

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, JULY 8, 2014 AT 7:00 PM IN THE  
RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	Chairperson
Director D. Brennan	Deputy 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 B. Veenhof	Electoral Area H
Director J. de Jong	District of Lantzville
Director J. Ruttan	City of Nanaimo
Alternate	
Director F. Pattje	City of Nanaimo
Director T. Greves	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director D. Willie	Town of Qualicum Beach

Regrets:

Director G. Anderson	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director M. Lefebvre	City of Parksville

Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
D. Trudeau	Gen. Mgr. Transportation & Solid Waste
D. Banman	A/Gen. Mgr. Recreation and Parks
M. Donnelly	A/Gen. Mgr. Regional and Community Utilities
T. Armet	Mgr. Bylaw, Building and Emergency Planning Services
J. Hill	Mgr. Administrative Services
C. Golding	Recording Secretary

## **CALL TO ORDER**

The Chairperson called the meeting to order and welcomed Alternate Director Pattje to the meeting.

## **DELEGATIONS**

### **Lana Kingston, Tourism Vancouver Island, re Request for Funding Contribution.**

Jody Young, Industry and Community Services Manager, presented a slide show and provided a brief background of Tourism Vancouver Island, and an overview of Phase One of the multi-phased trail strategy for the region which they are requesting financial support in the amount of 2,500.

## **COMMITTEE OF THE WHOLE MINUTES**

### **Minutes of the Regular Committee of the Whole meeting held Tuesday, June 10, 2014.**

MOVED Director Holme, SECONDED Director Brennan, that the minutes of the Committee of the Whole meeting held June 10, 2014, be adopted.

CARRIED

## **COMMUNICATION/CORRESPONDENCE**

### **Kelly Collins, Nanoose Bay Activities and Recreation Society, re Modular Building – Home for Nanoose Community Services.**

MOVED Director Johnstone, SECONDED Director Ruttan, that the correspondence from Kelly Collins, Nanoose Bay Activities and Recreation Society, regarding a modular building home for Nanoose Community Services, be received.

CARRIED

### **Ministers Coralee Oakes and Norm Letnick, Province of British Columbia, re Issues related to Medical Marihuana Production in British Columbia.**

MOVED Director Johnstone, SECONDED Director Ruttan, that the correspondence from Ministers Coralee Oakes and Norm Letnick, Province of British Columbia, regarding issues related to medical marihuana production in British Columbia, be received.

CARRIED

### **Selina Robinson, MLA, re Meetings at 2014 UBCM Conference.**

MOVED Director Johnstone, SECONDED Director Ruttan, that the correspondence from Selina Robinson, MLA, regarding meetings at the 2014 Union of BC Municipalities Conference, be received.

CARRIED

### **Greg Field, Arrowsmith Search and Rescue, re Appreciation of \$5000 Grant.**

MOVED Director Johnstone, SECONDED Director Ruttan, that the correspondence from Greg Field, Arrowsmith Search and Rescue, regarding the appreciation of the \$5000 grant, be received.

CARRIED

Director Greves left the meeting at 7:19 pm citing a possible conflict of interest with the next agenda item.

## FINANCE

### Island Corridor Foundation Contribution Agreement.

MOVED Director Brennan, SECONDED Director Ruttan, that the Board direct the Board Chair and staff to execute the Contribution Agreement with the Island Corridor Foundation.

MOVED Director Fell, SECONDED Director Willie, that the agreement be amended by substituting section 6.1(a) as follows:

Successful negotiation and confirmation of an updated Train Service Agreement with VIA Rail, which shall include VIA Rail's agreement that the scope of repairs proposed under this agreement will meet VIA Rail's safety requirements for the return of train service. A copy of this agreement shall be provided to the Regional District of Nanaimo Chief Administrative Officer for Board inspection.

MOVED Director Veenhof, SECONDED Director Houle, that this motion be referred back to staff to get a commitment brought before the board.

DEFEATED

The vote was taken on the amending motion.

CARRIED

MOVED Director Fell, SECONDED Director Holme, that the agreement be amended by substituting section 8.2 as follows:

That the funds provided by the Regional District of Nanaimo shall be separated from any other funds in the Foundation's books of account. The Foundation shall prepare at each year-end, financial statements setting out the Foundation's assets and liabilities as well as a statement of revenue and expenditures for the year. All expenditures over \$1000 shall be itemized. The Foundation shall deliver a copy of the financial statements to the Regional District of Nanaimo Chief Administrative Officer for Board inspection within 60 days of the Foundation's Annual General Meeting in April.

DEFEATED

The vote was taken on the main motion, as amended:

That the Board direct the Board Chair and staff to execute the Contribution Agreement with the Island Corridor Foundation with amended wording for section 6.1(a) as follows:

Successful negotiation and confirmation of an updated Train Service Agreement with VIA Rail, which shall include VIA's agreement that the scope of repairs proposed under this agreement will meet VIA's safety requirements for the return of train service. A copy of this agreement shall be provided to the Regional District of Nanaimo Chief Administrative Officer for Board inspection.

CARRIED

MOVED Director Brennan, SECONDED Director Ruttan, that the Board direct staff to allocate \$68,000 of the 2014 Strategic Community Investment Fund grant from the Province of BC towards the Contribution Agreement with the Island Corridor Foundation in order to reduce the 2015 tax requisition impact by that amount.

CARRIED

Director Greves returned to the meeting at 8:01 pm.

**Bylaw No. 1713 – Alberni-Clayoquot Regional District – 2015 Permissive Tax Exemption.**

MOVED Director Holme, SECONDED Director Fell, that "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1713, 2014", be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Fell, that "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1713, 2014", be adopted.

CARRIED

**CORPORATE SERVICES**

**ADMINISTRATION**

**RDN General Local Election Bylaw No. 1700, 2014.**

MOVED Director Holme, SECONDED Director Houle, that "Regional District of Nanaimo General Local Election Bylaw No. 1700, 2014", be introduced and read three times.

CARRIED

MOVED Director Holme, SECONDED Director Houle, that "Regional District of Nanaimo General Local Election Bylaw No. 1700, 2014", be adopted.

CARRIED

Director Veenhof left the meeting at 8:06 pm citing a possible conflict of interest with the next agenda item.

**Bylaw No. 1706 – Marine Search and Rescue Funding Service Establishment Bylaw – Electoral Area 'H'.**

MOVED Director Holme, SECONDED Director Willie, that "Northern Community Marine Search and Rescue Contribution Service Establishment Bylaw No. 1706, 2014" be introduced and read three times and be forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Holme, SECONDED Director Willie, that the Regional District proceed to referendum on November 15, 2014 to obtain the assent of the electors of Electoral Area 'H' to establish a Northern Community Marine Search and Rescue Contribution Service and that the referendum question be as follows:

"Are you in favour of the Regional District of Nanaimo adopting Bylaw No. 1706 to provide for the following:

- establishing the "Northern Community Marine Search and Rescue Contribution Service" within Electoral Area 'H' to provide for a contribution to societies providing marine search and rescue in Electoral Area 'H'; and

- annually requisitioning up to a maximum of the greater of \$5,000 or \$0.006/\$1000 of taxable assessed value to pay for the service?"

CARRIED

MOVED Director Holme, SECONDED Director Willie, that the Board approve the synopsis of Bylaw No. 1706 for the publication of notices associated with the referendum as follows:

"Bylaw No. 1706 - Northern Community Marine Search and Rescue Contribution Service Establishment Bylaw No. 1706, 2014 — This bylaw provides for the following:

- establishing a service to provide for a contribution to societies that provide marine search and rescue in Electoral Area 'H';
- establishing the boundaries of the service area to be Electoral Area 'H'; and
- annually requisitioning up to a maximum of the greater of \$5,000 or \$0.006/\$1000 of taxable assessed value on land and improvements within the participating area to pay for the service."

CARRIED

Director Veenhof returned to the meeting at 8:08 pm.

## **STRATEGIC AND COMMUNITY DEVELOPMENT**

### **LONG RANGE PLANNING**

#### **Regional Growth Strategy Indicators and Targets Project – Draft Indicators and Targets.**

MOVED Director Johnstone, SECONDED Director Pattje, that staff proceed with community engagement activities as per the adopted Terms of Reference, to gather feedback on the draft list of indicators and targets. Following community engagement, prepare a report on the results with recommendations for a final list of indicators and targets.

CARRIED

## **REGIONAL AND COMMUNITY UTILITIES**

### **WASTEWATER**

#### **Engineering Services for the Replacement and Upgrading of the Nanaimo Pollution Control Centre Five Fingers Marine Outfall – Bylaw No. 1712.**

MOVED Director Ruttan, SECONDED Director Brennan, that the Board award the contract for Engineering Services for the replacement of the Five Fingers Outfall to Opus Dayton Knight for the submitted upset price of \$742,000.

CARRIED

MOVED Director Ruttan, SECONDED Director Brennan, that "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1712, 2014" be introduced and read three times.

CARRIED

MOVED Director Ruttan, SECONDED Director Brennan, that "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1712, 2014" be adopted.

CARRIED

**Bylaw 975.62 – Pump and Haul Local Service Establishment Amendment to Exclude – 7187 Lantzville Road, Lantzville, BC.**

MOVED Director de Jong, SECONDED Director Young, that the boundaries of the "Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995" be amended to exclude Lot A, District Lot 27G, Plan 29942, Wellington Land District.

CARRIED

MOVED Director de Jong, SECONDED Director Young, that "Regional District of Nanaimo Pump & Haul Local Service Amendment Bylaw No. 975.62, 2014" be introduced and read three times.

CARRIED

**WATER AND UTILITY**

**Nanoose Bay Peninsula Water Service Area Capital Improvements Referendum – Bylaw No. 1714.**

MOVED Director Holme, SECONDED Director Brennan, that the "Nanoose Bay Peninsula Water Service Area Capital Improvements Loan Authorization Bylaw No. 1714, 2014" be introduced and read three times and be forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Holme, SECONDED Director Brennan, that the Regional District proceed to referendum on November 15, 2014 to obtain the assent of the electors of the Nanoose Bay Peninsula Water Service Area for borrowing \$2,600,000 in support of the 2015 to 2019 capital improvements and upgrades, and that the question be as follows:

Are you in favour of the Regional District of Nanaimo adopting Bylaw No. 1714 to authorize the borrowing of up to \$2.6 million to provide the necessary funds to meet the Nanoose Bay Peninsula Water Service Area capital improvement and upgrades requirements up to and including 2019?

CARRIED

MOVED Director Holme, SECONDED Director Brennan, that the Board approve the synopsis of Bylaw No. 1714 for the publication of notices associated with the referendum as follows:

Bylaw No. 1714 - "Nanoose Bay Peninsula Water Service Area Capital Improvements Loan Authorization Bylaw No. 1714, 2014" — The general intent of this bylaw is to authorize the Regional District of Nanaimo to borrow upon the credit of the Regional District a sum not exceeding Two Million Six Hundred Thousand Dollars (\$2,600,000) to provide the necessary funds to meet the Nanoose Bay Peninsula Water Service Area capital improvement and upgrades requirements up to and including 2019. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 20 years.

CARRIED

**Bylaws No. 813.52, 889.68, 1707, 1708, 1709, and 1710 – Reid Road Sanitary Sewer Capital Financing Service Establishing Bylaw and Loan Authorization Bylaw.**

MOVED Director Veenhof, SECONDED Director Ruttan, that Regional District of Nanaimo "Reid Road Sanitary Sewer Capital Financing Service Establishing Bylaw No. 1707, 2014", be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Veenhof, SECONDED Director Ruttan, that Regional District of Nanaimo "Reid Road Sanitary Sewer Capital Financing Loan Authorization Bylaw No. 1708, 2014", be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

MOVED Director Veenhof, SECONDED Director Ruttan, that Regional District of Nanaimo "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.52, 2014, be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director Ruttan, that "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.68, 2014", be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director Ruttan, that Regional District of Nanaimo "Reid Road Sanitary Sewer Capital Financing Service Security Issuing Bylaw No. 1709, 2014" be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director Ruttan, that Regional District of Nanaimo "Reid Road Sanitary Sewer Capital Financing Service Interim Financing Bylaw No. 1710, 2014" be introduced and read three times.

CARRIED

**EXTERNAL BOARDS**

**Englishman River Water Service.**

**Minutes of the Englishman River Water Service Management Board meeting held Friday, May 16, 2014.**

MOVED Director Holme, SECONDED Director Ruttan, that the minutes of the Englishman River Water Service Management Board meeting held Friday, May 16, 2014, be received for information.

CARRIED

**Minutes of the Englishman River Water Service Management Board meeting held Thursday, June 5, 2014.**

MOVED Director Holme, SECONDED Director Brennan, that the minutes of the Englishman River Water Service Management Board meeting held Thursday, June 5, 2014, be received for information.

CARRIED

**Preliminary Design of the Water Intake, Treatment Plant, and Supply Mains, and Detailed Design for the Water Intake, Treatment Plant, and Supply Mains.**

MOVED Director Holme, SECONDED Director Johnstone, that the Board receive for information the report titled "Preliminary Design of the Water Intake, Treatment Plant, and Supply Mains, and Detailed Design for the Water Intake, Treatment Plant, and Supply Mains", dated June 5, 2014.

CARRIED

MOVED Director Holme, SECONDED Director Johnstone, that the Englishman River Water Service Management Board direct the Englishman River Water Service Management Committee to continue to proceed with negotiating the terms and conditions with the two top rated membrane vendors for the purpose of engaging the top rated membrane vendor for detailed design services in the amount not to exceed \$415,000 plus GST.

CARRIED

MOVED Director Holme, SECONDED Director Johnstone, that the Englishman River Water Service Management Board authorize the Englishman River Water Service Management Committee to engage CH2M Hill to complete Phase 4 – Detailed Design of the Water Intake, Treatment Plant and Supply Mains for \$1,619,328 plus GST.

CARRIED

**Arrowsmith Water Service**

**Minutes of the Arrowsmith Water Service Management Board meeting held Thursday, June 5, 2014.**

MOVED Director Holme, SECONDED Director Ruttan, that the minutes of the Arrowsmith Water Service Management Board meeting held Thursday, June 5, 2014, be received for information.

CARRIED

**NEW BUSINESS**

**Nanoose Bay Activities and Recreation Society, re Modular building – Home for Nanoose Community Services.**

MOVED Director Holme, SECONDED Director Young, that the Nanoose Bay Activities and Recreation Society be permitted to site a portable on Regional District of Nanaimo leased lands at Lot 2, District Lot 6, Nanoose District Plan 50996 to be used by Nanoose Community Services conditional on the Society attaining the necessary permits from the Regional District of Nanaimo Building Inspection Department.

CARRIED

**Island Corridor Foundation Contribution Agreement.**

MOVED Director Willie, SECONDED Director Young, that the Regional District of Nanaimo request the Island Corridor Foundation to send the financial statements from last year and that they be distributed to the Board by July 15, 2014.

CARRIED

**Tourism Vancouver Island, re Request for Funding Contribution.**

MOVED Director Ruttan, SECONDED Director Veenhof, that the request for funding from Tourism Vancouver Island be referred to staff to provide options.

CARRIED



**IN CAMERA**

MOVED Director Holme, SECONDED Director Young, that pursuant to Section 90(1)(c) and (e) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to employee relations and land acquisition.

CARRIED

TIME: 8:26 PM

**ADJOURNMENT**

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

CARRIED

TIME: 9:00 PM

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CHAIRPERSON

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CORPORATE OFFICER