

**REGIONAL DISTRICT OF NANAIMO**

**REGULAR BOARD MEETING  
TUESDAY, FEBRUARY 28, 2017  
7:00 PM**

***(RDN Board Chambers)***  
*This meeting will be recorded*

**A G E N D A**

**Pages**

- 1. CALL TO ORDER**
- 2. DELEGATIONS**
  - 9 **Rob Christopher, Nanaimo Search and Rescue Society**, re Society Activities 2016-2017.
  - 10 **Stephanie Tipple, INfilm**, re Request for Funding.
  - 11 **Bill Dawson, BC Assessment**, re Changes in Assessment Values for 2017.
- 3. BOARD MINUTES**
  - 12-25 **3.1 Minutes of the Regular Board meeting held Tuesday, January 24, 2017** (All Directors – One Vote).

*That the minutes of the Regular Board meeting held Tuesday, January 24, 2017 be adopted.*
  - 26-28 **3.2 Minutes of the Special Board meeting held Tuesday, February 14, 2017** (All Directors – One Vote).

*That the minutes of the Special Board meeting held Tuesday, February 14, 2017 be adopted.*
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**
- 6. UNFINISHED BUSINESS**

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

**7.1 ELECTORAL AREA SERVICES COMMITTEE**

Minutes and recommendations from the Electoral Area Services Committee meeting held Tuesday, February 14, 2017.

- 29-34      **7.1.1 Minutes of the Electoral Area Services Committee meeting held Tuesday, February 14, 2017** (All Directors – One Vote).

*That the minutes of the Electoral Area Services Committee meeting held Tuesday, February 14, 2017 be received for information.*

- 35-40      **7.1.2 Development Permit Application No. PL2016-168 – 20 Nile Road, Electoral Area 'H'** (Electoral Areas, except EA 'B' – One Vote).

*That the Board approve Development Permit No. PL2016-168 to permit demolition of an existing cabin and the establishment of a building envelope for a new dwelling unit and accessory buildings and structures subject to the conditions outlined in Attachments 2 and 3.*

- 41-49      **7.1.3 Development Permit and Site Specific Exemption Application No. PL2016-181 – 6919 Island Highway West, Electoral Area 'H'** (Electoral Area Directors, except EA 'B' – One Vote).

*That the Board approve Development Permit No. PL2016-181 and Site Specific Floodplain Bylaw exemption to permit an addition to a detached hotel unit subject to the conditions outlined in Attachments 2 to 4.*

- 50-58      **7.1.4 Development Permit with Variance Application No. PL2016-176 – 2005 Hemer Road, Electoral Area 'A'** (Electoral Area Directors, except EA 'B' – One Vote).

**Delegations wishing to speak to Development Permit with Variance Application No. PL2016-176 – 2005 Hemer Road, Electoral Area 'A'.**

*That the Board approve Development Permit with Variance No. PL2016-176 to permit the construction of an accessory building subject to the terms and conditions outlined in Attachments 2 to 4.*

- 59-70            **7.1.5    Development Permit with Variance Application No. PL2016-184 – 2739 Van Isle Road, Electoral Area 'H'** (Electoral Area Directors, except EA 'B' – One Vote).

**Delegations wishing to speak to Development Permit with Variance Application No. PL2016-184 – 2739 Van Isle Road, Electoral Area 'H'.**

*That the Board approve Development Permit with Variance No. PL2016-184 to permit the demolition of an existing dwelling unit and construction of a new dwelling unit and raised patio subject to the terms and conditions outlined in Attachments 2 to 5.*

- 71-80            **7.1.6    Development Variance Permit Application No. PL2016-191 – 2225 Alberni Highway, Electoral Area 'F'** (Electoral Area Directors, except EA 'B' – One Vote).

**Delegations wishing to speak to Development Variance Permit Application No. PL2016-191 – 2225 Alberni Highway, Electoral Area 'F'.**

*That the Board approve Development Variance Permit No. PL2016-191 to reduce the front lot line setback from 4.5 metres to 3.0 metres to accommodate a kiosk subject to the terms and conditions outlined in Attachments 2 to 4.*

- 81-95            **7.1.7    Zoning Amendment Application No. PL2016-108 – Midora Road and Virostko Road, Electoral Area 'C' – Amendment Bylaw 500.406 – First and Second Reading** (Electoral Area Directors, except EA 'B' – One Vote).

1. *That the Board receive the Summary of the Public Information Meeting held on November 17, 2016.*
2. *That the conditions set out in Attachment 2 of the staff report be completed prior to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017" being considered for adoption.*
3. *That the Board introduce and give two readings to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017".*
4. *That the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017" be chaired by Director Young or her alternate.*

96-109      **7.1.8 Zoning Amendment Application No. PL2016-060 – 4775 & 4785 Anderson Avenue, Electoral Area 'H' – Amendment Bylaw 500.407 – First and Second Reading** (Electoral Area Directors, except EA 'B' – One Vote).

1. *That the Board receive the Summary of the Public Information Meeting held on December 12, 2016.*
2. *That the Board introduce and give two readings to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.407, 2017".*
3. *That the Board direct that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.407, 2017", be chaired by Director Veenhof or his alternate.*
4. *That the Board direct that the conditions set out in Attachment 2 of the staff report be completed prior to Bylaw No. 500.407, 2017 being considered for adoption.*

110-120      **7.1.9 Southern Community Economic Development.**

(All Directors – Weighted Vote)

1. *That the Regional District of Nanaimo enter into an agreement with the Gabriola Island Chamber of Commerce to provide tourism promotion for Electoral Area 'B' for a period not exceeding six months at a rate of \$1,000 per month.*

(Electoral Areas 'A', 'B', 'C' – Weighted Vote)

2. *That staff report back to the next Electoral Area Services Committee on organizing strategic planning sessions for the purpose of determining the best option for providing economic development and tourism promotion for Electoral Areas 'A', 'B' and 'C' including budget implications and timelines.*
3. *That the requisition for the Southern Community Economic Development Service be maintained for 2017.*

121-122      **7.1.10 Request for Storage Space at Rollo McClay Community Park** (All Directors – One Vote).

*That staff be directed to investigate the feasibility of the Gabriola Island Lions Club building a storage shed at Rollo McClay Community Park.*



123-124      **7.1.11 Bells Landing Water Access** (All Directors – One Vote).

*That staff be directed to investigate the feasibility of constructing a boat launch and associated parking lot at the Bells Landing MoTI water access on Gabriola Island.*

**7.1.12 New Society Act Workshop** (Electoral Area Directors, except EA 'B' – Weighted Vote).

*That the Regional District of Nanaimo with the support of the fire services societies, facilitate an expert workshop on both the New Societies Act and the Privacy Acts for all the societies within 2017.*

**7.2 COMMITTEE OF THE WHOLE STANDING COMMITTEE**

Minutes and recommendations from the Special Committee of the Whole and Regular Committee of the Whole meetings held Tuesday, February 14, 2017.

125-126      **7.2.1 Minutes of the Special Committee of the Whole meeting held Tuesday, February 14, 2017** (All Directors – One Vote).

*That the minutes of the Special Committee of the Whole meeting held Tuesday, February 14, 2017 be received for information.*

127-129      **7.2.2 Minutes of the Regular Committee of the Whole meeting held Tuesday, February 14, 2017** (All Directors – One Vote).

*That the minutes of the Regular Committee of the Whole meeting held Tuesday, February 14, 2017 be received for information.*

130-136      **7.2.3 Bylaw No. 1170.05 - San Pareil Water Service Area Expansion, Electoral Area 'G'** (All Directors – One Vote).

*That the Board give three readings to "San Pareil Water Supply Local Service Area Amendment Bylaw No. 1170.05, 2017".*

137-140      **7.2.4 Engineering Services for Preliminary Design of the French Creek Pollution Control Center Stage 4 Expansion Project.**

(All Directors – Weighted Vote)

1. *That the Board award AECOM the Preliminary Design of the Stage 4 Expansion to the French Creek Pollution Control Centre (FCPCC).*

(Parksville, Qualicum Beach, Electoral Areas 'E', 'G' – Weighted Vote)

2. *That the Board approve a total budget of \$429,277 to complete the Preliminary Design phase of the Project.*

**7.3 EXECUTIVE STANDING COMMITTEE**

Minutes and recommendations from the Executive Committee meeting held Tuesday, February 7, 2017.

141-143      **7.3.1 Minutes of the Executive Standing Committee meeting held Tuesday, February 7, 2017** (All Directors – One Vote).

*That the minutes of the Executive Standing Committee meeting held Tuesday, February 7, 2017 be received for information.*

144-228      **7.3.2 Board Procedure Bylaw** (All Directors – One Vote).

229-246      *That the Board give three readings to the Regional District of Nanaimo Board Procedure Bylaw No. 1754, 2017, with the following amendments:*

- *Section 4. - Add requirement for Members to be respectful to staff, the public and other Members.*
- *Section 10. - Electronic Meetings - Re-word first line as "Provided the conditions set out in Regional District Electronic Meeting Regulations are met and in exceptional circumstances:"*
- *Section 14 - Delete Section 14(2)(b) and re-number (c) to (b)*
- *Section 17 - Add requirement for delegations to be respectful*
- *Schedule B - Correct name to Nanaimo Parks, Recreation and Wellness*

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

**7.5.1 Englishman River Water Service Management Board**

Minutes and recommendations from the Englishman River Water Service Management Board meeting held on Tuesday, January 24, 2017.

- 247-248      **7.5.1.1 Minutes of the Englishman River Water Service Management Board meeting held on Tuesday, January 24, 2017** (All Directors – One Vote).

*That the minutes of the Englishman River Water Service Management Board meeting held on Tuesday, January 24, 2017 be received for information.*

**7.5.2 Regional Parks and Trails Select Committee**

Minutes and recommendations from the Regional Parks and Trails Select Committee meeting held on Tuesday, February 7, 2017.

- 249-250      **7.5.2.1 Minutes of the Regional Parks and Trails Select Committee meeting held on Tuesday, February 7, 2017** (All Directors – One Vote).

*That the minutes of the Regional Parks and Trails Select Committee meeting held on Tuesday, February 7, 2017 be received for information.*

**8. REPORTS**

- 251-253      **8.1 Amendment Agreement - Biosolids Management Program** (All Directors – Weighted Vote).

*That the Regional District of Nanaimo extend the term of the original Biosolids Management Program Agreement for two months; from March 31, 2017 to May 31, 2017.*

- 254-262      **8.2 Request for Funding from INfilm.**

(All Directors – Weighted Vote)

1. *That the Regional District of Nanaimo provide \$5,000 in funding from Grants-in-aid to INfilm for 2017.*

(All Directors – One Vote)

2. That the Regional District of Nanaimo meet with INfilm and the member municipalities to discuss a coordinated funding model that includes all of the regional district members to start in 2018.

263-268      **8.3      2017 Service Area Tax Requisition Amendment Bylaws** (All Directors – One Vote).

1. *That "Southern Community Restorative Justice Program Service Requisition Limit Amendment Bylaw No. 1490.03, 2017" be introduced and read three times and forwarded to the Inspector of Municipalities for approval.*
2. *That "Pacific Shores Sewer Local Service Requisition Limit Amendment Bylaw No. 1021.12, 2017" be introduced and read three times.*
3. *That "Coombs-Hilliers Fire Protection Service Requisition Limit Amendment Bylaw No. 1022.08, 2017" be introduced and read three times.*

269-281      **8.4      Regional District of Nanaimo 2017 to 2021 Financial Plan - Bylaw No. 1755** (All Directors – Weighted Vote).

*That "Regional District of Nanaimo Financial Plan 2017 to 2021 Bylaw No. 1755, 2017" be introduced and read three times.*

**9.      ADDENDUM**

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

**11.     NEW BUSINESS**

**12.     IN CAMERA**

*That pursuant to sections 90 (1), (a), (c), (e), (g), (i), (j), (k) and (m) of the Community Charter the Board proceed to an In Camera Meeting for discussions related to board appointments, labour relations, land issues, litigation, solicitor-client privilege, third-party business interests, a proposed service and intergovernmental relations.*

**13.     ADJOURNMENT**

**Delegation:** Rob Christopher, Nanaimo Search and Rescue Society, re Society Activities 2016-2017.

**Summary:** Update on activities of the Search and Rescue Society.

**Delegation:**                    **Stephanie Tipple, INfilm, re Request for Funding**

**Summary:**                    Stephanie Tipple will present a short powerpoint, an overview of the request, and stats on economic impact received from "Chesapeake Shores"

**Delegation:** Bill Dawson, BC Assessment, re changes in assessment values for 2017.

**Summary:** Update on BC Assessment values and trends within the RDN.

**REGIONAL DISTRICT OF NANAIMO**  
**MINUTES OF THE REGULAR BOARD MEETING**  
**OF THE REGIONAL DISTRICT OF NANAIMO HELD ON**  
**TUESDAY, JANUARY 24, 2017 AT 7:00 PM IN THE**  
**RDN BOARD CHAMBERS**

In Attendance:

Director W. Veenhof	Chairperson
Director I. Thorpe	Deputy 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 J. Stanhope	Electoral Area G
Director B. McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Director W. Pratt	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director B. Colclough	District of Lantzville
Director T. Westbroek	Town of Qualicum Beach

Regrets:

Director H. Houle	Electoral Area B
Director J. Kipp	City of Nanaimo
Director B. Yoachim	City of Nanaimo

Also in Attendance:

P. Carlyle	Chief Administrative Officer
R. Alexander	Gen. Mgr. Regional & Community Utilities
G. Garbutt	Gen. Mgr. Strategic & Community Development
W. Marshall	A/Gen. Mgr. Recreation & Parks
D. Pearce	A/Gen. Mgr. Transportation & Emergency Planning Services
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.

A moment of silence was observed for the passing of former Chief David Bob of Snaw-Naw-As First Nation.

## **DELEGATIONS**

### **Michel Morin, Royal Canadian Marine Search and Rescue - Station 27 Nanaimo, re Society Activities 2016-2017.**

Gordie Robinson and Mike Banning provided a slide presentation showcasing the activities of Station 27 Nanaimo over the past year, and boating safety education the society provides to the community and thanked the Board for their partnership.

### **Lynn deVries, Back Country Horsemen Society of BC - Central Vancouver Island Chapter, re Overview and Update on Funding and Volunteer Work.**

Lynn deVries provided a summary of the accomplishments achieved in 2016 highlighting the improvements to the Spruston Road Recreation Site, the ongoing challenges of trail-head parking, and the need for improved maps of the trails in the area.

### **Sheri Plummer and Judith Kemp, Communities to Protect our Coast, re Initiative to Reduce/Eliminate Plastic Bags in Oceanside.**

Lois and Cameron Eaton presented information on the specific challenges that one-time-use plastics and plastic bags present to the community including impacts to the ocean and health of sea-life, and asked the Board to consider moving toward eliminating the use of plastic bags in the region.

### **Richard Harding and Liette Masse, City of Nanaimo, re Rogers Hometown Hockey Event - Request for Additional Transportation.**

Richard Harding and Liette Masse provided the Board with an overview of the events planned during the week-long Rogers Hometown Hockey Event, a grass roots celebration of Hockey, which is scheduled in Nanaimo during February, 2017.

## **BOARD MINUTES**

### **Minutes of the Regular Board meeting held Tuesday, December 6, 2016.**

- 17-001 MOVED Director Stanhope, SECONDED Director Lefebvre, that the minutes of the Regular Board meeting held Tuesday, December 6, 2016, be adopted.

CARRIED

## **COMMUNICATIONS/CORRESPONDENCE**

### **Ken Carter, Bowser Waterworks District, re Request for submission of Bowser Waterworks District Balancing Reservoir Evaluation to the BC Ministry of Community, Sport and Cultural Development Infrastructure Planning Grant Program.**

- 17-002 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Ken Carter, Bowser Waterworks District, regarding a request for submission of Bowser Waterworks District Balancing Reservoir Evaluation to the BC Ministry of Community, Sport and Cultural Development Infrastructure Planning Grant Program be received.

CARRIED

**David R. Witty, Mount Arrowsmith Biosphere Region, re Proposed Contribution Agreement Funding Request.**

- 17-003 MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from David R. Witty, Mount Arrowsmith Biosphere Region, regarding a proposed Contribution Agreement funding request be received.

CARRIED

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

**ELECTORAL AREA SERVICES COMMITTEE**

**Minutes of the Electoral Area Services Committee meeting held Tuesday, January 10, 2017.**

- 17-004 MOVED Director Stanhope, SECONDED Director Young, that the minutes of the Electoral Area Services Committee meeting held Tuesday, January 10, 2017, be received for information.

CARRIED

**Development Permit Application No. PL2016-164 – 923 McFeely Drive, Electoral Area ‘G’.**

- 17-005 MOVED Director Stanhope, SECONDED Director Young, that the Board approve Development Permit No. PL2016-164 to permit the construction of a dwelling unit subject to the conditions outlined in Attachments 2 to 4.

CARRIED

**Development Permit Application No. PL2016-179 – 3271 Jameson Road and 3155 Northwood Road, Electoral Area ‘C’.**

- 17-006 MOVED Director Young, SECONDED Director McPherson, that the Board approve Development Permit No. PL2016-179 to permit the development of two dwelling units subject to the conditions outlined in Attachments 2 to 4.

CARRIED

**Development Permit Application No. PL2016-180 – 4179 Island Highway West, Electoral Area ‘G’.**

- 17-007 MOVED Director Stanhope, SECONDED Director Rogers, that the Board approve Development Permit No. PL2016-180 to permit the construction of a new dwelling unit subject to the conditions outlined in Attachment 2.

CARRIED

**Development Variance Permit Application No. PL2016-113 and Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in Relation to Subdivision Application No. PL2016-112 – 1031 Robertson Boulevard, Electoral Area ‘G’.**

- 17-008 MOVED Director Stanhope, SECONDED Director Young, that the Board approve Development Variance Permit No. PL2016-113 to reduce the minimum pan handle width for proposed lots 6 and 7 subject to the terms and conditions outlined in Attachments 2 to 3.

CARRIED

- 17-009 MOVED Director Stanhope, SECONDED Director Young, that the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lots 6 and 7 in relation to Subdivision Application No. PL2016-112.

CARRIED

**Subdivision Application No. PL2014-007 – 1831 Matterson Road, Electoral Area 'F'.**

- 17-010 MOVED Director Fell, SECONDED Director Rogers, that the Board approve the request to relax the minimum lot frontage requirements for proposed Lot A in relation to Subdivision Application No. PL2014-007.

CARRIED

**Subdivision Application No. PL2016-134 – 2081 Lazy Susan Drive, Electoral Area 'A'.**

- 17-011 MOVED Director McPherson, SECONDED Director Young, that five percent (5%) cash-in-lieu of parkland dedication in conjunction with Subdivision Application No. PL2016-134, be accepted.

CARRIED

**Zoning Amendment Application No. PL2016-161 – Pratt Road, Electoral Area 'F' – Bylaw 1285.27 – First and Second Reading.**

- 17-012 MOVED Director Fell, SECONDED Director Rogers, that "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.27, 2017", be introduced and read two times.

CARRIED

- 17-013 MOVED Director Fell, SECONDED Director Rogers, that the Public Hearing on "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.27, 2017", be chaired by Director Fell or his alternate.

CARRIED

- 17-014 MOVED Director Fell, SECONDED Director Rogers, that the conditions set out in Attachment 2 be completed prior to "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.27, 2017" being considered for adoption.

CARRIED

**Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in Relation to Subdivision Application No. PL2016-131 – 2221, 2225, 2237 Chelsea Place, Electoral Area 'E'.**

- 17-015 MOVED Director Rogers, SECONDED Director McPherson, that the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lot B in relation to Subdivision Application No. PL2016-131.

CARRIED

**Electoral Area Telecommunication Antenna System Consultation and Information Policy with Bylaw No. 1259.11.**

- 17-016 MOVED Director Stanhope, SECONDED Director Lefebvre, that the attached policy titled Electoral Area Telecommunication and Antenna System Consultation and Information Policy be adopted as a Board policy.

CARRIED

- 17-017 MOVED Director Stanhope, SECONDED Director Young, that "Regional District of Nanaimo Planning Services Fees And Charges Amendment Bylaw No. 1259.11, 2016" be introduced and read three times.

CARRIED

- 17-018 MOVED Director Stanhope, SECONDED Director Young, that "Regional District of Nanaimo Planning Services Fees And Charges Amendment Bylaw No. 1259.11, 2016" be adopted.

CARRIED

**Salish Sea Marine Trail Proposal from BC Marine Trails Network Association.**

- 17-019 MOVED Director Lefebvre, SECONDED Director Rogers, that staff be directed to work with the BC Marine Trails Network Association on the identification of Blueback Park as a Salish Sea Marine Trail day use area recognizing that this park has limited day-use facilities, with no overnight parking or camping.

CARRIED

**Dunsmuir Community Park - Concept Plan.**

- 17-020 MOVED Director Stanhope, SECONDED Director Fell, that staff proceed with preparing construction drawings for Concept Plan A for Dunsmuir Community Park.

CARRIED

- 17-021 MOVED Director Stanhope, SECONDED Director Fell, that staff proceed with clearing a view corridor into Dunsmuir Community Park as part of the 2017 Parks Work Plan.

CARRIED

**COMMITTEE OF THE WHOLE STANDING COMMITTEE**

**Minutes of the Committee of the Whole meeting held Tuesday, January 10, 2017.**

- 17-022 MOVED Director Thorpe, SECONDED Director Lefebvre, that the minutes of the Committee of the Whole meeting held Tuesday, January 10, 2017 be received for information.

CARRIED

**2017 Regional Services Review.**

- 17-023 MOVED Director Westbroek, SECONDED Director Pratt, that staff review the Regional Parks and Trails service funding allocations and bring back a report on options of funding the service in the future, and that staff have discussions with member municipalities and have a Director's seminar to narrow down the preliminary list of services that may be considered for inclusion in a service review.

CARRIED

**Association of Vancouver Island and Coastal Communities Resolution Victim Services Programs.**

- 17-024 MOVED Director Pratt, SECONDED Director Stanhope, that the following resolution be forwarded to the Association of Vancouver Island and Coastal Communities (AVICC) for consideration at their annual meeting:

WHEREAS Victim Services Programs provide support and assistance to victims of crime;

AND WHEREAS the Ministry of Public Safety has the ultimate responsibility for the Victim Services Programs and yet does not fully fund these programs;

THEREFORE BE IT RESOLVED that the Province of British Columbia fully fund all Victim Services Programs.

CARRIED

**2017 Budget External Funding Requests.**

17-025 MOVED Director Thorpe, SECONDED Director Pratt, that the 2017 Budget include funding to the Coastal Invasive Species Committee (CISC) in the amount of \$16,500.

CARRIED

17-026 MOVED Director Thorpe, SECONDED Director Pratt, that the 2017 Budget include funding to the Island Roots Market Co-op in the amount of \$25,000.

CARRIED

**2017 to 2021 Financial Plan Outstanding Items.**

17-027 MOVED Director Rogers, SECONDED Director Westbroek, that the Board reallocate the Provincial Grant in the amount of \$136,000 previously directed to the Island Corridor Foundation agreement to be used for evaluations and analysis related to the establishment of services or the review of existing services.

CARRIED

17-028 MOVED Director Fell, SECONDED Director Rogers, that District 69 Search and Rescue requisition funding and transfer to the Arrowsmith Search and Rescue Society be maintained at existing levels.

CARRIED

17-029 MOVED Director Rogers, SECONDED Director Lefebvre, that the Board requisition funds under the Feasibility Service to be held in a Regional District Feasibility Reserve fund or in specific Electoral Area Feasibility Reserve funds for service review requests, referendums and for feasibility studies for new amenities.

CARRIED

**2017 Community Works Funded Projects Update.**

17-030 MOVED Director McPherson, SECONDED Director Rogers, that the Community Works Funds program project lists included in Attachment 1 be approved and that staff be authorized to continue work on the projects as needed.

CARRIED

**Union of BC Municipalities Asset Management Planning Program – Grant Application 2017.**

17-031 MOVED Director Lefebvre, SECONDED Director Westbroek, that the Board support an Asset Management Planning Program grant application to the Union of British Columbia Municipalities to complete a Condition Assessment Plan and Implementation Framework.

CARRIED

**Regional Growth Strategy Bylaw 1615.01, 2016.**

17-032 MOVED Director Westbroek, SECONDED Director Stanhope, that the Board agree to the revision to "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" as proposed by the Town of Qualicum Beach.

CARRIED

17-033 MOVED Director Westbroek, SECONDED Director Lefebvre, that second reading of "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" be rescinded.

CARRIED

17-034 MOVED Director Westbroek, SECONDED Director Stanhope, that "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" be read a second time as amended and as outlined in Attachment 2.

CARRIED

17-035 MOVED Director Westbroek, SECONDED Director Lefebvre, that "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" be referred to member municipalities and adjacent regional districts for acceptance.

CARRIED

17-036 MOVED Director Westbroek, SECONDED Director Stanhope, that the Regional District of Nanaimo notify the Minister of Community, Sport and Cultural Development with respect to "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.01, 2016" that alternative wording has been formulated for consideration of acceptance by affected local governments.

CARRIED

17-037 MOVED Director Westbroek, SECONDED Director Stanhope, that the section on minor amendments be reviewed as part of the next Regional Growth Strategy Review.

CARRIED

**Response to Request for Support for the Proposed Year-Round Indoor Farmers' Market in Nanaimo.**

17-038 MOVED Director Colclough, SECONDED Director Thorpe, that the Board direct staff to provide some input on draft grant applications prepared by Island Roots Cooperative and/or its partners in support of the year-round indoor farmers' market project.

CARRIED

**Association of Vancouver Island and Coastal Communities Resolution (2017) Hazardous Property Clean-ups and Environmental Remediation Costs.**

17-039 MOVED Director Stanhope, SECONDED Director Pratt, that the Board endorse the attached resolution requesting that the Province honour any outstanding charges or lien(s) on a property in favour of a regional district that are the result of a hazardous property clean up or environmental remediation and that the resolution be forwarded to the Association of Vancouver Island and Coastal Communities for consideration at the 2017 Annual General Meeting and Convention.

CARRIED

**Nanaimo and Area Land Trust, re Funding request for 2017 Operational Uses.**

17-040 MOVED Director Pratt, SECONDED Director Thorpe, that the 2017 Budget include funding to the Nanaimo and Area Land Trust in the amount of \$30,000.

CARRIED

**Island Health – Long Surgical Waits.**

MOVED Director Stanhope, SECONDED Director Lefebvre, that the Regional District of Nanaimo endorse the proposal by Dr. Johnston and Maeve O'Byrne and send a letter with response to BC Bid Request for Proposal 868.

17-041 MOVED Director Pratt, SECONDED Director Young, that the motion "that the Regional District of Nanaimo endorse the proposal by Dr. Johnston and Maeve O'Byrne and send a letter with response to BC Bid Request for Proposal 868", be referred back to staff to provide more information to the Board in regard to this matter.

CARRIED

**Manna Homeless Society – Request for Assistance.**

- 17-042 MOVED Director Westbroek, SECONDED Director Young, that the 2017 Budget include a one-time \$5,000 cash donation to the Manna Homeless Society from the District 69 Grants-in-Aid Service.

DEFEATED

**INfilm, re Functional Based Regional Funding.**

- 17-043 MOVED Director Lefebvre, SECONDED Director Hong, that the request from INfilm be referred to staff to provide a report to the Board on their regional funding request.

CARRIED

**Cowichan Valley Regional District Request for Waste Disposal Contingency Agreement.**

- 17-044 MOVED Director Westbroek, SECONDED Director Thorpe, that correspondence from Tauseef Waraich, Cowichan Valley Regional District (CVRD) requesting a Waste Disposal Contingency Agreement allowing use of the Regional District of Nanaimo's landfill be referred to the Solid Waste Management Select Committee (SWMSC) and that staff prepare an accompanying report for consideration at the SWMSC.

CARRIED

**Regional District of Nanaimo State of Sustainability.**

- 17-045 MOVED Director Rogers, SECONDED Director Pratt, that Ross Peterson's letter regarding Regional District of Nanaimo state of sustainability be referred to the Sustainability Select Committee for their consideration.

CARRIED

**Regional District of Nanaimo Name Change.**

- 17-046 MOVED Director Westbroek, SECONDED Director Lefebvre, that the Board direct staff to provide initiative to determine the process that would allow the Regional District of Nanaimo to consider a change of name.

A recorded vote was requested.

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

Recorded Weighted Vote: In Favour – 36, Opposed – 15

**Potential Impact of Log Sorting and Storage on Gabriola and Mudge Island Residents.**

- 17-047 MOVED Director Young, SECONDED Director McPherson, that the Board direct the Chair to write a letter to the Ministry of Forests, Lands and Natural Resource Operations requesting the Ministry consider the potential impact that log sorting and storage (File No. 14145505) may have on Gabriola and Mudge Island residents' transportation to and from Green's Landing Wharf.

CARRIED

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

**Emergency Management Select Committee.**

**Minutes of the Emergency Management Select Committee meeting held on Thursday, December 8, 2016.**

- 17-048 MOVED Director Young, SECONDED Director Rogers, that the minutes of the Emergency Management Select Committee meeting held Thursday, December 8, 2016 be received for information.

CARRIED

**Electoral Area 'B' Incident Report.**

- 17-049 MOVED Director Westbroek, SECONDED Director Rogers, that the Board receive the Electoral Area 'B' Incident Report for information.

CARRIED

**Post Emergency Event Debrief Procedures.**

- 17-050 MOVED Director McKay, SECONDED Director Pratt, that the Board receive the Post Emergency Event Debrief Procedures Report for information.

CARRIED

**Emergency Program Gap Analysis Priority Projects.**

- 17-051 MOVED Director Stanhope, SECONDED Director McPherson, that the description for Item #7 Appendix 'A' be amended to read "revitalized the Neighborhood Emergency Preparedness Program and the Emergency Social Services Program".

CARRIED

- 17-052 MOVED Director Stanhope, SECONDED Director McPherson, that Item #4 Appendix 'A' be removed from the Emergency Program Gap Analysis and referred to the Information Technology department to research off-island data storage options.

CARRIED

- 17-053 MOVED Director Stanhope, SECONDED Director McPherson, that Item #17 Appendix 'A' be amended to include the Policy Group in the tabletop exercise.

CARRIED

- 17-054 MOVED Director Stanhope, SECONDED Director McPherson, that the description for Item #16 Appendix 'A' be amended to read "Review and Update Emergency Planning Website and Regional District of Nanaimo Publications/Communications Policy".

CARRIED

- 17-055 MOVED Director Stanhope, SECONDED Director McPherson, that the Board direct staff to implement the identified priority projects in 2017 as amended.

CARRIED

**Emergency Reception Centre Signage.**

- 17-056 MOVED Director Rogers, SECONDED Director McPherson, that staff be directed to prepare a report back to the Committee regarding the signage at the Emergency Reception Centres.

CARRIED



**Transit Select Committee.**

**Minutes of the Transit Select Committee meeting held on Tuesday, December 13, 2016.**

- 17-057 MOVED Director Westbroek, SECONDED Director Lefebvre, that the minutes of the Transit Select Committee meeting held on Tuesday, December 13, 2016 be received for information.

CARRIED

**BC Transit Custom Registration Process.**

MOVED Director Westbroek, SECONDED Director Lefebvre, that staff be directed to work with BC Transit to implement the enhanced Custom Transit Registration Process for new handyDART applications.

- 17-058 MOVED Director McPherson, SECONDED Director Young, that the motion "that staff be directed to work with BC Transit to implement the enhanced Custom Transit Registration Process for new handyDART applications" be referred to staff and the Transit Select Committee to investigate and review the concerns raised.

CARRIED

**Inter-Regional Transit to Comox Valley via Fanny Bay.**

- 17-059 MOVED Director Stanhope, SECONDED Director Westbroek, that the Board direct staff to continue to work with BC Transit to evaluate the viability of local transit initiatives as well as inter-regional transit between the Regional District of Nanaimo & Comox Valley Regional District as part of the 2018/2019 Annual Operating Agreement.

CARRIED

**REPORTS**

**Trucked Liquid Waste Servicing and Bylaw Enforcement Ticket Regulation Bylaws.**

- 17-060 MOVED Director Thorpe, SECONDED Director Pratt, that the Board rescind third reading of "Trucked Liquid Waste Rates and Regulations Bylaw No. 1732, 2016".

CARRIED

- 17-061 MOVED Director Thorpe, SECONDED Director McKay, that the Board amend "Trucked Liquid Waste Rates and Regulations Bylaw No. 1732, 2016" by deleting the repeal of "Regional District of Nanaimo Pump & Haul Local Service Establishment Bylaw No. 975, 1995" [Section 38(1)] and "Horne Lake Pump and Haul Service Establishment Bylaw No. 1217, 2001" [Section 38(3)], and renumbering the remaining subsections accordingly.

CARRIED

- 17-062 MOVED Director Pratt, SECONDED Director McKay, that the Board give third reading to "Trucked Liquid Waste Rates and Regulations Bylaw No. 1732, 2016", as amended.

CARRIED

- 17-063 MOVED Director Thorpe, SECONDED Director Pratt, that the Board adopt "Trucked Liquid Waste Rates and Regulations Bylaw No. 1732, 2016".

CARRIED

- 17-064 MOVED Director McKay, SECONDED Director Pratt, that the Board adopt "Regional District of Nanaimo Bylaw Enforcement Ticket Regulation Amendment Bylaw No. 1418.07, 2016."

CARRIED

- 17-065 MOVED Director McKay, SECONDED Director Thorpe, that the Board introduce and give three readings to "Regional District of Nanaimo Pump & Haul Local Service Establishment Repeal Bylaw No. 1752, 2017", and forward the bylaw to the Inspector of Municipalities for approval.

CARRIED

- 17-066 MOVED Director Pratt, SECONDED Director McKay, that the Board introduce and give three readings to "Horne Lake Pump and Haul Service Establishment Repeal Bylaw No. 1753, 2017", and forward the bylaw to the Inspector of Municipalities for approval.

CARRIED

**AVICC Proposed Resolution – Bill C-15 Federal Banking “Bail-In” Legislation.**

- 17-067 MOVED Director Fell, SECONDED Director McPherson, that the following resolution be forwarded to the Association of Vancouver Island and Coastal Communities for consideration at their annual meeting:

WHEREAS the Canada Economic Plan (2014) and Bill C-15 (2016) enact legislation for a Bail-in regime for “domestic - systemically important” banks (DSIBs) providing power to the Canada Deposit Insurance Corporation to convert prescribed debt of a non-viable bank into common shares (Bail-in);

AND WHEREAS local governments in British Columbia accumulate large financial reserves through taxation to hold for future infrastructure development both directly with banks and through the Municipal Finance Authority investment program, the loss of which through a Bail-in program would widely harm all local governments;

THEREFORE BE IT RESOLVED that the Provincial Government take measures to reduce the risk of local government reserves being used for Bail-in conversion, either by promoting changes to federal legislation to specifically exclude local government reserves from Bail-in or by promoting legislation such as Glass-Steagall rules; or if unable to do this, by creation of a secure repository for reserve funds, and/or by providing advice to local governments to avoid Bail-in risk.

CARRIED

**Zoning Amendment Application No. PL2016-007 – Bylaw No. 500.405 – Third Reading.**

- 17-068 MOVED Director Stanhope, SECONDED Director Young, that the Board receive the report of the Public Hearing held on January 12, 2017 for “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.405, 2016”.

CARRIED

- 17-069 MOVED Director Stanhope, SECONDED Director Young, that the Board give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.405, 2016”.

CARRIED

**AVICC Resolution Vancouver Island Transportation Master Plan.**

- 17-070 MOVED Director Lefebvre, SECONDED Director Stanhope, that the following resolution be forwarded to the Association of Vancouver and Island Coastal Communities for consideration at their annual meeting:

WHEAREAS a Vancouver Island Transportation Master Plan would outline Inter-Regional necessary improvement to the Island's transportation network;

AND WHEREAS the Ministry of Transportation and Infrastructure has the ultimate responsibility for transportation planning on Vancouver Island;

THEREFORE BE IT RESOLVED that the Province of British Columbia prepare a Vancouver Island Transportation Master Plan.

CARRIED

**Application for UBCM Strategic Wildfire Prevention Initiative Funding.**

- 17-071 MOVED Director Westbroek, SECONDED Director Young, that the Regional District of Nanaimo submit an application to the Union of British Columbia Municipalities for Strategic Wildfire Prevention Initiative funding to update the Regional District of Nanaimo Community Wildfire Protection Plans.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Rogers Hometown Hockey Event – Request for Additional Transportation.**

MOVED Director Pratt, SECONDED Director Westbroek, that staff be directed to work with the City of Nanaimo to implement two days of busing of three buses a day.

- 17-072 MOVED Director Stanhope, SECONDED Director Young, that the public transit assistance request from the City of Nanaimo be referred back to staff to work with the City of Nanaimo on the details of the request and report back to the Board at its Special Board meeting on February 14, 2017.

CARRIED

**Bowser Waterworks District – Request for Grant Application Submission.**

- 17-073 MOVED Director Stanhope, SECONDED Director Lefebvre, that the Board submit an application on behalf of Bowser Waterworks District for an Infrastructure Planning Grant from the BC Ministry of Community, Sport and Cultural Development for a Balancing Reservoir Evaluation.

CARRIED

**David R. Witty, Mount Arrowsmith Biosphere Region, Proposed Contribution Agreement Funding Request.**

- 17-074 MOVED Director Westbroek, SECONDED Director McPherson, that the letter from David R. Witty, Mount Arrowsmith Biosphere Region, be referred to staff.

CARRIED

**Initiative to Reduce/Eliminate Plastic Bags in Oceanside.**

- 17-075 MOVED Director Westbroek, SECONDED Director Thorpe, that the Board draft a resolution to send to the Federation of Canadian Municipalities to request the film, A Plastic Ocean, be shown at some of the events at the Federation of Canadian Municipalities Conference and then speak to the resolution based on the information the Board received.  
CARRIED
- 17-076 MOVED Director Fell, SECONDED Director Rogers, that the Board direct staff to prepare a report on the options of restricting the use of plastic bags and throw-away plastics.  
CARRIED
- 17-077 MOVED Director Westbroek, SECONDED Director Pratt, that the Board work with staff, the Biological Station and members of the Board to prepare a resolution on the issue of plastics in the oceans to discuss on the floor at the Federation of Canadian Municipalities Conference.  
CARRIED

**NEW BUSINESS**

**Skogdag or Forest Day.**

- 17-078 MOVED Director Rogers, SECONDED Director Young, that the Regional District of Nanaimo facilitate a Skogdag or Forest Day sometime in the Spring as an opportunity for members of the forest community and forest industry to update the Regional District on current forestry activity and forest economics.  
CARRIED

**Documentary on Homelessness.**

- 17-079 MOVED Director Pratt, SECONDED Director Lefebvre, that staff present the Board options and opportunities for showing the documentary film titled Us and Them.  
CARRIED

**IN CAMERA**

- 17-080 MOVED Director Stanhope, SECONDED Director Fell, that pursuant to sections 90 (1), (a), (e), (f), (i) and (k) of the *Community Charter* the Board proceed to an In Camera Meeting for discussions related to board appointments, land issues, law enforcement, solicitor-client privilege, and a proposed service.  
CARRIED

TIME: 9:15 PM

**RISE AND REPORT**

**Southern Community Economic Development Service Agreement.**

- 17-081 MOVED Director McPherson, SECONDED Director Young, that termination of the Southern Community Economic Development Service Agreement dated March 27, 2012, between the Regional District of Nanaimo and the Nanaimo Economic Development Corporation be confirmed with the Nanaimo Economic Development Corporation.  
CARRIED

17-082 MOVED Director McPherson, SECONDED Director Young, that the Regional District of Nanaimo seek a return of the portion of the annual service fee provided to the Nanaimo Economic Development Corporation for the period of the yearly term that the service was not provided.

CARRIED

17-083 MOVED Director McPherson, SECONDED Director Young, that staff be directed to bring forward a report on options for the Southern Community Economic Development Service.

CARRIED

**Board Appointments.**

17-084 MOVED Director Stanhope, SECONDED Director Young, that Valerie Weismiller be appointed to the Electoral Area 'H' Parks and Open Space Advisory Committee for a term ending December 31, 2018.

CARRIED

17-085 MOVED Director Fell, SECONDED Director Young, that Robin Shackleton be appointed to the Electoral Area 'F' Parks and Open Space Advisory Committee for a term ending December 31, 2018.

CARRIED

**ADJOURNMENT**

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

CARRIED

TIME: 9:39 PM

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CHAIRPERSON

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CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE SPECIAL BOARD MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, FEBRUARY 14, 2017 AT 7:00 PM IN THE  
RDN BOARD CHAMBERS**

**In Attendance:**

Director W. Veenhof	Chairperson
Director I. Thorpe	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director B. McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Alternate	
Director G. Fuller	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director B. Colclough	District of Lantzville
Alternate	
Director N. Horner	Town of Qualicum Beach

**Regrets:**

Director J. Stanhope	Electoral Area G
Director J. Kipp	City of Nanaimo
Director W. Pratt	City of Nanaimo
Director B. Yoachim	City of Nanaimo
Director T. Westbroek	Town of Qualicum Beach

**Also in Attendance:**

P. Carlyle	Chief Administrative Officer
R. Alexander	Gen. Mgr. Regional & Community Utilities
G. Garbutt	Gen. Mgr. Strategic & Community Development
T. Osborne	Gen. Mgr. Recreation & Parks
D. Trudeau	Gen Mgr. Transportation & Emergency Planning Services
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 Fuller and Horner to the meeting.

**REPORTS****City of Nanaimo Request for Special Event Busing – Rogers Hometown Hockey.**

- 17-086 MOVED Director McKay, SECONDED Director Thorpe, that the report titled City of Nanaimo Request for Special Event Busing – Rogers Hometown Hockey, be withdrawn from the agenda.

CARRIED

**Cedar Road Bioenergy Request for Consent Agreement.**

- 17-087 MOVED Director McKay, SECONDED Director McPherson, that the Board direct staff to enter into a Consent Agreement between the Vancouver City Savings Credit Union and the Regional District of Nanaimo for the purpose of allowing Cedar Road Bioenergy to obtain financing.

CARRIED

**RESOLUTIONS****Exam Requirements for Owner Builder Certification.**

- 17-088 MOVED Director Rogers, SECONDED Director McPherson, that the following resolution be forwarded to the Association of Vancouver Island and Coastal Communities for consideration at their annual meeting:

WHEREAS the Province of BC through the *Homeowner Protection Act* establishes the requirements for property owners to be authorized as Owner Builders by BC Housing to build and occupy a new home for their personal use;

AND WHEREAS due to recent amendments to the *Act*, BC Housing requires that Owner Builders write and pass an Owner Builder Authorization Exam prior to authorization under the legislation and has not produced a study guide or hosted educational sessions to allow property owners to prepare for the required examination which has resulted in an extremely high failure rate for applicants;

THEREFORE BE IT RESOLVED that in support of the ability for property owners to reasonably receive authorization as Owner Builders, that the Union of British Columbia Municipalities urge the Province to prepare study materials and host education sessions designed to assist applicants through the required examination process.

CARRIED

**Restriction on Single Wide Mobile Homes as Second Dwellings on ALR Properties.**

17-089 MOVED Director McPherson, SECONDED Director Thorpe, that the following resolution be forwarded to the Association of Vancouver Island and Coastal Communities for consideration at their annual meeting:

WHEREAS the Agricultural Land Commission (ALC) has established the standards for a second dwelling on ALR land and restricted those dwellings to a CSA Standard Z240 Double Wide Mobile Home unless a property owner makes a non-farm application to the Commission;

AND WHEREAS construction of factory built, movable dwellings has progressed significantly with technology and the CSA Standard is not flexible enough to accommodate the needs of farmers to provide accommodation on their properties without an application;

AND WHEREAS these new movable dwellings incorporate innovative energy-efficient, green building technology and can be sited to reinforce the farmland protection objectives of the ALC;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urges the Agricultural Land Commission to amend the Agricultural Land Reserve Use, Subdivision and Procedure Regulation to remove the restriction on second dwellings to CSA Standard Z240 and allow for the siting of other types of factory built, movable dwellings.

CARRIED

**ADJOURNMENT**

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

CARRIED

TIME: 7:07 PM

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CHAIRPERSON

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CORPORATE OFFICER



**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA SERVICES COMMITTEE MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, FEBRUARY 14, 2017 AT 3:00 PM IN THE  
RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	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 W. Veenhof	Electoral Area H

Also in Attendance:

P. Carlyle	Chief Administrative Officer
R. Alexander	Gen. Mgr. Regional & Community Utilities
G. Garbutt	Gen. Mgr. Strategic & Community Development
T. Osborne	Gen. Mgr. Recreation & Parks
D. Trudeau	Gen. Mgr. Transportation & Emergency Planning Services
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
J. Hill	Mgr. Administrative Services
J. Holm	Mgr. Current Planning
P. Thompson	Mgr. Long Range Planning
B. Ritter	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.

**MINUTES**

**Minutes of the Electoral Area Services Committee meeting held Tuesday, January 10, 2017.**

MOVED Director Veenhof, SECONDED Director Fell, that the minutes of the Electoral Area Services Committee meeting held Tuesday, January 10, 2017 be adopted.

CARRIED

## PLANNING

### DEVELOPMENT PERMIT

#### **Development Permit Application No. PL2016-168 – 20 Nile Road, Electoral Area 'H'.**

MOVED Director Veenhof, SECONDED Director Young, that the Board approve Development Permit No. PL2016-168 to permit demolition of an existing cabin and the establishment of a building envelope for a new dwelling unit and accessory buildings and structures subject to the conditions outlined in Attachments 2 and 3.

CARRIED

### DEVELOPMENT PERMIT AND SITE SPECIFIC EXEMPTION

#### **Development Permit and Site Specific Exemption Application No. PL2016-181 – 6919 Island Highway West, Electoral Area 'H'.**

MOVED Director Veenhof, SECONDED Director Young, that the Board approve Development Permit No. PL2016-181 and Site Specific Floodplain Bylaw exemption to permit an addition to a detached hotel unit subject to the conditions outlined in Attachments 2 to 4.

CARRIED

### DEVELOPMENT PERMIT WITH VARIANCE

#### **Development Permit with Variance Application No. PL2016-176 – 2005 Hemer Road, Electoral Area 'A'.**

MOVED Director McPherson, SECONDED Director Fell, that the Board approve Development Permit with Variance No. PL2016-176 to permit the construction of an accessory building subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED

MOVED Director McPherson, SECONDED Director Fell, that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2016-176.

CARRIED

#### **Development Permit with Variance Application No. PL2016-184 – 2739 Van Isle Road, Electoral Area 'H'.**

MOVED Director Veenhof, SECONDED Director Fell, that the Board approve Development Permit with Variance No. PL2016-184 to permit the demolition of an existing dwelling unit and construction of a new dwelling unit and raised patio subject to the terms and conditions outlined in Attachments 2 to 5.

CARRIED

MOVED Director Veenhof, SECONDED Director Fell, that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2016-184.

CARRIED

## **DEVELOPMENT VARIANCE PERMIT**

### **Development Variance Permit Application No. PL2016-191 – 2225 Alberni Highway, Electoral Area 'F'.**

MOVED Director Fell, SECONDED Director Veenhof, that the Board approve Development Variance Permit No. PL2016-191 to reduce the front lot line setback from 4.5 metres to 3.0 metres to accommodate a kiosk subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED

MOVED Director Fell, SECONDED Director Veenhof, that the Board direct staff to complete the required notification for Development Variance Permit No. PL2016-191.

CARRIED

## **ZONING AMENDMENT APPLICATION**

### **Zoning Amendment Application No. PL2016-108 – Midora Road and Virostko Road, Electoral Area 'C' – Amendment Bylaw 500.406 – First and Second Reading.**

MOVED Director Young, SECONDED Director Veenhof, that the Board receive the Summary of the Public Information Meeting held on November 17, 2016.

CARRIED

MOVED Director Young, SECONDED Director Veenhof, that the conditions set out in Attachment 2 of the staff report be completed prior to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017" being considered for adoption.

CARRIED

MOVED Director Young, SECONDED Director Veenhof, that the Board introduce and give two readings to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017".

CARRIED

MOVED Director Young, SECONDED Director Veenhof, that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017" be chaired by Director Young or her alternate.

CARRIED

### **Zoning Amendment Application No. PL2016-060 – 4775 & 4785 Anderson Avenue, Electoral Area 'H' – Amendment Bylaw 500.407 – First and Second Reading.**

MOVED Director Veenhof, SECONDED Director Young, that the Board receive the Summary of the Public Information Meeting held on December 12, 2016.

CARRIED

MOVED Director Veenhof, SECONDED Director Young, that the Board introduce and give two readings to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.407, 2017".

CARRIED

MOVED Director Veenhof, SECONDED Director Young, that the Board direct that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.407, 2017", be chaired by Director Veenhof or his alternate.

CARRIED

MOVED Director Veenhof, SECONDED Director Young, that the Board direct that the conditions set out in Attachment 2 of the staff report be completed prior to Bylaw No. 500.407, 2017 being considered for adoption.

CARRIED

## **OTHER**

### **Southern Community Economic Development.**

MOVED Director Houle, SECONDED Director McPherson, that the Regional District of Nanaimo enter into an agreement with the Gabriola Island Chamber of Commerce to provide tourism promotion for Electoral Area 'B' for a period not exceeding six months at a rate of \$1,000 per month.

CARRIED

MOVED Director Houle, SECONDED Director McPherson, that staff report back to the next Electoral Area Services Committee on organizing strategic planning sessions for the purpose of determining the best option for providing economic development and tourism promotion for Electoral Areas 'A', 'B' and 'C' including budget implications and timelines.

CARRIED

MOVED Director Houle, SECONDED Director McPherson, that the requisition for the Southern Community Economic Development Service be maintained for 2017.

CARRIED

## **RECREATION AND PARKS**

### **Parks Update Report.**

MOVED Director Houle, SECONDED Director Veenhof, that the parks update for October, November and December 2016 be received for information.

CARRIED

## **ADVISORY, SELECT COMMITTEE, AND COMMISSION MINUTES AND RECOMMENDATIONS**

### **ELECTORAL AREA 'B' PARKS AND OPEN SPACE ADVISORY COMMITTEE**

#### **Minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee Meeting held Monday, January 23, 2017.**

MOVED Director Houle, SECONDED Director Young, that the minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee Meeting held Monday, January 23, 2017 be received for information.

CARRIED

### **Request for Storage Space at Rollo McClay Community Park.**

MOVED Director Houle, SECONDED Director Veenhof, that staff be directed to investigate the feasibility of the Gabriola Island Lions Club building a storage shed at Rollo McClay Community Park.

CARRIED

**Bells Landing Water Access.**

MOVED Director Houle, SECONDED Director Young, that staff be directed to investigate the feasibility of constructing a boat launch and associated parking lot at the Bells Landing MoTI water access on Gabriola Island.

CARRIED

**EAST WELLINGTON/PLEASANT VALLEY PARKS AND OPEN SPACE ADVISORY COMMITTEE**

**Minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee Meeting held Monday, January 30, 2017.**

MOVED Director Young, SECONDED Director Veenhof, that the minutes of the East Wellington/Pleasant Valley Parks and Open Space Advisory Committee Meeting held Monday, January 30, 2017 be received for information.

CARRIED

**FIRE SERVICES ADVISORY COMMITTEE**

**Minutes of the Fire Services Advisory Committee Meeting held Wednesday, January 11, 2017.**

MOVED Director Veenhof, SECONDED Director Rogers, that the minutes of the Fire Services Advisory Committee Meeting held Wednesday, January 11, 2017 be received for information.

CARRIED

**Fire Services Workplan for 2017.**

MOVED Director Veenhof, SECONDED Director Rogers, that the Fire Services Workplan for 2017 report be received for information.

CARRIED

**New Society Act Workshop.**

MOVED Director Veenhof, SECONDED Director Rogers, that the Regional District of Nanaimo with the support of the fire services societies, facilitate an expert workshop on both the New Societies Act and the Privacy Acts for all the societies within 2017.

CARRIED

**DIRECTORS' FORUM**

The Directors' Forum included discussions related to Electoral Area matters.

**IN CAMERA**

MOVED Director Veenhof, SECONDED Director Young, that pursuant to Sections 90 (1) (e) of the *Community Charter* the Committee proceed to an In Camera Meeting for discussions related to land acquisition.

CARRIED

TIME: 3:30 PM

**ADJOURNMENT**

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

**CARRIED**

TIME: 3:37 PM

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CHAIRPERSON

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CORPORATE OFFICER



### ***Proposed Development***

The proposed development includes the demolition of an existing cabin that is approximately 11.0 metres from the natural boundary of the sea and the construction of a dwelling unit that will be located a minimum of 15.0 metres from the natural boundary. In addition, the applicants are requesting a development permit to allow the construction of accessory buildings or structures, such as a deck or patio, or the alteration of land between 8.0 metres and 15.0 metres from the natural boundary of the sea. The applicants are not proposing any development or land alteration within 8.0 metres of the natural boundary. All applicable bylaws and policies will be met and there are no variances requested as part of this application.

### ***Land Use Implications***

To satisfy the Hazard Lands DPA guidelines the applicant has submitted a Geotechnical Assessment prepared by Simpson Geotechnical Ltd. dated November 7, 2016 in support of the application. The report recommends a Flood Construction Level (FCL) of 4.4 metres when considering sea level rise. In this case, the recommended FCL is marginally lower than that required by "Regional District of Nanaimo Floodplain Management Bylaw No. 1469, 2006" (Bylaw 1469) which is 4.5 metres for this property. As such, the applicant will be required to construct the dwelling unit to meet the minimum FCL of 4.5 metres geodetic required by Bylaw 1469. The engineer confirms that the site can be used safely for the intended use, provided that the recommendations in the report are followed. Generally, these include that the dwelling unit foundation be set back a minimum of 15.0 metres from the natural boundary of the sea and other recommendations related to foundation construction and site drainage. This 15.0 metre setback is consistent with the required setback for habitable areas outlined in Bylaw 1469 and exceeds the 8.0 metre setback from the natural boundary of the sea for buildings and structures required by Bylaw 500. In addition, Bylaw 1469 permits non-habitable buildings or structures to be sited closer than 15.0 metres from the natural boundary of the sea and below the FCL. The recommendations outlined in the geotechnical assessment are consistent with the requirements of Bylaw 1469 and Bylaw 500.

Staff recommend that the applicants be required to register the Geotechnical Hazards Assessment as a Section 219 covenant on title including a save harmless clause that releases the Regional District of Nanaimo from all losses and damages as a result of the potential hazard (see Attachment 2 – Conditions of Permit).

### ***Environmental Implications***

To satisfy the Environmentally Sensitive Features for Coastal Protection DPA guidelines the applicants have submitted an Environmental Assessment prepared by Aquaparian Environmental Consulting dated December 21, 2016. The report includes recommendations and mitigation measures for the protection and replacement of existing trees on the subject property as well as measures for the protection of the coastal dune grass zone during construction. The report recommends that construction take place during dryer summer months to prevent sediment migration, that tree removal be completed outside the songbird nesting period, and that any trees that are removed to accommodate the dwelling unit be replaced by the same species on a 1:1 ratio. In addition, the report recommends that any future accessory buildings or structures between 8.0 metres and 15.0 metres are to be sited to avoid additional tree removal beyond what is required for the construction of the dwelling unit and that no soil disturbance is to take place within 8.0 metres of the natural boundary. Development of the property in accordance with the recommendations and mitigation measures outlined in the Environmental Assessment is a condition of approval (see Attachment 2- Conditions of Permit).



### ***Intergovernmental Implications***

Given that the subject property is within close proximity to a known archaeological site the property owners contacted the Provincial Archaeology Branch to enquire about the need for an archaeological assessment. The Archaeology Branch has confirmed that there are no known archaeological sites on the subject property and that no permit or archaeological study are required prior to development of the property. This application has been forwarded to the Qualicum First Nation for their information.

### **ALTERNATIVES**

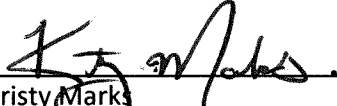
1. To approve Development Permit No. PL2016-168 subject to the conditions outlined in Attachments 2 to 3.
2. To deny Development Permit No. PL2016-168.

### **FINANCIAL IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal has no implications related to the Board 2016 – 2020 Financial Plan.

### **STRATEGIC PLAN IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal is in keeping with the 2016 – 2020 Board Strategic Plans “Focus on the Environment” which states that the Board will focus on protecting and enhancing the environment in all decisions. The DPA guideline requirement for a biological assessment helps ensure that site-specific environmentally sensitive features are identified and that the impacts of development on the environment are identified and mitigated. The Plan’s “Focus on the Environment” also states that the Board will prepare for and mitigate the impact of environmental events. The DPA guideline requirement for a Geotechnical Hazard Assessment meets this goal by ensuring that the potential impact of environmental events are assessed mitigated on a site by site basis.

  
\_\_\_\_\_  
Kristy Marks  
kmarks@rdn.bc.ca  
January 26, 2017

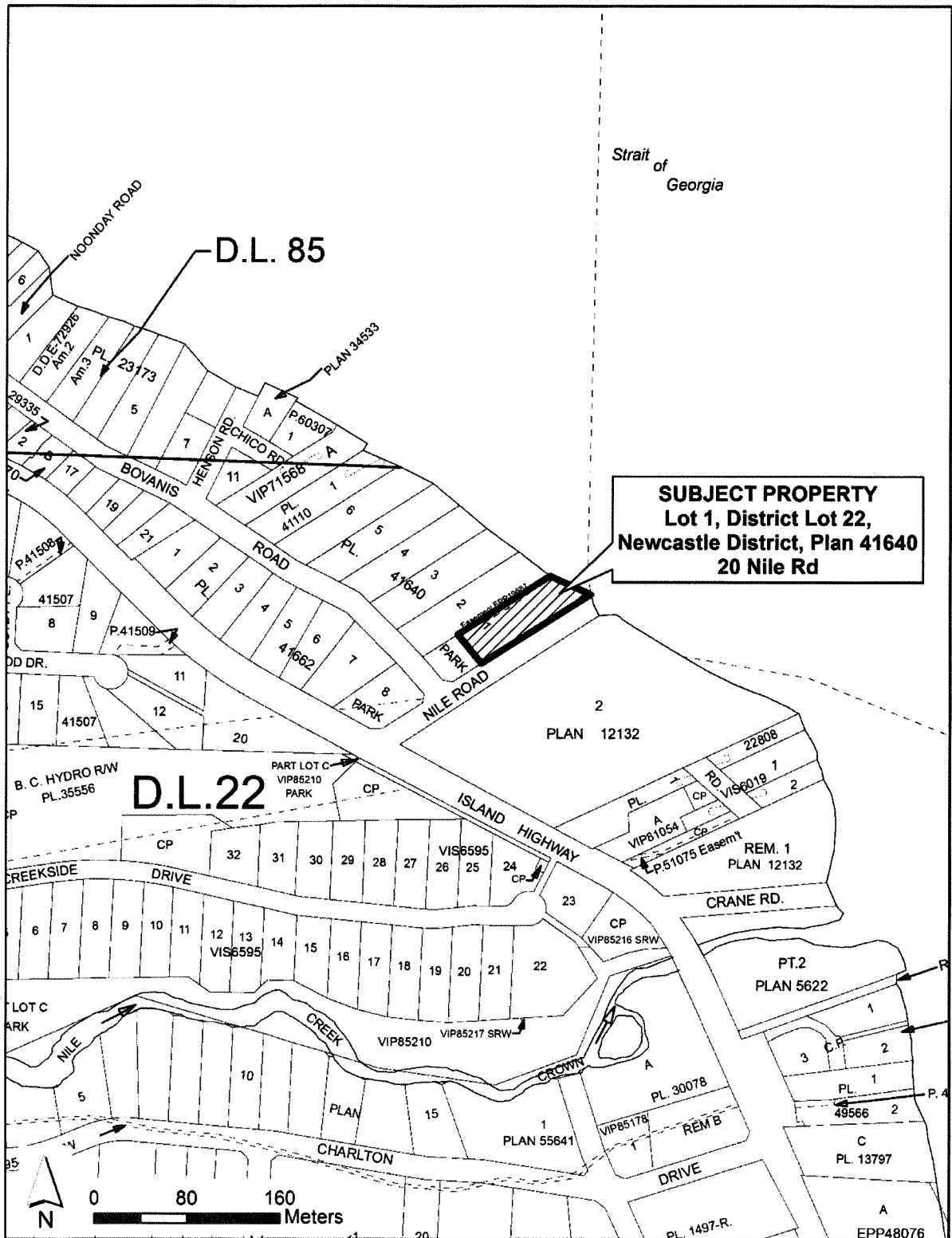
Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Subject Property Map
2. Conditions of Permit
3. Proposed Site Plan

**Attachment 1**  
**Subject Property Map**



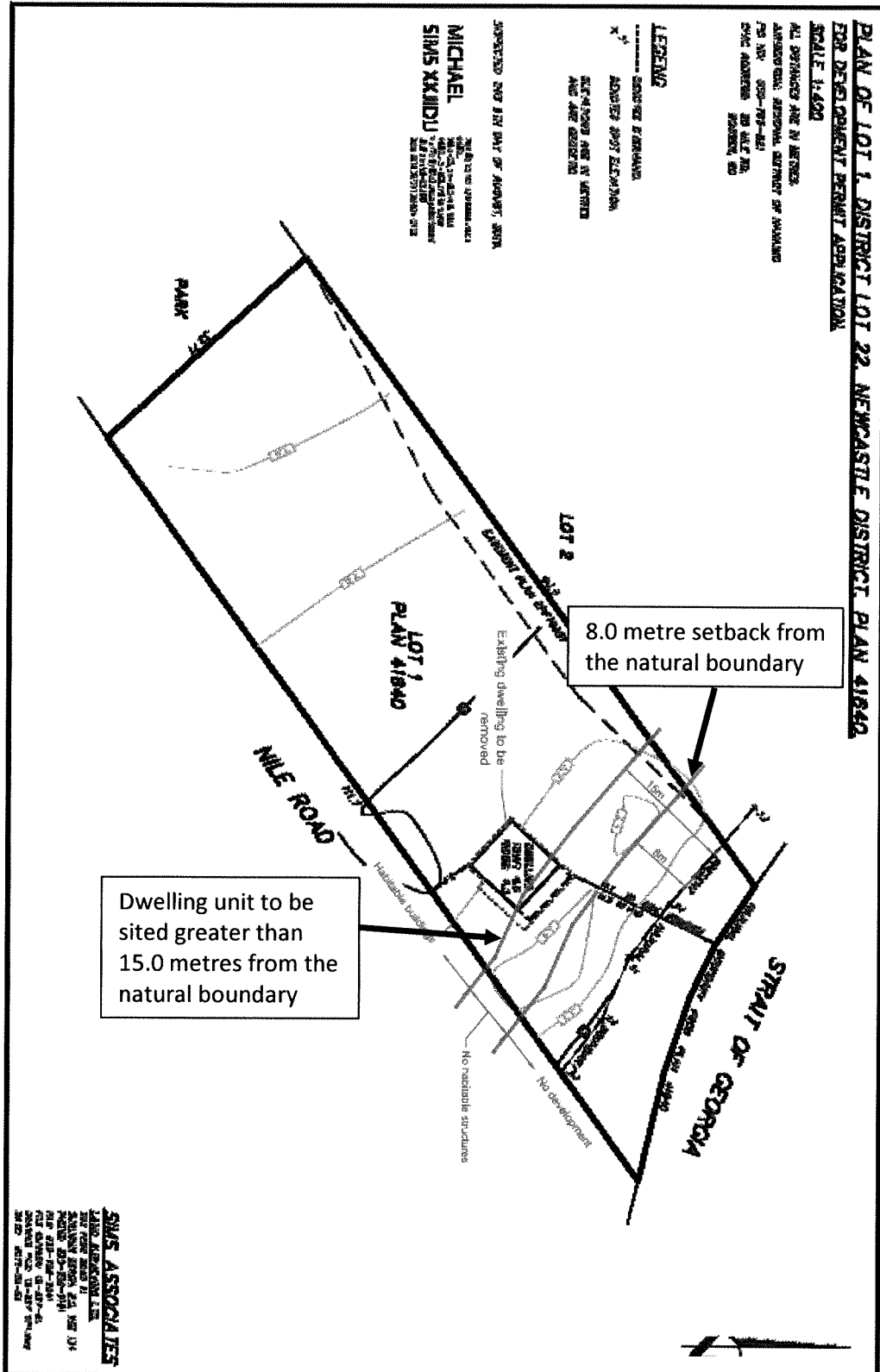
**Attachment 2**  
**Conditions of Permit**

The following sets out the conditions of Development Permit No. PL2016-168:

Conditions of Approval

1. The site is developed in accordance with the Site Plan prepared by Sims Associates Land Surveying Ltd., dated August 9, 2016 and attached as Attachment 3.
2. The subject property shall be developed in accordance with the recommendations contained in the Environmental Assessment prepared by Aquaparian Environmental Consulting, dated December 21, 2016.
3. The subject property shall be developed in accordance with the recommendations contained in the Geotechnical Assessment prepared by Simpson Geotechnical Ltd., dated November 7, 2016.
4. Staff shall withhold the issuance of this Permit until the applicant, at the applicant's expense, registers a Section 219 Covenant on the property title containing the Geotechnical Assessment prepared by Simpson Geotechnical Ltd., dated November 7, 2016, and includes a save harmless clause that releases the Regional District of Nanaimo from all losses and damages as a result of the potential hazard.
5. The property owner shall obtain the necessary permits for construction in accordance with the Regional District of Nanaimo building regulations.

Attachment 3  
 Proposed Site Plan





The proposed development is subject to the following Development Permit Areas (DPA) per the “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Bylaw No. 1335, 2003”:

- Environmentally Sensitive Features DPA for Coastal Areas;
- Hazard Lands DPA;
- Bowser Village; and
- Fish Habitat DPA.

#### ***Proposed Development and Site Specific Exemption Application***

The applicant proposes a 34 m<sup>2</sup> addition to a detached hotel unit on the subject property. Due to the location of the addition in relation to the natural boundary of the sea, the proposed addition is subject to DPAs for the protection of habitat in coastal areas and the protection of property from flooding or other hazardous conditions. The addition will also not comply with “Regional District of Nanaimo Floodplain Management Bylaw No. 1469, 2006”. The RDN Floodplain Bylaw requires a Flood Construction Level (FCL) for the underside of a wooden floor system of a habitable area to be 1.5 metres above the natural boundary of the sea. The existing detached hotel unit is below the required FCL and the addition does not meet exemption criteria for small additions in the Floodplain Bylaw. The proposed addition will be approximately 45% of the non-conforming habitable floor space. As FCL is not being met, the applicant has applied for a Site Specific Exemption to the RDN Floodplain Bylaw.

#### ***Land Use Implications***

The applicant proposes to construct the addition to the detached hotel unit within the Hazard Land DPA and below the 1.5 metre FCL in the RDN Floodplain Bylaw. Since the proposed addition is greater than 25% of the habitable floor area of the non-conforming building, the proposed addition does not meet any of the general exemptions in the RDN Floodplain Bylaw and will require a Site Specific Exemption. Criteria for a Site Specific Exemption include a report from a Geotechnical Engineer that confirms the property can be safely used for the intended use and is protected from the 1 in 200 year flood.

The applicant has provided the Flood Construction Level, Steep Slope Hazardous Area and Watercourse Setback Assessment Report dated January 20, 2017 (Revised January 24, 2017), prepared by Emerald Sea Engineering, in accordance with the Association of Professional Engineers and Geoscientists of BC (APEG) Guidelines pertaining to flood hazard assessments in a changing climate. The report considered water levels, wave runup, and sea level rise (for 50 years) to estimate a 200 year FCL of 4.27 Geodetic Survey of Canada (GSC) datum for the bottom of the joists, whereas the main floor elevation of the existing building is 4.52 metres GSC. For comparison, the RDN Floodplain Bylaw requires an FCL of 5.0 metres. The Geotechnical Engineer confirms that the elevation is suitable for the intended use, being a detached hotel unit, and the proposed development will not have a detrimental impact on the environment or adjoining properties.

Consistent with “Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation”, the Geotechnical Engineer report identifies that the property can be used safely for the proposed use and discusses the land use justification for the Site Specific Exemption. The justification for the exemption is to locate the addition at the same elevation as the existing building, rather than elevating the addition above the rest of building. If the addition was to meet the RDN Floodplain Bylaw FCL, it would require several steps from the existing cottage, which is

intrusive to the use of the building particularly since the unit is protected from flooding by a raised berm and its distance from the natural boundary. As a condition of the Hazard Lands DPA and the Site Specific Exemption, staff recommends that the applicant be required to register a Section 219 restrictive covenant with the Flood Construction Level, Steep Slope Hazardous Area and Watercourse Setback Assessment Report dated January 20, 2017 (Revised January 24, 2017), prepared by Emerald Sea Engineering, and includes a save harmless clause that releases the RDN from all losses and damages as a result of potential hazards (see Attachment 2 – Conditions of Permit).

The Bowser Centre DPA guidelines also apply to the detached hotel use on the property. Consistent with the guidelines, the addition to the unit is at a small scale in a similar form to other existing tourist commercial cottages on the property (see Attachment 4 – Building Elevations). Further, the existing detached hotel unit and proposed addition resembles a dwelling unit in form and scale rather than a commercial use.

### ***Environmental Implications***

The report Flood Construction Level, Steep Slope Hazardous Area and Watercourse Setback Assessment Report dated January 20, 2017 (Revised January 24, 2017), prepared by Emerald Sea Engineering, also addresses requirements under the Fish Habitat DPA. The Geotechnical Engineer, who is also a Qualified Environmental Professional (QEP) under the Riparian Area Regulations (RAR), reviewed a drainage course originating from a ravine on the property and flowing into the sea. The QEP determines that since the drainage channel is not connected to fish bearing waters, the RAR does not apply.

The QEP also reviewed the proposed addition in relation to the Environmentally Sensitive Features DPA for Coastal Areas. Within the 30.0 metre DPA, the proposed construction will only affect existing lawn and the driveway. The QEP identifies recommendations to plant native shrubs and vegetation between the shoreline and the unit. One fir tree will need to be removed; however, this is located outside of the DPA.

### ***Intergovernmental Implications***

The property is affected by a mapped archaeological site, though the proposed addition is outside of the mapped area. The application has been referred to the provincial Archaeology Branch, and the agency has advised that a Heritage Alteration permit is not required at this time; however, if an archaeological site is encountered during development, owners and operators must halt activities and contact the Archaeology Branch for direction. Qualicum First Nation has also been made aware of the development proposal.

### **ALTERNATIVES**

1. To approve Development Permit No. PL2016-181 subject to the conditions outlined in Attachments 2 to 4.
2. To deny Development Permit No. PL2016-181.

### **FINANCIAL IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal has no implications related to the Board 2016 – 2020 Financial Plan.

## STRATEGIC PLAN IMPLICATIONS

Staff have reviewed the proposed development and note that the proposal has no implications for the 2016 – 2020 Board Strategic Plan.



---

Stephen Boogaards  
sboogaards@rdn.bc.ca  
January 24, 2017

### Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

### Attachments

1. Subject Property Map
2. Conditions of Permit
3. Proposed Site Plan
4. Building Elevations





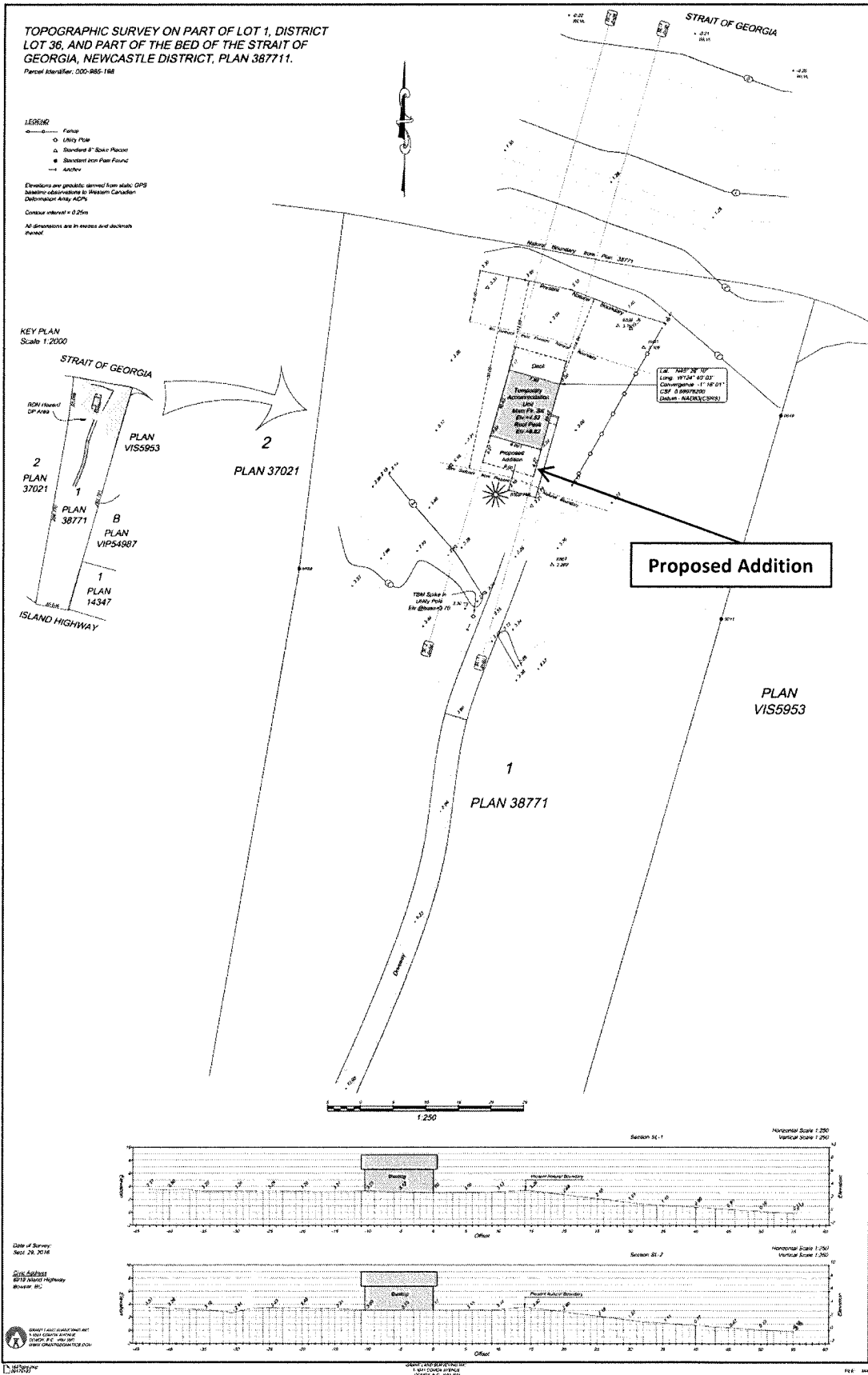
**Attachment 2**  
**Conditions of Permit**

The following sets out the conditions of Development Permit No. PL2016-181:

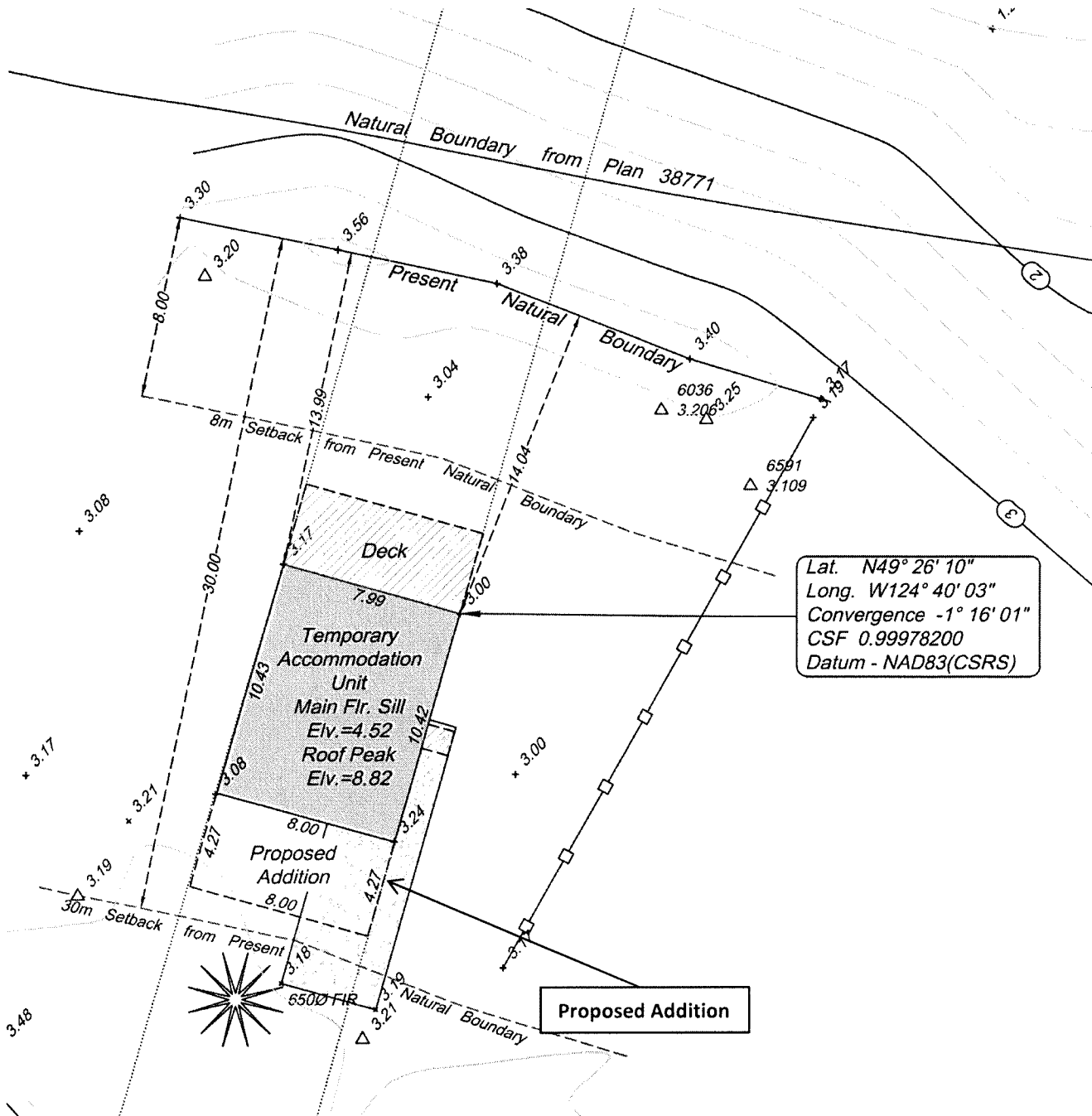
Conditions of Approval

1. The site is developed in accordance with the Survey Plan prepared by Grant Land Surveying Inc., dated September 29, 2016 and attached as Attachment 3.
2. The proposed development is in general compliance with the plans and elevations prepared by Oasis Renovations, dated November 28, 2016 and attached as Attachment 4.
3. The subject property shall be developed in accordance with the recommendations contained in the Flood Construction Level, Steep Slope Hazardous Area and Watercourse Setback Assessment Report dated January 20, 2017 (Revised January 24, 2017), prepared by Emerald Sea Engineering.
4. Staff shall withhold the issuance of this Permit until the applicant, at the applicant's expense, registers a Section 219 Covenant on the property title containing the Flood Construction Level, Steep Slope Hazardous Area and Watercourse Setback Assessment Report dated January 20, 2017 (Revised January 24, 2017), prepared by Emerald Sea Engineering, and includes a save harmless clause that releases the Regional District of Nanaimo from all losses and damages as a result of the potential hazard.
5. The property owner shall obtain the necessary permits for construction in accordance with the Regional District of Nanaimo Building Regulations as replaced or amended.

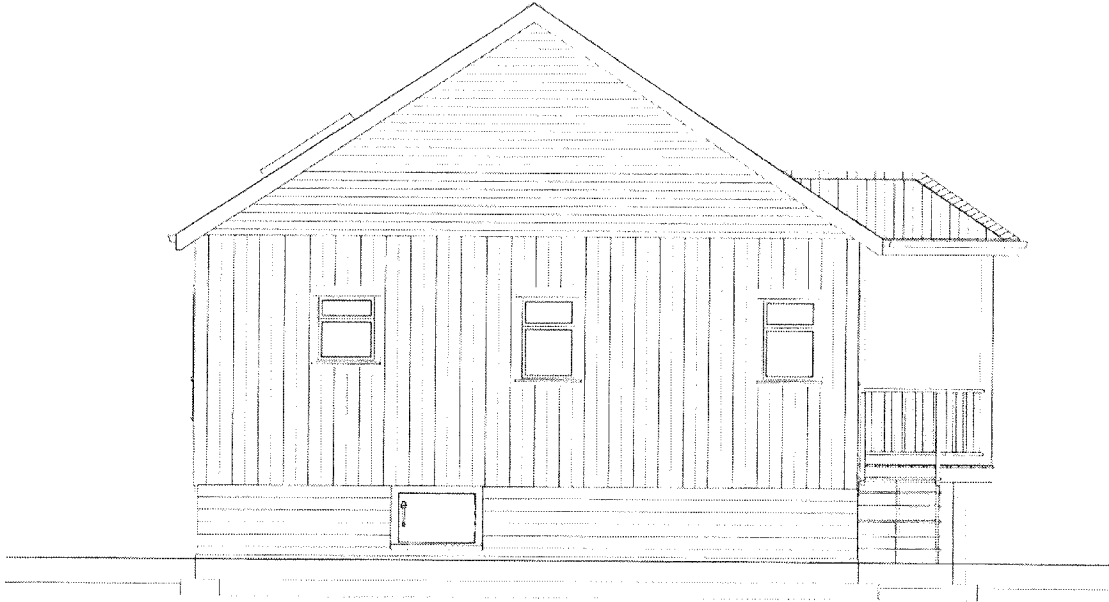
**Attachment 3**  
**Proposed Site Plan (1 of 2)**



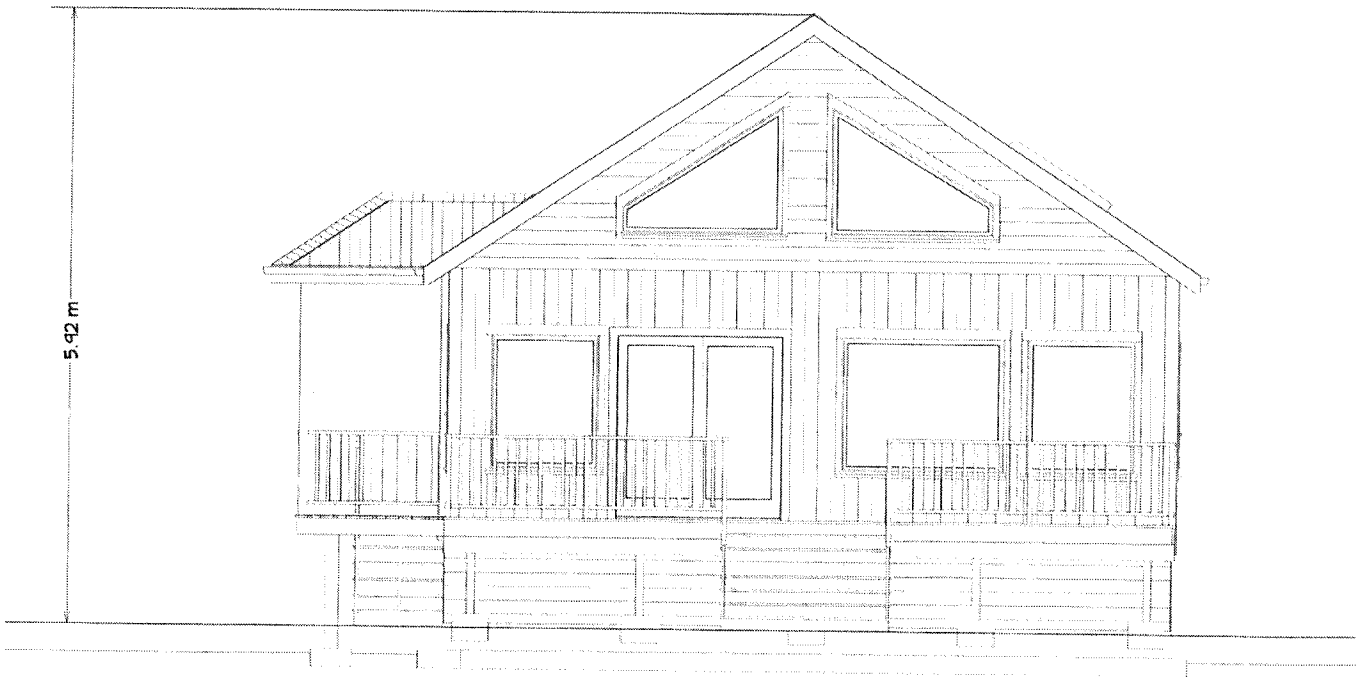
**Attachment 3**  
**Proposed Site Plan (2 of 2)**



**Attachment 4  
Building Elevations**



SOUTH ELEVATION



NORTH ELEVATION

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**TO:** Electoral Area Services Committee                      **MEETING:** February 14, 2017

**FROM:** Angela Buick  
Planner    **FILE:** PL2016-176

**SUBJECT: Development Permit with Variance Application No. PL2016-176  
Lot A, Section 13, Range 8, Cranberry District, Plan 20523  
2005 Hemer Road – Electoral Area ‘A’**

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**RECOMMENDATIONS**

1. That the Board approve Development Permit with Variance No. PL2016-176 to permit the construction of an accessory building subject to the terms and conditions outlined in Attachments 2 to 4.
2. That the Board direct staff to complete the required notification for Development Permit with Variance No. PL2016-176.

**SUMMARY**

A development permit with variance application was received for the purpose of siting an accessory building. The application includes a variance to the east lot line setback from 8.0 metres to 6.0 metres and a variance to the setback from the natural boundary of the Nanaimo River from 30.0 metres to 15.0 metres. Given that the Development Permit Area guidelines have been met, the applicants have attempted to reduce the footprint of the building and there are no negative impacts anticipated as a result of the proposed variance, staff recommends that the Board approve the development permit with variance pending the outcome of public notification and subject to the terms and conditions outlined in Attachments 2 to 4.

**BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application from David Moss and Laura Foran, owners of the subject property, to permit the construction of an accessory building (garage). The property lies parallel to the Nanaimo River and is fully within the Nanaimo River Floodplain. The subject property is approximately 2.5 hectares in size and is split-zoned Residential 2 (RS2) Subdivision District ‘D’ and Agriculture 1 (AG1) Zone, pursuant to “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”. The property fronts Hemer Road to the north and is bordered on the west by the Nanaimo River, and by agricultural land to the east (see Attachment 1 – Subject Property Map). The property currently contains a dwelling unit and two small sheds and is serviced by a well and on-site septic system.

The existing dwelling unit was constructed in 1993. The construction of the dwelling unit was supported by two Board of Variance (BOV) approvals; one to relax the setback of the house from the Nanaimo River and one to allow an increase in the height. As the Province was responsible for the floodplain management at that time, the Ministry of Environment, Lands and Parks also approved both the setback and the height variances.

Since that time, the Regional District of Nanaimo adopted the “Regional District of Nanaimo Floodplain Management Bylaw No. 1469, 2006” (Floodplain Bylaw) that specifies Flood Construction Levels and setback requirements. As the proposed accessory building is not intended for habitable space and is for the storage of goods not damageable by floodwaters, the proposed development complies with the RDN Floodplain Bylaw - General Flood Construction Level Exemptions. Additionally, the development is exempt from the Nanaimo River Floodplain Development Permit Area pursuant to “Regional District of Nanaimo Electoral Area ‘A’ Official Community Plan Bylaw No. 1620, 2011”. Given that the proposal meets the RDN Floodplain Bylaw and Nanaimo River Floodplain DPA exemption provisions, the development is only subject to the Watercourse and Fish Habitat Protection DPA per the “Regional District of Nanaimo Electoral Area ‘A’ Official Community Plan Bylaw No. 1620, 2011”.

### ***Proposed Development and Variance***

The proposed development includes the construction of an accessory building and associated riparian planting. A Watercourse and Fish Habitat Protection Development Permit is required as the proposed development is located within the 30.0 metre Riparian Assessment Area and within the Stream Protection Enhancement Area (SPEA) as determined by a Qualified Environmental Professional (QEP). In addition, the applicant proposes to vary the following regulations from the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”:

- **Section 3.4.1.3 Minimum Setback Requirements** from 8.0 metres to 6.0 metres for the lot line to the east.
- **Section 3.3.8 b) ii) Setbacks to Watercourses, excluding the Sea** from 30.0 metres from the Nanaimo River to 15.0 metres.

### ***Land Use Implications***

In support of this application, the applicant has submitted a Riparian Area Regulation Assessment Report prepared by Aquaparian Environmental Consulting Ltd., dated November 1, 2016 and revised December 19, 2016 that was also submitted to the Ministry of Environment, Fisheries and Oceans Canada. This report identifies the SPEA as being 30.0 metres and also provides justification for a “hardship” under the RAR to allow the proposed accessory building to encroach into the SPEA. To offset the impact of the SPEA encroachment, the applicant is required to install plantings within the SPEA to enhance the riparian area. The report includes a landscaping plan and a cost estimate for the required SPEA enhancement plantings. Pursuant to the Watercourse and Fish Habitat Protection DPA guidelines, the applicant is required to provide a landscaping security deposit for materials and labour in the amount of \$1,160. A post development report is also required to be completed by a QEP to ensure the construction and enhancement planting are carried out as recommended (see Attachment 2 – Terms and Conditions of the Permit).

The applicant has provided the following land use justification in support of the requested variances: The lot configuration of the subject property is long and narrow and abuts the Nanaimo River. With a 30.0 metre setback to the Nanaimo River and an 8 metre setback requirement from all other lot lines, it is impossible to site an accessory building in the only usable portion of the property without attaining the requested variances. Almost the entire property is within the Riparian Assessment Area and SPEA with the exception of 15.0 metres at the northern property line being above the natural boundary. This portion of the lot is used as an access point and would not be suitable to site a building. The proposed building location is the only possible area to site a building.

The applicant has made attempts to minimize the footprint of the building and will be enhancing the riparian area by installing riparian vegetation in exchange for the encroachment into the SPEA. The applicant has attempted to reduce the SPEA encroachment and disruption by moving the building closer to the property line east and retaining two trees, thereby requiring an additional variance in relation to the eastern property line setback. Given these considerations, staff are satisfied the applicant has provided reasonable land use justification to address the guidelines in “Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation”.

#### ***Public Consultation Implications***

Pending the Electoral Area Services Committee’s recommendation and pursuant to the *Local Government Act* and the “Regional District of Nanaimo Development Approvals and Notification Procedures Bylaw No. 1432, 2005”, property owners and tenants of parcels located within a 50.0 metre radius of the subject property will receive a direct notice of the proposal and will have an opportunity to comment on the proposed variance prior to the Board’s consideration of the application.

#### **ALTERNATIVES**

1. To approve Development Permit with Variance No. PL2016-176 subject to the terms and conditions outlined in Attachments 2 to 4.
2. To deny Development Permit with Variance No. PL2016-176.


#### **FINANCIAL IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal has no implications related to the Board 2016 – 2020 Financial Plan.

#### **STRATEGIC PLAN IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal will be in keeping with the 2016 – 2020 Board Strategic Plan. The strategic priority labelled “Focus on the Environment” states that the Board will prepare for and mitigate the impact of environmental events. The Development Permit Area guideline requirement for the protection and enhancement of the SPEA is consistent with this strategic priority.





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Angela Buick  
abuick@rdn.bc.ca  
January 31, 2017

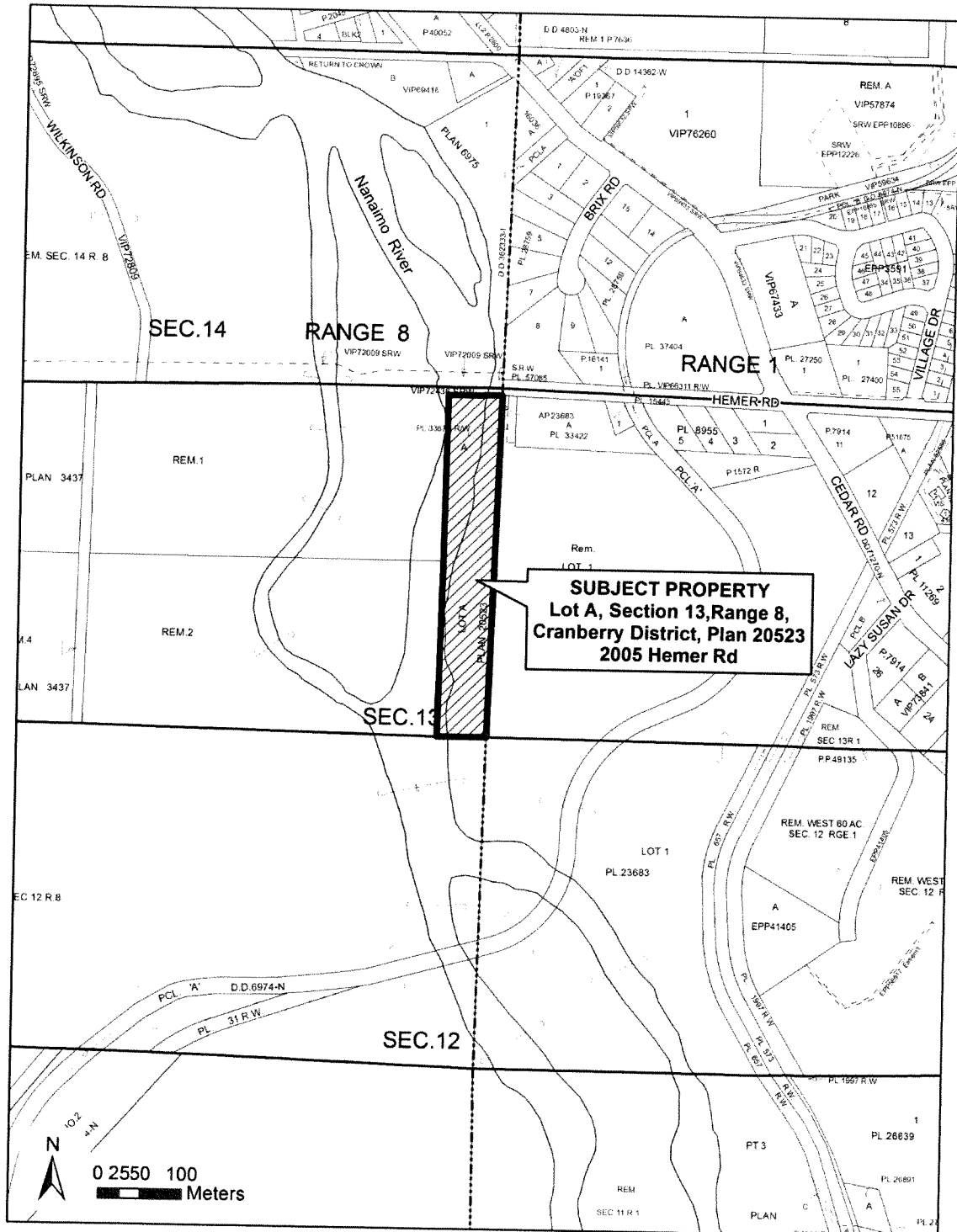
**Reviewed by:**

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

**Attachments**

1. Subject Property Map
2. Terms and Conditions of Permit
3. Proposed Site Plan and Variances
4. Building Elevations and Plans

**Attachment 1**  
**Subject Property Map**



**Attachment 2**  
**Terms and Conditions of Permit**

The following sets out the terms and conditions of Development Permit with Variance No. PL2016-176:

Bylaw No. 500, 1987 Variances

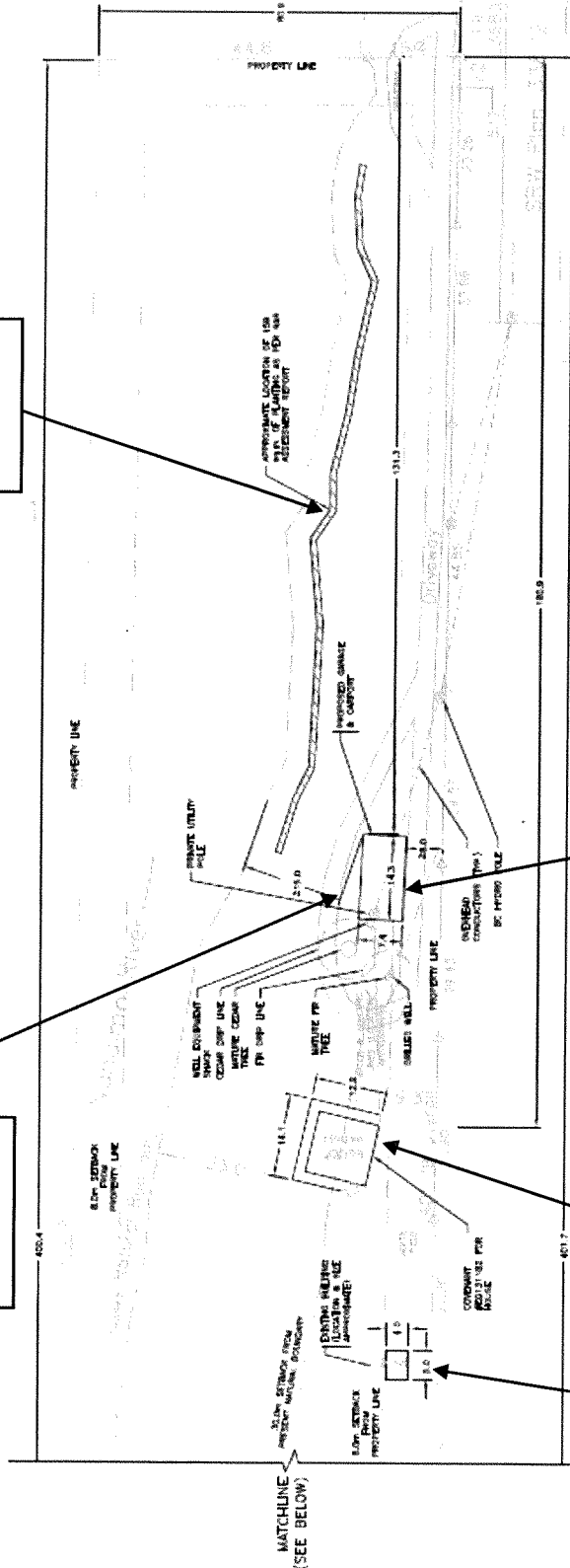
With respect to the lands, “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” is varied as follows:

1. **Section 3.4.1.3 Minimum Setback Requirements** from 8.0 metres to 6.0 metres for the lot line to the east.
2. **Section 3.3.8 b) ii) Setbacks to Watercourses, excluding the Sea** from 30.0 metres from the Nanaimo River to 15.0 metres.

Conditions of Approval

1. The site is developed in accordance with the Site Plan prepared by David Moss dated January 19, 2017.
2. The proposed development is in general compliance with the plans and elevations prepared by David Moss dated January 19, 2017 and attached as Attachment 4.
3. The subject property shall be developed in accordance with the recommendations contained in the Riparian Areas Regulation: Assessment Report prepared by Aquaparian Environmental Consulting Ltd. dated November 1, 2016, revised December 19, 2016 and Addendum Letter dated January 19, 2017.
4. The proposed landscaping shall be provided and maintained in accordance with the landscaping plan as part of the Riparian Areas Regulation: Assessment Report prepared by Aquaparian Environmental Consulting Ltd. dated November 1, 2016, revised December 19, 2016 and Addendum Letter dated January 19, 2017.
5. The applicant shall provide a landscaping security in the amount of \$1,160.
6. Staff shall withhold the issuance of this Permit until the applicant, at the applicant’s expense, registers a Section 219 Covenant on the property title confirming the accessory building will be used as a garage, carport, or storage building not used for the storage of goods damageable by flood waters, toxic materials or materials that may contaminate the environment and to include a save harmless clause that releases the Regional District of Nanaimo from all losses and damages as a result of the potential hazard.
7. The property owner shall obtain the necessary permits for construction in accordance with the Regional District of Nanaimo Building Regulations as replaced or amended.

**Attachment 3**  
**Proposed Site Plan and Variances**  
**(Page 1 of 2)**



**Proposed Riparian Enhancement Landscaping.** Approximately 159 square metres of linear planting being one metre in width.

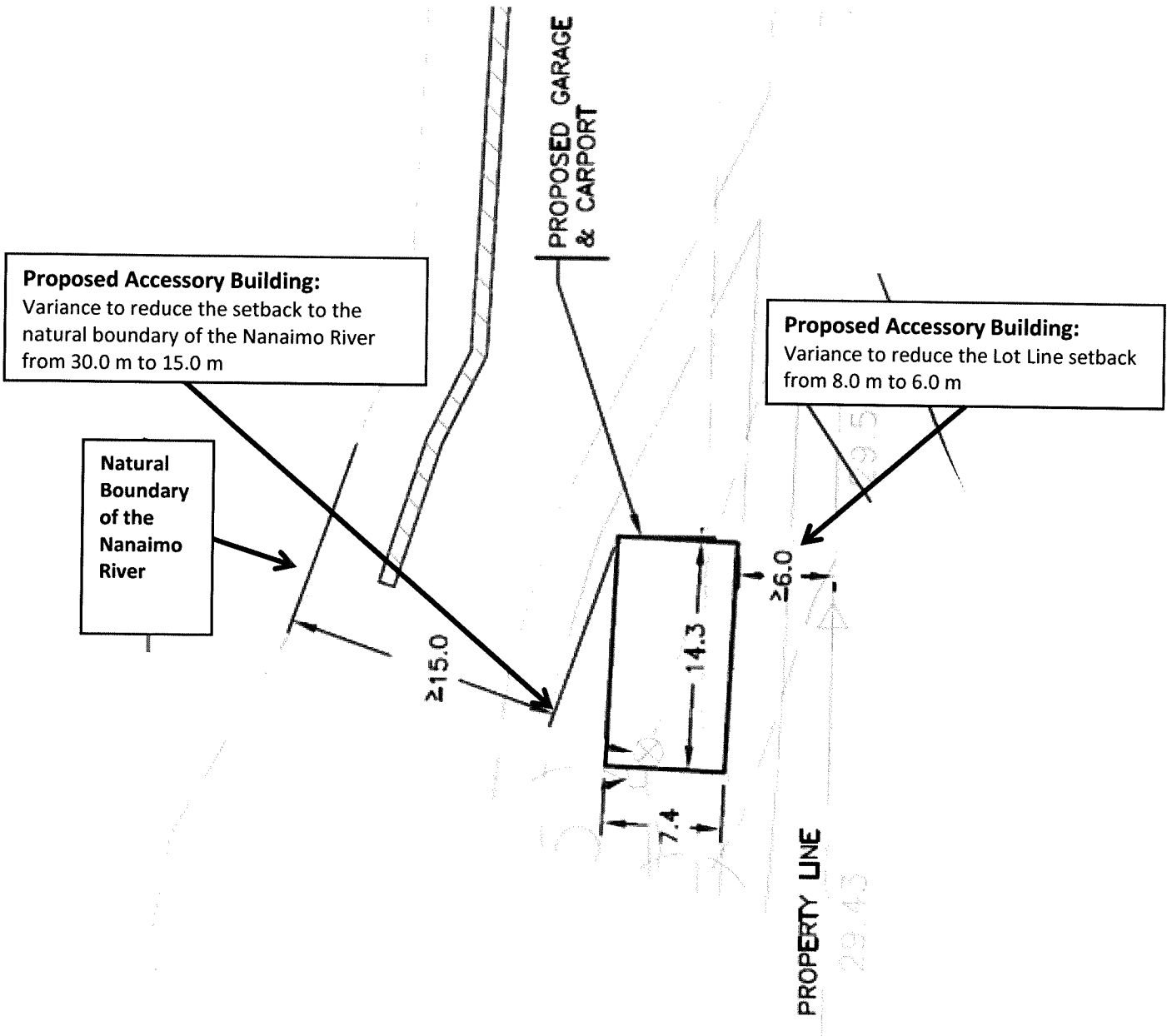
**Proposed Accessory Building:** Variance to reduce the Lot Line setback from 8.0 m to 6.0 m

**Proposed Accessory Building:** Variance to reduce the setback to the natural boundary of the Nanaimo River from 30.0 m to 15.0 m

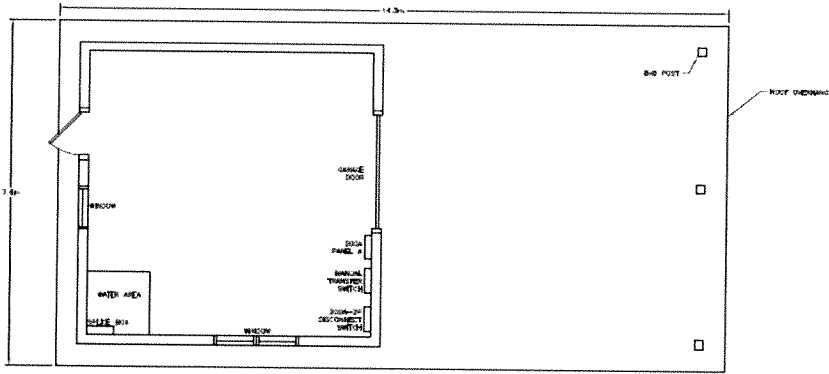
**Existing House**

**Existing Shed**

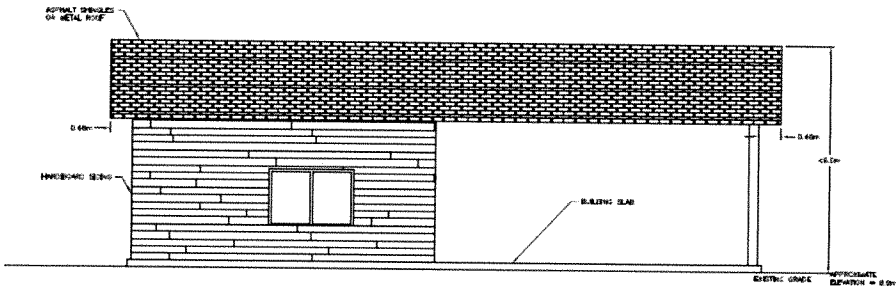
**Attachment 3**  
**Proposed Site Plan and Variances**  
**(Page 2 of 2)**



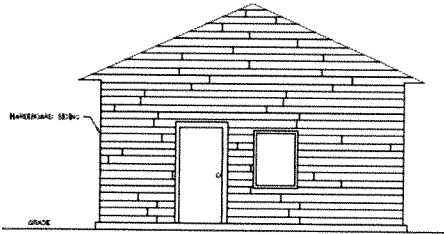
**Attachment 4  
 Plans and Elevations**



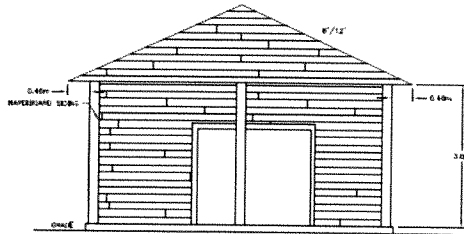
FLOOR PLAN



EAST ELEVATION



SOUTH ELEVATION



NORTH ELEVATION



The property contains an existing dwelling unit and is serviced by the Qualicum Bay - Horne Lake Water District and on-site sewerage.

The proposed development is subject to the Environmentally Sensitive Features (ESF) Development Permit Area for coastal areas as well as the Hazard Lands Development Permit Area (DPA), per the "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Bylaw No. 1335, 2003".

### ***Proposed Development and Variance***

The proposed development includes the construction of a 7.92 metre high, two-story dwelling unit on the subject property. In order to meet the flood construction level (FCL) recommended by the applicants geotechnical Engineer, the applicant is requesting a 1.15 metre height variance. The applicant proposes to vary the following regulation from the "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987":

**Section 3.4.62 – Maximum Number and Size of Buildings and Structures** to increase the maximum dwelling unit height from 8.00 metres to 9.15 metres for the proposed dwelling unit.

### ***Land Use Implications***

The applicant proposes to demolish an existing single-story dwelling unit and construct a new two-story dwelling unit with raised patio, within the subject property. In support of the application, the applicant has submitted a site plan prepared by JE Anderson and Associates, building elevations prepared by Jorgensen/Osmond Ltd., and a Geotechnical Hazard Assessment prepared by Lewkowich Engineering Associates Ltd.

The Geotechnical Hazard Assessment has determined that the defined oceanic floodplain of the Strait of Georgia and neighbourhood creeks are the only potential geotechnical hazards within the area of the subject property. The Engineer recommends a FCL of 4.8 metres geodetic for any new residential construction based on Association of Professional Engineers and Geoscientists of BC best practices, which take into account factors impacting sea level rise. The Assessment concludes that the site is considered safe and suitable for the intended purpose, and the proposed development will not result in a detrimental impact on the subject property or adjoining properties, provided that the recommendations of the Assessment are followed. Recommendations include, but are not limited to, the following: that all construction be carried out within the requirements and recommendations of the environmental consultant; that the residence be built upon a foundation with crawlspace designed to allow for straightforward house lifting to accommodate changes in sea level rise and/or the present natural boundary over time; and that backflow preventers be installed in all sewer and drainage piping.

The new dwelling unit and raised patio is proposed to be sited along the 15.00 metre setback to the sea established by the floodplain bylaw. Siting of the new dwelling unit is consistent with the Residential 2 zone. Design height is also within zoning bylaw regulations however, in order to meet the recommended FCL, the dwelling unit must be elevated, projecting it an additional 1.07 metres above natural grade. It is estimated that the finished height will be approximately 8.99 metres. The applicant's rationale for the requested height variance is that current zoning regulations do not take into account flood hazard due to changing climatic conditions. In order to safely develop the site for its intended use, it is necessary to elevate habitable structures that would otherwise conform with height regulations. Staff visited the site January 20, 2017 and note that the proposal is not anticipated to have any negative aesthetic impact on views, the streetscape, or neighbourhood character. Though the neighbouring dwelling unit on the south side of the property will be set further back from the natural boundary of the sea than the proposed new dwelling unit location, existing trees and hedging already limit the view across the subject



property from the adjacent vantage point. Staff also notes that the proposed second story deck structure is modest, set well back from interior lot lines, and does not pose a significant intrusion on the privacy of neighbouring properties (see Attachment 4 – Building Elevations). Given that the applicant has provided sufficient rationale and the variance will not result in negative view implications for adjacent properties, the applicants have made reasonable efforts to address Board Policy B1.5 guidelines.

In addition to the proposed dwelling unit, the applicant also proposes to construct a 1.14 metre high retaining wall abutting the 15.00 metre setback in order to place fill for the construction of a raised, level entry patio along the rear elevation of the dwelling unit. Stairs shown on the left and right building elevations are proposed to allow access to rear yard space at the existing grade (see Attachment 4 – Building Elevations and Attachment 5 – Landscaping Plan). This is consistent with the floodplain bylaw setbacks to the sea, interior side lot line setbacks, and the recommendations of the Geotechnical Hazard Assessment; a retaining wall is required to prevent fill from entering the setback to the sea. Lewkowich Engineering Associates Ltd. confirms that the proposed raised patio and retaining wall should not have a significant impact related to the Geotechnical Hazard Assessment, provided it is reviewed by a Structural Engineer at building permit stage.

It is recommended that issuance of this permit be withheld until the applicant, at the applicant's expense, registers a Section 219 Covenant on the property title containing the Geotechnical Hazard Assessment by Lewkowich Engineering Associates Ltd. dated July 11, 2016, and includes a save harmless clause that releases the Regional District of Nanaimo from all losses and damages as a result of the potential hazard.

### ***Environmental Implications***

The proposed development is largely within the ESF DPA for the protection of coastal habitat and natural functions, as well as the Hazard Lands DPA due to the flood hazard presented by the Strait of Georgia and neighbourhood creeks. In support of this proposal, the applicant has submitted an Environmental Impact Assessment prepared by Toth and Associates Environmental Services dated January 9, 2017 and a re-vegetation landscape plan prepared by Sharp Design Landscape Group Ltd. dated January 15, 2017 as per the ESF DPA guidelines. At present, the backshore environment within the DPA consists of several mature arbutus and Douglas fir trees, and lawn area partially colonized by naturally occurring dune grasses.

A single existing arbutus is proposed to be removed from within the proposed building footprint. Toth and Associates Environmental Services has advised that the tree is in poor condition and that the proposed re-vegetation plan is adequate to mitigate any negative impact on the existing wildlife habitat value. It should also be noted that the fill required to construct the raised patio along the rear footprint has been assessed to have no negative impact on the root zone of the trees to be retained. The Environmental Impact Assessment has also recommended that hi-vis construction fencing be erected to protect the root zone of existing trees from compaction during site development activities.

As the Environmental Impact Assessment by Toth and Associates determined that existing conditions within the subject property provide minimal backshore habitat, it was recommended that native plant species be planted along the present natural boundary as well as at the base of existing trees, to restore and enhance coastal habitat values. The proposed re-vegetation landscape plan prepared by Sharp Design Landscape Group Ltd. is based on the recommendations of the Environmental Impact Assessment for species selection, planting area, density, and ratio of native to cultivated species. Selected species are noted by staff to possess varying degrees of tolerance to salt, contribute to habitat values (foraging, perching), and to provide shoreline stability functions (root system type). A cost

estimate in the amount of \$3,601.50 for materials and labour was provided along with the re-vegetation landscape plan.

It is recommended that the applicant provide a landscape security in the full amount of the cost estimate as a condition of issuance, and that landscaping be provided in general conformance with the recommendations of the Environmental Impact Assessment and the landscape plan.

It is recommended that site development activities be carried out in accordance with the recommendations of the Environmental Impact Assessment, including but not limited to the recommendation that temporary hi-vis construction fencing be erected prior to site development activities, that burning of demolition waste not occur within the 30 metre coastal Development Permit area, and that demolition and construction materials be prevented from being blown offsite by prevailing winds.

### ***Intergovernmental Implications***

Given that the subject property is within proximity of known archaeological sites, the property owners contacted Ursus Heritage Consulting to conduct a site visit and determine if the proposed development will impact protected archaeological remnants. The Archaeologist noted that there are no obvious exposed cultural deposits and that there are no known archaeological sites on the subject property. A Heritage Alteration permit is not required at this time; however, if archaeological remnants are encountered during development, owners and operators must halt activities and contact the Archaeology Branch for direction. This application has been forwarded to the Qualicum First Nation for their information.

### ***Public Consultation Implications***

Pending the Electoral Area Services Committee's recommendation and pursuant to the *Local Government Act* and the "Regional District of Nanaimo Development Approvals and Notification Procedures Bylaw No. 1432, 2005", property owners and tenants of parcels located within a 50.0 metre radius of the subject property will receive a direct notice of the proposal and will have an opportunity to comment on the proposed variance prior to the Board's consideration of the application.

## **ALTERNATIVES**

1. To approve Development Permit with Variance No. PL2016-184 subject to the terms and conditions outlined in Attachments 2 to 5.
2. To deny Development Permit with Variance No. PL2016-184.

## **FINANCIAL IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal has no implications related to the Board 2016 – 2020 Financial Plan.

## **STRATEGIC PLAN IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal will be in keeping with the 2016 – 2020 Board Strategic Plan. The Plan's "Focus on the Environment" states that the Board will focus on protecting and enhancing the environment in all decisions. The DPA guideline requirement for a biological Assessment helps ensure that site-specific environmentally sensitive features are identified and that the impacts of development on the environment are identified and mitigated. The Plan's

“Focus on the Environment” also states that the Board will prepare for and mitigate the impact of environmental events. The DPA guidelines requirement for a Geotechnical Hazard Assessment meets this goal by ensuring that the potential impact of environmental events are assessed on a site by site basis and measures are imposed to mitigate that impact.



---

Sarah Preston  
spreston@rdn.bc.ca  
January 23, 2017

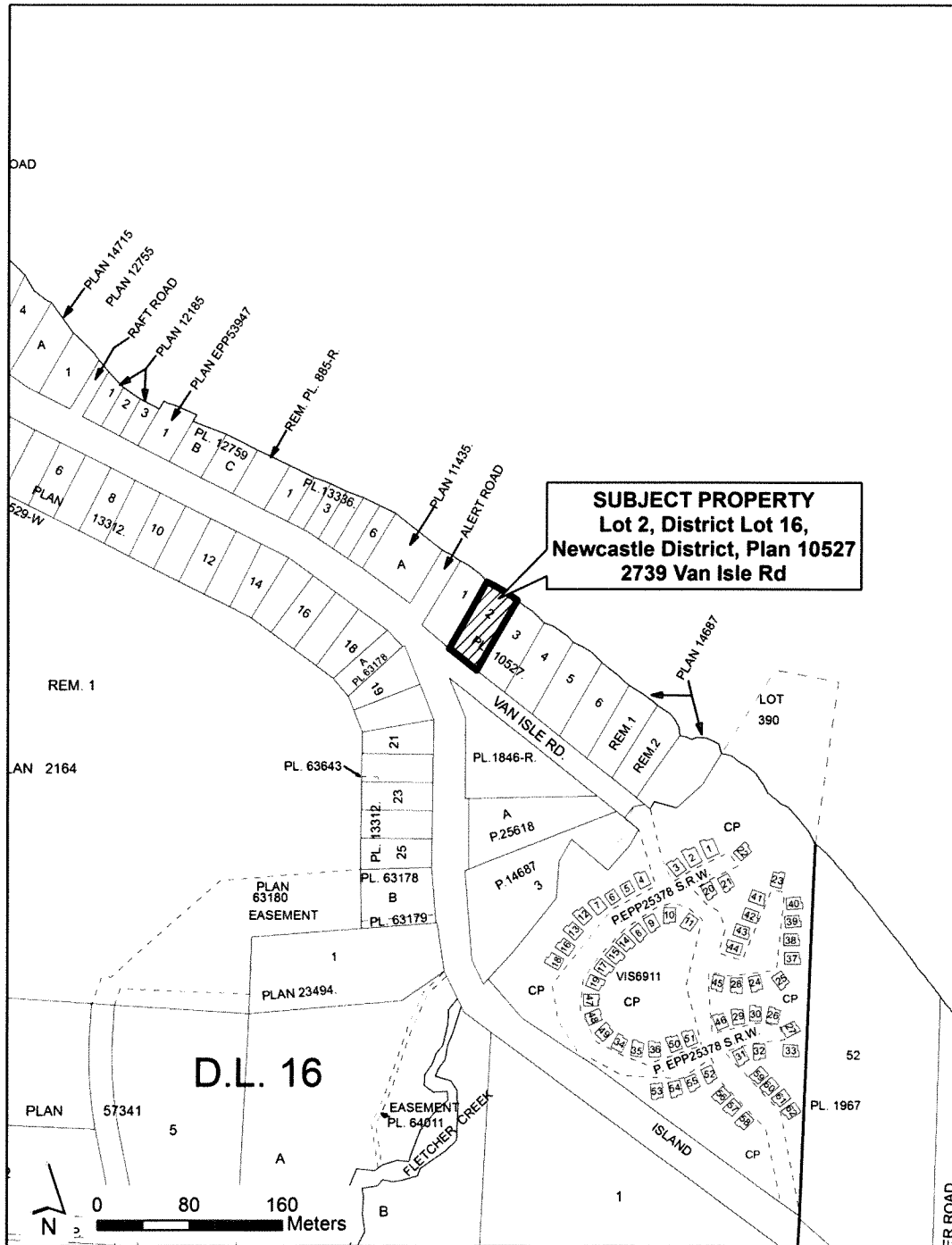
Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Subject Property Map
2. Terms and Conditions of Permit
3. Proposed Site Plan and Variances
4. Building Elevations
5. Landscaping Plan

**Attachment 1**  
**Subject Property Map**



## **Attachment 2 Terms and Conditions of Permit**

The following sets out the terms and conditions of Development Permit with Variance No. PL2016-184:

### Bylaw No. 500, 1987 Variances

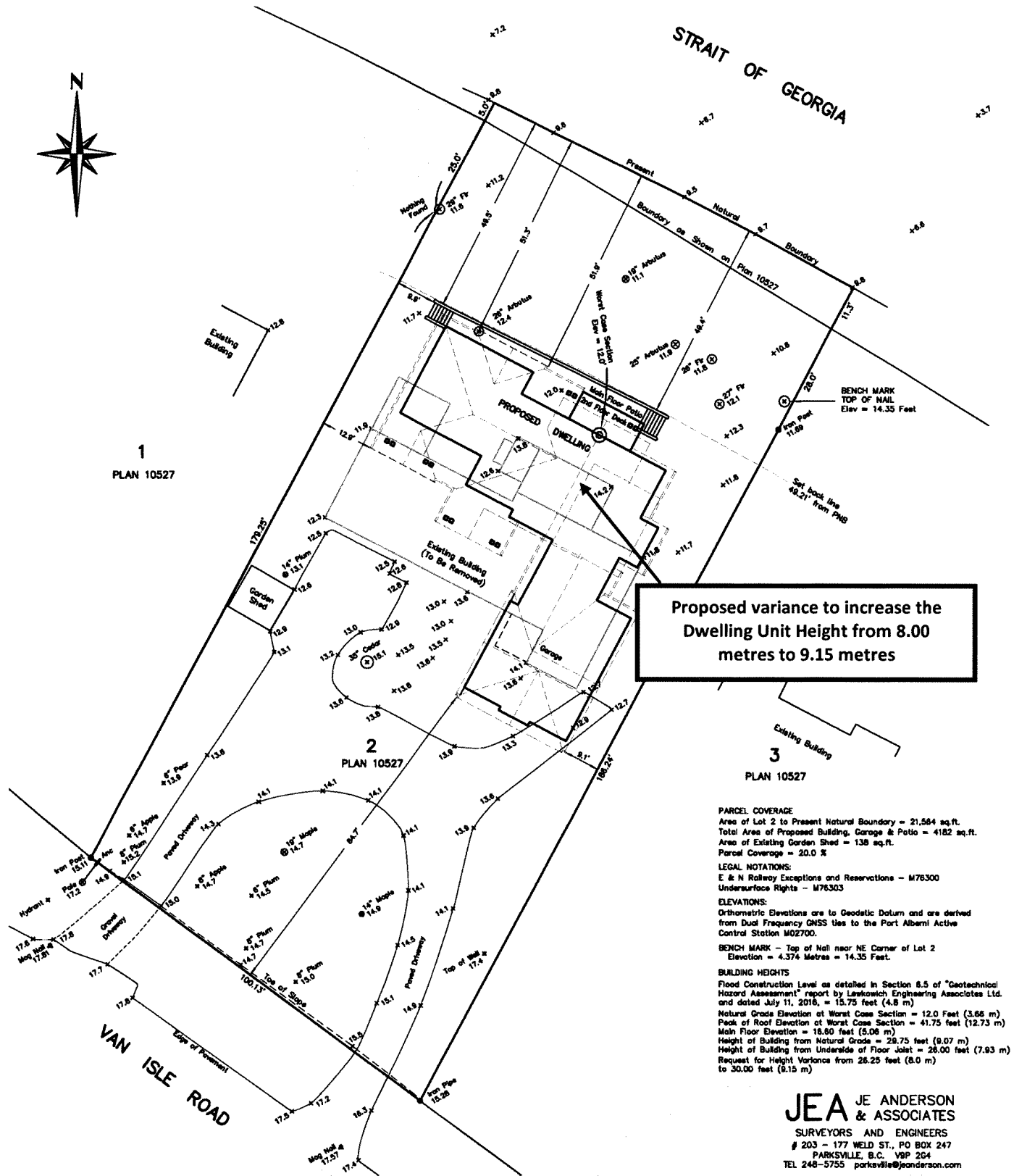
With respect to the lands, “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” is varied as follows:

**Section 3.4.62 – Maximum Number and Size of Buildings and Structures** to increase the maximum dwelling unit height from 8.0 metres to 9.15 metres for the proposed dwelling unit.

### Conditions of Approval

1. The site is developed in accordance with the Site Plan prepared by JE Anderson & Associates, dated December 14, 2016 and attached as Attachment 3.
2. The proposed development is in general compliance with the plans and elevations prepared by Jorgensen/Osmond Ltd., dated May 13, 2016 and attached as Attachment 4.
3. The subject property shall be developed in accordance with the recommendations contained in the Environmental Impact Assessment prepared by Toth and Associates Environmental Services, dated January 9, 2017, including: the installation of hi-vis construction fencing within 4 metres of the trees to be retained in the central rear yard area, prior to the commencement of demolition and construction activities; that the burning of demolition waste not occur within the 30 metre coastal Development Permit area; and that demolition and construction materials be prevented from being blown offsite by prevailing winds.
4. The proposed landscaping shall be provided and maintained in accordance with the Landscaping Plan prepared by The Sharp Design Landscape Group Ltd. dated January 5, 2017 and attached as Attachment 5, and the recommendations contained in the Environmental Impact Assessment prepared by Toth and Associates Environmental Services, dated January 9, 2017.
5. Staff shall withhold the issuance of this Permit until the applicant provides a landscaping security in the amount of \$3,601.50, which shall be considered for release after a period of one year where the Regional District of Nanaimo (RDN) is in receipt of a letter prepared by a landscape professional, confirming that the landscaping has been installed and maintained in accordance with the aforementioned Landscaping Plan and Environmental Impact Assessment, and upon completion of a satisfactory site visit by RDN staff.
6. The subject property shall be developed in accordance with the recommendations contained in the Geotechnical Hazard Assessment prepared by Lewkowich Engineering Associates Ltd. dated July 11, 2016.
7. Staff shall withhold the issuance of this Permit until the applicant, at the applicant’s expense, registers a Section 219 Covenant on the property title, in a form acceptable to the Regional District of Nanaimo, containing the Geotechnical Hazard Assessment prepared by Lewkowich Engineering Associates Ltd. dated July 11, 2016, and includes a save harmless clause that releases the Regional District of Nanaimo from all losses and damages as a result of the potential hazard.
8. The property owner shall obtain the necessary permits for construction in accordance with the Regional District of Nanaimo Building Regulations as replaced or amended.

**Attachment 3  
 Proposed Site Plan and Variances**



**Proposed variance to increase the Dwelling Unit Height from 8.00 metres to 9.15 metres**

**PARCEL COVERAGE**  
 Area of Lot 2 to Present Natural Boundary = 21,564 sq.ft.  
 Total Area of Proposed Building, Garage & Patio = 4182 sq.ft.  
 Area of Existing Garden Shed = 138 sq.ft.  
 Parcel Coverage = 20.0 %

**LEGAL NOTATIONS:**  
 E & N Railway Exceptions and Reservations – M76300  
 Undersurface Rights – M76303

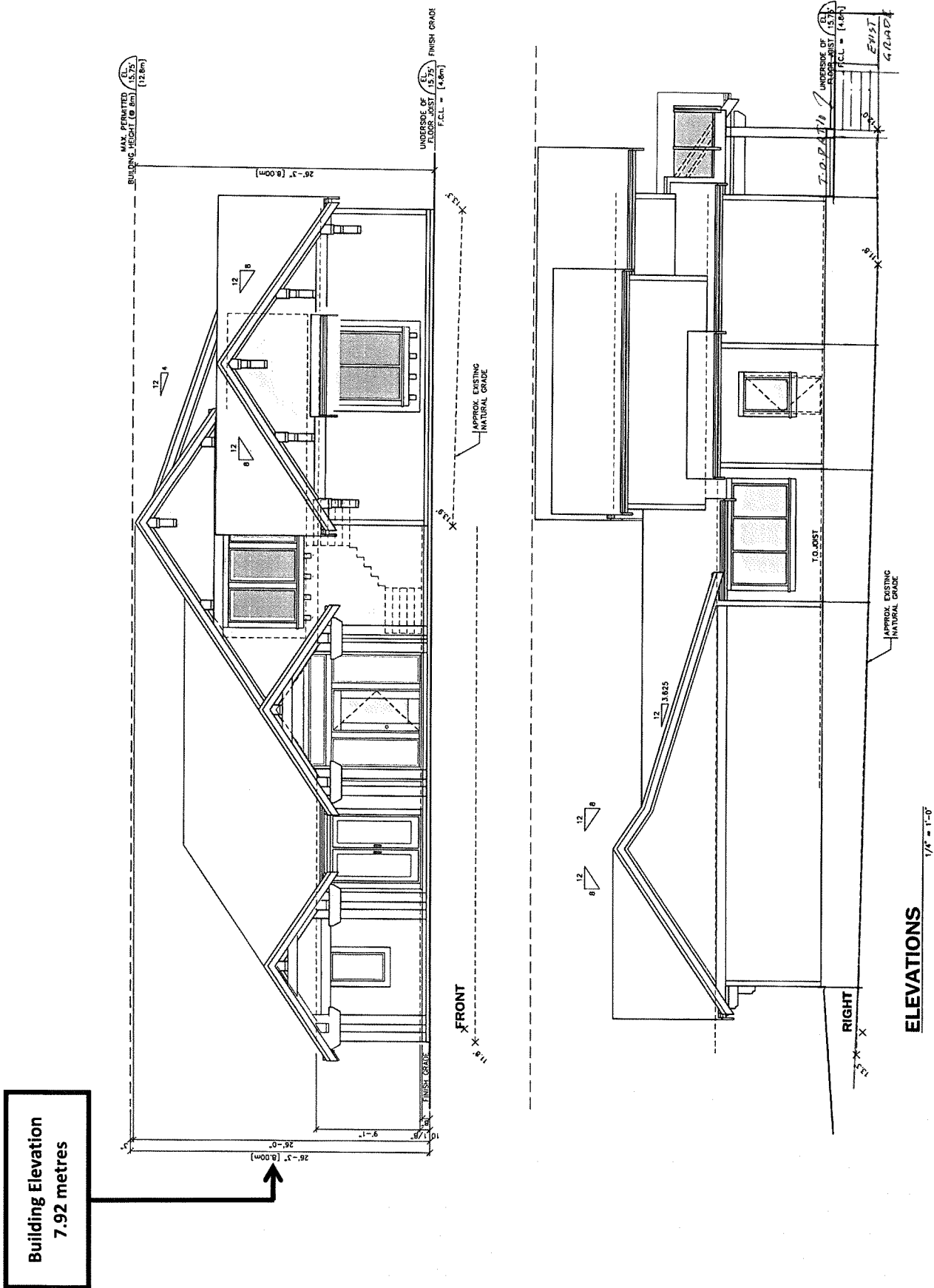
**ELEVATIONS:**  
 Orthometric Elevations are to Geodetic Datum and are derived from Dual Frequency GNSS ties to the Port Alberni Active Control Station M02700.

**BENCH MARK** – Top of Nail near NE Corner of Lot 2  
 Elevation = 4.374 Metres = 14.35 Feet.

**BUILDING HEIGHTS**  
 Flood Construction Level as detailed in Section 6.5 of "Geotechnical Hazard Assessment" report by Lawkovich Engineering Associates Ltd. and dated July 11, 2016, = 15.75 feet (4.8 m)  
 Natural Grade Elevation at Worst Case Section = 12.0 Feet (3.66 m)  
 Peak of Roof Elevation at Worst Case Section = 41.75 feet (12.73 m)  
 Main Floor Elevation = 16.50 feet (5.06 m)  
 Height of Building from Natural Grade = 28.75 feet (8.07 m)  
 Height of Building from Underside of Floor Joist = 26.00 feet (7.93 m)  
 Request for Height Variance from 26.25 feet (8.0 m) to 30.00 feet (9.15 m)

**JEA JE ANDERSON & ASSOCIATES**  
 SURVEYORS AND ENGINEERS  
 # 203 – 177 WELD ST., PO BOX 247  
 PARKSVILLE, B.C. V8P 2G4  
 TEL 248-5755 parksville@jeanderson.com

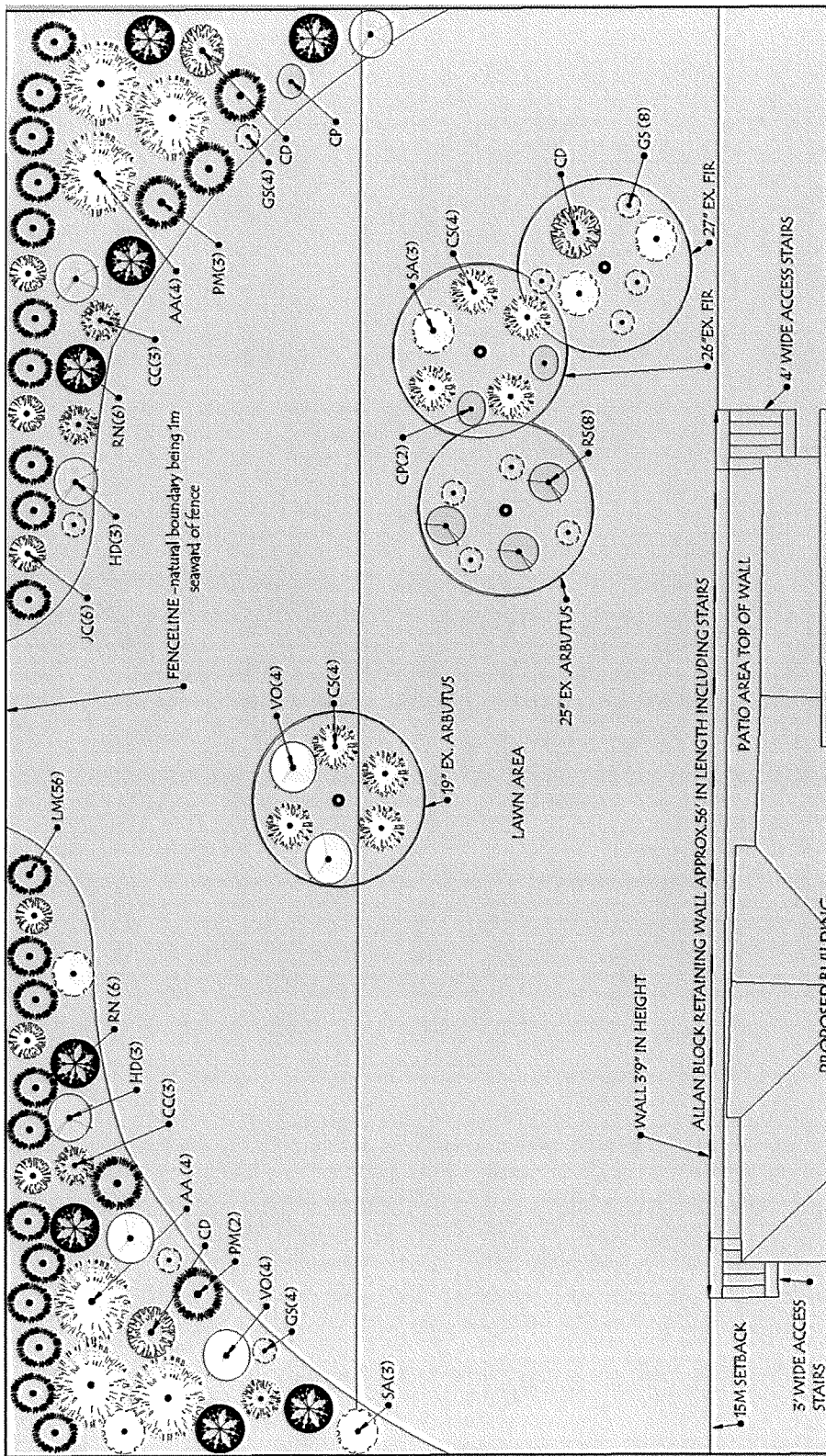
**Attachment 4**  
**Building Elevations (1 of 2)**







**Attachment 5**  
**Landscaping Plan (1 of 2)**



Attachment 5  
 Landscaping Plan (2 of 2)

Plant List and Key

Key	Botanical Name	Common Name	Pot Size	Qty.
AA	<i>Amelanchier alnifolia</i>	Saskatoon Berry	#2	8
RS	<i>Ribes sanguineum</i>	Red Flowering Current	#2	8
HD	<i>Holodiscus discolor</i>	Oceanspray	#2	6
CS	<i>Cornus stoloifera</i>	Red Osier Dogwood	#2	8
RN	<i>Rosa nutkana</i>	Nootka Rose	/	Salvage on site 12
VO	<i>Vaccinium ovatum</i>	Evergreen Huckleberry	#2	8
GS	<i>Gaultheria shallon</i>	Salal	#2	16
SA	<i>Symphoricarpus albus</i>	Common Snowberry	#2	6
LM	<i>Leymus mollis</i>	Dunegrass	/	Salvage on site 56
CD	<i>Crataegus douglasii</i>	Black Hawthorne	#2	3
CC	<i>Corylus cornuta</i>	Beaked Hazelnut	#2	6
CP	<i>Chamaecyparis pisifera</i>	False Cypress	#2	4
JC	<i>Juniperis conferta</i>	Shore Juniper	#2	6
PM	<i>Pinus mugo</i>	Mugo Pine	#2	5

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**TO:** Electoral Area Services Committee                      **MEETING:** February 14, 2017

**FROM:** Sarah Preston    **FILE:** PL2016-191  
Planning Technician

**SUBJECT:** **Development Variance Permit Application No. PL2016-191**  
**Lot A, Block 1502, Nanoose District, Plan VIP67725**  
**2225 Alberni Highway – Electoral Area ‘F’**

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### **RECOMMENDATIONS**

1. That the Board approve Development Variance Permit No. PL2016-191 to reduce the front lot line setback from 4.5 metres to 3.0 metres to accommodate a kiosk subject to the terms and conditions outlined in Attachments 2 to 4.
2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2016-191.

### **SUMMARY**

The Regional District of Nanaimo Recreation and Parks Services department has applied for a variance to the Institutional/Community Facility Zone Front Lot Line Setback to accommodate the installation of a kiosk at the Station Road trail head of the Coombs Rails-with-Trails. In order to accommodate other users within the rail corridor and satisfy Vancouver Island Rail Corridor Rail-with-Trail Design Guidelines as per the Regional District of Nanaimo’s License of Occupation Agreement (LOA) with the Island Corridor Foundation (ICF), the kiosk must be sited 3.0 metres from the front lot line. Recreation and Parks Services has received approval for the proposed location from the Ministry of Transportation and Infrastructure (MOTI), with whom the department has worked closely to design a pedestrian crossing at the intersection of Alberni Highway and Station Road. Given that “Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation”, has been met and no negative impacts are anticipated as a result of the proposed variance, staff recommends that the Board approve the development variance permit pending the outcome of public notification and subject to the terms and conditions outlined in Attachments 2 to 4.

### **BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application from Joan Michel of Recreation and Parks Services on behalf of ICF to permit the installation of a kiosk at the Station Road trail head of the Coombs Rails-with-Trails. The subject property is approximately 9.66 hectares in area and is zoned Institutional/Community Facility 2 (T-2), pursuant to “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002”. This section of rail corridor is located along the east boundary of the Alberni Highway abutting the Coombs Village Centre and the Bellevue/Church Road

Rural Separation Boundary Area (see Attachment 1 – Subject Property Map). The region is characterized by a mix of zones supporting agricultural, commercial, and residential uses.

***Proposed Development and Variance***

The applicant is requesting a variance to reduce the front lot line setback to accommodate the installation of a kiosk at the Coombs Rails-with-Trails trail head located at the intersection of Alberni Highway and Station Road. The proposed kiosk is 1.0 metre long by 3.0 metres wide by 2.82 metres in height. The applicant proposes to vary the following regulations from the “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002”:

**Section 4.21.2.e)i) – Minimum Setback from Front and Exterior Side Lot Lines** to reduce the minimum Front Lot Line Setback from 4.5 metres to 3.0 metres for a Rails-with-Trails trail head kiosk.

***Land Use Implications***

In support of the application, the applicant has submitted draft civil drawings prepared by Koers & Associates Engineering Ltd. dated October 2014 (Drawing No. 1424-03, Revision 4, December 5, 2016), building plans by Timber Frames by Timbersmith dated October 2011 (Wider Version), and a copy of the RDN’s LOA with ICF.

The proposed kiosk is part of the Coombs Rails-with-Trails trail head design, which includes a pedestrian crossing at the intersection of Alberni Highway and Station Road. The applicant’s justification for the requested variance is that in order to ensure adequate sight lines for the pedestrian crossing, it was necessary to work around the location of future passenger rail infrastructure. The future infrastructure consists of a siding that will split from the existing rail line, moving east to west between the existing tracks and trail head. As the LOA guidelines impose setback and separation requirements between rails, trails, and accompanying infrastructure, space between the trail and existing tracks is not available to accommodate trail head furnishings, such as the kiosk. The only remaining option is to accommodate the proposed kiosk between the trail and the Alberni Highway frontage within the front lot line setback. Given that the applicant has provided sufficient rationale and the variance will not result in negative sight line implications for adjacent transportation corridors, the applicants have made reasonable efforts to address Board Policy B1.5 guidelines.

***Environmental Implications***

A Development Permit issued in 2015 for Watercourse and Fish Habitat protection did not include plans for the proposed kiosk. Staff are in receipt of a letter from D.R. Clough Consulting dated January 4, 2017 indicating that the existing riparian area assessment and sediment management plan are sufficient to address the installation of the proposed kiosk. Development Permit No. PL2015-158 for the protection of Fish Habitat and Watercourses applies to the proposed development; no further development permits are required.

### ***Intergovernmental Implications***

Recreation and Parks Services submitted an email from MOTI dated September 20, 2016 confirming their support of the proposed kiosk location. Staff have reviewed the proposed development and note that the proposal has no other implications related to intergovernmental relations.

### ***Public Consultation Implications***

Pending the Electoral Area Services Committee's recommendation and pursuant to the *Local Government Act* and the "Regional District of Nanaimo Development Approvals and Notification Procedures Bylaw No. 1432, 2005", property owners and tenants of parcels located within a 50.0 metre radius of the subject property will receive a direct notice of the proposal and will have an opportunity to comment on the proposed variance prior to the Board's consideration of the application.

### **ALTERNATIVES**

1. To approve Development Variance Permit No. PL2016-191 subject to the conditions outlined in Attachments 2 to 4.
2. To deny Development Variance Permit No. PL2016-191.

### **FINANCIAL IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal has no implications related to the Board 2016 – 2020 Financial Plan.

### **STRATEGIC PLAN IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal will be in keeping with the 2016 – 2020 Board Strategic Plan. The Plan's "Focus on Service and Organizational Excellence" states that the Board will advocate for transit improvements and active transportation. Supporting the implementation of the Rails-with-Trails project is in keeping with the Board's strategic priority to advocate for active transportation. Another strategic priority is the Plan's "Focus on Relationships" where the Board states that it will look for opportunities to partner with other branches of government/community groups to advance our region. By approving the proposed variance, the Board will support efforts to implement active transportation strategies in co-operation with community groups seeking to advance our region through the creation of passenger rail opportunities.



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Sarah Preston  
spreston@rdn.bc.ca  
January 26, 2017

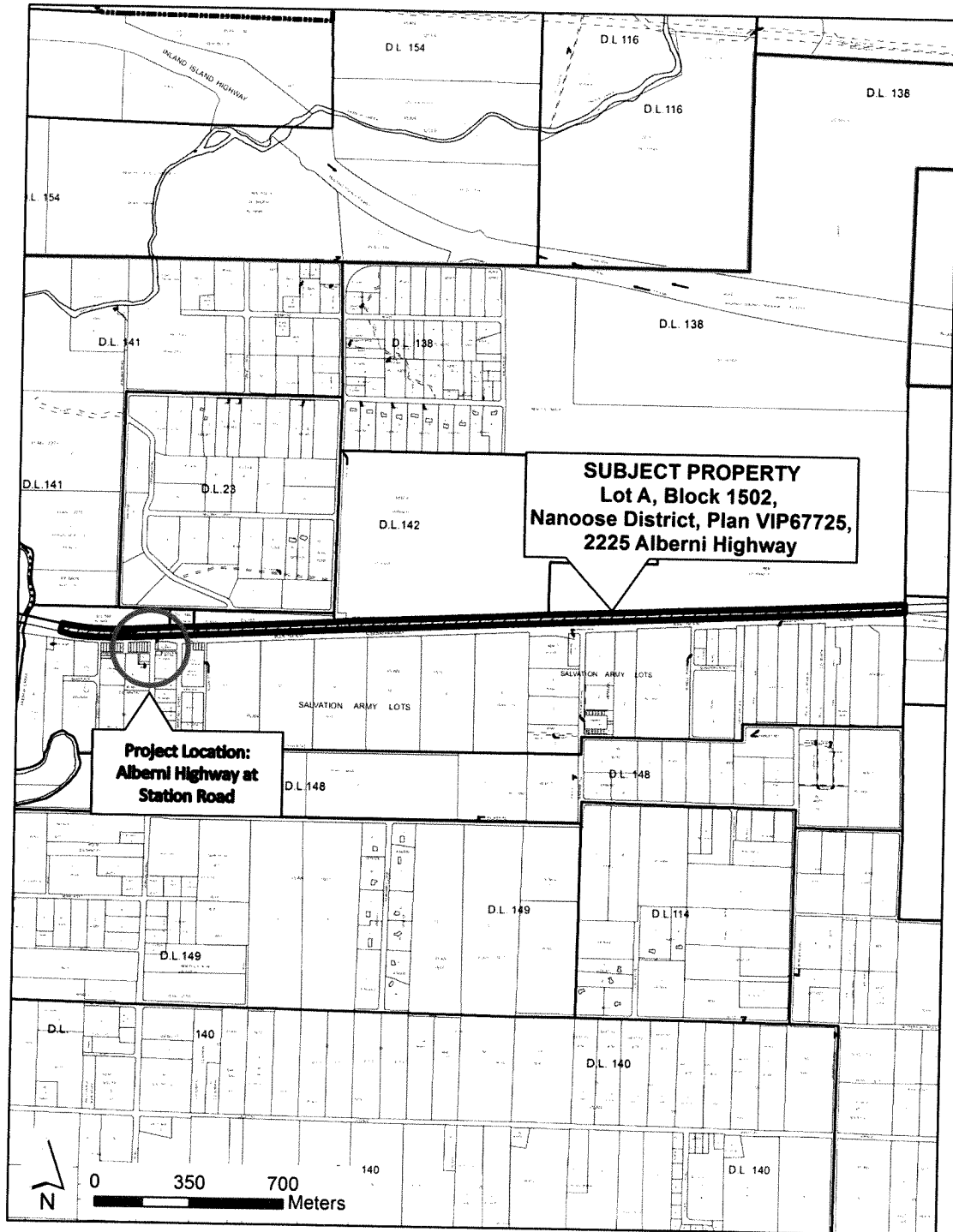
Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Subject Property Map
2. Terms and Conditions of Permit
3. Proposed Site Plan and Variances
4. Elevations and Plans

**Attachment 1  
Subject Property Map**



**Attachment 2**  
**Terms and Conditions of Permit**

The following sets out the terms and conditions of Development Variance Permit No. PL2016-191:

Bylaw No. 1285, 2002 Variances

With respect to the lands, “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002” is varied as follows:

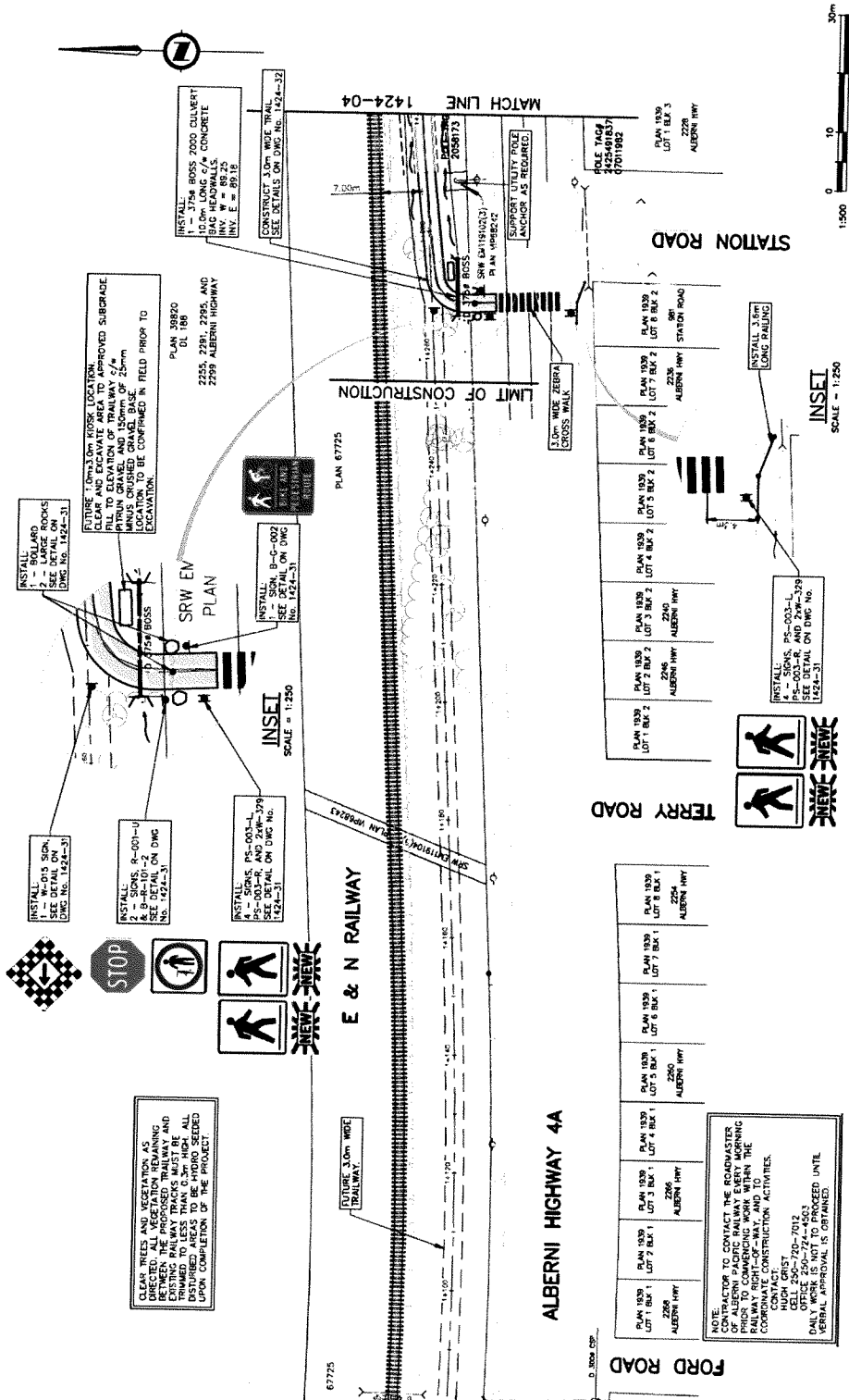
**Section 4.21.2.e)i) – Minimum Setback from Front and Exterior Side Lot Lines** to reduce the minimum Front Lot Line Setback from 4.50 metres to 3.00 metres for a Rails-with-Trails trail head kiosk.

Conditions of Approval

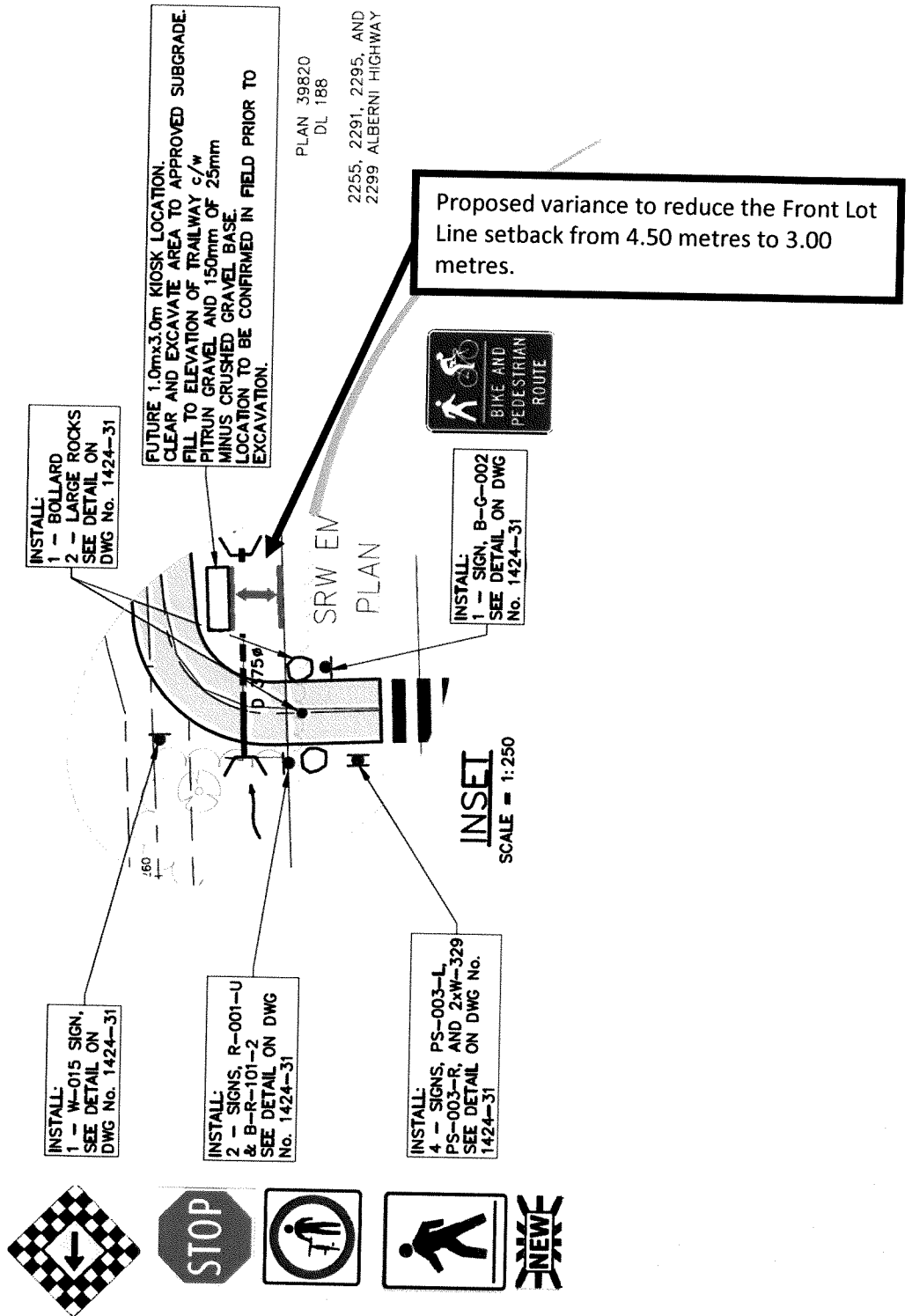
1. The site is developed in accordance with the Civil Drawing No. 1424-03 Revision 4 (December 5, 2016) prepared by Koers & Associates Engineering Ltd., dated October 2014 and attached as Attachment 3.
2. The proposed development is in general compliance with the plans and elevations prepared by Timber Frames by Timbersmith, dated October 2011 and attached as Attachment 4.
3. The property owner shall obtain the necessary permits for construction in accordance the Regional District of Nanaimo Building Regulations as replaced or amended.



**Attachment 3**  
**Proposed Site Plan and Variance (1 of 2)**



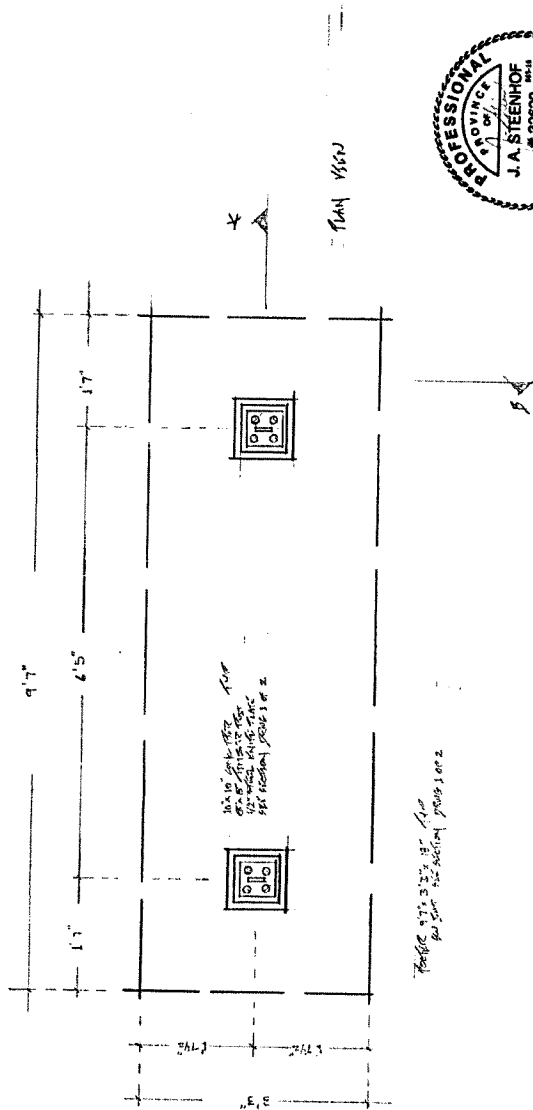
**Attachment 3**  
**Proposed Site Plan and Variance (2 of 2)**





**Attachment 4**  
**Elevations and Plans (2 of 2)**

REGIONAL DISTRICT OF NAHEMHO  
 KAMBER PARKS PARK BLOCK  
 POWER-GRIDS BY ATTACHMENT  
 OCT 2011 PAGE 2 OF 2  
 SCALE 3/4"=1'-0" PRINT BY C.A.L.



Panel size 3' x 18" for  
 for sum the existing groups 1 and 2





south of Virostko Road and residential zoned lots, east of Scannel Creek, west of the intersection of Extension Road and Virostko Road. The subject property is primarily surrounded by residential zoned properties (see Attachment 1 – Subject Property Map and Attachment 3 - Current Zoning of Surrounding Lands).

The subject property was previously rezoned under Application No. 3360-30-0415 in 2005 from Rural 6 Subdivision District 'V' (RU6 V) to Comprehensive Development 19 (CD19). The parent parcel was subsequently subdivided into nine lots permitted within the CD19 zoning under the parcel averaging provisions of the zone. The subdivision resulted in eight lots less than 2.0 hectares in size and a remainder lot of 9.2 hectares. The remainder lot (Parcel Z) is the subject property of this zoning amendment application.

### ***Proposed Development***

The applicant proposes to rezone a portion of the subject property from CD19 Zone, to RS2 Zone, Subdivision District 'J' to facilitate a future two-lot subdivision; proposed Lot 1 at 8,400 m<sup>2</sup> (0.839 hectares) in area and Remainder Parcel Z at approximately 8.4 hectares in area (see Attachment 4 – Portion of Subject Property to be Rezoned and Subdivided).

As part of the amendment application, the applicant has offered to contribute \$3,000.00 as a community amenity contribution. The applicant has requested that the money be transferred to the Extension Recreation Society as a contribution to the Society's restoration of an historic coal car, which it plans to site in the Extension Village Centre at a location to be determined. The provision of this amenity contribution is noted as a condition of approval of the proposed Amendment Bylaw No. 500.406 as outlined on Attachment 2.

### ***Official Community Plan Implications***

The subject property is designated within both the Resource and the Village Centre Land Use Designations pursuant to the "Regional District of Nanaimo Arrowsmith Benson - Cranberry Bright Official Community Plan Bylaw No. 1148, 1999" (OCP). The portion of land within the Village Centre Land Use Designation is the subject of this rezoning (Attachment 4 - Portion of Subject Property to be Rezoned and Subdivided). The Village Centre Land Use Designation supports amendment to the plan to facilitate the creation of lots with a density of one dwelling unit per 4000 m<sup>2</sup> of land to a maximum of density of two dwelling units per parcel. As this zoning amendment proposes two dwelling units on a parcel great than 8,000 m<sup>2</sup> and will be serviced with water from South West Extension Waterworks District, the proposed amendment is consistent with applicable OCP policies.

### ***Environmental Implications***

The property contains a large slag pile from previous mining operations in the South Wellington area. The coal slag pile is located within the proposed remainder 8.4 hectare portion of the property, which will retain the existing CD19 zoning. In the previous Zoning Amendment Application No. 3360 30 0415 the applicant submitted a Stage Two Preliminary Site Investigation prepared by Komex International Ltd. and dated November 2005. This assessment was submitted to the Province under the Environmental Management Act and a final determination was made that the lands are not contaminated and therefore do not require further assessment and remediation.

The property is subject to the Fish Habitat Protection Development Permit Area (DPA) per the "Regional District of Nanaimo Arrowsmith Benson - Cranberry Bright Official Community Plan Bylaw No. 1148,

1999”. In order to support this proposed change in zoning, the applicant has provided a Riparian Area Assessment which addresses the DPA guidelines and demonstrates adequate building and yard area outside of the recommended Streamside Protection Enhancement Area (SPEA). Formal approval of the required development permit will be addressed under separate application at the time of subdivision and pending the outcome of this zoning amendment application.

### ***Intergovernmental Implications***

While the Ministry of Transportation and Infrastructure (MOTI) conducted a site visit and confirmed that it has no concerns with the zoning amendment, it has identified that trimming of vegetation in order to improve sightlines for the access from Virostko Road and a geotechnical assessment to confirm appropriate building sites will be addressed at the time of subdivision.

Future residential construction is proposed to be serviced with community water by the South West Extension Waterworks. Island Health has advised that it has no concerns with this application regarding on-site wastewater disposal.

### ***Public Consultation Implications***

A Public Information Meeting (PIM) was held on November 17, 2016. Nineteen members of the public attended and no written submissions were received prior to the PIM (see Attachment 5 – Summary of the Public Information Meeting).

In accordance with Section 464 of *The Local Government Act*, should the Board grant first and second reading to the amendment bylaw, a public hearing is required to be held or waived prior to the Board’s consideration of third reading. The purpose of the public hearing is to provide an opportunity for those who believe that their interest in property is affected by the proposed bylaw to be heard by the Regional Board. In addition, the Regional Board may delegate the public hearing by resolution in accordance with Section 469 of *The Local Government Act*. Therefore, staff recommends, that should the Board grant first and second reading to the proposed amendment bylaw, that a public hearing be held in accordance with Section 464 of *The Local Government Act* and that the public hearing be delegated to Director Maureen Young or her alternate.

### **ALTERNATIVES**

1. To proceed with Zoning Amendment Application No. PL2016-108 to consider first and second reading of the Amendment Bylaw and proceed to public hearing.
2. To not proceed with the Amendment Bylaw readings and public hearing.

### **STRATEGIC PLAN IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal is consistent with Board 2016-2020 Strategic Plan priorities related to the environment, recognizing the importance of the protection of the natural environment through attaining a Riparian Area Assessment ensure there is minimal impact on the surrounding lands and provide management plans for future development of the proposed lot.



Angela Buick  
abuick@rdn.bc.ca  
January 31, 2017

#### Attachments

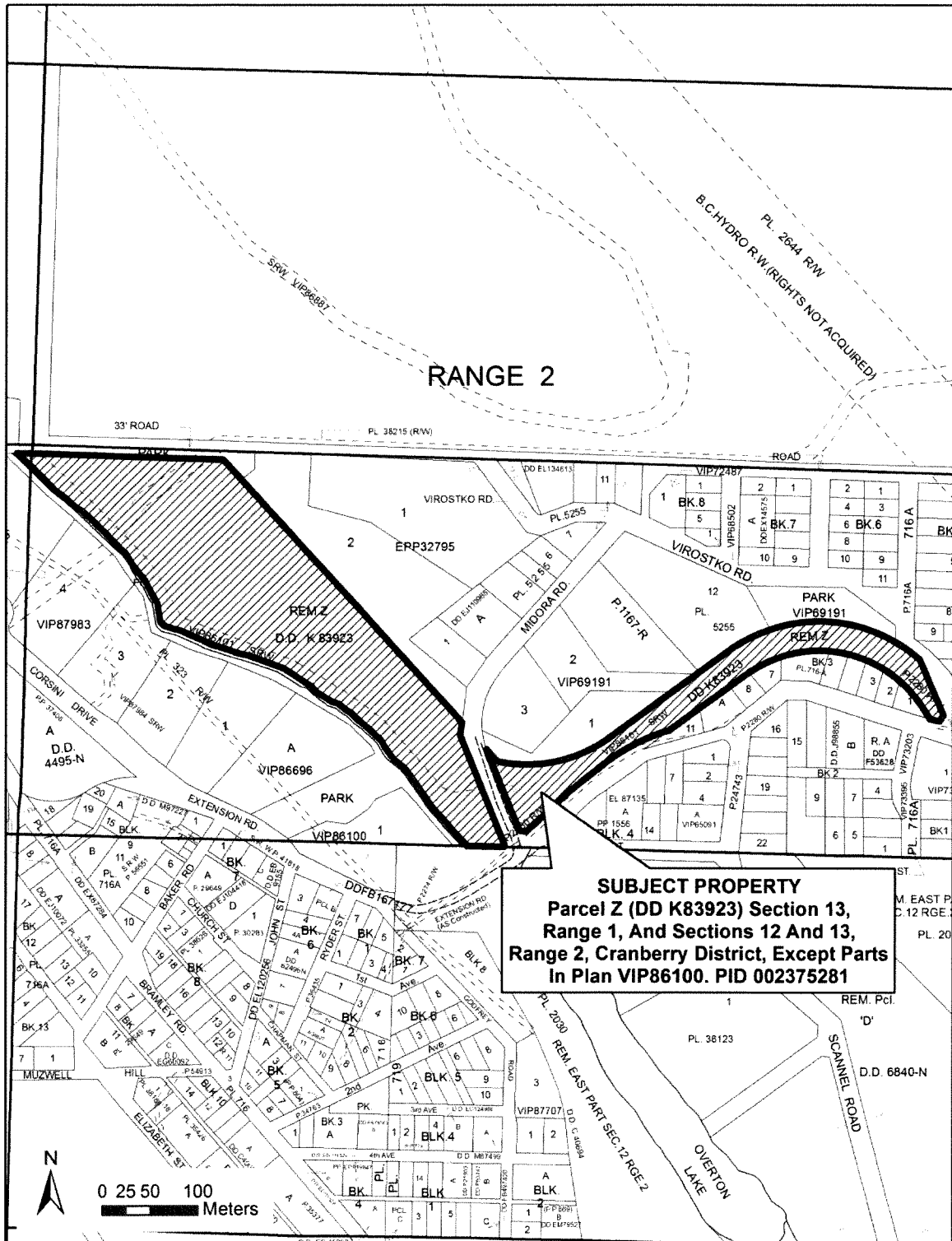
1. Subject Property Map
2. Conditions of Approval
3. Current Zoning of Surrounding Lands
4. Portion of Subject Property to be Rezoned and Subdivided
5. Summary of the Public Information Meeting
6. Proposed Amendment Bylaw No. 500.406, 2017

#### Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer



**Attachment 1**  
**Subject Property Map**



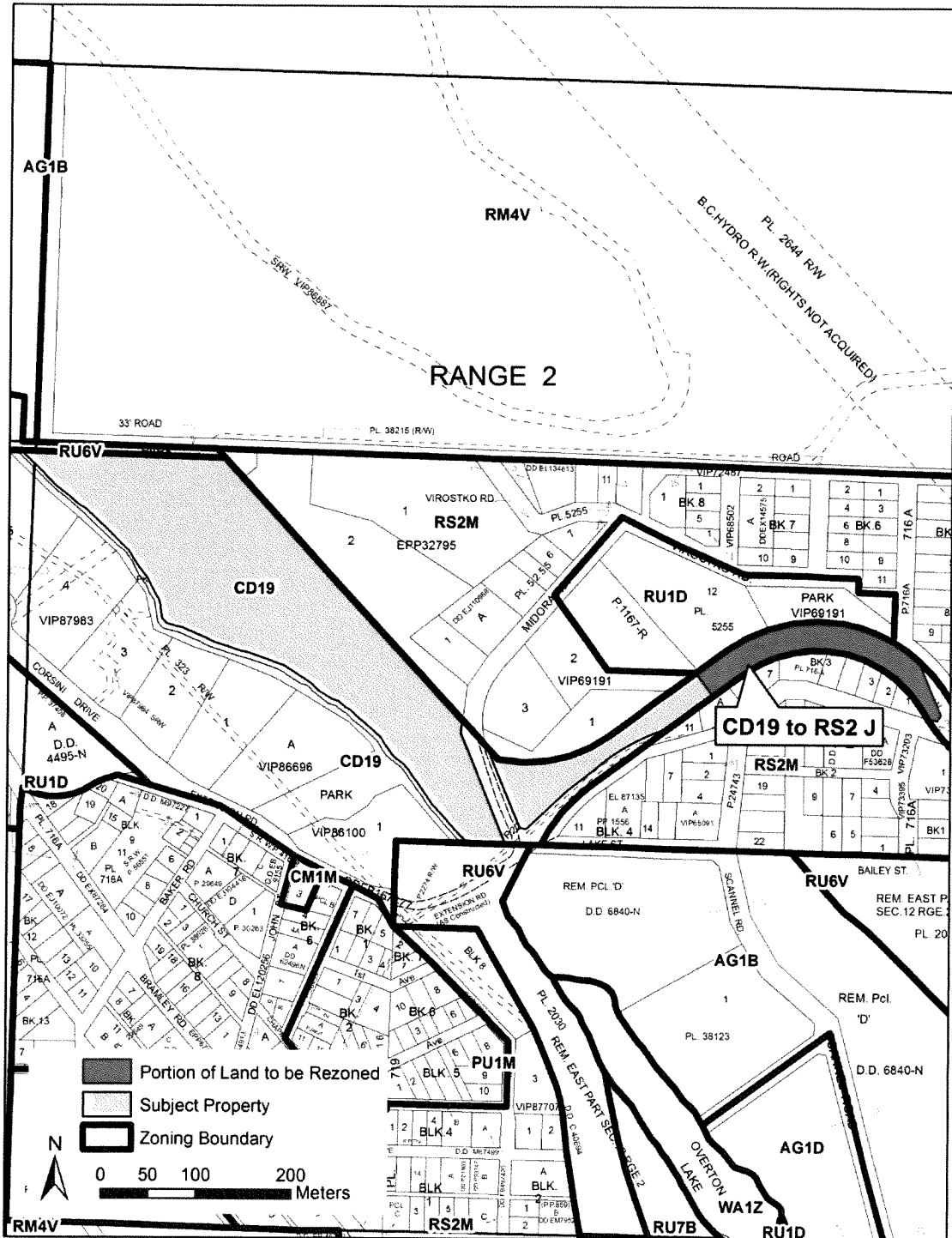
**Attachment 2**  
**Conditions of Approval**

The following is required prior to the “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017” being considered for adoption:

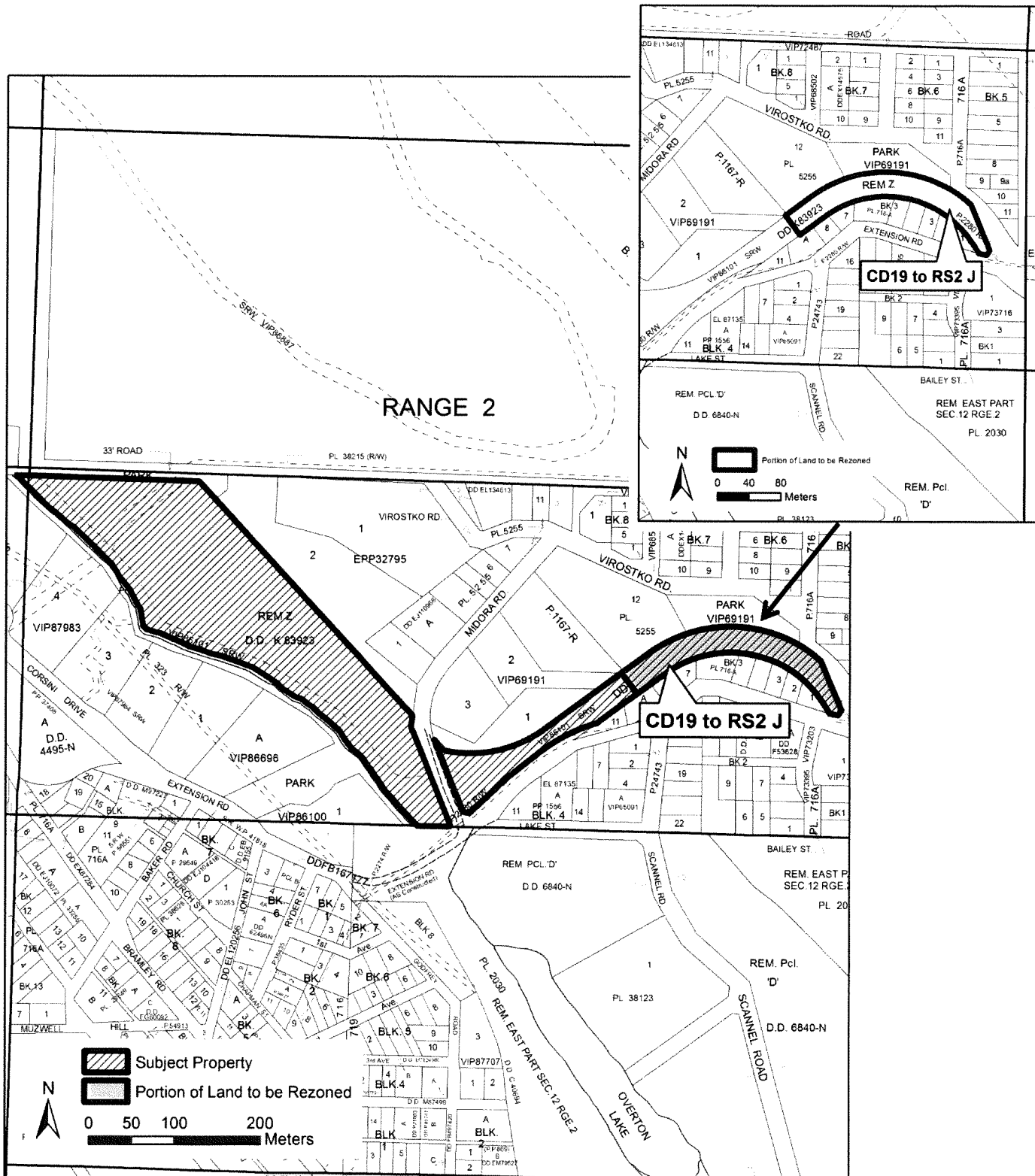
Condition of Approval

The applicant shall provide the community amenity contribution in the amount of \$3,000 for the Extension Recreation Society as offered by the applicant.

**Attachment 3**  
**Current Zoning of Surrounding Lands**



**Attachment 4**  
**Portion of Subject Property to be Rezoned and Subdivided**



**Attachment 5**  
**Summary of the Public Information Meeting**  
**Held at Extension Community Hall**  
**2140 Ryder Street, Electoral Area 'C'**  
**Thursday, November 17, 2016 at 6:00 pm**

*Note: This summary of the meeting is not a verbatim recording of the proceedings, but is intended to summarize the comments and questions of those in attendance at the Public Information Meeting.*

There were 19 members of the public in attendance at this meeting.

**Present for the Regional District of Nanaimo:**

Director Maureen Young, Electoral Area 'C' (the Chair)  
Angela Buick, Planner

**Present for the Applicant:**

Harry May, Owner Representative (Wessex Enterprises Ltd.)  
Wayne Hamilton, Owner Representative (Wessex Enterprises Ltd.)

The Chair opened the meeting at 6:08 pm, outlined the evening's agenda, and introduced the RDN staff and the applicants in attendance. The Chair then stated the purpose of the Public Information Meeting and asked RDN staff to provide background information concerning the development application.

Angela Buick provided a brief summary of the proposed zoning amendment application, supporting documents provided by the applicant, and the application process.

The Chair invited the applicant to give a presentation of the development proposal.

Wayne Hamilton, Representative, Wessex Enterprises Ltd, presented an overview of the proposal.

Following the presentation, the Chair invited questions and comments from the audience.

Anita Bereterbide, 2810 Extension Road, stated that there is a lot of loose dirt on the site which should be packed before construction of two houses.

Chris Barfoot, 450 Virostko Road, asked to have the current zone and the proposed zone explained.

Angela Buick, Planner, explained the permitted uses of each zone.

Lee Toomer, Corsini Drive, asked which portion of the subject property will be rezoned.

Jeremy Holm, Manager of Current Planning, explained area to be rezoned and referred to map.

Brian Kelly, Extension Road, asked if the proposed zoning would support two houses and if there would be more than one access point to the proposed lot.

Jeremy Holm, Manager of Current Planning, explained that zoning would support two houses and the application is referred to MOTI regarding access.

Anita Bereterbide, 2810 Extension Road, stated that there are portions of Virostko Road that are very steep, have bad visibility and are narrow.

Chris Barfoot, 450 Virostko Road, asked what the Community Amenity Contribution was from the previous rezoning application of the subject property.

Wayne Hamilton, Representative, Wessex Enterprises Ltd, answered that the RDN asked for parkland as part of the last application and we are looking to donate cash to the Extension Community Society for the restoration of an old coal car.

Diane Rozzano, 720 Virostko Road, wanted clarification if there was parkland already next to the lot?

Wayne Hamilton, Representative, Wessex Enterprises Ltd, explained what was donated already for the previous application.

Rae-Anne LaPlante, 510 Virostko Road, asked if the lot would be serviced with community water or with well? Asked what kind of fill was placed on the lot as it's only six months old.

Angela Buick, Planner, explained that the owners have submitted a confirmation letter that the lot should be able to be serviced with South West Extension Water Works District.

Mike Smith, Lot 2 Midora, asked if the area of the lot is classed as Riparian.

Angela Buick, Planner, explained that all areas are within Riparian zone until further assessed.

Harry May, Representative, Wessex Enterprises Ltd, explained that the builder will have to pack the soil appropriately for the future development.

Wayne Hamilton, Representative, Wessex Enterprises Ltd, added that the fill placed where the original railway bed was not in a watercourse.

Claire Vass, 2040 Corsini Drive, asked if there if it will be one property with two houses and two suites.

Angela Buick, Planner, explained the proposed zoning and advised that the property could be developed to contain two dwelling units, each with a suite, based on the proposed zoning, but owner of the property may choose not to build suites.

Brian Kelly, 2724 Extension Road, stated that the old railway looks like it has been blasted and is old solid bedrock.

Claire Vass, 2040 Corsini Drive, asked if there would there be two homes and two suites?

Jeremy Holm, Manager of Current Planning, explained it would depend on the size of the lot. In this case there could be.

Mike Schan, 2049 Midora Road, stated he has a concern with the number of dwelling units and the increased amount of traffic. Asked when MOTI provides comment?

Jeremy Holm, Manager of Current Planning, explained that MOTI will provide comments as a part of this application and are the approving authority for the subdivision.

Mike Schan, 2049 Midora Road, stated his concern with increased traffic. Asked how much water servicing will be required as part of the development?

Jeremy Holm, Manager of Current Planning, said that community services are available for water based on comments from the water service provider and MOTI will provide comment regarding traffic and access.

Diane Rozzano, 720 Virostko Road, asked where is the driveway going to go?

Wayne Hamilton, Representative, Wessex Enterprises Ltd, answered that access can be off Extension Road to the right there is a flat part.

Glenda Moore, 2019 Midora Road, stated that the road is really bad and with increased people coming in it's like killing yourself. It's so slippery there and school buses have problems already.

Rae-Anne LaPlante, 510 Virostko Road, Asked, when does MOTI go to the site?

Director Young, explained that MOTI would conduct a site visit if requested or at the time of subdivision.

Danny Moore, 2019 Midora Road, noted his concern about erosion on his uncle's lot who lives adjacent to the portion of land to be rezoned. He feels like his uncles lot may be subject to erosion.

Mike Smith, Lot 2, Midora Road, asked if there will be a meeting when MOTI determines what the issues may be.

Jeremy Holm, Manager of Current Planning, responded that MOTI will review the proposal in relation to access and traffic impacts. If the rezoning is successful, then MOTI will address any access and traffic impacts at the time of subdivision. At this time, the RDN will take the minutes of this meeting to the Regional Board for its consideration.

Diane Rozzano, 720 Virostko Road, asked when the environmental concerns will be dealt with.

Jeremy Holm, Manager of Current Planning, explained that the RDN has development permit areas that will have to be dealt with at the time of the zoning amendment and further reviewed at the time of subdivision.

Rae-Anne LaPlante, 510 Virostko Road, asked if they are building suites.

Harry May, Representative, Wessex Enterprises Ltd, the person who buys the lot may only put on one house. The feedback is that the buyers are expressing a desire to build two houses at the most.

Brian Kelly, Extension Road, asked when the RS2 zoning came into place?

Angela Buick, Planner, explained the surrounding RS2 zoning came into place when Bylaw 500 was adopted in 1987

Diane Rozzano, 720 Virostko Road, Can they have mobile homes on the proposed lot?

Wayne Hamilton, Owner, Wessex Enterprises Ltd, explained that Wessex Enterprises is planning to place a covenant on the property in order to not permit the placement of mobile homes on this lot if it approved for subdivision.

Chris Barfoot, 450 Virostko Road, asked what size of parcels can have suites under the proposed zoning.

Jeremy Holm, Manager of Current Planning, explained the secondary suites bylaw. Based on the size of the proposed lot, in this case, the lot would be large enough to have two suites under the secondary suites bylaw.

Chris Barfoot, 450 Virostko Road, stated that access is his biggest concern. In addition, he stated he would like to see more parks in general and in particular to this lot it would be great to see a park across from the park adjacent to the subject property.

Mike Smith, Lot 2 Midora Road, asked if the developer can limit the suites through a covenant. He also stated that if there were no suites allowed, then there would be less traffic.

Wayne Hamilton, Representative, Wessex Enterprises Ltd, commented that this could be an option for sure.

Meeting adjourned at 7:10

The Chair asked if there were any further questions or comments.

Being none, the Chairperson thanked those in attendance and announced that the Public Information Meeting was closed.

The meeting was concluded at 7:10 pm.



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Angela Buick  
Recording Secretary



**Attachment 6**  
**Proposed Amendment Bylaw No. 500.406, 2017**

**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 500.406**

**A Bylaw to Amend Regional District of Nanaimo  
Land Use and Subdivision Bylaw No. 500, 1987**

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.406, 2017”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:
  - 1. By rezoning the lands shown on the attached Schedule ‘1’ and legally described as  
  
**Parcel Z (DD K83923) Section 13, Range 1 and Sections 12 and 13, Range 2, Cranberry District,  
Except That Part In Plan VIP86100**  
  
from Comprehensive Development 19 (CD19) to Residential 2 - Subdivision District ‘J’ (RS2 J)

Introduced and read two times this 14<sup>th</sup> day of February 2017.

Public Hearing held this \_\_\_ day of \_\_\_\_\_ 20XX.

Read a third time this \_\_\_ day of \_\_\_\_\_ 20XX.

Adopted this \_\_\_ day of \_\_\_\_\_ 20XX.

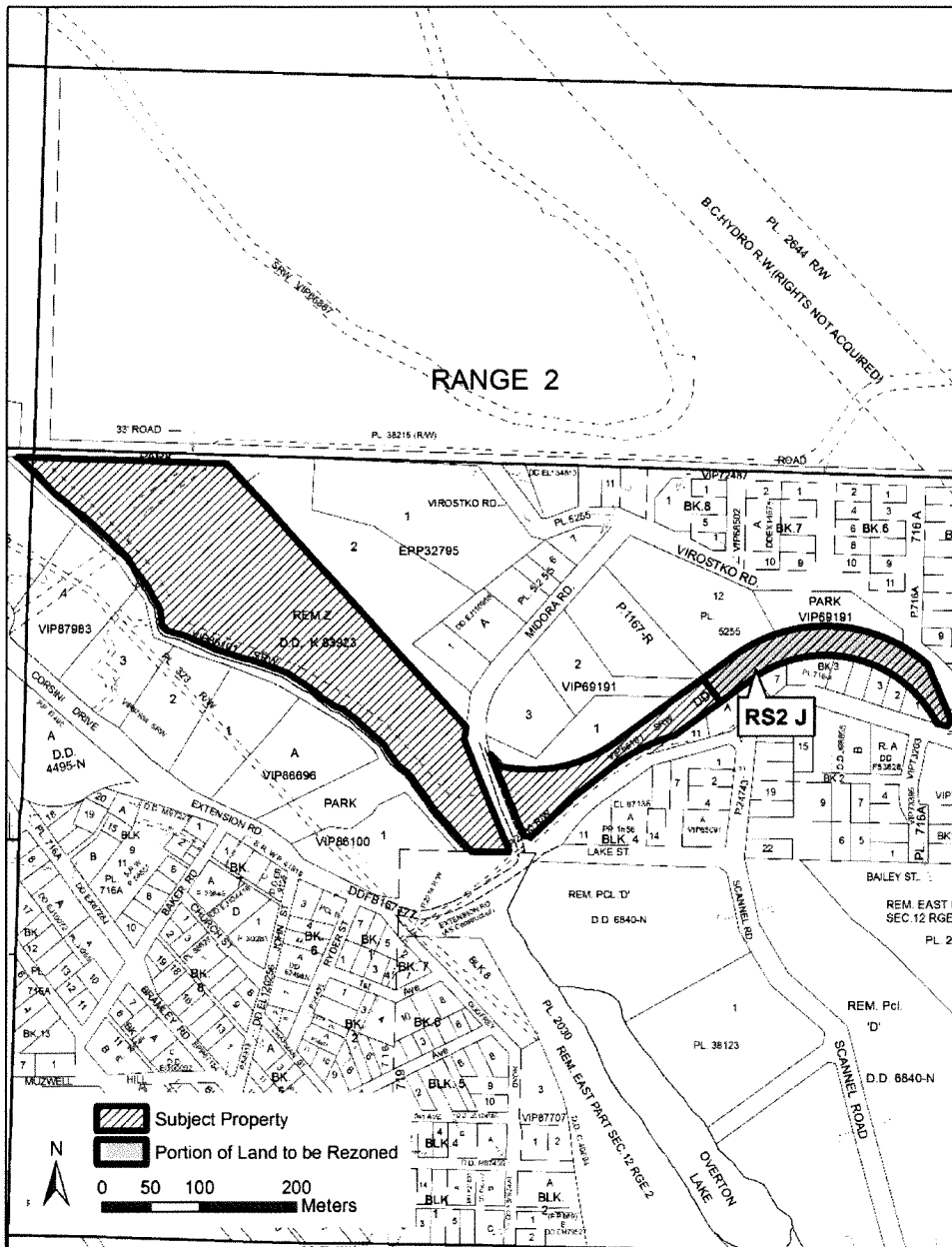
\_\_\_\_\_  
Chairperson

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

\_\_\_\_\_  
Chairperson

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

### Schedule '1'





bound by developed rural lots to the north, Cowland Road to the east, Anderson Avenue to the south and Crown land to the west.

### ***Proposed Development***

The applicant proposes to rezone the subject property from Rural 1 Zone (RU1), Subdivision District 'A' to a new Rural 1.1 Zone (RU1.1), Subdivision District 'D' to facilitate a future two lot subdivision (see Attachment 3 – Proposed Subdivision Plan). The zoning amendment is required to reduce the minimum parcel size from 20.0 hectares to 2.0 hectares to allow subdivision of the parcel and limit each parcel to one dwelling unit only.

The property is subject to the Environmentally Sensitive Features Development Permit Area for Aquifer and Watercourse Protection per the OCP, a development permit application will be required prior to the subdivision of the subject property.

The development is proposed to be serviced by individual wells and on-site septic systems. Access to and from the subject property will be from Anderson Avenue and Cowland Road.

### ***Official Community Plan Implications***

The subject property is designated Rural pursuant to the OCP. The Rural Lands designation supports a minimum parcel size of 2.0 hectares where a proposal meets the following criteria:

- a) Only one dwelling unit per parcel is permitted;
- b) A bare land strata subdivision is not proposed;
- c) No road frontage relaxation is required;
- d) No further road dedication to accommodate parcel frontage or additional parcels;
- e) A comprehensive plan for subdivision of the area being rezoned is provided with a report from a recognized professional with a geotechnical and hydrogeological experience indicating an assessment of the environmental suitability of the subdivision.

To satisfy the OCP criteria, the applicant is proposing to rezone from RU1 to a new RU1.1 Zone which will limit the number of dwelling units to one for parcels that are equal to or less than twice the minimum permitted parcel size as established by 'Schedule 4b Subdivision District – Minimum Parcel Sizes'. In addition, a Section 219 restrictive covenant shall be registered on the title prohibiting Bare Land Strata subdivision as per the Strata Property Act (see Attachment 2 – Conditions of Approval). Therefore, the proposed amendment is consistent with the OCP policies.

### ***Land Use Implications***

The existing Rural 1 Zone allows agriculture, aquaculture, home-based business, produce stand, silviculture, and residential use with two dwellings currently permitted on the subject parcel as it is greater than 2.0 hectares in area. The subject property currently contains two dwelling units, one of which is a mobile home with an addition.

The applicant proposes to rezone the property to a new RU1.1 zone which will allow the same permitted uses as the existing RU1 zone but will limit parcels that are less than or equal to twice the minimum parcel size to one dwelling unit per parcel. This will allow the second dwelling unit to continue to

conform to the density permitted under current zoning until such time that the parcel is subdivided. At the time of future subdivision new parcels will be limited to one dwelling unit each, consistent with OCP policy, and one of the existing dwelling units may have to be removed to conform with the new RU1.1 zone or potentially modified to meet the secondary suite regulations. In addition, the applicant proposes to amend the current Subdivision District from Subdivision District 'A' (20.0 hectare minimum parcel size) to Subdivision District 'D' (2.0 hectare minimum parcel size) (see Attachment 5 – Proposed Amendment Bylaw 500.407, 2016).

As per “Board Policy B1.21 Groundwater – Application requirements for rezoning of un-serviced lands”, the applicant will be required, prior to final adoption of the amendment bylaw, to register a covenant on title requiring the wells to be constructed and tested, and a report submitted to the RDN prior to final approval of subdivision (see Attachment 2 – Conditions of Approval). The applicant has submitted a Supply Well Pumping Test Results report prepared by H2O Environmental Ltd., dated November 22, 2016 which indicates that there should be no adverse impacts on local groundwater resources and that the existing well exceeds the minimum required volume of 3.5 m<sup>3</sup> per day.

### ***Intergovernmental Implications***

The application was referred to Island Health, Ministry of Transportation and Infrastructure (MOTI) and the local fire department for review and comment. The MOTI has granted preliminary approval for the rezoning provided that no additional drainage is directed to the Ministry’s drainage system and that all buildings or structures are to meet or exceed the minimum 4.5 metre setback. Island Health does not have any concerns with the application.

### ***Public Consultation Implications***

A Public Information Meeting was held on December 12, 2016. Two members of the public attended and no written submissions were received prior to the PIM (see Attachment 4 – Summary of Minutes of the Public Information Meeting).

### **ALTERNATIVES**

1. To proceed with Zoning Amendment Application No. PL2016-060, consider first and second reading of the Amendment Bylaw and proceed to public hearing.
2. To not proceed with the Amendment Bylaw readings and public hearing.

### **FINANCIAL IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal has no implications for the 2016 – 2020 Board Financial Plan.

### **STRATEGIC PLAN IMPLICATIONS**

Staff have reviewed the proposed development and note that the proposal is consistent with Board 2016-2020 Strategic Plan priorities related to economic health and the environment, recognizing the importance of water and the protection of the natural environment through the implementation Board Policy B1.21 and applicable DPA guidelines.



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Kristy Marks  
kmarks@rdn.bc.ca  
January 26, 2017

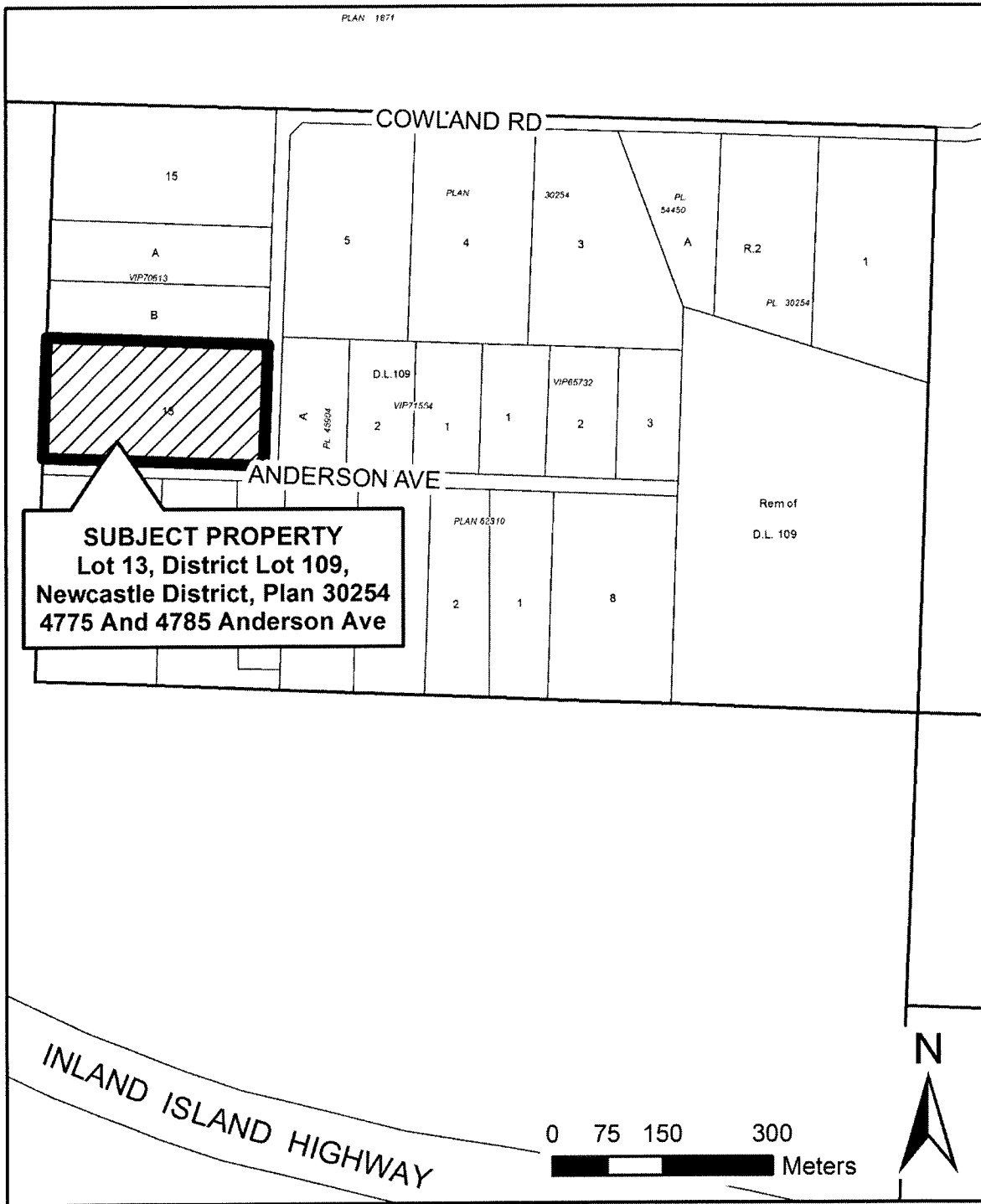
Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Subject Property Map
2. Conditions of Approval
3. Proposed Subdivision Plan
4. Summary of the Public Information Meeting
5. Proposed Amendment Bylaw No. 500.407, 2017

**Attachment 1**  
**Subject Property Map**





**Attachment 2**  
**Conditions of Approval**

The following is required prior to the “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.407, 2016” being considered for adoption:

1. The applicant shall register, at the applicant’s expense, a Section 219 Covenant on the property title requiring that the development of the land occur in a manner consistent with the Supply Well Pumping Test Results report prepared by H2O Environmental Ltd., dated November 22, 2016.
2. The applicant shall register, at the applicant’s expense, a Section 219 Covenant on the property title stating that the wells be constructed and tested, and a report from a Professional Engineer (registered in BC) be submitted to the Regional District of Nanaimo prior to final approval of subdivision in accordance with “Policy B1.21 Groundwater – Application requirements for rezoning of un-serviced lands”. No subdivision shall occur until such time that a report from a Professional Engineer (registered in BC) has been completed to the satisfaction of the Regional District of Nanaimo confirming that the wells have been pump tested and certified including well head protection, and that the water meets Canadian Drinking Water Standards.
3. The applicant shall register a Section 219 covenant on the property title prohibiting bare land Strata subdivision as per the *Strata Property Act*.



**Attachment 4**  
**Summary of the Public Information Meeting**  
**Held at Lighthouse Community Centre**  
**240 Lions Way**  
**December 12, 2016 at 6:30 pm**  
**RDN Application PL2016-060**

*Note: This summary of the meeting is not a verbatim recording of the proceedings, but is intended to summarize the comments and questions of those in attendance at the Public Information Meeting.*

There were two members of the public in attendance at this meeting.

**Present for the Regional District of Nanaimo:**

Director Veenhof, Electoral Area 'H' (the Chair)  
Jeremy Holm, Manager of Current Planning  
Kristy Marks, Planner handling the development application

**Present for the Applicant:**

Diane Alexander, Subject Property Owner

The Chair opened the meeting at 6:40 pm, outlined the evening's agenda, and introduced the RDN staff and the applicant(s) in attendance. The Chair then stated the purpose of the Public Information Meeting and asked RDN staff to provide background information concerning the development application.

Kristy Marks provided a brief summary of the proposed zoning amendment application, supporting documents provided by the applicant, and the application process.

The Chair invited questions and comments from the audience.

Doug Alexander, 575 Cowland Rd asked for clarification of the limitation of one dwelling unit per parcel.

Kristy Marks replied that the OCP allows re-zoning to 2.0 hectare minimum parcel size where the new parcels would be limited to one dwelling unit each.

Dave Simpson, 5525 Deep Bay Drive noted that he is on the Deep Bay Improvement District Board and asked about additional wells and if upgrades to existing wells would be required.

Jeremy Holm, replied that an additional well would be required for the new parcel and that the property owner may be required to upgrade the well and/or septic to meet current Island Health regulations. He also noted the requirements of Board Policy B1.21 Groundwater – Application requirements for rezoning of un-serviced lands.

Doug Alexander, 575 Cowland Rd asked if the well would have to be upgraded even though it's been in place for 25 years or more.

Jeremy Holm replied that upgrades may be required at the time of subdivision.

Director Veenhof commented that upgrades to existing wells are typically not expensive.

Jeremy Holm added that the applicants' hydrogeologist would let them know what, if any, upgrades are required to bring the well up to current standards.

Diane Alexander, owner asked if a new septic system would be required.

Jeremy Holm replied that would be determined through the subdivision process by Island Health and the MOTI.

Dave Simpson, 5525 Deep Bay Drive commented that a new septic system is quite expensive, typically between \$20,000 – 30,000.

The Chair asked if there were any further questions or comments.

Being none, the Chairperson thanked those in attendance and announced that the Public Information Meeting was closed.

The meeting was concluded at 6:55 pm.



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Kristy Marks  
Recording Secretary

**Attachment 5**  
**Proposed Amendment Bylaw No. 500.407, 2017**

**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 500.407**

**A Bylaw to Amend Regional District of Nanaimo  
Land Use and Subdivision Bylaw No. 500, 1987**

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.407, 2017”.
- B. “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:

1. Under **PART 3 LAND USE REGULATIONS, Section 3.1 Zones** by adding the following zoning classification and corresponding short title after Rural 1 (RU1) Zone:

Rural 1.1 (RU1.1)

2. By adding Section 3.4.81.1 (RU1.1)

as shown on Schedule ‘1’ which is attached to and forms part of this Bylaw.

3. By rezoning the lands shown on the attached Schedule ‘2’ and legally described as

Lot 13, District Lot 109, Newcastle District, Plan 30254

From Rural 1 Zone (RU1), Subdivision District ‘A’ to Rural 1.1 Zone (RU1.1) Zone, Subdivision District ‘D’

Introduced and read two times this \_\_\_ day of \_\_\_\_\_ 20XX.

Public Hearing held this \_\_\_ day of \_\_\_\_\_ 20XX.

Read a third time this \_\_\_ day of \_\_\_\_\_ 20XX.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this \_\_\_ day of \_\_\_\_\_ 20XX.

Adopted this \_\_\_ day of \_\_\_\_\_ 20XX.

\_\_\_\_\_  
Chairperson

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

\_\_\_\_\_  
Chairperson

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

**Schedule '1'**

Section 3.4.81.1

<b>R U R A L 1.1</b>				<b>RU1.1</b>
<b>Permitted Uses and Minimum Site Area</b>				
	Required Site Area with:			
<b>Permitted Uses</b>	<b>Community Water &amp; Sewer System</b>	<b>Community Water System</b>	<b>No Community Services</b>	
a) Agriculture	n/a	n/a	n/a	
b) Aquaculture	5000 m <sup>2</sup>	5000 m <sup>2</sup>	5000 m <sup>2</sup>	
c) Home Based Business	n/a	n/a	n/a	
d) Produce Stand	n/a	n/a	n/a	
e) Residential Use	n/a	n/a	n/a	
f) Silviculture	n/a	n/a	n/a	
g) Secondary Suite	n/a	n/a	n/a	

**Maximum Number and Size of Buildings and Structures**

- |   |  |
|---|--|
| 1) Accessory buildings  | combined floor area of 400m <sup>2</sup> |
| 2) Dwelling Units/parcel:   |  |
| a) on a parcel having an area greater than twice the minimum parcel size as established by Schedule '4B Subdivision District – Minimum Parcel Sizes'          | 2  |
| b) on a parcel having an area equal to or less than twice the minimum parcel size as established by Schedule '4B Subdivision District – Minimum Parcel Sizes' | 1  |
| 3) Height   | 9.0m                                     |
| 4) Parcel Coverage  | 25%                                      |





\_\_\_\_\_  
Chairperson

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

**Schedule '2'**



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**TO:** Electoral Area Services Committee      **MEETING:** February 14, 2017  
**FROM:** Paul Thompson      **FILE:** 6750.01  
          Manager of Long Range Planning  
**SUBJECT:** Southern Community Economic Development Service

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**RECOMMENDATIONS**

1. The Regional District of Nanaimo enter into an agreement with the Gabriola Island Chamber of Commerce to provide tourism promotion for Electoral Area 'B' for a period not exceeding six months at a rate of \$1,000 per month.
2. Staff report back to the next EASC on organizing strategic planning sessions for the purpose of determining the best option for providing economic development and tourism promotion for Electoral Areas 'A', 'B' and 'C' including budget implications and timelines.
3. The requisition for the Southern Community Economic Development Service be maintained for 2017.

**SUMMARY**

Future options are presented for developing a delivery model for the Southern Community Economic Development Service (SCED) for the two activities of economic development and tourism promotion. There is an opportunity to undertake strategic planning to examine the types of activities that should be provided for the service area and the best delivery model for the service. There is also an opportunity to develop a reporting paradigm that will clearly demonstrate if economic development and tourism promotion address the requirements of the participating electoral areas.

In the interim, there is an opportunity to provide tourism promotion in Electoral Area 'B' by entering into an agreement with the Gabriola Island Chamber of Commerce (GICC) on an interim basis until such time that the strategic planning process for tourism promotion is complete. The proposal is for the GICC to provide enhanced destination marketing for a period of six months to Electoral Area 'B', Gabriola Island.

## **BACKGROUND**

In November 2011 the Regional District of Nanaimo (RDN) established the Southern Community Economic Development Service through Bylaw 1648, 2011 (see Attachment 1). The purpose of this service was to promote economic development in Electoral Areas 'A', 'B' and 'C' (the service area). The bylaw allows the RDN to pay for this service by collecting property taxes in the service area. The maximum amounts to be collected each year started with \$125,000 in 2012 rising to a final annual maximum of \$191,000 in 2017. The bylaw also allows the RDN to enter into an agreement with an economic development corporation owned by a local government or to provide the service in another way.

In March of 2012 the RDN entered into an agreement with the NEDC to provide the service. The term of the agreement was 10 years, starting on April 1, 2012 and ending on March 31, 2022. From the initiation of the service until 2016 property taxes were collected each year from property owners in the service area and transferred to NEDC. The NEDC is no longer providing services to the SCED.

There is a need to examine how the service may be provided in the future. To that end the RDN Board adopted the following resolution at its January 24, 2017 meeting:

*That staff be directed to bring forward a report on options for the Southern Community Economic Development Service.*

Future delivery models must be clear on how the benefits to the service area will be quantified.

### ***Economic Development***

Economic development is an important service for developing a balanced community. As such, many local governments provide an economic development service, often in combination with tourism marketing. Providing economic development is consistent with both the RDN Strategic Plan 2016 - 2020 and the Regional Growth Strategy.

There are four general models that are used for economic development. For all of these models, both economic development and tourism promotion can be included or just economic development. Each model has its advantages and disadvantages.

The first model is as a department of the local government. In this model, the local government provides the majority of funding for the service. This is the model used by the Cowichan Valley Regional District and City of Port Alberni. The CVRD provides both economic development and tourism promotion while the City of Port Alberni focusses on economic development.

A second model is as a semi-independent economic development commission mandated by the local government. The majority of funding usually is provided by the local government. The society or local government owned corporation are two forms of this "arms-length" delivery model. This was the model used by the City of Nanaimo with the NEDC and is currently being used in the Comox Valley Regional District with the Comox Valley Economic Development Society.

A third model is for a Chamber of Commerce or other local organization to assume responsibility for economic development. This may or may not be with funding from the local government. An example is the Nelson and Area Economic Development Partnership in the West Kootenay.

The fourth model is the provision of grants as part of the economic development service. The economic development service provides funding to projects that further the goals of the service. While it is not part of a broader economic development service, the RDN's Northern Community Economic Development service is an example of an economic development activity which has been established as a grant program.

An economic development service, regardless of the delivery model, can provide a wide variety of services depending on the goals and objectives of the service. Some of the more common activities are: business investment and attraction; business retention and expansion; economic profile and market research statistics; small business support; education and training; and, specific programs for certain industries such as agriculture or green business.

Staff are recommending that a proposal be developed for the next EASC meeting that includes details on a strategic planning process that includes facilitation, stakeholder invites, cost and timeline.

### ***Tourism Promotion***

To obtain a better understanding of how tourism promotion is provided on Vancouver Island, staff had discussions with Tourism Vancouver Island, the Parksville Qualicum Beach Tourism Association, the Gabriola Island Chamber of Commerce and the City of Nanaimo. In addition, the models utilised by the adjacent regional districts of Cowichan Valley, Alberni Clayoquot and Comox Valley were examined.

The general aim of tourism promotion is to increase the economic benefits that flow from tourism to the region. Tourism promotion in British Columbia is generally undertaken at three levels. At the provincial level, Destination BC markets the whole province and contracts with regional destination marketing organizations to undertake tourism marketing at the regional level. Tourism Vancouver Island provides this service for Vancouver Island north of greater Victoria. The third level of promotion is the community level. For example, Cowichan Valley Regional District and the Comox Valley Regional District are responsible for tourism promotion in those areas. In the School District 69 portion of the RDN the Parksville Qualicum Beach Tourism Association is the Community Destination Marketing Organization (CDMO). For the City of Nanaimo and Mount Waddington Regional District, Tourism Vancouver Island provides destination marketing on a contract basis. On Gabriola Island, the Gabriola Island Chamber of Commerce has been providing some aspects of destination marketing.

Tourism destination marketing can involve a wide variety of activities. Some of the most common are destination development, destination marketing, convention sales, and visitor services. Each CDMO determines the types of activities they will undertake. Often, Tourism Vancouver Island will work with the CDMO to develop a strategic plan to determine the types of activities they will focus on for a set period of time.

### ***Strategic Plan Exercise***

With input from a comprehensive group of stakeholders representing organizations with an interest in tourism, the City of Nanaimo, District of Lantzville, Tourism Vancouver Island and Gabriola Island Chamber of Commerce, and by examining how other communities are delivering tourism promotion, develop a strategy for the delivery of tourism promotion in Electoral Areas 'A', 'B' and 'C'. Planning for the meeting could start at the end of February. The process will require facilitation. The aim of the

exercise is to determine the best way to deliver tourism promotion for Electoral Areas 'A', 'B' and 'C' and how the service will be delivered.

The strategic planning process needs to determine the following: the best model to provide the service; the types of tourism promotion activities to include in the service; alignment with services provided by other destination marketing organizations including the GICC, Tourism Vancouver Island and Destination BC; based on the model chosen, who should provide the service; and, alignment with the RDN Board Strategic Plan.

The strategic planning should be led by someone who is an expert in tourism promotion. The GICC has identified Community Futures to run a process on their behalf. Other options are available such as Tourism Vancouver Island or a consultant. Staff are recommending that a proposal be developed for the next EASC meeting that includes details on a strategic planning process that includes facilitation, stakeholder invites, cost and timeline.

### ***Tourism Promotion in Electoral Area 'B'***

In conversation with the Director of Electoral Area 'B', the Gabriola Island Chamber of Commerce has expressed an interest to enter into an agreement with the Regional District of Nanaimo to provide destination tourism marketing for Electoral Area 'B'. The GICC has proposed to provide tourism marketing on an interim basis and to hold a strategic planning process to determine a service model for the longer term.

The proposal to provide tourism marketing in Electoral Area 'B' does not include tourism promotion for Electoral Areas 'A' and 'C'. Both GICC and PQBTA have indicated that they are not able to provide this service at this time. Other options to explore for Electoral Areas 'A' and 'C' may be to utilise the services of Tourism Vancouver Island or to investigate the opportunity to partner with the City of Nanaimo.

As there is a need to maintain tourism marketing services for the 2017 tourism season and there is a qualified organization available to undertake these services on an interim basis for Electoral Area 'B', staff are recommending that the proposal by GICC to provide tourism marketing for Gabriola Island be approved.

### ***City of Nanaimo***

The City will be developing new models for delivery of economic development and tourism promotion. RDN staff have been in contact with City of Nanaimo staff and the RDN is encouraged to participate in strategic planning processes. As participation in the City of Nanaimo programs for economic development and tourism promotion may be an option for the SCED, staff are recommending that the RDN participate in the strategic planning sessions hosted by the City of Nanaimo for the delivery of economic development and tourism promotion.

## **ALTERNATIVES**

1. That the Board enter into an agreement with the Gabriola Island Chamber of Commerce to provide tourism marketing for Electoral Area 'B' on an interim basis, and endorse the coordination of strategic planning sessions for the delivery of economic development and tourism promotion for the Southern Communities Economic Development Service.

2. That the Board direct staff to continue to explore additional options for the delivery of the Southern Communities Economic Development Service.

### **FINANCIAL IMPLICATIONS**

The SCED is an established service with a set amount of money that can be requisitioned each year. The funds can be used by the RDN or they can be transferred to another organization to provide the service. The bylaw also does not set a minimum amount of money to requisition as it only sets a maximum amount which is \$191,000. The bylaw also allows for the costs of the service to be paid for through other methods such as charges and fees or the raising of revenues through other means.

Should the Board approve proceeding to organizing strategic planning sessions, staff will come back with a more detailed proposal for the strategic planning processes with an estimate of the costs. Staff are recommending that the full requisition for the service be made this year in anticipation of costs related to the interim provision of tourism marketing on Gabriola Island, the strategic planning sessions and potential costs for delivery of the service as a result of the strategic planning sessions. Funds not spent in 2017 can be put in a reserve fund and used at a later date.

#### ***Proposal by Gabriola Island Chamber of Commerce***

For the proposal by GICC to provide interim tourism marketing, the request is \$1,000 per month for five months for a total of \$5,000 (see Attachment 2). The GICC proposal also identifies additional costs for advertising and design. These costs are unknown at this time but will be developed by GICC should they get approval to proceed with tourism marketing for Gabriola Island. Should the Board approve the RDN entering into an agreement with the GICC then these costs will be developed by GICC and will be included in the next staff report.

A further amount of up to \$10,000 is also being requested to undertake a targeted participatory strategic planning session aimed at industry and business stakeholders on Gabriola Island. The GICC has identified Community Futures Central Island as the organization to lead this process. A portion of this amount may also be provided by the Island Coastal Economic Trust. This means that the cost of a strategy just for Electoral Area 'B' is estimated at \$10,000. Note that the total cost of \$15,000 is within the amount requisitioned from Electoral Area 'B'. Staff are recommending that a decision on funding a strategic planning session for tourism promotion on Gabriola Island be considered within the context of a larger strategic planning session for the entire service area. This will be discussed in the next staff report which will outline the costs and timeline for the two strategic planning processes.

### **PROCESS IMPLICATIONS**

A new agreement with another service provider will require approval from the Board. Amending the bylaw, should that be required, and entering into an agreement with another service provider are considered to be decisions related to operating and administering the service and are made by the Directors of the service area.

Outside of the limit on the tax requisition, there are no restrictions on how the service is provided. The RDN can use a third party to provide the service.

## STRATEGIC PLAN IMPLICATIONS

A focus on Economic Health is one of the strategic priorities in the RDN Strategic Plan 2016 - 2020. In particular, the strategic plan directs that the RDN will foster economic development and support traditional industries including tourism. An examination of how economic development could be promoted in Electoral Areas 'A', 'B' and 'C' could be considered. As the SCED service still exists, an alternative model for the service could be created and established. These are options that are best explored through a strategic planning process(es).

The RDN Strategic Plan 2016 - 2020 can be used to guide the development of strategic plans for tourism promotion and economic development.



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Paul Thompson  
[pthompson@rdn.bc.ca](mailto:pthompson@rdn.bc.ca)  
February 6, 2017

### Reviewed by:

- G. Garbutt, General Manager Strategic and Community Development
- W. Idema, Director of Finance
- P. Carlyle, Chief Administrative Officer

### Attachments

1. Southern Community Economic Development Service Establishing Bylaw No. 1648, 2011
2. January 18, 2017 letter from Gabriola Island Chamber of Commerce

**Attachment 1**

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1648**

**A BYLAW TO ESTABLISH THE SOUTHERN COMMUNITY  
ECONOMIC DEVELOPMENT SERVICE**

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

AND WHEREAS the Board of the Regional District of Nanaimo wishes to establish a service for the purpose of economic development;

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

AND WHEREAS participating area approval in each participating area has been obtained under section 801.5 of the *Local Government Act*.

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

**1. Service**

- (a) The service established by this bylaw is the Southern Community Economic Development Service (the “Service”) for the purpose of promoting economic development in the service area or that may benefit the service area;
- (b) Without limiting the scope of the service referred to in paragraph (a), for the purpose of the service the Regional District may enter into an agreement with an economic development corporation owned by a local government.

**2. Boundaries**

The boundaries of the service are coterminous with the boundaries of Electoral Areas ‘A’, ‘B’ and ‘C’.

**3. Participating Areas**

The participating areas for the service are Electoral Areas ‘A’, ‘B’ and ‘C’.

**4. Cost Recovery**

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



- (a) property value taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (b) parcel taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (c) fees and charges imposed under section 363 of the *Local Government Act*;
- (d) revenues raised by other means authorized by the *Local Government Act* or another Act;

5. **Maximum Requisition**

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

One Hundred and Twenty-Five Thousand (\$125,000.00) Dollars in 2012, increasing by Thirteen Thousand (\$13,000.00) Dollars per year to a maximum of One Hundred and Ninety-One Thousand (\$191,000.00) Dollars in 2017 and each subsequent year.

6. **Citation**

This bylaw may be cited for all purposes as the "Southern Community Economic Development Service Establishing Bylaw No. 1648, 2011".

Introduced and read three times this 4th day of October, 2011.

Received the approval of the Inspector of Municipalities this 18<sup>th</sup> day of November, 2011.

Adopted this 22<sup>nd</sup> day of November, 2011.

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION

## Attachment 2



January 18, 2017

Howard Houle, Director Area B  
Regional District of Nanaimo  
Via email Howard.Houle@rdn.bc.ca

Dear Howard,

Further to our discussions regarding the discontinuation of the Regional District Southern Community Economic Development Service Agreement, the Gabriola Island Chamber of Commerce has been considering what might be the best plan for the use of the dollars that could be available for the economic development of Gabriola.

While we continue to get more specific information and input from resources that would be useful in this planning process, outlined below are our recommendations for your consideration and our further discussion.

**Recommendation 1:** The Gabriola Island Chamber of Commerce to assist the Regional District of Nanaimo, as it sees appropriate, in finding the best way to use these resources to support the economic wellbeing and development of Gabriola.

- This clearly fits well within the mandate and focus of our organization. As such, our existing board and staff have the expertise to assist the RDN in this planning process.
- The Bylaws define the objectives of the organization to be “to promote and improve trade and commerce and the economic health of the district”.
- Through the Economic Readiness study the Chamber did last year, some 600 Gabriolan entrepreneurs provided feedback that:

The role of the Chamber should be to:

- a. Give Gabriola entrepreneurs the strength and resources to thrive
- b. Support Gabriolan business owners through creating access to opportunities, including:
  1. Networking, mentorship, and connecting to resources
  2. Education – for you and for your staff
  3. Promotion – to provide opportunity for both increased business and possible investment/financing
- c. Generate pride in being part of Gabriola’s community of businesses.

**Recommendation 2:** The Gabriola Island Chamber of Commerce, effective February 1, 2017, be charged with determining and taking over, as much as possible, the tourism marketing activities that have been being managed by Tourism Nanaimo on Gabriola’s behalf. This is a short-term recommendation to ensure we do not lose momentum while we undertake a planning session (see recommendation 3) in which we determine/confirm the long-term tourism marketing and development priorities and how best to manage them.

www.gabriolaisland.org

Gabriola Chamber of Commerce

January 18, 2017

- With the dismantling of Tourism Nanaimo effective January 31<sup>st</sup>, it is critical that Gabriola pick up, as soon as possible, the efforts that will be discontinued.
- Given the Gabriola Chamber's existing role in marketing the island, as well as the work they have done collaborating with Tourism Nanaimo, Destination BC and through the other Chambers and their Visitor Centres, it would make a great deal of sense for the Chamber to take on the increased role in promoting Gabriola.
- The Chamber should:
  1. Immediately assume the responsibility for social media marketing for the island on a month by month contractual basis.
  2. The Chamber should develop a budget/marketing plan to present to the RDN for any advertising/marketing expenses that would be critical to be done over the next 4-6 months as we work through Recommendation 3 (determine the long-term structure and budget for the tourism arm of Gabriola.)

**Recommendation 3: Undertake a targeted participatory strategic planning session aimed at industry and business stakeholders.**

The goals are to:

a) engage the entrepreneurial community and seek input to confirm the tourism and economic key priorities of the Island in the context of the recommendations of the Gabriola Economic Readiness Project Report; March 2016, and

b) to direct resources in initiatives that foster positive outcomes for the island's economy within the agreed upon priorities.

- To be successful this process must:
  - Adapt and incorporate findings from the Gabriola Economic Readiness Project Report. Much time and energy was placed in the creation of this report and fantastic foundational learnings were reported. From that the Gabriola Chamber has based much of its past year's work towards accomplishing recommendations made in the report. Let's build on those accomplishments and recommendations.
  - Have community, stakeholder and regional government engagement. The final structure and plan needs to be one that the community sees as being fair, with proper oversight/accountability, and results oriented with a clear mandate.
  - Utilize high quality facilitators and entrepreneurs with strong expertise and understand that both the process and the plan need to fit within the reality of our community and resources. It is important that we engage community leaders and entrepreneurs to create a doable and impactful strategy for economic development on Gabriola. Industry experts are needed to facilitate this process and prepare a living document that we can implement.
  - If completed, adapt and incorporate findings from the Commercial Demand Survey planned for Spring, 2017, if funded by the BC Rural Dividend Program.
  - Be aware of the Guiding Principles and major themes and priorities coming out of the Village Vision process.

- Identify what are Gabriolans' economic priorities, what activities should they be engaging in, and why the importance of such actions.
- Identify how resources are allocated.
- Identify strategic partners that can leverage both financial and human resources.
- Compile findings to create a realistic and doable 3-year strategic plan outlining priorities, key activities, ownership and resource allocations.

**Budget:**

**Recommendation 1 & 2 .....\$ 5,000.00**

Note: \$1000.00 per month based on an anticipated 5-month transition period.

Note: This reflects the man-hours required to manage both the uptake in tourism marketing work as well as the work required to properly manage and communicate the process we will be undergoing. This would be in place until the work from the strategic planning session is completed, agreed upon and ready for implementation.

Note: Any advertising/design etc. costs would be over and above this. Once Recommendation 1 & 2 are agreed upon, a budget of any such costs recommended for the next 5 months would be presented for approval.

**Recommendation 3..... \$ 10,000.00**

Note: The Chamber has had initial conversations with Island Coastal Economic Trust who indicate that it is likely that we would be approved for a matching fund grant under the Economic Readiness Program. (est. \$5000.00)

**TOTAL        \$ 10,000.00 - \$ 15,000.00**

plus advertising/design cost tbd..... \$ unknown

Howard, on behalf of the Chamber we are looking forward to continuing to work with you on this.



Gloria Hatfield, President  
Gabriola Island Chamber of Commerce



# Gabriola Lions Club

PO Box 261  
Gabriola, BC V0R 1X0  
[www.lions.gabriola.org](http://www.lions.gabriola.org)

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Howard Houle  
Director, Electoral Area B  
Regional District of Nanaimo  
1070 North Road  
Gabriola Island, BC V0R 1X3

12 October, 2016

## **REQUEST FOR STORAGE SPACE AT ROLLO McCLAY PARK**

The Gabriola Lions Club has been sharing a “goat barn” storage room with the Gabriola Commons on their property for several years but the area has become too small to meet our collective needs. Both organizations storage requirements have increased with the result that access to our respective stores has become restricted. In addition, additional items such as tents and medical support equipment are being stored in members’ garages and basements. The Gabriola Commons is unable to provide the requisite larger space at this time.

The Gabriola Lions Club owns folding chairs, collapsible tables, a hygienic wash station, two barbeques and several tents which, with the exception of our annual concert and pancake breakfast, are loaned to other Gabriola clubs and organizations. In addition, the Club owns a hospital bed and an electric motor scooter that it loans out at no charge to enable Gabriolans with medical conditions to recover in their own homes. For private events, the Lions Club charges a small fee to maintain the items but most organizations use our tables, chairs, tents, etc. for free. The Gabriola Lions Club does not own or control any buildings or real estate at this time.

To collocate all of the Lions material in one location we require approximately 200 square feet. I contacted the Gabriola Recreation Society to determine if any space was available in the portable classroom located behind the Concession Building on Rollo McClay Regional Community Park but was told that all of the floor space is currently in use. The Gabriola Lions Club would therefore like to propose the construction of storage building of appropriate size adjacent to the portable classroom on the Rollo McClay park. The building could be a wood framed or a prefabricated structure on a concrete slab or a 20-foot shipping container on a suitable foundation. The cost of construction and ongoing maintenance would be borne entirely by the Gabriola Lions Club. Any structure would be built in accordance with applicable building codes and environmentally guidelines. The type of structure and construction details will be determined only after full discussion and agreement with the RDN.

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The Gabriola Lions Club appreciates that permission for us to own a storage facility at Rollo McClay might open the RDN to a flood of requests from other Gabriola clubs and organization for similar consideration. It should be noted, however, that the Lions Club is unique on Gabriola in that Lions are not permitted to benefit from their membership in the organization. The Lions Club exists for the sole benefit of the citizens of Gabriola and the Island's charitable organizations.

Please contact me at your convenience to further discuss this request. You can reach me by email at [dgcavill@shaw.ca](mailto:dgcavill@shaw.ca) or by phone at 250 247-8929. I look forward to hearing from you soon.

Yours sincerely,

Douglas Cavill  
Past President  
Gabriola Lions Club

**From:** [McCulloch, Elaine](#)  
**To:** [Harvey, Ann-Marie](#)  
**Subject:** FW: Bell's Landing  
**Date:** Monday, January 23, 2017 1:59:10 PM

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**From:** John Woods  
**Sent:** Sunday, January 22, 2017 12:02 PM  
**To:** McCulloch, Elaine  
**Cc:** Mike Hoeinghaus  
**Subject:** Re: Bell's Landing

I am on the board of the Gabriola Power Squadron and a year ago we took on the project of finding one or more sites on Gabriola which could accommodate a permanent and proper boat launch. The Board's instructions were one at the north end and one at the south end. In the summer of 2015 we identified 8 possible sites and then through the winter of 2015/2016 narrowed that down to 2 sites with a priority on Bells Landing. During this period of time I consulted with both Rick Jackson, the Gabriola Island Fire Chief and the RCMP. Both were very much in favor of such an initiative. And one of the sites Chief Jackson identified which warranted further investigation was Bell's Landing. I then contacted Randy Young who approached the Power Squadron in the spring of 2016 regarding this very same site and the need to do some work there to maintain and improve its accessibility for the locals that had been using it as a boat launch when tides were appropriate. Subsequently Mr. Young using his engineering background did a possible plan to show how the existing paved area could accommodate vehicle and trailer parking. The text of which is pasted below and the map attached.

I also spoke with Kerry Hobbs a former employee of the Department of Fisheries and Oceans where she specialized in shell fish. As a long time resident of Gabriola she was well aware of the foreshore environment adjacent to Bell's Landing and indicated that she saw no obvious concerns that DFO might find with the area.

We would now like to bring this proposal forward to the Regional District of Nanaimo as the lead government agency for such a project. Which we envision as a community project involving several different organizations with the Gabriola Power Squadron simply taking the lead as an organizing body. I apologize not being able to make this presentation in person but I am out of the country at the time of your meeting.

Thank you for your consideration.

John Woods  
Board Member Gabriola Power Squadron

From Randy Young:

Attached is a map for eight 10ft. x 35ft. parking spaces at Bell's Landing, arranged at 45 degrees along the north paved edge, but leaving the trees along the north side. Two more spaces could be installed parallel to the south pavement edge, but I don't think they would be necessary. The south side has a ditch and a grass area space 20 to 30 ft. to the property boundary. The wider back of the property allows a 65ft. turn-around before the ramp to the beach. The park bench and garbage can hidden in the trees are still in good condition.

Thanks,  
Randy Young





**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, FEBRUARY 14, 2017 AT 4:00 PM IN THE  
RDN BOARD CHAMBERS**

**In Attendance:**

Director W. Veenhof	Chairperson
Director I. Thorpe	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
Director B. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director B. Colclough	District of Lantzville
Alternate	
Director N. Horner	Town of Qualicum Beach

**Regrets:**

Director J. Kipp	City of Nanaimo
Director W. Pratt	City of Nanaimo
Director B. Yoachim	City of Nanaimo
Director T. Westbroek	Town of Qualicum Beach

**Also in Attendance:**

P. Carlyle	Chief Administrative Officer
R. Alexander	Gen. Mgr. Regional & Community Utilities
G. Garbutt	Gen. Mgr. Strategic & Community Development
T. Osborne	Gen. Mgr. Recreation & Parks
D. Trudeau	Gen Mgr. Transportation & Emergency Planning Services
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 Director Horner to the meeting.

**FINANCE**

**2017 Budget and Financial Plan.**

Staff presented an overview of the 2017 – 2021 Financial Plan to the Board highlighting recent updates, tax requisition and allocations, revenues, and consolidated operating, debt and capital expenditures.

MOVED Director Hong, SECONDED Director Stanhope, that the return of the Island Corridor Foundation requisition through the Grants-in-Aid Service be split over 2017 and 2018 in equal installments.

DEFEATED

**ADJOURNMENT**

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

CARRIED

TIME: 5:22 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, FEBRUARY 14, 2017 AT 7:08 PM IN THE  
RDN BOARD CHAMBERS**

**In Attendance:**

Director W. Veenhof	Chairperson
Director I. Thorpe	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director B. McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Alternate	
Director G. Fuller	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director B. Colclough	District of Lantzville
Alternate	
Director N. Horner	Town of Qualicum Beach

**Regrets:**

Director J. Stanhope	Electoral Area G
Director J. Kipp	City of Nanaimo
Director W. Pratt	City of Nanaimo
Director B. Yoachim	City of Nanaimo
Director T. Westbroek	Town of Qualicum Beach

**Also in Attendance:**

P. Carlyle	Chief Administrative Officer
R. Alexander	Gen. Mgr. Regional & Community Utilities
G. Garbutt	Gen. Mgr. Strategic & Community Development
T. Osborne	Gen. Mgr. Recreation & Parks
D. Trudeau	Gen Mgr. Transportation & Emergency Planning Services
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.

## **COMMITTEE OF THE WHOLE MINUTES**

**Minutes of the Regular Committee of the Whole meeting held Tuesday, January 10, 2017.**

MOVED Director Lefebvre, SECONDED Director Horner, that the minutes of the Regular Committee of the Whole meeting held Tuesday, January 10, 2017, be adopted.

CARRIED

## **CORPORATE SERVICES**

**Regional District of Nanaimo Name Change.**

MOVED Director Horner, SECONDED Director McPherson, that the Minister of Community, Sport & Cultural Development be advised that the Regional District of Nanaimo will be undertaking a public process for the renaming of the Regional District.

DEFEATED

MOVED Director Horner, SECONDED Director McPherson, that the Chair appoint three Directors to a Select Committee for the purpose of investigating and implementing a name change for the Regional District of Nanaimo.

DEFEATED

MOVED Director Horner, SECONDED Director McPherson, that a consultant be engaged to assist with the rebranding and renaming process for the Regional District of Nanaimo, and that \$100,000 be added to the 2017 Budget for this purpose.

DEFEATED

## **REGIONAL AND COMMUNITY UTILITIES**

**Bylaw No. 1170.05 - San Pareil Water Service Area Expansion, Electoral Area 'G'.**

MOVED Director Rogers, SECONDED Director Fell, that the Board give three readings to "San Pareil Water Supply Local Service Area Amendment Bylaw No. 1170.05, 2017".

CARRIED

**Engineering Services for Preliminary Design of the French Creek Pollution Control Center Stage 4 Expansion Project.**

MOVED Director Lefebvre, SECONDED Director Colclough, that the Board award AECOM the Preliminary Design of the Stage 4 Expansion to the French Creek Pollution Control Centre (FCPCC).

CARRIED

MOVED Director Lefebvre, SECONDED Director Colclough, that the Board approve a total budget of \$429,277 to complete the Preliminary Design phase of the Project.

CARRIED

**NEW BUSINESS**

**Regional District of Nanaimo Name Change.**

MOVED Director McKay, SECONDED Director Horner, that staff be directed to determine the process and total anticipated costs for changing the name of the Regional District of Nanaimo.

DEFEATED

**Directors' Roundtable**

Directors provided updates to the Board.

**IN CAMERA**

MOVED Director McKay, SECONDED Director Lefebvre, that pursuant to Sections 90 (1) (a), (e), (j), (k), and (m) of the *Community Charter* the Committee proceed to an In Camera Meeting for discussions related to Board appointments, land acquisition, third-party business interests, a proposed service, and intergovernmental relations.

CARRIED

TIME: 7:39 PM

**ADJOURNMENT**

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

CARRIED

TIME: 8:56 PM

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CHAIRPERSON

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CORPORATE OFFICER

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**TO:** Committee of the Whole                                   **MEETING:** February 14, 2017

**FROM:** Chris Midgley  
Manager, Water Services & Asset Mgmt.                                   **FILE:** 5500-22-SP-01

**SUBJECT:** Bylaw No. 1170.05- San Pareil Water Service Area Expansion, Electoral Area 'G'

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**RECOMMENDATION**

That the Board give three readings to "San Pareil Water Supply Local Service Area Amendment Bylaw No. 1170.05, 2017".

**SUMMARY**

The owners of 935 and 939 Shorewood Drive, located in the San Pareil neighbourhood of Electoral Area 'G' have petitioned the RDN to join the San Pareil Water Service Area. Enabling this to proceed requires an amendment to the service area boundary. There is adequate water supply and storage capacity to accommodate the two parcels in the water service. All infrastructure required to service the two parcels will be paid for by the owners of 935 and 939 Shorewood Drive. Once complete, ownership of the infrastructure will be transferred to the Regional District of Nanaimo through a legal transfer agreement. Amending the service area boundary is justified based on health and environmental considerations as groundwater in the area is under direct influence of surface water. This elevates the risk of contamination from pathogens commonly found in surface water. There are no direct financial implications to the Regional District of Nanaimo for amending the service area boundary, however including the two parcels in the service area can reduce infrastructure costs for future capital projects, while also improving the efficiency of the service area by sharing existing operations and maintenance costs across a larger number of parcels. Amending the San Pareil Water Service Area also advances the Board Strategic Priority to Focus on Service and Organizational Excellence.

**BACKGROUND**

The San Pareil Water Service Area (SPWSA) includes 289 parcels in the San Pareil neighbourhood. There are an additional 43 parcels within the neighbourhood that are not in the service area, including 935 and 939 Shorewood Drive (see Attachment 1: Location Plan). The owners of 935 and 939 Shorewood Drive (the Subject Properties) have petitioned the Regional District of Nanaimo (RDN) to join the SPWSA. Incorporating the Subject Properties in the SPWSA requires an amendment to the service area boundary as established in the *San Pareil Water Supply Local Service Area Establishment Bylaw No. 1170, 1999*. An amendment bylaw to include the Subject Properties, *San Pareil Water Supply Local Service Area Bylaw Amendment No. 1170.05, 2017* is attached for consideration.

There is sufficient water supply and storage capacity to include the 43 unconnected properties in the SPWSA, including the properties at 935 and 939 Shorewood Drive. A 200mm diameter (8-inch) water main is located at the corner of Shorewood Drive and Juniper Road, in close proximity to the subject properties. The owners have agreed to extend this infrastructure at their expense in order to service the Subject Properties. Extension of the water main will be subject to the preparation of engineering

drawings at the owners' expense; review and acceptance by the RDN Project Engineer for Water Services; construction supervision; and submission of as-built drawings.

The Electoral Area 'G' Official Community Plan does not support the expansion of existing service areas outside of the Urban Containment Boundary (UCB) except to address health and environmental concerns. The San Pareil Neighbourhood is not in a designated UCB, however groundwater in the San Pareil neighbourhood is under direct influence of surface water. This increases the risk of pathogens in groundwater and is the reason for upgrading water treatment in the SPWSA to include ultraviolet (UV) treatment. This provides the necessary justification for including the Subject Properties in the water service area.

In the absence of a connection to the community water supply, these properties must be serviced with individual drinking water wells and septic disposal fields. The owners of 935 and 939 Shorewood Drive intend to develop single family residential dwellings on each of the two parcels in 2017.

### ALTERNATIVES

1. Amend the San Pareil Water Supply Local Service Area boundary to include 935 and 939 Shorewood Drive in the San Pareil Water Service Area.
2. Do not amend the San Pareil Water Supply Local Service Area boundary to include 935 and 939 Shorewood Drive in the San Pareil Water Service Area, or provide alternate direction to staff.

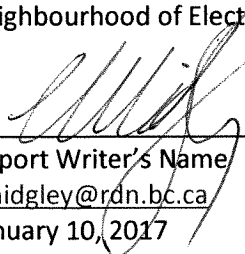
### FINANCIAL IMPLICATIONS

If the Subject Properties are approved for inclusion, the watermain extension and related infrastructure to be paid for by the developer will become an RDN asset through a legal transfer agreement. This work can reduce the capital cost of infrastructure for future boundary amendments should they proceed. In addition, by adding parcels to the service area the parcel tax requisition for the SPWSA will be shared by a larger number of parcels. In the case of the SPWSA, two additional parcels will reduce the parcel tax for all parcels in the service area by an estimated \$3.17, or 0.7%, based on the revised budget for 2017.

A \$300 Boundary Amendment Fee is payable pursuant to Regional District of Nanaimo Planning Services Fees and Charges Bylaw No. 1259, 2002. This fee has already been paid by the owners of the Subject Properties. If the Subject Properties are not included into the SPWSA, the property owners will be required to locate an alternative water supply.

### STRATEGIC PLAN IMPLICATIONS

Including the Subject Properties in the SPWSA advances the Board Strategic Priority to Focus on Service and Organizational Excellence. The provision of water is a core service provided by the RDN. The addition of two properties in the SPWSA will result in better quality water for the two parcels when compared to groundwater wells, and will increase the efficiency with which the service is delivered by sharing the same costs for operations and maintenance over a greater number of parcels. This represents a more effective and more efficient delivery of the water service in the San Pareil neighbourhood of Electoral Area 'G'.

  
\_\_\_\_\_  
Report Writer's Name  
cmidgley@rdn.bc.ca  
January 10, 2017

Reviewed by:

- C. Midgley, Manager, Water Services & Asset Mgmt.
- R. Alexander, General Manager, Regional & Community Utilities
- P. Carlyle, Chief Administrative Officer

Attachments

1. Location Plan
2. San Pareil Water Service Area Bylaw Amendment No. 1170.05, 2017



Attachment 1: Location Plan



Attachment 2: San Pareil Water Service Area Bylaw Amendment No. 1170.05, 2017

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1170.05**

**A BYLAW TO AMEND THE BOUNDARIES OF THE  
SAN PAREIL WATER SUPPLY LOCAL SERVICE AREA**

WHEREAS the Regional District of Nanaimo established the San Pareil Water Service pursuant to Bylaw No. 1170, cited as "San Pareil Water Supply Local Service Area Establishment Bylaw No. 1170, 1999";

AND WHEREAS the Board of the Regional District of Nanaimo wishes to extend the boundaries of the service area to include the lands shown outlined in black on Schedule 'B' of this bylaw and legally described as:

- Lots 1 and 2, District Lot 1, Nanoose Land District, Plan 21190;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with Section 349 of the *Local Government Act*;

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

**1. Amendment**

"San Pareil Water Supply Local Service Area Establishment Bylaw No. 1170, 1999" is amended as follows:

- a) By deleting Schedule 'A' and replacing it with the Schedule 'A' attached to and forming part of this bylaw.

**2. Citation**

This bylaw may be cited for all purposes as the "San Pareil Water Supply Local Service Area Amendment Bylaw No. 1170.05, 2017".

Introduced and read three times this 14th day of February, 2017.

Adopted this \_\_\_ day of \_\_\_\_\_ 2017.

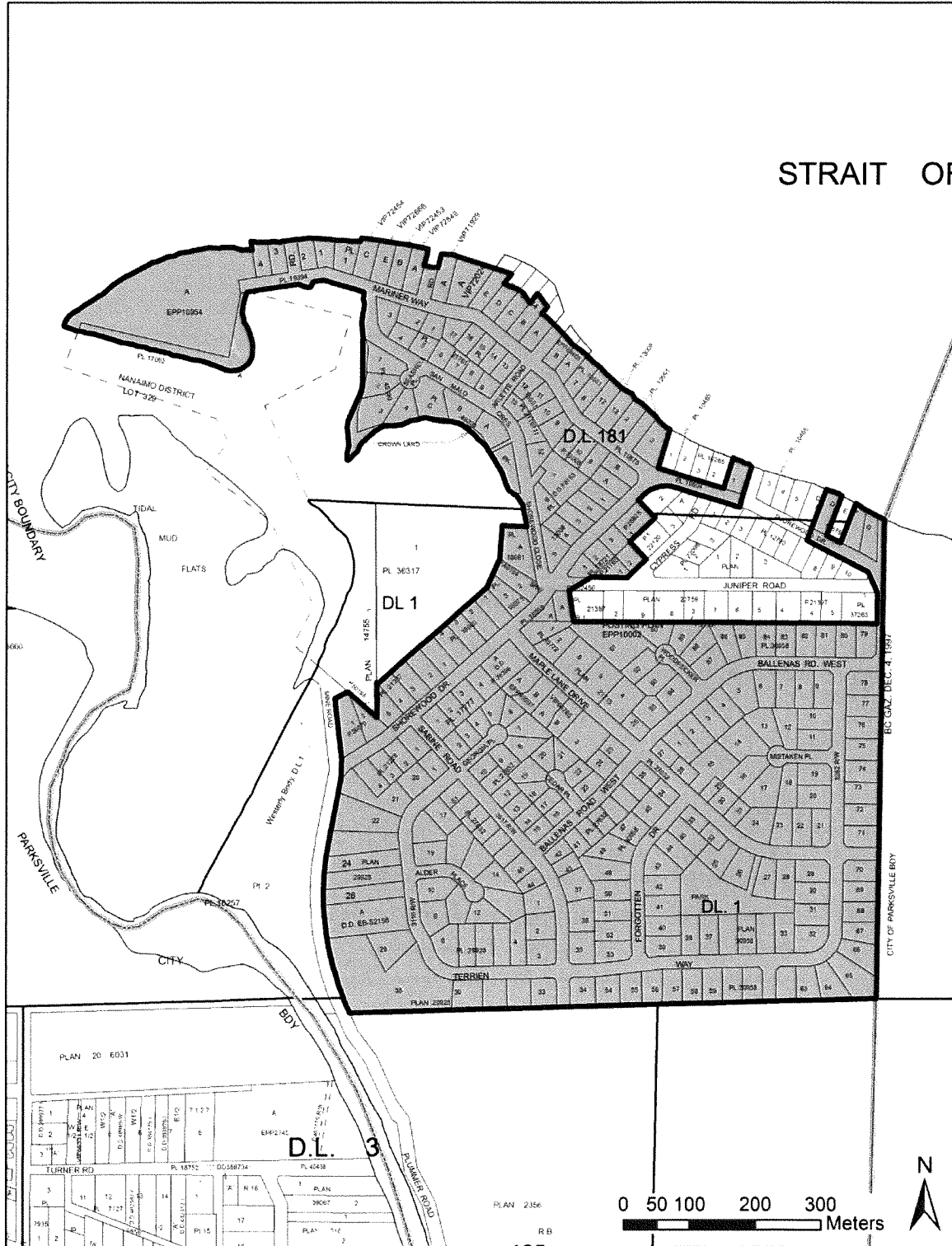
\_\_\_\_\_  
CHAIRPERSON

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

Schedule 'A' to accompany "San Pareil Water Supply Local Service Area Amendment Bylaw No. 1170.05, 2017"

\_\_\_\_\_  
 Chairperson

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





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**TO:** Regional District of Nanaimo  
Committee of the Whole

**MEETING:** February 14, 2017

**FROM:** Michael Desilets, P. Eng.  
Project Engineer

**FILE:** 5330-20-FCPCC-EXPAN

**SUBJECT:** Engineering Services for Preliminary Design of the French Creek Pollution Control Center Stage 4 Expansion Project

---

### **RECOMMENDATIONS**

1. That the Board award AECOM the Preliminary Design of the Stage 4 Expansion to the French Creek Pollution Control Centre (FCPCC).
2. That the Board approve a total budget of \$429,277 to complete the Preliminary Design phase of the Project.

### **SUMMARY**

The Stage 4 Expansion of the FCPCC is a key priority in the Regional District of Nanaimo (RDN) Ministry-approved Liquid Waste Management Plan (LWMP). Expansion of the plant is required in order to accommodate growth in the service area and ensure the RDN's ability to meet the recently updated Provincial and Federal Government wastewater effluent regulations. The Preliminary Design of the Stage 4 Expansion is the next step in achieving this key infrastructure priority.

AECOM's fixed-fee for the services is \$373,284 and staff recommend a 15% contingency allowance of \$55,993 to allow for flexibility in the scope of work or inclusion of value-added work, for a total project budget of \$429,277 to complete the Preliminary Design.

### **BACKGROUND**

The FCPCC was constructed in 1978 and provides wastewater treatment to Northern Communities within the RDN as shown in the attached service area map. The FCPCC is reaching its current capacity and needs to be expanded to accommodate growth in the service area, and ensure the RDN's ability to meet the recently updated Provincial and Federal Government wastewater effluent regulations. Recent Engineering studies recommended that the RDN proceed with planning of the Stage 4 Expansion and completion of the Preliminary Design phase as the next step. The Stage 4 Expansion will provide sufficient capacity to meet the service needs of the RDN Northern Communities until the year 2035.

A Request for Proposal (RFP) was prepared in consultation with FCPCC Operations staff and publically advertised on October 28, 2016. The RFP closed on January 10, 2017 and three (3) compliant Proposals were received from:

- Stantec Consulting Ltd.
- Tetrattech Canada Inc.
- AECOM

The proposals were evaluated by a selection committee consisting of RDN Wastewater and Engineering Services Staff. The evaluation utilized a two-step process whereby selection was made on the basis of technical merit before reviewing the financial details of the proposals. Proposals were evaluated using the following criteria and weighting:

- Technical Submission - 70% of total proposal score.  
*The RFP specified the following evaluation criteria for the Technical Submissions:*
  - Project Understanding
  - Design Approach
  - Project Delivery
  - Proponent Team
- Financial Submission - 30% of total proposal score.

It was determined that the highest ranked Technical Submission was provided by AECOM. AECOM also provided the highest ranked financial submission, and the corresponding lowest total fixed-fee for the scope of services.

AECOM have successfully completed many wastewater treatment projects in BC, including new plants and plant expansions with specific relevance to the FCPC. AECOM also has extensive experience and knowledge of the FCPC having conducted many past design and engineering studies for the plant. AECOM is currently the Engineer of Record for the RDN's Greater Nanaimo Pollution Control Centre (GNPCC) Secondary Treatment Upgrade Project. AECOM is based in Burnaby and have offered a team of well-experience and qualified experts that will be dedicated to the Project.

## ALTERNATIVES

1. Award the engineering services contract for the FCPC Stage 4 Expansion Project to AECOM.
2. Do not award the engineering services contract and provide alternate direction to Staff.

## FINANCIAL IMPLICATIONS

Expansion of the FCPC treatment capacity is identified as a key action in the Wastewater Services Department's 5-year Financial Plan. The Financial Plan was developed to allow for the preliminary design to be completed in 2017, followed by detailed design and construction, currently scheduled for 2018-2019. The Financial Plan accounts for a total anticipated Project cost of \$32,960,000 which includes anticipated engineering, permitting, and construction costs.

The Preliminary Design of the Stage 4 Expansion will be funded through a combination of transfers from the Northern Communities Wastewater Reserve Fund (15%) and Development Cost Charges (85%). The RDN has also submitted a grant application for the Canada-BC Clean Water and Wastewater Fund. The total eligible grant amount of \$290,500 will be allocated to the Preliminary Design of the Stage 4 Expansion Project if secured.

AECOM's financial submission included a total fixed-fee for the Preliminary Design services of \$373,284. A 15% contingency allowance of \$55,993 is recommended to allow for flexibility in the scope of work or inclusion of value-added work that may be presented during this early stage of the design and provide an overall benefit to the Project. This will account for such items as additional geotechnical work, potential advancement of associated environmental and permitting work that would benefit the overall project schedule, and value-added design propositions as deemed appropriate. Any proposed additional costs during the Preliminary Design phase will be evaluated on the basis of offering future savings during

subsequent detailed design and construction phases, to which these costs may otherwise be deferred. The recommended total Project Budget of \$429,277 is within the engineering allowance of the Stage 4 Expansion Project costs and accounted for in the 2017 fiscal year budget.

### STRATEGIC PLAN IMPLICATIONS

The RDN's Ministry-approved LWMP identifies expansion of the FCPC as a main priority. Completion of the Preliminary Design is the first step in achieving this priority and fulfilling our commitment to manage liquid resources in a manner that meets the goals and needs of our residents and environment now and into the future. Achievement of this priority directly aligns with the 2016-2020 Board Strategic Plan.

Wastewater treatment is one of the RDNs core services and the FCPC is a key asset and critical infrastructure integral to the meeting the ongoing service needs of the Region. The Stage 4 Expansion of the FCPC is supported by the strategic priorities of protecting and enhancing our environment and funding infrastructure in support of our core services.

The expansion will allow the RDN to provide treatment capacity to the service area until the year 2035, and ensure the ability of the RDN to meet the Provincial and Federal Governments recently updated wastewater effluent regulations.



Michael Desilets, P. Eng.

[mdesilets@rdn.bc.ca](mailto:mdesilets@rdn.bc.ca)

February 1, 2017

#### Reviewed by:

- S. De Pol, Manager, Wastewater Services
- R. Alexander, General Manager, Regional & Community Utilities
- P. Carlyle, Chief Administrative Officer

#### Attachments

1. FCPC Service Area Map

# FCPCC Service Area

Strait of Georgia

SURFSIDE

QUALICUM BEACH

FRENCH CREEK

PARKSVILLE

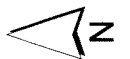
PACIFIC SHORES

ISLAND HIGHWAY WEST

INLAND ISLAND HIGHWAY

ALBERNI HIGHWAY

ISLAND HIGHWAY EAST





**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, FEBRUARY 7, 2017 AT 2:30 PM IN THE  
COMMITTEE ROOM**

In Attendance:

Director W. Veenhof	Chairperson
Director I. Thorpe	City of Nanaimo
Director J. Stanhope	Electoral Area G
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director B. Bestwick	City of Nanaimo
Director M. Lefebvre	City of Parksville

Regrets:

Director W. Pratt	City of Nanaimo
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Also in Attendance:

Director B. Rogers	Electoral Area E
P. Carlyle	Chief Administrative Officer
J. Harrison	Director, Corporate Services
W. Idema	Director, Finance
J. Hill	Manager, Administrative Services

## CALL TO ORDER

The Chairperson called the meeting to order at 2:25pm.

## ADMINISTRATION

### Board Procedure Bylaw

MOVED Director Houle, SECONDED Director Lefebvre, that the Board give three readings to the Regional District of Nanaimo Board Procedure Bylaw No. 1754, 2017.

MOVED Director Stanhope, SECONDED Director Lefebvre that the bylaw be amended as follows:

- Section 4. - Add requirement for Members to be respectful to staff, the public and other Members.
- Section 10. - Electronic Meetings – Re-word first line as “Provided the conditions set out in Regional District Electronic Meeting Regulations are met *and in exceptional circumstances:*”
- Section 14 - Delete Section 14(2)(b) and re-number (c) to (b)
- Section 17 - Add requirement for delegations to be respectful
- Schedule B - Correct name to Nanaimo Parks, Recreation and Wellness

**CARRIED**

The vote was taken on the main motion as amended:

That the Board give three readings to the Regional District of Nanaimo Board Procedure Bylaw No. 1754, 2017, with the following amendments:

- Section 4. - Add requirement for Members to be respectful to staff, the public and other Members.
- Section 10. - Electronic Meetings – Re-word first line as “Provided the conditions set out in Regional District Electronic Meeting Regulations are met *and in exceptional circumstances:*”
- Section 14 - Delete Section 14(2)(b) and re-number (c) to (b)
- Section 17 - Add requirement for delegations to be respectful
- Schedule B - Correct name to Nanaimo Parks, Recreation and Wellness

**CARRIED**

J. Hill vacated the room.

## MOTION TO CLOSE THE MEETING

MOVED Director Stanhope, SECONDED Director Houle, that the Committee proceed to an In Camera meeting pursuant to Section 90 (1) (a) and (c) to consider personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality and labour relations or other employee relations.

**CARRIED**

TIME: 3:18PM

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CHAIRPERSON

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CORPORATE OFFICER



modernize wording and improve readability; legislative changes that update wording to be more consistent with legislation and remove specific legislative section numbers that can change over time; and procedural changes to current procedures with a goal of enhancing the governance process.

A few of the more notable changes are listed below:

- Section 6 - Chair and Vice Chair This section has been updated to reflect current legislation and greater detail has been provided on the election process for these positions.
- Section 8 – Notice of Regular Board and Committee Meetings Committee meetings are now included in the same section to reduce duplication. While “posting a copy of the agenda on the RDN website” has been RDN practice for a considerable time, specific reference has been added to formalize that action. A caveat has been included “unless prevented due to technical issues” to provide for the unlikely event that this is not possible.
- Section 10 – Electronic Meetings The authority to hold meetings electronically has been added to Bylaw No. 1754. The proposed bylaw does not include specific rules to limit how many members may participate electronically, or how often. However, their attendance via electronic means must be authorized by the Chair. Allowing for flexibility to conduct a meeting electronically could be important in the event of an emergency where the ability to travel may be restricted.
- Section 13 – Agenda The approval of the agenda and invited presentations have been added. Approval of the agenda by the Board formalizes the Board support of the agenda, including the addition of any late items. Adding invited presentations allows for a process outside of the delegation process in circumstances where it is the Board who has invited the speaker to attend and update the Board on their area of interest, rather than a delegation who appears before the Board with a specific request. The updated wording also indicates that for a Board meeting, delegations for items on the agenda will be placed at the start of the agenda while delegations for items not on the agenda will be placed towards the end of the agenda. This change has been made to encourage delegations for items not on the agenda to choose to attend a committee meeting rather than a Board meeting where all delegations will be placed at the start of the agenda. Committee meetings are a more appropriate venue for these delegations and allow for greater discussion by the members, should they wish to consider the request of the delegation.

Deadlines for adding agenda items, whether correspondence, reports or delegation requests have been altered to ensure that complete agendas can be provided to the Directors as early as possible prior to a meeting. The deadline for receipt of agenda items from the public is 11:00 a.m. on the Monday of the week preceding the meeting. However, items meeting specific criteria may be added as late items under Section 14.

- Section 17 – Delegations The amount of time for each delegation has been reduced to 5 minutes. This change would streamline the meetings and ensure that the Board (or Committee) is able to address agenda items earlier in the meeting. The Chair has the discretion to allow a delegation to continue past 5 minutes if deemed appropriate. A time limit of 5 minutes is consistent with the sample procedure bylaw provided by the Ministry of Community, Sport and Cultural Development. Delegations wishing to speak to items not on the agenda must be received at least seven working days prior to the meeting. For those wishing to speak to agenda items must submit their request not later than 24 hours prior to the meeting.

- Section 18 – Voting While the names of the Directors moving and seconding the motion will not be included, the names of those in opposition will be recorded. This in essence, provides for a recorded vote for all motions. This process is advantageous in the event that a Director wishes to bring an item forward for reconsideration. If that Director was present at the meeting when the motion was originally voted on, they may only bring it back for reconsideration if they voted in the majority. This voting information has not previously been readily available.
- Section 24 – Committees This section now includes the Committee of the Whole, as is appropriate and has been updated to change the Electoral Area Planning Committee to the Electoral Area Services Committee. External Standing Committees have been renamed more appropriately as External Appointments and are in their own Section 25.
- The Schedules have been updated to reflect the current RDN Committees and organizations to which the RDN appoints or nominates Board members as representatives.

#### ALTERNATIVES

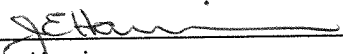
1. That the Board give Regional District of Nanaimo Board Procedure Bylaw No. 1754, 2017 three readings.
2. That Regional District of Nanaimo Board Procedure Bylaw No. 1754, 2017 be referred back to staff for specific changes as identified by the Executive Committee.
3. That alternate direction be provided.

#### FINANCIAL IMPLICATIONS

There are no financial implications for any of the above noted alternatives.

#### STRATEGIC PLAN IMPLICATIONS

Adoption of an improved procedure bylaw supports the Strategic Key Focus Areas on Governance and Service and Organizational Excellence. A well-drafted procedure bylaw can assist with ensuring that meetings are conducted effectively and as such, will enhance the decision making processes of the Board. The public benefits by easily accessible notifications for meetings and clearly defined processes for requesting to appear before the Board.

  
Joan Harrison  
jharrison@rdn.bc.ca  
February 2, 2017

Reviewed by:

- P. Carlyle, Chief Administrative Officer

Attachments

1. Draft Regional District of Nanaimo Board Procedure Bylaw No. 1754, 2017
2. Regional District of Nanaimo Board Procedure Bylaw No. 1512, 2006
3. Chart of Changes from Bylaw No. 1512 to Proposed Bylaw No. 1754

**Attachment 1.**

Draft Regional District of Nanaimo Board Procedure Bylaw No. 1754, 2017

BOARD PROCEDURE BYLAW - I N D E X

**DRAFT BYLAW NO. 1754**

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6. CHAIR AND VICE CHAIR ..... 3

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## REGIONAL DISTRICT OF NANAIMO

### DRAFT BYLAW NO. 1754

#### A BYLAW TO ESTABLISH PROCEDURES TO GOVERN THE PROCEEDINGS OF THE REGIONAL DISTRICT OF NANAIMO BOARD AND COMMITTEE MEETINGS

WHEREAS under the *Local Government Act* the Board must establish the procedures to be followed for the conduct of its business and, in particular, must, by bylaw,

- (a) establish the general procedures to be followed by the Board and by Board committees in conducting their business, including the manner by which resolutions may be passed and bylaws adopted;
- (b) provide for advance public notice respecting the date, time and place of Board and Board committee meetings and establish the procedures for giving that notice;
- (c) identify places that are to be public notice posting places for the purposes of the application of the *Community Charter* to the Regional District.

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

#### 1. TITLE

This bylaw may be cited for all purposes as the “Regional District of Nanaimo Board Procedure Bylaw No. 1754, 2017”.

#### 2. DEFINITIONS

In this bylaw, unless the context requires otherwise:

“**Advisory Committee**” means an Advisory Committee appointed by the Board, which includes at least one Board member, but does not include a Standing or Select Committee.

“**Chair**” means the Chair of the Board who is elected under the *Local Government Act*, and may include the Vice Chair and an acting chair acting where authorized under the *Local Government Act*.

“**Chief Administrative Officer**” and “**CAO**” means the person assigned chief administrative responsibility for the Regional District under the *Local Government Act*.

“**Committee**” means the Committee of the Whole or a Committee, Commission, Board or Panel of the Regional District, as listed in Schedule A to this bylaw.

“**Commission**” means a commission established by the Board under the *Local Government Act*.

“**Corporate Officer**” means the person responsible for corporate administration under the *Local Government Act*.

“**Director**” means a member of the Board whether a municipal director or an electoral area director.

“**In Camera Meeting**” means a meeting that is closed to the public in accordance with the provisions of *Community Charter* made applicable to Regional Districts under the *Local Government Act*.

**“Member”** means a Director of the Board or a member of any Board or Committee of the Regional District, and includes their alternate if acting in the place of a Member.

**“Public Notice Posting Place”** means the notice board at the Regional District of Nanaimo Administration office.

**“Quorum”** means the number of Members who must be present to conduct business, being a majority of the Board or Committee.

**“Regional District”** means the Regional District of Nanaimo.

**“Select Committee”** means a Select Committee appointed under the *Local Government Act* comprised solely of Directors.

**“Standing Committee”** means a Standing Committee appointed by the Chair under the *Local Government Act* comprised solely of Board members.

**“Vice Chair”** means the Vice Chair of the Board, who is elected under the *Local Government Act*.

### 3. APPLICATION

- (1) The provisions of this bylaw govern the proceedings of the Board and all Committees, except as otherwise provided in this bylaw.
- (2) Any one or more of the rules and orders contained in this bylaw may be temporarily suspended by an affirmative vote of not less than two thirds (2/3) of the members present, except those contained in Section 23 (Bylaws).
- (3) In cases not provided for under this bylaw and where the *Community Charter* and the *Local Government Act* are silent, the current edition of Roberts’ Rules of Order Newly Revised applies to the proceedings of the Board and all Committees.

### 4. RULES OF CONDUCT AND DEBATE

- (1) Every Member must address himself or herself to the Chair before speaking to any question or motion.
- (2) Members will address the Chair as “Chair \_\_\_\_\_” and refer to each other as “Director \_\_\_\_\_”.
- (3) Members speaking at a Board meeting must:
  - (a) use respectful language;
  - (b) not use offensive gestures or signs;
  - (c) speak only in connection with the matter being debated; and
  - (d) adhere to the rules of procedure established under this Bylaw and to the decisions of the Chair and the Board regarding the rules and points of order.
- (4) If the Chair considers that a Member is acting contrary to subsection (3), or is otherwise acting improperly, the Chair may order the Member to leave the meeting.
- (5) Members who are in the room must promptly take their seats when a vote is called and must not leave until the vote has been taken.

**5. INAUGURAL MEETING**

- (1) The Board will meet on the second Tuesday in November of each year for its Inaugural meeting.
- (2) The meeting will be chaired by the CAO until such time as the Chair has been elected.
- (3) The CAO will call the meeting to order and advise the Board of the appointment of municipal directors from the member municipalities.

**6. CHAIR AND VICE CHAIR**

- (1) General Provisions
  - (a) Annually at the Inaugural meeting, the Board must elect a Chair and Vice Chair.
- (2) Election of the Chair
  - (a) The CAO will call for nominations for the position of Chair.
  - (b) Each nomination must be seconded and the nominee must consent to the nomination.
  - (c) If only one candidate is nominated for the position of Chair, that candidate will be declared elected by acclamation.
  - (d) If more than one candidate is nominated for an office, each candidate will be given three minutes to speak.
  - (e) At the conclusion of candidates' speeches, an election will be held and voting will be conducted by secret ballot.
  - (f) The distribution and collection of ballots, the counting of the votes and the subsequent destruction of ballots is the responsibility of the Corporate Officer or such other person as may be designated by the Corporate Officer.
  - (g) Immediately after reviewing the voting results the Corporate Officer will provide the results to the CAO who will announce the name of the candidate who has been elected, as determined under subsection (h). The number of votes received by each candidate will not be disclosed to the Board unless a resolution requiring disclosure is passed.
  - (h) The candidate with the most votes will be declared elected as Chair, provided that the candidate has received a majority of votes of the entire Board. In the event of a tie vote for the highest number of votes, subsection (3)(a) applies. In the case of more than two candidates in the election, the candidate with the lowest number of votes is removed from the election and the vote must be held for the remaining candidates until a candidate is elected by a majority vote or as determined under subsection (3)(a). In the event of a tie vote for the lowest number of votes, subsection (3)(b) applies.
- (3) Tie vote
  - (a) In the event of a tie vote for the highest number of votes, those candidates remain in the election. If a definitive election result cannot be declared after an additional three elections have been held, the Board may elect an acting Chair for those portions of the agenda not related to the election of the Chair or Vice Chair, then return the chair to the CAO to recess the meeting to a date and time as determined

by the CAO. Should an acting Chair not be elected, the CAO may recess the meeting immediately to a date and time as determined by the CAO.

- (b) In the event of a tie vote for the lowest number of votes, all candidates remain in the election, unless there would be two or more candidates remaining, in which case the lowest tied candidates are removed from the election and the vote is held for the remaining candidates until a candidate is elected by a majority vote or as determined under subsection (a).

(4) Election of Vice Chair

The election for the position of Vice Chair will be conducted by the Chair immediately following the election of the Chair and the same rules as apply to the election of the Chair will apply in the case of the election of the Vice Chair.

(5) Role of the Chair and Vice Chair

- (a) The Chair will act as the Board's official spokesperson and will chair all Board meetings except where the Chair is absent due to illness, disability or other reason, and must maintain order and preserve decorum by enforcing the rules of the Board.
- (b) The Vice Chair has, during the absence, illness or other disability of the Chair, all the power of the Chair and is subject to all rules applicable to the Chair.
- (c) Subject to being overruled by a majority vote of the Members, which vote must be taken without debate, the Chair:
  - i. must decide points of order without debate or comment, other than to state the rule governing;
  - ii. must determine which Member has a right to speak;
  - iii. must ascertain that all Members who wish to speak on a motion have done so, that the Members are ready to vote and then put the question to the vote;
  - iv. must rule when a motion or an amendment is out of order, and cite the rule or authority applicable, subject to an appeal to the Board, and decline to put any motion before the Board which the Chair considers to be clearly out of order or contrary to law;
  - v. may call a Member to order in accordance with Section 4.
- (d) Should the Chair desire to leave the Chair for the purpose of taking part in the debate, or otherwise, the Chair must call on the Vice Chair, or if the Vice Chair is absent, one of the Directors to take the Chair's place until the Chair resumes the Chair.

**7. LOCATION AND TIME OF REGULAR BOARD MEETINGS**

- (1) Regular meetings of the Board take place at the Regional District Board Chambers unless the location is changed by resolution of the Board.
- (2) Regular meetings of the Board are held on the fourth Tuesday of each month commencing at 7:00 p.m. unless decided otherwise by resolution of the Board.

- (3) Regular meetings of the Board must be adjourned before 11:00 p.m. on the day scheduled for the meeting unless the Board resolves by unanimous vote to proceed beyond that time. Items remaining on the agenda will be added to the agenda for the next regular meeting under Unfinished Business.

## **8. NOTICE OF REGULAR BOARD AND COMMITTEE MEETINGS**

- (1) At least 72 hours before a regular meeting of the Board or a Committee, the Corporate Officer, must give public notice of the time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place.
- (2) At least 24 hours before a regular meeting of Board, the Corporate Officer must give further public notice of the meeting by:
  - (a) posting a copy of the agenda outline at the Public Notice Posting Place; and
  - (b) having a copy of the agenda available at the reception counter at the Regional District Administration Office for the purpose of viewing by members of the public.
  - (c) posting a copy of the agenda on the RDN website, unless prevented due to technical issues.
- (3) At least 24 hours before a regular meeting of the Board, the Corporate Officer must deliver a copy of the agenda to each Member in the manner which the Member has directed it be sent.

## **9. SPECIAL MEETINGS**

- (1) A special meeting of the Board may be called in accordance with the *Local Government Act* on the request of the Chair or any two Directors.
- (2) Except where notice of a special meeting is waived by a unanimous vote of all Members under the *Local Government Act*, at least 24 hours before a special meeting of the Board, the Corporate Officer must:
  - (a) give notice of the general purpose, date, hour and place of the meeting by way of a notice posted at the Public Notice Posting Place; and
  - (b) give notice of the special meeting in accordance with the *Local Government Act*.
- (3) In the case of an emergency, notice of a special meeting may be given in accordance with the *Local Government Act*.

## **10. ELECTRONIC MEETINGS**

- (1) Provided the conditions set out in Regional District Electronic Meeting Regulation are met:
  - (a) A special Board meeting may, upon authorization of the Chair, be conducted by means of electronic or other communication facilities; or
  - (b) A Member who is unable to attend a Board or Standing Committee meeting may, upon authorization of the Chair, participate in the meeting by means of electronic or other communication facilities.

- (2) A Member participating in a meeting electronically is deemed to be present in the meeting as though they were physically present.
- (3) A Member participating by audio means only must indicate his/her vote verbally.

#### **11. ATTENDANCE OF PUBLIC AT MEETINGS**

- (1) Except where the Board has resolved to close a meeting or a portion of a meeting to the public in accordance with the *Community Charter* or an enactment requires a meeting to be closed to the public, all Board meetings must be open to the public.
- (2) Before closing a Board meeting or part of a Board meeting to the public, the Board must pass a resolution in a public meeting in accordance with the *Community Charter*.
- (3) This section applies to meetings of bodies referred to in section 93 of the *Community Charter*, including, without limitation:
  - (a) Advisory Committees
  - (b) Board of Variance
  - (c) Commissions
  - (d) Parcel Tax Review Panel
  - (e) Select Committees
  - (f) Standing Committees
- (4) Despite subsection (1), the Chair may expel a person from a Board meeting or meeting of a body referred to in subsection (3) if the Chair considers that the person at the meeting is acting improperly.

#### **12. IN CAMERA MEETINGS**

- (1) In Camera subject matters must be restricted to matters set out in the *Community Charter*.
- (2) No items may be added to a closed (in camera) meeting agenda while such a meeting is in progress unless authorized by resolution at an open meeting.
- (3) The Board may, by motion passed by a majority vote of the Members present, bring forward to the open meeting, any of the motions and/or written material received in a closed meeting.
- (4) Board Members or Alternate Directors in a Board Member's absence are the only persons permitted to participate in discussion at an In Camera meeting unless otherwise authorized by the Chair.
- (5) An Alternate Director is permitted to attend an In Camera meeting when the Board member is present but may not participate in discussion unless subsection 12(5) applies.

**13. AGENDA**

- (1) Prior to each Regular Meeting of the Board, the Corporate Officer must prepare an agenda, approved by the CAO or the CAO's designate, setting out all items for consideration at that meeting.
- (2) The deadline for the public to submit items of correspondence to the Corporate Officer for inclusion on the agenda is 11:00 a.m. on the Monday of the week preceding the meeting.
- (3) Only those matters included on the agenda may be considered or dealt with at a regular meeting of the Board, unless a new matter for consideration is properly introduced as a late item, as outlined in Section 14.
- (5) Whenever practical, the agenda for a meeting of the Board will have attached to it, copies of all communications, reports and resolutions to be considered at that meeting.
- (6) In cases where documents are too unwieldy to be readily reproduced, the Corporate Officer may omit these materials from the agenda and instead refer to those items in short form on the agenda and keep the document on file in the Corporate Officer's office for reference purposes.
- (7) The order of business for Regular Board meetings will ordinarily be as follows, and this order may be modified at any Regular Board meeting by a majority vote:
  - Call to Order
  - Approval of the Agenda
  - Adoption of Minutes
  - Invited Presentations
  - Delegations – Agenda Items (Includes all delegations if not a Board meeting)
  - Correspondence
  - Unfinished Business
  - Committee Minutes and Recommendations
  - Staff Reports
  - Bylaws
  - Delegations - Items not on the Agenda (This heading used for Board agenda only)
  - Business Arising from Delegations
  - Motions for Which Notice Has Been Given
  - New Business
  - In Camera
  - Adjournment

**14. LATE ITEMS**

- (1) An item not included on the agenda must not be considered at a meeting unless introduction of the late item is approved at the time allocated on the agenda (Approval of the Agenda), by way of a motion carried by a majority vote of the Members.

- (2) Items that may be considered as late items include:
  - (a) Matters arising after the preparation of the agenda and which, if not acted upon in a timely manner, would prejudice or compromise either the Regional District's position or the position of a constituent or group of constituents.
  - (b) Matters which are purely administrative and require no background information to support them.
  - (c) Requests to appear as a delegations on an item already on the Agenda, received at least 24 hours prior to the meeting, or in accordance with Section 17(7).
- (3) Information pertaining to late items for possible consideration at any meetings of the Board will be distributed to the Directors prior to the meeting.

## 15. OPENING PROCEDURES

- (1) At the hour set for a meeting to convene, and provided that a quorum is present, the Chair will call the meeting to order.
- (2) If the Chair does not attend at the time appointed for a meeting, the Vice Chair must take the chair.
- (3) In the absence of both the Chair and Vice Chair, the Members present may elect an acting Chair to preside during the meeting, or until the arrival of the Chair or Vice Chair.
- (4) Such person appointed as acting Chair will have all the powers and be subject to the same rules as the Chair.
- (5) Should there be no quorum present within fifteen (15) minutes after the time appointed for a meeting to convene, the Corporate Officer must record the names of the Members present and the meeting will stand adjourned until the next meeting date or until another meeting has been called in accordance with this bylaw.

## 16. MINUTES

- (1) Minutes of the proceedings of the Board must be legibly recorded in the format established by the Corporate Officer, and signed by the Corporate Officer and the Chair or the person presiding at such meeting or at the next meeting at which they are adopted.
- (2) Minutes of proceedings of Committees must be legibly recorded in the format established by the Corporate Officer and signed by the Chair, or Member presiding.
- (3) Subject to subsection (4), and in accordance with the *Community Charter*, minutes of the proceedings of the Board or Committee must be open for public inspection at the Regional District Administration Office during regular office hours.
- (4) Subsection (3) does not apply to minutes of a Board meeting or Committee or that part of the meeting from which persons were excluded under Section 12.

## 17. DELEGATIONS

- (1) A person or group of persons wishing to appear as a delegation before the Board, on a matter within the jurisdiction of the Board or within the terms of reference of the Committee for which the delegation wishes to appear, must:



- (a) Submit a request to appear as a delegation to the Corporate Officer or designate, including: the date of the meeting at which the person or persons wish to appear, the subject matter to be discussed, the name of the spokesperson, the telephone number or email where the representative of the delegation can be reached during the day, and the specific action which is being requested of the Board or the Committee.
  - (b) Submit an executive summary, of up to two pages, of the delegation's presentation for inclusion in the applicable Board or Committee agenda package.
  - (c) Provide any audio/visual presentation to the Corporate Officer or designate by 11:00 a.m. on the day of the meeting.
- (2) Delegations wishing to speak to items not on the agenda must be received at least seven working days prior to the meeting.
  - (3) Requests to appear as a delegation on an agenda item must be received no later than 24 hours prior to the scheduled meeting.
  - (4) Each delegation will be provided up to five (5) minutes to make a presentation to the Board or a Committee, unless otherwise determined by the Chair.
  - (5) Delegations speaking to items on the agenda will be placed at the start of the agenda. Delegations speaking to items not on the agenda will be placed at the end of the agenda as per Section 13(7).
  - (6) Subsection (5) does not apply to Committee meetings.
  - (7) A delegation wishing to speak on a Development Permit, a Development Variance Permit, an Unsightly Premises, or a Building Bylaw Contravention will be afforded that opportunity at the time the item is being considered on the agenda and will be afforded a maximum of 5 minutes to make their presentation.
  - (8) No person, persons or organization may appear as a delegation more than once to the same item except to introduce new and material information.
  - (9) Notwithstanding subsection (3), the Chair may grant individuals or groups not listed on the agenda, an opportunity to be heard on matters related to agenda items in circumstances where the Chair is satisfied that circumstances prevented the person, persons or organizations from giving earlier notice of their desire to appear before the Board or Committee. Such delegation may be afforded a maximum of five (5) minutes to make their presentation.
  - (10) After initial presentation, the Chair may grant other persons or a spokesperson for a group of persons in gallery attendance, permission to address the Board on the subject matter.
  - (11) The Board must not permit a delegation to address a meeting of the Board regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
  - (12) Additional time will be allowed for Members to question the individuals making the presentation in order to seek clarification.

## 18. VOTING

- (1) Voting rules will be in accordance with the *Local Government Act*.

- (2) All votes pertaining to Board business must be taken by a show of hands of all members, including the Chair, and the Chair must declare the motion carried or defeated as the case may be.
- (3) Subsection (2) does not apply to the election of Chair and Vice Chair, or to a member participating electronically by audio means only.
- (4) Each Director present in the Boardroom, who does not signify his or her vote upon the question openly and individually by raising their hand, will be recorded as voting in the affirmative.
- (5) On any motion where the number of votes, including the vote of the person presiding, are equal, the motion is defeated.
- (6) The names of the members who moved and seconded a motion presented to the Board will not be recorded in the minutes.
- (7) All votes on motions will be recorded as either:
  - (a) Carried unanimously;
  - (b) Defeated unanimously; or,
  - (c) In cases where unanimity is not reached, carried or defeated, with the names of those who voted against the motion recorded in the minutes.

## **19. MOTIONS GENERALLY**

- (1) The Board may debate and vote on a motion only if it is first made by one Member and then seconded by another.
- (2) Any Member may move a motion unless the Member would not be entitled to vote on the motion. Any Member may second a motion.
- (3) If a motion is not seconded, the motion is "lost for lack of a seconder".
- (4) A motion must be worded in affirmative terms.
- (5) No Member may speak on any motion for longer than three minutes without leave of the Chair.
- (6) Subsection (5) does not apply to Committees.
- (7) No Member may speak a second time to the same motion as long as any Member who desires to speak has not spoken to that motion.
- (8) When any motion is under consideration, no other main motion or input from a delegation may be received.
- (9) After a motion has been made, it is deemed to be in the possession of the Board, but may, with the permission of the Board, be withdrawn at any time by the mover and the seconder, before decision or amendment.
- (10) Any Member, once recognized by the Chair, may move to "Call the question" if they believe that debate on a motion has continued beyond that required. If seconded, the Chair must ask for the vote on closing debate. A motion to "Call the question" requires two-thirds of the votes cast to pass. If carried, the Chair must immediately close debate and call for a vote on the question.

- (11) Any Member may bring before the Board any new matter, other than a point of order or of privilege, by way of a written motion; provided however, that any new matter of major import, which may require further information than could or would normally be available to the Board at such meeting, may be ruled by the Chair as a notice of motion and be dealt with as provided by Section 21.

## 20. AMENDMENTS TO A MOTION

- (1) Any Member may move to amend a motion that is under debate provided that the amendment is relevant to the main motion and does not materially change its purpose.
- (2) When a Member moves to amend a motion, the Chair will state the original motion, followed by the amendment and then put the question of the amendment to the Board.
- (3) A proposed amendment must be decided or withdrawn before the main motion is put to a vote.
- (4) An amendment may only be amended once.

## 21. NOTICE OF MOTION

Any Member may serve a notice of motion on the Board:

- (a) during the new business portion of a meeting, or with the Chair's acceptance, at any other time during consideration of a related matter. A copy of the motion so noted must be given to the Corporate Officer for inclusion on the next regular meeting agenda; or
- (b) by providing the Corporate Officer with a written copy of such motion, no later than seven (7) working days prior to the scheduled meeting, and the Corporate Officer must add the motion to the agenda for consideration at said meeting.

## 22. RECONSIDERATION

- (1) After a vote has been taken on any motion, except one of tabling or postponing a subject, a Member who voted in the majority may move a reconsideration of the motion at the same or the next regular or special meeting of the Board.
- (2) Despite Subsection (1), a Member who is absent from a meeting at which a vote was taken on a motion, except one of tabling or postponing a matter, may move reconsideration of the motion at either the next regular or special meeting of the Board.
- (3) A motion to reconsider requires two-thirds of the votes cast to pass. If the motion to reconsider is successful, the matter must be put before the Board for reconsideration and may be dealt with by the Board by a majority vote.
- (4) The Board must not reconsider any motion that:
  - (a) has been acted upon by any officer or employee of the Regional District;
  - (b) received the assent or approval of the electors and subsequently adopted by the Board; or
  - (c) has been reconsidered under the *Local Government Act* or subsection (1) of this Bylaw.
- (5) After a motion has been reconsidered, it must not be reintroduced for a period of six months except by unanimous consent of all Members.

**23. BYLAWS**

- (1) A bylaw may be introduced at a meeting only if it is on the agenda and a copy of it has been provided to each Director before the meeting, or if it has been duly added as a late item under section 14.
- (2) A bylaw is deemed to be read when its title or bylaw number is stated.
- (3) A bylaw other than a bylaw referred to in subsection (4) (Zoning/OCP Bylaws) may be voted upon by way of a motion to give it first, second and third reading.
- (4) A zoning bylaw, other than a bylaw in respect of a community plan, may be voted upon by way of a motion to give it first and second reading.
- (5) A bylaw in respect of a community plan must be voted upon at each reading of the bylaw.
- (6) The Corporate Officer is empowered to correct any typographical error that may not have been corrected at the time of submission to the Board and the bylaw will have the same status as if the Board had corrected same.

**24. COMMITTEES****(1) Standing Committees**

The Committee of the Whole, Electoral Area Services Committee, and Executive Committee are Standing Committees of the Board whose broad terms of reference are as follows:

**(a) Committee of the Whole**

To consider any matters of the Board, in an environment that provides for less formal discussion and debate. The Committee of the Whole comprises all members of the Board.

**(b) Electoral Area Services Committee**

To consider matters pertaining to:

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

The Electoral Area Services Committee comprises all Electoral Area Directors.

**(c) Executive Standing Committee**

To consider matters pertaining to employment contracts, Board procedures or other matters as determined by Board resolution. The Executive Committee comprises of eight members and includes the Chair, Vice Chair and the Chair of the Electoral Area Services Committee.

The Executive Committee will review annually the list of Advisory Committees,

Commissions and external organizations to which Board members are appointed, as identified in Schedules A and B to this bylaw for the purpose of recommending any appropriate changes.

(2) Select Committees

Select Committees are those established by the Board and made up of Board members to consider or inquire into any matter and report its findings and opinions to the Board.

(3) Advisory Committees and Commissions

Advisory Committees and Commissions are those established and appointed by the Board which include members of the public and at least one Board member to provide advice and recommendations to the Board on specific matters, as determined by the Committee's Terms of Reference.

(4) Appointment to Committees and Commissions

(a) The Board delegates to the Chair the power to appoint Directors to a Select Committee.

(b) The Chair must review and update annually, as soon as possible after the Inaugural meeting, and not later than December 31<sup>st</sup> of any year, the list of Standing Committee members and Chairs.

(c) As soon as possible after the inaugural meeting, and not later than December 31<sup>st</sup> of the following year, the Board will consider recommendations of the In Camera Committee of the Whole and appoint persons to fill vacancies on Advisory Committees and Commissions.

(d) Unless specifically prohibited by an enactment, members of all Standing Committees, Select Committees, Advisory Committees, Commissions and the Board of Variance may, regardless of the designated termination date of their respective position as a Committee, Commission or Board of Variance member, continue to serve until such time as a replacement has been appointed, or until such time as the said Member's term is officially extended.

(5) Voting at Committees

(a) Notwithstanding the number of votes assigned to Directors of the Board, any Director appointed to a Committee has only one vote on matters under consideration by the said Committee.

(b) Members of the Board may attend meetings of any Standing, Select or Advisory Committee and may participate in discussions; however, only Directors who have been appointed to a Committee or an Alternate Director attending in the absence of an appointed Director, may introduce a resolution or vote on the proceedings.

(c) The Chair is an ex-officio, a voting member of all Committees and when in attendance, possess all the rights, privileges, powers and duties of other Committee members.

(d) The Chair, when in attendance in accordance with subsection (c), may be counted as one member for the purpose of constituting a quorum.

(6) Committee Recommendations

All Committee recommendations are subject to the approval of the Board, except where the Committee has been delegated administrative power by the Board.

**25. EXTERNAL APPOINTMENTS**

- (1) Board members may be appointed annually to represent the Board on external organizations, as listed in Schedule 'B' to this bylaw.
- (2) The Board delegates to the Chair the power to appoint Directors to external organizations.

**26. SEVERABILITY**

If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction such decision will not affect the validity of the remaining portions of this bylaw.

**27. REPEAL**

"Regional District of Nanaimo Board Procedure Bylaw No. 1512, 2006" and any amendments thereto are hereby repealed.

Introduced and read three times this                    day of                    .

Adopted (by at least 2/3 of the vote) this                    day of                    .

\_\_\_\_\_  
CHAIR

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

Schedule 'A' to accompany "Regional District of  
Nanaimo Board Procedure Bylaw No. 1754, 2017"

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Chair

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Corporate Officer

## SCHEDULE A

### 1. STANDING COMMITTEES

Committee of the Whole

Electoral Area Services Committee

Executive Committee

### 2. SELECT COMMITTEES

D69 Community Justice Select Committee

Emergency Management Select Committee

Northern Community Economic Development Select Committee

Regional Parks and Trails Select Committee

Regional Solid Waste Management Select Committee

Sustainability Select Committee

Transit Select Committee

### 3. ADVISORY COMMITTEES

Agricultural Advisory Committee

Fire Services Advisory Committee

Grants-in-Aid Advisory Committee

Parks and Open Space:

- East Wellington/Pleasant Valley Parks and Open Space Advisory Committee
- Electoral Area 'B' Parks and Open Space Advisory Committee
- Electoral Area 'F' Parks and Open Space Advisory Committee
- Electoral Area 'G' Parks and Open Space Advisory Committee
- Electoral Area 'H' Parks and Open Space Advisory Committee
- Nanoose Bay Parks and Open Space Advisory Committee

Liquid Waste Management Plan Monitoring Committee

Regional Solid Waste Advisory Committee

4. COMMISSIONS

District 69 Recreation Commission

Electoral Area 'A' Parks, Recreation & Culture Commission

5. BOARDS

Board of Variance

6. PANELS

Parcel Tax Review Panel



Schedule 'B' to accompany "Regional District of  
Nanaimo Board Procedure Bylaw No. 1754, 2017"

\_\_\_\_\_  
Chair

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

## SCHEDULE B

### 1. EXTERNAL APPOINTMENTS

Arrowsmith Water Service Management Committee

AVICC Special Committee on Solid Waste

Central South RAC for Island Coastal Economic Trust

Englishman River Water Service Management Board

Island Corridor Foundation

Mount Arrowsmith Biosphere Foundation

Municipal Finance Authority

Municipal Insurance Association (MIA)

Nanaimo Parks, Recreation and Wellness Select Committee

North Island 911 Corporation

Oceanside Homelessness Task Force

Oceanside Tourism Association

Snuneymuxw First Nations / Regional District of Nanaimo Protocol Agreement Working Group

Te'Mexw Treaty Negotiations Committee

Vancouver Island Regional Library Board

**Attachment 2.**

Regional District of Nanaimo Board Procedure Bylaw No. 1512, 2006

BOARD PROCEDURE BYLAW - I N D E X

**BYLAW NO. 1512**

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## REGIONAL DISTRICT OF NANAIMO

### BYLAW NO. 1512

*(Consolidated for convenience only to include up to 1512.01)*

#### A BYLAW OF THE REGIONAL DISTRICT OF NANAIMO TO REGULATE THE MEETINGS OF THE BOARD OF DIRECTORS OF THE DISTRICT AND THE COMMITTEES

WHEREAS under Section 794(1) of the *Local Government Act* the Board must establish the procedures to be followed for the conduct of its business and, in particular, must, by bylaw,

- (a) establish the general procedures to be followed by the Board and by Board committees in conducting their business, including the manner by which resolutions may be passed and bylaws adopted;
- (b) provide for advance public notice respecting the time, place and date of Board and Board committee meetings and establish the procedures for giving that notice;
- (c) identify places that are to be public notice posting places for the purposes of the application of section 94 [requirements for public notice] of the *Community Charter* to the Regional District.

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

#### PART I - GENERAL

##### 1. TITLE

This bylaw may be cited for all purposes as the “Regional District of Nanaimo Board Procedure Bylaw No. 1512, 2006”.

##### 2. INTERPRETATION

In this bylaw, unless the context requires otherwise:

“**Administrator**” means the Chief Administrative Officer of the Regional District.

“**Advisory Commission**” means an Advisory Commission appointed by the Board under the *Local Government Act* which does not include a Director.

“**Advisory Committee**” means an Advisory Committee or Commission appointed by the Board, which includes at least one Board member, but does not include a Standing or Select Committee.

“**Amendment**” means an alteration of a main motion by substituting, adding or deleting a word or words without materially altering the basic intent of the main motion.

“**Board**” means the governing and executive body of the District.

“**Chairperson**” means the Chairperson of the Board who is elected under Section 792 of the *Local Government Act*.

**“Committee of the Whole”** means a Committee of all Board members.

**“Corporate Officer”** means the person responsible for corporate administration under Section 198 of the *Local Government Act*.

**“District”** means the Regional District of Nanaimo.

**“Director”** means a member of the Board whether as a municipal director or an electoral area director.

**“In Camera Meeting”** means a meeting that is closed to the public in accordance with Section 90 and Section 92 of the *Community Charter*.

**“Motion”** means a formal proposal placed before a meeting or deliberative assembly in order that it may be debated to a conclusion.

**“Public Notice Posting Place”** means the notice board at the Regional District of Nanaimo Administration office.

**“Quorum”** the quorum of the Board or the Committee of the Whole, shall be nine Directors. In the case of a Committee, a quorum shall be a majority of the members of the Committee.

**“Scheduled Standing Committee”** means a liaise committee of one appointed by the Chairperson to a Committee listed in Schedule ‘A’.

**“Select Committee”** means a Select Committee appointed under Section 795 of the *Local Government Act* comprised solely of Board members.

**“Standing Committee”** means a Standing Committee appointed by the Chairperson under Section 795 of the *Local Government Act* comprised solely of Board members.

**“Vice Chairperson”** means the Vice Chairperson (or Deputy Chairperson) of the Board, who is elected under Section 792 of the *Local Government Act*.

### 3. APPLICATION

(1) This bylaw applies to all meetings of the following (except as otherwise provided in this bylaw):

- Board
- Advisory Committee
- Advisory Commission
- Select Committee
- Standing Committee
- Committee of the Whole

(2) Any one or more of the rules and orders contained in this bylaw may be temporarily suspended by an affirmative vote of not less than two thirds (2/3) of the members present, except those contained in Part III, Section 28 (Bylaws).

- (3) When any matter relating to proceedings arises which is not covered by a provision of this bylaw, the matter shall be decided by reference to the New Roberts Rules of Order, 2<sup>nd</sup> Edition, 1998 to the extent those Rules are applicable in the circumstances and not inconsistent with this Bylaw, the *Community Charter* or the *Local Government Act*.
- (4) In the event of any conflict between the provisions of this bylaw and those contained in the New Roberts Rules of Order, 2<sup>nd</sup> Edition, 1998, the provisions of this bylaw shall apply.

#### **4. RULES OF CONDUCT AND DEBATE**

- (1) Every member shall address himself or herself to the Chair before speaking to any question or motion.
- (2) Members shall address the Chair as “Mr. or Madam Chairperson” and shall refer to each other as “Director \_\_\_\_\_”.
- (3) No member shall:
  - (a) use offensive words in referring to the Board, a Director, or an officer or employee of the Regional District;
  - (b) speak beside the question in debate or reflect upon a vote of the Board, except for the purpose of moving that the vote be rescinded;
  - (c) leave his or her seat or make any noise or disturbance while a vote is being taken and until the result is declared;
  - (d) disobey the rules of the Board or resist a decision of the Board or Chairperson on questions of order or practice, or interpretation of the rules of the Board.
- (4) A member who contravenes Section 4(3) may be suspended or removed from the remainder of a meeting, by the Chairperson, upon two-thirds vote of the Board.

#### **5. INAUGURAL MEETING**

- (1) The Board shall meet on the second Tuesday in December of each year for its Inaugural meeting.
- (2) The meeting shall be chaired by the Administrator who shall call the meeting to order and confirm the appointment of representatives from the member municipalities.

#### **6. CHAIRPERSON AND VICE CHAIRPERSON**

##### **(1) APPOINTMENT**

- (a) Annually at the Inaugural meeting, the Board shall elect a Chairperson and Vice Chairperson.

- (b) The Administrator shall call for nominations for the position of Chairperson and Vice Chairperson.
- (c) The Vice Chairperson has, during the absence, illness or other disability of the Chairperson, all the power of the Chairperson and is subject to all rules applicable to the Chairperson.

**(2) PURPOSE**

The Chairperson shall act as the Board's Official spokesperson and shall chair all Board meetings except where the Chairperson is absent due to illness, disability or other reason where the Chairperson has left the Chair in accordance with Subsection (4) or has left the meeting in accordance with Section 793(7) of the *Local Government Act* and sections 100 and 101 of the *Community Charter*, and shall maintain order and preserve decorum by enforcing the rules of the Board.

**(3) GENERAL RESPONSIBILITIES**

Subject to being overruled by a majority vote of the Directors, which vote shall be taken without debate, the Chairperson:

- (a) shall decide points of order without debate or comment, other than to state the rule governing;
  - (b) shall determine which Director has a right to speak;
  - (c) shall ascertain that all Directors who wish to speak on a motion have spoken thereon, and that the Directors are ready to vote by asking the question "Are you ready for the question?" and shall thereafter put the question to the vote;
  - (d) shall rule when a motion or an amendment is out of order, and cite the rule or authority applicable thereto, subject to an appeal to the Board and decline to put any motion before the Board which he/she deems to be clearly out of order or contrary to law;
  - (e) may call a Director to order.
- (4) Should the Chairperson desire to leave the Chair for the purpose of taking part in the debate, or otherwise, he/she shall call on the Vice Chairperson, or if the Vice Chairperson is absent, one of the Directors to take his/her place until the Chairperson resumes the Chair.
- (5) The Chairperson may, at any meeting, cause to be expelled and excluded, any person who creates any disturbance or acts improperly during a meeting.



## PART II - CONDUCT OF BOARD BUSINESS

### 7. LOCATION AND TIME OF REGULAR BOARD MEETINGS

- (1) Regular meetings of the Board must take place at the Regional District Board Chambers unless the location is changed by resolution of the Board.
- (2) Regular meetings of the Board must be held on the second Tuesday of each month commencing at 7:00 p.m.  
  
Effective September 1<sup>st</sup>, 2004, regular meetings of the Board will take place on the fourth Tuesday of each month commencing at 7:00 p.m. Notwithstanding this provision, the regular Board meeting in December will take place annually on the second Tuesday in December in accordance with section 5(1) of this bylaw.
- (3) Notwithstanding anything in this bylaw, one or more standing committee may be combined to meet as a Committee of the Whole.

### 8. NOTICE OF REGULAR BOARD MEETINGS

- (1) At least 72 hours before a regular meeting of the Board, the Corporate Officer must give public notice of the time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place.
- (2) At least 24 hours before a regular meeting of Board, the Corporate Officer must give further public notice of the meeting by:
  - (a) posting a copy of the agenda at the Public Notice Posting Place; and
  - (b) leaving copies of the outline of the agenda at the reception counter at the Regional District Administration Office for the purpose of making them available to members of the public.
- (3) At least 24 hours before a regular meeting of the Board, the Corporate Officer must deliver a copy of the agenda to each member of the Board at the place to which the Board member has directed notices to be sent.

### 9. NOTICE OF SPECIAL BOARD MEETINGS

- (1) Except where notice of a special meeting is waived by a unanimous vote of all Board members under Section 793(3) of the *Local Government Act*, at least 24 hours before a special meeting of the Board, the Corporate Officer must:
  - (a) give notice of the time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place; and
  - (b) give notice of the special meeting in accordance with Section 793(3) of the *Local Government Act*.
- (2) In the case of an emergency, notice of a special meeting may be given in accordance with section 793(5) of the *Local Government Act*.

**10. NOTICE OF STANDING COMMITTEE & COMMITTEE OF THE WHOLE MEETINGS**

- (1) At least 72 hours before a regular meeting of a Standing Committee or Committee of the Whole, the Corporate Officer must give public notice of the time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place.
- (2) At least 24 hours before a regular meeting of a Standing Committee or Committee of the Whole, the Corporate Officer must give further public notice of the meeting by:
  - (a) posting a copy of the agenda at the Public Notice Posting Place; and
  - (b) leaving copies of the outline of the agenda at the reception counter at the Regional District of Nanaimo Administration Office for the purpose of making them available to members of the public.
- (3) At least 24 hours before a regular meeting of a Standing Committee or Committee of the Whole, the Corporate Officer must deliver a copy of the agenda and time, date and place of the meeting to each member of the committee at the place to which the committee member has directed notices to be sent.
- (4) At least 24 hours before a special meeting of a Standing Committee or Committee of the Whole, the Corporate Officer must give advance public notice of the purpose, time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place.

**11. ATTENDANCE OF PUBLIC AT MEETINGS**

- (1) Except where the provisions of section 90 of the *Community Charter* apply, all Board meetings must be open to the public.
- (2) Before closing a Board meeting or part of a Board meeting to the public, the Board must pass a resolution in a public meeting in accordance with Section 92 of the *Community Charter*.
- (3) This section applies to meetings of bodies referred to in Section 93 of the *Community Charter*, including, without limitation:
  - (a) Advisory Commissions
  - (b) Advisory Committees
  - (c) Board of Variance
  - (d) Parcel Tax Review Panel
  - (e) Select Committees
  - (f) Standing Committees
  - (g) Committee of the Whole
- (4) Despite section 11(1), the Chairperson may expel or exclude a person from a Board meeting or meeting of a body referred to in section 11(3) of this Bylaw in accordance with section 133 of the *Community Charter*.

**12. MINUTES OF MEETINGS**

- (1) For the purposes of section 236(b) of the *Local Government Act*, minutes of Board meetings must be kept in accordance with Section 236 of the *Local Government Act*. For the purposes of section 236(b), the designated officer is the Corporate Officer.
- (2) Minutes of Committee meetings referred to in Section 12(3) must be kept in accordance with Section 237 of the *Local Government Act*.
- (3) Subsection (2) applies to meetings of:
  - (a) Select, Standing, Committee of the Whole and Advisory Committees of the Board; and
  - (b) Any other body composed solely of board members acting as board members.

**13. OPENING PROCEDURES**

- (1) At the hour set for a meeting to convene, and provided that a quorum is present, the Chairperson shall take the chair and shall call the meeting to order.
- (2) If the Chairperson does not attend at the time appointed for a meeting, the Vice Chairperson shall take the chair.
- (3) In the absence of both the Chairperson and Vice Chairperson, the Directors present may elect an acting Chairperson who shall preside during the meeting, or until the arrival of the Chairperson or Vice Chairperson.
- (4) Such person appointed as acting Chairperson shall have all the powers and be subject to the same rules as the Chairperson.
- (5) Should there be no quorum present within fifteen (15) minutes after the time appointed for a meeting to convene:
  - (a) the Corporate Officer shall record the names of the Directors present and the meeting of the Board shall stand adjourned until the next day of meetings; or
  - (b) the Directors present may, upon the affirmative vote of those Directors, meet as a Committee of the Board.

**14. SPECIAL MEETINGS**

- (1) A special meeting of the Board may be called in accordance with Section 793(3) of the *Local Government Act* on the request of the Chair or any two Directors.

**15. AGENDAS AND REPORTS**

**(1) AGENDA PREPARATION**

- (a) Prior to each Regular Meeting of the Board, the Corporate Officer shall prepare an agenda approved by the Chairperson or his/her designate, setting out all items for consideration at that meeting.
- (b) Only those matters included on the agenda shall be considered or dealt with at a regular meeting of the Board, unless a new matter for consideration is properly introduced as a late item, as outlined in Section 15(5).

**(2) ENCLOSURES**

- (a) Whenever practical, the agenda for a meeting of the Board shall have attached to it, copies of all communications, reports and resolutions to be considered at that meeting.
- (b) In cases where documents are too unwieldy to be readily reproduced, the Corporate Officer may omit these materials from the agenda and shall refer to those items in short form on the agenda and keep the document on file in the Corporate Officer's office for reference purposes.

**(3) ORDER OF BUSINESS**

In preparing the Board agenda, the Corporate Officer shall cite the business for the consideration of the Board in accordance with the following headings:

- 1. Call to Order
- 2. Delegations
- 3. Board Minutes
- 4. Business Arising from the Minutes
- 5. Communications/Correspondence
- 6. Unfinished Business
- 7. Standing Committee, Select Committee and Commission Minutes and Recommendations
  - 7.1 Electoral Area Planning Committee
    - Minutes
    - Communications/Correspondence
    - Recommendations

7.2 Committee of the Whole

Minutes

Communications/Correspondence

Recommendations

7.3 Executive Standing Committee

Minutes

Recommendations

7.4 Commissions

Minutes

Recommendations

7.5 Scheduled Standing, Advisory Standing and Select Committee Reports

Minutes

Recommendations

8 Administrator's Report

9. Addendum

10. Business Arising from Delegations or Communications

11. New Business

12. Board Information

13. Adjournment

14. In Camera. (resolution required)

**(4) VARYING THE ORDER OF BUSINESS**

Notwithstanding the provisions under Section 15(3), the Board may vary the order in which business on the agenda shall be dealt with, by a majority vote of the Directors present.

**(5) LATE ITEMS**

(a) An item not included on the agenda or addendum shall not be considered at a meeting unless introduction of the late item is approved at the time allocated on the agenda (Board Agenda - New Business), by way of a motion carried by a majority vote of the Directors present.

(b) Information pertaining to late items for possible consideration at any meetings of the Board shall be distributed to the Directors at the commencement of the meeting.

**(6) DIRECTOR AGENDA ITEMS**

Any Director wishing to place an item on an agenda for consideration by the Board shall notify the Corporate Officer in writing prior to the completion of the Agenda. The Corporate Officer shall place the item on the agenda with the written request attached to the agenda, under the applicable heading with the Director's name beside it, to indicate that the Director will be speaking to the item at that meeting.

**16. ADDENDUM**

**(1) ESSENTIAL ITEMS**

These would include matters arising after the preparation of the agenda and which, if not acted upon in a timely manner, would prejudice or compromise either the District's position or the position of a constituent or group of constituents. These topics would be of a legal or legislative nature.

**(2) ELECTIVE ITEMS**

These would include matters which are purely administrative and require no background information to support them. Examples of this type of action would be: appointments to Advisory Committees; the appointment of Directors to attend as District representatives at meetings of outside organizations; and endorsing recommendations from other jurisdictions, where the rationale for the recommendation has been provided and there is concurrence among Board members regarding the rationale and the recommendation.

**17. NEW BUSINESS**

- (1) Only informational matters not covered under other sections of the agenda, including a point of order or a point of privilege, may be brought forward by a Director under the "New Business" section of the agenda (Board Agenda - New Business).

**18. DELEGATIONS**

- (1) When a person or group of persons wish to appear as a delegation before the Board, on a matter within the jurisdiction of the Board, the person or persons shall adhere to the following process:
- (a) Submit a letter to the Corporate Officer requesting to appear as a delegation including the date of the meeting at which the person or persons wish to appear, the subject or topic to be discussed, the name and correct mailing address of the spokesperson, and telephone number where the representative of the delegation can be reached during the day.
  - (b) Submit a written brief clearly setting out the topic and include specific concerns of the delegation relative to the topic which shall be included in the Board agenda. No letters, affidavits or other documents shall be attached to the briefs unless the subject matters of the same are embodied in the petitions or briefs.

- (2) The spokesperson or persons for a group presentation shall be made known prior to publication of the Board agenda and shall give their full names and addresses to the Board prior to making their presentation.
- (3) A delegation may be afforded a maximum of ten (10) minutes to make their presentation and shall be restricted to the summarizing of their brief, as included on the agenda. Additional time may be available at the discretion of the Chairperson, for answering questions presented by members.

A delegation wishing to speak on a Development Permit or Development Variance Permit will be afforded that opportunity at the time the item is being considered on the agenda and will be afforded a maximum of 5 minutes to make their presentation.

- (4) In the absence of written requests, the Corporate Officer shall not place a delegation on the agenda except where the Chairperson so designates.
- (5) Notwithstanding Subsection (4), the Board may by resolution, grant individuals or groups not listed in the agenda, an opportunity to be heard on matters either related to agenda items, or matters not listed on the agenda. Such delegation may be afforded a maximum of five (5) minutes to make their presentation. In order for late delegations to be placed on an “Addendum”, they must be received in writing no later than 1:00 pm on the day of the meeting.
- (6) The Chairperson shall advise the spokesperson before he or she commences the presentation, that comments must be confined to the contents of the brief that has been filed with the Corporate Officer.
- (7) Spokespersons for any one delegation shall be limited to one, except where the Board otherwise permits, and the total time allowed for any one delegation to make its presentation, shall not be more than ten (10) minutes, exclusive of the time required to answer questions by the Board.
- (8) The Chairperson may deny any delegation, at the Board meeting, the right to be heard if, in the Chair’s opinion, the spokesperson or any member of the delegation:
  - (a) uses offensive words in referring to any member or to any official of the Board or member of the Public;
  - (b) shouts, immoderately raises his/her voice, or uses profane, vulgar or offensive language, gestures or signs;
  - (c) the remarks of the delegation’s spokespersons are likely to be scandalous, criminal, or offensive to the accepted rules of address to an elected body;
  - (d) addresses issues not contained within the brief.
- (9) After initial presentation, the Chairperson may grant other persons or a spokesperson for a group of persons in gallery attendance, permission to address the Board on the subject matter.

- (10) Time will be allowed on the agenda to allow members to question the individuals making the presentation.
- (11) The Board may defer any discussion on a presentation until members have had sufficient time for study and discussion.
- (12) If the decision is delayed, the spokesperson of the presentation will be informed by the Administration when the topic will be placed on a future agenda.

**19. PETITIONS AND COMMUNICATIONS**

- (1) A letter, petition or other communication intended to be presented to the Board shall:
  - (a) be printed, typewritten, duplicated or legibly written;
  - (b) clearly set out the matter at issue and the request that is being made of the Board;
  - (c) be signed with the correct name of the writer and contain the correct mailing address of the writer; and
  - (d) in the case of a petition:
    - (i) be signed by each petitioner;
    - (ii) set out the printed name and residential address of each petitioner;
    - (iii) each page of the petition shall include the purpose for which the signatures have been petitioned.
- (2) On receipt of a communication intended for the Board, the Administrator may:
  - (a) include it as an item on the agenda for the next regular meeting of the Board, in full or summary form as the Administrator sees fit; or
  - (b) refer it to the appropriate Committee for a report to the Board. An acknowledgment shall be mailed to the writer on receipt of the communication, advising where the matter has been referred.

**20. IN CAMERA MEETINGS**

- (1) It shall be the responsibility of the Chairperson and the Administrator, collectively or individually to determine the subject matter which is to be submitted as "In Camera".
- (2) In Camera subject matters shall be restricted to matters set out in Section 90 of the *Community Charter*.
- (3) All In Camera agendas shall be marked "In Camera".



- (4) In the event that staff normally utilized for the recording of the board minutes are excused from the Boardroom during discussion periods, the Board will appoint an Acting Corporate Officer for recording purposes. In this context, a recording book will be established and be made available in the Boardroom during all regularly scheduled and special Standing, Select Committee or Advisory Committee meetings. The book shall be retained outside of the meeting times by the Corporate Officer in the interest of confidentiality.
- (5) The Board may, by motion, passed by a majority vote of the Directors present, bring forward to the public portion of the Board meetings, any of the written material marked "In Camera".
- (6) Any topics to be discussed verbally "In Camera" may also be brought forward, by resolution, to the public session of the Board meeting on a majority vote of the Directors present.
- (7) The content of "In Camera" Board deliberations shall not be released, disclosed or announced publicly unless specific authorization to do so has been given by Board resolution adopted at a duly constituted meeting by a majority of the Directors present.
- (8) The release of "In Camera" deliberations shall, unless otherwise specified by Board resolution, include the entire content of the relevant section of the appropriate "In Camera" minutes.
- (9) Directors wishing to explain their personal position on the matter shall be given an opportunity to do so in conjunction with the release, or at any time thereafter.
- (10) The Chairperson of an "In Camera" meeting may expel or exclude from a meeting of the Board, a member who, in the Chairperson's opinion, has disclosed confidential information and is, therefore, guilty of improper conduct. The Chairperson may also exclude persons other than Board members from an In Camera meeting.
- (11) Board Members, or Alternate Board Members in a Board Member's absence, are the only persons permitted to participate in discussion at an In Camera meeting unless otherwise authorized by the Chairperson.

## **21. MINUTES**

### **(1) ADOPTION AND DISTRIBUTION**

The Corporate Officer shall ensure that:

- (a) the minutes of the proceedings of the Board are legibly recorded.
- (b) a copy of the minutes of every meeting of the Board is distributed to each Director prior to the meeting at which they are proposed to be adopted.

- (2) The minutes of a Board meeting as prepared by the Corporate Officer shall be, whenever possible, adopted at the next regular meeting of the Board and, once adopted, shall be certified correct by the Corporate Officer and signed by the Chairperson or person presiding at the meeting at which they are adopted.

### **PART III - BOARD RESOLUTIONS AND BYLAWS**

#### **22. GENERAL**

- (1) A motion is made by a member securing the recognition of the Chairperson, stating “I move that.....”.
- (2) A motion shall be worded in affirmative terms.
- (3) All main motions must be seconded by another Director making a statement to that effect, and if not seconded, the motion is “lost for lack of a seconder”.
- (4) When seconded, the Chairperson then restates the motion and by so doing puts the question to the meeting and opens the debate.
- (5) There shall only be one main motion before a meeting at any one time.
- (6) When any question is under consideration, no other main motion nor input from a delegation, shall be received.
- (7) Motions, other than routine motions (including motions to adopt a report, to receive and file, to refer to a Standing Committee, Select Committee, Committee of the Whole or Commission, or to an official to introduce or pass a bylaw or adjourn), shall, if required by the Chairperson, be put in writing, and seconded before being debated.
- (8) Every motion shall be recorded in writing by the Corporate Officer.
- (9) Withdrawal:

After a motion has been made, it shall be deemed to be in the possession of the Board, but may, with the permission of the Board, be withdrawn at any time by the mover and the seconder, before decision or amendment.

#### **23. AMENDMENTS**

- (1) Any Director may move to amend a motion that is under debate provided that the amendment is relevant to the main motion and does not materially change its purpose.
- (2) An amendment may propose that certain words be left out, that certain words be omitted and replaced by others, or that certain words be inserted or added.
- (3) Every amendment must be strictly relevant to the question being considered.

- (4) An amendment that would simply negative the effect of the main motion is not acceptable, such an intention being properly fulfilled by merely voting against the motion.
- (5) Once the question on the amendment has been put and dealt with by the Board, it shall be in order for a Director to again amend the main motion or amend the previous amendment. Only two (2) such amendments may be entertained at the same time.
- (6) An amendment to an amendment must be relevant to the amendment.
- (7) If two (2) amendments are entertained at the same time, one of the amendments must be disposed of before any new amendment can be entertained.
- (8) There is no limit to the number of amendments admissible to a question provided Subsections (5) and (6) are observed.
- (9) When a Director moves to amend a motion, the Chairperson shall state the original motion, followed by the amendment and then shall propose the question of the amendment to the Board.
- (10) An amendment or motion to refer, once defeated by the Board, shall not be moved a second time.
- (11) When the question on the amendment is resolved, the Chairperson shall again propose the main question and debate may ensue thereon, or other amendments may be submitted.

#### **24. DEBATE ON THE MOTION**

- (1) No Director may speak twice on any motion, except under the following circumstances:
  - (a) receiving permission from the Chairperson or presiding member to speak, explain a part of the speech, but may not introduce any new matter and there shall be no debate on the explanation;
  - (b) When a Director who has moved a substantive motion, other than a motion that the main question before the Board be immediately put to a vote, he/she may close the debate after all other Directors have been given an opportunity to speak;
  - (c) No Director shall speak a second time to the same question as long as any Director who desires to speak has not spoken to that question;

(d) Before the debate has been closed, and the question called, provided no other Director has the floor, a Director may, during the debate:

(i) ask a question which

- relates directly to the debate,
- contains no argument, and
- introduces no new material on the motion; or

(ii) request that the motion, or a part thereof, be read aloud.

(2) No Director shall speak longer than

(a) five minutes on any original motion before the Board;

(b) three minutes on any amendment before the Board; or

(c) three minutes for closing debate on an original motion or on an amendment.

(3) When a Director has closed debate, the Chairperson or presiding member shall put the motion to a vote, without further discussion or debate.

(4) When the motion has been declared put, no Director shall debate further on the question or speak any words except to request that the motion be read aloud.

## **25. CEASING AND LIMITING DEBATE**

(1) A motion to “Call for the previous question” shall always be in order. If seconded, the debate shall immediately halt and the Chairperson shall put the question “shall the main question be now put?”. If carried by a two-thirds (2/3) vote, all debate immediately ceases and the Chairperson shall immediately “call for the question”.

(2) A motion to limit debate or adjourn shall always be in order, need not be in writing, and shall be decided without debate or amendment. In this instance, a motion may be made to limit the time allowed each speaker, or the number of speeches on each side, or to appoint a time at which debate shall close and the question be put forth. No second motion to the same effect shall be made until some intermediate proceedings have occurred.

## **26. VOTING**

(1) All votes pertaining to Board Business, shall be taken by a show of hands.

(2) Subsection (1) does not apply to the selection of Chairperson and Vice Chairperson.

(3) Directors who are in the room shall always take their places when a vote is called for and shall not leave until the vote has been taken.

- (4) (a) Whenever a vote of the Board is taken for any purpose, each Director present in the Boardroom shall signify his or her vote upon the question, openly and individually by raising his/her hand and the Chairperson shall declare the motion carried unanimously, carried or defeated as the case may be.
- (b) Each Director present in the Boardroom, who does not signify his or her vote upon the question openly and individually by raising his/her hand, shall be recorded as voting in the affirmative.
- (5) Where a Director calls for a recorded vote, the names of the Directors voting in favour and those opposed shall be recorded by the Corporate Officer. A call for a recorded vote on any motion must be made before the question is put forth.
- (6) Recorded votes shall only be permitted at Regular or Special Board meetings.

## **27. RECONSIDERATION**

- (1) After a vote has been taken on any question, except one of tabling or postponing a subject, a member who voted in the majority may move a reconsideration of the motion at the same or the next regular or special meeting of the Board.
- (2) Despite Subsection (1), a member who is absent from a meeting at which a vote was taken on a question, except one of tabling or postponing a matter, may move reconsideration of the motion at either the next regular or special meeting of the Board.
- (3) A motion to reconsider requires two-thirds of the votes cast to pass. If the motion to reconsider is successful, the matter shall be put before the Board for reconsideration and may be dealt with by the Board by a majority vote.
- (4) The Board shall not reconsider any question that:
  - (a) has been acted upon by any officer or employee of the Regional District;
  - (b) received the assent or approval of the electors and subsequently adopted by the Board; or
  - (c) has been reconsidered under section 219 of the *Local Government Act* or section 27(1) of this Bylaw.
- (5) After a question has been reconsidered, it shall not be reintroduced for a period of six months except by unanimous consent of all directors.

## **28. BYLAWS**

### **(1) GENERAL**

- (a) Every proposed bylaw shall be printed or typewritten before it is introduced for consideration by the Board.

- (b) The Corporate Officer shall cause the bylaw to be copied in full and forwarded to the Directors with an agenda.
- (c) A bylaw other than a bylaw referred to in Subsection (2) (Zoning/OCP Bylaws) may be voted upon by way of a motion to give it first, second and third reading.
- (d)
  - (i) Subject to provisions of the *Local Government Act*, no bylaw may be adopted unless it has received three readings and is reconsidered by the Board not less than one (1) day after third reading.
  - (ii) The title and the intended object only of the bylaw shall be read by the Chairperson at each reading of the bylaw, unless a majority of the Directors require that it be read in full.
  - (iii) In the case of a bylaw requiring the consent or assent of the electors or the approval of a Provincial Ministry, such bylaw shall not be adopted unless it shall have obtained three readings and such assent or approval as the case may be.
- (e) The Board may give clause by clause consideration to the provisions of a bylaw, only upon consideration of a motion to give second reading of such bylaw, and clause by clause consideration may be conducted only after the Board shall have resolved by majority vote to conduct such detailed considerations.
- (f) A bylaw may be reconsidered pursuant to Section 27 of this bylaw.
- (g) The Corporate Officer shall be empowered to correct any typographical error that may not have been corrected at the time of submission to the Board and the bylaw shall have the same status as if the Board had corrected same.
- (h) When a bylaw has been given three readings and has been adopted by the Board, it
  - (i) becomes an enactment of the District; and
  - (ii) is effective immediately unless the bylaw or an applicable provincial statute provides otherwise.

**(2) ZONING/OCP BYLAWS**

- (a) Nothing in this Section shall require the Board to introduce a bylaw nor give it any reading or readings.
- (b) A bylaw respecting a community plan or zoning bylaw shall not be adopted by the Board unless a public hearing is held or where a public hearing is waived in accordance with the *Local Government Act*.
- (c) A bylaw referred to in Subsection (b) may be given only first and second reading at the time of introduction of such bylaw.

- (d) The public hearing referred to in Subsection (b) shall be held after second reading, but prior to third reading of the community plan or zoning bylaw, as the case may be.
- (e) A zoning bylaw referred to in Subsection (b) other than a bylaw in respect of a community plan, may be voted upon by way of a motion to give it first and second reading.
- (f) A bylaw in respect of a community plan referred to in Subsection (b) shall be voted upon at each reading of the bylaw. The bylaw shall not be orally recited at each reading and further provided that individual motions in respect of each reading shall not be made unless the Board shall, upon motion, vote in the affirmative for separate motions in respect of each reading of the bylaw.

**(3) RESOLUTIONS**

- (a) A resolution may be introduced at a Board meeting only if a written copy is given to each Director before consideration unless the Board agrees to waive this requirement.
- (b) The Chairperson may have the Corporate Officer read the resolution and request a motion that the resolution be introduced.

**PART IV - CONDUCT OF COMMITTEE BUSINESS**

**29. COMMITTEE OF THE WHOLE**

- (1) During any meeting of the Board, the Directors may, by motion, resolve itself into Committee of the Whole to consider specific matters.
- (2) The Chairperson of the Board shall act as Chairperson of the Committee of the Whole.
- (3) When all matters referred to Committee of the Whole have been considered, a motion to rise and report the Committee's recommendations to the Board shall be adopted.
- (4) On resumption of business of the Board, the Chairperson of the Committee of the Whole, shall report to the Board and the Board may:
  - (a) adopt the report; or
  - (b) reject the report; or
  - (c) adopt the report with amendments; or
  - (d) commit the subject matter for further consideration, either in part or in total; or
  - (e) postpone action on the report; or
  - (f) approve a request of Committee to sit again, the Committee having reported progress after partial consideration of the subject.

**30. STANDING, SELECT AND ADVISORY COMMITTEES**

**(1) STANDING COMMITTEES**

The Electoral Area Planning and Executive Committees shall be Standing Committees of the Board whose broad terms of reference are as follows:

**(a) Electoral Area Planning Committee**

To consider matters pertaining to Electoral Area Planning under Part 26 of the Local Government Act.

**(b) Executive Standing Committee**

To consider matters pertaining to employment contracts, Board appointments, Board procedures or other matters as determined by Board resolution. The Executive Committee shall comprise of eight members and shall include the Chairperson, Vice Chairperson and Chairperson of the Electoral Area Planning Committee. Where there are less than six Directors eligible to sit on the Executive Committee, the Board Chairperson shall appoint Board Members as necessary to establish its composition.

The Executive Committee shall review annually the list of Scheduled and Advisory Standing Committees as identified in Schedule 'A' to this bylaw.

**(2) SCHEDULED STANDING COMMITTEES**

Board members appointed to Scheduled Standing Committees are appointed as Committees of One, to act as a liaison committee between the Board and the organizations named in Schedule 'A' to this bylaw.

**(3) ADVISORY COMMITTEES**

An Advisory Committee is one which includes members of the public and at least one Board member to provide advice and recommendations to the Board on specific matters as determined by Board resolution.

**(4) SELECT COMMITTEES**

(a) Select Committees are those established and appointed by the Board and made up of Board members to consider or inquire into any matter and report its findings and opinions to the Board. Select Committees' minutes shall be forwarded to the Board for information and included under Section 7.5 of the Board Meeting Order of Business.

(b) The Board delegates to the Chairperson the power to appoint a Select Committee.



**(5) APPOINTMENT TO COMMITTEES AND COMMISSIONS**

- (a) The Chairperson shall review and update annually, as soon as possible after the Inaugural meeting, and not later than December 31st of any year, the list of Standing Committee members and Chairpersons and the list of Scheduled Standing Committee members.
- (b) As soon as possible after the inaugural meeting, and not later than January 31<sup>st</sup> of the following year, the Board shall review and appoint persons to fill vacancies on Advisory Committees and Advisory Commissions.
- (c) Unless specifically prohibited by an enactment, members of all Standing Committees, Select Committees, Advisory Committees and Advisory Commissions shall, regardless of the designated termination date of their respective position as a Committee or Commission member, continue to serve until such time as a replacement has been appointed, or until such time as the said member's term is officially extended.

**(6) QUORUM**

- (a) In any Standing or Select Committee, a majority of the Directors or members appointed to that Committee shall be a quorum.
- (b) When a Standing or Select Committee is meeting and if the quorum is lost, the meeting shall either stand adjourned or meet as a Committee of the Whole. If the Standing or Select Committee meets as a Committee of the Whole, the minutes and recommendations from that meeting shall be referred to the next regular Standing or Select Committee meeting for endorsement prior to proceeding to the Board.

**(7) VOTING**

- (a) Notwithstanding the number of votes assigned to Directors of the Board, any Director appointed to a Standing, Select or Committee of the Whole who attends a meeting of a Standing, Select or Committee of the Whole shall have only one vote on matters under consideration by the said Committee.
- (b) Members of the Board may attend meetings of any Standing, Select or Advisory Committee and may participate in discussions; however, only Directors who have been appointed to a Committee or an Alternate Director attending in the absence of an appointed Director, may introduce a resolution or vote on the proceedings.
- (c) The Chairperson shall be an ex-officio, a voting member of all Committees and when in attendance, possess all the rights, privileges, powers and duties of other Committee members.

**(8) DUTIES**

The general duties of a Standing Committee and Committee of the Whole shall be as follows:

- (a) To consider and report to the Board from time to time, or whenever desired by the Board and as often as the interest of the Regional District may require, on all matters referred to it by the Chairperson, or the Board, or coming within its purview, and to recommend such action by the Board in relation thereto as it deems necessary or expedient.
- (b) To carry out the instructions of the Board expressed by resolution in regard to any matter referred by the Board for immediate action. In such cases the instructions of the Board shall be specific and the Committee shall report its action in detail at the next regular, or other meeting, of the Board thereafter, as specified in the instructions of the Board.

**(9) DELEGATIONS**

When a person or a group of persons wish to appear as a delegation before a Standing, Select or Advisory Committee on a matter within the jurisdiction of the Committee, they shall be subject to the requirements set out in this bylaw.

**(10) COMMITTEE RECOMMENDATIONS**

Standing, Select, Committee of the Whole or Advisory Committee recommendations, shall be subject to the approval of the Board, except where the Standing, Select, Committee of the Whole or Advisory Committee have been delegated administrative power by the Board.

**31. REPEAL**

“Regional District of Nanaimo Board Procedure Bylaw No. 1393, 2004” and any amendments thereafter are hereby repealed.

Introduced and read three times this 28th day of November, 2006.

Adopted this 28th day of November, 2006.

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CHAIRPERSON

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SR. MANAGER, CORPORATE ADMINISTRATION

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Chairperson

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Sr. Manager, Corporate Administration

## SCHEDULE A

### 1. SCHEDULED STANDING COMMITTEES

Arrowsmith Water Project Management Committee

Deep Bay Harbour Authority

Island Corridor Foundation

Mount Arrowsmith Biosphere Foundation

Vancouver Island Biosphere Centre

Municipal Finance Authority

Municipal Insurance Association (MIA)

North Island 911 Corporation

RDN Emergency Planning Committee

Regional Library Board

Regional Transportation Advisory Committee

Treaty Advisory Committee

Te'Mexw Treaty Negotiations Committee

Oceanside Tourism Association

Vancouver Island Health Authority Project Building Committee

Vancouver Island Health Authority Joint Capital Planning Committee

2. ADVISORY STANDING COMMITTEES

Electoral Area 'A' Recreation & Greenspaces Advisory Committee

Gabriola Island Parks & Open Space Advisory Committee

East Wellington/Pleasant Valley Parks & Open Space Advisory Committee

Nanoose Bay Parks & Open Space Advisory Committee

Electoral Area 'G' Parks & Open Space Advisory Committee

Electoral Area 'H' Parks & Open Space Advisory Committee

Grants-in-Aid Committee

Regional Growth Monitoring Advisory Committee

Regional Solid Waste Advisory Committee

Regional Parks & Trails Advisory Committee

3. COMMISSIONS

District 69 Recreation Commission

**Attachment 3.**

Chart of Changes from Procedure Bylaw No. 1512 to Proposed Bylaw No. 1754

## Chart of Changes from Procedure Bylaw No. 1512 to Proposed Bylaw No. 1754

Current Bylaw (provided as Attachment 1)	Proposed Bylaw No. 1754 (provided as Attachment 2)
General	<p><i>Modernize language, i.e. replace shall with more appropriate wording</i></p> <p><i>Reduce duplication</i></p> <p><i>Reduce quoting legislation</i></p> <p><i>Simplify where possible</i></p> <p><i>Some wording modified to allow provisions to more clearly apply to both Board and Committee meetings</i></p>
Global	<p><i>Change references to Administrator to “Chief Administrative Officer (CAO)”</i></p> <p><i>Change references to “Chairperson” to “Chair”</i></p> <p><i>Change references to “District” to “Regional District”</i></p> <p><i>Delete references to specific sections of legislation</i></p>
<p><b>1. TITLE</b></p> <p>This bylaw may be cited for all purposes as the “Regional District of Nanaimo Board Procedure Bylaw No. 1512, 2006”.</p>	<p><i>Update to new citation.</i></p> <p><b>1. TITLE</b></p> <p>This bylaw may be cited for all purposes as the “Regional District of Nanaimo Board Procedure Bylaw No. 1754, 2017”.</p>
<p><b>2. INTERPRETATION</b></p> <p>“Administrator”</p> <p>“Advisory Commissions” means an Advisory Commission appointed by the Board under the Local Government Act which does not include a Director</p> <p>“Advisory Committee”</p> <p>“Amendment”</p> <p>“Board” means the governing and executive body of the District.</p> <p>“Chairperson”</p> <p>“Committee of the Whole”</p> <p>“Corporate Officer” means the person responsible for corporate administration under Section 198 of the <i>Local Government Act</i>.</p>	<p><i>Change to 2. DEFINITIONS</i></p> <p><i>Change to “Chief Administrative Officer” and “CAO” means the person assigned chief administrative responsibility for the Regional District under the Local Government Act.</i></p> <p><i>Change to “Commission” means a commission established by the Board under the Local Government Act.</i></p> <p><i>Delete “or Commission”</i></p> <p><i>Delete “Amendment” – not needed</i></p> <p><i>Delete “Board” – defined in legislation</i></p> <p><i>Change to “Chair”</i></p> <p><i>Delete “Committee of the Whole”. Defined in Section 23.</i></p>

<b>Current Bylaw (provided as Attachment 1)</b>	<b>Proposed Bylaw No. 1754 (provided as Attachment 2)</b>
<p>“District” - means the Regional District of Nanaimo.</p> <p>“Director” means a member of the Board whether as a municipal director or an electoral area director.</p> <p>“In Camera Meeting” means a meeting that is closed to the public in accordance with Section 90 and Section 92 of the <i>Community Charter</i>.</p> <p>“Motion” means a formal proposal placed before a meeting or deliberative assembly in order that it may be debated to a conclusion.</p> <p>“Public Notice Posting Place” means the notice board at the Regional District of Nanaimo Administration office.</p> <p>“Quorum” the quorum of the Board or the Committee of the Whole, shall be nine Directors.</p> <p>“Scheduled Standing Committee”</p> <p>“Select Committee” means a Select Committee appointed under Section 795 of the <i>Local Government Act</i> comprised solely of Board members.</p> <p>“Senior Manager of Corporate Administration”</p> <p>“Vice Chairperson”</p>	<p><i>Change “District” to “Regional District”.</i></p> <p><i>Change to - “In Camera Meeting” means a meeting that is closed to the public in accordance with the provisions of Community Charter made applicable to Regional Districts under the Local Government Act.</i></p> <p><i>Add “Member” means a Director of the Board or a member of any Board or Committee of the Regional District, and includes their alternate if acting in the place of a Member..</i></p> <p><i>Delete “Motion”</i></p> <p><i>As the bylaw also applies to committees, change to – “Quorum” means the number of members who must be present to conduct business, being a majority of the members of the Board or Committee.</i></p> <p><i>Delete “Scheduled Standing Committee” – reference external organizations instead – does not need to be defined.</i></p> <p><i>“Select Committee” – change “Board members” to “Directors”</i></p> <p><i>Change to “Corporate Officer”.</i></p> <p><i>Change to “Vice Chair” and remove “(or Deputy Chairperson)”</i></p>
<p><b>3. APPLICATION</b></p> <p>(1) This bylaw applies to all meetings of the following (except as otherwise provided in this bylaw):</p> <ul style="list-style-type: none"> <li>Board</li> <li>Advisory Committee</li> <li>Advisory Commission</li> <li>Select Committee</li> <li>Committee of the Whole</li> </ul>	<p><i>Delete 3(1) and replace with:</i></p> <p>(1) The provisions of this bylaw govern the proceedings of the Board and all Committees, except as otherwise provided in this bylaw.”</p>

<b>Current Bylaw (provided as Attachment 1)</b>	<b>Proposed Bylaw No. 1754 (provided as Attachment 2)</b>
<p>(2) Any one or more of the rules and orders contained in this bylaw may be temporarily suspended by an affirmative vote of not less than two thirds (2/3) of the members present, except those contained in Part III, Section 28 (Bylaws).</p> <p>(3) When any matter relating to proceedings arises which is not covered by a provision of this bylaw, the matter shall be decided by reference to the New Roberts Rules of Order, 2<sup>nd</sup> Edition, 1998 to the extent those Rules are applicable in the circumstances and not inconsistent with this Bylaw, the <i>Community Charter</i> or the <i>Local Government Act</i>.</p> <p>(4) In the event of any conflict between the provisions of this bylaw and those contained in the New Roberts Rules of Order, 2<sup>nd</sup> Edition, 1998, the provisions of this bylaw shall apply.</p>	<p>(2) Any one or more of the rules and orders contained in this bylaw may be temporarily suspended by an affirmative vote of not less than two thirds (2/3) of the members present, except those contained in Section 21 (Bylaws).</p> <p><i>Delete 3(3) and 3(4) and replace with:</i></p> <p>(3) In cases not provided for under this bylaw and where the <i>Community Charter</i> and the <i>Local Government Act</i> are silent, the current edition of Roberts' Rules of Order Newly Revised applies to the proceedings of all Committees"</p>
<p><b>4. RULES OF CONDUCT AND DEBATE</b></p> <p>(1) Every member shall address himself or herself to the Chair before speaking to any question or motion.</p> <p>(2) Members shall address the Chair as "Mr. or Madam Chairperson" and shall refer to each other as "Director _____".</p> <p>(3) No member shall:</p> <ul style="list-style-type: none"> <li>(a) use offensive words in referring to the Board, a Director, or an officer or employee of the Regional District;</li> <li>(b) speak beside the question in debate or reflect upon a vote of the Board, except for the purpose of moving that the vote be rescinded;</li> <li>(c) leave his or her seat or make any noise or disturbance while a vote is being taken and until the result is declared;</li> <li>(d) disobey the rules of the Board or resist a decision of the Board or Chairperson on questions of order or practice, or interpretation of the rules of the Board.</li> </ul> <p>(4) A member who contravenes Section 4(3) may be suspended or removed from the remainder of a meeting, by the Chairperson, upon two-thirds vote of the Board.</p>	<p>(2) <i>Members will address the Chair as "Chair _____" and refer to each other as "Director _____"</i></p> <p><i>Re-word 4(3) as follows:</i></p> <p>(3) Members speaking at a Board meeting must:</p> <ul style="list-style-type: none"> <li>(a) use respectful language;</li> <li>(b) not use offensive gestures or signs;</li> <li>(c) speak only in connection with the matter being debated; and</li> <li>(d) adhere to the rules of procedure established under this Bylaw and to the decisions of the Chair and the Board regarding the rules and points of order.</li> </ul> <p><i>Replace 4(4) with the following, which includes some of the Role of the Chair 6(5) language:</i></p> <p>(4) If the Chair considers that a Member is acting contrary to subsection (3) or otherwise acting improperly, the Chair may order the Member to leave the meeting.</p>



Current Bylaw (provided as Attachment 1)	Proposed Bylaw No. 1754 (provided as Attachment 2)
	<p><i>Re-number current section 26(3) as 4(5) and re-word:</i></p> <p>(5) Members who are in the room must promptly take their seats when a vote is called and must not leave until the vote has been taken.</p>
<p><b>5. INAUGURAL MEETING</b></p> <p>(1) The Board shall meet on the second Tuesday in December of each year for its Inaugural meeting.</p> <p>(2) The meeting shall be chaired by the Administrator who shall call the meeting to order and confirm the appointment of representatives from the member municipalities.</p>	<p><i>Add clarification with new Section 5(2) and (3):</i></p> <p>(2) The meeting will be chaired by the CAO until such time as the Chair has been elected.</p> <p>(3) The CAO will call the meeting to order and advise the Board of the appointment of municipal directors from the member municipalities.</p>
<p><b>6. CHAIRPERSON AND VICE CHAIRPERSON</b></p> <p><b>(1) APPOINTMENT</b></p> <p>(a) Annually at the Inaugural meeting, the Board shall elect a Chairperson and Vice Chairperson.</p> <p>(b) The Administrator shall call for nominations for the position of Chairperson and Vice Chairperson.</p>	<p><i>Change to:</i> <b>6. CHAIR AND VICE CHAIR</b></p> <p><i>Incorporate additional procedural guidelines for election of the Chair and Vice Chair; particularly to provide for the procedures of the election when there is not an acclamation.</i></p> <p>(1) General Provisions</p> <p>(a) Annually at the Inaugural meeting, the Board must elect a Chair and Vice Chair.</p> <p>(2) Election of the Chair</p> <p>(a) The CAO will call for nominations for the office of Chair.</p> <p>(b) Each nomination must be seconded and the nominee must consent to the nomination.</p> <p>(c) If only one candidate is nominated for the office of Chair, that candidate will be declared elected by acclamation.</p> <p>(d) If more than one candidate is nominated for an office, each candidate will be given three minutes to speak.</p> <p>(e) At the conclusion of candidates' speeches, an election will be held and voting will be conducted by secret ballot.</p> <p>(f) The distribution and collection of ballots, the counting of the votes and the subsequent destruction of ballots is the responsibility of the Corporate Officer or such other person as may be designated by the Corporate Officer.</p>

<b>Current Bylaw (provided as Attachment 1)</b>	<b>Proposed Bylaw No. 1754 (provided as Attachment 2)</b>
	<p>(g) Immediately after reviewing the voting results the Corporate Officer will provide the results to the CAO who will announce the name of the candidate who has been elected, as determined under subsection (h). The number of votes received by each candidate will not be disclosed to the Board unless a resolution requiring disclosure is passed.</p> <p>(g) The candidate with the most votes will be declared elected as Chair, provided that the candidate has received a majority of votes of the entire Board. In the event of a tie vote for the highest number of votes, section 6(3)(a) applies. In the case of more than two candidates in the election, the candidate with the lowest number of votes is removed from the election and the vote must be held for the remaining candidates until a candidate is elected by a majority vote or as determined under subsection (3)(a). In the event of a tie vote for the lowest number of votes, subsection (3)(b) applies.</p> <p>(3) Tie vote</p> <p>(a) In the event of a tie vote for the most votes of two candidates, both candidates remain in the election. If a definitive election result cannot be declared after an additional two elections have been held, the Board may elect an acting Chair for those portions of the agenda not related to the election of the Chair or Vice Chair, then return the chair to the CAO to recess the meeting to a date and time as determined by the CAO. Should an acting Chair not be elected, the CAO may recess the meeting immediately to a date and time as determined by the CAO.</p> <p>(b) In the event of a tie vote for the lowest number of votes, all candidates remain in the election, unless there would be two or more candidates remaining, in which case the lowest tied candidates are removed from the election and the vote is held for the remaining candidates until a candidate is elected by a majority vote or as determined under subsection (a).</p> <p>(4) Election of Vice Chair</p> <p>The election for the position of Vice Chair will be conducted by the Chair immediately following the election of the Chair and the same rules as apply to the election of the Chair will apply in the case of the election of the Vice Chair.</p>

Current Bylaw (provided as Attachment 1)	Proposed Bylaw No. 1754 (provided as Attachment 2)
<p>(c) The Vice Chairperson has, during the absence, illness or other disability of the Chairperson, all the power of the Chairperson and is subject to all rules applicable to the Chairperson.</p> <p><b>(2) PURPOSE</b></p> <p>The Chairperson shall act as the Board’s Official spokesperson and shall chair all Board meetings except where the Chairperson is absent due to illness, disability or other reason where the Chairperson has left the Chair in accordance with Subsection (4) or has left the meeting in accordance with Section 793(7) of the <i>Local Government Act</i> and sections 100 and 101 of the <i>Community Charter</i>, and shall maintain order and preserve decorum by enforcing the rules of the Board.</p> <p><b>(3) GENERAL RESPONSIBILITIES</b></p> <p>Subject to being overruled by a majority vote of the Directors, which vote shall be taken without debate, the Chairperson:</p> <p>(a) shall decide points of order without debate or comment, other than to state the rule governing;</p> <p>(b) shall determine which Director has a right to speak;</p> <p>(c) shall ascertain that all Directors who wish to speak on a motion have spoken thereon, and that the Directors are ready to vote by asking the question “Are you ready for the question?” and shall thereafter put the question to the vote;</p> <p>(d) shall rule when a motion or an amendment is out of order, and cite the rule or authority applicable thereto, subject to an appeal to the Board and decline to put any motion before the Board which he/she deems to be clearly out of order or contrary to law;</p> <p>(e) may call a Director to order.</p> <p>(4) Should the Chairperson desire to leave the Chair for the purpose of taking part in the debate, or otherwise, he/she shall call on the Vice Chairperson, or if the Vice Chairperson is absent, one of the Directors to take his/her place until the Chairperson resumes the Chair.</p> <p>(5) The Chairperson may, at any meeting, cause to be expelled and excluded, any person who creates any disturbance or acts improperly during a meeting.</p>	<p><i>Current 1(c), (2) Purpose, (3) General Responsibilities &amp; (4) combined under new (5) “Role of the Chair”:</i></p> <p>(5) Role of the Chair</p> <p>(a) The Chair will act as the Board’s official spokesperson and will chair all Board meetings except where the Chair is absent due to illness, disability or other reason, and must maintain order and preserve decorum by enforcing the rules of the Board.</p> <p>(b) The Vice Chair has, during the absence, illness, or other disability of the Chair, all the power of the Chair and is subject to all rules applicable to the Chair.</p> <p>(c) Subject to being overruled by a majority vote of the Members, which vote must be taken without debate, the Chair:</p> <p>i. must decide points of order without debate or comment, other than to state the rule governing;</p> <p>ii. must determine which Member has a right to speak;</p> <p>iii. must ascertain that all Members who wish to speak on a motion have done so, that the Members are ready to vote by asking the question “Are you ready for the question?” and then put the question to the vote;</p> <p>iv. must rule when a motion or an amendment is out of order, and cite the rule or authority applicable, subject to an appeal to the Board, and decline to put any motion before the Board which the Chair considers to be clearly out of order or contrary to law;</p> <p>v. may call a Member to order in accordance with Section 4.</p> <p>(d) Should the Chair desire to leave the Chair for the purpose of taking part in the debate, or otherwise, the Chair must call on the Vice Chair, or if the Vice Chair is absent, one of the Directors to take the Chair’s place until the Chair resumes the Chair.</p> <p><i>Delete current (5) - Included Section 11(4)</i></p>

Current Bylaw (provided as Attachment 1)	Proposed Bylaw No. 1754 (provided as Attachment 2)
<p><b>7. LOCATION AND TIME OF REGULAR BOARD MEETINGS</b></p> <p>(1) Regular meetings of the Board must take place at the Regional District Board Chambers unless the location is changed by resolution of the Board.</p> <p>(2) Regular meetings of the Board must be held on the second Tuesday of each month commencing at 7:00 p.m.</p> <p>Effective September 1st, 2004, regular meetings of the Board will take place on the fourth Tuesday of each month commencing at 7:00 pm. Notwithstanding this provision, the regular Board meeting in December will take place annually on the second Tuesday in December in accordance with section 5(1) of this bylaw.</p> <p>(3) Notwithstanding anything in this bylaw, one or more standing committee may be combined to meet as a Committee of the Whole.</p>	<p><i>Minor wording change to (1)</i></p> <p>(1) Regular meetings of the Board take place at the Regional District Board Chambers unless the location is changed by resolution of the Board.</p> <p><i>Amend (2) as follows:</i></p> <p>(2) Regular meetings of the Board are held on the fourth Tuesday of each month commencing at 7:00 p.m. unless decided otherwise by resolution of the Board”</p> <p>Delete (3) and replace with:</p> <p>(3) Regular meetings of the Board must be adjourned before 11:00 p.m. on the day scheduled for the meeting unless the Board resolves by unanimous vote to proceed beyond that time. Items remaining on the agenda will be added to the agenda for the next regular meeting.</p>
<p><b>8. NOTICE OF REGULAR BOARD MEETINGS</b></p> <p>(1) At least 72 hours before a regular meeting of the Board, the Corporate Officer must give public notice of the time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place.</p> <p>(2) At least 24 hours before a regular meeting of Board, the Corporate Officer must give further public notice of the meeting by:</p> <p>(a) posting a copy of the agenda at the Public Notice Posting Place; and</p> <p>(b) leaving copies of the outline of the agenda at the reception counter at the Regional District Administration Office for the purpose of making them available to members of the public.</p>	<p><i>Change heading and wording to include Committee meetings to reduce duplication: 8. NOTICE OF REGULAR BOARD AND COMMITTEE MEETINGS</i></p> <p><i>Clarify (2) re posting “agenda outline” and having a copy of the agenda available “for viewing”:</i></p> <p>(2) At least 24 hours before a regular meeting of Board, the Corporate Officer must give further public notice of the meeting by:</p> <p>(a) posting a copy of the agenda outline at the Public Notice Posting Place; and</p> <p>(b) having a copy of the agenda available at the reception counter at the Regional District Administration Office for the purpose of viewing by members of the public.</p> <p>(c) posting a copy of the agenda on the RDN website, unless prevented due to technical issues.</p>

<b>Current Bylaw (provided as Attachment 1)</b>	<b>Proposed Bylaw No. 1754 (provided as Attachment 2)</b>
<p>(3) At least 24 hours before a regular meeting of the Board, the Corporate Officer must deliver a copy of the agenda to each member of the Board at the place to which the Board member has directed notices to be sent.</p>	<p><i>Change (3) - "at the place to" to "in the manner" – allows for use of iPads:</i></p> <p>(3) At least 24 hours before a regular meeting of the Board, the Corporate Officer must deliver a copy of the agenda to each Member in the manner which the Member has directed it be sent.</p>
<p><b>9. NOTICE OF SPECIAL BOARD MEETINGS</b></p> <p>(1) Except where notice of a special meeting is waived by a unanimous vote of all Board members under Section 793(3) of the <i>Local Government Act</i>, at least 24 hours before a special meeting of the Board, the Corporate Officer must:</p> <p>(a) give notice of the time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place; and</p> <p>(b) give notice of the special meeting in accordance with Section 793(3) of the <i>Local Government Act</i>.</p> <p>(2) In the case of an emergency, notice of a special meeting may be given in accordance with section 793(5) of the <i>Local Government Act</i>.</p>	<p><i>Change to "9. SPECIAL MEETINGS"</i></p> <p><i>Include provisions for calling a special meeting (current section 14) and to include special Committee meetings.</i></p> <p>(1) A special meeting of the Board may be called in accordance with the <i>Local Government Act</i> on the request of the Chair or any two Directors.</p> <p><i>Add "purpose" to current 1(a) and renumber 1 &amp; 2 to 2 &amp; 3:</i></p> <p>(2) Except where notice of a special meeting is waived by a unanimous vote of all Members under the <i>Local Government Act</i>, at least 24 hours before a special meeting of the Board, the Corporate Officer must:</p> <p>(a) give notice of the general purpose, date, hour and place of the meeting by way of a notice posted at the Public Notice Posting Place; and</p> <p>(b) give notice of the special meeting in accordance with the <i>Local Government Act</i>.</p> <p>(3) In the case of an emergency, notice of a special meeting may be given in accordance with the <i>Local Government Act</i>.</p>
<p><b>10. NOTICE OF STANDING COMMITTEE &amp; COMMITTEE OF THE WHOLE MEETINGS</b></p> <p>(1) At least 72 hours before a regular meeting of a Standing Committee or Committee of the Whole, the Corporate Officer must give public notice of the time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place.</p> <p>(2) At least 24 hours before a regular meeting of a Standing Committee or Committee of the Whole, the Corporate Officer must give further public notice of the meeting by:</p> <p>(a) posting a copy of the agenda at the Public Notice Posting Place; and</p> <p>(b) leaving copies of the outline of the agenda at the reception counter at the Regional District of</p>	<p><i>Delete – Now included under Section 8</i></p>

<b>Current Bylaw (provided as Attachment 1)</b>	<b>Proposed Bylaw No. 1754 (provided as Attachment 2)</b>
<p>Nanaimo Administration Office for the purpose of making them available to members of the public.</p> <p>(3) At least 24 hours before a regular meeting of a Standing Committee or Committee of the Whole, the Corporate Officer must deliver a copy of the agenda and time, date and place of the meeting to each member of the committee at the place to which the committee member has directed notices to be sent.</p> <p>(4) At least 24 hours before a special meeting of a Standing Committee or Committee of the Whole, the Corporate Officer must give advance public notice of the purpose, time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place.</p>	
	<p><i>Add New Section 10. ELECTRONIC MEETINGS</i></p> <p>(1) Provided the conditions set out in Regional District Electronic Meeting Regulation are met:</p> <p>(a) A special Board meeting may, upon authorization of the Chair, be conducted by means of electronic or other communication facilities;</p> <p>(b) A Member who is unable to attend a Board or Standing Committee meeting may, upon authorization of the Chair, participate in the meeting by means of electronic or other communication facilities.</p> <p>(2) A Member participating in a meeting electronically is deemed to be present in the meeting as though they were physically present.</p> <p>(3) A Member participating by audio means only must indicate his/her vote verbally.</p>
<p><b>11. ATTENDANCE OF PUBLIC AT MEETINGS</b></p> <p>(1) Except where the provisions of section 90 of the <i>Community Charter</i> apply, all Board meetings must be open to the public.</p> <p>(2) Before closing a Board meeting or part of a Board meeting to the public, the Board must pass a resolution in a public meeting in accordance with Section 92 of the <i>Community Charter</i>.</p>	<p>(1) Except where the Board has resolved to close a meeting or a portion of a meeting to the public in accordance with the <i>Community Charter</i> or an enactment requires a meeting to be closed to the public, all Board meetings must be open to the public.</p>

<b>Current Bylaw (provided as Attachment 1)</b>	<b>Proposed Bylaw No. 1754 (provided as Attachment 2)</b>
<p>(3) This section applies to meetings of bodies referred to in Section 93 of the <i>Community Charter</i>, including, without limitation:</p> <ul style="list-style-type: none"> <li>(a) Advisory Commissions</li> <li>(b) Advisory Committees</li> <li>(c) Board of Variance</li> <li>(d) Parcel Tax Review Panel</li> <li>(e) Select Committees</li> <li>(f) Standing Committees</li> <li>(g) Committee of the Whole</li> </ul> <p>(4) Despite section 11(1), the Chairperson may expel or exclude a person from a Board meeting or meeting of a body referred to in section 11(3) of this Bylaw in accordance with section 133 of the <i>Community Charter</i>.</p>	<p><i>Update 11(3) to change "Advisory Commissions" to "Commissions" and to re-order (a) to (g) alphabetically.</i></p> <p>(3) This section applies to meetings of bodies referred to in Section 93 of the <i>Community Charter</i>, including, without limitation:</p> <ul style="list-style-type: none"> <li>(a) Advisory Committees</li> <li>(b) Board of Variance</li> <li>(c) Commissions</li> <li>(d) Parcel Tax Review Panel</li> <li>(e) Select Committees</li> <li>(f) Standing Committees</li> </ul> <p>(4) Despite section 11(1), the Chair may expel a person from a Board meeting or meeting of a body referred to in section 11(3) of this Bylaw if the Chair considers that the person at the meeting is acting improperly. – <i>the word exclude has been deleted</i></p>
<p><b>12. MINUTES OF MEETINGS</b></p> <p>(1) For the purposes of section 236(b) of the <i>Local Government Act</i>, minutes of Board meetings must be kept in accordance with Section 236 of the <i>Local Government Act</i>. For the purposes of section 236(b), the designated officer is the Corporate Officer.</p> <p>(2) Minutes of Committee meetings referred to in Section 12(3) must be kept in accordance with Section 237 of the <i>Local Government Act</i>.</p> <p>(3) Subsection (2) applies to meetings of:</p> <ul style="list-style-type: none"> <li>(a) Select, Standing, Committee of the Whole and Advisory Committees of the Board; and</li> <li>(b) Any other body composed solely of board members acting as board members.</li> </ul>	<p><i>Re-ordered as Section 16 and re-named: 16. MINUTES</i></p> <p><i>New wording based on Ministry sample bylaw.</i></p> <p><i>Included "in the format established by the Corporate Officer" to ensure standard format for all RDN minutes.</i></p> <p><b>16. MINUTES</b></p> <p>(1) Minutes of the proceedings of the Board must be legibly recorded in the format established by the Corporate Officer, and signed by the Corporate Officer and the Chair or the person presiding at such meeting or at the next meeting at which they are adopted.</p> <p>(2) Minutes of proceedings of Committees must be legibly recorded in the format established by the Corporate Officer and signed by the Chair, or Member presiding.</p> <p>(3) Subject to section 14(4), and in accordance with the <i>Community Charter</i>, minutes of the proceedings of the Board or Committee must be open for public inspection at the Regional District Administration Office during regular office hours.</p> <p>(4) Section 16(3) does not apply to minutes of a Board meeting or Committee or that part of the meeting from which persons were excluded under Section 12.</p>

Current Bylaw (provided as Attachment 1)	Proposed Bylaw No. 1754 (provided as Attachment 2)
<p><b>13. OPENING PROCEDURES</b></p> <p>(1) At the hour set for a meeting to convene, and provided that a quorum is present, the Chairperson shall take the chair and shall call the meeting to order.</p> <p>(2) If the Chairperson does not attend at the time appointed for a meeting, the Vice Chairperson shall take the chair.</p> <p>(3) In the absence of both the Chairperson and Vice Chairperson, the Directors present may elect an acting Chairperson who shall preside during the meeting, or until the arrival of the Chairperson or Vice Chairperson.</p> <p>(4) Such person appointed as acting Chairperson shall have all the powers and be subject to the same rules as the Chairperson.</p> <p>(5) Should there be no quorum present within fifteen (15) minutes after the time appointed for a meeting to convene:</p> <p>(a) the Corporate Officer shall record the names of the Directors present and the meeting of the Board shall stand adjourned until the next day of meetings; or</p> <p>(b) the Directors present may, upon the affirmative vote of those Directors, meet as a Committee of the Board.</p>	<p><i>Re-numbered 15. OPENING PROCEDURES following Late Items</i></p> <p><i>Delete (5)(b) – they still don’t have a quorum to meet as Committee of the Whole and notice hasn’t been provided for any other meeting.</i></p>
<p><b>14. SPECIAL MEETINGS</b></p> <p>(1) A special meeting of the Board may be called in accordance with Section 793(3) of the <i>Local Government Act</i> on the request of the Chair or any two Directors.</p>	<p><i>Delete – included with new Section 9 – Special Meetings (previously Notice of Special Meetings)</i></p>



<b>Current Bylaw (provided as Attachment 1)</b>	<b>Proposed Bylaw No. 1754 (provided as Attachment 2)</b>
<p><b>15. AGENDAS AND REPORTS</b></p> <p><b>(1) AGENDA PREPARATION</b></p> <p>(a) Prior to each Regular Meeting of the Board, the Corporate Officer shall prepare an agenda approved by the Chairperson or his/her designate, setting out all items for consideration at that meeting.</p> <p>(b) Only those matters included on the agenda shall be considered or dealt with at a regular meeting of the Board, unless a new matter for consideration is properly introduced as a late item, as outlined in Section 15(5).</p> <p><b>(2) ENCLOSURES</b></p> <p>(a) Whenever practical, the agenda for a meeting of the Board shall have attached to it, copies of all communications, reports and resolutions to be considered at that meeting.</p> <p>(b) In cases where documents are too unwieldy to be readily reproduced, the Corporate Officer may omit these materials from the agenda and shall refer to those items in short form on the agenda and keep the document on file in the Corporate Officer's office for reference purposes.</p> <p><b>(3) ORDER OF BUSINESS</b></p> <p>In preparing the Board agenda, the Corporate Officer shall cite the business for the consideration of the Board in accordance with the following headings:</p> <ol style="list-style-type: none"> <li>1. Call to Order</li> <li>2. Delegations</li> </ol>	<p><i>Re-named as 13. AGENDA – to follow In Camera Meetings and prior to Late Items</i></p> <p><i>Re-number 1(a) as 1 and change “approved by the Chairperson” to “approved by the CAO or designate” (as per current practice):</i></p> <p>(1) Prior to each Regular Meeting of the Board, the Corporate Officer must prepare an agenda, approved by the CAO or the CAO's designate, setting out all items for consideration at that meeting.</p> <p><i>Insert new (2) to include deadline for the public to submit items:</i></p> <p>(2) The deadline for the public to submit items of correspondence to the Corporate Officer for inclusion on the agenda shall be 11:00 a.m. on the Monday of the week preceding the meeting.</p> <p><i>Re-number 1(b) as (3)</i></p> <p><i>Re-number 2(a) &amp; (b) as (4) &amp; (5)</i></p> <p><i>Re-number (3) as (7)</i></p> <p><i>Add Approval of the Agenda (allows opportunity for Directors to state that they will be adding a notice of motion under New Business)</i></p> <p><i>Delete 15(3)4 as per best practices (Eli Mina).</i></p>

<b>Current Bylaw (provided as Attachment 1)</b>	<b>Proposed Bylaw No. 1754 (provided as Attachment 2)</b>
<p>3. Board Minutes</p> <p>4. Business Arising from the Minutes</p> <p>5. Communications/Correspondence</p> <p>6. Unfinished Business</p> <p>7. Standing Committee, Select Committee and Commission Minutes and Recommendations</p> <p>7.1 Electoral Area Planning Committee Minutes Communications/Correspondence Recommendations</p> <p>7.2 Committee of the Whole Minutes Communications/Correspondence Recommendations</p> <p>7.3 Executive Standing Committee Minutes Recommendations</p> <p>7.4 Commissions Minutes Recommendations</p> <p>7.5 Scheduled Standing, Advisory Standing and Select Committee Reports Minutes Recommendations</p> <p>8. Administrator’s Report</p> <p>9. Addendum</p> <p>10. Business Arising from Delegations or Communications</p> <p>11. New Business</p> <p>12. Board Information</p> <p>13. Adjournment</p> <p>14. In Camera. (resolution required)</p>	<p><i>Add Invited Presentations.</i></p> <p><i>Add a new standing agenda item to the Order of Business: “Motions for Which Notice Has Been Given”.</i></p> <p><i>Delete current 15(3)(9) – Addendum – addendum items are now integrated into the agenda</i></p> <p><i>Delete 15(3)12. Board information – included on the agenda where appropriate.</i></p> <p><i>Invert order of current 15(3)(13) &amp; (14) – Adjournment and In Camera, with Adjournment being the last item on the Agenda.</i></p> <p><i>Delete specific numbering system and change to (a), (b), etc. Be less prescriptive – don’t include breakdown under 7.:</i></p> <p>(7) The order of business for Regular Board meeting will ordinarily be as follows, and this order may be modified at any Regular Board meeting by a majority vote:</p> <ul style="list-style-type: none"> <li>• Call to Order</li> <li>• Approval of the Agenda</li> <li>• Adoption of Minutes</li> <li>• Invited Presentations</li> <li>• Delegations - Agenda Items (Includes all delegations if not a Board meeting)</li> <li>• Correspondence</li> <li>• Unfinished Business</li> <li>• Committee Minutes and Recommendations</li> <li>• Staff Reports</li> <li>• Bylaws</li> <li>• Delegations - Items not on the Agenda (This heading used for Board agenda only)</li> <li>• Business Arising from Delegations or Correspondence</li> <li>• Motions for Which Notice Has Been Given</li> <li>• New Business</li> <li>• In Camera</li> <li>• Adjournment</li> </ul>
<p><b>(4) VARYING THE ORDER OF BUSINESS</b></p> <p>Notwithstanding the provisions under Section 15(3), the Board may vary the order in which business on the agenda shall be dealt with, by a</p>	<p><i>Delete (4) – now included under 13(7)</i></p>

Current Bylaw (provided as Attachment 1)	Proposed Bylaw No. 1754 (provided as Attachment 2)
<p>majority vote of the Directors present.</p> <p><b>(5) LATE ITEMS</b></p> <p>(a) An item not included on the agenda or addendum shall not be considered at a meeting unless introduction of the late item is approved at the time allocated on the agenda (Board Agenda - New Business), by way of a motion carried by a majority vote of the Directors present.</p> <p>(b) Information pertaining to late items for possible consideration at any meetings of the Board shall be distributed to the Directors at the commencement of the meeting.</p> <p><b>(6) DIRECTOR AGENDA ITEMS</b></p> <p>Any Director wishing to place an item on an agenda for consideration by the Board shall notify the Corporate Officer in writing prior to the completion of the Agenda. The Corporate Officer shall place the item on the agenda with the written request attached to the agenda, under the applicable heading with the Director's name beside it, to indicate that the Director will be speaking to the item at that meeting.</p>	<p><i>Re-number (5) as 14. LATE ITEMS and include relevant wording from current 16. Addendum:</i></p> <p>(1) An item not included on the agenda shall not be considered at a meeting unless introduction of the late item is approved at the time allocated on the agenda (Approval of the Agenda), by way of a motion carried by a majority vote of the Members.</p> <p>(2) Items that may be considered as late items include:</p> <p>(a) Matters arising after the preparation of the agenda and which, if not acted upon in a timely manner, would prejudice or compromise either the Regional District's position or the position of a constituent or group of constituents.</p> <p>(b) Matters which are purely administrative and require no background information to support them.</p> <p>(c) Requests to appear as a delegations on an item already on the Agenda, received at least 24 hours prior to the meeting, or in accordance with Section 17(7).</p> <p>(3) Information pertaining to late items for possible consideration at any meetings of the Board shall be distributed to the Directors prior to the meeting.</p> <p><i>Delete (6) and include in include in new 21. NOTICE OF MOTION</i></p> <p><i>The amendment to set out a process in line with Robert's Rules, in addition to including a requirement whereby the Chair may rule that a matter of import must be handled through Notice of Motion (see example below).</i></p> <p><i>Info Note: Notice of Motion (or Previous Notice) – as described under Robert's Rules means that the intent to introduce a motion or proposal is announced by a member at a meeting previous to the meeting in which it comes up for discussion and consideration. The exact content of the proposed motion or proposal is usually provided in written form, is recorded in the minutes, and is subsequently included on the agenda for the next meeting. There is also provision for a Notice of Motion to be provided directly to the secretary for inclusion on a subsequent agenda.</i></p> <p>Any Member may serve a notice of motion on the Board:</p> <p>(a) during the new business portion of a meeting, or with the Chair's acceptance, at any other time during</p>

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	<p>consideration of a related matter. A copy of the motion so noted must be given to the Corporate Officer for inclusion on the next regular meeting agenda; or</p> <p>(b) by providing the Corporate Officer with a written copy of such motion, no later than seven (7) working days prior to the scheduled meeting, and the Corporate Officer must add the motion to the agenda for consideration at said meeting.</p> <p><i>See also 19(9) under Motions Generally</i></p>
<p><b>16. ADDENDUM</b></p> <p><b>(1) ESSENTIAL ITEMS</b></p> <p>These would include matters arising after the preparation of the agenda and which, if not acted upon in a timely manner, would prejudice or compromise either the District’s position or the position of a constituent or group of constituents. These topics would be of a legal or legislative nature.</p> <p><b>(2) ELECTIVE ITEMS</b></p> <p>These would include matters which are purely administrative and require no background information to support them. Examples of this type of action would be: appointments to Advisory Committees; the appointment of Directors to attend as District representatives at meetings of outside organizations; and endorsing recommendations from other jurisdictions, where the rationale for the recommendation has been provided and there is concurrence among Board members regarding the rationale and the recommendation.</p>	<p><i>Delete 16. – Included under Section 14 - Late Items</i></p>
<p><b>17. NEW BUSINESS</b></p> <p>(1) Only informational matters not covered under other sections of the agenda, including a point of order or a point of privilege, may be brought forward by a Director under the “New Business” section of the agenda (Board Agenda - New Business).</p>	<p><i>Delete – see section 14 – Late items</i></p> <p><i>Note: New business is still an agenda item in Section 13(7)</i></p>

Current Bylaw (provided as Attachment 1)	Proposed Bylaw No. 1754 (provided as Attachment 2)
<p><b>18. DELEGATIONS</b></p> <p>(1) When a person or group of persons wish to appear as a delegation before the Board, on a matter within the jurisdiction of the Board, the person or persons shall adhere to the following process:</p> <p>(a) Submit a letter to the Corporate Officer requesting to appear as a delegation including the date of the meeting at which the person or persons wish to appear, the subject or topic to be discussed, the name and correct mailing address of the spokesperson, and telephone number where the representative of the delegation can be reached during the day.</p> <p>(b) Submit a written brief clearly setting out the topic and include specific concerns of the delegation relative to the topic which shall be included in the Board agenda. No letters, affidavits or other documents shall be attached to the briefs unless the subject matters of the same are embodied in the petitions or briefs.</p> <p>(2) The spokesperson or persons for a group presentation shall be made known prior to publication of the Board agenda and shall give their full names and addresses to the Board prior to making their presentation.</p> <p>(3) A delegation may be afforded a maximum of ten (10) minutes to make their presentation and shall be restricted to the summarizing of their brief, as included on the agenda. Additional time may be available at the discretion of the Chairperson, for answering questions presented by members.</p>	<p><i>Re-number as 17. DELEGATIONS</i></p> <p><i>Simplify wording of 1 (a) &amp; (b)</i></p> <p>(1) A person or group of persons wishing to appear as a delegation before the Board, on a matter within the jurisdiction of the Board or within the terms of reference of the committee for which the delegation wishes to appear, must:</p> <p>(a) Submit a request to appear as a delegation to the Corporate Officer or designate, including: the date of the meeting at which the person or persons wish to appear, the subject matter to be discussed, the name of the spokesperson, the telephone number or email where the representative of the delegation can be reached during the day, and the specific action which is being requested of the Board or the Committee.</p> <p>(b) Submit an executive summary, of up to two pages, of the delegation’s presentation for inclusion in the applicable Board or Committee agenda package.</p> <p><i>Add new subsection 17(1)(c):</i></p> <p>(c) Provide any audio/visual presentation to the Corporate Officer or designate by 11:00 a.m. on the day of the meeting.</p> <p><i>Delete (2) and replace with:</i></p> <p>(2) Delegations wishing to speak to items not on the agenda must be received at least seven days prior to the meeting.</p> <p>(3) Requests to appear as a delegation on an agenda item must be received no later than 24 hours prior to the meeting.</p> <p><i>Re-number 1<sup>st</sup> paragraph of (3) as (4) and reword:</i></p> <p>(4) Each delegation will be provided up to five (5) minutes to make a presentation to the Board or a Committee, unless otherwise determined by the Chair.</p>

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<p>A delegation wishing to speak on a Development Permit or Development Variance Permit will be afforded that opportunity at the time the item is being considered on the agenda and will be afforded a maximum of 5 minutes to make their presentation.</p> <p>(4) In the absence of written requests, the Corporate Officer shall not place a delegation on the agenda except where the Chairperson so designates.</p> <p>(5) Notwithstanding Subsection (4), the Board may by resolution, grant individuals or groups not listed in the agenda, an opportunity to be heard on matters either related to agenda items, or matters not listed on the agenda. Such delegation may be afforded a maximum of five (5) minutes to make their presentation. In order for late delegations to be placed on an "Addendum", they must be received in writing no later than 1:00 pm on the day of the meeting.</p>	<p><i>Add new (5) &amp; (6)</i></p> <p>(5) Delegations speaking to items on the agenda will be placed at the start of the agenda. Delegations speaking to items not on the agenda will be placed at the end of the agenda as per Section 13(7).</p> <p>(6) Section 17(5) does not apply to Committee meetings.</p> <p><i>Renumber second paragraph of current 18(3) as 17(7) and add reference to Unsightly Premises and Building Bylaw Contraventions:</i></p> <p>(7) A delegation wishing to speak on a Development Permit, a Development Variance Permit, an Unsightly Premises, or a Building Bylaw Contravention will be afforded that opportunity at the time the item is being considered on the agenda and will be afforded a maximum of 5 minutes to make their presentation.</p> <p><i>Delete (4)</i></p> <p><i>Add new subsection 17(8) re subsequent requests from a delegation on the same topic:</i></p> <p>(8) No person, persons or organization may appear as a delegation more than once to the same item except to introduce new and material information.</p> <p><i>Renumber portion of 18(5) Re: late delegations as 17(9) and re-word to change "opportunity to be heard on matters either related to agenda items, or matters not listed on the agenda" to "opportunity to be heard on matters related to agenda items only.":</i></p> <p>(9) Notwithstanding Subsection (3), the Chair may grant individuals or groups not listed on the agenda, an opportunity to be heard on matters related to agenda items in circumstances where the Chair is satisfied that circumstances prevented the person, persons or organizations from giving earlier notice of their desire to appear before the Board or Committee. Such delegation may be afforded a maximum of five (5) minutes to make their presentation.</p> <p><i>Renumber other portion of 18(5) as 17(3) and change "no later than 1:00 pm on the day of the meeting" to "no later than 24 hours prior to the scheduled meeting". (see above for text)</i></p>

Current Bylaw (provided as Attachment 1)	Proposed Bylaw No. 1754 (provided as Attachment 2)
<p>(6) The Chairperson shall advise the spokesperson before he or she commences the presentation, that comments must be confined to the contents of the brief that has been filed with the Corporate Officer.</p> <p>(7) Spokespersons for any one delegation shall be limited to one, except where the Board otherwise permits, and the total time allowed for any one delegation to make its presentation, shall not be more than ten (10) minutes, exclusive of the time required to answer questions by the Board.</p> <p>(8) The Chairperson may deny any delegation, at the Board meeting, the right to be heard if, in the Chair's opinion, the spokesperson or any member of the delegation:</p> <ul style="list-style-type: none"> <li>(a) uses offensive words in referring to any member or to any official of the Board or member of the Public;</li> <li>(b) shouts, immoderately raises his/her voice, or uses profane, vulgar or offensive language, gestures or signs;</li> <li>(c) the remarks of the delegation's spokespersons are likely to be scandalous, criminal, or offensive to the accepted rules of address to an elected body;</li> <li>(d) addresses issues not contained within the brief.</li> </ul> <p>(9) After initial presentation, the Chairperson may grant other persons or a spokesperson for a group of persons in gallery attendance, permission to address the Board on the subject matter.</p> <p>(10) Time will be allowed on the agenda to allow members to question the individuals making the presentation.</p> <p>(11) The Board may defer any discussion on a presentation until members have had sufficient time for study and discussion.</p>	<p><i>Delete (6)</i></p> <p><i>Delete (7)</i></p> <p><i>Delete (8) included under 11(4)</i></p> <p><i>Re-number (9) as (10).</i></p> <p><i>Add new subsection 17(11)</i></p> <p>The Board must not permit a delegation to address a meeting of the Board regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.</p> <p><i>Re-word (10) and re-number as 17(12):</i></p> <p>(12) Additional time will be allowed for Members to question the individuals making the presentation in order to seek clarification.</p> <p><i>Delete (11) – not necessary</i></p>

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(12) If the decision is delayed, the spokesperson of the presentation will be informed by the Administration when the topic will be placed on a future agenda.	<i>Delete current 18(12). Agendas are now very accessible to the public on the RDN website. A strict reading of this section would require administration to keep a special follow up list of all topics and delegations and would require that every delegation be informed whenever the topic is on a future agenda. This follow up could be very time consuming for staff as follow up could be required to delegates several times over a long period of time (particularly in the case of applications).</i>
<p><b>19. PETITIONS AND COMMUNICATIONS</b></p> <p>(1) A letter, petition or other communication intended to be presented to the Board shall:</p> <ul style="list-style-type: none"> <li>(a) be printed, typewritten, duplicated or legibly written;</li> <li>(b) clearly set out the matter at issue and the request that is being made of the Board;</li> <li>(c) be signed with the correct name of the writer and contain the correct mailing address of the writer; and</li> <li>(d) in the case of a petition: <ul style="list-style-type: none"> <li>(i) be signed by each petitioner;</li> <li>(ii) set out the printed name and residential address of each petitioner;</li> <li>(iii) each page of the petition shall include the purpose for which the signatures have been petitioned.</li> </ul> </li> </ul> <p>(2) On receipt of a communication intended for the Board, the Administrator may:</p> <ul style="list-style-type: none"> <li>(a) include it as an item on the agenda for the next regular meeting of the Board, in full or summary form as the Administrator sees fit; or</li> <li>(b) refer it to the appropriate Committee for a report to the Board. An acknowledgment shall be mailed to the writer on receipt of the communication, advising where the matter has been referred.</li> </ul>	<i>Delete – not necessary</i>
<p><b>20. IN CAMERA MEETINGS</b></p> <p>(1) It shall be the responsibility of the Chairperson and the Administrator, collectively or individually to determine the subject matter which is to be submitted as “In Camera”.</p> <p>(2) In Camera subject matters shall be restricted to</p>	<p><i>Re-number as 12. IN CAMERA MEETINGS</i></p> <p><i>New wording (some portions of current are not necessary).</i></p> <p><i>Delete (1) Not necessary</i></p> <p><i>Renumber (2) as (1):</i></p> <p><i>(1) In Camera subject matters must be restricted to</i></p>



<b>Current Bylaw (provided as Attachment 1)</b>	<b>Proposed Bylaw No. 1754 (provided as Attachment 2)</b>
<p>matters set out in Section 90 of the <i>Community Charter</i>.</p> <p>(3) All In Camera agendas shall be marked "In Camera".</p> <p>(4) In the event that staff normally utilized for the recording of the board minutes are excused from the Boardroom during discussion periods, the Board will appoint an Acting Corporate Officer for recording purposes. In this context, a recording book will be established and be made available in the Boardroom during all regularly scheduled and special Standing, Select Committee or Advisory Committee meetings. The book shall be retained outside of the meeting times by the Corporate Officer in the interest of confidentiality.</p> <p>(5) The Board may, by motion, passed by a majority vote of the Directors present, bring forward to the public portion of the Board meetings, any of the written material marked "In Camera".</p> <p>(6) Any topics to be discussed verbally "In Camera" may also be brought forward, by resolution, to the public session of the Board meeting on a majority vote of the Directors present.</p> <p>(7) The content of "In Camera" Board deliberations shall not be released, disclosed or announced publicly unless specific authorization to do so has been given by Board resolution adopted at a duly constituted meeting by a majority of the Directors present.</p> <p>(8) The release of "In Camera" deliberations shall, unless otherwise specified by Board resolution, include the entire content of the relevant section of the appropriate "In Camera" minutes.</p> <p>(9) Directors wishing to explain their personal position on the matter shall be given an opportunity to do so in conjunction with the release, or at any time thereafter.</p> <p>(10) The Chairperson of an "In Camera" meeting may expel or exclude from a meeting of the Board, a member who, in the Chairperson's opinion, has disclosed confidential information and is, therefore,</p>	<p>matters set out in the <i>Community Charter</i>.</p> <p><i>Delete (3) – not necessary</i></p> <p><i>Delete(4) – not necessary</i></p> <p><i>Add a new section (2) as follows to ensure that legal requirements for discussing an item in a closed meeting are met:</i></p> <p>(2) No items may be added to a closed (in camera) meeting agenda while such a meeting is in progress unless authorized by resolution at an open meeting.</p> <p><i>Previous (5) &amp; (6) combined as new (3):</i></p> <p>(3) The Board may, by motion passed by a majority vote of the Members present, bring forward to the open meeting, any of the motions and/or written material received in a closed meeting.</p> <p><i>Delete (7) – not consistent with legislation, allow matter to be governed by statute rather than the procedure bylaw</i></p> <p><i>Delete (8) &amp; (9) not necessary</i></p> <p><i>Delete (10) – already included in 4(4)</i></p>

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<p>guilty of improper conduct. The Chairperson may also exclude persons other than Board members from an In Camera meeting.</p> <p>(11) Board Members, or Alternate Board Members in a Board Member's absence, are the only persons permitted to participate in discussion at an In Camera meeting unless otherwise authorized by the Chairperson.</p>	<p><i>Re-number (11) as (6):</i></p> <p>(5) Board Members or Alternate Directors attending in a Board Member's absence are the only persons permitted to participate in discussion at an In Camera meeting unless otherwise authorized by the Chair.</p> <p><i>Add a new section (7) as per Board motion</i></p> <p>(6) An Alternate Director is permitted to attend an In Camera meeting when the Board member is present but may not participate in discussion unless subsection (5) applies.</p>
<p><b>21. MINUTES</b></p> <p><b>(1) ADOPTION AND DISTRIBUTION</b></p> <p>The Corporate Officer shall ensure that:</p> <p>(a) the minutes of the proceedings of the Board are legibly recorded.</p> <p>(b) a copy of the minutes of every meeting of the Board is distributed to each Director prior to the meeting at which they are proposed to be adopted.</p> <p>(2) The minutes of a Board meeting as prepared by the Corporate Officer shall be, whenever possible, adopted at the next regular meeting of the Board and, once adopted, shall be certified correct by the Corporate Officer and signed by the Chairperson or person presiding at the meeting at which they are adopted.</p>	<p>Re-number as <b>16. MINUTES</b></p> <p><i>Replace both 12 and 21 with new wording, re-numbered as 16 as shown above under current Section 12.</i></p>
<p><b>22. GENERAL</b></p> <p>(1) A motion is made by a member securing the recognition of the Chairperson, stating "I move that.....".</p> <p>(2) A motion shall be worded in affirmative terms.</p> <p>(3) All main motions must be seconded by another Director making a statement to that effect, and if not seconded, the motion is "lost for lack of a seconder".</p> <p>(4) When seconded, the Chairperson then restates the</p>	<p><i>Re-number and re-name as 19. MOTIONS GENERALLY</i></p> <p><i>Update wording</i></p> <p>(1) The Board may debate and vote on a motion only if it is first made by one Member and then seconded by another.</p> <p>(2) Any Member may move a motion unless the Member would not be entitled to vote on the motion. Any Member may second a motion.</p> <p>(3) If a motion is not seconded, the motion is "lost for lack</p>

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<p>motion and by so doing puts the question to the meeting and opens the debate.</p> <p>(5) There shall only be one main motion before a meeting at any one time.</p> <p>(6) When any question is under consideration, no other main motion nor input from a delegation, shall be received.</p> <p>(7) Motions, other than routine motions (including motions to adopt a report, to receive and file, to refer to a Standing Committee, Select Committee, Committee of the Whole or Commission, or to an official to introduce or pass a bylaw or adjourn), shall, if required by the Chairperson, be put in writing, and seconded before being debated.</p> <p>(8) Every motion shall be recorded in writing by the Corporate Officer.</p> <p>(9) Withdrawal: After a motion has been made, it shall be deemed to be in the possession of the Board, but may, with the permission of the Board, be withdrawn at any time by the mover and the seconder, before decision or amendment.</p>	<p>of a seconder”.</p> <p>(4) A motion must be worded in affirmative terms.</p> <p>(5) No Member may speak on any motion for longer than three minutes without leave of the Chair.</p> <p>(6) Subsection (5) does not apply to Committees.</p> <p>(7) No Member may speak a second time to the same motion as long as any Member who desires to speak has not spoken to that motion.</p> <p>(8) When any motion is under consideration, no other main motion or input from a delegation may be received.</p> <p>(9) After a motion has been made, it is be deemed to be in the possession of the Board, but may, with the permission of the Board, be withdrawn at any time by the mover and the seconder, before decision or amendment.</p> <p>(10) Any Member, once recognized by the Chair, may move to “Call the question” if they believe that debate on a motion has continued beyond that required. If seconded, the Chair must ask for the vote on closing debate. A motion to “Call the question” requires two-thirds of the votes cast to pass. If carried, the Chair must immediately close debate and call for a vote on the question.</p> <p>(11) Any Member may bring before the Board any new matter, other than a point of order or of privilege, by way of a written motion; provided however, that any new matter of major import, which may require further information than could or would normally be available to the Board at such meeting, may be ruled by the Chair as a notice of motion and be dealt with as provided by Section 21.</p>
<p><b>23. AMENDMENTS</b></p> <p>(1) Any Director may move to amend a motion that is under debate provided that the amendment is relevant to the main motion and does not materially change its purpose.</p> <p>(2) An amendment may propose that certain words be left out, that certain words be omitted and replaced by others, or that certain words be inserted or added.</p> <p>(3) Every amendment must be strictly relevant to the question being considered.</p>	<p><i>Rename as</i> <b>20. AMENDMENTS TO A MOTION</b></p> <p><i>Re-word (used some wording from RDOS)</i></p> <p>(1) Any Member may move to amend a motion that is under debate provided that the amendment is relevant to the main motion and does not materially change its purpose.</p> <p>(2) When a Member moves to amend a motion, the Chair will state the original motion, followed by the amendment and then put the question of the amendment to the Board.</p>

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<p>(4) An amendment that would simply negative the effect of the main motion is not acceptable, such an intention being properly fulfilled by merely voting against the motion.</p> <p>(5) Once the question on the amendment has been put and dealt with by the Board, it shall be in order for a Director to again amend the main motion or amend the previous amendment. Only two (2) such amendments may be entertained at the same time.</p> <p>(6) An amendment to an amendment must be relevant to the amendment.</p> <p>(7) If two (2) amendments are entertained at the same time, one of the amendments must be disposed of before any new amendment can be entertained.</p> <p>(8) There is no limit to the number of amendments admissible to a question provided Subsections (5) and (6) are observed.</p> <p>(9) When a Director moves to amend a motion, the Chairperson shall state the original motion, followed by the amendment and then shall propose the question of the amendment to the Board.</p> <p>(10) An amendment or motion to refer, once defeated by the Board, shall not be moved a second time.</p> <p>(11) When the question on the amendment is resolved, the Chairperson shall again propose the main question and debate may ensue thereon, or other amendments may be submitted.</p>	<p>(3) A proposed amendment must be decided or withdrawn before the main motion is put to a vote.</p> <p>(4) An amendment may only be amended once.</p>
<p><b>24. DEBATE ON THE MOTION</b></p> <p>(1) No Director may speak twice on any motion, except under the following circumstances:</p> <p>(a) receiving permission from the Chairperson or presiding member to speak, explain a part of the speech, but may not introduce any new matter and there shall be no debate on the explanation;</p> <p>(b) When a Director who has moved a substantive motion, other than a motion that the main question before the Board be immediately put to a vote, he/she may close the debate after all other Directors have been given an opportunity to speak;</p> <p>(c) No Director shall speak a second time to the same question as long as any Director who desires to speak has not spoken to that question;</p>	<p><i>Delete – pertinent portions included in 19. Motions Generally</i></p>

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<p>(d) Before the debate has been closed, and the question called, provided no other Director has the floor, a Director may, during the debate:</p> <p>(i) ask a question which</p> <ul style="list-style-type: none"> <li>• relates directly to the debate,</li> <li>• contains no argument, and</li> <li>• introduces no new material on the motion; or</li> </ul> <p>(ii) request that the motion, or a part thereof, be read aloud.</p> <p>(2) No Director shall speak longer than</p> <p>(a) five minutes on any original motion before the Board;</p> <p>(b) three minutes on any amendment before the Board; or</p> <p>(c) three minutes for closing debate on an original motion or on an amendment.</p> <p>(3) When a Director has closed debate, the Chairperson or presiding member shall put the motion to a vote, without further discussion or debate.</p> <p>(4) When the motion has been declared put, no Director shall debate further on the question or speak any words except to request that the motion be read aloud.</p>	
<p><b>25. CEASING AND LIMITING DEBATE</b></p> <p>(1) A motion to “Call for the previous question” shall always be in order. If seconded, the debate shall immediately halt and the Chairperson shall put the question “shall the main question be now put?”. If carried by a two-thirds (2/3) vote, all debate immediately ceases and the Chairperson shall immediately “call for the question”.</p> <p>(2) A motion to limit debate or adjourn shall always be in order, need not be in writing, and shall be decided without debate or amendment. In this instance, a motion may be made to limit the time allowed each speaker, or the number of speeches on each side, or to appoint a time at which debate shall close and the question be put forth. No second motion to the same effect shall be made until some intermediate proceedings have occurred.</p>	<p><i>Delete – included in new Section 19(10)</i></p>

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<p><b>26. VOTING</b></p> <p>(1) All votes pertaining to Board Business, shall be taken by a show of hands.</p> <p>(2) Subsection (1) does not apply to the selection of Chairperson and Vice Chairperson.</p> <p>(3) Directors who are in the room shall always take their places when a vote is called for and shall not leave until the vote has been taken.</p> <p>(4) (a) Whenever a vote of the Board is taken for any purpose, each Director present in the Boardroom shall signify his or her vote upon the question, openly and individually by raising his/her hand and the Chairperson shall declare the motion carried unanimously, carried or defeated as the case may be.</p> <p>(b) Each Director present in the Boardroom, who does not signify his or her vote upon the question openly and individually by raising his/her hand, shall be recorded as voting in the affirmative.</p> <p>(5) Where a Director calls for a recorded vote, the names of the Directors voting in favour and those opposed shall be recorded by the Corporate Officer. A call for a recorded vote on any motion must be made before the question is put forth.</p>	<p><i>Re-order as 18. VOTING</i></p> <p><i>Add new (1)</i></p> <p>(1) Voting rules will be in accordance with the <i>Local Government Act</i>.</p> <p><i>Renumber (1) as (2) and update wording:</i></p> <p>(2) All votes pertaining to Board business must be taken by a show of hands of all members, including the Chair, and the Chair must declare the motion carried or defeated as the case may be.</p> <p><i>Re-number (2) as (3) and change "selection" to "election":</i></p> <p>(3) Subsection (2) does not apply to the election of Chair and Vice Chair, or to a member participating electronically by audio means only.</p> <p><i>Delete (3) – included in 4. Rules of Conduct and Debate</i></p> <p><i>Delete (4)(a) - included in (1)</i></p> <p><i>Re-number (4)(b) as (4)</i></p> <p>(4) Each Director present in the Boardroom, who does not signify his or her vote upon the question openly and individually by raising their hand, will be recorded as voting in the affirmative.</p> <p><i>Add new (5):</i></p> <p>(5) On any motion where the number of votes, including the vote of the person presiding, are equal, the motion is defeated.</p> <p><i>Delete (5) and (6) not required with new process to record those opposed:</i></p>

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<p>(6) Recorded votes shall only be permitted at Regular or Special Board meetings.</p>	<p><i>Add new (6) to provide that names of movers and seconders shall not be recorded in the minutes – as per best practice (Eli Mina)</i></p> <p>(6) Names of the members who moved and seconded a motion presented to the Board will not be recorded in the minutes.</p> <p><i>Add new (8) to provide for recording names of those opposed.</i></p> <p>(7) All votes on motions will be recorded as either:</p> <ul style="list-style-type: none"> <li>(a) Carried unanimously;</li> <li>(b) Defeated unanimously; or,</li> <li>(c) In cases where unanimity is not reached, carried or defeated, with the names of those who voted against the motion recorded in the minutes.</li> </ul>
<p><b>27. RECONSIDERATION</b></p> <p>(1) After a vote has been taken on any question, except one of tabling or postponing a subject, a member who voted in the majority may move a reconsideration of the motion at the same or the next regular or special meeting of the Board.</p> <p>(2) Despite Subsection (1), a member who is absent from a meeting at which a vote was taken on a question, except one of tabling or postponing a matter, may move reconsideration of the motion at either the next regular or special meeting of the Board.</p> <p>(3) A motion to reconsider requires two-thirds of the votes cast to pass. If the motion to reconsider is successful, the matter shall be put before the Board for reconsideration and may be dealt with by the Board by a majority vote.</p> <p>(4) The Board shall not reconsider any question that:</p> <ul style="list-style-type: none"> <li>(a) has been acted upon by any officer or employee of the Regional District;</li> <li>(b) received the assent or approval of the electors and subsequently adopted by the Board; or</li> <li>(c) has been reconsidered under section 219 of the <i>Local Government Act</i> or section 27(1) of this Bylaw.</li> </ul> <p>(5) After a question has been reconsidered, it shall not be reintroduced for a period of six months except by unanimous consent of all directors.</p>	<p>Re-number as <b>22. RECONSIDERATION</b></p> <p>Minor wording changes only:</p> <p>(1) After a vote has been taken on any motion, except one of tabling or postponing a subject, a Member who voted in the majority may move a reconsideration of the motion at the same or the next regular or special meeting of the Board.</p> <p>(2) Despite Subsection (1), a Member who is absent from a meeting at which a vote was taken on a motion, except one of tabling or postponing a matter, may move reconsideration of the motion at either the next regular or special meeting of the Board.</p> <p>(3) A motion to reconsider requires two-thirds of the votes cast to pass. If the motion to reconsider is successful, the matter must be put before the Board for reconsideration and may be dealt with by the Board by a majority vote.</p> <p>(4) The Board must not reconsider any motion that:</p> <ul style="list-style-type: none"> <li>(a) has been acted upon by any officer or employee of the Regional District;</li> <li>(b) received the assent or approval of the electors and subsequently adopted by the Board; or</li> <li>(c) has been reconsidered under the <i>Local Government Act</i> or subsection (1).</li> </ul> <p>(5) After a motion has been reconsidered, it must not be reintroduced for a period of six months except by unanimous consent of all Members.</p>

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<p><b>28. BYLAWS</b></p> <p><b>(1) GENERAL</b></p> <p>(a) Every proposed bylaw shall be printed or typewritten before it is introduced for consideration by the Board.</p> <p>(b) The Corporate Officer shall cause the bylaw to be copied in full and forwarded to the Directors with an agenda.</p> <p>(c) A bylaw other than a bylaw referred to in Subsection (2) (Zoning/OCP Bylaws) may be voted upon by way of a motion to give it first, second and third reading.</p> <p>(d) (i) Subject to provisions of the <i>Local Government Act</i>, no bylaw may be adopted unless it has received three readings and is reconsidered by the Board not less than one (1) day after third reading.</p> <p>(ii) The title and the intended object only of the bylaw shall be read by the Chairperson at each reading of the bylaw, unless a majority of the Directors require that it be read in full.</p> <p>(iii) In the case of a bylaw requiring the consent or assent of the electors or the approval of a Provincial Ministry, such bylaw shall not be adopted unless it shall have obtained three readings and such assent or approval as the case may be.</p> <p>(e) The Board may give clause by clause consideration to the provisions of a bylaw, only upon consideration of a motion to give second reading of such bylaw, and clause by clause consideration may be conducted only after the Board shall have resolved by majority vote to conduct such detailed considerations.</p> <p>(f) A bylaw may be reconsidered pursuant to Section 27 of this bylaw.</p> <p>(g) The Corporate Officer shall be empowered to correct any typographical error that may not have been corrected at the time of submission to the Board and the bylaw shall have the same status as if the Board had corrected same.</p> <p>(h) When a bylaw has been given three readings and has been adopted by the Board, it</p>	<p><i>Re-number as</i> <b>23. BYLAWS</b></p> <p>Combine subsections (1) &amp; (2) and re-word as follows:</p> <p>(1) A bylaw may be introduced at a meeting only if it is on the agenda and a copy of it has been provided to each Director before the meeting, or if it has been duly added as a late item under section 14.</p> <p>(2) A bylaw is deemed to be read when its title or bylaw number is stated.</p> <p>(3) A bylaw other than a bylaw referred to in Subsection (4) (Zoning/OCP Bylaws) may be voted upon by way of a motion to give it first, second and third reading.</p> <p>(4) A zoning bylaw, other than a bylaw in respect of a community plan, may be voted upon by way of a motion to give it first and second reading.</p> <p>(5) A bylaw in respect of a community plan must be voted upon at each reading of the bylaw.</p> <p>(6) The Corporate Officer is empowered to correct any typographical error that may not have been corrected at the time of submission to the Board and the bylaw shall have the same status as if the Board had corrected same.</p>



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<p>(i) becomes an enactment of the District; and</p> <p>(ii) is effective immediately unless the bylaw or an applicable provincial statute provides otherwise.</p> <p><b>(2) ZONING/OCP BYLAWS</b></p> <p>(a) Nothing in this Section shall require the Board to introduce a bylaw nor give it any reading or readings.</p> <p>(b) A bylaw respecting a community plan or zoning bylaw shall not be adopted by the Board unless a public hearing is held or where a public hearing is waived in accordance with the <i>Local Government Act</i>.</p> <p>(c) A bylaw referred to in Subsection (b) may be given only first and second reading at the time of introduction of such bylaw.</p> <p>(d) The public hearing referred to in Subsection (b) shall be held after second reading, but prior to third reading of the community plan or zoning bylaw, as the case may be.</p> <p>(e) A zoning bylaw referred to in Subsection (b) other than a bylaw in respect of a community plan, may be voted upon by way of a motion to give it first and second reading.</p> <p>(f) A bylaw in respect of a community plan referred to in Subsection (b) shall be voted upon at each reading of the bylaw. The bylaw shall not be orally recited at each reading and further provided that individual motions in respect of each reading shall not be made unless the Board shall, upon motion, vote in the affirmative for separate motions in respect of each reading of the bylaw.</p> <p><b>(3) RESOLUTIONS</b></p> <p>(a) A resolution may be introduced at a Board meeting only if a written copy is given to each Director before consideration unless the Board agrees to waive this requirement.</p> <p>(b) The Chairperson may have the Corporate Officer read the resolution and request a motion that the resolution be introduced.</p>	

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<p><b>29. COMMITTEE OF THE WHOLE</b></p> <p>(1) During any meeting of the Board, the Directors may, by motion, resolve itself into Committee of the Whole to consider specific matters.</p> <p>(2) The Chairperson of the Board shall act as Chairperson of the Committee of the Whole.</p> <p>(3) When all matters referred to Committee of the Whole have been considered, a motion to rise and report the Committee's recommendations to the Board shall be adopted.</p> <p>(4) On resumption of business of the Board, the Chairperson of the Committee of the Whole, shall report to the Board and the Board may:</p> <p>(a) adopt the report; or</p> <p>(b) reject the report; or</p> <p>(c) adopt the report with amendments; or</p> <p>(d) commit the subject matter for further consideration, either in part or in total; or</p> <p>(e) postpone action on the report; or</p> <p>(f) approve a request of Committee to sit again, the Committee having reported progress after partial consideration of the subject.</p>	<p><i>Delete 29. and add reference to COW under new section 24(1) Standing Committees to clarify actual practice</i></p>
<p><b>30. STANDING, SELECT AND ADVISORY COMMITTEES</b></p> <p><b>(1) STANDING COMMITTEES</b></p> <p>The Electoral Area Planning and Executive Committees shall be Standing Committees of the Board whose broad terms of reference are as follows:</p> <p>(a) <b>Electoral Area Planning Committee</b></p> <p>To consider matters pertaining to Electoral Area Planning under Part 26 of the Local Government Act.</p> <p>(b) <b>Executive Standing Committee</b></p> <p>To consider matters pertaining to employment contracts, Board appointments, Board procedures or other matters as determined by Board resolution. The Executive Committee shall comprise of eight members and shall include the Chairperson, Vice Chairperson and Chairperson of the Electoral Area Planning Committee. Where there are less than six Directors eligible</p>	<p><i>Re-name as 24. COMMITTEES</i></p> <p><i>Make the following changes under (1) Standing Committees</i> <i>Add COW, add Selection Committee</i></p> <p><b>(1) Standing Committees</b></p> <p>The Committee of the Whole, Electoral Area Services Committee and Executive Committee are Standing Committees of the Board whose broad terms of reference are as follows:</p> <p>(a) Committee of the Whole</p> <p>To consider any matters of the Board, in an environment that provides for less formal discussion and debate. The Committee of the Whole comprises all members of the Board.</p> <p>(b) Electoral Area Services Committee</p> <p>To consider matters pertaining to:</p>

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<p>to sit on the Executive Committee, the Board Chairperson shall appoint Board Members as necessary to establish its composition.</p> <p>The Executive Committee shall review annually the list of Scheduled and Advisory Standing Committees as identified in Schedule 'A' to this bylaw.</p> <p><b>(2) SCHEDULED STANDING COMMITTEES</b></p> <p>Board members appointed to Scheduled Standing Committees are appointed as Committees of One, to act as a liaison committee between the Board and the organizations named in Schedule 'A' to this bylaw.</p> <p><b>(3) ADVISORY COMMITTEES</b></p> <p>An Advisory Committee is one which includes members of the public and at least one Board member to provide advice and recommendations to the Board on specific matters as determined by Board resolution.</p> <p><b>(4) SELECT COMMITTEES</b></p> <p>(a) Select Committees are those established and appointed by the Board and made up of Board members to consider or inquire into any matter and report its findings and opinions to the Board. Select Committees' minutes shall be forwarded to the Board for information and included under Section 7.5 of the Board Meeting Order of Business.</p>	<ul style="list-style-type: none"> <li>• Current Planning Approvals and Long Range Planning</li> <li>• Community Parks</li> <li>• Emergency Preparedness</li> <li>• Fire Protection</li> <li>• Bylaw Enforcement</li> <li>• Building Inspection</li> <li>• Other matters relating to Electoral Areas only</li> </ul> <p>The Electoral Area Services Committee comprises all Electoral Area Directors.</p> <p>(c) Executive Standing Committee</p> <p>To consider matters pertaining to employment contracts, Board procedures or other matters as determined by Board resolution. The Executive Committee comprises of eight members and include the Chair, Vice Chair and the Chair of the Electoral Area Services Committee.</p> <p>The Executive Committee will review annually the list of Advisory Committees, Commissions and external organizations to which Board members are appointed, as identified in Schedules A and B to this bylaw for the purpose of recommending any appropriate changes.</p> <p><i>Delete (2) Scheduled Standing Committees – move to new section 25 and rename as External Appointments and delegate appointment to Chair</i></p> <p><i>Re-word (3) Advisory Committees to include Commissions:</i></p> <p><b>(3) Advisory Committees and Commissions</b></p> <p>Advisory Committees and Commissions are those established and appointed by the Board which include members of the public and at least one Board member to provide advice and recommendations to the Board on specific matters, as determined by Board resolution.</p> <p>Re-number (4)(a) as (2) Select Committees. Select Committees</p> <p>Select Committees are those established by the Board and made up of Board members to consider or inquire into any matter and report its findings and opinions to the Board.</p>

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<p>(b) The Board delegates to the Chairperson the power to appoint a Select Committee.</p> <p><b>(5) APPOINTMENT TO COMMITTEES AND COMMISSIONS</b></p> <p>(a) The Chairperson shall review and update annually, as soon as possible after the Inaugural meeting, and not later than December 31st of any year, the list of Standing Committee members and Chairpersons and the list of Scheduled Standing Committee members.</p> <p>(b) As soon as possible after the inaugural meeting, and not later than January 31<sup>st</sup> of the following year, the Board shall review and appoint persons to fill vacancies on Advisory Committees and Advisory Commissions.</p> <p>(c) Unless specifically prohibited by an enactment, members of all Standing Committees, Select Committees, Advisory Committees and Advisory Commissions shall, regardless of the designated termination date of their respective position as a Committee or Commission member, continue to serve until such time as a replacement has been appointed, or until such time as the said member's term is officially extended.</p> <p><b>6) QUORUM</b></p> <p>(a) In any Standing or Select Committee, a majority of the Directors or members appointed to that Committee shall be a quorum.</p> <p>(b) When a Standing or Select Committee is meeting and if the quorum is lost, the meeting shall either stand adjourned or meet as a Committee of the Whole. If the Standing or Select Committee meets as a Committee of the Whole, the minutes and recommendations from that meeting shall be referred to the next regular Standing or Select Committee meeting for endorsement prior to proceeding to the Board.</p> <p><b>(7) VOTING</b></p> <p>(a) Notwithstanding the number of votes assigned to Directors of the Board, any Director appointed to a Standing, Select or Committee of the Whole who attends a meeting of a Standing, Select or Committee of the Whole shall have only one vote on matters under consideration by</p>	<p><i>Move current (4)(b) re appointment to new (4)(a) and add "appoint <b>Directors to a Select Committee.</b>" Re-number (5) to (4). Update terms used to describe committees. Re-number current (b) as (c) and update list of committees, etc.</i></p> <p><b>(4)Appointment to Committees and Commissions</b></p> <p>(a) The Board delegates to the Chair the power to appoint Directors to a Select Committee.</p> <p>(b) The Chair must review and update annually, as soon as possible after the Inaugural meeting, and not later than December 31<sup>st</sup> of any year, the list of Standing and Select Committee members and Chairs.</p> <p>(c) As soon as possible after the inaugural meeting, and not later than December 31<sup>st</sup> of any year, the Board will consider recommendations of the In Camera Committee of the Whole and appoint persons to fill vacancies on Advisory Committees and Commissions.</p> <p>(d) Unless specifically prohibited by an enactment, members of all Standing Committees, Select Committees, Advisory Committees, Commissions and the Board of Variance may, regardless of the designated termination date of their respective position as a Committee, Commission or Board of Variance member, continue to serve until such time as a replacement has been appointed, or until such time as the said Member's term is officially extended.</p> <p><i>Delete (6) Quorum – included under definitions</i></p> <p><i>Re-number (7) Voting and re-name as (5) Voting at <b>Committees</b> Add (c) – clarify that the Chair counts toward quorum</i></p> <p>(a) Notwithstanding the number of votes assigned to Directors of the Board, any Director appointed to a Committee has only one vote on matters under</p>

<b>Current Bylaw (provided as Attachment 1)</b>	<b>Proposed Bylaw No. 1754 (provided as Attachment 2)</b>
<p>the said Committee.</p> <p>(b) Members of the Board may attend meetings of any Standing, Select or Advisory Committee and may participate in discussions; however, only Directors who have been appointed to a Committee or an Alternate Director attending in the absence of an appointed Director, may introduce a resolution or vote on the proceedings.</p> <p>(c) The Chairperson shall be an ex-officio, a voting member of all Committees and when in attendance, possess all the rights, privileges, powers and duties of other Committee members.</p>	<p>consideration by the said Committee.</p> <p>(b) Members of the Board may attend meetings of any Standing, Select or Advisory Committee and may participate in discussions; however, only Directors who have been appointed to a Committee or an Alternate Director attending in the absence of an appointed Director, may introduce a resolution or vote on the proceedings.</p> <p>(c) The Chair is an ex-officio, a voting member of all Committees and when in attendance, possess all the rights, privileges, powers and duties of other Committee members.</p> <p>(d) The Chair, when in attendance, may be counted as one member for the purpose of constituting a quorum.</p>
<p><b>(8) DUTIES</b></p> <p>The general duties of a Standing Committee and Committee of the Whole shall be as follows:</p> <p>(a) To consider and report to the Board from time to time, or whenever desired by the Board and as often as the interest of the Regional District may require, on all matters referred to it by the Chairperson, or the Board, or coming within its purview, and to recommend such action by the Board in relation thereto as it deems necessary or expedient.</p> <p>(b) To carry out the instructions of the Board expressed by resolution in regard to any matter referred by the Board for immediate action. In such cases the instructions of the Board shall be specific and the Committee shall report its action in detail at the next regular, or other meeting, of the Board thereafter, as specified in the instructions of the Board.</p>	<p><i>Delete (8) Duties - not necessary</i></p>
<p><b>(9) DELEGATIONS</b></p> <p>When a person or a group of persons wish to appear as a delegation before a Standing, Select or Advisory Committee on a matter within the jurisdiction of the Committee, they shall be subject to the requirements set out in this bylaw.</p>	<p><i>Delete (9) Delegations – included under Section 17</i></p>
<p><b>(10) COMMITTEE RECOMMENDATIONS</b></p> <p>Standing, Select, Committee of the Whole or Advisory Committee recommendations, shall be subject to the approval of the Board, except where the Standing, Select, Committee of the Whole or Advisory Committee have been delegated administrative power by the Board.</p>	<p><i>Re-number (10) as (6) and simplify wording:</i></p> <p><b>(6) Committee Recommendations</b></p> <p>All Committee recommendations are subject to the approval of the Board, except where the Committee has been delegated administrative power by the Board.</p>

Current Bylaw (provided as Attachment 1)	Proposed Bylaw No. 1754 (provided as Attachment 2)
	<p><i>Add new section (replaces section 30(2) – Scheduled Standing Committees)</i></p> <p><b>25. EXTERNAL APPOINTMENTS</b></p> <p>(1) Board members may be appointed annually to represent the Board on external organizations, as listed in Schedule 'B' to this bylaw.</p> <p>(2) The Board delegates to the Chair the power to appoint Directors to external organizations.</p>
	<p><i>Add new section</i></p> <p><b>26. SEVERABILITY</b></p> <p>If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction such decision will not affect the validity of the remaining portions of this bylaw.</p>
<p><b>31. REPEAL</b></p> <p>“Regional District of Nanaimo Board Procedure Bylaw No. 1393, 2004” and any amendments thereafter are hereby repealed.</p>	<p><i>Re-number as 27.</i></p> <p><b>27. REPEAL</b></p> <p>“Regional District of Nanaimo Board Procedure Bylaw No. 1512, 2006” and any amendments thereto are hereby repealed.</p>
<p style="text-align: center;">SCHEDULE A</p> <p><b>1. SCHEDULED STANDING COMMITTEES</b></p> <p>Arrowsmith Water Project Management Committee</p> <p>Deep Bay Harbour Authority</p> <p>Island Corridor Foundation</p> <p>Mount Arrowsmith Biosphere Foundation</p> <p>Vancouver Island Biosphere Centre</p> <p>Municipal Finance Authority</p> <p>Municipal Insurance Association (MIA)</p>	<p><i>Update SCHEDULE A as noted below:</i></p> <ul style="list-style-type: none"> <li>- <i>Delete 1. Scheduled Standing Committees and include list under Schedule B – External Appointments</i></li> <li>- <i>Add Standing Committees as 1.</i></li> <li>- <i>Add Select Committees as 2.</i></li> <li>- <i>Re-number 2. Advisory Standing Committees as 3 and correct name to Advisory Committees</i></li> <li>- <i>Re-number 3. Commissions as 4</i></li> <li>- <i>Add 5. Boards &amp; 6. Panels</i></li> </ul> <p><b>1. STANDING COMMITTEES</b></p> <p>Committee of the Whole</p> <p>Electoral Area Services Committee</p>

<b>Current Bylaw (provided as Attachment 1)</b>	<b>Proposed Bylaw No. 1754 (provided as Attachment 2)</b>
<p>North Island 911 Corporation</p> <p>RDN Emergency Planning Committee</p> <p>Regional Library Board</p> <p>Regional Transportation Advisory Committee</p> <p>Treaty Advisory Committee</p> <p>Te'Mexw Treaty Negotiations Committee</p> <p>Oceanside Tourism Association</p> <p>Vancouver Island Health Authority Project Building Committee</p> <p>Vancouver Island Health Authority Joint Capital Planning Committee</p> <p>2. ADVISORY STANDING COMMITTEES</p> <p>Electoral Area 'A' Recreation &amp; Greenspaces Advisory Committee</p> <p>Gabriola Island Parks &amp; Open Space Advisory Committee</p> <p>East Wellington/Pleasant Valley Parks &amp; Open Space Advisory Committee</p> <p>Nanoose Bay Parks &amp; Open Space Advisory Committee</p> <p>Electoral Area 'G' Parks &amp; Open Space Advisory Committee</p> <p>Electoral Area 'H' Parks &amp; Open Space Advisory Committee</p> <p>Grants-in-Aid Committee</p> <p>Regional Growth Monitoring Advisory Committee</p> <p>Regional Solid Waste Advisory Committee</p> <p>Regional Parks &amp; Trails Advisory Committee</p> <p>3. COMMISSIONS</p> <p>District 69 Recreation Commission</p>	<p>Executive Committee</p> <p>2. SELECT COMMITTEES</p> <p>D69 Community Justice Select Committee</p> <p>Emergency Management Select Committee</p> <p>Northern Community Economic Development Select Committee</p> <p>Regional Parks and Trails Select Committee</p> <p>Solid Waste Management Select Committee</p> <p>Sustainability Select Committee</p> <p>Transit Select Committee</p> <p>3. ADVISORY COMMITTEES</p> <p>Agricultural Advisory Committee</p> <p>Fire Services Advisory Committee</p> <p>Grants-in-Aid Advisory Committee</p> <p>Liquid Waste Management Plan Monitoring Committee</p> <p>Parks &amp; Open Space:</p> <ul style="list-style-type: none"> <li>• East Wellington/Pleasant Valley Parks and Open Space Advisory Committee</li> <li>• Electoral Area 'B' Parks and Open Space Advisory Committee</li> <li>• Electoral Area 'F' Parks and Open Space Advisory Committee</li> <li>• Electoral Area 'G' Parks and Open Space Advisory Committee</li> <li>• Electoral Area 'H' Parks and Open Space Advisory Committee</li> <li>• Nanoose Bay Parks and Open Space Advisory Committee</li> </ul> <p>Regional Solid Waste Advisory Committee</p> <p>4. COMMISSIONS</p> <p>District 69 Recreation Commission</p> <p>Electoral Area 'A' Parks, Recreation &amp; Culture Commission</p>

Current Bylaw (provided as Attachment 1)	Proposed Bylaw No. 1754 (provided as Attachment 2)
	<p>5. BOARDS</p> <p>Board of Variance</p> <p>6. PANELS</p> <p>Parcel Tax Review Panel</p>
	<p><i>Add new schedule:</i></p> <p>SCHEDULE B</p> <p>1. EXTERNAL APPOINTMENTS</p> <p>Arrowsmith Water Service Management Committee</p> <p>AVICC Special Committee on Solid Waste</p> <p>Central South RAC for Island Coastal Economic Trust</p> <p>Englishman River Water Service Management Board</p> <p>Island Corridor Foundation</p> <p>Mount Arrowsmith Biosphere Foundation</p> <p>Municipal Finance Authority</p> <p>Municipal Insurance Association (MIA)</p> <p>Nanaimo Parks, Recreation and Wellness Select Committee</p> <p>North Island 911 Corporation</p> <p>Oceanside Homelessness Task Force</p> <p>Oceanside Tourism Association</p> <p>Snuneymuxw First Nations / Regional District of Nanaimo Protocol Agreement Working Group</p> <p>Te'Mexw Treaty Negotiations Committee</p> <p>Vancouver Island Regional Library Board</p>



BOARD PROCEDURE BYLAW - I N D E X

**BYLAW NO. 1754**

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## REGIONAL DISTRICT OF NANAIMO

### BYLAW NO. 1754

#### A BYLAW TO ESTABLISH PROCEDURES TO GOVERN THE PROCEEDINGS OF THE REGIONAL DISTRICT OF NANAIMO BOARD AND COMMITTEE MEETINGS

WHEREAS under the *Local Government Act* the Board must establish the procedures to be followed for the conduct of its business and, in particular, must, by bylaw,

- (a) establish the general procedures to be followed by the Board and by Board committees in conducting their business, including the manner by which resolutions may be passed and bylaws adopted;
- (b) provide for advance public notice respecting the date, time and place of Board and Board committee meetings and establish the procedures for giving that notice;
- (c) identify places that are to be public notice posting places for the purposes of the application of the *Community Charter* to the Regional District.

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

#### 1. TITLE

This bylaw may be cited for all purposes as the “Regional District of Nanaimo Board Procedure Bylaw No. 1754, 2017”.

#### 2. DEFINITIONS

In this bylaw, unless the context requires otherwise:

“**Advisory Committee**” means an Advisory Committee appointed by the Board, which includes at least one Board member, but does not include a Standing or Select Committee.

“**Chair**” means the Chair of the Board who is elected under the *Local Government Act*, and may include the Vice Chair and an acting chair acting where authorized under the *Local Government Act*.

“**Chief Administrative Officer**” and “**CAO**” means the person assigned chief administrative responsibility for the Regional District under the *Local Government Act*.

“**Committee**” means the Committee of the Whole or a Committee, Commission, Board or Panel of the Regional District, as listed in Schedule A to this bylaw.

“**Commission**” means a commission established by the Board under the *Local Government Act*.

“**Corporate Officer**” means the person responsible for corporate administration under the *Local Government Act*.

“**Director**” means a member of the Board whether a municipal director or an electoral area director.

“**In Camera Meeting**” means a meeting that is closed to the public in accordance with the provisions of *Community Charter* made applicable to Regional Districts under the *Local Government Act*.

**“Member”** means a Director of the Board or a member of any Board or Committee of the Regional District, and includes their alternate if acting in the place of a Member.

**“Public Notice Posting Place”** means the notice board at the Regional District of Nanaimo Administration office.

**“Quorum”** means the number of Members who must be present to conduct business, being a majority of the Board or Committee.

**“Regional District”** means the Regional District of Nanaimo.

**“Select Committee”** means a Select Committee appointed under the *Local Government Act* comprised solely of Directors.

**“Standing Committee”** means a Standing Committee appointed by the Chair under the *Local Government Act* comprised solely of Board members.

**“Vice Chair”** means the Vice Chair of the Board, who is elected under the *Local Government Act*.

### 3. APPLICATION

- (1) The provisions of this bylaw govern the proceedings of the Board and all Committees, except as otherwise provided in this bylaw.
- (2) Any one or more of the rules and orders contained in this bylaw may be temporarily suspended by an affirmative vote of not less than two thirds (2/3) of the members present, except those contained in Section 23 (Bylaws).
- (3) In cases not provided for under this bylaw and where the *Community Charter* and the *Local Government Act* are silent, the current edition of Roberts’ Rules of Order Newly Revised applies to the proceedings of the Board and all Committees.

### 4. RULES OF CONDUCT AND DEBATE

- (1) Every Member must address himself or herself to the Chair before speaking to any question or motion.
- (2) Members will address the Chair as “Chair \_\_\_\_\_” and refer to each other as “Director \_\_\_\_\_”.
- (3) Members speaking at a Board meeting must:
  - (a) use respectful language;
  - (b) not use offensive gestures or signs;
  - (c) speak only in connection with the matter being debated; and
  - (d) adhere to the rules of procedure established under this Bylaw and to the decisions of the Chair and the Board regarding the rules and points of order.
- (4) **A Member’s interaction with staff, the public and other Members must be respectful at all times.**
- (5) If the Chair considers that a Member is acting contrary to subsection (3) **or (4)**, or is otherwise acting improperly, the Chair may order the Member to leave the meeting.
- (6) Members who are in the room must promptly take their seats when a vote is called and must not leave until the vote has been taken.

**5. INAUGURAL MEETING**

- (1) The Board will meet on the second Tuesday in November of each year for its Inaugural meeting.
- (2) The meeting will be chaired by the CAO until such time as the Chair has been elected.
- (3) The CAO will call the meeting to order and advise the Board of the appointment of municipal directors from the member municipalities.

**6. CHAIR AND VICE CHAIR**

- (1) General Provisions
  - (a) Annually at the Inaugural meeting, the Board must elect a Chair and Vice Chair.
- (2) Election of the Chair
  - (a) The CAO will call for nominations for the position of Chair.
  - (b) Each nomination must be seconded and the nominee must consent to the nomination.
  - (c) If only one candidate is nominated for the position of Chair, that candidate will be declared elected by acclamation.
  - (d) If more than one candidate is nominated for an office, each candidate will be given three minutes to speak.
  - (e) At the conclusion of candidates' speeches, an election will be held and voting will be conducted by secret ballot.
  - (f) The distribution and collection of ballots, the counting of the votes and the subsequent destruction of ballots is the responsibility of the Corporate Officer or such other person as may be designated by the Corporate Officer.
  - (g) Immediately after reviewing the voting results the Corporate Officer will provide the results to the CAO who will announce the name of the candidate who has been elected, as determined under subsection (h). The number of votes received by each candidate will not be disclosed to the Board unless a resolution requiring disclosure is passed.
  - (h) The candidate with the most votes will be declared elected as Chair, provided that the candidate has received a majority of votes of the entire Board. In the event of a tie vote for the highest number of votes, subsection (3)(a) applies. In the case of more than two candidates in the election, the candidate with the lowest number of votes is removed from the election and the vote must be held for the remaining candidates until a candidate is elected by a majority vote or as determined under subsection (3)(a). In the event of a tie vote for the lowest number of votes, subsection (3)(b) applies.
- (3) Tie vote
  - (a) In the event of a tie vote for the highest number of votes, those candidates remain in the election. If a definitive election result cannot be declared after an additional three elections have been held, the Board may elect an acting Chair for those portions of the agenda not related to the election of the Chair or Vice Chair, then return the chair to the CAO to recess the meeting to a date and time

as determined by the CAO. Should an acting Chair not be elected, the CAO may recess the meeting immediately to a date and time as determined by the CAO.

- (b) In the event of a tie vote for the lowest number of votes, all candidates remain in the election, unless there would be two or more candidates remaining, in which case the lowest tied candidates are removed from the election and the vote is held for the remaining candidates until a candidate is elected by a majority vote or as determined under subsection (a).

(4) Election of Vice Chair

The election for the position of Vice Chair will be conducted by the Chair immediately following the election of the Chair and the same rules as apply to the election of the Chair will apply in the case of the election of the Vice Chair.

(5) Role of the Chair and Vice Chair

- (a) The Chair will act as the Board's official spokesperson and will chair all Board meetings except where the Chair is absent due to illness, disability or other reason, and must maintain order and preserve decorum by enforcing the rules of the Board.
- (b) The Vice Chair has, during the absence, illness or other disability of the Chair, all the power of the Chair and is subject to all rules applicable to the Chair.
- (c) Subject to being overruled by a majority vote of the Members, which vote must be taken without debate, the Chair:
  - i. must decide points of order without debate or comment, other than to state the rule governing;
  - ii. must determine which Member has a right to speak;
  - iii. must ascertain that all Members who wish to speak on a motion have done so, that the Members are ready to vote and then put the question to the vote;
  - iv. must rule when a motion or an amendment is out of order, and cite the rule or authority applicable, subject to an appeal to the Board, and decline to put any motion before the Board which the Chair considers to be clearly out of order or contrary to law;
  - v. may call a Member to order in accordance with Section 4.
- (d) Should the Chair desire to leave the Chair for the purpose of taking part in the debate, or otherwise, the Chair must call on the Vice Chair, or if the Vice Chair is absent, one of the Directors to take the Chair's place until the Chair resumes the Chair.

**7. LOCATION AND TIME OF REGULAR BOARD MEETINGS**

- (1) Regular meetings of the Board take place at the Regional District Board Chambers unless the location is changed by resolution of the Board.
- (2) Regular meetings of the Board are held on the fourth Tuesday of each month commencing at 7:00 p.m. unless decided otherwise by resolution of the Board.

- (3) Regular meetings of the Board must be adjourned before 11:00 p.m. on the day scheduled for the meeting unless the Board resolves by unanimous vote to proceed beyond that time. Items remaining on the agenda will be added to the agenda for the next regular meeting under Unfinished Business.

## **8. NOTICE OF REGULAR BOARD AND COMMITTEE MEETINGS**

- (1) At least 72 hours before a regular meeting of the Board or a Committee, the Corporate Officer, must give public notice of the time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place.
- (2) At least 24 hours before a regular meeting of Board, the Corporate Officer must give further public notice of the meeting by:
  - (a) posting a copy of the agenda outline at the Public Notice Posting Place; and
  - (b) having a copy of the agenda available at the reception counter at the Regional District Administration Office for the purpose of viewing by members of the public.
  - (c) posting a copy of the agenda on the RDN website, unless prevented due to technical issues.
- (3) At least 24 hours before a regular meeting of the Board, the Corporate Officer must deliver a copy of the agenda to each Member in the manner which the Member has directed it be sent.

## **9. SPECIAL MEETINGS**

- (1) A special meeting of the Board may be called in accordance with the *Local Government Act* on the request of the Chair or any two Directors.
- (2) Except where notice of a special meeting is waived by a unanimous vote of all Members under the *Local Government Act*, at least 24 hours before a special meeting of the Board, the Corporate Officer must:
  - (a) give notice of the general purpose, date, hour and place of the meeting by way of a notice posted at the Public Notice Posting Place; and
  - (b) give notice of the special meeting in accordance with the *Local Government Act*.
- (3) In the case of an emergency, notice of a special meeting may be given in accordance with the *Local Government Act*.

## **10. ELECTRONIC MEETINGS**

- (1) Provided the conditions set out in Regional District Electronic Meeting Regulation are met **and in exceptional circumstances**:
  - (a) A special Board meeting may, upon authorization of the Chair, be conducted by means of electronic or other communication facilities; or
  - (b) A Member who is unable to attend a Board or Standing Committee meeting may, upon authorization of the Chair, participate in the meeting by means of electronic or other communication facilities.
- (2) A Member participating in a meeting electronically is deemed to be present in the meeting as though they were physically present.

- (3) A Member participating by audio means only must indicate their vote verbally.

**11. ATTENDANCE OF PUBLIC AT MEETINGS**

- (1) Except where the Board has resolved to close a meeting or a portion of a meeting to the public in accordance with the *Community Charter* or an enactment requires a meeting to be closed to the public, all Board meetings must be open to the public.
- (2) Before closing a Board meeting or part of a Board meeting to the public, the Board must pass a resolution in a public meeting in accordance with the *Community Charter*.
- (3) This section applies to meetings of bodies referred to in section 93 of the *Community Charter*, including, without limitation:
  - (a) Advisory Committees
  - (b) Board of Variance
  - (c) Commissions
  - (d) Parcel Tax Review Panel
  - (e) Select Committees
  - (f) Standing Committees
- (4) Despite subsection (1), the Chair may expel a person from a Board meeting or meeting of a body referred to in subsection (3) if the Chair considers that the person at the meeting is acting improperly.

**12. IN CAMERA MEETINGS**

- (1) In Camera subject matters must be restricted to matters set out in the *Community Charter*.
- (2) No items may be added to a closed (in camera) meeting agenda while such a meeting is in progress unless authorized by resolution at an open meeting.
- (3) The Board may, by motion passed by a majority vote of the Members present, bring forward to the open meeting, any of the motions and/or written material received in a closed meeting.
- (4) Board Members or Alternate Directors in a Board Member's absence are the only persons permitted to participate in discussion at an In Camera meeting unless otherwise authorized by the Chair.
- (5) An Alternate Director is permitted to attend an In Camera meeting when the Board member is present but may not participate in discussion unless subsection (4) applies.

**13. AGENDA**

- (1) Prior to each Regular Meeting of the Board, the Corporate Officer must prepare an agenda, approved by the CAO or the CAO's designate, setting out all items for consideration at that meeting.
- (2) The deadline for the public to submit items of correspondence to the Corporate Officer for inclusion on the agenda is 11:00 a.m. on the Monday of the week preceding the meeting.
- (3) Only those matters included on the agenda may be considered or dealt with at a regular meeting of the Board, unless a new matter for consideration is properly introduced as a late item, as outlined in Section 14.

- (4) Whenever practical, the agenda for a meeting of the Board will have attached to it, copies of all communications, reports and resolutions to be considered at that meeting.
- (5) In cases where documents are too unwieldy to be readily reproduced, the Corporate Officer may omit these materials from the agenda and instead refer to those items in short form on the agenda and keep the document on file in the Corporate Officer's office for reference purposes.
- (6) The order of business for Regular Board meetings will ordinarily be as follows, and this order may be modified at any Regular Board meeting by a majority vote:
  - Call to Order
  - Approval of the Agenda
  - Adoption of Minutes
  - Invited Presentations
  - Delegations – Agenda Items (Includes all delegations if not a Board meeting)
  - Correspondence
  - Unfinished Business
  - Committee Minutes and Recommendations
  - Staff Reports
  - Bylaws
  - Delegations - Items not on the Agenda (This heading used for Board agenda only)
  - Business Arising from Delegations
  - Motions for Which Notice Has Been Given
  - New Business
  - In Camera
  - Adjournment

#### 14. LATE ITEMS

- (1) An item not included on the agenda must not be considered at a meeting unless introduction of the late item is approved at the time allocated on the agenda (Approval of the Agenda), by way of a motion carried by a majority vote of the Members.
- (2) Items that may be considered as late items include:
  - (a) Matters arising after the preparation of the agenda and which, if not acted upon in a timely manner, would prejudice or compromise either the Regional District's position or the position of a constituent or group of constituents.
  - ~~(b) —Matters which are purely administrative and require no background information to support them.~~
  - (b) Requests to appear as a delegations on an item already on the Agenda, received at least 24 hours prior to the meeting, or in accordance with Section 17(11).
- (3) Information pertaining to late items for possible consideration at any meetings of the Board will be distributed to the Directors prior to the meeting.



**15. OPENING PROCEDURES**

- (1) At the hour set for a meeting to convene, and provided that a quorum is present, the Chair will call the meeting to order.
- (2) If the Chair does not attend at the time appointed for a meeting, the Vice Chair must take the chair.
- (3) In the absence of both the Chair and Vice Chair, the Members present may elect an acting Chair to preside during the meeting, or until the arrival of the Chair or Vice Chair.
- (4) Such person appointed as acting Chair will have all the powers and be subject to the same rules as the Chair.
- (5) Should there be no quorum present within fifteen (15) minutes after the time appointed for a meeting to convene, the Corporate Officer must record the names of the Members present and the meeting will stand adjourned until the next meeting date or until another meeting has been called in accordance with this bylaw.

**16. MINUTES**

- (1) Minutes of the proceedings of the Board must be legibly recorded in the format established by the Corporate Officer, and signed by the Corporate Officer and the Chair or the person presiding at such meeting or at the next meeting at which they are adopted.
- (2) Minutes of proceedings of Committees must be legibly recorded in the format established by the Corporate Officer and signed by the Chair, or Member presiding.
- (3) Subject to subsection (4), and in accordance with the *Community Charter*, minutes of the proceedings of the Board or Committee must be open for public inspection at the Regional District Administration Office during regular office hours.
- (4) Subsection (3) does not apply to minutes of a Board meeting or Committee or that part of the meeting from which persons were excluded under Section 12.

**17. DELEGATIONS**

- (1) A person or group of persons wishing to appear as a delegation before the Board, on a matter within the jurisdiction of the Board or within the terms of reference of the Committee for which the delegation wishes to appear, must:
  - (a) Submit a request to appear as a delegation to the Corporate Officer or designate, including: the date of the meeting at which the person or persons wish to appear, the subject matter to be discussed, the name of the spokesperson, the telephone number or email where the representative of the delegation can be reached during the day, and the specific action which is being requested of the Board or the Committee.
  - (b) Submit an executive summary, of up to two pages, of the delegation's presentation for inclusion in the applicable Board or Committee agenda package.
  - (c) Provide any audio/visual presentation to the Corporate Officer or designate by 11:00 a.m. on the day of the meeting.
- (2) Delegations wishing to speak to items not on the agenda must be received at least seven working days prior to the meeting.

- (3) Requests to appear as a delegation on an agenda item must be received no later than 24 hours prior to the scheduled meeting.
- (4) Each delegation will be provided up to five (5) minutes to make a presentation to the Board or a Committee, unless otherwise determined by the Chair.
- (5) **Disruptive or disrespectful conduct by a Delegation is prohibited.**
- (6) Delegations speaking to items on the agenda will be placed at the start of the agenda. Delegations speaking to items not on the agenda will be placed at the end of the agenda as per Section 13(6).
- (7) Subsection (6) does not apply to Committee meetings.
- (8) A delegation wishing to speak on a Development Permit **with Variance or,** a Development Variance Permit, ~~an Unsightly Premises, or a Building Bylaw Contravention~~ will be afforded that opportunity at the time the item is being considered on the agenda and will be afforded a maximum of 5 minutes to make their presentation.
- (9) **An owner wishing to speak on an Unsightly Premises or a Building Bylaw Contravention will be afforded that opportunity at the time the item is being considered on the agenda.**
- (10) No person, persons or organization may appear as a delegation more than once to the same item except to introduce new and material information.
- (11) Notwithstanding subsection (3), the Chair may grant individuals or groups not listed on the agenda, an opportunity to be heard on matters related to agenda items in circumstances where the Chair is satisfied that circumstances prevented the person, persons or organizations from giving earlier notice of their desire to appear before the Board or Committee. Such delegation may be afforded a maximum of five (5) minutes to make their presentation.
- (12) After initial presentation, the Chair may grant other persons or a spokesperson for a group of persons in gallery attendance, permission to address the Board on the subject matter.
- (13) The Board must not permit a delegation to address a meeting of the Board regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- (14) Additional time will be allowed for Members to question the individuals making the presentation in order to seek clarification.

## **18. VOTING**

- (1) Voting rules will be in accordance with the *Local Government Act*.
- (2) All votes pertaining to Board business must be taken by a show of hands of all members, including the Chair, and the Chair must declare the motion carried or defeated as the case may be.
- (3) Subsection (2) does not apply to the election of Chair and Vice Chair, or to a member participating electronically by audio means only.
- (4) Each Director present in the Boardroom, who does not signify his or her vote upon the question openly and individually by raising their hand, will be recorded as voting in the affirmative.

- (5) On any motion where the number of votes, including the vote of the person presiding, are equal, the motion is defeated.
- (6) The names of the members who moved and seconded a motion presented to the Board will not be recorded in the minutes.
- (7) All votes on motions will be recorded as either:
  - (a) Carried unanimously;
  - (b) Defeated unanimously; or,
  - (c) In cases where unanimity is not reached, carried or defeated, with the names of those who voted against the motion recorded in the minutes.

## **19. MOTIONS GENERALLY**

- (1) The Board may debate and vote on a motion only if it is first made by one Member and then seconded by another.
- (2) Any Member may move a motion unless the Member would not be entitled to vote on the motion. Any Member may second a motion.
- (3) If a motion is not seconded, the motion is “lost for lack of a seconder”.
- (4) A motion must be worded in affirmative terms.
- (5) No Member may speak on any motion for longer than three minutes without leave of the Chair.
- (6) Subsection (5) does not apply to Committees.
- (7) No Member may speak a second time to the same motion as long as any Member who desires to speak has not spoken to that motion.
- (8) When any motion is under consideration, no other main motion or input from a delegation may be received.
- (9) After a motion has been made, it is deemed to be in the possession of the Board, but may, with the permission of the Board, be withdrawn at any time by the mover and the seconder, before decision or amendment.
- (10) Any Member, once recognized by the Chair, may move to “Call the question” if they believe that debate on a motion has continued beyond that required. If seconded, the Chair must ask for the vote on closing debate. A motion to “Call the question” requires two-thirds of the votes cast to pass. If carried, the Chair must immediately close debate and call for a vote on the question.
- (11) Any Member may bring before the Board any new matter, other than a point of order or of privilege, by way of a written motion; provided however, that any new matter of major import, which may require further information than could or would normally be available to the Board at such meeting, may be ruled by the Chair as a notice of motion and be dealt with as provided by Section 21.

## **20. AMENDMENTS TO A MOTION**

- (1) Any Member may move to amend a motion that is under debate provided that the amendment is relevant to the main motion and does not materially change its purpose.
- (2) When a Member moves to amend a motion, the Chair will state the original motion, followed by the amendment and then put the question of the amendment to the Board.

- (3) A proposed amendment must be decided or withdrawn before the main motion is put to a vote.
- (4) An amendment may only be amended once.

## **21. NOTICE OF MOTION**

Any Member may serve a notice of motion on the Board:

- (1) during the new business portion of a meeting, or with the Chair's consent, at any other time during consideration of a related matter;
- (2) by providing the Corporate Officer with a written copy of such motion, no later than seven (7) working days prior to the scheduled meeting, and the Corporate Officer must add the motion to the agenda for consideration at said meeting; or
- (3) A copy of the motion under subsection (1) must be given to the Corporate Officer for inclusion on the next regular meeting agenda.

## **22. RECONSIDERATION**

- (1) After a vote has been taken on any motion, except one of tabling or postponing a subject, a Member who voted in the majority may move a reconsideration of the motion at the same or the next regular or special meeting of the Board.
- (2) Despite subsection (1), a Member who is absent from a meeting at which a vote was taken on a motion, except one of tabling or postponing a matter, may move reconsideration of the motion at either the next regular or special meeting of the Board.
- (3) A motion to reconsider requires two-thirds of the votes cast by the Board to pass. If the motion to reconsider is passed, the matter must be put before those eligible to vote on the original motion for reconsideration and voted upon in accordance with the *Local Government Act*.
- (4) The Board must not reconsider any motion that:
  - (a) has been acted upon by any officer or employee of the Regional District;
  - (b) received the assent or approval of the electors and subsequently adopted by the Board; or
  - (c) has been reconsidered under the *Local Government Act* or subsection (1) of this Bylaw.
- (5) After a motion has been reconsidered, it must not be reintroduced for a period of six months except by unanimous consent of all Members.

## **23. BYLAWS**

- (1) A bylaw may be introduced at a meeting only if it is on the agenda and a copy of it has been provided to each Director before the meeting, or if it has been duly added as a late item under Section 14.
- (2) A bylaw is deemed to be read when its title or bylaw number is stated.
- (3) A bylaw other than a bylaw referred to in subsection (4) (Zoning / Official Community Plan (OCP) / **Regional Growth Strategy (RGS)** Bylaws) may be voted upon by way of a motion to give it first, second and third reading.

- (4) A zoning, ~~OCP or RGS~~ bylaw, ~~other than a bylaw in respect of a community plan,~~ may be voted upon by way of a motion to give it first and second reading.
- (5) ~~A bylaw in respect of a community plan must be voted upon at each reading of the bylaw.~~
- (5) The Corporate Officer is empowered to correct any typographical error that may not have been corrected at the time of submission to the Board and the bylaw will have the same status as if the Board had corrected same.

## 24. COMMITTEES

### (1) Standing Committees

The Committee of the Whole, Electoral Area Services Committee, and Executive Committee are Standing Committees of the Board whose broad terms of reference are as follows:

#### (a) Committee of the Whole

To consider any matters of the Board, in an environment that provides for less formal discussion and debate. The Committee of the Whole comprises all members of the Board.

#### (b) Electoral Area Services Committee

To consider matters pertaining to:

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

The Electoral Area Services Committee comprises all Electoral Area Directors.

#### (c) Executive Standing Committee

To consider matters pertaining to employment contracts, Board procedures or other matters as determined by Board resolution. The Executive Committee comprises of eight members and includes the Chair, Vice Chair and the Chair of the Electoral Area Services Committee.

The Executive Committee will review annually the list of Advisory Committees, Commissions and external organizations to which Board members are appointed, as identified in Schedules A and B to this bylaw for the purpose of recommending any appropriate changes.

### (2) Select Committees

Select Committees are those established by the Board and made up of Board members to consider or inquire into any matter and report its findings and opinions to the Board.

(3) Advisory Committees and Commissions

Advisory Committees and Commissions are those established and appointed by the Board which include members of the public and at least one Board member to provide advice and recommendations to the Board on specific matters, as determined by the Committee's Terms of Reference.

(4) Appointment to Committees and Commissions

- (a) The Board delegates to the Chair the power to appoint Directors to a Select Committee.
- (b) The Chair must review and update annually, as soon as possible after the Inaugural meeting, and not later than December 31<sup>st</sup>, the list of Standing Committee members and Chairs.
- (c) As soon as possible after the inaugural meeting, and not later than December 31<sup>st</sup>, the Board will consider recommendations of the In Camera Committee of the Whole and appoint persons to fill vacancies on Advisory Committees and Commissions.
- (d) Unless specifically prohibited by an enactment, members of all Standing Committees, Select Committees, Advisory Committees, Commissions and the Board of Variance may, regardless of the designated termination date of their respective position as a Committee, Commission or Board of Variance member, continue to serve until such time as a replacement has been appointed, or until such time as the said Member's term is officially extended.

(5) Voting at Committees

- (a) Notwithstanding the number of votes assigned to Directors of the Board, under the *Local Government Act* any Director appointed to a Committee has only one vote on matters under consideration by the said Committee.
- (b) Members of the Board may attend meetings of any Standing, Select or Advisory Committee and may participate in discussions; however, only Directors who have been appointed to a Committee or an Alternate Director attending in the absence of an appointed Director, may introduce a resolution or vote on the proceedings.
- (c) The Chair is an ex-officio, a voting member of all Committees and when in attendance, possesses all the rights, privileges, powers and duties of other Committee members.
- (d) The Chair, when in attendance in accordance with subsection (c), may be counted as one member for the purpose of constituting a quorum.

(6) Committee Recommendations

All Committee recommendations are subject to the approval of the Board, except where the Committee has, by bylaw, been delegated a power, duty or function of the Board.

**25. EXTERNAL APPOINTMENTS**

- (1) Board members may be appointed annually to represent the Board on external organizations, as listed in Schedule 'B' to this bylaw.

- (2) The Board delegates to the Chair the power to appoint Directors to external organizations.

**26. SEVERABILITY**

If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction the section, subsection or clause may be severed from the bylaw and the decision will not affect the validity of the remaining portions of this bylaw.

**27. REPEAL**

“Regional District of Nanaimo Board Procedure Bylaw No. 1512, 2006” and any amendments thereto are hereby repealed.

Introduced and read three times this                    day of                    .  
Adopted (by at least 2/3 of the vote) this                    day of                    .

\_\_\_\_\_  
CHAIR

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

Schedule 'A' to accompany "Regional District of  
Nanaimo Board Procedure Bylaw No. 1754, 2017"

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Chair

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Corporate Officer

## SCHEDULE A

### 1. STANDING COMMITTEES

Committee of the Whole

Electoral Area Services Committee

Executive Committee

### 2. SELECT COMMITTEES

D69 Community Justice Select Committee

Emergency Management Select Committee

Northern Community Economic Development Select Committee

Regional Parks and Trails Select Committee

Solid Waste Management Select Committee

Sustainability Select Committee

Transit Select Committee

### 3. ADVISORY COMMITTEES

Agricultural Advisory Committee

Fire Services Advisory Committee

Grants-in-Aid Advisory Committee



Parks and Open Space:

- East Wellington/Pleasant Valley Parks and Open Space Advisory Committee
- Electoral Area 'B' Parks and Open Space Advisory Committee
- Electoral Area 'F' Parks and Open Space Advisory Committee
- Electoral Area 'G' Parks and Open Space Advisory Committee
- Electoral Area 'H' Parks and Open Space Advisory Committee
- Nanoose Bay Parks and Open Space Advisory Committee

Liquid Waste Management Plan Monitoring Committee

Regional Solid Waste Advisory Committee

4. COMMISSIONS

District 69 Recreation Commission

Electoral Area 'A' Parks, Recreation and Culture Commission

5. BOARDS

Board of Variance

6. PANELS

Parcel Tax Review Panel

Schedule `B' to accompany "Regional District of  
Nanaimo Board Procedure Bylaw No. 1754, 2017"

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Chair

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Corporate Officer

## SCHEDULE B

### 1. EXTERNAL APPOINTMENTS

Arrowsmith Water Service Management Committee

AVICC Special Committee on Solid Waste

Central South RAC for Island Coastal Economic Trust

Englishman River Water Service Management Board

Island Corridor Foundation

Municipal Finance Authority

Municipal Insurance Association

Nanaimo Parks, Recreation and Wellness ~~Select~~ Committee

North Island 911 Corporation

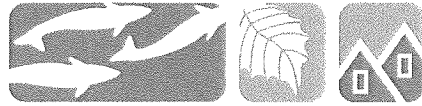
Oceanside Homelessness Task Force

Oceanside Tourism Association

Snuneymuxw First Nations / Regional District of Nanaimo Protocol Agreement Working Group

Te'Mexw Treaty Negotiations Committee

Vancouver Island Regional Library Board



englishman river  
WATER SERVICE

**MINUTES OF THE REGULAR MEETING OF THE  
ENGLISHMAN RIVER WATER SERVICE (ERWS) MANAGEMENT BOARD  
HELD ON TUESDAY, JANUARY 24, 2017 AT 9:30AM  
CITY OF PARKSVILLE FORUM**

**Present:** Director J. Stanhope, Chair Regional District of Nanaimo  
Director B. Rogers Regional District of Nanaimo  
M. Lefebvre City of Parksville  
S. Powell City of Parksville

**Also Present:** M. Squire City of Parksville  
L. Butterworth City of Parksville  
D. Comis City of Parksville  
V. Figueira City of Parksville  
D. Tardiff City of Parksville  
B. Weir Town of Qualicum Beach  
B. Luchtmeijer Town of Qualicum Beach  
P. Carlyle Regional District of Nanaimo  
C. Midgley Regional District of Nanaimo  
R. Alexander Regional District of Nanaimo  
G. St. Pierre Regional District of Nanaimo  
R. Graves Recording Secretary

**CALL TO ORDER**

The Chair called the meeting to order at 9:31 am.

**DELEGATIONS**

**MINUTES**

MOVED Director Lefebvre, SECONDED Director Rogers, that the minutes of the regular meeting of the Englishman River Water Service Management Board held November 1, 2016 be adopted.

CARRIED

**BUSINESS ARISING FROM MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

**UNFINISHED BUSINESS**

**REPORTS**

**Project Update.**

M. Squire gave a brief update on the project.

**Contract 1 – Intake, Water Treatment Plant, and Top Bridge Reservoir Transmission Main Tender Award.**

1. MOVED Director Lefebvre, SECONDED Director Rogers that the report from the Englishman River Water Service Management Committee dated January 20, 2017 entitled ERWS Project Implementation, Phase 6 – Construction Services be received;  
CARRIED
2. MOVED Director Lefebvre, SECONDED Director Rogers that staff be authorized to award Contract 1: Intake, Water Treatment Plant and Transmission Main to Top Bridge Reservoir to Knappett Projects Inc., in the amount of \$21,181,194 (plus GST),  
CARRIED
3. MOVED Director Lefebvre, SECONDED Director Rogers that staff be authorized to award the supply of membrane filtration equipment to H<sub>2</sub>O Innovations, in the amount of \$3,720,298 (plus GST),  
CARRIED
4. MOVED Director Lefebvre, SECONDED Director Powell that staff be directed to further engage and negotiate construction services work with CH2M Hill for the project providing satisfactory performance of CH2M Hill providing sufficient funds are available in the identified Financial Plan,  
CARRIED
5. MOVED Director Lefebvre, SECONDED Director Rogers that staff be directed to manage the project with identified contingencies and entertain optional contract items as required providing they are within sufficient budgets identified in the Financial Plan.  
CARRIED

**ADDENDUM**

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

**OTHER**

**QUESTIONS**

The Chair opened the floor to questions and comments, none received.

**NEXT MEETING**

To be announced.

**ADJOURNMENT**

MOVED Director Powell, SECONDED Director Rogers, that the meeting be adjourned.

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Joe Stanhope, CHAIRPERSON

**REGIONAL DISTRICT OF NANAIMO**  
**MINUTES OF THE**  
**REGIONAL PARKS AND TRAILS SELECT COMMITTEE MEETING**  
**HELD ON TUESDAY FEBRUARY 7, 2017**  
**12:00 PM**  
**(RDN COMMITTEE ROOM)**

**Attendance:** Director Houle, Chair, Electoral Area 'B'  
Director McPherson, Electoral Area 'A'  
Director Young, Electoral Area 'C'  
Director Rogers, Electoral Area 'E'  
Director Fell, Electoral Area 'F'  
Director Stanhope, Electoral Area 'G'  
Director Veenhof, Electoral Area 'H'  
Director Colclough, District of Lantzville  
Alternate Director Horner, Town of Qualicum Beach  
Director Lefebvre, City of Parksville  
Director Thorpe, City of Nanaimo  
Director Hong, City of Nanaimo  
Director Yoachim, City of Nanaimo

**Staff:** Tom Osborne, General Manager of Recreation and Parks  
Phyllis Carlyle, Chief Administrative Officer  
Wendy Marshall, Manager of Park Services  
Ann-Marie Harvey, Recording Secretary

**Regrets:** Director Pratt, City of Nanaimo  
Director Westbrook, Town of Qualicum Beach

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**CALL TO ORDER**

Chair Houle called the meeting to order at 11:59 am and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

**DELEGATIONS**

None

**MINUTES**

MOVED Director Stanhope, SECONDED Director McPherson that the Minutes of the Regular Regional Parks and Trails Select Committee meeting held November 1, 2016 be adopted.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

None

**COMMUNICATIONS/CORRESPONDENCE**

MOVED Director Stanhope, SECONDED Director Thorpe that the following Correspondence be received:

T. Jones to J. Stanhope, RDN **RE: Mount Benson Parking**

M. Young, RDN to T. Jones (and reply) **RE: Mount Benson Parking**

M. Shore, Canadian Biosphere Reserve Association to RDN **RE: Amazing Places**

CARRIED

**REPORTS**

**Parks Update Report – Fall 2016 (handout)**

Ms. Marshall gave a summary of the Regional Parks projects from Parks Update Report.

MOVED Director Lefebvre, SECONDED Director Veenhof that the Parks Update Report – Fall 2016 be received.

CARRIED

**BUSINESS ARISING FROM THE COMMUNICATIONS/CORRESPONDENCE/DELEGATONS**

None

**NEW BUSINESS**

None

**IN CAMERA**

MOVED Director Stanhope, SECONDED Director Lefebvre 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: 12:05pm

CARRIED

**ADJOURNMENT**

MOVED Director Veenhof, SECONDED Director Stanhope that the meeting be adjourned at 12:40pm.

CARRIED

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Chairperson

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**TO:** Regional District of Nanaimo Board      **MEETING:** February 28, 2017  
**FROM:** Shelley Norum  
Wastewater Coordinator      **FILE:** 2240-20-VIU  
**SUBJECT:** Amendment Agreement – Biosolids Management Program

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### **RECOMMENDATION**

That the Regional District of Nanaimo extend the term of the original Biosolids Management Program Agreement for two months; from March 31, 2017 to May 31, 2017.

### **SUMMARY**

The Regional District of Nanaimo (RDN) entered into a three party Biosolids Management Program Agreement between Vancouver Island University (VIU), and SYLVIS Environmental Inc. (SYLVIS) for the management of RDN biosolids with a term of February 1, 2013 to March 31, 2017. The attached Amendment Agreement will extend the current Biosolids Management Program Agreement for two months, to May 31, 2017.

The RDN is currently pursuing options to establish a new agreement after May 31, 2017.

### **BACKGROUND**

Biosolids are the nutrient rich residuals of wastewater treatment. Since 2007, biosolids generated at the French Creek Pollution Control Centre (FCPCC) and the Greater Nanaimo Pollution Control Centre (GNPCC) have been beneficially used in VIU's Forest Fertilization Program.

The RDN entered into a three party Biosolids Management Program Agreement between VIU, and SYLVIS for the management of RDN biosolids in VIU's Forest Fertilization Program starting on February 1, 2013 and ending on March 31, 2017. The attached Amendment Agreement will extend the term of the original Biosolids Management Program Agreement for two months, to May 31, 2017. The RDN is pursuing options to establish a new agreement after May 31, 2017.

If the agreement is not extended, RDN biosolids will go to the Regional Landfill. Diverting biosolids from the landfill is consistent with the RDN's Zero Waste policy.

### **ALTERNATIVES**

1. Extend the Biosolids Management Program Agreement for two months; from March 31, 2017 to May 31, 2017.
2. Do not extend the Biosolids Management Program Agreement. Instead, biosolids will go to the Regional Landfill until an alternative arrangement is in place.

## FINANCIAL IMPLICATIONS

Extending the Biosolids Management Program Agreement is currently the most economical option for the management of RDN Biosolids, with a total management fee of \$107.69/metric tonne. The fee to send biosolids to the Regional Landfill is \$125/metric tonne.

## STRATEGIC PLAN IMPLICATIONS

Beneficially reusing RDN biosolids aligns with the 2016 — 2020 Board Strategic Plan vision for the environment.



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Shelfey Norum  
[snorum@rdn.bc.ca](mailto:snorum@rdn.bc.ca)  
February 10, 2017

### Reviewed by:

- S. De Pol, Manager, Wastewater Services
- R. Alexander, General Manager, Regional & Community Utilities
- P. Carlyle, Chief Administrative Officer

### Attachments

1. Amendment Agreement – Biosolids Management Program



**AMENDMENT AGREEMENT - BIOSOLIDS MANAGEMENT PROGRAM**

**AGREEMENT THIS AGREEMENT** dated for reference this 1st day of February, 2017,

**BETWEEN:**

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

**AND:**

**Vancouver Island University**  
900 Fifth Street, Nanaimo, BC V9R 5S5

**AND:**

**SYLVIS Environmental Services Inc.**  
427 Seventh Street, New Westminster, BC V3M 3L2

WHEREAS the parties entered into a biosolids management program agreement made effective February 1<sup>st</sup>, 2013 (the "Original Agreement") and have agreed to extend the term of the Original Agreement from March 31, 2017 to May 31, 2017 on the terms and conditions in this Agreement;

NOW THEREFORE THIS AGREEMENT WITNESSES THAT in consideration of the covenants and agreements contained herein, the parties agree as follows:

1. The Original Agreement will be amended as follows:
  - a. In section 3.1, the date of "March 31, 2017" will be deleted and replaced with "May 31, 2017"; and
  - b. In Table 2 of Schedule E, all references to "March" will be deleted and replaced with "May".
2. As and from the date above, this Agreement will be read and construed along with the Original Agreement and treated as a part thereof and the Original Agreement, as amended, will continue to be in full force and effect.
3. Time shall be of the essence of the Original Agreement as amended by this Agreement.
4. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.
5. This Agreement may be executed in counterparts and delivered by facsimile or email, and when so executed and delivered will be as effective as if the parties had delivered an executed original Agreement.

IN WITNESS WHEREOF the parties have executed this Agreement as of the reference date above.

**REGIONAL DISTRICT OF NANAIMO**  
by its authorized signatories

**VANCOUVER ISLAND UNIVERSITY**  
by its authorized signatories

\_\_\_\_\_  
William Veenhof, Board Chair




\_\_\_\_\_  
Ralph Nilson, President and Vice-Chancellor

  
\_\_\_\_\_  
Jacquie Hill, Corporate Officer

\_\_\_\_\_  
Don Noakes, Dean, Faculty of Science and Technology

**SYLVIS ENVIRONMENTAL SERVICES INC.**  
by its authorized signatories

\_\_\_\_\_  
Mike Van Ham, President

	Initial	Date
Content (Mgr)		08/02/17
Approved (GM)		08/02/17
Legal Form (CO)		08/02/17
Authority (CAO)		

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**TO:** Regional District of Nanaimo Board                      **MEETING:** February 28, 2017

**FROM:** Paul Thompson  
                  Manager of Long Range Planning                      **FILE:** 6750.01

**SUBJECT:** Request for Funding From INfilm

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**RECOMMENDATIONS**

1. That the Regional District of Nanaimo provide \$5,000 in funding from Grant-in-aid to INfilm for 2017.
2. That the Regional District of Nanaimo meet with INfilm and the member municipalities to discuss a coordinated funding model that includes all of the regional district members to start in 2018.

**SUMMARY**

The Vancouver Island North Film Commission (INfilm) has requested \$5,000 from the Regional District of Nanaimo's (RDN) Electoral Areas and Lantzville. For the 2017 budget year, INfilm has also requested a total of \$45,000 from Nanaimo, Parksville and Qualicum Beach. For 2018 onwards, the proposal is for the RDN and the member municipalities to agree on an amount to provide to INfilm. If approved by the Board then the RDN would enter into a three year agreement with INfilm.

INfilm currently individually approaches all local governments on central and northern Vancouver Island to provide funding. As a not-for-profit certified film commission, it is not permitted to receive funding from the film industry and relies on funding from the provincial government and the communities on northern Vancouver Island.

Each year INfilm spends considerable time canvassing donations from local governments which impacts time related to attracting and supporting the film industry. As an alternative INfilm would like to enter into a longer term agreement whereby the electoral areas and municipalities in the RDN provide funding to INfilm in return for the services they provide to the film industry that contribute to the local economy (see Attachment 1 – Letter From INfilm Dated February 7, 2017). The intent is to secure a regular source of funding and develop a funding model that is supportable in the long-term.

**BACKGROUND**

The original request from INfilm to enter into a dialogue on a centralized funding model was considered by the Board at the January 10, 2017 Committee of the Whole meeting. Staff were directed to provide a report on the funding request. On February 21, 2017 INfilm provided a follow-up request for \$50,000

with funding for a period of three years. The requested amount is \$50,000 per year to come from all municipalities and the electoral areas.

As a not-for-profit film commission, INfilm is not permitted to charge for its services to the film and television industry. This means that they must seek funding from elsewhere. For the most part this funding has come from local governments with a smaller portion coming from the provincial government.

Currently, INfilm receives funding from a number of local governments, some of which are municipalities and others are regional districts (see Attachment 1). The funding provided by other local governments ranges from \$500 to \$50,000. For some local governments, the support to the film industry is included as part of their economic development service. The City of Nanaimo, City of Parksville and Town of Qualicum Beach have provided funding to INfilm in the past and have again been asked to provide funding in 2017. The RDN has not provided funding to INfilm as the result of a request for base funding. INfilm has twice received funding from the RDN through the Northern Communities Economic Development program.

#### INfilm – Source of Revenue 2016 and 2017

Funder	2016 Request	2016 Received	2017 Request	2017 Status
City of Campbell River	50,000	50,000	50,000	50,000 approved
Comox Valley RD	15,000	15,000	15,000	In process
Alberni Clayoquot RD	10,000	7,500	10,000	In process
City of Nanaimo	30,000	15,000	30,000	In process
Town of Qualicum Beach	3,000	3,000	5,000	5,000 approved
City of Parksville	5,000	5,000	10,000	In process
Cowichan Valley RD	-	-	6,000	6,000 approved
Mount Waddington RD	3,000	500	3,000	In process
Province of BC	40,000	30,000	30,000	30,000 approved
Campbell River Creative	-	5,000	-	-
<b>Totals</b>	<b>\$156,000</b>	<b>\$131,000</b>	<b>\$159,000</b>	

The value to the regions that are served by INfilm include numerous types of economic and social benefits. Filming that takes place in the region has economic spinoffs, in particular the hiring of local businesses to provide services such as accommodation, rental of equipment, catering and construction. A related benefit is film induced tourism. The benefits to the regional district also include: assisting the communities and First Nations of Vancouver Island to realize the economic potential of the Film Industry; promoting training in the film industry to facilitate job and wealth creation; partnering to mobilize available resources; promoting an understanding of the importance of film and new media as a new industry to expand economic development; education and training; and, marketing the region in partnership with Creative BC and other BC Regional Film Commissions. See Attachment 1 for the full list of benefits identified by INfilm.

INfilm does not have a dedicated source of funding and must spend considerable time each year fundraising and reporting. This has impacts on the services provided to the film industry. INfilm is looking for a secure source of funding through a three year agreement with the RDN. As this request is coming very late in the budget cycle of the RDN and because requests for funding have already been

made directly to three of the four member municipalities the recommendation is to consider providing funding in the amount of \$5,000 for 2017 and that staff from the RDN and the member municipalities meet with INfilm to discuss a possible longer term funding agreement that would start in 2018. As part of an agreement, a reporting system and key deliverables would be a condition.

### ***Intergovernmental Implications***

INfilm has requested funding from the City of Nanaimo, City of Parksville and the Town of Qualicum Beach for 2017 independent of the request to the RDN. The intent for future years is to have an agreement with the RDN in which all of the member municipalities contribute to INfilm funding. Prior to signing an agreement with INfilm, the RDN will meet with the member municipalities to discuss the level of funding they are willing to support.

### **ALTERNATIVES**

1. Provide INfilm with \$5,000 in funding as a Grant-In-Aid for 2017 and enter into discussions with INfilm to consider a longer term centralized funding model.
2. Do not provide funding to INfilm for 2017 and enter into discussion with INfilm to consider a longer term centralized funding model.
3. Provide INfilm with \$50,000 of funding as a Grant in Aid with contributions coming from all RDN member municipalities and electoral areas.

### **FINANCIAL IMPLICATIONS**

Alternative 1 - Due to the timing of the budget cycle and because the RDN's member municipalities have already received a direct request from INfilm for funding, this report is only considering the \$5,000 that is being requested from the Electoral Areas and Lantzville. The remainder of the request, \$45,000, is currently being considered by the City of Nanaimo, City of Parksville and the Town of Qualicum Beach.

In order to accommodate this request in 2017 the RDN would have to fund this request through the existing Grant-in-Aid service which is based on property assessment. The amount to be collected is under the threshold for the amount of money that can be requisitioned for Grants-in-Aid. Should the Board decide to proceed with this alternative, this new tax requisition would need to be added to the 2017 Budget.

To provide a one-time contribution of \$5,000, taxes would be collected from all of the electoral areas and Lantzville at a rate of \$0.05 per \$100,000 of assessed value. This amount would be only for 2017. Future contributions to INfilm with all RDN members contributing would be considered as part of discussions to take place later this year. The total amounts contributed by each electoral area and Lantzville based on 2017 assessment values would be:

Area	Requisition of \$5,000	Requisition of \$50,000
City of Nanaimo	-	\$26,973
City of Parksville	-	\$4,225
Town of Qualicum Beach	-	\$3,409
District of Lantzville	\$402	\$1,238
Electoral Area A	\$596	\$1,834

Electoral Area B	\$557	\$1,714
Electoral Area C	\$497	\$1,530
Electoral Area E	\$959	\$2,952
Electoral Area F	\$641	\$1,975
Electoral Area G	\$841	\$2,588
Electoral Area H	\$507	\$1,562
Total	\$5,000	\$50,000

Alternative 2 – The financial implications to the RDN for 2017 are nil. The longer term implications are not known at this time. Participants would determine how much they wish to allocate funding for financial support of INfilm. The request from INfilm is for \$50,000 inclusive of all municipalities and electoral areas in the RDN.

Alternative 3 – The financial implications related to this alternative is impacted by the exact amount to be collected and the funding for INfilm approved by the municipalities that received a direct request. Given that the municipalities have been approached directly and as some members have already approved funding for INfilm, the method to allocate the \$50,000 equitably will be complex. Due to the timing in the Budget cycle and the complexity with collecting and then disbursing the funds, this alternative is not supported.

### STRATEGIC PLAN IMPLICATIONS

The activities of INfilm are consistent with the RDN Strategic Plan 2016-2020. The plan directs that the RDN look at all activities through an economic lens and that the RDN will foster economic development. The aim of INfilm is to attract and support the film and entertainment industry which will provide benefits to local businesses and the community.



Paul Thompson

pthompson@rdn.bc.ca

February 21, 2017

Reviewed by:

- G. Garbutt, General Manager, Strategic & Community Development
- W. Idema, Director of Finance
- P. Carlyle, Chief Administrative Officer

Attachments

1. Letter From INfilm Dated February 7, 2017

**Attachment 1**  
**Letter from Infilm dated February 7, 2017**



February 7, 2017

Mr. Paul Thompson,  
Manager of Long Range Planning,  
Regional District of Nanaimo,  
6300 Hammond Bay Road,  
Nanaimo, B.C.  
V9T 6N2

Dear Mr. Thompson:

RE: 2017 Budget Request for \$50,000 for Vancouver Island North Film Commission

Vancouver Island Film Commission (Infilm) requests \$50,000 fee for service investment by the Regional District of Nanaimo. This request is the first stage towards the goal of developing a three year Centralized Funding Model for the region.

Presently Infilm has funding applications for 2017 before the municipalities of the Nanaimo Regional District: City of Parksville, \$10,000; Town of Qualicum Beach, \$5,000 and City of Nanaimo, \$30,000. In the proposed Centralized Funding Model (if implemented in 2017) these municipalities would each agree upon the funding amount and forward the funds to the regional district. It is hoped that the electoral areas of the RDN that presently benefit but do not currently fund Infilm would be capable of providing the remaining \$5,000. The Regional District of Nanaimo and Infilm would then sign a 3 year Service Contract which could be reviewed by the RDN on a yearly basis.

Our current model is unsustainable as the work load of the Film Commissioner and Locations and Special Projects Manager has greatly increased. Presenting to multiple funders and then waiting for individual budget deliberations leave staff scrambling to fulfill the production requests and unable to commit to joint marketing opportunities, trade shows or key networking industry events. Secured funding through a 3 year centralized process would allow Infilm to focus time and attention on facilitating the attraction and servicing of the film and media industry rather than fundraising and reporting.

Infilm cannot charge for its services to the film industry; it is bound by the Association of Film Commissions Certification to provide film services at no charge to the client. Consequently all initial scouting costs relating to the services provided to each production company are the responsibility of Infilm.

Other than the City of Campbell River that has been a long standing funder, the Regional District model has been the norm for the rest of our service area. In 2017 due to the close proximity of Nanaimo as a Service Centre and the Nanaimo Airport and Duke Point ferry for easy access, we are expanding our services in an agreement with the Cowichan Regional District to include Ladysmith, Chemainus and Saltair.

Island North Film Commission  
#900 Alder Street, Campbell River, BC V9W 2P6  
[www.infilm.ca](http://www.infilm.ca)

The present Service Agreement contract that INfilm has with the Regional Districts of Alberni-Clayoquot, Mount Waddington and Comox Valley the City of Campbell River and CreativeBC undertakes the following:

Client services include but are not limited to:

- Full service office
- Script breakdown, locations scouting and surveys
- Extensive inventory of digital location images and software tools
- 23 years' experience building industry networks and relationships

Services provided to the funder include but are not limited to:

- Promoting the Regional District as a film friendly region
- Providing liaison and fixer services to production filming in the Regional District
- Continuing to populate INfilm / CrBC digital photo libraries with Regional District images
- Including the Regional District in marketing materials distributed at industry events and trade shows
- Including Regional District filming locations on on-line film tourism map
- Including the Regional District in the Workforce Development Initiative to create a trained and experienced regional film crew

The particular services we provide the RDN attract and facilitate film and new media that infuse millions of dollars of spending into the local economy that in turn have positive economic spill over impacts on local businesses.

- Economic impacts - INfilm has facilitated over 100 million dollars in direct economic impact to the regions we service
- Businesses throughout the region have and continue to benefit from room nights for accommodation including crew per diem spent on meals
- Rental companies, heavy duty equipment, laundry and other local services.
- Lumberyards and recycling companies have benefitted
- Location fees have been paid for private, public and First Nations lands.
- Local labour hired ( carpenters, security etc and hundreds of background extras)
- INfilm has trained and hired a local locations scout who are working for us on a contract basis
- Participation in workforce training programs
- Film Induced Tourism opportunities. The second economic bump comes through film induced tourism. We are in discussions with current production to discuss the potential for a Film Tourism Campaign in the RDN

The motion picture and recording industry is the fastest growing industry in British Columbia and has created at least \$2 Billion in spending in 2016 and is on track to grow even more in 2017. According to the Workforce BC Industry Outlook Profile the industry is expected to experience above average growth and is expected to be the fastest growing industry in terms of

employment. This puts INfilm in a unique position within the film industry to expand regionally outside the successful, yet saturated, area of Vancouver and the entire lower mainland area as our 20 years of networking has resulted in close relationships with locations decision makers.

Other services INfilm is committed to pursuing include:

- Spearheading a workforce development initiative which is in the development stage to provide film training to local skilled workers in order to support the needs of productions looking to film in the region
- Leading discussions on entry level Productions Assistant training for First Nations
- Providing industry standard location packages including scouting and surveys for production clients (film, documentary, commercial, video and stills)
- Populating and maintaining a regionally focused digital online image database. Presently INfilm has 38,000+ images categorized and loaded into our data base and the Creative BC data-base
- Maintaining an active and updated web, Facebook and Twitter presence
- Providing assistance for local extras casting and crew hire
- Acting as the conduit for permitting and liability insurance requirements and liaising (e.g. Parks, BC Hydro, Highways local and regional government)
- Tracking and maintaining industry statistical data
- Global marketing at trade shows and industry events
- Continuing to develop and support Film Tourism Initiatives

Additional funding will be used to stabilize our operations budget and equalize the investment being made by other communities. Our organization has in the past relied on a few communities to carry the costs of the development of a regionally focused service organization. We have supplemented our operations budget through fundraising, grant writing and in-kind donations. We have repurposed old equipment being recycled by other organizations and in some years staff has gone without payroll to make ends meet.

INfilm	2017 Budget Forecast	funding has been requested and is approved or in budget deliberations
Revenue		
	City of Campbell River	\$50,000.00 approved
	Comox RD	\$15,000.00 in process
	Alberni Clayoquot RD	\$10,000.00 in process
	City of Nanaimo	\$30,000.00 in process
	Town of Qualicum Beach	\$5,000.00 approved
	City of Parksville	\$10,000.00 in process
	Cowichan Valley RD (Ladysmith)	\$6,000.00 new agreement for 2017
	Mount Waddington Regional District	\$3,000.00 in process
	Province of BC	\$30,000.00 approved
	<b>TOTAL</b>	<b>\$159,000.00</b>



Grants	Island Coastal Economic Trust	\$5,000.00	Website upgrade approved
IN-Kind	Rent	\$6,000.00	approved
	BC Ferries Travel	\$1,200.00	approved
<b>Expenses</b>			
	Bank fees	\$400.00	
	Insurance	\$2,600.00	Directors/liability/ICBC
	Licenses / Membership Dues	\$1,800.00	AFCI / RFCABC membership
	Marketing	\$5,000.00	Trade Shows / joint BC marketing
	Misc	\$1,500.00	
	Professional fees	\$2,000.00	Bookkeeper / accountant
	Location Scouts	\$7,000.00	
	Capitol/computers/cameras	\$3,000.00	replace old computer
	Repairs/maintenance	\$500.00	
	Salaries/benefits	\$108,000.00	
	Supplies/postage	\$500.00	
	Software/server maintenance	\$1,700.00	
	Website	\$10,000.00	Website update 50% ICET
	Telephone/utilities	\$2,600.00	
	Travel	\$3,000.00	Vancouver meetings / region
	Vehicle	\$9,400.00	Lease / maintenance / fuel
	<b>TOTAL</b>	<b>\$159,000.00</b>	

INfilm	2016 Budget Forecast	Request	Received
<b>Revenue</b>			
	City of Campbell River	\$50,000	\$50,000
	Comox RD	\$15,000	\$15,000
	Alberni Clayoquot RD	10,000	\$7,500
	City of Nanaimo	\$30,000	\$15,000
	City of Parksville	\$5,000	\$5,000
	Town of Qualicum Beach	\$3,000	\$3,000
	Mount Waddington Regional District	\$3,000	\$500
	Province of BC	\$40,000	\$30,000
	Campbell River Creative Industries for Admin services		\$5,000
	<b>TOTAL</b>	<b>156,000</b>	<b>\$131,000</b>

INfilm	2016 Budget Forecast	Request	Received
IN-Kind	Rent	\$6,000	\$6,000
	BC Ferries Travel	\$1,200	\$1,200
<b>Expenses</b>			
	Bank fees	\$350	
	Insurance	\$3,300	
	Lisc/Dues	\$1,800	cut \$1,000
	Marketing	\$5,000	cut \$5,000
	Misc	\$1,000	cut \$1,000
	Professional fees	\$2,000	
	Location Scouts contracted	\$7,950	cut \$6,000
	Capitol/computers/cameras	\$3,000	cut \$3,000
	Repairs/maintenance	\$500	
	Salaries/mercs	\$105,000	
	Supplies/postage	\$1,000	
	Software/server maintenance	\$2,300	
	Website	\$9,000	cut \$9,000
	Telephone/utilities	\$2,800	
	Travel	\$3,000	
	Vehicle	\$8,000	
	<b>TOTAL</b>	<b>\$156,000</b>	<b>\$131,000</b>

Cancelled AFCI Locations Expo co-marketing trip with Creative BC  
 Cancelled website upgrades moved to 2017  
 Moved AFCI 2016 memberships dues outstanding  
 Cancelled purchase of Laptop, now 7 years old, must be replaced in 2017  
 Cancelled contacted location scouts for Nanaimo area  
 Supplemented budget through a contract to provide social media and admin services for Campbell River Creative Industries

INfilm looks forward to a very strong 2017 and all the economic benefit it will provide the Regional District of Nanaimo.

Respectfully,



Stephanie Tipple, President  
 Vancouver Island North Film Commission

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**TO:** Regional District of Nanaimo Board      **MEETING:** February 28, 2017  
**FROM:** Manvir Manhas, Manager Capital      **FILE:**  
Accounting & Financial Reporting  
**SUBJECT:** 2017 Service Area Tax Requisition Amendment Bylaws

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**RECOMMENDATION**

1. That "Southern Community Restorative Justice Program Service Requisition Limit Amendment Bylaw No. 1490.03, 2017" be introduced and read three times and forwarded to the Inspector of Municipalities for approval.
2. That "Pacific Shores Sewer Local Service Requisition Limit Amendment Bylaw No. 1021.12, 2017" be introduced and read three times.
3. That "Coombs-Hilliers Fire Protection Service Requisition Limit Amendment Bylaw No. 1022.08, 2017" be introduced and read three times.

**SUMMARY**

Three services have reached their taxation limits in 2017. Bylaw amendments are required for these services. One of the bylaw amendments requires provincial approval. The increased limits do not obligate the Board to adopt budgets with the maximum amount in the bylaws.

**BACKGROUND**

During budget preparation, the requisitions are reviewed in relation to the establishing bylaws. Typically, increases in property assessments permit additional funding as operating budgets increase over time. However, depending on the extent of changes to the operating budget, the limit may be exceeded and require amendment. The three services, noted above, have reached their maximum limits and require bylaw amendments.

If an amendment to an establishing bylaw increases the requisition limit by less than or equal to 25 percent over five years, the bylaw does not require the approval of the Inspector. Pacific Shores Sewer and Coombs-Hilliers Fire Protection bylaw amendments are within the 25 percent over five year threshold and therefore will not require the approval of the Inspector. The change to the Pacific Shores Sewer and Coombs-Hilliers Fire Protection taxation limits reflect both operating budget increases and development of adequate reserves for capital replacement.

The Southern Community Restorative Justice Program Service requisition was already increased by 25% in 2015 and therefore requires the Inspector approval. The Amendment Bylaw 1490.03, 2017 increases

the requisition limit to accommodate annual operating budget increases as per the 2017-2021 Financial Plan.

**ALTERNATIVES**

1. Approve the bylaws as presented.
2. Amend the bylaws for a lower requisition limit and approve the amended bylaws.

**FINANCIAL IMPLICATIONS**

Alternative 1

The table below shows the options for amending these bylaws.


Service	Current Limit	Amended Limit	2017 Current Requisition
Southern Community Restorative Justice Program Service (Attachment 1)	greater of \$13,950 or \$0.0049 per thousand of net taxable values	greater of \$19,150 or \$0.0061 per thousand of net taxable values	\$16,000
Pacific Shores Sewer Local Service Area (Attachment 2)	greater of \$17,000 or \$1.43 per thousand of net taxable values	greater of \$74,030 or \$1.787 per thousand of net taxable values	\$69,970
Coombs-Hilliers Fire Protection Service (Attachment 3)	greater of \$186,100 or \$1.098 per thousand of net taxable values	greater of \$578,800 or \$1.373 per thousand of net taxable values	\$466,606

Alternative 2

A reduced requisition limit has no immediate financial implications; however, maximizing the requisition limit increases at this time prevents multiple bylaw amendments in the future. In order to proceed with the 2017-2021 Financial Plan, all of these services need to be increased to at least the 2017 requisition amount.

**STRATEGIC PLAN IMPLICATIONS**

The 2016 to 2020 Strategic Plan governing principles include to “show fiscal restraint” requiring the Board to balance the needs of the community with prudent fiscal planning and to deliver the services expected by residents of the Region as cost effectively as possible.

  
 \_\_\_\_\_  
 Manvir Manhas (mmanhas@rdn.bc.ca)

January 19, 2017

Attachments

1. Bylaw 1490.03
2. Bylaw 1021.12
3. Bylaw 1022.08

Reviewed by:

- W. Idema, Director of Finance
- P. Carlyle, Chief Administrative Officer

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1490.03

A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO  
SOUTHERN COMMUNITY RESTORATIVE JUSTICE PROGRAM SERVICE  
ESTABLISHMENT BYLAW NO. 1490, 2006

WHEREAS the Board of the Regional District of Nanaimo wishes to amend "Southern Community Restorative Justice Program Service Establishment Bylaw No. 1490, 2006";

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 "Southern Community Restorative Justice Program Service Requisition Limit Amendment Bylaw No. 1490.03, 2017".

**2. Amendment**

"Southern Community Restorative Justice Program Service Establishment Bylaw No. 1490, 2006" is amended as follows:

(1) By deleting Section 6 and substituting it with the following:

"In accordance with the *Local Government Act*, the maximum amount that may be requisitioned for the Service is the greater of:

(a) \$19,150 (Nineteen Thousand One Hundred and Fifty Dollars), or;

(b) the amount obtained by multiplying the net taxable value of lands and improvements within the Service Area by a property tax value rate of \$0.0061 per thousand dollars of assessment."

Introduced and read three times this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Received the approval of the Inspector of Municipalities this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
CHAIRPERSON

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

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1021.12**

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO  
PACIFIC SHORES SEWER LOCAL SERVICE  
ESTABLISHMENT BYLAW NO. 1021, 1997**

WHEREAS the Board of the Regional District of Nanaimo wishes to amend "Pacific Shores Sewer Local Service Establishment Bylaw No. 1021, 1997";

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 "Pacific Shores Sewer Local Service Requisition Limit Amendment Bylaw No. 1021.12, 2017".

**2. Amendment**

"Pacific Shores Sewer Local Service Establishment Bylaw No. 1021, 1997" is amended as follows:

(1) By deleting Section 6 and substituting it with the following:

"In accordance with the *Local Government Act*, the maximum amount that may be requisitioned for the Service is the greater of:

(a) \$74,030 (Seventy Four Thousand and Thirty Dollars), or;

(b) the amount obtained by multiplying the net taxable value of lands and improvements within the Service Area by a property tax value rate of \$1.787 per thousand dollars of assessment."

Introduced and read three times this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
CHAIRPERSON

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

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1022.08**

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO  
COOMBS-HILLIERS FIRE PROTECTION SERVICE  
CONVERSION AND BOUNDARY AMENDMENT BYLAW NO. 1022, 1996**

WHEREAS the Board of the Regional District of Nanaimo wishes to amend "Coombs Hilliers Fire Protection Service Conversion and Boundary Amendment Bylaw No. 1022, 1996";

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 "Coombs-Hilliers Fire Protection Service Requisition Limit Amendment Bylaw No. 1022.08, 2017".

**2. Amendment**

"Coombs-Hilliers Fire Protection Service Conversion and Boundary Amendment Bylaw No. 1022, 1996" is amended as follows:

(1) By deleting Section 5 and substituting it with the following:

"In accordance with the *Local Government Act*, the maximum amount that may be requisitioned for the Service is the greater of:

(a) \$578,800 (Five Hundred and Seventy Eight Thousand and Eight Hundred Dollars), or;

(b) the amount obtained by multiplying the net taxable value of lands and improvements within the Service Area by a property tax value rate of \$1.373 per thousand dollars of assessment."

Introduced and read three times this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
CHAIRPERSON

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



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**TO:** Regional District of Nanaimo Board      **MEETING DATE:** February 28, 2017

**FROM:** Manvir Manhas, Manager, Capital Accounting & Financial Reporting      **FILE:** 1700-06

**SUBJECT:** Regional District of Nanaimo 2017 to 2021 Financial Plan - Bylaw No. 1755

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**RECOMMENDATION:**

1. That “Regional District of Nanaimo Financial Plan 2017 to 2021 Bylaw No. 1755, 2017” be introduced and read three times.

**SUMMARY:**

Under the *Local Government Act*, local governments are required to prepare five-year financial plan bylaws which are intended to guide the development of annual operating budgets. Further to the presentation and budget documents provided at the February 14, 2017 Committee of the Whole, attached to this report are the consolidated 2017 to 2021 Financial Plan, Bylaw No. 1755, summary budget and participant impact information. The bylaw will be finalized in March as BC Transit has not provided its three-year plans and final information regarding the Englishman River Joint Venture is not received from the City of Parksville.

The most significant financial pressures the RDN faces over the next few years are driven by capital upgrades and related operating impacts required for the Greater Nanaimo Pollution Control Centre, the French Creek Pollution Control Centre, the landfill and the various water services. As well, potential transit expansions, community demand for recreation, parks and other services, along with impacts resulting from changes in the general economy will create new pressures on future financial plans.

**BACKGROUND:**

The 2017 to 2021 Financial Plan as outlined with the attached Bylaw No. 1755 indicates Total Operating Revenues including taxation of \$93.9 million in 2017 rising to \$105.7 million over the next five years as well as Operating Expenses of \$90.2 million rising to \$94.5 million. It also incorporates up to \$175 million in capital projects over the next five years including the following:

Service Area	Capital Project	Value
Southern Community Wastewater	Secondary Treatment Upgrade, centrifuge & digester upgrades + Departure Bay Pump Station upgrade	\$78.5 million
Northern Community Wastewater	Plant Expansion – design & construction + interceptor & pump station upgrades	\$36.8 million
Fire Services	Vehicle replacements + fire hall upgrades	\$13 million

Englishman River Water Service Joint Venture	River intake, treatment plant & pump stations	\$7.8 million
Regional and Community Parks	Morden Colliery Regional Trail, possible land purchases/donations, Little Qualicum Bridge – construction, Benson Creek Falls projects	\$6.3 million
Solid Waste Services	Berm construction, scale replacement, cell closures, landfill gas expansion	\$6.3 million
Transit Services	New/upgraded exchanges, CNG Generator	\$5.6 million
Water Services	Well, reservoir and system upgrades for San Pareil, Nanoose Peninsula, Whiskey Creek & Westurne Water Systems	\$4.4 million

The \$175 million capital program will be funded through reserves (\$74.2 million), grants (\$9.5 million) and borrowing currently estimated at \$79 million largely in relation to the Wastewater Treatment projects. There are multiple grant applications pending that, if successful, will impact actual borrowing amounts.

Operational impacts with the largest budget implications included in the five-year plan include transit expansions of 5000 hours in 2017, 2018 and 2020 as well as operating cost increases related to the Wastewater Treatment Plant projects.

The following table outlines the changes specific to the 2017 general shared services tax requisition since the preliminary plan was approved in November.

Grants in Aid	Increase \$752,760	Additions for Coastal Invasive Species Committee, Island Roots Market Coop, <i>Us &amp; Them</i> Documentary showing, property acquisition grant and InFILM potential grant
Legislative & Electoral Areas Services	Increase \$48,000	Volunteer Appreciation, Feasibility Studies, 50th Anniversary, First Nations Truth & Reconciliation activities
Area B Community Parks	Increase \$17,000	Mudge Island Park development
Area A Community Parks & Recreation Services	Increase \$15,000	Increase reserve contributions for future facility development
Northern Community Sportsfields Agreement	Increase \$20,565	Final amounts from Parksville & Town of Qualicum Beach
District 68 & 69 Emergency 911 Services	Decrease (\$10,517)	Final financial plans received from providers

Southern Community Recreation	Decrease	(\$5,610)	Final amounts from City of Nanaimo
Various Services	Decrease	(\$54,887)	Recreation services adjustments + Regional Parks & Drinking Water/Watershed protection final parcel numbers
<b>Total Adjustments</b>	Increase	\$782,311	

Changes since the February 14 Committee of the Whole incorporated in these numbers include an increase of \$17,000 for Electoral Area B Community Parks towards the Mudge Island park purchase; \$15,000 for Truth & Reconciliation Commission recommendation initiatives; \$5,000 as an allowance in Grants-In-Aid; and \$700,000 for a potential land purchase in District 69. Should any of these funds not be required as a result of further discussions at the Board, the budget can be amended later in the year to hold the amounts in reserve or to return them in the 2018 year.

In addition to the changes noted above for multi-participant shared general services, there have been changes to single participant services such as fire and utility services totaling \$77,675. These changes are the result of adjusted capital plans and borrowing requirements such as for the Errington Fire Service pumper truck purchases.

**ALTERNATIVES:**

1. Approve the 2017 to 2021 Financial Plan as presented and give three readings to Bylaw No. 1755.
2. Provide alternate direction to staff.

**FINANCIAL IMPLICATIONS:**

Alternative 1

The component drivers of the general services property tax change from 2016 to 2017 in the Financial Plan are as follows:

<b>Change for General Services Tax Revenues</b>	<b>Change in dollars</b>	<b>Percent change</b>
Changed or New Service Levels	\$2,143,796	5.5%
Changes from Other Jurisdictions	\$143,571	0.4%
Existing Services	\$(358,523)	-0.9%
<b>Year over Year Change for General Services</b>	<b>\$1,928,844</b>	<b>5.0%</b>

Changed and new service levels include enhancements to many services such as Community Parks, Grants-In-Aid, Emergency Planning and Hazardous/Unsanitary Premises remediation. A 5000 hour expansion to Transit and additional taxation for the Wastewater Treatment facilities capital projects also impact the Changed Service Levels category.

Regional District tax requisitions include a combination of usage, population, assessment based and parcel taxes. Attachment 2 is a list of the 2017 tax revenues by service provided compared to the prior

year. Attachment 3 provides additional details on the parcel taxes levied for various local utility services and the related year over year change

The financial plan forecasts consolidated tax revenue increases between 2.8% and 6.4% annually over the 2017 to 2021 period with the larger increases in 2017 and 2018 reflecting the significant capital program underway. Attachment 4 summarizes the 2017 change in the actual property tax rates by participant with most areas seeing a decrease in tax rates as a result of assessment growth. Attachment 5 sums up the total dollar participation of each member in the 2017 budget and the change from 2016. There is a wide variety in the annual change by participant with Lantzville's increase at 0.8% versus Electoral Area E at 9.7%. There is no single taxpayer in a Regional District and the change is dependent on which services each participating area is included in.

The 2017 proposed budget information as discussed here is available on the RDN website for public access <http://www.rdn.bc.ca/cms.asp?wpID=771>.

#### Alternative 2

The consolidated 2017 to 2021 Financial Plan attached incorporates all known changes at this time. The financial plan can be amended further but must be adopted on or before March 31, 2017.

#### **STRATEGIC PLAN IMPLICATIONS:**

The 2017 to 2021 proposed Financial Plan is consistent with the current strategic plan and is guided by the Board governing principles to “Be Transparent and Accountable” and to “Show Fiscal Restraint” through improved financial planning and prudent use of tax dollars and to deliver the services expected by residents of the Region as cost effectively as possible.



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M. Manhas  
Manager, Capital Accounting & Financial Reporting  
[mmanhas@rdn.bc.ca](mailto:mmanhas@rdn.bc.ca)

Attachment 1: Bylaw 1755, 2017

Attachment 2: 2017 Summary of Tax Revenues by Service

Attachment 3: 2017 Summary of Local Service Area Parcel Tax Revenues

Attachment 4: 2017 Member Summary – Estimated General Services Property Tax Change

Attachment 5: 2017 Summary of Participation by Member

#### Reviewed by:

- W. Idema, Director of Finance
- P. Carlyle, Chief Administrative Officer

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1755**

**A BYLAW TO ADOPT THE 2017 TO 2021 FINANCIAL PLAN**

WHEREAS the Regional District of Nanaimo shall, in accordance with the the *Local Government Act*, adopt by bylaw a five year financial plan;

AND WHEREAS an expenditure not provided for in the financial plan or the financial plan as amended, is not lawful unless for an emergency that was not contemplated;

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

**1. Definitions**

“Emergency” means a present or imminent event that:

- a) is caused by accident, fire explosion or technical failure or by the forces of nature; and
- b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.

**2. Financial Plan**

Schedule ‘A’ attached to this bylaw is hereby adopted as the Financial Plan for the Regional District of Nanaimo for the period January 1, 2017 to December 31, 2021.

**3. Financial Plan Amendments**

- a) Funds may be reallocated in accordance with the Regional District of Nanaimo’s purchasing policy for new projects.
- b) The officer responsible for financial administration may transfer unexpended appropriations to Reserve Funds and accounts for future expenditures.
- c) The Board may authorize amendments to the plan for Emergencies as defined herein.

**4. Citation**

This bylaw may be cited as “Regional District of Nanaimo Financial Plan 2017 to 2021 Bylaw No. 1755, 2017”.

Introduced and read three times this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
CHAIRPERSON

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



**CONSOLIDATED FINANCIAL PLAN  
2017 to 2021**

Schedule 'A', to accompany "Regional District of Nanaimo 2017 to 2021 Financial Plan Bylaw No. 1755, 2017

Chairperson

Corporate Officer

	2016 Budget	2017 Proposed	2018	2019	2020	2021	Total
<b>Operating Revenues</b>		5.5%	6.4%	5.2%	3.8%	2.8%	
Property taxes	(42,652,979)	<b>(44,980,223)</b>	(47,961,163)	(50,557,217)	(52,509,826)	(54,027,302)	(250,035,731)
Parcel taxes	(4,514,950)	<b>(4,763,643)</b>	(4,989,929)	(5,142,573)	(5,280,910)	(5,394,000)	(25,571,055)
Municipal agreements	(321,202)	<b>(350,645)</b>	(368,917)	(382,407)	(396,055)	(397,867)	(1,895,891)
	<b>(47,489,131)</b>	<b>(50,094,511)</b>	<b>(53,320,009)</b>	<b>(56,082,197)</b>	<b>(58,186,791)</b>	<b>(59,819,169)</b>	<b>(277,502,677)</b>
Operations	(3,133,785)	<b>(3,566,245)</b>	(3,538,541)	(3,571,246)	(3,616,318)	(3,647,360)	(17,939,710)
Interest income	(150,000)	<b>(150,000)</b>	(150,000)	(150,000)	(150,000)	(150,000)	(750,000)
Transit fares	(4,401,562)	<b>(4,486,982)</b>	(4,646,879)	(4,693,348)	(4,828,945)	(4,877,234)	(23,533,388)
Landfill tipping fees	(7,741,024)	<b>(7,600,000)</b>	(7,600,000)	(7,676,000)	(7,676,000)	(7,752,760)	(38,304,760)
Recreation fees	(590,740)	<b>(608,156)</b>	(620,710)	(633,847)	(647,003)	(660,475)	(3,170,191)
Recreation facility rentals	(549,505)	<b>(541,795)</b>	(558,049)	(574,791)	(592,034)	(609,795)	(2,876,464)
Recreation vending sales	(4,500)	<b>(4,500)</b>	(4,500)	(4,500)	(4,500)	(4,500)	(22,500)
Recreation concession	(3,000)	<b>(5,000)</b>	(5,000)	(5,000)	(5,000)	(5,000)	(25,000)
Recreation other	(411,785)	<b>(453,415)</b>	(467,018)	(481,028)	(495,459)	(510,322)	(2,407,242)
Utility user fees	(4,629,751)	<b>(4,830,285)</b>	(4,927,726)	(5,026,607)	(5,127,511)	(5,230,484)	(25,142,613)
Operating grants	(6,449,033)	<b>(6,216,146)</b>	(6,592,141)	(6,618,643)	(6,939,913)	(7,007,642)	(33,374,485)
Planning grants	(272,260)	<b>(301,898)</b>	(718,046)	(718,046)	(7,100)	(7,100)	(1,752,190)
Grants in lieu of taxes	(149,645)	<b>(149,290)</b>	(149,290)	(149,290)	(149,290)	(149,290)	(746,450)
Interdepartmental recoveries	(6,913,798)	<b>(6,277,856)</b>	(6,463,030)	(6,653,437)	(6,767,277)	(6,844,484)	(33,006,084)
Miscellaneous	(7,337,473)	<b>(8,652,686)</b>	(7,756,260)	(8,194,627)	(8,855,562)	(8,438,719)	(41,897,854)
<b>Total Operating Revenues</b>	<b>(90,226,992)</b>	<b>(93,938,765)</b>	<b>(97,517,199)</b>	<b>(101,232,607)</b>	<b>(104,048,703)</b>	<b>(105,714,334)</b>	<b>(502,451,608)</b>
<b>Operating Expenditures</b>							
Administration	4,387,180	<b>4,521,662</b>	4,591,557	4,639,393	4,687,519	4,737,195	23,177,326
Community grants	56,528	<b>787,758</b>	36,596	36,596	36,596	36,596	934,142
Legislative	498,394	<b>511,635</b>	608,288	542,041	536,132	541,478	2,739,574
Professional fees	2,522,668	<b>2,464,845</b>	1,927,938	1,689,352	1,736,742	1,761,525	9,580,402
Building ops	3,232,608	<b>3,286,717</b>	3,344,304	3,402,000	3,461,463	3,526,305	17,020,789
Veh & Equip ops	7,868,665	<b>7,675,114</b>	7,809,850	7,963,732	8,115,626	8,271,282	39,835,604
Operating costs	16,849,605	<b>17,307,907</b>	18,908,227	20,170,878	21,548,549	21,964,423	99,899,984
Program costs	946,870	<b>1,109,238</b>	1,103,651	1,114,423	1,125,371	1,129,487	5,582,170
Wages & benefits	30,319,473	<b>32,313,526</b>	33,233,791	33,954,468	34,633,541	34,979,887	169,115,213
Transfer to other gov/org	7,244,413	<b>6,917,002</b>	6,977,443	7,080,650	7,226,446	7,375,801	35,577,342
Contributions to reserve funds	8,456,997	<b>8,719,629</b>	6,756,599	5,820,543	6,312,620	6,229,528	33,838,919
Debt interest	4,513,284	<b>4,533,834</b>	4,498,566	4,155,790	4,088,872	3,923,956	21,201,018
<b>Total Operating Expenditures</b>	<b>86,896,685</b>	<b>90,148,867</b>	<b>89,796,810</b>	<b>90,569,866</b>	<b>93,509,477</b>	<b>94,477,463</b>	<b>458,502,483</b>
<b>Operating (surplus)/deficit</b>	<b>(3,330,307)</b>	<b>(3,789,898)</b>	<b>(7,720,389)</b>	<b>(10,662,741)</b>	<b>(10,539,226)</b>	<b>(11,236,871)</b>	<b>(43,949,125)</b>
<b>Capital Asset Expenditures</b>							
Capital expenditures	44,814,373	<b>65,811,871</b>	64,103,495	29,864,532	7,540,099	7,564,532	174,884,529
Transfer from reserves	(20,070,177)	<b>(36,654,987)</b>	(20,425,674)	(10,736,675)	(3,883,500)	(2,536,080)	(74,236,916)
Grants and other	(6,426,060)	<b>(5,973,767)</b>	(2,171,480)	(611,000)		(778,320)	(9,534,567)
New borrowing	(14,974,713)	<b>(19,144,870)</b>	(39,031,526)	(16,618,796)	(2,150,000)	(2,100,000)	(79,045,192)
<b>Net Capital Assets funded from Operations</b>	<b>3,343,423</b>	<b>4,038,247</b>	<b>2,474,815</b>	<b>1,898,061</b>	<b>1,506,599</b>	<b>2,150,132</b>	<b>12,067,854</b>
<b>Capital Financing Charges</b>							
Existing debt (principal)	4,787,627	<b>4,371,769</b>	4,294,515	4,178,865	4,175,930	3,892,090	20,913,169
New debt (principal & interest)	150,885	<b>191,448</b>	1,772,874	4,562,594	5,701,138	5,866,652	18,094,706
<b>Total Capital Financing Charges</b>	<b>4,938,512</b>	<b>4,563,217</b>	<b>6,067,389</b>	<b>8,741,459</b>	<b>9,877,068</b>	<b>9,758,742</b>	<b>39,007,875</b>
<b>Net (surplus)/deficit for the year</b>	<b>4,951,628</b>	<b>4,811,566</b>	<b>821,815</b>	<b>(23,221)</b>	<b>844,441</b>	<b>672,003</b>	<b>7,126,604</b>
Add: Prior year (surplus) / deficit	(11,482,486)	<b>(11,382,105)</b>	(6,570,539)	(5,748,724)	(5,771,945)	(4,927,504)	(34,400,817)
<b>(Surplus) applied to future years</b>	<b>(6,530,858)</b>	<b>(6,570,539)</b>	<b>(5,748,724)</b>	<b>(5,771,945)</b>	<b>(4,927,504)</b>	<b>(4,255,501)</b>	<b>(27,274,213)</b>



## Summary of Tax Revenues By Service

	2016 FINAL Mar 2016	2017 Proposed Nov 2016	2017 Revised Feb 2017	change from 2016 \$	change from 2016 %
<b>CORPORATE SERVICES</b>					
Legislative Services	1,103,007	1,310,157	1,333,157	230,150	20.9%
House Numbering	21,500	21,500	21,500	0	0.0%
Electoral Areas Admin/Building Policy & Advice	428,795	447,992	449,221	20,426	4.8%
Lantzville Service Participation Agreement	19,136	19,600	19,720	584	3.1%
General Grants In Aid	80,150	(734,000)	19,350	(60,800)	-75.9%
Southern Restorative Justice/Victim Services	16,000	16,000	16,000	0	0.0%
Northern Community Justice	122,300	122,300	123,560	1,260	1.0%
Feasibility Studies/Referendums			27,000	0	NEW
	<b>1,790,888</b>	<b>1,203,549</b>	<b>2,009,508</b>		
<b>STRATEGIC &amp; COMMUNITY DEVELOPMENT</b>					
Electoral Area Community & Long Range Planning	1,495,256	1,562,543	1,562,543	67,287	4.5%
Regional Growth Strategy	433,857	455,549	455,549	21,692	5.0%
Economic Development - Southern Community	177,000	190,000	190,000	13,000	7.3%
Economic Development - Northern Community	50,000	50,000	50,000	0	0.0%
Animal Control - Area A, B, C, Lantzville	67,482	68,832	68,832	1,350	2.0%
Animal Control Area E,G,H	83,252	84,917	84,917	1,665	2.0%
Animal Control Area F	18,595	18,781	18,781	186	1.0%
Hazardous Properties	14,511	36,927	36,927	22,416	154.5%
Unightly Premises	7,841	11,461	11,638	3,797	48.4%
Noise Control	38,734	41,635	41,463	2,729	7.0%
	<b>2,386,528</b>	<b>2,520,645</b>	<b>2,520,650</b>		
<b>RECREATION &amp; PARKS</b>					
Ravensong Aquatic Centre	2,524,505	2,020,829	1,970,329	(554,176)	-22.0%
Oceanside Place	1,878,543	1,934,899	1,934,899	56,356	3.0%
Northern Community Recreation	1,107,471	1,140,657	1,140,657	33,186	3.0%
Gabriola Island Recreation	111,876	124,351	115,233	3,357	3.0%
Area A Recreation & Culture	188,171	193,816	198,816	10,645	5.7%
Port Theatre/Cultural Centre Contribution	82,869	83,813	83,813	944	1.1%
Regional Parks- operating	1,329,060	1,362,287	1,362,287	33,227	2.5%
Regional Parks - capital	946,036	951,216	954,604	8,568	0.9%
Electoral Areas Community Parks	1,100,610	1,218,439	1,245,439	144,829	13.2%
	<b>9,269,141</b>	<b>9,030,307</b>	<b>9,006,077</b>		
<b>REGIONAL &amp; COMMUNITY UTILITIES</b>					
Southern Wastewater Treatment	6,107,395	7,023,504	7,023,504	916,109	15.0%
Northern Wastewater Treatment	3,924,468	4,114,561	4,114,561	190,093	4.8%
Liquid Waste Management Planning	168,366	171,733	171,733	3,367	2.0%
Drinking Water/Watershed Protection	505,237	543,552	545,488	40,251	8.0%
Solid Waste Management & Disposal	578,088	722,610	722,610	144,522	25.0%
	<b>11,283,554</b>	<b>12,575,960</b>	<b>12,577,896</b>		
<b>TRANSIT &amp; EMERGENCY SERVICES</b>					
Southern Community Transit	8,565,785	8,822,759	8,822,759	256,974	3.0%
Northern Community Transit	1,012,665	1,093,679	1,093,679	81,014	8.0%
Descanso Bay Emergency Wharf	5,914	6,961	6,961	1,047	17.7%
Gabriola Transit contribution	97,665	136,000	136,000	38,335	39.3%
Gabriola Taxi saver	11,940	15,000	0	(11,940)	-100.0%
Emergency Planning	272,354	296,865	305,040	32,686	12.0%
Lantzville Service Participation Agreement	24,203	25,792	26,819	2,616	10.8%
District 68 Search & Rescue	47,563	47,884	47,884	321	0.7%
District 69 Marine Search & Rescue	5,000	5,000	5,000	0	0.0%
District 69 Land Search & Rescue	10,000	10,200	10,200	200	2.0%
	<b>10,053,089</b>	<b>10,460,140</b>	<b>10,454,342</b>		
<b>GENERAL TAXATION FOR OTHER JURISDICTIONS</b>					
SD 68 Emergency 911	151,278	157,337	155,820	4,542	3.0%
SD 69 Emergency 911	605,464	644,737	635,737	30,273	5.0%
Southern Community Recreation	1,157,962	1,168,458	1,162,847	4,885	0.4%
Northern Community Sportsfield Agreement	274,647	280,140	300,707	26,060	9.5%
Vancouver Island Regional Library	1,990,949	2,068,760	2,068,760	77,811	3.9%
	<b>4,180,300</b>	<b>4,319,432</b>	<b>4,323,871</b>		
<b>GENERAL SERVICES PROPERTY TAX REVENUES</b>					
	<b>38,963,500</b>	<b>40,110,033</b>	<b>40,892,344</b>		
Change from previous year	<b>5.4%</b>	<b>2.9%</b>	<b>5.0%</b>		
<b>LOCAL SERVICE AREA TAX REVENUES</b>					
Duke Point Wastewater Treatment	226,779	231,315	231,315	4,536	2.0%
Northern Community Wastewater -other benefitting areas	940,977	994,156	994,156	53,179	5.7%
Fire Protection Areas	3,433,724	3,725,455	3,801,233	367,509	10.7%
Streetlighting Service Areas	84,789	87,396	88,715	3,926	4.6%
Stormwater Management	9,739	9,839	9,839	100	1.0%
Utility Services	3,829,623	4,076,333	4,076,909	247,286	6.5%
	<b>8,525,631</b>	<b>9,124,494</b>	<b>9,202,167</b>		
<b>NET PROPERTY TAX REVENUES/MUNICIPAL SERVICE PARTICIPATION AGREEMENTS</b>					
	<b>47,489,131</b>	<b>49,234,527</b>	<b>50,094,511</b>		
Change from previous year	<b>5.5%</b>	<b>3.7%</b>	<b>5.5%</b>		



**Summary of Tax Revenues By Service**

	2016 FINAL Mar 2016	2017 Proposed Nov 2016	2017 Revised Feb 2017	change from 2016 \$	change from 2016 %
<b>ADDITIONAL DETAILS - GENERAL SERVICES</b>					
<b>PORT THEATRE/CULTURAL CENTRE CONTRIBUTION</b>					
Electoral Area A	15,120	15,347	15,347	227	1.5%
Electoral Area B	27,136	27,363	27,363	227	0.8%
Electoral Area C (Extension)	15,020	15,126	15,126	106	0.7%
Electoral Area C (E.Wellington)	3,890	3,948	3,948	58	1.5%
Electoral Area E	21,703	22,029	22,029	326	1.5%
	<b>82,869</b>	<b>83,813</b>	<b>83,813</b>		
<b>COMMUNITY PARKS</b>					
Electoral Area A	186,000	188,490	198,490	12,490	6.7%
Electoral Area B	188,828	260,000	277,000	88,172	46.7%
Electoral Area C(Extension)	66,161	68,807	68,807	2,646	4.0%
Electoral Area C(E. Wellington)	85,409	89,679	89,679	4,270	5.0%
Electoral Area E	126,000	142,080	142,080	16,080	12.8%
Electoral Area F	148,800	156,240	156,240	7,440	5.0%
Electoral Area G	114,739	126,623	126,623	11,884	10.4%
Electoral Area H	184,673	186,520	186,520	1,847	1.0%
	<b>1,100,610</b>	<b>1,218,439</b>	<b>1,245,439</b>		
<b>ADDITIONAL DETAILS - LOCAL SERVICES TAX REVENUES</b>					
<b>FIRE PROTECTION</b>					
Nanaimo River Fire (Area C)	17,792	17,792	17,792	0	0.0%
Coombs-Hilliers Fire Volunteer (Area F)	406,318	466,406	466,606	60,288	14.8%
Errington Fire Volunteer (Area F)	452,901	496,086	561,600	108,699	24.0%
Nanoose Bay Fire Volunteer (Area E)	644,095	702,065	705,955	61,860	9.6%
Dashwood Fire Volunteer (Area F,G,H)	527,960	553,709	556,409	28,449	5.4%
Meadowood Fire (Area F)	139,358	139,357	139,358	0	0.0%
Extension Fire Volunteer (Area C)	157,736	186,808	166,808	9,072	5.8%
Bow Horn Bay (Area H)	333,448	353,104	353,104	19,656	5.9%
Cassidy Waterloo Fire Contract (Area A, C)	158,758	166,759	166,759	8,001	5.0%
Wellington Fire Contract (Area C - Pleasant Valley)	75,644	80,547	80,456	4,812	6.4%
Parksville ( Local ) Fire Contract (Area G)	94,172	97,014	97,014	2,842	3.0%
French Creek Fire Contract (Area G)	425,542	465,808	489,372	63,830	15.0%
	<b>3,433,724</b>	<b>3,725,455</b>	<b>3,801,233</b>		
<b>STREETLIGHTING</b>					
Rural Areas Streetlighting	16,356	16,356	16,683	327	2.0%
Fairwinds Streetlighting	23,500	23,500	23,500	0	0.0%
French Creek Village Streetlighting	6,851	7,536	8,221	1,370	20.0%
Highway Intersections Streetlighting (French Creek)	1,173	1,279	1,279	106	9.0%
Morningstar Streetlighting	15,300	15,912	16,065	765	5.0%
Sandpiper Streetlighting	11,962	12,799	12,799	837	7.0%
Hwy # 4 ( Area F)	3,850	4,043	4,081	231	6.0%
Englishman River Community	5,797	5,971	6,087	290	5.0%
	<b>84,789</b>	<b>87,396</b>	<b>88,715</b>		
<b>NOISE CONTROL</b>					
Noise Control Area A	7,271	8,541	8,541	1,270	17.5%
Noise Control Area B	8,575	9,350	9,178	603	7.0%
Noise Control Area C	7,068	7,599	7,599	531	7.5%
Noise Control Area E	7,496	7,571	7,571	75	1.0%
Noise Control Area G	8,324	8,574	8,574	250	3.0%
	<b>38,734</b>	<b>41,635</b>	<b>41,463</b>		
<b>UTILITIES</b>					
Englishman River Community Stormwater	5,014	5,114	5,114	100	2.0%
Cedar Sewer Stormwater	4,725	4,725	4,725	0	0.0%
	<b>9,739</b>	<b>9,839</b>	<b>9,839</b>		





Summary of Local Service Area Parcel Tax Revenues

	2016 FINAL Mar 2016	2017 Proposed Nov 2016	2017 Revised Feb 2017	change from 2016 \$	change from 2016 %	2016	2017	Change
<b>UTILITY SERVICES - PARCEL TAX REVENUES</b>								
<b>WATER UTILITIES</b>								
Nanoose Peninsula (Area E)	851,881	902,994	902,994	51,113	6.0%	340	361	20
Driftwood (Area E)	5,458	5,457	5,457	(1)	0.0%	420	420	0
Surfside(Area G)	14,083	14,505	14,505	422	3.0%	361	372	11
French Creek(Area G)	72,243	77,300	77,300	5,057	7.0%	302	323	21
Englishman River Community(Area G)	37,602	37,602	37,602	0	0.0%	240	240	0
Whiskey Creek Water(Area F)	89,824	90,722	90,722	898	1.0%	713	720	7
San Pareil Water(Area G)	133,480	133,480	133,480	0	0.0%	462	462	0
San Pareil Water(Fire improvements Debt levy)	74,212	74,213	74,213	1	0.0%	277	277	0
Melrose Place(Area F)	22,597	23,049	23,049	452	2.0%	807	823	16
Decourcy Water(Area A)	7,871	8,186	8,186	315	4.0%	1,574	1,637	63
Nanoose Bulk Water (Area E)	937,418	1,021,786	1,021,786	84,368	9.0%	374	408	34
French Creek Bulk Water (Area G)	4,320	4,320	4,320	0	0.0%	2	2	0
Westurne Heights Water		18,576	19,295	19,295	NEW		1,093	NEW
	<b>2,250,989</b>	<b>2,412,191</b>	<b>2,412,909</b>					
<b>SEWAGE COLLECTION UTILITIES</b>								
Hawthorne Rise Debt levy	8,138	9,941	9,941	1,803	22.2%	581	710	129
Reid Road Debt levy	5,316	3,624	3,625	(1,691)	-31.8%	1,063	725	(338)
French Creek (Area G)	635,083	685,890	685,890	50,807	8.0%	333	360	27
Fairwinds (Area E)	557,798	581,919	581,919	24,121	4.3%	701	731	30
Surfside Sewer (area G)	21,209	21,633	21,633	424	2.0%	786	801	16
Pacific Shores (Area E)	66,638	69,970	69,970	3,332	5.0%	517	542	26
Barclay Crescent (Area G)	150,473	156,632	156,492	3,332	4.0%	varies	varies	
Cedar Sewer Service (Operating)(Area A)	28,191	28,755	28,755	6,019	2.0%	varies	varies	
Cedar Sewer Service (Capital Financing) (Area A)	105,788	105,778	105,775	(13)	0.0%	varies	varies	
	<b>1,578,634</b>	<b>1,664,142</b>	<b>1,664,000</b>					
<b>TOTAL UTILITY PARCEL TAX REVENUES</b>	<b>3,829,623</b>	<b>4,076,333</b>	<b>4,076,909</b>					
Change from previous year	6.02%	6.44%	6.46%					



2017  
MEMBER SUMMARY  
ESTIMATED GENERAL SERVICES PROPERTY TAX CHANGE

	City of Nanaimo	District of Lantzville	City of Parksville	Town of Qualicum Beach	Area A Cedar Yellowpoint Cassidy	Area B Gabriola Mudge Decourcey Islands	Area C Extension E.Wellington Pleasant Valley	Area E Nanoose Bay	Area F Coombs Hilliers Errington	Area G French Creek San Pareil Surfside	Area H Bowser Deep Bay
<b>General Services Property Tax</b>											
2017	\$ 92	\$ 89	\$ 168	\$ 139	\$ 145	\$ 101	\$ 125	\$ 106	\$ 138	\$ 138	\$ 130
2016	\$ 98	\$ 98	\$ 180	\$ 154	\$ 156	\$ 99	\$ 142	\$ 108	\$ 150	\$ 148	\$ 142
<b>Change per \$100,000</b>	\$ (6)	\$ (9)	\$ (12)	\$ (15)	\$ (11)	\$ 2	\$ (17)	\$ (2)	\$ (12)	\$ (10)	\$ (12)
<b>Regional Parcel Taxes</b>											
2017	\$ 22	\$ 22	\$ 27	\$ 27	\$ 22	\$ 22	\$ 22	\$ 29	\$ 29	\$ 29	\$ 29
2016	\$ 21	\$ 21	\$ 27	\$ 27	\$ 22	\$ 22	\$ 22	\$ 29	\$ 29	\$ 29	\$ 29
<b>Change per property</b>	\$ 1	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total change at \$100,000</b>	\$ (5)	\$ (8)	\$ (12)	\$ (15)	\$ (11)	\$ 2	\$ (17)	\$ (2)	\$ (12)	\$ (10)	\$ (12)
<b>Total change at \$200,000</b>	\$ (11)	\$ (17)	\$ (24)	\$ (30)	\$ (22)	\$ 4	\$ (34)	\$ (4)	\$ (24)	\$ (20)	\$ (24)
<b>Total change at \$300,000</b>	\$ (17)	\$ (26)	\$ (36)	\$ (45)	\$ (33)	\$ 6	\$ (51)	\$ (6)	\$ (36)	\$ (30)	\$ (36)
<b>Total change at \$400,000</b>	\$ (23)	\$ (35)	\$ (48)	\$ (60)	\$ (44)	\$ 8	\$ (68)	\$ (8)	\$ (48)	\$ (40)	\$ (48)



**2017 BUDGET  
SUMMARY OF PARTICIPATION BY MEMBER**

	2016 Final	2017 Proposed	Change from 2016	Changed Service Levels	Other Jurisdictions	Existing Service Levels
City of Nanaimo	17,138,676	18,235,346	1,096,670 6.4%	885,987 5.2%	0 0.0%	210,683 1.2%
<b>General Services Tax cost per \$100,000</b>	\$97.80	\$91.60				
<b>Regional Parcel Taxes</b>	\$14.00	\$14.00				
Regional Parks	\$7.00	\$8.00				
Drinking Water/Watershed Protection	\$118.80	\$113.60				
Change from previous year	\$3.80	(\$5.20)				
District of Lantzville	806,894	813,398	6,504 0.8%	17,672 2.2%	2,690 0.3%	(13,858) -1.7%
<b>General Services Tax cost per \$100,000</b>	\$98.00	\$89.00				
<b>Regional Parcel Taxes</b>	\$14.00	\$14.00				
Regional Parks	\$7.00	\$8.00				
Drinking Water/Watershed Protection	\$119.00	\$111.00				
Change from previous year	(\$0.30)	(\$8.00)				
City of Parksville	5,067,843	5,281,545	213,702 4.2%	318,411 6.3%	7,573 0.1%	(112,282) -2.2%
<b>General Services Tax cost per \$100,000</b>	\$179.70	\$167.40				
<b>Regional Parcel Taxes</b>	\$14.00	\$14.00				
Regional Parks	\$8.00	\$8.00				
Drinking Water/Watershed Protection	\$5.07	\$5.10				
District 69 Community Justice	\$206.77	\$194.50				
Change from previous year	\$1.28	(\$12.27)				
Town of Qualicum Beach	3,477,706	3,536,420	58,714 1.7%	228,460 6.6%	7,216 0.2%	(176,962) -5.1%
<b>General Services Tax cost per \$100,000</b>	\$153.90	\$138.40				
<b>Regional Parcel Taxes</b>	\$14.00	\$14.00				
Regional Parks	\$8.00	\$8.00				
Drinking Water/Watershed Protection	\$5.07	\$5.10				
District 69 Community Justice	\$180.97	\$165.50				
Change from previous year	(\$2.32)	(\$15.47)				



**2017 BUDGET  
SUMMARY OF PARTICIPATION BY MEMBER**

	2016 Final	2017 Proposed	Change from 2016	Changed Service Levels	Other Jurisdictions	Existing Service Levels
<b>Electoral Area A</b>						
<b>General Services Tax cost per \$100,000</b>	1,916,639	1,951,724	35,085	36,073	9,112	(10,100)
<b>Regional Parcel Taxes</b>	\$155.80	\$144.60	1.8%	1.9%	0.5%	-0.5%
Regional Parks	\$14.00	\$14.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Change from previous year	\$177.80	\$166.60				
	\$1.90	(\$11.20)				
<b>Electoral Area B</b>						
<b>General Services Tax cost per \$100,000</b>	1,192,701	1,305,443	112,742	114,352	781	(2,391)
<b>Regional Parcel Taxes</b>	\$99.20	\$101.10	9.5%	9.6%	0.1%	-0.2%
Regional Parks	\$14.00	\$14.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Change from previous year	\$121.20	\$123.10				
	\$9.60	\$1.90				
<b>Electoral Area C</b>						
<b>General Services Tax cost per \$100,000</b>	1,139,375	1,156,986	17,611	18,431	9,658	(10,478)
<b>Regional Parcel Taxes</b>	\$141.90	\$124.60	1.5%	1.6%	0.8%	-0.9%
Regional Parks	\$14.00	\$14.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Change from previous year	\$163.90	\$146.60				
	\$1.80	(\$17.30)				
<b>Electoral Area E</b>						
<b>General Services Tax cost per \$100,000</b>	2,138,590	2,345,638	207,048	162,469	32,927	11,652
<b>Regional Parcel Taxes</b>	\$108.10	\$106.10	9.7%	7.6%	1.5%	0.5%
Regional Parks	\$14.00	\$14.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Economic Development Northern Community District 69 Community Justice	\$2.07	\$2.06				
Change from previous year	\$5.07	\$5.10				
	\$137.24	\$135.26				
	(\$0.93)	(\$1.98)				



**2017 BUDGET  
SUMMARY OF PARTICIPATION BY MEMBER**

	2016 Final	2017 Proposed	Change from 2016	Changed Service Levels	Other Jurisdictions	Existing Service Levels
<b>Electoral Area F</b>	2,010,003	2,056,852	46,849 2.3%	100,195 5.0%	23,582 1.2%	(76,928) -3.8%
<b>General Services Tax cost per \$100,000</b>	\$149.70	\$138.20				
<b>Regional Parcel Taxes</b>						
Regional Parks	\$14.00	\$14.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Economic Development Northern Community	\$2.07	\$2.06				
District 69 Community Justice	\$5.07	\$5.10				
Change from previous year	\$178.84	\$167.36				
	\$2.27	(\$11.48)				
<b>Electoral Area G</b>	2,570,727	2,673,831	103,104 4.0%	177,074 6.9%	30,952 1.2%	(104,922) -4.1%
<b>General Services Tax cost per \$100,000</b>	\$148.00	\$137.40				
<b>Regional Parcel Taxes</b>						
Regional Parks	\$14.00	\$14.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Economic Development Northern Community	\$2.07	\$2.06				
District 69 Community Justice	\$5.07	\$5.10				
Change from previous year	\$177.14	\$166.56				
	(\$2.43)	(\$10.58)				
<b>Electoral Area H</b>	1,504,346	1,535,160	30,814 2.0%	84,672 5.6%	19,080 1.3%	(72,938) -4.8%
<b>General Services Tax cost per \$100,000</b>	\$141.50	\$129.60				
<b>Regional Parcel Taxes</b>						
Regional Parks	\$14.00	\$14.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Economic Development Northern Community	\$2.07	\$2.06				
District 69 Community Justice	\$5.07	\$5.10				
Change from previous year	\$170.64	\$158.76				
	(\$3.13)	(\$11.88)				
<b>General Services Tax Revenues</b>	<b>38,963,500</b>	<b>40,892,343</b>				
<b>Local Services Tax Revenues</b>	<b>5.4%</b>	<b>5.0%</b>				
<b>Tax Revenues/Municipal Participation Agreements</b>	<b>8,525,631</b>	<b>9,202,168</b>				
Change from previous year	<b>47,489,131</b>	<b>50,094,511</b>				
	<b>5.5%</b>	<b>5.5%</b>				