

**REGIONAL DISTRICT OF NANAIMO  
MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING**

**Tuesday, July 10, 2018  
3:02 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 G. Fuller	City of Nanaimo
	Director J. Hong	City of Nanaimo
	Director B. Yoachim	City of Nanaimo
	Alternate	
	Director M. Beil	City of Parksville
	Director K. Oates	City of Parksville
	Director B. Colclough	District of Lantzville
	Director T. Westbroek	Town of Qualicum Beach
Regrets:	Director M. Lefebvre	City of Parksville
	Director J. Kipp	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
	W. Idema	A/Gen. Mgr. Corporate Services
	T. Osborne	Gen. Mgr. Recreation & Parks
	S. De Pol	Director of Water and Wastewater Services
	D. Pearce	Director of Transportation & Emergency Services
	T. Armet	Manager of Building and Bylaw Services
	P. Thompson	Manager of Long Range Planning
	T. Mayea	A/Mgr. Administrative Services
	S. Commentucci	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**

**Regular Committee of the Whole Meeting - June 12, 2018**

It was moved and seconded that the minutes of the Regular Committee of the Whole meeting held June 12, 2018, be adopted.

CARRIED UNANIMOUSLY

**PRESENTATION**

**Academic Award of Honour from Capilano University, presented to Manvir Manhas, Manager, Capital & Financial Reporting.**

Chair Veenhof presented Manvir Manhas, Manager, Capital Accounting & Financial Reporting with a certificate of completion for the Local Government Administration Program as well as the Academic Award of Honour for 2018 from Capilano University. He thanked her for her hard work and commitment to the Regional District of Nanaimo and congratulated her on receiving the award.

**COMMITTEE MINUTES**

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

District 69 Recreation Commission - June 21, 2018

CARRIED UNANIMOUSLY

**CORPORATE SERVICES**

**Legal Services Standing Offers Award 2018**

It was moved and seconded that the Regional District of Nanaimo enter into standing offer agreements with Lidstone & Company and Young Anderson for the provision of routine legal services, including construction law advice.

CARRIED UNANIMOUSLY

It was moved and seconded that the Regional District of Nanaimo enter into standing offer agreements with Harris & Company and Lidstone & Company for the provision of routine legal services for Employment and Labour Law.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board authorize the Chief Administrative Officer to engage alternate legal services providers when required.

CARRIED UNANIMOUSLY

## **STRATEGIC AND COMMUNITY DEVELOPMENT**

### **Consultation Plan – Focused Regional Growth Strategy Review**

It was moved and seconded that the Board adopt the Consultation Plan for the Focused Regional Growth Strategy Review.

CARRIED UNANIMOUSLY

### **2017 Regional Growth Strategy Annual Report - Implementation and Progress**

It was moved and seconded that the 2017 Regional Growth Strategy Annual Report – Implementation and Progress, be endorsed.

CARRIED UNANIMOUSLY

It was moved and seconded that a letter be sent to the Minister of Municipal Affairs and Housing to request that the Community Energy and Emissions Inventory data be updated.

CARRIED UNANIMOUSLY

It was moved and seconded that the Regional Growth Strategy policies relating to affordable housing be included in the approved Focused Regional Growth Strategy Review.

CARRIED UNANIMOUSLY

### **Bylaw Dispute Adjudication System**

It was moved and seconded that the Board endorse a Bylaw Dispute Adjudication System.

Opposed (1): Director Fell

CARRIED

It was moved and seconded that the Board direct the preparation of bylaws, policies and agreements for the implementation of the Bylaw Dispute Adjudication System provided for in the *Local Government Bylaw Notice Enforcement Act*, for the Board's approval.

Opposed (1): Director Fell

CARRIED

It was moved and seconded that the Board direct staff to work with Court Services Branch, Ministry of Attorney General to request the Lieutenant Governor in Council of the Province of British Columbia enact a Regulation under Section 29 of the *Local Government Bylaw Notice Enforcement Act*, applying the Act to the Regional District of Nanaimo.

Opposed (1): Director Fell

CARRIED

## **REGIONAL AND COMMUNITY UTILITIES**

### **Water System Risk Management Plan**

It was moved and seconded that staff be directed to report back upon the completion of the Water System Risk Management Plan.

CARRIED UNANIMOUSLY

### **Nanoose Bay Peninsula Pumpstation – Construction Contract Award**

It was moved and seconded that the Board award the construction contract for the Nanoose Bay Peninsula Pump Station to Windley Construction Ltd. for \$1,713,119.00 (excluding GST).

CARRIED UNANIMOUSLY

It was moved and seconded that the Board approve the addition of \$375,000 to the project budget.

CARRIED UNANIMOUSLY

### **Detailed Design Services for French Creek Pollution Control Centre Stage 4 Expansion Project and Odour Control Upgrades**

It was moved and seconded that the Board award the Engineering Services contract for the detailed design, tendering and construction services for the French Creek Pollution Control Centre Stage 4 Expansion Project and Odour Control Upgrades to AECOM for \$2,506,980 (excluding GST).

CARRIED UNANIMOUSLY

**Bowser Village Centre Wastewater Project Update**

It was moved and seconded that the report be received for information.

CARRIED UNANIMOUSLY

**Bowser Village Sanitary Sewer Service Rates and Regulations Bylaw No. 1773, 2018**

It was moved and seconded that “Bowser Village Sanitary Sewer Service Rates and Regulations Bylaw No. 1773, 2018” be read three times and adopted.

CARRIED UNANIMOUSLY

**TRANSPORTATION AND EMERGENCY PLANNING SERVICES**

**Boundary Expansion – Bow Horn Bay Fire Protection Area**

It was moved and seconded that “Bow Horn Bay Fire Protection Service Amendment Bylaw No. 1385.09, 2018” be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED UNANIMOUSLY

**Boundary Expansion – Dashwood Fire Protection Service**

It was moved and seconded that “Dashwood Fire Protection Service Amendment Bylaw No. 964.06, 2018” be introduced and read three times.

CARRIED UNANIMOUSLY

**NEW BUSINESS**

**Directors' Roundtable**

Directors provided updates to the Board.

**IN CAMERA**

It was moved and seconded that pursuant to Section 90 (1) (k) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to the provision of a proposed service.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

TIME: 4:20 PM

CARRIED UNANIMOUSLY

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CHAIR