environment" states that the Board will focus on protecting and enhancing the environment in all decisions. The DPA guideline requirement for a biological Assessment helps ensure that site-specific environmentally sensitive features are identified and that the impacts of development on the environment are identified and mitigated. The Plan's

“Focus on the Environment” also states that the Board will prepare for and mitigate the impact of environmental events. The DPA guidelines requirement for a Geotechnical Hazard Assessment meets this goal by ensuring that the potential impact of environmental events are assessed on a site by site basis and measures are imposed to mitigate that impact.



Sarah Preston
spreston@rdn.bc.ca
January 23, 2017

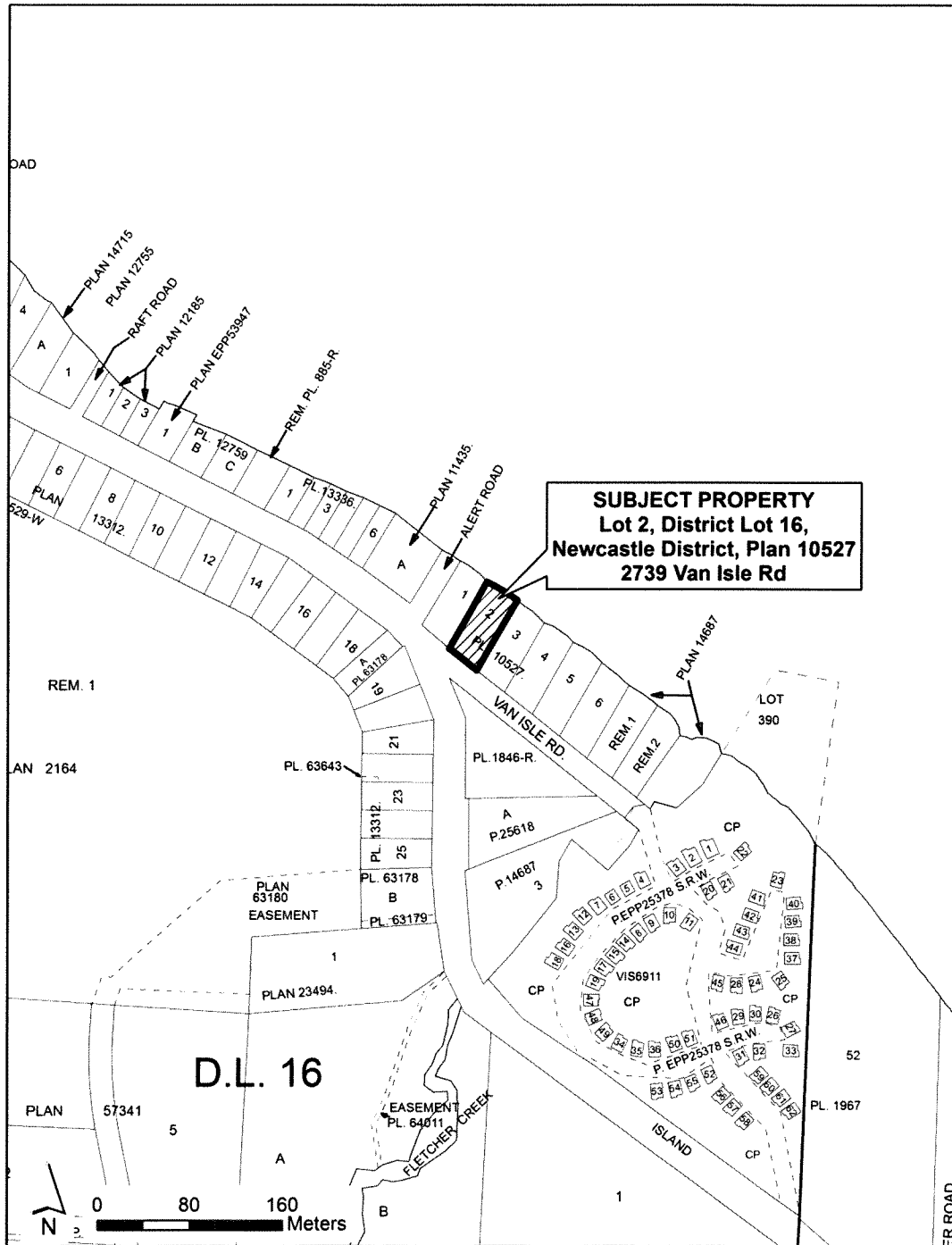
Reviewed by:

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

Attachments

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

**Attachment 1
Subject Property Map**



Attachment 2 Terms and Conditions of Permit

The following sets out the terms and conditions of Development Permit with Variance No. PL2016-184:

Bylaw No. 500, 1987 Variances

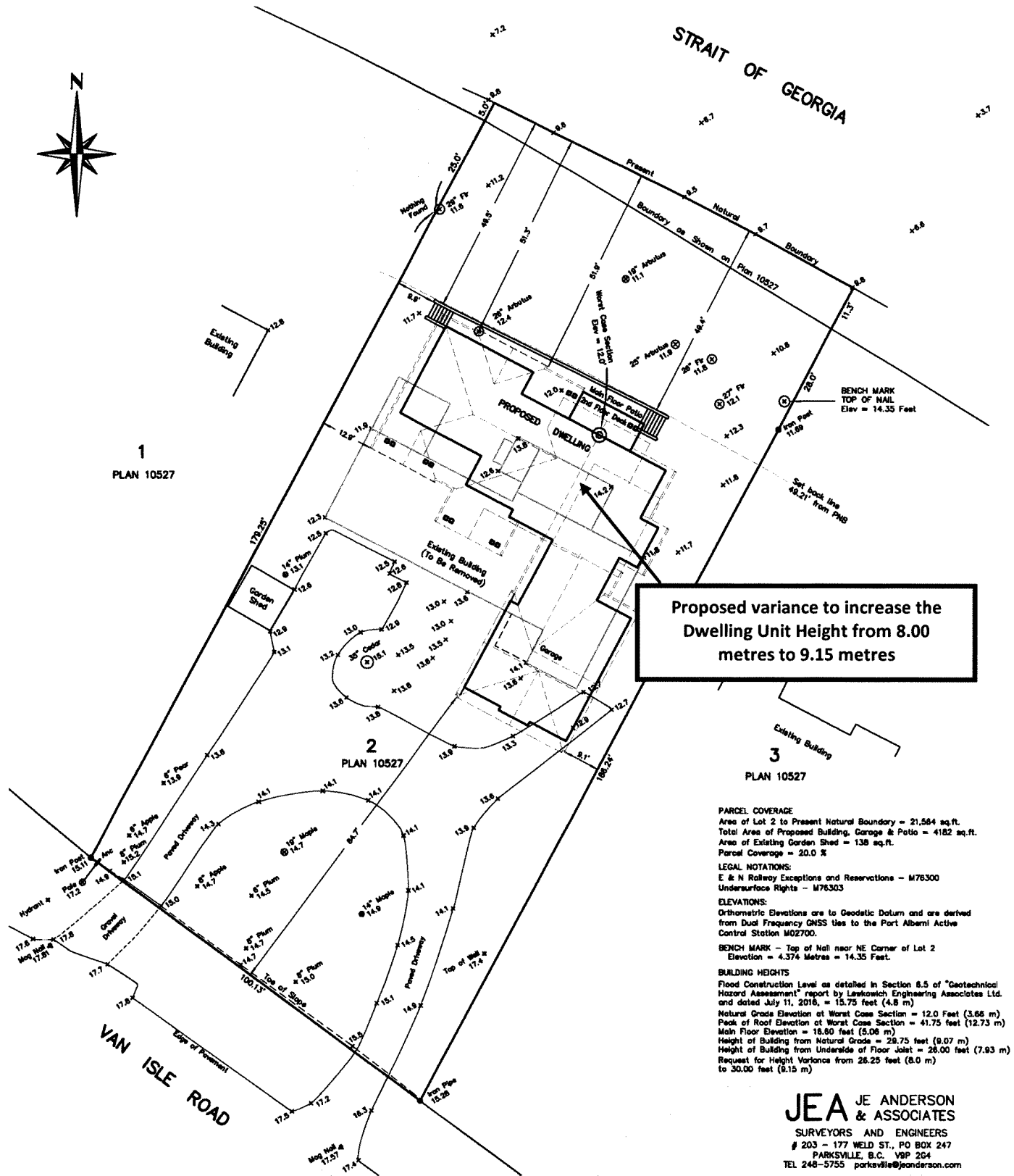
With respect to the lands, “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” is varied as follows:

Section 3.4.62 – Maximum Number and Size of Buildings and Structures to increase the maximum dwelling unit height from 8.0 metres to 9.15 metres for the proposed dwelling unit.

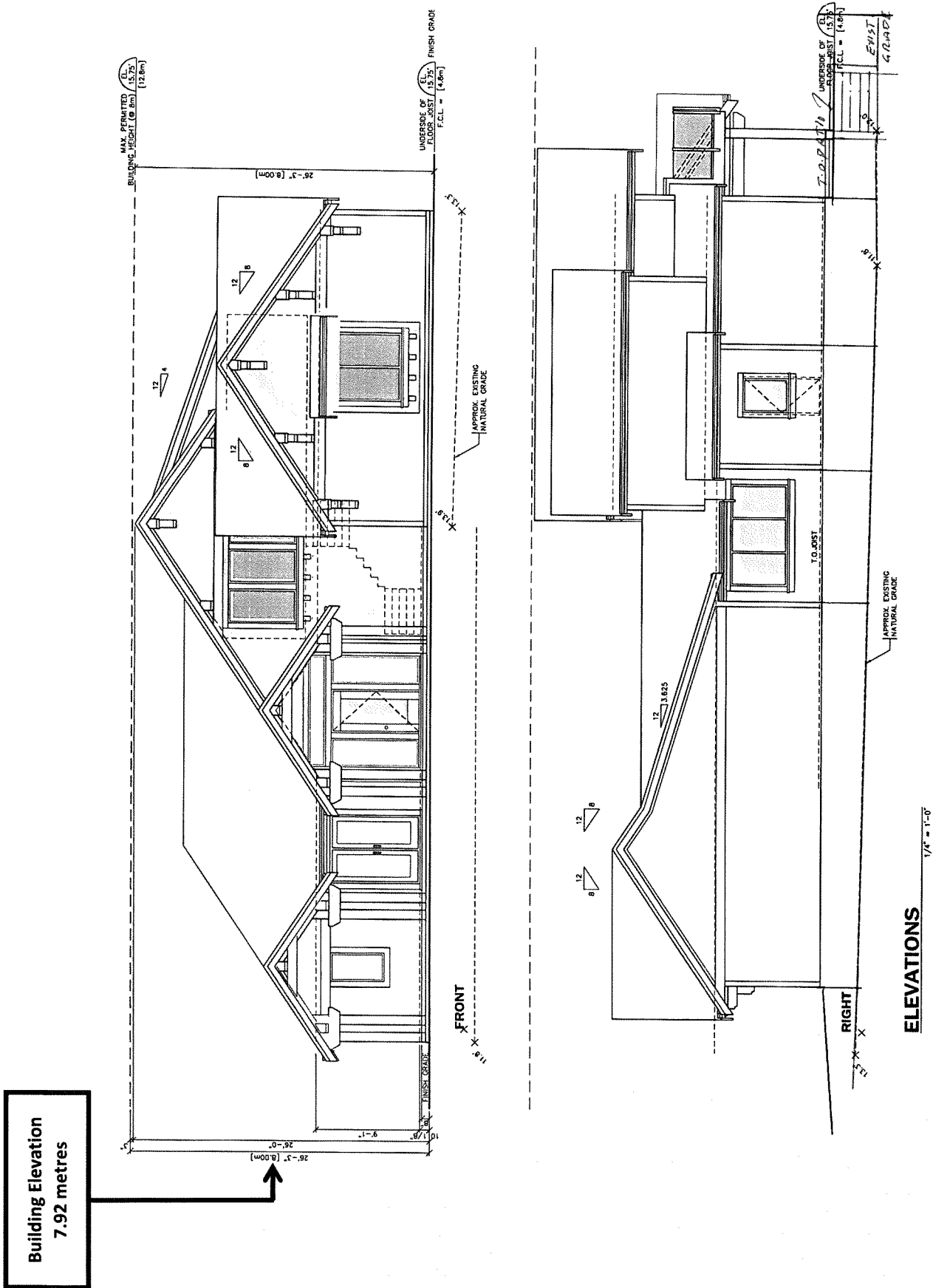
Conditions of Approval

1. The site is developed in accordance with the Site Plan prepared by JE Anderson & Associates, dated December 14, 2016 and attached as Attachment 3.
2. The proposed development is in general compliance with the plans and elevations prepared by Jorgensen/Osmond Ltd., dated May 13, 2016 and attached as Attachment 4.
3. The subject property shall be developed in accordance with the recommendations contained in the Environmental Impact Assessment prepared by Toth and Associates Environmental Services, dated January 9, 2017, including: the installation of hi-vis construction fencing within 4 metres of the trees to be retained in the central rear yard area, prior to the commencement of demolition and construction activities; that the burning of demolition waste not occur within the 30 metre coastal Development Permit area; and that demolition and construction materials be prevented from being blown offsite by prevailing winds.
4. The proposed landscaping shall be provided and maintained in accordance with the Landscaping Plan prepared by The Sharp Design Landscape Group Ltd. dated January 5, 2017 and attached as Attachment 5, and the recommendations contained in the Environmental Impact Assessment prepared by Toth and Associates Environmental Services, dated January 9, 2017.
5. Staff shall withhold the issuance of this Permit until the applicant provides a landscaping security in the amount of \$3,601.50, which shall be considered for release after a period of one year where the Regional District of Nanaimo (RDN) is in receipt of a letter prepared by a landscape professional, confirming that the landscaping has been installed and maintained in accordance with the aforementioned Landscaping Plan and Environmental Impact Assessment, and upon completion of a satisfactory site visit by RDN staff.
6. The subject property shall be developed in accordance with the recommendations contained in the Geotechnical Hazard Assessment prepared by Lewkowich Engineering Associates Ltd. dated July 11, 2016.
7. Staff shall withhold the issuance of this Permit until the applicant, at the applicant’s expense, registers a Section 219 Covenant on the property title, in a form acceptable to the Regional District of Nanaimo, containing the Geotechnical Hazard Assessment prepared by Lewkowich Engineering Associates Ltd. dated July 11, 2016, and includes a save harmless clause that releases the Regional District of Nanaimo from all losses and damages as a result of the potential hazard.
8. The property owner shall obtain the necessary permits for construction in accordance with the Regional District of Nanaimo Building Regulations as replaced or amended.

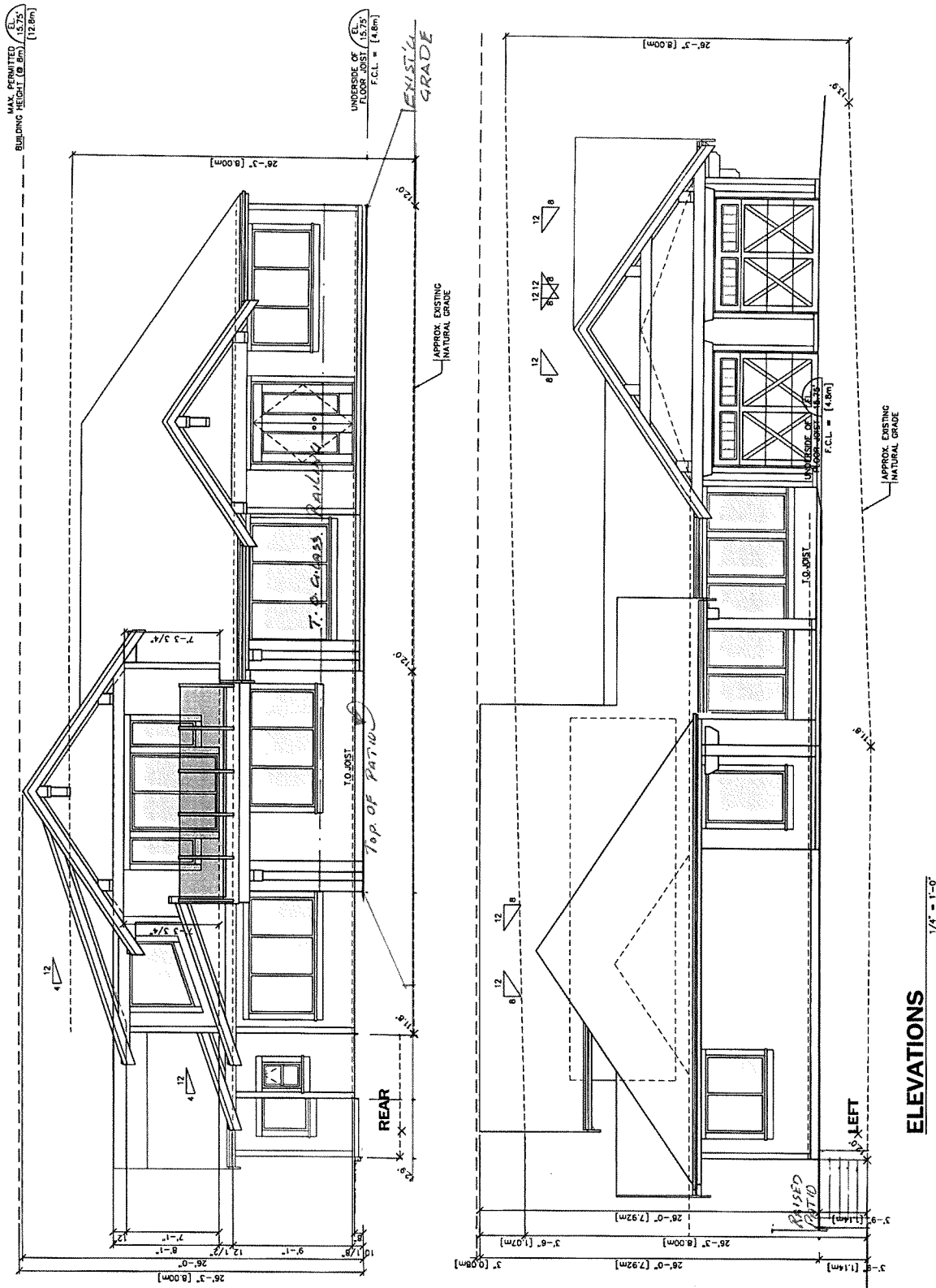
**Attachment 3
 Proposed Site Plan and Variances**



Attachment 4
Building Elevations (1 of 2)



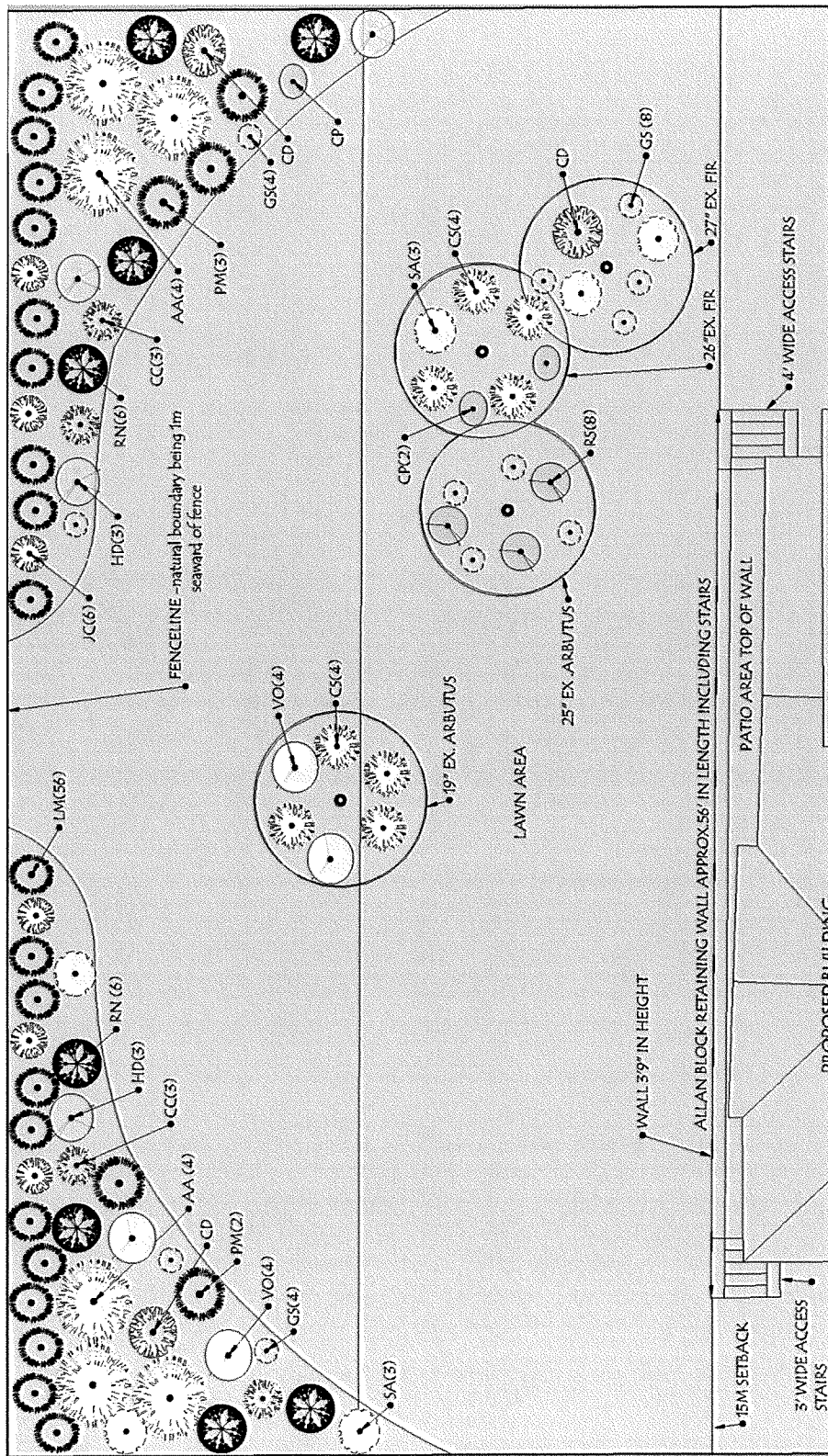
Attachment 4
Building Elevations (2 of 2)



ELEVATIONS

1/4" = 1'-0"

Attachment 5
Landscaping Plan (1 of 2)



Attachment 5
 Landscaping Plan (2 of 2)

Plant List and Key

Key	Botanical Name	Common Name	Pot Size	Qty.
AA	<i>Amelanchier alnifolia</i>	Saskatoon Berry	#2	8
RS	<i>Ribes sanguineum</i>	Red Flowering Current	#2	8
HD	<i>Holodiscus discolor</i>	Oceanspray	#2	6
CS	<i>Cornus stoloifera</i>	Red Osier Dogwood	#2	8
RN	<i>Rosa nutkana</i>	Nootka Rose	/	Salvage on site 12
VO	<i>Vaccinium ovatum</i>	Evergreen Huckleberry	#2	8
GS	<i>Gaultheria shallon</i>	Salal	#2	16
SA	<i>Symphoricarpus albus</i>	Common Snowberry	#2	6
LM	<i>Leymus mollis</i>	Dunegrass	/	Salvage on site 56
CD	<i>Crataegus douglasii</i>	Black Hawthorne	#2	3
CC	<i>Corylus cornuta</i>	Beaked Hazelnut	#2	6
CP	<i>Chamaecyparis pisifera</i>	False Cypress	#2	4
JC	<i>Juniperis conferta</i>	Shore Juniper	#2	6
PM	<i>Pinus mugo</i>	Mugo Pine	#2	5

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

FROM: Sarah Preston **FILE:** PL2016-191
Planning Technician

SUBJECT: **Development Variance Permit Application No. PL2016-191**
Lot A, Block 1502, Nanoose District, Plan VIP67725
2225 Alberni Highway – Electoral Area ‘F’

RECOMMENDATIONS

1. That the Board approve Development Variance Permit No. PL2016-191 to reduce the front lot line setback from 4.5 metres to 3.0 metres to accommodate a kiosk subject to the terms and conditions outlined in Attachments 2 to 4.
2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2016-191.

SUMMARY

The Regional District of Nanaimo Recreation and Parks Services department has applied for a variance to the Institutional/Community Facility Zone Front Lot Line Setback to accommodate the installation of a kiosk at the Station Road trail head of the Coombs Rails-with-Trails. In order to accommodate other users within the rail corridor and satisfy Vancouver Island Rail Corridor Rail-with-Trail Design Guidelines as per the Regional District of Nanaimo’s License of Occupation Agreement (LOA) with the Island Corridor Foundation (ICF), the kiosk must be sited 3.0 metres from the front lot line. Recreation and Parks Services has received approval for the proposed location from the Ministry of Transportation and Infrastructure (MOTI), with whom the department has worked closely to design a pedestrian crossing at the intersection of Alberni Highway and Station Road. Given that “Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation”, has been met and no negative impacts are anticipated as a result of the proposed variance, staff recommends that the Board approve the development variance permit pending the outcome of public notification and subject to the terms and conditions outlined in Attachments 2 to 4.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Joan Michel of Recreation and Parks Services on behalf of ICF to permit the installation of a kiosk at the Station Road trail head of the Coombs Rails-with-Trails. The subject property is approximately 9.66 hectares in area and is zoned Institutional/Community Facility 2 (T-2), pursuant to “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002”. This section of rail corridor is located along the east boundary of the Alberni Highway abutting the Coombs Village Centre and the Bellevue/Church Road

Rural Separation Boundary Area (see Attachment 1 – Subject Property Map). The region is characterized by a mix of zones supporting agricultural, commercial, and residential uses.

Proposed Development and Variance

The applicant is requesting a variance to reduce the front lot line setback to accommodate the installation of a kiosk at the Coombs Rails-with-Trails trail head located at the intersection of Alberni Highway and Station Road. The proposed kiosk is 1.0 metre long by 3.0 metres wide by 2.82 metres in height. The applicant proposes to vary the following regulations from the “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002”:

Section 4.21.2.e)i) – Minimum Setback from Front and Exterior Side Lot Lines to reduce the minimum Front Lot Line Setback from 4.5 metres to 3.0 metres for a Rails-with-Trails trail head kiosk.

Land Use Implications

In support of the application, the applicant has submitted draft civil drawings prepared by Koers & Associates Engineering Ltd. dated October 2014 (Drawing No. 1424-03, Revision 4, December 5, 2016), building plans by Timber Frames by Timbersmith dated October 2011 (Wider Version), and a copy of the RDN’s LOA with ICF.

The proposed kiosk is part of the Coombs Rails-with-Trails trail head design, which includes a pedestrian crossing at the intersection of Alberni Highway and Station Road. The applicant’s justification for the requested variance is that in order to ensure adequate sight lines for the pedestrian crossing, it was necessary to work around the location of future passenger rail infrastructure. The future infrastructure consists of a siding that will split from the existing rail line, moving east to west between the existing tracks and trail head. As the LOA guidelines impose setback and separation requirements between rails, trails, and accompanying infrastructure, space between the trail and existing tracks is not available to accommodate trail head furnishings, such as the kiosk. The only remaining option is to accommodate the proposed kiosk between the trail and the Alberni Highway frontage within the front lot line setback. Given that the applicant has provided sufficient rationale and the variance will not result in negative sight line implications for adjacent transportation corridors, the applicants have made reasonable efforts to address Board Policy B1.5 guidelines.

Environmental Implications

A Development Permit issued in 2015 for Watercourse and Fish Habitat protection did not include plans for the proposed kiosk. Staff are in receipt of a letter from D.R. Clough Consulting dated January 4, 2017 indicating that the existing riparian area assessment and sediment management plan are sufficient to address the installation of the proposed kiosk. Development Permit No. PL2015-158 for the protection of Fish Habitat and Watercourses applies to the proposed development; no further development permits are required.

Intergovernmental Implications

Recreation and Parks Services submitted an email from MOTI dated September 20, 2016 confirming their support of the proposed kiosk location. Staff have reviewed the proposed development and note that the proposal has no other implications related to intergovernmental relations.

Public Consultation Implications

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

ALTERNATIVES

1. To approve Development Variance Permit No. PL2016-191 subject to the conditions outlined in Attachments 2 to 4.
2. To deny Development Variance Permit No. PL2016-191.

FINANCIAL IMPLICATIONS

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

STRATEGIC PLAN IMPLICATIONS

Staff have reviewed the proposed development and note that the proposal will be in keeping with the 2016 – 2020 Board Strategic Plan. The Plan's "Focus on Service and Organizational Excellence" states that the Board will advocate for transit improvements and active transportation. Supporting the implementation of the Rails-with-Trails project is in keeping with the Board's strategic priority to advocate for active transportation. Another strategic priority is the Plan's "Focus on Relationships" where the Board states that it will look for opportunities to partner with other branches of government/community groups to advance our region. By approving the proposed variance, the Board will support efforts to implement active transportation strategies in co-operation with community groups seeking to advance our region through the creation of passenger rail opportunities.



Sarah Preston
spreston@rdn.bc.ca
January 26, 2017

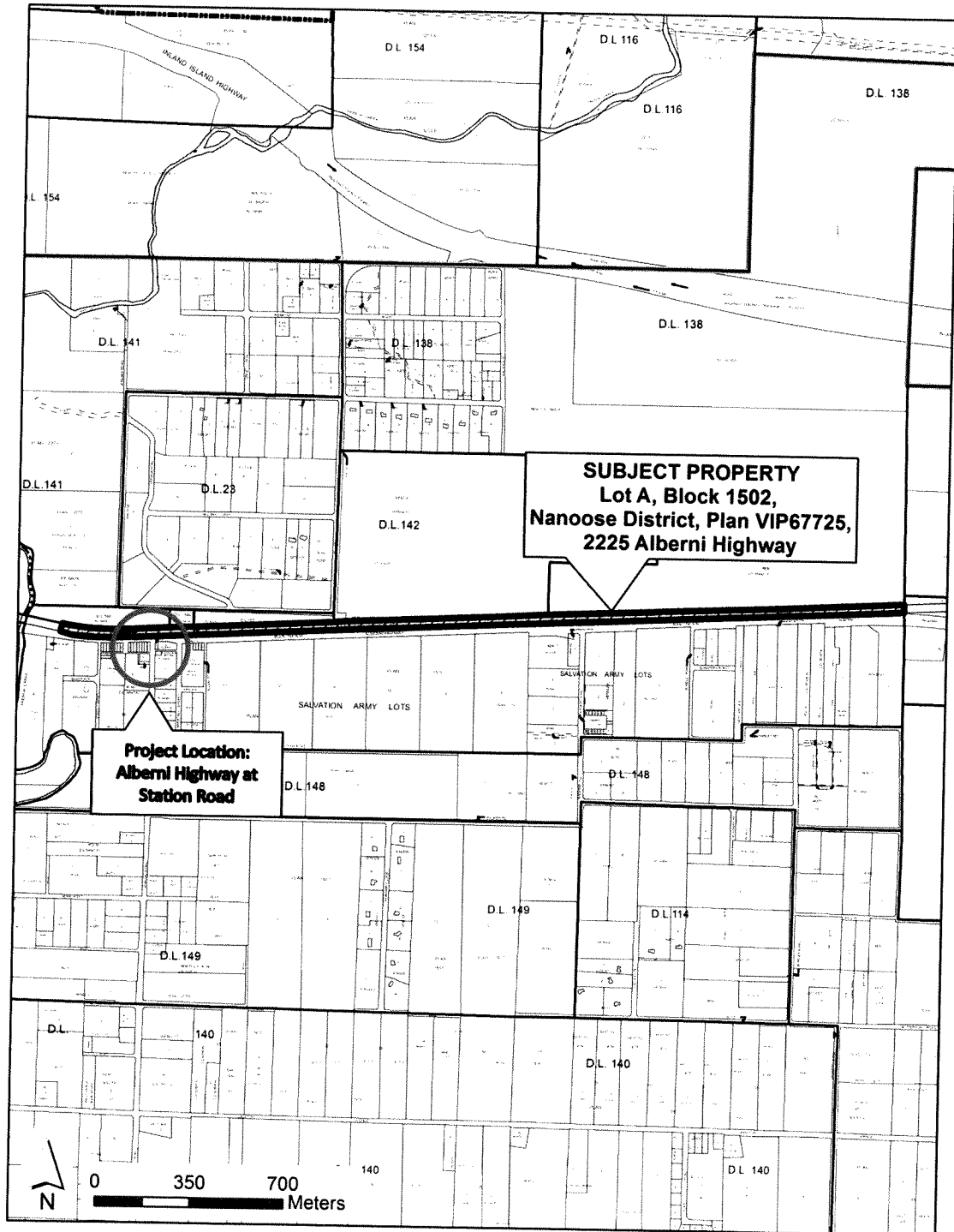
Reviewed by:

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

Attachments

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

**Attachment 1
Subject Property Map**



Attachment 2
Terms and Conditions of Permit

The following sets out the terms and conditions of Development Variance Permit No. PL2016-191:

Bylaw No. 1285, 2002 Variances

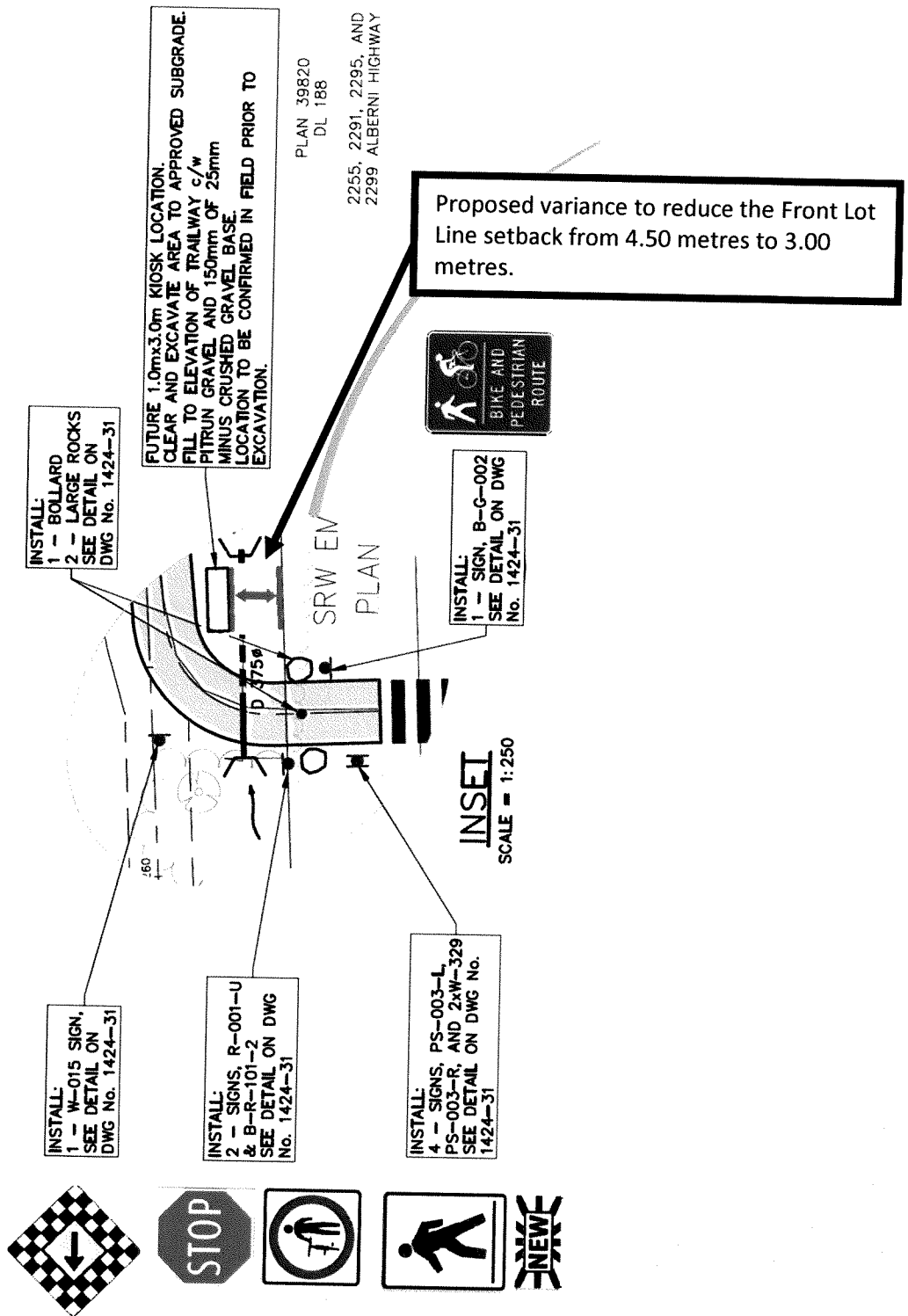
With respect to the lands, “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002” is varied as follows:

Section 4.21.2.e)i) – Minimum Setback from Front and Exterior Side Lot Lines to reduce the minimum Front Lot Line Setback from 4.50 metres to 3.00 metres for a Rails-with-Trails trail head kiosk.

Conditions of Approval

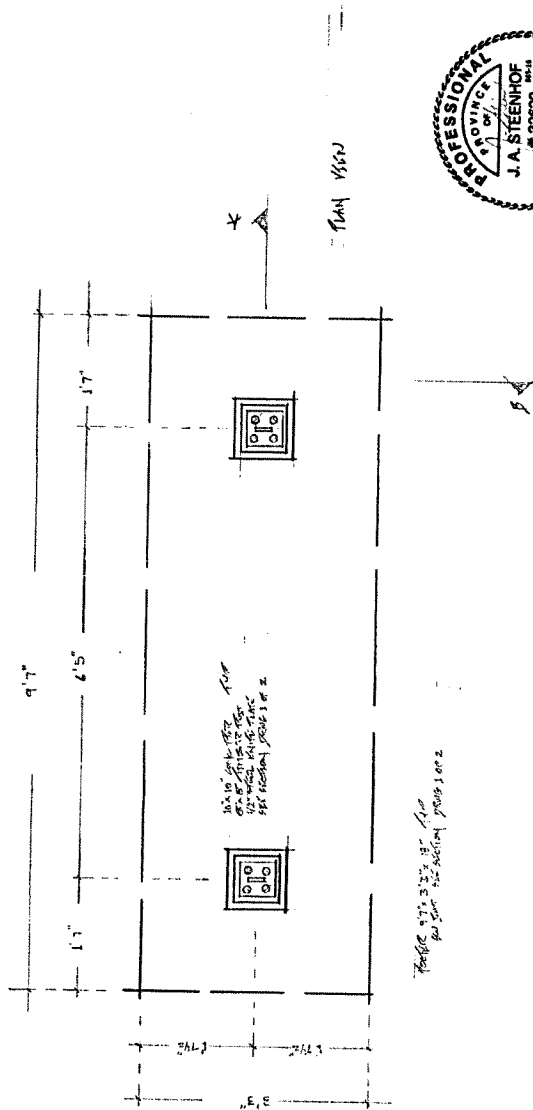
1. The site is developed in accordance with the Civil Drawing No. 1424-03 Revision 4 (December 5, 2016) prepared by Koers & Associates Engineering Ltd., dated October 2014 and attached as Attachment 3.
2. The proposed development is in general compliance with the plans and elevations prepared by Timber Frames by Timbersmith, dated October 2011 and attached as Attachment 4.
3. The property owner shall obtain the necessary permits for construction in accordance the Regional District of Nanaimo Building Regulations as replaced or amended.

Attachment 3
Proposed Site Plan and Variance (2 of 2)



Attachment 4
Elevations and Plans (2 of 2)

REGIONAL DISTRICT OF NAHEMHO
 KAMBER FRANK PARK BLOCK
 POWER-GRIDS BY ATTACHED
 OCT 2011 PAGE 2 OF 2
 SCALE 3/4"=1'-0" PRINT BY C.A.L.



south of Virostko Road and residential zoned lots, east of Scannel Creek, west of the intersection of Extension Road and Virostko Road. The subject property is primarily surrounded by residential zoned properties (see Attachment 1 – Subject Property Map and Attachment 3 - Current Zoning of Surrounding Lands).

The subject property was previously rezoned under Application No. 3360-30-0415 in 2005 from Rural 6 Subdivision District 'V' (RU6 V) to Comprehensive Development 19 (CD19). The parent parcel was subsequently subdivided into nine lots permitted within the CD19 zoning under the parcel averaging provisions of the zone. The subdivision resulted in eight lots less than 2.0 hectares in size and a remainder lot of 9.2 hectares. The remainder lot (Parcel Z) is the subject property of this zoning amendment application.

Proposed Development

The applicant proposes to rezone a portion of the subject property from CD19 Zone, to RS2 Zone, Subdivision District 'J' to facilitate a future two-lot subdivision; proposed Lot 1 at 8,400 m² (0.839 hectares) in area and Remainder Parcel Z at approximately 8.4 hectares in area (see Attachment 4 – Portion of Subject Property to be Rezoned and Subdivided).

As part of the amendment application, the applicant has offered to contribute \$3,000.00 as a community amenity contribution. The applicant has requested that the money be transferred to the Extension Recreation Society as a contribution to the Society's restoration of an historic coal car, which it plans to site in the Extension Village Centre at a location to be determined. The provision of this amenity contribution is noted as a condition of approval of the proposed Amendment Bylaw No. 500.406 as outlined on Attachment 2.

Official Community Plan Implications

The subject property is designated within both the Resource and the Village Centre Land Use Designations pursuant to the "Regional District of Nanaimo Arrowsmith Benson - Cranberry Bright Official Community Plan Bylaw No. 1148, 1999" (OCP). The portion of land within the Village Centre Land Use Designation is the subject of this rezoning (Attachment 4 - Portion of Subject Property to be Rezoned and Subdivided). The Village Centre Land Use Designation supports amendment to the plan to facilitate the creation of lots with a density of one dwelling unit per 4000 m² of land to a maximum of density of two dwelling units per parcel. As this zoning amendment proposes two dwelling units on a parcel great than 8,000 m² and will be serviced with water from South West Extension Waterworks District, the proposed amendment is consistent with applicable OCP policies.

Environmental Implications

The property contains a large slag pile from previous mining operations in the South Wellington area. The coal slag pile is located within the proposed remainder 8.4 hectare portion of the property, which will retain the existing CD19 zoning. In the previous Zoning Amendment Application No. 3360 30 0415 the applicant submitted a Stage Two Preliminary Site Investigation prepared by Komex International Ltd. and dated November 2005. This assessment was submitted to the Province under the Environmental Management Act and a final determination was made that the lands are not contaminated and therefore do not require further assessment and remediation.

The property is subject to the Fish Habitat Protection Development Permit Area (DPA) per the "Regional District of Nanaimo Arrowsmith Benson - Cranberry Bright Official Community Plan Bylaw No. 1148,

1999". In order to support this proposed change in zoning, the applicant has provided a Riparian Area Assessment which addresses the DPA guidelines and demonstrates adequate building and yard area outside of the recommended Streamside Protection Enhancement Area (SPEA). Formal approval of the required development permit will be addressed under separate application at the time of subdivision and pending the outcome of this zoning amendment application.

Intergovernmental Implications

While the Ministry of Transportation and Infrastructure (MOTI) conducted a site visit and confirmed that it has no concerns with the zoning amendment, it has identified that trimming of vegetation in order to improve sightlines for the access from Virostko Road and a geotechnical assessment to confirm appropriate building sites will be addressed at the time of subdivision.

Future residential construction is proposed to be serviced with community water by the South West Extension Waterworks. Island Health has advised that it has no concerns with this application regarding on-site wastewater disposal.

Public Consultation Implications

A Public Information Meeting (PIM) was held on November 17, 2016. Nineteen members of the public attended and no written submissions were received prior to the PIM (see Attachment 5 – Summary of the Public Information Meeting).

In accordance with Section 464 of *The Local Government Act*, should the Board grant first and second reading to the amendment bylaw, a public hearing is required to be held or waived prior to the Board's consideration of third reading. The purpose of the public hearing is to provide an opportunity for those who believe that their interest in property is affected by the proposed bylaw to be heard by the Regional Board. In addition, the Regional Board may delegate the public hearing by resolution in accordance with Section 469 of *The Local Government Act*. Therefore, staff recommends, that should the Board grant first and second reading to the proposed amendment bylaw, that a public hearing be held in accordance with Section 464 of *The Local Government Act* and that the public hearing be delegated to Director Maureen Young or her alternate.

ALTERNATIVES

1. To proceed with Zoning Amendment Application No. PL2016-108 to consider first and second reading of the Amendment Bylaw and proceed to public hearing.
2. To not proceed with the Amendment Bylaw readings and public hearing.

STRATEGIC PLAN IMPLICATIONS

Staff have reviewed the proposed development and note that the proposal is consistent with Board 2016-2020 Strategic Plan priorities related to the environment, recognizing the importance of the protection of the natural environment through attaining a Riparian Area Assessment ensure there is minimal impact on the surrounding lands and provide management plans for future development of the proposed lot.



Angela Buick
abuick@rdn.bc.ca
January 31, 2017

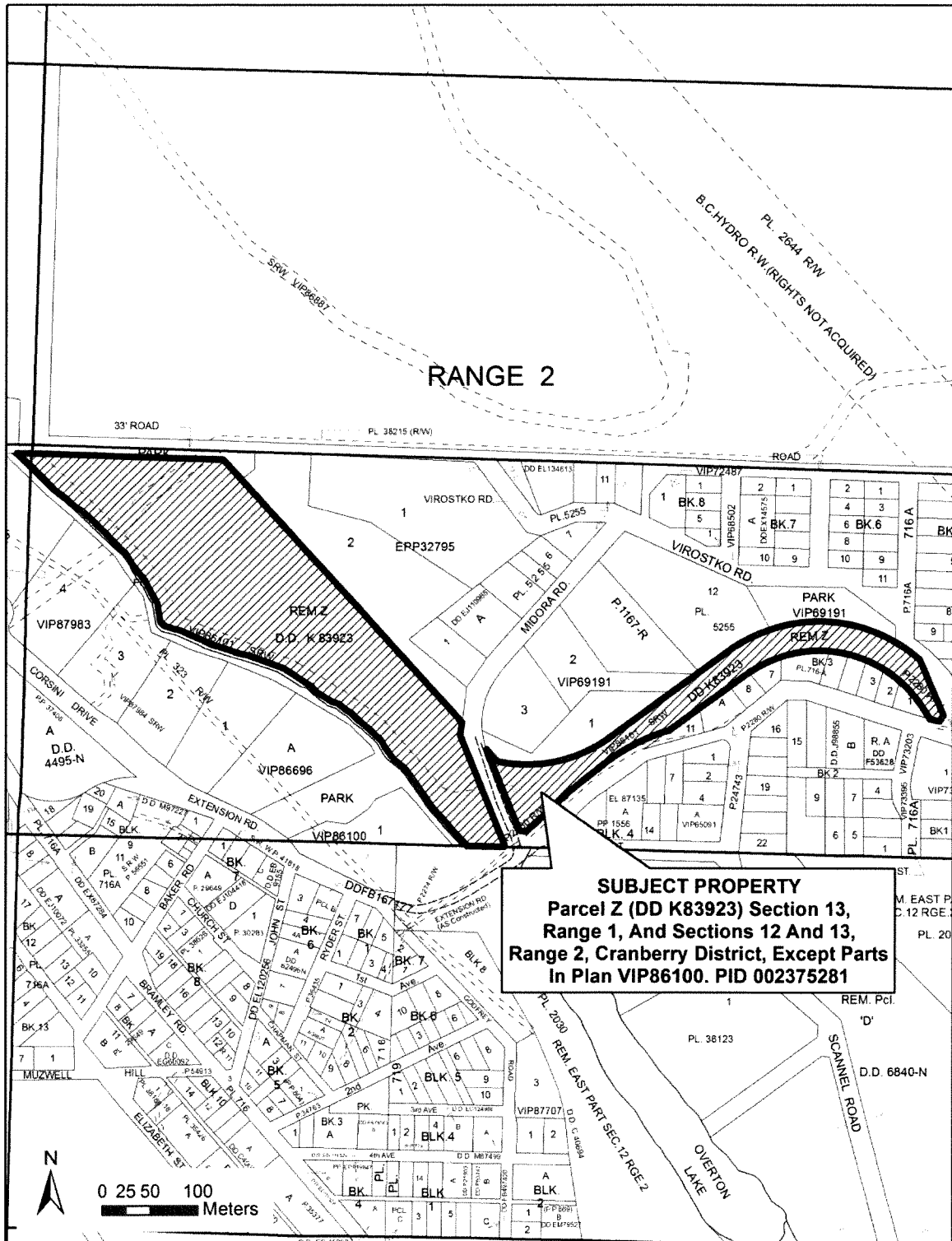
Attachments

1. Subject Property Map
2. Conditions of Approval
3. Current Zoning of Surrounding Lands
4. Portion of Subject Property to be Rezoned and Subdivided
5. Summary of the Public Information Meeting
6. Proposed Amendment Bylaw No. 500.406, 2017

Reviewed by:

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

Attachment 1
Subject Property Map



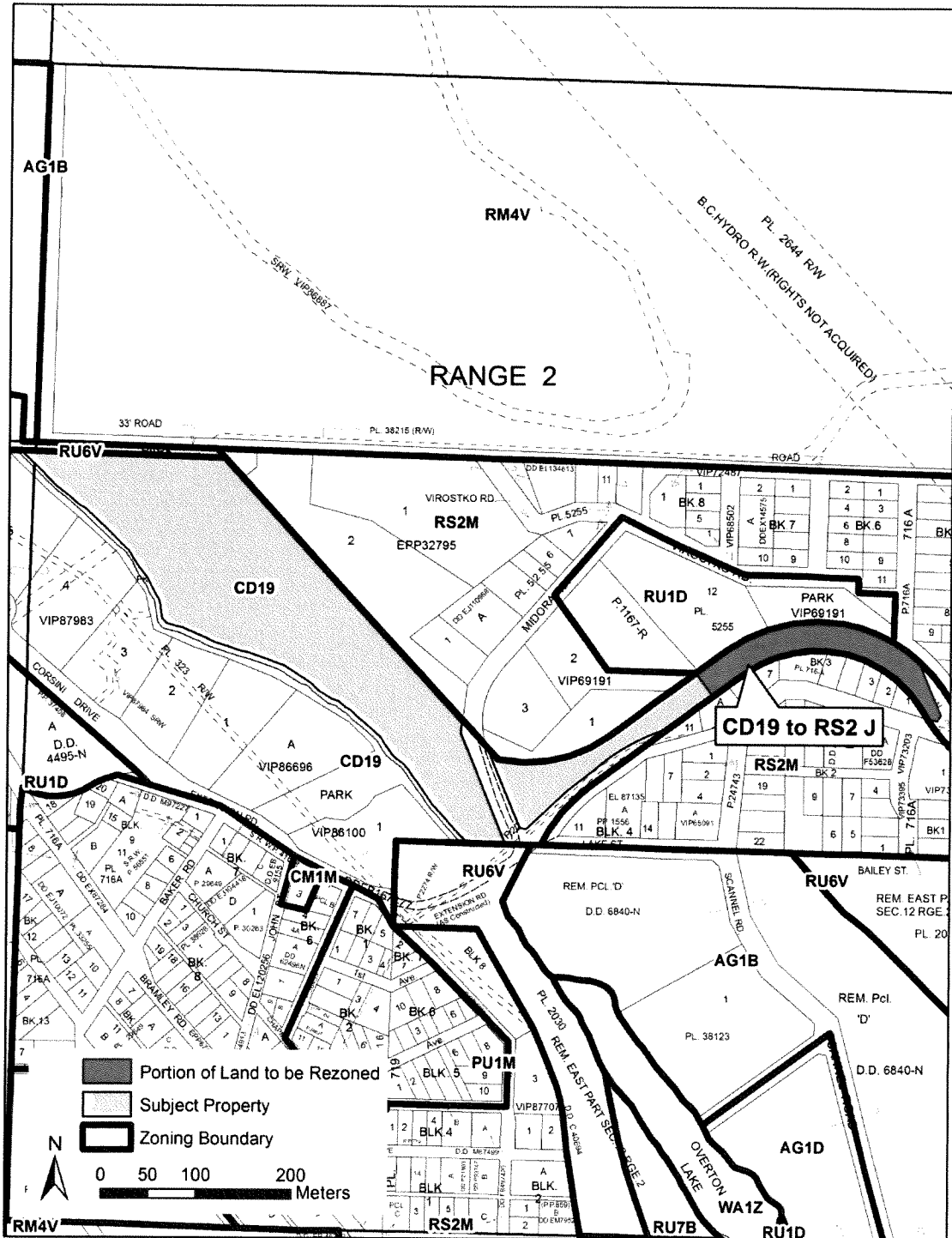
Attachment 2
Conditions of Approval

The following is required prior to the “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017” being considered for adoption:

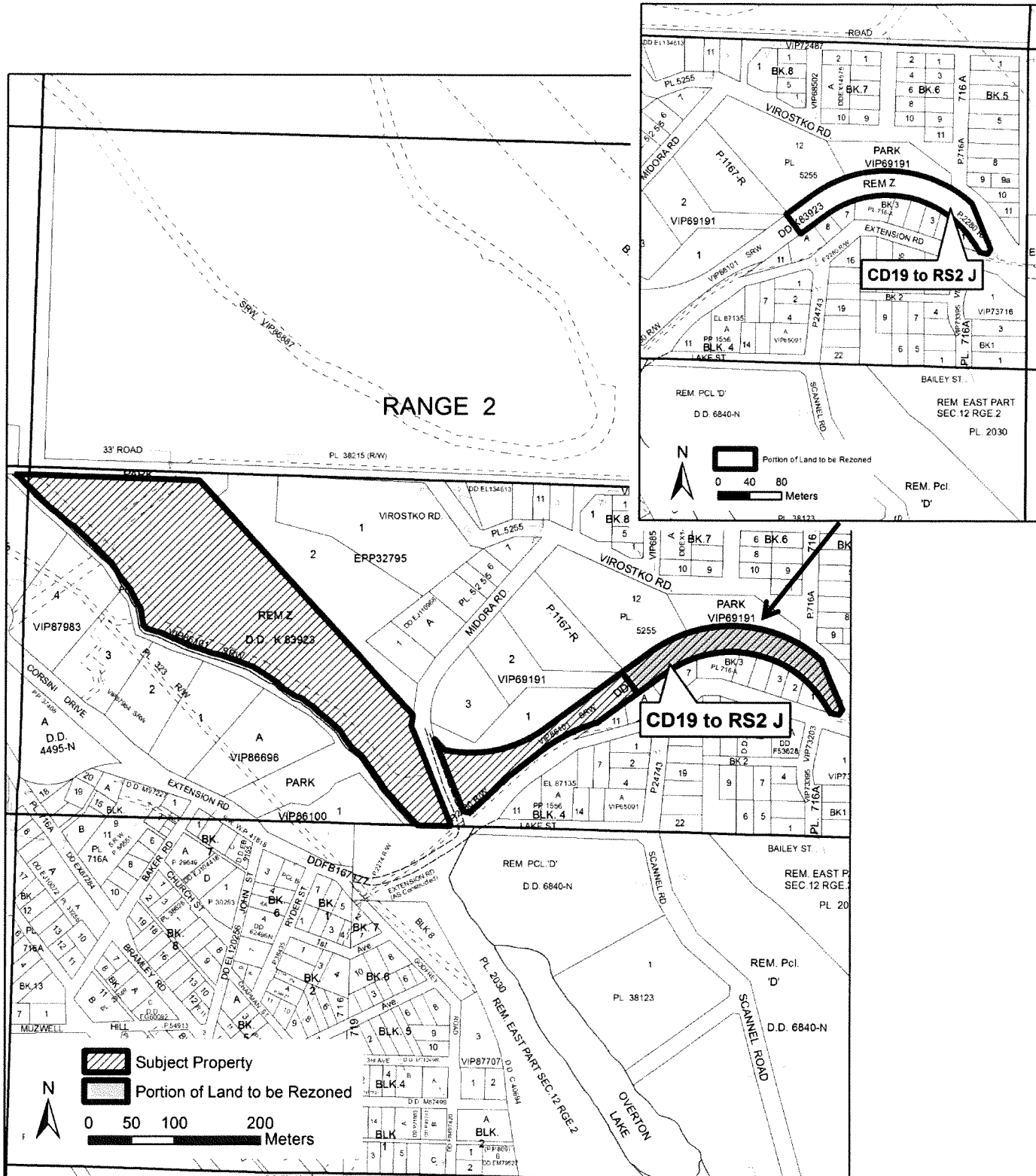
Condition of Approval

The applicant shall provide the community amenity contribution in the amount of \$3,000 for the Extension Recreation Society as offered by the applicant.

Attachment 3
Current Zoning of Surrounding Lands



Attachment 4
Portion of Subject Property to be Rezoned and Subdivided



Attachment 5
Summary of the Public Information Meeting
Held at Extension Community Hall
2140 Ryder Street, Electoral Area 'C'
Thursday, November 17, 2016 at 6:00 pm

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

There were 19 members of the public in attendance at this meeting.

Present for the Regional District of Nanaimo:

Director Maureen Young, Electoral Area 'C' (the Chair)
Angela Buick, Planner

Present for the Applicant:

Harry May, Owner Representative (Wessex Enterprises Ltd.)
Wayne Hamilton, Owner Representative (Wessex Enterprises Ltd.)

The Chair opened the meeting at 6:08 pm, outlined the evening's agenda, and introduced the RDN staff and the applicants in attendance. The Chair then stated the purpose of the Public Information Meeting and asked RDN staff to provide background information concerning the development application.

Angela Buick provided a brief summary of the proposed zoning amendment application, supporting documents provided by the applicant, and the application process.

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

Wayne Hamilton, Representative, Wessex Enterprises Ltd, presented an overview of the proposal.

Following the presentation, the Chair invited questions and comments from the audience.

Anita Bereterbide, 2810 Extension Road, stated that there is a lot of loose dirt on the site which should be packed before construction of two houses.

Chris Barfoot, 450 Virostko Road, asked to have the current zone and the proposed zone explained.

Angela Buick, Planner, explained the permitted uses of each zone.

Lee Toomer, Corsini Drive, asked which portion of the subject property will be rezoned.

Jeremy Holm, Manager of Current Planning, explained area to be rezoned and referred to map.

Brian Kelly, Extension Road, asked if the proposed zoning would support two houses and if there would be more than one access point to the proposed lot.

Jeremy Holm, Manager of Current Planning, explained that zoning would support two houses and the application is referred to MOTI regarding access.

Anita Bereterbide, 2810 Extension Road, stated that there are portions of Virostko Road that are very steep, have bad visibility and are narrow.

Chris Barfoot, 450 Virostko Road, asked what the Community Amenity Contribution was from the previous rezoning application of the subject property.

Wayne Hamilton, Representative, Wessex Enterprises Ltd, answered that the RDN asked for parkland as part of the last application and we are looking to donate cash to the Extension Community Society for the restoration of an old coal car.

Diane Rozzano, 720 Virostko Road, wanted clarification if there was parkland already next to the lot?

Wayne Hamilton, Representative, Wessex Enterprises Ltd, explained what was donated already for the previous application.

Rae-Anne LaPlante, 510 Virostko Road, asked if the lot would be serviced with community water or with well? Asked what kind of fill was placed on the lot as it's only six months old.

Angela Buick, Planner, explained that the owners have submitted a confirmation letter that the lot should be able to be serviced with South West Extension Water Works District.

Mike Smith, Lot 2 Midora, asked if the area of the lot is classed as Riparian.

Angela Buick, Planner, explained that all areas are within Riparian zone until further assessed.

Harry May, Representative, Wessex Enterprises Ltd, explained that the builder will have to pack the soil appropriately for the future development.

Wayne Hamilton, Representative, Wessex Enterprises Ltd, added that the fill placed where the original railway bed was not in a watercourse.

Claire Vass, 2040 Corsini Drive, asked if there if it will be one property with two houses and two suites.

Angela Buick, Planner, explained the proposed zoning and advised that the property could be developed to contain two dwelling units, each with a suite, based on the proposed zoning, but owner of the property may choose not to build suites.

Brian Kelly, 2724 Extension Road, stated that the old railway looks like it has been blasted and is old solid bedrock.

Claire Vass, 2040 Corsini Drive, asked if there would there be two homes and two suites?

Jeremy Holm, Manager of Current Planning, explained it would depend on the size of the lot. In this case there could be.

Mike Schan, 2049 Midora Road, stated he has a concern with the number of dwelling units and the increased amount of traffic. Asked when MOTI provides comment?

Jeremy Holm, Manager of Current Planning, explained that MOTI will provide comments as a part of this application and are the approving authority for the subdivision.

Mike Schan, 2049 Midora Road, stated his concern with increased traffic. Asked how much water servicing will be required as part of the development?

Jeremy Holm, Manager of Current Planning, said that community services are available for water based on comments from the water service provider and MOTI will provide comment regarding traffic and access.

Diane Rozzano, 720 Virostko Road, asked where is the driveway going to go?

Wayne Hamilton, Representative, Wessex Enterprises Ltd, answered that access can be off Extension Road to the right there is a flat part.

Glenda Moore, 2019 Midora Road, stated that the road is really bad and with increased people coming in it's like killing yourself. It's so slippery there and school buses have problems already.

Rae-Anne LaPlante, 510 Virostko Road, Asked, when does MOTI go to the site?

Director Young, explained that MOTI would conduct a site visit if requested or at the time of subdivision.

Danny Moore, 2019 Midora Road, noted his concern about erosion on his uncle's lot who lives adjacent to the portion of land to be rezoned. He feels like his uncles lot may be subject to erosion.

Mike Smith, Lot 2, Midora Road, asked if there will be a meeting when MOTI determines what the issues may be.

Jeremy Holm, Manager of Current Planning, responded that MOTI will review the proposal in relation to access and traffic impacts. If the rezoning is successful, then MOTI will address any access and traffic impacts at the time of subdivision. At this time, the RDN will take the minutes of this meeting to the Regional Board for its consideration.

Diane Rozzano, 720 Virostko Road, asked when the environmental concerns will be dealt with.

Jeremy Holm, Manager of Current Planning, explained that the RDN has development permit areas that will have to be dealt with at the time of the zoning amendment and further reviewed at the time of subdivision.

Rae-Anne LaPlante, 510 Virostko Road, asked if they are building suites.

Harry May, Representative, Wessex Enterprises Ltd, the person who buys the lot may only put on one house. The feedback is that the buyers are expressing a desire to build two houses at the most.

Brian Kelly, Extension Road, asked when the RS2 zoning came into place?

Angela Buick, Planner, explained the surrounding RS2 zoning came into place when Bylaw 500 was adopted in 1987

Diane Rozzano, 720 Virostko Road, Can they have mobile homes on the proposed lot?

Wayne Hamilton, Owner, Wessex Enterprises Ltd, explained that Wessex Enterprises is planning to place a covenant on the property in order to not permit the placement of mobile homes on this lot if it approved for subdivision.

Chris Barfoot, 450 Virostko Road, asked what size of parcels can have suites under the proposed zoning.

Jeremy Holm, Manager of Current Planning, explained the secondary suites bylaw. Based on the size of the proposed lot, in this case, the lot would be large enough to have two suites under the secondary suites bylaw.

Chris Barfoot, 450 Virostko Road, stated that access is his biggest concern. In addition, he stated he would like to see more parks in general and in particular to this lot it would be great to see a park across from the park adjacent to the subject property.

Mike Smith, Lot 2 Midora Road, asked if the developer can limit the suites through a covenant. He also stated that if there were no suites allowed, then there would be less traffic.

Wayne Hamilton, Representative, Wessex Enterprises Ltd, commented that this could be an option for sure.

Meeting adjourned at 7:10

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

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

The meeting was concluded at 7:10 pm.



Angela Buick
Recording Secretary

Attachment 6
Proposed Amendment Bylaw No. 500.406, 2017

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.406**

**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. 500.406, 2017”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:

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

**Parcel Z (DD K83923) Section 13, Range 1 and Sections 12 and 13, Range 2, Cranberry District,
Except That Part In Plan VIP86100**

from Comprehensive Development 19 (CD19) to Residential 2 - Subdivision District ‘J’ (RS2 J)

Introduced and read two times this 14th day of February 2017.

Public Hearing held this ___ day of _____ 20XX.

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

Adopted this ___ day of _____ 20XX.

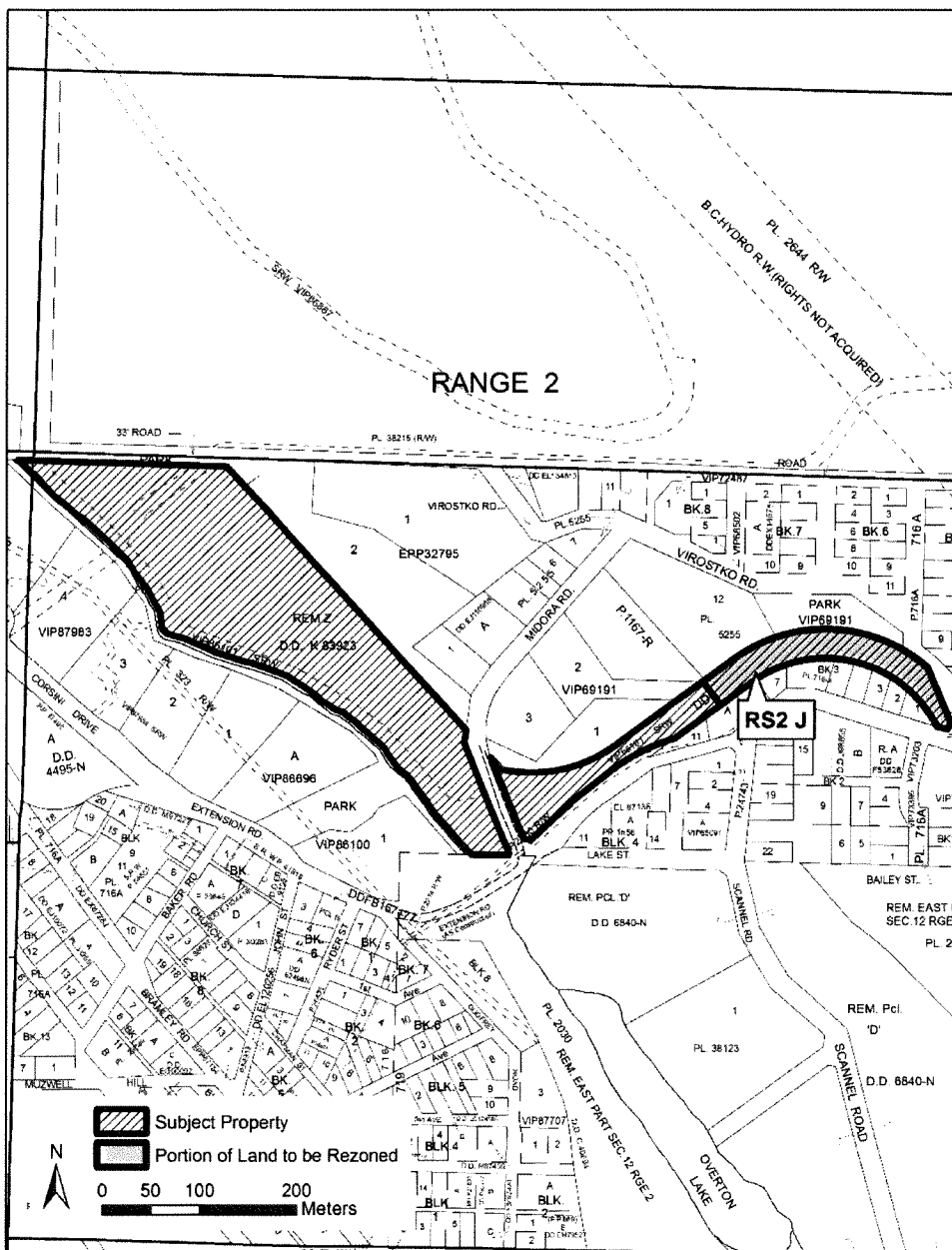
Chairperson

Corporate Officer

Chairperson

Corporate Officer

Schedule '1'



bound by developed rural lots to the north, Cowland Road to the east, Anderson Avenue to the south and Crown land to the west.

Proposed Development

The applicant proposes to rezone the subject property from Rural 1 Zone (RU1), Subdivision District 'A' to a new Rural 1.1 Zone (RU1.1), Subdivision District 'D' to facilitate a future two lot subdivision (see Attachment 3 – Proposed Subdivision Plan). The zoning amendment is required to reduce the minimum parcel size from 20.0 hectares to 2.0 hectares to allow subdivision of the parcel and limit each parcel to one dwelling unit only.

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

The development is proposed to be serviced by individual wells and on-site septic systems. Access to and from the subject property will be from Anderson Avenue and Cowland Road.

Official Community Plan Implications

The subject property is designated Rural pursuant to the OCP. The Rural Lands designation supports a minimum parcel size of 2.0 hectares where a proposal meets the following criteria:

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

To satisfy the OCP criteria, the applicant is proposing to rezone from RU1 to a new RU1.1 Zone which will limit the number of dwelling units to one for parcels that are equal to or less than twice the minimum permitted parcel size as established by 'Schedule 4b Subdivision District – Minimum Parcel Sizes'. In addition, a Section 219 restrictive covenant shall be registered on the title prohibiting Bare Land Strata subdivision as per the Strata Property Act (see Attachment 2 – Conditions of Approval). Therefore, the proposed amendment is consistent with the OCP policies.

Land Use Implications

The existing Rural 1 Zone allows agriculture, aquaculture, home-based business, produce stand, silviculture, and residential use with two dwellings currently permitted on the subject parcel as it is greater than 2.0 hectares in area. The subject property currently contains two dwelling units, one of which is a mobile home with an addition.

The applicant proposes to rezone the property to a new RU1.1 zone which will allow the same permitted uses as the existing RU1 zone but will limit parcels that are less than or equal to twice the minimum parcel size to one dwelling unit per parcel. This will allow the second dwelling unit to continue to

conform to the density permitted under current zoning until such time that the parcel is subdivided. At the time of future subdivision new parcels will be limited to one dwelling unit each, consistent with OCP policy, and one of the existing dwelling units may have to be removed to conform with the new RU1.1 zone or potentially modified to meet the secondary suite regulations. In addition, the applicant proposes to amend the current Subdivision District from Subdivision District 'A' (20.0 hectare minimum parcel size) to Subdivision District 'D' (2.0 hectare minimum parcel size) (see Attachment 5 – Proposed Amendment Bylaw 500.407, 2016).

As per “Board Policy B1.21 Groundwater – Application requirements for rezoning of un-serviced lands”, the applicant will be required, prior to final adoption of the amendment bylaw, to register a covenant on title requiring the wells to be constructed and tested, and a report submitted to the RDN prior to final approval of subdivision (see Attachment 2 – Conditions of Approval). The applicant has submitted a Supply Well Pumping Test Results report prepared by H2O Environmental Ltd., dated November 22, 2016 which indicates that there should be no adverse impacts on local groundwater resources and that the existing well exceeds the minimum required volume of 3.5 m³ per day.

Intergovernmental Implications

The application was referred to Island Health, Ministry of Transportation and Infrastructure (MOTI) and the local fire department for review and comment. The MOTI has granted preliminary approval for the rezoning provided that no additional drainage is directed to the Ministry’s drainage system and that all buildings or structures are to meet or exceed the minimum 4.5 metre setback. Island Health does not have any concerns with the application.

Public Consultation Implications

A Public Information Meeting was held on December 12, 2016. Two members of the public attended and no written submissions were received prior to the PIM (see Attachment 4 – Summary of Minutes of the Public Information Meeting).

ALTERNATIVES

1. To proceed with Zoning Amendment Application No. PL2016-060, consider first and second reading of the Amendment Bylaw and proceed to public hearing.
2. To not proceed with the Amendment Bylaw readings and public hearing.

FINANCIAL IMPLICATIONS

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

STRATEGIC PLAN IMPLICATIONS

Staff have reviewed the proposed development and note that the proposal is consistent with Board 2016-2020 Strategic Plan priorities related to economic health and the environment, recognizing the importance of water and the protection of the natural environment through the implementation Board Policy B1.21 and applicable DPA guidelines.



Kristy Marks
kmarks@rdn.bc.ca
January 26, 2017

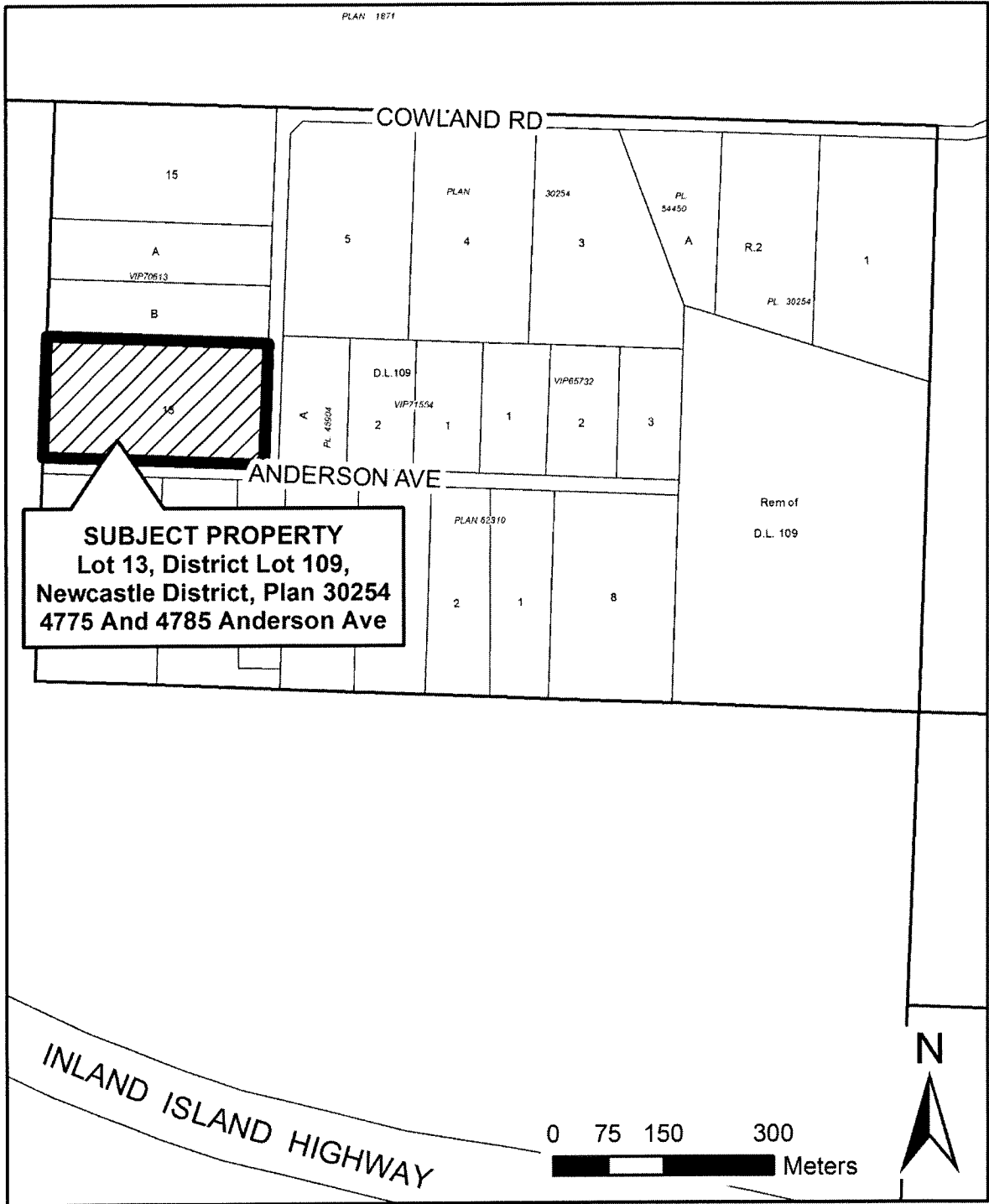
Reviewed by:

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

Attachments

1. Subject Property Map
2. Conditions of Approval
3. Proposed Subdivision Plan
4. Summary of the Public Information Meeting
5. Proposed Amendment Bylaw No. 500.407, 2017

Attachment 1
Subject Property Map

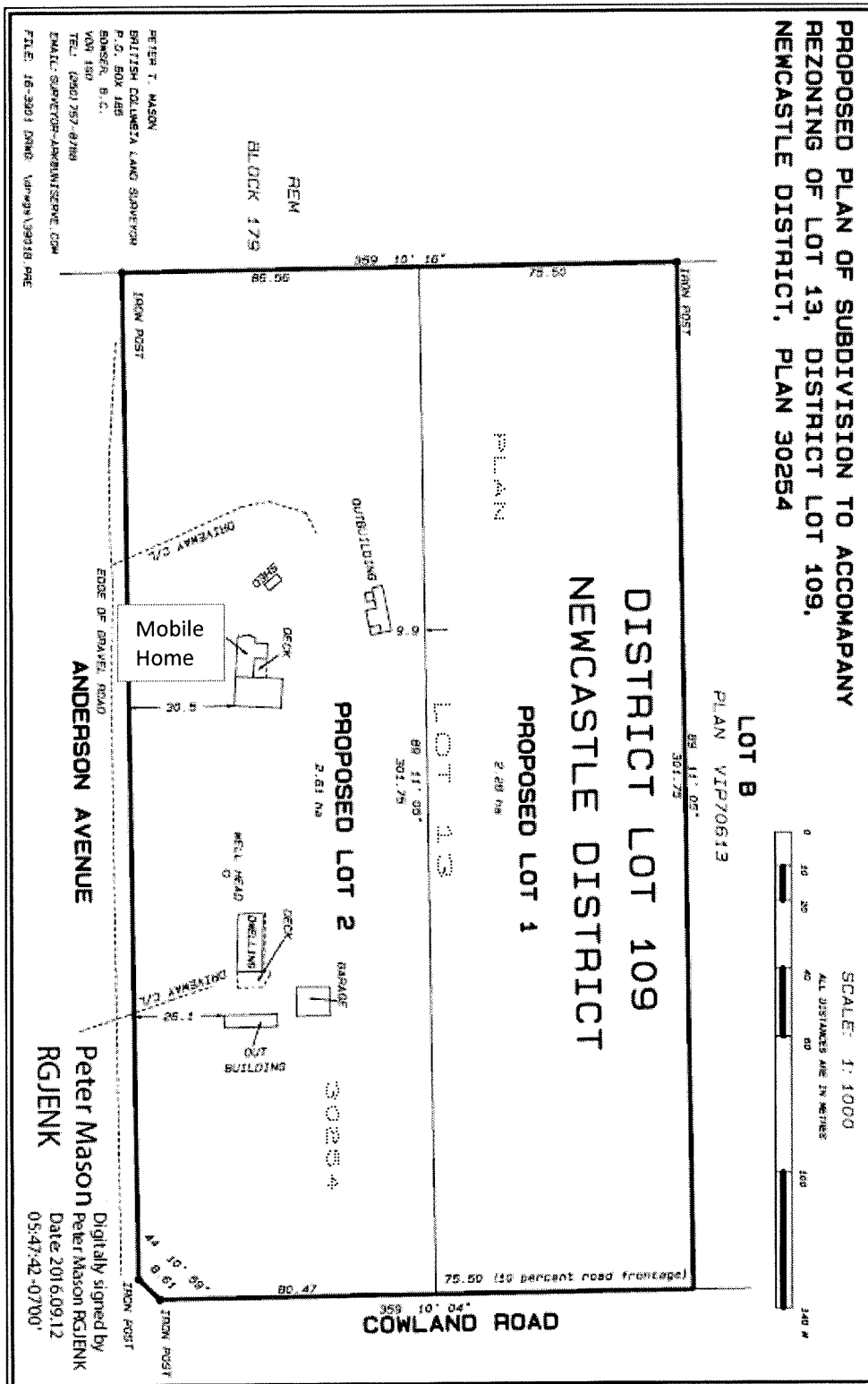


Attachment 2
Conditions of Approval

The following is required prior to the “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.407, 2016” being considered for adoption:

1. The applicant shall register, at the applicant’s expense, a Section 219 Covenant on the property title requiring that the development of the land occur in a manner consistent with the Supply Well Pumping Test Results report prepared by H2O Environmental Ltd., dated November 22, 2016.
2. The applicant shall register, at the applicant’s expense, a Section 219 Covenant on the property title stating that the wells be constructed and tested, and a report from a Professional Engineer (registered in BC) be submitted to the Regional District of Nanaimo prior to final approval of subdivision in accordance with “Policy B1.21 Groundwater – Application requirements for rezoning of un-serviced lands”. No subdivision shall occur until such time that a report from a Professional Engineer (registered in BC) has been completed to the satisfaction of the Regional District of Nanaimo confirming that the wells have been pump tested and certified including well head protection, and that the water meets Canadian Drinking Water Standards.
3. The applicant shall register a Section 219 covenant on the property title prohibiting bare land Strata subdivision as per the *Strata Property Act*.

Attachment 3
 Proposed Subdivision Plan



Attachment 4
Summary of the Public Information Meeting
Held at Lighthouse Community Centre
240 Lions Way
December 12, 2016 at 6:30 pm
RDN Application PL2016-060

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

There were two members of the public in attendance at this meeting.

Present for the Regional District of Nanaimo:

Director Veenhof, Electoral Area 'H' (the Chair)
Jeremy Holm, Manager of Current Planning
Kristy Marks, Planner handling the development application

Present for the Applicant:

Diane Alexander, Subject Property Owner

The Chair opened the meeting at 6:40 pm, outlined the evening's agenda, and introduced the RDN staff and the applicant(s) in attendance. The Chair then stated the purpose of the Public Information Meeting and asked RDN staff to provide background information concerning the development application.

Kristy Marks provided a brief summary of the proposed zoning amendment application, supporting documents provided by the applicant, and the application process.

The Chair invited questions and comments from the audience.

Doug Alexander, 575 Cowland Rd asked for clarification of the limitation of one dwelling unit per parcel.

Kristy Marks replied that the OCP allows re-zoning to 2.0 hectare minimum parcel size where the new parcels would be limited to one dwelling unit each.

Dave Simpson, 5525 Deep Bay Drive noted that he is on the Deep Bay Improvement District Board and asked about additional wells and if upgrades to existing wells would be required.

Jeremy Holm, replied that an additional well would be required for the new parcel and that the property owner may be required to upgrade the well and/or septic to meet current Island Health regulations. He also noted the requirements of Board Policy B1.21 Groundwater – Application requirements for rezoning of un-serviced lands.

Doug Alexander, 575 Cowland Rd asked if the well would have to be upgraded even though it's been in place for 25 years or more.

Jeremy Holm replied that upgrades may be required at the time of subdivision.

Director Veenhof commented that upgrades to existing wells are typically not expensive.

Jeremy Holm added that the applicants' hydrogeologist would let them know what, if any, upgrades are required to bring the well up to current standards.

Diane Alexander, owner asked if a new septic system would be required.

Jeremy Holm replied that would be determined through the subdivision process by Island Health and the MOTI.

Dave Simpson, 5525 Deep Bay Drive commented that a new septic system is quite expensive, typically between \$20,000 – 30,000.

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

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

The meeting was concluded at 6:55 pm.



Kristy Marks
Recording Secretary

Attachment 5
Proposed Amendment Bylaw No. 500.407, 2017

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.407**

**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. 500.407, 2017”.

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

1. Under **PART 3 LAND USE REGULATIONS, Section 3.1 Zones** by adding the following zoning classification and corresponding short title after Rural 1 (RU1) Zone:

Rural 1.1 (RU1.1)

2. By adding Section 3.4.81.1 (RU1.1)

as shown on Schedule ‘1’ which is attached to and forms part of this Bylaw.

3. By rezoning the lands shown on the attached Schedule ‘2’ and legally described as

Lot 13, District Lot 109, Newcastle District, Plan 30254

From Rural 1 Zone (RU1), Subdivision District ‘A’ to Rural 1.1 Zone (RU1.1) Zone, Subdivision District ‘D’

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

Public Hearing held this ___ day of _____ 20XX.

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

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

Adopted this ___ day of _____ 20XX.

Chairperson

Corporate Officer

Chairperson

Corporate Officer

Schedule '1'

Section 3.4.81.1

R U R A L 1.1	RU1.1
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Permitted Uses and Minimum Site Area

Required Site Area with:

Permitted Uses	Community Water & Sewer System	Community Water System	No Community Services
a) Agriculture	n/a	n/a	n/a
b) Aquaculture	5000 m ²	5000 m ²	5000 m ²
c) Home Based Business	n/a	n/a	n/a
d) Produce Stand	n/a	n/a	n/a
e) Residential Use	n/a	n/a	n/a
f) Silviculture	n/a	n/a	n/a
g) Secondary Suite	n/a	n/a	n/a

Maximum Number and Size of Buildings and Structures

1) Accessory buildings	combined floor area of 400m ²
2) Dwelling Units/parcel:	
a) on a parcel having an area greater than twice the minimum parcel size as established by Schedule '4B Subdivision District – Minimum Parcel Sizes'	2
b) on a parcel having an area equal to or less than twice the minimum parcel size as established by Schedule '4B Subdivision District – Minimum Parcel Sizes'	1
3) Height	9.0m
4) Parcel Coverage	25%

Minimum Setback Requirements

1. All agriculture or farm buildings, structures and uses – in accordance with Section 3.3.10
2. All other buildings and structures
All lot lines 8.0 m

except where:

- a) the parcel is less than 4000 m² in area then the setback from lot lines may be reduced to 2.0 m from an interior side lot line and to 5.0 m from other lot lines, excluding the front lot line;
- b) any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3.8 shall apply.

Chairperson

Corporate Officer

Schedule '2'



TO: Electoral Area Services Committee **MEETING:** February 14, 2017
FROM: Paul Thompson **FILE:** 6750.01
 Manager of Long Range Planning
SUBJECT: Southern Community Economic Development Service

RECOMMENDATIONS

1. The Regional District of Nanaimo enter into an agreement with the Gabriola Island Chamber of Commerce to provide tourism promotion for Electoral Area 'B' for a period not exceeding six months at a rate of \$1,000 per month.
2. Staff report back to the next EASC on organizing strategic planning sessions for the purpose of determining the best option for providing economic development and tourism promotion for Electoral Areas 'A', 'B' and 'C' including budget implications and timelines.
3. The requisition for the Southern Community Economic Development Service be maintained for 2017.

SUMMARY

Future options are presented for developing a delivery model for the Southern Community Economic Development Service (SCED) for the two activities of economic development and tourism promotion. There is an opportunity to undertake strategic planning to examine the types of activities that should be provided for the service area and the best delivery model for the service. There is also an opportunity to develop a reporting paradigm that will clearly demonstrate if economic development and tourism promotion address the requirements of the participating electoral areas.

In the interim, there is an opportunity to provide tourism promotion in Electoral Area 'B' by entering into an agreement with the Gabriola Island Chamber of Commerce (GICC) on an interim basis until such time that the strategic planning process for tourism promotion is complete. The proposal is for the GICC to provide enhanced destination marketing for a period of six months to Electoral Area 'B', Gabriola Island.

BACKGROUND

In November 2011 the Regional District of Nanaimo (RDN) established the Southern Community Economic Development Service through Bylaw 1648, 2011 (see Attachment 1). The purpose of this service was to promote economic development in Electoral Areas 'A', 'B' and 'C' (the service area). The bylaw allows the RDN to pay for this service by collecting property taxes in the service area. The maximum amounts to be collected each year started with \$125,000 in 2012 rising to a final annual maximum of \$191,000 in 2017. The bylaw also allows the RDN to enter into an agreement with an economic development corporation owned by a local government or to provide the service in another way.

In March of 2012 the RDN entered into an agreement with the NEDC to provide the service. The term of the agreement was 10 years, starting on April 1, 2012 and ending on March 31, 2022. From the initiation of the service until 2016 property taxes were collected each year from property owners in the service area and transferred to NEDC. The NEDC is no longer providing services to the SCED.

There is a need to examine how the service may be provided in the future. To that end the RDN Board adopted the following resolution at its January 24, 2017 meeting:

That staff be directed to bring forward a report on options for the Southern Community Economic Development Service.

Future delivery models must be clear on how the benefits to the service area will be quantified.

Economic Development

Economic development is an important service for developing a balanced community. As such, many local governments provide an economic development service, often in combination with tourism marketing. Providing economic development is consistent with both the RDN Strategic Plan 2016 - 2020 and the Regional Growth Strategy.

There are four general models that are used for economic development. For all of these models, both economic development and tourism promotion can be included or just economic development. Each model has its advantages and disadvantages.

The first model is as a department of the local government. In this model, the local government provides the majority of funding for the service. This is the model used by the Cowichan Valley Regional District and City of Port Alberni. The CVRD provides both economic development and tourism promotion while the City of Port Alberni focusses on economic development.

A second model is as a semi-independent economic development commission mandated by the local government. The majority of funding usually is provided by the local government. The society or local government owned corporation are two forms of this "arms-length" delivery model. This was the model used by the City of Nanaimo with the NEDC and is currently being used in the Comox Valley Regional District with the Comox Valley Economic Development Society.

A third model is for a Chamber of Commerce or other local organization to assume responsibility for economic development. This may or may not be with funding from the local government. An example is the Nelson and Area Economic Development Partnership in the West Kootenay.

The fourth model is the provision of grants as part of the economic development service. The economic development service provides funding to projects that further the goals of the service. While it is not part of a broader economic development service, the RDN's Northern Community Economic Development service is an example of an economic development activity which has been established as a grant program.

An economic development service, regardless of the delivery model, can provide a wide variety of services depending on the goals and objectives of the service. Some of the more common activities are: business investment and attraction; business retention and expansion; economic profile and market research statistics; small business support; education and training; and, specific programs for certain industries such as agriculture or green business.

Staff are recommending that a proposal be developed for the next EASC meeting that includes details on a strategic planning process that includes facilitation, stakeholder invites, cost and timeline.

Tourism Promotion

To obtain a better understanding of how tourism promotion is provided on Vancouver Island, staff had discussions with Tourism Vancouver Island, the Parksville Qualicum Beach Tourism Association, the Gabriola Island Chamber of Commerce and the City of Nanaimo. In addition, the models utilised by the adjacent regional districts of Cowichan Valley, Alberni Clayoquot and Comox Valley were examined.

The general aim of tourism promotion is to increase the economic benefits that flow from tourism to the region. Tourism promotion in British Columbia is generally undertaken at three levels. At the provincial level, Destination BC markets the whole province and contracts with regional destination marketing organizations to undertake tourism marketing at the regional level. Tourism Vancouver Island provides this service for Vancouver Island north of greater Victoria. The third level of promotion is the community level. For example, Cowichan Valley Regional District and the Comox Valley Regional District are responsible for tourism promotion in those areas. In the School District 69 portion of the RDN the Parksville Qualicum Beach Tourism Association is the Community Destination Marketing Organization (CDMO). For the City of Nanaimo and Mount Waddington Regional District, Tourism Vancouver Island provides destination marketing on a contract basis. On Gabriola Island, the Gabriola Island Chamber of Commerce has been providing some aspects of destination marketing.

Tourism destination marketing can involve a wide variety of activities. Some of the most common are destination development, destination marketing, convention sales, and visitor services. Each CDMO determines the types of activities they will undertake. Often, Tourism Vancouver Island will work with the CDMO to develop a strategic plan to determine the types of activities they will focus on for a set period of time.

Strategic Plan Exercise

With input from a comprehensive group of stakeholders representing organizations with an interest in tourism, the City of Nanaimo, District of Lantzville, Tourism Vancouver Island and Gabriola Island Chamber of Commerce, and by examining how other communities are delivering tourism promotion, develop a strategy for the delivery of tourism promotion in Electoral Areas 'A', 'B' and 'C'. Planning for the meeting could start at the end of February. The process will require facilitation. The aim of the

exercise is to determine the best way to deliver tourism promotion for Electoral Areas 'A', 'B' and 'C' and how the service will be delivered.

The strategic planning process needs to determine the following: the best model to provide the service; the types of tourism promotion activities to include in the service; alignment with services provided by other destination marketing organizations including the GICC, Tourism Vancouver Island and Destination BC; based on the model chosen, who should provide the service; and, alignment with the RDN Board Strategic Plan.

The strategic planning should be led by someone who is an expert in tourism promotion. The GICC has identified Community Futures to run a process on their behalf. Other options are available such as Tourism Vancouver Island or a consultant. Staff are recommending that a proposal be developed for the next EASC meeting that includes details on a strategic planning process that includes facilitation, stakeholder invites, cost and timeline.

Tourism Promotion in Electoral Area 'B'

In conversation with the Director of Electoral Area 'B', the Gabriola Island Chamber of Commerce has expressed an interest to enter into an agreement with the Regional District of Nanaimo to provide destination tourism marketing for Electoral Area 'B'. The GICC has proposed to provide tourism marketing on an interim basis and to hold a strategic planning process to determine a service model for the longer term.

The proposal to provide tourism marketing in Electoral Area 'B' does not include tourism promotion for Electoral Areas 'A' and 'C'. Both GICC and PQBTA have indicated that they are not able to provide this service at this time. Other options to explore for Electoral Areas 'A' and 'C' may be to utilise the services of Tourism Vancouver Island or to investigate the opportunity to partner with the City of Nanaimo.

As there is a need to maintain tourism marketing services for the 2017 tourism season and there is a qualified organization available to undertake these services on an interim basis for Electoral Area 'B', staff are recommending that the proposal by GICC to provide tourism marketing for Gabriola Island be approved.

City of Nanaimo

The City will be developing new models for delivery of economic development and tourism promotion. RDN staff have been in contact with City of Nanaimo staff and the RDN is encouraged to participate in strategic planning processes. As participation in the City of Nanaimo programs for economic development and tourism promotion may be an option for the SCED, staff are recommending that the RDN participate in the strategic planning sessions hosted by the City of Nanaimo for the delivery of economic development and tourism promotion.

ALTERNATIVES

1. That the Board enter into an agreement with the Gabriola Island Chamber of Commerce to provide tourism marketing for Electoral Area 'B' on an interim basis, and endorse the coordination of strategic planning sessions for the delivery of economic development and tourism promotion for the Southern Communities Economic Development Service.

2. That the Board direct staff to continue to explore additional options for the delivery of the Southern Communities Economic Development Service.

FINANCIAL IMPLICATIONS

The SCED is an established service with a set amount of money that can be requisitioned each year. The funds can be used by the RDN or they can be transferred to another organization to provide the service. The bylaw also does not set a minimum amount of money to requisition as it only sets a maximum amount which is \$191,000. The bylaw also allows for the costs of the service to be paid for through other methods such as charges and fees or the raising of revenues through other means.

Should the Board approve proceeding to organizing strategic planning sessions, staff will come back with a more detailed proposal for the strategic planning processes with an estimate of the costs. Staff are recommending that the full requisition for the service be made this year in anticipation of costs related to the interim provision of tourism marketing on Gabriola Island, the strategic planning sessions and potential costs for delivery of the service as a result of the strategic planning sessions. Funds not spent in 2017 can be put in a reserve fund and used at a later date.

Proposal by Gabriola Island Chamber of Commerce

For the proposal by GICC to provide interim tourism marketing, the request is \$1,000 per month for five months for a total of \$5,000 (see Attachment 2). The GICC proposal also identifies additional costs for advertising and design. These costs are unknown at this time but will be developed by GICC should they get approval to proceed with tourism marketing for Gabriola Island. Should the Board approve the RDN entering into an agreement with the GICC then these costs will be developed by GICC and will be included in the next staff report.

A further amount of up to \$10,000 is also being requested to undertake a targeted participatory strategic planning session aimed at industry and business stakeholders on Gabriola Island. The GICC has identified Community Futures Central Island as the organization to lead this process. A portion of this amount may also be provided by the Island Coastal Economic Trust. This means that the cost of a strategy just for Electoral Area 'B' is estimated at \$10,000. Note that the total cost of \$15,000 is within the amount requisitioned from Electoral Area 'B'. Staff are recommending that a decision on funding a strategic planning session for tourism promotion on Gabriola Island be considered within the context of a larger strategic planning session for the entire service area. This will be discussed in the next staff report which will outline the costs and timeline for the two strategic planning processes.

PROCESS IMPLICATIONS

A new agreement with another service provider will require approval from the Board. Amending the bylaw, should that be required, and entering into an agreement with another service provider are considered to be decisions related to operating and administering the service and are made by the Directors of the service area.

Outside of the limit on the tax requisition, there are no restrictions on how the service is provided. The RDN can use a third party to provide the service.

STRATEGIC PLAN IMPLICATIONS

A focus on Economic Health is one of the strategic priorities in the RDN Strategic Plan 2016 - 2020. In particular, the strategic plan directs that the RDN will foster economic development and support traditional industries including tourism. An examination of how economic development could be promoted in Electoral Areas 'A', 'B' and 'C' could be considered. As the SCED service still exists, an alternative model for the service could be created and established. These are options that are best explored through a strategic planning process(es).

The RDN Strategic Plan 2016 - 2020 can be used to guide the development of strategic plans for tourism promotion and economic development.



Paul Thompson
pthompson@rdn.bc.ca
February 6, 2017

Reviewed by:

- G. Garbutt, General Manager Strategic and Community Development
- W. Idema, Director of Finance
- P. Carlyle, Chief Administrative Officer

Attachments

1. Southern Community Economic Development Service Establishing Bylaw No. 1648, 2011
2. January 18, 2017 letter from Gabriola Island Chamber of Commerce

Attachment 1

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1648

**A BYLAW TO ESTABLISH THE SOUTHERN COMMUNITY
ECONOMIC DEVELOPMENT 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 economic development;

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

AND WHEREAS participating area approval in each participating area has been obtained under section 801.5 of the *Local Government Act*.

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

1. Service

- (a) The service established by this bylaw is the Southern Community Economic Development Service (the “Service”) for the purpose of promoting economic development in the service area or that may benefit the service area;
- (b) Without limiting the scope of the service referred to in paragraph (a), for the purpose of the service the Regional District may enter into an agreement with an economic development corporation owned by a local government.

2. Boundaries

The boundaries of the service are coterminous with the boundaries of Electoral Areas ‘A’, ‘B’ and ‘C’.

3. Participating Areas

The participating areas for the service are Electoral Areas ‘A’, ‘B’ and ‘C’.

4. Cost Recovery

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) parcel taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (c) fees and charges imposed under section 363 of the *Local Government Act*;
- (d) revenues raised by other means authorized by the *Local Government Act* or another Act;

5. **Maximum Requisition**

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 is:

One Hundred and Twenty-Five Thousand (\$125,000.00) Dollars in 2012, increasing by Thirteen Thousand (\$13,000.00) Dollars per year to a maximum of One Hundred and Ninety-One Thousand (\$191,000.00) Dollars in 2017 and each subsequent year.

6. **Citation**

This bylaw may be cited for all purposes as the "Southern Community Economic Development Service Establishing Bylaw No. 1648, 2011".

Introduced and read three times this 4th day of October, 2011.

Received the approval of the Inspector of Municipalities this 18th day of November, 2011.

Adopted this 22nd day of November, 2011.

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION

Attachment 2



January 18, 2017

Howard Houle, Director Area B
Regional District of Nanaimo
Via email Howard.Houle@rdn.bc.ca

Dear Howard,

Further to our discussions regarding the discontinuation of the Regional District Southern Community Economic Development Service Agreement, the Gabriola Island Chamber of Commerce has been considering what might be the best plan for the use of the dollars that could be available for the economic development of Gabriola.

While we continue to get more specific information and input from resources that would be useful in this planning process, outlined below are our recommendations for your consideration and our further discussion.

Recommendation 1: The Gabriola Island Chamber of Commerce to assist the Regional District of Nanaimo, as it sees appropriate, in finding the best way to use these resources to support the economic wellbeing and development of Gabriola.

- This clearly fits well within the mandate and focus of our organization. As such, our existing board and staff have the expertise to assist the RDN in this planning process.
- The Bylaws define the objectives of the organization to be “to promote and improve trade and commerce and the economic health of the district”.
- Through the Economic Readiness study the Chamber did last year, some 600 Gabriolan entrepreneurs provided feedback that:

The role of the Chamber should be to:

- a. Give Gabriola entrepreneurs the strength and resources to thrive
- b. Support Gabriolan business owners through creating access to opportunities, including:
 1. Networking, mentorship, and connecting to resources
 2. Education – for you and for your staff
 3. Promotion – to provide opportunity for both increased business and possible investment/financing
- c. Generate pride in being part of Gabriola’s community of businesses.

Recommendation 2: The Gabriola Island Chamber of Commerce, effective February 1, 2017, be charged with determining and taking over, as much as possible, the tourism marketing activities that have been being managed by Tourism Nanaimo on Gabriola’s behalf. This is a short-term recommendation to ensure we do not lose momentum while we undertake a planning session (see recommendation 3) in which we determine/confirm the long-term tourism marketing and development priorities and how best to manage them.

- With the dismantling of Tourism Nanaimo effective January 31st, it is critical that Gabriola pick up, as soon as possible, the efforts that will be discontinued.
- Given the Gabriola Chamber's existing role in marketing the island, as well as the work they have done collaborating with Tourism Nanaimo, Destination BC and through the other Chambers and their Visitor Centres, it would make a great deal of sense for the Chamber to take on the increased role in promoting Gabriola.
- The Chamber should:
 1. Immediately assume the responsibility for social media marketing for the island on a month by month contractual basis.
 2. The Chamber should develop a budget/marketing plan to present to the RDN for any advertising/marketing expenses that would be critical to be done over the next 4-6 months as we work through Recommendation 3 (determine the long-term structure and budget for the tourism arm of Gabriola.)

Recommendation 3: Undertake a targeted participatory strategic planning session aimed at industry and business stakeholders.

The goals are to:

a) engage the entrepreneurial community and seek input to confirm the tourism and economic key priorities of the Island in the context of the recommendations of the Gabriola Economic Readiness Project Report; March 2016, and

b) to direct resources in initiatives that foster positive outcomes for the island's economy within the agreed upon priorities.

- To be successful this process must:
 - Adapt and incorporate findings from the Gabriola Economic Readiness Project Report. Much time and energy was placed in the creation of this report and fantastic foundational learnings were reported. From that the Gabriola Chamber has based much of its past year's work towards accomplishing recommendations made in the report. Let's build on those accomplishments and recommendations.
 - Have community, stakeholder and regional government engagement. The final structure and plan needs to be one that the community sees as being fair, with proper oversight/accountability, and results oriented with a clear mandate.
 - Utilize high quality facilitators and entrepreneurs with strong expertise and understand that both the process and the plan need to fit within the reality of our community and resources. It is important that we engage community leaders and entrepreneurs to create a doable and impactful strategy for economic development on Gabriola. Industry experts are needed to facilitate this process and prepare a living document that we can implement.
 - If completed, adapt and incorporate findings from the Commercial Demand Survey planned for Spring, 2017, if funded by the BC Rural Dividend Program.
 - Be aware of the Guiding Principles and major themes and priorities coming out of the Village Vision process.

- Identify what are Gabriolans' economic priorities, what activities should they be engaging in, and why the importance of such actions.
- Identify how resources are allocated.
- Identify strategic partners that can leverage both financial and human resources.
- Compile findings to create a realistic and doable 3-year strategic plan outlining priorities, key activities, ownership and resource allocations.

Budget:

Recommendation 1 & 2\$ 5,000.00

Note: \$1000.00 per month based on an anticipated 5-month transition period.

Note: This reflects the man-hours required to manage both the uptake in tourism marketing work as well as the work required to properly manage and communicate the process we will be undergoing. This would be in place until the work from the strategic planning session is completed, agreed upon and ready for implementation.

Note: Any advertising/design etc. costs would be over and above this. Once Recommendation 1 & 2 are agreed upon, a budget of any such costs recommended for the next 5 months would be presented for approval.

Recommendation 3..... \$ 10,000.00

Note: The Chamber has had initial conversations with Island Coastal Economic Trust who indicate that it is likely that we would be approved for a matching fund grant under the Economic Readiness Program. (est. \$5000.00)

TOTAL \$ 10,000.00 - \$ 15,000.00

plus advertising/design cost tbd..... \$ unknown

Howard, on behalf of the Chamber we are looking forward to continuing to work with you on this.



Gloria Hatfield, President
Gabriola Island Chamber of Commerce

TO: Parks Committees and Commissions **MEETING:** January 2017

FROM: Wendy Marshall
Manager of Parks Services **FILE:**

SUBJECT: Parks Update Report

RECOMMENDATION

That the parks update for October, November and December 2016 be received as information.

SUMMARY

Planning and Capital Projects – Key Highlights

E & N Open – On December 23, the E&N Coombs to Parksville Rail Trail opened for use. This follows almost 3 years of planning and construction. Due to the weather, there are some items to be completed in the spring including rail crossings, paved aprons, crossing beacons and signage. The trail has proved very popular in the first few weeks and staff expect to see use increase as the weather improves. The grand opening is being planned for late April or early May.

Moorecroft Regional Park Buildings – Demolition and removal of the Caretaker house and Kennedy Hall are complete. Archeological monitoring during the Kennedy Hall revealed no significant findings. A Field Representative from Nanoose First Nation was in attendance along with the RDN's Archeological Consultant during the demo. The project is complete with final inspection approvals on file.

Beachcomber Management Plan – Staff have been working on the first management plan for the park and held an open house for the plan in December. Approximately 30 people responded to a public survey providing comments on current use of the park and ideas for improvements. The plan will be wrapped up this spring.

Tipple Kiosk – The construction of the Tipple Kiosk in the Cedar Plaza adjacent to the Morden Colliery Regional Trail is now underway. Project construction includes the installation of two wood structures (for seating and information signage), plaza pavers and landscaping. Construction will be completed by March 2017.

Meadow Drive Picnic Shelter – The construction of the Meadow Drive Park picnic shelter is now complete. The structure is 22'x16' in area and two picnic tables will be added to the shelter in the next few weeks.

Oak Leaf Community Park Development – The new park was designed and developed by parks staff using in-house resources. Work included the removal or modification of hazard trees, parking lot expansion, trail development, split rail fencing, and the installation of a concrete vault toilet and bear proof garbage receptacle. Further parking lot improvements are still underway and parks signs will be installed this spring.

Blueback Drive Community Park Development – Construction on the final phase of development continued into the fall until deteriorating weather conditions forced a break in activity. Surface and subsurface water flows on this site have been very challenging, resulting in a great deal of drainage mitigation work. Improvements to date include a rock retaining wall, gravel paths, cedar change house for divers/swimmers, toilet surround and waste receptacle. Temporary sedimentation controls are in place over the winter along with a monitoring program and work is expected to resume in early spring.

Operations – Key Highlights

Horne Lake Regional Park - Staff took advantage of unusual low water levels to inspect the engineered boat launch repairs carried out in 2015. No further evidence of undermining or scour was observed.

Nanaimo River Regional Park - BC Coastal Wildfire crew pruned a Ministry of Forest Douglas Fir experimental site within the Park for forest fire fuel reduction purposes. These well planned and supervised efforts provide training opportunities for BCWF crews at no cost to the RDN.

Gabriola Island - Parks and Utilities staff met on site with a VIHA Health Officer at both Descanso Bay Regional Park and Rollo McClay Community Park to conduct an annual water system compliance inspection. Subsequent receipt of the inspection report showed both systems to be in compliance with Provincial standards.

Coats Marsh Regional Park - Staff investigated the unauthorized removal of two large fir trees from Coats Marsh Regional Park. Ongoing work continues involving The Nature Trust of BC, Bylaws Dept., and RCMP towards a restitution agreement with an adjacent landowner who mistakenly removed the trees adjacent the property boundary.

Cox Community Park - A volunteer work party made significant improvements to winter trail conditions, and will be assisting staff with the installation of two log benches fabricated at the Parks shop. A new park ID sign was laid out on-site and ordered, and will be installed in January.

Descanso Bay Regional Park – Staff provided assistance and monitoring of the campground following the untimely loss of the Campground Operator. An RFP will be issued for a replacement Operator.

Parks Maintenance Contracts – The draft RFP has been created for landscape maintenance service in Community Parks, and following review is anticipated to be issued early February. This RFP should amalgamate several smaller contracts and ensure that future services are delivered to a higher standard.

Top Bridge Road Widening – Engineering review, tender and MOTI permits are in place. Site work anticipated to start in the fall was temporarily put on hold due to weather. Work will commence by March and prior to the seasonal opening of the lower parking lot.

All Community Parks - Regulatory signage has been replaced with new park identification signage throughout the entire RDN Community Parks inventory.

Service Calls -

- Hazard Trees - This season staff had a high number of hazard tree complaints, requiring investigation and the removal of several hazard trees at various park sites.
- Water Issues - Several calls were received regarding water issues, relating to drainage problems.

- Dogs off leash and aggressive dog behavior - Animal Control services are currently patrolling Moorecroft, Englishman River and Nanaimo Regional Parks to have a presence at the sites and hopefully reduce these occurrences.
- Complaints for Moorecroft Regional Park include illegal camping, beach fires, shellfish harvesting, removing wood branches and salal from the park.
- Other service calls included; illegal dumping of garbage, garden waste and animal carcasses.

Park Statistics

Year	Site	Aug	Sep	Oct	Nov	Dec	ADT	Days with data
2016	Witchcraft at trail marker #1	3,688	3,400	2,393	2,564	4,098	104.566	143
	Witchcraft at trail marker #10	2,972	2,538	1,068	777	516	48.336	143

Witchcraft at marker #1 is by the parking lot and would capture both hikers going up the mountain and people just visiting the lake. Marker #10 is on the Witchcraft Regional Trail which would only catch hikers. Please note numbers will have to be divided by two assuming the hikers went up and down the same way.

Permits

- A park use permit was issued to the Oceanside Community Arts Council for use of the Sunnybeach Water Access (Area H) in the launch of the Tidal Treasures tourism program. Staff worked with program proponents to resolve subsequent waterfront landowner concerns with trespass and environmental degradation here and at other beach sites being promoted by the program.
- The Corcan-Meadowood Residents' Association was issued a park use permit to hold their annual Hallowe'en Spectacular at Meadowood Community Park (Area F).
- Nanoose Bay Elementary School began another school year of permitted use at Moorecroft Regional Park for outdoor K/1/2 classes.
- The Mount Arrowsmith Biosphere Region invited the public to help identify ten Amazing Places in the Biosphere, and Top Bridge was selected for this special list. A park use permit was issued to VIU to film at Top Bridge and to erect permanent signage about this amazing place on the side of the existing RDN kiosk at the Top Bridge Crossing suspension bridge.



Wendy Marshall
 wmarshall@rdn.bc.ca
 February 6, 2017

Reviewed by:

- T. Osborne, General Manager of Recreation and Parks

Attachments

1. Parks Work Plan - Jan 2017

PARK PROJECTS AND REQUESTS								
Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
A	15-569	2016-002	Beach Accesses	Driftwood Beach Access stair design	2016		Completed	
A	16-785	2017-002	Beach Accesses	Driftwood Beach Access stair consultation and design	2017	2017 Q2	Not started	Planned for Spring 2017
A		2018-001	Beach Accesses	Driftwood Beach Access stairs construction	2018		Not started	Planned for 2018
A	15-568	2016-001	Cedar Plaza	Tipple construction	2016	2017 Q1	Delayed	Construction has started but is delayed due to weather.
A	15-568	2017-001	Cedar Plaza	Sign boards for the Tipple Structure	2017	2017 Q1	Not started	Planned for Spring 2017
A	Staff	2017-003	Skatepark	Concrete headwalls	2017	2017 Q3	Not started	Planned for Summer 2017
B	16-348	2017-006	707	Signs review and update	2017	2017 Q4	Not Started	Fall of 2017
B	15-565	2016-005	Cox	Entry sign installation	2016	2017 Q1	Underway	Sign is ordered and will be installed in the coming weeks
B	15-565	2016-006	Cox	Bench installation	2016	2017 Q1	Underway	Benches to be installed in next few weeks
B	Staff	2017-008	Decourcey stairs	Rebuild Beach Access stairs	2017	2017 Q3	Not started	Planned for the summer of 2017
B	16-677	2016-008	Development	Density transfer/subdivision review and comment	2016	TBD	Underway	Report done for board and response sent to Islands Trust (IT). Now with IT.
B	Grant	2017-004	Huxley	Playground design and install	2017	2017 Q4	Not started	Timeline for project will be determined once the outcome of the grant applications is known.
B	15-438	2017-005	Huxley	Sport Court upgrades	2017	2017 Q4	Not started	Timeline for project will be determined in once
B	15-369	2016-003	Huxley	Skate Park detail design	2016	2017 Q1	Underway	RFP has been awarded
B	Staff	2017-009	Joyce Lockwood Stairs	Rebuild Beach Access stairs	2017	2017 Q3	Not started	Planned for the summer of 2017
B	Staff	2017-010	Malspina Galleries	Trail work/garbage can install	2017	2017 Q3	Not started	Planned for the summer of 2017
B	16-346	2016-007	McCollum Road Cash in Lieu	Work with Developer for processing the Cash in Lieu	2016	TBD	Underway	Waiting for developer to received his PLA and final approval.
B	15-089	2017-007	Rollo	Dog Park design - work with community group	2017	2017 Q4	Not started	Planned for Fall of 2017
B	Posac	2016-004	Strand Boat Launch	Repair	2016		Completed	
B	Posac	2016-007	Whalebone	Various upgrades	2016	2017 Q3	Delayed	Work to continue throughout 2017
B-CWrks	Board	2015-001	Village Way Path	Design/MOTI approval	2015	2017 Q1	Underway	Plan redesigned per MOTI response in 2016 and the new design presented to MOTI. MOTI approved moving forward to the permitting stage. Costing will be done and the next steps discussed with the Area Director.
B-CWrks		2017-011	Village Way Path	Construction	2017	2017 Q4	Not started	To be determined once costing is obtained and direction provided by Area Director.

Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
C EW/PV	Posac	2018-003	Andres Dorrit	Information sign design and install	2018		Not started	Planned for 2018
C EW/PV	Posac	2018-004	Andres Dorrit	Detailed design	2018		Not started	Planned for 2018
C Ext	Staff	2016-017	Park Improvements	General			Not started	TBD
C Ext - CWrks		2018-002	Extension School	Agreement/Reno	2018		Not started	Planned for 2018
E	16-197	2016-009	Claudet	Utilities lot transfer	2016	TBD	Underway	Information was provided to Water Services. Water Services is working on the transfer.
E	Posac	2018-005	Trail Project	TBD	2018		Not started	Planned for 2018
E-CWrks	Board	2015-002	Blueback	Construction	2015	2017 Q2	Delayed	Work continued through the fall with the
E-CWrks	Posac	2106-011	Claudet	Final development	2016		Completed	
E-CWrks	16-564	2016-010	Oakleaf	Development as per plan	2016	2017 Q1	Underway	Phase 1 complete except for bench and signage. Signage is awaiting confirmed name for the park.
F	Posac	2017-012	ACT Trails	Land Agreement for trail development	2017	2017 Q1	Underway	Land agreement underway.
F	Posac	2018-009	ACT Trails	Trail development	2018		Not started	Planned for 2018
F	Posac	2018-006	Errington	Playground design	2018		Not started	Planned for 2018
F	Staff	2018-007	Errington	Operator Agreement	2018		Not started	Planned for 2018
F	Staff	2017-013	Meadowood	Parking lot improvements	2017	2017 Q3	Not started	Planned for summer of 2017.
F-CWrks	Posac	2019-001	Errington Playground	Construction	2019		Not started	Planned for 2019
G	Staff	2017-015	Boulton	Replace playground borders	2017	2017 Q3	Not started	Planned for summer of 2017.
G	Posac	2018-010	River's Edge Plan	Playground design	2018		Not started	Planned for 2018
G	16-619	2017-014	Stanhope Trail	Planning, construction	2017	2017 Q4	Underway	Detailed design of an asphalt paved connector trail from the end of Wally's Way to Ackerman Rd is complete, including drainage works, bollards, signs, fence and planting. Construction could occur following approval to proceed.
G-CWrks	Posac	2019-002	French Creek Paths/Trails	TBD	2019		Not started	Planned for 2019
G-CWrks	16-059	2016-012	Little Qualicum Hall	Assessment and report on condition of the building	2016	2017 Q1	Underway	Report being prepared for the March Area G POSAC meeting
G-CWrks		2018-011	Little Qualicum Hall	Carry out action from report	2018		Not started	Planned for 2018
H	16-281	2016-017	Beach Accesses	Assess sites and install signs at sites identified by the POSAC	2016	2017 Q1	Not started	Project to start in coming weeks
H		2017-016	Dunsmuir	Detail design	2017	2017 Q4	Not started	Planned for summer of 2017.
H		2018-012	Dunsmuir	Phase I construction	2018		Not started	Planned for 2018

Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
H	Board	2014-582	Grant - Lighthouse Community Centre Society	Blding upgrades as identified by the LCCS -Installment 4	2017	2017 Q2	Not started	Report for 2016 spending received. Funds for 2017 will be released once budget is approved and funding requests received from the LCCS.
H	Staff	2016-013	Lions Park	Operator Agreement	2016	2017 Q1	Underway	Meeting held mid-January with the Lions Club to review the Club's short and long-term interests, and a new tenure arrangement. A draft transition document will be tabled for discussion at a late March meeting with the Lions.
H	Posac	2019-003	Oakdowne	Licence on other crown parcels surrounding the park	2019		Not started	Planned for 2019
H	Other	2016-014	Roadside Trails	OPC planning - work with Planning Department on their process	2016	2017 Q1	Underway	Response was provided on the draft of the Active Transportation plan.
H	Staff	2017-017	Thompson-clark	Stair repair	2017	2017 Q3	Not started	Planned for summer of 2017.
H	Other	2016-015	Trails Initiative	Community Trails - GIS work and signs	2016	TBD	Underway	Signs installed at Hatchery. GIS captured trail data. Signs to be installed.
H	Posac	2018-013	Wildwood	Kiosk development and install - split with Regional	2018		Not started	Planned for 2018
H-CWrks	Other	2020-001	Area H Roadside Trails	Work with MOTI on any development of trails along the road.	2020		Not started	Timing will depend on the Active Transportation Plan currently under development.
Other - Comm	Other	2018-014	Bike Network Plan	Develop plans	2018		Not started	Planned for 2018
Other - Comm	Operational		Development	Subdivision/parkland - review, comments and POSAC input			On Going	Ongoing as required through planning
Other - Comm	16-616	2016-018	Park Signage	Remove old and install simple signage	2016	2017 Q1	Underway	All most all signs removed and replaced with park name signs
REG	Staff	2017-019	Ammonite Falls Trail	Bridge studies	2017	2017 Q4	Not started	Work planned for the summer of 2017.
REG	Staff	2018-020	Arboretum	Kiosk upgrade -design new sign with volunteers and install	2018		Not started	Planned for 2018
REG	Operational	2016-028	Beachcomber	Management Plan development	2016	2017 Q2	Underway	First round public consultation completed. Draft plan being written.
REG	Mngmnt Plan	2018-019	Benson Creek Falls	Kiosk	2018		Not started	Planned for 2018
REG	16-668	2017-049	Benson Creek Falls	Parking - monitor and communicate with residents	2017	2017 Q4	Underway	Continue to monitor Creekside parking lot with Footprints Security beginning in March.
REG	16-669	2017-048	Benson Creek Falls	Parking feasibility study and design - Weigles entrance	2017	TBD	Not started	Will begin with survey of area and preliminary design of parking lot in 2017

Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG	16-649	2017-038	Coats Marsh	Bat study	2017	2017 Q1	Not started	Consultant will be hired in the coming weeks.
REG		2017-037	Coats Marsh	Caretaker role	2017	2017 Q4	Not started	Will work with lawyer throughout 2017.
REG	Operational	2017-028	Descanso	Operator Agreement	2017	2017 Q3	Underway	A new request for service will be issued by the end of mid February.
REG	Staff	2017-027	Descanso	Tractor purchase	2017	TBD	Not started	TBD with new operator
REG	Staff	2018-018	Descanso	Septic field studies	2018		Not started	Planned for 2018
REG	Staff	2017-029	Englishman River	Geo technical study of the bank above the road	2017	2017 Q2	Not started	Work planned for the spring of 2017.
REG	Staff	2017-030	Englishman River	Repair road to Top Bridge	2017	2017 Q3	Not started	Work planned for summer of 2017.
REG	Other		Fairwinds	Development - PDA		TBD	Not started	To be determined once development applications submitted through planning.
REG	Staff	2017-026	Horne Lake	Accessible toilets install	2017	2017 Q3	Not started	Work planned for the summer of 2017.
REG	Staff	2017-025	Horne Lake	Park upgrades	2017	2017 Q3	Not started	Work planned for the summer of 2017.
REG	16-767	2017-024	Horne Lake Heritage Trail	Historic designation	2017	2020	Not started	
REG	16-766	2017-023	Horne Lake Regional Trail	Planning	2016	2018 Q2	Underway	Planning grant application submitted to Rural Dividends Program late October 2016 with
REG		2020-003	Horne Lake Regional Trail	Construction	2019	2020	Not started	Construction planned to begin in 2019.
REG	Mngmnt Plan	2017-021	La Selva	Construction	2017	2017 Q2	Not started	Can begin following Board approval.
REG	Mngmnt Plan	2016-025	Moorecroft	Agreement - La Selva entry	2016	2017 Q1	Underway	A report is ready for Board approval of the agreement between the Strata and RDN Parks to permit public pedestrian access into Moorecroft Regional Park from the end of La Selva Place.
REG	16-480	2016-026	Moorecroft	Planning with First Nations	2016	2017 Q4	Underway	Staff, Management and Area Director met on site in the Park with NFN Council members and staff to revisit the idea of a First Nations cultural building in the park. Ongoing correspondence to occur during 2017 and a plan will be created for the development zone.
REG	Staff	2017-040	Moorecroft	Vault toilet install	2017	TBD	Not started	Location and type of toilet to be determined through planning for the development zone.
REG	Mngmnt Plan	2018-021	Moorecroft	Picnic shelter design/tender	2018		Not started	Will occur in 2018 following Moorecroft planning process with stakeholders to refine amenity needs and locations.
REG	16-126	2016-024	Mount Benson	Race Event - work with event holders	2016	2017 Q1	Underway	Met with interest groups in early October. Have been awaiting park use permit application since then. Have not heard back from email reminder sent in mid-December.
REG	16-666	2017-036	Mount Benson	Parking solution	2017	TBD	Underway	Staff investigating parking improvements for Board Consideration.

Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG	Mngmnt Plan	2017-034	Naniamo River	Install benches	2017	2017 Q2	Not started	To start in the coming weeks.
REG	Mngmnt Plan	2017-033	Naniamo River	Interpretive signs design and install	2017	2017 Q3	Underway	Design of six interpretive signs complete. Installation to follow.
REG	Staff	2017-020	TCT	Timberlands Road trail head development	2016	2017 Q4	Underway	Planning grant application submitted to the Rural Dividends Program Q4 2016, with results expected by end of Q1 2017.
REG	Other	2019-004	Top Bridge	Reroute trail and parking lot in City of Parksville	2019		Not started	Planned for 2019. Timing depends on the City of Parksville
REG	Posac	2018-017	Wildwood/LHRT	Kiosk development and installtion - split with H	2018		Not started	Planned for 2018
REG CAP	16-670	2017-031	Benson Creek Falls	Stair design, bridge design	2017	TBD	Not started	To occur following Geo-tech study.
REG CAP	16-670	2017-032	Benson Creek Falls	Geo technical study of the slope for stair and bridge development	2017	TBD	Not started	To occur following final confirmation of lease renewal with Province.
REG CAP	Board	2016-022	E&N	Construction	2016	2017 Q2	Underway	The trail opened for use in December. The remaining items will be completed by April.
REG CAP	Board	2017-022	E&N	Amenities and signs install	2017	2017 Q3	Underway	Staff assessing use and planning and developing amenities accordingly.
REG CAP	15-201	2017-035	Little Qualicum	Bridge upgrades	2017	2017 Q4	Underway	Enviromental Consultant proposals received. Work to continue through 2017 with construction in late summer.
REG CAP	16-479	2016-027	Moorecroft	Building removals	2016		Completed	
REG CAP	Mngmnt Plan	2017-041	Moorecroft	Washroom -detailed design and construction	2017	TBD	Not started	Type of washroom and location to be determined through planning process for the development zone.
REG CAP	Board	2014-001	Morden Colliery	Lease upgrade	2014	TBD	Underway	Waiting to for processing update from Province.
REG CAP	16-124,14-755,14-754	2017-047	Morden Colliery	Bridge and trail design and tender	2017	2018 Q2	Underway	Project delayed because of ALC development application process.
REG - Other	Other	2016-019	Amazing Places/Top Trails	With VI Tourism	2016	2017 Q4	Underway	Top Bridge made the list as top ten. Launch event planned for March 30 at the Parksville Civic Centre. Signage to come.
REG - Other	Staff	2017-018	Brochure	Design/print	2017	2017 Q4	Not started	Planned for Fall of 2017

Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG - Other	16-654, 16-678	2016-020	Marine Trail	Partnership agreement	2016	2017 Q4	Underway	Draft partnership agreement received mid-January.
REG - Other	Operational		Operator agreements	Monitor			Ongoing	Ongoing
REG - Other	Other	2018-016	Park Zoning	With Planning Department	2018		Not started	Planned for 2018
REG - Other	Operational	2020-002	Parks Warden Program	Redesign the program. Work with existing volunteers	TBD		On Hold	On hold until staff time is available
REG - Other	Operational		Partnerships	Meetings and on-going communication with partners			Ongoing	Ongoing
REG - Other	Operational	2017-042	RPT Plan	Develop RFP. Work with consultant on plan development	2017	2018 Q4	Not started	RFP to be prepared during summer for Board report in the fall of 2017.
REG - Other	Operational	2018-015	Trail Counters	Expand program	2018		Not started	Planned for 2018
Other	Operational	2016-031	2017 Budget	Create	2016	2017 Q1	Underway	The preliminary 2017 budget is completed. During January, the budget will be amended based on the actual surplus and any changes requested by the Area Directors.
Other			Acquisitions	Assessment and report			Underway	Several properties under consideration.
Other	Operational		Budget and Workplans	Ongoing monitoring			On Going	Ongoing
Other	Staff	2019-006	Bylaw 1399	Update existing bylaw	2019		Not started	Planned for 2019
Other	Operational	2017-045	Call and Work Tracking	Install system and train staff	2017	2017 Q2	Not started	Program will be ordered once the budget is approved.
Other	Staff	2019-005	Donation Program	Create program	2019		Not started	Planned for 2019
Other	Operational		GIS and Mapping	Ongoing mapping			On going	Ongoing
Other	Operational	2016-030	Maintenance Contracts	A, Ext, EW, E, F, H, E&N, VW	2016	2017 Q1	Underway	Draft RFP being written, review planned mid Jan, with RFP issued beginning of Feb
Other	Operational	2017-046	Park Maintenance Plans	Create plans for parks	2017	2017 Q4	Underway	Co-incident with RFP for developed C.P's
Other	Operational		Park Stats	Ongoing updates			On Going	Ongoing
Other	Operational	2018-022	Purchasing System	Create system for purchase	2018		Not started	Planned for 2018
Other	Operational	2017-044	Risk Management	Update Inspection Program	2017	2017 Q4	Underway	Work will be carried out throughout 2017.
Other	Operational	2016-032	SharePoint system	Create and upload old files	2016	2020	Underway	Staff continue to move files from the old files to the new system
Other	Operational	2017-039	Staffing	Hire new Parks Planner	2017	2017 Q2	Not started	Position to be posted shortly.
Other	Operational	2017-043	Worksafe BC	Update program	2017	2017 Q4	Underway	Work will be carried out throughout 2017.

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'B' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD
MONDAY, JANUARY 23, 2017
7:00pm**

(Gabriola Arts Centre)

Attendance: Howard Houle, Director, RDN Board, Chair
Kyle Clifford
Allen Johnston
Rob Brockley
Glenna Borsuk
Megan Walker

Staff: Elaine McCulloch, Park Planner

CALL TO ORDER

Chair H. Houle called the meeting to order at 7:00 p.m.

WELCOME NEW MEMBERS

Two new members were welcomed to the Area 'B' POSAC Committee: Rob Brockley and Glenna Borsuk. Megan Walker was welcomed back for a second term.

ELECTION OF SECRETARY

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

DELEGATIONS

Doug Cavill, Gabriola Island Lions Club Re: Request for storage space at Rollo Community Park.

D. Cavill requested the RDN consider allowing the Lions Club to erect a 200 sq.ft. storage building at Rollo Community Park. The building or storage container would be used to store equipment owned by the Lions but which is lent out for many non-profit events that take place on the Island.

MINUTES

MOVED G. Borsuk, SECONDED K. Clifford that the minutes of the Regular Electoral Area 'B' Parks and Open Space Advisory Committee meeting held September 19, 2016 be approved.

CARRIED

MOVED M. Walker, SECONDED S. Betts to adopt the Minutes of the Regular Electoral Area 'B' Parks and Open Space Advisory Committee meeting held Tuesday, March 2, 2016, as presented.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Bylaw Referral Park Implications – Gabriola Island Local Trust committee Bylaw Nos. 289 & 290 (Potlatch Density Transfer)

M. Walker requested a site tour of the proposed park land dedication on the receiving parcels prior to the POSAC considering the next Islands Trust (IT) referral on this application. The second Islands Trust referral is expected before the IT Public Meeting.

CORRESPONDENCE/COMMUNICATIONS

D. Cavil, Gabriola Lions Club to H. Houle, RDN **RE: Request for Storage Space**

J. Woods to E. McCulloch, RDN **RE: Bells Landing Boat Ramp Improvements**

MOVED A. Johnston, SECONDED M. Walker to receive the correspondence

CARRIED

REPORTS

Monthly Update Regional and Community Parks and Trail Projects – Oct-Dec 2016

H. Houle reviewed the staff report with the following highlights:

- Village Trail Update – Final design approval for the trail has been denied by the Ministry of Transportation and Infrastructure as they will not approve the construction of infrastructure (e.g. storm drainage or sidewalks) in their road corridor. The Ministry will consider allowing widening the pavement beyond the fog line to create a large asphalt shoulder. Director Houle expressed disappointment with this option as it would not improve pedestrian safety.
- RDN staff to meet with GaLTT this spring to review trail projects for 2017, including the development of the new Fawn Pl and McCollum Rd access trails to 707 Community Park.

Huxley Community Park Update

Ms. McCulloch informed the Committee that Newline Skateparks and Spectrum Skateparks have been engaged as the design consultant team to develop a concept plan for the Huxley Skatepark. The first community design workshop is planned for February and the final concept plan and cost estimates are to be completed by the summer of 2017. Playground construction is scheduled for 2017. Grant funding for tennis court and sport court upgrades is still pending; if funding is received these projects will move ahead for 2017.

Pilot Bay Community Park Update

At the November 5th, 2013 POSAC meeting a motion was passed directing staff to develop a trail/viewpoint at Pilot Bay Community Park (formerly known as Decourcey Community Park). Ms. McCulloch informed the Committee that due to competing park development priorities the project has not been completed. Staff advises that this project is on the list to complete in 2018. The item will also go on the agenda for the RDN to discuss with GaLTT as a potential project to work with them on.

MOVED A. Johnston, SECONDED M. Walker that the reports be received.

CARRIED

BUSINESS ARISING FROM CORRESPONDENCE/COMMUNICATIONS

MOVED R. Brockley, SECONDED G. Borsuk that staff be directed to investigate the feasibility of the Gabriola Island Lions Club building a storage shed at Rollo McClay Community Park.

CARRIED

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

CARRIED

NEW BUSINESS

COMMITTEE ROUND TABLE

G. Borsuk discussed the idea that the RDN work with the Islands Trust to explore if there is a public appetite to increase the options for park and trail acquisition on Gabriola.

ADJOURNMENT

MOVED M. Walker that the meeting be adjourned at 8:35 pm.

CARRIED

Chairperson



Gabriola Lions Club

PO Box 261
Gabriola, BC V0R 1X0
www.lions.gabriola.org

Howard Houle
Director, Electoral Area B
Regional District of Nanaimo
1070 North Road
Gabriola Island, BC V0R 1X3

12 October, 2016

REQUEST FOR STORAGE SPACE AT ROLLO McCLAY PARK

The Gabriola Lions Club has been sharing a “goat barn” storage room with the Gabriola Commons on their property for several years but the area has become too small to meet our collective needs. Both organizations storage requirements have increased with the result that access to our respective stores has become restricted. In addition, additional items such as tents and medical support equipment are being stored in members’ garages and basements. The Gabriola Commons is unable to provide the requisite larger space at this time.

The Gabriola Lions Club owns folding chairs, collapsible tables, a hygienic wash station, two barbeques and several tents which, with the exception of our annual concert and pancake breakfast, are loaned to other Gabriola clubs and organizations. In addition, the Club owns a hospital bed and an electric motor scooter that it loans out at no charge to enable Gabriolans with medical conditions to recover in their own homes. For private events, the Lions Club charges a small fee to maintain the items but most organizations use our tables, chairs, tents, etc. for free. The Gabriola Lions Club does not own or control any buildings or real estate at this time.

To collocate all of the Lions material in one location we require approximately 200 square feet. I contacted the Gabriola Recreation Society to determine if any space was available in the portable classroom located behind the Concession Building on Rollo McClay Regional Community Park but was told that all of the floor space is currently in use. The Gabriola Lions Club would therefore like to propose the construction of storage building of appropriate size adjacent to the portable classroom on the Rollo McClay park. The building could be a wood framed or a prefabricated structure on a concrete slab or a 20-foot shipping container on a suitable foundation. The cost of construction and ongoing maintenance would be borne entirely by the Gabriola Lions Club. Any structure would be built in accordance with applicable building codes and environmentally guidelines. The type of structure and construction details will be determined only after full discussion and agreement with the RDN.

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The Gabriola Lions Club appreciates that permission for us to own a storage facility at Rollo McClay might open the RDN to a flood of requests from other Gabriola clubs and organization for similar consideration. It should be noted, however, that the Lions Club is unique on Gabriola in that Lions are not permitted to benefit from their membership in the organization. The Lions Club exists for the sole benefit of the citizens of Gabriola and the Island's charitable organizations.

Please contact me at your convenience to further discuss this request. You can reach me by email at dgcavill@shaw.ca or by phone at 250 247-8929. I look forward to hearing from you soon.

Yours sincerely,

Douglas Cavill
Past President
Gabriola Lions Club

From: [McCulloch, Elaine](#)
To: [Harvey, Ann-Marie](#)
Subject: FW: Bell's Landing
Date: Monday, January 23, 2017 1:59:10 PM

From: John Woods
Sent: Sunday, January 22, 2017 12:02 PM
To: McCulloch, Elaine
Cc: Mike Hoeinghaus
Subject: Re: Bell's Landing

I am on the board of the Gabriola Power Squadron and a year ago we took on the project of finding one or more sites on Gabriola which could accommodate a permanent and proper boat launch. The Board's instructions were one at the north end and one at the south end. In the summer of 2015 we identified 8 possible sites and then through the winter of 2015/2016 narrowed that down to 2 sites with a priority on Bells Landing. During this period of time I consulted with both Rick Jackson, the Gabriola Island Fire Chief and the RCMP. Both were very much in favor of such an initiative. And one of the sites Chief Jackson identified which warranted further investigation was Bell's Landing. I then contacted Randy Young who approached the Power Squadron in the spring of 2016 regarding this very same site and the need to do some work there to maintain and improve its accessibility for the locals that had been using it as a boat launch when tides were appropriate. Subsequently Mr. Young using his engineering background did a possible plan to show how the existing paved area could accommodate vehicle and trailer parking. The text of which is pasted below and the map attached.

I also spoke with Kerry Hobbs a former employee of the Department of Fisheries and Oceans where she specialized in shell fish. As a long time resident of Gabriola she was well aware of the foreshore environment adjacent to Bell's Landing and indicated that she saw no obvious concerns that DFO might find with the area.

We would now like to bring this proposal forward to the Regional District of Nanaimo as the lead government agency for such a project. Which we envision as a community project involving several different organizations with the Gabriola Power Squadron simply taking the lead as an organizing body. I apologize not being able to make this presentation in person but I am out of the country at the time of your meeting.

Thank you for your consideration.

John Woods
Board Member Gabriola Power Squadron

From Randy Young:

Attached is a map for eight 10ft. x 35ft. parking spaces at Bell's Landing, arranged at 45 degrees along the north paved edge, but leaving the trees along the north side. Two more spaces could be installed parallel to the south pavement edge, but I don't think they would be necessary. The south side has a ditch and a grass area space 20 to 30 ft. to the property boundary. The wider back of the property allows a 65ft. turn-around before the ramp to the beach. The park bench and garbage can hidden in the trees are still in good condition.

Thanks,
Randy Young



REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE EAST WELLINGTON AND PLEASANT VALLEY
PARKS AND OPEN SPACE ADVISORY COMMITTEE
REGULAR COMMITTEE MEETING HELD
MONDAY, JANUARY 30, 2017
6:00pm**

(East Wellington Fire Hall, 3269 Jingle Pot Road)

Attendance: Maureen Young, Director RDN Board, Chair
Rick Heikkila
Bernice Lind
Bruce Erickson

Staff: Wendy Marshall, Manager of Parks Services
Kelsey Cramer, Parks Planner

Others: Charles Pinker, Alternate Director, RDN

Regrets: Judith Wilson

CALL TO ORDER

Chair Young called meeting to order at 6:05 p.m.

ELECTION OF SECRETARY

R. Heikkila nominated B. Erickson. B. Erickson accepted.

DELEGATIONS

None

MINUTES

MOVED R. Heikkila, SECONDED B. Erickson that the Notes of the East Wellington and Pleasant Valley Parks and Open Spaces Advisory Committee meeting held May 30, 2016 be received for information.

CARRIED

MOVED R. Heikkila, SECONDED B. Lind that the minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee regular meeting held February 29, 2016 be adopted.

CARRIED

REPORTS

Monthly Updates of Community Parks and Regional Parks and Trails Projects – June-September 2016

The Canada 150 Grant, that was available for applications last year, was briefly discussed and noted that shelf-ready projects were a requirement of this grant funding.

Parks Update Report - Fall 2016

The Parks Update Report is a new format to summarize parks projects and work plan.

Benson Creek Falls Parking Update (verbal)

Staff provided a verbal update indicating that the Board resolution was made to keep the parking lot at Creekside Place Community Park. Compliance with use of the parking lot by park users will resume in the spring with Footprints Security.

Parking lot planning along Wiggles Road and studies and plans for a crossing of the river are on the work plan for 2017.

Witchcraft Lake Parking

RDN Park staff are monitoring and looking for a solution as per Board direction.

Meadow Drive Park Update (verbal)

The new bench was installed and access to the toilet was improved by removing some fencing. The picnic shelter is built, waiting for two eight foot picnic tables that will be installed this spring. The picnic tables will not have an extendable BBQ platform due to concern about promoting BBQ use under the shelter.

C. Pinker informed the Committee that the fire department will not be burying water storage tanks on the park property.

MOVED R. Heikkila, SECONDED B. Lind that the reports to be received for information.

CARRIED

NEW BUSINESS

Five year plan (2017 - 2021)

Detailed design of Anders and Dorrits Community Park is on the work plan for 2018. Detailed design will follow the concept planning and public consultation that has already taken place. POSAC members will be engaged during the fine-tuning of the detailed design.

Jingle Pot Roadside Trail and Kilpatrick Roadside trail were discussed. It was discussed whether or not to remove these projects from the work plan because there is no support from the Ministry of Transportation and Infrastructure to proceed with roadside trail development, beyond widening the paved shoulder. M. Young requested that the Jingle Pot Roadside trail remain on the work plan for the time being in case progress is made with MOTI on this topic.

Priorities for 2018 will be discussed in detail and the next meeting.

Use of the East Wellington Fire Hall

C. Pinker advised the group that after many years of service, he will no longer be Chair of the Board of the Mountain Fire Protection District, as of April, 2017. As a result, use of the Fire Hall as a meeting space may no longer be an option; however, he will put the request forward with the new Trustee.

ADJOURNMENT

MOVED R. Heikkila, SECONDED B. Lind that the meeting be adjourned at 7:40 p.m.

CARRIED

Chairperson

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE FIRE SERVICES ADVISORY COMMITTEE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
WEDNESDAY, JANUARY 11, 2017 AT 7:00 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director W. Veenhof	Chairperson
Director A. McPherson	Electoral Area A
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director J. Stanhope	Electoral Area G
L. Brown	Bow Horn Bay VFD Director
G. MacIntosh	Bow Horn Bay VFD Deputy Chief
A. Poirier	Coombs-Hilliers VFD Chief
S. Stahley	Coombs-Hilliers VFD Director
D. Neden	Coombs-Hilliers VFD Chair
S. Schmidt	Coombs-Hilliers VFD Director
G. Bing	Errington VFD Director
J. Hamel	Errington VFD Chair
K. Roberts	Errington VFD Director
G. Klemm	Errington VFD A/Deputy Chief
J. Jacobsen	Nanoose Bay Fire Protection Society Director
D. Penny	Nanoose Bay VFD Chief
G. Thompson	Nanoose Bay Fire Protection Society Director
K. Young	Extension VFD Chief
C. Henson	Cranberry VFD Trustee
R. Gueulette	Cranberry VFD Chief
P. Tipping	North Cedar Improvement District Chief

Also in Attendance:

P. Carlyle	Chief Administrative Officer
D. Trudeau	Gen. Mgr. Transportation & Emergency Planning Services
W. Idema	Director of Finance
D. Pearce	A/ Director, Transportation and Emergency Planning Services
D. Gardiner	Fire Services Coordinator
N. Hewitt	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order and attendees and roundtable introductions were made.

MINUTES

Minutes of the Fire Services Advisory Committee meeting held Wednesday, July 6, 2016.

MOVED Director Stanhope, SECONDED Director Young, that the minutes of the Fire Services Advisory Committee meeting held Wednesday, July 6, 2016, be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Jack Crompton, Squamish-Lillooet Regional District, re Volunteer Fire Departments on Private Land.

MOVED Director Stanhope, SECONDED Director Young, that the correspondence from Jack Crompton, Squamish-Lillooet Regional District, re Volunteer Fire Departments on Private Land be received for information.

CARRIED

REPORTS

Fire Services Workplan for 2017.

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

CARRIED

NEW BUSINESS

New Society Act Workshop.

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

CARRIED

NEXT MEETING

Fire Services Advisory Committee Meeting.

The next meeting of the Fire Services Advisory Committee be held on April 12, 2017 at 7 P.M.

CARRIED

ADJOURNMENT

MOVED Director Stanhope, SECONDED Director Young, that this meeting be adjourned.

CARRIED

TIME: 8:05 PM

CHAIRPERSON

TO: Fire Services Advisory Committee **MEETING:** January 11, 2017
FROM: Dennis Trudeau
General Manager of Transportation and
Emergency Services **FILE:** 7320 01 FSW
SUBJECT: Fire Services Workplan for 2017

RECOMMENDATION

That the Fire Services Workplan for 2017 report be received for information.

SUMMARY

Consultants have provided a Fire Services Review (FSR) report with recommendations (Attachment 'A') that outlines actions that should be taken to address Playbook requirements and ensure the Regional District of Nanaimo (RDN) is able to effectively manage and deliver fire services within the region.

As there was no dedicated staff assigned to this integral service one of the first recommendations that needed to be acted on was the creation and hiring of a Fire Services Coordinator. That position has now been created and subsequently filled in November 2016.

A 2017 Workplan has now been created for the Fire Services Coordinator using the consultant report recommendations as a guide.

BACKGROUND

The RDN provides fire services to ten areas within the Electoral Areas through a combination of six Fire Departments and four service agreements with the Town of Qualicum Beach, City of Parksville, City of Nanaimo and the Cranberry Fire Protection District. In order to ensure that the RDN is able to meet its statutory requirements for the effective delivery of fire services in the region a consultant was hired to work directly with Fire Departments to review the Regional District of Nanaimo's support structure for fire services; to develop a process to ensure compliance with the Playbook and to provide recommendations to the RDN Board. A report with recommendations was submitted to the RDN in April 2016.

As outlined above, following the data gathering and consultation with the fire service providers, the consultants have made a series of 23 specific recommendations designed to incorporate efficiencies and processes that will enhance the delivery of fire service within the Electoral Areas and address some of the coming challenges as fire protection becomes increasingly more challenging with administrative/financial planning and legislative changes like the Playbook.

One of the most important of these recommendations was the creation of a Fire Service Coordinator position within the RDN to assist Fire Departments with the development of common processes and efficiencies and ensure that the RDN, as the Authority Having Jurisdiction over fire services, meet its obligations under the legislation and provide greater assistance in a support capacity and internal expertise to the area Fire Departments. A Fire Services Coordinator position has been created and has been filled since November 2016.

The Fire Services Coordinator has now met with all the fire departments in the area and reviewed the Fire Services Review recommendations. A 2017 Workplan has been prepared to address the projects that are seen to have the highest priority. It should be recognized that this service has a single staff member and limited budget and the Workplan has been created with those restrictions in mind.

2017 Fire Services Workplan

1. Consult with the RDN Fire Departments and their respective societies, to review the bylaw structure, service contracts and mutual and automatic aid agreements and update as necessary (Recommendation 1 in the Fire Services Review);
2. Work with the RDN Fire Departments to ensure the Occupational Health and Safety Program is up to date and meets the current regulatory requirements (Recommendation 2 in the Fire Services Review);
3. Work with the RDN Fire Departments to ensure all departments are training and documenting to their respective Playbook Declared Service Levels and standardize RDN Fire Department Training Report Documentation (Recommendation 9 in the Fire Services Review);
4. Develop RDN Fire Department Standardized Operational Guidelines (Recommendation 10 in the Fire Services Review);
5. Update Fire Service Agreement with Cranberry Fire Department for the Cassidy/Waterloo Fire Service Area (Recommendation 21 in the Fire Services Review); and
6. Review options and implications for the fire department regarding the request from Arrowsmith Search and Rescue to construct an addition to their portion of the building on the parcel shared with the Coombs-Hilliers Volunteer Fire Department (Previous Board direction).

The remaining recommendations will be incorporated in future workplans and identified in the 2018 budgeting process.

ALTERNATIVES

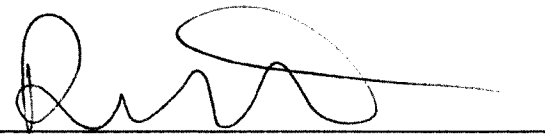
1. That the Fire Services Workplan for 2017 report be received for information.
2. That the Board provide alternate direction be given to staff.

FINANCIAL IMPLICATIONS

The majority of the workplan can be carried out with existing staff resources. There will be legal costs related to renewing or creating agreements and there may be some minor consulting costs when creating guidelines. The 2017 budget does include some funding in these areas which should accommodate these costs.

STRATEGIC PLAN IMPLICATIONS

Assisting Fire Departments in addressing issues from the Structure Firefighters Competency and Training Playbook will directly support the Service and Organizational Excellence Strategic Focus Area in the 2016-2020 RDN Strategic Plan and will address RDN Strategic Priority of supporting Emergency Services as a core element of community safety.



Dennis Trudeau
dtrudeau@rdn.bc.ca
December 19, 2016

Attachments

1. Fire Services Review Recommendations

Reviewed by:

- W. Idema, Director of Finance
- P. Carlyle, Chief Administrative Officer

Attachment 'A'
Summary of Recommendations

Legal Structures: Bylaws, Service Agreements & Mutual and Automatic Aid Agreements

1. The RDN, in consultation with the Departments and their respective societies, should review the bylaw structure, service contracts and mutual and automatic aid agreements based on the issues identified in this section on organizational and legal structures. In particular, the RDN should consider:
 - (a) developing a standard operational bylaw authorizing the services provided by the Departments and empowering them to operate at an emergency scene, and providing a process for service level establishment (and revision);
 - (b) reviewing and updating each service agreement with the relevant societies to address Playbook matters and related reporting requirements;
 - (c) review and update, with the partner local governments and societies, the mutual and automatic aid agreements currently in use.

Joint Health and Safety Committee

2. Having a formal written OH&S program, having a formal joint committee (or worker representative), conducting regular meetings and posting minutes of those meetings is a mandatory requirement of WorkSafe BC. We strongly recommend that the RDN ensure that any societies and Departments not in compliance with these requirements undertake the work necessary to meet their obligations under the WCA and related regulations.

Organizational Structures

3. That the Regional District, in conjunction with the Societies and the Fire Departments, undertake a review of the current structure to determine how best to manage the RDN Fire Services into the future and what role the Societies should play.
4. In the event the above noted review determines to continue to use the society system, the RDN, in conjunction with the Societies, develop policy and procedures outlining how the societies will be managed, how they will report to the RDN and finally, how they will manage their respective fire Departments.
5. In the event the above noted review determines to continue to use the society system, that the RDN develops a process whereby any Society that determines it is no longer prepared to be responsible for the operational aspects of its Department, can be released of its responsibilities, with the Regional District then assuming such role.
6. That the RDN, in conjunction with Societies and the Departments, adopt a policy setting out the educational and experience requirements for the position of Fire Chief.

7. That the RDN, in conjunction with the Societies, adopt a policy confirming that promotion to the position of Fire Chief will be held through open competition and subject to meeting the educational and experience requirements.
8. That the RDN, in consultation with the Societies and Departments, develop standardized proficiency requirements for each officer position within the Departments. Where elections are still used to appoint officers, a member should only be permitted to stand for election if he or she meets the minimum proficiency requirements for such position

Records

9. The RDN, as AHJ, must ensure that Departments are maintaining adequate records to meet their statutory, regulatory and operational requirements. The RDN should review records keeping processes and requirements with each of its Departments and their Chief Officers. Service contracts with each society should be updated to expressly specify what records must be kept, the manner in which the records are to be stored and how the Departments are to report back to the RDN on the status of their records keeping. Some regional districts have instituted area-wide records keeping systems used by each department for which it is responsible. The RDN may wish to review with its area Departments the prospect for introducing a shared records management system.

Operational Guidelines

10. The RDN, in cooperation with the Departments, ensure that each Department has a complete set of OGs as required by WorkSafe BC, the Playbook and best practices. We would recommend that the RDN and the Departments develop a uniform set of region-wide OGs for use by each Department, to reduce the workload involved and ensure consistency.

Apparatus and Equipment

11. That the RDN in cooperation with the Fire Chiefs, investigate and consider having maintenance and repair of fire apparatus conducted by RDN (or member municipality) mechanical staff.
12. That the RDN and the Departments investigate the possibility of creating common fire apparatus specification templates for use in future purchases and that bulk purchasing of apparatus and equipment be considered in the future.
13. That the Departments review their individual equipment testing procedures and record keeping procedures, and compare them to the respective NFPA and WorkSafe BC requirements. Any deficiencies should be addressed immediately.

Training Standards and Requirements: Role of the RDN

14. That the RDN consider the creation of a Fire Services Coordinator position within the Regional District; and that prior to filling the position, the RDN in conjunction with the Fire Chiefs, jointly develop the job functions and primary roles for the position.

Volunteer Recruitment and Retention

15. The Departments, in cooperation with the RDN, should review the compensation received by volunteers for attendance at practices and when responding to emergency incidents to ensure it is fair; and that a regional policy for reimbursement of members out of pocket expenses, including wage losses, is developed.
16. The Departments and the RDN should develop a comprehensive approach to recruitment and retention including developing an effective information campaign for volunteers, reviewing the idea of volunteer benefits and implementing a duty crew system.
17. The RDN should develop and implement a more effective recognition program for its volunteers. It also should develop a recognition program for employers, and in particular for those employers which permit their employees to respond to day-time call-outs.
18. The Departments and the RDN should review other WEPs in the province, and consider developing and implementing similar programs. A WEP would enhance day-time responses and improve the availability emergency responders, at a far lower cost than hiring career firefighters.
19. Those Departments not already doing so, should consider using part-time administrative assistance or volunteer support personnel at the fire hall, to assist with administrative, record keeping and data entry duties.
20. The Departments in consultation with the RDN should consider developing a career pre-employment training program.

Review of Other Matters

21. Prior to renewing the Fire Services Agreement with the CVFD for fire protection services in Cassidy-Waterloo service area, the RDN should review the feasibility of creating a separate fire service for that area. Alternatively, the renewal agreement should provide for a reasonable termination period in the event that the stakeholders and RDN determine that a separate fire department should be created.
22. That the RDN follow up with the CVFD regarding possible alcohol consumption at the Cranberry Fire Hall on practice nights to confirm process and discuss insurance implications.
23. That the RDN in cooperation with the Errington and Coombs-Hilliers Departments, conduct a review of the feasibility of merging the two fire service areas and departments into a single area and department.