

Appendix A Glossary

APPENDIX A
Glossary

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Glossary of Terms and Definitions

Affordable Housing: Housing for those who would find it challenging to pay full market price to either rent or own a home. The Canada Housing and Mortgage Corporation (CMHC) specifies that for housing to be considered affordable the cost of mortgage or rent should not exceed 30% of a householders gross income. Affordable housing may include; rental housing at or below market rents; market or non-profit housing targeted for seniors, low income singles/ families or those with disabilities; or housing for first time home owners.

Active Transportation: refers to all human-powered forms of travel - the most popular forms are walking and cycling, and is often combined with other modes, such as public transit. (Source: Physical Activity Strategy: BC on the Move <http://www.physicalactivitystrategy.ca/index.php/beat/active-transportation/>)

Ageing in Place: Term used to express the concept of designing buildings and communities to meet the different needs of residents as they get older so that they are not forced to leave their home or community as their housing and servicing needs change (See **Universal Design**). This may entail wheelchair accessible housing and interior layouts, hardware designed for use by those with limited physical ability (light switches, door handles, railings, plumbing fixtures, counters, cupboards and appliances in bathrooms and kitchens). A key aspect of a community that accommodates ageing in place is a diversity of housing options to meet different needs. This includes affordable housing in close proximity to public transportation and services.

Articulation: The use of building design elements (windows, balconies, entrances), materials, colours and textures to divide a large building façade into distinct sections. Articulation can be used to create a pattern and rhythm of design elements that make streetscapes attractive to pedestrians. (See Massing)

Attached Townhomes: Attached single-family houses on individual strata lots. Townhouses share a common wall with one or two adjacent units. (See Townhouse)

Built Environment: refers to all human-made surroundings -the spaces where we live, work and play. The built environment includes tangible structures, such as buildings, streets, parks, businesses, schools, road systems, transportation networks, and other infrastructure. (Source: Physical Activity Strategy: BC on the Move <http://www.physicalactivitystrategy.ca/index.php/beat/active-transportation/>)

Built Environment and Active Transportation (BEAT): is a joint initiative between the BC Recreation and Parks Association and the Union of BC Municipalities (funded through the BC Healthy Living Alliance), that promotes changes in the planning and design of the Built Environment to increase Active Transportation in communities throughout British Columbia. (Source: Physical Activity Strategy: BC on the Move <http://www.physicalactivitystrategy.ca/index.php/beat/active-transportation/>)

Bylaw: A law created by the RDN to meet the needs of residents and address issues relating to public safety, land use planning, business activities and services provided

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by the RDN. The Provincial legislation gives the RDN the legal authority to create bylaws (see Local Government Act). Examples of bylaws include zoning and official community plans.

Carriage Home: Houses joined to garages or carports which are separate from the main residence.

Civic Use: Use of a building or site for local government activities. This may also include public education, cultural performance, gatherings and displays administered by non-profit cultural, educational, and religious organizations.

Cluster Housing: A planning/design technique to group residences together in order to allow for more open space than might otherwise be permitted. It is a variation on the planned unit development concept, and often it is particularly applicable to rural development or small towns.

Commercial Use: building space used for the conduct of retail, office, artisan, restaurant, lodging, professional business, entertainment, and recreational uses.

Community Amenities - means any number of amenities important to the community such as, but not limited to the following: open space -parking structures in commercial areas -public plaza -off street pedestrian / bicycle facilities -public pier -bike racks / bike storage lockers -waterfront / creek walkway -employee shower facilities - child care / adult care facilities -recreation facilities -youth centre / senior's centre -streetscape improvements -extra landscaping -playground equipment - tree preservation -observation areas / decks -stream enhancement -multi-purpose community space -preservation of unique environments -cultural / entertainment facilities -preservation of heritage structures -rooftop landscaped public space - accessibility features -public art -underground parking

CPTED (Crime Prevention through Environmental Design): Refers to a group of strategies and concepts (including the design of buildings and landscaping) intended to reduce the fear of crime and opportunities to commit crimes.

Density: the number of dwelling units or buildings in an area usually expressed as units per hectare/acre or population per hectare.

Density Bonus: Refers to instances where a developer is allowed additional density (more than allowed under existing zoning) in exchange for providing a **Community Amenity**. This can take the form of financial contributions or the actual development of amenities including parks, cultural or recreational buildings and affordable housing units.

Density Transfer: Refers to moving/transferring the ability to develop a certain number of dwelling units (as allowed under existing zoning) from one lot to another. Can be used to help preserve environmental, heritage values on a donor site (site giving density) and to increase density to help build more compact development on a receiving site.

Development Permit Area: A Development Permit Area (DPA) is established to

address a concern or issue that cannot be addressed through zoning regulations relating to an area specified by an Official Community Plan or Village Plan. The authority for the RDN to establish DPAs is set out in the Local Government Act, Sections 919.1 and 920.

A development permit is generally required prior to building and subdivision or alteration of land within a DPA. Issue such as protecting the natural environment and protecting development from a natural hazard can be addressed through a development permit.

Duplex: A building with two self-contained dwelling units with separate outside entrances sharing a common roof. The units may be stacked, side by side or front and back.

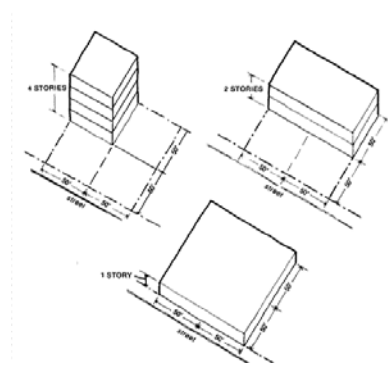
Façade: Refers to the exterior 'face' of a building, from ground level to the roof and from side to side. May refer to front, side or rear facade.

Fast Tracking: Term used to refer to a method/s of expediting the application process for a development. These methods are used by other local governments as incentives to encourage certain types of development. For example, development that meets environmental and social objectives such as green buildings or affordable housing projects.

Note - the RDN does not currently have such a system in place.

FAR (Floor Area Ratio) also known as FSR (Floor Space Ratio):

FAR-Relationship or ratio of total horizontal building floor area to lot area (also known as floor space ratio, floor area ratio or floor space index). For example a building of 5,000 m² on a 10,000 m² lot has a FAR of 0.5 or a 20,000m² building on a 10,000m² lot has a FAR of 2:1. Also see **Density**.



Three examples of buildings with an FAR of 1:0

Full Cut Off (FCO) Light:

A light fixture with a flat glass panel beneath which, when mounted horizontally, emits no light above the horizontal.

<http://www.britastro.org/dark-skies/glossary.html>

Garden suites or Granny Flats: Detached suites on single family lots above garages or

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in accessory buildings. Garden suites can also be ground level suites within a main residence. Source West Coast Environmental Law website <http://www.wcel.org/issues/urban/sbg/glossary/>

Green Infrastructure: means use of processes and systems that are natural or mimic nature to provide community services (i.e. design with nature). It means using natural systems for community services like rainwater management, water treatment and public space.

<http://www.waterbucket.ca/gi/index.asp?sid=5&id=15&type=single>

Green Space: Public or private land that is in a vegetated state. It can be landscaped with lawns and shrubs or it may consist of natural vegetation.

Green Streets: aim to manage storm water runoff as a resource rather than a waste. A Green Street can be defined as a street designed to:

- Integrate a system of rainwater management within its right of way.
- Capture rainwater runoff and allow it to soak into the ground as soil and vegetation filter pollutants.
- Reduce the amount of water that is piped directly to streams and rivers.
- Be a visible component of a system of “green infrastructure” that is incorporated into the aesthetics of the community by creating attractive streetscapes that connect business areas, neighbourhoods, parks and schools.
- Make the best use of the street tree canopy for rainwater interception as well as temperature mitigation and air quality improvement.
- Ensure the street has the least impact on its surroundings, particularly at locations where it crosses a stream or other sensitive area.



Green streets can be designed to accommodate the needs of pedestrians, bicyclists and vehicles.

Definition from combined directly from the following two sources:

Charles River Watershed Association Weston Massachusetts, USA

<http://www.crwa.org/projects/ESUD/GreenStreet.pdf> and City of Portland, Oregon, USA <http://www.portlandonline.com/bes/index.cfm?a=196299&c=47012>

Greenways/ Green Corridors:

A network of pathways, bikeways, waterways or undeveloped networks of green space, featuring view points, heritage resources and natural wildlife habitat and vegetation.

Height: The distance measured vertically between the natural grade and the highest

point of the roof of a building. Height can also mean the number of floors or storeys.

Human Scale: refers to the design of buildings or sites to relate well to average human proportions and preferences. Human scaled buildings and environments are physically comfortable and psychologically attractive for people who use them. Human scaled environments are focused towards pedestrians rather than vehicles.

Industrial Use: For the purposes of this plan industrial use means the wholesale, warehousing, testing, service, repair or maintenance of an article, substance, material, fabric or compound, and includes artisan and manufacturing shop, having a gross floor area not exceeding 200 sq. meters, and retail sales accessory to the principal use. Where business operations can be carried out without disrupting adjacent uses through noise, odour, vibration, heat, high illumination levels, and waste generation; and where operations do not compromise the quality and quantity of surface and groundwater and air quality.

Institutional Development:

Means land used for any public or private entity or agency that operates to provide a community service (including regional provincial, federal, school districts, improvement districts and other agencies). Institutional uses may include schools or other educational facilities, libraries, seniors care facilities, cultural centres, and medical facilities.

Infill Development:

The new buildings on vacant or underused sites within a built-up area. This may be via subdivision of large lots to smaller ones, additions to existing buildings, e.g., by building on an existing sideyard, or redevelopment of an underutilized site.

Interface Fire: term used for fires that have the potential to simultaneously involve both structures (and other man-made developments) and wildland fuels.

Source: Bowhorn Bay Community Wildfire Protection Plan. Strathcona Forestry Consulting, July 2007

Land Use: type of activity present on a property. Typical examples may include: retail, office, light industrial, residential, institutional and park.

LEED™: The Leadership in Energy and Environmental Design (LEED) Green Building Rating System™ is a third-party certification program and an internationally accepted benchmark for the design, construction and operation of high performance green buildings. It provides building owners and operators the tools they need to have an immediate and measurable impact on their buildings' performance.

LEED promotes a whole-building approach to sustainability by recognizing performance in five key areas of human and environmental health:

- sustainable site development
- water efficiency
- energy efficiency
- materials selection
- indoor environmental quality

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Source: <http://www.cagbc.org/leed/what/index.php>

Live/Work Unit: means a building that includes space for a commercial use, generally on the ground floor, and a residential unit as the principal residence for the business operator or an employee.

Local Government Act (B.C.): A Provincial law that sets out the legal framework for municipalities and regional districts to create bylaws, budgets, undertake local services, regulate land use, and development of plans.

See: <http://www.bclaws.ca/>

Lot Coverage: The maximum area of a lot that may be occupied by a building/structure or other impervious surfaces such as paving. Lot coverage may be expressed as a percentage or total area.

Mass: Refers to the overall three-dimensional shape of a building and its scale in relation to its surroundings. Massing includes a combination of size, form, footprint, and height. The mass of a three storey building can be 'reduced' by varying architectural treatments including 'stepping' back upper floors, incorporating third floors into rooflines, using building articulation (use of different materials, colours and location of windows, doors and balconies) to give the appearance of a series of smaller buildings as opposed to one 'massive' structure. (See Articulation and Modulation)

Mixed-Use: Different uses in relatively close proximity to each other either within the same building, site or neighbourhood. A mixed use building might contain retail shops at street level with apartments or offices above. A mixed use site might contain a combination of residential, commercial and institutional uses. A mixed use neighbourhood might contain a wide range of housing types from apartment buildings, single family dwellings, townhouses, retail shops, offices, institutional uses (such as schools, hospitals, daycares, government buildings, recreational or cultural).

Modulation: Refers to 'stepping back' or 'projecting forward' of portions of a building face, within specified intervals of building width and depth. This can be used to achieve building articulation and reducing the apparent bulk/mass of a structure's continuous exterior walls. (See Stepping Back, Massing and Articulation)

Multi-family/ Multi-residential: Refers to a building or lot containing more than one dwelling unit. This includes apartments, townhouses, fourplexes, triplexes, and duplexes.

OCP/Official Community Plan: A general statement, in the form of a bylaw, of the broad objectives and policies of the local government respecting the form and character of existing and proposed land use and servicing requirements in the area covered by the plan. It provides the policy framework for developing the detailed policies in the village centre plans.

Office Use: Premises used for services, including professional, financial, clerical, administrative and medical.

Orientation: Direction that a building (including windows, balconies, patios and entrances) or site is facing. This may be in relation to the street, pedestrian paths, open space, views or climate and energy considerations (solar gain, wind protection).

Public Realm: Refers to all areas where the public has open access including streets/road right of ways, parks, open courtyards, and public amenities such as cultural, civic or recreational buildings.

Rain Gardens: Landscaped collection basins designed to infiltrate water into soils. Rain gardens can assist with improving groundwater recharge and reducing surface run-off while being aesthetically pleasing.

Reception Centre: A term used to describe a site where evacuees may be received during a disaster. This may be a facility such as a recreation centre, church hall, school, hotel lobby, or even a tent -it depends on what is available in the community or what is needed. Source: BC Ministry of Public Safety and Solicitor General Website <http://www.ess.bc.ca/reception.htm>

Regional District: A provincially established group of local governments and administrative districts providing coordinated services to both urban and rural parts of a region. It is managed by a board of directors appointed from the member municipalities and electoral areas.

Regional districts were formed in the mid-1960s to perform two functions: to deliver local services to areas outside of municipalities and to provide a way for municipalities and rural areas to jointly fund services which benefit the entire region. Provincial laws provide regional districts with their mandate and authority to carry out services (see *Local Government Act*).

Regional District of Nanaimo: The Regional District of Nanaimo (RDN) covers over 2000 km² of land extending along the coast of Vancouver Island from the rural communities of Deep Bay to Cedar in the South. The RDN includes unincorporated rural communities like Deep Bay, Bowser, Qualicum Bay, Dashwood, Coombs, Errington, Nanoose Bay, Mudge Island, Gabriola, East Wellington, South Wellington, Extension and Cedar. The RDN also includes the Town of Qualicum Beach, City of Parksville, District of Lantzville and City of Nanaimo.

Regional Growth Strategy: The RDN Regional Growth Strategy (RGS) developed and approved by the member municipalities and the regional district in partnership, on social, economic and environmental goals and priority actions.

A regional growth strategy (RGS) is a local government strategic plan to promote human settlement that is socially, economically and environmentally healthy and that makes efficient use of public facilities, land and other resources. An RGS gives long range planning direction for regional district and municipal official community plans (OCPs) and provides a basis for decisions regarding implementation of provincial programs in the area. (Source Ministry of Community and Rural Development website: http://www.cd.gov.bc.ca/LGD/planning/growth_strategies.htm)

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Residential Use: Premises used primarily for human habitation.

Retail Use: Premises used for the sale of services or goods.

Row house: Attached single-family dwellings on individual strata lots. Row houses share common walls with one or two adjacent units.

Seniors Housing: Housing for those aged 55 years and up.

Setbacks: The distance between a lot line or natural boundary and the edge of a building or structure.

Shared Parking: Parking spaces assigned to more than one use where persons utilizing the spaces are unlikely to need the spaces at the same time of day.

Stacked Townhouse: Usually consists of two-storey homes stacked one on top of the other in a row of four or more homes. The units may have more than one level. All units have direct access from the outside. (Source -Canada Housing and Mortgage Corporation website: <http://www.cmhc-schl.gc.ca>)

Stepping Back: Use of building modulation to set back upper floors of a building from the ground floor front façade. Useful technique for creating a more pedestrian friendly and human scale streetscape. For example, the third floor of a three storey building can be set back from the first two floors to give the impression of a two storey building façade. Can also be used to reduce the mass of a building on a sloped site and protect view corridors. (See Modulation and Massing)

Storey: A habitable floor level within a building.

Street Furniture: includes a wide variety of elements designed for public convenience along streets or sidewalks such as lighting, fire hydrants, signs, benches, transit shelters, bicycle racks, waste/recycling containers, bollards and planters.

Swale: a vegetated strip of land designed to collect and hold rainwater runoff, clean it with natural soil and vegetation filters, and then infiltrate it into the ground.

Traffic Calming: Measures taken to slow traffic and improve safety conditions for pedestrians along roads in local communities. These may include the use of signage, different paving surfaces, roundabouts, speed bumps, perceived and actual narrowing of streets/roads. Visual cues include bringing buildings closer to streets, uses of landscaping and street furniture.

Tourist Accommodation: Accommodations for people who normally reside elsewhere, e.g., hotel, motel, resort cottages, and bed and breakfast.

Townhouse: Attached single-family dwellings on individual strata lots. Townhouses share a common wall with one or more adjacent units.

Universal Design: This means the design of products and environments to be useable by all people, to the greatest extent possible without the need for adaptation or

specialized design. In the context of housing design, universal design means designs that minimize or eliminate restrictions to occupant movement, usually included in homes for seniors or people with disabilities. Examples include wider hallways, wider doorways, ramps, etc.

Village Centre: The historic and traditional centres in unincorporated areas. These centres are intended to be developed to include a mix of higher density residential, commercial, institutional and recreational uses that support the areas rural character and quality of life. They include places to live, work, learn and play and access services and are supported by appropriately scaled public works infrastructure. They should be linked to surrounding neighbourhoods through green space, parks, roads, walking trails, and bicycle paths.

Village Centre Plan: A plan that outlines a community's vision, principles, policies and guidelines for managing change in a designated village centre. It generally provides detailed information about future land use change.

Wildland Urban Interface (WUI): the area where structures, businesses, and other human activities and pursuits are situated among trees and other combustible vegetation.

Source: Bowhorn Bay Community Wildfire Protection Plan. Strathcona Forestry Consulting, July 2007

Woonerf: A Dutch term for a traffic calmed street where pedestrians and cyclists have priority over motorists. Street design and low vehicle speeds allow streets to be used as a public living room for children and adults to gather and play.



Mole Lane, City of Vancouver. Source www.cityfarmer.org/mole.html

Key woonerf design features include:

- gateways marking the entrance to a woonerf area;
- curves to slow vehicle traffic;
- street trees, landscaping, play equipment and street furniture that provide environmental and recreational amenities as well as forcing vehicles to slow down;
- no curbs; and
- intermittent parking so that cars do not form a wall of steel between the roadway and houses

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Source: Donald Appleyard *Livable Streets*, Berkeley, CA: University of California Press, 1981.

Zero Waste: A goal and a process that involves individuals, communities and local, provincial and federal governments sharing a vision of a future where garbage is a thing of the past.

Zero Waste focuses on reducing the RDN's environmental footprint by minimizing the amount of waste that enters landfills through reduction, reuse, recycling, redesign, composting, and other actions.

Source: <http://www.rdn.bc.ca/cms.asp?wpID=1063>

Zoning: The division of a municipality or regional district by bylaw, into different zones in which different aspects of land use is regulated including: lot size; density/intensity of use; land use; and, the siting, size, shape and height of buildings (e.g. RDN Bylaw No. 500).