

**REGIONAL DISTRICT OF NANAIMO  
EXECUTIVE COMMITTEE MEETING  
AGENDA**

**Tuesday, May 23, 2017**

**5:30 P.M.**

**RDN Committee Room**

	<b>Pages</b>
<b>1. CALL TO ORDER</b>	
<b>2. APPROVAL OF THE AGENDA</b>	
<b>3. ADOPTION OF THE MINUTES</b>	
<b>3.1 Executive Committee Meeting – February 7, 2017</b>	<b>3-5</b>
That the minutes of the Executive Committee meeting held February 7, 2017 be adopted.	
<b>4. REPORTS</b>	
<b>4.1 Board Policy Update</b>	<b>6-12</b>
1. That the following policies be repealed:	
<ul style="list-style-type: none"><li>• A1.4 Counter Petition Process</li><li>• A1.12 Lease Agreements on RDN Owned or Leased Property</li><li>• A1.13 Freedom of Information &amp; Protection of Privacy Principles</li><li>• A1.14 Appointments to RDN Advisory Committees and Commissions</li><li>• A1.22 Legal Services</li><li>• A1.25 Regional Services Review Guiding Principles</li><li>• A1.29 Bylaws Not Requiring Inspector Approval</li><li>• A2.3 Acceptance of Donations</li><li>• A2.10 Administration Fees</li><li>• A3.1 Statutory Holiday</li><li>• A3.13 Short &amp; Long Term Sick Leave Plan - Management/Excluded Staff</li><li>• A4.1 AIDS (Acquired Immune Deficiency Syndrome)</li><li>• B1.1 Delegates to Public Hearings</li><li>• B1.2 Submission Requirements for Non-Serviced (Water) Development Applications</li><li>• B1.15 Expression of Parcel Areas in RDN Regulatory Bylaws</li><li>• B2.2 Inclusion of New Subdivisions Within Building Inspection Service Area</li><li>• B4.1 Use and Maintenance of Generators at Designated Emergency Reception Centres</li><li>• C1.1 RDN Tree Management in Parks</li><li>• C2.1 Recreation Fees &amp; Charges</li></ul>	

2. That the following policies be converted from Board Policy to CAO Policy and referred to staff:
  - A1.2 Distribution of Agendas
  - B1.17 Green Housekeeping Program
  - B1.18 Plug-in Hybrid Electric Vehicles
  - C3.1 Use of Buses for Special Events
  - C3.2 Distribution of Complimentary & Reduced Fare Products
  - C3.3 Use of RDN Buses During an Emergency or Disaster
3. That Board policies identified in Attachment 1 as requiring amendment be presented to the Board for consideration at future meetings.

#### **4.2 Committees Review**

**13-29**

1. That the Sustainability Select Committee be dissolved and such matters be considered by the Committee of the Whole.
2. That the Terms of Reference for the Drinking Water & Watershed Protection Technical Advisory Committee be amended to indicate that the Committee will “provide recommendations to the Board through the Committee of the Whole”.
3. That the Emergency Management Select Committee be dissolved and such matters be considered by the Electoral Area Services Committee.
4. That the Fire Services Advisory Committee be dissolved and such matters be considered by the Electoral Area Services Committee.
5. That in camera matters only be considered by a commission or an advisory body when referred to that body by the Board.
6. That Committee of the Whole meetings commence at 4:00 p.m.
7. That Board meetings commence at 4:00 p.m.
8. That web streaming meetings be considered for inclusion in the 2018 Operational Plan and Budget.
9. That staff be directed to draft the necessary amendments to the Board Procedure Bylaw to reflect these changes.

#### **5. IN CAMERA**

*That pursuant to section 90(1)(c) of the Community Charter the Committee proceed to an In Camera Meeting for discussions related to labour relations or other employee relations.*

#### **6. ADJOURNMENT**

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY, FEBRUARY 7, 2017 AT 2:30 PM IN THE  
COMMITTEE ROOM**

**In Attendance:**

Director W. Veenhof	Chairperson
Director I. Thorpe	City of Nanaimo
Director J. Stanhope	Electoral Area G
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director B. Bestwick	City of Nanaimo
Director M. Lefebvre	City of Parksville

**Regrets:**

Director W. Pratt	City of Nanaimo
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**Also in Attendance:**

Director B. Rogers	Electoral Area E
P. Carlyle	Chief Administrative Officer
J. Harrison	Director, Corporate Services
W. Idema	Director, Finance
J. Hill	Manager, Administrative Services

## CALL TO ORDER

The Chairperson called the meeting to order at 2:25pm.

## ADMINISTRATION

### Board Procedure Bylaw

MOVED Director Houle, SECONDED Director Lefebvre, that the Board give three readings to the Regional District of Nanaimo Board Procedure Bylaw No. 1754, 2017.

MOVED Director Stanhope, SECONDED Director Lefebvre that the bylaw be amended as follows:

- Section 4. - Add requirement for Members to be respectful to staff, the public and other Members.
- Section 10. - Electronic Meetings – Re-word first line as “Provided the conditions set out in Regional District Electronic Meeting Regulations are met *and in exceptional circumstances:*”
- Section 14 - Delete Section 14(2)(b) and re-number (c) to (b)
- Section 17 - Add requirement for delegations to be respectful
- Schedule B - Correct name to Nanaimo Parks, Recreation and Wellness

**CARRIED**

The vote was taken on the main motion as amended:

That the Board give three readings to the Regional District of Nanaimo Board Procedure Bylaw No. 1754, 2017, with the following amendments:

- Section 4. - Add requirement for Members to be respectful to staff, the public and other Members.
- Section 10. - Electronic Meetings – Re-word first line as “Provided the conditions set out in Regional District Electronic Meeting Regulations are met *and in exceptional circumstances:*”
- Section 14 - Delete Section 14(2)(b) and re-number (c) to (b)
- Section 17 - Add requirement for delegations to be respectful
- Schedule B - Correct name to Nanaimo Parks, Recreation and Wellness

**CARRIED**

J. Hill vacated the room.

## MOTION TO CLOSE THE MEETING

MOVED Director Stanhope, SECONDED Director Houle, that the Committee proceed to an In Camera meeting pursuant to Section 90 (1) (a) and (c) to consider personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality and labour relations or other employee relations.

**CARRIED**

TIME: 3:18PM

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CHAIRPERSON

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CORPORATE OFFICER



## SUMMARY

While some of the Board's policies are up to date and relevant, there are several Board policies that should be repealed, amended or converted to a CAO Policy due to their operational nature.

Staff have reviewed each of the Board policies and created a chart indicating the recommended action to be taken and the reasons for such action (Attachment 1).

## BACKGROUND

There are 78 Board policies that have been adopted by the Board over the years. Recognizing that several of these policies are no longer relevant or correct, staff undertook a review with a goal of presenting recommended actions in this regard.

The attached chart (Attachment 1) lists all Board policies, the recommended action and reasons for such action. Some policies were adopted to address a specific issue of the day and are no longer relevant. Other policies have now been superseded by changes to legislation or bylaws or duplicate legislation or bylaws and therefore are unnecessary. Others are purely operational or administrative in nature and should be deemed more appropriately as CAO Policies or simply be departmental procedures.

Others are appropriate Board policies but need to be updated to reflect current process or best practices.

## ALTERNATIVES

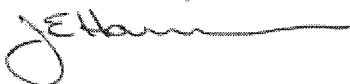
1. To adopt the recommendations as presented by staff.
2. To amend some of the recommendations presented by staff.
3. To provide alternate direction to staff.

## FINANCIAL IMPLICATIONS

There are no financial implications to proceeding with the recommendations of staff.

## STRATEGIC PLAN IMPLICATIONS

Ensuring that Board Policies are up to date and accurately reflect the views of the Board supports the Strategic Priority – Focus on Service and Organizational Excellence.



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J. E. Harrison  
jharrison@rdn.bc.ca  
April 28, 2017

Reviewed by:

- P. Carlyle, Chief Administrative Officer

Attachments

1. Board Policy Review Chart



ATTACHMENT 1

BOARD POLICY REVIEW								
SECTION	DEPARTMENT	Policy Number	OK As Is	Amend	Convert to CAO Policy	Repeal	Comments	
A	<b>CORPORATE SERVICES</b>							
	<b>1 ADMINISTRATION</b>							
		Distribution of Agendas	A1.2			X		Operational so more appropriate as a CAO policy
		Payment of Legal Opinions re Conflict of Interest by Board Members	A1.3		X			Review to ensure language up to date
		Counter Petition Process	A1.4				X	References old legislation.
		Impaired Driving Designated Driver Program	A1.5		X			The RDN no longer issues special occasion licences
		Festival, Special Occasion & Special Events Insurance Requirements	A1.6		X			Insurance requirements to be reviewed
		Lease Agreements on RDN Owned or Leased Property	A1.12				X	Doesn't comply with legislation
		Freedom of Information & Protection of Privacy Principles	A1.13				X	Comprehensive legislation is in place to govern FOI
		Appointments to RDN Advisory Committees and Commissions	A1.14				X	Included in new Procedures Bylaw
		Fax Machines & Personal Computers for Board Members	A1.15		X			Review prior to 2018 election
		Development Negotiations Process	A1.20		X			Update language per legislation and other policies
		Land Acquisition Process	A1.21		X			To be reviewed and updated
		Legal Services	A1.22				X	Policy A2.17 governs the provision of legal services. Will also be included in new consolidated Purchasing Policy.
		Public Consultation/Communication Framework	A1.23		X			To be reviewed
		Regional Services Review Guiding Principles	A1.25				X	Only applicable to 2001 process
		Meeting Room Rentals	A1.26		X			Should be in the fees and charges bylaw.
		Corporate Communications	A1.27		X			To be reviewed
		Grants-in-Aid	A1.28		X			Review in progress
		Bylaws Not Requiring Inspector Approval	A1.29				X	Duplicates legislation
	2	<b>FINANCE</b>						
		Board Expenses	A2.1		X			To be reviewed
		Integrated Planning & Budget Process	A2.2					Leave as is for now. Will be replaced by Strategic Plan Policy
		Acceptance of Donations	A2.3				X	Covered by Canadian Revenue Agency legislation
		Authorization to Purchase & Pay Accounts	A2.9		X			To be reviewed & updated
		Administration Fees	A2.10				X	Should be set in annual budget
		Selection of Consultants	A2.17					Leave as is for now but include in new consolidated Purchasing Policy
		Contributions to Third Party Events	A2.18				X	
		Volunteer Mileage Reimbursement	A2.19		X			Amend to submit for reimbursement once per year
		Short and Long-Term Investments	A2.20				X	
		Asset Management	A2.21				X	Leave as is pending completion of initial stages of asset management project

**ATTACHMENT 1**

SECTION	DEPARTMENT	Policy Number	OK As Is	Amend	Convert to CAO Policy	Repeal	Comments	
<b>3 PERSONNEL</b>	Statutory Holiday	A3.1				X	In Collective Agreement & Bylaw 1417	
	Annual Vacation & Management Leave – Management/Excluded Staff	A3.12	X					
	Short & Long Term Sick Leave Plan - Management/Excluded Staff	A3.13				X	In Bylaw 1417	
	Recognition of Long Service	A3.15		X			To be amended (separate staff & Board recognition)	
	Management Salary Administration System	A3.16		X			Not in accordance with current practice.	
	Employment Status During Long Term Disability	A3.20	X				as per legal opinion	
	Earned Days Off	A3.26					refer to Collective Bargaining	
<b>4 OCCUPATIONAL HEALTH &amp; SAFETY</b>								
	AIDS (Acquired Immune Deficiency Syndrome)	A4.1				X	Not appropriate. Covered by safe work procedures and human rights law.	
<b>5 INFORMATION SERVICES</b>								
	None							
<b>B</b>	<b>DEVELOPMENT SERVICES</b>							
	<b>1 PLANNING</b>							
		Delegates to Public Hearings	B1.1				X	Each staff report directs who will chair the public hearing, policy no longer needed.
		Submission Requirements for Non-Serviced (Water) Development Applications	B1.2				X	Covered by policy B1.21
		Advertising - Planning Applications Policy	B1.3		X			Change section 3 to update the names of papers in Dist 68 and 69
		Frontage Requirement for Rural Lots	B1.4		X			Consider combining with B1.5 but can stand alone
		Development Variance Permit, Development Permit with Variance & Floodplain Exemption Application Evaluation Policy	B1.5	X				
			B1.6		X			Update language per legislation references and title changes, this item was identified in O&E review to consider RDN getting out of this, duplication of effort by LCB
		Liquor Licence Applications	B1.6		X			Update language per legislation references and title changes, policy has subdivision implications and should be reconsidered based on ocp policies and growth management implications
		Strata Conversion Policy and Guidelines	B1.7		X			
		Review of Provincial Agricultural Land Reserve Applications	B1.8		X			
		Retaining Walls – Marine	B1.9		X			Update bylaw and legislation references and language
		RDN Board of Variance – Opportunities for staff support, RDN recommendations and comments	B1.10		X			
Manufactured Home Park Redevelopment Policy		B1.11			X		Update language to new legislation	
Riparian Areas Regulation Stream Declaration Policy	B1.12		X					
Registration of LTO Documents in Conjunction with the Amendment Application Process	B1.13		X					



ATTACHMENT 1

SECTION	DEPARTMENT	Policy Number	OK As Is	Amend	Convert to CAO Policy	Repeal	Comments
C-3	TRANSPORTATION & SOLID WASTE SERVICES						
	<b>3 TRANSPORTATION</b>						
	Use of Buses for Special Events	C3.1			X		More appropriate as a CAO Policy as operational
	Distribution of Complimentary & Reduced Fare Products	C3.2			X		More appropriate as a CAO Policy as operational
	Use of RDN Transit Buses During an Emergency or Disaster	C3.3			X		More appropriate as a CAO Policy as operational
D	REGIONAL & COMMUNITY UTILITIES						
	<b>1 UTILITIES</b>						
	Adjustment for Water Leak	D1.1		X			Clarify (ie Nanoose File)



Rescheduling Committee of the Whole and Board meetings to the afternoon accords with industry norms.

The 2017 audio visual upgrades to the Board room will support the electronic meetings and will integrate with equipment needed for webstreaming should the Board direct web streaming of its meetings.

Other options for efficiencies as they relate to committees are currently being explored by staff and will be presented to the Executive Committee at a future meeting for consideration.

## **BACKGROUND**

Section 24 (1)(c) of the Board Procedure Bylaw reads, in part, as follows:

*The Executive Committee will review annually the list of Advisory Committees, Commissions and external organizations to which Board members are appointed, as identified in Schedules A and B to this bylaw for the purpose of recommending any appropriate changes.*

Schedules A and B of the Board Procedure Bylaw are attached (Attachment 1)

A copy of the current committee list and appointed Board members is also attached for reference (Attachment 2). Recommendations to increase the effectiveness and efficiency of RDN Board and Committee meetings are proposed.

### Sustainability Select Committee

With ten of the seventeen RDN Board members participating on the Sustainability Select Committee, efficiencies would be gained by having these items referred directly to the Committee of the Whole (CoW). Any reports that relate to Regional Growth Strategy have been sent directly to the CoW and thus the Sustainability Select Committee has not met frequently.

The Terms of Reference for the Drinking Water & Watershed Protection Technical Advisory Committee indicate that they provide recommendations to the Board through the Sustainability Select Committee. The Terms of Reference would be amended to indicate that recommendations be provided through the CoW.

### Emergency Management Select Committee

The Electoral Area Services Committee (EASC) Terms of Reference, as adopted by the Board in July 2016 and included in the recently adopted Board Procedure Bylaw, indicate that matters pertaining to Emergency Services will be dealt with by the EASC not the Emergency Management Select Committee (EMSC). However, these matters currently flow instead through the EMSC and any recommendations from the Emergency Management Select Committee are directed to the Board for consideration, rather than to the Electoral Area Services Committee.

The current membership of the Emergency Management Select Committee is all Electoral Areas and Lantzville. Lantzville is not a participant in the service but rather, has entered into a contract for the RDN to provide this service to the District. If the EMSC were dissolved and all matters pertaining to Emergency Management were forwarded to the EASC any members of the Board may attend this or any committee meeting and may participate in discussions. Therefore, the Director for Lantzville would still

have the opportunity to participate in emergency management discussions, if desired. The District of Lantzville's membership on the current Select Committee does not affect Lantzville's voting rights when matters on Emergency Management come forward for consideration by the Board.

#### Fire Services Advisory Committee

As noted above with regard to the EMSC, Fire Services was also included in the list of matter to be dealt with by the EASC. The current Terms of Reference for the Fire Services Advisory Committee (FSAC) provide for membership to include elected officials, fire chiefs and RDN staff. It is not recommended to include elected officials and staff (or fire chiefs) on the same committee.

Members of the FSAC are Directors for Areas A, C, E, F, G and H which are the areas with RDN Fire Protection. These Directors are also all members of the EASC. Therefore staff suggest that the FSAC be dissolved and all matters pertaining to Fire Services be forwarded to the EASC.

#### Mount Arrowsmith Biosphere Foundation

As this particular body no longer exists, reference to Mount Arrowsmith Biosphere Foundation should be removed from the Procedure Bylaw.

#### In Camera Items

Unlike elected officials, members of the public sitting on RDN advisory bodies and commissions have not taken an oath of office stating their commitment to ensure that they are not influenced by private interest and will disclose any direct or indirect pecuniary interest in a matter. Also, these members are not obliged to reveal any business interests that would possibly constitute a conflict of interest. Members of the public are also not governed by the sections of the *Community Charter* or *Local Government Act* which require an elected official to respect the confidentiality of a matter.

The types of in camera items that have, from time to time, been discussed at advisory committee meetings include the acquisition or disposition of land or other confidential negotiations. There could be potential harm due to conflict of interest or release of information. For this reason, staff suggest that in camera discussions and decision making by advisory bodies be limited. Recognizing that there may be circumstances where feedback from an advisory body is desired by the Board to assist with their decision making, staff recommend that in camera matters be discussed by advisory committees and commissions only when specifically referred to them by the Board.

#### Timing of Meetings

Currently EASC meetings start at 4:00 p.m. but the timing has been flexible depending on agenda items and other meetings scheduled on that day. The CoW typically starts at 7:00 p.m. In accordance with the Board Procedure Bylaw, regular Board meetings commence at 7:00 p.m. unless decided otherwise by resolution of the Board.

CoW meetings at the City of Nanaimo begin at 4:30 p.m. A review of other regional districts on the Island and lower mainland shows that most, if not all, have standing committee meetings regularly scheduled during the afternoon. Some Districts, including the Capital (1:35 p.m.), Comox Valley (4:00 p.m.), Alberni-Clayoquot (1:30) and Sunshine Coast Regional (1:30 p.m.), schedule their Board meetings in the afternoon. Traditionally, CoW meetings can range from 45 minutes to three hours. If there is also an in camera session, then the public have usually left before the Board rises and reports. Rescheduling

EASC meetings to 2:30 p.m. and CoW and Board meetings to 4:00 p.m. would appear to be more efficient use of the Directors' time and permit the public greater access to the Directors themselves. Changing the times to earlier in the day would decrease nighttime travel during the winter months which can be treacherous; reduce overtime costs; and meal costs.

#### Web streaming

An enhanced audio visual system is in the 2017 – 2021 Financial Plan but there is no provision for web streaming. Any new equipment installed in the Board room will be capable of integrating with future web streaming equipment. Web streaming is the norm in the following Vancouver Island municipalities: Nanaimo, Lantzville, Parksville, Qualicum Beach, Cowichan Valley Regional District and Capital Regional District.

#### **ALTERNATIVES**

1. That the recommendations be supported and forwarded to the Board for consideration.
2. That the Executive Committee amend some or all of the recommendations.
3. That alternate direction be provided.

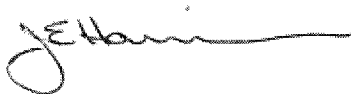
#### **FINANCIAL IMPLICATIONS**

The elimination of some committees, as per Option 1, will have an impact on the remuneration of the Directors under the current provisions that compensate Directors based on the number of meetings attended. However, a Directors' remuneration review is scheduled which could account for the changes to the Committee structure.

Financial implications for Options 2 and 3 would depend on amendments to the recommendations or alternate direction provided.

#### **STRATEGIC PLAN IMPLICATIONS**

A review of the RDN committee structure and other related items supports the Strategic Priority – Focus on Governance.



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J. E. Harrison  
jharrison@rdn.bc.ca  
April 21, 2017

Reviewed by:

- P. Carlyle, Chief Administrative Officer



Attachments

1. Board Procedure Bylaw No. 1754, 2017 – Schedules A and B
2. 2017 Board Member Appointments – Committees and Commissions
3. Terms of Reference:
  - Sustainability Select Committee
  - Drinking Water & Watershed Protection Technical Advisory Committee
  - Emergency Management Select Committee
  - Fire Services Advisory Committee

Schedule 'A' to accompany "Regional District of  
Nanaimo Board Procedure Bylaw No. 1754, 2017"

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Chair

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Corporate Officer

SCHEDULE A

1. STANDING COMMITTEES

Committee of the Whole

Electoral Area Services Committee

Executive Committee

2. SELECT COMMITTEES

D69 Community Justice Select Committee

Emergency Management Select Committee

Northern Community Economic Development Select Committee

Regional Parks and Trails Select Committee

Solid Waste Management Select Committee

Sustainability Select Committee

Transit Select Committee

3. ADVISORY COMMITTEES

Agricultural Advisory Committee

Fire Services Advisory Committee

Grants-in-Aid Advisory Committee

Parks and Open Space:

- 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

Liquid Waste Management Plan Monitoring Committee

Regional Solid Waste Advisory Committee

4. COMMISSIONS

District 69 Recreation Commission

Electoral Area 'A' Parks, Recreation and Culture Commission

5. BOARDS

Board of Variance

6. PANELS

Parcel Tax Review Panel

Schedule 'B' to accompany "Regional District of  
Nanaimo Board Procedure Bylaw No. 1754, 2017"

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Chair

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Corporate Officer

## SCHEDULE B

### 1. EXTERNAL APPOINTMENTS

Arrowsmith Water Service Management Committee

AVICC Special Committee on Solid Waste

Central South RAC for Island Coastal Economic Trust

Englishman River Water Service Management Board

Island Corridor Foundation

Municipal Finance Authority

Municipal Insurance Association

Nanaimo Parks, Recreation and Wellness Committee

North Island 911 Corporation

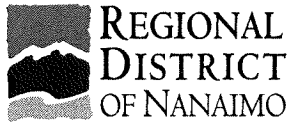
Oceanside Homelessness Task Force

Oceanside Tourism Association

Snuneymuxw First Nations / Regional District of Nanaimo Protocol Agreement Working Group

Te'Mexw Treaty Negotiations Committee

Vancouver Island Regional Library Board



## 2017 BOARD MEMBER APPOINTMENTS COMMITTEES & COMMISSIONS

### BOARD OF DIRECTORS and COMMITTEE OF THE WHOLE

<b>Bill Veenhof (Chair)</b>	Ian Thorpe (Deputy Chair)	Alec McPherson	Howard Houle
Maureen Young	Bob Rogers	Julian Fell	Joe Stanhope
Teunis Westbroek	Marc Lefebvre	Bob Colclough	Bill McKay
Bill Bestwick	Jerry Hong	Jim Kipp	Gord Fuller
Bill Yoachim			

### STANDING COMMITTEE MEMBERS

<p><b>ELECTORAL AREA SERVICES COMMITTEE:</b>  <b>J. Stanhope (Chair)</b>, A. McPherson, H. Houle, M. Young, B. Rogers, J. Fell, B. Veenhof</p>
<p><b>EXECUTIVE COMMITTEE:</b>  <b>B. Veenhof (Chair)</b>, I. Thorpe, A. McPherson, H. Houle, J. Stanhope, M. Lefebvre, B. Bestwick, B. McKay</p>

### SELECT COMMITTEE MEMBERS

<p><b>D69 Community Justice Select Committee:</b>  <b>M. Lefebvre (Chair)</b>, B. Rogers, J. Fell, J. Stanhope, T. Westbroek, B. Veenhof</p>
<p><b>Emergency Management Select Committee:</b>  <b>B. Rogers (Chair)</b>, A. McPherson, H. Houle, M. Young, J. Fell, J. Stanhope, B. Veenhof, B. Colclough</p>
<p><b>Solid Waste Management Select Committee:</b>  <b>A. McPherson (Chair)</b>, H. Houle, M. Young, J. Stanhope, M. Lefebvre, T. Westbroek, B. McKay, J. Kipp, J. Hong</p>
<p><b>Sustainability Select Committee:</b>  <b>M. Lefebvre (Chair)</b>, A. McPherson, H. Houle, M. Young, J. Fell, B. Veenhof, B. Colclough, T. Westbroek, J. Kipp, G. Fuller</p>
<p><b>Transit Select Committee:</b>  <b>T. Westbroek (Chair)</b>, A. McPherson, M. Young, B. Rogers, J. Stanhope, B. Veenhof, M. Lefebvre, B. Colclough, B. McKay, B. Bestwick, J. Hong, B. Yoachim</p>
<p><b>Regional Parks and Trails Select Committee:</b>  <b>H. Houle (Chair)</b>, A. McPherson, M. Young, B. Rogers, J. Fell, J. Stanhope, B. Veenhof, J. Hong, G. Fuller, I. Thorpe, B. Yoachim, M. Lefebvre, T. Westbroek, B. Colclough</p>
<p><b>Northern Community Economic Development Select Committee:</b>  <b>B. Rogers (Chair)</b>, M. Lefebvre, T. Westbroek, J. Fell, J. Stanhope, B. Veenhof</p>

**ADVISORY COMMITTEE AND COMMISSION MEMBERS**

<b>Agricultural Advisory Committee:</b> H. Houle (Chair), J. Fell, T. Westbroek
<b>Fire Services Advisory Committee:</b> B. Veenhof (Chair), A. McPherson, M. Young, B. Rogers, J. Fell, J. Stanhope,
<b>Grants-in-Aid Advisory Committee:</b> M. Young (Chair), M. Lefebvre
<b>Regional Solid Waste Advisory Committee:</b> A. McPherson (Chair), B. McKay (Deputy Chair)
<b>Liquid Waste Management Plan Monitoring Committee:</b> I. Thorpe (Chair), A. McPherson, B. Rogers, M. Lefebvre

<b>Parks and Open Space Advisory Committees:</b>
Electoral Area 'B' – H. Houle                      East Wellington/Pleasant Valley – M. Young
Nanoose Bay – B. Rogers                              Electoral Area 'F' - J. Fell
Electoral Area 'G' – J. Stanhope                      Electoral Area 'H' – B. Veenhof

<b>District 69 Recreation Commission:</b> J. Fell, J. Stanhope (alternate)
<b>Electoral Area 'A' Parks, Recreation and Culture Commission:</b> A. McPherson

**EXTERNAL APPOINTMENTS**

	<b>Appointment</b>	<b>Alternate</b>
Arrowsmith Water Service Management Board	B. Rogers	J. Stanhope
AVICC Special Committee on Solid Waste	A. McPherson	B. McKay
Central South RAC for Island Coastal Economic Trust	B. Veenhof	
Englishman River Water Service Management Board	J. Stanhope, B. Rogers	
Island Corridor Foundation	A. McPherson (Board Appointee) B. Rogers (RDN Member)	
Mount Arrowsmith Biosphere Foundation	J. Fell	
Municipal Finance Authority	J. Stanhope	A. McPherson
Municipal Insurance Association	A. McPherson	J. Kipp
Nanaimo Parks, Recreation and Wellness Select Committee	A. McPherson (A), H. Houle (B), M. Young (C)	
North Island 911 Corporation	J. Stanhope	M. Lefebvre
Oceanside Homelessness Task Force	B. Veenhof	
Oceanside Tourism Association	B. Rogers	J. Stanhope
Snuneymuxw First Nations / Regional District of Nanaimo Protocol Agreement Working Group	B. Veenhof, A. McPherson, B. Yoachim, H. Houle	
Te'Mexw Treaty Negotiations Committee	J. Fell	B. Colclough
Vancouver Island Regional Library Board	H. Houle	M. Young

<b>Nanaimo Regional Hospital District = Full Board</b>
<b>Nanaimo Regional Hospital District Select Committee:</b>
<b>I. Thorpe (Chair), A. McPherson, J. Stanhope, M. Lefebvre, T. Westbroek, B. Bestwick</b>

## Attachment 3

### REGIONAL DISTRICT OF NANAIMO SUSTAINABILITY SELECT COMMITTEE TERMS OF REFERENCE

January 2012

#### **PURPOSE**

The Sustainability Committee is a select committee of the Regional District of Nanaimo (RDN) Board which provides advice and recommendations to the RDN Board on issues connected to the Regional Growth Strategy, climate change plans, the Drinking Water and Watershed Protection Service and other Sustainable Communities Initiatives.

#### **MEMBERSHIP**

- The Committee is comprised of ten RDN directors with five members appointed from the Electoral Areas and five from the member Municipalities.
- The Committee Chairperson will be appointed annually by the RDN Board Chairperson.
- Where a specific proposal/application is under discussion from a jurisdiction without representation on the committee, a representative of that jurisdiction may attend and contribute as an 'ex officio' member of the committee.

#### **MEETINGS**

- The Committee will meet at intervals it determines to be appropriate, in consultation with the General Manager of Development Services.
- A quorum of six of the Committee membership is required to conduct Committee business.
- The General Manager of Development Services will be responsible for assigning staff to support the Committee including the coordination of agendas, minutes and staff contacts for Committee members.

#### **COMMITTEE ROLES AND RESPONSIBILITIES**

The Sustainability Committee mandate is to provide political oversight for sustainable communities, climate change initiatives and the Drinking Water and Watershed Protection Service. The Committee is the forum to which staff report on regional growth, climate change, green buildings, watershed protection and other sustainable communities initiatives.

The Committee's responsibilities are:

1. Consider staff reports on the Regional Growth Strategy, climate change initiatives, green building initiatives, Drinking Water and Watershed Protection, and other Sustainable Communities initiatives and make recommendations to the RDN Board;
2. Consider comments and recommendations from the Intergovernmental Advisory Committee and make recommendations to the RDN Board;

3. At its discretion, hear and consider public delegations on matters within the scope of its purview and, where appropriate, make recommendations to the RDN Board arising out of such delegations;
4. Pursue matters referred to the Committee by the RDN Board and report back to the Board expeditiously, as required.



## REGIONAL DISTRICT OF NANAIMO

### DRINKING WATER & WATERSHED PROTECTION TECHNICAL ADVISORY COMMITTEE TERMS OF REFERENCE

January 2012

#### **Purpose**

The primary role of the Drinking Water & Watershed Protection Technical Advisory Committee (DWWP-TAC) will be to advise the Board on the review and implementation of the Drinking Water and Watershed Protection Service.

#### **Committee Roles and Responsibilities**

The DWWP-TAC will:

- provide recommendations to the Board through the Sustainability Select Committee regarding activities relating to the Drinking Water and Watershed Protection program;
- participate on smaller ad-hoc committees dealing with specific issues or tasks;
- provide advice and feedback on consultation activities with service area stakeholders;
- provide input and feedback on technical reports, discussion papers, and other documents prepared for the committee's information;
- review and become familiar with the Drinking Water and Watershed Protection service;
- review and become familiar with the existing state of drinking water protection in the RDN;
- identify tools and techniques to be employed in the monitoring and evaluation of the Drinking Water and Watershed Protection service and its implementation; and
- make recommendations to increase the effectiveness of the Drinking Water and Watershed Protection service.

#### **Membership Criteria/Selection**

The committee will consist of 19 members. Members will be selected by the Board either through an application process or by appointment by the member's organization. Membership representation will be as follows:

4 members	Staff member from the RDN, City of Nanaimo, City of Parksville and Town of Qualicum Beach
2 members	General Public (1 north / 1 south)
1 member	VIHA
1 member	Ministry of Forests, Lands, and Natural Resource Operations
1 member	Environment Community
2 members	Forest Industry
1 member	Water Purveyors' Representative
1 member	Hydrogeologist
2 members	Academic Community (1 From the Vancouver Island University)
1 member	Registered Professional Biologist
1 member	Islands Trust
1 member	Ministry of Transportation and Infrastructure
1 member	Fisheries and Oceans Canada

The Manager of Water Services will Chair the committee. RDN staff members will be present in an advisory capacity. Membership may be changed as needs or issues arise and other organizations may be called on where partnerships are identified that would be of mutual benefit.

The application for committee membership for the General Public and Environment Community will be promoted through advertisements in local media. Applications must demonstrate the applicant's:

- willingness and ability to commit to volunteering the necessary time to the committee;
- interest in drinking water and drinking water protection issues in the RDN;
- willingness and ability to consider issues from all sectors and geographical perspectives within the community;
- experience related to drinking water and drinking water protection issues;
- willingness and ability to work towards consensus on issues being addressed by the committee.

Selection of members will attempt to create a committee with a balance of representation:

- geographically;
- demographically; and
- with a variety of interests and perspectives.

### **Term**

Members will be appointed by the RDN Board for the duration of 2 years. Alternate member appointments will be approved by the Committee as required. No substitute members will be permitted. If a member must resign from the committee, their position will be filled through the application process (for at large members) or by appointments, as appropriate.

In general, annually there will be 3 meetings of the committee although, periodically more frequent meetings may be required. Meetings are expected to be held mid-day.

Members are expected to attend all committee meetings and participate in public consultation activities. Lack of attendance may result in members having their membership revoked at the discretion of the committee. There is no remuneration for participation on the committee but if committee activities coincide with meal times, meals will be provided.

### **Decision Making**

Committee recommendations to the RDN Board will be made by consensus whenever possible. If necessary, votes may be taken and minority reports may be submitted to the Board in addition to the majority opinion.

Committee recommendations to the Board will be made through the Sustainability Select Committee.

DWWP-TAC meetings will be open to the public, however non-DWWP-TAC members will not have speaking or voting privileges. Delegations that wish to address the committee must seek approval from the committee through a written request. Acceptance of a delegate's request to speak to the committee will be at the discretion of the committee.

## REGIONAL DISTRICT OF NANAIMO

### EMERGENCY MANAGEMENT SELECT COMMITTEE TERMS OF REFERENCE

September 2009

#### PURPOSE

The Emergency Management Committee is a select committee of the Regional District of Nanaimo (RDN) Board which provides advice and recommendations to the RDN Board on issues related to emergency management: preparedness, mitigation, response and recovery from emergencies or disasters.

#### MEMBERSHIP

The committee will be comprised of the seven Electoral Area directors, representing the Electoral Area Emergency Planning function. The Chair shall be appointed by the Regional Board Chair pursuant to the Board Procedure Bylaw.

#### PROCEDURES

- The Committee will meet four times a year or as required.
- A quorum of 50% plus one of the Committee membership is required to conduct Committee business.
- Staff will be assigned to support the Committee including the coordination of agendas, minutes and staff contacts for Committee members.

#### COMMITTEE ROLES AND RESPONSIBILITIES

The Emergency Management Select Committee's mandate is to provide political oversight for matters related to emergency management and community disaster resiliency initiatives in the electoral areas. The Committee is the forum to which staff report on:

- *Hazards and Planning:* Hazard Vulnerability Risk Analysis and updates, Emergency Plan developments and updates, hazard specific plans, communications strategies and operational guidelines
- *Emergency Response Operations:* Operational readiness of Emergency Coordination and Reception Center facilities, staff/volunteers, related equipment, stakeholder partnerships, and mutual aid
- *Training and Exercises:* Development and delivery of staff, agency and public training programs. Develop and deliver exercises to test plans.
- *Recovery and Mitigation:* Development of business continuity plans, implementation of mitigation activities.

The Committee's responsibilities are:

- Consider staff reports on emergency management (preparedness, response, mitigation and recovery) and make recommendations to the RDN Board;
- At its discretion, hear and consider public delegations on matters within the scope of its mandate and, where appropriate, make recommendations to the RDN Board arising out of such delegations;
- Follow up on matters referred to the Committee by the RDN Board and report back to the Board as required.

**REGIONAL DISTRICT OF NANAIMO**

**ELECTORAL AREAS FIRE SERVICES ADVISORY COMMITTEE  
TERMS OF REFERENCE**

October 2010  
Amended October 2016

**PURPOSE:**

The Committee is an Advisory Committee and is intended to provide a forum to exchange information and to coordinate approaches to administrative and operational aspects of the fire services provided in the Regional District of Nanaimo, with the objectives of ensuring that fire protection and emergency response services are provided in a safe, operationally effective and financially responsible manner.

**BACKGROUND:**

The Regional District of Nanaimo may under the *Local Government Act* establish services which benefit the community. At the present time, the Regional District has adopted bylaws establishing fire protection and emergency response services for the following areas:

Area C	Extension Fire Protection Service	Bylaw	1439
Area E	Nanoose Bay Fire Protection Service	Bylaw	991
Area F	Coombs Hilliers Fire Protection Service	Bylaw	1022
	Errington Fire Protection Service	Bylaw	821
Area G	Parksville (Local) Fire Protection Service	Bylaw	1001
	French Creek Fire Protection Service	Bylaw	794
Area H	Dashwood Fire Protection Service (F, G & H)	Bylaw	964
	Bow Horn Bay Fire Protection Service	Bylaw	1385

\* a number of the service areas cross electoral area boundaries

In the Province of BC a Regional District is the corporate entity which establishes the authority to provide a service and to raise funds to support the delivery of a service. A Regional District has the legal responsibility to ensure that the service is provided in an operationally sound manner, including ensuring that vehicles, buildings, equipment and personnel operate in a safe environment.

The Regional District of Nanaimo has entered into service contracts with incorporated Societies to assist in the delivery of fire protection and emergency response services in some parts of the Regional District. The Boards of the Societies are responsible for the day to day operations of the fire department including administration, personnel recruitment, training and management, operating and maintaining vehicles, equipment and buildings and providing advice on operating and capital budgets.

**COMMITTEE ROLES AND RESPONSIBILITIES:**

1. The Committee shall consider information and/or reports from any member of the Committee and may make recommendations where applicable for consideration by the Regional Board,
2. The Committee may review and provide advice to the Regional Board with respect to policies affecting fire and emergency services within the Regional District of Nanaimo.
3. The Committee shall follow up on matters referred to it by the Regional District Board and report back as required.

Topics which may be considered by the Committee include, but are not limited to:

- Communications initiatives and protocols
- Operational guidelines regarding the use of equipment, vehicles and buildings
- Firefighter training standards and training opportunities
- Regulatory bylaws
- Boundary alignments/realignments
- Purchasing
- Capital improvement projects for vehicles, equipment or buildings
- Financial record keeping
- Budgeting
- Selection and Recruitment
- WorkSafe BC issues and orders
- Administrative support
- Mutual Aid/Emergency 911 operations

**MEMBERSHIP:**

- The Electoral Area Director from Electoral Areas A, C, E, F, G and H
- The Chairperson or Vice Chairperson of each operating Society
- The Fire Chief or Deputy Fire Chief of each operating Society
- General Manager Finance & Information Services
- General Manager, Development Services
- Other Society Board members or Fire department personnel as required from time to time
- Other Regional District staff as required from time to time

**CHAIRPERSON:**

The Chair of the Committee shall be appointed annually by the Chair of the Regional District of Nanaimo from among the Electoral Area Directors.

**MEETINGS:**

1. The Committee shall meet approximately three times per year in the spring, mid-year and fall or as required.
2. There shall be no minimum attendance requirement to establish a forum for conducting a meeting.
3. Decisions of the Committee will be made by consensus whenever possible. If necessary, votes may be taken.
4. Regional District staff will contact each Committee member to solicit topics for discussion prior to agenda preparation.
5. Regional District staff will be assigned to support the Committee including the coordination of agendas, minutes and staff contacts for Committee members.
6. No remuneration for participation on the Committee is provided but if Committee activities coincide with meal times, meals will be provided.