



**TEMPORARY USE PERMIT APPLICATION NO. PL2023-023  
3805 MELROSE ROAD, ELECTORAL AREA F**

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**RECOMMENDATIONS**

1. That the Board receive the Summary Report of the Community Engagement and Written Submissions as provided in Attachment 3 and Summary of the Public Information Meeting as provided in Attachment 4.
2. That the Board approve Temporary Use Permit No. PL2023-023 to allow an ATV practice and training facility, and accessory campground on the subject property subject to the terms and conditions outlined in Attachment 6.

**BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application for a Temporary Use Permit (TUP) from the West Coast ATV Racing Club on behalf of the Province of BC to temporarily allow a defined area of a Crown land parcel to be used for an ATV practice and training facility, and accessory campground. The subject property, legally described as Lot A, of Lot 92, Newcastle District, Plan 2323 Except that Part Outlined in Red on Plan 3345 RW and Except Part in Plan 1357RW and VIP52254, is approximately 476 hectares in area.

As the location is on Crown land, the applicants have an application pending approval with the Province of BC for a 9.13 hectare area for the proposed use (see Schedule 2 – Location Map and Schedule 3 – Site Plan of Attachment 6 – Draft Temporary Use Permit). The property is zoned Forestry / Resource 1 (FR-1) according to “RDN Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002” (Bylaw 1285), which permits a dwelling unit, agriculture, log storage and sorting yard, primary mineral processing, silviculture, and wood processing.

The proposed license area is part of a large Crown owned lot that is adjacent to Residential 2 (R-2) properties on Melrose Road to the south, the Little Qualicum River to the west, Whiskey Creek to the east and additional Crown land to the north. A gravel service road connects the Licence of Occupation area to Melrose Road in Electoral Area F through the subject property and to Claymore Road in Electoral Area G through the Crown land to the north. The uses on the property include trails used as an off-road riding area for all-terrain vehicles (ATV) and motorcycles, known as the Whiskey Creek Off-Road Recreational Area. The property also contains active mines and a Christmas tree farm. The location of the Licence of Occupation is in the northern portion of the property, adjacent to Island Highway 19. This area is approximately five kilometres from residential uses on Melrose Road. The location was previously used as a quarry (see Attachment 1 – Subject Property Map and Attachment 2 – Licence of Occupation Location Map).

The temporary use permit was previously considered by the Board on June 27, 2023, following the completion of the consultation period identified in “Regional District of Nanaimo Development Application, Notification

Procedures and Fees Bylaw No. 1845, 2022” (Bylaw 1845). The Board had considered the temporary use permit application and passed the following motion:

**23-337**

*That the Temporary use Permit Application No. PL2023-023, 3805 Melrose Road, Electoral Area F, be referred to staff to undertake the public information meeting and that notification of the meeting be provided through the usual notification process and through the RDN’s communication channels.*

On September 11, 2023, the RDN held a Public Information Meeting for the proposal, for which eight members of the public were present.

**Proposed Development**

The applicant proposes to use a portion of the subject property for a temporary ATV practice and training facility, and accessory campground for a period of three years. The campground is only meant for use by the participants or spectators attending any events or training at the facility. The proposed development will include a track, obstacles, and delineated parking area for recreational vehicle camping. Also, the proposal includes several shipping containers for storage, restoration of the vegetation on the site, and a groundwater storage tank to mitigate any dust from the track.

The property is subject to the Freshwater and Fish Habitat Development Permit Area per the “Regional District of Nanaimo Electoral Area ‘F’ Official Community Plan Bylaw No. 1152, 1999” (OCP), however, the proposed development will not occur within 30 metres of the wetland or other watercourse. As part of the proposal, the applicant will be fencing or using another form of demarcation to ensure that there is no impact to the wetland and development permit area.

**Official Community Plan Implications**

The subject property is designated as Resource Lands within the Forest Land Reserve pursuant to the OCP Bylaw. Permitted uses within this designation includes agriculture, forestry, primary processing and outdoor recreation uses, including campgrounds. Given the proposal is for a recreational ATV track and accessory campground, the use is consistent with the OCP.

**Public Consultation**

As per procedure under Bylaw 1845, community engagement was conducted online through the RDN’s Get Involved site with notices sent to all properties within 200 metres and a notice published in the Wednesday April 19, 2023 edition of the Parksville Qualicum Beach News. The public was invited to provide feedback and submit questions about the proposed zoning amendment application through the Get Involved page at [www.getinvolved.rdn.ca/pl2023-023](http://www.getinvolved.rdn.ca/pl2023-023). Prior to the June 27, 2023 Board meeting, a second notice was sent to all properties within 200 metres and a notice published in the June 19, 2023 Parksville Qualicum Beach News to comply with notification requirements of the *Local Government Act*.

The Get Involved program tracks statistics on the traffic to the website in terms of visitors who are aware, informed and engaged, in which engaged and informed are subsets of aware. The report identified 610 aware visitors who have visited the website at least once though may not have clicked on any information; 175 informed visitors who have viewed the attached information; and 35 engaged visitors who participated in the webpage content. A summary of the survey is attached to the report (see Attachment 3 – Summary Report of the Community Engagement and Written Submissions).

Both the Get Involved survey results and written correspondence primarily show support for the use, though nearby residents have expressed concern with impacts from existing and proposed ATV uses. Support for the proposal reflects the regional need for the facility, given limited areas available for ATV use and increasing restrictions on privately managed forest lands. Concern from residential areas reflects potential for traffic to the facility, noise or fire risk.

Based on Board direction on June 27, 2023, a Public Information Meeting was held on September 11, 2023 at the Arrowsmith Hall, for which eight members of the public were in attendance (see Attachment 4 – Summary of Public Information Meeting). Notice for the meeting was sent to all properties within 200 metres and a notice published in the September 6, 2023 Parksville Qualicum Beach News. To comply with the public notice requirements of the *Local Government Act* and RDN Bylaws for temporary use permits, a notice for the October 10, 2023 Board meeting was mailed to all properties within 200 metres and a notice published in the October 4, 2023 Parksville Qualicum Beach News.

### **FINANCIAL IMPLICATIONS**

The proposed development has been reviewed and has no implications related to the Board 2023 – 2027 Financial Plan.

### **STRATEGIC PLAN ALIGNMENT**

The proposed development has been reviewed and has no implications for the 2019 – 2022 Board Strategic Plan.

### **REVIEWED BY:**

P. Thompson, Manager, Current Planning  
L. Grant, General Manager, Development and Emergency Services  
D. Holmes, Chief Administrative Officer

### **ATTACHMENTS:**

1. Subject Property Map
2. Licence of Occupation Location Map
3. Summary Report of the Community Engagement and Written Submissions
4. Summary of the Public Information Meeting
5. Planning Implications
6. Draft Temporary Use Permit