

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE SPECIAL ELECTORAL AREA SERVICES COMMITTEE MEETING**

**Thursday, October 2, 2025**

**10:03 A.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
	M. Walters	Gen. Mgr. Regional & Community Utilities
	L. Boekenkruger	Mgr. Building Inspection Services
	M. McMullen	Mgr. Long Range Planning
	P. Thompson	Mgr. Current Planning
	S. Boogaards	Sr. Planner
	E. McCulloch	Sr. Parks Planner
	L. Zosiak	Sr. Planner
C. Holt	Committee Clerk	
M. Myers	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**

**DELEGATIONS - ITEMS NOT ON THE AGENDA**

**Paul Binotto, Director, Modular BC & Greg Stolz, Director, Manufactured Housing Association of BC (MHABC), re Including Factory Built/Modular Housing Solutions into Housing Project List and Intended Impacts List - Attending in Person**

Greg Stolz, Director, Manufactured Housing Association of BC (MHABC), provided a PowerPoint presentation regarding Including Factory Built/Modular Housing Solutions into Housing Project List and Intended Impacts List, and answered questions from the committee.

**COMMITTEE MINUTES**

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

Gabriola Island Recreation and Electoral Area B Parks and Trails Master Plan Advisory Committee Meeting - June 25, 2025

Agricultural Advisory Committee Meeting - July 10, 2025

CARRIED UNANIMOUSLY

**COMMITTEE RECOMMENDATIONS**

**GABRIOLA ISLAND RECREATION AND ELECTORAL AREA B PARKS AND TRAILS MASTER PLAN ADVISORY COMMITTEE RECOMMENDATION**

**Recreation and Parks Master Plan for Electoral Area B - Gabriola, Mudge and Decourcy Islands**

It was moved and seconded that the Recreation and Parks Master Plan for Electoral Area B included as Attachment 1 be approved, as amended, incorporating consistency updates to Section 2.2.

CARRIED UNANIMOUSLY

**AGRICULTURAL ADVISORY COMMITTEE RECOMMENDATIONS**

**Request for Comment on Non-Adhering Residential Use in the Agricultural Land Reserve, Application No. PL2025-017 - 5015 Gainsberg Road, Electoral Area H**

It was moved and seconded that the Board recommend that the Agricultural Land Commission approve Non-Adhering Residential Use Application No. PL2025-017 (ALC File No. 103522) to permit the construction of ten recreational vehicle pads for temporary worker housing.

CARRIED UNANIMOUSLY

**Request for Comment on Non-Adhering Residential Use in the Agricultural Land Reserve, Application No. PL2025-070 - 550 and 570 Grovehill Road, Electoral Area H**

It was moved and seconded that the Board recommend that the Agricultural Land Commission approve Non-Adhering Residential Use Application No. PL2025-070 (ALC File No. 104430) to permit a second residence on the subject property.

CARRIED UNANIMOUSLY

**Request for Comment on Non-Adhering Residential Use in the Agricultural Land Reserve, Application No. PL2025-089 - 1000 Page Road, Electoral Area G**

Director Salter left the meeting at 11:23 A.M.

It was moved and seconded that the Board recommend that the Agricultural Land Commission approve the Non-Adhering Residential Use Application No. PL2025-089 (ALC File No. 104762) to permit the existing 174.13 m2 dwelling to remain and allow for the construction of a new 440.3 m2 dwelling on the subject property.

CARRIED UNANIMOUSLY

**Request for Comment on Subdivision in the Agricultural Land Reserve, Application No. PL2024-154 - 1595 Vowels Road and 3225 Hallberg Road, Electoral Area A**

Director Salter re-joined the meeting at 11:25 A.M.

Director McLean left the meeting at 11:26 A.M.

It was moved and seconded that the Board recommend that the Agricultural Land Commission not approve the Subdivision in the Agricultural Land Reserve Application No. PL2024-154 (ALC File No. 101746).

CARRIED UNANIMOUSLY

**PLANNING**

**DEVELOPMENT VARIANCE PERMIT**

**Development Variance Permit Application No. PL2025-108 PID 008689628, 008689831, 008689806, and 008689652, Electoral Area C**

The Chair called for members of the public wishing to speak to Development Variance Permit Application No. PL2025-108 PID 008689628, 008689831, 008689806, and 008689652, Electoral Area C.

No one in attendance wished to speak.

It was moved and seconded:

1. That the Board approve Development Variance Permit No. PL2025-108 to reduce the all lot line setback on lots with PID 008689628, 008689831, 008689806, and 008689652 to permit the construction of a multipurpose sport court 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. PL2025-108.

CARRIED UNANIMOUSLY

Director McLean re-joined the meeting at 11:32 A.M.

**OTHER**

**Official Community Plan Update Prioritization Report**

It was moved and seconded that the Board receive the report titled “Official Community Plan Update Prioritization Report” and dated October 2, 2025 for information.

CARRIED UNANIMOUSLY

Director Stanley left the meeting at 11:36 A.M.

It was moved and seconded that the Electoral Area F Official Community Plan Review be held in abeyance pending the completion of an incorporation study.

CARRIED UNANIMOUSLY

Director Stanley re-joined the meeting at 11:38 A.M.

It was moved and seconded that the Board direct staff to undertake a review of the Regional District of Nanaimo East Wellington - Pleasant Valley Official Community Plan Bylaw No. 1055, 1997, in preparation for future updating.

CARRIED UNANIMOUSLY

**Manufactured Home Park Redevelopment Policy B1.11 Update**

Mark McMullen, Manager, Long Range Planning, provided a PowerPoint presentation, and answered questions from the Committee.

It was moved and seconded:

1. That the Board receive the report titled “Manufactured Home Park Redevelopment Policy B1.11 Update” dated October 2, 2025.
2. That the Board initiate Option 2: Update Manufactured Home Park Redevelopment Policy B1.11, as outlined in the "Manufactured Home Park Redevelopment Policy B1.11 Update" staff report dated October 2, 2025.
3. That the Board endorse the Engagement Plan Summary as outlined in Attachment 4 of the "Manufactured Home Park Redevelopment Policy B1.11 Update" staff report dated October 2, 2025.

CARRIED UNANIMOUSLY

RECESS: 12:15 P.M.

RECONVENE: 12:55 P.M.

### **Update on Allowing Tiny Homes in Electoral Areas**

Lisa Zosiak, Senior Planner, provided a PowerPoint presentation, and answered questions from the committee.

It was moved and seconded that staff be authorized to proceed with the recommended next steps outlined in this report titled “Update on Allowing Tiny Homes in Electoral Areas” dated October 2, 2025.

It was moved and seconded that the motion be amended to add the words “one and two as” after “next steps”.

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

DEFEATED

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

It was moved and seconded that staff be authorized to proceed with the recommended next steps outlined in this report titled “Update on Allowing Tiny Homes in Electoral Areas” dated October 2, 2025, with the amended recommendation for #3 that reads "It is recommended that staff be directed to draft a resolution for Board approval that will be sent to the BC Premier and the Minister of Housing & Municipal Affairs regarding the need for financial incentives to support existing and future property owners create more rental housing units in the form of tiny homes or small scale manufactured homes as dwellings or detached secondary suites".

Opposed (1): Director Rogers

CARRIED

### **Funding for Housing-Related Projects**

It was moved and seconded that the Board receive the report titled “Funding for Housing-Related Projects” dated October 2, 2025.

CARRIED UNANIMOUSLY

### **Delegation of Planning Application Approvals**

It was moved and seconded:

1. That the report titled “Delegation of Planning Application Approvals” be received for information.
2. That the Board direct staff to initiate the drafting of bylaws and policies that will delegate to the extent possible development approvals to the Electoral Area Services Committee.
3. That the Board direct staff to draft a bylaw that will delegate the issuance of Development Variance Permits for a minor variance to staff.

CARRIED UNANIMOUSLY

It was moved and seconded that staff be directed to update Regional District of Nanaimo Policy B1.8 “Review of Provincial Agricultural Land Reserve Applications” to include information from the “Agricultural Land Commission Information Package for exclusion, inclusion, subdivision or non-farm use applications under the *Agricultural Land Commission Act*” to include the following:

1. Information related to “Step 4, Local Government considers your application”;
2. Identify requirements that the Agricultural Land Commission considers when making a decision under the policy section titled “How does the Commission make a decision”;
3. That staff reports identify the Agricultural Capability Classification; and
4. That applications not compliant with Regional District of Nanaimo zoning bylaws and/or Official Community Plans will not proceed to the Agricultural Land Commission.

Opposed (1): Director Stanley

CARRIED

## **BUILDING INSPECTION SERVICES**

### **Building Services Update and Building Permit Activity for the Second Quarter – 2025**

## **BYLAW SERVICES**

### **Bylaw Services Update – Second Quarter 2025**

It was moved and seconded that the items 8.1 “Building Services Update and Building Permit Activity for the Second Quarter – 2025” and 9.1 “Bylaw Services Update – Second Quarter 2025” be deferred to the next Electoral Area Services Committee meeting.

Opposed (2): Director Salter and Director Wallace

CARRIED

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

CARRIED UNANIMOUSLY

## **REGIONAL & COMMUNITY UTILITIES**

### **French Creek Water Service Area Financial Report 2020-2024**

It was moved and seconded that the French Creek Water Service Area Financial Report 2020-2024 be received for information.

CARRIED UNANIMOUSLY

It was moved and seconded that the Regional District of Nanaimo seek formal confirmation from the Town of Qualicum Beach regarding the continued necessity of the Sunrise water reservoir for the Sandpiper water supply, and should the Town of Qualicum Beach confirm it is no longer

required, that the Regional District of Nanaimo proceed with its decommissioning and removal from the Sandpiper infrastructure in collaboration with the Town of Qualicum Beach.

CARRIED UNANIMOUSLY

It was moved and seconded that the French Creek Water Service Area Financial Report 2020-2024 be amended to include water usage billing revenues from the Sandpiper Water Service Area, and the amounts transferred to the Town of Qualicum Beach for the same period (as the report) and this additional information be provided to the Board in time for when the report is received at the Board.

CARRIED UNANIMOUSLY

Director Melanson left the meeting at 2:41 P.M.

### **RECREATION & PARKS SERVICES**

#### **Electoral Area B Park Development Cost Charges Reduction Bylaw 1936**

It was moved and seconded that “Electoral Area ‘B’ Not-for-Profit Rental Housing Community Parks Development Cost Charge Reduction Bylaw No. 1936, 2025” be introduced and read three times.

CARRIED UNANIMOUSLY

#### **Electoral Area H Parks Development Cost Charges Waiver Bylaw 1937**

It was moved and seconded that “Electoral Area ‘H’ Not-for-Profit Rental Housing Community Parks Development Cost Charge Waiver Bylaw No. 1937, 2025” be introduced and read three times.

CARRIED UNANIMOUSLY

#### **Errington Community Park Café Co-Management Agreement**

It was moved and seconded:

1. That the Board approve the Errington Community Park Café Co-Management Agreement.
2. That the Board Chair and Corporate Officer be authorized to sign the Errington Community Park Café Co-Management Agreement.

CARRIED UNANIMOUSLY

Director Melanson re-joined the meeting at 2:43 P.M.

**Arrowsmith Hall Funding Contribution Agreement**

It was moved and seconded:

1. That the Board approve the Funding Contribution Agreement with the Arrowsmith Agricultural Association included as Attachment 1.
2. That the Board authorize the Chair and Corporate Officer to sign the Funding Contribution Agreement with the Arrowsmith Agricultural Association.

CARRIED UNANIMOUSLY

**South Wellington School Remediation Project and Operating Plan Update**

It was moved and seconded:

1. That the Board direct staff to continue pursuing a community organization operating model for South Wellington Community Centre.
2. That staff be directed to prepare an engagement plan for the Electoral Area A Parks, Recreation and Culture Committee to select a name for the new community centre located in South Wellington through public engagement.

CARRIED UNANIMOUSLY

**CORPORATE SERVICES**

**Board Motions and Meeting Minutes Related to Subdivision File 3320-20-13571, McKin Estates – Electoral Area G**

It was moved and seconded that the Board Motions and Meeting Minutes Related to Subdivision File 3320-20-13571, McKin Estates – Electoral Area G, as attached to the staff report, dated October 2, 2025, be received for information.

CARRIED UNANIMOUSLY

**2025 2nd Quarter Community Works Fund Update**

It was moved and seconded that the Electoral Area Services Committee receive the 2025 2<sup>nd</sup> Quarter Community Works Fund Update report for information.

CARRIED UNANIMOUSLY

It was moved and seconded:

1. That the Gabriola Island soccer field and parking lot project estimated at \$1,250,000 in 2027, funded from Electoral Area B Community Works Funds, be removed from the Electoral Area B Community Parks and Halls budget and that the 2025-2029 Financial Plan be amended accordingly.
2. That the Shore Access Improvements project estimated at \$125,000 in 2029, funded from Electoral Area B Community Works Funds, be removed from the Electoral Area B Community Parks and Halls budget and that the 2025-2029 Financial Plan be amended accordingly.

3. That the Huxley tennis court resurfacing and fencing project estimated at \$150,000 in 2026, funded from Electoral Area B Community Works Funds, be deferred to 2027 in the Electoral Area B Community Parks and Halls budget and that the 2025-2029 Financial Plan be amended accordingly.

4. That the Active Transportation – Village Way pathway connection estimated at \$500,000 in year 2026 of the 2025-2029 Financial Plan be approved as part of the Electoral Area B Community Works Funding Plan.

CARRIED UNANIMOUSLY

**Directors' Roundtable**

Directors provided updates to the Committee.

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 2:54 P.M.

---

CHAIR