



**AGENDA
REGULAR COUNCIL MEETING**

Monday, April 22, 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;

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

Section 90(2):

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

3. INTRODUCTION OF LATE ITEMS:

4. APPROVAL OF THE AGENDA:

5. ADOPTION OF THE MINUTES:

a. Minutes

8 - 22

Minutes of the Regular Council Meeting held in the Shaw Auditorium, Vancouver

6. **MAYOR'S REPORT:**

7. **RISE AND REPORT:**

8. **PRESENTATIONS:**

- a. Carly Pereboom, Executive Director, Tourism Nanaimo to provide a presentation regarding Tourism Nanaimo

[Note: PowerPoint to be distributed on the addendum.]

- b. 2023 Development & Housing Overview

23 - 38

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

Presentation:

1. Lisa Brinkman, Manager, Community Planning, and Lainya Rowett, Manager, Current Planning.

9. **COMMITTEE MINUTES:**

10. **CONSENT ITEMS:**

- a. Finance and Audit Committee Meeting 2024-APR-17

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[Note: A link to the 2024-APR-17 Finance and Audit Committee Meeting Agenda is provided for information.]

1. 2023 Annual Financial Statements

That Council accept the 2023 Annual Financial Statements for the City of Nanaimo.

2. British Columbia Social Procurement Initiative (BCSPI) 2024 Annual Review

That Council direct Staff to **not** renew the City's membership with the British Columbia Social Procurement Initiative.

3. Update of Reserve Policy

That Council amend Reserve Policy COU-231 to include the new Online Accommodation Platform Reserve Fund and reflect the changes to the Housing Legacy Reserve Fund.

4. Community Resiliency Investment Program (FireSmart Community

Funding and Supports Program)

That Council endorse an application to the Community Resiliency Investment Program and if successful the 2024-2028 Financial Plan be amended to include this grant.

5. Non-Market Housing Permissive Exemption Policy Options

That Council direct Staff to bring forward a new 'Permissive Tax Exemption' policy that includes criteria for non-market housing as outlined in the Staff report dated 2024-APR-17, and a separate 'Other Grants Policy' for the City's other grant programs.

6. Marie Davidson BMX Park Redevelopment

That Council increase the 2024 project budget for the Marie Davidson BMX Park by \$330,000 from \$1,507,827 to \$1,837,827 and fund the increase from the Growing Communities Fund Reserve.

7. RCMP Contract

That Council budget the RCMP contract at 92% for 2024 and 95% for 2025 to 2028 for the 2024 - 2028 Financial Plan.

b. Separately Addressed Consent Items

1. Public Safety Committee Meeting 2024-APR-10 40

[Note: A link to the 2024-APR-10 Public Safety Committee Meeting Agenda is provided for information.]

1. Improving Pedestrian Safety in the South End of Nanaimo 41 - 42

That Council consider options for additional funding for pedestrian safety initiatives near Bayview School and direct Staff to report back quarterly to the South End Community Association and to the Public Safety Committee.

Delegation:

1. Echo McNaughton
2. Sydney Robertson

11. DELEGATIONS:

a. Kevan Shaw re: The Downtown Transit Exchange 43

b. Dan Hula re: Declaration of Emergencies and the World Health Organization Pandemic Treaty 44

12. REPORTS:

a. State of the Nanaimo Economy

46 - 117

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

Purpose: To provide Council with the 2024 State of the Nanaimo Economy annual report.

Presentation:

1. Amrit Manhas, Economic Development Officer

b. Amendments to Council Procedure Bylaw

118 - 162

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

Purpose: To present amendments to the Council Procedure Bylaw resulting from Bill 44, Housing Statutes (Residential Development) Amendment Act, 2023 as it relates to Public Hearings and other housekeeping amendments.

Recommendation: That:

1. "Council Procedure Bylaw Amendment Bylaw, 2024 No. 7272.04" (a bylaw to include amendments resulting from Bill 44 as it relates to Public Hearings and other housekeeping amendments) pass first reading.
2. "Council Procedure Bylaw Amendment Bylaw, 2024 No. 7272.04" pass second reading.
3. "Council Procedure Bylaw Amendment Bylaw, 2024 No. 7272.04" pass third reading.

c. Parks and Recreation Fees and Charges Amendment

163 - 180

To be introduced by Richard Harding, General Manager, Community Services/ Deputy CAO.

Purpose: To amend Parks, Recreation and Culture Fees and Charges Bylaw 7336 to reflect recommended changes to "City Parks, Plazas, Pavilions, Amphitheatres, Grounds, Parking Lots and Trails" fees and additional housekeeping modifications related to fields.

Recommendation: That:

- "Fees and Charges Amendment Bylaw 2023 No 7336.08" (a bylaw to amend the fees for City Parks, Plazas, Pavilions, Amphitheatres, Grounds, Parking Lots and Trails) to the pass first reading.
- "Fees and Charges Amendment Bylaw 2023 No 7336.08" pass second

reading.

- “Fees and Charges Amendment Bylaw 2023 No 7336.08” pass third reading.

- d. Tree Donation Program Pilot (2024) 181 - 191
- To be introduced by Richard Harding, General Manager, Community Services/Deputy CAO.
- Purpose: To provide Council with an update on the Tree Donation Program Pilot (the “Program”) due to launch on Friday, 2024-APR-26.*
- e. Development Variance Permit Application No. DVP461 - 3024 Barons Road 192 - 197
- To be introduced by Jeremy Holm, Director, Planning and Development.
- Purpose: To present for Council’s consideration a development variance permit application to reduce the parking requirement for an existing commercial building at 3024 Barons Road.*
- It is requested that Council hear anyone wishing to speak with respect to Development Variance Permit Application No. DVP461 - 3024 Barons Road.
- Recommendation: That Council issue Development Permit No. DVP461 to reduce the parking requirement at 3024 Barons Road as outlined in the “Proposed Variance” section of the Staff Report titled "Development Variance Permit Application No. DVP461 - 3024 Barons Road" dated 2024-APR-22.
- f. Home Energy Retrofit Financing Feasibility Study 198 - 216
- To be introduced by Jeremy Holm, Director, Planning and Development.
- Purpose: To provide Council with the Nanaimo Region Deep Retrofits Financing Feasibility Study, the study’s contents and recommendations, and seek Council direction to pursue a home energy financing program for Nanaimo residents.*
- Presentation:
1. Ting Pan, Manager, Sustainability
- Recommendation: That Council direct Staff to design a home energy retrofit financing program and bring a report to Council for consideration of implementing the program.
- g. Development Permit Application No. DP1326 - 1950 & 1960 Island Diesel Way 217 - 232
- To be introduced by Jeremy Holm, Director, Planning and Development.
- Purpose: To present for Council’s consideration a development permit application for an industrial development at 1950 and 1960 Island Diesel Way.*

Recommendation: That Council issue Development Permit No. DP1326 for an industrial development at 1950 and 1960 Island Diesel Way with variances as outlined in the "Proposed Variances" section of the Staff Report titled "Development Permit Application No. DP1326 - 1950 & 1960 Island Diesel Way" dated 2024-APR-22.

- h. Rezoning Application No. RA491 and Property Disposition No. LD3857 - 120 Needham Street, 515, 535, 545, and 575 Nicol Street

233 - 249

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

Purpose: To present Council with an application to rezone 120 Needham Street, 515, 535, 545, and 575 Nicol Street, from Single Dwelling Residential (R1) and Community Corridor (COR3) to Residential Corridor (COR1) with site-specific provisions; and, to approve a property disposition of City-owned property located at 545 Nicol Street, in order to facilitate a multi-family residential development.

Recommendation: That:

1. Council approve the disposition of City-owned property at 545 Nicol Street to Nicol Street Residential Holdings Inc. for \$25,000;
2. Council direct the Mayor and Corporate Officer to execute the necessary documents to affect the property disposition transaction;
3. "Zoning Amendment Bylaw 2024 No. 4500.221" (to rezone 120 Needham Street, 515, 535, 545, and 575 Nicol Street, from Single Dwelling Residential [R1] and Community Corridor [COR3] to Residential Corridor [COR1] with site-specific provisions) pass first reading;
4. "Zoning Amendment Bylaw 2024 No. 4500.221" pass second reading;
5. "Zoning Amendment Bylaw 2024 No. 4500.221" pass third reading; and,
6. Council direct Staff to secure the conditions related to "Zoning Amendment Bylaw 2024 No. 4500.221", as outlined in the "Conditions of Rezoning" section of the Staff Report dated 2024-APR-22, prior to final adoption.

- i. Form and Character Development Permit Guidelines Project

250 - 254

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

Purpose: To provide an update about the Form and Character Development Permit (DP) Guidelines Project, and the upcoming public engagement and consultation opportunities for this project.

13. **BYLAWS:**

14. **NOTICE OF MOTION:**

15. **OTHER BUSINESS:**

- a. Correspondence, dated 2024-APR-10, from Ravi Kahlon, Minister of Housing re: Legislative Changes 255 - 256
- b. Correspondence, dated 2024-APR-10, Ravi Kahlon, Minister of Housing re: Notification of the City of Nanaimo Selection for Housing Targets Assessment 257 - 260

16. **QUESTION PERIOD:**

17. **ADJOURNMENT:**



MINUTES
REGULAR COUNCIL MEETING

Monday, April 8, 2024, 4:30 P.M.
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC

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

Absent: Councillor T. Brown

Staff: D. Lindsay, Chief Administrative Officer
L. Mercer, General Manager, Corporate Services
B. Sims, General Manager, Engineering and Public Works
B. Corsan, Director, Corporate and Business Development
S. Gurrie, Director, Legislative Services
J. Holm, Director, Planning and Development
A. Breen, Manager, Culture and Special Events
D. Burgos, Manager, Corporate Communications and
Community Relation Communications
D. Thompson, Manager, Roads, and Traffic Services
N. Sponaugle, Communications Advisor*
J. Vanderhoef, Recording Secretary*

1. CALL THE MEETING TO ORDER:

The Regular Council Meeting was called to order at 4:30 p.m.

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

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*:

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (c) labour relations or other employee relations;
- (d) the security of property of the municipality;
- (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;
- (m) a matter that, under another enactment, is such that the public may be excluded from the meeting; 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 4:30 p.m.

Council moved out of In Camera at 6:10 p.m.

Council recessed the Open Meeting at 6:10 p.m.

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

3. INTRODUCTION OF LATE ITEMS:

- (a) Agenda Item 8(b) Donna Hais re: Hospital Advocacy - Add PowerPoint presentation titled "Fair Healthcare for All Vancouver Island".
- (b) Agenda Item 8(c) Vicky Trill, Reaching Home Manager, United Way BC, Julie Rushton, Community Impact Manager, United Way BC, and Andrew Thornton, Canadian Mental Health Association Mid-Island, re: Homeless Point-in-Time Count Report – Add PowerPoint presentation re: Homeless Point-in-Time Count.
- (c) Agenda Item 12(e) Council Resolutions Update – Add Report titled "Council Resolutions Update".

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-MAR-18, at 4:30 p.m.
- Minutes of the Special Council Meeting (Public Hearing) held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Thursday, 2024-MAR-21, at 7:00 p.m.

The motion carried unanimously.

6. **MAYOR'S REPORT:**

Mayor Krog advised of the following:

- On 1874-DEC-24 Nanaimo became the sixth municipality to be incorporated in British Columbia making 2024 the 150th anniversary of incorporation. The 150th anniversary is being marked by a new corporate logo and street banners designed by local artist Amy Pye
- Appointment of Diana Johnstone as President and Mary Smith as Vice-President of the 2025 British Columbia 55+ Games
- April is Water to Earth Month 2024 and the City is celebrating Water to Earth Month with the community and partners through in person and virtual events between 2024-MAR-22 until 2024-APR-22
- Recognition of Ethan Katzberg, of Nanaimo, who set a Canadian record in the men's hammer throw at the World Athletics Championships in Budapest, Hungary, in 2023, and has qualified for the 2025 Paris Olympic Games

7. **RISE AND REPORT:**

The Mayor advised that during the In Camera portion of the 2024-FEB-26 meeting, Council made the following appointments for the 2025 British Columbia 55+ Games:

- Diana Johnstone as President for the 2025 British Columbia 55+ Games
- Mary Smith as Vice-President for the 2025 British Columbia 55+ Games

Council also passed a motion to approve the use of 2450 Northfield Road as a Games Headquarters for the planning and implementation of the 55+ Games.

8. **PRESENTATIONS:**

a. Poetry Reading from Paige Pierce, City of Nanaimo Youth Poet Laureate

Paige Pierce, City of Nanaimo Youth Poet Laureate, provided a summary of how she became the Youth Poet Laureate and provided two poetry readings.

b. Donna Hais re: Hospital Advocacy

- Speaking on behalf of the Fair Care Alliance, a community advocacy group for health care North of the Malahat
- The website "weneedhealthcare.ca" has gone live and billboards are going up around the island

- Mission to ensure that all people North of the Malahat have access to culturally appropriate and comprehensive, tertiary healthcare in Nanaimo on the traditional territory of the Snuneymuxw First Nation (SFN)
 - Vision is that Nanaimo Regional General Hospital (NRGH) is expanded to become a comprehensive, tertiary hospital with an integrated approach to care and wellness that benefits all people North of the Malahat
 - Provided statistics regarding population demographics and anticipated growth
 - NRGH has the busiest emergency room on Vancouver Island and it is becoming normal for the hospital to be over capacity every day
 - NRGH infrastructure was considered to be failing in 2010
 - NRGH is not meeting the appropriate standard of care for cardiac care in Nanaimo and has the largest population in Canada without a catheterization lab
 - Compared levels of services provided North of the Malahat versus South Vancouver Island
 - Listed many of the services that should be provided in Nanaimo as a tertiary hospital but are not or are incomplete
 - NRGH needs a new Patient Tower, an additional 600 beds, and the necessary tertiary programs to serve as a diagnostic and treatment centre
 - Working to educate the entire community and raising the issue through hosting public rallies, newspaper, radio and billboard ads
 - Provided ways that people can get involved and encouraged people to vote during the upcoming provincial election this Fall
 - This is not an Island Health problem this is a provincial problem
- c. Vicky Trill, Reaching Home Manager, United Way BC, Julie Rushton, Community Impact Manager, United Way BC, and Andrew Thornton, Canadian Mental Health Association Mid-Island, re: Homeless Point-in-Time Count Report
- United Way is the community entity responsible for administering Reaching Home Funding and are required to provide a Point-in-Time (PiT) count
 - The Reaching Home Community Advisory Board sets strategic goals for ending homelessness and allocates funding from the Reaching Home Funds in line with those strategic goals

- The goal of the PiT count is to identify gaps in service and demand and analyze trends
- The PiT count is conducted every two years as an estimate and is considered an undercount representing approximately 60% of the homeless population
- Estimate an 18.9% increase in homelessness in Nanaimo between 2016-2023
- The largest issue being faced in Nanaimo is the lack of shelters resulting in larger society and health impacts
- Chronic homelessness is increasing, meaning people are on the street for longer
- 35% of people surveyed said they lost their housing due to an eviction
- The top five barriers to housing were: low income, rents being too high, addiction/substance use, family breakdowns, and discrimination
- Noted a correlation between the age the individuals become homeless and experience in the foster care system

9. COMMITTEE MINUTES:

The following Committee Minutes were received:

- Minutes of the Advisory Committee on Accessibility and Inclusiveness Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2024-JAN-10, at 4:00 p.m.
- Minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2024-FEB-21, at 9:00 a.m.
- Minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2024-MAR-20, at 9:00 a.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-MAR-25, at 12:59 p.m.

10. CONSENT ITEMS:

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

- a. Finance and Audit Committee Meeting 2024-MAR-20

1. Hosting the 2025 AVICC Conference

That Council:

1. Accept the invitation to host the AVICC conference at the Vancouver Island Conference Centre (VICC) in 2025 (April 11-13).
2. Approve adding a project to 2025 for \$48,000 for hosting the event, to be funded within existing project funding.
3. Extend an invite to co-host and cost share 50% of the AVICC Conference to the Regional District of Nanaimo (RDN) reducing the overall cost to the City to \$24,000.
4. Consider hosting the AVICC conference bi-yearly at the VICC and budget accordingly.

2. 580 Fitzwilliam: Renovation Project

That Council direct Staff to increase the 2024 budget for the 580 Fitzwilliam Renovation Project by \$150,000 funded from the RCMP Contract Reserve.

3. 2024 Property Tax and Penalty Due Dates

That Council:

1. Keep the property tax due date as the first business day in July each year.
2. Set the first property tax penalty rate at 2%; applied after the property tax due date each year.
3. Set the second property tax penalty rate at 8%; applied after the last business day of August each year.

4. Capacity Funding for Housing Initiatives

That Council endorse the allocation of \$619,936 in capacity funding provided by the Province to support the City of Nanaimo in meeting the legislative requirements in housing Bills 44, 46, and 47, as outlined in the Staff Report titled "Capacity Funding for Housing Initiatives", dated 2024-MAR-20.

5. 2024 Local Government Development Approvals Program

That Council support Staff's submission of the grant application to the Local Government Development Approvals Program for the Development Approvals Business Analysis and Process Improvements project, and direct Staff to provide overall grant management.

6. Parks and Open Spaces Fees and Charges Amendments

That Council:

1. Support the changes to the user rates for Parks and Open Spaces, fee implementation dates, and the field classification changes as outlined; and
2. Direct staff to bring forward an amendment to the "Fees and Charges Bylaw 2021 No. 7336" to incorporate the new Parks and Open Spaces fees, fee implementation dates, and field classification changes.

7. Other Grant Request from Nanaimo Science & Sustainability Society

That Council direct Staff to award an 'In-Kind' facility rental 'Other Grant' to the Nanaimo Science & Sustainability Society to cover the costs of up to 105 hours for the use of outdoor City Park spaces.

8. 2024 Cultural Grant Funding Reallocation Recommendation

That Council approve the reallocation of available 2024 Culture & Event Project Grant funds as follows:

- **Applicant Name:** 8758999 Canada Society dba Artists' Collective Theatre (ACT Theatre)
- **Recommended:** \$6,000

b. Governance and Priorities Committee Meeting 2024-MAR-25

1. Upcoming Topics and Initiatives

That Council direct Staff to add the Geotechnical Guidelines Review topic to the 2024-MAY-13 Governance and Priorities Committee Agenda.

2. Transit-Oriented Areas

That Council direct Staff to prepare a Transit-Oriented Areas designation bylaw and amendments to the "Off-Street Parking

Regulations Bylaw 2018 No. 7266” as outlined in the Staff report titled “Transit-Oriented Areas”, dated 2024-MAR-25.

3. Development Approval Process Review

That Council:

1. support the recommendations as outlined in the 2024-MAR-25 report by Neilson Strategies Inc. titled “Development Approval Process Review” and;
2. direct Staff to work with the consultants to finalize the report and return to Council with a final draft of the report.

4. Council Procedure Bylaw Amendments (Part One)

That Council direct Staff to add the following provisions to Council’s Procedure Bylaw:

1. Section 9.1 – Order of Proceedings and Business
To add a “Correspondence” section to Section 9.1 - Order of Proceedings and Business.
2. Section 19.4(c) - Delegations Pertaining to Council Agenda Items
To add the words “been acted upon by Council or” in section 19.4(c).
3. Section 19.9 (b) – Delegations Pertaining to Council Agenda Items
To retain the status quo of five minutes for delegations in Section 19.9 of Council’s Procedure Bylaw.
4. Section 19.14 - Delegations Unrelated to Agenda Items
To retain the status quo of five minutes for delegations in Section 19.9 and that Section 19.10 removed.
5. Section 19.15(k) – Delegations Unrelated to Agenda Items
To add a Section 19.15(k) which states: “if the Delegation has already spoken to Council on the same matter and no new significant information is provided.”
6. Section 19.17 (c)- Delegations Unrelated to Agenda Items
To add a Section 19.17(c) which states: “not act on a request from a delegation following the presentation unless consent by a two-thirds vote of Council present is given.”

7. Section 23.1 – Question Period
To retain question period in 23.1 at five minutes.
8. Section 50.4 and 50.5
To make the necessary housekeeping amendments to Section 50.4 and 50.5 of Council's Procedure Bylaw as outlined in Attachment 2 to the 2024-MAR-18 staff report by the Deputy Corporate Officer.
9. Section 51.9, 51.10, and 51.11
To add the following Sections 51.9, 51.10, and 51.11:

Motion to Amend Minutes

51.9 A Council member may make a motion requesting that the minutes be amended to correct an inaccuracy or omission, however, the Corporate Officer should be advised of the challenge to the minutes at least one hour before the Council meeting at which the minutes are to be officially confirmed, to allow the Corporate Officer to review the recording of that meeting.

Meeting Recording to Determine Accuracy of Minutes

51.10 If a Council member questions the accuracy of a portion of the minutes of a Council meeting, Committee meeting, Court of Revision or Special Council meeting, the recording of that meeting, if available, shall be used to decide the question.

Adoption of Minutes

51.11 If there are no errors or omissions, Council must adopt the minutes as circulated.

5. Council Procedure Bylaw Amendments (Part Two)
 10. Section 19.4(d) – Delegations Pertaining to Council Agenda Items

That Council select the following provision as Section 19.4(d) to Council's Procedure Bylaw:

“Refuse to place a Delegation on the agenda if the matter relates to a bylaw in respect of which a public or statutory hearing has already been held or where third reading has been given”.
6. Council Procedure Bylaw Amendments (Part Three)
 11. Section 19.15 (a) – Delegations unrelated to Agenda Items

That Council direct Staff to add the following provision as Section 19.15(a) to Council's Procedure Bylaw:

"If the matter relates to a bylaw in respect of which a public or statutory hearing has already been held or where third reading has been given."

7. Council Procedure Bylaw Amendments (Part Four)

12. Section 55.5 – Public Hearings

That Council direct Staff to delete sections 55.3, 55.4, and 55.5 of Council's Procedure Bylaw.

8. Council Procedure Bylaw Amendments (Part Five)

13. Section 23.2– Question Period

That Council direct Staff to make the necessary amendments to Section 23.2 to clarify that questions during Question Period must pertain to business that is being considered by Council at that particular meeting.

The motion carried unanimously.

11. DELEGATIONS:

- a. Alan Clarke spoke regarding concerns over vetting of residents and operation of the BC Housing transitional housing planned at 1300 Island Highway. He noted a lack of consultation with the community before proceeding with the proposed location and requested that Council work to make this a drug free facility.
- b. Dan Brady spoke regarding the Municipal and Regional District Tax (MRDT) contract not being renewed between the City and the Nanaimo Hospitality Association as of 2025-MAR-31, and noted concerns regarding a lack of communication.
- c. Dan Hula provided a PowerPoint presentation and spoke regarding climate change and policy making.
- d. Nicole McPherson was not in attendance.

Council recessed the Open Meeting at 8:58 p.m.

Council reconvened the Open Meeting at 9:10 p.m.

12. REPORTS:

a. Vancouver Island Military Museum Update

Introduced by Adrienne Breen, Manager, Culture and Special Events.

Presentation:

1. Roger Bird, President, Vancouver Island Military Museum, and Brian McFadden, Vice-President, Vancouver Island Military Museum provided a presentation. Highlights included:

- The Vancouver Island Military Museum (the Museum) moved to its current location in the Centennial Building in Piper Park 10 years ago
- The Museum was incorporated in 1986 as a non-profit society
- The Museum is financially independent and pay rent to the City of Nanaimo
- Have contributed over \$30,000 towards upgrades to the current location
- The Veterans' Wall of Honour commemorates those who have served
- In 2017 the Museum presented the 40mm Bofors Gun to the City
- The Museum does not charge for tours for schools or youth groups, and charges \$4 for adults, \$2 for seniors. Children 12 and under are free and no serving members or RCMP members are charged for admission
- 80% of all artifacts are donated by local people
- Currently working on a co-management agreement between the City and the Museum

- b. Lease to BC Housing - 1435 Cranberry Avenue

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

It was moved and seconded that Council approve the disposition of a 60-year lease of City-owned land located at 1435 Cranberry Avenue to the Provincial Rental Housing Corporation. The motion carried unanimously.

- c. Development Variance Permit Application No. DVP459 - 4894 Blue Jay Trail

Introduced by Jeremy Holm, Director, Planning and Development.

Mayor Krog requested that Council hear anyone wishing to speak with respect to DVP No.459 - 4894 Blue Jay Trail.

No one in attendance wished to speak with respect to DVP No.459 - 4894 Blue Jay Trail.

It was moved and seconded that Council issue Development Variance Permit No. DVP459 for a residential addition at 4894 Blue Jay Trail with a variance as outlined in the “Proposed Variances” section of the staff report titled “Development Variance Permit Application No. DVP459 - 4894 Blue Jay Trail” dated 2024-APR-08. The motion carried unanimously.

d. Consent - RDN Separate Waste Container Requirement Service Establishment Bylaw No. 1908

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

David Thompson, Manager, Roads, and Traffic Services, provided background information regarding the Regional District of Nanaimo’s request for support.

It was moved and seconded that Council consent on behalf of the electors to the adoption of “Regional District of Nanaimo Separate Waste Container Requirement Service Establishment Bylaw No. 1908, 2024” and further, that the Regional District of Nanaimo be notified accordingly. The motion carried unanimously.

e. Council Resolutions Update

Introduced by Sheila Gurrie, Director, Legislative Services.

It was moved and seconded that Council rescind the following motions:

1. “That Council direct Staff to develop a permitted use for shipping containers also known as Sea Cans. To include requirements of zoning use and fee structure on a temporary and permanent basis for the now non-conforming shipping containers on industrial and commercial properties in the City of Nanaimo and further to look to update the residential permitted use.”
2. “That Council direct Staff to prepare a report regarding implications of correspondence from the Office of the Mayor, City of Burnaby, dated 2019-MAY-02, regarding “Expanding Investment Opportunities.”
3. “That Council direct Staff to report back to Council on options for Nanaimo to participate in a potential Ministry of Transportation and Infrastructure pilot project limiting residential speed limits.”
4. “That Council direct Staff to develop the 100,000 Voices Campaign concept and report back to Council with the marketing and communications plan, including a budget.”

5. “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 meeting in early 2024.”

The motion carried unanimously.

It was moved and seconded that Council direct Staff to include background information and a decision point in the 2025 Council Remuneration discussion related to the reimbursement of dependent care costs for members to attend official City of Nanaimo meetings. The motion carried unanimously.

It was moved and seconded that Council direct Staff to bring a report to the Advisory Committee on Accessibility and Inclusion exploring options for reimbursement for dependent expenses incurred by City of Nanaimo appointed committee members to attend scheduled committee meetings. The motion carried unanimously.

13. BYLAWS:

- a. “Housing Legacy Reserve Fund Establishing Bylaw Amendment Bylaw 2024 No. 7299.01”

It was moved and seconded that “Housing Legacy Reserve Fund Establishing Bylaw Amendment Bylaw 2024 No. 7299.01” (to clarify the purpose for which the fund was established) be adopted. The motion carried unanimously.

- b. “Online Accommodation Platform Reserve Fund Bylaw 2024 No. 7374”

It was moved and seconded that “Online Accommodation Platform Reserve Fund Bylaw 2024 No. 7374” (to establish an Online Accommodation Platform Reserve Fund) be adopted. The motion carried unanimously.

14. OTHER BUSINESS:

- a. Nanaimo Francophone Association Request for Letter of Support re: Application for Welcoming Francophone Community Status

It was moved and seconded that that the Mayor, on behalf of Council, provide a letter of support to Nanaimo Francophone Association, for their application to Immigration Refugees and Citizenship Canada. The motion carried unanimously.

15. QUESTION PERIOD:

Council received one question from the public regarding agenda items.

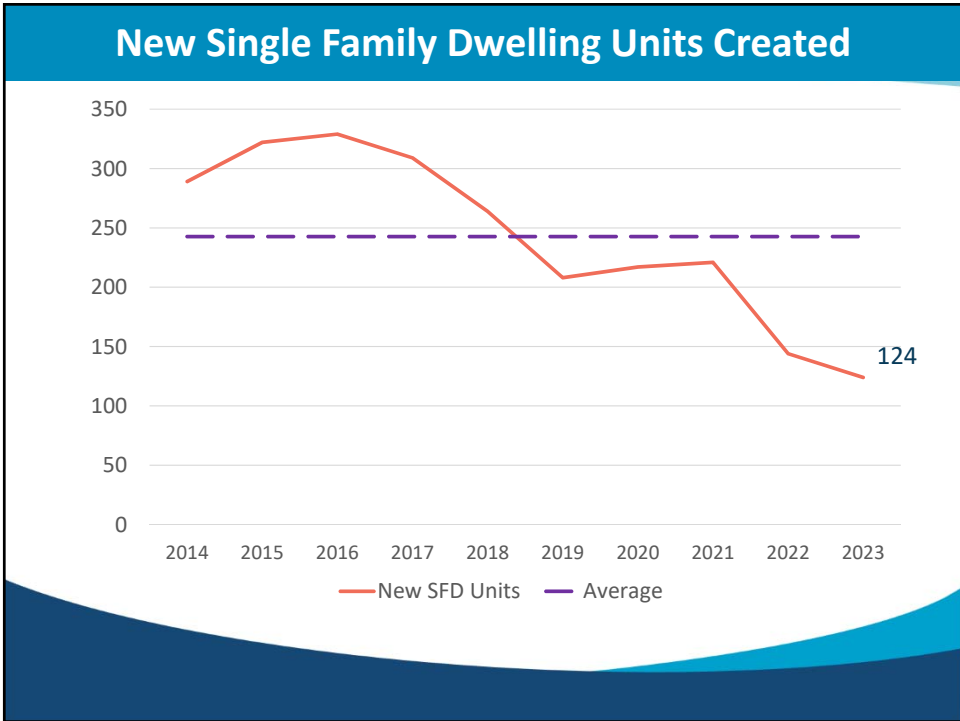
16. ADJOURNMENT:

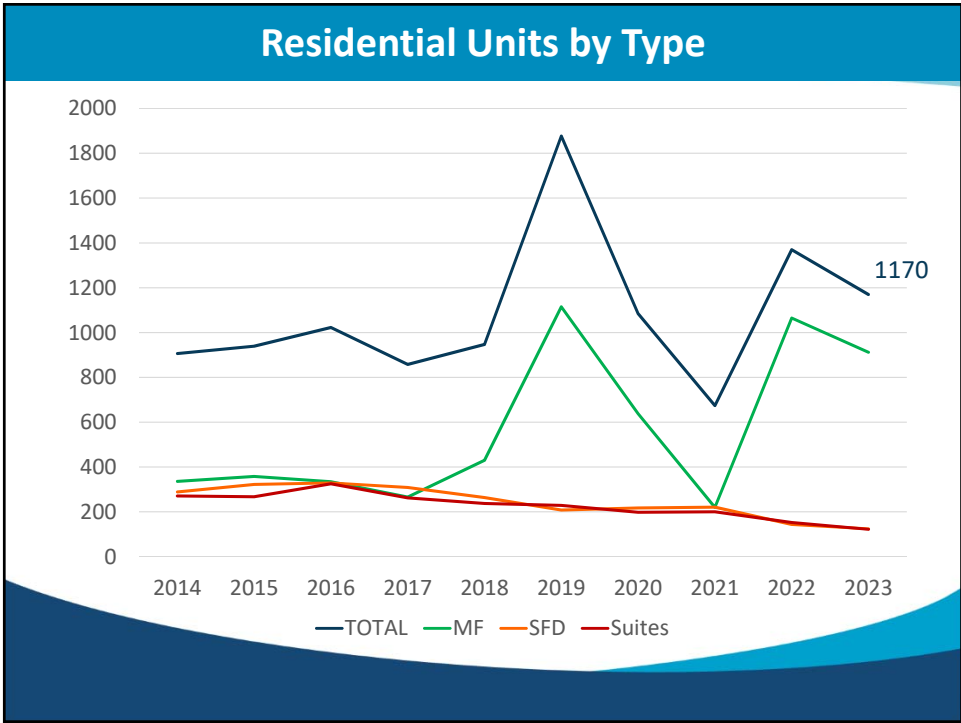
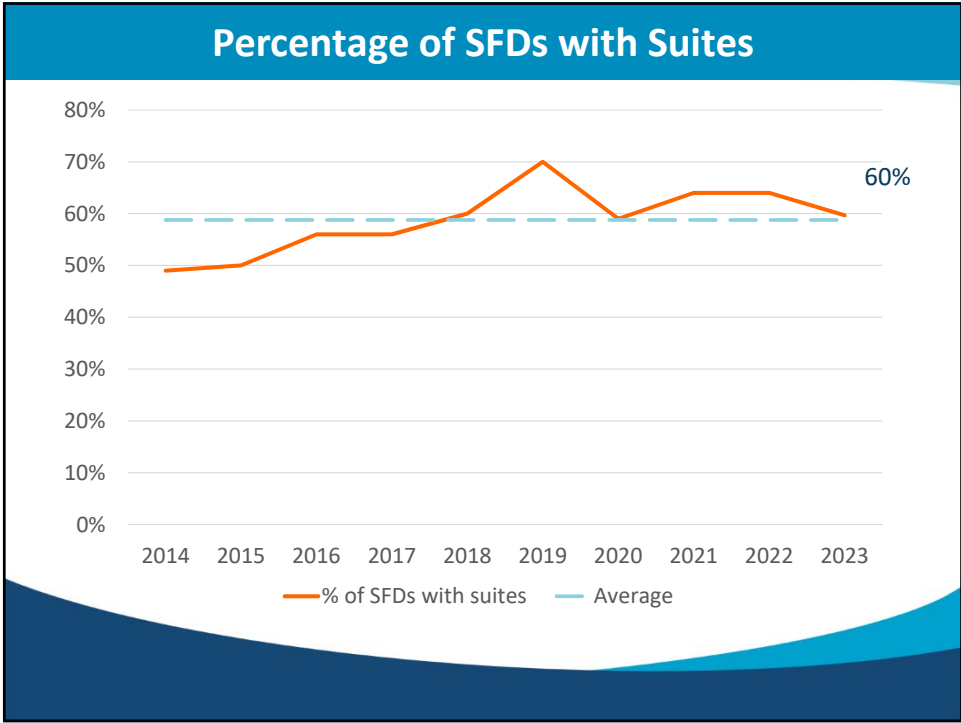
It was moved and seconded at 9:48 p.m. that the meeting adjourn. The motion carried unanimously.

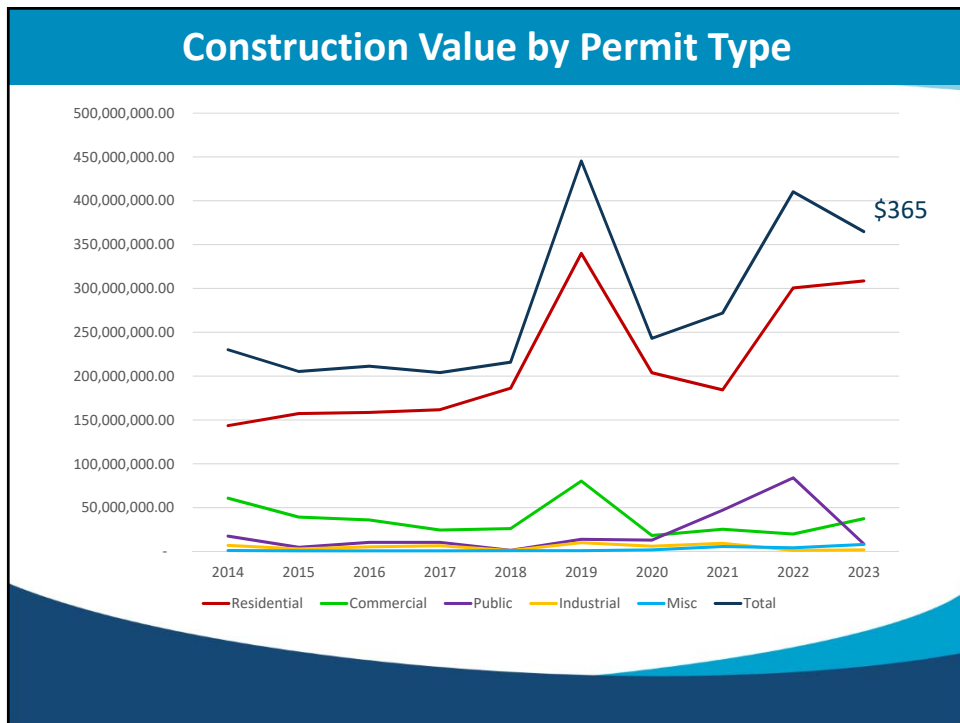
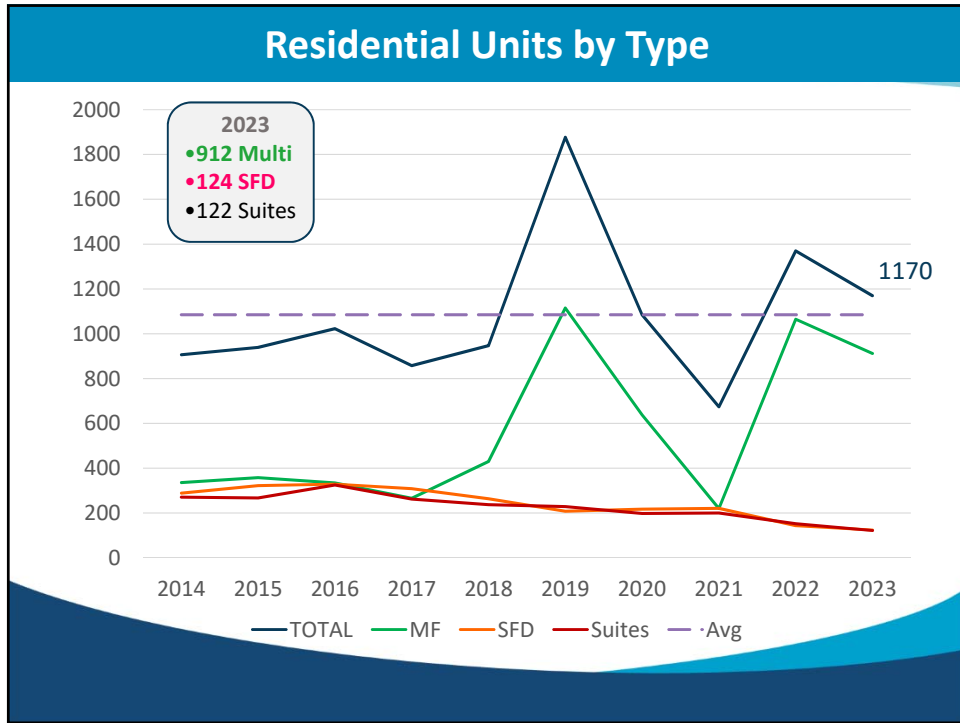
MAYOR

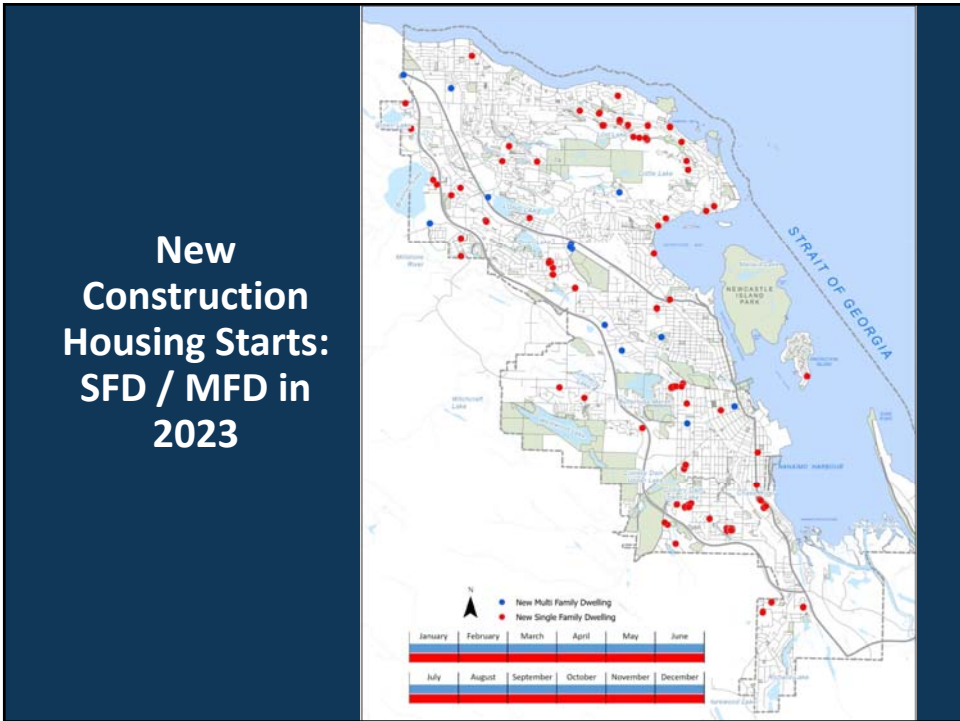
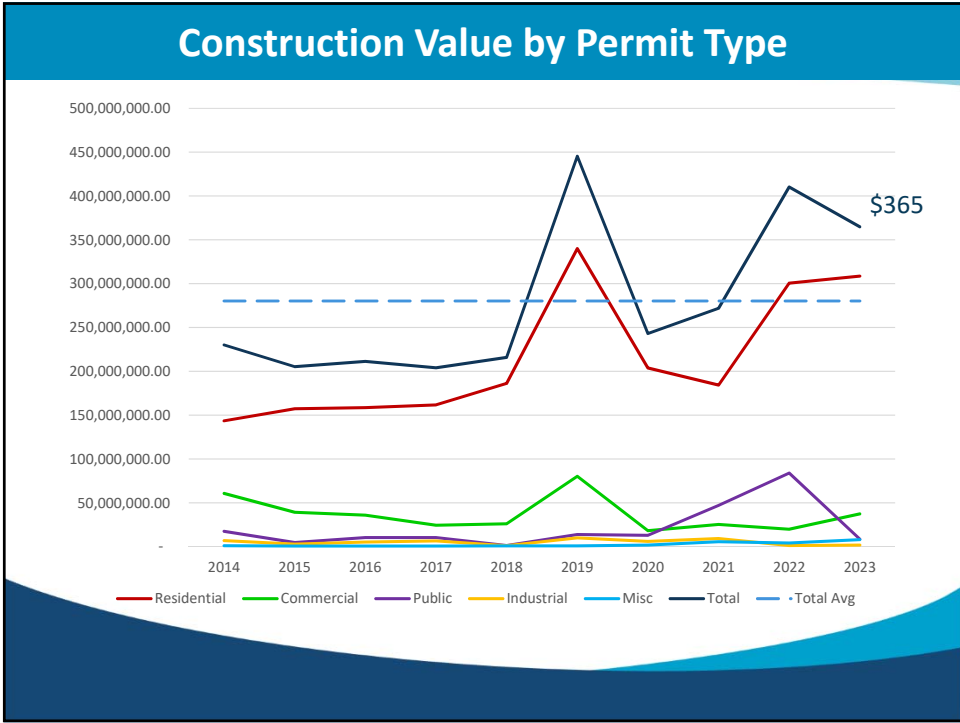
CERTIFIED CORRECT:

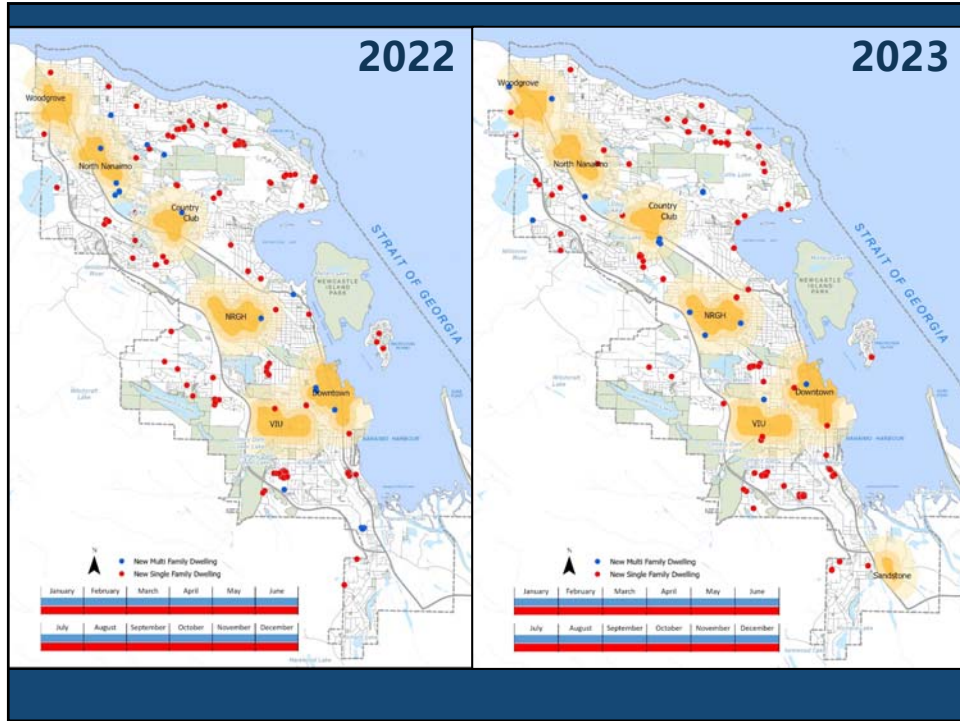
CORPORATE OFFICER









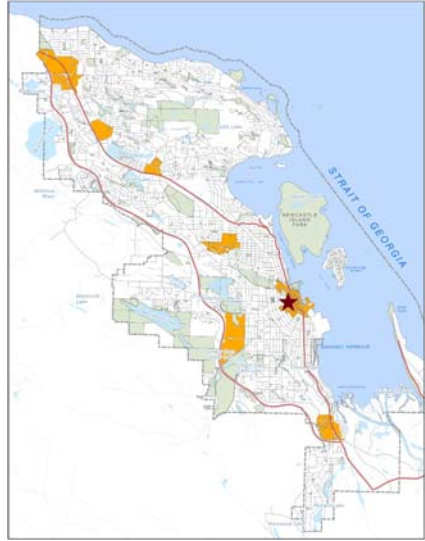


235 Wallace Street

Apartment building consisting of 2 towers with 195 total units over an underground parking garage



Value: \$45,442,800

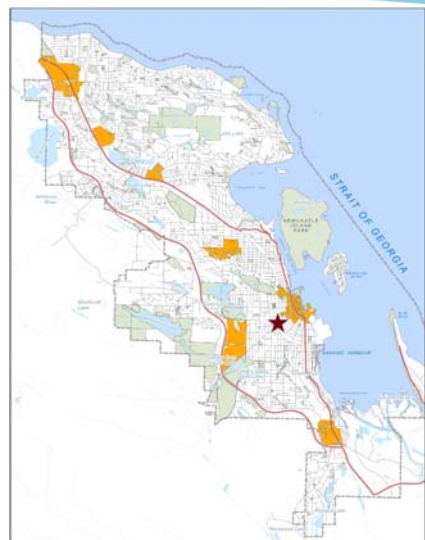


388 Machleary Street

New construction of a 5-storey, 145 unit seniors apartment building



Value: \$36,918,000

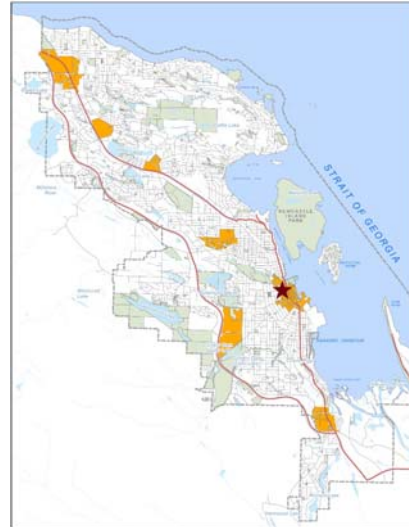


340 Campbell Street

New construction of a 6 storey, 163 unit rental building with 2 level parkade



Value: \$28,193,544

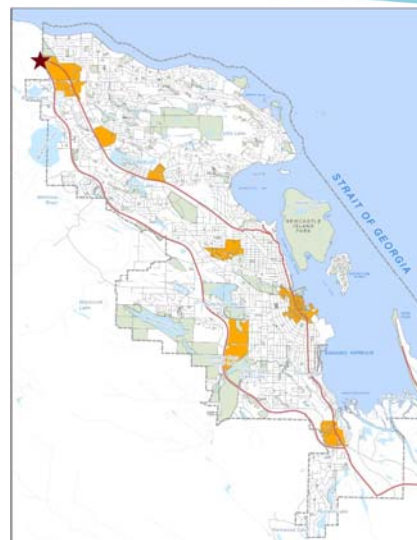


6981 Island Highway N

New construction of a 5 storey, 75 unit apartment building



Value: \$17,386,000

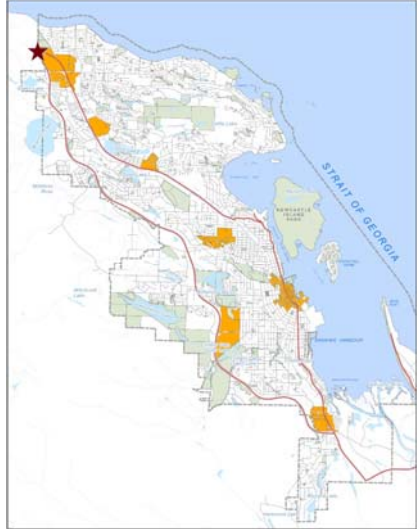


6985 Island Highway N

New construction of a 5 storey, 74 unit apartment building

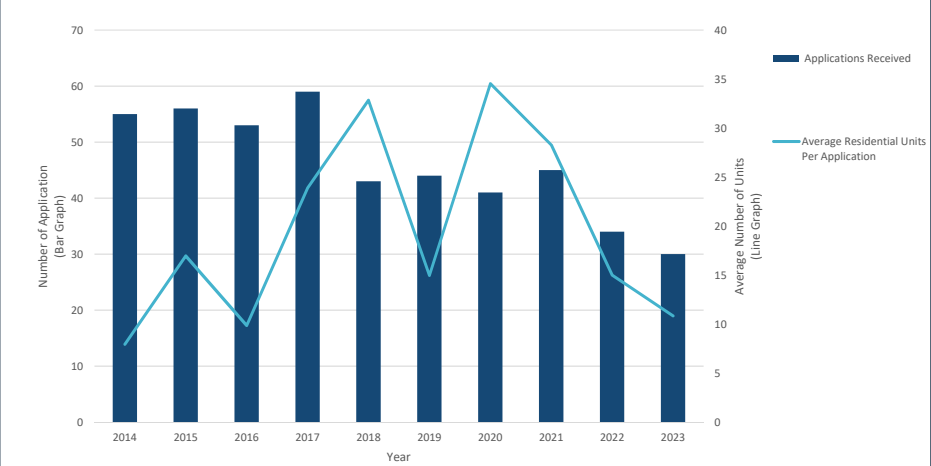


Value: \$17,386,000



Development Applications

Total Development Permit Applications Received & Average Residential Units Per Application Received



Development Approvals

| | 2019 | 2020 | 2021 | 2022 | 2023 | 5-year Avg |
|-------------------------|-------|-------|-------|------|------|------------|
| Rezoning | 20 | 14 | 17 | 9 | 16 | 15.2 |
| Development Permits | 44 | 41 | 45 | 34 | 37 | 40.2 |
| Units Approved (in DPs) | 1,347 | 660 | 1,704 | 510 | 964 | 1,037 |
| Units Proposed (in DPs) | 659 | 1,416 | 1,355 | 828 | 325 | 916.6 |



Variance Requests

Board of Variance

| | 2019 | 2020 | 2021 | 2022 | 2023 |
|--------------|------|------|------|------|------|
| Applications | 19 | 15 | 14 | 10 | 10 |
| Approved | 15 | 10 | 11 | 9 | 9 |
| Denied | 1 | 1 | 2 | 1 | 1 |

Development Variance Permit

| | 2019 | 2020 | 2021 | 2022 | 2023 |
|--------------|------|------|------|------|------|
| Applications | 24 | 13 | 22 | 14 | 15 |
| Approved | 14 | 15 | 13 | 12 | 8 |

Subdivision

| | 2019 | 2020 | 2021 | 2022 | 2023 |
|---|--|---|---|--|---|
| New subdivision applications received | 31 | 25 | 35 | 39 | 18 |
| New lots created | 163 SF 2 MF 133 strata 7 non-res 3 ASP | 221 SF 11 MF 164 strata 8 non-res 0 ASP | 218 SF 2 MF 0 strata 6 non-res 1 ASP | 18 SF 2 MF 0 strata 3 non-res 0 ASP | 69 SF 15 MF 7 strata 4 non-res 0 ASP |
| Lots in Active Sub Files (as of Dec. 31) | 211 SF 0 MF 94 strata 3 non-res 3 ASP | 192 SF 1 MF 0 strata 4 non-res 1 ASP | 158 SF 23 MF 26 strata 16 non-res 3 ASP | 175 SF 29 MF 4 strata 10 non-res 1 ASP | 267 SF 36 MF 199 strata 10 non-res 3 ASP |

| Park Dedication | 2019 | 2020 | 2021 | 2022 | 2023 |
|------------------------------|-----------|-----------|-----------|------|------------------|
| New park created | 0.36 ha | 5.35 ha | 2.57 ha | 0 ha | 0.7 ha |
| Cash-in-lieu received | \$529,675 | \$124,734 | \$245,298 | \$0 | \$301,050 |

New Assets

| | 2019 | 2020 | 2021 | 2022 | 2023 |
|--|------------|------------|-----------|---------|-----------------|
| New Servicing  | 10,647.6 m | 10,528.1 m | 2,420.4 m | 4,926 m | 4,821 m |
| New Street Lights  | 96 | 72 | 39 | 48 | 61 |
| New Fire Hydrants  | 26 | 19 | 4 | 16 | 13 |
| New Sidewalk  | 6.42 km | 6.00 km | 2.1 km | 3.5 km | 3.2 km |
| New Walkways  | 415.6 m | 1,739.4 m | 467 m | 390 m | 973 m |
| New Road  | 2.24 km | 2.36 km | 0.75 km | 1.88 km | 0.979 km |

BPs Issued

45 Haliburton Street



1615 Northfield Road



6340 McRobb Avenue



521 Third Street



DPs Issued in 2023

1840 Stewart Avenue



325 Watfield Avenue



200 Hansen Road



2595 Bowen Road



DPs Issued in 2023

1588 Boundary Crescent



6201 Oliver Road



560 Howard Ave & Fourth St

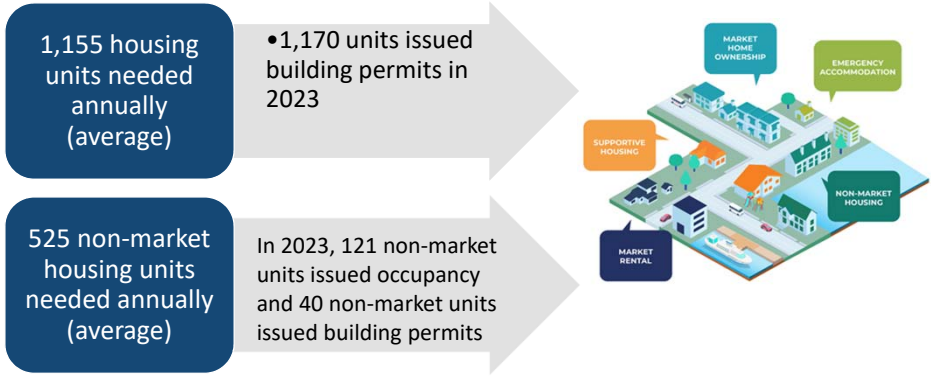


13 Haliburton Street



2023 Housing Overview

2023 Housing Needs Report



Non-Market Housing



~1,452
Social Housing Units



~338
Supportive Housing Units



~259
Temporary Housing Beds

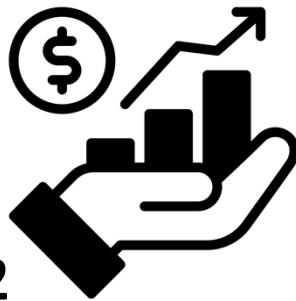
BC Housing MOU Update

| Property Address | Housing Type(s) | Status |
|--|---|--|
| 702 Nicol Street | 51 supportive housing units | Completed March 2022. |
| 285 Prideaux Street | 51 supportive housing units | Completed April 2024. |
| 250 Terminal Avenue | 50 supportive housing units and 37 affordable housing units | Rezoning application received in June 2023, and is expected to be presented to Council in May 2024. |
| 355 Nicol Street | 36 supportive housing units | Rezoning complete. Development Permit application received in December 2023. Construction could begin by early 2025. |
| 1425 Cranberry Avenue | ~46 housing units | Rezoning or development permit application anticipated in 2024. |
| Te'tuxwtun Project 564 Fifth Street, 502 Howard Avenue, and 505 Howard Avenue BCH, City, and SD68 | +/- 390 housing units (potentially 24% non-market and 76% market units), with a mix of commercial, institutional and parks/recreation/culture uses. | OCP amending bylaw 6600.001 and rezoning amending bylaw 4500.213 received third reading in Dec 2023. Development Permit application expected by June 2024. Building Permit application expected by March 2025. |



More BC Housing projects in Nanaimo:
<https://www.bchousing.org/projects-partners/Building-BC/homes-for-BC>

Rent Bank



~82
 Rent bank loans issued

185+
 People benefitted, gaining housing stability and eviction prevention



Tax Exemptions and DCC Reductions



➔ **514**
 new dwelling units in the downtown in 2023.



➔ **40**
 new non-market dwelling units in 2023.

Housing Priority Actions Update

- ✔ The 'Increasing Housing Options' project and related new Provincial Housing requirements will together expand secondary suites and encourage infill housing. *(Priority Action 69)*
- ✔ The 'Increasing Housing Options' project also addressed family friendly and accessible housing needs. *(Priority Actions 72 and 80)*
- ✔ The City works with BC Housing weekly to advance commitments and development investments for non-market housing including supportive units, shelters, complex care, navigation centre and social housing. *(Priority Actions 64, 65, 75 and IAP action C3.2.8)*
- ✔ Provincial funding was secured to support the Woodgrove Area Plan project which will encourage residential developments in proximity to transit and services. *(Priority Action 196)*



Housing Priority Actions Update

- ✓ The Rent Bank and Rent Supplement programs were both reviewed and provided additional funds in 2023. (IAP Action C3.2.3)
- ✓ To increase the long-term rental housing stock a review of the short-term rental program was completed, and enforcement tools will be improved in 2024. (IAP Action C3.2.6)
- ✓ Progress was made towards building a database of the non-market housing units in the city. (IAP action C3.2.16)



Questions?



Please click the link below to access the 2024-APR-17 Finance and Audit Committee Meeting agenda:

<https://pub-nanaimo.escribemeetings.com/Meeting.aspx?Id=78639a38-a5cf-4676-af4e-0058bed4d805&Agenda=Agenda&lang=English>

Please click the link below to access the 2024-APR-10 Public Safety Committee Meeting agenda:

<https://pub-nanaimo.escribemeetings.com/Meeting.aspx?Id=3427eea2-ab90-48cb-85e1-2e073b1bb795&Agenda=Merged&lang=English>

Delegation Request

Delegation's Information:

Echo McNaughton has requested an appearance before Council

City: Nanaimo

Province: BC

Delegation Details:

The requested date is 2024-APR-22

Bringing a presentation: Yes

Details of the Presentation: We would like to speak about the improvements to pedestrian safety we would like to see in our community. Specific areas of concern are the intersection of Needham & Nicol, Needham & Victoria Road, and Princess Ave between Needham and 5th. We have some ideas we would like to propose to make these areas safe for pedestrians, and we want to know more about how we as a community can be part of implementing solutions. We also want to better understand the city's process in deciding how infrastructure updates are prioritized.

Delegation Request

Delegation's Information:

Sydney Robertson has requested an appearance before Council

City: Nanaimo

Province: BC

Delegation Details:

The requested date is 2024-APR-22

Bringing a presentation: No

Details of the Presentation: Public Safety Committee's recommendations for improved pedestrian routes around Bayview Elementary School.

Speaking in support of the recommendations, as pedestrian infrastructure is sorely needed throughout the South End. Also noting that we are open to creative solutions.

Delegation Request

Delegation's Information:

Kevan Shaw has requested an appearance before Council

City: Nanaimo

Province: BC

Delegation Details:

The requested date is 2024-APR-22

Bringing a presentation: Yes

Details of the Presentation: Downtown Transit Exchange

Delegation Request

Delegation's Information:

Dan Hula has requested an appearance before Council

City: Nanaimo

Province: BC

Delegation Details:

The requested date is 2024-APR-22

Bringing a presentation: Yes

Details of the Presentation:

Declaration of Emergencies at the local level as per Bylaw 7202 in 2014, and how this relates to the World Health Organization Pandemic Treaty of 2024.

Discussion of local decision-making about declaration of a local/city emergency and how this process may be affected by the Pandemic Treaty. This is clearly a local matter, not a provincial or federal one. It is also time-sensitive considering the Pandemic Treaty goes into effect this May.

Delegation Request

Delegation's Information:

Alan Clarke has requested an appearance before Council

City: Nanaimo

Province: BC

Delegation Details:

The requested date is 2024-APR-22

Bringing a presentation: No

Details of the Presentation: To talk about the climate and council's role

DATE OF MEETING April 22, 2024
AUTHORED BY AMRIT MANHAS, ECONOMIC DEVELOPMENT OFFICER
SUBJECT **2024 STATE OF THE NANAIMO ECONOMY REPORT**

OVERVIEW

Purpose of Report:

To provide Council with the 2024 State of the Nanaimo Economy annual report.

BACKGROUND

One of the core services provided by the City's internal Economic Development function is timely and relevant information on the local economy. Through various research publications and customized data products, it offers valuable insights into Nanaimo's economic and business conditions. These resources are instrumental in guiding both new investors and existing businesses to make informed investment decisions. Data, information, and research serve as essential tools in economic development, providing intelligence for strategic planning, effective communication, partnership building, targeted marketing, attraction efforts, and fostering business growth.

This report reviews nearly 30 indicators including Gross Domestic Product (GDP), demographics, business, development activity, housing and real estate, labour force, income and tourism. Where possible, the data points provide comparison to the previous year, five to ten years back, and five to ten years forward to analyse structural changes in economic and business conditions.

DISCUSSION

The key messages contained in the 2024 State of the Nanaimo Economy include the following:

- *Nanaimo's Population boom continues surpassing 107,000 residents:* Over the past five years, an average of over 3,200 net new residents relocated to the RDN annually. Fifty-three percent of new migrants came from other parts of British Columbia, while 34% moved from other provinces, and 13% from other countries.
- *Younger demographics flocking to the City:* Projections show the largest growth over the next decade is in the 25-44 age category, increasing by 9,452 persons. Nanaimo's average and median age in the 2021 Census were younger compared to 2016.

- *Business Resilience, Nanaimo's diverse sectors weather economic shifts:* In 2023, the City of Nanaimo had 6,457 licensed businesses, nearly the same as 2022. Sectors like Accommodation and Food Services and Arts Entertainment, which were disproportionately affected by the pandemic, showed strong recovery.
- *Building Permit Values Remain Strong Despite higher Interest Rates:* In 2023, Nanaimo saw building permit values totaling \$364.7 million, showing an 11% dip from the previous year. Notably, residential permits hit their second-highest value ever recorded, with a 3% uptick, while commercial values experienced a remarkable 87% surge compared to the previous year.
- *Housing Starts: New housing units keep pace with population growth.* In 2023, 1,170 new housing units were introduced to the market, exceeding the threshold of 1155 identified by the housing needs assessment to accommodate population growth. New housing units declined by 15% in comparison to 2022.
- *Higher Density and varied housing forms:* The trend toward denser forms of housing continued with 78% of all new units being multi-unit dwellings.
- *Housing Prices: Modest decline in average housing prices and sales.* Bank of Canada increased its policy interest rate from 0.25% in March 2022 to 5.0% by July 2023. This rise in interest rates weakened the purchasing power of homebuyers and dampened demand, resulting in a modest decline in housing prices across most BC markets.

In 2023, the average annual price for a single-family home in Nanaimo dropped by 7.2% to \$827,617, still just below the historical high point. Similarly, condos/apartments experienced a 3.5% decrease, and row/townhouses saw a 3.3% decline in prices. Correspondingly, sales mirrored these trends with single-family homes witnessing an 11.1% drop, condo/apartment sales decreasing by 15%, while row/townhouse sales increased by 2.75%.

- *While slight improvement in Vacancy rate, rental rates continue to rise.* The average vacancy rate for rental apartments in Nanaimo saw a slight increase from 2.2% in 2022 to 2.7% in 2023 increasing available inventory.

Despite rent increases being capped at 2% for existing tenants in 2023, affordability for rental units continued to erode. In 2023 the average rent for a two-bedroom apartment surged by 9% (\$1681) in Nanaimo, 8.2% (\$1839) in Greater Victoria, and 8.9% (\$2181) in Greater Vancouver.

- *Labour Market: Labour force grows, as job postings decline.* In 2023, Nanaimo's labor force consisted of 68,400 individuals. Nanaimo's labor force growth rate over the year was 3.3%, Unemployment rates in Nanaimo inched up to 4.8% in 2023.

New job postings in Nanaimo saw a 9.6% decrease in 2023 compared to the previous year. This trend was reflected across British Columbia, with postings decreasing by 14.7%, and in the Vancouver Island Coast Region, where they declined by 12.2%.

- *University Enrollment: Vancouver Island University Enrollment Holds Steady.* Domestic student enrollment decreased by 1.6%, while international student enrollment saw a notable increase of 9.4% reaching pre-pandemic levels.
- *Income levels in Nanaimo continue to grow, but still lag BC averages.* In 2023, Nanaimo's estimated median household income was \$81,606, with an average household income of \$99,320. The per capita income in Nanaimo was \$42,034.
- Like the broader Canadian context, British Columbia faces several economic challenges in 2024, driven by a combination of factors including inflation, higher borrowing costs, and limited economic growth prospects. These challenges are expected to impact households, businesses, and governments across the province.
- GDP growth in BC is expected to experience a more pronounced downswing in 2024, with real GDP growth and employment growth falling below the rate of population growth. Real Gross Domestic Product (GDP) growth in BC is forecasted at 0.9% in 2023, 0.5% in 2024, and 2.2% in 2025.

SUMMARY POINTS

- One of the core services provided by the City internal economic development section is timely and relevant information on the state of the local economy.
- The 2024 State of the Nanaimo Economy is an annual publication that provides data, analysis, and insight into Nanaimo's economic and business conditions.

ATTACHMENTS

ATTACHMENT A: 2024 State of the Nanaimo Economy |

Submitted by:

Bill Corsan
**Director, Corporate and Business
Development** |

Concurrence by:

Laura Mercer
General Manager, Corporate Services |



**2024
State of the
Nanaimo Economy**

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Executive Summary

Over the past two years, Nanaimo has seen significant population growth, surpassing 107,000 residents. Among those relocating to the city, 72 per cent fall within the working age range of 15 to 64 years. Building permits reached \$364.7 million in 2023, with residential permits hitting the second-highest mark on record. Despite facing higher interest rates, Nanaimo consistently fulfills its annual new housing unit requirements, initiating over 1,100 units each year. Nanaimo's unemployment rate was 4.8 per cent in 2023, lower than both BC's (5.2 per cent) and Canada's (5.4 per cent). However, income and education levels in Nanaimo still lag behind the provincial average.

POPULATION & MIGRATION

Nanaimo's population boom continues: younger demographics flocking to the City.

- The City of Nanaimo's population for 2023 is projected to be 107,865, with the Regional District of Nanaimo's expected to reach 182,367 (BC Stats). Nanaimo ranked among the top five fastest-growing regions in Canada during the last Census, and future projections indicate continued robust growth in the region.
- Over the past five years, an average of over 3,200 net new residents relocated to the RDN annually. Fifty-three percent of new migrants came from other parts of British Columbia, while 34 per cent moved from other provinces, and 13 per cent from other countries. The region's natural growth rate has seen a sharp decline in recent years.
- Analysis of 2022 migration data reveals that 72 per cent of the 2,664 individuals who moved to the City of Nanaimo fell within the "working age" category of 15 to 64 years. The city experienced a net natural growth of -450 due to 897 births and 1,347 deaths.
- In 2022, BC's population witnessed its fastest growth rate in 25 years, with nearly 117,000 new residents. The surge was

primarily driven by an influx of migrants from other countries, constituting almost 89 per cent of the annual population increase. The province also saw a net gain of 15,869 residents from other provinces.

- For the first time in its history BC's net natural growth rate was negative.
- Both provincial and federal governments have shared the objective of attracting more migrants to counterbalance the aging population and tackle the substantial number of job vacancies across the province. However, there has been a recent pullback in this effort due to concerns regarding housing affordability.
- Nanaimo captured 5.3 per cent of total migrants to BC in 2022, and the five-year average is 5.4 per cent.
- Projections show the largest growth over the next decade in the 25-44 age category, increasing by 9,452 persons. Nanaimo's average and median age in the 2021 Census were younger compared to 2016.

BUSINESS

Business Resilience, Nanaimo's diverse sectors weather economic shifts

- In 2023, the City of Nanaimo had 6,457 licensed businesses, nearly the same as 2022. The "Construction" sector held the largest number of business licenses, followed by "Retail" and "Professional, Scientific, and Technical Services." Total business licenses increased by 10 per cent over the last decade.
- In 2023 the Accommodation and Food Services sector saw the largest growth in business licenses (+91), while the Construction sector experienced the largest decline (-65). Sectors like Accommodation and Food Services and Arts Entertainment, which were disproportionately affected by the pandemic, showed strong recovery.

- In 2022, the City of Nanaimo had 3,610 businesses with one or more employees. Businesses with employees increased by 17.4 per cent over the past decade, with sole proprietorships growing by 9 per cent in the past five years.

BUILDING ACTIVITY

Residential building permit values second highest on record

- In 2023, Nanaimo's total building permit values amounted to \$364.7 million, reflecting an 11 per cent decrease from 2022. Notably, residential project values increased by 3 per cent, while commercial values soared by 87 per cent compared to the previous year.
- Residential permits continued to dominate, constituting 84.6 per cent of the total permit value in 2023, marking the second-highest year on record. Non-residential building permits (covering commercial, industrial, and public projects) contributed 16.5 per cent to the total value in 2023, witnessing a 54 per cent decline from 2022. This decrease aligns more with historical patterns, as the surge in 2022 was primarily due to the construction of the correctional center (a public project) on Biggs Road.
- Both 2022 and 2023 saw 37 projects valued at \$2 million or more, with the majority in 2023 comprising apartment buildings.

HOUSING STARTS

New housing units keep pace with population growth, continuing shift towards compact living

- Housing starts, along with building permits, serve as leading indicators of economic activity. In 2023, the number of new housing units decreased by 15 per cent to 1170, down from 1370 in 2022. The housing needs assessment report indicates 1155 housing units should be created to match population growth. New housing units built in 2023 surpassed this threshold.
- The trend towards denser housing options persisted, with 78 per cent of all new units being multi-unit dwellings, particularly

condos, apartments, and townhouses, reflecting the city's transition towards a more densely populated urban environment.

HOUSING PRICES:

Decline in average housing prices and sales across most markets in BC

- The Bank of Canada increased its interest rate from 0.25 per cent in March 2022 to 5.0 per cent by July 2023. This rise in interest rates weakened the purchasing power of homebuyers and dampened demand, resulting in a decline in housing prices across most markets.
- In 2023, the average annual price for a single-family home in Nanaimo dropped by 7.2 per cent to \$827,617, still just below the historical high point. Similarly, condos/apartments experienced a 3.5 per cent decrease, and row/townhouses saw a 3.3 per cent decline in prices. Correspondingly, sales mirrored these trends with single-family homes witnessing an 11.1 per cent drop, condo/apartment sales decreasing by 15 per cent, while row/townhouse sales increased by 2.75 per cent.
- Likewise, in Victoria, both home prices and sales dipped in 2023 compared to 2022. The annual average price for a single-family home decreased by 3.4 per cent, condominiums witnessed a 2.2 per cent average price decline, and the townhome market experienced the most significant drop of 7 per cent. Overall property sales in 2023 fell by 8.7 per cent compared to 2022.
- The Metro Vancouver housing market concluded with balanced conditions in 2023. Total residential sales in the region decreased by 10.3 per cent compared to 2022. Despite elevated borrowing costs, home prices across all market segments saw gains of over five per cent.
- The average price of a single-family new house surged by 13 per cent in Nanaimo in 2023 to \$1,174,797. Greater Vancouver at \$2,726,136 and Greater Victoria at \$1,721,515 experienced more moderate increases of 5 per cent and 3 per cent, respectively. Across British Columbia at \$2,136,074 the average price hike stood at 11 per cent during this period.

RENTAL MARKET:

While slight improvement in Vacancy rate, rental rates continue to rise

- The average vacancy rate for rental apartments in Nanaimo saw a slight increase from 2.2 per cent in 2022 to 2.7 per cent in 2023. The increase in rental units available amounted to 210, marking a 4.4 per cent year-over-year rise.
- In the Vancouver CMA, the vacancy rate remained steady at 0.9 per cent, while in the Victoria CMA, it increased slightly from 1.5 per cent to 1.6 per cent. Rental supply saw a 5 per cent increase in the Victoria CMA and a 2.7 per cent rise in the Vancouver CMA in 2023.
- Despite rent increases being capped at 2 per cent for existing tenants in 2023, affordability for rental units continued to erode. In 2023 the average rent for a two-bedroom apartment surged by 9 per cent (\$1681) in Nanaimo, 8.2 per cent (\$1839) in Greater Victoria, and 8.9 per cent (\$2181) in Greater Vancouver.

LABOUR MARKET

Labour force grows, as job postings decline

- In 2023, Nanaimo's labour force consisted of 68,400 individuals. Nanaimo's labour force growth rate over the year was 3.3 per cent, surpassing both the 2.2 per cent growth rate in BC and the 1.8 per cent growth rate of the Vancouver Island Coast.
- Unemployment rates in Nanaimo inched up to 4.8 per cent in 2023, lower than BC's (5.2 per cent) and Canada's (5.4 per cent) rates but higher than that of the Vancouver Island Coast Region (4.2 per cent).
- New job postings in Nanaimo saw a 9.6 per cent decrease in 2023 compared to the previous year. This trend was reflected across British Columbia, with postings decreasing by 14.7 per cent, and in the Vancouver Island Coast Region, where they declined by 12.2 per cent.
- The majority of job openings in 2023 were full-time positions, accounting for 64 per cent of postings, while part-time postings made up 19 per cent.

- The highest number of jobs in 2023 were posted by the Vancouver Island Health Authority, followed by Vancouver Island University and Lowe's Canada.

UNIVERSITY ENROLLMENT

VIU Enrollment Holds Steady with International Student Surge

- In 2022, overall student enrollment at Vancouver Island University (VIU) remained largely unchanged compared to 2021. However, there were notable shifts within the student body demographics: domestic student enrollment decreased by 1.6 per cent, while international student enrollment saw a notable increase of 9.4 per cent but is still well below pre-pandemic levels.
- The influx of more students into the community generates greater demand for rental accommodation, tutoring services, and results in an expansion of the local workforce and increased spending. Notably, international students pay considerably higher fees compared to domestic students, positively impacting post-secondary budgets.

EDUCATION & INCOME

Nanaimo lags behind BC in income and education levels

- In Nanaimo, 28.6 per cent of individuals aged 25 to 64 held a bachelor's degree or higher, compared to 35.0 per cent in British Columbia and 32.9 per cent in Canada overall. Nanaimo tends to have a larger percentage of the population with education levels below a bachelor's degree compared to BC.
- Furthermore, Nanaimo tends to have a slightly smaller percentage of the population with accreditation in STEM (Science, Technology, Engineering, and Mathematics) fields of study compared to BC and Canada.
- In 2023, Nanaimo's estimated median household income was \$81,606, with an average household income of \$99,320. The per capita income in Nanaimo for the same year was \$42,034. British Columbia's estimated median household income stood

at \$93,585, with an average household income of \$119,172 in 2023. BC's per capita income for the year was \$47,443.

- Nanaimo lags behind British Columbia in all three income categories, likely reflecting the correlation with lower education levels.

HOUSEHOLD SPENDING

Household spending reached \$4.6 billion in 2023 in the City of Nanaimo

- Household expenditures in the City of Nanaimo reached an estimated \$4.6 billion in 2023.
- On average, Nanaimo households spent 8 per cent more on shelter, 4 per cent more on food, and 3 per cent more on Household Furnishings and Equipment compared to the national average. Conversely, they spent 19 per cent less on transportation costs and 18 per cent less on personal insurance payments and pension compared to the national average.

ECONOMIC OUTLOOK

BC Economy slowing down

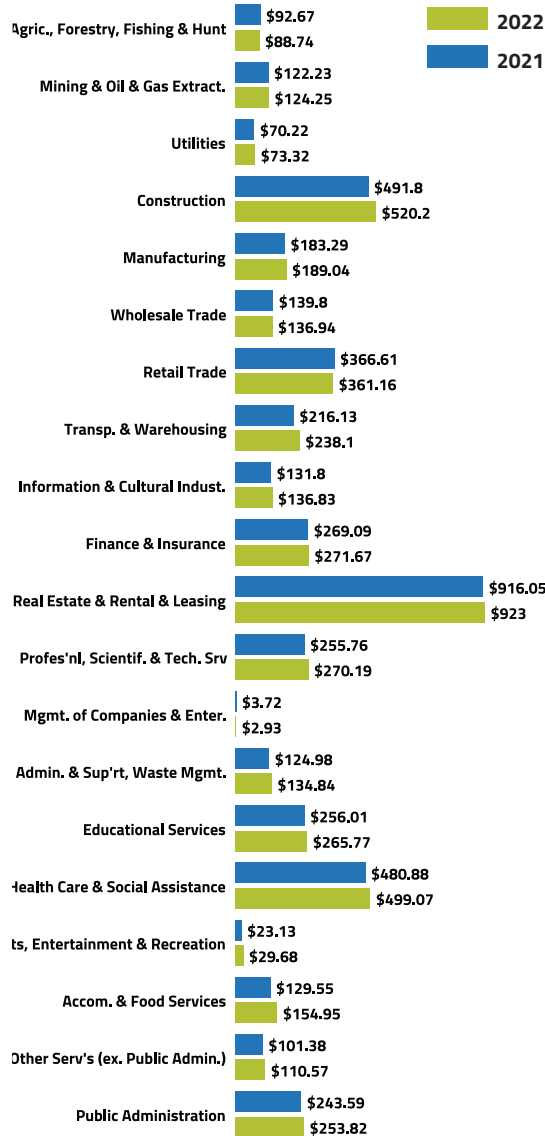
- Similar to the broader Canadian context, British Columbia faces several economic challenges in 2024, driven by a combination of factors including inflation, higher borrowing costs, and limited economic growth prospects. These challenges are expected to impact households, businesses, and governments across the province.
- GDP growth in BC is expected to experience a more pronounced downswing in 2024, with real GDP growth and employment growth falling below the rate of population growth. Real Gross Domestic Product (GDP) growth in BC is forecasted at 0.9 per cent in 2023, 0.5 per cent in 2024, and 2.2 per cent in 2025.
- The housing market is projected to continue its slump in 2024, influenced by diminished demand and the burden of higher borrowing costs, making it difficult for potential homebuyers to afford properties. The anticipated reduction in borrowing rates in mid-2024 is expected to stimulate activity.

- Immigration, while necessary for addressing labour shortages, presents its own set of challenges, including housing shortages and strained infrastructure. The influx of immigrants contributes to increased demand for housing, further exacerbating affordability issues in the market.
- Labour market indicators suggest a shift in conditions, with decreasing job vacancies and a rise in unemployment rates, signaling potential challenges for job seekers. The conclusion of major projects, particularly in the northern part of the province, is expected to contribute to economic uncertainty and potentially higher unemployment rates.
- BC merchandise exports declined by 16 per cent in 2023 due to weaker global demand and port strikes. The province's reliance on international trade makes it susceptible to fluctuations in global demand. The outlook for trade is slightly improved for 2024.
- Despite the above challenges, there are some areas of potential optimism in BC. Interest in critical minerals, trade opportunities, and investments in sectors like life sciences and cleantech offer avenues for economic growth and diversification.
- Additionally, upcoming high-profile events such as the 2024 Grey Cup, the 2025 Invictus Games, and the 2026 FIFA World Cup provide opportunities to showcase BC's strengths on the global stage and attract investment and tourism to the province.

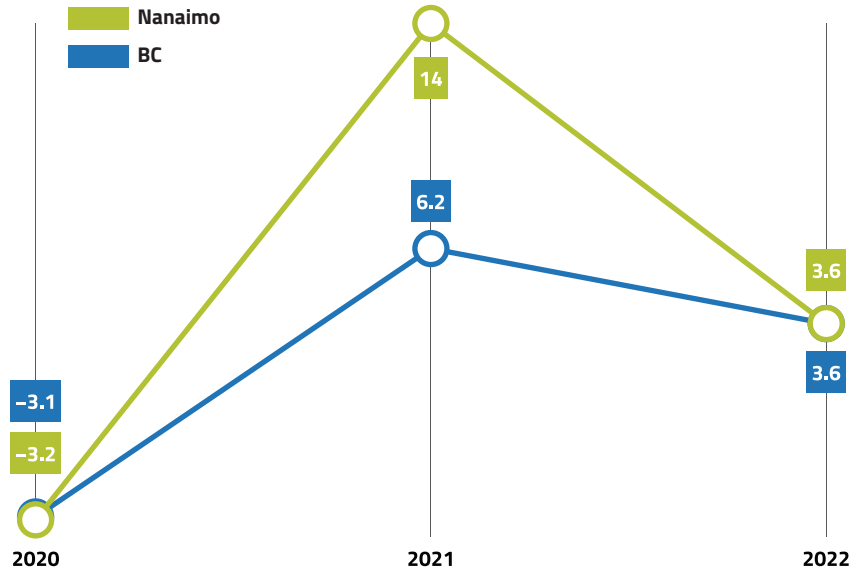
The 2024 State of the Nanaimo Economy report provides members of the public and investors with data, analysis and insights on Nanaimo's current economic and business climate. Produced annually by the City's internal economic development section, the report uses data from official government sources, secondary data aggregators, local operators and service providers. This report provides indicators such as City of Nanaimo Gross Domestic Product (GDP), demographics, business trends, development activity, housing and real estate, labour market, income and tourism.



City of Nanaimo GDP (Millions of Dollars)



GDP Growth Rates Index of GDP Growth (2016=100) Year-over-Year



GDP Growth Rates (Year-over-Year)

| | 2020 | 2021 | 2022 |
|-----------------------------------|-----------|-----------|-----------|
| Growth Rate: BC GDP | -3.10% | 6.20% | 3.60% |
| Growth Rate: Nanaimo GDP | -3.20% | 14.00% | 3.60% |
| Nanaimo GDP (\$ Millions) | \$4,053 | \$4,619 | \$4,785 |
| Nanaimo GDP as Share of BC | 1.60% | 1.80% | 1.80% |
| BC GDP (\$ Millions) | \$247,185 | \$262,593 | \$272,009 |

Gross Domestic Product

The Gross Domestic Product (GDP)¹ measures the value of final goods and services produced in the economy. Changes in GDP are the standard measure of economic growth. Nanaimo estimates are derived from provincial measures of GDP using the share of employment by industry (2021 Census). GDP is useful in providing overall economic trends in conjunction with other indicators.

Provincial GDP grew by 3.6 per cent in 2022, tied for fourth highest among provinces and equal to the national average. Despite rising interest rates, key investment indicators such as housing starts, non-residential investment, and major project activity remained relatively strong in 2022. Service producing industries registered an overall 4 per cent GDP increase and the Goods Producing Sector 3 per cent. Huge uptick in arts/entertainment/recreation and accommodation/food services and transportation/warehousing sectors. Construction and utilities sectors were the strongest performers in the goods-producing industries.

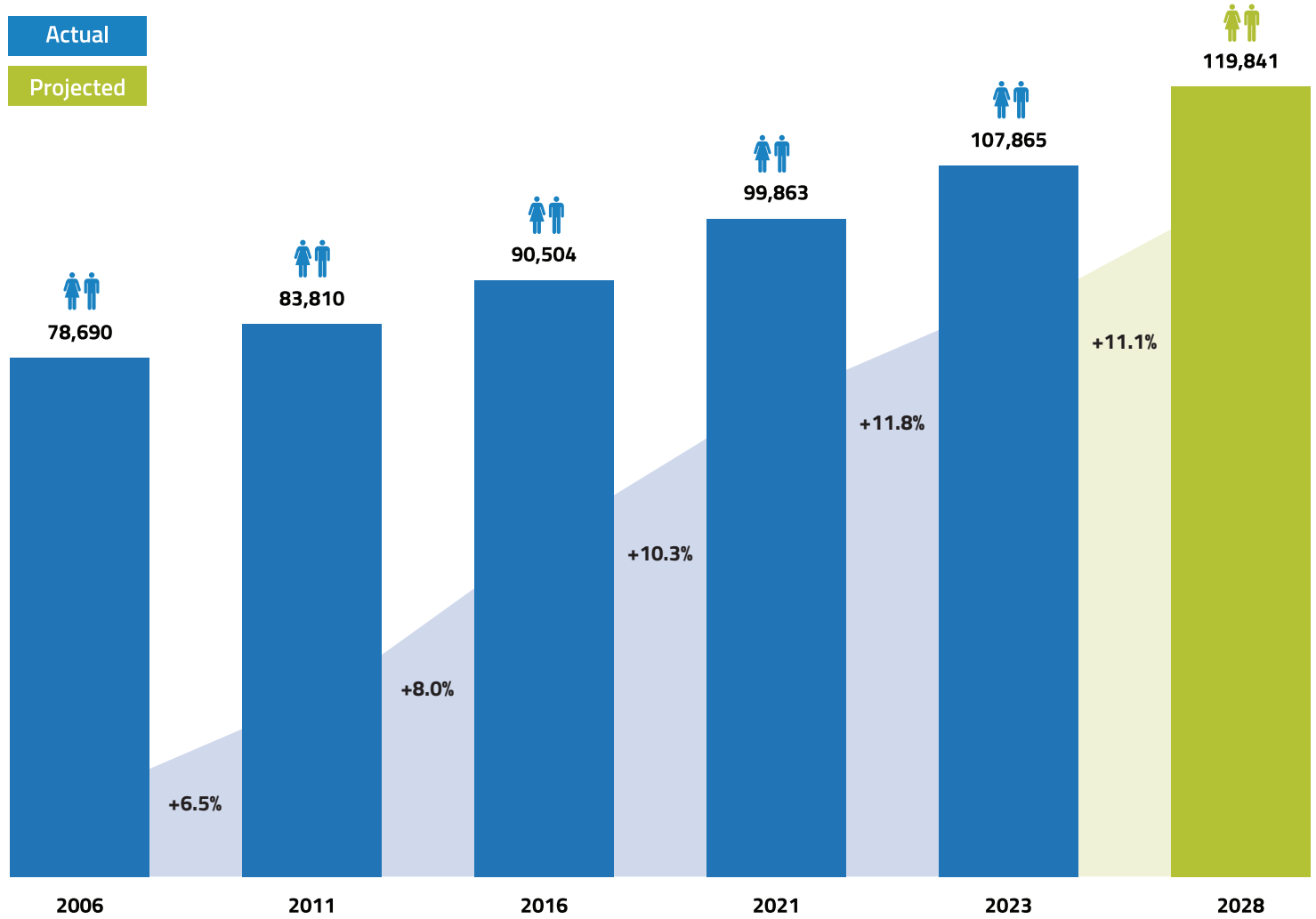
The City of Nanaimo accounted for approximately 1.8 percent of BC's GDP in 2022. In the primary industries; construction, utilities, manufacturing, "mining oil & gas extraction" performed better in 2022 in comparison to 2021, while "agriculture, forestry, fishing & hunting" sector underperformed. In the service sectors the largest increases were in the "arts, entertainment, recreation" and "accommodation and food services" sectors. All service sectors performed better in 2022 compared to 2021 with the exception of "wholesale trade" and "retail trade".

¹GDP is a measure of the value-added associated with market-based production. It does not capture non-market production or any activity that takes place in the underground economy. GDP estimates have a number of weaknesses as a measure of economic welfare and are best used in conjunction with other indicators such as income and employment. Chained dollars is a method of adjusting real dollar amounts for inflation over time, to allow the comparison of figures from different years.

SOURCE: BC STATS, NANAIMO ECONOMIC DEVELOPMENT CALCULATIONS

*The City of Nanaimo accounted for approximately **1.8 percent** of BC's GDP in 2022*

City of Nanaimo Population Growth



Population

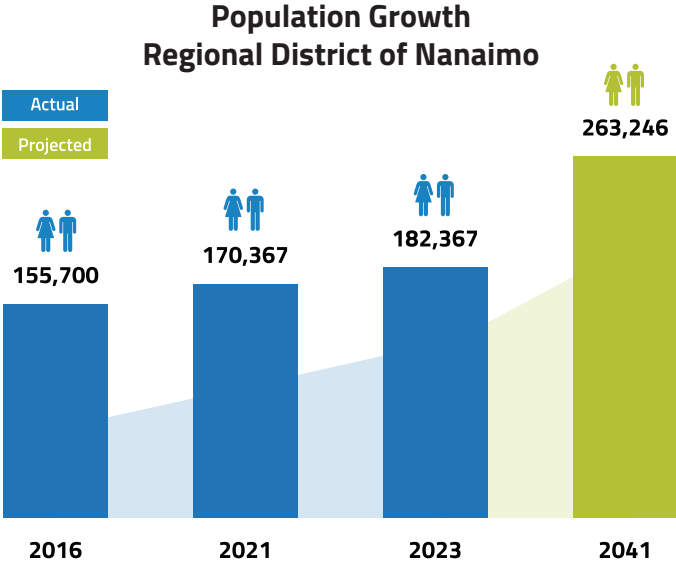
Following a brief slowdown during the COVID-19 pandemic, Nanaimo and British Columbia experienced a vigorous rebound in population growth. For 2023, the projected population of the City of Nanaimo is 107,865. Nanaimo experienced a significant population growth rate of 10.3 per cent during the last Census, surpassing the growth rates of both BC at 7.6 per cent and Canada at 5.2 per cent. Population projections up to 2046 indicate strong growth will continue in the region.

The Regional District of Nanaimo (RDN) is projected to have a population of 182,367 in 2023. Over the next five years, the RDN's population is expected to increase by 18,906 individuals, resulting in an average annual growth rate of 2.1 per cent. Comparatively, the Vancouver Island Coast region is forecasted to grow at a rate of 1.9 per cent annually, while BC is projected to grow at 2 per cent annually during the same period. For the City of Nanaimo, the population growth rate over the next five years is projected to be slightly higher at 2.2 per cent annually.

INDIGENOUS PEOPLE

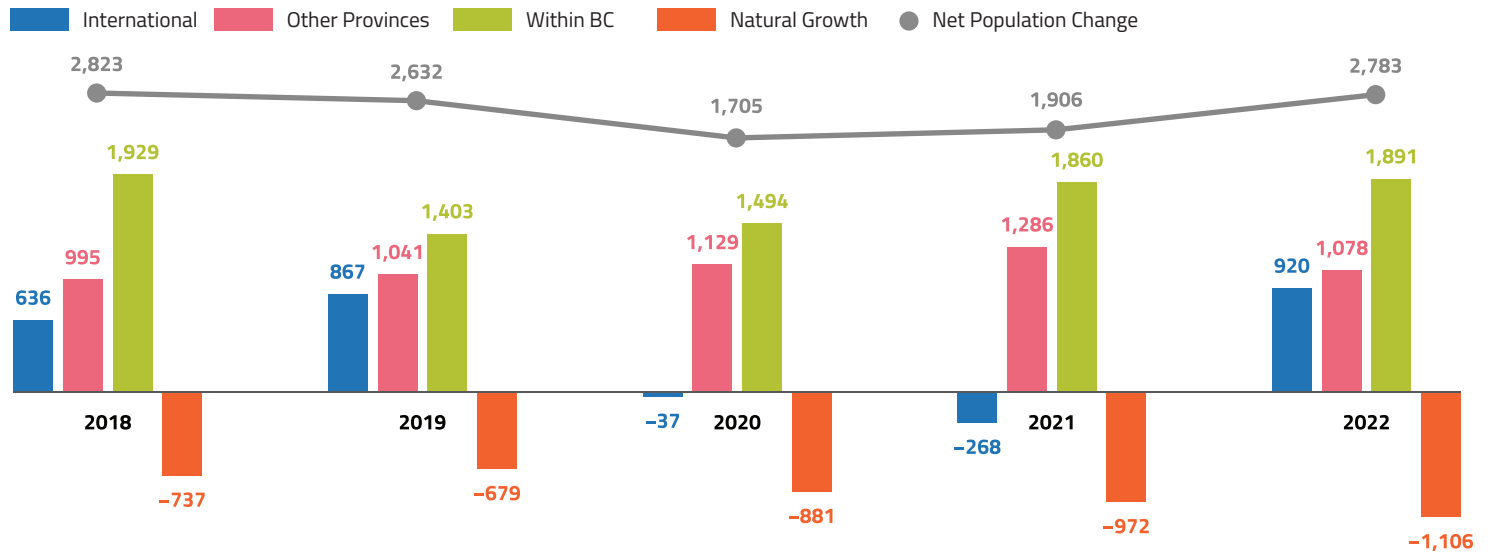
In 2021, there were 7,910 Indigenous people living in Nanaimo, making up 8.2 per cent of the population. In comparison BC's Indigenous population represented 5.9 per cent and Canada 5.0 per cent of total population. The majority of the Indigenous population reported a single Indigenous identity, either First Nations, Métis or Inuk (Inuit). Of the Indigenous population in Nanaimo, 54.9 per cent (or 4,345) were First Nations people, 39.4 per cent (or 3,120) were Métis, and 0.8 per cent (or 65) were Inuit.

The Indigenous population in Nanaimo is younger than the non-Indigenous population. Indigenous children aged 14 and under represented 25.3 per cent of the total Indigenous population, while non-Indigenous children accounted for 13.6 per cent of the non-Indigenous population. The average age of the Indigenous population in Nanaimo was 32.8 years, compared with 45 years for the non-Indigenous population.

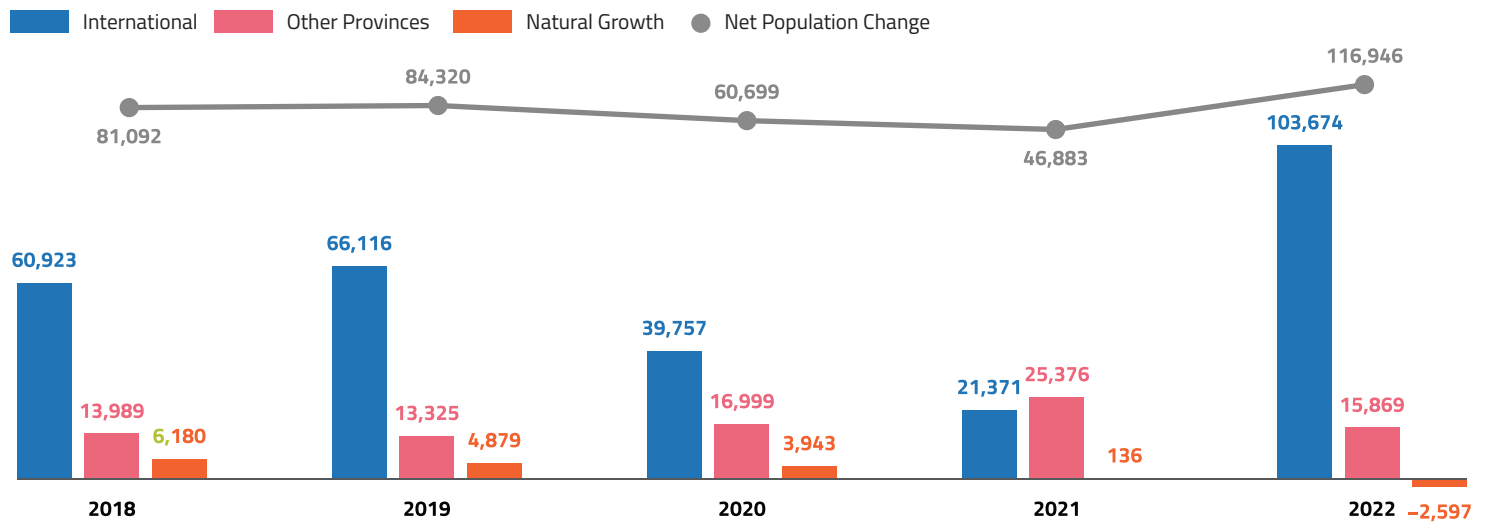


SOURCE: BC STATS, CENSUS CANADA

Origin of New Residents (RDN)



BC Migration



Migration

Population growth rates are influenced by two primary factors: natural increase (births minus deaths) and migration. In the Regional District of Nanaimo (RDN) in 2022, there were 1,122 births and 2,228 deaths, resulting in a negative natural growth rate that has persisted for decades. As a result, population growth in the region has been primarily driven by migration.

There are three types of migrants: intra-provincial (within BC), inter-provincial (from other provinces), and international immigrants (from outside Canada). While total migration decreased during the COVID shutdowns, it rebounded significantly as travel restrictions eased.

On average in the past five years, the RDN has welcomed over 3,200 net new residents annually. The majority of these newcomers, 53 per cent, migrated from other parts of British Columbia, while 34 per cent relocated from other provinces, and 13 per cent arrived from other countries.

Regarding the demographics of newcomers to the City of Nanaimo in 2022, data shows that 72 per cent fell within the "working age" category of 15 to 64 years old. However, negative natural growth persisted, with 897 births and 1,347 deaths resulting in a net natural growth of -450.

Strong international migration to British Columbia has been a key driver of net population growth in recent years. In 2022, BC experienced negative natural growth for the first time in its history, highlighting the significance of international migration. Nanaimo captured 5.3 per cent of total migrants to BC in 2022, with a five-year average capture rate of 5.4 per cent.

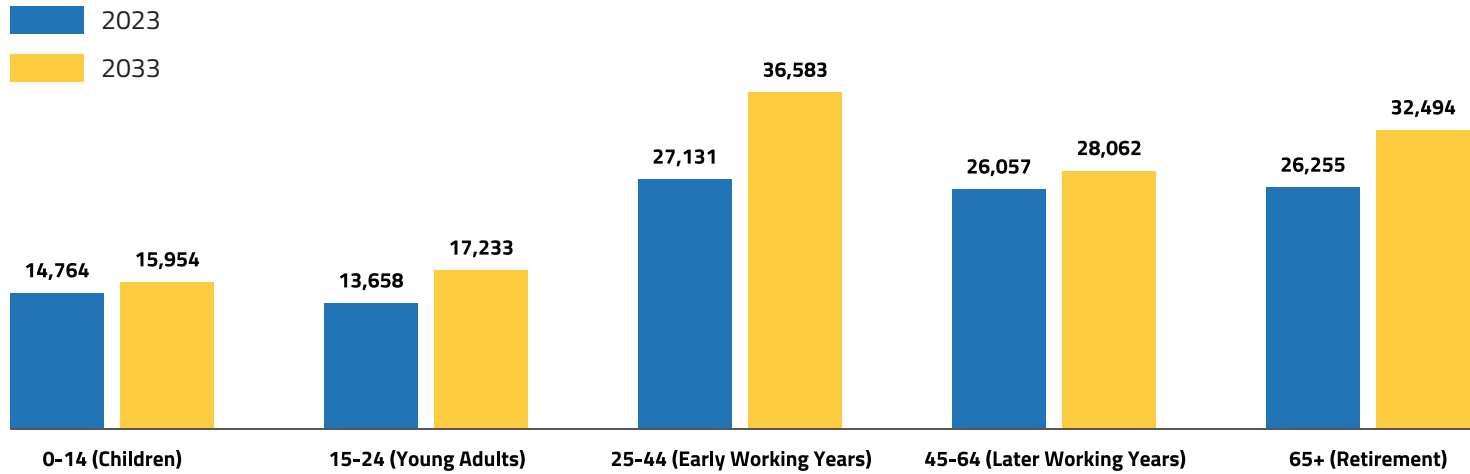
*On average in the past five years, the RDN has welcomed over **3,200 net new residents annually***

City of Nanaimo Migration by Age Breakdown (2022)

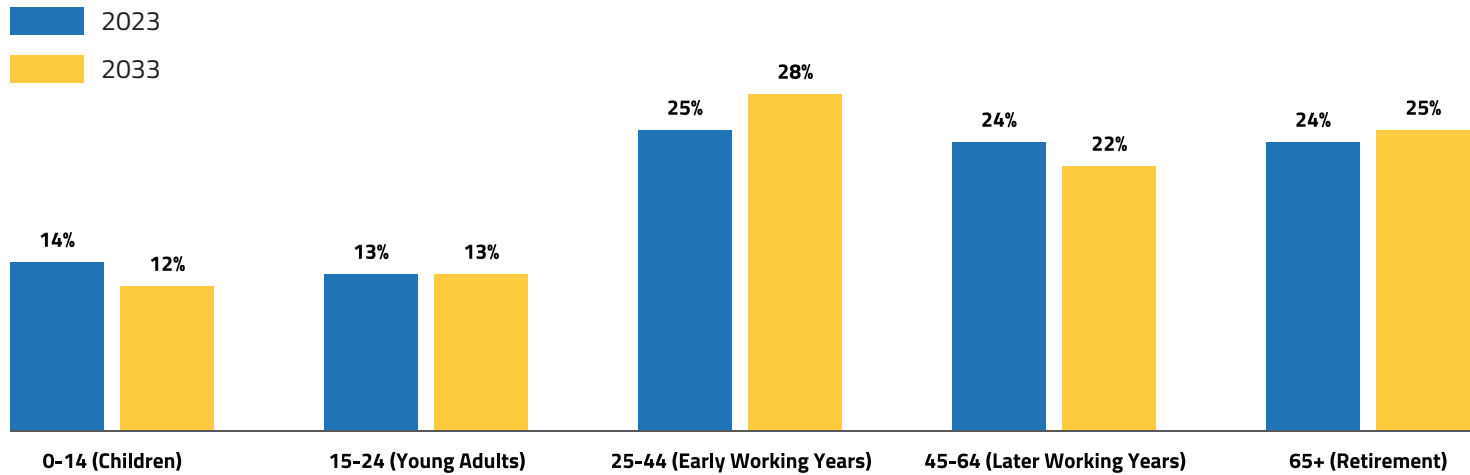
| | 0-14 | 15-64 | 65+ | Total |
|--------------------------|------|-------|-------|-------|
| International | 159 | 602 | 37 | 797 |
| Other Provinces | 94 | 583 | 15 | 696 |
| Within BC | 243 | 745 | 186 | 1,187 |
| Net Migration | 496 | 1,930 | 238 | 2,680 |
| Births | | | | 897 |
| Deaths | 1 | 200 | 1,144 | 1,347 |
| Net Natural | | | | -450 |
| Population Change | | | | 2,230 |

SOURCE: BC STATS, STATS CANADA (MOST RECENT YEAR DATA IS PRELIMINARY DATA). MIGRATION YEAR JULY 1-JUNE 30TH.

Population by Age Breakdown (City of Nanaimo)



Age Breakdown by Percentage of Total Population (City of Nanaimo)



Age Breakdown

In 2023, children (aged 0-14) comprised 14 per cent of Nanaimo's total population. By 2033, this segment is projected to increase by 8.1 per cent, adding 1,190 children. However, as a proportion of the total population, the children category is expected to decline by 2 per cent over the next decade.

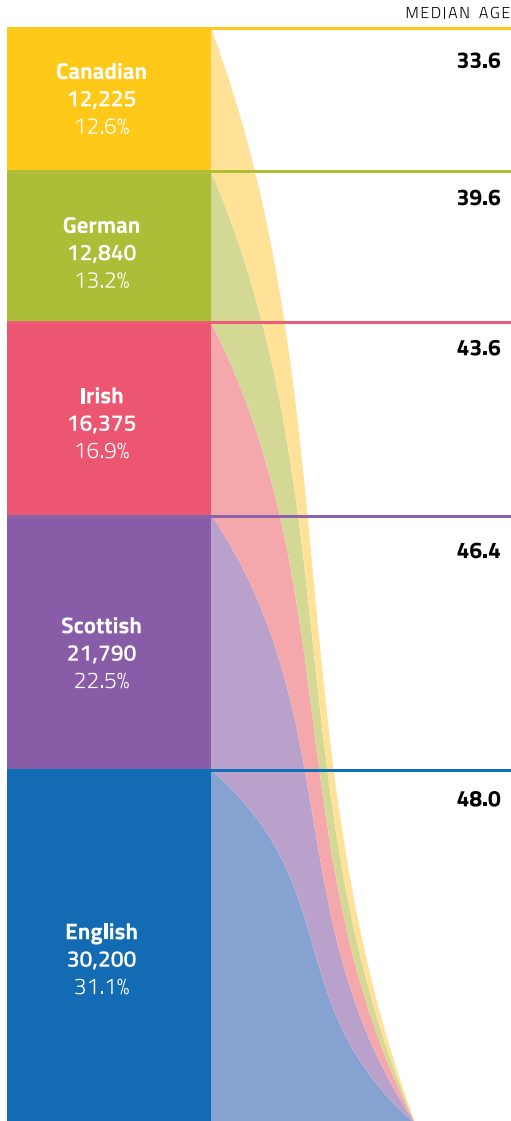
Meanwhile, the working-age population (aged 15-64) constituted 62 per cent (66,846) of Nanaimo's population in 2023. This segment is projected to increase by 22.5 per cent (+15,032) by 2033, to represent 63 per cent of the total population.

Individuals aged 65 and older represented 24 per cent of the total population in 2023 and are expected to grow by an additional 6,239 persons by 2033, reaching 23.8 per cent of the total population.

The largest growth over the next decade is projected in the 25-44 age category (early working years), with an increase of 9,452 persons. The second-largest growth category is the 65+ category, with an increase of 6,239 persons. Nanaimo's average and median age was younger in the 2021 Census compared to the 2016 Census, indicating a trend towards a younger population.

*The largest growth over the next decade is projected in the **25-44** (early working years) age category*

City of Nanaimo Five Highest Reported Ethnic Origins (2021)



City of Nanaimo Visible Minorities

| Ethnicity | 2023 | 2028 | % Change |
|--|---------------|---------------|------------|
| Chinese | 3,155 | 3,751 | 19% |
| South Asian | 2,449 | 2,758 | 13% |
| Filipino | 964 | 1,210 | 26% |
| Black | 855 | 1,004 | 17% |
| Latin American | 614 | 718 | 17% |
| Arab | 297 | 348 | 17% |
| Southeast Asian | 892 | 1,020 | 14% |
| West Asian | 198 | 218 | 10% |
| Korean | 403 | 402 | 0% |
| Japanese | 517 | 588 | 14% |
| Visible Minority (not included elsewhere) | 81 | 82 | 1% |
| Multiple Visible Minorities | 250 | 257 | 3% |
| Total Population | 10,675 | 12,356 | 16% |

Ethnic or Cultural Origins

According to the 2021 Census, the most commonly reported ethnic or cultural origin among Nanaimo residents is English, with approximately 30,200 individuals, constituting 31.1 per cent of the total population. Following closely behind is Scottish, with around 21,790 individuals, accounting for 22.5 per cent of the total population. The third most reported origin is Irish, with approximately 16,375 persons, representing 16.9 per cent of the total population.

Visible minorities make up 10 per cent of Nanaimo's total population, indicating increasing diversity in the region as the overall population expands. As of 2023, Nanaimo's visible minority population is estimated at 10,675 individuals. The three largest minority groups in Nanaimo are Chinese, South Asian, and Filipino, comprising 3.1 per cent, 2.4 per cent, and 0.9 per cent of the total population, respectively. It is projected that the total visible minority population will grow by 16 per cent by 2028, with the largest increases expected from Chinese migrants (596), followed by South Asian (309) and Filipino (246).

In comparison, BC's visible minority population stood at 32 per cent in 2023. The three largest minority groups in BC are Chinese, South Asian, and Filipino, accounting for 11.5 per cent, 9.1 per cent, and 2.9 per cent of the total population, respectively. Vancouver boasts the most diverse population in BC, with visible minorities making up 48.9 per cent of the total population. Among these minorities, Chinese represent 19.6 per cent, South Asian 12 per cent, and Filipino 5.1 per cent of the total population in Vancouver.

*Visible minorities represent
**10 per cent of Nanaimo's
total population.***

Business Licenses by Industry Sector (City of Nanaimo 2023)

| | | | | | | | |
|---|--|-----|-------|---|--|-------|-------|
|  | Professional, Scientific, Technical | 737 | 11.4% |  | Finance and Insurance | 119 | 1.8% |
|  | Retail Trade | 737 | 11.5% |  | Wholesale Trade | 128 | 2.0% |
|  | Other Services (except Public Admin.) | 650 | 10.1% |  | Education and Training | 76 | 1.2% |
|  | Health Care and Social Assistance | 688 | 10.7% |  | Information and Cultural | 45 | 0.7% |
|  | Admin/Support, Waste Mgmt/Remed. | 522 | 8.1% |  | Mgmt. of Companies/Enterprises | 2 | 0.0% |
|  | Real Estate, Rental and Leasing | 472 | 7.3% |  | Construction | 1,145 | 17.7% |
|  | Accommodation and Food Services | 597 | 9.2% |  | Manufacturing | 148 | 2.3% |
|  | Arts, Entertainment and Recreation | 199 | 3.1% |  | Agr., Forestry, Fishing and Hunting | 11 | 0.2% |
|  | Transportation and Warehousing | 175 | 2.7% |  | Utilities | 2 | 0.0% |

 Goods Producing Sector

 Service Producing Sector

Business Licenses

In 2023, the City of Nanaimo had 6,457 licensed businesses. The largest number of business licences are held by the construction sector, followed by retail and the “professional, scientific and technical services” sector. The number of total business licences increased by 10 per cent over the last decade.

In 2023, the largest growth in business licences was in the “accommodation and food services” sector (+91), followed by “arts, entertainment and recreation” (+9) and “healthcare and social assistance” (+9). The largest declines were in the construction sector (-65), retail (-27) and professional, scientific and technical sector (-9).

Home-based businesses account for 38 per cent of total business licences issued in the City of Nanaimo. 67 per cent of Nanaimo’s businesses are locally owned and operated. 3.0 per cent of Nanaimo businesses are franchise operations and 9.49 per cent are branch offices of larger companies headquartered elsewhere.

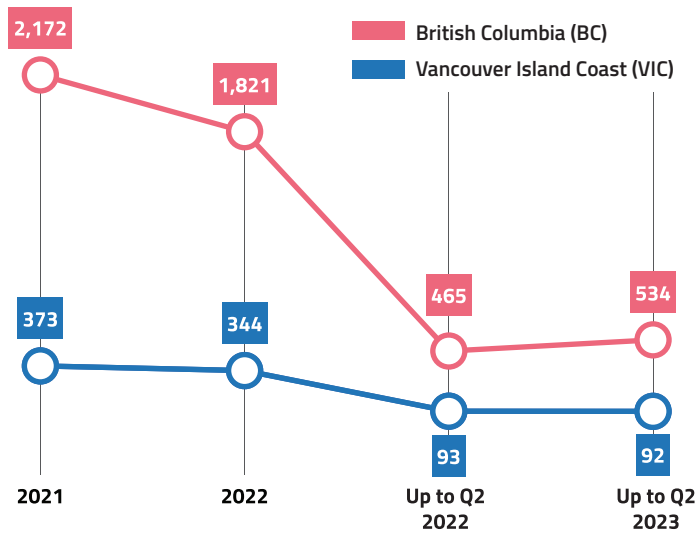
*Business licences represent all types of private businesses, sole proprietorships, partnerships and incorporated businesses

SOURCE: NANAIMO ECONOMIC DEVELOPMENT AS OF JULY 18, 2023

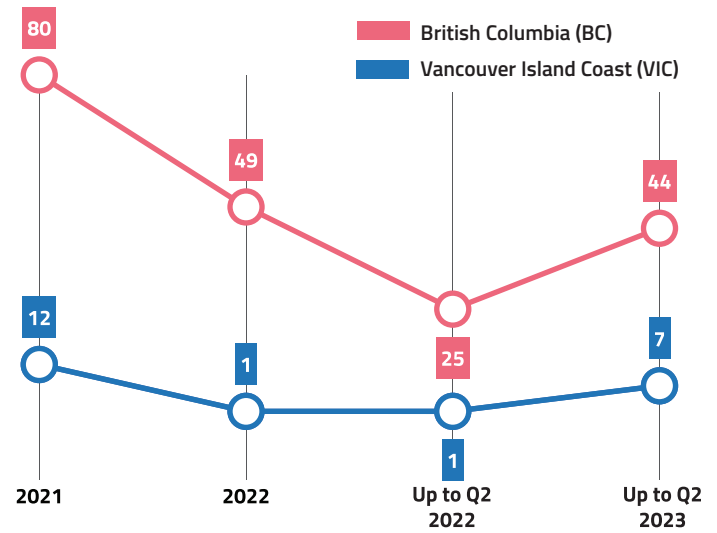
Business Incorporations (2018-2022)

| | 2018 | 2019 | 2020 | 2021 | 2022 | Average 2020-22 |
|--------------------------------|-------|-------|-------|-------|-------|-----------------|
| City of Nanaimo | 566 | 606 | 615 | 860 | 791 | 755 |
| Reg. District of Nanaimo (RDN) | 785 | 817 | 823 | 1,136 | 1,027 | 995 |
| Vancouver Island Coast (VIC) | 4,313 | 4,330 | 4,372 | 5,880 | 5,149 | 5,134 |
| Nanaimo as Share of VIC | 13% | 13% | 14% | 15% | 15% | 15% |
| Nanaimo as Share of RDN | 72% | 72% | 74% | 76% | 77% | 76% |

Consumer Bankruptcies



Business Bankruptcies



Business Incorporations

Incorporations are the number of new limited companies registered under the Business Corporations Act. Sole proprietorships or partnerships are not included. In 2022, there were 791 new business incorporations in the City of Nanaimo, while the Regional District of Nanaimo (RDN) saw a total of 1,027 registrations under the Business Corporations Act. Notably, Nanaimo accounted for 77 per cent of the new incorporations in the RDN and 15 per cent of Vancouver Island Coast region.

All three regions—City of Nanaimo, Regional District of Nanaimo, and Vancouver Island Coast exceeded their three-year average for business incorporations in 2022.

BUSINESS AND CONSUMER BANKRUPTCIES

In 2022, both business and consumer bankruptcies experienced declines on Vancouver Island Coast and across British Columbia compared to 2021. Specifically, consumer bankruptcies decreased by 8 per cent on the Vancouver Island Coast region and by 16 per cent in British Columbia, while business bankruptcies saw a significant decrease of 92 per cent on the Vancouver Island Coast and 39 per cent in British Columbia.

As of the time of this publication, bankruptcy data was only available up to the second quarter of 2023. Initial comparisons suggest that consumer bankruptcies remain relatively comparable, but there appears to be a larger increase in business bankruptcies when comparing the second quarters of 2022 and 2023. This shift likely reflects some of the lingering impacts of COVID-19 on businesses.

It's important to note that not all business closures are reflected in the business bankruptcy numbers, as many businesses may choose to close without declaring bankruptcy.

Businesses by Employee Size (City of Nanaimo)

| | 2012 | 2017 | 2022 | 10 Year Growth Rate |
|----------------|--------------|--------------|--------------|---------------------|
| 1-4 | 1,570 | 1,690 | 1,868 | 19% |
| 5-9 | 684 | 733 | 746 | 9% |
| 10-19 | 427 | 479 | 526 | 23% |
| 20-49 | 275 | 290 | 312 | 14% |
| 50-99 | 71 | 84 | 93 | 31% |
| 100-199 | 33 | 36 | 44 | 33% |
| 200-499 | 9 | 11 | 13 | 44% |
| 500+ | 5 | 7 | 8 | 60% |
| Total | 3,074 | 3,330 | 3,610 | 17% |

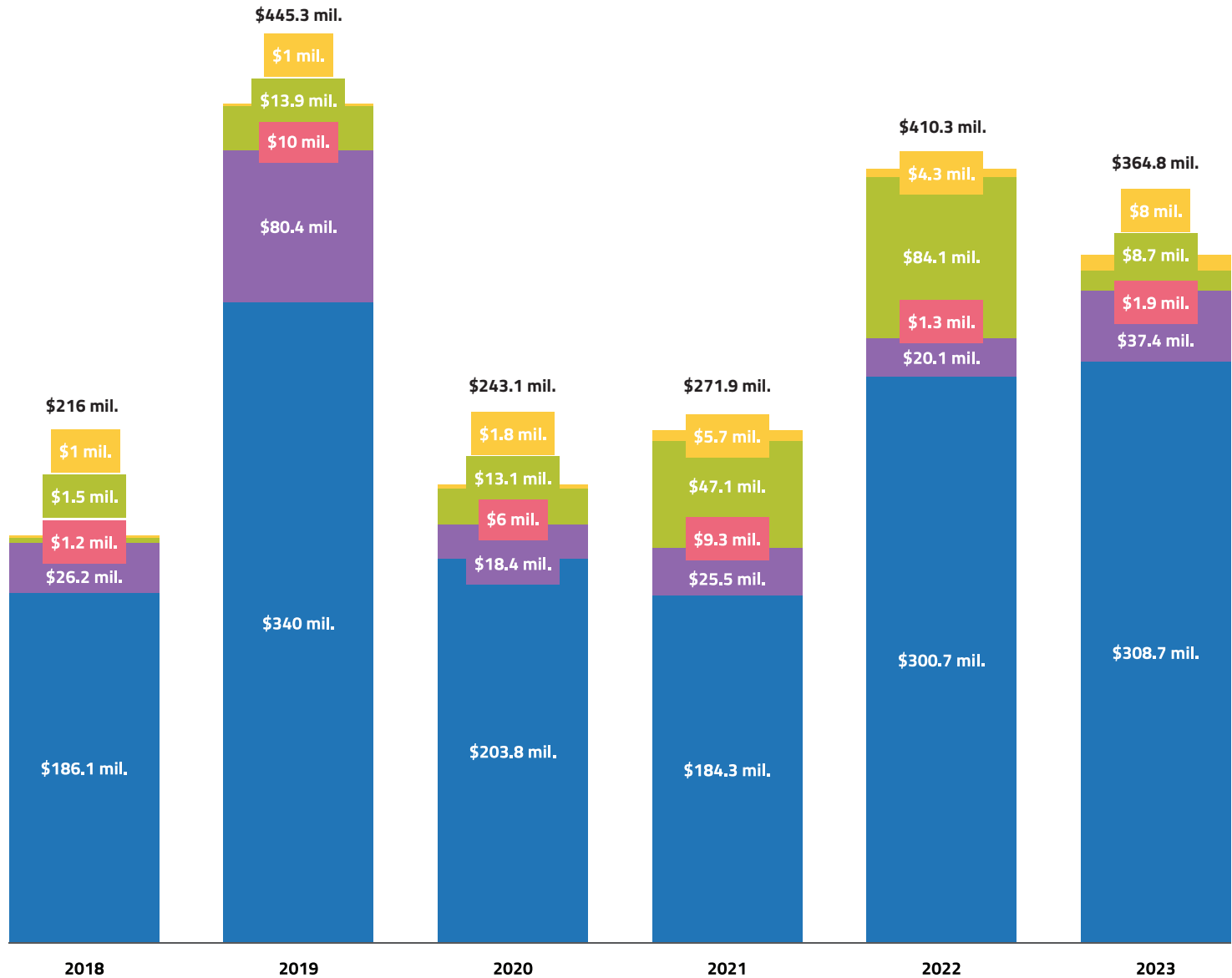
Size of Business

In 2022, the City of Nanaimo was home to 3,610 businesses with one or more employees, indicating a consistent growth trend in the overall number of businesses with employees over time. Over the past decade, the number of businesses with employees has increased by 17.4 per cent. Additionally, in the past five years, sole proprietorships have seen a notable increase of 9 per cent in Nanaimo.

Similar to trends observed across British Columbia, the majority of businesses in the City of Nanaimo are categorized as small to medium enterprises. Specifically, 87 per cent of businesses have between 1 and 19 employees, while 12.4 per cent have between 20 and 199 employees. Those with over 200 employees represent less than 1 per cent (0.6 per cent) of the total business landscape in Nanaimo.

SOURCE: BC STATS

City of Nanaimo Building Permit Value 2018-2023








Building Permits

In 2023, total building permit values in Nanaimo amounted to \$364.7 million, marking a 11 per cent decrease compared to 2022. Residential project values were 3 per cent higher and commercial values were 87 per cent higher year over year.

Residential permits continued to dominate the building permit landscape, accounting for 84.6 per cent of the total permit value in 2023, compared to 73 per cent in 2022. Commercial permits represented 10 per cent of the total value, while industrial permits comprised 0.5 per cent, public permits 2.4 per cent, and miscellaneous permits 2.2 per cent.

Non-residential building permits, encompassing commercial, industrial, and public sectors, contributed 16.5 per cent to the total building permit value in 2023, experiencing a drop of 54 per cent from 2022. This aligns more closely with historical trends, as the surge in 2022 was mainly driven by the construction of the correctional centre on Biggs Road.

In 2023 residential building permit values were the second highest on record

-  Residential
-  Commercial
-  Industrial
-  Public
-  Miscellaneous

SOURCE: NANAIMO ECONOMIC DEVELOPMENT

2023 Major Projects over \$2 Million

| Address | Description | Value |
|-------------------------|--|--------------|
| 235 Wallace Street | Two Towers on Parkade: 1) New Apartment Building, 48 units, 6 storey 2) New Apartment Building, 147 units, 6 storeys | \$45,422,800 |
| 388 Machleary Street | New Seniors Facility, 145 units, 5 storeys | \$36,918,000 |
| 340 Campbell Street | New Apartment Building, 163 units, 6 storeys | \$28,193,544 |
| 6981 Island Highway N | New Apartment Building, 75 units, 5 storeys | \$17,386,000 |
| 6985 Island Highway N | New Apartment Building, 75 units, 5 storeys | \$17,386,000 |
| 6340 McRobb Avenue | New Apartment Building, 66 units, 6 storeys | \$13,614,819 |
| 45 Haliburton Street | New Apartment Building, 38 units, 5 storeys | \$9,113,310 |
| 2345 Kenworth Road | New Apartment Building, 40 units, 4 storeys | \$8,000,000 |
| 3789 Shenton Road | New Office Building, 3 Residential units, 4 storeys | \$7,800,000 |
| 521 Third Street | New Apartment Building, 31 units, 1 commercial unit, 4 storeys | \$7,283,452 |
| 3945 Biggs Road | New Correctional Facility, 2 storeys | \$6,600,000 |
| 4900 Island Highway N | New Automotive Dealership, 2 storeys | \$6,513,000 |
| 4900 Island Highway N | New Automotive Dealership, 2 storeys | \$6,241,440 |
| 2355 Kenworth Road | New Automotive Dealership, 2 storeys | \$6,203,394 |
| 2560 Departure Bay Road | Building Envelope Repair | \$5,380,815 |
| 1615 Northfield Road | Four Buildings: 1) New Triplex, 3 storeys 2) New Triplex, 3 storeys 3) New Triplex, 3 storeys 4) New Duplex, 3 storeys | \$4,561,871 |
| 3201 Lauren Mary Place | Three Buildings: 1) New fourplex, 3 storeys 2) New Fourplex, 3 storeys 3) New Five-plex, 3 storeys | \$3,745,223 |
| 2358 Kenworth Road | New Automotive Dealership, 2 storeys | \$3,500,000 |
| 3201 Ross Road | Renovations of 23 units | \$3,200,000 |
| 2545 Doctors Road | Three Buildings: Two Duplexes and one Single Family Dwelling | \$3,000,000 |
| 1840 Stewart Avenue | New shell units within previously constructed building | \$2,750,000 |

Major Projects

In both 2023 and 2022, there were a total of 37 projects valued at \$2 million or more. In 2023, the majority of these larger projects consisted of apartment buildings. Additional large projects included a seniors' facility and a new automotive dealership.

NANAIMO HOSPITAL ICU REPLACEMENT

On June 28, 2023, the Nanaimo Regional General Hospital opened its state-of-the-art Intensive Care Unit (ICU). The ICU has 12 single-patient rooms, equipped with cutting-edge features such as service booms, overhead lifts, a dedicated medication room, a family consult room, and a staff room. This project, totaling \$41.6 million in cost, represents a significant upgrade to the initial ICU built in 1970.



235 WALLACE STREET
 \$45,422,800
 Telus Living, 7 and 6-storey buildings (195 res. units) 1 comm. retail unit, underground parking.



388 MACHLEARY STREET
 \$36,918,000
 New seniors facility on former hospital site with 145 total units.



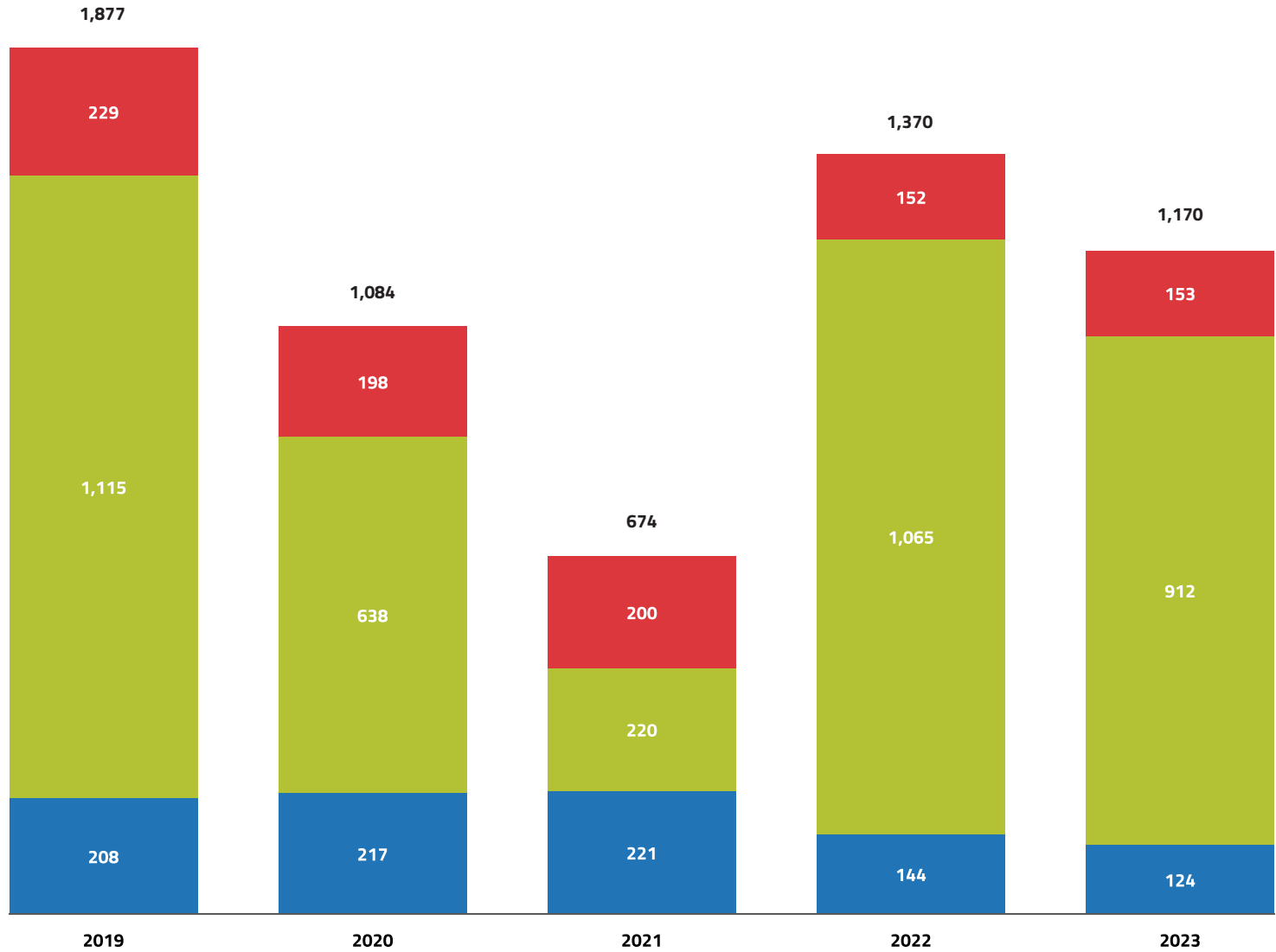
521 THIRD STREET
 \$7,283,452
 Phase 4, Building E on this location – 31 residential units, 1 commercial unit.



3789 SHENTON ROAD
 \$7,800,000
 New office building with residential units located on Diver Lake.

SOURCE: CITY OF NANAIMO

City of Nanaimo Housing Starts by Type



New Housing and Housing Stock

Housing starts, along with building permits, serve as leading indicators of economic activity. In 2023, the number of new housing units decreased by 15 per cent to 1170, down from 1370 in 2022. The housing needs assessment report indicates 1155 housing units should be created to match population growth. New housing units built in 2023 surpassed this threshold.

New construction developments have slowed as the cost of materials, labour and borrowing continue to rise, making new construction homes less profitable for developers.

The trend towards denser housing options persisted, with 78 per cent of all new units being multi-unit dwellings, particularly condos, apartments, and townhouses, reflecting the city's transition towards a more densely populated urban environment.

In Nanaimo, single or semi-detached homes continue to hold the majority share of housing (62 per cent), although this proportion has steadily declined over the past decade. With the city's expansion, there has been a notable shift in the housing landscape, with apartments and low/high-rise buildings now constituting 36 per cent of all housing, while other dwelling types make up the remaining 2 per cent.

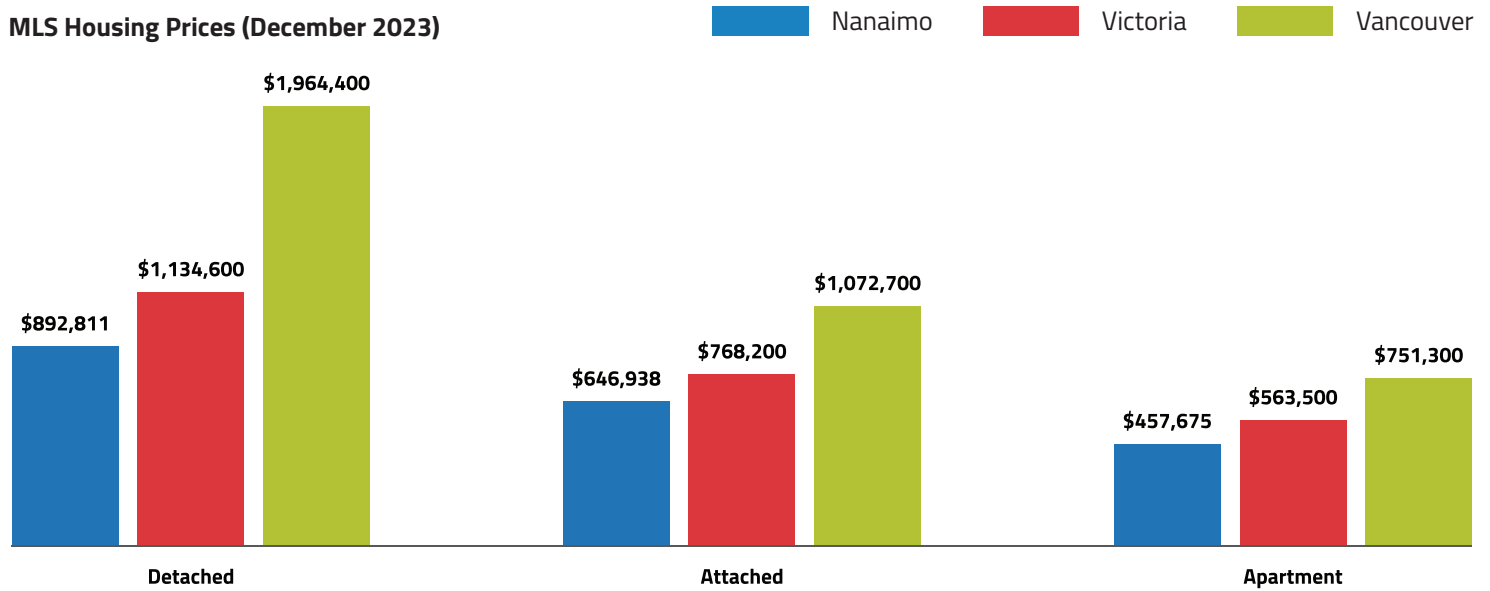
Housing ownership in Nanaimo was recorded at 66.7 per cent in the 2021 Census, marking an increase of 0.8 per cent since 2016. Additionally, data from the 2021 Census indicates that 24.2 per cent of households in the city spend 30 per cent or more of their income (before-tax income) on shelter costs, representing a notable reduction from 27.2 per cent in 2016. As of 2023, housing ownership stands at 66.16 per cent.

Housing Stock 2023

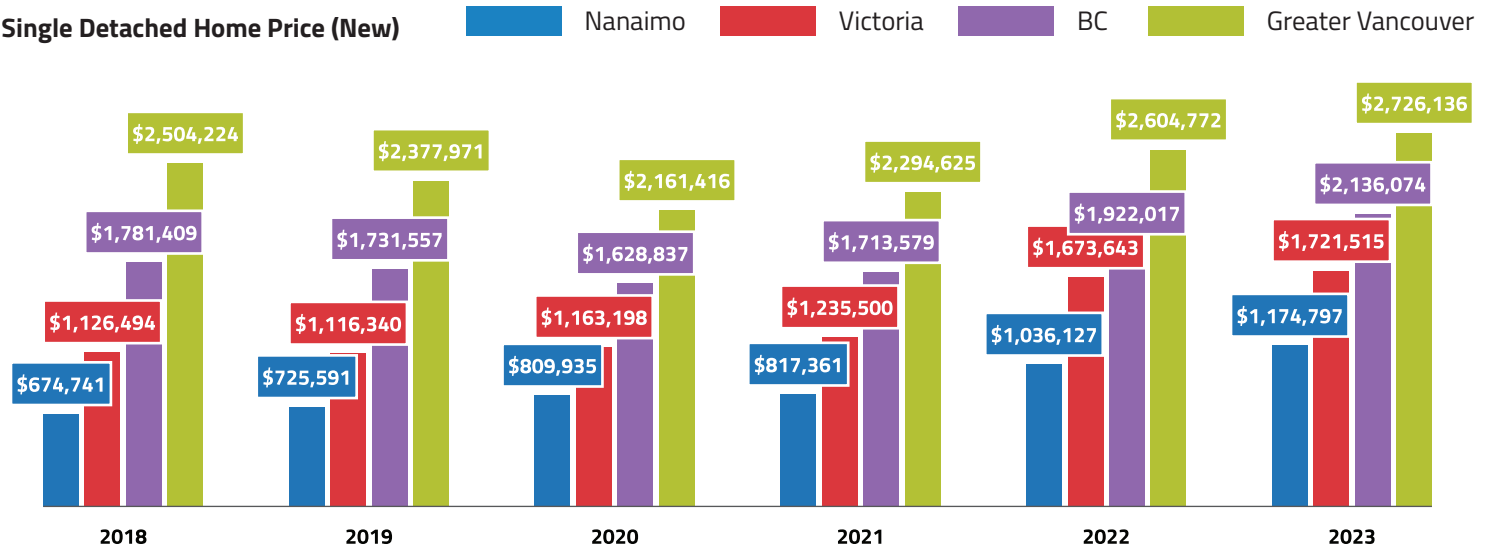
| | |
|------------------------------------|---------------|
| Houses | 27,192 |
| Single-Detached House | 22,919 |
| Semi-Detached House | 2,236 |
| Row House | 2,037 |
| Apt, Building Low/High Rise | 16,621 |
| Apt. Building, 5+ Stories | 1,462 |
| Apt. Building, < 5 Stories | 8,687 |
| Detached Duplex | 6,492 |
| Other Dwelling Types | 1273 |
| Other Single-Attached, House | 87 |
| Movable Dwelling | 1186 |
| Total Households | 45,086 |

SOURCE: CMHC, ESRI CANADA

MLS Housing Prices (December 2023)



Single Detached Home Price (New)



Housing Prices

In December 2023, the benchmark price for an average single-family detached home increased by 15.4 per cent year-over-year in Nanaimo. In contrast, Greater Vancouver saw a 7.7 per cent increase, while Greater Victoria experienced a more modest 2.5 per cent uptick. Row-housing prices followed suit with substantial hikes, rising by 30.2 per cent in Nanaimo, 5.9 per cent in Greater Vancouver, and 1.4 per cent in Greater Victoria. Apartment prices also saw significant movement, climbing by 16.3 per cent in Nanaimo, 5.3 per cent in Greater Vancouver, and remaining relatively stable in Greater Victoria.

Despite December showing year-over-year price increases, average annual housing prices dropped across all three markets. The rise in interest rates diminished homebuyers' purchasing power and dampened demand, resulting in a widespread decline in housing prices across most markets in British Columbia.

In 2023, the average annual price for a single-family home in Nanaimo dropped by 7.2 per cent to \$827,617. Similarly, condos/apartments experienced a 3.5 per cent decrease, and row/townhouses saw a 3.3 per cent decline in prices. Correspondingly, sales mirrored these trends with single-family homes witnessing an 11.1 per cent drop, condo/apartment sales decreasing by 15 per cent, while row/townhouse sales increased by 2.75 per cent.

Likewise, in Victoria, both home prices and sales dipped in 2023 compared to 2022. The annual average price for a single-family home decreased by 3.4 per cent, condominiums witnessed a 2.2 per cent average price decline, and the townhome market

experienced the most significant drop of 7 per cent. Overall property sales in 2023 fell by 8.7 per cent compared to 2022.

The Metro Vancouver housing market concluded with balanced conditions in 2023. Total residential sales in the region decreased by 10.3 per cent compared to 2022. Despite elevated borrowing costs, home prices across all market segments saw gains of over five percent.

The average price of a single-family new house surged by 13 per cent in Nanaimo in 2023 compared to the previous year. Greater Vancouver and Greater Victoria experienced more moderate increases of 5 per cent and 3 per cent, respectively. Across British Columbia, the average price hike stood at 11 per cent during this period.

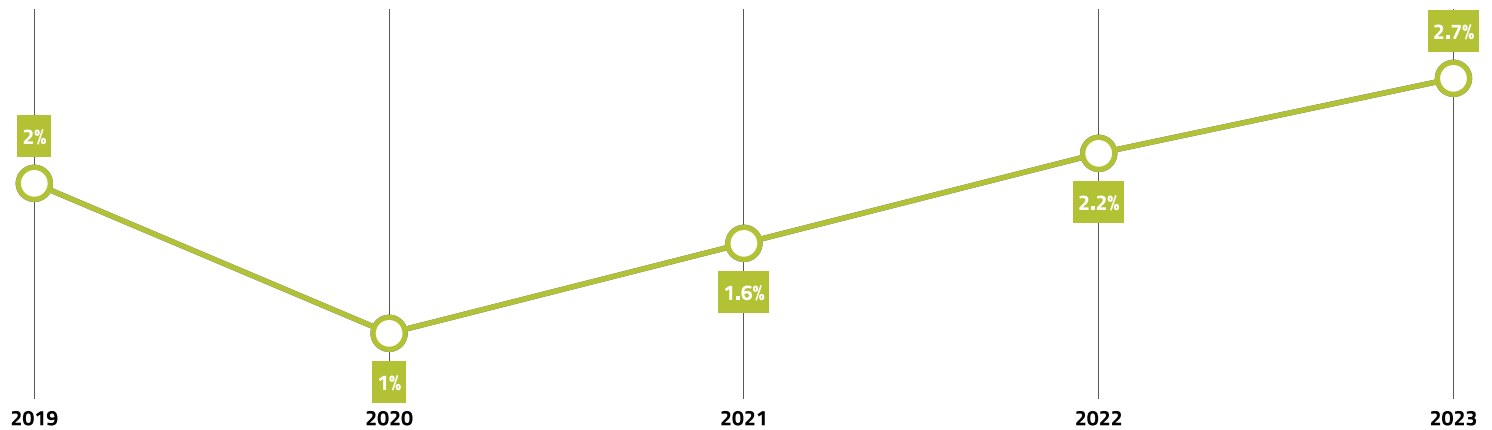
Higher interest rates are serving as a barrier to entry for many first-time homebuyers. Consequently, first-time buyers are exploring alternative forms of homeownership, primarily purchasing with family members to enhance affordability. New construction developments are expected to slow down due to the rising costs of materials and labour, making new construction homes less profitable for developers. Due to demand from homebuyers seeking rental income, many projects are incorporating separate living spaces from the primary residence.

SOURCE: CMHC (ABSORBED DETACHED NEW SINGLE-FAMILY HOME) VIREB, REBGV, VREB (NOTE: THE HOUSING PRICE INDEX DETERMINES THE BENCHMARK PRICE AND IT IS GIVEN BASED ON CRITERIA THAT IS COMMONLY FOUND IN OTHER PROPERTIES IN THE SAME AREA. BENCHMARK PRICE IS CONSIDERED A TYPICAL SALE PRICE).

Nanaimo Average Rents, Vacancy & Units

| | Rent | | Vacancy Rate | | Units | |
|-------------------|---------|---------|--------------|-------|-------|-------|
| | 2023 | 2022 | 2023 | 2022 | 2023 | 2022 |
| Bachelor | \$1,134 | \$1,078 | 2.40% | 1.40% | 391 | 394 |
| 1 Bedroom | \$1,319 | \$1,230 | 2.90% | 2.40% | 2,363 | 2,280 |
| 2 Bedroom | \$1,681 | \$1,542 | 2.60% | 1.80% | 2,018 | 1,926 |
| 3+ Bedroom | \$1,737 | \$1,619 | 0.00% | 5.50% | 185 | 147 |
| Total | \$1,466 | \$1,356 | 2.70% | 2.20% | 4,957 | 4,747 |

Nanaimo Rental Market Vacancy Rate



Rental Market

In 2023, 66 per cent of Nanaimo residents resided in owned housing, with the remaining 34 per cent in rental accommodations.

The average vacancy rate for rental apartments in Nanaimo saw a slight uptick from 2.2 per cent in 2022 to 2.7 per cent in 2023. The increase in rental units available amounted to 210, marking a 4.4 per cent year-over-year rise.

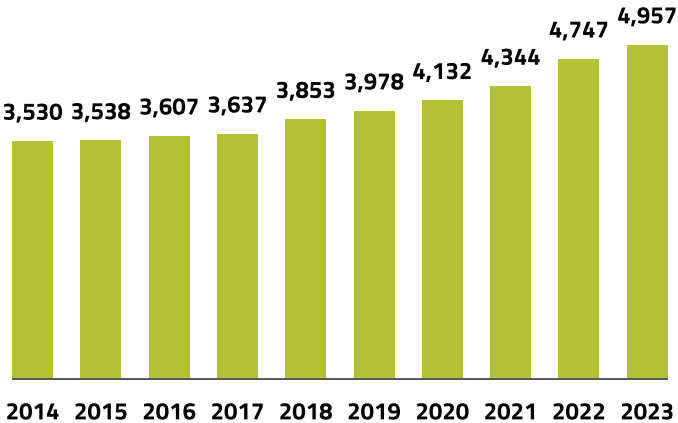
In Vancouver CMA, the vacancy rate held steady at 0.9 per cent, mirroring the previous year, while Victoria CMA experienced a slight increase from 1.5 per cent to 1.6 per cent. Rental supply saw a 5 per cent increase in Victoria CMA and a 2.7 per cent rise in Vancouver CMA in 2023.

Although rent increases were capped at 2 per cent for existing tenants in 2023, affordability for rental units continued to erode. Overall, the average rent for a two-bedroom apartment surged by 9 per cent in Nanaimo, 8.2 per cent in Greater Victoria, and 8.9 per cent in Greater Vancouver.

Comparison of Average Monthly Rent (2 Bedroom Apt.)

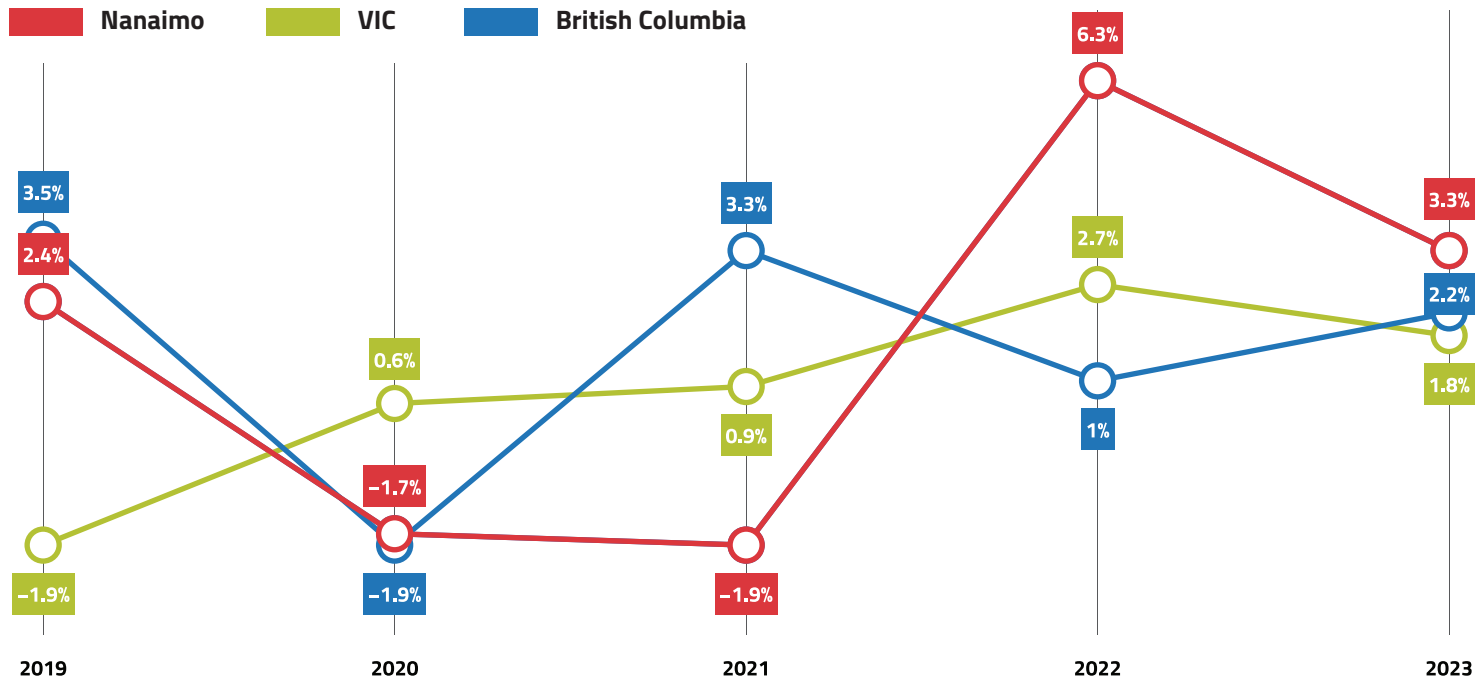
| | Vancouver | Victoria | Nanaimo |
|-----------------|-----------|----------|---------|
| 2022 | \$2,002 | \$1,699 | \$1,542 |
| 2023 | \$2,181 | \$1,839 | \$1,681 |
| % Change | 8.90% | 8.20% | 9.00% |

Private Apartment Units Rental Stock (Nanaimo)



SOURCE: CMHC

Labour Force Growth Rate



| | 2019 | 2020 | 2021 | 2022 | 2023 | Average |
|-----------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Nanaimo | 2.40% | -1.70% | -1.90% | 6.30% | 3.30% | 1.70% |
| VIC | -1.90% | 0.60% | 0.90% | 2.70% | 1.80% | 0.80% |
| BC | 3.50% | -1.90% | 3.30% | 1.00% | 2.20% | 1.60% |
| Nanaimo Labour Force | 64,600 | 63,500 | 62,300 | 66,200 | 68,400 | 65,000 |

Labour Force

The labour force encompasses individuals aged 15 and above who are either employed or actively seeking employment. Changes in the labour force result from shifts in population and economic opportunities. A burgeoning economy attracts workers from other regions and encourages more individuals to join the workforce. Conversely, during economic slowdowns, people may seek opportunities elsewhere or opt out of the labour force altogether.

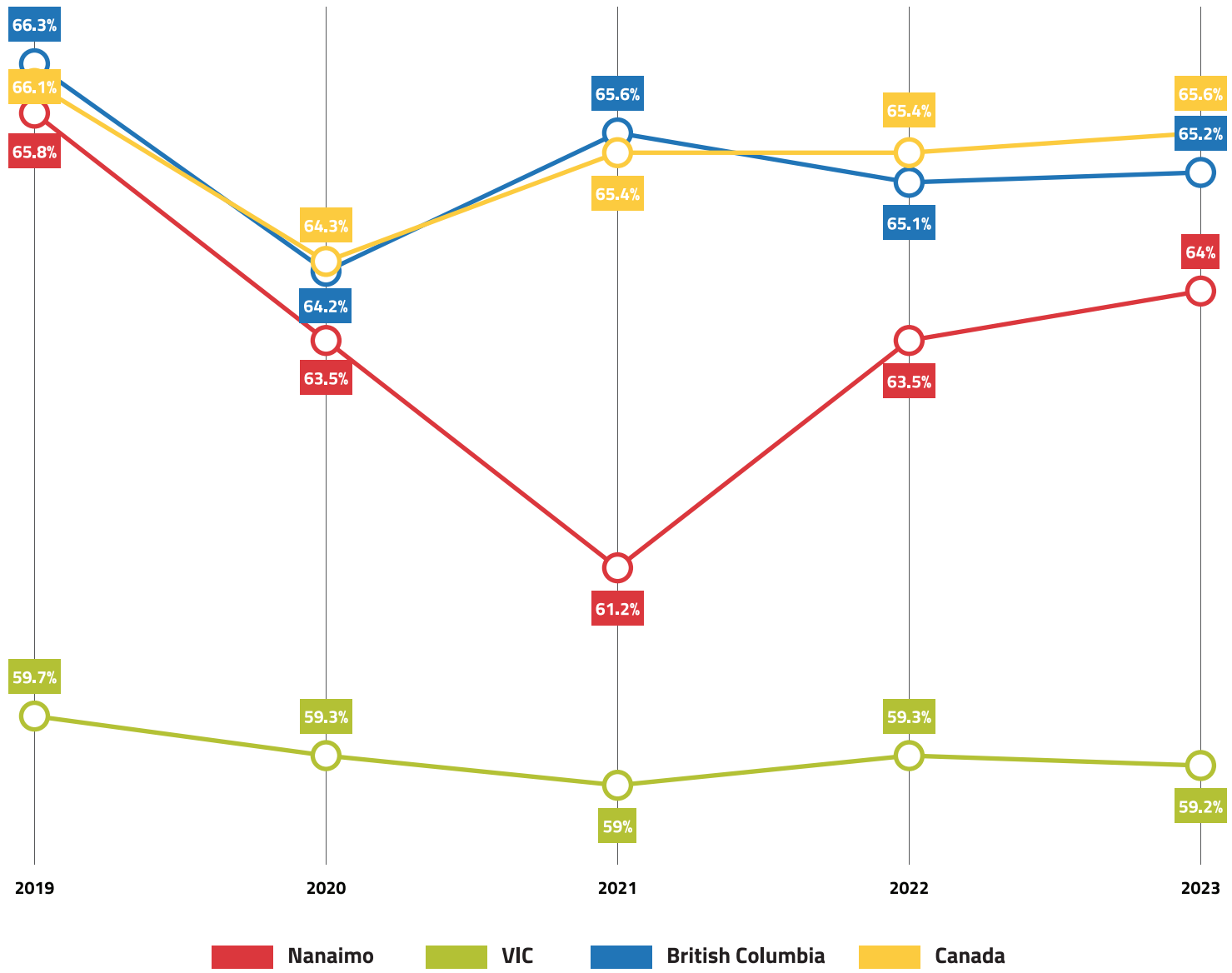
Between 2019 and 2023, Nanaimo's labour force experienced an average annual growth of 1.7 per cent, slightly outpacing the province's growth rate of 1.6 per cent and the Vancouver Island Coast region's rate of 0.8 per cent. While Nanaimo generally mirrors the provincial trends in labour force growth, it exhibits greater variability, likely due in part to measurement error in the labour force survey stemming from small sample sizes. Therefore, the five-year average growth rate (1.7 per cent) provides a more accurate reflection of labour force dynamics in Nanaimo.

In 2023, Nanaimo's labour force consisted of 68,400 individuals, showing a growth rate of 3.3 per cent, surpassing the 2.2 per cent growth rate in BC and the 1.8 per cent growth rate on the Vancouver Island Coast.

BC is projected to have 1,017,000 job openings between 2022 and 2032, with nearly 80 per cent of these positions requiring some level of post-secondary education or training.

SOURCE: STATS CANADA

Labour Force Participation Rate

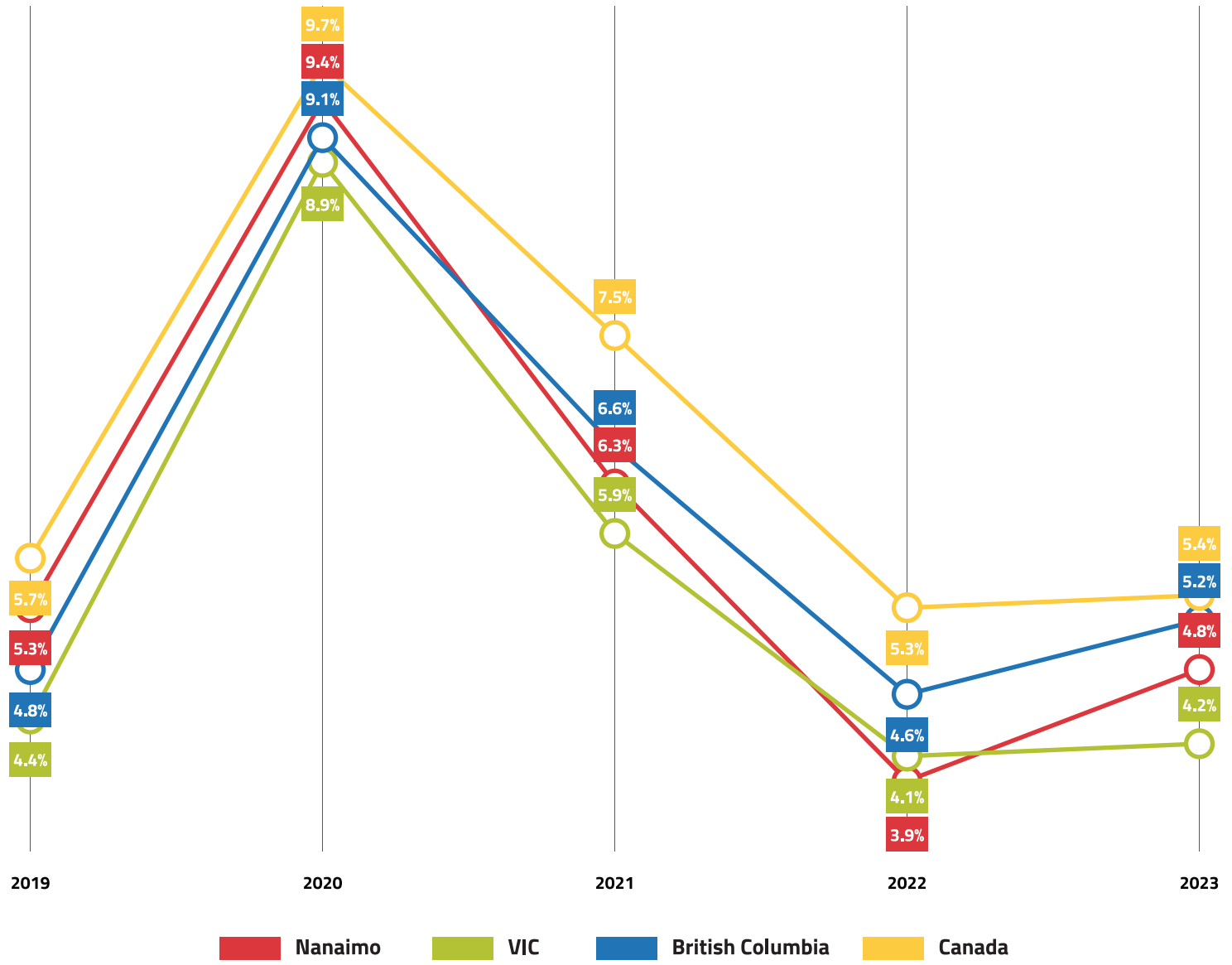


Labour Force Participation Rate

In 2023, labour force participation rates saw improvements in Nanaimo, BC, and Canada, albeit experiencing a slight dip in the Vancouver Island Coast region. Nanaimo consistently exhibits a lower labour force participation rate compared to BC and Canada but fares better than the Vancouver Island Coast Region. This reflects Nanaimo's and the Island's older age structure in relation to BC and Canada.

The labour force participation rate gauges the proportion of the labour force (employed and unemployed) relative to the working-age population. Essentially, it indicates the percentage of the working-age population engaged in work or actively seeking employment. Regions with younger populations typically boast higher labour force participation rates, while those with older demographics tend to have lower rates. Additionally, participation rates often decrease during economic downturns due to discouraged workers and increase during periods of economic growth. The greater variability observed in Nanaimo's participation rate likely stems from the smaller sample size of the labour force survey.

Unemployment Rate Comparisons (Annual Averages)

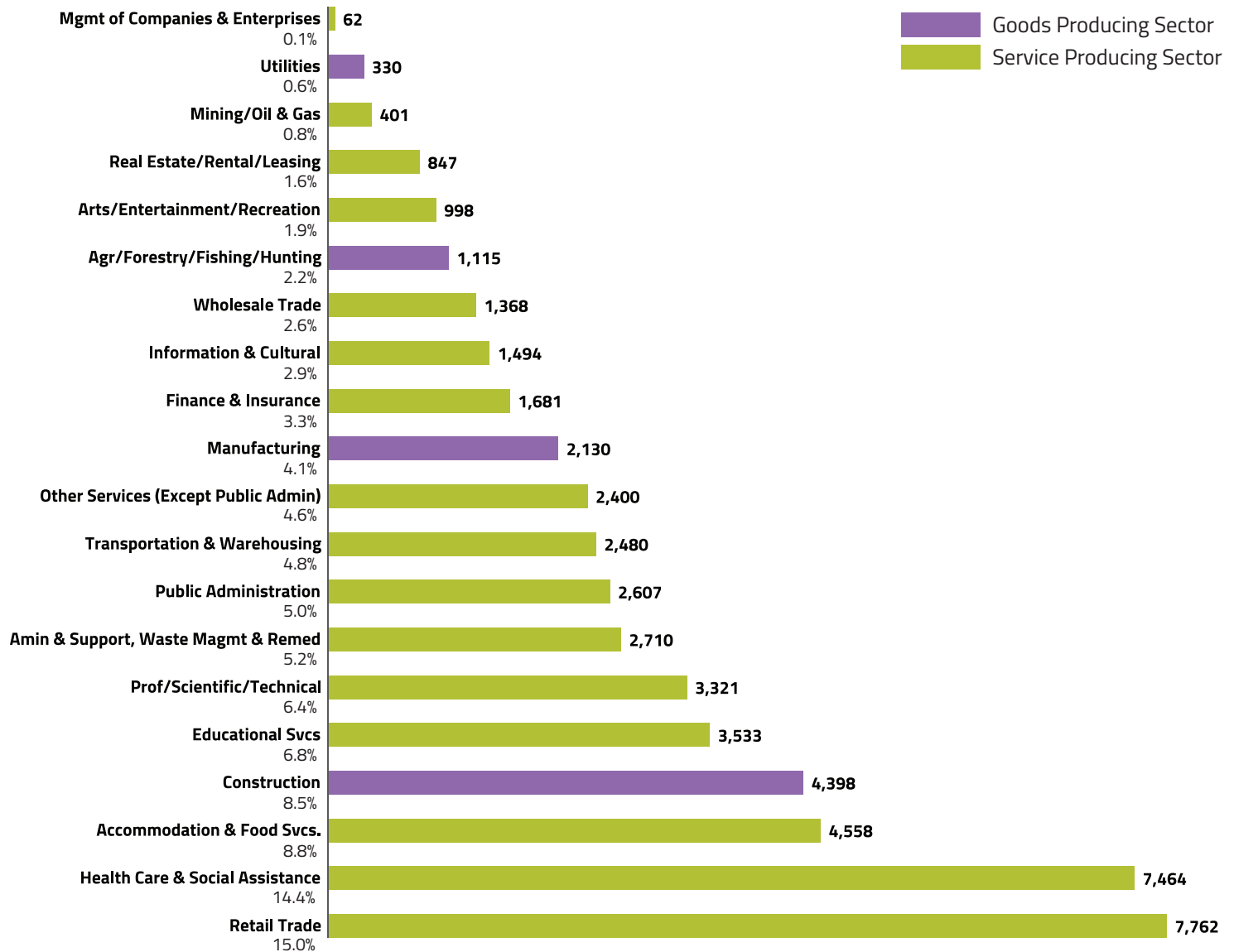


Unemployment Rate

Pandemic-related restrictions and health impacts resulted in notably elevated unemployment rates throughout 2020 and 2021. However, as restrictions began to ease in the latter half of 2021, various sectors of the economy started reporting labour shortages. By 2022, these shortages were gradually improving, reflected in slightly higher unemployment rates.

In 2023, unemployment rates inched up compared to 2022. Nanaimo's unemployment rate stood at 4.8 per cent, which was lower than the rates in BC and Canada but higher than that of the Vancouver Island Coast Region. Generally, an unemployment rate between 4.5 per cent to 5 per cent is considered ideal for a healthy economy.

Labour Force By Industry Sector (City of Nanaimo)



Employment by Industry Sector

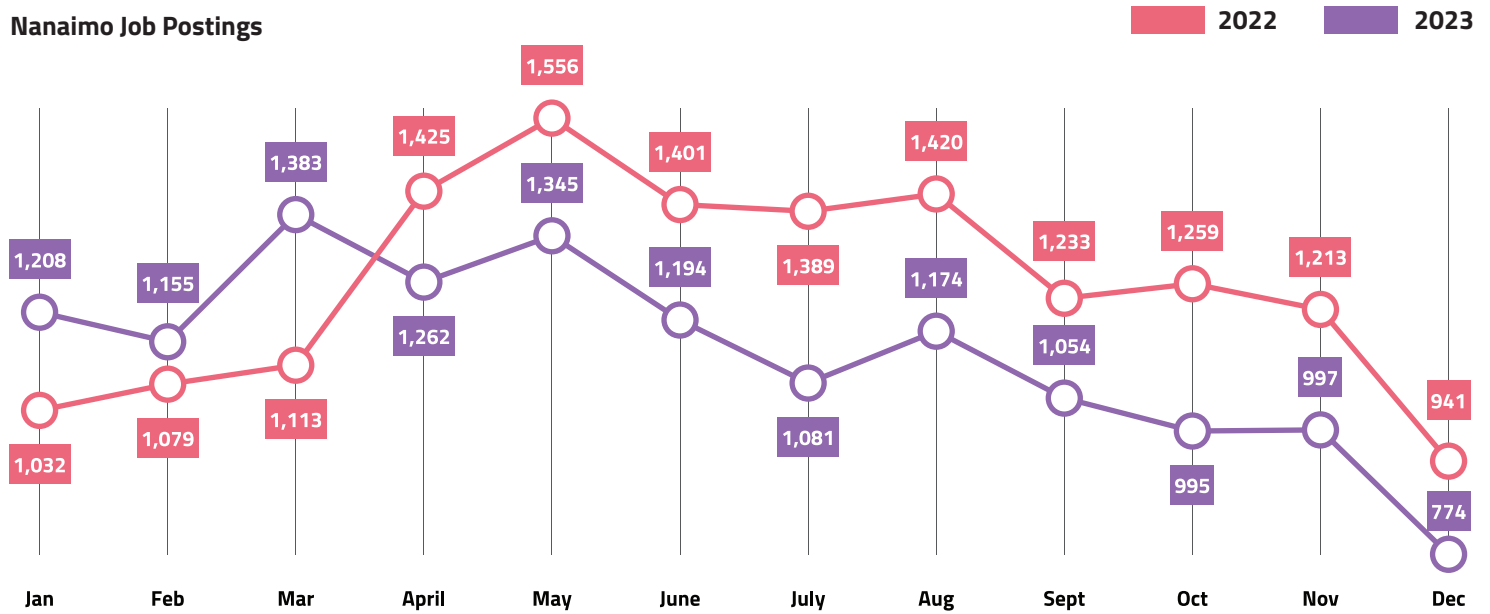
Between the 2016 and 2021 Census, Nanaimo experienced a robust 10.8 per cent growth in job numbers. During this period, economic shifts saw the goods producing sector representing 15 per cent of total jobs (a slight increase from 16 per cent previously), while the service sector accounted for 85 per cent (up from 84 per cent previously).

The bulk of job growth stemmed from service-producing industries, with healthcare and social assistance leading the way by adding nearly 1,500 new jobs. Educational services followed with 685 new jobs, while “transportation and warehousing” saw an increase of 490 jobs, and “professional, scientific, and technical” services added 440 jobs. All service sectors reported positive gains, except for “information and cultural industries”, which saw a loss of 280 jobs.

Within the goods producing industries, construction experienced the highest growth, adding 740 new jobs, followed by “agriculture, forestry, fishing, and hunting” with 50 new jobs. However, there were job losses in manufacturing (-155) and “mining, quarrying, oil & gas extraction” (-25).

In 2023, the retail sector emerged as the largest job provider, followed by “healthcare & social assistance”, “accommodation and food services”, construction, and educational services.

Nanaimo Job Postings



Nanaimo Job Postings

| | 2023 Postings | % of Subtotal | % of Grand Total | Change vs 2022 |
|------------------------|---------------|---------------|------------------|----------------|
| Full-Time | 5,486 | 64% | 78% | -4% |
| Full-Time or Part-Time | 1,380 | 16% | 78% | -29% |
| Part-time | 1,657 | 19% | 78% | -15% |
| Subtotal | 8,523 | 100% | 78% | |
| Unknown | 2,442 | | 22% | -9% |
| Grand Total | 10,965 | | 100% | -11% |

NOTE: FULL-TIME OR PART/TIME REFERS TO ALL POSTINGS MENTIONING BOTH A FULL-TIME AND A PART-TIME OPTION, INCLUDING JOBS THAT ARE PART-TIME LEADING TO FULL-TIME

Top 6 Employers by Job Postings

| Employer | 2023 Postings |
|-----------------------------------|---------------|
| Vancouver Island Health Authority | 1,091 |
| Vancouver Island University | 260 |
| Lowe's Canada | 211 |
| McDonald's | 133 |
| White Spot Ltd | 108 |
| The Home Depot Canada | 92 |

INCLUDES POSTINGS FROM IDENTIFIED KNOWN EMPLOYERS ONLY

Job Postings

In 2023, new job postings in Nanaimo saw a 9.6 per cent decrease compared to the previous year. This trend was reflected across British Columbia, with postings decreasing by 14.7 per cent, and in the Vancouver Island Coast Region, where they declined by 12.2 per cent.

Across Vancouver Island regional districts, job postings dropped in 2023 compared to 2022, except for Mount Waddington. The Capital region experienced the highest decline in postings at 16.6 per cent, followed by the Cowichan Valley at 9.7 per cent, and Nanaimo at 9.6 per cent.

The majority of job openings in 2023 were for full-time positions, accounting for 64 per cent of postings, while part-time postings made up 19 per cent. There was a notable drop (28.7 per cent) in positions where employees could choose between full-time or part-time work, reflecting an improved labour outlook.

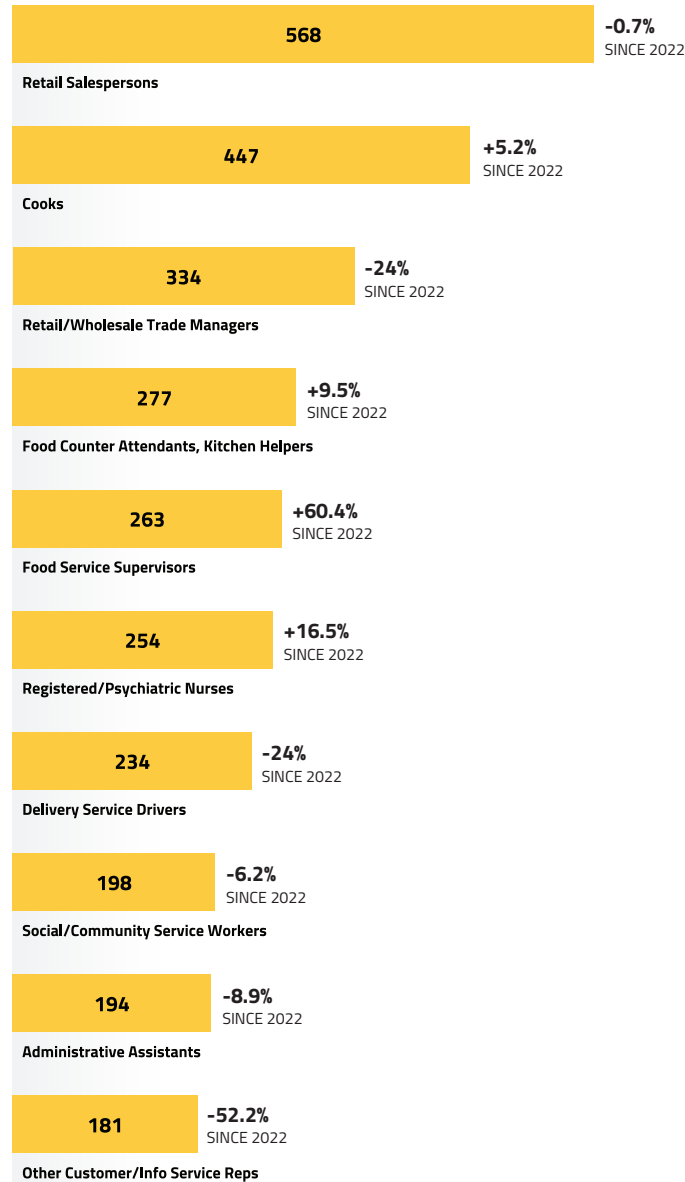
In terms of employers, the Vancouver Island Health Authority topped the list by the number of job postings in 2023, followed by Vancouver Island University and Lowe’s Canada.

Postings by Vancouver Island Regional District

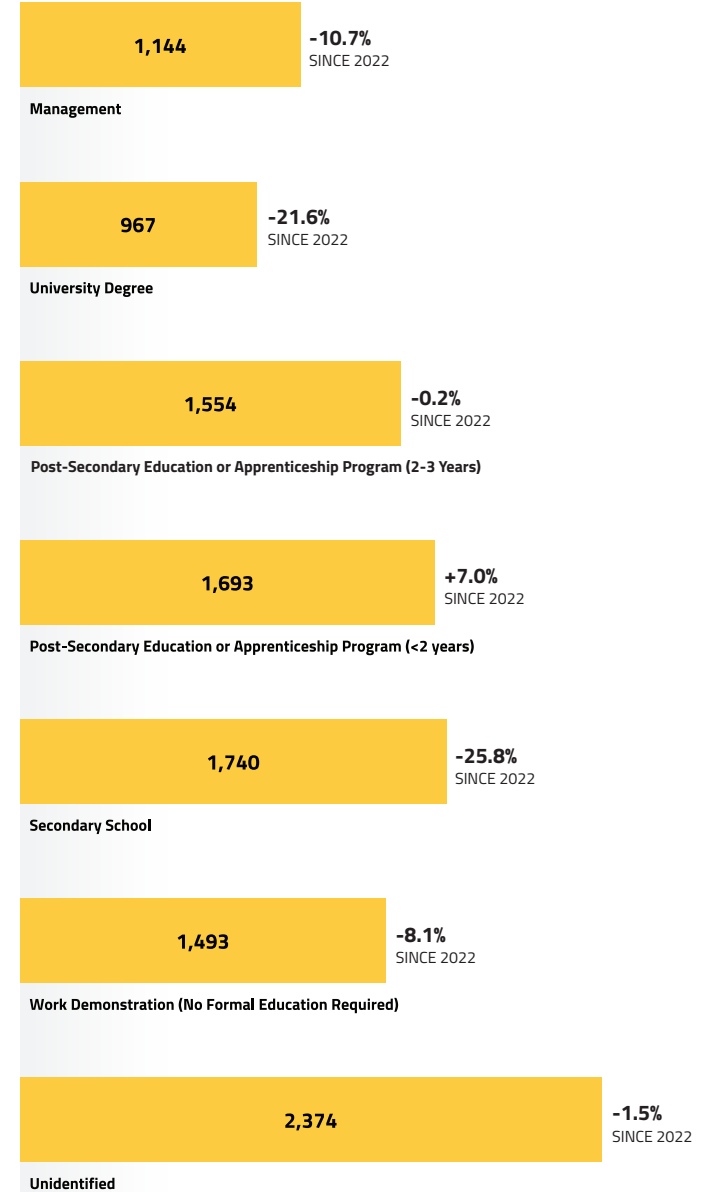
| | 2023 Postings | Change vs 2022 |
|--------------------------|---------------|----------------|
| Alberni-Clayoquot | 2,670 | -5.00% |
| Capital | 36,958 | -16.60% |
| Comox Valley | 5,257 | -7.30% |
| Cowichan Valley | 6,458 | -9.70% |
| Mount Waddington | 1,172 | 31.20% |
| Nanaimo | 13,622 | -9.60% |
| Strathcona | 4,761 | -1.80% |
| Grand Total | 70,898 | -12.20% |

SOURCE: VICINITY JOBS DATABASE

Top 10 Occupations by Number of Job Postings (2023)



Job Postings by Skill Level (2023)



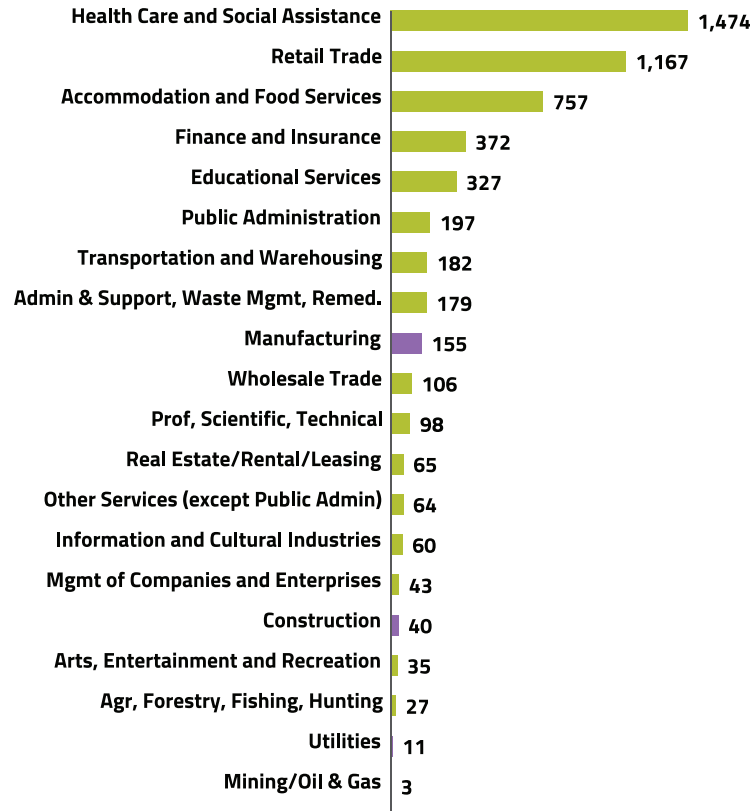
Job Postings

In 2023, the occupation with the highest number of job postings was for "retail salespersons," followed by cooks and "retail and wholesale trade managers."

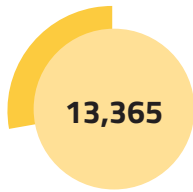
Across sectors, the highest number of job openings in 2023 were in the Healthcare and Social Assistance sector, followed by Retail Trade and Accommodation and Food Services.

Regarding educational requirements, the majority of job openings (15.9 per cent) in 2023 required a secondary school education, followed closely by those requiring post-secondary education or completion of an apprenticeship program lasting less than two years (15.4 per cent). Job openings requiring a university degree (bachelor's, master's, or doctorate) saw a slight decline of 1.5 per cent compared to 2022. The unidentified category likely includes a majority of lower-skilled job openings.

Job Openings by Industry Sector (2023)



SOURCE: VICINITY JOBS DATABASE



Sales and Service



Trades, Transport,
Equipment Operators



Business, Finance,
Administration



Education, Law and
Social, Community and
Government Service



Management
Occupations



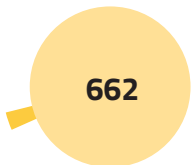
Health



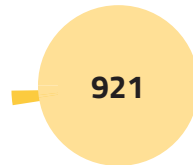
Natural and Applied
Science



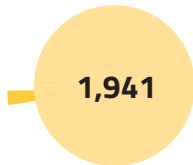
Arts, Culture,
Recreation and Sport



Manufacturing and
Utilities



Natural Resources,
Agriculture and
Related Production



Not Applicable

| Workplace | | |
|-----------|-------------------------------|-------|
| | Fixed Workplace | 76.6% |
| | No Fixed Workplace | 15% |
| | Work at Home | 7.7% |
| | Work Outside of Canada | 0.5% |

| Mode of Transportation | | |
|------------------------|-----------------------|-------|
| | Drive to Work | 77.2% |
| | Car Passenger | 6.2% |
| | Public Transit | 5.9% |
| | Walk | 6.7% |
| | Cycle | 1.9% |
| | Other Method | 2.1% |

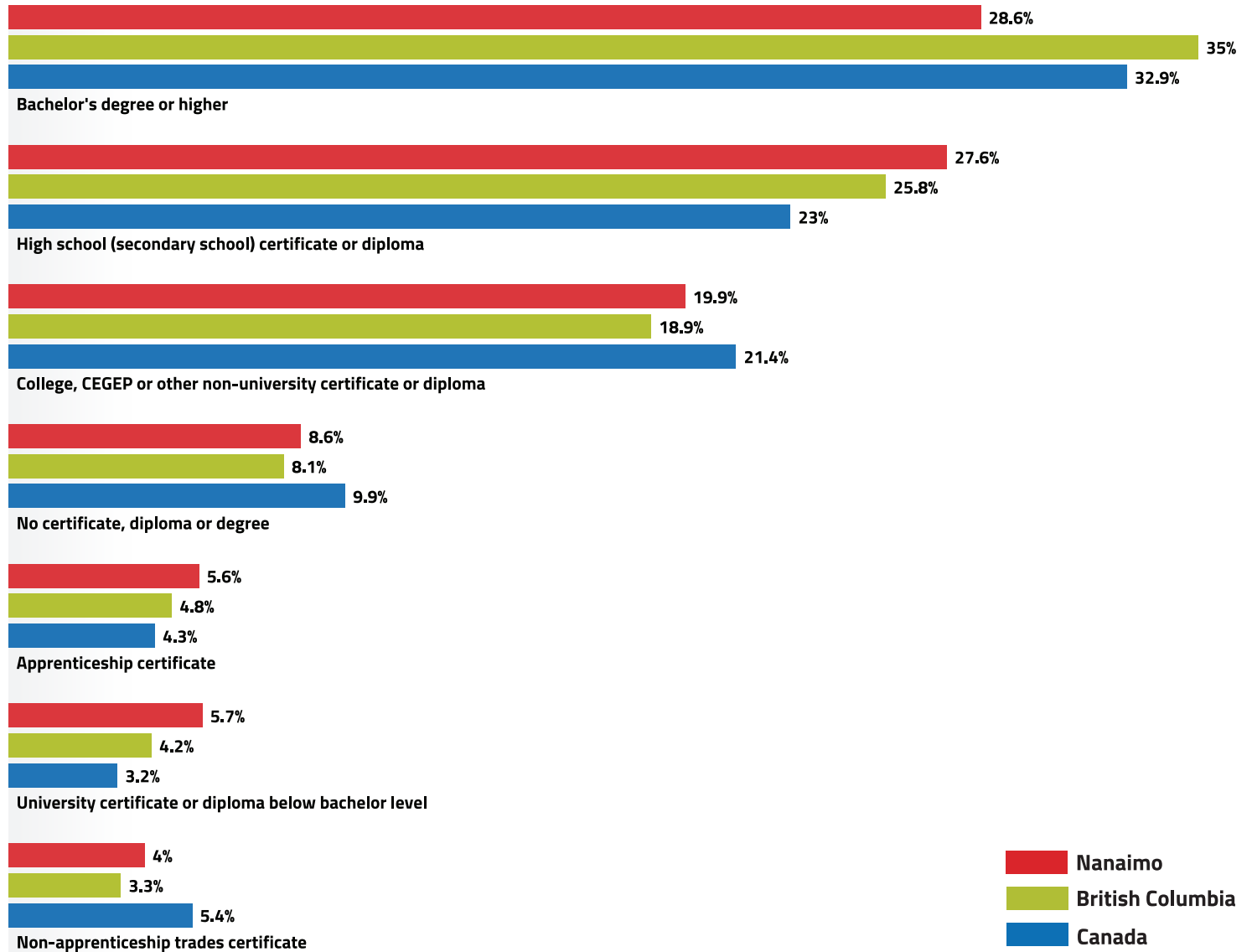
Labour Force: Occupation, Workplace, Transportation

In 2023, sales and service occupations constituted 26 per cent of all jobs in Nanaimo, followed by "Education, Law & Social, Community, and Government Services," which accounted for 12.9 per cent of all jobs. Close behind were the "Trades, Transport & Equipment Operators" and "Business, Finance, Administration" sectors. Analyzing the breakdown of the labour force by occupation provides valuable insights into the skills and talent within the labour pool and serves as an indicator of employability across various sectors of the economy.

The majority of the workforce, totaling 76.7 per cent, commuted from their usual place of work, while 7.7 per cent worked from home. Approximately 15 per cent of the workforce did not have a fixed place of work.

Regarding commuting methods, the vast majority (77 per cent) of workers drove to work, with an additional 6.2 per cent traveling as car passengers. Approximately 6 per cent utilized public transit, while nearly 7 per cent walked to work, and close to 2 per cent cycled to work.

Highest Level of Education (25-64)



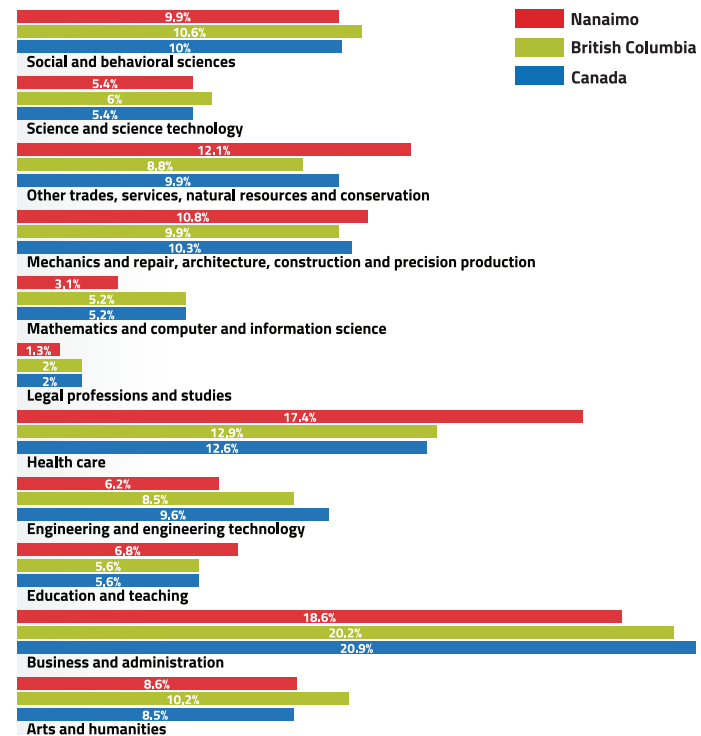
Labour Force by Education

28.6 per cent of people aged 25 to 64 in Nanaimo had a bachelor's degree or higher, compared to 35.0 per cent in British Columbia and 32.9 per cent in Canada. Nanaimo tends to have a larger percentage of population with education levels below bachelor's degree compared to BC.

12.9 per cent of people in Nanaimo had a location of study outside Canada, out of those aged 25 to 64 with a postsecondary certificate, diploma or degree. This compares to 26.1 per cent in British Columbia and 20.1 per cent in Canada overall. The most common location of study outside Canada for Nanaimo was the United States of America.

Among youth aged 18 to 24 in Nanaimo, 42.5 per cent were attending postsecondary school, compared to 49.2 per cent in British Columbia and 50.2 per cent in Canada overall. The City of Nanaimo tends to have a slightly smaller percentage of population with STEM (Science, Technology, Engineering and Mathematics) field of study accreditation compared to BC and Canada.

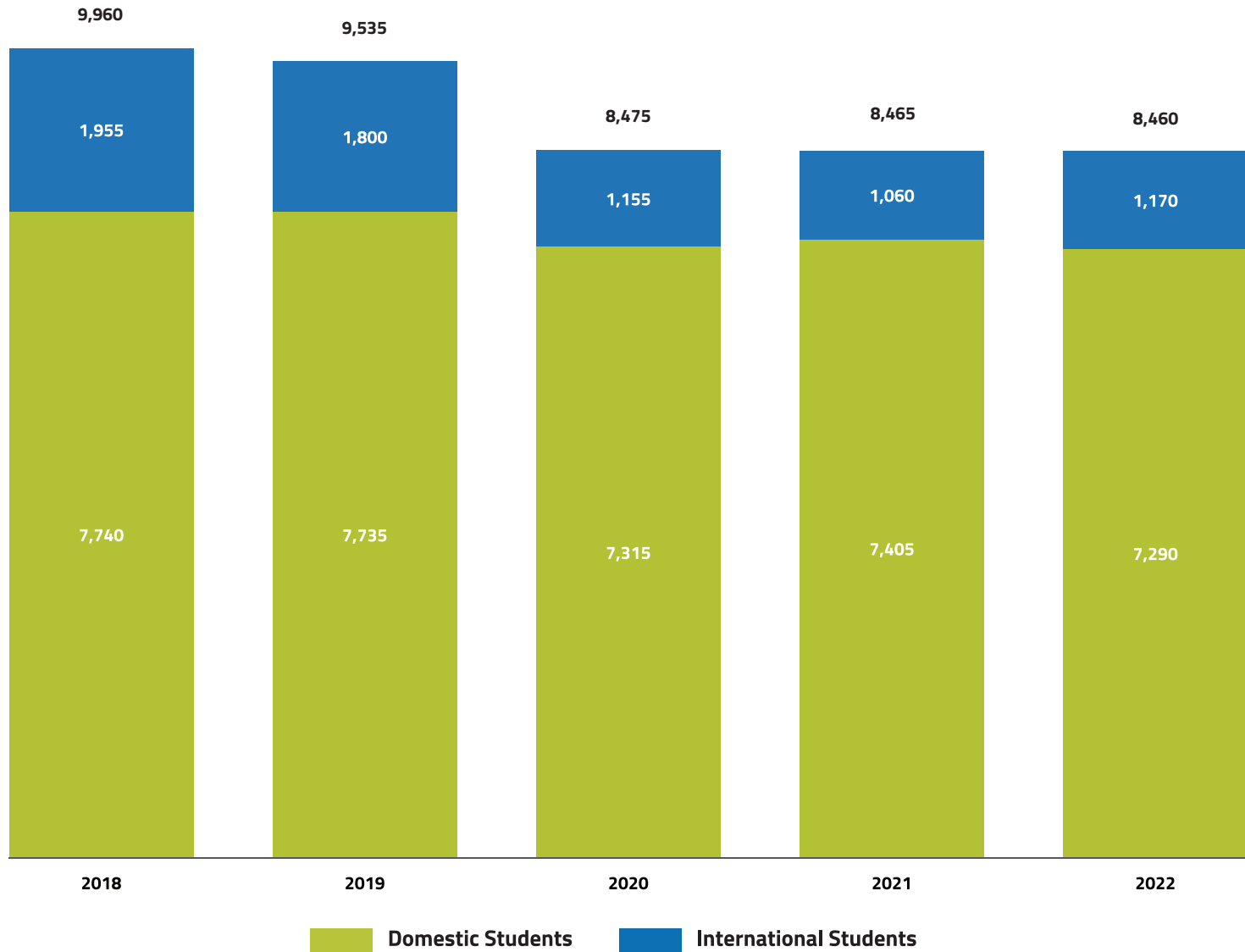
Population Distribution (25-64) by Fields of Study



'OTHER TRADES, SERVICES, NATURAL RESOURCES AND CONSERVATION' INCLUDES 'AGRICULTURE, VETERINARY MEDICINE, AND NATURAL RESOURCES OPERATIONS AND MANAGEMENT'; 'PERSONAL, SECURITY AND TRANSPORT SERVICES'; 'SOCIAL WORK AND RELATED PROGRAMS' AND 'BHAISE PROGRAMS'

SOURCE: 2021 CENSUS

VIU Student Enrollment by Academic Year



Vancouver Island University Enrollment

In 2022, overall student enrollment at Vancouver Island University (VIU) remained largely unchanged compared to 2021. However, there were notable shifts within the student body demographics: domestic student enrollment decreased by 1.6 per cent, while international student enrollment saw a notable increase of 9.4 per cent.

The influx of more students into the community generates greater demand for rental accommodation, tutoring services, and results in an expansion of the local workforce and increased spending. Furthermore, international students pay considerably higher fees compared to domestic students, which have positive impacts on post-secondary budgets.

SOURCE: MINISTRY OF ADVANCED EDUCATION AND TRAINING. ACADEMIC YEAR SEP 1-AUG 31ST

City of Nanaimo Median, Average, and Per Capita Income



Median, Average and Per Capita Income

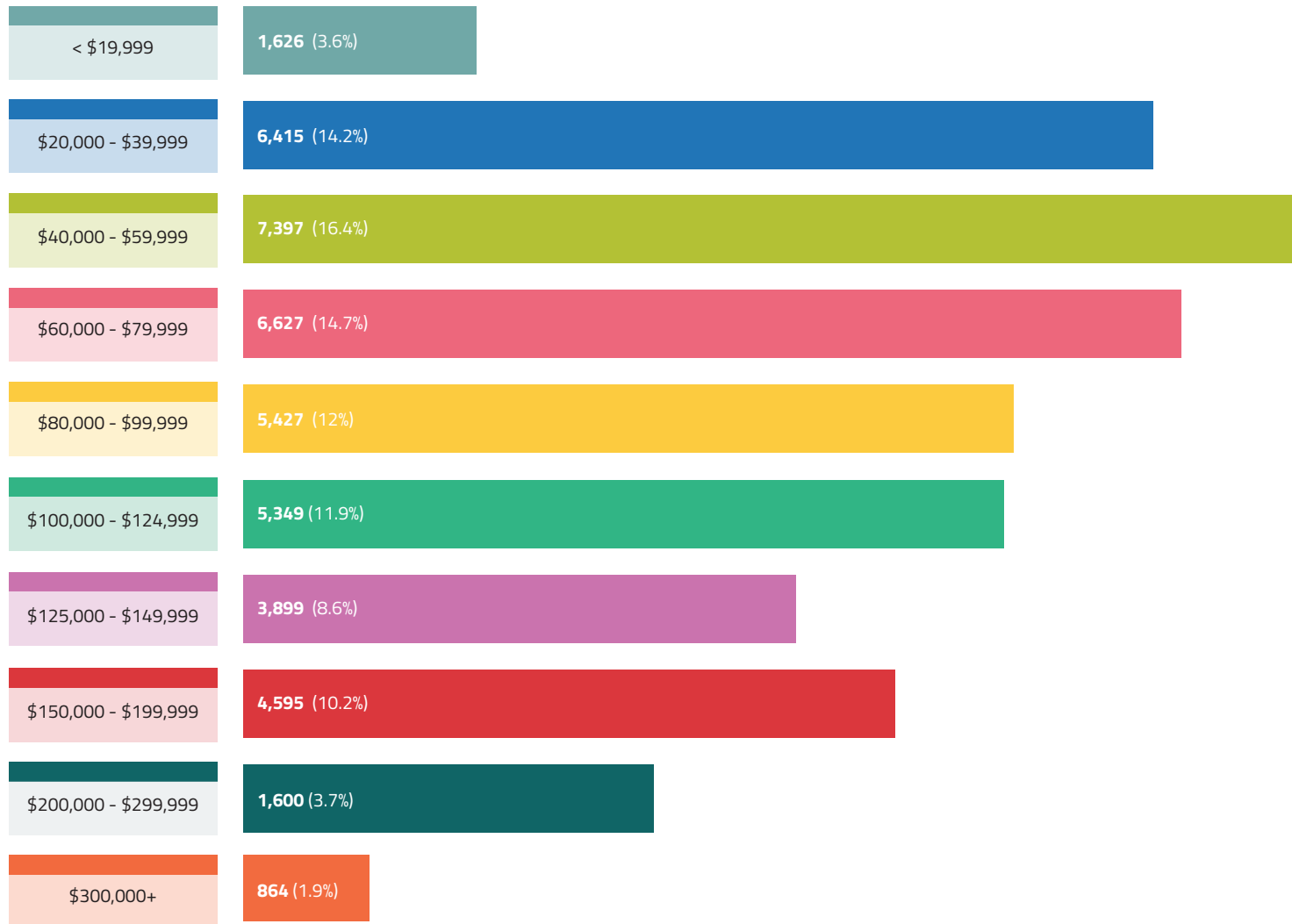
In 2023, the estimated median household income in the City of Nanaimo is \$81,606, marking a significant 19.8 per cent increase over the past five years. By 2028, Nanaimo's median household income is projected to reach \$94,387, reflecting a growth of 15.7 per cent. In comparison, BC's median household income was \$93,585 in 2023 and is anticipated to grow by 15 per cent over the next five years.

Similarly, the average household income in Nanaimo reached \$99,320 in 2023, indicating a 19.6 per cent increase over the past five years. Projections suggest that the average household income will climb to \$114,986 by 2028, representing a growth of 15.8 per cent. Meanwhile, BC's average income for 2023 stood at \$119,172 and is forecasted to grow by 15.3 per cent to \$137,924 by 2028.

Nanaimo's per capita income in 2023 was \$42,034, showing a 16.3 per cent increase over the past five years. Projections indicate that per capita income will rise to \$48,656 by 2028, reflecting a growth of 15.8 per cent. BC's per capita income was \$47,443 in 2023 and is expected to increase by another 15.3 per cent to reach \$54,720 by 2028.

Nanaimo's projected annual rate of growth in median (3.1 per cent), average (3.2 per cent), and per capita income (3.2 per cent) over the next five years is slightly higher than BC, however, Nanaimo will still lag below BC in all three income categories.

City of Nanaimo Household Income Distribution (2023)



NOTE: INCOME AXIS VALUES INTERVALS CHANGE AFTER \$100K

Income Distribution

In Nanaimo, the largest proportion of households (16.4 per cent) report annual household incomes between \$40,000 and \$59,999. Following closely behind, 14.7 per cent of households report incomes ranging from \$60,000 to \$79,999 per annum.

Additionally, 6.4 per cent of households, totaling 2,887, report annual incomes between \$200,000 and \$299,999. A smaller proportion, comprising 1.9 per cent of households or 864 households, earned over \$300,000 per annum.

SOURCE: ESRI CANADA, NOTE: INCOME AXIS VALUES INTERVALS CHANGE AFTER \$100K

2023 Nanaimo Consumer Expenditures

| | Average Household Spend | Total Spend | Spending Potential Index | | Average Household Spend | Total Spend | Spending Potential Index |
|--|-------------------------|-----------------|--------------------------|--|-------------------------|-----------------|--------------------------|
| Food | \$14,360.19 | \$647,443,626 | 104 | Reading and other Printed Materials | \$162.39 | \$7,321,580 | 94 |
| Shelter | \$22,596.33 | \$1,018,778,069 | 108 | Education | \$1,673.10 | \$75,433,365 | 96 |
| Household Operation | \$5,276.30 | \$237,887,246 | 92 | Tobacco/Alcohol | \$3,845.24 | \$173,366,315 | 98 |
| Household Furnishings and Equipment | \$4,614.27 | \$208,038,911 | 103 | Games of Chance | \$1,114.39 | \$50,243,575 | 98 |
| Clothing | \$3,415.65 | \$153,997,781 | 93 | Misc. Expenses | \$2,097.21 | \$94,554,846 | 105 |
| Transportation | \$10,841.97 | \$488,820,865 | 81 | Personal Taxes | \$12,932.09 | \$583,056,348 | 64 |
| Healthcare | \$5,471.63 | \$246,693,790 | 100 | Personal Insurance Payments + Pension | \$4,629.93 | \$208,745,136 | 82 |
| Personal Care | \$2,023.65 | \$91,238,076 | 89 | Gifts of Money and Contributions | \$2,518.18 | \$113,534,601 | 100 |
| Recreation | \$4,937.09 | \$222,593,836 | 99 | Total | \$102,509.61 | \$4,621,747,966 | |

Household Spending

Household expenditures in the City of Nanaimo reached an estimated \$4.6 billion in 2023. The spending potential index reflects the area's expenditure relative to the national average of 100, where an index of 117 indicates a 17 per cent higher spending compared to the national average on a particular good or service.

On average in 2023, Nanaimo households spent 8 per cent more on shelter, 4 per cent more on food, and 3 per cent more on Household Furnishings and Equipment compared to the national average. Conversely, they spent 19 per cent less on transportation costs and 18 per cent less on personal insurance payments and pension compared to the national average.

In year-over-year comparisons within Nanaimo, households spent 6 per cent more on food and 9 per cent more on shelter. Conversely, they spent 24 per cent less on reading and other printed materials, 8 per cent less on education, and 5 per cent less on tobacco and alcohol compared to 2022.

Tourism Statistics

| | 2023 | 2022 | Variance |
|---|-----------|-----------|----------|
| Hotels/Motels | | | |
| Average Occupancy | 65.70% | 68.30% | -3.8% |
| Average Daily Room Rate | \$176.99 | \$176.25 | 0.4% |
| Revenue Per Available Room (RevPAR) | \$116.41 | \$120.36 | -3.3% |
| AirBNB/VRBO* | | | |
| Average Occupancy | 57.00% | 62.90% | -9% |
| Average Daily Room Rate | \$140.00 | \$142.00 | -1% |
| Revenue Per Available Room (RevPAR) | \$79.00 | \$87.00 | -9% |
| BC Ferries** | | | |
| Passengers | 4,252,304 | 4,148,828 | +2% |
| Vehicles | 1,699,695 | 1,696,881 | 0% |
| Nanaimo Airport | | | |
| Passengers (YTD) | 377,454 | 338,016 | +75% |
| Vancouver Island Conference Centre | | | |
| Delegate Days | 24,921 | 17,488 | +43% |

*DATA FOR ENTIRE PLACE: EXCLUDES PRIVATE ROOM RENTAL OR SHARED ROOM RENTAL

**DUKE POINT-TSAWWASSEN AND DEPARTURE BAY-HORSESHOE BAY

Tourism

Occupancy rates across mid and north Vancouver Island experienced a decline in 2023, likely influenced by ferry cancellations and road closures due to the Cameron bluff fires, compounded by related negative press coverage. Additionally, the Marriott Courtyard opened its doors in downtown Nanaimo in March 2023, augmenting the top-end inventory by an additional 20 per cent.

In Nanaimo, hotel/motel occupancy averaged 65.7 per cent in 2023, down by 3.8 per cent from 2022, with a marginal 0.4 per cent rise in average daily room rates. Revenue per available room declined by 3.3 per cent. Accommodation indicators are still below pre-pandemic levels. Airbnb and VRBO occupancy also saw a 9.4 per cent decrease, partly due to a significant increase of 192 properties added to inventory in 2022. Average daily room rates for Airbnb dropped by 1.4 per cent, and revenue per available room decreased by 9.2 per cent.

BC Ferries experienced a minimal 0.2 per cent increase in vehicle volumes and a 2.5 per cent increase in passenger volumes on its two routes to the lower mainland. Nanaimo Airport reported a substantial 74.8 per cent increase in passenger volumes in 2023 compared to 2022. The Vancouver Island Conference Centre (VICC) saw a remarkable 42.5 per cent increase in delegate days. The economic impact of VICC operations in 2023 is estimated at \$9.76 million.

Recent discussions with BC tourism leaders, and industry reports, highlight several ongoing challenges and opportunities in the sector:

CHALLENGES:

- **Worker Shortages:** Labour scarcity persists, particularly in resort areas and rural communities, due to pandemic-related departures and tight job markets.

- **Cost Pressures:** Rising operating costs, including inflation, wages, energy, and food costs are straining profit margins for businesses across the province.
- **Climate Change:** Increasing occurrences and costs of natural disasters, such as floods and forest fires, pose significant challenges for certain segments of the tourism sector, necessitating improved resilience measures.
- **Community Support:** Some tourism sub-sectors, like ski resorts and eco-tourism firms, face difficulties in maintaining local community support due to environmental concerns, requiring a "social license to operate".

OPPORTUNITIES:

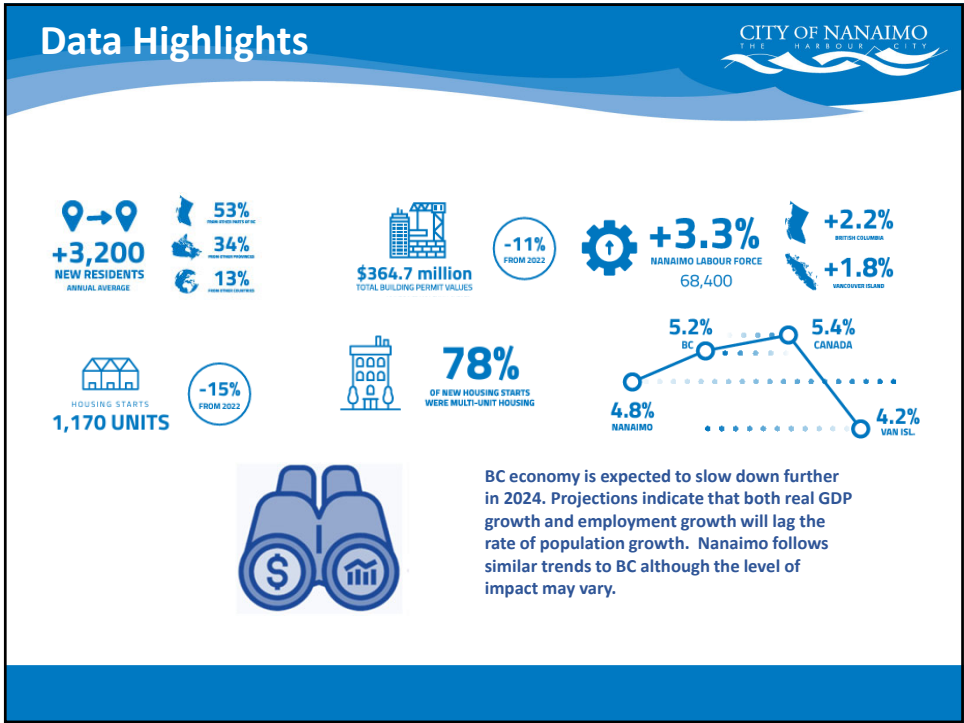
- **International Travel Recovery:** Border reopening and favourable exchange rates are driving a rebound in international visitor numbers.
- **Visitor Growth Potential:** Emerging sectors like sport and Indigenous tourism, cruises, eco-tourism and wine related tourism offer growth opportunities beyond traditional segments.
- **Business Travel:** While recovering, long-term declines in business travel are anticipated due to cost saving measures by organizations.
- **While BC's tourism industry faces labour shortages, rising costs, and environmental challenges, optimism persists, driven by reopening prospects and diversification opportunities.**

SOURCE: NANAIMO HOTEL ASSOCIATION, BC FERRIES, NANAIMO AIRPORT, VICC

Author: Amrit Manhas
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411 Dunsmuir Street, Nanaimo, BC V9R 5J6
250-755-4465 | [Economic Development \(nanaimo.ca\)](http://nanaimo.ca)
Design and Layout: Common Foundry

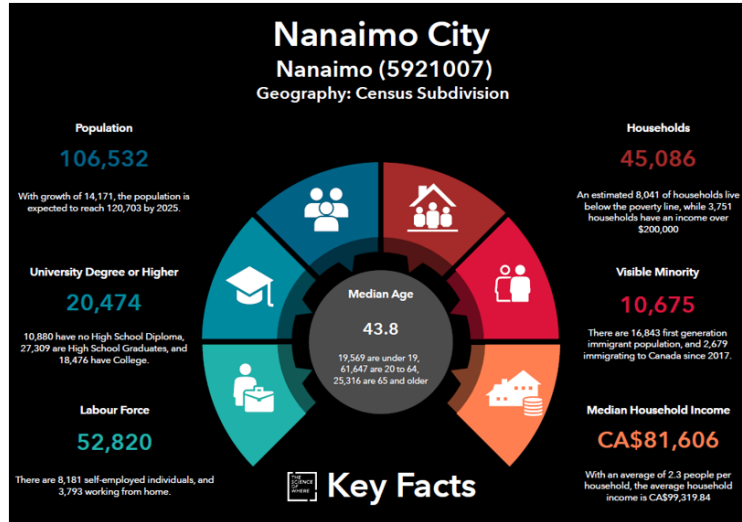


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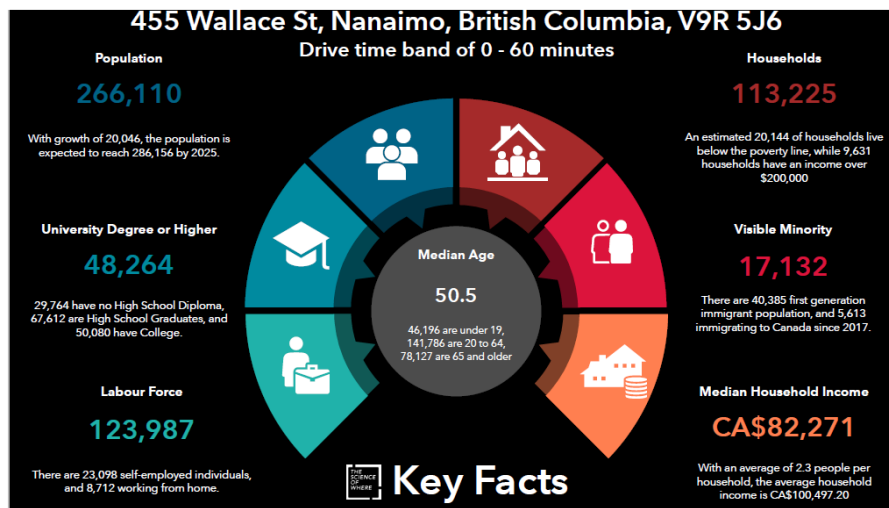
2

Who Lives Here?

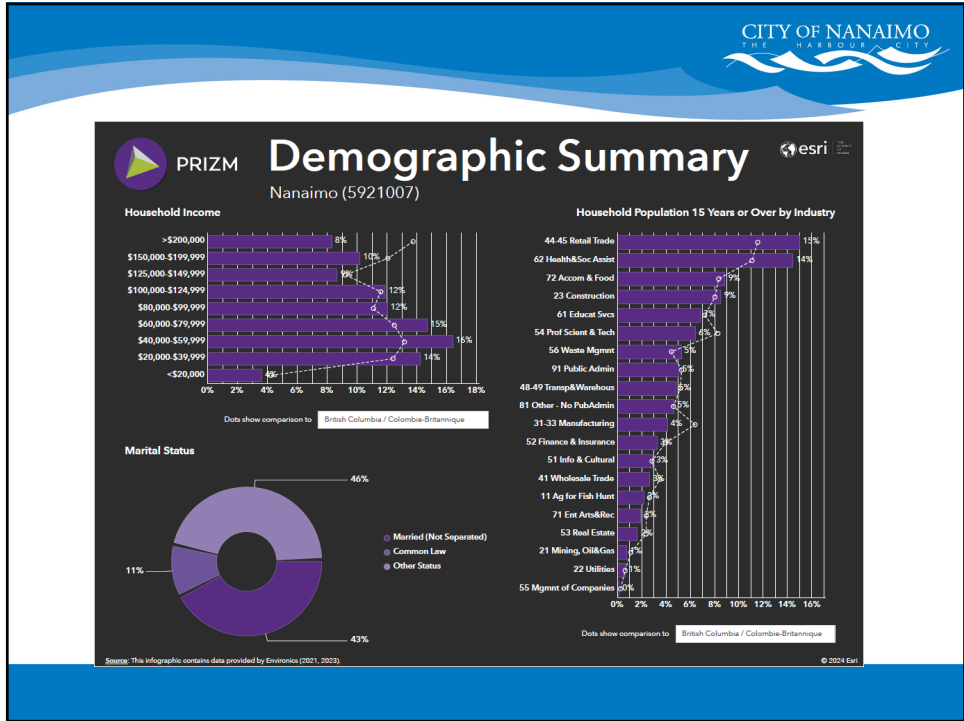


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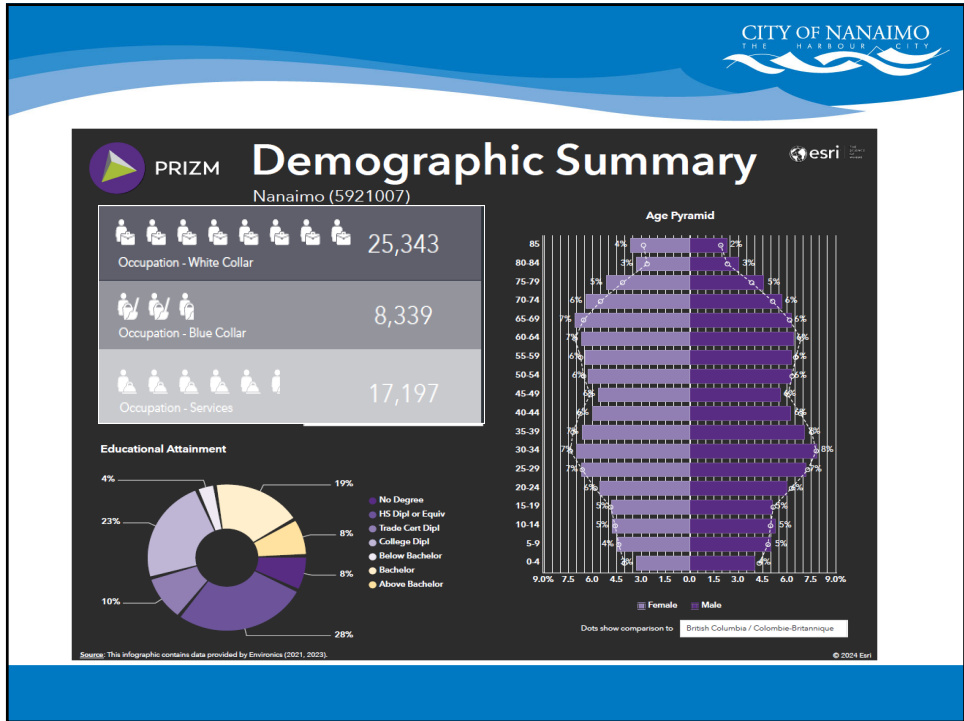
Within a 60 Minute Drive



4



5



6

Deeper Dive - PRIZM

- Environic Analytics- Integrate geographic, demographic, psychographic data from many sources.
- **Prizm Profiles:** 67 unique segments-every postal code in Canada.
- 67 segments are then assigned to one of **20 Social Groups** and **8 Life Stage** groups
- **Lifestage** groups divided into: **Young, Family, Mature**
 - Young: singles, couples, starter families
 - Family: very young, tweens, teens & twenty-somethings
 - Mature: age of maintainer, presence of children at home
- **Social Groups:** consider urban-rural context (7), home language (E,F, non-official), affluence, family status, age of maintainer and ethnicity. Ranked based on average income. (1 indicates highest avg income for the group and 7 lowest).



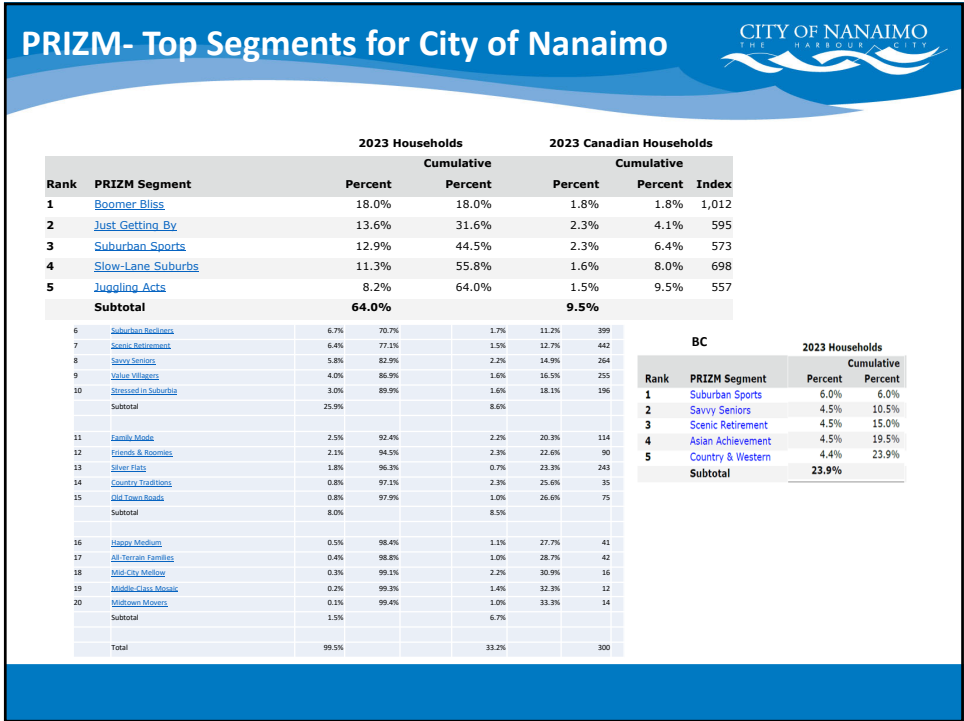
7

Profiling – What Does It Help Us Understand?

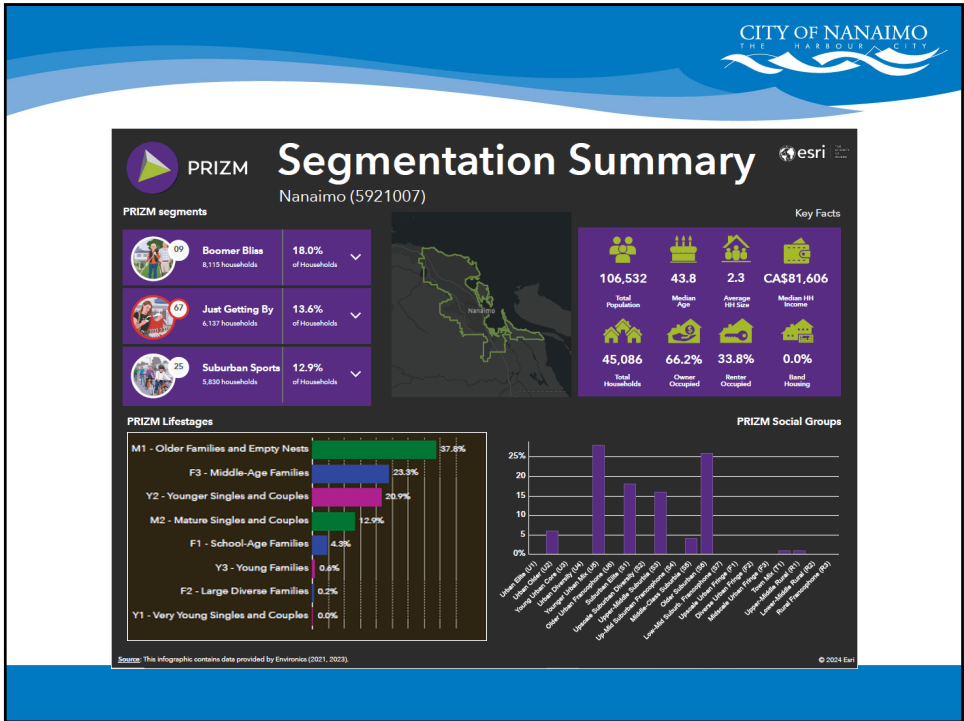
- Understand residents, customers and markets.
 - Government - what services to place where?
 - Businesses - where to find more customers, how to market and upsell to my customers?
1. Who are my best customers?
 2. Which Prizm segments are found within my trade area?
 3. How are the Prizm profiles of my best customers different from the rest of my customers?
 4. How can I use my target groups to find new customers?
 5. Which segments have the best response rates to my mail campaigns?



8



9



10

PRIZM CITY OF NANAIMO THE HARBOUR CITY

09 BOOMER BLISS Older and mature, upscale suburbanites

S1 SUBURBAN ELITE
M1 OLDER FAMILIES & EMPTY NESTS



Boomer Bliss
7,439 households 17.3% of Households

Average Household Income
\$145,894

Average Household Net Worth:
\$1,191,686

House Tenure:
Own

Education:
University/College

Occupation:
White Collar

Cultural Diversity Index:
Low

Sample Social Value:
Work Ethic

11

PRIZM CITY OF NANAIMO THE HARBOUR CITY

Where they live: Suburban neighborhoods, surrounding large cities such as Vancouver, Hamilton, Victoria etc.

How they Live:

LEISURE
gardening
golfing
rock concerts
craft shows

TRADITIONAL MEDIA
TV curling
HGTV
Zoomer Magazine
newspaper editorials

SHOPPING
second-hand stores
No Frills
Home Hardware
gas barbecues

INTERNET
respond to online classified ads
access real estate listings
discount coupons online
purchase travel services online

FOOD/DRINK
specialty breads
organic meat
premium beer
Montana's

AUTOMOTIVE
intermediate SUVs
\$30,000-\$49,999 spent on vehicle
two or more vehicles
domestic brands

MOBILE
fitness trackers
home improvement/
décor sites on tablet
bank on tablet
read e-books on tablet

FINANCIAL
mutual funds
home equity line of credit
term life insurance
donate \$1,000-\$5,000 to
Canadian charities

SOCIAL
YouTube
Pinterest
podcasts
view friends' photos online


HEALTH
visit a physiotherapist

12

PRIZM CITY OF NANAIMO THE HARBOUR CITY

67 JUST GETTING BY
Younger, low-income city singles and families

U5 YOUNGER URBAN MIX
Y2 YOUNGER SINGLES & COUPLES



Just Getting By
6,204 households 14.5% of Households

Average Household Income
\$47,731

Average Household Net Worth:
\$107,187

House Tenure:
Rent

Education:
Grade 9/High School/
College

Occupation:
Service Sector/
Blue Collar

Cultural Diversity Index:
Low

Sample Social Value:
*Financial Concern
Regarding the Future*

13

PRIZM CITY OF NANAIMO THE HARBOUR CITY

LEISURE
billiards
nightclubs/bars
craft shows
parks/city gardens

TRADITIONAL MEDIA
TV teen dramas
TV mixed martial arts
classic rock radio
entertainment/celebrity
magazines

SHOPPING
discount grocery stores
craft supply stores
Shoppers Drug Mart
second-hand stores

INTERNET
beauty/fashion sites
music streaming on computer
online dating
Amazon Prime Video

FOOD/DRINK
processed cheese
value-priced domestic beer
grocery store take-out
buffet restaurants

AUTOMOTIVE
domestic intermediate cars
one car
under \$15,000 spent on vehicle
2000-2009 model years

MOBILE
video apps
play games on mobile phone
research products and services
on mobile
discount coupons on tablet

FINANCIAL
mobile e-payment for purchases
changed financial institution in
last year
less than \$10,000 in
investments/savings
use tax preparation services

SOCIAL
Twitter
YouTube
Snapchat
dating apps

HEALTH
take back pain relievers
6+ times/month

14

PRIZM CITY OF NANAIMO THE HARBOUR CITY

25 SUBURBAN SPORTS
Upper-middle-income, younger and middle-aged suburbanites

S3 UPPER-MIDDLE SUBURBIA
F3 MIDDLE-AGE FAMILIES



Suburban Sports 12.4% of Households

Average Household Income: \$127,534

Average Household Net Worth: \$551,442

House Tenure: Own

Education: Mixed

Occupation: Service Sector/ Blue Collar

Cultural Diversity Index: Low

Sample Social Value: Rejection of Order

15

PRIZM CITY OF NANAIMO THE HARBOUR CITY

LEISURE
yoga/Pilates
golf
rock concerts
pubs/sports bars

TRADITIONAL MEDIA
TV NFL football
Discovery Channel
new country music radio
People

SHOPPING
Mark's
Moore's
craft supply stores
Wayfair.ca

INTERNET
classifieds sites
discount coupons on computer
banking/finance apps
travel purchase online

FOOD/DRINK
Greek yogurt
cider
casual family restaurants
Milestones

AUTOMOTIVE
large pickup trucks
compact SUVs
Buick/Cadillac/Chevrolet/GMC
\$30,000-\$49,999 spent on vehicle

MOBILE
fitness trackers
place/respond to classified ad on mobile phone
access health content on mobile phone
watch subscription video service on tablet

FINANCIAL
mutual funds
RESPs
guaranteed life insurance
donate to educational groups

SOCIAL
Snapchat
YouTube
Pinterest
audio podcasts

HEALTH
use cough syrup
6+ times/month

16

State of the Economy Report



2024 State of the Nanaimo Economy

Download Report:
[2024 State of Nanaimo Economy Report](#)

Contact:
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(250) 713-6949
amrit.manhas@nanaimo.ca

DATE OF MEETING APRIL 22, 2024

AUTHORED BY KAREN ROBERTSON, DEPUTY CORPORATE OFFICER

SUBJECT AMENDMENTS TO COUNCIL PROCEDURE BYLAW

OVERVIEW

Purpose of Report

To present amendments to the Council Procedure Bylaw resulting from Bill 44, Housing Statutes (Residential Development) Amendment Act, 2023 as it relates to Public Hearings and other housekeeping amendments.

Recommendation

That:

1. "Council Procedure Bylaw Amendment Bylaw, 2024 No. 7272.04" (a bylaw to include amendments resulting from Bill 44 as it relates to Public Hearings and other housekeeping amendments) pass first reading.
2. "Council Procedure Bylaw Amendment Bylaw, 2024 No. 7272.04" pass second reading.
3. "Council Procedure Bylaw Amendment Bylaw, 2024 No. 7272.04" pass third reading.

BACKGROUND

On 2024-MAR-11, Staff presented the Governance and Priorities Committee with proposed amendments to Council's Procedure Bylaw as it relates to Public Hearings and delegations resulting from *Bill 44, Housing Statutes (Residential Development) Amendment Act, 2023* and other housekeeping amendments (see Attachment 3). The recommendations from that meeting were forwarded to the 2024-MAR-18 Council meeting for final consideration through the Consent Items portion of the agenda. During that meeting, Council had additional questions regarding delegations on rezoning bylaws at first reading when a public hearing is prohibited so the topic was referred back to the 2024-MAR-25 GPC for further clarification.

A further staff report to clarify that topic was provided to the 2024-MAR-25 GPC meeting (see Attachment 4). At that meeting, the Committee changed its vote on two of the recommendations previously endorsed at the 2024-MAR-11 GPC as it related to delegations on rezoning bylaws at first reading when a public hearing is prohibited but reaffirmed the remainder of the recommendations. All recommendations from that meeting were then ratified at the 2024-APR-08 Council meeting.

The next step in the process is to now provide Council with a bylaw amendment to Council's Procedure Bylaw that incorporates the direction provided at the 2024-APR-08 Council meeting (see Attachment 1). For Council's convenience, the amendments have also been included in the red lined version of the Council Procedure Bylaw so that Council can see what those amendments would look like incorporated within the consolidated bylaw (see Attachment 2).]

OPTIONS

Option 1:

That:

1. "Council Procedure Bylaw Amendment Bylaw, 2024 No. 7272.04" (a bylaw to include amendments resulting from Bill 44 as it relates to Public Hearings and other housekeeping amendments) pass first reading.
 2. "Council Procedure Bylaw Amendment Bylaw, 2024 No. 7272.04" pass second reading.
 3. "Council Procedure Bylaw Amendment Bylaw, 2024 No. 7272.04" pass third reading.
- By supporting the bylaw as presented, clarification will be provided as it relates to public hearings and delegations resulting from Bill 44, Housing Statutes (Residential Development) Amendment Act, 2023 as well as other housekeeping amendments to the question period, minutes, public hearings, and committees section of the bylaw.

Option 2

That Council provide alternate direction.

- Should Council wish to recommend further amendments, other than those outlined in the attached bylaw amendment, direction would be sought.
- Depending on the direction, a further Staff report may be required.

SUMMARY POINTS

- The Province made amendments to the *Local Government Act* (Section 464) which affects when a local government can hold a public hearing.
- The new legislation requires amendments to be made to Council's Procedure Bylaw as it relates to delegations in the absence of a public hearing.
- Council adopted proposed revisions to the Council Procedure Bylaw during the 2024-APR-08 Council Meeting.

ATTACHMENTS:

Attachment A – “Council Procedure Bylaw Amendment Bylaw 2024 No. 7272.04”

Attachment B – Council Procedure with Proposed Amendments – red line version

Attachment C - |

Submitted by:

Karen Robertson,
Deputy Corporate Officer

Concurrence by:

Sheila Gurrie,
Director, Legislative Services

Dale Lindsay,
CAO

ATTACHMENT 1

CITY OF NANAIMO

BYLAW NO. 7272.04

A BYLAW TO AMEND COUNCIL PROCEDURE BYLAW 2018, NO. 7272

WHEREAS City Council has enacted Council Procedure Bylaw 2018, No. 7272 under the *Community Charter* to govern the proceedings of Council and its Committee Meetings;

AND WHEREAS Council deems it expedient to amend its Procedure Bylaw to amend the delegation provisions resulting from the Housing Statutes (Residential development) Amendment Act, 2023 and other housekeeping amendments;

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

1. Title

This Bylaw may be cited as "Council Procedure Bylaw Amendment Bylaw 2024 No. 7272.04".

2. Amendments

Council Procedure Bylaw 2018 No. 7272 is hereby amended as follows:

2.1 By adding the following to Section 9.1:

"(l) Correspondence" and to reorder the remaining sections within section 9.1 accordingly.

2.2 By adding the words "been acted upon by Council or" after the word "already" in section 19.4(c).

2.3 By deleting Section 19.10.

2.4 By deleting Section 19.11 and replacing it with the following:

"19.11 (a) There shall be no limit to the number of delegations included on the Council Meeting Agenda for items that have been included on the Agenda.

(b) Any Delegation requests that do not pertain to an item on the agenda shall be reviewed by the Corporate Officer and if appropriate placed on the next Council meeting agenda under the Delegations heading.

(c) A maximum of four Delegations will be permitted regarding items not listed on a Council agenda. The order of Delegations will be the first four received, commencing 14 days prior to the Delegation deadline."

- 2.5 By deleting the heading “Delegations Unrelated to Agenda Items”
- 2.6 By deleting sections 19.12, 19.13, and 19.14.
- 2.7 By deleting section 19.15(a) and replacing it with the following:
“(a) if the matter relates to a bylaw in respect of which a public or statutory hearing has already been held or where third reading has been given.”
- 2.8 By adding the following to section 19.17:
“(c) not act on a request from a Delegation following the presentation unless consent by a two-thirds vote of Council present is given.”
- 2.9 By adding the word “that were” after “matters” and adding the following after the word “meeting” in section 23.2:
“from the following:
(a) Consent Items;
(b) Reports; or
(c) Other Business”
- 2.10 By deleting section 50.4 and replacing it with the following:
“50.4 A Delegation requesting to appear before a Committee or Taskforce on a matter related to the agenda, will submit a written request which includes an outline on the agenda matter of the request to the Corporate Officer by 11:00 am the day prior to the meeting.”
- 2.11 By deleting the words “ten days” and “prior to” in section 50.5 and replacing it with the words “the day before”.
- 2.12 By adding the following after section 51.8:

“Motion to Amend Minutes

- 51.9 A Council member may make a motion requesting that the minutes be amended to correct an inaccuracy or omission, however, the Corporate Officer should be advised of the challenge to the minutes at least one hour before the Council meeting at which the minutes are to be officially confirmed, to allow the Corporate Officer to review the recording of that meeting.

Meeting Recording to Determine Accuracy of Minutes

- 51.10 If a Council member questions the accuracy of a portion of the minutes of a Council meeting, Committee meeting, Court of Revision or Special Council meeting, the recording of that meeting, if available, shall be used to decide the question.

Adoption of Minutes

- 51.11 If there are no errors or omissions, Council must adopt the minutes as circulated.”

2.13 By deleting sections 55.3, 55.4, and 55.5.

PASSED FIRST READING: _____

PASSED SECOND READING: _____

PASSED THIRD READING: _____

Notice of intention to proceed with this bylaw was published on the ___day of _____, 2024 in the *Nanaimo News Bulletin* newspaper, circulating in the City of Nanaimo, and posted on the City of Nanaimo website pursuant to Section 94.2 of the *Community Charter*.

ADOPTED: _____

MAYOR

CORPORATE OFFICER

ATTACHMENT 2

CITY OF NANAIMO

BYLAW NO.7272 (Consolidated)

A BYLAW TO ESTABLISH THE RULES OF PROCEDURE FOR COUNCIL, COMMITTEE OF THE WHOLE AND COMMITTEE MEETINGS.

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CITY OF NANAIMO

BYLAW NO. 7272

A BYLAW TO ESTABLISH THE RULES OF PROCEDURE FOR COUNCIL, COMMITTEE OF THE WHOLE AND COMMITTEE MEETINGS.

A Bylaw to establish the rules of procedure for Council, Committee of the Whole and Committee meetings.

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

Title

1.1 This Bylaw may be cited as the “Council Procedure Bylaw 2018 NO. 7272”.

PART I – GENERAL

Definitions

2.1 In this Bylaw:

| | |
|--------------------------------|--|
| “ACTING MAYOR” | means the Council member who, in accordance with Part IV of this Bylaw, is responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant. |
| "AVICC" | means the Association of Vancouver Island Coastal Communities. |
| “BOARD OF VARIANCE” | Means an independent Board, comprised of 5 members, appointed by Council for the purpose of hearing appeals outlined in Section 542 of the <i>Local Government Act</i> . |
| “CHAIR” | means the person presiding at a meeting. |
| “CITY” | means the City of Nanaimo. |
| “CITY HALL” | means Nanaimo City Hall located at 455 Wallace Street, Nanaimo, British Columbia. |
| “CHIEF ADMINISTRATIVE OFFICER” | means the person appointed by Council as the Chief Administrative Officer for the City and his or her designate. |
| “COMMISSION” | (7272.01) |
| “COMMITTEE” | means a Select Committee, a Standing Committee or other committee of Council. (7272.01) |

| | |
|--------------------------------|---|
| “COMMITTEE OF THE WHOLE” | (7272.01) |
| “COMMUNITY CHARTER” | means the <i>Community Charter</i> , S.B.C. 2003, c. 26 and its amendments. |
| “CORPORATE OFFICER” | means the person responsible for corporate administration as set out under Section 148 of the <i>Community Charter</i> . |
| “COW” | (7272.01) |
| “COUNCIL” | means the Council of the City. |
| “DELEGATION” | means a person, group, or organization which makes a request to speak at a meeting of Council or Committee. (7272.01) |
| “FCM” | means the Federation of Canadian Municipalities. |
| “IN CAMERA MEETING” | means a meeting that is closed to the public in accordance with Sections 90 and 92 of the <i>Community Charter</i> . |
| “LOCAL GOVERNMENT ACT” | means the <i>Local Government Act</i> , R.S.B.C. 2015, c.1 and its amendments. |
| “MAYOR” | means the Mayor of the City. |
| “MEMBER” | means a member of the Council or Council Committee. |
| “PARCEL TAX ROLL REVIEW PANEL” | Means a panel consisting of at least 3 members appointed by Council under Section 204 of the <i>Community Charter</i> to consider complaints respecting the parcel tax roll and to authenticate the roll. |
| “PUBLIC HEARING” | means a formal open meeting of officials and citizens where citizens are permitted to offer comments as a means of gathering public opinions and concern on political issues before a decision is made, or action is taken. |
| “PUBLIC NOTICE POSTING PLACE” | means the Notice Board at the front entry of Nanaimo City Hall, 455 Wallace Street. |
| “QUORUM” | means the majority of Council. |
| “RECORDING SECRETARY” | means the person who is responsible for taking the minutes at a Council or Committee meeting. |

- “STANDING COMMITTEE” means a committee appointed by the Mayor under Section 141 of the *Community Charter* for matters the Mayor considers would be better dealt with by a Committee and at least half of the members must be Council members.
- “SELECT COMMITTEE” means a committee appointed by Council under Section 142 of the *Community Charter* for a select purpose and to report its finding and opinion to the Council. At least one member of a select committee must be a Council member.
- “TASK FORCE” means a type of Select Committee that is created for a specific purpose identified by Council. (7272.01)
- "UBCM" means the Union of British Columbia Municipalities.

Applications of Rules of Procedure

- 3.1 The provisions of this Bylaw will govern the proceedings of Council and Committees for the City. (7272.01)
- 3.2 In cases not provided for under this Bylaw the 11th Edition of Robert's Rules of Order, as updated from time to time will apply to the proceedings of Council and Committees to the extent that those rules are:
- (a) applicable in the circumstances; and,
 - (b) not inconsistent with the provisions of this Bylaw, the *Community Charter* or the *Local Government Act*.
- (7272.01)

PART II – COUNCIL MEETING ADMINISTRATION

Inaugural Meeting

- 4.1 Council will hold the first meeting of Council within the first 10 days of November pursuant to section 124 of the *Community Charter*.
- 4.2 If a quorum of Council Members elected at the general local election has not taken office by the date of the meeting referred in section 4.1, the first Council meeting will be called by the Corporate Officer and held as soon as reasonably possible after a quorum of Council Members has taken office.

Time and Location of Meetings

- 5.1 Regular Council meetings will take place at the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC except when Council resolves to hold the meetings elsewhere. (7272.01)
- 5.2 Regular Council meetings will:
- (a) be held in accordance with the schedule adopted by Council on or before December 31 of the preceding year;
 - (b) begin:
 - (i) at 4:30 p.m. to proceed “In Camera”, if necessary, pursuant to section 90 of the *Community Charter*; and, (7272.01)
 - (ii) commence the open session of the meeting at 7:00 p.m.
 - (c) be adjourned at 11:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 25.2.
- 5.3 Regular Council meetings may:
- (a) be cancelled by motion passed by Council, provided that two consecutive meetings are not cancelled;
 - (b) be postponed to a different date, time, or location by the Mayor, provided that the Council Members are given written notice at least 24 hours in advance; or,
 - (c) be postponed by a motion of Council to the date, time and location set out in the motion.
- 5.4 Special Council meetings may be held at the date, time and location specified in the notice for the Special Council meeting.

Notice of Regular Council Meetings

- 6.1 The Corporate Officer will:
- (a) have prepared annually on or before December 31 a schedule of dates, times and locations of Regular Council meetings for the following year to be approved by Council;
 - (b) have the schedule available to the public by posting it at the Public Notice Posting Place; and,
 - (c) have notice given annually when and where the schedule of Regular Council meetings will be available in accordance with the section 94 of the *Community Charter*.
- 6.2 If revisions are necessary to the schedule of the Regular Council meetings, the Corporate Officer, will, as soon as possible, post a notice on the Public Notice Posting Place which indicates any revisions to the schedule.
- 6.3 Regular Council meetings will:
- (a) be held on the first and third Monday of each month, with the exception of January in which no meeting will be held the first Monday, in which only one meeting will be held; and,

- (b) where a Council meeting falls on a statutory holiday or occurs during a week in which the FCM, UBCM or AVICC annual conferences are held, the meeting will be held on the following Monday; and (7272.01)
- (c) not be held in August. (7272.01)

Notice of Special Meetings

- 7.1 Except where notice of a Special Council meeting is waived by a motion passed by a unanimous vote of all Council Members, the Corporate Officer will give a notice of the date, time and location of a Special Council meeting at least 24 hours before the time of the meeting:
- (a) posting a copy of the notice at the Shaw Auditorium located in the Vancouver Island Conference Centre, or other;
 - (b) posting a copy of the notice at the Public Notice Posting Places, and
 - (c) leaving one copy of the notice for each Council member in the place to which the member has directed notices to be sent. (7272.02)
- (7272.01)
- 7.2 The notice under section 7.1 will describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

Agenda

- 8.1 Prior to a regular meeting, the Corporate Officer will have prepared an agenda setting out all the items for consideration at that meeting and deliver a copy of the agenda to each Council Member by Wednesday prior to the Monday meeting, where possible. (7272.01)
- 8.2 The deadline for submissions to the Corporate Officer of items for inclusion on the agenda for the meeting by staff will be by 8:30 a.m., the Tuesday two weeks prior to the meeting date. (7272.02)
- 8.3 Items received after the deadline set out in section 8.2 will not be placed on agenda for the upcoming meeting but will be placed on the agenda for the subsequent meeting unless the item is introduced as a late item pursuant to section 10.1.
- 8.4 The Corporate Officer will make the agenda for a meeting available to the public by posting the agenda table of contents on the Public Notice Posting Place:
- (a) on the Wednesday afternoon prior to the Regular Council meeting. (7272.01)
- 8.5 Council will not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 10.1.
- 8.6 Prior to a special meeting, the Corporate Officer will have prepared an agenda setting out all the items for consideration at that meeting and deliver a copy of the agenda to each member at least 24 hours before the meeting, where possible. (7272.01)

Order of Proceedings and Business

- 9.1 The agenda for all Regular Council meetings may contain the following matters in the order in which they are listed below:
- (a) Call to Order
 - (b) Procedural Motion
 - (c) Introduction of Late Items
 - (d) Approval of the Agenda
 - (e) Adoption of the Minutes
 - (f) Mayor's Report
 - (g) Presentations
 - (h) Consent Items
 - (i) Delegations (unrelated to agenda items)
 - (j) Reports
 - (k) Bylaws (with no accompanying report)
 - (l) **Correspondence**
 - (m) Notice of Motion
 - (n) Other Business
 - (o) Question Period
 - (p) Adjournment
- (7272.01)
- 9.2 The order of proceedings and business for special meetings may contain the matters listed in Section 9.1. (7272.01)
- 9.3 When preparing the agenda prior to the meeting, the Mayor and Corporate Officer may in their discretion:
- (a) vary the order set out in section 9.1; and
 - (b) delete agenda headings if there is no business under those items.
- (7272.02)
- 9.4 The order of business specified in section 9.1 and 9.3 hereof may be varied, as the Council deems necessary. (7272.02)

Late Items

- 10.1 Council will not consider an item of business not included on the agenda at a Council meeting unless a motion to introduce the item as a late item has been passed by a majority vote of all Council Members present.

Notice of Motion

- 11.1 A Council Member may give a notice of motion respecting an item which he or she intends to present at a future meeting by reading it aloud and providing a copy of the notice of motion to the Chair and the Corporate Officer either before or during the meeting.
- 11.2 The Corporate Officer will include the notice of motion under the notice of motion section in the minutes and will place the notice of motion with any relevant background information under other business on the agenda for the next meeting

or another future meeting as requested by the Council Member who presented the notice of motion.

- 11.3 If the Council Member who presented the notice of motion is not in attendance at the meeting when the subject of that notice of motion is brought forward, the notice of motion will be postponed to the next meeting at which the Council Member who submitted the notice of motion is in attendance.

Petitions and Communications

- 12.1 A petition or a communication intended to be presented to Council will:
- (a) be legibly written, typed or printed;
 - (b) not be libelous, obscene, impertinent or improper;
 - (c) be dated;
 - (d) be signed by at least one person; and,
 - (e) include the name and civic address for each person who has signed the petition or communication.
- 12.2 The Corporate Officer may refer any communication addressed to Council which relates to a matter that falls within the scope of responsibility of a particular department directly to that department.
- 12.3 If such a matter is referred pursuant to section 12.2 the Corporate Officer will give a copy of communication to each Council Member and the appropriate staff member and will send an acknowledgement to the writer of the communication advising to whom the matter has been referred.
- 12.4 A person may appeal the referral of a communication pursuant to section 12.2 to the Chief Administrative Officer.
- 12.5 The Chief Administrative Officer shall make the final determination of an appeal made pursuant to section 12.4.

Annual Municipal Report

- 13.1 In accordance with Section 99 of the *Community Charter*, the Council must annually consider the Annual Municipal Report. The Corporate Officer must give notice, in accordance with Section 94 of the *Community Charter*, of the date, time and place when Council will consider:
- (a) the annual report prepared under Section 98 of the *Community Charter*;
 - (b) submissions and questions from the public.

PART III – CONSENT ITEMS

Consent Items

- 14.1 The Corporate Officer may prepare a list of consent items which will include various items, and recommendations on how to address those items.
- 14.2 The following matters should not be included under consent items:

- (a) adoption of the financial plan;
 - (b) adoption of the annual municipal report; or,
 - (c) adoption of any strategic plans.
- (7272.01)

- 14.3 Council may vote on and adopt in one motion all recommendations appearing under the consent items.
- 14.4 If a Council Member makes a request to remove an item from the consent items for the purposes of:
- (a) debate or discussion;
 - (b) voting in opposition to a recommendation in the consent items; or,
 - (c) declaring a conflict of interest,
- the Chair will remove applicable item and its recommendation from the consent items and have it considered separately by Council immediately after the consideration of the remaining consent item recommendations.
- 14.5 The Corporate Officer will remove consent items from the consent items list where a delegation has been permitted to speak to an item. (7272.01)
- 14.6 Where a consent item has been removed from the consent items list when a delegation has been permitted to speak to the item, the delegation and item will be considered immediately after the consideration of the remaining consent item recommendations. (7272.01)

PART IV – DESIGNATION OF COUNCILLOR TO ACT IN PLACE OF MAYOR

Acting Mayor

- 15.1 On an annual basis, the Corporate Officer will prepare a schedule to designate the Council Members to serve as Acting Mayor on a rotating basis.
- 15.2 The Acting Mayor will fulfill the responsibilities of the Mayor in his or her absence.
- 15.3 If both the Mayor and Acting Mayor are absent from the Council meeting, the Council Member who is next in rotation as Acting Mayor and is in attendance at the meeting will act as the Chair at the meeting.

PART V – COUNCIL PROCEEDINGS

Attendance of Public at Meetings

- 16.1 Except where the provisions of section 90 of the *Community Charter* apply, all Council Meetings will be open to the public.
- 16.2 This section will apply to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation:
- (a) Committees;

- (b) Parcel tax roll review panel;
 - (c) Board of variance; and,
 - (d) Task Forces
- (7272.01)

16.3 Despite subsection 16.1, the Chair may expel or exclude a person from a Council meeting in accordance with section 133 of the *Community Charter*.

Calling Meeting to Order

- 17.1 As soon as possible after the time specified for a Council meeting, the Mayor will assume the position of Chair and call the Council meeting to order.
- 17.2 If the Mayor is absent, then the Acting Mayor will assume the position of Chair and call the meeting to order.
- 17.3 If a quorum of Council is present but the Mayor and the Acting Mayor do not attend within 15 minutes of the scheduled time for a Council meeting:
- (a) the Council Member who is next in the rotation for Acting Mayor and is in attendance at that meeting will call the meeting to order, and preside as Chair until the Mayor or Acting Mayor arrives at that meeting.
- 17.4 If the Mayor or the Acting Mayor arrive at any time during a meeting that was called pursuant to section 17.3, the Mayor or the Acting Mayor will then assume the position of Chair.

Adjourning Meeting where No Quorum

- 18.1 If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer will:
- (a) record the names of the Council Members who are present and those who are absent; and,
 - (b) adjourn the meeting until the next scheduled meeting.

Delegations Pertaining to Council Agenda Items (7272.01)

- 19.1 A Delegation requesting to appear before Council will submit a written request which includes an outline on the agenda matter of the request to the Corporate Officer by 11:00 a.m. the Friday prior to the Monday meeting. (7272.01)
- 19.2 All presentations and handouts from Delegations must be received by the Legislative Services Department by 11:00 a.m. the Friday prior to the Monday meeting. No late presentations will be displayed at the meeting. Handouts must be no more than ten pages long. (7272.01)
- 19.3 (deleted 7272.01)
- 19.4 The Corporate Officer will screen Delegation requests and may do any of the following:

- (a) schedule a Delegation to a later Council meeting, or Committee meeting as deemed appropriate according to the subject matter of the written request; (7272.01)
 - (b) refuse to place a Delegation on the agenda if:
 - (i) the issue is not considered to fall within the mandate or jurisdiction of Council; or,
 - (ii) the Delegation has already spoken to Council on the same matter and no new significant information is provided;
 - (c) refer the matter to the appropriate department if the matter has already **been acted upon by Council or** been referred to staff by Council; (7272.04)
- 19.5 If the Corporate Officer refuses to place the Delegation on the agenda pursuant to subsection 19.4(b), the Corporate Officer will distribute the information received from the Delegation under a separate cover to Council.
- 19.6 If the Delegation wishes to appeal the Corporate Officer's decision made pursuant to subsection 19.4(b), then:
 - (i) the Corporate Officer will distribute the information received from the Delegation under a separate cover to the Council; and,
 - (ii) the appeal will be considered when Council is adopting the agenda for the meeting at which the Delegation requested to appear.
- 19.7 If a Delegation request is received, but not within the timelines pursuant to section 19.1 the Corporate Officer will not place a Delegation on the agenda.
- 19.8 A Delegation which has made an appeal may address the Council at the meeting, if a motion is passed by a unanimous vote of all Council Members present at the start of the meeting.
- 19.9 A Delegation will be:
 - (a) restricted to the subject matter contained in the written request; and,
 - (b) limited to 5 minutes for the presentation unless a longer time period is permitted by a motion passed by a unanimous vote of all of the Council Members present.
- ~~19.10 Notwithstanding section 19.9, Delegations will be given 5 minutes total to make their presentation. (7272.01) (deleted 7272.04)~~
- 19.11 (a) There shall be no limit to the number of delegations included on the Council Meeting Agenda for items that have been included on the Agenda.

Delegations Unrelated to Agenda Items (7272.01)

- ~~19.12~~ (b) Any Delegation requests that do not pertain to an item on the agenda shall be reviewed by the **C**orporate **O**fficer and if appropriate placed on the next Council meeting agenda under the Delegations heading. (7272.01)

- 19.13(c) A maximum of four Delegations will be permitted regarding items not listed on a Council agenda. The order of Delegations will be the first four received, commencing 14 days prior to Delegation deadline. (7272.01)
- ~~19.14 Delegations regarding an item not on the Council agenda will be limited to 5 minutes for their presentation unless a longer time period is permitted by a motion passed by a majority vote of all of the Council Members present. (7272.01)~~
- 19.15 Council will not permit a Delegation to address Council regarding the following:
- (a) ~~a bylaw in which a public or statutory hearing has already been held~~
 - (a) if the matter relates to a bylaw in respect of which a public or statutory hearing has already been held or where third reading has been given. (7272.04)
 - (b) matters on which the City had commenced legal proceedings and on which judgment has not been rendered;
 - (c) matters for which legal proceedings have commenced against the City on which judgement has not been rendered;
 - (d) publicly tendered contracts or proposal calls for the provision of goods or services for the City between the time that such contract or proposal has been authorized and the time such contract or proposal call has been awarded either by Council or staff;
 - (e) a hearing pertaining to an application, permit or license which has not yet been considered by Council;
 - (f) other Delegation's requests;
 - (g) soliciting of services or goods;
 - (h) matters that are or have been the subject of a claim for damages against the City of Nanaimo;
 - (i) personal or personnel matters about an individual; and/or
 - (j) matters that are outside the mandate or jurisdiction of Council.
- 19.16 Multiple delegations from the same organization or group, regarding the same topic will be combined and have a five-minute time limitation. (7272.01)
- 19.17 A Council Member will:
- (a) limit their questions to a Delegation to seek clarification or additional details; and,
 - (b) not engage the Delegation in a debate or comment on the merits of the issue.
 - (c) not act on a request from a delegation following the presentation unless consent by a two-thirds vote of Council present is given. (7272.04)
- 19.18 If a Delegation:
- (a) speaks disrespectfully to or of any person;
 - (b) refuses to abide by the rules for delegations;
 - (c) fails to adhere to the time limits; or,
 - (d) disregards the authority of the Chair to run the meeting,
- the Chair may do any of the following:
- (a) ask the Delegation to withdraw the offensive remarks or cease the offensive behavior;

- (b) stop the presentation; or,
- (c) take steps to have the Delegation abide by the Chair's instructions.

19.19 If the Delegation fails to comply with the Chair pursuant to section 19.18 the Chair may terminate the presentation and direct the Delegation to vacate the speaker's podium and return to the public seating area.

19.20 If the Delegation still fails to comply with the Chair's direction pursuant to section 19.19, then section 16.3 applies.

Point of Order

20.1 Without limiting the Chair's duty under the section 132(1) of the *Community Charter*, the Chair will apply the correct procedure to a motion:

- (a) if the motion is contrary to the rules of procedure in this Bylaw; and,
- (b) whether or not a Council Member has raised a point of order in connection with the motion.

20.2 If the Chair is required to decide a point of order:

- (a) the Chair will cite the applicable rule or authority, if requested by a Council Member;
- (b) a Council Member will not question or comment on the rule or authority cited by the Chair under subsection 20.2(a); and,
- (c) the Chair may reserve the decision until the next Council meeting.

Recess

21.1 At any time while the meeting is in progress, the Chair:

- (a) may call for a recess for a short period of time; and,
- (b) will state the approximate duration for which the meeting will be recessed.

Voting at Meetings

22.1 The following procedures apply to voting at meetings:

- (a) when debate on a motion is closed, the Chair will put the motion to a vote of the Council Members;
- (b) when the Chair is putting the motion to a vote, a Council Member will not:
 - (i) cross or leave the room;
 - (ii) make a noise or other disturbance; or,
 - (iii) interrupt the voting procedure unless the interrupting Council Member is raising a point of order;
- (c) after the Chair finally puts the motion to a vote, a Council Member will not speak to the motion or make another motion concerning it;
- (d) if a vote on a motion is taken, each Council Member present will signify his or her vote by:
 - (i) raising his or her hand;
 - (ii) pushing the appropriate button on any automated voting system being used at the meeting;
 - (iii) indicating whether he or she votes in favour or against the motion when his or her name is called; or,

- (iv) by any other means specified by the Chair, except as prohibited by the *Community Charter* or this section;
- (e) the Chair will not take a vote by ballot or any other method of secret voting;
- (f) the Chair will declare the result of the vote; and,
- (g) the Chair's decision about whether a motion has been finally put is conclusive.

Question Period

- 23.1 Questions will be addressed through the Mayor and Council members will respond with a 5 minute time limit.
- 23.2 The public will limit its questions strictly to matters **that were** considered by Council at that particular Council meeting **from the following:**
- (a) **Consent Items;**
 - (b) **Reports; or**
 - (c) **Other Business (7272.04)**
- 23.3 (1) If a member of the public:
- (a) speaks disrespectfully to or of any person;
 - (b) refuses to abide by the rules;
 - (c) fails to adhere to the time limits;
 - (d) does not ask a question; or,
 - (e) disregards the authority of the Chair to run meeting,
- the Chair may ask the person to abide by the Chair's instructions.
- (2) If the person fails to comply with the Chair pursuant to section 23.3(1), the Chair may direct the person to vacate the speaker's podium and return to the public seating area.
- (3) If the person still fails to comply with the Chair's direction pursuant to section 23.3(1) or 23.3(2), then section 16.3 applies.
- 23.4 The Chair will determine, if necessary, if sufficient discussion has taken place and may close the question period based on that determination.

Reconsideration

- 24.1 A motion/resolution which was adopted or defeated may be reconsidered by Council provided that the resolution has not had the assent of the electors, has not been reconsidered under this Section or Section 131 of the *Community Charter*, and has not been acted upon by an officer, servant or agent of the Municipality.

A reconsideration motion:

- (a) must be brought forward by a member who voted on the prevailing side of the motion, or by any member who was absent during the original vote;
- (b) may be seconded by any member;

- (c) must be brought forward at the next meeting of Council after the original vote; or, in the case of when a member was absent at the time of the original vote, at the next meeting to which this member is able to attend;
 - (d) must receive a majority vote of Council for it to be adopted;
 - (e) if defeated, and the outcome being that the resolution is preserved unchanged, the same resolution may not be brought back before Council for six (6) months from the date of the latest vote, except with two-thirds consent of all the members of Council.
- 24.2 Each resolution or reading of a bylaw may be reconsidered under the provisions of Section 24.1.
- 24.3 Notwithstanding section 24.2, once a bylaw is finally adopted, it may not be reconsidered except in accordance with Section 131 of the *Community Charter*.
- 24.4 Notwithstanding section 24.2, resolutions for third reading or final adoption of an Official Community Plan Bylaw or Zoning Bylaw shall not be reconsidered.

Adjournment

- 25.1 The Council shall observe an 11:00 p.m. curfew whereby the item on the Agenda under discussion at 11:00 p.m. will be the last item dealt with on that day unless, by majority vote, the Council members decide to extend the time of adjournment.
- 25.2 A Council meeting may continue after 11:00 p.m. by a motion passed by a majority vote of all Council Members present.
- 25.3 As an exception to section 25.2, Council may continue to deal with the item on the agenda under discussion before adjournment, if the 11:00 p.m. has arrived and Council has not passed a motion to extend the time of adjournment.
- 25.4 A motion to adjourn either a Council meeting or a debate at a Council meeting is always in order.
- 25.5 Section 25.4 does not apply to either of the following motions:
- (a) a motion to adjourn to a specific day; or,
 - (b) a motion that adds a qualification to a preceding motion to adjourn.

Electronic Meetings and Electronic Participation (7272.03)

Electronic Meetings

- 26.1 Subject to Sections 128 to 128.2 of the *Community Charter*, Regular Council meetings, Special Council meetings, and Council Committee meetings may be conducted by means of electronic or other communication facilities if the Mayor, or in the absence of the Mayor, the Acting Mayor, determines it is advisable based on an emergency, or health, safety, environmental, or urgent City business, and the number of members able to attend the meeting in person is insufficient to achieve quorum.

- 26.2 Advance notice will be provided advising that the meeting will be conducted by means of electronic or other communication facilities, as follows:
- (a) notice of the meeting will be provided, pursuant to the *Community Charter*;
 - (b) the agenda cover sheet will include that the meeting is being held electronically;
 - (c) details will be included on the agenda cover sheet and on the City's website noting the location for the public to attend to watch and hear the meeting.
- 26.3 For Regular Council meetings and Special Council meetings, the public may attend to watch and hear any part of the meeting that is open to the public with the Corporate Officer in attendance.

Electronic Participation by Members

- 26.4 If a Council or Committee Member is unable to attend a Regular Council meeting, Special Council meeting, or Committee Meeting, as applicable, in person, the Council or Committee Member may participate in the meeting by means of electronic or other communication facilities if:
- (a) The facilities enable the other Council or Committee Members to hear and be heard by the Council or Committee Member; and
 - (b) Except for any part of the Council or Committee Meeting that is closed to the public, the facilities enable the public to hear, or watch and hear, the Council or Committee Member.
- 26.6 A Council or Committee Member who intends to participate in a Regular Council Meeting, Special Council Meeting, or Committee Meeting by electronic or other communication facilities shall give the Corporate Officer notice of this intention at least 24 hours prior to the Regular Council Meeting, Special Council Meeting, or Committee Meeting. The Corporate Officer shall, as soon as reasonably possible thereafter, provide the Council or Committee Member with instructions on how to connect to and participate in the Regular Council Meeting, Special Council Meeting or Committee Meeting by electronic or other communication facilities.
- 26.7 A Member who participates in a Regular Council Meeting, Special Council Meeting, or Committee Meeting by electronic or other communication facilities shall:
- (a) Advise Council when they join the Meeting and when they leave the Meeting; and,
 - (b) if applicable, ensure no person other than themselves or a person authorized under section 91 of the *Community Charter* is able to hear, or watch and hear, that part of a meeting that is closed to the public.

PART VI – CONDUCT AND DEBATE DURING MEETINGS

Decorum in Debate

- 27.1 A Council Member may speak to a motion at a Council meeting only if:
- (a) that Council Member first addresses the Chair; and,
 - (b) the Chair recognizes that Council Member as having the floor.
- 27.2 If more than one Council Member speaks, the Chair will call on the Council Member who, in the Chair's opinion, first spoke.
- 27.3 A Council Member will address:
- (a) the Chair by that person's title of Mayor or Acting Mayor or "Your Worship", "Mr./Madam Mayor", "Mr./Madam Acting Mayor" or "Mr./Madam Chair";
 - (b) another Council Member by the title of Councillor and his last name; and,
 - (c) a staff member by his/her official title or Mr./Ms. and his/her last name.
- 27.4 A Council Member will not interrupt another Council Member who is speaking except to raise a point of order.
- 27.5 A Council Member who is called to order by the Chair:
- (a) will immediately stop speaking;
 - (b) may explain his or her position on the point of order, if requested by the Chair; and,
 - (c) may appeal to Council for its decision on the point of order in accordance with section 132 of the *Community Charter*.
- 27.6 A Council Member:
- (a) will use respectful language;
 - (b) will not speak offensive words or use offensive gestures or signs;
 - (c) will speak only in connection with the matter being debated;
 - (d) will announce whether they are speaking in support or against the motion, when called upon by the Chair;
 - (e) will speak through the Chair;
 - (f) will not introduce irrelevant matters or indulge in tedious repetition;
 - (g) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded or reconsidered; and,
 - (h) will adhere to the rules of procedure established under this Bylaw and to the decision of Chair and Council in connection with the rules and points of order.
- 27.7 If a Council Member does not adhere to section 27.6, the Chair may order the Council Member to leave the Council Member's seat and:
- (a) if the Council Member refuses to leave, the Chair may cause the Council Member to be removed by a peace officer from the Council Member's seat; or
 - (b) if the Council Member apologizes to the Council, Council may allow the Council Member to retake the Council Member's seat.

- 27.8 A Council Member may require the motion being debated at a Council meeting to be read at any time during the debate, if that request does not interrupt another Council Member who is speaking.
- 27.9 The following rules apply to limit speech on matters being considered at a Council meeting:
- (a) a Council Member may speak:
 - (i) up to 5 minutes for the first time on a matter;
 - (ii) up to 2 minutes for the second time on the matter;
 - (ii) up to 2 minutes on any amendment on the motion, unless Council has permitted an extension of the time limit for that Council Member by a motion passed by two-thirds of all Council Members present; and,
 - (b) a Council Member may speak a second time in connection with the same motion but only after all other Council Members have had an opportunity to speak; and,
 - (c) a Council Member may not speak any additional times unless Council has permitted an extension for the frequency for that Council Member by a motion passed by two-thirds of all Council Members present.
- 27.10 The Chair may make a motion, second a motion or debate a motion while presiding during the meeting.
- 27.11 The Chair may put the motion to a vote in the following circumstances:
- (a) if the first two speakers have all spoken in support or in opposition to a motion, Chair has called for a speaker for the contrary position and no such speaker is forthcoming; or,
 - (b) if the Chair is of the opinion that there has been sufficient debate on the motion and the debate has been more than 20 minutes in duration.
- 27.12 A Council Member may make motion to continue debate, if either situation in section 27.11(a) or (b) occurs.
- 27.13 A Council Member will keep in confidence any information considered in any part of a closed meeting until the Council agrees to discuss the information at a meeting that is open to the public or releases the information to the public under the appropriate policy or procedure.
- 27.14 Members of the public who constitute the audience at a meeting shall not disrupt the meeting and refrain from any activity or behaviour that would affect the Council or Committee deliberations.

Appeal Ruling of the Chair

- 28.1 Whenever the Chair is of the opinion that a motion is contrary to the rules and privileges of the Council, the Chair shall apprise the members without proposing the question and shall cite the rule or authority applicable to the case without

argument or comment. The ruling of the Chair may be appealed to the other members of Council then present.

- 28.2 On an appeal by a Council member from the decision of the Chair, the question shall be immediately put by him, and decided without debate "Shall the Chair be sustained?" and the Chair shall be governed by the vote of the majority of the Council members then present, excluding himself. In the event of the votes being equal, the question shall pass in the affirmative.
- 28.3 If the Chair refuses to put the question "Shall the Chair be sustained?", the Council shall immediately appoint a Chair pro tem. He shall proceed in accordance with Section 28.2. A resolution or motion carried under this Section is binding.

PART VII - BYLAWS

Form of Bylaws

- 29.1 A bylaw introduced at a Council meeting will:
- (a) be legibly typewritten;
 - (b) have a distinguishing name;
 - (c) have a distinguishing number; and,
 - (d) be divided into sections.

Bylaws to be Considered Separately or Jointly

- 30.1 Council will consider a proposed bylaw at a Council meeting and review each reading of the proposed bylaw separately.

Reading and Adopting Bylaws

- 31.1 The Chair may give the readings of a proposed bylaw by stating the bylaw's title and the applicable reading number.
- 31.2 Council may debate or amend a proposed bylaw at any time during the first three readings unless prohibited by the *Community Charter*.
- 31.3 If Council resolves to consider a bylaw section by section, Council will consider the bylaw in this manner at the second reading of the proposed bylaw.
- 31.4 The first three readings of a bylaw may be given on the same day, except in the case of an Official Community Plan designation bylaw or a Zoning bylaw.
- 31.5 An Official Community Plan designation bylaw or a Zoning bylaw which is to be considered at Public Hearing may receive only first and second reading at the time of introduction.
- 31.6 If Council wishes to amend a bylaw after third reading, the Council may do so as follows:
- (a) make a motion to rescind third reading; and if carried;
 - (b) make a motion to amend the bylaw; and if carried;
 - (c) make a motion to pass third reading of the bylaw as amended.

Bylaws Will Be Signed

- 32.1 After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the City's records for safekeeping with the following affixed to the bylaw:
- (a) the City's corporate seal,
 - (b) the dates of its readings and adoption,
 - (c) the date of the Public Hearing if applicable; and,
 - (d) the date of Ministerial approval or approval of the electorate if applicable.

Consolidation of Bylaws

- 33.1 The Corporate Officer may consolidate one or more of the City's bylaws for official use.

PART VIII – COMMITTEE OF THE WHOLE *(deleted 7272.01)*

- 34.1 to 41.1 *(deleted 7272.01)*

PART IX – STANDING AND SELECT COMMITTEES

- 42.1 This part applies, where applicable, to all Committees of the City. *(7272.01)*

Duties of Standing Committees

- 42.2 A Standing Committee will consider, inquire into, report and make recommendations to Council about all of the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned by Council; or,
 - (c) matters that are assigned by the Mayor.
- 42.3 A Standing Committee will report and make recommendations to Council at all of the following times;
- (a) in accordance with the schedule of the Standing Committee's meetings; and,
 - (b) on matters that are assigned by Council or the Mayor,
 - (i) as required by Council or the Mayor; or,
 - (ii) as soon as possible if the Council or Mayor does not specify a time.

Duties of Select Committees

- 43.1 A Select Committee will consider, inquire into, report and make recommendations to Council about all matters referred to the Select Committee by the Council.

- 43.2 The Select Committee will report and make recommendations to Council at the date and time specified by Council or as soon as possible if the Council does not specify a time. (7272.01)

Subcommittees

- 44.1 Committees may not create sub-committees without prior approval of Council.

Authority

- 45.1 A Committee of Council will not bind the City to any course of action, except if Council has expressly delegated such power to act on the Committee or has approved such action by a motion passed by majority of all Council.

Notice of Meetings

- 46.1 The Corporate Officer will establish a regular schedule of meetings of the Committee, including the dates, times and locations of the Committee meetings, and notice of the schedule will be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Place; and,
 - (b) providing a copy of the schedule to each member of the Committee.
- 46.2 If revisions are necessary to the regular schedule of meetings for a Committee, the Corporate Officer will post a notice and a revised schedule as soon as possible at the Public Notice Posting Place which indicates any revisions to the date, time and location, or cancellation of a Committee meeting.
- 46.3 The Corporate Officer will ensure a notice of the date, time and location of a meeting called under Section 46.2 to be given to all members of the Committee at least 24 hours before the time of the meeting.

Agendas for Committee Meetings

- 47.1 For items on the Committee agenda, staff will submit items for inclusion on the agenda to the Staff liaison by 11:00 a.m., 10 days prior to the Committee meeting. (7272.01)
- 47.2 If there are no items submitted for discussion by the deadline set out in section 47.1 the Corporate Officer may cancel the Committee meeting.
- 47.3 Committee agendas will be published on a schedule determined by the Corporate Officer. (7272.01)

Attendance at Meetings

- 48.1 Section 16.1 applies to Committees. (7272.01)

Quorum

- 49.1 The quorum for a Committee is a majority of the members of the Committee.

Conduct and debate

- 50.1 The rules of the Council procedure will be observed during Committee meetings, so far as is possible and unless as otherwise provided in this bylaw.
- 50.2 Council may adopt additional procedural rules for Committees by a motion. (7272.01)
- 50.3 A Council Member:
- (a) may attend meeting of a Committee of which he or she is not a member;
 - (b) may participate in the discussion; and
 - (c) will not:
 - (i) be counted as part of the quorum;
 - (ii) make motions; or,
 - (iii) vote on any motion considered by the Committee.
- 50.4 A Delegation requesting to appear before a Committee or Taskforce **on a matter related to the agenda**, will submit a written request which includes an outline on the agenda matter of the request to the Corporate Officer by 11:00 a.m. ~~ten days~~ **the day** prior to the meeting. (7272.01)(7272.04)
- 50.5 All presentations from Committee Delegations must be received by the Legislative Services Department by 11:00 a.m. ~~ten days~~ **the day before** prior to the meeting. No late presentations will be displayed at the meeting. (7272.01)
- 50.6 Delegations requesting to speak before a Committee will be reviewed by the Corporate Officer and assigned to the appropriate Committee. (7272.01)

PART X – MINUTES OF MEETINGS

Minutes of Meetings

- 51.1 This part applies to the minutes of the meetings of any group listed in Section 3 – Applications of Rules of Procedure of this bylaw.
- 51.2 The following persons may take the minutes of a meeting:
- (a) the Corporate Officer; or,
 - (b) the Recording Secretary.
- 51.3 Minutes of the meetings will be:
- (a) legibly recorded;
 - (b) certified as correct by the Corporate Officer;
 - (c) signed by the Chair; and,
 - (d) distributed to the group in advance of the next meeting. (7272.01)
- 51.4 Subject to section 51.8, minutes of the open meetings will be available for public inspection at City Hall during regular office hours. (7272.01)

- 51.5 The Corporate Officer may make minor corrections to approved minutes including but not limited to:
- (a) typographical errors;
 - (b) sequential numbering;
 - (c) grammatical errors; or,
 - (d) completing missing information.
- 51.6 Prior to adoption of the minutes, the Corporate Officer will distribute a copy of all minutes to each Council Member and the Corporate Officer will distribute a copy of all minutes to each member of the Committee.
- 51.7 In the absence of the Corporate Officer or Recording Secretary a motion passed by the majority of Council members present is required to permit members of staff or Council to take minutes. (7272.01)
- 51.8 Section 51.4 does not apply to minutes of a Council meeting from which person were excluded under Section 90 of the *Community Charter*. (7272.01)

Motion to Amend Minutes

- 51.9 A Council member may make a motion requesting that the minutes be amended to correct an inaccuracy or omission, however, the Corporate Officer should be advised of the challenge to the minutes at least one hour before the Council meeting at which the minutes are to be officially confirmed, to allow the Corporate Officer to review the recording of that meeting. (7272.04)

Meeting Recording to Determine Accuracy of Minutes

- 51.10 If a Council member questions the accuracy of a portion of the minutes of a Council meeting, Committee meeting, Court of Revision or Special Council meeting, the recording of that meeting, if available, shall be used to decide the question. (7272.04)

Adoption of Minutes

- 51.11 If there are no errors or omissions, Council must adopt the minutes as circulated. (7272.04)

Recording of Motions in Minutes

- 52.1 Every motion that has been seconded shall be recorded in the Minutes.
- 52.2 Notwithstanding Section 52.1, motions that have been withdrawn by Council as per Section 54.1, shall not be recorded in the Minutes.
- 52.3 The names of the members who moved and seconded a motion shall not be recorded in the Minutes.
- 52.4 All votes on motions will be recorded as either:

- (a) carried unanimously;
- (b) defeated unanimously; or,
- (c) in cases where unanimity is not reached, the names of those who voted against the motion will be recorded in the Minutes.

Consideration of Motions

- 53.1 When any motion is under consideration, no other motion shall be received, except a motion to amend, refer, table or postpone.

Withdrawal of Motions

- 54.1 After a motion has been made and seconded, it shall be deemed to be in the possession of the Council, but the motion may be withdrawn by the mover of the motion at any time before a decision or amendment is made, provided that the mover has the consent of the seconder.

PART XI – PUBLIC HEARINGS

Public Hearings

- 55.1 Public Hearing meetings will be scheduled on the third Thursday of each month, excluding the month of August, and will take place at the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, and will commence at 7:00 p.m. (7272.02)
- 55.2 On an annual basis, the Corporate Officer will prepare a schedule that Council may adopt by resolution for Public Hearing meetings on or before December 31 of the preceding year.
- ~~55.3 The Chair of the public hearing will ask if there is any person who wishes to speak at the public hearing, whether or not there is a speakers' list.~~
- ~~55.4 A Council Member will:~~
- ~~(a) limit his or her questions to the speaker to seek clarification or additional details;~~
 - ~~(b) not engage the speaker in a debate; and,~~
 - ~~(c) not comment on the merits of the issue.~~
- ~~55.5 The order of business at a Public Hearing shall be as follows:~~
- ~~(a) Public Hearing is called to order;~~
 - ~~(b) Staff reports are identified;~~
 - ~~(c) Staff provide introductory presentations;~~
 - ~~(d) Applicant details their application;~~
 - ~~(e) Chair calls for any person to be heard.~~
- ~~(7272.01)~~

PART XII – ADMINISTRATION OF THE BYLAW

Suspension of the Rules

- 56.1 Any provision of this bylaw, except those required by the *Community Charter* or the *Local Government Act*, may be temporarily suspended for a single meeting by a motion passed by a two-thirds vote of all Council Members present.

Irregularity

- 57.1 The failure of Council to observe the provisions of this bylaw and any associated policies will not affect the validity of motions passed or bylaws enacted by Council.

Supporting Policies

- 58.1 Council may adopt policies which provide additional administrative or procedural rules to support this bylaw.

Repeal

- 59.1 The following bylaw and amendments are repealed effective November 15, 2018:
- (a) "Council Procedure Bylaw, 2007, No. 7060"; and,
 - (b) "Delegation of Council Powers Bylaw 2012 No. 7148".

Effective Date

- 60.1 This Bylaw comes into force and effect on November 15, 2018.

ATTACHMENT 3

DATE OF MEETING MARCH 11, 2024

AUTHORED BY KAREN ROBERTSON, DEPUTY CORPORATE OFFICER

SUBJECT COUNCIL PROCEDURE AMENDMENT BYLAW

OVERVIEW

Purpose of Report

To present amendments to the Council Procedure Bylaw resulting from Bill 44, Housing Statutes (Residential Development) Amendment Act, 2023 as it relates to Public Hearings and other housekeeping amendments.

Recommendation

That the Governance and Priorities Committee provide direction on the options presented on proposed amendments to Council Procedure Bylaw No. 7272 as it relates to delegations when a public hearing cannot be held under Section 464 of the *Local Government Act* and other housekeeping amendments identified in the 2024-MAR-11 report by the Deputy Corporate Officer.

BACKGROUND

As outlined in a concurrent report from Current Planning, the Province made amendments to the *Local Government Act* (Section 464) which affects when a local government can hold a public hearing.

To better understand what these changes would mean for local governments, Staff attended a legal workshop that focused on the legal issues local governments are facing under the recently enacted provincial housing legislation and regulations. Staff also sought specific guidance from the City Solicitor on what effect the new legislation would have on Council's Procedure Bylaw as it relates to delegations on development applications in the absence of a public hearing and the implications surrounding public engagement.

It is important to understand what constitutes a formal public hearing. Staff have been advised that a meeting could be considered a de facto hearing when you have the following:

- a quorum of Council,
- in-person submissions; and
- a proposed development bylaw.

In the absence of the opportunity for verbal public input through a public hearing, there is a need to clarify when members of the public can form a delegation through Section 19 of Council's Procedure Bylaw when the bylaw is first introduced as currently, this section allows for unlimited delegations (up to five minutes each) on matters pertaining to an agenda item, including bylaw introduction.

When this question was posed at a legal seminar, and to the City Solicitor, it was advised that by permitting delegations at first reading, it could indirectly do what is prohibited by the new legislation which is holding a public hearing in all but name (a de facto public hearing). It could also give rise to procedural unfairness, particularly because the notice that is sent to the surrounding neighbours advising of the development (which is still mandatory) would state that the local government is prohibited from holding a public hearing and where the bylaw may be inspected. It may be problematic to find out after the fact that a neighbour had appeared as a delegation when the bylaw was first introduced to express their views.

To prevent that situation from happening, the recommended approach is for Councils to amend their Procedure Bylaws to clarify that delegations pertaining to a bylaw where a public hearing is prohibited in accordance with Section 464 of the *Local Government Act* be prohibited in keeping with the intent of the new legislation.

The goal for public engagement to occur earlier in the process through the OCP process where public hearings must be held. In doing so, the OCP becomes the crucial city planning document that lays out what kind of buildings can be developed in which parts of the City.

Other suggestions for having early public engagement include having the developer host an information session on their proposal prior to first reading where members of the public could find out more details and ask questions. Another suggestion was to clearly state in the notices sent to surrounding property owners that opportunities would exist to express their viewpoints to Council in writing as written comments would not violate public hearing rules. Therefore, when a public hearing is not permitted, written submissions could be accepted informally throughout the bylaw reading process.

This legislation is so new, there is no case law to test these new legislative provisions so Council may wish to wait until such time that the legislation has been litigated, and then make the necessary changes to the Council Procedure Bylaw based on that outcome. However, in the absence of a public hearing, allowing delegations anytime up to third reading poses the risk of a de facto public hearing.

Although the focus of this report is on Section 19 of the Procedure Bylaw, opportunities exist to address other proposed amendments related to delegations generally as well as other minor housekeeping matters. For the Committee's convenience, all proposed amendments, with options where possible, are addressed in numerical order and highlighted in red in Attachment 1 so the Committee can see how the amendments would be incorporated within the consolidated bylaw.

Section 9.1

With the adoption of the Council Correspondence Policy and the Council Support Policy a new "Correspondence" section should be added where requests for letters of support and correspondence items brought forward by Council members would be added.

Recommended Motion:

That the Governance and Priorities Committee recommend that Council direct staff to add a "Correspondence" section to Council's Procedure Bylaw.

Section 19.4 (c)

Section 19.4 (c) should be clarified to include the words “been acted upon by Council”. This clarifies that delegations may not be approved once the action has been taken by Council and/or referred to staff for action.

Recommended Motion:

That the Governance and Priorities Committee recommend that Council direct staff to add the words “been acted upon by Council” in section 19.4(c) of Council’s Procedure Bylaw.

Section 19.4(d)

This section is the substance of the staff report as it relates to delegations associated with the new public hearing rules as outlined in Section 464 of the LGA.

Recommended Motion:

That the Governance and Priorities Committee recommend that Council select one of the following options for Section 19(d) to Council’s Procedure Bylaw:

- 1. Refuse to place a Delegation on the agenda if the matter relates to a bylaw in respect of which a public or statutory hearing has already been held or where third reading has been given.***

This option gives members of the public the opportunity to be a delegation at anytime up to public hearing or third reading where a public hearing is prohibited or if Council decides not to hold a public hearing as per Section 464 of the LGA. This option is in line with the current provision, with an additional restriction on delegations after third reading for zoning bylaw amendments where a public hearing is not held or is prohibited as after that juncture, the applicant is working to complete the conditions of rezoning as per Council direction. Staff note that the new legislation potentially allows zoning bylaw amendments to be given multiple readings at the Council meeting where the bylaw is introduced. This option would be selected should Council wish to wait until such time that the legislation has been litigated.

- 2. Refuse to place a Delegation on the agenda if the matter relates to a bylaw in respect of which a public or statutory hearing is:***
 - i) prohibited in accordance with Section 464 of the Local Government Act;***
 - ii) notice of first reading has been given where Council has decided not to hold a public hearing; or***
 - iii) has already been held.***

This option addresses many of the concerns raised at the legal seminars and by the City Solicitor where there is the potential to have a de facto public hearing if delegations were permitted to address Council on a rezoning application where a public hearing is prohibited. It clarifies delegation procedures where a public hearing is prohibited, discretionary (where Council decides not to hold a public hearing) or mandatory (where a public hearing is required or where Council decides to hold a public hearing). While this option would not permit members of the public to be delegations if a public hearing is prohibited, it would allow delegations for mandatory or discretionary public hearings anytime up until the notice of first reading is given (if a public hearing is not held), or until a public hearing (if held).

Both options would still allow for members of the public to contact Staff or members of Council informally throughout the application process.

For the Committee’s convenience, a chart has been included to synopsise each option:

| | WHEN A DELEGATION CAN BE ACCEPTED | | | |
|--|-------------------------------------|---|--|--|
| | After Application Submission | After Notification of 1 st Reading (where PH not held) | Up to and including PH; or 3 rd Reading (where PH not held) | After PH; or 3 rd Reading (where PH not held) |
| <i>Current Provision: 19.15(a) (public hearing held)</i> | YES | <i>N/A</i> | YES | NO |
| Option 1 <i>(public hearing held or where 3rd reading given)</i> | YES | <i>N/A</i> | YES | NO |
| Option 2 | <i>i. public hearing prohibited</i> | NO | NO | NO |
| | <i>ii. public hearing not held</i> | YES | NO | NO |
| | <i>iii. public hearing held</i> | YES | <i>N/A</i> | YES |

Section 19.9

Currently, delegations (both on agenda items and items not on the agenda) are given 5 minutes to present unless a longer time period is permitted by a motion passed by a unanimous vote of all of the Council Members present. There is also no limit to the number of delegations that can appear before Council provided the topic is on the agenda. With up to 5 minutes and no limit, there is the potential for a single topic to inadvertently overshadow the other Council business at the meeting. To address this, some municipalities limit the number of delegations at a meeting; others have a time period limit. Not unlike some Public Hearings where there is the potential for a large number of speakers, a 3 minute limit is placed on delegations. This was also the case at a recent Special Governance and Priorities Committee meeting wherein members of the public were provided 3 minutes each to present their question or provide comments.

Retaining the 5 minute limit but placing a limit on the number of delegations could be problematic as there is the potential for an individual or group to stack the meeting by getting delegations in early. Should the Committee wish to address both potential issues whereby no limit is placed on the number of delegations but still have a mechanism in place to ensure a single topic does not overshadow the business of Council , Staff recommend the Committee implement a 3 minute time limit on delegations so that hot topics could be accommodated within the Council meeting but also provide the flexibility for Council to extend the time limit by two-thirds majority of Council instead of by the unanimous vote of all members present.

For clarity this section would not apply to presenters under the Presentations section where the time allotted is much more flexible as that section is where consultants and presenters that are invited by Council and staff would be placed.

Recommended Motion:

1. ***That the Governance and Priorities Committee recommend that Council direct staff to amend the time limit for delegations in Section 19.9 of Council’s Procedure Bylaw from 5 minutes to 3 minutes; or***
2. ***That the Governance and Priorities Committee recommend that Council retain the status quo of 5 minutes for delegations in Section 19.9 of Council’s Procedure Bylaw.***

Section 19.10

This section is not necessary and can be removed as it is covered in section 19.9(b).

Section 19.14

The option selected for section 19.9 should also be added to this section.

Section 19.15 (a)

This section relates to delegations unrelated to agenda items. The same provision that is selected for Section 19.14(d) should also be added to this section. Once the Committee selects its preferred option the same applicable provision would be added to Section 19.15(a).

Section 19.15(k)

Section 19.4(b) under Delegations Pertaining to Council Agenda Items authorizes the Corporate Officer to screen delegation requests and refuse to put a delegation on if they have already spoken to Council on the same matter and no new significant information is provided. This same provision should also be added to the section Delegations Unrelated to Agenda Items.

Recommended Motion:

That the Governance and Priorities Committee recommend that Council direct staff to add a Section 19.15(k) to Council's Procedure Bylaw which states: "if the Delegation has already spoken to Council on the same matter and no new significant information is provided."

Section 19.17 (c)

Best practises are such that Council should not act on a request from a delegation following a presentation and instead refer the matter to staff for a report or utilize the Notice of Motion provision to give Council and staff the opportunity to look into a matter in more detail. While this is not an issue with the current Council, other local governments have this provision included in their Council Procedure Bylaws.

Recommended Motion:

That the Governance and Priorities Committee recommend that Council direct staff to add a Section 19.17(c) to Council's Procedure Bylaw which states: "not act on a request from a delegation following the presentation unless consent by a two-thirds vote of Council present is given."

Section 23.1

The intent of question period is for members of the public to ask questions on matter considered by Council at that meeting. Most questions should be able to be asked within a 3 minute time limit and Council can always give opportunities for members to ask more than one question.

Recommended Motion:

- 1. That the Governance and Priorities Committee recommend that Council direct staff to amend the question period in Section 23.1 in Council's Procedure Bylaw to 3 minutes; or***
- 2. That the Governance and Priorities Committee recommend that Council retain question period at 5 minutes.***

Section 50.4 and 50.5

Currently Sections 50.4 and 50.5 do not follow the timeframe for Council Committee deadlines and needs to be fixed.

Recommended Motion:

That the Governance and Priorities Committee recommend that Council direct staff to make the necessary housekeeping amendments to Section 50.4 and 50.5 of Council's Procedure Bylaw as outlined in Attachment 1 to the 2024.MAR-11 staff report by the Deputy Corporate Officer.

Section 51.9, 51.10, and 51.11

These sections spell out the process for how errors or omissions in the minutes would be addressed. Should a Council member see any errors or omissions, they should advise the Corporate Officer as soon as possible after the minutes are distributed or at least one hour before the meeting to which the minutes would be officially adopted. That way, if there is a question of accuracy, there would be time to review the recording.

Recommended Motion:

That the Governance and Priorities Committee recommend that Council direct staff to add Section 51.9, 51.10, and 51.11 to Council's Procedure Bylaw as outlined in Attachment 1 to the 2024-MAR-11 staff report by the Deputy Corporate Officer.

Section 55.5

The final housekeeping amendment for the Committee's consideration is outlined in Section 55.5. The proposed amendments are required to ensure Council's Procedure Bylaw matches Council's Public Hearing Process Policy.

Recommended Motion:

That the Governance and Priorities Committee recommend that Council direct staff to make the necessary housekeeping amendments to Section 55.5 of Council's Procedure Bylaw as outlined in Attachment 1 to the 2024-MAR-11 staff report by the Deputy Corporate Officer.

In terms of next steps, the Committee's endorsed recommendations will go to Council on March 18th for formal consideration by Council. From there a Bylaw Amendment containing the supported changes would be brought forward to the April 8, 2024 Council meeting and then notice of the proposed bylaw amendments would be advertised as required under Section 124(3) of the *Community Charter* prior to final adoption.

SUMMARY POINTS

- the Province made amendments to the *Local Government Act* (Section 464) which affects when a local government can hold a public hearing.
- The new legislation requires amendments to be made to Council's Procedure Bylaw as it relates to delegations in the absence of a public hearing.
- Other housekeeping amendments to the Council Procedure Bylaw are being brought forward for the Committee's consideration.

ATTACHMENTS:

Attachment 2 – B7272 – Council Procedure Bylaw with Proposed Amendments

Submitted by:

Karen Robertson,
Deputy Corporate Officer

Concurrence by:

Sheila Gurrie,
Director, Legislative Services

Jeremy Holm,
Director, Planning and Development

Dale Lindsay,
CAO



Staff Report for Decision

File Number: GOV-02

DATE OF MEETING MARCH 25, 2024
AUTHORED BY KAREN ROBERTSON, DEPUTY CORPORATE OFFICER
SUBJECT COUNCIL PROCEDURE BYLAW AMENDMENTS

OVERVIEW

Purpose of Report

To provide clarification on recommendations from the 2025-MAR-11 Governance and Priorities Committee meeting as it relates to proposed amendments to Council's Procedure Bylaw.

Recommendation

That the Governance and Priorities Committee provide direction on the options presented on proposed amendments to Council Procedure Bylaw 7272 as it relates to delegations when a public hearing cannot be held under Section 464 of the *Local Government Act* and other housekeeping amendments identified in the 2024-MAR-11 report by the Deputy Corporate Officer.

BACKGROUND

On 2024-MAR-11, Staff presented the Governance and Priorities Committee with proposed amendments to Council's Procedure Bylaw as it relates to Public Hearings and delegations resulting from Bill 44, Housing Statutes (Residential Development) Amendment Act, 2023 and other housekeeping amendments. Details regarding the implications of each proposed amendment and the options were outlined in the staff report (see Attachment 1). How the proposed amendments were to be incorporated within Council's Procedure Bylaw were also provided (see Attachment 2).

As each amendment was introduced at the meeting, the Governance and Priorities Committee selected their preferred option. In total, twelve (12) recommendations were forwarded to Council for consideration at the 2024-MAR-18 Council meeting through the Consent Items portion of the agenda.

When the consent items were considered, Council had some additional questions specifically related to the following sections:

- Section 19.4(d) – Delegations Pertaining to Council Agenda Items; and
- Section 19.15(a) – Delegations related to Agenda Items.

Based on those questions, Staff felt it would be prudent for Council to refer the recommendations back to the next Governance and Priorities Committee for further discussion to ensure Council fully understood the implications associated with how the new legislation

could affect delegations on a rezoning bylaw at first reading when a public hearing is prohibited under Section 464 of the *Local Government Act*.

DISCUSSION:

All twelve (12) recommendations put forward by the Governance and Priorities Committee are outlined below for convenience. The first two recommendations, which were the subject of questions at the 2024-MAR-18 Council meeting, are highlighted in red. Both options are added back in and a short explanation outlining the implications of each option is provided. Further details on these options can also be found on page 3 of the 2024-MAR-11 staff report (see Attachment 1)

Staff is seeking direction on whether the Committee wishes to reaffirm its direction for the wording of Sections 19.4(d) and 19.15(a) by selecting option 2, or whether the Committee wishes to change its vote and select option 1.

1. [Section 19.4\(d\) – Delegations Pertaining to Council Agenda Items](#)

Recommended Motion:

That the Governance and Priorities Committee recommend that Council add one of the following as Section 19.4(d) of Council's Procedure Bylaw.

Option 1:

Refuse to place a Delegation on the agenda if the matter relates to a bylaw in respect of which a public or statutory hearing has already been held or where third reading has been given.

This option would give members of the public the opportunity to be a delegation at anytime up to public hearing or third reading where a public hearing is prohibited under Section 464 of the LGA . It was highlighted that this option was the topic of legal seminars as concern was expressed that hearing delegations at first reading (when a public hearing is prohibited by legislation) could be considered a de facto public hearing. However, it was also noted that the *Local Government Act* only prohibits public hearings for certain rezoning applications but does not specifically address delegations at first reading. As such, Council may wish to choose this option by continuing to allow delegations at first reading until more clarification is provided by the Province or until such time as the new legislation is litigated so Council has case law to refer to.

or

Option 2

Refuse to place a Delegation on the agenda if the matter relates to a bylaw in respect of which a public or statutory hearing is:

- i) prohibited in accordance with Section 464 of the Local Government Act;***
- ii) notice of first reading has been given where Council has decided not to hold a public hearing; or***
- iii) has already been held.***

This was the option selected by the Governance and Priorities Committee on 2024-MAR-11. It is the safest option as prohibiting delegations at first reading eliminates the potential for holding a de facto public hearing when a public hearing is prohibited under Section 464 of the LGA. Under this option, members of the public could be a delegation anytime up until the notice of first reading is given.

2. Section 19.15 (a) – Delegations unrelated to Agenda Items

Recommended Motion:

That the Governance and Priorities Committee recommend that Council select one of the following as Section 19.15(a) to Council’s Procedure Bylaw:

Option 1

If the matter relates to a bylaw in respect of which a public or statutory hearing has already been held or where third reading has been given.

The implications for this option are the same as the implications in option 1 above.

Or

Option 2

if the matter relates to a bylaw in respect of which a public or statutory hearing is:

- i) prohibited in accordance with Section 464 of the Local Government Act;***
- ii) notice of first reading has been given where Council has decided not to hold a public hearing; or***
- iii) has already been held.***

The implications for this option are the same as the implications in option 2 above.

In terms of the remaining recommendations, if the Committee does not require clarification on recommendations 3 through 12 below and is comfortable with the direction it provided on 2024-MAR-11, Staff would be seeking direction from the Committee to re-affirm placing recommendations 3 through 12 on the 2024-APRIL-08 meeting for Council’s consideration.

3. Section 9.1 – Order of Proceedings and Business

Recommended Motion:

That Council direct staff to add a “Correspondence” section to Section 9.1 - Order of Proceedings and Business within Council’s Procedure Bylaw.

4. Section 19.4(c) - Delegations Pertaining to Council Agenda Items

Recommended Motion:

That Council direct staff to add the words “been acted upon by Council” in section 19.4(c) of Council’s Procedure Bylaw.

5. Section 19.9 (b) – Delegations Pertaining to Council Agenda Items

Recommended Motion:

That Council retain the status quo of 5 minutes for delegations in Section 19.9 of Council’s Procedure Bylaw.

6. Section 19.14 - Delegations Unrelated to Agenda Items (Page 59)

Recommended Motion:

That Council retain the status quo of 5 minutes for delegations in Section 19.9 of Council’s Procedure Bylaw and that Section 19.10 removed.

7. Section 19.15(k) – Delegations Unrelated to Agenda Items

Recommended Motion:

That the Governance and Priorities Committee recommend that Council direct staff to add a Section 19.15(k) to Council’s Procedure Bylaw which states: “if the Delegation has already spoken to Council on the same matter and no new significant information is provided.”

8. Section 19.17 (c)- Delegations Unrelated to Agenda Items

Recommended Motion:

That the Governance and Priorities Committee recommend that Council direct staff to add a Section 19.17(c) to Council’s Procedure Bylaw which states: “not act on a request from a delegation following the presentation unless consent by a two-thirds vote of Council present is given.

9. Section 23.1 – Question Period

Recommended Motion:

That Council retain question period in 23.1 at 5 minutes.

10. Section 50.4 and 50.5

Recommended Motion:

That the Governance and Priorities Committee recommend that Council direct staff to make the necessary housekeeping amendments to Section 50.4 and 50.5 of Council's Procedure Bylaw as outlined in Attachment 2 to the 2024.MAR-18 staff report by the Deputy Corporate Officer.

11. Section 51.9, 51.10, and 51.11

Recommended Motion:

That Council direct staff to add the following Sections 51.9, 51.10, and 51.11 to Council's Procedure Bylaw:

Motion to Amend Minutes

51.9 A Council member may make a motion requesting that the minutes be amended to correct an inaccuracy or omission, however, the Corporate Officer should be advised of the challenge to the minutes at least one hour before the Council meeting at which the minutes are to be officially confirmed, to allow the Corporate Officer to review the recording of that meeting.

Meeting Recording to Determine Accuracy of Minutes

51.10 If a Council member questions the accuracy of a portion of the minutes of a Council meeting, Committee meeting, public hearing, Court of Revision or Special Council meeting, the recording of that meeting, if available, shall be used to decide the question.

Adoption of Minutes

51.11 If there are no errors or omissions, Council must adopt the minutes as circulated.

12. Section 55.5 – Public Hearings

Recommended Motion:

That the Governance and Priorities Committee recommend that Council direct staff to make the necessary housekeeping amendments to Section 55.5 of Council's Procedure Bylaw as outlined in Attachment 1 to the 2024-MAR-11 staff report by the Deputy Corporate Officer.

SUMMARY POINTS

- the Province made amendments to the Local Government Act (Section 464) which affects when a local government can hold a public hearing.
- The new legislation requires amendments to be made to Council's Procedure Bylaw as it relates to delegations in the absence of a public hearing
- Other housekeeping amendments to the Council Procedure Bylaw are being brought forward for the Committee's consideration.

ATTACHMENTS:

Attachment 1 – RPT-240311_Council Procedure Amendment Bylaw

Attachment 2 Council Procedure Bylaw with Proposed Amendments (red-lined)

Submitted by:

Karen Robertson,
Deputy Corporate Officer

Concurrence by:

Sheila Gurrie,
Director, Legislative Services

Dale Lindsay, CAO

DATE OF MEETING APRIL 22, 2024

AUTHORED BY KATHY GONZALES, MANAGER, AQUATICS
 DARCIE OSBORNE, DIRECTOR, RECREATION & CULTURE

SUBJECT PARKS AND RECREATION FEES AND CHARGES AMENDMENT

OVERVIEW

Purpose of Report

To amend Parks, Recreation and Culture Fees and Charges Bylaw 7336 to reflect recommended changes to “City Parks, Plazas, Pavilions, Amphitheatres, Grounds, Parking Lots and Trails” fees and additional housekeeping modifications related to fields

Recommendation

- That “Fees and Charges Amendment Bylaw 2023 No 7336.08” (a bylaw to amend the fees for City Parks, Plazas, Pavilions, Amphitheatres, Grounds, Parking Lots and Trails) to the pass first reading.
- That “Fees and Charges Amendment Bylaw 2023 No 7336.08” pass second reading.
- That “Fees and Charges Amendment Bylaw 2023 No 7336.08” pass third reading.

BACKGROUND

On 2024-MAR-20, an amended pricing structure for “City Parks, Plazas, Pavilions, Amphitheatres, Grounds, Parking Lots and Trails” and housekeeping amendments to fee charts and sports fields was presented at the Finance and Audit Committee meeting (see Attachment “A”).

The amended pricing structure was initiated based on feedback from regular users around the barriers that were created by the structure change. Staff recognize that each park and open space rental request is unique in the programs/services being offered, the size required to meet the request, and the impact the request has on both the community and the space being requested. After reviewing the current structure, staff determined that ‘Not-for-Profit’ groups were disproportionately impacted by the changes especially when the program, event, or service was smaller in size.

As a result of the review, Staff identified a two-tiered rental structure for parks and open spaces. The amendments presented at the Finance and Audit Committee meeting addressed the identified barriers and included a two-tiered system, based on whether the parks and open spaces booking is considered a high or low impact booking according to the predetermined criteria, and an adjustment to the approximate discount from the commercial rate to be applied to Not-for-Profit 1/Children (NP1-75% off) and Not-for-Profit 2/adult (NP2 – 50%) for parks and open spaces. As well, for clarity and ease of understanding, the amendment removes the

“Current” column from the PRC fee charts, as they are outdated and refer to 2022 fees, and identified an implementation day, month, and year for all PRC fees.

Additionally, since the adoption of the Bylaw the status of some facilities has changed, requiring the following updates to the Parks, Recreation and Culture Fees and Charges Bylaw 7336 including:

- Adding Mariner’s Field (Serauxmen Field 4) to Field A category of Sports Fields.
- Adding the new Harewood Artificial Turf Fields East and West (formerly Sherry Field) to Artificial Turf Field category of Sports Fields.
- Remove Sherry Fields from the Field A category.
- Replace Robbins Park with Robins Park in Field B classification.

The pricing structure updates, fee chart amendments, and field changes were supported by the Committee and endorsed by Council on 2024-APR-08. The bylaw is now before Council for consideration (see Attachment “B”) |

DISCUSSION

With Council’s direction to move forward, Staff are bringing the Fees and Charges Amendment Bylaw forward to authorize an adjustment to the fees associated with City Parks, Plazas, Pavilions, Amphitheatres, Grounds, Parking Lots and Trails and the associated housekeeping changes related to the fee charts and field status changes. If adopted, the new fee structure would come into effect 2024-MAY-01 (see Attachment C). |

OPTIONS

1. That “Fees and Charges Amendment Bylaw 2023 No 7336.08” pass first reading; and That “Fees and Charges Amendment Bylaw 2023 No 7336.08” pass second reading, and That “Fees and Charges Amendment Bylaw 2023 No 7336.08” pass third reading.
 - The advantages of this option: The new fees will address financial barriers that were identified with the initial amendment to the fees and encourage the use of parks and open spaces by Not-for-Profit groups. The option aligns with the goals of the City Plan: Nanaimo Reimagined, with strategic priorities related to A Healthy Nanaimo and Empowered Nanaimo.
 - The disadvantages of this option: There may be a slight reduction in the revenues to account for the adjustment in fees for low impact rentals, when hard costs such as custodial and parks maintenance fees remain the same.
 - Financial Implications: There may be a slight reduction in revenues related to parks and open spaces.
2. That Council retain the existing Parks and Open Spaces fees as indicated in the Fees and Charges Bylaw 2338.
 - The advantages of this option: No Bylaw amendment is required.
 - The disadvantage of this option: Not-for-Profit groups may not be able to access parks and open spaces for the programs and services they normally offer to the community. Increased negative communication from user groups and an escalation in requests for fee reductions, fee waiving, and financial grant support. Additionally,

increased conflict between parks users when groups choose to run their event without reserving the space.

- Financial Implications: Reduction in revenues related to parks and open spaces as groups decide not to offer events and programming.

SUMMARY POINTS

- Not-for-Profit groups have indicated that the current fees are a financial barrier for smaller, less impactful parks bookings.
- New Parks and Open Spaces fees will be in effect beginning 2024-MAY-01 through 2027-AUG-31.

ATTACHMENTS:

- Attachment A: Parks and Open Spaces Fees and Charges Amendments Report Presented at 2024-MAR-20 Finance and Audit Committee Meeting
- Attachment B: Bylaw 7336.08 – Fees and Charges Amended Bylaw

Submitted by:

Kathy Gonzales
Manager, Aquatics

Darcie Osborne
Director, Recreation & Culture

Concurrence by:

Karen Robertson
Deputy City Clerk

Wendy Fulla
Director, Finance

Laura Mercer
General Manager, Corporate Services

Richard Harding
General Manager Community Services &
Deputy CAO

Dale Lindsay
CAO



Staff Report for Decision

File Number: B6

DATE OF MEETING MARCH 20, 2024

AUTHORED BY DARCIE OSBORNE, DIRECTOR RECREATION & CULTURE
KATHY GONZALES, MANAGER, AQUATICS

**SUBJECT PARKS AND OPEN SPACES FEES AND CHARGES
AMENDMENTS**

OVERVIEW

Purpose of Report

To amend Parks, Recreation and Culture Fees and Charges Bylaw 7336 to reflect recommended adjustments to fees and charges and provide some recommended house-keeping changes such as adding the newly completed turf fields to the Bylaw.

Recommendation

That the Finance and Audit Committee recommend that Council:

1. Support the changes to the user rates for Parks and Open Spaces, fee implementation dates, and the Field classification changes as outlined; and
2. Direct staff to bring forward an amendment to the Fees and Charges Bylaw No. 7336 to incorporate the new Parks and Open Spaces fees, fee implementation dates, and Field classification changes.

BACKGROUND

Council adopted the Parks, Recreation and Culture Fees and Charges Amendment Bylaw 7336.04 at the regular Council meeting held 2023-JUN-05 which outlined the new rate classification system, pricing structure and percentage increases for the Parks, Recreation and Culture operations.

Prior to the bylaw amendment in June 2023, these rates had remained unchanged since 2015 and demand for space remained constant. The recommended changes took into consideration a number of factors including fees that:

- Provide accessibility for most taxpayers;
- Are easy to administer and understand;
- Mirror the cost of living increases;
- Are comparable to other Vancouver Island municipalities; and
- Provide subsidized rates to children and youth.

Parks and Open Spaces rates were assessed initially through the lens of commercial usage of the parks as these events resulted in the highest impact to the space, the community, and regular users. After implementing the new fees in September 2023 and using those for the last five months staff have determined that the new fee structure creates some unintended barriers to regular, non-commercial Parks and Open Spaces users. Prior to the bylaw update non-commercial Parks and Open Spaces users were paying a nominal fee to use the park and the

shift to hourly rates results in a quicker increase than some of the groups have been able to absorb and implement in their programs and events. The unanticipated consequence of the shift to hourly rates has disproportionately impacted Not-for-Profit groups, especially those offering smaller events.

DISCUSSION

The Parks and Open Spaces fees currently have one set of fees based on hourly rates with discounts applied to the Commercial rate based on the rental group classification. The initial intention with all of the Parks Recreation and Culture facility rental fees was for Private groups to receive a 10% discount from the Commercial rate, Not-for-Profit 2 (adult groups) to receive approximately 20% off, and Not-for-Profit 1 (children/youth groups) to receive the highest discount of approximately 50% off the Commercial rate.

The current fees for Parks and Open Spaces are as follows:

| CITY PARKS, PLAZAS, PAVILLIONS, AMPITHEATRES, GROUNDS, PARKING LOTS, TRAILS | | | | |
|--|------------|------------|------------|------------|
| | 1-Sep-2023 | 1-Sep-2024 | 1-Sep-2025 | 1-Sep-2026 |
| NP1 | \$23.81 | \$24.65 | \$25.51 | \$26.40 |
| NP2 | \$47.63 | \$49.29 | \$51.02 | \$52.80 |
| Private | \$59.53 | \$61.62 | \$63.77 | \$66.00 |
| Commercial | \$66.15 | \$68.46 | \$70.86 | \$73.34 |

Communications with Parks and Open Spaces users allowed staff to collect feedback about the fee structure and how the changes impact their individual events. To further understand the barriers introduced by the new fee structure and consider how best to provide accessibility for most tax payers, staff looked more intensely at the types of Parks and Open Spaces events that traditionally occur throughout the year (small, medium, and large) and any new requests that have been received over the last five months. Staff recognized that each Parks and Open Spaces request is unique in the program/service being offered, the size required to meet the request, and the impact the rental has on both the park and the community. After reviewing the current fee structure, Staff determined that Not-for-Profit groups were disproportionately impacted by the changes especially when the program, event, or services was smaller in size.

With a better understanding of the Parks and Open Spaces requests, Staff are recommending that Council endorse a two-tiered system based on whether the Parks and Open Spaces booking is considered a high impact or low impact booking according to the following the criteria:

| High Impact Booking | Low Impact Booking |
|---|--|
| Admission charge to participate | Free of charge. |
| High washroom use or extra portable toilets required | Low washroom use and only requires on-site washroom facilities. |
| Med-High impact to other park user. Eg. loud music, gated areas, parking challenges, etc. | No to low impact on other park users. Non-event park users can access the space during the event and enjoy the space without knowing the event is happening. |
| Equipment needs such as tents and vehicle access required to deliver equipment during event set-up. | No equipment requirements or vehicles access required to set up the event. |

**PARKS AND OPEN SPACES FEES AND CHARGES
AMENDMENTS**

| | |
|---|--|
| More than 300 participants during the event. | Less than or equal to 300 participants during the event. |
| Multi-day events or overnight set-up required. | Single day event. |
| Overnight storage required. | No overnight setups and storage required. |
| Greater than or equal to 1000 square feet. | Less than 1000 square feet. |
| Alcohol use planned for event (beer garden, tasting-type event) | No alcohol. |
| Serving or sales of event related merchandise during booking. | No sales or service of sales merchandise. |
| Road/sidewalk closures required during booking. | No road/sidewalk closures required. |

Also, to encourage the use of Parks and Open Spaces by Not-for-Profit groups that serve the community, staff recommend increasing the discount for Parks and Open Spaces to be 75% off the Commercial rate for Not-for-Profit 1 (children/youth), rather than the 50% initially identified, and 50% off the Commercial rate for Not-for-Profit 1 (adult), rather than the 20% initially identified. This slight discount adjustment will reduce the rates offered to these groups, reduce the initial barrier caused by shifting to hourly rates, and continue to encourage these groups to utilize the Parks and Open Spaces for their programs and services. With the endorsement of Council, Staff are recommending the proposed changes be effective immediately, following the process to amendment to Bylaw 7336. Below are the suggested changes to the fees for Parks and Open Spaces:

| CITY PARKS, PLAZAS, PAVILLIONS, AMPITHEATRES, GROUNDS, PARKING LOTS, TRAILS | | | | | |
|---|---------|-----------------------|------------|------------|------------|
| LOW IMPACT | | | | | |
| | Current | REVISED 1-May-2024 | 1-Sep-2024 | 1-Sep-2025 | 1-Sep-2026 |
| NP1 | \$23.81 | \$7.81 | \$8.05 | \$8.29 | \$8.54 |
| NP2 | \$47.63 | \$15.63 | \$16.10 | \$16.58 | \$17.08 |
| Private | \$59.53 | \$28.31 | \$28.97 | \$29.84 | \$30.74 |
| Commercial | \$66.15 | \$31.25 | \$32.19 | \$33.16 | \$34.15 |
| HIGH IMPACT | | | | | |
| | Current | REVISED 1-May-2024 | 1-Sep-2024 | 1-Sep-2025 | 1-Sep-2026 |
| NP1 | \$23.81 | \$15.63 | \$16.10 | \$16.58 | \$17.08 |
| NP2 | \$47.63 | \$31.25 | \$32.19 | \$33.16 | \$34.15 |
| Private | \$59.53 | \$56.25 | \$57.94 | \$59.68 | \$61.47 |
| Commercial | \$66.15 | \$62.50 | \$64.38 | \$66.31 | \$68.30 |

Under the existing bylaw, the implementation date of all PRC fees from one year to the next is unclear. Traditionally, the fees are adjusted on September 1st of each year to reflect the change in seasons that align with user groups. Staff are recommending that all of the PRC fee charts be replaced with charts that identify September 1st. There are no changes to any of the fees with the exception of the City Parks and Open Spaces fees addressed above.

Additionally, since the adoption of the Bylaw the status of some facilities has changed and Staff are also recommending the following house-keeping changes to the Parks, Recreation and Culture Fees and Charges Bylaw 7336 including:

- Adding Mariner’s Field (Serauxmen Field 4) to Field A category of Sports Fields.

- Adding the new Harewood Artificial Turf Fields East and West (formerly Sherry Field) to Artificial Turf Field category of Sports Fields.
- Remove Sherry Fields from the Field A category.
- Replace Robbins Park with Robins Park in Field B classification.
- Removing the “Current” column, which refers to 2022 fees, from PRC fees for ease of understanding.

OPTIONS

1. That Finance and Audit Committee recommend that Council support the changes to the user rates for Parks and Open Spaces, fee implementation dates and the field classification changes as outlined; and direct staff to bring forward an amendment to the Fees and Charges Bylaw No. 7336 to incorporate the new Parks and Open Spaces fees, fee implementation dates and Field classification changes.
 - The advantages of this option: The new fees will address financial barriers that were identified with the initial amendment to the fees and encourage the use of Parks and Open Spaces by Not-for-Profit groups. This option aligns with the goals of City Plan: Nanaimo Reimagined, with strategic priorities related to A Healthy Nanaimo and an Empowered Nanaimo.
 - The disadvantages of this option: There may be a slight reduction in revenues to account for the adjustment in fees for low impact rentals, when hard costs such as custodial and parks maintenance fees remain the same.
 - Financial Implications: There may be a slight reduction in revenue.

3. That Council retain the existing Parks and Open Spaces fees as indicated in Fees and Charges Bylaw No. 7336.
 - The advantages of this option: No Bylaw amendment is required.
 - The disadvantages of this option: Not-for-Profit groups may not be able to access the Parks and Open Spaces for the programs and services they normally offer to the community. Increased negative communications from user groups and an escalation in requests for fee reductions, fee waiving, and financial grant support. Conflict between parks users when groups choose to run their event without reserving the space.
 - Financial Implications: Reduction in revenues related to facility rentals in Parks and Open Spaces as groups decide not to offer events and programming.

4. That Council direct staff to explore alternative options for Parks and Open Spaces fees.

SUMMARY POINTS

- A bylaw amendment is required to adjust the Parks and Open Spaces rental rates of the Fees and Charges Bylaw, to reduce barriers of parks usage and better serve the community.
- Not-for-Profit groups have indicated that the current fees are a financial barrier for smaller, less impactful parks bookings.
- The status of some facilities has changed and Staff are recommending house-keeping changes to the PRC fees and charges in Bylaw 7336.

Submitted by:

Darcie Osborne
Director, Recreation & Culture

Kathy Gonzales
Manager, Aquatics

Concurrence by:

Wendy Fulla,
Director, Finance

Laura Mercer
GM, Corporate Services

Richard Harding
GM Community Services & Deputy CAO

Dale Lindsay
CAO

ATTACHMENT B

CITY OF NANAIMO
 BYLAW NO. 7336.08
 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. 7336.08”.

2. Amendments:

2.1 “Fees and Charges Bylaw 2021 No. 7336” is hereby amended by deleting the Parks and Recreation fees within Schedule “A” and replacing them with the following:

| CITY PARKS, PLAZAS, PAVILIONS, AMPHITHEATRES, GROUNDS, PARKING LOTS, TRAILS | | | | | |
|--|-------------------------|-------------------------|--------------------------|--------------------------|-------------------------|
| Low Impact | SEP-01, 2023 | MAY-01, 2024 | SEP- 01, 2024 | SEP-01, 2025 | SEP-01, 2026 |
| NP1 | \$23.81 | \$7.81 | \$8.05 | \$8.29 | \$8.54 |
| NP2 | \$47.63 | \$15.63 | \$16.10 | \$16.58 | \$17.08 |
| Private | \$59.53 | \$28.31 | \$28.97 | \$29.84 | \$30.74 |
| Commercial | \$66.15 | \$31.25 | \$32.19 | \$33.16 | \$34.15 |
| | | | | | |
| High Impact | SEP-01, 2023 | MAY-01, 2024 | SEP 01, 2024 | SEPT 01, 2025 | SEP 1, 2026 |
| NP1 | \$23.81 | \$15.63 | \$16.10 | \$16.58 | \$17.08 |
| NP2 | \$47.63 | \$31.25 | \$32.19 | \$33.16 | \$34.15 |
| Private | \$59.53 | \$56.25 | \$57.94 | \$59.68 | \$61.47 |
| Commercial | \$66.15 | \$62.50 | \$64.38 | \$66.31 | \$68.30 |

| PICNIC SHELTERS, VOLLEYBALL COURTS, TENNIS COURTS, PICKLEBALL COURTS, LACROSSE BOXES | | | | |
|---|---------------------|---------------------|---------------------|---------------------|
| Picnic Shelter | SEP-01, 2023 | SEP-01, 2024 | SEP-01, 2025 | SEP-01, 2026 |
| NP1 | \$7.70 | \$7.96 | \$8.24 | \$8.53 |
| NP2 | \$12.31 | \$12.74 | \$13.19 | \$13.66 |
| Private | \$13.85 | \$14.34 | \$14.84 | \$15.36 |
| Commercial | \$15.39 | \$15.93 | \$16.49 | \$17.07 |
| Sand Volleyball | SEP-01, 2023 | SEP-01, 2024 | SEP-01, 2025 | SEP-01, 2026 |
| NP1 | \$3.80 | \$3.93 | \$4.06 | \$4.20 |
| NP2 | \$6.07 | \$6.28 | \$6.50 | \$6.72 |
| Private | \$6.83 | \$7.07 | \$7.31 | \$7.56 |
| Commercial | \$7.59 | \$7.85 | \$8.12 | \$8.40 |
| Covered Court | SEP-01, 2023 | SEP-01, 2024 | SEP-01, 2025 | SEP-01, 2026 |
| NP1 | \$17.60 | \$18.21 | \$18.85 | \$19.51 |
| NP2 | \$28.15 | \$29.14 | \$30.16 | \$31.22 |
| Private | \$31.67 | \$32.78 | \$33.93 | \$35.10 |
| Commercial | \$35.19 | \$36.42 | \$37.70 | \$39.02 |
| Uncovered Court – Pickleball/Tennis/Lacrosse (per court) | SEP-01, 2023 | SEP-01, 2024 | SEP-01, 2025 | SEP-01, 2026 |
| NP1 | \$3.80 | \$3.93 | \$4.06 | \$4.20 |
| NP2 | \$6.07 | \$6.28 | \$6.50 | \$6.72 |
| Private | \$6.83 | \$7.07 | \$7.31 | \$7.56 |
| Commercial | \$7.59 | \$7.85 | \$8.12 | \$8.40 |

| SPORTS FIELD | | | | |
|---|-------------------------|-------------------------|-------------------------|-------------------------|
| Artificial Turf Fields | | | | |
| Q'unq'inuqstuw Stadium, Beban Park Merle Logan Field 1, Beban Park 2 nd Artificial, Harewood East, Harewood West | SEP-01, 2023 | SEP-01, 2024 | SEP-01, 2025 | SEP-01, 2026 |
| NP1 | \$17.60 | \$18.21 | \$18.85 | \$19.51 |
| NP2 | \$28.15 | \$29.14 | \$30.16 | \$31.21 |
| Private | \$31.67 | \$32.78 | \$33.93 | \$35.11 |
| Commercial | \$35.19 | \$36.42 | \$37.70 | \$39.02 |
| Fields "A" | | | | |
| Elaine Hamilton Field, May Richards Bennett Pioneer Park Fields, Beban Gyro Fields 1, 2 & 3, Harewood Centennial Park, Caledonia Park Field, Serauxman Third Sports Fields 1,2,3, &4(Mariner's Field) | SEP-01, 2023 | SEP-01, 2024 | SEP-01, 2025 | SEP-01, 2026 |
| NP1 | \$6.72 | \$6.96 | \$7.21 | \$7.46 |
| NP2 | \$21.53 | \$22.28 | \$23.06 | \$23.87 |
| Private | \$24.22 | \$25.07 | \$25.94 | \$26.85 |
| Commercial | \$26.91 | \$27.85 | \$28.83 | \$29.84 |
| Fields "B" | | | | |
| Harry Wipper Park, Pleasant Valley Park, Departure Bay Centennial Park, Bowen Park West, Sid Clark Gyro Park, Mansfield Park, Harewood Centennial Park Sherry Small Field, Robins Park Practice Area, Comox Gyro Park, Deverill Square Park | SEP-01, 2023 | SEP-01, 2024 | SEP-01, 2025 | SEP-01, 2026 |
| NP1 | \$3.37 | \$3.48 | \$3.60 | \$3.73 |
| NP2 | \$10.76 | \$11.14 | \$11.53 | \$11.93 |
| Private | \$12.11 | \$12.53 | \$12.97 | \$13.43 |
| Commercial | \$13.46 | \$13.93 | \$14.41 | \$14.92 |

| Fields "C" Groveland Park, Old Harewood School Field | SEP-01, 2023 | SEP-01, 2024 | SEP-01, 2025 | SEP-01, 2026 |
|---|-------------------------|-------------------------|-------------------------|-------------------------|
| NP1 | \$2.27 | \$2.34 | \$2.43 | \$2.51 |
| NP2 | \$7.25 | \$7.50 | \$7.76 | \$8.03 |
| Private | \$8.15 | \$8.44 | \$8.73 | \$9.04 |
| Commercial | \$9.06 | \$9.37 | \$9.70 | \$10.04 |
| Lighting | | | | |
| | SEP-01, 2023 | SEP-01, 2024 | SEP-01, 2025 | SEP-01, 2026 |
| Per Hour | \$15.00 | \$15.00 | \$15.00 | \$15.00 |

RECREATION

| AQUATICS (Beban Pool) | | | | |
|------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 25m Lane | SEP-01, 2023 | SEP-01, 2024 | SEP-01, 2025 | SEP-02, 2026 |
| NP1 | \$10.76 | \$11.19 | \$11.69 | \$12.16 |
| NP2 | \$18.62 | \$18.62 | \$18.62 | \$19.45 |
| Private | \$20.69 | \$20.69 | \$20.94 | \$21.88 |
| Commercial | \$21.52 | \$22.38 | \$23.27 | \$24.31 |
| Leisure & Slides | | | | |
| | SEP-01, 2023 | SEP-01, 2024 | SEP-01, 2026 | SEP-01, 2027 |
| NP1 | \$121.40 | \$126.26 | \$131.31 | \$136.56 |
| NP2 | \$210.12 | \$202.12 | \$210.12 | \$218.50 |
| Private | \$233.47 | \$233.47 | \$236.36 | \$245.82 |
| Commercial | \$242.81 | \$252.52 | \$262.62 | \$273.13 |
| 37m Pool | | | | |
| | SEP-01, 2023 | SEP-01, 2024 | SEP-01, 2026 | SEP-01, 2027 |
| NP1 | \$86.09 | \$89.53 | \$93.11 | \$96.83 |
| NP2 | \$148.99 | \$148.99 | \$148.99 | \$154.94 |
| Private | \$165.55 | \$165.55 | \$167.60 | \$174.30 |
| Commercial | \$172.17 | \$179.06 | \$186.22 | \$193.67 |

| Teach Pool | SEP-01, 2023 | SEP-01, 2024 | SEP-01, 2025 | SEP-01, 2026 |
|----------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| NP1 | \$5.55 | \$5.77 | \$6.00 | \$6.24 |
| NP2 | \$8.87 | \$9.22 | \$9.59 | \$9.98 |
| Private | \$9.98 | \$10.38 | \$10.79 | \$11.22 |
| Commercial | \$11.09 | \$11.53 | \$11.99 | \$12.47 |
| Shallow End | | | | |
| Shallow End | SEP-01, 2023 | SEP-01, 2024 | SEP-01, 2025 | SEP-01, 2026 |
| NP1 | \$44.70 | \$46.49 | \$48.35 | \$50.28 |
| NP2 | \$77.36 | \$77.36 | \$77.57 | \$80.45 |
| Private | \$85.96 | \$85.96 | \$87.26 | \$90.50 |
| Commercial | \$89.40 | \$92.97 | \$96.69 | \$100.56 |
| Complete Pool | | | | |
| Complete Pool | SEP-01, 2023 | SEP-01, 2024 | SEP-01, 2025 | SEP-01, 2026 |
| NP1 | \$206.94 | \$215.21 | \$223.82 | \$232.77 |
| NP2 | \$358.16 | \$358.16 | \$358.16 | \$372.44 |
| Private | \$397.95 | \$397.95 | \$402.88 | \$419.00 |
| Commercial | \$413.87 | \$430.42 | \$447.64 | \$465.55 |

| AQUATICS (Nanaimo Aquatic Centre) | | | | |
|--|-------------------------|-------------------------|-------------------------|-------------------------|
| 25m Lane | SEP-01, 2023 | SEP-01, 2024 | SEP-01, 2025 | SEP-01, 2026 |
| NP1 | \$10.76 | \$11.19 | \$11.69 | \$12.16 |
| NP2 | \$18.62 | \$18.62 | \$18.62 | \$19.45 |
| Private | \$20.69 | \$20.69 | \$20.94 | \$21.88 |
| Commercial | \$21.52 | \$22.38 | \$23.27 | \$24.31 |
| Leisure & Slides | | | | |
| Leisure & Slides | SEP-01, 2023 | SEP-01, 2024 | SEP-01, 2025 | SEP-01, 2026 |
| NP1 | \$248.32 | \$258.25 | \$268.59 | \$279.33 |
| NP2 | \$429.79 | \$429.79 | \$429.74 | \$446.92 |
| Private | \$477.54 | \$477.54 | \$483.45 | \$502.79 |
| Commercial | \$496.64 | \$516.50 | \$537.17 | \$558.65 |

| Shallow End | SEP-01, 2023 | SEP-01, 2024 | SEP-01, 2025 | SEP-01, 2026 |
|----------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| NP1 | \$44.70 | \$46.49 | \$48.35 | \$50.28 |
| NP2 | \$77.36 | \$77.36 | \$77.57 | \$80.45 |
| Private | \$85.96 | \$85.96 | \$87.26 | \$90.50 |
| Commercial | \$89.40 | \$92.97 | \$96.69 | \$100.56 |
| Deep End | | | | |
| NP1 | \$44.70 | \$46.49 | \$48.35 | \$50.28 |
| NP2 | \$77.36 | \$77.36 | \$77.57 | \$80.45 |
| Private | \$85.96 | \$85.96 | \$87.26 | \$90.50 |
| Commercial | \$89.40 | \$92.97 | \$96.69 | \$100.56 |
| Complete Pool | | | | |
| NP1 | \$418.84 | \$435.60 | \$453.02 | \$471.14 |
| NP2 | \$670.14 | \$696.95 | \$724.83 | \$753.82 |
| Private | \$805.46 | \$805.46 | \$815.44 | \$848.05 |
| Commercial | \$837.68 | \$871.19 | \$906.04 | \$942.28 |

| ARENA RENTAL RATES (All Arenas) | | | | |
|---|-------------------------|-------------------------|-------------------------|-------------------------|
| Ice-Prime Time Monday-Friday 3:00 pm-12:00 am Saturday/Sunday/Holidays – 6:00 am-12:00 am | SEP-01, 2023 | SEP-01, 2024 | SEP-01, 2025 | SEP-01, 2026 |
| NP1 | \$95.00 | \$110.00 | \$125.00 | \$136.08 |
| NP2 | \$177.73 | \$190.17 | \$203.48 | \$217.73 |
| Private | \$199.94 | \$213.94 | \$228.92 | \$244.94 |
| Commercial | \$222.16 | \$237.71 | \$254.35 | \$272.16 |
| Commercial Non-Sport | \$434.94 | \$465.39 | \$497.97 | \$532.83 |
| Ice – Non Prime Time Monday-Friday 12:00 am -3:00 pm Saturdays/Sundays/Holidays 12:00 am – 6:00 am | | | | |
| NP1 | \$89.89 | \$96.18 | \$102.91 | \$110.12 |
| NP2 | \$143.82 | \$153.88 | \$164.66 | \$176.18 |

| | | | | |
|--------------------------|---------------------|---------------------|---------------------|---------------------|
| Private | \$161.79 | \$173.12 | \$185.24 | \$198.21 |
| Commercial | \$179.77 | \$192.35 | \$205.82 | \$220.23 |
| Commercial Non-Sport | \$434.94 | \$465.39 | \$497.96 | \$532.83 |
| Dry Floor | | | | |
| | SEP-01, 2023 | SEP-01, 2024 | SEP-01, 2025 | SEP-01, 2026 |
| NP1 | \$62.85 | \$67.25 | \$71.96 | \$77.00 |
| NP2 | \$100.56 | \$107.60 | \$115.13 | \$123.19 |
| Private | \$113.13 | \$121.05 | \$129.52 | \$138.59 |
| Commercial | \$125.70 | \$134.50 | \$143.91 | \$153.99 |
| Commercial Non-Sport | \$434.94 | \$465.39 | \$497.96 | \$532.83 |
| Television Lights | | | | |
| | SEP-01, 2023 | SEP-01, 2024 | SEP-01, 2025 | SEP-01, 2026 |
| Per Hour | \$47.73 | \$49.64 | \$51.63 | \$53.70 |

| COMMUNITY CENTRE AND ACTIVITY CENTRE RATES | | | | |
|---|---|---------------------|---------------------|---------------------|
| Rooms | SEP-01, 2023 | SEP-01, 2024 | SEP-01, 2025 | SEP-01, 2026 |
| Group 1 (up to 500sq feet) | Beban Dressing Rooms 1 or 2, Beban Stage, Bowen Small Meeting Room 1, 2, 3, Bay Room, Cliff McNabb Conference Room, Frank Crane VIP Room | | | |
| NP1 | \$5.81 | \$6.02 | \$6.23 | \$6.44 |
| NP2 | \$9.30 | \$9.62 | \$9.96 | \$10.31 |
| Private | \$10.46 | \$10.83 | \$11.21 | \$11.60 |
| Commercial | \$11.62 | \$12.03 | \$12.45 | \$12.89 |
| Group 2 (500-1200 sq feet) | Beban Single Room 1, 2, 3, 4, 5, 6, 7, 8, Bowen Room 5, 6, Kin Hut Activity Center, Rotary Field House, Nanaimo Aquatic Center Jack Little A or B, Oliver Woods Hemlock Room, Oliver Woods Monarch 1 or 2, Oliver Woods Salal 1 or 3, Oliver Woods Tree Frog Room | | | |
| NP1 | \$8.87 | \$9.18 | \$9.50 | \$9.84 |
| NP2 | \$14.19 | \$14.69 | \$15.20 | \$15.74 |
| Private | \$15.97 | \$16.52 | \$17.10 | \$17.70 |
| Commercial | \$17.74 | \$18.36 | \$19.00 | \$19.67 |
| Group 3 (1200-3000 sq feet) | Beban Social Center Lounge, Bowen Activity Room 1, Bowen Club House, Nanaimo Ice Center Lounge, Oliver Woods Salal 2 | | | |

| | | | | |
|--|---|---------|---------|---------|
| NP1 | \$12.33 | \$12.76 | \$13.21 | \$13.67 |
| NP2 | \$19.73 | \$20.41 | \$21.13 | \$21.87 |
| Private | \$22.19 | \$22.97 | \$23.77 | \$24.61 |
| Commercial | \$24.66 | \$25.52 | \$26.41 | \$27.34 |
| Group 4 (3000-6000 sq feet) | Beban Auditorium A or B, Bowen Auditorium | | | |
| NP1 | \$33.37 | \$34.54 | \$35.75 | \$37.00 |
| NP2 | \$53.40 | \$55.26 | \$57.20 | \$59.20 |
| Private | \$60.08 | \$62.17 | \$64.35 | \$66.60 |
| Commercial | \$66.75 | \$69.08 | \$71.50 | \$74.00 |

| FACILITY ADMISSION RATES | | | | |
|--|-------------------------|-------------------------|-------------------------|-------------------------|
| Single Visit | SEP-01, 2023 | SEP-01, 2024 | SEP-01, 2025 | SEP-01, 2026 |
| Adult 25-59 years | \$7.00 | \$7.20 | \$7.20 | \$7.40 |
| Senior 60+ | \$5.25 | \$5.40 | \$5.40 | \$5.55 |
| Youth 13-24 years | \$5.25 | \$5.40 | \$5.40 | \$5.55 |
| Child 3-12 years | \$3.75 | \$3.85 | \$3.85 | \$3.95 |
| Family | \$14.00 | \$14.40 | \$14.40 | \$14.85 |
| 80+ Nanaimo Residents | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Infants 0-2 years | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | | |
| 10 Visit Pass | SEP-01, 2023 | SEP-01, 2024 | SEP 01, 2025 | SEP-01 2026 |
| Adult 25-59 years | \$56.00 | \$57.70 | \$57.70 | \$59.45 |
| Senior 60+ | \$42.00 | \$43.25 | \$43.25 | \$44.45 |
| Youth 13-24 years | \$42.00 | \$43.25 | \$43.25 | \$44.45 |
| Child 3-12 years | \$30.00 | \$30.90 | \$30.90 | \$31.80 |
| Family | \$112.00 | \$115.35 | \$115.35 | \$118.80 |
| | | | | |
| 1 Month Pass unlimited attendance | 1-Sep-2023 | 1-Sep-2024 | 1-Sep-2025 | 1-Sep-2026 |
| Adult 25-59 years | \$56.00 | \$57.70 | \$57.70 | \$59.45 |
| Senior 60+ | \$42.00 | \$43.25 | \$43.25 | \$44.45 |
| Youth 13-24 years | \$42.00 | \$43.25 | \$43.25 | \$44.45 |
| Child 3-12 years | \$30.00 | \$30.90 | \$30.90 | \$31.80 |
| Family | \$112.00 | \$115.35 | \$115.35 | \$118.80 |

| Annual Admissions Rates | SEP-01, 2023 | SEP-01, 2024 | SEP-01, 2025 | SEP-01, 2026 |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|
| Adult 25-59 years | \$500.00 | \$515.00 | \$515.00 | \$530.45 |
| Senior 60+ | \$378.00 | \$389.35 | \$389.35 | \$401.00 |
| Youth 13-24 years | \$378.00 | \$389.35 | \$389.35 | \$401.00 |
| Child 3-12 years | \$270.00 | \$278.10 | \$278.10 | \$286.45 |
| Family | \$999.00 | \$1028.95 | \$1028.90 | \$1059.85 |

| OTHER ASSOCIATED FEES | | | | |
|------------------------------|---------------------|---------------------|---------------------|---------------------|
| | SEP-01, 2023 | SEP-01, 2024 | SEP 01, 2025 | SEP 01, 2026 |
| Locker Token | \$0.25 | \$0.25 | \$0.25 | \$0.25 |
| Shower Only | | | | |
| Single Visit | \$3.75 | \$3.75 | \$3.75 | \$3.75 |
| 10 Visit Pass | \$37.50 | \$37.50 | \$37.50 | \$37.50 |
| Helmet Rental | \$0.50 | \$0.50 | \$0.50 | \$0.50 |
| Skate Sharpening | \$6.00 | \$6.00 | \$6.00 | \$6.00 |
| Skate Rental | | | | |
| Child | \$3.00 | \$3.00 | \$3.00 | \$3.00 |
| Adult | \$3.75 | \$3.75 | \$3.75 | \$3.75 |
| Family | \$7.00 | \$7.00 | \$7.00 | \$7.00 |
| Lesson Rental | \$2.00 | \$2.00 | \$2.00 | \$2.00 |

| GYMNASIUMS, STADIUMS, CENTENNIAL BUILDING | | | | |
|--|---------------------|---------------------|---------------------|---------------------|
| Oliver Woods Community Center Gymnasium | SEP 01, 2023 | SEP-01, 2024 | SEP 01, 2025 | SEP-01, 2026 |
| NP1 | \$22.30 | \$23.19 | \$24.12 | \$25.08 |
| NP2 | \$41.68 | \$41.75 | \$43.41 | \$45.15 |
| Private | \$44.60 | \$46.38 | \$48.24 | \$50.17 |
| Commercial | \$68.13 | \$70.86 | \$73.69 | \$76.64 |
| Commercial Non-Sport | \$152.36 | \$158.45 | \$164.79 | \$171.38 |
| Centennial Building | SEP 01, 2023 | SEP-01, 2024 | SEP-01, 2025 | SEP-01, 2026 |
| NP1 | \$19.25 | \$20.02 | \$20.82 | \$21.65 |
| NP2 | \$30.79 | \$32.02 | \$33.30 | \$34.64 |
| Private | \$34.64 | \$36.03 | \$37.47 | \$38.97 |
| Commercial | \$38.49 | \$40.03 | \$41.63 | \$43.30 |

| Rotary Bowl | SEP 01, 2023 | SEP-01, 2024 | SEP-01, 2025 | SEP-01, 2026 |
|--------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| NP1 | - | - | - | - |
| NP2 | - | - | - | - |
| Private | - | - | - | - |
| Commercial | \$104.00 | \$108.16 | \$112.49 | \$116.99 |

| STORAGE FEES | | | | |
|--|-------------------------|------------------------|------------------------|-------------------------|
| Long Term Storage in Recreation Facilities/Activity Centers | SEP-01, 2023 | SEP01, 2024 | SEP-01 2025 | SEP-01, 2026 |
| Per Sq Foot/Year (rounded) | \$6.75 | \$7.00 | \$7.25 | \$7.50 |
| Minimum is \$50.00 per year | \$65.00 | \$65.00 | \$65.00 | 65.00 |
| Long Term Storage in Field Houses and Centennial Building | | | | |
| Per Sq Foot/Year (rounded) | \$5.70 | \$5.90 | \$6.10 | \$6.30 |

PASSED FIRST READING: _____
 PASSED SECOND READING: _____
 PASSED THIRD READING: _____
 ADOPTED: _____

MAYOR

CORPORATE OFFICER

DATE OF MEETING APRIL 22, 2024

AUTHORED BY CHARLOTTE DAVIS, MANAGER, PARK OPERATIONS

SUBJECT TREE DONATION PROGRAM PILOT (2024)

OVERVIEW

Purpose of Report:

To provide Council with an update on the Tree Donation Program Pilot (the “Program”) due to launch on Friday, 2024-APR-26.

BACKGROUND

City Plan identifies the urban forest as fundamental to the City’s infrastructure. The urban forest contributes many ecological, physiological and economic benefits to the City, including providing wildlife habitat; shade provision and heat mitigation; storm water management; air and water quality improvements and providing our community with a connection to nature.

Section C1.3 of the Integrated Action Plan (IAP) sets the plan for urban trees stating that the City of Nanaimo (the “City”) will continue to plant trees in public spaces including parks, greenways, and streets and that the City will market the benefits of trees and vegetation, and opportunities to encourage tree planting.

The Program provides an opportunity to work towards the IAP goals by increasing the City’s urban tree canopy, encouraging planting and keeping Nanaimo green and full of beauty. Simultaneously, the program provides an opportunity for individuals, organizations or service clubs to give back to the community, acknowledge the service of someone special, remember or honour a family member or friend, or celebrate the birth of a child.

The Program will be launched on 2024-APR-26 |

DISCUSSION

The Program (2024) will see the planting of a maximum of 30 trees in Beaufort Park. For the pilot year, the number of trees available for donation will be limited to ensure that the trees will have the greatest possible success rate and will allow staff to determine the optimal terms for the Program. If successful, the Program could become an annual program.

Key facts about the Tree Donation Program Pilot

- Members of the public may apply to donate a tree on a first come first served basis.
- The cost of a tree donation will be \$1500.
- Applications can be made on-line and in-person and will be accepted 2024-APR-26 to 2024-JUL-26

- Dedication information will be added to an honour board at the planting site and included on the City's website.

Beaufort Park is the planting location identified for the 2024 pilot year, this park is the home of one of the City's local food forests and an ideal location to continue improving the urban tree canopy. A Certified Horticulturalist will help with tree selection, taking into consideration available stock and the conditions of the planting location. The City will maintain the donated trees for ten years or until they are fully established. Trees will be inventoried and mapped, and added to the City's NanaimoMap program.

Should the Program progress beyond a pilot, a new planting location for donated trees will be selected each year based on where they are going to provide the greatest benefit to the City's environment and our community and where staff can easily monitor, water and care for the trees, ensuring they will have the best opportunity to grow and thrive.

The Park Bench Donation Program Policy effective 2005-NOV-28 was subsequently discontinued that year, and it was identified that there should be a Tree Donation Program in the future. Staff anticipate that this will be a popular program given that the Parks Operations section receives regular enquiries about donation benches. At present there are no alternatives to the bench program. The Program will be a more sustainable way of filling that niche.

The Program compliments two existing tree programs in the City; the Tree Voucher Program and the Boulevard Tree Program.

FINANCIAL CONSIDERATIONS

The \$1,500 fee for the program is intended to cover the purchase of the tree, its planting and maintenance (including watering, pruning and weeding) for the first three years of the tree's life, and all administrative work associated with the Program. For comparison, the Bench Donation Program that ended in 2005 cost \$1,000 for a pipe leg bench and \$2,000 for a cast iron bench. The pilot program is an opportunity to understand the true costs associated with the work and as such, the fee may be changed should this program be extended.

Annual maintenance costs after the first three years will be incorporated into the Parks Operations annual operating budget. It is anticipated that there will be some additional minor costs associated with the Program that will also be covered by existing operating budget; these include production of print materials and signage.

CONCLUSION

The Program will increase the number and quality of trees throughout the City, expanding the City's tree canopy and promoting programs and incentives for the retention and planting of trees on public land throughout the City. It is anticipated that the Program will be popular, and assuming its success, staff will endeavour to make this an annual program with the cost of the tree donation amount reviewed annually prior to the application period.

SUMMARY POINTS

- The Program has been developed to increase the City’s urban forest canopy, keeping Nanaimo green and full of beauty.
- There are many reasons why individuals, organizations and service clubs would like to participate in a Tree Donation Program: to give back to the community, acknowledge the service of someone special, remember or honour a family member or friend, or celebrate the birth of a child.
- The Program will be launched on 2024-APR-26 with a limited number of trees available for donation.
- It is anticipated that the Program will be a popular replacement for the discontinued Bench Donation Program.

ATTACHMENTS

- ATTACHMENT A:** Tree Donation Program FAQs
ATTACHMENT B: Tree Donation Poster
ATTACHMENT C: Tree Donation Brochure
ATTACHMENT D: Tree Programs Rack Card |

Submitted by:

Charlotte Davis
Manager, Parks Operations |

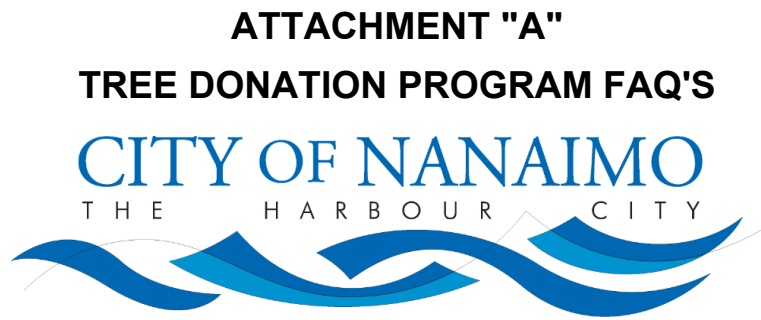
Concurrence by:

Wendy Fulla
Director, Finance

Richard Harding
General Manager, Community Services and
Deputy CAO

Laura Mercer
General Manager, Corporate Services

Dale Lindsay
CAO
|



Tree Donation Program

Frequently Asked Questions

Q1. Why are donation trees limited to certain locations? Can I plant another location?

A1. We select locations for donation trees based on where they are going to provide the greatest benefit to our environment and where we can easily monitor, water and care for them, thus ensuring they have the maximum opportunity to live long and thrive. Every year new planting areas will be selected.

Q2. What happens if my tree dies, is damaged or vandalized?

A2. Anytime within the first 10 years of the tree being planted, should it suffer irreparable damage or death, we will replace it for no extra charge.

Q3. Why does it cost this much?

A3. The cost covers the purchase of a large nurse tree as well as its planting, all needed materials including soil and fertilizer and ongoing maintenance including watering for three years and pruning. It also covers replacement costs should that be required.

Q4. How do I know which is my tree?

A4. All trees will be inventoried and mapped in our [NanaimoMap](#) program available on our website. It will be designated as a donated tree and include the identifying information and any dedication or description you provide.

Q5. Why can't I select the tree species?

A5. We will select the trees based on characteristics that will be best suited for conditions of the planting location and to ensure we get the right variety and mix of new trees. Additionally, tree species availability can be extremely variable from year to year making it difficult to coordinate the order of a large variety of specific species.

Q6. Can anyone donate a tree? What reasons can I donate a tree for?

A6. Any individual or organization can donate a tree. You are not required to be a resident of the City of Nanaimo.

Reasons for donating are various and will include; as a way of giving back to your community, remembering a deceased family member or friend, paying tribute to someone for community contributions, to celebrate the birth of a new child etc.

Q7. Why is there an annual tree quota? Why first come first served?

A7. In order to ensure that trees have the highest possible success rate and receive the best possible care, we can only plant what is within our capacity to maintain. Because of there is a maximum limit of trees we can receive we must operate this system on a first come, first served basis. Payment must be made in full in order to secure your tree.

Q8. How will my donation be recognized?

A8. Upon acceptance of your application and payment, you will receive a certificate of gratitude for your donation. Your tree will also be inventoried and mapped in [NanaimoMap](#) GIS mapping system, along with the information you provide. Your donation will also be marked on a tree donation honour board located close to where your tree is planted.

Q9. Can I take part in the tree planting?

A9. The tree will be planted by Horticultural professionals. If you would like to play a part in the planting, we will leave some mulch close to where your tree is planted so you may "finish the planting" by topping up the hole and creating a well defined tree well. Mulching must be completed within 1 month of the planting date.

Q10. When will my tree be planted?

A10. We cannot know with certainty when the tree planting date will be. Our annual tree planting window is between October 1st and May 31st of any given year. The exact date of planting will depend on when our tree orders arrive, weather conditions and other scheduling considerations. We will do our best to inform you ahead of time and we will notify you once your tree has been planted.

Q11. Can I decorate my tree with mementos or leave flowers?

A11. For maintenance and environmental reasons, please do not leave any items with your tree. Items left behind will be cleared by maintenance staff.

Q12. Why do you not place plaques on or next to the trees?

A12. *Through this program, our primary aim is to build our Urban Forest. We do not wish to cover the environment with multiple small signs. Additionally; plaques are prone to damage, vandalism and theft. Your donation will be recognised on the honour board at the planting location and online at [NanaimoMap](#).*

Q13. How do I apply for a donation tree?

A14. *Our preferred method is that you apply online using the on-line form. If you are unable to apply on-line, you can apply in person at the front counter of the City of Nanaimo Service and Resource Centre at 411 Dunsmuir Street.*

Q14. How can I make my payment?

A15. *Once you have applied on-line, someone will contact you with confirmation of your request. You will be directed to make payment at the front counter of the City of Nanaimo Service and Resource Centre located at 411 Dunsmuir Street. We can accept cash, cheque, Debit, Visa or Mastercard.*

Q15. What if I would like to donate several trees?

A15. *In order to ensure fairness, you are limited to one tree per individual or organisation per year. If you wish to donate more funds in order to assist us with the development of our Urban Forest, thank you! We can take larger donations and set them aside for other tree planting initiatives.*

TREE DONATION PROGRAM

coming together to make Nanaimo greener



The City of Nanaimo, Department of Parks, Recreation & Culture invites any individual, organization or service club to participate in the **CITY OF NANAIMO TREE DONATION PROGRAM.**

There are many reasons to participate:

- To give back and help us build our urban forest
- To acknowledge the service of someone special
- To remember or honour a family member or friend
- To celebrate the birth of a child

Whatever the reason, the tree you donate will ensure Nanaimo remains green and full of beauty while providing you with a lasting memory.



"Trees add beauty to our neighbourhoods, help clean the air and provide habitat for a variety of wildlife that we all enjoy"



PROGRAM CRITERIA:

- The cost for a tree is \$1500.
- Applications will be accepted on-line between January and July (www.nanaimo.govto/treedonations).
- Applications are accepted on a first-come, first-served basis.
- City of Nanaimo staff will identify a specific planting location for each year's donated trees. This location may change from year to year. Visit our website for this year's location.
- A Certified Horticulturalist will plant the trees during planting season (spring or fall) and will help with the tree selection process based on that year's planting location.
- The tree will be maintained by the City of Nanaimo for 10 years or until fully established.
- Donation information will be added to the NanaimoMap layer for public viewing and included on an honour board at the planting site.

Tree Donation Program

Celebrate with trees

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Whatever the reason, the tree you donate will ensure Nanaimo remains green and full of beauty while providing you with a lasting memory.



Why Plant Trees?

Nanaimo's urban forest

City Plan: Nanaimo Remained identifies urban tree canopies, natural areas and greenways as a fundamental part of the City's infrastructure providing many benefits, including:

- Wildlife habitat
- Shade provision
- Heat mitigation
- Storm water management
- Ecosystem health
- Air and water quality improvements
- Connection to nature

"Trees add beauty to our neighbourhoods, help clean the air and provide habitat for a variety of wildlife that we all enjoy"



TREE DONATION PROGRAM

*coming together to
make Nanaimo greener*



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Celebrate with trees

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- Donation information will be added to the NanaimoMap layer for public viewing and included on an honour board at the planting site.



Tree Donation Frequently Asked Questions - Visit our website for more FAQs

WHY ARE DONATION TREES LIMITED TO CERTAIN LOCATIONS? CAN I PLANT AT ANOTHER LOCATION?

We select locations for donation trees based on where they are going to provide the greatest benefit to our environment and where we can easily monitor, water and care for them, thus ensuring they have the maximum opportunity to live long and thrive. Every year new planting areas will be selected.

WHAT HAPPENS IF MY TREE DIES, IS DAMAGED OR VANDALIZED?

Anytime within the first 10 years of the tree being planted, should it suffer irreparable damage or death, we will replace it for no extra charge.

WHY DOES IT COST THIS MUCH?

The cost covers the purchase of a large nursery tree as well as its planting, all needed materials including soil and fertilizer and ongoing maintenance, including watering for three years and pruning. It also covers replacement costs should that be required.

HOW DO I KNOW WHICH TREE IS MY TREE?

All trees will be inventoried and mapped in our NanaimoMap program available on the our website. It will be designated as a donated tree and include the identifying information and any dedication or description you provide.

WHY CAN'T I SELECT THE TREE SPECIES?

We will select the trees based on characteristics that will be best suited for conditions of the planting location and to ensure we get the right variety and mix of new trees. Additionally, tree species availability can be extremely variable from year to year making it difficult to coordinate the order of a large variety of specific species.

CAN ANYONE DONATE A TREE? WHAT REASONS CAN I DONATE A TREE FOR?

Any individual or organization can donate a tree. You are not required to be a resident of the City of Nanaimo. Reasons for donating are various and will include: as a way of giving back to your community, remembering a deceased family member or friend, paying tribute to someone for community contributions, to celebrate the birth of a new child, etc.

WHY IS THERE AN ANNUAL TREE QUOTA? WHY FIRST-COME, FIRST-SERVED?

In order to ensure that trees have the highest possible success rate and receive the best possible care, we can only plant what is within our capacity to maintain. Because of there is a maximum limit of trees we can receive, we must operate this system on a first-come, first-served basis. Payment must be made in full in order to secure your tree.

HOW WILL MY TREE BE RECOGNIZED?

Upon acceptance of your application and payment, you will receive a certificate of gratitude for your donation. Your tree will also be inventoried and mapped in NanaimoMap GIS mapping system, along with the information you provide. Your donation will also be marked on a tree donation honour board located close to where your tree is planted.

HOW DO I APPLY FOR A DONATION TREE?

Our preferred method is that you apply online. If you cannot apply online, you can apply in person at the front counter of the City of Nanaimo Service and Resource Centre 411 Dunsmuir Street.





**ATTACHMENT "D"
TREE PROGRAM RACK
CARD**

URBAN TREE PLANTING PROGRAMS

.....

The urban forest spans both natural and built environments and contributes many ecological, physiological and economic benefits for the City. By protecting existing forest stands and planting appropriate tree species, the diversity and resiliency of our urban forests can be maintained and enhanced over time.



environment@nanaimo.ca
parksandrecreation@nanaimo.ca
www.nanaimo.ca/goto/urbantrees

Tree Voucher Program

Trees for your property

Are you a registered owner of property in the City of Nanaimo and interested in planting and caring for a tree on your property in Nanaimo?

PROGRAM CRITERIA:

- Tree vouchers are available to purchase online for registered property owners for a reduced cost of \$25 each.
- The tree must be planted on the property for which the voucher was purchased.
- Limited to 2 vouchers per year.
- Redemption value cannot exceed \$90.
- All sales are final and not redeemable by cash.

Tree Boulevard Planting Program

Trees on your street

If your City-owned street frontage lacks a tree and you have the time and commitment to help care for one, please contact us for more information on this program and how to include a street tree in front of your home.

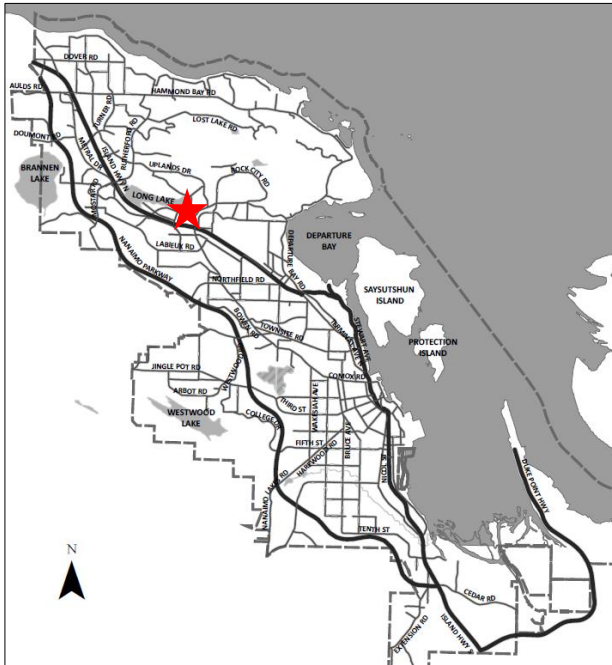
TIPS FOR GROWING A TREE:

- Water new trees regularly during the growing season (April to October).
- You should provide a tree at least 30 to 50 litres of water per watering. Infrequent, deep soakings are better than frequent shallow watering.
- Weeds are strong competitors for water and nutrients. A one square metre weed-free zone around the tree should be maintained for at least 3 years.
- Be sure to not bury the tree too deeply or pile mulch too high against the trunk as this can kill your tree. The root collar should remain exposed. Wood chip mulch can be planted around the base of the tree when you plant it.

DATE OF MEETING | April 22, 2024 |

AUTHORED BY | KIRSTEN DAFOE, PLANNING ASSISTANT, CURRENT PLANNING |

SUBJECT | **DEVELOPMENT VARIANCE PERMIT APPLICATION NO. DVP461 – 3024 BARONS ROAD**



Proposal:

Parking variance for existing commercial building

Zoning:

COR3 – Community Corridor

City Plan Land Use Designation:

Secondary Urban Centre

Lot Area:

847m²



OVERVIEW

Purpose of Report

To present for Council's consideration a development variance permit application to reduce the parking requirement for an existing commercial building at 3024 Barons Road.

Recommendation

That Council issue Development Permit No. DVP461 to reduce the parking requirement at 3024 Barons Road as outlined in the "Proposed Variance" section of the Staff Report dated 2024-APR-22.

BACKGROUND

A development variance permit application, DVP461, was received from Bill Reynolds, on behalf of Vette Holdings Ltd., to vary the provisions of the "City of Nanaimo Off-Street Parking Bylaw 2018 No. 7266" to reduce the parking requirement for an existing retail trade and service centre at 3024 Barons Road.

Subject Property and Site Context

The subject property is located on the east side of Barons Road approximately 50m north of Norwell Drive. The lot is developed with a single storey commercial building set behind a small parking lot. The previous commercial tenants of the building were appliance stores.

The surrounding neighbourhood is developed with a wide range of uses, including various commercial and light industrial uses, multiple family residential developments, and seniors' housing. The Country Club Shopping Centre is located approximately 100m south of the subject property.

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

DISCUSSION

Proposed Development

The applicant is proposing to lease out two existing commercial units in the building for retail, office, or service-related uses. The existing COR3 zone allows a wide range of commercial uses, and the parking requirement differs depending on the use. Historically, the building was occupied by a furniture and appliance sales use which has a lower parking requirement (one space per 200m² of sales floor area). As the change to general retail and service uses will increase the parking requirement by more than 20%, the parking supply and layout must comply with the retail trade and service centre rate of one space per 30m² of gross floor area. The applicant is requesting a variance to reduce the parking requirement based on the existing site configuration to allow the proposed tenancies.

The proposed parking layout is shown on the Site Plan enclosed as Attachment C. Two rows of five standard-sized parking spaces each will flank a central drive aisle. A short-term bicycle rack for two bicycles will be installed adjacent to the entrance of one of the commercial units. To meet Off-Street Parking Bylaw requirements, the applicant also needs to install wheel stops in all parking spaces. No other changes to the parking or garbage areas are proposed.

Proposed Variance

Required Off-Street Parking

The minimum required number of parking spaces for a retail trade and service centre with a gross floor area of 403.66m² is 13. The proposed number of parking spaces is 10, a requested variance of three spaces.

The applicant has provided the following rationale in support of the variance request and to address the City of Nanaimo Policy for Consideration of a Parking Variance:

- Compliance with the bylaw would constrain the types of tenants that would otherwise be permitted.
- The applicant explored options to secure off-site parking.
- Nearby on-street parking is available.
- The property is near the Country Club bus exchange and bike lanes.

Staff support the proposed variance for the reasons identified by the applicant and note that the variance aligns with City Plan policies to enable options to lease vacant existing commercial space in Urban Centres with complementary service and retail uses. A parking study is not required for the proposed variance; however, no negative impact is anticipated from this variance.

SUMMARY POINTS

- Development Variance Permit No. DVP461 proposes to reduce the parking requirement from 13 spaces to 10 spaces for an existing commercial development at 3024 Barons Road.
- Staff support the proposed variance as nearby street parking and alternate mode of transportation are available and no negative impact is anticipated.

ATTACHMENTS

ATTACHMENT A: Permit Terms and Conditions
ATTACHMENT B: Subject Property Map
ATTACHMENT C: Site Plan

Submitted by:

Lainya Rowett
Manager, Current Planning

Concurrence by:

Jeremy Holm
Director, Planning & Development

ATTACHMENT A

PERMIT TERMS AND CONDITIONS

TERMS OF PERMIT

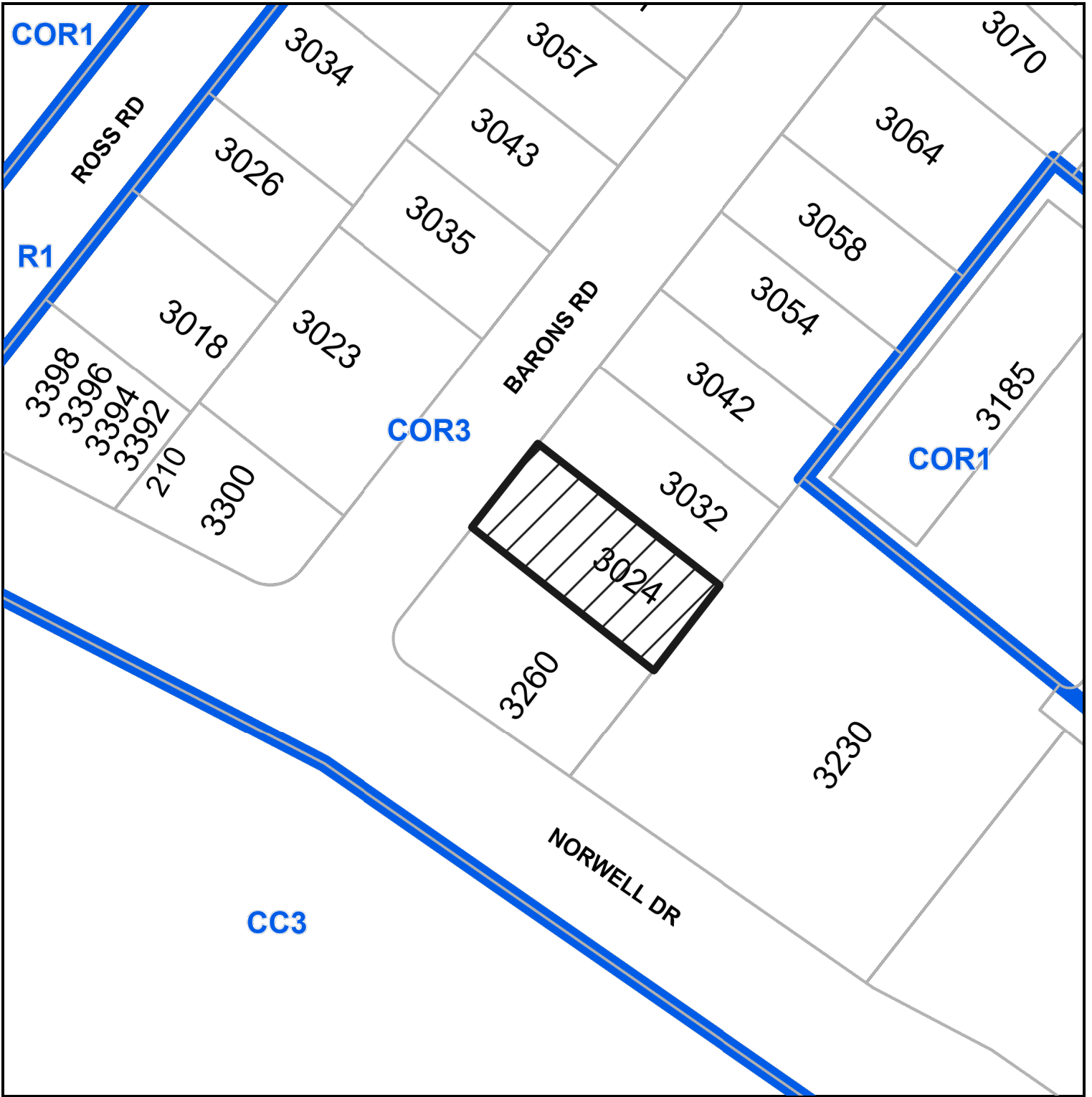
The “City of Nanaimo Off-Street Parking Bylaw 2018 No. 7266” is varied as follows:

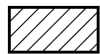
1. *Section 7.2 Required Number of Off-Street Parking Spaces* – to reduce the minimum required number of off-street parking spaces for a retail trade and services centre in an existing commercial building with a gross floor area of 403.66m² from 13 spaces to 10 spaces.

CONDITIONS OF PERMIT

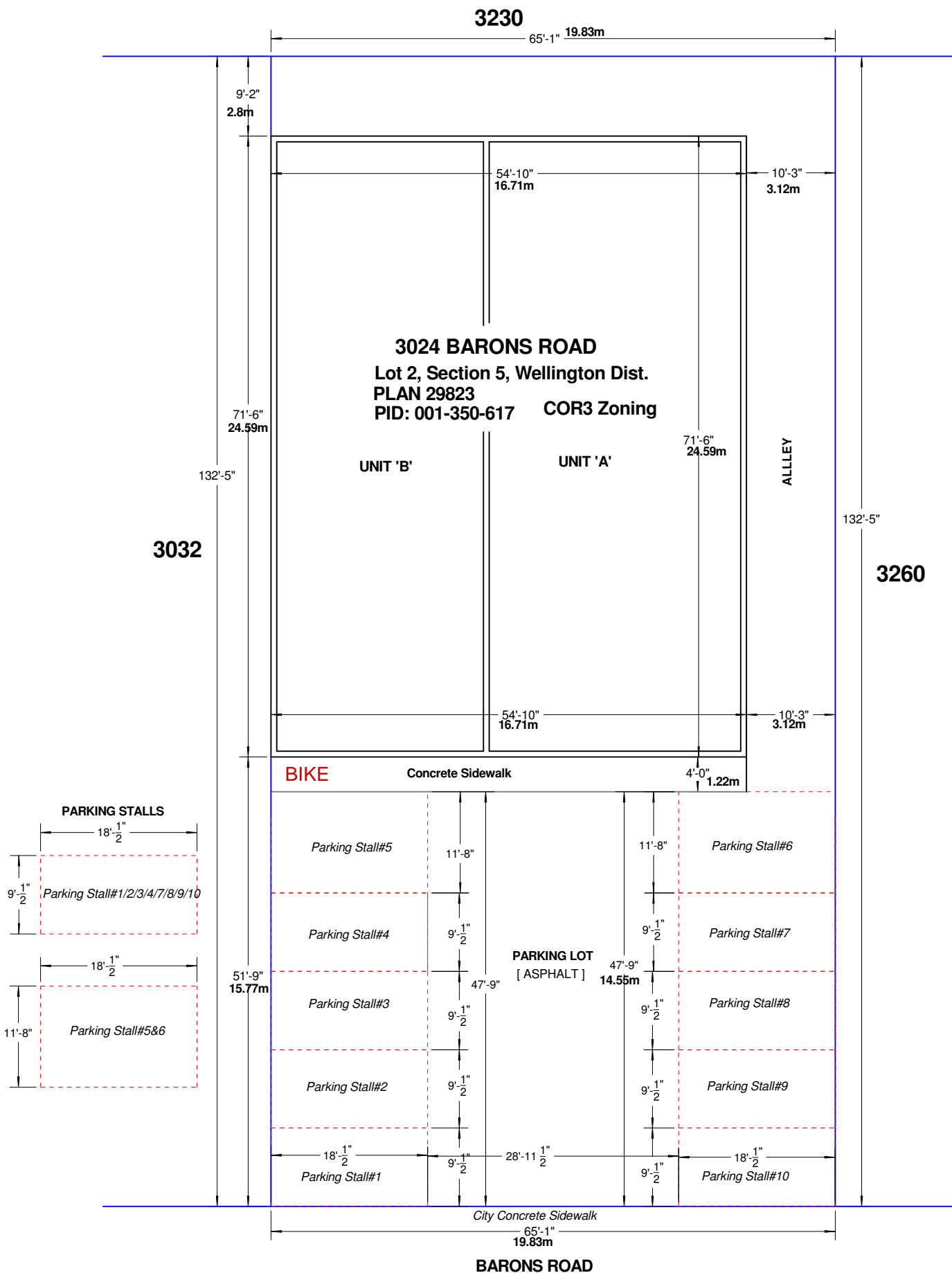
1. The subject property shall be developed in accordance with the Site Plan received on 2024-FEB-29, as shown in Attachment C.
2. Prior to the issuance of a business licence, the applicant shall install wheel stops no less than 1m from the end of each parking space.
3. Prior to the issuance of a business licence, the applicant shall install a bike rack with space for a minimum of 2 bicycles.

ATTACHMENT B
SUBJECT PROPERTY MAP



 3024 Barons Road

ATTACHMENT C SITE PLAN



DATE OF MEETING April 22, 2024

AUTHORED BY DAVID STEWART, ENVIRONMENTAL PLANNER

SUBJECT HOME ENERGY RETROFIT FINANCING FEASIBILITY STUDY

OVERVIEW

Purpose of Report

To provide Council with the Nanaimo Region Deep Retrofits Financing Feasibility Study, the study's contents and recommendations, and seek Council direction to pursue a home energy financing program for Nanaimo residents.

Recommendation

That Council direct Staff to design a home energy retrofit financing program and bring a report to Council for consideration of implementing the program.

BACKGROUND

In September 2022, the City of Nanaimo in partnership with the Regional District of Nanaimo (RDN) received \$175,000 in funding from the Federation of Canadian Municipalities (FCM) Green Municipal Fund (GMF)'s Community Energy Efficiency Financing (CEF) program to complete a study to determine whether a local home energy retrofit program is feasible in Nanaimo and surrounding areas. The City and the RDN each contributed \$21,850 to support the study. A consultant was hired to prepare the retrofit financing feasibility study and conduct a community residential energy and emissions inventory.

A home energy financing program provides low to zero interest financing for homeowners looking to convert to a low-emission home heating or cooling system or to make their homes more energy efficient. The feasibility study is the first step that local governments are required to take before receiving program funds to support a home energy financing program. Additional funding is available through FCM's CEF program for local governments to design and manage a home energy retrofit financing program.

Through CEF, FCM currently offers funding to support municipalities that establish a local program to finance home energy upgrades through either a pilot or capital funding stream. In addition to funding, FCM offers learning resources and access to a community of practice that brings together other municipalities developing or operating similar programs. The CEF initiative is expected to end in March 2026.

Supporting the upgrade of existing buildings, so all buildings achieve net zero emissions by 2050, is included within City Plan as an important policy (C1.1.5) and is an essential step in helping the City meet its target of reducing greenhouse gas (GHG) emissions to 94-107% below 2010 levels by 2050.

Completing “an inventory of energy use and Greenhouse Gas emissions of all community buildings, to identify building energy upgrade opportunities and challenges by building type, and immediately develop a financing and rebate program to accelerate the replacement of high-carbon energy systems with low-carbon energy systems” is included as a priority action within the City’s Integrated Action Plan (Action Item #4). The feasibility study includes the residential GHG inventory and represents an important step towards developing a home energy retrofit financing program.

DISCUSSION

Existing Retrofit Supports

The City currently supports home energy retrofits through the following actions:

- A \$350 top-up to Provincial heat pump and home energy retrofit rebates available through the CleanBC Better Homes program.
- A rebate of up to \$350 towards a Home Energy Assessment completed by a certified energy advisor.
- Participating and providing additional funding for the regional Home Energy Navigator energy ‘concierge’ program, which is created to provide homeowners with access to free expert support and guidance throughout a home retrofit process.
- Educating homeowners about available fuel conversion and home retrofit programs and rebate opportunities.

The Province of BC offers several rebates through the CleanBC Better Homes program. This includes up to \$6,000 in rebates for converting to a heat pump or up to \$33,900 for a deep home energy retrofit (insulation, doors and windows, heat pump) through the income qualified program. It also offered a retrofit financing program but participants in the Provincial financing program are not eligible to receive CleanBC rebates and the financing program ended on 2024-MAR-31.

The Canada Greener Homes Grant program previously provided additional rebates for home retrofits but the program closed on 2024-FEB-12. The Canada Greener Homes Loan and the Oil to Heat Pump Affordability programs remain open.

While the Greener Homes Loan program currently remains open, its status is uncertain. It often takes several months or even over a year for homeowners to receive federal financing. Developing a home energy retrofit financing program needs to be done in addition to, and in coordination with, the above supports and should remain flexible to respond to changes in other programs and supports.

Community Residential Energy and Emission Inventory

To support the retrofit feasibility analysis, the study included an energy and emissions inventory identifying energy use and emission sources by sub-region and housing type for all low-rise residential buildings in the region. This information will help both the City and the RDN tailor programming, including potential energy retrofit financing packages, to specific home types and areas where the government support will have the greatest impact on residents and community greenhouse gas emissions (GHG).

The housing stock analysis focused exclusively on low-rise (Part 9) residential buildings including single-family dwellings, duplexes, triplexes, quad-plexes, and mobile homes. These housing types represent approximately 73% of the housing stock in the city and are the primary targets for a home retrofit.

The analysis combined data from BC Hydro, BC Assessment, and real estate listings to determine the number of dwellings in the city and regional district by market segment (e.g. single-family dwelling), size (e.g. medium), vintage (e.g. pre-1976), and primary heat source (e.g. natural gas). The study noted that the majority of the homes in the region were built before 1996 (66%) when energy efficiency and emissions standards were lower than currently required.

Table 1: Summary of the Estimated Number of Low-Rise Homes and GHG emissions by Primary Heat Source – City of Nanaimo

| Primary Heat Source | Electricity | Natural Gas | Oil | Propane | Wood | Total |
|--|-------------|-------------|-------|---------|-------|--------|
| Estimated number of homes | 20,597 | 9,478 | 1,551 | 827 | 2,218 | 34,671 |
| Share of total number of homes | 60% | 27% | 5% | 2% | 6% | 100% |
| Estimated emissions (tCO ₂ e) | 5,434 | 37,034 | 9,189 | 3,099 | 4,767 | 59,523 |
| Share of total emissions | 9% | 62% | 16% | 5% | 8% | 100% |

It is estimated that homes that are primarily heated by electricity make up 60% of all low-rise residential dwellings but only account for 9% of their GHG emissions due to its low emission factor. Collectively, homes that use fossil fuels as primary heat sources make up 34% of the low-rise residential building stock but are estimated to produce 83% of their emissions.

Older homes and/or homes heated with a fossil fuel represent a significant opportunity to reduce residential GHGs and improve energy efficiency and homeowner comfort through a retrofit. The detailed analysis is included in the final report (Attachment A).

Why Retrofit Financing

Home energy retrofits targeted at reducing the consumption of fossil fuels via electrification and energy efficiency upgrades are critical to decarbonizing existing homes in the city. Residential buildings accounted for 15% of the city’s 2021 GHG emissions, with a significant portion (57%) of those coming from low-rise residential buildings. While the adoption of the Zero Carbon Step Code will significantly reduce emissions from new buildings, more needs to be done to retrofit existing buildings in order to meet the City’s climate targets.

City residents are interested in retrofitting their homes to install a heat pump or improve energy efficiency. However, financing remains a barrier for many residents. A municipal-run retrofit financing program can potentially help overcome market barriers (e.g. upfront costs, access to

financing), be easily accessible to local residents, fill gaps in existing offerings (including providing short-term gap financing), allow the City to customize the program to meet and adapt to the needs of the residents, and may be able to provide preferential financing terms at competitive/below-market rates.

Homeowner Survey

The study included a phone and web-based survey of 1,050 respondents in the region, with 82% of them within the City of Nanaimo. Survey respondents confirmed that financing and costs are a significant barrier discouraging homeowners from completing a retrofit. A full 60% of respondents agreed that they anticipate needing support in finding money (including financing and rebates) to cover the cost of upgrades, and an additional 12% were not sure. Respondents also noted concerns over some other financial issues related to inflation, increased debt, and fixed incomes.

By converting to heat pumps, homeowners have already lowered their GHG emissions. More respondents have made the conversion in the electoral areas (37%) compared to those in the city (26%). Approximately another third of respondents in the whole region plan to install heat pumps in the future.

While 28% of respondents have already installed a heat pump, the same proportion upgraded their furnace or boiler to a higher efficiency model instead, which represents a missed opportunity for fuel conversion. Encouragingly, there may be a change in decision making to move away from upgrading a furnace or boiler (only 17% planning – the least planned retrofit).

More detailed survey results and analysis are included in the study (Attachment A).

Diversity, Equity, and Inclusion

Diversity, equity, and inclusion (DEI) need to be integrated and central to any successful retrofit financing program. Targeted DEI consultations were held with five community organizations representing a diversity of vulnerable communities in the region. A DEI analysis is incorporated in the report analysis and recommendation.

Both the DEI consultation and the survey noted energy efficiency is often a low priority for low-income households, especially when weighted against food, health, and housing. While a retrofit program should be designed to be equitable and accessible to all households, any program supporting low-income households should ensure they do not encourage participants to take on more debt without a sustainable way of paying the debt off, such as through energy bill savings or guaranteed rebates.

The DEI assessment emphasized that reducing risks associated with participation in home retrofit financing is equally, if not more important than removing barriers. Risks can be reduced through a flexible loan program (similar to the Rent Bank operated by Connective Support Society) that allows homeowners to pay off debt early or pause payment if necessary.

Retrofit Financing Options in BC

There are several financing mechanisms that can be used to help finance residential building retrofits. The most common three, which are discussed in detail in the study, are as follows:

1. Property Assessed Clean Energy (PACE) financing:

Sometimes referred to as Local Improvement Charges (LIC) financing, a PACE loan is typically provided by a local government or a program partner. Loans are affixed to the property (rather than the individual) and repaid through the property tax bill. By securing the loan to the property, PACE loans generally can offer long-term financing with fixed low-interest rates and have a high rate of repayment.

Without BC provincial enabling legislation in place, municipalities can only offer a PACE-style loan program using Local Improvement Charges. Local governments are unable to borrow funds to capitalize the program due to BC's municipal financing rules. Despite this limitation, the Districts of Saanich and Central Saanich have developed pilot LIC financing programs with municipal funding and grant support, but the number of retrofits such a program can support is limited.

2. Direct Lending or Third-Party financing:

Within a Direct Lending model, often referred to as third-party financing, a private lender offers eligible participants an unsecured consumer loan product for home energy upgrades. Lending can be done directly through the financial institution or managed through a separate organization, often a non-profit energy concierge service similar to the Home Energy Navigator program. As this model often involves a for-profit bank or credit union and unsecured loan, interest rates can often be higher than those secured through PACE financing. The municipality may work with the lender to de-risk the loan and lower the interest rate and/or extend the loan term through credit enhancement tools, such as providing a loan loss reserve. CEF funding can be used to provide credit enhancement.

A Direct Lending program can be scaled up easily with access to market capital and requires the least amount of resource commitment by the City in terms of both capital funding and Staff capacity. For these reasons the consultant report recommends this financing delivery model for the City and RDN. However, this model has not been tested in BC yet. The success and uptake of a direct lending program strongly depends on how attractive this option is compared to other financing options available to homeowners. Given today's high interest rate environment, it may be challenging to achieve the desired uptake.

3. Utility on-bill financing (OBF):

On-bill programs provide financing that are repaid through customers' utility bills, typically the energy bills. Lending capital can either be provided directly by the utility or through a third-party lender, such as a bank. The City does not have its own energy utility and therefore isn't able to offer a municipal utility program as done in the City of Nelson and City of Penticton. An OBF program will require a clear commitment from an energy utility and as such is largely outside the City's ability to control.

Estimated Impact and Uptake

Establishing a retrofit financing program in Nanaimo could potentially help reduce the city's community residential GHG emissions. The study estimates a medium program uptake scenario of 1,078 participants in the region over five years, including 593 participants in the city. Emission reductions will depend not only on uptake but on program design, specifically on the retrofit packages offered and retrofits completed.

The study also provided an annual emission reduction estimate that could be achieved for each retrofit package offered. For example, an oil to heat pump retrofit for a medium sized single family dwelling would result in an annual GHG savings of 4.8 tCO₂e per home and \$2,100 in energy bill savings per year, whereas a natural gas to heat pump conversion for a similar home would result in an annual GHG savings of about 2.6 tCO₂e per home but may or may not have energy bill savings unless energy efficiency measures (e.g., insulation, windows and doors) are also taken. Of the archetypes listed, older homes with heating oil as the primary heat source represent the greatest opportunity for GHG emissions reduction in an individual home.

Staffing Needs

The amount of staff capacity needed to establish and manage a home energy finance program depends on the financing mechanism and program model, as well as whether the RDN will develop a regional program. A direct lending program will initially require legal consultation, negotiation with a financial institution and potentially a third-party operator, and grant funding application. This model hasn't been tested in BC. The consultant estimated close to 0.5 FTE would be required for a region-wide program.

Setting up a PACE style program will require legal consultation, homeowner financing agreements, program-establishing bylaw, and setup of tax roll. The consultant estimated close to 1 FTE for a City-run program. However, Staff will be able to learn from existing programs in Saanich and Central Saanich which is expected to reduce the effort required to establish a PACE style program.

The consultant estimated 0.1 FTE would be required for ongoing administration. For either model, the staffing needs are estimated assuming the continuation of the regional Home Energy Navigator program.

Regional Cooperation

The study was done in cooperation with the RDN in anticipation of a potential regional financing program. A regional program can access a larger market, which increases potential program impact and adds value for prospective lending partners. With collaboration with the RDN, the program can also be more easily integrated within the RDN managed Home Energy Navigator program and improve administrative efficiencies.

A PACE program is untested for a regional district and is potentially not feasible for the RDN. As such, if the City would like to offer PACE program, the City will likely have to administer it on its own.

If the RDN decides not to pursue a financing program, the study notes that the City has a significant enough potential uptake to support a program on its own. The study concludes both PACE-style program and a Direct Lending program are feasible options for the City.

Next Steps

If Council directs Staff to design a home energy financing program, Staff will complete the following tasks:

- Continue to work with the RDN and confirm if a regional program is supportable.
- Investigate the viability of a direct lending program and explore potential partnership with a financial institution.
- Further refine the types of retrofit packages to be included in the program.
- Complete the 'program design' requirements for FCM's CEF pilot or capital funding streams. FCM does provide program design funding. However, given the length of time it typically takes to apply for and receive this funding, Staff recommend applying directly for pilot or program funding.
- Bring forward a report to Council in mid-2024 on a home energy financing program design and seek direction to secure FCM funding and implement this program. |

OPTIONS

1. | That Council direct Staff to design a home energy retrofit financing program and bring a report to Council for consideration of implementing the program.
 - The advantages of this option: This option will allow the City to provide residents with a new financial tool to help complete retrofits necessary to meet the City's climate reduction targets, reduce electrical demand, lower utility costs, and improve home comfort.
 - The disadvantages of this option: Establishing a financing program will likely take considerable staff time and resources. Program uptake and impact are variable depending on interest rates, other financing programs and rebate options, and consumer knowledge.
 - Financial Implications: By acting quickly in developing a retrofit financing program, the City can access FCM funding. While the FCM funding is expected to cover 50% to 80% of eligible program costs, additional City funding will be required. FCM does require a municipal contribution for all CEF funding programs, the amount of required contribution varies based on program design and CEF funding streams (i.e. pilot or capital). More financial details will be included in a follow-up report.
2. That Council direct Staff to no longer consider a retrofit financing program.
 - The advantages of this option: This option will free up Staff time and resources to pursue other strategic priorities.
 - The disadvantages of this option: The City will likely not be able to leverage available FCM funding to develop a custom financing program that addresses Nanaimo homeowners' needs. When provincial and federal grants and loans are not available, residents may not be able to complete home retrofits due to financial barriers.
 - Financial Implications: This option will not require any City financing. |

SUMMARY POINTS

- A financing feasibility study to determine whether a local home energy retrofit program is feasible was recently completed for the City and RDN.
- The study included an inventory of low-rise residential building emissions, a homeowner survey on barriers and perceptions, a diversity, equity, and inclusion analysis, an analysis of financing program models, and estimated program uptake and impact.
- The study concluded a home energy financing program is feasible for both the City and the Regional District of Nanaimo.

ATTACHMENTS:

ATTACHMENT A: Link to “Nanaimo Region Deep Energy Retrofits Feasibility Study” |

Submitted by:

Ting Pan
Manager, Sustainability |

Concurrence by:

Wendy Fulla
Director, Finance

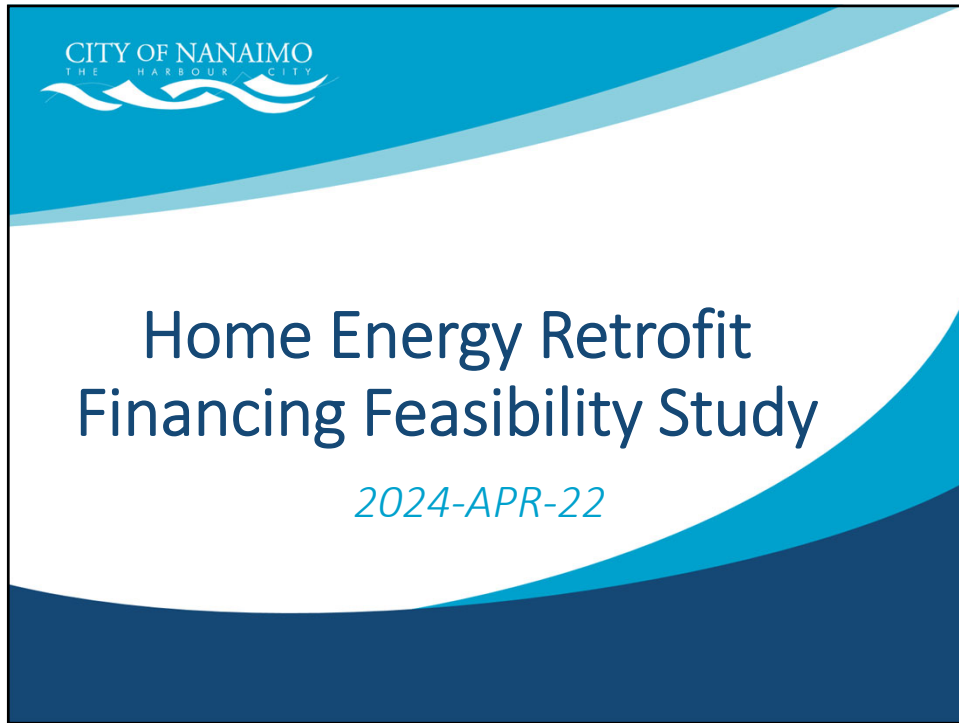
Jeremy Holm
Director, Planning & Development

Laura Mercer
General Manager, Corporate Services |

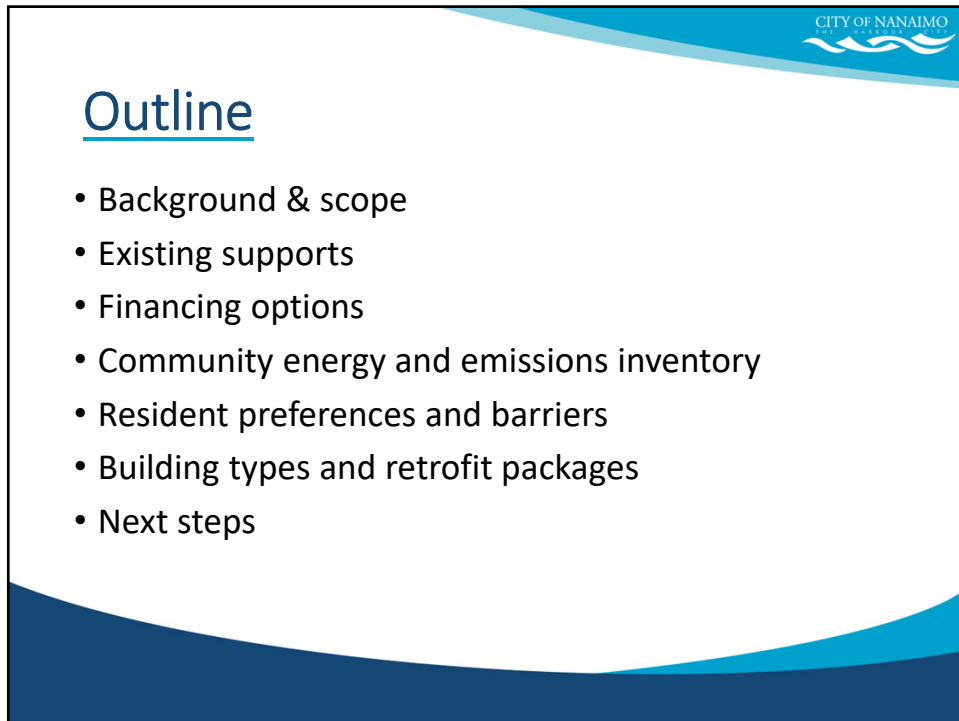
ATTACHMENT A

Link to “Nanaimo Region Deep Energy Retrofits Feasibility Study”:

https://www.nanaimo.ca/docs/social-culture-environment/sustainability/atta_feasibilitystudy_homeenergyretrofitfinancingfeasibility_study_rpt_c240422.pdf



1



2

Background/ Scope

- Funding provided through FCM- CEF program to prepare a home energy retrofit feasibility study
- A feasibility study is the first step towards receiving pilot or program funding
- Study done in partnership with the Regional District of Nanaimo



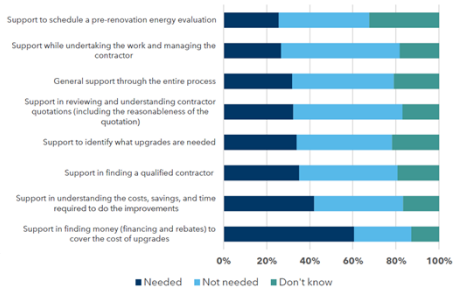
- 2 projects in 1**
1. Retrofit Financing feasibility study.
 2. Community Energy and Emissions Inventory- low density residential.

3

Why Retrofit Financing?

- Residential Buildings accounted for 15% of Nanaimo's 2021 emissions
- Financing often cited as a major barrier to home retrofits
- Retrofit financing provides low interest loans for energy efficiency or low-carbon home upgrades

Figure 16: Types of support needed during energy retrofits, survey respondents



4

Existing Retrofit Supports

City of Nanaimo

- Up to \$350 Home Energy Audit Rebate
- \$350 top up to CleanBC Rebates
- Home Energy Navigator Program
- Education and outreach




Other Supports

- CleanBC Better Homes (Provincial)
 - Rebates available
 - Financing no longer available
- Canada Greener Homes (Federal)
 - Rebates no longer available
 - Financing still available



5

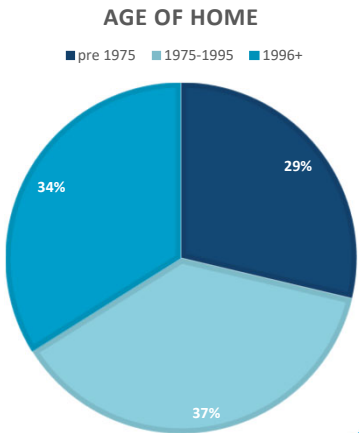
Retrofit Financing Options

| Financing Models |  PACE/LIC |  Direct Lending (unsecured) |  On-Bill |
|--|---|--|---|
| <ul style="list-style-type: none"> • Loan fixed to the property and paid through taxes • Capital from the local government or grants • Difficult to scale | <ul style="list-style-type: none"> • Unsecured consumer loan • Requires partnership with, and capital from, a third-party lender • Success depends on how attractive it is compared to other options • Scalable | <ul style="list-style-type: none"> • Loan paid through utility bill • Requires partnership with a utility lender • Capital from the utility or a third-party lender • Scalable | |

6

Community Energy Efficiency & Emissions Inventory

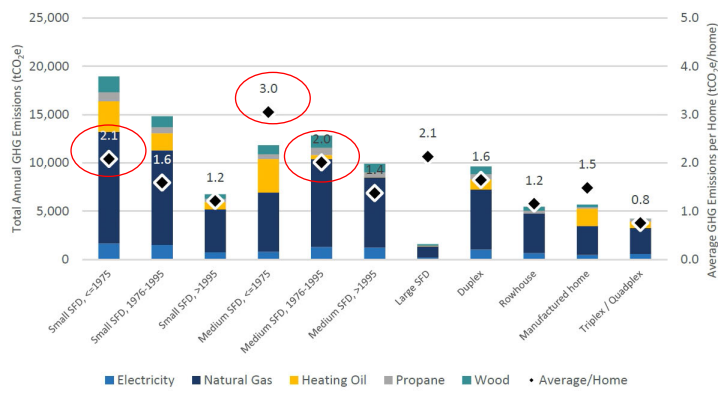
- Only included low-density residential
- Inventoried
 - Building Types
 - Ages
 - Heating & Cooling Source
 - GHG Emissions
 - Energy Use



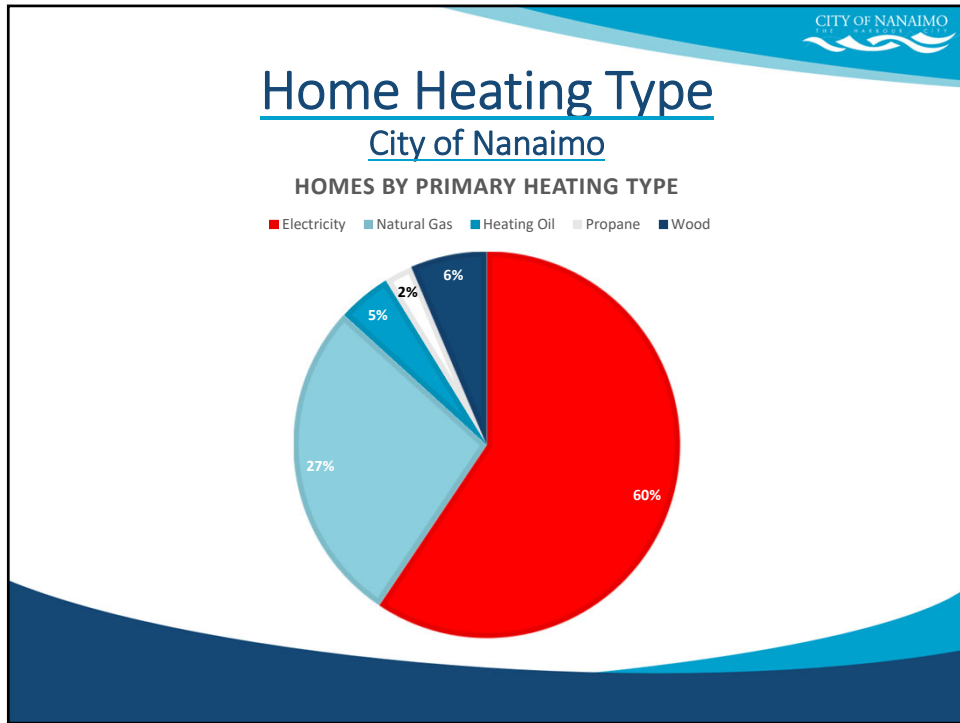
7

GHG Emissions by Home Type

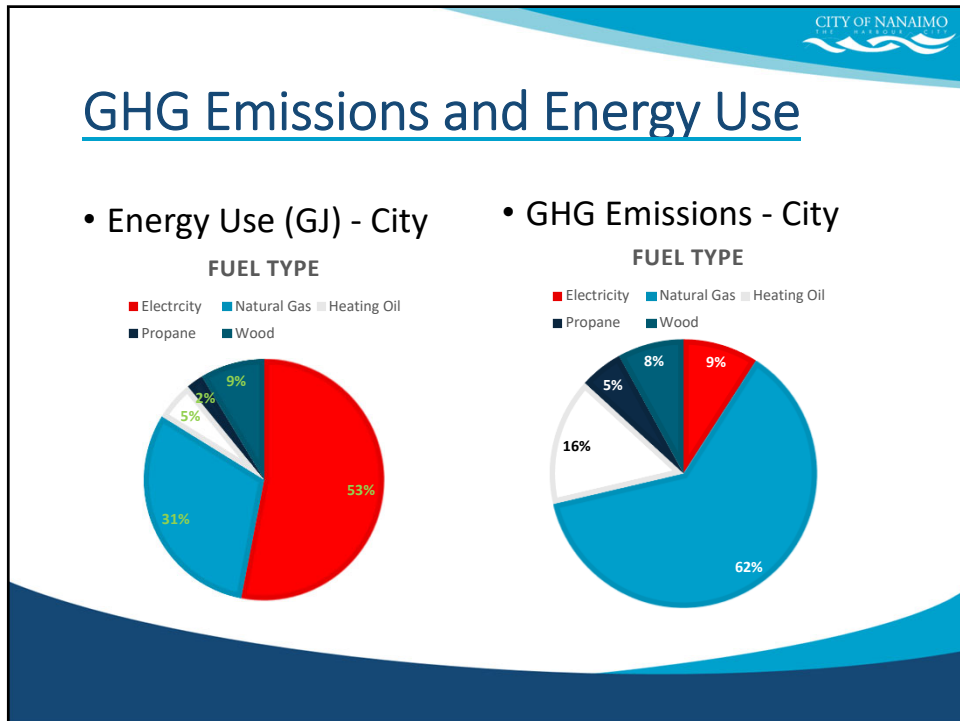
Figure 10: GHG emissions (total and average/home (tCO₂e)) per year by archetype, low-density homes, study region



8



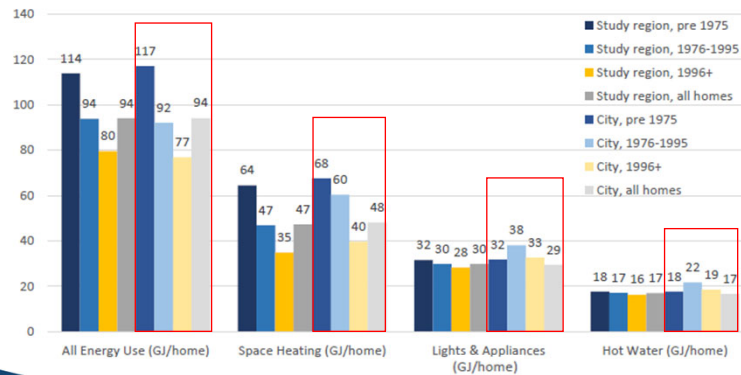
9



10

Energy Use Types

Figure 11: Average energy consumption per home by end energy use type (GJ/home), study region and City of Nanaimo



11

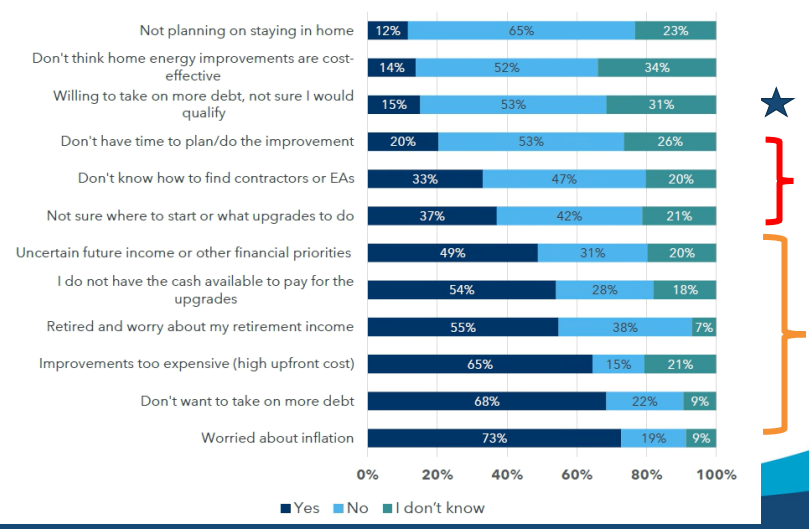
Homeowner Survey

- 1,050 Responses - Phone and Web
- 82% in the City of Nanaimo
- 85% live in detached or semi-detached homes
- Critical Financial Considerations
 - **60% of respondents anticipated needing financial support**
 - 73% are concerned with inflation costs
 - 68% are reluctant to take on more debt
 - **65% are concerned about high upfront costs**

12

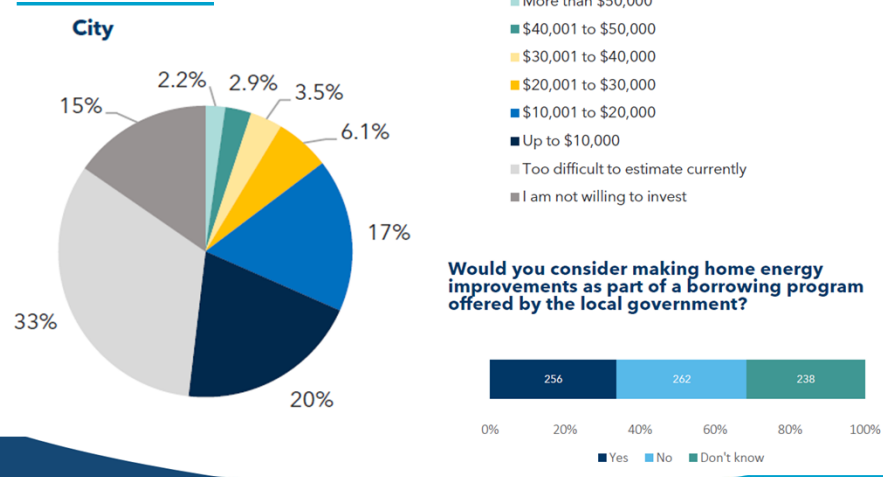
Homeowner Barriers

Figure 17: Factors discouraging homeowners from undertaking retrofit projects, survey respondents



13

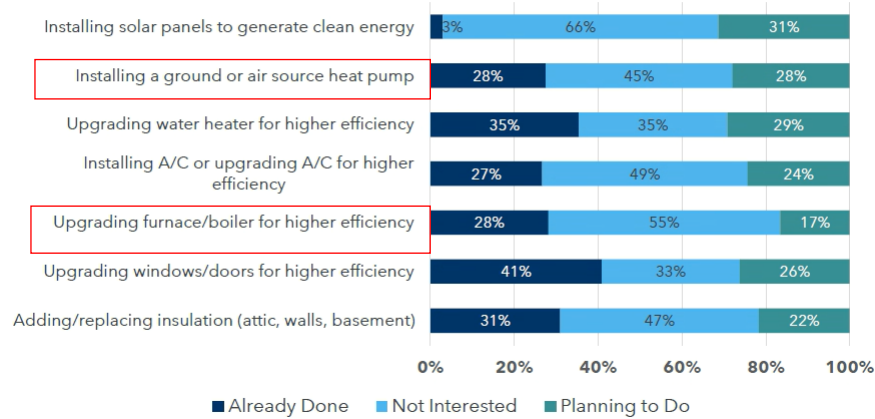
Homeowners Willing to Invest in Retrofits



14

Completed and Planned Energy Improvements

Figure 13: Energy improvements completed or planned over the past 5 years, all survey respondents



15

Archetypes and Retrofit Packages

- 30 key residential archetypes identified
- 10 retrofit packages developed and modelled
- Packages designed to understand uptake and capital but do not represent actual homeowner retrofits

| # | Archetype | Base Fuel | Package |
|----|----------------------|-----------|------------------------|
| 1 | SFD (Small + Medium) | Elec | Heat Pump |
| 2 | | Gas | |
| 3 | | Oil | |
| 4 | SFD (Small + Medium) | Elec | Heat Pump + Insulation |
| 5 | | Gas | |
| 6 | | Oil | |
| 7 | Rowhouse / Duplex | Elec | Heat Pump + Insulation |
| 8 | | Gas | |
| 9 | Manufactured | Oil | |
| 10 | All | All | Solar PV |

16

Retrofit Package Impact

- Looked at impact for each package type by:
 - GHG Savings
 - Energy Cost Savings
 - Energy Consumption
- GHG savings greatest for oil and gas to heat pump conversions
- Cost savings greatest for oil

Table 9: Selected priority retrofit packages for key low-density residential market segments

| Retrofit Package | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | |
|---|-------------------------------------|----------------|----------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|--------------|-----|
| Housing Type | Small/Medium Single-Family Dwelling | | | | | Townhouse / Duplex | | | | | Multi-Family | All |
| Floor Area (m ²) (per dwelling) | 188 | | | | | 157 | | | | | 112 | N/A |
| EUL (years) | 15 | 15 | 15 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 30 | |
| Primary Space Heating Energy (Baseline) | Electric | Heat Pump | Heat Pump | Heat Pump | Heat Pump | Heat Pump | Heat Pump | Heat Pump | Heat Pump | Heat Pump | Any | |
| Retrofit Package Measure | Heat Pump Only | Heat Pump Only | Heat Pump Only | Deep Retrofits (HP+EE) | Deep Retrofits (HP+EE) | Deep Retrofits (HP+EE) | Deep Retrofits (HP+EE) | Deep Retrofits (HP+EE) | Deep Retrofits (HP+EE) | Deep Retrofits (HP+EE) | Solar PV | |
| All source heat pump | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | x | |
| Insulation | x | x | x | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | x | |
| Down Sideslopes | x | x | x | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | x | |
| Rooftop solar PV | x | x | x | x | x | x | x | x | x | x | ✓ | |
| Estimated Annual Costs and Savings per Home (\$) | | | | | | | | | | | | |
| Costs* | 12,185 | 12,421 | 10,575 | 32,813 | 26,464 | 27,939 | 25,797 | 25,791 | 25,804 | 18,735 | | |
| Available Incentives** | 3,850 | 9,125 | 9,375 | 6,300 | 11,625 | 11,875 | 11,300 | 11,625 | 12,225 | 5,250 | | |
| Cost covered by incentives (%) | 32% | 73% | 89% | 19% | 33% | 43% | 44% | 45% | 47% | 28% | | |
| Energy bill savings | 900 | -100 to 100 | 2,100 | 1,200 | 200 | 2,400 | 1,100 | -100 to 100 | 1,500 | 900 | | |
| Estimated Annual Energy per Home (kWh) | | | | | | | | | | | | |
| Baseline energy consumption | 88 | 94 | 97 | 88 | 94 | 97 | 88 | 96 | 88 | N/A | | |
| Retrofit energy consumption | 60 | 60 | 58 | 49 | 50 | 51 | 54 | 55 | 52 | 27 | | |
| Energy savings | 27 | 34 | 38 | 38 | 45 | 46 | 32 | 40 | 38 | 27 | | |
| Energy savings (%) | 31% | 36% | 40% | 43% | 47% | 47% | 37% | 42% | 47% | N/A | | |
| Estimated Annual GHG Emissions per Home (tCO₂e) | | | | | | | | | | | | |
| Baseline GHG emissions | 0.36 | 3.3 | 5.1 | 0.36 | 3.3 | 5.1 | 0.36 | 3.6 | 3.5 | Varies | | |
| Retrofit GHG emissions | 0.25 | 0.69 | 0.34 | 0.20 | 0.65 | 0.31 | 0.23 | 0.60 | 0.13 | Varies | | |
| GHG savings | 0.11 | 2.6 | 4.8 | 0.16 | 2.7 | 4.9 | 0.13 | 3.0 | 3.3 | 0.11 | | |
| GHG savings (%) | 31% | 79% | 95% | 43% | 81% | 96% | 37% | 83% | 96% | Varies | | |

*All costs adjusted to 2023 CAD
 **Incentives are specific to BC and the package measures and include offers from CleanBC, Canada Greener Homes, and the RDN and/or City, as appropriate.

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Next Steps

- Continue to work with the RDN and confirm if a regional program is supportable
- Refine retrofit packages to offer
- Meet with financial institutions (Direct Lending)
- Complete FCM program design requirements
- Council report - proposed program

18

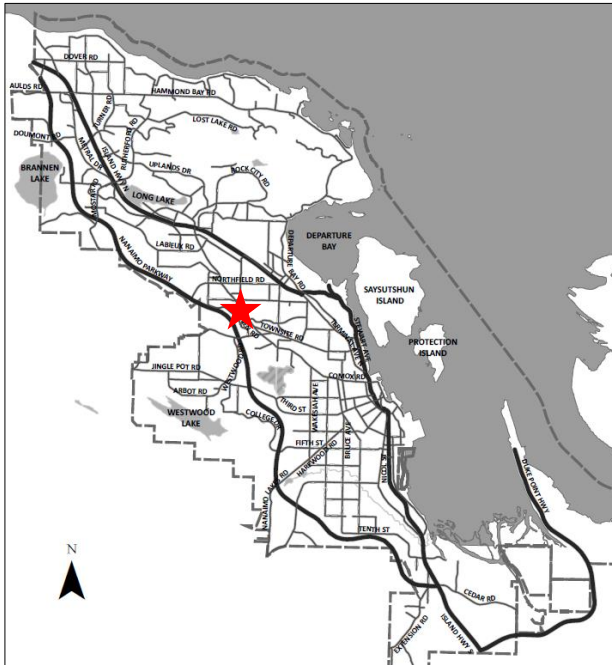
Questions



DATE OF MEETING | April 22, 2024 |

AUTHORED BY | PAYTON CARTER, PLANNER, CURRENT PLANNING |

SUBJECT | **DEVELOPMENT PERMIT APPLICATION NO. DP1326 – 1950 & 1960 ISLAND DIESEL WAY**



Proposal:
Industrial Development

Zoning:
I3 – High Tech Industrial

City Plan Land Use Designation:
Light Industrial

Development Permit Areas:
DPA8 – Form and Character

Lot Area:
1.28ha



OVERVIEW

Purpose of Report

To present for Council's consideration a development permit application for an industrial development at 1950 and 1960 Island Diesel Way.

Recommendation

That Council issue Development Permit No. DP1326 for an industrial development at 1950 and 1960 Island Diesel Way with variances as outlined in the "Proposed Variances" section of the Staff Report dated 2024-APR-22.

BACKGROUND

A development permit application, DP1326, was received from Herold Engineering Ltd., on behalf of TGC Nanaimo General Partner Inc. to permit an industrial development consisting of two buildings with warehouse and office space at 1950 and 1960 Island Diesel Way.

Subject Property and Site Context

The subject properties are located at the intersection of Island Diesel Way and Bollinger Road and was previously being used as a storage yard. The lot has since been cleared and the buildable area remains flat. An earth bank is located at the northeast property line, within existing landscaping.

The surrounding neighbourhood area includes a variety of new and established light industrial developments, including Green Rock Industrial Park, mini-storage, wholesale, and warehousing. A private recreation facility is located to the northeast, and Bowen Centre is located east of the subject properties.

DISCUSSION

Proposed Development

The applicant is proposing to consolidate the lots and develop a new industrial complex with six units within two buildings. The proposed buildings will include a combined 4,629m² of industrial warehouse space and 1,156m² of accessory office space, to be leased to individual tenants. The units range in size from 798m² to 1,290m² and the total proposed Floor Area Ratio (FAR) is 0.44. The consolidation of lots results in a proposed lot coverage of 43%.

Site Design

The proposed buildings are located at opposite sides of the lot, facing the internal drive aisle. Parking is located on either side of the internal drive aisle and to the rear of both buildings. The west elevation of each building faces Island Diesel Way. The parking in front of the buildings is envisioned for customers and the parking at the rear of the site is dedicated to staff. Building entries face the internal drive aisle and recessed loading spaces are incorporated into the building

design. A refuse enclosure is proposed at the eastern property line, accessed by a pedestrian crossing from Building B. An additional pedestrian crossing is located at the front of the site adjacent to the main entrance, connecting both buildings and in front of the loading space areas to ensure pedestrian safety. An outdoor seating area for employees is located at the rear of the site, behind each building.

Building Design

The proposed development consists of two pre-engineered steel buildings situated at grade. The buildings are divided into individual units and include warehouse space and accessory office space on the first and second storeys, with the remainder of the second storey open to the warehouse below. Long-term bicycle storage is provided within each unit and recessed loading spaces are proposed along the front elevation of each building.

Proposed Building A is clad with prefabricated metal panels with additional accent panels surrounding the ground level windows and entryways. The southern building face also includes two drive-in truck bays and three recessed overhead doors. Building B includes insulated metal panels in various colours and textures to differentiate between the individual units, and four individual building entrances with glazing facing the internal drive aisle.

Glass and steel awnings are provided as weather protection at all patron entrances and the parapet of the drive-in truck bays projects above the main roofline for visual interest. Both buildings have timber soffits under the eaves complete with downward lighting and have been designed to integrate into the existing industrial neighbourhood.

The building design substantially meets the intent of the General Development Permit Area Design Guidelines.

Landscape Design

Robust landscaping is provided along the street frontage of Island Diesel Way, along the rear property line, and within the outdoor seating areas. Proposed plantings include drought tolerant and native species such as trees, shrubs, vines, and perennials. Landscaping is used to screen the refuse receptable from the adjacent Bowen Centre, which is complete with a concrete masonry wall, steel gate, and timber awning.

Downward facing pole lighting is proposed throughout the site and broom-finished sidewalks with bollards provide pedestrian circulation throughout the site. Black galvanized chain-link fencing is proposed around the site and will be lined with trees, including maple and ash trees, to provide additional screening over time.

Design Advisory Panel

The Design Advisory Panel (DAP), at its meeting held on 2024-JAN-11, accepted DP1326 as presented and provided the following recommendations:

- Consider ways to expand the amenity area by creating a flexible space on the parking lot using permeable paving;
- Consider expanding the landscaping around the site entrance;
- Consider adding more electric vehicle chargers throughout the site;

- Consider adding weather protection and other seating to the amenity areas;
- Consider installing a bike rack that can accommodate different types of bikes;
- Consider ways to mitigate stormwater runoff in the area of the proposed landscape variance; and,
- Consider using transparent fencing along the Island Diesel Way frontage.

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

- Reduced the excess parking and converted to landscaped area;
- Increased the landscaping long the Island Diesel Way frontage;
- Increased the number of electric vehicle chargers from three to twelve;
- Provided shade trees within the outdoor seating area;
- Added weather protection awnings to Building A;
- Proposed a bike rack that can accommodate a range of bike sizes;
- Incorporated permeable surfacing behind Building B for stormwater management; and,
- Provided black galvanized steel chain-link fencing along the street frontage.

Proposed Variances

Landscape Buffer

The minimum required landscape buffer along the south side lot line (abutting 1950 Boxwood Road) is 1.8m. The proposed landscape buffer is 0.0m, a requested variance of 1.8m.

The landscape buffer to be varied is at the rear of Building B and screened from view by an existing building at 1950 Boxwood Road and would be further screened by the proposed Building B. A permeable gravel walkway intended for emergency egress and stormwater management is proposed in place of the landscape buffer. The variance is necessary for the proposed site configuration as a City Statutory Right-of-Way is located beneath the proposed internal drive aisle. Staff support the proposed variance as additional landscaping and outdoor amenity space has been proposed elsewhere onsite, and the location of the variance is screened from view from adjacent properties and streets.

Refuse Receptacle

The minimum required setback for refuse receptacles from any lot line adjoining a property zoned for residential use is 3.0m. The proposed setback for the refuse receptacle along the east property line is 1.5m. The Bowen Centre, located at 1925 Bowen Road, is zoned Community Corridor (COR3) where residential development is a permitted use, though the site has been developed as a commercial services centre. As such, a 1.5m variance is requested.

Staff support the proposed variance as the refuse enclosure is screened from view from the Bowen Centre using beech trees and shrubs. The receptacles are screened using masonry walls, a gate, and appropriate lighting. |

SUMMARY POINTS

- Development Permit Application No. DP1326 is for an industrial development complete with warehouse and accessory office space.
- The building design substantially meets the intent of the General Development Permit Area Design Guidelines.
- Variances are requested to reduce the landscape buffer for a portion of the south side lot line (abutting 1950 Boxwood Road) and to reduce the setback for refuse receptacles.
- Staff support the proposed variances.

ATTACHMENTS

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

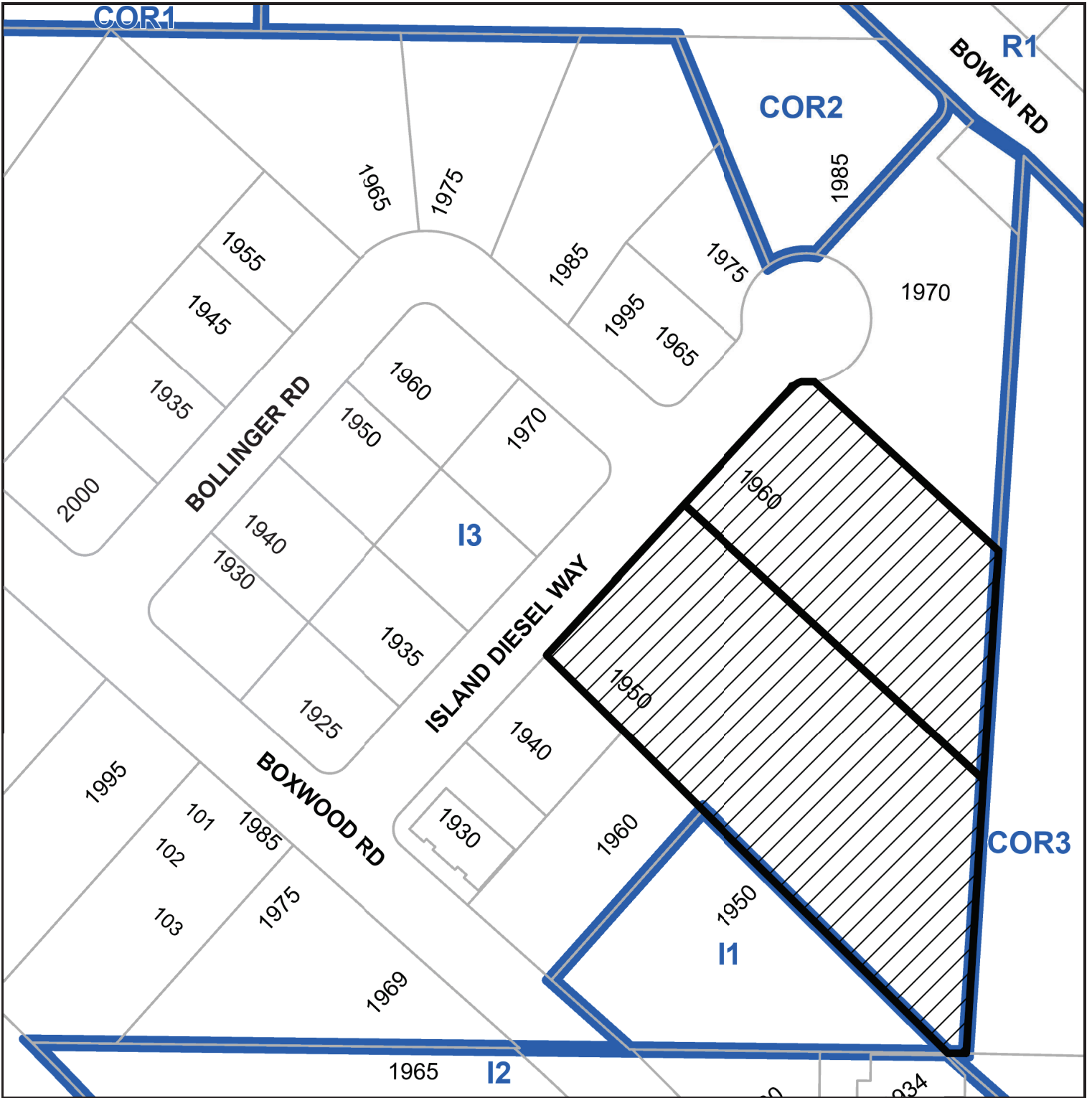
The “City of Nanaimo Zoning Bylaw 2011 No. 4500” is varied as follows:

1. *Subsection 17.2.1 General Regulations* – to reduce the minimum required landscape buffer along a portion of the south side lot line from 1.8m to 0.0m, as proposed.
2. *Subsection 17.3.4 Slopes, Urban Plazas and Refuse Receptacles* – to reduce the required setback for a refuse receptacle along the east property line from 3.0m to 1.5m, as proposed.

CONDITIONS OF PERMIT

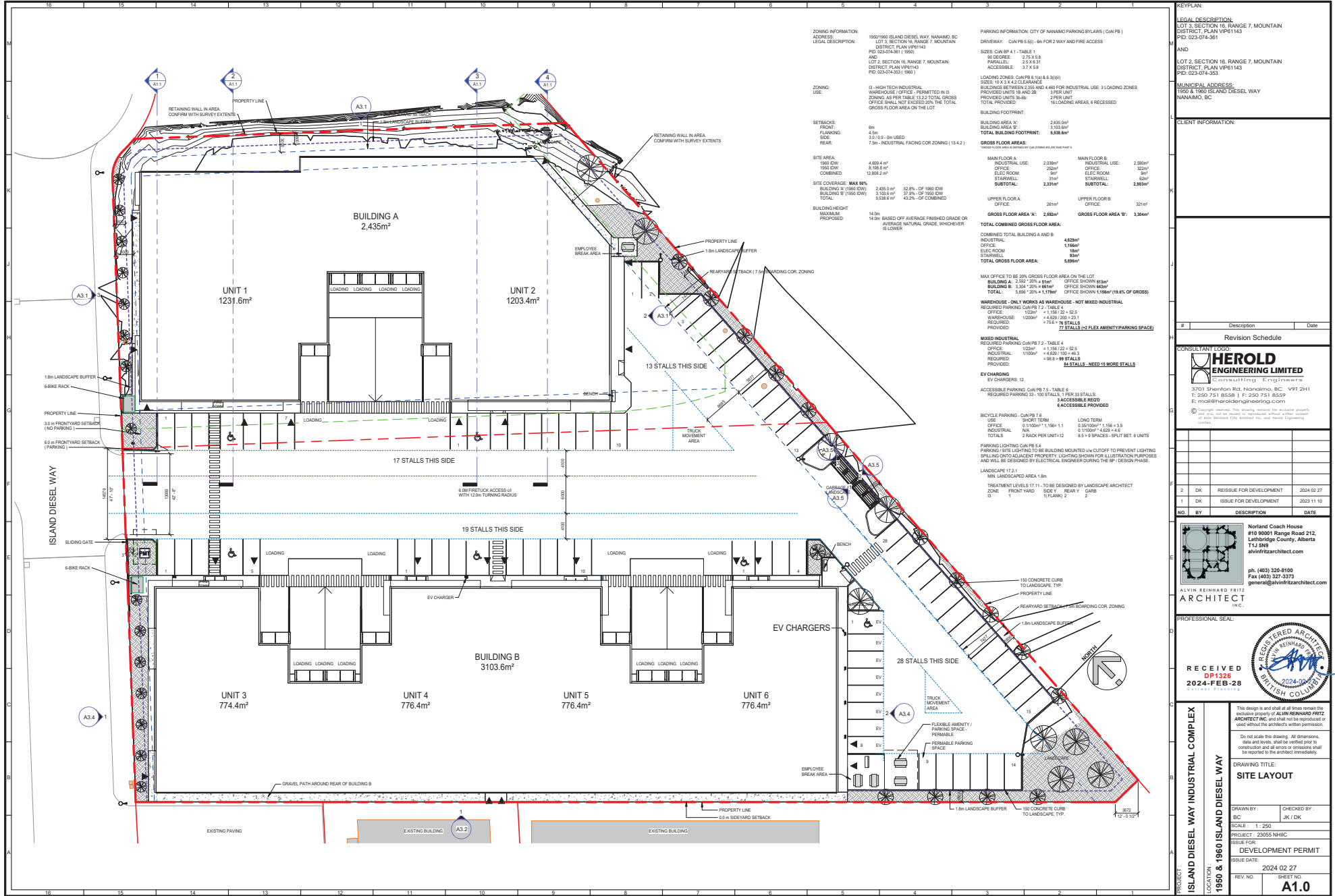
1. The subject property shall be developed in accordance with the Site Plan, prepared by Alvin Reinhard Fritz Architect Inc., dated 2024-FEB-27, as shown on Attachment C.
2. The development shall be developed in substantial compliance with the Building Elevations and Details, prepared by Alvin Reinhard Fritz Architect Inc., dated 2024-FEB-27, as shown on Attachment D.
3. The development shall be in substantial compliance with the Landscape Plan and Details prepared by Macdonald Gray, dated 2024-MAR-20, as shown on Attachment F.
4. The consolidation of 1950 and 1960 Island Diesel Way, prior to Building Permit issuance.

ATTACHMENT B
SUBJECT PROPERTY MAP



 1950 & 1960 Island Diesel Way

ATTACHMENT C SITE PLAN



ZONING INFORMATION:
 ADDRESS: 1950/1960 ISLAND DIESEL WAY NANAIMO BC
 LOT 3, SECTION 16, RANGE 7, MOUNTAIN DISTRICT, PLAN WPT143 AND LOT 2, SECTION 16, RANGE 7, MOUNTAIN DISTRICT, PLAN WPT143 AND LOT 2, SECTION 16, RANGE 7, MOUNTAIN DISTRICT, PLAN WPT143
 ZONING: I3 - HIGH TECH INDUSTRIAL WAREHOUSE / OFFICE - PERMITTED IN D ZONING AS PER TABLE 13.2.2 TOTAL GROSS OFFICE SHALL NOT EXCEED 5% OF THE TOTAL GROSS FLOOR AREA ON THE LOT.

SETBACKS:
 FRONT: 4.6m
 REAR: 3.0/10.0 - (6M USED)
 SIDE: 7.6m - INDUSTRIAL FACING COR ZONING (13.4.2)

SITE AREA:
 1960 DW: 4,898.4 m²
 1950 DW: 8,788.8 m²
 COMBINED: 13,687.2 m²

SITE COVERAGE MAX 90%:
 BUILDING B (1950 DW): 2,415.0 m² (52.8% OF 1960 DW)
 BUILDING A (1950 DW): 2,435.0 m² (27.8% OF 1950 DW)
 TOTAL: 4,850.0 m² (43.2% OF COMBINED)

BUILDING HEIGHT:
 MAXIMUM PROPOSED: 14.0m BASED OFF AVERAGE FINISHED GRADE OR AVERAGE NATURAL GRADE, WHICHEVER IS LOWER

PARKING INFORMATION: CITY OF NANAIMO PARKING BYLAWS (CAN PB)
 DRIVEWAY: CAN PB 5.5(1) - 8m FOR 3 WAY AND FIRE ACCESS

SIZES CAN PB 4.1 - TABLE 1:
 90 DEGREE: 2.7 X 6.3
 PARALLEL: 2.2 X 6.3
 ACCESSIBLE: 3.7 X 5.8

LOADING ZONES CAN PB 8.1(1) & 3.0(1):
 3.0 X 12.0 CLEARANCE
 BUILDING BETWEEN 2,200 AND 4,400 FOR INDUSTRIAL USE: 3 LOADING ZONES
 PROVIDED UNITS 30-40: 2 PER UNIT
 TOTAL PROVIDED: 60
 1 LOADING AREA AS RECEIVED

BUILDING FOOTPRINT:
 BUILDING AREA 'A': 2,435.0m²
 BUILDING AREA 'B': 3,103.6m²
 TOTAL BUILDING FOOTPRINT: 5,538.6m²

GROSS FLOOR AREA:
 MAIN FLOOR A: INDUSTRIAL USE: 2,039m²
 OFFICE: 396m²
 ELEC ROOM: 9m²
 STARWELL: 9m²
 SUBTOTAL: 2,334m²
 UPPER FLOOR A: OFFICE: 281m²
 GROSS FLOOR AREA 'A': 2,615m²

**MAIN FLOOR B: INDUSTRIAL USE: 2,600m²
 OFFICE: 320m²
 ELEC ROOM: 9m²
 STARWELL: 62m²
 SUBTOTAL: 3,051m²
 UPPER FLOOR B: OFFICE: 321m²
 GROSS FLOOR AREA 'B': 3,372m²**

TOTAL COMBINED GROSS FLOOR AREA:
 COMBINED TOTAL BUILDING A AND B: 6,423m²
 INDUSTRIAL: 4,639m²
 OFFICE: 1,186m²
 ELEC ROOM: 18m²
 STARWELL: 15m²
 TOTAL GROSS FLOOR AREA: 5,859m²

MAX OFFICE TO BE 20% GROSS FLOOR AREA ON THE LOT:
 BUILDING A: 2,502 + 20% = 850m² OFFICE SHOWN 819m²
 BUILDING B: 3,104 + 20% = 845m² OFFICE SHOWN 844m²
 TOTAL: 5,896 + 20% = 1,179m² OFFICE SHOWN 1,664m² (19.6% OF GROSS)

WAREHOUSE - ONLY WORKS AS WAREHOUSE - NOT MIXED INDUSTRIAL:
 REQUIRED PARKING CARS 12 - 1582 (2) + 52 (5)
 OFFICE: 102m² = 1,158 (2) + 52 (5)
 WAREHOUSE: 1200m² = 4,620 (20) + 21 (1)
 PROVIDED: 758 + 16 STALLS
 2 STALLS = 2 FLEX AMENITY/PARKING SPACE

MIXED INDUSTRIAL REQUIRED PARKING CAN PB 7.2 - TABLE 4:
 OFFICE: 1200m² = 1,158 (2) + 52 (5)
 INDUSTRIAL: 1100m² = 4,620 (20) + 41 (3)
 REQUIRED: 588 + 16 STALLS
 PROVIDED: 744 STALLS - NEED 14 MORE STALLS

EV CHARGING:
 EV CHARGERS: 12
 ACCESSIBLE PARKING CAN PB 7.5 - TABLE 6:
 REQUIRED PARKING 33 - 160 STALLS - 1788 (33 STALLS)
 3 ACCESSIBLE REQ'D
 4 ACCESSIBLE PROVIDED

BICYCLE PARKING - CAN PB 7.6:
 USE: SHORT TERM: 1500m² = 1,158 (2) + 52 (5)
 LONG TERM: 0.500m² = 1,158 (2) + 52 (5)
 OFFICE: 1200m² = 1,158 (2) + 52 (5)
 INDUSTRIAL: NA: 0.5100m² = 4,620 (20) + 41 (3)
 TOTALS: 2 RACK PER UNIT-12: 8.5 x 9 SPACES - GREAT SET 6 UNITS

PARKING LIGHTING CAN PB 5.4:
 PARKING: SITE LIGHTING TO BE BULB MOUNTED (w/ CUTOFF TO PREVENT LIGHTING SPILLING ON ADJACENT PROPERTY). LIGHTING SHOWN FOR ILLUSTRATION PURPOSES AND WILL BE DESIGNED BY ELECTRICAL ENGINEER DURING THE BP DESIGN PHASE.

LANDSCAPE CAN PB 12.1:
 MIN LANDSCAPE AREA 1.8m

TREATMENT LEVELS 17.11 - TO BE DESIGNED BY LANDSCAPE ARCHITECT:
 ZONE: FRONT YARD: 150 CONCRETE CURB TO LANDSCAPE TYPE
 SIDE Y: REAR Y: 150 CONCRETE CURB TO LANDSCAPE TYPE
 B: 150 CONCRETE CURB TO LANDSCAPE TYPE

KEY PLAN:
 LEGAL DESCRIPTION:
 LOT 3, SECTION 16, RANGE 7, MOUNTAIN DISTRICT, PLAN WPT143
 PID: 023-074-361
 AND
 LOT 2, SECTION 16, RANGE 7, MOUNTAIN DISTRICT, PLAN WPT143
 PID: 023-074-353
MUNICIPAL ADDRESS:
 1950 & 1960 ISLAND DIESEL WAY
 NANAIMO, BC

CLIENT INFORMATION:

| # | Description | Date |
|---|-------------------|------|
| 1 | Revision Schedule | |

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

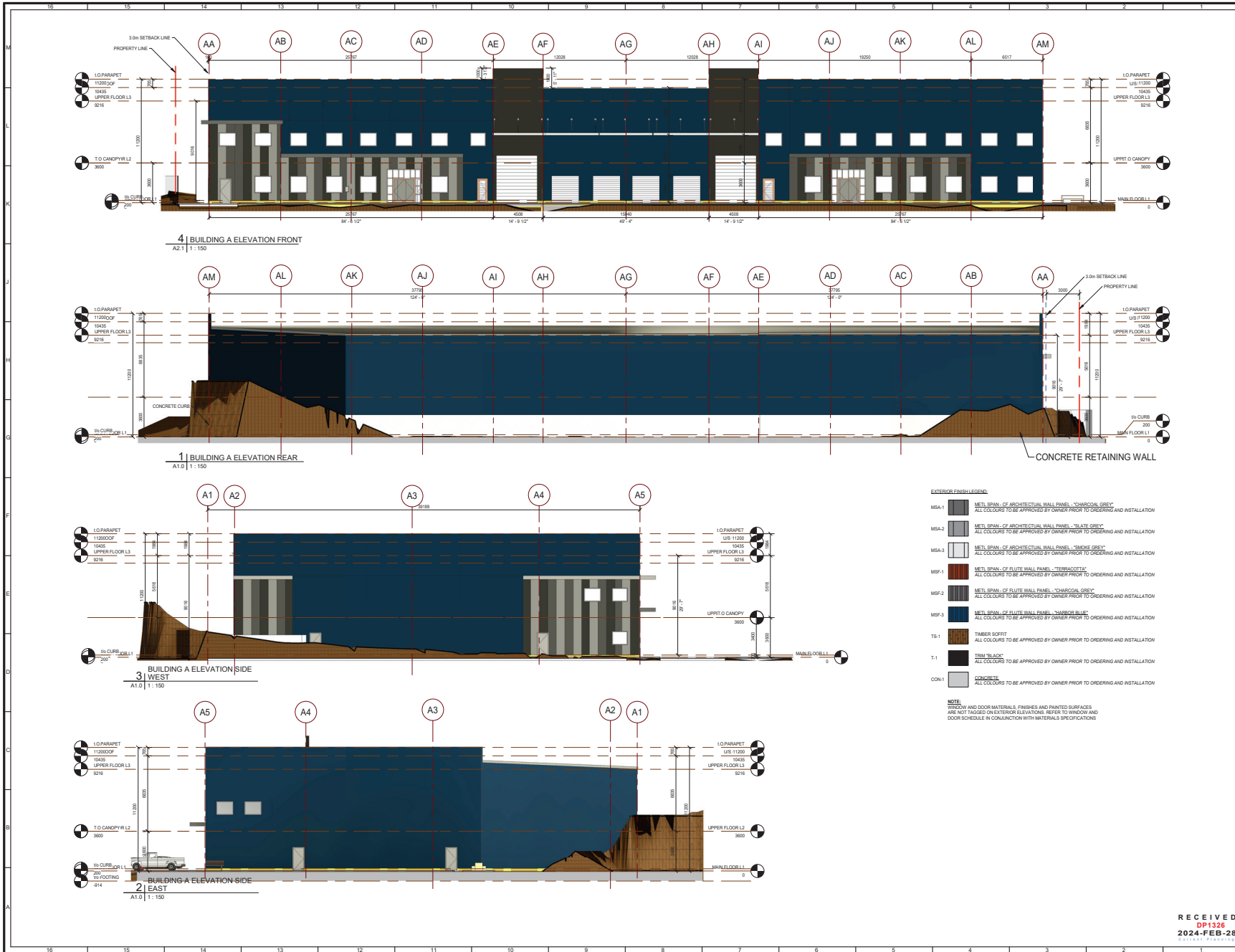
ALVIN REINHARD FRITZ ARCHITECT INC.
 810 9001 Range Road 212, Lethbridge County, Alberta T1J 1N9
 ph: (403) 320-8100
 Fax: (403) 320-8373
 general@alvinritzarchitect.com

PROFESSIONAL SEAL:
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 07/13/26
 2024-FEB-28
 2024 Planning

DRAWING TITLE:
 SITE LAYOUT

DRAWN BY: BIC
CHECKED BY: JK / DK
SCALE: 1:250
PROJECT: 23055 NHRC
ISSUE FOR: DEVELOPMENT PERMIT
ISSUE DATE: 2024 02 27
REV NO: A1.0

ATTACHMENT D BUILDING ELEVATIONS AND DETAILS



- EXTERIOR FINISH LEGEND**
- MSA-1 METL SPAN - OF ARCHITECTURAL WALL PANEL - "CHARCOAL GREY"
ALL COLOURS TO BE APPROVED BY OWNER PRIOR TO ORDERING AND INSTALLATION
 - MSA-2 METL SPAN - OF ARCHITECTURAL WALL PANEL - "SLATE GREY"
ALL COLOURS TO BE APPROVED BY OWNER PRIOR TO ORDERING AND INSTALLATION
 - MSA-3 METL SPAN - OF ARCHITECTURAL WALL PANEL - "BROOK GREY"
ALL COLOURS TO BE APPROVED BY OWNER PRIOR TO ORDERING AND INSTALLATION
 - MSF-1 METL SPAN - OF ELITE WALL PANEL - "TERRACOTTA"
ALL COLOURS TO BE APPROVED BY OWNER PRIOR TO ORDERING AND INSTALLATION
 - MSF-2 METL SPAN - OF ELITE WALL PANEL - "CHARCOAL GREY"
ALL COLOURS TO BE APPROVED BY OWNER PRIOR TO ORDERING AND INSTALLATION
 - MSF-3 METL SPAN - OF ELITE WALL PANEL - "SUNBURST BLUE"
ALL COLOURS TO BE APPROVED BY OWNER PRIOR TO ORDERING AND INSTALLATION
 - TS-1 TIMBER SOFFIT
ALL COLOURS TO BE APPROVED BY OWNER PRIOR TO ORDERING AND INSTALLATION
 - T-1 TRIM "SLACK"
ALL COLOURS TO BE APPROVED BY OWNER PRIOR TO ORDERING AND INSTALLATION
 - CON-1 CONCRETE
ALL COLOURS TO BE APPROVED BY OWNER PRIOR TO ORDERING AND INSTALLATION
- NOTE**
WINDOW AND DOOR MATERIALS, FINISHES AND PAINTED SURFACES ARE NOT TAGGED ON EXTERIOR ELEVATIONS. REFER TO WINDOW AND DOOR SCHEDULE IN CONSULTATION WITH MATERIALS SPECIFICATIONS

KEY PLAN:
 LEGAL DESCRIPTION:
 LOT 3, SECTION 16, RANGE 7, MOUNTAIN DISTRICT, PLAN VP161143 PID: 023-074-361
 AND
 LOT 2, SECTION 16, RANGE 7, MOUNTAIN DISTRICT, PLAN VP161143 PID: 023-074-353
 MUNICIPAL ADDRESS:
 1950 & 1960 ISLAND DIESEL WAY NANAIMO, BC

CLIENT INFORMATION:

| # | Description | Date |
|---|-------------------------|------------|
| 1 | REISSUE FOR DEVELOPMENT | 2024 02 27 |
| 2 | ISSUE FOR DEVELOPMENT | 2023 11 10 |

CONSULTANT LOGO:
HEROLD ENGINEERING LIMITED
 Consulting Engineers
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 E: mail@heroldengineering.com

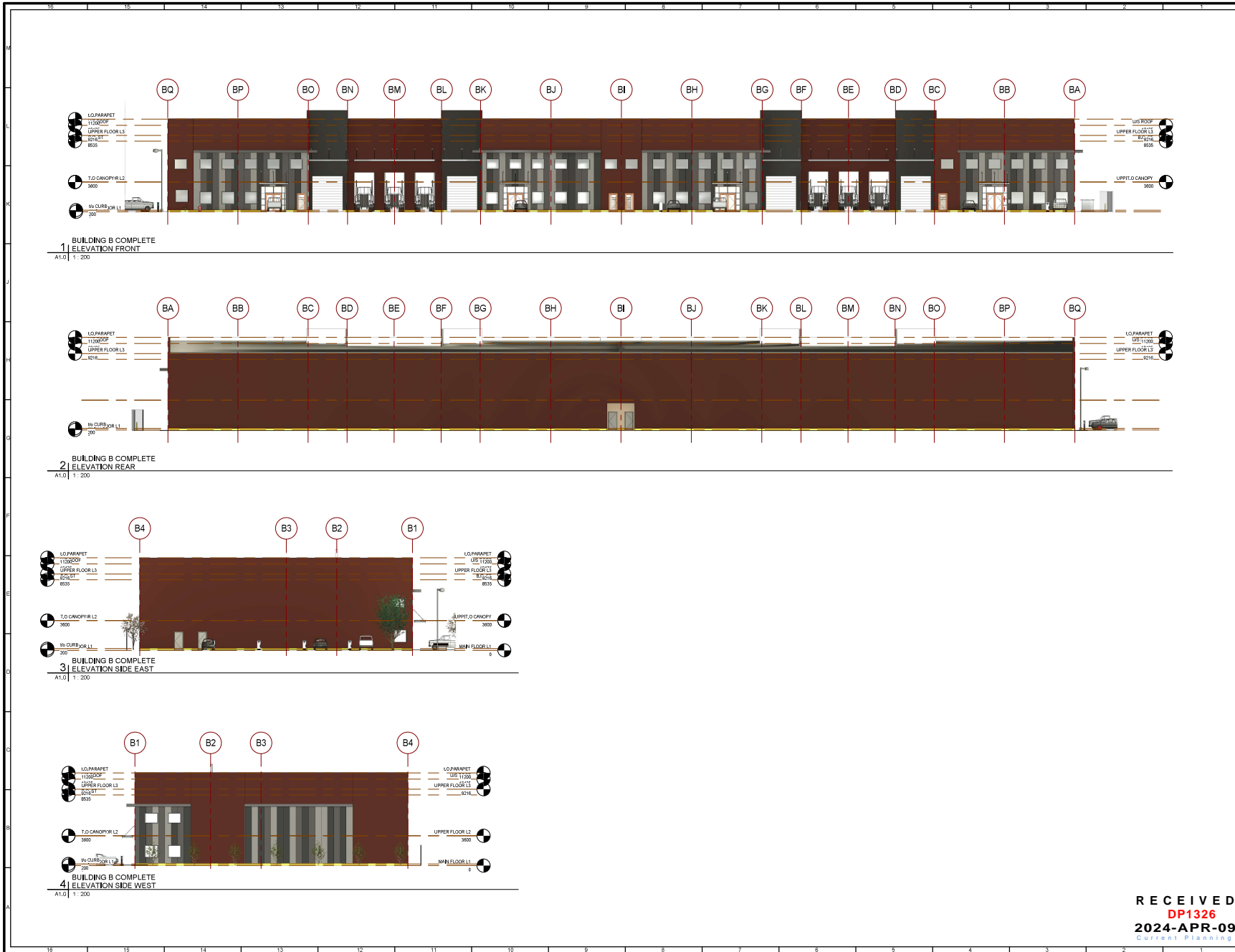
ALVIN REINHARD FRITZ ARCHITECT INC.
 810 9001 Range Road 212, Lethbridge County, Alberta T1J 5N9
 alvinfrizarchitect.com
 ph: (403) 320-8100
 Fax: (403) 320-8373
 general@alvinfrizarchitect.com

PROFESSIONAL SEAL:
 REGISTERED ARCHITECT
 ALVIN REINHARD FRITZ
 2024-02-27
 BRITISH COLUMBIA

RECEIVED
 DPT 3.26
 2024-FEB-28
 City of Nanaimo

DRAWING TITLE:
 1960 BUILDING A ELEVATIONS

DRAWN BY: BIC
CHECKED BY: JK / DK
SCALE: As indicated
PROJECT: 23055 NHIC
ISSUE FOR: DEVELOPMENT PERMIT
ISSUE DATE: 2024 02 27
REV NO: A3.1



REVISIONS

LEGAL DESCRIPTION
 LOT 3, SECTION 16, RANGE 7, MOUNTAIN DISTRICT, PLAN W/P61143
 PID: 024-074-361

MUNICIPAL ADDRESS
 LOT 2, SECTION 16, RANGE 7, MOUNTAIN DISTRICT, PLAN W/P61143
 PID: 024-074-363

MUNICIPAL ADDRESS
 1950 & 1960 ISLAND DIESEL WAY
 NANAIMO, BC

CLIENT INFORMATION

| # | Description | Date |
|---|-------------------------|------------|
| 1 | ISSUE FOR DEVELOPMENT | 2023 11 19 |
| 2 | REISSUE FOR DEVELOPMENT | 2024 02 27 |
| 3 | REISSUE FOR DEVELOPMENT | 2024 04 09 |

CONSULTANT LOGO

HEROLD ENGINEERING LIMITED
 Consulting Engineers

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| NO. | BY | DESCRIPTION | DATE |
|-----|----|-------------------------|------------|
| 1 | DK | ISSUE FOR DEVELOPMENT | 2023 11 19 |
| 2 | DK | REISSUE FOR DEVELOPMENT | 2024 02 27 |
| 3 | DK | REISSUE FOR DEVELOPMENT | 2024 04 09 |

Northland Coach House
 #10 8001 Range Road 212,
 Lethbridge County, Alberta
 T1J 5N9
 alvin@ritzarchitect.com

ALVIN REINHARD PRITZ
ARCHITECT
 INC.

PROFESSIONAL SEAL

REGISTERED ARCHITECT
 BRITISH COLUMBIA
 2024-04

DRAWING TITLE:
BUILDING B ELEVATIONS

DRAWN BY: CH
 CHECKED BY: JJK / DK

SCALE: 1:200


PROJECT: 230561-NHBC

ISSUE FOR: DEVELOPMENT PERMIT

ISSUE DATE: 2024 04 09

REV. NO. SHEET NO.
A3.2A

RECEIVED
DP1326
 2024-APR-09
 Current Planning




MSA-1
CHARCOAL GRAY
E: 0.86 SRI: 39

MSA-2
SLATE GRAY
E: 0.86 SRI: 39


MSA-3
SMOKE GRAY
E: 0.86 SRI: 57

METL SPAN - CF ARCHITECTUAL WALL PANEL IN VERTICAL APPLICATION
PRODUCT SHOWN - METAL SPAN EXAMPLE IMAGE




TS-1


GLASS AND STEEL AWNING
STEEL TIE BACK SUPPORTS
PRODUCT SHOWN - INTERNET IMAGE



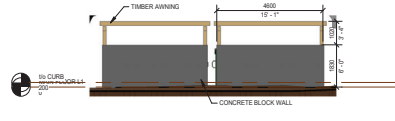
TIMBER SOFFIT
PRODUCT SHOWN - INTERNET IMAGE FOR
EXAMPLE OF OVERALL LOOK



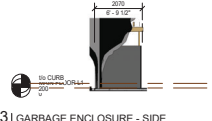
'BLACK' GALVANIZED STEEL WIRE CHAIN LINK
FENCE INTERNET IMAGE




1 | GARBAGE ENCLOSURE - FRONT
A1.0 | 1:100



2 | GARBAGE ENCLOSURE - REAR
A1.0 | 1:100



3 | GARBAGE ENCLOSURE - SIDE
A1.0 | 1:100




MSF-1
TERRACOTTA
E: 0.87 SRI: 41

MSF-2
CHARCOAL GRAY
E: 0.86 SRI: 39

MSF-3
HARBOR BLUE
E: 0.86 SRI: 25

METL SPAN - CF FLUTE WALL PANEL IN VERTICAL APPLICATION
PRODUCT SHOWN - METAL SPAN EXAMPLE IMAGE



REGAL GRAY
E: 0.86 SRI: 64

METL SPAN - CFR METAL ROOF STANDING SEAM PANEL
PRODUCT SHOWN - METAL SPAN EXAMPLE IMAGE

EXTERIOR FINISH LEGEND

- MSA-1 METL SPAN - CF ARCHITECTUAL WALL PANEL - "CHARCOAL GREY"
ALL COLOURS TO BE APPROVED BY OWNER PRIOR TO ORDERING AND INSTALLATION
- MSA-2 METL SPAN - CF ARCHITECTUAL WALL PANEL - "SLATE GREY"
ALL COLOURS TO BE APPROVED BY OWNER PRIOR TO ORDERING AND INSTALLATION
- MSA-3 METL SPAN - CF ARCHITECTUAL WALL PANEL - "SMOKE GREY"
ALL COLOURS TO BE APPROVED BY OWNER PRIOR TO ORDERING AND INSTALLATION
- MSF-1 METL SPAN - CF FLUTE WALL PANEL - "TERRACOTTA"
ALL COLOURS TO BE APPROVED BY OWNER PRIOR TO ORDERING AND INSTALLATION
- MSF-2 METL SPAN - CF FLUTE WALL PANEL - "CHARCOAL GREY"
ALL COLOURS TO BE APPROVED BY OWNER PRIOR TO ORDERING AND INSTALLATION
- MSF-3 METL SPAN - CF FLUTE WALL PANEL - "HARBOR BLUE"
ALL COLOURS TO BE APPROVED BY OWNER PRIOR TO ORDERING AND INSTALLATION
- TS-1 TIMBER SOFFIT
ALL COLOURS TO BE APPROVED BY OWNER PRIOR TO ORDERING AND INSTALLATION
- CN-1 'BLACK' GALVANIZED STEEL WIRE CHAIN LINK FENCE
ALL COLOURS TO BE APPROVED BY OWNER PRIOR TO ORDERING AND INSTALLATION
- CN-1 CONCRETE
ALL COLOURS TO BE APPROVED BY OWNER PRIOR TO ORDERING AND INSTALLATION

NOTE:
WINDOW AND DOOR MATERIALS, FINISHES AND PAINTED SURFACES
ARE NOT TAGGED ON EXTERIOR ELEVATIONS. REFER TO WINDOW AND
DOOR SCHEDULE IN CONJUNCTION WITH MATERIALS SPECIFICATIONS



RECEIVED
DP 1326
2024-FEB-28
CIPRIAT PLANNING

KEYPLAN:
LEGAL DESCRIPTION:
LOT 3, SECTION 16, RANGE 7, MOUNTAIN
DISTRICT, PLAN VP61143
PID: 023-074-361

AND
LOT 2, SECTION 16, RANGE 7, MOUNTAIN
DISTRICT, PLAN VP61143
PID: 023-074-353

MUNICIPAL ADDRESS:
1950 & 1960 ISLAND DIESEL WAY
NANAIMO, BC

CLIENT INFORMATION:

| # | Description | Date | | | | | | | | | | | | |
|---|-------------|-------------------------|------------|----|-------------|------|---|----|-------------------------|------------|---|----|-----------------------|------------|
| Revision Schedule | | | | | | | | | | | | | | |
| CONSULTANT LOGO: | | | | | | | | | | | | | | |
|  HEROLD ENGINEERING LIMITED Consulting Engineers 3701 Shenton Rd, Nanaimo, BC V9T 2H1 T: 250 751 8558 F: 250 751 8559 E: mail@heroldengineering.com <small>© Copyright reserved. This drawing remains the exclusive property of Herold Engineering Limited and shall not be reproduced or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of Herold Engineering Limited.</small> | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>NO.</th> <th>BY</th> <th>DESCRIPTION</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>DK</td> <td>REISSUE FOR DEVELOPMENT</td> <td>2024 02 27</td> </tr> <tr> <td>1</td> <td>DK</td> <td>ISSUE FOR DEVELOPMENT</td> <td>2023 11 10</td> </tr> </tbody> </table> | | | NO. | BY | DESCRIPTION | DATE | 2 | DK | REISSUE FOR DEVELOPMENT | 2024 02 27 | 1 | DK | ISSUE FOR DEVELOPMENT | 2023 11 10 |
| NO. | BY | DESCRIPTION | DATE | | | | | | | | | | | |
| 2 | DK | REISSUE FOR DEVELOPMENT | 2024 02 27 | | | | | | | | | | | |
| 1 | DK | ISSUE FOR DEVELOPMENT | 2023 11 10 | | | | | | | | | | | |
| <p>ALVIN REINHARD FRITZ ARCHITECT INC.</p> <p>Norland Coach House 810 9001 Range Road 212, Lethbridge County, Alberta T1J 5N9 alvinfrizarchitect.com</p> <p>ph: (403) 320-8100 Fax: (403) 327-0373 general@alvinfrizarchitect.com</p> | | | | | | | | | | | | | | |
| <p>PROFESSIONAL SEAL:</p>  | | | | | | | | | | | | | | |
| <p>ISLAND DIESEL WAY INDUSTRIAL COMPLEX</p> <p>LOCATION: 1950 & 1960 ISLAND DIESEL WAY</p> <p>DRAWING TITLE: EXTERIOR MATERIALS & COLOURS</p> <p>DRAWN BY: JBC CHECKED BY: JK / DK</p> <p>SCALE: 1:100 PROJECT: 23055 MHIC</p> <p>ISSUE FOR: DEVELOPMENT PERMIT ISSUE DATE: 2024 02 27</p> <p>REV NO: 1 SHEET NO: A3.5</p> | | | | | | | | | | | | | | |

ATTACHMENT E BUILDING RENDERINGS



KEYPLAN:

LEGAL DESCRIPTION:
LOT 3, SECTION 16, RANGE 7, MOUNTAIN DISTRICT, PLAN VP61143
PID: 023-074-361

AND

LOT 2, SECTION 16, RANGE 7, MOUNTAIN DISTRICT, PLAN VP61143
PID: 023-074-353

MUNICIPAL ADDRESS:
1950 & 1960 ISLAND DIESEL WAY
NANAIMO, BC

CLIENT INFORMATION:

| # | Description | Date | |
|-------------------|-------------|-------------------------|------------|
| Revision Schedule | | | |
| 2 | DK | REISSUE FOR DEVELOPMENT | 2024 02 27 |
| 1 | DK | ISSUE FOR DEVELOPMENT | 2023 11 10 |
| NO. | BY | DESCRIPTION | DATE |

CONSULTANT LOGO:

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ALVIN FRIZ ARCHITECT INC.

PROFESSIONAL SEAL:

REGISTERED ARCHITECT
ALVIN FRIZ
2024-02-27
BRITISH COLUMBIA

DRAWING TITLE:
3-D VIEWS

PROJECT:
ISLAND DIESEL WAY INDUSTRIAL COMPLEX
LOCATION: 1950 & 1960 ISLAND DIESEL WAY

RECEIVED
DP1326
2024-FEB-28
L.C. CONSULTANTS LTD.

REVISIONS:

DRAWN BY: BIC
CHECKED BY: JK / DK
SCALE:
PROJECT: 23055 NHIC
ISSUE FOR: DEVELOPMENT PERMIT
ISSUE DATE: 2024 02 27
REV NO: SHEET NO:
A1.2



1 | 3D View 5

2 | 3D View 6

KEYPLAN:

LEGAL DESCRIPTION:
 LOT 3, SECTION 16, RANGE 7, MOUNTAIN DISTRICT, PLAN VP16143 PID: 023-074-361

AND
 LOT 2, SECTION 16, RANGE 7, MOUNTAIN DISTRICT, PLAN VP16143 PID: 023-074-353

MUNICIPAL ADDRESS:
 1950 & 1960 ISLAND DIESEL WAY NANAIMO, BC

CLIENT INFORMATION:

| # | Description | Date | |
|-------------------|-------------|-------------------------------------|------|
| Revision Schedule | | | |
| 2 | DK | RESUBMIT FOR DEVELOPMENT 2024 02 27 | |
| 1 | DK | ISSUE FOR DEVELOPMENT 2023 11 19 | |
| NO. | BY | DESCRIPTION | DATE |

CONSULTANT LOGO:
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ALVIN REINHARD FRITZ
ARCHITECT
 INC.

PROFESSIONAL SEAL:

PROJECT: ISLAND DIESEL WAY INDUSTRIAL COMPLEX
 LOCATION: 1950 & 1960 ISLAND DIESEL WAY

DRAWING TITLE:
3-D VIEWS

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Do not scale this drawing. All dimensions, data and levels shall be verified prior to construction and all errors or omissions shall be reported to the architect immediately.

| | |
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| DRAWN BY: B/C | CHECKED BY: JK / DK |
| PROJECT: 23055 NHIC | SCALE: |
| ISSUE FOR: DEVELOPMENT PERMIT | ISSUE DATE: 2024 02 27 |
| REV NO. | SHEET NO. A1.3 |

RECEIVED
 2024-FEB-28
 DP 1326

2024-02-27 7:43:01 AM



1 | 3D View 1

2 | 3D View 2

KEYPLAN:

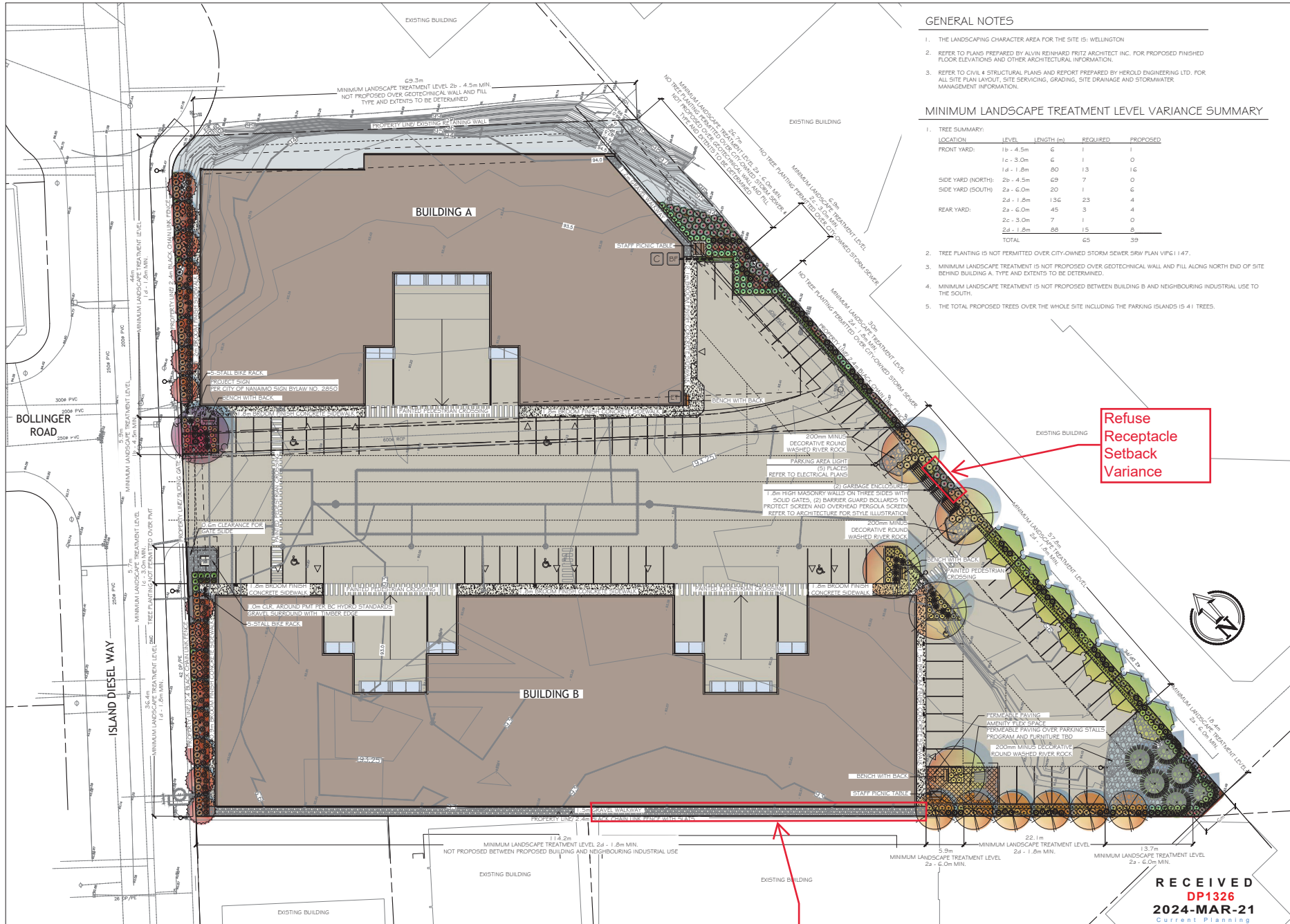
LEGAL DESCRIPTION:
 LOT 3, SECTION 16, RANGE 7, MOUNTAIN DISTRICT, PLAN VP61143
 PID: 023-074-361
 AND
 LOT 2, SECTION 16, RANGE 7, MOUNTAIN DISTRICT, PLAN VP61143
 PID: 023-074-353

MUNICIPAL ADDRESS:
 1950 & 1960 ISLAND DIESEL WAY
 NANAIMO, BC

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| 2 | DK | REISSUE FOR DEVELOPMENT | 2024 02 27 |
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| NO. | BY | DESCRIPTION | DATE |
| Norland Coach House #10 19001 Range Road 212, Lethbridge County, Alberta T1J 5N9 alvinfrizarchitect.com ph: (403) 320-8100 Fax: (403) 327-3373 general@alvinfrizarchitect.com | | | |
| ALVIN REINHARD FRITZ ARCHITECT INC. | | | |
| PROFESSIONAL SEAL: | | | |
| RECEIVED DP1326 2024-FEB-28 | | DRAWING TITLE: 3-D VIEWS | |
| DRAWN BY: BIC CHECKED BY: JK / DK | | PROJECT: 23055 NHIC ISSUE FOR: DEVELOPMENT PERMIT ISSUE DATE: 2024 02 27 | |
| LOCATION: 1950 & 1960 ISLAND DIESEL WAY | | REV NO. SHEET NO. A14 | |

ATTACHMENT F LANDSCAPE PLAN AND DETAILS



GENERAL NOTES

1. THE LANDSCAPING CHARACTER AREA FOR THE SITE IS: WELLINGTON
2. REFER TO PLANS PREPARED BY ALVIN REINHARD FRITZ ARCHITECT INC. FOR PROPOSED FINISHED FLOOR ELEVATIONS AND OTHER ARCHITECTURAL INFORMATION.
3. REFER TO CIVIL & STRUCTURAL PLANS AND REPORT PREPARED BY HEROLD ENGINEERING LTD. FOR ALL SITE PLAN LAYOUT, SITE SERVICING, GRADING, SITE DRAINAGE AND STORMWATER MANAGEMENT INFORMATION.

MINIMUM LANDSCAPE TREATMENT LEVEL VARIANCE SUMMARY

1. TREE SUMMARY:

| LOCATION | LEVEL | LENGTH (m) | REQUIRED | PROPOSED |
|--------------------|-----------|------------|----------|----------|
| FRONT YARD: | 1b - 4.5m | 6 | 1 | 1 |
| | 1c - 3.0m | 6 | 1 | 0 |
| | 1d - 1.8m | 80 | 13 | 16 |
| SIDE YARD (NORTH): | 2b - 4.5m | 69 | 7 | 0 |
| | 2a - 6.0m | 20 | 1 | 6 |
| REAR YARD: | 2d - 1.8m | 136 | 23 | 4 |
| | 2a - 6.0m | 45 | 3 | 4 |
| | 2c - 3.0m | 7 | 1 | 0 |
| | 2d - 1.8m | 88 | 15 | 8 |
| TOTAL | | 65 | 65 | 39 |

2. TREE PLANTING IS NOT PERMITTED OVER CITY-OWNED STORM SEWER SRW PLAN VPG 1147.
3. MINIMUM LANDSCAPE TREATMENT IS NOT PROPOSED OVER GEOTECHNICAL WALL AND FILL ALONG NORTH END OF SITE BEHIND BUILDING A. TYPE AND EXTENTS TO BE DETERMINED.
4. MINIMUM LANDSCAPE TREATMENT IS NOT PROPOSED BETWEEN BUILDING B AND NEIGHBOURING INDUSTRIAL USE TO THE SOUTH.
5. THE TOTAL PROPOSED TREES OVER THE WHOLE SITE INCLUDING THE PARKING ISLANDS IS 41 TREES.



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Island Diesel Way Industrial Complex
341234 BC Ltd
1950 & 1960 Island Diesel Way, Nanaimo, BC

LANDSCAPE ARCHITECTURE PLAN

| | |
|-----------------|----------------|
| Date: | March 20, 2024 |
| Drawn: | CW |
| Checked: | CW |
| Scale: | 1:250 metric |
| Project Number: | 23-0345 |
| DRAWING NUMBER: | L1 of 2 |

| # | DATE | NOTES |
|---|-----------|--------------------|
| 0 | 02AUG2023 | DP Pre-App Meeting |
| 1 | 18OCT2023 | DP Coordination |
| 2 | 06NOV2023 | Issued for DP |
| 3 | 11JAN2024 | DAP Meeting |
| 4 | 12FEB2024 | Reissued for DP |
| 5 | 20MAR2024 | Reissued for DP |

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2024-MAR-21
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Island Diesel Way Industrial Complex
341234 BC Ltd
1950 & 1960 Island Diesel Way, Nanaimo, BC

LEGENDS & NOTES

Date: March 20, 2024
Drawn: CW
Checked: CW
Project Number: 23-0345
Drawing Number: L2 of 2

| REVISION SCHEDULE | NOTES |
|-------------------|------------------------------|
| # | Date |
| 0 | 02AUG2023 DP Pre-app Meeting |
| 1 | 18OCT2023 DP Coordination |
| 2 | 06NOV2023 Issued for DP |
| 3 | 11JAN2024 DAP Meeting |
| 4 | 12FEB2024 Reissued for DP |
| 5 | 20MAR2024 Reissued for DP |

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DP1326
2024-MAR-21
Current Planning

IRRIGATION EQUIPMENT LEGEND

| SYMBOL | MANUFACTURER | MODEL | DESCRIPTION |
|--------|--------------|---------------|---|
| | HUNTER | TBD | AUTOMATIC IRRIGATION CONTROLLER IN BUILDING A ELECTRICAL ROOM |
| | HUNTER | W55-5EN | WIRELESS SOLAR-SYNC SENSOR ON SOUTH-FACING EAVE |
| | BY CIVIL | BY MECHANICAL | 38mm (1.5") DOUBLE CHECK BACKFLOW PREVENTER AND WATER SUPPLY IN ELECTRICAL ROOM. |
| | | SCHEDULE 40 | 38mm (1.5") PVC MAINLINE |
| | | SCHEDULE 40 | PVC SLEEVES UNDER ALL PAVING AND THROUGH WALLS MIN. TYP. MAINLINE: 4 CONTROL WIRE: 150mm (6") LATERALS: 100mm (4") BURIAL DEPTH TO MATCH DEPTH OF CARRIED PIPE. |

IRRIGATION NOTES

- THE IRRIGATION SYSTEM SHALL BE DESIGN-BUILD BY THE OWNER.
- IRRIGATION SYSTEM INSTALLATION SHALL MEET OR EXCEED THE REQUIREMENTS SET OUT IN THE MOST CURRENT VERSION OF THE CANADIAN NURSERY LANDSCAPE ASSOCIATION (CNLA) / CANADIAN SOCIETY OF LANDSCAPE ARCHITECTS (CSLA) CANADIAN LANDSCAPE STANDARD.
- ALL PROPOSED ON-SITE PLANTING AND LAWN AREAS SHALL BE WATERED VIA AN UNDERGROUND, AUTOMATIC IRRIGATION SYSTEM UTILIZING A SMART (ET) WEATHER-BASED IRRIGATION CONTROLLER.
- IRRIGATION EMISSION DEVICES SHALL BE LOW VOLUME ROTARY NOZZLES OR MICRO DRIP EQUIPMENT.
- THE CONTRACTOR SHALL ADJUST THE PLACEMENT AND RADIUS OF SPRINKLERS AS REQUIRED BY FIELD CONDITIONS TO ACHIEVE FULL COVERAGE OF ALL PLANTED AREAS AND TO MINIMIZE OVER-SPRAY ONTO ADJACENT HARD SURFACES, FENCES AND PROPERTY LINES.
- ALL PIPING UNDER PAVING SHALL BE INSTALLED IN SEPARATE SCHEDULE 40 SLEEVES AT A MINIMUM DEPTH OF 600mm WITH 150mm OF SAND BACKFILL ABOVE AND BELOW PIPE. ALL WIRING UNDER PAVING SHALL BE INSTALLED IN SEPARATE SCHEDULE 40 PVC CONDUIT. ALL SLEEVES AND CONDUIT SHALL BE INSTALLED PRIOR TO PAVEMENT INSTALLATION AND SHALL EXTEND 150mm BEYOND EDGE OF PAVEMENT OR CURB. BACKFILL FOR SLEEVES SHALL BE COMPACTED TO THE SPECIFIED DENSITY FOR THE SUBGRADE.
- OPERATE IRRIGATION CONTROLLER WITHIN THE CITY OF NANAIMO WATER RESTRICTION SCHEDULE.

SURF DRIE BACK



DESIGN NOTES

1. All proposed grade shall be verified against a traditional site visit design for topography, materials and drainage. The contractor shall verify for stability and drainage. The site visit shall be conducted with the contractor and the design engineer present. The contractor shall verify the stability of the ground surface and confirm minimum high strength concrete used.

RECYCLED CONTENT

100% RECYCLABLE

Wishbone



DESIGN NOTES

1. All proposed grade shall be verified against a traditional site visit design for topography, materials and drainage. The contractor shall verify for stability and drainage. The site visit shall be conducted with the contractor and the design engineer present. The contractor shall verify the stability of the ground surface and confirm minimum high strength concrete used.

RECYCLED CONTENT

100% RECYCLABLE

PLANT LEGEND

| SYMBOL | BOTANICAL / COMMON NAME | SIZE | SPACING | QTY. | NOTES |
|--------------|---|----------|-----------|------|----------------------------|
| TREES | | | | | |
| | ACER RUBRUM 'BOWHALL' BOWHALL RED MAPLE | 6cm CAL. | 4.5m O.C. | 16 | DROUGHT TOLERANT |
| | FAGUS SYLVATICA EUROPEAN BEECH | 6cm CAL. | SEE PLAN | 5 | DROUGHT TOLERANT |
| | PEULODSUGA MENZIESII DOUGLAS FIR | 2.5m | 4.5m O.C. | 6 | NATIVE SPECIES, CONIFEROUS |
| | PYRUS CALLERYANA 'REDSPIRE' REDSPIRE FLOWERING PEAR | 6cm CAL. | 6.0m O.C. | 7 | DROUGHT TOLERANT |
| | QUERCUS PALUSTRIS PIN OAK | 6cm CAL. | SEE PLAN | 1 | DROUGHT TOLERANT |
| | SORBUS ALUCIFABA CARDINAL ROYAL CARDINAL ROYAL MOUNTAIN ASH | 6cm CAL. | 6.0m O.C. | 6 | DROUGHT TOLERANT |

| SYMBOL | PLANT NAME | SIZE | SPACING | QTY. | NOTES |
|--|--|--------|------------|------|------------------|
| SHRUBS | | | | | |
| | GALTHERIA SHALLOH SHAL | #2 POT | 1.0m O.C. | 89 | NATIVE SPECIES |
| | FINUS MUGO VAR. PLUMILIO DWARF MOUNTAIN FINE | #2 POT | 1.0m O.C. | 76 | DROUGHT TOLERANT |
| | POLYSTICHUM MANITUM SWORD FERN | #2 POT | 1.0m O.C. | 76 | NATIVE SPECIES |
| | POTENTILLA FRUTICOSA 'PINK BEAUTY' & 'YELLOW GEM' PINK & YELLOW SHRUBBY CINQUEFOIL | #2 POT | 0.9m O.C. | 40 | NATIVE CULTIVARS |
| | RIBES SANGUINUM RED FLOWERING CURRANT | #2 POT | 1.0m O.C. | 94 | NATIVE SPECIES |
| | ROSA NUTKANA NOOTKA ROSE | #2 POT | 1.0m O.C. | 60 | NATIVE SPECIES |
| | VACCINIUM OVATUM EVERGREEN HUCKLEBERRY | #2 POT | 1.0m O.C. | 76 | NATIVE SPECIES |
| GROUNDCOVER, VINES & PERENNIALS | | | | | |
| | ARCTOSTAPHYLOS LVA-LURSH KUNIKUNICK | #1 POT | 0.45m O.C. | 300 | NATIVE SPECIES |
| | HELICTOTRICHON SEMPERVIRENS BLUE OAT GRASS | #2 POT | 1.0m O.C. | 14 | DROUGHT TOLERANT |

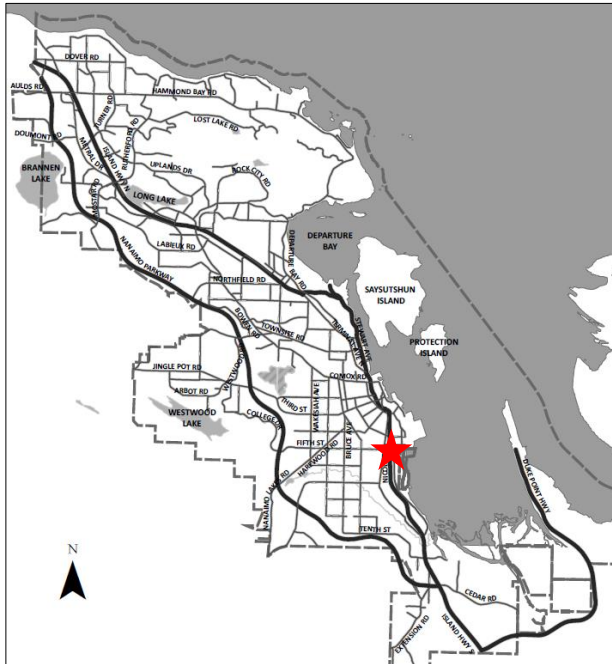
PLANTING NOTES

- ALL LANDSCAPE INSTALLATION AND MAINTENANCE SHALL MEET OR EXCEED THE MOST RECENT STANDARDS SET OUT BY THE CANADIAN NURSERY LANDSCAPE ASSOCIATION (CNLA) / CANADIAN SOCIETY OF LANDSCAPE ARCHITECTS (CSLA) CANADIAN LANDSCAPE STANDARD.
- GROWING MEDIUM SHALL MEET OR EXCEED THE PROPERTIES OUTLINED THE CANADIAN LANDSCAPE STANDARD PER SECTION 6 GROWING MEDIUM, TABLE T-G.3.5.2. PROPERTIES FOR GROWING MEDIA: LEVEL 2 'GROOMED' - 3P; GROWING MEDIUM DEPTHS: SHRUBS - 450mm TREES - 600mm BELOW AND AROUND ROOTBALL
- MULCH SHALL BE COMPOST PER SECTION 1.0 MULCHING OF THE CANADIAN LANDSCAPE STANDARD. MULCH DEPTH SHALL BE 75mm MINIMUM OVER ALL TREE, SHRUBS AND GROUNDCOVER PLANTING AREAS.
- PLANT MATERIAL QUALITY, TRANSPORT AND HANDLING SHALL COMPLY WITH CNLA STANDARDS FOR NURSERY STOCK.
- ALL TREE, SHRUB, GROUNDCOVER AND LAWN AREAS SHALL BE WATERED VIA AN UNDERGROUND AUTOMATIC IRRIGATION SYSTEM UTILIZING SMART (ET) WEATHER-BASED IRRIGATION CONTROL. IRRIGATION EMISSION DEVICES SHALL BE HIGH EFFICIENCY LOW VOLUME ROTARY NOZZLES OR DRIP IRRIGATION EQUIPMENT.
- PLANT QUANTITIES ARE FOR INFORMATION ONLY. IN CASE OF ANY DISCREPANCY THE PLAN SHALL GOVERN.
- ALL PLANT MATERIAL SHALL MATCH TYPE AND SPECIES AS INDICATED ON THE PLANTING LEGEND. CONTACT THE LANDSCAPE ARCHITECT FOR APPROVAL OF ANY SUBSTITUTIONS. NO SUBSTITUTIONS WILL BE ACCEPTED WITHOUT PRIOR WRITTEN APPROVAL OF THE LANDSCAPE ARCHITECT.
- CHECK FOR LOCATIONS OF WATER LINES AND OTHER UNDERGROUND SERVICES PRIOR TO DIGGING TREE PITS. EXCAVATED PLANT PITS SHALL HAVE POSITIVE DRAINAGE. PLANT PITS WHEN FULLY FLOODED WITH WATER SHALL DRAIN WITHIN ONE HOUR AFTER FILLING.
- NO PLANTS REQUIRING PRUNING OF MAJOR BRANCHES DUE TO DISEASE, DAMAGE OR POOR FORM WILL BE ACCEPTED.

DATE OF MEETING | April 22, 2024

AUTHORED BY | CALEB HORN, PLANNER, CURRENT PLANNING
NANCY SKEELS, PROPERTY SERVICES AGENT, REAL ESTATE

SUBJECT | **REZONING APPLICATION NO. RA491 AND PROPERTY DISPOSITION NO. LD3857 – 120 NEEDHAM STREET, 515, 535, 545, AND 575 NICOL STREET**



Proposal:

To allow for a multi-family residential development

Current Zoning:

R1 – Single Dwelling Residential and
COR3 – Community Corridor

Proposed Zoning:

COR1 – Residential Corridor with site-specific provisions

City Plan Land Use Designation:

Residential Corridor

Total Lot Area:

2,452m²



OVERVIEW

Purpose of Report

To present Council with an application to rezone 120 Needham Street, 515, 535, 545, and 575 Nicol Street, from Single Dwelling Residential (R1) and Community Corridor (COR3) to Residential Corridor (COR1) with site-specific provisions; and, to approve a property disposition of City-owned property located at 545 Nicol Street, in order to facilitate a multi-family residential development.

Recommendation

That:

1. Council approve the disposition of City-owned property at 545 Nicol Street to Nicol Street Residential Holdings Inc. for \$25,000;
2. Council direct the Mayor and Corporate Officer to execute the necessary documents to affect the property disposition transaction;
3. “Zoning Amendment Bylaw 2024 No. 4500.221” (to rezone 120 Needham Street, 515, 535, 545, and 575 Nicol Street, from Single Dwelling Residential [R1] and Community Corridor [COR3] to Residential Corridor [COR1] with site-specific provisions) pass first reading;
4. “Zoning Amendment Bylaw 2024 No. 4500.221” pass second reading;
5. “Zoning Amendment Bylaw 2024 No. 4500.221” pass third reading; and,
6. Council direct Staff to secure the conditions related to “Zoning Amendment Bylaw 2024 No. 4500.221”, as outlined in the “Conditions of Rezoning” section of the Staff Report dated 2024-APR-22, prior to final adoption.

BACKGROUND

A rezoning application, RA491, was received from Urban Solutions Architecture Ltd., on behalf of Nicol Street Residential Holdings Inc., to rezone 120 Needham Street, 515, 535, 545, and 575 Nicol Street to facilitate a multi-family residential development. The property at 545 Nicol Street is City-owned and a property disposition will be considered concurrently to support the rezoning application. A Covenant Amendment application (CA18), to discharge a restrictive covenant from the property titles of 120 Needham Street and 575 Nicol Street, was approved by Council on 2022-DEC-05.

Subject Property and Site Context

The subject properties are located in the South End Neighbourhood at the northeast corner of Nicol Street and Needham Street, the former being under the jurisdiction of the Provincial Ministry of Transportation and Infrastructure (MoTI). The lots slope downhill from west to east and are adjacent to a lane on the east side of the site. The site is presently vacant with the exception of a single residential dwelling currently under demolition at 515 Nicol Street and a closed surface parking lot at 120 Needham Street. The lots will be consolidated as a condition of rezoning.

The surrounding neighbourhood consists of a mix of residential and commercial uses where Nicol Street acts as a gateway corridor to Downtown Nanaimo. Adjacent properties include Corridor-designated single residential dwellings to the north, a liquor store and vacant commercial structure (formerly the “Jolly Miner Inn” pub and hotel) across the lane to the east, a car wash across

Needham Street to the south, and single residential dwellings and institutional uses across Nicol Street to the west. The properties to the north, west, and south are designated Residential Corridor in City Plan while the properties to the east are designated Neighbourhood Centre.

Nearby development applications are currently under review for a four-storey residential development (427-455 Nicol Street) and a BC Housing six-storey supportive housing development (355 Nicol Street) further north on the same block.

Public Notification

Pursuant to sections 464(3) and 467 of the *Local Government Act*, a public hearing is prohibited for proposed “Zoning Amendment Bylaw 2024 4500.221” as the bylaw is consistent with the Official Community Plan (City Plan) and the purpose of the bylaw is to facilitate a residential development as outlined in this report.

Statutory notification of first reading occurred on 2024-APR-11. |

REZONING DISCUSSION

Proposed Zoning

The applicant is proposing site-specific amendments to the City of Nanaimo “Zoning Bylaw 2011 No. 4500” (the “Zoning Bylaw”) to facilitate the development of a multi-family residential building. The current zoning would allow single residential dwellings in the R1-zoned portion and mixed-use development in the COR3-zoned portion. The proposed zoning is based on the Residential Corridor (COR1) zone that is intended for medium density residential development along major roads, but with site-specific provisions to suit the development plans. The proposed zoning could allow some mixed-use, but will require development to be primarily residential.

The base COR1 zone and proposed site-specific regulations are shown below:

| Zoning Regulation | Base COR1 Zone | Proposed Site-Specific COR1 Zone |
|---|--|--|
| <i>Permitted Uses</i> | Residential uses and limited commercial uses (assembly hall, daycare, hotel, and up to 1,000m ² of office floor area) | Same as COR1, but with no less than 50% of the gross floor area dedicated to a residential use |
| <i>Maximum Density – Floor Area Ratio (FAR)</i> | 1.00, +0.25 with underground parking, and +0.50 with density bonusing per ‘Schedule D’ of Zoning Bylaw | 2.90 |
| <i>Maximum Building Height</i> | 14.0m; or 18.0m with 75% of parking below or beneath a building | 14.0m; or 19.8m with 75% of parking below or beneath a building |

The site-specific zoning provisions have been proposed to accommodate conceptual plans for a multi-family residential building. The conceptual development plans envision a six- to seven-storey residential building with 127 dwelling units (including nine ground level live/work units), underground parking, and a rooftop amenity space for residents. All vehicle access will be from the lane to the rear of the site. Future variances are anticipated at the development permit stage for parking and setbacks, to be reviewed further and confirmed through detailed design review.

Policy Context

Staff are of the opinion that the proposed rezoning is consistent with City Plan, including the specific policy areas highlighted below.

City Plan – Future Land Use

City Plan identifies the subject properties as within the Residential Corridor future land use designation where mid-rise residential apartments are contemplated with typical building heights between three and six storeys. The proposed site-specific zoning regulations meet the intent of the land use designation by facilitating the development of a multi-family residential building in apartment form with underground parking. The proposed zoning will align land uses more closely with City Plan than under the current zoning by prioritizing residential use over mixed use. While the bulk of the conceptual building massing is six storeys, the east elevation is expected to present a seven storey façade given the slope of the land. Overall, the rezoning is supported by City Plan as it will enable more housing along a corridor in proximity to amenities and services.

City Plan – Mobility Network

The subject site is located on a future primary active mobility route and bus rapid transit line as identified in Figure 36 of City Plan. An existing local bus route runs southbound on Victoria Road (approximately 200m to the west) and northbound on Haliburton Street (approximately 50m to the east). City Plan's mobility policies envision densification of housing along frequent and rapid transit routes.

Community Consultation

The subject property is within the area of the South End Community Association. The application was forwarded to the association and no response has been received to-date. The applicant hosted a Public Information Meeting (PIM) on 2023-JUN-07 at the Clay Tree Society on Old Victoria Road. Approximately nine members of the public attended the PIM. The applicant noted that comments from residents were generally supportive with most concerns related to traffic and safety at the intersection of Needham and Nicol Streets. Frontage works along Needham Street will be triggered at the building stage and are anticipated to include improved pedestrian and cycling facilities. As Nicol Street is under the jurisdiction of MoTI, frontage works and any potential signal timing changes may be considered with MoTI at the time of detailed design through future building permit, and a 2.5m-wide statutory right-of-way (SRW) will be secured along Nicol Street for future frontage works as a condition of rezoning.

Community Amenity Contribution

In exchange for the value conferred on the lands through rezoning, the applicant is encouraged to provide a Community Amenity Contribution (CAC) per Council's *Community Amenity Contribution Policy* (the "CAC Policy"). Using the 2023 rates at the time of application, the CAC would be calculated at \$41/m² of gross floor area (GFA) for multi-family residential and the anticipated CAC value would be \$290,690 based on the conceptual plan showing a GFA of 7,090m².

The applicant is proposing a combination of an in-kind and monetary CAC. As an in-kind CAC, public plaza features are proposed in the southwest and southeast corners of the site, such as: a water fountain, book exchange, bicycle maintenance station, seating with tables, and a decorative plaza surface with additional plantings. The public plaza areas will be secured by an SRW with an approximate combined area of 26m². The total value of the public amenities to be provided onsite is estimated to be \$58,960. The remainder of the CAC value (approximately \$231,730) will be calculated at the time of building permit application based on final GFA, and will be directed towards the City's Housing Legacy Reserve Fund. Should the property owner commit to providing purpose-built rental dwelling units through a Housing Agreement prior to building permit issuance, the anticipated CAC value could be reduced by 50% per the CAC Policy.

Conditions of Rezoning

Should Council support the application and pass third reading of "Zoning Amendment Bylaw 2024 No. 4500.221", Staff recommend that the following items be secured prior to final adoption of the bylaw:

1. *Community Amenity Contribution* – Registration of a Section 219 covenant for the CAC to consist of:
 - Public plaza and proposed features to be protected by SRW (approximately 26m² in area) to registered prior to building occupancy; and,
 - A monetary contribution equal to \$41/m² of the gross floor area, minus the value of the public plaza features, to be paid prior to building permit issuance.
2. *Road Dedication* – Road dedication with approximate widths of:
 - 3.35m from the Needham Street frontage;
 - 1.5m from the lane abutting 515, 535, and 545 Nicol Street; and,
 - 6.0m radius corner rounding at the intersection of Needham Street and Nicol Street.
3. *Statutory Right-of-Way* – Registration of a 2.5m-wide SRW along the Nicol Street frontage, for anticipated frontage works.
4. *Property Disposition and Lot Consolidation* – The disposition of 545 Nicol Street and consolidation of all subject properties.

PROPERTY DISPOSITION DISCUSSION

The parcel at 545 Nicol Street is a City-owned property originally acquired through a tax sale in 1940 from the Vancouver Coal Mining and Land Co. It was previously intended for use as a public walkway but was never developed for this use. The property location is shown in Attachment F. The lot area is approximately 54m² and is approximately 1.5m in width. No viable development potential has been identified for the standalone lot, and the property disposition and lot consolidation will create a contiguous viable development parcel.

A land exchange for a public walkway elsewhere on the site was explored through the rezoning process; however, given the proximity to the intersection of Needham Street a walkway was determined to be unnecessary at this location. The possibility of a mid-block walkway is being explored with private property owners further north on the same block. As required by the *Community Charter*, before Council approval can be received a Notice of Disposition was published in the local newspaper and online for two consecutive weeks.

Staff are requesting Council provide approval of the disposition of 545 Nicol Street to Nicol Street Residential Holdings Inc. for the purchase price of \$25,000. Subject to Council approval being received, it is anticipated that ownership of the property will transfer prior to final adoption of the zoning amendment bylaw. If Council directs Staff to move forward with the property disposition of 545 Nicol Street, the proceeds of the sale will be returned to the Property Sales Fund to spur further acquisitions. |

SUMMARY POINTS

- The application is to rezone 120 Needham Street, 515, 535, 545, and 575 Nicol Street, from Single Dwelling Residential (R1) and Community Corridor (COR3) to Residential Corridor (COR1) with site-specific provisions, to facilitate a multi-family residential development.
- The conceptual development plans envision a six- to seven-storey residential building with 127 dwelling units (including 9 ground level live/work units), underground parking, and a rooftop amenity space for residents.
- The rezoning is supported by City Plan as it will enable more housing along a corridor in proximity to amenities and services.
- Staff are requesting Council provide approval of the disposition of 545 Nicol Street to Nicol Street Residential Holdings Inc. for the purchase price of \$25,000.
- No viable development potential has been identified for the standalone lot, and the property disposition and lot consolidation will create a contiguous viable development parcel. |

ATTACHMENTS

ATTACHMENT A: Subject Property Map
ATTACHMENT B: Conceptual Site Plan
ATTACHMENT C: Conceptual Building Perspectives
ATTACHMENT D: Shadow Study
ATTACHMENT E: In-Kind Community Amenity Contribution Proposal
ATTACHMENT F: 545 Nicol Street – Property Disposition Location Map
“Zoning Amendment Bylaw 2024 No. 4500.221”

Submitted by:

Lainya Rowett
Manager, Current Planning

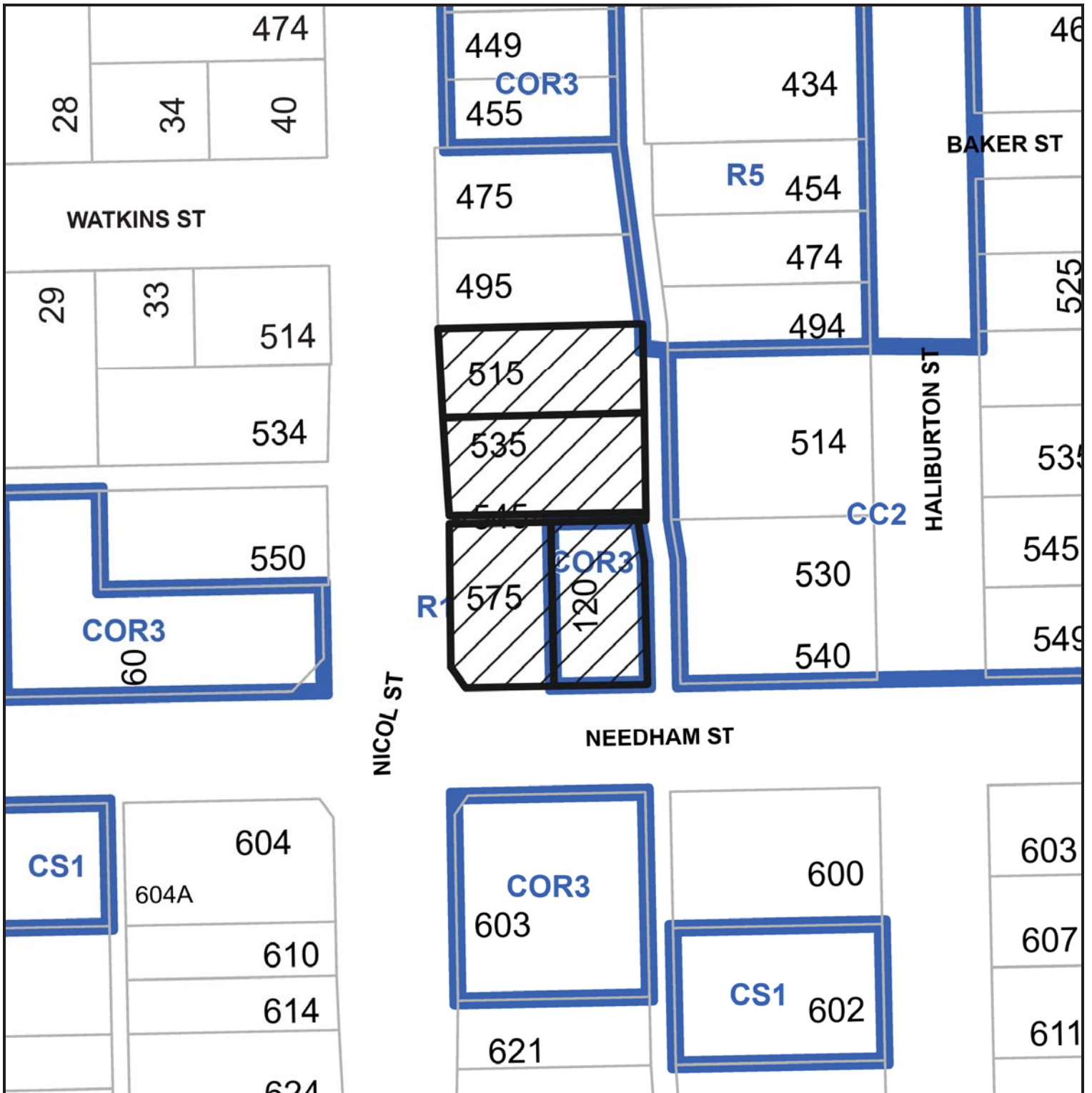
Bill Corsan
Director, Corporate & Business Development

Concurrence by:

Jeremy Holm
Director, Planning & Development

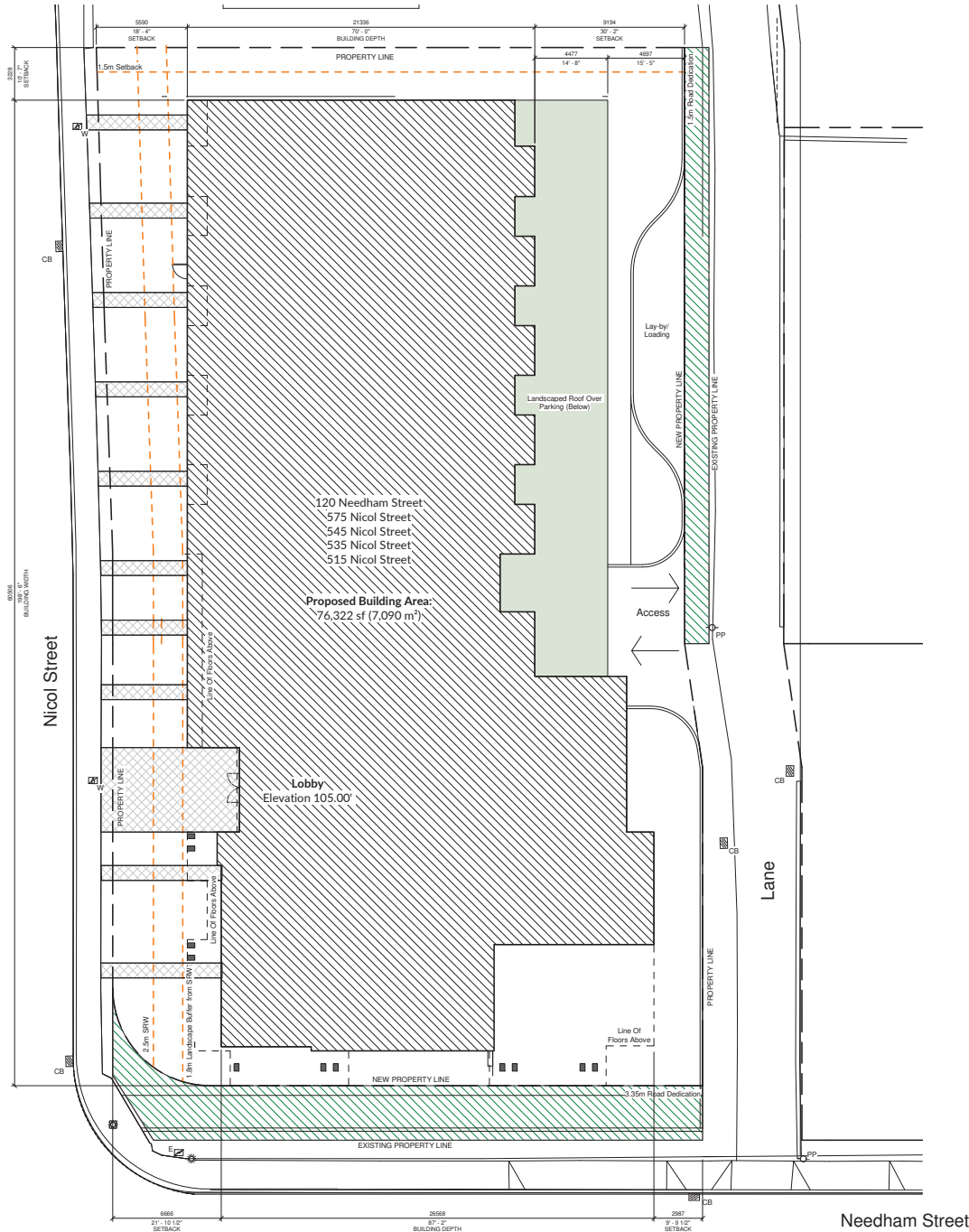
Laura Mercer
General Manager, Corporate Services

ATTACHMENT A SUBJECT PROPERTY MAP



120 Needham Street / 515, 535, 545, & 575 Nicol Street

ATTACHMENT B CONCEPTUAL SITE PLAN



1 Site
3/32" = 1'-0"

**U R B A N
S O L U T I O N S
A R C H I T E C T U R E
L I M I T E D**

Landmark Planning Architecture Building Envelope Project Management
4188 Denison Street, Vancouver, BC, Canada V6M 1B8
PH: (604) 261-6138 Fax: (604) 261-6133
Email: info@urbansolutions.net
Website: www.urbansolutions.net

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| No. | Description | Date |
|-----|------------------------|------------|
| 3 | Issue for Comp. Letter | 2024.01.02 |

SEAL:

PROJECT:
Nicol and Needham Rental
Nanaimo, BC

PROJECT NO.: 20230100

CONSULTANTS:

MRM DRAWN BY:
FILE NO.:
DATE:
2024.01.02
SCALE:
3/32" = 1'-0"
TITLE:
Site Plan

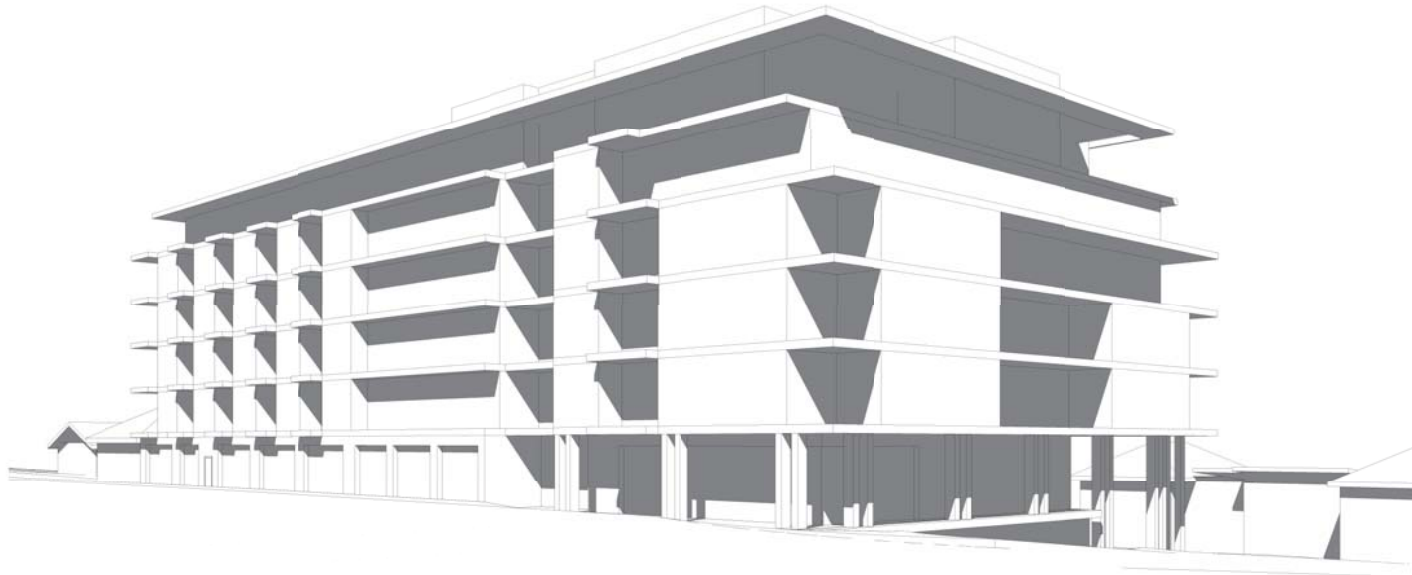
SHEET NO.: A-0.5
REVISION: 3

RECEIVED
RA491
2024-JAN-15
Urban Solutions

ATTACHMENT C CONCEPTUAL BUILDING PERSPECTIVES



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① View From Nicol Looking NE

| 2 | Re-Issue for Rezoning | 2023.10.31 |
|-----|-----------------------|------------|
| 1 | Issue for Rezoning | 2023.01.27 |
| No. | Description | Date |



② View from Nicol Looking SE

PROJECT:
Nicol and Needham Rental
 Nanaimo, BC

PROJECT NO.: 20230100

CONSULTANTS:

MRM DRAWN BY:
 FILE NO.:
 2023.01.27 DATE:
 SCALE:

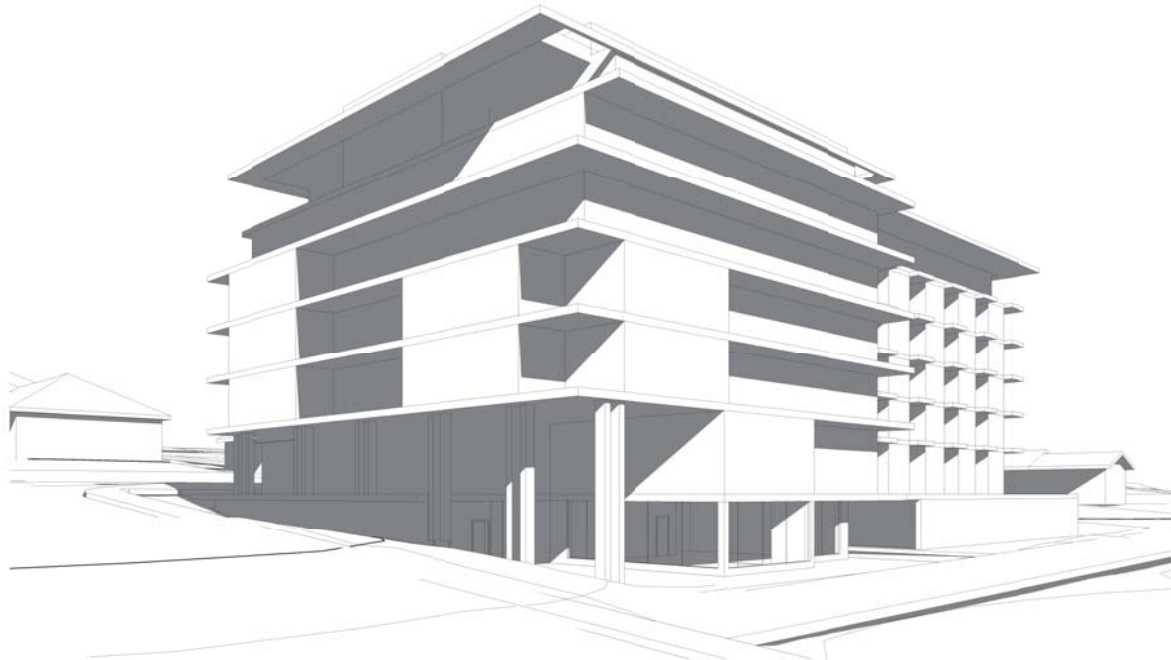
Proposed Perspectives TITLE:
 SHEET NO.: REVISION:

RECEIVED 2023-NOV-23
 A-4.0 2

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① View from Lane Lookins SW



② View from Needham looking NW

| No. | Description | Date |
|-----|-----------------------|------------|
| 2 | Re-Issue for Rezoning | 2023.10.31 |
| 1 | Issue for Rezoning | 2023.01.27 |

SEAL:

PROJECT:
Nicol and Needham Rental
 Nanaimo, BC

PROJECT NO.: 20230100

CONSULTANTS:

MRM DRAWN BY:

FILE NO.:

2023.01.27 DATE:

SCALE:

Proposed Perspectives TITLE:

SHEET NO.: REVISION:

RECEIVED
 RA491
 2023-NOV-23

A-4.1 2

ATTACHMENT D SHADOW STUDY

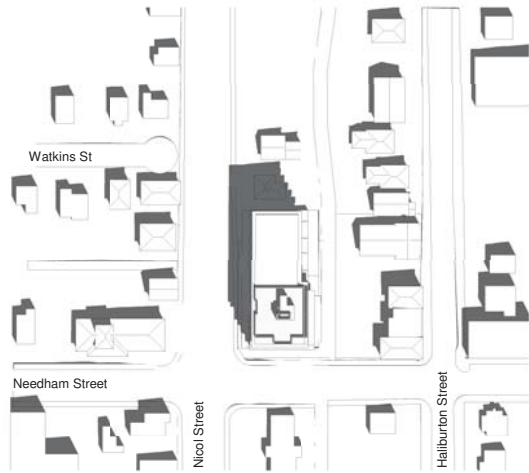
URBAN SOLUTIONS ARCHITECTURE LIMITED

Land-use Planning Architecture Building Envelope Project Management
4180 Denison Street, Vancouver, BC, Canada V6M 1B5
PH: (604) 261-4116 Fax: (604) 261-4115
Email: info@urbansolutions.ca
Website: www.urbansolutions.ca

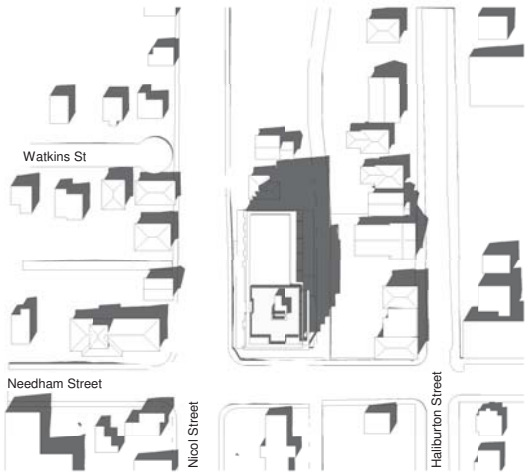
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Spring Equinox - 9:00am



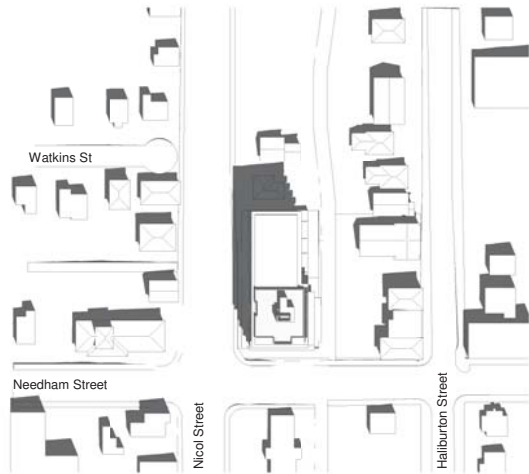
Spring Equinox - 12:00pm



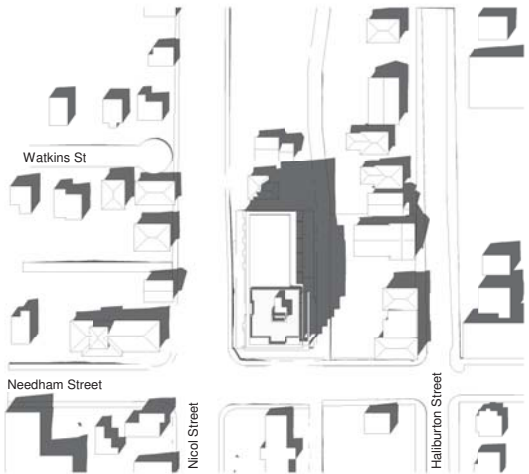
Spring Equinox - 3:00pm



Fall Equinox - 9:00am



Fall Equinox - 12:00pm



Fall Equinox - 3:00pm

| No. | Description | Date |
|-----|-----------------------|------------|
| 2 | Re-Issue for Rezoning | 2023.10.31 |
| 1 | Issue for Rezoning | 2023.01.27 |

PROJECT:

Nicol and Needham Rental

Nanaimo, BC

PROJECT NO.: 20230100

CONSULTANTS:

MRM DRAWN BY:

FILE NO.:

2023.01.27 DATE:

1 : 1000 SCALE:

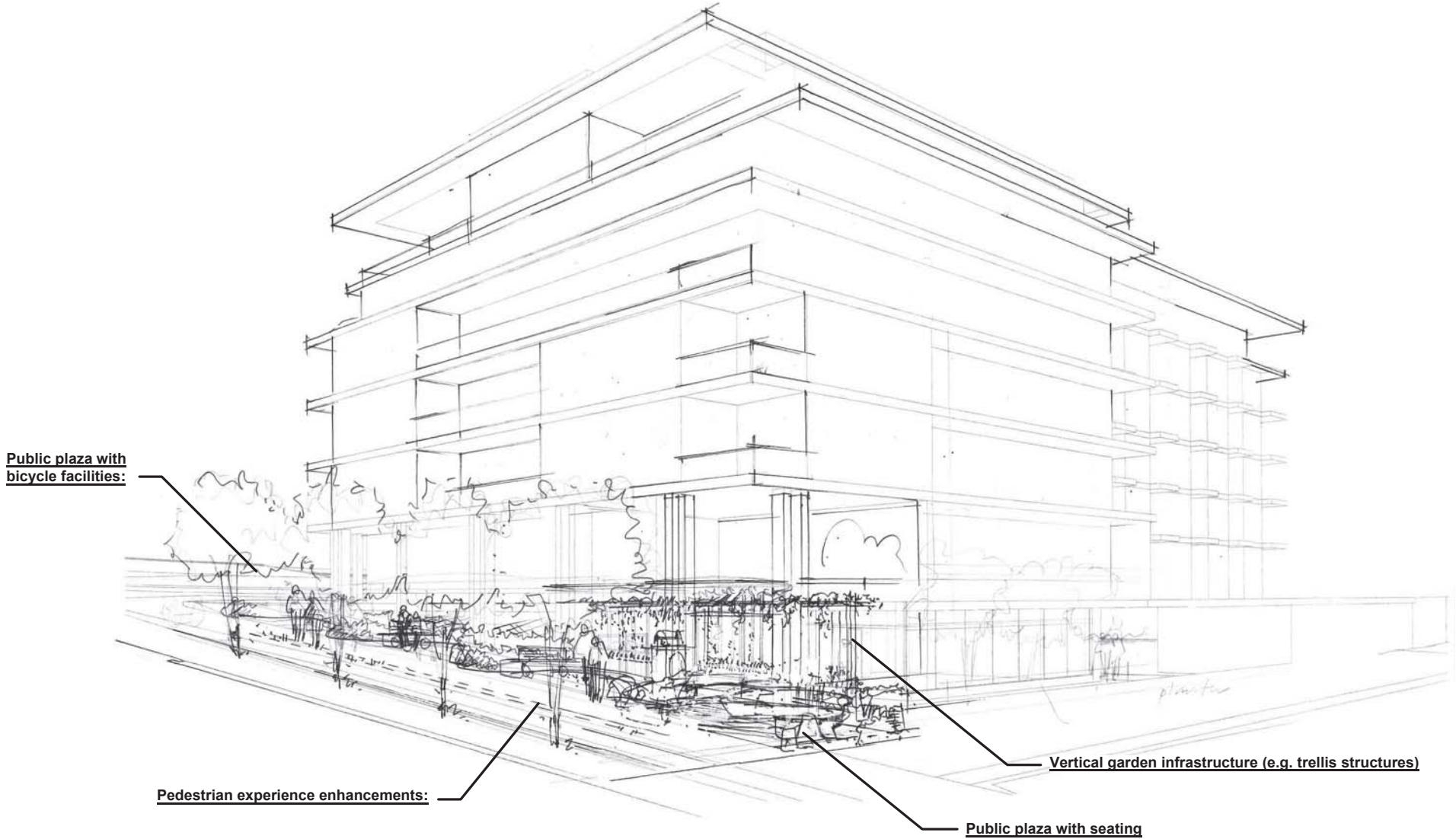
Shadow Study TITLE:

SHEET NO.: REVISION:

RECEIVED
RA491
2023-NOV-23

A-5.0 2

ATTACHMENT E IN-KIND COMMUNITY AMENITY CONTRIBUTION PROPOSAL



ATTACHMENT F
545 NICOL STREET PROPERTY DISPOSITION LOCATION MAP



 Subject Property

PROPERTY DISPOSITION
LOCATION PLAN
CIVIC ADDRESS: 545 NICOL STREET

CITY OF NANAIMO

BYLAW NO. 4500.221

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

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

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

1. This Bylaw may be cited as the "Zoning Bylaw Amendment Bylaw 2024 No. 4500.221".
2. The "City of Nanaimo Zoning Bylaw 2011 No. 4500" is hereby amended as follows:
 - 1) By rezoning the lands legally described as LOT 7, SECTION 1, NANAIMO DISTRICT, PLAN 738, EXCEPT THAT PART IN PLAN VIP53059 FOR ROAD PURPOSES (515 Nicol Street), PARCEL A (DD A58748) OF LOT 21, SECTION 1, NANAIMO DISTRICT, PLAN VIP51697 EXCEPT THAT PART IN PLAN VIP52586 (535 Nicol Street), LOT 21, SECTION 1, NANAIMO DISTRICT, PLAN VIP51697 EXCEPT PARCEL A AND EXCEPT PART IN PLAN VIP52350 FOR ROAD (545 Nicol Street), and LOT 23, SECTION 1, NANAIMO DISTRICT, PLAN VIP51697 EXCEPT THAT PART IN PLAN VIP53189 AND VIP64418 (575 Nicol Street and 120 Needham Street) from Single Dwelling Residential (R1) and Community Corridor (COR3) to Residential Corridor (COR1) as shown on Schedule A of this Bylaw.
 - 2) By adding the following as Subsection 9.2.1.2 immediately below Subsection 9.2.1.1:
 - 9.2.1.2 Notwithstanding Subsection 9.2.1, on the lands legally described as LOT 7, SECTION 1, NANAIMO DISTRICT, PLAN 738, EXCEPT THAT PART IN PLAN VIP53059 FOR ROAD PURPOSES (515 Nicol Street), PARCEL A (DD A58748) OF LOT 21, SECTION 1, NANAIMO DISTRICT, PLAN VIP51697 EXCEPT THAT PART IN PLAN VIP52586 (535 Nicol Street), LOT 21, SECTION 1, NANAIMO DISTRICT, PLAN VIP51697 EXCEPT PARCEL A AND EXCEPT PART IN PLAN VIP52350 FOR ROAD (545 Nicol Street), and LOT 23, SECTION 1, NANAIMO DISTRICT, PLAN VIP51697 EXCEPT THAT PART IN PLAN VIP53189 AND VIP64418 (575 Nicol Street and 120 Needham Street), no less than 50% of the Gross Floor Area on the lands shall be dedicated to a residential use.
 - 3) By adding the following as Subsection 9.3.3 immediately below Subsection 9.3.2:
 - 9.3.3 Notwithstanding Subsection 9.3.1, on the lands legally described as LOT 7, SECTION 1, NANAIMO DISTRICT, PLAN 738, EXCEPT THAT PART IN PLAN VIP53059 FOR ROAD PURPOSES (515 Nicol Street), PARCEL A (DD A58748) OF LOT 21, SECTION 1, NANAIMO DISTRICT, PLAN VIP51697 EXCEPT THAT PART IN PLAN VIP52586 (535 Nicol Street), LOT 21, SECTION 1, NANAIMO DISTRICT, PLAN VIP51697 EXCEPT PARCEL A AND EXCEPT PART IN PLAN VIP52350 FOR ROAD (545 Nicol Street), and LOT 23, SECTION 1, NANAIMO DISTRICT, PLAN VIP51697 EXCEPT THAT PART IN PLAN VIP53189 AND VIP64418 (575

Nicol Street and 120 Needham Street), the Floor Area Ratio shall not exceed 2.90.

4) By adding the following as Subsection 9.7.2 immediately below Subsection 9.7.1:

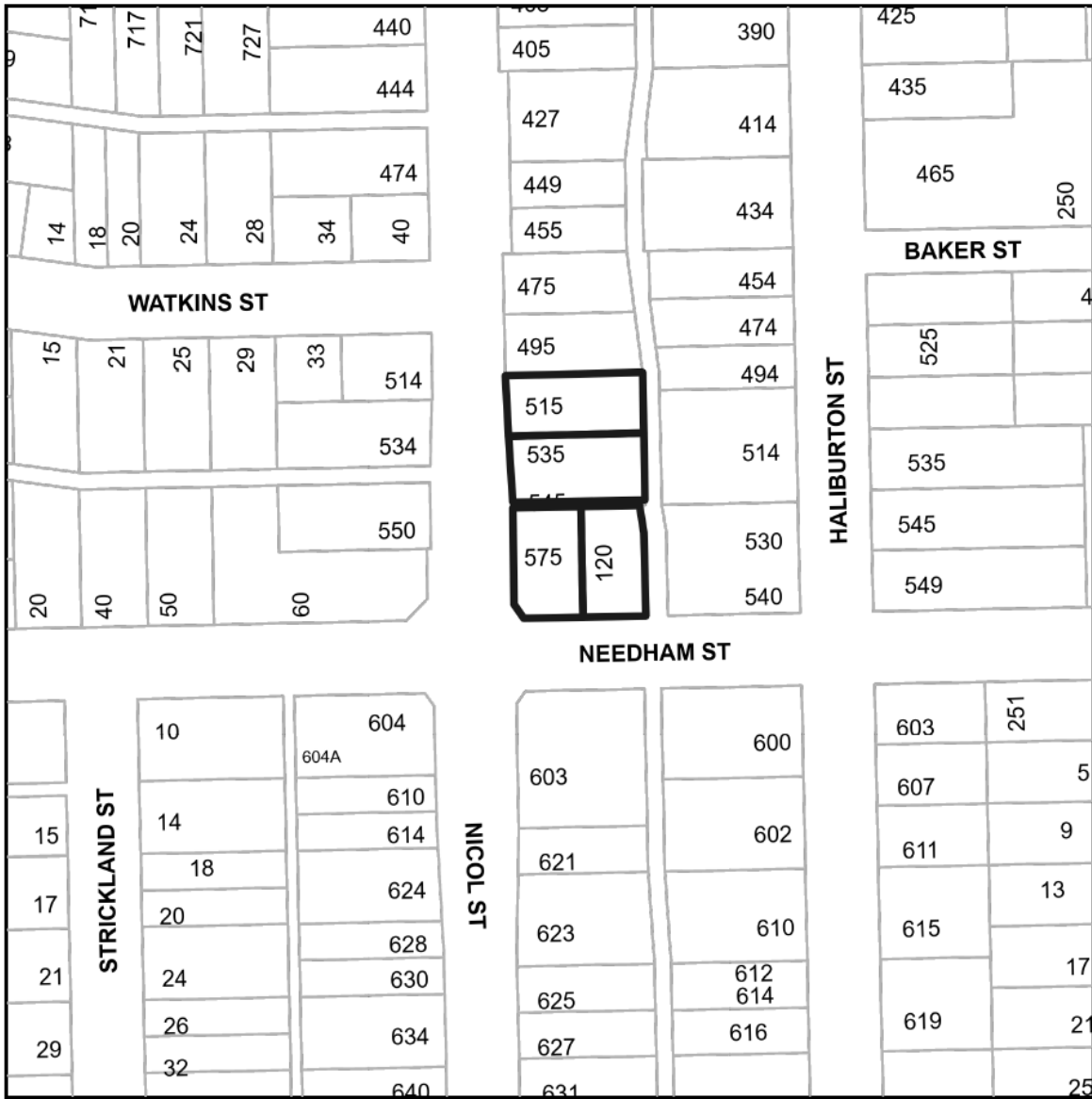
9.7.2 Notwithstanding Subsection 9.7.1, on the lands legally described as LOT 7, SECTION 1, NANAIMO DISTRICT, PLAN 738, EXCEPT THAT PART IN PLAN VIP53059 FOR ROAD PURPOSES (515 Nicol Street), PARCEL A (DD A58748) OF LOT 21, SECTION 1, NANAIMO DISTRICT, PLAN VIP51697 EXCEPT THAT PART IN PLAN VIP52586 (535 Nicol Street), LOT 21, SECTION 1, NANAIMO DISTRICT, PLAN VIP51697 EXCEPT PARCEL A AND EXCEPT PART IN PLAN VIP52350 FOR ROAD (545 Nicol Street), and LOT 23, SECTION 1, NANAIMO DISTRICT, PLAN VIP51697 EXCEPT THAT PART IN PLAN VIP53189 AND VIP64418 (575 Nicol Street and 120 Needham Street), the maximum allowable height of a principal building shall be 19.8m where at least 75% of the required parking area is located below or beneath a building.


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

MAYOR

CORPORATE OFFICER

SCHEDULE A



 120 Needham Street, 515, 535, 545, 575 Nicol Street

DATE OF MEETING April 22, 2024

AUTHORED BY LISA BRINKMAN, MANAGER, COMMUNITY PLANNING

SUBJECT FORM AND CHARACTER DEVELOPMENT PERMIT GUIDELINES PROJECT

OVERVIEW

Purpose of Report:

To provide an update about the Form and Character Development Permit (DP) Guidelines Project, and the upcoming public engagement and consultation opportunities for this project.

BACKGROUND

A Development Permit (DP) is a land use permit used by local governments to review proposed developments to ensure they meet the policies and objectives of the Official Community Plan (*City Plan*). In February 2024, Staff retained consultants to create new DP design guidelines for ‘Development Permit Area 8 (DPA8) Form and Character’ for intensive residential, commercial, industrial, and multi-unit development. DPA8 also promotes energy and water conservation, and the reduction of greenhouse gas emissions. Development Permit guidelines provide certainty for developers to understand the City’s expectation for urban design.

The DP guideline project satisfies two priority actions in the Integrated Action Plan:

1. “Update the Development Permit Area guidelines to be consistent with City Plan policies, with specific focus on: General Development Permit Area Design Guidelines.” (Priority Action #202)
2. “Update development permit requirements to include energy, climate, and water efficiency from a site and building design perspective. Develop guidelines that may include passive design techniques, shading, rainwater management, green roofs, building orientation, Water Wise landscape, building energy systems and renewable power generation, among other topics.” (Priority Action #5)

In accordance with the Local Government Act, *City Plan* provides the justification and objectives for the City of Nanaimo’s DP areas, as well as the DP map schedules (See Attachment A: *City Plan – DPA 8 Form & Character*).

The City’s DP guidelines are within Part 18 of the City of Nanaimo “Zoning Bylaw 2011 No. 4500”. The text in DPA8 of the Zoning Bylaw will be updated, and existing design guidelines will be replaced with updated, modernized design guidelines. Also, robust landscaping guidelines are to be included in the new DPA8 design guidelines, which may in whole, or in part, replace ‘Part 17 – Landscaping’ in the Zoning Bylaw.

DISCUSSION

The new form and character DP guidelines will be informed by *City Plan* policies (including Area Plans and Neighbourhood Plans), and by several engagement and consultation events scheduled for late June 2024.

City Plan

City Plan provides the policy guidance for creating the new form and character DP guidelines. Each *City Plan* land use designation serves a unique purpose, and the design guidelines will be a critical tool for ensuring that each proposed development is contributing to the purpose of the land use designation. In addition, the guidelines will help the City to achieve the five goal areas of *City Plan*.

- *A Green Nanaimo* – The new DP guidelines will promote the reduction of GHG emissions; address climate change adaptation (site and building design, landscaping); encourage protecting and enhancing the city’s urban tree canopy, natural areas, and greenways; encourage landscaping with innovative rainwater management; encourage efficient and attractive recycling, organics, and waste management, and dark sky lighting.
- *A Connected Nanaimo* – In each land use designation the design guidelines shall contribute to neighbourhood connections, enhancing the public realm, well defined streets and transit supportive design.
- *A Healthy Nanaimo* – In each land use designation the design guidelines will contribute to promoting safety and security; opportunities for recreation, amenities, food security, and intergenerational living; as well as adaptable and family-friendly design and amenities.
- *An Empowered Nanaimo* – In each land use designation the design guidelines will contribute to promoting culture, heritage, public art, access for all, inclusivity, and equity.
- *A Prosperous Nanaimo* – In each land use designation the design guidelines will contribute to promoting quality physical infrastructure and amenities; as well as enhancing Nanaimo’s unique features that contribute to quality of life for people and businesses.

The design guidelines in *City Plan*’s associated Area Plans, and the design guidelines in the Neighbourhood Plans will also inform the creation of new DP guidelines. In general, the new DP guidelines will reflect best practices to improve the quality and experience of the built environment; advance the public interest; enhance functionality; clarify expectations; as well as promote neighbourliness and fit into existing neighbourhoods.

Consultation and Engagement

With the support of the consultants, Staff have several engagement and consultation events proposed in late June 2024 as listed below. Email invitations to the events will be sent in late May and early June. Promotion for the public event and for the project generally will occur through social media, newspaper ads, press release, and a Get Involved web page.

Proposed events are:

- General public consultation event
- Neighbourhood Association consultation event
- Development community workshop
- Design Advisory Panel (DAP)
- Advisory Committee on Accessibility and Inclusiveness (ACAI)

After the engagement events, input received will be considered for incorporation into the draft form and character DP guidelines. The proposed new DP guidelines will then be presented at a Governance and Priorities Committee meeting in the fall of 2024 for consideration of endorsement. The general public, and all who participated in the engagement events, will then have an opportunity to review the updated draft form and character DP guidelines. If Council proceeds with giving first and second reading to the zoning amending bylaw (with the new DPA8 Form and Character DP guidelines), a public hearing would be required. |

CONCLUSION

This report provides an update about the Form and Character Development Permit (DP) Guidelines Project, and the upcoming public engagement, consultation opportunities and next steps. |

SUMMARY POINTS

- Council has directed that the City’s DPA8 form and character development permit guidelines be updated for intensive residential, commercial, industrial, and multi-unit development. DPA8 also promotes energy and water conservation, and the reduction of greenhouse gas emissions.
- The new form and character DP guidelines will be informed by *City Plan* policies, and by several engagement and consultation events scheduled for late June 2024.

ATTACHMENTS

ATTACHMENT A: City Plan – DPA 8 Form & Character. |

Submitted by:

Lisa Brinkman
Manager, Community Planning |

Concurrence by:

Lainya Rowett
Manager, Current Planning

Jeremy Holm
Director, Planning & Development |

DPA 8 | Form & Character

Basis for Designation

The Development Permit Area designates areas for the purpose of establishing guidelines for the form and character of intensive residential development; the form and character of commercial, industrial, or multi-family residential development; and for the promotion of energy and water conservation and the reduction of greenhouse gas emissions, pursuant to Section 488(1)(e)(f)(h)(i)(j) of the *Local Government Act*.

Justification for the Designation

To reflect the rapid growth, infill development, and redevelopment of existing areas throughout the city, there is a need to ensure high quality design, a variety of housing types, and provision of mixed-use developments to strengthen neighbourhoods. This growth and infill development comes with the expectation that new development will minimize impact on existing development and enhance the vitality of the community. This then places design conditions on the form and character of all commercial, industrial, multi-family residential, and mixed-use (residential and commercial) development within the city boundaries. The City has adopted housing guidelines to promote the development of a wide variety of housing types as well as promoting housing affordability.

Over the past three decades, Neighbourhood Plans for different areas of the city have been created and include design guidelines with unique and common elements. DPA 8 consolidates these form and character preferences and supports their implementation. This DPA also supports general design guidelines for the entire community, as well as specific Neighbourhood Plan and Area Plan guidelines. Refer to *Schedule 13 of City Plan* for lands subject to DPA 8.

Objectives

- 1 To ensure a high level of design and quality of construction of all future development.
- 2 To ensure infill development in existing neighbourhoods contributes to the preservation of the neighbourhood character while meeting city goals for housing, employment, and services.
- 3 To ensure that mixed-use commercial and multi-family development is integrated into the neighbourhood appropriately, considering scale, massing, access, landscaping, and screening.
- 4 To improve the character of commercial development fronting onto major arterials, including consideration of building materials, extent of transparent materials, pedestrian orientation, and other design elements.
- 5 To incorporate and integrate community institutional buildings as welcoming service providers.
- 6 To encourage development that supports walking, rolling, cycling, and transit use within the city.
- 7 To support gentle increase in density of existing neighbourhoods through the integration of duplex, triplex, and fourplex units into single-detached neighbourhoods.
- 8 To respect public views and access to the waterfront where applicable.
- 9 To ensure that new housing types and sizes support all income and accessibility groups.
- 10 To ensure new development incorporates measures for water conservation and energy efficient design that supports the actions identified in *City Plan* Goal 1: A Green Nanaimo.
- 11 To promote net zero emissions in new development, including alterations or additions to existing buildings.



BRITISH COLUMBIA

VIA EMAIL

Ref. 66386

April 10, 2024

His Worship Leonard Krog
Mayor of the City of Nanaimo
Email: leonard.krog@nanaimo.ca

Dear Mayor Leonard Krog:

British Columbia is facing an unprecedented housing shortage. We need every local government in the province to work with us to enable the development of more housing in every community. We need all types of housing; rental housing, family housing, housing that is appropriate and accessible for seniors and housing that presents real opportunities for ownership to first time buyers. That is why in the 2023 fall legislative session, we passed three legislative packages (Bills 44, 46 and 47) designed to shift land use planning away from site-by-site rezoning decisions that slow down the delivery of housing and amenities toward more 'up-front' planning and zoning practices.

Collectively, these legislative changes will help to address the housing crisis in BC by promoting greater diversification of the housing stock to address the unique needs for homes across a variety of demographics, tenures, household lifecycles, and income ranges. They will enable more efficient and predictable planning for housing need, reduce administrative and negotiation costs, help deliver more housing options for a range of incomes, and contribute to economic growth.

In our consultations on the Small-Scale Multi-Unit Housing legislation with planning staff and home builders, we heard clearly that this type of housing, four to six units on a single-family lot, can be challenging to realize within overly prescriptive site guidelines. Allowing for maximum flexibility on site will ensure we have the best chance of seeing "gentle" density realized in our communities. And because we know this type of development can be challenging and that streamlined development approvals process will help, Bill 44 also requires that you do not unreasonably restrict or prohibit the development of Small Scale Multi-Unit Housing.

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**Office of the
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His Worship Leonard Krog
Page 2

We also expect many Small-Scale Multi-Unit Housing Developments will be strata titled and provide more accessible pathways to homeownership for people who would not be able to afford a single-family home in many communities. The Province recommends local governments allow stratification at every opportunity.

Alongside these bills, we also published the [Provincial Policy Manual and Site Standards](#) for Small Scale Multi-Unit Housing. This manual provides a framework that will create a healthy development environment to realize the diverse housing types needed to meet the unit level density required by Bill 44. I would like to remind you that Bill 44 requires that you consider this policy guidance when crafting your zoning bylaw amendments. We strongly encourage you to adopt the provincial site standards around lot coverage, building height and setbacks and to allow as many unit types as possible in as many residential zones as you can so we can build more homes for people.

I know your staff are already working hard to prepare your bylaw amendments to meet the compliance deadline of June 30, 2024, and I appreciate the work and thought that you are putting into this process.

Thank you for working with us to address restrictive zoning and make it easier for people to build small scale, multi-unit homes.

Sincerely,

A handwritten signature in black ink, appearing to be 'Ravi Kahlon', written in a cursive style.

Ravi Kahlon
Minister of Housing

pc: Dale Lindsay, Chief Administrative Officer (dale.lindsay@nanaimo.ca)



BRITISH COLUMBIA

VIA EMAIL

Ref: 66408

April 10, 2024

His Worship Leonard Krog
Mayor of the City of Nanaimo
Email: leonard.krog@nanaimo.ca

RE: Notification of the City of Nanaimo Selection for Housing Targets Assessment

Dear Mayor Leonard Krog:

I am writing to notify you that the City of Nanaimo has been selected as part of the next cohort of municipalities prioritized for housing targets.

Municipalities across the province have recently taken steps to increase housing supply; however, more action is needed to respond to current unmet need and forecasted demand. The Housing Targets Program is designed to strengthen the relationship between the Province and municipalities to increase housing supply across BC. We want to work together to identify opportunities, challenges and develop solutions that result in more housing being built, as well as collecting better data to inform policy development.

About the *Housing Supply Act* (Act)

The Act was brought into force by Regulation on May 31, 2023, and gives the Province authority to set housing targets in consultation with specified municipalities (identified in Regulation) and to monitor municipalities' actions and progress toward meeting those targets.

The Program is being implemented in a phased approach, with cohorts of municipalities being issued Housing Target Orders approximately every four to six months until all listed communities receive targets. Municipalities are prioritized based on an empirical index of housing availability, affordability, urgent housing need and rural/urban location.

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About Municipal Consultation

We anticipate holding three meetings from mid-April through mid-May to validate the housing needs, review housing targets and reporting requirements. Once the City of Nanaimo receives the proposed Housing Target Order (anticipated after the first meeting), you will have 30 days to respond and provide written comments before the Order comes into effect. There will be frequent opportunities for engagement throughout each stage of the program.

As guided by the Declaration Act, provincial consultation with Indigenous Peoples will occur concurrently with municipal consultation to ensure Indigenous interests are considered in the analysis of housing needs and setting targets.

Next Steps

The Province will issue a news release announcing the next 20 municipalities on April 23, 2024. Please provide the name and contact information of a senior planning staff member (or designate) no later than Friday, April 19, 2024 to email: housing.targets@gov.bc.ca. Housing Targets Branch staff will coordinate with this contact to schedule the series of meetings. Please see the attached What to Expect: Housing Targets Consultation primer for background and an overview of the process.

Follow up questions can be sent to Matthew Pawlow at: matthew.pawlow@gov.bc.ca or by telephone at: 778-405-9403.

We look forward to working with the City of Nanaimo on our shared interests to build more much needed housing in the months and years ahead.

Sincerely,



Ravi Kahlon
Minister of Housing

Attachment

pc: Dale Lindsay, Chief Administrative Officer (Dale.Lindsay@nanaimo.ca)

Links:

Housing Supply Act

<https://www.bclaws.gov.bc.ca/civix/document/id/bills/billsprevious/3rd42nd:gov43-1>

Housing Supply Regulation

https://www.bclaws.gov.bc.ca/civix/document/id/crbc/crbc/133_2023

Selection Index

https://news.gov.bc.ca/files/Selection_Index_Indicators.pdf

News Release: Housing Target Orders and Methodology

<https://news.gov.bc.ca/releases/2023HOUS0123-001505>

