

## REGIONAL DISTRICT OF NANAIMO

### MINUTES OF THE INAUGURAL MEETING OF THE BOARD OF THE REGIONAL DISTRICT OF NANAIMO HELD ON TUESDAY, DECEMBER 14, 2010, AT 7:00 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
Alternate	
Director C. Burger	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director C. Haime	District of Lantzville
Director J. Ruttan	City of Nanaimo
Alternate	
Director F. Pattje	City of Nanaimo
Director L. Sherry	City of Nanaimo
Alternate	
Director M. Unger	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director B. Holdom	City of Nanaimo
Director J. Kipp	City of Nanaimo

#### Also in Attendance:

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

#### CALL TO ORDER

The Chief Administrative Officer called the meeting to order and welcomed Alternate Directors Burger, Unger and Pattje to the meeting.

Notification from the City of Nanaimo, City of Parksville, Town of Qualicum Beach and the District of Lantzville advising of their Council appointments to the Board for the year 2011 were confirmed.

### **ELECTION OF BOARD CHAIRPERSON**

The Chief Administrative Officer called for nominations for the position of Chairperson for the year 2011.

Director Holme nominated Director Stanhope.

There being no further nominations, the Chief Administrative Officer declared Director Stanhope Chairperson for 2011.

### **ELECTION OF DEPUTY CHAIRPERSON**

The Chief Administrative Officer called for nominations for the position of Deputy Chairperson for the year 2011.

Director Holdom nominated Director McNabb.

There being no further nominations, the Chief Administrative Officer declared Director McNabb Deputy Chairperson for the year 2011.

### **ELECTION OF ALTERNATE DEPUTY CHAIRPERSON**

The Chief Administrative Officer called for nominations for the position of Alternate Deputy Chairperson for the year 2011.

Director Ruttan nominated Director Holdom.

There being no further nominations, the Chief Administrative Officer declared Director Holdom Alternate Deputy Chairperson for the year 2011.

### **BOARD MINUTES**

MOVED Director Unger, SECONDED Director Johnstone, that minutes of the regular Board meeting held November 23, 2010 be adopted.

CARRIED

### **COMMUNICATIONS/CORRESPONDENCE**

**Donna Allen, School District 68, re Request for Sidewalks, Electronic & Marked Crosswalks and Streetlighting in Cedar.**

MOVED Director Burnett, SECONDED Director Ruttan, that the correspondence from Donna Allen, School District 68 be received.

CARRIED

**Gregory Phelps, Comox Valley Regional District, re CVRD Regional Growth Strategy.**

MOVED Director Burnett, SECONDED Director Ruttan, that the correspondence from Gregory Phelps, Comox Valley Regional District be received.

CARRIED

**UNFINISHED BUSINESS**

**BYLAWS**

**For Adoption.**

**Bylaw No. 813.46**

MOVED Director Westbrook, SECONDED Director Bartram, that "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.46, 2010" be adopted.

CARRIED

**Bylaw No. 889.58**

MOVED Director Westbrook, SECONDED Director Burger, that "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.58, 2010" be adopted.

CARRIED

**Bylaw No. 1062.03**

MOVED Director Westbrook, SECONDED Director Bartram, that "French Creek Village Streetlighting Service Boundary Amendment Bylaw No. 1062.03, 2010" be adopted.

CARRIED

**Bylaw No. 1385.07**

MOVED Director Bartram, SECONDED Director Burger, that "Bow Horn Bay Fire Protection Service Amendment Bylaw No. 1385.07, 2010" be adopted.

CARRIED

**Bylaw No. 1004.05**

MOVED Director Burnett, SECONDED Director Johnstone, that "Duke Point Sewer Service Amendment Bylaw No. 1004.05, 2010" be adopted.

CARRIED

**Bylaw No. 1445.04**

MOVED Director Burnett, SECONDED Director Johnstone, that "Cedar Sewer Service Amendment Bylaw No. 1445.04, 2010" be adopted.

CARRIED

**Bylaw No. 1521.01**

MOVED Director Burnett, SECONDED Director Johnstone, that "Cedar Sewer Small Residential Properties Capital Financing Service Amendment Bylaw No. 1521.01, 2010" be adopted.

CARRIED

**STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES AND RECOMMENDATIONS**

**ELECTORAL AREA PLANNING STANDING COMMITTEE**

MOVED Director Bartram, SECONDED Director Young, that minutes of the Special Electoral Area Planning Committee meeting held November 23, 2010 be received for information.

CARRIED

**AMENDMENT APPLICATIONS**

**Bylaw No. 500.365 to Support Zoning Amendment Application No. 2010-179 – Atkinson – 2913 Jameson Road – Area ‘C’.**

MOVED Director Young, SECONDED Director Bartram, that Zoning Amendment Application No. PL2010-179 to rezone the subject property from Subdivision District `D' to Subdivision District 'F' be approved excluding the conditions set out in Schedule No. 1.

CARRIED

MOVED Director Young, SECONDED Director Bartram, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.365, 2010" be introduced and read two times.

CARRIED

MOVED Director Young, SECONDED Director Bartram, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.365, 2010" be delegated to Director Young or her alternate.

CARRIED

Director Stanhope asked staff what the implications were of removing the requirement for a covenant. The CAO responded that staff would prepare a report providing clarification on the impacts of requiring covenants on amendments to protect groundwater services.

**Bylaw No. 500.366 to Support Zoning Amendment Application No. 2010-084 & Development Permit Application No. 2010-214 – BC Housing – 280 Lions Way – Area ‘H’**

MOVED Director Bartram, SECONDED Director Holme, that the summary of the public information meeting held on November 18, 2010 be received.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that Application No. PL2010-084 to rezone a portion of the subject property from Public 1(PU 1) to Comprehensive Development (CD41) be approved subject to the conditions in Schedule No. 1.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.366, 2010" be introduced and read two times.

CARRIED

MOVED Director Bartram, SECONDED Director Holme, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.366, 2010" be delegated to Director Bartram or his alternate.

CARRIED

***DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS***

**Development Permit with Variances Application No. 2010-125 – Summit Signs – 587 Alberni Highway – Area ‘G’.**

MOVED Director Bartram, SECONDED Director Holme, that Development Permit with Variances Application No. PL2010-125 to permit the construction of a freestanding sign be denied.

CARRIED

***OTHER***

**Bylaw No. 1432.01 – Amends the Development Approval Procedures & Notification Bylaw.**

MOVED Director Bartram, SECONDED Director Holme, that “Regional District of Nanaimo Development Approval Procedures and Notification Amendment Bylaw No. 1432.01, 2010” be introduced and read three times.

CARRIED

**COMMISSIONS**

**District 69 Recreation Commission.**

MOVED Director Bartram, SECONDED Director Burger, that the minutes of the District 69 Recreation Commission meeting held November 18, 2010 be received for information.

CARRIED

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

MOVED Director Burnett, SECONDED Director Young, that the minutes of the Electoral Area ‘A’ Parks, Recreation and Culture Commission meeting held November 17, 2010 be received for information.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that the Cedar Community Hall Association funding request be referred back to staff for clarification on the concerns raised by the Commission.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that the Cedar Scouts Grant-In-Aid application for camping equipment in the amount of \$1,625 be approved.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that Commissioner Rangno’s resignation be received.

CARRIED

MOVED Director Burnett, SECONDED Director Young, that staff investigate the development of either a certificate or letter of appreciation for retiring Electoral Area ‘A’ Parks, Recreation and Culture Commission members

CARRIED

## **SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEE REPORTS**

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

MOVED Director Young, SECONDED Director Burnett, that the minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee meeting held November 8, 2010 be received for information.

CARRIED

### **Electoral Area 'B' Parks and Open Space Advisory Committee.**

MOVED Director Rudischer, SECONDED Director Bartram, that the minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held October 7, 2010 be received for information.

CARRIED

### **Drinking Water Watershed Protection Advisory Committee.**

MOVED Director Bartram, SECONDED Director Holdom, that the minutes of the Drinking Water Watershed Protection Advisory Committee meeting held September 21, 2010 and November 23, 2010 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Holdom, that the Drinking Water Watershed Protection Advisory Committee terms of reference be amended to include a representative from the Ministry of Transportation and Infrastructure.

CARRIED

### **Regional Liquid Waste Advisory Committee.**

MOVED Director Holme, SECONDED Director Ruttan, that the minutes of the Regional Liquid Waste Advisory Committee meeting held October 7, 2010 be received for information.

CARRIED

### **Sustainability Select Committee.**

MOVED Director Bartram, SECONDED Director Kipp, that the minutes of the Sustainability Select Committee meeting held November 17, 2010 be received for information.

CARRIED

MOVED Director Bartram, SECONDED Director Kipp, that the correspondence regarding the Green Building Leaders Program be endorsed by the Board, signed by the Board Chair, and forwarded to the Green Building Leaders program coordinator for delivery to the Province.

CARRIED

MOVED Director Bartram, SECONDED Director Kipp, that the letter also be forwarded to the AVICC and UBCM.

CARRIED

## **ADMINISTRATOR'S REPORTS**

### **Municipal Finance Authority.**

MOVED Director Sherry, SECONDED Director Holme, that this report be received for information.

CARRIED

**2010 Departmental Accomplishments & Activities.**

MOVED Director Holdom, SECONDED Director Bartram, that the Board receive the summary of activities and departmental accomplishments for the Regional District of Nanaimo for 2010.

CARRIED

**2011 Meeting Schedule.**

MOVED Director Holdom, SECONDED Director Burger, that the 2011 meeting schedule be received for information.

CARRIED

**Bylaws No. 1612, 1613 & 1614 – Establishes Reserve Funds for Nanaimo River Fire Protection Service, Fairwinds Streetlighting Service and Morningstar Streetlighting Service.**

MOVED Director Westbrook, SECONDED Director Holme, that "Nanaimo River Fire Protection Service Capital Reserve Fund Establishment Bylaw No. 1612, 2010" be introduced and read three times.

CARRIED

MOVED Director Westbrook, SECONDED Director Holme, that "Nanaimo River Fire Protection Service Capital Reserve Fund Establishment Bylaw No. 1613, 2010" be adopted.

CARRIED

MOVED Director Westbrook, SECONDED Director Holme, that "Fairwinds Streetlighting Local Service Area Reserve Fund Establishment Bylaw No. 1613, 2010" be introduced and read three times.

CARRIED

MOVED Director Westbrook, SECONDED Director Holme, that "Fairwinds Streetlighting Local Service Area Reserve Fund Establishment Bylaw No. 1613, 2010" be adopted.

CARRIED

MOVED Director Westbrook, SECONDED Director Holme, that "Morningstar Streetlighting Local Service Area Reserve Fund Establishment Bylaw No. 1614, 2010" be introduced and read three times.

CARRIED

MOVED Director Westbrook, SECONDED Director Holme, that "Morningstar Streetlighting Local Service Area Reserve Fund Establishment Bylaw No. 1614, 2010" be adopted.

CARRIED

**Bylaw 1385.08 – Expands Cost Recovery Options for the Bow Horn Bay Fire Protection Service.**

MOVED Director Bartram, SECONDED Director Young, that "Bow Horn Bay Fire Protection Service Amendment Bylaw No. 1385.08, 2011" be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

**Bylaw No. 500.364 to Support Zoning Amendment Application No. 2010-031 – Peter Mason Land Surveying – 1120 Keith Road – Area 'H'.**

MOVED Director Bartram, SECONDED Director Young, that Zoning Amendment Application No. PL2010-031 to rezone the subject from Subdivision District `B' to Subdivision District `CC' be approved.

CARRIED

MOVED Director Bartram, SECONDED Director Young, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.364, 2010" be introduced and read two times.

CARRIED

MOVED Director Bartram, SECONDED Director Young, that the public hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.364, 2010" be delegated to Director Bartram or his alternate.

CARRIED

**District 68 Animal Control Service – Renewal of Agreement with Coastal Animal Control Services of BC Ltd.**

MOVED Director Burnett, SECONDED Director Johnstone, that the contract for Animal Control Services in District 68 with Coastal Animal Control Services of BC Limited commencing January 1, 2011 and ending December 31, 2013 be approved.

CARRIED

**Whiskey Creek Water Service – Approval of Agreements to Acquire System and Adoption of Bylaws No. 1605 & 1606.**

MOVED Director Biggemann, SECONDED Director Holme, that the Land and Waterworks/Utility Transfer Agreement between the Whiskey Creek Water District and the Regional District of Nanaimo be approved.

CARRIED

MOVED Director Biggemann, SECONDED Director Holme, that the Contract of Sale of Goods (Absolute) between the Whiskey Creek Water District and the Regional District of Nanaimo be approved.

CARRIED

MOVED Director Biggemann, SECONDED Director Holme, that the Assignment of Water Licenses Agreement between the Whiskey Creek Water District and the Regional District of Nanaimo be approved.

CARRIED

MOVED Director Biggemann, SECONDED Director Holme, that the Transfer of Charge Agreement between the Whiskey Creek Water District and the Regional District of Nanaimo be approved.

CARRIED

MOVED Director Biggemann, SECONDED Director Holme, that the "Whiskey Creek Water Services Establishment Bylaw No. 1605, 2010" be adopted.

CARRIED

MOVED Director Biggemann, SECONDED Director Holme, that the "Whiskey Creek Water Services Loan Authorization Bylaw No. 1606, 2010" be adopted.

CARRIED



**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Donna Allen, School District 68, re Request for Sidewalks, Electronic & Marked Crosswalks and Streetlighting in Cedar.**

MOVED Director Burnett, SECONDED Director Young, that this issue be referred back to staff to arrange and facilitate a meeting with School District 68, MOTI and North Cedar Improvement District.

CARRIED

**NEW BUSINESS**

Chairperson Stanhope advised the Board that the Municipal Finance Authority would be available to make a presentation to the Board if desired.

**Wood First Act.**

MOVED Director Holme, SECONDED Director Johnstone, that staff prepare a report with recommendations regarding the development of a "Wood First" policy.

CARRIED

**ADJOURNMENT**

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

CARRIED

TIME: 7:40 PM

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION