

**REGIONAL DISTRICT OF NANAIMO**

**COMMITTEE OF THE WHOLE  
TUESDAY, OCTOBER 11, 2016  
7:00 PM**

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

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

**MINUTES**

3-7 Minutes of the Regular Committee of the Whole meeting held Tuesday, September 13, 2016.

*That the Minutes of the Regular Committee of the Whole meeting held Tuesday, September 13, 2016 be adopted.*

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

**UNFINISHED BUSINESS**

**STRATEGIC AND COMMUNITY DEVELOPMENT**

**INTERGOVERNMENTAL LIAISON**

8-13 2016-2020 Strategic Plan Seminar Session Summary.

14-16 Federation of Canadian Municipalities – Canada 150 Community Leaders.

17-20 Disposition of Regional District of Nanaimo Owned Property.

21-25 Update Regarding Strategic Initiatives and Relations with First Nations in the Region.

**ADVISORY, SELECT COMMITTEE AND COMMISSION**

26-28

**Minutes of the District 69 Recreation Commission meeting held Thursday, September 15, 2016.**

*That the minutes of the District 69 Recreation Commission meeting held Thursday, September 15, 2016 be received for information.*

**Recreation Services Master Plan Advisory Committee – Selection of D69 Recreation Commission Members.**

*That Commissioners Fell, Nosworthy, Patterson and Horner be appointed to the District 69 Recreation Services Master Plan Advisory Committee.*

**ADDENDUM**

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

**Directors' Roundtable**

**IN CAMERA**

*That pursuant to Section 90 (1) (e) of the Community Charter the Committee proceed to an In Camera Meeting, for discussions related to land issues.*

**ADJOURNMENT**

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, SEPTEMBER 13, 2016 AT 7:00 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 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
Director J. Kipp	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 M. Young	Electoral Area C
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Also in Attendance:

D. Trudeau	Interim Chief Administrative Officer
R. Alexander	Gen. Mgr. Regional & Community Utilities & Solid Waste
T. Osborne	Gen. Mgr. Recreation & Parks
J. Hill	A/Director of Corporate Services
W. Idema	Director of Finance
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.

## DELEGATIONS

### **Lisa Griffith, Gabriola Historical and Museum Society, re Update on Activities.**

Lisa Griffith thanked the Board for their support and presented a slide show highlighting accomplishments achieved during the past year and an overview of 2016 -2017 projects.

## COMMITTEE OF THE WHOLE MINUTES

### **Minutes of the Committee of the Whole meeting held Tuesday, July 12, 2016.**

MOVED Director Pratt, SECONDED Director Lefebvre, that the minutes of the Committee of the Whole meeting held Tuesday, July 12, 2016, be adopted.

CARRIED

## FINANCE

### **Bylaw No. 1749 – Alberni-Clayoquot Regional District – 2017 Permissive Tax Exemption.**

MOVED Director Houle, SECONDED Director Stanhope, that "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1749, 2016" be introduced and read three times.

CARRIED

MOVED Director Houle, SECONDED Director Stanhope, that "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1749, 2016" be adopted.

CARRIED

### **Operating Results for the Period Ending June 30, 2016.**

MOVED Director Thorpe, SECONDED Director Stanhope, that the summary report of financial results from operations to June 30, 2016 be received for information.

CARRIED

### **Audit Service Contract Award.**

MOVED Director Pratt, SECONDED Director Hong, that the Board appoint the firm of MNP LLP as auditors for the Regional District of Nanaimo and authorize staff to enter into a five-year agreement for the provision of external financial audit services commencing with the 2016 fiscal year.

CARRIED

### **2017-2021 Financial Plan Schedule.**

MOVED Director Hong, SECONDED Director Houle, that the schedule for the review and adoption of the 2017 to 2021 Financial Plan be approved:

November 8 & 15, 2016	Public seminars with Board for 2016 preliminary budget & business plans
November 22, 2016	Report on 2017 preliminary budget to Board Meeting Agenda
February 7 & 14, 2017	Public seminars with Board for 2017 to 2021 Financial Plan
February 14, 2017	Report on 2017 to 2021 Financial Plan to Committee of the Whole Agenda
February 17, 2017	Publication of budget edition of Regional Perspectives
March 14, 2017	Introduce bylaw to adopt the 2017 to 2021 Financial Plan
March 28, 2017	Adopt Financial Plan Bylaw

## REGIONAL AND COMMUNITY UTILITIES AND SOLID WASTE

### WASTEWATER SERVICES

#### **Contract Award for the French Creek Pollution Control Centre Trucked Liquid Waste Receiving Facility Upgrades.**

MOVED Director Rogers, SECONDED Director McPherson, that the Board direct staff to award a tender for upgrades to the trucked liquid waste receiving facility at the French Creek Pollution Control Centre (FCPCC) to Cogen Mechanical Services for \$257,340.

CARRIED

#### **Introduction of Trucked Liquid Waste Bylaw No. 1732 and Ticketing Bylaw No. 1418.07.**

MOVED Director Stanhope, SECONDED Director Rogers, that "Trucked Liquid Waste Rates and Regulations Bylaw No. 1732, 2016" be introduced, read three times, and forwarded to the Inspector of Municipalities for Approval.

CARRIED

MOVED Director Stanhope, SECONDED Director Rogers, that "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.07, 2016" be introduced and read three times.

CARRIED

MOVED Director Stanhope, SECONDED Director Rogers, that "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.07, 2016" be adopted.

CARRIED

## RECREATION AND PARKS

### RECREATION

#### **Utilization of Island Health 2016 Community Wellness Grant.**

MOVED Director Kipp, SECONDED Director Westbroek, that the Board direct staff to utilize the Island Health 2016 Community Wellness Grant as outlined;

1) Regional District of Nanaimo - District 69	\$47,260
2) Regional District of Nanaimo - District 68 (Electoral Area 'A').	\$7,290
3) Regional District of Nanaimo - District 68 (Electoral Area 'B').	\$4,500
4) Regional District of Nanaimo - District 68 (Electoral Area 'C').	\$2,950
5) District of Lantzville	\$3,900
6) City of Nanaimo	\$89,000

CARRIED

## STRATEGIC AND COMMUNITY DEVELOPMENT

### INTERGOVERNMENTAL LIAISON

#### **Regional District of Nanaimo/Vancouver Island University Memorandum of Understanding – Reducing Child Poverty.**

MOVED Director McKay, SECONDED Director Rogers, that the Board endorse and authorize the signing of a Memorandum of Understanding between Vancouver Island University and the Regional District of Nanaimo for the purpose of establishing a foundation for exchange, dialogue, cooperation and advocacy to reduce child poverty in the region.

CARRIED

**ADVISORY, SELECT COMMITTEE AND COMMISSION**

**Minutes of the Agricultural Advisory Committee meeting held Friday, June 24, 2016.**

MOVED Director Houle, SECONDED Director Lefebvre, that the minutes of the Agricultural Advisory Committee meeting held Friday, June 24, 2016 be received for information.

CARRIED

**AAP Implementation – Project 6: Exploration of Composting, Project Discussion.**

This item was deferred.

**Minutes of the Agricultural Advisory Committee meeting held Friday, August 26, 2016.**

MOVED Director Houle, SECONDED Director Lefebvre, that the minutes of the Agricultural Advisory Committee meeting held Friday, August 26, 2016 be received for information.

CARRIED

**Changes to the Agriculture Land Reserve Regulations.**

MOVED Director Houle, SECONDED Director Lefebvre, that the Board consider amendments to zoning Bylaws 500 and 1285 to address recent amendments to the Agriculture Land Reserve Regulations (B.C. Reg. 210/2016).

CARRIED

MOVED Director Houle, SECONDED Director Lefebvre, that the Board refer the matter of zoning bylaw amendments to address recent changes to the Agriculture Land Reserve Regulations (B.C. Regulations 210/2016) to the Agricultural Advisory Committee for recommendations to the Board.

CARRIED

**Increased Public Awareness of Agricultural Area Plan.**

MOVED Director Houle, SECONDED Director Lefebvre, that the Board direct staff to look into ways to better inform the public of the existence of the Agricultural Area Plan and its merits.

CARRIED

**NEW BUSINESS**

**Disposition of Grants-in-Aid Funds set aside for Island Corridor Foundation.**

MOVED Director Stanhope, SECONDED Director Houle, that staff be directed to provide a report on options on the disposition of the funds that were reserved for the Island Corridor Foundation.

MOVED Director Westbroek, SECONDED Director Yoachim, that the main motion be amended by adding “That the Board return the funds raised for the Island Corridor Foundation through the grants-in-aid tax requisition as part of the 2017 budgeting process” and that the staff report instead provide options on “the disposition of the provincial grant funds originally dedicated to the Island Corridor Foundation.”

CARRIED

The vote was taken on the main motion as amended:

MOVED Director Westbroek, SECONDED Director Yoachim, that the Board return the funds raised for the Island Corridor Foundation through the grants-in-aid tax requisition as part of the 2017 budgeting process, and that staff be directed to provide a report on options on the disposition of the provincial grant funds originally dedicated to the Island Corridor Foundation.

CARRIED

**Director's Round Table.**

Directors provided updates to the Board.

**IN CAMERA**

MOVED Director Houle, SECONDED Director Lefebvre, 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: 8:10 PM

**ADJOURNMENT**

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

CARRIED

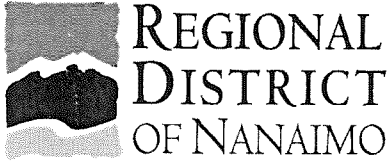
TIME: 8:13 PM

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CHAIRPERSON

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CORPORATE OFFICER



RDN REPORT		
CAO APPROVAL <i>ls</i>		
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SEP 30 2016		
RHD		
BOARD		

**STAFF REPORT**

**TO:** Geoff Garbutt, General Manager of Strategic & Community Development      **DATE:** September 30, 2016

**FROM:** Tyler Brown, Intergovernmental Liaison      **MEETING:** COW – October 11, 2016

**FILE:** 6780-30

**SUBJECT:** 2016 – 2020 Strategic Plan Seminar Session Summary

**RECOMMENDATION**

That the Board receive the report on the 2016 – 2020 Strategic Plan Session Summary for information.

**PURPOSE**

To provide an overview of the Strategic Plan Seminar Session held on May 18, 2016 and outline a schedule for the annual review of the Strategic Plan in conjunction with the 2017 – 2021 Financial Plan Schedule.

**BACKGROUND**

At the regular Board meeting held March 22, 2016 the Board adopted the 2016 – 2020 Strategic Plan. The next steps as established in the Strategic Plan are:

- Assign specific action items under each strategic priority;
- Assign measures and timeframes to these activities so staff and the Board can verify progress towards the strategic priorities; and
- Establish a schedule for the annual review of the Plan, strategic priorities and to identify any changes that need to be made.

The Board Strategic Plan was developed with the intention that it is to be a ‘living’ document that is to be reviewed annually, including measuring progress and reporting on Strategic Plan priorities. On May 18, 2016, Chair Veenhof; Directors Rogers, Young, Fell, Pratt, Haime, Houle, and Westbroek; and Regional District of Nanaimo (RDN) General Managers and Departmental Managers took part in a Strategic Plan Seminar Session to guide staff’s current Workplan into alignment with the Board’s 2016 – 2020 Strategic Plan. Workplan items were assigned to each Board strategic priority and divided into five related groups. Frontline RDN staff with facilitation experience were assigned to a related strategic priority group and supported discussions at each table while Directors and staff periodically rotated through the topic areas.

Each Director and staff member were provided with five green dots and two yellow dots. Green dots signified high priority projects and yellow dots signified low priority projects. The facilitators were tasked with identifying the five Workplan items that were deemed to be highest priority (received the most green



dots) and four Workplan items that were deemed to be the least priority (received the most yellow dots). A summary from each table is shown in Attachment 1.

## **DISCUSSION**

Facilitators generally received positive feedback from both Directors and RDN management staff with regards to the May 18, 2016 session to align and rank Departmental Workplans in relation to strategic priorities. However, constructive criticism and comments were received by facilitators on how future sessions can be improved.

### ***Grouping Together Similar Workplan Items as Single Initiatives***

All facilitators reported that they received comments that participants at their table thought that similar items should be grouped together so they can be ranked as one project. For example, a list of Workplan items at one table may contain a list of transit projects that are dependent on each other. Therefore, the participants at the table thought it prudent to group the projects together as one entity and rank it all as being of high importance.

### ***Ranking Smaller Projects Against Larger Projects***

Facilitators commented that participants at each table engaged in dialogue regarding the difficulty of ranking small projects in comparison to larger projects. Such projects could be considered small or large based on a variety of factors; such as the time required to complete the project, the cost of the project, and whether the initiative was outside of RDN jurisdiction.

### ***Removing Projects Already Underway***

Many participants commented that the Workplan items already underway or near completion should not have been included at the session. It created confusion as to whether that item had been started and many felt that it was not constructive to rank an already commenced project as a high priority or a low priority.

### ***Dividing the Workplan Items by Strategic Priorities***

Lastly, a general theme of feedback by some participants was that the manner and criteria in which the Workplan items were divided had the potential to create scenarios that arbitrarily inflated the importance of one project in comparison to another. There could be one table that had projects that would be ranked as high importance if all the Workplan items were evaluated together. However, because they were divided into five groups, a project may not appear ranked as high importance if it was assigned to a grouping that contained many projects of high importance.

Staff will consider the feedback received at the May 18, 2016 strategic planning session to refine the next strategic planning session. In accordance with the Strategic Plan, a review of the plan will be used to support RDN financial planning and departmental work programs. The date for the next review will be determined by the Chief Administrative Officer and in conjunction with financial planning.

## **ALTERNATIVES**

There are no alternatives. This report is provided for information purposes only.

**FINANCIAL IMPLICATIONS**

It is recognized that the Strategic Plan annual review process may result in adjustments to the Financial Plan to reflect changes to the strategic direction of the organization. A Board Strategic Plan review will occur in conjunction with Financial Plan discussions to ensure the Financial Plan is consistent with strategic priorities.

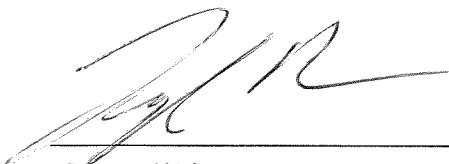
**STRATEGIC PLAN IMPLICATIONS**

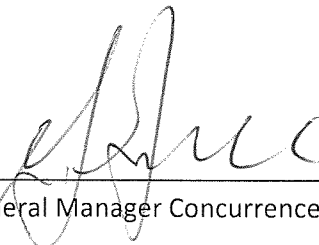
The Board Strategic Plan is the highest level plan for the Regional District of Nanaimo, establishing overall strategic priorities for the organization and guiding the Board’s consideration of actions, financial plans and departmental Workplans. The annual review of the Strategic Plan in conjunction with the Financial Plan and evaluating progress Departmental Workplans helps to determine whether strategic priorities are being met and to align Departmental Workplans with the Board Strategic Plan.

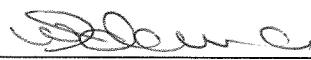
**SUMMARY/CONCLUSIONS**

The Board 2016 – 2020 Strategic Plan was developed with the intention that it is to be a ‘living’ document that is to be reviewed annually, including measuring progress and reporting on Strategic Plan priorities. A Strategic Plan Seminar Session was held on May 18, 2016 to assist with aligning the 2016 departmental Workplans with the Strategic Plan. The Strategic Plan Seminar Session was generally considered a success and participants provided feedback the facilitators that will be considered in the planning of future sessions.

In accordance with the Strategic Plan, a review of the plan will be used to support RDN financial planning and departmental work programs. The strategic plan review will be held in conjunction with the 2017 – 2021 Financial Plan review. The date for the strategic plan review will be determined by the CAO.

  
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Report Writer

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

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

**Attachment 1**  
**Summary of Each Table as Received from Facilitators**

**Table 1     *Economic Health as Priority #1***  
***Service and Organizational Excellence with Economic Health as Priority #2***

High Priority

1. Transportation – Expand transit service in Electoral Area ‘A’
2. Development of a long term water plan – Watershed water supply and demand studies
3. Regional Water Supply and Development Thresholds – Ensure that sufficient water is available for the amount of development in supported OCPs
4. Actions to Support Agriculture – Support the agricultural sector through implementation of the Agricultural Area Plan and Zoning amendments to support agriculture
5. Delegate Authority to issue Development Permits – Delegate authority to issue Development Permits to reduce wait times for building permit applicants and property owners

Low Priority

1. Nelson Road Boat Launch (EA A) – complete toilet surround
2. Stormwater Service Area for Fairwinds – develop stormwater systems service area for new Fairwinds
3. Crown trails mapping/signed (EA H) – GPS and mapping of EA ‘H’ trails on Crown land
4. Social Procurement Policy – That staff investigate option for the creation, adoption, implementation and evaluation of a Social Procurement policy for the Regional District of Nanaimo
5. Review/audit of curbside recycling program effectiveness

**Table 2     *Environment as Priority #1***  
***Service and Organizational Excellence as Priority #2***

High Priority

1. Illegal Dumping Enforcement Program - Coordinated with Bylaw Enforcement - reduce illegal dumping and costs
2. Climate Adaptation and Resiliency - Review and update older bylaws to reflect best practice, changing construction standards and climate change. Focus is zoning bylaw and floodplain management bylaw
3. GIS Mapping Trails and Facilities - Continue to work with GIS staff to map trails and facilities and update RDN Mapping systems
4. Liquid Waste Management Plan - Components required under Wastewater regulatory authorization
5. Landfill Projects (incl Seismic, Gas collection, leachate control)

Low Priority

1. Canada Geese Population – Work with the regional working group to come up with a strategy to reduce the over abundance of Canada Geese
2. Parksville Qualicum Beach Wildlife Management Area – Raise awareness of the unique attributes of the Parksville Qualicum Beach Wildlife Management Area by direct communication with area residents
3. Plan for Climate Change and Sea Level Rise – Identify and acquire data on those areas most likely to be affected by sea level rise
4. Green Building Outreach - Arrange open houses and related green building events
5. Nanaimo River Regional Parks Signs – install interpretive signs

**Table 3 Governance and Relationships as Priority #1  
Service and Organizational Excellence with Governance and Relationships as Priority #2**

High Priority

1. First Nations Relationships - Create First Nations protocol resource document
2. Regional Collaborative Water Planning - Evaluate collaborative decision making models for water planning
3. Board Meetings – Prepare a report on options for moving forward on the Strategic Priority to “create an Electoral Area caucus to enhance regional governance”
4. Natural Hazard Mitigation and Fire Services review – these two items were often grouped together
5. Advocacy with Senior Levels of Government - Work with Provincial and Federal Ministries to advocate on behalf of communities in relation to issues that are outside of the RDN’s jurisdictional authority. Eg. MoTI, DFO

Low Priority

1. RCAF Plaque - Implement a plaque and interpretive board dedicated to the memory of the five RCAF crew that perished on Mt. Whympet on May 29, 1944
2. SharePoint - Create a comprehensive but user friendly HR library / resource for information on staff benefits
3. Board Meetings - Schedule Select and Advisory Committee Meetings on Tuesdays where possible
4. Procedure Bylaw - Executive Committee to review and provide options for amendments including electronic meeting attendance provisions
5. Legislation - Advocating for change within the Emergency Planning Act

**Table 4 Governance and Relationships as Priority #1  
Service and Organizational Excellence with Governance and Relationships as Priority #2**

High Priority

1. Asset Management
2. Changes to the website
3. Items related to the Area ‘H’ OCP review
4. Affordable Housing
5. Web-streaming of the Board Meetings

Low Priority

1. Good neighbor agreements
2. Changes to the website
3. Gabriola Island Dog Park
4. Contracted Service Opportunities

**Table 5 Service and Organizational Excellence as Priority #1**

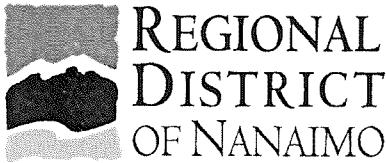
High Priority

1. Customer Service - Review the business case for establishing a ‘one-stop-shop’ for customer service on the lower level of the Admin building. Review opportunity to accept payments (permits and inspections) in SCD department
2. Organization-wide asset management plan - Support to financial aspects to asset management strategy at RDN for use in long term financial plan model
3. Financial purchasing policies/procedures are out of date - Update documentation, obtain current contract, RFP, Tender templates

4. Improve ability to receive electronic payments from customers - Improve customer convenience through additional on-line payments for general receivables in addition to existing utility billing
5. Ravensong Expansion - That clear direction be developed that aligns community demand with aquatic pool per the feasibility study for the Aquatic Centre. Community needs to be verified through Recreation Services Master Plan in 2016

Low Priority

1. Board communication – Require the use of RDN email for all electoral area directors
2. Board communication - Use Outlook invites for all meetings (ensure platform available for all Directors)
3. Dog Licensing - Review process, look for efficiencies, research online options
4. Service Delivery (Transit) - Review and update RDN procedures and guidelines for bus cleanliness and ensure resources are adequate



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

**STAFF REPORT**

**TO:** Geoff Garbutt, General Manager of Strategic & Community Development **DATE:** September 23, 2016

**MEETING:** CoW – October 11, 2016

**FROM:** Tyler Brown  
Intergovernmental Liaison

**SUBJECT:** Federation of Canadian Municipalities – Canada 150 Community Leaders

**RECOMMENDATION**

That the Board appoint Director Houle as Canada 150 Community Leader from the District 68 area and consider appointing a second Director from the District 69 area to the Federation of Canadian Municipalities Canada 150 Community Leaders network.

**PURPOSE**

To provide the Board with information regarding the selection of community representatives for the Federation of Canadian Municipalities (FCM) Canada 150 Community Leaders network and recommend that the Board appoint a community representative from the District 68 area and the District 69 area.

**BACKGROUND**

On September 7, 2016, emailed correspondence was sent from FCM to local governments to inform local governments that they were creating an official network of Canada 150 Community Leaders (see Attachment 1). The purpose of the network is to provide an opportunity for local leaders across the country to inspire civic action and involvement in local community events for the 150<sup>th</sup> anniversary of Canada. FCM will provide information about Canada 150 events throughout 2017 and hopes the Community Leaders network will allow different communities to share ideas across a nationwide network. The exact detail of the Community Leaders network is not explicit in available documentation, but it is clear that FCM is suggesting the use of social media handles and hashtags to promote both the network and Canada’s 150<sup>th</sup> anniversary. One or more individuals in a community can be identified as a Canada 150 Community Leader and this may include Board Directors or prominent community representatives. FCM encourages the submission of Community Leaders by October 15, 2016 but will accept submissions until early December. Staff have been advised that Director Houle has expressed an interest in representing the RDN as a Community 150 Leader.

**DISCUSSION**

When considering who to name as Community Leaders, FCM suggests reflecting on the Canada 150 themes:

- Engaging and inspiring youth, by looking to youth or youth leaders,
- Diversity and inclusion, by ensuring balance of diversity in your selection,
- Our environment, by looking to those that are building a sustainable community,
- National reconciliation, by ensuring indigenous leadership is represented.

If the Board chooses to appoint Community Leaders, staff recommend that at least two individuals are selected with one representing the District 68 area and the other representing the District 69 area. Appointing an individual for each area would provide more local representation to each area while establishing multiple connections between the Regional District and the Community Leaders network. Given Director Houle’s interest, staff recommend that he is designated the representative from the District 68 area.

**ALTERNATIVES**

1. Appoint representatives to the FCM Canada 150 Community Leaders network.
2. Not appoint representatives to the FCM Canada 150 Community Leaders network.

**FINANCIAL IMPLICATIONS**

There are no immediate or obligatory financial commitments for the Regional District as a result of appointing a representative as a FCM Canada 150 Community Leader. Community Leaders may be required to attend events and there may be travel or other costs associated with attendance. As events and other potential costs are not currently known, they would have to be evaluated as they arise.

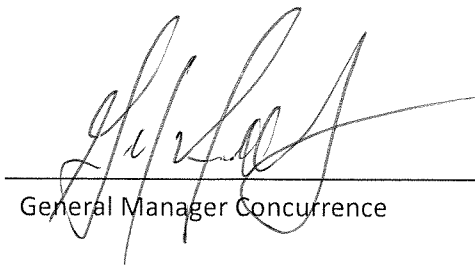
**STRATEGIC PLAN IMPLICATIONS**

Staff have reviewed the 2016 – 2020 Board Strategic Plan and note that the FCM Canada 150 Community Leaders network is consistent with the RDN strategic priority of focusing on relationships as it is an opportunity to advance our region by working with and learning from other governments through FCM.

**SUMMARY/CONCLUSIONS**

Correspondence was received from FCM inviting local governments to appoint representation to a newly created Canada 150 Community Leaders network. The purpose of the network is to provide an opportunity for local leaders across the country to inspire civic action and involvement in local community events for the 150<sup>th</sup> anniversary of Canada. A Community Leader will liaise between FCM and other communities and the local government that appoints them with regard to events and initiatives for the 150<sup>th</sup> anniversary of Canada. As there are no obligatory financial costs and multiple appointments can be made to the Community Leaders network, staff recommend that the Board appoint Director Houle as a Canada 150 Community Leader from the District 68 area and the Board consider the appointment of a second representative for the District 69 area to the Federation of Canadian Municipalities Canada 150 Community Leaders network.

  
Report Writer

  
General Manager Concurrence

  
CAO Concurrence

**Attachment 1**  
**Emailed Correspondence from FCM**

Dear Mayor and Members of Council,

The Federation of Canadian Municipalities (FCM) is creating the official network of Canada 150 Community Leaders which presents a unique opportunity for local leaders across the country to get involved in the 150<sup>th</sup> anniversary of Confederation.

We are launching the Canada 150 Community Leaders network with an invitation to designate one or more leaders from your municipality. These individuals will serve as your local representatives at Canada 150 events in your community, as a touchpoint to share Canada 150 information and inspiration, and to be members of a legacy network that extends well beyond 2017.

A member of council can become a Community Leader or a prominent community representative can be identified. You can also choose more than one individual, ensuring a strong representation from your municipality.

To help you identify a community leader we have developed the Canada 150 Community Leader web page at [www.fcm.ca/Canada150](http://www.fcm.ca/Canada150). There you will find additional information and a form to submit your Community Leader's name.

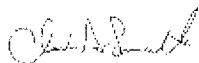
I encourage you to review the information and to submit the name of your Community Leader in one of the following ways:

- Complete the [online form](#).
- Send us an [email](#) with the name of your Community Leader and their contact information.

Please send us the name(s) of your Community Leader(s) **by October 15**.

We hope you will join us in bringing municipal voices to the forefront for the year-long celebrations, and for years to come.

Sincerely,



Clark Somerville  
FCM President and Regional Councillor, Halton Hills





RDN REPORT	
CAO APPROVAL	<i>[Signature]</i>
EAP	
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**STAFF REPORT**

**TO:** Geoff Garbutt, General Manager of Strategic & Community Development      **DATE:** September 30, 2016

**FROM:** Tyler Brown, Intergovernmental Liaison      **MEETING:** COW – October 11, 2016

**SUBJECT:** Disposition of Regional District of Nanaimo Owned Property  
 Lot A, District Lot 123, Nanoose District, Plan VIP58761  
 City of Parksville

**RECOMMENDATIONS**

1. That staff be directed to proceed with the transfer of the Regional District of Nanaimo owned parcel in the City Parksville, legally described as Lot A, District Lot 123, Nanoose District, Plan VIP58761, to the City of Parksville for \$1.00.
2. That staff be directed to proceed with a notice of proposed disposition pursuant to Section 286 of the Local Government Act for the transfer of the Regional District of Nanaimo owned parcel, legally described as Lot A, District Lot 123, Nanoose District, Plan VIP58761, to the City of Parksville.

**PURPOSE**

To consider the transfer of a Regional District of Nanaimo owned parcel within the Parksville municipal boundary to the City of Parksville.

**BACKGROUND**

The Regional District of Nanaimo (RDN) has received communication from City of Parksville staff that the RDN owns a small parcel of land within the City of Parksville. The subject property, legally described as Lot A, District Lot 123, Nanoose District, Plan VIP58761, is uniquely shaped, approximately 0.6 acres in area, and bordered by Industrial Way to the south west and Highway 19A to the north east (see Attachment 1 – Subject Property Map). The subject property does not contain any buildings or structures but was recently accidentally cleared by the owner of the neighbouring parcel.

The parcel was formally part of Electoral Area ‘G’ and created through negotiations as part of RDN Development Application No. 155. The application was to amend Englishman River Official Community Plan and the zoning to permit an industrial service and repair operation. The subject property was created and transferred to the RDN to ensure a buffer between the industrial use and Highway 19A. The planning records were transferred to the City of the Parksville as a result of the municipal boundary expansion under Order in Council 1577 (effective December 31, 1995). City staff have indicated that the planning records were destroyed after their file was closed in 1997.

## **DISCUSSION**

Typically planning files and public assets obtained through development applications, such as parkland, are transferred to the municipality at the time of a municipal boundary expansion. With regard to the subject property, as it was intended to serve as a buffer between the industrial development and the Highway 19A, it was not dedicated as park land. As such, the subject property was overlooked at the time of municipal boundary expansion.

Pursuant to Section 285 (2) of the *Local Government Act*, A Regional District Board may dispose of lands to a public authority without making the lands available for public acquisition. As the lands were intended for public ownership and obtained through a development application to serve as a buffer between the Inland Highway 19A and nearby industrial development, and that the lands were overlooked when the subject property was absorbed into the City of Parksville, staff recommend the lands be transferred to the City of Parksville for one dollar.

Pursuant to Section 286 of the *Local Government Act*, a notice of disposition must be placed in a newspaper and the notice must include:

- a description of the land or improvements;
- the person or public authority who is to acquire the property under the proposed disposition;
- the nature and, if applicable, the term of the proposed disposition; and
- the consideration to be received by the regional district for the disposition.

## **ALTERNATIVES**

1. To direct staff to proceed with the transfer of the subject property to the City of Parksville and the notice of proposed disposition pursuant to Section 286 of the *Local Government Act*.
2. To receive this report and provide alternate direction to staff.

## **FINANCIAL IMPLICATIONS**

The subject property has a 2016 assessment value of \$57,000. As the land is tax exempt and was assumed to have been under the City of Parksville ownership, there are no negative implications to the RDN 2016 – 2021 Financial Plan as a result of transferring ownership of the subject property to the City of Parksville.

## **STRATEGIC PLAN IMPLICATIONS**

Staff have reviewed the proposed transfer of land to the City of Parksville and note that the transfer will be in keeping with the 2016 – 2020 Board Strategic Plan priority of Focusing on Relationships by communicating and working with the City of Parksville to correct a longstanding error.

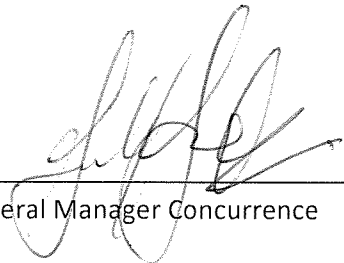
**SUMMARY/CONCLUSIONS**

The RDN has received communication from City of Parksville staff that the RDN owns a small parcel of land within the City of Parksville. The parcel is oddly shaped and was created through a RDN development application to serve as a buffer between industrial development and Highway 19A. Previously located in Electoral Area 'G', the subject property and surrounding lands were incorporated into the City of the Parksville as a result of the municipal boundary expansion under Order in Council 1577 (effective December 31, 1995). Due to the configuration of the parcel, the land has low practical or financial value. As such, staff recommend the land be transferred to the City of Parksville for one dollar pursuant to Section 285 (2) of the *Local Government Act*, and a notice of disposition must be placed in a newspaper pursuant to Section 286 of the *Local Government Act*.




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Report Writer



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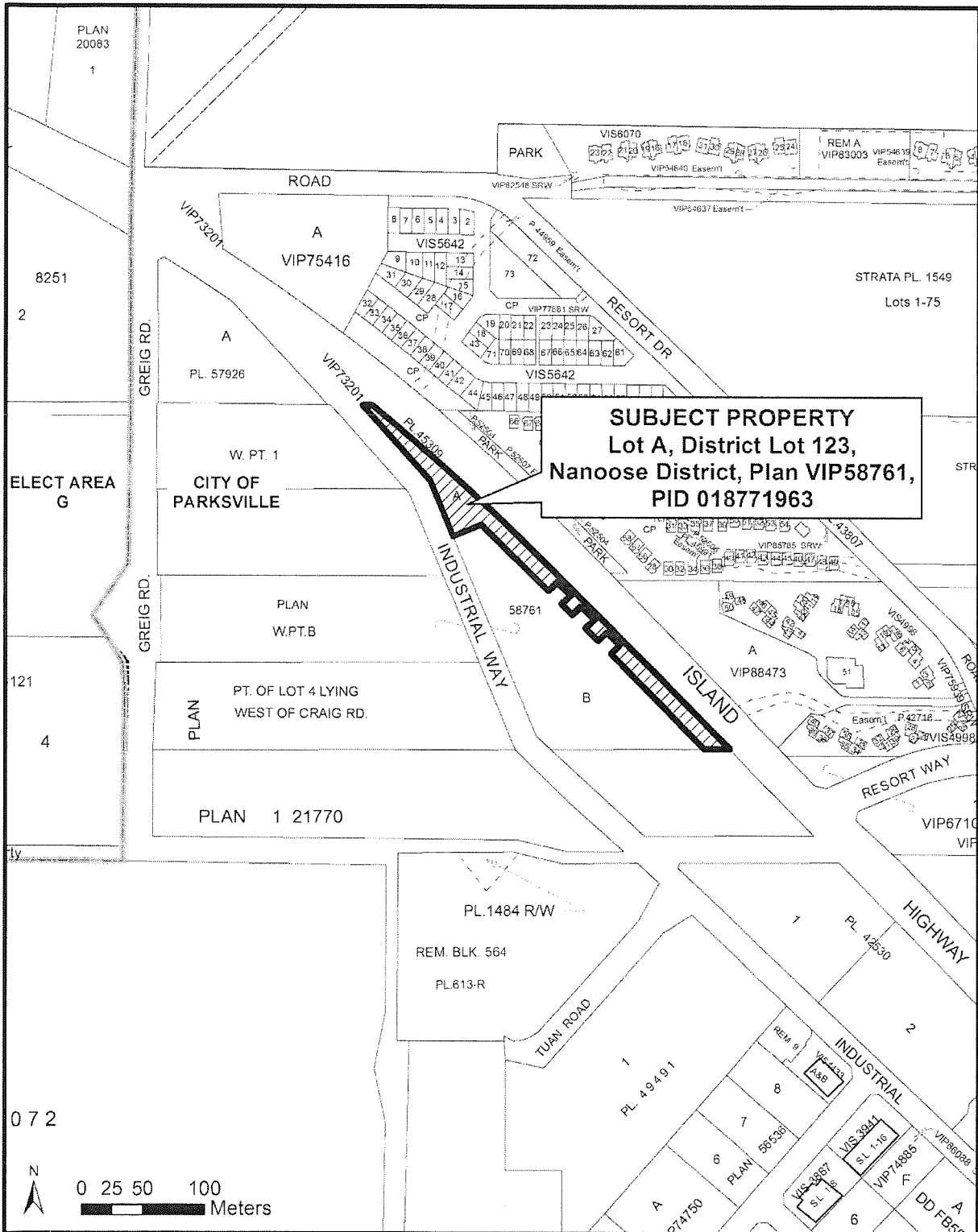
General Manager Concurrence

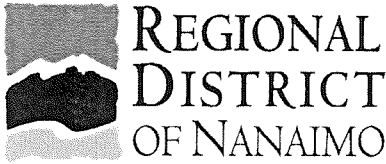


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A/ CAO Concurrence

Attachment 1  
Subject Property Map





RDN REPORT	
CAO APPROVAL	<i>g</i>
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CoW	✓
OCT 03 2016	
RHD	
BOARD	

# STAFF REPORT

**TO:** Geoff Garbutt  
 General Manager of Strategic  
 and Community Development

**DATE:** September 30, 2016

**FROM:** Tyler Brown  
 Intergovernmental Liaison

**MEETING:** CoW – October 11, 2016

**SUBJECT:** Update Regarding Strategic Initiatives and Relations with First Nations in the Region

## RECOMMENDATIONS

That this report be received for information.

## PURPOSE

To inform the Board of ongoing and upcoming strategic initiatives with Qualicum First Nation, Snaw-Naw-As First Nation, Snuneymuxw First Nation, Stz’uminus First Nation and K’ómoks First Nation.

## BACKGROUND

The Regional District of Nanaimo (RDN) typically has both operational and political relationships with different First Nations in the region and communications occur at both the political and staff level. In line with the RDN 2016-2020 Strategic Plan, there are several ongoing and upcoming initiatives at the political level that aim to further collaboration between the RDN and First Nation governments in the area. On November 27, 2015, the RDN Board passed the following motion:

*That staff be directed to hold a Board Seminar to examine those recommendations arising from the Truth and Reconciliation Commission that the Regional District of Nanaimo will act on in a meaningful manner, and the Chiefs of Snuneymuxw, Snaw-Naw-As, Qualicum, Stz’uminus and K’ómoks First Nations be invited to attend.”*

On May 24, 2016, the RDN Board passed the following motion:

*That staff be directed to invite the Snuneymuxw First Nation, Snaw-Naw-As First Nation and Qualicum First Nation to discuss how to use \$30,000 allocated by the Board in the 2016 Regional District of Nanaimo Budget for a First Nations Art Installation Project at the Regional District of Nanaimo Administration Building. This discussion would include consideration of the project concept and the decision making process to select art work(s).*

On June 28, 2016, the RDN Board passed the following motion:

*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.*

This report serves to update the Board with respect to these three motions.

## **DISCUSSION**

### ***Qualicum First Nation***

Over the last year the Regional District of Nanaimo and Qualicum First Nation have worked to establish a Cooperation Protocol between the two parties. The Cooperation Protocol was officially signed on July 26, 2016. The Cooperation Protocol calls for the creation of a Working Group, consisting of two appointees from Qualicum First Nation Council and two from the RDN Board. Chairperson Veenhof appointed himself and Director Westbroek to sit on the working group.

The task of the Working Group is to develop an Action Plan based on the priorities identified in the appendix of the Cooperation Protocol. The priorities identified are diverse and include service contract opportunities, cooperative programs, and other items of mutual interest such as grant applications, promoting tourism and assisting each other in accessing provincial resources. The Action Plan is to include priority action items, project accountability by establishing project managers or champions, and set timelines. The Action Plan will be developed by the Working Group will be reviewed at a future joint meeting between the full Council and Board. There are no timelines or frequency of meetings of the Working Group noted in the Cooperation Protocol. Therefore, it is assumed that the Working Group will establish the frequency in which they meet and staff will be able to provide logistical and administrative support as required. It is anticipated that the Working Group will meet soon to discuss the Action Plan which will set priorities and assign project leads for joint initiatives between Qualicum First Nation and the RDN.

With regard to discussing the calls to action of the Truth and Reconciliation Commission of Canada at a Board Seminar, a letter was sent to Chief Recalma on September 26, 2016, inviting him to attend the seminar scheduled for November 15, 2016. The \$30,000 allocated by the Board in the 2016 Regional District of Nanaimo Budget for a First Nations Art Installation project at the RDN Administrative Building can also be discussed at the meeting.

### ***Snaw-Naw-As First Nation***

A meeting between representatives of the RDN and representatives of Snaw-Naw-As First Nation was held on March 8, 2016. The meeting was attended by Chief Brent Edwards and Snaw-Naw-As First Nation staff member Mark Stephens; Chairperson Veenhof, Director Rogers, Director Fell, and Director Haime; and RDN staff. A variety of topics were discussed at the meeting, with a focus on the potential for solid waste collection service and conventional transit service for the Snaw-Naw-As reserve lands. Several follow-up meetings were held between RDN staff and Snaw-Naw-As staff to discuss the items further.

Building off the March 8, 2016, meeting, a grant application was made to the Union of British Columbia Municipalities (UBCM) Community to Community (C2C) Forum program. Snaw-Naw-As First Nation provided a letter of support for the application and the RDN successfully received approval in principle for

up to \$2,500 to host a meeting or meetings between the RDN Board and Snaw-Naw-As First Nation Council. A formal invitation was sent from Chairperson Veenhof to Chief Edwards on September 26, 2016, inviting Snaw-Naw-As Council to meet with the RDN Board to discuss items previously discussed and other opportunities for joint initiatives. RDN staff have had regular communications with Snaw-Naw-As staff with regard to the items discussed at the March 8, 2016 meeting, and are discussing a potential date for a C2C forum meeting between the RDN Board and Snaw-Naw-As Chief and Council to discuss those items further, and any other items identified, at the political level.

A separate letter was sent from Chairperson Veenhof to Chief Edwards on September 26, 2016, with respect to discussing the calls to action of the Truth and Reconciliation Commission of Canada at a Board Seminar scheduled for November 15, 2016. As stated previously, the \$30,000 allocated by the Board in the 2016 Regional District of Nanaimo Budget for a First Nations Art Installation project at the RDN Administrative Building can also be discussed at the meeting.

#### ***Snuneymuxw First Nation***

With Snuneymuxw First Nation support, a grant application was made to the UBCM C2C Forum program. The application was successful and approval in principle for up to \$2,500 to host a meeting or meetings between the RDN Board and Snuneymuxw First Nation Council was granted. A protocol agreement not currently being utilized was established on June 18, 2009, between the RDN and Snuneymuxw First Nation. As there are numerous operating relationships between the two parties, Snuneymuxw First Nation staff and members of their Negotiating Committee have expressed interest in establishing a proper engagement process between the two governments as being a priority. A formal invitation was sent from Chairperson Veenhof to Chief Wesley on September 26, 2016, inviting Snuneymuxw First Nation Council to meet with the RDN Board to discuss increasing communication and collaboration between the two governments on items of mutual interest, and determining the status of the previously established engagement protocol. Snuneymuxw First Nation staff and RDN staff have been communicating regarding the C2C forum funding and a potential date for a meeting between the RDN Board and Chief and Council.

A separate letter was sent from Chairperson Veenhof to Chief Wesley on September 26, 2016 with respect to discussing the calls to action of the Truth and Reconciliation Commission of Canada at a Board Seminar scheduled for November 15, 2016. As stated previously, the \$30,000 allocated by the Board in the 2016 Regional District of Nanaimo Budget for a First Nations Art Installation project at the RDN Administrative Building can also be discussed at the meeting.

#### ***Stz'uminus First Nation***

With regard to discussing the calls to action of the Truth and Reconciliation Commission of Canada at a Board Seminar, a letter was sent to Chief Elliot on September 26, 2016, inviting him to attend the seminar scheduled for November 15, 2016.

#### ***K'ómoks First Nation***

With regard to discussing the calls to action of the Truth and Reconciliation Commission of Canada at a Board Seminar, a letter was sent to Chief Everson on September 26, 2016, inviting him to attend the seminar scheduled for November 15, 2016.

#### **ALTERNATIVES**

There are no alternatives. This report is provided for information purposes only.

## **FINANCIAL IMPLICATIONS**

There are costs associated with Working Group meetings with Qualicum First Nation which would be paid in accordance with Board policies. Grant funding has been approved in principle by UBCM through their C2C Forum program for expenses of meetings held between the RDN Board of Directors and the Chiefs and Councils of Snuneymuxw First Nation and Snaw-Naw-As First Nation. Up to \$2,500 was approved for meetings with each First Nation.

Further, RDN costs related to Director meeting expenses and First Nations relations are funded through the Legislative Services annual requisition. Regional District of Nanaimo's staff can provide coordination and administrative support to the Working Group meetings with Qualicum First Nation, the Truth and Reconciliation Board Seminar and the C2C Forums out of the existing departmental budgets.

## **STRATEGIC PLAN IMPLICATIONS**

Staff have reviewed the 2016 – 2020 Board Strategic Plan and note that the Board's initiatives with First Nations in the region is consistent with multiple strategic priorities.

The Cooperation Protocol is consistent with the strategic priorities of Focusing on Governance and Focusing on Relationships as the addition of a Qualicum First Nation representative as a non-voting member of the Board changes the Board composition to better reflect the changing relationships between regional communities and integrates Qualicum First Nation input at the Board level in future service delivery planning. Further, the Working Group established in the Cooperation Protocol is consistent with governing principle Working Effectively as a Team, as the Cooperation Protocol supports collaboration across jurisdictions while also promoting dialogue based on mutual interests, understanding and respect.

Community to Community Forums with Snuneymuxw First Nation and Snaw-Naw-As First Nation, the Truth and Reconciliation Board Seminar, and funding for First Nations art are consistent with the strategic priority of focusing on relationships as it is an expression of valuing the relationships with each different First Nation and receiving input with regard to future planning and service delivery. Furthermore, the C2C Forums allow opportunity for the Board to form partnerships with Snuneymuxw First Nation and Snaw-Naw-As First Nation to collectively advance our shared region.

## **SUMMARY/CONCLUSIONS**

The RDN has ongoing strategic initiatives with Qualicum First Nation, Snaw-Naw-As First Nation, Snuneymuxw First Nation, Stz'uminus First Nation and K'ómoks First Nation. This report serves to update the Board with regard to these initiatives.

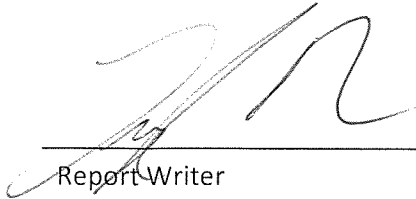
A letter was sent from Chairperson Veenhof to each of the five First Nation Chiefs on September 26, 2016, with respect to discussing the calls to action of the Truth and Reconciliation Commission of Canada at a Board Seminar scheduled for November 15, 2016. The \$30,000 allocated by the Board in the 2016 Regional District of Nanaimo Budget for a First Nations Art Installation project at the RDN Administrative Building can also be discussed at the November 15, 2016 meeting.

A letter from Chairperson Veenhof has also been sent to the Chiefs of Snaw-Naw-As First Nation and Snuneymuxw First Nation as formal invitation to their Councils to participate in a C2C Forum with the RDN



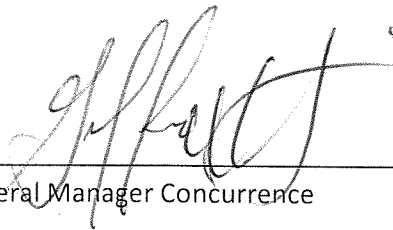
Board. Each forum will provide opportunity to discuss engagement strategies and other items of mutual interest between the RDN and each of the First Nation governments.

Stemming from the requirements of the recently signed Cooperation Protocol between Qualicum First Nation and the RDN, a Working Group between the two governments is currently being established to develop a joint Action Plan based on the priorities identified in the appendix of the Cooperation Protocol. It is anticipated that Working Group will meet soon to discuss the Action Plan which will set priorities and assign project leads for joint initiatives between Qualicum First Nation and the RDN.




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Report Writer



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General Manager Concurrence



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CAO Concurrence

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE DISTRICT 69 RECREATION COMMISSION**

**REGULAR MEETING**

**HELD THURSDAY SEPTEMBER 15, 2016**

**2:00PM**

**(OCEANSIDE PLACE)**

**Attendance:** Julian Fell, RDN Board  
Gordon Wiebe, Electoral Area 'E'  
Reg Nosworthy, Electoral Area 'F'  
Bill Veenhof, Director, Electoral Area 'H'  
Teresa Patterson, Councillor, City of Parksville  
Neil Horner, Councillor, Town of Qualicum Beach  
Julie Austin, School District 69 Trustee

**Staff:** Tom Osborne, General Manager of Recreation and Parks  
Dean Banman, Manager of Recreation Services  
Ann-Marie Harvey, Recording Secretary

**Regrets:** Ted Malyk, Electoral Area 'G'

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**CALL TO ORDER**

Chair Fell called the meeting to order at 2:00pm and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

**WELCOME NEW COMMISSIONER**

Chair Fell introduced Teresa Patterson as Commissioner Grier's replacement as the City of Parksville representative on the Commission.

**DELEGATIONS/ PRESENTATION**

None

**MINUTES**

MOVED Commissioner Veenhof, SECONDED Commissioner Horner that the Minutes of the Regular District 69 Recreation Commission meeting held June 16, 2016 be adopted.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

None

## COMMUNICATIONS/CORRESPONDENCE

MOVED Commissioner Veenhof, SECONDED Commissioner Horner that the following Communications/Correspondence be received:

- D. Banman. RDN to Lifesaving Society, **RE: RDN/SD69 Swim to Survive Grant**
- D. Banman, RDN to A. Mcvey, Pool User, RDN **RE: Expansion of Ravensong Pool**
- D. Banman, RDN to M. Cree, QB Resident, RDN **RE: Swimming Facilities Health Issue**
- D. Banman, RDN to S. Lawrence, Pool User, RDN **RE: Ravensong Pool Expansion**
- D. Banman, RDN to D. Duncan, Pool User, RDN **RE: Ravensong Pool Expansion**
- D. Banman, RDN to D. Archer, Pool User, RDN **RE: Upgrade to Pool**
- D. Banman, RDN to D. Mudry, Pool User, RDN **RE: Ravensong Pool Expansion**
- D. Banman, RDN to G. Hay, Pool User, RDN **RE: Ravensong Pool Expansion**
- D. Banman, RDN to M. Albert, Pool User, RDN **RE: Reasons for another Pool and/or a Sport Complex**
- K. Domes, Lifesaving Society to A. Porteous, RDN **RE: Swim to Survive Grant Program**
- Ravensong Action Group to D. Banman, RDN **RE: Ravensong Expansion**

CARRIED

## UNFINISHED BUSINESS

None

## REPORTS

- Monthly Update – Oceanside Place – June 2016**
- Monthly Update – Oceanside Place – July 2016**
- Monthly Update – Oceanside Place - August 2016 (hand out)**

Mr. Banman gave an overview of the Monthly Updates of Oceanside Place, noting that both ice surfaces were removed for maintenance this summer and a new sound system and monitors in the meeting rooms and multi - purpose room were installed as part of the summer projects. The first pickle ball tournament at Oceanside Place was a great success and the always busy Annual Panthers Hockey Junket was happening this week. Twenty – five teams in four age divisions (60, 70, 65, 75) from as far away as Colorado were registered.

- Monthly Update – Ravensong Aquatic Centre – June 2016**
- Monthly Update – Ravensong Aquatic Centre – July 2016**
- Monthly Update – Ravensong Aquatic Centre – August 2016**

Mr. Banman gave an overview of the Monthly Update of Ravensong Aquatic Centre, noting that the yearly shutdown in August saw a replacement of the Master Control Centre (MCC), the primary electrical service panel for the facility and reopening is scheduled to be on time.

The number of trained Aquafit instructors is up so instructor absence should be minimal.

A swim to survive grant was awarded to the RDN to run a Grade 7 Swim to Survive Plus program.

**Monthly Update – Northern Recreation Program Services – June-Aug 2016**

Mr. Banman gave an overview of the Monthly Updates for the Northern Recreation Programs, noting that at the next meeting the recreation programmers for summer programming will attend and present all of the stats and successes from the summer. He mentioned some of the camp changes that evolve with the changing dynamics of the community.

Mr. Banman mentioned the success of Adult 6 on 6 soccer and the guided hikes provided by the RDN.

**Monthly Update of Community and Regional Parks and Trails Projects – June – Aug 2016**

Mr. Osborne gave a summary of the Monthly Update of Community and Regional Parks and Trails Projects in the D69 area.

MOVED Commissioner Veenhof, SECONDED Commissioner Horner that the reports be received.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

Director Veenhof requested that a news release be sent out regarding the status of the work being done around feasibility of a pool expansion. Mr. Banman said he would put out a public release similar to the replies in the correspondence.

**NEW BUSINESS**

**Recreation Services Master Plan Advisory Committee – Selection of D69 Recreation Commission members.**

MOVED Commissioner Veenhof, SECONDED Commissioner Wiebe that Commissioners Fell, Nosworthy, Patterson and Horner be appointed to the District 69 Recreation Services Master Plan Advisory Committee.

CARRIED

**COMMISSIONER ROUNDTABLE**

None

**IN CAMERA**

MOVED Commissioner Veenhof, SECONDED Commissioner Horner that pursuant to Section 90(1) (e) of the Community Charter the Committee proceed to an In Camera Committee meeting to consider items related to land issues.

Time: 3:05pm

**ADJOURNMENT**

MOVED Commissioner Patterson that the meeting be adjourned at 3:33pm.

CARRIED