

**REGIONAL DISTRICT OF NANAIMO  
EXECUTIVE COMMITTEE  
AGENDA**

**Thursday, July 11, 2019**

**12:00 P.M.**

**Committee Room**

**Pages**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. ADOPTION OF MINUTES**
  - 3.1 Executive Committee Meeting - November 29, 2018** **3**

That the minutes of the Executive Committee meeting held November 29, 2018, be adopted.
- 4. REPORTS**
  - 4.1 Review of Executive Committee Mandate** **5**
  - 4.2 Inaugural Council of Councils Meeting, Fall of 2019** **8**
    1. That the Regional District of Nanaimo Board host an Inaugural Council of Councils meeting on Friday, November 1, 2019, from 9:00 a.m. to 12:00 p.m. and
    2. That the terms of reference be approved for the Council of Councils.

That:

1. The Regional District of Nanaimo create a Climate Action Technical Advisory Committee;
2. The terms of reference be approved;
3. Appointments to the Climate Action Technical Advisory Committee be completed by Tuesday, December 10, 2019, to be effective January 1, 2020;
4. \$80,000 be added to each of the proposed 2020 and 2021 budgets to establish and support the Committee; and
5. After consultation with the Director appointed to the Committee, a staff report be prepared to the Board on the future of the Committee after the Committee has operated for 2 years.

**5. IN CAMERA**

That pursuant to Sections 90(1)(a) and (c) of the *Community Charter* the Executive Committee proceed to an In Camera meeting for discussions related to personal information about an identifiable individual of the municipality, and labour relations.

**6. ADJOURNMENT**

**REGIONAL DISTRICT OF NANAIMO  
MINUTES OF THE EXECUTIVE COMMITTEE MEETING**

**Thursday, November 29, 2018  
11:30 A.M.  
Committee Room**

In Attendance:	Director I. Thorpe	Chair
	Director B. Rogers	Electoral Area E
	Director K. Wilson	Electoral Area A
	Director E. Mayne	City of Parksville
	Director T. Westbroek	Town of Qualicum Beach
	Director L. Krog	City of Nanaimo
	Director E. Hemmens	City of Nanaimo
	Director J. Turley	City of Nanaimo
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	D. Wells	Gen. Mgr. Corporate Services

**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**

**Executive Committee Meeting - July 12, 2018**

It was moved and seconded that the minutes of the Executive Committee meeting held July 12, 2018, be adopted.

CARRIED UNANIMOUSLY

**REPORTS**

**Income Tax Act Changes Impacting Elected Officials in 2019**

It was moved and seconded that "Regional District of Nanaimo Board Remuneration, Expenses and Benefits Amendment Bylaw No. 1770.02" be introduced and read three times.

CARRIED UNANIMOUSLY

It was moved and seconded that “Regional District of Nanaimo Board Remuneration, Expenses and Benefits Amendment Bylaw No. 1770.02” be adopted.

CARRIED UNANIMOUSLY

**IN CAMERA**

It was moved and seconded 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.

CARRIED UNANIMOUSLY

TIME: 11:50 PM

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 12:58 PM

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CHAIR

*Excerpt from “Regional District of Nanaimo Board Procedure Bylaw No. 1754, 2017”:*

### **Executive Standing Committee**

To consider matters pertaining to employment contracts, Board procedures or other matters as determined by Board resolution. The Executive Committee comprises of eight members and includes the Chair, Vice Chair and the Chair of the Electoral Area Services Committee.

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.

### **SCHEDULE A**

#### **1. STANDING COMMITTEES**

Committee of the Whole

Electoral Area Services Committee

Executive Committee

#### **2. SELECT COMMITTEES**

Community Grants Committee

Oceanside Services Committee

Regional Parks and Trails Select Committee

Solid Waste Management Select Committee

Transit Select Committee

#### **3. ADVISORY COMMITTEES**

Agricultural Advisory Committee

Fire Services 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

Electoral Area 'A' Parks, Recreation and Culture Commission

#### 5. BOARDS

Board of Variance

#### 6. PANELS

Parcel Tax Review Panel

### **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

Parksville Qualicum Beach Tourism Association

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

Te'Mexw Treaty Negotiations Committee

Vancouver Island Regional Library Board

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**TO:** Executive Committee

**FROM:** Phyllis Carlyle  
Chief Administrative Officer

**MEETING:** July 11, 2019

**FILE:** 0400-60

**SUBJECT:** Inaugural Council of Councils Meeting, Fall of 2019

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### **RECOMMENDATIONS**

1. That the Regional District of Nanaimo Board host an Inaugural Council of Councils meeting on Friday, November 1, 2019, from 9:00 a.m. to 12:00 p.m. and
2. That the terms of reference be approved for the Council of Councils.

### **SUMMARY**

The gathering of governing Councils and Boards together to discuss matters of common interest is used by other regional districts, such as Metro Vancouver, to serve as a vehicle to bring together elected officials to discuss important regional matters and to provide information and seek feedback on the services, plans and initiatives of the region.

### **BACKGROUND**

Further to discussion with the Chief Administrative Officers of our member municipalities, the concept of establishing and hosting a Council of Councils is presented as a mechanism to facilitate communication amongst all elected officials, and First Nations in our Region. As there is currently no established communication platform for all elected officials within the RDN to ensure there is knowledge of both the RDN's activities, as well as a forum for discussion on matters of common interest. Chiefs and Councillors representing the Snuneymuxw First Nation, Qualicum First Chief and Snaw-Naw-As First Nation would be invited to attend.

In an effort to broaden perspectives and to foster a more intergovernmental approach to the Council of Councils, Members of Parliament and Members of the Legislative Assembly representing areas within the RDN would also be invited, as well as relevant Provincial and Federal Ministers.

All Chief Administrative Officers or equivalent would also be invited to attend, as support to the elected representatives.

A proposed Terms of Reference document for the Regional District of Nanaimo Council of Councils is attached.

Some potential topics of discussion are the progress on major RDN infrastructure, discussion on the status of regional housing, long-term regional utility and infrastructure planning, coordinated climate change approaches, economic development and opportunities for added uniformity in



bylaw language, application, and enforcement. All participating entities would be invited and encouraged to place matters of interest on the agenda.

## **ALTERNATIVES**

1. That the Regional District of Nanaimo Board host an inaugural Council of Councils meeting on Friday, November 1, 2019, from 9:00 a.m. to 12:00 p.m. and
2. That the terms of reference be approved for the Council of Councils or
3. That the Board provide alternate direction.

## **FINANCIAL IMPLICATIONS**

In 2019, the RDN budget can accommodate the incidental costs of this once-per-year event. If the event meets the needs of the participants, additional funds will be included in the 2020 proposed budget.

## **STRATEGIC PLAN IMPLICATIONS**

People and Partnerships - Seek opportunities to partner with the provincial and federal governments, other government agencies, and community stakeholder groups in order to advance strategic plan goals and objectives.



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Phyllis Carlyle  
[pcarlyle@rdn.b.ca](mailto:pcarlyle@rdn.b.ca)  
July 4, 2019

Attachment:

1. Council of Councils Terms of Reference

**REGIONAL DISTRICT OF NANAIMO**

**COUNCIL OF COUNCILS  
TERMS OF REFERENCE**

July 2019

**PURPOSE:**

The Council of Councils will be organized by the Regional District of Nanaimo (RDN) and serves as a vehicle for bringing together all local government elected members, First Nations representatives, local Members of Parliament and Members of the Legislative Assembly to discuss regional matters.

**COMMITTEE ROLES AND RESPONSIBILITIES:**

Regional matters that the Council of Councils may discuss or review may include, but are not limited to, the following items:

- a) Major infrastructure projects;
- b) Strategic regional initiatives;
- c) Relations amongst the RDN, First Nations, senior governments, external agencies, and organizations; and,
- d) Other emergent issues necessitating regional attention.

**INVITATION:**

- 1) The the following will be invited to attend and to submit topics for discussion:
  - a) All RDN Directors
  - b) The Councils of the RDN's member municipalities (the City of Nanaimo, the City of Parksville, the Town of Qualicum Beach and the District of Lantzville),
  - c) Chief and Council members of Snuneymuxw First Nation, Qualicum First Nation and Snaw-Naw-As First Nation,
  - d) Members of Parliament whose districts include any portion of the RDN,
  - e) Members of the Legislative Assembly whose districts include any portion of the RDN.
- 2) The Chair and Vice Chair of the RDN Board are the Chair and Vice Chair, respectively, of the Council of Councils.

**MEETINGS:**

- 1) The Council of Councils will meet at the call of the Regional Chair.
- 2) The Regional Chair shall approve the final agenda for the meeting.
- 3) Items for discussion should be submitted a week in advance of the meeting date to ensure inclusion on the agenda.
- 4) Meetings may be plenary in nature.
- 5) Council of Councils meetings are open to the public; however, only those invited have speaking privileges.
- 6) The Chief Administrative Officers or equivalent will be invited to attend to assist the elected representatives.
- 7) The Chief Administrative Officer for the RDN will be responsible for assigning regional staff to support the Committee, including the coordination of agendas and minutes.

**TO:** Executive Committee

**FROM:** Phyllis Carlyle  
Chief Administrative Officer

**MEETING:** July 11, 2019

**FILE:**

**SUBJECT:** Climate Action Technical Advisory Committee

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## **RECOMMENDATIONS**

That:

1. The Regional District of Nanaimo create a Climate Action Technical Advisory Committee;
2. The terms of reference be approved;
3. Appointments to the Climate Action Technical Advisory Committee be completed by Tuesday, December 10, 2019, to be effective January 1, 2020;
4. \$80,000 be added to each of the proposed 2020 and 2021 budgets to establish and support the Committee; and
5. After consultation with the Director appointed to the Committee, a staff report be prepared to the Board on the future of the Committee after the Committee has operated for 2 years.

## **SUMMARY**

The RDN Strategic Plan (2019-2022) has an action item to create a Climate Action Technical Advisory Committee. Draft Terms of Reference for that Committee and a discussion of the financial implications of the creation of the Committee are provided.

The principal mandate of this Committee will be to provide actionable responses to questions and directions from the RDN Board regarding specific immediate, short-term, and long-term issues that the RDN may mitigate or adapt to address climate change.

## **BACKGROUND**

The RDN has a number of advisory committees in place to provide advice about specific policy and service areas, such as the Agricultural Advisory Committee, the Liquid Waste Management Plan Monitoring Committee, and the Solid Waste Management Plan Monitoring Committee. The Official Community Plans throughout the region also speak to preparation for and mitigation of the impacts of global climate change. Projects are underway in Emergency Management to respond to climate influenced hazards and Climate Adaptation Sea Level Rise mapping and floodplain management bylaw amendments are underway in Long Range Community Planning.

In acknowledging the seriousness of climate change, the RDN Strategic Plan (2019-2022) provides:

## *1.0 Climate Change*

### *1.1 Strike a technical advisory committee to develop and advance the RDN climate change strategy and recommend immediate action towards adaptation and mitigation*

The opportunity for the RDN to receive specific and actionable recommendations from a group of subject-area experts offers new opportunities for more immediate progress in a variety of RDN policy and service areas. This Committee and resulting actions by the RDN will form part of the RDN's response to climate change that is a key area in the strategic plan.

Likely areas where the RDN Board may wish to consult the Committee could include feedback on the Regional Growth Strategy, opportunities for local renewable energy generation, changes to utility operations, vehicle fleet carbon reductions, or solid and liquid waste management. As other areas of emphasis or opportunity arise, the Board will have the discretion to consult with the Committee on an as-needed basis.

The Committee must include one member of the Board pursuant to section 218 (4) of the Local Government Act. The RDN Director appointed to the Committee would not function as the Chair of the Committee.

After a period of two years, the Board may wish to assess the work of the Committee and to consider the future of the Committee.

## **ALTERNATIVES**

1. That:
  - a. The Regional District of Nanaimo create a Climate Action Technical Advisory Committee;
  - b. The terms of reference be approved;
  - c. Appointments to the Climate Action Technical Advisory Committee be completed by Tuesday, December 10, 2019, to be effective January 1, 2020;
  - d. \$80,000 be added to each of the proposed 2020 and 2021 budgets to establish and support the Committee; and
  - e. After consultation with the Director appointed to the Committee, a staff report be prepared on the future of the Committee after the Committee has operated for 2 years.
2. That the Board provide alternate direction.

## **FINANCIAL IMPLICATIONS**

With a full roster of appointees and full attendance at Committee meetings, compensation for Committee members, including the RDN Director, would reach \$20,800, as scheduled in the Committee's Terms of Reference. Given the Climate Action Technical Advisory Committee's need to rely on the retention of expert advice, additional consulting costs may need to be incurred. Creation of a new committee will require ongoing staff support beyond existing budgetary planning equivalent to half a position (\$50,000). The RDN can anticipate an annual budget impact of approximately \$80,000 for this Committee. This new cost will need to be added to the 2020 RDN budget.

## **STRATEGIC PLAN IMPLICATIONS**

Climate Change - Strike a Technical Advisory Committee to develop and advance the RDN Climate Change Strategy and recommend immediate actions towards adaptation and mitigation.



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Phyllis Carlyle  
pcarlyle@rdn.bc.ca  
July 3, 2019

Attachment

1. Climate Action Technical Advisory Committee Draft Terms of Reference

## **REGIONAL DISTRICT OF NANAIMO**

### **CLIMATE ACTION TECHNICAL ADVISORY COMMITTEE TERMS OF REFERENCE**

January 2020

#### **PURPOSE**

The Climate Action Technical Advisory Committee is a technical advisory committee of the Regional District of Nanaimo (RDN) Board that provides advice and recommendations to the RDN Board on specific issues emerging or foreseen as having potential local impacts of global climate change.

#### **TERM**

The Committee shall function from January 1, 2020 to December 31, 2021.

#### **MEMBERSHIP**

The RDN Board shall appoint a member of the RDN Board to the Committee.

The Committee is comprised of seven technical experts from a variety of professional areas:

- Agriculture
- Forestry or forest management
- Watershed management
- Transportation planning, including vehicle fleet management
- Waste management
- Sustainable/renewable utilities, including energy
- Construction or urban development
- Climate/meteorological science
- Coastal/geomorphological process, and
- Floodplain mitigation.

To qualify for an appointment, each appointee

- should be currently employed or recently retired (within the last two years) from the given professional area, with five or more years of experience in that area, and
- cannot currently be elected to public office at any level.

The RDN Board may fill vacancies as they arise.

Where a Committee member is absent from more than three meetings in a calendar year, the RDN Board may opt to declare the position vacant and appoint a new person to the position.

The Committee Chairperson will be appointed annually by the RDN Board Chairperson.

Where a specific subject area is under discussion from a field without representation on the Committee, the Committee may invite participation from an identified expert in the given subject area.

## **MEETINGS**

The Committee will meet at the request of the RDN Board in response to a specific question or direction from the RDN Board.

A quorum of two-thirds of the Committee membership is required to conduct Committee business.

The General Manager of Strategic and Community Development will be responsible for assigning staff to support the Committee, including the coordination of agendas, minutes, and staff contacts for Committee members.

Committee meetings will be open to the public unless the subject matter of the meeting has been identified by the RDN Board as necessitating a closed session.

Committee meetings may be held electronically.

## **COMMITTEE ROLES AND RESPONSIBILITIES**

The Climate Action Technical Advisory Committee's mandate is to discuss and respond to questions and directions from the RDN Board. Those questions and directions will seek advice about specific immediate, mid-term, and long-term actions that the RDN can take to mitigate the RDN's vulnerability to the impacts of climate change and to adapt to emerging and projected environmental changes. Advice given by the Committee should be of an actionable nature and should be focused on the question or direction provided by the RDN Board.

As an advisory committee, the Climate Action Technical Advisory Committee will have no voting structure and should seek to reach agreement by consensus where possible. Written responses to RDN Board questions and directions may be authored by a given subject area expert on the Committee or by the Committee Chair, as may be deemed appropriate by the Committee.

While the Committee meetings will generally be open to the public, the Committee is to complete its work independently and as an internal body of the RDN.

## **RECRUITMENT AND COMPENSATION**

Whenever vacancies may arise or when positions on the Committee may soon be in need of reappointment, the Corporate Officer shall advertise the vacancy in the same manner as Committee appointments to other RDN Committees.

Committee member recruitment should be designed to solicit applications from professionals in the private, public, and non-profit sectors to help foster diverse representation on the Committee.

In recognition of the time and work invested by Committee members, compensation will be provided by the RDN, as follows:

- Each Committee member will be paid a \$1,000 retainer for each year of service on the Committee; and

- Each Committee member will be paid \$200 per Committee meeting per year, not to exceed eight Committee meetings in any given calendar year; and
- The Committee Chair will be paid an additional \$1,000 retainer for each year of service as Committee Chair.

The retainers paid are to compensate for work done outside of Committee meetings, such as authoring responses to RDN Board questions and directions, and, in the case of the Chair, coordinating the work of the Committee with staff and appointees.

The RDN Director appointed to the Committee shall be compensated in the same manner as Directors are compensated for other RDN Committees.