

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, NOVEMBER 25, 2014 AT 7:00 PM IN THE  
RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	Chairperson
Director D. Brennan	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director J. de Jong	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director G. Anderson	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director T. Greves	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach

Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
J. Harrison	Director of Corporate Services
T. Moore	A/Director of Finance
R. Alexander	Gen. Mgr. Regional & Community Utilities
G. Garbutt	Gen. Mgr. Strategic & Community Development
T. Osborne	Gen. Mgr. Recreation & Parks
D. Trudeau	Gen. Mgr. Transportation & Solid Waste
J. Hill	Mgr. Administrative Services
M. O'Halloran	Legislative Coordinator
N. Tonn	Recording Secretary

## **CALL TO ORDER**

The Chairperson called the meeting to order.

The Chairperson recognized the Coast Salish Nations whose traditional territory the meeting takes place, and acknowledged Chief David Bob of the Snaw-Naw-As and noted the strong ties between the Regional District of Nanaimo and the Snaw-Naw-As.

Chief Bob welcomed the Board and noted that both the Regional District of Nanaimo and the Snaw-Naw-As are working in unison for the people they represent.

## **DELEGATIONS**

### **AJ Hustins and Sasha Angus, Nanaimo Economic Development Corporation, re NEDC Activities in the RDN.**

Mr. Angus of the Nanaimo Economic Development Corporation presented a visual and verbal update of activities under the umbrella of the Corporation within the Regional District of Nanaimo. Mr. Hustins was unable to attend the meeting.

### **Rita Taylor, Manna Homeless Society, re Request for Funding from the Homelessness Reserve Fund.**

Ms. Taylor of the Manna Homeless Society provided a history and overview of the non-profit Society including their mission and the geographical area within the Regional District of Nanaimo the Society serves. A request for funding was brought forward for the Board's consideration.

## **LATE DELEGATIONS**

14-771 MOVED Director Kipp, SECONDED Director Young, that late delegations be permitted to address the Board.

CARRIED

### **Dave Hammond, Nanaimo Organic Waste Ltd., re Organic Waste Processing Agreement Amendment.**

Mr. Hammond presented an update on the improvements made to the Nanaimo Organic Waste's facility to meet the concerns of residents and the Regional District of Nanaimo and requested the Board approve the Agreement amendment.

### **Joyce Hedges, Kevan Griffith, and Debra Librock, First Unitarian Fellowship of Nanaimo, re Capacity Building to End Homelessness Reserve Fund Funding Request – Cold Wet Weather Shelter and Housing Placement Program.**

Ms. Librock introduced Mr. Kevan Griffith, operator of the Cold Wet Weather Shelter and Housing Placement Program, who provided an overview of the importance of having shelters available to homeless individuals in the rural as well as the urban areas, and put forward a request for funding to aid in this mission.

## **BOARD MINUTES**

### **Minutes of the Regular Board meeting held Tuesday, October 28, 2014.**

14-772 MOVED Director Holme, SECONDED Director Fell, that the minutes of the Regular Board meeting held Tuesday, October 28, 2014 be adopted.

CARRIED

**COMMUNICATION/CORRESPONDENCE**

**Christy Clark, BC Premier re Meetings at 2014 UBCM Convention.**

- 14-773 MOVED Director Brennan, SECONDED Director Bestwick, that the correspondence from Christy Clark, BC Premier, regarding meetings at the 2014 Union of BC Municipalities Convention be received.

CARRIED

**Mary Polak, BC Minister of Environment, re RDN Liquid Waste Management Plan Amendment dated January 2014.**

- 14-774 MOVED Director Brennan, SECONDED Director Bestwick, that the correspondence from Mary Polak, BC Minister of Environment, regarding the Regional District of Nanaimo Liquid Waste Management Plan be received.

CARRIED

**Todd Stone, BC Minister of Transportation and Infrastructure, re Playground Zone Signs.**

- 14-775 MOVED Director Brennan, SECONDED Director Bestwick, that the correspondence from Todd Stone, BC Minister of Transportation and Infrastructure, regarding playground zone signs be received.

CARRIED

**Jordan Sturdy, Ministry of Transportation and Infrastructure, re Thank You for Your Input.**

- 14-776 MOVED Director Brennan, SECONDED Director Bestwick, that the correspondence from Jordan Sturdy, Parliamentary Secretary to the Minister of Transportation and Infrastructure, regarding the Board's input into the Vancouver Island component of BC on the Move and the Ministry's Ten Year Transportation Plan be received.

CARRIED

**Bert van Dalfsen, Strengthening Farming Program, Ministry of Agriculture, re Agricultural Advisory Committee Workshop.**

- 14-777 MOVED Director Brennan, SECONDED Director Bestwick, that the correspondence from Bert van Dalfsen, Strengthening Farming Program, Ministry of Agriculture, regarding the Agricultural Advisory Committee workshop be received.

CARRIED

**Rona Ambrose, Federal Minister of Health, re Funding Request for Drinking Water Supply.**

- 14-778 MOVED Director Brennan, SECONDED Director Bestwick, that the correspondence from Rona Ambrose, Federal Minister of Health, regarding a funding request for Drinking Water Supply be received.

CARRIED

**John Craig, Nanaimo Airport Commission, re Nanaimo Airport Expansion Projects, Phase 1.**

- 14-779 MOVED Director Brennan, SECONDED Director Bestwick, that the correspondence from John Craig, Nanaimo Airport Commission, regarding Nanaimo Airport Expansion Projects, Phase 1 be received.

CARRIED

**Greta Taylor, re Proposed Medical Marihuana Facility in Deep Bay – Area ‘H’.**

- 14-780 MOVED Director Brennan, SECONDED Director Bestwick, that the correspondence from Greta Taylor, regarding the Proposed Medical Marihuana Facility in Deep Bay – Area ‘H’ be received.  
CARRIED

**Jerry Flynn, re Proposed Medical Marihuana Facility in Deep Bay – Area ‘H’.**

- 14-781 MOVED Director Brennan, SECONDED Director Bestwick, that the correspondence from Jerry Flynn, regarding the Proposed Medical Marihuana Facility in Deep Bay – Area ‘H’ be received.  
CARRIED

**Dave Hammond, Nanaimo Organic Waste Ltd., re Processing Fee Increase – Nanaimo Organic Waste Ltd. – Supplement to Report “Organic Waste Processing Agreement Amendment”.**

- 14-782 MOVED Director Brennan, SECONDED Director Bestwick, that the correspondence from Dave Hammond, Nanaimo Organic Waste Ltd., regarding a processing fee increase be received.  
CARRIED

**UNFINISHED BUSINESS**

**BYLAW ADOPTION**

**Bylaws No. 1004.07, 1445.05 and 1521.02 – Cedar and Duke Point Sewer Boundary Amendment – 1965 Walsh Road and 1812 Cedar Road, Electoral Area ‘A’.**

- 14-783 MOVED Director McPherson, SECONDED Director Young, that “Duke Point Sewer Service Amendment Bylaw No. 1004.07, 2014” be adopted.  
CARRIED
- 14-784 MOVED Director McPherson, SECONDED Director Young, that “Cedar Sewer Service Amendment Bylaw No. 1445.05, 2014” be adopted.  
CARRIED
- 14-785 MOVED Director McPherson, SECONDED Director Young, that “Cedar Sewer Small Residential Properties Capital Financing Service Amendment Bylaw No. 1521.02, 2014” be adopted.  
CARRIED

**STANDING COMMITTEE, SELECT COMMITTEE AND COMMISSION MINUTES & RECOMMENDATIONS**

**ELECTORAL AREA PLANNING STANDING COMMITTEE**

**Minutes of the Special Electoral Area Planning Committee meeting held Tuesday, October 14, 2014.**

- 14-786 MOVED Director Holme, SECONDED Director Fell, that the minutes of the Special Electoral Area Planning Committee meeting held Tuesday, October 14, 2014 be received for information.  
CARRIED

**Ministry of Agriculture’s Draft Bylaw Standard Guide for Medical Marihuana Production in the Agricultural Land Reserve.**

- 14-787 MOVED Director Holme, SECONDED Director McPherson, that the Board receive this report for information.  
CARRIED

14-788 MOVED Director Holme, SECONDED Director McPherson, that staff provide correspondence to Health Canada requesting its thorough evaluation of such issues as traffic and security impacts, potential for ground and surface water contamination, wastewater discharge and aquifer impacts when considering Medical Marihuana Production Regulation applications on Agriculture Land Reserve land within the Regional District of Nanaimo.

CARRIED

14-789 MOVED Director Holme, SECONDED Director McPherson, that staff respond to the Ministry of Agriculture's request for comments on draft criteria for developing local government bylaws regarding medical marihuana production in the Agriculture Land Reserve with the following requests:

- a) that the criteria provide clarity with regard to provisions available only to municipalities and those available to regional districts.
- b) that the criteria provide clarity on which provisions are only available to local governments through approved Farm Bylaws.
- c) that the "Guide for Bylaw Development in Farming Areas" provide clarity with regard to Provincial and Federal regulations that apply to medical marihuana production in the Agriculture Land Reserve.
- d) that the Ministry of Agriculture include guidance specific to the production of medical marihuana in the Ministry's 'Farm Practice Reference Guide'.
- e) that the Ministry of Agriculture recognize the uniquely industrial character of medical marihuana production facilities and that regulating bylaws be allowed to include provisions to:
  - 1) Prove that there is sufficient on site water to meet the needs of the facility.
  - 2) Install a proper facility to treat waste.
  - 3) Prove that the infrastructure of roads and power is sufficient to service the site without upgrades.
  - 4) Meet standards for the zero emissions claimed in the discussion paper. At the very least, the Provincial Government should be taken up on its offer in the Discussion Paper that a similar standard to that used in on-farm mushroom composting could be developed for odours with respect to the production of medical marihuana.
  - 5) Prove that fire and police facilities are close enough to meet safety concerns.
- f) that the Province harmonize its siting regulations in accordance with Health Canada Guidelines.

CARRIED

**SCHEDULED STANDING, ADVISORY, AND SELECT COMMITTEES**

**Electoral Area 'A' Parks, Recreation, and Culture Commission.**

**Minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, September 17, 2014.**

Director McPherson noted an error (page 91) on the minutes regarding Morden Mine funding. The amount should be \$1,000.

- 14-790 MOVED Director McPherson, SECONDED Director Brennan, that the minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, September 17, 2014 be received for information.

CARRIED

**Electoral Area 'H' Parks and Open Space Advisory Committee.**

**Minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held Wednesday, October 15, 2014.**

- 14-791 MOVED Director Veenhof, SECONDED Director Houle, that the minutes of the Electoral Area 'H' Parks and Open Space Advisory Committee meeting held Wednesday, October 15, 2014 be received for information.

CARRIED

**Agricultural Advisory Committee.**

**Minutes of the Agricultural Advisory Committee meeting held Friday, October 17, 2014.**

- 14-792 MOVED Director Fell, SECONDED Director Ruttan, that the minutes of the Agricultural Advisory Committee meeting held Friday, October 17, 2014 be received for information.

CARRIED

**Grants-in-Aid Advisory Committee.**

**Minutes of the Grants-in-Aid Advisory Committee meeting held Wednesday, October 22, 2014.**

- 14-793 MOVED Director Houle, SECONDED Director Young, that the minutes of the Grants-in-Aid Committee meeting held Wednesday, October 22, 2014 be received for information.

CARRIED

**District 68.**

- 14-794 MOVED Director Young, SECONDED Director Anderson, that Grant-in-Aid funds for District 68 be awarded to the following applicant:

Gabriola Arts Council – Materials for the Fifth Annual Isle of the Arts Festival.	2,000
<b>Total</b>	<b>\$2,000</b>

CARRIED

- 14-795 MOVED Director Young, SECONDED Director Anderson, that the remaining District 68 funds in the amount of \$966.00 be carried forward to the 2015 Spring Grants-in-Aid budget.

CARRIED

**District 69.**

14-796 MOVED Director Willie, SECONDED Director Veenhof, that Grant-in-Aid funds for District 69 be awarded to the following applicants:

BC SPCA Parksville / Qualicum Beach Branch – Spay / Neuter Program	1,000.00
Lighthouse Community Centre – Chair Replacement for Hall	2,814.40
Lighthouse Country Marine Rescue Society – 2 Day on the Water SARex Exercise Training	4,926.40
North Island Wildlife Recovery Association – Signage and Display Boards for a Mobile Display Trailer and / or Upgrades to Eagle Flight Cage	2,500.00
<b>Total</b>	<b>\$11,240.80</b>

CARRIED

**Emergency Management Select Committee.**

**Minutes of the Emergency Management Select Committee Meeting held Tuesday, October 28, 2014.**

14-797 MOVED Director Fell, SECONDED Director Ruttan, that the minutes of the Emergency Management Select Committee meeting held Tuesday, October 28, 2014 be received for information.

CARRIED

**Overview of the Emergency Table Top Exercise Held April 25, 2014.**

14-798 MOVED Director Veenhof, SECONDED Director Houle, that the Overview of the Emergency Table Top Exercise held April 25, 2014 report be received for information.

CARRIED

**Emergency Operations Center Notification and Activation System.**

14-799 MOVED Director Holme, SECONDED Director Fell, that the report on the Emergency Operations Center Notification and Activation System be received and that staff be directed to investigate the feasibility of implementing an automated mass notification system in the Regional District of Nanaimo and report back on available options for the Board’s consideration.

CARRIED

**BC Ferry Authority – Nomination to Board of Directors.**

14-800 MOVED Director Ruttan, SECONDED Director Johnstone, that Randolph Morriss be nominated to the BC Ferry Authority Board of Directors for a term commencing April 1, 2015.

CARRIED

**ADMINISTRATOR’S REPORTS**

**Operating Results for the Period Ending September 30, 2014.**

14-801 MOVED Director Holme, SECONDED Director Johnstone, that the summary report of financial results from operations to September 30, 2014 be received for information.

CARRIED

**Electoral Area 'F' Community Parks Amendment Bylaw 804.07.**

- 14-802 MOVED Director Fell, SECONDED Director Ruttan, that the Bylaw to amend the purpose of the "Electoral Area 'F' Community Parks Local Service Bylaw No. 804.07, 2014" be introduced and read three times as attached on Appendix 1.

CARRIED

**Community Parks and Trails Select Committee – Terms of Reference.**

- 14-803 MOVED Director McPherson, SECONDED Director Fell, that this item be referred back to staff until such time as all the Electoral Area Directors can meet on this subject.

CARRIED

**District of Lantzville Service Agreements 2015/16.**

- 14-804 MOVED Director de Jong, SECONDED Director Young, that the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Animal Control beginning January 1, 2015 and ending December 31, 2016, be approved.

CARRIED

- 14-805 MOVED Director de Jong, SECONDED Director Young, that the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Building Inspection beginning January 1, 2015 and ending December 31, 2016, be approved.

CARRIED

- 14-806 MOVED Director de Jong, SECONDED Director Young, that the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Bylaw Enforcement beginning January 1, 2015 and ending December 31, 2016, be approved.

CARRIED

- 14-807 MOVED Director de Jong, SECONDED Director Young, that the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Emergency Planning beginning January 1, 2015 and ending December 31, 2016, be approved.

CARRIED

- 14-808 MOVED Director de Jong, SECONDED Director Young, that the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for GIS and Mapping Services beginning January 1, 2015 and ending December 31, 2016, be approved.

CARRIED

**Capacity Building to End Homelessness Reserve Fund Funding Request – Cold Wet Weather Shelter and Housing Placement Program.**

- 14-809 MOVED Director Brennan, SECONDED Director McPherson, that the Regional District of Nanaimo Board allocate \$39,680 from the Capacity Building to End Homelessness Reserve Fund to the First Unitarian Fellowship of Nanaimo to operate a Cold Wet Weather Shelter and Housing Placement Program.

CARRIED

- 14-810 MOVED Director Brennan, SECONDED Director McPherson, that the Regional District of Nanaimo write a letter of support for the First Unitarian Fellowship of Nanaimo to assist them in seeking out other sources of funding.

CARRIED



- 14-811 MOVED Director Lefebvre, SECONDED Director Brennan, that a letter be sent to Island Health requesting that more funding be available to homelessness organizations as the need for such service is continually growing.

CARRIED

**Capacity Building to End Homelessness Reserve Fund Funding Request – Manna Homeless Society.**

- 14-812 MOVED Director Veenhof, SECONDED Director Houle, that the Regional District of Nanaimo Board allocate \$22,320 from the Capacity Building to End Homelessness Reserve Fund to Manna Homeless Society to cover expenses for food and emergency supplies provided to the homeless of the Oceanside community.

CARRIED

- 14-813 MOVED Director Veenhof, SECONDED Director Houle, that the Regional District of Nanaimo write a letter of support for the Manna Homeless Society to assist them in seeking out other sources of funding.

CARRIED

**Organic Waste Processing Agreement Amendment.**

- 14-814 MOVED Director Brennan, SECONDED Director McPherson, that the Board receive this report and ratify the amended service contract.

CARRIED

**Liquid Waste Management Plan Amendment Approval.**

- 14-815 MOVED Director Holme, SECONDED Director Ruttan, that the Board receive the letter dated October 30, 2014 for information in which the Minister of Environment approves the Regional District of Nanaimo 's January 2014 Liquid Waste Management Plan Amendment.

CARRIED

- 14-816 MOVED Director Holme, SECONDED Director Ruttan, that the Board approve the Liquid Waste Monitoring Committee Terms of Reference.

CARRIED

**Nanoose Bay Peninsula Water Service Development Cost Charge Bylaw No. 1715.**

This item has been deferred.

**Bylaws No. 813.53, 869.10, 889.69, and 1021.11 – Petition Requests from Two Electoral Area ‘G’ and One Electoral Area ‘E’ Property Owners to be included in Sewer and Streetlighting Service Areas.**

- 14-817 MOVED Director Holme, SECONDED Director Lefebvre, that "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.53, 2014" be introduced and read three times.

CARRIED

- 14-818 MOVED Director Holme, SECONDED Director Veenhof, that "Morningstar Streetlighting Local Service Boundary Amendment Bylaw No. 869.10, 2014" be introduced and read three times.

CARRIED

- 14-819 MOVED Director Holme, SECONDED Director Veenhof, that "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.69, 2014" be introduced and read three times.

CARRIED

- 14-820 MOVED Director Holme, SECONDED Director Veenhof, that “Pacific Shores Sewer Local Service Boundary Amendment Bylaw No. 1021.11, 2014” be introduced and read three times.

CARRIED

**Report of Election Results – 2014 Local Government Elections.**

- 14-821 MOVED Director Veenhof, SECONDED Director Houle, that the 2014 official election results be received for information.

CARRIED

- 14-822 MOVED Director Veenhof, SECONDED Director Houle, that “Nanoose Bay Peninsula Water Service Area Capital Improvements Loan Authorization Bylaw No. 1714, 2014” be adopted.

CARRIED

- 14-823 MOVED Director Veenhof, SECONDED Director Houle, that “Northern Community Marine Search and Rescue Contribution Service Establishment Bylaw No. 1706, 2014” be adopted.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**Agricultural Advisory Committee Workshop.**

- 14-824 MOVED Director Johnstone, SECONDED Director Fell, that the board approve sending one volunteer Agricultural Advisory Committee member to the Provincial Agricultural Advisory Committee Workshop in February 2015 and refer the matter of member selection and registration to the Agricultural Advisory Committee.

CARRIED

**NEW BUSINESS**

**Witness Blanket – a National Monument to Commemorate the Indian Residential School Era.**

- 14-825 MOVED Director Houle, SECONDED Director Veenhof, that the Regional District of Nanaimo provide financial contribution of \$5,500.00, to be included as an additional item in the 2015 Regional Grants in Aid budget, to hosting the display of the *Witness Blanket – A National Monument to Commemorate the Indian Residential School Era* project in partnership with Vancouver Island University.

CARRIED

**2729 Parker Road Well.**

- 14-826 MOVED Director Holme, SECONDED Director Young, that the Regional District of Nanaimo Board direct staff to establish a mechanism to allow residents whose wells are demonstrated to have been significantly impaired by Regional District of Nanaimo operation of the well at 2729 Parker Road, to be brought into the Nanoose Bay Peninsula Water Service Area without a connection fee.

CARRIED

**Future Acquisition of Regional Parkland at the Notch.**

- 14-827 MOVED Director Holme, SECONDED Director Lefebvre, that \$50,000 be dedicated from the Electoral Area ‘E’ Cash In Lieu of Parkland Reserve Fund for the future acquisition of regional parkland at the Notch, referred to by the Snaw-Naw-As First Nation as Qwiyulaas (The Look Out).

CARRIED

**Request for Expansion of Wembley Road.**

- 14-828 MOVED Director Holme, SECONDED Director Veenhof, that the Ministry of Transportation and Infrastructure be requested to expand Wembley Road in Electoral Area 'G' to allow for a 1.5 metre wide paved shoulder for the Southbound lane (Wright Road to City of Parksville boundary) and for the Northbound lane (City of Parksville boundary to Wright Road) to provide for safer passage for pedestrian and cycling use within the road allowance.

CARRIED

**Acknowledgement of New Electoral Area 'E' Director.**

Director Holme introduced Mr. Bob Rogers, the newly elected Director for Electoral Area 'E', and asked the Regional District of Nanaimo Board to welcome him.

**Nanaimo Airport Commission.**

- 14-829 MOVED Director McPherson, SECONDED Director Johnstone, that given the importance of the Nanaimo Airport in the region as a growing transportation hub and economic driver, the Regional District of Nanaimo provide a letter of support to the Nanaimo Airport Commission for their application to the Federal New Building Canada Fund to receive \$11 million for the Phase 1 Terminal Expansion Project.

CARRIED

**Acknowledgement of Outgoing Board Members.**

The Chairperson presented a framed photograph to Director Holme, in recognition of his many years as a member of the Regional District of Nanaimo Board, noting many of the contributions Director Holme made during his political career.

Director Lefebvre also presented a gift to Director Holme from the City of Parksville.

Presentations were made to Directors Anderson, Willie, de Jong, Ruttan, Greves, Johnstone and Brennan as outgoing members of the Regional District of Nanaimo Board.

**IN CAMERA**

- 14-830 MOVED Director Holme, SECONDED Director Young, that pursuant to Sections 90 (1) (c), (e), and (i) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to labour relations, land acquisition, and solicitor-client privilege.

CARRIED

TIME: 8:43 PM

**ADJOURNMENT**

14-831 MOVED Director Holme, SECONDED Director Young, that this meeting terminate.

CARRIED

TIME: 8:58 PM

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CHAIRPERSON

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CORPORATE OFFICER