

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

Thursday, July 3, 2025
1:02 P.M.
Board Chambers (Webstreamed)

In Attendance:	Director B. Rogers	Chair
	Director S. McLean	Vice 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
	Director L. Wallace	Electoral Area G
Also in Attendance:	D. Holmes	Chief Administrative Officer
	C. Crabtree	Gen. Mgr. Corporate & Transportation Services
	L. Grant	Gen. Mgr. Development & Emergency Services
	T. Osborne	Gen. Mgr. Recreation & Parks Services
	B. Routledge	A/Gen. Mgr. Regional & Community Utilities
	T. Moore	Chief Financial Officer
	P. Thompson	Mgr. Current Planning
	S. Windsor	Mgr. Fire Services
	S. Boogaards	Sr. Planner
	L. Zosiak	Sr. Planner
	C. Holt	Committee Clerk
	N. Ferris	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 presented.

CARRIED UNANIMOUSLY

ADOPTION OF THE MINUTES

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

Electoral Area Services Committee Meeting - June 5, 2025

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

Draft Survey and Engagement Plan for Improvements to Dashwood Community Park

It was moved and seconded that staff prepare a draft survey and engagement plan for improvements to Dashwood Community Park for the Electoral Area G Parks and Open Space Advisory Committee.

CARRIED UNANIMOUSLY

Errington Community Park Sport Court

The following motion was moved and seconded at the June 5, 2025, Electoral Area Services Committee meeting and is on the floor:

That staff proceed with issuing a design-build Request for Proposal, for consideration of a half court at Errington Community Park.

With the consent of the Committee, the motion was withdrawn by the mover and seconder.

It was moved and seconded that staff proceed with issuing a design-build Request for Proposal for a multi-purpose sport court at Errington Community Park, with dimensions of 68 feet by 64 feet, incorporating line markings for two standard-sized pickleball courts, designed for use with portable nets, and a half basketball court with one hoop, with optional costing provided for a fencing surround and a second basketball hoop, and that the design allows for future sport court expansion.

CARRIED UNANIMOUSLY

Concession Building at Errington Community Park

The Committee discussed the concession building at Errington Community Park, and staff answered questions from the Committee.

Errington Community Park Café and Washrooms Co-Management Agreement Update

It was moved and seconded that the Board receive the Errington Community Park Café and Washrooms Co-Management Agreement Update report for information.

CARRIED UNANIMOUSLY

COMMITTEE MINUTES

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

Electoral Area H Parks and Open Space Advisory Committee Meeting - May 28, 2025

Nanoose Bay Parks and Open Space Advisory Committee Meeting - June 11, 2025

East Wellington / Pleasant Valley Parks and Open Space Advisory Committee Meeting - June 17, 2025

Electoral Area A Parks, Recreation and Culture Committee Meeting - June 18, 2025

CARRIED UNANIMOUSLY

COMMITTEE RECOMMENDATIONS

ELECTORAL AREA H PARKS AND OPEN SPACE ADVISORY COMMITTEE RECOMMENDATION

Capital Project Priorities

It was moved and seconded that staff provide a report with cost estimates for the following Electoral Area H Capital Project Priorities, determined by the Electoral Area H Parks and Open Space Advisory Committee:

- Installation of a portable toilet at the Lighthouse Country Regional Trail North Loop Trailhead / Wildwood Community Park
- Adding picnic tables and/or benches and brush clear out in the meadow area at Wildwood Community Park
- Installation of a seasonal toilet at Illusion Lake
- Paved multi-use area (for basketball, pickleball, skateboarding, etc.) in or adjacent to Lions Community Park
- Covered seating area between the bike park and playground in Lions Community Park
- Water fountain within Lions Community Park or on the Lions Hall building

CARRIED UNANIMOUSLY

NANOOSE BAY PARKS AND OPEN SPACE ADVISORY COMMITTEE RECOMMENDATIONS

Nanoose Bay Pickleball Club – Purchase of Practice Rebound Board

It was moved and seconded that the Board authorize the Nanoose Bay Pickleball Club to fundraise, construct, and install a high-quality practice rebound board at the Jack Bagley Community Park multi-purpose courts using volunteer labour, with final approval of the design and materials subject to review and authorization by the Regional District of Nanaimo prior to installation.

CARRIED UNANIMOUSLY

Nanoose Bay Water Access Improvement Options

It was moved and seconded that staff be directed to enter into a License of Occupation with the Ministry of Transportation and Transit for water access sites E34, E57, E65, and E66, located in Electoral Area E, to enable the installation of access signage, undertake required archaeological

assessments, and engage with neighboring residents as part of the improvement planning process.

CARRIED UNANIMOUSLY

ELECTORAL AREA A PARKS, RECREATION AND CULTURE COMMITTEE RECOMMENDATIONS

Hallberg Road Community Park Public Engagement Summary

It was moved and seconded:

1. That the results of the Hallberg Community Park Engagement Summary be received for information.
2. That a Preliminary Concept Design for Hallberg Road Community Road Park be prepared, guided by the design direction established through the initial community engagement feedback.

CARRIED UNANIMOUSLY

PLANNING

Development Variance Permit Application No. PL2025-040, 2099 Bramley Road, Electoral Area C

The Chair called for members of the public wishing to speak to Development Variance Permit Application No. PL2025-040, 2099 Bramley Road, Electoral Area C.

Mike Squire, Manager, Water Resources, City of Nanaimo, answered questions from the Committee.

It was moved and seconded:

1. That the Board approve Development Variance Permit No. PL2025-040 to reduce the minimum setback requirement to allow for the expansion of the existing water reservoir subject to the terms and conditions outlined in Attachment 2.
2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2025-040.

CARRIED UNANIMOUSLY

Development Variance Permit Application No. PL2025-054 and Request for 10% Perimeter Frontage Relaxation in Relation to Subdivision Application No. PL2024-093, 3225 Whiting Way, Electoral Area C

The Chair called for members of the public wishing to speak to Development Variance Permit Application No. PL2025-054 and Request for 10% Perimeter Frontage Relaxation in Relation to Subdivision Application No. PL2024-093, 3225 Whiting Way, Electoral Area C.

Jordan Noble, applicant, answered questions from the Committee.

It was moved and seconded:

1. That the Board approve Development Variance Permit No. PL2025-054 to increase the maximum parcel depth for the proposed Lots 2, 3, and 6 in relation to subdivision application No. PL2024-093 subject to the terms and conditions outlined in Attachment 3.
2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL202-054.
3. That the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lots 6, 7, 8 and 9 in relation to Subdivision Application No. PL2024-093.

Opposed (6): Director McLean, Director Stanley, Director Craig, Director Melanson, Director Salter, and Director Wallace

DEFEATED

Development Variance Permit Application No. PL2025-038, 1358 Madrona Drive, Electoral Area E

The Chair called for members of the public wishing to speak to Development Variance Permit Application No. PL2025-038, 1358 Madrona Drive, Electoral Area E

No one in attendance wished to speak.

It was moved and seconded that:

1. That the Board approve Development Variance Permit No. PL2025-038 to reduce the setback from the sea to allow the renovation of and addition to an existing dwelling unit subject to the terms and conditions outlined in Attachment 2.
2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2025-038.

CARRIED UNANIMOUSLY

Development Variance Permit Application No. PL2025-085, 990 Englishman River Road, Electoral Area F

The Chair called for members of the public wishing to speak to Development Variance Permit Application No. PL2025-085, 990 Englishman River Road, Electoral Area F.

Rachel Hamling, Prism Land Surveying, representative for the owner, answered questions from the Committee.

It was moved and seconded that:

1. That the Board approve Development Variance Permit No. PL2025-085 to increase the secondary suite maximum floor area to permit the conversion of an existing dwelling to a detached secondary suite subject to the terms and conditions outlined in Attachment 2.

2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2025-085.

CARRIED UNANIMOUSLY

Zoning Amendment Application No. PL2024-015, 5600 Island Highway West, Electoral Area H, Amendment Bylaw 2500.06, 2025 – Introduction

It was moved and seconded:

1. That the Board receive the Summary Report of the Community Engagement as provided in Attachment 4.
2. That the Conditions of Approval as provided in Attachment 6 be completed prior to Amendment Bylaw No. 2500.06 being considered for adoption.
3. That “Regional District of Nanaimo Zoning Amendment Bylaw No. 2500.06, 2025” be introduced and read two times.
4. That the Board direct the Public Hearing on “Regional District of Nanaimo Zoning Amendment Bylaw No. 2500.06, 2025” be delegated to Director McLean.

CARRIED UNANIMOUSLY

RECESS: 2:52 P.M.

RECONVENE: 3:03 P.M.

Gabriola Island Community Health and Wellbeing Contribution Service Annual Report and Agreement Renewal

Delegation Submission - Christina Rajsic, People for a Healthy Community, re Overview of the Gabriola Island Health and Wellbeing Contribution Service Annual Report and Agreement Renewal Report

Christina Rajsic, People for a Healthy Community, provided a PowerPoint presentation regarding the Report of the Community Wellbeing Coordinator, and answered questions from the Committee.

It was moved and seconded:

1. That the Board receive the Gabriola Island Community Health and Wellbeing Contribution Service Annual Report for information.
2. That the Board approve a renewed 2-year agreement with People for a Healthy Community to provide Health and Wellbeing Coordinator Services for Gabriola Island with the Community Wellbeing Coordinator role continuing as a part-time position and that the 2026-2030 Financial Plan be adjusted accordingly.

CARRIED UNANIMOUSLY

Housing Project List and Timeframe 2025-2026

Lisa Zosiak, Senior Planner, provided a PowerPoint presentation of the 2025-2026 Housing Project List and Timeframe, and answered questions from the Committee.

It was moved and seconded that number 5 “Alignment of Zoning Bylaw 1285 with Zoning Bylaw 2500” be removed from Attachment 1 of the report titled “Housing Project List and Timeframe 2025-2026” dated July 3, 2025.

CARRIED UNANIMOUSLY

It was moved and seconded that the report titled “Housing Project List and Timeframe 2025–2026” and Attachment 1, dated July 3, 2025, be referred back to staff to include costing information to Attachment 1, and that the updated report and attachment be brought back to the September Electoral Area Services Committee meeting.

Opposed (4): Director McLean, Director Stanley, Director Craig, and Director Melanson

DEFEATED

It was moved and seconded that the Board endorse the report titled “Housing Project List and Timeframe 2025-2026” and Attachment 1, dated July 3, 2025, as amended, to remove number 5 “Alignment of Zoning Bylaw 1285 with Zoning Bylaw 2500” from Attachment 1.

Opposed (3): Director Rogers, Director Salter, and Director Wallace

CARRIED

Rural Residential Minimum Parcel Size Project

Stephen Boogaards, Senior Planner, provided a PowerPoint presentation of the Rural Residential Minimum Parcel Size Project, and answered questions from the Committee.

It was moved and seconded:

1. That the Board receive the report titled “Rural Residential Minimum Parcel Size Project” dated July 3, 2025, for information.
2. That staff prepare a report that provides a comparison between the cost for a region-wide project to reduce the minimum parcel size in Rural Residential areas versus servicing studies through the regular Official Community Plan review processes.

CARRIED UNANIMOUSLY

Draft Policy and Guidelines for Development Applications Involving Building Strata Lots - Introduction

It was moved and seconded:

1. That the Board receive the draft Policy and Guidelines for Development Applications Involving Building Strata Lots, as provided in Attachment 1.

2. That the Board approve the proposed consultation plan for the draft Policy and Guidelines for Development Applications Involving Building Strata Lots as outlined in Attachment 3, and direct staff to proceed with consultation.

CARRIED UNANIMOUSLY

Proof of Water Policy - Introduction

It was moved and seconded:

1. That the Board receive the draft Proof of Water for Subdivision Policy as provided in Attachment 1.

2. That the Board approve the proposed consultation plan as outlined in Attachment 3 and direct staff to proceed with consultation.

CARRIED UNANIMOUSLY

FIRE SERVICES

Coombs-Hilliars Volunteer Fire Department – Rescue Truck

It was moved and seconded:

1. That the Regional District of Nanaimo Board approve the purchase of a used 4x4 Rescue Truck for up to \$63,000 from the Reserve Fund to replace the existing 2005 Coombs-Hilliars Rescue 103, and that the 2025-2029 Regional District of Nanaimo Financial Plan be amended accordingly.

2. That the Regional District of Nanaimo Board approve the deferral of the replacement of Coombs-Hilliars Rescue 103 from 2028 to 2030 in the 2026-2030 Regional District of Nanaimo Financial Plan.

CARRIED UNANIMOUSLY

It was moved and seconded to extend the meeting past four hours.

CARRIED UNANIMOUSLY

CORPORATE SERVICES

Community Works Fund Policy July 2025

It was moved and seconded:

1. That the Board approve Policy A2.24 Community Works Fund Allocation.

2. That subject to Resolution #25-259 which allocated \$100,000 of Electoral Area E Community Works Funds to Nanoose Place Nanoose Bay Activities and Recreation Society in 2025 for the replacement of the Nanoose Place septic system, the Board acknowledges that the Nanoose Place septic system project is a regional priority within a long-term capital investment plan supported by asset management planning and has not been prioritized over a local government owned priority project.

It was moved and seconded that the first motion be amended to include “as amended, by deleting the final sentence of section 5.1.2, which reads ‘This does not preclude the Board from approving the use of CWF to the benefit of Member Municipalities’.”

Opposed (2): Director Rogers and Director Stanley

CARRIED

It was moved and seconded that the first motion be further amended to include “and by replacing “CWF” with “funds” in section 5.1.3.”

CARRIED UNANIMOUSLY

The vote was taken on the main motions, as amended:

1. That the Board approve Policy A2.24 Community Works Fund Allocation, as amended, by deleting the final sentence of section 5.1.2, which reads “This does not preclude the Board from approving the use of CWF to the benefit of Member Municipalities.” and by replacing “CWF” with “funds” in section 5.1.3.

2. That subject to Resolution #25-259 which allocated \$100,000 of Electoral Area E Community Works Funds to Nanoose Place Nanoose Bay Activities and Recreation Society in 2025 for the replacement of the Nanoose Place septic system, the Board acknowledges that the Nanoose Place septic system project is a regional priority within a long-term capital investment plan supported by asset management planning and has not been prioritized over a local government owned priority project.

CARRIED UNANIMOUSLY

NEW BUSINESS

It was moved and seconded that the Regional District of Nanaimo and Stevie Smith Legacy Foundation proceed with installation of the pump track to be located adjacent to the Cedar Skate Park on the lands the Regional District has a Licence of Use agreement with the Nanaimo Ladysmith Public Schools (School District 68).

CARRIED UNANIMOUSLY

Director Salter provided notice of the following motions to the Electoral Area Services Committee to be considered at the next Electoral Area Services Committee meeting:

1. That, subject to a finalized agreement between the Regional District of Nanaimo and the Farmers Market Society, a one time grant of \$18,000.00 from the Electoral Area F Parks and Halls operating budget be provided to Errington Farmers Market for Café operating costs.

2. That, subject to a finalized agreement between the Regional District of Nanaimo and the Arrowsmith Agricultural Association, a one time grant of \$14,140.00 from the Electoral Area F Parks and Halls operating budget be provided to the Arrowsmith Agricultural Association for capital upgrades on the Arrowsmith Hall Building at the Coombs Fair Grounds.

It was moved and seconded that the Regional District of Nanaimo Parks Use Regulation Bylaw No. 1801 Schedule B Homeless Camping Regulations be amended to include Chattel Road Community Park in the list of prohibited parks for homeless camping in Electoral Area G.

CARRIED UNANIMOUSLY

IN CAMERA

It was moved and seconded that pursuant to the following sections of the *Community Charter* the Committee proceed to an In Camera meeting:

- 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and
- 90(1)(m) a matter that, under another enactment, is such that the public may be excluded from the meeting.

CARRIED UNANIMOUSLY

TIME: 5:51 P.M.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 6:10 P.M.

CHAIR