

## REGIONAL DISTRICT OF NANAIMO

## MINUTES OF THE ELECTORAL AREA SERVICES COMMITTEE MEETING

Tuesday, October 10, 2017

1:30 P.M.

RDN Board Chambers

In Attendance:	Director J. Stanhope	Chair
	Alternate	
	Director K. Wilson	Electoral Area A
	Director H. Houle	Electoral Area B
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director J. Fell	Electoral Area F
	Director W. Veenhof	Electoral Area H
Regrets:	Director A. McPherson	Electoral Area A
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	R. Alexander	Gen. Mgr. Regional & Community Utilities
	G. Garbutt	Gen. Mgr. Strategic & Community Development
	T. Osborne	Gen. Mgr. Recreation & Parks
	J. Harrison	Director of Corporate Services
	W. Idema	Director of Finance
	D. Pearce	Director of Transportation & Emergency Services
	T. Armet	Mgr. Building & Bylaw Services
	J. Hill	Mgr. Administrative Services
	J. Holm	Mgr. Current Planning
	B. Ritter	Recording Secretary

**CALL TO ORDER**

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

The Chair welcomed Alternate Director Wilson to the meeting.

**APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be approved, as amended, to include the items on the addendum.

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

**Electoral Area Services Committee Meeting - September 12, 2017**

It was moved and seconded that the minutes of the Electoral Area Services Committee meeting held September 12, 2017, be adopted.

CARRIED UNANIMOUSLY

**COMMITTEE MINUTES**

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

Electoral Area 'A' Parks, Recreation and Culture Commission - September 20, 2017

Nanoose Bay Parks and Open Space Advisory Committee - September 13, 2017

CARRIED UNANIMOUSLY

**COMMITTEE RECOMMENDATIONS**

**Electoral Area 'A' Parks, Recreation and Culture Commission**

**Cedar Skatepark**

It was moved and seconded that staff investigate the potential options of creating an area for a viewing platform for the Cedar Skatepark.

CARRIED UNANIMOUSLY

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

**Natural Playgrounds - Summary Report**

It was moved and seconded that Stone Lake Community Park be pursued as a pilot project for a natural playground and moved forward in the work plan to begin community engagement.

CARRIED UNANIMOUSLY

**PLANNING**

**Development Variance Permit**

**Development Variance Permit Application No. PL2017-099 - 1360 Valley Road, Electoral Area 'F'**

It was moved and seconded that the Board approve Development Variance Permit No. PL2017-099 to increase the maximum permitted floor area of a building from 1,500 m<sup>2</sup> to 2,000 m<sup>2</sup> to permit the construction of a new commercial building and to reduce the number of parking spaces required for the existing building supply and lumber outlet from 53 to 20, subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2017-099.

CARRIED UNANIMOUSLY

**Development Variance Permit Application No. PL2017-126 - 2471 Nanoose Road, Electoral Area 'E'**

It was moved and seconded that the Board approve Development Variance Permit No. PL2017-126 to permit a parking area within the Front Lot Line and Other Lot Line setbacks subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2017-126.

CARRIED UNANIMOUSLY

It was moved and seconded that, as the 2017 Budget includes \$7,500 for the project and as an additional \$20,000 is required for a total of \$27,500, the additional funds requested be considered by the Board during the 2018 Budget deliberations.

CARRIED UNANIMOUSLY

**Subdivision Application**

**Subdivision Application No. PL2017-034 - Stewart Road, Electoral Area 'E'**

It was moved and seconded that five percent (5%) cash-in-lieu of parkland dedication be accepted in conjunction with Subdivision Application No. PL2017-034.

CARRIED UNANIMOUSLY

**Other**

**Rural Area Signage Project Results and Recommendations**

It was moved and seconded that the Board receive the results of the open houses included as Attachment 1 and questionnaire results included as Attachment 2.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to prepare a report on potential amendments to “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002”, “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, and, “Regional District of Nanaimo Sign Bylaw No. 993, 1995” to enhance the ability to construct community kiosks, and community identification and wayfinding signage.

CARRIED UNANIMOUSLY

It was moved and seconded that the Ministry of Transportation and Infrastructure be requested to consider implementing the specific signage improvements identified through the rural area signage project community engagement process as presented in Attachment 3.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to prepare an informational webpage advising members of the public and community groups how to request signage improvements and how to obtain approval to install signage.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board recognize the communities as listed in Attachment 4 for the purpose of making application to the Ministry of Transportation and Infrastructure to install signage in the road rights-of-way under the Ministry's Policy Manual for Supplemental Signs.

CARRIED UNANIMOUSLY

It was moved and seconded that the Ministry of Transportation and Infrastructure be requested to include the communities identified in Attachment 4 in its Guide Sign and Service and Attraction signage programs.

CARRIED UNANIMOUSLY

**Electoral Area 'H' Official Community Plan Review - Amendment Bylaw No. 1335.06 - First and Second Reading**

Staff provided a presentation showing an overview of draft Amendment Bylaw No. 1335.06 as recommended for first and second reading and the changes proposed for the current Electoral Area 'H' Official Community Plan.

It was moved and seconded that staff be directed to amend the Draft Electoral Area 'H' Official Community Plan Section 5, Deep Bay Policies and corresponding sections for the Deep Bay South West lands to indicate that a maximum of 300 residential units are permitted in Deep Bay South West.

CARRIED UNANIMOUSLY

It was moved and seconded that staff be directed to amend paragraph 25 b of the Draft Electoral Area 'H' Official Community Plan, adding at the end of the section, "this is to include..., to be determined at rezoning stage."

CARRIED UNANIMOUSLY

It was moved and seconded that the Board introduce and give first reading to "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Amendment Bylaw No. 1335.06, 2017".

CARRIED UNANIMOUSLY

It was moved and seconded that the Board give second reading to “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Amendment Bylaw No. 1335.06, 2017”.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct the Public Hearing on “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Amendment Bylaw No. 1335.06, 2017”, be chaired by Director Veenhof or his alternate.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct an additional public information meeting prior to the public hearing to provide information and answer questions related to the draft Official Community Plan.

CARRIED UNANIMOUSLY

### **Government of British Columbia Cannabis Regulation Engagement**

It was moved and seconded that the Board receive the Government of British Columbia Cannabis Regulation Engagement report for information.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to prepare a report on the implications of cannabis legalization to the Regional District of Nanaimo and bring it forward to the Board when the opportunity for local government engagement is provided by the Province.

CARRIED UNANIMOUSLY

### **EMERGENCY PREPAREDNESS**

#### **Emergency Program Gap Analysis – Projects Update**

It was moved and seconded that the Emergency Program Gap Analysis - Project Update be received for information.

CARRIED UNANIMOUSLY

### **FIRE PROTECTION**

#### **Fire Services Review – 2017 Projects Update**

It was moved and seconded that the Fire Services Review - 2017 Projects Update be received for information.

CARRIED UNANIMOUSLY

**BYLAW ENFORCEMENT**

**1415 Spruston Road - Unsightly/Hazardous Property**

It was moved and seconded that the Board direct staff to proceed with the clean up and remediation of Lot 1, Section 3, Range 6, Plan VIP62055, Cranberry District (1415 Spruston Road) at the owner's expense, in accordance with the BC Supreme Court Order dated July 10, 2017.

CARRIED UNANIMOUSLY

**NEW BUSINESS**

**Ministry of Transportation and Infrastructure / Provincial Approving Officer - Cycling and Pedestrian Road Improvements**

It was moved and seconded that the Ministry of Transportation and Infrastructure and the Provincial Approving Officer be requested to take every opportunity through development and road improvement projects to enhance pedestrian and cycling infrastructure within Ministry roadways within rural areas of the Regional District of Nanaimo.

CARRIED UNANIMOUSLY

**Directors' Forum**

The Directors' Forum included discussions related to Electoral Area matters.

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 2:52 PM

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CHAIR

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CORPORATE OFFICER