



**MERGED AGENDA  
REGULAR COUNCIL MEETING**

Monday, February 26, 2024

4:30 p.m. To Proceed In Camera, Reconvene Regular Council Meeting 7:00 p.m.

SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE

80 COMMERCIAL STREET, NANAIMO, BC

SCHEDULED RECESS AT 9:00 P.M.

---

**Pages**

**1. CALL THE MEETING 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;

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public; and,

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

**3. INTRODUCTION OF LATE ITEMS:**

**4. APPROVAL OF THE AGENDA:**

**5. ADOPTION OF THE MINUTES:**

- a. Minutes

9 - 20

Minutes of the Regular Council Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2024-FEB-05 at 2:29 p.m.

- b. Minutes 21 - 27

Minutes of the Special Council Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Thursday, 2024-FEB-15 at 7:00 p.m.

**6. MAYOR'S REPORT:**

**7. RISE AND REPORT:**

**8. PRESENTATIONS:**

**9. COMMITTEE MINUTES:**

- a. Minutes 28 - 41

Minutes of the Special Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Center, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2023-NOV-22 at 9:00 a.m.

- b. Minutes 42 - 55

Minutes of the Special Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Center, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2023-NOV-29 at 9:00 a.m.

- c. Minutes 56 - 70

Minutes of the Special Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Center, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2023-DEC-01 at 9:00 a.m.

- d. Minutes 71 - 87

Minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Center, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2023-DEC-13 at 9:00 a.m.

- e. Minutes 88 - 94

Minutes of the Special Governance and Priorities Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Monday, 2024-JAN-22 at 7:00 p.m.

- f. Add- Minutes 95 - 99



10. CONSENT ITEMS:

a. Governance and Priorities Committee Meeting 2024-FEB-12

100

[Note: a link to the 2024-FEB-12 Governance and Priorities Committee Meeting agenda is provided for information.]

1. School Zone Policy Update

That Council repeal the existing School Zone Signing Guidelines Policy COU-118 and adopt the new School Zone Signing Policy COU-240 as detailed in Attachment B of the report titled "School Zone Policy Update" dated 2024-FEB-12.

2. Micromobility Update

That Council direct Staff to bring for Council's consideration an amendment to the "Traffic and Highways Regulation Bylaw 1993 No. 5000" to regulate micromobility devices.

b. Finance and Audit Committee Meeting 2024-FEB-21

101

[Note: a link to the 2024-FEB-21 Finance and Audit Committee Meeting agenda is provided for information.]

1. Central Vancouver Island Japanese Canadian Legacies Society, Heritage and Reconciliation Grants Social Centre - Room 6

That Council approve a five-year Licence of Use Agreement (with option for three subsequent renewals) with 7 Potatoes for use of Room 6 in the Beban Social Centre, conditional upon approval of the Japanese Canadian Legacies Society grant application and subsequent renovation.

2. Japanese Canadian Heritage Site Proposal for the Nanaimo Waterfront

That Council support a joint grant application between the City of Nanaimo and the Central Vancouver Island Japanese Canadian Heritage Society for funding up to \$400,000 from the Japanese Canadian Legacies Society to create a Japanese Canadian Heritage Site along the Nanaimo waterfront.

3. Funding for Assistive Hearing Devices

That Council approve the Assistive Hearing Devices pilot project to be funded up to \$10,000 from the Parks/Facility Accessibility and Inclusivity

project budget.

4. Seventh Street Pump Station

That Council increase the budget for the Seventh Street Pump Station project in 2024 by \$450,000 from \$573,887 to \$1,023,887 funded by \$288,000 from the Sewer DCC Reserve Fund and \$162,000 from the Sewer Asset Management Reserve Fund.

5. Heritage Façade Grant - 200 Commercial Street

That Council approve a \$7,770 Heritage Façade Grant for the Halse Block building located at 200 Commercial Street to repaint the building's exterior.

6. Heritage Façade Grant - 403 Fitzwilliam Street

That Council approve a \$12,230 Heritage Façade Grant for the S&W Apartments building located at 403 Fitzwilliam Street to install replicated wood siding on the upper portion (parapet) of the building's exterior facing onto Fitzwilliam Street and replace the building's roof.

7. Permissive Tax Exemption Application and Other Grant Request

That Council:

1. Award a Permissive Tax Exemption commencing with the 2025 taxation year to the Nanaimo Men's Centre for the property that it leases at 418D Fitzwilliam Street; and
2. Award a 2024 Cash Grant to the Nanaimo Men's Centre to a maximum amount of \$3,600 for the 2024 property taxation year for the portion of the property that it leases at 418D Fitzwilliam Street.

8. 2023 Surplus Allocation

That Council:

1. Approve the allocation of the 2023 operating surplus as follows:

**General Fund**

a. RCMP Contract Reserve	1,700,000
b. General Financial Stability Reserve	1,200,000
c. Special Initiatives Reserve	2,870,000
d. Property Acquisition Reserve	500,000
e. General Capital Reserve	<u>2,443,706</u>
Total:	<b>\$ 8,713,706</b>

**Sewer Fund**

a.	Sewer Reserve	419,078
b.	Sewer Financial Stability Reserve	<u>100,000</u>
	Total:	<b>\$ 519,078</b>

**Water Fund**

a.	Water Reserve	345,639
b.	Water Financial Stability Reserve	<u>48,945</u>
	Total:	<b>\$ 394,584</b>

2. Amend the 2024-2028 Financial Plan for final to increase the 2024 budget for the South End Community Centre Land project by \$1,500,000.

c. Add - Public Safety Committee Meeting 2024-FEB-21

102

[Note: a link to the 2024-FEB-21 Public Safety Committee Meeting agenda is provided for information.]

1. *Future Meeting Items*

That Council add the Nanaimo Neighbourhood Network as a standing presentation item on Public Safety Committee Agendas for up to ten minutes at each Public Safety Committee Meeting.

**11. DELEGATIONS:**

**12. REPORTS:**

a. Development Variance Permit Application No. DVP460 – 900 Fifth Street (Vancouver Island University)

103 - 118

To be introduced by Jeremy Holm, Director, Planning & Development.

*Purpose: To present for Council's consideration a development variance permit application to increase the maximum allowable building height for a proposed student housing development and retaining wall at 900 Fifth Street (Vancouver Island University).*

It is requested that Council hear anyone wishing to speak with respect to Development Variance Permit Application No. DVP460 – 900 Fifth Street (Vancouver Island University).

Recommendation: That Council issue Development Variance Permit No. DVP460 to allow a student housing development and retaining wall with variances, as outlined in the "Proposed Variances" section of the Staff Report titled "Development Variance Permit Application No. DVP460 – 900 Fifth Street (Vancouver Island University)" dated 2024-FEB-26.

- b. Development Permit Application No. DP1299 - 880 Hecate Street 119 - 132
- To be introduced by Jeremy Holm, Director, Planning & Development.
- Purpose: To present for Council's consideration a development permit application for a multi-family development at 880 Hecate Street.*
- Recommendation: That Council issue Development Permit No. DP1299 for a multi-family development at 880 Hecate Street with variances as outlined in the "Proposed Variances" section of the Staff Report titled "Development Permit Application No. DP1299 - 880 Hecate Street" dated 2024-FEB-26.
- c. Development Permit Application No. DP1321 – 345 Newcastle Avenue And 360 Stewart Avenue 133 - 141
- To be introduced by Jeremy Holm, Director, Planning & Development.
- Purpose: To present for Council's consideration a development permit amendment application for a multi-family residential development at 345 Newcastle Avenue and 360 Stewart Avenue.*
- Recommendation: That Council issue Development Permit No. DP1321 at 345 Newcastle Avenue and 360 Stewart Avenue with variances as outlined in the "Proposed Variances" section of the Staff Report titled "Development Permit Application No. DP1321 – 345 Newcastle Avenue And 360 Stewart Avenue" dated 2024-FEB-26.
- d. Development Permit Application No. DP1294 – 6004 Nelson Road 142 - 158
- To be introduced by Jeremy Holm, Director, Planning & Development.
- Purpose: To present for Council's consideration a development permit application for a multi-family townhouse development at 6004 Nelson Road.*
- Recommendation: That Council issue Development Permit No. DP1294 for multi-family townhouse development at 6004 Nelson Road with variances as outlined in the "Proposed Variances" section of the Staff Report titled "Development Permit Application No. DP1294 – 6004 Nelson Road" dated 2024-FEB-26.
- e. Electric Vehicle Supply Equipment Cost Recovery Bylaw 159 - 170
- To be introduced by Bill Sims, General Manager, Engineering and Public Works.
- Purpose: To seek Council direction to recover costs associated with City owned, public-facing electric vehicle charging stations.*
- Recommendation:
- Electric Vehicle Recharging Bylaw
1. That Council give first reading to "Electric Vehicle Recharging Bylaw 2024 No. 7365" (a bylaw to collect electric vehicle supply equipment and

energy cost charges within the City of Nanaimo).

2. That Council give second reading to “Electric Vehicle Recharging Bylaw 2024 No. 7365”.
3. That Council give third reading to “Electric Vehicle Recharging Bylaw 2024 No. 7365”.

Fees and Charges Amendment Bylaw

1. That Council give first reading to “Fees and Charges Amendment Bylaw 2024 No. 7336.07” (a bylaw to add electric vehicle charging connection fees).
2. That Council give second reading to “Fees and Charges Amendment Bylaw 2024 No. 7336.07”.
3. That Council give third reading to “Fees and Charges Amendment Bylaw 2024 No. 7336.07”.

Bylaw Notice Enforcement Amendment Bylaw

1. That Council give first reading to “Bylaw Notice Enforcement Amendment Bylaw 2024 No. 7159.19” (a bylaw to assign fines associated with electric vehicle charging).
2. That Council give second reading to “Bylaw Notice Enforcement Amendment Bylaw 2024 No. 7159.19”.
3. That Council give third reading to “Bylaw Notice Enforcement Amendment Bylaw 2024 No. 7159.19”.

f. Property Disposition - District Lot 9 Lands

171 - 175

To be introduced by Bill Corsan, Director, Corporate & Business Development.

*Purpose: To obtain Council approval to dispose of City-owned property located within the Regional District of Nanaimo known as District Lot 9 to the Province of British Columbia as represented by the Ministry of Indigenous Relations and Reconciliation for the purpose of transferring the land to Snuneymuxw First Nation.*

Recommendation: That Council:

1. approve the disposition of District Lot 9 to the Province of British Columbia as represented by the Ministry of Indigenous Relations and Reconciliation for \$1,455,000; and
2. direct the Mayor and Corporate Officer to execute the necessary documents to affect the transaction.

g. 421 Prideaux Street - Acceptance of Project Under Revitalization Tax Exemption Bylaw 2018 No. 7261

176 - 195

To be introduced by Bill Corsan, Corporate & Business Development.

*Purpose: To obtain Council approval for a multi-family development at 421 Prideaux Street to be included in the Downtown Revitalization Tax Exemption program.*

Recommendation: That Council approve the Revitalization Tax Exemption Agreement for a proposed 16-unit multi-family development at 421 Prideaux Street.

**13. BYLAWS:**

- a. “Financial Plan Amendment Bylaw 2024 No. 7359.02” 196 - 197

That “Financial Plan Amendment Bylaw 2024 No. 7359.02” (To amend the 2023 – 2027 Financial Plan) be adopted.

**14. NOTICE OF MOTION:**

- a. Councillor Manly Notice of Motion re: Harewood Plains

Councillor Manly advised that he will be bringing forward the following motions for consideration at a future Council Meeting:

"That the City of Nanaimo request that the Province of British Columbia work with the City of Nanaimo, the Regional District of Nanaimo, Snuneymuxw First Nation, Nanaimo and Area Land Trust and the Federal Government to protect the ecologically and culturally sensitive areas within the area known as the Harewood Plans including the protection of identified species at risk."

"That the City of Nanaimo request that the Federal Government work with the City of Nanaimo, the Regional District of Nanaimo, Snuneymuxw First Nation, Nanaimo and Area Land Trust and the Province of British Columbia to protect the ecologically and culturally sensitive areas within the area known as the Harewood Plans including the protection of identified species at risk."

**15. OTHER BUSINESS:**

- a. Radio Malaspina Society/CHLY 101.7FM Request for Letter of Support re: Grant Application to the Community Radio Fund of Canada's Radiometres Program 198 - 199

**16. QUESTION PERIOD:**

**17. ADJOURNMENT:**



**MINUTES**  
**REGULAR COUNCIL MEETING**

Monday, February 5, 2024, 2:29 P.M.  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC

Members:

- Mayor L. Krog, Chair
- Councillor S. Armstrong
- Councillor T. Brown
- Councillor H. Eastmure
- Councillor B. Geselbracht
- Councillor E. Hemmens
- Councillor P. Manly
- Councillor J. Perrino
- Councillor I. Thorpe

Staff:

- D. Lindsay, Chief Administrative Officer
- R. Harding, General Manager, Community Services/Deputy CAO
- L. Mercer, General Manager, Corporate Services
- B. Sims, General Manager, Engineering and Public Works
- B. Corsan, Director, Corporate and Business Development
- J. Holm, Director, Planning and Development
- S. Gurrie, Director, Legislative Services
- N. Sponaule, Communications Advisor
- A. Chanakos, Recording Secretary

**1. CALL THE MEETING TO ORDER:**

The Regular Council Meeting was called to order at 2:29 p.m.

**2. PROCEDURAL MOTION:**

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

\* Denotes electronic meeting participation as authorized by "Council Procedure Bylaw 2018 No. 7272"

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:

- (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;
- (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; 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.

The motion carried unanimously.

Council moved In Camera at 2:30 p.m.

Council moved out of In Camera at 6:15 p.m.

Council recessed the Open Meeting at 6:15 p.m.

Council reconvened the Open Meeting at 7:00 p.m.

### **3. INTRODUCTION OF LATE ITEMS:**

- (a) Agenda Item 15(a) Other Business – Add Sierra Club BC Request for Letter of Support re: Advocacy for Provincial Action for Biodiversity.

### **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 Regular Council Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2024-JAN-15 at 4:00 p.m.
- Minutes of the Special Council Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, Nanaimo, BC, on Monday, 2024-JAN-22 at 11:00 a.m.

The motion carried unanimously.

**6. MAYOR'S REPORT:**

Mayor Krog advised of the following:

- GoByBike Week runs 2024-FEB-05 to 2024-FEB-09, and celebration stations will be set up at various locations throughout the week. Register online and enter to win prizes at [www.gobybikebc.ca](http://www.gobybikebc.ca)
- 21 new and returning artists and designers have been chosen for the 2024-2026 Urban Design Roster
- Nanaimo was selected by the Ministry of Housing to receive the provincial Homeless Encampment Action Response Team (HEART) and Homeless Encampment Action Response Temporary Housing (HEARTH) program
- The City signed a Memorandum of Understanding with the Province on 2024-JAN-29 to formalize a shared commitment to homelessness

**7. RISE AND REPORT:**

The Mayor advised of the following:

a. 2024 - 2026 Urban Design Roster - New Term

During the 2023-DEC-18 In Camera Council Meeting, Council passed a motion to approve the appointment of 21 artists to the 2024-2026 Urban Design Roster for a two-year term beginning 2024-JAN-01, as follows:

1. Amy Pye
2. Anais Lera
3. Ay Lelum
4. Bernadette McCormack
5. David Martinello
6. Eliot White-Hill, Kwulasultun
7. Emily Thiessen

8. Erin Gibbs
9. Humanity in Art
10. Jillian Mundy
11. Kristen Elkow
12. Mauro Dalla Costa
13. Noel Brown
14. Pauline Gallinat
15. Patrick Belanger
16. Pellvetica
17. Robert Plante
18. Roz Maclean
19. Sarita Mielke
20. Sebastian Abboud
21. Stephanie Teichman

b. 2024 Temporary Public Art Recommendations

During the 2023-DEC-18 In Camera Council Meeting, Council passed a motion to approve the following 2024 Temporary Public Art projects:

- Robert Turriff, Colliery Dam Project #1
- Eliot White-Hill, Kwulasultun, Old City Quarter Project #2

c. 2024 Youth Poet Laureate

During the 2023-DEC-18 In Camera Council Meeting, Council passed a motion to approve the appointment of Paige Pierce to the position of Youth Poet Laureate for a two-year term beginning 2024-JAN-01 and ending 2025-DEC-31.

**8. COMMITTEE MINUTES:**

The following Committee Minutes were received:

- Minutes of the Governance and Priorities Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2023-NOV-27, at 1:00 p.m.
- Minutes of the Governance and Priorities Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2023-DEC-11, at 12:59 p.m.
- Minutes of the Governance and Priorities Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2024-JAN-22, at 1:00 p.m.

**9. CONSENT ITEMS:**

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

(a) Governance and Priorities Committee Meeting 2024-JAN-22

1. Roadway Asphalt Asset Management and Maintenance Plan

That Council consider increasing the annual road maintenance budget by \$1.5 million per year as part of the 2025 – 2029 Draft Financial Plan and adjusting the maintenance plan as proposed in the 2024-JAN-22 report titled "Roadway Asphalt Asset Management and Maintenance Plan", "Attachment D - 2022 Pavement Condition Assessment Report", Table D-5.

2. 2024 AVICC Resolutions

That Council direct Staff to submit the following resolutions to the Association of Vancouver Island and Coastal Communities for consideration at their 2024 Annual General Meeting:

**1. Investment in Complex Care Beds**

"WHEREAS in 2022, the BC Emergency Health Services reported a 75% total increase in annual overdose/poisoning events since the toxic drug crisis was declared a public health emergency in 2016 and the BC Provincial Overdose Cohort reports that brain injury is 15 times more likely among people who had experienced drug poisoning than those who had not;

AND WHEREAS the number of supports available for individuals requiring complex care due to health challenges related to substance use disorder has proven grossly inadequate for the ever-increasing demand in communities all across British Columbia;

THEREFORE BE IT RESOLVED that UBCM lobby the Province to increase investment in complex care beds to address the growing demand from those who have suffered serious health impacts from substance use disorder."

## **2. Mental Health Liaison Officers**

"WHEREAS RCMP members continue to respond to a significant number of calls for service for individuals dealing with mental health challenges and Mental Health Liaison Officers have proven to be an effective resource for assisting vulnerable citizens requiring support;

AND WHEREAS local governments are not provided funding to pay for healthcare and social services and there has been no increase in the Provincial funding model to support these officers responding to chronic/crisis mental health calls;

THEREFORE BE IT RESOLVED that UBCM advocate for the Province to fund RCMP Mental Health Liaison Officers within local detachments."

## **3. Provincial Housing Coordinator**

"WHEREAS the number of people experiencing homelessness or housing instability across the Province has been increasing at an unprecedented rate;

AND WHEREAS the Province has invested considerable funds in supportive housing, the majority of which operate as low barrier facilities making it challenging for individuals in recovery to secure housing options that support an addiction-free lifestyle;

THEREFORE BE IT RESOLVED that UBCM lobby the Province to establish a Provincial Housing Coordinator to work directly with those persons who are experiencing homelessness and who are not in need of supports, to find suitable housing."

## **4. Provincial Core Funding for Evolving Public Libraries**

"WHEREAS core funding for public libraries in British Columbia has remained unchanged since 2009, limiting their ability to expand and evolve their programming as demand for their services increases;

AND WHEREAS the operational requirements of public libraries increasingly require significant and diverse resources to provide front-line community services, including supporting patrons with mental health and addiction issues as well as barriers to housing, providing critical locations of refuge during extreme weather events, providing services to new Canadians, and supporting the process of reconciliation with Indigenous peoples;

THEREFORE BE IT RESOLVED that AVICC call on the provincial government to recognize the evolving and challenging situation for public libraries as well as their unique role as community spaces, and increase annual core funding for libraries to \$30 million in keeping with the request made by the BC Public Library Partners and the recommendation of the province's Select Standing Committee on Finance and Government Services.

AND BE IT FURTHER RESOLVED that this increase in core funding be increased on a yearly basis in keeping with cost of living and inflationary pressures."

The motion carried unanimously.

Councillor Manly vacated the Shaw Auditorium at 7:05 p.m. declaring a conflict of interest as he is the Executive Director the Unitarian Shelter.

(b) Separately Addressed Consent Items

1. Governance and Priorities Committee Meeting 2024-JAN-22

1.1 2024 AVICC Resolutions

It was moved and seconded that Council direct Staff to submit the following resolution to the Association of Vancouver Island and Coastal Communities for consideration at their 2024 Annual General Meeting:

**Emergency Shelters & Compliance with BC Building Code & BC Fire Code**

"WHEREAS many communities are experiencing a crisis-level influx of homeless individuals and the existence of emergency shelters is critical to addressing the safety of people experiencing homelessness;

AND WHEREAS, due to the urgent nature of the need and the lack of suitable building stock in many communities, emergency shelters are frequently operating from buildings that do not meet the major occupancy classification requirements of the BC Building Code, nor the requirements of the BC Fire Code, placing local governments at risk of incurring liability if they do not enforce the codes and risking shutting down emergency shelters if they do enforce the codes;

THEREFORE BE IT RESOLVED that UBCM request the Province work with the Building Safety Standards Branch to establish some reasonable variances to the BC Building Code and BC Fire Code to enable emergency shelters to remain open."

The motion carried unanimously.

Councillor Manly returned to the Shaw Auditorium at 7:06 p.m.

#### **10. DELEGATIONS:**

a. Brian Snyder re: Bylaw Update and Compensation for Homeowners Upon Closure of a Manufactured Home Park in the City

Brian Snyder provided a PowerPoint presentation regarding bylaw updates and compensation for homeowners upon closure of a manufactured home park within the city. Highlights included:

- Manufactured Home Parks represent an appropriate and affordable housing option
- Eight Manufactured Home Parks in Nanaimo are over 50 years old, most have low density housing, sit on valuable city land and have aging infrastructure in need of upgrades
- Southgate Mobile Home Community includes 14 homes and seven RVs on 1.7 acres and is listed for sale at \$3 million
- Landowners are required to give homeowners 12 months' notice to vacate once a Development Permit is received, and homeowners are compensated \$20,000 to move their home
- It was requested that "Mobile Home Parks Bylaw 1984 No. 2704" be updated to reflect City Plan goals, and apply those changes to all Manufactured Home Parks within the City
- Homeowners should be provided fair, equitable compensation should a Manufactured Home Park be closed
- City Plan notes a tenant relocation plan is required for rezoning or redevelopment of existing mobile home parks

Council discussion took place regarding the current state of Southgate Mobile Home Community.

Council and Staff discussion took place regarding tenant protection during redevelopment of Manufactured Home Parks.

## 11. REPORTS:

### a. Property Management Strategy

Introduced by Bill Corsan, Director, Corporate and Business Development.

#### Presentation:

1. Bill Corsan, Director, Corporate and Business Development, provided a presentation. Highlights included:

- The Property Management Strategy was last updated in 2013, and provides an inventory of the City's land assets, processes for acquisition and disposition of land, and property management
- The City's land inventory has increased by 11.5% since 2013, with a total inventory of 3,773 acres
- Two-thirds of City-owned lands are within the City boundary, and one-third of lands are in the Regional District of Nanaimo
- 93% of City-owned land is parkland
- Many city utilities on private land are protected under Statutory Right of Ways
- Staff will review the Property Management Strategy each year and present Council with an update on which properties have been acquired or disposed of

### b. 220 Haliburton Street - Acceptance of Project Under Revitalization Tax Exemption Bylaw 2018 No. 7261

Introduced by Bill Corsan, Director, Corporate and Business Development.

It was moved and seconded that Council approve the Revitalization Tax Exemption Agreement for a proposed four-unit multi-family development at 220 Haliburton Street as presented in Attachment 'A' of the report titled "220 Haliburton Street - Acceptance of Project Under Revitalization Tax Exemption Bylaw 2018 No. 7261", dated 2024-FEB-05. The motion carried.

Opposed: *Councillors Armstrong, Brown, Geselbracht and Manly*

### c. Liquor Licence Application No. LA155 - 1724 Stewart Avenue

Introduced by Jeremy Holm, Director, Planning and Development.

It was moved and seconded that Council recommend the Liquor and Cannabis Regulation Branch approve the liquor licence amendment application for 1724 Stewart Avenue (Carlos O'Bryan's Neighbourhood Pub) to permit a permanent extension of the existing 93m<sup>2</sup> outdoor patio area. The motion carried unanimously.

d. Development Permit Application No. DP1281 - 404 and 406 Millstone Avenue

Introduced by Jeremy Holm, Director, Planning and Development.

It was moved and seconded that Council issue Development Permit No. DP1281 for a multi-family development at 404 and 406 Millstone Avenue with variances as outlined in the "Proposed Variances" section of the report titled "Development Permit Application No. DP1281 - 404 and 406 Millstone Avenue", dated 2024-FEB-05. The motion carried unanimously.

Opposed: *Councillor Armstrong*

e. Development Permit Application No. DP1306 - 3201 Ross Road

Introduced by Jeremy Holm, Director, Planning and Development.

It was moved and seconded that Council issue Development Permit No. DP1306 for an accessory parking structure at 3201 Ross Road with variances as outlined in the "Proposed Variances" section of the report titled "Development Permit Application No. DP1306 - 3201 Ross Road", dated 2024-FEB-05. The motion carried unanimously.

f. Rezoning Application No. RA497 - 6450 Island Highway North

Introduced by Jeremy Holm, Director, Planning and Development.

It was moved and seconded that "Zoning Amendment Bylaw 2024 No. 4500.220" (to rezone 6450 Island Highway North from Woodgrove Urban Centre [CC4] to Woodgrove Urban Centre [CC4] with a site-specific mini storage use) pass first reading. The motion carried unanimously.

It was moved and seconded that "Zoning Amendment Bylaw 2024 No. 4500.220" pass second reading. The motion carried unanimously.

It was moved and seconded that Council direct Staff to hold a Public Hearing for "Zoning Amendment Bylaw 2024 No. 4500.220"; and,



Council direct Staff to secure the conditions related to “Zoning Amendment Bylaw 2024 No. 4500.220” as outlined in the “Conditions of Rezoning” section of the report titled "Rezoning Application No. RA497 - 6450 Island Highway North", dated 2024-FEB-05 should Council support the bylaw at third reading. The motion carried unanimously.

g. General Amendments to City of Nanaimo Zoning Bylaw

Introduced by Jeremy Holm, Director, Planning and Development.

It was moved and seconded that “Zoning Amendment Bylaw 2023 No. 4500.219” (general text and mapping amendments to “City of Nanaimo Zoning Bylaw 2011 No. 4500”) pass first reading. The motion carried unanimously.

It was moved and seconded that “Zoning Amendment Bylaw 2023 No. 4500.219” pass second reading. The motion carried unanimously.

It was moved and seconded that “Zoning Amendment Bylaw 2023 No. 4500.219” pass third reading. The motion carried unanimously.

h. 2023 - 2027 Financial Plan Amendment Bylaw

Introduced by Laura Mercer, General Manager, Corporate Services.

It was moved and seconded that “Financial Plan Amendment Bylaw 2024 No. 7359.02” (to amend the 2023 – 2027 Financial Plan), pass first reading. The motion carried unanimously.

It was moved and seconded that “Financial Plan Amendment Bylaw 2024 No. 7359.02” pass second reading. The motion carried unanimously.

It was moved and seconded that “Financial Plan Amendment Bylaw 2024 No. 7359.02” pass third reading. The motion carried unanimously.

**12. BYLAWS:**

a. “Zoning Amendment Bylaw 2023 No. 4500.214”

It was moved and seconded that “Zoning Amendment Bylaw 2023 No. 4500.214” (to rezone 6124 Metral Drive from Single Dwelling Residential [R1] to Residential Corridor [COR1]) be adopted. The motion carried unanimously.

**13. OTHER BUSINESS:**

- a. Sierra Club BC Request for Letter of Support re: Advocacy for Provincial Action for Biodiversity

It was moved and seconded that the Mayor provide a letter of support to Sierra Club BC regarding advocacy for Provincial action for biodiversity. The motion carried unanimously.

**14. QUESTION PERIOD:**

Council received two questions from the public regarding agenda items.

**15. ADJOURNMENT:**

It was moved and seconded at 7:50 p.m. that the meeting adjourn. The motion carried unanimously.

---

MAYOR

CERTIFIED CORRECT:

---

CORPORATE OFFICER



## MINUTES

### SPECIAL COUNCIL MEETING

Thursday, February 15, 2024, 7:00 P.M.  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC

Members:	Mayor L. Krog, Chair Councillor T. Brown* Councillor B. Geselbracht* Councillor E. Hemmens Councillor P. Manly Councillor J. Perrino Councillor I. Thorpe
Absent:	Councillor S. Armstrong Councillor H. Eastmure
Staff:	J. Holm, Director, Planning and Development D. LaBerge, Director, Public Safety D. Fox, Manager, Building Inspections K. Robertson, Deputy Corporate Officer K. Lundgren, Recording Secretary

#### 1. CALL THE MEETING TO ORDER:

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

#### 2. INTRODUCTION OF LATE ITEMS:

- (a) Agenda Item 4(i) Bylaw Contravention Notice – Construction Started Without a Building Permit – 240 Caledonia Avenue – Add the following delegations:

\* Denotes electronic meeting participation as authorized by “Council Procedure Bylaw 2018 No. 7272”

1. Sarah Tang and Brad Herzke
2. Shane Ballance
3. Rasila Herman

**3. APPROVAL OF THE AGENDA:**

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

**4. REPORTS:**

a. Bylaw Contravention Notice - Construction Started Without a Building Permit - 395 Chesterlea Avenue

Introduced by Darcy Fox, Manager, Building Inspections.

Mayor Krog asked if the property owner was in attendance and wished to speak.

No one in attendance wished to speak with respect to Bylaw Contravention Notice - Construction Started Without a Building Permit - 395 Chesterlea Avenue.

It was moved and seconded that Council direct the Corporate Officer to file a Bylaw Contravention Notice at the Land Title and Survey Authority of British Columbia under Section 57 of the *Community Charter* for the property located at 395 Chesterlea Avenue for construction started without a building permit in contravention of "Building Bylaw 2016 No. 7224". The motion carried unanimously.

b. Remedial Action Requirement for Illegal Construction - 395 Chesterlea Avenue

Introduced by Dave LaBerge, Director, Public Safety.

Mayor Krog asked if the property owner was in attendance and wished to speak.

No one in attendance wished to speak with respect to Remedial Action Requirement for Illegal Construction - 395 Chesterlea Avenue.

It was moved and seconded that Council:

1. Issue a Remedial Action Requirement at 395 Chesterlea Avenue pursuant to Sections 72 and 73 of the *Community Charter*;
2. Direct Staff to advise the owner(s) that they may request Council reconsider the Remedial Action Requirement by providing written

notice within 14 days of the date on which notice of the remedial action requirement was sent;

3. Direct Staff or its authorized agents to take action in accordance with Section 17 of the *Community Charter* without further notice and at the owner's expense if the said remedial action is not undertaken within 30 days of Council's resolution; and,
4. Direct the remedial action require full deconstruction and removal of all construction completed to the detached structure without permit, and to remediate the structural modifications to make the building safe, through an approved building permit.

The motion carried unanimously.

- c. Bylaw Contravention Notice - Construction Not Completed as per Conditions of Building Permit - 5181 Metral Drive

Introduced by Darcy Fox, Manager, Building Inspections.

Mayor Krog asked if the property owner was in attendance and wished to speak.

No one in attendance wished to speak with respect to Bylaw Contravention Notice - Construction Not Completed as per Conditions of Building Permit - 5181 Metral Drive.

It was moved and seconded that Council direct the Corporate Officer to file a Bylaw Contravention Notice at the Land Title and Survey Authority of British Columbia under Section 57 of the *Community Charter* for the property located at 5181 Metral Drive for construction not completed as per the conditions of the building permit. The motion carried unanimously.

- d. Bylaw Contravention Notice - Construction Started Without a Building Permit - 2595 Battersea Road

Introduced by Darcy Fox, Manager, Building Inspections.

Mayor Krog asked if the property owner was in attendance and wished to speak.

No one in attendance wished to speak with respect to Bylaw Contravention Notice - Construction Started Without a Building Permit - 2595 Battersea Road.

It was moved and seconded that Council direct the Corporate Officer to file a Bylaw Contravention Notice at the Land Title and Survey Authority of

British Columbia under Section 57 of the *Community Charter* for the property located at 2595 Battersea Road for construction started without a building permit in contravention of “Building Bylaw 2016 No. 7224”. The motion carried unanimously.

e. Bylaw Contravention Notice - Construction Started Without a Building Permit - 371 Hillcrest Avenue

Introduced by Darcy Fox, Manager, Building Inspections.

Mayor Krog asked if the property owner was in attendance and wished to speak.

No one in attendance wished to speak with respect to Bylaw Contravention Notice - Construction Started Without a Building Permit - 371 Hillcrest Avenue.

It was moved and seconded that Council direct the Corporate Officer to file a Bylaw Contravention Notice at the Land Title and Survey Authority of British Columbia under Section 57 of the *Community Charter* for the property located at 371 Hillcrest Avenue for construction started without a building permit in contravention of “Building Bylaw 2016 No. 7224”. The motion carried unanimously.

f. Bylaw Contravention Notice - Construction Started without a Building Permit - 144 Cilaire Drive

Introduced by Darcy Fox, Manager, Building Inspections.

Mayor Krog asked if the property owner was in attendance and wished to speak.

No one in attendance wished to speak with respect to Bylaw Contravention Notice - Construction Started without a Building Permit - 144 Cilaire Drive.

It was moved and seconded that Council direct the Corporate Officer to file a Bylaw Contravention Notice at the Land Title and Survey Authority of British Columbia under Section 57 of the *Community Charter* for the property located at 144 Cilaire Drive for construction started without a building permit in contravention of “Building Bylaw 2016 No. 7224”. The motion carried unanimously.

g. Bylaw Contravention Notice - Construction Started Without a Building Permit - 521 Larch Street

Introduced by Darcy Fox, Manager, Building Inspections.

Mayor Krog asked if the property owner was in attendance and wished to speak.

1. Rahul Poojary, Property Owner, informed Council that he was unaware of the non-compliance on the property when he had purchased the property. He spoke regarding the steps he has taken to rectify the issue, and expressed concerns regarding the notice on title affecting financing. He requested more time to fix the issue.

Council requested clarification regarding the notice on title.

Darcy Fox, Manager, Building Inspections, noted that the purpose of the notice on title is to provide awareness of the contravention and advised that there is opportunity to remove the notice once the building permit and inspections are successful.

It was moved and seconded that Council direct the Corporate Officer to file a Bylaw Contravention Notice at the Land Title and Survey Authority of British Columbia under Section 57 of the *Community Charter* for the property located at 521 Larch Street for construction started without a building permit in contravention of "Building Bylaw 2016 No. 7224". The motion carried unanimously.

h. Bylaw Contravention Notice - Construction Started Without a Building Permit - 6374 Icarus Drive

Introduced by Darcy Fox, Manager, Building Inspections.

Mayor Krog asked if the property owner was in attendance and wished to speak.

1. Wei Jiang, Property Owner, and her husband (did not state name) spoke regarding the purchase of the property, building permits, renovation plans and delays with the renovation company. They informed Council of their desire to rectify the situation and requested more time to be able to do that.

Council requested clarification regarding building permits.

Darcy Fox, Manager, Building Inspections, informed Council that building permits are required for a second kitchen in a home as the plumbing will need to be inspected.

Council informed the property owner that the notice serves as an alert to potential buyers, and the City has a legal obligation to add the notice to the title. The notice can be removed once the issue is rectified.

It was moved and seconded that Council direct the Corporate Officer to file a Bylaw Contravention Notice at the Land Title and Survey Authority of British Columbia under Section 57 of the *Community Charter* for the property located at 6374 Icarus Drive for construction started without a building permit in contravention of "Building Bylaw 2016 No. 7224".

The motion carried.

Opposed: *Councillor Brown*

Councillor Thorpe vacated the Shaw Auditorium at 7:36 p.m. declaring a conflict of interest as he is familiar with one of the delegations.

i. Bylaw Contravention Notice - Construction Started Without a Building Permit - 240 Caledonia Avenue

Introduced by Darcy Fox, Manager, Building Inspections.

Delegations:

1. Sarah Tang, spoke on behalf of the property owner, to provide an explanation of the situation on the property, an overview of the events that took place, and causes for delays. She expressed concern regarding the notice impacting the property owner's financing, and requested an extension for the application.
2. Shane Ballance, spoke regarding the loan required to complete the renovations, the property not being in a good condition to sell, and informed Council that the property owner has since taken necessary steps and understands what needs to be done. He spoke regarding damage done by the previous tenant and requested an extension for the application.
3. Rasila Herman was not in attendance.

It was moved and seconded that Council direct the Corporate Officer to file a Bylaw Contravention Notice at the Land Title and Survey Authority of British Columbia under Section 57 of the *Community Charter* for the property located at 240 Caledonia Avenue for construction started without



a building permit in contravention of "Building Bylaw 2016 No. 7224". The motion carried unanimously.

Councillor Thorpe returned to the Shaw Auditorium at 7:53 p.m.

**5. ADJOURNMENT:**

It was moved and seconded at 7:53 p.m. that the meeting adjourn. The motion carried unanimously.

---

MAYOR

CERTIFIED CORRECT:

---

DEPUTY CORPORATE OFFICER



## MINUTES

### SPECIAL FINANCE AND AUDIT COMMITTEE MEETING

Wednesday, November 22, 2023, 9:00 A.M.  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC

- Members:
- Mayor L. Krog, Chair
  - Councillor S. Armstrong\* (disconnected 12:31 p.m.)
  - Councillor T. Brown\* (joined 9:01 a.m. disconnected 11:04 a.m.)
  - Councillor H. Eastmure
  - Councillor B. Geselbracht\*
  - Councillor E. Hemmens
  - Councillor P. Manly
  - Councillor J. Perrino
  - Councillor I. Thorpe (vacated 12:55 p.m.)
- Staff:
- D. Lindsay, Chief Administrative Officer
  - R. Harding, General Manager, Parks, Recreation and Culture
  - B. Sims, General Manager, Engineering and Public Works
  - T. Doyle, Fire Chief
  - B. Corsan, Director, Corporate and Business Development
  - J. Holm, Director, Planning and Development
  - K. Ing, Director, IT/CIO
  - L. Mercer, Director, Finance
  - P. Rosen, Director, Engineering
  - J. Van Horne, Director, Human Resources
  - A. Groot, Acting Director, Admin Police Services
  - W. Fulla, Deputy Director, Finance
  - S. Gurrie, Director, Legislative Services
  - N. Sponaule, Communications Advisor
  - J. Tonella, Recording Secretary

\* Denotes electronic meeting participation as authorized by "Council Procedure Bylaw 2018 No. 7272"

**1. CALL THE MEETING TO ORDER:**

The Special Finance and Audit Committee Meeting was called to order at 9:00 a.m.

**2. INTRODUCTION OF LATE ITEMS:**

(a) Agenda Item 5(c) 2024 Key Initiatives – Replace PowerPoint presentation titled “2024 Key Initiatives”.

**3. ADOPTION OF AGENDA:**

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

Councillor Brown joined the meeting electronically at 9:01 a.m.

**4. PRESENTATIONS:**

(a) 2024 - 2028 Draft Financial Plan

Introduced by Laura Mercer, Director, Finance.

A video was played regarding the draft Financial Plan and budget process.

Presentation:

1. Laura Mercer, Director, Finance, provided a PowerPoint presentation. Highlights included:

- Outlined the timeline involved in developing the Financial Plan
- Once the project and operating budgets are completed, the Financial Planning Team provides the initial results to the Senior Leadership Team and business cases are evaluated for inclusion in the draft budget
- At the 2023-DEC-04 Regular Council Meeting, the City will be holding an eTOWN Hall meeting as well as bringing forward all of the utility rate bylaws for first three readings
- Staff plan to present the Financial Plan Bylaw to Council for first three reading 2023-DEC-18
- The projected property tax increase for 2024 is 1% for the General Asset Management Reserve contribution and 5.4% for General Property Tax increases, totaling a 6.4% increase for 2024
- In 2021, Council used the Special Initiatives Reserve to reduce taxes over four years

- The recommended User Fee increases for 2024 are 4% for sewer, 6% for water, and 3.2% for sanitation
- The 10-year average property tax increases is 3.3% (from 2014-2023)
- In regard to property taxes on a typical single family home, Nanaimo sits in the middle of the group compared to other municipalities of similar size; however, not all municipalities provide the same basket of goods, services, or fees
- Noted that the property tax increase only reflects the City portion of taxes and not property taxes collected for the Regional District of Nanaimo (RDN), School District, Hospital, and Vancouver Island Regional Library
- A 6.4% tax increase on a typical home valued at \$808,873 would equate to \$2,817 which is an increase of \$211
- Approximately \$8.4 million of general taxation was used as base funding for projects in 2024
- An additional \$695,000 in general taxation funding was used to fund projects related to the Fire Master Plan, approved by Council during the 2023-2027 Financial Plan deliberations
- \$247.8 million in revenue for 2024 provides funding for annual operations and maintenance, projects, and contributions to infrastructure renewal reserves; however, it excludes new borrowing and transfers from reserves that help fund expenditures as they are considered funding sources, not revenue sources
- The City's largest revenue source is taxation at 61.7%
- Revenues received from water and sewer cover the total cost of those departments as they are self-funding
- \$197 million will be spent for annual operating and maintenance resources that deliver day-to-day City Services
- The largest costs for the 2024 operating budget include the RCMP, representing 17.8% of total expenditures, Parks, Recreation and Culture at 16.1%, and Engineering and Public Works at 15.4%
- Reviewed budget drivers that make up the 6.4% (\$8.826 million) tax rate for 2024

Committee and Staff discussion took place. Highlights included:

- The City is responsible for paying 90% of RCMP contracts but the City budgets for 95%. Any unspent money goes back into General Revenue or into the RCMP Contract Reserve
- Discussion regarding grants and potentially redoing the agreement the City has with the Military Museum

Laura Mercer, Director, Finance, continued her presentation. Highlights included:

- At 2022-DEC-31, the City had \$41.3 million in outstanding external debt for sanitation, Vancouver Island Conference Centre, Fire Station No. 4, Water Treatment Plant, and Fire Station No. 1
- New planned debt for 2023 includes external borrowing for property purchases and sanitation trucks, and internal borrowing for Millstone Trunk South
- New debt for the 2024-2028 Financial Plan includes the sewer project for the Hammond Bay and Turner Road area and external borrowing is expected to be needed in 2024
- Current projected outstanding external debt does not include the Nanaimo Operations Centre, RCMP Expansion, Waterfront Walkway, or the South End Community Centre
- As of December 31, 2022, the City is at 13.5% of its current debt servicing limit
- The City has two types of reserves, Operating Reserves created through an allocation of surplus and Statutory Reserves created through a bylaw
- For 2024, the expected closing balance for reserves is \$157.6 million and the vast majority are accounted for by plans or regulations

Committee and Staff discussion took place. Highlights included:

- Discussion regarding the 13.5% of the City's current debt servicing limit and how long-term borrowing is calculated
- The total contribution to the General Asset Management Reserve for 2024 was just over \$12.5 million
- Discussion regarding the increase in wages and benefits costs in 2024 due to the addition of 20 new firefighters

The Finance and Audit Committee Meeting recessed at 10:10 a.m.

The Finance and Audit Committee Meeting reconvened at 10:32 a.m.

(b) Chief Administrative Officer Introduction

Dale Lindsay, Chief Administrative Officer, provided a verbal presentation. Highlights included:

- To ensure more time for Council discussion, the directors will not be coming up to present their 2024 key initiatives
- The Strategic Framework, adopted in June, helps Council with decision making
- Council endorsed a new Integrated Action Plan which includes how the City plans to further its goals
- Recognition of the new cycling lanes and sidewalks for active transportation within Nanaimo as well as the Midtown Gateway changing how residents get around
- The City's steps towards Truth and Reconciliation include training for Staff and elders coming to the City to build Staff's awareness
- Recognized Marriot Hotel downtown Nanaimo and Hullo ferry opening in 2023
- 20 new firefighters have been recruited to start in 2024 as well as three additional police officers
- The City is advocating for more health services including a Catheterization lab
- The City of Nanaimo received awards in 2023 including a Gold Award of Excellence in Policy Planning for City Plan, Visual Engagement Award at the International Association of Public Participation's Core Values Awards, and Public Works Association of BC 2023 Awards

Committee and Staff discussion took place regarding recognition of the new Neck Point Park bathrooms and improvements to Westwood Lake Park.

Due to audio issues, Dale Lindsay, Chief Administrative Officer, will re-present his update at the 2023-DEC-04 eTOWN Hall meeting.

The Finance and Audit Meeting recessed at 10:54 a.m.

The Finance and Audit Meeting reconvened at 11:02 a.m.

Councillor Brown disconnected from the meeting at 11:04 a.m.

(c) 2024 Key Initiatives

Laura Mercer, Director, Finance, presented the 2024 Key Initiatives and provided an overview for each department.

Administration

Human Resources:

- Provides professional human resource services, specialized advice, and support to the organization
- Increases Staff understanding through corporate training opportunities relating to First Nation's history, equity, diversity, inclusion, and 2SLGBTQIA+

Legislative Services and Communications:

- Responsible for running civic elections, referendums, and oversees the administration of Council and Committee meetings
- Continue to support the Advisory Committee on Accessibility and Inclusiveness (ACAI) and the newly established Public Safety Committee
- Staff will facilitate any Alternative Approval Processes (AAP) or referendums in 2024
- Continue to explore ways to improve access to Council and Committee meetings and related materials
- Ongoing implementation and maintenance of the City's Electronic Document Records Management System and Privacy Management Program
- Revise the City's internal style guide to ensure inclusive language is being used for municipal communications
- Continue to enhance the use of current technologies to improve internal and external communication and improve accessibility on the City's website

Corporate and Business Development:

- Responsible for managing the City's real estate assets, delivering economic development services, and providing oversight of the City's external agencies
- Working closely with the Downtown Business Association and the City's Engineering Department to help revitalize the downtown core

- Staff are working with Tourism Nanaimo and the Vancouver Island Conference Centre to ensure joint marketing, meetings, and event tourism have a maximum economic impact on the downtown core
- Continue to work with Staff from other departments to help deliver key projects from Council's Strategic Framework including the Waterfront Walkway, 1 Port Drive, South End Community Centre, RCMP Expansion, and multiple downtown capital projects
- Continue to work with the Communications Department to ensure the public has access to information regarding key City initiatives

#### Corporate Services

##### Finance:

- Safeguard the City's financial assets and plans in order to ensure financial stability and viability of the City
- Work started in 2023 to review and update the Development Cost Charge (DCC) bylaw and will continue in 2024
- Purchasing Department will continue to look for advancement opportunities for the Sustainable Procurement Program
- Revenue Services will continue to support the Cemetery Operations Review, recognizing process improvements and consistency with other municipalities
- Continue to work with Staff in other departments to help deliver key projects from Council's Strategic Framework including the Waterfront Walkway, South End Community Centre, Nanaimo Operations Centre, and RCMP Expansion

##### Information Technology:

- Provides leadership in the innovative application of technology, Geographic Information System (GIS) services, the City's website, desktop, mobile computing network, and voice technologies
- Finalize the City's Five-Year Technology Roadmap and Digital Strategy that incorporates the objectives of the Broadband Strategy as well as the Intelligent Community Plan
- Utilize cyber security audits to build a multi-year cyber security roadmap that includes hardware, software, and Staff training investments



Police Services and RCMP:

- The City contracts the RCMP for policing services and provides the building, equipment, and support staff through the Police Services Department
- Police Services Staff will support the RCMP and the City in the implementation of the design, development, and construction of a new detachment to address capacity issues
- Foot and bike patrols in the downtown core will continue into 2024
- Special Investigation Targeted Enforcement (SITE) is active in Nanaimo and RCMP are seeing success
- Continued investigation from the Senior Crime Unit regarding homicide files

Development Services

Integrated Action Plan Priority Items for Development Services have been impacted by the recently announced provincial legislation changes relating to land use planning. This could significantly impact their 2024 workplans and their business plan could change.

Bylaw, Community Safety and Parking:

- Responsible for bylaw enforcement, animal control, and the City-owned parking facilities and enforcement
- A contract was awarded for new CCTV systems to be installed in the Harbourfront Parkade and the Port of Nanaimo Centre Parkade to enhance public safety
- Continued training and development of the Community Safety Officers including advanced Crime Prevention Through Environmental Design (CPTED), trauma informed practices, and advanced response to overdoses

Community Development:

- Responsible for community planning, advancing reconciliation, and sustainability
- Work with BC Housing to identify opportunities for additional shelter and to establish a navigation centre
- Consultation completed regarding increasing housing options and pre-zoning for affordable housing
- Work to create a tenant relocation policy to support tenants impacted by redevelopment and displacement

- Prepare an area plan for the Woodgrove Secondary Urban Centre and \$200,000 will come from the Complete Communities Grant awarded to the City
- Administer the recent Council motion regarding allocating funds to support the rent bank and rent supplements programs and the BC Housing Memorandum of Understanding (MOU), land acquisition, and servicing commitments
- Staff will report to Council on the short-term vacation rental program including an evaluation of the impact of the new provincial legislation
- Continue to offer Heritage Building Tax Exemption Grants, Heritage Façade Grants, and Heritages Home Grants

Development Approvals:

- Responsible for business licensing, building permits, permitting subdivision development permits, rezoning, and approvals of development related engineering work and environmental management
- Work on reviewing the Delegation of Authority Bylaw and the impact of the new authority under the *Local Government Act* is expected to be informed by the Development Approval Process Review, presented in 2024

Engineering and Public Works

Engineering - Transportation:

- Initial point of contact for businesses, residents, and visitors to Nanaimo who have inquiries or concerns regarding mobility within the City
- Priority initiatives include developing end of trip facilities for short and long-term bicycle parking
- Enhance public safety through traffic calming

Engineering - Municipal Infrastructure:

- Responsible for the City's asset management and long-term needs for sanitary sewer and storm water
- Complete DCC review as it is an important revenue source that allows the City to build infrastructure to support growth
- Staff are continuing to review a Storm Water utility funding model
- Continue to support development review requirements for infrastructure and asset management

Committee and Staff discussion took place. Highlights included:

- Discussion regarding pedestrian safety, traffic calming, priority areas for sidewalks, and the Pedestrian Unallocated Budget
- Discussion regarding natural asset inventory
- City plans for parking downtown and discussion regarding street parking and parkades

Laura Mercer, Director, Finance, continued the presentation. Highlights included:

Engineering - Major Capital Projects:

- Responsible for the delivery of most capital projects in the City
- Manages the Third Street Pedestrian Upgrades, Downtown Transit Exchange, and Terminal Avenue Corridor projects
- Provides project management to other departments

Engineering - Facilities Asset Management:

- Responsible for project planning, asset management, some capital project delivery, and energy and emission management within facilities
- Update the Green Building Policy in 2024
- Identify the most effective priorities for implementation to meet the City's emission targets
- Finalize the Facility Asset Management Strategy

Public Works - Solid Waste Management:

- Provides weekly curbside collection of garbage, recycling, co-mingled kitchen/yard waste, and organic materials
- Increase operational efficiencies by updating route planning and increase truck hopper capacity to minimize travel times
- Reduce contamination through public education

Public Works - Water Supply & Distribution:

- Continue to deliver initiatives that will ensure a consistent supply of clean, safe, and affordable drinking water, while planning for growth, protecting the environment, managing aging infrastructure, and building resilience for climate change impacts

Public Works - Sanitary Sewer:

- Provides and maintains a safe, healthy, sanitary sewer collection system for residential, multi-family, commercial, and industrial properties
- Continue to work with the RDN towards reducing infiltration and inflow from the City's sewer system in support of the RDN's Liquid Waste Management Plan

Committee and Staff discussion took place regarding the impact climate change has on City infrastructure including overwhelmed storm drains and the costs associated.

Laura Mercer, Director, Finance, continued the presentation. Highlights included:

Public Works - Rainwater (Drainage):

- Responsible for infrastructure such as pipes, ditches, culverts, catch basins, and detention ponds
- Main goal in 2024 is to reduce sedimentation loading into sensitive streams, flood protection, and enhancing fish habitat in critical areas

Public Works - Fleet:

- Provides support, oversight, and maintenance of the City's transportation and mobile equipment inventory
- Fleet will look to complete an electrification study and implement feasible electric vehicle (EV) replacements where possible including EV charging stations on buildings and small equipment

The Finance and Audit Committee Meeting recessed at 11:55 a.m.

The Finance and Audit Committee Meeting reconvened at 12:31 p.m.

Councillor Armstrong disconnected from the meeting at 12:31 p.m.

Nanaimo Fire Rescue:

- Nanaimo Fire Rescue (NFR) will be undertaking FireSmart efforts to mitigate Nanaimo wildfire hazards including FireSmart fuel management initiatives and continuing to offer public education programs
- NFR trainers will attend the Wildfire Urban Interface Symposium to become more operationally prepared and will be building a structural

sprinkler protection unit to help protect the community in the event of a wildfire

- Continue Fire Loss Prevention through inspection of commercial and public buildings, building plan checks, business license inspections fire safety plan reviews, fire code and bylaw enforcement, public education, and fire investigations
- Renovations for Fire Stations No. 2, 3, and 4 to accommodate the 20 new firefighters and to be operational in 2025
- Vancouver Island Emergency Response Academy (VIERA) services over 280 fire departments and is gaining customers from outside the province
- Revenues generated from VIERA helps offset some operating costs in the NFR department

Committee and Staff discussion took place. Highlights included:

- Discussion regarding the training centre portable classroom accommodating growth
- Revenue from other fire departments using Nanaimo's training centre
- Converting from a Class A fire training centre to Class B will create a healthier environment for firefighters and the Public Works buildings next door
- \$900,000 in revenue generated through VIERA was budgeted in 2024, leaving \$50,000 to offset other costs within NFR

### Parks, Recreation and Culture

Facility Operations:

- Oversees overall care and maintenance of many City-owned facilities
- Goal to make City facilities energy efficient
- Implement recommended improvements using the Rick Hansen Foundation assessment of facilities and the needs and suggestions of the Advisory Committee on Accessibility and Inclusiveness (ACAI)
- Play an active role in the South End Community Centre project
- Ensure City facilities are safe, well maintained, and accessible to all patrons
- Implement Capital Asset Management System (CAMS) project in 2024

- Improvements to Q'unq'inuqstuxw Stadium and mechanical and electrical improvements at facilities

Park Operations:

- Oversee the care and maintenance of all City-owned parkland, multiuse trail systems, and outdoor activity venues
- Partnerships with community groups focus on habitat restoration and invasive species removal
- Plan to continue the adoption and formalization of existing trails at Westwood Lake Park to increase safety and wayfinding
- Success with the beach access map program and Parks Operations would like to expand to Westwood Lake Park and Swy-A-Lana Lagoon
- Design work for the Maffeo Sutton Park washrooms commencing in 2024 for a universal facility
- Communication and engagement with the public regarding changes and park improvements
- Capital projects include Phase 2 of Westwood Lake Park improvements and a redeveloped track at Marie Davidson BMX Park

Committee and Staff discussion took place. Highlights included:

- Conflicts between mountain bikers and other users at Westwood Lake and potential options to separate the entrances for different activities
- A mountain bike wash station and repair units at parks

Councillor Thorpe vacated the Shaw Auditorium at 12:55 p.m.

Recreation and Culture:

Laura Mercer, Director, Finance, continued her presentation. Highlights included:

- Focus on individual and community wellness through programs, service delivery, program development, community special event implementation, and the provision of recreation and culture facilities and amenities
- Focus on the design and community engagement components of the South End Community Centre

- Continue the implementation of the sponsorship advertising and naming rates policy as directed by Council and the development of a pilot sponsorship project within the Stadium District
- The Leisure Economic Access Pass (LEAP) program helps support equitable access for children, youth, and families for City recreational programs and facilities
- Developing and supporting reconciliation events and learning opportunities to help break down barriers for a more inclusive city
- Work with Tourism Nanaimo and the planning committee for the BC 55+ Games
- Continue working with community partners to establish a Social Prescribing program for Nanaimo residents
- Parks and Recreation coordinators are looking into non-traditional programming spaces to offer events
- Develop a plan for implementing the Beban Park Master Plan

**5. QUESTION PERIOD:**

The Committee received no questions from the public regarding agenda items.

Laura Mercer, Director, Finance, noted that the Special Finance and Audit Committee Meeting scheduled for 2023-DEC-23 would be cancelled.

**6. ADJOURNMENT:**

It was moved and seconded at 1:03 p.m. that the meeting adjourn. The motion carried unanimously.

---

CHAIR

CERTIFIED CORRECT:

---

CORPORATE OFFICER



## MINUTES

### SPECIAL FINANCE AND AUDIT COMMITTEE MEETING

Wednesday, November 29, 2023, 9:00 a.m.  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC

- Members:
- Mayor L. Krog, Chair
  - Councillor S. Armstrong (arrived 1:43 p.m.)
  - Councillor T. Brown\* (joined 1:13 p.m. disconnected 2:46 p.m.)
  - Councillor H. Eastmure
  - Councillor B. Geselbracht\* (arrived 1:03 p.m.)
  - Councillor E. Hemmens
  - Councillor P. Manly
  - Councillor J. Perrino
  - Councillor I. Thorpe (vacated 1:03 p.m.)
- Staff:
- D. Lindsay, Chief Administrative Officer
  - R. Harding, General Manager, Parks, Recreation and Culture
  - B. Sims, General Manager, Engineering and Public Works
  - T. Doyle, Fire Chief
  - B. Corsan, Director, Corporate and Business Development
  - K. Ing, Director, IT/CIO
  - L. Mercer, Director, Finance
  - P. Rosen, Director, Engineering
  - J. Van Horne, Director, Human Resources
  - A. Groot, A/Director, Admin Police Services
  - W. Fulla, Deputy Director, Finance
  - C. Davis, Manager, Parks Operations
  - J. McAskill, Manager, Facility Asset Planning
  - T. Pan, Manager, Sustainability
  - S. Gurrie, Director, Legislative Services (vacated 2:46 p.m.)
  - K. Robertson, Deputy Corporate Officer (arrived 2:46 p.m.)
  - N. Sponaugle, Communications Advisor
  - K. Lundgren, Recording Secretary

\* Denotes electronic meeting participation as authorized by "Council Procedure Bylaw 2018 No. 7272"



**1. CALL THE MEETING TO ORDER:**

The Special Finance and Audit Committee Meeting was called to order at 9:00 a.m.

**2. INTRODUCTION OF LATE ITEMS:**

(a) Agenda Item 5(b) Vancouver Island Regional Library – Add PowerPoint Presentation.

**3. ADOPTION OF AGENDA:**

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

**4. PRESENTATIONS:**

1. Nanaimo and Area Land Trust

Introduced by Laura Mercer, Director, Finance.

Presentation:

1. Paul Chapman, Executive Director, Nanaimo and Area Land Trust (NALT), provided a PowerPoint presentation. Highlights included:

- The new kiosk at Northfield Marsh
- NALT's collaborates with the community as well as provides restoration efforts in watersheds and parks
- Volunteer support is a key component and is increasing
- NALT leverages the funds provided by the City and is requesting \$40,000 in support for 2024, adjusted for inflation in subsequent years

Committee discussion took place. Highlights included:

- One of NALT's major focus is the removal of invasive species, which has made a very positive impact in City parks
- Donations have been steady, even through COVID-19, and NALT is thankful for their supporters
- There have been an increase in both volunteers and volunteer hours

2. Vancouver Island Regional Library

Introduced by Laura Mercer, Director, Finance.

Presentation:

1. Ben Hyman, Executive Director, Vancouver Island Regional Library, provided a PowerPoint presentation. Highlights included:
  - The Vancouver Island Regional Library's (VIRL) renewed vision is for a thriving, connected, cohesive, and empowered region of Island and coastal communities
  - VIRL has 900 daily visitors, 30,000 resident cardholders, 300 events attended by 10,000 people of all demographics and has the third largest collection in BC
  - All three Nanaimo branches are high-use
  - VIRL identified five strategic goals in response to community feedback
  - Investment in public libraries is essential to Canada's post-pandemic recovery, competitiveness, and resilience
  - Containment of legacy financial issues and a Finance and Audit Committee has been established by the Library Board
  - Largest pressures include wages and benefits which are up 22% and leases, security and utilities which are up 37%
  - Total budget is \$38 million, which is a 15% increase over 2023
  - VIRL is prioritizing provincial government relations, and revenue generating is a key part of VIRL's fifth strategic goal
  - Compared library costs between library branches of North Vancouver District, Kelowna and Coquitlam

Committee discussion took place. Highlights included:

- Increase in the budget for security, health and safety
- Pressures and impacts due to the overdose crisis and housing issues
- Grant received from Island Health for the installation of motion-detecting sensors to monitor for overdoses in washrooms
- VIRL always keeps its doors open on cold days or extreme heat and it is seeing much more demand
- Overdoses occurring in or near the branches takes a toll on VIRL staff
- The need for provincial funders to step in

3. Vancouver Island Conference Centre - 2024 Business Plan

Introduced by Laura Mercer, Director, Finance.

Presentation:

1. Chuck Loewen, General Manager, Vancouver Island Conference Centre (VICC), provided a PowerPoint presentation. Highlights included:

- VICC is the hub for many other entities to provide economic impact for the City of Nanaimo

Laura Mercer, Director, Finance, presented the VICC's share of the City budget.

Chuck Loewen, General Manager, Vancouver Island Conference Centre, continued the presentation:

- VICC's roles include creating a positive economic impact, stimulating growth and providing for the cultural enrichment of the community
- Oak View Group (OVG360) is the third-party manager, and outsourced departments include Compass-Levy Canada for food and beverage and SW Event Technology for audiovisual (AV)
- Comparable competitor BC convention centres include Victoria, Whistler, Penticton and Prince George

Committee discussion took place regarding the promotion of the VICC as an affordable and scenic choice.

Chuck Loewen, General Manager, Vancouver Island Conference Centre, continued the presentation:

- Memorandum of Understanding between the VICC, Tourism Nanaimo and the Nanaimo Hospitality Association to work collaboratively to bring more events to Nanaimo
- Spoke regarding the OVG360's operations since 2017, their response to COVID-19, and refunds provided back to the City
- There are almost 500 hotel rooms within a five-minute walking distance from the VICC

- There has been an increase in conference events in 2023 and 2024 and these types of events have the greatest economic impact on the community
- Presented the VICC draft projected budgets for 2024
- The City borrowed \$30 million for the VICC project and debt will be retired in 2026 and 2027
- The 2024 draft budget includes an annual operating investment by the City of \$1,039,000 and a \$100,000 contingency budget for non-capital improvements
- The 2024 draft capital budget includes new projects such as modernizations for the elevators and replacement of firewalls and phone system
- Previously budgeted capital projects include phase two of the AV upgrade and installation of a new CCTV camera system in the parkade
- Key performance indicators are required to be reported monthly, quarterly and annually
- Listed the 2023 achievements noting one of the biggest achievements being related to collaboration and integration
- Partnership opportunities with Snuneymuxw First Nation
- Increased business use on the Hullo passenger ferry and onboard marketing
- Partnership with the City's Parks, Recreation and Culture Department for tradeshow and conventions

Committee discussion took place. Highlights included:

- Appreciation for the work being done and the efforts to collaborate with Tourism Nanaimo
- Encouraged community use of the facilities
- Incentives for multi-year contracts with groups and organization opportunities for rotations with other conference centers
- Food and Beverage staff and AV staff have a separate contract and VICC manages 18 staff members
- The VICC has returned approximately \$150,000 to the City every year with the exception of 2020 due to COVID-19
- The VICC catering attempts to serve as much locally sourced food products as possible
- Would be useful to gather feedback on conference attendee's experience in the surrounding area amenities

The Finance and Audit Committee recessed the meeting at 10:40 a.m.

The Finance and Audit Committee reconvened the meeting at 11:58 a.m.

4. Nanaimo Systems Planning Organization Society - 2024 Business Plan

Introduced by Laura Mercer, Director, Finance.

Presentation:

1. John McCormick, Executive Director, Systems Planning Organization, and Don Bonner, Chair, Nanaimo Systems Planning Organization, provided a PowerPoint presentation. Highlights included:

- The System Planning Organization (SPO) came from the key recommendations of the Health and Housing Action Plan
- In addition to funding from the City, the SPO has brought in additional funding
- The SPO has its own shared space and attends to its own operational needs
- Officially incorporated in January 2023, it's important that the SPO stands on its own as an independent organization
- Recently hired a Data Coordinator and in discussion with Snuneymuxw First Nation regarding an Indigenous Coordinator role
- SPO mandate is to operate as a consultancy for community agencies, provide support and act as a collective voice
- Working closely with community partners on Vancouver Island
- Taking leadership in getting funding from BC Housing
- Homeless Individuals and Families Information System (HIFIS) has been a long standing project and will allow for a much better integration with community members
- 2024 operational plans include hiring an additional coordinator which will give the SPO four staff members
- Upcoming initiatives include moving forward with a Health and Housing Task Force, setting up a Research Committee and Standards of Practice Committee and a coordinated access working group
- Community agencies are calling for more shelter space
- Nanaimo Comparative Study of Medium Sized Communities will be available on the SPO website
- Provided an overview of key initiatives for 2024

Committee discussion took place. Highlights included:

- New Data Coordinator position will collate existing data as well as create new data
- HIFIS is a federally developed free tool that will be up and running in approximately two weeks
- A Health and Housing Task Force to evaluate the effectiveness of the SPO early in 2024
- Moving forward the SPO will manage the Point-in-Time (PIT) Count
- The SPO has access to data collected by Province's Integrated Data Project
- The SPO does not compete for grants that other community agencies would be seeking
- SPO website is now online at [www.nanaimospo.com](http://www.nanaimospo.com)
- The SPO is not currently a hub for information on what's available in the community, but that doesn't mean that it couldn't be in the future
- Concerns that the City does not have a daytime resource centre and the breakfast program is not an efficient system
- SPO took on the coordinated access role as of 2023-APR-01
- The best resource to address homelessness is provincial funding
- Proactive prevention is important but it is also important to deal with those already unhoused

5. Nanaimo Prosperity Corporation 2024-2026 Business Plan

Introduced by Laura Mercer, Director, Finance.

Presentation:

1. George Hanson, Strategic Advisor, Nanaimo Prosperity Corporation, provided a PowerPoint presentation. Highlights included:
  - The Corporation started work in January of 2023 with a single mandate to facilitate a thriving and resilient economy in the City of Nanaimo
  - The Corporation is presently recruiting a CAO to start in February 2024
  - The Nanaimo Prosperity Corporation's share of the City budget is 0.2%
  - The three classes of shareholders are equal at the Board table and directors will serve two and three-year terms

- Listed the Corporation's 2023 achievements including partnering with Tourism Nanaimo on brand development to be launched in the Spring of 2024
- Partnering with Tourism Nanaimo to bring together a video and photo library to have a solid collection of visual assets for both organizations
- Pilot project to attract engineering talent to Nanaimo for targeted social marketing
- Advocacy for Nanaimo Regional General Hospital improvements as well as other major infrastructure improvements for our community
- Doughnut Economics provides excellent background and action planning
- Learning from the experiences of other BC communities to ensure that we are prepared for potential emergency (fires, floods, etc.)
- Total 2023 Operating Budget is \$615,850 plus \$20,000 in kind contributions
- Approval of three year funding is critical for operational planning and attracting staff
- Proposal to increase the budget to create substantial opportunity to leverage funds to double or triple the impact

Committee discussion took place. Highlights included:

- The necessity of the office space requirement
- Senior experience and high level staff are needed to attract the necessary level of expertise
- Comprised of two senior staff members and any other needs will be contracted
- Potential collaboration or partnership with the Mid Island Business Initiative
- Without economic development and prosperity, the City can not provide the services that many people want provided

The Finance and Audit Committee recessed the meeting at 12:27 p.m.

The Finance and Audit Committee reconvened the meeting at 1:03 p.m.

Councillor Geselbracht entered the Shaw Auditorium at 1:03 p.m.

Councillor Thorpe vacated the Shaw Auditorium at 1:03 p.m.

6. Tourism Nanaimo Society - 2024 Business Plan

Introduced by Laura Mercer, Director, Finance.

Presentation:

1. Carly Pereboom, Executive Director, Tourism Nanaimo, provided a PowerPoint presentation. Highlights included:
  - Tourism Nanaimo Society was officially incorporated in April of 2022
  - The Society's share of the City budget is 0.4%
  - Provided an overview of the Society's mandate which includes a destination brand, research and development, increase overnight visitation, and visitor information services
  - New brand is launching in Spring of 2024
  - The Society is governed by a Board of Directors
  - Essential funding sustains the Society's operations, enabling it to function as the designated Destination Marketing Organization (DMO)
  - Core funding covers labor costs, the operation of the Board, office expenses, office support, social media, website development and other professional costs
  - Tourism Nanaimo rents an office space within the VICC and manages as an independent legal entity

Councillor Brown joined the meeting electronically at 1:13 p.m.

- Provided an overview of a number of the 2023 achievements and listed upcoming opportunities in 2024
- Looking at areas to co-host events and collaborative efforts
- Working with Business Improvement Areas (BIA) to establish an events calendar for Downtown Nanaimo
- Looking at the visitor guide and website as key touch points and ensuring they are representative of the community
- Key initiatives include implementing actions in the Sports Tourism Strategy, Coordinating Marketing Strategy, and attracting off-season events
- A key marketing objective is to increase positive sentiments of Nanaimo with both visitors and residents



Committee discussion took place. Highlights included:

- Largest funding application is with PacifiCan which is specific to providing tourism opportunity

7. 2024-2028 Draft Project Plan

Laura Mercer, Director, Finance, provided a PowerPoint presentation. Highlights included:

- In 2024, water infrastructure projects make up 24% of the total budget and the most significant project in this section is the continuation of the Midtown Water Supply Project
- Provided an overview of bigger projects contained in the following categories: transportation infrastructure, water infrastructure, parks infrastructure, equipment and vehicles, and facilities infrastructure and amenities
- Overview of 2024 general fund projects
- Overview of project funding sources, and reserve funds account for the largest funding source
- Overview of general revenue funding by year
- The further out in the 10 year plan, the less accurate the estimates are; therefore, flexibility in reserves is needed to address cost changes
- The current Gas Tax Agreement ends on 2024-MAR-31 and announcement on a new agreement is expected in the spring
- Presented the 20-year projected outstanding debt and the 20-year projected debt servicing costs
- The City's debt servicing limit at December 31, 2022, was \$51.7 million and the City was at 13.5% of it's servicing limit

Ting Pan, Manager, Sustainability, provided a update on Sustainability project highlights:

- Adoption of the BC Zero Carbon Step Code
- Launched the Acting for Climate Together (ACT) volunteer program
- Launched an electric vehicle charger rebate program
- Delivered the Cool it! Climate Leadership Program
- 2024 projects include the City Plan Monitoring Strategy implementation and the Home Retrofit Support Program

Councillor Armstrong entered the Shaw Auditorium at 1:43 p.m.

Kerry Ing, Director, Information Technology, provided an overview of the Information Technology project highlights.

- Building the “Digital Foundation” and upgrading software, processes and infrastructure
- Major accomplishments include updating the solid waste management platform, cybersecurity, Wi-Fi services at Serauxmen Stadium and will soon be launching the Development Permitting System
- Major capital investments rely on Geographic Information System (GIS). The information is geolocated and forms the building block for the City
- Replacement of legacy Systems Applications and Products (SAP) system
- Will be working with consultants to ensure applications can support the pace of change of technology

Committee and Staff discussion took place. Highlights included:

- All data stored in the Microsoft Cloud remains in Canada
- The public has some access to the City’s GIS Web Map

Poul Rosen, Director, Engineering, provided the projects highlights for Engineering and Public Works Department:

- A number of important projects are underway or completed including the Albert Street Complete Streets project
- Identified some gaps in the City Plan Active Transportation Network that would be desirable to fill
- The vast majority of transportation funding is going towards renewal of existing infrastructure

Committee discussion took place regarding maintaining the road system as it ages.

Poul Rosen, Director, Engineering, continued the presentation, and provided an overview of the following projects:

- Commercial Street upgrades
- Pedestrian unallocated funding

Committee and Staff discussion took place. Highlights included:

- Staff vacancies and difficulties in recruiting transportation professionals to fill City positions

- Pedestrian safety at intersections

Poul Rosen, Director, Engineering, continued the presentation, and provided an overview of the following projects:

- Midtown Gateway Phase 2
- Comox Road and Wall Street intersection

The Finance and Audit Committee recessed the meeting at 2:32 p.m.

The Finance and Audit Committee reconvened the meeting at 2:46 p.m.

Councillor Brown disconnected from the meeting at 2:46 p.m.

Sheila Gurrie, Director of Legislative Services left the meeting and Karen Robertson, Deputy Corporate Officer assumed the role of Clerk for the purposes of meeting the requirements as set out in Section 148(a) of the *Community Charter*.

Poul Rosen, Director, Engineering, continued the presentation and provided an overview of the following projects:

- Midtown Water Supply Phase 1 and 2
- Millstone Trunk Sewer Central Sewer upgrades from East Wellington Road to Westwood Road
- Hammond Bay Area Utilities Project (sewer upgrades, intersection upgrades and road rehabilitation)
- Townsite area utilities
- Third Street and Fitzwilliam Street utility and road upgrades between Howard Avenue and Selby Street
- Wexford Creek culvert upgrades to provide flood protection and fish passage in the South Gate area
- Towers Reservoir update which needs to be upgraded for capacity issues
- Norwell Drive Project as the infrastructure on Norwell Drive has reached its end of life
- East Wellington Road at Madsen Road traffic signal
- Bowen Road repaving between Labieux Road and Rosstown Road
- Seismic upgrades to the South Fork Dam
- Fleet purchases

Richard Harding, General Manager, Parks Recreation and Culture, and Bill Sims, General Manager, Engineering and Public Works, presented the project highlights for facilities. Highlights included:

- Parkade improvements

- Facility renewal at Police Services at 303 Prideaux Street
- Renewal and improvements at corporate facilities
- Nanaimo Fire Stations facility renewals and improvements at Fire Stations 2, 3, 4 and 6 and the Nanaimo Fire Rescue Training Centre
- VICC asset renewals
- Facility Condition Assessment Program used to inform asset management and project planning

Richard Harding, General Manager, Parks Recreation and Culture, introduced the Parks, Recreation and Culture Project Highlights.

- 2023 project highlights include: Westwood Lake Park, Neck Point washrooms, lighting at Caledonia Park, beach accessibility improvements, Harewood Centennial Park and Beban Park second artificial turf replacement
- Other highlights include public art and the Nanaimo Aquatic Centre boat removal and boiler replacement
- Continued development of the Stadium District
- Westwood Lake Amenities Phase 2 improvements
- Maffeo Sutton Park washroom replacement
- Beban Outdoor Learning Centre to create an accessible, outdoor learning space
- Port Theatre improvements
- Public Art Program
- Nanaimo Aquatic Centre dehumidification improvements
- Sports Court redevelopment
- Trailway development and rehabilitation

Committee discussion took place regarding moving the Dover Road pickleball court due to the noise in the residential area.

Laura Mercer, Director, Finance, continued the presentation:

- Due to funding challenges, Staff need to prioritize projects and identify ones that could be delayed, have their budgets reduced, or be removed from the plan altogether
- Provided an overview of projects that had changes or are not included in the draft plan but have potential to be
- There is funding available in the Growing Communities Fund that could be used to fund these projects should Council consider adding these projects into the plan

- Presented the larger scale Engineering and Public Work projects that are not included in the plan but will need to be at some point
- Presented the Parks, Recreation and Culture projects currently not included in the plan

Committee and Staff discussion took place. Highlights included:

- Staff anticipate that the Community Works Fund will be renewed; however, the dollar amount is unknown until the spring
- Pickleball and Tennis courts are free for public use and are growing in popularity
- Concern for damage if the Nanaimo Curling Club boiler fails, and the Club will be presenting to Council in the new year

It was moved and seconded that the following decision points be added to the 2023-DEC-01 Special Finance and Audit Meeting for discussion:

- Pickle Ball Courts (New)
- Lighting of Specific Natural Turf Fields
- Public Art (New)

The motion carried.

Opposed: *Councillor Geselbracht*

8. Introduction of Items for Council Discussion

Laura Mercer, Director, Finance, advised the Committee to review the items for discussion prior to the 2023-DEC-01 Special Council Meeting.

7. **QUESTION PERIOD:**

The Committee received no questions from the public regarding agenda items.

8. **ADJOURNMENT:**

It was moved and seconded at 4:00 p.m. that the meeting adjourn. The motion carried unanimously.

CERTIFIED CORRECT:

---

CHAIR

---

CORPORATE OFFICER



## MINUTES

### SPECIAL FINANCE AND AUDIT COMMITTEE MEETING

Friday, December 1, 2023, 9:00 A.M.  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC

- Members:
- Mayor L. Krog, Chair
  - Councillor S. Armstrong
  - Councillor T. Brown\* (disconnected 12:57 p.m.)
  - Councillor H. Eastmure
  - Councillor B. Geselbracht\*
  - Councillor E. Hemmens
  - Councillor P. Manly
  - Councillor J. Perrino (vacated 1:16 p.m.)
  - Councillor I. Thorpe (vacated 12:45 p.m.)
- Staff:
- D. Lindsay, Chief Administrative Officer
  - R. Harding, General Manager, Parks, Recreation and Culture
  - B. Sims, General Manager, Engineering and Public Works
  - T. Doyle, Fire Chief
  - J. Holm, Director, Planning and Development
  - L. Mercer, Director, Finance
  - D. Osborne, Director, Recreation and Culture
  - W. Fulla, Deputy Director, Finance
  - A. Breen, Manager, Culture and Special Events
  - L. Brinkman, Manager, Community Planning
  - J. Rose, Manager, Transportation
  - C. Wood, Social Planner
  - K. Robertson, Deputy Corporate Officer
  - N. Sponaule, Communications Advisor
  - A. Chanakos, Recording Secretary

\* Denotes electronic meeting participation as authorized by "Council Procedure Bylaw 2018 No. 7272"

**1. CALL THE MEETING TO ORDER:**

The Special Finance and Audit Committee Meeting was called to order at 9:00 a.m.

**2. INTRODUCTION OF LATE ITEMS:**

(a) Agenda Item 6(a) 2024 – 2028 Revised Draft Financial Plan – Add PowerPoint titled “2024 – 2028 Draft Financial Plan Recap”.

**3. ADOPTION OF AGENDA:**

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

**4. REPORTS:**

1. Recognizing Nanaimo's 150 Years of Incorporation

Introduced by Richard Harding, General Manager, Parks Recreation and Culture.

- 2024 marks Nanaimo’s 150<sup>th</sup> year as a city
- The first Council meeting was held in January 1875
- Provided the Committee with celebration options for 2024

Committee and Staff discussion took place. Highlights included:

- Staff are looking to reach out to community leaders from the culture community, as well as past and present Council members to help recognize the incorporation of Nanaimo
- Plans include elements of celebration and recognition of staff and the work that has been done over the years
- Consideration for using the “150” themed banner design rather than spending money on designing a corporate “150” logo
- Recognizing a moment in time when the City was incorporated, rather than a celebration
- Canada Day festivities are funded through the operating budget, and include about \$5,000 - \$10,000 in grant funding from Heritage Canada
- Recognition events will aim to draw the community into thinking about the part of Nanaimo’s history becoming an incorporated municipality

- Possible community recognition events include a winter illumination event in early 2025 to recognize the first Council meeting as an incorporated municipality
- Incorporation of some of the City's environmental stewardship work, such as planting 150 significant trees
- A corporate committee could be established to decide how to incorporate the recognition of Nanaimo's 150<sup>th</sup> year into all regular operations
- Staff are conscious about the types of merchandise purchased on behalf of the City
- Heritage Canada reached out to advise that the City is qualified to apply for a grant, which would lessen any additional funding required

2. Meal Program Funding Options Update

Jeremy Holm, Director, Planning and Development, informed the Committee that funding for the current Breakfast Meal Program runs out at the end of 2023

Presentation:

1. Christy Wood, Social Planner, provided a presentation. Highlights included:
  - The Reaching Home Designated Funding Program call for proposals closed 2023-SEP-23
  - This year the Reaching Home Grant Application highlighted options for drop-in centres that provide basic needs
  - Successful proposals were identified, and one existing program will receive funding for bagged lunches; however, no breakfast meal programs, or drop-in services will be funded in the next Federal funding cycle
  - On 2023-SEP-15 a letter was sent to the Minister of Social Development and Poverty Reduction and the Minister of Housing requesting funding support for a permanent meal program. The City was referred to the Critical Food Infrastructure Grant, funded through United Way BC, which is meant to improve access to nourishing and culturally appropriate foods through the creation of food infrastructure projects



- The United Way's Project Coordinator for Food Security and Infrastructure notified Staff that the Breakfast Meal Program is not eligible for funding under the Critical Food Infrastructure Grant

Committee and Staff discussion took place. Highlights included:

- A follow up letter should be sent to the Minister of Social Development and Poverty Reduction advising that grant funding is not available
- Option 2 in the Staff report would be preferred as Option 3 would require an Expression of Interest (EOI) for longer-term funding once initial funding ran out, as well as the Federal and Provincial funding cycles would already be allocated for the required time period
- The Breakfast Meal Program was initially funded from the Strengthening Communities grant to help fill the gap in indoor spaces to eat
- A Development Permit Application has been received for the Salvation Army building to add indoor eating space; however, a construction timeline is difficult to determine at this time
- Earlier this year the Salvation Army rented the Nanaimo Entertainment Centre; however, due to safety concerns, it is not safe for use as an indoor meal program
- The current Breakfast Meal Program model costs about \$11.90 per meal. If the program is moved to an indoor location, a different, less expensive model would likely be used
- The City should be funding a warming/cooling space that can be open all year and provides meals, rather than just a breakfast program
- At the October and November Systems Planning Organization (SPO) Board meetings, Staff advised the Board that funding for the Breakfast Meal Program would run out by 2023-DEC-31
- Staff are working with BC Housing and other partners to provide supportive housing facilities and shelter space programs
- Reaching Home Community Advisory Board provided a list of projects that would be successful for funding; however, no applications were received for a drop in centre

- \$851,000 was provided from Reaching Home to assist in providing support services; however, applications received for the funding requested more than what was available
- Concerns about the extent to which the City is continually drawing from various reserves to fund programs that should be funded by the Province

## 5. PRESENTATIONS:

### 1. 2024 - 2028 Revised Draft Financial Plan

Laura Mercer, Director, Finance, provided a presentation regarding the 2024 - 2028 Revised Draft Financial Plan. Highlights included:

- Revised property tax increase is 1% for General Asset Management Reserve and 5.6% for General Property Taxes
- Staff are waiting for updated rates for extended health benefits, pension rates, EI and CPP, and projected tax increases are not including business cases
- Based on an assessed value of \$808,873 for an average home, property taxes would be \$2,821 for 2024, a 6.6% increase from 2023
- Changes also include a \$28 increase to water fees, \$6 increase to sewer fees and \$7 increase to sanitation fees, for an overall increase to taxes and user fees of \$215, prior to claiming home owner grants
- Between last week and today, the following changes occurred for a net increase of \$254,883:
  - Management consulting increase of \$100,000
  - Wages and benefits increase of \$31,538
  - Accumulation of smaller changes totaled a \$123,345 increase
- Project changes with no effect on taxes include:
  - Added the final two years of Building Safer Communities Grant funding
  - Increased the budget to reflect the purchase price of two fire apparatuses
  - Added funds from Growing Communities Fund

Committee and Staff discussion took place. Highlights included:

- Concerns regarding the timeline for the Commercial Street Project and the businesses with outdoor patios
- Taking pressure off the contractor's timeline could result in better pricing

- Staff aim to have the project done for the summer night market; however, Staff will avoid creating hardships for business owners where possible
- Delaying the project to the Fall would not have an effect on the budget as funding came from a grant
- Growing Communities Fund money needs to be spent within five years, and is available until March 2028

Laura Mercer, Director, Finance, continued the presentation. Highlights included:

- Final growth numbers won't be available until March 2024, and could be higher than the \$1.2M currently budgeted
- Projections on interest could change if interest rates continue to fluctuate
- RCMP Collective Agreement contract changes could come forward
- International Association of Fire Fighters (IAFF) contract changes could also affect the budget

The Finance and Audit Committee recessed the meeting at 10:25 a.m.

The Finance and Audit Committee reconvened the meeting at 10:38 a.m.

Laura Mercer, Director, Finance, continued the presentation. Highlights included:

- Any new staff positions will affect the 2025 budget as they will have a late start date of 2024-APR-01, and won't be budgeted for a full year in 2024

1. RCMP Contract

- The RCMP contract is budgeted at 95% due to vacancy history and to minimize the annual operating surplus

Committee and Staff discussion took place. Highlights included:

- Reducing the contract to 91% creates a risk if the contract comes in over budget and there are insufficient funds in the RCMP reserve
- The RCMP reserve currently sits at \$2.7 million
- RCMP budget has come in over budget almost every year; however, surplus was enough to cover the overage

It was moved and seconded that the Finance and Audit Committee recommend that Council maintain the status quo and budget the

RCMP Contract at 95% for the 2024-2028 Financial Plan. The motion carried.

Opposed: *Mayor Krog, Councillors Armstrong, Perrino and Thorpe*

2. Nanaimo Prosperity Corporation

Laura Mercer, Director, Finance, provided an overview of the budget options.

Committee and Staff discussion took place. Highlights included:

- Nanaimo Prosperity Corporation (NPC) is not at a maturity level to increase its budget yet
- With the carryover from 2023, it doesn't seem necessary to increase the base budget this year
- At the 2023-NOV-29 Special Finance and Audit Committee Meeting, the NPC requested more funding to make the organization effective
- Concerned about withholding funding that could allow the corporation to make an impact
- Prosperity Corporations don't produce results right away, and require commitment over time

It was moved and seconded that the Finance and Audit Committee recommend that Council retain the base budget for the Nanaimo Prosperity Corporation at \$412,692 for the 2024-2028 Financial Plan. The motion was defeated.

Opposed: *Mayor Krog, Councillors Eastmure, Geselbracht, Hemmens and Perrino*

Committee discussion took place. Highlights included:

- Increasing the base budget, plus carryover from 2023, should provide enough funding for 2024
- Supporting an increase to the budget is a show of good faith

It was moved and seconded that the Finance and Audit Committee recommend that Council increase the base budget for Nanaimo Prosperity Corporation from \$412,692 to \$515,850 for the 2024-2028 Financial Plan. The motion carried.

Opposed: *Mayor Krog and Councillor Brown*

3. Nanaimo Area Land Trust (NALT)

Laura Mercer, Director, Finance, provided an overview of the budget options.

Committee discussion took place. Highlights included:

- NALT adds a lot of value to the City through advocacy, research and adding to the park system

- Hesitant to increase funding as NALT also makes a request to the Regional District of Nanaimo (RDN), which is largely funded by the City
- Much of the work done in the RDN park system also benefits City of Nanaimo residents

It was moved and seconded that the Finance and Audit Committee recommend that Council approve a 5-year annual operating grant to the Nanaimo Area Land Trust (NALT) for the term covering January 1, 2024 to December 31, 2028 based on \$40,000 for 2024 and adding a 2%, per year, increase for 2025-2028. The motion carried unanimously.

4. CatNap Society

Laura Mercer, Director, Finance, provided an overview of the budget options.

Committee and Staff discussion took place. Highlights included:

- CatNap Society helps control the feral cat population
- In 2023, the City provided CatNap Society with an Other Grant, which was the first year that funding was provided
- The SPCA has requested funding in the past; however, no requests have been received for several years

It was moved and seconded that the Finance and Audit Committee recommend that Council provide the CatNap Society with a 5-year annual operating grant for the term covering January 1, 2024 to December 31, 2028 as follows:

- 2024 - \$36,000
- 2025 – 2028 - \$25,000/year

The motion carried unanimously.

5. Snow and Ice Control Program (SNIC)

Laura Mercer, Director, Finance, provided an overview of the budget options.

Committee and Staff discussion took place. Highlights included:

- The SNIC budget has been over budget every year for the past five years; however, surplus has previously covered any overages
- Snow clearing will always be required and should be budgeted for accordingly

It was moved and seconded that the Finance and Audit Committee recommend that Council increase the Snow and Ice Control Program

(SNIC) budget to \$1.2 million in 2024 for the 2024-2028 Financial Plan. The motion carried.

Opposed: *Councillors Armstrong, Brown, Eastmure and Geselbracht*

6. Nanaimo 150

Laura Mercer, Director, Finance, provided an overview of the budget options.

It was moved and seconded that the Finance and Audit Committee recommend that Council add \$50,000 in 2024 of the 2024-2028 Financial Plan funded from the Strategic Infrastructure Reserve to recognize Nanaimo's 150. The motion carried.

Opposed: *Councillors Brown and Eastmure*

7. Breakfast Meal Program

Laura Mercer, Director, Finance, provided an overview of the budget options.

Committee and Staff discussion took place. Highlights included:

- Meal programs are not in the municipal mandate, and the responsibility to provide those programs needs to fall on the Provincial Government
- Not providing meals would create more crisis in the community and the City would expect the Province to fix the problem in a short period of time
- Municipal governments don't have the jurisdiction, legal responsibility or resources to tackle issues around poverty, homelessness and addiction

It was moved and seconded that the Finance and Audit Committee recommend that Council maintain the status quo for the Breakfast Meal Program which would see City funding for the Breakfast Meal Program end 2023-DEC-31. The motion carried.

Opposed: *Councillors Eastmure, Geselbracht and Manly*

8. Downtown Events Grants

Laura Mercer, Director, Finance, provided an overview of the budget options. Highlights included:

- This grant stream supports events and initiatives that attract people downtown, support vibrancy and stimulate business activity
- Intake for 2024 has closed and Staff evaluated over \$300,000 in applications

It was moved and seconded that the Finance and Audit Committee recommend that Council increase the annual allocation for the Downtown Event Grants program from \$150,000/year to \$250,000/year for the 2024-2028 Financial Plan. The motion carried.  
Opposed: Councillor Geselbracht

9. Business Cases: Consolidated

Laura Mercer, Director, Finance, provided an overview of the budget options.

Committee discussion took place. Highlights included:

- Concerns regarding spending money on transit stops when many are being removed due to criminal activity
- Bundling the positions into one motion indicates what Staff feel is needed most

It was moved and seconded that the Finance and Audit Committee recommend that Council add the positions and related costs identified in the business cases consolidated grouping to 2024 of the 2024-2028 Financial Plan and fund the fleet requirements from General Revenue. The motion carried unanimously.

10. Steno Bylaw

Laura Mercer, Director, Finance, provided an overview of the budget options.

Committee and Staff discussion took place. Highlights included:

- The Bylaw Exemption Program was introduced in response to parking in areas around congregate care facilities and are now creating on-street parking challenges
- If a program is created to exempt individuals who live in those buildings from moving their vehicles every 24 hours, additional staff would be required
- Part-time would be preferred to start, and additional resources could be considered at a later date if necessary

It was moved and seconded that the Finance and Audit Committee recommend that Council add a part-time Steno Bylaw to the 2024-2028 Financial Plan effective April 1, 2024. The motion carried.  
Opposed: Councillor Thorpe

It was moved and seconded that the Special Finance and Audit Committee Meeting proceed past 12:00 p.m. The motion carried unanimously.

11. Fire Clerk

Laura Mercer, Director, Finance, provided an overview of the budget options.

Committee and Staff discussion took place. Highlights included:

- Revenues have been increasing over the last five years
- Fire Department's Vancouver Island Emergency Response Academy (VIERA) has grown to 284 departments and has started taking on larger clients in the Province and across Canada
- The VIERA program helps manage internal costs by providing training locally, as well as provides revenue to offset the department's budget

It was moved and seconded that the Finance and Audit Committee recommend that Council add a Fire Clerk to the 2024-2028 Financial Plan effective April 1, 2024. The motion carried unanimously.

12. Transit Stop Amenities

Laura Mercer, Director, Finance, provided an overview of the budget options.

Committee and Staff discussion took place. Highlights included:

- Concern regarding adding a full-time position when many requests are sent to remove bus stops
- Transit is a collaborative effort between the City and the RDN. The RDN operates and maintains the busses, while the City deals with end-of-trip facilities like shelters
- Option 2 would support transit planning and provide a more consistent level of communication between the City and the RDN, and would also provide more input on transit shelter locations

It was moved and seconded that the Finance and Audit Committee recommend that Council increase funding for the transit shelter program and add a Transit Planning Specialist as per option #2 of the Transit Stop Amenities business case in the 2024-2028 Financial Plan. The motion carried.

Opposed: *Mayor Krog, Councillors Armstrong, Perrino and Thorpe*

13. RCMP Mental Health Liaison Officer

Laura Mercer, Director, Finance, provided an overview of the budget options.



Committee and Staff discussion took place. Highlights included:

- CAR54 team has been well received and helps to support those struggling on the streets
- Suggestion to use an RCMP member currently on staff to be allocated to the CAR54 team
- The RCMP contract doesn't force the funding to be used for a new CAR54 member

It was moved and seconded that the Finance and Audit Committee recommend that Council increase the number of new RCMP members from three (3) to four (4) in 2024 of the 2024-2028 Financial Plan to support the creation of an additional CAR54 team. The motion was defeated.

Opposed: *Mayor Krog, Councillors Armstrong, Brown, Eastmure, Geselbracht, Hemens, Manly, Perrino and Thorpe*

It was moved and seconded that the Finance and Audit Committee recommend that Council maintain the status quo and not implement an additional RCMP Officer for an additional CAR54 team. The motion carried unanimously.

14. Annual Allocation for New Positions

Laura Mercer, Director, Finance, provided an overview of the budget options.

Committee and Staff discussion took place. Highlights included:

- If funding is allocated, Staff would continue to present business cases; however, only less critical positions would be brought forward as a business case
- If new positions are deemed necessary they would be automatically added; however, Council would still be informed. Any positions to increase levels of service or provide new services would be brought as a business case to Council
- Trust that Staff and the CAO can make decisions regarding staffing; however, Council should still provide oversight on the final decision
- Concern around how the budget is decided going forward and best practices. Suggestion to refer the discussion to a GPC meeting early in 2024

Councillor Thorpe vacated the Shaw auditorium at 12:45 p.m.

It was moved and seconded that the Finance and Audit Committee recommend that Council refer the decision to direct Staff to include an annual 0.50% property tax increase to support new positions

effective 2025 to a future Governance and Priorities Committee meeting in early 2024. The motion carried unanimously.

The Finance and Audit Committee recessed the meeting at 12:47 p.m.

The Finance and Audit Committee reconvened the meeting at 12:57 p.m.

Councillor Brown disconnected from the meeting at 12:57 p.m.

15. Reserve Funding

Laura Mercer, Director, Finance, provided an overview of the budget options.

It was moved and seconded that the Finance and Audit Committee recommend that Council maintain the status quo and not revise the allocation of reserve funding used to lower property taxes. The motion carried unanimously.

16. Traffic Calming: Extension Road

Laura Mercer, Director, Finance, provided an overview of the budget options.

It was moved and seconded that the Finance and Audit Committee recommend that Council increase the budget for the Extension Road Traffic Calming project by \$120,000 in 2024 of the 2024-2028 Financial Plan funded from the Strategic Infrastructure Reserve. The motion carried unanimously.

17. Pickleball Courts

Laura Mercer, Director, Finance, provided an overview of the budget options.

Committee and Staff discussion took place. Highlights included:

- Addition of new courts to Beban Park would remove them from residential areas
- New courts would not impact tennis players
- More cost effective to build eight courts at once rather than in stages
- Costs will be minor to transfer Beaufort Park pickleball courts back into tennis courts

It was moved and seconded that the Finance and Audit Committee recommend that Council add \$518,000 to 2024 of the 2024-2028 Financial Plan for a pickleball courts project funded by general revenue. The motion carried unanimously.

18. Lighting of Natural Turf Fields

Laura Mercer, Director, Finance, provided an overview of the budget options.

It was moved and seconded that the Finance and Audit Committee recommend that Council maintain the status quo and not provide funding for a natural turf field for the 2024-2028 Financial Plan. The motion carried unanimously.

19. Public Art

Laura Mercer, Director, Finance, provided an overview of the budget options.

Committee and Staff discussion took place. Highlights included:

- The budget currently has \$75,000 allocated for public art
- No lack of public art in the City at this time, so the Strategic Infrastructure Reserve should be reserved for more critical items with no other funding options

It was moved and seconded that the Finance and Audit Committee recommend that Council maintain the status quo and not provide additional funding for public art within the City and/or for capital projects. The motion carried.

Opposed: *Mayor Krog*

Councillor Perrino vacated the Shaw Auditorium at 1:16 p.m.

Laura Mercer, Director, Finance, spoke regarding next steps. Highlights included:

- The budget currently sits at approximately 8.4% for 2024
- Options to lower the budget include funding fleet requirement vehicles from the General Capital Reserve as it's one time funding, and consideration to revisit the RCMP percentage

Committee and Staff discussion took place regarding potentially funding fleet requirements from the General Capital Reserve as opposed to General Revenue.

It was moved and seconded that the motion for item 9.1 Business Cases Consolidated be reconsidered. The motion carried unanimously.

It was moved and seconded that the Finance and Audit Committee recommend that Council add the positions and related costs identified in the business cases consolidated grouping to 2024 of the 2024 – 2028 Financial Plan and fund the fleet purchases from the General Capital Reserve. The motion carried unanimously.

Committee and Staff discussion continued. Highlights included:

- An E-Town Hall for the 2024-2028 Financial Plan will be held 2023-DEC-04, along with the User Rate Bylaws for first three readings
- Additional Special Finance and Audit Committee meetings are planned for 2023-DEC-06 and 2023-DEC-08 if necessary
- 2024 – 2028 Financial Plan Bylaw is planned to be presented to Council for first three readings at the 2023-DEC-18 Regular Council Meeting, along with the User Rate Bylaws for adoption
- 2024 – 2028 Financial Plan Bylaw is anticipated to be adopted by Council in early January

**8. QUESTION PERIOD:**

The Committee received no questions from the public regarding agenda items.

**9. ADJOURNMENT:**

It was moved and seconded at 1:19 p.m. that the meeting adjourn. The motion carried unanimously.

---

CHAIR

CERTIFIED CORRECT:

---

CORPORATE OFFICER



## MINUTES

### FINANCE AND AUDIT COMMITTEE MEETING

Wednesday, December 13, 2023, 9:00 A.M.  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC

Members: Mayor L. Krog, Chair  
Councillor H. Eastmure (vacated 10:57 a.m.; returned 10:58 a.m.)  
Councillor B. Geselbracht  
Councillor P. Manly (vacated 10:02 a.m.; returned 10:35 a.m.)  
Councillor J. Perrino  
Councillor I. Thorpe

Absent: Councillor S. Armstrong  
Councillor T. Brown  
Councillor E. Hemmens

Staff: D. Lindsay, Chief Administrative Officer  
R. Harding, General Manager, Community Services/Deputy  
CAO  
B. Sims, General Manager, Engineering and Public Works  
W. Fulla, Director, Finance  
J. Holm, Director, Planning and Development  
L. Mercer, General Manager, Corporate Services  
A. Breen, Manager, Culture and Special Events  
C. Wood, Manager, Social Planning  
E. Notley, Planning Assistant, Community Development  
C. Sholberg, Community Heritage Planner, Community  
Development  
K. Robertson, Deputy Corporate Officer  
N. Sponaule, Communications Advisor  
J. Tonella, Recording Secretary

**1. CALL THE MEETING TO ORDER:**

The Finance and Audit Committee Meeting was called to order at 9:00 a.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*:

*Community Charter* Section 90(1):

- (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*].

The motion carried unanimously.

The Finance and Audit Committee moved In Camera at 9:01 a.m.

The Finance and Audit Committee moved out of In Camera at 9:07 a.m.

**3. ADOPTION OF AGENDA:**

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

**4. ADOPTION OF MINUTES:**

It was moved and seconded that the Minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, November 15, 2023, at 8:59 a.m. be adopted as circulated. The motion carried unanimously.

**5. PRESENTATIONS:**

(a) KMPG Pre-Audit Presentation:

Introduced by Laura Mercer, General Manager, Corporate Services.

- The City is required to have their financial statements audited each year
  - KPMG conducts audits twice a year, an interim audit in the fall and a final wrap-up in the spring
1. Liette Bates-Eamer, Chartered Professional Accountant, KPMG, provided a PowerPoint presentation. Highlights included:
    - The KPMG audit team are independent

- Additional fees are anticipated in the current year for auditing due to the adoption of the new Accounting Standards Asset Retirement Obligations
- Materiality is set at the planning stage of the audit and is meant to represent the level of error that would change a user's decision when looking at financial statements
- Materiality for the City, based on prior year total expenses, is \$4 million, which is higher than last year due to the increase in expenses
- Audit differences greater than \$200,000 are reported back to the City
- There were no significant risks identified beyond the one required by professional auditing stands which is to identify fraud risk from management override of controls
- Audit focus areas include breaking down financial statements into significant processes such as tangible capital assets, wages and benefits, treasury and debt, revenue and deferred revenue, and non-payroll expenses
- Two new accounting standards applicable for the year ending December 31, 2023 include:
  - Asset Retirement Obligation
  - Financial Instruments
- Three new standards applicable for next year include a new standard for revenue accounting, purchased intangibles, and public-private partnerships

Committee and Staff discussion took place. Highlights included:

- The City has a robust reserve policy and budgeting process
- KPMG has not identified any concerns
- An interim audit is used to look at the City's internal controls
- If issues were identified relating to internal controls throughout the audit, that would be reported at the year-end audit; however, none were identified

## 6. REPORTS:

### a. Financial Results for the Nine Months Ending 2023-SEP-30

Introduced by Laura Mercer, General Manager, Corporate Services.

- Results include both day-to-day operations as well as an update on projects

- At the end of quarter three, the City is projecting a \$4,652,000 surplus for all three funds broken down into:
  - General surplus - \$4,358,300
  - Sewer - \$259,500
  - Water - \$34,200
- Three main drivers of the general surplus include:
  - Bulk of the general surplus comes from position vacancies
  - \$600k more in investment income is expected due to the City securing higher interest rates on surplus cash or surplus funds
  - Expecting RCMP contract to be under budget by \$700,000 due to member vacancies
- Sewer surplus revenues are higher than expected and there is unused contingency. The water surplus is on budget
- Per the City's reserve policy, any reserve that falls below the City's minimum balance needs to be topped up using surplus
- At end of year, the minimum balances for all three financial stability reserves will need to be topped up including \$1,137,938 for general, \$100,000 for sewer, and \$48,945 for water
- \$870,000 of surplus will be used to fund a project contingency budget in 2024
- Operating and capital projects as well as project status are included in the report
- The total project budget is \$179.6 million and as of 2023-SEP-30, \$107.7 million was spent or committed

Committee and Staff discussion took place. Highlights included:

- Large variance in the Corporate and Business Development budget is due to property purchases that have not taken place as of 2023-SEP-30
- Large water deficit at 2023-SEP-30 due to the difficulty in predicting September's weather in June to determine if revenues will be high or low as well as due to the staggered billing periods
- 70% of projects are still in progress which is typically due to projects wrapping up into October
- The City's operating budget is just under \$309 million



b. Council Expenses for the Nine Months Ending 2023-SEP-30

Introduced by Laura Mercer, General Manager, Corporate Services.

- The City provides a summary of all the expenses to date, and the report is as of 2023-SEP-30
- This information is compiled throughout the year and is included in the Statement of Financial Information (SOFI) report at the end of year
- The report includes a summary of all expenses that each Councillor has spent during the year

Committee and Staff discussion took place. Highlights included:

- Rising costs associated with Councillors attending conferences and ensuring there is enough budgeted so Council can attend without going over budget.
- Council's 2024 Spending and Amenities Policy was amended to ensure budgeting for conferences and seminars is based on the actual costs for registration and travel which fluctuates based on location.

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

Laura Mercer, General Manager, Corporate Services, noted that there were no policy compliance issues at the end of September.

d. Neighbourhood Association Grants 2024

Introduced by Jeremy Holm, Director, Planning & Development.

Chris Sholberg, Community Heritage Planner, spoke regarding the Neighbourhood Association Grants 2024. Highlights included:

- The purpose of the Neighbourhood Association Grant Program is to assist neighbourhood associations with costs for operational needs and community events
- The total requested amount this intake was \$10,755
- The total budget for the Neighbourhood Association Grant Program was \$10,000 with a maximum grant of \$1,000 per applicant
- 11 applications have been received for 2024 and Staff are recommending all 11 be awarded, totalling \$10,000

Committee and Staff discussion took place. Highlights included:

- Brechin Hill Community Association requested \$805 while the rest applied for the full \$1,000 grant
- Suggestion to amend the policy for up to \$1,000 per association
- Discussion regarding waiting to see how well the program is meeting needs before changing policies
- Rewording the grant application as it states that the grant is up to \$1,000; however, applicants are receiving less

It was moved and seconded that the Finance and Audit Committee recommend that Council approve a total of \$10,000, in accordance with the 2024 Neighbourhood Association Grant Guidelines and Criteria, and that the grant allocations be as follows:

Brechin Hill Community Association - \$800

Chase River Community Association - \$920

Departure Bay Neighbourhood Association - \$920

Dover Community Association - \$920

Nanaimo Old City Association - \$920

Newcastle Community Association - \$920

Protection Island Neighbourhood Association - \$920

Rock City Neighbourhood Association - \$920

Rocky Point Neighbourhood Association - \$920

South End Community Association - \$920

Wellington Action Committee - \$920

It was moved and seconded that the motion be amended to allocate the full amount requested by each community neighbourhood association up to \$1,000 each. The motion was defeated on a tie vote.

Opposed: *Mayor Krog, Councillors Perrino and Thorpe*

The vote was taken on the main motion as follows:

That the Finance and Audit Committee recommend that Council approve a total of \$10,000, in accordance with the 2024 Neighbourhood Association Grant Guidelines and Criteria, and that the grant allocations be as follows:

Brechin Hill Community Association - \$800

Chase River Community Association - \$920

Departure Bay Neighbourhood Association - \$920

Dover Community Association - \$920  
Nanaimo Old City Association - \$920  
Newcastle Community Association - \$920  
Protection Island Neighbourhood Association - \$920  
Rock City Neighbourhood Association - \$920  
Rocky Point Neighbourhood Association - \$920  
South End Community Association - \$920  
Wellington Action Committee - \$920

The motion carried unanimously.

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to review the City of Nanaimo Neighbourhood Association Grant Program and report back to Council with a recommendation if the annual budget needs to be increased for the 2025 – 2029 Financial Plan. The motion carried.

Opposed: *Mayor Krog*

Councillor Manly vacated the Shaw Auditorium at 10:02 a.m. declaring a conflict of interest as he is the Executive Director of the Unitarian Shelter.

e. Shower Program Review

Introduced by Jeremy Holm, Director, Planning & Development.

Christy Wood, Manager, Social Planning, provided an overview of the Shower Program. Highlights included:

- In March 2023, Council received a delegation requesting that Council consider expanding shower services in response to a presentation received from Island Health Staff
- The City temporarily provided funds to the First Unitarian Fellowship of Nanaimo (Unitarian Shelter) in 2018 to implement a shower program due to the lack of shower services available, and the City has continued to fund it
- Between 2018-2022, \$206,015 was spent on the shower program, with a portion funded through the Strengthening Community Services Program
- In 2023, the City budgeted \$69,800 and provided that to the Unitarian Shelter to operate the shower program

- The shower program operated by the Unitarian Shelter is the only free, drop-in program to all unhoused individuals
- In 2023, an average of 26 showers at approximately \$12 per shower are provided daily
- 1-3 individuals are turned away daily due to the limited hours
- The shower program provides an access point for other support services
- The shower program operates year-round, Monday to Friday, 7 a.m. to 11 a.m. at Caledonia Park, 110 Wall Street
- There are additional hours to allow staff to clean, do laundry and restock
- The two employees on site provide staff support, manage access to showers and provide soaps
- The City has a service and license agreement with the Unitarian Shelter until 2023-DEC-31 to operate the program. In that agreement the City funds three hours, and the Unitarian Shelter has obtained funds from Reaching Home to fund the other two hours
- The only other shower services in Nanaimo are through existing shelter services
- The City provides custodian staff to ensure the facilities are cleaned daily. Extending the shower program by one hour, would require the extension of custodian staff
- Some communities have used mobile shower trailers to expand services; however, this is more expensive and would require capital and operating dollars

Committee and Staff discussion took place. Highlights included:

- \$12 per shower includes the overall cost for the facility and operation dollars provided
- Users have access to the showers for 15 minutes so an additional hour of operation would address those that are turned away
- Those accessing the Leisure Economic Access Pass (LEAP) program
- Concerns regarding increasing hours at Caledonia Park taking away hours of use from other users of that facility
- This location is not a long-term solution and a more appropriate location is needed
- Discussion regarding mobile shower trailers

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to maintain shower services as follows:

1. Increase the 2024 budget by \$16,450, from \$81,300 to \$97,750, to be funded by the Strategic Infrastructure Reserve Fund to provide one additional hour of Shower Program services daily, Monday to Friday;
2. Add a project of \$25,000 to the 2024 budget to undertake building improvements to allow for further temporary use at Caledonia Park, funded from the Strategic Infrastructure Reserve Fund;
3. Encourage the First Unitarian Fellowship to promote the City's Leisure Economic Access Pass program to eligible Shower Program users;
4. Work with community partners over the long term to ensure that shower services are provided as part of a suite of services within new and existing shelters, daytime drop-in centres, and other community support services allowing the City to return the Caledonia Park building to its originally intended use; and,
5. Return to Council in the fall 2024 to provide an update on the Shower Program and any alternative solutions to replace the program at Caledonia Park.

The motion carried unanimously.

The Finance and Audit Committee recessed the meeting at 10:25 a.m.

The Finance and Audit Committee reconvened the meeting at 10:35 a.m.

Councillor Manly returned to the Shaw Auditorium at 10:35 a.m.

f. Community Environmental Sustainability Project Grant

Introduced by Jeremy Holm, Director, Planning & Development.

Dave Stewart, Environmental Planner, provided a verbal presentation.

Highlights included:

- This is the first time the City has offered this grant type
- The intent of this project is to address environmental projects that don't necessarily reflect the watershed program, but the other green goals of the City Plan

- Ten applications were received with a total requested funding of \$37,650
- The City has \$20,000 worth of funding available
- Recommended that the full \$20,000 be allocated to eight applicants, two of which the City is recommending full funding and six partial funding

It was moved and seconded that the Finance and Audit Committee recommends that Council approve a total of \$20,000, in accordance with the Community Environmental Sustainability Project Grant Guidelines and Criteria as attached, and that the grant allocations be as follows:

Alex King – SD68 Departure Bay Elementary School - \$3,100  
Project: Learning in Place – Wardropper Park Restoration Project

Amie Armet – Rocky Point Neighbourhood Association - \$2,000  
Project: Greening Rocky Point Private Yard Tree Planting and Climate Action Workshop

Anni Thesan – Youth 20/20 Can - \$2,000  
Project: Beaufort Park Native Plant Garden

Joanne Sales – Broombusters Invasive Plant Society - \$2,000  
Project: Nanaimo Parkway Broom Removal Project 2024

Lee Sanmiya – Nanaimo Community Gardens Society - \$3,500  
Project: Community Engagement Project

Minah Lee – Art Action Earwig - \$3,000  
Project: Love Tooth Nest

Shelley Serebin – Nanaimo Old City Neighbourhood Association - \$1,400  
Project: Shelley Serebin's Climate Action Plan Project

Matthew Stephens – Snuneymuxw First Nation - \$3,000  
Project: SFN Transitional Housing Community Garden

The motion carried unanimously.

g. Social Planning Grants 2024

Introduced by Jeremy Holm, Director, Planning & Development.

Emily Notley, Planning Assistant, provided a presentation. Highlights included:

- Since 2001, the City has allocated \$85,000 annually to nonprofit societies, neighbourhood associations and/or recognized faith groups in Nanaimo
- The purpose of the grant program is to assist organizations in responding to issues of social nature with initiatives that enhance social cohesion, address the root causes and effects of poverty, contribute to the vitality of the community, and foster social inclusion and social equity
- The grant program has two categories:
  - Community Vitality Grants with \$25,000 allocated towards smaller projects
  - Social Response Grants with \$60,000 allocated towards larger projects
- 23 Social Planning Grant applications were received for 2024
- Each application was independently evaluated based on merit, relevance/feasibility and potential impact
- Each submission was given a score from review committee members and combined to obtain an average

Committee and Staff discussion took place. Highlights included:

- The City enters into a service agreement with grant recipients to receive a report to ensure the money is being used for its intended purpose
- All of the grant applicants were in line with the guidelines and criteria established through the grant program; however, it is a competitive program
- Concerns regarding Council not having access to the scores from the evaluation process
- Community partnerships and additional funding is looked at in the evaluation process

It was moved and seconded that the Finance and Audit Committee recommend that Council approve a total of \$85,000, in accordance with the Social Planning Grant Guidelines and Criteria as attached, and that the grant allocations be as follows:

a) 2024 Community Vitality Grants – Total \$25,000

Growing Opportunities Farm Community Co-op - \$4,000  
Project: Seniors & Youth Growing Seedlings

Nanaimo Community Kitchens - \$6,000  
Project: Cooking out of the Box for Youth

Spinal Cord Injury Society - \$5,000  
Project: Peer Support and Outdoor Inclusion for People with spinal cord injuries in Nanaimo

Mid Island Métis Nation - \$10,000  
Project: Métis Cultural Food Share

b) 2024 Social Response Grants – Total \$60,000

Wisteria Community Association - \$30,000  
Project: Food for Thought

The Literacy Circle Society - \$30,000  
Project: The Literacy Circle – Learning for Life

The motion carried unanimously.

h. Cultural Operating, Project and Downtown Event Revitalization Grants 2024 - Funding Recommendations

Introduced by Richard Harding, General Manager, Community Services/Deputy CAO.

Committee and Staff discussion took place. Highlights included:

- 15 Cultural Operating applications and 16 Cultural Project applications were received by the 2023-OCT-10 deadline
- Groups can apply for grants that are 25% of their total budget; however, the City was unable to fund many to that extent
- A grant information session was started this year where five sessions were offered to groups to provide more information on grants, eligibility, where to find information and how to apply
- These sessions were mandatory and a 10% reduction was applied if groups did not attend



The Mayor asked the Committee to consider passing one motion for all of the proposed cultural operating, project and downtown event revitalization grants as outlined in the staff recommendation unless any member of Council wished to consider any items separately.

Prior to the vote Councillor Eastmure requested that the following be removed to be voted on separately as she would need to declare a conflict of interest:

Applicant Name: Vancouver Island Short Film Festival Society  
Recommended: 1Yr Operating \$5,500

Applicant Name: Vancouver Island Short Film Festival Society  
Project Name: Youth Showcase  
Recommended: Project \$1,265

It was moved and seconded that the Finance & Audit Committee recommend that Council approve the following 2024 Cultural Operating and Project Grants:

2024 Culture Operating & Project Grants

Applicant Name: Crimson Coast Dance Society  
Recommended: 3 Yr Operating (Year 2 of 3) \$30,732

Applicant Name: Nanaimo Conservatory of Music  
Recommended: 3 Yr Operating (Year 2 of 3) \$20,000

Applicant Name: Nanaimo Festival Heritage Theatre Society (Theatre One)  
Recommended: 3 Yr Operating (Year 2 of 3) \$49,000

Applicant Name: Pacific Coast Stage Company  
Recommended: 3 Yr Operating (Year 2 of 3) \$16,500

Applicant Name: Vancouver Island Symphony  
Recommended: 3 Yr Operating (Year 2 of 3) \$100,000

Applicant Name: Western Edge Theatre  
Recommended: 3 Yr Operating (Year 2 of 3) \$20,000

Applicant Name: 8758999 Canada Society dba Artists' Collective Theatre  
Recommended: 1 Yr Operating \$4,000

Applicant Name: A Capella Plus Choral Society  
Recommended: 1 Yr Operating \$2,000

Applicant Name: Island Bel Canto Singers Society  
Recommended: 1 Yr Operating \$2,538

Applicant Name: L'Association des francophones de Nanaimo  
Recommended: 1 Yr Operating \$9,500

Applicant Name: Loyal Nanaimo Bathtub Society  
Recommended: 1 Yr Operating \$5,000

Applicant Name: Malaspina Choir Society  
Recommended: 1 Yr Operating \$3,000

Applicant Name: Mid Island Community Bands Society  
Recommended: 1 Yr Operating \$1,250

Applicant Name: Mid Island Metis Nation Association  
Recommended: 1 Yr Operating \$9,500

Applicant Name: Nanaimo African Heritage Society  
Recommended: 1 Yr Operating \$8,000

Applicant Name: Nanaimo Arts Council  
Recommended: 1 Yr Operating \$15,000

Applicant Name: Nanaimo Chapter of the SPEBSQSA (Nanaimo  
Tidesmen)  
Recommended: 1 Yr Operating \$3,000

Applicant Name: Nanaimo Concert Band Society  
Recommended: 1 Yr Operating \$2,000

Applicant Name: Nanaimo Fiddle Society  
Recommended: 1 Yr Operating \$7,500

Applicant Name: Nanaimo International Jazz Festival Association  
Recommended: 1 Yr Operating \$8,000

Applicant Name: Crimson Coast Dance Society  
Project Name: DanceABLE  
Recommended: Project \$4,000

Applicant Name: Literacy Central Vancouver Island  
Project Name: Local Author's Evening Workshops  
Recommended: Project \$640.66

Applicant Name: Nanaimo African Heritage Society  
Project Name: Black History Month & Children's Event  
Recommended: Project \$5,000

Applicant Name: Nanaimo Ballroom Dance Society  
Project Name: Island Fantasy Ball Showcase and Competition  
Recommended: Project \$5,000

Applicant Name: Nanaimo Chamber Orchestra  
Project Name: Orchestra 2023/ 2024 Program Season  
Recommended: Project \$2,300

Applicant Name: Nanaimo Conservatory of Music  
Project Name: Island Notes Chamber Music Festival  
Recommended: Project \$1,800

Applicant Name: Nanaimo Festival Heritage Theatre Company  
Project Name: TheatreOne  
Recommended: Project \$7,000

Applicant Name: Nanaimo Fiddle Society  
Project Name: West Coast Youth Fiddle Summit  
Recommended: Project \$3,000

Applicant Name: Nanaimo Sings! Choral Festival Society  
Project Name: Singing With Your Ears  
Recommended: Project \$1,500

Applicant Name: Nanaimo Ukulele Festival Society  
Project Name: Nanaimo Ukulele Festival

Recommended: Project \$1,000

Applicant Name: One in Spirit Healing Arts Society

Project Name: Multicultural Festival

Recommended: Project \$1,864.34

Applicant Name: Pacific Coast Stage Company

Project Name: The Flame Youth Storytelling Event

Recommended: Project \$3,000

Applicant Name: Western Edge Theatre

Project Name: New Waves Festival

Recommended: Project \$3,000

Applicant Name: Wordstorm Society of the Arts

Project Name: Resource Development

Recommended: Project \$1,500

Applicant Name: Reconciliation Theatre

Project Name: Writer's Workshop

Recommended: Project \$2,537

The motion carried unanimously.

Councillor Eastmure vacated the Shaw Auditorium at 10:57 a.m. declaring a conflict of interest as her partner works with the Vancouver Island Short Film Festival Society.

It was moved and seconded that the Finance & Audit Committee recommend that Council approve the following 2024 Cultural Operating and Project Grants:

Applicant Name: Vancouver Island Short Film Festival Society

Recommended: 1Yr Operating \$5,500

Applicant Name: Vancouver Island Short Film Festival Society

Project Name: Youth Showcase

Recommended: Project \$1,265

The motion carried unanimously.

Councillor Eastmure returned to the Shaw Auditorium at 10:58 a.m.

**7. QUESTION PERIOD:**

The Committee received no questions from the public regarding agenda items.

**8. ADJOURNMENT:**

It was moved and seconded at 10:58 a.m. that the meeting adjourn. The motion carried unanimously.

---

CHAIR

CERTIFIED CORRECT:

---

DEPUTY CORPORATE OFFICER



## MINUTES

### SPECIAL GOVERNANCE AND PRIORITIES COMMITTEE MEETING

Monday, January 22, 2024, 7:00 P.M.  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC

Members: Councillor T. Brown, Chair  
Mayor L. Krog  
Councillor S. Armstrong  
Councillor H. Eastmure  
Councillor B. Geselbracht\*  
Councillor E. Hemmens  
Councillor P. Manly  
Councillor J. Perrino  
Councillor I. Thorpe

Staff: R. Harding, General Manager, Community Services/Deputy CAO  
L. Mercer, General Manager, Corporate Services  
B. Sims, General Manager, Engineering and Public Works  
J. Elliot, Director, Public Works  
W. Fulla, Director, Finance  
S. Gurrie, Director, Legislative Services  
P. Rosen, Director, Engineering  
M. Lonsdale, Senior Project Manager  
M. Pearson, Legislative Communications Clerk  
K. Lundgren, Recording Secretary

#### 1. CALL THE MEETING TO ORDER:

The Special Governance and Priorities Committee Meeting was called to order at 7:00 p.m.

\* Denotes electronic meeting participation as authorized by "Council Procedure Bylaw 2018 No. 7272"

**2. INTRODUCTION OF LATE ITEMS:**

- (a) Remove Agenda Item 4 Question Period.

**3. APPROVAL OF THE AGENDA:**

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

**4. PRESENTATIONS:**

a. Nanaimo Operations Centre - Project Update

Bill Sims, General Manager, Engineering and Public Works, provided a PowerPoint presentation. Highlights included:

- The Public Works yard provides critical services for the City of Nanaimo
- Buildings are outdated and unable to keep up with service delivery
- Provided an overview of the timeline of the Public Works Yard
- The project requires phasing in order for the yard to continue to function 24/7
- A geotechnical and environmental investigation was undertaken in 2021
- Provided an overview of the key design principles of the project which includes a “fit for purpose” design
- A number of architects and experts have been involved in the planning to ensure maximum value
- Long-term borrowing is a sustainable way to fund a project of this size
- Alternative to long-term borrowing is to fund from property taxes
- The \$48.5 million total borrowing includes costs for construction, project delivery, allowance for inflation and contingency
- Public Works is the fourth emergency responder and is required to respond in a ‘post-disaster’ situation
- Project is currently at an early stage with a concept design. A detailed design will not be done until approval of electors is confirmed
- Key design elements of future phases include a storage facility, renovated truck barn, administrative facility and renovated central stores
- Based on feedback from the community regarding communication, the City has redone the project website to better present information

Delegations:

1. Valentina Cardinalli expressed concerns regarding the Alternative Approval Process (AAP), requested information on how the money will be spent, expressed concerns for the increases in taxes, and requested a more moderate proposal.

The Chair opened the floor to anyone in attendance who wished to speak to the Nanaimo Operations Centre - Project Update.

2. Ken Arthur expressed his desire for approval of electors being determined by a referendum, concerns regarding potential for cost overruns and noted concerns with some of the details of the project design.
3. Noni Bartlett spoke regarding the 2023-DEC-04 Regular Council Meeting Staff report and concerns regarding the calculations to determine the total number of electors of the area.
4. Derick Hanna spoke regarding the need for upgrades to the Public Works Yard; however, expressed concerns regarding inflation, tax increases and spoke regarding the project being done in a more economical fashion.
5. Sandy Bartlett requested clarification regarding the City's budget for referendums, and requested that this project go to a referendum.
6. Marley (did not state last name), spoke regarding increases in property taxes, and expressed concern over the cost of the project, financial impact on residents, and why the Public Works Yard wasn't addressed previously when identified.
7. (Did not state name) spoke regarding the accumulated interest on the borrowed funds.
8. Jennifer (did not state last name), expressed concerns with items included in the concept design and expressed concerns with the proposed Emergency Operations Centre and Fire Training Tower upgrades.
9. (Did not state name) expressed concern for fiscal responsibility, money spent on bike lanes, and concern that saving for the project hadn't been started years ago when the issue was identified.



Committee and Staff discussion took place regarding provincial and federal grants for funding bike lanes, number of staff working out of the public works building, bays for vehicle maintenance, and the current fleet/equipment.

10. (Did not state name) spoke regarding the AAP for the 2010 Beban Park Pitch & Putt and the low number of responses on previous AAPs.

Committee and Staff discussion took place regarding the downsides of contracting out services.

11. (Did not state name) expressed concern that the public has lost confidence in the town hall.
12. Gordon Willington, spoke regarding the increased cost of garbage collection after the new garbage trucks and expressed concern for the budgeted cost of the Public Works Yard project.

Bill Sims, General Manager, Engineering and Public Works, spoke regarding the development of the project budget.

13. Jeff Ainsley requested the report outlining the fair determination of the number of electors of the area, requested clarification on the City's maximum debt servicing limit, and expressed concern for the use of natural gas in the Fire Training Tower.

Sheila Gurrie, Director, Legislative Services, explained the calculation of the fair determination of electors was completed and noted that a copy of the document used to prepare the calculation would be made available.

14. Pat (did not state last name), spoke regarding the factors to consider when determining whether to use the AAP and expressed concern regarding the use of the AAP process for this project.
15. Susan Allan expressed concern regarding a lack of trust, the AAP process, and that the public is not informed enough.
16. Sandy Bartlett, spoke for a second time, regarding the determination of the number of electors.
17. (Did not state name) requested clarification regarding the estimated cost per household of \$77 per year.

Committee discussion took place regarding the allowance for inflation and contingencies included in the borrowing amount and the reasons behind breaking down the project into phases.

18. Kathy (did not state last name), expressed concern regarding the AAP process, requested a referendum, and expressed concern for future potential projects such as a new Police Station.

Committee and Staff discussion took place regarding the difference between an AAP and a referendum.

19. Greg Brown, requested that a referendum be held instead of an AAP and expressed concern regarding the AAP process, as well as concern for the City's asset management.

20. Paul Steel, requested clarification regarding the City's borrowing capacity, spoke regarding the consideration for the needs of the future, and requested the general public receive more detail on the cost and details of the project.

Bill Sims, General Manager, Engineering and Public Works, spoke regarding the value management study to refine the cost of the project.

Committee discussion took place regarding the City's borrowing capacity, the benefit of long-term borrowing, and ways to better communicate the detailed figures of the project to the public.

The Governance and Priorities Committee recessed the meeting at 9:08 p.m.

The Governance and Priorities Committee reconvened the meeting at 9:15 p.m.

The Chair re opened the floor to anyone in attendance who wished to speak to the Nanaimo Operations Centre - Project Update.

21. Leonard Robertson requested clarification on capital asset management and whether there was savings for the project.

Laura Mercer, Director, Corporate Services, advised that 1% is put away each year for asset management; however, in the past, other projects have been prioritized.

Leonard Robertson requested clarification on the use of the City's surplus.

Laura Mercer, Director, Corporate Service, outlined the 2022 surplus and the various items that it was allocated towards. She noted that accumulated surplus is not money that can be drawn from.

22. Irene Mirkovitch spoke regarding concerns regarding the AAP process, the benefits of a referendum in terms of public awareness,

and concerns regarding the amount of borrowing capacity the City has.

23. Sandy Bartlett, spoke for a third time, regarding concerns with the AAP process and the differences between an AAP and a referendum.
24. Ken Arthur, spoke for a second time, regarding concerns with the AAP process, the public not being informed, requested mail out ballots, and expressed concern regarding some of the details of the design.
25. Carol Wilde, spoke regarding concerns with the AAP process and the wording on the AAP elector response form causing confusion with the previous AAP.

Sheila Gurrie, Director, Legislative Services, advised that based on the feedback related to the wording on the Elector Response Forms, a note has been added on the City's website and the Elector Response Forms for clarification.

26. Pat (did not state last name), spoke for a second time, and requested clarification regarding the cost of borrowing over 20 years for phase one, and the anticipated cost to tax payers if all four phases pass.

Laura Mercer, Director, Corporate Services, advised that cost of borrowing would be \$31.5 million and noted that the most current numbers are just for phase one and numerous factors would impact the cost of borrowing for all four phases.

27. Sandy Bartlett, spoke for a fourth time, regarding concerns with the amended wording to the AAP elector response forms.
28. (Did not state name) requested clarification regarding contracting out services and why seismic upgrades were not considered for the project.

Bill Sims, General Manager, Engineering and Public Works, advised that seismic upgrades would not accommodate for growth, and contracting out services would not allow the turnaround time needed to service the vehicles.

29. Carol Wilde, spoke for a second time, and requested clarification on the amended wording on the elector response forms.

Sheila Gurrie, Director, Legislative Services, clarified that elector response forms, with or without the added wording, would be accepted.

**5. ADJOURNMENT:**

It was moved and seconded at 9:44 p.m. that the meeting adjourn. The motion carried unanimously.

---

CHAIR

CERTIFIED CORRECT:

---

CORPORATE OFFICER



## MINUTES

### PUBLIC SAFETY COMMITTEE MEETING

Wednesday, February 21, 2024, 4:00 P.M.  
Boardroom, Service and Resource Centre,  
411 Dunsmuir Street, Nanaimo, BC

Members:

Councillor S. Armstrong, Chair  
Councillor H. Eastmure  
S. Brodie, At Large Member  
K. Coulthard, At Large Member  
D. Cowling, At Large Member  
D. Herman, At Large Member  
K. Lambert, At Large Member\* (joined 4:19 p.m.)  
C. Middleton, At Large Member  
J. Millbank, At Large Member  
R. Taylor, At Large Member

Absent:

J. Bowen, At Large Member

Staff:

R. Harding, General Manager, Community Services/Deputy CAO  
B. Sims, General Manager, Engineering and Public Works  
T. Doyle, Fire Chief  
J. Elliot, Director, Public Works  
S. Gurrie, Director, Legislative Services  
J. Holm, Director, Planning and Development  
D. LaBerge, Director, Public Safety  
N. Sponaugle, Communications Advisor  
A. Chanakos, Recording Secretary

#### 1. CALL THE MEETING TO ORDER:

The Public Safety Committee Meeting was called to order at 4:00 p.m.

\* Denotes electronic meeting participation as authorized by "Council Procedure Bylaw 2018 No. 7272"

**2. ADOPTION OF AGENDA:**

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

**3. CHAIR'S REPORT:**

a. Introductions of Committee Members (Round Table)

Introduced by Councillor Armstrong.

Mayor Krog welcomed the members to the Public Safety Committee (the Committee) and thanked them for volunteering their time and efforts to the community.

Committee members and Staff gave briefly introduced themselves and outlined what they hoped to accomplish with the committee.

**4. PRESENTATIONS:**

a. Committee Orientation/Meeting Procedures

Introduced by Sheila Gurrie, Director, Legislative Services.

- Reviewed the role of the Committee and the Committee Operating Guidelines
- Noted "Council Procedure Bylaw 2018 No. 7272" and its importance to the Committee
- Identified the key date calendar and reviewed the schedule for upcoming Public Safety Committee meetings

Kevin Lambert joined the meeting electronically at 4:19 p.m.

- Discussed meeting procedures including quorum, identifying topics for meetings, and delegations/presenters
- Reviewed Robert's Rules of Order
- Reviewed rules of decorum for members of the Committee
- Noted "Code of Conduct Bylaw 2022 No. 7348" and how it applies to the Committee
- Discussed how to determine conflicts of interest and when they would apply

## 5. REPORTS:

### a. Terms of Reference

Richard Harding, General Manager, Community Services/Deputy CAO, reviewed the Terms of Reference for the Public Safety Committee and discussed the purpose of the Committee, the term Committee Members will serve and the various City departments involved within the Committee.

## 6. OTHER BUSINESS:

### a. Future Meeting Items

Introduced by Dave LaBerge, Director, Public Safety.

- The first Public Safety Committee was created in 2012
- Reviewed the *Community Charter* and the authority the City has as a municipality
- The City has no authority over health, criminal law or controlled substances, which are the main concerns raised by citizens regarding public safety
- Bylaw Services focuses more on issues regarding life safety, rather than visual esthetics
- Reviewed strategic priorities from the past Public Safety Committee
- The Nanaimo Neighbourhood Network requested to attend future Public Safety Committee meetings as a regular presenter to check in with the committee and identify challenges they are dealing with
- Bylaw Services identified a number of commonly occurring issues including:
  - Vacant buildings/properties
  - Proximity of neighbourhoods to health and social services
  - Public infrastructure, including parkades, and concerns with people sheltering inside, human waste and damage to vehicles
  - Downtown streets and storefronts experiencing challenges with weapons, shopping carts, human waste and graffiti
- Staff are currently working on a bylaw to address concerns regarding safety in public facilities
- Homelessness affects all areas of the City, not just the downtown
- The Downtown Nanaimo Community Safety Action Plan (Safety Action Plan) was adopted by Council in April 2022, and is intended to improve safety and security in the downtown

- The City receives \$2.5 million in annual investments to help fund initiatives including Community Safety Officers, the Clean Team, Park Attendants and the Vandalism Relief Grant
- Staff will evaluate progress with the Safety Action Plan and see if there are any resourcing gaps to be filled
- Staff are developing a strategic framework to expand the Safety Action Plan to cover all areas of the City, and will report back to the Public Safety Committee for feedback

Councillor Armstrong facilitated a roundtable discussion to identify potential future agenda topics.

It was moved and seconded that the Public Safety Committee recommend that Council add the Nanaimo Neighbourhood Network as a standing presentation item on Public Safety Committee Agendas for up to ten minutes at each Public Safety Committee Meeting. The motion carried unanimously.

Committee discussion continued. Highlights included:

- Providing the report from the Nanaimo Area Public Safety Association titled “The Recent Evolution of the Overdose Crisis in Nanaimo and the Impacts of Street Disorder on Neighbourhoods” to the Corporate Officer for review and distribution to Committee Members
- Warming and cooling centres
- Generalized downtown disorder
- Preparing for the next heat dome and ensuring infrastructure is in place to protect vulnerable citizens
- Potential presentation regarding supportive housing and how surrounding neighbourhoods are affected
- Potential presentation from a School Liaison Officer to discuss issues kids are facing in school
- Inviting the Systems Planning Organization to discuss work being done around health and housing
- Gathering input from members of the vulnerable population to determine how the City can support their needs
- Potential presentation from Chief Doyle regarding fire safety
- Suggestion to replace School Zone signs in non-enforceable zones with School Area signs to alert drivers there is a school nearby
- Advocacy for restorative justice



**7. QUESTION PERIOD:**

The Committee received no questions from the public regarding agenda items.

**8. ADJOURNMENT:**

It was moved and seconded at 5:44 p.m. that the meeting adjourn. The motion carried unanimously.

---

CHAIR

CERTIFIED CORRECT:

---

CORPORATE OFFICER

Please click the link below to access the 2024-FEB-12 Governance and Priorities Committee Meeting agenda:

<https://pub-nanaimo.escribemeetings.com/Meeting.aspx?Id=ab2b540c-c604-4d81-9401-e5b1220b1e33&Agenda=Merged&lang=English>

Please click the link below to access the 2024-FEB-21 Finance and Audit Committee Meeting agenda:

<https://pub-nanaimo.escribemeetings.com/Meeting.aspx?Id=ed621017-e93b-47c6-aaaa-3f80c231077d&Agenda=Agenda&lang=English>

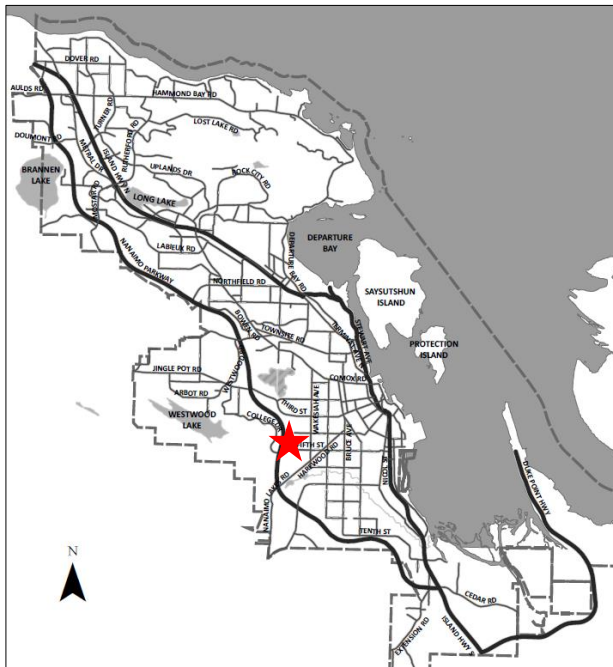
Please click the link below to access the 2024-FEB-21 Public Safety Committee Meeting agenda:

<https://pub-nanaimo.escribemeetings.com/Meeting.aspx?Id=ad8d7b98-169b-456c-9787-8cd2d54071ab&Agenda=Agenda&lang=English>

DATE OF MEETING | February 26, 2024 |

AUTHORED BY | PAYTON CARTER, PLANNER, CURRENT PLANNING |

**SUBJECT** | **DEVELOPMENT VARIANCE PERMIT APPLICATION NO. DVP460 – 900 FIFTH STREET (VANCOUVER ISLAND UNIVERSITY)**



**Proposal:**

Variations to allow an overheight student housing development and retaining wall



**Zoning:**

CS1 – Community Service One

**City Plan Land Use Designation:**

Secondary Urban Centre

**Lot Area:**

31.9ha



## **OVERVIEW**

### **Purpose of Report**

To present for Council's consideration a development variance permit application to increase the maximum allowable building height for a proposed student housing development and retaining wall at 900 Fifth Street (Vancouver Island University).

### **Recommendation**

That Council issue Development Variance Permit No. DVP460 to allow a student housing development and retaining wall with variances, as outlined in the "Proposed Variances" section of the Staff Report dated 2024-FEB-26.

## **BACKGROUND**

A development variance permit application, DVP460, was received from Turner & Townsend, on behalf of Vancouver Island University, to vary the provisions of the "City of Nanaimo Zoning Bylaw 2011 No. 4500" (the Zoning Bylaw) to increase the maximum allowable height for a proposed student housing building and retaining wall at 900 Fifth Street.

### **Subject Property and Site Context**

The subject property is bordered by Third Street to the north and Fifth Street to the south. The Nanaimo Parkway is located to the west and overlooks the subject property. Fourth Street abuts the lot and transitions to University Crescent, which is entirely internal to the site. The property slopes upward significantly (75m) from east to west and is the existing location of Vancouver Island University.

The surrounding neighbourhood includes the Serauxmen Stadium, the Rotary Bowl, Q'unq'inuqstuxw Stadium, and Nanaimo District Secondary School located to the northeast. The Harewood Neighbourhood is located across Wakesiah Avenue with primarily single family dwellings and across Fifth Street is a large parcel of land. The College Park neighbourhood is located across the Nanaimo Parkway and includes primarily single family dwellings.

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

## **DISCUSSION**

### **Proposed Development**

The applicant proposes to construct a new ten-storey student housing building on campus, adjacent to existing student housing buildings and an outdoor sports court. The new building will be accessed from an extension of University Crescent. It is expected that the building will be comprised of a three-storey concrete podium and a seven-storey mass timber structure, which will include 266 student beds with shared lounges on each residential floor, student support space, amenity areas, and food services.

Primary building access is located at grade and provides an accessible arrival area for students and staff requiring access to building support services, the mechanical room and facility storage. The second storey includes the dining and food services, intended to serve building residents. This area will include seating for 200 individuals, a commercial kitchen and a servery. The third level is intended for student housing support, including laundry services, meeting rooms, staff offices, and study space. The remaining six levels will contain student housing units with a range of private, semi-private, and accessible suites. The residential storeys will also include a central floor lounge. It is anticipated that the project will achieve Step 4 of the BC Energy Step Code.

To support the new development, additional improvements to adjacent parking and landscaped areas are proposed including raingardens, tree planting, outdoor seating, amenity space, and pathway lighting. The parking area will include landscape islands, increased accessible parking spaces, and delineated pedestrian crossings.

## **Proposed Variances**

### *Building Height Variance*

The maximum permitted height for a principal building in the CS1 zone is 14m. The proposed height for a principal building is 33m, a requested variance of 19m.

Staff support the proposed variance as it would facilitate a necessary student housing development for Vancouver Island University, complete with student services and shared amenities. The compact building form facilitates onsite improvements, including the planting of robust landscaping, the addition of outdoor seating, and improved pedestrian circulation. The proposed development site lies outside of the Nanaimo Parkway Character Protection Zone and the Tree Protection Zone and will not negatively impact view corridors from the Parkway, as shown on Attachment H. The proposed building is not anticipated to negatively impact the views of properties located up slope from the Nanaimo Parkway, as the new building is well below the grade of the Parkway.

The proposed height variance would allow a building form that aligns with City Plan policy, which encourages high density residential development and a mix of uses to recognize this urban centre as a focal point for post-secondary education with higher density residential uses, and to support Vancouver Island University's plans for expanded student housing.

### *Retaining Wall Height Variance*

The maximum permitted height for a retaining wall located outside the required setbacks of the CS1 zone is 3.0m. The proposed retaining wall located adjacent to the outdoor amenity space is 4.25m, a requested variance of 1.25m

Staff support the proposed retaining wall variance as it provides an accessible entrance to the second storey of the proposed student housing development. The retaining wall is painted concrete with a decorative design and partially screened by climbing vines, wood and concrete outdoor seating, and raised planters.

### **SUMMARY POINTS**

- Development Variance Permit No. DVP460 is an application to:
  - Increase the maximum allowable height for a principal building in the CS1 zone from 14m to 33m to facilitate a student housing development; and,
  - Increase the maximum allowable height of a retaining wall outside the required setback in the CS1 zone from 3.0m to 4.25m at Vancouver Island University.
- The proposed compact building form is supported by City Plan.
- Staff support the proposed variance.

### **ATTACHMENTS**

ATTACHMENT A: Permit Terms and Conditions  
ATTACHMENT B: Subject Property Map  
ATTACHMENT C: Site Plan  
ATTACHMENT D: Height Survey  
ATTACHMENT E: Proposed Building Elevations  
ATTACHMENT F: Proposed Building Rendering  
ATTACHMENT G: Proposed Retaining Wall Elevations  
ATTACHMENT H: View Analysis

#### **Submitted by:**

Lainya Rowett  
Manager, Current Planning

#### **Concurrence by:**

Jeremy Holm  
Director, Planning & Development



# **ATTACHMENT A PERMIT TERMS AND CONDITIONS**

## **TERMS OF PERMIT**

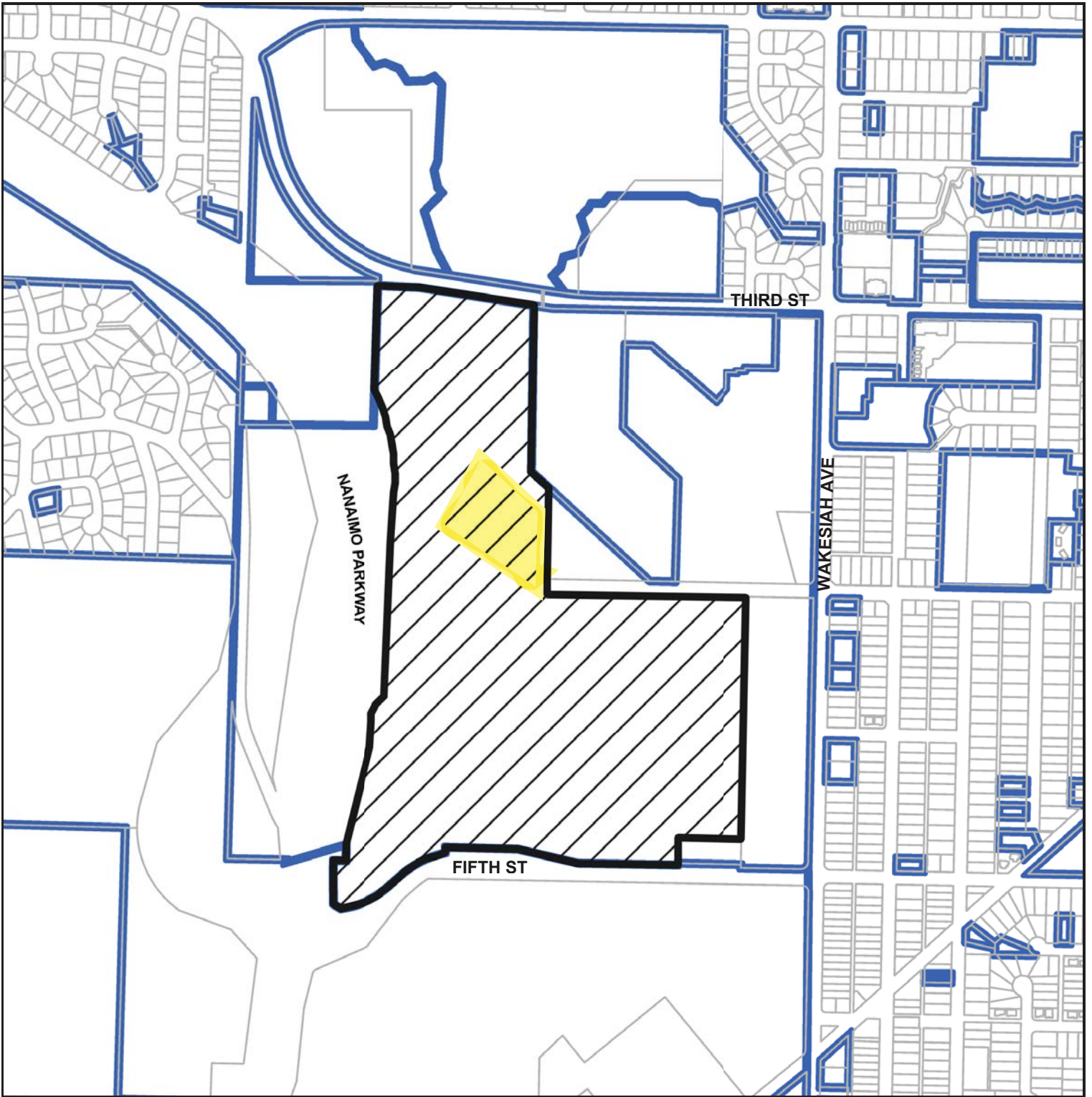
The “City of Nanaimo Zoning Bylaw 2011 No. 4500” is varied as follows:

1. *Section 14.6.1 Size of Buildings* – to increase the maximum permitted height for a principal building from 14m to 33m.
2. *Section 6.10 Fence Height* – to increase the maximum permitted retaining wall height outside the required setback area from 3m to 4.25m.


## **CONDITIONS OF PERMIT**

1. The subject property shall be developed in accordance with the Height Survey, prepared by Turner & Associates Land Surveying, dated 2023-NOV-16 as shown on Attachment D.

# ATTACHMENT B SUBJECT PROPERTY MAP



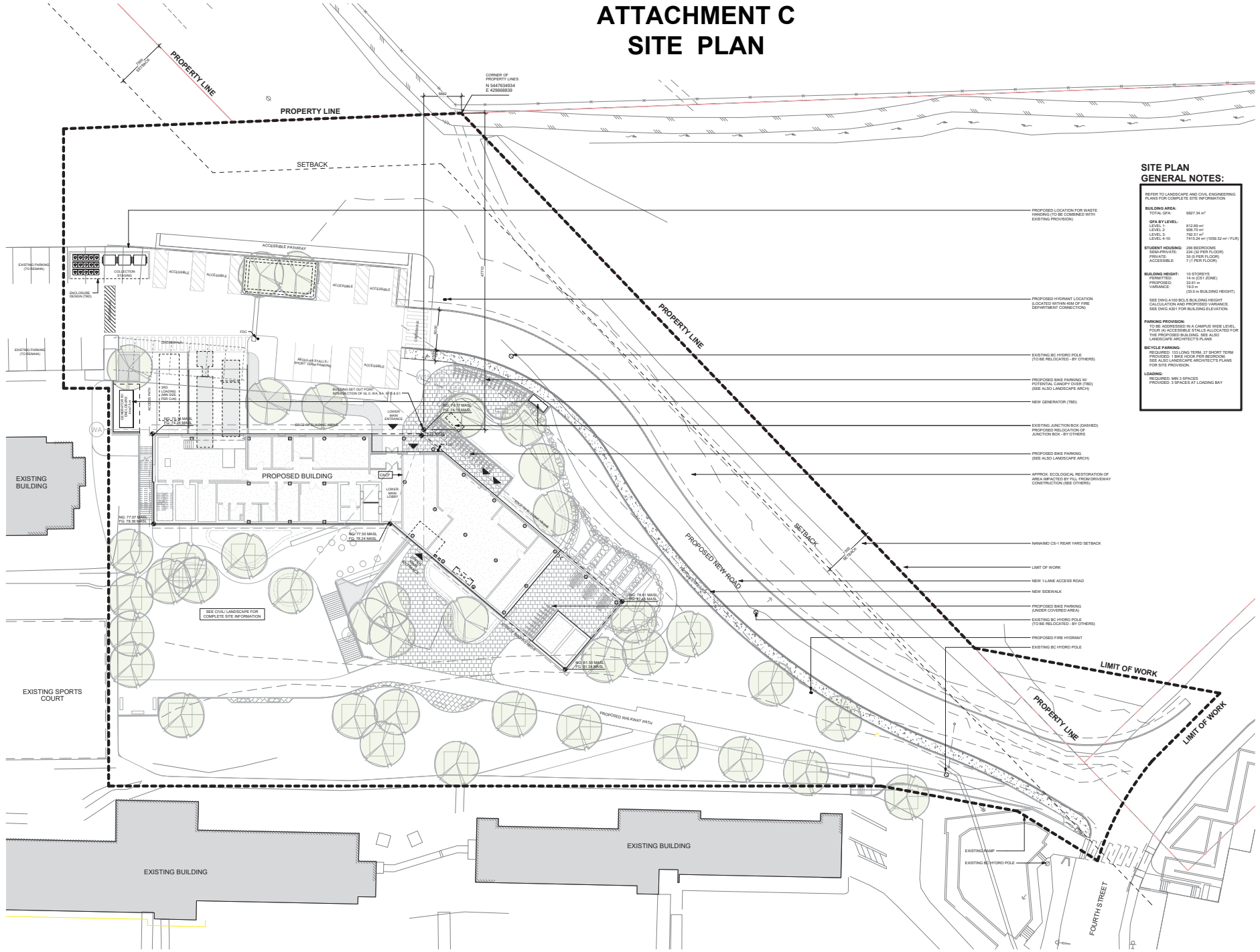
 Development Site

 900 Fifth Street

# ATTACHMENT C SITE PLAN



home  
architecture + design  
400 - 675 W Hastings St Vancouver BC V6B 7G3 604.722.8620  
www.hsa.ca



### SITE PLAN GENERAL NOTES:

REFER TO LANDSCAPE AND CIVIL ENGINEERING PLANS FOR COMPLETE SITE INFORMATION

**BUILDING AREA:**  
TOTAL GFA: 9927.34 m<sup>2</sup>

**GFA BY LEVEL:**  
LEVEL 1: 612.85 m<sup>2</sup>  
LEVEL 2: 502.85 m<sup>2</sup>  
LEVEL 3: 782.51 m<sup>2</sup>  
LEVEL 4-10: 7825.14 m<sup>2</sup> (1058.32 m<sup>2</sup> FUR)

**STUDENT HOUSING:** 256 BEDROOMS  
SEMPROVIDE: 228 (90 FLOORS)  
PRIVATE: 28 (9 PER FLOOR)  
ACCESSIBLE: 7 (7 PER FLOOR)

**BUILDING HEIGHT:** 41 STOREYS  
HEIGHTED: 14 m (OCS ZONE)  
PROPOSED: 32.0 m  
VARIANCE: 18.0 m IN BUILDING HEIGHT  
OBS IN BUILDING HEIGHT

SEE DWG A201 FOR BUILDING ELEVATION

**PARKING PROVISION:**  
TO BE ADDRESSSED IN A CAMPUS WIDE LEVEL  
FOUR (4) ACCESSIBLE SPACES ALLOCATED FOR THE PROPOSED BUILDING. SEE ALSO LANDSCAPE ARCHITECT'S PLANS

**BICYCLE PARKING:**  
REQUIRED: 153 LONG TERM 21 SHORT TERM PROVIDED: 1545 BIKES PER BEDROOM. SEE ALSO LANDSCAPE ARCHITECT'S PLANS FOR SITE PROVISION.

**LOADING:**  
REQUIRED: 100 SPACES AT LOADING BAY PROVIDED: 1 SPACES AT LOADING BAY



Consultants

Key plan



Issued for  
1 2023/07/07 ISSUED FOR SCHEMATIC DESIGN  
2 2023/11/28 ISSUED FOR 10% DESIGN DEVELOPMENT  
3 2023/12/05 ISSUED FOR DWP

Project Site  
VIU STUDENT HOUSING

Client  
VANCOUVER ISLAND UNIVERSITY  
Site address  
4 UNIVERSITY CRESCENT NANAIMO, BC

Sheet title  
SITE PLAN

RECEIVED  
DVP460  
2023-JAN-03

Date Printed 12/5/2023 3:24:58 PM  
Sheet number Current Issue 3

**A102**

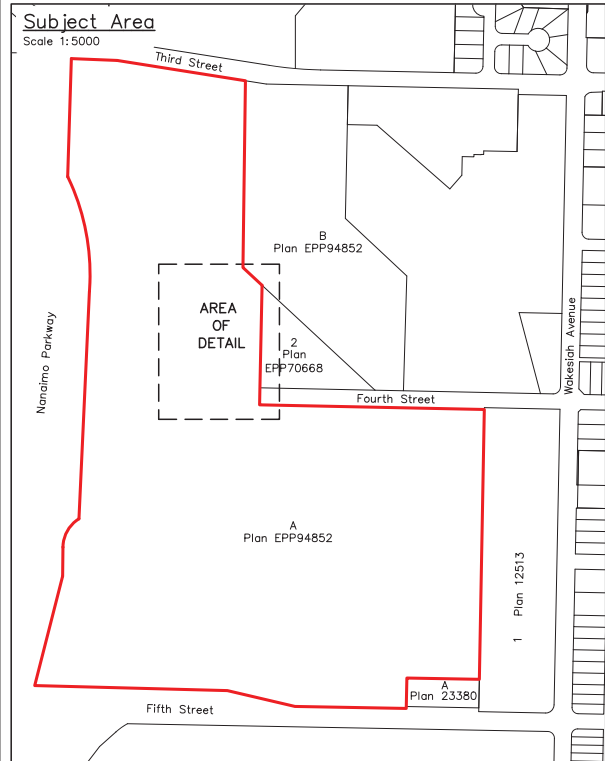
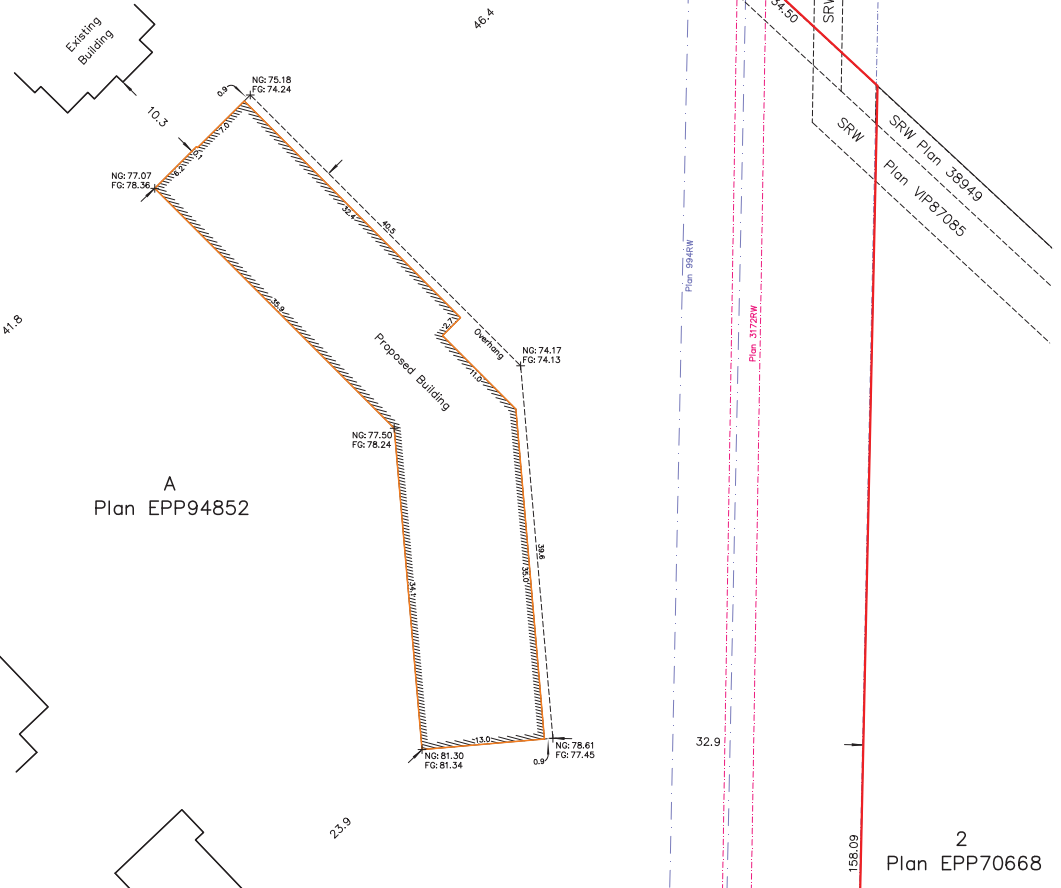
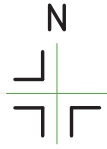
# ATTACHMENT D HEIGHT SURVEY

PROPOSED BUILDING HEIGHT CALCULATION	
Average natural grade	77.30
Average finished grade	77.29
Maximum building height (CS1 Zone)	14.0
Maximum building elevation	91.29
MBFE	X
Proposed level 1 floor	74.25
Proposed top of parapet	109.90
Proposed building height	32.61

Proposed Building Height Variance

Proposed Variance: 19.0m (33.0m Building Height)

NG:xxxx DENOTES NATURAL GRADE  
FG:xxxx DENOTES FINISHED GRADE

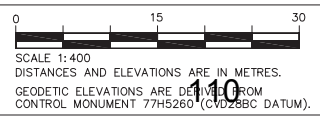


**NOTE:**  
THE REGISTERED TITLE OF THIS PROPERTY IS AFFECTED BY THE FOLLOWING LEGAL NOTATIONS AND REGISTERED CHARGES, LIENS AND INTERESTS:  
235087G, G38382, M23972, R92451, FM116670, ES79519, ES79520, FB294687, FB294688, CA6777626, CA6777627, BB3060754, CA7996823, CA7996824, CA7996825, CA7996826 & CA7996826.  
THIS SITE PLAN DOES NOT VERIFY COMPLIANCE WITH THE ABOVE NOTED DOCUMENTS.  
THIS SITE PLAN SHOWS THE RELATIVE LOCATION OF THE EXISTING AND PROPOSED STRUCTURES/IMPROVEMENTS WITH RESPECT TO THE BOUNDARIES OF THE DESCRIBED PARCEL ONLY.  
THIS SITE PLAN SHALL NOT BE USED TO DEFINE PROPERTY LINES OR PROPERTY CORNERS.  
THE SIGNATORY ACCEPTS NO RESPONSIBILITY FOR AND HEREBY DISCLAIM ALL OBLIGATIONS AND LIABILITIES FOR DAMAGES ARISING OUT OF OR IN CONNECTION WITH ANY DIRECT OR INDIRECT USE OR RELIANCE UPON THE SITE PLAN BEYOND ITS INTENDED USE.

SITE PLAN SHOWING PROPOSED BUILDING LOCATION ON:  
LOT A, SECTION 1,  
NANAIMO DISTRICT, PLAN EPP94852.

CLIENT: VANCOUVER ISLAND UNIVERSITY      CIVIC ADDRESS: 900 FIFTH STREET, NANAIMO

FILE: 19-182-1    SCALE: 1:400    DRAWN BY: DRW    PROPERTY ZONING: AR1 & CS1



THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED ON THE 16TH DAY OF NOVEMBER, 2023

B.C.L.S. #956  
(THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED.)

**RECEIVED**  
**DVP460**  
**2023-JAN-03**  
Current Planning

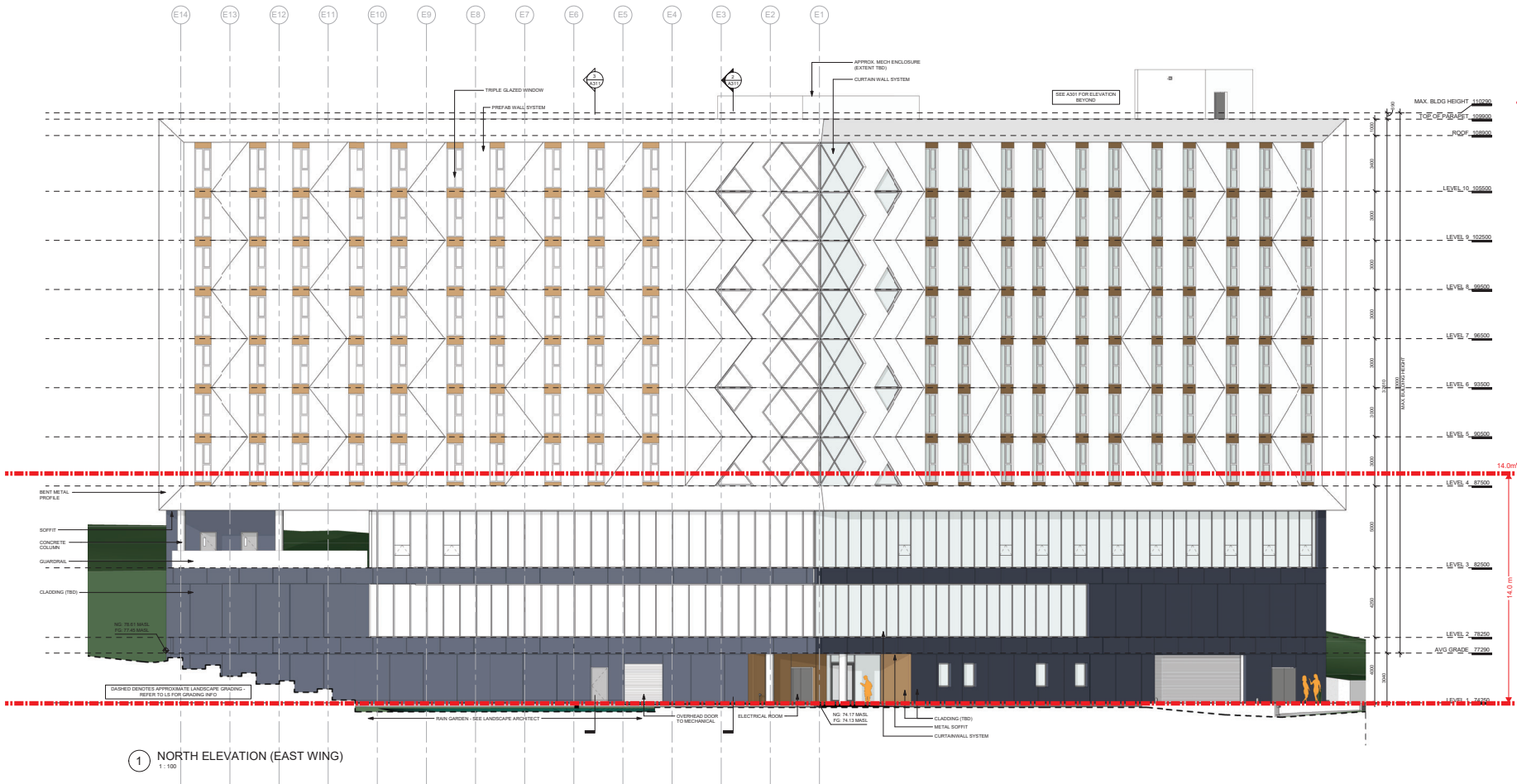
**Turner & Associates**  
land surveying™  
250.753.9778  
435 TERMINAL AVENUE NORTH  
NANAIMO, BC V9S 4J8  
www.turnersurveys.co







hfa  
architecture + design  
400 - 875 W Hastings St 604.722.8620  
Vancouver BC V6B 7K2  
Canada  
©2024 Copyright reserved. These drawings and the design contained therein or which may be formed herefrom are not to be used, copied, reproduced, modified, or otherwise disseminated in any way without the express written consent of hfa.



Proposed Building Height Variance



Consultants  
Key plan

- Issued for
- 20230707 ISSUED FOR SCHEMATIC DESIGN
  - 20231108 ISSUED FOR 10% DESIGN DEVELOPMENT
  - 20231205 ISSUED FOR DWP

Project Site  
VIU STUDENT HOUSING

Client  
VANCOUVER ISLAND UNIVERSITY  
Site address  
4 UNIVERSITY CRESCENT, NANAIMO, BC

Sheet title  
BUILDING ELEVATION - NORTH

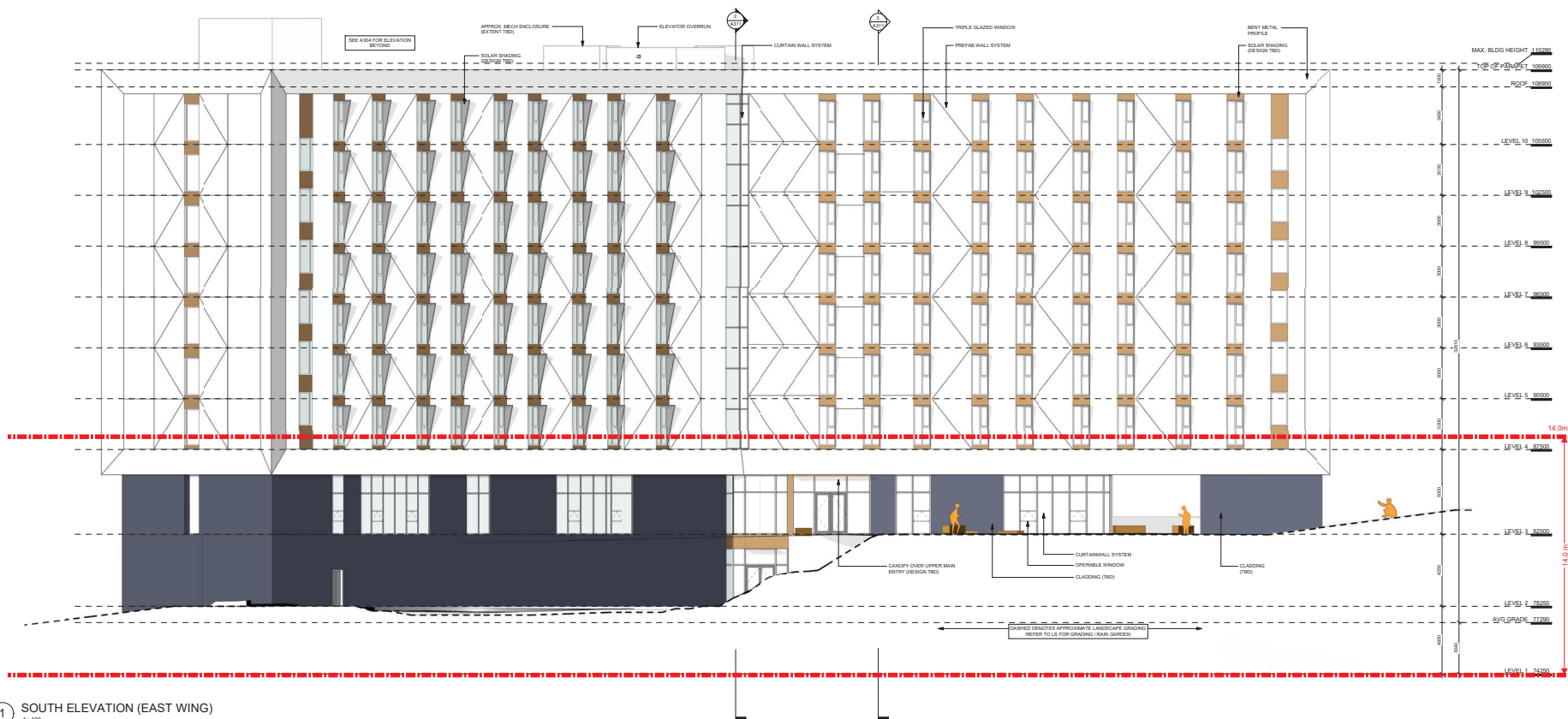
RECEIVED  
DVP468  
2024-FEB-08

Date Printed 12/5/2023 3:28:18 PM  
Sheet number Current Issue 3

A302

1 NORTH ELEVATION (EAST WING)  
1 : 100

homa  
architecture + design  
400 - 875 W Hastings St. 604.722.8620  
Vancouver BC V6B 1E2  
Canada  
©2024 Copyright reserved. These drawings and the design contained therein or which may be derived therefrom are not to be reproduced, stored, transmitted, or disseminated in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the express written consent of Homa.



1 SOUTH ELEVATION (EAST WING)  
1:100

Proposed Building Height Variance



Consultants

Key plan

- Issued for
- 1 2023/07/07 ISSUED FOR SCHEMATIC DESIGN
  - 2 2023/11/28 ISSUED FOR 10% DESIGN DEVELOPMENT
  - 3 2023/12/05 ISSUED FOR DWP

Project Site  
VIU STUDENT HOUSING

Client  
VANCOUVER ISLAND UNIVERSITY  
Site address  
4 UNIVERSITY CRESCENT NANAIMO, BC

Sheet title  
BUILDING ELEVATION - SOUTH

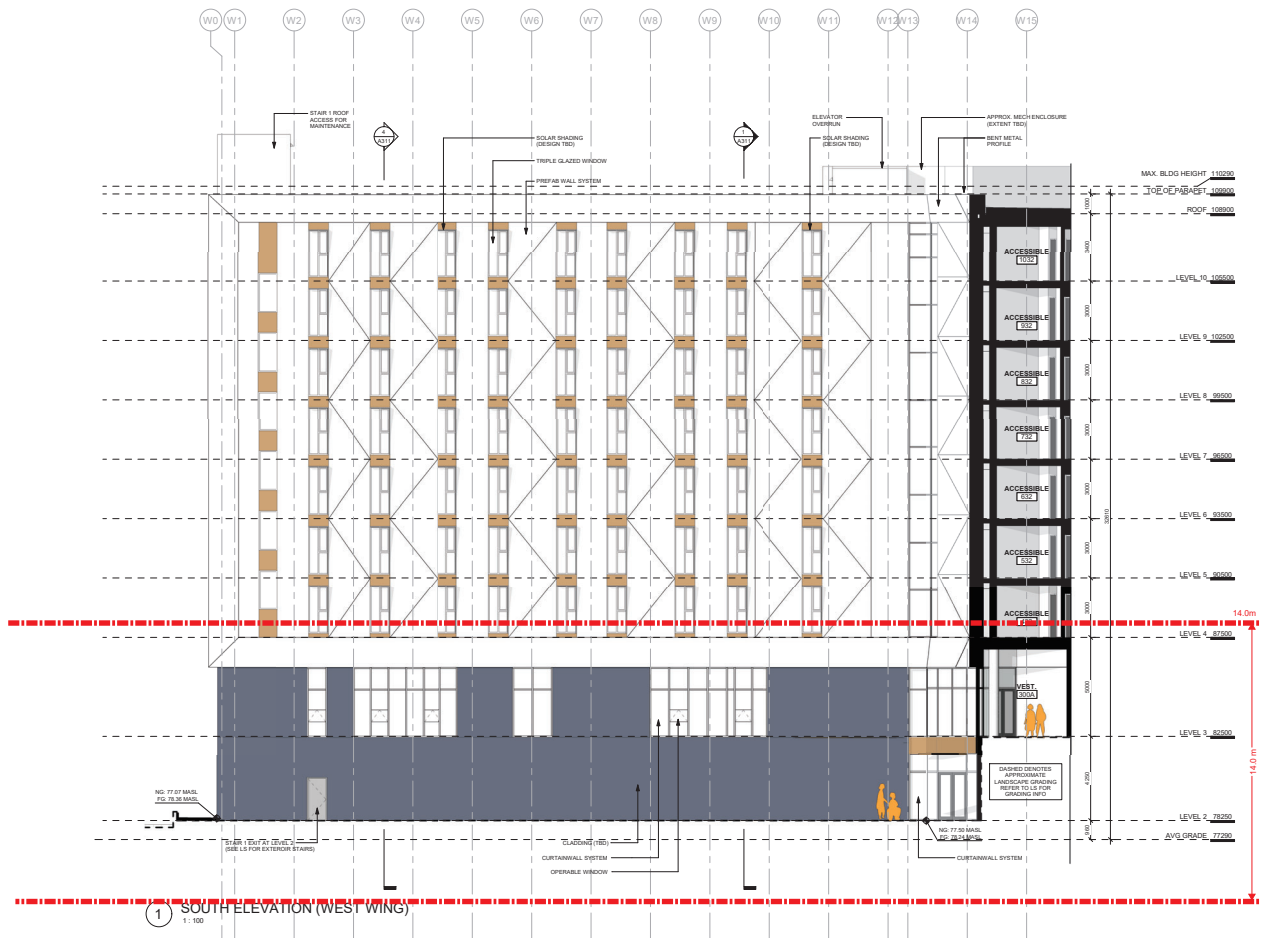
RECEIVED  
DVP/AS  
2024-FEB-08  
CITY OF VANCOUVER

Date Printed 12/5/2023 3:29:21 PM  
Sheet number Current Issue 3

A303



H2A  
architecture + design  
400 - 875 W Hastings St Vancouver BC V6P 1G2  
604.722.8620  
h2a.ca  
©2024 Copyright reserved. These drawings and the design contained therein or which may be formed hereafter are not to be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written consent of H2A.



Proposed Building Height Variance



Consultants

Key plan

- Issued for
- 1 2023/07/07 ISSUED FOR SCHEMATIC DESIGN
  - 2 2023/11/08 ISSUED FOR 10% DESIGN DEVELOPMENT
  - 3 2023/12/05 ISSUED FOR DWP

Project Site  
VIU STUDENT HOUSING

Client  
VANCOUVER ISLAND UNIVERSITY  
Site address  
4 UNIVERSITY CRESCENT NANAIMO, BC

Sheet title  
BUILDING ELEVATION - SOUTH

RECEIVED  
DUPAS  
2024-FEB-08  
LAWRENCE

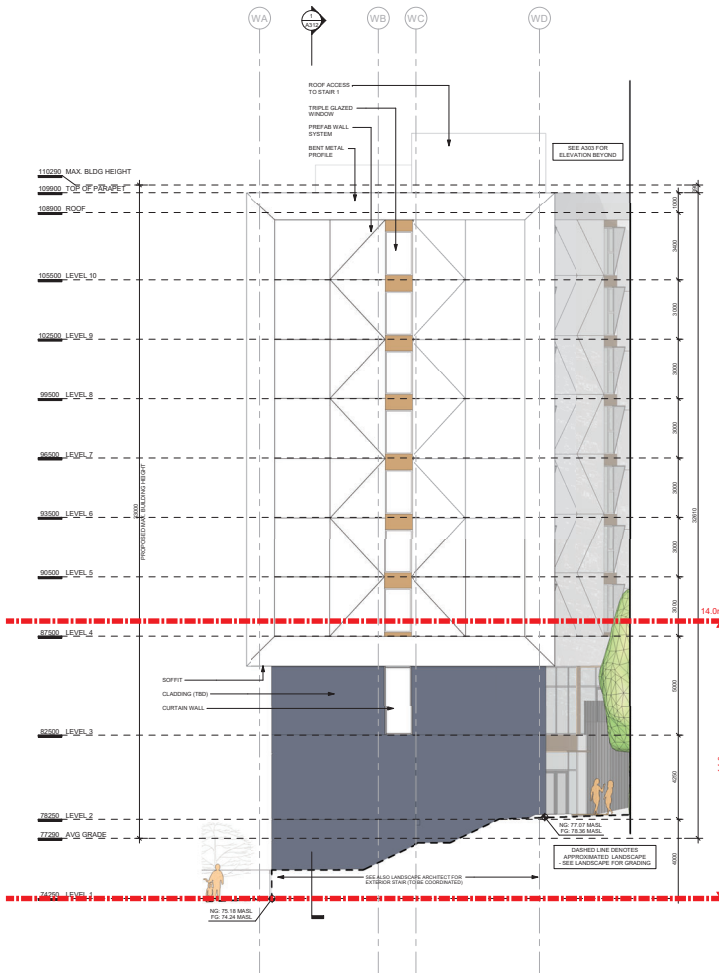
Date Printed 12/5/2023 3:29:42 PM  
Sheet number Current Issue 3

A304

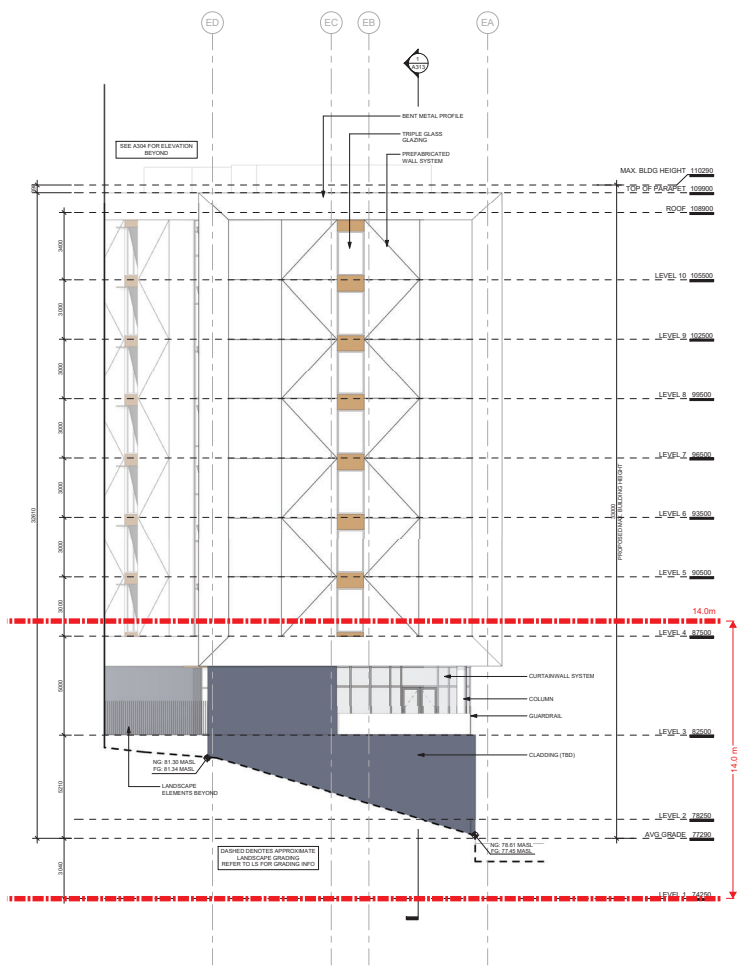




HFA  
 home  
 architecture + design  
 400 - 875 W Hastings St 604.722.8620  
 Vancouver BC V6B 7A2  
 hfa.ca  
 ©2024 Copyright reserved. These drawings and the design contained therein or which may be altered hereafter are not to be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written consent of HFA.



1 WEST ELEVATION (WEST WING)  
1:100



2 EAST ELEVATION (EAST WING)  
1:100

Proposed Building Height Variance



Consultants

Key plan

- Issued for:
- 2023/07/07 ISSUED FOR SCHEMATIC DESIGN
  - 2023/11/28 ISSUED FOR 10% DESIGN DEVELOPMENT
  - 2023/12/05 ISSUED FOR DWP

Project Site  
 VIU STUDENT HOUSING

Client  
 VANCOUVER ISLAND UNIVERSITY  
 Site address  
 4 UNIVERSITY CRESCENT, NANAIMO, BC

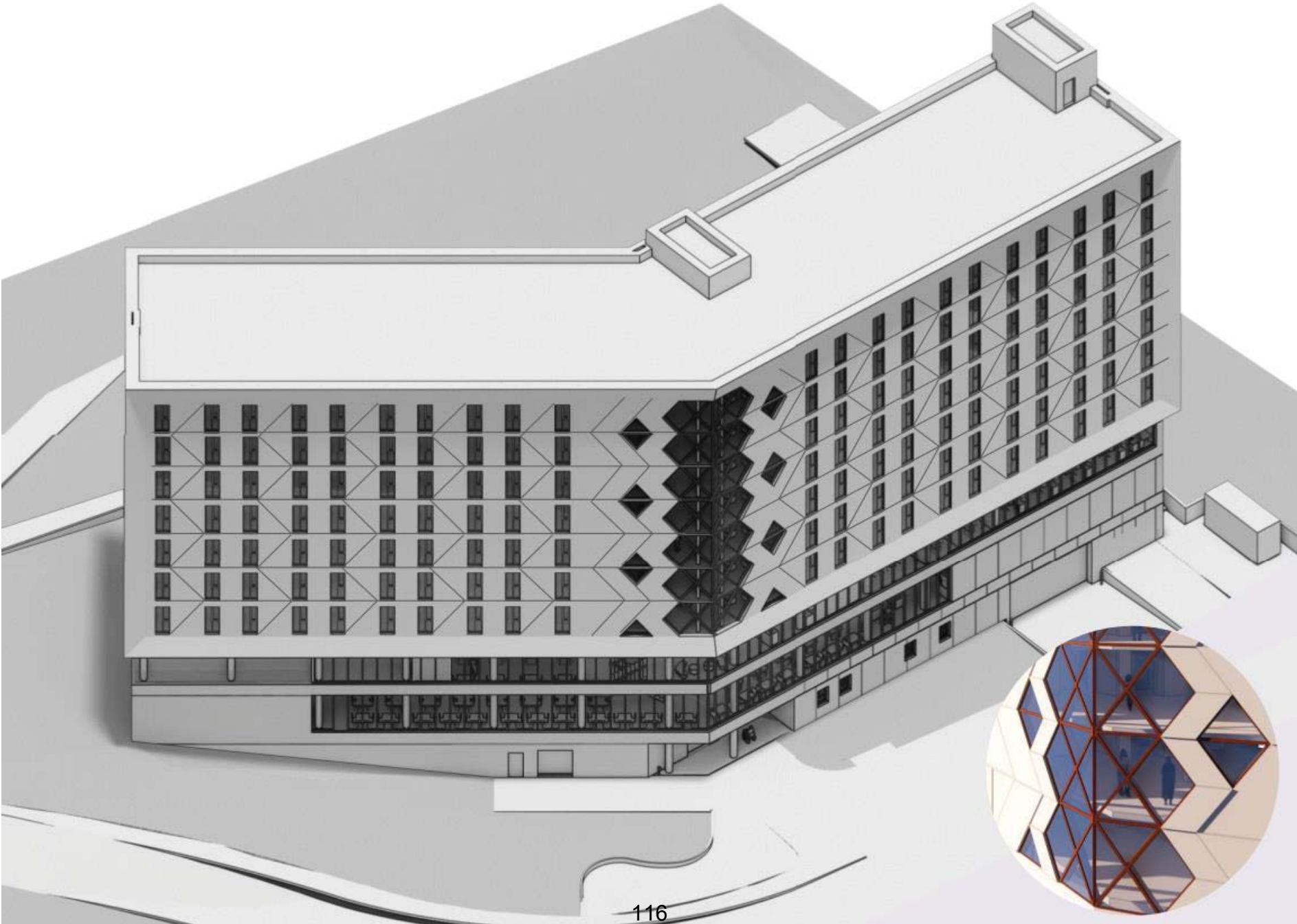
Sheet title  
 BUILDING ELEVATION - EAST & WEST

RECEIVED  
 DWP/AS  
 2024-FEB-08

Date Printed 12/5/2023 3:30:31 PM  
 Sheet number Current Issue 3

A305

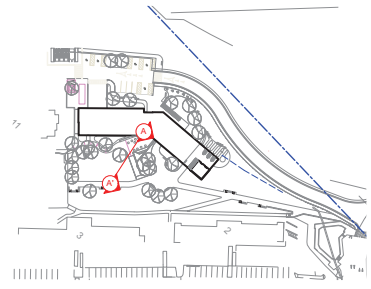
**ATTACHMENT F  
PROPOSED BUILDING RENDERING**



# ATTACHMENT G PROPOSED RETAINING WALL ELEVATIONS

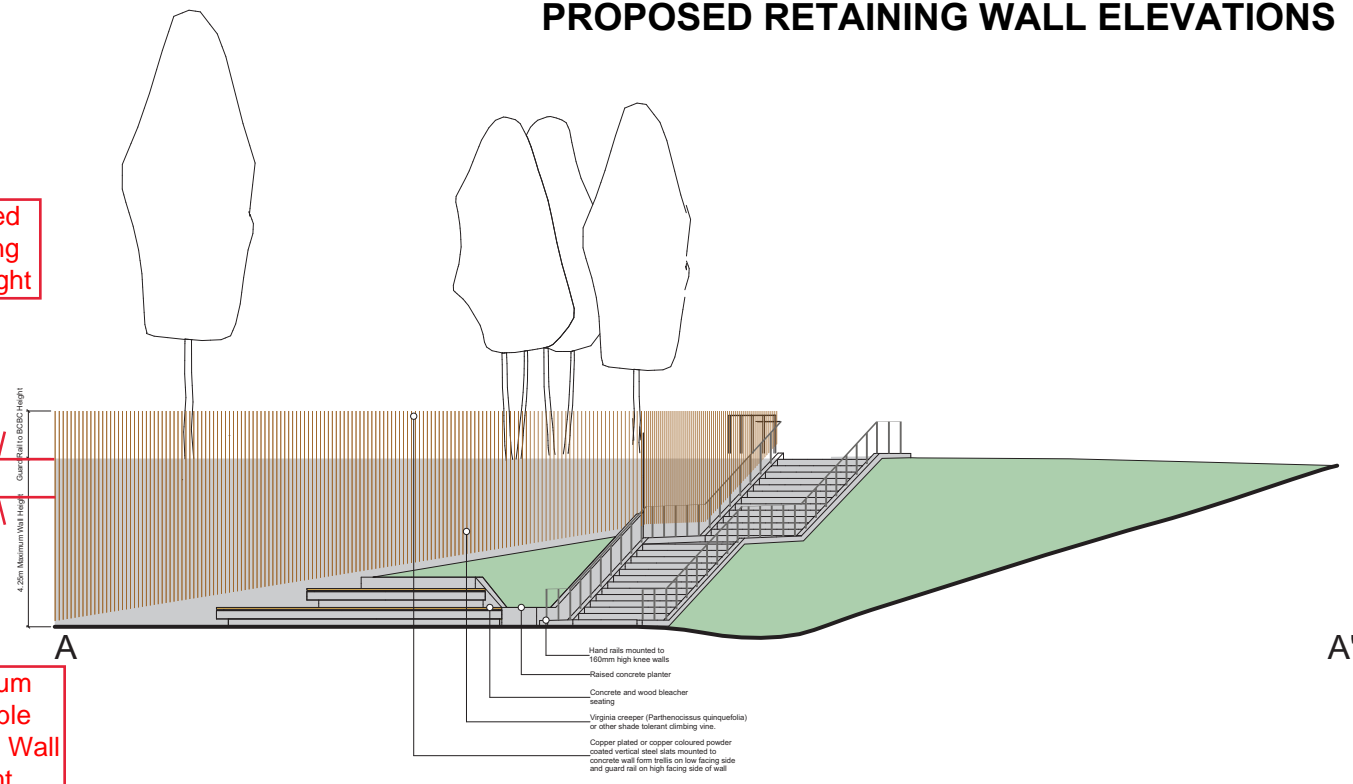


Home  
architecture + design  
400 - 875 W Hastings St | 604.752.8620  
Vancouver BC V6P 1N2 | Home CA  
©2024 All rights reserved. These drawings and the design contained herein or which may be referred to herein are not to be used for any other project without the written consent of Home Architecture + Design. Home Architecture + Design is not responsible for any errors or omissions in these drawings. All drawings are subject to the client's approval and any changes to the design shall be made in writing within the contract of Home.



Proposed Retaining Wall Height

Maximum Allowable Retaining Wall Height



1 Section Elevation - Lower Plaza Retaining Wall  
Scale: 1:50



2 Perspectives - Various showing form and character of wall, stair, and guard rail  
Scale: NTS



MDI  
Landscape Architects  
MDI Landscape Architects Inc.  
1388A Temperley Avenue | 250-112-2811  
Victoria BC V8Z 5P6 | mdi@mdign.ca

Key plan  
scale AS SHOWN

Issued for

1	ISSUED FOR PRELIM DESIGN	2023-07-26
2	PRELIM 90% FOR COSTING	2023-10-11
3	90% DD	2023-10-23
4	100% DD	2023-11-29
5	ISSUED FOR O&M	2023-01-25
6	ISSUED FOR VARIANCE	2024-02-06

Project title  
VIU STUDENT HOUSING

Client  
VANCOUVER ISLAND UNIVERSITY  
Site address  
41 University Crescent  
Nanaimo, BC V9R 6C5

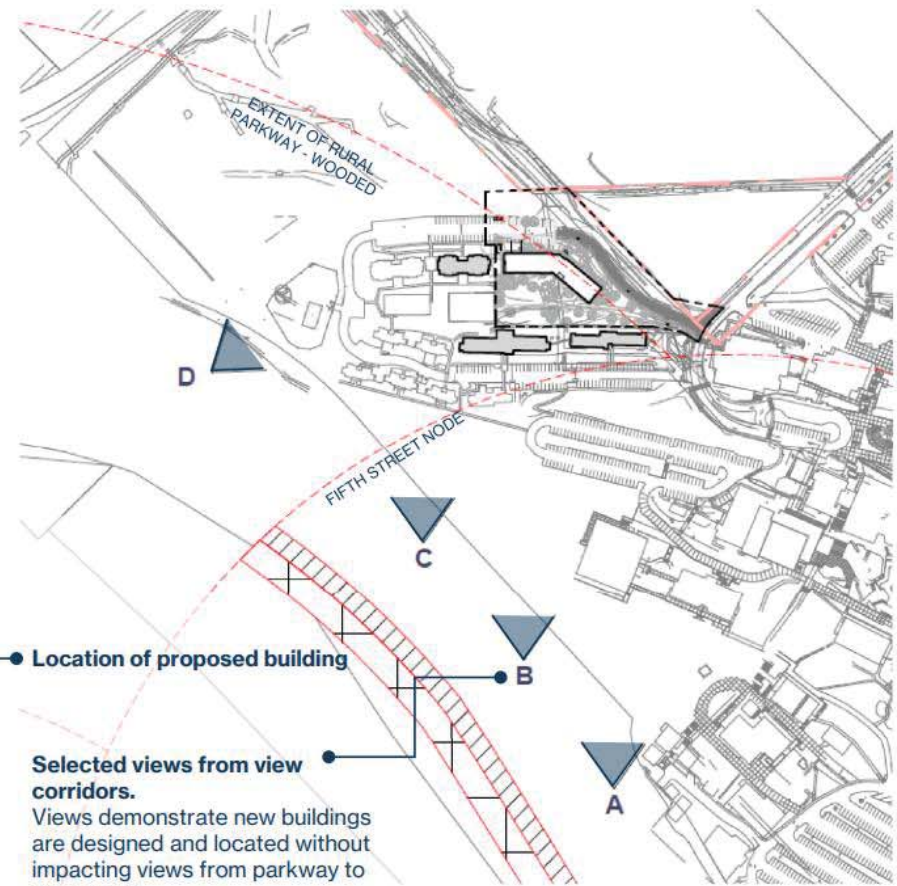
Sheet title  
Landscape Details: Lower Plaza Retaining Wall

RECEIVED  
DVP450  
2024-FEB-08

Date Printed  
Sheet number Current Issue



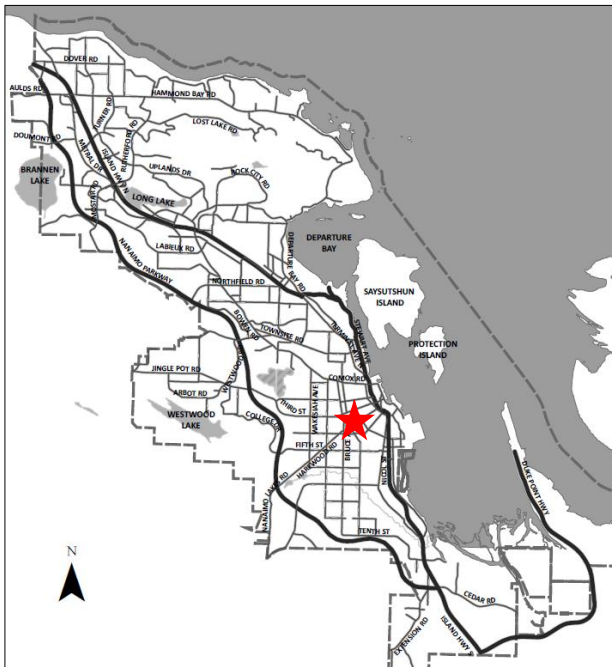
# ATTACHMENT H VIEW ANALYSIS



DATE OF MEETING | February 26, 2024 |

AUTHORED BY | KRISTINE MAYES, PLANNER, CURRENT PLANNING |

**SUBJECT** | **DEVELOPMENT PERMIT APPLICATION NO. DP1299 – 880**  
**HECATE STREET**



**Proposal:**  
An 8-unit multi-family development

**Zoning:**  
R15 – Old City Medium Density Residential

**City Plan Land Use Designation:**  
Old City Neighbourhood

**Development Permit Areas:**  
DPA8 – Form & Character

**Lot Area:**  
874m<sup>2</sup>



**OVERVIEW****Purpose of Report**

To present for Council's consideration a development permit application for a multi-family development at 880 Hecate Street.

**Recommendation**

That Council issue Development Permit No. DP1299 for a multi-family development at 880 Hecate Street with variances as outlined in the "Proposed Variances" section of the Staff Report dated 2024-FEB-26.

**BACKGROUND**

A development permit application, DP1299, was received from Joyce Reid Troost Architecture, on behalf of Sun Porch Homes Ltd., to permit an 8-unit multi-family development at 880 Hecate Street.

**Subject Property and Site Context**

The subject property is located in the Nob Hill neighbourhood, on the west side of Hecate Street, between Kennedy Street and Medea Way. The development is bordered by a lane on the east property line. The rectangular shaped lot is relatively flat (sloping up 1m to the north from Hecate Street) and contains an existing mixed-use building which will be removed to facilitate the proposed development.

The surrounding neighbourhood primarily consists of residential uses with established single-family dwellings and multi-family developments. The subject property is within walking distance to active transportation routes, commercial services, and Downtown Nanaimo.

**DISCUSSION****Proposed Development**

The applicant is proposing to construct an 8-unit multi-family residential building within a 3 ½-storey building with roof decks. The building will contain four 1-bedroom units (approximately 55m<sup>2</sup> in area), partially below grade, and four 2-level units on the second and third storeys, each with two bedrooms and a den (approximately 97m<sup>2</sup> to 99m<sup>2</sup> in area). The total gross floor area of the development is 595m<sup>2</sup> and the Floor Area Ratio (FAR) is 0.68.

*Site Design*

The proposed building is oriented southeast to northwest with vehicle access from the lane and permeable parking at the rear of the site. Vehicle parking includes twelve spaces with one designated accessible and one designated visitor parking. Four long-term bicycle parking spaces are provided in an accessory building at the rear of the property beside the drive aisle. Short-term bicycle parking is provided in front of the building, beneath an arbour trellis. Pedestrian connections are provided from the street, along the front of the building, and along the southwest side of the building via a stepping stone pathway to the parking area. Three stream waste



management containers are located in a refuse enclosure with an arbour located in the north corner of the lot.

A 1.67m statutory right-of-way for future lane widening will be secured along (adjacent to the east property line) as condition of the Development Permit.

### *Building Design*

The building is 3 ½-storeys in height with traditional architectural design reflective of the Old City character including ground-oriented access for each unit. The design incorporates front porches, wood columns and railings, and gabled roofs as encouraged by the applicable design guidelines. The exterior finishes of the building include a mix of vinyl lap siding; PVC shingle siding, board and batten, and trim; and wood doors. The entrances for the two-bedroom units are oriented toward Hecate Street via a series of stairs, and the sunken entrances for the one-bedroom units are oriented toward the rear parking area.

### *Landscape Design*

Landscaping is provided along Hecate Street, bordering the lane, pathways, and parking area with a variety of deciduous and coniferous trees, shrubs, fragrant plants, vines, ground covers, and ornamental grasses. The plantings between the building and Hecate Street incorporate four concrete box planters with flowering trees and grasses; three arbour trellises with vines; benches for seating; paver walkways; and, shrub plantings. The parking spaces are atop permeable pavers, and the pedestrian pathways incorporate a variety of pavers and stepping stones. Bollard lighting is provided along the walkways and adjacent to the parking area. Wall lighting is provided along the perimeter of the building; and, a pole light is located beside the accessory building. A 1.7m wood perimeter fence is proposed along the southwest side and northwest rear property lines.

The proposed development meets the intent of the General Development Permit Area Design Guidelines and Old City Multiple Family Residential Design Guidelines including well-articulated building design which complements existing adjacent buildings and creates visual interest; traditional architectural elements consistent with the Old City character; parking at the rear of the building; and pedestrian circulation.

### **Design Advisory Panel**

The Design Advisory Panel (DAP), at its meeting held on 2023-APR-27, accepted DP1299 as presented, with support for the proposed variances, and provided the following recommendations:

- Consider a variation of exterior building materials, in particular to complement the landscape design;
- Consider changing the access to the bicycle locker;
- Consider adding more outdoor amenity space, where possible; and,
- Consider the lighting fixture selection for upper patios to minimize light pollution.

The applicant subsequently submitted revised plans in response to the DAP recommendations, including the following key design revisions:

- The access to the bicycle storage and mechanical/electrical room has been changed to the northeast side of the accessory building;
- Respective of the remaining recommendations, the applicant noted:
  - Different materials and colours have been provided including multiple rooflines, balconies, projections, stairs, and railings;
  - Due to size constraints, provision of additional outdoor amenity areas would be difficult to accommodate; and,
  - Lighting for the upper balconies have not been conceptualized, however, it was noted that light spillage would be a consideration as the design progresses.

## **Proposed Variances**

### *Projections into Front Yard Setback*

The maximum permitted projection of steps and landings and an entry portico into a front yard setback is 2.0m. The proposed projection into the front yard setback for these features is 3.0m, a requested variance of 1.0m. Staff support the proposed variance as:

- the siting of the building would be consistent with the typical streetscape in the Old City neighbourhood;
- allows for a functional parking area at the rear of the building; and,
- as the reduced setback can accommodate landscaping, trellis features, pathways, and lighting within the proposed setback.

### *Number of Trellis Structures*

Subsection 6.10.7 of the Zoning Bylaw permits one trellis structure in a front yard setback (at a maximum height of 2.4m). A variance is proposed to increase the number of trellis structures in the front yard from one to three, a proposed variance of two trellis structures. Staff support the proposed variance as the trellises serve as both wayfinding and ornamental features keeping with the character of the Old City.

### *Siting of a Principal Building*

The minimum required side yard setback for accessory buildings in the R15 zone is 1.5m. The proposed side yard setback along a portion of the south side lot line to accommodate a storage building is 1.2m, a requested variance of 0.3m. Staff support the proposed variance as the proposed storage building is one-storey and limited in floor area – containing a service room and a room for long-term bicycle parking.

### *Building Height*

The maximum permitted height of a principal building in the R15 zone is 9.5m. The proposed building height as measured to the midpoint of the roof is 10.45m, a requested variance of 0.95m. Staff support the height variance which is only for the portion of the building encompassing a gable roof.

### *Landscape Buffer*

The minimum required landscape buffer width is 1.8m. A variance is proposed to reduce the landscape buffer width along the front lot line from 1.8m to 0.82m (to accommodate a continuous



pathway in front of the units), a requested variance of 0.98m. Staff support the proposed variance as the pathway supports pedestrian circulation, and as the provided landscape buffer includes trees and plantings between the building and public realm.

#### *Siting of a Refuse Enclosure*

The minimum required minimum setback of waste management containers to a lot line adjoining a property zoned for residential use is 3.0m. A variance is proposed to reduce the setback of waste management containers to the adjacent residentially zoned property from 3.0m to 0.21m, a requested variance of 2.79m. Staff support the proposed variance as the refuse enclosure will incorporate ornamental features to screen the waste management containers and as the refuse enclosure will abut a parking area servicing the proposed development on the neighbouring property at 558 Medea Way (DP1184).

#### *Percentage of Small Car Parking Spaces*

The maximum percentage of parking spaces that may be reduced to accommodate small cars is 40% as outlined in Section 4.3 of the Parking Bylaw. A variance is proposed to increase the maximum percentage of small car parking spaces from 40% to 50%, a proposed variance of 10%. Staff support the proposed variance, which designates six of the twelve off-street parking spaces as small car parking spaces as site constraints limit the number and size of parking spaces that can be provided, and as most standard sized vehicles can still be accommodated on the subject property. |

### **SUMMARY POINTS**

- Development Permit Application No. DP1299 proposes a new 8-unit multi-family development at 880 Hecate Street.
- Variances are requested to reduce the side yard setback for a storage building, landscape buffer, and setback for waste management containers; and to increase the projection into a front yard setback for steps and landings as well as an entry portico, building height, number of permitted trellises, and percentage of small car parking spaces. |

### **ATTACHMENTS**

ATTACHMENT A: Permit Terms and Conditions  
ATTACHMENT B: Subject Property Map  
ATTACHMENT C: Site and Parking Plan  
ATTACHMENT D: Building Elevations and Details  
ATTACHMENT E: Building Perspectives  
ATTACHMENT F: Landscape Plan and Details  
|

#### **Submitted by:**

Lainya Rowett  
Manager, Current Planning

#### **Concurrence by:**

Jeremy Holm  
Director, Planning & Development

# ATTACHMENT A PERMIT TERMS AND CONDITIONS

## TERMS OF PERMIT

The “City of Nanaimo Zoning Bylaw 2011 No. 4500” is varied as follows:

1. *Section 6.5.1 Projections into Yards* – to increase the maximum permitted projection of an entry portico and steps and landing within a front yard setback from 2.0m to 3.0m as shown on Attachment C.
2. *Section 6.10.7 Fence Height* – to increase the maximum permitted number of trellis structures (up to 2.4m in height) in a front yard setback from 1 to 3, as shown on Attachment F.
3. *Section 7.5.1 Siting of Buildings* – to reduce the minimum required side yard setbacks from 1.5m to 1.2m for a storage building, as shown on Attachment C.
4. *Section 7.6.1 & 7.6.5 Size of Buildings* – to increase the maximum permitted height of a principal building as measured to the midpoint from 9.5m to 10.5m as shown on Attachment D.
5. *Section 17.2.1 Landscaping General Regulations* – to reduce the minimum required landscape buffer width from 1.8m to 0.82m within the front yard (abutting Hecate Street) as shown on Attachment F.
6. *Section 17.3.4 Refuse Receptacles* – to reduce the required minimum setback for waste management containers from 3.0m to 0.21m as shown on Attachment F.

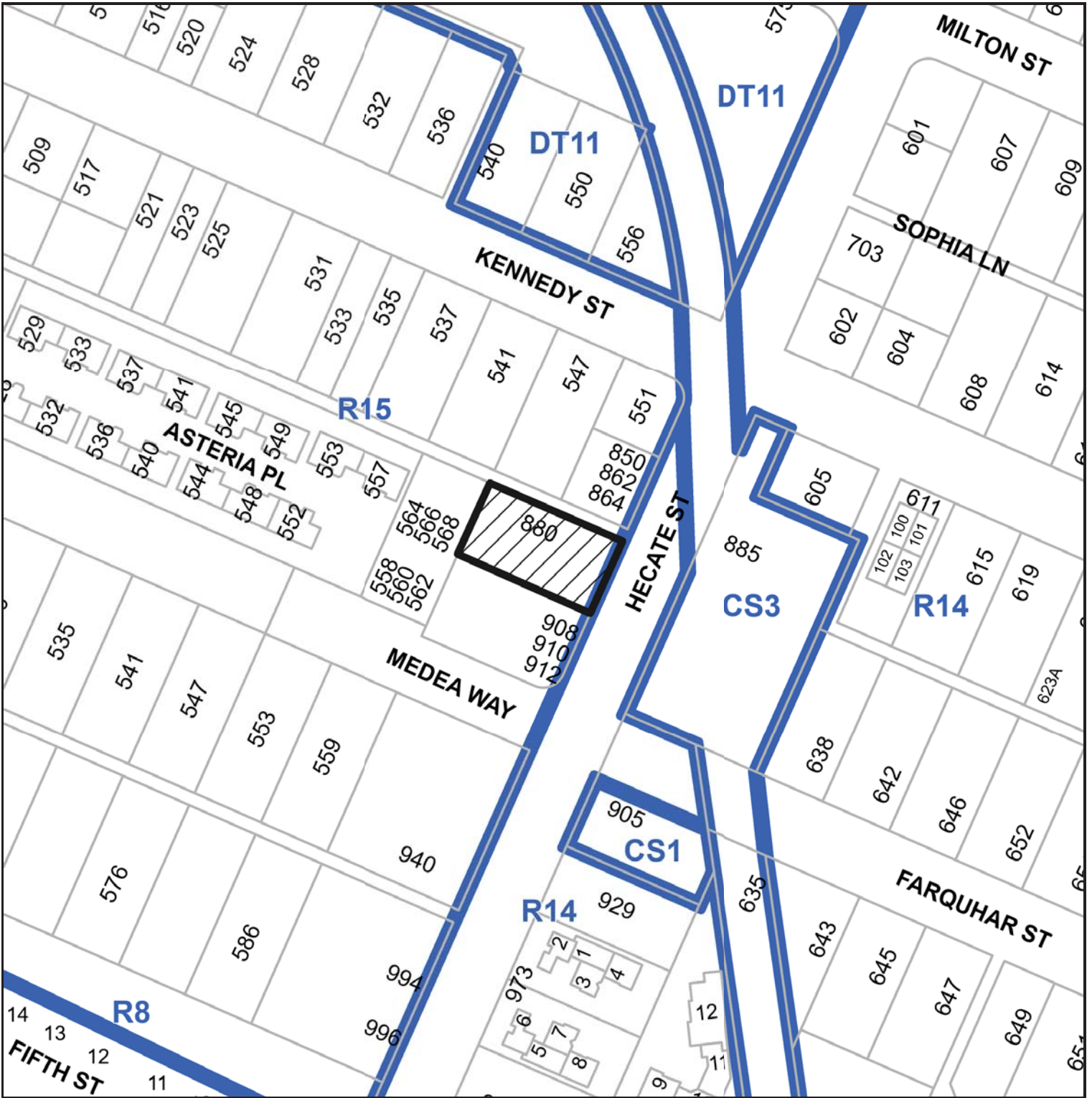
The City of Nanaimo “Off-Street Parking Regulations Bylaw 2018 No. 7266” is varied as follows:

1. *Section 4.3 Small Car Spaces* – to increase the maximum percentage of small car parking spaces from 40% to 50%.

## CONDITIONS OF PERMIT

1. The subject property shall be developed in accordance with the Site and Parking Plans, prepared by Joyce Reid Troost Architecture, dated 2024-JAN-18, as shown on Attachment C.
2. The subject property shall be developed in substantial compliance with the Building Elevations and Details, prepared by Joyce Reid Troost Architecture, dated 2023-DEC-13, as shown on Attachment D.
3. The subject property shall be developed in substantial compliance with the Landscape Plan and Details prepared by 4 Site Landscape Architecture and Site Planning, dated 2024-JAN-16, as shown on Attachment F.
4. Registration of a 1.67m wide Statutory Right-of-Way (SRW) to accommodate future widening of the lane, prior to building permit issuance.

ATTACHMENT B  
SUBJECT PROPERTY MAP

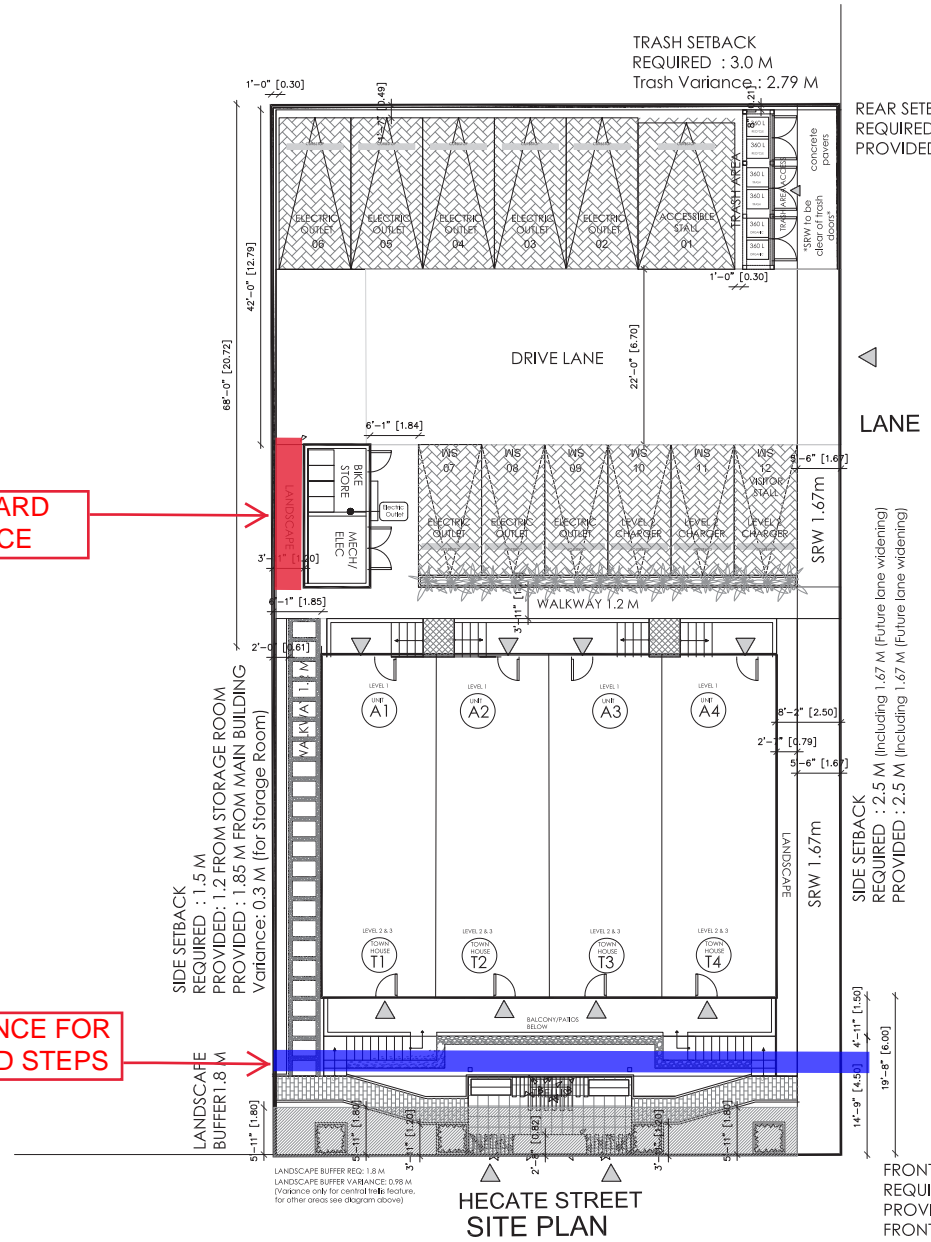


880 HECATE STREET

# ATTACHMENT C SITE AND PARKING PLAN

**PROPOSED SIDE YARD  
SETBACK VARIANCE**

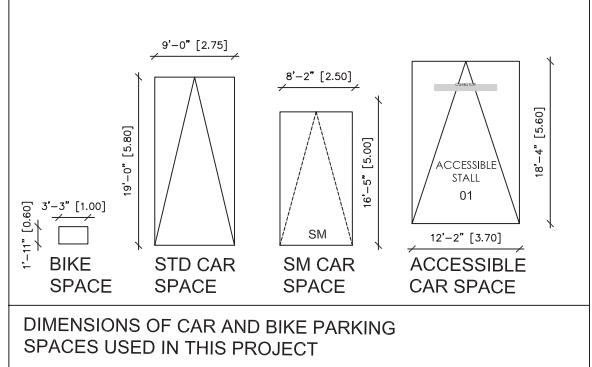
**PROPOSED VARIANCE FOR  
FRONT PORCH AND STEPS**



REAR SETBACK  
REQUIRED : 7.5 M  
PROVIDED : 12.79 M

LANE  
SIDE SETBACK  
REQUIRED : 2.5 M (Including 1.67 M (Future lane widening)  
PROVIDED : 2.5 M (Including 1.67 M (Future lane widening)

FRONT SETBACK  
REQUIRED : 6.0 M  
PROVIDED : 4.5 M  
FRONT PORCH Variance: 1.5 M (This



DIMENSIONS OF CAR AND BIKE PARKING SPACES USED IN THIS PROJECT

## HECATE STREET SITE PLAN

HECATE TOWNHOUSES  
880 HECATE STREET NANAIMO, BC

CLIENT  
SUN PORCH HOMES

REV. DATE	NUMBER	DESCRIPTION
NOVEMBER 2023	01	RFI
AUG 31, 2023	02	CL RESPONSE
DEC 13, 2023	03	CL RESPONSE 2
JAN 6, 2024	04	CL RESPONSE 3
JAN 12, 2024	05	CL RESPONSE 4
JAN 18, 2024	06	CL RESPONSE 5

DATE  
JAN 15, 2023  
SCALE  
**RECEIVED**  
**DP1299**  
**2023-JAN-18**  
DRAWN BY  
JRT

SITE PLAN  
**A100**

**JOYCE REID TROOST ARCHITECTURE**  
2515 GLENAYR DRIVE  
NANAIMO, BC V9S 3R9  
joyce@troutarchitecture.com  
250.714.8749  
troutarchitecture.com

THE DRAWING DESIGNER AND ARCHITECT OF RECORD IS JOYCE REID TROOST ARCHITECTURE. ANY OTHER PROFESSIONALS OR CONSULTANTS ARE SPECIFICALLY IDENTIFIED. THEY ARE NOT TO BE USED, COPIED, REPRODUCED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, WITHOUT THE WRITTEN PERMISSION OF JOYCE REID TROOST ARCHITECTURE. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AUTHORITIES.

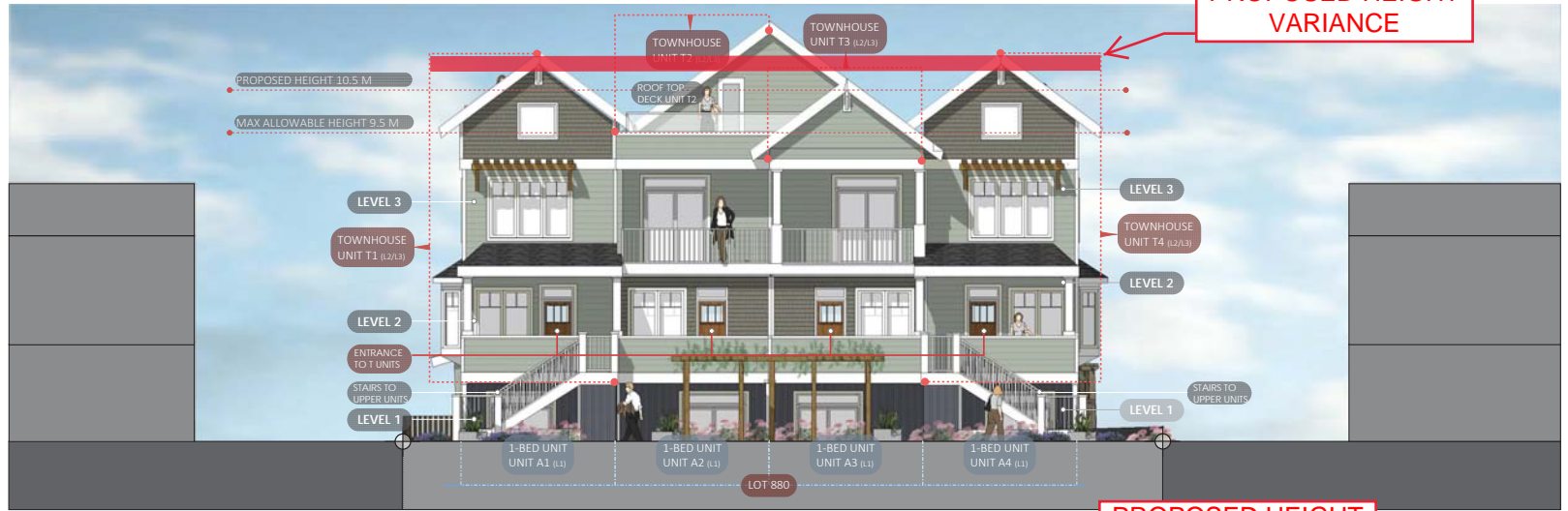
ARCH. STAMP



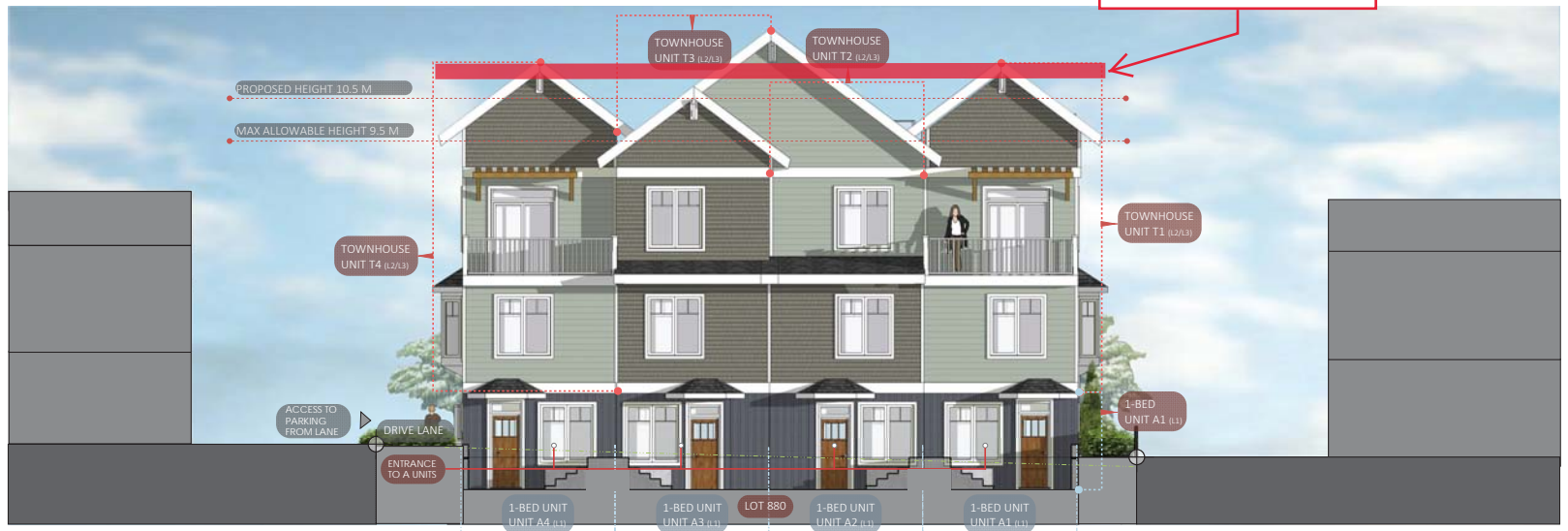
# ATTACHMENT D BUILDING ELEVATIONS AND DETAILS

MATERIAL LEGEND

- 01 White Windows
- 02 GENTEK Shingles Siding Storm
- 03 GENTEK Vinyl Lap Siding Sage
- 04 GENTEK Trim White
- 05 Board & Batton Iron Ore
- 06 Door Wood Finish



FRONT ELEVATION | SOUTH EAST ELEVATION | MULTIPLEX | FROM HECATE STREET | Scale 1/8" = 1' |



NORTH WEST ELEVATION | MULTIPLEX | FROM PARKING AREA | Scale 1/8" = 1' |

**JOYCE REID TROOST ARCHITECTURE**  
 2515 GLENAYR DRIVE  
 NANAIMO, BC V9S 3R9  
 joyce@jrtarchitecture.com  
 250.714.8749  
 jrtarchitecture.com

THE DRAWINGS, DESIGN IDEAS AND FEATURES OF CONSTRUCTION EXPRESSED HEREIN ARE THE EXCLUSIVE PROPERTY OF JOYCE REID TROOST ARCHITECTURE. ALL COMMON COPY AND PROPERTY RIGHTS ARE EXPRESSLY RESERVED. THEY ARE NOT TO BE REPRODUCED, COPIED, REPRODUCED, OR USED FOR ANY PURPOSES WITHOUT THE WRITTEN CONSENT OF JOYCE REID TROOST ARCHITECTURE. IN THE EVENT OF ANY UNAUTHORIZED USE OF THESE PLANS BY A THIRD PARTY, THE THIRD PARTY SHALL NOT HOLD JOYCE REID TROOST ARCHITECTURE RESPONSIBLE.



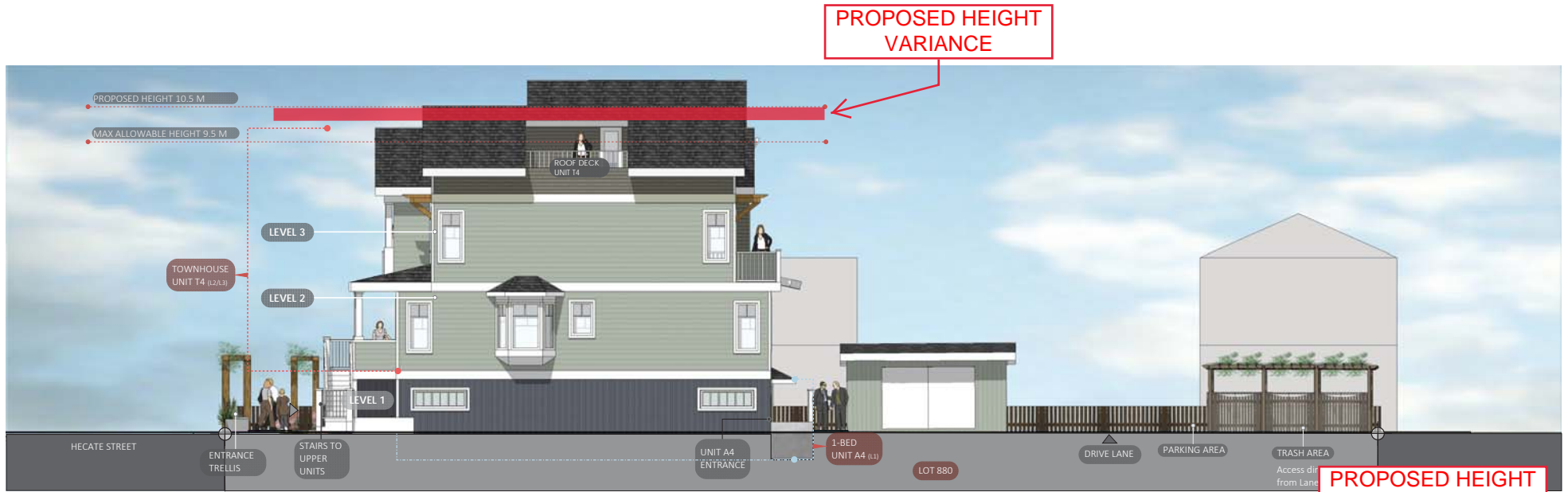
**880 HECATE TOWNHOMES**  
 880 HECATE STREET, NANAIMO, BC

CLIENT: Sun Porch Homes Ltd.

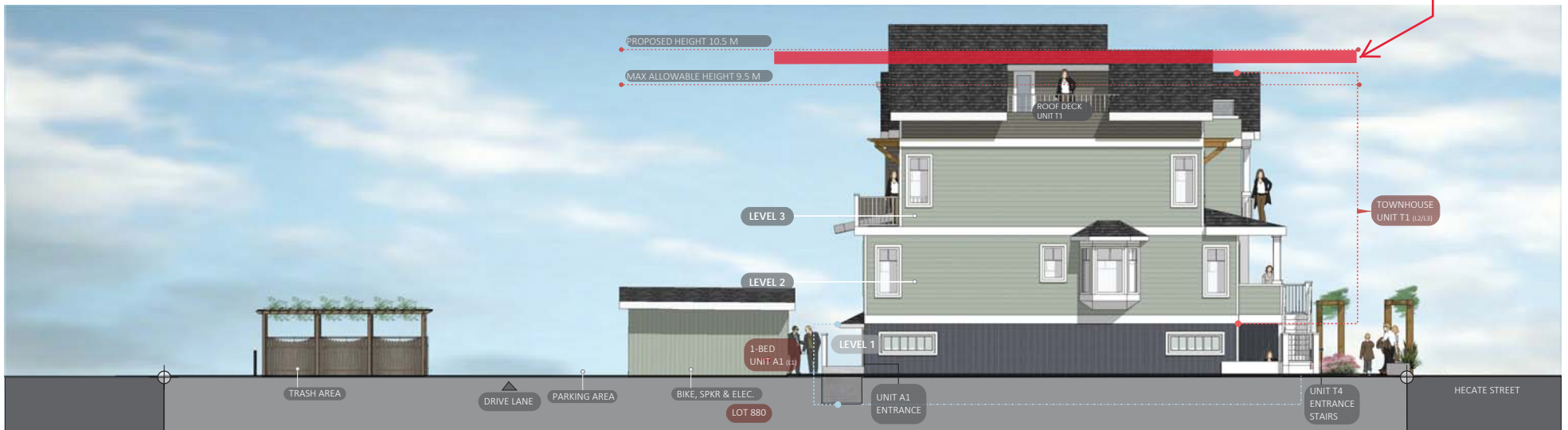
REV DATE	NUMBER	DESCRIPTION
2023-06-20	01	CP
2023-08-01	02	CL RESPONSE
2023-11-15	03	CL RESPONSE 2

DATE: JAN 15, 2023  
 SCALE: SEE DRAWING  
**RECEIVED**  
**DP1299**  
**2023-DEC-15**  
 DRAWN BY: JRT

ELEVATIONS  
**A200**



NORTH EAST ELEVATION | MULTIPLEX | SIDE ELEVATION | Scale 1/8" = 1' |



SOUTH WEST ELEVATION | MULTIPLEX | SIDE ELEVATION | Scale 1/8" = 1' |

**JOYCE REID TROOST ARCHITECTURE**  
 2515 GLENAYR DRIVE  
 NANAIMO, BC V9S 3R9  
 joyce@jrtarchitecture.com  
 250.714.8749  
 jrtarchitecture.com

THE DRAWINGS, DESIGN IDEAS AND FEATURES OF CONSTRUCTION EXPRESSED HEREIN ARE THE EXCLUSIVE PROPERTY OF JOYCE REID TROOST ARCHITECTURE. ALL COMMERCIAL COPY AND PROPERTY RIGHTS ARE EXPRESSLY RESERVED. THEY ARE NOT TO BE REPRODUCED, COPIED, REPRODUCED, OR USED FOR ANY PURPOSES WITHOUT THE WRITTEN CONSENT OF JOYCE REID TROOST ARCHITECTURE. IN THE EVENT OF ANY UNAUTHORIZED USE OF THESE PLANS BY A THIRD PARTY, THE THIRD PARTY SHALL NOT HOLD JOYCE REID TROOST ARCHITECTURE RESPONSIBLE.



**880 HECATE TOWNHOMES**  
 880 HECATE STREET, NANAIMO, BC

CLIENT  
 Sun Porch Homes Ltd.

REV DATE	NUMBER	DESCRIPTION
2023-06-20	01	ISP
2023-08-01	02	CL RESPONSE
2023-10-15	03	CL RESPONSE 2

DATE: JAN 15, 2023  
 SCALE: SEE DRAWING  
 DRAWN BY: JRT

ELEVATIONS  
**A201**



# ATTACHMENT E BUILDING PERSPECTIVES



FRONT VIEW FROM IRWIN STREET



SIDE VIEW FROM STREET



SIDE VIEW



REAR VIEW OF BUILDING AND PARKING



VIEW OF TRASH AREA

**JOYCE REID TROOST ARCHITECTURE**  
2515 GLENAYR DRIVE  
NANAIMO, BC V9S 3R9

joyce@jrtarchitecture.com  
250.714.8749  
jrtarchitecture.com

THE DRAWINGS, DESIGN IDEAS AND PLANES OF CONSTRUCTION EXPRESSED HEREIN ARE THE EXCLUSIVE PROPERTY OF JOYCE REID TROOST ARCHITECTURE. ALL COMMERCIAL COPY AND PROPERTY RIGHTS ARE EXPRESSLY RESERVED. THEY ARE NOT TO BE REPRODUCED, COPIED, REPRODUCED, OR USED FOR ANY PURPOSES WITHOUT THE WRITTEN CONSENT OF JOYCE REID TROOST ARCHITECTURE. IN THE EVENT OF ANY UNAUTHORIZED USE OF THESE PLANS BY A THIRD PARTY, THE THIRD PARTY SHALL NOT HOLD JOYCE REID TROOST ARCHITECTURE RESPONSIBLE.



880 HECATE TOWNHOMES  
880 HECATE STREET, NANAIMO, BC

CLIENT  
Sun Porch Homes Ltd.

REV DATE	NUMBER	DESCRIPTION
04/09/2023	01	CP
06/01/2023	02	CL RESPONSE
06/13/2023	03	CL RESPONSE 2

DATE: JAN 15, 2023  
SCALE: SEE DRAWING

**RECEIVED**  
**DP1299**  
**2023-DEC-15**

DRAWN BY: JRT    DRAWN BY: JRT

PERSPECTIVES

**A300**





VIEW FROM HECATE STREET FROM THE SOUTH



FRONT VIEW



FRONT VIEW FROM HECATE AND LANE



AERIAL VIEW FROM HECATE AND LANE

**JOYCE REID TROOST ARCHITECTURE**  
 2515 GLENAYR DRIVE  
 NANAIMO, BC V9S 3R9  
 joyce@jrtarchitecture.com  
 250.714.8749  
 jrtarchitecture.com

THE DRAWINGS, DESIGN IDEAS AND FEATURES OF CONSTRUCTION SPECIFIED HEREIN ARE THE EXCLUSIVE PROPERTY OF JOYCE REID TROOST ARCHITECT. ALL COMMON COPY AND PROPERTY RIGHTS ARE EXPRESSLY RESERVED. THEY ARE NOT TO BE REPRODUCED, COPIED, REPRODUCED, OR USED FOR ANY PURPOSES NOR ARE THEY TO BE ASSIGNED TO A THIRD PARTY WITHOUT EXPRESS WRITTEN CONSENT. IN THE EVENT OF ANY UNAUTHORIZED USE OF THESE PLANS BY A THIRD PARTY, THE THIRD PARTY SHALL NOT HOLD JOYCE REID TROOST ARCHITECT RESPONSIBLE.



**880 HECATE TOWNHOMES**  
 880 HECATE STREET, NANAIMO, BC

CLIENT  
 Sun Porch Homes Ltd.

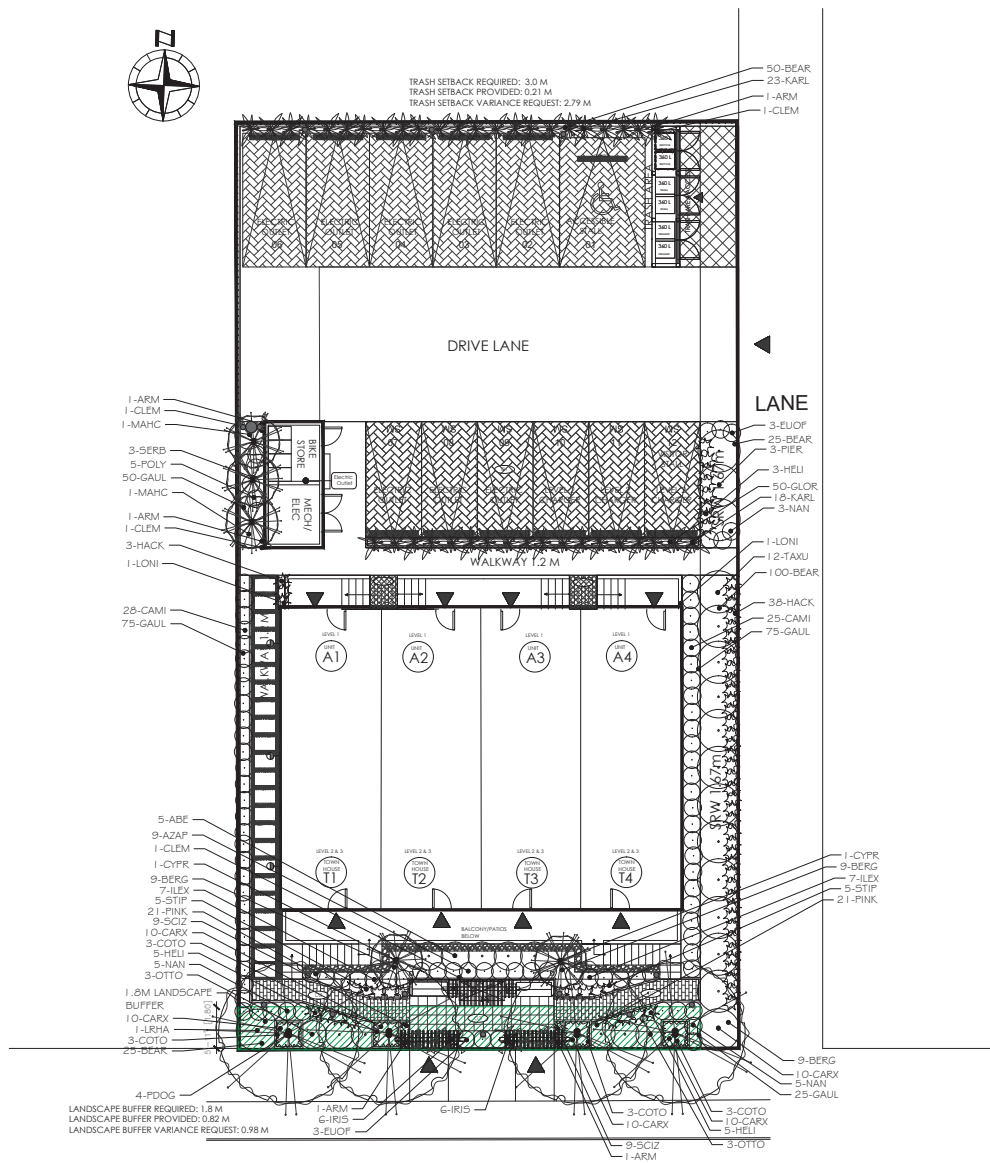
REV DATE	NUMBER	DESCRIPTION
04/09/2023	01	CP
06/01/2023	02	CL RESPONSE
08/13/2023	03	CL RESPONSE 2

DATE: JAN 15, 2023  
 SCALE: SEE DRAWING  
**RECEIVED**  
**DP1233**  
**2023-DEC-15**  
 DRAWN BY: JRT    DRAWN BY: JRT

PERSPECTIVES  
**A301**







PLANT LIST					
	Key	Quantity	Common Name	Latin Name	Size
<b>Large Trees</b>	PDOG	4	Pacific Flowering Dogwood	Cornus nuttallii var. 'Eddie's White Wonder'	6cm Cal.
	SERB	3	Serbian Spruce	Picea omonka	2.5m Ht.
	CYPR	2	Upright Cypress	Cupressus var. 'Wilma Goldcrest'	#2 Pot
<b>Large Shrubs</b>	PIER	3	Lily of the Valley Shrub	Pieris japonica var. 'Forest Flame'	#5 Pot
	LRHA	1	Rhododendron	Rhododendron var. 'Pink Wallpaper'	#5 Pot
	TAXU	12	Eddie's Yew	Taxus x media var. 'H.M. Eddie'	1.5m ht
<b>Medium Shrubs</b>	ABE	5	Glossy Abelia	Abelia x grandiflora	#2 Pot
	OTTO	6	Otto Luyken Laurel	Prunus laurocerasus var. 'Otto Luyken'	#2 Pot
	MAHC	2	Oregon Grape	Mahonia aquifolium var. 'Compacta'	#2 Pot
<b>Small Shrubs</b>	AZAP	9	Evergreen Azalea	Azalea japonica var. 'Girard's Fuchsia'	#2 Pot
	EUOF	6	Creeping Euonymus	Euonymus fortunei var. 'Emerald Gaiety'	#1 Pot
	POLY	0	Sword Fern	Polystichum munitum	#1 Pot
	NAN	13	Heavenly Bamboo	Nandina domestica var. 'Plum Passion'	#1 Pot
	CAMI	53	Camellia	Camellia x williamsii 'Debbie'	#1 Pot
	ILEX	14	Dwarf False Holly	Ilex crenata convexa	#1 Pot
<b>Vines</b>	CLEM	4	Clematis	Clematis var. 'Elizabeth'	#5 Pot
	ARM	5	Armand's Clematis	Clematis armandii	#5 Pot
	LONI	2	Honeysuckle	Lonicera sempervirens var. 'Coral'	#5 Pot
<b>Ground Covers</b>	BEAR	200	Bearberry	Arctostaphylos uva-ursi var. 'Vancouver Jade'	#SP4 Pot
<b>Covers</b>	BERG	27	Bergenia	Bergenia cordifolia var. 'Bressingham Ruby'	#SP4 Pot
	COTO	12	Trailing Cotoneaster	Cotoneaster dammeri	#SP4 Pot
	GAUL	225	Wintergreen	Gaultheria procumbens	#SP4 Pot
	GLOR	50	Creeping California Lilac	Ceanothus glaucus	#SP5 Pot
<b>Perennials</b>	IRIS	12	Sweet Iris	Iris pallida var. 'Vanegata'	#SP5 Pot
	SCIZ	18	Kaffir Lily	Schizostylis coccinea var. 'Oregon Sunset'	#SP5 Pot
	PINK	42	Cottage Pink	Dianthus var. 'Raspberry Surprise'	#SP5 Pot
<b>Grasses</b>	CARX	50	Vanegated Japanese Sedge	Carex morrowii var. 'Aureo vanegata'	#1 Pot
	KARL	41	Karl Forrester Feather Reed G	Calamagrostis x acutiflora	#2 Pot
	HELI	13	Blue Oat Grass	Helictotrichon sempervirens	#1 Pot
	HACK	41	Hachonocloa grass	Hachonocloa	#1 Pot
	STIP	10	Spear Grass	Stipa calamagrostis	#1 Pot

Notes: - All landscape work to conform with B.C.S.L.A. / B.C.N.T.A. standard specification.  
 - All areas to be irrigated with an automatic underground system.

**FORSITE LANDSCAPE ARCHITECTURE**  
 #408-1581H HILLSIDE AVENUE  
 VICTORIA, BC V8T 2C1  
 forsiteand@hotmail.com  
 250.508.7885

THE DRAWINGS, DESIGN IDEAS AND  
 RECOMMENDATIONS HEREIN ARE THE  
 EXCLUSIVE PROPERTY OF FORSITE  
 LANDSCAPE ARCHITECTURE. ALL  
 COPIES, REPRODUCTIONS AND  
 ALTERATIONS ARE STRICTLY  
 PROHIBITED WITHOUT THE WRITTEN  
 CONSENT OF FORSITE LANDSCAPE  
 ARCHITECTURE. FORSITE LANDSCAPE  
 ARCHITECTURE SHALL NOT BE  
 RESPONSIBLE FOR ANY DAMAGE TO  
 PROPERTY OR PERSONS ARISING FROM  
 THE USE OF THESE DRAWINGS.

ARCH. STAMP

**HECATE TOWNHOUSES**  
 880 HECATE STREET NANAIMO, BC

CLIENT  
 SUN PORCH HOMES

REV DATE	NUMBER	DESCRIPTION
03-14-23	1	LANDSCAPE DEVELOPMENT PERMIT PACKAGE
04-06-23	2	REVISED DP PLAN
08-09-23	3	REVISED DP PLAN
10-18-23	4	REVISED DP PLAN
12-15-23	5	REVISED DP PLAN
01-16-24	6	REVISED DP PLAN

DATE: JANUARY 16, 2024  
 SCALE: 1:100  
**RECEIVED**  
 01/16/24  
 2023-JAN-18  
 DRAWN BY: RF

PLANTING PLAN  
**L200**

DATE OF MEETING | February 26, 2024 |

AUTHORED BY | CALEB HORN, PLANNER, CURRENT PLANNING |

**SUBJECT** | **DEVELOPMENT PERMIT APPLICATION NO. DP1321 –  
345 NEWCASTLE AVENUE AND 360 STEWART AVENUE**



**Proposal:**

Amendment to a 17-unit multi-family residential development

**Zoning:**

R8 – Medium Density Residential

**City Plan Land Use Designation:**

Suburban Neighbourhood and Neighbourhood

**Development Permit Areas:**

DPA8 – Form & Character

**Lot Area:**

1,619m<sup>2</sup>



City Aerial Photo 2022



## **OVERVIEW**

### **Purpose of Report**

To present for Council's consideration a development permit amendment application for a multi-family residential development at 345 Newcastle Avenue and 360 Stewart Avenue.

### **Recommendation**

That Council issue Development Permit No. DP1321 at 345 Newcastle Avenue and 360 Stewart Avenue with variances as outlined in the "Proposed Variances" section of the Staff Report dated 2024-FEB-26.

## **BACKGROUND**

A development permit application, DP1321, was received from Masthead Properties Ltd. to amend the previously issued Development Permit No. DP1234 with height and setback variances. DP1234 was approved by Council on 2022-APR-25 to permit a multi-family residential development with two buildings and a combined total of 17 dwelling units. The applicant has since revised the design which has triggered additional variances and the need for a development permit amendment.

### **Subject Property and Site Context**

The subject properties are two standard lots that back onto each other in the Newcastle Neighbourhood. The west property, abutting Stewart Avenue, is vacant while the east property, abutting Newcastle Avenue, currently contains a single residential dwelling. The site slopes downhill from west to east towards to the ocean on the opposite side of Newcastle Avenue.

Adjacent land uses include single residential dwellings to the west, an eight-storey multi-family residential building to the north, and a two-storey multi-family residential building to the south.

## **DISCUSSION**

### **Proposed Development**

The applicant intends to construct a multi-family residential development consisting of two buildings (four- and five-storey) with a combined total of 17 dwelling units as approved through DP1234. In developing more detailed design drawings prior to Building Permit submission, the applicant has identified the following design changes:

1. Enclosing the parking level in a secure parking structure which will require a side yard setback variance;
2. Additional building height to accommodate construction detailing; and,
3. Reducing the extent of brick cladding on the fourth floor.

Staff have reviewed and accepted the proposed changes as in substantial compliance with the previously approved building form and character and no additional review from the Design

Advisory Panel was required; however, additional variances are necessary as proposed through this Development Permit amendment application.

## Proposed Variances

### *Maximum Building Height*

The maximum height for a principal building in the R8 zone is 14.0m and the building height was varied to 15.0m with DP1234. The applicant is proposing a building height of 15.5m for both buildings, a requested variance of 1.5m which is 0.5m greater than previously approved. The additional variance will accommodate the clerestory window pop-ups and associated structural assemblies that have been identified in detailed design drawings.

### *Minimum Building Setback*

The minimum side yard setback for a principal building in the R8 zone is 3.0m. The applicant is proposing a side yard setback of 0.0m for a portion of the enclosed parking level along the north property line. Previously, DP1234 included covered parking that was open at either side. By enclosing the parking level, a structural wall has been introduced to the site design adjacent to the neighbouring property. The parking stalls will meet the required dimensions (stall width and length). The applicant has proposed to enclose the parking level in order to improve the viability of the development by simplifying the design for construction. The enclosed parking will provide improved security and functionality for residents with sheltered access to the east building.

To soften the visual impacts of the parking level wall to the north, climbing vines are proposed. Existing landscaping on the adjacent property is expected to be retained and will provide additional buffering. Landscaping will also be provided on the roof of the enclosed parking structure that will be visible from the residential units on upper floors of the adjacent eight-storey building. For the portion of the wall facing Newcastle Avenue, wall-mounted public art is proposed.

Staff support the proposed variances. |

### **SUMMARY POINTS**

- Development Permit Application No. DP1321 proposes to amend a previously issued development permit to allow a multi-family residential development with height and setback variances.
- Variances are requested to increase the maximum permitted building height from 14.0m to 15.5m and to reduce the minimum required side yard setback along the north property line from 3.0m to 0.0m.
- Staff support the proposed variances. |

## **ATTACHMENTS**

ATTACHMENT A: Permit Terms and Conditions  
ATTACHMENT B: Subject Property Map  
ATTACHMENT C: Site and Parking Plan  
ATTACHMENT D: Building Elevations and Details  
ATTACHMENT E: Landscape Plan and Details

### **Submitted by:**

Lainya Rowett  
Manager, Current Planning

### **Concurrence by:**

Jeremy Holm  
Director, Planning & Development

# ATTACHMENT A

## PERMIT TERMS AND CONDITIONS

### TERMS OF PERMIT

The “City of Nanaimo Bylaw 2011 No. 4500” is varied as follows:


1. *Section 7.5.1 Siting of Buildings* – to reduce the minimum required (north) side yard setback for a principal building from 3.0m to 0.0m.
2. *Section 7.6.1 Size of Buildings* – to increase the maximum permitted height of the principal buildings from 14.0m to 15.5m.

### CONDITIONS OF PERMIT

1. The subject property shall be developed in substantial compliance with the Site and Parking Plan prepared by BJK Architecture Inc., dated 2023-DEC-11, as shown on Attachment C.
2. The subject property shall be developed in substantial compliance with the Building Elevations and Details prepared by BJK Architecture Inc., received 2023-DEC-21, as shown on Attachment D.
3. The subject property shall be developed in substantial compliance with the Landscape Plan and Details prepared by Masthead Properties Ltd., received 2023-DEC-22, as shown on Attachment E.

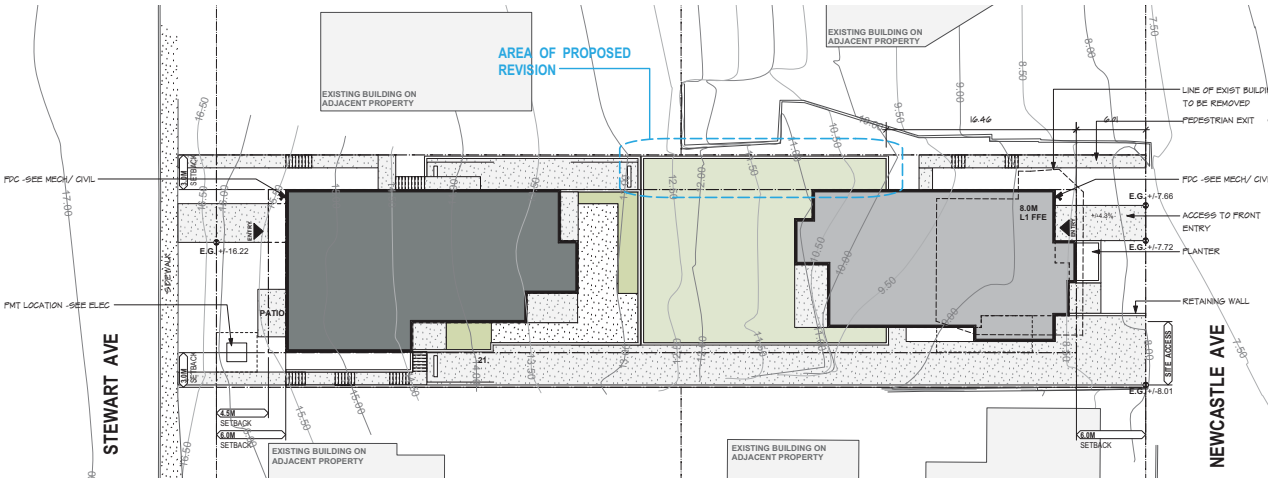
ATTACHMENT B  
SUBJECT PROPERTY MAP



 345 Newcastle Avenue & 360 Stewart Avenue

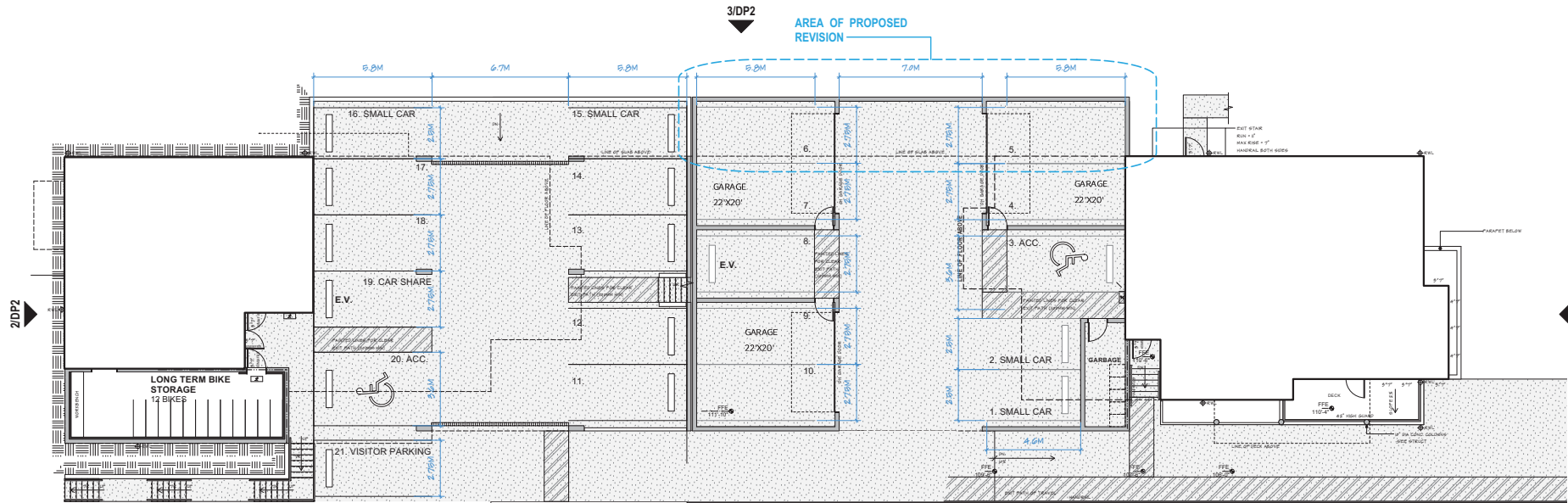


# ATTACHMENT C SITE AND PARKING PLAN



**SITE PLAN**  
SCALE: 1:200

NOTE: BASE DRAWINGS DERIVED FROM DATA PROVIDED BY CIVIL SURVEY CONSULTANTS.



**PARKING PLAN**

**bjk**  
architecture inc.  
2122 BRANDON RD. SHANNINGAN LAKE BC  
TEL: 250-891-1602

4	Additional information	2023.12.11
3	Additional information	2023.10.11
2	For DP Amendment	2023.09.28
1	Review (C.O.N.L.)	2023.07.28
0	Original	2023.07.28

© Copyright reserved. These plans and designs are and all times remain the property of BJK Architecture Inc. to be used solely for the project shown and may not be reproduced without written consent.

## SEAGLASS CONDOS

345 NEWCASTLE AVENUE  
& 360 STEWART AVENUE  
NANAIMO B.C.



DRAWING TITLE  
SITE PLAN & FLOOR PLAN

SCALE: As Indicated  
DRAWN BY: B.B.  
CHECKED BY: -  
DATE: -  
PROJECT NO: 2021 / 1612

DP1

RECEIVED  
DP1321  
2023-DEC-12  
Current Planning

# ATTACHMENT D BUILDING ELEVATIONS AND DETAILS

**bjk**  
architecture inc.  
2122 BRANDON RD. SHAWINIGAN LAKE BC  
TEL: 250-891-1602



1- EAST ELEVATION - NEWCASTLE



2- WEST ELEVATION - STEWART

0	Additional Information	2021-12-17
1	Additional Information	2021-12-17
2	Additional Information	2021-12-17
3	Additional Information	2021-12-17
4	Additional Information	2021-12-17
5	Additional Information	2021-12-17
6	Additional Information	2021-12-17
7	Additional Information	2021-12-17
8	Additional Information	2021-12-17
9	Additional Information	2021-12-17
10	Additional Information	2021-12-17
11	Additional Information	2021-12-17
12	Additional Information	2021-12-17
13	Additional Information	2021-12-17
14	Additional Information	2021-12-17
15	Additional Information	2021-12-17
16	Additional Information	2021-12-17
17	Additional Information	2021-12-17
18	Additional Information	2021-12-17
19	Additional Information	2021-12-17
20	Additional Information	2021-12-17
21	Additional Information	2021-12-17
22	Additional Information	2021-12-17
23	Additional Information	2021-12-17
24	Additional Information	2021-12-17
25	Additional Information	2021-12-17
26	Additional Information	2021-12-17
27	Additional Information	2021-12-17
28	Additional Information	2021-12-17
29	Additional Information	2021-12-17
30	Additional Information	2021-12-17
31	Additional Information	2021-12-17
32	Additional Information	2021-12-17
33	Additional Information	2021-12-17
34	Additional Information	2021-12-17
35	Additional Information	2021-12-17
36	Additional Information	2021-12-17
37	Additional Information	2021-12-17
38	Additional Information	2021-12-17
39	Additional Information	2021-12-17
40	Additional Information	2021-12-17
41	Additional Information	2021-12-17
42	Additional Information	2021-12-17
43	Additional Information	2021-12-17
44	Additional Information	2021-12-17
45	Additional Information	2021-12-17
46	Additional Information	2021-12-17
47	Additional Information	2021-12-17
48	Additional Information	2021-12-17
49	Additional Information	2021-12-17
50	Additional Information	2021-12-17
51	Additional Information	2021-12-17
52	Additional Information	2021-12-17
53	Additional Information	2021-12-17
54	Additional Information	2021-12-17
55	Additional Information	2021-12-17
56	Additional Information	2021-12-17
57	Additional Information	2021-12-17
58	Additional Information	2021-12-17
59	Additional Information	2021-12-17
60	Additional Information	2021-12-17
61	Additional Information	2021-12-17
62	Additional Information	2021-12-17
63	Additional Information	2021-12-17
64	Additional Information	2021-12-17
65	Additional Information	2021-12-17
66	Additional Information	2021-12-17
67	Additional Information	2021-12-17
68	Additional Information	2021-12-17
69	Additional Information	2021-12-17
70	Additional Information	2021-12-17
71	Additional Information	2021-12-17
72	Additional Information	2021-12-17
73	Additional Information	2021-12-17
74	Additional Information	2021-12-17
75	Additional Information	2021-12-17
76	Additional Information	2021-12-17
77	Additional Information	2021-12-17
78	Additional Information	2021-12-17
79	Additional Information	2021-12-17
80	Additional Information	2021-12-17
81	Additional Information	2021-12-17
82	Additional Information	2021-12-17
83	Additional Information	2021-12-17
84	Additional Information	2021-12-17
85	Additional Information	2021-12-17
86	Additional Information	2021-12-17
87	Additional Information	2021-12-17
88	Additional Information	2021-12-17
89	Additional Information	2021-12-17
90	Additional Information	2021-12-17
91	Additional Information	2021-12-17
92	Additional Information	2021-12-17
93	Additional Information	2021-12-17
94	Additional Information	2021-12-17
95	Additional Information	2021-12-17
96	Additional Information	2021-12-17
97	Additional Information	2021-12-17
98	Additional Information	2021-12-17
99	Additional Information	2021-12-17
100	Additional Information	2021-12-17

Copyright reserved. These plans and drawings, and all in them, remain the property of BJK Architecture Inc. To be used solely for the project shown and may not be reproduced without written consent.

## SEAGLASS CONDOS

345 NEWCASTLE AVENUE  
& 360 STEWART AVENUE  
NANAIMO B.C.

SEAL:

Maximum Building Height

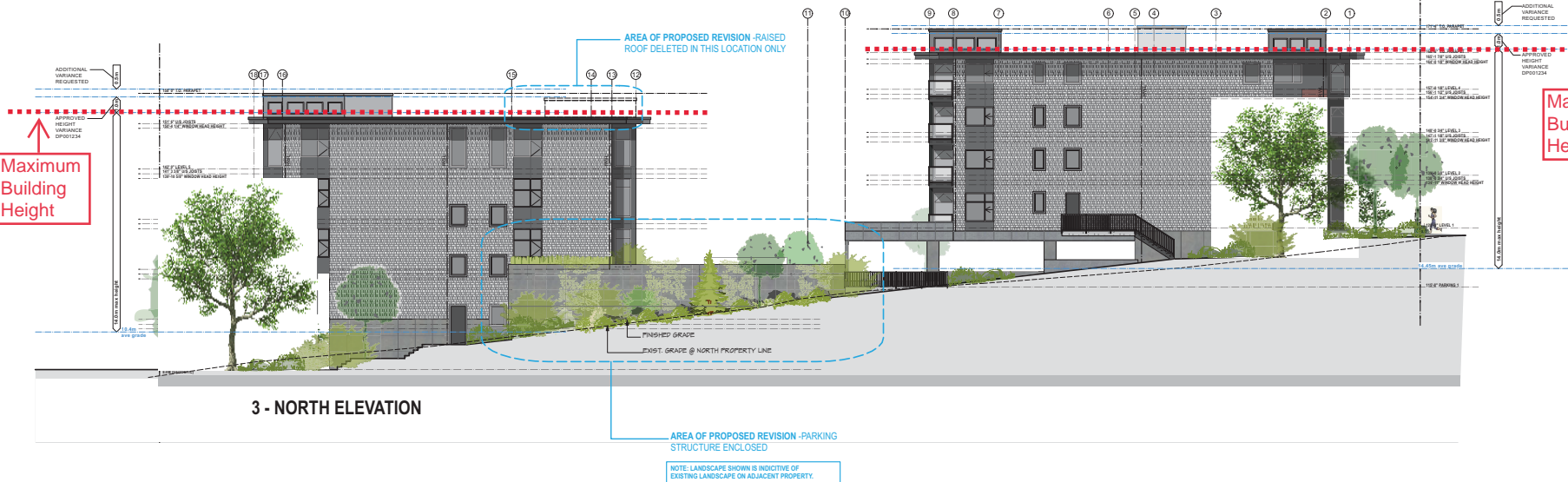
DRAWING TITLE:

NORTH & EAST ELEVATION

SCALE: As Indicated  
DRAWN BY: B.B.  
CHECKED BY: -  
DATE: -  
PROJECT NO: 2021 / 1612

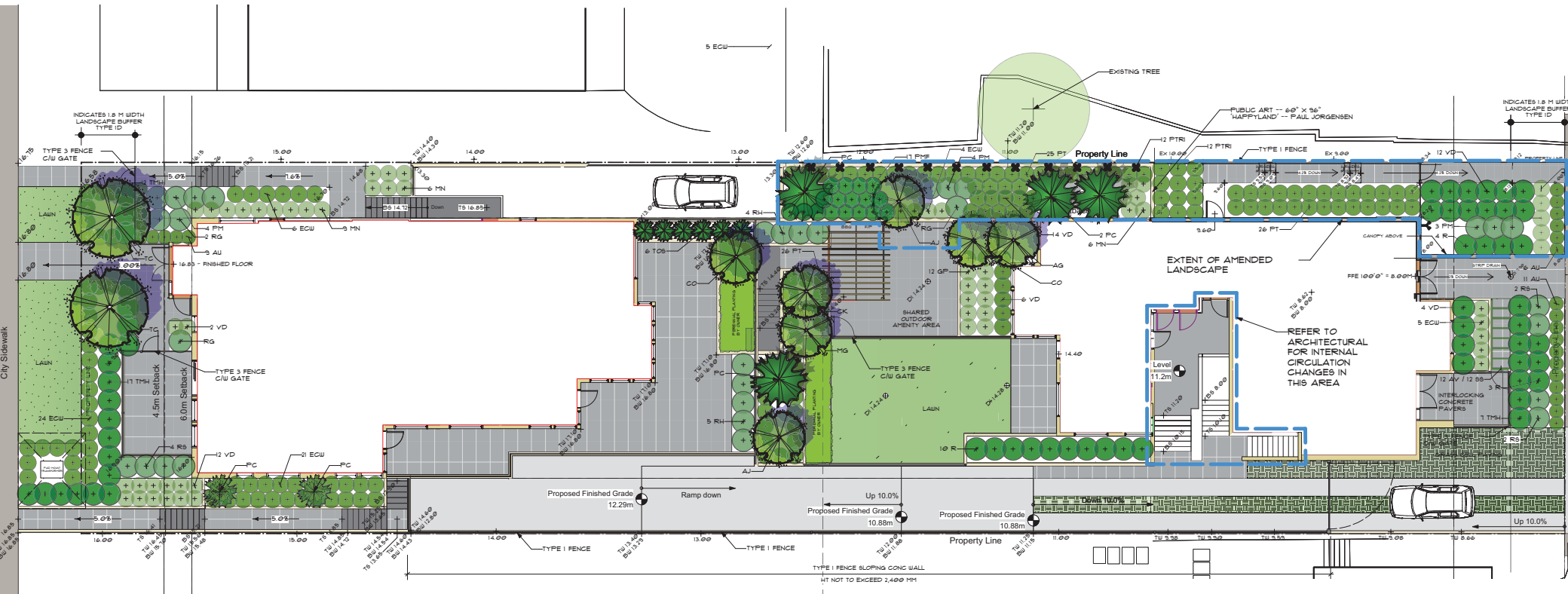
DP2

RECEIVED  
DP1321  
2023-DEC-22  
LUSTON PLANNING



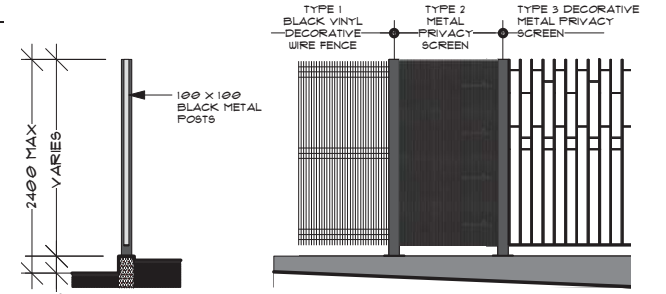
3 - NORTH ELEVATION

# ATTACHMENT E LANDSCAPE PLAN AND DETAILS



KEY	CANDIDATE TREES		
	BOTANICAL NAME	COMMON NAME	SIZE
<b>EVERGREEN TREES</b>			
PC	6 PINUS CONTORTA CONTORTA	SHORE PINE	2M HT.
CO	2 CHAMAEYCYPARIS OBTUSA 'HINOKI'	HINOKI CYPRESS	2M HT.
TO5	6 THUJA OCCIDENTALIS SMARAGD	EMERALD CEDAR	2M HT.
<b>DECIDUOUS TREES</b>			
TC	2 TILIA CORDATA	LINDEN	5CM CAL.
CK	1 CORNUS KOUSA	KOUSA DOGWOOD	5CM CAL.
AJ	2 ACER JAPONICUM 'ACONITIFOLIUM'	JAPANESE MAPLE	MULTISTEM
AG	1 ACER GINNALA 'FLAME'	AMUR MAPLE	MULTISTEM
MG	2 MAGNOLIA GRANDIFLORA	MAGNOLIA	MULTISTEM

KEY	CANDIDATE SHRUBS AND GROUNDCOVER		
	BOTANICAL NAME	COMMON NAME	SIZE
<b>SHRUBS</b>			
VD	VIBURNUM DAVIDII	VIBURNUM	50
TMH	TAXUS MEDIA 'HICKSII'		28
RS	RHODODENDRON 'SNOWBIRD'	DECIDUOUS AZALEA	8
RG	RHODODENDRON 'GIBRALTAR'	DECIDUOUS AZALEA	4
RH	RHODODENDRON 'HOTI'	HOTEI (YELLOW) RHODO	3
R	ROSA 'GENTLE HERMIONE'	ENGLISH ROSE	11
ECW	ERICA CARNEA 'WINTERSONNE'	WINTERSONNE HEATHER	13
GP	GAULTHERIA PROCUMBENS	WINTERGREEN	600 O.C.
PM	PINUS MUGO	MUGO PINE	11
MN	MAHONIA NERVOOSA	DWARF OREGON GRAPE	15
<b>GROUNDCOVER</b>			
PHE	POLYSTICHUM MUNITUM	SWORD FERN	11
AU	ARGOSTAPHYLOS UVA URSI	KINKKINK	26
PT	PACHYSANDRA TERMINALIS	JAPANESE SPURGE	85
SP	SEDUM PALLIDUM	STONECROP	24
AV	ARENARIA VERNA	SCOTCH MOSS	12
SS	SAGINA SUBULATA	IRISH MOSS	12
FC	FRAGARIA CHLOEENSIS	COASTAL STRAWBERRY	12
PT	PACHYSANDRA TERMINALIS	JAPANESE SPURGE	25
PTRI	PARTHENOCISSUS TRICUSPIDATA	BOSTON IVY	24



Privacy Screens - Detail  
Scale: 1/4" = 1'-0"

**RECEIVED**  
**DP1321**  
**2023-DEC-22**  
Current Planning

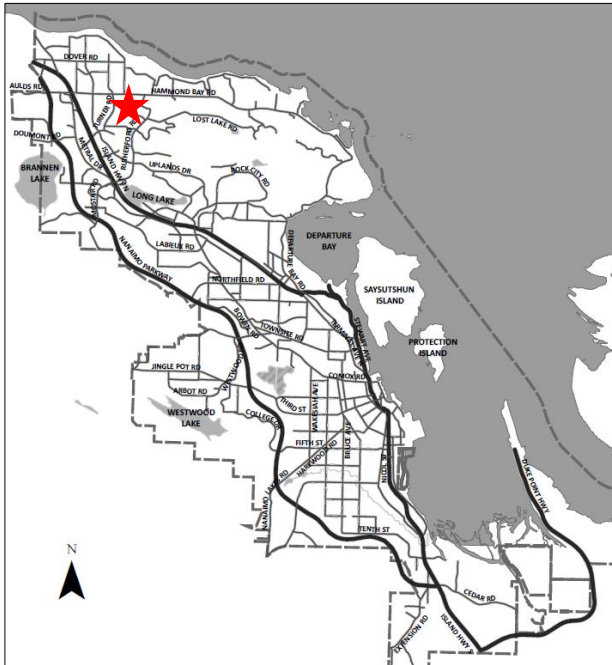
360 Stewart - 345 Newcastle, Nanaimo, B.C.  
SEAGLASS -- AMENDED LANDSCAPE PLAN -- 21 DEC 2023



DATE OF MEETING | February 26, 2024 |

AUTHORED BY | PAYTON CARTER, PLANNER, CURRENT PLANNING |

**SUBJECT** | **DEVELOPMENT PERMIT APPLICATION NO. DP1294 – 6004**  
**NELSON ROAD**



**Proposal:**

A 16-unit multi-family townhouse development

**Zoning:**

R6 – Low Density Residential

**City Plan Land Use Designation:**

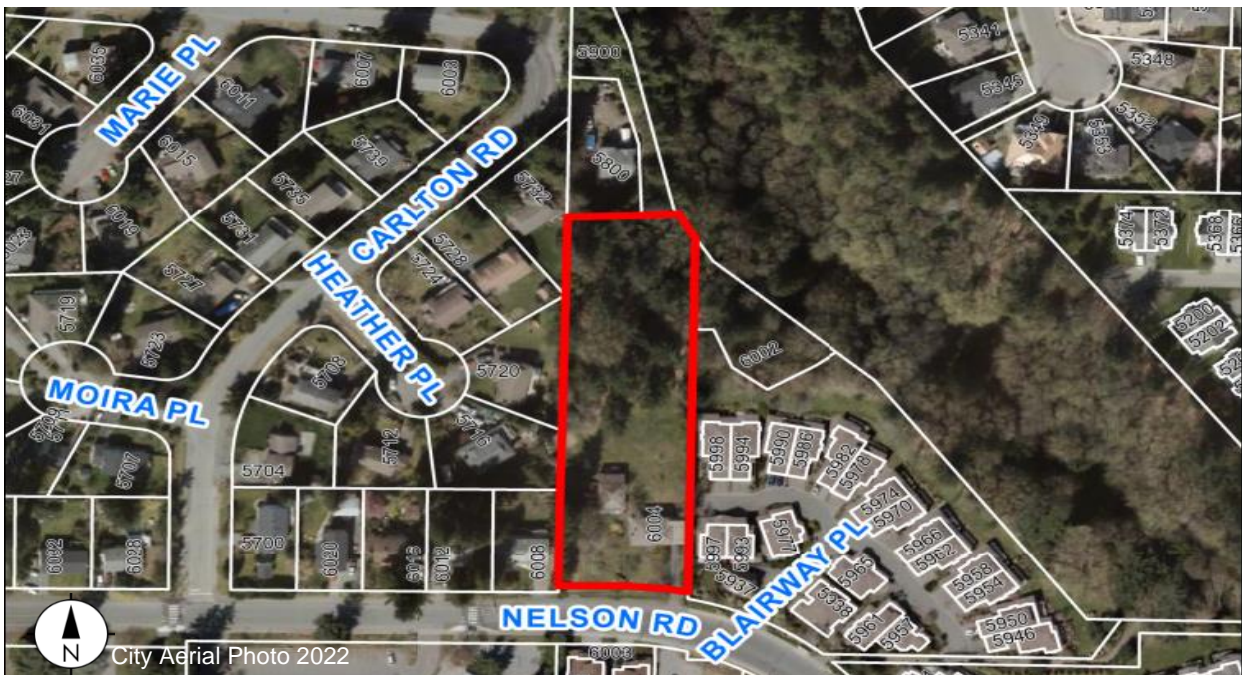
Suburban Neighbourhood

**Development Permit Areas:**

DPA8 – Form and Character

**Lot Area:**

6,070m<sup>2</sup>



## **OVERVIEW**

### **Purpose of Report**

To present for Council's consideration a development permit application for a multi-family townhouse development at 6004 Nelson Road.

### **Recommendation**

That Council issue Development Permit No. DP1294 for multi-family townhouse development at 6004 Nelson Road with variances as outlined in the "Proposed Variances" section of the Staff Report dated 2024-FEB-26.

## **BACKGROUND**

A development permit application, DP1294, was received from Delinea Design Consultants, on behalf of Black Squirrel Developments Ltd., to permit a 16-unit multi-family townhouse development at 6004 Nelson Road. The subject property was rezoned from Single Dwelling Residential (R1) to Low Density Residential (R6) in September 2022 (RA468).

### **Subject Property and Site Context**

The subject property is located within the Pleasant Valley/Rutherford neighbourhood on the north side of Nelson Road. The lot slopes downward, approximately 8m, from Nelson Road to the rear property line. McGregor Creek runs adjacent to the subject property and the riparian area extends into the rear portion (north) of the site. An existing dwelling and accessory building are located towards the front of the property. The remaining area, including the riparian area, is forested.

The surrounding neighbourhood includes single family dwellings to the west and a duplex strata immediately to the east. Rutherford Park abuts the subject property on the north and east sides and Randerson Ridge Elementary School is located immediately across Nelson Road.

## **DISCUSSION**

### **Proposed Development**

The applicant is proposing to construct a multi-family townhouse development consisting of four two-storey townhouse buildings, each with four residential units. Each unit will have three bedrooms and range in size from 117m<sup>2</sup> to 120m<sup>2</sup>, including the garage area.

The proposed gross floor area is approximately 2,259m<sup>2</sup> and the total Floor Area Ratio (FAR) is 0.37, which is below the maximum permitted FAR of 0.45 in the R6 zone.

### *Site Design*

The buildings are proposed to be constructed along the eastern property line and are built into the natural slope of the site. The proposed buildings and outdoor amenity areas are to be sited away from the riparian area, which is located on the northeastern portion of the site. A new shared internal drive aisle is proposed on the west side of the property, which provides access to private

driveways and building entrances for Buildings 2, 3, and 4. The curvature of the driveway defines the boundary of the proposed amenity space along the west property line.

Building 1 is oriented towards Nelson Road with a secondary drive aisle to the rear for garage access and fire truck turnaround. Resident parking is accommodated within single car garages and driveways for each unit, and visitor stalls are located between buildings. Long term bicycle parking and waste management bins are accommodated within the garages. A demarcated 1.2m internal sidewalk is provided along the front of the buildings, with two pedestrian crossings which connect the sidewalk to a shared outdoor amenity area with short term bicycle parking, located on the west side of the property. Along the west property line, a specific Statutory Right-of-Way (SRW) will be secured to facilitate a 3.0m wide public pathway leading to Rutherford Park, to be constructed in the future and maintained by the City.

### *Building Design*

The proposed townhouses are two storeys with a traditional design and pitched roofs. The development has a neutral colour palette and visual interest is achieved through large windows with thick trim, recessed balconies, and material changes on the building façades. The units are differentiated on each building by using a mix of exterior finishes such as vinyl siding, fibre cement board and batten, and painted reveals in various shades. Wood-look accent siding is used to emphasize the formal building entries, which are complete with glazed entry doors, weather protection, privacy screens, and exterior façade lighting. The change in materials and the stepping of the units with the natural slope of the property reinforces distinct building blocks.

The building design substantially meets the intent of the General Development Permit Design Guidelines by offering a building mass and form that is compatible with the existing neighbourhood creating visual interest in the use of exterior materials, and utilizing materials and shades that blend into the surrounding forested landscape.

### *Landscape Design*

The proposed landscaping includes robust plantings of trees, perennials, annuals, ferns and shrubs along the eastern property line, in the shared amenity area, and in the front yard of each unit. A bioswale is proposed along the east property line and additional plantings will be placed at the boundary of the riparian area, including a variety of trees and shrubs that will abut the private outdoor amenity areas for Buildings 2, 3, and 4. There will be no construction or removal of vegetation within the riparian area. The fenced backyards are separated by a 1.2m privacy fence, and a 1.8m cedar fence will be placed along the eastern property line. Building entries fronting Nelson Road have pedestrian connections to the street, enhanced with timber arbours and landscaping.

Two distinct amenity spaces are proposed. A large green space is located at the northwest corner of the property and will include a large rain garden lined with trees. The second amenity area, located adjacent to the future public pathway, is lit with downward facing pole lights and includes a children's play area and seating.

### **Design Advisory Panel**

The Design Advisory Panel (DAP), at its meeting held on 2023-FEB-09, accepted DP1294 as presented with support for the proposed variances and provided the following recommendations:

- Relocated the bicycle parking closer to the shared outdoor amenity area.

The applicant subsequently submitted revised plans in response to the DAP recommendations, including the following key design revisions:

- Relocated the visitor parking stalls to accommodate the short-term bicycle parking adjacent to the programmed outdoor amenity area.

## **Proposed Variances**

### *Building Setbacks*

The minimum required front yard setback in the R6 zone is 6m. The proposed front yard setback is 4.7m, a requested variance of 1.3m.

The minimum required side yard setback in the R6 zone is 3m. The proposed side yard setback is 1.6m, a requested variance of 1.4m.

Staff support the proposed building setback variances as the siting of proposed building provides street presence and enables functional vehicle access at the rear of the building. Additionally, landscaping, arbours, and pedestrian pathways can be accommodated within the proposed setback.

### *Front Yard Arbours*

A maximum of one arbour is permitted within the front yard with a maximum permitted height of 2.4m. Four arbours are proposed in the front yard with a proposed height of 2.7m. This represents a variance of three arbours and a height variance of 0.3m. Staff are supportive of the variance as the proposed arbours enhance wayfinding and visual interest on the site while providing further street presence and pedestrian access from Nelson Road.

### *Landscape Buffer*

The minimum required landscape buffer is 1.8m alongside the side yard property line (west) and a portion of the rear yard (north). The applicant proposes to reduce the landscape buffer requirement to 0.0m, a requested variance of 1.8m, to accommodate the public pathway. Staff are supportive of the proposed landscape variance as the proposed public pathway encourages pedestrian access from Nelson Road to Rutherford Park and there is no encroachment into the existing riparian area. |

### **SUMMARY POINTS**

- Development Permit Application No. DP1294 is for a multi-family townhouse development consisting of four two-storey townhouse buildings, each with four residential units.
- Variances are requested to reduce the front and side yard setback, landscape buffer and the number of arbours.
- A specific Statutory Right-of-Way (SRW) will be secured to facilitate a 3.0m wide public pathway leading to Rutherford Park, to be constructed and maintained by the City.

### **ATTACHMENTS**

ATTACHMENT A: Permit Terms and Conditions  
ATTACHMENT B: Subject Property Map  
ATTACHMENT C: Site Plan  
ATTACHMENT D: Parking Plan  
ATTACHMENT E: Building Elevations and Details  
ATTACHMENT F: Building Renderings  
ATTACHMENT G: Landscape Plan and Details

#### **Submitted by:**

Lainya Rowett  
Manager, Current Planning

#### **Concurrence by:**

Jeremy Holm  
Director, Planning & Development



# ATTACHMENT A

## PERMIT TERMS AND CONDITIONS

### TERMS OF PERMIT

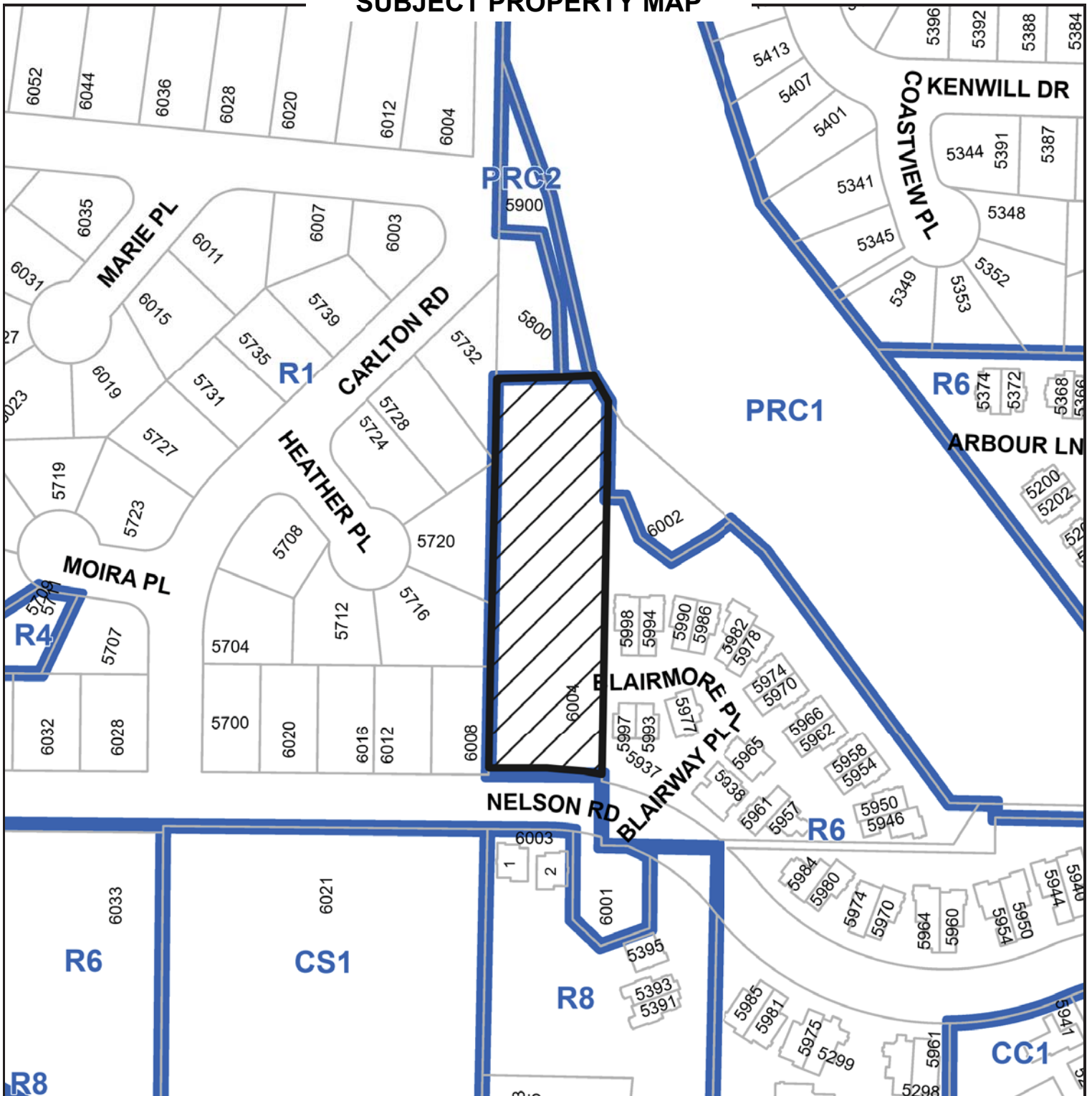
The “City of Nanaimo Zoning Bylaw 2011 No. 4500” is varied as follows:

1. *Section 7.5.1 Siting of Buildings* – to reduce the minimum required front yard setback (abutting Nelson Road) from 6.0m to 4.7m as shown on Attachment C.
2. *Section 7.5.1 Siting of Buildings* – to reduce the minimum required (east) side yard setback from 3.0m to 1.6m as shown on Attachment C.
3. *Section 6.10.7 Fence Height* – to increase the maximum permitted number of arbours (up to 2.4m in height) in a front yard setback from 1 to 4 and to increase the maximum allowable height for the arbours from 2.4m to 2.7m, as shown on Attachment C and G.
4. *Section 17.2.1 General Regulations* – to reduce the required minimum landscape buffer width from 1.8m to 0.0m on the side yard and a portion of the rear yard as shown on Attachment G.

### CONDITIONS OF PERMIT

1. The subject property shall be developed in accordance with the Site Plan, prepared by Delinea Design Consultants Ltd., dated 2023-NOV-20, as shown on Attachment C.
2. The subject property shall be developed in accordance with the Parking Plan, prepared by Delinea Design Consultants Ltd., dated 2024-JAN-08, as shown on Attachment D.
3. The subject property shall be developed in substantial compliance with the Building Elevations and Details, prepared by Delinea Design Consultants Ltd., dated 2022-DEC-21, as shown on Attachment E.
4. The subject property shall be developed in substantial compliance with the Landscape Plan and Details prepared by LADR Landscape Architects, dated 2023-NOV-09, as shown on Attachment G.
5. The registration of a 3m Statutory Right-of-Way along the west property line and portion of the north property line, prior to Building Permit issuance.

**ATTACHMENT B  
SUBJECT PROPERTY MAP**

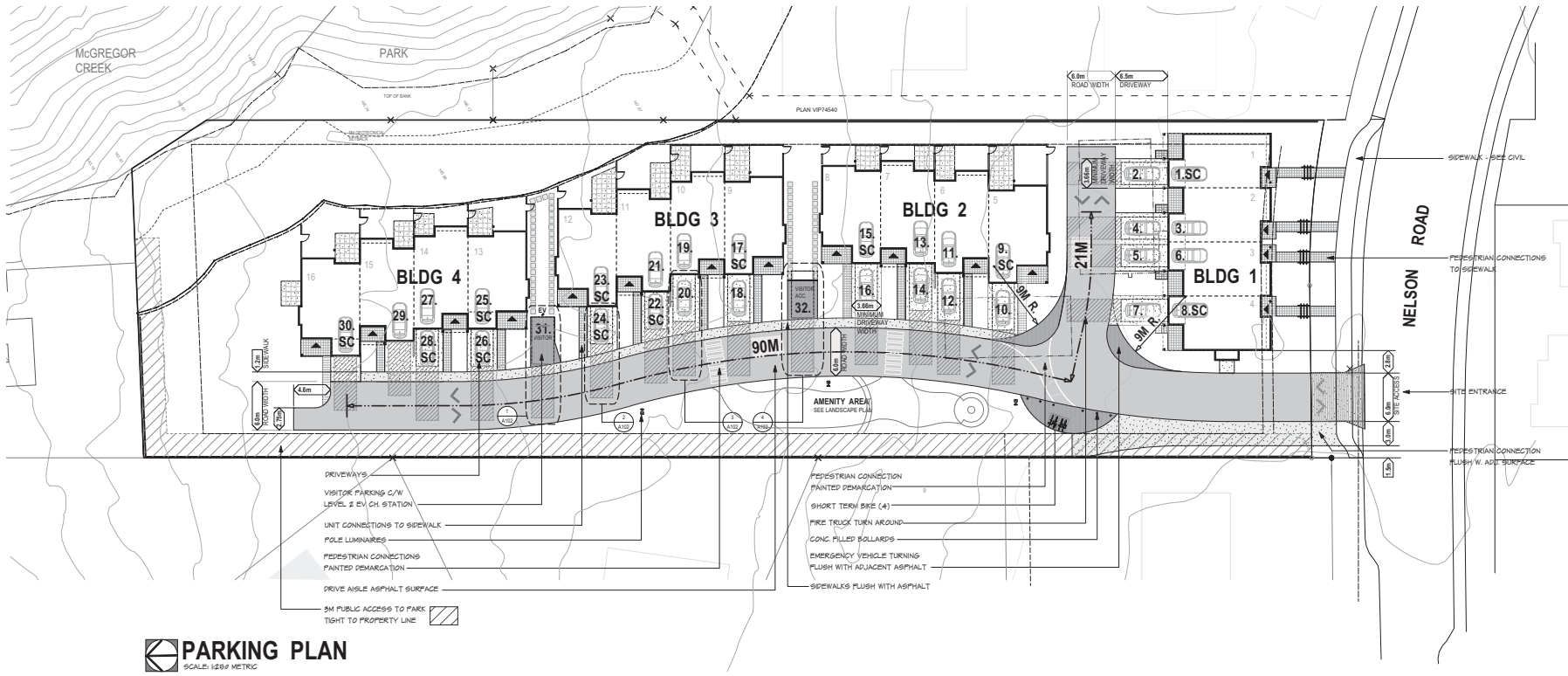


6004 Nelson Road



# ATTACHMENT D PARKING PLAN

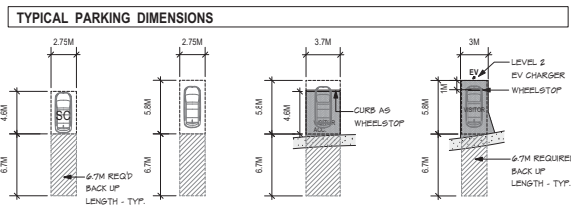
**PROPOSED RESIDENTIAL DEVELOPMENT**  
6004 NELSON ROAD, NANAIMO B.C.  
CLIENT: BLACK SQUIRREL DEVELOPMENT LTD.



## PARKING PLAN

SCALE: 1:250 METRIC

NOTE: ALL PARKING STALLS SHOWN ARE STANDARD CARS EXCEPT AS NOTED.



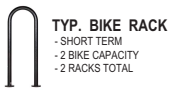
- SMALL CAR STALL**
- STANDARD CAR STALL**
- ACCESSIBLE CAR STALL**
- VISITOR/EV STALL**

### HARD SURFACE LEGEND

- ASPHALT SURFACE - DRIVE AISLES
- CONCRETE SIDEWALKS - BROOM FINISH - FLUSH W/ ADJACENT ASPHALT - EXPANSION JOINTS AS REQUIRED
- PERMEABLE PAVERS - VISITOR PARKING STALLS - TURN AROUND
- STAMPED/SCORED CONCRETE - ENTRY WALKWAYS - PATIOS
- EXPOSED AGGREGATE - DRIVEWAYS

### PARKING DATA

<b>REQUIRED:</b>	2 PER UNIT (AREA 1)	32	<b>EV PARKING:</b>	1 PER UNIT	REQD/PROVD 16
<b>TOTAL REQUIRED:</b>		32 STALLS	LEVEL 1 ROUGH-IN (GARAGE)		
<b>PARKING PROVIDED:</b>	GARAGE	16	25% OF COMMON PARKING:		REQD: 0.75
	DRIVEWAY	14	LEVEL 2		PROVD: 1 (VISITOR)
	USABLE:	2			
	<b>TOTAL PROVIDED:</b>	32 STALLS	<b>BICYCLE:</b>		REQD: 1.6
<b>PARKING TYPES:</b>	SMALL CARS (MAX 40%)	12 (37.5%)	SHORT TERM 0.10/UNIT		PROVD: 4
	STANDARD CARS	19	LONG TERM 0.50/UNIT		REQD: 8
	ACCESSIBLE STALL	1 (VISITOR)	WITHIN UNIT GARAGES (UNITS 1, 4, 6, 8, 12, 13, 16)		PROVD: 8
	<b>TOTAL:</b>	32 STALLS	CW ELECTRIC BIKE CHARGING OUTLET		



- POLE LUMINAIRE EXAMPLE**
- LED
  - FULL CUT OFF

### PARKING/VEHICLE MOVEMENT PLAN

CONSULTANTS: 15 NOV. 2022  
CONSULTANT: 23 NOV. 2022  
DP: 21 DEC. 2022  
DP: REVISED & QUANTIFIED 28 JULY 2023  
DP: REVISED & QUANTIFIED 08 JAN. 2024

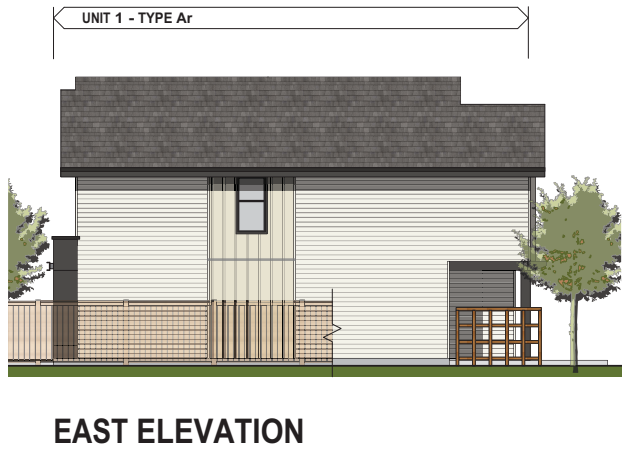
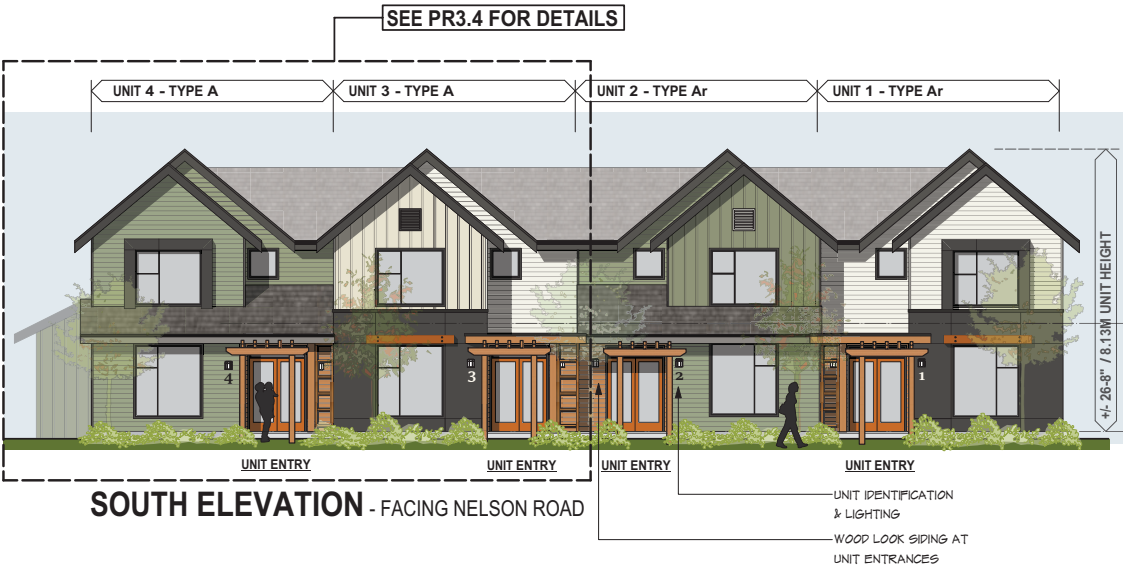
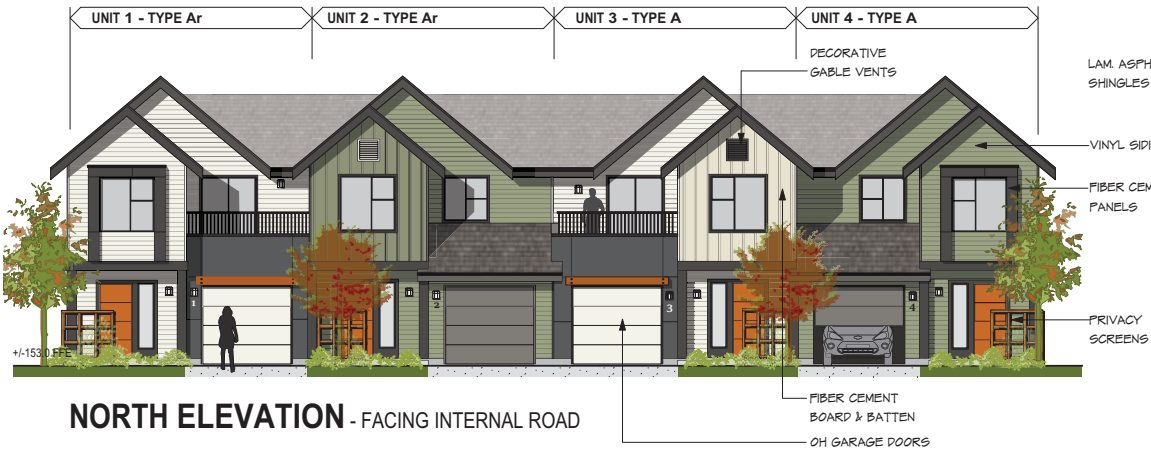
COPYRIGHT RESERVED. THESE PLANS ARE THE PROPERTY OF DELNEA DESIGN CONSULTANTS LTD. TO BE USED SOLELY FOR THE PROJECT SHOWN. UNAUTHORIZED REPRODUCTION OR USE IN ANY MANNER IS NOT PERMISSIBLE.

RECEIVED  
DP1294  
2024-JAN-08

PR1.2



# ATTACHMENT E BUILDING ELEVATIONS AND DETAILS



### EXTERIOR COLOUR & FINISH SCHEDULE - BUILDING 1 & 3

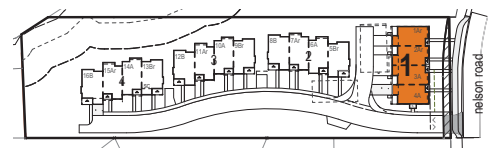
	VINYL SIDING - 5" CLAPBOARD CORNER TRIMS TO MATCH LINEN 012		FIBER CEMENT BOARD & BATTEN 1. MOUNTAIN SAGE 2. COBBLESTONE		ACCENT SIDING @ ENTRY WOOD LOOK SIDING
	VINYL SIDING - 5" CLAPBOARD CORNER TRIMS TO MATCH MOUNTAIN ARBOUR 639		WINDOW FRAMES BLACK		EXTERIOR DOORS/DETAILS
	FIBER CEMENT BOARD - SMOOTH PAINTED REVEALS SW 7068 GRIZZLE GRAY		FASCIAS / DETAILS / DOOR & WINDOW TRIMS SW 7068 GRIZZLE GRAY		ASPHALT SHINGLES DARK GREY
					GARAGE DOORS DARK GREY / LINEN

COLOURS SHOWN ARE FOR ILLUSTRATION PURPOSE ONLY. ACTUAL PRODUCT AND COLOUR MAY VARY DUE TO PRODUCT AVAILABILITY.

PROPOSED RESIDENTIAL DEVELOPMENT  
6004 NELSON ROAD, NANAIMO B.C.  
CLIENT: BLACK SQUIRREL DEVELOPMENT LTD.

ELEVATIONS  
BUILDING 1

PROJECT #: 41566.08.20  
CLIENT/CONSULT.: 29 MAR. 2022  
SITE MEETING: 21 JUNE 2022  
C.O.N. PRE-APP: 12 OCT 2022  
MEETING REV: 28 OCT 2022  
PRE-APP MEETING: 23 NOV. 2022  
CONSULTANT: 21 DEC. 2022  
DPA:



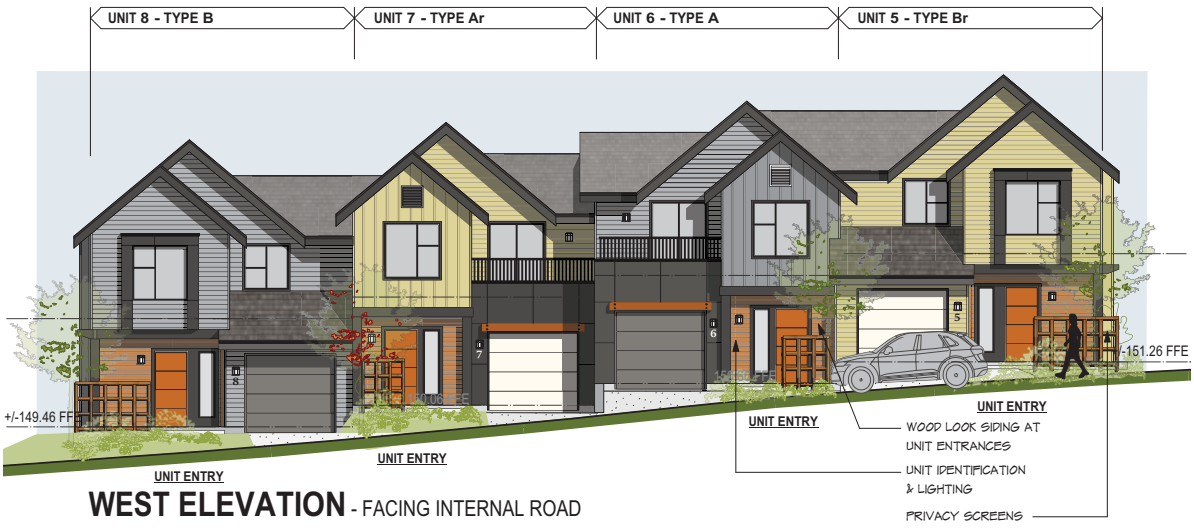
BUILDING 1 A/A/A/A

RECEIVED  
DP1294  
2022-DEC-21  
C:\CLIENT\DRAWING

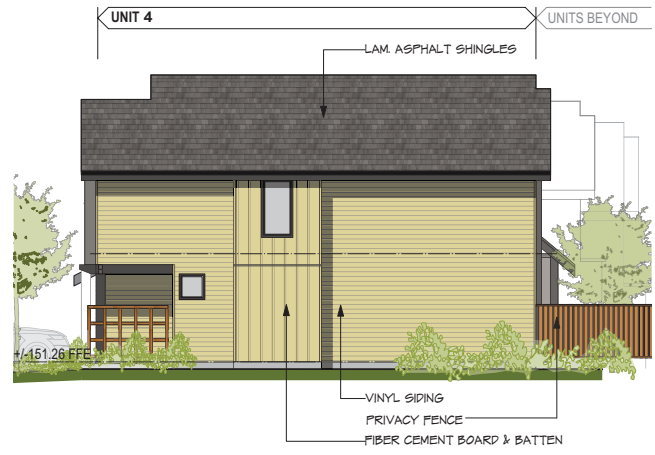
COPYRIGHT RESERVED. THESE PLANS ARE THE PROPERTY OF DELINEA DESIGN CONSULTANTS LTD. TO BE USED SOLELY FOR THE PROJECT SHOWN. UNAUTHORIZED REPRODUCTION OR USE IN ANY MANNER IS NOT PERMISSIBLE.

PR3.0

**PROPOSED RESIDENTIAL DEVELOPMENT**  
**6004 NELSON ROAD, NANAIMO B.C.**  
 CLIENT: BLACK SQUIRREL DEVELOPMENT LTD.



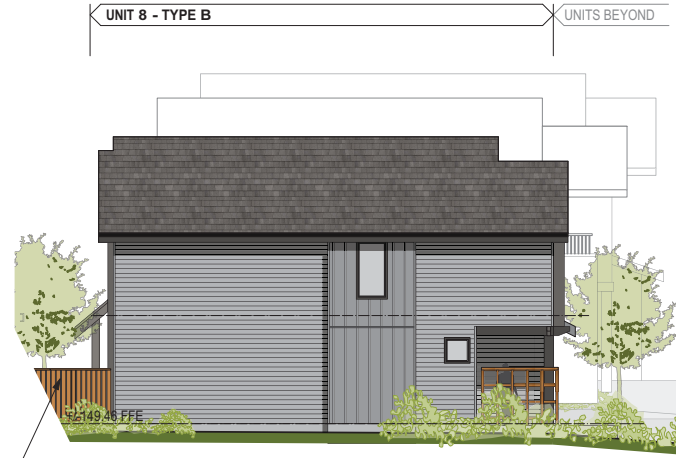
**WEST ELEVATION - FACING INTERNAL ROAD**



**SOUTH ELEVATION**



**EAST ELEVATION**



**NORTH ELEVATION**

**ELEVATIONS**  
**BUILDING 2**  
 PROJECT #: d1566.08.20  
 CLIENT/CONSULT: 29 MAR. 2022  
 SITE MEETING: 21 JUNE 2022  
 C.O.N. PRE-APP: 12 OCT. 2022  
 MEETING REV: 28 OCT. 2022  
 PRE-APP MEETING: 23 NOV. 2022  
 CONSULTANT:  
 DPA: 21 DEC. 2022

**EXTERIOR COLOUR & FINISH SCHEDULE - BUILDING 2 & 4**

VINYL SIDING - 5" CLAPBOARD CORNER TRIMS TO MATCH WARM BEIGE	FIBER CEMENT BOARD & BATTEN 1. GRAY SLATE 2. WARM BEIGE	ACCENT SIDING @ ENTRY WOOD LOOK SIDING
VINYL SIDING - 5" CLAPBOARD CORNER TRIMS TO MATCH DOVER GRAY	WINDOW FRAMES BLACK	EXTERIOR DOORS/DETAILS
FIBER CEMENT BOARD - SMOOTH PAINTED REVEALS SW 7068 GRIZZLE GRAY	FASCIAS / DETAILS / DOOR & WINDOW TRIMS SW 7068 GRIZZLE GRAY	ASPHALT SHINGLES DARK GRAY
	GARAGE DOORS DARK GRAY / LINEN	

COLOURS SHOWN ARE FOR ILLUSTRATION PURPOSE ONLY. ACTUAL PRODUCT AND COLOUR MAY VARY DUE TO PRODUCT AVAILABILITY.

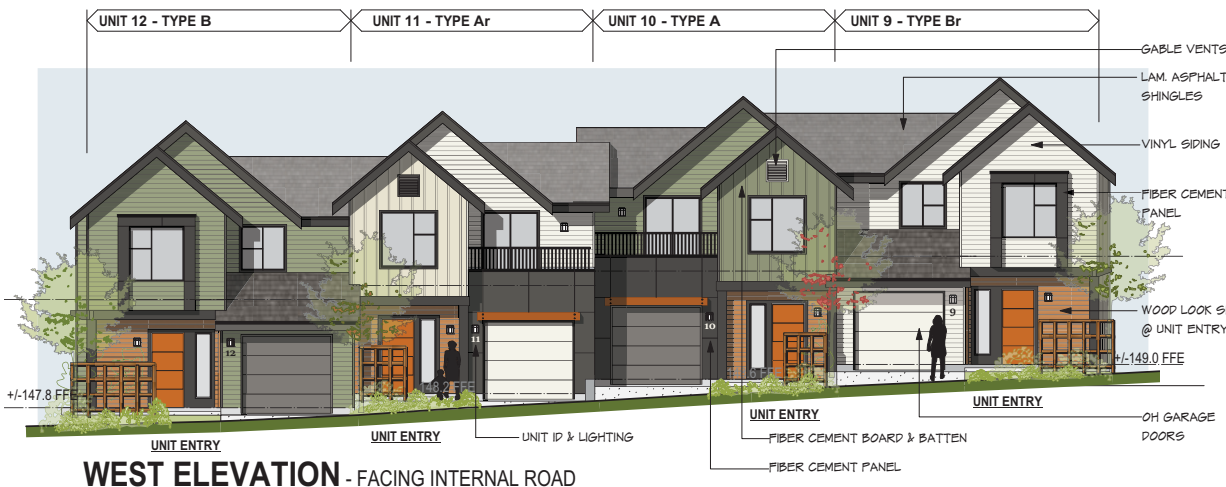


**BUILDING 2 B/A/A/B**

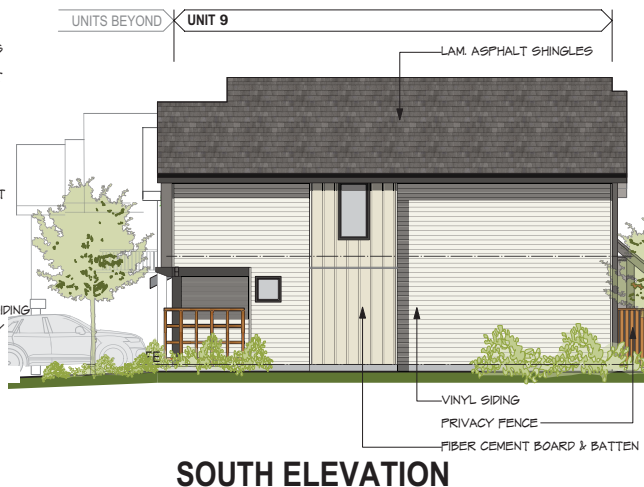
**RECEIVED**  
**DP1294**  
**2022-DEC-21**  
 C/utler Planning

COPYRIGHT RESERVED. THESE  
 PLANS ARE THE PROPERTY OF  
 DELINEA DESIGN CONSULTANTS  
 LTD. TO BE USED SOLELY FOR THE  
 PROJECT SHOWN. UNAUTHORIZED  
 REPRODUCTION OR USE IN ANY  
 MANNER IS NOT PERMISSIBLE.

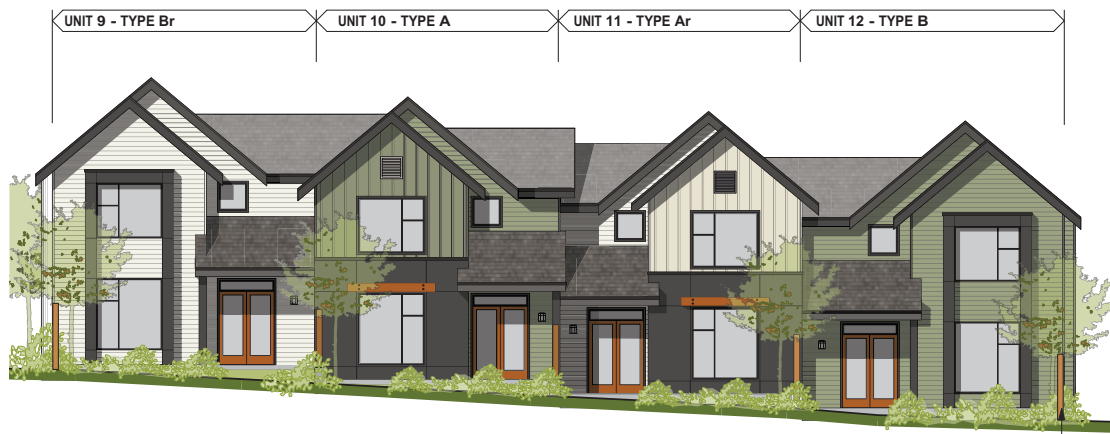
**PR3.1**



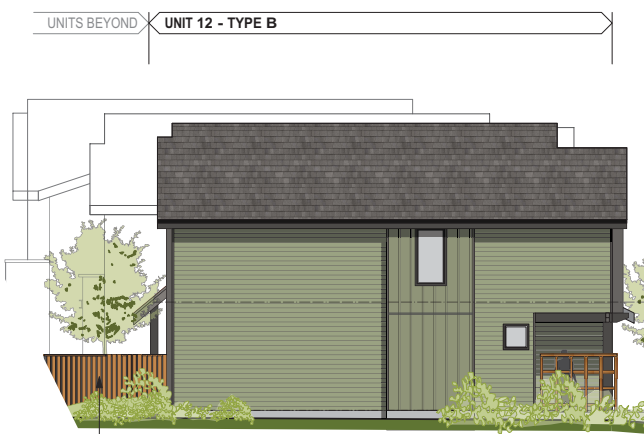
**WEST ELEVATION - FACING INTERNAL ROAD**



**SOUTH ELEVATION**



**EAST ELEVATION**



**NORTH ELEVATION**

**EXTERIOR COLOUR & FINISH SCHEDULE - BUILDING 1 & 3**

	VINYL SIDING - 5" CLAPBOARD CORNER TRIMS TO MATCH LINEN 012		FIBER CEMENT BOARD & BATTEN 1. MOUNTAIN SAGE 2. COBBLESTONE		ACCENT SIDING @ ENTRY WOOD LOOK SIDING
	VINYL SIDING - 5" CLAPBOARD CORNER TRIMS TO MATCH MOUNTAIN ARBOUR 639		WINDOW FRAMES BLACK		EXTERIOR DOORS/DETAILS
	FIBER CEMENT BOARD - SMOOTH PAINTED REVEALS SW 7068 GRIZZLE GRAY		FASCIAS / DETAILS / DOOR & WINDOW TRIMS SW 7068 GRIZZLE GRAY		ASPHALT SHINGLES DARK GREY
					GARAGE DOORS DARK GREY / LINEN

COLOURS SHOWN ARE FOR ILLUSTRATION PURPOSE ONLY. ACTUAL PRODUCT AND COLOUR MAY VARY DUE TO PRODUCT AVAILABILITY.

**PROPOSED RESIDENTIAL DEVELOPMENT**  
**6004 NELSON ROAD, NANAIMO B.C.**  
 CLIENT: BLACK SQUIRREL DEVELOPMENT LTD.

**ELEVATIONS**

PROJECT #: 41566.08.20

CLIENT/CONSULT:	29 MAR. 2022
SITE MEETING:	21 JUNE 2022
C.O.N. PRE-APP MEETING REV:	12 OCT 2022
PRE-APP MEETING:	28 OCT. 2022
CONSULTANT:	23 NOV. 2022
DPA:	21 DEC. 2022

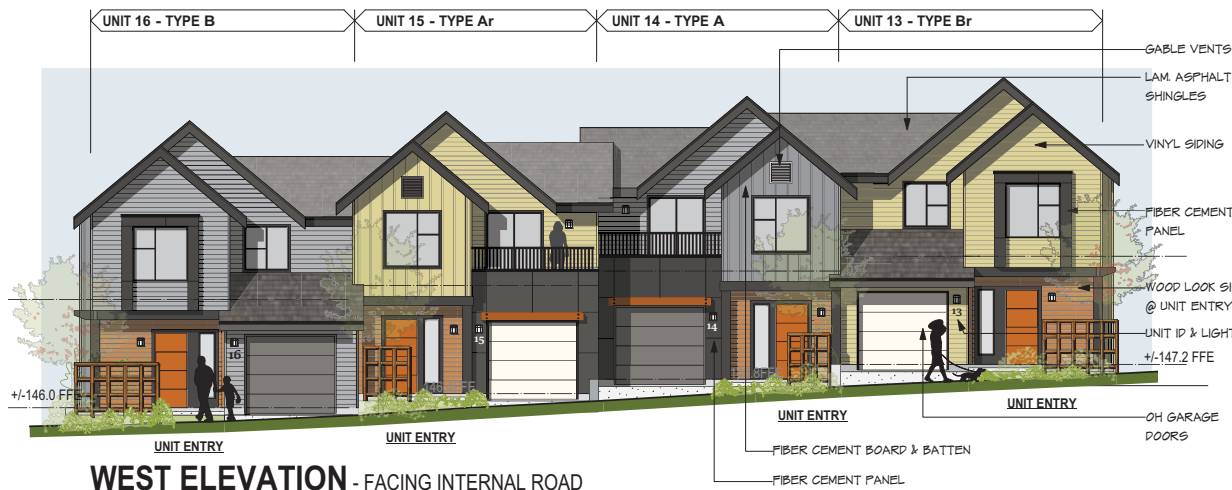


**BUILDING 3 B/A/A/B**

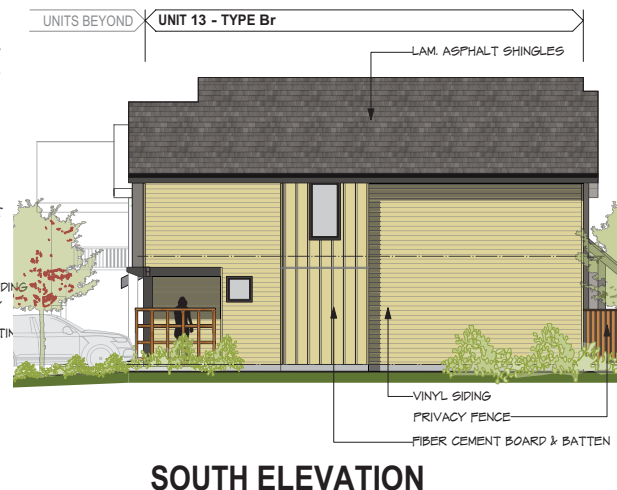
**RECEIVED**  
**DP1294**  
**2022-DEC-21**  
CURRENT PLANNING

COPYRIGHT RESERVED. THESE PLANS ARE THE PROPERTY OF DELINEA DESIGN CONSULTANTS LTD. TO BE USED SOLELY FOR THE PROJECT SHOWN. UNAUTHORIZED REPRODUCTION OR USE IN ANY MANNER IS NOT PERMISSIBLE.

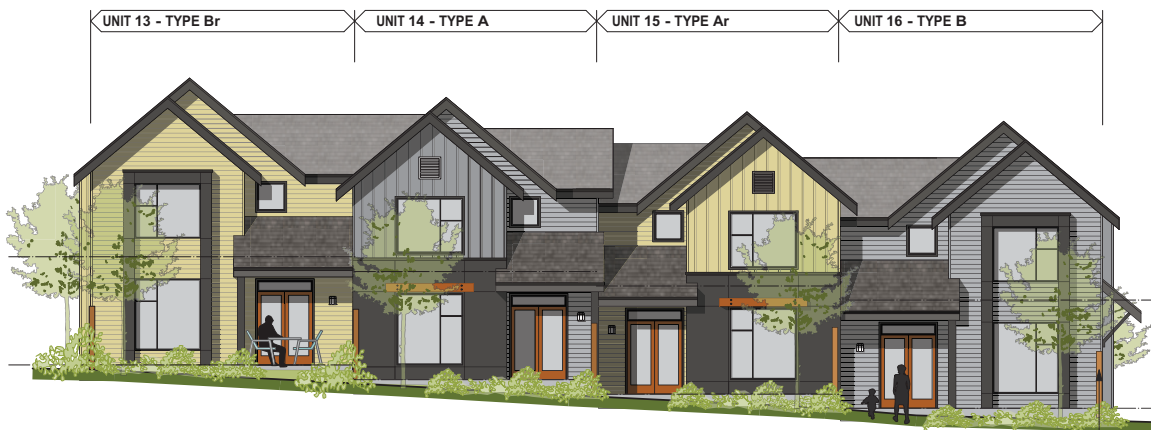
**PR3.2**



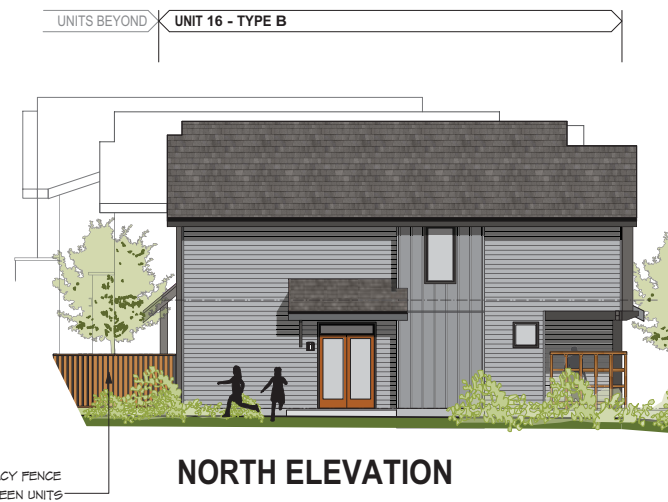
**WEST ELEVATION - FACING INTERNAL ROAD**



**SOUTH ELEVATION**



**EAST ELEVATION**



**NORTH ELEVATION**

**EXTERIOR COLOUR & FINISH SCHEDULE - BUILDING 2 & 4**

VINYL SIDING - 5" CLAPBOARD CORNER TRIMS TO MATCH WARM BEIGE	FIBER CEMENT BOARD & BATTEN 1. GRAY SLATE 2. WARM BEIGE	ACCENT SIDING @ ENTRY WOOD LOOK SIDING
VINYL SIDING - 5" CLAPBOARD CORNER TRIMS TO MATCH DOVER GRAY	WINDOW FRAMES BLACK	EXTERIOR DOORS/DETAILS
FIBER CEMENT BOARD - SMOOTH PAINTED REVEALS SW 7068 GRIZZLE GRAY	FASCIAS / DETAILS / DOOR & WINDOW TRIMS SW 7068 GRIZZLE GRAY	ASPHALT SHINGLES DARK GREY
		GARAGE DOORS DARK GREY / LINEN

COLOURS SHOWN ARE FOR ILLUSTRATION PURPOSE ONLY. ACTUAL PRODUCT AND COLOUR MAY VARY DUE TO PRODUCT AVAILABILITY.

**PROPOSED RESIDENTIAL DEVELOPMENT**  
**6004 NELSON ROAD, NANAIMO B.C.**  
 CLIENT: BLACK SQUIRREL DEVELOPMENT LTD.

**ELEVATIONS**

PROJECT #:	d1566.08.20
CLIENT/CONSULT:	29 MAR. 2022
SITE MEETING:	21 JUNE 2022
C.O.N. PRE-APP:	12 OCT 2022
MEETING REV:	28 OCT 2022
PRE-APP MEETING:	23 NOV. 2022
CONSULTANT:	21 DEC. 2022
DPA:	



**BUILDING 4 B/A/A/B**

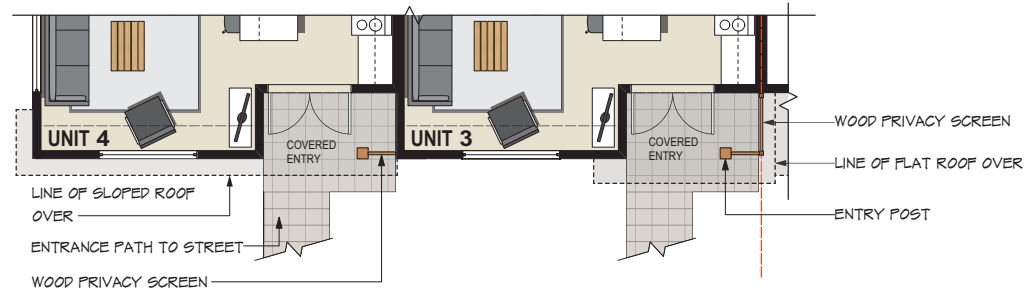
**RECEIVED**  
**DP1294**  
**2022-DEC-21**  
 Current Planning

COPYRIGHT RESERVED. THESE PLANS ARE THE PROPERTY OF DELINEA DESIGN CONSULTANTS LTD. TO BE USED SOLELY FOR THE PROJECT SHOWN. UNAUTHORIZED REPRODUCTION OR USE IN ANY MANNER IS NOT PERMISSIBLE.

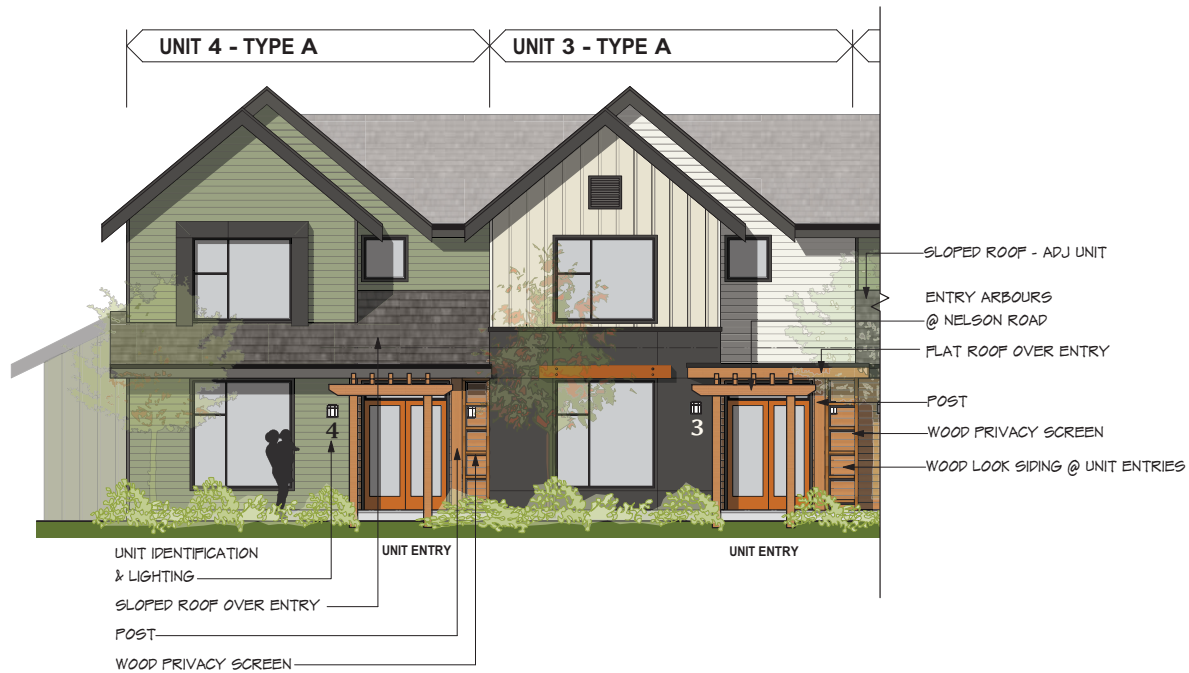
**PR3.3**



**PROPOSED RESIDENTIAL DEVELOPMENT**  
**6004 NELSON ROAD, NANAIMO B.C.**  
 CLIENT: BLACK SQUIRREL DEVELOPMENT LTD.



**BUILDING 1 PARTIAL FLOOR PLAN - FACING NELSON ROAD**



**SOUTH ELEVATION - FACING NELSON ROAD**

ELEVATIONS  
BUILDING 1

PROJECT #: d1568.08.20  
 CLIENT/CONSULT: 29 MAR. 2022  
 SITE MEETING: 21 JUNE 2022  
 C.O.N. PRE-APP: 12 OCT. 2022  
 MEETING REV: 28 OCT. 2022  
 PRE-APP MEETING: 23 NOV. 2022  
 CONSULTANT: 21 DEC. 2022  
 DPA: 21 DEC. 2022

**RECEIVED**  
**DP1294**  
**2022-DEC-21**  
 Current Planning

COPYRIGHT RESERVED. THESE PLANS ARE THE PROPERTY OF DELINIA DESIGN CONSULTANTS LTD. TO BE USED SOLELY FOR THE PROJECT SHOWN. UNAUTHORIZED REPRODUCTION OR USE IN ANY MANNER IS NOT PERMISSIBLE.

**BUILDING 1**

**PR3.4**

# ATTACHMENT F BUILDING RENDERING



**PROPOSED RESIDENTIAL DEVELOPMENT**  
**6004 NELSON ROAD, NANAIMO B.C.**  
CLIENT: BLACK SQUIRREL DEVELOPMENT LTD.

STREETSCAPES

**STREETSCAPE** - NELSON ROAD

PROJECT #: d1566.08.20  
DPA SUPPLEMENTAL  
INFO: 26 JAN. 2023

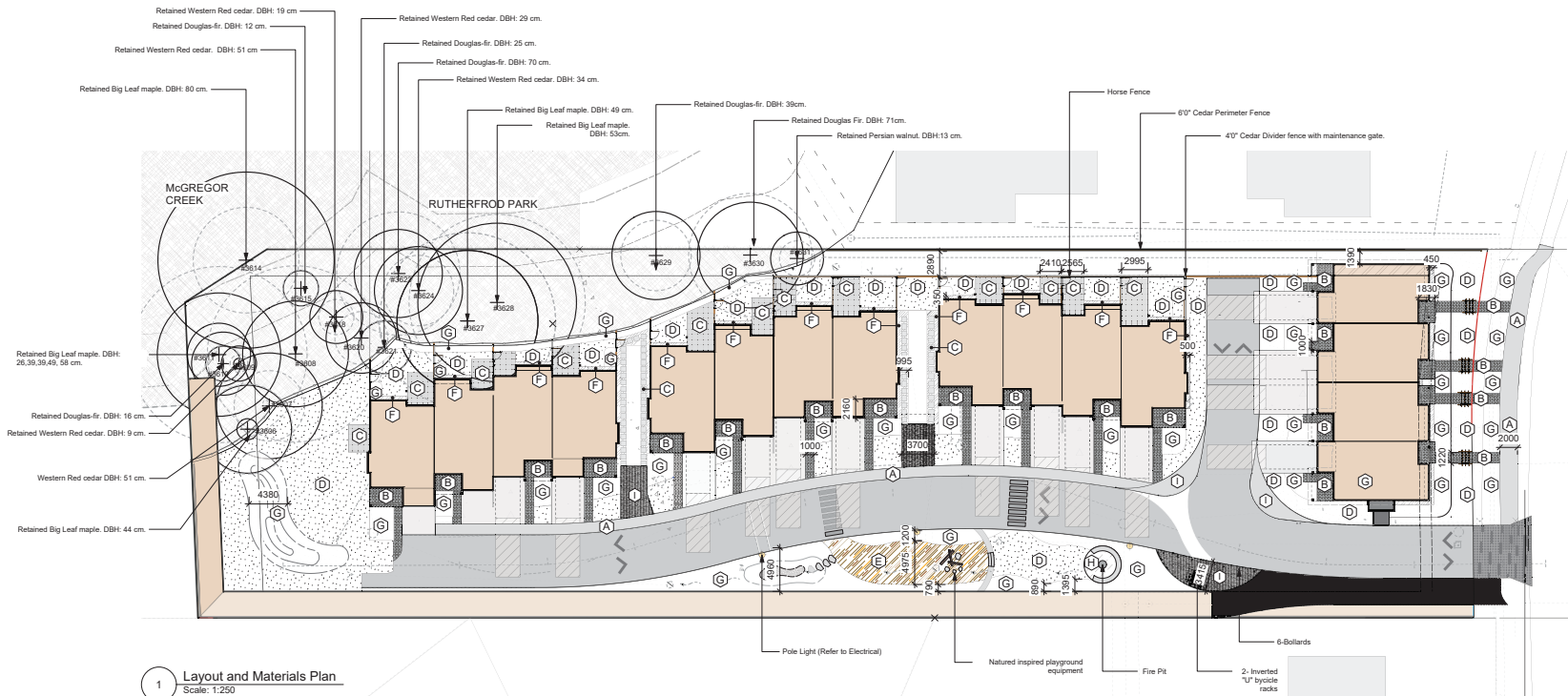
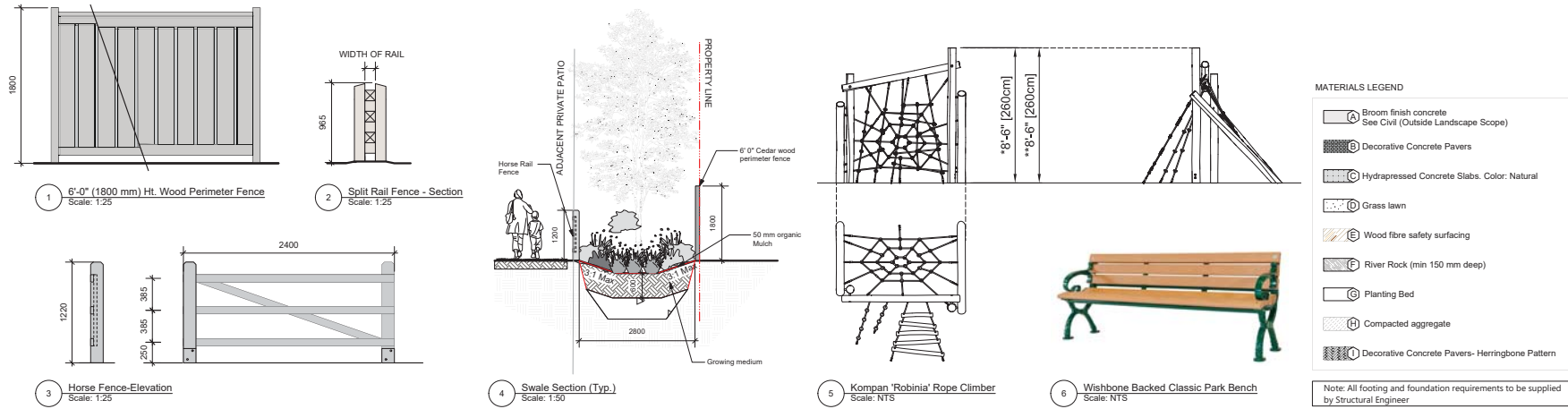
**RECEIVED**  
**DP1294**  
**2023-JAN-26**  
CURRENT PLANNING

COPYRIGHT RESERVED. THESE PLANS ARE THE PROPERTY OF DELINIA DESIGN CONSULTANTS LTD. TO BE USED SOLELY FOR THE PROJECT SHOWN. UNAUTHORIZED REPRODUCTION OR USE IN ANY MANNER IS NOT PERMISSIBLE.

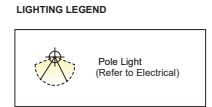
**RENDERING**

**PR5.0**

# ATTACHMENT G LANDSCAPE PLAN AND DETAILS



Copyright Reserved. These drawings are at all times the property of the Landscape Architect. Reproduction in whole or in part without written consent of the Landscape Architect is prohibited.



NO.	DATE	DESCRIPTION
2	Jan-12-24	Issued for DP
1	Nov-09-23	Issued for BP

**LADR LANDSCAPE ARCHITECTS**  
#3-864 Queens Ave. Victoria B.C. V8T 1M5  
Phone: (250) 598-0105

**PROJECT**  
6004 Nelson Rd  
Nanaimo, BC

**TITLE**  
Landscape  
Materials and Layout

**SCALE** As shown  
**DRAWN** AG  
**CHECKED** CW

**PROJECT No.** 2221

**DATE** Nov 9th, 23  
**L1 of 2**  
SHEET

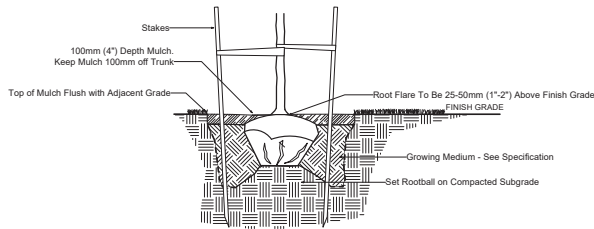


Copyright Reserved. These drawings are all the property of the Landscape Architect. Reproduction in whole or in part without written consent of the Landscape Architect is prohibited.

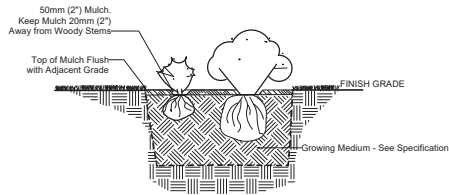
**Required Nursery Stock**

Trees				
ID	Quantity	Botanical Name	Common Name	Size
AcCl-1	8	Acer circinatum	Vine Maple	2M HL
AcRuNW	2	Acer rubrum 'New World'	New World Red Maple	6cm cal.
AcROG	6	Acer rubrum 'October Glory'	October Glory Red Maple	6cm cal.
CoCa	2	Cercis canadensis	Eastern Redbud	6cm cal.
CoEWW	12	Cornus 'Eddie's White Wonder'	Eddie's White Wonder Dogwood	5cm cal.
PIQ	16	Picea omorika	Serbian Spruce	2.5m ht.
Palle-1	17	Pseudotsuga menziesii	Douglas Fir	2.5m ht.
PyCC	10	Pyrus calleryana 'Chanticleer'	Callery Pear	5cm cal.
SPs	6	Stewartia pseudocamelia	Japanese Stewartia	5cm cal.
Large Shrubs				
ID	Quantity	Botanical Name	Common Name	Size
HyA	9	Hydrangea arborescens 'Annabelle'	Annabelle Hydrangea	#7 pot
MaAq	50	Mahoea aquifolium	Tall Oregon Grape	#5 pot
PhBE	13	Philadelphus 'Belle Etoile'	Belle Etoile Mock Orange	#7 pot
Medium Shrubs				
ID	Quantity	Botanical Name	Common Name	Size
AzJH	37	Azalea japonica 'Herbert'	Herbert Evergreen Azalea	#3 pot
CaKF	6	Calamagrostis x acutiflora 'Karl Foerster'	Karl Foerster Feather Reed Grass	#1 pot
Small Shrubs				
ID	Quantity	Botanical Name	Common Name	Size
GasH	95	Gaulltheria shallon	Salaal	#1 pot
LaO	70	Lavandula officinalis	English Lavender	#1 pot
NaDF	212	Nandina domestica 'Fire Power'	Fire Power Heavenly Bamboo	#1 pot
Perennials, Annuals and Ferns				
ID	Quantity	Botanical Name	Common Name	Size
CaKF	127	Calamagrostis x acutiflora 'Karl Foerster'	Karl Foerster Feather Reed Grass	#1 pot
FeCl	101	Festuca glauca	Common Blue Fescue	#1 pot
HeSe	258	Helictotriton sempervirens	Blue Dotted Grass	#1 pot
JuEFF	198	Juncus effusus	Common Rush	#1 pot
PeAt	158	Perovskia atriplicifolia	Russian Sage	#1 pot
PoMu	67	Polystichum munitum	Sword Fern	#1 pot
Vines				
ID	Quantity	Botanical Name	Common Name	Size
HyAnPe	24	Hydrangea anomala petiolaris	Climbing Hydrangea	#1 pot

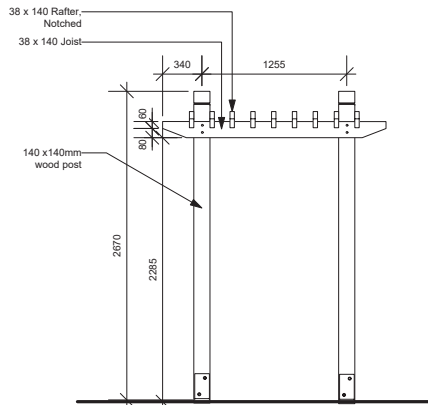
- Notes:**  
 1. All work to be completed to current BCSLA Landscape Standards  
 2. All soft landscape to be irrigated with an automatic irrigation system



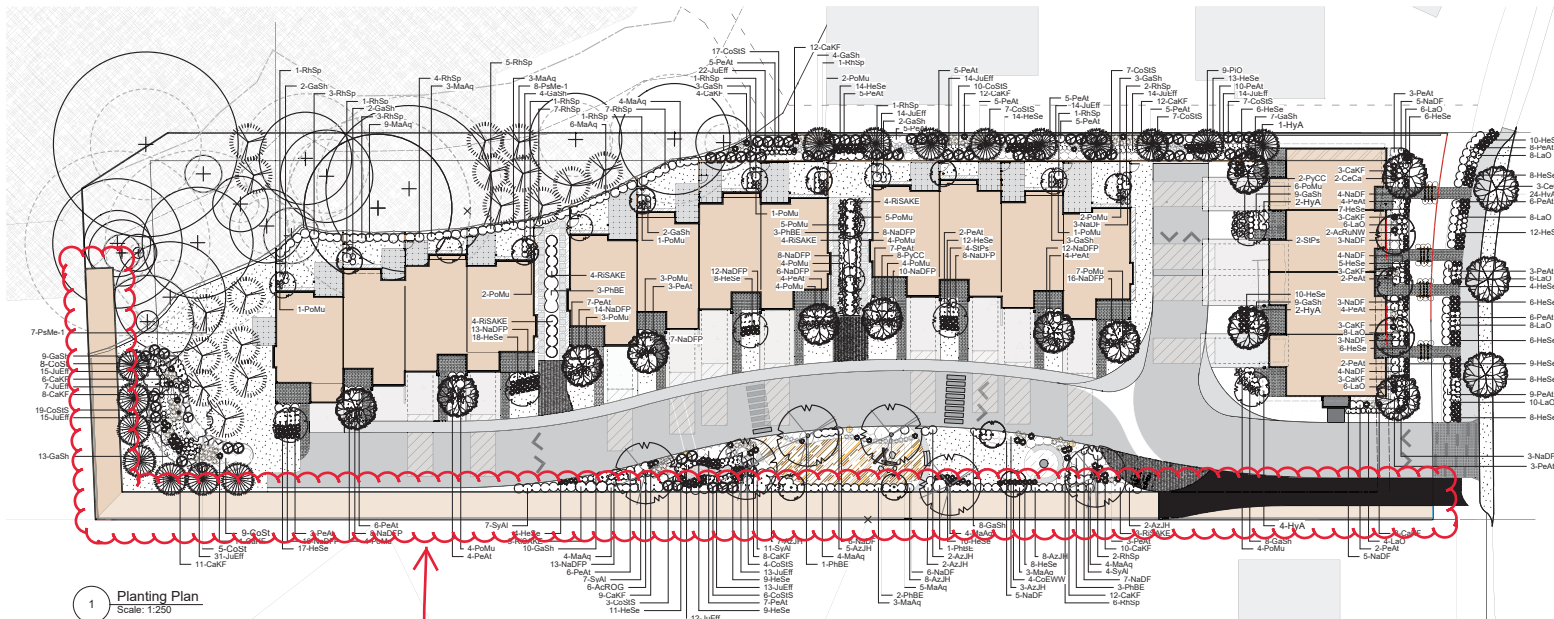
2 Planting Detail-Typical Tree Planting  
Scale: 1:25



3 Planting Detail- Typical Shrub Planting  
Scale: 1:25



3 Entry Trellis - Typical Elevation  
Scale: 1:20



1 Planting Plan  
Scale: 1:250

Proposed landscape buffer variance

RECEIVED  
DP 1254  
2024-JAN-15  
Landscape Planning



2	Jan-12-24	Issued for DP
1	Nov-09-23	Issued for BP
REVISIONS		
#3-864 Queens Ave. Victoria B.C. V8T 1M5 Phone: (250) 598-0105		
PROJECT		
6004 Nelson Rd Nanaimo, BC		
TITLE		
Landscape Planting Plan		
SCALE	As shown	DRAWN AG CHECKED CW
PROJECT No. 2221		
DATE	Nov 9th, 23	L2 of 2 SHEET

DATE OF MEETING FEBRUARY 26, 2024  
AUTHORED BY JENNIFER McASKILL, MANAGER, FACILITY ASSET PLANNING  
SUBJECT **ELECTRIC VEHICLE SUPPLY EQUIPMENT COST RECOVERY BYLAW**

## **OVERVIEW**

### **Purpose of Report**

To seek Council direction to recover costs associated with City owned, public-facing electric vehicle charging stations.

### **Recommendation**

#### Electric Vehicle Recharging Bylaw

1. That Council give first reading to “Electric Vehicle Recharging Bylaw 2024 No. 7365” (a bylaw to collect electric vehicle supply equipment and energy cost charges within the City of Nanaimo).
2. That Council give second reading to “Electric Vehicle Recharging Bylaw 2024 No. 7365”.
3. That Council give third reading to “Electric Vehicle Recharging Bylaw 2024 No. 7365”.

#### Fees and Charges Amendment Bylaw

1. That Council give first reading to “Fees and Charges Amendment Bylaw 2024 No. 7336.07” (a bylaw to add electric vehicle charging connection fees).
2. That Council give second reading to “Fees and Charges Amendment Bylaw 2024 No. 7336.07”.
3. That Council give third reading to “Fees and Charges Amendment Bylaw 2024 No. 7336.07”.

#### Bylaw Notice Enforcement Amendment Bylaw

1. That Council give first reading to “Bylaw Notice Enforcement Amendment Bylaw 2024 No. 7159.19”
2. That Council give second reading to “Bylaw Notice Enforcement Amendment Bylaw 2024 No. 7159.19”.
3. That Council give third reading to “Bylaw Notice Enforcement Amendment Bylaw 2024 No. 7159.19”.

## **BACKGROUND**

On 2024-FEB-12, the Governance and Priorities Committee received a report for information about a potential cost recovery bylaw covering electric vehicle charging stations. The report

forms Attachment A. The Information Report provided background on approaches by other municipalities. |

## **DISCUSSION**

Electric Vehicle Supply Equipment (EVSE) was installed to support Electric Vehicle (EV) charging in the community while attending a city facility, park, or attending neighbouring businesses. As EVs become more prolific, it is important to encourage turnover at EVSE, allowing more individual sessions, and providing the service to a larger portion of the population. The fee structure provides 2-hours of charging at a rate comparable to home-based charging while incentivising moving after the first two hours. Users requiring additional time, will pay a premium for a longer stay. A premium rate has been included for overnight hours. Vehicle charging apps notify users when their vehicle is finished charging. A grace period of 15 minutes has been included allowing users to return to their vehicle and relocate prior to being subject to a premium rate attached with an idle connection.

Staff propose to adjust charges each year based on BC Hydro rate increases and increases related to asset management specific to these services.

Based on equity, good governance, and asset management principles, Staff recommend adoption of the attached three bylaws.

## **OPTIONS**

### Option1:

#### Electric Vehicle Recharging Bylaw

1. That Council give first reading to “Electric Vehicle Recharging Bylaw 2024 No. 7365” (a bylaw to collect electric vehicle supply equipment and energy cost charges within the City of Nanaimo).
2. That Council give second reading to “Electric Vehicle Recharging Bylaw 2024 No. 7365”.
3. That Council give third reading to “Electric Vehicle Recharging Bylaw 2024 No. 7365”.

#### Fees and Charges Amendment Bylaw

1. That Council give first reading to “Fees and Charges Amendment Bylaw 2024 No. 7336.07” (a bylaw to add electric vehicle charging connection fees).
2. That Council give second reading to “Fees and Charges Amendment Bylaw 2024 No. 7336.07”.
3. That Council give third reading to “Fees and Charges Amendment Bylaw 2024 No. 7336.07”.

#### Bylaw Notice Enforcement Amendment Bylaw

1. That Council give first reading to “Bylaw Notice Enforcement Amendment Bylaw 2024 No. 7159.19”
2. That Council give second reading to “Bylaw Notice Enforcement Amendment Bylaw 2024 No. 7159.19”.

3. That Council give third reading to “Bylaw Notice Enforcement Amendment Bylaw 2024 No. 7159.19”.

Option 2:

That Council provide Staff with alternate direction. |

**SUMMARY POINTS**

- The City currently has six, dual head, electric vehicle charging stations available for public use and the demand for charging is increasing.
- The service provided is used by a small portion of the population but is paid for through general revenue. Adopting a bylaw will provide cost recovery for the City.
- The proposed “Electric Vehicle Recharging Bylaw 2023 No. 7365” would enable recovery of the City’s direct costs and are commensurate with home charging costs.

**ATTACHMENTS:**

Attachment A – Information Report “Electric Vehicle Supply Equipment Recovery Bylaw”  
2024-Feb-12

“Electric Vehicle Recharging Bylaw 2024 No. 7365”

“Fees and Charges Amendment Bylaw 2024 No. 7336.07”

“Bylaw Notice Enforcement Amendment Bylaw 2024 No. 7159.19”

**Submitted by:**

Jennifer McAskill  
Manager, Facility Asset Planning |

**Concurrence by:**

Poul Rosen  
Director, Engineering

Dave LaBerge  
Director, Public Safety

Wendy Fulla  
Director, Finance

Karen Robertson  
Deputy Corporate Officer

Laura Mercer  
General Manager, Corporate Services

Richard Harding  
General Manager, Community Services  
& Deputy CAO, Community Services

Bill Sims  
General Manager, Engineering & Public Works



## Information Report

DATE OF MEETING    FEBRUARY 12, 2024

AUTHORED BY        JENNIFER McASKILL, MANAGER, FACILITY ASSET PLANNING

SUBJECT              **ELECTRIC VEHICLE SUPPLY EQUIPMENT COST RECOVERY  
BYLAW**

### **OVERVIEW**

#### **Purpose of Report:**

To provide information to Council regarding cost recovery associated with City owned, public-facing electric vehicle charging stations.

### **BACKGROUND**

On 2021-NOV-01, Council directed Staff to enter into a participation agreement with eleven other local governments, to accept a partnership grant with the provincial and federal government to install a network of Level 2 electric vehicle (EV) chargers throughout the mid-island. Five public-facing, dual head EV chargers were installed in Nanaimo through this agreement at a cost of \$100,835 which included a funding contribution of \$75,239 from the Regional District of Nanaimo. The City currently operates a total of six dual-head, public-facing, Level 2, *networked* EV chargers. The City also currently operates two, single-head, public facing, Level 2, *non-networked* EV chargers in two of the parkade facilities. The following usage and cost summary only applies to the *networked* EV chargers, as there is no usage data available for the *non-networked* EV chargers.

During 2023, the six dual-head, networked EV charging stations have accumulated 11,171 individual charging sessions, with an average length of 1hour 49min. Individual session lengths range from one minute to 31 hours. A total of 76MWh of power has been dispensed through these six networked EV chargers during this time, costing the City approximately \$9,880 in indirect electrical costs.

EV chargers are typically referred to as EV Supply Equipment (EVSE). In addition to the cost of power dispensed, EVSE have several other financial implications. One-time financial impacts to the City include initial infrastructure which may include concrete mounting base, bollards, wiring, and ensuring sufficient electricity is available at the end location. This cost varies based on location, access to sufficient electricity, and site work required.

EVSE have a planned asset renewal cycle of 12-years and cost in the order of \$15,000 per EVSE. Line markings and decals are refreshed with the remainder of the parking lot line markings at minimal additional cost. Network costs are approximately \$46 per month, per EVSE. Electricity is paid at the rate associated with the source location. As the City operates under medium and large electric services, the rate paid varies from location to location, but is approximately \$0.13/kWh.



Discretionary costs include 3<sup>rd</sup> party monitoring for functionality, maintenance, support, repair of damage (including vandalism), and issue resolution amount to approximately \$53 per month, per EVSE.

The above cyclical asset renewals, excluding electricity, amounts to approximately \$1,349 annually per EVSE. Electricity consumption depends on usage and generally amounts to about \$1,650 per EVSE per year. These costs are currently paid from general revenue and benefit a portion of the population who operate EVs.

## **DISCUSSION**

EVSE was installed to support EV charging in the community while attending a city facility, park, or attending neighbouring businesses. As EVs become more prolific, it is important to encourage turnover at EVSE, allowing more individual sessions, and providing the service to a larger portion of the population.

EVSE provide a service for owners of electric vehicles, but the cost is currently paid by general taxation. The proposed bylaw provides cost recovery to sustain a user-pay fee model. Usage may drop off if fees are introduced, but as more EVs come on the road, it is anticipated that demand will increase, further emphasizing the importance of vehicle turnover.

The fee structure provides two (2) hours of charging at a rate comparable to home-based charging while incentivising moving after the first two hours. Users requiring additional time would pay a premium for a longer stay. As many City facilities have maintenance and cleaning activities overnight, it is not desirable to provide charging overnight, and a premium rate has been included for overnight hours. Vehicle charging apps notify users when their vehicle is finished charging. A grace period of 15 minutes would be included allowing users to return to their vehicle and relocate prior to being subject to a premium rate attached with an idle connection.

There are some drawbacks to a time-based fee. As each charging port of the EVSE is powered via the same circuit, there is reduced charging available when load sharing. Additionally, different vehicle makes and ages charge at different rates.

An alternate fee structure based on consumption of electricity was considered, however, the per kilowatt-hour rate required to recover the capital and operating cost of the services exceeded the current interim rate permitted by BC Utilities Commission to BC Hydro. There are minimal comparisons available for a rate other than that used by BC Hydro.

In October 2023, KPMG assembled a table of local governments and their fee structure for EVSE. While many local governments in the mid-island are not yet charging for the service, greater Victoria and Lower Mainland local governments are generally charging fees for this service. Typically, these fees are between \$1 - \$2 per hour (\$0.017 - \$0.03 per minute) with several variations based on time of day, location, length of time, idle-time, etc. Should Council adopt the bylaw, the proposed 2024 rates and charges would be:

ELECTRIC VEHICLE CHARGING CONNECTION FEES	
Active Charging Connection Between 6:00am and 10:00pm	\$0.025/minute or portion thereof for the first 120 minutes  \$0.06/minute or portion thereof for each subsequent minute.
Active Charging Connection Between 10:00pm and 6:00am	\$0.06/minute or portion thereof.
Idle Connection any time of day	\$0.10/minute or portion thereof, following a 15-minute grace period.

Staff propose to adjust these charges each year based on BCHydro rate increases and increases related to asset management specific to these services.

Penalties associated with this bylaw to be incorporated into the Fees and Charges Bylaw for 2024 are as follows:

Description	Penalty	Early Payment Penalty	Late Payment Penalty
Unlawful parking in a designated electric vehicle area	35.00	22.50	37.50
Parked in a designated electric vehicle area but not connected to the Electric Vehicle Supply Equipment	35.00	22.50	37.50

## **CONCLUSION**

Staff propose to bring back the following bylaws to the February 26<sup>th</sup>, 2024 Council meeting as a complete package in support of cost recovery for Electric Vehicle Charging Infrastructure:

- Electric Vehicle Recharging Bylaw,
- Fees and Charges Amendment Bylaw, and
- Bylaw Notice Enforcement Amendment Bylaw.

## **SUMMARY POINTS**

- The City currently has six, dual head, electric vehicle charging stations available for public use and the demand for charging is increasing.
- The service provided is used by a small portion of the population but is paid for through general revenue. Adopting a bylaw will provide cost recovery for the City.
- The proposed “Electric Vehicle Recharging Bylaw 2023 No. 7365” would enable recovery of the City’s direct costs and are commensurate with home charging costs.

**ATTACHMENTS**

“Electric Vehicle Recharging Bylaw 2024 No. 7365”

“Fees and Charges Amendment Bylaw 2024 No. 7336.07”

“Bylaw Notice Enforcement Amendment Bylaw 2024 No. 7159.19”

**Submitted by:**

Jennifer McAskill  
Manager, Facility Asset Planning

**Concurrence by:**

Poul Rosen  
Director, Engineering

Dave Laberge  
Director, Public Safety

Wendy Fulla  
Director, Finance

Karen Robertson  
Deputy Corporate Officer

Laura Mercer  
General Manager, Corporate Services

Bill Sims,  
General Manager, Engineering & Public Works

CITY OF NANAIMO

BYLAW NO. 7365

A BYLAW TO COLLECT ELECTRIC VEHICLE SUPPLY EQUIPMENT  
AND ENERGY COST CHARGES WITHIN THE CITY OF NANAIMO

---

WHEREAS the Council may, pursuant to the British Columbia *Utilities Commission Act*, Ministerial Order No.M104, provide Electric Vehicle Supply Equipment for compensation;

AND WHEREAS Council has taken into consideration the following:

- (1) capital and operating costs associated with Electric Vehicle Supply Equipment;
- (2) power consumption associated with recharging Electric Vehicles at the Electric Vehicle Supply Equipment;
- (3) the City's interest in providing Electric Vehicle Supply Equipment infrastructure;
- (4) turnover of users at Electric Vehicle Supply Equipment;
- (5) encouraging accessing home charging if available; and,
- (6) current market fees for municipally-owned Electric Vehicle Supply Equipment.

AND WHEREAS in the opinion of Council the fees imposed by this Bylaw are:

- (1) related to capital costs attributable to installing, and maintaining the Electric Vehicle Supply Equipment; and,
- (2) related to operational costs required to maintain the function of the Electric Vehicle Supply Equipment.

NOW THEREFORE the Council of the City of Nanaimo, in open meeting assembled, ENACTS AS FOLLOWS:

**PART 1 – CITATION**

1. This Bylaw shall be cited for all purposes as "ELECTRIC VEHICLE RECHARGING BYLAW 2024 NO. 7365"

**PART 2 – INTERPRETATION**

2. In this Bylaw:

“Annotated Parking” means a parking stall with pavement markings depicting an electric vehicle symbol.

“Bylaw Enforcement Officer”	means a person appointed by the City to the position of Bylaw Enforcement Officer or who otherwise, by virtue of that person’s appointment or position with the City, is authorized to enforce this Bylaw.
“City”	means the City of Nanaimo.
“Electric Vehicle”	means a vehicle that can be powered by an electric motor that draws electricity from a battery and is capable of being recharged from an external source.
“Idle Connection”	means Supply Equipment plugged into an Electric Vehicle that is not providing active charging.
“Level 2”	means electric vehicle supply equipment that is serviced by an electrical service equipped to provide 208/240V, 40-amp electric service.
“Service Provider”	means the company the City has a contract with to collect revenue on the City’s behalf.
“Supply Equipment”	means a piece of equipment that supplies electrical power for charging Electric Vehicles.
“Third Party”	means any person that is not the City.

### **PART 3 – PURPOSE**

- 3.1 The objective of this bylaw is to recover life cycle capital and operating costs associated with Level 2 Electric Vehicle Supply Equipment.

### **PART 4 – JURISDICTION**

- 4.1 Subject to the exemptions provided in subsection 4(a) and (b) this Bylaw shall apply to all City-owned, Level 2 Electric Vehicle Supply Equipment.
- (a) Chargers located on City property but owned by a Third Party are exempt from this Bylaw.
  - (b) Chargers for the use of recharging the City’s fleet and equipment are exempt from this Bylaw.

### **PART 5 – FEES**

- 5.1. A person using Electric Vehicle Supply Equipment shall pay to the Service Provider the applicable cost charge set out in the City of Nanaimo Fees and Charges Bylaw at the time the service is used.

- 5.2 Following a grace period Idle Connections will be charged a premium rate set out in the City of Nanaimo Fees and Charges Bylaw.
- 5.3 Applicable parking fees and time limitations in force at the location of the Electric Vehicle Supply Equipment apply while the Electric Vehicle is parked regardless of charging status.

**PART 6 – INTENDED USE OF PARKING**

- 6.1 Annotated Parking is for use while actively charging an Electric Vehicle.
- 6.2 Vehicles not meeting the definition of an Electric Vehicle shall not park in Annotated Parking.
- 6.3 Electric Vehicles parked but not connected to the Electric Supply Equipment are considered to not meet the definition of Electric Vehicle for the purpose of this Bylaw.

**PART 7 – VIOLATION, PENALTY, AND ENFORCEMENT**

- 7.1 This Bylaw may be enforced by bylaw notice pursuant to the Bylaw Notice Enforcement Bylaw 2012 No. 7159, as amended or replaced.
- 7.2 Each day that an offence continues or exists shall constitute a separate offence.
- 7.3 This Bylaw shall be enforced by a Bylaw Enforcement Officer.
- 7.4 If any section, subsection, sentence, or phrase of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, it shall not affect the validity of the remaining parts of the Bylaw or the validity of this Bylaw as a whole.

**PART 8 – EFFECTIVE DATE**

- 8.1 This Bylaw comes into full force and effect on 2024-JUN-01.

PASSED FIRST READING: \_\_\_\_\_  
PASSED SECOND READING: \_\_\_\_\_  
PASSED THIRD READING: \_\_\_\_\_  
ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

CITY OF NANAIMO  
 BYLAW NO. 7336.07  
 FEES AND CHARGES AMENDMENT BYLAW  
 A BYLAW TO AMEND THE “FEES AND CHARGES BYLAW 2021 NO. 7336”

The Council of the City of Nanaimo, in open meeting assembled, enacts as follows:

1. Title:

This Bylaw may be cited for all purposes as “Fees and Charges Amendment Bylaw 2024 No. 7336.07”.

2. Amendments:

“Fees and Charges Bylaw 2021 No. 7336” is hereby amended by adding the following to the Engineering and Public Works Fees in Schedule “A”:

ELECTRIC VEHICLE CHARGING CONNECTION FEES	
Active Charging Connection Between 6:00am and 10:00pm	\$0.025/minute or portion thereof for the first 120 minutes  \$0.06/minute or portion thereof for each subsequent minute.
Active Charging Connection Between 10:00pm and 6:00am	\$0.06/minute or portion thereof.
Idle Connection any time of day	\$0.10/minute or portion thereof, following a 15 minute grace period.

PASSED FIRST READING: \_\_\_\_\_  
 PASSED SECOND READING: \_\_\_\_\_  
 PASSED THIRD READING: \_\_\_\_\_  
 ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
 M A Y O R

\_\_\_\_\_  
 CORPORATE OFFICER

CITY OF NANAIMO

BYLAW NO. 7159.19

A BYLAW TO AMEND THE CITY OF NANAIMO "BYLAW NOTICE ENFORCEMENT  
BYLAW 2012 NO. 7159"

---

That Council of the City of Nanaimo in open meeting assembled, hereby ENACTS AS  
FOLLOWS:

1. Title

This Bylaw may be cited as "Bylaw Notice Enforcement Amendment Bylaw 2024  
No. 7159.19".

2. Amendments

"Bylaw Notice Enforcement Bylaw 2012 No. 7159" is hereby amended as follows:

By adding the following to Schedule "A":

**Electric Vehicle Recharging Bylaw 2024, No. 7365**

Section	Description	Penalty	Early Payment Penalty	Late Payment Penalty
6.2	Unlawful parking in a designated electric vehicle area	35.00	22.50	37.50
6.3	Parked in a designated electric vehicle area but not connected to the Electric Vehicle Supply Equipment	35.00	22.50	37.50

PASSED FIRST READING: \_\_\_\_\_

PASSED SECOND READING: \_\_\_\_\_

PASSED THIRD READING: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



DATE OF MEETING February 26, 2024

AUTHORED BY NANCY SKEELS, PROPERTY AGENT, REAL ESTATE

**SUBJECT PROPERTY DISPOSITION - DISTRICT LOT 9 LANDS**

## **OVERVIEW**

### **Purpose of Report**

To obtain council approval to dispose of City-owned property located within the Regional District of Nanaimo known as District Lot 9 to the Province of British Columbia as represented by the Ministry of Indigenous Relations and Reconciliation for the purpose of transferring the land to Snuneymuxw First Nation.

### **Recommendation**

That Council:

1. approve the disposition of District Lot 9 to the Province of British Columbia as represented by the Ministry of Indigenous Relations and Reconciliation for \$1,455,000; and
2. direct the Mayor and Corporate Officer to execute the necessary documents to affect the transaction.

## **BACKGROUND**

The City owns 81ha (200 acres) of property known as District Lot 9 located within the Regional District of Nanaimo on the Southwest slope of Mount Benson, Attachment A, (the “Property”). Except for an unpaved gravel road for access, the Property is heavily forested, undeveloped and contains a series of wetlands. The Property is surrounded by Provincially owned land known as the Mount Benson Parcel (Attachment B).

The Property was originally purchased from the Esquimalt and Nanaimo Railway Company on 1889-JAN-19 for \$1,000. The purpose of the purchase was for diverting water from a wetland on the Property to the Chase River to supplement water supply. The pipes to divert the water were installed in the early 1900s; however, they have now been deactivated.

Snuneymuxw First Nation (“Snuneymuxw”) and the City have jointly requested that the Province continue to advance the collective reconciliation efforts of the parties by the Province acquiring the Property for the purpose of transferring the Property to Snuneymuxw.

Staff are seeking Council’s authorization to provide approval to dispose of the Property to the Province.

## **DISCUSSION**

### **City Plan**

City Plan recognizes the work to implement the guiding principles of the Truth and Reconciliation Commission's ("TRC") 94 Calls to Action, the United Nations Declaration on the Rights of Indigenous Peoples ("UNDRIP"), and the Government of British Columbia's Declaration on the Rights of Indigenous Peoples Act ("DRIPA") in all areas where the City has impact or influence.

City Plan also recognizes the Snuneymuxw Treaty of 1854 and the importance of Snuneymuxw village sites as identified in the Treaty. The City encourages efforts by the Crown to return land to Snuneymuxw and their Mustimuxw (peoples).

On September 19 and 20, 2020, the Province and Snuneymuxw entered into the Reconciliation Implementation Framework Agreement and the Land Transfer Agreement, which represent important next steps in reconciliation in a manner consistent with the DRIPA and UNDRIP and provides for the transfer of Provincial Crown lands to Snuneymuxw.

Through the Land Transfer Agreement approximately 212ha (523 acres) of the Mount Benson Parcel was transferred from the Province to Snuneymuxw in December 2023. The remaining 2,882ha (7,121 acres) of Mount Benson and Mount McKay are anticipated to be transferred soon.

An independent appraisal was prepared, and the raw land and net timber value combined have a market value of \$1,455,000. An environmental assessment of the Property was conducted which did not identify any areas of potential environmental concern.

Staff are requesting Council provide approval to dispose of the Property to the Province for the purchase price of \$1,455,000. Subject to approval being received, it is anticipated the Property will transfer on 2024-MAR-31.

Staff have published a Notice of Disposition as required under Section 26 and 94 of the *Community Charter*.

## **OPTIONS**

### 1. That Council:

1. approve the disposition of District Lot 9 to the Province of British Columbia as represented by the Minister of Indigenous Relations and Reconciliation for \$1,455,000; and
2. direct the Mayor and Corporate Officer to execute the necessary documents to affect the transaction.
  - Advantages: Providing approval shows a commitment by Council towards reconciliation efforts with the Province and Snuneymuxw First Nation and the commitments set out within City Plan.
  - Disadvantages: Selling the Property to the Province will prevent Council from designating the land for another municipal purpose.
  - Financial Implications: If Council directs Staff to move forward with the property disposition, the City will receive \$1,455,000 from the sale. The proceeds of the sale will be returned to the Property Sales Fund to spur further acquisitions.

2. That Council deny the disposition of District Lot 9 to the Province of British Columbia as represented by the Minister of Indigenous Relations and Reconciliation for \$1,455,000.

- Advantages: Denying the disposition will allow Council to use the property for another municipal purpose should Council want to.
- Disadvantages: Denying the disposition shows a lack of commitment by Council towards reconciliation efforts with the Province and Snuneymuxw First Nation.
- Financial Implications: The City would not receive \$1,455,000. The Property will remain owned by the City.

**SUMMARY POINTS**

- The City owns 81ha (200 acres) of property known as District Lot 9 located within the Regional District of Nanaimo on the Southwest slope of Mount Benson.
- The Property is surrounded by Provincially owned land known as the Mount Benson Parcel.
- Snuneymuxw First Nation (“Snuneymuxw”) and the City have jointly requested that the Province continue to advance the collective reconciliation efforts of the parties by acquiring the Property for the purpose of transferring the Property to Snuneymuxw.
- Identified in City Plan the City encourages efforts by the Crown to return land to Snuneymuxw and their Mustimuxw (peoples).
- On September 19 and 20, 2020, the Province and Snuneymuxw entered into the Reconciliation Implementation Framework Agreement and the Land Transfer Agreement, which represent important next steps in reconciliation in a manner consistent with the DRIPA and UNDRIP and provides for the transfer of Provincial Crown lands to Snuneymuxw.
- Through the Land Transfer Agreement approximately 212ha (523 acres) of the Mount Benson Parcel was transferred from the Province to Snuneymuxw in December 2023. The remaining 2,882ha (7,121 acres) of Mount Benson and Mount McKay are anticipated to be transferred soon.
- Staff are requesting Council provide approval to dispose of the Property to the Province for the purchase price of \$1,455,000 for the purpose of transferring the Property to the Snuneymuxw First Nation.

**ATTACHMENTS:**

ATTACHMENT A: Location Plan (District Lot 9)

ATTACHMENT B: Mount Benson Parcel

**Submitted by:**

Bill Corsan  
**Director, Corporate and Business Development**

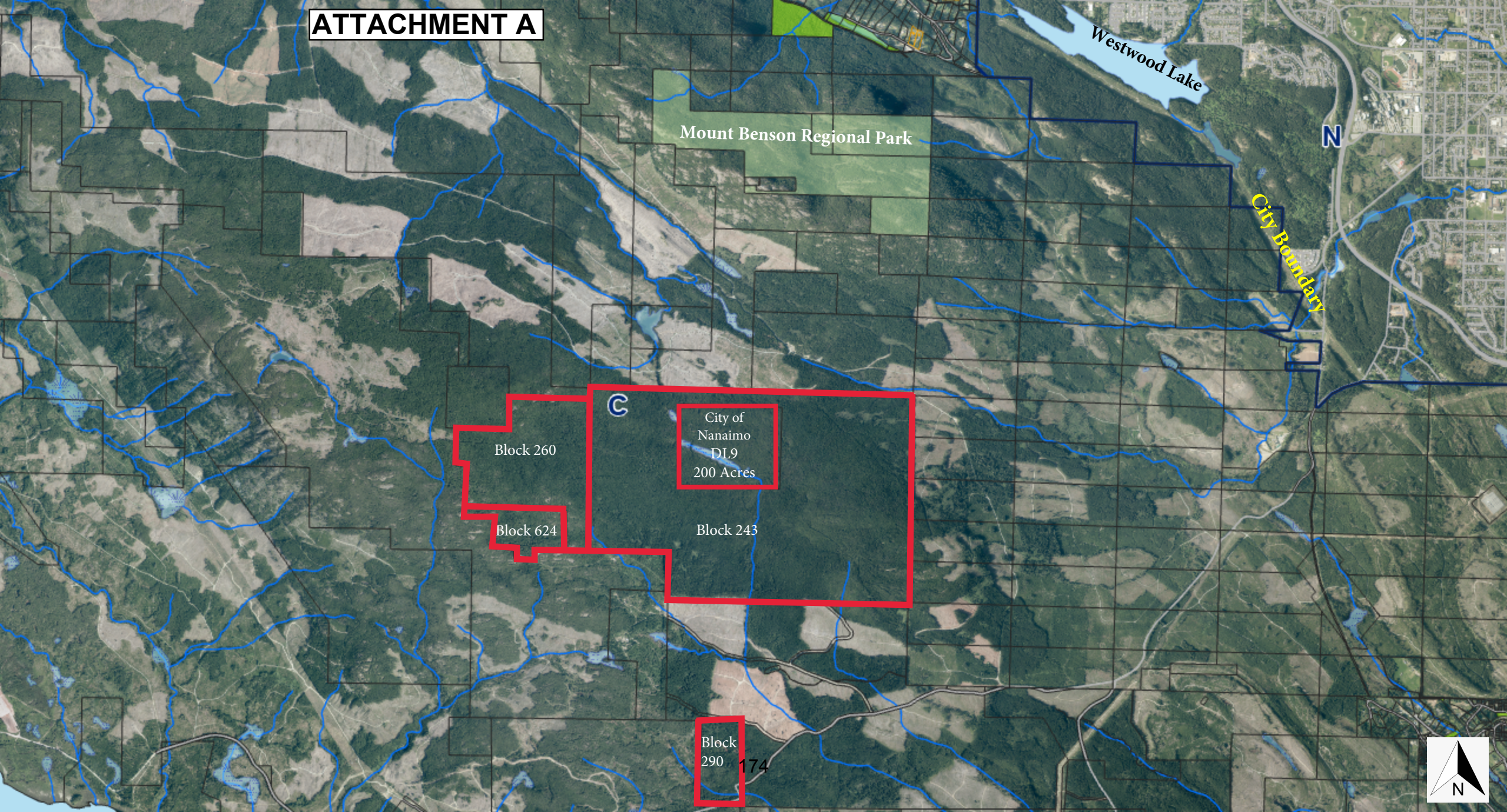
**Concurrence by:**

Wendy Fully  
**Director, Finance**

Laura Mercer  
**General Manager, Corporate Services**



# ATTACHMENT A



Mount Benson Regional Park

Westwood Lake

N

City Boundary

Block 260

City of  
Nanaimo  
DL9  
200 Acres

Block 624

Block 243

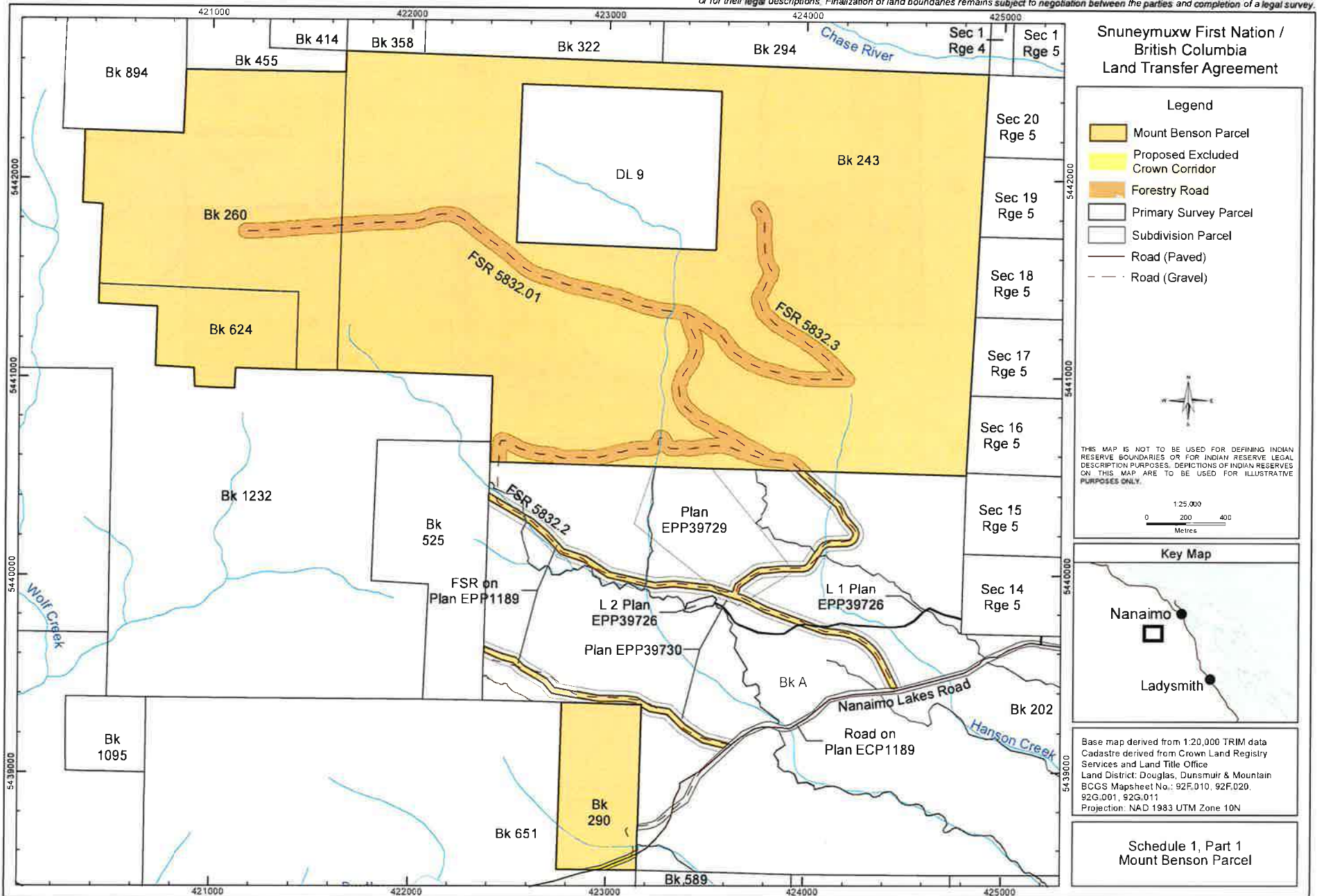
Block  
290/174





# ATTACHMENT B

Note: the parties agree that this map has been prepared and attached for illustrative purposes only and is not to be used for defining land boundaries or for their legal descriptions. Finalization of land boundaries remains subject to negotiation between the parties and completion of a legal survey.



DATE OF MEETING February 26, 2024

AUTHORED BY TERESA LEE, REAL ESTATE TECHNICIAN

**SUBJECT 421 PRIDEAUX STREET – ACCEPTANCE OF PROJECT UNDER REVITALIZATION TAX EXEMPTION BYLAW 2018 NO. 7261**

## **OVERVIEW**

### **Purpose of Report**

To obtain Council approval for a multi-family development at 421 Prideaux Street to be included in the Downtown Revitalization Tax Exemption program. |

### **Recommendation**

That Council approve the Revitalization Tax Exemption Agreement for a proposed 16-unit multi-family development at 421 Prideaux Street.

## **BACKGROUND**

The owner of 421 Prideaux Street, Kenco Enterprises (1982) Ltd. (the “Owner”), has applied for and received a development permit (DP1226) to construct a 16-unit multi-family residential development (the “Project”).

The Project will provide much-needed housing Nanaimo’s downtown core and transform a currently vacant lot with newly constructed residential units. The Project aligns with many goals of City Plan, in particular the objective of downtown being the primary urban centre for the City.

The Owner is seeking a ten-year exemption for the Project. The Revitalization Tax Exemption (RTE) Agreement (Attachment A) requires Council approval under the “Revitalization Tax Exemption Bylaw 2018 No. 7261”. The main goal of the RTE program is to encourage new multi-family and commercial investment in the downtown core.

The program applies to all major renovations, additions, demolitions and rebuilds, and new construction in the downtown core associated with commercial and multi-family residential housing over a construction value of \$500,000. The RTE applies to the municipal tax portion and only applies to the increase in assessment resulting from the capital improvement. The RTE program runs for a maximum length of ten years.

The property is currently assessed as a Class 1 (residential) property with an assessed value of \$333,000 in 2024, resulting in \$1,177 of estimated municipal taxes being paid to the City of Nanaimo. The mixed-use building is proposed to have a Class 1 (residential) value of \$1,063,125. The exemption relates to municipal taxes only and the Owner will still be responsible for property taxes charged by other agencies. Based on projected 2024 rates, the estimated exemption equates to approximately \$2,581 of municipal taxes per annum. |

## **DISCUSSION**

### **Key Terms of the RTE Agreement**

- The Owner will employ best efforts to ensure the Project will be built in accordance with the approved development permit (DP1226).
- The Owner must obtain a building permit from the City for the Project on or before 2024-AUG-31.
- The Project must be officially opened and available for use as a 16-unit multi-family residential development and for no other use, no later than 2026-AUG-31.
- Provided the requirements of the RTE Agreement are met, the tax exemption shall be for ten years as of the date of the occupancy granted under the building permit, but no later than 2026-AUG-31.

At the 2023-NOV-27 Governance and Priorities Committee Meeting, a number of revisions were discussed for the Downtown Revitalization Tax Exemption Program. The key changes being the minimum number of units for eligibility being increased from four to ten-units and the exemption period being decreased from ten years to five years. Staff are preparing the amended bylaws for introduction to Council in the spring of 2024. Until the new bylaw is adopted, a project such as this which is consistent with the current bylaw remains eligible for a tax exemption. |

## **OPTIONS**

1. That Council approve the Revitalization Tax Exemption Agreement for a proposed 16-unit multi-family development at 421 Prideaux Street.
  - The advantages of this option: The Downtown Revitalization Tax Exemption Program was established to encourage commercial and multi-family development in the downtown core. This project is consistent with the goals of the program. Economic Health, identified as a key pillar within the 2019-2022 Strategic Plan, encourages investment in the downtown core.
  - The disadvantages of this option: None identified.
  - Financial Implications: There is no direct impact on the budget. The City will collect tax from one fewer property in those years.
2. That Council deny the Revitalization Tax Exemption Agreement for a proposed 16-unit multi-family residential development at 421 Prideaux Street.
  - The advantages of this option: None identified.
  - The disadvantages of this option: Not approving this project is inconsistent with the RTE Bylaw. Not providing approval to the RTE Agreement would discourage further investors from applying to the program and may slow investor interest in the downtown core.
  - Financial Implications: No budget implication to the City. The Owner will pay the full property tax bill going forward. |

**SUMMARY POINTS**

- The Owner of 421 Prideaux Street, Kenco Enterprises (1982) Ltd., has applied for and received a development permit (DP1226) to construct a 16-unit multi-family residential development. The Project will provide much-needed housing in Nanaimo’s downtown core and transform a currently vacant lot with newly constructed residential units. The Project aligns with many goals of City Plan, in particular the objective of downtown being the primary urban centre for the City.
- Council’s approval for a ten-year tax exemption for the multi-family residential development under “Revitalization Tax Exemption Bylaw 2018 No. 7261” is being sought.

**ATTACHMENTS:**

ATTACHMENT A: Revitalization Tax Exemption Agreement |

**Submitted by:**

Bill Corsan  
**Director, Corporate and Business  
Development**

**Concurrence by:**

Wendy Fulla  
**Director, Finance**

Laura Mercer  
**General Manager, Corporate Services**



# ATTACHMENT A

Page 1

## Revitalization Tax Exemption Agreement

THIS AGREEMENT dated for reference the \_\_\_\_\_ day of February, 2024 is

BETWEEN:

KENCO ENTERPRISES (1982) LTD.  
4918 Fillinger Crescent  
Nanaimo, BC V9V 1H9

(the "Owner")

AND:

CITY OF NANAIMO  
455 Wallace Street  
Nanaimo, BC V9R 5J6

(the "City")

GIVEN THAT:

- A. The Owner is the registered owner in fee simple of lands in the City of Nanaimo at *421 Prideaux Street* legally described as *Lot 18, Block 24, Section 1, Nanaimo District, Plan 584, PID 000-086-037* (the "Parcel");
- B. Council has established a revitalization tax exemption program and has included within the City of Nanaimo "REVITALIZATION TAX EXEMPTION BYLAW 2018 NO. 7261";
- C. The Parcel is situated within the Revitalization Area, as defined in the Bylaw; and
- D. The Owner proposes to construct new improvements or alter or renovate existing improvements on the Parcel as described in Appendix "A" attached to and forming part of this agreement (the "Project") and has applied to the City to take part in the revitalization tax exemption program in respect of the Project and the City has agreed to accept the Project under the program;

THIS AGREEMENT is evidence that in consideration of the promises exchanged below, the Owner and the City covenant and agree each with the other as follows:

1. In this Agreement, the following words have the following meanings:
  - (a) "Assessed Value" means the BC Assessment Authority land and improvements assessed value of the parcel subject to this Agreement for the purposes of calculating property taxes;
  - (b) "Baseline Assessment" means the BC Assessment Authority's last published land and improvements assessed value immediately before the commencement of the Project;
  - (c) "Bylaw" means City of Nanaimo "REVITALIZATION TAX EXEMPTION BYLAW 2018 NO. 7261" as amended from time to time including any amendments thereto;

- (d) "Renovation" means capital improvements of an existing building;
  - (e) "Tax Exemption" means a revitalization tax exemption determined in accordance with the Bylaw; and
  - (f) "Tax Exemption Certificate" means a revitalization tax exemption certificate issued by the City of Nanaimo pursuant to the Bylaw and the *Community Charter*.
2. The Project – the Owner will use its best efforts to ensure that the Project is constructed, maintained, operated and used in a fashion that will be consistent with and will foster the objectives of the revitalization tax exemption program, as outlined in the Bylaw. Without limiting the generality of the foregoing, the Owner covenants to use its best efforts to ensure that the Project will:
- (a) be built in accordance with the submitted plans as approved by Development Permit (DP001226) for 421 Prideaux Street authorized by City Council of the City of Nanaimo on December 20, 2021.
3. Operation and Maintenance of the Project – throughout the term of this Agreement, the Owner shall operate, repair and maintain the Project and will keep the Project in a state of good repair as a prudent owner would do.
4. Revitalization Tax Exemption – subject to fulfillment of the conditions set out in this Agreement and the Bylaw, the City shall issue a Tax Exemption Certificate to the British Columbia Assessment Authority entitling the Owner to a Tax Exemption in respect of the property taxes due (not including local service taxes) in relation to the Parcel and the improvements thereon for the calendar year(s) set out in this Agreement. The Tax Exemption Certificate shall be substantially in the form of Appendix "B", which is attached to and forms part of this Agreement.
5. Conditions – the Owner must fulfill the following conditions before the City will issue a Tax Exemption Certificate to the Owner in respect of the Project:
- (a) the Owner must obtain a building permit from the City for the Project on or before August 31, 2024;
  - (b) the Owner must complete or cause to be completed construction of the Project in a good and workmanlike fashion and in strict compliance with the building permit and the plans and specifications attached hereto as Appendix "C";
  - (c) the Project must be officially opened and available for use as a *16-unit multi-family residential building* (the "Exempt Use") and for no other use, by no later than August 31, 2026; and
6. Calculation of Revitalization Tax Exemption – the amount of the Tax Exemption in each year shall be calculated in accordance with the Bylaw.
7. Term of Tax Exemption – provided the requirements of this Agreement, and of the City of Nanaimo Revitalization Tax Exemption Bylaw 2018 No. 7261, are met the Tax Exemption shall be for the taxation years 2026 to 2035, inclusive. [10 year maximum]

8. Compliance with Laws – the Owner shall construct the Project and, at all times during the term of the Tax Exemption or any renewal term, use and occupy the Parcel forming part of the Project in compliance with all statutes, laws, regulations, bylaws and orders of any authority having jurisdiction and, without limiting the generality of the foregoing, all federal, provincial, or municipal laws or statutes or bylaws, including all the rules regulations policies guidelines criteria or the like made under or pursuant to any such laws.
9. Subdivision under Strata Property Act – if the Owner deposits a strata plan in the Land Title Office under the *Strata Property Act* that includes an improvement on the Parcel included in the Project, then the Tax Exemption shall be prorated among the strata lots in accordance with the unit entitlement of each strata lot for:
  - (a) the current and each subsequent tax year during the currency of this agreement if the strata plan is accepted for registration at the Land Title Office before August 31, 2026.

provided that any strata subdivision must comply with the terms of any Housing Agreement in relation to the Parcel or the Project which limits ability to subdivide the Parcel or a building on the Parcel under the *Strata Property Act*.

10. Representations and Warranties – The Owner represents and warrants to the City that the Owner is the Owner of the Parcel for the purpose of property assessment and taxation.
11. Cancellation – the City may in its sole discretion cancel the Tax Exemption Certificate at any time:
  - (a) on the written request of the Owner; or
  - (b) effective immediately upon delivery of a notice of cancellation to the Owner if at any time any of the conditions in the Tax Exemption Certificate are not met.
12. If such cancellation occurs, the Owner of the Parcel for which the Tax Exemption Certificate was issued will pay to the City a recapture amount in accordance with the Bylaw, which amount will bear interest in accordance with the Bylaw.
13. No Refund – for greater certainty, under no circumstances will the Owner be entitled under the City's revitalization tax exemption program to any cash credit, any carry forward tax exemption credit or any refund for any property taxes paid.
14. Notices – any notice or other writing required or permitted to be given hereunder or for the purposes hereof to any party shall be sufficiently given if delivered by hand or posted on the Parcel, or if sent by prepaid registered mail (Express Post) or if transmitted by facsimile to such party:

- (a) in the case of a notice to the City, at:

THE CITY OF NANAIMO  
455 Wallace Street,  
Nanaimo, B.C.  
V9R 5J6

- (b) in the case of a notice to the Owner, at:

KENCO ENTERPRISES (1982) LTD.  
4918 Fillinger Crescent  
Nanaimo, BC V9V 1H9

or at such other address as the party to whom such notice or other writing is to be given shall have last notified the party giving the same.

15. No Assignment – the Owner shall not assign its interest in this Agreement except to a subsequent owner in fee simple of the Parcel.
16. Severance – if any portion of this Agreement is held invalid by a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Agreement.
17. Interpretation – wherever the singular or masculine is used in this agreement, the same shall be construed as meaning the plural, the feminine or body corporate where the context or the parties thereto so require.
18. Further Assurances – the parties hereto shall execute and do all such further deeds, acts, things and assurances that may be reasonably required to carry out the intent of this Agreement.
19. Waiver – waiver by the City of a default by the Owner shall be in writing and shall not be deemed to be a waiver of any subsequent or other default.
20. Powers Preserved – this Agreement does not:
  - (a) affect or limit the discretion, rights or powers of the City under any enactment or at common law, including in relation to the use or subdivision of the Parcel;
  - (b) affect or limit any enactment relating to the use or subdivision of the Parcel; or
  - (c) relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Parcel, and without limitation shall not confer directly or indirectly any exemption or right of set-off from development cost charges, connection charges, application fees, user fees or other rates, levies or charges payable under any bylaw of the City.
21. Reference – every reference to each party is deemed to include the heirs, executors, administrators, personal representatives, successors, assigns, servants, employees, agents, contractors, officers, licensees and invitees of such party, wherever the context so requires or allows.

22. Enurement – this agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.


IN WITNESS WHEREOF the parties hereto have executed this agreement as of the day and year first above written.

Executed by the CITY OF NANAIMO by its authorized signatories:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

Executed by KENCO ENTERPRISES (1982) LTD. by its authorized signatories:

  
\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

**APPENDIX "A" to Revitalization Tax Exemption Agreement**

**Map of Affected Parcel**



## APPENDIX "B" to Revitalization Tax Exemption Agreement

### Revitalization Tax Exemption Certificate

In accordance with the City of Nanaimo "REVITALIZATION TAX EXEMPTION BYLAW 2018 NO. 7261" (the "Bylaw"), and in accordance with a Revitalization Tax Exemption Agreement dated for reference the \_\_\_\_\_ day of February, 2024 (the "Agreement") entered into between the City of Nanaimo (the "City") and Kenco Enterprises (1982) Ltd. (the "Owner"), the registered owner of 421 Prideaux Street legally described as Lot 18, Block 24, Section 1, Nanaimo District, Plan 584, PID 000-086-037 (the "Parcel"):

This certificate certifies that the Parcel is subject to a revitalization tax exemption equal to the following assessment value of the Parcel: Class 01 Residential: \$333,000 multiplied by the municipal rate of tax in effect for Class 01 - Residential for each of the taxation years 2026 to 2035 inclusive.

The Tax Exemption is provided under the following conditions:

1. The Owner does not breach any term, condition or provision of, and performs all obligations set out in, the Agreement and the Bylaw;
2. The Owner has not sold all or any portion of his or her equitable or legal fee simple interest in the Parcel without the transferee taking an assignment of the Agreement, and agreeing to be bound by it;
3. The Owner, or a successor in title to the Owner, has not allowed the property taxes for the Parcel to go into arrears or to become delinquent;
4. The Exempt Use (as defined in the Agreement) of the Project is not discontinued;
5. The Agreement is not otherwise terminated.

If any of these conditions are not met then the Council of the City of Nanaimo may cancel this Revitalization Tax Exemption Certificate. If such cancellation occurs, the Owner of the Parcel, or a successor in title to the Owner as the case may be, shall remit to the City the recapture amount calculated in accordance with the Bylaw.

**APPENDIX "C" to Revitalization Tax Exemption Agreement  
Plans and Specifications for the Project DP001226**





**DEVELOPMENT PERMIT NO. DP001226**

**KENCO ENTERPRISES (1982) LTD**  
Name of Owner(s) of Land (Permittee)

**421 PRIDEAUX STREET**  
Civic Address

1. This development permit is issued subject to compliance with all of the bylaws of the municipality applicable thereto, except as specifically varied or supplemented by this permit.
2. This development permit applies to and only to those lands within the municipality described below, and any and all buildings, structures and other developments thereon:

Legal Description:

**LOT 18, BLOCK 24, SECTION 1, NANAIMO DISTRICT, PLAN 584**  
**PID No. 000-086-037**

3. The land described herein shall be developed strictly in accordance with the following terms and conditions and provisions of this permit and any plans and specifications hereto which shall form a part thereof.

**Schedule A Location Plan**  
**Schedule B Site and Parking Plan**  
**Schedule C Building Elevations and Details**  
**Schedule D Landscape Plan and Details**

4. If the landowner does not substantially start any construction with respect to which this permit was issued within two years after the date it was issued, the permit lapses.
5. This permit is not a building permit nor does it constitute approval of any signage. Separate applications must be made for a building permit and sign permit.

### TERMS OF PERMIT

The "City of Nanaimo Zoning Bylaw 2011 No. 4500" is varied as follows:

1. *Section 11.5.1 Siting of Buildings* – to reduce the minimum required front yard setback for the first storey from 3.0m to 2.13m; north side yard setback from 3.0m to 2.15m; and, south side yard setback from 3.0m to 1.9m.
2. *Section 11.7.1 Size of Buildings* – to increase the maximum allowable building height from 10.5m to 11.4m.
3. *Section 17.3.3 Required Landscaping* – to reduce the minimum required front yard landscape buffer from 1.8m to 0.74m; and the rear yard landscape buffer from 1.8m to 0m.


The City of Nanaimo "Off-Street Parking Regulations Bylaw No. 2018 No. 7266" is varied as follows:

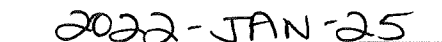
1. *Section 4.3 Small Car Spaces* – to increase the maximum allowable percentage of small car parking spaces from 40% to 50%.

### CONDITIONS OF PERMIT

1. The subject property is developed generally in accordance with the Site and Parking Plan prepared by Joyce Reid Troost Architecture, received 2021-NOV-15, as shown on Schedule B.
2. The development is in substantial compliance with the Building Elevations and Details prepared by Joyce Reid Troost Architecture, received 2021-NOV-15, as shown on Schedule C.
3. The development is in substantial compliance with the Landscape Plan and Details prepared by Mystic Woods Landscape Design, received 2021-SEPT-09, as shown on Schedule D.

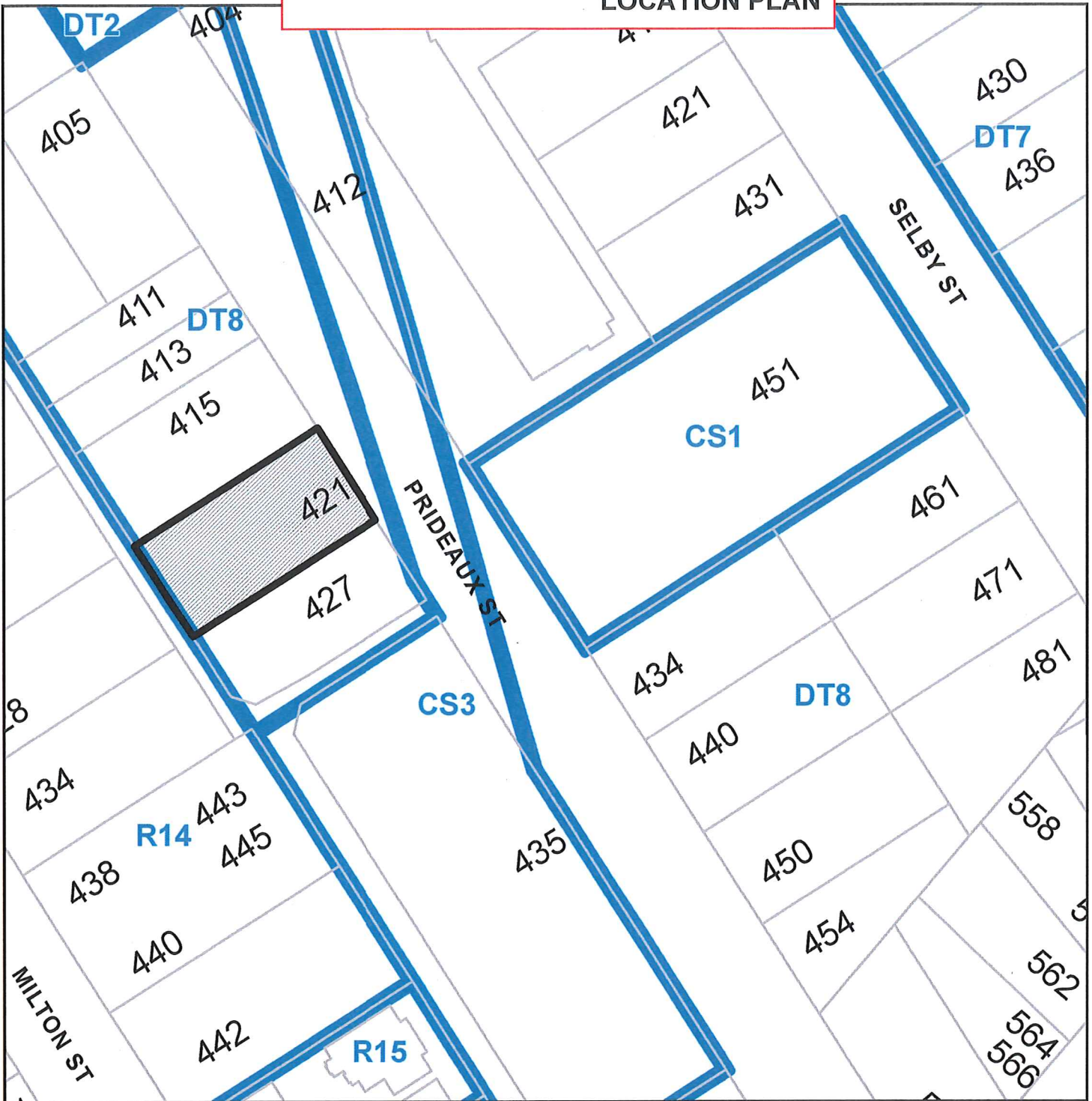
AUTHORIZING RESOLUTION PASSED BY COUNCIL  
THE 20TH DAY OF DECEMBER, 2021.

  
Corporate Officer

  
Date

LS/ee  
Prospero attachment: DP001226

**LOCATION PLAN**



**DEVELOPMENT PERMIT APPLICATION NO. DP1226**

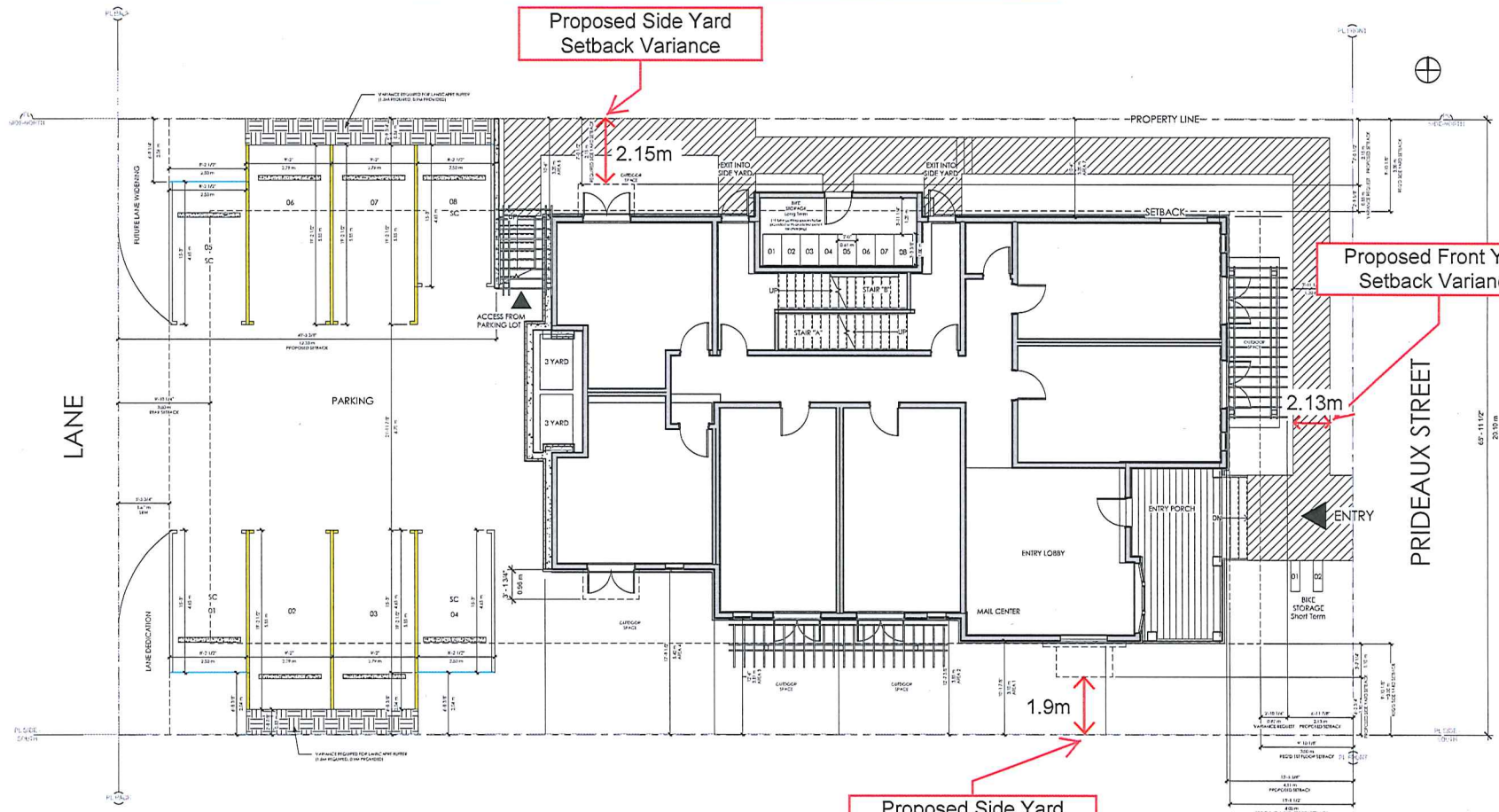


**Subject Property**

CIVIC: 421 PRIDEAUX STREET

LEGAL: LOT 18, BLOCK 24, SECTION 1, NANAIMO DISTRICT, PLAN 584

# SITE AND PARKING PLAN



## SITE PLAN

WINDOW CALCULATION: (south elevation)		WINDOW CALCULATION: (north elevation)	
AREA 1:	WALL AREA: 154.26 sqft L DISTANCE: 3.1 m ALLOWABLE OPENINGS %: 29.7% PROPOSED OPENINGS %: 22.68%	AREA 5: (LEVEL 1/2)	WALL AREA: 229.7 sqft L DISTANCE: 3.2 m ALLOWABLE OPENINGS %: 29.4% PROPOSED OPENINGS %: 6.53%
L 1	PROPOSED OPENINGS %: 22.68%	AREA 6: (LEVEL 3)	WALL AREA: 179.85 sqft L DISTANCE: 2.65 m ALLOWABLE OPENINGS %: 41.52% PROPOSED OPENINGS %: 16.68%
AREA 2 / 3: (LEVEL 1/2/3)	WALL AREA: 109.13 sqft L DISTANCE: 3.95 m ALLOWABLE OPENINGS %: 46.9% PROPOSED OPENINGS %: 29.4%	AREA 7: (LEVEL 1/2)	WALL AREA: 149.54 sqft L DISTANCE: 3.2 m ALLOWABLE OPENINGS %: 29.4% PROPOSED OPENINGS %: 23.4%
AREA 4: (LEVEL 1/2)	WALL AREA: 147.52 sqft L DISTANCE: 5.42 m ALLOWABLE OPENINGS %: 19.8% PROPOSED OPENINGS %: 29.1%		

**JOYCE REID TROOST ARCHITECTURE**  
2515 GLENAYR DRIVE  
NANAIMO, BC V9S 3R9  
Joyce@jrtarchitecture.com  
250.714.8749  
jrtarchitecture.com

See drawings for main details and standards of construction. Any changes to these details or standards require approval from Joyce Reid Troost Architecture. The architect is not responsible for any errors or omissions in this plan. The architect is not responsible for any errors or omissions in this plan. The architect is not responsible for any errors or omissions in this plan.



**PRIDEAUX**  
421 PRIDEAUX ST  
NANAIMO, BC

**KENCO ENTERPRISES**

RECEIVED  
DP 1226  
2021-NOV-15

REV. DATE	NUMBER	DESCRIPTION
00-11-2019	1	Client/Architect Set
03-11-2021	2	DP
19-08-2021	3	DP Revision 01

DATE: JUNE 17, 2020  
SCALE: 3/16" = 1'-0"  
SITE PLAN  
A101  
DRAWN BY: JRT



MATERIAL LEGEND	
	SIDING GENTEK, SAGE 624
	SHINGLE HARVEST SHADE 456
	TRIM GENTEK CASHMERE
	TRIM GREY



EAST ELEVATION (PRIDEAUX ROAD) Scale 3/16" = 1"



SOUTH ELEVATION Scale 3/16" = 1"

**JOYCE REID TROOST ARCHITECTURE**  
 2315 CLEMENS DRIVE  
 NANAIMO, BC V9S 3R9  
 joyce@rtarchitect.com  
 250.714.8739  
 rtarchitecture.com

BY EXAMINING, APPROVING AND ISSUING THIS PERMIT, THE MUNICIPALITY OF NANAIMO HAS REVIEWED THE INFORMATION PROVIDED AND IS SATISFIED THAT THE PROPOSED DEVELOPMENT IS IN ACCORDANCE WITH THE ZONING BYLAW AND THE DEVELOPMENT PERMIT REGULATIONS. THE MUNICIPALITY DOES NOT GUARANTEE THE ACCURACY OF THE INFORMATION PROVIDED OR THE RESULTS OF THE DEVELOPMENT. THE DEVELOPER IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR OBTAINING THE NECESSARY INSURANCE COVERAGE.



**PRIDEAUX MICRO UNITS**  
 421 PRIDEAUX STREET, NANAIMO, BC

CLIENT: FENICO ENTERPRISES

RECEIVED  
**DP1226**  
 2021-NOV-15

REV. DATE	NUMBER	DESCRIPTION
2021-10-20	1	Coordination Set
2021-10-20	2	SP
2021-10-20	3	SP Revision 01

DATE	JUNE 17, 2021
SCALE	SEE DRAWING
DRAWN BY	JRT
CHECKED BY	JRT

ELEVATIONS  
**A200**





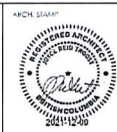
WEST ELEVATION (LANE) Scale 3/16" = 1"



NORTH ELEVATION Scale 3/16" = 1"

**JOYCE REID TROOST ARCHITECTURE**  
 2515 GLENHAYR DRIVE  
 NANAIMO, BC V9S 3R9  
 joyce@jrtarchitecture.com  
 250.714.8749  
 jrtarchitecture.com

THE ENGINEER, ARCHITECT AND PARTIAL OF CONSTRUCTION DIRECTOR HAS REVIEWED THE DRAWINGS AND SPECIFICATIONS AND HAS FOUND THEM TO BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE BC BUILDING ACT AND REGULATIONS. THIS REVIEW IS LIMITED TO THE TECHNICAL ASPECTS OF THE DRAWINGS AND DOES NOT CONSTITUTE A GUARANTEE OF THE ACCURACY OR COMPLETENESS OF THE INFORMATION PROVIDED HEREIN. THE ENGINEER, ARCHITECT AND PARTIAL OF CONSTRUCTION DIRECTOR IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THE DRAWINGS OR SPECIFICATIONS.



**PRIDEAUX MICRO UNITS**  
 421 PRIDEAUX STREET, NANAIMO, BC

C/ENR  
 KENCOR ENTERPRISES

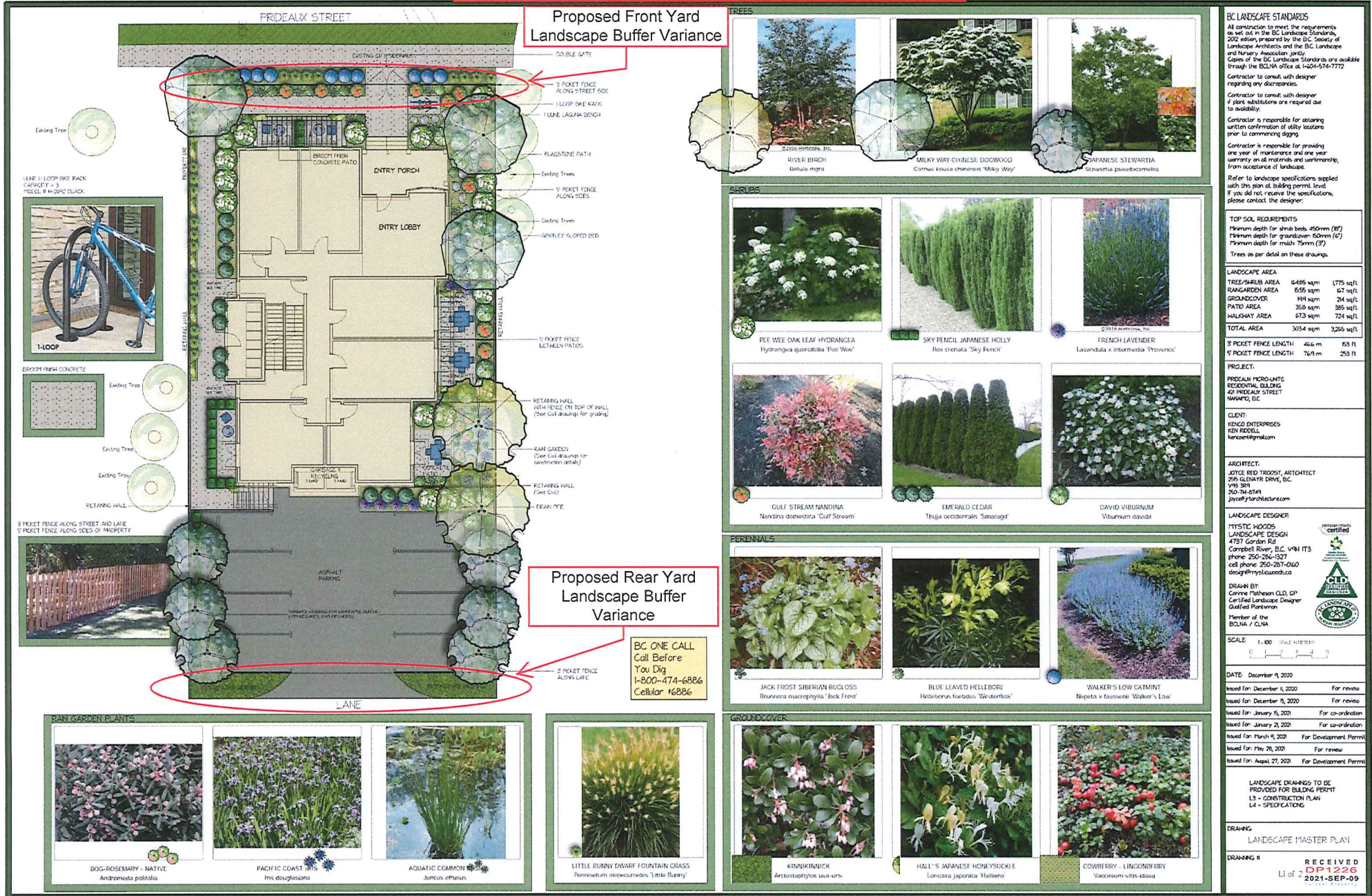
REV. DATE	NUMBER	DESCRIPTION
2024-10-20	1	Coordination Set
2024-10-20	2	CP
2024-10-20	3	BT Elevations 01

DATE	JUNE 17, 2021
SCALE	SEE DRAWINGS
DRAWING BY	JRT
DRAWN BY	JRT

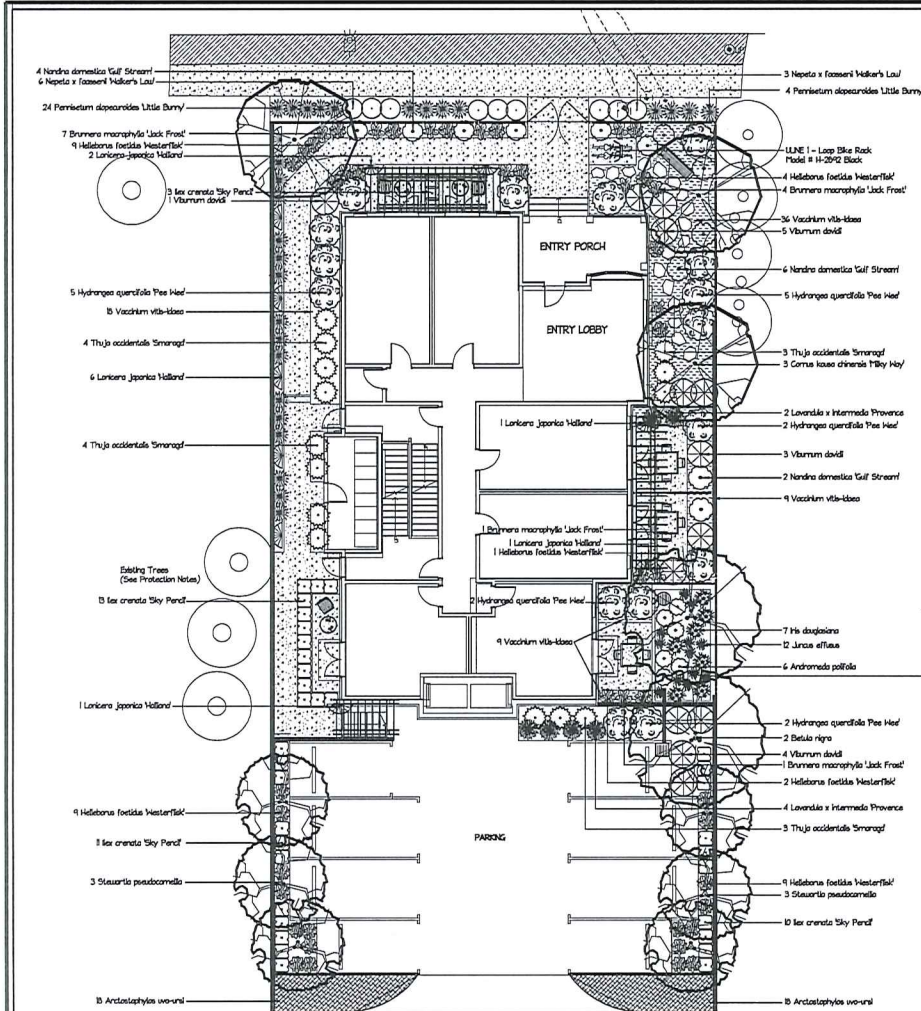
ELEVATIONS
A201



Development Permit No. DP001226 Schedule D  
 421 Prideaux Street  
**LANDSCAPE PLAN AND DETAILS**



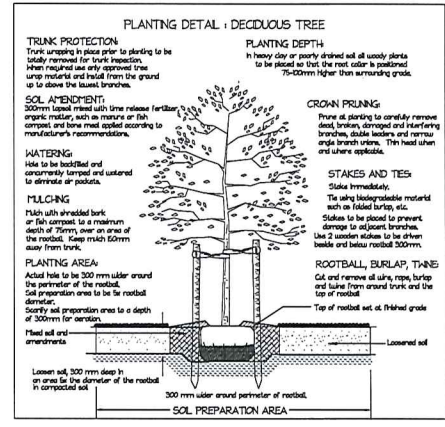
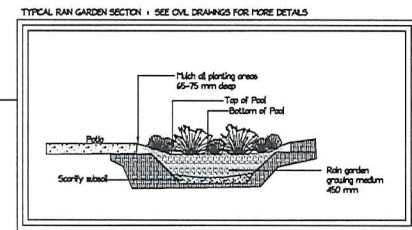




Qty	Botanical Name	Common Name	Size/Condition
<b>Trees</b>			
2	Betula nigra	RIVER BIRCH	5 cm cal
3	Cornus kousa chinensis 'Misty May'	MILKY WAY CHINESE DOGWOOD	25-3 m
6	Stewartia pseudocornata	JAPANESE STUARTIA	5 cm cal
14	Thuja occidentalis 'Smaragd'	EMERALD CEDAR	8.5 pt
<b>Shrubs</b>			
16	Hydrangea quercifolia 'Pee Wee'	PEE WEE OAK LEAF HYDRANGEA	8.2 pt
37	Isax crenata 'Sky Pinet'	SKY PINEL, JAPANESE HOLLY	8.2 pt
4	Lonicera x hermada Provance	FRENCH LAVENDER	8.1 pt
2	Nandina domestica 'Gulf Stream'	GULF STREAM NANDINA	8.1 pt
2	Varunum davidii	DAVID VERNUM	8.1 pt
<b>Ornamental Grasses</b>			
20	Panicum scoparium 'Little Bunny'	LITTLE BUNNY DWARF FOUNTAIN GRASS	8.1 pt
<b>Perennials</b>			
8	Brunnera macrophylla 'Jack Frost'	JACK FROST BERBERN BILGROSS	8.1 pt
34	Helleborus foetidus 'Hesterflak'	BLUE LEAVED HELLEBORE	8.1 pt
4	Nepeta x fassenii 'Walker's Low'	WALKER'S LOW CATMINT	8.1 pt
<b>Container Plants</b>			
36	Arctostaphylos uva-ursi	KUMMUCK	SP3 - 4cm pot
72	Vaccinium vitis-idaea	COBERRY	SP3 - 4cm pot
11	Lonicera japonica 'Holland'	HALL'S JAPANESE HONEYSUCKLE	8.1 pt
<b>Rain Garden Plants</b>			
6	Andromeda polifolia	DOG-ROSEMARY - NATIVE	8.1 pt
7	He deaglossa	PACIFIC COAST BID	8.1 pt
12	Junca effusa	AGUATIC COMMON RUSH	8.1 pt



**DEER PROTECTION**  
While most of the plants are Deer resistant, young plants are susceptible to browsing and must be protected for the first two years until plants become established.  
Any plants that show signs of browsing shall be protected.  
Protect using either Bobac, Plantakid, or other proven effective remedy.



SOIL COMPOSITION FOR GROUND LEVEL PLANTING AREAS	
TABLE 6-353 VASCULAR AND MODERATE SOIL COMPOSITION	
Percent of Dry Weight of Total Growing Medium	
Coarse Gravel larger than 19mm, smaller than 40mm	0 - 1%
All Gravel larger than 5mm, smaller than 40mm	0 - 5%
Sand larger than 250mm, smaller than 5mm	0 - 20%
Silt larger than 200mm, smaller than 5mm	0 - 25%
Clay smaller than 200mm	0 - 25%
Clay and silt combined	Minimum 35%
Organic content	4% - 6%
Drainage	Percolation shall be such that no standing water is visible 60 minutes after at least 10 minutes of moderate to heavy rain or irrigation.

**PRESERVATION OF EXISTING TREES**  
Physical protection barriers shall be erected at the edge of the protection boundaries before any work (including clearing and grubbing) occurs on site.  
Isolated trees or areas of vegetation shall be fenced off by means of a plastic area fence of at least 1.2 meters height marked on steel or sturdy wooden posts that indicate top and bottom rail.  
Fence posts shall be placed no further than 2.4m apart.  
Trees with a 50cm diameter trunk shall have a 33m protection radius.  
Signs should be provided in association with protection fencing at regular intervals around areas designated for preservation.  
Signs should describe the function of the fencing line.  
Trees Protection Area - No Grub  
There shall be no passage of machinery of any kind through or within vegetation protection areas at any time, including the demolition and site preparation areas.  
There shall be no stockpiling of soils, fill, sand, gravel or other excavated materials within the vegetation protection areas at any time, including the demolition and site preparation areas.

**BC LANDSCAPE STANDARDS**  
All construction to meet the requirements as set out in the BC Landscape Standards, 2002 edition, prepared by the BC Society of Landscape Architects and the BC Landscape and Nursery Association jointly.  
Copies of the BC Landscape Standards are available through the BCMA office at 1-604-574-7772.

Contractor to consult with designer regarding any discrepancies.

Contractor to consult with designer if plant substitutions are required due to availability.

Contractor is responsible for obtaining written confirmation of utility locations prior to commencing dig.

Contractor is responsible for providing one year of maintenance and one year warranty on all materials and workmanship, from acceptance of landscape.

Refer to landscape specifications supplied with the plan at building permit level. If you do not receive the specifications, please contact the designer.

**TOP SOIL REQUIREMENTS**  
150mm depth for shrubs beds 450mm (18") 150mm depth for groundcover 500mm (20") 150mm depth for lawn 75mm (3")  
Trees as per detail on these drawings.

**LANDSCAPE AREA**  
TREES/SHRUB AREA 5425 sqm 1775 sqft  
RANGARDEN AREA 855 sqm 167 sqft  
GROUNDCOVER 891 sqm 24 sqft  
PATIO AREA 350 sqm 395 sqft  
WALKWAY AREA 473 sqm 724 sqft  
**TOTAL AREA** 5024 sqm 3,265 sqft

3' PICKET FENCE LENGTH 466 m 153 ft  
5' PICKET FENCE LENGTH 764 m 253 ft

**PROJECT:**  
PRELIMINARY RESIDENTIAL BUILDING AT PROXIMA STREET NANAIMO, BC

**CLIENT:**  
KEMCO ENTERPRISES  
KEM RODD  
kemmco@telus.net

**ARCHITECT:**  
JAYCE REID TROOST ARCHITECT  
250-744-0741  
JAYCE@architect.com

**LANDSCAPE DESIGNER:**  
MYSTIC WOODS LANDSCAPE DESIGN  
4737 Gordon Rd  
Campbell River, BC, V9H 1T3  
phone 250-267-8227  
cell phone 250-287-0660  
design@mysticwoods.ca

**DRAWN BY:**  
Carlene Paulson CLD, CP  
Certified Landscape Designer  
Qualified Plantman  
Member of the BCMA / CMAA

**SCALE:** 1:100 SCALE IN METERS

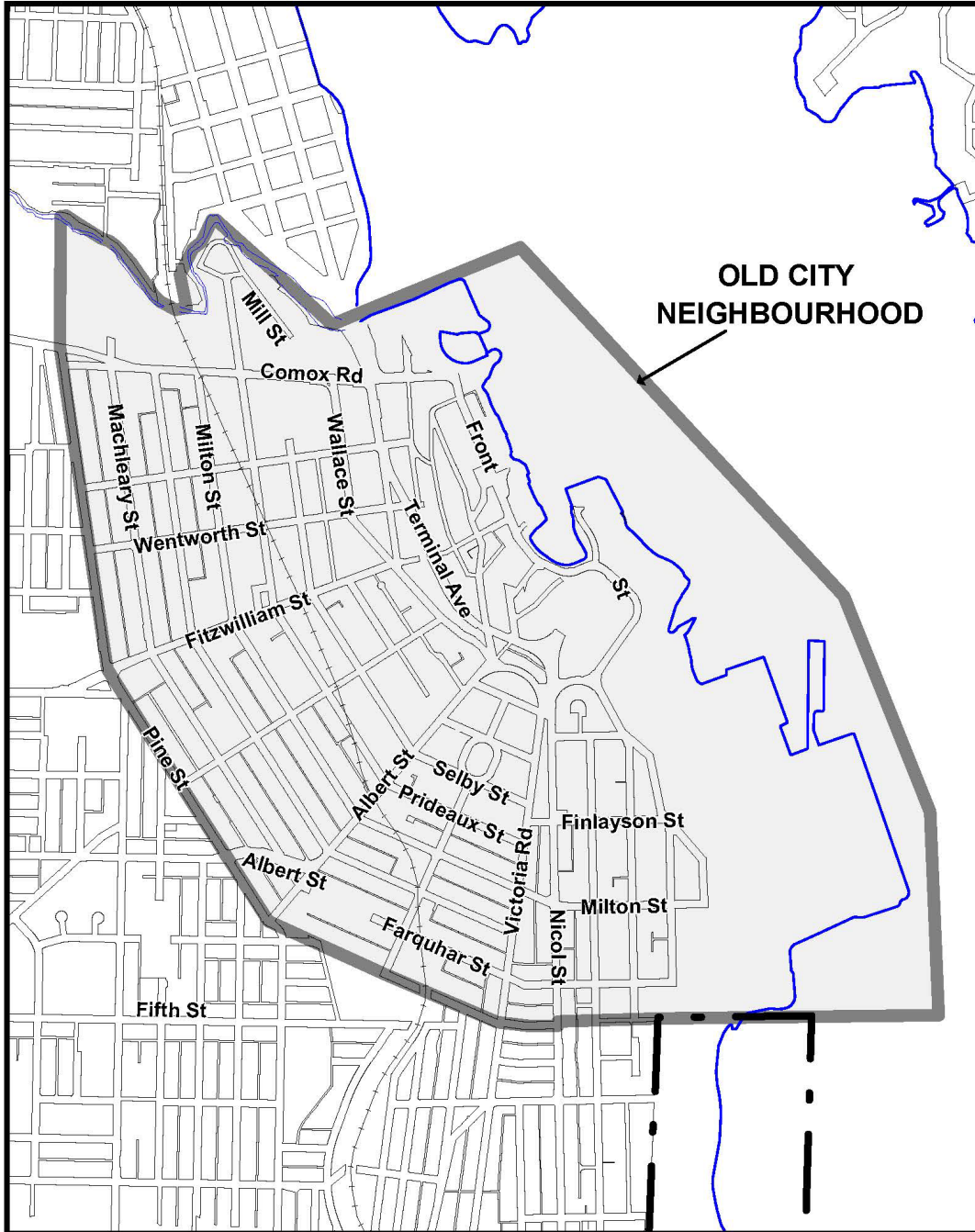
**DATE:** December 9, 2020  
Issued for December 9, 2020 For review  
Issued for December 15, 2020 For review  
Issued for January 15, 2021 For coordination  
Issued for January 21, 2021 For coordination  
Issued for March 9, 2021 For Development Permitt  
Issued for May 28, 2021 For review  
Issued for August 27, 2021 For Development Permitt

**DRAWING:** LANDSCAPE PLANNING PLAN

**DRAWING #:** L2 of 2  
RECEIVED  
11-22-21  
2021-SEP-09



**APPENDIX "D"**  
**Revitalization Area**



CITY OF NANAIMO

BYLAW NO. 7359.02

A BYLAW TO AMEND THE FINANCIAL PLAN

---

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

1. Title

This Bylaw may be cited as the “Financial Plan Amendment Bylaw 2024 No. 7359.02”.

2. Amendments

“Financial Plan Bylaw 2022 No. 7359” is hereby amended as follows:

(1) Delete Schedule “A” in its entirety and replace with the attached Schedule “A”.

PASSED FIRST READING: 2024-FEB-05  
PASSED SECOND READING: 2024-FEB-05  
PASSED THIRD READING: 2024-FEB-05  
ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

**Schedule A**  
**City of Nanaimo**  
**2023 - 2027 Financial Plan**

	2023	2024	2025	2026	2027
<b>Revenues:</b>					
Revenue from Property Value Taxes	141,684,322	153,026,336	161,279,272	170,622,153	175,529,516
Revenue from Parcel Taxes	207,169	209,980	212,840	58,095	2,904
Revenue from Fees & Charges	58,550,853	60,597,421	63,999,886	65,550,807	66,918,916
Revenue from Other Sources	74,250,197	31,065,604	33,966,498	29,258,764	29,446,485
	<u>274,692,541</u>	<u>244,899,341</u>	<u>259,458,496</u>	<u>265,489,819</u>	<u>271,897,821</u>
<b>Expenses:</b>					
General Operating Expenditures	184,671,204	172,505,090	177,978,218	182,900,462	186,086,709
Sanitary Sewer Operating Expenditure:	5,769,855	5,128,536	5,234,368	5,358,271	5,453,826
Waterworks Operating Expenditures	13,111,447	12,806,068	13,469,655	13,214,315	13,418,202
Interest Payment on Municipal Debt	2,168,081	2,402,150	2,339,682	2,230,902	1,603,951
Amortization	32,523,752	33,268,491	34,164,334	34,700,907	36,078,637
	<u>36,448,202</u>	<u>18,789,006</u>	<u>26,272,239</u>	<u>27,084,962</u>	<u>29,256,496</u>
<b>Annual Surplus/Deficit</b>					
	36,448,202	18,789,006	26,272,239	27,084,962	29,256,496
<b>Add back:</b>					
Amortization	32,523,752	33,268,491	34,164,334	34,700,907	36,078,637
<b>Capital Expenditures</b>					
General Capital Expenditures	90,172,436	34,442,608	30,592,025	28,587,955	28,188,868
Sanitary Sewer Capital Expenditures	10,102,200	10,267,637	1,558,102	6,085,711	3,000,830
Waterworks Capital Expenditures	48,304,839	22,380,272	8,438,016	15,042,480	19,414,426
Proceeds from Municipal Borrowing	(5,375,464)	-	-	-	-
Principal Payment on Municipal Debt	4,509,806	5,233,491	5,423,390	5,552,913	4,660,187
<b>Transfers between Funds:</b>					
Transfers to/(from) Accumulated Surplus	(78,741,863)	(20,266,511)	14,425,040	6,516,810	10,070,822
<b>Financial Plan Balance</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>



# Council Executive Summary

## Grant Application to CRFC Radiometeres 2024-2025

Dear Mayor and Council

CHLY 101.7FM is seeking Mayor and Council's support in an application to the Community Radio Fund of Canada's (CRFC) Radiometeres program to fund our ongoing Non-profit Newsroom Project. CHLY 101.7FM (operated by the Radio Malaspina Society) is a non-profit campus-community radio station that has been broadcasting in Nanaimo since 2001. **We are applying for \$34994.54 to cover the salary of a part-time host-producer who will work to execute the project for 2024-2025 with other staff at CHLY.**

This application is for a second round of funding, as we were previously funded for \$34994.54 for 2023-2024. We are seeking to fundraise an additional \$35,000 on top of our regular operational fundraising to pay for our side of the project. Our fundraising goal for April 30th of this year is \$70,000.

This project is meant to help our non-profit station build up our capacity to report on local current affairs, news, and arts & culture in Nanaimo and within our broadcast community. **Funding from this grant will support our flagship news and current affairs program Midcoast Morning, allowing us to expand the program from two programs a week to four programs per week.** This would start September 1st, 2024 in advance of the next General Election in British Columbia, and run until August 31st, 2025.

### **Local journalism is integral to an informed citizenry and a healthy democracy.**

Midcoast Morning has since September 2023 reported on local news and civic affairs. Our Non-profit Newsroom Project started at the same time, as our reaction to the crisis in reporting we are facing as for-profit newsrooms continue to see cuts and face uncertain futures (see recent cuts at the CBC, Bell, and the recent sale of the Black Press). These funds will help us continue to build our capacity.

I hope to have your support.

Jesse Woodward, Executive Director,  
Radio Malaspina Society / CHLY 101.7FM



## REQUEST FOR SUPPORT APPLICATION FORM

Date of Request	2024-02-20
Organization/Group making the request	Radio Malaspina Society (CHLY 101.7FM)
Contact Person	Jesse Woodward
Address	#2 34 Victoria Crescent
Telephone	(250) 716-3410
Email Address:	admin@chly.ca
Type of Support Requested (Select one)	<input checked="" type="radio"/> Letter of Support in Principle <input type="radio"/> In-Kind Contribution <input type="radio"/> Partnership  <i>Note: This policy is not applicable to requests for grant funding by the City, including Permissive Tax Exemption requests, or in-kind funding for facility rentals (see Grants Policy and Guidelines for further details)</i>

### IF APPLICABLE:

Name of grant or program for which you are applying:

Radiometres

Amount of Funding Requested:           Type text here           Grant Due Date: 2024-02-29

Grant Organization: Community Radio Fund of Canada

Address: 130 Albert St, #606

City: Ottawa Postal Code: K1P 5G4

Telephone: (613) 321-3513

Please provide an executive summary or short narrative that addresses each of the points outlined in the "Council Support policy". Include any supporting documents or materials and a detailed list of other funding partners (if applicable).

Please submit this form, with accompanying materials, to the attention of the Corporate Officer, Legislative Services, City of Nanaimo, 455 Wallace St. Nanaimo, BC V9R 5J6, or by email to: [legislative.servicesoffice@nanaimo.ca](mailto:legislative.servicesoffice@nanaimo.ca).

**Respecting Your Privacy**

Freedom of Information and Protection of Privacy Act (FOIPPA) – Information collected on this form is done so under the general authority of the *Community Charter* and FOIPPA, and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For more information, please visit the Legislative Services Department at 455 Wallace Street, call 250-755-4405, or email [foi@nanaimo.ca](mailto:foi@nanaimo.ca).