

REGIONAL DISTRICT OF NANAIMO
INAUGURAL BOARD MEETING
REVISED AGENDA

Tuesday, November 12, 2019

7:00 P.M.

Board Chambers

This meeting will be recorded

	Pages
1. CALL TO ORDER	5
The Corporate Officer will call the meeting to order and will advise the Board of the appointments of municipal Directors from the member municipalities.	
2. ELECTION OF BOARD CHAIR	
The Corporate Officer will conduct the election of the Chair.	
The Chair will assume the Chair.	
3. ELECTION OF VICE CHAIR	
The Chair will conduct the election of the Vice Chair.	
4. APPROVAL OF THE AGENDA	
5. ADOPTION OF MINUTES	
5.1 Regular Board Meeting - October 22, 2019	6
(All Directors - One Vote)	
That the minutes of the Regular Board meeting held October 22, 2019, be adopted.	
6. DELEGATIONS - AGENDA ITEMS	
6.1 Bonnie Lemmon, re Witchcraft Lake Floating Bridge and Parking Lot Decommissioning (Item 9.2.1)	18
7. CORRESPONDENCE	
(All Directors - One Vote)	
That the following correspondence be received for information:	
*7.1 Liz Cookson, AVICC, re Call for Resolutions for 2020 Convention, Nominations for 2020/21 AVICC Executive, Proposal Submission Form	19

8. COMMITTEE MINUTES

(All Directors - One Vote)

That the following minutes be received for information:

8.1 Executive Committee - November 5, 2019 30

8.2 Regional Parks and Trails Select Committee - November 5, 2019 33

9. CONSENT AGENDA

Note: Directors may adopt in one motion all recommendations appearing on the Consent Agenda or, prior to the vote, request an item be removed from the Consent Agenda for debate or discussion, voting in opposition to a recommendation, or declaring a conflict of interest with an item.

Committee recommendations on the Consent Agenda were Carried Unanimously at the Committee level.

(Voting rule varies as noted - Unanimous vote required)

That the following items on the Consent Agenda be adopted by consent:

9.1 EXECUTIVE COMMITTEE RECOMMENDATIONS

9.1.1 Board Appointments to External Organizations Policy 36

(All Directors - One Vote)

That the Board adopt the attached policy titled Board Appointments to External Organizations.

9.1.2 Climate Action Technical Advisory Committee 41

(All Directors - One Vote)

1. That the Regional District of Nanaimo create a Climate Action Technical Advisory Committee.

2. That the Climate Action Technical Advisory Committee terms of reference be approved.

(All Directors - Weighted Vote)

3. That \$80,000 and a two year term 0.5 full-time equivalent position be in each of the proposed 2020 and 2021 budgets to establish and support the Committee.

(All Directors - One Vote)

4. That a report be prepared to the Board on the future of the Committee after the Committee has operated for 2 years.

9.1.3	Solid Waste Management Select Committee Terms of Reference (All Directors - One Vote) That the Solid Waste Management Select Committee's Terms of Reference be retained in substance but amended to replace references to the Regional Solid Waste Advisory Committee with the Solid Waste Management Plan Monitoring Advisory Committee.	48
9.2	REGIONAL PARKS AND TRAILS SELECT COMMITTEE RECOMMENDATIONS	
9.2.1	Mount Benson Parking Lot Update Fall 2019 (All Directors - Weighted Vote) That the existing roadside parking lot on Benson View Road and the floating boardwalk at Witchcraft Lake be permanently decommissioned.	60
10.	ITEMS REMOVED FROM THE CONSENT AGENDA	
11.	REPORTS	
11.1	Mobile Wireless Services RFP - Approval (All Directors - Weighted Vote) That the Regional District of Nanaimo Board approve TELUS as the primary service provider for the supply of cellular service plans, mobile phones, and related hardware for a three-year term with an option to renew for two additional years.	64
12.	BYLAWS - NO ACCOMPANYING REPORT	
12.1	Regional District of Nanaimo Emergency Program Extended Service Amendment Bylaw No. 952.01, 2019 (All Directors - One Vote) That "Regional District of Nanaimo Emergency Program Extended Service Amendment Bylaw No. 952.01, 2019" be adopted.	66
12.2	Bow Horn Bay Fire Protection Service Amendment Bylaw No. 1385.10, 2019 (All Directors - One Vote) That "Bow Horn Bay Fire Protection Service Amendment Bylaw No. 1385.10, 2019" be adopted.	67
13.	BUSINESS ARISING FROM DELEGATIONS	

14. MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

- 14.1 Nanoose Library Society, re Nanoose Bay Peninsula Water Service Area**
Director Rogers provided notice of the following motion at the October 22, 2019 Regular Board meeting:

(All Directors - One Vote)

That the Nanoose Library Society property be brought into the Nanoose Bay Peninsula Water Service Area, and that subject to approval by the Union of BC Municipalities, the related capital charges of approximately \$8,000 be funded through an allocation of Electoral Area E Community Works Funds.

- 14.2 Trail from San Pareil to Rath Trevor Beach Provincial Park**
Director Mayne provided notice of the following motion at the November 5, 2019 Regional Parks and Trails Select Committee meeting:

(All Directors - Weighted Vote)

That staff be instructed to review a possible trail from San Pareil to Rath Trevor Beach Provincial Park.

15. NEW BUSINESS

16. IN CAMERA

(All Directors - One Vote)

That pursuant to the following sections of the *Community Charter* the Board proceed to an In Camera meeting:

- 90(1)(c) labour relations or other employee relations;
- 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and
- 90(1)(m) a matter that, under another enactment, is such that the public may be excluded from the meeting.

17. ADJOURNMENT

City of Nanaimo	
Council Appointees	Weighted Vote
Mayor Leonard Krog	5
Councillor Erin Hemmens	5
Councillor Sheryl Armstrong	5
Councillor Ben Geselbracht	5
Councillor Tyler Brown	5
Councillor Jim Turley	4
Councillor Don Bonner	4
Councillor Ian Thorpe	4
Alternate	
Councillor Zeni Maartman	

District of Lantzville	
Council Appointee	Weighted Vote
Mayor Mark Swain	2
Alternate	
Councillor Ian Savage	

City of Parksville	
Council Appointees	Weighted Vote
Mayor Ed Mayne	3
Councillor Adam Fras	3
Alternates	
1. Councillor Teresa Patterson	
2. Councillor Al Greir	
3. Councillor Doug O'Brien	

Town of Qualicum Beach	
Council Appointee	Weighted Vote
Mayor Brian Wiese	4
Alternate	
Councillor Teunis Westbroek	

**REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE REGULAR BOARD MEETING**

**Tuesday, October 22, 2019
7:00 P.M.
Board Chambers**

In Attendance:	Director I. W. Thorpe	Chair
	Director B. Rogers	Vice Chair
	Director K. Wilson	Electoral Area A
	Director V. Craig	Electoral Area B
	Director M. Young	Electoral Area C
	Director L. Salter	Electoral Area F
	Director L. Wallace	Electoral Area G
	Director S. McLean	Electoral Area H
	Director L. Krog	City of Nanaimo
	Director S. Armstrong	City of Nanaimo
	Director T. Brown	City of Nanaimo
	Director B. Geselbracht	City of Nanaimo
	Director E. Hemmens	City of Nanaimo
	Director J. Turley	City of Nanaimo
	Director A. Fras	City of Parksville
	Alternate	
	Director T. Patterson	City of Parksville
	Director M. Swain	District of Lantzville
	Director B. Wiese	Town of Qualicum Beach
Regrets:	Director D. Bonner	City of Nanaimo
	Director E. Mayne	City of Parksville
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. Pearce	Gen. Mgr. Transportation & Emergency Services
	D. Wells	Gen. Mgr. Corporate Services
	J. Hill	Mgr. Legislative Services
	C. Golding	Recording Secretary
	C. Jefferies	Recording Secretary

CALL TO ORDER

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

The Chair welcomed Alternate Director Patterson to the meeting.

APPROVAL OF THE AGENDA

19-399

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

19-400

It was moved and seconded that the following minutes be adopted:

Regular Board Meeting - September 17, 2019

Special Board Meeting - October 8, 2019

CARRIED UNANIMOUSLY

CORRESPONDENCE

19-401

It was moved and seconded that the following correspondence be received for information:

Society of Organized Services, re Oceanside Task Force on Homelessness - Request for Endorsement of Funding Application

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM CORRESPONDENCE

Society of Organized Services, re Oceanside Task Force on Homelessness - Request for Endorsement of Funding Application

19-402

It was moved and seconded that the Chair write a letter of support for the Society of Organized Services for their application for federal funding for their Rural and Remote Homelessness - Reaching Home: Canada's Homelessness Strategy project.

CARRIED UNANIMOUSLY

COMMITTEE MINUTES

19-403

It was moved and seconded that the following minutes be received for information:

Electoral Area Services Committee - October 8, 2019

Committee of the Whole - October 8, 2019

Community Grants Committee - October 1, 2019

Transit Select Committee - September 19, 2019

CARRIED UNANIMOUSLY

CONSENT AGENDA

19-404

It was moved and seconded that the following items in the Consent Agenda be adopted by consent:

- 7.1.1 Service Agreement with Gabriola Island Chamber of Commerce to Provide Economic Development for Electoral Area B
- 7.1.2 Fire Apparatus Purchasing
- 7.1.3 Fire Services Grant Application
- 7.1.4 Extension Fire Department Apparatus Replacement
- 7.2.1 Property Maintenance and Management Services Contract
- 7.2.2 Corporate Carbon Neutral 2032 Plan
- 7.2.3 Bay Avenue Pump Station Upgrade – Detailed Design Award
- 7.3.1 Community Grants
- 7.3.2 Amendment to Policy No. A1-30
- 7.3.3 Adjustment to Community Grants Deadline Date
- 7.4.1 handyDART Taxi Saver Program
- 7.4.2 Christmas Day Sunday Level Service Conventional Transit 2019
- 7.4.3 Licence of Occupation and Use Amendment

CARRIED UNANIMOUSLY

The items and recommendations referred to above are as follows:

ELECTORAL AREA SERVICES COMMITTEE RECOMMENDATIONS

Service Agreement with Gabriola Island Chamber of Commerce to Provide Economic Development for Electoral Area B

19-405

That the Board enter into a new one-year service agreement with the Gabriola Island Chamber of Commerce.

ADOPTED ON CONSENT

Fire Apparatus Purchasing

19-406

That the Board endorse issuing a Request for Qualifications to select a Fire Apparatus Manufacturer/Dealer as a preferred supplier for a five (5) year term.

ADOPTED ON CONSENT

Fire Services Grant Application

19-407

That the grant application for \$25,000 to the Union of British Columbia Municipalities for training for the Extension Fire Department be endorsed.

ADOPTED ON CONSENT

19-408

That the grant application for \$25,000 to the Union of British Columbia Municipalities for the purchase of equipment for the Nanoose Fire Department be endorsed.

ADOPTED ON CONSENT

Extension Fire Department Apparatus Replacement

19-409

That the Board endorse awarding the purchase of a single-axle, 4-door fire rescue engine to Fort Garry Fire Trucks Ltd.

ADOPTED ON CONSENT

19-410

That the Board endorse releasing up to \$700,000 from the Extension Fire Service Vehicle and Equipment Reserve Fund to negotiate a contract with Fort Garry Trucks Ltd for the purchase of the fire rescue engine.

ADOPTED ON CONSENT

COMMITTEE OF THE WHOLE RECOMMENDATIONS

Property Maintenance and Management Services Contract

19-411

That the Regional District of Nanaimo enter into a contract with NAI Commercial, Central Vancouver Island Ltd. for a three-year term beginning November 1, 2019, with an option to extend up to an additional two years, for the management of building and property maintenance and other related services for the Main Administration Office building, Transit Administration building, and off-site premises including transit exchanges, respites and bus shelters, at total contract value of \$614,971.00.

ADOPTED ON CONSENT

Corporate Carbon Neutral 2032 Plan

19-412

That the Board approve up to \$50,000 to be allocated from the Corporate Climate Action Reserve Fund to prepare a Corporate Carbon Neutral 2032 Plan.

ADOPTED ON CONSENT

Bay Avenue Pump Station Upgrade – Detailed Design Award

19-413

That the Board approves the award for Detailed Design of the Bay Avenue Pump Station Upgrade to Koers & Associates Engineering for \$454,847 (Excluding GST).

ADOPTED ON CONSENT

19-414

That the Board approves a management reserve of \$45,485 (10% of the contract price) in order to accommodate additional expenses that may be incurred during the Detailed Design Phase of this project.

ADOPTED ON CONSENT

COMMUNITY GRANTS COMMITTEE RECOMMENDATIONS

Community Grants

19-415

That the following Community Grants be awarded and included in the 2020 budget:

- Big Brothers Big Sisters of Central Vancouver Island - \$3,000.00
- Coastal Invasive Species Committee Society - \$2,250.00
- First Unitarian Fellowship of Nanaimo - Unitarian Shelter - \$0
- Gabriola Arts Council - \$0
- Gabriola Commons Foundation - \$0
- Gabriola Historical Museum Society - \$7,000.00
- Gabriola Island Community Hall Association - \$3,627.50
- Gabriola Island Recycling Organization - \$0
- Gabriola Land & Trails Trust - \$1,923.00
- Gabriola Senior Citizens Association - \$2,100.00
- Lighthouse Community Centre Society - \$0
- Mount Arrowsmith Pipe Band Association - \$2,000.00
- Mudge Island Citizens Society - \$0
- Nanaimo Amateur Radio Association - \$3,278.00
- Nanoose Bay Lions Club - \$1,900.00
- Oceanside Community Makerspace Society - \$1,750.00
- Oceanside Hospice Society - \$2,000.00
- Parksville and District Historical Society (Parksville Museum) - \$0
- Royal Canadian Legion - Branch 211, Bowser - \$6,000.00
- Royal Canadian Legion - Branch 256, Mount Benson - \$21,000.00
- The Hope Centre - \$4,784.04
- Yellow Point Drama Group - \$6,636.69

Total: \$69,249.23

ADOPTED ON CONSENT

Amendment to Policy No. A1-30

19-416

That the Community Grants Policy A1-30 be amended to exclude applications of a retroactive nature.

ADOPTED ON CONSENT

Adjustment to Community Grants Deadline Date

19-417

That the Community Grants deadline be moved to the last Friday in April.

ADOPTED ON CONSENT

TRANSIT SELECT COMMITTEE RECOMMENDATIONS

handyDART Taxi Saver Program

19-418

That the handyDART Taxi Saver program frequency be changed to 60 days, and the purchase amount be increased to \$80.00, maintaining the requirement of a minimum of one handyDART trip within the 60-day period.

ADOPTED ON CONSENT

Christmas Day Sunday Level Service Conventional Transit 2019

19-419

That Conventional Transit on Christmas Day, December 25, 2019, be provided at Sunday level of service.

ADOPTED ON CONSENT

Licence of Occupation and Use Amendment

19-420

That the Regional District of Nanaimo approve the amended Licence of Occupation and Use Agreement for 1 Port Drive with the City of Nanaimo extending the agreement to June 30, 2020.

ADOPTED ON CONSENT

19-421

That the Regional District of Nanaimo consent to permit the temporary use of 575 Fitzwilliam 'Prideaux Exchange' for a parking lot for use by RCMP members and staff, until the Regional District of Nanaimo resumes use of the Prideaux Exchange.

ADOPTED ON CONSENT

ITEMS REMOVED FROM THE CONSENT AGENDA

None

ITEMS NOT INCLUDED IN CONSENT AGENDA

COMMITTEE RECOMMENDATIONS

Electoral Area Services Committee

Development Variance Permit Application No. PL2019-169 - 3180 Adshead Road, Electoral Area A

19-422

It was moved and seconded that the Board approve Development Variance Permit No. PL2019-169 to reduce the required setback from a proposed property line for an existing building that houses livestock from 30.0 metres to 16.5 metres subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

Floodplain Management Site-Specific Bylaw Exemption Application No. PL2019-180 - 2516 Pylades Drive, Electoral Area A

19-423

It was moved and seconded that the Board approve Floodplain Bylaw Exemption Application No. PL2019-180 to permit the construction of a dwelling unit subject to the conditions outlined in Attachments 2 to 5.

Opposed (3): Director Wilson, Director Young, and Director Salter

DEFEATED

Committee of the Whole

Regional Growth Strategy Review - Options for Proceeding

It was moved and seconded that the Board proceed with Option 2 - full Regional Growth Strategy (RGS) review and that a report be prepared to the Board on a Consultation Plan for the review.

It was moved and seconded that the motion be amended by adding the words "including a review of the Growth Containment Boundaries specifically in relation to the village nodes," following "(RGS) review".

Opposed (10): Director Thorpe, Director Rogers, Director Wilson, Director Young, Director Salter, Director Wallace, Director Armstrong, Director Turley, Director Patterson, and Director Wiese

DEFEATED

19-424

The vote was taken on the main motion:

That the Board proceed with Option 2 - full Regional Growth Strategy (RGS) review and that a report be prepared to the Board on a Consultation Plan for the review.

Opposed (6): Director McLean, Director Krog, Director Brown, Director Geselbracht, Director Hemmens, and Director Fras

CARRIED

2019 - 2020 Operational Plan Update

19-425

It was moved and seconded that the Board endorse the Regional District of Nanaimo 2019 - 2020 Operational Plan Update.

CARRIED UNANIMOUSLY

Electric Vehicle Service Area

It was moved and seconded that the Board direct staff to draft service area and reserve fund bylaws to create a new service area for the ongoing operations, maintenance and procurement of electric vehicle charging stations for Electoral Areas B, E, F, G and H.

It was moved and seconded that the Electric Vehicle Service Area report be referred back to staff to remove Electoral Area F from the proposed service area and to recommend an alternate location for the electric vehicle charging station that was recommended for Electoral Area F.

Opposed (13): Director Thorpe, Director Wilson, Director Wallace, Director Krog, Director Armstrong, Director Brown, Director Geselbracht, Director Hemmens, Director Turley, Director Fras, Director Patterson, Director Swain, and Director Wiese

DEFEATED

19-426

The vote was taken on the main motion:

That the Board direct staff to draft service area and reserve fund bylaws to create a new service area for the ongoing operations, maintenance and procurement of electric vehicle charging stations for Electoral Areas B, E, F, G, and H.

Opposed (2): Director Salter, and Director Armstrong

CARRIED

19-427

It was moved and seconded that \$6,575 be included in the 2020 budget to cover six months of operational costs following procurement and installation.

Opposed (2): Director Salter, and Director Armstrong

CARRIED

19-428

It was moved and seconded that staff be directed to proceed with an alternative approval process for establishment of a new electric vehicle charging station service.

CARRIED UNANIMOUSLY

REPORTS

Community Grants Policy A1-30

19-429

It was moved and seconded that Community Grants Policy A1-30 be amended as presented.

CARRIED UNANIMOUSLY

RDN Board Update – Emergency Repairs to Carmichael Road in Nanoose

19-430

It was moved and seconded that the Board amend the 2019 Financial Plan to include the expenditure of \$87,426.59 for emergency repairs to Carmichael Road resulting from a watermain break in the Nanoose Bay Peninsula Water Service Area.

CARRIED UNANIMOUSLY

BYLAWS - WITH NO ACCOMPANYING REPORT

Fairwinds Streetlighting Local Service Amendment Bylaw No. 789.05, 2019

19-431

It was moved and seconded that "Fairwinds Streetlighting Local Service Amendment Bylaw No. 789.05, 2019" be adopted.

CARRIED UNANIMOUSLY

NEW BUSINESS

Notice of Motion - Nanoose Library Society, re Nanoose Bay Peninsula Water Service Area

Director Rogers provided notice of the following motion:

That the Nanoose Library Society property be brought into the Nanoose Bay Peninsula Water Service Area, and that subject to approval by the Union of BC Municipalities, the related capital charges of approximately \$8,000 be funded through an allocation of Electoral Area E Community Works Funds.

IN CAMERA

19-432

It was moved and seconded that pursuant to the following sections of the *Community Charter* the Board proceed to an In Camera meeting:

- 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- 90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*; and
- 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED UNANIMOUSLY

TIME: 8:10 PM

RISE AND REPORT

Regional Parks Parcel Tax Review

19-433

It was moved and seconded that the Regional Board increase the Regional Parks Parcel Tax to \$20.00 in the 2020 budget and Five-Year Financial Plan.

CARRIED UNANIMOUSLY

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 8:24 PM

CHAIR

CORPORATE OFFICER

Delegation: Bonnie Lemmon, re Witchcraft Lake Floating Bridge and Parking Lot Decommissioning

Summary:

- History of misuse of “old” parking lot. November 5 trail select committee voted to close parking lot and floating bridge.
- Redundancy of two parking lots since new parking lot at max. had 20% capacity all summer.
- Abuse of “old” parking lot by overnight campers, frequent loud parties and lewd activity, condoms, dance music etc.
- Neighbours having to deal with congestion at their driveways and trespassers treating private property as theirs. (People entering buildings).
- Litter, overnight campers relieving themselves all around parking lot. Ignoring no camping signage.
- The RDN passed a motion at a vote to close this “old” lot and floating bridge once already at the May 2018 Board meeting when we neighbours had a delegation to speak on our behalf. It is time for this frustration to finally end. We have been patient.

Action Requested: To decommission the Witchcraft Lake floating bridge and parking lot.

From: avicc@ubcm.ca <avicc@ubcm.ca>
Sent: Wednesday, November 6, 2019 4:32 PM
To: avicc@ubcm.ca
Subject: AVICC Call for Resolutions for 2020 Convention, Nominations for 2020/21 AVICC Executive, Proposal Submission Form

Please forward to elected officials, the CAO and Corporate Officer.

Please find attached a package outlining the Resolutions Process for the 2020 AVICC Convention to be held in Nanaimo from April 17-19, 2020.

Also attached is the Nomination package with the form and procedures for the election of the 2020/21 AVICC Executive Committee.

The deadline for both resolutions and nominations is Thursday, February 6, 2020.

At the AVICC lunch during the UBCM Convention, President Jensen informed members that the proposal form for sessions at the 2020 Convention was available on the AVICC website. We have received several proposals to date, but would like to hear from our members about the kind of sessions you would like to have. A copy of the proposal form is attached to this email, please send through your suggestions to avicc@ubcm.ca by Wednesday, November 27th.

Please don't hesitate to get in touch if you have any questions.

Liz Cookson, BA (Econ.), MBA
Secretary-Treasurer, AVICC
Union of BC Municipalities
525 Government Street, Victoria, BC
V8V 0A8
(250) 356-5122



2020 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the Convention. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between Conventions. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC local government member and must be nominated by two elected officials of an AVICC local government member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2020 Nominating Committee is Past President Edwin Grieve.

3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations including a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed prior to the Convention.

**To be included in the Report on Nominations,
Nominations Must Be Received by February 6, 2020**

4. AT CONVENTION

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC local government member.

5. FURTHER INFORMATION

All enquiries should be directed to:

**Past President Edwin Grieve, Chair, 2020 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8
Phone: (250) 356-5122
email: avicc@ubcm.ca**

NOMINATIONS FOR THE 2020-21 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Candidate Name: _____

Local Government Position (Mayor/Councillor/Director): _____

Local Government Represented: _____

AVICC Executive Office Nominated For: _____

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution². I also agree to provide the following information to avicc@ubcm.ca by **Thursday, February 6, 2020**.

- Photo in digital format
- Biographical information of approximately 300 words that may be edited by AVICC

Printed Name: _____

Current Position: _____

Muni/RD: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of local governments that are members of the Association.

² All nominees must be an elected official of an AVICC local government member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

**Return To: Past President Edwin Grieve, Chair, Nominating Committee,
c/o AVICC, 525 Government Street, Victoria, BC V8V 0A8
or scan and email to avicc@ubcm.ca**



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

“The Executive shall manage or supervise the management of the Society”

See <http://avicc.ca/about-the-avicc/constitution-bylaws/> for a complete copy of the AVICC Constitution and Bylaws.

2. AVICC EXECUTIVE STRUCTURE

- President
- First Vice-President
- Second Vice-President
- Director at Large (three positions)
- Electoral Area Representative
- Past President

COMMITTEES

The President may appoint Executive members to AVICC committees and to external committees and working groups as required. The Nominating Committee is a standing committee and is comprised of the Past President and the Secretary-Treasurer. All members of the Executive serve on the Resolutions Committee.

CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. A staff person based in Victoria’s Local Government House provides the key functions. The President is responsible for overseeing the regular activities of the Association and for providing direction to staff.

3. EXECUTIVE MEETINGS

The full Executive meets in person five times a year, following this general pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday before the Annual Convention

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday or Saturday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Meetings by teleconference occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem are provided for Executive Meetings. For the meeting held on the Thursday before the Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention.



2020 AGM & CONVENTION

RESOLUTIONS NOTICE

REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **Thursday, February 6, 2020**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send:

1. One copy as a **word document** by email to avicc@ubcm.ca; AND
2. One copy of the resolution by regular mail to:
AVICC, 525 Government Street, Victoria, BC V8V 0A8

Guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments, and must have been endorsed by the board or council.
- Members are responsible for submitting accurate resolutions. Local government staff must check the accuracy of legislative references, and be able to answer questions from AVICC/UBCM about each resolution. Contact AVICC/UBCM for assistance.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders for multiple resolutions. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to introduce their resolutions on the Convention floor.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution should not contain more than two "whereas" clauses.
- Each whereas clause must only have **one sentence**.

LATE AND OFF THE FLOOR RESOLUTIONS

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". Late Resolutions need to be received by AVICC by noon on **Wednesday, April 15th**.
- b. Late resolutions are not included in the resolutions package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- c. The Resolutions Committee only recommends late resolutions for debate if the topic was not known prior to the regular deadline date or if it is emergency in nature. Late resolutions require a special motion at the convention to admit for debate.
- d. Late resolutions are considered after all resolutions printed in the Resolutions Book have been debated. The time is set out in the program, and is normally on Sunday morning.
- e. Off the Floor resolutions must be submitted in writing to the Chair of the Resolutions Session, and copies must be made available to all delegates no later than Sunday morning.

UBCM RESOLUTION PROCEDURES

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council or board endorsed resolutions directly to UBCM prior to June 30. Should this be necessary, detailed instructions are available on the UBCM website.

UBCM RESOLUTIONS PROCESS

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble and an enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being* requested. A resolution should answer the following three questions:

- a) What is the problem?
- b) What is causing the problem?
- c) What is the best way to solve the problem?

Preamble:

The preamble begins with "WHEREAS", and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "THEREFORE BE IT RESOLVED", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. The enactment should propose a specific action by AVICC and/or UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit, and may end up as a Late Resolution not admitted for debate.

2. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts. Regionally specific resolutions may be referred back to the AVICC, and may not be entered for debate during the UBCM Convention.

3. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully so that members understand what they are debating and UBCM can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders that relate to multiple resolutions. The backgrounder may include links to other information sources and reports.

The backgrounder should outline what led to the presentation and adoption of the resolution by the local government, and can link to the report presented to the council or board along with the resolution. Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted as a late resolution.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.



Sample Resolution

CURTAIL JUMPING OVER DOGS
[SHORT TITLE]

City of Green Forest
[Sponsor]

WHEREAS the quick brown fox jumped over the lazy dog;

Semicolon precedes
"WHEREAS" clause.

AND WHEREAS the lazy dog does not enjoy games of leapfrog:

Colon precedes
"THEREFORE" clause.

THEREFORE BE IT RESOLVED that the quick brown fox will refrain from jumping over the lazy dog.

[A second enactment clause, if absolutely required:]

AND BE IT FURTHER RESOLVED that in the future the quick brown fox will invite a different partner to participate in games of leapfrog.

*Your resolution should follow the structure of this sample resolution.
Draft your resolution to be as readable as possible within these guidelines.*



AVICC 2020 Convention
April 17-19, 2020
Vancouver Island Conference Centre
CALL FOR SUBMISSIONS

Thank you for your interest in participating in the 2020 AVICC Convention. It will be held Friday through Sunday, April 17-19, 2020 at the Vancouver Island Conference Centre in Nanaimo.

To submit a proposal fill in the information requested below and email this document back as a **word document** to avicc@ubcm.ca

The deadline for submissions is November 27, 2019.

There are limited spots on the program including 45-60 minute plenary presentations, 60 minute concurrent workshops on Saturday afternoon, and two to three hour pre-convention workshops and study tours on Friday morning.

Delegates prefer sessions that involve multi-party perspectives and ones that are interactive rather than “talking heads”.

Title of Session:	
Name of Organization:	
Contact Person Name:	
Phone:	
Address:	
Email:	

Session Description (for review of AVICC Executive Committee in choosing sessions. This information will also be used in program materials):	
Proposed Session Length:	
Preferred Time and Day:	
Audio Visual Requirements:	
Travel or other expenses if any:	
# of Proposed Presenters:	
Name - Presenter #1:	
Bio and Organization - Presenter #1:	
Name - Presenter #2:	
Bio and Organization - Presenter #2:	
Name - Presenter #3:	
Bio and Organization - Presenter #3:	
Name - Presenter #4:	
Bio and Organization - Presenter #4:	

Any other Information or requirements:	
--	--

Successful applicants must confirm their session description, session title, and final list of presenters with AVICC by February 21 for inclusion in the program. Changes to presenters or failure to meet this deadline may result in the session being cancelled.

Presenters must agree to submit all PowerPoint presentations by April 10th

I agree to the above conditions and deadlines:

Signature: _____

Name: _____

Date: _____

**REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE EXECUTIVE COMMITTEE MEETING**

**Tuesday, November 5, 2019
10:00 A.M.
Committee Room**

In Attendance:	Director I. W. Thorpe	Chair
	Director B. Rogers	Electoral Area E
	Director K. Wilson	Electoral Area A
	Director E. Mayne	City of Parksville
	Director L. Krog	City of Nanaimo
	Director E. Hemmens	City of Nanaimo
	Director J. Turley	City of Nanaimo
	Director B. Wiese	Town of Qualicum Beach
Also in Attendance:	Director V. Craig	Electoral Area B
	Director M. Young	Electoral Area C
	Director L. Wallace	Electoral Area G
	Director S. McLean	Electoral Area H
	Director A. Fras	City of Parksville
	Director T. Brown	City of Nanaimo
	Director B. Geselbracht	City of Nanaimo
	P. Carlyle	Chief Administrative Officer
	R. Alexander	Gen. Mgr. Regional & Community Utilities
	G. Garbutt	Gen. Mgr. Strategic & Community Development
	D. Pearce	Gen. Mgr. Transportation & Emergency Services
	D. Wells	Gen. Mgr. Corporate Services

CALL TO ORDER

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

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Executive Committee Meeting - July 11, 2019

It was moved and seconded that the minutes of the Executive Committee meeting held July 11, 2019 be adopted.

CARRIED UNANIMOUSLY

REPORTS

Occupational Health and Safety Report

It was moved and seconded that the Occupational Health and Safety Report dated August 22, 2019 be received for information.

CARRIED UNANIMOUSLY

Board Appointments to External Organizations Policy

It was moved and seconded that the Board adopt the attached policy titled Board Appointments to External Organizations.

CARRIED UNANIMOUSLY

Transportation Select Committee Terms of Reference

It was moved and seconded that the Transportation Select Committee be created to replace the Transit Select Committee and that the Terms of Reference be approved.

Opposed (6): Director Rogers, Director Wilson, Director Mayne, Director Hemmens, Director Turley, and Director Wiese

DEFEATED

Climate Action Technical Advisory Committee

It was moved and seconded that the Regional District of Nanaimo create a Climate Action Technical Advisory Committee.

CARRIED UNANIMOUSLY

It was moved and seconded that the Climate Action Technical Advisory Committee terms of reference be approved.

CARRIED UNANIMOUSLY

It was moved and seconded that \$80,000 and a two year term 0.5 full-time equivalent position be in each of the proposed 2020 and 2021 budgets to establish and support the Committee.

CARRIED UNANIMOUSLY

It was moved and seconded that a report be prepared to the Board on the future of the Committee after the Committee has operated for 2 years.

CARRIED UNANIMOUSLY

Solid Waste Management Select Committee Terms of Reference

It was moved and seconded that the Solid Waste Management Select Committee's Terms of Reference be retained in substance but amended to replace references to the Regional Solid Waste Advisory Committee with the Solid Waste Management Plan Monitoring Advisory Committee.

CARRIED UNANIMOUSLY

IN CAMERA

It was moved and seconded that pursuant to Section 90(1)(c) of the *Community Charter* the Executive Committee proceed to an In Camera meeting for discussions related to labour relations or other employee relations.

CARRIED UNANIMOUSLY

TIME: 11:14 AM

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 12:05 PM

CHAIR

**REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE REGIONAL PARKS AND TRAILS SELECT COMMITTEE MEETING**

**Tuesday, November 5, 2019
12:20 P.M.
Board Chambers**

In Attendance:	Director S. McLean	Chair
	Director K. Wilson	Electoral Area A
	Director V. Craig	Electoral Area B
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director L. Salter	Electoral Area F
	Director L. Wallace	Electoral Area G
	Director M. Swain	District of Lantzville
	Director E. Mayne	City of Parksville
	Director I. Thorpe	City of Nanaimo
	Director T. Brown	City of Nanaimo
	Director E. Hemmens	City of Nanaimo
	Director B. Geselbracht	City of Nanaimo
	Director B. Wiese	Town of Qualicum Beach
Regrets:	Director S. Armstrong	City of Nanaimo
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	T. Osborne	Gen. Mgr. Recreation & Parks
	Y. Gagnon	Mgr. Parks Services
	A. Harvey	Recording Secretary

CALL TO ORDER

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

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Regional Parks and Trails Select Committee Meeting - May 7, 2019

It was moved and seconded that the minutes of the Regional Parks and Trails Select Committee meeting held May 7, 2019, be adopted.

CARRIED UNANIMOUSLY

INVITED PRESENTATIONS

A. Taylor, Marmot Recovery Foundation - Vancouver Island Marmot Research at Mt. Arrowsmith Massif Regional Park

A. Taylor gave a presentation to the committee about the current Vancouver Island marmot population and the efforts of the foundation to increase the colonies and improve their habitat to allow them to thrive.

REPORTS

Mount Benson Parking Lot Update Fall 2019

It was moved and seconded that the existing roadside parking lot on Benson View Road and the floating boardwalk at Witchcraft Lake be permanently decommissioned.

CARRIED UNANIMOUSLY

Park Use Regulations Bylaw No. 1801, 2019

It was moved and seconded that the Regional District of Nanaimo Park Use Regulations Bylaw No. 1801, 2019 be introduced and read three times.

It was moved and seconded that the motion be amended to add Claudette, Stonelake and Brickyard Community Parks to Schedule B, Section 2 (c) of the proposed Bylaw.

It was moved and seconded that the Park Use Regulations Bylaw No. 1801, 2019 report be deferred to the February 4, 2020 Regional Parks and Trails Select Committee meeting to allow time for staff to meet with individual Electoral Area Directors to review Schedule B, Section 2 (c) of the proposed Bylaw.

CARRIED UNANIMOUSLY

Parks Summer 2019 Update Report

It was moved and seconded that the Parks Summer 2019 Update Report be received as information.

CARRIED UNANIMOUSLY

NEW BUSINESS

Notice of Motion – Trail from San Pareil to Rathtrevor Beach Provincial Park

Director Mayne provided notice of the following motion:

That staff be instructed to review a possible trail from San Pareil to Rathtrevor Beach Provincial Park.

IN CAMERA

It was moved and seconded that pursuant to Section 90 (1) (e) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to the acquisition, disposition or expropriation of land or improvements.

CARRIED UNANIMOUSLY

TIME: 1:27 P.M.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME 1:51 P.M.

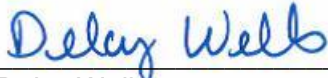
CHAIR

FINANCIAL IMPLICATIONS

As per "Regional District of Nanaimo Board Remuneration, Expenses and Benefits Bylaw No. 1770, 2017", Directors are paid per meeting plus expenses so there are costs if the Board chooses to appoint Directors to more external organizations. The costs related to staff support are addressed throughout the annual budget. The list of current external organizations to which Directors are appointed is in Attachment 1 to this report.

STRATEGIC PLAN IMPLICATIONS

People and Partnerships - Seek opportunities to partner with the provincial and federal governments, other government agencies, and community stakeholder groups in order to advance strategic plan goals and objectives.



Delcy Wells
dwells@rdn.bc.ca
October 21, 2019

Reviewed by:

- P. Carlyle, Chief Administrative Officer

Attachments:

1. 2019 Board Member Appointments
2. Policy – Board Appointments to External Organizations



2019 EXTERNAL APPOINTMENTS

The Board delegates to the Chair the power to appoint Directors to external organizations (Board Procedure Bylaw No. 1754 s. 25(2))

Arrowsmith Water Service Management Board
AVICC Special Committee on Solid Waste
Ballenas Track Renewal Steering Committee
Central South RAC for Island Coastal Economic Trust
Early Learning & Child Care Council for Oceanside
Englishman River Water Service Management Board
Island Corridor Foundation
Mt. Arrowsmith Biosphere Region Roundtable
Municipal Finance Authority
Municipal Insurance Association BC
Nanaimo Parks, Recreation and Wellness Select Committee
North Island 911 Corporation
Oceanside Homelessness Task Force
Parksville Qualicum Beach Tourism Association
Qualicum First Nation Cooperation Protocol Working Group
Snuneymuxw First Nations / Regional District of Nanaimo Protocol Agreement Working Group
Te'Mexw Treaty Negotiations Committee
Vancouver Island & Coastal Communities Climate Leadership Plan Steering Committee
Vancouver Island Regional Library Board

REGIONAL DISTRICT OF NANAIMO

P O L I C Y

SUBJECT:	<i>Board Appointments to External Organizations</i>		POLICY NO:	XX.XX
			CROSS REF.:	
EFFECTIVE DATE:		APPROVED BY:	Board	Page: 1 of 2

PURPOSE

To support the Regional District of Nanaimo (RDN) Board's objective of being an effective and efficient governing body and to provide consistency regarding external appointments of Board members, Board appointments to external organizations will be based on the following principles:

POLICY

External Appointment

1. (a) A written request must be provided to the Board by the external organization. The following criteria must be met:
 - (i) Clear expectations of the Board Member must be articulated;
 - (ii) The organization must be in compliance with RDN Board bylaws and policies;
 - (iii) Membership must be relevant to the Board's Strategic Plan and strategic objectives; and
 - (iv) It must, in the opinion of the Board, add value to the external organization.
- (b) External organization appointments are normally on an annual basis.

Terms of Reference

2. In the case of an external organization appointment, the external organization's terms of reference may be received and accepted by the Board prior to the appointment. Other supporting documentation, such as incorporation documents, may also be requested.

Reporting Expectations of Appointed Board Members

3. (a) The appointed Board Member must provide all minutes of external organization meetings to which the Board appoints a representative to the Corporate Officer.
- (b) The appointed Board Member will provide written updates to the Corporate Officer for distribution to the Board.
- (c) Any recommendations requiring action or approval for action by the Board must first be considered by the Board.

Staffing

4. The Chief Administrative Officer may assign a staff person to act as a key contact between the RDN and any external organizations to which the Board has appointed a representative.

Role of Board Representative

5. (a) The Chair of the Board shall recommend the representative of the Board to any external organizations. The representative shall be expected to act in a liaison capacity only and will not be expected to advocate on behalf of the external organization;
- (b) The Board's representative will be expected to always reflect a regional perspective on all issues before an external organization to which that Director has been appointed;
- (c) On any policy issues wherein a Board policy has not been articulated, or a change has been requested, the Board's representative will report back to the Board and request direction;
- (d) The Board's representative will be expected to function within the policies and resolutions of the Board.

Role of External Organization Chair if RDN Board Decision is Requested

6. The external organization shall provide a request in writing supported by a resolution to seek support from the RDN Board on any items requiring Board decisions.

Legal Requirements

7. All activities of the Board shall be established and operate in compliance with all applicable legislation including the *Local Government Act*.

BACKGROUND

The RDN has a number of advisory committees in place to provide advice about specific policy and service areas, such as the Agricultural Advisory Committee, the Liquid Waste Management Plan Monitoring Committee, and the Solid Waste Management Plan Monitoring Committee. Projects are underway in Emergency Management to respond to climate-influenced hazards and Climate Adaptation Sea Level Rise mapping and floodplain management bylaw amendments are underway in Long Range Community Planning. The Official Community Plans throughout the region also speak to preparation for and mitigation of the impacts of global climate change.

In acknowledging the seriousness of climate change, the Strategic Plan provides the following:

1.0 Climate Change

1.1 Strike a technical advisory committee to develop and advance the RDN climate change strategy and recommend immediate action towards adaptation and mitigation.

The opportunity for the RDN to receive specific and actionable recommendations from a group of subject-area experts offers new opportunities for more immediate progress in a variety of RDN policy and service areas. This Committee and resulting actions by the RDN will form part of the RDN's response to climate change that is a key area in the Strategic Plan.

Likely areas where the RDN Board may wish to consult the Committee could include feedback on the Regional Growth Strategy, opportunities for local renewable energy generation, changes to utility operations, vehicle fleet carbon reductions, and solid and liquid waste management. As other areas of emphasis or opportunity arise, the Board will have the discretion to consult with the Committee on an as-needed basis.

The Committee must include one member of the Board pursuant to Section 218 (4) of the *Local Government Act*, but the recommendation is for three Board Directors.

After a period of two years, the Board may wish to assess the work of the Committee and to consider the future of the Committee.

On July 11, 2019, the Executive Committee reviewed the proposed Terms of Reference (TOR) for the Climate Action Technical Advisory Committee and referred the TOR back to staff to include the following criteria:

- include additional directors;
- not compensate members; and
- examine membership criteria

In response, two options are provided for consideration by the Executive Committee:

- Option 1: Add two more Directors to the Committee for a total of three Directors. No changes to the seven technical experts is recommended given the urgency of the climate change crisis and the need to rely on scientific and professional data, analysis and recommendation.
- Option 2: The Committee be comprised entirely of five Directors. This would enable more detailed discussion and review of climate change issues with recommendations back to the Board.

The first option is recommended and is included in the updated TOR (attached).

The following other changes to the TOR are recommended:

- Adding an asset management specialist to the list of professional areas

ALTERNATIVES

1. That the Regional District of Nanaimo create a Climate Action Technical Advisory Committee.
2. That the Climate Action Technical Advisory Committee terms of reference be approved.
3. That \$80,000 and a two year term 0.5 full-time equivalent position be in each of the proposed 2020 and 2021 budgets to establish and support the Committee.
4. That a report be prepared to the Board on the future of the Committee after the Committee has operated for 2 years.
5. That the Board provide alternate direction.

FINANCIAL IMPLICATIONS

With a full roster of appointees and full attendance at Committee meetings, compensation for Committee members, including three RDN Directors, would reach \$20,800, as scheduled in the Committee's Terms of Reference. Given the Climate Action Technical Advisory Committee's need to rely on the retention of expert advice, additional consulting costs may need to be incurred. Creation of a new committee will require ongoing staff support of a 0.5 Full Time Equivalent planner position (\$50,000). The RDN can anticipate an annual budget impact of approximately \$80,000 for this Committee. This new cost will be considered the 2020 RDN budget.

STRATEGIC PLAN IMPLICATIONS

Climate Change - Strike a Technical Advisory Committee to develop and advance the RDN Climate Change Strategy and recommend immediate actions towards adaptation and mitigation.



Kim Fowler
kfowler@rdn.bc.ca
November 5, 2019

Attachments:

1. Climate Action Technical Advisory Committee Draft Terms of Reference

REGIONAL DISTRICT OF NANAIMO

CLIMATE ACTION TECHNICAL ADVISORY COMMITTEE TERMS OF REFERENCE

January 2020

PURPOSE

The Climate Action Technical Advisory Committee is a technical advisory committee of the Regional District of Nanaimo (RDN) Board that provides advice and recommendations to the RDN Board on specific issues emerging or foreseen as having potential local impacts of global climate change.

TERM

The Committee shall function from January 1, 2020 to December 31, 2021.

MEMBERSHIP

The RDN Board shall appoint three members of the RDN Board to the Committee.

The Committee is comprised of seven technical experts from a variety of professional areas:

- Agriculture
- Climate/meteorological science
- Coastal/geomorphological process
- Construction or urban development
- Floodplain mitigation
- Forestry or forest management
- Asset (infrastructure) management
- Sustainable/renewable utilities, including energy
- Transportation planning, including vehicle fleet management
- Waste management, and
- Watershed management.

To qualify for an appointment, each appointee

- should be currently employed or recently retired (within the last two years) from the given professional area, with five or more years of experience in that area, and
- cannot currently be elected to public office at any level.

The RDN Board may fill vacancies as they arise.

Where a Committee member is absent from more than three meetings in a calendar year, the RDN Board may opt to declare the position vacant and appoint a new person to the position.

The Committee Chairperson will be appointed annually by the RDN Board Chairperson and shall be an RDN Board Director.

Where a specific subject area is under discussion from a field without representation on the Committee, the Committee may invite participation from an identified expert in the given subject area.

MEETINGS

The Committee will meet at the request of the RDN Board in response to a specific question or direction from the RDN Board.

A quorum of two-thirds of the Committee membership is required to conduct Committee business.

The General Manager of Strategic and Community Development will be responsible for assigning staff to support the Committee, including the coordination of agendas, minutes, and staff contacts for Committee members.

Committee meetings will be open to the public unless the subject matter of the meeting has been identified by the RDN Board as necessitating a closed session.

Committee meetings may be held electronically.

COMMITTEE ROLES AND RESPONSIBILITIES

The Climate Action Technical Advisory Committee's mandate is to discuss and respond to questions and directions from the RDN Board. Those questions and directions will seek advice about specific immediate, mid-term, and long-term actions that the RDN can take to mitigate the RDN's vulnerability to the impacts of climate change and to adapt to emerging and projected environmental changes. Advice given by the Committee should be of an actionable nature and should be focused on the question or direction provided by the RDN Board.

As an advisory committee, the Climate Action Technical Advisory Committee will have no voting structure and should seek to reach agreement by consensus where possible. Written responses to RDN Board questions and directions may be authored by a given subject area expert on the Committee or by the Committee Chair, as may be deemed appropriate by the Committee.

While the Committee meetings will generally be open to the public, the Committee is to complete its work independently and as an internal body of the RDN.

RECRUITMENT AND COMPENSATION

Whenever vacancies may arise or when positions on the Committee may soon be in need of reappointment, the Corporate Officer shall advertise the vacancy in the same manner as Committee appointments to other RDN Committees.

Committee member recruitment should be designed to solicit applications from professionals in the private, public, and non-profit sectors to help foster diverse representation on the Committee.

In recognition of the time and work invested by Committee members, compensation will be provided by the RDN, as follows:

- Each Committee member will be paid a \$1,000 retainer for each year of service on the Committee; and

- Each Committee member will be paid \$200 per Committee meeting per year, not to exceed eight Committee meetings in any given calendar year; and

The retainers paid are to compensate for work done outside of Committee meetings, such as authoring responses to RDN Board questions and directions, and, in the case of the Chair, coordinating the work of the Committee with staff and appointees.

The RDN Directors appointed to the Committee shall be compensated in the same manner as Directors are compensated for other RDN Committees.

Monitoring Committee is comprised of a Chair and Vice Chair appointed by the Board Chair, one representative from the Solid Waste Management Select Committee ("Select Committee), up to 15 members representing a diversity of community interests and up to 12 members representing agencies including First Nations, federal, provincial, municipal and the RDN.

Although the Select Committee is not a requirement of the Province, the Select Committee was established by the RDN to act as a liaison between the Board and the Advisory Committee during Plan development. The original 2014 Terms of Reference for the Select Committee noted: "*Review of the Select Committee structure and continuation of the Select Committee will be re-considered for plan monitoring subsequent to the Minister of the Environment's approval of the updated Plan*".

In December 2015, the Select Committee discussed the complexity and importance to the community of solid waste services, the relationship between planning for future program delivery, and on-going operations. As a result, the Select Committee recommended amendments to the Terms of Reference to add the responsibility of providing advice and recommendations to the Board regarding solid waste service operations, in addition to that of the Plan review process. Subsequently, in 2016 the Board adopted the current Terms of Reference (Attachment 1) which includes these revisions.

The Select Committee currently provides the liaison between the Monitoring Committee and the Board and all reports relating to solid waste go through the Select Committee. Under the Monitoring Committee's Terms of Reference (Attachment 2), recommendations of the Monitoring Committee are directed to the Select Committee for consideration before being directed to the Board. The Regional Board is the final authority on decisions. This reporting structure is outlined in the Plan currently before the Minister. Should there be changes to the reporting structure, the Ministry should be advised.

Following the Board direction to review the Select Committee Terms of Reference, four options are presented for consideration: 1) maintain the Select Committee as it currently exists but amend the Terms of Reference to replace references to the Advisory Committee with the Monitoring Committee; 2) amend the Select Committee Terms of Reference revising the committee composition; 3) dissolve the Select Committee, or 4) expand the mandate of the Select Committee and re-name it to reflect the extended scope.

Option 1: Maintain the Select Committee as it currently exists but amend the Terms of Reference to replace references to the Advisory Committee with the Monitoring Committee

This option retains the status quo with no substantive changes made to the current Terms of Reference for the Select Committee, with the exception of updating the context and replacing references to the Advisory Committee with the Monitoring Committee, due to the fact the Board approved the Plan in 2018, the Advisory Committee was dissolved at that time, and the Monitoring Committee was constituted. Attachment 3 provides a revised draft Terms of Reference that replaces the Advisory Committee with the Monitoring Committee.

The current Committee is comprised of seven members appointed by the Chair. The Terms of Reference provide for a minimum of seven RDN Directors with a mix of municipal and electoral area representation, with the Board Chair appointing Committee members and Chair.

Option 2: Amend the Select Committee Terms of Reference revising the Committee Composition

There are numerous permutations on how the Select Committee composition and size could be set as presented in Table 1. Each of the alternate criterion is discussed further below.

Table 1 SWMSC Committee Member Composition Options

Criterion	6 member committee	7 member committee	8 member committee	9 member committee	10 member committee
POPULATION APPORTIONMENT					
CoN	3.0	4.0	5.0	5.0	6.0
CoP, TQB, DoL	1.0	1.0	1.0	2.0	2.0
EA	2.0	2.0	2.0	2.0	2.0
PROPERTY TAXES APPORTIONMENT (SOLID WASTE ONLY)					
CoN	3.0	4.0	4.0	5.0	5.0
CoP, TQB, DoL	1.0	1.0	2.0	2.0	2.0
EA	2.0	2.0	2.0	2.0	3.0
PROPERTY TAXES APPORTIONMENT and CURBSIDE UTILITY BILLING					
CoN	1.0	1.0	1.0	1.0	1.0
CoP, TQB, DoL	2.0	2.0	3.0	3.0	3.0
EA	3.0	4.0	5.0	5.0	6.0
BOARD APPORTIONMENT					
CoN	3.0	3.0	3.0	4.0	4.0
CoP, TQB, DoL	1.0	1.0	2.0	2.0	2.0
EA	2.0	3.0	3.0	3.0	4.0
VOTING STRENGTH APPORTIONMENT					
CoN	3.0	4.0	4.0	5.0	5.0
CoP, TQB, DoL	1.0	1.0	2.0	2.0	2.0
EA	2.0	2.0	2.0	2.0	3.0

CoN – City of Nanaimo CoP – City of Parksville TQB – Town of Qualicum Beach
DoL – District of Lantzville EA – Electoral Area

Population Apportionment

Population apportionment simply weights appointment to the Select Committee based on the population of the area represented. Representation is skewed to the highest population areas and, therefore, the committee may miss considerations impacting lesser populated areas. Population apportionment should match the “voting strength apportionment” as they are both based on population, however, due to rounding differences in carrying out the calculations there are slight variations in results. This criterion of population apportionment is more precise in weighting representation by population as compared to “voting strength apportionment”.

Property Tax Apportionment

Property tax apportionment weights committee representation based on the tax requisition for solid waste services. The curbside collection utility revenue that is received from single family residences outside of the City of Nanaimo is not included in this calculation. Representation is skewed slightly higher for the City of Nanaimo as the largest contributor to the tax requisition.

Property Tax Apportionment and Curbside Utility Billing

Property tax apportionment and curbside utility billing represents weighting based on the cumulative total of tax requisition revenues and the RDN curbside collection utility billing. Representation is skewed to areas receiving curbside collection by the RDN. As the curbside collection is a separate and distinct function from other solid waste services functions (e.g. planning, education, illegal dumping, advocacy, regulatory), using this criterion may not balance the interests that come before the committee.

Board Appointment

Board appointment criterion closely mirrors representation of the Board and may balance interests for discussion at the committee level.

Voting Strength Apportionment

Voting strength criterion is based on a ratio of Board voting strength applied to a fixed number of representatives on the committee. Because voting strength is derived from area populations, it should result in representation that exactly matches “population apportionment”, however it does not due to the indirect calculation that compounds rounding. This criterion is less precise than “population apportionment”.

Should the Board choose not to revise the committee composition as stated in the Terms of Reference, a revision should still proceed to replace references to the Advisory Committee with the Monitoring Committee due to the fact that when the Board approved the Plan in 2018, the Advisory Committee was dissolved and the Monitoring Committee was constituted at that time.

Option 3: Dissolve the Select Committee

The Board may choose to dissolve the Select Committee. The Select Committee is not required as part of the Ministry approved Plan. If the Committee is dissolved, all waste services reports would go to the Committee of the Whole in advance of being received by the Board.

In 2016, the Board concluded that Select Committee should remain as an ongoing committee due to the complexity and importance to the community of solid waste services, the relationship between planning for future program delivery, and on-going operations.

Should the Select Committee be dissolved, the Monitoring Committee Terms of Reference should be amended to revise the reporting structure to the Committee of the Whole and the Ministry of Environment and Climate Change Strategy should be advised.

Option 4: Expand the mandate of the Select Committee and re-name it to reflect its extended scope.

The Board may choose to expand the mandate of the existing Select Committee to include a broader range of areas including water, liquid waste, and other environmental matters, in addition to solid waste. Such an expanded committee could be re-named the Environmental Services Committee.

Some of the benefits of instituting an expanded committee might be more frequent meetings and more public involvement and participation in these matters. Broadening the committee mandate could result in reduced workload Committee of the Whole.

In terms of challenges associated with an expanded committee of this nature, instituting a new committee structure with a broader mandate would result in fewer matters going to the Committee of the Whole, since issues relating to water, liquid waste, and other environmental matters would flow directly to the Environmental Services Committee. As well, while agenda items have at times temporarily slowed for the Select Committee, once the Plan is approved by the Minister of Environment Climate Change Strategy it is probable there will be several complex items to be addressed, necessitating more meetings on solid waste matters.

With respect to the question of opportunities for public involvement in water and waste issues, the Drinking Water and Watershed Protection, Solid Waste and Liquid Waste programs all have advisory committees that provide a mechanism for public involvement and input. These Committees report to the Board through the Committee of the Whole.

For purposes of comparison across regions, it does not appear that other regional districts currently have committees substantially similar to the suggested Environmental Services Committee, although the Capital Regional District had an Environmental Services Committee with a similar mandate until recently. That Committee was active until the fall of 2018 with jurisdiction over solid waste, liquid waste, stormwater, watershed management, climate action strategy, environmental and sustainability matters and biodiversity. The Committee was subsequently changed to become the Parks and Environment Committee (an amalgamation of the Regional Parks Standing Committee and the Environmental Standing Committee). It is primarily responsible for regional parks and land, solid waste, environmental protection and climate action.

In summary, broadening the Select Committee mandate might better balance the workload of the Committee of the Whole, provide an effective mechanism for reviewing reports and increase public participation in these areas. On the other hand, a committee with a broadened mandate would result in a large proportion of the current work of the Committee of the Whole being redirected to a smaller committee. Such a change to the workflow might have implications for efficiency and impact on the extent of Directors' involvement in detailed discussions of these matters.

ALTERNATIVES

1. The Board retain the existing Solid Waste Management Select Committee's Terms of Reference in substance but amend them to replace references to the Regional Solid Waste Advisory Committee with the Solid Waste Management Plan Monitoring Advisory Committee.
2. The Board amend the Solid Waste Management Select Committee Terms of Reference including 1) replacing the Regional Solid Waste Advisory Committee with the Solid Waste Management Plan Monitoring Advisory Committee; and, 2) revising the composition of the Solid Waste Management Select Committee; or
3. The Board dissolve the Solid Waste Management Select Committee; and,
 - a. Revise the Solid Waste Management Plan Monitoring Advisory Committee Terms of Reference due to the change in reporting structure; and,
 - b. Advise the Ministry of Environment and Climate Change Strategy of the change.
4. The Board expand the mandate of the Solid Waste Management Select Committee and re-name it to reflect its extended scope.
5. The Board provide alternative direction to staff.

FINANCIAL IMPLICATIONS

There are no financial implications associated with any of the proposed options.

STRATEGIC PLAN IMPLICATIONS

People and Partnerships - Improve the governance and awareness of RDN activities for citizens throughout the Region.

Environmental Stewardship - Achieve the 90% waste diversion target as per the Solid Waste Management Plan.

The Select Committee provides Board Directors the opportunity to discuss future options for waste management, disposal and facility development in greater detail and make recommendations that align with target of reaching 90% waste diversion in the RDN.



Randy Alexander
ralexander@rdn.bc.ca
October 25, 2019



Elizabeth Hughes
ehughes@rdn.bc.ca
October 25, 2019

Reviewed by:

- P. Carlyle, Chief Administrative Officer

Attachments:

1. Solid Waste Management Select Committee Terms of Reference 2016
2. Solid Waste Management Plan Monitoring Advisory Committee Terms of Reference 2018
3. Draft Amended Solid Waste Management Select Committee Terms of Reference 2019

REGIONAL DISTRICT OF NANAIMO

SOLID WASTE MANAGEMENT SELECT COMMITTEE TERMS OF REFERENCE

January 27, 2016

1.0 BACKGROUND

The Province of BC requires all Regional Districts to have a Solid Waste Management Plan (SWMP). The Regional District of Nanaimo's (RDN) first SWMP was prepared in 1988 and was subsequently updated in 1996 and 2004. The current update of the SWMP that is underway began in December 2013 and is expected to be completed by the end of 2016.

As part of the plan review process, the Solid Waste Management Select Committee (SWMSC) was established in 2014 to act as a liaison between the Board and the combined public and technical advisory committee which is named the Regional Solid Waste Advisory Committee (RSWAC). The original intent was for the SWMSC to exist during the SWMP review noting that it may continue for purposes of oversight during the plan implementation.

In December 2015, the SWMSC discussed the complexity and importance to the community of the solid waste function and the relationship between planning for future program delivery and on-going operations. As a consequence, a motion was passed to add the responsibility of providing advice and recommendations to the Board regarding Solid Waste Services operations, in addition to that of the Solid Waste Management Plan review process.

2.0 PURPOSE

The purpose of the Solid Waste Management Select Committee is to:

- Provide political oversight of the SWMP review and act as a liaison between the RSWAC and the Regional Board; and,
- Provide political oversight on delivery of the of solid waste function and monitor implementation of the SWMP.

3.0 RESPONSIBILITIES

The SWMSC's responsibilities are:

- To liaise with and make recommendations on behalf the RSWAC to the Regional Board;
- To pursue matters referred to the SWMSC by the RSWAC and ensure the effective exchange of information with the Regional Board; and,
- To identify problems, issues and opportunities and ensure that the Solid Waste Services function meets the community needs, and, provide advice and recommendations to the Regional Board in this regard.

4.0 COMPOSITION

- The Committee is comprised of a minimum of seven RDN Directors with a mix of municipal and electoral area representation; and,
- The Board Chair will appoint committee members and Chair.

5.0 MEETINGS

- The Committee meets approximately every second month; and,
- The General Manager responsible for Solid Waste Services will assign staff to support the Committee including the coordination of agendas, minutes and staff contacts for Committee members.

6.0 TERM

The SWMSC is ongoing and will provide oversight for the SWMP update, Plan implementation and delivery of the Solid Waste Services function.

**REGIONAL DISTRICT OF NANAIMO
SOLID WASTE MANAGEMENT
PLAN MONITORING ADVISORY COMMITTEE**

TERMS OF REFERENCE

July 2018

1. PURPOSE AND SCOPE

The purpose of the Plan Monitoring Advisory Committee (PMAC) is to provide input, from a variety of perspectives, on the implementation of the Solid Waste Management Plan (Plan). In accordance with the Ministry of Environment’s *Guide to the Preparation of Regional Solid Waste Management Plans* a single public and technical advisory committee will act as a “sounding board” of community interests and will provide advice to the Regional Board through the Solid Waste Management Select Committee. The Regional Board is the final authority on decisions. The PMAC will remain in existence for the duration of the current Plan.

2. ROLES AND RESPONSIBILITIES

The role of the PMAC is to advise the RDN Board and staff on the implementation of the plan:

- Monitor the Plan implementation in consideration with the Plan Objectives and Guiding Principles;
- Provide advice on the delivery of programs under the Plan;
- Review information related to implementation of the plan, including waste quantities, populations, and diversion rates for each plan component;
- Advise on each major plan review which will occur every five years;
- If requested by the Board, provide recommendations regarding disputes arising during implementation of the plan; and
- Advise on the adequacy of public consultation in matters affecting the public related to plan implementation.

Recommendations of the PMAC are directed to the Solid Waste Management Select Committee for consideration before being directed to the Board.

3. COMPOSITION AND CHAIR

Chair and Vice Chair to be appointed by the Chairperson of the Board.

Voting Members:

- One representative from the Select Committee (or alternate);
- Up to 15 members representing a diversity of community interests such as from the following groups:

- Private sector waste management industry service providers
- Private sector solid waste facility representatives
- Non-profit group with an interest in solid waste management (e.g. reuse organization)
- Large institutional solid waste generator
- Business representatives, including one focused on the 3Rs
- Members at large for the community (community association, youth, senior)
- Regional Landfill area representative
- Urban/rural geographic mix

Non-Voting Technical Advisors:

- Up to 12 members representing agencies including:
 - Regional District Staff – 3 members
 - Municipal Staff – 4 members
 - First Nations – 3 members
 - Provincial Agencies – 1 member
 - Federal Agencies – 1 member

4. RULES OF PROCEDURE

The Committee will act in accordance with the RDN Board Procedure Bylaw.

5. ADMINISTRATION

Administrative matters related to the PMAC will be conducted by RDN staff acting through the Chair.

6. TERM

The term of appointment is two years or until new members are appointed. Interested members may apply for reselection at the end of their term.

Lack of attendance may result in members having their membership revoked at the discretion of the committee. If a member resigns from the committee, their position will be filled through the application process or by appointment, as appropriate.

7. MEETINGS

The PMAC will meet at least two times per year with a provision for workshops or other presentations at the PMAC's discretion. Meetings will generally be held in the evenings but may be adjusted at the discretion of the Chair. Meals will be provided when committee activities coincide with meal times.

There is no remuneration for participation on the committee but the RDN will reimburse mileage expenses according to Volunteer Mileage Reimbursement Policy A2.19.

8. DECISION MAKING

Committee decisions will be made by consensus whenever possible. The chair will have discretion as to when the consensus is reached. Consensus will be recorded in the minutes of the meeting.

Committee meetings are open to the public; however only committee members have speaking and voting privileges. Delegations that wish to address the committee must seek approval from the committee through a written request. If votes are taken, minority opinions may be recorded and submitted in addition to the majority opinion to the board.

REGIONAL DISTRICT OF NANAIMO

SOLID WASTE MANAGEMENT SELECT COMMITTEE

TERMS OF REFERENCE

November 12, 2019

1.0 PURPOSE AND SCOPE

The purpose of the Solid Waste Management Select Committee (SWMSC) is to provide political oversight of the Solid Waste Management Plan (SWMP) implementation and act as a liason between the Solid Waste Management Plan Monitoring Advisory Committee (SWMPMAC) and the Regional Board; and provide political oversight on delivery of the solid waste services and facilities.

2.0 AUTHORITY

The SWMSC is a select committee established by the Board of the Regional District of Nanaimo to provide input to the Board on the implementation of the SWMP.

3.0 ROLES AND RESPONSIBILITIES

The SWMSC's responsibilities are:

- To liaise with and make recommendations on behalf of the SWMPMAC to the Regional Board;
- To pursue matters referred to the SWMSC by the SWMPMAC and ensure the effective exchange of information with the Regional Board; and,
- To identify problems, issues and opportunities and ensure that the Regional District of Nanaimo Solid Waste Services meets the community needs, and provide advice and recommendations to the Regional Board in this regard.

4.0 COMPOSITION AND CHAIR

- The Committee membership is comprised of a minimum of seven RDN Directors with a mix of municipal and electoral area representation; and,
- The Board Chair will appoint committee members and Chair.

5.0 MEETINGS

- The Committee meets approximately every second month; and,
- A quorum of five of the Committee membership is required to conduct Committee business. The General Manager responsible for Solid Waste Services will assign staff to support the Committee including the coordination of agendas, minutes and staff contacts for Committee members.

6.0 TERM

The SWMSC is ongoing and will provide oversight for the SWMP implementation and delivery of Solid Waste Services.

TO: Regional Parks and Trails Select Committee **MEETING:** November 5, 2019

FROM: Yann Gagnon
Manager of Parks Services

SUBJECT: Mount Benson Parking Lot Update Fall 2019

RECOMMENDATION

That the existing roadside parking lot on Benson View Road and the floating boardwalk at Witchcraft Lake be permanently decommissioned.

SUMMARY

The new parking lot of Mount Benson Regional Park opened on June 19th, 2019 and offers 87 paved parking stalls, a drop off zone for buses, a new trailhead and other improved facilities including a kiosk with maps, bear proof garbage cans and an accessible vault toilet. The new parking lot also includes an overflow gravel parking lot that can accommodate an additional 30-35 vehicles, bringing the total capacity of the parking lot to 120 vehicles.

The parking lot is gated and closed from 11pm to 5 am in summer and from 8 pm to 5 am during the fall and winter months.

Some local residents have requested that the old parking lot at Witchcraft Lake be fully decommissioned by removing the parking lot and floating boardwalk. This parking lot is situated on MoTI lands and the access trail along with boardwalk are located on City of Nanaimo parklands. In recent months, several reports of various misuses were received from local residents reporting overnight parking, alcohol use, excessive noise and camping at this location.

A review on the use of the existing parking lot has been completed and it has been determined the original parking area at Witchcraft Lake is no longer required and users of Mount Benson Regional Park and the City of Nanaimo Witchcraft Lake Park can be accommodated at the new parking lot.

The anticipated cost to fully decommission the Witchcraft Lake parking lot and floating boardwalk is estimated at \$60,000.

BACKGROUND

Current Situation: Two Parking Lots

The parking lot at Witchcraft Lake holds 24 cars and is managed by the RDN under permit with the MoTI since 2010. The RDN also manages the trailhead and floating boardwalk as regional trail under License of Use agreement with the City of Nanaimo who is the landowner at this site.

In 2015 and 2016, neighbours began contacting the RDN with complaints about the parking, trailhead, the floating boardwalk, including road congestion, noise and litter.

The RDN Board approved the purchase of a property at 2761 Benson View Road, at a cost of \$580,000. A new parking lot and trailhead for Mount Benson Regional Park was constructed in summer 2019 at a cost of \$612,000, for a total capital investment of \$1.1 million dollars.

Evening Reports at Witchcraft Lake

In recent months, several reports of various misuses were received in regards to the Witchcraft Lake parking lot. Nearby residents reported overnight parking, alcohol use, prostitution activity, unauthorized camping, littering, loitering, dumping and excessive noise. Residents also reported that they had contacted the RCMP on several occasions to report the illicit activities listed above.

Daytime Reports at Witchcraft Lake

It was reported by residents and confirmed by a security company hired by RDN Parks Services (Footprint Security) that the old parking lot at Witchcraft Lake is still being used during the daytime by cars, buses as well as being used as a drop off point for user groups.

Below is a table summarizing the daytime use at the Mount Benson Regional Park parking lots.

Date	Witchcraft Lake vehicle count	New Mount Benson parking lot vehicle count
Aug 3 2019	10	28
Aug 4 2019	7	26
Aug 5 2019	6	22
Aug 10 2019	17	17
Aug 11 2019	5	10
Aug 12 2019	17	17
Aug 17 2019	4	20
Aug 18 2019	9	21
Aug 24 2019	12	20
Aug 25 2019	10	20
Aug 31 2019	4	14

Source: Footprints Security- Sept 3rd 2019 vehicle count report

Given that the new parking lot is located on the way to the Witchcraft Lake Parking lot and ample signage has been put in place to advertise the new parking lot to park users, it can be assumed that park users are choosing to park their vehicle at the Witchcraft Lake parking lot rather than at the new Mount Benson parking lot.

Determining the Future of the Existing Witchcraft Lake Parking Lot

There are very few practical reasons to retain the old parking lot at Witchcraft Lake now that the new parking lot is built and operational. The new parking lot was developed with the intent of becoming the permanent new main entrance of Mount Benson Regional Park and as such, all the necessary infrastructure and amenities were built on this new site. The new parking lot was also designed to satisfy the capacity needs of today as well as future anticipated visitation growth.

A survey conducted by Footprint security in August 2019 indicates an average occupancy of 20 vehicles per day at the new parking lot, which represents 16% of its total capacity. In regards to the Witchcraft Lake parking lot, the daytime usage averages 10 vehicle per day, which is 41% of the total capacity of the lot.

Proposal

The recent acquisition and development of the new parking lot and trailhead of the Mount Benson Regional Park showcases a professional, safe and inclusive main entry to this popular and well-regarded regional park. The vehicle capacity of the new parking lot is sufficient to address both the current and the future anticipated parking needs of the area. The infrastructures and amenities installed at the new parking lot offer improved site conditions and an overall safer environment for park users.

Therefore, in order to reduce the reported misuse at the Witchcraft Lake Parking lot and direct park users to the new main entrance of Mount Benson Regional Park, it is recommended that the Witchcraft Lake Parking lot and floating boardwalk be decommissioned and removed. Permanently removing the existing parking area, boardwalk and other trailhead features involves removing the culvert and re-instating the roadside ditch, as well as restoring vegetation on site.

In order to avoid any future negative impacts on the site resulting from this change, the RDN will work collaboratively with the City of Nanaimo on a transition plan prior to removing the existing parking area, boardwalk and other trailhead features.

Witchcraft Lake Access

Witchcraft Lake has historically been a popular site for ice skating in the winter and is a popular site for passive recreational use and wildlife viewing throughout the seasons. At any time, Witchcraft Lake and the Witchcraft Lake Regional trail can be easily accessed through the new Mount Benson parking lot, a 650m meter trail walk on easy terrain. Park users will be encouraged to use the new parking lot for this purpose.

As Benson View Road is a public road, MoTI has expressed that they would not support installing no-parking signs where the road configuration allows. With this, there still may be times that the public may choose to park along the road side to access area homes or Witchcraft Lake. With the removal of the boardwalk, it is anticipated the users of Mount Benson Regional Park would see limited benefit of parking their vehicles along the roadside.

ALTERNATIVES

1. That the existing roadside parking lot on Benson View Road and the boardwalk at Witchcraft Lake be permanently decommissioned.
2. That the existing roadside parking lot on Benson View Road and floating boardwalk at Witchcraft Lake remain open and the RDN manage both recreational access points.
3. That alternative direction be provided regarding the future of the existing roadside parking lot at Benson View Road and floating boardwalk at Witchcraft Lake.

FINANCIAL IMPLICATIONS

Decommissioning the Witchcraft Lake parking lot and boardwalk would be an expected one-time cost of approximately \$60,000. Operational maintenance costs of the site, which have been approximately \$1,000 annually, would no longer be incurred at this site.

STRATEGIC PLAN IMPLICATIONS

Social Wellbeing - Make the Region a safe and vibrant place for all, with a focus on children and families in programs and planning.



Yann Gagnon, Manager of Parks Services

ygagnon@rdn.bc.ca

October 18, 2019

Reviewed by:

- T. Osborne, General Manager Recreation and Parks
- P. Carlyle, Chief Administrative Officer

TO: Regional District of Nanaimo Board **MEETING:** November 12, 2019
FROM: Gary Jurasek
 Manager of Information Services **FILE:** 1220-20-MOSV
SUBJECT: Mobile Wireless Services RFP - Approval

RECOMMENDATION

That the Regional District of Nanaimo Board approve TELUS as the primary service provider for the supply of cellular service plans, mobile phones, and related hardware for a three-year term with an option to renew for two additional years.

SUMMARY

A Request for Proposals (RFP) was conducted and TELUS scored the highest among the three proposals for the supply and delivery of Mobile Wireless Services.

BACKGROUND

Pursuant to the *Regional District of Nanaimo Delegation of Authority Bylaw No. 1661* and the *Authorization to Purchase and Pay Accounts Policy No. A2.9*, procurement contracts which exceed a value of \$150,000 (exclusive of taxes) require the approval of the Board of Directors.

The Regional District of Nanaimo (RDN) is dependent on mobile communications to conduct business and carry out the obligations of the Board. Mobile phones and devices are replacing wired or traditional devices. They offer increased flexibility and functionality. The dependency on mobile communications is growing, and the RDN must embrace the technologies to enable an agile work force. The service plans, features, and costs are complex and diverse.

Three responses to the RFP were received and evaluated. Rogers, Bell and Telus submitted proposals. An evaluation team reviewed the submissions and ranked the applicants based on their offered solution. Based on their evaluation, the Telus offering was selected as best offer for the RDN.

The new contract proposed by Telus offers better pricing along with improvements in the service plans, data rates and device subsidies.

Each submission was evaluated based on the following criteria:

TECHNICAL 55%

- Plan Features, Administration, Hardware, Form of Agreement
- Experience, Reputation and Resources
- Value Added Attributes

FINANCIAL 45%

- Price
- Transition Plan / Operational Continuity/Conversion Cost

ALTERNATIVES

1. That the Regional District of Nanaimo Board approve TELUS as the primary service provider for the supply of cellular service plans, mobile phones, and related hardware for a three-year term with an option for two additional years.
2. That the Regional District of Nanaimo Board declines to authorize staff to award the RFQ for supply and delivery of cellular service plans, mobile phones and related hardware and directs staff to report back to the Regional District of Nanaimo Board with options for an alternative course of action.

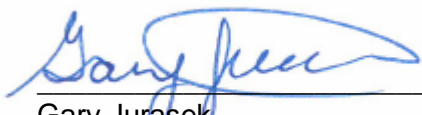
FINANCIAL IMPLICATIONS

Even with the needed increase in data capacity, the overall monthly bill is estimated to remain constant or decrease slightly based on historical data usage and device purchases.

The projected expenditure on this contract is \$81,600 per year, based on estimated use. This cost is included in the 2019-2023 five-year financial plan.

STRATEGIC PLAN IMPLICATIONS

This report supports the Board 2019-2022 Strategic Plan Values of Fiscal Responsibility, Collaboration and Relationships and Good Governance by ensuring that a publicly transparent, efficient, cost effective method is used for the procurement of cellular service plans, mobile phones and related hardware.



Gary Jurasek
gjurasek@rdn.bc.ca
November 12, 2019

Reviewed by:

- K. Felker, Purchasing Manager
- J. Bradburne, Director of Finance
- D. Wells, General Manager, Corporate Services
- P. Carlyle, Chief Administrative Officer

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 952.01

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO
EMERGENCY PROGRAM EXTENDED SERVICE ESTABLISHING BYLAW NO. 952, 1995**

WHEREAS the Regional District of Nanaimo Board wishes to amend "Regional District of Nanaimo Emergency Program Extended Service Establishing Bylaw No. 952, 1995";

AND WHEREAS the approval of the Inspector of Municipalities has been obtained;

AND WHEREAS the Regional Board has obtained the consent of at least two-thirds of the participants as required under the *Local Government Act*;

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

1. Citation

This bylaw may be cited for all purposes as "Regional District of Nanaimo Emergency Program Extended Service Amendment Bylaw No. 952.01, 2019".

2. Amendment

"Regional District of Nanaimo Emergency Program Extended Service Amendment Bylaw No. 952, 1995" is amended as follows:

- (a) by amending Section 2 to delete Electoral Area 'D'
- (b) by amending Section 3 to delete Electoral Area 'D'
- (c) by amending Section 4 to delete Electoral Area 'D'

Introduced and read three times this 17th day of September, 2019.

Received the approval of the Inspector of Municipalities this 20th day of October, 2019.

Adopted this __ day of _____, 20XX.

CHAIR

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1385.10

**A BYLAW TO AMEND THE BOUNDARIES OF
THE BOW HORN BAY FIRE PROTECTION SERVICE**

WHEREAS the Regional District of Nanaimo established the Bow Horn Bay Fire Protection Service pursuant to Bylaw No. 1385 cited as "Bow Horn Bay Fire Protection Service Establishment Bylaw No.1385, 2004";

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owners to extend the boundaries of the service area to include the lands shown outlined in black on Schedule 'A' of this bylaw;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained;

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. Citation

This bylaw may be cited as the "Bow Horn Bay Fire Protection Service Amendment Bylaw No. 1385.10, 2019".

2. Amendment

"Bow Horn Bay Fire Protection Service Establishment Bylaw No. 1385, 2004" is amended as follows:

a) By deleting section 3 and replacing it with the following:

"3. The Participating Areas for the Service are Electoral Areas F and H"

b) By amending the boundaries of the Bow Horn Bay Fire Protection Service area to include the properties outlined in black on Schedule 'A' attached to and forming part of this bylaw.

Introduced and read three times this 17th day of September, 2019.

Received the approval of the Inspector of Municipalities this 20th day of October, 2019.

Adopted this ___ day of _____, 2019.

CHAIR

CORPORATE OFFICER

Schedule 'A' to accompany "Bow Horn Bay Fire Protection Service Amendment Bylaw No. 1385.10, 2019".

Chair

Corporate Officer

