

**REGIONAL DISTRICT OF NANAIMO**

**COMMITTEE OF THE WHOLE  
TUESDAY, JANUARY 8, 2012  
7:00 PM**

***(RDN Board Chambers)***

**A D D E N D U M**

**PAGES**

**LATE DELEGATIONS (requires motion)**

- 2                    **Gordon McCracken and Troy Bater**, Errington Volunteer Fire Department, re 2013 Budget Request.

**COMMUNICATIONS/CORRESPONDENCE**

- 3                    **Lynn Burrows, Vancouver Island Photo Art**, re RDN funding for Nanaimo and Area Land Trust.
- 4 - 5                **Sara Norman and Wendy Taylor, British Columbia Agritourism Alliance**, re feedback for improved highway signage program for agritourism in BC.

**REPORTS**

**Strategic and Community Development**

- 6 - 11              *(from January 8 EAPC)* Regional District Agricultural Advisory Committee (Revised Terms of Reference).

**Transportation and Solid Waste**

- 12 - 14             Preliminary Transit Discussions with Snaw-Naw-As (Nanoose First Nation).

## O'Halloran, Matt

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**From:** Idema, Wendy  
**Sent:** Thursday, January 03, 2013 2:54 PM  
**To:** O'Halloran, Matt; Hill, Jacquie  
**Cc:** pattiwhittaker@shaw.ca; Gordon McCracken; chief@evfd.ca  
**Subject:** Errington Volunteer Fire Department Society delegation to COW

Hi Matt

Patti Whittaker who is the chair of the Errington Volunteer Fire Department Society called today to ask for a couple of their members to appear as a delegation in regards to their 2013 budget request. It will likely be Gordon McCracken and Troy Bater who will attend, and they don't need access to powerpoint.

*Wendy Idema, CGA  
Director of Finance  
Regional District of Nanaimo  
Phone: (250) 390-6528  
Fax: (250) 390-6572  
[widema@rdn.bc.ca](mailto:widema@rdn.bc.ca)*



**Poncho Villa Ltd o/a**

**Vancouver Island Photo Art**

January 8<sup>th</sup>, 2013.  
RDN Committee of the Whole  
RDN - 6300 Hammond Bay Rd  
Nanaimo, BC.

c/o: tnohr@rdn.bc.ca

To Whom It May Concern:

This evening, NALT Board Director, Fraser Wilson will be making a presentation regarding NALT's annual funding grant from the RDN. In the recent past, this amount has been reduced by a third - from \$30,000 to \$20,000. This is made it difficult for NALT to continue its important work within the Regional District but they have still managed to carry on with extremely important work that affects all area residents both now and in the future. I believe that the work of NALT is extremely relevant to our community's health and well-being and needs to be supported by the RDN as much as possible.

Unfortunately, I am unable to be present this evening to support Fraser Wilson and funding request for your consideration so would like to offer my support for NALT's funding request with this letter.

Yours truly,

Lynn Burrows  
Poncho Villa Ltd. o/a Vancouver Island Photo Art  
Phone: 250 753-3942 or 250 714-9311

Cc: NALT



January 2013

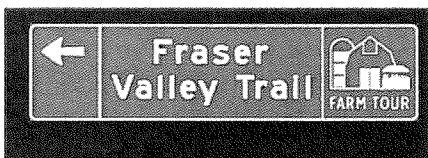
Dear fellow Agritourism Stakeholders:

**Your feedback is requested for developing an improved highway signage program for agritourism in BC.**

Since 2006, the BC Agritourism Alliance (BCATA) has worked with the BC Ministry of Transportation & Infrastructure (MOTI) to promote tourism and economic development within BC.

As you may know, the MOTI is responsible for highway signs and has the discretion to determine whether to install and maintain signage on provincial highways.

MOTI has worked with BCATA to respond to industry requests for highway signage within this program. Presently, MOTI is refreshing their Service & Attraction Sign (S&A) program. Internationally recognized symbols will be used (sample below) and available to qualifying agritourism operations in Spring 2013.



This internationally recognized symbol will allow tourists and local visitors across the country to more readily identify agritourism operations. The signage will not include any other logos or business branding. This signage program will be available to all associations and independent agritourism operators in BC.

Costs for these new signs, installation and removal will be paid for by MOTI. Existing signs will be grandfathered until repairs or replacements are needed.

BCATA is reaching out to BC agritourism type associations and businesses to develop guidelines for the types of agritourism operations that should be included in this program. It is our intent to be as inclusive as possible without compromising quality standards required to create and maintain positive visitor experiences.

We are volunteering our time to request your input on the types of agritourism operators in your area and/or who belong to your association/society who offer positive and memorable visitor experiences. Once this information is received, the scope of the highway agritourism program will be developed.

Quality standards that reflect the essence of this program include:

- Adequate parking
- Bathrooms
- Consistent opening hours

Please help us provide input to the program that meets your needs and those of our paying customers. Please forward us a list of the range of agritourism businesses and activities of your agritourism operators. This information will be collated and analyzed to develop recommendations for defining the criteria of the agritourism component of the S&A program .

This information will be used only for the purposes as outlined in this letter and will not be shared with any other party.

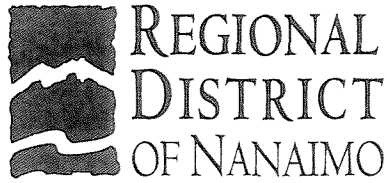
*The "new" definition/criteria will be used by MOTI to help define who is eligible to receive a new S&A sign under the agritourism initiative.*

Other service and attractions participating in the highways signage program includes farmers markets, wineries, on-farm B&B's, golf courses, waterslides, etc.

*For any questions and to respond, please email [BCATA](mailto:BCATA) before January 15, 2013.*

Thank you.

Sara Norman, President, BCATA  
Wendy Taylor, Vice President, BCATA



	Initial	Date
Content (Mgr)	JH	Dec 21/12
Approved (GM)	JH	Dec 21/12
Legal Form (CO)	JH	Dec 27/12
Authority (CAO)	JH	Dec 27/12

**MEMORANDUM**

**TO:** Jeremy Holm  
Manager of Current Planning

**DATE:** December 21, 2012

**FROM:** Greg Keller  
Senior Planner

**FILE:** 0360 20 AAC

**SUBJECT:** Revised Regional District of Nanaimo Agricultural Advisory Committee

**PURPOSE**

The purpose of this report is to seek Board approval to revise the Regional District of Nanaimo Agricultural Advisory Committee Terms of Reference in response to direction provided by the Board with regard to an Agricultural Area Plan.

**BACKGROUND**

The Board approved a Terms of Reference for the Agricultural Advisory Committee (AAC) in July 2008. Since its formation, the AAC has been involved in a number of agricultural issues. Most notably, the AAC played a key role in the recent Agricultural Area Plan process that resulted in the adoption of an AAP for the region.

Recently, staff presented a report to the Board outlining an action plan for the AAP. The Board directed staff to proceed with the following five actions:

1. Include for the Board’s consideration an item in the 2013 budget for establishment of an AAP Implementation Steering Committee, including a limited allowance for implementation actions in 2013.
2. Prepare a Terms of Reference for the AAP Implementation Steering Committee for the Board’s consideration.
3. Establish the AAP Implementation Steering Committee as per Board approved Terms of Reference.
4. Work with the AAP Implementation Steering Committee to develop a three-year Implementation Work Plan for the Board’s consideration.
5. Take action on items on the Implementation Steering Committee Work Plan within the limited initial AAP Implementation budget established for 2013.

Actions 2 and 3 above require the preparation of a Terms of Reference and the establishment of an Implementation Steering Committee.

## **DISCUSSION**

Staff is proposing to amend the AAC Terms of Reference rather than to propose the creation of a new Committee to build on existing momentum and reduce administration. Please refer to Attachment 1 for a proposed amended Terms of Reference. This amendment would refocus the AAC towards AAP implementation as well as additional agricultural issues as determined by the Board.

Staff is proposing that the amended Terms of Reference maintain the existing membership provisions, number of members, and elected representation. This is in keeping with the direction previously provided by the Sustainability Select Committee when the AAC was first established.

The proposed amended Terms of Reference is organized differently than the existing Terms of Reference and takes a more simplified form, which is consistent with other RDN Committee Terms of Reference. Rather than including specific procedural rules of conduct within the Terms of Reference, AAC members will be expected to follow the procedures contain within "Regional District of Nanaimo Board Procedure Bylaw No. 1512, 2006".

## **ALTERNATIVES**

1. That the Board approve the amended Agricultural Advisory Committee Terms of Reference as attached.
2. That the Board not approve the amended Agricultural Advisory Committee Terms of Reference.

## **FINANCIAL IMPLICATIONS**

With the exception of staff time commitments and minor expenses related to administration of the Committee, the proposed amendments to the AAC will have minimal budgetary impact for 2013. The draft 2013 Budget includes \$5,000 for implementation of the AAP. An amendment of the existing AAC Terms of Reference, rather than appointing an additional Committee, would result in administrative efficiencies and reduced administrative costs.

Based on Board direction in relation to action 4 of the AAP action plan, one of the first tasks the AAC will undertake is to prepare a draft AAP implementation work plan for the Board's consideration. Any substantial budgetary commitments can be considered by the Board through approval of the AAC's work plan and would require further Board approval through the annual budget review process.

## **STRATEGIC PLAN IMPLICATIONS**

Given the support for agriculture and local food production in the Board's 2013 – 2015 Strategic Plan's Specific Goals and Actions, as well as in the Regional Growth Strategy, and the various Official Community Plans throughout the region, it is well established that agriculture and food security is a high priority. In addition, the AAP provides greater focus and clarity on agriculture planning at both the local and regional level. The proposed amended AAC Terms of Reference supports the implementation of the AAP, which would assist the region in making a positive contribution towards increasing agricultural capacity and food self-reliance.

The revised Terms of Reference and new role of the AAC would support the Board's mission to implement its plans with action on the ground as outlined in the Board's 2013-2015 Strategic Plan. The implementation of the AAP, starting with a revision to the AAC Terms of Reference, would support the Board's strategic priorities of regional self-sufficiency and economic viability through continued support for local agriculture and shellfish aquaculture.


**SUMMARY/CONCLUSIONS**


An amendment to the AAC Terms of Reference is being proposed in response to the Board's direction regarding the AAP action plan. The proposed amended Terms of Reference is intended to reflect a need to refocus the AAC's role towards AAP implementation. The proposed membership remains the same while the content of the proposed amended Terms of Reference has been reorganized and simplified to create consistency with other RDN Committee Terms of Reference documents. Approval of the proposed amendment would redirect the AAC's efforts towards implementation of the AAP which is supported by the Board's Strategic Plan. Therefore, staff recommend that the Board approve the amended AAC Terms of Reference attached as Attachment 1.


**RECOMMENDATION**

That the Board approve the amended Agricultural Advisory Committee Terms of Reference attached as Attachment 1.

  
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Report Writer

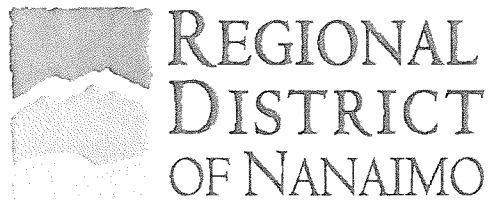
  
\_\_\_\_\_  
A/ General Manager Concurrence

  
\_\_\_\_\_  
Manager Concurrence

  
\_\_\_\_\_  
A/ CAO Concurrence



Attachment 1  
Proposed Amended Terms of Reference



**AGRICULTURAL ADVISORY COMMITTEE**  
**TERMS OF REFERENCE**  
*date of adoption*

**BACKGROUND**

The Regional District of Nanaimo (RDN) established an Agricultural Advisory Committee in 2008 to assist in a range of RDN initiatives, such as the preparation of an Agricultural Area Plan (AAP) and provide comments and recommendations to the Board on a range of agricultural issues. The RDN adopted the AAP on October 23, 2012. The AAP includes recommendations for action in support of local agriculture and aquaculture in the RDN.

One of the recommended actions included in the AAP is to establish a Committee to guide the implementation of the AAP and provide the Regional Board with ongoing advice and recommendations on agricultural related items. These Terms of Reference expand the role of the AAC to include reference to the preparation and implementation of the AAP.

**PURPOSE**

The role of the AAC is to increase awareness of agricultural issues in the RDN, assist in the implementation of the RDN AAP and other agricultural related initiatives, and provide local perspective and expertise to advise the Regional Board on a range of agricultural issues on an ongoing and as needed basis as directed by the Board.

**ROLES AND RESPONSIBILITIES**

The AAC will, upon the Regional Board's direction, be responsible for advising the Regional Board on a number of initiatives including:

- monitoring and evaluating the AAP and its implementation;
- preparing regular reports to the Board with RDN staff assistance;
- providing comments and recommendations to the RDN Board as it relates to agriculture on items including, but not limited to, the Regional Growth Strategy (RGS), Official Community Plans (OCP), Local Area Plans, reviews of RDN Zoning Bylaws, Parks and Trails Master Plans, Drinking Water and Watershed Protection Plans, Liquid Waste Management Plans, Rainwater Management Plans, noxious weed/insect control, and other items referred to the AAC by the Board upon request or as directed by Board policy;

- promoting public awareness of agriculture and its role and economic value in the community; and,
- advocating on behalf of the agricultural community.

#### **MEMBERSHIP**

The AAC will consist of a maximum of ten members appointed by the Regional Board representing a diverse range of interests including elected officials, commodity groups/producers, and established regional farming and aquaculture organizations. AAC members should reside, own property, or conduct business within the RDN.

Membership representation will be as follows:

##### Community Members

- Two members who actively participate in agriculture in District 68;
- Two members who actively participate in agriculture in District 69;
- Two members representing regional agricultural organizations;
- One member representing shellfish aquaculture organizations;

##### Elected Members

- One Electoral Area Director from District 68;
- One Electoral Area Director from District 69; and
- One Municipal Director.

Community members will be appointed by the Regional Board through an open application process. Members will be recruited through advertisements in local media, word of mouth, and use of the RDN website. In addition, direct invitations may be used to solicit participation by the specific interests listed above. Applications must demonstrate the applicant's interest in agriculture and ability to commit the necessary time to the AAC.

The Regional Board will appoint two Electoral Area Directors and one Municipal Director as outlined above. The Board will designate one of the three Board representatives as the Chairperson for the AAC.

##### *Non-Voting Advisors*

The AAC may seek representatives from other organizations to advise the AAC from time to time on an as needed basis to provide expertise in response to the needs of the AAC.

#### **TERM**

The term of appointment for AAC members is two years. In order to allow staggering of Committee membership and allow for greater continuity for the AAC and its works, approximately half of the Community member terms will expire each year.

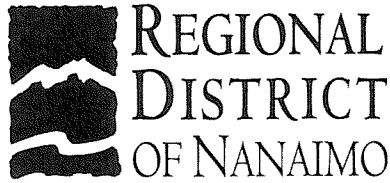
No substitute members will be permitted. If a member must resign from the Committee, their position will be filled through the application process.

No remuneration for participation on the Committee is provided unless otherwise approved by the Board. However, if Committee activities coincide with meal times, meals may be provided.

#### **CONFLICT OF INTEREST**

AAC members having a priority or pecuniary interest in a matter discussed by or are personally affected by a matter discussed by the AAC must declare a conflict and step aside from the discussion and subsequent vote/motion on that particular matter.

1. Terms of Reference originally adopted by the Board on August 26, 2008
2. Terms of Reference amended by the Board on January 25, 2011
3. Terms of Reference amended by the Board on January 22, 2012



RDN REPORT	
CAO APPROVAL	
EAP	
COW	<input checked="" type="checkbox"/>
JAN 08 2013	
RHD	
BOARD	

**MEMORANDUM**

**TO:** Dennis Trudeau  
General Manager,  
Transportation & Solid Waste Services

**DATE:** January 3, 2013

**FROM:** Lisa Bhopsingh  
Senior Planner

**FILE:** 0400-01

**SUBJECT:** Preliminary Transit Discussions with Snaw-Naw-As (Nanoose First Nation)

**PURPOSE**

The purpose of this report is to provide information on a recent meeting that took place on January 2, 2013 to discuss transit related issues with the Chief and Director of Operations of Snaw-Naw-As (Nanoose First Nation), the RDN Board Chair, Deputy Chair, and RDN staff.

**BACKGROUND INFORMATION**

The RDN 2013-2015 Board Strategic Plan and Regional Growth Strategy (RGS) both identify actions that work towards enhancing relationships with First Nations. The Strategic Plan specifically identifies facilitating "effective dialogue about matters of mutual interests between the RDN...and other orders of government including First Nations." Consistent with the Strategic Plan, the 2011 RGS identifies continued outreach initiatives to First Nations including signing of protocol agreements as an action item to implement RGS Goal 11- Cooperation Among Jurisdictions.

In keeping with both the Strategic Plan and RGS, RDN senior management and staff have been working towards strengthening relationships with First Nations including Snaw-Naw-As (Nanoose First Nation). The Snaw-Naw-As Director of Operations made a brief presentation to the RDN Board in 2011 indicating interest in working together on issues of mutual concern. Further discussions during late 2012 have resulted in Snaw-Naw-As expressing interest in moving relationships forward by developing a protocol for working together.

During discussions in 2012, Snaw-Naw-As indicated that they have some immediate concerns that they would like addressed concerning safety for members of their community and bus drivers using a specific RDN transit stop near their village. In addition to this, the desire to discuss transit service for Snaw-Naw-As more broadly was also raised.

In response to these immediate safety concerns and longer term interests, RDN Transit Management scheduled a meeting with Snaw-Naw-As to fully understand the issues and discuss ways of moving forward.

## **SUMMARY MEETING DISCUSSION**

The transit stop that Snaw-Naw-As would like to see improved or potentially relocated is on the shoulder of Island Highway 19 heading southbound near the pedestrian overpass in Lantzville. Due to limited visibility and the proximity of high speed traffic lanes, there are safety concerns for those waiting for transit as well as for the bus driver. Snaw-Naw-As community members and their visitors from other areas of the RDN rely heavily on access to transit to meet their daily transportation needs. Many of the transit users are parents with young children, youth and elders.

Ministry of Transportation and Infrastructure (MOTI) have jurisdiction over the design, maintenance and use of the road right of way for transit stops. Following this meeting, RDN Transit will be working with MOTI and Snaw-Naw-As to explore short term and longer term options to for resolving the safety concerns while balancing the needs of Snaw-Naw-As and District of Lantzville community members who rely on transit.

Snaw-Naw-As is interested in looking into HandyDART service for their village. Snaw-Naw-As are willing to pay for the service and want to explore options. HandyDART services roads in upper Lantzville immediately adjacent to their upper village site. Snaw-Naw-As have indicated that extending this service into their village would greatly help elders and those with health and mobility challenges. Payment for HandyDART service could potentially be integrated to funding related to the new Snaw-Naw-As health centre. RDN Transit has agreed to explore servicing options with Snaw-Naw-As and will continue to keep the Board informed as discussions proceed.

## **ALTERNATIVES**

This report is being presented for information only.

## **STRATEGIC AND INTERGOVERNMENTAL IMPLICATIONS**

Both Snaw-Naw-As and RDN staff have identified the ability to begin working collaboratively on a resolution to these transit related concerns as an important step forward in strengthening relationships. It has been noted that “small successes” in effectively dealing with issues of mutual concern will help set the stage for working towards building a better working relationship. This will ultimately influence progress towards the development of a protocol agreement.

Following this preliminary meeting to better understand the transit concerns of Snaw-Naw-As, RDN staff have identified the need to involve the District of Lantzville whose community members also access the transit stop under discussion and use HandyDART service. Finding a workable solution to these transit related issues provides an opportunity for the RDN to work collaboratively with both the District of Lantzville and Snaw-Naw-As whose community members are directly impacted by changes to transit infrastructure and service.

## **FINANCIAL IMPLICATIONS**

There are currently no financial implications related to the information contained in this report. As discussions proceed and options develop, any potential financial implications will be presented in future transit reports to the RDN Transit Select Committee and the Board.

**SUMMARY/CONCLUSIONS**

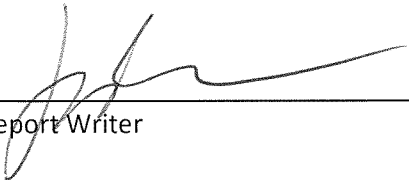
This report provides a brief overview of the January 2, 2013 meeting between the RDN and Snaw-Naw-As (Nanoose First Nation) to discuss preliminary ideas for addressing safety concerns related to a transit stop used by Snaw-Naw-As community members and for exploring handyDART service.

Continuing to work towards finding a collaborative solution to both transit safety concerns and servicing is in keeping with strategic direction established by the RDN Board (in both the 2013-2015 Board Strategic Plan and the 2011 RGS) to improve relationships and work more effectively with First Nations, member municipalities and other levels of government.

RDN staff will continue to keep the Board informed as discussions proceed and Board direction becomes necessary.


**RECOMMENDATION**

To receive this report on preliminary transit discussions with Snaw-Naw-As (Nanoose First Nation).



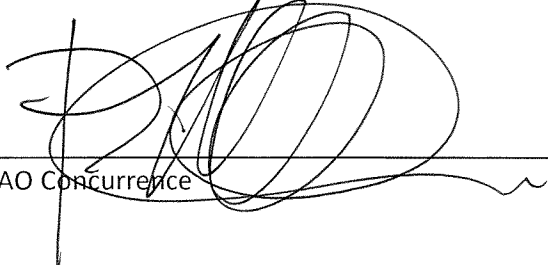
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Report Writer



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General Manager Concurrence



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CAO Concurrence