



# MINUTES

## Community Planning Advisory Committee

Wednesday, December 1, 2021 at 7:00 p.m.

Via Zoom

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**PRESENT:** Chair – Jason Harrison; Members – Abbas Farahbakhsh, Brian Childs, Jason Robertson, Jennifer Sibbald, Steve Frankel, Tamara Hutchinson; Council Liaison – Tricia McKay; Director of Development Services, Jake Belobaba; Senior Planner & Recorder – Christina Hovey;

**ABSENT:** None.

**GUESTS:** Applicant – Matt Schnurch (3360-20-06)  
Applicant – David Stalker (3360-21-09)  
Applicant – Aaron Hungar (3360-21-11)

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The meeting was called to order at 7:05pm, acknowledging with gratitude that Ladysmith is located on the traditional unceded territories of the Stz'uminus First Nation.

### 1. AGENDA APPROVAL

It was moved, seconded and carried that the Agenda of December 1, 2021 be approved.

### 2. ADOPTION OF MINUTES

It was moved, seconded and carried that the Minutes of October 6, 2021 be approved.

### 3. COUNCIL REFERRALS

a. OCP & Zoning Bylaw Amendment application 3360-20-06  
10940 Westdowne Road (Town & Country Mobile Home Park)

Staff provided a brief introduction to the application. Matt Schnurch (the applicant) stated that in the short term the property is proposed to be used as an office and the existing single-family home. It is expected that four new mobile home pads could be accommodated on the property in the future. Staff confirmed that, based on background information available, it is not advisable to add any new development to the existing septic system of the Town and Country Mobile Home Park.

One committee member suggested that the existing water service (provided by the CVRD) might not be adequate to provide fire protection to the property. Staff committed to look into the concern.

It was moved, seconded and carried that the Community Planning Advisory Committee recommends that Council approve OCP and Zoning Amendment application 3360-20-06 (10940 Westdowne Road) with an expectation that:

- A covenant will be placed on the property preventing expansion of the mobile home park pending a connection of the property to sewer services.
- Staff will review the adequacy of the water service for fire protection.

b. OCP & Zoning Bylaw Amendment application 3360-21-09  
1134 Trans-Canada Highway

Staff provided a brief introduction to the application. Staff corrected one point from the referral report to clarify that the Ministry of Transportation and Infrastructure (MoTI) had agreed to a right-out-only access driveway in the context of a previous application. The referral report incorrectly stated that MoTI would not support any access to the highway from the property.

David Stalker (the applicant) provided information about the scale of the proposed operations, the company currently needs office space for six employees, clients visit the office occasionally, and core office hours are between 7am and 5pm.

The committee discussed a need for high quality landscaping for the site (to be reviewed through the development permit application). There are some existing trees in one area of the property and an existing fence along the highway.

It was moved, seconded and carried that the Community Planning Advisory Committee recommends that Council approve OCP & Zoning Amendment application 3360-21-09 (1134 Trans-Canada Highway) and that landscaping and screening be considered along the Trans-Canada Highway.

c. Zoning Bylaw Amendment application 3360-21-11  
631 1<sup>st</sup> Avenue (Winter Shelter)

Staff provided a brief introduction to the application and explained the restrictions placed on the shelter through the existing Temporary Use Permit (the shelter can only operate overnight and only during the winter months). Staff corrected one point from the referral report to clarify that the shelter is proposing to expand into one dwelling unit rather than two units.

Aaron Hungar (on behalf of the applicant) provided information about emerging challenges with the current temporary location of the shelter at the Islander Hotel and answered questions from the Committee about proposed operations and security.

CPAC indicated that they “wholeheartedly” support this proposal.

It was moved, seconded and carried that the Community Planning Advisory Committee recommends that Council approve Zoning Bylaw Amendment application 3360-21-11 (631 1<sup>st</sup> Avenue).

4. **NEW BUSINESS**  
None.

5. **MONTHLY BRIEFING**  
**File Updates:**

The application for 431 1<sup>st</sup> Avenue (File No. 3360-21-10) that was previously reviewed by CPAC has received 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> reading from Council and the Public Hearing has

been held. CPAC members are invited to review the Council Agendas and Minutes or contact staff for further details.

**Council Liaison:**

On November 30, 2021 Council appointed Councillor Marsh Stevens to act as the Council liaison to CPAC for 2022, Councillor Tricia McKay was appointed as the alternate.

CPAC members thanked Councillor McKay for her support and hard work, and in particular thanked her for her advocacy in ensuring the group is heard by Council.

6. **NEXT MEETING – February 2, 2022.**

7. **ADJOURNMENT**

It was moved, seconded and carried that the meeting be adjourned at 8:33pm.

*Jason Harrison*

Jason Harrison (Feb 12, 2022 15:46 PST)

Chair (J. Harrison)

**RECEIVED:**

*Dina Smith*

Corporate Officer (D. Smith)