

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, OCTOBER 11, 2011
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

Brent Edwards, Snaw'Naw'As First Nations, Update Regarding Development and General Activities.

MINUTES

3 - 8 Minutes of the regular Committee of the Whole meeting held September 13, 2011.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

CORPORATE ADMINISTRATION SERVICES

FINANCE AND INFORMATION SERVICES

9 - 11 Cedar Community Policing Office – Request for Annual Funding Assistance.

DEVELOPMENT SERVICES

RECREATION AND PARKS SERVICES

12 - 15 Nanoose Place Temporary Storage Trailer.

16 - 19 Cedar Heritage Centre Energy Assessment 2011.

REGIONAL AND COMMUNITY UTILITIES

TRANSPORTATION AND SOLID WASTE SERVICES

SOLID WASTE

20 - 22 Waste Stream Management License Application – DBL Disposal Services.

COMMISSION, ADVISORY & SELECT COMMITTEE

Electoral Area ‘A’ Parks, Recreation and Culture Commission.

23 - 45 Minutes from the meeting of the Electoral Area ‘A’ Parks, Recreation and Culture Commission held September 22, 2011. (for information)

1. *That the Regional District work with community members, user groups and the Ministry of Forests, Lands and Natural Resource Operations to develop a concept plan and management strategy for the Ritten Road Boat Launch for review by the Electoral Area ‘A’ Parks, Recreation and Culture Commission.*
2. *That the Regional District proceed with the preparation of working drawings and tender documents, including a detailed cost estimate for the kiosk project and report back to the Electoral Area ‘A’ Parks, Recreation and Culture Commission and Board prior to tendering for construction.*
3. *That staff review the extent of Regional District involvement regarding horseback riding in Hemer Provincial Park and ascertain the type of support the Regional District can provide with respect to Mr. Fiddick’s request.*

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BOARD INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

IN CAMERA

That pursuant to Section 90(1)(e) of the Community Charter the Board proceed to an In Camera Committee of the Whole meeting to consider items related to land issues.

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, SEPTEMBER 13, 2011 AT 7:14 PM
IN THE RDN BOARD CHAMBERS**

Present:

Director J. Stanhope	Chairperson
Director J. Burnett	Electoral Area A
Director G. Rudischer	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director L. Biggemann	Electoral Area F
Director D. Bartram	Electoral Area H
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Alternate	
Director B. Dempsey	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director L. Sherry	City of Nanaimo
Director M. Unger	City of Nanaimo

Also in Attendance:

C. Mason	Chief Administrative Officer
M. Pearse	Sr. Mgr., Corporate Administration
N. Avery	Gen. Mgr., Finance & Information Services
P. Thorkelsson	Gen. Mgr., Development Services
J. Finnie	Gen. Mgr., Regional & Community Utilities
T. Osborne	Gen. Mgr., Recreation & Parks Services
D. Trudeau	Gen. Mgr., Transportation & Solid Waste Services
N. Hewitt	Recording Secretary

CALL TO ORDER

The Chairperson welcomed Alternate Director Dempsey to the meeting.

LATE DELEGATIONS

MOVED Holme, SECONDED Director Bartram, that two late delegations be permitted to address the Board.

CARRIED

DELEGATIONS

Lindsay Arsenault, South Wellington PAC, re Unsafe Buildings/Unsightly Premises at 2128 Minto Avenue – Area ‘A’.

Ms. Arsenault expressed the health and safety concerns that South Wellington PAC has with the property.

Marie Brannstrom & Ron Ewing, Gabriola Rod, Gun & Conservation Club, re Firearms Related Noise – Area ‘B’

Ms. Brannstrom presented a verbal overview on the actions the Gabriola Rod, Gun & Conservation Club have taken to alleviate the complaints by neighbours of the Club.

MINUTES

MOVED Director Holme, SECONDED Director Holdom, that the minutes of the regular Committee of the Whole meeting held July 12, 2011 be adopted.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

South Wellington PAC, re Unsafe Buildings/Unsightly Premises at 2128 Minto Avenue – Area ‘A’.

MOVED Director Burnett, SECONDED Director Bartram, that the correspondence from the South Wellington PAC be received.

CARRIED

CORPORATE ADMINISTRATION SERVICES

Regional Services Review – Phase III Bylaws.

MOVED Director Holdom, SECONDED Director Holme, that #7 be dealt with separately.

CARRIED

MOVED Director Holdom, SECONDED Director Holme, that the "Southern Community Economic Development Service Establishing Bylaw No. 1648" be introduced and read three times.

CARRIED

MOVED Director Holdom, SECONDED Director Holme, that the "Northern Community Economic Development Service Establishing Bylaw No. 1649" be introduced and read three times.

CARRIED

MOVED Director Holdom, SECONDED Director Holme, that the "Drinking Water and Watershed Protection Service Amendment Bylaw No. 1556.01" be introduced and read three times.

CARRIED

MOVED Director Holdom, SECONDED Director Holme, that the "Regional District of Nanaimo District 69 Ice Arena Amendment Bylaw No. 1358.01" be introduced and read three times;

CARRIED

MOVED Director Holdom, SECONDED Director Holme, that the "Regional District of Nanaimo District 69 Swimming Pool Local Service Amendment Bylaw No. 899.01" be introduced and read three times.

CARRIED

MOVED Director Bartram, SECONDED Director Westbroek, that the following plebiscite question be included on the ballot in Electoral Area 'E' local government elections on November 19, 2011 to obtain the opinion of voters:

Are you in favour of the RDN implementing a regional service strategy that would include:

- a) Nanaimo, Parksville and Qualicum Beach becoming participants in the Drinking Water/Watershed Protection service;
- b) Amending the cost allocation formula for the District 69 (Oceanside Place) ice arena and the District 69 (Ravensong Aquatic Centre) swimming pool service to allocate 50% of the costs of the service based on usage; and
- c) Electoral Area E becoming a participant in the District 69 (Ravensong Aquatic Centre) swimming pool service with cost allocations based on participating area usage?

CARRIED

2011 Local Government Elections – Appointment of Chief Election Officer and Deputy Chief Election Officer.

MOVED Director Holdom, SECONDED Director Bartram, that Maureen Pearse, Senior Manager of Corporate Administration, be appointed as the Chief Election Officer and Linda Burgoyne, Administrative Coordinator, be appointed as the Deputy Chief Election Officer for the purpose of conducting the November 19, 2011 local government elections and referendums.

CARRIED

Islands Trust – Election Services Agreement.

MOVED Director Westbroek, SECONDED Director Lefebvre, that the Chairperson and Senior Manager, Corporate Administration be authorized to sign the 2011 Election Services Agreement between Islands Trust and the Regional District of Nanaimo for the purpose of conducting the November 2011 Gabriola Island local trustee election on behalf of the Islands Trust.

CARRIED

FINANCE AND INFORMATION SERVICES

FINANCE

Surveyor of Taxes Administration Fees.

MOVED Director Burnett, SECONDED Director Young, that correspondence be sent to the Surveyor of Taxes outlining our concerns regarding the potential disparity between local government costs and Surveyor of Taxes costs to administer the tax collection service and seek assurance from the Surveyor of Taxes that the administration fees applied to rural property tax requisitions are reviewed regularly for reasonableness and that fee rates recover direct costs related the Surveyor's office and do not generate additional "general" revenue for the Province.

CARRIED

FIRE DEPARTMENTS

Fire Protection Service Contract – Big Qualicum Fish Hatchery.

MOVED Director Bartram, SECONDED Director Ruttan, that the contract between the Regional District of Nanaimo and Fisheries and Oceans Canada covering fire protection to building structures at the Big Qualicum Fish Hatchery be approved.

CARRIED

DEVELOPMENT SERVICES

BYLAW ENFORCEMENT

Regulation of Nuisance Wildlife and Feral Animals.

MOVED Director Young, SECONDED Director Burnett, that the Board receive this report on the regulation of nuisance wildlife and feral animals for information.

CARRIED

MOVED Director Young, SECONDED Director Burnett, that this issue be referred to the Agricultural Advisory Committee for its consideration in part of the development of the Agricultural Area Plan.

CARRIED

2128 Minto Avenue – Unsafe Buildings/Unsightly Premises – Area ‘A’.

Ms. Olfert spoke about the challenges with the property.

MOVED Director Burnett, SECONDED Director Unger, that the Board declares that the accessory building and fire damaged residence at 2128 Minto Avenue, Lot A, Section 11, Range 6, Plan VIP57359, Cranberry Land District, create an unsafe condition pursuant to Section 73(1)(a) of the "Community Charter".

CARRIED

MOVED Director Burnett, SECONDED Director Unger, that the Board directs the owner of the property, pursuant to Section 72(2)(b) of the "Community Charter", to demolish and remove the accessory building and fire damaged dwelling from the property within thirty (30) days of service of the attached Resolution or the work will be undertaken by the Regional District of Nanaimo's agents at the owner's cost.

CARRIED

MOVED Director Burnett, SECONDED Director Unger, that the Board directs the owner of the property, to remove from the premises those items as set out in the attached Resolution within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo's agents at the owner's cost.

CARRIED

Unsafe Building – 1038 Horseshoe Road – Area ‘B’.

MOVED Director Rudischer, SECONDED Director Bartram, that the Board declares that the building at 1038 Horseshoe Road, Lot 7, Section 18, Gabriola Island, Nanaimo District, Plan 21586, creates an unsafe condition pursuant to Section 73(1)(a) of the "Community Charter".

CARRIED

MOVED Director Rudischer, SECONDED Director Bartram, that the Board directs the owner of the property or agent, pursuant to Section 72(2)(b) of the "Community Charter", to demolish and remove the building and debris from the property within thirty 30 days of service of the attached Resolution or the work will be undertaken by the regional District of Nanaimo's agents at the owner's cost.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

Bylaws No. 813.48 and 889.61 – Inclusion of Property into the French Creek and Northern Community Sewer Service Areas – Electoral Area ‘G’.

MOVED Director Holme, SECONDED Director Ruttan, that "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.48, 2011" be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Ruttan, that "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.61, 2011" be introduced and read three times.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

Regional Hospital District Select Committee.

MOVED Director Westbroek, SECONDED Director Johnstone, that the minutes of the meeting of the Regional Hospital District Select Committee held September 6, 2011 be received.

CARRIED

MOVED Director Westbroek, SECONDED Director Lefebvre, that correspondence be sent to the Vancouver Island Health Authority advising that the Regional Hospital District supports the Oceanside Health Centre project and is prepared in principle to cost share in an estimated \$14.4 million dollar budget, pending confirmation of Provincial cost sharing and a final budget.

CARRIED

ADJOURNMENT

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

CARRIED

TIME: 8:10 PM

RISE & REPORT

BYLAW ENFORCEMENT

Regulation of Firearms Related Noise – Gabriola Island.

MOVED Director Rudischer, SECONDED Director Holdom, that staff be directed to continue working with the community, GRGCC and other agencies to find a solution to noise concerns and provide the Board with a further report.

CARRIED

MOVED Director Rudischer, SECONDED Director Holdom, that the Board advise the Chief Firearms Officer of community concerns regarding the frequency and level of noise associated with the Gabriola Rod, Gun and Conservation Club, and forward a letter requesting consideration of reviewing the Club's license to address these concerns.

CARRIED

ADJOURNMENT

MOVED Director Holme, SECONDED Director Ruttan, that the meeting terminate.

CARRIED

TIME: 8:31 PM

CHAIRPERSON

SR. MGR., CORPORATE ADMINISTRATION



RDN REPORT		
CAO APPROVAL		
EAP		
COW	✓	Oct. 11/11
OCT - 6 2011		
RHD		
BOARD		

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: September 23, 2011

FROM: Linda Burgoyne
Administrative Coordinator

SUBJECT: Cedar Community Policing Office - Request for Annual Funding Assistance

PURPOSE:

To consider a request from the Cedar Community Policing Office to establish annual funding assistance to support their programs.

BACKGROUND:

At the Board meeting held August 23, 2011 Mr. Bob Hogberg of the Cedar Community Policing Office provided a verbal presentation and requested annual funding from the Regional District of Nanaimo in the amount of \$2,000.

Following Mr. Hogberg’s presentation the Board endorsed the motion as follows:

That a staff report be prepared with respect to funding opportunities for the Cedar Community Policing office.

The Cedar Community Policing Office has existed since July 1998. It is a registered non-profit society and currently has eleven active volunteers. Activities include:

- staffing the office each morning between Monday and Friday;
- administering the community’s Speedwatch program;
- administering the “Lock It or Lose It” patrols (volunteers post reminders on windshields if they spot valuables left in parked cars);
- assisting at community events with parking and traffic control;
- participating in community events with their Community Policing information booth;
- providing food vouchers from the 49th Grocery for persons in need;
- assisting the local food bank with their disbursements in the community;
- participating with ICBC in the “2 Strikes You’re Out” program (an initiative to encourage and remind drivers to slow down around schools and playgrounds - volunteers man speed-readers to let drivers know how fast they're travelling);
- assisting the RDN in the past with emergency preparedness;
- liaising with the North Cedar Fire Department;
- assisting the Nanaimo Telephone Visiting Society to make contacts with seniors and shut-ins;
- organizing raffles and fundraisers in support of their organization;
- volunteers of the Community Policing Office recently participated with the Nanaimo First Nations in an orientation with First Nations Policing.

The organization has also received grant funding in the past for specific programs, for example, earlier this year they received grant funding from the RDN Recreation Department to organize and obtain sponsors for a Drug Awareness/Emergency Preparedness Seminar/Trade Show, and in 2007 they received a Federal grant called New Horizons for Seniors to teach computer and networking skills to seniors.

The volunteers receive guidance and support services from their liaison officer, Cst. Gary O'Brien of the Nanaimo RCMP Detachment, but no funding assistance is provided. Without a funding source the volunteers must fundraise approximately \$6,000 annually to sustain the organization. Fundraising is done by raffles throughout the year. The organization also receives some donations from the public.

The requested funding would be used towards the organization's annual operating costs which include utilities, insurance, internet, supplies, office equipment repairs and maintenance, and other miscellaneous office expenses, totaling approximately \$2,450 per year. The organization's other annual expenses include \$2,900 for rent, and \$200 for the Cedar Community Policing Office Award to the Nanaimo-Ladysmith Schools Foundation, and \$400 for an annual volunteer appreciation dinner.

This program does not meet the criteria for a General Grant-in-Aid. Alternatively an existing service with a similar purpose could be amended, or a new service could be established for this purpose.

At present two services exist separately in District 68 and District 69 with similar community safety funding purposes. In District 69 approximately \$72,500 is raised annually to fund Victim Services and Restorative Justice Programs operated under the auspices of the Oceanside RCMP detachment. A further \$9,000 is raised annually under the grants-in-aid authority of the Local Government Act to provide grants-in-aid for community based safety initiatives such as Citizens on Patrol and Speedwatch.

In District 68, the Electoral Areas 'A', 'B' and 'C' participate in a service raising \$10,000 annually split equally between the John Howard Society (restorative justice), and the victim services program operated by the Nanaimo RCMP detachment.

ALTERNATIVES:

1. That this request be referred to the 2012 Annual Budget process for consideration.
2. That the Cedar Community Policing organization request for funding be denied.

FINANCIAL IMPLICATIONS:

Alternative #1:

Under this alternative a new service would be established with Electoral Area 'A' as the only participant. The proposed service would provide annual funding to the Cedar Community Policing Office in the amount of \$2,000 per year. Based on a residential property assessed at \$100,000 the cost would be approximately \$0.20 cents. Establishing a new service will require the assent of electors. Given the small financial impact of this service it is proposed that if this alternative is selected the approval be obtained by the Alternative Approval Process (AAP). The cost would be approximately \$500.

If the Board chooses this alternative staff would include the funding request in the 2012 Annual Budget for Board consideration.

Alternative #2:

There are no financial implications.

SUSTAINABILITY IMPLICATIONS:

Supporting this service improves the well-being of the area residents.

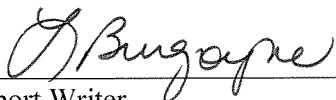
SUMMARY/CONCLUSIONS:

Since 1998 the Cedar Community Policing Office, a registered non-profit society, has through its volunteer participation been active in Electoral Area 'A' providing community policing activities and support to the community. They receive guidance and support services through their liaison officer with the Nanaimo RCMP Detachment, but have no annual funding sources. The volunteers fundraise approximately \$6,000 to support their annual operating costs. The organization has requested the RDN to consider establishing annual funding assistance in the amount of \$2,000 to support their operating costs and programs.

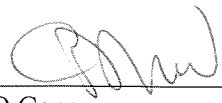
Given that the Board provides ongoing funding for community safety services such as the Nanaimo Search and Rescue, the John Howard Society, and the RCMP Victim's Services, this program fits within that criteria and could be considered for annual funding. It should be noted that regional districts are not directly responsible for policing services as this is a provincial responsibility. However, this organization receives no direct funding from the RCMP and is requesting regional district support. Alternative one recommends referring the funding request for consideration in the 2012 Annual Budget process.

RECOMMENDATION:

That the request from the Cedar Community Policing Office for annual funding in the amount of \$2,000 be referred to the 2012 Annual Budget process for consideration.



Report Writer



CAO Concurrence



RDN REPORT	
CAO APPROVAL <i>(Signature)</i>	
EAP	
COW	✓ Oct. 11/11
OCT -6 2011	
RHD	
BOARD	

MEMORANDUM

TO: David Palidwor
Acting Manager of Parks Services

DATE: October 4, 2011

FROM: Elaine McCulloch
Parks Planner

FILE:

SUBJECT: Nanoose Place Temporary Storage Trailer

PURPOSE

To seek Board approval for the temporary placement and use of a recreational trailer by the Nanoose Bay Lions Club located at the rear of Nanoose Place in Electoral Area 'E'.

BACKGROUND

The RDN received a letter from Eve Flynn, Manager of Nanoose Place dated March 24, 2011 requesting the Regional District's permission to allow the Nanoose Bay Lions Club to move a recreational trailer onto the Nanoose Place site for temporary storage purposes. They advised that the trailer would not be fixed and that it could be moved at any time. They proposed that the trailer site be located at the back of Nanoose Place along side the existing dumpster and propane tank and next to some existing vegetation.

Nanoose Place is located on Regional District property and managed under lease agreement with the Nanoose Bay Activities and Recreation Society. Under Section 2.06 of the lease agreement it states that "the Society shall not construct or place on the Lands any improvements without first obtaining the prior written consent of the Regional District and obtaining all required building or development permits."

The request was forwarded to the Electoral Area 'E' Parks and Open Space Advisory Committee (POSAC) for discussion at the June 6, 2011 meeting. At that meeting a representative from the Lions Club appeared as a delegation to present the proposal to the POSAC and to answer any questions. The POSAC went out on site to look at and discuss the proposed location and proposal. The following motion was forwarded to the Board: "*that the Regional District approve the Lions Club storage of a twenty-five (25) foot trailer at the rear of Nanoose Place, providing there will be no major modifications of the site, other than the removal of one small arbutus tree and the limbing of adjacent fir trees.*" At their July 26, 2011 meeting the Board referred the matter back to staff for a report.

It has been recently brought to staff's attention that in early August the proposed site was cleared, a gravel pad created and the trailer installed. The Regional District was not consulted prior to the work being completed. Staff has inspected the site and advises that the trailer is not visible from the road or from the Nanoose Elementary School grounds. The front of the trailer is visible from the overflow parking area to the south of the building and from the Jack Bagley playing field below.

Some damage to the roots of the trees has been observed which may compromise the life span of the surrounding trees.

Given the age and generally poor condition of the trailer, consideration should be given to restricting the aforementioned temporary use for up to a maximum of three years. It is proposed that Regional District staff contact the Nanoose Bay Activities and Recreation Society to discuss a long-term storage strategy for the site. These discussions could be included as part of the renewal process for the lease agreement with the Nanoose Bay Activities and Recreation Society for Nanoose Place. The term of the Nanoose Place lease agreement with the Nanoose Bay Activities and Recreation Society comes due on December 31, 2011.

ALTERNATIVES

1. That the Regional District of Nanaimo Board approve the temporary placement and use of a recreational trailer by the Nanoose Bay Lions Club located at the rear of Nanoose Place for up to a maximum of three (3) years and the Regional District follow up with the Nanoose Bay Activities and Recreation Society to discuss a long-term storage strategy for the site.
2. That the Regional District of Nanaimo Board not support the temporary placement and use of a recreational trailer by the Nanoose Bay Lions Club located at the back of Nanoose Place and requires that the site be restored to the satisfaction of parks staff.

FINANCIAL IMPLICATIONS

There are no financial implications for the Regional District for either alternative given that under Section 1.02 of the lease with the Nanoose Bay Activities and Recreation Society it states that "it is intended by the parties that the Lands be of no cost or expense to the Regional District during the Term and accordingly the Society agrees to pay, whether on its own behalf or on behalf of the Regional District, all costs of every nature and kind relating to the Lands and/or any improvements thereon, and the Society agrees to indemnify the Regional District from and against and such costs and expenses incurred by the Regional District directly".

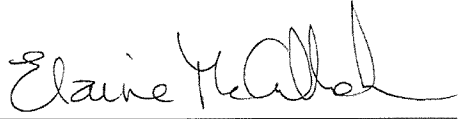
A Building Permit is not required for the siting of the recreational trailer on the property as long as it does not become a permanent fixture, remains fully capable of moving at any time as per its intended use, and the trailer is licensed accordingly for use by the Lions Club or Nanoose Bay Activities and Recreation Society.

CONCLUSION

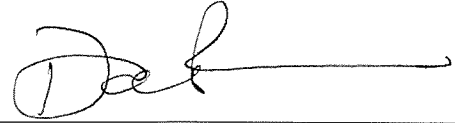
As per the Regional District's lease agreement with the Nanoose Bay Activities and Recreation Society, the Society has requested permission from the RDN to temporarily place a recreational trailer behind the Nanoose Place building to provide temporary storage for the Nanoose Bay Lions Club. The trailer has recently been installed on the site without written permission from the Regional District. Staff have inspected the site and noted that the trailer is not visible from the road and is fairly well screened by existing vegetation. However, the trailer appears to be quite old and is considered to be in quite poor condition. It is recommended that given the age and generally poor condition of the trailer, consideration should be given to restricting the aforementioned temporary use for up to a maximum of three years.

RECOMMENDATION

The Regional District of Nanaimo approve the temporary placement and use of a recreational trailer by the Nanoose Bay Lions Club located at the back of Nanoose Place for up to a maximum of three (3) years, effective October 1, 2011, and the Regional District follow up with the Nanoose Bay Activities and Recreation Society to discuss a long-term storage strategy for the site as part of the lease renewal.



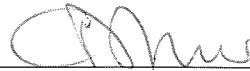
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

Appendix I – Existing Storage Trailer Photographs





RDN REPORT		
CAO APPROVAL		
EAP		
COW	✓	Oct. 11/11
SEP 20 2011		
RHD		
BOARD		

MEMORANDUM

TO: Tom Osborne
General Manager of Recreation Services

DATE: September 20, 2011

FROM: Dean Banman
Manager of Recreation Services

FILE:

SUBJECT: Cedar Heritage Centre Energy Assessment 2011

PURPOSE

To seek Board approval for energy upgrades at Cedar Heritage Centre.

BACKGROUND

The Cedar Heritage Centre (CHC) located at 1664 MacMillan Road in the Cedar community of Electoral Area 'A' has served as a community centre since 2000. Located on School District 68 property, the RDN owns the building and leases the land from the school district under a 20-year lease which expires in June 2020. The lease includes a condition that requires the building to be used for community purposes.

Since October 2000 the CHC has been leased to the Cedar School and Community Enhancement Society (CSCES) who have managed the building and offered community programming from this location. As part of the lease agreement CSCES is responsible for the general maintenance and upkeep of the CHC and the RDN is responsible for capital related projects.

With the building aging and energy incentives becoming more predominate, RDN staff completed an in-house assessment of the building in 2010. The assessment indicated that attention and further improvements to the areas of the roof, insulation, lighting, and heating system should be investigated.

In February 2011 the Regional Board passed a resolution approving the allocation of funds from the Community Works Fund for energy upgrades to Cedar Heritage Centre.

In preparation for such works, the RDN contracted City Green Solution in July of this year to assess CHC for energy efficiency improvements. The assessment included a physical assessment of the building, energy modeling and recommendations for improvements including paybacks on a variety of energy and sustainability related improvements. As shown on *Appendix I*, the facility assessment indicated the building lacks adequate insulation, heating and lighting systems.

ALTERNATIVES

1. That the energy upgrades as recommended by City Green Solutions for the Cedar Heritage Centre be approved and funded through the Electoral Area 'A' Community Works Fund.
2. That a portion of energy upgrades as recommended by City Green Solutions for the Cedar Heritage Centre be approved and funded through the Electoral Area 'A' Community Works Fund.
3. Not approve the upgrades as recommended by City Green Solutions for the Cedar Heritage Centre and provide alternative direction.

FINANCIAL IMPLICATIONS

To complete all recommended projects outlined in *Appendix I* would require a capital investment of \$58,410 (\$55,410 heating system/insulation/windows/doors, \$3,000 lighting upgrades). The average payback period would be just over 9 years with annual cost savings of \$6,145. Staff would not reduce the Electoral Area 'A' annual operating budget by the projected annual savings as annual utility operating expenses are paid directly by CSCES as per terms in the 'Licence to Use' agreement in effect with the RDN. The RDN will see some savings in annual operating expenses as some utility costs are paid to CSCES based on RDN usage of the CHC.

The current balance of the Community Works Fund for Electoral Area 'A' is \$618,689 which would more than adequately fund the work at CHC with substantial funds left over. Not included in the \$58,410 is the cost of the energy assessment of \$2,450 which is also an eligible expense for the Community Works Fund. Other additional eligible grants applicable to the project would be pursued. At present staff anticipate a BC Hydro lighting rebate of \$1,400 may be applicable.

While possible to complete some of these projects in smaller portions and on individual basis, the reduction in greenhouse gas emissions, energy efficiencies and general well being of the building and user groups would not be maximized. With funding via the Community Works fund, and possibly other available grant programs, completing all recommendations should be considered. With Board approval, all upgrades could be completed over a period of time that allows continued use of the building and flexibility to schedule work around the coming fall and winter seasons.

SUSTAINABILITY IMPLICATIONS

Based on the City Green energy assessment report, completing the recommended upgrades to the CHC offers the potential for significantly improved energy efficiency and emission reductions. Better insulation and ventilation, combined with improved windows and a new air source heat pump to replace an old and inefficient oil furnace will reduce emissions from 13.9 to 0.2 tonnes CO₂e per year, more than a 98% reduction.

Further improvements to the lighting at the facility could reduce energy consumption by over 5,000 kWh per year. This amounts to a 53% reduction in total electricity use for the facility, considering electricity consumption averaged 9,400 kWh per year between 2003 and 2010.

Included in the assessment was the viability of alternate heating systems such as heat pumps and solar hot water heating. The use of a heat pump for building heating/cooling is recommended. The use of solar hot water heating was determined to be non-viable as the existing demand for hot water at the facility would create a payback period of 93 years. Solar hot water heating would only start to be considered (13 year pay back) if utility costs increased by 91% and the demand for hot water was to increase by 300%.

CONCLUSION

Cedar Heritage Centre has recently undergone an energy assessment that recommends upgrades in the areas of building insulation, heating and lighting systems be completed. These recommendations are based not only on the results of the physical test performed on the facility but include projected savings in utility expenses, reduction in greenhouse gas emissions and return on investment. To complete all projects as outlined would cost \$58,410 and are eligible to be applied against the Electoral Area 'A' Community Works Fund which has a current balance of \$618,689. Completion of all projects would see annual utility expenses reduced by \$6,145 and GHG reduced by 98%.

RECOMMENDATION

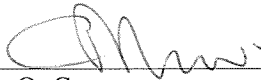
That the energy upgrades as recommended by City Green Solutions for the Cedar Heritage Centre be approved and funded through the Electoral Area 'A' Community Works Fund and any other available incentive programs that may be applicable.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

APPENDIX I

**Summary of Recommended Energy Efficiency Improvements
Cedar Heritage Centre
City Green Solutions**

City Green Solutions has completed an energy assessment of the Cedar Heritage Centre. The assessment consisted of four parts:

- 1) Identification of heat losses through conduction (which are controlled by insulation),
- 2) Identification of heat losses through air leakages (which are controlled by air sealing),
- 3) Identification of characteristics of mechanical systems, and
- 4) Lighting assessment.

Summary of Findings

Insulation deficiencies were detected in of the building. These deficiencies may be caused by either missing insulation or improperly installed insulation (air pockets created during installation).

Air barrier deficiencies were also detected in a lot of areas in the building. The deficiencies occur at the joints between materials, at cracks and at openings, rather than through the materials themselves.

Heating system is old and inefficient.

Lighting system upgrade opportunities were also detected in the building.

Summary of Recommendations

The energy assessment revealed deficiencies that can be easily addressed as well as deficiencies that require more detailed planning. For this reason, this section is divided into two parts: smaller projects and larger projects. Within each section the suggested actions are prioritized by estimated potential energy savings and improvement in the comfort of your building. The potential energy savings should be balanced with the difficulty and cost of retrofits.

Smaller Projects:

1. Air seal areas of heat loss through air leakage
 - a. Seal electrical and plumbing penetrations
 - b. Seal doors and window casings/trims
 - c. Seal baseboards
 - d. Seal attic hatches
- \$ 1,657

Larger Projects:

1. Insulate exterior walls / ceiling
 2. Replace single-glazed windows with high performance windows
 3. Replace exterior doors
 4. Insulate concrete foundation walls
 5. Replace existing heating system with air source heat pump.
 6. Replace the 34 watt T12 tube lamps and magnetic ballasts
with 28 watt T8 lamps with electronic ballasts.
- \$ 9,600
\$ 14,000
\$ 7,000
\$ 4,700
\$ 19,000
\$ 2,453



RDN REPORT	
CAO APPROVAL <i>DM</i>	
EAP	
COW	
OCT - 6 2011	
RHD	
BOARD	

MEMORANDUM

TO: Carey McIver
Manager of Solid Waste

DATE: October 4, 2011

FROM: Sharon Horsburgh
Senior Zero Waste Coordinator

FILE: 4320-100-028

SUBJECT: Waste Stream Management License Application–DBL Disposal Services Ltd.

PURPOSE

To notify the Board that DBL Disposal Services Ltd. has applied for a Waste Stream Management License for their recycling facility located at 333 Tenth Street in the City of Nanaimo.

BACKGROUND

In 2005, the Board adopted Waste Stream Management Licensing Bylaw (WSML) No. 1386. This bylaw operates under the RDN Solid Waste Management Plan (SWMP) which defines a regulatory system for the management of all privately operated municipal solid waste and recyclable material operations. The goal of the regulatory system is to ensure proper management of privately operated facilities by specifying operating requirements so as to protect the environment, to ensure that regional and municipal facilities and private facilities operate to equivalent standards, and to achieve the objectives of the SWMP.

License Application Evaluation Process

Under Bylaw 1386, staff considers the following matters with respect to facility applications:

- a) potential risk posed to the environment and/or public health,
- b) protection of the environment,
- c) comments from the host municipality relating to compliance with local zoning or other bylaws that may affect a facility design and/or operating plan,
- d) comments from persons who consider themselves adversely affected,
- e) compliance with the RDN Solid Waste Management Plan,
- f) compliance by the applicant with the requirements to pay fees and report quantities received and stockpiled.

Once all requirements under the WSML bylaw are completed and evaluated to the satisfaction of the General Manager, the General Manager may issue a facility license with terms and conditions that may be necessary to protect the environment and to achieve the objectives of the bylaw and the SWMP.

Public Notification Process

With respect to comments from persons who consider themselves adversely affected, the WSML bylaw requires facility operators to notify the public of their application through advertisements in the local newspaper and visible signage at the facility property line. The public has 45 days from the date of

posting to contact staff with their concerns. Staff will then convey these concerns to the applicant and allow the applicant to respond. Although there is no requirement in the bylaw to notify the Board, staff will inform the Board when a facility license application enters the public notification process. The facility license application from DBL Disposal Services Ltd. is currently at the public notification stage of the evaluation process.

DBL Disposal Services Ltd. Application

In July 2011, DBL Disposal Services Ltd. completed the facility license application process. DBL is located 333 Tenth Street in the City of Nanaimo. The site is zoned Industrial 2 (I2) and a recycling facility is a permitted use in this area.

Staff from the City of Nanaimo have been involved with ensuring that the facility has been designed and constructed in accordance with their bylaw requirements. DBL has been operating at the site for two years and has a valid business license with the City of Nanaimo.

DBL Disposal Services Ltd. is proposing to accept the following quantities of recyclable materials annually:

Material	Annual Quantity (Tonnes)
Construction & Demolition (Mixed loads)	720
Wood (separated)	1020
Metal	120
Gypsum	360
Asphalt Roofing	480
Yard Waste	72
Cardboard	180
Concrete (Clean)	72
Concrete (With Metal)	72
Total	3096

Staff have evaluated the Site Operating Plan submitted by the applicant and it meets the requirements of the WSML bylaw. Consequently, DBL Disposal Services Ltd. has met all WSML requirements and is ready to move to the public notification stage of the facility application process. Any comments submitted during this process will be reviewed as part of the evaluation of the facility license application. Only after careful consideration will the General Manager issue a facility license.

ALTERNATIVES

No alternatives are presented in this report as it is being submitted for information.

FINANCIAL IMPLICATIONS

DBL Disposal Services Ltd. will provide the RDN with a security deposit in the amount of \$7,650 as a guarantee to be used for site cleanup should the business cease to operate and materials are abandoned on site.

INTERGOVERNMENTAL IMPLICATIONS

Regional District staff have received zoning approval and business licensing from the City of Nanaimo.

SUSTAINABILITY IMPLICATIONS

The WSML Bylaw is part of the region's Zero Waste strategy and is an integral part of our goal to divert waste from the landfill. Diverting material away from the landfill and into recycling contributes to the region's sustainability by saving expensive landfill capacity as well as reducing greenhouse gas emissions.

SUMMARY/CONCLUSIONS

In 2005, the RDN board adopted Waste Stream Management Licensing Bylaw (WSML) No. 1386. This bylaw operates under the RDN Solid Waste Management Plan which defines a regulatory system for the management of all privately operated municipal solid waste and recyclable material operations. The intent of the WSML regulatory framework is to set a high standard of operation for waste management facilities in the Regional District of Nanaimo.

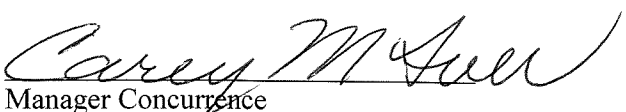
This report is to inform the Board that DBL Disposal Services Ltd. has applied for a facility license under Bylaw 1386. The subject property, located in the City of Nanaimo, is designated Industrial 2 (I2). The proposed use is consistent with the land use designation and is compatible with surrounding land uses and the proposed operation does not have a negative impact on the area. DBL Disposal Services Ltd. has prepared a Site Operating Plan that meets the requirements of Bylaw 1386 and staff have directed them to proceed with the public notification process as required under this bylaw.

RECOMMENDATION

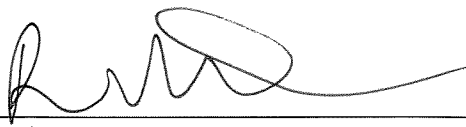
That the Board receive the report on the Waste Stream Management License application from DBL Disposal Services Ltd. for information.



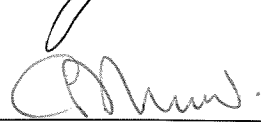
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION REGULAR MEETING HELD THURSDAY, SEPTEMBER 22, 2011 AT CEDAR HERITAGE CENTRE, 7:00PM

Attendance: Joe Burnett, Chair, Director - RDN Board
Marlies Newton
Kerri-Lynne Wilson
Shannon Wilson
Angela Vincent-Lewis
Carolyn Mead
Bernard White

Staff: Dan Porteous, Superintendent of Areas and Southern Recreation Services
Elaine McCulloch, Park Planner
Sherry Commentucci, Recording Secretary

Regrets: Chris Pagan

CALL TO ORDER

Chair J. Burnett called the meeting to order at 7:00pm.

DELEGATIONS

Mr. John White, resident of Quennell Lake, presented three letters from neighbours Mr. Mike Dillow, Mr. Richard Southwell, and Ms. Bobbi-Jean Goldy addressing issues and concerns regarding Regional District plans to expand lake access at the Ritten Road boat access site. He then addressed a letter he drafted in response to Ms. McCulloch's staff report regarding development options for the site. The main concerns outlined by the residents relate to vehicular traffic with respect to parking and trailered boats due to the narrow road and dangerous curve, excessive speed on the lake by power boats, environmental protection including pollutants in the lake (water quality) and damage to vegetation around the boat launch site, litter and human waste due to the lack of a garbage receptacle and lack of toilet facilities. Mr. White explained although he and others are not necessarily opposed to the development of the site, they want to ensure their issues and concerns are taken seriously, and that the development of the site carefully planned in light of the issues and concerns addressed and must include public consultation; otherwise, the enhancement of the site would only lead to more problems.

MOVED Commissioner A.Vincent – Lewis, SECONDED Commissioner B. White that the late Delegation be received.

CARRIED

Mr. Jim Fiddick, on behalf of the Cedar Horse Club, presented concerns regarding horse riding in Hemer Park; however, prior to addressing this issue, Mr. Fiddick stated that he was in support of the last delegation with respect to their issues and concerns, and he emphasized that he would like to see a limit to power boats being allowed on Quennell Lake. He then proceeded to present information regarding work he has done with BC Parks regarding horse access to Hemer

Provincial Park. Mr. Fiddick noted the Regional District has gotten involved in some manner. Chair J. Burnett responded this is an issue for BC Parks as it is its jurisdiction. Mr. Fiddick then asked for the Regional District to support the right to ride horses in Hemer Provincial Park as he continues to work through this issue with BC Parks.

MINUTES

MOVED Commissioner S. Wilson, SECONDED Commissioner K. Wilson, that the Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held May 26, 2011, be approved.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED Commissioner C. Mead, SECONDED Commissioner K. Wilson to receive the following Correspondence:

- Minister I. Chong, to Mr. Stanhope Board Member RDN, Re: Towns of Tomorrow grant application.
- E. McCulloch, RDN, Re: Ritten Road Boat Launch Development Options
- E. McCulloch, RDN, Re: Cedar Plaza Community Park Entrance Kiosk Funding and Development Options.
- M. Furey, Ministry of Community, Sport and Cultural Development, Re: Towns for Tomorrow Grant Application Denied.
- D. Burnett, Re: Commission Member Resignation
- D. Porteous, RDN, to Cedar School and Community Enhancement Society, Re: letter of Authorization.
- E. McCulloch, RDN, to Robyn Kelln, Re: Request Final Site Inspection Morden Colliery Trail Park Land.
- J. Burnett, RDN, to Ministry of Community, Sport and Cultural Development, Re: Towns for Tomorrow Funding – Cedar Skate and Bike Park.
- D. Porteous, RDN, to Cedar Community Association, Re: Grant Funding.
- D. Porteous, RDN, to Cedar School and Enhancement Society, Re: Sighed lease Renewal Agreement.
- D. Porteous RDN, to Cedar Community Association, Re: Cedar Community Hall Grant Funding and Rental Agreement.
- E. McCulloch, RDN, to John White, Re: Quennell Lake, Ritten Road, September 1, 2011.
- E. McCulloch, RDN, to John White, Re: Quennell Lake, Ritten Road, September 2, 2011.
- E. McCulloch, RDN, to Ryan Rangno, Re: Ritten Road Lake Access
- E. McCulloch, RDN, to John White, Re: Quennell Lake, Ritten Road, September 4, 2011.
- E. McCulloch, RDN, to Jane Smith, Re: Ritten Road Lake Access.

CARRIED

REPORTS

PARKS

Ritten Road Boat Launch

Ms. McCulloch presented a summary of the Ritten Road Boat Launch Development Options Report. She emphasized the primary issue is related to safety and vehicle access with a recommendation that limiting access to car-top type boats needs to be seriously considered. She also highlighted further information regarding environmental protection, litter and human waste at the boat launch site should be addressed. Ms. McCulloch also discussed information in regards to signage and enforcement options for excessive speeding on the lake. She reassured the Commission and the delegation the process is only in its preliminary stages and that much more planning is required, and that public consultation would be an integral component of the process.

MOVED Commissioner S. Wilson, SECONDED K. Wilson, that the Regional District work with community members, user groups and the Ministry of Forests, Lands and Natural Resource Operations to develop a concept plan and management strategy for the Ritten Road Boat Launch for review by the Electoral Area 'A' Parks, Recreation and Culture Commission.

CARRIED

Monthly Update of Community Parks and Regional Parks and Trails Projects May-August

Ms. McCulloch reviewed the monthly update report highlighting the following items:

The Grant Application from the Towns for Tomorrow had been received regarding funds for the development of the Skate Park. Ms. McCulloch expressed disappointment it had been denied.

Ms. McCulloch reviewed the letter sent to Cedar Village Estates regarding the Final Site Inspection which identified a number of outstanding parks related items that will need to be completed before Planning can issue a Certificate of Completion as required by covenant. The letter also identifies the maintenance (weeding and watering) requirements the developer is responsible for. Given these requirements, Ms. McCulloch stated she did not want volunteers to be weeding at this time, and discussed the options of spot watering, volunteering and maintenance costs in the future.

Ms. McCulloch stated that the Ministry of Transportation and Infrastructure permit has been issued for the Pebble Beach porta potty and that the materials for the project are on order. Construction is scheduled to begin mid October.

Ms. McCulloch circulated pictures of the new Thelma Griffith Park benches.

Cedar Plaza Community Park Entrance Kiosk Funding and Development Options

Ms. McCulloch briefly reviewed the Cedar plaza Community Park Entrance Kiosk Funding and Development Options Report, covering alternatives, financial implications and sustainability implications. She noted there is sufficient funding of \$100,000 in the Electoral Area 'A' Development reserve fund to complete the overall project in one phase rather than in two phases as previously endorsed by the Commission in May of 2011. Ms. McCulloch would begin the

process of preparing working drawings and tender documents with a detailed cost estimate of the kiosk project.

MOVED Commissioner S. Wilson, SECONDED M. Newton, that the Regional District proceed with the preparation of working drawings and tender documents, including a detailed cost estimate for the kiosk project and report back to the Electoral Area 'A' Parks, Recreation and Culture Commission and Board prior to tendering for construction.

CARRIED

RECREATION AND CULTURE

Monthly Update of Recreation and Culture Services May-August

Mr. Porteous reviewed the monthly update report highlighting the following items:

Summer staff had been hired and worked with the Recreation Programmer to plan and implement the summer camp program. The Regional District worked in partnership with the Cedar School and Community Enhancement Society (CSCES) and the Community School Coordinators who provided equipment and supplies, school access and covered the costs associated with school rental charges. Increased fees from previous years did not seem to pose too much of a barrier for registrants. However, there were a number of families who utilized the Financial Assistance Program. Further information will be presented to the Commission in November regarding the revenues and costs associated with the summer program; however, Mr. Porteous added, the partnership with CSCES may need to be explored further as they are able to access more subsidized funding for the summer employment grant than the Regional District.

Recreation Programmer, Ms. Tracy Stuart, was working on having posted hours of operation in the Cedar Community Hall in conjunction with CSCES information to ensure the information for both organizations was clear to the community.

Ms. Stuart met with the Community School Coordinators to review plans for fall programming to enhance communications between the two parties regarding programming initiatives. This was an excellent opportunity to collaborate and ensure the provision of services to the community is communicated clearly and in conjunction with each other.

Mr. Porteous met with School District 68 staff and representatives from the Cedar Ball Hockey Challenge Association (CBHCS) this past summer at the NCI site to review the resurfacing issues related to the outdoor sport court. The School District expressed interest in moving ahead with cost estimates. Funding options would be explored by the Regional District and CBHCS including funds through the Area 'A' Recreation and Culture function.

Ms. McCulloch had also met with School District 68 staff to review conceptual plans for the Cedar Secondary School. She briefly spoke about the concept of exploring other key recreational and sport opportunities that could be enhanced at the site in conjunction with the Skate Park.

Grant-In-Aid – Comets Sports, Recreation and Culture Society

Mr. Porteous noted that Mr. Frank Garnish returned the Grant-In-Aid cheque he received related to a basketball program that did not occur due to low registration.

Mr. Porteous also added the latest Grant-In-Aid program for Winter/Spring 2012 would be underway shortly with advertising coming out at the beginning of October. He asked for a

Commissioner to volunteer to sit on the Grant-In-Aid Committee as Commission S. Wilson would not be available. Commissioner B. White volunteered. Three new Commissioners will be appointed to the Grant-In-Aid Committee in January for the 2012 term.

MOVED Commissioner S. Wilson, SECONDED Commissioner B. White, that the Community Parks and Regional Parks report and the Recreation and Culture report be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS

Chair J. Burnett noted the Commission should consider Mr. Fiddick's request for Regional District support with respect to horseback riding in Hemer Provincial Park. Ms. McCulloch noted that Ms. Joan Michel, Parks and Trails Coordinator with the Regional District, would be the staff responsible for this issue and has already been involved in some capacity.

MOVED Commissioner A. Vincent-Lewis, SECONDED K. Wilson, that staff review the extent of Regional District involvement regarding horseback riding in Hemer Provincial Park and ascertain the type of support the Regional District can provide with respect to Mr. Fiddick's request.

CARRIED

COMMITTEE ROUND TABLE

Commissioner B. White stated from the Fire Department perspective they use the Ritten Road lake access as a boat launch. Ms. McCulloch will include the Fire Department in the consultation process as staff work through the development of the site.

Commissioner K. Wilson announced she was going to be running a half marathon in support of Transition House for at risk teenagers and was looking for pledges.

Commissioner A. Vincent-Lewis requested that a shoulder on the road to Yellow Point near the area of the North Cedar Improvement District offices and the Crow and Gate Pub be put on the table again for discussion.

Commissioner C. Mead stated that the Cedar Fun Day was well attended and very well done.

Commissioner M. Newton agreed the Cedar Fun Day was a great event for the entire community. She suggested a Cultural Heritage Festival could be planned to also bring the community together inquiring how this might happen through Commission and staff support. Mr. Porteous noted that due to the significant work it takes to plan these types of events, the Recreation Programmer could spend some time exploring the feasibility of such an event in terms of community support, and could assist a community group to plan and implement the event.

Ms. McCulloch stated that she went to a Healthy by Nature Conference in Vancouver this week and received great information.

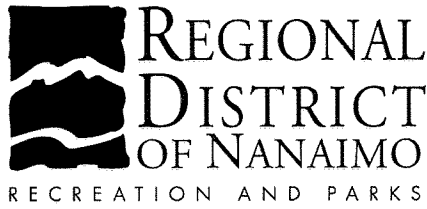
Mr. Porteous stated that he would be retiring from the RDN in February of 2012. Chair J. Burnett thanked Mr. Porteous for his years of contribution to the development of the recreation and culture services in Area 'A', and the work he has done with the Electoral Area 'A' Parks, Recreation and Culture Commission.

Chair J. Burnett also stated that he would be leaving his position by the end of November 2011.

ADJOURNMENT

MOVED Commissioner M. Newton, SECONDED Commissioner S. Wilson, that the meeting be adjourned at 9:30pm.

Chair



RDN REPORT		
CAO APPROVAL		
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COW	✓	Oct. 11 / 11
SEP 20 2011		
RHD		
BOARD		
EA 'A' PRC - Sept. 22 / 11		

MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: September 19, 2011

FROM: Elaine McCulloch
Parks Planner

FILE:

SUBJECT: Ritten Road Boat Launch Development Options

PURPOSE

To review development options for the proposed Ritten Road boat launch on Quennell Lake in Electoral Area 'A'.

BACKGROUND

Developed by community members almost twenty years ago, the Ritten Road boat launch continues to provide important community boat access to Quennell Lake. The access was developed without any official permits from the Ministry of Transportation and Infrastructure (MoTI) and therefore no regular maintenance or management of the site has occurred. (See Appendix I for location map)

In 2007, following the actions set out in the *Electoral Area 'A' Community Trails Study* (Appendix II), the PAGESAC investigated potential public access locations on Quennell Lake. In their report to staff, the Committee advised that the existing Ritten Road boat launch continues to hold the greatest potential for an official public boat launch. They suggested that the RDN consider undertaking minor upgrades to the site as there was evidence of trailers/trucks getting stuck while launching their boats.

In August 2011, Parks staff met with the Ministry of Forests, Lands and Natural Resource Operations (MFLNRO) and the Ministry of Transportation and Infrastructure (MoTI) for preliminary discussions regarding potential site development and management issues (Appendix III).

A review of current RDN Bylaws and Development Permit Area requirements for Electoral Area 'A' has identified the following: the watercourse setbacks required by *RDN Bylaw 500* and the *RDN Watercourse Protection Development Permit* do not apply to works within a road right-of-way. In addition, the *Riparian Areas Regulations (RAR)* only applies to residential, commercial, and industrial development, so they also would not apply in this situation. It should be noted that although the RDN's zoning and OCP bylaws regarding environmental protection are not applicable to this project, measures would be taken to eliminate risks and disturbance to important habitats and species.

Prior to the RDN applying to the Ministry of Transportation and Infrastructure for a *Permit to Construct Works in a Road Right-of-Way* the following items would be required: a survey of the site, a concept plan (developed with community input); a completed provincial Section 9 notification under the Water Act; a submission for project review by the federal Department of Fisheries and Oceans; and if required, a Navigable Waters Act submission to Transport Canada.

If a permit from MoTI were to be issued to the RDN, by condition of the permit, liability and the responsibility for ongoing maintenance of the site would be transferred to the RDN.

The following identifies some of the site issues and suggests some possible ways these issues could be addressed through site design and management. Note that proposed work is only conceptual at this time. Local knowledge and input is critical in refining the project plan; a final design would involve discussions with local residents and other user groups.

Issues:

This site has been used informally for launching both trailored boats and car-toppers for years and this has resulted in a number of issues listed here.

- *The primary issue is related to safety and vehicle access. There is inadequate space for trailored boats to use this access for launching and the site is located at a 'blind corner'. Also, the space requirements for parking a car and trailer is excessive for this small site.*
This could be addressed by the following:
 - Restricting this launch to car-top type boats only. Trailered boats can be launched at the nearby Zuiderzee Campground for a small fee.
- *Environmental Protection of the site (specifically shore erosion and sedimentation)*
This could be achieved by the following:
 - Upgrading the surface of the existing boat launch with road base topped with gravel;
 - Potentially providing a small boardwalk type structure so users don't have to walk through the mud to launch their boat (environmental professional advice required).
- *Providing a functional, designated launch area and safe vehicular ingress and egress at the site. (Consultation with MoTI required)*
This could be achieved by the following:
 - Clearing a portion of the existing vegetation (e.g. the Himalayan blackberry) to provide vehicle parking. (Planting of native species along the south property line would be required to provide a noise and visual barrier for adjacent neighbour; existing conifer/arbutus grove to be retained)
 - Eliminate the existing trespass along the north-west lot line (the existing two parking spaces do not appear to be within the right-of-way).
- *Litter and human waste at the boat launch site.*
This could be achieved by the following:
 - Providing a serviced garbage can and seasonal porta potty at the site.
- *Excessive speeding on the lake (speed limit on this portion of the lake is 8km/hr) leading to wave erosion and noise pollution.*
Although the RDN does not have jurisdiction over this issue and it is the RCMP that enforces this, RDN staff, in consultation with the RCMP, would install speed limit on the lake and will post a sign to that effect at the boat launch.

ALTERNATIVES

1. That the Regional District work with community members, user groups and the MFLNRO to develop a concept plan and management strategy for the Ritten Road Boat Launch and report back to the Commission for review prior to implementation.
2. That the Regional District provide no further staff resources into the investigation of providing improvements to the existing Ritten Road Boat Launch with the intention that no MoTI Permit to Construct Works will be pursued.

FINANCIAL IMPLICATIONS

As this project furthers the MFLNRO's mandate to improve family/community fishing on the lake, it has been proposed that they could attain development funding for the project through grants and donations from local groups. If the improvements to the boat launch were to proceed, annual operation costs such as maintenance, garbage pick-up, and porta-potty servicing would be funded under the Area 'A' Community parks Function. Currently, \$2,000 is available in the Electoral Area 'A' Community Parks budget for improvements to the Ritten Road boat launch.

Options 1

Initial development would be funded through MFLNRO. Site survey (\$500) and site amenities such as a garbage can, porta potty concrete pad and signage would be funded through the Electoral Area 'A' Community Parks budget (Estimated Initial Cost: \$2000; Estimated yearly servicing costs: would \$1,150).

Option 2

This option does not require any funds from the Electoral Area 'A' Community Parks budget nor does it involve any further staff time.

SUSTAINABILTY IMPLICATIONS

Policy 10.1.4 of the *Electoral Area A Official Community Plan Bylaw 1620, 2011* identifies the need to "provide access or improve existing accesses to the waterfront..." and supports the actions set out in the Electoral Area 'A' Community Trails Study to investigate locations for public boat launches on Quennell Lake.

Once improvements are completed, a local, usable small craft boat launch would be available for the community to enjoy Quennell Lake's family/community fishery, or to enjoy kayaking and canoeing on the lake.

CONCLUSION

Developed by community members almost twenty years ago, the Ritten Road boat launch continues to provide important community boat access to Quennell Lake. The access was developed without any official permits from the Ministry of Transportation and Infrastructure (MoTI) and therefore no regular maintenance or management of the site has occurred resulting in a number of site design and management issues. The most significant issue is the inadequate space for maneuvering and parking trailered boats. It is recommended that this facility be restricted to car-top boats only.

Prior to the RDN applying to the Ministry of Transportation and Infrastructure for a *Permit to Construct Works in a Road Right-of-Way* the following items would be required: a survey of the

site, a concept plan (developed with community input); a completed provincial Section 9 notification under the Water Act; a submission for project review by the federal Department of Fisheries and Oceans; and if required, a Navigable Waters Act submission to Transport Canada.

Given the historical management concerns and the obvious environmental degradation of the site, the following issues would need to be addressed through site design and site management: environmental protection, minimizing the potential of speeding on the lake, parking and site ingress and egress, garbage, and toilet facilities. Community, user group and environmental professional consultation will be required to help identify and clarify issues and to provide feedback on concept plans for the site.

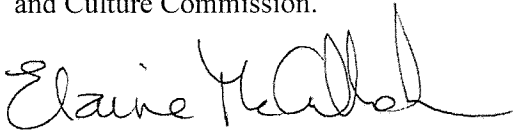
The preliminary plans for improvements to the site are as follows: upgrading the surfacing of the boat launch with gravel, potentially installing a small boardwalk to aid in boat launching and to reduce bank erosion; screen planting; and providing a serviced garbage can and seasonal porta potty at the site.

As this project furthers the MFLNRO's mandate to improve family/community fishing on the lake, it has been proposed that they could attain development funding for the project through grants and donations from local groups. If the improvements to the boat launch were to proceed, annual operation costs such as maintenance, garbage pick-up, and porta-potty servicing would be funded under the Area 'A' Community parks Function.

It is recommended that the Regional District work with community members, user groups and the MFLNRO to develop a concept plan and management strategy for the Ritten Road Boat Launch for review by the Commission.

RECOMMENDATION

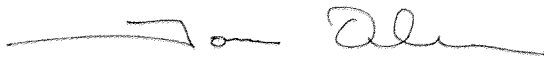
That the Regional District work with community members, user groups and the Ministry of Forests, Lands and Natural Resource Operations to develop a concept plan and management strategy for the Ritten Road Boat Launch for review by the Electoral Area A Parks, Recreation and Culture Commission.



Report Writer



Manager Parks Services Concurrence

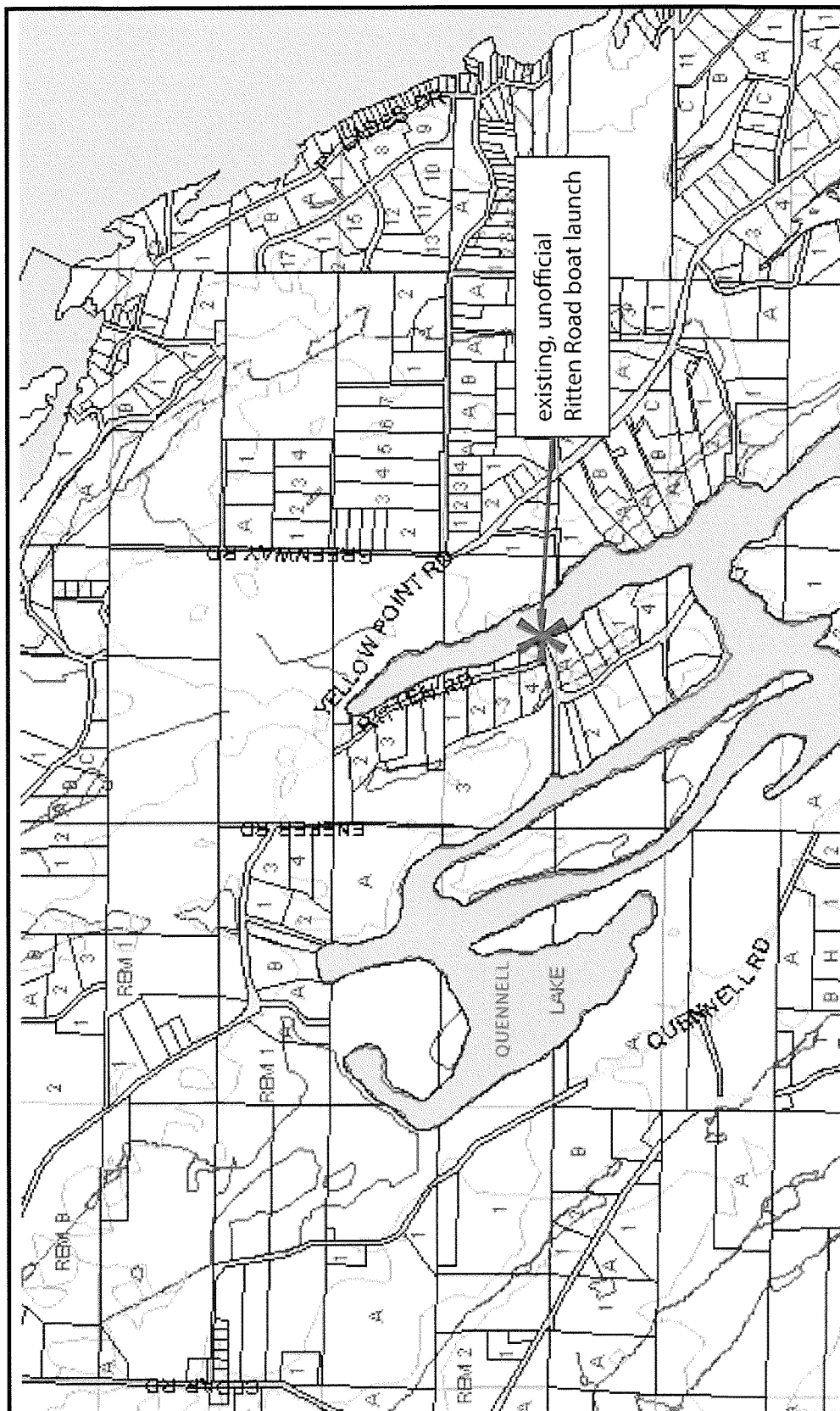


General Manager Concurrence



CAO Concurrence

Appendix I – Location Map of existing Ritten Road Boat Launch



Appendix II – Excerpt from Electoral Area 'A' Community Trails Study, 2005

RDN Electoral Area A – Community Trails Study

Waterfront Access

General

OCP Objective in Section 6 is to "Encourage improved access to all waterfront areas, including rivers, lakes and oceanfront." The policies in the same section are: "The RDN will support and encourage obtaining properties along the Nanaimo River" and "the RDN will not support encroachment permits, issued by the Ministry of Transportation, to private individuals to occupy road ends adjacent to the ocean or a watercourse."

Ocean

- ❖ 27 public access to the ocean, all but one (Roberts Memorial Provincial Park) are along road allowances. Two are developed public access – Roberts Memorial and the boat launch on Nelson Road. Five others have informal trails.
- ❖ Some are suitable for trails, others are too steep and have potential as viewpoints

Action 1: Area A Parks Advisory Committee to decide on which beach accesses are most suitable for development as trails and as viewpoints. Factors could include: gradient, ease of construction, demand, neighbourhood support, quality of waterfront, potential for beach walk to another beach access.

Lakes

- ❖ Quennell Lake has 8 public access points all of which are along road allowances. There are boat launches at the ends of Lakeview and Ritten Roads and one at a commercial resort (Zuiderzee). The remaining accesses are undeveloped.
- ❖ To reduce and control motorized use on the lake, the access could be a trail. This would limit use to small boats that can be carried.
- ❖ There is an undeveloped road off MacGuire Road that could provide access to Quennell Lake. There is potential for a loop trail from this undeveloped road through the south end of Wildwood onto Roper Road should the owners of Wildwood be amenable.
- ❖ Holden Lake has 3 public access points along the east side. Along the west side most of the lake is a park so that entire shoreline is accessible on foot.

Action 1: Area A Parks and Advisory Committee to prioritize which Quennell Lake water accesses are most suitable for development as trails, swimming areas, viewpoints, and boat launches.

Action 2: See Hemer Provincial Park for Holden Lake water access.

River

- ❖ OCP policy in Section 6 is "The RDN will support and encourage obtaining properties along the Nanaimo River."
- ❖ 7 public access points.
- ❖ Larger access areas in the Nanaimo River Regional Park, MOT lands between the park and the Trans Canada Highway, along Raines Road and in the estuary.
- ❖ There is a favoured swimming and picnicking area with a boat launch and excellent river access along the river close to the junction of Cedar Road and the

**Appendix III –
Quennell Lake/Ritten Road Access Improvements Letter –
Ministry of Forests, Lands, Natural Resource Operations Fish and Wildlife Branch**



September 15, 2011

File: 34560-25/NC-QUENN

Elaine McCulloch, Parks Planner
RDN Recreation and Parks Dept.
Oceanside Place
830 West Island Highway
Parksville BC V9P 2X4

Dear Mrs. McCulloch;

Re: Quennell Lake/Ritten Road Access Improvements

In 2009, the Regional Fisheries Branch of the Ministry of Forests, Lands and Natural Resource Operations implemented a project to increase access and fishing opportunities for recreational anglers on Vancouver Island. The aim of this project was to address a Fisheries Program goal of promoting and encouraging recreational fishing in British Columbia. As part of that project, our Ministry examined urban lakes along the east coast of Vancouver Island from Victoria to Campbell River with respect to angler access and angling related infrastructure (boat launches, fishing piers/floats, etc.). In addition, we reviewed improvements or upgrades to existing infrastructure, and identified and prioritized opportunities for increasing fishing in the region. Lakes assessed within the Regional District of Nanaimo (RDN) included: Quennell, Holden, Beck, Witchcraft, Cameron, and Spider lakes. Quennell Lake ranked the highest as having potential for increasing angling opportunities based on criteria including: current and historical angling effort, existing angling amenities, local recreational needs or demand, proximity to large populations, the existing fishery resource, lake management objectives, and the potential for high-quality projects.

Quennell Lake is a 300 acre lake and is managed by the Fisheries Branch as a family/community fishery. The objective of this classification is to create opportunities for novice anglers, youth and families in an urban, semi-urban or semi-rural setting. Lakes within this classification are typically easy or relatively easy to access, and have facilities such as boat launches, fishing piers or docks. Quennell Lake is stocked annually with

.../2

Ministry of Forests, Lands & Natural Resource Operations	West Coast Region Resource Stewardship Division	Mailing Address: 2080A Labicoux Rd Nanaimo BC V9T 6J9	Telephone: 250 751-3100 Facsimile: 250 751-3105 Website: www.gov.bc.ca/efw
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Elaine McCulloch, Parks Planner
RDN Recreation and Parks Dept.

- 2 -

September 15, 2011

approximately 5,000 rainbow trout yearlings to provide high catch rates of fish <30 cm for local and resident anglers. In addition to hatchery augmented trout, an ever-growing and popular smallmouth bass fishery has developed on this popular lake. In 2006, the most recent survey year, angling effort at Quennell Lake was estimated at 2,261 angler days. Although this is high when compared to similar lakes, it is 40% less than in 1989 when 3,822 angler days were estimated at this location. Our own observations and recent correspondence with anglers and angling clubs confirm that lack of access is limiting and impacting angling opportunities at this important fishery.

Opportunities to increase access and angling infrastructure on Quennell Lake are limited as a significant portion of the surrounding property is privately owned. A search using RDN mapping tools and online cadastre noted four single-point public access including two on Ritten Road, one on Enefer Road and one on Sabey Road. There is also a parcel of land owned by The Land Conservancy on Crane Road. Of the sites inspected, only the rough boat launch on Ritten Road, approximately one kilometer from Yellow Point Road, offers good opportunities to improve access at Quennell Lake. Other options, including the sites at the ends of Ritten and Sabey Road are limited as works would require significant improvements and impacts to existing riparian and foreshore areas. The existing access on Ritten Road is located on a Ministry of Transportation and Infrastructure (MoTI) right-of-way and has existed in its marginal state for some time now.

The Regional Fisheries Branch and the RDN discussed upgrades to the Ritten Road boat launch in 2007. Our current and preliminary plan includes:

- upgrading the surface of the existing boat launch and, if endorsed by a professional road contractor, replacing existing fine sediment/mud at the lake edge with road ballast (3-4" angular rock) capped with low fine-content road crush. This upgrade will provide adequate traction for vehicles while reducing sediment input to the lake.
- installing road bollards or other devices to restrict the size of boats capable of using the launch. Current boating restrictions on this portion of the lake include a maximum speed regulation of 8 km/h. The proposed road bollards along with the existing restrictions would result in launch users that include boats such as cartoppers, canoes, kayaks, or small trailered boats (~16 feet or less).
- installing a small boardwalk to aid in boat launching and to reduce bank erosion at the launch site.
- addressing parking by clearing a small part of the southern side of the right-of-way currently invaded by non-native, invasive Himalayan blackberry and providing parking for up to 4 vehicles. Planting of native species closer to the property line would be required to ensure a noise buffer for the adjacent neighbor Mike Dillow.
- eliminating the trespass on the northern part of the right-of-way if requested by the private landowner.
- installing garbage and toilet amenities at the site by the RDN
- installing speed-restriction signage by Transport Canada.

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Elaine McCulloch, Parks Planner
RDN Recreation and Parks Dept.

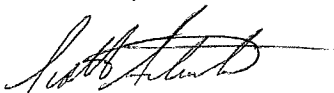
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September 15, 2011

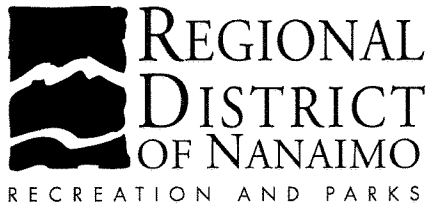
Note that work proposed is only conceptual at this time. Because local knowledge and input is critical in refining the project plan, a final design will occur following consultation with local residents and local angling clubs. In addition, discussions with the Department of Fisheries and Oceans (DFO), the Ministry of Transportation and Infrastructure (MoTI), and the Regional District of Nanaimo (RDN) are required before plans are finalized. Note also that a number of permits are likely required for the proposed work including: a Section 9 Notification under the *Water Act*, submission to DFO for project review (operational statement may be available), and a *Navigable Waters Protection Act* submission to Transport Canada. The Ministry will request that the RDN take out a Permit To Construct Works with MoTI for the project. The RDN is the most appropriate agency for ownership of this infrastructure given regional jurisdiction that fits within the RDN parks' mandate. A legal survey of the property would also be required. All construction works will meet or exceed the Best Management Practices (BMP's) and Operational Statements developed by the Ministry of Forests, Lands, and Natural Resource Operations, and DFO. Finally, we suggest that a Qualified Environmental Professional be involved with site construction. Should the project be approved, funding will be requested in November 2011 from the Habitat Conservation Trust Foundation, other non-governmental organizations and local community and angling groups. Volunteer assistance from local angling groups and residents has been previously offered and will be solicited to ensure stakeholder partnership and participation during construction in 2012.

Thank you for providing us an opportunity to submit this project concept for review. If you require additional information, please feel free to contact me at the address or numbers below. I look forward to hearing back from the RDN on this topic.

Yours truly,



Scott Silvestri
Fisheries Biologist
Ministry of Forests, Lands, Natural Resource Operations
Fish and Wildlife Branch



RDN REPORT	
CAO APPROVAL	
EAP	
COW	✓ Oct. 11/11
SEP 20 2011	
RHD	
BOARD	
EAGA' PRC - Sept. 22/11	

MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: September 19, 2011

FROM: Elaine McCulloch
Parks Planner

FILE:

**SUBJECT: Cedar Plaza Community Park Entrance Kiosk
Funding and Development Options**

PURPOSE

To review development and funding options for the proposed entrance kiosk to be located in Cedar Plaza Community Park in Electoral Area 'A'.

BACKGROUND

Cedar Village Estates, as a condition of a covenant registered on their property, were required to construct sidewalks throughout their proposed subdivision. Given issues around the ability to complete the sidewalks, the applicants proposed that they instead provide a cash contribution of \$48,000 directly to the Regional District of Nanaimo (RDN) for the RDN's use towards enhancements of the park or trail. The Regional Board of Directors accepted this offer at their regular meeting in November, 2009. Following this, the RDN subsequently agreed to allocate \$12,000 of these monies towards culverting in front of the Cedar Plaza. At this time the balance of the funds remain (\$36,000) outstanding however, once received, it is the RDN's intent to allocate these funds towards an entrance kiosk.

The concept of building an entrance kiosk in the Cedar Plaza was initially presented by Cedar Village Estates in their Morden Colliery Trail Site Plan dated January, 2010. The Plaza was subsequently designed and constructed with the intention of building a kiosk structure whose design is inspired by the industrial motif of the historic Morden Colliery tipple.

At the May 26, 2011 Electoral Area 'A' Parks, Recreation and Culture meeting, staff presented concept drawings for the proposed entrance kiosk, noting that the kiosk would be of post and beam construction and that it features a green roof, display boards for interpretive historic signage, and built-in seating. Staff also presented a rough cost estimate of \$80,800 for the tipple construction and installation.

The Commission approved the design in principle and directed staff to proceed, possibly with a phased construction approach, depending upon a review of the Electoral Area 'A' Parks Budget. Staff has subsequently reviewed the cost estimate from May and have determined that a more realistic budget is \$100,000. Upon review of the Parks budget, it was determined that there is adequate funding for this project at the new cost estimate of \$100,000. A detailed cost estimate will be brought forward once the detailed drawings and tender documents are prepared.

ALTERNATIVES

1. That the Regional District construct the entrance kiosk (structure A and B) in one phase estimated at \$100,000.
2. That the Regional District not build an entrance kiosk in the Cedar Plaza as originally planned.

FINANCIAL IMPLICATIONS

1. This option proposes to complete the construction of the Cedar Plaza entrance kiosk in one phase. The Electoral Area 'A' Community Parks Function currently has \$309,000 in the Development Reserve Fund, of which \$139,000 is allocated to the Skateboard facility, leaving \$169,000 that could potentially be allocated to the Kiosk project. The \$36,000 requirement from the Cedar Village Estates is not included in the \$169,000.
2. This option does not require any funds from the Electoral Area 'A' Community Parks budget nor does it involve any further staff time.

SUSTAINABILTY IMPLICATIONS

The Cedar Plaza is located within the Cedar Village Area growth containment boundary (GCB), and is adjacent to the Cedar Main Street land use designation. The development of an urban plaza with a substantial visual and social focal point which references the area's unique historical coal mining roots supports the community's desire to develop a "high quality pedestrian oriented main street" (Objective 6.2.1 of the *Electoral Area A Official Community Plan Bylaw 1620*) and to create and preserve the community's identity and sense of place.

CONCLUSION

The concept of building an entrance kiosk in the Cedar Plaza was initially presented by Cedar Village Estates in their Morden Colliery Trail Site Plan dated January, 2010. The Plaza was subsequently designed and constructed with the intention of building a post and beam kiosk structure whose design is inspired by the industrial motif of the historic Morden Colliery tipple. The proposed design also features a green roof, display boards for interpretive historic signage, and built-in seating. The cost estimate for construction of the kiosk is approximately \$100,000.

To fulfill the requirements of a covenant on their property, the developer of Cedar Village Estates is required to provide a cash contribution of \$36,000 to the RDN towards enhancements of the park or trail. In correspondence with the developer it has been indicated that these funds would be allocated towards the construction of an entrance kiosk.

The Electoral Area 'A' 2011 budget includes up to \$169,000 of unallocated funds for the kiosk project, not including the \$36,000 requirement from the developer and an allocation of \$139,000 towards the future Skateboard facility.

RECOMMENDATION

That the Regional District proceed with the preparation of working drawings and tender documents, including a detailed cost estimate for the kiosk project and report back to the Electoral Area A Parks, Recreation and Culture Commission and Board prior to tendering for construction.



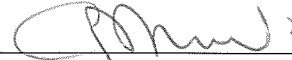
Report Writer



Manager Parks Services Concurrence

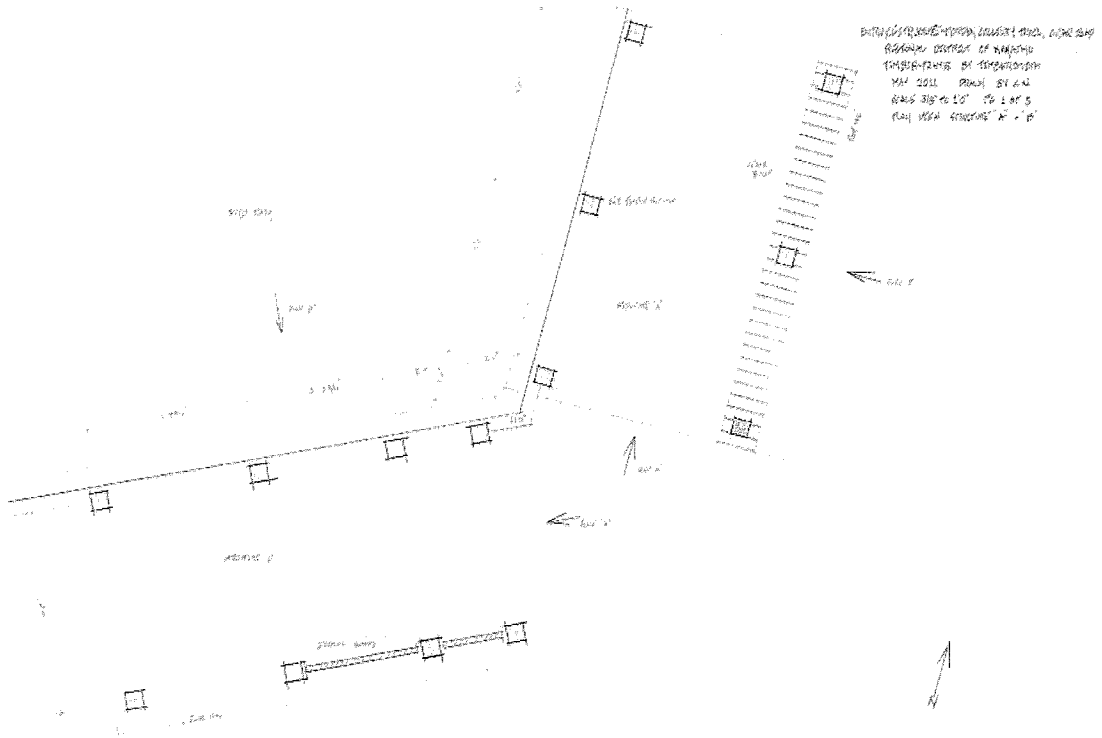


General Manager Concurrence

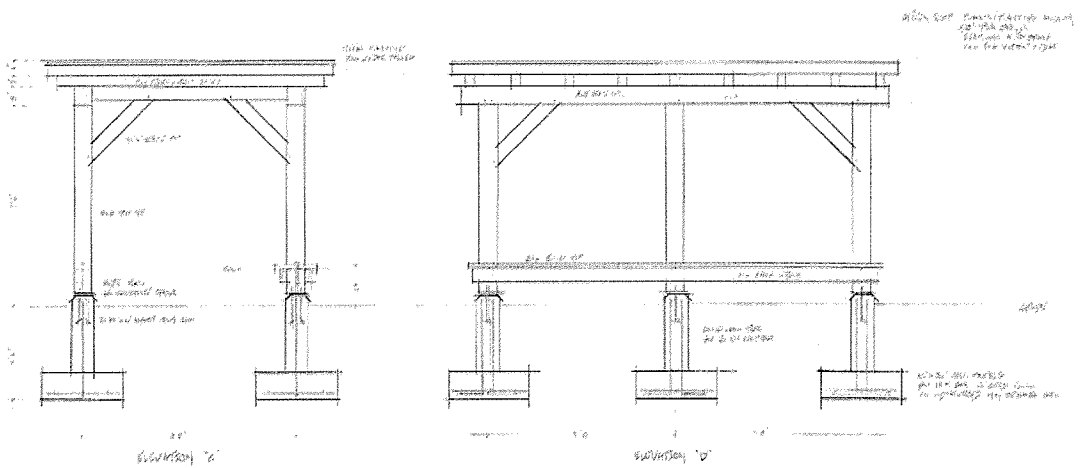


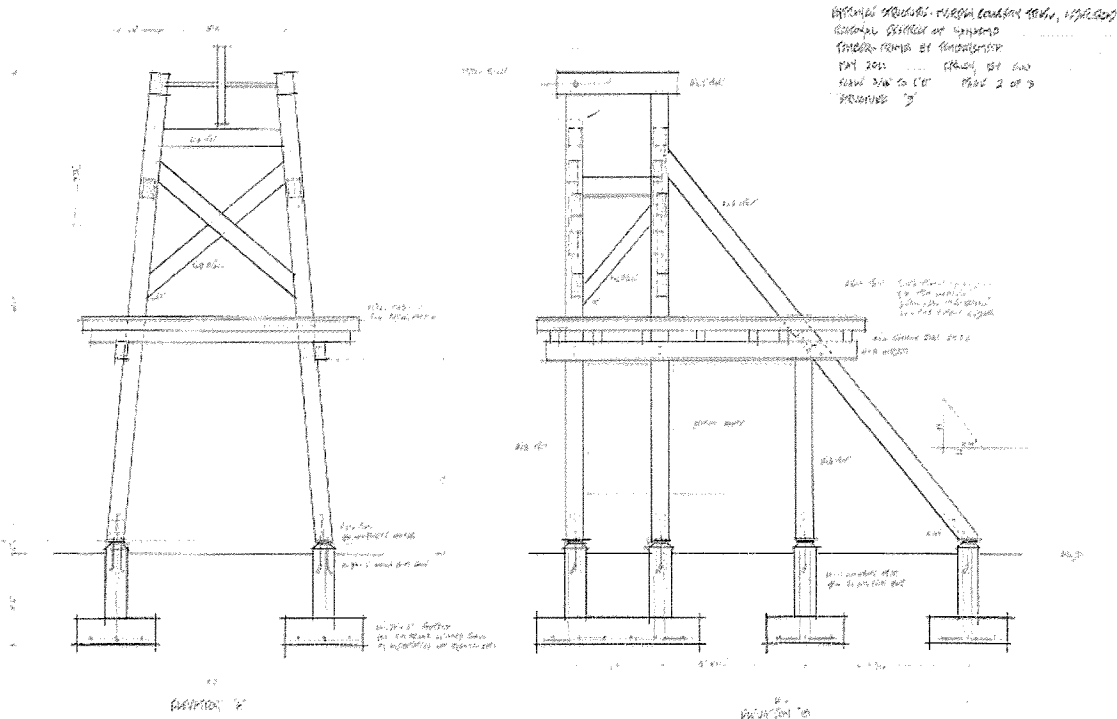
CAO Concurrence

Appendix I – Construction Drawings-Entrance Structure Morden Colliery Trail

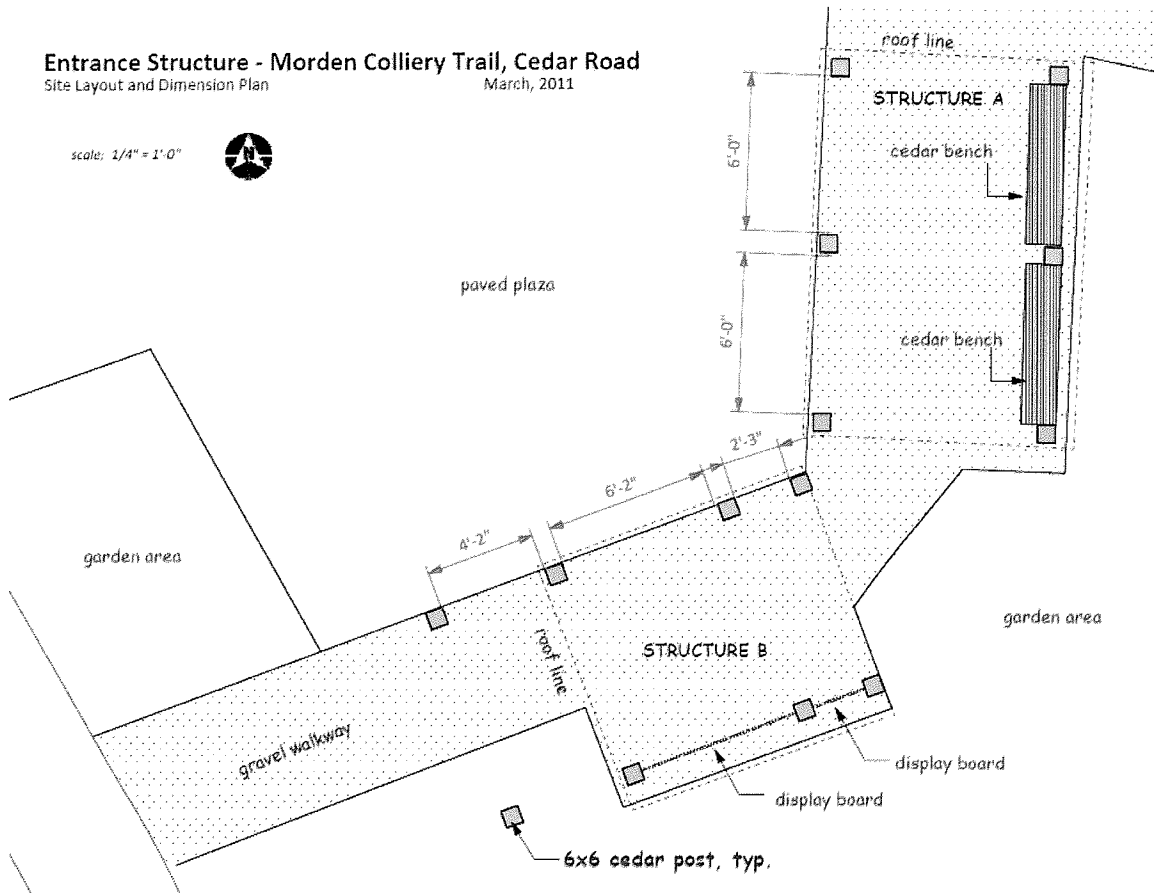


STRUCTURE: 2x4s, 2x6s, 2x8s, 2x10s, 2x12s, 2x14s, 2x16s, 2x18s, 2x20s, 2x22s, 2x24s, 2x26s, 2x28s, 2x30s, 2x32s, 2x34s, 2x36s, 2x38s, 2x40s, 2x42s, 2x44s, 2x46s, 2x48s, 2x50s, 2x52s, 2x54s, 2x56s, 2x58s, 2x60s, 2x62s, 2x64s, 2x66s, 2x68s, 2x70s, 2x72s, 2x74s, 2x76s, 2x78s, 2x80s, 2x82s, 2x84s, 2x86s, 2x88s, 2x90s, 2x92s, 2x94s, 2x96s, 2x98s, 2x100s



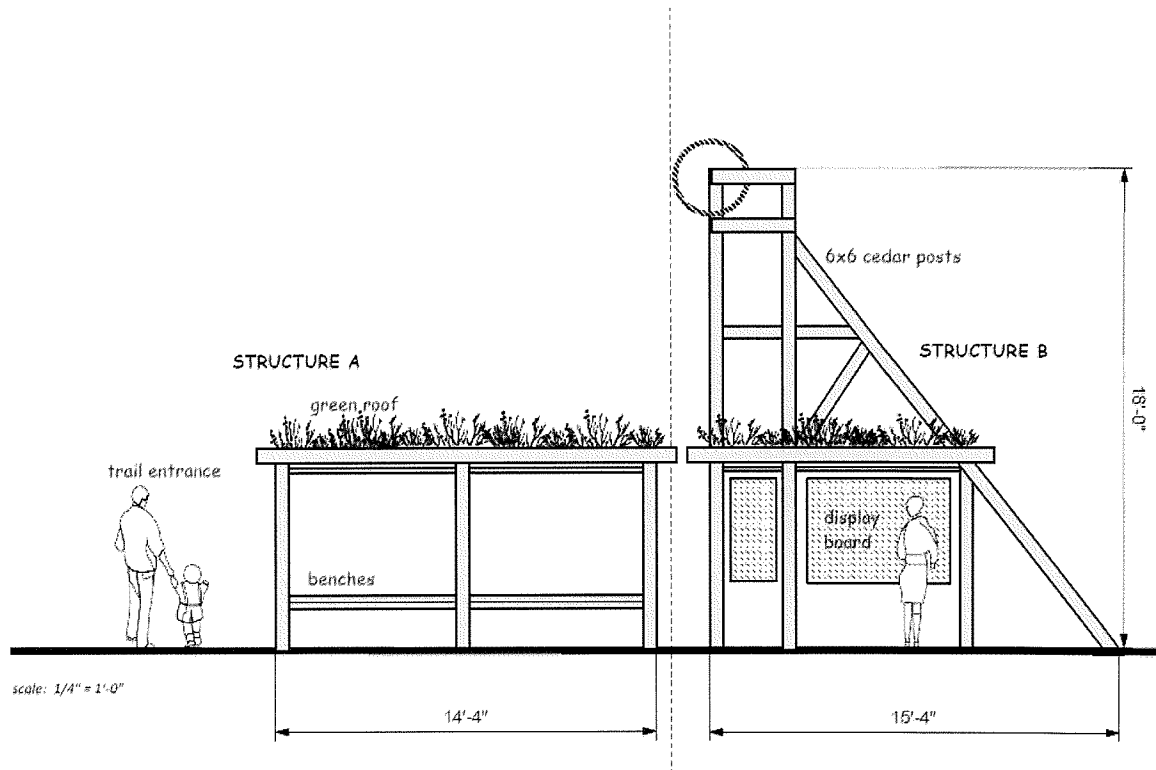


Appendix II – Site Layout and Dimension Plan, Morden Colliery Trail



Appendix III – Elevation Drawing, Morden Colliery Trail

Entrance Structure - Morden Colliery Trail, Cedar Road
Buildings A,B - Elevation
March, 2011



Appendix IV – Cedar Plaza concept Plan

