AGENDA
REGULAR COUNCIL MEETING

Monday, July 22, 2019

4:00 p.m. to Proceed "In Camera, Open Meeting to reconvene at 7:00 p.m.

SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE

80 COMMERCIAL STREET, NANAIMO, BC

SCHEDULED RECESS 9:00 P.M.

Pages

1. CALL TO ORDER:

2. PROCEDURAL MOTION:

That the meeting be closed to the public in order to deal with agenda items under the *Community Charter:*

Section 90(1) A part of the Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

(c) labour relations or other employee relations;

(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;

(g) litigation or potential litigation affecting the municipality;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and,

Community Charter Section 90(2):

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

3. INTRODUCTION OF LATE ITEMS:

4. APPROVAL OF THE AGENDA:

5. ADOPTION OF THE MINUTES:

a. Minutes 10 - 11

Minutes of the Special Council Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2019-JUN-24, at 1:00 p.m.

b. Minutes 12 - 17

Minutes of the Special Council Meeting (Public Hearing) held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Thursday, 2019-JUL-04, at 7:00 p.m.

c. Minutes 18 - 27

Minutes of the Regular Council Meeting, Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2019-JUL-08, at 4:30 p.m.

6. MAYOR'S REPORT:

7. PRESENTATIONS:

a. Dale Harvey, Chair, Nanaimo Senior's Task Force, and Kenn Hemple, Member, Nanaimo Senior's Task Force

Dale Harvey, Chair, Nanaimo Senior's Task Force, and Kenn Hemple, Member, Nanaimo Senior's Task Force, to provide Council with a presentation regarding the final consultation results of the "Nanaimo Age-Friendly City Plan (2019-2023).

8. DELEGATIONS:

9. CONSENT ITEMS:

a. Advisory Committee Minutes

1. Minutes of the Regular Committee of the Whole Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2019-MAR-25, at 4:30 p.m. 28 - 30

2. Minutes of the Finance and Audit Committee Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2019-MAY-15, at 9:00 a.m. 31 - 36

3. Minutes of the Governance and Priorities Committee Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, 37 - 40

Nanaimo, BC, on Monday, 2019-JUN-10, at 3:00 p.m.

b. Committee Recommendations

1. Approval of the Nanaimo RCMP Detachment Annual Policing Priorities 2019-JUL-08 41

[Note: A link to the Presentation from the Regular Council Meeting, 2019-JUL-08 by Supt. C. Miller, OIC, RCMP, Nanaimo Detachment is provided for information.]

1. That Council approve the Nanaimo RCMP Detachment Annual 2018/2019 Policing Priorities as follows:

- Violence in Relationships
- Crime Reduction
- Road Safety
- Youth
- Community Engagement

2. Approval of the Committee of the Whole Recommendations 2019-JUL-15: 42

[Note: A link to the Agenda for the 2019-JUL-15 Committee of the Whole meeting is attached for reference.]

1. Terms of Reference: Environment Committee

   That Council adopt the Terms of Reference for the Environment Committee.

2. Councillor Hemmens Motion regarding Letter to the Ministry of Education regarding Library Funding

   That Council direct the Mayor, on behalf of Council, write a letter to Minister Fleming asking that the BC Government restore library funding to a minimum of $20 million annually to reflect inflationary and population increases and recommit to a progressive funding approach, reflecting the role of public libraries in achieving the goals of the Province and our communities.

3. Approval of the Finance and Audit Committee Recommendation 2019-JUL-17 43

[Note: A link to the Agenda for the 2019-JUL-17 Finance and Audit Committee meeting is attached for reference.]

1. Heritage Home Grant Application - 18 Fourteenth Street

   That Council approve a $2,500 Heritage Home Grant for the exterior repaint of the John Wilson Residence located at 18 Fourteenth Street.

2. Changes to Serauxmen Stadium Field Lighting Project to LED Standard

   That Council amend the 2019 – 2023 Financial Plan to increase the budget from $752,721 to $1,096,221 for the Serauxmen Stadium Field Lighting Project to provide for LED field lighting and electrical servicing upgrades to be funded from the Community Works Fund.

3. Brookwood Pump Station Retrofit Project

   That Council approve the addition of $250,000 to the 2019 year of the 2019-2023 Financial Plan for the Brookwood Pump Station Retrofit Project to be funded by Sewer Reserves.

4. Haliburton Street Multi-Use Trailway Project

   That Council approve the transfer of $300,000 from the Pedestrian Transportation Improvements Unallocated Fund and $157,000 from Water Infrastructure Projects Contingency Fund to fund the Haliburton Street Multi-use Trailway Project.

5. 2020 - 2024 Financial Plan Workshop

   That Council direct Staff to proceed with the draft Waterfront Walkway plan as presented.

   That Council direct Staff to proceed with funding the Waterfront Walkway through debt servicing from property taxation.

6. Reserve Policy Update

   That Council endorse the summary of recommendations on page 43 of the report titled “City of Nanaimo Reserves Review Report“ as follows:

   1. Establish the following new Operating Reserves:

a. General Financial Stability
b. Sewer Financial Stability
c. Water Financial Stability
d. Special Initiatives.

2.Establish new Statutory Reserves, approve related bylaws and transfer balances from corresponding Operating Reserves to new Statutory Reserves:

a. 911
b. Cart Replacement
c. Copier Replacement
d. Housing Legacy
e. Information Technology
f. NDSS Field Maintenance
g. Parking
h. Property Acquisition
i. Strategic Infrastructure
j. Sustainability

3. Establish new Emission Reduction Statutory Reserve and transfer balance from Regional Emission Reduction Reserve.

4. Eliminate the following reserves:

a. Allowance for Bad Debts
b. Colliery Dam
c. Firehall Improvements
d. Fire Training
e. Regional Emission Reduction
f. SNIC (two reserves combined into one reserve)
g. Traffic Fines
h. Uncollected Parking Revenues
i. Uncollected Taxes
j. Uninsured Claim
k. VI Fire Academy
l. Water Levelling

5. Transfer reserve balances as outlined in Appendix 4.

6. Approve the methodology for determining target balances for each reserve as outlined in Appendix 2 of this report.

7. Approve the Reserves Policy.

8. Direct staff to report annually to Council on the status of all City reserves as outlined in the Reserve Policy.

10. REPORTS:

a. City of Nanaimo Age Friendly City Plan 44 - 76

To be introduced by Dale Lindsay, General Manager, Development Services.

Purpose: To obtain Council's endorsement of the draft "Nanaimo Age-Friendly City Plan (2019-2023)", to be included as a key component of the City of Nanaimo's application to be recognized as an Age-Friendly British Columbia community.

Recommendation: That Council:

1. endorse the "Nanaimo Age-Friendly City Plan (2019-2023)";
2. direct Staff to submit the plan to the Province, as part of the City of Nanaimo's application for age-friendly recognition; and,
3. acknowledge the Nanaimo Seniors Task Force as the lead agency in coordinating plan implementation.

b. Routine Release of "In Camera" Information Policy Updates 77 - 83

To be introduced by Sheila Gurrie, Director, Legislative Services.

Purpose: To request that Council amend the Routine Release of "In Camera" Resolutions and Related Reports and Information Policy.

Recommendation: That Council approve amendments to Routine Release of "In Camera" Resolutions and Related Reports and Information Policy.

c. Proposed Bylaw Amendments to "Subdivision Control Bylaw 1989 No. 3260 Schedule 'A' - The Manual of Engineering Standards and Specifications 84 - 93

To be introduced by Bill Sims, General Manager, Engineering and Public Works.

Purpose: To introduce "Subdivision Control Amendment Bylaw 2019 No. 3260.04" and update the Manual of Engineering Standards and Specifications from Edition 11 to Edition 12.

Recommendation:

1. That "Subdivision Control Amendment Bylaw 2019 No. 3260.04" (To amend Schedule A – Manual of Engineering Standards and Specifications) pass first reading;
2. That "Subdivision Control Amendment Bylaw 2019 No. 3260.04" pass second reading; and,
3. That "Subdivision Control Amendment Bylaw 2019 No. 3260.04" pass third reading.

d. Appointment of Bylaw Enforcement and Animal Control Officers 94 - 95

To be introduced by Dale Lindsay, General Manager, Development Services.

Purpose: To obtain Council approval to appoint Paul Drescher as a Bylaw Enforcement Officer – Parking Patrol, and Christian Roy and Graham Keeling as Animal Control Officers.

Recommendation: That Council appoint Paul Drescher as a Bylaw Enforcement Officer, and Christian Roy and Graham Keeling as Animal Control Officers to enforce provisions of City of Nanaimo Bylaws.

e. Development Variance Permit No. DVP386 - 1300 Princess Royal Avenue 96 - 105

To be introduced by Dale Lindsay, General Manager, Development Services.

Purpose: To present for Council's consideration a development variance permit application to waive the frontage works and services requirements for proposed improvements at 1300 Princess Royal Avenue.

Recommendation: That Council issue Development Variance Permit No. DVP386 at 1300 Princess Royal Avenue to vary the "Building Bylaw 2016 No. 7224" to exempt the proposed improvements from the required works and services.

f. Rezoning Application No. RA399 - 1534 Extension Road 106 - 116

To be introduced by Dale Lindsay, General Manager, Development Services.

Purpose: To present Council with an application to rezone the property at 1534 Extension Road to allow an 11-unit multiple-family development.

Recommendation:

1. That "Zoning Amendment Bylaw 2019 No. 4500.134" (To rezone 1534 Extension Road from Single Dwelling Residential [R1] to Townhouse Residential [R6] with site-specific provisions to increase the maximum permitted floor area ratio) pass first reading;
2. That "Zoning Amendment Bylaw 2019 No. 4500.134" pass second reading; and,
3. That Council direct Staff to secure the community contribution, works and services covenant, and road dedication prior to the adoption of the bylaw, should Council support the bylaw at third reading.

g. Rezoning Application No. RA431 - 50 Tenth Street 117 - 132

To be introduced by Dale Lindsay, General Manager, Development Services.

Purpose: To present Council with an application to amend the existing zoning of the property located at 50 Tenth Street to allow "Cannabis Retail Store" as a site-specific use in the City Commercial Centre (CC3) zone.

Recommendation: That:

1. “Zoning Amendment Bylaw 2019 No. 4500.155” (To rezone 50 Tenth Street to allow “Cannabis Retail Store” as a site-specific use in the City Commercial Centre [CC3] zone) pass first reading;

2. “Zoning Amendment Bylaw 2019 No. 4500.155” pass second reading; and,

3. Council direct Staff to secure the amenity contribution and BC Liquor and Cannabis Regulation Branch approval prior to adoption of the bylaw, should Council support the bylaw at third reading.

11. BYLAWS:

a. “Management Terms and Conditions of Employment Bylaw 2019 No. 7273" 133 - 141

That “Management Terms and Conditions of Employment Bylaw 2019 No. 7273” (To establish the terms and conditions of employment for officers and excluded employees of the City) be adopted.

b. "Zoning Amendment Bylaw 2019 No. 4500.131" 142 - 144

That "Zoning Amendment Bylaw 2019 No. 4500.131" (To rezone 4900 Island Highway North in order to permit site-specific automobile sales, service, and rental use) be adopted.

c. Bylaw Status Sheet (For Information Only) 145 - 148

12. CORRESPONDENCE:

13. NOTICE OF MOTION:

14. OTHER BUSINESS:

a. Councillor Bonner Motion regarding Commercial Properties Along Bus Routes

During the Regular Council Meeting 2019-JUL-08, Councillor Bonner advised that he would be bringing forward the following motion for consideration at a future meeting.

That Council direct Staff to send a letter to all property owners of commercial properties along all bus routes in the City of Nanaimo reminding the owners of the following:

- “Traffic and Highways Regulation Bylaw 1993. No. 5000” Section 3(21) titled “Trees over Highways” which reads “Every person being the owner or occupier of real property shall cause all trees, shrubs, or other vegetation to be properly trimmed and cut back, so as to prevent physical obstruction or visibility impairment to pedestrian and vehicle traffic on a sidewalk or highway."

And

- “Traffic and Highways Regulation Bylaw 1993. No. 5000” PART 3 Section 22(1) titled “Removal of Snow, Ice or Rubbish” which reads “Owners or occupiers of real property shall remove snow, ice or rubbish from the sidewalk and footpaths bordering the property owned or occupied by them within 24 hours of the accumulation of such snow, ice or rubbish on such sidewalk.”

And that both sections of the bylaw will be strictly enforced by ticketing without warning starting September 1, 2019.

15. QUESTION PERIOD:

16. ADJOURNMENT:

MINUTES
SPECIAL COUNCIL MEETING
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2019-JUN-24, AT 1:00 P.M.

Present: Mayor L. Krog, Chair
Councillor S. D. Armstrong
Councillor D. Bonner
Councillor T. Brown
Councillor B. Geselbracht
Councillor E. Hemmens
Councillor I. W. Thorpe
Councillor J. Turley

Absent: Councillor Z. Maartman

Staff: J. Rudolph, Chief Administrative Officer
B. Sims, Director, Engineering and Public Works (arrived 3:00 p.m.)
K. Fry, Fire Chief (arrived 3:00 p.m.)
L. Mercer, Acting Director, Financial Services (arrived 3:00 p.m.)
D. Stevens, Supervisor, Applications Support (arrived 3:00 p.m.)
S. Gurrie, City Clerk (vacated 2:08 p.m., returned 3:00 p.m.)
J. Vanderhoef, Recording Secretary (arrived 3:00 p.m.)

1. CALL THE SPECIAL COUNCIL MEETING TO ORDER:

The Special Council Meeting was called to order at 1:00 p.m.

2. PROCEDURAL MOTION TO PROCEED IN CAMERA:

It was moved and seconded that the meeting be closed to the public in order to deal with agenda items under the *Community Charter:*

Section 90(1) A part of a Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and,
(c) labour relations or other employee relations.

The motion carried unanimously.

Council moved “In Camera” at 1:00 p.m.
Council moved out of “In Camera” at 2:51 p.m.
The Special Council Meeting recessed at 2:51 p.m.
The Special Council Meeting reconvened at 2:59 p.m.

3. APPROVAL OF THE AGENDA:

It was moved and seconded that the Agenda be adopted. The motion carried unanimously.

4. REPORTS:

(a) 2018 Statement of Financial Information

Introduced by Laura Mercer, Acting Director, Financial Services.

It was moved and seconded that Council approve the City of Nanaimo 2018 Statement of Financial Information for filing with the Ministry of Municipal Affairs and Housing. The motion carried unanimously.

(b) 2018 Annual Municipal Report

Introduced by Laura Mercer, Acting Director, Financial Services.

It was moved and seconded that Council approve the 2018 Annual Municipal Report. The motion carried unanimously.

(c) 2018 Annual Parking Reserve Fund Report

Introduced by Laura Mercer, Acting Director, Financial Services.

It was moved and seconded that Council receive the report titled "2018 Annual Parking Reserve Fund Report", dated 2019-JUN-24, for information. The motion carried unanimously.

(d) 2018 Development Cost Charge Reserve Fund Report

Introduced by Laura Mercer, Acting Director, Financial Services.

5. ADJOURNMENT:

It was moved and seconded at 3:16 p.m. that the meeting terminate. The motion carried unanimously.

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C H A I R

CERTIFIED CORRECT:

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CORPORATE OFFICER

MINUTES
SPECIAL COUNCIL MEETING (PUBLIC HEARING)
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC
THURSDAY, 2019-JUL-04, AT 7:00 P.M.

Present: Mayor L. Krog, Chair
Councillor S. D. Armstrong
Councillor D. Bonner
Councillor T. Brown
Councillor B. Geselbracht
Councillor E. Hemmens
Councillor I. W. Thorpe
Councillor J. Turley

Absent: Councillor Z. Maartman

Staff: J. Holm, Director, Development Approvals
C. Horn, Planner
D. Stewart, Planner
S. Snelgrove, Deputy Corporate Officer
K. Gerard, Recording Secretary

1. CALL THE SPECIAL COUNCIL MEETING TO ORDER:

The Special Meeting was called to order at 7:00 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Agenda Item 5(a) – Rezoning Application No. RA422 – 111 Terminal Avenue – replace Armanazhan Ayan, applicant with Joyti Gandham, Independent Consultant and Director, Community Relations, Cannabis Stores Canada, and Robert Laurie, Ad Lucem Law Corporation.

3. ADOPTION OF AGENDA:

It was moved and seconded that the Agenda, as amended, be adopted. The motion carried unanimously.

4. CALL THE PUBLIC HEARING TO ORDER:

The Public Hearing Meeting was called to order at 7:00 p.m. Mayor Krog spoke regarding the purpose of a Public Hearing, advised that Council was meeting on the traditional territory of the Snuneymuxw First Nation and advised of the standard protocols for a Public Hearing.

5. PUBLIC HEARING AGENDA:

David Stewart, Planner, explained the required procedures in conducting a Public Hearing and the regulations contained within Part 14 of the *Local Government Act.*

(a) Rezoning Application No. RA422 – 111 Terminal Avenue

Introduced by David Stewart, Planner.

Presentation:

1. Joyti Gandham, Independent Consultant and Director, Community Relations, Cannabis Stores Canada (CSC) spoke in favour and stated:

   - CSC focuses on providing free therapy, counselling and therapeutic programs to help people gain employment, housing and re-establish a positive quality of life
   - Established a opioid harm reduction program along with Westin Pharmacies where users of opioids use cannabis products to quit more harmful/addictive drugs and regain control of their lives
   - CSC works with community partners, service providers and other businesses to ensure safe consumption and promote a street sweeper program which ensures the area around the business is clean

2. Robert Laurie, Ad Lucem Law Corporation, spoke in favour and stated:

   - He is the legal counsel for CSC and was a member of the City of Nanaimo Cannabis Task Force
   - The 200 metre buffer zone is a guideline established by the Cannabis Task Force but can be modified by Council on a case by case basis
   - the location cannot be seen from Pauline Haarer Elementary School, is located in an industrial zone and school age children would not be walking in this area
   - CSC intends to implement electric car charge stations, bike repair station, employ 10 – 15 full-time staff and have spent approximately $150,000 in renovations to the interior and exterior of the building

Mayor Krog called for submissions from the Public:

1. Matthew O'Donnell, 4978 Fillinger Crescent, spoke in favour, and stated that CSC has an intensive plan to provide community services, the 200 metres buffer zone is a guideline, the previous business that occupied this space was an adult oriented operation and CSC is focused on medicinal rather than recreational use.

Mayor Krog called for submissions from the Public for a second time.

No one in attendance wished to speak regarding Rezoning Application No. RA422 – 111 Terminal Avenue.

Mayor Krog called for submissions from the Public for a third time.

No one in attendance wished to speak regarding Rezoning Application No. RA422 – 111 Terminal Avenue.

Three (3) written submissions were received prior to the start of the Special Council Meeting (Public Hearing), 2019-JUL-04, and no written submissions were received at the Public Hearing with respect to Rezoning Application No. RA422 – 111 Terminal Avenue.

(b) Rezoning Application No. RA425 – 6404 Metral Drive

Introduced by David Stewart, Planner.

Presentation:

1. Cory Waldron, 7898 Lantzville Road, Chief Executive Officer, Mood Cannabis Company, applicant, spoke in favour and stated:

- Business was established 1.5 years ago and Mood Cannabis Company owns the first approved retail cannabis store in Nanaimo
- Goal of Mood Cannabis Company is to ensure professionalism, compliancy and the responsible sale and use of cannabis
- When picking a location Mood Cannabis Company ensured they were only looking at properties outside of the 200 metre buffer zone
- Promoting proper disposal of product packaging including a recycle station at the store
- They have met with all surrounding businesses and discussed any concerns or questions they may have had and have received positive feedback from most of the businesses in the area
- The store will have advanced security including cameras inside and outside the retail location and ID checks
- Tablets for educational purposes, will promote and sell Vancouver Island cannabis that is Health Canada approved
- Hours of operation will be Monday to Saturday 9:00 a.m. to 11:00 p.m. and Sunday 9:00 a.m. to 9:00 p.m.

Mayor Krog called for submissions from the Public:

1. Ryan Smith, 6131 Mystic Way, spoke in in favour, and stated that Mood Cannabis Company's focus on education will ensure safe handling and consumption of cannabis and cannabis users appreciate going to a safe retail location knowing they will purchase a quality product.

Mayor Krog called for submissions from the Public for a second time.

No one in attendance wished to speak regarding Rezoning Application No. RA425 – 6404 Metral Drive.

Mayor Krog called for submissions from the Public for a third time.

No one in attendance wished to speak regarding Rezoning Application No. RA425 – 6404 Metral Drive.

Thirteen (13) written submissions were received prior to the start of the Special Council Meeting (Public Hearing), 2019-JUL-04, and no written submissions were received at the Public Hearing with respect to Rezoning Application RA425 – 6404 Metral Drive.

(c) Rezoning Application No. RA430 – 350 Terminal Avenue

Introduced by David Stewart, Planner.

Presentation:

1. Sunny Gill, 6328 166th Street, Surrey, BC, on behalf of applicant, spoke in favour and stated:

- Proposed retail location will be in the downtown core and new design of the building will promote revitalization of the downtown core while maintaining the heritage of the area
- A full exterior and interior renovation is planned for the building and parking is available in front of the business with a safe and secure loading and unloading area
- The property has been purchased by the applicant, 1135648 Ltd., and they plan to split the building to accommodate a secondary business as a rental
- 1135648 Ltd. has invested a large amount of money in the property including upgrades to the building and security measures such as 16 cameras and window coverings to ensure no one can see inside
- A community contribution of $10,000 has been earmarked for Parks and Recreation
- The location is outside of the 200 metre buffer zone, has no site lines from any school or daycare and no negative impacts have been identified

Mayor Krog called for submissions from the Public.

No one in attendance wished to speak regarding Rezoning Application No. RA430 – 350 Terminal Avenue.

Mayor Krog called for submissions from the Public for a second time.

No one in attendance wished to speak regarding Rezoning Application No. RA430 – 350 Terminal Avenue.

Mayor Krog called for submissions from the Public for a third time.

No one in attendance wished to speak regarding Rezoning Application No. RA430 – 350 Terminal Avenue.

One (1) written submission was received prior to the start of the Special Council Meeting (Public Hearing), 2019-JUL-04, and no written submissions were received at the Public Hearing with respect to Rezoning Application RA430 – 350 Terminal Avenue.

6. FINAL CALL FOR SUBMISSIONS:

Mayor Krog announced that following the close of a Public Hearing, no further submissions or comments from the public or interested persons can be accepted by members of City Council, as established by provincial case law. This is to ensure a fair Public Hearing process and provide a reasonable opportunity for people to respond.

7. ADJOURNMENT OF THE PUBLIC HEARING:

It was moved and seconded that the Public Hearing adjourn at 7:35 p.m. The motion carried unanimously.

8. BYLAWS:

(a) "Zoning Amendment Bylaw 2019 No. 4500.146"

It was moved and seconded that "Zoning Amendment Bylaw 2019 No. 4500.146" (To rezone 111 Terminal Avenue in order to permit "Cannabis Retail Store" as a site-specific use in the Terminal Avenue [DT4] zone) pass third reading. The motion carried unanimously.
Opposed: Councillors Armstrong, Thorpe and Turley

(b) "Zoning Amendment Bylaw 2019 No. 4500.150"

It was moved and seconded that "Zoning Amendment Bylaw 2019 No. 4500.150" (To rezone 6404 Metral Drive to allow "Cannabis Retail Store" as a site-specific use in the Woodgrove Urban Centre [CC4] zone) pass third reading. The motion carried unanimously.

(c) "Zoning Amendment Bylaw 2019 No. 4500.152"

It was moved and seconded that Zoning Amendment Bylaw 2019 No. 4500.152" (To rezone 350 Terminal Avenue to allow "Cannabis Retail Store" as a site-specific use in the Terminal Avenue [DT4] zone) pass third reading. The motion carried unanimously.

9. ADJOURNMENT:

It was moved and seconded at 7:43 p.m. that the meeting terminate. The motion carried unanimously.

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C H A I R

CERTIFIED CORRECT:

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CORPORATE OFFICER

MINUTES
REGULAR COUNCIL MEETING
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2019-JUL-08, AT 4:30 P.M.

Present: Mayor L. Krog, Chair
Councillor S. D. Armstrong
Councillor D. Bonner
Councillor T. Brown
Councillor B. Geselbracht
Councillor E. Hemmens
Councillor I. W. Thorpe
Councillor J. Turley

Absent: Councillor Z. Maartman

Staff: J. Rudolph, Chief Administrative Officer
D. Lindsay, General Manager, Development Services (arrived 7:00 p.m., vacated 9:57 p.m.)
B. Sims, General Manager, Engineering and Public Works (vacated 8:19 p.m.)
J. Van Horne, Director, Human Resources (vacated 8:03 p.m.)
Supt. C. Miller, OIC, Nanaimo Detachment RCMP (vacated 7:20 p.m.)
K. Fry, Fire Chief (arrived 7:00 p.m., vacated 8:02 p.m.)
B. Wood, Assistant Fire Chief (arrived 7:00 p.m., vacated 8:02 p.m.)
L. Bhopalsingh, Manager, Community and Cultural Planning, (vacated 9:57 p.m.)
D. Blackwood, Client Support Specialist (arrived 7:00 p.m.)
S. Gurrie, Director, Legislative Services
G. Whitters, Recording Secretary

1. CALL THE REGULAR COUNCIL MEETING TO ORDER:

The Regular Council Meeting was called to order at 4:32 p.m.

2. PROCEDURAL MOTION TO PROCEED IN CAMERA:

It was moved and seconded that the meeting be closed to the public in order to deal with agenda items under the *Community Charter:*

Section 90(1) A part of a Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;

(c) labour relations or other employee relations;

(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;

(f) law enforcement, if the Council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

(g) litigation or potential litigation affecting the municipality;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under Section 21 of the *Freedom of Information and Protection of Privacy Act*;

(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;

(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under Section 98 [annual municipal report];

(n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2).

Community Charter Section 90(2):

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

The motion carried unanimously.

Council moved “In Camera” at 4:32 p.m.
Council moved out of “In Camera” at 6:55 p.m.

3. <u>INTRODUCTION OF LATE ITEMS:</u>

(a) Remove - Agenda Item 7(a) – Soroti Member of Parliament and Municipal Council

(b) Agenda Item 10(e) – Rezoning Application No. RA427 – 4061 Norwell Drive:

(1) Add delegation from Keir Macpherson.
(2) Replace Option 2 of the report to read:

Option 2 – That:

1. "Zoning Amendment Bylaw 2019 No. 4500.151" (To rezone 4061 Norwell Drive in order to permit "Cannabis Retail Store" as a site-specific use in the Neighbourhood Centre [CC2] zone) pass first reading;
2. "Zoning Amendment Bylaw 2019 No. 4500.151" pass second reading; and,
3. Council direct Staff to secure the amenity contribution and BC Liquor and Cannabis Regulation Branch approval prior to adoption of the bylaw, should Council support the bylaw at third reading.

4. APPROVAL OF THE AGENDA:

It was moved and seconded that the Agenda, as amended, be adopted. The motion carried unanimously.

5. ADOPTION OF THE MINUTES:

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

- Minutes of the Special Council Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Monday, 2019-JUN-10 at 5:30 p.m.

- Minutes of the Special Council Meeting (Public Hearing) held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Thursday, 2019-JUN-13 at 7:00 p.m.

- Minutes of the Regular Council Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Monday, 2019-JUN-17 at 5:00 p.m.

- Minutes of the Special Council Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC on Wednesday, 2019-JUN-19 at 9:00 a.m.

The motion carried unanimously.

6. MAYOR'S REPORT:

Mayor Krog spoke regarding:

- Partnerships to study childcare needs in the City and area through the provincial Child Care Planning Grant.

- The City of Nanaimo is looking for applications to the Board of Variance for the appointment of 1 member for a 3-year term. Interested applicants must submit an application by 4:30 p.m., Friday, July 12. Application forms can be downloaded from the City's website at www.nanaimo.ca

- A reminder that municipal property taxes were due July 2 and that charges are now in effect for late payments.

- Chief Michael Wyse and Mayor Krog were interviewed by Shaw regarding the signing of the Protocol Agreement and the interview will be broadcasted on Wednesday, July 10, at 5:30 p.m.

- The recent reorganization of City Staff was unanimously endorsed and implemented as of July 2, 2019 and will be completed as positions are filled.

7. PRESENTATIONS:

(a) Presentation from Supt. C. Miller, OIC, Nanaimo Detachment, RCMP, regarding the Annual Policing Priorities

Supt. Cameron Miller, OIC, Nanaimo Detachment, RCMP, provided a presentation which included information regarding the annual policing priorities, the RCMP file count since 2018; traffic statistics including speeding, impaired driving violations, and motor vehicle fatalities; the Federal RCMP strategic priorities and stakeholder engagement.

Supt. C. Miller vacated the Shaw Auditorium at 7:20 p.m.

(b) Presentation from Dale Lindsay, General Manager, Development Services, regarding the Development Services Mid-Year Update

Dale Lindsay, General Manager, Development Services, provided a presentation which included information regarding the number of building permits issued and applied for in the first six months of 2019.

D. Lindsay vacated the Shaw Auditorium at 7:40 p.m.
J. Van Horne vacated the Shaw Auditorium at 7:41 p.m.

(c) Presentation from Brad Wood, Assistant Fire Chief, regarding the City of Nanaimo Community Wildfire Protection Plan

Introduced by Karen Fry, Fire Chief.

Brad Wood, Assistant Fire Chief, provided a presentation regarding the Community Wildfire Protection Plan (CWPP), strategic opportunities for improvement, future initiatives, goals and objectives, results of the fire behaviour threat assessment, key recommendations from the CWPP and the progress on key recommendations.

Councillor Armstrong vacated the Shaw Auditorium at 7:53 p.m.

8. CONSENT ITEMS:

Councillor Geselbracht requested that Consent Item 9(b)(1)(1)(3) be removed from the Consent Items for separate discussion.

It was moved and seconded that the following items be received by consent:

(a) Advisory Committee Minutes

- Minutes of the Design Advisory Panel Meeting held 2019-MAY-23 at 5:00 p.m. in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC

- Minutes of the Design Advisory Panel meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC on 2019-JUN-13 at 5:00 p.m.

(b) Advisory Committee Recommendations

(1) Approval of the 2019-JUN-26 Finance and Audit Committee Recommendations:

(1) 2020 - 2024 Financial Plan Development Workshop

That Council direct Staff to prepare a business case regarding the addition of an environmental position focused around coordination of the Environmental Sustainability Action Plan.

(2) Unitarian Emergency Shelter Funding Request

That Council approve an allocation of $20,000 from the Housing Legacy Reserve to the First Unitarian Fellowship of Nanaimo to extend shelter hours in order to provide additional programming, services and supports at the Unitarian Shelter until 2020-MAR-31.

(3) 911 Funding

That Council approve the 911 Firewall upgrade and allocate $30,000 from the E911 Reserve.

(4) Green Fleet Strategy

That Council direct Staff to join the E3 Fleet program and complete the Green Fleet Performance Review in 2019.

(5) Union of BC Municipalities Funding Program for Flood Risk Assessment, Mapping and Mitigation Planning

That Council approve adding $100,000 to 2019 and $200,000 to 2020 for the South Fork and Jump Creek Dams Inundation Mapping Study to be funded from a grant contribution of $150,000 and $150,000 from Water Reserves.

The motion carried unanimously.

Councillor Armstrong returned to the Shaw Auditorium at 7:56 p.m.
Councillor Geselbracht vacated the Shaw Auditorium at 7:56 p.m. stating a conflict of interest.
J. Van Horne returned to the Shaw Auditorium at 7:57 p.m.

(c) Separately Addressed Consent Items

(1) Community Program Development Grant – Mid-Island Youth and Community Development Cooperative

It was moved and seconded that Council approve the request from the Mid-Island Youth and Community Development Cooperative for a Community Program Development Grant in the amount of $2,850 to assist in funding Nanaimo Earth Day Social Enterprise. The motion carried unanimously.

Councillor Geselbracht returned to the Shaw Auditorium at 7:57 p.m.

9. REPORTS:

(a) Management Terms and Conditions of Employment Bylaw Revision

Introduced by John Van Horne, Director, Human Resources.

It was moved and seconded that “Management Terms and Conditions of Employment Bylaw 2019 No. 7273” (To establish the terms and conditions of employment for officers and excluded employees of the City) pass first reading. The motion carried unanimously.

It was moved and seconded that “Management Terms and Conditions of Employment Bylaw 2019 No. 7273” pass second reading. The motion carried unanimously.

It was moved and seconded that “Management Terms and Conditions of Employment Bylaw 2019 No. 7273” pass third reading. The motion carried unanimously.

K. Fry and B. Wood vacated the Shaw Auditorium at 8:02 p.m.
J. Van Horne vacated the Shaw Auditorium at 8:03 p.m.
D. Lindsay returned to the Shaw Auditorium at 8:03 p.m.

(b) "Subdivision Control Bylaw 1989 No. 3260" Proposed Amendments to the Manual of Engineering Standards and Specifications

Introduced by Bill Sims, General Manager, Engineering and Public Works.

(c) 25 Victoria Road Co-Management Agreement Disposition

Introduced by Dale Lindsay, General Manager, Development Services.

It was moved and seconded that Council:

1. approve a ten-year co-management agreement with the Harbour City Theatre Alliance Society at 25 Victoria Road; and
2. authorize the Mayor and Corporate Officer to execute the agreement.

The motion carried unanimously.

(d) Development Permit Application No. DP1126 - 560 Third Street

Introduced by Dale Lindsay, General Manager, Development Services.

It was moved and seconded that Council issue Development Permit No. DP1126 at 560 Third Street with the following variances:

- increase the percentage allocated for residential use in order to be eligible for a shared parking reduction from 75% to 96%;
- increase the maximum permitted building height from 14m to 15m; and
- increase the maximum permitted height of a retaining wall outside of the required yard setback area from 3m to 4.1m

The motion carried unanimously.

(e) Rezoning Application No. RA427 - 4061 Norwell Drive

Introduced by Dale Lindsay, General Manager, Development Services.

B. Sims vacated the Shaw Auditorium at 8:19 p.m.

Delegation:

1. Keir Macpherson, Owner, Monte’s Green House, stated that they aim to work closely with the community, they meet all the provincial requirements, they will be providing a $10,000 donation to improvements of Loudon Park and they were not aware of any other applicants in this area.

It was moved and seconded that Council deny the application and associated readings to "Zoning Amendment Bylaw 2019 No. 4500.151" (To rezone 4061 Norwell Drive in order to permit "Cannabis Retail Store" as a site-specific use in the Neighbourhood Centre [CC2] zone). The motion carried.
Opposed: Councillor Brown

(f) Supervised Consumption Service Zoning Options

Introduced by Dale Lindsay, General Manager, Development Services.

S, Gurrie vacated the Shaw Auditorium at 8:31 p.m.

Presentation:

1. Lisa Bhopalsingh, Manager, Community and Cultural Planning, provided a presentation regarding the services provided at a supervised consumption site (SCS), the Wesley Street Overdose Prevention Site (OPS), local government's role in the siting of an SCS, current applicable zoning in the City, other municipalities responses to the zoning, the advantages and disadvantages of the different zoning options and Health Canada's community engagement requirements.

S. Gurrie returned to the Shaw Auditorium at 8:41 p.m.

Delegation:

1. Dr. Paul Hasselback, Medical Health Officer, Island Health spoke regarding the City's approval, other communities, site-specific zoning, Public Hearings, fencing around Wesley Street, and opportunities to contribute to future solutions.

It was moved and seconded that Council direct Staff to:

a) bring forward proposed changes to "City of Nanaimo Zoning Bylaw 2011 No. 4500" to repeal the definition of 'Drug Addiction Treatment Facility';
b) bring forward proposed changes to "City of Nanaimo Zoning Bylaw 2011 No. 4500" to add a definition for 'Supervised Consumption Service'; and
c) provide Council an update on the 2017-DEC-11 Staff report "Response to Health, Social and Safety Issues in the Downtown".

The motion was defeated.
Opposed: Councillors Bonner, Geselbracht, Thorpe and Turley

It was moved and seconded that Council direct Staff to:

a) bring forward proposed changes to "City of Nanaimo Zoning Bylaw 2011 No. 4500" to repeal the definition of 'Drug Addiction Treatment Facility';
b) bring forward proposed changes to "City of Nanaimo Zoning Bylaw 2011 No. 4500" to revise the definition of 'Office Medical/Dental' with siting requirements developed in consultation with Island Health.

The motion carried.
Opposed: Mayor Krog, Councillors Armstrong and Thorpe

L. Bhopalsingh and D. Lindsay vacated the Shaw Auditorium at 9:57 p.m.

10. CORRESPONDENCE:

(a) Correspondence from the Office of the Ombudsperson, dated 2019-JUN-15, regarding the Quarterly Report: January 1 - March 31, 2019

(b) Correspondence from the Regional District of Nanaimo, dated 2019-JUN-07, regarding the Regional District of Nanaimo Offer to Partner in Hosting the 2020 Association of Vancouver Island and Coastal Communities Convention

It was moved and seconded that the City of Nanaimo partner with the Regional District of Nanaimo in hosting the 2020 Association of Vancouver Island Coastal Communities Convention. The motion carried unanimously.

11. NOTICE OF MOTION:

(a) Councillor Bonner Re: Reinforcement of "Traffic and Highways Regulation Bylaw 1993. No. 5000"

That Council direct Staff to send a letter to all property owners of commercial properties along all bus routes in the City of Nanaimo reminding the owners of the following:

- "Traffic and Highways Regulation Bylaw 1993. No. 5000" Section 3(21) titled "Trees over Highways" which reads "Every person being the owner or occupier of real property shall cause all trees, shrubs, or other vegetation to be properly trimmed and cut back, so as to prevent physical obstruction or visibility impairment to pedestrian and vehicle traffic on a sidewalk or highway."

And

- "Traffic and Highways Regulation Bylaw 1993. No. 5000" PART 3 Section 22(1) titled "Removal of Snow, Ice or Rubbish" which reads "Owners or occupiers of real property shall remove snow, ice or rubbish from the sidewalk and footpaths bordering the property owned or occupied by them within 24 hours of the accumulation of such snow, ice or rubbish on such sidewalk."

And that both sections of the bylaw will be strictly enforced by ticketing without warning starting September 1, 2019.

12. QUESTION PERIOD:

- No one in attendance wished to ask any questions.

13. ADJOURNMENT:

It was moved and seconded at 10:00 p.m. that the meeting terminate. The motion carried unanimously.

_____
C H A I R

CERTIFIED CORRECT:

_____
CORPORATE OFFICER

MINUTES
REGULAR COMMITTEE OF THE WHOLE MEETING
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2019-MAR-25 AT 4:30 P.M.

Present: Mayor L. Krog (Chair)
Councillor S. D. Armstrong
Councillor D. Bonner
Councillor T. Brown
Councillor B. Geselbracht
Councillor E. Hemmens
Councillor Z. Maartman
Councillor J. Turley

Absent: Councillor I. W. Thorpe

Staff: J. Rudolph, Chief Administrative Officer
R. J. Harding, Director of Parks and Recreation
J. Holm, Acting Director of Community Development
B. Sims, Director of Engineering and Public Works
J. Van Horne, Director of Human Resources
K. Fry, Fire Chief (arrived 4:52 p.m.)
M. Desrochers, Client Support Specialist
S. Gurrie, City Clerk
K. Gerard, Recording Secretary

1. CALL THE REGULAR MEETING TO ORDER:

The Regular Committee of the Whole Meeting was called to order at 4:30 p.m.

2. APPROVAL OF AGENDA:

It was moved and seconded that the Agenda, be adopted. The motion carried unanimously.

3. ADOPTION OF MINUTES:

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

- Minutes of the Special Committee of the Whole Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, Monday, 2019-FEB-25 at 1:00 p.m.

- Minutes of the Special Committee of the Whole Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC on Monday, 2019-MAR-04 at 12:00 p.m.

- Minutes of the Special Committee of the Whole Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC on Monday, 2019-MAR-11 at 12:00 p.m.

- Minutes of the Regular Committee of the Whole Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Monday, 2019-MAR-11 at 4:30 p.m.

The motion carried unanimously.

4. DELEGATIONS:

(a) Bruce Gibbons, Merville Water Guardians, regarding Bottling of Ground Water for Commercial Sale or Bulk Export

Bruce Gibbons, Merville Water Guardians provided Council with a presentation regarding the prohibition of bottling ground water for commercial sale or bulk export, which included the following information:

- Mr. Gibbons has approached all communities under the Association of Vancouver Island Communities (AVICC), asking them to revise their bylaws to prevent bottling of ground water
- Petition including 1200 written signatures and 1340 online signatures will be presented to the legislature on 2019-MAR-27
- farmers and residents rely on aquifers for water and depleting this water source would have a large negative affect on their livelihood
- Village of Cumberland, Comox Valley Regional District and City of Courtenay are all in the process of changing their bylaws to prevent bottling of ground water
- Sunshine Coast Regional District has passed a resolution that will be presented to the AVICC and the Union of British Columbia Municipalities
- There are 15 communities on Vancouver Island to date that do not permit the bottling of ground water

(b) Dr. Hasselback, Medical Health Officer, Island Health, regarding Community Health

Dr. Hasselback, Medical Health Officer, Island Health, provided Council with a presentation regarding the role of the Medical Officer and ways to improve and inform about community health, which included the following information:

- Role of the Medical Health Officer and ways Council and Island Health can work together to bring positive healthy changes to Nanaimo
- Hot topics and long term issues that affect the health of Nanaimo
- Children and youth issues in Nanaimo and working together on this important issue to reduce the vulnerability of children in Nanaimo

Karen Fry entered the Shaw Auditorium at 4:52 p.m.

(c) Fernando Fuentes regarding Amrikko's Building at 1400 Wingrove Street

Fernando Fuentes spoke regarding concerns with the Amrikko's building at 1400 Wingrove Street including, graffiti, lack of fencing, amount of garbage and assessed value of the property compared to surrounding properties.

5. REPORTS:

(a) Rotary Centennial Garden Proposal for Maffeo Sutton Park

Introduced by Richard Harding, Director, Parks and Recreation.

Delegations:

1. Dave Hammond, Rotary Club and Victoria Drakeford, Landscape Architect provided Council with a presentation and spoke regarding the proposed Rotary Centennial Garden project in Maffeo Sutton Park including the location in Maffeo Sutton Park, ensuring the garden fits with a theme of peace and the type of benches and lighting that will be used.

It was moved and seconded that the Committee of the Whole recommend that Council:

1. approve the Rotary Centennial Garden for Maffeo Sutton Park as presented and that the garden be funded by the Rotarians;
2. amend the 2019 – 2023 Financial Plan to add the Centennial Garden project to 2019 for the $200,000, fully funded by private contribution; and,
3. direct Staff to project manage the construction of Centennial Garden in coordination with the Rotarians for opening by 2020-MAY-01.

The motion carried unanimously.

6. ADJOURNMENT:

It was moved and seconded at 5:11 p.m. that the meeting terminate. The motion carried unanimously.

CERTIFIED CORRECT:

C H A I R

CORPORATE OFFICER

MINUTES
FINANCE AND AUDIT COMMITTEE MEETING
BOARD ROOM, SERVICE AND RESOURCE CENTRE
411 DUNSMUIR STREET, NANAIMO, BC
WEDNESDAY, 2019-MAY-15, AT 9:00 A.M.

Present: Councillor T. Brown, Chair
Councillor S. D. Armstrong
Councillor D. Bonner
Councillor B. Geselbracht (vacated 9:12 a.m., returned 9:20 a.m.)
Councillor E. Hemmens
Councillor Z. Maartman
Councillor I. W. Thorpe
Councillor J. Turley

Absent: Mayor L. Krog

Staff: J. Rudolph, Chief Administrative Officer
R. J. Harding, Director, Parks and Recreation (vacated 9:30 a.m.)
D. Lindsay, Director, Community Development (arrived 9:32 a.m., vacated 9:44 a.m.)
L. Mercer, A/Director, Financial Services
W. Fulla, Manager, Business, Asset & Financial Planning
P. Rosen, Senior Manager Engineering (vacated 9:34 a.m.)
S. Newlands, Parks Project Coordinator (arrived 9:12 a.m., vacated 9:21 a.m.)
D. Blackwood, Client Support Specialist (vacated 9:06 a.m.)
S. Snelgrove, Deputy Corporate Officer
J. Vanderhoef, Recording Secretary

1. CALL THE FINANCE AND AUDIT COMMITTEE MEETING TO ORDER:

The Finance and Audit Committee Meeting was called to order at 9:01 a.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that the Agenda be adopted. The motion carried unanimously.

3. ADOPTION OF MINUTES:

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

- Minutes of the Finance and Audit Committee Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC on Wednesday, 2019-APR-10 at 9:00 a.m.

- Minutes of the Finance and Audit Committee Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC on Monday, 2019-APR-15 at 9:00 a.m.

The motion carried unanimously.

4. REPORTS:

(a) Arbot 2 Neighbourhood Park Improvement Request Under the Partners in Parks (PIP) Program

Richard Harding, Director, Parks and Recreation, provided an overview of the Partners in Parks program and noted that a delegation was scheduled to make a presentation; however, they were not present.

D. Blackwood vacated the boardroom at 9:06 a.m.

Committee discussion took place regarding the following:

- Estimated budget for this project and sharing of costs
- Various groups providing different strengths such as funding initiatives or access to equipment
- In the past the City was moving away from creating more parks, but now neighbourhood parks are bringing people together and are increasing community activities
- Budget of $100,000 annually for the Partners in Parks program, based on first come first served

It was moved and seconded that the Finance and Audit Committee recommend that Council:

1. allocate $25,000 from the 2019 Partners In Parks Program fund for Arbot 2 Neighbourhood Park improvements; and,
2. approve the renaming of Arbot 2 Park to Royal Oak Park.

The motion carried unanimously.

S. Newlands entered the boardroom at 9:12 a.m.

Councillor Geselbracht vacated the boardroom at 9:12 a.m. declaring a conflict of interest as his partner sits on the Mid-Island Youth & Community Development Cooperative Board.

(b) Community Program Development Grant - Mid-Island Youth and Community Development Cooperative

Richard Harding, Director, Parks and Recreation, spoke regarding the intention of development grants to help organizations get projects started and build momentum.

Committee discussion took place regarding the following:

- Previous years financial statements show breaking even, does the group need money to host this year
- Requesting clarification from Staff regarding financials
- Is this a social enterprise or a not for profit
- Supports Nanaimo social and health networks and aligns with Council's strategic plan
- Level of accountability for any group who receives or requests funding
- Process for reporting back after events

It was moved and seconded that the Finance and Audit Committee recommend that Council approve the request from the Mid-Island Youth and Community Development Cooperative for a Community Program Development Grant in the amount of $6,350 to assist in funding Nanaimo Earth Day Social Enterprise Start-up. The motion carried.
Opposed: Councillor Turley

By unanimous consent the Finance and Audit Committee requested that Staff provide clarification regarding the financial documents for the Mid-Island Youth and Community Development Cooperative, prior to the above motion being considered by Council.

Councillor Geselbracht returned to the boardroom at 9:20 a.m.

S. Newlands vacated the boardroom at 9:21 a.m.

(c) Quarterly Purchasing Report (Single and Sole Source), Instances of Non-Compliance Purchases and Purchases in Excess of $250,000

Introduced by Laura Mercer, Acting Director, Financial Services.

It was moved and seconded that the report titled "Quarterly Purchasing Report (Single and Sole Source), Instances of Non-Compliance Purchases and Purchases in Excess of $250,000", dated 2019-MAY-15, be received for information. The motion carried unanimously.

(d) Budget Transfer Policy

Introduced by Laura Mercer, Acting Director, Financial Services.

Committee discussion took place regarding the following:

- Differences between the proposed updated policy and the original policy
- Council approval has been removed on most things and authority has been given to Directors in an attempt to streamline approvals and be more efficient

- Any significant political issues or items of importance will still come to Council for approval

It was moved and seconded that the report titled "Budget Transfer Policy", dated 2019-MAY-15, be received for information. The motion carried unanimously.

(e) Travel Policy

Introduced by Laura Mercer, Acting Director, Financial Services.

Committee discussion took place regarding the following:

- Provincial and Federal policies relating to alcohol
- Removing alcohol from the policy
- When a receipt is required for reimbursement
- Alcohol purchases would be against the policy as presented
- Accountability being presumed in policy
- Optics of alcohol purchases being made on a purchasing card

R. Harding vacated the boardroom at 9:30 a.m.

- Removing non-alcoholic beverages from section 5.5 of the proposed updated policy

D. Lindsay entered the boardroom at 9:32 a.m.
P. Rosen vacated the boardroom at 9:34 a.m.

- Addressing two issues: per diem allowances and the purchase of alcohol
- Removing non-alcoholic beverages from the per diem

It was moved and seconded that the report titled "Travel Guidelines Policy Update", dated 2019-MAY-15, be received for information.

Committee discussion continued regarding the following:

- Purchasing a glass of wine or beer with dinner versus purchasing an entire bottle of alcohol
- Purchasing card policy is clear that any alcohol purchases must be reimbursed to the City of Nanaimo
- Per diem is intended to make the process easier and does not require receipts
- Public perception of spending money on alcohol with a purchasing card
- Per diem does not track specifics of purchases
- Confusing the travel policy with purchasing policy guidelines
- Previous issues with alcohol appearing on purchasing card invoice
- Definition of ineligible expenses in the updated policy lists alcohol

D. Lindsay vacated the boardroom at 9:44 a.m.

- Entitled to $85 per day according to per diem
- Removing non-alcoholic beverages from section 5.5 Meals/Per Diem Allowance
- Per diem is the only item that does not require a receipt all other items require a receipt
- Adding a footnote to pre diem stating trust in the discretion of people using the per diem
- Clarify that ineligible expenses relate to any receipts submitted

It was moved and seconded that the report titled "Travel Guidelines Policy Update", dated 2019-MAY-15, be received for information and be amended to remove alcohol from the Travel Guidelines Policy. The motion was defeated.
Opposed: Councillors Bonner, Brown, Geselbracht, Hemmens, Maartman, Thorpe, Turley

It was moved and seconded that the report titled "Travel Guidelines Policy Update", dated 2019-MAY-15, be received for information and be amended to provide clarification under the definition of ineligible expenses to include the wording "when receipts are submitted". The motion carried unanimously.

Councillor Armstrong requested that Jake Rudolph, Chief Administrative Officer, speak with Superintendent Miller about the issues around alcohol in a policy and get clarification on what is required and bring it back to Council.

It was moved and seconded that the report titled "Travel Guidelines Policy Update", dated 2019-MAY-15, be received for information and be amended to remove the third bullet "Non-alcoholic beverages" in section 5.5 Meals/Per Diem Allowance of the Travel Guidelines Policy. The motion carried unanimously.

The vote was taken on the original motion, as amended, as follows:

It was moved and seconded that:

- the report titled "Travel Guidelines Policy Update", dated 2019-MAY-15, be received for information;
- that further clarification be provided under the definition of ineligible expenses to include the wording "when receipts are submitted"; and,
- that the third bullet "Non-alcoholic beverages" in section 5.5 Meals/Per Diem Allowance be removed from the Travel Guidelines Policy.

The motion carried.
Opposed: Councillor Armstrong

5. QUESTION PERIOD:

There were no members of the public in attendance to ask questions.

6. ADJOURNMENT:

It was moved and seconded at 9:54 a.m. that the meeting terminate. The motion carried unanimously.

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C H A I R

CERTIFIED CORRECT:

_____
CORPORATE OFFICER

MINUTES
GOVERNANCE AND PRIORITIES COMMITTEE MEETING
BOARDROOM, SERVICE AND RESOURCE CENTRE,
411 DUNSMUIR STREET, NANAIMO, BC
MONDAY, 2019-JUN-10, AT 3:00 P.M.

Present: Councillor Hemmens, Chair
Mayor L. Krog
Councillor S. D. Armstrong
Councillor D. Bonner
Councillor T. Brown
Councillor B. Geselbracht
Councillor Z. Maartman
Councillor I. W. Thorpe
Councillor J. Turley

Staff: J. Rudolph, Chief Administrative Officer
R. J. Harding, Director of Parks and Recreation
D. Lindsay, Director of Community Development
B. Sims, Director of Engineering and Public Works
J. Van Horne, Director of Human Resources
K. Fry, Fire Chief
L. Mercer, Acting Director of Financial Services (arrived 3:08 p.m.)
E. Williams, Manager of Recreation Services (vacated 3:38 p.m.)
D. Blackwood, Client Support Specialist (vacated 3:04 p.m.)
S. Gurrie, City Clerk
G. Whitters, Recording Secretary

1. CALL THE GOVERNANCE AND PRIORITIES COMMITTEE MEETING TO ORDER:

The Governance and Priorities Committee Meeting was called to order at 2:59 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Agenda Item 5(b)(1) - Results of eTown Hall - Update first summary point to show 45 questions submitted for eTown Hall instead of 25.

3. ADOPTION OF THE MINUTES:

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

- Minutes of the Governance and Priorities Committee Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC on Monday, 2019-MAY-13 at 10:00 a.m.

- Minutes of the Governance and Priorities Committee Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC on Tuesday, 2019-MAY-21 at 9:00 a.m.

The motion carried unanimously.

4. APPROVAL OF THE AGENDA:

It was moved and seconded that the Agenda, as amended, be adopted. The motion carried unanimously.

5. REPORTS:

a. ECONOMIC HEALTH:

1. Update on Tourism Services in Nanaimo

D. Blackwood vacated the Boardroom at 3:04 p.m.

Introduced by Richard Harding, Director, Parks and Recreation.

Karen Bannister, Executive Director, Tourism Nanaimo and Anthony Everett, President and CEO, Tourism Vancouver Island, provided a presentation regarding tourism in Nanaimo which included the following information:

- Engaged by City of Nanaimo in February 2017, two one-year contracts, currently on a five-year contract that began April 1, 2019
- Measuring tourism performance based on engagements and impressions
- Key successes including: collaboration on the formation of tourism round table, mountain biking campaign, website improvements, increase to the email subscriber list, move to data driven marketing initiatives and the Nanaimo ambassador program

L. Mercer entered the Boardroom at 3:08 p.m.

- Top challenges include: community engagement, resident pride, unified processes in business and sports tourism, brand awareness and technological impacts on visit servicing
- Developing a five-year strategic plan for tourism that includes: conversations with consumers, exceptional care, customer engagement, building community pride, remarkable experiences and community collaboration
- Learning partnership with Vancouver Island University
- Welcome committee for the Tourism Vancouver Island 56th Annual Conference and Annual General Meeting
- Working with the Nanaimo Port Authority to attract cruise ships

- Marketing partnership with Snuneymuxw First Nation for Saysutshun Island
- Key takeaways include: tourism economy is growing in BC, island dispersion presents an opportunity for Nanaimo, address priorities for development, improve resident pride and focus on off-season opportunities

Committee discussion took place regarding:

- Impacts of crime on tourism in Nanaimo
- Positive feedback received from visitors
- What experiences in Nanaimo attract visitors
- Hotel occupancy
- Attracting responsible travellers
- Resident pride of place
- Nanaimo Ambassador Program
- Regular updates from Tourism Nanaimo

It was moved and seconded that the Update on Tourism Services in Nanaimo report, dated 2019-JUN-10, be received for information. The motion carried unanimously.

b. GOVERNANCE AND MANAGEMENT EXCELLENCE:

E. Williams vacated the Boardroom at 3:38 p.m.

1. Results of eTown Hall

Introduced by Sheila Gurrie, City Clerk.

Committee discussion took place regarding:

- Number of people that attended in-person
- Potential for Facebook livestream

It was moved and seconded that the report titled “Results of the 2019-MAY-23 eTown Hall”, dated 2019-JUN-10, be received for information. The motion carried unanimously.

2. Strategic Plan Action Timelines

Introduced by Jake Rudolph, Chief Administrative Officer.

Committee discussion took place regarding:

- Preferred format of the Strategic Plan
- Ways that Council can be held accountable for timelines

It was moved and seconded that Governance and Priorities Committee recommend that Council direct Staff to embed the timelines as outlined in Attachment C of the report titled “Strategic Plan Action Timelines” dated 2019-JUN-10, in the Strategic Plan. The motion carried.
Opposed: Councillor Brown

It was moved and seconded that the Governance and Priorities Committee recommend that Council include the appendix outlined in Attachment B of the report titled "Strategic Plan Action Timelines" dated 2019-JUN-10 in the Strategic Plan. The motion carried.
Opposed: Councillor Brown

It was moved and seconded that the Governance and Priorities Committee recommend that Council approve the 2019-2022 Strategic Plan.

It was moved and seconded that the motion be amended to include changing bullet number seven on the Environmental Responsibility page of the Strategic Plan to "Work with the Regional District of Nanaimo and other community organizations to develop food security for the region." The motion carried unanimously.

The vote was taken on the main motion as amended as follows:

It was moved and seconded that the Governance and Priorities Committee recommend that Council approve the 2019-2022 Strategic Plan including the change to bullet number seven on the Environmental Responsibility page of the Strategic Plan to "Work with the Regional District of Nanaimo and other community organizations to develop food security for the region. The motion carried unanimously.

6. QUESTION PERIOD:

No one in attendance wished to ask questions.

7. ADJOURNMENT:

It was moved and seconded at 4:06 p.m. that the meeting terminate. The motion carried unanimously.

_____
C H A I R

CERTIFIED CORRECT:

_____
CORPORATE OFFICER

Please click on the link below to view the Presentation from Supt. C. Miller, OIC, RCMP, Nanaimo Detachment from the Regular Council Meeting, 2019-JUL-08.

https://nanaimo.escribemeetings.com/Regular%20Council%20Meeting_Jul08_2019/eSCRIBE%20Documents/eSCRIBE%20Raw%20Attachments/17/2019-07-08%20Annual%20Policing%20Priorities%20-%20Council%20Open%20presentation.pdf

Please CTRL+C to open the link below to access the Agenda from the Committee of the Whole Meeting, 2019-JUL-15:

https://pub-nanaimo.escribemeetings.com/FileStream.ashx?DocumentId=25456

Please click on the link below to view the Agenda from the Finance and Audit Committee meeting held on 2019-JUL-17:

https://pub-nanaimo.escribemeetings.com/FileStream.ashx?DocumentId=25480

CITY OF NANAIMO
THE HARBOUR CITY

Staff Report for Decision

DATE OF MEETING July 22, 2019

AUTHORED BY KARIN KRONSTAL, SOCIAL PLANNER

SUBJECT CITY OF NANAIMO AGE-FRIENDLY CITY PLAN

OVERVIEW

Purpose of Report
To obtain Council's endorsement of the draft "Nanaimo Age-Friendly City Plan (2019-2023)", to be included as a key component of the City of Nanaimo's application to be recognized as an Age-Friendly British Columbia community.

Recommendation
That Council:

1. endorse the "Nanaimo Age-Friendly City Plan (2019-2023)";
2. direct Staff to submit the plan to the Province, as part of the City of Nanaimo's application for age-friendly recognition; and
3. acknowledge the Nanaimo Seniors Task Force as the lead agency in coordinating plan implementation.

BACKGROUND

The Age-Friendly Community initiative started with the World Health Organization in 2006 and involved 33 cities of varying sizes throughout the world. *Global Age-Friendly Cities: A Guide* contains the lessons, strategies, and information learned through discussions in these cities. Building on this and Canadian age-friendly initiatives, the Province, through Age-Friendly BC (AFBC), has supported the development of age-friendly communities since 2007.

Council, at its Regular meeting of 2017-JUL-10, passed the following motion:

> *"That Council endorse the application to the Age-Friendly British Columbia recognition program in order to acknowledge the City of Nanaimo's efforts in improving accessibility and fostering social inclusion for older persons."*

Council, at its Regular meeting of 2019-APR-01, received an information report that outlined Nanaimo's ongoing efforts to be recognized as an age-friendly community. The Provincial guidelines for achieving AFBC recognition include the following three steps:

1) Conduct an age-friendly assessment in consultation with older adults:

   This assessment was completed between 2016 and 2018 through the Seniors Connect project, of which the City is a partner.

2) Establish an age-friendly community advisory committee that includes the active participation of older adults:

   This advisory committee was established under the leadership of the Seniors Connect project and is called the Nanaimo Seniors Task Force (NSTF).

3) Develop and publicize an age-friendly city plan (AFC Plan):

   The NSTF, building on the recommendations of the Seniors Connect community engagement, developed an AFC plan for Nanaimo in partnership with the City and other organizations (see Attachment A). A summary of the engagement and consultation activities that informed the Nanaimo AFC Plan is included as Attachment B.

DISCUSSION

The Nanaimo AFC Plan looks at issues facing seniors and other Nanaimo residents across nine topic areas. Eight of the themes are consistent with the World Health Organization's key guidelines: Outdoor Spaces and Public Buildings; Transportation; Housing; Social Participation; Health and Community Services; Respect and Social Inclusion; Civic Participation, Volunteerism and Employment; and Communication and Information. The additional topic of Food Security and Healthy Eating was added by the NSTF to reflect the importance of this domain to seniors in Nanaimo.

The Nanaimo AFC Plan outlines what is currently being done by the City and other community partners in these nine topic areas, identifies what other barriers seniors are currently experiencing, and recommends objectives and strategies for overcoming these barriers. For example, under the area "Outdoor Spaces & Public Buildings", one of the identified barriers is "Insufficient access to public washroom facilities". The corresponding objective is to "Improve access and availability of public washroom facilities". The plan suggests three strategies for achieving this objective (e.g., "NSTF to develop an awareness campaign for local businesses to provide access to washrooms for people with mobility challenges, seniors, and children").

All of the Nanaimo AFC Plan content came directly from feedback gathered through the community engagement activities, which was then reviewed and categorized by importance. As well, the perceived ability for the NSTF, or another organization in the community, to address the issue at the local level was considered. Objectives chosen for inclusion in the plan were based on the availability of creative solutions, the impact the objective would have on the community, and the likelihood of successful implementation should the Nanaimo AFC Plan be endorsed. Strategies are rated in the following ways: Impact (High or Low) and Difficulty of Implementation (Easy, Moderate, or Hard). The community has had several opportunities to provide input into the development of the Plan and review drafts through attending open houses and other events, or submitting online feedback. A final opportunity for the community to review the Plan took place on 2019-JUN-19.

Endorsement of a document is distinct from adoption of a municipal bylaw or City plan in that it indicates City support in principle, but does not obligate the City to implement every element of the plan. The intention is that this document will serve as guidance in the implementation of City policy and planning documents, and where there are inconsistencies, Staff will aim to uphold the vision of the AFC Plan, but may not be able to fully implement every element.

The recommendation is that the NSTF be recognized as the lead agency in coordinating plan implementation, as this was the group primarily responsible for creating and championing the AFC Plan. The NSTF has also requested that the City acknowledge their role as lead agency.

The Nanaimo AFC Plan reflects extensive community engagement undertaken by the NSTF throughout its development over the past two years. The significant research and public input that went into creating this document will be helpful in guiding City priorities in the future. Staff are pleased to recommend that Council endorse this document as a key step in Nanaimo's application to become an Age-Friendly BC community.

OPTIONS

1. That Council:
    1. endorse the "Nanaimo Age-Friendly City Plan (2019-2023)";
    2. direct Staff to submit the plan to the Province, as part of the City of Nanaimo's application for age-friendly recognition; and
    3. acknowledge the Nanaimo Seniors Task Force as the lead agency in coordinating plan implementation

    - The advantage of this option: Endorsement of the proposed Nanaimo AFC Plan will allow the City to proceed with its application to become an Age-Friendly BC community and supports the City's strategic themes of livability and governance excellence.
    - The disadvantage of this option: Denial of the proposed Nanaimo AFC Plan will stop the City from proceeding with its application to become an Age-Friendly BC community and will remove an opportunity to support the City's strategic themes of livability and governance excellence.

2. That Council provide alternative direction.

SUMMARY POINTS

- Council endorsement of the Nanaimo Age-Friendly City Plan is a key component of the City's application to the Province to achieve Age-Friendly BC recognition.
- An age-friendly engagement process was undertaken by Nanaimo Seniors Connect, leading to information and recommendations to make Nanaimo more age friendly.
- Under leadership of Seniors Connect, the Nanaimo Seniors Task Force was created to support the development and implementation of an age-friendly city plan.

ATTACHMENTS:

ATTACHMENT A: Nanaimo Age-Friendly City Plan (2019-2023)
ATTACHMENT B: Summary of Engagement and Consultation Activities

Submitted by:

Lisa Bhopalsingh
Manager, Community Planning

Concurrence by:

Bill Corsan
Director of Community Development

Dale Lindsay
General Manager of Development Services

Richard Harding
General Manager of Parks, Recreation and Culture

ATTACHMENT A

Updated: 2019-JUL-05

Nanaimo Age-Friendly City Plan

2019-2023

Prepared by the Nanaimo Seniors Task Force (NSTF) and the City of Nanaimo 2017-2019

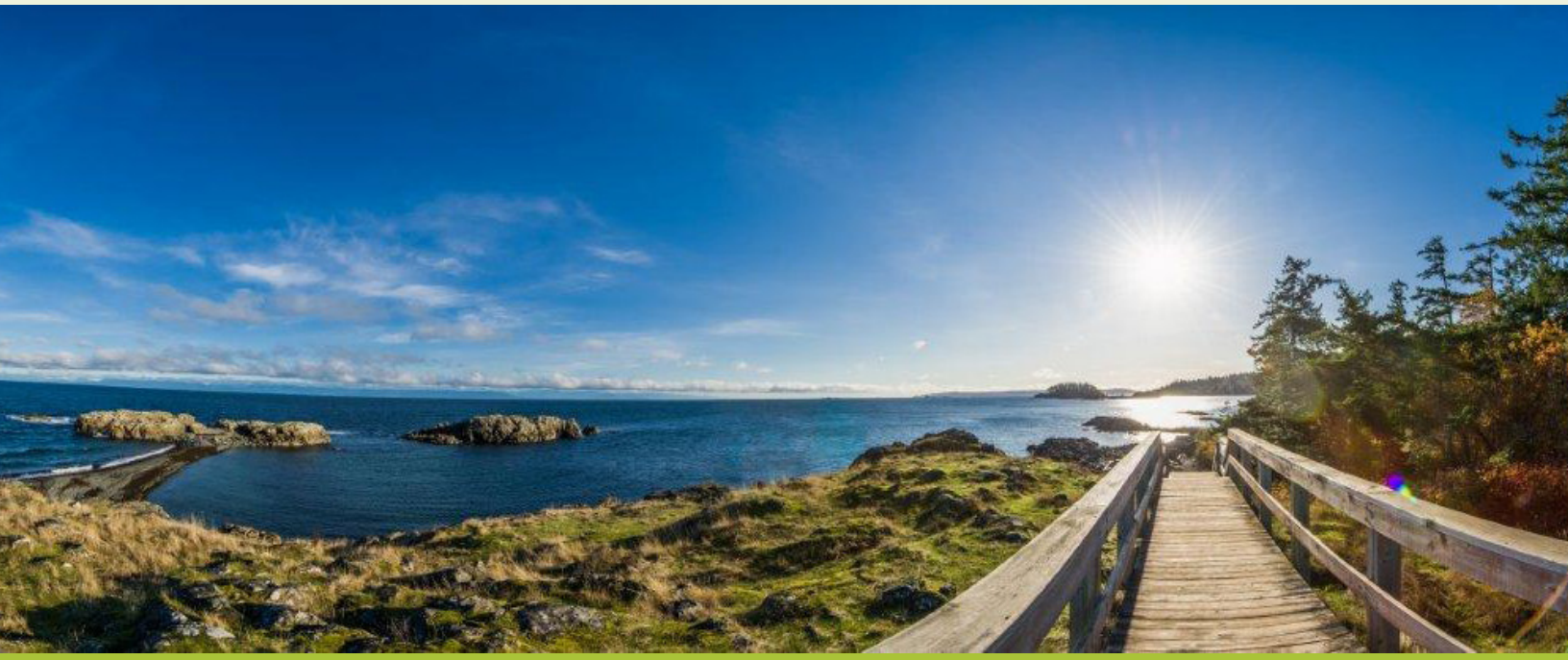
[online at https://www.nanaimoseniorsconnect.ca/wp-content/uploads/2018/11/Age-Friendly-City-Plan-Draft-2018.pdf]

Acknowledgements

The Seniors Connect Partnership wishes to thank the community-based seniors service sector and all the dedicated Nanaimo community members, Seniors Connect project council participants, and staff who contributed to the development of the plan through participation in the Idea and Event Exchanges, where much of the information for this plan was generated. We would also like to thank the members of the Nanaimo Seniors Task Force who volunteered their time and insights, collated the data from all the research, and created the Age-Friendly City Plan for Nanaimo with the support of the City of Nanaimo and other stakeholders.

Seniors Connect

The Nanaimo Age-Friendly City Plan was made possible through the support of the New Horizons for Seniors Program.



Nanaimo Seniors Task Force

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Contents

Acknowledgments i

Contents. ii

AGE-FRIENDLY CITY PLAN 2019 - 2023 (DRAFT, 2018) 1

Overview 1

Background. 2

Definitions. 3

AREA OBJECTIVES AND STRATEGIES 4

Area 1 - Outdoor Spaces and Public Buildings *4*

Area 2 - Transportation *6*

Area 3 - Housing *8*

Area 4 - Social Participation. *10*

Area 5 - Health and Community Services *12*

Area 6 - Respect and Social Inclusion. *14*

Area 7 - Civic Participation, Volunteerism, and Employment. *16*

Area 8 - Communication and Information *18*

Area 9 - Food Security and Healthy Eating. *20*

Appendix I - Nanaimo Age Friendly City Survey 22

Appendix II - Survey Results 24

AGE-FRIENDLY CITY PLAN 2019-2023

Overview

According to the 2016 census, Nanaimo has about 23,000 residents over the age of 65, representing about 23% of the total population. This number is expected to increase over the next decade, so that seniors will represent an even larger percentage of Nanaimo's residents.

In 2015, the City of Nanaimo partnered with four local agencies (Nanaimo Family Life Association, Nanaimo Women's Centre, HealthWell Associates, and Nanaimo District Hospital Foundation) to address social isolation in older adults. This collaboration (called "Seniors Connect") received funding from the federal government's New Horizons for Seniors Program under the auspices of Employment and Social Development Canada.

Seniors Connect is part of a pan-Canadian initiative to explore ways to enhance the social inclusion of older adults (55+). The Seniors Connect project created the Nanaimo Seniors Task Force (NSTF), a group of local residents who advocate for age-friendly community programs and infrastructure. Their hard work has led to this document, Nanaimo's *Age-Friendly City Plan.*

Background

In January 2017, the Seniors Connect (SC) Project held an Ideas & Event Exchange to identify barriers that lead to social isolation for adults over the age of 55 in the City of Nanaimo. The event was attended by members of the general population, with a high concentration of seniors and community-based senior support services. Following the event, several action groups were developed, and activities and programs were funded to implement solutions that could reduce the identified barriers.

In the fall of 2017, the Seniors Connect Project surveyed over 500 Nanaimo residents at the annual Seniors Health and Wellness event as well as at shopping centres and through online surveys, to identify how age friendly Nanaimo is in the seven Areas identified by the World Health Organization (see Appendix 2). In January of 2018, a second Idea and Event Exchange was held to look at all the issues identified through the survey and to ask the community to further elaborate on current practices already being undertaken in the community to share information and to brainstorm creative solutions that could reduce these barriers.

In June of 2018, the Nanaimo Seniors Task Force (NSTF), a committee developed through the SC Project to support the impact plan objectives, examined all the ideas presented at the January 2018 Idea Event Exchange and used the examination to form the basis of an Age-friendly City plan for Nanaimo.

All the issues documented for each Area were reviewed and categorized by importance, and/or by the perceived ability for the NSTF or another organization in the community to address the issue at the city level, either through advocacy or through a collaborative project initiative with another stakeholder. Objectives chosen for inclusion in the plan were based on availability of creative solutions, the impact the objective would have on the community and the likelihood of successful implementation through the adoption of an Age-Friendly City Plan. Objectives are rated in the following way:

IMPACT High or Low

DIFFICULTY OF IMPLEMENTATION Easy / Moderate / Hard

Definitions

Area: An "Area" is defined as a physical or social environment in which we live our lives. The World Health Organization requires eight areas of focus for all age-friendly communities: outdoor spaces and public buildings; transportation; housing; social participation; health and community services; respect and social inclusion; civic participation; volunteerism and employment; communication and information. The community of Nanaimo has identified a ninth area which has been included in this plan: food security and healthy eating.

Barriers: In the Age-Friendly City plan, barriers are circumstances or obstacles in community that were identified through public engagement sessions that may limit a person's ability to fully partake in community from a social or physical perspective.

Current Improvements: Identified by various stakeholders in community through public engagement sessions and survey information and are either activities, programs and services that are currently underway and are improving the conditions and making Nanaimo more age friendly.

Difficulty of Implementation: The perceived level of difficulty, as identified by the Nanaimo Seniors Task Force, to achieve an objective following recommended strategies within the Age-Friendly City Plan's five-year timeframe is based on any number of conditions, but most specifically funding, levels of government or agencies involved, stakeholders, advocacy, etc. Difficulty is identified as being easy, moderate, hard.

Impact: The degree to which the achievement of implementation of an objective would have on making Nanaimo an age-friendly community. Impacts are identified as low or high impact relative to the objective.

Stakeholders: Stakeholders have an interest in the outcome of the project, rather than its inception. Stakeholders can include the municipality, seniors, community organizations, not-for-profit agencies, and businesses. In some cases, the Plan identifies objective-specific stakeholders who may only be involved in specific objectives.

AREA OBJECTIVES AND STRATEGIES

Area #1 - Outdoor Spaces & Public Buildings

Refers to the natural and built environments and the ability of older persons to get around each space easily and safely in the community, thereby enabling their full participation in the public life of the community.

Current improvements:

1. LED Replacement Program in city centre
2. City of Nanaimo's Seniors Connect City Builders program is adding benches in specific areas.
3. Improved pedestrian crossings on Bowen Road, Oliver Road and Uplands Drive; have plans for longer crosswalk times.

Barriers:

1. Difficulty navigating intersections.
2. Insufficient access to public washroom facilities.
3. Inadequate illumination levels.

Objective #1

Improve safety at crosswalks by reviewing crosswalk times, lighting, and proximity to building entrance, with a focus on crosswalks adjacent to senior living communities and community centres as well as near facilities frequented by seniors.

Recommended Strategies:

1. City and advocacy groups identify established pedestrian routes and seek ways to improve pedestrian safety.
2. Explore plans to support safe pedestrian movement close to senior living communities, 55+ apartments, buildings known to have a high density of seniors, and where seniors congregate.
3. Review illumination levels in pedestrian zones.
4. Use pedestrian crossing times appropriate to the needs of seniors.
5. Support the RCMP's *See and Be Seen Campaign* at the Seniors Connect Centre, Harbour City Seniors at Bowen Park, and other senior community development activities.

Stakeholders: RCMP, Seniors Communities and Residential Facilities

IMPACT High | DIFFICULTY OF IMPLEMENTATION Moderate

Objective #2

Improve access and availability of public washroom facilities.

Recommended strategies:

- Increase the number of public washrooms in high traffic areas.
- Approach clubs like Rotary to sponsor a port-a-potty.
- NSTF to develop an awareness campaign for local businesses to provide access to washrooms for people with mobility challenges, seniors, and children.

Stakeholders: Nanaimo Seniors Task Force, Seniors Connect City Builders, local businesses

IMPACT High

DIFFICULTY OF IMPLEMENTATION Easy

"There's nothing more disheartening than going somewhere nice and discovering it's inaccessible because of stairs."

– Female 65-69

Area #2 – Transportation

Transportation takes into consideration convenience, safety, and affordability with the goal of enabling older persons to conveniently travel to their destinations.

Current practices/resources:

1. Regional District of Nanaimo (RDN) "Ride the Bus" Program.
2. Announcing timings and stops on the buses.
3. Downloadable Riders Guide in pdf format for ease of scalability.

Barriers:

1. Lack of affordable transportation options.
2. Lack of communication re transportation alternatives for older adults who no longer drive.
3. Lack of scalable online, or large print bus schedules and trip apps that are user friendly for older adults.
4. Lack of alternative transportation options for evenings and weekends.
5. Busy routes, like those going to and from the university, often do not implement priority seating for those who have mobility challenges.
6. Pressure on seniors to move quickly increases danger of falling on buses.
7. Seniors who use walkers and scooters are unaware that low-floor buses are equipped to facilitate loading of some mobility aids.
8. HandyDART issues related to availability and scheduling.

Objective #1

Improve trip planning. Improve user-friendliness of printed and online schedules, maps and trip planning apps for public transportation.

Recommended strategies:

1. NSTF to hold a meeting with Regional District of Nanaimo to bring attention to readability issues regarding schedules and trip apps and the need for more "live support" to assist people with trip planning outside of peak hours.
2. Hold a Focus Group for seniors to identify problems and create solutions to make printed schedules and computer applications more user friendly.
3. Make Rider Guides more accessible in Nanaimo.
4. Print larger schedules.
5. Have bus numbers and schedules available at intersecting routes.

Stakeholders: Transportation Action Groups, Nanaimo Disability Resource Centre, Community Centres, Regional District of Nanaimo, Ministry of Transportation and Infrastructure

IMPACT High

DIFFICULTY OF IMPLEMENTATION Easy

Objective #2

Support the development and awareness of programs that educate seniors on using public transportation.

Recommended Strategies:

1. Increase frequency and awareness of the RDN's "How to Ride the Bus" program.
2. Request that the RDN make the program available in all areas of Nanaimo.
3. Advocate with ICBC that all seniors in Nanaimo who no longer drive be sent a letter with an invitation to the "How to Ride the Bus" program and a copy of the Seniors Connect "Hanging up the Keys" brochure.
4. Support the development and implementation of a Bus Buddy Program in Nanaimo to assist those who are new to or fearful of using public transportation.
5. Develop a brochure for businesses that sell scooters and/or mobility tools to educate purchasers about how to take their tools on public transportation.
6. Increase the hours of service for the 1-800 bus schedule information phone line to assist seniors outside of traditional business hours.

Stakeholders: Regional District of Nanaimo, ICBC

IMPACT High | DIFFICULTY OF IMPLEMENTATION Moderate

Objective #3

Support the development of affordable transportation options to transport low income seniors to appointments and activities increasing independence and inclusion.

Recommended Strategies:

1. Explore funding options and advocate for a coordinated volunteer driver program with Volunteer Nanaimo based on the Wheels for Wellness model.
2. Explore funding options, including provincial, federal, and municipal grants, for rideshare programs to provide funding and support to volunteer drivers.
3. Explore partnerships with senior community residences for better utilization of buses.
4. For seniors who lack access to affordable public transportation, coordinate a letter writing campaign to Office of the Seniors Advocate and Island Health to support the idea that Home and Community Care provide transportation to medical appointments, shopping and social activities.
5. Enhance the age friendliness of transit stops by putting lighted bus stop shelters at key locations.

Stakeholders: Island Health Home and Community Care, NSTF

IMPACT High | DIFFICULTY OF IMPLEMENTATION Moderate

Area #3 – Housing

Older residents need access to housing that is safe and affordable and allows them to stay independent as their needs change. Ideally housing is embedded in a neighbourhood context that minimizes the risk of social isolation.

Current practices/resources:

1. BC Housing is developing 250 units of affordable housing for seniors.
2. Urban Containment Boundary concentrates future development within existing municipal boundaries.
3. City is looking at expanding zoning bylaws to allow for a wider range of forms and styles of residential dwelling units.
4. BC SAFER program offers some assistance with rent.

Barriers:

1. Lack of safe and affordable housing.
2. Limited range of available housing types.
3. Rent increases above affordable rates for pensioners living at or below the poverty level.
4. Affordable housing is not necessarily situated near amenities and services required by seniors, such as transportation hubs, medical centres, and social centres.

Objective #1

Support the development of more attainable (affordable) and accessible housing for seniors in Nanaimo that is close to amenities.

Recommended strategies:

1. Advocate with the City of Nanaimo to offer incentives to builders to incorporate more affordable housing options.
2. Support changes in the existing City of Nanaimo bylaws to support row houses, carriage houses, co-housing, and cluster housing options in areas with a high density of seniors.
3. Undertake a housing study to identify how many seniors in Nanaimo are without safe, affordable, and appropriate housing and explore options.
4. Review how City of Nanaimo considers accessibility to ensure it meets the needs of an aging population.
5. Improve communications with neighbourhoods to develop support for a range of housing options.

Stakeholders: NSTF, BC Housing, Seniors Organizations, Developers and Builders

IMPACT High | DIFFICULTY OF IMPLEMENTATION Hard

Objective #2

Advocate for the need for better rent subsidy programs for qualifying seniors.

Recommended Strategies:

1. Advocate with the Province of BC to review the SAFER program and increase rent subsidies proportionally to rent increases

Stakeholders: Seniors Connect City Builders, Old Age Pensioners Society

IMPACT High | DIFFICULTY OF IMPLEMENTATION Easy

> "Affordable, easily accessible public transportation and affordable rental housing in Nanaimo are the most important issues, in my opinion, for the older Seniors. (80plus)"
>
> – Female 85+

Area #4 – Social Participation

Social participation includes opportunities for developing and maintaining meaningful social networks within the community and for full participation in the recreational, cultural, and social life of the community.

Current practices/resources:

1. Seniors Connect website, Seniors Connections newsletter, programming on Shaw TV, and Nanaimo Lifeline Phone "Check-In" Service.
2. Seniors Connect free legacy programs for seniors in various locations throughout the community.
3. City of Nanaimo's Leisure Economic Access Policy (LEAP) program for low income seniors.
4. Seniors have access to drop-in recreational facilities.
5. Elder College and Harbour City Seniors provide free and low-cost programs for seniors.

Barriers:

1. Affordable and free programs are not evenly distributed throughout Nanaimo.
2. There is a perceived lack of specialized programs and services for seniors. Examples include programs designed for seniors who lack social confidence, have cognitive issues, chronic conditions and/or physical and mobility issues (including vision and hearing challenges); older vs younger seniors; those who prefer gender-based programs, who are house-bound. There may be insufficient outdoor activities, out of town activities, and mentally stimulating programs.
3. There is a lack of space and funding for programming for seniors aging in place who do not access mainstream organizations due to social isolation risk factors (poverty, mental and physical health challenges, lack of transportation, cultural fit etc.).

Objective #1

Advocate for a redeployment of city-delivered and community-based senior service programs to identified areas of the city with high senior residential density and low-income levels.

Recommended strategies:

1. Have Seniors Connect City Builders identify areas for programs based on income levels and density of older adults.
2. Arrange for Parks and Recreation to bring more programs to neighbourhoods that do not have a community centre and work with businesses and non-profits to offer programs in these areas.
3. Encourage the increase of program offerings from non-profit organizations.
4. Build awareness of existing programs and opportunities.

Stakeholders: Seniors Facilities, Non-profit Organizations, Neighbourhood Organizations

IMPACT High | DIFFICULTY OF IMPLEMENTATION Hard

Objective #2

Actively advocate for volunteer managed information hubs at local libraries and shopping malls.

Recommended Strategies:

1. Apply for municipal, provincial, and federal funding to continue the development of the Seniors Connect pilot program.
2. Approach local shopping malls and library about donating space or allowing Seniors Connect to have a table once a month at each shopping mall to give seniors an opportunity to find out about activities and volunteer opportunities in Nanaimo.

Stakeholders: BC 211 Program, Old Age Pensioners Society, Nanaimo Disability Resource Centre, senior living facilities, medical offices

IMPACT High | DIFFICULTY OF IMPLEMENTATION Easy

> "Participation needs to be encouraged as many are steeped in their isolation. The first steps are always the most difficult."
>
> – Female 80-84

Area #5 – Health and Community Services

Older residents of our community need access to social and health services to stay healthy and maintain their independence. An age-friendly community is one in which these kinds of services are accessible, affordable, and appropriate.

Current practices/resources:

1. Locally developed Seniors Connect Resource Card with telephone numbers for non-profit support systems.
2. Nanaimo New Bulletin biannual senior's directory.
3. City of Nanaimo biannual Parks and Recreation Program.
4. bc211 telephone and website; a non-profit organization that specializes in providing free information and referral regarding community, government and social services in BC.
5. Public caregiver support groups.

Barriers:

1. Lack of Access to Services
   - It's challenging to find information about services.
   - There is a lack of information about support and services for caregivers.
   - There is poor communication among service providers.
   - Long wait lists for residential care make planning difficult.
2. Poor Access to Services
   - Long wait times for medical services including specialists.
   - Long wait times for non-medical support groups like Better at Home.
   - Insufficient times allotted for medical appointments.
   - Not enough support from hospital after discharge.
   - Lack of loaner equipment.
3. Non-funded health needs are too costly; e.g., exercise programs.
4. Lack of funding for allied health services; e.g., community social workers, occupational therapists, recreation therapists.

> "In-home care is a huge issue. There are not enough caregivers or services available of the types that seniors want. Many seniors are under the poverty level and can not afford to pay for the care they need."
>
> – Female 70-74

Objective #1

Increase access to existing services in Nanaimo by promoting the adoption and encourage wide range support for the BC 211 Program in Nanaimo.

Recommended strategies:

1. Champion the use and promotion of the BC 211 Program through an awareness campaign.

Stakeholders: City of Nanaimo, business community, seniors' organizations

IMPACT High

DIFFICULTY OF IMPLEMENTATION Easy

Objective #2

Engage with the community and improve the health status of Nanaimo residents by advocating for better programs and services, strengthening the health capacity of local communities, and influencing public policy.

Recommended Strategies:

1. Promote Island Health's free and subsidized programs for those with chronic diseases in all Parks and Recreation and Seniors Directories.
2. Advocate for free medications for those over 65 as is done in other provinces.
3. Encourage Island Health's Community Health Services to do more general promotion of programs and services at locations that seniors frequent including but not limited to community centres, libraries and shopping centres.
4. Advocate for recreational therapists and dietary nutritionists through Island Health's Gerontological Specialists Group.

Stakeholders: Island Health, Old Age Pensioners Society, recreational therapists, dietary nutritionists, food security groups

IMPACT High

DIFFICULTY OF IMPLEMENTATION Moderate

Area #6 – Respect and Social Inclusion

Respect and social inclusion encompass the need for various aspects of the community, such as public services, commercial enterprises, media, community attitudes, to be respectful of and willing to accommodate the diversity of needs among older people.

Current practices/resources:

1. Seniors Connect public awareness campaign.
2. Better Together Champion Program.
3. Anti Ageism program to health care students at Vancouver Island University.
4. Seniors Celebrate Month.
5. Community Champion Volunteer Awards for Seniors.

Barriers:

- Public may not be aware of the high rate of poverty among seniors in Nanaimo or the degree of support low income seniors need.
- Businesses are not always responsive to seniors' needs: voicemail systems are inadequate; lack of access for the mobility-impaired; lack of handicap parking.
- Few government funded programs or philanthropic programs provide for non-medical support requirements; e.g., yard work, transportation programs, etc.
- Ageism.

Objective #1

Advocate for local high schools to include multigenerational support programs as part of their volunteer curriculum to connect to seniors and curtail ageism.

Recommended strategies:

1. Enhance student volunteer programs at the high school level to add 20 hours of support per semester for senior-specific support program, providing services such as snow removal, lawn cutting, food shopping with community senior service non-profit organizations.

Stakeholders: School District 68, Volunteer Nanaimo, senior service non-profit organizations

IMPACT High | DIFFICULTY OF IMPLEMENTATION Moderate

Objective #2

Advocate that government agencies and service providers offer in-person or phone services to seniors who are challenged by technology.

Recommended Strategies:

1. Advocate for policy changes requiring that all important government services have a live body available to assist with completing applications for vulnerable seniors.

Stakeholders: City of Nanaimo, Island Health, community-based agencies

IMPACT High | DIFFICULTY OF IMPLEMENTATION Hard

"Trends (especially banks & retailers) are to have self checkouts, yet - a teller or cashier may be the only opportunity for seniors to interact socially. Automated phone systems & computerization also alienate seniors who are not technologically savy."

– Senior Serving Organization Survey Response

Area #7 – Civic Participation, Volunteerism, and Employment

Civic participation means the inclusion of older persons in community decision making processes; employment and volunteerism refer to opportunities for older residents to contribute their experience and skills to the community through both paid and unpaid work.

Current practices/resources:

1. Volunteer Nanaimo provides lots of opportunities for volunteerism in Nanaimo.
2. Involvement of older adults in Seniors Connect programs.
3. City of Nanaimo Advisory Committees have strong representation from older residents.

Barriers:

1. Volunteering
   - » Lack of variety of opportunities for seniors over 70.
   - » Work is devaluing.
   - » Insufficient training.
   - » Support needed to keep engaged.
2. Employment
   - » Ageist attitudes in hiring.
   - » Difficult to keep technology skills current for some older adults.

"More situations to become involved in activities that are multi-aged groups of people working in an ensemble volunteering their many skills WITHOUT having to pay to participate in activities that they once were remunerated for in a job! On a fixed income, it is frustrating to have to pay to be a volunteer."

– Female 65 to 69

Objective #1

Advocate for policy changes to ensure that all City of Nanaimo and Regional District of Nanaimo advisory organizations have representation from adults over age 70.

Recommended strategies:

1. Ask City of Nanaimo to review existing public advisory committees to ensure there is diverse representation.
2. Put out request for volunteers aged 70 or older at senior fairs and community activities.

Stakeholders: City of Nanaimo, Regional District of Nanaimo, Nanaimo Senior Services Network, Harbour City Seniors

IMPACT High

DIFFICULTY OF IMPLEMENTATION Moderate

Area #8 – Communication and Information

Communication and information refer to the availability, appropriate design, and delivery of information to ensure awareness of the full range of programs and services for seniors in the community.

Current practices/resources:

1. Computer technology classes are offered by Volunteer Nanaimo, Nanaimo Disability Resource Centre, Elder College, Literacy Nanaimo, and Seniors Connect.
2. bc211 now available on Vancouver Island.
3. *Seniors Connections* newsletter and website.
4. Seniors101.ca website.
5. Nanaimo Lifeline Seniors Connect "Check-in" service.

Barriers:

1. Low income seniors may not have access to technology.
2. Many older seniors can no longer navigate or use technology due to decline in health.
3. Lack of local news outlet and no daily newspaper mean fewer opportunities for seniors without technology skills to access information.
4. Difficulty of reaching isolated seniors.

Objective #1

Maintain senior serving websites and social media pages through the Nanaimo Seniors Task Force Committee.

Recommended strategies:

1. Create a "What's on For Seniors" social media page.
2. Include links to all existing community programs and services in Nanaimo.
3. Update the community on progress and implementation of Age-Friendly City Plan.
4. Seek funding to support website maintenance and ongoing updates.

Stakeholders: Community based senior services sector, City of Nanaimo, RDN

IMPACT High

DIFFICULTY OF IMPLEMENTATION Easy

Objective #2

Create and distribute printed documents that list senior service providers, social programs and health and wellness information for seniors who do not use technology.

Recommended Strategies:

1. Make the locally produced Seniors Connect Resource Card, a small, printed pocket version information resource card listing telephone numbers of agencies and non-profits providing senior support services, available to all senior serving agencies in Nanaimo.
2. Distribute materials through Island Health Home & Community Care.
3. Advocate for continued City leadership in providing and updating the *Surviving in Nanaimo Guide,* a listing of local agencies and services providing information and contacts for low-cost and free resources available to individuals living in Nanaimo.
4. Establish distribution centres for available printed materials in strategic locations and list locations in local newspaper.
5. Create partnerships with local papers to regularly publish seniors event listings.
6. Publish a list of clubs and organizations in Nanaimo that is accessible electronically and in hard copy.

Stakeholders: Tourism Nanaimo, City of Nanaimo, Island Health, Old Age Pensioners Society, shopping malls, senior living communities

IMPACT High | DIFFICULTY OF IMPLEMENTATION Moderate

Objective #3

Work with local media outlets to have Seniors Information public service announcements on local radio stations to support seniors without access to technology or who have literacy issues.

Stakeholders: Local media, Nanaimo Seniors Services Network

IMPACT High | DIFFICULTY OF IMPLEMENTATION Easy

"I really appreciate personal calls from community members that let me know what's going on in the community."

– Male 65 to 69

Area #9 – Food Security and Healthy Eating

Food Security and Healthy Eating encompasses physical, economic, and social access to sufficient, safe, nutritious, and culturally acceptable food to meet seniors' dietary needs and food preferences for an active and healthy life.

Current practices/resources:

1. Five local farmers markets.
2. Good Food Box Program.
3. Access to community garden opportunities.
4. Cooking programs for seniors.
5. Island Health Healthy Eating Options and 811 to ask a dietician.
6. Community organizations in Nanaimo collaborated to recover and distribute $2.4 million worth of food in 2015.

Barriers:

1. Healthy food is not affordable for many low-income seniors.
2. Lack of information about healthy eating options to address chronic diseases.
3. Transportation for seniors to rural Farmers Markets is not available.
4. Inter-agency communication regarding projects and programs for seniors is not available at all levels; e.g., Because many in home support agencies cannot or do not support eating with seniors, seniors who have food delivered eat alone.
5. A national study on malnutrition found that 56% of patients enrolled in the study who entered the Nanaimo Regional General Hospital met the criteria for being malnourished.
6. The majority of malnourished patients at NRGH were not offered a consultation with a dietician.
7. The city does not have a food charter.
8. There are an insufficient number of nutritionists available through the public health system.
9. Seniors services in BC need increased support to expand programs and access to nutritious food.
10. There is no delivery mechanism to house-bound seniors of Foodshare's Good Food Box program. A local program which puts together low-cost nutritional fruit and vegetable boxes to support healthy eating for low-income seniors.

Objective #1

Advocate for multi-level governmental support for appropriate age-friendly food project funding and/or resources.

Recommended strategies:

1. NSTF and Foodshare do a joint presentation on the need for funding to City Council
2. Advocacy campaign at local events such as Vancouver Island Exhibition

Stakeholders: Nanaimo Foodshare, Nanaimo Community Kitchen, dietary programs

IMPACT High | DIFFICULTY OF IMPLEMENTATION Moderate

"Nutrition is often lost when supplying food or snacks for seniors. We need healthy whole foods, fresh fruit and veggies with healthy dips and if you are going to have sweets, link up with someone who knows how to make healthy ones."

– Senior Serving Organization Survey Response

Objective #2

Restore Nanaimo community nutritionist with age-friendly responsibilities to reduce the rate of seniors suffering from malnutrition.

Recommended Strategies:

1. Annualized project for delivering food and connected help.
2. Advocate to the health authority for more nutritionists with specialization in seniors' health.

Stakeholders: NSTF, Nanaimo Foodshare, Better Meals, Meals on Wheels

IMPACT High | DIFFICULTY OF IMPLEMENTATION Hard

Objective #3

Advocate for a Nanaimo Food Charter (principles to guide decisions, policies, and collaboration for food security in our community) with a section devoted to seniors' issues.

Recommended Strategies:

1. Develop a Food Charter Tool Kit.
2. Support the development of a food charter ensuring the inclusion of seniors and youth.
3. Support local food including farmers markets and urban farms.
4. Create a senior led home garden program.
5. Advocate for community gardens at all Seniors Facilities.
6. Advocate for transit for seniors to Farmers Markets.

Stakeholders: Community Based Seniors Services Sector, Loaves and Fishes, Island Health, Foodshare

IMPACT High | DIFFICULTY OF IMPLEMENTATION Easy

Objective #4

Foster collaborative partnerships between non-profit agencies to advocate and support programs for in-home help focused on healthy eating with services that serve seniors at all stages of dependency.

Recommended Strategies:

1. Non-profits to collaborate and advocate for appropriate food services to allow seniors to age in place.
2. Advocate for age-friendly opportunities for socialising while eating.
3. Friendly visitor program focused on healthy eating.

Stakeholders: Community Based Senior Services Sector, Island Health

IMPACT High | DIFFICULTY OF IMPLEMENTATION Easy

Appendix I

Nanaimo Age Friendly City Survey

The Age Friendly City survey created by the World Health Organization allows communities to measure the physical and social environments with the goal of creating frameworks to optimize opportunities for health, participation, and security in order to enhance quality of life for people as they age. The survey was created by HealthWell, a partner in the Seniors Connect project, and together with the other Seniors Connect partners, including the City of Nanaimo, was administered to 500 participants in the fall of 2017.

1. Please indicate your age:
   - 54 years and under
   - 55 to 59 years
   - 60 to 64 years
   - 65 to 69 years
   - 70 to 74 years
   - 75 to 79 years
   - 80 to 84 years
   - 85 years and older

2. Please indicate your gender:
   - Male
   - Female
   - Other

Please rate the following questions on a scale of 1 to 5 (1 = poor, 5 = very well) to assess Nanaimo's age-friendliness, and to indicate how the following factors contribute to, or undermine, healthy and active aging for seniors. Please add additional comments in the space provided at the end of the survey.

3. How well do Nanaimo's outdoor Spaces support healthy and active aging? (Consider: access to public buildings and toilets, signage, lighting, pavement and curbs, green spaces, cross walks, street safety, etc.)

1 (Poor) 2 3 4 5 (Very Well)

4. How well does Nanaimo's Transportation system support healthy and active aging? (Consider access and availability of public transportation, road conditions, parking).

1 (Poor) 2 3 4 5 (Very Well)

5. How well do housing options in Nanaimo support healthy and active aging? (Consider affordability, proximity to services, availability of affordable home maintenance services).

1 (Poor) 2 3 4 5 (Very Well)

6. How well are seniors' needs for social participation met in Nanaimo? (Consider appropriate location, cost & variety of affordable options, availability of information about activities, friendly and inclusive venues).

1 (Poor) 2 3 4 5 (Very Well)

Appendix I

Nanaimo Age Friendly City Survey (continued)

7. Do you feel that seniors are generally respected in Nanaimo? (Consider opportunities to have input into public and/or other services that serve seniors; courteous service personnel; intergenerational opportunities; recognition of seniors' past and present contributions; portrayal of seniors in local media, etc.).

1 (Poor) 2 3 4 5 (Very Well)

8. How well are seniors' civic participation and employment supported? (Consider availability of flexible volunteer and employment opportunities; acknowledgement of value of older volunteers/workers; membership on decision-making bodies).

1 (Poor) 2 3 4 5 (Very Well)

9. How effectively is information communicated to diverse seniors? Communication and the delivery of information for seniors? (Consider how information is accessed and distributed to seniors including those with visual or hearing/language/literacy issues, low-income or housebound, those who don't use computers).

1 (Poor) 2 3 4 5 (Very Well)

10. How well do community and health services support healthy and active aging? (Consider accessibility, availability, adequacy and affordability of home support, personal care services, residential and hospital care).

1 (Poor) 2 3 4 5 (Very Well)

11. How well are seniors supported to eat foods that support healthy aging? (Consider: cost, transportation or mobility, skills, oral health, knowledge, culture, food safety)

1 (Poor) 2 3 4 5 (Very Well)

12. What would assist you, or other seniors, to participate in community activities or socialize outside your home more often? _____

_____

_____

Additional Comments:

Appendix II

Survey Results

In the fall of 2017, the SC Project randomly surveyed over 501 Nanaimo residents at the annual Seniors Health and Wellness event as well as at shopping centres and through online surveys posted on the Seniors Connect website, to identify how age-friendly Nanaimo is in the eight Areas identified by the World Health Organization.

Age of respondents:

- 8.60% were below age 54;
- 25.82% were age 55 to 64;
- 47.18% were age 65 to 79; and
- 18.07% were age 80 plus.

Gender:

- 76.01% female; and
- 23.99% male.

Five ratings were listed on the Age-friendly City Survey for each Area with ratings being 1 for Poor and 5 for Very Well.

Area	>% Better than Average or Best	% Average	<% Less than Average or Poor
1. Outdoor Spaces & Public Buildings	47.84	35.82	16.35
2. Transportation	24.70	29.75	46.50
3. Housing	17.95	33.08	49.23
5. Health and Community Services	31.02	33.25	35.98
6. Respect and Social Inclusion	46.12	36.89	16.99
7. Civic Participation, Employment and Volunteerism	30.49	48.32	21.45
8. Communication and Information	21.68	38.56	40.30
9. Food Security and Healthy Eating	23.37	38.69	37.94

ATTACHMENT B

COMMUNITY ENGAGEMENT, CONSULTATION AND COUNCIL REPORTS RE: AGE-FRIENDLY CITY PLAN

Relevant Council Motions

May 9, 2016
Council supported the application to the Government of Canada for a 3-year New Horizons for Seniors Grant (Seniors Connect) to reduce social isolation in those aged 55 and older.

July 10, 2017
Council endorsed an application to the Age Friendly BC recognition program in order to "acknowledge the City of Nanaimo's efforts in improving accessibility and fostering social inclusion for older persons."

Public Engagement and Consultation Activities Related to the Age-Friendly City Plan

Between 2016-SEP-26 and 2016-DEC-08	800 randomly-selected Nanaimo residents over the age of 55 were surveyed by telephone and were asked a number of questions related to social inclusion and barriers to accessing community activities and services. Data gathered was statistically weighted by age, gender, and region.
JUNE 2016 to SEPTEMBER 2016	Six focus groups were held with seniors over the age of 55. Of the 74 participants, 54 were women. Focus group discussions revealed seven barriers to social participation: • Getting around • Getting information • Getting access • Lack of programs • Affordability • Health Challenges • Skills to participate
2016-NOV-02	Social Planners attended the Nanaimo Seniors Service Network Health Fair at Beban Park (9am–4pm) and conducted dialogue with attendees. Approximately 250 seniors attended the event.
NOVEMBER 2016	The Seniors Connect collaborative held an "Ideas Exchange Forum" at Beban Park auditorium, which was attended by approximately 150 members of the community. Five task groups were formed arising from that forum: Transportation, Food Security/Poverty, Information Directory, Anti-Ageism and Networking.

2017-JAN-30	A Seniors Connect City Builders survey was developed by the City Builders Committee (made up of seniors from the community). The survey was circulated in hard copy via the Seniors Connect drop-in centre, as well as through VIHA Home Support, pharmacies, Old Age Pensioners, handyDart users, Meals on Wheels, Harbour City Seniors, Royal Canadian Legions, Neighbourhood Associations, Hospital Foundation Lifeline clients and at malls. In addition, the City Builders survey was put online on 2017-MAR-09 for a period of 10 weeks, which garnered a large number of responses.
2017-FEB-15	An Impact Plan Advisory Council (IPAC) was formed from seniors identified in previous public engagement sessions and through programs funded via Seniors Connect. The IPAC committee also has representation from the five committees formed to address the issues identified at the Ideas Exchange Forum.
2017-MAR-01	The Nanaimo Seniors Task Force was formed with Terms of Reference including “to help Nanaimo become an Age-Friendly City.” The Task Force was made up of individuals aged 55 and over with support from the Seniors Connect project manager from Nanaimo Family Life Association. The Task Force used Seniors Connect 2017/2018 engagement results to start preparing the plan.
JUNE 2017	Social Planning staff attended Seniors Health and Fitness Day and conducted City Builders surveys with attendees at that event.
2018-JAN-12	A second Idea Exchange event was held at Beban Park which approximately 140 seniors attended. Dialogue was structured around the 8 domains identified by WHO as aspects of an Age Friendly City plus food security as an additional domain.
JANUARY to AUGUST 2018	Ongoing assessment by the City Builders committee regarding built environment enhancements that reduce social isolation.
JANUARY to MAY 2019	Engagement with City of Nanaimo departments and external stakeholders to confirm and gather feedback on the draft plan.
JUNE 19, 2019	Final Open House held at Beban Social Centre from 2 – 6 PM. Community and Cultural Planning Staff attended the Open House and also distributed Plan at adjacent farmers market.

CITY OF NANAIMO
THE HARBOUR CITY

Staff Report for Decision

File Number: 0530-01

DATE OF MEETING	JULY 22, 2019
AUTHORED BY	SKY SNELGROVE, STENO COORDINATOR/DEPUTY CORPORATE OFFICER
SUBJECT	**ROUTINE RELEASE OF "IN CAMERA" INFORMATION POLICY UPDATES**

OVERVIEW

Purpose of Report
To request that Council amend the Routine Release of "In Camera" Resolutions and Related Reports and Information Policy.

Recommendation
That Council approve amendments to Routine Release of "In Camera" Resolutions and Related Reports and Information Policy.

BACKGROUND

In May of 2013 Council adopted the "Routine Release of "In Camera" Resolutions and Related Reports and Information" Policy (Policy). The intent of the Policy was to provide for the routine release of "In Camera" Council reports, minutes and related documentation on a quarterly basis.

In September 2013 Council amended the Policy at an "In Camera" meeting to include in the quarterly release voting results of resolutions considered at "In Camera" Meetings that have been approved for release to the public.

The intent of the Policy is for Legislative Services Staff, under the direction of the Corporate Officer, to review with the originating departments on a quarterly basis, all "In Camera" meeting reports, minutes and documentation, prepare a package of information for Council's consideration and request direction from Council whether to release information which is no longer required to be kept confidential.

In practice, Council and Staff have found the quarterly release process to be cumbersome due to the requirement of Council approving the release where they are not involved in day to day operations or may not have firsthand knowledge if an item has concluded. For example, Council may not be aware if negotiations related to an item have resolved but are requested to vote on the release of documents related to negotiations. The current policy lacks clarity and references "documents" to be released in addition to reports and minutes, however, there is no definition for "documents" provided in the policy.

DISCUSSION

Staff recommend that Council amend their Policy to direct that "In Camera" meeting agendas, which include past minutes and reports, be released by staff on a monthly basis, once the requirement for confidentiality has passed. The documents Staff have advised can be released

will be posted to the City of Nanaimo's website. Documents that cannot be released at the time of initial review will be continually reviewed and released when appropriate.

Some documents, depending on subject matter such as third party information or legal matters, may never be released. Exceptions to release are listed in the draft policy. The name of the Policy has been amended to better reflect the intent of the policy.

It is anticipated that the proposed policy changes, if adopted, will provide clarity to Staff, Council and the public, regarding the release of "In Camera" information. It is important to note the Policy does not limit a person's right to access records under the *Freedom of Information and Protection of Privacy Act.*

Currently, documents from 2010 up to and including quarter three of 2017 have been released to the City's website. Quarter four of 2017 is anticipated to be released in the coming weeks. If approved, this policy will apply to 2018 and 2019 "In Camera" documents, and documents created moving forward. Staff do not anticipate reviewing and releasing documents created prior to 2010. Staff have recently changed the "In Camera" report template to include a notation regarding the release of reports. This notation will assist Staff in determining if and when the requirement for confidentiality has passed.

A number of similar sized municipalities were contacted to determine if comparable policies exist. Of the responses received, only one municipality was considering implementing a related policy. It is not a legislated requirement for Council to release "In Camera" information once confidentiality obligations are no longer applicable; however, routinely releasing documents, once the requirement for confidentiality has passed, supports Council's strategic plan related to Governance Excellence, openness and transparency, while balancing the need to protect personal and sensitive information.

OPTIONS

- Option 1 – That Council approve amendments to Routine Release of "In Camera" Resolutions and Related Reports and Information Policy.
    - Budget implications are not expected with the implementation of policy amendments. Council is not legally required to release any "In Camera" information. Amendments to the current policy will provide clarification and procedures for Staff to follow. **"**In Camera" decisions will be released on a monthly basis, when confidentiality is no longer required. This policy amendment supports Council's strategic theme of Governance Excellence.
- Option 2 – That Council maintain the current Routine Release of "In Camera" Resolutions and Related Reports and Information Policy.
    - Staff will continue to process documents for release on a quarterly schedule and bring documents forward for a Council decision. Budget implications are not expected by maintaining the status quo.

- Option 3 – That Council rescind the Routine Release of "In Camera" Resolutions and Related Reports and Information Policy.

    - Staff would discontinue the release of "In Camera" documents. Budget implications would not be expected with this option. Council has set a precedent by releasing "In Camera" information and may be criticized for discontinuing this Policy.

SUMMARY POINTS

- Staff have identified a number of changes to the Routine Release of "In Camera" Resolutions and Related Reports and Information" Policy to provide clarification and procedures for staff to follow.
- Documents will be released on a monthly basis.
- If documents contain third party information or a reason for redaction, they may not be released.
- Documents up to and including quarter three of 2017 have previously been released. Quarter four of 2017 is anticipated to be released in the coming weeks and 2018 - 2019 "In Camera" documents will be released based on the new policy, if approved.

ATTACHMENTS:

Attachment A – Proposed Release Policy
Attachment B – Current Routine Release of "In Camera" Resolutions and Related Reports and Information Policy

Submitted by:

Sheila Gurrie
Director, Legislative Services

CITY OF NANAIMO
THE HARBOUR CITY

COUNCIL POLICY MANUAL

Section:	**Administration**	**1**
Subsection:	**Council – Meetings – "In Camera"**	**0560**
Title:	**Routine Release of "In Camera" Agendas**	**01**

POLICY

Council has identified Governance Excellence as a theme in their strategic plan. Council, along with Staff are responsible for providing governance excellence. The routine release of In Camera meeting agendas, once the requirement for confidentiality has passed, will support Council's goals of openness and transparency, which is a significant element of good governance.

Council has approved the release of voting results of resolutions considered at In Camera Meetings. Redacted In Camera agendas, which include minutes and reports, will be publically released on a monthly basis. Exceptions for release apply.

REASON FOR POLICY

To provide a process for ensuring that the City of Nanaimo is being open and transparent in conducting City business at In Camera meetings.

AUTHORITY TO ACT

Delegated to Staff.

Definitions

In Camera Meeting: A meeting closed to the public under *Community Charter* section 90(1) or 90(2).

Agenda: Information package distributed to Council in advance of a meeting containing minutes and reports.

PROCEDURE

The Corporate Officer shall ensure the implementation of the Routine Release of "In Camera" Agendas Policy by releasing agendas through the City of Nanaimo's website on a monthly basis.

Due to confidentiality obligations, some content of agendas may not be initially releasable. If documents are unable to be released initially, staff will review redacted documents and documents withheld from release to determine if the period of confidentiality has passed, and if the document can be released at a later date. Some documents or sections of documents, depending on subject matter, such as third party information or legal matters may never be released.

If the document can be released, staff will remove redactions and post the updated version to the City's website. If content cannot be released, staff will review it at the next scheduled monthly session to determine if by that time the content is releasable.

Documents or sections of documents may be withheld from release for the following reasons:

- third party information;
- personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- labour relations or other employee relations;
- the security of the property of the municipality;
- the acquisition, disposition or expropriation of land or improvements, if the staff considers that disclosure could reasonably be expected to harm the interests of the municipality;
- law enforcement, if staff considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- litigation or potential litigation affecting the municipality;
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- 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 staff, could reasonably be expected to harm the interests of the municipality if they were held in public;
- discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];
- a matter that, under another enactment, is such that the public may be excluded from the meeting;
- the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;
- a matter that is being investigated under the Ombudsperson Act of which the municipality has been notified under section 14 [Ombudsperson to notify authority] of that Act;
- a review of a proposed final performance audit report for the purpose of providing comments to the auditor general on the proposed report under section 23 (2) of the Auditor General for Local Government Act.

Responsibilities

Council is responsible for:
Adoption and periodic review of this policy.

CAO is responsible for:
Committing to the implementation and ongoing improvement of the policy to support achievement of the City’s goals related to Governance Excellence, openness and transparency, while balancing the need to protect personal and sensitive information.

Corporate Officer is responsible for:
Coordination and administration of this policy.

Report writers/City Staff are responsible for:
Ensuring In Camera reports include a release clause;

Only including necessary information in In Camera reports.

Scope and Applicability

This policy applies to all In Camera meetings of Council and its committees.

It is acknowledged that this policy does not limit a person’s right of access to records under the *Freedom of Information and Protection of Privacy Act*.

Benefits of Compliance

Implementing this policy will:

Support Council’s priority related to Governance Excellence by providing for the timely and routine release of information;
Ensure decisions made In Camera, once confidentiality has passed, are made public.
Ensure confidential information remains confidential.

Review Date

This policy should be reviewed from time to time as appropriate.

Date:	2013-MAY-13	Approved by:	Council
1. Amendment Date:	2013-SEP-23		“IC” Council
2. Amendment Date:	2019-XXX-XX		Council

CITY OF NANAIMO
THE HARBOUR CITY

COUNCIL POLICY MANUAL

Section:	**Administration**	**1**
Subsection:	**Council – Meetings – "In Camera"**	**0560**
Title:	**Routine Release of "In Camera" Resolutions and Related Reports and Information**	**01**

POLICY

The City of Nanaimo Council is responsible for providing good governance. The routine release of "In Camera" meeting resolutions and related reports and documentation, once the requirement for confidentiality has passed, will support Council being open and transparent, which is an important element of good governance. Council has also approved the release of voting results of resolutions considered at "In Camera" Meetings.

REASON FOR POLICY

To provide a process for ensuring that the City of Nanaimo is being open and transparent in conducting City business.

AUTHORITY TO ACT

Retained by Council.

PROCEDURE

Council shall consider for approval the release of "In Camera" meeting resolutions, related reports and documentation, including voting results on a quarterly basis.

The Corporate Officer shall ensure the implementation of the Routine Release of "In Camera" Resolutions Policy by reviewing and preparing a listing of resolutions, related reports and documentation, including voting results for Council's consideration on a quarterly basis. The report will appear as a business item on the next regular open Council agenda, to allow full publication in the agenda package and on the City's website.

It is acknowledged that this policy does not limit a person's right of access to records under the *Freedom of Information and Protection of Privacy Act*.

Date:	2013-MAY-13	Approved by:	Council
1. Amendment Date:	2013-SEP-23		"IC" Council

CITY OF NANAIMO
THE HARBOUR CITY

Staff Report for Decision

File Number: 3900.20

DATE OF MEETING JULY 22, 2019

AUTHORED BY SHAWNA DRINNAN, ENGINEERING SERVICES TECHNOLOGIST

SUBJECT **PROPOSED BYLAW AMENDMENTS TO SUBDIVISION CONTROL BYLAW 1989 No. 3260 SCHEDULE 'A' - THE MANUAL OF ENGINEERING STANDARDS AND SPECIFICATIONS**

OVERVIEW

Purpose of Report

To introduce "Subdivision Control Amendment Bylaw 2019 No. 3260.04" and update the Manual of Engineering Standards and Specifications from Edition 11 to Edition 12.

Recommendation

1. That "Subdivision Control Amendment Bylaw 2019 No. 3260.04" (To amend Schedule A – Manual of Engineering Standards and Specifications) pass first reading.
2. That "Subdivision Control Amendment Bylaw 2019 No. 3260.04" pass second reading.
3. That "Subdivision Control Amendment Bylaw 2019 No. 3260.04" pass third reading.

BACKGROUND

The Manual Engineering Standards and Specifications (MoESS) forms part of the Subdivision Control Bylaw 1989 No. 3260 as Schedule "A". The manual provides the direction and requirements for transportation, utility and other infrastructure that is built within the City of Nanaimo. The manual has more than 700 pages and 300 standard drawings.

On 2019-JUL-08, Staff provided Council with an Information Report on the proposed amendments. This report included an overview of the updates and changes to the sections. See Attachment A for a copy of this report.

The amendment process for MoESS is critical and enables the City to adapt to change. The MoESS undergoes regular review and updating to reflect current best practices, changes to regulations, adoption of new technology, recommendations from the public, staff and engineering consultants and reflects Council policy.

DISCUSSION

Noteworthy changes with this revision include:

- street lighting change to LED
- street light wiring change to aluminum
- removal of purchasing contractual content

Attachment B – Amendment Record of all changes in the MoESS Edition No.12, lists and describes each proposed change in detail.

OPTIONS

1.
    1. That "Subdivision Control Amendment Bylaw 2019 No. 3260.04" (To amend Schedule A – Manual of Engineering Standards and Specifications) pass first reading.
    2. That "Subdivision Control Amendment Bylaw 2019 No. 3260.04" pass second reading.
    3. That "Subdivision Control Amendment Bylaw 2019 No. 3260.04" pass third reading.

        - This option will update the City's standards and specifications. The manual is the way Council affects the balance of cost and quality of infrastructure. Any single change to the MoESS has the potential to impact the cost of infrastructure. The amendments overall, are not expected to necessitate changes in the 2019 Financial Plan.
        - The City has provided opportunities for collaboration and consultation on the proposed changes, and stakeholders have been engaged and provided input.

2. That Council provide staff with alternate direction.

SUMMARY POINTS

- The City has undertaken a collaborative and comprehensive revision process to prepare the proposed amendments for the MoESS.
- The amendments will allow the City to adapt to change and provide an improved and updated set of engineering standards.
- The proposed "Subdivision Control Amendment Bylaw 2019 No. 3260.04 is attached for Council consideration of first three readings.

ATTACHMENTS:

Attachment 'A' – Information Report – 2016-JUN-28 Subdivision Control Bylaw 1989 No. 3260 Proposed Amendments to the Manual of Engineering Standards and Specifications (MoESS)

Attachment 'B' – Amendment Record of all Changes in the MoESS Edition No. 12

Due to the size of the document, the MoESS Edition No. 12 is not attached; however, a hard copy is available or viewing in the Councillor's Office and on the City webpage @ http://www.nanaimo.ca/EN/main/departments/Engineering-Public-Works/4491/engineering-standards-manual.html.

Submitted by:

Shawna Drinnan
Engineering Services Technologist,
Engineering

Concurrence by:

Poul Rosen
Director,
Engineering

Bill Sims
General Manager,
Engineering & Public Works

CITY OF NANAIMO
THE HARBOUR CITY

Information Report

File Number: 3900.20

DATE OF MEETING	JULY 8, 2019
AUTHORED BY	SHAWNA DRINNAN, ENGINEERING SERVICES TECHNOLOGIST, ENGINEERING
SUBJECT	**"SUBDIVISION CONTROL BYLAW 1989 NO. 3260" PROPOSED AMENDMENTS TO THE MANUAL OF ENGINEERING STANDARDS AND SPECIFICATIONS**

OVERVIEW

Purpose of Report:
To provide Council with an update on the amendments to the Manual of Engineering Standards and Specifications that is planned for presentation to Council as a bylaw amendment on 2019-JUL-22. The Manual of Engineering Standards and Specifications forms part of the "Subdivision Control Bylaw 1989 No. 3260" as Schedule 'A'.

BACKGROUND

The Manual of Engineering Standards and Specifications (MoESS) is used to outline the design requirements, material specifications and installation requirements for municipal works within the City. Periodic revisions and amendments are completed to ensure the document reflects current best practices and community expectations. These revisions are completed usually every few years or as needed and follow a standardized process.

DISCUSSION

The Engineering Department, collaborating with internal and external manual users, is undergoing two revisions of the MoESS. The first, Edition No. 12, set to be published November 2019 and the second, Edition No. 13, for publication May 2020. This Information Report pertains to Edition No. 12, November 2019. The proposed MoESS Edition No.12 has been reviewed and developed with considerations given to:

- Suggestions from the public, staff and engineering consultants.
- Amendments to reflect current design and construction practices.
- Specifications of other jurisdictions, governing organizations, and current best practices.
- Clarifying wording and interpretation.

The focus for Edition No. 12 was on three of the fourteen sections, they are:

- Section 2: General Conditions
- Section 3: General Requirements
- Section 10: Roadway Lighting and Traffic Signals

The amendments to these sections of the MoESS are intended to reflect current design and construction practices pertaining to administrative contract documents and LED lighting standards.

For the following Edition No. 13, May 2020, a more comprehensive review with a greater number of sections, including roads and sewer, are underway and planned.

Consultation, Awareness and Preparedness:
The draft MoESS Edition No. 12 has been posted on the City website since 2019-MAY-17 for manual users to provide input and recommendations during the consultation stage and will remain available for reference going forward.

The next steps for the implementation of the new standards are as follows:

- Staff Report to Amend the Bylaw - July 22 (first, second and third reading).
- Bylaw Amendment - August 26 (fourth reading).
- Implementation Date – November 21, 2019 (providing a 60 day adjustment period after adoption).

SUMMARY POINTS

- A comprehensive and collaborative revision process has produced the MoESS Edition No.12.
- Revisions will update MoESS from Edition No.11 published in Nov 2016.
- The Bylaw Amendment is planned for consideration by Council on 2019-JUL-22.
- A more comprehensive update is planned for early 2020.

Submitted by:

Shawna Drinnan
Engineering Services Technologist,
Engineering

Concurrence by:

Poul Rosen
Director, Engineering

ATTACHMENT 'B'
AMENDMENT RECORD OF ALL CHANGES INCLUDED IN THE
MANUAL OF ENGINEERING STANDARDS AND SPECIFICATIONS EDITION No. 12

CITY OF NANAIMO
MANUAL OF ENGINEERING STANDARDS AND SPECIFICATIONS
AMENDMENT RECORD

Manual Revision # 12 **Revision Date: November 2019**

The November 2019 Edition of the Manual of Engineering Standards and Specifications (MoESS) was NOT re-printed in its entirety. Only three sections were re-printed, these include Section 2.0, 3.0, 10.0 and the Introduction.

The footer for these sections has been revised to represents this revision 'November 2019 Edition'. This represents the most current edition of the manual. The other sections remain 'November 2016 Edition'.

In addition to the footer, the manual text continues to include the revision date in (*BOLD ITALICS*) at the end of the paragraph affected by the technical amendment. This represents the technical amendments that are incorporated into the MoESS for this revision year.

The sub-sections within Section 4.0, 12.0 and 14.0 that had revisions within Edition No.12 are noted with the manual text in (BOLD ITALICS)

The standard drawings for Section 10.0 and one Section 1.0 drawing all include a footer that reads;

Engineering Standards and Specifications
November 2019 Edition

Each Manual holder is responsible for determining implementation dates of the Manual of Engineering Standards and Specifications revisions. Therefore, manual holders are cautioned about immediately discarding superseded and cancelled standards.

The Manual of Engineering Standards and Specifications is revised as follows:

Superseded / Added / Cancelled / Removed	Page Revised / New Insert / New Dwg No.	Section No. / Dwg No. Affected	Remarks
Title Page	Title Page	Title Page	Updated to November 2019.
Superseded	All	Contents and Introduction	Section 2.0 title changed from General Conditions to General Definitions and References. Update the Introduction to reflect section titles and the section content regarding Section 2.0 and Section 3.0.
Revised	G-7	G-7	Street Light Attribute Table and Traffic Sign Table: Revised the street light table to include data required with the inclusion of LED lighting standards as part of the Section 10.0 comprehensive sectional review. The identifier footer was updated.
Superseded	All	2.00	Entire section is superseded in MoESS due to updating and formatting of the information and the update of the identifier footer. The entire Section 2.0, including all Articles were part of a sectional review to revise the section to current best practices for Contracts and Purchasing Agreements. All contract language was removed from the manual and the Definitions and References from Section 3.0 were added into the revised Section 2.0.

ATTACHMENT 'B'
AMENDMENT RECORD OF ALL CHANGES INCLUDED IN THE
MANUAL OF ENGINEERING STANDARDS AND SPECIFICATIONS EDITION No. 12

The Manual of Engineering Standards and Specifications is revised as follows:

Superseded / Added / Cancelled / Removed	Page Revised / New Insert / New Dwg No.	Section No. / Dwg No. Affected	Remarks
-	2-3	2.01	Definition of Terms: Removed as Article 1 and revised as Section 2.01, Definition of Terms. Revised 2.01.3 for the definition of City Engineer to be Director of Engineering, and revised 2.01.7 for the definition of Director of Engineering and Public Works to be City Engineer as part of the newest City corporate structure. Revised 2.01.8 to include Design Engineer and revised as per the sectional review. Articles 2 to Article 8 were removed entirely.
-	2-4	2.01A	Specifications, Standards or Methods: Removed from Section 3.01 and moved into Section 2.0 in its entirety.
-	2-9	2.01B	References: Removed from Section 3.01A and moved into Section 2.0 in its entirety. Revised list to include ASTM updates.
-	2-14	2.01C	Supplementary Documents: Removed from Section 3.01B and moved into Section 2.0 in its entirety. Revised links and added to list.
-	2-16	2.01D	City Bylaws: Removed from Section 3.01C and moved into Section 2.0 in its entirety.
-	2-21	2.02	Engineer, Owner, Contractor Relations: Revised to be named -Not Used- , Article 9 to Article 22 were removed entirely.
-	2-27	2.03	Materials and Workmanship: Revised to be named -Not Used-. Article 23 to Article 29 were removed entirely.
-	2-31	2.04	Legal Responsibility and Public Safety: Revised to be named -Not Used-. Article 30 to Article 35 were removed entirely.
-	2-33	2.05	Progress, Completion of Work, and Payment: Revised to be named -Not Used-. Article 36 to Article 53 were removed entirely.
Superseded	All	3.00	Entire section is superseded in MoESS due to updating and formatting of the information and the update of the identifier footer. The entire Section 3.0 was part of a sectional review to revise the section to current best practices for Contracts and Purchasing Agreements. All contract language was removed from the manual and only sections required that support general requirements and do not inferere with contract documents remain.
-	3-4	3.01	Specifications, Standards or Methods: Revised to be named -Not Used- content moved to 2.01A
-	3-9	3.01A	References: Revised to be named -Not Used- content moved to 2.01B
-	3-14	3.01B	Supplementary Documents: Revised to be named -Not Used- content moved to 2.01C
-	3-15	3.01C	City Bylaws: Revised to be named -Not Used- content moved to 2.01D
-	3-17	3.02	Construction Program: Removed section content from the manual, section title changed to -Not Used-.
-	3-18	3.04	Operating Manuals: Revised from Special Tools, Operating Manuals and Shop Drawings. Removed 3.04.3 entirely.
-	3-18	3.05	Explosives: Revised clause 3.05.1 to remove the reference, Workers Compensation Act and replace with, OH&S Regulation Part 21. Removed the excess weight of 68kg from clause 3.05.2.
-	3-18	3.06	Blasting: Removed the section content from the manual, section title changed to -Not Used-.
-	3-20	3.09	Work Within Road Rights-Of-Way: Removed 3.09.1 (a) (b) (c) and (i).
-	3-21	3.10	WorkSafeBC: Removed section content from the manual, section title changed to -Not Used-.
-	3-23	3.20	Scope: Removed section content for Existing Structures and Utility Works, section title changed to -Not Used-.
-	3-23	3.21	Supply of Materials: Removed section content from the manual, section title changed to -Not Used-.
-	3-23	3.22	Location of Structures: Removed clause 3.22.3.
-	3-23	3.23	Protection, Adjustment, and Salvage of Structures: Revised to remove instructions to deliver to the Works Yard, 3.23.1. Also removed 3.23.2 the regulations for asbestos cement pipe entirely.
-	3-25	3.24	Emergency Situations: Removed 3.24.4 entirely.
-	3-25	3.26	Curtailment of Utility Service: Revised 3.26.2 to increase the hours for notice from 24 to 48 hours and to require a notification letter.
-	3-27	3.29	Work Within Rail Rights of Way: Removed the section content from the manual, section title changed to -Not Used-.
-	3-28	3.30	Highway Crossing: Removed the section content from the manual, section title changed to -Not Used-.

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The Manual of Engineering Standards and Specifications is revised as follows:

Superseded / Added / Cancelled / Removed	Page Revised / New Insert / New Dwg No.	Section No. / Dwg No. Affected	Remarks
-	3-28	3.31	Electrical Power, Telephone, Television, City and Private Owner Fibre Optics, Cables and Conduits: Removed the section content from the manual, section title changed to -Not Used-.
-	3-28	3.32	Gas Pipelines: Removed the section content from the manual, section title changed to -Not Used-.
-	3-28	3.33	Power Line Crossing: Removed the section content from the manual, section title changed to -Not Used-.
-	3-28	3.34	Work in Vicinity of Overhead Power Lines: Removed the section content from the manual, section title changed to -Not Used-.
-	3-29	3.35	Relocation of Existing Piping: Removed the section content from the manual, section title changed to -Not Used-.
-	3-29	3.36	Watercourse Crossing: Removed the section content from the manual, section title changed to -Not Used-.
-	3-29	3.37	Detours: Removed the section content from the manual, section title changed to -Not Used-.
-	3-30	3.50	Scope: Removed the section content for Clearing and Grubbing, section title changed to -Not Used-.
-	3-30	3.51	Supply of Materials: Removed section content from the manual, section title changed to -Not Used-.
-	3-30	3.52	Clearing and Grubbing: Removed section content from the manual, section title changed to -Not Used-.
-	3-30	3.53	Burning: Removed section content from the manual, section title changed to -Not Used-.
-	3-31	3.54	Merchantable Timber: Removed section content from the manual, section title changed to -Not Used-.
-	3-32	3.60	Scope: Removed the section content for Control of Public Traffic, section title changed to -Not Used-.
-	3-32	3.61	Control of Public Traffic - General: Revised to include new clauses 3.61.1 to 3.61.7 removing the previous clauses 3.61.1 to 3.61.11.
-	3-36	3.62	Use of Flag Persons: Removed section content from the manual, section title changed to -Not Used-.
-	3-36	3.63	Use of Traffic Control Devices: Removed section content from the manual, section title changed to -Not Used-.
Superseded	4-19	4.30	Trench Settlement During Gurantee Period: Revised to remove the reference to the removed Section 2.03 Materials and Workmanship Article 29 as part of the sectional review of Section 2.0.
Superseded	All	10.00	Entire section, including written specifications and standard drawings, are superseded in MoESS due to updating and formatting of the requirements and the update of the identifier footer. The entire Section 10.0 was part of a sectional review to revise the section to current best practices for the inclusion of LED Streetlight standards as well as the change in specification to require aluminum rather than copper wiring.
-	10-6	10.01	Roadway Lighting: Revised the design criteria to revise the lighting levels for Standard Roadways and include lighting level design criteria for Roundabouts, Mid-Block Crosswalks and Cul-De-Sacs. Within Table 1, Urban and Rural Local Road Classifications lux levels were increased from 4 to 6 lux. Revised the ratio for Walkway classifications from 6:1 to 10:1. Revised clause 10.01.5(e) Pole Spacing to include criteria for the Clear Zone. Revised Table 2, the Urban Arterial from just staggered to either Staggered or Opposite. Clause 10.02.6 Luminaire Types, Pole Types and Wattages was revised to removed Wattages and add Lumen Output criteria. Revised Table 3 was revised with lumen output criteria. Revised clause 10.02.7 Lighting Calculations to incorporate the LED standards into the design criteria. Removed Figure 1 and Figure 2.
-	10-15	10.02	Traffic Signals: Revised clause 10.02.2 and clause 10.02.3 criteria for clarity.
-	10-15	10.04	Junction Boxes: Revised clause 10.04.3 for clarification on uses of concrete junction boxes and added clause 10.04.4.
-	10-16	10.05	Conductors: Revised the design criteria to for aluminum wiring rather than copper.
-	10-16	10.06	Service Equipment: Revised clause 10.06.2 and 10.06.3 clarity and replaced contractor with contactor.
-	10-16	10.07	Concrete Bases: Revised clause 10.07.01 to include an engineer's report for soil conditions.
-	10-18	10.20	Scope: Added clause 10.20.5(d) to specify pole locking handhole covers to reduce wire theft.

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Superseded / Added / Cancelled / Removed	Page Revised / New Insert / New Dwg No.	Section No. / Dwg No. Affected	Remarks
-	10-19	10.23	Junction Boxes: Revised specifications for clause 10.23.3 and 10.23.4 that custom concrete junction boxes will be specified on the drawings and all junction boxes shall have galvanized steel lids.
-	10-20	10.26	Conductors: Removed specifications and added clause 10.26.1 to 10.26.8 as part of the sectional review to replace copper wiring with aluminum.
-	10-22	10.29	Signal Head, Signal Device and Sign Mounting Hardware: Revised title from Signal Head and Sign Mounting Hardware.
-	10-22	10.33	Connectors: Revised to include aluminum wiring as the primary specification rather than copper wiring.
-	10-24	10.36	Grounding Electrodes: Revised title from Grounding Rods, added clause 10.36.1 and 10.36.2 and revised 10.36.3.
-	10-24	10.37	Pedestrian Push Buttons: Removed clause 10.37.4 and 10.37.5.
-	10-25	10.39	Luminaires: Revised to replace the HPS specifications with LED standards. Removed clause 10.39.3 and 10.39.4.
-	10-27	10.43	HID Lamps: Removed section content from the manual, section title changed to -Not Used-.
-	10-27	10.47	Traffic Controllers: Added clause 10.47.8 to the specification.
-	10-29	10.64	Electrical Power Supply: Revised clause 10.64.3 with updated application link.
-	10-30	10.66	Concrete Bases: Revised to add clause 10.66.3(d).
-	10-30	10.67	Junction Boxes: Revised clause 10.67.2 and added 10.67.3 for clarity on installation requirements.
-	10-30	10.68	Conduits: Revised clause 10.68.5 for clarity and added clause 10.68.7.
-	10-31	10.70	Poles: Revised clause 10.70.7 for clarity, revised clause 10.70.10 to clarify 2 coats added clause 10.70.11 for locking handhole covers.
-	10-32	10.72	Audible Signals: Removed reference link to CNIB.
-	10-33	10.74	Luminaires and Photocells: Added clause 10.74.4 to clarify the installation requirements of the cobra head luminaires.
-	10-34	10.75	Median Signage and Post Mounted Flashers: Added reference to Ministry of Transportation and Infrastructure material standards to both clause 10.75.1 and 10.75.2.
-	10-34	10.77	Service Panel: Revised clause 10.77.1 for clarity of installation and revised 10.77.2 to reference E-10.4 instead of standard drawing E-10.5.
-	10-34	10.78	Wiring: Revised 10.78.7 to include 'device' and 10.78.17 to clarify copper (Cu).
-	10-38	10.82	Grounding: Added 'plates' to clause 10.82.2 and replaced 'Ground' with 'Bond' in clause 10.82.3.
-	E-1.1	E-1.1	Base Index: Revised Type B to be 4.5m to 7.5m poles from 4.0m, 6.0m & 7.5m poles.
-	E-1.2	E-1.2	Type A & B Sonotube Concrete Bases: Revised Type B to be 4.5m to 7.5m poles from 4.0m & 6.0m poles.
-	E-1.4A	E-1.4A	Type C & Type C1 Trapezoidal Shape Concrete Bases with Irrigation: Revised title to correct spelling.
-	E-1.13	E-1.13	Pole Base Installation Details: Added Note 3.
-	E-1.14	E-1.14	Pole Base Installation Details: Added Note 5.
-	E-4.1	E-4.1	Underground Conduit in Paved Areas: Revised company name from B.C.Tel to Telus.
-	E-4.2	E-4.2	Underground Conduit in Non-Paved Areas: Revised company name from B.C.Tel to Telus.
-	E-5.1	E-5.1	Luminaire Pole (Highways Type 2 Shaft): Revised to include locking handhole cover and reference to detail on E-5.19.
-	E-5.2	E-5.2	Luminaire Pole (Highways Type 2 Shaft): Revised to include locking handhole cover as Item B and reference to detail on E-5.19.
-	E-5.16	E-5.16	Post Top Luminaire Poles: Revised the 4.0m Pole Detail to be 4.5m Pole Detail and to remove the 6.0m Pole Detail.
-	E-5.17	E-5.17	Post Top Luminaire Poles: Revised Item A to be a locking handhole cover and reference to detail E-5.19.
-	E-5.18B	E-5.18B	100A – Overhead Drop Service (Installation Details): Removed reference to DWG E-5-18C and reference the MoTi Highway Specification. Removed the variation of 1000-1200 and revised to be 1000 Typical 800 with frangible base.
-	E-5.19	E-5.19	Pole Accessories (Highways Type): Revised to show octagonal pole in details.

ATTACHMENT 'B'
AMENDMENT RECORD OF ALL CHANGES INCLUDED IN THE
MANUAL OF ENGINEERING STANDARDS AND SPECIFICATIONS EDITION No. 12

The Manual of Engineering Standards and Specifications is revised as follows:

Superseded / Added / Cancelled / Removed	Page Revised / New Insert / New Dwg No.	Section No. / Dwg No. Affected	Remarks
-	E-5.20	E-5.20	Minimum Clearances to Overhead Power lines: Revised to include a minimum clearance of 1000mm to the Primary Neutral lines and Secondary lines. Added Note 4.
-	E-5.21	E-5.21	One Piece Luminaire Pole for Single Family Residential Zone: Added Note 4. Revised drawing to include a locking handhole cover.
-	E-6.4	E-6.4	Overhead Signal Head Mounting with Plumbizer: Revised to include numbers for Details 1 and 2 both of which are referenced on E-6.5.
-	E-6.5	E-6.5	Overhead Signal Head Mounting with Plumbizer: Revied title of details to be Detail 1 and Detail 2 for clarity.
-	E-6.6	E-6.6	Emergency Vehicle Siren – Activated Pre-emption Unit: Added note arrows for clarification of the labels.
-	E-8.1	E-8.1	Pedestrian Pushbutton with Integral Sign: Revised drawing to remove the manufacturer model, Bulldog.
-	E-9.1	E-9.1	Underground Dip Service: Revised to add detail note for Hot Dipped Galvanized Steel Pilasster to provide mechanical protection for RPVC. Removed reference to copper.
-	E-10.4	E-10.4	Traffic Signal/Street Lighting – Typical 100A Wiring Diagram (for use in service base): Revised to add 60A to Size 2 contactor.
-	E-10.5	E-10.5	Wiring Diagram: Revised to include the Size 2 (60A) contactor, Group rather than bond, electrode rather than plates and aluminum rather than copper.
-	E-12.1	E-12.1	Luminaire Wiring in Pole Handhole: Revised for copper and aluminum wiring requirments and replaced solderless connectors with split bolt connectors.
-	E-12.2	E-12.2	Signal Cable Wiring in Pole Handhole: Revised to remove the "Marretts and Double Dip" with "Solderless Connectors. Tape over and aim upwards."
-	E-13.1	E-13.1	Pole Mounted Receptacle: Revised to replace the double spring door cover detail with an in-use cover for wet locations.
-	E-15.5	E-15.5	Overhead Extruded Aluminum Advance Warning Sign Assembly Details: Removed the Type C Sign Luminaire detail from the drawing.
-	E-15.6	E-15.6	Overhead Extruded Aluminum Advance Warning Sign Installation Details: Removed the wiring for suit the revision within drawing E-15.5.
-	E-15.7	E-15.7	Overhead Extruded Aluminum Advance Warning Sign Installation Details: Revised to add 'complete with 3M diamond grade reflective sheeting' to Item B.
-	E-15.8	E-15.8	Overhead Extruded Aluminum Advance Warning Sign Installation Details: Removed the sign luminaire detail from the drawing.
Removed	E-15.13	E-15.13	Overhead Extruded Aluminum Advance Warning Sign Installation Details: Removed Drawing from the MoESS.
Superseded	12-8	12.41	Traffic Control: Revised to remove the reference to removed Section 3.62 and 3.63 as part of the sectional review of Section 3.0.
Superseded	12-10	12.44	Testing: Revised to remove the reference to removed Section 2.03 Materials and Workmanship Article 26 and Article 27 as part of the sectional review of Section 2.0.
Superseded	14-14	14.13	Protection: Revised to reference Section 3.0 title from the sub-section title Existing Structures and Utility Work, as part of the sectional review of Section 3.0.
Superseded	14-50	14.92	Vandalism: Revised to remove the reference to removed Section 2.0 Article 30. Added maintnenance specifications for 14.92.1 as part of the section review of Section 2.0.

Staff Report for Decision

DATE OF MEETING	JULY 22, 2019
AUTHORED BY	DAVID LABERGE, MANAGER OF COMMUNITY SAFETY
SUBJECT	**APPOINTMENT OF BYLAW ENFORCEMENT AND ANIMAL CONTROL OFFICERS**

OVERVIEW

Purpose of Report

To obtain Council approval to appoint Paul Drescher as a Bylaw Enforcement Officer – Parking Patrol, and Christian Roy and Graham Keeling as Animal Control Officers.

Recommendation

That Council appoint Paul Drescher as a Bylaw Enforcement Officer, and Christian Roy and Graham Keeling as Animal Control Officers to enforce provisions of City of Nanaimo Bylaws.

BACKGROUND

Paul Drescher has commenced employment with the City of Nanaimo Bylaw, Regulation and Security Section (the "Bylaw Section") as a Bylaw Enforcement Officer – Parking Patrol, with duties to enforce City of Nanaimo bylaws.

Christian Roy and Graham Keeling have also commenced employment with the City of Nanaimo Bylaw Section as Animal Control Officers, with duties to enforce the City of Nanaimo animal control bylaws.

OPTIONS

1. That Council appoint Paul Drescher as a Bylaw Enforcement Officer, and Christian Roy and Graham Keeling as Animal Control Officers to enforce provisions of City of Nanaimo bylaws.

2. That Council provide alternative direction.

SUMMARY POINTS

- The Bylaw, Regulation and Security Section enforces the provisions of the City of Nanaimo bylaws.
- Paul Drescher needs to be appointed as Bylaw Enforcement Officer in order to take enforcement action.
- Christian Roy and Graham Keeling need to be appointed as Animal Control Officers in order to take enforcement action.

Submitted by:

David LaBerge
Manager of Community Safety

Concurrence by:

Bill Corsan
Director of Community Development

Dale Lindsay
Director of Development Services

CITY OF NANAIMO
THE HARBOUR CITY

Staff Report for Decision

File Number: DVP00386

DATE OF MEETING July 22, 2019

AUTHORED BY LAINY NOWAK, PLANNING ASSISTANT, CURRENT PLANNING

SUBJECT **DEVELOPMENT VARIANCE PERMIT APPLICATION NO. DVP386 – 1300 PRINCESS ROYAL AVENUE**

OVERVIEW

Purpose of Report
To present for Council's consideration a development variance permit application to waive the frontage works and services requirements for proposed improvements at 1300 Princess Royal Avenue.

Recommendation
That Council issue Development Variance Permit No. DVP386 at 1300 Princess Royal Avenue to vary the "Building Bylaw 2016 No. 7224" to exempt the proposed improvements from the required works and services.

BACKGROUND

A development variance permit application, DVP386, was received from Elise Construction Ltd. requesting to vary the provisions of City of Nanaimo "Building Bylaw 2016, No. 7224" (the "Building Bylaw") to waive the requirement for frontage works and services triggered by the proposed building renovation of the Generations Church located at 1300 Princess Royal Avenue.

In the process of completing a repair to the existing church building, extensive water damage and rot was discovered throughout the exterior wall faces and cladding of the building, necessitating a substantial repair and replacement of materials.

Unless the Building Bylaw requirements are varied, the construction of full road frontage works and services are required for this project due to the construction value of the proposed repairs and façade improvements exceeding $150,000. In the absence of a detailed engineering design review and construction cost estimate, a rough cost estimate for the required frontage works and services is in the range of $400,000 to $500,000. The applicant has identified the works and services requirements as cost-prohibitive to the project and requests a variance to waive the requirement for frontage works and services.

Subject Property

Zoning	CS1 – Community Service One
Location	The subject property is located across from Terminal Park shopping centre, on the corner of Princess Royal Avenue and Hemlock Street. Willow Street and Belford Avenue flank the remaining sides, creating a network of roads on all four sides.
Total Area	8,730m^2

Official Community Plan (OCP)	Map 1 – Future Land Use Plan – Corridor

Statutory Notification has taken place prior to Council's consideration of the variance.

DISCUSSION

The applicant proposes to replace the existing stucco cladding with new exterior materials and finishes (Hardie panel) and to incorporate new rain screening and flashing to ensure exterior protection for the structure. The proposed finishes will not change the form and character of the building or expand the existing floor area.

Proposed Variance

Works and Services Requirement

The value of the proposed improvements to the church building triggers the requirement to provide frontage works and services in accordance with the City's Building Bylaw. The applicant proposes to vary the bylaw in order to waive this requirement for the proposed improvements that are intended to repair an existing building.

No new development is proposed, only the repair of the existing building envelope. The proposed façade improvements will enhance the existing building while maintaining the form and character.

The required frontage works include significant road and sidewalk construction on all four frontages totaling more than 900 linear metres along Princess Royal Avenue, Hemlock Street, Willow Street, and Belford Avenue. The applicant has identified that the required works are cost-prohibitive for the church to be able to complete the necessary repairs to their building.

The existing frontage standard is consistent with the surrounding neighbourhood.

Staff support the proposed variance.

SUMMARY POINTS

- Development Variance Permit Application No. DVP386 proposes to vary the City of Nanaimo "Building Bylaw 2016 No. 7224" to waive the requirement to construct frontage works and services adjacent to 1300 Royal Princess Avenue.
- No new building floor area is proposed and the improvements are intended to repair the existing envelope.
- Staff support the proposed variance.

ATTACHMENTS

ATTACHMENT A: Permit Terms and Conditions
ATTACHMENT B: Location Plan
ATTACHMENT C: Site Plan
ATTACHMENT D: Proposed Elevations
ATTACHMENT E: Aerial Photo

Submitted by:

Lainya Rowett
Manager, Current Planning

Concurrence by:

Jeremy Holm
Director of Development Approvals

Dale Lindsay
General Manager of Development Services

ATTACHMENT A

PERMIT TERMS AND CONDITIONS

TERMS OF PERMIT

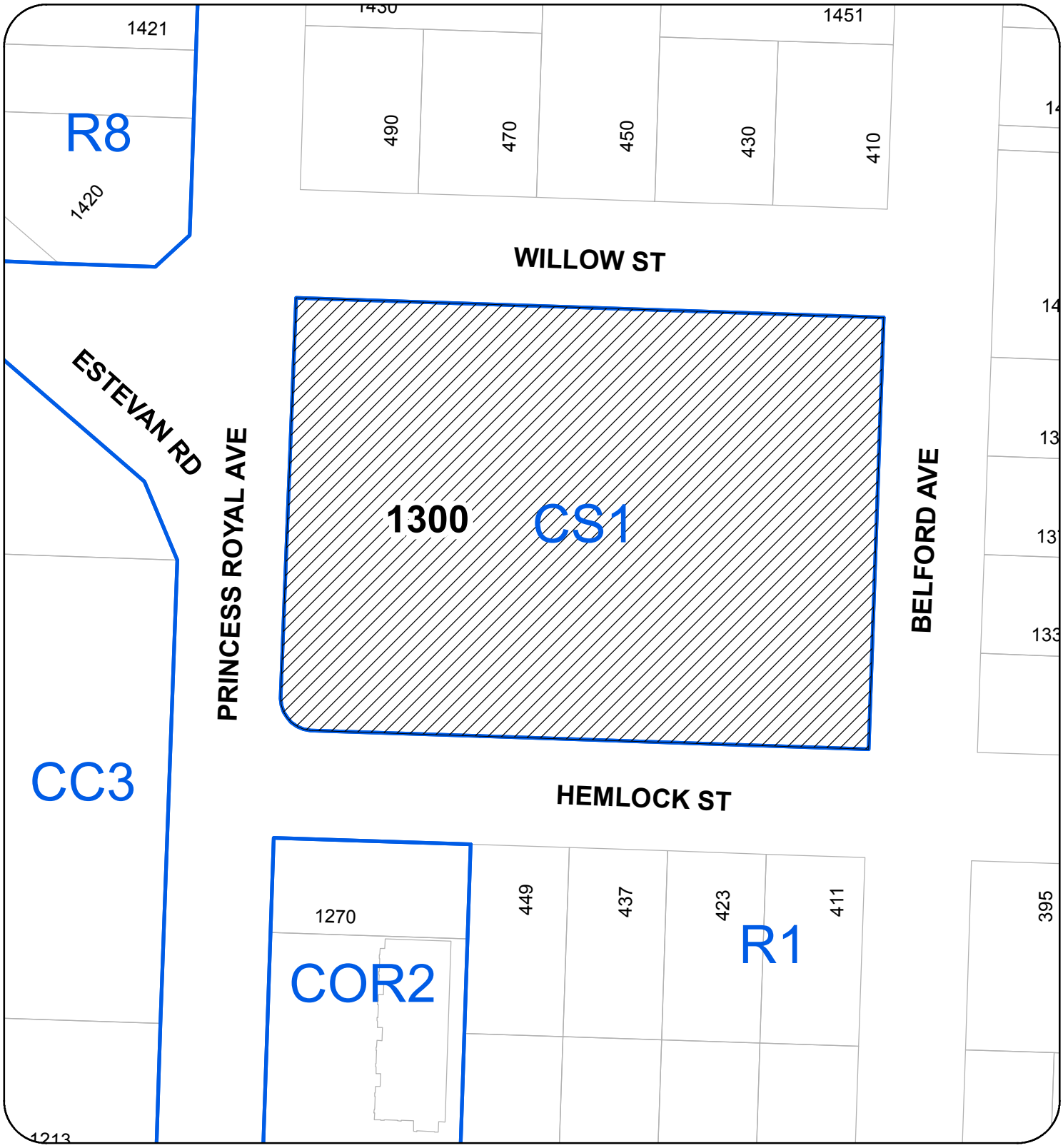
The "City of Nanaimo Building Bylaw 2016 No. 7224" is varied to eliminate the frontage works and services requirements of Section 24 for all Frontages.

CONDITIONS OF PERMIT

1. The subject property shall be developed in accordance with the Site Plan received 2019-JUN-25, as shown on Attachment C.

2. The subject property shall be developed in accordance with the proposed Building Elevations received 2019-MAY-27 as shown on Attachment D.

ATTACHMENT B
LOCATION PLAN



DEVELOPMENT VARIANCE PERMIT NO. DVP00386

LOCATION PLAN

Civic: 1300 PRINCESS ROYAL AVENUE
Legal Description: LOT 1, SECTION 1, PLAN 22739, NANAIMO DISTRICT

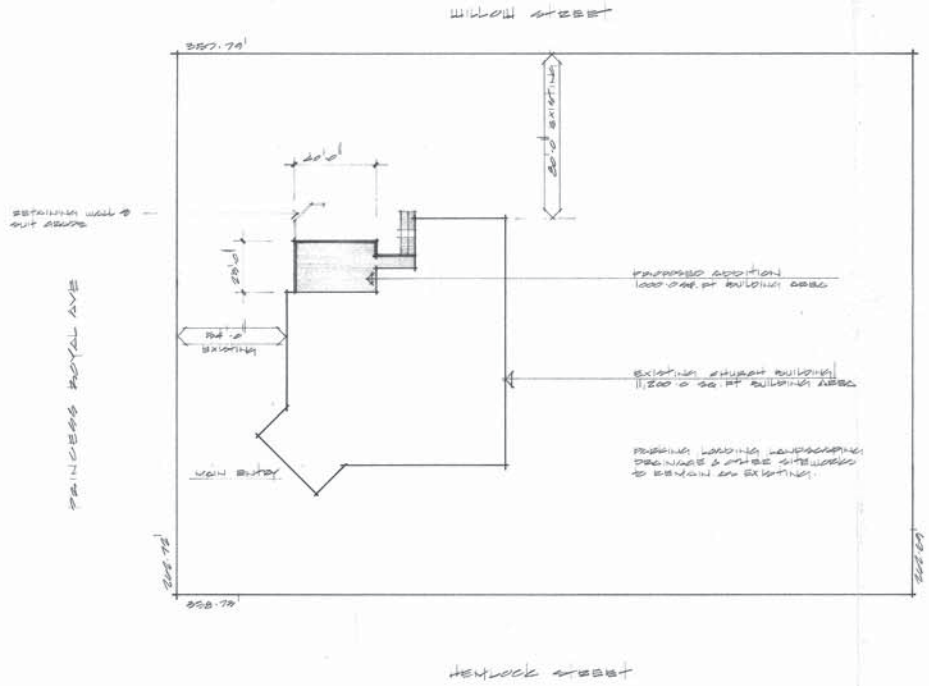
N

SUBJECT PROPERTY

100

Document Path: V:\Source Data\Departmental Data\EngPubWks\GIS\Projects\TEMPLATES\LOCATION_PLAN\Maps\DVP00386_LP.mxd

ATTACHMENT C
SITE PLAN



site plan
1" = 30'-0"

LEGAL DESCRIPTION

CIVIC ADDRESS
1300 PRINCESS ROYAL AVE, NANAIMO, BC

NORTH

"RECEIVED"
SEP 10 1996
CITY OF NANAIMO
BUILDING INSPECTIONS DIV.

CITY OF NANAIMO
BUILDING INSPECTION DIVISION
PLANS REVIEWED
VS

RECEIVED
DVP386
2019-JUN-25
Current Planning

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NO.	DATE:	REVISION:

Evangelistic Tabernacle Pentecostal Assemblies of Canada
1300 Princess Royal Ave., Nanaimo

67A skinner street
nanaimo, b.c. V9R 5E8
business (604) 754-8032
facsimile (604) 754-8112
ellins architect inc.
architecture • planning • interior design

DRAWING: site plan

DRAWN BY: MC
DATE: July 96
SCALE: 1" = 30'-0"

PROJECT NO. 9511
DRAWING NO. A1

ATTACHMENT D
PROPOSED ELEVATIONS

1 ELEVATION - FRONT
1 : 75

ISSUES

No	DATE	ISSUED FOR

SUB-CONSULTANT

GENERATIONS CHURCH ENVELOPE REMIDIATION

Enter address here

Owner

HEROLD ENGINEERING
3701 Shenton Rd. Nanaimo, BC V9T 2H1
T: 250 751 8558 F: 250 751 8559
E: mail@heroldengineering.com

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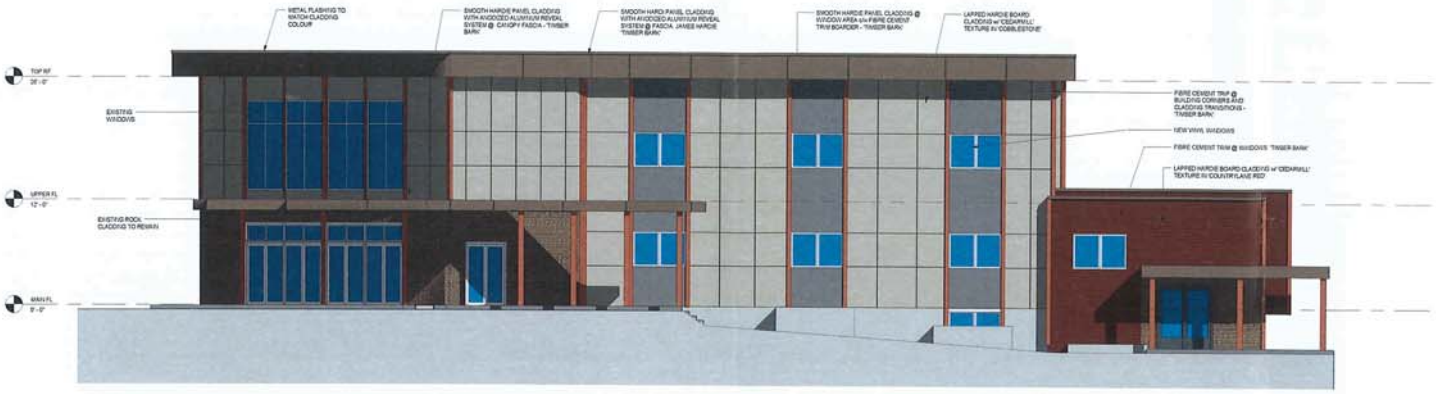
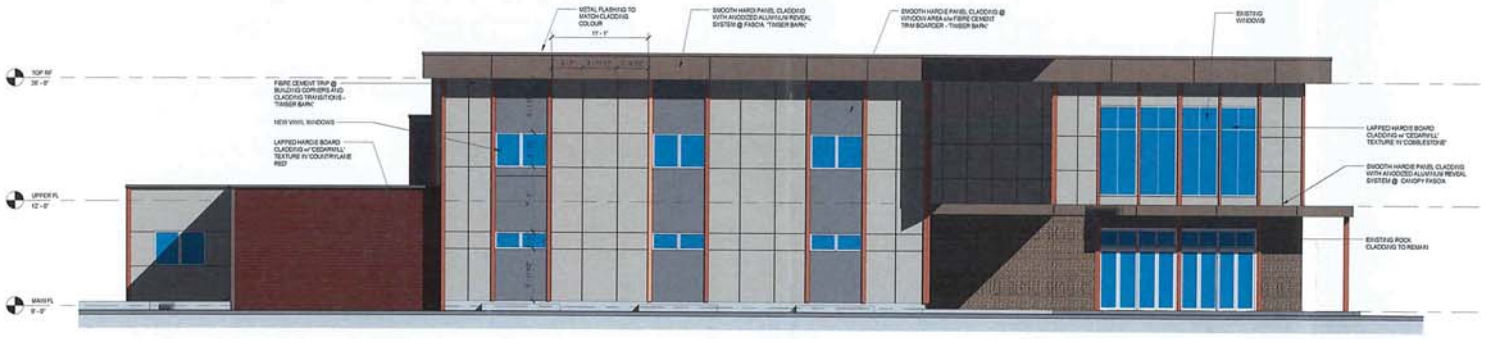
BUILDING ELEVATION - MAIN ENTRANCE

DESIGNED LH / KAR	SEAL
DESIGN REVIEW	
DRAFTED LH / KAR	
DRAFTING REVIEW	
PROJECT No 4834-002	CLIENT DRAWING No
SCALE 1 : 75	PERMIT No
HEL DRAWING No A301 OF	

DESTROY ALL DRAWINGS SHOWING PREVIOUS REVISION



1 SOUTH ELEVATION
1 : 75



2 WEST ELEVATION
1 : 75

ISSUES

No	DATE	ISSUED FOR

SUB CONSULTANT

GENERATIONS CHURCH ENVELOPE REMIDIATION

Enter address here

Owner

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SOUTH AND WEST ELEVATIONS

DESIGNED LH / KAR	SEAL
DESIGN REVIEW	
DRAFTED LH / KAR	
DRAFTING REVIEW	
PROJECT No 4834-002	CLIENT DRAWING No
SCALE 1 : 75	PERMIT No
REV. DRAWING No A302 OF	

DESTROY ALL DRAWINGS SHOWING PREVIOUS REVISION

2 SIDE ELEVATION - SIDE
1 : 75

1 REAR ELEVATION
1 : 75

ISSUES

No	DATE	ISSUED FOR

SUB-CONSULTANT

GENERATIONS CHURCH ENVELOPE REMIDIATION

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Owner

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SIDES AND REAR ELEVATION

DESIGNED Designer	SEAL
DESIGN REVIEW	
DRAFTED Author	
DRAFTING REVIEW	
PROJECT No 4834-002	CLIENT DRAWING No
SCALE 1 : 75	PERMIT No
HEL DRAWING No A303 OF	

DESTROY ALL DRAWINGS BEARING PREVIOUS REVISION

ATTACHMENT E
AERIAL PHOTO

DEVELOPMENT VARIANCE PERMIT NO. DVP00386

N

SUBJECT PROPERTY

Document Path: V:\Source Data\Departmental Data\EngPubWks\GIS\Projects\TEMPLATES\LOCATION_PLAN\Maps\DVP00386_AP.mxd

CITY OF NANAIMO
THE HARBOUR CITY

Staff Report for Decision

File Number: RA00399

DATE OF MEETING July 22, 2019

AUTHORED BY DAVE STEWART, PLANNER, CURRENT PLANNING

SUBJECT **REZONING APPLICATION NO. RA399 – 1534 EXTENSION ROAD**

OVERVIEW

Purpose of Report

To present Council with an application to rezone the property at 1534 Extension Road to allow an 11-unit multiple-family development.

Recommendation

1. That "Zoning Amendment Bylaw 2019 No. 4500.134" (To rezone 1534 Extension Road from Single Dwelling Residential [R1] to Townhouse Residential [R6] with site-specific provisions to increase the maximum permitted floor area ratio) pass first reading;
2. That "Zoning Amendment Bylaw 2019 No. 4500.134" pass second reading; and
3. That Council direct Staff to secure the community contribution, works and services covenant, and road dedication prior to the adoption of the bylaw, should Council support the bylaw at third reading.

BACKGROUND

A rezoning application, RA399, was received from Chris Cathers on behalf of Clifford Cathers and Sherry Anne Cathers. The applicant proposes to rezone the subject property from Single Dwelling Residential (R1) to Townhouse Residential (R6) with a site provision to increase the maximum permitted floor area ratio (FAR) in order to allow an 11-unit multiple-family development.

Subject Property & Site Context

Location	The subject property is a triangular shaped lot that borders the E&N rail corridor to the northeast.
Total Lot Area	3,115m^2
Current Zone	R1- Single Dwelling Residential
Proposed Zone	R6- Townhouse Residential with a site-specific provision for floor area ratio.
Official Community Plan Designation (OCP)	Neighbourhood
Neighbourhood Plan Designation - Chase River	Neighbourhoods

The subject property is located within the Chase River neighbourhood. Land use in the surrounding area is predominantly low-density residential with a mixture of lot sizes.

The large triangular lot is bordered by Extension Road to the west, the E&N rail corridor to the north and east, and two large single residential dwelling lots to the south.

Chase River Elementary School (1503 Cranberry Avenue) is located on the opposite side of the railway tracks approximately 78m to the north of the subject property. In between the railway tracks and the school is a significant Chase River historical site – the old Stark Barn at 1526 Extension Road.

DISCUSSION

Proposed Development

The applicant proposes to rezone the subject property with a site-specific provision for building FAR to allow an 11-unit townhouse development with units accessed from an internal driveway off Extension Road. The applicant is seeking to increase the FAR from 0.45 to 0.65. The townhouse units range in height from one- to three-storey units, depending on the grade of the land and size of the townhouse units. Road dedication along Extension Road is required and ranges from 2.0m to 3.5m in width. The proposed FAR after road dedication taken is 0.65. The "City of Nanaimo Zoning Bylaw 2011 No. 4500" (the "Zoning Bylaw") does not include a zone with sufficient FAR to allow a three-storey townhouse building form on properties in the Neighbourhood designation of the Official Community Plan (OCP). The Townhouse Residential (R6) zone allows up to two storeys (7m building height for a flat roof) with a base density of 0.45 FAR and the Medium Density Residential (R8) zone allows up to four storeys (14m building height for a flat roof) with a base density of 1.25 FAR.

Official Community Plan (OCP)

The Neighbourhood land-use designation encourages a mix of low-density residential uses (10 to 50 units per hectare) in two- to four-storey building forms. The proposed development fits within the building form and density envisioned in the OCP at approximately 35 units/ha. The Neighbourhood designation also encourages building design that complements existing neighbourhood character, including the ground-oriented form of the existing housing. The proposed townhouses will be ground-oriented and designed to complement the existing single and duplex residential dwellings in the area. In addition, the three-storey townhouse form will add diversity to the existing housing stock and offer a new type of housing not currently available within Chase River.

A gap in the Zoning Bylaw has been identified for larger townhouse projects, such as the proposed development, that fall between the permitted density of the Townhouse Residential (R6) and Medium Density Residential (R8) zones. The R6 permitted FAR of 0.45 generally does not permit a development to reach the upper end of the OCP Neighbourhood target density. The R8 zone FAR of 1.25 often exceeds the OCP Neighbourhood density target and is intended to permit a larger four-storey building form. It is anticipated a bylaw amendment to address this gap will be brought forward by Staff in the future for Council's consideration.

Neighbourhood Plan

The subject property is designated as Neighbourhoods within the Chase River Neighbourhood Plan. Residential density is as set out within the OCP. The neighbourhood plan encourages cluster housing in order to achieve additional onsite open space and/or protect the environment. The conceptual site plan envisions spaces for outdoor amenities onsite. Boulevard trees will be required adjacent to the property frontages as per the requirements of the neighbourhood plan.

Community Contribution

As outlined in Section 7.3 of the OCP, in exchange for value conferred on land through a rezoning, the applicant should provide a community contribution. The applicant proposes a monetary contribution of $11,000 to be directed towards the Housing Legacy Reserve Fund.

Transportation Master Plan

The subject property is not located within a designated mobility hub as identified within the Transportation Master Plan; however, transit stops exist adjacent to the school (75m from the property) and approximately 120m south of the subject property and provide connections to the downtown bus exchanges.

Community Planning and Development Committee

The Community Planning and Development Committee, at its meeting held on 2018-OCT-16, recommended that Council approve the rezoning application.

Conditions of Rezoning

Should Council support this application and pass third reading of Bylaw No. 4500.134, Staff recommend the following items be secured prior to final adoption of the bylaw:

1. *Road Dedication*

   The required road dedication from the property is 2m at the south property line and approximately 3.25m at north property line and transition from one to other at approximately 40m from the north property line, as shown on the site plan.

2. *Community Contribution*

   Monetary contribution of $11,000 is to be directed towards the Housing Legacy Reserve Fund.

SUMMARY POINTS

- The application is to rezone the subject property from Single Dwelling Residential (R1) to Townhouse Residential (R6) with a site-specific provision to increase the maximum allowable floor area ratio to 0.65.
- The proposed development meets the density targets of the OCP and Chase River Neighbourhood Plan, and adds a new housing form not currently available within the neighbourhood.
- An $11,000 community contribution is proposed to be directed towards the Housing Legacy Fund.

ATTACHMENTS

ATTACHMENT A: Location Plan
ATTACHMENT B: Conceptual Site Plan
ATTACHMENT C: Conceptual Renderings
ATTACHMENT D: Aerial Photo
"Zoning Amendment Bylaw 2018 No. 4500.134"

Submitted by:

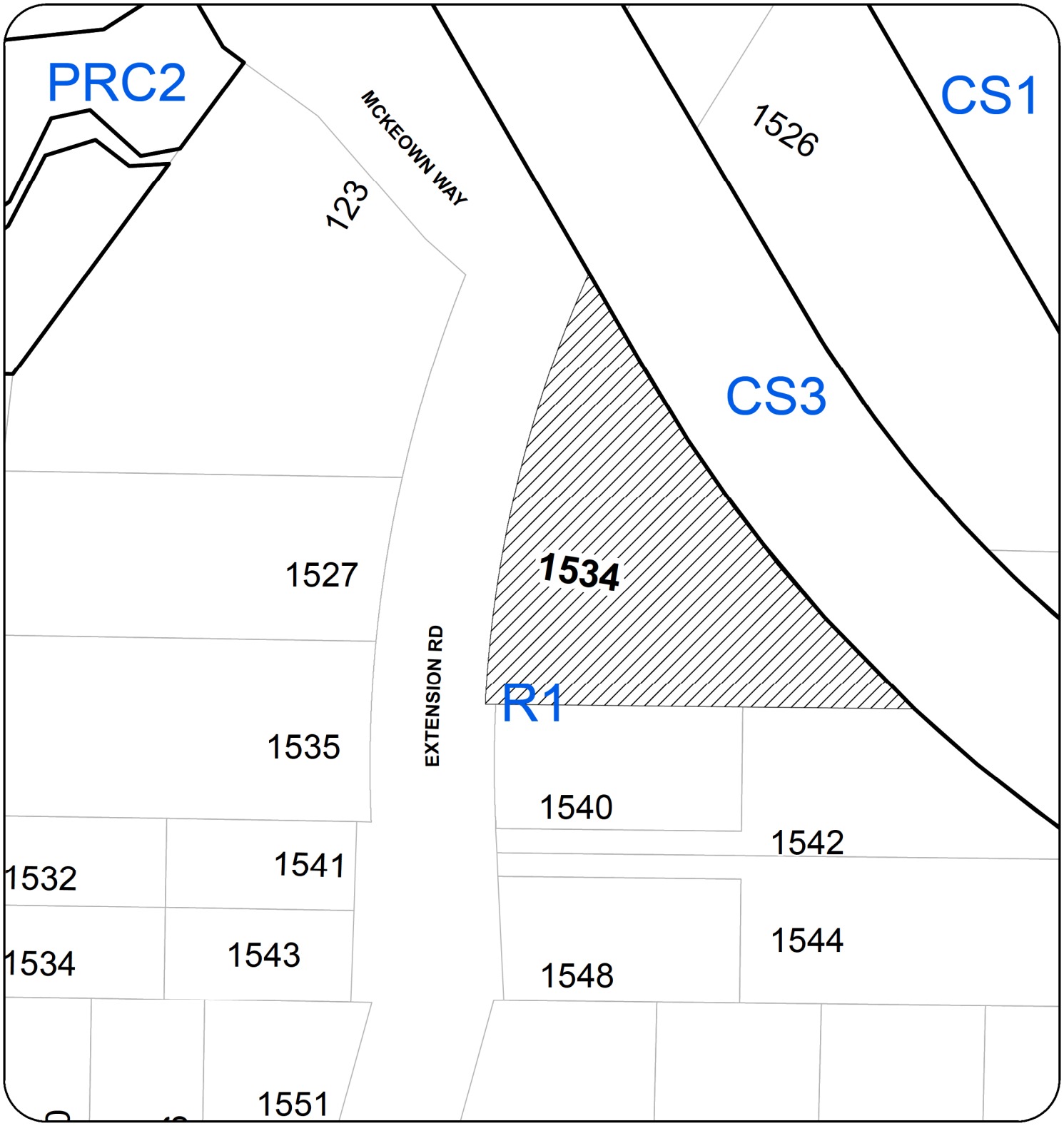
Lainya Rowett
Manager, Current Planning

Concurrence by:

Jeremy Holm
Director of Development Approvals

Dale Lindsay
General Manager of Development Services

ATTACHMENT A
LOCATION PLAN



REZONING APPLICATION NO. RA000399

LOCATION PLAN

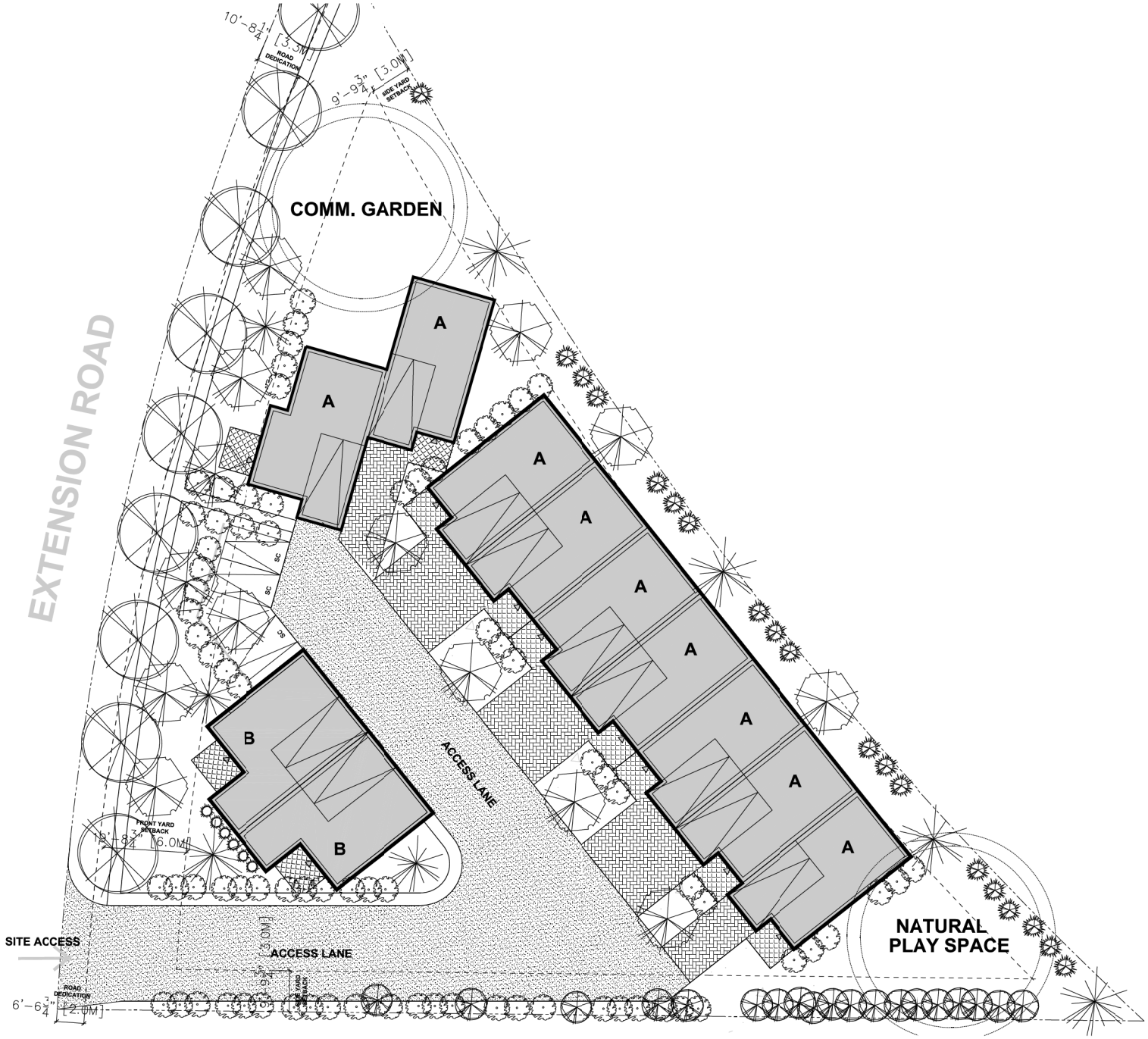
N

Subject Property

Civic: 1534 Extension Road
Legal: LOT 1, SECTION 18, RANGE 4, CRANBERRY DISTRICT, PLAN 15503

Document Path: V:\Source Data\Departmental Data\EngPubWks\GIS\Projects\TEMPLATES\LOCATION_PLAN\Maps\RA000399_LP.mxd

ATTACHMENT B
CONCEPTUAL SITE PLAN



RECEIVED
RA399
2019-FEB-25
Current Planning

JOYCE RIID TROOST, ARCHITECT AIBC
2515 GLENAYR DRIVE, BC V9S 3R9
250.714.8149 - joyce@jrtarchitecture.com

PROJECT NAME:
1534 EXTENSION RD

ADDRESS:
1534 EXTENSION ROAD
NANAIMO, BC

CLIENT:
CHRIS CATHERS

THE DRAWINGS, DESIGN IDEAS AND DESIGNS ILLUSTRATED IN THESE PLANS HEREIN ARE THE EXCLUSIVE PROPERTY OF JOYCE RIID TROOST ARCHITECT, ALL COMMAWCOPY AND PROPERTY RIGHTS ARE EXPRESSLY RESERVED. THEY ARE NOT TO BE USED, COPIED, REPRODUCED, OR USED FOR ANY PURPOSE NOR ARE THEY TO BE DISCLOSED TO ANY OTHER PERSONS WITHOUT EXPRESSED WRITTEN CONSENT. IN THE EVENT OF ANY UNAUTHORIZED USE OF THESE PLANS BY A THIRD PARTY, THE THIRD PARTY SHALL NOT HOLD JOYCE RIID TROOST ARCHITECT RESPONSIBLE.

DATE ISSUED:
2018-07-30 | REZONING PACKAGE

DECIDUOUS TREE
SMALL ORNAMENTAL DECIDUOUS TREE
CONIFER TREE
LARGE SHRUB
MEDIUM SHRUB
ORNAMENTAL GRASS

DATE
DECEMBER 28, 2018

DRAWN BY:
JOYCE TROOST

SCALE:
3/32" = 1'-0"

DRAWING TITLE:
PROPOSED SITE PLAN CONCEPT UNIT PLANS

SHEET:
A2

ATTACHMENT C
CONCEPTUAL RENDERINGS

LOOKING SOUTH ALONG EXTENSION ROAD

LOOKING SOUTH ALONG EXTENSION ROAD

LOOKING EAST ALONG EXTENSION ROAD

LOOKING NORTHEAST ALONG EXTENSION ROAD

JOYCE REID TROOST, ARCHITECT AIBC
2515 GLENAYR DRIVE, BC V9S 3R9
250.714.5749 - joyce@jrtarchitecture.com

PROJECT NAME:
1534 EXTENSION RD

ADDRESS:
1534 EXTENSION ROAD
NANAIMO, BC

CLIENT:
CHRIS CATHERS

ISSUE DATE:
2018-07-30 | REZONING PACKAGE

DATE:
JULY 30, 2018

DRAWN BY:
JOYCE TROOST

SCALE:
SEE DRAWING

DRAWING TITLE:
PERSPECTIVES

SHEET:
A3

RECEIVED
RA399
2019-FEB-25
Current Planning

FRONT ELEVATION OF TOWNHOME B (ALONG EXTENSION ROAD)

FRONT ELEVATION OF TOWNHOME A (ALONG ACCESS LANE)

FRONT ELEVATION OF TOWNHOME A (ALONG EXTENSTION ROAD)

VIEW FACING NORTHEAST (ACCESS LANE)

JOYCE REID TROOST, ARCHITECT AIBC
2515 GLENAYR DRIVE, BC V9S 3R9
250.714.5749 - joyce@jrtarchitecture.com

PROJECT NAME:
1534 EXTENSION RD

ADDRESS:
1534 EXTENSION ROAD
NANAIMO, BC

CLIENT:
CHRIS CATHERS

ISSUE DATE:
2018-07-30 | REZONING PACKAGE

DATE:
JULY 30, 2018

DRAWN BY:
JOYCE TROOST

SCALE:
SEE DRAWING

DRAWING TITLE:
PERSPECTIVES

SHEET:
A4

RECEIVED
RA399
2019-FEB-25
Current Planning

ATTACHMENT D
AERIAL PHOTO

N

REZONING APPLICATION NO. RA000399

Document Path: V:\Source Data\Departmental Data\EngPubWks\GIS\Projects\TEMPLATES\LOCATION_PLAN\Maps\RA000399_AP.mxd

CITY OF NANAIMO

BYLAW NO. 4500.134

A BYLAW TO AMEND THE “CITY OF NANAIMO ZONING BYLAW 2011 NO. 4500”

WHEREAS the Council may zone land, by bylaw, pursuant to Sections 464, 465, 469, 477, 479, 480, 481, 482, and 548 of the *Local Government Act*;

THEREFORE BE IT RESOLVED the Municipal Council of the City of Nanaimo, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the “Zoning Amendment Bylaw 2018 No. 4500.134”.

2. The “City of Nanaimo Zoning Bylaw 2011 No. 4500" is hereby amended as follows:

   (A) By rezoning the lands legally described as LOT 1, SECTION 18, RANGE 4, CRANBERRY DISTRICT, PLAN 15503 (1534 Extension Road) from Single Dwelling Residential (R1) to Townhouse Residential (R6) as shown on Schedule A.

   (B) By adding the following after Subsection 7.3.7:

      7.3.8 Notwithstanding 7.3.1, the maximum Floor Area Ratio shall not exceed 0.65 on the land legally described as LOT 1, SECTION 18, RANGE 4, CRANBERRY DISTRICT, PLAN 15503 (1534 Extension Road)

PASSED FIRST READING: _____
PASSED SECOND READING: _____
PUBLIC HEARING HELD: _____
PASSED THIRD READING: _____
MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE: _____
ADOPTED: _____

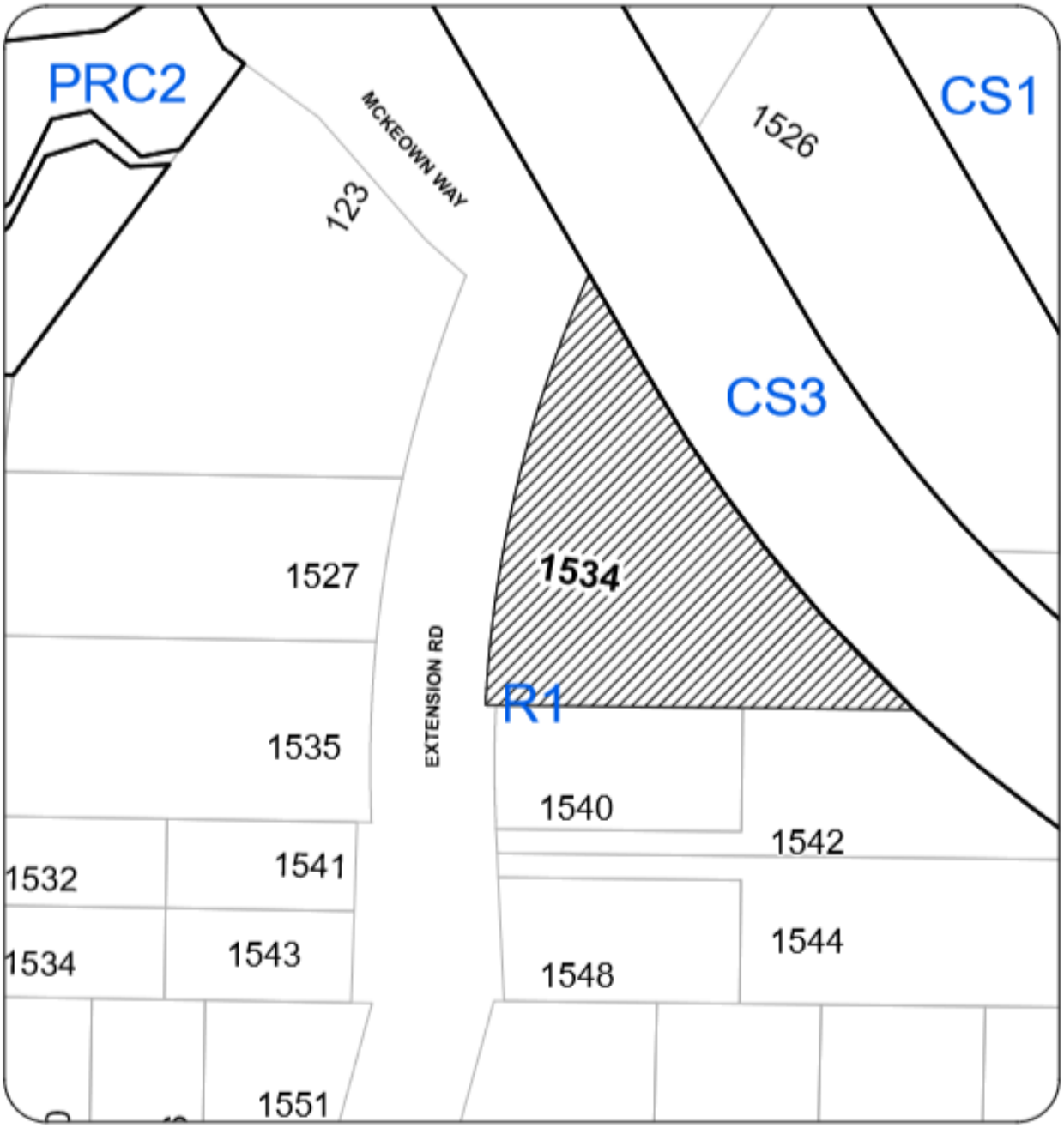
_____
MAYOR

_____
CORPORATE OFFICER

File: RA000399
Address: 1534 Extension Road

SCHEDULE A

LOCATION PLAN



REZONING APPLICATION NO. RA000399

LOCATION PLAN

N

Subject Property

Civic: 1534 Extension Road
Legal: LOT 1, SECTION 18, RANGE 4,
CRANBERRY DISTRICT, PLAN 15503

CITY OF NANAIMO
THE HARBOUR CITY

Staff Report for Decision

File Number: RA000431

DATE OF MEETING July 22, 2019

AUTHORED BY CALEB HORN, PLANNER, CURRENT PLANNING

SUBJECT **REZONING APPLICATION NO. RA431 – 50 TENTH STREET**

OVERVIEW

Purpose of Report

To present Council with an application to amend the existing zoning of the property located at 50 Tenth Street to allow "Cannabis Retail Store" as a site-specific use in the City Commercial Centre (CC3) zone.

Recommendation

That:

1. "Zoning Amendment Bylaw 2019 No. 4500.155" (To rezone 50 Tenth Street to allow "Cannabis Retail Store" as a site-specific use in the City Commercial Centre [CC3] zone) pass first reading;
2. "Zoning Amendment Bylaw 2019 No. 4500.155" pass second reading; and
3. Council direct Staff to secure the amenity contribution and BC Liquor and Cannabis Regulation Branch approval prior to adoption of the bylaw, should Council support the bylaw at third reading.

BACKGROUND

A rezoning application, RA431, was received from Hub City Cannabis Ltd., for 50 Tenth Street. The applicant proposes to amend the existing CC3 zone to allow "Cannabis Retail Store" as a site-specific use for the subject property.

The City of Nanaimo adopted amendments to "City of Nanaimo Zoning Bylaw 2011 No. 4500" (the "Zoning Bylaw") on 2018-SEP-17 and established a Cannabis Retail Store (CRS) Rezoning Criteria policy to consider future applications for CRS developments in anticipation of changing Federal and Provincial legislation. Following enactment of new legislation to decriminalize cannabis consumption and legalize the retail sale and distribution of Provincially-licensed cannabis product, the City of Nanaimo began receiving CRS rezoning applications on 2018-OCT-22.

To date, one CRS rezoning application has received Final Adoption and 13 others have been reviewed by Council:

#	*Application No.*	*Address*	*Status*
1	RA413	3923 Victoria Avenue	Received fourth reading (Final Adoption) on 2019-JUN-17
2	RA406	111 Nicol Street	Received third reading on 2019-FEB-07

3	RA410	1599 Dufferin Crescent	Received third reading on 2019-APR-04
4	RA415	2220 Bowen Road	Received third reading on 2019-APR-04
5	RA411	25 Front Street	Received third reading on 2019-MAY-02
6	RA416	1483 Bowen Road	Received third reading on 2019-MAY-02
7	RA417	510 Fifth Street	Received third reading on 2019-MAY-02
8	RA407	6683 Mary Ellen Drive	Received third reading on 2019-JUN-13
9	RA408	3200 Island Highway N.	Received third reading on 2019-JUN-13
10	RA418	52 Victoria Crescent	Received third reading on 2019-JUN-13
11	RA420	140 Terminal Avenue	Received third reading on 2019-JUN-13
12	RA422	111 Terminal Avenue	Received third reading on 2019-JUL-04
13	RA425	6404 Metral Drive	Received third reading on 2019-JUL-04
14	RA430	350 Terminal Avenue	Received third reading on 2019-JUL-04

In total, 18 CRS applications have been received to date.

Subject Property and Site Context

Location	50 Tenth Street is a commercial plaza known as 'Southgate' located on the north side of Tenth Street between Island Highway South and Lawlor Road.
Total Lot Area	1.88ha
Current Zoning	CC3 – City Commercial Centre
Proposed Zoning	CC3 with "Cannabis Retail Store" as a site-specific use
Official Community Plan (OCP) designation	City Commercial Centre
Neighbourhood Plan designation	Mainstreet (Commercial / Residential)
Proximity to nearest school	Approximately 935m (Chase River Elementary School – 1503 Cranberry Avenue)
Proximity to nearest licensed daycare	Approximately 395m (Well Beings Early Childhood Education – 1115 Haliburton Street)
Proximity to nearest CRS	Approximately 3.18km (Proposed CRS at 111 Nicol Street – RA406)

The proposed CRS will be located in the primary building on the property within an existing retail unit. The subject property contains multiple commercial retail units in three one-storey buildings. Neighbouring land uses include commercial retail, medium-density residential, and mobile home park residential.

DISCUSSION

Proposed Development

The applicant is proposing to rezone the subject property to allow "Cannabis Retail Store" use in addition to the existing permitted CC3 zone uses. While the CC3 zone allows "retail" as a permitted use, a CRS requires site-specific rezoning.

The proposed retail floor area is approximately 200m^2 within the existing commercial space. The proposed business hours are from 9am to 11pm, seven days a week.

Provincial Licensing Requirements

The City was advised by the BC Liquor and Cannabis Regulation Branch (LCRB) that an application for a non-medical cannabis retail licence has been made for the subject property.

As part of the LCRB's review, the branch determines if the applicant is "fit and proper" to receive a licence, in accordance with Section 23(1) of the *Cannabis Act* (Bill 30), based on indicators such as financial integrity and security screening. The LCRB will advise the City of the results of the "fit and proper" assessment.

The LCRB will not proceed with a licensing application unless the local government submits a positive recommendation to the LCRB indicating the proposed CRS use is permitted.

Official Community Plan

The Official Community Plan (OCP) designates the subject property as City Commercial Centre. The OCP does not address CRS use specifically, but the land-use designation supports retail uses and encourages a diversity of commercial, professional, and residential uses. The proposed CRS generally complies with the intent of the City Commercial Centre land-use designation.

Cannabis Retail Store Rezoning Criteria

Criteria		Response
Location		
1.1	The proposed CRS should be located on, or in close proximity to, a provincial highway, urban arterial or urban major collector road, as defined in the City's Functional Road Classification Working Plan; or in an Urban Node, Commercial Centre or Corridor as designated in the City's Official Community Plan.	The subject property is located within the City Commercial Centre land-use designation, and is located on a provincial highway.
1.2	The proposed CRS should not be located directly adjacent, or in close proximity to a school or licensed daycare facility. A minimum separation of 200m from these facilities is considered necessary, as measured from the front door of the CRS to the school or daycare property line.	The proposed CRS is located more than 200m from any licensed daycares or schools, with the nearest school approximately 935m away, and the nearest daycare approximately 395m away. School District 68 and Island Health (Community Care and Licensing) confirmed they have no objections to the application.

1.3.	The proposed CRS should not be located within 200m of another CRS as measured from the front doors of the CRS. Where the CRS is to be located within a dense urban area (i.e. downtown), consideration shall be given to the overall urban density and context of the area.	The proposed CRS is located approximately 3.18km away from the nearest proposed CRS.
	Building or Site	
2.1.	The size of the proposed CRS should be consistent with the nature of the immediate area and the size of existing retail stores within the area.	The proposed CRS will be located within an existing shopping centre. The size of the CRS is consistent with other retail units on the subject property.
2.2.	The design of the proposed CRS should enhance or improve the aesthetics of the surrounding area, not detract from them.	No building façade changes are proposed. A façia sign is proposed for the business.
2.2.1.	The revitalization of heritage buildings is encouraged.	N/A
2.3.	Outside the downtown core, consideration should be given to a requirement for onsite parking and loading for every CRS.	The proposed CRS will be located within an existing shopping centre and additional parking is not required.
	Community Impact	
3.1.	The applicant must outline their awareness of potential negative impacts of the proposed CRS on the community, and must identify the specific measures that will be taken to minimize or prevent these impacts from occurring.	The applicant provided a Letter of Rationale (Attachment F) that proposes the following measures to minimize or prevent potentially negative impacts: • preventing service to minors, not just through identification, but through observational awareness of customers suspected of purchasing for minors; • enforcement of no cannabis consumption on-site; and • specialized odour-proof packaging and air freshening units.
3.1.1.	Possible measures could include efforts to prevent service to minors, minimize smells, prevent smoking or cannabis consumption on or near the premises, property maintenance and beautification programs designed to prevent unsightliness, etc.	
3.1.2	Consideration must be given to the impact a CRS will have when they are located in close proximity to libraries, public recreation centres, public community centres, parks, places of worship and other family-oriented facilities.	The proposed CRS is located approximately 215m from Chase River Estuary Park, which is accessed on the opposite side of the Island Highway. Staff consider the proposed CRS to be in keeping with the mix of commercial uses in this part of the Chase River Neighbourhood.
3.2.	Projected traffic volumes and on-street parking demands associated with a proposed CRS should not adversely impact nearby residential and commercial areas.	The subject property contains onsite parking and has vehicular access from Tenth Street and Lawlor Road. Staff do not anticipate the proposed CRS use will negatively impact traffic volumes.

3.3.	The support of the local community, neighbouring property owners and the local neighborhood association for the proposed CRS is important to Council's decision.	Staff received a letter from the Chase River Community Association, dated 2019-APR-30, indicating support for the proposed CRS rezoning.
3.3.1.	The applicant is required to notify all neighbouring property owners within 200m of the subject property of the rezoning application prior to the application proceeding to Council.	The applicant distributed notices to neighbouring properties during the first week of July 2019. Two rezoning notice signs have been placed on the property, and if Council gives first and second reading to the bylaw, the application will proceed to Public Hearing.
3.4.	All CRS rezoning applications must be reviewed by the Community Vitality Committee and the RCMP, in addition to being reviewed by the City's Community Planning and Development Committee,	The RCMP have reviewed the proposal and indicated they have no comment. New Council committees have yet to be established; therefore, committee review has not taken place.

Staff support the proposed rezoning from a land-use perspective and consider the application to be substantially in compliance with City's Cannabis Retail Store Rezoning Criteria policy.

Community Contribution

The applicant proposes a monetary contribution of $10,000 to be directed towards mountain bike facilities at Beban Park.

Staff support the proposed Community Amenity Contribution.

Conditions of Rezoning

Should Council support this application and pass third reading of "Zoning Amendment Bylaw 2019 No. 4500.155", Staff recommend the following items be secured prior to final adoption of the bylaw.

1. *Community Contribution* – A monetary contribution of $10,000 to be directed towards mountain bike facilities at Beban Park.

2. *LCRB Approval* – Confirmation from the LCRB that is has approved the applicant's suitability for a cannabis retail licence.

SUMMARY POINTS

- A rezoning application has been received to allow Cannabis Retail Store use within an existing commercial building in the CC3 - City Commercial Centre zone for the subject property located at 50 Tenth Street as site-specific use.
- The Provincial Liquor and Cannabis Regulation Branch is reviewing the licensing application for this proposal.
- Staff support this application which substantially complies with the Cannabis Retail Store Rezoning Criteria policy.

ATTACHMENTS

ATTACHMENT A: Location Plan
ATTACHMENT B: School and Licensed Daycare Buffer Map
ATTACHMENT C: Proposed Site Plan
ATTACHMENT D: Conceptual Elevation
ATTACHMENT E: Letter of Rationale
ATTACHMNET F: Aerial Photo
"Zoning Amendment Bylaw 2019 No. 4500.155"

Submitted by:

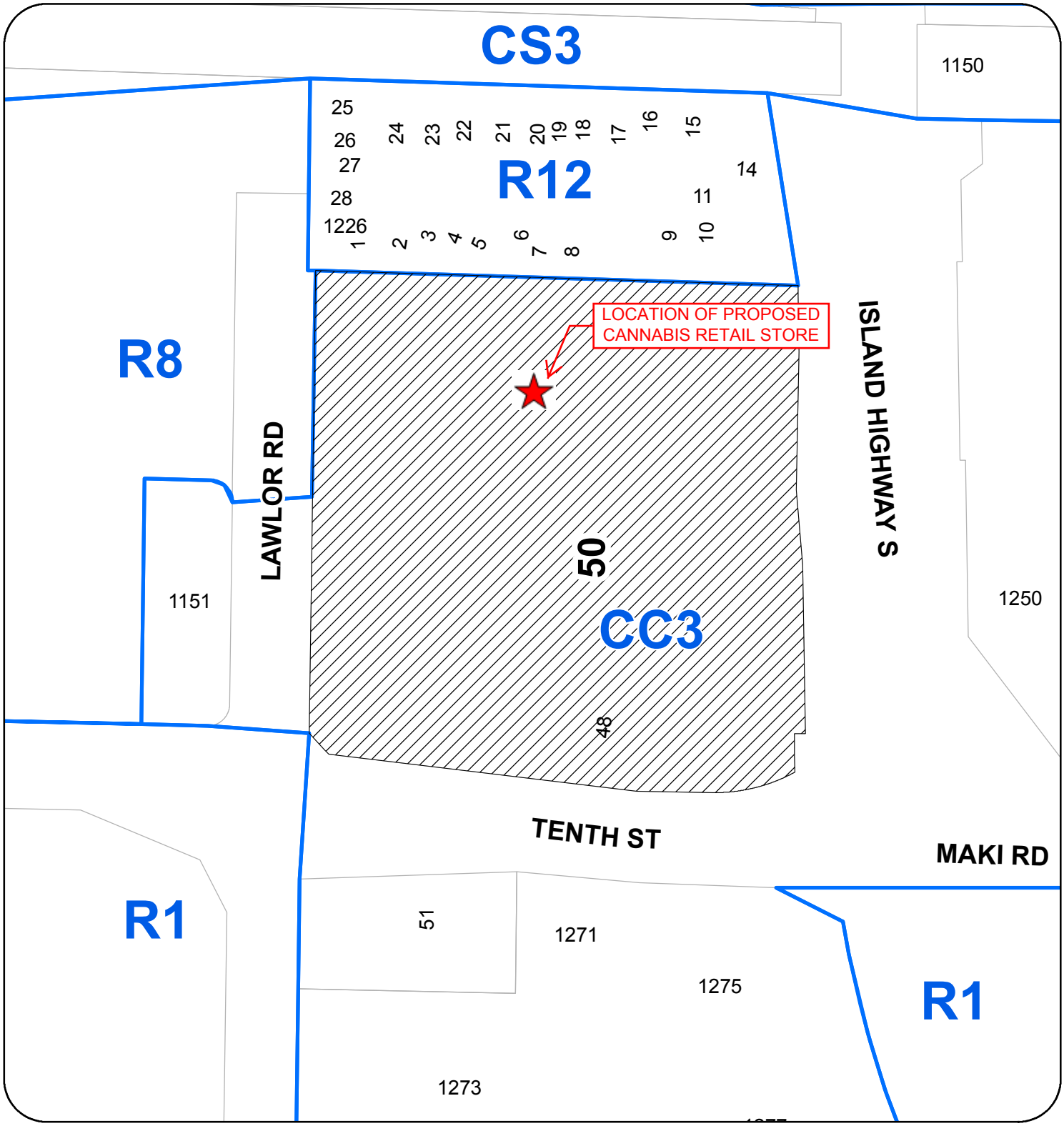
Lainya Rowett
Manager, Current Planning

Concurrence by:

Jeremy Holm
Director of Development Approvals

Dale Lindsay
General Manager of Development Services

ATTACHMENT A
LOCATION PLAN



REZONING APPLICATION NO. RA000431

LOCATION PLAN

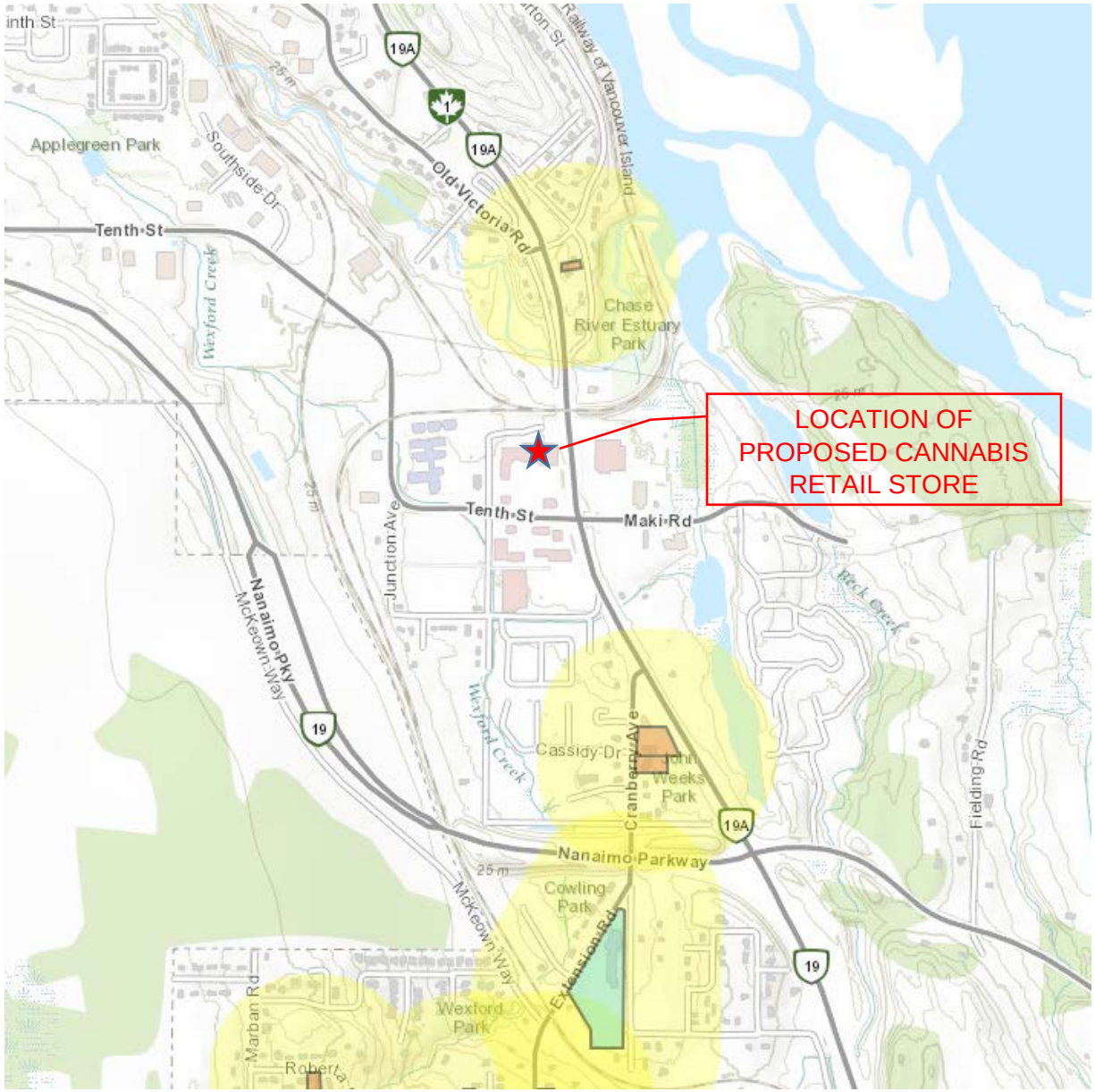
CIVIC: 50 TENTH STREET
LEGAL: LOT A, SECTION 7, NANAIMO DISTRICT, PLAN VIP86854

N

SUBJECT PROPERTY

Document Path: V:\Source Data\Departmental Data\EngPubWks\GIS\Projects\TEMPLATES\LOCATION_PLAN\Maps\RA000431_LP.mxd

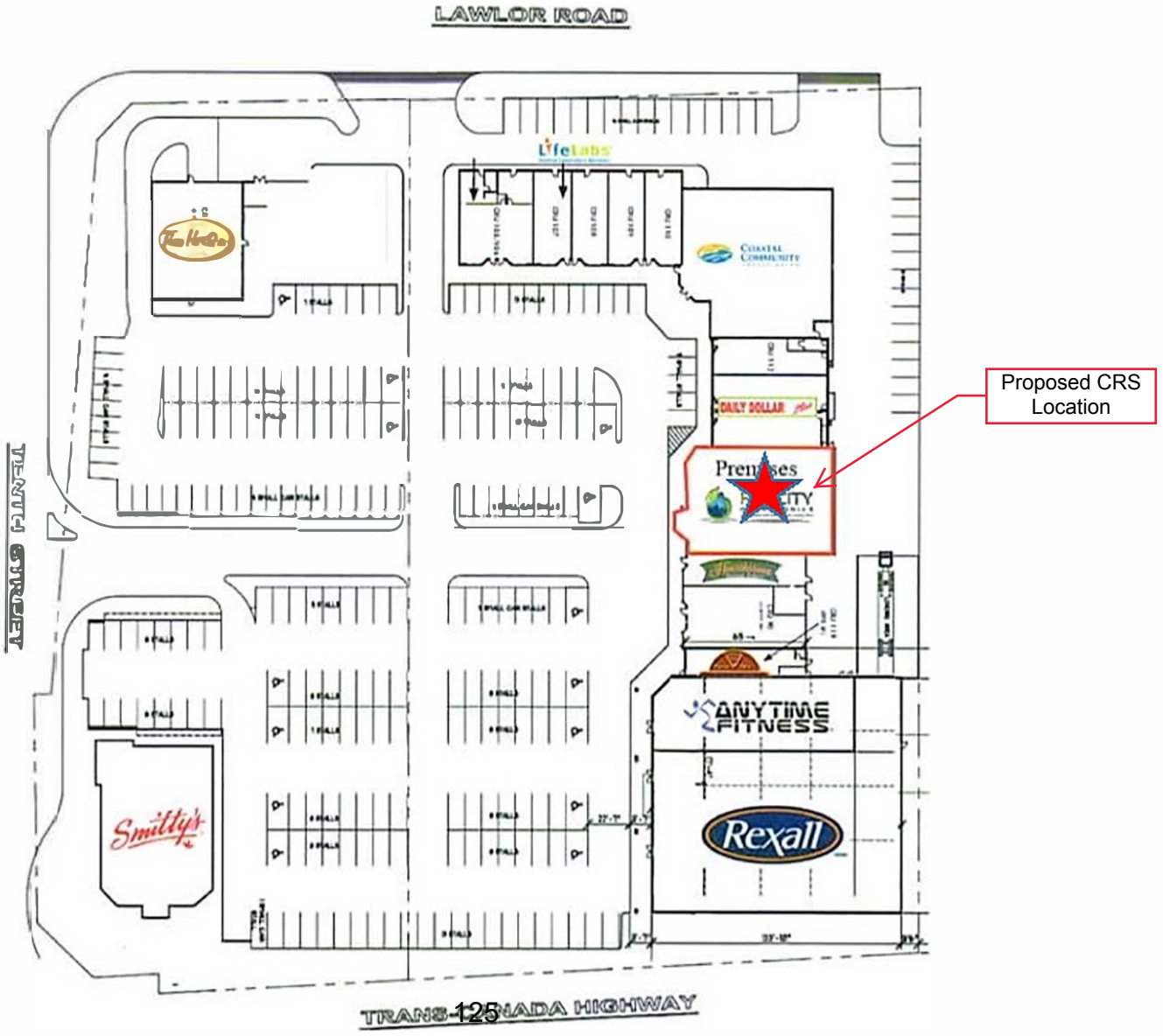
ATTACHMENT B
SCHOOL AND LICENSED DAYCARE BUFFER MAP



ATTACHMENT C
PROPOSED SITE PLAN

PLAN OF THE PROJECT

The purpose Of this plan is to identify the approximate location Of the Premises in the Project. The Landlord reser,'es the right at time to relocate, rearrange or alter the buildings and structures, other premises and Common Areas and Common Facilities. and all other portions of the Project, and with the consent of the Tenant, not to be unreasonably withheld, the Premises from that shown on this plan.



ATTACHMENT D
CONCEPTUAL ELEVATION

ATTACHMENT E
LETTER OF RATIONALE

Rezoning Rational & Community Impact/Contribution Proposal for Hub City Cannabis

Unit 115, 50 tenth st

Nanaimo BC

March 15, 2019

As per the policy endorsed by the city of Nanaimo council, as of September 17, 2018, The guidelines and criteria for approval of this rezoning application are successfully met as follows:

1. Location

1.1 The proposed CRS is indeed located on, or in close proximity to a provincial highway, urban arterial or urban major collector road, as defined in the city's functional road classification working plan, and in an urban node, commercial centre or corridor, as designated in the city's office community plan.

1.2 The proposed CRS is not located directly adjacent to, or in close proximity to any school or licensed daycare facility, as verified per the arial plan included in this application, sourced from the City of Nanaimo CRS siting guide.

1.3 The proposed CRS is not located within 200m of another CRS.

1.4 It should be noted as well that at the time of this application, there are no known liquor primary establishments the direct area of our proposed CRS. We feel this factor could also serve to lessen circumstances for potential abuse or misuse of cannabis products in conjunction with alcohol, a practice we would also actively advise our customers against as well.

2 Building and site

2.1 The size of the proposed CRS is consistent with the nature of the immediate area and the size of existing retail stores within the area, being a pre existing unit of several similar units in a shopping plaza.

RECEIVED
RA431
2019-MAR-14
Current Planning

2.2 The design of the proposed CRS as a unit in a shopping plaza is congruent with Neighbouring units, and the proposed signage is simple and tasteful so as not to stand out or detract from the aesthetics of the surrounding area. A rendered image of the proposed store signage is included in this application.

2.3 Requirements for onsite parking and loading are more than sufficiently met with ample availability of parking, and an existing industrial loading ramp and 12'x12' loading door, as shown in the provided map of the premise and parking lot area.

3 Community impact

3.1 We are aware of the possibility that potential unanticipated negative impacts of the proposed CRS on the community may come to present themselves, and we will of coarse do whatever we can to address those, should they arise. With a focus on prevention, we have a multitude of preemptive measures that will be taken to minimize or prevent these possible issues from arising.

3.2 Efforts to prevent service to minors do not just begin at the door with standard age and identification requirements, but extend even beyond the business area and its obligations as well, with a mindfulness for maintaining observational awareness of any potential purchase attempts by legal age adults that are suspected to be a proxy service to minors, using liquor sales training materials as a model. Also enforcement of no consumption of cannabis on site will be strongly exercised.

3.3 Any issue of potential smell is easily and thoroughly minimized, if not eliminated entirely due to the specialized odour proof packaging of goods and maintaining a filtered negative pressure effect in our space in conjunction with air freshening units. In conjunction with a strict policy of probation of smoking cannabis or otherwise consuming any cannabis products on or near the premises.

4 Community Contribution

4.1 Hub City Cannabis will be making a contribution of $10000 to Nanaimo parks and recreation, with the hopes that the funds will be forwarded to the Marie Davidson BMX Park as they are in need particularly with their gate fund.

4.2 As for positive impacts we hope to contribute to the local community , we strive to bring the following:

- Draw an increase of consumer traffic to benefit the rest of the plaza and surrounding area as well due to the convenience of the location.
- Contribute to a stronger local community
- Increase the number of local jobs that support young working families
- Promote living wage and fair employment practices
- Increase training and apprenticeship opportunities
- Help move people out of poverty , providing increased independence and sustainable employment for those in need
- Improve opportunities for meaningful independence and community inclusion for people living with disabilities
- Stimulate an entrepreneurial culture of social innovation and progression
- Help be of needed service to the community in providing a source for cannabis that is entirely legal , safe, highly vetted and trustworthy, and in a location that is safe and convenient. We also strive to provide better understanding and education about cannabis products, and the safe usage and storage of them.

Most importantly, we absolutely aim to continue to expand our efforts and intents to be a thoroughly welcome, respected, and beneficially contributing entity to the local community, and will continuously be looking for ways we can sustain that goal. Thank you very much.

ATTACHMENT F
AERIAL PHOTO

REZONING APPLICATION NO. RA000431

N

LEGEND

SUBJECT PROPERTY

Document Path: V:\Source Data\Departmental Data\EngPubWks\GIS\Projects\TEMPLATES\LOCATION_PLAN\Maps\RA000431_AP.mxd

CITY OF NANAIMO

BYLAW NO. 4500.155

A BYLAW TO AMEND THE “CITY OF NANAIMO ZONING BYLAW 2011 NO. 4500”

WHEREAS the Council may zone land, by bylaw, pursuant to Sections 464, 465, 469, 477, 479, 480, 481, 482, and 548 of the *Local Government Act*;

THEREFORE BE IT RESOLVED the Municipal Council of the City of Nanaimo, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the “Zoning Amendment Bylaw 2019 No. 4500.155”.

2. The “City of Nanaimo Zoning Bylaw 2011 No. 4500" is hereby amended as follows:

   By rezoning the lands legally described as LOT A, SECTION 7, NANAIMO DISTRICT, PLAN VIP86854, (50 Tenth Street) to allow Cannabis Retail Store as a site-specific use within the City Commercial Centre (CC3) Zone, as shown on Schedule A.

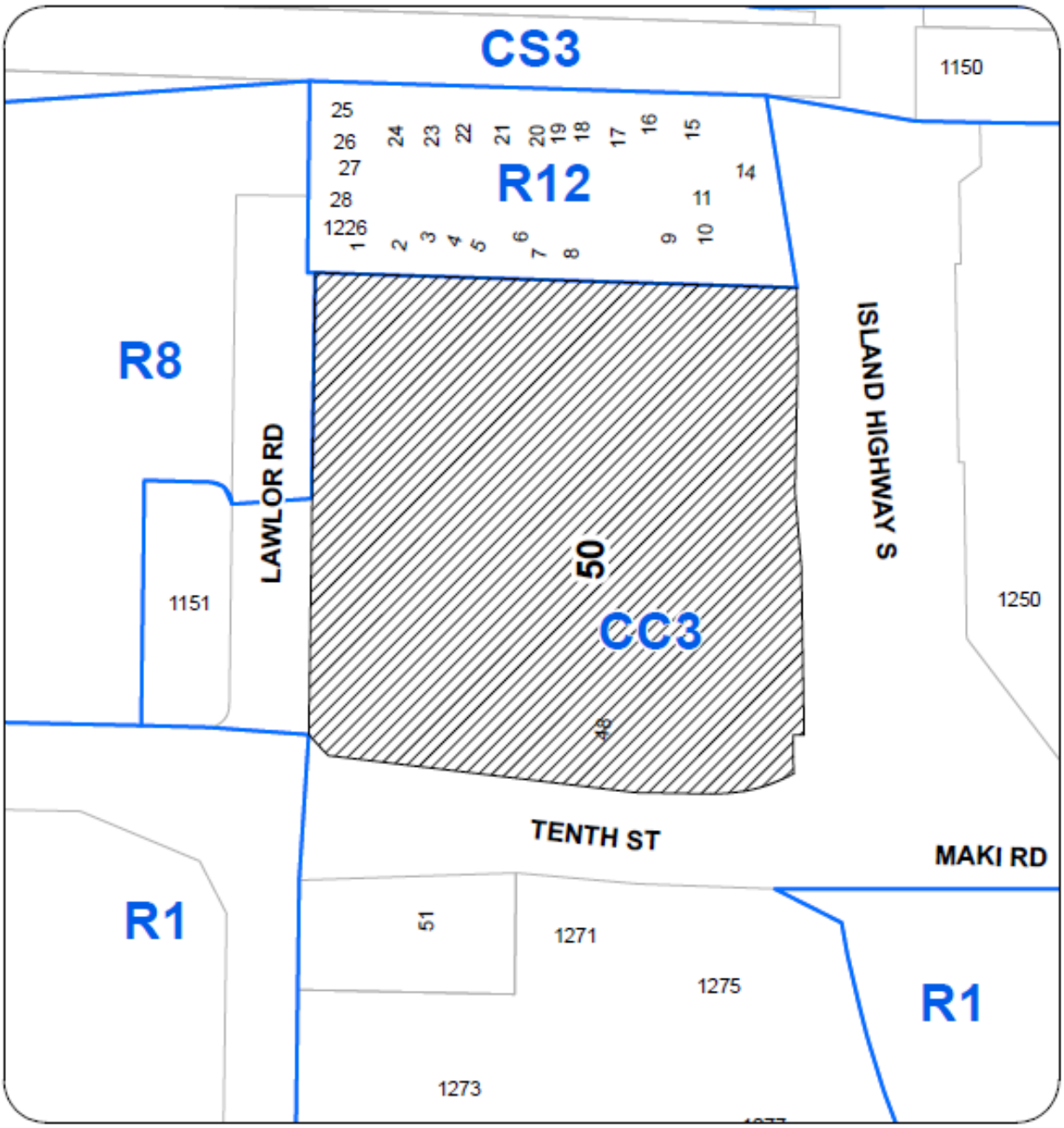
PASSED FIRST READING: _____
PASSED SECOND READING: _____
PUBLIC HEARING HELD: _____
PASSED THIRD READING: _____
MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE: _____
ADOPTED: _____

_____
M A Y O R

_____
CORPORATE OFFICER

File: RA000431
Address: 50 Tenth Street

LOCATION PLAN



REZONING APPLICATION NO. RA000431

LOCATION PLAN

CIVIC: 50 TENTH STREET
LEGAL: LOT A, SECTION 7, NANAIMO DISTRICT, PLAN VIP86854

N

SUBJECT PROPERTY

CITY OF NANAIMO

BYLAW NO. 7273

A BYLAW TO ESTABLISH THE TERMS AND CONDITIONS OF EMPLOYMENT FOR OFFICERS AND EXCLUDED EMPLOYEES OF THE CITY

A Bylaw to establish terms and conditions of employment, including the appointment and termination, of its Officers and Excluded Employees.

The Council for the City of Nanaimo in open meeting assembled ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited as "MANAGEMENT TERMS AND CONDITIONS OF EMPLOYMENT BYLAW 2018 NO. 7273".

2. Definitions

In this Bylaw, unless the context otherwise requires:

"CITY"	means the City of Nanaimo.
"COUNCIL"	means the Council of the City of Nanaimo.
"EXCLUDED EMPLOYEE"	means an employee of the City of Nanaimo who is either a manager, or is an employee who is excluded from the unionized bargaining unit and is not an Officer as set out below.
"EMPLOYER"	means the City of Nanaimo.
“OFFICER”	means persons holding the offices of the City of Nanaimo as set out in Sections 3 and 4 of the City’s Officers Appointment and Delegation Bylaw.

3. Remuneration

3.1 The salaries for Officers and Excluded Employees shall be determined by the Chief Administrative Officer in accordance with the Exempt Salary Administration Policy, as amended from time to time.

4. Appointment and Promotion

4.1 The Chief Administrative Officer has the authority and responsibility for hiring, termination and restructuring decisions pertaining to all staff and all departments (subject to compliance with *Community Charter* requirements).

4.2 Appointment to any Officer position shall be made by the Chief Administrative Officer or designate.

4.3 Appointment to any Excluded Employee position shall be made by the Department Director responsible following consultation with the Chief Administrative Officer or designate, or by the Chief Administrative Officer.

4.4 Appointment to any Officer or Excluded Employee position shall be subject to a probation period of six months, which may be extended by mutual agreement.

5. Cancellation of Appointment Prior to Expiration of Probation Period

5.1 Where an employee of the City is appointed to any Officer or Excluded Employee position, and it is determined that the individual is to be terminated within the probationary period, the following applies:

(a) The decision to terminate Officers shall be made by Council in accordance with the provisions of the *Community Charter*.

(b) The decision to terminate Excluded Employees shall be made by the responsible Department Director in consultation with the Chief Administrative Officer or designate.

(c) In either case, for internal appointments, the incumbent shall receive two months' notice, or salary in lieu of notice, and be returned to the incumbent's former position without loss of seniority. For the purpose of this section, the salary to be paid in lieu of notice shall be the salary currently paid the incumbent for appointment to the higher position. In cases where the employee receives salary in lieu of notice, the payment will be reduced by any earnings the employee receives during the two month period.

(d) For external appointments, where prior to the expiry of the probation period the Employer decides to cancel the appointment and terminate the employment relationship, such termination shall be on one month's notice or salary in lieu of notice.

5.2 Section 5.1 (c) and (d) shall not apply when an Excluded Employee is dismissed for cause.

6. Termination of Employment Beyond Probation Period

6.1 Termination of employment of any Officer having completed probation shall be made by Council in accordance with the provisions of the *Community Charter*.

6.2 Termination of employment of any Excluded Employee, other than an Officer, having completed probation shall be made by the responsible Department Director in consultation with the Chief Administrative Officer or designate, or by the Chief Administrative Officer.

6.3 Reasonable notice of termination of any Officer or Management/Excluded Employee shall mean the length of notice or payment-in-lieu thereof as follows:

(i) During the probation period, one month notice or salary in lieu of notice;

(ii) Upon completion of probation, reasonable notice in accordance with common law.

6.4 The Council may, in its absolute discretion, grant additional pay in lieu of notice to any Officer or Excluded Employee.

6.5 In making exceptions, Council is to consider the judicial jurisprudence that includes length of service and other factors such as nature of position (e.g. junior vs. senior manager), age of the employee, salary and availability of comparable employment.

6.6 Employees are required to give the following minimum working notice of resignation from their employment:

(i) Four weeks for Officers, and Excluded Employees at the Director level and above;
(ii) Three weeks for Excluded Employees at the Manager level;
(iii) Two weeks for all other Excluded Employees.

6.7 The Chief Administrative Officer may waive all or a portion of any notice period stipulated in section 6.6.

7. Suspension of Officers

The suspension of employment of any Officer shall be in accordance with the *Community Charter*.

8. Group Insurance Benefits

Officer and Excluded Employee benefits shall be provided in accordance with Schedule ‘A’ of this Bylaw and the terms and conditions of the group insurance policy.

9. Sick Benefits

Every Officer or Excluded Employee who is too ill or injured to attend work shall be entitled, during such illness or injury, to absent him or herself from work on full salary using sick leave entitlement as provided for in this Bylaw in accordance with Schedule 'A'.

10. Statutory Holidays

All Officers and Excluded Employees are entitled to receive the following Statutory Holidays with pay:

- New Year's Day
- Good Friday
- Easter Monday
- Victoria Day
- Remembrance Day
- Boxing Day
- Canada Day
- British Columbia Day
- Labour Day
- Thanksgiving Day
- Christmas Day
- Family Day

11. Annual Vacation

11.1 Vacation entitlement for all Officers and Excluded Employees shall be as set out in Schedule 'A' of this Bylaw.

11.2 Annual vacations of Officers shall be scheduled with the approval of the Chief Administrative Officer or designate, and the responsible Department Director, if applicable. Annual vacations of Excluded Employees shall be scheduled with the approval of the responsible Department Director.

11.3 All vacation entitlements must be used by the end of March of the year following the year in which it is granted, subject to the following:

(a) Officers and Excluded Employees with vacation entitlements in excess of 20 days per year, and have used a minimum of 15 days, have the option to:

(i) carry forward up to five (5) days' vacation to be reclaimed in subsequent years as time off; and/or

(ii) claim the balance as payment in lieu during the year in which it is granted at the rate of pay at which it was granted.

(b) No carry forward of vacation is permitted for Officers and Excluded Employees who have vacation entitlements of 15 days or less, or who have used less than 15 days, unless prior approval is received from the Chief Administrative Officer.

11.4 Vacation entitlement which has not been carried forward or paid out as in 11.3 above shall be paid out by the end of March of the following year.

11.5 Vacation accrual shall be pro-rated for partial years of service, for absences on long-term disability, or for unpaid leaves of absence.

11.6 The maximum carry forward vacation bank allowable at any time shall be five (5) days.

12. Subrogation Rights

Officers and Excluded Employees may use sick leave credits for time lost through accidental injuries, provided that if they should later make a claim or commence an action for damages against a third party in respect of such injuries, they shall include therewith a claim for loss of wages and shall reimburse the City to the extent that they recover in respect of the claim for loss of wages. After receipt of such monies, the City shall credit the Officer or Excluded Employee with the number of sick days equivalent thereto, and any resultant gratuity days to which they may be entitled.

13. Attendance at Meetings of City Council, Committees, Commissions and Advisory Bodies

The Chief Administrative Officer, Chief Financial Officer and the City Clerk are expected to attend all meetings of the City Council, and meetings of Committees, Commissions and Advisory Bodies on request, except for approved absences. Other Officers and Excluded Employees are expected to attend meetings of City Council, Committees, Commissions and Advisory Bodies as required.

14. Payment of Overtime for Officers and Excluded Employees

14.1 Officers and Excluded Employees, excluding the Chief Administrative Officer, Chief Financial Officer and Directors, shall be compensated for overtime, to a maximum of 240 hours per year, with the first 80 hours worked per year compensated at straight time and additional overtime compensated at half time.

14.2 Overtime will be compensated either by way of cash payment, time off, or a combination of cash payment and time off, with a maximum of 50 percent paid out and a minimum of 50 percent taken as accumulated time off.

14.3 Overtime for employees in Salary Bands 1-3 (Administrative Assistants) will be paid in accordance with the CUPE Collective Agreement overtime provisions.

15. Contract of Employment

Council may enter into a contract of employment with an Officer or Excluded Employee. Where the provisions of such contracts are inconsistent with the provisions of this Bylaw, the provisions of the contracts take precedent.

16. Repeal

"MANAGEMENT TERMS AND CONDITIONS OF EMPLOYMENT BYLAW 2005 NO. 7000", and all amendments thereto, is hereby repealed.

PASSED FIRST READING: 2019-JUL-08
PASSED SECOND READING: 2019-JUL-08
PASSED THIRD READING: 2019-JUL-08
ADOPTED: _____

_____
MAYOR

_____
CORPORATE OFFICER

SCHEDULE 'A'

GROUP INSURANCE BENEFITS AND LEAVE ENTITLEMENTS

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1. Municipal Pension Plan

Municipal Pension Plan shall be provided in accordance with the *Public Sector Pension Plans Act* S.B.C. 1999, and amendments thereto, and the Canada Pension Plan.

2. Medical Plan

Medical coverage, including coverage for immediate family members, shall be provided by the Employer through the Medical Services Plan of B.C. at no direct cost to the Officer or Excluded Employee, to be effective on the first day of the month following the commencement of employment, or as permitted by Medical Services Plan regulations. For the purposes of this Bylaw, "immediate family members" shall mean the incumbent's spouse and dependent children.

3. Extended Health Benefits

Extended Health Benefits, including coverage for immediate family members, shall be provided by the Employer at no direct cost to the Officer or Excluded Employee, to be effective the first day of the month following the commencement of employment. Extended Health Benefits shall include 100 percent coverage for prescription drugs and a Vision Care Plan.

4. Dental Plan

A Dental Care Plan shall be provided by the Employer at no direct cost to the Officer or Excluded Employee, to be effective the first day of the month following the commencement of employment. The Dental Care Plan, which will pay up to reasonable and customary limits as outlined in the Dental Fee Guide, shall be as follows:

(a) Plan 'A' Basic Restoration and Preventative Services - coverage to include Officer or Excluded Employee and immediate family members - 100 percent paid by the Dental Care Plan.

(b) Plan 'B' Prosthetic Appliances and Crown and Bridge Procedures - coverage to include Officer and Excluded Employee and immediate family members - 80 percent paid by the Dental Care Plan.

(c) Plan 'C' Orthodontics - coverage to include dependent children - 80 percent paid by the Dental Care Plan to a maximum of $3000. (lifetime) per child.

5. Group Life Insurance

5.1 Group Life Insurance, including Accidental Death and Dismemberment coverage, shall be provided by the Employer at no direct cost to the Officer or Excluded Employee, to an amount equal to 2.5 times the annual salary, with a minimum amount of $150,000 to be effective upon commencement of employment.

5.2 Upon termination of employment, the Officer or Excluded Employee has the option of purchasing personal life insurance by making application to the insurer within 30 days of the date of termination.

6. Long Term Disability Insurance (LTD)

6.1 All Officers and Excluded Employees shall be entitled to Long Term Disability Insurance to be effective on the 121st calendar day of illness, subject to any limits or conditions contained within the Plan.

6.2 Long Term Disability Insurance will provide wage protection at the rate of 70 percent of current salary to be effective upon the 121st day of illness. Monthly premiums to the Plan shall be paid 100 percent by the Employer.

6.3 Enrollment in the Plan shall be mandatory for all Officers and Excluded Employees. Officers and Excluded Employees on LTD shall have the option of having their benefits included in Schedule 'A' continue at the current cost-sharing arrangement for a period of up to two years.

7. Short Term Sick Leave

7.1 All Officers and Excluded Employees shall accumulate sick leave credits at the rate of one and one-half (1½) working days per month, cumulative to 120 work days (168 calendar days) to be used towards sick leave. Officers and Excluded Employees using earned sick leave credits shall be paid full salary.

7.2 Any unused annual sick leave standing to the credit of an Officer or Excluded Employee at the end of a calendar year shall be accrued to his/her credit to a maximum of 120 workdays.

7.3 Paid sick leave in excess of accrual may be granted in exceptional circumstances, if approved by the Chief Administrative Officer or designate.

8. Annual Vacation

8.1 Subject to any special arrangement made at the time of appointment which must be approved by the Chief Administrative Officer, annual vacations shall be granted to Officers and Excluded Employees based on total unbroken City service as follows:

a) During first calendar year of employment ..... 20 days (pro-rated)

b) During second to fourth calendar years of employment . 20 days

c) During fifth to ninth calendar years of employment ..... 25 days

d) During 10th to 19th calendar years of employment..... 30 days

e) During 20th to 29th calendar years of employment..... 35 days

f) During 30th or greater calendar years of employment .... 40 days

8.2 The Chief Administrative Officer, Chief Financial Officer, and Directors shall receive one additional week of vacation entitlement in recognition of overtime incurred.

9. Leave of Absence

9.1 Leave of Absence without pay may be granted to all Officers and Excluded Employees for reasonable periods, with the prior approval of the Chief Administrative Officer or designate, and the responsible Department Director, if applicable.

9.2 Leave of Absence with pay may be granted for compassionate reasons, with the prior approval of the Chief Administrative Officer or designate, and the responsible Department Director, if applicable.

9.3 Premium payments for Medical Services Plan, Extended Health and Dental benefits for Officers or Excluded Employees on Leave of Absence without pay shall be the sole responsibility of the Officer or Excluded Employee. Benefits based on active service will be suspended during the leave of absence.

10. Maternity/Adoption and Parental Leave

10.1 Officers and Excluded Employees, in the case of the natural/adopting mother or natural/adopting father, re entitled to a combined maternity/parental leave without pay for the total number of weeks dictated by the *Employment Standards Act* (as amended from time to time) before or after the birth or adoption of the child of the Officer or Management/Excluded Employee.

10.2 Maternity or adoption leave may be extended up to a maximum of one additional year for health reasons of the mother, or newborn child.

10.3 Premium payments for all benefits shall continue to be paid by the Employer for Officers and Excluded Employees on maternity/adoption or parental leave

11. Jury Duty

Any Officer or Excluded Employee who is summoned to perform Jury Duty shall be excused from attendance for work while performing such duties and shall be entitled to his or her full pay provided that he or she pays to the City all Jury fees to which he or she is entitled, except transport, accommodation and meal expenses.

CITY OF NANAIMO

BYLAW NO. 4500.131

A BYLAW TO AMEND THE CITY OF NANAIMO “ZONING BYLAW 2011 NO. 4500”

WHEREAS the Council may zone land, by bylaw, pursuant to Sections 464, 465, 469, 477, 479, 480, 481, 482, and 548 of the *Local Government Act*;

THEREFORE BE IT RESOLVED the Municipal Council of the City of Nanaimo, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the “ZONING AMENDMENT BYLAW 2019 NO. 4500.131”.

2. The City of Nanaimo “ZONING BYLAW 2011 NO. 4500" is hereby amended as follows:

   (1) By rezoning the lands legally described as LOT 1, SECTION 5, WELLINGTON DISTRICT, PLAN 12809 EXCEPT IN PART PLAN 33807 (4900 Island Highway North) from Community Corridor (COR3) to Community Corridor (COR3) with a site-specific use permitting Automobile Sales, Service and Rental, as shown on Schedule A.

   (2) By amending subsection 9.2.3 to add the following site-specific use:

Automobile Sales, Service and Rental	4900 Island Highway North	LOT 1, SECTION 5, WELLINGTON DISTRICT, PLAN 12809 EXCEPT IN PART PLAN 33807

PASSED FIRST READING: 2019-FEB-25
PASSED SECOND READING: 2019-FEB-25
PUBLIC HEARING HELD: 2019-MAR-14
PASSED THIRD READING: 2019-MAR-14
MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE: 2019-MAR-22
COVENANT REGISTERED: 2019-JUL-17
ADOPTED: _____

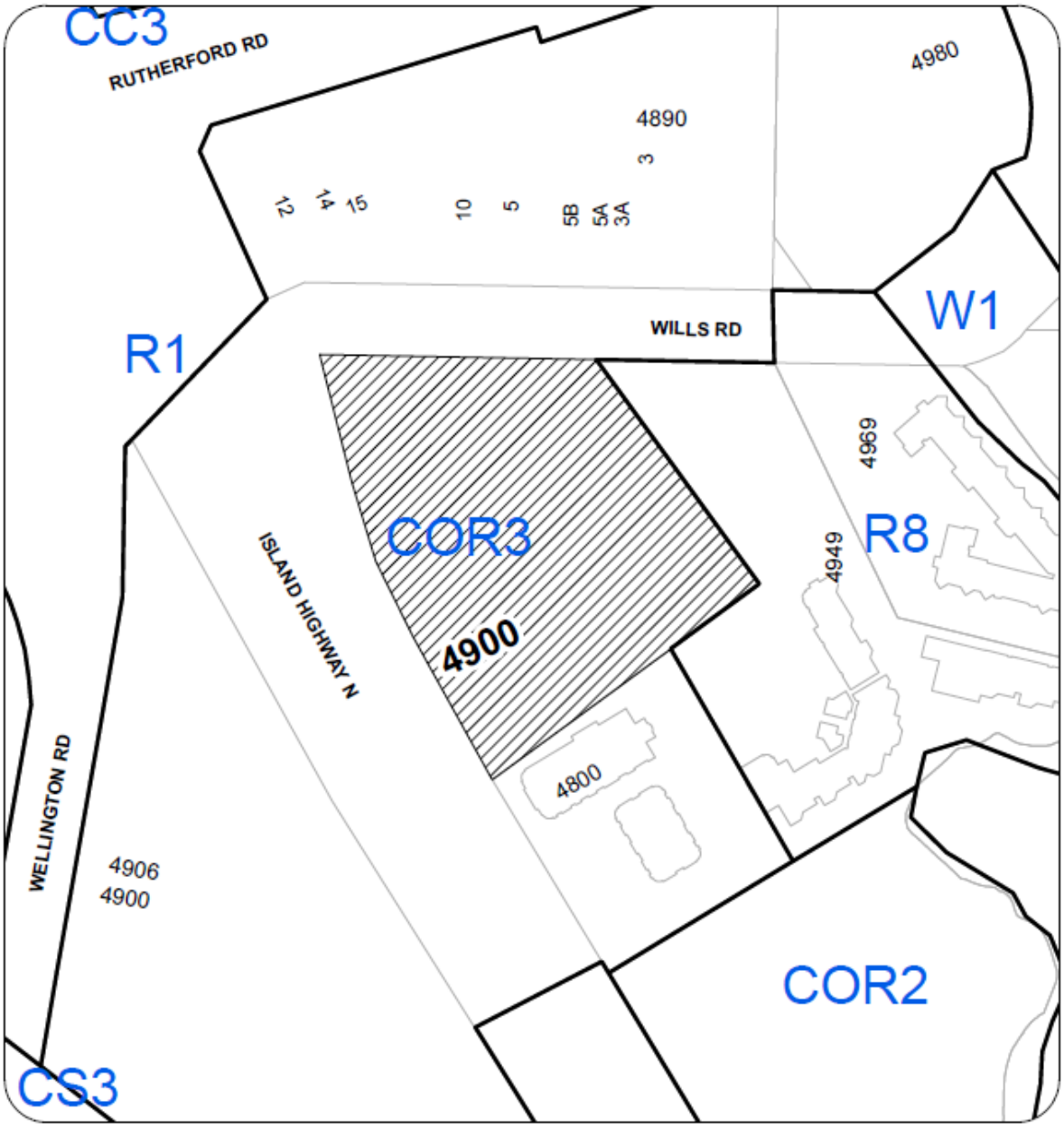
_____
M A Y O R

_____
CORPORATE OFFICER

File: RA000397
Address: 4900 Island Highway North

SCHEDULE A

LOCATION PLAN



REZONING APPLICATION NO. RA000397

LOCATION PLAN

4900 ISLAND HIGHWAY N
LOT 1, SECTION 5, WELLINGTON DISTRICT
PLAN 12809 EXCEPT PART IN PLAN 33807

N

Subject Property

CITY OF NANAIMO

BYLAW NO. 4500.131

A BYLAW TO AMEND THE CITY OF NANAIMO "ZONING BYLAW 2011 NO. 4500"

WHEREAS the Council may zone land, by bylaw, pursuant to Sections 464, 465, 469, 477, 479, 480, 481, 482, and 548 of the *Local Government Act*;

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1. This Bylaw may be cited as the "ZONING AMENDMENT BYLAW 2019 NO. 4500.131".

2. The City of Nanaimo "ZONING BYLAW 2011 NO. 4500" is hereby amended as follows:

   (1) By rezoning the lands legally described as LOT 1, SECTION 5, WELLINGTON DISTRICT, PLAN 12809 EXCEPT IN PART PLAN 33807 (4900 Island Highway North) from Community Corridor (COR3) to Community Corridor (COR3) with a site-specific use permitting Automobile Sales, Service and Rental, as shown on Schedule A.

   (2) By amending subsection 9.2.3 to add the following site-specific use:

Automobile Sales, Service and Rental	4900 Island Highway North	LOT 1, SECTION 5, WELLINGTON DISTRICT, PLAN 12809 EXCEPT IN PART PLAN 33807

PASSED FIRST READING: 2019-FEB-25
PASSED SECOND READING: 2019-FEB-25
PUBLIC HEARING HELD: 2019-MAR-14
PASSED THIRD READING: 2019-MAR-14
MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE: _____
COVENANT REGISTERED: _____
ADOPTED: _____

Approved pursuant to section 52(3)(a) of the *Transportation Act*

this 22nd day of March 20,19
Ministry of Transportation and Infrastructure

File: RA000397
Address: 4900 Island Highway North

JAMIE LEIGH HOPKINS
A Commissioner for taking affidavits
within the Province of British Columbia
2100 Lableux Road, Nanaimo BC V9T 6E9

_____
MAYOR

_____
CORPORATE OFFICER

CERTIFIED A TRUE COPY

Sky Snelgrove
Deputy Corporate Officer
City of Nanaimo

4500.055
"Zoning Amendment Bylaw 2014 No. 4500.055" (RA324 – To rezone 4015 and part of 4001 Corunna Avenue from Single Dwelling Residential [R1] to Residential Corridor [COR1] in order to construct an office building).

Passed two readings 2014-JAN-13. Public Hearing 2014-FEB-06. Passed third reading 2014-FEB-06. Ministry of Transportation approval 2014-MAR-04.

4500.131
"Zoning Amendment Bylaw 2019 No. 4500.131" (To rezone 4900 Island Highway North in order to permit site-specific automobile sales, service and rental use).

Passed first and second reading 2019-FEB-25. Public Hearing held 2019-MAY-14. Ministry of Transportation approval 2019-MAR-22. Covenant approval received 2019-JUL-17.

4500.132
"Zoning Amendment Bylaw 2019 No. 4500.132" (To rezone 111 Nicol Street to allow a site-specific Cannabis Retail Store use in the Gateway [DT12] Zone).

Passed two readings 2019-JAN-21. Public Hearing held and passed third reading on 2019-FEB-07. Ministry of Transportation and Infrastructure approval 2019-MAR-06.

4500.133
"Zoning Amendment Bylaw 2019 No. 4500.133" (To rezone Unit 9, 1599 Dufferin Crescent to allow "Cannabis Retail Store" as a site-specific use in the Hospital Urban Centre [CC5] Zone).

Passed first and second reading 2019-MAR-04. Public Hearing held and passed third reading on 2019-APR-04.

4500.135
"Zoning Amendment Bylaw 2019 No. 4500.135" (To rezone 2220 Bowen Road to allow Cannabis Retail Store" as a site-specific use in the Community Corridor [COR3] Zone).

Passed first and second reading 2019-MAR-18. Public Hearing held and passed third reading on 2019-APR-04.

4500.136

"Zoning Amendment Bylaw 2019 No. 4500.136" (To rezone 2397 Barclay Road from Single Dwelling Residential [R1] to Single Dwelling Residential – Small Lot [R2]).

Passed two readings 2019-APR-01. Public Hearing held and passed third reading on 2019-MAY-02. Requires Ministry of Transportation and Infrastructure approval prior to adoption.

4500.137

"Zoning Amendment Bylaw 2019 No. 4500.137" (To rezone 2387 Barclay Road from Single Dwelling Residential [R1] to Single Dwelling Residential – Small Lot [R2]).

Passed two readings 2019-APR-01. Public Hearing held and passed third reading on 2019-MAY-02. Requires Ministry of Transportation and Infrastructure approval prior to adoption.

4500.139

"Zoning Amendment Bylaw 2019 No. 4500.139" (To rezone 1483 Bowen Road to allow "Cannabis Retail Store" as a site-specific use in the Community Corridor [COR3] Zone).

Passed two readings 2019-APR-01. Public Hearing held and passed third reading on 2019-MAY-02.

4500.140

"Zoning Amendment Bylaw 2019 No. 4500.139" (To rezone 510 Fifth Street to allow "Cannabis Retail Store" as a site-specific use in the City Commercial Centre [CC3] Zone).

Passed two readings 2019-APR-01. Public Hearing held and passed third reading on 2019-MAY-02.

4500.141

"Zoning Amendment Bylaw 2019 No. 4500.141" (To rezone 25 Front Street to allow "Cannabis Retail Store" as a site-specific use in the Chapel Front [DT5] Zone).

Passed two readings 2019-APR-01. Public Hearing held and passed third reading on 2019-MAY-02. Requires Ministry of Transportation and Infrastructure approval prior to adoption.

4500.142

"Zoning Amendment Bylaw 2019 No. 4500.142" (To rezone 6683 Mary Ellen Drive to allow "Cannabis Retail Store" as a site-specific use in the Woodgrove Urban Centre [CC4] Zone).

Passed two readings 2019-APR-29. Public Hearing held and passed third reading on 2019-JUN-13.

4500.143

"Zoning Amendment Bylaw 2019 No. 4500.143" (To rezone 3200 Island Highway North to allow "Cannabis Retail Store" as a site-specific use in the City Commercial Centre [CC3] Zone).

Passed two readings 2019-APR-29. Public Hearing held and passed third reading on 2019-JUN-13.

4500.144

"Zoning Amendment Bylaw 2019 No. 4500.144" (To rezone 52 Victoria Crescent to allow "Cannabis Retail Store" as a site-specific use in the Terminal Avenue [DT4] zone).

Passed two readings 2019-MAY-27. Public Hearing held and passed third reading on 2019-JUN-13.

4500.145

"Zoning Amendment Bylaw 2019 No. 4500.145" (To rezone 140 Terminal Avenue to allow "Cannabis Retail Store" as a site-specific use in the Terminal Avenue [DT4] zone).

Passed two readings 2019-MAY-27. Public Hearing held and passed third reading on 2019-JUN-13.

4500.146

"Zoning Amendment Bylaw 2019 No. 4500.146" (To rezone 111 Terminal Avenue to allow Cannabis Retail Store as a site-specific use with the Terminal Avenue (DT4) Zone).

Passed two readings 2019-JUN-10. Public Hearing held and passed third reading 2019-JUL-04. Requires Ministry of Transportation and Infrastructure approval prior to adoption.

4500.147

"Zoning Amendment Bylaw 2019 No. 4500.147" (To rezone 1300 Junction Avenue from Single Dwelling Residential [R1] to Mixed Use Corridor [COR 2]).

Passed two readings 2019-MAY-27. Public Hearing held and passed third reading on 2019-JUN-13. Requires Ministry of Transportation and Infrastructure approval prior to adoption.

4500.148

"Zoning Amendment Bylaw 2019 No. 4500.148" (To rezone 751 Haliburton Street to allow "office" as a site-specific use in the Local Service Centre [CC1] zone).

Passed two readings 2019-MAY-27. Public Hearing held and passed third reading on 2019-JUN-13. Requires Ministry of Transportation and Infrastructure approval prior to adoption.

4500.150

"Zoning Amendment Bylaw 2019 No. 4500.150" To rezone 6404 Metral Drive to allow Cannabis Retail Store as a site-specific use within the Woodgrove Urban Centre (CC4) Zone.

Passed two readings 2019-JUN-17. Public Hearing held and passed third reading 2019-JUL-04. Requires Ministry of Transportation and Infrastructure approval prior to adoption.

4500.152

"Zoning Amendment Bylaw 2019 No. 4500.152 (To rezone 350 Terminal Avenue to allow Cannabis Retail Store as a site-specific use within the Terminal Avenue (DT4) Zone.

Passed two readings 2019-JUN-17. Public Hearing held and passed third reading 2019-JUL-04. Requires Ministry of Transportation and Infrastructure approval prior to adoption.

7183
"Trapping Bylaw 2013 No. 7183" (To regulate, prohibit and impose requirements respecting body-gripping traps or devices for animals and wildlife).

Passed three readings 2013-NOV-18. Requires Ministry of Forests, Lands and Natural Resource Operations approval prior to adoption.

7282
"Port Theatre Borrowing Bylaw 2019 No. 7282" (To authorize the borrowing of up to $4,500,000 for the construction of the Port Theatre Community Performing Arts Centre).

Passed three readings 2019-JAN-14. Grant approval and Inspector approval required prior to adoption.

7283
"Management Terms and Conditions of Employment Bylaw 2018 No. 7273" (To establish the terms and conditions of employment for officers and excluded employees of the City).

Passed three reading: 2019-JUL-08.