



REGIONAL DISTRICT OF NANAIMO BOARD PROCEDURE AMENDMENT BYLAW NO. 1862.01, 2024

RECOMMENDATIONS

1. That the Board introduce and read three times “Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1862.01, 2024”.
2. That the Board direct that the committee terms of reference, as attached to the staff report dated January 9, 2024 by the Assistant Manager, Legislative Services, be brought forward for approval in conjunction with the Board’s consideration of adopting “Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1862.01, 2024”.

BACKGROUND

At the June 27, 2023 Executive Committee meeting, the Executive Committee reviewed the proposed amendments to “Regional District of Nanaimo Board Procedure Bylaw No. 1862, 2022”. The Executive Committee recommended the Board pass the following motion, which was approved by the Board at the July 11, 2023 Board meeting:

“It was moved and seconded that the Regional District of Nanaimo Board:

1. *direct staff to return to the Board with amendments to “Regional District of Nanaimo Board Procedure Bylaw No. 1862, 2022”, to incorporate the changes noted in the staff report to the Executive Committee dated June 27, 2023, with the exception of limiting the number of delegations permitted to speak to agenda items in a meeting.*
2. *direct staff to return to the Board with amendments to committee terms of reference to incorporate the changes noted in the staff report to the Executive Committee dated June 27, 2023.”*

Based on the Board’s direction, staff have prepared the amendment bylaw for consideration. As noted in resolution #1 (above) passed by the Board, the amendment does not include limiting the number of delegations permitted to speak to agenda items at a meeting. The amendment bylaw does include the Board’s direction to include a limit of three delegations permitted at a Board or Committee meetings for non-agenda items. Schedule B External Appointments has been updated to reflect current external Board appointments and changes have been made to align the bylaw with recent changes in the *Local Government Act*. The remainder of the amendments are related to correspondence, delegation timelines and committees. Attachment 3 indicates how the bylaw would read if the amendments were adopted.

If first three readings of the bylaw are approved, staff will proceed with the required advertising and return to the February 13, 2024 Board meeting for adoption. From the time of three readings until adoption, the proposed bylaw will be available for public viewing during regular business hours at the administration office and on the Regional District of Nanaimo's (RDN) website. If the bylaw amendment is adopted, staff will communicate the changes to the public via the Regional District's website.

Committees

Committee terms of reference have been updated in schedule A of the amendment bylaw to distinguish between standing and select committees. The definition of Advisory Committee has been updated to better align with the *Local Government Act*, the Board's Procedure Bylaw and current practice. Advisory Committees are established by either the Chair or the Board and members are appointed by either the Chair or the Board.

There were no changes to the following committees and their terms of references are not attached:

- Agricultural Advisory Committee
- Committee of the Whole
- Community Grants Committee
- Electoral Area Services Committee
- Executive Committee

Terms of reference for the Oceanside Services Recreation Grants Sub-Committee have been drafted and are attached for consideration.

The content of the following terms of reference are under review and may come forward for the Board's consideration in the future. The attached terms of reference have been updated only to reflect the type of committee and are included in Schedule A of the bylaw to align with legislation.

- Fire Services Advisory Committee
- Liquid Waste Management Plan Monitoring Committee
- Solid Waste Management Plan Monitoring Advisory Committee
- Transit Committee

The Drinking Water & Watershed Protection Technical Advisory Committee Terms of Reference may be reviewed in the future and are not considered within this report or on Schedule A of the amendment bylaw.

The Electoral Area A Parks, Recreation and Culture Commission does not meet the requirements to be considered a commission under the *Local Government Act*. It has the functions and duties of an advisory committee and is considered commission only in name. The name has been changed to "Electoral Area 'A' Parks, Recreation and Culture Committee" and the purpose revised to advisory committee to reflect its authority as a committee and to align with the amendment bylaw and *Local Government Act*.

The Transit Redevelopment Plan Sub-Committee, Electoral Area F Governance and Services Study Committee, District 69 Swimming Pool Service Select Committee and Regional Parks and Trails Strategic Plan Monitoring Advisory Committee have completed their mandates and Schedule A of the amendment bylaw does not include them.

Upon review of the terms of reference inconsistencies regarding quorum were identified. Staff have taken this opportunity to update references to quorum within the terms of reference to align with the Board's procedure bylaw. Establishment and appointment processes have not changed. The proposed changes are limited to name

changes and to clarify quorum requirements. For clarity, the table below provides a summary of committee type and appointment process.

Committee	Select Committee	Standing Committee	Advisory Committee	Established By (No Change)	Membership Appointed By (No Change)
Benson Creek Falls Regional Park Creekside Place Staging Area Advisory Committee			√	Board	Board
Climate Action Technical Advisory Committee			√	Board	RDN Chair for committee chair; Board other
East Wellington/Pleasant Valley Parks and Open Space Advisory Committee			√	Board	Board
Electoral Area A Parks, Recreation and Culture Committee			√	Board	Board
Electoral Area B, F, G, H Parks and Open Space Advisory Committees			√	Board	Board
Fire Services Advisory Committee			√	Board	RDN Chair for committee chair and vice chair
Gabriola Island Recreation and Electoral Area B Parks and Trails Master Plan Advisory Committee			√	Board	Board
Liquid Waste Management Plan Monitoring Committee			√	Board	RDN Chair for RDN Board members and committee chair; Board other
Nanose Bay Parks and Open Space Advisory Committee			√	Board	Board
Oceanside Services Committee		√		RDN Chair	RDN Chair
Oceanside Services Recreation Grants Sub-Committee		√		RDN Chair	RDN Chair
Regional Parks and Trails Committee		√		RDN Chair	RDN Chair

Committee	Select Committee	Standing Committee	Advisory Committee	Established By (No Change)	Membership Appointed By (No Change)
Solid Waste Management Committee		√		RDN Chair	RDN Chair
Solid Waste Management Plan Monitoring Advisory Committee			√	Board	RDN Chair for committee chair, vice chair and RDN Board members; Board other
Transit Committee		√		RDN Chair	RDN Chair

The following committee terms of reference are attached with proposed changes to type and quorum:

- Benson Creek Falls Regional Park Creekside Place Staging Area Advisory Committee
- Climate Action Technical Advisory Committee
- Electoral Area A Parks, Recreation and Culture Committee
- Gabriola Island Recreation and Electoral Area B Parks and Trails Master Plan Advisory Committee
- Liquid Waste Management Plan Monitoring Committee
- Fire Services Advisory Committee
- Oceanside Services Committee - Standing Committee
- Oceanside Services Recreation Grants Sub-Committee - Standing Committee (new terms of reference)
- Regional Parks and Trails Committee - Standing Committee
- Solid Waste Management Committee - Standing Committee
- Solid Waste Management Plan Monitoring Advisory Committee
- Transit Committee - Standing Committee
- East Wellington/Pleasant Valley Parks and Open Space Advisory Committee
- Electoral Area B Parks and Open Space Advisory Committee
- Electoral Area F Parks and Open Space Advisory Committee
- Electoral Area G Parks and Open Space Advisory Committee
- Electoral Area H Parks and Open Space Advisory Committee
- Nanoose Bay Parks and Open Space Advisory Committee

If the updated terms of reference are approved staff will communicate changes to committee members and the public through communication channels such as the Regional District’s website. If the Board would like staff to update committee terms of reference for items other than quorum requirements and type of committee, a motion outlining the Board’s direction would be required and the project would be added to Legislative Services workplan.

FINANCIAL IMPLICATIONS

Minimal advertising costs are expected to be incurred due to the legislative requirement for public notice.

STRATEGIC PLAN ALIGNMENT

N/A

REVIEWED BY:

- J. Hill, Manager, Legislative Services
- C. Crabtree, General Manager, Corporate Services
- D. Holmes, Chief Administrative Officer

ATTACHMENT(S)

1. Report to Executive Committee – June 27, 2023
2. Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1862.01, 2024
3. Redlined Regional District of Nanaimo Board Procedure Bylaw No. 1862, 2022
4. Proposed Committee terms of reference redlined to indicate changes
5. Proposed Committee terms of reference