

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, JANUARY 24, 2012 AT 7:00 PM IN THE  
RDN BOARD CHAMBERS**

**Present:**

Director J. Stanhope	Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director J. Fell	Electoral Area F
Director W. Veenhof	Electoral Area H
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach
Director B. Dempsey	District of Lantzville
Director J. Ruttan	City of Nanaimo
Alternate	
Director B. McKay	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director T. Greves	City of Nanaimo
Director G. Anderson	City of Nanaimo

**Regrets:**

Director D. Brennan	Deputy Chairperson
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**Also in Attendance:**

C. Mason	Chief Administrative Officer
M. Pearse	Sr. Mgr., Corporate Administration
W. Idema	A/C 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
C. McIver	A/C Gen. Mgr., Transportation & Solid Waste Services
N. Hewitt	Recording Secretary

**CALL TO ORDER**

The Chairperson welcomed Alternate Director McKay to the meeting.

**BOARD MINUTES**

MOVED Director Johnstone, SECONDED Director Ruttan, that the minutes of the Inaugural Board meeting held December 13, 2011, and the minutes of the Special Board meeting held January 10, 2012 be adopted.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**Faye Smith, Mid Vancouver Island Habitat Enhancement Society, re Request for Letter of Support.**

MOVED Director Holme, SECONDED Director Lefebvre, that the correspondence from Mid Vancouver Island Habitat Enhancement Society be received

CARRIED

**Residents of Lundine Lane and Meadow Drive, re Development Permit with Variance Application No. PL2010-093 – Area ‘G’.**

MOVED Director Holme, SECONDED Director Lefebvre, that the correspondence from residents of Lundine Lane and Meadow Drive be received.

CARRIED

**Bernice Hannam, School District 69 (Qualicum), re School Board Representative to the District 69 Recreation Commission.**

MOVED Director Holme, SECONDED Director Lefebvre, that the correspondence from School District 69 be received.

CARRIED

**BYLAWS**

**For Adoption.**

**Bylaw No. 813.49.**

MOVED Director Holme, SECONDED Director Houle, that "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.49, 2012" be adopted

CARRIED

**Bylaw No. 889.62.**

MOVED Director Lefebvre, SECONDED Director Veenhof, that "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.62, 2012" be adopted.

CARRIED

**Bylaw No. 1062.04.**

MOVED Director Holme, SECONDED Director Young, that "French Creek Village Streetlighting Local Service Area Boundary Amendment Bylaw No. 1062.04, 2012" be adopted.

CARRIED

**Bylaw No. 1646.**

MOVED Director Holme, SECONDED Director Johnstone, that "San Pareil Water System (Fire Protection Improvements) Service Establishing Bylaw No. 1646, 2011" be adopted.

CARRIED

**Bylaw No. 1647.**

MOVED Director Holme, SECONDED Director Johnstone, that "San Pareil Water System (Fire Protection Improvements) Service Loan Authorization Bylaw No. 1647, 2011" be adopted.

CARRIED

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

**ELECTORAL AREA PLANNING STANDING COMMITTEE**

MOVED Director Holme, SECONDED Director Lefebvre, that the minutes of the Electoral Area Planning Committee meeting held January 10, 2012 be received for information.

CARRIED

**PLANNING**

***DEVELOPMENT PERMIT APPLICATIONS***

**Development Permit Application No. PL2011-166 – Marilyn Bennett – 991 Maple Lane Drive – Area 'G'.**

MOVED Director Holme, SECONDED Director Veenhof, that Development Permit Application No. PL2011-166 to permit the construction of an addition to the existing dwelling unit be approved subject to the conditions outlined in Schedules No. 1 to 2.

CARRIED

**Development Permit Application No. PL2011-168 – Scott Bentzen – 729 and 735 Despard Avenue – Area 'G'.**

MOVED Director Holme, SECONDED Director Young, that Development Permit Application No. PL2011-168, in conjunction with a subdivision application, be approved subject to the conditions outlined in Schedules No. 1 to 2.

CARRIED

***DEVELOPMENT PERMIT WITH VARIANCE APPLICATIONS***

**Development Permit with Variance Application No. PL2010-093 – Meade – Lundine Lane – Area 'G'.**

MOVED Director Holme, SECONDED Director Veenhof, that staff be directed to complete the required notification.

CARRIED

MOVED Director Holme, SECONDED Director Veenhof, that Development Permit with Variance Application No. PL2010-093 to permit the construction of a single-family dwelling be approved subject to the conditions outlined in Schedules No. 1 to 3.

CARRIED

MOVED Director Holme, SECONDED Director Veenhof, that staff report back to the Board on dealing with variances to frontage requirements and panhandle lots.

CARRIED

**DEVELOPMENT VARIANCE PERMIT APPLICATIONS**

**Development Variance Permit Application No. PL2011-175 – Donald & Hilary Lane – 3048 Bay Road – Area 'H'.**

MOVED Director Holme, SECONDED Director Veenhof, that staff be directed to complete the required notification.

CARRIED

MOVED Director Holme, SECONDED Director Veenhof, that Development Variance Permit Application No. PL2011-175 to vary the maximum floor area of accessory buildings in the CD9 zone from 10 m<sup>2</sup> to 14 m<sup>2</sup> to legalize an existing accessory building be approved as outlined in Schedule No. 1.

CARRIED

**Development Variance Permit Application No. PL2011-194 – Glencar Consultants Inc. – Bouman Place & Wembley Road – Area 'G'.**

MOVED Director Holme, SECONDED Director Young, that staff be directed to complete the required notification.

CARRIED

MOVED Director Holme, SECONDED Director Young, that Development Variance Permit Application No. PL2011-194 to reduce the setback from "Other Lot Lines" adjacent to the existing walkway (lane) within the subject properties be approved as outlined in Schedules No. 1, 2 and 3.

CARRIED

**COMMITTEE OF THE WHOLE STANDING COMMITTEE**

MOVED Director Lefebvre, SECONDED Director Greves, that the minutes of the Committee of the Whole meeting held January 10, 2012 be received for information.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**Gabriola Land Conservancy, re Cox Community Park.**

MOVED Director Houle, SECONDED Director Anderson, that the correspondence from Gabriola Land Conservancy regarding the Cox Community Park be received.

CARRIED

**Debbie Comis, City of Parksville, re 2012 Council Appointments to the District 69 Recreation Commission, the Arrowsmith Water Service Management Board, and the Englishman River Water Service Management Board.**

MOVED Director Houle, SECONDED Director Anderson, that the correspondence from the City of Parksville regarding the 2012 Council Appointments for the District 69 Recreation Commission, the Arrowsmith Water Service Management Board and the Englishman River Water Service Management Board be received.

CARRIED

**Laurie Gourlay, Mid Island Sustainability & Stewardship Initiative, re RDN Trans Canada Trail Route and Green Space.**

MOVED Director Houle, SECONDED Director Anderson, that the correspondence from Mid Island Sustainability & Stewardship Initiative be received.

CARRIED

**Rob Steele, re Rerouting of the Trans Canada Trail.**

MOVED Director Houle, SECONDED Director Anderson, that the correspondence from Rob Steele regarding the Trans Canada Trail be received.

CARRIED

**FINANCE AND INFORMATION SERVICES**

**FINANCE**

**Bylaw No. 1651 – A Bylaw to Authorize Preparation of 2012 Parcel Tax Rolls.**

MOVED Director Lefebvre, SECONDED Director Kipp, that the "2012 Parcel Tax Assessment Roll Bylaw No. 1651, 2012", be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Greves, that the "2012 Parcel Tax Assessment Roll Bylaw No. 1651, 2012" be adopted.

CARRIED

MOVED Director Holme, SECONDED Director Kipp, that the Board appoint the Chairperson, the Senior Manager, Corporate Administration and the General Manager, Finance and Information Services to preside as the 2012 parcel tax review panel.

CARRIED

**Bylaw No. 897.06 – A Bylaw to Include Electoral Area 'H' as a Participant in the Northern Community Transit Service.**

MOVED Director Veenhof, SECONDED Director Young, that "Northern Community Transit Service Amendment Bylaw No. 897.06, 2012" be introduced for three readings and be forwarded to the Inspector of Municipalities for approval.

CARRIED

**2012 Proposed Budget Overview.**

MOVED Director Johnstone, SECONDED Director Ruttan, that the report on the proposed 2012 budget be received.

CARRIED

**Bylaw No. 1653 – A Bylaw to Establish a Cedar Community Policing Contribution Service.**

MOVED Director McPherson, SECONDED Director Ruttan, that the funding request from the Cedar Community Policing Office be supported commencing in 2012 subject to approval of Bylaw No. 1653.

CARRIED

MOVED Director McPherson, SECONDED Director Ruttan, that elector assent to establish annual funding in the amount of \$2,000 for the Cedar Community Policing Office from Electoral Area `A', be obtained using the alternative approval process.

CARRIED

MOVED Director McPherson, SECONDED Director Ruttan, that "Cedar Community Policing Office Contribution Service Establishment Bylaw No. 1653, 2012" be introduced for first three readings and be forwarded to the Ministry of Community, Sport and Cultural Development for approval.

CARRIED

MOVED Director McPherson, SECONDED Director Ruttan, that the attached Cedar Community Policing Office Contribution Service Elector Response Form be approved.

CARRIED

### ***DEVELOPMENT SERVICES***

#### **BUILDING, BYLAW & EMERGENCY PLANNING**

##### **Appointment of Animal Control Officer.**

MOVED Director Holme, SECONDED Director Houle, that William Jonathan Mitchell of Coastal Animal Control Services of BC Limited be appointed as a Bylaw Enforcement Officer for the specific purpose of enforcing Regional District of Nanaimo Animal Control and Licensing Bylaws.

CARRIED

### ***REGIONAL AND COMMUNITY UTILITIES***

#### **WATER**

##### **Drinking Water and Watershed Protection Service Water Budget – Consultant Services Contract Award.**

MOVED Director Johnstone, SECONDED Director Houle, that the Water Budget Project / Phase One — RDN Vancouver Island, be awarded to Waterline Resources Inc. for \$170,000.

CARRIED

#### **WASTEWATER**

##### **Bylaw No. 975.57 – Pump & Haul Amendment Bylaw to Exclude Strata Lot 180, Block 526, Strata Plan VIS 4673, Cameron Lot District – 1556 Pady Place – Area 'F'.**

MOVED Director Fell, SECONDED Director Veenhof, that the boundaries of the "Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995" be amended to exclude Strata Lot 180, Block 526, Strata Plan VIS4673, Cameron Land District.

CARRIED

MOVED Director Fell, SECONDED Director Veenhof, that the "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.57, 2012" be introduced and read three times.

CARRIED

**TRANSPORTATION AND SOLID WASTE SERVICES**

**SOLID WASTE**

**Regional Landfill Security Services Contract Award.**

MOVED Director Holme, SECONDED Director Ruttan, that the Board award the contract for security services at the Regional Landfill to Footprints Security for a period of three years commencing March 1, 2012 at a total cost of \$275,946.00.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Trans Canada Trail.**

MOVED Director Young, SECONDED Director Kipp, that staff be directed to report back to the Board on the feasibility of constructing a pedestrian bridge over the Nanaimo River along the dedicated Trans Canada Trail route and work in partnership with Trails BC on this initiative including sourcing potential grant funding through Trans Canada Trail and Parks Canada.

CARRIED

**Port Theatre Operations Budget.**

MOVED Director Johnstone, SECONDED Director Anderson, that staff be directed to report back to the Board on the request to consider an annual cost of living increase to the contribution to the Port Theatre.

CARRIED

**Gabriola Gun Club.**

MOVED Director Houle, SECONDED Director Greves, that staff request an update from the Chief Firearms Officer and the Ministry of Forests, Lands and Natural Resource Operations, who are the lease holders, regarding the ongoing complaints associated with the Gabriola Rod, Gun & Conservation Club activities and that the staff report back to the Board.

CARRIED

**DISTRICT 69 COMMUNITY JUSTICE SELECT COMMITTEE**

MOVED Director Lefebvre, SECONDED Director Houle, that the minutes of the District 69 Community Justice Select Committee held Tuesday, November 22, 2011 be received for information.

CARRIED

MOVED Director Lefebvre, SECONDED Director Willie, that the 2012 requisition for funding to support the Oceanside Victim Services and Restorative Justice Programs remain the same as in 2011 (\$77,500).

CARRIED

MOVED Director Lefebvre, SECONDED Director Veenhof, that a 2012 grant in the amount of \$5,943 for the Citizens on Patrol Society, District 69 be approved.

CARRIED

MOVED Director Lefebvre, SECONDED Director Willie, that a 2012 grant in the amount of \$1,450.38 for the Corcan Meadowood Residents Association be approved.

CARRIED

#### **DISTRICT 69 RECREATION COMMISSION**

MOVED Director Greves, SECONDED Director Willie, that the minutes of the District 69 Recreation Commission meeting held Thursday, November 17, 2011 be received for information.

CARRIED

MOVED Director Willie, SECONDED Director Lefebvre, that the request from the Town of Qualicum Beach to be a joint applicant hosting a BC Senior Games event be put in abeyance until the new appointments to the District 69 Recreation Commission and the new municipal councils of the Town of Qualicum Beach and the City of Parksville are in place.

CARRIED

MOVED Director Willie, SECONDED Director Lefebvre, that staff be directed to prepare a report with regard to the financial implication, including staff resources and the capital costs required to host the BC Senior Games, and to explore the possible financial assistance to host the event from the two municipalities of Parksville and Qualicum Beach and the provincial and federal governments.

CARRIED

#### **ELECTORAL AREA 'A' PARKS, RECREATION & CULTURE COMMISSION**

MOVED Director McPherson, SECONDED Director Ruttan, that the minutes of the Electoral Area 'A' Parks, Recreation & Culture Commission meeting held November 16, 2011 be received for information.

CARRIED

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

##### **Selection Committee.**

##### ***District 69 Recreation Commission.***

MOVED Director Holme, SECONDED Director Veenhof, that Gordon Wiebe be appointed as the Area 'E' member, Reg Nosworthy be appointed as the Area 'F' member, and Richard Leontowich be appointed as the Area 'H' member for terms ending January 1, 2015.

CARRIED

##### ***Electoral Area 'A' Parks, Recreation and Culture Commission.***

MOVED Director Holme, SECONDED Director Veenhof, that Jim Fiddick, Eike Jordan, Christopher Pagan and Angela Vincent-Lewis be appointed to the Electoral Area 'A' Parks, Recreation and Culture Commission for terms ending December 31, 2013.

CARRIED

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

MOVED Director Holme, SECONDED Director Veenhof, that Nancy Crozier, Megan Dickinson and Jacinthe Eastick be appointed to the Electoral Area 'B' Parks & Open Space Advisory Committee for terms ending December 31, 2013.

CARRIED



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

MOVED Director Holme, SECONDED Director Veenhof, that Bruce Erickson, Rick Heikkila, and Judith Wilson be appointed to the East Wellington/Pleasant Valley Parks & Open Space Advisory Committee for terms ending December 31, 2013 and that Cheryl Knapp be appointed for a term ending December 31, 2012.

CARRIED

***Nanose Bay Parks & Open Space Advisory Committee.***

MOVED Director Holme, SECONDED Director Veenhof, that Peter Law and Robert Rogers be appointed to the Nanose Bay Parks & Open Space Advisory Committee for terms ending December 31, 2013.

CARRIED

***Electoral Area 'F' Parks & Open Space Advisory Committee.***

MOVED Director Holme, SECONDED Director Veenhof, that Steve Chomolok, Skye Donald, Alfred Jablonski and Barbara Smith be appointed to the Electoral Area 'F' Parks & Open Space Advisory Committee for terms ending December 31, 2013.

CARRIED

***Electoral Area 'G' Parks & Open Space Advisory Committee.***

MOVED Director Holme, SECONDED Director Veenhof, that Minnie Corbett be appointed to the Electoral Area 'G' Parks & Open Space Advisory Committee for a term ending December 31, 2013.

CARRIED

***Electoral Area 'H' Parks & Open Space Advisory Committee.***

MOVED Director Holme, SECONDED Director Veenhof, that Nancy Robertson and Dagmar Seydel be appointed to the Electoral Area 'H' Parks & Open Space Advisory Committee for terms ending December 31, 2013.

CARRIED

***Grants In Aid Committee.***

MOVED Director Holme, SECONDED Director Veenhof, that Bruce Erickson, Cheryl Knapp, Gordon Wiebe and Jim Wilson-Storey be appointed to the Grants in Aid Committee for terms ending December 31, 2012.

CARRIED

***Agriculture Advisory Committee.***

MOVED Director Holme, SECONDED Director Veenhof, that Albert Benson and Craig Evans be appointed as the General Public District 68 members and Andrew Brown and Richard Wahlgren be appointed as the General Public District 69 members to the Agriculture Advisory Committee for terms ending December 31, 2013.

CARRIED

***Oceanside Task Force on Homelessness.***

MOVED Director Holme, SECONDED Director Lefebvre, that Director Veenhof be appointed to the Oceanside Task Force on Homelessness.

CARRIED

**ADMINISTRATOR'S REPORTS**

**Agricultural Area Plan Update.**

MOVED Director Veenhof, SECONDED Director Lefebvre, that the Board receive this report and the Public Consultation Summary Report and Agricultural Area Plan video series for information.

CARRIED

**Cedar Road Bioenergy Facility Expansion Sixth Amending Agreement.**

MOVED Director Ruttan, SECONDED Director Greves, that the Board approve the Sixth Amending Agreement with Cedar Road Bioenergy Inc.

CARRIED

**Liquor License Application No. PL2011-169 Wheatsheaf Entertainment Centre Ltd. Lot A, Section 14, Range 1, Cedar District Plan VIP67433.**

MOVED Director McPherson, SECONDED Director Holme, that the Board consider any written submissions or comments from the public.

CARRIED

MOVED Director McPherson, SECONDED Director Holme, that the Board adopt the resolution attached to this report as Schedule No. 1.

CARRIED

**Bylaw 1619 - Development Cost Charges for Regional Parks.**

MOVED Director Lefebvre, SECONDED Director Willie, that staff be directed to meet with the stakeholder groups identified in Appendix I to obtain final feedback and input on the Regional Parks Development Cost Charges Bylaw 1619 prior to final consideration by the Regional Board.

MOVED Director Fell that Bylaw 1619 be abandoned.

The motion failed due to lack of a seconder.

The question was called on the main motion.

The motion CARRIED.

**Little Qualicum River Regional Park Management Plan Terms of Reference.**

MOVED Director Fell, SECONDED Director Johnstone, that the Terms of Reference for the Little Qualicum River Regional Park Management Plan be approved.

CARRIED

MOVED Director Fell, SECONDED Director Holme, that two members of the Regional Parks and Trails Select Committee be appointed to participate as members of the Advisory Committee for the Little Qualicum River Regional Park Management Plan and simultaneous Meadowood Way Community Park design.

CARRIED

**2012 BC Transit Workshop – Request to Host.**

MOVED Director McPherson, SECONDED Director Bestwick, that the Board approve the RDN to host the 2012 BC Transit Workshop in Nanaimo and \$1500.00 towards the 2012 workshop reception.

CARRIED

**Country Club Centre Respite for Transit Operators.**

MOVED Director Ruttan, SECONDED Director Bestwick, that the Lease agreement between the Regional District of Nanaimo and Country Club Centre for a five (5) year term be approved.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Mid Vancouver Island Habitat Enhancement Society, re Request for Letter of Support.**

MOVED Director Lefebvre, SECONDED Director Holme, that the Board send a letter of support for the Mid Vancouver Island Habitat Enhancement Society regarding the groundwater mapping and education in the Englishman River Watershed Phase 2 project.

CARRIED

**BOARD INFORMATION**

**Canadian Office and Professional Employees (COPE) Union No. 378, re BC Hydro Smart Meters.**

MOVED Director Young, SECONDED Director Anderson, that the Board accept the invitation from COPE 378 to present on the job impact of Smart Meters.

CARRIED

**RISE AND REPORT**

**Board Appointments.**

MOVED Director Ruttan, SECONDED Director Lefebvre:

That Ted Greves be appointed as the Regional District of Nanaimo representative to the Island Corridor Foundation.

That Randy Morris be nominated as the Central Vancouver Island and Northern Georgia Strait Area representative to the BC Ferry Authority Board of Directors.

That Guy Fletcher be appointed to the Board of Variance for a three year term ending December 31, 2014.

CARRIED

**ADJOURNMENT**

MOVED Director Holme, SECONDED Director Bestwick, that this meeting terminate.

CARRIED

TIME: 8:13 PM

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION