

REGIONAL DISTRICT OF NANAIMO
EXECUTIVE COMMITTEE
AGENDA

Thursday, July 9, 2020

10:00 A.M.

Held Electronically

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. ADOPTION OF MINUTES

3.1 Executive Committee Meeting - November 5, 2019

That the minutes of the Executive Committee meeting held November 5, 2019, be adopted.

4. REPORTS

4.1 Timing Options for Electoral Area Services Committee, Committee of the Whole and Board Meetings

5. NEW BUSINESS

6. IN CAMERA

That pursuant to the following sections of the *Community Charter* the Executive Committee proceed to an In Camera meeting:

- 90(1)(a) 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;
- 90(1)(c) labour relations or other employee relations.

7. ADJOURNMENT

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

**Tuesday, November 5, 2019
10:00 A.M.
Committee Room**

In Attendance:	Director I. W. Thorpe	Chair
	Director B. Rogers	Electoral Area E
	Director K. Wilson	Electoral Area A
	Director E. Mayne	City of Parksville
	Director L. Krog	City of Nanaimo
	Director E. Hemmens	City of Nanaimo
	Director J. Turley	City of Nanaimo
	Director B. Wiese	Town of Qualicum Beach
Also in Attendance:	Director V. Craig	Electoral Area B
	Director M. Young	Electoral Area C
	Director L. Wallace	Electoral Area G
	Director S. McLean	Electoral Area H
	Director A. Fras	City of Parksville
	Director T. Brown	City of Nanaimo
	Director B. Geselbracht	City of Nanaimo
	P. Carlyle	Chief Administrative Officer
	R. Alexander	Gen. Mgr. Regional & Community Utilities
	G. Garbutt	Gen. Mgr. Strategic & Community Development
	D. Pearce	Gen. Mgr. Transportation & Emergency Services
	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 11, 2019

It was moved and seconded that the minutes of the Executive Committee meeting held July 11, 2019 be adopted.

CARRIED UNANIMOUSLY

REPORTS

Occupational Health and Safety Report

It was moved and seconded that the Occupational Health and Safety Report dated August 22, 2019 be received for information.

CARRIED UNANIMOUSLY

Board Appointments to External Organizations Policy

It was moved and seconded that the Board adopt the attached policy titled Board Appointments to External Organizations.

CARRIED UNANIMOUSLY

Transportation Select Committee Terms of Reference

It was moved and seconded that the Transportation Select Committee be created to replace the Transit Select Committee and that the Terms of Reference be approved.

Opposed (6): Director Rogers, Director Wilson, Director Mayne, Director Hemmens, Director Turley, and Director Wiese

DEFEATED

Climate Action Technical Advisory Committee

It was moved and seconded that the Regional District of Nanaimo create a Climate Action Technical Advisory Committee.

CARRIED UNANIMOUSLY

It was moved and seconded that the Climate Action Technical Advisory Committee terms of reference be approved.

CARRIED UNANIMOUSLY

It was moved and seconded that \$80,000 and a two year term 0.5 full-time equivalent position be in each of the proposed 2020 and 2021 budgets to establish and support the Committee.

CARRIED UNANIMOUSLY

It was moved and seconded that a report be prepared to the Board on the future of the Committee after the Committee has operated for 2 years.

CARRIED UNANIMOUSLY

Solid Waste Management Select Committee Terms of Reference

It was moved and seconded that the Solid Waste Management Select Committee's Terms of Reference be retained in substance but amended to replace references to the Regional Solid Waste Advisory Committee with the Solid Waste Management Plan Monitoring Advisory Committee.

CARRIED UNANIMOUSLY

IN CAMERA

It was moved and seconded that pursuant to Section 90(1)(c) of the *Community Charter* the Executive Committee proceed to an In Camera meeting for discussions related to labour relations or other employee relations.

CARRIED UNANIMOUSLY

TIME: 11:14 AM

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 12:05 PM

CHAIR

BACKGROUND

Electoral Area Directors expressed concern that there were too many items on the EASC agenda to complete in the allotted 90 minutes and suggested more time is needed for the EASC meetings or the agendas for the EASC meetings need to be shortened.

Shortening the agendas for the EASC meetings represents an operational challenge as it means delaying development permits, development variance permits and temporary use permits for at least one month if not more depending on the volume to be referred to the EASC.

The second option is to extend the duration of the EASC meetings from 90 to 120 minutes. While most of the EASC meetings are completed within the 90-minute time frame currently allotted, there have been instances where the Committee has been pressed for time. Changing the EASC start time to 9:00 am would facilitate a 120-minute meeting while still having provided time for the EASC Directors to converse with staff before the start of the COW at 1:00 pm.

Holding the EASC on another day is not recommended as there is greater inconvenience for the Directors who must travel to attend on two separate days, one for the EASC and another for the COW, which is accompanied by the increased cost of an additional attendance. Consideration of the timing of the other select committees, such as Transit, Regional Parks and Trails and Solid Waste Management Select Committee, in relation to a new time for the EASC would need to take place. In addition, continued coordination of the timing of these select committees with the schedules of the municipalities is crucial.

If the EASC is to be on its own day, because of the legislative timelines required to send out the resulting public notices, it would need to be moved to the week prior to COW, preferably on Tuesday. However, this would be least efficient for agenda preparation as it creates another agenda cycle to meet. It would also decrease the time that the public has to submit their applications to the Planning Department and having the potential to delay consideration of the application by a month, which is a significant detraction from our level of public service.

The COW meeting starting at 1:00 pm would provide more time for the COW meetings to be conducted during business hours. The current 3:00 pm start time has resulted in meetings going well into the evenings on several occasions, particularly when there are Closed meetings that are held following the Open portion of the COW. As some Directors have mentioned changing the time of the COW meetings, this change may address all timing matters for both committees.

The change of the timing of the Board meetings from 7:00 pm to a 1:00 pm. would enable delegations to attend the Board meeting over the lunch hour and would also enable attendance by those who may otherwise have family commitments in the evening. For context and information, all other Vancouver Island Regional Districts, including Metro Vancouver, schedule their Board meetings during the daytime, with the exception of one that alternates the start time of Board meetings between the daytime and evening. As stated earlier in this report, the number of members of the public attending Board, EASC and COW meetings has averaged only 8 per meeting, with several instances of 0 members of the public. The RDN also implemented live streaming of these meetings in July 2019, reducing the need for the public to be in physical attendance. In addition, staff would not be required to incur overtime for an evening meeting.

ALTERNATIVES

1. That the start time of the Electoral Area Services Committee meetings be moved to 9:00 am and Committee of the Whole meetings be moved to 1:00 pm or,
2. That the Electoral Area Services Committee meetings be moved to the Tuesday prior to the Committee of the Whole starting at 9:00 am, with the Committee of the Whole remaining on the 2nd Tuesday of the month starting at 1:00 pm.
3. That the start time of the Board meetings be moved to 1:00 pm.
4. That the Board provide alternate direction.

FINANCIAL IMPLICATIONS

There would be additional cost for the additional travel of the EA Directors to attend on two separate days if the EASC is moved to a separate day. If the Board meetings were held during the day then there would be overtime savings.

STRATEGIC PLAN IMPLICATIONS

Good governance is a key value in the Board Strategic Plan for 2019 – 2022.



Delcy Wells
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June 24, 2020

Reviewed by:

- J. Hill, Manager of Legislative Services
- D. Wells, General Manager, Corporate Services
- P. Carlyle, Chief Administrative Officer