

**REGIONAL DISTRICT OF NANAIMO**

**INAUGURAL BOARD MEETING  
TUESDAY, DECEMBER 8, 2015  
7:00 PM**

*(RDN Board Chambers)*

**A G E N D A**

**PAGES**

- 1. CALL TO ORDER**

The Chief Administrative Officer will call the meeting to order.
- 3-5                      Notifications from member municipalities regarding Council Appointments to the Board for the year 2016.
- 2. ELECTION OF BOARD CHAIRPERSON**
- 3. ELECTION OF DEPUTY CHAIRPERSON**

The Chairperson will assume the Chair.
- 4. BOARD MINUTES**
- 6-18                    Minutes of the Regular Board meeting held Tuesday, November 24, 2015 (All Directors – One Vote).
- 5. BUSINESS ARISING FROM THE MINUTES**
- 6. COMMUNICATIONS/CORRESPONDENCE**

(All Directors – One Vote)
- 19-20                   **Rosemary Bonanno, Vancouver Island Regional Library**, re Appointment to the 2016 VIRL Board.
- 7. ADMINISTRATOR’S REPORTS**
- 21-23                   **2016 Board and Standing Committee Regular Meeting Schedule** (All Directors – One Vote).
- 24-27                   **Amendment to Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736** (All Directors – One Vote).

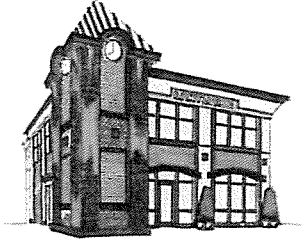
**8. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**9. NEW BUSINESS**

**10. IN CAMERA**

*That pursuant to Sections 90 (1) (a) and (c) of the Community Charter the Board proceed to an In Camera Meeting, for discussions related to personnel and Board Appointments.*

**11. ADJOURNMENT**



# District of Lantzville

Incorporated June 2003

November 23, 2015

*Via email: [jharrison@rdn.bc.ca](mailto:jharrison@rdn.bc.ca)*

Joan Harrison, Director of Corporate Services  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

Dear Joan Harrison:

## **Appointment of Municipal Director & Alternate Municipal Director**

District of Lantzville Council, at its regular meeting held on Monday, November 9, 2015, considered appointments of representatives to outside agencies.

This letter is to confirm that Council appointed Mayor Colin Haime as the District of Lantzville Municipal Director and Councillor Bob Colclough as the Alternate Municipal Director, on the Regional District of Nanaimo Board.

Enclosed is a certified copy of the resolutions passed. Please contact me if you require any additional information.

Yours truly,

Trudy Coates  
Director of Corporate Administration

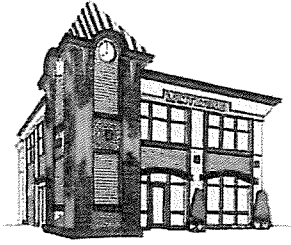
/tc

Encls.

c: B. McRae, Chief Administrative Officer  
J. Hill, Manager of Administrative Services, RDN

File: 0400-60-RDN

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# District of Lantzville

Incorporated June 2003

## CERTIFIED RESOLUTIONS

### **Appointment of Municipal Director to the Regional District of Nanaimo Board**

THAT pursuant to the *Local Government Act*, Council appoints Mayor Haime as the District of Lantzville municipal director on the Regional District of Nanaimo Board.

### **Appointment of Alternate to the Regional District of Nanaimo Board**

THAT pursuant to the *Local Government Act*, Council appoints Councillor Bob Colclough as the District of Lantzville alternate municipal director on the Regional District of Nanaimo Board.

*Certified to be a true and correct copy of the resolutions passed by the Council of the District of Lantzville, in open meeting assembled, at the regular Council meeting held at the District Office, 2<sup>nd</sup> Floor 7192 Lantzville Road, Lantzville, BC on Monday, November 9, 2015.*

Trudy Coates  
Director of Corporate Administration

Dated this 23<sup>rd</sup> day of  
November, 2015 at  
Lantzville, British Columbia.



**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, NOVEMBER 24, 2015 AT 7:00 PM IN THE  
RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	Chairperson
Director C. Haime	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director B. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Director J. Kipp	City of Nanaimo
Alternate	
Director D. Brennan	City of Nanaimo
Director I. Thorpe	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach

Regrets:

Director B. McKay	City of Nanaimo
Director W. Pratt	City of Nanaimo
Director B. Yoachim	City of Nanaimo

Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
R. Alexander	Gen. Mgr. Regional & Community Utilities
G. Garbutt	Gen. Mgr. Strategic & Community Development
T. Osborne	Gen. Mgr. Recreation & Parks
D. Trudeau	Gen. Mgr. Transportation & Solid Waste
J. Hill	Mgr. Administrative Services
C. Golding	Recording Secretary

## **CALL TO ORDER**

The Chairperson called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

The Chairperson welcomed Alternate Director Brennan to the meeting.

## **DELEGATIONS**

### **Director Houle, Electoral Area 'B', re Moose Hide Campaign.**

Director Houle provided an overview of the Moose Hide Campaign including the history of how the campaign originated and shared his views on how men can end violence against women and children in their community.

### **Darren Hird, Rogers Communications, re Regional District of Nanaimo Board Motions re 891 Drew Road, Electoral Area 'G' – June 23, 2015.**

Darren Hird updated the Board on the work Rogers has undertaken following the requests from the Board and advised that Rogers has received and accepted two offers for co-location in French Creek and asked the Board to reconsider supporting their project.

## **BOARD MINUTES**

### **Minutes of the Regular Board meeting held Tuesday, October 27, 2015.**

- 15-756 MOVED Director Veenhof, SECONDED Director Lefebvre, that the minutes of the Regular Board meeting held Tuesday, October 27, 2015, be adopted.

CARRIED

### **Minutes of the Special Board meeting held Tuesday, November 3, 2015.**

- 15-757 MOVED Director Lefebvre, SECONDED Director Veenhof, that the minutes of the Special Board meeting held Tuesday, November 3, 2015, be adopted.

CARRIED

## **COMMUNICATION/CORRESPONDENCE**

### **Gail Adrienne, Nanaimo and Area Land Trust, re Mount Benson Conservation Covenant.**

- 15-758 MOVED Director Young, SECONDED Director McPherson, that the correspondence from Gail Adrienne, Nanaimo and Area Land Trust, regarding the Mount Benson Conservation Covenant be received.

CARRIED

### **Kelly Olson, re Telus application for proposed cell tower site at 1421 Sunrise Drive, Electoral Area 'G', and comment on Rogers' proposal.**

- 15-759 MOVED Director Young, SECONDED Director McPherson, that the correspondence from Kelly Olson regarding the Telus application for a proposed cell tower site at 1421 Sunrise Drive, Electoral Area 'G' and comment on Rogers' proposal be received.

CARRIED

**UNFINISHED BUSINESS**

**Bylaw No. 1216.04 - Adoption**

- 15-760 MOVED Director Haime, SECONDED Director Hong, that “City of Nanaimo Municipal Benefiting Area Amendment Bylaw No. 1216.04, 2015” be adopted.
- CARRIED

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

**ELECTORAL AREA PLANNING COMMITTEE**

**Minutes of the Electoral Area Planning Committee meeting held Tuesday, November 10, 2015.**

- 15-761 MOVED Director Veenhof, SECONDED Director Lefebvre, that the minutes of the Electoral Area Planning Committee meeting held Tuesday, November 10, 2015, be received for information.
- CARRIED

**DEVELOPMENT PERMIT**

**Development Permit Application No. PL2015-127 – 1764, 1768 and 1772 Cedar Road, Electoral Area ‘A’.**

- 15-762 MOVED Director McPherson, SECONDED Director Young, that Development Permit Application No. PL2015-127 in conjunction with a proposed lot line adjustment and a three-lot subdivision be approved subject to the conditions outlined in Attachments 2 to 4.
- CARRIED

**DEVELOPMENT PERMIT WITH VARIANCE**

**Development Permit with Variance Application No. PL2015-026 – 1604 Cedar Road, Electoral Area ‘A’.**

- 15-763 MOVED Director McPherson, SECONDED Director Young, that the Board approve Development Permit with Variance Application No. PL2015-026 as proposed subject to the conditions outlined in Attachments 1 to 3 and direct staff to proceed with notification.
- CARRIED

**Development Permit with Variance Application No. PL2015-115 – 1100 Pepper Place, Electoral Area ‘G’.**

- 15-764 MOVED Director Veenhof, SECONDED Director Fell, that Development Permit with Variance Application No. PL2015-115 to reduce the front lot line setback from 8.0 metres to 3.5 metres for a dwelling footprint be approved subject to the conditions outlined in Attachments 2 and 3.
- CARRIED

**Development Permit with Variance Application No. PL2015-123 – 5451 Island Highway West, Electoral Area ‘H’.**

- 15-765 MOVED Director Veenhof, SECONDED Director Young, that Development Permit with Variance Application No. PL2015-123 to permit the renovation and minor expansion of an existing dwelling unit be approved subject to the conditions outlined in Attachments 2 to 4.
- CARRIED



**OTHER**

**Electoral Area 'H' Official Community Plan Review.**

- 15-766 MOVED Director Veenhof, SECONDED Director Young, that the Electoral Area 'H' Official Community Plan Review Project be initiated through endorsement of the Terms of Reference and Engagement Plan as attached.

CARRIED

**Ministry of Agriculture's Discussion Paper and Proposed Minister's Bylaw Standards Regulating Agri-tourism and Farm Retail Sales in the Agricultural Land Reserve.**

- 15-767 MOVED Director Veenhof, SECONDED Director Houle, that the Board receive the report for information.

CARRIED

- 15-768 MOVED Director Veenhof, SECONDED Director Houle, that the Minister's proposed set of bylaw standards be considered when drafting new bylaws.

CARRIED

- 15-769 MOVED Director Veenhof, SECONDED Director Houle, that the Regional District of Nanaimo respond to the Ministry of Agriculture's request for comments on the draft criteria for developing local government bylaws related to agri-tourism, agri-tourism accommodation, and farm retail sales with the following comments:

- a) that the Regional District of Nanaimo does not support the prohibition of cooking facilities within agri-tourism accommodation sleeping units, specifically cabins.
- b) that the Agriculture Land Reserve Use, Subdivision, and Procedure Regulation and relevant Agricultural Land Commission Policies be updated, where appropriate, to be consistent with the Minister's "Guide for Bylaw Development in Farming Areas".

CARRIED

**COMMITTEE OF THE WHOLE STANDING COMMITTEE**

**Minutes of the Committee of the Whole meeting held Tuesday, November 10, 2015.**

- 15-770 MOVED Director Thorpe, SECONDED Director Veenhof, that the minutes of the Committee of the Whole meeting held Tuesday, November 10, 2015, be received for information.

CARRIED

**COMMUNICATION/CORRESPONDENCE**

**Thomas W. Barnes, Municipal Insurance Association of BC, re MIABC Dividend Cheque.**

- 15-771 MOVED Director Westbroek, SECONDED Director Fell, that the correspondence from Thomas W. Barnes, Municipal Insurance Association of BC, regarding the Municipal Insurance Association of BC dividend cheque be received.

CARRIED

**Chief David Bob, Nanoose First Nation, re Beachcomber Marina Proposed Expansion to the South.**

- 15-772 MOVED Director Rogers, SECONDED Director Fell, that the correspondence from Chief David Bob, Nanoose First Nation, regarding the Beachcomber Marina proposed expansion to the south be received.

CARRIED

**REGIONAL AND COMMUNITY UTILITIES**

**WASTEWATER**

**To Introduce Sewer Source Control Bylaws 1730 and 1418.04.**

- 15-773 MOVED Director Houle, SECONDED Director Lefebvre, that the "Regional Sewage Source Control Bylaw No. 1730, 2015" be introduced and read three times.

CARRIED

- 15-774 MOVED Director Houle, SECONDED Director Lefebvre, that the "Regional Sewage Source Control Bylaw No. 1730, 2015" be adopted.

CARRIED

- 15-775 MOVED Director Veenhof, SECONDED Director Houle, that the "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.04, 2015" be introduced and read three times.

CARRIED

- 15-776 MOVED Director Veenhof, SECONDED Director Lefebvre, that the "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.04, 2015" be adopted.

CARRIED

**Sanitary Sewer Use Agreement with Snuneymuxw First Nation and the City of Nanaimo.**

- 15-777 MOVED Director Thorpe, SECONDED Director Veenhof, that the Board approve the attached Sanitary Sewer Use Agreement with Snuneymuxw First Nation and the City of Nanaimo.

CARRIED

**Greater Nanaimo Pollution Control Centre Marine Outfall Engineering Services Award and Development Cost Charge Reserve Fund Expenditure Bylaw.**

- 15-778 MOVED Director Brennan, SECONDED Director McPherson, that the Board award the engineering services contract for the Greater Nanaimo Pollution Control Centre (GNPCC) Marine Outfall Replacement Project to Opus Dayton Knight (ODK) for \$600,000.

CARRIED

- 15-779 MOVED Director Haime, SECONDED Director Brennan, that "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1737, 2015" be introduced and read three times.

CARRIED

- 15-780 MOVED Director Haime, SECONDED Director Brennan, that "Southern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1737, 2015" be adopted.

CARRIED

***WATER AND UTILITY***

**Bylaws No. 867.07 and 1049.08 – Inclusion of 2 Parker Road Properties into the Nanoose Bay Peninsula Water Service Area, Electoral Area ‘E’.**

- 15-781 MOVED Director Rogers, SECONDED Director Houle, that "Nanoose Bay Peninsula Water Service Area Amendment Bylaw No. 867.07, 2015" be introduced and read three times.

CARRIED

- 15-782 MOVED Director Rogers, SECONDED Director McPherson, that "Nanoose Bay Bulk Water Supply Local Service Area Amendment Bylaw No. 1049.08, 2015" be introduced and read three times.

CARRIED

***STRATEGIC AND COMMUNITY DEVELOPMENT***

***LONG RANGE PLANNING***

**Establishment of a Community Health Service in District 69.**

- 15-783 MOVED Director Lefebvre, SECONDED Director Veenhof, that this matter be referred back to staff to bring back additional information at the next Committee of the Whole meeting:

That staff be directed to proceed with an alternative approval process for establishment of a new District 69 Community Health contribution service.

That staff be directed to establish the District 69 Community Health Service based on a tax requisition of \$50,000 annually with the purpose being to provide funds to one or more non-governmental funding organizations for their distribution to local service-delivery organizations based on a board-endorsed strategic plan to address community health and wellbeing in District 69.

CARRIED

***RECREATION AND PARKS***

***RECREATION***

**Recreation Facility, Programs, and Sports Field Services 2015 Survey.**

- 15-784 MOVED Director Veenhof, SECONDED Director Thorpe, that the updated Recreation Facility and Sports Field Services 2015 Usage Survey be received as information and the results used in the apportionment of tax requisitions related to existing usage agreements with City of Nanaimo, City of Parksville and Town of Qualicum Beach.

CARRIED

***ADVISORY, SELECT COMMITTEE AND COMMISSION***

**Electoral Area ‘B’ Parks and Open Space Advisory Committee.**

**Minutes of the Electoral Area ‘B’ Parks and Open Space Advisory Committee meeting held Tuesday, October 6, 2015.**

- 15-785 MOVED Director Houle, SECONDED Director McPherson, that the minutes of the Electoral Area ‘B’ Parks and Open Space Advisory Committee meeting held Tuesday, October 6, 2015, be received for information.

CARRIED

**Community Park Name Changes.**

- 15-786 MOVED Director Houle, SECONDED Director Young, that consultation with DeCoursey Island residents be undertaken to allow them to choose names of their Community Parks.
- CARRIED

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

**Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Wednesday, October 14, 2015.**

- 15-787 MOVED Director Fell, SECONDED Director McPherson, that the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Wednesday, October 14, 2015, be received for information.
- CARRIED

**District 69 Recreation Commission.**

**Minutes of the District 69 Recreation Commission meeting held Thursday, October 15, 2015.**

- 15-788 MOVED Director Veenhof, SECONDED Director Westbroek, that the minutes of the District 69 Recreation Commission meeting held Thursday, October 15, 2015, be received for information.
- CARRIED

**District 69 Youth and Community Recreation Grants.**

- 15-789 MOVED Director Veenhof, SECONDED Director Westbroek, that the following District 69 Youth Recreation Grant applications be approved:

Arrowsmith Community Recreation Association - youth sports programs	\$ 4,200
Bow Horne Bay Community Club - Halloween event	\$ 2,500
District 69 Family Resource Association - youth drop-in food	\$ 1,800
District 69 Family Resource Association - youth drop-in keyboard and acoustic guitar	\$ 500
<b>Total</b>	<b>\$ 9,000</b>

CARRIED

- 15-790 MOVED Director Veenhof, SECONDED Director Lefebvre, that the following District 69 Community Recreation Grant applications be approved:

Arrowsmith Agricultural Association - Family Day Celebration	\$ 1,982
Bowser Tennis Club - court cleaning and signage	\$ 2,484
Forward House Community Society - recreation activities	\$ 2,328
Lighthouse Community Centre Society - Soupy Café lunch social program	\$ 2,200
Lighthouse Community Slo-Pitch League - snow fencing	\$ 687
Oceanside Paddlers - boat and equipment	\$ 4,243
Qualicum and District Curling Club - BC Mixed Championships	\$ 2,000
Ravensong Masters Swim Club - pool rental	\$ 1,250
<b>Total</b>	<b>\$ 17,174</b>

CARRIED

**District 69 Community Justice Select Committee.**

**Minutes of the District 69 Community Justice Select Committee meeting held Monday, October 19, 2015.**

- 15-791 MOVED Director Lefebvre, SECONDED Director Westbrook, that the minutes of the District 69 Community Justice Select Committee meeting held Monday, October 19, 2015, be received for information.

CARRIED

**Victim Services, Restorative Justice and Community Policing/Oceanside Community Safety Volunteers.**

- 15-792 MOVED Director Lefebvre, SECONDED Director Veenhof, that the 2016 requisition for funding to support the Oceanside Victim Services, Restorative Justice and Community Policing Programs be approved at \$122,300 and that the "Regional District of Nanaimo Crime Prevention and Community Justice Support Service Bylaw No. 1479, 2006" be amended accordingly.

CARRIED

**Community Safety Grant-in-Aid Applications.**

- 15-793 MOVED Director Westbrook, SECONDED Director Veenhof, that a 2016 grant in the amount of \$5,000 for the Oceanside Community Safety Volunteers be approved.

CARRIED

- 15-794 MOVED Director Westbrook, SECONDED Director Veenhof, that the grant request from Errington Preschool Parents Society be referred to the next intake of the D69 Recreation Grants Program.

CARRIED

**Regional Parks and Trails Select Committee.**

**Minutes of the Regional Parks and Trails Select Committee meeting held Tuesday, October 20, 2015.**

- 15-795 MOVED Director Young, SECONDED Director Haime, that the minutes of the Regional Parks and Trails Select Committee meeting held Tuesday, October 20, 2015, be received for information.

CARRIED

**Descanso Bay Oyster Harvesting.**

- 15-796 MOVED Director Houle, SECONDED Director Veenhof, that the Regional District of Nanaimo write a letter to advise the Department of Fisheries and Oceans of the concerns of over harvesting of oysters at Descanso Bay Regional Park and those operating without a license.

CARRIED

**Mt. Benson Race Request.**

- 15-797 MOVED Director Young, SECONDED Director Hong, that this matter be referred to staff:

That the Regional District of Nanaimo not permit race requests to use the Mount Benson Regional Parks trail system at this time due to trail degradation and parking issues.

CARRIED

**Grants-in-Aid Advisory Committee.**

**Minutes of the Grants-in-Aid Advisory Committee meeting held Wednesday, October 21, 2015.**

- 15-798 MOVED Director Veenhof, SECONDED Director Young, that the minutes of the Grants-in-Aid Advisory Committee meeting held Wednesday, October 21, 2015, be received for information. CARRIED

**District 68 Grants.**

- 15-799 MOVED Director Young, SECONDED Director Veenhof, that Grant-in-Aid funds for District 68 be awarded as follows:

Scouts Canada 1st Gabriola Scouts Group – outdoor camping equipment	\$ 0.00
Tozan Cultural Society – complete the construction of a smaller wood-fired kiln	\$ 1,709.08
Yellow Point Drama Group – lighting upgrades for the stage	\$ 3,113.50
<b>Total</b>	<b>\$ 4,822.58</b>

CARRIED

**District 69 Grants.**

- 15-800 MOVED Director Young, SECONDED Director Veenhof, that Grant-in-Aid funds for District 69 be awarded as follows:

Alpine Gardeners of Central Vancouver Island – toward the purchase of equipment (Power Point program, lap top, computer, screen, printer and materials), camera, library cart and books	\$ 2,915.64
Canadian Red Cross Society – computer, printer, and signage	\$ 1,480.00
Heartwood Home Learners Co-operative – equipment for outdoor programming	\$ 1,400.00
Lighthouse Community Centre Society – security escutcheons and weather-stripping for exterior doors for the hall	\$ 1,000.00
Oceanside Building Learning Together Society – Books for Babes Program	\$ 1,000.00
Oceanside Hospice Society – equipment for the Equipment Loan Program	\$ 5,000.00
<b>Total</b>	<b>\$12,795.64</b>

CARRIED

**Agricultural Advisory Committee.**

**Minutes of the Agricultural Advisory Committee meeting held Friday, October 23, 2015.**

- 15-801 MOVED Director Young, SECONDED Director Lefebvre, that the minutes of the Agricultural Advisory Committee meeting held Friday, October 23, 2015, be received for information. CARRIED

**SCHEDULED STANDING, ADVISORY, AND SELECT COMMITTEES**

**Electoral Area 'E' Parks and Open Space Advisory Committee.**

**Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held Wednesday, October 21, 2015.**

- 15-802 MOVED Director Rogers, SECONDED Director Lefebvre, that the minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held Wednesday, October 21, 2015, be received for information. CARRIED

**Finalization of the 5 Year Parks Project Plan (2015-2019).**

- 15-803 MOVED Director Rogers, SECONDED Director Lefebvre, that the proposed "Oakleaf Park" plan be deemed the highest priority for funding in 2016.
- CARRIED

**Liquid Waste Management Plan Monitoring Committee.**

**Minutes of the Liquid Waste Management Plan Monitoring Committee meeting held Friday, October 16, 2015.**

- 15-804 MOVED Director McPherson, SECONDED Director Rogers, that the minutes of the Liquid Waste Management Plan Monitoring Committee meeting held Friday, October 16, 2015, be received for information.
- CARRIED

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

**Minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, October 26, 2015.**

- 15-805 MOVED Director Young, SECONDED Director McPherson, that the minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee meeting held Monday, October 26, 2015, be received for information.
- CARRIED

**ADMINISTRATOR'S REPORTS**

**Operating Results for the Period Ending September 30, 2015.**

- 15-806 MOVED Director Veenhof, SECONDED Director Lefebvre, that the summary report of financial results from operations to September 30, 2015, be received for information.
- CARRIED

**2016 Proposed Budget Overview.**

- 15-807 MOVED Director Thorpe, SECONDED Director Veenhof, that the proposed 2016 budget be received and approved as presented and that staff be directed to proceed to finalize the 2016 to 2020 financial plan pending direction resulting from the 2016-2019 strategic planning process.
- CARRIED

**2016 Proposed Budget Overview – Update.**

- 15-808 MOVED Director Veenhof, SECONDED Director McPherson, that the report on revisions to Electoral Area C's 2016 proposed budget impacts be received for information and that the member summary appendices attached to the 2016 Proposed Budget Overview Report be revised to reflect the change.
- CARRIED

**2016 AVICC Resolutions Notice and Call for Nominations.**

- 15-809 MOVED Director Veenhof, SECONDED Director Houle, that the Board receive the 2016 Association of Vancouver Island and Coastal Communities (AVICC) Resolutions Notice and Call for Nominations and identify topics for which the Board wishes staff to draft resolutions.
- CARRIED

- 15-810 MOVED Director Veenhof, SECONDED Director Houle, that the Board direct staff to present the resolutions to the Board for consideration of adoption and submission to the Association of Vancouver Island and Coastal Communities.

CARRIED

**Zoning Amendment Application No. PL2015-021 – 2790/2800 Benson View Road, Electoral Area 'C' - Bylaw 500.399 - Adoption.**

- 15-811 MOVED Director Young, SECONDED Director Veenhof, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.399, 2015" be adopted.

CARRIED

**Zoning Amendment Application No. PL2015-062 – 921/925 Fairdowne Road, Electoral Area 'F' - Bylaw 1285.25 - Adoption.**

- 15-812 MOVED Director Fell, SECONDED Director Young, that "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.25, 2015" be adopted.

CARRIED

**Contract Award – Regional Landfill Operations & Maintenance Building Construction.**

- 15-813 MOVED Director McPherson, SECONDED Director Rogers, that the Board direct staff to proceed with tender award to Island West Coast Developments for construction of the Regional Landfill Operations and Maintenance Building Construction.

CARRIED

**Bylaw 1170.04 – Inclusion of 868 Shoreline Drive into the San Pareil Water Supply Local Service Area, Electoral Area 'G'.**

- 15-814 MOVED Director Veenhof, SECONDED Director Young, that "San Pareil Water Supply Local Service Area Amendment Bylaw No. 1170.04, 2015" be introduced and read three times.

CARRIED

- 15-815 MOVED Director Veenhof, SECONDED Director Kipp, that a metered, temporary water service to the subject property be permitted until such time as the property has been included in the water service area.

CARRIED

**Regional District of Nanaimo Asset Management Program: 2016-2017 Resource Management Program.**

- 15-816 MOVED Director Rogers, SECONDED Director Westbroek, that the 2016-2017 Resource Plan for the Regional District of Nanaimo Asset Management program be received for information.

CARRIED

- 15-817 MOVED Director Rogers, SECONDED Director Westbroek, that staff be directed to establish a temporary, full-time Asset Management Coordinator position for the two-year term covered by the 2016-2017 Resource Plan.

CARRIED

- 15-818 MOVED Director Rogers, SECONDED Director Westbroek, that \$25,000 be released from the Regional Sustainability Reserve Fund and that \$65,000 be released from the Corporate Climate Action Fund each year for 2016 and 2017 to cover the cost of the Asset Management Coordinator position.

CARRIED



- 15-819 MOVED Director Rogers, SECONDED Director Westbroek, that the Board supports an Asset Management Planning Program grant application to the Union of British Columbia Municipalities to complete the project titled Building a Strategic Asset Risk Register - Communication, Consultation and Capacity Building.

CARRIED

#### **BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

Chair Stanhope passed the Chair to Director Haime.

#### **Regional District of Nanaimo Board Motions re 891 Drew Road, Electoral Area 'G' – June 23, 2015.**

- 15-820 MOVED Director Stanhope, SECONDED Director Westbroek, to provide no comment with respect to the proposed request for siting concurrence for a multi-provider freestanding telecommunication antenna system at 891 Drew Road and defer to Industry Canada to exercise its jurisdictional authority over telecommunications infrastructure in relation to this proposal.

CARRIED

#### **Telus application for proposed cell tower site at 1421 Sunrise Drive, Electoral Area 'G', and comment on Rogers' proposal.**

- 15-821 MOVED Director Stanhope, SECONDED Director Fell, to encourage TM Mobile Inc. (TELUS) to consider every co-location opportunity seriously and to not proceed with construction of a single-carrier freestanding telecommunications tower at 1421 Sunrise Drive where alternate multi-carrier locations exist.

CARRIED

Chair Stanhope assumed the Chair.

#### **NEW BUSINESS**

#### **AVICC Update on Natural Gas Operating Agreement.**

Chair Stanhope provided the Board with a verbal update on the Natural Gas Operating Agreement.

- 15-822 MOVED Director Westbroek, SECONDED Director Brennan, that the Board ask staff to send a letter from the Regional District of Nanaimo thanking former Mayor Korpan for his work in leading this initiative.

CARRIED

#### **IN CAMERA**

- 15-823 MOVED Director Veenhof, SECONDED Director Lefebvre, that pursuant to Sections 90 (1) (a), (c), (e), (f), and (j) of the *Community Charter* the Board proceed to an In Camera Meeting, for discussions related to Board nominations, personnel issues, land acquisitions, law enforcement, and third-party business interests.

CARRIED

TIME: 8:08 PM

**RISE AND REPORT**

15-824 **Regional District of Nanaimo Nominee to the Nanaimo Airport Commission.**

MOVED Director Veenhof, SECONDED Director Young, that the Board call for applications for nominees for appointment to the Nanaimo Airport Commission.

CARRIED

**Chief Administrative Officer Position Vacancy.**

15-825 MOVED Director Veenhof, SECONDED Director Haime, that the position of Interim Chief Administrative Officer for the Regional District of Nanaimo be posted internally.

CARRIED

15-826 MOVED Director Westbroek, SECONDED Director Veenhof, that staff be directed to issue a Request for Proposals for executive search firms to provide assistance with the recruitment and selection of a new Chief Administrative Officer for the Regional District of Nanaimo.

CARRIED

15-827 MOVED Director Westbroek, SECONDED Director Fell, that the salary for the Interim Chief Administrative Officer be based on the Management Salary Administration System Policy.

CARRIED

**ADJOURNMENT**

MOVED Director Lefebvre, SECONDED Director Haime, that this meeting be adjourned.

CARRIED

TIME: 9:00 PM

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CHAIRPERSON

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CORPORATE OFFICER

**From:** Mariah Patterson [<mailto:MPatterson@virl.bc.ca>]  
**Sent:** Thursday, November 05, 2015 3:38 PM  
**To:** corpsrv  
**Cc:** Thorkelsson, Paul  
**Subject:** Appointment to the 2016 Vancouver Island Regional Library Board

Dear Chair Stanhope,

**Re: Appointment to the 2016 Vancouver Island Regional Library Board**

As the new year approaches, it is time to consider your representation on the Board of Trustees of Vancouver Island Regional Library – the fifth largest library system in British Columbia serving more than 410,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. Vancouver Island Regional Library enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

As per the *British Columbia Library Act*, “each municipality and/or regional district that is party to the regional library district must, by resolution, appoint a representative and an alternate representative each December at the first meeting of the municipal council or regional district board. A member of the library board holds office for a term of one year: January 1 - December 31, or for the remainder of the year for which the appointment is made. A member is eligible for reappointment, but no member may serve for more than eight consecutive years. Reappointment of sitting members is encouraged in the interest of continuity...”

Provincial legislation requires certified resolutions be submitted to Vancouver Island Regional Library by December 15, 2015. VIRL Board of Trustees also requires its members to complete a Statement of Financial Disclosure on an annual basis (a copy of the form on file with your municipality/district is acceptable). Hard copies of the necessary forms have been couriered to you, including VIRL appointment forms to ensure we have accurate contact information. For quick access, please find the same forms attached here and a link to the [statement of financial disclosure](#).

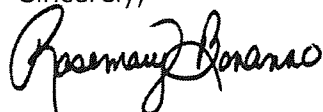
By **December 15, 2015**, please submit for each appointed Board Member and Alternate Member:

- **Certified Resolutions**
- **Statement of Financial Disclosure form**
- **2016 VIRL Board / Alternate Appointment form**

**Send to the attention of Mariah Patterson, Executive Assistant, via mail, email: [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca) or fax: 250.758.2482.**

If you require additional information, please contact Ms. Patterson by phone: 250-729-2310 or email. Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,



Rosemary Bonanno, BA MLS  
Executive Director

***Sent on behalf of Rosemary Bonanno, Executive Director, Vancouver Island Regional Library.***

*Mariah Patterson*

Executive Assistant

VANCOUVER ISLAND REGIONAL LIBRARY

Administration

6250 Hammond Bay Road

Nanaimo, BC V9R 5N3

Tel: 250-729-2310

Email: [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca)



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**STAFF REPORT**

**TO:** Jacquie Hill  
 Manager, Administrative Services

**DATE:** November 25, 2015

**FROM:** Matt O'Halloran  
 Legislative Coordinator

**MEETING:** Board – December 9, 2015

**FILE:** 0570

**SUBJECT:** 2016 Board and Standing Committee Regular Meeting Schedule

**RECOMMENDATION**

That the 2016 Board and Standing Committee regular meeting schedule be approved as presented.

**PURPOSE**

To present the 2016 Board and Standing Committee meeting schedule for consideration.

**BACKGROUND**

Board meeting requirements are set under *Regional District of Nanaimo Board Procedure Bylaw No. 1512, 2006*, and in provincial statute. The Board approves its annual meeting schedule each year at the Inaugural meeting.

Pursuant to Bylaw 1512, the Board holds one regular meeting per month. This meeting is currently required on the fourth Tuesday, except in December, when it is held jointly with the Inaugural meeting on the second Tuesday. The Board also makes an exception for the September regular meeting, typically holding it one week later to accommodate Directors' attendance at the annual convention of the Union of British Columbia Municipalities.

New provincial legislation effective January 1, 2016 will require changes to the annual meeting cycle. Under *Local Elections Statutes Amendment Act, 2014*, the Board will be required to elect its chair and vice chair at the first meeting in November, rather than in December. This change corresponds to another new requirement in the *Act* moving local government elections from November to the 3rd Saturday of October, starting in 2018. The new legislation amends a variety of existing statutes including the *Local Government Act*.

Staff have updated the annual schedule in accordance with the *Act*, bringing the Inaugural meeting forward to the second Tuesday in November. As a result, the meeting in December switches to a regular Board meeting. The proposed schedule also places the December session on the first Tuesday of the month, to accommodate business through the winter holiday period.

The November meetings of the Committee of the Whole (CoW) and Electoral Area Planning Standing Committee (EAPC) are also affected. These meetings are now proposed for the fourth Tuesday of November, with all recommendations forwarded to the regular Board meeting in December. Consistent with Board practice under the existing cycle, the proposed schedule does not include meetings of the CoW or EAPC in August. There are no scheduling requirements for these committees in Bylaw 1512, or under provincial statute.

In 2016 staff will bring forward the corresponding amendments to Bylaw 1512 as part of the ongoing Procedure Bylaw review process.

The list of proposed 2016 meeting dates is included on Appendix I. The 2016 schedule does not include Special meetings that may be required for Board and Standing Committees.


### ALTERNATIVES

1. That the 2016 meeting schedule be approved as presented.
2. That the Board provide alternate direction.

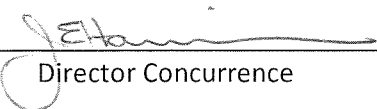
### SUMMARY/CONCLUSIONS

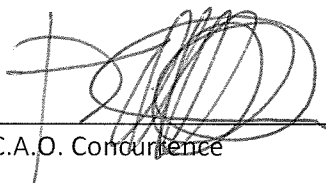
A list of 2016 regular meeting dates for the Board and Standing Committees has been prepared for consideration.

The meeting schedule format has been updated in accordance with new provincial legislation, moving the Inaugural Board meeting from December to November.

  
\_\_\_\_\_  
Report Writer

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

  
\_\_\_\_\_  
Director Concurrence

  
\_\_\_\_\_  
C.A.O. Concurrence

**APPENDIX I**

**Regional District of Nanaimo 2016 Board and Standing Committee Regular Meeting Schedule**

**Meeting Location:** RDN Board Chambers, 6300 Hammond Bay Rd, Nanaimo.

**Meeting Times:** Electoral Area Planning Committee (EAPC) - 6:30 pm  
 Committee of the Whole – 7:00 pm  
 Board Meeting – 7:00 pm

January 12	EAPC/Committee of the Whole
January 26	Board Meeting
February 9	EAPC/Committee of the Whole
February 23	Board Meeting
March 8	EAPC/Committee of the Whole
March 22	Board Meeting
April 12	EAPC/Committee of the Whole
April 26	Board Meeting
May 10	EAPC/Committee of the Whole
May 24	Board Meeting
June 14	EAPC/Committee of the Whole
June 28	Board Meeting
July 12	EAPC/Committee of the Whole
July 26	Board Meeting
August 23	Board Meeting
September 13	EAPC/Committee of the Whole
October 4	Board Meeting
October 11	EAPC/Committee of the Whole
October 25	Board Meeting
November 8	Inaugural Board Meeting
November 22	EAPC/Committee of the Whole
December 6	Board Meeting

**2016 Conferences:**

AVICC Convention - April 8-10 (Nanaimo)  
 FCM Conference – June 3-5 (Winnipeg)  
 UBCM Convention – September 26-30 (Victoria)



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**STAFF REPORT**

**TO:** J. Harrison  
Director, Corporate Services

**DATE:** November 30, 2015

**FROM:** J. Hill  
Manager, Administrative Services

**MEETING:** Board – December 8, 2015

**SUBJECT:** Amendment to Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736

**RECOMMENDATIONS:**

1. That third reading of “Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736, 2015” be rescinded.
2. That “Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736, 2015” be amended by deleting “\$0.0017 per \$1,000.00” and replacing it with “\$0.0011 per \$1,000.00”.
3. That “Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736, 2015” be read a third time as amended.

**PURPOSE:**

To bring forward an amendment to Bylaw No. 1736 for the Board’s consideration following receipt of advice from the Ministry.

**BACKGROUND:**

At its October 27, 2015 Regular Board meeting, the Board gave three readings to Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736 (Attachment 1) and directed that it be forwarded to the Inspector of Municipalities for approval. During the review and approval process, the Ministry has advised staff that the proposed Bylaw requires amending before Inspector approval can be obtained.

The Ministry advised that when a service is established, and the maximum requisition in the bylaw is established as a dollar amount and a tax rate, the amount yielded when the tax rate is applied to the current total net taxable value in the service area should be equivalent to the dollar amount (with an acceptable margin of 5% difference between the numbers). Because population was used for the participant allocation, the maximum requisition for Bylaw No. 1736 was established using the highest tax rate in the participating areas which would allow for the amount yielded to be greater than 5% more than the established dollar amount of \$10,000 and requires amending accordingly.



**ALTERNATIVES:**

1. Amend Bylaw No. 1736 and give it third reading as amended.
2. Do not proceed with amending the bylaw and provide alternate direction.

**FINANCIAL IMPLICATIONS:**


There is no change to the cost per participant for this bylaw amendment. It is to revise the tax rate to ensure compliance with Ministry requirements.


**STRATEGIC PLAN IMPLICATIONS:**

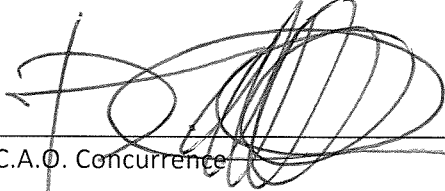
N/A

**SUMMARY/CONCLUSIONS:**

Following submission of Bylaw No. 1736 to the Ministry for approval, staff have been advised that it is necessary to amend the bylaw so that the yield from the maximum tax rate is equivalent to the maximum dollar requisition before the Inspector of Municipalities will approve the bylaw.

  
\_\_\_\_\_  
Report Writer

  
\_\_\_\_\_  
Director Concurrence

  
\_\_\_\_\_  
C.A.O. Concurrence

# Attachment 1

## REGIONAL DISTRICT OF NANAIMO

### BYLAW NO. 1736

#### A BYLAW TO ESTABLISH A SEARCH AND RESCUE CONTRIBUTION SERVICE

WHEREAS under section 796 of the *Local Government Act* a Regional District may operate any service the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to establish a contribution service for the purpose of providing a contribution towards search and rescue;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under section 801 of the *Local Government Act*; and

AND WHEREAS participating area approval in the participating areas has been obtained by alternative approval process for the entire Service Area under section 801.3 of the *Local Government Act*.

NOW THEREFORE the Board of the Regional District of Nanaimo, in open meeting assembled, enacts as follows:

#### 1. Citation

This Bylaw may be cited for all purposes as the "Northern Community Search and Rescue Contribution Service Establishment Bylaw No. 1736, 2015".

#### 2. Service

The service established by this Bylaw is the Northern Community Search and Rescue Contribution Service (the "**Service**") for the purpose of providing a contribution to organizations providing search and rescue in the Service Area.

#### 3. Boundaries

The boundaries of the service area are the City of Parksville, the Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G' and 'H' (the "**Service Area**").

#### 4. Participating Areas

The Participating Areas for the Service are the City of Parksville, the Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G' and 'H'.

#### 5. Cost Recovery

As provided in section 803 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;

- (b) fees and charges imposed under section 363 of the *Local Government Act*;
- (c) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

**6. Apportionment**

The costs of providing the Service shall be apportioned among the Participating Areas on the basis of the most recent census population.

**7. Maximum Requisition**

In accordance with section 800.1(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the Service is the greater of:

- (a) Ten Thousand (\$10,000.00) Dollars; or
- (b) the amount equal to the amount that could be raised by a property value tax rate of \$0.0017 per \$1,000.00 applied to the net taxable value of land and improvements in the Service Area.

Introduced and read three times this 27th day of October, 2015.

Received the approval of the Inspector of Municipalities this \_\_\_ day of \_\_\_\_\_, 2015.

Participating area approval obtained by alternative approval process under section 801.3 of the *Local Government Act* this \_\_\_ day of \_\_\_\_\_, 2016.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Corporate Officer