

**REGIONAL DISTRICT OF NANAIMO**  
**MINUTES OF THE ELECTORAL AREA SERVICES COMMITTEE MEETING**

**Thursday, November 24, 2022**  
**1:00 P.M.**  
**Board Chambers (Webstreamed)**

In Attendance:	Director B. Rogers	Chair
	Director V. Craig	Electoral Area B
	Director J. Stanley	Electoral Area A
	Director L. Melanson	Electoral Area C
	Director L. Salter	Electoral Area F
	Alternate	
	Director B. Wiese	Electoral Area G (joined electronically)
	Director S. McLean	Electoral Area H (joined electronically)
Regrets:	Director L. Wallace	Electoral Area G
Also in Attendance:	J. Ringwald	Alternate Director, Electoral Area E
	D. Holmes	Chief Administrative Officer
	L. Grant	Gen. Mgr. Development & Emergency Services
	T. Osborne	Gen. Mgr. Recreation & Parks
	E. Tian	Gen. Mgr. Engineering & Utilities
	T. Armet	Mgr. Building & Bylaw Services
	P. Thompson	Mgr. Current Planning
	M. Walters	Mgr. Water Services (joined electronically)
	A. Gore	A/Mgr. Parks Services (joined electronically)
	G. Smith	Deputy Corporate Officer
	C. Holt	Zoom Moderator
	S. Patrickson	Recording Secretary

**CALL TO ORDER**

The Chair called the meeting to order.

**TERRITORIAL ACKNOWLEDGEMENT**

The Chair respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting takes place.

**APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be approved as amended to include the addendum, agenda item 10.1.1.

CARRIED UNANIMOUSLY

## **ADOPTION OF THE MINUTES**

### **Electoral Area Services Committee Meeting - October 6, 2022**

It was moved and seconded that the minutes of the Electoral Area Services Committee meeting held October 6, 2022, be adopted.

CARRIED UNANIMOUSLY

## **CORRESPONDENCE**

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

T. Armet, Mgr, Building and Bylaw Services, Regional District of Nanaimo, re 575 Horne Lake Road - Unsightly Premises

CARRIED UNANIMOUSLY

## **COMMITTEE MINUTES**

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

Electoral Area A Parks, Recreation and Culture Commission - October 11, 2022

Electoral Area F Parks and Open Space Advisory Committee Meeting - September 28, 2022

Electoral Area G Parks and Open Space Advisory Committee Meeting - October 3, 2022

CARRIED UNANIMOUSLY

## **COMMITTEE RECOMMENDATIONS**

### **Electoral Area F Parks and Open Space Advisory Committee**

#### **Future Improvements to Errington Park and Market Discussion**

It was moved and seconded that proposed improvements to the Errington Community Park Concession Building be prioritized over the Errington Community Park Sport Court Project.

CARRIED UNANIMOUSLY

#### **Parks Tour Discussion**

It was moved and seconded that the Regional District of Nanaimo approach Crown Land BC to negotiate a land tenure agreement for Lot 1 PID: 026919818 and Lot 2 PID: 026919826 beside Romain Community Park.

CARRIED UNANIMOUSLY

### **Bike Skills Park**

It was moved and seconded that a bike skills park be constructed at the French Creek School Community Park or another suitable location in Electoral Area F.

CARRIED UNANIMOUSLY

### **Electoral Area G Parks and Open Space Advisory Committee**

#### **Rivers Edge Community Trail Network Plan**

It was moved and seconded that the Rivers Edge Community Trail Network Plan be amended by removing the parking lot and shelter area upgrade.

CARRIED UNANIMOUSLY

It was moved and seconded to defer the discussion of the Rivers Edge Community Trail Network Plan to the next Electoral Area G Parks and Open Space Advisory Committee meeting to allow for more input to the plan.

CARRIED UNANIMOUSLY

### **French Creek Community Park Development**

It was moved and seconded that the French Creek Community Park improvements proposed in the staff report be included in the 2024 Parks Services workplan.

CARRIED UNANIMOUSLY

### **Maple Lane Community Park**

It was moved and seconded that a master plan be developed for Maple Lane Community Park that will include engagement with the neighborhood of San Pareil to guide the planning and placement of future amenities and leverage the Regional District of Nanaimo Parks Amenity Donation Program and application to future applicable grant programs for select features.

CARRIED UNANIMOUSLY

## **PLANNING**

### **Development Permit with Variance**

#### **Development Permit with Variance Application No. PL2022-085 2794 Sunset Terrace, Electoral Area H**

It was moved and seconded that the Board approve Development Permit with Variance No. PL2022-085 to secure vegetation enhancement of the riparian area and recognize the siting of a series of existing retaining walls and a shed subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2022-085.

CARRIED UNANIMOUSLY

### **Zoning Amendment**

#### **Zoning Amendment Application No. PL2022-014 2875 Craven Close, Electoral Area H Amendment Bylaw 500.437, 2022 - Introduction**

It was moved and seconded that the Public Hearing on “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.437, 2022” not be held in accordance with Section 464(2) of the *Local Government Act*.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification in accordance with Section 467(2) of the *Local Government Act*.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board receive the Summary Report of the Community Engagement as provided in Attachment 4.

CARRIED UNANIMOUSLY

### **Request for Frontage Relaxation in Relation to a Subdivision**

#### **Development Permit Application No. PL2022-146 and Request for Relaxation to the 10% Minimum Frontage Requirement in Relation to Subdivision Application No. PL2022-005, 1077 Schidler Road, Electoral Area F**

It was moved and seconded that the Board approve Development Permit No. PL2022-146 to permit a two-lot subdivision subject to the terms and conditions outlined in Attachment 3.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board approve the request to relax the minimum 10% perimeter frontage requirement for proposed Lots A and B in relation to Subdivision Application No. PL2022-005.

CARRIED UNANIMOUSLY

## **BYLAW ENFORCEMENT**

### **575 Horne Lake Road - Unsightly Premises**

Louis Simard spoke in support of the bylaw enforcement request and was available to answer questions from the Committee.

Stephanie Flannery spoke in support of the bylaw enforcement request and was available to answer questions from the Committee.

Catherine Smiley spoke in support of the bylaw enforcement request and was available to answer questions from the Committee.

Fernando Costa, property owner of 575 Horne Lake Road, spoke against the bylaw enforcement request and was available to answer questions from the Committee.

It was moved and seconded that the Board, pursuant to "Unsightly Premises Regulatory Bylaw No. 1073, 1996", directs the owner of Lot 8 DD 51006N District Lot 90 Newcastle District Plan 1874 Except Part In Plan VIP63298 (575 Horne Lake Road), to remove the accumulation of derelict vehicles, boats, trailers, discarded automobile parts, assorted garbage, metal, disused construction materials, and pallets from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo or its agents at the owner's cost.

CARRIED UNANIMOUSLY

## **REGIONAL AND COMMUNITY UTILITIES**

### **Revised Report Title: Bylaw No. 1062.06 - Inclusion of 1017 Coral Place into the French Creek Village Streetlighting Service Area**

It was moved and seconded that "French Creek Village Streetlighting Local Service Area Conversion and Boundary Amendment Bylaw No. 1062.06, 2022" be introduced and read three times, and that, after having been read three times, be forwarded to the Inspector of Municipalities for Approval.

CARRIED UNANIMOUSLY

### **Review of Regional District of Nanaimo Water Leak Bill Adjustment Policy D1-01**

It was moved and seconded that the Regional District of Nanaimo Board support the continued use of Policy D1-01, Adjustment for Water Leak in its current form.

CARRIED UNANIMOUSLY

It was moved and seconded that the Regional District of Nanaimo Board uphold the decision by staff to not grant an exception to Policy D1-01, Adjustment for Water Leak as requested by Rhonda Leigh and Clark Routledge, and require the payment of their water bill without adjustment.

CARRIED UNANIMOUSLY

## **COMMUNITY PARKS**

### **2022 Funding Allocation for Active Trail User Groups**

It was moved and seconded that the proposed community trail projects from the Lighthouse Country Recreation (\$3,000 – Electoral Area H Community Parks Budget) and Gabriola Land and Trails Trust (\$500 – Electoral Area B Community Parks Budget) be approved and that the 2022-2026 Financial Plan be amended accordingly.

CARRIED UNANIMOUSLY

### **Sunnybeach Crown Land Tenure Application**

It was moved and seconded that the Board support an application to the Province of British Columbia for Crown Land Tenure to proceed with shoreline restoration works at Sunnybeach Road Beach Access in Electoral Area H.

CARRIED UNANIMOUSLY

## **TRANSPORTATION AND EMERGENCY SERVICES**

### **Horne Lake Fire Protection Feasibility Study - Public Consultation Update**

It was moved and seconded that the Board receive the Horne Lake Fire Protection Feasibility Study – Public Consultation Update for information.

CARRIED UNANIMOUSLY

### **Nanaimo River Fire Protection Feasibility Study - What We Heard Engagement Summary Report**

It was moved and seconded that the Board receive the Nanaimo River Fire Protection Feasibility Study – What We Heard Engagement Summary Report for information.

CARRIED UNANIMOUSLY

## **MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN**

### **Electoral Area H Parks and Open Space Advisory Committee - Terms of Reference Amendment**

It was moved and seconded that the Board amend the Terms of Reference for the Electoral Area H Parks and Open Space Advisory Committee to change the quorum of the Committee to be a majority of the current members of the Committee, with a minimum quorum of three members.

CARRIED UNANIMOUSLY

### **San Pareil Water Service**

Iain Donaldson and Jo Dunn presented their request for a Latecomers' Agreement to establish a system of equal payment for all property owners who subsequently connect to this new portion of the Regional District of Nanaimo waterline.

It was moved and seconded that staff be directed to prepare a report and recommendations for latecomer agreements (or alternative mechanisms) and review bylaws related to San Pareil Water Service including the capital charge, rates, and reserves bylaws with a specific focus on new connections and additions to the utility and the service area.

CARRIED UNANIMOUSLY

### **Feasibility Study – Rainwater Management Electoral Area F**

It was moved and seconded that \$20,000 in Electoral Area F Feasibility Funds be allocated in 2023 to a study of the feasibility of establishing a rainwater management service area in the area of Grafton Avenue and Virginia Estates, and to advise of any available grant funding for this project.

CARRIED UNANIMOUSLY

### **NEW BUSINESS**

Director Salter provided notice of the following motion:

#### **Regional District of Nanaimo Water Leak Bill Adjustment Policy Amendment – Payment Plan**

That staff prepare a report on options for amending Policy D1-01, Adjustment for Water Leak, to include a water bill repayment plan for Regional District of Nanaimo Water Service Area residents who experience a leak in the potable water system on their property but are not eligible for a water leak adjustment to their Regional District of Nanaimo water bill.

Alternate Director Weise provided notice of the following motion:

#### **575 Horne Lake Road – Unsightly Premises – Regional District of Nanaimo Burning Bylaw**

That staff prepare a report on the feasibility of applying the Regional District of Nanaimo's burning bylaw to enable additional enforcement with respect to the unsightly premises at 575 Horne Lake Road.

**Directors' Roundtable**

Directors provided updates to the Committee.

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 3:44 P.M.

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CHAIR