

**REGIONAL DISTRICT OF NANAIMO**

**REGULAR BOARD MEETING  
TUESDAY, JULY 26, 2016  
7:00 PM**

***(RDN Board Chambers)***  
*RDN meetings may be recorded*

**A G E N D A**

**1. CALL TO ORDER**

**2. DELEGATIONS**

11-13            **Phil Dyke, Lighthouse Country Marine Rescue Society**, re Report on Activities and Use of Funds.

14                **John Kimantas, BC Marine Trails Network Association**, re Proposed Salish Sea Marine Trail Blueway.

**3. BOARD MINUTES**

15-33            Minutes of the Regular Board meeting held Tuesday, June 28, 2016 (All Directors – One Vote).

*That the minutes of the Regular Board meeting held Tuesday, June 28, 2016 be adopted.*

**4. BUSINESS ARISING FROM THE MINUTES**

**5. COMMUNICATION/CORRESPONDENCE**

(All Directors – One Vote)

34                **Selina Robinson, MLA, Coquitlam-Maillardville**, re UBCM Convention September 26-30.

35                **Sheila Gurrie, City of Nanaimo**, re E&N Trail – Downtown South Alignment Study.

**6. UNFINISHED BUSINESS**

36                **A Bylaw to Amend the Requisition Limit for the Southern Community Search and Rescue Contribution Service – Bylaw No. 1552.02** (All Directors – One Vote).

*That “Southern Community Search and Rescue Contribution Service Amendment Bylaw No. 1552.02, 2016” be adopted.*

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

**7.1 ELECTORAL AREA PLANNING STANDING COMMITTEE**

37-39 Minutes of the Electoral Area Planning Committee meeting held Tuesday, July 12, 2016 (All Directors – One Vote).

*That the minutes of the Electoral Area Planning Committee meeting held Tuesday, July 12, 2016 be received for information.*

**DEVELOPMENT PERMIT**

**Development Permit Application No. PL2016-052 – 1675 Timberjack Place – Electoral Area 'E'** (Electoral Area Directors, except EA 'B' – One Vote).

*That the Board approve Development Permit No. PL2016-052 to amend Development Permit with Variance No. 60804 to allow the release of a Section 219 covenant and the removal of a previously defined buildable site area on the subject property, subject to the conditions outlined in Attachments 2 to 3 and subject to clarification from the proponent regarding the information provided by the previous delegation.*

**Development Permit Application No. PL2016-092 – 796 Mariner Way – Electoral Area 'G'** (Electoral Area Directors, except EA 'B' – One Vote).

*That the Board approve Development Permit No. PL2016-092 to permit a proposed addition to an existing dwelling within the Hazard Lands Development Permit Area subject to the conditions outlined in Attachments 2 to 4.*

**DEVELOPMENT VARIANCE PERMIT**

**Development Variance Permit Application No. PL2016-098 – Electoral Area 'A'** (Electoral Area Directors, except EA 'B' – One Vote).

**Delegations wishing to speak to Development Variance Permit Application No. PL2016-098 – Electoral Area 'A'.**

*That the Board approve Development Variance Permit No. PL2016-098 to reduce the minimum required front and other lot line setback requirements to permit the construction of two community kiosk structures, subject to the conditions outlined in Attachments 2 to 4.*

**Development Variance Permit Application No. PL2016-099 – 3189 Northwest Bay Road – Electoral Area 'E'** (Electoral Area Directors, except EA 'B' – One Vote).

**Delegations wishing to speak to Development Variance Permit Application No. PL2016-099 – 3189 Northwest Bay Road – Electoral Area 'E'.**

*That the Board approve Development Variance Permit No. PL2016-099 to increase the accessory building height to permit two accessory buildings subject to the terms and conditions outlined in Attachments 2 and 3 as amended to replace references to “showroom” with “home office” and to include the following additional conditions of approval:*

5. *Home based business uses shall be conducted in compliance with the applicable Home Based Business regulations.*
6. *The property owner is to obtain a valid access permit from the Ministry of Transportation and Infrastructure as necessary prior to the issuance of the permit.*

**DEVELOPMENT PERMIT WITH VARIANCE**

**Development Permit with Variance Application No. PL2016-089 – 1954 Shasta Road – Electoral Area 'A'** (Electoral Area Directors, except EA 'B' – One Vote).

**Delegations wishing to speak to Development Permit with Variance Application No. PL2016-089 – 1954 Shasta Road – Electoral Area 'A'.**

*That the Board approve Development Permit with Variance No. PL2016-089 to permit a shoreline revetment subject to the conditions outlined in Attachments 2 to 3 with condition of approval No. 7 amended as follows: The applicant will construct a safe and appropriate public beach access along the portion of the revetment in the unconstructed road right-of-way, consistent with the recommendations in the Shoreline Erosion Protection Assessment prepared by Simpson Geotechnical Ltd., dated April 12, 2016, revised June 22, 2016 and to the satisfaction of Regional District of Nanaimo, Manager of Parks Services.*

**Development Permit with Variance Application No. PL2015-149 – 6383 Island Highway West – Electoral Area 'H'** (Electoral Area Directors, except EA 'B' – One Vote).

**Delegations wishing to speak to Development Permit with Variance Application No. PL2015-149 – 6383 Island Highway West – Electoral Area 'H'.**

*That the Board approve Development Permit with Variance No. PL2015-149 to permit the development of four camping spaces subject to the conditions outlined in Attachment 2.*

**OTHER**

**Development Permit Application No. PL2016-102 and Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in Relation to Subdivision Application No. PL2016-050, Electoral Area 'F' (Electoral Area Directors, except EA 'B' – One Vote).**

*That the Board approve Development Permit No. PL2016-102 to permit the creation of a seven lot subdivision including the request to relax the minimum 10% perimeter frontage requirements for proposed Lots 2, 3, 4, and 5 in relation to Subdivision Application No. PL2016-050.*

**7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE**

40-46 Minutes of the Committee of the Whole meeting held Tuesday, July 12, 2016 (All Directors – One Vote).

*That the minutes of the Committee of the Whole meeting held Tuesday, July 12, 2016 be received for information.*

**COMMUNICATION/CORRESPONDENCE**

(All Directors – One Vote)

**Joe Murphy, Island Health, re Regional District of Nanaimo's endorsement of social procurement and request regarding local food procurement.**

*That the correspondence from Joe Murphy, Island Health, regarding the Regional District of Nanaimo's endorsement of social procurement and request regarding local food procurement be received.*

**Chair Al Richmond, President, UBCM, re Provincial Response to 2015 Resolution – Land Title Fees.**

*That the correspondence from Chair Al Richmond, President, Union of BC Municipalities, regarding Provincial response to 2015 resolution – Land Title Fees be received.*

**Chair Al Richmond, President, UBCM, re Provincial Response to 2015 Resolution – Regional District Charter.**

*That the correspondence from Chair Al Richmond, President, Union of BC Municipalities, regarding Provincial response to 2015 resolution – Regional District Charter be received.*

**Eve Flynn, Board Chair, Board of Education, School District No. 69 (Qualicum), re Application for Community Works Funds.**

*That the correspondence from Eve Flynn, Board Chair, Board of Education, School District No. 69 (Qualicum), regarding application for Community Works Funds be received.*

**CORPORATE SERVICES**

**Electoral Area Caucus (All Directors – One Vote).**

1. *That Electoral Area Directors meet for an informal supper with the Chief Administrative Officer on a monthly basis or as determined by the Chair.*
2. *That an Electoral Area Services Committee be established as a Standing Committee of the Board.*
3. *That the topics of discussion at the "Electoral Area Services Committee" include:*
  - *Current Planning Approvals and Long Range Planning*
  - *Community Parks*
  - *Emergency Preparedness*
  - *Fire Protection*
  - *Bylaw Enforcement*
  - *Building Inspection*
  - *Other matters relating to Electoral Areas only*
4. *That staff be directed to prepare a report on the options for delegation of authority to the Electoral Area Services Committee.*

**UNFINISHED BUSINESS**

**Annual Special Electoral Area Planning Committee and Town Hall Meetings in Electoral Areas (All Directors – One Vote).**

1. *That a joint Special Electoral Area Planning Committee and Town Hall meeting be held periodically in each Electoral Area that participates in the Community Planning Function (all Electoral Areas except for 'B') and that a Town Hall meeting be held periodically in Electoral Area 'B'.*
2. *That any future Town Hall meetings be scheduled through a Board motion.*

**ADMINISTRATIVE SERVICES**

47-50                    **A Bylaw to Secure Long Term Debt for the City of Parksville Water Intake and Treatment Plant Construction Project.**

(All Directors – Weighted Vote)

1. *That the Board consent to the borrowing of \$5,600,000 from the Municipal Finance Authority of British Columbia over a 25 year term for the purpose of funding construction of the City of Parksville's water intake and treatment plant, related equipment and ancillary services.*
2. *That "Regional District of Nanaimo Security Issuing (City of Parksville) Bylaw No. 1745, 2016" be introduced and read three times.*

(All Directors – 2/3 Weighted Vote)

3. *That "Regional District of Nanaimo Security Issuing (City of Parksville) Bylaw No. 1745, 2016" be adopted.*

**FINANCE**

51-54                    **Southern Community Wastewater Marine Outfall Replacement – Security Issuing Bylaw No. 1742** (All Directors – Weighted Vote / 2/3 Weighted Vote).

1. *That Regional District of Nanaimo "Southern Community Sewer Local Service Capital Improvements Security Issuing Bylaw No. 1742, 2016", be introduced and read three times.*
2. *That Regional District of Nanaimo "Southern Community Sewer Local Service Capital Improvements Security Issuing Bylaw No. 1742, 2016", be adopted.*

55-63                    **Coombs-Hilliers Fire Services Operational Bylaw No. 1744** (All Directors – One Vote / 2/3 Majority Vote).

1. *That "Coombs-Hilliers Fire Protection Service Operations Bylaw No. 1744, 2016" be introduced and read three times.*
2. *That "Coombs-Hilliers Fire Protection Service Operations Bylaw No. 1744, 2016" be adopted.*

64-65

**Report on use of Development Cost Charges in 2015 and to Authorize Expenditure of Development Cost Charge Funds in 2016.**

(All Directors – One Vote)

1. *That the report on Development Cost Charges used in 2015 provided under Section 569 of the Local Government Act be received for information.*

(Parksville, Qualicum Beach, Electoral Areas 'E', 'F', 'G', 'H' – Weighted Vote / 2/3 Weighted Vote)

2. *That "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1746, 2016" be introduced and read three times.*
3. *That "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1746, 2016" be adopted.*

(All Directors – One Vote / 2/3 Majority Vote)

4. *That "Nanoose Bay Bulk Water Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1747, 2016" be introduced and read three times.*
5. *That "Nanoose Bay Bulk Water Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1747, 2016" be adopted.*

**STRATEGIC AND COMMUNITY DEVELOPMENT****LONG RANGE PLANNING**

**Regional Growth Strategy Bylaw 1615.01, 2016 – Minor Amendment Criteria** (All Directors, except Electoral Area 'B' – One Vote).

1. *That the Board receive the responses from affected local governments regarding "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" as set out in Attachment 2 of this report.*
2. *That the Board notify the Minister of Community Sport and Cultural Development that the Town of Qualicum Beach has not accepted "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016".*
3. *That the Board direct the Regional District of Nanaimo to enter into a dispute resolution process with the Town of Qualicum Beach and other interested member municipalities regarding "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016".*

**REGIONAL AND COMMUNITY UTILITIES AND SOLID WASTE**

**WATER SERVICES AND ASSET MANAGEMENT**

**Schirra-McDivitt Watermain Replacement – Construction Tender Award** (All Directors – Weighted Vote).

*That the construction of the Schirra-McDivitt Watermain Replacement project be awarded to Robie's Contracting Ltd. for the Tender price of \$185,674.50 (excluding GST).*

**Asset Management Quarterly Update: Q2 2016** (All Directors – One Vote).

*That the Asset Management Quarterly Update be received for information.*

**ADVISORY, SELECT COMMITTEE AND COMMISSION**

**Electoral Area 'A' Parks, Recreation and Culture Commission** (All Directors – One Vote).

*That the minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held Wednesday, June 15, 2016 be received for information.*

**Cedar Plaza.**

*That the Board direct staff to provide the North Cedar Improvement District with a history of the Cedar Plaza project and the Improvement District be requested to reconsider providing a water connection to the Cedar Plaza so that irrigation can be provided to the newly planted vegetation.*

**Electoral Area 'E' Parks and Open Space Advisory Committee** (All Directors – One Vote).

*That the minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held Wednesday, May 11, 2016 be received for information.*

**Illegal Tree Cutting in the Fairwinds Community.**

*That the Board direct staff to send a letter to Fairwinds Community Association, to request they inform their membership of this recent Bylaw investigation and action regarding illegal tree cutting at Carmichael Road Community Park.*



**Electoral Area 'F' Parks and Open Space Advisory Committee** (All Directors – One Vote).

*That the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Wednesday, June 8, 2016 be received for information.*

**Liquid Waste Management Plan Monitoring Committee** (All Directors – One Vote).

*That the minutes of the Liquid Waste Management Plan Monitoring Committee meeting held Tuesday, June 21, 2016 be received for information.*

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

**School District No. 69 - Application for Community Works Funds** (All Directors – Weighted Vote).

*That staff be directed to enter into an agreement with the Bowser Parent Advisory Committee to contribute \$30,000 of Electoral Area 'H' Community Works Funds for the expansion of the Bowser Cultural Learning Space.*

#### **NEW BUSINESS**

**Regional District of Nanaimo and Vancouver Island University Memorandum of Understanding - Canada Learning Bond Program** (All Directors – Weighted Vote).

*That staff work with the Vancouver Island University on a Memorandum of Understanding that would outline a partnership to address child poverty in the Region for consideration at the September Committee of the Whole meeting.*

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

66-67 **Transit Select Committee** (All Directors – One Vote).

*That the minutes of the Transit Select Committee meeting held Thursday, June 23, 2016 be received for information.*

#### **8. ADMINISTRATOR'S REPORTS**

68-71 Approval of Reserve Funds for RDN Green Building Incentive Program (Lantzville, All Electoral Areas – Weighed Vote).

72-74 Regional District of Nanaimo Officers Appointment and Delegation Amendment Bylaw No. 1661.02, 2016 (All Directors – One Vote / 2/3 Majority Vote).

**9. ADDENDUM**

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

**11. NEW BUSINESS**

**12. IN CAMERA**

*That pursuant to Sections 90 (1) (c), (e) and (i) of the Community Charter the Board proceed to an In Camera Meeting, for discussions related to labour relations, land acquisition and solicitor-client privilege.*

**13. ADJOURNMENT**

**Delegation:** Phil Dyke, Lighthouse Country Marine Rescue Society, re Report on Activities and Use of Funds.

**Summary:** The Society contacted the RDN about making a presentation to the Board, and has included its financial statement as background information.

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**Balance Sheet Notes:**

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**Notes:**

- 1 Internal restricted funds - as passed by a motion of the Board at the **April 02, 2014** meeting, consisting of GIC 001 - \$4157.74; GIC 002 - \$6093.00 and transfer of \$15,000.00 from the Operation Account 01 to Plan 24. These restricted funds are to be used for "Vessel Refit and Engine Engine Replacement" only.

Motion passed at the **Sep 10, 2014** Board meeting to transfer \$3,000 from Operation Account 01 to Plan 24. These restricted funds are to be used for boat equipment.

Motion passed at the **Jun 03, 2015** Board meeting to transfer \$10,000 from Operation Account 01 to Plan 24. These restricted funds are to be used for "Vessel Engine Replacement".

- 2 New equipment installed on our vessel in fiscal year ( Jun 01, 2015 to May 31, 2016) .

<u>Balance Sheet : Note 2</u>	
<b>Lighthouse Country Marine Rescue Society</b>	
<b>Vessel Equipment installed Jun 01, 2015 to May 31, 2016</b>	
New 300 ft. Tow line	\$124.32
2 - NorthStar 27M Marine Batteries	\$627.18
Vessel Windows ( Port and Starboard )	\$3,663.47
EPIRB Hydro-Fit releaseclamp	<u>\$207.15</u>
	<u>\$4,622.12</u>

Lighthouse Country Marine Rescue Society

L&G # 112524

**PROFIT and LOSS**

June 01, 2015 through May 31, 2016

	<u>Jun. '15 - May. '16</u>
<b>Income</b>	
RCM-SAR operating cost	8,850.10
Donation Income	3,865.00
Grants	
BC Gaming	19,590.00
RDN	5,000.00
Interest Income	208.25
Misc. Income	412.48
	<hr/>
<b>Total Income</b>	37,925.83
<b>Expense</b>	
Advertising / Promo	1172.33
Office Supplies	373.59
Society Fees	90.00
Insurance	4401.50
Utilities	315.00
Paging Service	536.92
Printing	246.80
Moorage	3307.50
Building Mtc.	275.24
Postage	35.70
Training expense	2553.66
Safety Equipment	1189.13
Travel	461.99
Vessel ( Mtc. )	6123.54
Vessel ( Operating Cost )	
Fuel	4080.41
Equipment / supplies	514.04
	<hr/>
<b>Total Expense</b>	<u>\$ 25,677.35</u>
	<hr/>
<b>Net Income</b>	<u>12,248.48</u>

**Delegation:** John Kimantas, BC Marine Trails Network Association, re Proposed Salish Sea Marine Trail Blueway.

- Summary:**
1. To present plans on behalf of the BC Marine Trails Network Association and the Trans Canada Trail to create a Salish Sea Marine Trail blueway connecting Victoria and Vancouver.
  2. To solicit a letter or resolution in support of the concept for the Salish Sea Marine Trail.
  3. To solicit the Regional District of Nanaimo to become a stakeholder in the trail.
  4. To solicit a representative to sit on the Salish Sea Marine Trail advisory panel.
  5. To solicit a liaison staff person to act as liaison for queries and information if needed.

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, JUNE 28, 2016 AT 7:00 PM IN THE  
RDN BOARD CHAMBERS**

In Attendance:

Director W. Veenhof	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 J. Stanhope	Electoral Area G
Director B. McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Alternate	
Director D. Brennan	City of Nanaimo
Director W. Pratt	City of Nanaimo
Director I. Thorpe	City of Nanaimo
Director B. Yoachim	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach

Regrets:

Director C. Haime	Deputy Chairperson
Director J. Kipp	City of Nanaimo

Also in Attendance:

D. Trudeau	Interim Chief Administrative Officer
R. Alexander	Gen. Mgr. Regional & Community Utilities & Solid Waste
G. Garbutt	Gen. Mgr. Strategic & Community Development
T. Osborne	Gen. Mgr. Recreation & Parks
M. Manhas	A/Director of Finance
T. Armet	Mgr. Building & Bylaw Services
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.

- 16-396 MOVED Director Stanhope, SECONDED Director Lefebvre, that pursuant to Sections 90 (1) (f) and (i) of the *Community Charter* the Board proceed to an In Camera Meeting for discussions related to law enforcement and solicitor-client privilege.

CARRIED

TIME: 7:01 PM

RECONVENE: 7:30 PM

## DELEGATIONS

**John Hankins, Nanaimo Economic Development Corporation, re Nanaimo Economic Development Corporation Update.**

John Hankins provided the Board with an update on the initiatives and projects underway to promote tourism and foster relationships with stakeholders to promote local attraction and to raise the profile of the Nanaimo region internationally and within the commercial sector.

## LATE DELEGATIONS

- 16-397 MOVED Director Stanhope, SECONDED Director Lefebvre, that late delegations be permitted to address the Board.

CARRIED

**Cinnamon Russell and Kelly Olson, re TELUS Radiocommunication Antenna Facility 1421 Sunrise Drive, Electoral Area 'G' and Rogers Communications Wireless Tower 891 Drew Road, Electoral Area 'G'.**

Cinnamon Russell and Kelly Olson advised the Board of information resulting from a recent conversation with Industry Canada, asked the Board to support the site at 891 Drew Road as an alternative site as a mutually beneficial solution for all stakeholders, and provided a petition in support of the request.

**Samuel Sugita, Rogers Communications Inc., re Previously Proposed Telecommunications Infrastructure at 891 Drew Road, French Creek.**

Samuel Sugita provided the Board with an overview of the history of the previously proposed telecommunications infrastructure at 891 Drew Road and confirmed Rogers Communications continued interest in working with the Board to provide coverage within the French Creek area.

## BOARD MINUTES

**Minutes of the Regular Board meeting held Tuesday, May 24, 2016.**

- 16-398 MOVED Director Pratt, SECONDED Director Thorpe, that the minutes of the Regular Board meeting held Tuesday, May 24, 2016, be adopted.

CARRIED



**Minutes of the Special Board meeting held Tuesday, June 14, 2016.**

- 16-399 MOVED Director Young, SECONDED Director Pratt, that the minutes of the Special Board meeting held Tuesday, June 14, 2016, be adopted.

CARRIED

**COMMUNICATION/CORRESPONDENCE**

**Marc Lefebvre, Mayor, City of Parksville,** re Regional Growth Strategy Bylaw No. 1615.01, 2016.

- 16-400 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Marc Lefebvre, Mayor, City of Parksville, regarding Regional Growth Strategy Bylaw No. 1615.01, 2016 be received.

CARRIED

**Rob Everson, Chief Councillor, K'ómoks First Nation,** re **Regional District of Nanaimo Regional Growth Strategy.**

- 16-401 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Rob Everson, Chief Councillor, K'ómoks First Nation, regarding Regional District of Nanaimo Regional Growth Strategy be received.

CARRIED

**John Lefebvre, Chair, Cowichan Valley Regional District,** re **Regional Growth Strategy Amendment Bylaw No. 1615.01.**

- 16-402 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from John Lefebvre, Chair, Cowichan Valley Regional District, regarding Regional Growth Strategy Amendment Bylaw No. 1615.01 be received.

CARRIED

**Danyta Welch, UBCM,** re **2015 Asset Management Planning Program (Phase 2 Asset Management Implementation Plan).**

- 16-403 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Danyta Welch, Union of BC Municipalities, regarding the 2015 Asset Management Planning Program (Phase 2 Asset Management Implementation Plan) be received.

CARRIED

**Janet Drapeau and Anne Newman,** re **Development Variance Permit Application No. PL2016-091 – Island Highway West, Electoral Area 'H'.**

- 16-404 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Janet Drapeau and Anne Newman regarding Development Variance Permit Application No. PL2016-091 – Island Highway West, Electoral Area 'H', be received.

CARRIED

**P.T. Dixon,** re **Traffic Noise Arising from Vehicle Speed on 19A through Parksville.**

- 16-405 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from P.T. Dixon regarding traffic noise arising from vehicle speed on 19A through Parksville be received.

CARRIED

**Nick Rivers, Arrowsmith Search and Rescue, re Request to Build an Addition to existing SAR Hall.**

- 16-406 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Nick Rivers, Arrowsmith Search and Rescue, regarding a request to build an addition to the existing Search and Rescue Hall be received.

CARRIED

**Teunis Westbroek, Mayor, Town of Qualicum Beach, re Regional Growth Strategy (RGS) – Minor Amendment Criteria.**

- 16-407 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Teunis Westbroek, Mayor, Town of Qualicum Beach, regarding Regional Growth Strategy (RGS) – Minor Amendment Criteria be received.

CARRIED

**Correspondence, June 2016, re Development Variance Permit Application No. PL2016-091 – Island Highway West, Electoral Area ‘H’.**

- 16-408 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from June 2016 regarding Development Variance Permit Application No. PL2016-091 – Island Highway West, Electoral Area ‘H’, be received.

CARRIED

**Correspondence, June 2016, re Proposed TELUS Cell Tower at 1421 Sunrise Drive, Electoral Area ‘G’.**

- 16-409 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from June 2016 regarding the proposed TELUS cell tower at 1421 Sunrise Drive, Electoral Area ‘G’, be received.

CARRIED

**Mary Polak, Minister, Ministry of Environment, re Letter of Support for Gabriolans Against Freighter Anchorages Society.**

- 16-410 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Mary Polak, Minister, Ministry of Environment, regarding the letter of support for the Gabriolans Against Freighter Anchorages Society be received.

CARRIED

**Byron Nutton, Fisheries and Oceans Canada, re Proposed Gabriola Anchorages.**

- 16-411 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Byron Nutton, Fisheries and Oceans Canada, regarding proposed Gabriola anchorages be received.

CARRIED

**Rachel Hamling, Sims Associates Land Surveying Ltd. and Fern Road Consulting Ltd., re Development Variance Permit Application No. PL2016-091 – Island Highway West, Electoral Area ‘H’.**

- 16-412 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Rachel Hamling, Sims Associates Land Surveying Ltd. and Fern Road Consulting Ltd., regarding Development Variance Permit Application No. PL2016-091 – Island Highway West, Electoral Area ‘H’, be received.

CARRIED

**John C. Adams, Cook Roberts LLP - Lawyers, re 2954 Canyon Road, Nanaimo BC.**

- 16-413 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence and related documents from John C. Adams, Cook Roberts LLP - Lawyers, regarding 2954 Canyon Road, Nanaimo, BC, be received.

CARRIED

**UNFINISHED BUSINESS**

Directors Bestwick, Brennan, Hong and Yoachim left the meeting at 8:00 PM citing a potential perceived conflict of interest with the next agenda item.

**2954 Canyon Road, Electoral Area 'A' – Hazardous Property – Request for Reconsideration.**

The Chairperson provided an overview of the process of the Request for Reconsideration.

Documentation and presentations were provided to the Board during the Reconsideration Hearing in the matter of 2954 Canyon Road.

The following made representation to the Board in the matter:

Geoff Garbutt, GM Strategic & Community Development, RDN

Tom Armet, Manager of Building & Bylaw Services, RDN

Sgt. Rob Jones, Nanaimo RCMP

Ron Gueulette, Cranberry Fire Chief

Christine Chyplyk, resident of Canyon Road

Alex Dutton, Cook Roberts LLP, Agent for the Property Owner

Manno Powar, Property Owner

Eva Kozikowska, Oracle Interiors

Sharat Chande, Kontrol Engineering Ltd.

- 16-414 MOVED Director McPherson, SECONDED Director Rogers, that the Board, upon reconsideration of the remedial action requirement provided under Section 78 of the *Community Charter*, confirms its Resolution of May 24, 2016, that the building on the property legally described as Lot 1, Section 3, Range 8, Cranberry District, Plan 15453 (2954 Canyon Road) creates an unsafe condition pursuant to Section 73(1) of the *Community Charter*.

A recorded vote was requested.

The motion was CARRIED with Directors Fell, Houle, Lefebvre, McPherson, Pratt, Rogers, Stanhope, Thorpe, Veenhof, Westbroek and Young voting in the affirmative and Director McKay voting in the negative.

- 16-415 MOVED Director Westbroek, SECONDED Director McKay, that the property owner of 2954 Canyon Road be given six months to bring forward property redevelopment plans for the subject property and further that the property owner be given thirty (30) days to secure the property and address unsafe conditions including the installation of permanent security fencing, fire and security monitoring systems, removal of dilapidated exterior stairs and permanent closure of ground openings.

A recorded vote was requested.

The motion was CARRIED with Directors Fell, Lefebvre, McKay, Pratt, Stanhope, Thorpe, Veenhof, Westbroek and Young voting in the affirmative and Directors Houle, McPherson and Rogers voting in the negative.

- 16-416 MOVED Director Westbroek, SECONDED Director Stanhope, that the Board suspend its Resolution of May 24, 2016, ordering the remedial action to demolish and remove the building.

CARRIED

Directors Bestwick, Brennan, Hong and Yoachim returned to the meeting at 9:57 PM.

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

**ELECTORAL AREA PLANNING COMMITTEE**

**Minutes of the Electoral Area Planning Committee meeting held Tuesday, June 14, 2016.**

- 16-417 MOVED Director Houle, SECONDED Director Stanhope, that the minutes of the Electoral Area Planning Committee meeting held Tuesday, June 14, 2016, be received for information.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**Kerry & Jessica Hoop, re Subdivision Application File No. 2015-00748 (Application No. PL2015-036 – 2320 Kaye Road, Electoral Area ‘G’).**

- 16-418 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Kerry & Jessica Hoop regarding Subdivision Application File No. 2015-00748 (Application No. PL2015-036 – 2320 Kaye Road, Electoral Area ‘G’) be received.

CARRIED

**Norman & Cindy Cawthra, re Subdivision Application File No. 2015-00748 (Application No. PL2015-036 – 2320 Kaye Road, Electoral Area ‘G’).**

- 16-419 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Norman & Cindy Cawthra regarding Subdivision Application File No. 2015-00748 (Application No. PL2015-036 – 2320 Kaye Road, Electoral Area ‘G’) be received.

CARRIED

**Lindy England, re Subdivision Application File No. 2015-00748 (Application No. PL2015-036 – 2320 Kaye Road, Electoral Area ‘G’).**

- 16-420 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Lindy England regarding Subdivision Application File No. 2015-00748 (Application No. PL2015-036 – 2320 Kaye Road, Electoral Area ‘G’) be received.

CARRIED

**Rob and Catherine Baker, re Subdivision Application File No. 2015-00748 (Application No. PL2015-036 – 2320 Kaye Road, Electoral Area ‘G’).**

- 16-421 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Rob and Catherine Baker regarding Subdivision Application File No. 2015-00748 (Application No. PL2015-036 – 2320 Kaye Road, Electoral Area ‘G’) be received.

CARRIED

**Peggy Aikman, re Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in relation to Subdivision Application No. PL2015-036 – 2320 Kaye Road, Electoral Area ‘G’.**

- 16-422 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Peggy Aikman regarding the request for relaxation of the minimum 10% perimeter frontage requirement in relation to Subdivision Application No. PL2015-036 – 2320 Kaye Road, Electoral Area ‘G’, be received.

CARRIED

**Richard Hampton, re Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in relation to Subdivision Application No. PL2015-036 – 2320 Kaye Road, Electoral Area ‘G’.**

- 16-423 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Richard Hampton regarding the request for relaxation of the minimum 10% perimeter frontage requirement in relation to Subdivision Application No. PL2015-036 – 2320 Kaye Road, Electoral Area ‘G’, be received.

CARRIED

**Don Reiffenstein and Jackie Rollans, re Development Variance Permit Application No. PL2016-091 – Island Highway West, Electoral Area ‘H’.**

- 16-424 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Don Reiffenstein and Jackie Rollans regarding Development Variance Permit Application No. PL2016-091 – Island Highway West, Electoral Area ‘H’, be received.

CARRIED

**Doug Dickson, re Development Variance Permit Application No. PL2016-091 – Island Highway West, Electoral Area ‘H’.**

- 16-425 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Doug Dickson regarding Development Variance Permit Application No. PL2016-091 – Island Highway West, Electoral Area ‘H’, be received.

CARRIED

***DEVELOPMENT PERMIT***

**Development Permit and Site Specific Floodplain Bylaw Exemption Application No. PL2016-051 – 85 Blackbeard Drive, Electoral Area ‘H’.**

- 16-426 MOVED Director Stanhope, SECONDED Director Young, that Development Permit Application No. PL2016-051 and request for a site specific floodplain bylaw exemption to permit the construction of a dwelling unit be approved subject to the conditions outlined in Attachments 2 to 4.

CARRIED

***DEVELOPMENT VARIANCE PERMIT***

**Development Variance Permit Application No. PL2016-091 – Island Highway West, Electoral Area ‘H’.**

- 16-427 MOVED Director Houle, SECONDED Director Young, that Development Variance Permit No. PL2016-091 to reduce the watercourse setback for a retaining wall be abandoned as requested in correspondence submitted by the applicant.

CARRIED

***DEVELOPMENT PERMIT WITH VARIANCE***

**Development Permit with Variance Application No. PL2016-054 – 1675 Admiral Tryon Boulevard, Electoral Area ‘G’.**

- 16-428 MOVED Director Stanhope, SECONDED Director Young, that Development Permit with Variance No. PL2016-054 to permit the construction of a riprap revetment on the subject property be approved subject to the conditions outlined in Attachments 2 to 4 with the added condition that prior to the issuance of this permit, the applicant shall be required to obtain approval from the Ministry of Transportation and Infrastructure as necessary to locate the proposed structure within the 3 metre minimum setback requirement from a public road.

CARRIED

**Development Permit with Variance Application No. PL2016-063 – 2140 Pauls Road, Electoral Area 'A'.**

- 16-429 MOVED Director McPherson, SECONDED Director Young, that Development Variance Permit No. PL2016-063 to reduce the minimum setbacks from a watercourse from 18.0 metres to 5.5 metres to permit the legalization of the siting and additions to the existing dwelling unit on the subject property be approved subject to the conditions outlined in Attachments 2 and 3.

CARRIED

**Development Permit with Variance Application No. PL2016-088 – 1701 Admiral Tryon Boulevard, Electoral Area 'G'.**

- 16-430 MOVED Director Stanhope, SECONDED Director Young, that Development Permit with Variance Application No. PL2016-088 to permit the construction of a riprap type revetment on the subject property be approved subject to the conditions outlined in Attachments 2 to 3.

CARRIED

***OTHER***

**Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in relation to Subdivision Application No. PL2015-036 – 2320 Kaye Road, Electoral Area 'G'.**

- 16-431 MOVED Director Stanhope, SECONDED Director Young, that the request to relax the minimum 10% perimeter frontage requirement for the proposed remainder of Lot 178 and proposed Lot 1, in relation to Subdivision Application No. PL2015-036, be approved subject to issuance of subdivision compliance being conditional on registration, at the applicant's expense, of a Section 219 Covenant on the property title to prohibit the following uses on the proposed Lot 1: Extraction Use, Log Storage and Sorting Yard, Primary Processing and Silviculture.

CARRIED

**COMMITTEE OF THE WHOLE STANDING COMMITTEE**

**Minutes of the Committee of the Whole meeting held Tuesday, June 14, 2016.**

- 16-432 MOVED Director Stanhope, SECONDED Director Thorpe, that the minutes of the Committee of the Whole meeting held Tuesday, June 14, 2016 be received for information.

CARRIED

***COMMUNICATION/CORRESPONDENCE***

**Ladies Auxiliary, Royal Canadian Legion Branch #211, re Funding Request – Community Works Fund.**

- 16-433 MOVED Director Houle, SECONDED Director Lefebvre, that the correspondence from the Ladies Auxiliary, Royal Canadian Legion Branch #211, regarding a funding request from the Community Works Fund be received.

CARRIED

**Leigh Campbell, Qualicum Bay-Horne Lake Waterworks District, re Infrastructure Planning Grant Program.**

- 16-434 MOVED Director Houle, SECONDED Director Lefebvre, that the correspondence from Leigh Campbell, Qualicum Bay-Horne Lake Waterworks District, regarding the Infrastructure Planning Grant Program be received.

CARRIED

**Danyta Welch, UBCM, re 2016/17 (Spring) Regional Community to Community Forum with Snaw-Naw-As First Nation - Approval in Principle.**

- 16-435 MOVED Director Houle, SECONDED Director Lefebvre, that the correspondence from Danyta Welch, Union of BC Municipalities, regarding the 2016/17 (Spring) Regional Community to Community Forum with Snaw-Naw-As First Nation - Approval in Principle be received.

CARRIED

**Danyta Welch, UBCM, re 2016/17 (Spring) Regional Community to Community Forum with Snuneymuxw First Nation - Approval in Principle.**

- 16-436 MOVED Director Houle, SECONDED Director Lefebvre, that the correspondence from Danyta Welch, Union of BC Municipalities, regarding the 2016/17 (Spring) Regional Community to Community Forum with Snuneymuxw First Nation - Approval in Principle be received.

CARRIED

**Lynne W. Brookes, Arrowsmith Naturalists, re Preservation of Hamilton Marsh for our Watershed, Wildlife and Community.**

- 16-437 MOVED Director Houle, SECONDED Director Lefebvre, that the correspondence from Lynne Brookes, Arrowsmith Naturalists, regarding the preservation of Hamilton Marsh for our watershed, wildlife and community be received.

CARRIED

**Peter Fassbender, Minister of Community, Sport and Cultural Development, re Meeting requests for the 2016 UBCM Convention in Victoria.**

- 16-438 MOVED Director Houle, SECONDED Director Lefebvre, that the correspondence from Peter Fassbender, Minister of Community, Sport and Cultural Development, regarding meeting requests for the 2016 Union of BC Municipalities Convention in Victoria be received.

CARRIED

**Mary Polak, Minister of Environment, re Changes now in effect for Water Sustainability Act.**

- 16-439 MOVED Director Houle, SECONDED Director Lefebvre, that the correspondence from Mary Polak, Minister of Environment, regarding changes now in effect for the Water Sustainability Act be received.

CARRIED

**Doug Anastos, TELUS, re Radiocommunication Antenna Facility, 1421 Sunrise Drive, Electoral Area 'G'.**

- 16-440 MOVED Director Houle, SECONDED Director Lefebvre, that the correspondence from Doug Anastos, TELUS, regarding a radiocommunication antenna facility at 1421 Sunrise Drive, in Electoral Area 'G' be received.

CARRIED

**James A. Lettic, Nanoose Bay Activities & Recreation Society, re Community Works Fund Contribution Agreement (NBARS:RDN) – Phase 2.**

- 16-441 MOVED Director Houle, SECONDED Director Lefebvre, that the correspondence from James Lettic, Nanoose Bay Activities & Recreation Society, regarding a Community Works Fund Contribution Agreement (NBARS:RDN) – Phase 2 be received.

CARRIED

***UNFINISHED BUSINESS***

**Annual Special Electoral Area Planning Committee and Town Hall Meetings in Electoral Areas.**

- 16-442 MOVED Director Lefebvre, SECONDED Director Houle, that consideration of annual Special Electoral Area Planning Committee and Town Hall meetings in Electoral Areas be deferred until the July 12, 2016 Committee of the Whole meeting.

CARRIED

***CORPORATE SERVICES***

***INFORMATION TECHNOLOGY***

**Crown Land GPS Trail Data Collection.**

- 16-443 MOVED Director Houle, SECONDED Director Young, that the Board approve the reallocation of GIS Department staff resources to collect and publish online GPS trail information for recreational use trails on Crown Land in Regional District of Nanaimo Electoral Areas.

CARRIED

***FINANCE***

**2015 Annual Financial Report (Audited Financial Statements), Board and Committee Member Remuneration/Expenses and Statement of Financial Information.**

- 16-444 MOVED Director Houle, SECONDED Director Stanhope, that the 2015 Annual Financial Report, Statement of Board and Committee Members Expenses and Remuneration and the Statement of Financial Information be received and approved as presented.

CARRIED

**Fire Department Radio Repeater System Improvements.**

- 16-445 MOVED Director Lefebvre, SECONDED Director Brennan, that the Board provide a letter of endorsement for the plan from Island Communications Ltd. to install a repeater on Mount Benson and back-up equipment on Cottle Hill to improve radio coverage for fire departments located within Regional District of Nanaimo boundaries.

CARRIED

- 16-446 MOVED Director McPherson, SECONDED Director Houle, that the Board approve the release of \$20,000 of funds held in the District 68 E911 Service Reserve Fund.

CARRIED

**Operating Results for the Period Ending March 31, 2016.**

- 16-447 MOVED Director Pratt, SECONDED Director Lefebvre, that the summary report of financial results from operations to March 31, 2016 be received for information.

CARRIED

**A Bylaw to Amend the Requisition Limit for the Southern Community Search and Rescue Contribution Service – Bylaw No. 1552.02.**

- 16-448 MOVED Director Brennan, SECONDED Director Houle, that "Southern Community Search and Rescue Contribution Service Amendment Bylaw No. 1552.02, 2016" be introduced and read three times.

CARRIED



**Bow Horn Bay Fire Services Operational Bylaw No. 1743.**

16-449 MOVED Director Westbroek, SECONDED Director Lefebvre, that "Bow Horn Bay Fire Protection Service Operations Bylaw No. 1743, 2016" be introduced and read three times.

CARRIED

16-450 MOVED Director Westbroek, SECONDED Director Lefebvre, that "Bow Horn Bay Fire Protection Service Operations Bylaw No. 1743, 2016" be adopted.

CARRIED

***STRATEGIC AND COMMUNITY DEVELOPMENT***

***BUILDING AND BYLAW***

**Large Scale Open Burning in the Regional District of Nanaimo.**

16-451 MOVED Director Houle, SECONDED Director Pratt, that the report on large scale open burning in the Regional District of Nanaimo (RDN) be received for information.

CARRIED

***RECREATION AND PARKS***

***RECREATION***

**Ravensong Aquatic Centre Lease Amendment and Renewal.**

16-452 MOVED Director Westbroek, SECONDED Director Lefebvre, that the Board approve the Ravensong Aquatic Centre Lease Amendment and Renewal document as attached as Appendix II.

CARRIED

***REGIONAL AND COMMUNITY UTILITIES***

***WATER AND ASSET MANAGEMENT***

**Arrowsmith Water Service (AWS) & Englishman River Water Service (ERWS) Joint Venture Agreement Renewal.**

16-453 MOVED Director Lefebvre, SECONDED Director Stanhope, that the Board approve the Arrowsmith Water Service (AWS) Joint Venture Agreement and authorize the Regional District of Nanaimo Board Chair and Corporate Officer to sign the agreement on behalf of the Regional District of Nanaimo.

CARRIED

16-454 MOVED Director Lefebvre, SECONDED Director Stanhope, that the Board approve the Englishman River Water Service (ERWS) Joint Venture Agreement and authorize the Regional District of Nanaimo Board Chair and Corporate Officer to sign the agreement on behalf of the Regional District of Nanaimo.

CARRIED

**Support Letter – Georgia Basin Inter-Regional Education Initiative.**

16-455 MOVED Director Rogers, SECONDED Director Houle, that the Board direct staff to provide a letter supporting the Partnership for Water Sustainability in BC in their request to the Province for a 5-year funding commitment towards the Georgia Basin Inter-Regional Education Initiative.

CARRIED

**ADVISORY, SELECT COMMITTEE AND COMMISSION**

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

**Minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, May 18, 2016.**

16-456 MOVED Director McPherson, SECONDED Director Thorpe, that the minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, May 18, 2016 be received for information.

CARRIED

**Community Works Fund for Snuneymuxw Sport Court.**

16-457 MOVED Director McPherson, SECONDED Director Young, that the Regional District of Nanaimo enter into the Contribution Agreement as provided in Attachment I that provides up to \$300,000 in Electoral Area 'A' Community Works Funds to Snuneymuxw First Nation for use in the capital upgrade of the lacrosse box (sport court) located on Nanaimo River I.R. #4 in exchange for community use access as per the terms of the Agreement.

CARRIED

**District 69 Recreation Commission.**

**Minutes of the District 69 Recreation Commission meeting held Thursday, May 19, 2016.**

16-458 MOVED Director Westbroek, SECONDED Director Fell, that the minutes of the District 69 Recreation Commission meeting held Thursday, May 19, 2016 be received for information.

CARRIED

**Grants.**

16-459 MOVED Director Fell, SECONDED Director Westbroek, that the Board approve the following District 69 Youth Recreation Grant applications:

**Youth Organization**

Bard to Broadway - Performing Arts Education Series	1,590
Bard to Broadway - Summer Youth Theatre Workshop	380
Errington War Memorial Hall Association - World Music Youth Camp	1,050
District 69 Family Resource Association - youth sports/music program	2,400
District 69 Family Resource Association - 4-days summer camp activity	563
Kwalikum Secondary School - Dry Grad	1,200
Ravensong Breakers Aquatic Club - equipment	2,200
<b>Total</b>	<b>\$9,383</b>

CARRIED

16-460 MOVED Director Fell, SECONDED Director Westbroek, that the Board approve the following District 69 Community Recreation Grant applications:

**Community Organization**

Arrowsmith Community Recreation Association - Coombs Candy Walk	1,000
Bow Horne Bay Community Club - Fall Fair children's activity	1,200
Corcan Meadowood Residents' Association - Halloween event	1,200
Corcan Meadowood Residents' Association - Canada Day event	800
Family Resource Association - Special Needs Family Retreat	1,200
Kidfest Society - event rentals	1,200
Nanoose Bay Activities and Recreation Society and Arrowsmith Community Recreation Association - pickle ball equipment	576
Parksville Qualicum Pickle Ball Club - equipment	1,000
Qualicum Beach Community Education and Wellness Society - Root Bag program	800
Qualicum Beach Elementary School PAC - play space	1,200
Tri-Athletics Society - pool rental	1,200
Vancouver Island Opera	1,500
<b>Total</b>	<b>\$12,876</b>

CARRIED

**Ravensong Aquatic Centre Expansion Update Report.**

16-461 MOVED Director Lefebvre, SECONDED Director Westbroek, that the Ravensong Aquatic Centre Expansion Update report be received for information and that the Board direct staff to develop a timeline, budget and process that includes stakeholder input, public consultation, facility amenity refinements, and District 69 Recreation Commission review for the potential expansion of the aquatic facility.

CARRIED

**Recreation Services 2016 Master Plan for the Oceanside Area (District 69) Report.**

16-462 MOVED Director Lefebvre, SECONDED Director Westbroek, that the Board approve the terms of reference to undertake a Recreation Services Master Plan for the Oceanside Area (District 69) shown in Appendix I and a Request for Proposals be issued for project consultant services.

CARRIED

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

**Minutes of the Grants-in-Aid Advisory Committee meeting held Thursday, May 19, 2016.**

- 16-463 MOVED Director Young, SECONDED Director Lefebvre, that the minutes of the Grants-in-Aid Advisory Committee meeting held Thursday, May 19, 2016 be received for information.

CARRIED

**District 68 Grant Approvals.**

- 16-464 MOVED Director Young, SECONDED Director Lefebvre, that the Board award District 68 Grants-in-Aid funds as follows:

Gabriola Arts Council – rental of a tent, theatre lighting, sound equipment, port-a-potties, marketing, distribution and advertising for the Gabriola Theatre Festival.	\$0.00
Gabriola Community Hall Association – to purchase 2 sets of Carpet Bowling equipment.	\$0.00
Gabriola Rod, Gun and Conservation Club – sound abatement materials for the Club’s Tait Road Range.	\$2,398.46
Scouts Canada Camp Caillet – purchase of an Automatic Defibrillator (AED) and mounting case.	\$2,280.54
<b>Total</b>	<b>\$4679.00</b>

CARRIED

**District 69 Grant Approvals.**

- 16-465 MOVED Director Young, SECONDED Director Lefebvre, that the Board award District 69 Grants-in-Aid funds as follows:

Corcan-Meadowood Residents Association – four sets of 8 solar / battery powered walkway lights and 4 solar / battery / hand crank operated lanterns.	\$761.52
Errington Co-operative Preschool – outdoor equipment.	\$950.00
Lighthouse Community Centre Society – interior hall lighting, 10 tables and 60 chairs for the hall, dolly’s for chair storage, photocell and lamps for exterior lighting.	\$4,900.00
Oceanside Stroke Recovery Society – aphasia software upgrade for 4 computers.	\$2,000.00
Royal Canadian Legion, Branch 211 Ladies Auxiliary – replacement of dishwasher in Legion kitchen.	\$4,726.48
<b>Total</b>	<b>\$13,338.00</b>

CARRIED

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

**Rob Williams and Bill Campbell, French Creek Residents' Association, re Support for Purchase of Epcor French Creek Water Services.**

- 16-466 MOVED Director Stanhope, SECONDED Director Lefebvre, that the Board direct staff to prepare a report regarding the options and implications related to potential acquisition of the Epcor Water System.

CARRIED

Chair Veenhof passed the Chair to Director Stanhope and left the meeting at 10:12 pm citing a potential conflict of interest with the next agenda item.

**Ladies Auxiliary, Royal Canadian Legion Branch #211, re Funding Request – Community Works Funds.**

- 16-467 MOVED Director Westbroek, SECONDED Director Young, that staff be directed to develop an agreement with the Ladies Auxiliary, Royal Canadian Legion Branch #211, to provide for the transfer of up to \$50,000 of Electoral Area 'H' Community Works Funds for kitchen upgrades at the Bowser Legion.

CARRIED

Chair Veenhof returned to the meeting at 10:13 pm and assumed the Chair.

**Qualicum Bay-Horne Lake Waterworks District re Infrastructure Planning Grant Program.**

- 16-468 MOVED Director Young, SECONDED Director Westbroek, that the Board direct staff to apply for an Infrastructure Planning Grant, on behalf of the Qualicum Bay-Horne Lake Waterworks District, to request funding of up to \$10,000 for the creation of a Well and Aquifer Protection Plan.

CARRIED

**Correspondence from Danyta Welch, UBCM, re 2016/17 (Spring) Regional Community to Community Forums with Snaw-Naw-As First Nation and Snuneymuxw First Nation - Approvals in Principle.**

- 16-469 MOVED Director Houle, SECONDED Director Westbroek, that staff be directed to engage with Snaw-Naw-As First Nation and Snuneymuxw First Nation with regard to organizing a Community-to-Community Forum with each First Nation to discuss topics of mutual interest.

CARRIED

**TELUS, re Radiocommunication Antenna Facility, 1421 Sunrise Drive, Electoral Area 'G'.**

- 16-470 MOVED Director Stanhope, SECONDED Director Lefebvre, that the Regional District of Nanaimo send correspondence to Innovation, Science and Economic Development Canada reaffirming that concurrence has been rescinded for the telecommunication antenna system proposed for 1421 Sunrise Drive and that it is the expectation of the Regional District of Nanaimo, for reasons cited in previous correspondence, that Innovation, Science and Economic Development Canada will consider the process at impasse.

CARRIED

**James A. Lettic, Nanoose Bay Activities & Recreation Society, re Community Works Fund Contribution Agreement (NBARS:RDN) – Phase 2.**

- 16-471 MOVED Director Rogers, SECONDED Director Young, that staff be directed to develop an agreement with the Nanoose Bay Activities & Recreation Society to provide for the transfer of up to \$107,500 of Electoral Area 'E' Community Works Funds to complete parking lot paving and related work, and signage projects as identified in the correspondence from the society.

CARRIED

**NEW BUSINESS**

**2016 UBCM Convention Meeting Requests.**

- 16-472 MOVED Director Young, SECONDED Director McPherson, that staff be directed to make appointments at the upcoming 2016 Union of BC Municipalities Convention with the Minister of Transportation and Infrastructure and the Minister of Community, Sport and Cultural Development in regard to Bylaw No. 799.09 request for Inspector of Municipalities approval for the Regional District of Nanaimo to construct and maintain paths, trails and sidewalks within road allowances that are secured by way of permit, licence or lease from the Province of British Columbia.
- CARRIED

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

**Englishman River Water Service Management Board.**

**Minutes of the Englishman River Water Service Management Board meeting held Tuesday, May 10, 2016.**

- 16-473 MOVED Director Stanhope, SECONDED Director Lefebvre, that the minutes of the Englishman River Water Service Management Board meeting held Tuesday, May 10, 2016 be received for information.
- CARRIED

**Arrowsmith Water Service Management Board.**

**Minutes of the Arrowsmith Water Service Management Board meeting held Tuesday, May 10, 2016.**

- 16-474 MOVED Director Stanhope, SECONDED Director Lefebvre, that the minutes of the Arrowsmith Water Service Management Board meeting held Tuesday, May 10, 2016 be received for information.
- CARRIED

**Regional Parks and Trails Select Committee.**

**Minutes of the Regional Parks and Trails Select Committee meeting held Tuesday, June 7, 2016.**

- 16-475 MOVED Director Thorpe, SECONDED Director Westbroek, that the minutes of the Regional Parks and Trails Select Committee meeting held Tuesday, June 7, 2016 be received for information.
- CARRIED

**Regional Park Management Plan for Fairwinds Lakes District – Enos Lake Protection & Monitoring Program.**

- 16-476 MOVED Director Rogers, SECONDED Director Young, that the Board approve the Regional Park Management Plan for the Fairwinds Lakes District with the submission of the Enos Lake Protection and Monitoring Program.
- CARRIED

**Morden Colliery Regional Trail – Nanaimo River Bridge Update.**

- 16-477 MOVED Director McKay, SECONDED Director Pratt, that the Board receive the update report on trail and bridge planning initiatives for the Morden Colliery Regional Trail.
- CARRIED

- 16-478 MOVED Director Pratt, SECONDED Director Young, that Board allocate \$55,000 of the Regional Parks and Trails Capital Reserves to bridge development for the Morden Colliery Regional Trail so that a prerequisite hydro technical drilling assessment project can commence in the summer of 2016.

CARRIED

**Moorecroft Regional Park Buildings Report.**

- 16-479 MOVED Director Rogers, SECONDED Director Thorpe, that the Board direct staff to remove Kennedy Hall and the Caretaker's Residence from Moorecroft Regional Park, and that the Caretaker role be eliminated.

CARRIED

- 16-480 MOVED Director Rogers, SECONDED Director Thorpe, that the Board direct staff to complete a report on options for the placement and construction of a picnic shelter and toilet facilities at Moorecroft Regional Park.

CARRIED

**Parking at Benson Creek Fall Regional Park / Ammonite Falls.**

- 16-481 MOVED Director Young, SECONDED Director Thorpe, that the Board direct staff to report on options to relieve parking congestion at Creekside Place and Jameson Road caused by public use of area to access the Benson Creek Falls Regional Park and the VIU woodlot.

CARRIED

**Coats Marsh Regional Parks Trails.**

- 16-482 MOVED Director Young, SECONDED Director Fell, that the development of a trail from Stanley Road to Coats Marsh be postponed until other access routes are considered through the potential density transfer of lands and related land donation addition to 707 Community Park that is currently under review by Islands Trust.

CARRIED

**District 69 Recreation Commission.**

**Minutes of the District 69 Recreation Commission meeting held Thursday, June 16, 2016.**

- 16-483 MOVED Director Fell, SECONDED Director Westbroek, that the minutes of the District 69 Recreation Commission meeting held Thursday, June 16, 2016 be received for information.

CARRIED

**District 69 Recreation Fees and Charges Report – Arena Services and Aquatic Services – Bylaws 1704.01 and 1705.01.**

- 16-484 MOVED Director Lefebvre, SECONDED Director Westbroek, that the "District 69 Arena Services Fees and Charges Amendment Bylaw No. 1704.01, 2016" be introduced and read three times.

CARRIED

- 16-485 MOVED Director Lefebvre, SECONDED Director Westbroek, that the "District 69 Arena Services Fees and Charges Amendment Bylaw No. 1704.01, 2016" be adopted.

CARRIED

- 16-486 MOVED Director Westbroek, SECONDED Director Lefebvre, that the "District 69 Aquatic Services Fees and Charges Amendment Bylaw No. 1705.01, 2016" be introduced and read three times.

CARRIED

- 16-487 MOVED Director Westbroek, SECONDED Director Lefebvre, that the "District 69 Aquatic Services Fees and Charges Amendment Bylaw No. 1705.01, 2016" be adopted.

CARRIED

#### **ADMINISTRATOR'S REPORTS**

**Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.402 and Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.26, 2016 – Adoption Report.**

- 16-488 MOVED Director Stanhope, SECONDED Director Lefebvre, that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.402, 2016" be adopted.

CARRIED

- 16-489 MOVED Director Fell, SECONDED Director Stanhope, that "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.26, 2016" be adopted.

CARRIED

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

- 16-490 MOVED Director Westbroek, SECONDED Director Young, that based on information provided from Rogers Communications, the Board direct staff to write a letter to TELUS encouraging them to work with Rogers Communications on the 891 Drew Road site.

DEFEATED

#### **NEW BUSINESS**

**Meadowood Community Recreation Centre Project.**

- 16-491 MOVED Director Fell, SECONDED Director Young, that the Board direct staff to issue a Design-Build Request for Proposals for the design and construction of a community recreation centre for the Meadowood community in Electoral Area 'F'.

CARRIED

- 16-492 MOVED Director Fell, SECONDED Director Young, that up to \$700,000 be allocated from Electoral Area 'F' Community Works Funds for the Meadowood Community Recreation Centre project.

CARRIED

#### **IN CAMERA**

- 16-493 MOVED Director Lefebvre, SECONDED Director Stanhope, that pursuant to Sections 90 (1) (a) (c), (e) (f) (g) and (k), and Section 90 (2)(b) of the *Community Charter* the Board proceed to an In Camera Meeting for discussions related to Board appointments, labour relations or other employee relations, land acquisition, law enforcement, litigation, a proposed service, and negotiations with the federal government.

CARRIED

TIME: 10:32 PM



**RISE AND REPORT**

**Green's Landing Wharf Transfer.**

16-494 MOVED Director Brennan, SECONDED Director Young, that the Board approve the agreement to transfer Green's Landing Wharf to the Regional District of Nanaimo from the Federal government.

CARRIED

16-495 MOVED Director Brennan, SECONDED Director Young, that the Board approve the License and Occupation Agreement for District Lot 272 between the Federal government and the Regional District of Nanaimo.

CARRIED

**Board Appointments.**

16-496 MOVED Director Young, SECONDED Director Lefebvre, that Bernie Lind be appointed to the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee for a term expiring December 31, 2016.

CARRIED

16-497 MOVED Director Fell, SECONDED Director Lefebvre, that Kurtis Kril be appointed to the Electoral Area 'F' Parks and Open Space Advisory Committee for a term expiring December 31, 2016.

CARRIED

16-498 MOVED Director Fell, SECONDED Director McKay, that Dorthy Roi be appointed to the Electoral Area 'F' Parks and Open Space Advisory Committee for a term expiring December 31, 2017.

CARRIED

**ADJOURNMENT**

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

CARRIED

TIME: 10:46 PM

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CHAIRPERSON

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CORPORATE OFFICER



Selina Robinson, MLA  
(Coquitlam-Maillardville)



Province of  
British Columbia  
Legislative Assembly

Selina Robinson, MLA  
(Coquitlam - Maillardville)  
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July 5, 2016

Chairperson William Veenhof and Directors  
Nanaimo Regional District  
6300 Hammond Bay Rd  
Nanaimo, BC V9T6N2

RDN CAO'S OFFICE	
CAO	GM RP
GM SCD	GM TSW
GM RCU	DF
DCS	CPC AGENDA
JUL 08 2016	
BOARD / COWAGENDA	
BOARD CORRESPONDENCE	<input checked="" type="checkbox"/>
CHAIR	<input checked="" type="checkbox"/>

Dear Chairperson William Veenhof and Directors,

I hope your summer is going well. I am writing to you in preparation for the UBCM Convention September 26-30. I am pleased to inform you that all of the Opposition MLAs will be at the UBCM Convention and that we would love to meet with you and hear more about your issues and concerns.

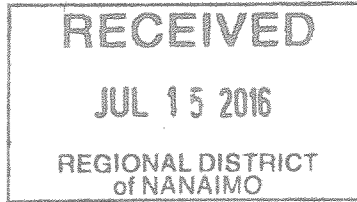
In order to book an appointment with an MLA during UBCM please contact my Legislative Assistant Brontë Renwick-Shields at bronte.renwick-shields@leg.bc.ca or call 250-952-7647 and she will be happy to schedule an appointment for you. Please let Brontë know the specific issues or concerns that you would like to address in the meeting so that we can ensure the appropriate MLAs are in attendance.

We would also like to remind you that the Opposition will be hosting a free breakfast on the Friday morning of UBCM in the Crystal Ballroom Room at the Fairmont Empress Hotel, doors open at 6:45 am but please come when you can before 8:30 am. We would love to have you join us, invitations and further information will be included in your Convention package.

Yours sincerely,

Selina Robinson, M.L.A Coquitlam-Maillardville  
Opposition Spokesperson for Local Government, Seniors and Sports





2016-JUL-13

FILE: 0400-60

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

Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

Attention: Ms. Jacquie Hill, Manager of Administrative Services

Dear Ms. Hill:

RE: E&N Trail – Downtown South Alignment Study

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Please be advised that Council, at its Regular Meeting held 2016-JUN-20, passed the following motion:

“That Council receive the E&N Trail – Downtown South Alignment Study report for information and defer E&N Trail construction and release funding permanently allocated to trail construction back to reserves until such time as the future of rail is known.”

The City's 2016 – 2020 Financial Plan includes \$743,760 investment for development of the E&N Trail. The funding for this project included \$443,760 funding from City reserves and a \$300,000 commitment from the Regional District of Nanaimo (RDN). Following Council's direction, this project will not be included in the City's next financial plan and the commitment from the RDN is no longer expected.

Sincerely,

Sheila Gurrie  
Legislative Services Corporate Officer

C: V. Mema, Chief Financial Officer

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1552.02**

**A BYLAW TO AMEND THE SEARCH AND  
RESCUE CONTRIBUTION SERVICE**

WHEREAS the Board of the Regional District of Nanaimo established by Bylaw No. 1552, 2008 the Southern Community Search and Rescue Contribution Service;

AND WHEREAS the Board wishes to amend the requisition limit of the service to provide additional resources for search and rescue organizations in District 68;

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

The "Southern Community Search and Rescue Service" is hereby amended as follows:

1. By deleting Section 7. Maximum Requisition and substituting the following:

**Maximum Requisition**

7. The maximum amount that may be requisitioned for this service shall be:

- (a) The sum of fifty three thousand seven hundred and ten dollars (\$53,710); or
- (b) The product obtained by multiplying the net taxable value of land and improvements within the service area by a property tax value rate of \$.0031 cents per thousand dollars of assessment.

2. This bylaw may be cited as "Southern Community Search and Rescue Contribution Service Amendment Bylaw No. 1552.02, 2016".

Introduced and read three times this 28th day of June, 2016.

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

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA PLANNING COMMITTEE MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, JULY 12, 2016 AT 6:30 PM IN THE  
RDN BOARD CHAMBERS

In Attendance:

Director J. Stanhope	Chairperson
Director A. McPherson	Electoral Area A
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director W. Veenhof	Electoral Area H

Also in Attendance:

D. Trudeau	Interim Chief Administrative Officer
G. Garbutt	Gen. Mgr. Strategic & Community Development
J. Harrison	Director of Corporate Services
J. Hill	Mgr. Administrative Services
J. Holm	Mgr. Current Planning
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.

**ELECTORAL AREA PLANNING COMMITTEE MINUTES**

**Minutes of the Regular Electoral Area Planning Committee meeting held Tuesday, June 14, 2016.**

MOVED Director Veenhof, SECONDED Director Rogers, that the minutes of the Regular Electoral Area Planning Committee meeting held Tuesday, June 14, 2016, be adopted.

CARRIED

**DEVELOPMENT PERMIT**

**Development Permit Application No. PL2016-052 – 1675 Timberjack Place – Electoral Area 'E'.**

Carlie Murphy spoke in opposition to releasing the covenant on the subject property.

Aaron Gionet spoke in favour of releasing the covenant on the subject property.

MOVED Director Rogers, SECONDED Director Veenhof, that the Board approve Development Permit No. PL2016-052 to amend Development Permit with Variance No. 60804 to allow the release of a Section 219 covenant and the removal of a previously defined buildable site area on the subject property, subject to the conditions outlined in Attachments 2 to 3 and subject to clarification from the proponent regarding the information provided by the previous delegation.

CARRIED

**Development Permit Application No. PL2016-092 – 796 Mariner Way – Electoral Area 'G'.**

MOVED Director Veenhof, SECONDED Director Rogers, that the Board approve Development Permit No. PL2016-092 to permit a proposed addition to an existing dwelling within the Hazard Lands Development Permit Area subject to the conditions outlined in Attachments 2 to 4.

CARRIED

**DEVELOPMENT VARIANCE PERMIT**

**Development Variance Permit Application No. PL2016-098 – Electoral Area 'A'.**

MOVED Director McPherson, SECONDED Director Veenhof, that the Board approve Development Variance Permit No. PL2016-098 to reduce the minimum required front and other lot line setback requirements to permit the construction of two community kiosk structures, subject to the conditions outlined in Attachments 2 to 4.

CARRIED

MOVED Director McPherson, SECONDED Director Veenhof, that the Board direct staff to complete the required notification.

CARRIED

**Development Variance Permit Application No. PL2016-099 – 3189 Northwest Bay Road – Electoral Area 'E'.**

MOVED Director Rogers, SECONDED Director Veenhof, that the Board approve Development Variance Permit No. PL2016-099 to increase the accessory building height to permit two accessory buildings subject to the terms and conditions outlined in Attachments 2 and 3 as amended to replace references to “showroom” with “home office” and to include the following additional conditions of approval:

5. Home based business uses shall be conducted in compliance with the applicable Home Based Business regulations.
6. The property owner is to obtain a valid access permit from the Ministry of Transportation and Infrastructure as necessary prior to the issuance of the permit.

CARRIED

MOVED Director Rogers, SECONDED Director Veenhof, that the Board direct staff to complete the required notification.

CARRIED

**DEVELOPMENT PERMIT WITH VARIANCE**

**Development Permit with Variance Application No. PL2016-089 – 1954 Shasta Road – Electoral Area 'A'.**

MOVED Director McPherson, SECONDED Director Veenhof, that the Board approve Development Permit with Variance No. PL2016-089 to permit a shoreline revetment subject to the conditions outlined in Attachments 2 to 3 with condition of approval No. 7 amended as follows: The applicant will construct a safe and appropriate public beach access along the portion of the revetment in the unconstructed road right-of-way, consistent with the recommendations in the Shoreline Erosion Protection Assessment prepared by Simpson Geotechnical Ltd., dated April 12, 2016, revised June 22, 2016 and to the satisfaction of Regional District of Nanaimo, Manager of Parks Services.

CARRIED

MOVED Director McPherson, SECONDED Director Veenhof, that the Board direct staff to complete the required notification.

CARRIED

**Development Permit with Variance Application No. PL2015-149 – 6383 Island Highway West – Electoral Area ‘H’.**

MOVED Director Veenhof, SECONDED Director Fell, that the Board approve Development Permit with Variance No. PL2015-149 to permit the development of four camping spaces subject to the conditions outlined in Attachment 2.

CARRIED

MOVED Director Veenhof, SECONDED Director Fell, that the Board direct staff to complete the required notification.

CARRIED

**OTHER**

**Development Permit Application No. PL2016-102 and Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in Relation to Subdivision Application No. PL2016-050, Electoral Area ‘F’.**

MOVED Director Fell, SECONDED Director Veenhof, that the Board approve Development Permit No. PL2016-102 to permit the creation of a seven lot subdivision including the request to relax the minimum 10% perimeter frontage requirements for proposed Lots 2, 3, 4, and 5 in relation to Subdivision Application No. PL2016-050.

CARRIED

**ADJOURNMENT**

MOVED Director Veenhof, SECONDED Director Young, that this meeting be adjourned.

CARRIED

TIME: 6:58 PM

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CHAIRPERSON

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CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, JULY 12, 2016 AT 7:02 PM IN THE  
RDN BOARD CHAMBERS**

In Attendance:

Director W. Veenhof	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 J. Stanhope	Electoral Area G
Director B. McKay	City of Nanaimo
Alternate	
Director G. Fuller	City of Nanaimo
Director J. Hong	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director W. Pratt	City of Nanaimo
Alternate	
Director D. Brennan	City of Nanaimo
Director B. Yoachim	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach

Regrets:

Director B. Bestwick	City of Nanaimo
Director I. Thorpe	City of Nanaimo

Also in Attendance:

D. Trudeau	Interim Chief Administrative Officer
R. Alexander	Gen. Mgr. Regional & Community Utilities & Solid Waste
G. Garbutt	Gen. Mgr. Strategic & Community Development
D. Banman	A/Gen. Mgr. Recreation & Parks
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
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 Directors Brennan and Fuller to the meeting.

## **COMMITTEE OF THE WHOLE MINUTES**

### **Minutes of the Committee of the Whole meeting held Tuesday, June 14, 2016.**

MOVED Director Houle, SECONDED Director Westbroek, that the minutes of the Committee of the Whole meeting held Tuesday, June 14, 2016 be adopted.

CARRIED

## **COMMUNICATION/CORRESPONDENCE**

### **Joe Murphy, Island Health, re Regional District of Nanaimo's endorsement of social procurement and request regarding local food procurement.**

MOVED Director Stanhope, SECONDED Director Houle, that the correspondence from Joe Murphy, Island Health, regarding the Regional District of Nanaimo's endorsement of social procurement and request regarding local food procurement be received.

CARRIED

### **Chair Al Richmond, President, UBCM, re Provincial Response to 2015 Resolution – Land Title Fees.**

MOVED Director Stanhope, SECONDED Director Houle, that the correspondence from Chair Al Richmond, President, Union of BC Municipalities, regarding Provincial response to 2015 resolution – Land Title Fees be received.

CARRIED

### **Chair Al Richmond, President, UBCM, re Provincial Response to 2015 Resolution – Regional District Charter.**

MOVED Director Stanhope, SECONDED Director Houle, that the correspondence from Chair Al Richmond, President, Union of BC Municipalities, regarding Provincial response to 2015 resolution – Regional District Charter be received.

CARRIED

### **Eve Flynn, Board Chair, Board of Education, School District No. 69 (Qualicum), re Application for Community Works Funds.**

MOVED Director Stanhope, SECONDED Director Houle, that the correspondence from Eve Flynn, Board Chair, Board of Education, School District No. 69 (Qualicum), regarding application for Community Works Funds be received.

CARRIED

The item of unfinished business was moved to follow the next report.

**CORPORATE SERVICES**

**Electoral Area Caucus.**

MOVED Director Fell, SECONDED Director Houle, that Electoral Area Directors meet for an informal supper with the Chief Administrative Officer on a monthly basis or as determined by the Chair.

CARRIED

MOVED Director Fell, SECONDED Director Houle, that an Electoral Area Services Committee be established as a Standing Committee of the Board.

CARRIED

MOVED Director Fell, SECONDED Director Houle, that the topics of discussion at the "Electoral Area Services Committee" include:

- Current Planning Approvals and Long Range Planning
- Community Parks
- Emergency Preparedness
- Fire Protection
- Bylaw Enforcement
- Building Inspection
- Other matters relating to Electoral Areas only

CARRIED

MOVED Director Fell, SECONDED Director Houle, that staff be directed to prepare a report on the options for delegation of authority to the Electoral Area Services Committee.

CARRIED

**UNFINISHED BUSINESS**

**Annual Special Electoral Area Planning Committee and Town Hall Meetings in Electoral Areas.**

MOVED Director McPherson, SECONDED Director Young, that a joint Special Electoral Area Planning Committee and Town Hall meeting be held periodically in each Electoral Area that participates in the Community Planning Function (all Electoral Areas except for 'B') and that a Town Hall meeting be held periodically in Electoral Area 'B'.

MOVED Director Rogers, SECONDED Director Fell, that this matter be referred to the Electoral Area Services Committee.

DEFEATED

The vote was taken on the main motion.

CARRIED

MOVED Director Stanhope, SECONDED Director Hong, that any future Town Hall meetings be scheduled through a Board motion.

CARRIED

**ADMINISTRATIVE SERVICES****A Bylaw to Secure Long Term Debt for the City of Parksville Water Intake and Treatment Plant Construction Project.**

MOVED Director Lefebvre, SECONDED Director Houle, that the Board consent to the borrowing of \$5,600,000 from the Municipal Finance Authority of British Columbia over a 25 year term for the purpose of funding construction of the City of Parksville's water intake and treatment plant, related equipment and ancillary services.

CARRIED

MOVED Director Lefebvre, SECONDED Director Houle, that "Regional District of Nanaimo Security Issuing (City of Parksville) Bylaw No. 1745, 2016" be introduced and read three times.

CARRIED

MOVED Director Lefebvre, SECONDED Director Houle, that "Regional District of Nanaimo Security Issuing (City of Parksville) Bylaw No. 1745, 2016" be adopted.

CARRIED

**FINANCE****Southern Community Wastewater Marine Outfall Replacement – Security Issuing Bylaw No. 1742.**

MOVED Director Kipp, SECONDED Director Pratt, that Regional District of Nanaimo "Southern Community Sewer Local Service Capital Improvements Security Issuing Bylaw No. 1742, 2016", be introduced and read three times.

CARRIED

MOVED Director Kipp, SECONDED Director Pratt, that Regional District of Nanaimo "Southern Community Sewer Local Service Capital Improvements Security Issuing Bylaw No. 1742, 2016", be adopted.

CARRIED

**Coombs-Hilliers Fire Services Operational Bylaw No. 1744.**

MOVED Director Fell, SECONDED Director Young, that "Coombs-Hilliers Fire Protection Service Operations Bylaw No. 1744, 2016" be introduced and read three times.

CARRIED

MOVED Director Fell, SECONDED Director Young, that "Coombs-Hilliers Fire Protection Service Operations Bylaw No. 1744, 2016" be adopted.

CARRIED

**Report on use of Development Cost Charges in 2015 and to Authorize Expenditure of Development Cost Charge Funds in 2016.**

MOVED Director Rogers, SECONDED Director Lefebvre, that the report on Development Cost Charges used in 2015 provided under Section 569 of the *Local Government Act* be received for information.

CARRIED

MOVED Director Rogers, SECONDED Director Lefebvre, that "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1746, 2016" be introduced and read three times.

CARRIED

MOVED Director Rogers, SECONDED Director Lefebvre, that "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1746, 2016" be adopted.

CARRIED

MOVED Director Rogers, SECONDED Director Lefebvre, that "Nanoose Bay Bulk Water Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1747, 2016" be introduced and read three times.

CARRIED

MOVED Director Rogers, SECONDED Director Lefebvre, that "Nanoose Bay Bulk Water Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1747, 2016" be adopted.

CARRIED

## **STRATEGIC AND COMMUNITY DEVELOPMENT**

### **LONG RANGE PLANNING**

#### **Regional Growth Strategy Bylaw 1615.01, 2016 – Minor Amendment Criteria.**

MOVED Director Westbroek, SECONDED Director Rogers, that the Board receive the responses from affected local governments regarding "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" as set out in Attachment 2 of this report.

CARRIED

MOVED Director Westbroek, SECONDED Director Rogers, that the Board notify the Minister of Community Sport and Cultural Development that the Town of Qualicum Beach has not accepted "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016".

CARRIED

MOVED Director Westbroek, SECONDED Director Rogers, that the Board direct the Regional District of Nanaimo to enter into a dispute resolution process with the Town of Qualicum Beach and other interested member municipalities regarding "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016".

CARRIED

## **REGIONAL AND COMMUNITY UTILITIES AND SOLID WASTE**

### **WATER SERVICES AND ASSET MANAGEMENT**

#### **Schirra-McDivitt Watermain Replacement – Construction Tender Award.**

MOVED Director Rogers, SECONDED Director McKay, that the construction of the Schirra-McDivitt Watermain Replacement project be awarded to Robie's Contracting Ltd. for the Tender price of \$185,674.50 (excluding GST).

CARRIED

#### **Asset Management Quarterly Update: Q2 2016.**

MOVED Director Stanhope, SECONDED Director Brennan, that the Asset Management Quarterly Update be received for information.

CARRIED

**ADVISORY, SELECT COMMITTEE AND COMMISSION**

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

**Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held Wednesday, June 15, 2016.**

MOVED Director McPherson, SECONDED Director Young, that the minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held Wednesday, June 15, 2016 be received for information.

CARRIED

**Cedar Plaza.**

MOVED Director McPherson, SECONDED Director Young, that the Board direct staff to provide the North Cedar Improvement District with a history of the Cedar Plaza project and the Improvement District be requested to reconsider providing a water connection to the Cedar Plaza so that irrigation can be provided to the newly planted vegetation.

CARRIED

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

**Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held Wednesday, May 11, 2016.**

MOVED Director Rogers, SECONDED Director Young, that the minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held Wednesday, May 11, 2016 be received for information.

CARRIED

**Illegal Tree Cutting in the Fairwinds Community.**

MOVED Director Rogers, SECONDED Director Brennan, that the Board direct staff to send a letter to Fairwinds Community Association, to request they inform their membership of this recent Bylaw investigation and action regarding illegal tree cutting at Carmichael Road Community Park.

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, June 8, 2016.**

MOVED Director Fell, SECONDED Director Young, that the minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held Wednesday, June 8, 2016 be received for information.

CARRIED

**Liquid Waste Management Plan Monitoring Committee.**

**Minutes of the Liquid Waste Management Plan Monitoring Committee meeting held Tuesday, June 21, 2016.**

MOVED Director Rogers, SECONDED Director McPherson, that the minutes of the Liquid Waste Management Plan Monitoring Committee meeting held Tuesday, June 21, 2016 be received for information.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**School District No. 69 - Application for Community Works Funds.**

MOVED Director Houle, SECONDED Director Young, that staff be directed to enter into an agreement with the Bowser Parent Advisory Committee to contribute \$30,000 of Electoral Area 'H' Community Works Funds for the expansion of the Bowser Cultural Learning Space.

CARRIED

**NEW BUSINESS**

**Regional District of Nanaimo and Vancouver Island University Memorandum of Understanding - Canada Learning Bond Program.**

MOVED Director Pratt, SECONDED Director Young, that staff work with the Vancouver Island University on a Memorandum of Understanding that would outline a partnership to address child poverty in the Region for consideration at the September Committee of the Whole meeting.

CARRIED

**Director's Roundtable.**

Directors provided updates to the Board.

**IN CAMERA**

MOVED Director Stanhope, SECONDED Director Brennan, that pursuant to Sections 90 (1)(c), (e) and (i) of the *Community Charter* the Committee proceed to an In Camera Meeting, for discussions related to labour relations or other employee relations, land acquisition and solicitor-client privilege.

CARRIED

TIME: 8:04 PM

**ADJOURNMENT**

MOVED Director Stanhope, SECONDED Director Houle, that this meeting be adjourned.

CARRIED

TIME: 8:21 PM

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CHAIRPERSON

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CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1745**

**A BYLAW TO AUTHORIZE THE ENTERING INTO OF AN AGREEMENT RESPECTING FINANCING BETWEEN THE REGIONAL DISTRICT OF NANAIMO (THE "REGIONAL DISTRICT") AND THE MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA (THE "AUTHORITY") ON BEHALF OF THE CITY OF PARKSVILLE**

WHEREAS the Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for Regional Districts or for their member municipalities by the issue of debentures, or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS the City of Parksville is a member municipality of the Regional District of Nanaimo (the "Regional District");

AND WHEREAS the Regional District is to finance from time to time on behalf of and at the sole cost of the member municipality, under the provisions of Section 410 of the *Local Government Act*, the works to be financed pursuant to the following loan authorization bylaw;

Municipality	L/A Bylaw No.	Purpose	Amount Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue (Yrs.)	Amount of Issue
City of Parksville	1519	Water intake and treatment plant, related equipment and ancillary services	\$5,600,000	nil	\$5,600,000	25	\$5,600,000
Total Financing pursuant to Section 410							<u>\$5,600,000</u>

AND WHEREAS the Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority;

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

1. The Regional Board hereby consents to financing the debt of the City of Parksville in the amount of Five Million Six Hundred Thousand Dollars (\$5,600,000) in accordance with the following terms.
2. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Regional District and its member municipalities up to, but not exceeding Five Million Six Hundred Thousand Dollars (\$5,600,000) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$5,600,000 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.
3. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and the Director of Finance of the Regional District, on behalf of the Regional District and under its seal, shall at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
4. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
5. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
6. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chairperson and the Director of Finance of the Regional District.
7. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.



8. During the currency of the obligation incurred under the said Agreement to secure borrowings in respect of City of Parksville Bylaw No. 1519, there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.
9. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.
10. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
11. This bylaw may be cited as “Regional District of Nanaimo Security Issuing (City of Parksville) Bylaw No. 1745, 2016”.

Introduced and read three times this xx day of xxx, 2016

Adopted this xx day of xxx, 2016

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CHAIRPERSON

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CORPORATE OFFICER

Schedule 'A' to accompany "Regional District of Nanaimo Security Issuing (City of Parksville) Bylaw No. 1745, 2016"

\_\_\_\_\_  
Chairperson

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

C A N A D A  
PROVINCE OF BRITISH COLUMBIA

AGREEMENT  
REGIONAL DISTRICT OF NANAIMO

The Regional District of Nanaimo (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Victoria, British Columbia, the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) in lawful money of Canada, together with interest calculated semi-annually in each and every year during the currency of this Agreement; and payments shall be as specified in the table appearing on the reverse hereof commencing on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

Dated at \_\_\_\_\_, British Columbia, this \_\_\_\_ of \_\_\_\_\_, 20\_\_.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. 1745 cited as "Regional District of Nanaimo Security Issuing (City of Parksville) Bylaw No. 1745, 2016". This Agreement is sealed with the Corporate Seal of the Regional District of Nanaimo and signed by the Chairperson and the Director of Finance thereof.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Director of Finance

Pursuant to the *Local Government Act*, I certify that this Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any Court of the Province of British Columbia.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Inspector of Municipalities of British Columbia

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1742**

**A BYLAW TO AUTHORIZE THE ENTERING INTO OF AN AGREEMENT RESPECTING FINANCING BETWEEN THE REGIONAL DISTRICT OF NANAIMO (THE "REGIONAL DISTRICT") AND THE MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA (THE "AUTHORITY")**

WHEREAS the Authority may provide financing of capital requirements for regional districts and for their member municipalities by the issue of debentures, or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS, pursuant to the provisions of Section 411 of the *Local Government Act*, the amount of borrowing authorized by the following Loan Authorization Bylaw, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder and the amount being issued under the authority thereof by this bylaw is as follows:

<b>Regional District</b>	<b>L/A Bylaw No.</b>	<b>Purpose</b>	<b>Amount Borrowing Authorized</b>	<b>Amount Already Borrowed</b>	<b>Borrowing Authority Remaining</b>	<b>Term of Issue (Yrs.)</b>	<b>Amount of Issue</b>
Nanaimo	1741	Southern Community Sewer Local Service Capital Improvements	\$11,000,000	Nil	\$11,000,000	20	\$5,000,000

Total Financing pursuant to Section 411 \$5,000,000

AND WHEREAS the Regional Board, by this bylaw, hereby requests that such financing shall be undertaken through the Authority;

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

1. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Nanaimo Regional District and its municipalities hereinbefore referred to, in Canadian Dollars or in such other currency or currencies as the Authority shall determine so that the amount realized does not exceed Five Million Dollars (\$5,000,000) in Canadian Dollars and/or the equivalent thereto and at such interest and with such discounts or premiums and expenses as the Authority may deem consistent with the suitability of the money market for sale of securities of the Authority.
2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and Director of Finance of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of this bylaw (such agreement or agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of money in Canadian Dollars or as the Authority shall determine and subject to the *Local Government Act*, in such other currency or currencies as shall be borrowed by the Authority pursuant to Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligations incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signatures of the Chairperson and Director of Finance.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
7. If during the currency of the obligations incurred under the said Agreement to secure borrowings in respect of Southern Community Sewer Local Service Capital Improvements Loan Authorization Bylaw No. 1741, the anticipated revenues accruing to the Regional District from the operation of the said Southern Community Sewer Local Service are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.

8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided however that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, and deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional District shall make provision to discharge such liability.
9. At the request of the Treasurer of the Authority and pursuant to Section 15 of the *Municipal Finance Authority Act*, the Regional District shall pay over to the Authority such sums and execute and deliver such promissory notes as are required pursuant to said Section 15 of the *Municipal Finance Authority Act*, to form part of the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
10. This bylaw may be cited as "Southern Community Sewer Local Service Capital Improvements Security Issuing Bylaw No. 1742, 2016".

Introduced and read three times this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
CORPORATE OFFICER

Schedule 'A' to accompany "Southern Community Sewer Local Service Capital Improvements Security Issuing Bylaw No. 1742, 2016".

\_\_\_\_\_  
Chairperson

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

C A N A D A  
PROVINCE OF BRITISH COLUMBIA

AGREEMENT  
REGIONAL DISTRICT OF NANAIMO

The Regional District of Nanaimo (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Victoria, British Columbia, the sum of \_\_\_\_\_ in lawful money of Canada, together with interest thereon from the \_\_\_\_\_, at varying rates of interest, calculated semi-annually in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the table appearing on the reverse hereof commencing on the \_\_\_\_\_, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

Dated at \_\_\_\_\_ British Columbia, this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. 1742 cited as "Southern Community Sewer Local Service Capital Improvements Security Issuing Bylaw No. 1742, 2016", this Agreement is sealed with the Corporate Seal of the Regional District and signed by the Chairperson and the Director of Finance thereof.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Director of Finance

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any court of the Province of British Columbia.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Inspector of Municipalities of British Columbia

REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 1744

A BYLAW TO ESTABLISH RULES  
FOR THE ADMINISTRATION AND REGULATION  
OF FIRE PROTECTION WITHIN THE  
COOMBS-HILLIERS FIRE PROTECTION SERVICE

**WHEREAS** by Section 294 of the *Local Government Act*, the Board has all necessary powers to do anything incidental or conducive to the exercise or performance of any power, duty or function conferred on a board or regional district;

**AND WHEREAS** under Section 303 of the *Local Government Act* a Board may by bylaw, make rules respecting the authority of the fire chief and deal with any matter within the scope of the *Fire Services Act* in a manner not contrary to that Act or the regulations under it;

**AND WHEREAS** the Board of the Regional District of Nanaimo deems it necessary to make rules for the provision, operation and administration of the service established for fire protection, prevention and suppression and the provision of assistance in response to other classes of circumstances that may cause harm;

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

1. **Citation**

This bylaw may be cited as the "Coombs-Hilliars Fire Protection Service Operations Bylaw No. 1744, 2016".

2. **Interpretation**

In this bylaw unless the context otherwise requires:

**"Apparatus"** means any vehicle provided with machinery, devices, equipment or materials for the purpose of fire protection and assistance response as well as vehicles used to transport fire fighters or supplies.

**"Building Code"** means the Building Regulations of British Columbia as amended from time to time.

**"Equipment"** includes any hoses, tools, contrivances, devices or materials used by the fire department to combat an Incident.

**"Fire Chief"** means the Fire Chief of the Fire Department or his/her authorized agent.

**"Fire Code"** means the National Fire Code of Canada 2005 adopted as the British Columbia Fire Code or such other code as may be from time to time designated as the British Columbia Fire Code pursuant to the *Fire Services Act*).

**“Fire Protection”** means all aspects of fire safety including, but not limited to, fire prevention, fire fighting or suppression, pre-planning, fire investigation, public education and information, training or other staff development and advising and response to Incidents.

**“Fire Department”** means a fire department operating within the Service Area under the direction of a Society that by contract with the Regional District provides Fire Protection within the Service Area.

**“Incident”** includes fire prevention and suppression and attending fires for the purpose of containment and extinguishment of a fire and to provide assistance to persons and animals; and other classes of emergency as follows:

- (a) explosion or risk of explosion;
- (b) flood, tempest, earthquake, landslide, tidal wave or other natural event;
- (c) building collapse
- (d) motor vehicle or other accident;
- (e) spill, release or leak or risk of spill, release or leak of a substance capable of injuring property or the health and safety of a person;
- (f) an emergency declared by the Regional District under Section 295 of the *Local Government Act* or as otherwise declared under the *Emergency Program Act*;
- (g) first response to medical emergencies;
- (h) rescue operations;
- (i) responses under authorized mutual aid agreements

**“Member”** means a person that is so designated in accordance with the rules established for the selection and appointment of Members by an operating Society providing Fire Protection services under contract to the Regional District.

**“Mutual Aid Services”** means assistance response pursuant to an agreement between the Regional District and another public authority.

**“Occupier”** includes a person having a right to use land or a building under a license or permit.

**“Officer”** means a Member that is so designated in accordance with the rules established for the selection and appointment of Officers by a Society providing Fire Protection services under contract to the Regional District and who is given specific authority to assist the Fire Chief in his/her duties.

**“Public Fire Hydrant”** means a fire hydrant operated and maintained by the Province, a regional district, a municipality, an improvement district or a Society or a fire hydrant located on:

- (a) a public highway or right of way;
- (b) provincial, regional district, municipal or improvement district property; or



- (c) an easement or statutory right of way in favour of the Province, a regional district, municipality or improvement district for the purpose of installing and maintaining the water distribution system.

**“Regional District”** means the Board of the Regional District of Nanaimo or any committee or commission established by the Board of the Regional District of Nanaimo with responsibility for fire services matters.

**“Service”** means the service of fire protection and assistance response established by Regional District of Nanaimo Bylaw No. 1022 and all subsequent amendments.

**“Service Area”** means the boundaries of the Service(s) established under Regional District of Nanaimo Bylaw(s) No. 1022 and all subsequent amendments.

**“Society Board”** means a society incorporated under the laws of British Columbia and in good standing, having as its purposes fire protection and suppression and response to other classes of incidents.

### 3. **Jurisdiction**

(1) A Fire Department shall not respond beyond the boundaries of the Service Area:

- (a) without the express authorization of a written contract or agreement providing for the supply of fire fighting and assistance response services outside the boundaries of the Service Area; or
- (b) without the express authorization of the Regional District; or
- (c) unless an emergency is declared under Section 295 of the *Local Government Act* or under the *Emergency Program Act*.

### 4. **False Representation**

(1) No person who is not a Member shall represent himself or herself as being a Member.

### 5. **Authority of Fire Department Members**

(1) Officers and Members shall carry out duties and responsibilities assigned by the Society Board in accordance with its agreement with the Regional District.

### 6. **Fire Chief**

(1) The Fire Chief is authorized to:

- (a) administer this bylaw;
- (b) act as the Local Assistant to the Fire Commissioner, if so approved by the Fire Commissioner and be responsible for the enforcement of the Fire Code.

- (c) organize or establish programs and policies designed to inform the public or specified classes of the public, on matters regarding fire safety, use of flammable materials, prevention, containment or suppression of fires or other circumstances that may cause harm to persons or property and escape from fires or other classes of circumstances that may cause harm to persons or property;
- (d) enter onto any land or premises during normal business hours or at any other reasonable time to inspect conditions which may cause a fire, increase the danger of a fire or increase the danger to persons or property from a fire subject to (e) below;
- (e) the right of entry under 7(3)(i) with respect to private property is subject to the provisions of Section 16 (5) of the Community Charter which requires any of the following:
  - (a) the Occupier of private property consents;
  - (b) the Fire Chief or the Regional District has given the Occupier at least 24 hours written notice of the entry and the reasons for it;
  - (c) the entry is made under the authority of a warrant under this or another Act;
  - (d) the person exercising the authority has reasonable grounds for believing that failure to enter may result in a significant risk to the health of safety of the Occupier or other persons;
  - (e) the entry is for the purpose to inspect and determine whether all regulations, prohibitions and requirements are being met in relation to this bylaw.
- (f) make orders or take measures to ensure that flammable material is:
  - (a) removed from land or premises;
  - (b) removed to another part of land or premises;
  - (c) rendered harmless or suitably safeguarded against fire by requiring the placement and maintenance of barricades or the posting of "No Admittance" signs or the placement of locks on doors or windows or any combination of these;
- (g) order the demolition of buildings, structures or improvements or the destruction and clearing of materials, vegetation or debris to prevent the spreading of fire.

## 7. **Conduct at Incidents**

- (1) The Fire Chief or in his or her absence, the senior ranking Officer or Member present, shall have control, direction and management of all Fire Department apparatus, equipment or personnel assigned to an Incident and where the Member is in charge, he/she shall continue to act until relieved by a senior Officer.
- (2) No person shall in any way obstruct or interfere with any Member of the Fire Department or any other person assisting or acting under the direction of the Fire Chief or Member in charge at any Incident.

- (3) Where the Fire Chief or Member in charge at an Incident is of the opinion that there is imminent and serious danger to life or property, or that panic is imminent in an emergency arising from an Incident, he or she is authorized to do one or more of the following:
- (a) order or cause people to be removed from a building or an area;
  - (b) order or cause the evacuation of a building or area;
  - (c) call upon a peace officer to assist and to provide security to an evacuated area;
  - (d) obtain assistance from other persons as he or she considers necessary or advisable in order to discharge his or her duties and responsibilities under this bylaw
  - (e) make one or more orders or take one or more steps he or she considers necessary or advisable to remove a hazard or risk;
  - (f) establish lines marked by tape, rope, guards, barricade or similar means;
  - (g) request persons who are not Members to assist in whatever manner he or she considers necessary to deal with the Incident, including removing furniture, goods and merchandise from any building on fire or in danger of catching fire and in guarding and securing a building, in demolishing a building structure at or near the fire or other Incident;
  - (h) assume control of privately owned equipment that he/she considers necessary to deal with an Incident without the consent of the owner;
  - (i) enter onto or order Fire Department Members to enter onto any property or into any premises and damage, break up, remove or destroy any part or parts of any premises including any buildings, structures, improvements or vegetation on any premises, when the Fire Chief or Member in charge at an Incident is of the opinion that there is imminent and serious danger to life or property arising from a fire, fire hazard or risk of explosion;
- (4) The Fire Chief or the Member in charge at an Incident is authorized during the Incident to enter, pass through or over buildings or property adjacent to an Incident and to cause Members of the Fire Department, Apparatus or Equipment of the Fire Department to enter or pass through or over buildings or property, where he or she considers it necessary or advisable to gain access to the Incident or to protect any person or property.
- (5) No person shall, except with the permission of the Fire Chief or the Member in charge at an Incident, be permitted to enter any burning building or structure, or within the lines established by the Fire Chief or the Member in charge which are marked by tape, rope, guards, barricades or similar means .
- (6) No person shall drive, push or pull a vehicle of any kind over Fire Department Equipment without the permission of the Fire Chief or the Member in charge at an Incident.
- (7) No person shall damage, destroy, obstruct or interfere with, impede or obstruct or interfere with the operation of any Fire Department Apparatus or Equipment.

- (8) No person shall place or maintain any object or matter on a sidewalk or highway which interferes with free access or approach to any Public Fire Hydrant, or Stand Pipe or cistern or body of water required for designated for firefighting purposes, for a distance of 7.6 metres (25 feet) on either side of the hydrant, standpipe, cistern or body of water.

8. **Parking Prohibited**

No person shall park or leave a vehicle within 7.6 meters (25 feet) of a Public Fire Hydrant or Standpipe.

9. **Open Flames Prohibited**

- (1) Where, in the opinion of the Fire Chief, open flames may create a fire, risk of fire or explosion hazard, the Fire Chief may prohibit open flames in a building used for public assembly purposes including but not limited to a theatre, public hall, assembly hall, dance hall, school auditorium, skating rink, arena, or place used for public amusement, sport or public assembly or any structure or open space in which combustible materials are handled, stored, manufactured or sold.
- (2) Where, in the opinion of the Fire Chief, open flames should be prohibited to prevent a fire, risk of fire or explosion hazard, he or she may give notice in writing to require the owner or Occupier as the case may be, of premises identified in 9(1) to post suitable signs that open flames are prohibited in or about such premises or buildings and the owner or Occupier of the premises as the case may be shall prohibit open flames as ordered.
- (3) For the purposes of this section an open flame shall include the flame from a lighter, candle, sparkler, lighted stick or flame of any kind which is not enclosed in a shade or other non-combustible guard.

10. **Maintenance of Premises**

- (1) An owner or Occupier of real property in the Service Area shall remove any matter or thing in or about any building or structure, which, in the opinion of the Fire Chief, is a fire hazard or increases the danger of fire.
- (2) An owner or Occupier of real property which is an unoccupied or abandoned building or structure shall secure the building against entry by unauthorized persons.
- (3) No owner or Occupier of any building or structure shall allow any paper, wood, debris or other combustible rubbish or material to accumulate within or around a building or structure or upon the roof of the building or structure, which could contribute to or cause a fire or a risk of fire to buildings or other property.
- (4) Subsection 3 does not apply to:
  - (a) firewood in reasonable amounts having regard to the firewood needs of the owner or Occupier of the building or structure

- (5) Any person who makes, uses or has charge of shavings, paper bags, litter or other combustible material shall, at the close of each day, ensure that they are safely stored or disposed of so as to be safe from fire.
- (6) No person, in that part of any building where there is an accumulation of hay, straw, shavings or other readily flammable material, or liquids, shall smoke, or have in their possession any lighted pipe, cigar or cigarette, shall not light or carry any open flame or light not enclosed in a shade or other non-combustible guard.
- (7) No person shall deposit any ashes or allow any ashes to be deposited or remain:
  - (a) in any combustible container;
  - (b) on the floor of any building; or
  - (c) in any metallic container which is within 300 mm (12 inches) of any woodwork or any other combustible material.
- (8) No person shall deposit, or allow or cause to be deposited, any paper, straw, hay, shavings or other combustible or flammable material or thing, in or among any ashes or other materials or things taken from any stove, furnace, or fireplace.
- (9) No person shall keep any waste, rags, papers, or other substance liable by spontaneous combustion to cause fire, except in a container made of metal or other non-combustible material and with an air-tight top or lid of the same type of material.

#### 11. **Public Fire Hydrants**

An owner of a Public Fire Hydrant or Standpipe purposes shall keep the Private Hydrant in good working order, clearly identify the location of the Public fire Hydrant clear of ice, snow, shrubs, trees, structures and other obstructions. If said Public Fire Hydrant is out of service for repair or not yet in service it shall be wrapped in coloured plastic and taped closed to prevent access.

#### 12. **Chimneys, Stovepipes, Flues, Furnaces**

- (1) No owner or Occupier of any building shall permit any chimney, stovepipe or flue to remain in any condition which may cause or create a fire hazard.
- (2) Every owner or Occupier of any building shall keep all openings in any chimney in such buildings, while such openings are not in use, closed by a proper stopper of metal or other non-combustible material.
- (3) Where he or she considers it necessary or advisable, the Fire Chief or his or her designate may examine any chimney, flue, fireplace, hearth, oven, furnace, heater, boiler, stove, stem-pipe, funnel or any other equipment deemed to be a fire hazard.

- (4) Where any chimney, flue, fireplace, hearth, oven, furnace, heater, boiler, stove, steam pipe, funnel or any other equipment is found to be a fire hazard or increases the danger of fire, the Fire Chief shall notify the owner or Occupier of the building of the condition and indicate the remedy and the time within which the condition shall be remedied.

13. **Fire Escapes**

- (1) Each storey above the ground floor of any building used as a school, hotel, duplex, multi dwelling unit building, personal care or care services building, resort condominium development or place of public assembly as those are defined in Bylaws No. 500 or Bylaw No. 1285 as amended from time to time and as the case may be, shall be provided by the owner with an adequate fire escape or adequate fire escapes, and the owner, and the Occupier, if any, shall maintain the same in good repair and condition.
- (2) No door to any exit leading to a fire escape in any building shall be closed or fastened except with a standard panic or exit bolt, which may be readily opened without the aid of a key or other device.

14. **Flammable Liquids**

- (1) Except as authorized in writing by the Fire Chief, no person shall store or keep flammable liquids except in a container that meets applicable regulatory standards.
- (2) Except in a place especially provided for the purpose and/or approved by the Fire Chief, it shall be unlawful for any person to keep, store or use any combustible or explosive or flammable compound, liquid or material in any part of a building used or maintained as a school, hotel, duplex, multi dwelling unit building, personal care or care services building, resort condominium development or place of public assembly as those are defined in Bylaws No. 500 or Bylaw No. 1285 as amended from time to time and as the case may be.

15. **Notices**

- (1) Where, in the opinion of the Fire Chief, any fire hazard condition exists or any unoccupied building or structure is not properly secured, the Fire Chief may give written notice to the owner or Occupier at their last known address or the address that appears on the registered title for the land or by posting a notice in a conspicuous place on the building, structure or premises.
- (2) In any notice under this section, the Fire Chief shall indicate the nature of the condition to be remedied, and the time within which the owner or Occupier must comply.

16. **Enforcement**

- (1) Any person who violates any provision of this bylaw commits an offence and is liable upon conviction to the penalties provided in the *Offence Act*.

- (2) Where any violation continues, each day of which it continues shall be deemed to be a separate violation for the purposes of prosecution under this bylaw.

Introduced and read three times this    day of

Adopted this    day of

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CHAIRPERSON

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CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1746

A BYLAW TO AUTHORIZE AN EXPENDITURE FROM THE  
NORTHERN COMMUNITY SEWER SERVICE AREA  
DEVELOPMENT COST CHARGE RESERVE FUND

WHEREAS the Northern Community Sewer Service Area Development Cost Charge Reserve Fund was established under Bylaw No. 1442, 2005;

AND WHEREAS in accordance with Section 566(3) of the Local Government Act, the use of development cost charge funds must be authorized by bylaw;

AND WHEREAS the Board has approved the use of development cost charge funds for the purpose of the French Creek Pollution Control Centre Expansion project and the project is an eligible development cost charge project;

AND WHEREAS the estimated amount to be expended is \$1,933,750;

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

1. The sum of One Million Nine Hundred and Thirty-Three Thousand, Seven Hundred and Fifty Dollars (\$1,933,750) is hereby appropriated for the purpose of the French Creek Pollution Control Centre Expansion project.
2. Should any of the above amount remain unexpended, such unexpended balance shall be returned to the credit of the Reserve Fund.
3. This bylaw may be cited as the "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1746, 2016".

Introduced and read three times this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
CORPORATE OFFICER



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1747

A BYLAW TO AUTHORIZE AN EXPENDITURE FROM THE  
NANOOSE BAY BULK WATER SERVICE AREA  
DEVELOPMENT COST CHARGE RESERVE FUND

WHEREAS the Nanoose Bay Bulk Water Service Area Development Cost Charge Reserve Fund was established under Bylaw No. 1088, 1998;

AND WHEREAS in accordance with Section 566(3) of the Local Government Act, the use of development cost charge funds must be authorized by bylaw;

AND WHEREAS the Board has approved the use of development cost charge funds for the purchase of the bulk water infrastructure, and the project is an eligible development cost charge project;

AND WHEREAS the estimated amount to be expended is \$100,000;

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

1. The sum of One Hundred Thousand Dollars (\$100,000) is hereby appropriated for the purchase of bulk water infrastructure .
2. Should any of the above amount remain unexpended, such unexpended balance shall be returned to the credit of the Reserve Fund.
3. This bylaw may be cited as the "Nanoose Bay Bulk Water Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1747, 2016".

Introduced and read three times this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO**

**MEETING OF THE TRANSIT SELECT COMMITTEE  
HELD ON THURSDAY, JUNE 23, 2016 AT 12:09 PM  
IN THE COMMITTEE ROOM**

**Present:**

Director T. Westbroek	Chairperson
Director A. McPherson	Electoral Area 'A'
Director M. Young	Electoral Area 'C'
Director J. Stanhope	Electoral Area 'G'
Director B. Veenhof	Electoral Area 'H'
Alternate	
Director S. Powell	City of Parksville
Director B. McKay	City of Nanaimo
Director J. Hong	City of Nanaimo

**Also in Attendance:**

D. Trudeau	Interim CAO, RDN
D. Marshall	Manager, Fleet, Projects & Emergency Planning Services
J. Logan	Supt., Transportation Planning & Scheduling, RDN
M. Moore	Senior Regional Transit Manager, BC Transit
M. Lockley	Senior Transit Planner, BC Transit
N. Hewitt	Recording Secretary, RDN

**Regrets:**

Director B. Rogers	Electoral Area 'E'
Director B. Bestwick	City of Nanaimo
Director B. Yoachim	City of Nanaimo
Director C. Haime	District of Lantzville
Director M. Levebvre	City of Parksville
D. Pearce	A/Director of Transportation & Emergency Planning Services
G. Foy	Traffic & Transportation Planning Engineer, CON

**CALL TO ORDER**

The Chairperson called the meeting to order at 12:09 pm.

**MINUTES**

MOVED Director Stanhope, SECONDED Director Veenhof, that the minutes of the regular Transit Select Committee meeting held May 12, 2016, be adopted.

CARRIED

**REPORT**

**Route 7 – Cinnabar/Cedar Analysis.**

MOVED Director Veenhof, SECONDED Director Powell, that the Board direct staff to implement time adjustments to Route 7 Cinnabar/Cedar to ensure students in Cinnabar can get to school at John Barsby Secondary School, Nanaimo District Secondary School and Vancouver Island University by 8:30 am.

DEFEATED

MOVED Director Hong, SECONDED Director McKay, that the Board direct staff to implement an express Route as in the appendix on page 12 of the Transit Select Committee agenda.

DEFEATED

Sue Powell left the meeting at 1:10 pm.

**ADJOURNMENT**

MOVED Director Stanhope, SECONDED Director Hong, that this meeting be adjourned.

CARRIED

Time 1:15 pm

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CHAIRPERSON



RDN REPORT		
CAO APPROVAL		<input checked="" type="checkbox"/>
EAP		
COW		
JUL 15 2016		
RHD		
BOARD	<input checked="" type="checkbox"/>	

**STAFF REPORT**

**TO:** Paul Thompson  
 Manager, Long Range Planning

**DATE:** July 14, 2016

**FROM:** Sharon Horsburgh  
 Sustainability Coordinator

**MEETING:** BOARD – July 26, 2016

**FILE:** 6430-05-GBIP

**SUBJECT: Approval of Reserve Funds for RDN Green Building Incentive Program**

**RECOMMENDATION**

That the Board approve the release of \$15,000 from the Carbon Neutral Initiatives Reserve Fund to support the Regional District of Nanaimo (RDN) Green Building Incentive Program in 2016.

**PURPOSE**

To recommend that the Board approve \$15,000 to be released from the Carbon Neutral Initiatives Reserve to fund the RDN Green Building Incentive Program.

**BACKGROUND**

The Green Building Incentive Program (the Program) has been offered to residents in the RDN, Electoral Areas and the District of Lantzville since 2011. The participation and awareness in the Program has grown significantly as the RDN has offered rebates to incentivize energy conservation and to mitigate climate change. Due to the popularity of the green building incentives and its continued growth in 2016, it is anticipated that the \$15,000 identified in the 2016 budget will be required to meet the demand for the remainder of this year’s program.

**Overview of the Green Building Incentive Program**

**1. Woodstove Exchange Program - \$250**

Increasing the amount of funding available will allow the Program budget to sustain the level of Woodstove Exchange rebates as seen in previous years. Having sufficient funds available will allow the RDN program to coincide with residents plans to participate in the Woodstove Exchange program. By confirming the additional funding is available prior to the fall/winter season allows the RDN to leverage the marketing efforts of the retailers that offer their own incentives. Through collaboration, the RDN will build on retailers’ efforts and provide residents with greater certainty on the availability of rebates.

**2. Oil to Heat Pump Rebate - \$250**

Similar to the Woodstove Exchange Program the busiest time for the Oil to Heat Pump Incentive Program is the fall. This is a new program and the goal is to encourage homeowners in RDN Electoral Areas and the District of Lantzville to transition from oil heating to heat pumps. The rebate is an additional incentive from the RDN for those who complete the upgrade from oil to heat pump and are eligible for the provincial Oil to Heat Pump Incentive Program administered by City Green Solutions.

### **3. Home Energy Assessment - \$150-200**

The availability of further incentives for the initial Home Energy Assessment is a valuable tool for homeowners to learn about the most cost-effective energy efficiency measures they can take. Ensuring the RDN rebate covers 50% of the cost of an initial assessment, up to \$150, sends a strong signal to RDN residents that home energy efficiency is worthwhile to understand and that investing in energy efficiency, renovations and retrofits benefits the homeowner while making an important contribution to the local economy.

The EnerGuide rating system has gained significant recognition nation-wide since its introduction in 1998. The RDN's Home Energy Assessment and Sustainable Development Checklist Incentives both reference the EnerGuide rating system. Homeowners and owner-builders can earn incentives for achieving a high checklist score. The dollar value of the incentives offered by the RDN is from \$500-\$1,000.

### **4. Graded Cut Lumber - \$250**

Home owners can access a rebate of up to \$250 when using graded site-cut timber for structural use in renovations and new construction requiring a building permit. Homeowners in RDN Electoral Areas and the District of Lantzville who harvest and use timber on the same site can take advantage of this rebate.

### **5. Sustainability Checklist - \$500-\$1000**

The Sustainable Development Checklist is intended to help homeowners and builders in RDN Electoral Areas and the District of Lantzville develop high-performance building projects. Homeowners who achieve a high score on the completed checklist may qualify for incentives valued between \$500 and \$1,000.

## **ALTERNATIVES**

1. Approve the release of up to \$15,000 from the Carbon Neutral Initiatives Reserve Fund to support the RDN Green Building Incentive Program 2016.
2. Do not approve the release of the funds, and provide alternate direction to staff.

## **FINANCIAL IMPLICATIONS**

### **Green Building Incentive Program Funding Sources**

In 2016, the Green Building Incentive Program was funded from a number of sources including \$20,000 from the Building Inspection service. An additional \$6,000 was carried forward from 2015 to the 2016 Program budget. Additional external funding of \$11,400 was made available through the BC Lung Association to support the Woodstove Exchange component of the Green Building Incentive Program.

The busiest time of the year for woodstove exchanges is the period between October and March. Table 1 below outlines the high percentage of rebates distributed to RDN residents. An additional \$15,000 from the Carbon Neutral Reserve Fund was identified in the 2016 budget, and confirmation of approval by the Board of this transfer at this time will ensure the Woodstove Exchange Program, under the Green Building Incentive Program, remains available to residents in the RDN throughout 2016.

**Table 1: Summary of the Distribution of Green Building Incentives**

Funding Source	Distribution of Incentives					
	2011	2012	2013	2014	2015	2016
RDN Building Department	\$10,750	\$21,750	\$24,000	\$20,000	\$20,000	\$20,000
RDN Reserve Funds				\$11,000	\$17,250	*\$15,000
Carry Forward						\$6,000
BC Lung Association	0	\$12,000	\$14,500		\$10,450	\$11,400
<b>Grand Total</b>	<b>\$10,750</b>	<b>\$33,750</b>	<b>\$38,500</b>	<b>\$20,000</b>	<b>\$47,700</b>	<b>\$52,400</b>
Total Woodstove Exchange Incentives Disbursed	\$10,750	\$33,750	\$38,500	\$15,000	\$43,500	\$23,750
Total Green Building Incentives Disbursed	\$12,970	\$41,445	\$52,958	\$18,380	\$47,700	\$29,630
Woodstove Rebates as a proportion of total Green Building Incentives	83%	81.4%	72.7%	82.5%	93.5%	80%

\*2016 Carbon Neutral Initiatives Reserve Fund approval to transfer \$15,000.

If Alternative 1 is approved, \$15,000 will be made available specifically for the RDN Woodstove Exchange Program. This will ensure that a popular program continues for regional residents and businesses. Alternative 1 will allow the budgeted \$15,000 to be applied to the Green Building Incentive Program during the period when there is demand for the woodstove exchange rebates. Accessing reserve funds in a timely manner will result in a more targeted effort and increase certainty around the availability of incentives and reduce staff time processing applications.

Subject to approval of the \$15,000, the remaining balance of the Carbon Neutral Initiatives Reserve Fund will be \$38,000 and will help ensure that rebates will be available to the end of the year. Allocating funds from this reserve will help to meet the needs of the Green Building Incentive Program. This is particularly important for the Woodstove Exchange program which in part is funded by the BC Lung Association and from the Building Inspection service.

If Alternative 2 is approved the Green Building Incentives Program may not be available to all residents in the RDN. If funds from the Carbon Neutral Initiatives Reserve Fund are not made available for the Program then the total value of green building incentives available over 2016 will be \$37,400. The Program will have to end early and rebates will not be available to residents who exchange their woodstove in the latter part of 2016.

### STRATEGIC PLAN IMPLICATIONS

The Green Building Incentive Program supports the Board's 2016 – 2020 Strategic Plan's sustainability objectives.

The Green Building Incentive Program has been developed by the RDN to support residents' commitment to building a sustainable and resilient future. This program generates local investment in energy efficiency and in the development sector. Conversations with interested residents show that the interest in alternative energy systems and high performance buildings is strong, and represents opportunities to build local capacity and create economic benefits to the region.

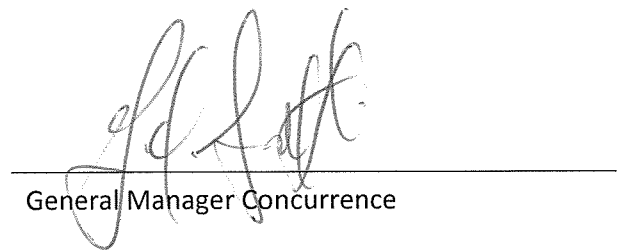
The most popular aspect of the Program is the Woodstove Exchange Program that promotes the purchase of high-efficiency EPA-certified woodstoves, which provides several tangible benefits to the residents and the community at large. It reduces air pollution, especially PM2.5 (particulate matter less than 2.5 microns in diameter), commonly associated with respiratory problems; it improves energy efficiency by reducing the amount of wood needed to provide the same amount of heat; and the Program also creates economic benefits to the region. For every dollar invested in the Program, residents invested an estimated seven dollars into the purchase of the products and services supporting the participating local retailers.

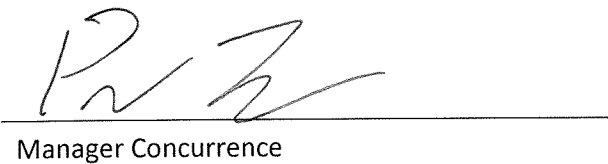
**SUMMARY/CONCLUSIONS**

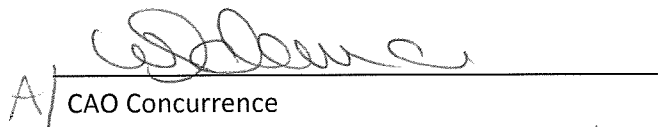
The Green Building Incentive Program is an extremely successful program and its success is continuing into 2016 with participation in all incentive types. Staff anticipates that all allocated funds may be fully utilized by October. Accessing the Carbon Neutral Initiatives Reserve Fund will avoid postponing eligible rebates until 2017.

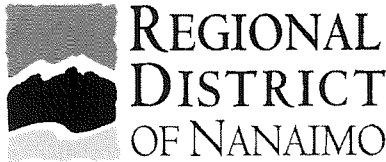
The Carbon Neutral Initiatives Reserve Fund was established to support sustainability initiatives that contribute to local economic development. The Woodstove Exchange program is the most popular green building incentive offered by the RDN, and encourages investment in renewable energy systems while supporting local businesses across the region. There is sufficient funding held in reserve to support the Program and this will augment the funding provided by the BC Lung Association for the Woodstove Exchange Program. Subject to approval of the \$15,000, the remaining balance of the Carbon Neutral Initiatives Reserve Fund will be \$38,000 and will help ensure that rebates will be available to the end of the year.

  
Report Writer

  
General Manager Concurrence

  
Manager Concurrence

  
A/ CAO Concurrence



RDN REPORT		
CAO APPROVAL		<input checked="" type="checkbox"/>
EAP	<input type="checkbox"/>	<input type="checkbox"/>
COW	<input type="checkbox"/>	<input type="checkbox"/>
JUL 19 2016		
RHD	<input type="checkbox"/>	<input type="checkbox"/>
BOARD	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**STAFF REPORT**

**TO:** Dennis Trudeau  
Chief Administrative Officer

**DATE:** July 18, 2016

**MEETING:** Board – July 26, 2016

**FROM:** Joan Harrison  
Director of Corporate Services

**FILE:**

**SUBJECT:** Regional District of Nanaimo Officers Appointment and Delegation Amendment Bylaw No. 1661.02, 2016

**RECOMMENDATIONS**

1. That the Board introduce and give three readings to “Regional District of Nanaimo Officers Appointment and Delegation Amendment Bylaw No. 1661.02, 2016”.
2. That the Board adopt “Regional District of Nanaimo Officers Appointment and Delegation Amendment Bylaw No. 1661.02, 2016”.

**PURPOSE**

To recommend that the Board amend Regional District of Nanaimo Officers Appointment and Delegation Bylaw No. 1661 to include the Director of Corporate Services as a second deputy for the purposes of corporate administration, and to update references to the *Local Government Act*.

**BACKGROUND**

Regional District of Nanaimo Officers Appointment and Delegation Bylaw No. 1661 establishes officer and deputy positions for the Regional District of Nanaimo (RDN). While two deputies have been appointed for the purposes of s. 237 (financial administration) of the *Local Government Act*, only one deputy has been appointed for the purposes of s. 236 (corporate administration) of the *Local Government Act*.

While the lack of a second deputy for corporate administration has, to date, not delayed any RDN processes, staff believe that it would be prudent to have another individual authorized to carry out the duties of corporate administration in the Manager of Administrative Services absence. The Manager of Administrative Services, in addition to many other duties, is responsible, under the *Local Government Act* for “certifying copies of bylaws and other documents, as required or requested; administering oaths and taking affirmations, declarations and affidavits required to be taken under the *Local Government Act* or any other Act relating to regional districts; accepting, on behalf of the board or regional district, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the board or regional district.”

Staff suggest that the Director of Corporate Services be included as a second deputy for the purposes of corporate administration.



In January of 2016, the *Local Government Act* was amended to re-order sections and remove section numbers for repealed clauses. Staff also recommend that the references in Bylaw No. 1661 be updated at this time to reflect the current section numbers within the *Local Government Act*.

#### ALTERNATIVES

1. To amend Bylaw No. 1661 as presented (Attachment 1).
2. To provide alternate direction to staff.

#### FINANCIAL IMPLICATIONS

There are no financial implications to alternative 1. Financial implications for alternative 2 would depend on the direction provided by the Board.


#### STRATEGIC PLAN IMPLICATIONS


Ensuring that a corporate officer is available to support the Board, other RDN departments and the public, is consistent with the Board's strategic priority to "focus on organizational excellence in all aspects of our daily actions and service delivery to our customers".

#### SUMMARY/CONCLUSIONS

Regional District of Nanaimo Officers Appointment and Delegation Amendment Bylaw No. 1661 includes the appointment of one deputy for the purposes of s. 236 (corporate administration) of the *Local Government Act*. Staff recommend that a second deputy be appointed to ensure that the duties of corporate administration can be carried out in the Manager of Administrative Services absence. Staff have drafted an amending bylaw for the Board's consideration, that adds the Director of Corporate Services as a second deputy for the purposes of corporate administration.

Staff are also recommending that Bylaw No. 1661 be updated to reference current sections of the *Local Government Act* as revised in January of 2016.

  
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Report Writer

  
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C.A.O. Concurrence

**Attachment 1**

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1661.02**

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO  
OFFICERS APPOINTMENT AND DELEGATION BYLAW**

WHEREAS the Regional District of Nanaimo wishes to amend “Regional District of Nanaimo Officers Appointment and Delegation Bylaw No. 1661, 2012”;

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

**1. Citation**

This Bylaw may be cited as “Regional District of Nanaimo Officers Appointment and Delegation Amendment Bylaw No. 1661.02, 2016”.

**2. Amendments**

“Regional District of Nanaimo Officers Appointment and Delegation Bylaw No. 1661, 2012” is amended as follows:

1. By deleting Section 4.(3) in its entirety and replacing it with the following:
  - 4.(3) The Legislative Coordinator and the Director of Corporate Services are appointed as the deputy for the purposes of s. 236 of the *Local Government Act*;
2. By updating section references to the *Local Government Act* throughout the bylaw to reflect the current section numbers in the revised *Local Government Act* [RSBC 2015].

Introduced and read three times this     day of                     , 2016.

Adopted this                     day of                     , 2016.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
CORPORATE OFFICER