

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

**Thursday, December 7, 2023
1:01 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
Director L. Wallace* Electoral Area G
Director S. McLean* Electoral Area H

Also in Attendance: C. Crabtree Gen. Mgr. Corporate Services
L. Grant Gen. Mgr. Development & Emergency Services
T. Osborne Gen. Mgr. Recreation & Parks
E. Tian Gen. Mgr. Regional & Community Utilities
E. Beauchamp Mgr. Emergency Services
K. Fowler Mgr. Long Range Planning, Energy & Sustainability
D. Klassen A/Mgr. Bylaw Services
P. Thompson Mgr. Current Planning
M. Walters Mgr. Water Services
G. Keller Senior Planner
S. Snelgrove Deputy Corporate Officer
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 took place.

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved, as amended, as follows:

8 Bylaw Enforcement - Reorder to immediately follow Agenda Item 6 - Committee Minutes

7.2.1 Bylaw 500 Review and Update Project - Bylaw No. 2500 Introduction - Reorder to immediately follow Agenda Item 11.1 - Coombs - Hilliers Firehall No. 1 License of Occupation Agreement

CARRIED UNANIMOUSLY

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

ADOPTION OF THE MINUTES

It was moved and seconded that the following minutes be adopted:

Electoral Area Services Committee Meeting - November 9, 2023

Special Electoral Area Services Committee Meeting - November 14, 2023

Special Electoral Area Services Committee Meeting - November 24, 2023

CARRIED UNANIMOUSLY

COMMITTEE MINUTES

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

Electoral Area B Parks and Open Spaces Committee - October 16, 2023

East Wellington / Pleasant Valley Parks and Open Space Advisory Committee Meeting -
October 17, 2023

CARRIED UNANIMOUSLY

BYLAW ENFORCEMENT

3629 Jingle Pot Road - Building Bylaw Contravention

The Chair called for owners wishing to speak to 3629 Jingle Pot Road - Building Bylaw Contravention.

No one in attendance wished to speak.

It was moved and seconded that the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* by the Regional District of Nanaimo Board against title of 3629 Jingle Pot Road, Lot 1, Section 18, Range 4, Mountain District, Plan 3307.

CARRIED UNANIMOUSLY

PLANNING

Development Variance Permit

Development Variance Permit Application No. PL2023-132, 1321 Alberni Highway, Electoral Area F

Director Craig joined the meeting at 1:23 P.M.

It was moved and seconded that consideration of Development Variance Permit Application No. PL2023-132, 1321 Alberni Highway, Electoral Area F be deferred to the January 11, 2024 Electoral Area Services Committee meeting.

CARRIED UNANIMOUSLY

It was moved and seconded that staff provide a report on the establishment of a development permit area for form and character for commercial and industrial development in Electoral Area F with specific focus on guidelines for lighting and screening. The intent is to implement the establishment of the new DPA as a soon as is practicable.

CARRIED UNANIMOUSLY

Other

Development Permit Application No. PL2023-134 and Request to Relax the Minimum 10% Perimeter Frontage Requirement in Relation to Subdivision Application No. PL2021-160, 2059 Sherritt Drive, Electoral Area E

It was moved and seconded:

1. That the Board approve Development Permit No. PL2023-134 to permit a two-lot subdivision subject to the terms and conditions outlined in Attachment 2.
2. That the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lot B in relation to Subdivision Application No. PL2021-160.

CARRIED UNANIMOUSLY

REGIONAL AND COMMUNITY UTILITIES

Bylaw No. 1845.01 - Proposed Amendments to Regional District of Nanaimo Engineering Review Fees

It was moved and seconded that "Regional District of Nanaimo Development Application, Notification Procedures and Fees Amendment Bylaw No. 1845.01, 2023" be introduced and read three times.

CARRIED UNANIMOUSLY

RECREATION & PARKS SERVICES

Gabriola Recreation Society Recreation Services Agreement Renewal (2024-2026)

It was moved and seconded that the Recreation Services Agreement with the Gabriola Recreation Society for a three (3) year term, to commence January 1, 2024, through to December 31, 2026, be approved.

CARRIED UNANIMOUSLY

EMERGENCY SERVICES

Coombs-Hilliars Firehall No. 1 Licence of Occupation Agreement

It was moved and seconded that the Coombs-Hilliars Volunteer Fire Department (CHVFD) Firehall No. 1 Licence of Occupation Agreement for the term of two (2) years with the Arrowsmith Agriculture Association be approved.

CARRIED UNANIMOUSLY

PLANNING CONT'D

Other

Bylaw 500 Review and Update Project - Bylaw No. 2500 Introduction

It was moved and seconded:

1. That the Board Receive the Summary of What We Heard included as Attachment 1.
2. That the Board give 1st reading to “Regional District of Nanaimo Zoning Bylaw No. 2500, 2024” as provided in Attachment 7.
3. That the Board endorse the engagement highlights included as Attachment 5 and authorize staff to proceed with public engagement on Bylaw No. 2500, 2024.
4. That the Board endorse the proposed bylaw transition strategy included as Attachment 3.

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: 2:31 P.M.

CHAIR