

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

**Tuesday, June 26, 2018
7:00 P.M.
RDN Board Chambers**

In Attendance:	Director W. Veenhof	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 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. Westbroek	Town of Qualicum Beach
Regrets:	Director I. Thorpe	Vice Chair
	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
	W. Idema	Director of Finance
	D. Pearce	Director of Transportation & Emergency Services
	S. De Pol	Director of Water & Wastewater Services
	J. Hill	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.

The Chair welcomed Alternate Director Armstrong to the meeting.

APPROVAL OF THE AGENDA

18-218

It was moved and seconded that the agenda be approved, as amended, to include delegations, correspondence, new business, and a revised motion to go In Camera on the addendum.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Regular Board Meeting - May 22, 2018

18-219

It was moved and seconded that the minutes of the Regular Board meeting held May 22, 2018, be adopted.

CARRIED UNANIMOUSLY

DELEGATIONS - AGENDA ITEMS

Thomas Gates, re Item 5.1.8 - Zoning Amendment Application No. PL2018-013 - Pitt Road, Electoral Area 'H'

Thomas Gates shared concerns of the Area H Residents in opposition to rezoning and the effects of the marine outfall sewage treatment plan on the environment and asked the Board to not proceed with 1st and 2nd readings of Amendment Bylaw No. 500.420, 2018 and the Public Hearing.

CORRESPONDENCE

18-220

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

Bryan Holyk, Executive Director, Area H Rate Payers and Residents Association, re Item 5.1.8 - Zoning Amendment Application No. PL2018-013 - Pitt Road, Electoral Area 'H'

CARRIED UNANIMOUSLY

COMMITTEE MINUTES

18-221

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

Electoral Area Services Committee - June 12, 2018

Committee of the Whole - June 12, 2018

Arrowsmith Water Service Management Board - May 25, 2018

Transit Select Committee - May 24, 2018

Englishman River Water Service Management Board - May 22, 2018

Northern Community Economic Development Select Committee - May 17, 2018

CARRIED UNANIMOUSLY

COMMITTEE RECOMMENDATIONS

Electoral Area Services Committee

Cedar Community Association

18-222

It was moved and seconded that the grant application from Cedar Community Association for \$3,160.51 be approved.

CARRIED UNANIMOUSLY

Signage Strategy - Pilot Park

18-223

It was moved and seconded that Thelma Griffiths Community Park be considered as a pilot park for entrance and interpretive signage.

CARRIED UNANIMOUSLY

Tipple Community Board Quote

18-224

It was moved and seconded that the Regional District of Nanaimo Board consider the installation of a Regional District of Nanaimo communication board at the Cedar Plaza Tipple.

CARRIED UNANIMOUSLY

Development Permit and Temporary Use Permit Areas Standardization Project

18-225

It was moved and seconded that the draft development permit areas and temporary use permit areas be endorsed and First Nation, public and stakeholder consultation be initiated in accordance with the approved public consultation program for the Development permit and Temporary use permit Areas Standardization Project.

CARRIED UNANIMOUSLY

18-226

It was moved and seconded that the draft Temporary Use Permit Areas text be amended so that for the East Wellington - Pleasant Valley Official Community Plan Area, section 2 only applies to the Resource designation.

CARRIED UNANIMOUSLY

18-227

It was moved and seconded that consultation on the draft development permit areas seeks input on an additional exemption from the Farmland Protection Development Permit Area for existing small lots.

CARRIED UNANIMOUSLY

Development Variance Permit Application No. PL2018-055 - 609 Hawthorne Rise, Electoral Area 'G'

18-228

It was moved and seconded that the Board approve Development Variance Permit No. PL2018-055 to reduce the Other Lot Line setback subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED UNANIMOUSLY

Development Variance Permit Application No. PL2018-058 - 796 Mariner Way, Electoral Area 'G'

18-229

It was moved and seconded that the Board approve Development Variance Permit No. PL2018-058 to reduce the Interior Side Lot Line subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED UNANIMOUSLY

Zoning Amendment Application No. PL2017-202 - Pitt Road, Electoral Area 'H' - Amendment Bylaw 500.418, 2018 - First and Second Reading

18-230

It was moved and seconded that the Board receive the Summary of the Public Information Meeting held on April 9, 2018.

CARRIED UNANIMOUSLY

18-231

It was moved and seconded that the Board require the applicant to complete the conditions as set out in Attachment 2 as a condition of Amendment Bylaw No. 500.418 being adopted.

CARRIED UNANIMOUSLY

18-232

It was moved and seconded that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.418, 2018", be introduced and read two times.

CARRIED UNANIMOUSLY

18-233

It was moved and seconded that the public hearing for "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.418, 2018" be waived and notice of the Board's intent to consider third reading be given in accordance with Section 467 of the *Local Government Act*.

CARRIED UNANIMOUSLY

Zoning Amendment Application No. PL2018-013 - Pitt Road, Electoral Area 'H' - Amendment Bylaw 500.420, 2018 - First and Second Reading

18-234

It was moved and seconded that the Board receive the Summary of the Public Information Meeting held on May 16, 2018.

CARRIED UNANIMOUSLY

18-235

It was moved and seconded that the Board require the applicant to complete the conditions as set out in Attachment 2 as a condition of Amendment Bylaw No. 500.420 being adopted.

CARRIED UNANIMOUSLY

18-236

It was moved and seconded that “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.420, 2018”, be introduced and read two times.

CARRIED UNANIMOUSLY

18-237

It was moved and seconded that the Public Hearing on “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.420, 2018”, be delegated to Director Veenhof.

CARRIED UNANIMOUSLY

Liquor Licence Amendment Application No. PL2018-074 - 1548 Grafton Ave, Electoral Area ‘F’

18-238

It was moved and seconded that the Board consider submissions or comments from the public regarding Liquor Licence Amendment Application No. PL2018-074.

CARRIED UNANIMOUSLY

18-239

It was moved and seconded that the Board adopt the resolution pertaining to Liquor Licence Amendment Application No. PL2018-074 attached to this report as Attachment 2.

CARRIED UNANIMOUSLY

Standardization of Fire Halls

18-240

It was moved and seconded that the Standardization of Fire Halls Project be endorsed.

CARRIED UNANIMOUSLY

Development Cost Charges

18-241

It was moved and seconded that staff be directed to prepare a report on the use and collection of Development Cost Charges.

CARRIED UNANIMOUSLY

Committee of the Whole

District 69 Recreation Services Master Plan Report

18-242

It was moved and seconded that the D69 Recreation Services Master Plan Steering Committee work together with Regional District of Nanaimo staff and consultants to formulate a revised recreation facility development strategy for three top priority items as follows:

1. Minimum Ravensong Pool upgrade proposal to address critical current user concerns and define a low cost upgrade recommendation to move forward quickly with a referendum to proceed.
2. Minimum cost replacement of the old track at Ballenas Secondary School and a proposal for an 8 lane rubberized track and field facility at a future location.
3. Continuation and finalization of the centralized land purchase strategy as defined in the July 2006 Recreation Services Master Plan for Oceanside section 7.2.

CARRIED UNANIMOUSLY

18-243

It was moved and seconded that when the District 69 Recreation Commission and Regional District of Nanaimo Board are considering recreation infrastructure projects in the District 69 (Oceanside) area that they be informed by a financial analysis review process.

CARRIED UNANIMOUSLY

District 69 Youth Recreation Grants

18-244

It was moved and seconded that the following District 69 Youth Recreation Grant applications be approved:

- Bard to Broadway - youth theatre workshop facility rental - \$410
- Bard to Broadway - performing arts education series facility rental - \$1,180
- Kwalikum Secondary School - Dry Grad - \$1,000
- Oceanside Community Arts Council - summer camp supplies - \$1,000
- District 69 (Oceanside) Minor Softball Association - equipment - \$2,000
- Oceanside Track and Field Club - high jump mat - \$2,500
- Parksville Volleyball Club - Community play days, equipment, facility rental - \$2,500
- YoungLife Canada (Qualicum Beach) - food and supplies - \$750

Total - \$11,340

CARRIED UNANIMOUSLY

District 69 Community Recreation Grants

18-245

It was moved and seconded that the following District 69 Community Recreation Grant applications be approved:

- Arrowsmith Community Recreation Association - Food Skills for Families – \$1,000
- Arrowsmith Community Recreation Association - Coombs Candy Walk - \$2,243
- Errington Cooperative Preschool - art supplies and games - \$1,300
- Eswyn's Alpine and Rock Garden - signage - \$650
- Parksville Curling Club - Worksafe compliance/ammonia safety equipment - \$2,500
- Parksville Lions Club - Lions Club Free Skates at Oceanside Place - \$750
- Parksville Golden Oldies Sports Association (PGOSA) - 25th Anniversary active living video - \$1,000
- Parksville Senior Athletic Group (Slo-Pitch) - AED at Parksville Community Park - \$1,350
- Qualicum Beach Community Garden Society - materials for garden beds - \$2,126
- Qualicum Community Education and Wellness - family soccer program – \$1,500
- Town of Qualicum Beach - Select Committee on Family Day Celebration - pool rental - \$500

Total - \$14,919

CARRIED UNANIMOUSLY

Regional District of Nanaimo 2018-2022 Board Orientation

18-246

It was moved and seconded that the 2018-2022 Board Orientation be approved.

CARRIED UNANIMOUSLY

2019-2022 Strategic Planning Process

18-247

It was moved and seconded that the 2019 – 2022 Strategic Planning Process be endorsed.

CARRIED UNANIMOUSLY

2017 Annual Financial Report and Statement of Financial Information

18-248

It was moved and seconded that the 2017 Annual Financial Report and the Statement of Financial Information be approved as presented.

CARRIED UNANIMOUSLY

Quarterly Financial Report – First Quarter – 2018

18-249

It was moved and seconded that the financial report for the period January 1, 2018 to March 31, 2018 be received for information.

CARRIED UNANIMOUSLY

Regional Economic Development

18-250

It was moved and seconded that a meeting be organized with the organizations listed in Attachment 2 as amended to include: The Lighthouse Country Business Association, Gabriola Island Chamber of Commerce Economic Development and Tourism, Snaw-Naw-As First Nation, Snuneymuxw First Nation, Qualicum First Nation, Nanaimo Port Authority and Nanaimo Airport Authority, to consider the creation of a region-wide economic development service; and further

That to assist with the meeting, a background report that incorporates input from the other organizations be prepared addressing the current state of economic development in the Regional District of Nanaimo.

CARRIED UNANIMOUSLY

Biosolids Transportation Services Contract Award

18-251

It was moved and seconded that the Board award a two-year contract for Biosolids Transportation Services to DBL Disposal Services Ltd at an estimated value of \$162,000.

CARRIED UNANIMOUSLY

18-252

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 2 years if required.

CARRIED UNANIMOUSLY

Detailed Design Services for Chase River Force Main No. 1 Replacement and Pump Station Upgrades

18-253

It was moved and seconded that the Engineering Services contract for the detailed design of the Chase River Force Main No. 1 Replacement and Pump Station Upgrades Project be awarded to CH2M Hill Canada Limited for \$199,682 (excluding GST).

CARRIED UNANIMOUSLY

Solid Waste Management Plan Adoption

18-254

It was moved and seconded that the Solid Waste Management Plan be adopted and that the Plan be sent to the Minister of Environment & Climate Change Strategy for approval.

Opposed (2): Director Young, and Director Hong

CARRIED

Transit Radio Tower Occupancy Agreement

18-255

It was moved and seconded that the Regional District of Nanaimo enter into an agreement with the City of Nanaimo to allow the installation of Transit Services radio and auxiliary equipment on an existing tower and related building and provide hydro for \$1,200 annually for a five (5) year term commencing April 1, 2018 to March 31, 2023.

CARRIED UNANIMOUSLY

Coombs Fire Department Self Contained Breathing Apparatus Tender Award

18-256

It was moved and seconded that the Board award the Coombs-Hilliers Fire Department Self Contained Breathing Apparatus contract to Guillevin International at a cost of \$227,700.53 before taxes to be funded by the Coombs-Hilliers Fire Service capital reserve fund.

CARRIED UNANIMOUSLY

Transit Select Committee

2018 – 2019 Conventional and Custom Transit Annual Operating Agreement

18-257

It was moved and seconded that the Board approve the 2018/19 Conventional and Custom Transit Annual Operating Agreement with BC Transit.

CARRIED UNANIMOUSLY

18-258

It was moved and seconded that BC Transit provide the Transit Select Committee with a report detailing what BC Transit management fees cover, and the actual hours utilized in each area of service.

CARRIED UNANIMOUSLY

Route 40-VIU Express – Service Expansion

18-259

It was moved and seconded that the Board approve the improvement of weekday service on Route #40 – VIU express utilizing the January 2019 5,000 Hour Annual Conventional Transit Expansion.

CARRIED UNANIMOUSLY

\$1.00 Fare Analysis for Summer 2018

18-260

It was moved and seconded that the \$1.00 Fare Analysis for Summer 2018 report be received for information.

CARRIED UNANIMOUSLY

District of Lantzville Request for Free Transit for Minetown Day

18-261

It was moved and seconded that the Board approve the District of Lantzville's request for free transit services on the 11 Lantzville route for the Minetown Day event held on Saturday, September 8, 2018.

CARRIED UNANIMOUSLY

Englishman River Water Service Management Board

Englishman River Water Service Final 2018 - 2022 Budget Report

18-262

It was moved and seconded that the Regional District of Nanaimo adopt its portion of the Englishman River Water Service 2018 – 2022 Financial Plan as outlined in Table 2 attached to the May 15, 2018 report.

CARRIED UNANIMOUSLY

Northern Community Economic Development Select Committee

Northern Community Economic Development Summary Report Update

18-263

It was moved and seconded that the proposed changes to the Northern Community Economic Development (NCED) Application Form and Summary Report be approved.

CARRIED UNANIMOUSLY

Alternate Approaches to Funding Blade Runners

18-264

It was moved and seconded that staff prepare a report on alternate approaches to funding the Blade Runners program.

CARRIED UNANIMOUSLY

Northern Community Economic Development – Spring 2018 Proposals

18-265

It was moved and seconded that Lighthouse Country Business Association - Lighthouse Country Familiarization Tour - be awarded \$1,200.

CARRIED UNANIMOUSLY

18-266

It was moved and seconded that Lighthouse Country Business Association - Deep Bay Information Booth - be awarded \$4,700.

CARRIED UNANIMOUSLY

18-267

It was moved and seconded that Qualicum Beach Chamber of Commerce - Social Media Ninja - be awarded \$5,240.

CARRIED UNANIMOUSLY

18-268

It was moved and seconded that Qualicum Beach Streamkeepers Society - Seaside Nature Park "Brant Viewing Platform" - be awarded \$5,324 on the condition that it include indigenous history, arts and culture.

CARRIED UNANIMOUSLY

18-269

It was moved and seconded that Parksville and District Chamber of Commerce Mid Island Tech Forum Strategy - be awarded \$4,286.

CARRIED UNANIMOUSLY

18-270

It was moved and seconded that Community Futures Central Island - LEAP (Local Entrepreneurship Accelerator Program) - be awarded \$5,000.

CARRIED UNANIMOUSLY

18-271

It was moved and seconded that Innovation Island Technology Association - Tech Savvy Talk & Leaders Roundtable - be awarded \$4,250.

CARRIED UNANIMOUSLY

18-272

It was moved and seconded that Central Vancouver Island Job Opportunities Building Society - Blade Runners 2018-2019 - be awarded \$20,000.

CARRIED UNANIMOUSLY

REPORTS

Zoning Amendment Application No. PL2013-022 - 1720 Whibley Road, Electoral Area 'F' - Amendment Bylaw No. 1285.25, 2016 - Adoption; Manufactured Home Park Regulations Bylaw No. 1738, 2016 - Adoption

18-273

It was moved and seconded that the Board adopt "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.25, 2016".

CARRIED UNANIMOUSLY

18-274

It was moved and seconded that the Board adopt "Regional District of Nanaimo Electoral Area 'F' Manufactured Home Park Regulations Bylaw No. 1738, 2016".

CARRIED UNANIMOUSLY

A Bylaw to Secure Long Term Debt for the City of Nanaimo Fire Station #1

18-275

It was moved and seconded that the Board consent to the borrowing of \$3,235,354 from the Municipal Finance Authority of British Columbia over a 20 year term for the purpose of funding the City of Nanaimo's Fire Station #1 reconstruction project.

CARRIED UNANIMOUSLY

18-276

It was moved and seconded that “Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1774, 2018” be introduced and read three times.

CARRIED UNANIMOUSLY

18-277

It was moved and seconded that “Regional District of Nanaimo Security Issuing (City of Nanaimo) Bylaw No. 1774, 2018” be adopted.

CARRIED UNANIMOUSLY

District of Lantzville Official Community Plan Review

18-278

It was moved and seconded that the Board receive the District of Lantzville Official Community Plan Bylaw Referral.

CARRIED UNANIMOUSLY

18-279

It was moved and seconded that the District of Lantzville be advised that an amendment to the Regional Context Statement is required to be submitted to the Regional District of Nanaimo Board for approval.

CARRIED UNANIMOUSLY

18-280

It was moved and seconded that the District of Lantzville be advised that an amendment to the Regional Growth Strategy is required to recognize the changes to the Growth Containment Boundary within the Official Community Plan.

CARRIED UNANIMOUSLY

Green Infrastructure Fund - Project Endorsement

18-281

It was moved and seconded that the Board endorse the following projects for submission under the Green Infrastructure – Environmental Quality Program, with a commitment to contribute the Regional District of Nanaimo's share of the project costs:

- French Creek Pollution Control Centre Expansion.
- Chase River Forcemain Replacement.
- Nanoose Bay Wastewater Upgrades.
- Regional District of Nanaimo Transit Exchange.
- Water Governance.
- French Creek Water Service Upgrades.

CARRIED UNANIMOUSLY

San Pareil Water Service Area – UV Disinfection Upgrades Project Change Order Approval

18-282

It was moved and seconded that the Board approve the scope change request to integrate the remote control SCADA system of the San Pareil Water Service, as per the attached Contemplated Change Order #1, for a total of \$133,638.43 (excluding GST).

CARRIED UNANIMOUSLY

18-283

It was moved and seconded that the Board authorize the payment to Koers & Associates Engineering Ltd. of additional fees of up to \$35,000 for engineering and contract management associated with Change Order #1 above.

CARRIED UNANIMOUSLY

NEW BUSINESS

Regional District of Nanaimo Utility Billing Discount Date

18-284

It was moved and seconded that staff be directed to extend the Utility Billing Discount Date for the 2018 spring billing from July 9 to July 16 to ensure four weeks is provided for Regional District of Nanaimo utility customers to obtain applicable discounts and to offset the delay that occurred with the Regional District of Nanaimo's mail processing vendor.

CARRIED UNANIMOUSLY

IN CAMERA

18-285

It was moved and seconded that pursuant to Sections 90 (1) (d), (e), (k) and (m) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to security of the property of the municipality, the acquisition of land or improvements, 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: 7:58 PM

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 8:07 PM

CHAIR

CORPORATE OFFICER