

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

**Tuesday, May 22, 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
	Alternate	
	Director S. Armstrong	City of Nanaimo
	Director B. Bestwick	City of Nanaimo
	Director D. Brennan	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. Westbroek	Town of Qualicum Beach	
Regrets:	Director G. Fuller	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
	W. Idema	Director of Finance
	D. Pearce	Director of Transportation & Emergency Services
	J. Hill	Mgr. Administrative Services
	T. Mayea	Legislative Coordinator
	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.

The Chair welcomed Alternate Director Armstrong to the meeting.

**APPROVAL OF THE AGENDA**

18-171

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

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

**Regular Board Meeting - April 24, 2018**

18-172

It was moved and seconded that the minutes of the Regular Board meeting held April 24, 2018, be adopted.

CARRIED UNANIMOUSLY

**CORRESPONDENCE**

18-173

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

Randy O'Donnell, re Parking Lot Project at Mount Benson Regional Park

Greg and Linda Gow, re Parking Lot Project at Mount Benson Regional Park

Murray Hamilton, Strata Property Manager, Owners of Strata Plan - VIS 5160, re Development Variance Permit Application No. PL2018-001 - 3672 Horne Lake Caves Road, Electoral Area 'H'

CARRIED UNANIMOUSLY

**COMMITTEE MINUTES**

18-174

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

Executive Committee - May 15, 2018

Solid Waste Management Select Committee - May 15, 2018

Regional Parks and Trails Select Committee - May 15, 2018

Special Electoral Area Services Committee - May 11, 2018

Electoral Area Services Committee - May 8, 2018

Committee of the Whole - May 8, 2018

CARRIED UNANIMOUSLY

**COMMITTEE RECOMMENDATIONS**

**Solid Waste Management Select Committee**

**Church Road Transfer Station Hauling Contract 2018-2020**

18-175

It was moved and seconded that the contract for the hauling of Municipal Solid Waste, Food Waste and Yard Waste from the Church Road Transfer Station be awarded to Magnum Disposal Services for the period from July 2, 2018 to June 30, 2020 for the approximate value of \$340,000 per year.

CARRIED UNANIMOUSLY

**Regional Parks and Trails Select Committee**

**Witchcraft Lake Regional Trail Improvement Partnership Agreement**

18-176

It was moved and seconded that the Regional District of Nanaimo enter into a two-year agreement with the Federation of Mountain Clubs of British Columbia for the restoration and improvement of the Witchcraft Lake Regional Trail and trails within Mount Benson Regional Park.

CARRIED UNANIMOUSLY

**Mount Benson Regional Park – Parking Lot Project Update**

It was moved and seconded that upon completion of the new parking lot at 2761 Benson View Road, the floating Boardwalk be repurposed as a viewing platform that does not provide a crossing, and be located on the West shore of Witchcraft Lake with a connecting trail from the new parking lot, accessible by all; and further, that the existing parking area be maintained to service the City of Nanaimo’s Park at Witchcraft Lake and as a parking area for ambulances, Search and Rescue and a staging area for Fire Department trucks to draft water from the lake.

18-177

It was moved and seconded that the main motion “That upon completion of the new parking lot at 2761 Benson View Road, the floating Boardwalk be repurposed as a viewing platform that does not provide a crossing, and be located on the West shore of Witchcraft Lake with a connecting trail from the new parking lot, accessible by all; and further, that the existing parking area be maintained to service the City of Nanaimo’s Park at Witchcraft Lake and as a parking area for ambulances, Search and Rescue and a staging area for Fire Department trucks to draft water from the lake.” be referred to the Regional Parks and Trails Select Committee.

Opposed (3): Director Thorpe, Director McPherson, and Director Fell

CARRIED

**Special Electoral Area Services Committee**

**Non-medical Cannabis Retail Store Licence Applications Policy**

18-178

It was moved and seconded that the Board adopt Regional District of Nanaimo Policy B1.24 Non-medical Cannabis Retail Stores Licence Applications with the notification requirements, as noted in section 3. c) ii) of Policy B1.24 expanded to a radius of 300 metres.

CARRIED UNANIMOUSLY

**Electoral Area Services Committee**

**Cox Community Park Trails**

18-179

It was moved and seconded that staff be directed to work with Gabriola Land and Trails Trust and to establish trails in the west section of Cox Community Park.

CARRIED UNANIMOUSLY

**Huxley Community Park Phase 2 Construction Drawings**

18-180

It was moved and seconded that up to \$75,000 of Electoral Area ‘B’ Community Works Funds be allocated for Huxley Community Park Phase 2 Construction Drawings.

CARRIED UNANIMOUSLY

18-181

It was moved and seconded that the Gabriola Skatepark Preferred Conceptual Plan be approved.

CARRIED UNANIMOUSLY

18-182

It was moved and seconded that up to \$10,000 of Electoral Area 'B' Community Works Funds be allocated for placement of pickleball court lines at the sport court at Huxley Community Park.

CARRIED UNANIMOUSLY

**Signage Strategy for Community Parks and Trails - Electoral Area 'F' Review**

18-183

It was moved and seconded that Malcolm Community Park be the pilot park for the new signage.

CARRIED UNANIMOUSLY

**Signage Strategy for Community Parks and Trails – Electoral Area 'G' Review**

18-184

It was moved and seconded that the pilot park for new signage for Electoral Area 'G' be Maple Lane Community Park and Stanhope Trail.

CARRIED UNANIMOUSLY

**Maple Lane Park**

18-185

It was moved and seconded that staff develop a plan and short-term costs for Maple Lane Community Park and add it to the priorities for the Five Year Plan for Electoral Area 'G' Community Parks.

CARRIED UNANIMOUSLY

**Development Variance Permit Application No. PL2018-001 – 3672 Horne Lake Caves Road, Electoral Area 'H'**

18-186

It was moved and seconded that the Board approve Development Variance Permit No. PL2018-001 to increase the maximum floor area on a single storey of a recreational residence from 70 m<sup>2</sup> to 95 m<sup>2</sup> subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED UNANIMOUSLY

**Development Variance Permit Application No. PL2017-153 and Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in Relation to Subdivision Application No. PL2017-151 – 2120 and 2130 Sherritt Drive, Electoral Area 'E'**

18-187

It was moved and seconded that the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lots 1 and 2 in relation to Subdivision Application PL2017-151, subject to the terms and conditions outlined in Attachments 2 and 3.

CARRIED UNANIMOUSLY

18-188

It was moved and seconded that the Board approve Development Variance Permit No. PL2017-153 to increase the permitted parcel depth of proposed Lots 1 and 2 subject to the terms and conditions outlined in Attachments 2 to 3.

CARRIED UNANIMOUSLY

**Liquor Licence Amendment Application No. PL2018-040 – 395 and 403 Lowry's Road, Electoral Area 'G'**

18-189

It was moved and seconded that the Board consider submissions or comments from the public regarding Liquor Licence Amendment Application No. PL2018-040.

CARRIED UNANIMOUSLY

18-190

It was moved and seconded that the Board adopt the resolution pertaining to Liquor Licence Amendment Application No. PL2018-040 attached to this report as Attachment 2.

CARRIED UNANIMOUSLY

**Building Permit Activity – First Quarter 2018**

18-191

It was moved and seconded that the report Building Permit Activity – First Quarter 2018 be received for information.

CARRIED UNANIMOUSLY

**Committee of the Whole**

**Recreation Services Master Plan for District 69 (Oceanside) 2019 – 2029**

18-192

It was moved and seconded that the Recreation Services Master Plan for District 69 (Oceanside) 2019-2029 be approved as a guiding document.

CARRIED UNANIMOUSLY

**2017 Consolidated Financial Statements and Audit Findings Report**

18-193

It was moved and seconded that the consolidated financial statements of the Regional District of Nanaimo for the year ended December 31, 2017 be approved as presented.

CARRIED UNANIMOUSLY

**Spring 2018 Community Works Fund Status Report**

18-194

It was moved and seconded that the Community Works Funds program project list included in Attachment 1 be approved.

CARRIED UNANIMOUSLY

18-195

It was moved and seconded that the Community Works Funds Agreements between the Regional District of Nanaimo and third parties include a requirement that further information regarding the structure be provided for asset management purposes.

CARRIED UNANIMOUSLY

**Community Works Funds – Meadowood Community Centre**

18-196

It was moved and seconded that pending final project approval from the Regional District of Nanaimo and the Union of BC Municipalities, the Electoral Area 'F' allocation of Community Works Funds for the Meadowood Community Centre be increased from the previously approved amount of \$700,000, to \$825,000.

CARRIED UNANIMOUSLY

**Wastewater Services On-Call Electrical Maintenance and Repair Contract Award**

18-197

It was moved and seconded that the Board award the Wastewater Services On-call Electrical Maintenance and Repair three-year contract to Shaw Electrical Services.

CARRIED UNANIMOUSLY

**Greater Nanaimo Pollution Control Centre Liquid Aluminum Sulphate Contract Award**

18-198

It was moved and seconded that the Board award the Greater Nanaimo Pollution Control Centre Liquid Aluminum Sulphate contract to ChemTrade for a period of one year.

CARRIED UNANIMOUSLY

18-199

It was moved and seconded that the General Manager of Regional and Community Utilities and the Director of Finance be authorized to extend the contract for an additional year if required.

CARRIED UNANIMOUSLY

**Island Timberlands Land Access License for Shared Weather Station – Upper Nanoose Creek Watershed**

18-200

It was moved and seconded that the Board approve the Non-Exclusive License five-year agreement with Island Timberlands for the use of land to install a shared weather / climate station in the upper Nanoose Creek watershed.

CARRIED UNANIMOUSLY

**Nanaimo Search and Rescue New Facility Update**

18-201

It was moved and seconded that staff be directed to provide the Board with a report to include recommendations of possible funding sources for the Nanaimo Search and Rescue's new facility on Nanaimo Lakes Road.

CARRIED UNANIMOUSLY



**Union of BC Municipalities, re Provincial Housing Affordability Announcements; and National Housing Strategy Launch Dates**

18-202

It was moved and seconded that staff be directed to provide the Board with a report with information on how the Regional District can get involved in the new National Housing Strategy initiatives.

CARRIED UNANIMOUSLY

**Federation of Canadian Municipalities Resolution - Marine Litter**

18-203

It was moved and seconded that the Board support the request from the Federation of Canadian Municipalities to submit the expanded version of the Regional District of Nanaimo's recently adopted resolution on Marine Litter for consideration at the 2018 Federation of Canadian Municipalities Annual Conference.

CARRIED UNANIMOUSLY

**REPORTS**

**Appointment of Bylaw Enforcement Officer**

18-204

It was moved and seconded that Kayla Sherice Werezak of Coastal Animal Control Services of BC Limited be appointed as a Bylaw Enforcement Officer in accordance with Bylaw Enforcement Officers Bylaw No. 857, 1992, for the specific purpose of enforcing Regional District of Nanaimo Animal Control Bylaws.

CARRIED UNANIMOUSLY

**Gathering for an Event in the Agricultural Land Reserve - Amendment Bylaws 500.413, 2018 and 1285.29, 2018 – Adoption Report**

18-205

It was moved and seconded that the Board adopt “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.413, 2018”.

CARRIED UNANIMOUSLY

18-206

It was moved and seconded that the Board adopt “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.29, 2018”.

CARRIED UNANIMOUSLY

**Regional District of Nanaimo General Local Election Bylaw No. 1772, 2018**

18-207

It was moved and seconded that "Regional District of Nanaimo General Local Election Bylaw No. 1772, 2018" be introduced and read three times.

CARRIED UNANIMOUSLY

18-208

It was moved and seconded that "Regional District of Nanaimo General Local Election Bylaw No. 1772, 2018" be adopted.

CARRIED UNANIMOUSLY

**BYLAWS - WITH NO ACCOMPANYING REPORT**

**Drinking Water and Watershed Protection Service Amendment Bylaw No. 1556.03, 2018 – Adoption**

18-209

It was moved and seconded that "Drinking Water and Watershed Protection Service Amendment Bylaw No. 1556.03, 2018" be adopted.

CARRIED UNANIMOUSLY

**Southern Community Economic Development Service Amendment Bylaw No. 1648.01, 2018 – Adoption**

18-210

It was moved and seconded that "Southern Community Economic Development Service Amendment Bylaw No. 1648.01, 2018" be adopted.

CARRIED UNANIMOUSLY

**NEW BUSINESS**

Director Lefebvre thanked Wendy Idema, Director of Finance, for her years of service and wished her well in her retirement. The Chair echoed Director Lefebvre's comments and thanked Ms. Idema for her great work at the Regional District.

**IN CAMERA**

18-211

It was moved and seconded that pursuant to Sections 90 (1) (a), (c), (i), (j), (k) and (m) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to Board appointments, labour relations, solicitor-client privilege, third party business interests, the provision of a proposed service, and a matter that, under another enactment, is such that the public may be excluded from the meeting.

CARRIED UNANIMOUSLY

TIME: 7:31 PM

18-212

It was moved and seconded that the Regular Board Meeting reconvene.

CARRIED UNANIMOUSLY

TIME: 7:40 PM

**Town of Qualicum Beach Garbage Collection by the Regional District of Nanaimo**

18-213

It was moved and seconded that “Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591.09, 2018”, be introduced and read three times.

CARRIED UNANIMOUSLY

18-214

It was moved and seconded that “Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591.09, 2018”, be adopted.

CARRIED UNANIMOUSLY

**RISE AND REPORT**

**2018 Local Government Elections - Appointment of Chief Election Officer and Deputy Chief Election Officers**

18-215

It was moved and seconded that Peter Crawford be appointed as Chief Election Officer for conducting the 2018 General Local Elections as per section 59 of the *Local Government Act*.

CARRIED UNANIMOUSLY

18-216

It was moved and seconded that Delcy Wells, Jacquie Hill, Tricia Mayea, and Cheryl Golding be appointed as Deputy Chief Election Officers for the 2018 General Local Elections.

CARRIED UNANIMOUSLY

**Joint Subdivision Application with Wicklow West Holdings for Qualicum River Estates**

18-217

It was moved and seconded that the Board approve the pursuit of a joint subdivision application by the Regional District of Nanaimo and Wicklow West Holdings at Qualicum River Estates that proposes to exchange and expand community and regional parkland in the area.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

It was moved and seconded that this meeting be adjourned.

TIME: 7:41 PM

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CHAIR

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CORPORATE OFFICER