

REGIONAL DISTRICT OF NANAIMO
ELECTORAL AREA SERVICES COMMITTEE
AGENDA

Tuesday, November 20, 2018

1:30 P.M.

RDN Board Chambers

This meeting will be recorded

Pages

1. CALL TO ORDER
2. APPROVAL OF THE AGENDA
3. ADOPTION OF MINUTES
 - 3.1 Electoral Area Services Committee Meeting - October 2, 2018 6
That the minutes of the Electoral Area Services Committee meeting held October 2, 2018, be adopted.
4. DELEGATIONS
5. CORRESPONDENCE
6. COMMITTEE MINUTES
That the following minutes be received for information:
 - 6.1 Nanoose Bay Parks and Open Space Advisory Committee - October 3, 2018 10
 - 6.2 Electoral Area F Parks and Open Space Advisory Committee - September 26, 2018 13
 - 6.3 East Wellington / Pleasant Valley Parks and Open Space Advisory Committee - September 24, 2018 15
 - 6.4 Electoral Area A Parks, Recreation and Culture Commission - September 19, 2018 17
 - 6.5 Electoral Area G Parks and Open Space Advisory Committee - September 19, 2018 19
 - 6.6 Electoral Area B Parks and Open Space Advisory Committee - September 17, 2018 21

7. COMMITTEE RECOMMENDATIONS

7.1 Nanoose Bay Parks and Open Space Advisory Committee

7.1.1 Stone Lake Drive Community Park – Natural Play Space Update 23

That the creation of concept plans for the Stone Lake Drive Community Park Natural Play Space project proceed with the assistance of the Focus Group.

7.2 Electoral Area G Parks and Open Space Advisory Committee

7.2.1 Len Gibson, Oceanside Senior Cycling Groups, Re Cycling - Columbia Beach Access 28

Please note: Committee recommendation came from Business Arising from Correspondence

That staff review the Dalmatian Drive - Sumar Lane cycling connection with the Ministry of Transportation and Infrastructure and report back with costs for surfacing options.

7.3 Electoral Area B Parks and Open Space Advisory Committee

7.3.1 Joyce Lockwood Community Park Beach Access – Area B 33

That the beach access stairs at Joyce Lockwood Community Park be removed, and a land use agreement for the existing beach access trail on the adjacent Federal Crown Lands be pursued.

8. PLANNING

8.1 Development Permit with Variance and Site Specific Exemption

8.1.1 Development Permit with Variance Application and Site Specific Floodplain Bylaw Exemption No. PL2017-143 - 5516 Deep Bay Drive – Electoral Area H 58

Delegations Wishing to Speak to Development Permit with Variance Application and Site Specific Floodplain Bylaw Exemption No. PL2017-143 - 5516 Deep Bay Drive – Electoral Area H

1. That the Board approve Development Permit with Variance No. PL2017-143 to permit the construction of a dwelling unit, accessory building, and associated landscaping subject to the terms and conditions outlined in Attachments 2 to 5.

2. That the Board exempt Lot 59, District Lot 1, Newcastle District, Plan 20442 from Section 13(c) of Bylaw 1469 to allow the placement of structural fill within 15 metres from the boundary of the sea.

3. That the Board direct staff to complete the required notification for Development Permit with Variance No. PL2017-143.

8.2 Development Permit with Variance

8.2.1 Development Permit with Variance Application No. PL2018-174 - 2130 and 2140 Schoolhouse Road – Electoral Area A 72

Delegations Wishing to Speak to Development Permit with Variance Application No. PL2018-174 - 2130 and 2140 Schoolhouse Road – Electoral Area A

1. That the Board approve Development Permit with Variance No. PL2018-174 to amend Development Permit with Variance No. PL2017-150 as it pertains to fascia signs 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. PL2018-174.

8.3 Development Variance Permit

8.3.1 Development Variance Permit Application No. PL2018-117 - 1035 Shayla Road – Electoral Area H 82

Delegations Wishing to Speak to Development Variance Permit Application No. PL2018-117 - 1035 Shayla Road – Electoral Area H

1. That the Board approve Development Variance Permit No. PL2018-117 to increase the accessory building floor area to permit the construction of an additional accessory building subject to the terms and conditions outlined in Attachments 2 and 3.

2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2018-117.

8.3.2 Development Variance Permit Application No. PL2017-173 - 1352 Madrona Drive – Electoral Area E 91

Delegations Wishing to Speak to Development Variance Permit Application No. PL2017-173 - 1352 Madrona Drive – Electoral Area E

1. That the Board approve Development Variance Permit No. PL2017-173 to legalize the siting of an existing deck, portion of the house, stairs and to permit the construction of an addition by reducing the setback to the sea and interior side lot line subject to the terms and conditions outlined in Attachments 2 to 3.

2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2017-173.

8.3.3 Development Variance Permit Application No. PL2018-125 - 2612 Sea Blush Drive – Electoral Area E 98

Delegations Wishing to Speak to Development Variance Permit Application No. PL2018-125 - 2612 Sea Blush Drive – Electoral Area E

1. That the Board approve Development Variance Permit No. PL2018-125 to increase height for 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 Variance Permit No. PL2018-125.

8.4 Request for Frontage Relaxation in Relation to a Subdivision

8.4.1 Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in relation to Subdivision Application No. PL2018-070 - 2110 Newcastle Lane and 2050 Minetown Road – Electoral Area A 110

That the Board approve the request to relax the minimum ten percent perimeter frontage requirements for proposed Lot 2 in relation to Subdivision Application No. PL2018-070.

9. EMERGENCY PREPAREDNESS

9.1 Evacuation Route Planning Grant – Community Emergency Preparedness Fund 116

1. That the grant application by the Regional District of Nanaimo for \$25,000 to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the completion of Evacuation Route Planning for Electoral Area E be endorsed.
2. That the grant application by the Regional District of Nanaimo on behalf of the District of Lantzville for \$25,000 to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the completion Evacuation Route Planning for the District of Lantzville be endorsed.

9.2 Livestock Emergency Sheltering Agreement Renewals 120

1. That the Livestock Emergency Sheltering Agreement Renewal between the Regional District of Nanaimo and Culverden Holdings Ltd. for a five year term commencing January 1, 2019 and ending December 31, 2023 be approved.

2. That the Livestock Emergency Sheltering Agreement Renewal between the Regional District of Nanaimo and the Arrowsmith Agricultural Association for a fire year term commencing January 1, 2019 and ending December 31, 2023 be approved.

3. That the Livestock Emergency Sheltering Agreement Renewal between the Regional District of Nanaimo and the Coombs Hillers Community Organization for a fire year term commencing January 1, 2019 and ending December 31, 2023 be approved.

9.3 Red Cross Community Partnerships BC Fires 2018 – Community Gathering Grant Update 134

That the Red Cross Community Partnerships BC Fires 2018 – Community Gathering Grant report be received for information.

10. BUSINESS ARISING FROM DELEGATIONS

11. NEW BUSINESS

12. ADJOURNMENT

REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE ELECTORAL AREA SERVICES COMMITTEE MEETING

Tuesday, October 2, 2018
1:30 P.M.
RDN Board Chambers

In Attendance:	Director J. Stanhope	Chair
	Director A. McPherson	Electoral Area A
	Director H. Houle	Electoral Area B
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director J. Fell	Electoral Area F
	Director 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. Wells	Gen. Mgr. Corporate Services
	D. Pearce	Director of Transportation & Emergency Services
	T. Armet	Mgr. Building & Bylaw Services
	P. Thompson	Mgr. Long Range Planning
	T. Mayea	Legislative Coordinator
	S. Commentucci	Recording Secretary

CALL TO ORDER

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

APPROVAL OF THE AGENDA

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

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Electoral Area Services Committee Meeting - September 4, 2018

It was moved and seconded that the minutes of the Electoral Area Services Committee meeting held September 4, 2018, be adopted.

CARRIED UNANIMOUSLY

DELEGATIONS

Guy Dauncey, Yellow Point Ecological Society, re the failure of the RDN's planning tools to protect an S1 'critically imperiled' ecosystem, and a proposal for a new RDN Coastal Douglas fir Conservation Strategy

Guy Dauncey, Yellow Point Ecological Society, provided a presentation to the Board and requested that a public process be established to develop a new RDN Coastal Douglas fir Conservation Strategy.

PLANNING

Development Permit with Variance

Development Permit with Variance Application No. PL2018-123 - Imperial Drive and Lee Road, Electoral Area G

Ken Kyler, representing the developer, provided a brief overview of the project.

It was moved and seconded that the Board approve Development Permit with Variance No. PL2018-123 to establish building envelopes, address previous land clearing, and permit the placement of fill in conjunction with a proposed nine lot subdivision subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2018-123.

CARRIED UNANIMOUSLY

Development Variance Permit

Development Variance Permit Application No. PL2018-078 - 1600 Brynmarl Road, Electoral Area E

It was moved and seconded that the Board approve Development Variance Permit No. PL2018-078 to reduce the minimum parking requirements from one space per every two berths plus one per two employees, to one space per every three berths plus one per two employees subject to the terms and conditions outlined in Attachments 2 and 3.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2018-078.

CARRIED UNANIMOUSLY

Development Variance Permit Application No. PL2018-117 - 1035 Shayla Road, Electoral Area H

It was moved and seconded that the Board approve Development Variance Permit No. PL2018-117 to increase the accessory building floor area to permit the construction of an additional accessory building subject to the terms and conditions outlined in Attachments 2 and 3.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2018-117.

CARRIED UNANIMOUSLY

Development Variance Permit Application No. PL2018-142 - 6425 Island Highway West, Electoral Area H

It was moved and seconded that the Board approve Development Variance Permit No. PL2018-142 to increase the maximum floor area for accessory buildings and reduce the setback to the Other Lot Line for an accessory building addition subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2018-142.

CARRIED UNANIMOUSLY

EMERGENCY PREPAREDNESS

Emergency Services Update

That the Emergency Services Update be received for information.

CARRIED UNANIMOUSLY

NEW BUSINESS

Directors' Forum

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

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

TIME: 2:11 PM

CARRIED UNANIMOUSLY

CHAIR

REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE NANOOSE BAY PARKS AND OPEN SPACE ADVISORY COMMITTEE
MEETING

Wednesday, October 3, 2018
6:30 P.M.
Nanoose Place

In Attendance:	Director B. Rogers	Chair
	M. Caskey	Member at Large
	D. Mitchell	Member at Large
	V. Swan	Member at Large
	R. Turkington	Member at Large
	L. Krofta	Member at Large
Regrets:	D. Young	Member at Large
Also in Attendance:	W. Marshall	Mgr, Park Services
	K. Cramer	Parks Planner

CALL TO ORDER

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

APPROVAL OF THE AGENDA

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

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Nanoose Bay Parks and Open Space Advisory Committee Meeting - June 13, 2018

It was moved and seconded that the minutes of the Nanoose Bay Parks and Open Space Advisory Committee meeting held June 13, 2018 be adopted.

CARRIED UNANIMOUSLY

CORRESPONDENCE

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

B. & J. Milligan, Stone Lake Drive Residents, re: Proposed Changes to Stone Lake Drive Park
Dr. D. Dowling - Stone Lake Drive Playground

CARRIED UNANIMOUSLY

REPORTS

Stone Lake Drive Community Park – Natural Play Space Update

Options for the next stage were to:

1. Create concept plans with the assistance of a focus group, headed by K. Cramer and V. Swan with a small number of interested local participants.
2. Add the process of initiating a master plan for Claudet Road Community Park to Area E's 5-year Community Parks work plan, and the Natural Play Space project be considered at Claudet Park during the planning process.
3. That the Natural Play space project at either location not be further explored at this time.

It was moved and seconded that the creation of concept plans for the Stone Lake Drive Community Park Natural Play Space project proceed with the assistance of the Focus Group.

CARRIED UNANIMOUSLY

Bonnington-Coventry Trail Corridor Review – Area E

Staff assessed the trail location and believe construction to be feasible with constraints. The project will be considered in the 5-year plan review later.

It was moved and seconded that the Bonnington-Coventry Corridor Trail Review be received as information.

CARRIED UNANIMOUSLY

Parks Update Report – Summer 2018

It was moved and seconded that the Parks Update - Summer 2018 be received as information.

CARRIED UNANIMOUSLY

5-year Project Plan Approval– Electoral Area E

The 5-year project plan was reviewed and a project to create a master plan for Claudet Rd Community Park was added.

The Committee considered the priority level of the Bonnington-Coventry Trail Corridor site survey, design, funding and construction in the 5-year Community Parks work plan for Area E. The priority level was not adjusted at this time.

The 2018 and High Priority projects were reviewed and approved.

It was moved and seconded that the 5-year Project Plan: 2019-2023 for Community Parks in Electoral Area E be received as information.

CARRIED UNANIMOUSLY

NEW BUSINESS

Expiring Terms (Swan, Turkington, Young)

Three terms for Area E POSAC members are expiring at the end of December (Swan, Turkington and Young). Director Rogers thanked them for their time and suggested that they could reapply.

L. Krofta updated that the District 69 Recreation Commission is looking into developing a multiplex sports complex which would serve the needs of Nanoose Bay residents as well as others in District 69.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 8:20 PM

CHAIR

**REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE ELECTORAL AREA F PARKS AND OPEN SPACE ADVISORY
COMMITTEE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO**

**Wednesday, September 26, 2018
7:00 P.M.
Annex Building (Coombs Fairground)**

In Attendance:	Director J. Fell R. Nosworthy K. Kril R. Shackleton B. Smith	Chair Member at Large Member at Large Member at Large Member at Large
Regrets:	A. Dunn	Member at Large
Also in Attendance:	R. Lussier	Parks Planner

CALL TO ORDER

Chair Fell called the meeting to order at 7:00 p.m. and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting is taking place.

APPROVAL OF THE AGENDA

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

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Electoral Area F Parks and Open Space Advisory Committee Meeting - March 21, 2018

It was moved and seconded that the minutes of the Electoral Area F Parks and Open Space Advisory Committee meeting held March 21, 2018 be adopted.

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

B. Smith referred to her previous request for assistance in creating geo reference maps and was without success as the RDN would need to make their own maps. She has created these maps on her own and shared the work in progress maps with the group.

REPORTS

Parks Update Report – Summer 2018

R. Lussier gave a summary of the projects in the area.

It was moved and seconded that the Parks Update Report - Summer 2018 be received as information.

CARRIED UNANIMOUSLY

NEW BUSINESS

5-year Project Plan – Electoral Area F

The current budget availability was reviewed.

R. Nosworthy questioned whether some of the isolated parks could be sold.

It was moved and seconded that the draft 5-year Project Plan: 2019-2023 for Community Parks in Electoral Area F be received as information.

CARRIED UNANIMOUSLY

Expiring Terms (Shackleton, Kril)

Members with expiring terms were reminded to re-apply.

All members were asked to encourage new people to apply.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 8:07pm

CHAIR

REGIONAL DISTRICT OF NANAIMO**MINUTES OF THE EAST WELLINGTON / PLEASANT VALLEY PARKS AND OPEN SPACE
ADVISORY COMMITTEE MEETING**

**Monday, September 24, 2018
6:00 P.M.
East Wellington Fire Hall**

In Attendance:	Director M. Young	Chair
	B. Erickson	Member at Large
	R. Heikkila	Member at Large
	B. Lind	Member at Large
	D. Cawthorne	Member at Large
	S. Cameron	Member at Large
Also in Attendance:	C. Pinker	Alt. EW/PV Director
	K. Cramer	Parks Planner

CALL TO ORDER

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

APPROVAL OF THE AGENDA

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

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES**East Wellington / Pleasant Valley Parks and Open Space Advisory Committee Meeting -
June 25, 2018**

It was moved and seconded that the minutes of the East Wellington / Pleasant Valley Parks and Open Space Advisory Committee meeting held June 25, 2018, be adopted.

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS**Water Storage Tanks**

It was discussed that there has been communication between the Regional District of Nanaimo and East Wellington Fire Department about the burying of water storage tanks in Meadow Drive Community Park. Parks staff are looking into the mechanisms and requirements to allow this use in the park.

REPORTS

Parks Update Report – Summer 2018

It was moved and seconded that the Parks Update Report - Summer 2018 be received as information.

CARRIED UNANIMOUSLY

5-year Project Plan Approval – Electoral Area C

The Committee discussed the projects on the list and K. Cramer updated their current status.

It was moved and seconded that the 5-year Project Plan: 2019-2023 for Community Parks in Electoral Area C (East Wellington/Pleasant Valley) be received as information.

CARRIED UNANIMOUSLY

NEW BUSINESS

Expiring Terms (Lind, Cameron, Vacant)

A reminder was given to those with expiring Commission terms and applications were handed out.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 7:07 PM

CHAIR

REGIONAL DISTRICT OF NANAIMO
MINUTES OF ELECTORAL AREA A PARKS, RECREATION AND CULTURE COMMISSION
MEETING

Wednesday, September 19, 2018
6:30 P.M.
Cedar Heritage Centre

In Attendance:	Director A. McPherson	Chair
	Commissioner L. Bury	Member at Large
	Commissioner J. Fiddick	Member at Large
	Commissioner G. Gidden	Member at Large
	Commissioner L. Mann	Member at Large
	Commissioner A. Thornton	Member at Large
	Commissioner B. White	Member at Large
	Commissioner K. Wilson	Member at Large
Regrets:	Commissioner M. Cawthorne	Member at Large
Also in Attendance:	H. King	Superintendent, Recreation Program Services
	K. Cramer	Park Planner
	A. Harvey	Recording Secretary

CALL TO ORDER

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

APPROVAL OF THE AGENDA

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

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Electoral Area A Parks, Recreation and Culture Commission Meeting - June 20, 2018

It was moved and seconded that the minutes of the Electoral Area A Parks, Recreation and Culture Commission meeting held June 20, 2018, be adopted.

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

5-year Parks Project Plan – Electoral Area A

Commission members discussed the costs and priorities in the 5-year Parks Project Plan.

REPORTS

Parks Update Report – Summer 2018

K. Cramer gave a summary of the projects in Area A and took questions from the Commission members.

It was moved and seconded that the parks update for Summer 2018 be received as information.

CARRIED UNANIMOUSLY

NEW BUSINESS

EA A PRCC Committee Expiring Terms (Gidden, White, Wilson, Thornton)

A reminder was given to those with expiring Commission terms and applications were handed out.

COMMISSION ROUNDTABLE

Commissioners provided community updates to the Committee and thanked Director McPherson for his service as Electoral Area A Director.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 8:15

CHAIR

REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE ELECTORAL AREA G PARKS AND OPEN SPACE ADVISORY
COMMITTEE MEETING

Wednesday, September 19, 2018
4:00 P.M.
Oceanside Place

In Attendance:	Director J. Stanhope	Chair
	T. Malyk	Member at Large
	M. Foster	Member at Large
	B. Coath	Member at Large
	D. Round	Member at Large
	J. Dean	Member at Large
Regrets:	R. Alexander	Member at Large
Also in Attendance:	R. Lussier	Parks Planner
	A. Harvey	Recording Secretary

CALL TO ORDER

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

APPROVAL OF THE AGENDA

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

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Electoral Area G Parks and Open Space Advisory Committee Meeting - June 13, 2018

It was moved and seconded that the minutes of the Electoral Area G Parks and Open Space Advisory Committee meeting held June 13, 2018, be adopted.

CARRIED UNANIMOUSLY

CORRESPONDENCE

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

L. Gibson, Oceanside Senior Cycling Groups, Re: Cycling - Columbia Beach Access

CARRIED UNANIMOUSLY

It was moved and seconded that staff review the Dalmatian Drive - Sumar Lane cycling connection with the Ministry of Transportation and Infrastructure and report back with costs for surfacing options.

CARRIED UNANIMOUSLY

REPORTS

Parks Update Report – Summer 2018

R. Lussier gave a summary of the projects in the area.

It was moved and seconded that the Parks Update Report - Summer 2018 be received as information.

CARRIED UNANIMOUSLY

5-year Project Plan Approval – Electoral Area G

It was moved and seconded that the 5-year Project Plan: 2019-2023 for Community Parks in Electoral Area G be received as information.

CARRIED UNANIMOUSLY

NEW BUSINESS

The Committee had a roundtable session and discussed some Committee member's questions.

M. Jessen, Area G Resident, spoke of 3 matters he had for the Committee to hear.

The Committee thanked Director Stanhope for his years of service on the RDN Board and this committee.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

TIME: 4:40pm

CHAIR

REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE ELECTORAL AREA B PARKS AND OPEN SPACE ADVISORY
COMMITTEE MEETING

Monday, September 17, 2018
7:00 P.M.
Gabriola Arts Centre

In Attendance:	Director H. Houle	Chair
	D. Kilbourn	Gabriola Recreation Society
	K. Clifford	Member at Large
	R. Brockley	Member at Large
	T. Gambrell	Member at Large
	C. McMahon	Member at Large
Regrets:	G. Borsuk	Member at Large
Also in Attendance:	E. McCulloch	RDN Parks Planner

CALL TO ORDER

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

APPROVAL OF THE AGENDA

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

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Electoral Area B Parks and Open Space Advisory Committee Meeting - June 18, 2018

It was moved and seconded that the minutes of the Electoral Area B Parks and Open Space Advisory Committee meeting held June 18, 2018, be adopted.

CARRIED UNANIMOUSLY

DELEGATIONS

B. Meyer, re: Future of Batting Cage at Rollo Ball Fields

B. Meyer informed the Committee that the Gabriola Softball Association does not want to pursue their request to install a batting cage at Rollo McClay Community Park due to cost concerns. The Club will remove the existing temporary cage posts from the park.

REPORTS

Parks Update Report – Summer 2018

It was moved and seconded that the Parks Update - Summer 2018 be received as information.

CARRIED UNANIMOUSLY

Joyce Lockwood Community Park Beach Access – Area B

It was moved and seconded that the beach access stairs at Joyce Lockwood Community Park be removed, and a land use agreement for the existing beach access trail on the adjacent Federal Crown Lands be pursued.

CARRIED UNANIMOUSLY

5-Year Project Plan Approval – Electoral Area B

It was moved and seconded that the 5-Year Project Plan: 2019-2023 for Community Parks in Electoral Area B be received as information.

CARRIED UNANIMOUSLY

NEW BUSINESS

Expiring Terms (Kilbourn, Brockley, Borsuk)

Members with expiring terms were reminded to re-apply.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 7:50 PM

CHAIR

TO: Nanoose Bay Parks and Open Spaces Advisory Committee **MEETING:** October 3, 2018

FROM: Kelsey Cramer
Parks Planner **FILE:** 2018-074

SUBJECT: Stone Lake Drive Community Park – Natural Play Space Update

RECOMMENDATION

1. That the creation of concept plans for the Stone Lake Drive Community Park Natural Play Space project proceed with the assistance of the Focus Group

BACKGROUND

On June 14, 2017, the Nanoose Bay Parks and Open Spaces Advisory Committee received a delegation at their regular meeting, requesting consideration of development of a “natural playground” in the Madrona/Timberstone area of Nanoose Bay that would be accessible by walking or biking. The POSAC requested that staff report back at the following meeting:

That staff be directed to provide a scoped concept report regarding natural playground equipment, budget and location around the Madrone area for the next Electoral Area E POSAC meeting.

A high-level suitability assessment of two sites in the Madrona/Timberstone area (Amelia Crescent Community Park and Stone Lake Drive Community Park), as well as at Claudet Road Community Park located farther east along Northwest Bay Road, was provided at the September 13, 2017 meeting.

Stone Lake Drive Community Park was summarized as offering natural playground development opportunity for a small natural playground pilot project. Claudet Road Community Park was summarized as offering natural playground development opportunity within the context of a larger multi-amenity park project that could also include other recreational elements such as sport courts, pump track, etc.

On October 24, 2017, the Board directed that:

That Stone Lake Community Park be pursued as a pilot project for a natural playground and moved forward in the work plan to begin community engagement.

Further to this, the POSAC requested that a Focus Group be used in assisting with the conceptual planning for the project, and the Board provided the following direction on March 27, 2018:

That a community focus group be set up to facilitate the design of the playground at Stone Lake Drive Community Park.

Prior to beginning design work, a site survey was obtained in early April 2018 (Attachment 1). Staff notified neighbours in close proximity to the Park via letter that they may observe a surveyor in the Park in relation to the Stone Lake Drive Community Park Natural Play Space project.

Soon after receiving the survey notification letter, several residents in the Timberstone area voiced concern and disapproval of the project at this location. Staff and Area Director met on site on with park neighbours on April 18, 2018 to hear their concerns and provide more information on the Natural Play Space project, the process, and the timeline, clarifying that the public consultation has not yet occurred and would be planned once a concept design was available to present to the community. (It should be noted that staff did receive input from some nearby residents who indicated support for the project).

Specific concerns included proximity of the proposed play space to detention ponds and the road, loss of blackberries for fruit picking, concern about more youth in the park if the play space is developed, and impacts to water quality given the RDN wells adjacent to the site. Staff followed up on all of these items. An environmental study was conducted and concluded that the blackberries are invasive plants and should be removed. RDN Water Services was consulted regarding the wells and there are no conflicts with the play space project. A vegetation buffer and the addition of wire to the existing pond fencing are design suggestions to separate the ponds from the play area. Road signage to indicate children playing will be considered, along with split rail fencing or other design element to separate the play space from the road.

At the June 13, 2018 POSAC, a delegation spoke against the project at Stone Lake Drive Community Park, reiterating some of the concerns above and presenting a petition signed by 32 individuals, supporting that:

“the "Natural" Community Park at Stone Lake Drive remain in its state without the trees, shrubs and other natural growth removed to construct a playground.”

The delegation concluded that a full-sized playground could be built at Claudet Road Community Park to duplicate the one removed from Nanoose Community Park.

In response, the POSAC determined that they would conduct a site visit to each location prior to their next meeting and give consideration to the intent of the project, as presented by the initial delegation, the input and concerns received by the second delegation and other relevant information about the parks.

That the Electoral Area E Parks and Open Space Advisory Committee meet onsite at Stone Lake Drive Community Park either before mid-July or during September to review the site and reports to date.

On July 19, 2018, all POSAC members, along with the Area Director and park staff met on site at both locations.

OPTIONS

Each site was discussed in light of the information available about the parks and in consideration of both delegations related to the project. Below is a summary of the pros and cons recorded at the site visits.

Community Park	Pros	Cons
Stone Lake Drive	<ul style="list-style-type: none"> • Close to more families/residences. • Easily walked or biked to. • All natural material fits the theme of the existing trails and park. • Opportunity to integrate natural elements along existing trails. • Visibility from the road. 	<ul style="list-style-type: none"> • No room to expand if ever desired in the future. • May need to integrate drainage or build up the play space area if ground is wet in winter time.
Claudet Road	<ul style="list-style-type: none"> • More space available. • Suitable for a larger playground, could be combined with other amenities. • Could dog-park work here? • Toilet, parking amenities in place. 	<ul style="list-style-type: none"> • Not easily walked to, visitors would drive to this site. • Would want to do park master plan first which would lengthen timeline substantially. • Generally quite wet in the park, would need to investigate site conditions further. • Vegetation clearing would be greater.

ALTERNATIVES

1. That the creation of concept plans for the Stone Lake Drive Community Park Natural Play Space project proceed with the assistance of the focus group.
2. That the process for initiating a master plan for Claudet Road Community Park be added to the 5-year Community Parks work plan and the Natural Play Space project be considered at Claudet Road Community Park during the planning process.
3. That a Natural Play Space project at Stone Lake Drive Community Park or Claudet Road Community Park not be further explored at this time.

NEXT STEPS

Should the project continue to move forward at Stone Lake Drive Community Park, the anticipated next steps are:

- | | |
|---|--------------|
| 1. Public Consultation | Target Date |
| a. Focus Group to develop concept plan. | End of 2018. |
| b. Community Open House and Questionnaire to collect input on the concept and gauge level of acceptance for the project in general. | Spring 2019. |

2. POSAC to review input received and consider moving on to detailed design and project development. Summer 2019 POSAC meeting.

FINANCIAL IMPLICATIONS

Costs for the concept planning work at Stone Lake Drive Community Park would be minimal and covered through the Area E Community Parks Budget. The construction of the project would be funded through the Community Works Fund. An estimated cost of \$45,000 was identified in the 5-year Community Parks work plan. Additional operational costs for this project beyond what the park currently expends will result from garbage service and occasional maintenance and repairs, estimated to be \$1,300 and \$500 annually, respectively. Play space inspections and maintenance would be completed by staff at an annual commitment of approximately 20 hours.



Kelsey Cramer
kcramer@rdn.bc.ca
August 13, 2018

Reviewed by:

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

Attachments

1. Approximate Play Space Area

SITE PLAN

REGIONAL DISTRICT
OF NANAIMO

LOT A, DISTRICT LOT 68,
NANOOSE DISTRICT,
PLAN VIP80339

ADDRESS : STONE LAKE DRIVE COMMUNITY
PARK, NANOOSE BAY, BC

PROJECT SURVEYOR : D.W. HOLME

DRAWN BY : DWH

DATE : APRIL 5/18

OUR FILE : 89171

REVISION :



**J.E. ANDERSON
& ASSOCIATES**
SURVEYORS - ENGINEERS

1A - 3411 SHENTON ROAD, NANAIMO, B.C. V9T 2H1
TEL: 250 - 758 - 4631 FAX: 250 - 758 - 4660
E-MAIL : nanaimo@jeanderson.com
NANAIMO - VICTORIA - PARKSVILLE - CAMPBELL RIVER

LOT B
PLAN
EPP10000



LEGEND

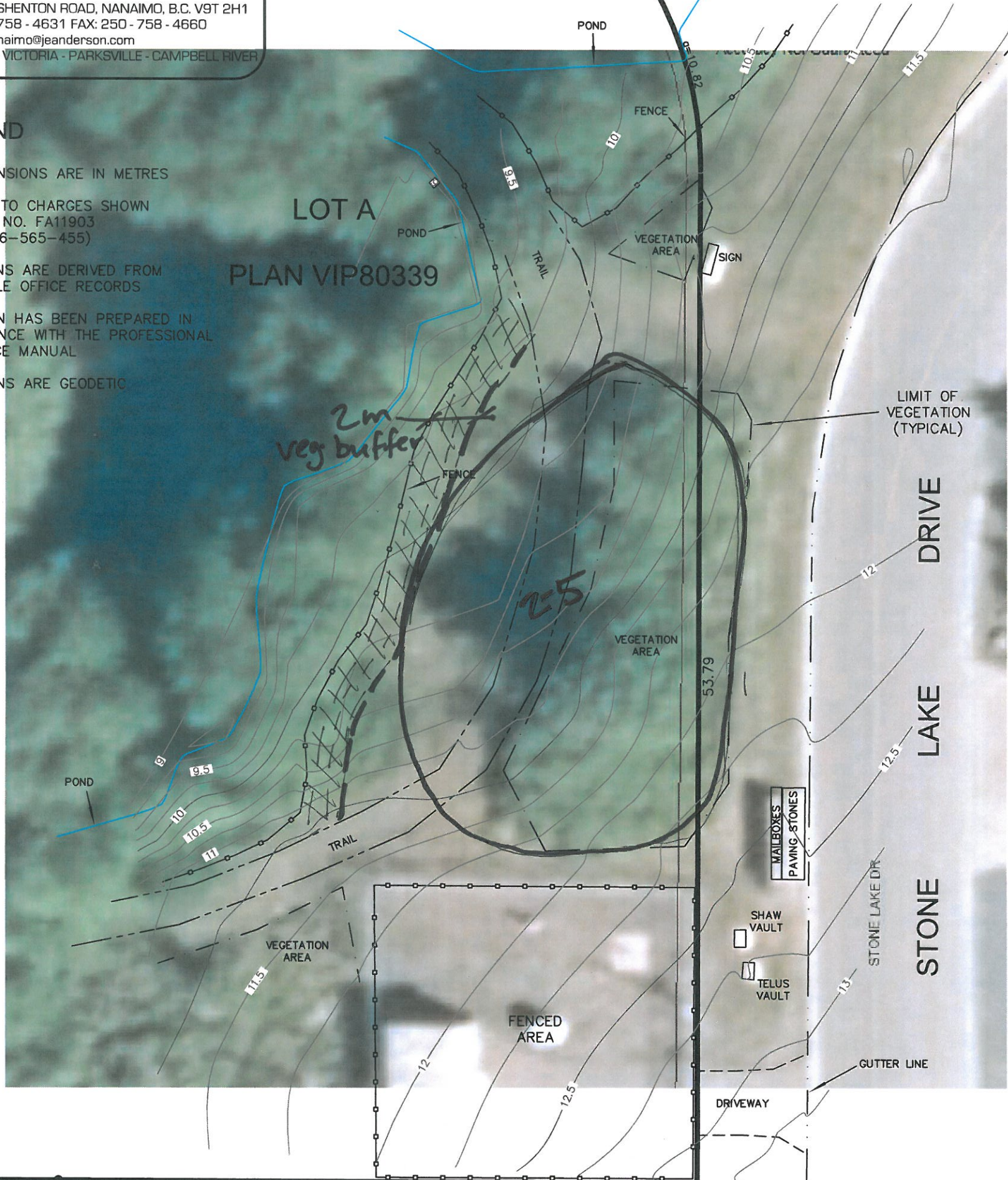
ALL DIMENSIONS ARE IN METRES

SUBJECT TO CHARGES SHOWN
ON TITLE NO. FA11903
(P.I.D. 026-565-455)

DIMENSIONS ARE DERIVED FROM
LAND TITLE OFFICE RECORDS

THIS PLAN HAS BEEN PREPARED IN
ACCORDANCE WITH THE PROFESSIONAL
REFERENCE MANUAL

ELEVATIONS ARE GEODETIC



LOT 24

BENCH MARK IRON
POST = 11.02

33.80
LOT 23

PLAN

VIP87768



The intended plot size of this plan is 280mm in width by 432mm in height (B size) when plotted at a scale of 1:250

From: Len Gibson]
Sent: Sunday, August 12, 2018 6:02 PM
To: Joe Stanhope
Cc: Michel, Joan
Subject: Cycling-Columbia Beach Access

J. Stanhope,

Though I eventually had a length phone discussion January of this year with a lady in the RDN Parks group (I'm sorry that I have misplaced the name/note/date) there was not the expected follow-up that I had anticipated (perhaps a mis-communication) and to date the situation remains as per my original memo.

One of my regular group riders on this route recently commented that as soon as she wins the Lotto she is going to order a truck of asphalt and have the pass through paved before anyone can stop the action!

While a paved pathway would be nice, surely, getting a truck load of road crush on this access is better than the chance of a Lotto win.

Please advise when we may expect action on this issue.

Respectfully,

Len Gibson

Oceanside Senior Cycling Groups

Begin forwarded message:

From: Len Gibson <|>
Subject: Cycling-Columbia Beach Access
Date: September 22, 2017 at 8:19:54 AM PDT
To: jstanhope
Cc: "Michel, Joan" <JMichel>

Joe,

This e-mail concerns the access used by cyclists to more safely get in and out of the Columbia Beach area; I originally raised this issue with RD69's Parks & Recreation Joan Michel in May of 2015.

1. Columbia Beach



The marker pin is placed on a short (100') long gravel surface that is perhaps a long intended connector of Dalmatian Drive and Sumar Lane in Columbia Beach (behind the French Creek Home Hardware Builders Supply). I am given to understand that a formal road connection is not in current plans. However, this connector is **frequently used by cyclists**, probably most often to avoid cycling Hwy 19A. **What the cycling community need is a simple sidewalk width paved connector** as the existing

wide gravel surface is mostly rather large rounded stone that is one of the worst possible materials for any level of cyclist to safely negotiate. Please approach the proper approvers (including Mr. J Stanhope who is the RDN 69 Rep for that area) and see what can be done in 2015, or at least placed in plans/budget for 2016.

This is the response I received from Joan Michel (I do not know if you were copied on this topic or otherwise informed).

Undeveloped stretch of Sumar Lane where it meets Dalmation Drive

This matter was discussed at the Area G Parks and Open Space Advisory Committee (POSAC) over the last year and they did not feel it was a priority project to pursue. **The existing gravel surface is only an issue with road cyclists, the surface is fine with everyone else.** My conclusion is if the road cycling community wants to see upgrades at this location, it needs to get behind the project in an organized fashion. This would start with attending the next Area G POSAC (see attached; contact Elaine McCulloch emcculloch@rdn.bc.ca to get on the agenda) and making a case. As to making a case, I think this is an example of one user group (road cyclists) needing to show willing to get behind a project, prove support within the community and help find dollars to make it happen. You don't need to find all the dollars, just some. I am inquiring with MoTI about if and when they might be developing the stretch for vehicles.

I have made "Bold" a comment in the reply that I feel was/is inappropriate - I chose not to respond at the time - and, based upon experiences from this past summer (2017), state that the **existing pathway is a hazard for cycling stability no matter the capability of normal bicycle tire.**

I regularly lead a senior cycling group through this route on a year round basis and in doing so meet other cyclists on "comfort" bikes; the instability of the surface is often a discussion topic.

While paving would be nice to have (and perhaps beneficial for any citizens using this access for their Medi-scooters) we accept that a strip of gravel surface using "**Road Crush or Paving Mix**", or the material used on the new Coombs Trail, would suffice. From my civil engineering background and cost concerns I understand why locally sourced natural gravel deposits are tempting to use, but they simply do not compact, stay in place, or offer a safe cycling surface.

I trust that monies can be found in the 2017 budgets, or planned for 2018 to carryout this "low cost" solution and make a safer access in/out of the beautiful Columbia Beach area.

Respectfully,

Len Gibson



Drop Pin shows the gravel access between Sumar Lane and Dalmatian Drive



Cyclist standing amid the rounded beach stone that comprises most of the "pass through" surface.



Close up of the existing surface material - rounded stone simply don not compact and are a hazard to any standard bike tire size.



This photo is intended to highlight the hazard of the curbing connector hook; suggest it be cut off or otherwise bent or covered.



This phone shows sandy fines which, when dry, tend to make cycle control “twitchy”.

TO: Electoral Area B Parks and Open Space Advisory Committee **MEETING:** September 17, 2018

FROM: Elaine McCulloch
Parks Planner

SUBJECT: Joyce Lockwood Community Park Beach Access – Area B

RECOMMENDATION

That the beach access stairs at Joyce Lockwood Community Park be removed, and a land use agreement for the existing beach access trail on the adjacent Federal Crown Lands be pursued.

SUMMARY

The Joyce Lockwood Community Park beach access stairs require constant repairs due to yearly storm damage caused by drift logs and wave erosion. In the winter of 2016/2017, the stairs were damaged, and they remain closed for public safety. A recent geotechnical site assessment confirmed that the bank is geotechnically unstable and that wave erosion has compromised the lower footing of the remaining bottom landing. If the stairs are to be reopened for the public, the original project scope for stair repair will need to be expanded to include slope stability works.

The design and construction of new beach access stairs at the current location will require a budget of \$100,000. Due to unpredictable site conditions and challenging site access, \$1,000 a year will be required for inspection and minor stair maintenance and an additional \$2,000 a year will need to be set aside for erosion mitigation works, expected every 5 years at a cost of \$5,000 - \$10,000 per occurrence.

An alternative is to remove the stairs and provide public beach access through a land use agreement for the existing beach access trail located just south of the parklands on the adjacent Federal Crown Lands (Attachment 1). If this agreement is unachievable, the public can continue to access the beach from one of the three existing beach accesses in the nearby Whalebone Park Community Parks.

The cost of removing the stairs and undertaking minor trail improvements on the alternative site is approximately \$13,000 and can be accommodated within the Electoral Area B Community Parks Budget.

BACKGROUND

Joyce Lockwood Community Park is located on the north-eastern shore of Gabriola Island at the end of Whalebone Drive. In 1994, the property was formalized as a community park through Licence of Occupation with the Province which expires in 2044. Park management, development, and maintenance are funded by the Electoral Area B Community Parks function.

The length of the Park shoreline is classified as high bank waterfront characterized by a steep, 4-meter high, clay bank. The Park provides public stair access down this bank to Whalebone Beach, a popular destination for residents, as well as an unofficial connection to a network of informal trails within the adjacent Federal Crown lands, locally known as the Kensington Lands (Attachment 1). Following the informal trail that leads out of the Park, approximately 45 meters past the park boundary there is a trail that leads down a moderate slope to the beach. Round-trip trail counter data from 2018 shows that approximately 600 people/month (20 people/day) travel the trail through the park in the spring months and 2,000 people/month (67 people/day) during the summer months.

The existing wooden stairs were built in 2008, with modifications to meet building code completed in 2011, as recommended in a Risk Control Survey (Municipal Insurance Association, 2010). The lower portion of the beach access stairs requires yearly repairs due to winter storm damage caused by drift logs and wave erosion. The stairs remain closed for safety reasons due to damage sustained by a storm in the winter of 2016/17.

Option 1 - Stair Replacement

Staff completed a preliminary investigation into stair repair. As part of this investigation, environmental and geotechnical assessments were completed (Attachments 2 and 3). The geotechnical report classifies the slope as unstable due to wave erosion at the toe of the slope, overland water flow erosion from an upslope wetland, and marginal slope stability due to soil composition. It was observed that erosion at the toe of the slope has advanced near the point of compromising the lower footing of the bottom landing and that the effects of this erosion are more significant than previously understood. The geotechnical engineer advised that structures are not typically constructed in areas with these conditions due to the inherent cost of slope stabilization measures and the ongoing inspection, maintenance and repair costs associated with structures built on an eroding bank. No alternative stair location is identified as the geological condition of the bluffs is similar along the length of the Park.

Staff anticipated that stair repair would include a new lower footing at the beach level, construction of a retractable lower staircase, and minor repairs to the upper staircase. However, if the stairs are to be reopened for the public, the original project scope for stair repair will need to be expanded to include the replacement of the upper stair section, buttressing of the wave-eroded slope toe with Lock Blocks and riprap armor as recommended in the geotechnical report. The stairs will need yearly geotechnical inspection and minor maintenance performed by Staff, including the seasonal removal and replacement of the lower retractable stairs. Periodic erosion mitigation works including the restoration of dislodged rip rap pieces and concrete

blocks will also be required. Due to the challenging site location, construction and maintenance work will require moving materials and machinery via barge.

Replacing the stairs will cost \$18,000 - \$20,000 for planning including an engineered stair design, detailed construction logistics plan, and project cost estimating. Cost estimates for construction are estimated at \$50,000 - \$80,000. Once constructed, \$1,000 a year will be required for inspection and minor stair maintenance and an additional \$2,000 a year will need to be set aside for erosion mitigation works, expected every 5 years at a cost of \$5,000 - \$10,000 per occurrence. An additional \$3,000 would need to be allocated annually to reserves for replacement of the stairs in 20 years. Stair improvements need approval from the Province as per the terms of the Licence of Occupation.

Option 2 - Stair Removal

Alternatively, the stairs could be removed and a land use agreement pursued for the existing beach access trail located on the adjacent Federal Crown Lands. With this agreement in place, the RDN can work with the Gabriola Land and Trails Trust (GaLTT) to undertake minor trail improvements and ongoing maintenance. If this agreement is unachievable, the public can continue to access the beach from one of the existing beach accesses located at Bluewhale, Queequeg, and Hummingbird Community Parks, the closest of which is approximately 700 meters north of Joyce Lockwood Community Park.

ALTERNATIVES

1. That the beach access stairs at Joyce Lockwood Community Park be removed, and a land use agreement for the existing beach access trail on the adjacent Federal Crown Lands be pursued.
2. That \$100,000 of Electoral Area B Community Works Funds be allocated for the design and construction of beach access stairs at Joyce Lockwood Community Park and that \$6,000 a year be allocated in the Electoral Area B Community Parks budget for stair inspection, maintenance, slope mitigation works and asset management.
3. That the Board provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The design and construction of new beach access stairs will require a budget of up to \$100,000. Community Works Funds (CWF) could be used to fund the stairs. Currently, there is \$868,814 available in Area B CFW. However, the Village Way Trail is being designed and construction would require the remaining amount of the CWF. Once the stairs are constructed, \$1,000 a year will be required for inspection and minor maintenance and an additional \$2,000 a year will need to be set aside for erosion mitigation works, expected every 5 years at a cost of \$5,000 - \$10,000 per occurrence. \$3,000 would also need to be allocated annually to reserves for replacement of the stairs in approximately twenty years.

The cost to remove the stairs is \$2,000 and if a land use agreement for the existing beach access trail is obtained, trail improvement costs would be \$11,000. This is included in the 2019 preliminary Area B Community Parks Budget. Yearly trail maintenance costs of \$500 for surfacing and signage and legal fees of \$2,000 will also be required and are included in the 2019 proposed budget.

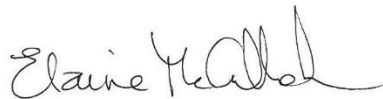
STRATEGIC PLAN IMPLICATIONS

This project supports the RDN's Strategic Priority for Service and Organizational Excellence, specifically, in delivering efficient, effective and economically viable services that meet the needs of the Region:

- We will fund infrastructure in support of our core services employing an asset management focus;
- As we invest in regional services we look at both costs and benefits - the RDN will be effective and efficient; and
- We recognize community mobility and recreational amenities as core services.

This project also supports the RDN's Strategic Priority for Focus on Relationships, specifically, in continuing to develop and encourage meaningful relationships:

- We look for opportunities to partner with other branches of government/community groups to advance our region.



Elaine McCulloch
emcculloch@rdn.bc.ca
September 11, 2018

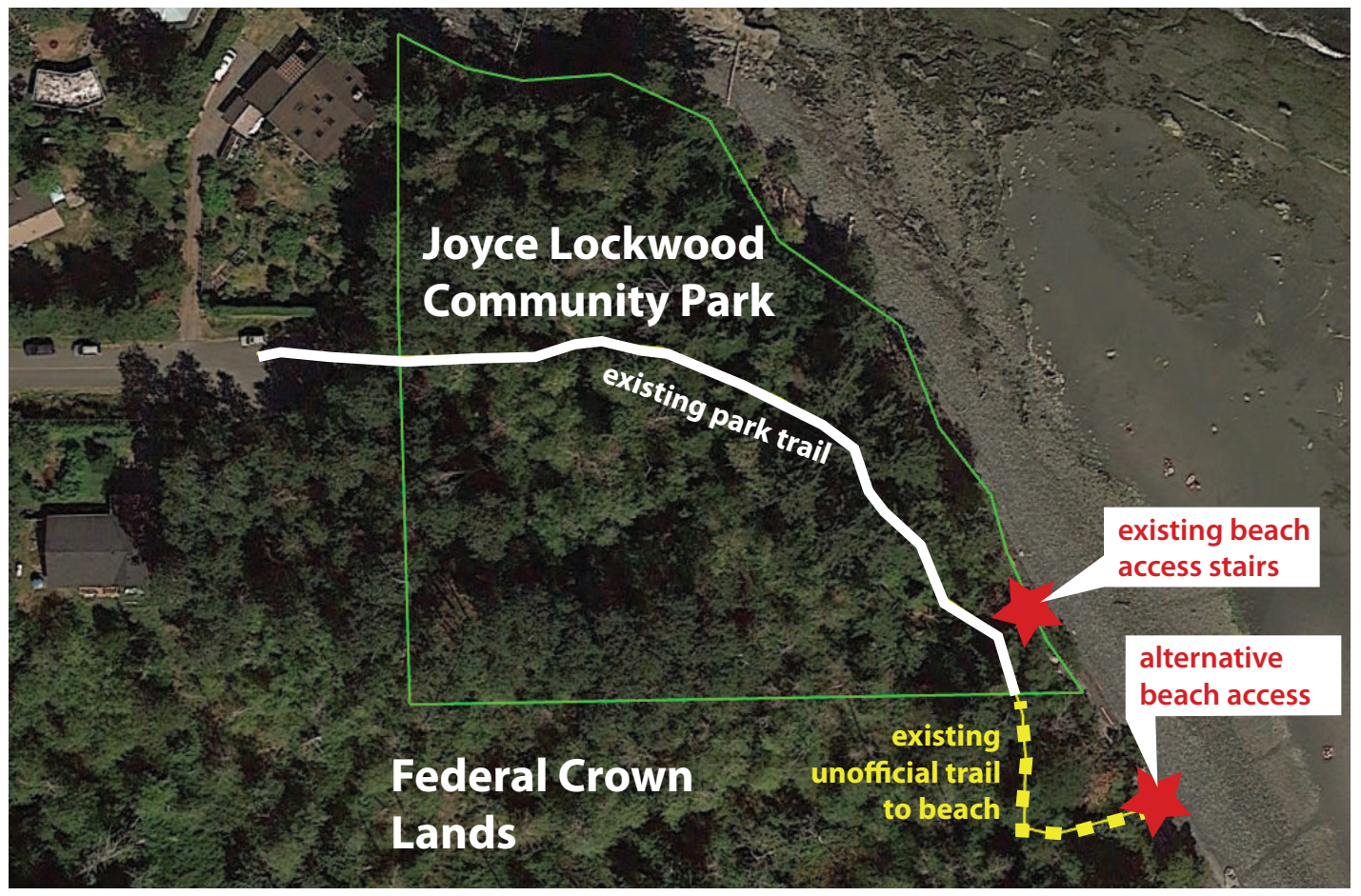
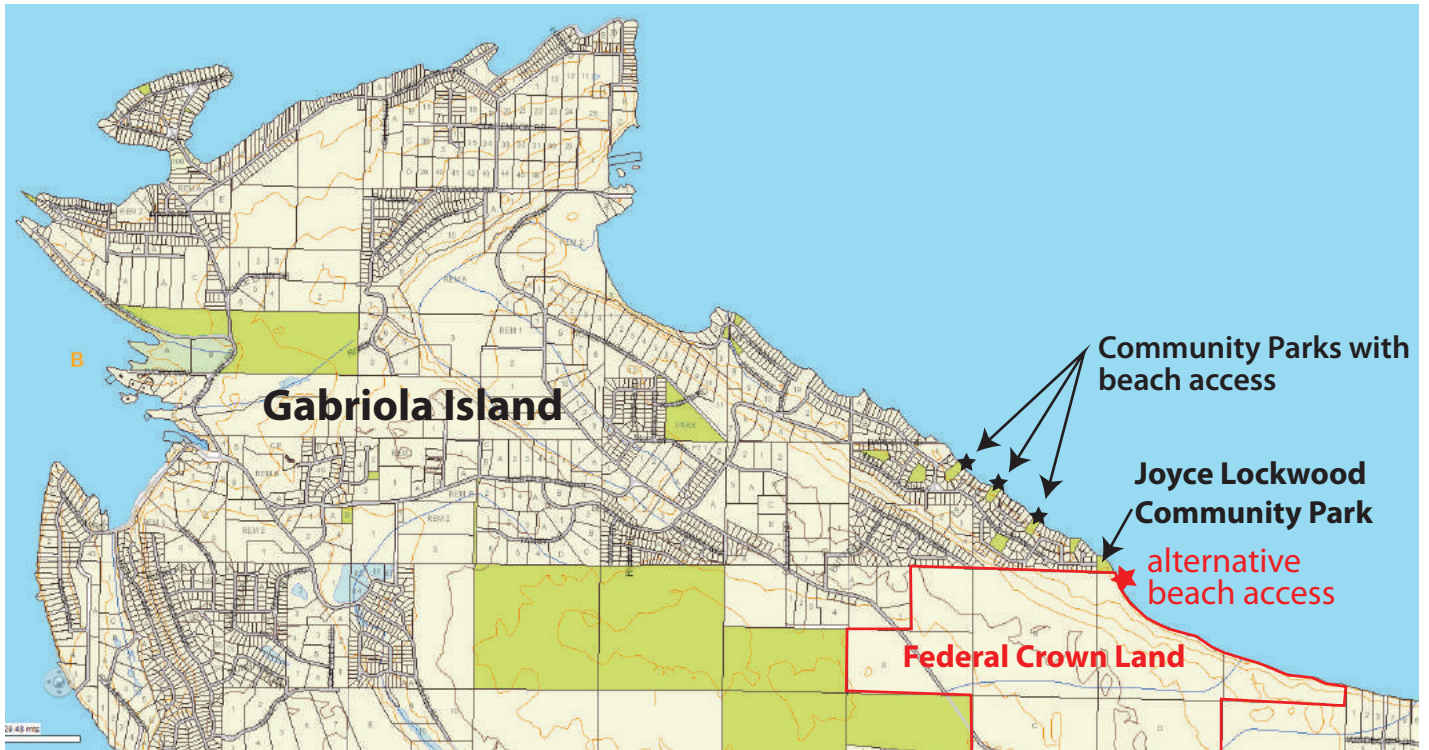
Reviewed by:

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

Attachments

1. Joyce Lockwood Community Park Context Maps
2. Environmental Assessment Joyce Lockwood CP Stairs
3. Geotechnical Assessment Joyce Lockwood CP Stairs

Attachment 1
Joyce Lockwood Community Park Context Maps





April 19, 2018

Mark Dobbs
Regional District of Nanaimo
1490 Springhill Road
Parksville, BC V9P 2T2

Via Email: mdobbs@rdn.bc.ca

**RE: JOYCE LOCKWOOD PARK BEACH ACCESS STAIRS
FIELD OBSERVATIONS APRIL 12, 2018**

1.0 INTRODUCTION

As requested, Sarah Bonar R.P.Bio of Aquaparian Environmental Consulting Ltd (Aquaparian) completed a site inspection with you of Joyce Lockwood Park beach access stairs on April 12, 2018. A site location map has been included as Figure 1. Site photographs are included as Appendix A.

As understood, erosion has occurred which has damaged the lower portion of the beach access stairs within Joyce Lockwood Park which is a popular beach destination with local residents. The residents would like the stairs to be repaired. The following is a summary of observations and regulatory requirements if the stairs are to be reconstructed.

2.0 OBSERVATIONS

The park is located on the north eastern shore of Gabriola Island off the end of Whalebone Road. A pedestrian path meanders through a forest stand aligned parallel to the top of the shoreline bank. A forested swamp is located on the west side of the trail to the beach and a small drainage course flows north crossing the trail near the end of Whalebone Road. The forested swamp appears to be vegetated with a second growth stand of black cottonwood and salmonberry with western red cedar along the trail alignment. The suite of vegetation indicates high groundwater conditions.

Two patches of what appear to be exposed shell midden were observed on the trail surface approximately halfway to the beach stairs.

The shoreline is vegetated with mature trees dominated by Douglas fir, red alder, western red cedar and an understory of shrubs. The stairs are located on a steep bank approximately 4m in

height. The bottom section of the stairs is gone and the stairs are blocked from pedestrian access at the top and what's left of the bottom.

The shoreline is entirely exposed to the Georgia Strait and the bank is comprised primarily of clay soils. The lower portion of the slope for a long distance of the shoreline is eroded forming a cut bank approximately 1.5m high of saturated and seeping clay soils with exposed tree roots. Some of the trees are failing.

The high intertidal beach zone is comprised of sand, gravel and cobble for approximately 20m with drift log accumulation near the high tide line. A review of Google earth shows an intertidal exposure of approximately 100m at low tide to a ridge of exposed bedrock which extends southeast starting from the shore opposite Whalebone Road. The bedrock ridge forms a small basin collecting sand in the lower intertidal area fronting the park.

The soils in the upland area of the park and west of the trail are saturated. A small drainage course is located to the north of the stairs on the adjacent parcel that cuts down the bank to the shoreline which is likely also draining the forested swamp located west of the trail.

3.0 RECOMMENDATIONS

- Because the bank is steep and unstable showing signs of active erosion, a geotechnical engineer should be retained to provide recommendations for the bank and to provide recommendations for the proposed stair reconstruction.
- If possible, design the stairs to span over the slope from the top of the bank to the bottom to avoid additional impacts to the slope. Footings are to be positioned as close to the bottom of the bank as possible (within 1m) to avoid Crown Land tenure requirements.
- Cut the dead tree that is next to the existing stairs leaving the stump in the ground. The log can stay on the beach.
- If the stairs can be reconstructed either on the existing or on a new alignment, Aquaparian recommends the following environmental protection measures to avoid resulting in Serious Harm as defined by the *Fisheries Act*:
 - Relocated drift logs along the beach to expose the work area.
 - Avoid using heavy equipment on the beach if possible. If it is necessary, ensure the machines use environmentally friendly hydraulic oil and are clean and free of leaks prior to coming to the site. Spill kits are to be on site adequate to manage any spill that may occur including clean-up bags.
 - Avoid vegetation removal from the bank as much as possible.

- Complete the work in the dry summer months.
- Complete the work during low tide.
- If concrete pouring is necessary for the footings, use quick setting concrete mix, no uncured concrete or concrete wash water is to enter the ocean – work during the longest tide exposure possible. Tools and equipment are not to be washed on site.
- All spills of deleterious substances are to be reported to EMBC 1-800-663-3456.
- Exposed soils are to be re-vegetated with the same native species as are found in the area. Additional planting specifications can be provided once a reconstruction plan is formulated.

Fisheries and Oceans Canada:

If the project is carried out using Best Management Practices and measures outlined in this report to avoid impacts to the marine environment, no Serious Harm to Commercial, Recreational or Aboriginal Fisheries is likely to result. If the stairs are to be replaced, Aquaparian should be given an opportunity to review the proposed design and construction plan to provide additional recommendations as necessary.

Island's Trust Official Community Plan:

A review of Gabriola Island, Official Community Plan (OCP), Bylaw 166 identifies shorelines as environmentally sensitive areas. Schedule D - Development Permit Areas, did not identify any DPAs for the shoreline of Joyce Lockwood Park.

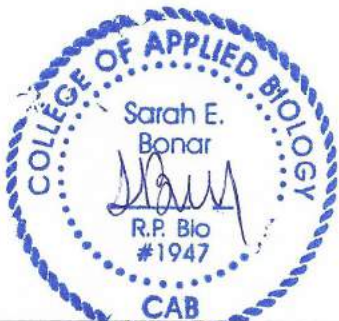
The Province protects archaeological sites, whether known or unrecorded, through the *Heritage Conservation Act*. This protection applies to both private and Crown land and means that landowners must have a provincial heritage permit to alter or develop within an archaeological site. Prior to bringing heavy equipment to the site, complete a review for known archaeological records within the area. The two patches of what appear to be exposed shell midden should be assessed by a qualified consulting archaeologist to determine if it is an archaeological deposit and of so to provide appropriate recommendations. Section 6.3 of the Gabriola Island OCP states: "*The Regional District of Nanaimo, through its building inspection function, shall be requested to ensure archaeological sites identified on Gabriola are protected during construction activities*".

4.0 CONCLUSION

Aquaparian trusts this information meets your requirements at this time. If you have any questions or require further information, please contact the undersigned.

Regards,

AQUAPARIAN ENVIRONMENTAL CONSULTING LTD



Sarah Bonar, B.Sc., R.P.Bio
Principal

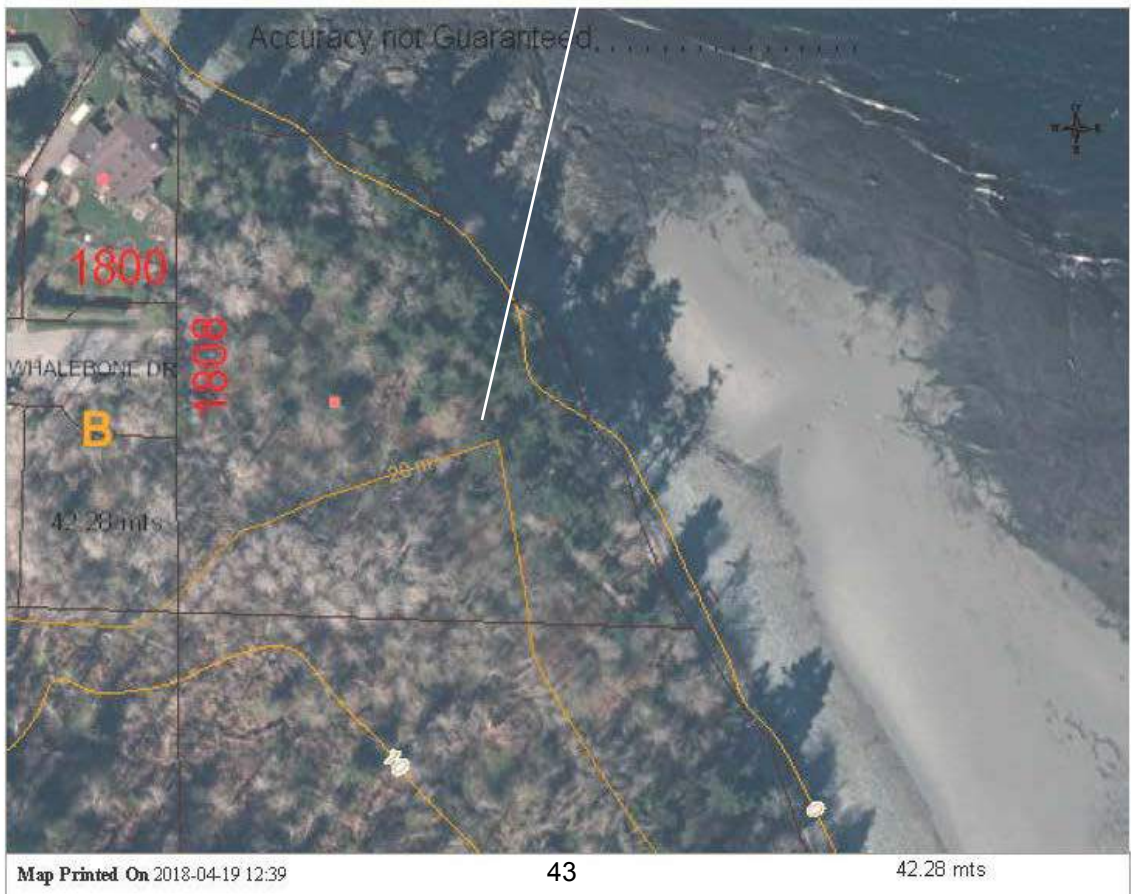
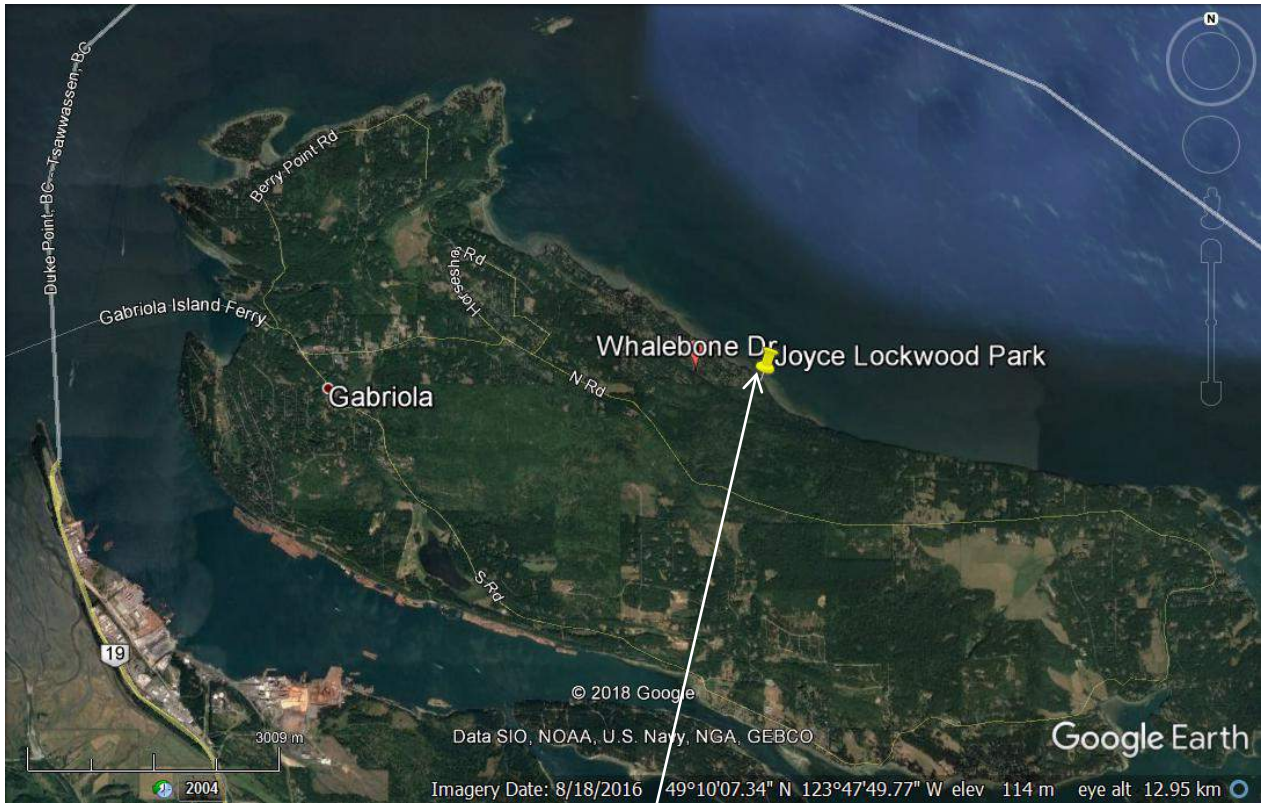
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201-321 WALLACE ST, NANAIMO, BC V9R 5B6
SARAH BONAR 250-714-8446 CHRIS ZAMORA 250-714-8864

FIGURE 1
SITE LOCATION MAP

FIGURE 1. SITE LOCATION MAP



APPENDIX A
SITE PHOTOGRAPHS



201-321 WALLACE ST, NANAIMO, BC V9R 5B6
SARAH BONAR 250-714-8446 CHRIS ZAMORA 250-714-8864

APPENDIX A
SITE PHOTOGRAPHS – PHOTO SHEET 1



Photo 1. Looking directly at the stairs.



Photo 2. Immediately north of the stairs is a potential alternative alignment.

PHOTO SHEET 2



Photo 3. Looking south along the shoreline which is showing the same cut bank at the base of the slope all along the shoreline.



Photo 4. Looking north along the shoreline.



Photo 5-8. Showing the upslope forested swamp and drainage channels to the ocean through and adjacent to the park.



May 9, 2018
File: SGL18-016

Regional District of Nanaimo
1490 Springhill Road
Parksville, BC V9P 2T2

Attention: Mr. Mark Dobbs, Superintendent of Parks Operations and Capital Projects

**Re: Joyce Lockwood Community Park, Gabriola Island
Geotechnical Recommendations for Beach Access Temporary Stair
Repair**

INTRODUCTION

As requested, Simpson Geotechnical Ltd. (SGL) has conducted a geotechnical review of the damaged beach access stairs at Joyce Lockwood Community Park on Gabriola Island. We understand that the existing beach access stairs were constructed in approximately 2008. The lower portion of the stairs have sustained damage from winter storms and were closed in early 2017 for safety reasons. The approximately location of the stairs is illustrated on Figure 1.

The purpose of our assessment was to provide geotechnical recommendations for temporary repair of the existing beach access stairs. We understand these repairs would be temporary as the Regional District of Nanaimo explores a better long term solution to providing beach access in the area.

SITE DESCRIPTION

We conducted our site review on April 23, 2018. The beach access stairs were located on the southern portion of Joyce Lockwood Park on an eastern facing backshore slope adjacent to the Strait of Georgia, approximately as shown on Figure 1.

The existing stairs were of wooden construction that began at the top of the eastward facing backshore slope as a low wooden boardwalk that progressed to descending the

backshore slope through two flights of stairs with two intermediate landings. The final flight of stairs that would have descended from the lower landing to the beach level was absent and was reportedly removed last year due to storm damage. A cross section of the slope surface through the stair alignment was obtained by laser rangefinder and is shown on Figure 2.

The wooden structure was supported on pairs of 200mm diameter concrete piers bearing on concrete pad footings that bore directly on the ground surface. The stair structure that remained in place was in relatively good condition for its age, with no significant deformation suggestive of slope movement observed.

There was evidence of one of the stair foundation piers having been replaced relatively recently. It appeared that repair was due to erosion from overland water flow and not from slope movement or settlement.

The toe of the backshore slope was eroded by ocean waves to a near vertical 1.2m high slope that exposed soft silt/clay with a trace of fine sand and occasional small gravel. Water seepage was emanating from the eroded slope approximately 0.5m above the beach level. The lowest stair foundation pier was located within 0.3m of the crest of that eroded slope.

The remainder of the slope above the wave eroded toe was vegetated with primarily conifers with trunk diameters up to approximately 400mm and a low brush understory. Most tree trunks on the slope above the slope toe were relatedly straight to slightly tilted downslope, suggestive of minor surficial downhill slope creep. The trees along the slope toe were predominantly pistol-butted and/or severely tilted downslope, indicative of progressive wave erosion undermining the trees along the slope toe.

The beach seawards of the backshore slope comprised low slope gravel and cobbles. The natural boundary with the sea appeared to be approximately at the eroded slope toe.

The stair and backshore slope conditions are illustrated on the attached photo log.

SLOPE STABILITY

The stability of the slope at the stair location was modeled using Slope/w limit equilibrium slope stability software. The stability model was based on the slope

geometry shown on Figure 2, with soil properties and groundwater conditions estimated from the soil exposure at the slope toe.

That slope stability model showed that the existing slope has a minimum factor of safety against circular slope movement of marginally greater than 1.0. Output from the slope stability modelling is appended.

Structures are typically not located in areas with a static slope stability factor of safety of less than 1.5. At the existing factor of safety of 1.0, slope movement may occur from relatively minor changes to the slope conditions such as saturation from heavy rain, erosion of the toe, or seismic events.

DISCUSSION AND RECOMMENDATIONS

The damage to the lower portion of the beach access stairs appears to be the result of wave impacts during storm events and not due to slope instability. However, the stability of the slope that the stairs descend should be considered marginal, and future slope instability is possible from relatively minor changes in the slope conditions. In light of the plasticity of the observed soil that comprises the slope, potential slope movement is anticipated to express as gradual downslope creep and deformation. The potential for sudden large scale movement is considered to be low.

Based on our site observations and discussions with you on-site, the lower flight of stairs of the beach access stairway could be restored for temporary use by buttressing the wave eroded slope toe to increase support the lowest existing stair foundation pier and provide stairs from that buttress to the beach level. Those stairs could be designed to retract during storm season to minimize damage from wave impacts.

We currently envision that buttress and landing for retractable stairs could be provided with Lock Block®-type 0.75m x 0.75m x 1.5m segmental concrete blocks placed two high and two deep against the eroded slope toe adjacent to the existing stairs. Details of the proposed arrangement are shown on the attached Figure 3.

Rip rap armor around the three sides of the buttress blocks and keyed into and below the beach level should be provided to reduce wave impact forces on the blocks, provide transition from the blocks to the beach gravel, and reduce the potential for waves to undermine the blocks.

The buttress blocks and rip rap foreshore armor should be installed under review of Simpson Geotechnical Ltd. Installation of the foreshore armor will require excavation below the existing beach grade to provide appropriate scour protection. The armor system may otherwise be placed against and around the existing vegetation and trees to minimize disturbance of the slope and to maintain the natural stabilization the vegetation provides as much as practical.

The rip rap material should be a hard, durable material of blocky and angular shape with sharp edges and flat faces approved by the geotechnical engineer.

The gradation of the rip rap should be in accordance with the table shown on Figure 3. The rip rap should be individually machine placed (not end dumped) under review of the geotechnical engineer to minimize void space between pieces.

Native plants should be encouraged to reestablish within the rip rap armor and any disturbed areas inland of the armor.

DISCUSSION

The temporary beach access stair repair described above is intended to reduce wave erosion of the backshore slope at the stair location and provide additional support to the existing portion of the stairs. However, periodic maintenance may be required, especially following major storm events. Maintenance may consist of restoring dislodged rip rap pieces and concrete blocks.

Slope instability at the stair location may occur. That deformation may displace and damage the stairs and foundation piers.

All work should be conducted in accordance with the recommendations of an environmental consultant and best management practices for shoreline work. Appropriate permits may be required from the Regional District of Nanaimo and the Islands Trust prior to commencing installation of the shoreline buttress and stairs.

CLOSURE

SGL appreciates the opportunity to be of service on this project and looks forward to working with you as the project progresses. This report was prepared for the exclusive use of the Regional District of Nanaimo for the proposed temporary stair repair described above. Any use or reliance made on this report by an unauthorized third party is the responsibility of that third party. Contractors should make their own

assessment of the property for the purposes of bidding on and performing work on the site.

No subsurface assessment was conducted in the preparation of this report. Geotechnical field reviews during construction are recommended and the geotechnical recommendations may be modified as required to suit the actual encountered site conditions.

This report has been prepared in accordance with standard geotechnical engineering practice. No other warranty is provided, either expressed or implied.
Yours truly,

Simpson Geotechnical Ltd.

Per:  
Richard Simpson, P. Eng

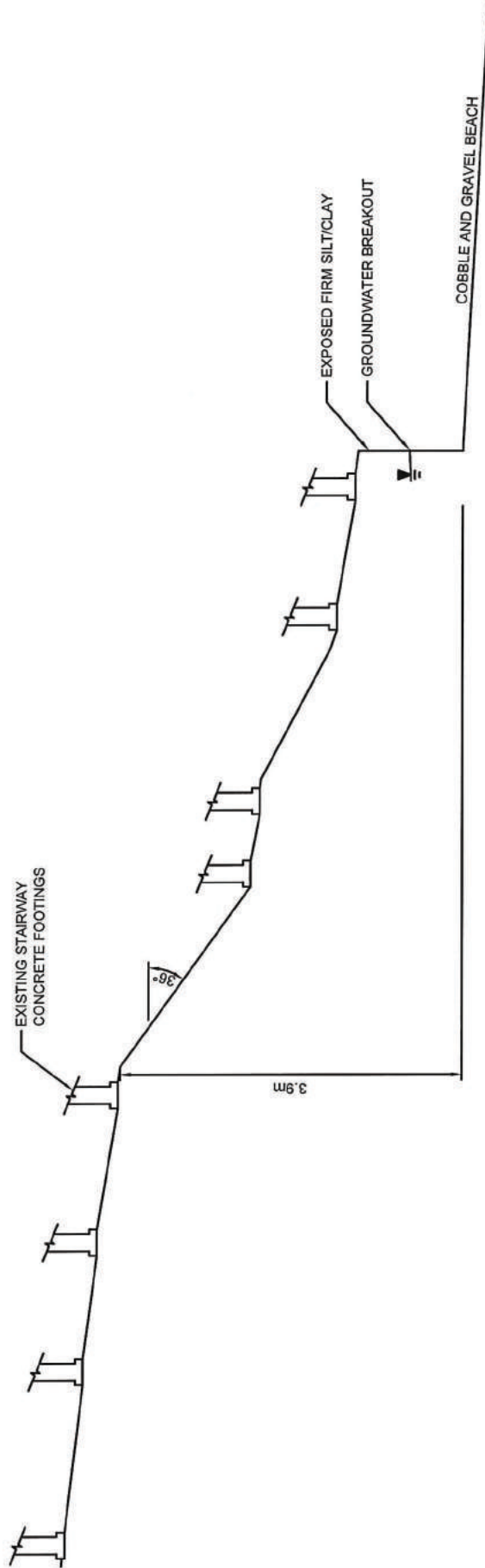
Attachments:

- Figure 1 – Site location plan
- Figure 2 – Cross Section A-A
- Figure 3 – Proposed temporary buttress and stair repair
- Photo Log
- Slope/w Output



Project: Joyce Lockwood Park Gabriola Island Temporary Stair Repair		Date: May 9, 2018	
Title: Site Location Plan		Dwg. No.: Figure 1	
Client: RDN Parks		Scale: 1 : 1500	
File: SGL18-016	Drawn by: RRS		

SIMPSON GEOTECHNICAL LTD.



Looking Northwards


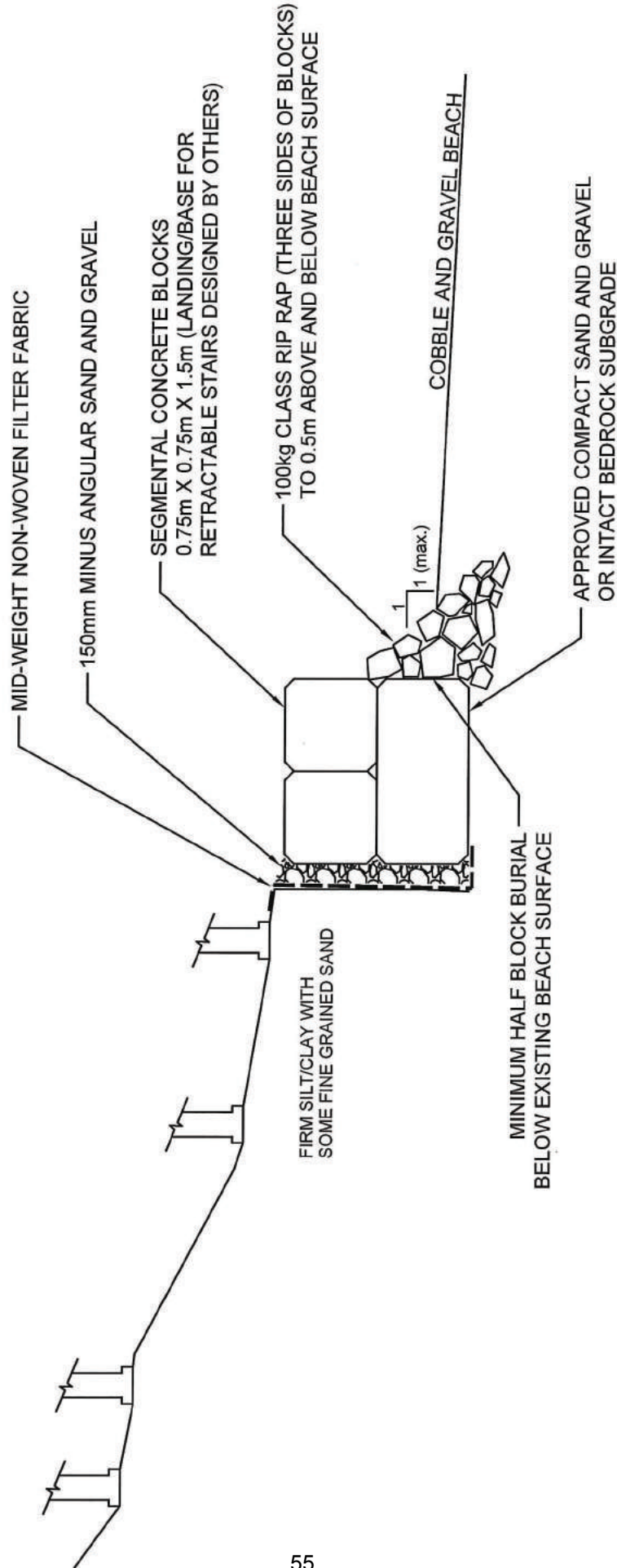
Project: Joyce Lockwood Park Gabiola Island Temporary Stair Repair				
Title: Cross Section A-A through Existing Stairs				
Client: RDN Parks				
File: SGL18-016	Drawn by: RRS	Scale: 1 : 75	Date: May 9, 2018	Dwg. No.: Figure 2

Table 1 - 100 kg Class Rip Rap

Percent Smaller than Approximate Average Dimension (mm)			
100%	85%	50%	15%
<700	600	400	200



Looking Northwards

Project: Joyce Lockwood Park Gabiola Island Temporary Stair Repair		SIMPSON GEOTECHNICAL LTD	
Title: Cross Section A-A through Existing Stairs			
Client: RDN Parks		Date: May 9, 2018	Dwg. No.: Figure 3
File: SGL18-016	Drawn by: RRS	Scale: 1 : 75	



Photo 1 – Looking southeastward at beach access stairs



Photo 2 – Concrete pier foundation on upper slope



Photo 4 – concrete pier foundation on lower slope



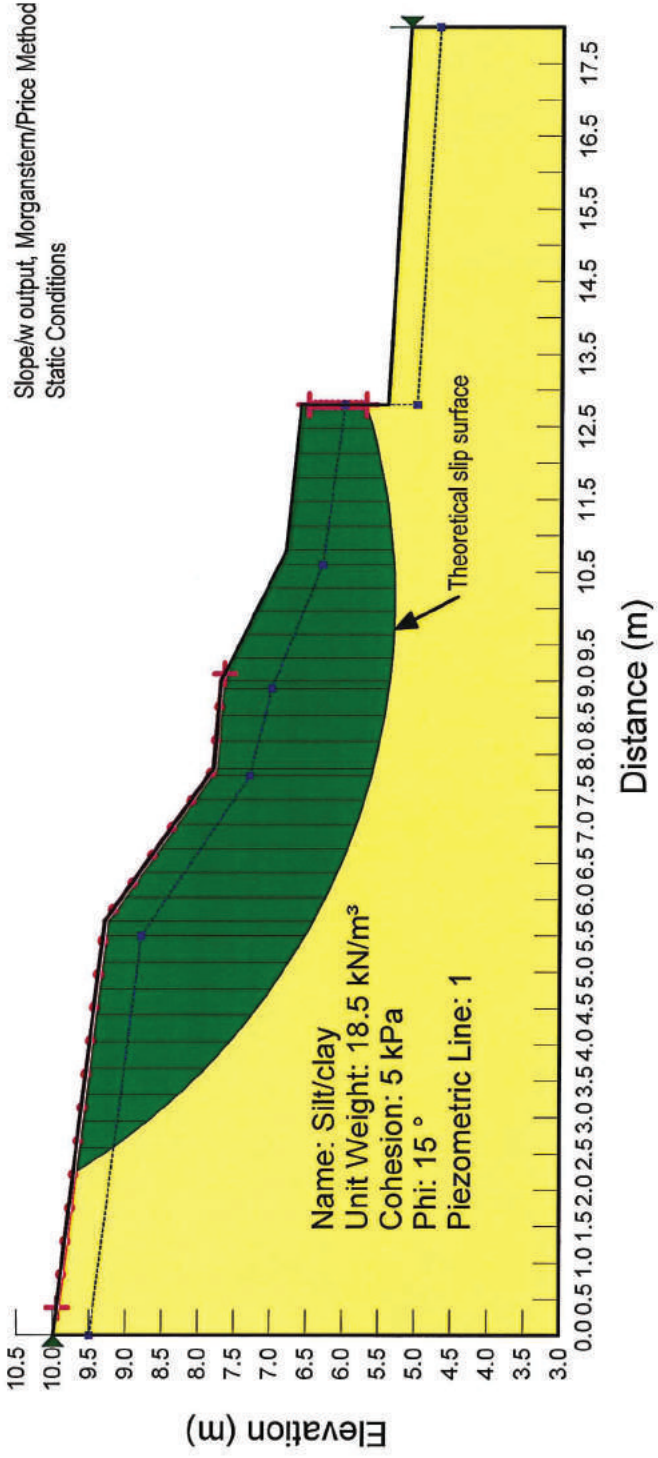
Photo 5 – eroded slope toe and tilted trees below remaining portion of beach access stairs



Photo 6 – eroded slope toe and tilted trees below remaining portion of beach access stairs

Project: Joyce Lockwood Community Park Stairway Repair
 Project No. SGL18-016
 Date: May 4, 2018

Factor of Safety = 1.099



SIMPSON GEOTECHNICAL LTD

TO: Electoral Area Services Committee **DATE:** November 20, 2018
FROM: Stephen Boogaards
Planner **FILE:** PL2017-143
**SUBJECT: Development Permit with Variance Application and Site Specific Floodplain
Bylaw Exemption No. PL2017-143
5516 Deep Bay Drive – Electoral Area H
Lot 59, District Lot 1, Newcastle District, Plan 20442**

RECOMMENDATIONS

1. That the Board approve Development Permit with Variance No. PL2017-143 to permit the construction of a dwelling unit, accessory building, and associated landscaping subject to the terms and conditions outlined in Attachments 2 to 5.
2. That the Board exempt Lot 59, District Lot 1, Newcastle District, Plan 20442 from Section 13(c) of Bylaw 1469 to allow the placement of structural fill within 15 metres from the boundary of the sea.
3. That the Board direct staff to complete the required notification for Development Permit with Variance No. PL2017-143.

SUMMARY

The applicants have applied for a development permit with variance and site specific floodplain bylaw exemption to accommodate the demolition of the existing structures and to redevelop the property for a dwelling unit and an accessory building. Due to the small size and depth of the property, the construction of the proposed buildings are constrained by zoning regulations and the floodplain setback, established through the “Regional District of Nanaimo Floodplain Management Bylaw No. 1469, 2006” (Floodplain Bylaw). The applicant proposes variances to the height of both buildings (to accommodate additional height for the risk of flooding) and to setbacks to the front lot line (which would move the buildings further away from the sea).

The habitable portions of the buildings will comply with the Flood Construction Level (FCL) of the RDN Floodplain Bylaw. However, the applicant has also requested a site specific exemption to the setback for the use of fill for structural elevation. As the applicant has provided sufficient justification according to Regional District of Nanaimo (RDN) Board policy and no negative impacts are anticipated as a result of the proposed variance, it is recommended that the Board approve the development permit with variance and site specific exemption pending the outcome of public notification and subject to the terms and conditions outlined in Attachments 2 to 5.

BACKGROUND

The RDN has received an application from Gary and Sara Moore to permit the construction of a dwelling unit, accessory building, and associated landscaping. The subject property is approximately 702.4 square metres in area and is zoned Residential 2 Zone (RS2), pursuant to “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”. The property is located on the Deep Bay spit, is northwest of Deep Bay Harbour, and is adjacent to other residential properties (see Attachment 1 – Subject Property Map).

The property contains an existing dwelling unit and shed, and is serviced by Deep Bay Improvement District community water and onsite sewage disposal. The property also contains a cobble seawall along the present natural boundary, a small yard area behind the dwelling, and a boat ramp (see Attachment 2 - Survey of Existing Structures).

The proposed development is subject to the following Marine Coast DPA as per the “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Bylaw No. 1335, 2017.” As the landfill and structural support for the proposal will also be located within the 15.0 metre floodplain setback, as established within the Floodplain Bylaw, the dwelling and accessory building will require a site specific exemption to the Floodplain Bylaw.

Proposed Development, Variance and Site Specific Exemption

The proposed development includes the demolition of an existing dwelling unit and accessory building, and the construction of a new dwelling unit, accessory building and associated landscaping. The applicant proposes to vary the following regulations from the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”:

1. **Section 3.4.62 – Maximum Number and Size of Buildings and Structures** to increase the maximum dwelling unit height from 8.0 metres to 8.7 metres.
2. **Section 3.4.62 – Maximum Number and Size of Buildings and Structures** to increase the maximum accessory building height from 6.0 metres to 7.4 metres.
3. **Section 3.4.62 – Minimum Setback Requirements** to reduce the setback for the dwelling unit from the front lot line from 8.0 metres to 5.25 metres.
4. **Section 3.4.62 – Minimum Setback Requirements** to reduce the setback for the accessory building from the front lot line from 8.0 metres to 5.25 metres.

Due to the depth of the property, the proposed dwelling and accessory building are not able to be accommodated outside the 15.0 metre floodplain setback established for land fill or structural support that are required to support a floor system above the FCL. With the recommended fill, the proposed dwelling unit and the habitable portions of the accessory building will comply with FCL requirements.

Land Use Implications

Due to the property size, topography, and lot depth relative to the required setbacks and elevation / height requirements, the applicant has requested variances to height and front lot line setbacks in the zoning bylaw and for a site specific exemption to the Floodplain Bylaw. In support of the variance and exemptions requests, the applicant has provided a justification with

respect to “Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation” reflecting the property constraints for redevelopment.

With respect to the request for a front lot line setback variance, the applicant proposes to move the dwelling and accessory building further back from the 8.0 metre setback from the present natural boundary and 5.0 metres from the titled boundary. This would provide additional protection of the dwelling from the sea and situate the new building further back than the existing buildings (see Attachment 2 – Survey of Existing Structures). With respect to impacts, the dwelling unit and accessory building will generally not appear to be closer to the road than neighbouring dwelling units, while also being set back further from the natural boundary of the sea relative to the existing buildings.

With respect to the request for the height variance for the dwelling unit, the applicant proposes to vary the maximum height to accommodate the additional elevation required for FCL. The applicant has submitted a Geotechnical Hazard Assessment by Lewkowich Engineering Associates Ltd. dated October 12, 2018 which identified that the dwelling must be elevated to a FCL of 4.35 metres. While Bylaw 500 establishes that the height of a building is taken from the FCL (as per the RDN Floodplain Bylaw), the height required under the Province of BC’s Flood Hazard Management Guidelines to account for sea level rise to the year 2100 is not included. Therefore, for the subject property, the height of the building is calculated from the RDN Floodplain Bylaw requirement of 3.3 metres Geodetic Survey of Canada Datum (GSC) FCL for the underside of the habitable floor space, while the geotechnical report and provincial guidelines identify 4.35 metres as the FCL to accommodate sea level rise. While the level of the first floor will be above the first floor of surrounding buildings to comply with geotechnical requirements, the actual building is 7.62 metres tall and is generally in scale with dwellings on surrounding properties.

With respect to the height variance for the accessory building, the applicant proposes the height variance to accommodate both a garage and an office / studio above. The applicant has made efforts to reduce the variance with a slightly sloped flat style roof which will be lower than the proposed dwelling. While only the office / studio is required to comply with FCL, as the garage will structurally elevate these portions of the building over the FCL, the constraints on the property limit the location of accessory buildings through setbacks and parcel coverage. The height variance would permit the maximum permitted accessory building floor area within the same building footprint.

Under the RDN Floodplain Bylaw and Board Policy B1.5, the applicant must also provide sufficient geotechnical and land use justification for the site specification exemption to the Floodplain Bylaw. The Geotechnical Hazard Assessment, provided for the purposes of the site specific exemption, identifies potential geotechnical hazards with the property being subject to the defined oceanic floodplain and seismic liquefaction. The assessment identifies that without a site specific exemption the property would be unreasonably hindered as there would be no suitable building areas that comply with the bylaw. The assessment also identifies that the proposed construction will be further from the sea than the existing dwelling and that accreted land on the foreshore provides a measure of protection from storm events.

The assessment identifies that the site is considered safe and suitable for the intended use of a residential dwelling and accessory building, and the proposed development will not result in a detrimental impact on the environment or adjoining properties provided the recommendations

are followed. The recommendations include a minimum FCL of 4.35 metres GSC; conditions for differential settlement and footings which would allow occupants to safely egress during seismic events; conditions that the foundation loads are supported on natural undisturbed soils; and allows for small retaining walls less than 1.0 metre in height with excavated onsite soils for safe egress from the dwelling. The assessment also includes a sealed Quality Assurance Statement (Schedule D) required with any site specific exemption to the Floodplain Bylaw.

Given the retaining walls and land alteration proposed with the site specific exemption, the Geotechnical Hazard Assessment also includes provisions for erosion and sediment control. The assessment recommends that soil piles be covered with tarps during rain events; excavations be drained to an outlet area to allow sediment to settle; driveways be free of sediment; and bare ground be covered with mulch until revegetation occurs. The property owner has also provided an Environmental Assessment & Construction Environmental Management Plan to establish conditions for the revegetation of the property.

Given that the applicant has provided sufficient rationale, the geotechnical engineer confirms the property is safe for the intended use and adjacent properties, and that the variance is not anticipated to result in negative view implications for adjacent properties, the applicant has made reasonable efforts to address Policy B1.5 guidelines. As a condition of the development permit with variance and site specific exemption, the report will be registered on the property title as a covenant, saving the RDN harmless from all losses or damages to life or property as a result of the hazardous condition (see Attachment 3 – Terms and Conditions of Permit). As part of the building permit, the buildings will require oversight by a geotechnical and structural engineer.

Environmental Implications

The applicant has provided an Environmental Assessment & Construction Environmental Management Plan by D.R. Clough Consulting, dated October 23, 2018 to address foreshore protection during construction of the buildings and the multi-tiered retaining wall. The retaining wall is intended for the gardens, safe egress from the dwelling, and to transition from the dwelling to natural grade. To address the DPA guidelines, the report recommends revegetation with native vegetation within the garden areas and below the lower wall. The restoration area represents an area of 72.0 square metres and 140 plants at a density of one plant per 0.6 square metres, and includes dune grass, Nootka Rose, Oregon Stonecrop, Nodding Onion, Coastal Strawberry, Beach Pea, Dull Oregon Grape and Yarrow. The report also includes conditions for sediment control or the management of spills from machinery during construction.

As a condition of the permit, the applicant is required to provide a landscaping security deposit for plants, mulch and labour in the amount of \$3,988.70 to ensure the planting is completed and maintained over the recommended period. As a condition of approval, the applicant will also be required to submit a post construction inspection report to confirm that the construction and planting complies with the Environmental Impact Assessment, including confirmation of planting, environmental monitoring and sediment, and erosion measures. A follow up inspection will also be required after the one year maintenance period for the plantings (see Attachment 3 – Terms and Conditions of Permit).

While the garden areas will include a low profile retaining wall close to the titled natural boundary of the sea, the environmental assessment identifies that the walls are intended for soil retention and not erosion protection. The walls will be above the titled boundary of the sea,

though the environmental report recommends an additional 2.0 metres wide replanting area below the wall to the present natural boundary. This is currently the location of the lawn area and the cobblestone retaining wall. Considering the sheltered coastline and the revegetation below the development, the report anticipates a net habitat gain to occur with no impact to adjacent properties. In addition to the requirements of the report, as a condition of approval, the applicant must also ensure that the planting or work below the titled or present natural boundary is acceptable to the Province of BC (see Attachment 3 – Terms and Conditions of Permit).

Intergovernmental Implications

As the property contains a mapped archaeological site (DISe-7), the applicant has received an Alteration Permit (under the *Heritage Conservation Act* from the BC Archaeology Branch) for the purposes of the construction of the dwelling unit, the accessory building, and landscaping. Qualicum First Nation has also been made aware of the development proposal.

Fisheries and Oceans Canada requires the applicant to complete a standard self-assessment process for projects near water. The property owner and agent are responsible to ensure they comply with the *Fisheries Act*, and are required to complete the self-assessment. The qualified environmental professional has completed the self-assessment and it was concluded that the project is entirely above the present natural boundary and therefore would not cause serious harm to fish or fish habitat.

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 Application and Notification Procedures Bylaw No. 1776, 2018.", 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 variances prior to the Board's consideration of the application.

ALTERNATIVES

1. To approve Development Permit with Variance No. PL2017-143 subject to the terms and conditions outlined in Attachments 2 to 5.
2. To deny Development Permit with Variance No. PL2017-143.

FINANCIAL IMPLICATIONS

The proposed development has no implications related to the Board 2018 – 2022 Financial Plan.

STRATEGIC PLAN IMPLICATIONS

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 an environmental assessment helps ensure that site-specific environmentally sensitive features are identified and that the impacts of development on the environment are identified and mitigated.



Stephen Boogaards
sboogaards@rdn.bc.ca
October 26, 2018

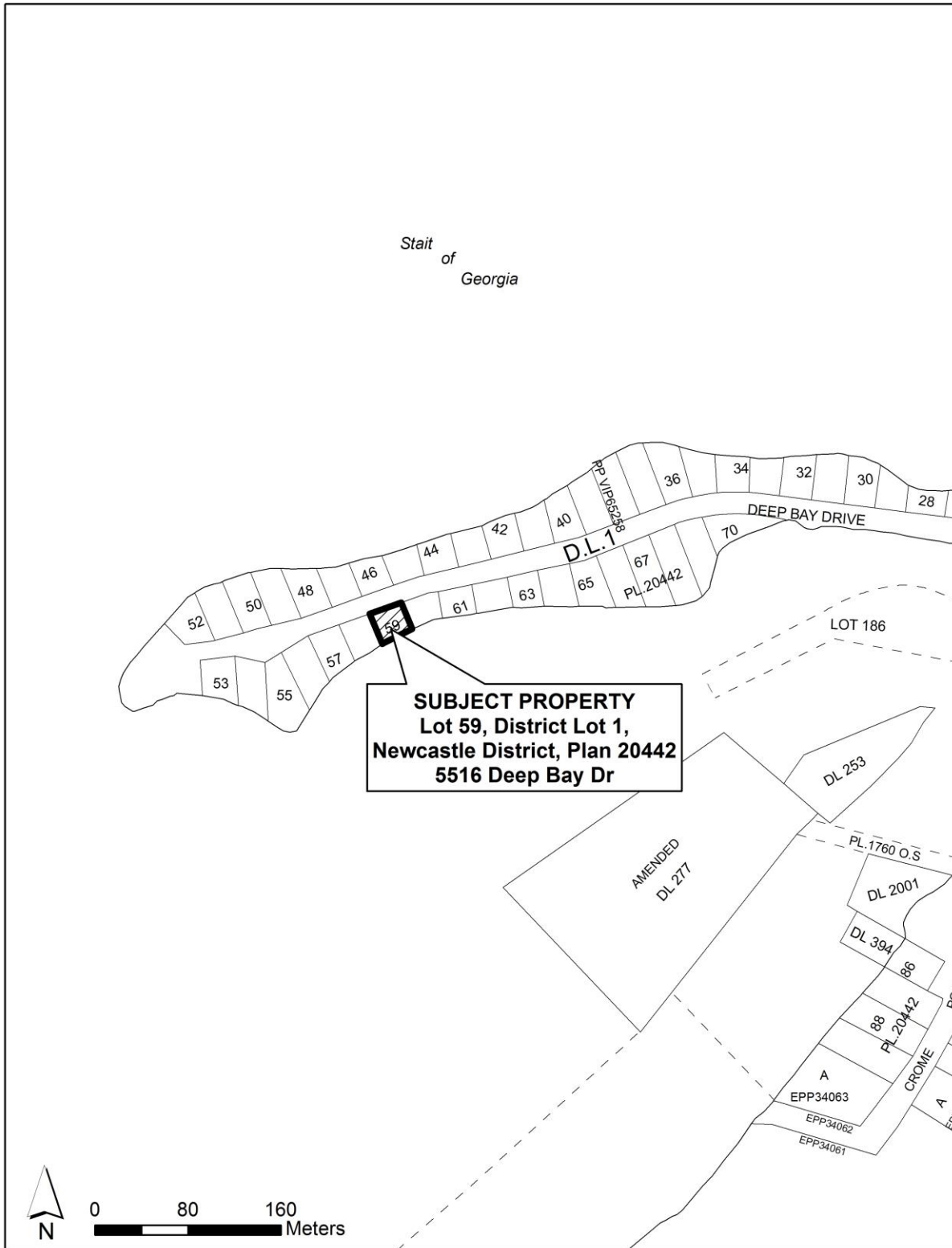
Reviewed by:

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

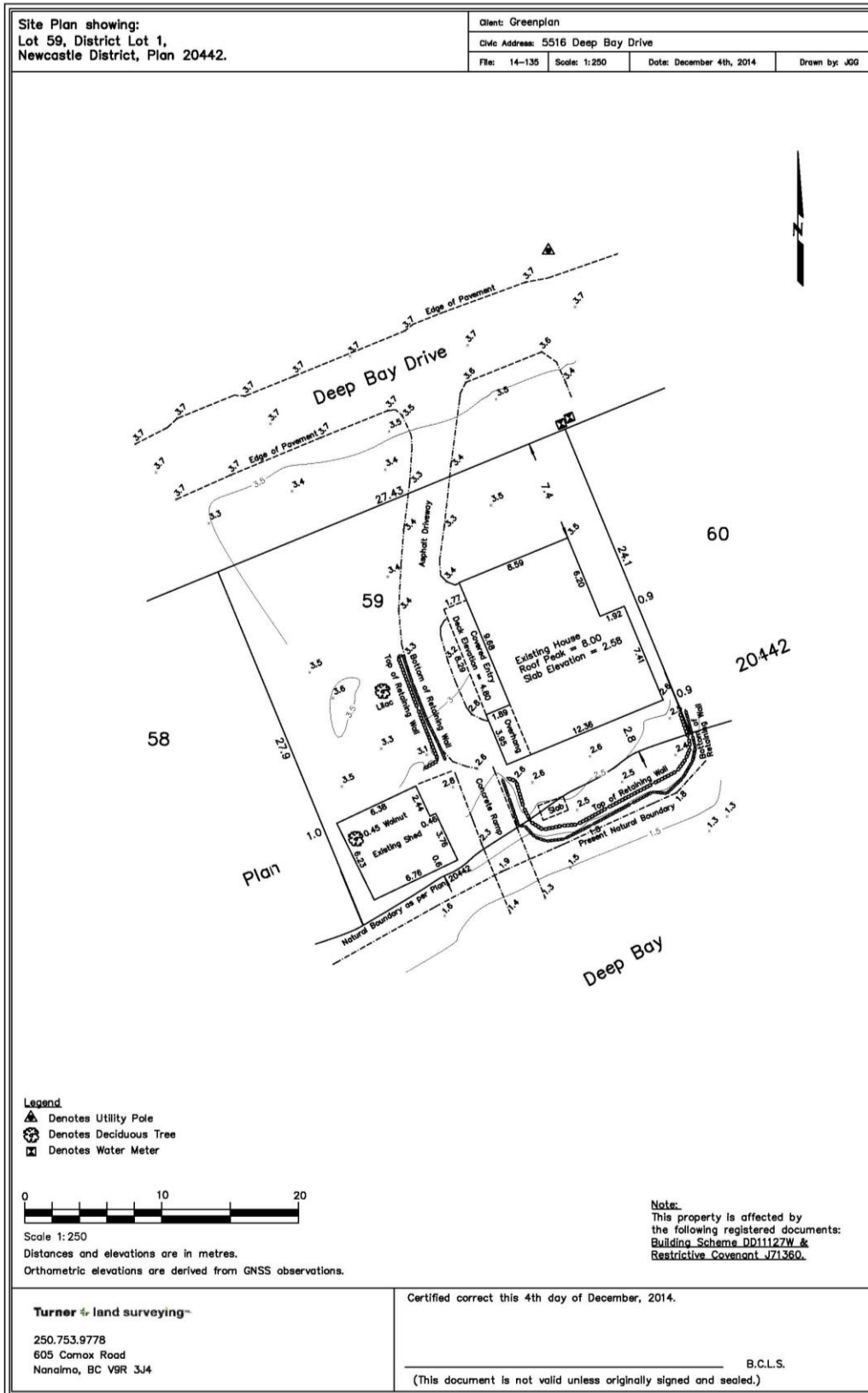
Attachments

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

Attachment 1 Subject Property Map



Attachment 2 Survey of Existing Structures



Attachment 3 Terms and Conditions of Permit

The following sets out the terms and conditions of Development Permit with Variance No. PL2018-143:

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:

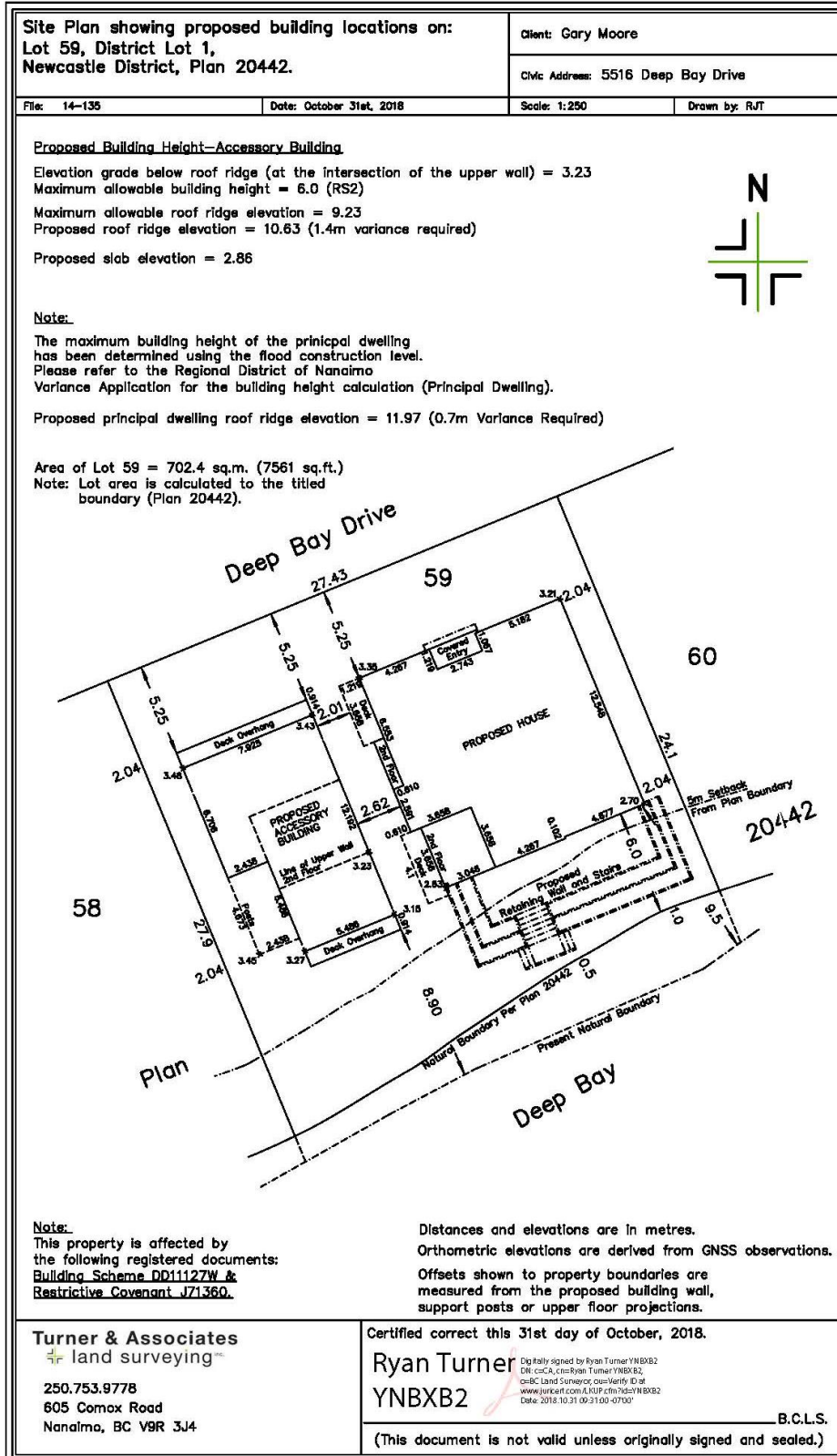
1. **Section 3.4.62 – Maximum Number and Size of Buildings and Structures** to increase the maximum dwelling unit height from 8.0 metres to 8.7 metres.
2. **Section 3.4.62 – Maximum Number and Size of Buildings and Structures** to increase the maximum accessory building height from 6.0 metres to 7.4 metres.
3. **Section 3.4.62 – Minimum Setback Requirements** to reduce the setback for the dwelling unit from the front lot line from 8.0 metres to 5.25 metres.
4. **Section 3.4.62 – Minimum Setback Requirements** to reduce the setback for the accessory building from the front lot line from 8.0 metres to 5.25 metres.

Conditions of Approval

1. The site is developed in accordance with the Site Plan prepared by Turner & Associates Land Surveying, dated October 23, 2018 and attached as Attachment 4.
2. The proposed development is in general compliance with the plans and elevations prepared by Anderson Greenplan dated October 18, 2018 and attached as Attachment 5.
3. The subject property shall be developed in accordance with the recommendations contained in the Geotechnical Hazard Assessment prepared by Lewkowich Engineering Associates Ltd., dated October 12, 2018.
4. The issuance of this permit shall be withheld until the applicant, at the applicant's expense, registers a Section 219 Covenant on the property title containing the Geotechnical Hazard Assessment prepared by Lewkowich Engineering Associates Ltd., dated October 12, 2018, 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 subject property shall be developed in accordance with the recommendations contained in the Environmental Assessment & Construction Environmental Management Plan prepared by D.R Clough Consulting dated September 25, 2017, revised October 23, 2018.
6. Prior to occupancy being granted, D.R Clough or other registered professional biologist shall provide a post construction report to the Regional District of Nanaimo to confirm the construction and planting have been completed in accordance with the Environmental Assessment & Construction Environmental Management Plan.

7. The proposed landscaping shall be provided and maintained in accordance with the Environmental Assessment & Construction Environmental Management Plan prepared by D.R Clough Consulting dated September 25, 2017, revised October 23, 2018.
8. Prior to the issuance of this permit, the applicant is to provide a landscaping security deposit in the amount of \$3,988.70 for planting in accordance with the plan, which shall be considered for release after a period of one year where the Regional District of Nanaimo is satisfied that the landscaping has been maintained.
9. The proposed tiered retaining wall shown in Attachment 5 shall be under 1.0 metre in height.
10. Any planting or works below the titled boundary and present natural boundary are at the discretion of the Province of BC.
11. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

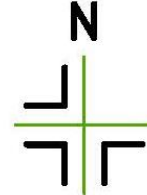
Attachment 4
Proposed Site Plan and Variances (Page 1 of 2)



**Attachment 4
 Proposed Site Plan and Variances (Page 2 of 2)**

Proposed Building Height—Accessory Building

Elevation grade below roof ridge (at the intersection of the upper wall) = 3.23
 Maximum allowable building height = 6.0 (RS2)
 Maximum allowable roof ridge elevation = 9.23
 Proposed roof ridge elevation = 10.63 (1.4m variance required)
 Proposed slab elevation = 2.86



Note:

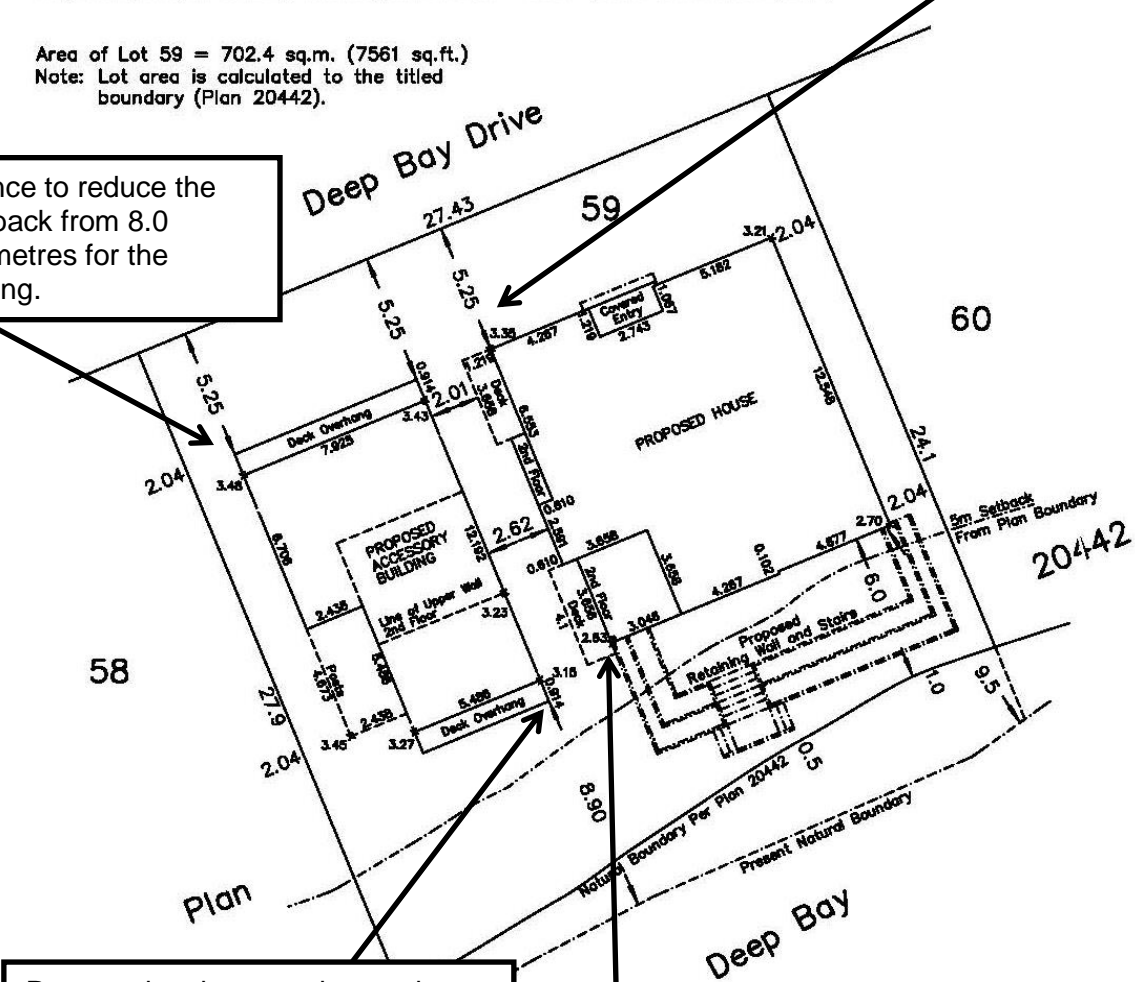
The maximum building height of the principal dwelling has been determined using the flood construction level. Please refer to the Regional District of Nanaimo Variance Application for the building height calculation (Principal Dwelling).

Proposed variance to reduce the front lot line setback from 8.0 metres to 5.25 metres for the dwelling.

Proposed principal dwelling roof ridge elevation = 11.97 (0.7m Variance Required)

Area of Lot 59 = 702.4 sq.m. (7561 sq.ft.)
 Note: Lot area is calculated to the titled boundary (Plan 20442).

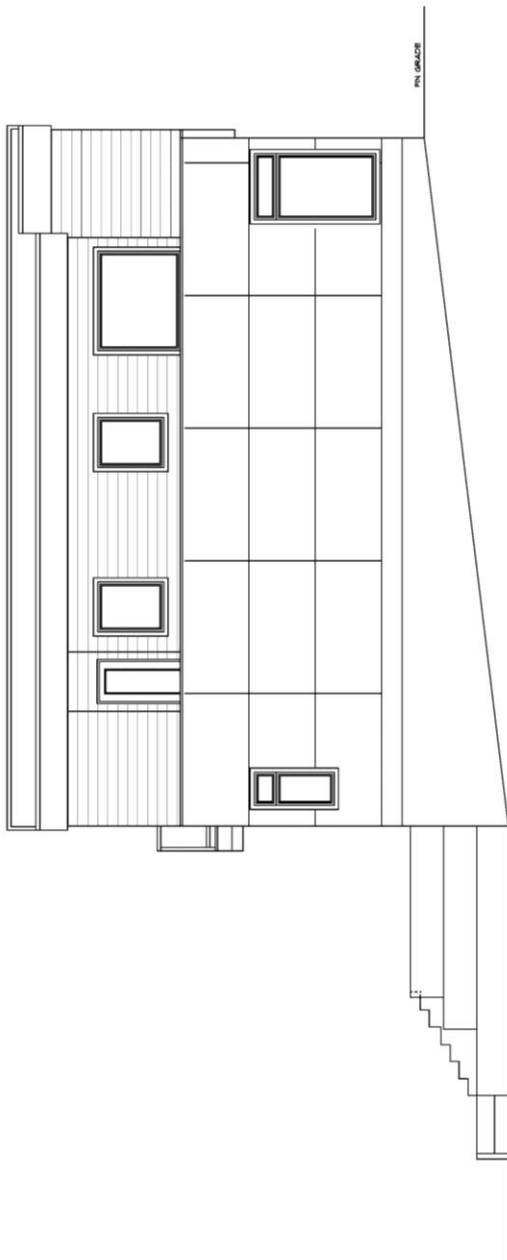
Proposed variance to reduce the front lot line setback from 8.0 metres to 5.25 metres for the accessory building.



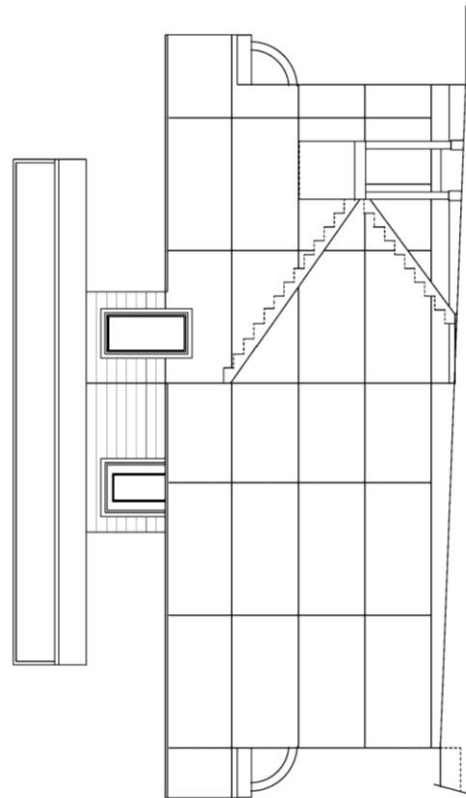
Proposed variance to the maximum height from 6.0 metres to 7.4 metres for the accessory building.

Proposed variance to the maximum from 8.0 metres to 8.7 metres for the dwelling.

Attachment 5
Proposed Building Elevations (Page 1 of 2)

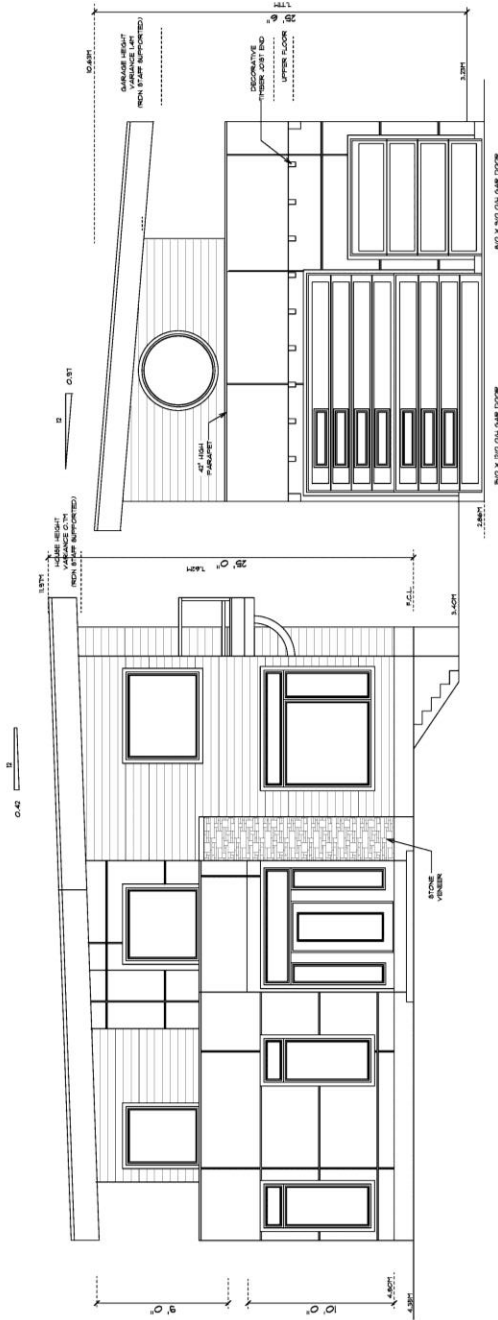


LEFT (EAST) ELEVATION
SCALE: 1/4" = 1' 0"

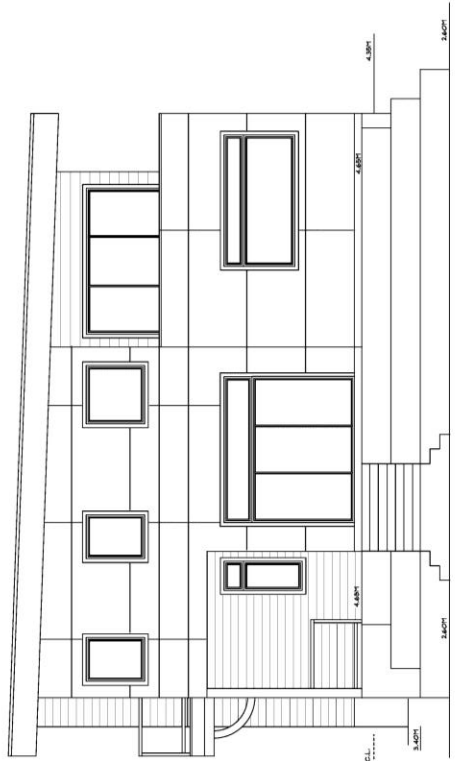


RIGHT (WEST) ELEVATION
SCALE: 1/4" = 1' 0"

Attachment 5
Proposed Building Elevations (Page 2 of 2)



FRONT (NORTH) ELEVATION
 SCALE: 1/4" = 1'-0"



REAR (SOUTH) ELEVATION
 SCALE: 1/4" = 1'-0"

TO: Electoral Area Services Committee **DATE:** November 20, 2018
FROM: Greg Keller
 Senior Planner **FILE:** **PL2018-174**
SUBJECT: Development Permit with Variance Application No. PL2018-174
2130 and 2140 Schoolhouse Road – Electoral Area A
Lot 1, Section 11, Range 7, Cranberry District, Plan 33429

RECOMMENDATIONS

1. That the Board approve Development Permit with Variance No. PL2018-174 to amend Development Permit with Variance No. PL2017-150 as it pertains to fascia signs 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. PL2018-174.

SUMMARY

To consider an application for a development permit with variance to amend Development Permit with Variance No. PL2017-150 to permit changes to the previously approved signs located on the south and west of the building. Given that the Development Permit (DP) guidelines have been met and no negative impacts are anticipated as a result of the proposed variances, the recommendation is 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 Dave McNaught on behalf of Kana Properties Ltd. to permit the installation of signage which differs from that which was recently approved by Development Permit with Variance No. PL2017-150 (PL2017-150). The subject property is approximately 2.06 hectares in area and is zoned Industrial 1 Zone, Subdivision District ‘F’, pursuant to “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”.

The subject property is located to the east of Schoolhouse Road (see Attachment 1 – Subject Property Map) and is bordered by parcels zoned Industrial 1 to the north and Commercial 2 to the south. The property is currently developed with an industrial building presently occupied by Westerra Equipment and is serviced with private onsite water and wastewater disposal. A new

industrial building (subject building) is currently under construction as previously approved by PL2017-150.

A number of DPs have previously been issued on the subject property including DP9809 (1999), DP60611 (2006), DP PL2017-147, and DP with Variance PL2017-150. PL2017-150 approved the construction of an industrial building along with related site improvements. With respect to signage, PL2017-150 approved the following variances to “Regional District of Nanaimo Sign Bylaw No. 993, 1995”:

1. **Section 5(a)** – to increase the maximum number of signs that may be placed or maintained on a parcel from two to four.
2. **Section 5(c)** – to increase the maximum sign surface area from 11.0 m² to 14.9 m² for a proposed fascia sign on the existing building.
3. **Section 5(c)** – to increase the maximum sign width from 4.0 metres to 9.8 metres for a proposed fascia sign on the existing building.
4. **Section 5(c)** – to increase the maximum sign surface area from 11 m² to 18.6 m² for a proposed freestanding sign.
5. **Section 5(c)** – to increase the maximum sign height from 4.0 metres to 5.5 metres for a proposed freestanding sign.
6. **Section 5(c)** – to increase the maximum sign width from 4.0 metres to 11.0 metres for a proposed fascia sign on the proposed building.

Following issuance of PL2017-150, the applicant realized that the fascia signage to be located on the subject building did not satisfy its contractual obligations to the applicant’s suppliers. It should be noted that as of the date of this report, no signage has been installed on the subject building.

In response to its signage obligations, the applicant is proposing to change the design and size of the fascia signage to be installed on the subject building. As a result, an amended development permit with variances is required. It should be noted that with the exception of the proposed fascia signage, all other variances, terms, and conditions of PL2017-150 shall continue to apply.

The proposed development is subject to the South Wellington Industrial Commercial Development Permit Area (SWDPA) as per “Regional District of Nanaimo Electoral Area A Official Community Plan Bylaw No. 1620, 2011”.

Proposed Development and Variance

This application is limited to fascia signage located on the subject building. The proposal is to amend the previously approved fascia band with four individual fascia signs.

The approved fascia band was intended to include a number of individual panels to accommodate various brands represented by the tenant. Following the issuance of PL2017-150, the applicant discovered, through further discussions with the tenant, that the dimensions of the fascia band did not satisfy its corporate signage requirements. In response, the applicant is proposing to replace the fascia band with four individual fascia signs that satisfy the tenant’s corporate sign requirements.

The applicant proposes to vary the following regulations from the “Regional District of Nanaimo Sign Bylaw 993, 1995” as shown on Attachment 3:

1. **Section 5(a)** – to increase the maximum number of signs that may be placed or maintained on a parcel from two to seven.
2. **Section 5(c)** – to increase the maximum sign width from 4.0 m to 4.9 m for a proposed Fascia Sign located on the west side of the proposed building.
3. **Section 5(c)** – to increase the maximum sign width from 4.0 m to 4.9 m for a proposed Fascia Sign located on the south side of the proposed building.

Land Use Implications

As this is an amendment to PL2017-150 to address changes to the approved fascia band on the subject building, the assessment of this application is limited to the proposed fascia signage.

The proposal would increase the total number of signs from four, as previously approved by PL2017-150 to seven. If approved, this permit would replace the fascia band with four separate fascia signs. All other signs approved by PL2017-150 would be unaffected by this permit. If approved, the resulting signage on the subject property would be one freestanding sign, one fascia sign on the existing building, and five fascia signs on the subject building. The increase in the number of signs is a direct result of replacing the approved fascia band with four separate fascia signs on the subject building. The proposed variances would result in a slight increase in total sign face area on the subject property from 12.24 m² (fascia band) to 14.66 m² (four fascia signs). The proposed signage is considered to be appropriate given the industrial multi-tenant nature of the development of the subject property and the context of the surrounding uses. The size, location and design of the proposed signs is architecturally integrated with the overall design of the building and illumination is minimized through the use of auto dimming functions and control timers that turn the signage off between the hours of 10:00 pm and 6:00 am (see Attachment 2 – Terms and Conditions and Attachment 4 – Proposed Fascia Signs).

Board Policy B1.5 “Development Variance Permit, Development Permit with Variance & Floodplain Exemption Application Evaluation” (Policy B1.5) provides staff with guidelines for reviewing and evaluating applications that include a request for a variance(s). Policy B1.5 requires that there be an adequate demonstration of an acceptable land use justification prior to the Board’s consideration of a variance proposal. To comply with this policy, the applicant has minimized the sign surface area of the proposed fascia signs, has limited the number of proposed fascia signs to that which is required to represent the proposed use of the subject building, and has agreed to control illumination timing and intensity. The proposed signage and variances are consistent with the South Wellington DPA guidelines. Given that the applicant has provided sufficient rationale and the variance will not result in negative implications for adjacent properties, the applicant has made reasonable efforts to address Policy B1.5.

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 Application and Notification Procedures Bylaw No. 1776, 2018”, 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. PL2018-174 subject to the terms and conditions outlined in Attachments 2 to 4.
2. To deny Development Permit with Variance No. PL2018-174.

FINANCIAL IMPLICATIONS

The proposed development has no implications related to the Board 2018 – 2022 Financial Plan.

STRATEGIC PLAN IMPLICATIONS

The proposed development has been reviewed and has no implications for the 2017 – 2021 Board Strategic Plan.



Greg Keller
gkeller@rdn.bc.ca
November 7, 2018

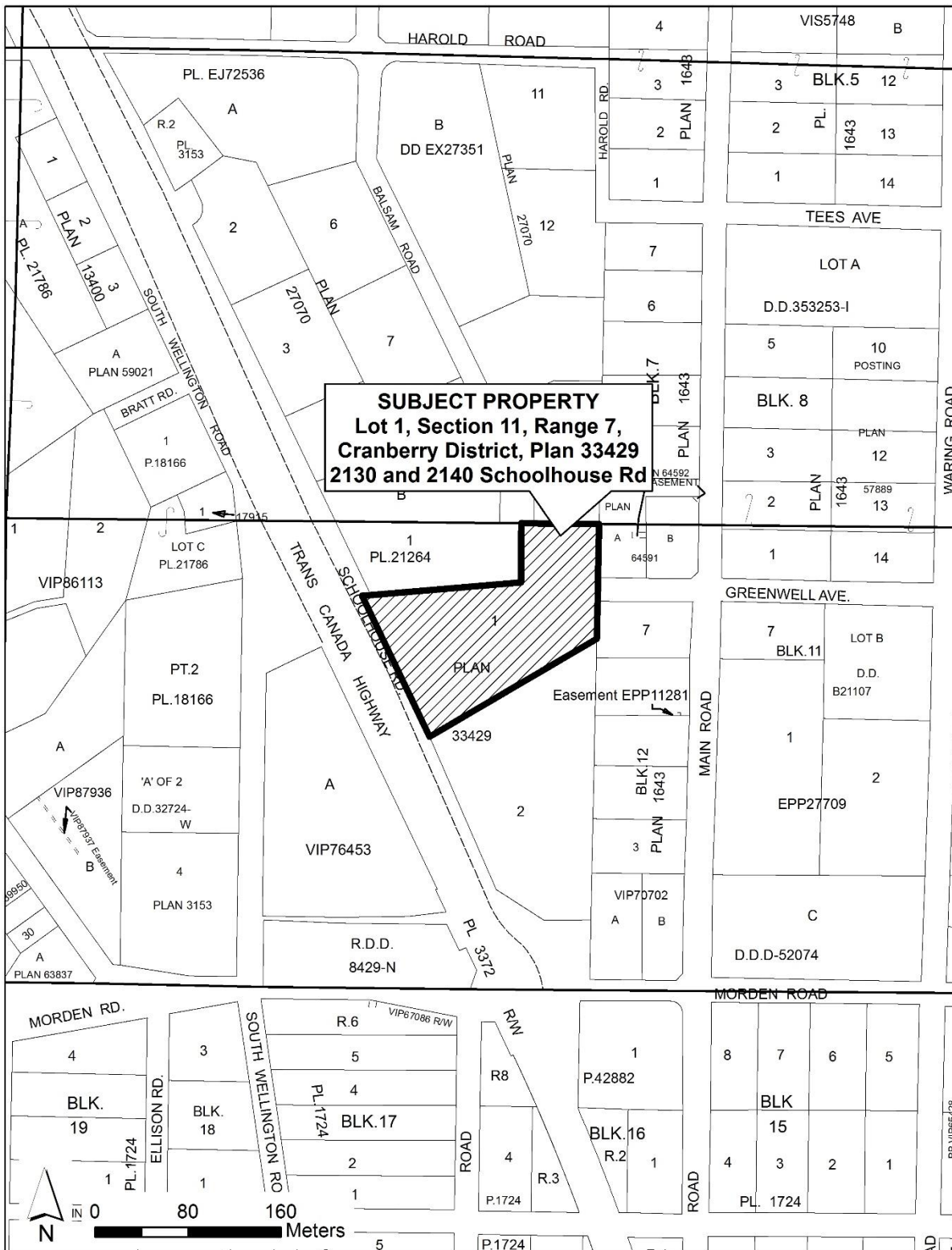
Reviewed by:

- P. Thompson, Acting 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. Proposed Fascia Signs

**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. PL2018-174:

Bylaw No. 993, 1995 Variances:

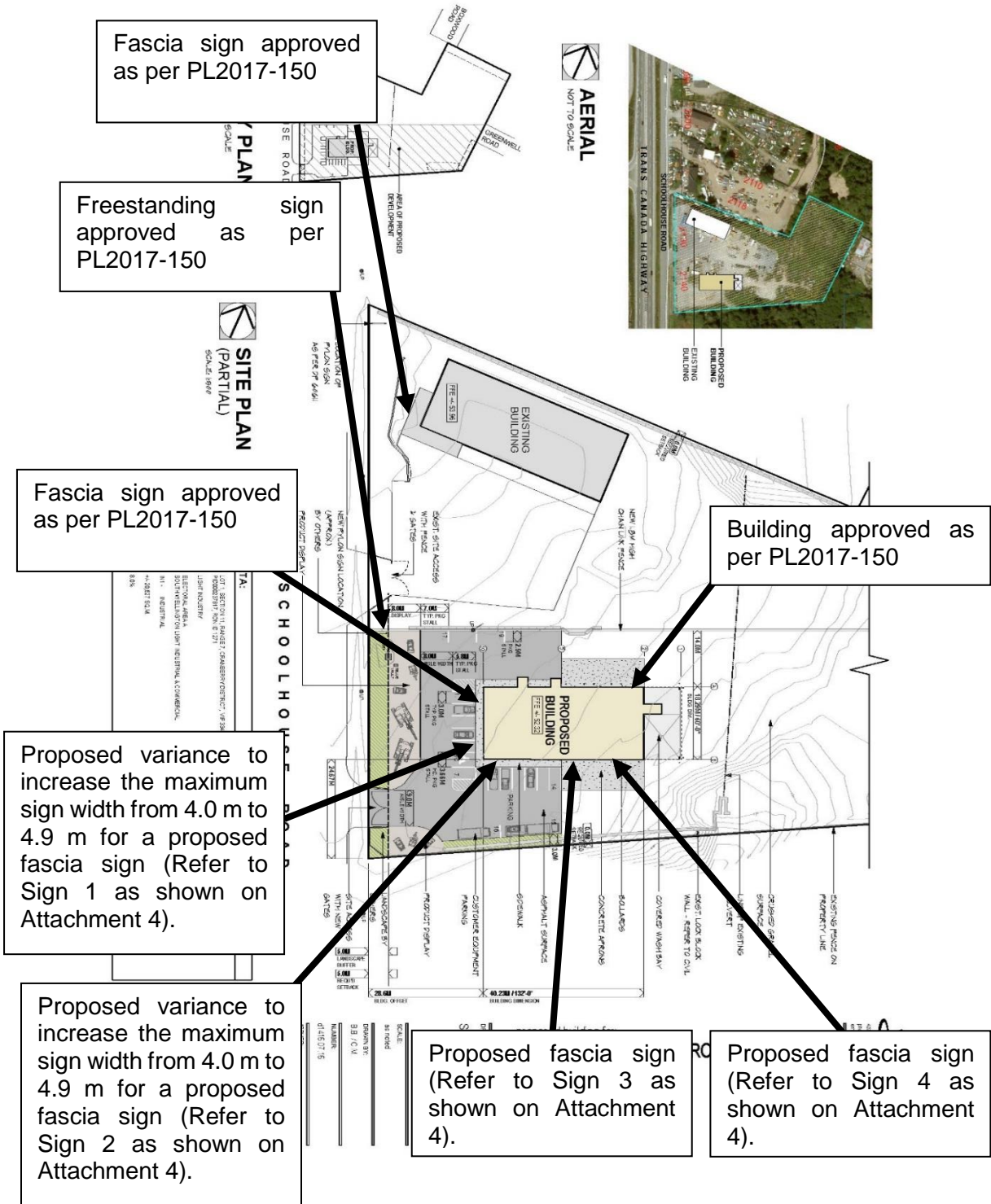
With respect to the lands, “Regional District of Nanaimo Sign Bylaw No. 993, 1995” is varied as follows:

1. **Section 5(a)** – to increase the maximum number of signs that may be placed or maintained on a parcel from two to seven.
2. **Section 5(c)** – to increase the maximum sign width from 4.0 m to 4.9 m for a proposed Fascia Sign located on the west side of the proposed building.
3. **Section 5(c)** – to increase the maximum sign width from 4.0 m to 4.9 m for a proposed Fascia Sign located on the south side of the proposed building.

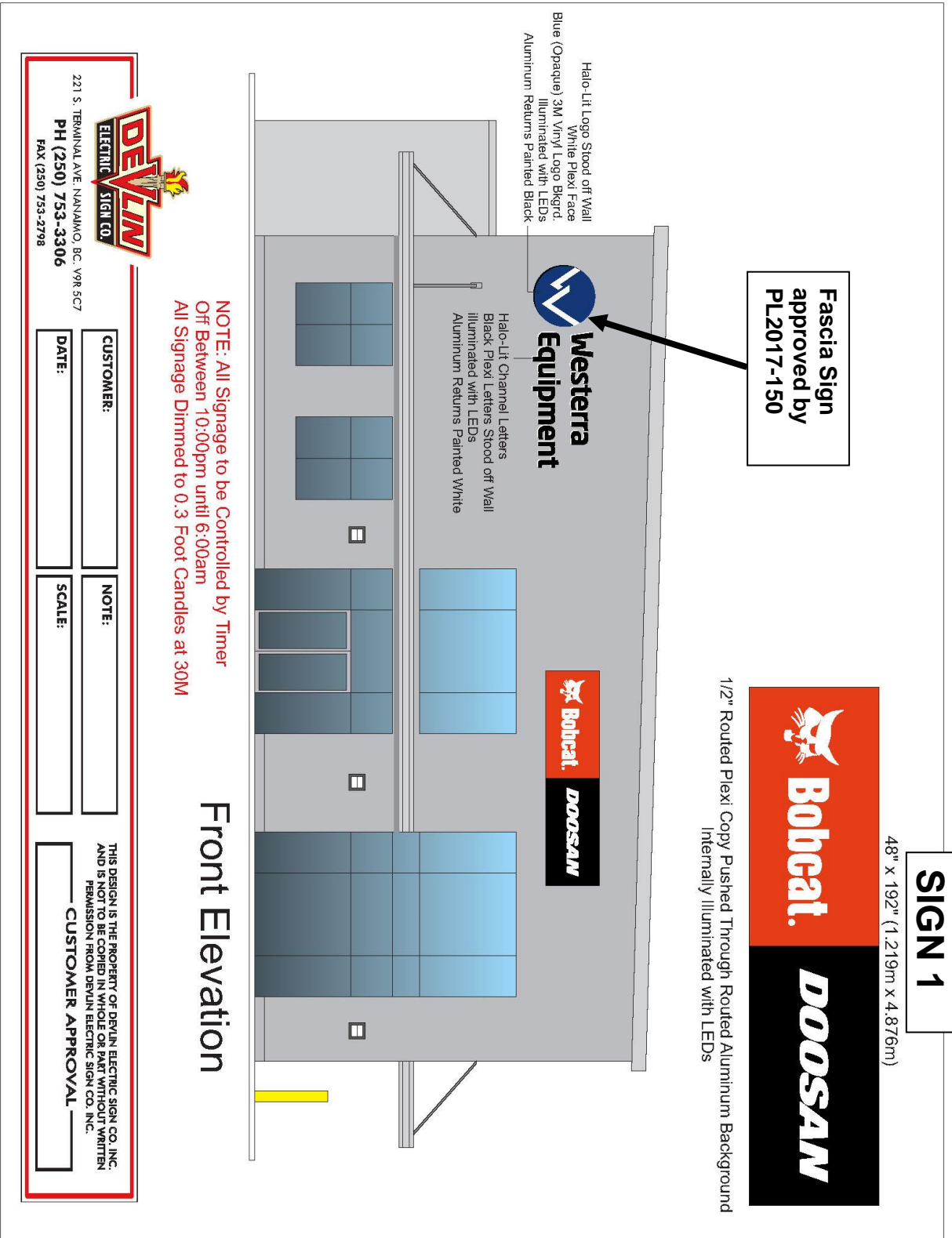
Conditions of Approval

1. This development permit shall amend PL2017-150 only as it pertains to fascia signage to be installed on the industrial building approved by PL2017-150.
2. With signage, the site is developed generally in accordance with the proposed site plan prepared by Delinea Design Consultants Ltd., dated December 18, 2017 and attached as Attachment 3.
3. The proposed signage is in general compliance with the plans and elevations prepared by Devlin Electric Sign Company attached as Attachment 4.
4. All signs shall be controlled by timer and be set to turn off between 10:00 pm until 6:00 am and all signage shall be dimmed to 0.3 Foot Candles at 30 metres.
5. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

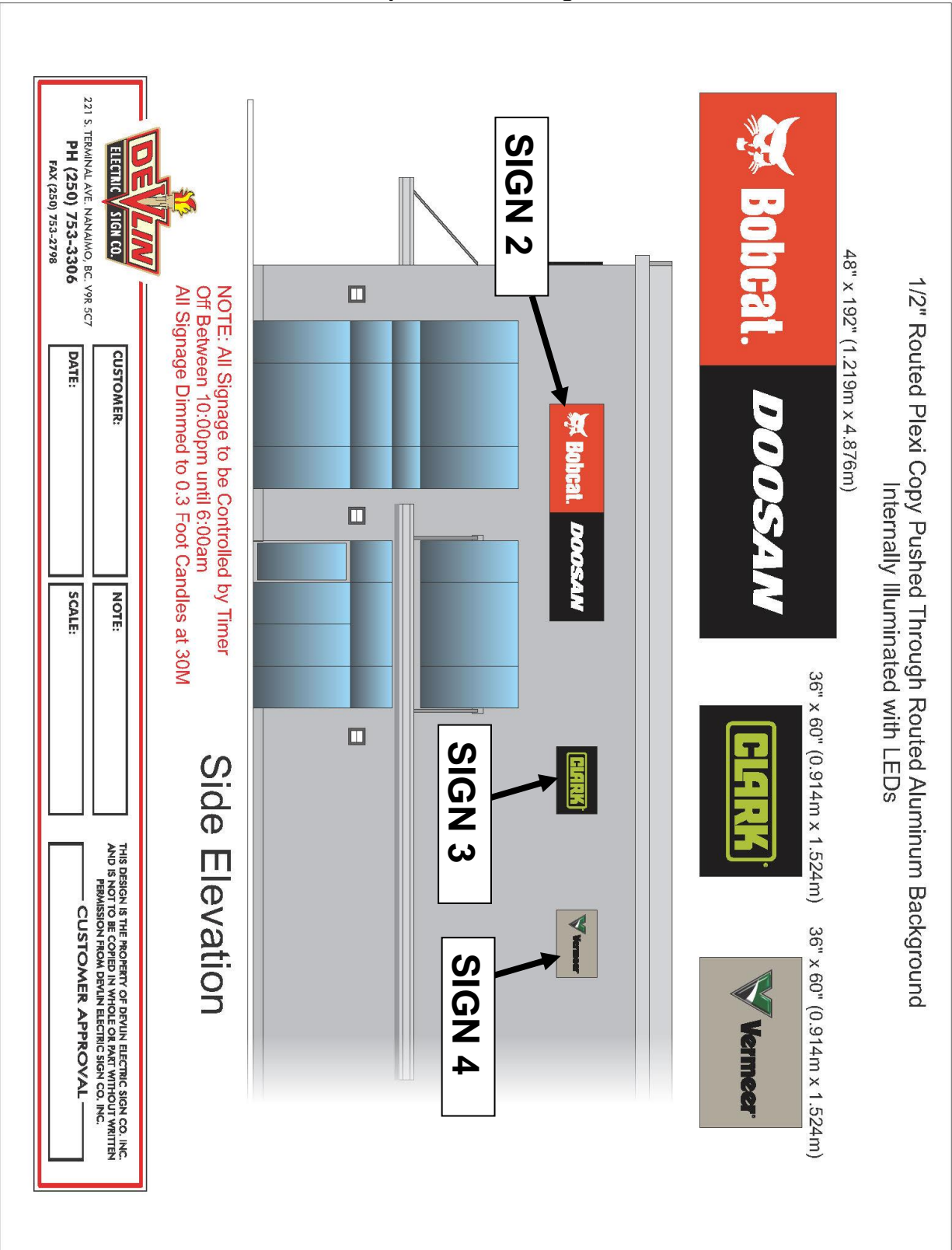
Attachment 3
Proposed Site Plan - Signage and Variances



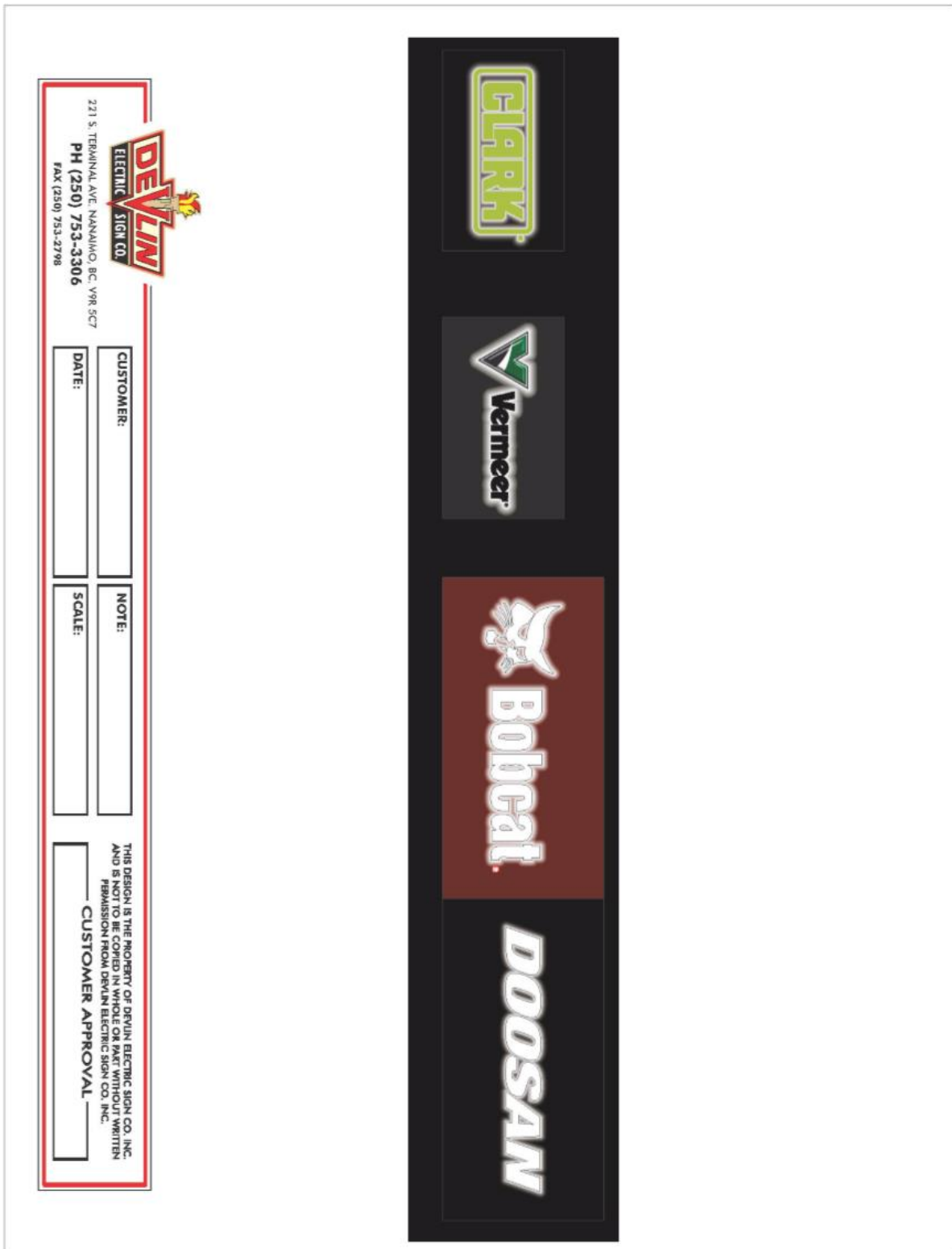
Attachment 4 (Page 1 of 3)
Proposed Fascia Signs



**Attachment 4 (Page 2 of 3)
 Proposed Fascia Signs**



Attachment 4 (Page 3 of 3)
Proposed Fascia Signs Night View



TO: Electoral Area Services Committee **DATE:** October 2, 2018
FROM: Greg Keller
Senior Planner **FILE:** PL2018-117
SUBJECT: Development Variance Permit Application No. PL2018-117
1035 Shayla Road – Electoral Area H
Lot 11, Block 360, Alberni District, Plan 35982

RECOMMENDATIONS

1. That the Board approve Development Variance Permit No. PL2018-117 to increase the accessory building floor area to permit the construction of an additional accessory building subject to the terms and conditions outlined in Attachments 2 and 3.
2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2018-117.

SUMMARY

This is an application to increase the maximum accessory building floor area to permit the construction of an additional accessory building. Given that no negative impacts are anticipated as a result of the proposed variance, it is recommended 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 and 3.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Fern Road Consulting Ltd. on behalf of Willy and Barbary Rycquart to increase the maximum accessory building floor area to permit the construction of a prefabricated steel accessory building. The subject property is approximately 8.1 hectares in area and is zoned Rural 1 (RU1), Subdivision District ‘B’, pursuant to “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” The property is located between Turnbull and Shayla Roads and is surrounded by other RU1 zoned rural properties (see Attachment 1 – Subject Property Map).

The property contains two dwelling units and a number of accessory buildings and is serviced by onsite water and wastewater disposal.

Proposed Development and Variance

The proposed development includes the construction of a 278 square metre accessory building. The applicant proposes to vary the following regulations from the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”:

- **Section 3.4.81 – Maximum Number and Size of Buildings and Structures** to increase the maximum combined accessory building floor area from 400 m² to 550 m² to accommodate the construction of an additional accessory building.

Land Use Implications

The subject property is currently developed with two dwelling units and four accessory buildings. The proposal is to remove one of the existing accessory buildings and construct an additional accessory building that is 278 square metres in floor area. The accessory buildings that are proposed to remain total 236.6 square metres of floor area. Therefore, if approved, there would be 515.6 square metres of accessory building floor area. The applicant has requested an additional 34.6 square metres of permitted accessory building floor as a buffer to accommodate extended overhangs and/or a covered porch that has yet to be determined.

The applicant indicates that the proposed prefabricated metal accessory building is required to support their hobby of restoring vintage Seabee aircraft for their personal enjoyment. The applicant indicates that the proposed accessory building must be large enough to accommodate the parts and necessary machinery and equipment required to restore the aircraft. While a final building design has not been provided, the applicant has submitted a photograph showing the type of prefabricated metal building that is proposed.

“Board Policy B1.5 *Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation*” (Policy B1.5) for evaluation of development variance permit applications requires that there is an adequate demonstration of an acceptable land use justification prior to the Board’s consideration. In this case, the applicant has provided a comprehensive land use justification and has also submitted a letter of support from the adjacent property owner. In summary, the applicant has provided the following land use justification in support of this application:

- The subject property is 8.1 hectares and would allow for over 20,000 square metres of parcel coverage based on current zoning and of that only two percent of the parcel coverage is permitted to be accessory building floor area.
- If the property was successfully rezoned for a 2.0 hectares minimum parcel size as supported by the Electoral Area H Official Community Plan, the subject property could be subdivided into three to four lots allowing a total of 1,200 square metres to 1,600 square metres of overall accessory building floor area.
- The proposed accessory building would not be seen from adjacent roads.
- The extent of the requested variance is reduced by the removal of an existing accessory building which has a floor area of approximately 102 m².

- Due to topography and the location of the well and septic field, it is not possible to construct an addition to the dwelling unit to accommodate the proposed use.

The requested variance is being recommended in recognition of the large size and rural context of the subject property as well as there being no discernable impacts associated with the proposed accessory building. The variance requested is specific to the current parcel and proposed site plan. If the subject property were rezoned and subdivided in the future, each parcel created would be limited to the maximum accessory building floor area in the applicable zone at that time.

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 Policy B1.5 guidelines.

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. PL2018-117 subject to the conditions outlined in Attachments 2 to 3.
2. To deny Development Variance Permit No. PL2018-117.

FINANCIAL IMPLICATIONS

The proposed development has been reviewed and has no implications related to the Board 2018 – 2022 Financial Plan.

STRATEGIC PLAN IMPLICATIONS

The proposed development has been reviewed and has no implications for the 2016 – 2020 Board Strategic Plan.



Greg Keller
gkeller@rdn.bc.ca
September 19, 2018

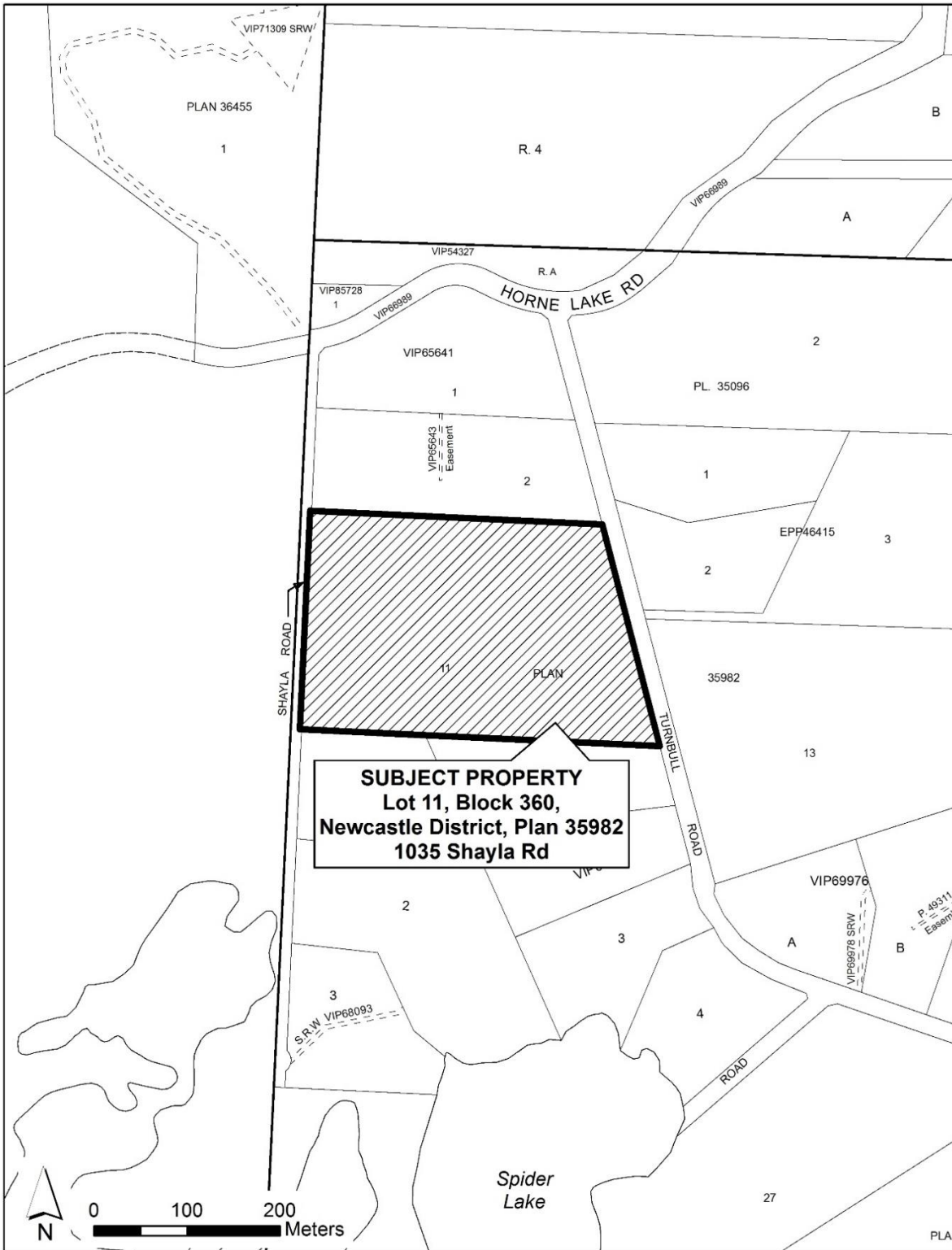
Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, A/Chief Administrative Officer

Attachments

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

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. PL2018-117:

Bylaw No. 500, 1987 Variance

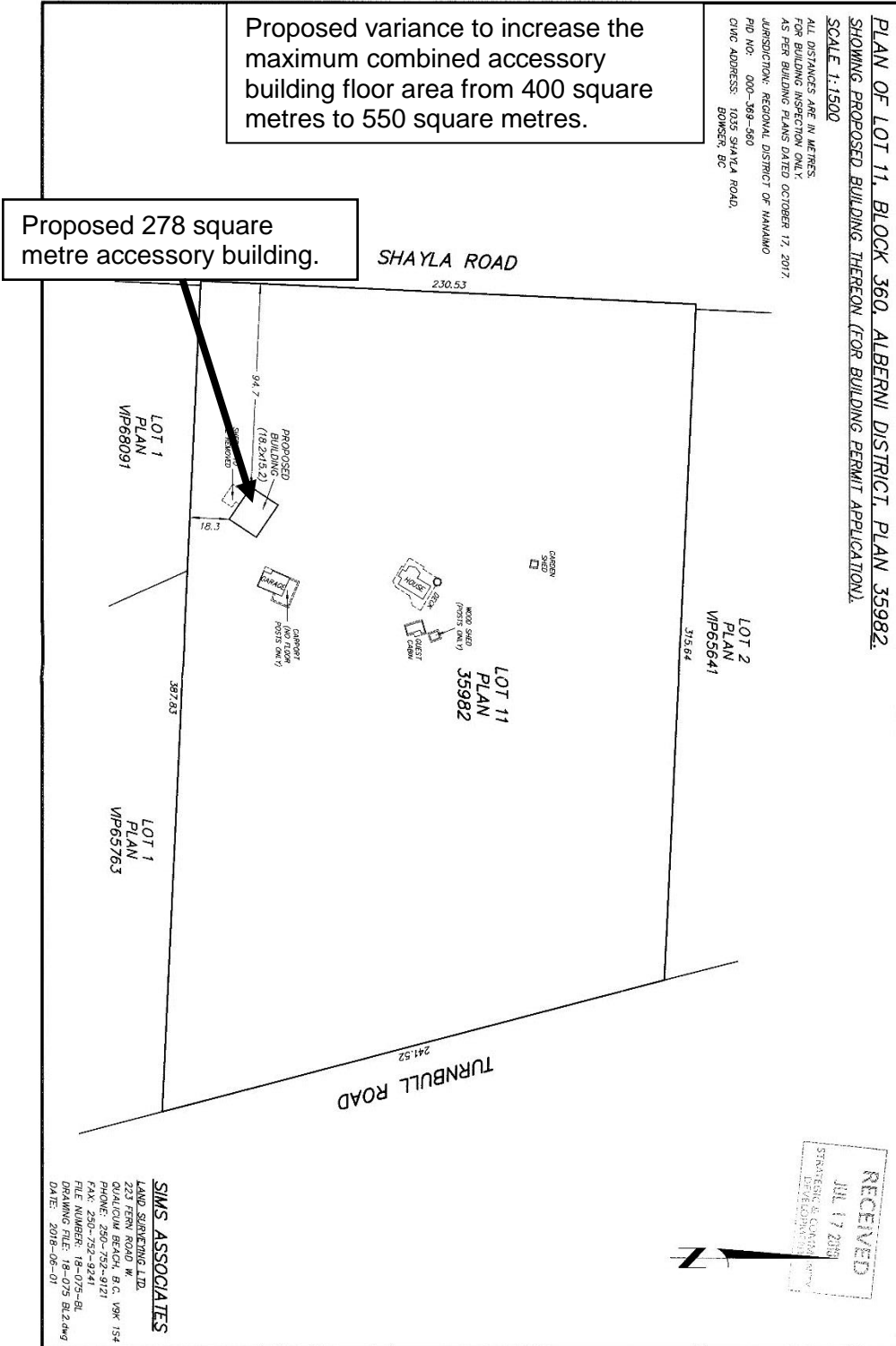
With respect to the lands, “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” is varied as follows:

1. **Section 3.4.81 – Maximum Number and Size of Buildings and Structures** to increase the maximum combined accessory building floor area from 400 m² to 550 m² to accommodate the construction of an additional accessory building.

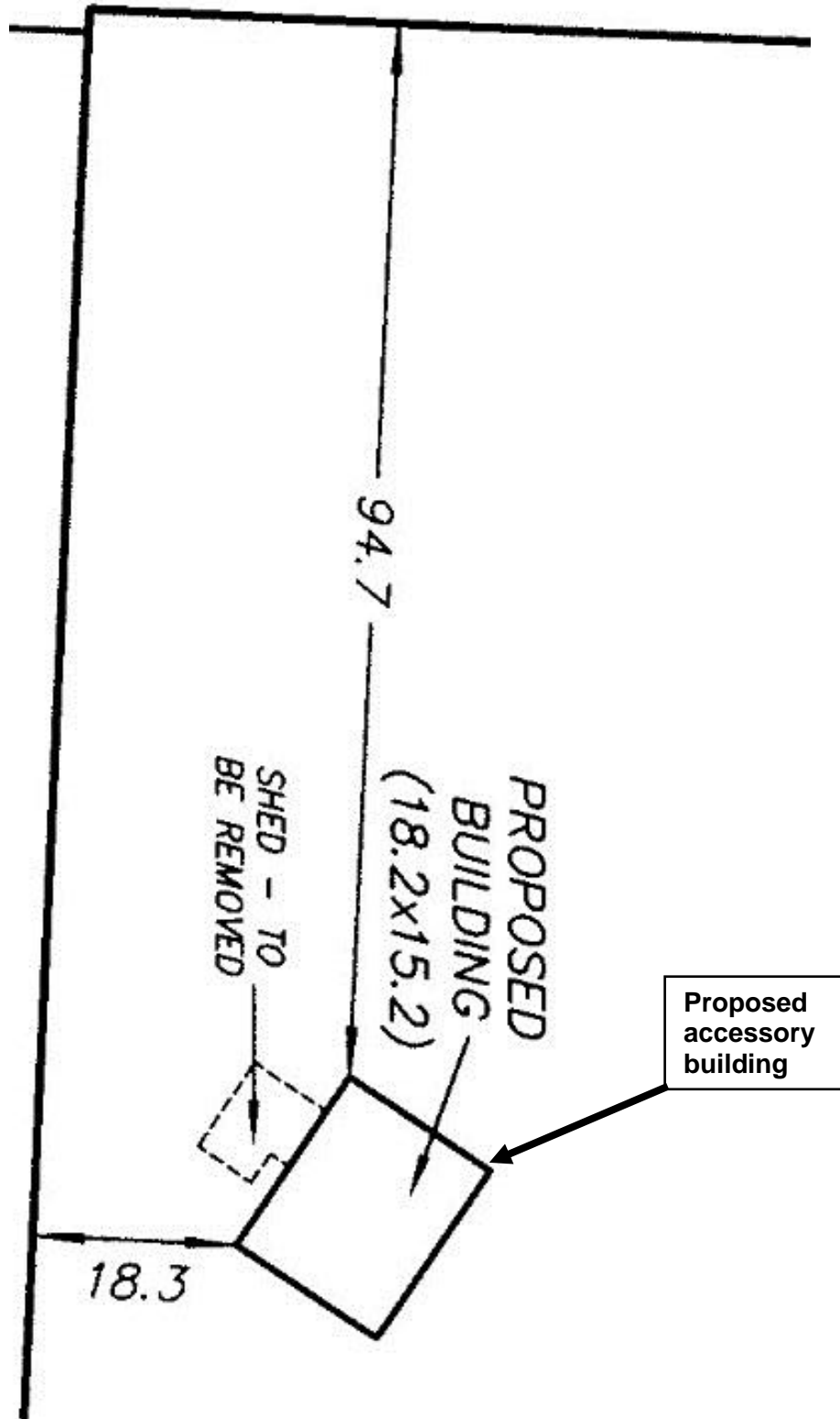
Conditions of Approval

1. The site is developed in accordance with the Survey Plan prepared by Sims Associates, dated June 1, 2018 and attached as Attachment 3.
2. The proposed development is in general compliance with conceptual building elevation prepared by attached as Attachment 4.
3. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

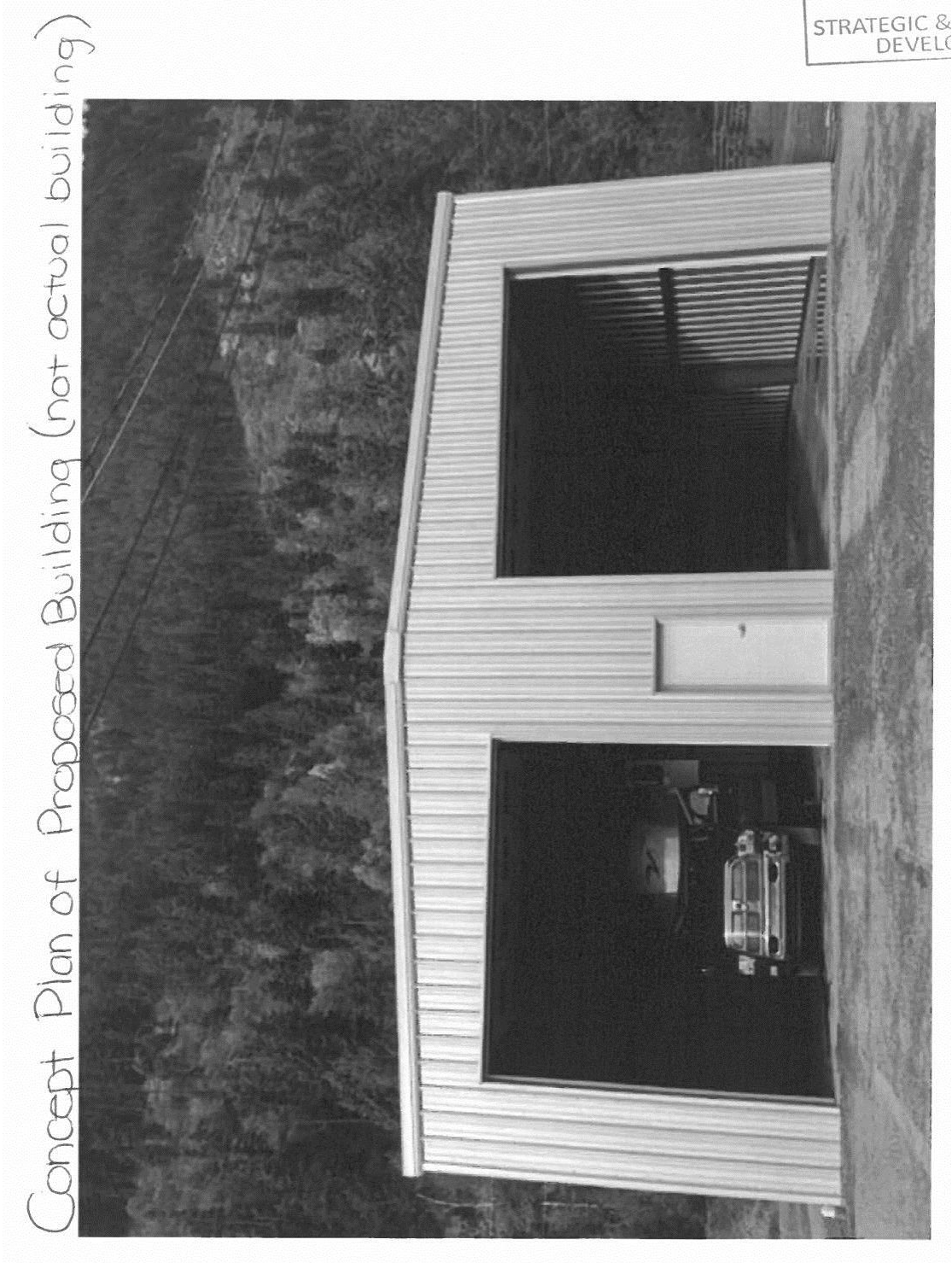
**Attachment 3 (Page 1 of 2)
 Proposed Site Plan and Variances**



Attachment 3 (Page 2 of 2)
Proposed Site Plan and Variances – Enlarged for Convenience



**Attachment 4
Conceptual Building Elevation**



TO: Electoral Area Services Committee **MEETING:** November 20, 2018
FROM: Angela Buick
Planner **FILE:** PL2017-173
SUBJECT: Development Variance Permit Application No. PL2017-173
1352 Madrona Drive – Electoral Area E
Lot 6, District Lot 68, Nanoose District, Plan 26680

RECOMMENDATIONS

1. That the Board approve Development Variance Permit No. PL2017-173 to legalize the siting of an existing deck, portion of the house, stairs and to permit the construction of an addition by reducing the setback to the sea and interior side lot line subject to the terms and conditions outlined in Attachments 2 to 3.
2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2017-173.

SUMMARY

This is an application to vary the setback from the natural boundary of the sea to legalize the siting of an existing deck, stairs and house and to allow construction of a sunroom and to vary the setback to the interior side lot line to legalize an existing set of stairs. Given that 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 Attachment 2.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Helen Sims of Fern Road Consulting Ltd. on behalf of Arlene Ackerman and Philip Lipsey to legalize the siting of an existing house, deck and stairs and to permit the construction of a sunroom addition to project into the 15.0 metre setback from the natural boundary of the sea. The applicant is also requesting a variance to the required 2.0 metre interior side lot line to legalize the siting of an existing set of stairs. The subject property is approximately 0.18 hectares in area and is zoned Residential 1 Zone (RS1), Subdivision District 'N', pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987". The property is located on the waterfront of the Salish Sea on Madrona Point and is surrounded by other RS1 zoned lots (see Attachment 1 – Subject Property Map). The property contains a dwelling unit with two deck structures and connecting stairs.

The requested variances are as follows:

- **Section 3.3.9 b) iv) – Setbacks – Sea** to reduce the setback from the natural boundary of the sea from 15.0 metres to 13.5 metres to legalize a portion of the existing dwelling unit.
- **Section 3.3.9 b) iv) – Setbacks – Sea** to reduce the setback from the natural boundary of the sea from 15.0 metres to 11.2 metres to legalize a portion of an existing deck.
- **Section 3.3.9 b) iv) – Setbacks – Sea** to reduce the setback from the natural boundary of the sea from 15.0 metres to 13.8 metres for a sunroom addition to the dwelling unit.
- **Section 3.3.9 b) iv) – Setbacks – Sea** to reduce the setback from the natural boundary of the sea from 15.0 metres to 8.0 metres to recognize an existing set of stairs.
- **Section 3.4.61 Minimum Setback – Interior Side Lot Line** to reduce the interior side lot line setback from 2.0 metres to 1.6 metres to recognize an existing set of stairs.

Land Use Implications

As required by Board Policy B1.5 *Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation* for evaluation of development variance permit applications there must be an adequate demonstration of an acceptable land use justification prior to the Board's consideration. In this case, the applicants attained a building permit in 1987 to construct the dwelling unit and attached garage. Shortly thereafter, the applicants constructed two deck structures without a building permit; one attached to the dwelling unit and one adjacent to the natural boundary and both connected by a set of stairs. At the time, RDN Zoning Bylaw No. 53 required an 8.0 metre setback from the natural boundary of the sea. As a result, the attached deck did meet the setbacks of the time, however the lower deck was completely within the 8.0 metre setback.

Subsequently, the Nanoose Official Community Plan was revised as "Nanoose Bay Official Community Plan No. 1400, 2005" which gave direction to extend the setback to the sea for Electoral Area E only from 8.0 metres to 15.0 metres. In February 2006, the "Regional District of Nanaimo Land Use and Subdivision Bylaw No.500, 1987" was amended to reflect this change to the setback to the sea. As a result, the existing attached deck, stairs and portion of the house within the 15.0 metre setback became legal non-conforming, however the lower deck does not qualify to be considered legal non-conforming as it never met the setbacks of the time of construction.

The applicant would like to legalize the siting of the non-conforming structures as they no longer meet the current zoning bylaw setback to the sea and vary the setback for the proposed sunroom addition. As a component of the works on the property the lower deck will be removed. The original plan for the property had the proposed sunroom projecting further past the existing attached deck. Following discussions, the proposal was amended to have the sunroom in line with the deck in order to reduce the requested variance and possible view obstructions.

The applicants are also requesting to recognize an existing set of stairs which provide beach access by reducing the interior side lot line setback. The applicants have proposed to remove a portion of the stairs in order to reduce the requested variance to the interior side lot line setback while maintaining a sufficient area to ensure they are usable and provide safe access (see Attachment 3 – Proposed Site Plan and Variances).

The existing stairs and deck and the proposed sunroom are not anticipated to have any view implications for the adjacent property owners to the north or south as these structures are situated further back from the front of the neighbouring dwelling units. The applicants are required to obtain the necessary building permits prior to construction of the sunroom addition and repair of the deck and stair structures (see Attachment 2 – Terms and Conditions of Permit).

The applicants are planning to remove the lower deck structure and replace it with landscaping in order to comply with current zoning bylaws.

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. PL2017-173 subject to the conditions outlined in Attachments 2 to 3.
2. To deny Development Variance Permit No. PL2017-173.

FINANCIAL IMPLICATIONS

The proposed development has been reviewed and has no implications related to the Board 2018 – 2022 Financial Plan.

STRATEGIC PLAN IMPLICATIONS

The proposed development has been reviewed and has no implications for the 2016 – 2018 Board Strategic Plan.



Angela Buick
abuick@rdn.bc.ca
October 17, 2018

Reviewed by:

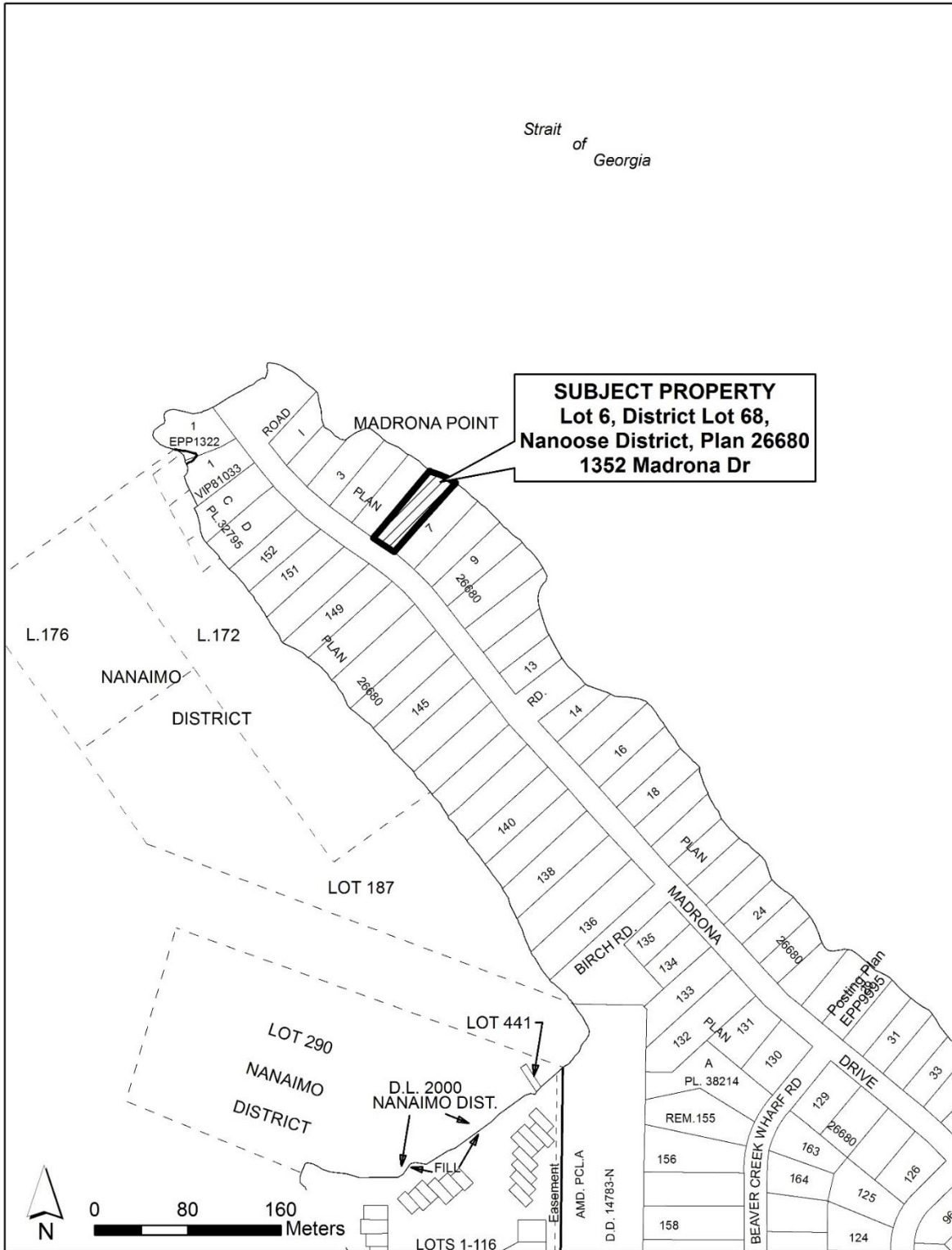
- P. Thompson, Acting Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development

- P. Carlyle, Chief Administrative Officer

Attachments:

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

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. PL2017-173:

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 3.3.9 b) iv) – Setbacks – Sea** to reduce the setback from the natural boundary of the sea from 15.0 metres to 13.5 metres to legalize a portion of the existing dwelling unit.
2. **Section 3.3.9 b) iv) – Setbacks – Sea** to reduce the setback from the natural boundary of the sea from 15.0 metres to 11.2 metres to legalize a portion of an existing deck.
3. **Section 3.3.9 b) iv) – Setbacks – Sea** to reduce the setback from the natural boundary of the sea from 15.0 metres to 13.8 metres for a sunroom addition to the dwelling unit.
4. **Section 3.3.9 b) iv) – Setbacks – Sea** to reduce the setback from the natural boundary of the sea from 15.0 metres to 8.0 metres to recognize an existing set of stairs.
5. **Section 3.4.61 Minimum Setback – Interior Side Lot Line** to reduce the interior side lot line setback from 2.0 metres to 1.6 metres to recognize an existing set of stairs.

Conditions of Approval

1. The site is developed in accordance with the Site Plan prepared by Sims Associates Land Surveying Ltd. dated August 24, 2018 and included as Attachment 3.
2. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

Attachment 3 Proposed Site Plan and Variances

PLAN OF LOT 6, DISTRICT LOT 68, NANOOSE DISTRICT, PLAN 26680.

SHOWING PROPOSED BUILDING ADDITION THEREON (FOR DEVELOPMENT VARIANCE PERMIT APPLICATION).

SCALE 1:300

ALL DISTANCES ARE IN METRES.
 FOR BUILDING INSPECTION ONLY.
 AS PER BUILDING PLANS DATED AUGUST 02, 2017.

JURISDICTION: REGIONAL DISTRICT OF NANAIMO

PID NO: 002-376-351

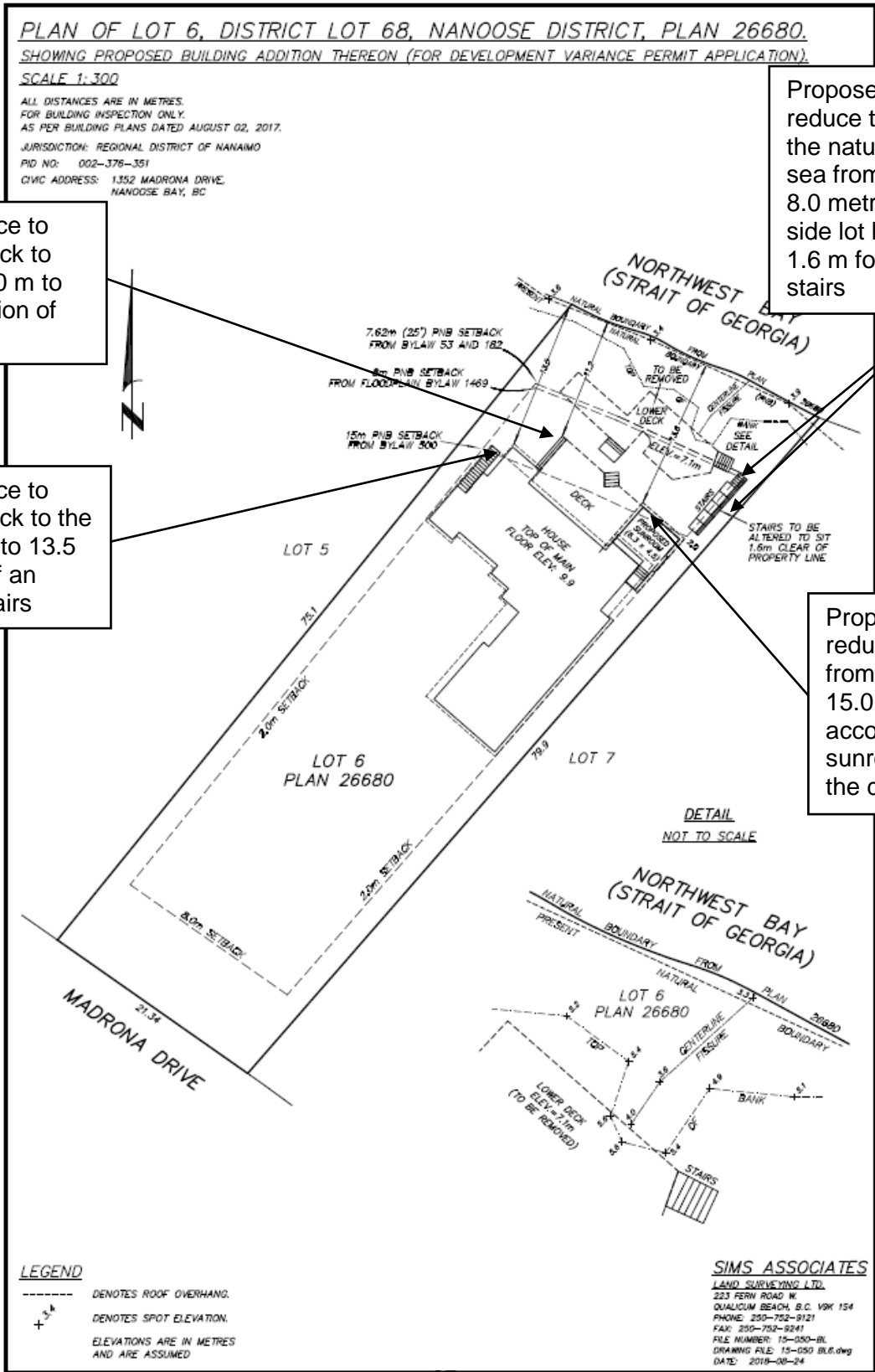
CIVIC ADDRESS: 1352 MADRONA DRIVE,
 NANOOSE BAY, BC

Proposed variance to reduce the setback to the sea from 15.0 m to 11.2 m for a portion of an existing deck

Proposed variance to reduce the setback from the natural boundary of the sea from 15.0 metres to 8.0 metres and the interior side lot line from 2.0 m to 1.6 m for an existing set of stairs

Proposed variance to reduce the setback to the sea from 15.0 m to 13.5 m for a portion of an existing set of stairs

Proposed variance to reduce the setback from the sea from 15.0 m to 13.8 m to accommodate a sunroom addition to the dwelling unit



TO: Electoral Area Services Committee **DATE:** November 20, 2018
FROM: Sarah Preston
 Planning Technician **FILE:** PL2018-125
SUBJECT: **Development Variance Permit Application No. PL2018-125**
2612 Sea Blush Drive – Electoral Area E
Lot 2, Block 586, Nanoose District, Plan EPP51772

RECOMMENDATIONS

1. That the Board approve Development Variance Permit No. PL2018-125 to increase height for 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 Variance Permit No. PL2018-125.

SUMMARY

The applicants have applied to vary the height of an accessory building that has been constructed 0.87 metres over the permitted 9.0 metre maximum building height. It is the subject of bylaw enforcement, as the applicants failed to acquire a building permit prior to commencing construction. In RDN Zoning Bylaw 500, height is measured from the natural grade and existing topography at the building location has resulted in the building being over height. The building was constructed with ceiling heights suitable for the storage of a recreational vehicle and accessory use on the second story. The Regional District of Nanaimo is in receipt of signatures in support of the proposed variance collected from area residents, including neighbouring parcels. The applicant proposes to install privacy film on one of the upper storey windows to address concerns raised by the resident of an abutting property. The resident feels that this is the only window facing their yard area. They are in support of the requested variance otherwise.

Given that the “Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation” has been met and neighbouring property owners express support, it is recommended that the Board approve the development variance permit pending the outcome of public notification and subject to the terms and conditions outlined in Attachment 2.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Glen and Barb Crawford to permit the construction of a two story accessory building. The subject property is approximately 0.65 hectares in area and is zoned Rural 5 (RU5), Subdivision District ‘D’, pursuant to “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”. The

property is located to the south of Island Highway East in a Rural Residential area (see Attachment 1 – Subject Property Map).

The property contains an existing dwelling unit, accessory building, and accessory structure. It is serviced by a well and on-site wastewater disposal.

Proposed Development and Variance

The proposed development includes a height variance for an existing 190.26 square metre accessory building with accessory use space on the second floor. It is the subject of bylaw enforcement for commencing to construct a building prior to obtaining a building permit as per Section 3. (1) of the “*Regional District of Nanaimo Building Regulations and Fees Bylaw No. 1250, 2001.*” A stop work order was issued November 7, 2017. An application was made for a building permit December 12, 2017 (PR2017-772). Through the application review process, it was identified that the building is over height due to the natural topography of the site. Height is measured from natural grade, not finished grade. As such, the applicants have opted to request a variance for the building as constructed.

The applicants intend to use the building to store their recreational vehicle, and personal uses such as general household storage, recreation and hobby space. They state that the building will not be used to host a home based business or secondary suite. The applicants have been advised in writing that these uses are not permitted within an accessory building on the subject property.

An accessory structure, erected to store outdoor recreation equipment, is proposed to be removed. Building Services advises that while they have no issues with the proposed variance, a condition of building permit PR2017-772 issuance will be contingent on follow through with demolition permit PR2018-634.

The applicant proposes to vary the following regulations from the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”:

- **Section 3.4.85 – Maximum Number and Size of Buildings and Structures** to increase the maximum height from 9.0 m to 9.87 m.

Land Use Implications

The applicants have submitted a site survey with height resolution and building plans. In addition, signed comments of support from neighbourhood residents have been submitted. Two neighbours commented on negative impacts. The neighbor directly impacted by the siting of the accessory building, located at 2608 Sea Blush Drive, commented that if the window on the left building elevation is removed or frosted, they have no issues with the proposed variance. This comment was supported by a neighbor (2653 Sea Blush Drive). The neighbour at 2608 Sea Blush Drive did not have issues with the windows on the rear building elevation, directly facing their yard area. In a subsequent letter dated September 22, 2018, they state that these windows do not face their property. However, during a site visit (September 19, 2018) it was ascertained that these windows are presently screened from view by trees located on the subject property. The applicant proposes to apply privacy film to the one window, as suggested by the impacted neighbour.

The applicant's justification for the requested variance is to allow additional height within the garage area to accommodate storage of a recreational vehicle. Due to the topography of the building site, the building exceeds the maximum allowable height, despite designing the building to be 8.89 metres from finished grade. The maximum height allowance for the zone is 9.0 metres. "Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation" for evaluation of development variance permit applications, requires that there is an adequate demonstration of an acceptable land use justification prior to the Board's consideration. This is an acceptable land use justification under Board Policy B1.5, section 1.d)iv, where the impact of the variance is considered to be acceptable by planning staff. The policy also requires that an applicant demonstrate reasonable effort to minimize any and all potential impacts associated with the variance (section 2.c)). As the applicant sought input from neighbours and proposes strategies to address their concerns, it is evaluated that a reasonable effort has been made to mitigate potential impacts of the proposed variance.

Given that the applicants have provided sufficient rationale and propose to apply privacy film to the one window as suggested by the abutting neighbour, the applicants have made reasonable effort to address Policy B1.5 guidelines. It is recommended that the Board approve the requested variance, subject to the terms and conditions outlined in Attachment 2.

Intergovernmental Implications

There are no intergovernmental implications associated with this application.

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. PL2018-125 subject to the conditions outlined in Attachments 2 to 4.
2. To deny Development Variance Permit No. PL2018-125.

FINANCIAL IMPLICATIONS

The proposed development has been reviewed and has no implications related to the Board 2018 – 2022 Financial Plan.

STRATEGIC PLAN IMPLICATIONS

The proposed development has been reviewed and has no implications for the 2016 – 2020 Board Strategic Plan.



Sarah Preston
spreston@rdn.bc.ca
October 15, 2018

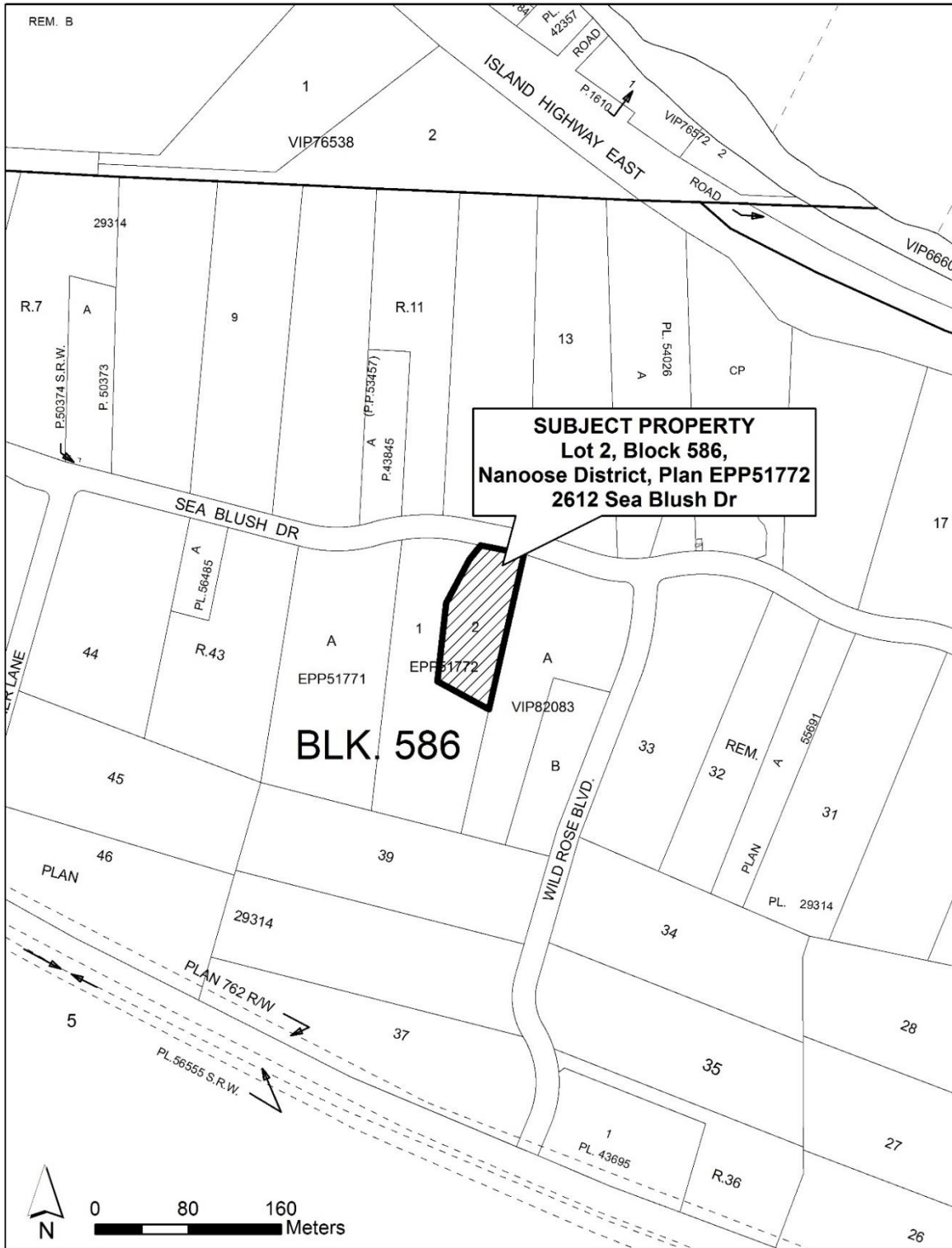
Reviewed by:

- Paul Thompson, Acting 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 Variance
4. Building Elevations

**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. PL2018-125:

Bylaw No. 500, 1987 Variance

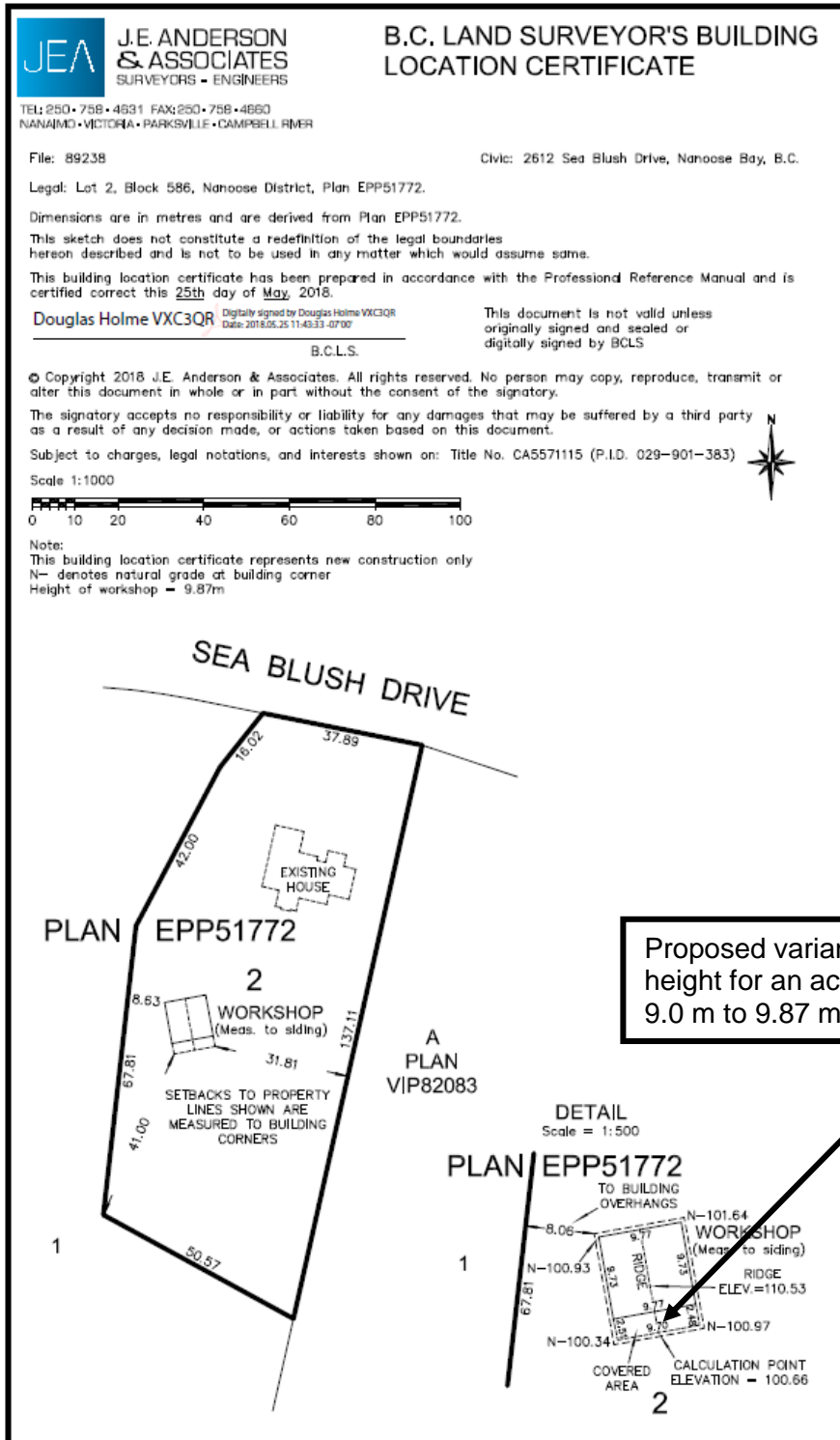
With respect to the lands, “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” is varied as follows:

1. Section 3.4.85 Maximum Number and Size of Buildings and Structures - Height: from 9.0 metres to 9.87 metres

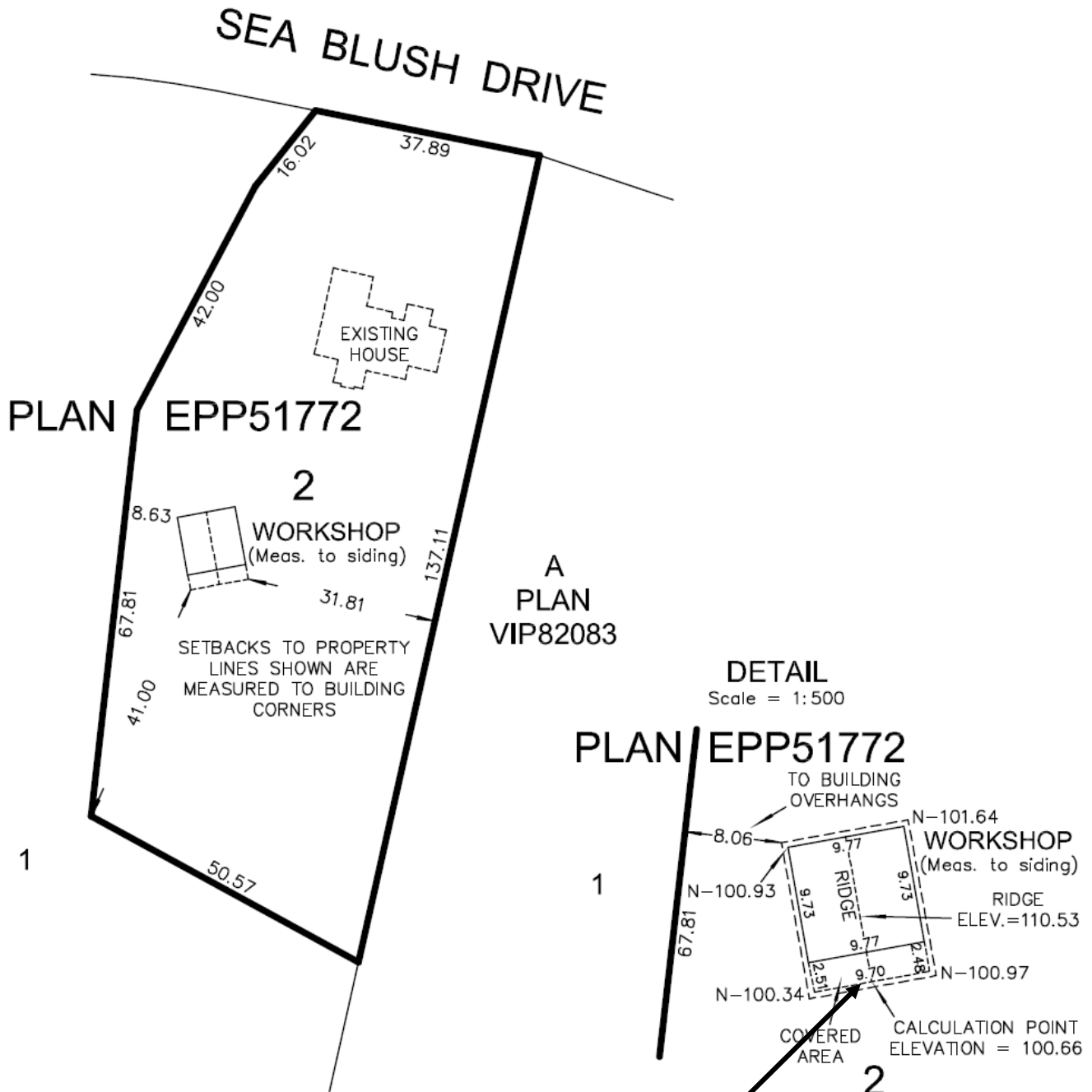
Conditions of Approval

1. The site is developed in accordance with the Survey Plan prepared by JE Anderson & Associates, dated May 25, 2018 and attached as Attachment 3.
2. The proposed development is in general compliance with the plans and elevations prepared by Lindberg Cad Services, dated March 7, 2018 and attached as Attachment 4.
3. The window located on the Left Building Elevation shall be frosted to maintain the privacy of the abutting property to the satisfaction of Strategic and Community Development.
4. Use of the building as a detached secondary suite is not permitted.
5. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

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



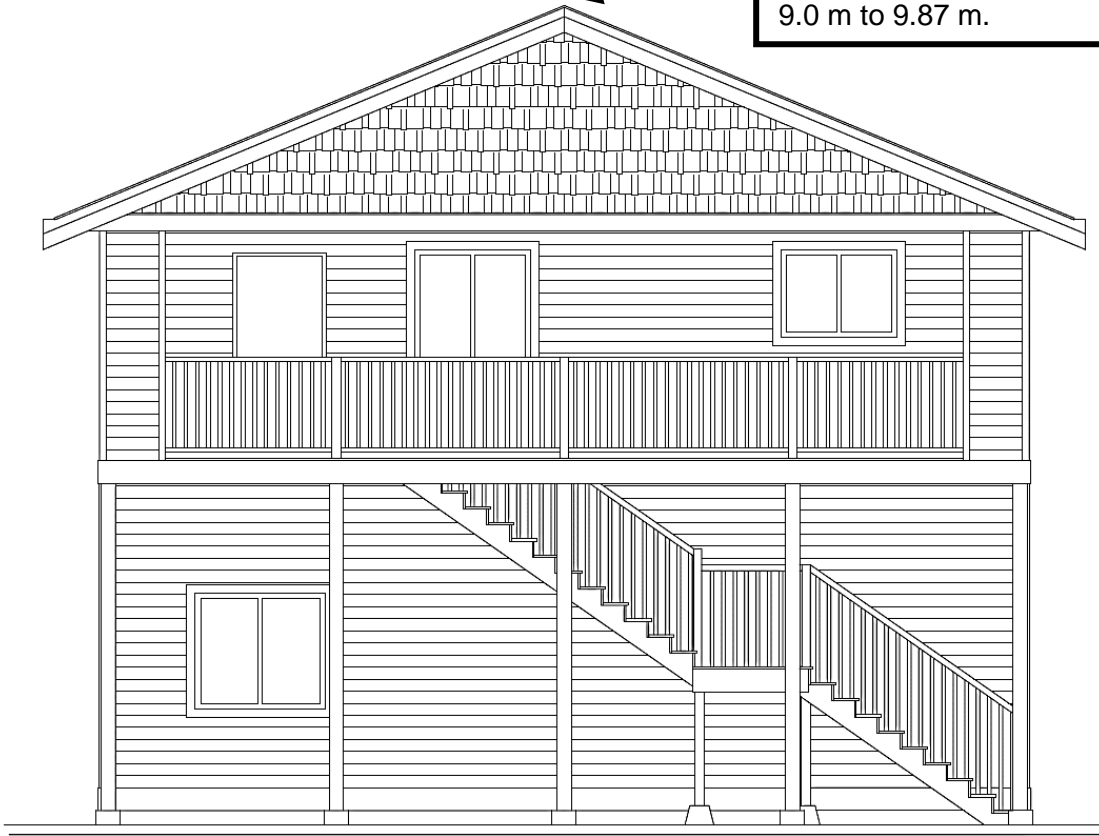
**Attachment 3
 Proposed Site Plan and Variance (2 of 2)**



Proposed variance to increase the height for an accessory building from 9.0 m to 9.87 m.

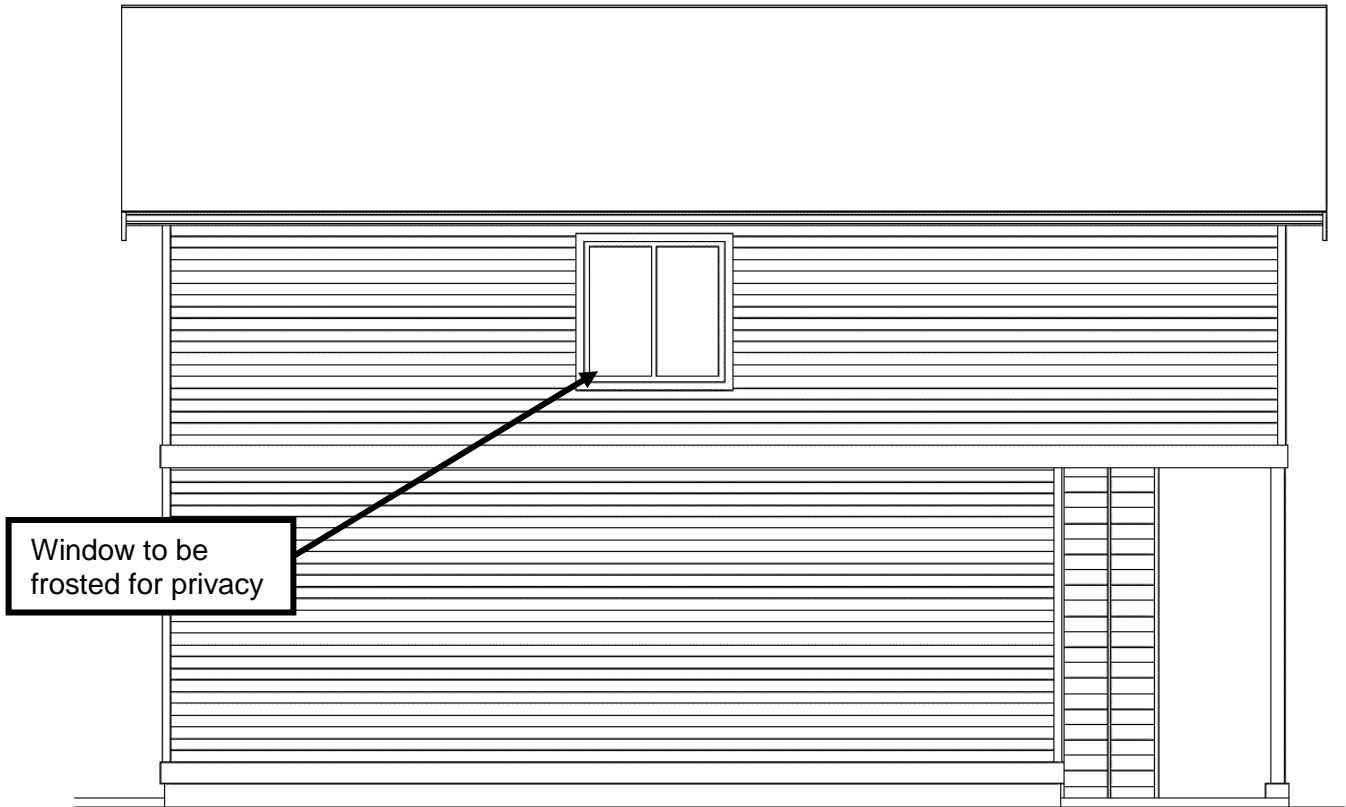
**Attachment 4
Building Elevations
(1 of 4)**

Proposed variance to increase the height for an accessory building from 9.0 m to 9.87 m.



FRONT ELEVATION

Attachment 4
Building Elevations
(2 of 4)



LEFT ELEVATION

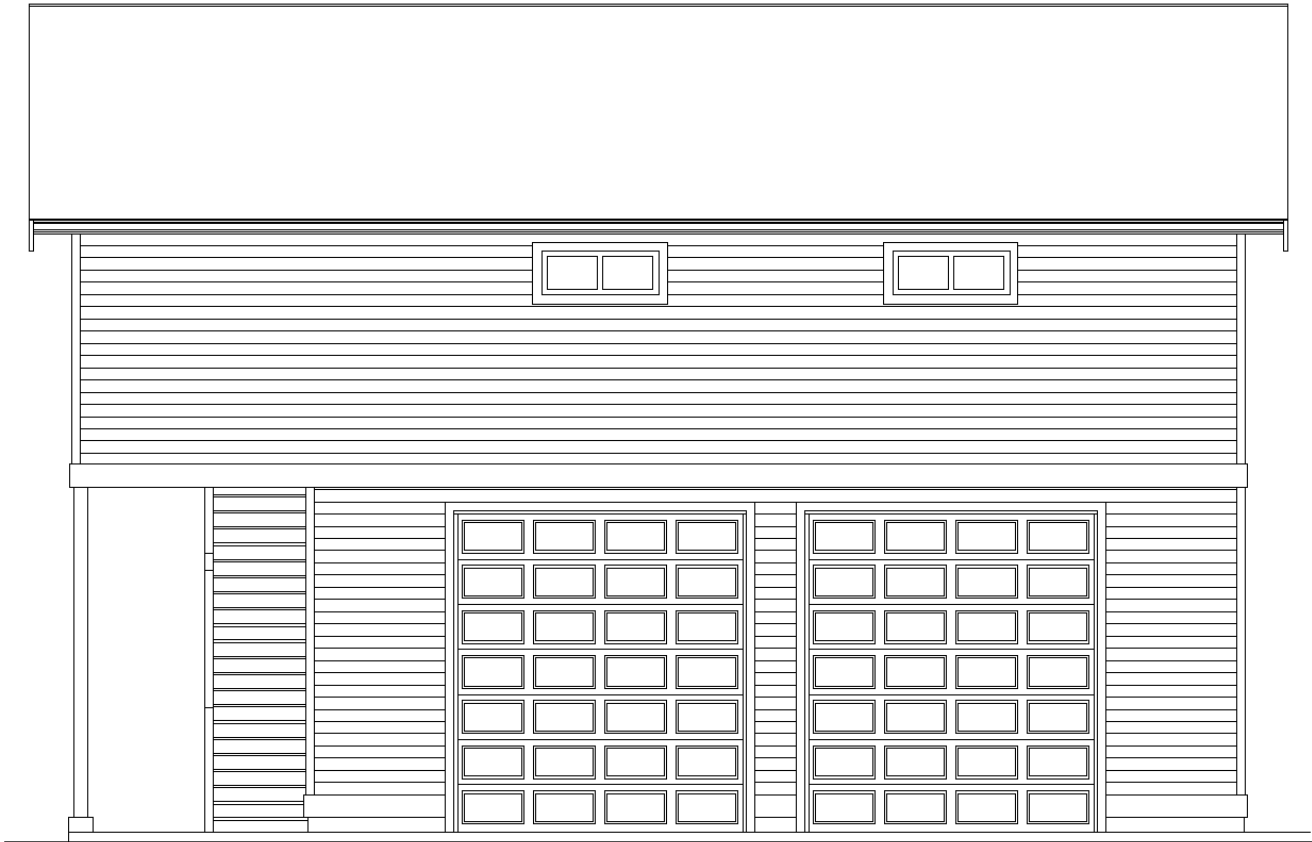
Attachment 4
Building Elevations
(3 of 4)



REAR ELEVATION

Building Elevation
screened from
abutting property
by existing trees

Attachment 4
Building Elevations
(4 of 4)



RIGHT ELEVATION

TO: Electoral Area Services Committee **DATE:** November 20, 2018

FROM: Angela Buick
Planner **FILE:** PL2018-070

SUBJECT: Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in relation to Subdivision Application No. PL2018-070
2110 Newcastle Lane and 2050 Minetown Road – Electoral Area A
Lot A Sections 11 and 12 Range 6 and Section 12 Range 7 Cranberry District
Plan VIP64248

RECOMMENDATION

That the Board approve the request to relax the minimum ten percent perimeter frontage requirements for proposed Lot 2 in relation to Subdivision Application No. PL2018-070.

SUMMARY

The applicant has requested a relaxation of the minimum ten percent perimeter frontage requirement for Lot 2 within a proposed two lot subdivision of the subject property. The proposed parcels will exceed the minimum parcel size requirements and provide adequate site area for the intended residential use. Despite the reduced frontages, no negative land use implications are anticipated. Therefore, it is recommended that the requested frontage relaxation be approved.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from J.E. Anderson & Associates Ltd. on behalf of Kenver Holdings Ltd. to relax the minimum ten percent perimeter frontage requirement in relation to a proposed two lot subdivision (Application No. PL2018-070). The subject property is approximately 4.2 hectares in area and is zoned Residential 2 Zone (RS2), Subdivision District 'F' (1.0 hectare minimum parcel size), pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987". The property is located to the north of Sontera Road (an unconstructed road), east of Newcastle Lane, south of Minetown Road, and west of South Wellington Road. The lot is surrounded by RS2 zoned lots with some industrial zoned lots to the east on South Wellington Road (see Attachment 1 – Subject Property Map).

Proposed Development

The applicant proposes to subdivide the parent parcel into two fee simple lots (see Attachment 3). Both Lots 1 and 2 exceed the minimum parcel size (1.0 ha) and will be serviced with individual private water wells and sewage disposal systems.

Minimum Perimeter Frontage Requirement

Proposed Lot 2 does not meet the minimum ten percent perimeter frontage requirement pursuant to Section 512 of the *Local Government Act*. The applicant has requested approval of the RDN Board to reduce the frontage requirement as follows:

Proposed Lot No.	Required Frontage (m)	Proposed Frontage (m)	% of Perimeter
2	60.1	23.3	4.0

Land Use Implications

Proposed Lot 2 will have a road frontage of four percent of the perimeter of the lot. Based on the configuration of the lots in relation to existing road frontage and access, a frontage request cannot be avoided by way of reconfiguration. The proposed Lots 1 and 2 will be using existing accesses and will remain unchanged as the current configuration is the best possible scenario in creating the most uniform lots. The proposed subdivision would create two lots compatible with the surrounding properties. Based on these points the proposal addresses the evaluation criteria in “Board Policy B1.4 Frontage Requirements for Rural Lots”.

Intergovernmental Implications

The Ministry of Transportation and Infrastructure (MOTI) has reviewed the application and has issued a Preliminary Layout Approval (PLA) for the proposed subdivision. MOTI staff have confirmed that they have no concerns with the proposed frontage relaxation however the applicant will need to attain an access permit as Lot 2 road frontage is located along Sontera Road, an unconstructed road right of way.

ALTERNATIVES

1. To approve the request for relaxation of the minimum 10% perimeter frontage requirement for proposed Lot 2 as shown on Attachment 3.
2. To deny the request for relaxation of the minimum 10% perimeter frontage requirement.

FINANCIAL IMPLICATIONS

The proposed development has no implications related to the Board 2018 – 2022 Financial Plan.

STRATEGIC PLAN IMPLICATIONS

The proposed development has no implications for the 2016 – 2020 Board Strategic Plan.



Angela Buick
 abuick@rdn.bc.ca
 October 30, 2018

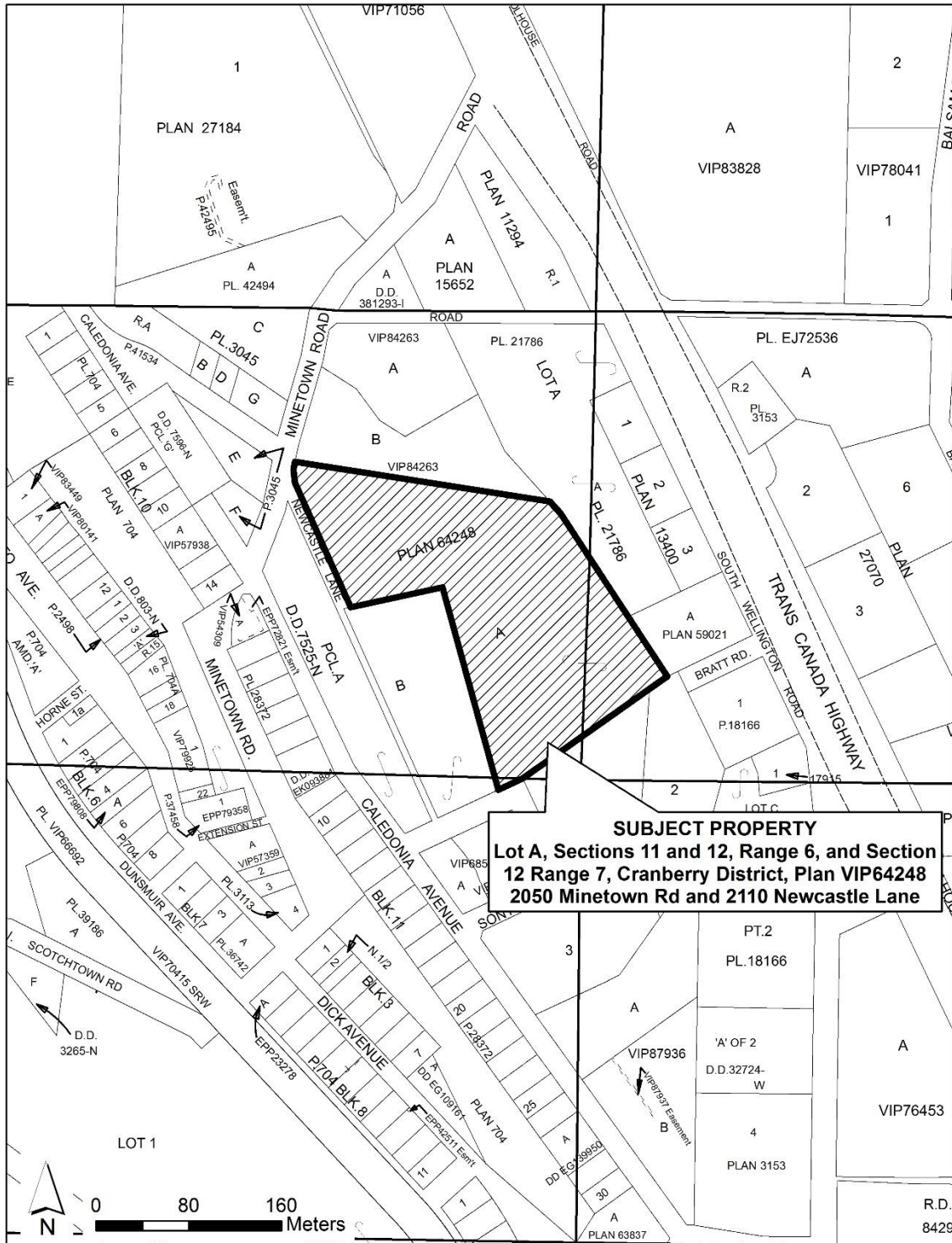
Reviewed by:

- P. Thompson, Acting 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 Plan of Subdivision

Attachment 1 Subject Property Map



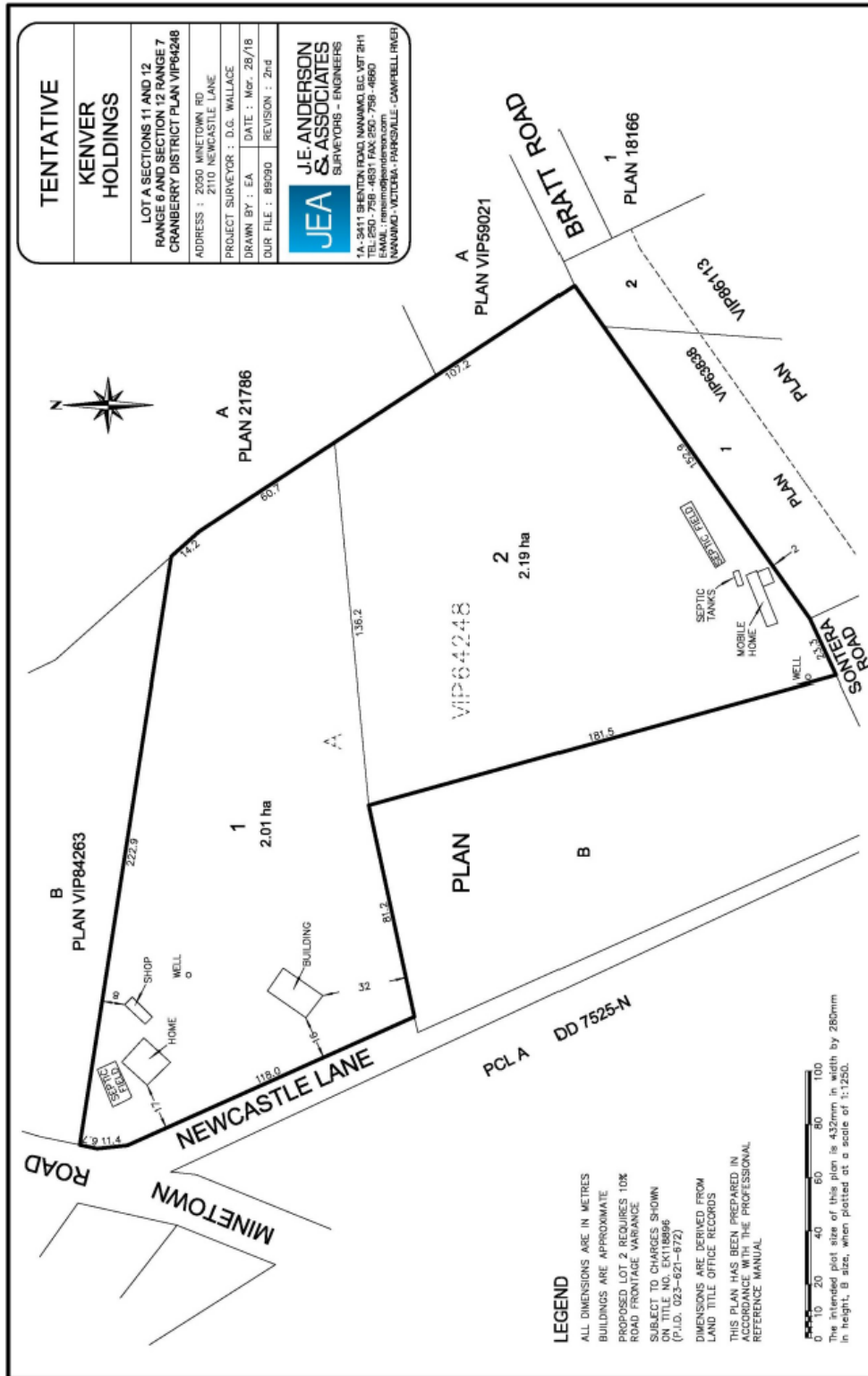
Attachment 2
Conditions of Permit

The following sets out the conditions of Development Permit No. PL2018-070:

Conditions of Approval

1. The site is developed in accordance with the Survey Plan prepared by J.E. Anderson & Associates Ltd., dated March 28, 2018 and attached as Attachment 3.
2. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

**Attachment 3
Proposed Plan of Subdivision**



TO: Electoral Area Services Committee **MEETING:** November 20, 2018
FROM: Catherine Morrison
 Manager, Emergency Services **FILE:** 7130-07 CEPF
SUBJECT: Evacuation Route Planning Grant – Community Emergency Preparedness Fund

RECOMMENDATION

1. That the grant application by the Regional District of Nanaimo for \$25,000 to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the completion of Evacuation Route Planning for Electoral Area E be endorsed.
2. That the grant application by the Regional District of Nanaimo on behalf of the District of Lantzville for \$25,000 to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the completion Evacuation Route Planning for the District of Lantzville be endorsed.

SUMMARY

Efficient and safe evacuation routes are needed for the movement of people, livestock, animals and personal property from an area of imminent or actual threat to an area of safety. Successful and detailed planning is the key to effectively executed evacuations when an event occurs that requires these actions.

BACKGROUND

In October 2017, Union of British Columbia (UBCM) introduced the Community Emergency Preparedness Fund, intended to enhance resiliency of local governments in responding to emergencies. Funding streams are available for four categories, including Emergency Operations Centre (EOC), Emergency Social Services (ESS), Evacuation Route Planning, and Flood Planning and Mitigation. Each funding category has different application deadlines. The Regional District of Nanaimo applied for Flood Mapping in October 2017, ESS funding in November 2017, EOC funding in January 2018 and are now applying for Evacuation Route Planning funding.

In the 2010 a Community Wildfire Protection Plan (CWPP) was completed for the Nanoose Bay, Lantzville and Nanoose First Nations, as it was recognized that there is an extreme fire hazard in Electoral Area E. The Plan was also recognized that residents within rural areas will experience delayed emergency response times. As such, Seablush Drive and Morello Road were identified as priority areas in the 2017 and 2018 Operational Plan as requiring evacuation plans. These areas are not only at extreme risk for Wildland Urban Interface, they are rural and suffer delayed response times, in addition to being one road in/one road out communities creating access issues. The Island Highway is the main traffic artery bisecting the communities

and as many as 700 vehicles per hour travel in each direction creating a bottleneck and in some sections, there is no detour route for emergency responders.

While Seablush Drive and Morello Road areas were identified as priorities in the Operational Plan, the CWPP demonstrates a need for evacuation route planning for the entire Electoral Area E, District of Lantzville and Nanoose First Nations.

The District of Lantzville and the Regional District of Nanaimo (RDN) are both eligible to apply for grant funding for the project. The District of Lantzville has a signed Emergency Planning Services Agreement with the RDN and Schedule A of the agreement indicates that the RDN can apply for and manage various related grant programs and funding initiatives. The District of Lantzville supports the RDN applying for the evacuation route grant on their behalf and have included a letter of support. Nanoose First Nations is not eligible to apply for grant funding but have indicated via email response their willingness to collaborate on the project. The collaboration between the District of Lantzville, the RDN and Nanoose First Nations will increase funding and provide the ability for a more comprehensive plan with coordinated multi agency response to evacuation needs.

ALTERNATIVES

1. That the grant application by the Regional District of Nanaimo for \$25,000 to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the completion of Evacuation Route Planning for Electoral Area E be endorsed.
2. That the grant application by the Regional District of Nanaimo on behalf of the District of Lantzville for \$25,000 to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the completion Evacuation Route Planning for the District of Lantzville be endorsed.
3. That the Board provide alternate direction.

FINANCIAL IMPLICATIONS

The financial implications for this project are primarily around staff time and meeting with community associations and stakeholders to host events and drills to develop and to familiarize those with a role in the execution of the Evacuation Route Plans. The Regional District Emergency Services has projected funds for ten community events per year in addition to funds allocated for training exercises. There should be minimal financial implications as such events are accounted for in our planning.

STRATEGIC PLAN IMPLICATIONS

The completion of Evacuation Route Plans in these site-specific areas will greatly enhance relationships with these communities and aligns with the 2016-2020 Board Strategic Plan priorities of: Focus on Relationships. In addition, the project aligns with the Strategic Plan priorities of: Focus on Service and Organizational Excellence in terms that the Regional District Emergency Services would address existing challenges to effectively execute evacuations and promote community safety.



Catherine Morrison
cmorrison@rdn.bc.ca
October 30, 2018

Reviewed by:

- D. Pearce, Director, Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer

Attachments

1. Attachment 1 DoL Letter of Support



District of Lantzville

Incorporated June 2003

October 17, 2018

Catherine Morrison, Mgr. Emergency Services
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Catherine Morrison:

Re: Evacuation Route Planning

The District of Lantzville is pleased to support the Regional District of Nanaimo's application for funding through the Union of BC Municipalities for an evacuation route planning grant.

We have contracted the RDN to provide emergency planning services for our community and, as a member municipality, the District of Lantzville works closely with the Regional District of Nanaimo as well as our neighbouring municipal partners in the region to be prepared to respond to emergencies.

With Highway 19 (a main traffic artery on the Island with as many as 700 vehicles per hour travelling in each direction) bisecting our communities, it is a critical need to complete evacuation route planning for the RDN Electoral Area E, the District of Lantzville and Nanoose (Snaw-Naw-As) First Nation. With support through the UBCM funding program, we look forward to our staff working with our partners to complete this initiative in 2019. Thank you to the RDN for submitting a grant application and providing overall grant management for this project.

Yours truly,

Ronald Campbell, CLGM
Chief Administrative Officer

File: 7130.01-LANT

T:\DISTRICT OF LANTZVILLE\Correspondence\2018\Letter of support_RDN Member municipalities
Emergency Route Planning.docx

Tel: 250.390.4006 Fax: 250.390.5188
district@lantzville.ca www.lantzville.ca
7192 Lantzville Road, PO Box 100, Lantzville, BC V0R 2H0

TO: Electoral Area Services Committee **MEETING:** November 20, 2018
FROM: Catherine Morrison
 Manager, Emergency Services **FILE:** 2240-20 LES
SUBJECT: Livestock Emergency Sheltering Agreement Renewals

RECOMMENDATIONS

1. That the Livestock Emergency Sheltering Agreement Renewal between the Regional District of Nanaimo and Culverden Holdings Ltd. for a five year term commencing January 1, 2019 and ending December 31, 2023 be approved.
2. That the Livestock Emergency Sheltering Agreement Renewal between the Regional District of Nanaimo and the Arrowsmith Agricultural Association for a five year term commencing January 1, 2019 and ending December 31, 2023 be approved.
3. That the Livestock Emergency Sheltering Agreement Renewal between the Regional District of Nanaimo and the Coombs Hillers Community Organization for a five year term commencing January 1, 2019 and ending December 31, 2023 be approved.

SUMMARY

There are currently Livestock Emergency Sheltering Agreements in place between the Regional District of Nanaimo (RDN) and Culverden Holdings Ltd for the use Arbutus Meadows, the Arrowsmith Agricultural Association for the use of the Coombs fairgrounds and the Coombs Hilliers Community Organization for the use of the Coombs rodeo grounds. These agreements expire on December 31, 2018, staff is recommending that the RDN renew these agreements for another five year term.

BACKGROUND

The *Emergency Program Act* requires local authorities to prepare for, respond to and recover from emergencies and disasters including causing the evacuation of people, livestock and property. The RDN Livestock Evacuation Plan was created to enable the RDN to meet its legislated requirements and to provide clear direction during an emergency where livestock must be evacuated. As part of the planning process, shelter sites were identified and the RDN entered into Livestock Sheltering Agreements for the purpose of sheltering evacuated livestock in the event of an emergency.

ALTERNATIVES

1. That the Livestock Emergency Sheltering Agreement Renewal between the Regional District of Nanaimo and Culverden Holdings Ltd. for a five year term commencing January 1, 2019 and ending December 31, 2023 be approved.

2. That the Livestock Emergency Sheltering Agreement Renewal between the Regional District of Nanaimo and the Arrowsmith Agricultural Association for a five year term commencing January 1, 2019 and ending December 31, 2023 be approved.
3. That the Livestock Emergency Sheltering Agreement Renewal between the Regional District of Nanaimo and Coombs Hillers Community Organization for a five year term commencing January 1, 2019 and ending December 31, 2023 be approved.
4. That alternate direction be provided.

FINANCIAL IMPLICATIONS

Each five year Livestock Emergency Sheltering Agreement carries a fee of one dollar per year for a total of \$15.00. In the event of an emergency requiring livestock to be evacuated, costs related to the transport, shelter and feeding of evacuated livestock are reimbursed by the Province via Disaster Financial Assistance.

STRATEGIC PLAN IMPLICATIONS

Focus On Service And Organizational Excellence - We View Our Emergency Services As Core Elements Of Community Safety



Catherine Morrison, Manager, Emergency Services
cmorrison@rdn.bc.ca
October 26, 2018

Reviewed by:

- D. Pearce, Director of Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer

Attachments

1. Attachment 1 Livestock Emergency Sheltering Agreement – Culverden Holdings Ltd
2. Attachment 2 Livestock Emergency Sheltering Agreement – Arrowsmith Agricultural Association
3. Attachment 3 Livestock Emergency Sheltering Agreement – Coombs Hilliers Community Organization

LIVESTOCK EMERGENCY SHELTERING AGREEMENT

THIS AGREEMENT dated for reference the ___ day of _____, 2018.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO

6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

(Herein after called the "Regional District")

OF THE FIRST PART

AND:

CULVERDEN HOLDINGS LTD.

c/o Rob Bau, 1515 Island Highway East
NanOOSE Bay, BC V9P 9A3

OF THE SECOND PART

WHEREAS:

A. Culverden Holdings Ltd. owns the lands legally described as:

District Lot 56
NanOOSE District
Except parts in Plans 466R, 950R, 351 RW, 6761, 18519, 22727, 25734, and 39893

B. The Regional District wishes to be granted this license to use the lands in the event of an Emergency as defined in the *Emergency Program Act*, RSBC 1996, Chapter 111 that requires livestock evacuation and emergency sheltering and Culverden Holdings Ltd. has agreed;

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

1. RIGHT TO OCCUPY

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

2. RESERVATION OF RIGHTS

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

3. LICENSE FEE

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

4. TERM

The term of the license granted under this Agreement shall be five (5) years commencing on the 1st day of January, 2019 and ending on the 31st day of December, 2023.

5. CONSTRUCTION

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

6. INSURANCE

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

7. INDEMNIFICATION

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

Regional District, its agents, employees or invitees, or the carrying on upon the lands of any activity in relation the Regional District's use of the lands.

8. NOTICES

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

- (a) If to Culverden Holdings Ltd.:
1515 Island Highway East
Nanoose Bay, BC V9P 9A3

- (b) If to the Regional District of Nanaimo:
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

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

For the REGIONAL DISTRICT OF NANAIMO

_____)	
)	
)	
)	(Seal)
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)	
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_____)	
)	
)	

For CULVERDEN HOLDINGS LTD.

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

LIVESTOCK EMERGENCY SHELTERING AGREEMENT

THIS AGREEMENT dated for reference the ____ day of _____, 2018.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO

6300 Hammond Bay Rd.
Nanaimo, BC V9T 6N2

(Herein after called the "Regional District")

OF THE FIRST PART

AND:

THE ARROWSMITH AGRICULTURAL ASSOCIATION

1014 Ford Rd.
P.O. Box 195
Coombs, BC V0R 1M0

OF THE SECOND PART

WHEREAS:

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

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

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

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

1. RIGHT TO OCCUPY

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

2. RESERVATION OF RIGHTS

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

3. LICENSE FEE

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

4. TERM

The Term of the License granted under this Agreement shall be five (5) years commencing on the 1st day of January, 2019 and ending on the 31st day of December, 2023.

5. CONSTRUCTION

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

6. INSURANCE

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

7. INDEMNIFICATION

The Regional District releases and will indemnify and save harmless the Arrowsmith Agricultural Association, its officers, employees and agents from and against all lawsuits, damages, costs, expenses,

fees or liabilities which the Regional District or anyone else may incur, suffer or allege by reason of the use of the Lands by the Regional District, its agents, employees or invitees, or the carrying on upon the Lands of any activity in relation the Regional District's use of the Lands.

8. NOTICES

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

- (a) If to the Arrowsmith Agricultural Association:
1014 Ford Rd
PO BOX 195
Coombs, BC V0R 1M0

- (b) If to the Regional District of Nanaimo:
6300 Hammond Bay Rd.
Nanaimo, BC V9T 6N2

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

For the REGIONAL DISTRICT OF NANAIMO

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(Seal)

For THE ARROWSMITH AGRICULTURAL ASSOCIATION

Authorized Signatory

Authorized Signatory

_____)
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(Seal)

LIVESTOCK EMERGENCY SHELTERING AGREEMENT

THIS AGREEMENT dated for reference the ___ day of _____, 2018.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO

6300 Hammond Bay Rd.
Nanaimo, BC V9T 6N2

(Herein after called the "Regional District")

OF THE FIRST PART

AND:

COOMBS HILLIERS COMMUNITY ORGANIZATION

2601 Alberni Highway
P.O. Box 194
Coombs, BC V0R 1M0

OF THE SECOND PART

WHEREAS:

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

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

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

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

1. RIGHT TO OCCUPY

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

2. RESERVATION OF RIGHTS

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

3. LICENSE FEE

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

4. TERM

The Term of the License granted under this Agreement shall be five (5) years commencing on the 1st day of January, 2019 and ending on the 31st day of December, 2023.

5. CONSTRUCTION

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

6. INSURANCE

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

7. INDEMNIFICATION

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

8. NOTICES

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

- (a) If to the Coombs Hilliers Community Organization:
2601 Alberni Highway
Coombs, BC V0R 1M0

- (b) If to the Regional District of Nanaimo:
6300 Hammond Bay Rd.
Nanaimo, BC V9T 6N2

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

For the REGIONAL DISTRICT OF NANAIMO

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For THE COOMBS HILLIERS COMMUNITY ORGANIZATION

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TO: Electoral Area Services Committee **MEETING:** November 20, 2018
FROM: Catherine Morrison
 Manager, Emergency Services **FILE:** 7130-03-01 EVN
SUBJECT: Red Cross Community Partnerships BC Fires 2018 – Community Gathering Grant Update

RECOMMENDATION

That the Red Cross Community Partnerships BC Fires 2018 – Community Gathering Grant report be received for information.

SUMMARY

The Red Cross Community Partnerships Program offers financial assistance to communities affected by the 2018 fires who want to host a community-wide event to support recovery. The Community Gathering Grants are an opportunity to bring people together to reduce feelings of isolation, to celebrate resiliency and promote healing and recovery, and to share important information about available recovery services and supports.

The Regional District of Nanaimo (RDN) applied for a Community Gathering Grant in support of the communities impacted by the Nanaimo Lakes Wildfire. The grant application was approved and a Community Gathering Event was held on October 24, 2018 at the Cranberry Community Hall at 1555 Morden Rd. The Community Gathering Event was open to the entire community but advertising focused on Electoral Areas A & C which were directly impacted by the Nanaimo Lakes Wildfire.

BACKGROUND

The Community Gathering Event intended to support neighbours to reach out and build resiliency within their neighbourhoods, to debrief, discuss and acknowledge what happened and to familiarize the community with available recovery services and preparedness information.

While the turnout was smaller than anticipated, the event generated some great feedback and information sharing. The RDN registered four new ESS volunteers and engaged attendees on the importance of household and neighbourhood preparedness.

The Red Cross grant funds supported advertising, refreshments, emergency preparedness kit building activities, kit demos and the purchase of household and NEPP guidebooks. In addition, RDN staff, Extension and Cranberry Fire Department members, RCMP, BC Wildfire, TimberWest and the Electoral Area C Director, Maureen Young were present to stimulate discussion, provide information, share stories and answer questions. ESS and NEPP volunteers

also partook in the event and were available to discuss the importance of volunteers in Emergency Support Services.

ALTERNATIVES

1. That the Red Cross Community Partnerships BC fires 2018 – Community Gathering Grant report be received for information.
2. That alternative direction be provided.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the Community Gathering Event as it was grant funded through the Red Cross Community Partnerships BC Fires 2018 program.

STRATEGIC PLAN IMPLICATIONS

Focus On Relationships- We Will Focus On Improved Two-Way Communication Within The Regional District And With Our Communities

Focus On Relationships- We Recognize All Volunteers As An Essential Component Of Service Delivery. We Will Support The Recruitment And Retention Of Volunteers



Catherine Morrison
cmorrison@rdn.bc.ca
October 26, 2018

Reviewed by:

- D. Pearce, Director, Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer