

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

**Tuesday, September 18, 2018**  
**7:00 P.M.**  
**RDN Board Chambers**

In Attendance:	Director W. Veenhof	Chair
	Director I. Thorpe	Vice Chair
	Director A. McPherson	Electoral Area A
	Director H. Houle	Electoral Area B
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director J. Fell	Electoral Area F
	Director J. Stanhope	Electoral Area G
	Director B. McKay	City of Nanaimo
	Director D. Brennan	City of Nanaimo
	Director G. Fuller	City of Nanaimo
	Director J. Hong	City of Nanaimo
	Director M. Lefebvre	City of Parksville
	Director K. Oates	City of Parksville
Director B. Colclough	District of Lantzville	
Director T. Westbrook	Town of Qualicum Beach	
Regrets:	Director B. Bestwick	City of Nanaimo
	Director J. Kipp	City of Nanaimo
	Director B. Yoachim	City of Nanaimo
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	R. Alexander	Gen. Mgr. Regional & Community Utilities
	G. Garbutt	Gen. Mgr. Strategic & Community Development
	T. Osborne	Gen. Mgr. Recreation & Parks
	D. Wells	Gen. Mgr. Corporate Services
	D. Pearce	Director of Transportation & Emergency Services
	T. Mayea	A/Mgr. Administrative Services
	C. Golding	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**

18-353

It was moved and seconded that the agenda be approved, as amended, to include Solid Waste Management Select Committee minutes and a recommendation regarding Recycle BC Packaging and Printed Paper EPR Program Renewal.

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

18-354

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

Regular Board Meeting - July 24, 2018

Special Board Meeting - September 4, 2018

CARRIED UNANIMOUSLY

**CORRESPONDENCE**

18-355

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

Leigh Ann Milman and Timothy Maika, re Updating and Improving Gabriola's Noise Control Bylaw

CARRIED UNANIMOUSLY

**COMMITTEE MINUTES**

18-356

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

Electoral Area Services Committee - September 4, 2018

Committee of the Whole - September 4, 2018

Solid Waste Management Select Committee - September 6, 2018

CARRIED UNANIMOUSLY

**COMMITTEE RECOMMENDATIONS**

**Electoral Area Services Committee**

**Signage Strategy - EA 'EW/PV' Pilot Project**

18-357

It was moved and seconded that the Signage Strategy be received and Anders and Dorrit's Community Park be identified as the pilot location for an interpretive and entrance sign.

CARRIED UNANIMOUSLY

**DPA and TUP Standardization Project**

18-358

It was moved and seconded that the Board introduce and give first reading to "Regional District of Nanaimo Electoral Area A Official Community Plan Amendment Bylaw No. 1620.05, 2018".

CARRIED UNANIMOUSLY

18-359

It was moved and seconded that the Board give second reading to "Regional District of Nanaimo Electoral Area A Official Community Plan Amendment Bylaw No. 1620.05, 2018" having considered the impact on the current Financial Plan, Liquid Waste Management Plan and Solid Waste Management Plan.

CARRIED UNANIMOUSLY

18-360

It was moved and seconded that the Board introduce and give first reading to "Regional District of Nanaimo Arrowsmith Benson-Cranberry Bright Official Community Plan Amendment Bylaw No. 1148.07, 2018".

CARRIED UNANIMOUSLY

18-361

It was moved and seconded that the Board give second reading to "Regional District of Nanaimo Arrowsmith Benson-Cranberry Bright Official Community Plan Amendment Bylaw No. 1148.07, 2018" having considered the impact on the current Financial Plan, Liquid Waste Management Plan and Solid Waste Management Plan.

CARRIED UNANIMOUSLY

18-362

It was moved and seconded that the Board introduce and give first reading to “Regional District of Nanaimo East Wellington – Pleasant Valley Official Community Plan Amendment Bylaw No. 1055.05, 2018”.

CARRIED UNANIMOUSLY

18-363

It was moved and seconded that the Board give second reading to “Regional District of Nanaimo East Wellington – Pleasant Valley Official Community Plan Amendment Bylaw No. 1055.05, 2018” having considered the impact on the current Financial Plan, Liquid Waste Management Plan and Solid Waste Management Plan.

CARRIED UNANIMOUSLY

18-364

It was moved and seconded that the Board introduce and give first reading to “Regional District of Nanaimo Nanoose Bay Official Community Plan Amendment Bylaw No. 1400.05, 2018”.

CARRIED UNANIMOUSLY

18-365

It was moved and seconded that the Board give second reading to “Regional District of Nanaimo Nanoose Bay Official Community Plan Amendment Bylaw No. 1400.05, 2018” having considered the impact on the current Financial Plan, Liquid Waste Management Plan and Solid Waste Management Plan.

CARRIED UNANIMOUSLY

18-366

It was moved and seconded that the Board introduce and give first reading to “Regional District of Nanaimo Electoral Area F Official Community Plan Amendment Bylaw No. 1152.05, 2018”.

CARRIED UNANIMOUSLY

18-367

It was moved and seconded that the Board give second reading to “Regional District of Nanaimo Electoral Area F Official Community Plan Amendment Bylaw No. 1152.05, 2018” having considered the impact on the current Financial Plan, Liquid Waste Management Plan and Solid Waste Management Plan.

CARRIED UNANIMOUSLY

18-368

It was moved and seconded that the Board introduce and give first reading to “Regional District of Nanaimo Electoral Area G Official Community Plan Amendment Bylaw No. 1540.02, 2018”.

CARRIED UNANIMOUSLY

18-369

It was moved and seconded that the Board give second reading to “Regional District of Nanaimo Electoral Area G Official Community Plan Amendment Bylaw No. 1540.02, 2018” having considered the impact on the current Financial Plan, Liquid Waste Management Plan and Solid Waste Management Plan.

CARRIED UNANIMOUSLY

18-370

It was moved and seconded that the Board introduce and give first reading to “Regional District of Nanaimo Electoral Area H Official Community Plan Amendment Bylaw No. 1335.07, 2018”.

CARRIED UNANIMOUSLY

18-371

It was moved and seconded that the Board give second reading to “Regional District of Nanaimo Electoral Area H Official Community Plan Amendment Bylaw No. 1335.07, 2018” having considered the impact on the current Financial Plan, Liquid Waste Management Plan and Solid Waste Management Plan.

CARRIED UNANIMOUSLY

18-372

It was moved and seconded that the Board introduce and give first reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.422, 2018”.

CARRIED UNANIMOUSLY

18-373

It was moved and seconded that the Board give second reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.422, 2018”.

CARRIED UNANIMOUSLY

18-374

It was moved and seconded that the Board introduce and give first reading to “Regional District of Nanaimo Electoral Area F Zoning and Subdivision Amendment Bylaw No. 1285.33, 2018”.

CARRIED UNANIMOUSLY

18-375

It was moved and seconded that the Board give second reading to “Regional District of Nanaimo Electoral Area F Zoning and Subdivision Amendment Bylaw No. 1285.33, 2018”.

CARRIED UNANIMOUSLY

18-376

It was moved and seconded that the Board direct the public hearing on the following bylaws to be Chaired by Director Stanhope or the Electoral Area Services Committee Vice-Chair:

1. “Regional District of Nanaimo Electoral Area A Official Community Plan Amendment Bylaw No. 1620.05, 2018”;
2. “Regional District of Nanaimo Arrowsmith Benson-Cranberry Bright Official Community Plan Amendment Bylaw No. 1148.07, 2018”;
3. “Regional District of Nanaimo East Wellington – Pleasant Valley Official Community Plan Amendment Bylaw No. 1055.05, 2018”;
4. “Regional District of Nanaimo Nanoose Bay Official Community Plan Amendment Bylaw No. 1400.05, 2018”;
5. “Regional District of Nanaimo Electoral Area F Official Community Plan Amendment Bylaw No. 1152.05, 2018”;
6. “Regional District of Nanaimo Electoral Area H Official Community Plan Amendment Bylaw No. 1335.07, 2018”;
7. “Regional District of Nanaimo Electoral Area G Official Community Plan Amendment Bylaw No. 1540.02, 2018”;
8. “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.422, 2018”; and
9. “Regional District of Nanaimo Electoral Area F Zoning and Subdivision Amendment Bylaw No. 1285.33, 2018”.

CARRIED UNANIMOUSLY

18-377

It was moved and seconded that the Board introduce and give first, second and third reading to “Regional District of Nanaimo Development Application and Notification Procedures Bylaw No. 1776, 2018”.

CARRIED UNANIMOUSLY

18-378

It was moved and seconded that the Board approve revisions to “Policy B1.12 *Riparian Areas Regulation Stream Declaration*” under the revised title of “Policy B1.12 Property Declaration Form”.

CARRIED UNANIMOUSLY

## **Planning**

18-379

It was moved and seconded that staff take immediate steps to amend the secondary suites zoning amendment bylaw 500.389, 2014 to permit a secondary suite within the principal residence or a standalone carriage house secondary suite on properties with community water that are greater than 1,000 square metres and less than 8,000 square metres.

CARRIED UNANIMOUSLY

18-380

It was moved and seconded that the Electoral Area A Official Community Plan be placed in line for a complete review.

CARRIED UNANIMOUSLY

## **Committee of the Whole**

### **Rubberized Track**

18-381

It was moved and seconded that staff move forward with discussions with School District 69 (Qualicum), City of Parksville and Town of Qualicum Beach for a rubberized track, up to 8 lanes, to bring back for further review and consideration by the District 69 Recreation Commission and RDN Board.

CARRIED UNANIMOUSLY

### **Pool Discussion**

18-382

It was moved and seconded that staff proceed to prepare a concept plan to advance the addition of a second 25m tank and expanded change rooms at the Ravensong Aquatic Centre.

CARRIED UNANIMOUSLY

**Confirmation of Multiplex Vision**

18-383

It was moved and seconded that a centralized land purchase strategy be developed and implemented for a future indoor/outdoor sport recreation facility complex for the Oceanside area.

CARRIED UNANIMOUSLY

**Formation of D69 Recreation Commission Infrastructure Planning Sub-Committee**

18-384

It was moved and seconded that a District 69 Recreation Commission Infrastructure Planning Sub-Committee be formed after the 2018 election.

CARRIED UNANIMOUSLY

**2019 to 2023 Financial Plan Schedule**

18-385

It was moved and seconded that the preliminary 2019 budget information provided be received and that the proposed schedule of meetings to review and approve the 2019 to 2023 Financial Plan be approved as presented.

CARRIED UNANIMOUSLY

**Approval of Signing Authorities for General Banking and Investments**

18-386

It was moved and seconded that the signing authorities for general banking services and financial instruments reflect the following officer positions:

Chair - William Veenhof

Deputy Chair - Ian Thorpe

Chief Administrative Officer - Phyllis Carlyle

Director of Finance - Jeannie Beauchamp

Manager, Accounting Services - Tiffany Moore

Manager, Capital & Financial Reporting - Manvir Manhas

CARRIED UNANIMOUSLY

18-387

It was moved and seconded that the foregoing authorizations extend to accounts in the name of the Regional District of Nanaimo.

CARRIED UNANIMOUSLY



**Bylaw 1775 – Alberni-Clayoquot Regional District – 2019 Permissive Tax Exemption**

18-388

It was moved and seconded that “Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1775, 2018” be introduced and read three times.

CARRIED UNANIMOUSLY

18-389

It was moved and seconded that “Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1775, 2018” be adopted.

CARRIED UNANIMOUSLY

**Election Worker Liability Insurance Coverage**

18-390

It was moved and seconded that the Board authorize the Director of Finance and the Manager of Administrative Services to enter into Service Provider Agreements with individual election workers for the provision of liability insurance through the Regional District’s liability insurance held with the Municipal Insurance Association of British Columbia.

CARRIED UNANIMOUSLY

**Rogers Cell Tower Right of Way Agreement**

18-391

It was moved and seconded that staff be directed to seek a renewal rate for lease of the Rogers tower location at a minimum rate of \$25,000 per year, which shall include a renewal option of five years from June 1, 2023 to May 31, 2028.

CARRIED UNANIMOUSLY

**The National Housing Strategy and Opportunities in Regional Affordable Housing**

18-392

It was moved and seconded that the Board provide direction to advance a regional approach to affordable housing that considers partnership development and the creation of a regional affordable housing service and reserve fund.

CARRIED UNANIMOUSLY

**OHWN Coordinator Funding – Contract Renewal Request from Island Health**

18-393

It was moved and seconded that the Regional District of Nanaimo enter into a three year contract with Island Health, from November 1, 2018 to October 31, 2021, to administer funds for subcontracting a Coordinator for the Oceanside Health and Wellness Network.

CARRIED UNANIMOUSLY

**Overview of the Green Building Incentive Program**

18-394

It was moved and seconded that the Green Building Incentive Program be reviewed.

It was moved and seconded that the motion be amended to include "and that cistern testing be added for consideration and staff be directed to report back to the Board" to the end of the motion.

CARRIED UNANIMOUSLY

18-395

The vote was taken on the main motion as amended:

It was moved and seconded that the Green Building Incentive Program be reviewed and that cistern testing be added for consideration and staff be directed to report back to the Board.

CARRIED UNANIMOUSLY

**Regional Growth Strategy Amendment to Implement the Town of Qualicum Beach Official Community Plan**

18-396

It was moved and seconded that the amendments required to “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011” to implement the “Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018” proceed through the minor amendment process.

Opposed (4): Director McPherson, Director Houle, Director Young, and Director Fell

CARRIED

18-397

It was moved and seconded that the Regional Context Statement be accepted.

Opposed (4): Director McPherson, Director Houle, Director Young, and Director Fell

CARRIED

18-398

It was moved and seconded that the Consultation Plan for the “Regional Growth Strategy Amendment to Implement the Town of Qualicum Beach Official Community Plan” be endorsed.

Opposed (4): Director McPherson, Director Houle, Director Young, and Director Fell

CARRIED

**Bylaw No. 1777 - District 69 Recreation Commission**

18-399

It was moved and seconded that the “District 69 Recreation Commission Bylaw No. 1777, 2018” be introduced and read three times.

CARRIED UNANIMOUSLY

18-400

It was moved and seconded that the “District 69 Recreation Commission Bylaw No. 1777, 2018” be adopted.

CARRIED UNANIMOUSLY

**Bylaw No.1655.08 – Water Services Fees and Charges Amendments 2018**

18-401

It was moved and seconded that “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.08, 2018” be introduced and read three times.

CARRIED UNANIMOUSLY

18-402

It was moved and seconded that “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.08, 2018” be adopted.

CARRIED UNANIMOUSLY

**Bylaw No. 1655.09 – Water User Rate Amendments 2019**

18-403

It was moved and seconded that “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.09” be introduced and read three times.

CARRIED UNANIMOUSLY

18-404

It was moved and seconded that “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.09” be adopted.

CARRIED UNANIMOUSLY

**Madrona Reservoir Statutory Right-of Way Renewal with Island Timberlands**

18-405

It was moved and seconded that the Board approve the renewal of the Statutory Right-of-Way and Road Use Agreement with Island Timberlands for the Madrona reservoir for five years.

CARRIED UNANIMOUSLY

**D69 Family Resource Association Surplus Request**

18-406

It was moved and seconded that the Board extend the terms of the Family Resource agreement for two months, to end of May 31, 2020.

CARRIED UNANIMOUSLY

**Bow Horn Fire Protection Service Amendment Bylaw No. 1385.09, 2018**

18-407

It was moved and seconded that the first three readings of "Bow Horn Fire Protection Service Amendment Bylaw No. 1385.09, 2018" be rescinded.

CARRIED UNANIMOUSLY

**Nanaimo & Area Land Trust - 2019 Funding Agreement**

18-408

It was moved and seconded that \$35,000 in funding be allocated to the Nanaimo & Area Land Trust in the 2019 Budget and Five Year Financial Plan.

CARRIED UNANIMOUSLY

**Solid Waste Management Select Committee**

**Recycle BC Packaging and Printed Paper EPR Program Renewal**

18-409

It was moved and seconded that the Board authorize the execution of the Recycle BC “Statement of Work for Curbside Collection Services Provided by Local Government” to be effective November 30, 2018 to December 31, 2023.

CARRIED UNANIMOUSLY

Recess: 7:36 PM

Reconvene: 7:40 PM

## **REPORTS**

### **Request for Support from Parksville Qualicum Beach Tourism Association regarding the Municipal Regional District Tax**

It was moved and seconded that the Board supports Parksville Qualicum Beach Tourism Association's renewal of the 2% Municipal Regional District Tax in Electoral Areas E, F, G & H, City of Parksville, and Town of Qualicum Beach.

It was moved and seconded that the Board supports Municipal Regional District Tax amounts collected by accommodation providers in Electoral Areas E, F, G & H (per Regional District of Nanaimo Bylaws) to be provided directly to Parksville Qualicum Beach Tourism Association by the Province.

18-410

It was moved and seconded that Support from Parksville Qualicum Beach Tourism Association regarding Municipal Regional District Tax be referred to staff.

Opposed (2): Director Rogers, and Director Fell

CARRIED

### **Valuing Natural Assets Demonstration Pilot Partnership Project**

18-411

It was moved and seconded that the Board endorse Regional District of Nanaimo participation in the proposed joint initiative with the Town of Gibson's, Capital Regional District, District of North Vancouver, with the Partnership for Water Sustainability in BC, seeking grant funding under asset management grant programs from both the Federation of Canadian Municipalities and Union of BC Municipalities to undertake demonstration projects to apply the Ecological Accounting Protocol approach to natural asset valuation.

CARRIED UNANIMOUSLY

### **Boundary Expansion – Dashwood Fire Protection Services**

18-412

It was moved and seconded that the Board adopt "Dashwood Fire Protection Service Amendment Bylaw No. 964.06, 2018".

CARRIED UNANIMOUSLY

**BUSINESS ARISING FROM CORRESPONDENCE**

**Leigh Ann Milman and Timothy Maika, re Updating and Improving Gabriola's Noise Control Bylaw**

18-413

It was moved and seconded that staff be directed to review the Gabriola Island Noise Control Bylaw to limit hours of construction noise.

CARRIED UNANIMOUSLY

**NEW BUSINESS**

**Business Licencing Powers in Electoral Area**

18-414

It was moved and seconded that staff request that the Province grant business licencing powers to the Regional District of Nanaimo as an extended service so that the Electoral Areas that wish to use this service for identifying retail cannabis outlets, Airbnb, and similar operations may do so.

Opposed (3): Director Young, Director Fell, and Director Stanhope

CARRIED

**Notice of Motion – Filming Permits**

Chair Veenhof provided notice that the following motion will be brought forward to the October 2, 2018 Committee of the Whole agenda:

That staff be directed to report back to the Board on developing filming permits.

**IN CAMERA**

18-415

It was moved and seconded that pursuant to Sections 90 (1) (c), (e), (i), (j), and (k) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to other employee relations, the acquisition of land, solicitor-client privilege, third party business interests and the provision of a proposed service.

TIME: 8:12 PM

**ADJOURNMENT**

It was moved and seconded that this meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 8:44 PM

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CHAIR

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CORPORATE OFFICER