

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

**Tuesday, July 4, 2023**  
**1:02 P.M.**  
**Board Chambers (Webstreamed)**

In Attendance:	Director B. Rogers	Chair
	Director J. Stanley*	Electoral Area A
	Director V. Craig	Electoral Area B
	Director L. Melanson	Electoral Area C
	Director L. Salter*	Electoral Area F
	Alternate	
	Director B. Wiese*	Electoral Area G
	Director S. McLean*	Electoral Area H
Regrets:	Director L. Wallace	Electoral Area G
Also in Attendance:	D. Holmes	Chief Administrative Officer
	L. Grant	Gen. Mgr. Development & Emergency Services
	T. Osborne	Gen. Mgr. Recreation & Parks
	E. Beauchamp	Mgr. Emergency Services
	G. Keller	Senior Planner
	S. Snelgrove	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 this meeting took place.

**APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

It was moved and seconded that the minutes of the Electoral Area Services Committee meeting held June 8, 2023, be adopted.

CARRIED UNANIMOUSLY

\* Denotes electronic meeting participation as authorized by Section 10 of "Regional District of Nanaimo Board Procedure Bylaw No. 1862, 2022".

## **COMMITTEE MINUTES**

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

Electoral Area F Parks and Open Space Advisory Committee Meeting - May 29, 2023

Electoral Area H Parks and Open Space Advisory Committee Meeting - May 31, 2023

Nanoose Bay Parks and Open Space Advisory Committee Meeting - June 7, 2023

East Wellington / Pleasant Valley Parks and Open Space Advisory Committee Meeting - June 12, 2023

CARRIED UNANIMOUSLY

## **COMMITTEE RECOMMENDATIONS**

### **Nanoose Bay Parks and Open Space Advisory Committee**

#### **Nanoose Bay Sport Courts**

It was moved and seconded that staff review possible restrictions and signage for permissible uses of the sport court in Jack Bagley Community Park.

CARRIED UNANIMOUSLY

Director Salter joined the meeting at 1:08 P.M.

#### **Water Access Workshop Discussion**

It was moved and seconded that the committee volunteers further revise the draft criteria and use the criteria to rank the water accesses to determine which may be candidates for improvements.

CARRIED UNANIMOUSLY

### **East Wellington / Pleasant Valley Parks and Open Space Advisory Committee**

#### **Benson Creek Falls Regional Park Creekside Place Staging Area Advisory Committee Appointment**

It was moved and seconded that D. Remillard be appointed as the East Wellington / Pleasant Valley Parks and Open Space Advisory Committee representative to the Benson Creek Falls Regional Park Creekside Place Staging Area Advisory Committee.

CARRIED UNANIMOUSLY

## **PLANNING**

### **Development Variance Permit**

#### **Development Variance Permit Application No. PL2023-074 2364 Yellow Point, Electoral Area A**

The Chair called for members of the public wishing to speak to Development Variance Permit Application No. PL2023-074 2364 Yellow Point, Electoral Area A.

No one in attendance wished to speak.

It was moved and seconded that following notification of adjacent properties, the Board approve Development Variance Permit No. PL2023-074 to reduce the minimum setback for All non-farm buildings and structures – All lot lines from 8.0 metres to 6.2 metres for a detached garage subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

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

#### **Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in Relation to Subdivision Application No. PL2019-065 Meadowood Way, Electoral Area F**

It was moved and seconded that the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lots 2, 3, 4, and 5 in relation to Subdivision Application No. PL2019-065.

CARRIED UNANIMOUSLY

### **Zoning Amendment**

#### **Zoning Amendment Application No. PL2022-003 Lot 2, Allsbrook Rd, Electoral Area F Amendment Bylaw 1285.39, 2023 - Introduction**

##### **Delegation Submission – Greg MacKenzie**

Greg MacKenzie, Collaborative Futures, answered questions from the Committee.

It was moved and seconded:

1. That the Board receive the Report of the Community Engagement as provided in Attachment 3.
2. That the conditions set out in Attachment 6 of the staff report be completed prior to Amendment Bylaw No. 1285.39 being considered for adoption.
3. That “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.39”, as provided in Attachment 7, be introduced, and read two times.

4. That the Public Hearing on “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.39, 2023”, be delegated to the Director for Electoral Area F.

Opposed (1): Director Craig

CARRIED

**Zoning Amendment Application No. PL2022-186 1788 Fielding Road, Electoral Area A Amendment Bylaw 500.443**

**Delegation Submission – Toby Seward**

Toby Seward, Seward Developments Inc., spoke in support of the application and answered questions from the Committee.

It was moved and seconded that Zoning Amendment Application No. PL2022-186 1788 Fielding Road, Electoral Area A Amendment Bylaw 500.443 be deferred to the September 7, 2023 Electoral Area Services Committee meeting.

After debate, the motion was withdrawn.

It was moved and seconded that Zoning Amendment Application No. PL2022-186 1788 Fielding Road, Electoral Area A Amendment Bylaw 500.443 be referred to staff.

CARRIED UNANIMOUSLY

**Other**

**Temporary Use Permit Application No. PL2023-015 2660 Holden Corso Road, Electoral Area A**

The Chair called for members of the public wishing to speak to Temporary Use Permit Application No. PL2023-015 2660 Holden Corso Road, Electoral Area A.

No one in attendance wished to speak.

It was moved and seconded:

1. That the Board receive the Report of the Community Engagement and Written Submissions as provided in Attachment 2.
2. Following public notification, that the Board approve Temporary Use Permit No. PL2023-015 to allow a dog daycare facility on the subject property subject to the terms and conditions outlined in Attachment 4.
3. That the Board direct staff to complete the required notification for Temporary Use Permit No. PL2023-015.

CARRIED UNANIMOUSLY

## **RECREATION & PARKS SERVICES**

### **Lighthouse Community Centre Society General Service Agreement**

It was moved and seconded that the Lighthouse Community Centre Society General Service Agreement (2023-2026) be approved.

CARRIED UNANIMOUSLY

### **Lease and Site License Agreement with Cedar School and Community Enhancement Society (2023-2024)**

It was moved and seconded that the attached Lease and Site License Agreement with Cedar School and Community Enhancement Society (CSCES) for a term of eleven (11) months to commence August 1<sup>st</sup>, 2023, and end June 30<sup>th</sup>, 2024, be approved.

CARRIED UNANIMOUSLY

### **Crown Tenure over Dashwood Lot 6, District Lot 76, Newcastle District, Plan 2619**

It was moved and seconded:

1. That staff be directed to apply to the Province of British Columbia for Crown Land Tenure over Lot 6, District Lot 76, Newcastle District, Plan 2619 to manage as an Electoral Area G Community Park.
2. That funds be allocated in the 2024 Electoral Area G Community Park Budget and Five Year Financial Plan for park improvements and maintenance.

CARRIED UNANIMOUSLY

## **EMERGENCY SERVICES**

### **Emergency Reception Centre License of Use Agreement Renewals**

It was moved and seconded that the renewal of Emergency Reception Centre License of Use Agreements with each of the following:

- a. the Cedar Community Association
- b. the Cranberry Fire Protection District
- c. the Gabriola Senior Citizens Association
- d. the Nanoose Bay Activity & Recreation Society
- e. the Arrowsmith Agricultural Association
- f. the Lighthouse Community Centre Society; and
- g. the Bowser and District Branch (211) of the Royal Canadian Legion

be approved for the five-year term commencing April 1, 2023 and ending March 31, 2028.

CARRIED UNANIMOUSLY

It was moved and seconded that Area C, Errington Hall and Meadowood be approached regarding a potential Emergency Reception Centre.

CARRIED UNANIMOUSLY

Alternate Director Wiese left the meeting at 2:06 P.M.

**2023 Community Resiliency Investment Fund Grant Application**

It was moved and seconded that the grant application by the Regional District of Nanaimo to the Union of British Columbia Municipalities, Community Resiliency Investment Fund for \$449,323.97 for FireSmart activities be endorsed.

CARRIED UNANIMOUSLY

**NEW BUSINESS**

**Directors' Roundtable**

Directors provided updates to the Committee.

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 2:26 P.M.

---

CHAIR

---

CORPORATE OFFICER