



AGENDA
GOVERNANCE AND PRIORITIES COMMITTEE MEETING

Monday, April 29, 2024, 1:00 P.M.

SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC

SCHEDULED RECESS AT 3:00 P.M.

		Pages
1. CALL THE MEETING TO ORDER:		
	[Note: This meeting will be live streamed and video recorded for the public.]	
2. INTRODUCTION OF LATE ITEMS:		
3. APPROVAL OF THE AGENDA:		
4. ADOPTION OF THE MINUTES:		
a. <u>Minutes</u>		4 - 14
	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-11 at 1:00 p.m.	
b. <u>Minutes</u>		15 - 26
	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.	
5. AGENDA PLANNING:		
a. <u>Upcoming Topics and Initiatives</u>		27
	To be introduced by Sheila Gurrie, Director, Legislative Services.	
6. REPORTS:		
a. <u>Prosperous Nanaimo:</u>		
	1. Draft Monitoring Strategy	28 - 59

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

Purpose: To introduce the Draft Monitoring Strategy, seek feedback, and propose next steps.

Presentation:

1. Ting Pan, Manager, Sustainability.

Recommendation: That the Governance and Priorities Committee recommend that Council endorse in principle the draft Monitoring Strategy and engagement framework and direct staff to proceed with next steps as outlined in the 2024-APR-29 Staff Report by the Manager, Sustainability.

b. Healthy Nanaimo:

1. Downtown Nanaimo Community Safety Action Plan Evaluation and Strategy Alignment

60 - 75

To be introduced by Dave LaBerge, Director, Public Safety.

Purpose: To provide the Governance and Priorities Committee with the Downtown Nanaimo Community Safety Action Plan Evaluation and Strategy Alignment Report.

Presentation:

1. Alana Best, Director, Public Sector Transportation, Deloitte Inc.

Recommendation: That the Governance and Priorities Committee recommend that Council direct Staff to proceed with a cost analysis of the preferred scenarios found in the Downtown Nanaimo Community Safety Action Plan Evaluation and Strategy Alignment Report, dated 2024-APR-29, for the expansion of the Community Safety Officer and Clean Team programs and to prepare a business case for 2025 budget deliberations.

2. Keeping of Poultry in Residential Areas

76 - 89

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

Purpose: To present to the Governance and Priorities Committee information on existing regulations for the keeping of poultry on residential properties within the City of Nanaimo and considerations for potential bylaw amendments to support the City's goals of food security.

Presentation:

1. Lainya Rowett, Manager, Current Planning.

Delegation:

1. Collin MacQuarrie

Recommendation: That the Governance and Priorities Committee recommend that Council direct Staff to prepare amendments to the City of Nanaimo "Zoning Bylaw 2011 No. 4500", as outlined in the Staff Report titled "Keeping of Poultry in Residential Areas" dated 2024-APR-29.

7. **QUESTION PERIOD:**

8. **ADJOURNMENT:**



MINUTES

GOVERNANCE AND PRIORITIES COMMITTEE MEETING

Monday, March 11, 2024, 1:00 P.M.
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC

- Members: Councillor S. Armstrong, Chair
Mayor L. Krog
Councillor H. Eastmure
Councillor B. Geselbracht*
Councillor E. Hemmens
Councillor J. Perrino
- Absent: Councillor T. Brown
Councillor P. Manly
Councillor I. Thorpe
- Staff: D. Lindsay, Chief Administrative Officer
B. Sims, General Manager, Engineering and Public Works
S. Gurrie, Director, Legislative Services
J. Holm, Director, Planning and Development
K. Robertson, Deputy Corporate Officer
C. Davis, Manager, Parks Operations
L. Rowett, Manager, Current Planning
M. Squire, Manager, Water Resources
K. Mayes, Planner, Development Approvals
A. Chanakos, Steno, Legislative Services
J. Tonella, Recording Secretary

1. CALL THE MEETING TO ORDER:

The Governance and Priorities Committee Meeting was called to order at 1:00 p.m.

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

2. INTRODUCTION OF LATE ITEMS:

- Agenda Item 6(a)(4), Short-Term Rental Review, to be postponed to a future Council meeting.

3. APPROVAL OF THE AGENDA:

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

4. ADOPTION OF THE MINUTES:

It was moved and seconded that the 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-FEB-12, at 1:00 p.m. be adopted as circulated. The motion carried unanimously.

5. AGENDA PLANNING:

a. Upcoming Topics and Initiatives

Sheila Gurrie, Director, Legislative Services, spoke regarding topics and initiatives scheduled for upcoming Governance and Priorities Committee (GPC) meetings.

6. REPORTS:

a. Healthy Nanaimo:

1. Dam Safety Primer for City of Nanaimo

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

- The City is currently in its 10-year Dam Safety Review
- Noted that the presentation goes over public safety around dams and dam safety as a whole

Mike Squire, Manager, Water Resources, provided a PowerPoint presentation. Highlights included:

- Overview of City-owned dams and their risk ratings from low to extreme
- Four risk factors include population at risk, loss of life, environmental/cultural impacts and infrastructure/economic losses

- The City owns and maintains two water supply dams and eight recreation dams
- A recent audit on Middle Colliery Dam resulted in a request for a log boom to ensure safety for park users

Presentation:

1. Dave Bonin, Hatch Engineering, continued the PowerPoint presentation. Highlights included:
 - Dam safety looks at failure of dams and losing containment of structures, while public safety is guiding the use of dams safely
 - Transport Canada requires a boom in front of all spillways
 - The City has installed fencing, signage, and spillway booms; however, there is a limited timeframe to complete construction on recreational dams due to public use
 - In Canada, 300 fatalities have been documented associated with public safety incidents, 105 of those have happened in the last 20 years
 - Dam safety focuses on the sudden failure of the dam resulting in the rapid release of stored water
 - Types of dam failure include overtopping, internal erosion, foundation stability, gate failure and operator error
 - Causes of dam failure include improper design or construction, unexpected conditions and lack of maintenance
 - Dam classifications from low to extreme are based upon what would happen if the dam failed, and is not a statement of the condition of the dam
 - Middle Colliery Dam is in need of repairs as the concrete is deteriorating, exposing the rebar, and the spillway is undersized
 - Middle Colliery Dam will undergo a hydrology analysis, dam classification, geotechnical and seismic analysis
 - A full dam safety report will go to Council in Fall 2024

Committee and Staff discussion took place. Highlights included:

- Repair costs for Middle Colliery Dam are to be determined and will depend on the required upgrades
- The provincial government has written the City an order regarding Middle Colliery Dam
- The importance of effective signage regarding public safety around dams
- Discussion regarding dam failure due to gate failure or operator error
- There is currently no federal or provincial grant funding available to maintain dams

Delegation:

1. Jeff Solomon provided a presentation and spoke regarding Colliery Dam's history as a popular swimming spot. He noted that debris is being collected along the boom at Lower Colliery Dam and that it is not being cleaned regularly. If a boom were to be put in Middle Colliery Dam it would create the same issues. He expressed his concerns regarding the aesthetics of the dam and the debris by the swimming area.

Committee and Staff discussion took place. Highlights included:

- Discussion regarding the debris along the walls, and swimming area, and the cleaning schedule of the boom
- The current position of the boom prevents debris from going down the spillway as well as protects the public
- The City would be held liable if the dam safety regulation was not followed
- Removing the debris is part of dam maintenance

2. Development Procedures and Notification Bylaw Update

Introduced by Jeremy Holm, Director, Planning and Development.

Presentation:

1. Laiyna Rowett, Manager, Current Planning, provided a PowerPoint presentation. Highlights included:

- A review was initiated in 2023 and is part of a suite of initiatives that are part of the City's Development Approval Process (DAP) Review
- The existing bylaw gives guidance to outline the requirements for development application submissions, public notification requirements for public hearings and other administrative matters
- Staff and consultants initiated a review to modernize the current bylaw, update forms, research best practices in local government procedures and introduce new procedures to support development application reviews
- Bill 44 statutes established new procedural requirements around public hearings and public notification. This created three scenarios for public hearings: mandatory, discretionary, and prohibited
- Bill 44 allows Council to waive public hearings in some situations with notice given prior to first reading

Kristine Mayes, Planner, Current Planning, continued the presentation. Highlights included:

- Public information meetings (PIMs) are voluntarily hosted by the applicants for Official Community Plan (OCP) and/or zoning bylaw amendments and significant development permits
- PIMs are informal and give an opportunity for the applicant to share information with the public, answer questions, and allow for discussion and adjustments to the proposal before Council considers the application
- Staff recommend requiring PIMs for OCP and/or zoning amendments and significant development permits with variances that cannot be delegated for approval to the Director of Planning and Development
- Public notification is required for OCP and zoning bylaw amendments, Temporary Use Permits (TUPs) and Development Variance Permits (DVPs)
- Staff recommend that the City maintain existing notification distance for DVPs and TUPs and increase OCP and zoning bylaw amendments from 10m to

75m to align with other jurisdictions notification distances that are between 75m and 100m

Committee and Staff discussion took place. Highlights included:

- The City has received responses from two neighbourhood associations on PIMs and public notification distances
- Discussion regarding increasing the notification distance to further than 75m as it impacts residents outside of that range
- Results and feedback from PIMs are included in Staff reports to Council
- Increased cost of postage for mailouts by increasing the notification distance
- Discussion regarding public notification through mailouts, social media, the City's website, and delivery
- Suggestion to increase the notification distance from 75m to 100m given the size of the City
- The draft bylaw considerations have had legal review and will be brought to Council

It was moved and seconded that the Governance and Priorities Committee recommend that Council require a one hundred (100) metre notification distance for amendments to the Official Community Plan and/or Zoning Bylaw, in the Development Procedures and Notification Bylaw. The motion carried.

Opposed: *Mayor Krog*

Committee and Staff discussion took place. Highlights included:

- Discussion regarding language in the draft bylaw outlining the requirements of PIMs
- Draft bylaw considerations being brought forward to Council has had legal review

It was moved and seconded that Council include a public information meeting requirement for amendments to the Official Community Plan and/or Zoning Bylaw, and significant Development Permits with associated variances that cannot be delegated for

approval, in the Development Procedures and Notification Bylaw. The motion carried unanimously.

3. Council Procedure Amendment Bylaw

Introduced by Sheila Gurrie, Director, Legislative Services.

Karen Robertson, Deputy Corporate Officer, Legislative Services, continued the presentation. Highlights included:

- The Province recently made amendments to Section 464 of the *Local Government Act*, affecting public hearings for certain land use planning applications
- Changes made by the *Housing Statutes Amendment Act* now limit discretion as it relates to how public input can be gathered and when local governments cannot hold public hearings
- Staff participated in a legal workshop and sought guidance from the City's solicitor regarding best practices for public engagement, when a public hearing cannot be held
- Option to receive written submissions, or for the developer to hold public information meetings
- Local governments may need to amend their Procedure Bylaws to align with the new legislation
- Before the new legislation came into effect, public hearings were mandatory for rezoning applications
- The Council Procedure Bylaw currently allows unlimited delegations for up to five minutes each if the topic is on the agenda
- Permitting delegations at first reading, when a public hearing is not held, could indirectly be considered holding a de facto public hearing which may be an issue in the future.

Section 9.1 – Order of Proceedings and Business

It was moved and seconded that Council direct Staff to add a "Correspondence" section to Section 9.1 - Order of Proceedings and Business within Council's Procedure Bylaw. The motion carried unanimously.

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

It was moved and seconded that Council direct Staff to add the words “been acted upon by Council” in Section 19.4(c) of Council’s Procedure Bylaw. The motion carried unanimously.

Section 19.4(d) – Delegations Pertaining to Council Agenda Items

Karen Robertson, Deputy Corporate Officer, noted that the public would be able to contact members of Council or Staff informally throughout the application process.

It was moved and seconded that Council add the following as Section 19(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 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 motion carried.

Opposed: *Councillor Geselbracht*

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

Karen Robertson, Deputy Corporate Officer, noted the following:

- Currently delegations, both on agenda items and not, are given five minutes to present unless a longer time period is permitted by a unanimous vote of all Council members present
- There is no limit on the number of delegations that can appear before Council on an agenda item
- Staff are recommending unlimited delegations, but Council may wish to consider reducing the time limit from five minutes to three minutes so that an individual topic does not overshadow a meeting
- Members of the public still have the opportunity to provide commentary through email, phone, letter, or through the Get Involved Nanaimo forum

Committee and Staff discussion took place. Highlights included:

- Discussion regarding retaining the five-minute time limit as it is the main way people can engage with Council on issues
- Feedback received from the public regarding difficulties fitting their points into a five-minute timeframe

It was moved and seconded that Council retain the status quo of five minutes for delegations in Section 19.9 of Council's Procedure Bylaw. The motion carried.

Opposed: *Councillors Armstrong and Hemmens*

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

It was moved and seconded that Council retain the status quo of five minutes for delegations in Section 19.9 of Council's Procedure Bylaw and that Section 19.10 be removed. The motion carried unanimously.

Section 19.15(a) – Delegations unrelated to Agenda Items

It was moved and seconded that Council add the following 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 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 motion carried unanimously.

Section 19.15(k) – Delegations Unrelated to Agenda Items

It was moved and seconded 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." The motion carried unanimously.

Section 19.17(c) – Delegations Unrelated to Agenda Items

It was moved and seconded 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." The motion carried unanimously.

Section 23.1 – Question Period

Committee and Staff discussion took place regarding questions being asked and responded to being discussed within the five-minute timeframe.

It was moved and seconded that Council retain question period in Section 23.1 at 5 minutes. The motion carried unanimously.

Section 50.4 and 50.5

It was moved and seconded 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. The motion carried unanimously.

Section 51.9, 51.10, and 51.11

It was moved and seconded 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, 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.”

The motion carried unanimously.

Section 55.5 – Public Hearings

It was moved and seconded 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. The motion carried unanimously.

7. QUESTION PERIOD:

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

8. ADJOURNMENT:

It was moved and seconded at 3:26 p.m. that the meeting adjourn. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER



MINUTES

GOVERNANCE AND PRIORITIES COMMITTEE MEETING

Monday, March 25, 2024, 12:59 P.M.
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC

- Members: Councillor I. Thorpe, Chair (vacated 2:04 p.m.)
Councillor B. Geselbracht, Chair
Mayor L. Krog
Councillor T. Brown*
Councillor H. Eastmure
Councillor P. Manly
Councillor J. Perrino
- Absent: Councillor S. Armstrong
Councillor E. Hemmens
- Staff: D. Lindsay, Chief Administrative Officer
S. Gurrie, Director, Legislative Services
J. Holm, Director, Planning and Development
K. Robertson, Deputy Corporate Officer
L. Brinkman, Manager, Community Planning
K. Biegun, Planner, Community Planning
N. Sponaule, Communications Advisor
A. Chanakos, Recording Secretary

1. CALL THE MEETING TO ORDER:

The Governance and Priorities Committee Meeting was called to order at 12:59 p.m.

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

2. INTRODUCTION OF LATE ITEMS:

- (a) Agenda Item 5(a) Upcoming Topics and Initiatives – Add document titled “Upcoming Topics and Initiatives”.
- (b) Agenda Item 6(b)(1) Development Approval Process Review – Add PowerPoint presentation titled “Development Approval Process Review”.
- (c) Add Agenda Item 6(b)(2) Council Procedure Bylaw Amendments.

3. APPROVAL OF THE AGENDA:

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

4. AGENDA PLANNING:

a. Upcoming Topics and Initiatives

Sheila Gurrie, Director, Legislative Services, spoke regarding topics and initiatives scheduled for upcoming Governance and Priorities Committee (GPC) meetings, and reviewed the updated format for the Upcoming Topics and Initiatives document.

It was moved and seconded that the Governance and Priorities Committee recommend that Council direct Staff to add the Geotechnical Guidelines Review topic to the 2024-MAY-13 Governance and Priorities Committee Agenda. The motion carried unanimously.

Committee discussion took place regarding the possibility of cancelling the 2024-JUL-15 GPC meeting if no emergent topics arise.

5. REPORTS:

a. Connected Nanaimo:

1. Transit-Oriented Areas

Introduced by Jeremy Holm, Director, Planning and Development.

Presentation:

- 1. Kasia Biegun, Planner, Community Development, provided a PowerPoint presentation. Highlights included:
 - The primary goal of Bill 47 – *Housing Statutes (Transit-Oriented Areas) Amendment Act* is to increase housing supply near transit exchanges, and increase diversity of housing, employment, amenities and

services within a 15-20 minute walk of a transit exchange

- Three Transit-Oriented Areas (TOAs) have been identified for Nanaimo:
 - Vancouver Island University (VIU) Exchange
 - Country Club Exchange
 - Woodgrove Exchange
- Lands zoned to permit residential use, including mixed-use zones, within a 400m radius of each transit exchange are now subject to minimum height, density, and parking restrictions
- Parcels that are partially included in a TOA's radius are deemed to be fully included
- Lands exempt to the new legislation include lands zoned for agricultural or industrial use
- Minimum density and height requirements can include other uses, such as commercial
- As of 2024-MAR-08, the Province advised that local governments are permitted to use density bonusing within the provincial height envelope, until the City's Zoning Bylaw and City Plan are updated
- Residential components of development projects can no longer have minimum parking requirements for off-street parking; however, this does not apply to commercial parking, disability parking, bike parking, and loading zones
- Council is required to pass a TOA designation bylaw and parking amendments by 2024-JUN-30
- The Regional District of Nanaimo (RDN) Transit Redevelopment Strategy calls for a new, permanent location for the Woodgrove transit exchange, as the current location is temporary
- The City was awarded a Complete Communities Grant in October 2023 to undertake an assessment of the Woodgrove area, and help determine a new location for a permanent bus exchange. Work must be completed by October 2024

- The RDN Transit Redevelopment Strategy also notes the current Country Club transit exchange location is temporary, and a new location closer to Highway 19A may be selected in the future
- All lands in the VIU TOA are held by Snuneymuxw First Nation, VIU, the Federal and Provincial governments, School District #68, and the City
- Staff sent a letter to the Ministry of Housing in January 2024, requesting an extension to the 2024-JUN-30 deadline due to the temporary nature of the two bus exchanges and Complete Communities Grant. The letter was forwarded to the Ministry of Transportation and Infrastructure; however, no response has been received to date
- In addition to communication from the Province, Staff recommend a larger communication strategy, including both print and digital tools, to inform the public on changes from the new legislation

Committee discussion took place. Highlights included:

- Should transit routes change (following a change in location of the Woodgrove and Country Club transit exchanges) the City will not be affected by zoning requirements at this time, as Nanaimo's bus frequency does not currently meet the Province's threshold outlined in Bill 44 – *Housing Statutes (Residential Development) Amendment Act*
- During the rezoning application process, height and density requirements are obligatory; however, other aspects of the application would be up to Council's discretion
- The Downtown Transit Exchange was not included as a TOA at this time, and it is assumed the Province will request that the City include that location in the bylaw once the transit exchange project is complete

It was moved and seconded that the Governance and Priorities Committee recommend that Council direct Staff to prepare 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. The motion carried unanimously.

b. Healthy Nanaimo:

1. Development Approval Process Review

Introduced by Jeremy Holm, Director, Planning and Development.

- This project started in June 2023, and builds on Council’s priority of governance and excellence and the continuous improvement of processes
- The project primarily focusses on work managed by the Current Planning department including Official Community Plan (OCP) amendments, zoning amendments, and development permit applications

Presentation:

1. Allan Neilson, Neilson Strategies Inc., and Sherry Hurst, Leftside Partners Inc., provided a PowerPoint presentation. Highlights included:

- The purpose of the Development Approval Process Review (the Review) was to focus on shortening the approval process timeline and increasing certainty for applicants
- Research efforts included interviews with developers in the community, followed by a roundtable discussion to review preliminary findings
- Challenges for Staff include significant and sustained growth in the City and major legislative changes introduced by the Province

Councillor Thorpe vacated the Shaw Auditorium at 2:04 p.m. and Councillor Geselbracht assumed the Chair.

- The City currently processes rezoning applications and OCP amendments concurrently; however, rezoning applications and development permit applications are processed separately

- Technology improvements, including a new software platform, will allow applicants to track the application process online
- Target timelines will track how long the application spends at each stage and will provide greater clarity regarding how long future applications should take at each stage

Committee discussion took place regarding new software improving Staff's ability to meet targets in less time.

Allan Neilson, Neilson Strategies Inc., and Sherry Hurst, Leftside Partners Inc., continued the presentation. Highlights included:

- Pre-application meetings are intended to improve the quality of applications and ensure applicants are aware of all the implications involved in the application process
- Many communities charge a fee for pre-application meetings, which could later be credited back to the applicant if an application is submitted
- Completed applications are followed up by internal referrals to receive feedback from other departments
- Following internal review, the file manager would provide the applicant with a comprehensive letter identifying any changes that may need to occur with the application
- The City's planning department structure does not provide much room for growth, leading to higher than ideal turnover
- Suggestion to change how positions are structured, including adding different levels of planners and implementing an assistant manager position
- Engineering technicians review Planning applications to assess any implications on City infrastructure

Committee discussion took place regarding the role of development engineers in the application review process, and maintaining a balance between reviewing applications quickly, while also mitigating risk.

Allan Neilson, Neilson Strategies Inc., and Sherry Hurst, Leftside Partners Inc., continued the presentation. Highlights included:

- The Design Advisory Panel (DAP) reviews applications for form and character development permits, and offers feedback based on development permit guidelines and urban design characteristics
- Staff often receive pushback from the development community regarding the DAP, and the extra time involved with this additional step
- Suggestion to adopt a multi-faceted approach to answering the large volume of planning questions relating to development, using self-serve options such as Frequently Asked Questions on the City website, or implementing Artificial Intelligence to provide basic responses
- Suggestion to build a database into the new software system being implemented, to confirm if a specific inquiry has been addressed previously, and what the response was
- Suggestion to add a modest fee to land use inquiries that will require more than 30 minutes of Staff time
- The City currently acts as both a regulator, to protect the City from risk, and a facilitator, to assist applications throughout the process. Suggestion to combine both roles into a Development Liaison Group

Committee discussion took place. Highlights included:

- The goal of the Development Liaison Group is to have Staff and developers work together and gain an understanding of each other's roles in the development process
- Concern from established developers that feel they are starting from square one for each application
- Concern regarding delays for permits deterring people from applying

It was moved and seconded that the Governance and Priorities Committee recommend 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.

The motion carried unanimously.

2. Council Procedure Bylaw Amendments

Sheila Gurrie, Director, Legislative Services, noted the Council Procedure Bylaw amendments were referred back to the GPC from the 2024-MAR-18 Regular Council Meeting for further clarification.

Karen Robertson, Deputy Corporate Officer, noted the two motions questioned at the 2024-MAR-18 Regular Council Meeting were listed first in the report for review, and noted a change to the 12th recommendation.

Committee discussion took place regarding allowing questions pertaining to delegations unrelated to agenda items during question period.

It was moved and seconded that the Governance and Priorities Committee recommend 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.

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, 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.”

The motion carried unanimously.

10. Section 19.4(d) – Delegations Pertaining to Council Agenda Items

Karen Robertson, Deputy Corporate Officer, noted the following:

- New Provincial legislation limits when a public hearing can be held, but does not limit delegations for items prohibited to a public hearing
- Allowing delegations when a zoning bylaw is introduced, where public hearings are prohibited, could be seen as holding a de facto public hearing

Committee discussion took place regarding concerns around allowing delegations to speak when a public hearing is prohibited and the potential ramifications, and concerns regarding the lack of advertising for rezoning applications where public hearings are prohibited.

It was moved and seconded that the Governance and Priorities Committee recommend 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”.

The motion carried unanimously.

11. Section 19.15 (a) – Delegations Unrelated to Agenda Items

Karen Robertson, Deputy Corporate Officer, noted that members of the public registering as a Delegation to speak to an upcoming development, prior to the bylaw being added to a Council agenda for first readings, could essentially be afforded additional opportunities to speak to a bylaw.

It was moved and seconded that the Governance and Priorities Committee recommend 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."

The motion carried unanimously.

12. Section 55.5 – Public Hearings

Karen Robertson, Deputy Corporate Officer, noted that sections 55.3, 55.4 and 55.5 are already covered in Council's Public Hearing Process Policy. Also, the *Local Government Act* authorizes the Chair to establish the procedural rules for the conduct of the hearing so it is not necessary to duplicate them in Council's Procedure Bylaw.

It was moved and seconded that the Governance and Priorities Committee recommend that Council direct Staff to delete sections 55.3, 55.4, and 55.5 of Council's Procedure Bylaw. The motion carried unanimously.

13. Section 23.2– Question Period

It was moved and seconded that the Governance and Priorities Committee recommend 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.

6. QUESTION PERIOD:

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

7. ADJOURNMENT:

It was moved and seconded at 4:10 p.m. that the meeting adjourn. The motion carried unanimously.

CHAIR

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

Meeting Time	Upcoming Topics and Initiatives	
May 13, 2024 – GPC Meeting		
	Geotechnical Guidelines Review	<ul style="list-style-type: none"> • Consultant presenting
	Allocation of Unallocated Pedestrian Funds	<ul style="list-style-type: none"> • Report, presentation and Q&A • Will include options for pedestrian safety improvements near Bayview school as per 2024-APR-22 Council motion
June 10, 2024 – GPC Meeting		
1pm	Alternative Approval Process <i>(2023-DEC-18 Council motion)</i>	<ul style="list-style-type: none"> • Review and discussion of policy options

Future GPC topics – dates TBD

<ul style="list-style-type: none"> • City Plan Monitoring Committee(s) <i>(2023-MAY-1 Council motion)</i>
<ul style="list-style-type: none"> • School Zone Policy Update <i>(2024-FEB-26 Council motion)</i>
<ul style="list-style-type: none"> • Incentives that support City Plan <i>(2023-DEC-04 Council motion) – tentatively Oct. 28 GPC</i>

Legend	
	Council requested topics
	Staff initiatives

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<p>SEPTEMBER</p> <p>s m t w t f s</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30</p>	<p>OCTOBER</p> <p>s m t w t f s</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30 31</p>	<p>NOVEMBER</p> <p>s m t w t f s</p> <p>1 2</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 27 28 29 30</p>	<p>DECEMBER</p> <p>s m t w t f s</p> <p>1 2 3 *4 5 *6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30 31</p>

DATE OF MEETING April 29, 2024
AUTHORED BY TING PAN, MANAGER, SUSTAINABILITY
SUBJECT DRAFT MONITORING STRATEGY

OVERVIEW

Purpose of Report

To introduce the Draft Monitoring Strategy, seek feedback, and propose next steps. |

Recommendation

That the Governance and Priorities Committee recommend that Council endorse in principle the draft Monitoring Strategy and engagement framework and direct staff to proceed with next steps as outlined in the 2024-APR-29 Staff Report by the Manager, Sustainability.

BACKGROUND

Implementation of *City Plan: Nanaimo Reimagined* will be supported by two key documents, an *Integrated Action Plan (IAP)* and a Monitoring Strategy. The Monitoring Strategy is grounded in the Nanaimo Framework and is designed to assess the overall progress towards achieving the Five City Goals: Green, Connected, Healthy, Empowered, and Prosperous.

On 2023-JAN-23, Staff provided the Governance and Priorities Committee (GPC) an update on the development of a Monitoring Strategy and presented the approach being used to identify areas of impacts, key indicators, and supportive indicators (Attachment A). |

DISCUSSION

Structure

A link to the Draft Monitoring Strategy can be found in Attachment B. The structure of the document mirrors that of the *City Plan* and the *IAP*.

Part A | Welcome: Provides a brief overview of the “Purpose”, “Reviewing & Updating”, “Transitioning to Dynamic Dashboard”, and “Navigating” the Monitoring Strategy.

Part B | Framework: Provides a brief overview of “Framework & Goals”, and how they related to “35 *City Plan* Policy Topic Areas”, “Areas of Impacts” being monitored, “Approach” taken to develop the indicators, and at the end “Indicators at a Glance”.

Part C | Key Indicators: Provides a summary table for each selected key indicator that outlines the corresponding policy areas, sustainability end goal, metric, how the score is calculated, and why and how we measure it.

Part D | Monitoring Process: is meant to outline how the City of Nanaimo will share the data, develop insights, and inform decisions with community input. This task will be led by the City's Legislative Services. Once the process is clarified, this section will be completed.

Also attached are the draft Key Indicators Summary Tables and Supportive Indicators Summary Tables with data being collected so far.

Overview

Below is a summary of the current status:

- A total of 21 areas of impact have been identified, 19 of which are activated with key indicators.
- A total of 23 key indicators have been identified, 17 of which have defined metrics and 13 of them could produce scores. This means that 6 key indicators still need to be developed. And data collection and scoring for 4 defined metrics are to be completed.
- A total of 39 supportive indicators have been identified - 27 with data and 14 with targets.

Reviewing Timeframes

Annual monitoring is proposed to be carried out in Q4 every year along with the IAP annual review. Staff will present available annual data and an update on the incomplete key indicators. New supportive indicators may be proposed; and existing indicators will be reviewed and decided if they should be kept.

Four year monitoring will provide a more comprehensive monitoring report and is proposed to be done in tandem with a full IAP review and community engagement and aligned with Council's strategic planning cycle.

Lessons Learned

- The development of key and supportive indicators is an iterative process and will likely continue to evolve.
- Quantifying our goals in the context of the Nanaimo Framework requires innovation, could be very complex in some areas (e.g. biodiversity, equity), and may require dedicated resources.
- Advancement in information technologies, especially in Geographic Information System (GIS), holds the potential for generating data more efficiently and conducting analyses that could provide better insight that would have been unattainable before.

Next Steps

Should Council endorse in principle the draft Monitoring Strategy, Staff plans to:

- continue with data collection and indicator and target development through engagement with Staff, relevant committees, and subject matter experts;
- develop a public-facing webpage and eventually transition to a dynamic dashboard;

- engage the Governance and Priorities Committee on the monitoring process and assess various community engagement options in a follow-up meeting; and,
- prepare the public release of the monitoring data online in Q4 2024. |

OPTIONS

1. That the Governance and Priorities Committee recommend that Council endorse in principle the draft Monitoring Strategy and engagement framework and direct staff to proceed with next steps as outlined in the 2024-APR-29 Staff Report by the Manager, Sustainability.
 - The advantages of this option: The Monitoring Strategy will continue to be refined and developed. The monitoring data will be released to the public online before the end of 2024.
 - The disadvantages of this option: Continued development of the Monitoring Strategy will require participation of Staff teams from across the organization. This could mean there is very limited capacity left on those teams to take advantage of any new opportunities for the remainder of 2024 or priorities have to be shifted.
 - Financial Implications: Anticipated cost for the project has been included in the 2024-2028 Financial Plan. There are currently no other financial implications. However, further development of a number of complex key indicators may require resources and time that exceed the original project scope. Staff will attempt to estimate those resource demands and seek approval from Council before proceeding.
2. That the Governance and Priorities Committee recommend that Council provide alternate direction. |

SUMMARY POINTS

- The Monitoring Strategy is one of the two key documents to support the implementation of *City Plan: Nanaimo ReImagined* and is designed to assess the overall progress towards achieving the Five City Goals: Green, Connected, Healthy, Empowered, and Prosperous.
- A Draft Monitoring Strategy has been completed for feedback from the Governance and Priorities Committee.
- The Monitoring Strategy and the public release of the monitoring data online is expected in Q4 2024.

ATTACHMENTS:

- ATTACHMENT A: 2023-JAN-23 Governance and Priorities Committee Report “Monitoring Strategy – Introduction”
ATTACHMENT B: [Link to “Draft Monitoring Strategy”](#) |

Submitted by:

Ting Pan
Manager, Sustainability

Concurrence by:

Jeremy Holm
Director, Planning & Development

Bill Corsan
Director, Corp. & Business Development

Sheila Gurrie
Director, Legislative Services

Bill Sims
General Manager, Engineering & Public Works

Laura Mercer
General Manager, Corporate Services

Richard Harding
General Manager, Community Services / Deputy
CAO



Information Report

DATE OF MEETING JANUARY 23, 2023
AUTHORED BY TING PAN, MANAGER, SUSTAINABILITY
SUBJECT MONITORING STRATEGY – INTRODUCTION

OVERVIEW

Purpose of Report:

To provide the Governance and Priorities Committee with an update on the development of a *Monitoring Strategy for City Plan: Nanaimo ReImagined*.

BACKGROUND

During the Special Council meeting on 2020-DEC-14, Council passed the following motion:

“That the City of Nanaimo adopt the Doughnut Economic Model as a cohesive vision for all City initiatives and planning processes; and that a city portrait for Nanaimo be created to scale down the doughnut economics framework, that the city portrait be blended with the REIMAGINE NANAIMO process and that the appropriate measurable targets and indicators relevant to the community be identified and included in the framework to track progress.”

This motion informed the approach to tie a Monitoring Strategy to the Nanaimo Doughnut Framework. The Strategy is intended to track the progress towards City Goals that are organized around the framework and to provide insights on whether our actions are effective.

During Phase 2 of the REIMAGINE project, a workshop on 2021-MAR-10 involved Council, Committee members, staff, and key community stakeholders to select potential indicators and targets for the proposed City Plan. Using the results of the workshop, staff further refined the indicators and provided Council with a draft set of indicators and targets 2021-JUN-14 (see Attachment A).

The adoption of the City Plan in July 2022 includes a commitment to regularly monitor and review the effectiveness of actions taken to implement the Five City Plan Goals. This involves the development of a Monitoring Strategy to establish priority targets and high-level key indicators.

- **Targets** define, in measurable terms, desired outcomes for City Plan. They show what we wish to achieve and when we want to achieve it by.
- **Indicators** tell us how we are doing and are measures used to show how well a social, cultural, economic, or environmental system is working over a period of time.

This previous workshop held during 2021 informed the development of the Monitoring Strategy that began in late 2022 to further review and refine the 28 areas of impacts selected to be measured using 24 draft indicators and establish a process for target setting.

While the City does, and will continue to monitor many supporting statistics through various processes, the focus of the Strategy is to monitor a manageable set of key indicators related to the Five City Goals. |

DISCUSSION

The approach being used to develop the draft monitoring strategy involves using the MultiCapital Scorecard™ (MCS), a triple bottom line performance measurement methodology designed to show an organization’s effective progress towards meeting its sustainability goals. The MCS helps the City to select context-based sustainability performance indicators that are specific to Nanaimo’s context and can be directly linked to a science- or ethics-based sustainability end goal, in order to connect actions with the Framework and the Five City Goals in a meaningful and practical way.

The MCS is a tool to help organizations move beyond incremental progress (i.e. measuring the direction of progress without connecting to an end goal). The tool was designed for use at an organization level (businesses, not-for-profits etc.), and this is the first time it is being adapted and applied to a whole community using a vision established through a long-term community plan.

This has involved taking the following steps:

1. Applying selection criteria that focus on the significance of a draft indicator’s area of impact we have influence or control over and the existence of a science- or ethics-based sustainability end goal relating to the core values of the City Plan framework (see Attachment B).
2. Assessing each indicators’ suitability by ensuring the indicator is meaningful in Nanaimo’s context and linked to a defined sustainability end goal and identifying the quantity of the resources that must be maintained in order to ensure the well-being of the community.
3. Developing metrics that quantify and compare actual impact (i.e. what we are measuring) and a sustainability end goal (i.e. what we ultimately want to maintain or achieve).

Through this process, the original draft indicators selected in 2021 have been sorted into primary indicators that meet the criteria and supportive indicators that could provide critical insights on progress towards City Goals but don’t meet the criteria. Currently 16 primary indicators are being proposed, at least five of which would require further investigation or collecting new data that does not currently exist (see Attachment C). |

NEXT STEPS

A report on recommended primary and supportive indicators to be included in the Monitoring Strategy will be presented to Council for consideration during spring 2023. The Monitoring Strategy is anticipated to be completed in mid-2023. Remaining tasks include:

- Engaging stakeholders and setting targets for each primary indicator's area of impact
- Developing graphic and communication materials
- Creating a standard operating procedure for annual and five year monitoring and reporting

To support these remaining tasks, Staff recently submitted a pre-application to the Federation of Canadian Municipalities Green Municipal Fund's Signature Initiative. If the project is deemed eligible, Staff will return to Council to request support for a full application. |

SUMMARY POINTS

- The City Plan Monitoring Strategy is intended to establish priority targets and high-level key indicators related to the Nanaimo Doughnut Framework and the Five City Plan Goals.
- The result of a 2021 indicator workshop during Phase 2 of the REIMAGINE project informed the development of the Monitoring Strategy that began in late 2022 to further review and refine the original 24 draft indicators and establish a process for target setting.
- The approach being used to develop the Monitoring Strategy involves using the MultiCapital Scorecard™ methodology to develop a manageable number of indicators that are specific to Nanaimo's context and can be directly linked to a science- or ethics-based sustainability end goal, in order to connect actions with the Framework and the Five City Plan Goals in a meaningful and practical way.
- A report on recommended primary and supportive indicators will be presented to Council for consideration during spring 2023. The Monitoring Strategy is anticipated to be completed in mid-2023.

ATTACHMENTS

ATTACHMENT A: 2021 Draft Indicators and Targets
ATTACHMENT B: Indicator Selection Process Flow Chart
ATTACHMENT C: 2022 Draft Primary Indicators |

Submitted by:

Ting Pan
Manager, Sustainability

Concurrence by:

Lisa Bhopalsingh
Director, Community Development

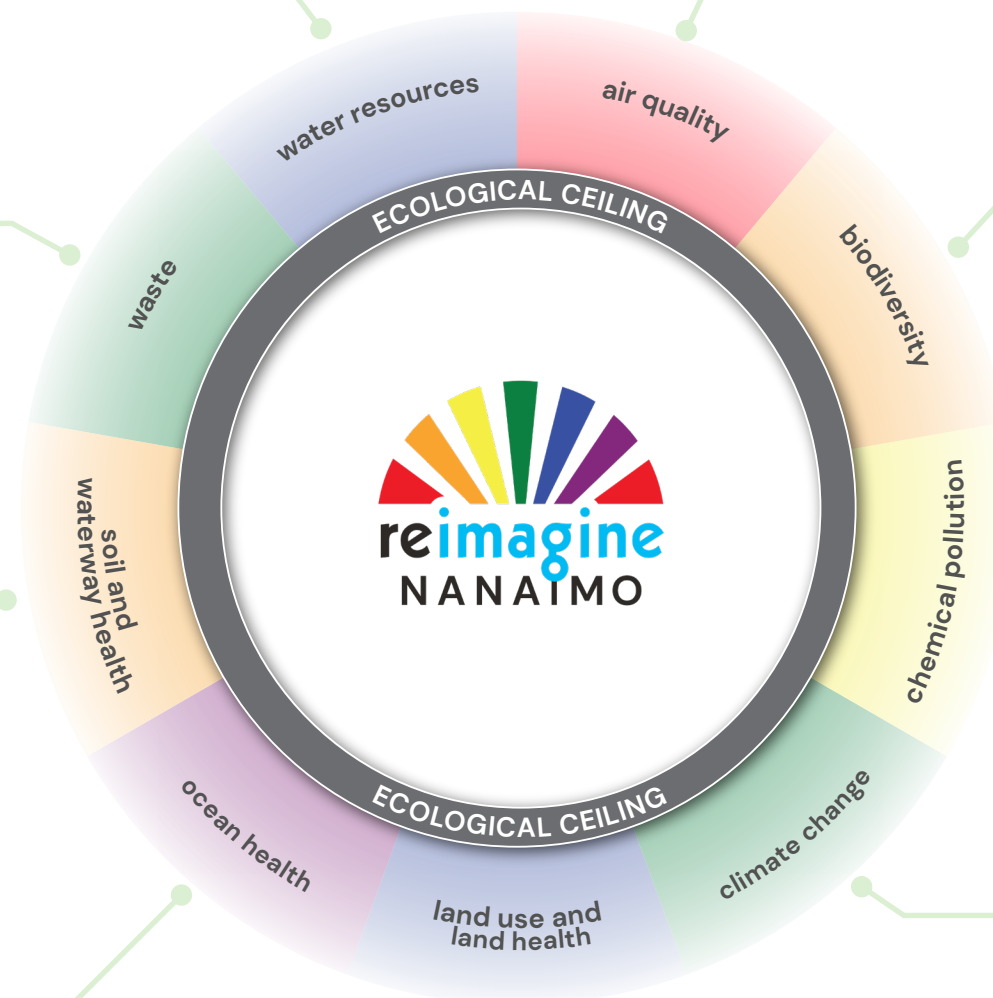
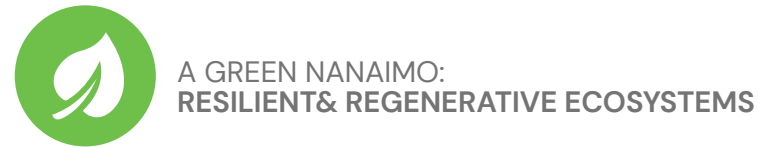
Bill Corsan
Director, Corporate & Business Development

Bill Sims
General Manager, Engineering & Public
Works

Richard Harding
General Manager, Parks, Recreation &
Culture

Dale Lindsay
General Manager, Development Services /
Deputy CAO

DRAFT INDICATORS & TARGETS – ECOLOGICAL CEILING



Water Resources: so everyone has access to clean drinking water and we preserve this resource for future generations

Draft Indicator	Draft Target	Baseline (if known)
Water Consumption by Residents	» New target to be set as previous target was exceeded	206 litres / capita / day (2019)

Air quality: so everyone has good quality air to breathe

Monitored hourly at the provincial level.

Waste: so we use our resources sustainably

Draft Indicator	Draft Target	Baseline (if known)
Household Waste Sent to the Landfill	» By 2030 150 kg / household / yr » By 2040 120 kg / household / yr » By 2050 100 kg / household / yr	191 kg / household / year (2019)

Biodiversity: so our ecosystems are healthy and cared for

Draft Indicator	Draft Target	Baseline (if known)
Area of Lands Dedicated for Natural Area Protection (PRC1-Zoning)	» General: increase » Specific target TBD	2,152 ha

Soil and waterway health: so our lands and waters are healthy and cared for / managed sustainably

Draft Indicator	Draft Target	Baseline (if known)
Number of Water Samples at Monitored Sites Meeting BC Water Quality Guidelines	» Zero samples that fail to meet guidelines	TBD

Chemical Pollution: so our lands and waters are healthy and cared for / managed sustainably

Draft Indicator	Draft Target	Baseline (if known)
Number of Water Samples at Monitored Sites Meeting BC Water Quality Guidelines	» Zero samples that fail to meet guidelines	TBD

Ocean health: so our lands and waters are healthy and cared for / managed sustainably

Draft Indicator	Draft Target	Baseline (if known)
Number of Water Samples at Monitored Sites Meeting BC Water Quality Guidelines	» Zero samples that fail to meet guidelines	TBD

Climate change: so the impacts of climate change are minimized for present and future generations

Draft Indicator	Draft Target	Baseline (if known)
Community greenhouse gas emissions (tCO2e)	» By 2030 reduce to 50%-58% below 2010 » By 2050 reduce to 94%-107% below 2010	465,000 tCO2e (2010)

Land use and land health: so our lands and waters are healthy and cared for / managed sustainably

Draft Indicator	Draft Target	Baseline (if known)
Area of Lands Dedicated for Natural Area Protection (PRC1-Zoning)	» General: increase » Specific target TBD	2,152 ha

DRAFT INDICATORS & TARGETS – SOCIAL FOUNDATIONS



A HEALTHY NANAIMO: COMMUNITY WELLBEING & LIVABILITY

so everyone has access to healthy, safe, and affordable food and housing

Element	Draft Indicator	Draft Target	Baseline (if known)
Chronic / Episodic Homelessness	Point-in-time count of people experiencing homelessness	» Zero	433 (2020)
Rental Housing Affordability	Average rent of a 2-Bedroom Apartment	» TBD	\$1,263 (2020)
Vacancy Rate	Percent of vacancies in rental accommodation	» 3%-5%	1% (2020)
Mix of Housing Types	Proportion of single-family, ground-oriented, and apartment housing types	» TBD	» 60% single-family » 18% ground-oriented » 22% apartment (2020)
Food Security	TBD	» TBD	TBD



A CONNECTED NANAIMO: EQUITABLE ACCESS & MOBILITY

so everyone has safe, affordable, and sustainable options to move around and to access their daily needs

Element	Draft Indicator	Draft Target	Baseline (if known)
Transportation by Mode	Trips made by different modes of transportation	Modal split by 2041: » 12% walking » 4% cycling » 8% transit » 76% vehicle	2016 Modal split: » 6% walking » 2% cycling » 4% transit » 86% vehicle
Distance Driven	Average distance driven per person per day	» 10 km / day / person by 2041	14 km / day / person (2011)
Access to Daily Needs	Number of households within walking distance to employment lands, essential services, schools, transit, recreation services, parks, and healthcare	» TBD	» TBD
Growth in Town Centres and Corridors	Proportion of growth occurring in designated growth areas - urban nodes and corridors	» TBD	TBD
Traffic Injury Rate	Number of reported crashes in the City	» Vision Zero	TBD



AN ENABLED NANAIMO: ECONOMIC PROSPERITY & RESILIENCY

so everyone has opportunity to find good employment and businesses and institutions can thrive

Element	Draft Indicator	Draft Target	Baseline (if known)
Workforce Population	Percent of population that are of an age likely to be in the workforce (15-64)	» 67% of total population	63% (2020)
Non-Residential Building Permits	Value of commercial and public building permits issued	» General: increase » Specific target TBD	\$37.5 million (2020)
Ample & Diverse Business Opportunities	Number of total businesses and businesses with employees	» General: increase » Specific target TBD	6,281 businesses with 1+ employees (2020)
Economic Success & Competitiveness	Economic Structure Index	» TBD	TBD



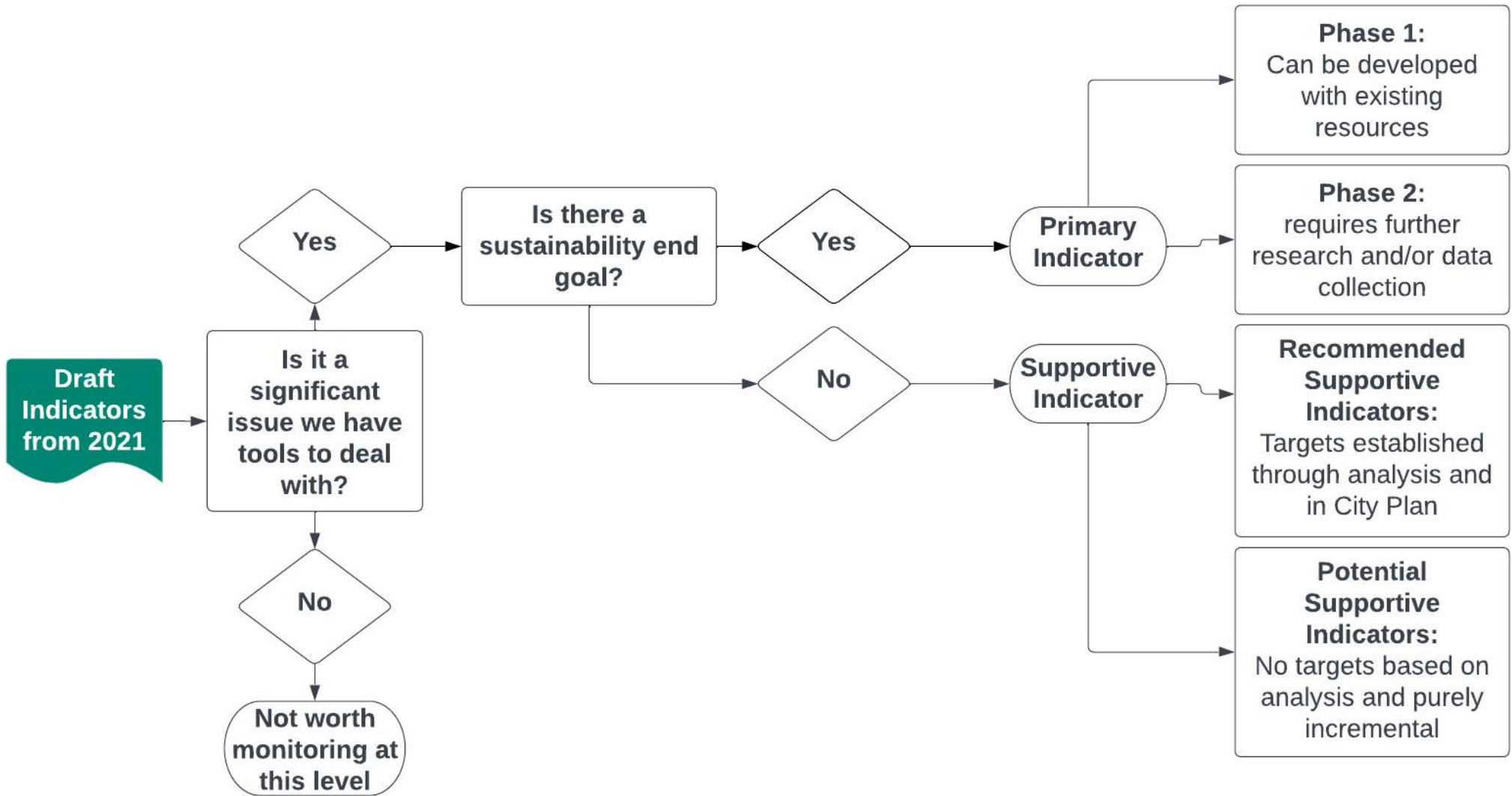
AN EMPOWERED NANAIMO: DIVERSITY, CULTURE, RECONCILIATION, & SOCIAL INTEGRITY

so everyone can thrive and have opportunities to connect and participate in a way that fulfills them

Element	Draft Indicator	Draft Target	Baseline (if known)
Inclusion & Diversity	TBD	» TBD	TBD
Investment in Arts, Culture and Heritage	Dollars being invested into arts, culture, and heritage	» General: increase » Specific target TBD	TBD
Participation in PRC Programs and Services	Number of people participating in PRC programs and services	» General: increase » Specific target TBD	TBD
Public Waterfront Access	Length of waterfront with public access and number of publicly accessible waterfront features	» Increase	TBD
Political Voice	TBD	» TBD	TBD



ATTACHMENT B Indicator Selection Process Flow Chart



ATTACHMENT C 2022 Draft Primary Indicators

Draft Primary Indicators	Phase 1	Phase 2
Water infrastructure capacity	X	
Waste	X	
Waterway health	X	
Ocean health	X	
Biodiversity		X
Climate change	X	
Chronic/Episodic homelessness	X	
Housing affordability	X	
Vacancy rate	X	
Food security		X
Workforce population	X	
Growth in town centres and corridors	X	
Traffic related fatalities	X	
Inclusion and diversity		X
Participation in PRC services and programs (no-barrier)		X
Political voice		X

Monitoring Strategy | Introduction

2023-JAN-23



Why



Provide meaningful, holistic **insights** and tell us if our actions are **effective**

Track the progress towards **City Goals**

Indicators and Targets

KEY INDICATORS



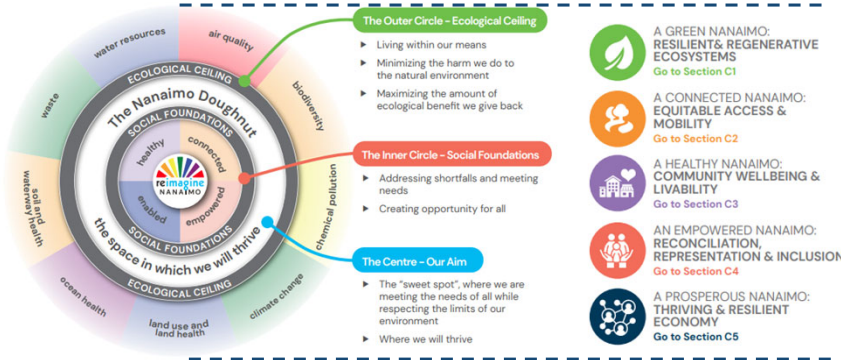
- Tell us how we are doing
- Show how well a system is working over a period of time

TARGETS



- Define desired outcomes
- Show what we wish to achieve and when we want to achieve it by

The Nanaimo Doughnut Framework → Five City Goals



2021 DRAFT INDICATORS AND TARGETS

DRAFT INDICATORS & TARGETS – ECOLOGICAL CEILING

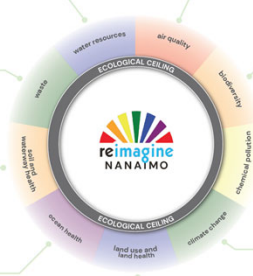
A GREEN NANAIMO
RESILIENT & REGENERATIVE ECOSYSTEMS

Water Resources: so everyone has access to clean drinking water and we preserve this resource for future generations
Draft Indicator **Draft Target** **Baseline (if known)**
 Water Consumption by Residents • New target to be set as previous target was exceeded • 200 litres / capita / day (2019)

Waste: so we use our resources sustainably
Draft Indicator **Draft Target** **Baseline (if known)**
 Household Waste Sent to the Landfill • By 2030 150 kg / household / yr (2019)
 • By 2040 100 kg / household / yr
 • By 2050 500 kg / household / yr

Soil and waterway health: so our lands and waters are healthy and cared for / managed sustainably
Draft Indicator **Draft Target** **Baseline (if known)**
 Number of Water Samples at Monitored Sites Meeting BC Water Quality Guidelines • Zero samples that fail to meet guidelines • TBD

Ocean health: so our lands and waters are healthy and cared for / managed sustainably
Draft Indicator **Draft Target** **Baseline (if known)**
 Number of Water Samples at Monitored Sites Meeting BC Water Quality Guidelines • Zero samples that fail to meet guidelines • TBD



Air quality: so everyone has good quality air to breathe
 Monitored hourly at the provincial level

Biodiversity: so our ecosystems are healthy and cared for
Draft Indicator **Draft Target** **Baseline (if known)**
 Area of Lands Dedicated for Natural Area Protection (PAC-Zoning) • General increase for Natural Area Protection (PAC-Zoning) • Specific target TBD • 2,182 ha

Chemical Pollution: so our lands and waters are healthy and cared for / managed sustainably
Draft Indicator **Draft Target** **Baseline (if known)**
 Number of Water Samples at Monitored Sites Meeting BC Water Quality Guidelines • Zero samples that fail to meet guidelines • TBD

Climate change: so the impacts of climate change are minimized for present and future generations
Draft Indicator **Draft Target** **Baseline (if known)**
 Community greenhouse gas emissions (tCO2e) • By 2030 reduce to 50% 55% below 2010
 • By 2050 reduce to 94% 97% below 2010

Land use and land health: so our lands and waters are healthy and cared for / managed sustainably
Draft Indicator **Draft Target** **Baseline (if known)**
 Area of Lands Dedicated for Natural Area Protection (PAC-Zoning) • General increase for Natural Area Protection (PAC-Zoning) • Specific target TBD • 2,182 ha

2021 DRAFT INDICATORS AND TARGETS

DRAFT INDICATORS & TARGETS – SOCIAL FOUNDATIONS

A HEALTHY NANAIMO
COMMUNITY WELLBEING & LIVABILITY

so everyone has access to healthy, safe, and affordable food and housing

Element	Draft Indicator	Draft Target	Baseline (if known)
Chronic / Episodic Homelessness	Point-in-time count of people experiencing homelessness	• Zero	433 (2020)
Rental Housing Affordability	Average rent of a 2-Bedroom Apartment	• TBD	\$1263 (2020)
Vacancy Rate	Percent of vacancies in rental accommodation	• 3%-5%	7% (2020)
Mix of Housing Types	Proportion of single-family, ground-oriented, and apartment housing types	• TBD	• 60% single-family • 18% ground-oriented • 22% apartment (2020)
Food Security	TBD	• TBD	TBD

AN ENABLED NANAIMO
ECONOMIC PROSPERITY & RESILIENCY

so everyone has opportunity to find good employment and businesses and institutions can thrive

Element	Draft Indicator	Draft Target	Baseline (if known)
Workforce Population	Percent of population that are of age likely to be in the workforce (15-64)	• 67%	63% (2020)
Non-Residential Building Permits	Value of commercial and public building permits issued	• General increase • Specific target TBD	\$37.5 million (2020)
Ample & Diverse Business Opportunities	Number of total businesses and businesses with employees	• General increase • Specific target TBD	6,289 businesses with 1+ employees (2020)
Economic Success & Competitiveness	Economic Structure Index	• TBD	TBD



A CONNECTED NANAIMO
EQUITABLE ACCESS & MOBILITY

so everyone has safe, affordable, and sustainable options to move around and to access their daily needs

Element	Draft Indicator	Draft Target	Baseline (if known)
Transportation by Mode	Trips made by different modes of transportation	Modal split by 2041: • 2% walking • 4% cycling • 4% transit • 78% vehicle	2020 Modal split: • 6% walking • 2% cycling • 4% transit • 88% vehicle
Distance Driven	Average distance driven per person per day	• 10 km / day / person (2041)	14 km / day / person (2019)
Access to Daily Needs	Number of households within walking distance to employment hubs, essential services, schools, transit, recreation services, parks, and healthcare	• TBD	• TBD
Growth in Town Centres and Corridors	Proportion of growth occurring in designated growth areas - urban nodes and corridors	• TBD	TBD
Traffic Injury Rate	Number of reported crashes in the City	• Vision Zero	TBD

AN EMPOWERED NANAIMO
DIVERSITY, CULTURE, RECONCILIATION & SOCIAL INTEGRITY

so everyone can thrive and have opportunities to connect and participate in a way that fulfills them

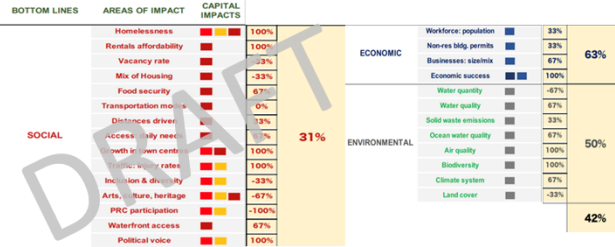
Element	Draft Indicator	Draft Target	Baseline (if known)
Inclusion & Diversity	TBD	• TBD	TBD
Investment in Arts, Culture and Heritage	Culture being invested into arts, culture, and heritage	• General increase • Specific target TBD	TBD
Participation in PRC Programs and Services	Number of people participating in PRC programs and services	• General increase • Specific target TBD	TBD
Public Waterfront Access	Length of waterfront with public access and number of publicly accessible waterfront features	• Increase	TBD
Political Voice	TBD	• TBD	TBD

MultiCapital Scorecard™

The MultiCapital Scorecard: Mockup Configured for City of Nanaimo (June 20, 2022 - with sample scores)

Vital capitals:

- Natural
- Internal Economic-Financial
- Constructed
- Internal Economic-Nonfinancial
- Human
- External Economic-Financial
- Social & Relationship
- External Economic-Nonfinancial



A performance measurement methodology to help an organization:

- Move beyond incremental progress
- Develop context-based sustainability performance indicators
- Connect actions with goals in a meaningful way

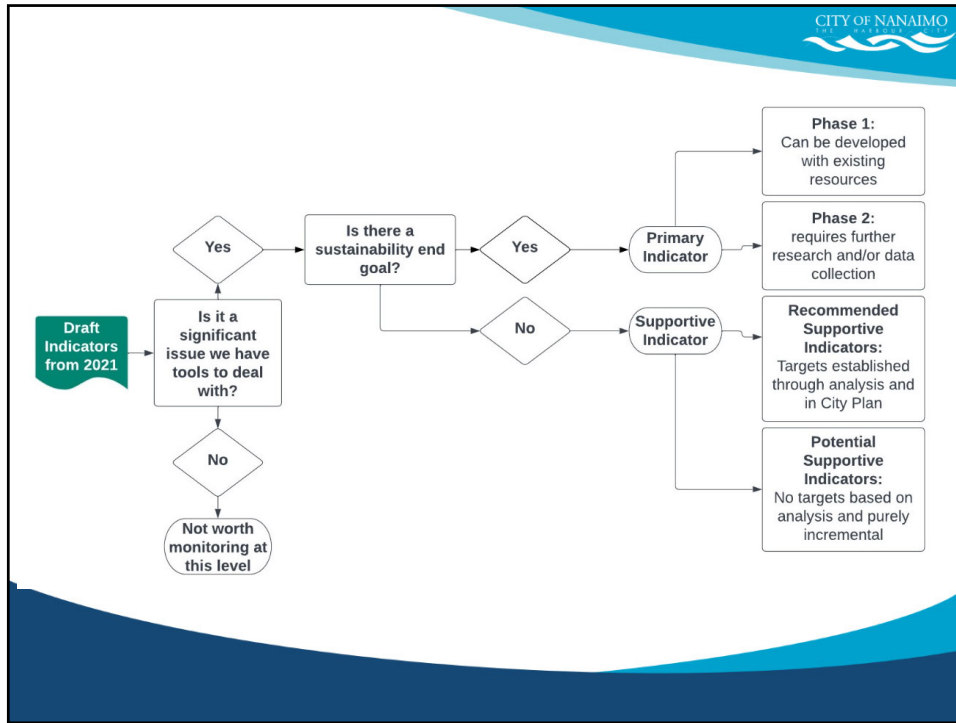
Step 1: Selection Criteria

1. Significance

Is this a significant and relevant issue to our community that we have tools to deal with?

2. End goal

Is there a science- or ethics-based sustainability end goal in this area of impact relating to the core values of the framework?



CITY OF NANAIMO
THE QUALITY CONNECTION

Primary Indicators

	Phase 1	Phase 2		Phase 1	Phase 2
Water infrastructure capacity	X		Vacancy rate	X	
Waste	X		Food security		X
Waterway health	X		Workforce population	X	
Ocean health	X		Growth in town centres and corridors	X	
Biodiversity		X	Traffic related fatalities	X	
Climate change	X		Inclusion and diversity		X
Chronic/Episodic homelessness	X		Participation in PRC services and programs (no-barrier)		X
Housing affordability	X		Political voice		X

Supportive Indicators

	Recommended	Potential
Land use and land health		X
Mix of housing types	X	
Non-residential building permit		X
Ample and diverse business opportunities		X
Economic success and competitiveness		X
Transportation by Mode	X	
Distance driven	X	
Access to daily needs		X
Investment in arts, culture and heritage		X
Participation in PRC services and programs (general population)		X
Public waterfront access		X

Step 2: Indicator Assessment

1. Is the indicator a sustainability measure of performance, not just an incremental one?
2. What is the threshold of the quantity of the resources or capitals involved that must be maintained in order to ensure the well-being of the community?

Example 1: Water infrastructure capacity

Water consumption by residents



Watershed reservoir capacity

(Incremental)

(Sustainability performance measure)

Sustainability threshold:

At least 30% of water reservoir capacity should be maintained at all times

Example 2: Housing affordability

Average rent of a 2-bedroom apartment



Percentage of income spent on housing costs

(Incremental)

(Sustainability performance measure)

Sustainability threshold:

No resident in Nanaimo should be required to spend more than 30% of their household income spent on housing costs (rent or mortgage payments and strata fees)

Step 3: Metric Development

Actual Impact (what we are measuring)

A Sustainability End Goal (what we ultimately want to maintain/achieve)

Example 1: Water infrastructure capacity

The sum of watershed reservoir capacity value from 30 days of the year that have the lowest capacity

30 (i.e. all 30 days are above 50% watershed reservoir capacity)

Look up table	
Watershed Reservoir Capacity	Value
0-30%	0
31-35%	0.2
36-40%	0.4
41-45%	0.6
46-50%	0.8
51%-100%	1

Where score of 1 = sustainable performance, score of 0 = unsustainable, between 0-1 = concern

Example 2: Housing affordability

Proportion of housed population with housing costs that do not exceed 30% of their income

100% housed population with housing costs that do not exceed 30% of their income

Where score of 1 = sustainable performance, score of <1 = less than ideal

Proposed Next Steps

City Plan IAP and Monitoring Review		Proposed Date
C1 & C2	A Green Nanaimo actions A Connected Nanaimo actions	GPC – March 13
C3	A Healthy Nanaimo actions An Empowered Nanaimo actions	GPC – April 24
C4, C5, D, E	A Prosperous Nanaimo actions, City Structure and Taking Action AND draft Monitoring Strategy Introduction	GPC – May 8
	Completed draft Integrated Action Plan and Monitoring Strategy	GPC – May 29

* Extra meetings can be scheduled if needed to ensure we have a final draft by May

ATTACHMENT B

Link to “Draft Monitoring Strategy”:

https://www.nanaimo.ca/docs/departments/environmental-documents/sustainability/attb_draftmonitoringstrategy_rpt_gpc240429.pdf/

CITY OF NANAIMO
THE HARBOUR CITY



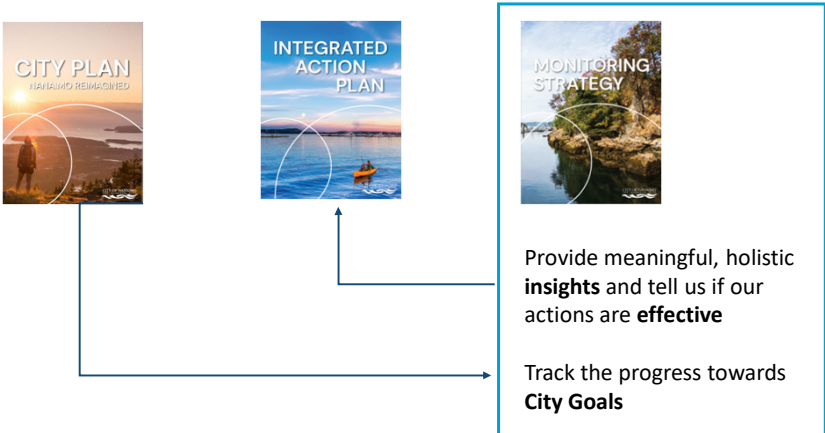
Draft Monitoring Strategy

2024-APR-29

1

CITY OF NANAIMO
THE HARBOUR CITY

Why



CITY PLAN
NANAIMO REIMAGINED

INTEGRATED ACTION PLAN

MONITORING STRATEGY

Provide meaningful, holistic **insights** and tell us if our actions are **effective**

Track the progress towards **City Goals**

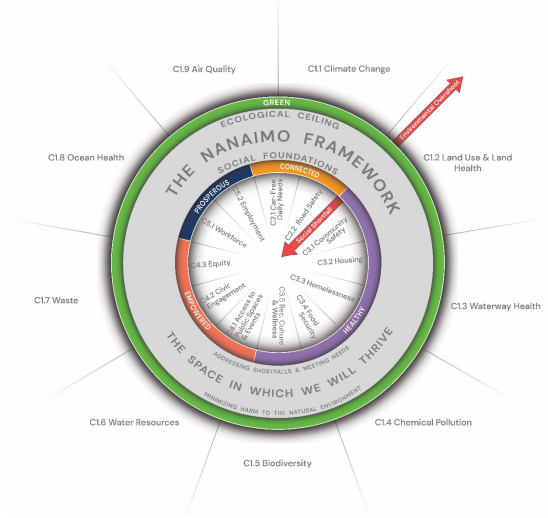
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The Nanaimo Framework & Five City Goals



3

Areas of Impact



4

Definitions

KEY INDICATORS tell us how we are doing at a high level and how close or how far we are to defined goals or aspirations.

SUSTAINABILITY END GOALS are quantified science- or ethics-based goals or aspirations that take into account environmental limits and a basic standard of wellbeing that all residents have a claim of achieving.

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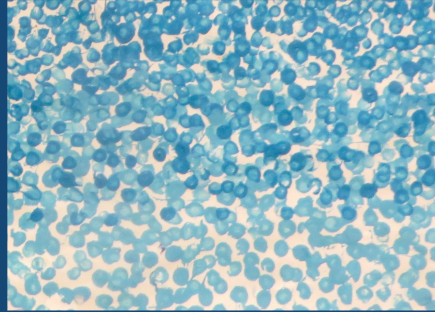
Definitions

SUPPORTIVE INDICATORS will tell us how we are doing in specific areas and can show us over time if we are moving in the right direction.

TARGETS show what we wish to achieve and when we want to achieve it by.

6

Big Picture vs Specifics



Pointillist Balloon by Eden, Janine and Jim

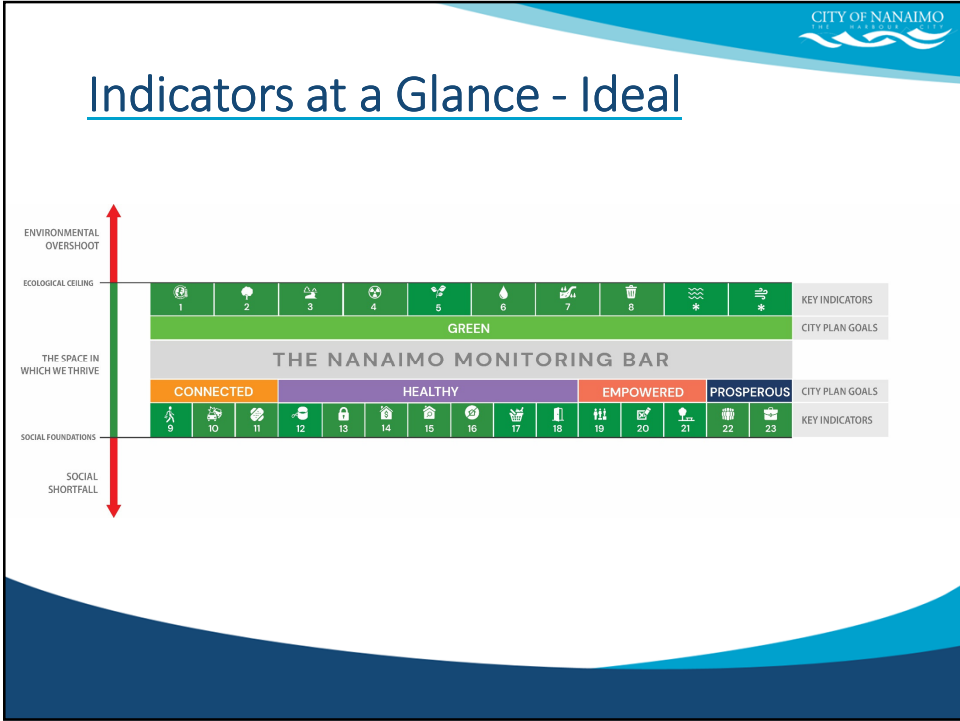
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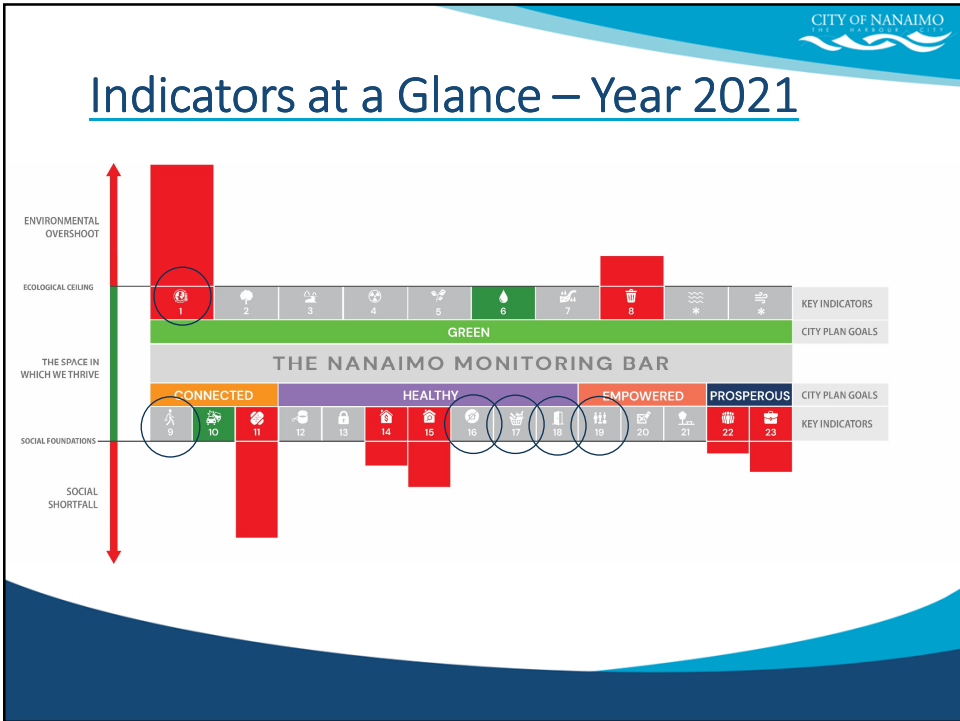
VS



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Example 1: Water Resources

- **Key Indicator:** Sufficiency of Reservoir Supply
- **Sustainability End Goal:** Water level at Jump Lake has to be maintained at 30% of reservoir capacity or above every day in a year.

- **Metric:**

Measured performance = # of days per year that
reservoir capacity is at or above 30%

End Goal = 365 days

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Example 1: Water Resources

- **Supportive Indicators and targets**
 - Annual total water consumption | no target
 - Average water consumption per person per day | with target
 - Residential water consumption per person per day | no target

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Example 2: Land Use & Land Health

- **Key Indicator:** Tree Canopy Coverage – Neighborhood
- **Sustainability End Goal:** Every neighborhood has at least a 30% tree canopy coverage.
- **Metric:**
 Measured performance = # of neighborhoods with at least 30% tree canopy coverage

 End Goal = Total # of neighborhoods

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Example 2: Land Use & Land Health

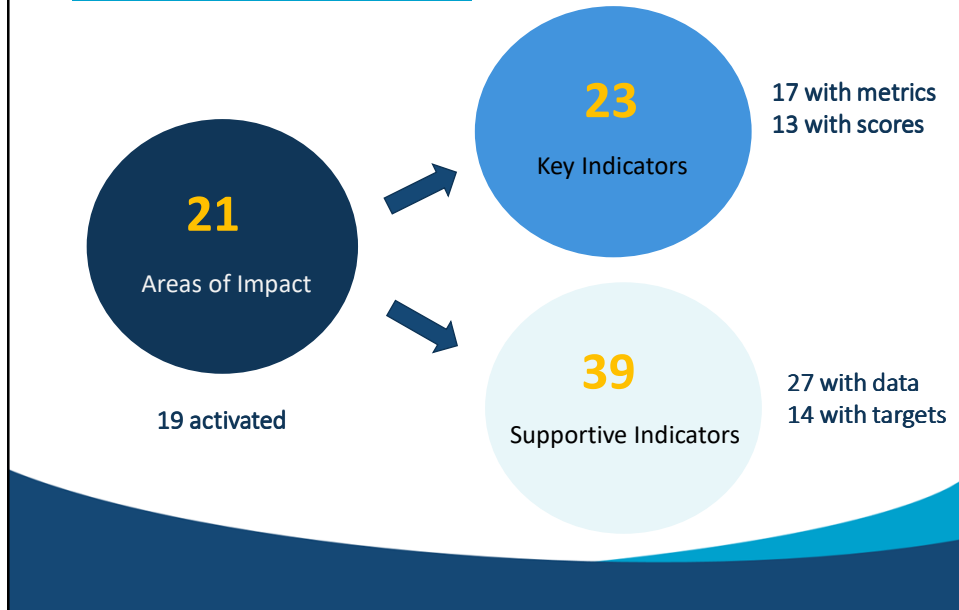
- **Supportive Indicator:**
 City-wide Tree Canopy Coverage
- **Target:** 32% by 2020

2022 Tree Canopy Coverage by Neighbourhood

Neighborhood	Canopy Cover (%)
Chase River / Duke Pt / South End	32
City Center	11
Protection Island	61
Departure Bay	18
Diver Lake	20
Dover	14
Hammond Bay	49
Harewood	29
Linley Valley	42
Long Lake	38
Newcastle	11
North Slope	26
Northfield	14
Oceanview	68
Pleasant Valley / Rutherford	21
Townsite	15
Vancouver Island University	19
Westwood	49
City-wide	33

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Overview of Progress



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Lessons Learned

- The development of indicators is an iterative process and will likely continue to evolve.
- Quantifying our goals in the context of the Nanaimo Framework requires innovation and could be very complex in some areas.
- Advancement in information technologies, such as GIS holds great potential for generating data more efficiently and conducting complex analyses.

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Reviewing Time Frames

- Annual Monitoring
 - Q4 every year starting in 2024
- Four Year Monitoring
 - A more comprehensive monitoring report

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Proposed Next Steps

- Continue with data collection and indicators and targets development;
- Develop a public-facing webpage and eventually transition to a dynamic dashboard;
- Engage the GPC on the monitoring process and assess engagement options in a follow-up meeting;
- Prepare the public release of the monitoring data online in Q4 2024.

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Recommendation

Option 1:

That the Governance and Priorities Committee recommend that Council endorse in principle the draft Monitoring Strategy and engagement framework and direct staff to proceed with next steps as outlined in the 2024-APR-29 staff report by the Manager, Sustainability.

Option 2:

That the Governance and Priorities Committee provide alternate direction.

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DATE OF MEETING April 29, 2024

AUTHORED BY CHRISTY WOOD, MANAGER, SOCIAL PLANNING

**SUBJECT DOWNTOWN NANAIMO COMMUNITY SAFETY ACTION PLAN
EVALUATION AND STRATEGY ALIGNMENT**

OVERVIEW

Purpose of Report

To provide the Governance and Priorities Committee with the Downtown Nanaimo Community Safety Action Plan Evaluation and Strategy Alignment Report.

Recommendation

That the Governance and Priorities Committee recommend that Council direct Staff to proceed with a cost analysis of the preferred scenarios found in the Downtown Nanaimo Community Safety Action Plan Evaluation and Strategy Alignment Report for the expansion of the Community Safety Officer and Clean Team programs and to prepare a business case for 2025 budget deliberations.

BACKGROUND

In recent years, Nanaimo has experienced an increase in homelessness, open drug use, and social disorder in the downtown core. In response, the City of Nanaimo implemented the Downtown Nanaimo Community Safety Action Plan (DNCSAP) in 2022 to provide a tactical response to the highest risk, most visible, and serious issues affecting the safety and viability of the city's downtown area.

The DNCSAP outlines strategies for tiered responses and includes the creation of the Community Safety Officer (CSO) team; programs to keep public spaces and infrastructure clean, safe, and accessible; and recommendations for a governance plan to align these efforts with measures taken by other agencies.

In April 2023, the City hosted the Premier, the Attorney General, and the Minister of Public Safety and Solicitor General to announce details around the Repeat Violent Offending Initiative (REVOII) and the allocation of \$75,000 for a Community Safety and Wellbeing (CSWB) Plan. A CSWB plan consults with community to identify risks and proactively works to develop evidence-based strategies and programs to address local priorities related to crime and complex social issues. With the extensive consultation done over the last two years through City Plan, the Health and Housing Action Plan (HHAP), the Downtown Nanaimo Community Safety Action Plan (DNCSAP), and the Nanaimo Youth Resilience Strategy (NYRS), the Province supported using the funds to:

- evaluate the DNCSAP;
- consider options for expanding and enhancing the DNCSAP; and,
- ensure strategic alignment of the DNCSAP with City Plan, HHAP, and NYRS.

DISCUSSION

In January 2024, the City retained the consultant Deloitte to evaluate the DNCSAP, determine the feasibility of expanding the DNCSAP, and to ensure that the DNCSAP is aligned with other City initiatives and strategies. The scope of work for the project included a background review, conducting a current state analysis of the DNCSAP, consultations, building a strategic framework, and developing recommendations for next steps. The DNCSAP Evaluation & Strategy Alignment Report ("the Report") (Attachment A) is complete and is being presented to the Governance and Priorities Committee and the Ministry of Public Safety and Solicitor General in accordance with the funding agreement.

The analysis in the report consists of both qualitative and quantitative data. The qualitative data was captured through surveys, interviews, workshops, and focus group sessions that included City employees, service providers, neighbourhood associations, business associations, and members of Nanaimo's vulnerable population. The quantitative data was captured through CSO calls for service. Due to the limitation of available quantitative data and the scope of work, the Report was unable to objectively measure whether the perception of downtown improved, or if there was a tangible decrease of social disorder. However, what is clear through consultations is that social disorder downtown would be worse without the implementation of the DNCSAP. There is overwhelming support for the CSO and Clean Teams from various stakeholders and it is noted that both teams have made a notable impact on the perception of safety and cleanliness of the downtown area. In addition, it is clear that the CSO team has added a more compassionate approach to connecting individuals in need to supports and services.

The key findings and recommendations found in the Report are reflected from the analysis of the DNCSAP, the feedback collected, and the consultant's experience in the community safety and wellbeing sector. The tables provided on the following pages summarizes the Report's key findings and recommendations.

Key Findings and Recommendations - Group One: Tiered Responses

Measure	Status	Recommendation
Downtown Ambassadors Program	<i>Not Delivered</i>	<ul style="list-style-type: none"> Implement a Downtown Ambassadors program in collaboration with the Nanaimo Downtown Business Improvement Association and the RCMP as outlined in the DNCSAP.
Private Security for Parkades	<i>Delivered – effectively contributing to safety in parkades particularly in absence of CSO coverage overnight.</i>	<ul style="list-style-type: none"> Continue to support the use of private security for City parkades when and where necessary.
Community Safety Officer Program	<i>Delivered – an important part of the emergency response continuum, a key contributor to public safety and health, takes a compassionate approach and provides key connections to service providers for people in need.</i>	<ul style="list-style-type: none"> Increase resources and consider expansion of hourly and geographical coverage: <ul style="list-style-type: none"> Scenario 1: Status quo – increase to 20 CSO FTE and 1 additional Supervisor to ensure adequate coverage of existing schedule and the safety and wellbeing of officers. Scenario 2: increase to 24 CSO FTE and 1 additional supervisor to allow for 24 hour, 7 days per week coverage. Scenario 3: increase to 30 CSO FTE and 1 additional Supervisor to allow 24 hour, 7 days per week coverage and increase geographical coverage outside of the downtown core. Investigate options for adequate and effective back up to CSOs when needed. Implement Mental Health supports. Create common standards. Invest in training. Investigate and implement technology tools.
RCMP Downtown Engagement Team	<i>Delivered – implemented in summer 2022 and planned for summer 2024.</i>	<ul style="list-style-type: none"> Consider implementing this measure when there are sufficient resources within the context of the RCMP’s priorities.

Key Findings and Recommendations - Group Two: Public Spaces & Assets

Measure	Status	Recommendation
Enhanced Clean Team	<i>Delivered</i> – has had a visible impact on the cleanliness of downtown.	<ul style="list-style-type: none"> • Increase resources and expand geographical area: <ul style="list-style-type: none"> ○ Scenario 1: status quo - increase to 6 FTE to ensure sustained coverage of downtown. ○ Scenario 2: increase to 10 FTE to expand coverage outside of the downtown area. • Expedite the procurement of the required number of purpose-built vehicles allowing the Clean Team to be more effective and efficient. • Services planned for persons in need such as facilities, temporary or permanent, need to consider the decrease or increase support costs associated with Clean Teams. • Review reporting lines for Clean Teams to ensure more effective and efficient management of resources. • Explore the co-location of the Clean Teams with the CSO Team. • Implement common standards to determine hand over processes and responsibilities between Clean Team and CSO Team.
Vandalism Relief Grant	<i>Delivered</i> – very well received by the business community to offset the expenses of vandalism to businesses.	<ul style="list-style-type: none"> • Continue to provide the grant program and consider enhancing the public awareness of the program. • Review compliance and enforcement of graffiti bylaws and other actions resulting in uncleanliness or contributing to urban decay.
Downtown Parkade Cleaners	<i>Delivered</i> – feedback from consultations revealed a positive difference in parkades' cleanliness and feelings of safety.	<ul style="list-style-type: none"> • Continue to use parkade cleaners to supplement the Clean Teams to strengthen cleanliness and sense of safety.
Parkade Security Improvements	<i>In Progress</i> – implementations of improvements are currently underway.	<ul style="list-style-type: none"> • Continue to pursue the implementation of the measures recommended by the security consultant.

Key Findings and Recommendations - Group Two: Public Spaces & Assets (Continued)

Measure	Status	Recommendation
Crime Prevention Through Environmental Design (CPTED) Improvements	<i>In Progress</i> – several changes to public spaces downtown have been identified and are intended to be implemented in fall 2024 and CSOs have received CPTED training and identify CPTED needs as required.	<ul style="list-style-type: none"> Establish clear roles and responsibilities for the continued execution of this measure. Establish a clear process of review, assessment, and decision making between CSO Team and City Departments to implement CPTED recommendations where appropriate.
Rules and Resources	<i>Delivered</i> – a guide has been published and made available to people in need and service providers.	<ul style="list-style-type: none"> Post guides in shelters and other high visibility places where people in need frequent. Ensure guides are up to date and easy to understand.
Park Ambassadors	<i>Partially Delivered</i> – program was initially launched in summer 2022.	<ul style="list-style-type: none"> Proceed with plans to re-establish the program in summer 2024.

Recommendations - Group Three: Action Plan Governance

Measure	Status	Recommendation
Downtown Safety Coordination	<i>Partially Delivered</i> – supporting the CSO program and liaising with stakeholder groups have been undertaken by existing City Staff.	<ul style="list-style-type: none"> Plan for the hiring of an additional internal manager as originally recommended in the DNCSAP to lead the ongoing coordination and monitoring of the existing plan and to be involved in future planning activities.
Interdepartmental Working Group	<i>Partially Delivered</i> – the Public Safety Department hosts a bi-weekly meeting attended by City Staff from other departments to discuss issues, and the planning and directing of resources.	<ul style="list-style-type: none"> Establish a clearly defined governance model for the ongoing monitoring, tracking, and reporting of the DNCSAP and any future plans.
Stakeholder's Committee	Partially Delivered - the Public Safety Department hosts a bi-weekly meeting attended by City Staff from other departments to discuss issues, plans, and directing resources.	<ul style="list-style-type: none"> Develop an overarching vision for CSWB in collaboration with external stakeholders and clearly articulate roles and responsibilities for each stakeholder towards the collective vision. Develop key performance indicators to measure the impact of the DNCSAP.

The Report identifies the critical need to invest in the CSO and Clean Teams to ensure the sustainability of the program and the safety and wellbeing of CSOs and Clean Team Staff. This will allow for the continued comprehensive supports to the downtown area. Staff will return to a future Finance and Audit Committee meeting with a cost analysis of the preferred scenarios for the CSO and Clean Team expansions. This will include options for a governance model to support the teams and any additional program and capital costs that will be needed to support the expansion of staffing. Options for the Committee to consider may include a phased approach allowing for ongoing evaluation and monitoring of resources and budget capacities.

OPTIONS

1. That the Governance and Priorities Committee recommend that Council direct Staff to proceed with a cost analysis of the preferred scenarios found in the Downtown Nanaimo Community Safety Action Plan Evaluation and Strategy Alignment Report for the expansion of the Community Safety Officer and Clean Team programs and to prepare a business case for 2025 budget deliberations.
 - The advantages of this option: Conducting the cost analysis and business case for the expansion of the Community Safety Officer and Clean Teams will allow the City to determine the capacity and resources to ensure the teams can continue promoting community safety and wellbeing in the city effectively, efficiently, and sustainably.
 - The disadvantages of this option: Staff time is required to conduct the cost analysis and prepare the business case.
 - Financial implications: No additional funds are needed to conduct the cost analysis and develop the business plan.

2. That the Governance and Priorities Committee provide alternative direction.

SUMMARY POINTS

- In 2022, the City of Nanaimo implemented the Downtown Nanaimo Community Safety Action Plan, which recommended specific measures to address the increase of social disorder, homelessness, and drug use in the downtown core.
- In April 2023, the Ministry of Public Safety and Solicitor General allocated \$75,000 to the City of Nanaimo to conduct a review of the Downtown Nanaimo Community Safety Action Plan, consider options for expanding and enhancing the plan, and to ensure the plan is strategically aligned with other City strategies and initiatives.
- The Downtown Nanaimo Community Safety Action Plan Evaluation and Strategy Alignment Report is being presented to the Governance and Priorities Committee and will be submitted to the Ministry of Public Safety and Solicitor General in accordance with the funding agreement.

ATTACHMENTS:

ATTACHMENT A: Link to “Downtown Nanaimo Community Safety Action Plan Evaluation & Strategy Alignment Report – 2024”

ATTACHMENT B: Link to “Downtown Nanaimo Community Safety Action Plan – 2022”

Submitted by:

Christy Wood
Manager, Social Planning |

Concurrence by:

Dave LaBerge
Director, Public Safety

Richard Harding
General Manager, Community Services/
Deputy CAO |

ATTACHMENT A

Link to “Downtown Nanaimo Community Safety Action Plan Evaluation & Strategy Alignment Report – 2024”: <https://www.nanaimo.ca/docs/social-culture-environment/community-social-service-programs/city-of-nanaimo-project-report--dnscsap.pdf/>

ATTACHMENT B

Link to “Downtown Nanaimo Community Safety Action Plan – 2022”:

<https://www.nanaimo.ca/docs/social-culture-environment/community-social-service-programs/downtownnanaimocommunitysafetyactionplan2022.pdf/>

**Downtown Nanaimo Community Safety Action Plan
Evaluation & Strategy Alignment**

April 2024



Background

- In recent years Nanaimo's Downtown core and surrounding neighbourhoods has experienced a rise in levels of:
 - Visible homelessness
 - Open drug use
 - Conflict
 - Vandalism
 - Lack of cleanliness
 - Overall social disorder
- In 2022, the City of Nanaimo implemented the Downtown Nanaimo Community Safety Action Plan (DNCSAP) which recommended specific measures to address the most serious and visible issues affecting viability and safety in the City Centre.



Request

- Evaluate the **Downtown Nanaimo Community Safety Action Plan (DNCSAP)** to determine if:
 - Plan objectives and goals are being achieved.
 - Sufficient resources are available and sustainable to achieve the objectives.
 - Ensure it is **aligned with other City initiatives** and strategies including City Plan: Nanaimo Reimagined, Health and Housing Action Plan (2021), and the Nanaimo Youth Resilience Strategy.
- Explore the feasibility of **expanding measures beyond Downtown**, to be City-wide initiatives.



Methodology

- The evaluation was conducted using a review of existing documents and some quantitative data (i.e. calls for service).
- Deloitte conducted qualitative research to inform its recommendations – based on feedback from a wide range of stakeholders that contribute to the community safety agenda in the city.



Overview: DNCSAP

Desired Outcomes

1. Improved Perception of Downtown
2. Tangible Decrease in Social Disorder
3. Support for Businesses and Neighbourhoods
4. Support for Service Providers & Non-profits
5. Connection to Services
6. Compassion-based Approach
7. Expectations and Responsibilities Understood

Strategy Alignment



Groups of Measures

Tiered Response – Effective, timely and flexible response to behavioral issues and their impacts in the Downtown core and surrounding neighbourhoods, using resources that are best suited to the specific types of incidents.

1. Downtown Ambassadors Program
2. Private Security for Parkades
3. Community Safety Officer (CSO) Program
4. RCMP Downtown Engagement Team

Public Spaces and Assets – City of Nanaimo programs aimed at keeping public spaces and infrastructure clean, safe and accessible.

1. Enhanced Clean Team
2. Vandalism Relief Grant
3. Downtown Parkade Cleaners
4. Parkade Security Improvements
5. Crime Prevention Through Environmental Design (CPTED) Improvements
6. Rules & Resources
7. Park Ambassadors

Action Plan Governance – Coordination of the City's implementation efforts, development of new additional measures, and support for and alignment with measures taken by other agencies.

1. Downtown Safety Coordination
2. Interdepartmental Working Group
3. Stakeholder's Committee

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Findings: DNCSAP's Measures

Out of DNCSAP's 14 measures:

- **7 (half) were fully implemented:**

1. Private Security for Parkades
2. Community Safety Officer (CSO) Program
3. RCMP Downtown Engagement Team
4. Enhanced Clean Team
5. Vandalism Relief Grant
6. Downtown Parkade Cleaners
7. Rules & Resources

- **4 were partially implemented:**

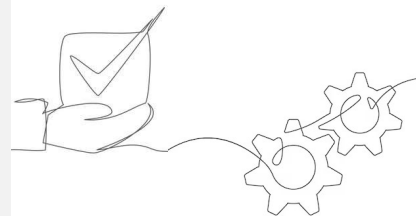
- Park Ambassadors and the three Governance measures

- **2 are in progress:**

- Parkade Security and CPTED Improvements

- **1 is incomplete:**

- The Downtown Ambassador Program



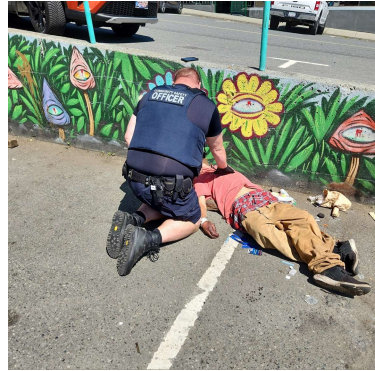
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Findings: DNCSAP's Measures



Key Successes

- **The CSO and Clean Teams** – Feedback has been overwhelmingly positive. They have made a notable impact on the perception of safety and cleanliness of Downtown areas.
- **Strong operational coordination among service providers** – There are strong relationships among service providers supporting persons in need Downtown.



Key Challenges

- Monitoring and governance
- Upstream service availability & capacity
- Find the 'right person' to help

Recommendations: DNCSAP's Measures

Group 1: Tiered Responses

1. Downtown Ambassadors Program – Implementing in collaboration with the Business Association and the RCMP.

2. Private Security for Parkades – Continue to support the use of private security for City parkades when and where it is deemed necessary.

3. Community Safety Officer (CSO) Program – Increase resources and expand hourly and geographical coverage:

- **Scenario 1:** Provides the same level of hourly and geographical coverage but accounts for the safety and wellbeing of CSOs – ensures there are 2 FTE per team and 2 teams working at all times (20 CSO FTEs and 1 additional Supervisor).
 - **Scenario 2:** Increase hourly coverage Downtown to 24x7 (24 CSO FTEs and 1 additional Supervisor).
 - **Scenario 3:** Increase geographical and hourly coverage by expanding beyond Downtown (Increase the number of FTEs to 30 CSO FTEs and 1 additional Supervisor).
- In addition, investigate options for adequate and effective backup to CSOs when needed, implement mental health supports, create common standards, invest in training, and, investigate and implement technology

4. RCMP Downtown Engagement Team – Implement this measure when there are sufficient resources within the context of the RCMP's priorities.



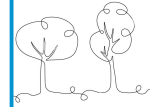
Recommendations: DNCSAP's Measures

Group 2: Public Spaces & Assets



1. Enhanced Clean Team – Increase Resources & Expand Geographical Area

- **Scenario 1:** Increase FTEs to 6 to ensure sustained coverage of Downtown.
- **Scenario 2:** Increase FTEs to 10+ FTEs:
 - 6 FTEs dedicated to sufficient coverage of Downtown.
 - 4 FTEs dedicated to expansion beyond Downtown.
- Expedite appropriate equipment, including vehicles
- Increase services (facilities, appropriate disposals, etc.).
- Ensure appropriate reporting structure with the CSOs.
- Implement common standards including formalized ways of working, handover processes, and responsibilities between the two teams.
- Invest in training and mental health support.



2. Vandalism Relief Grant – Continue to offer the grant program and ensure appropriate communication. Review compliance and enforcement of graffiti bylaws and other actions resulting in uncleanliness or contributing to urban decay.

3. Downtown Parkade Cleaners – Continue leveraging parkade cleaners to supplement Clean Teams as necessary to attract more traffic to business areas, increase tourism, and strengthen overall sense of safety.

4. Parkade Security Improvements – Implement the measures recommended by the security consultant, seeking additional funding as required, and review options for extending security to suburban parking lots and for providing increased security in other areas of need.

Recommendations: DNCSAP's Measures

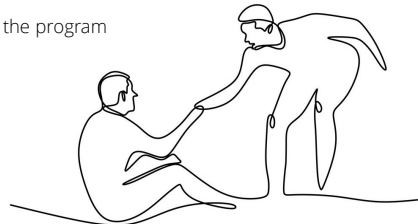
Group 2: Public Spaces & Assets (cont'd)

5. Crime Prevention Through Environmental Design (CPTED) Improvements – Establish clear roles and responsibilities. CSOs could carry out the assessments if their capacity increased. They need to be kept informed of the process to assess, review, and decide on proposed CPTED recommendations they put through to other teams in the City (e.g. Parks) to enable a process of continuous improvement and encourage the identification of additional opportunities.

6. Rules & Resources

- Rules and resources are best shared through in-person interactions by service providers. Proper awareness and training for the totality of these resources is critical.
- In addition, the Rules & Resources guide can be posted in shelters and other high-visibility places where they frequently visit. This will increase the likelihood of it being used as a reference, particularly considering people are unlikely to keep paper guides.
- If SPO will be leading the coordination of services, efforts will need to be made to ensure awareness and that it appropriately works within the larger governance framework (for upstream feedback).

7. Park Ambassadors – Proceed with plans to re-establish the program in the summer of 2024.



Recommendations: DNCSAP's Measures

Group 3: Action Plan Governance

- 1. Downtown Safety Coordination** – Hire an additional internal Manager-level resource to lead the ongoing coordination and monitoring of the existing plan, as well as to play a central role in facilitating future planning activities, including those outlined in the following section, which proposes a framework for future planning.
- 2. Interdepartmental Working Group** – Establish a clearly defined governance model for the ongoing monitoring, tracking and reporting of the DNCSAP.
- 3. Stakeholder's Committee** – Develop an overarching vision for community safety & well-being in Nanaimo in collaboration with key partners and clearly articulate the roles and responsibilities of each partner towards the collective vision.

Additional Recommendations

- Invest in **alternative places for people to go** (24 hr. warming centers)
- **Remove temporary fences** when possible, and clearly communicate their need to public
- Create opportunities for **positive news** in Downtown



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Findings & Recommendations: Outcomes & Strategic Alignment

Findings

1. The plan was aspirational, but the success of the outcomes outlined was not all under the city's control.



2. There were several recommendations the city should consider that do not fall directly within the current DNCSAP.



3. The city's outcomes are not always within its control and require coordination with the other partners that have public safety in their mandate



4. To objectively evaluate the plan, baseline measures must be established, and appropriate key performance indicators established with regular review and reporting.



5. There is a lack of awareness of the strategy and the successful implementation.



Recommendations

Identify a vision or "North Star" and ensure it is clear about what the City of Nanaimo can achieve based on their mandate.

Gaps:

- Indigenous Truth and Reconciliation
- Preventative measures
- Youth-specific measures
- Diverse housing and infrastructure (i.e. 24/7 warming centers)

Create desired outcomes that are within the control and influence of Nanaimo and **coordinate with other partners** who have a responsibility for public safety.

Build measures or actions that are directly linked and contribute to the achievement of the stated outcomes. **Develop a baseline of data** for the measures outlined in the plan.

Create a communications strategy and include public education.

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Next Steps



1. Coordinate with public safety partners – The social disorder issues Nanaimo faces are a manifestation of complex challenges that cannot be addressed by a single organization. They require a multi-agency approach, with organizations coming together.



2. Create a governance framework and hire resources – Development and resourcing of a strong governance framework which is responsible for delivery of the whole strategy and its initiatives.



3. Develop key performance indicators – The ability to measure the impact of the strategy and related initiatives on the desired outcomes is critical to understanding the impact made, track progress during the implementation, and an important communication tool to the public, in support of accountability and perceptions of community safety.



4. Implement Recommendations; Critical Path: Invest in CSOs and Clean Teams – Implement recommendations within this report but start with the most important: The CSO and Clean Team expansion.

DATE OF MEETING APRIL 29, 2024

AUTHORED BY PAYTON CARTER, PLANNER, CURRENT PLANNING

SUBJECT KEEPING OF POULTRY IN RESIDENTIAL AREAS

OVERVIEW

Purpose of Report

To present to the Governance and Priorities Committee information on existing regulations for the keeping of poultry on residential properties within the City of Nanaimo and considerations for potential bylaw amendments to support the City's goals of food security.

Recommendation

That the Governance and Priorities Committee recommend that Council direct Staff to prepare amendments to the City of Nanaimo "Zoning Bylaw 2011 No. 4500", as outlined in the Staff Report dated 2024-APR-29.

BACKGROUND

The City has received several inquiries regarding the applicable bylaw regulations for the keeping of poultry on residential properties within the City of Nanaimo. Since the adoption of the "Animal Responsibility Bylaw 2021 No. 7316" (Animal Responsibility Bylaw) in 2021, the City has received an increased number of calls for service relating to poultry. Residents have expressed concerns about potential transmission of disease, noise, odours, living conditions and the keeping of poultry on residential lots contrary to regulations (e.g. exceeding the maximum allowable poultry that may be kept for household food production).

At their meeting on 2023-SEP-25, Council passed a motion to direct Staff to:

"complete a review of the provisions of the Animal Control Bylaw and the Zoning Bylaw that regulate the keeping of poultry on large residential properties and provide options to further support the City's goals of food security."

The following report provides an overview of the applicable bylaw regulations, opportunities to further clarify the regulations, and a discussion of the considerations for keeping poultry in residential areas.

History of the Keeping of Poultry Regulations

Prior to 2021-SEP-21, the keeping of poultry within the City of Nanaimo was regulated by the "Licensing and Control of Animals Bylaw 1995 No. 4923" (the "Licensing and Control of Animals Bylaw"). In 2010, an amendment to the Licensing and Control of Animals Bylaw (subsection 8(c)) introduced the allowance of keeping household poultry with a maximum of two poultry on residentially zoned lots less than 450m² in size and four poultry on residential lots 450m² or greater but less than 0.4 Hectares / 1 acre (4,047m²). Larger flock sizes were permitted on lots greater

than 0.4 ha / 1 acre provided that the keeping of poultry was ancillary to the residential use and was not a commercial operation.

A further bylaw amendment in 2011 increased the household poultry allowances under subsection 8(c) to a maximum of four poultry on residentially zoned lots less than 450m², and six poultry on lots 450m² or greater but less than 0.4 Hectares / 1 acre (4,047m²). While the keeping of poultry was permitted in accordance with subsection 8(c), the Licensing and Control of Animals Bylaw was silent on the maximum number of poultry permitted on large residential lots over 4,047m².

The regulations were intended to support manageable household flock sizes for residential property owners for their personal consumption. These amendments were made following consultation with the Nanaimo Poultry Collective and introduced the keeping of poultry for household use where commercial agriculture is not permitted. Ungraded harvested eggs are only permitted to be sold to the end user, as per the *Food and Agricultural Products Classification Act*.

The Licensing and Control of Animals Bylaw was replaced on 2021-SEP-21 by “Animal Responsibility Bylaw 2021 No. 7316” (the “Animal Responsibility Bylaw”). The Animal Responsibility Bylaw introduced limits on poultry on large residential lots over 4,000m² to avoid land use conflicts, animal hoarding, and unmanageable flock sizes. This bylaw was introduced after consultation with the BCSPCA and a review of best practices in animal responsibility bylaws.

The Licensing and Control of Animals Bylaw and the Animal Responsibility Bylaw are not land use regulation bylaws, as per the *Local Government Act*. As such, the keeping of poultry under the provisions of the Licensing and Control of Animals Bylaw and the Animal Responsibility Bylaw are not protected under Section 528 *Local Government Act* (*non-conforming uses*).

Current Provisions of the Animal Responsibility Bylaw & Zoning Bylaw

The Zoning Bylaw and the Animal Responsibility Bylaw act jointly to regulate the keeping of poultry within the City. The Zoning Bylaw determines which residential properties are permitted to keep poultry, based on current zoning and lot size. The Animal Responsibility Bylaw regulates the number of poultry animals permitted on a lot, as follows:

Zoning	Lot Size	Permitted Poultry Animals
R1/R1a/R1b, R2 – R15	Less than 450m ²	4
	Greater than 450m ² but less than 4000m ²	6
	Greater than 4000m ²	12
AR1 and AR2	Any Lot Size	No Maximum

The keeping of poultry is currently permitted in all Residential zones, however, the keeping of more than 12 poultry birds is limited to where *Agriculture* is a permitted use of the zone. In the Zoning Bylaw, *Agriculture* is a permitted use in the Rural Resource (AR1) zone and Urban Reserve (AR2) zone and defined as the use of land or buildings for the growing, rearing, producing and harvesting of agricultural products, or the raising of livestock, but specifically excludes the processing of livestock. Current and previous Zoning Bylaws have not permitted *Agriculture* use on residentially zoned lots. In order to allow the keeping of poultry beyond the allowances of the applicable bylaws, a Temporary Use Permit could be considered by Council.

Additional provisions within the Animal Responsibility Bylaw speak to the restrictions on the keeping of roosters, minimum enclosure requirements, and health and environmental regulations. The enforcement of the provisions for the keeping of poultry is currently delivered through a contract with Nanaimo Animal Control Services Ltd.

Food Security Policies

Food security is a policy topic area identified in City Plan (2022). The protection and enhancement of the capacity of the region to produce and process food is also a goal set in the Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615 (the Regional Growth Strategy), as set out below:

Policy Document	Relevant Policy
<i>Regional Growth Strategy</i>	8.8 - Encourage urban agriculture initiatives and support activities and programs that increase awareness of local food production within the region.
<i>City Plan</i>	<p>C3.4.1 - Support and continue to advocate for food sovereignty and nutrition security for all residents.</p> <p>C3.4.3 - Support efforts and environments to address barriers to accessing safe, affordable, nutritious, and culturally appropriate food for all residents, and to educate and promote awareness of the relationship between food systems, health, and community impacts.</p> <p>C3.4.4 - Support efforts to educate and promote awareness of the relationship between food production, health, and community impacts.</p> <p>D4.8 - Allows for agricultural uses in the Resource Management designation.</p>

The relevant policies, as outlined in City Plan, support household self-sufficiency by encouraging access to nourishing food for all residents, promoting education, and creating equitable and sustainable food systems. In accordance with City Plan policy, intensive food production activities in the form of commercial agriculture are envisioned to occur on large rural properties outside of the Urban Containment Boundary, while residential lands within the City boundary are primarily intended to supply housing.

Small flocks that are intended for household self-sufficiency are not critical to community food security. Community food security is intended to be addressed through commercial agriculture operations located in rural areas on lands zoned to allow agriculture and designated Resource Management in City Plan, and as supported by the Regional Growth Strategy. It is understood that there are approximately 200,000 laying hens within nine commercial agricultural operations on Vancouver Island, which addresses community food security (BC Egg).

DISCUSSION

While there are many benefits to the keeping of poultry, such as household self-sufficiency, opportunities for education on food production, and small-scale husbandry practices, the proper care and maintenance of poultry raises many considerations for property owners. The following section summarizes Staff's review of 1) opportunities to increase the maximum allowable poultry on large residential lots, 2) reducing the number of poultry permitted on large residential lots; and, 3) maintaining the existing regulations with suggested revisions for clarity.

Increasing Allowable Poultry

Increasing the maximum allowable poultry (more than twelve) on large residential lots could allow increased food production with flexibility on flock size. Consideration would need to be given to how many poultry would be appropriate for a given lot size. Staff have undertaken a cursory review of regulations in similar-sized municipalities. Staff note that in most cases, Nanaimo's regulations are similar to, or more permissive than, comparable jurisdictions (see Attachment A).

It is important to consider how increased flock sizes may also create more land use conflicts between residentially zoned properties and those practicing husbandry. Increasing the number of poultry on large residential lots may create unmanageable flock sizes making it difficult, in some instances, to provide the minimum standard of nutrition, sanitation, and veterinary care. This includes increased odours, noise, and the attraction of pests and predators in urban areas.

Discussions between Staff and BC Egg, the organization that oversees and manages British Columbia's egg farming industry, noted further concerns with poultry in urban areas, including the ease of the spread of disease among neighbouring flocks, lack of appropriate mechanism for the disposal of waste, and inappropriate end of productive-life care for hens beyond their egg-producing years.

Small personal flocks are not inspected by BC Egg or the Canadian Food Inspection Agency and if improperly managed, could pose a risk to nearby commercial poultry operations through the spread of disease, resulting in the cease of egg production intended for community food security.

Should the Governance and Priorities Committee wish to expand the keeping of poultry provisions, these risks should be strongly considered, and further review and consultation would be needed to determine an appropriate household flock size beyond twelve poultry for large residential lots.

Reducing Allowable Poultry

Staff also considered reducing the maximum allowable poultry on large residential lots as a way to address land use conflicts and complaints received by the City regarding the keeping of poultry on large residential lots contrary to regulations. This approach may be considered overly restrictive and limiting of the opportunities for household food security and educational opportunities.

Maintain Existing Regulations with Revisions for Clarity

The continuation of existing practices of limiting the number of poultry on large residential lots, paired with health and environmental regulations of the Animal Responsibility Bylaw, reinforces

community and household food security by protecting flocks of all sizes from the spread of disease and maintaining appropriate flock sizes for residential properties.

Presently, the definition of *Agriculture* in the Zoning Bylaw does not speak to poultry and definitions for *Livestock* and *Poultry* exist only in the Animal Responsibility Bylaw. To provide clarity to the existing regulations and ensure consistency between the Animal Responsibility Bylaw and the Zoning Bylaw, Staff recommend the following minor amendments to the Zoning Bylaw to pursue the City's goals of food security and clarify the intent of the existing regulations for the keeping of poultry in residential areas:

1. Amend the existing definition of **Agriculture** in the Zoning Bylaw.
 - a. Add the term *poultry* to the definition of Agriculture, to be read as follows:

AGRICULTURE - means the use of land or buildings for the growing, rearing, producing and harvesting of agricultural products, or the raising of livestock **or poultry**, but specifically excludes the processing of livestock **or poultry**. Agriculture includes the processing of crops grown on the land, the storage and repair of farm equipment used on the land, horticulture, nurseries and commercial greenhouses, and sale on the land of agricultural products produced on the land. In the context of this bylaw, agriculture also means aquaculture, horticulture, and silviculture.

Rationale: To provide clarity that the keeping of poultry is permitted on lots that are zoned to allow *Agriculture* as a permitted use.

2. Include a definition of *Livestock* and/or *Poultry* in the Zoning Bylaw.
 - a. Add the term Livestock and Poultry to the Zoning Bylaw to match the Animal Responsibility Bylaw, to be read as follows:

LIVESTOCK - means an Animal normally raised or kept for food, milk or for wool or fiber, or a beast of burden, and includes, but is not limited to, alpaca, cows, donkeys, emus, goats, horses, llamas, mules, ostriches, sheep, or swine, including miniature pigs, and all other animals that are solely used for agricultural purposes.

POULTRY - means any bird normally raised for food or egg production, and without limiting the generality of the foregoing includes: hens or pullets, rooster or cockerels, ducks, geese, turkeys, artificially reared grouse, partridge, quail, pigeons, pheasant, rock doves, quail or ptarmigan.

Rationale: To provide clarity to which animals are permitted under Agriculture use and to better align with the Animal Responsibility Bylaw.

The above recommendations are intended to clarify the existing regulations for the keeping of poultry within the City. This approach reinforces City Plan policy and maintains an opportunity for residential property owners to achieve household food security.

OPTIONS

1. That the Governance and Priorities Committee recommend that Council direct Staff to prepare amendments to the City of Nanaimo “Zoning Bylaw 2011 No. 4500”, as outlined in the Staff Report dated 2024-APR-29.
 - The advantages of this option: Minor amendments to the Zoning Bylaw will provide further clarity on the intention of the keeping of poultry regulations that were introduced in 2021 through the adoption of the Animal Responsibility Bylaw. The amendment reinforce City Plan policy and maintain an opportunity for residential property owners to achieve household food security.
 - The disadvantages of this option: None identified.
 - Financial implications: None identified.
2. That the Governance and Priorities Committee provide alternative direction. |

SUMMARY POINTS

- Staff and members of Council have received several inquiries regarding the applicable bylaw regulations for the keeping of poultry on residential properties.
- The keeping of poultry beyond the allowances of the Animal Responsibility Bylaw is reserved for properties that are permitted to have commercial agriculture operations in the AR1 and AR2 zones.
- Nanaimo’s regulations for the keeping of poultry are similar to or more permissive than comparable jurisdictions.

ATTACHMENTS

ATTACHMENT A: Municipal Comparison

Submitted by:

Lainya Rowett
Manager, Current Planning |

Concurrence by:

David LaBerge
Director, Public Safety

Jeremy Holm
Director, Planning & Development |

ATTACHMENT A

MUNICIPAL COMPARISON

	City of Nanaimo	City of Parksville	City of Surrey	City of Kelowna	City of Kamloops
Bylaw Number	Bylaw No. 7316	Bylaw No. 2000	Bylaw No. 18754	Bylaw No. 5421-82	Bylaw No. 34-11
Maximum Number of Poultry Birds Permitted	<p>Maximum of 4 poultry on residential lots less than 450m².</p> <p>Maximum of 6 poultry on residential lots greater than 450m² but less than 4,000m².</p> <p>Maximum of 12 poultry on residential lots larger than 4000m².</p> <p>Unlimited number of poultry on agricultural properties (any lot size).</p>	<p>No keeping of poultry on lots <1,000m²</p> <p>Max. 4 poultry on lots >1,000m²</p>	<p>Maximum of 4 poultry on residential lots between 668.9m² – 4046.86m².</p> <p>Maximum of 12 poultry on lots larger than 4046.86m² but less than 20,234.3m².</p>	<p>No keeping of poultry permitted on any lot less than 2,023.4m².</p> <p>Maximum of 10 poultry on lots between 2023.4m² – 4,046.86m².</p> <p>Unlimited number of poultry on Agriculture and Rural Residential zoned lots larger than 4046.86m².</p>	<p>No keeping of poultry on lots less than 370m².</p> <p>Maximum of 5 hens on Residentially zoned lots between 370m² – 4,000m².</p> <p>Maximum of 30 poultry on lots larger than 4,000m².</p> <p>Unlimited number of poultry on Agriculture zoned lots larger than 4,000m².</p>
Roosters	Roosters are prohibited.	Roosters are prohibited.	Roosters are prohibited in residential areas on lots less than 20,234.3m ² .	Roosters are permitted in Rural Residential and Agriculture zones.	Roosters are prohibited on Residentially zoned lots.

Keeping of Poultry in Residential Areas

2024-APR-29

Background

At its regular Council meeting on September 25th, 2023, Council passed a motion to direct Staff to:

“complete a review of the provisions of the Animal Control Bylaw and the Zoning Bylaw that regulate the keeping of poultry on large residential properties and provide options to further support the City’s goals of food security.”

This was in response to the receipt of several inquiries and calls for service relating to the keeping of poultry on residential lots.



Regulations

History of Regulatory Tools

- **2010** - Licensing and Control of Animals Bylaw 1995 No. 4923.06
 - *Amendment to allow poultry on residential lots*
- **2011** - Licensing and Control of Animals Bylaw 1995 No. 4923.08
 - *Amendment to allow increase poultry on residential lots*
- **2011** - Zoning Bylaw 2011 No. 4500
- **2021** - Animal Responsibility Bylaw 2021 No. 7316
 - *Limited the keeping of poultry to twelve on large residential lots*

These regulatory tools are intended to support household food security with manageable flock sizes.

Regulations

Current Regulations

- **2011** - Zoning Bylaw 2011 No. 4500
- **2021** - Animal Responsibility Bylaw 2021 No. 7316

Zoning	Lot Size	Permitted Poultry
R1/R1a/R1b, R2 – R15	Less than 450m ²	4
	Greater than 450m ² but less than 4,000m ²	6
	Greater than 4,000m ²	12
AR1 and AR2	Any Lot Size	No Maximum

These regulations support best practices and distinguish between household flock sizes and commercial agriculture operations.

Municipal Comparison

	City of Nanaimo	City of Parksville	City of Surrey	City of Kelowna	City of Kamloops
Bylaw No.	Bylaw No. 7316	Bylaw No. 2000	Bylaw No. 18754	Bylaw No. 5421-82	Bylaw No. 34-11
Regulations	<p>Max. 4 poultry on residential lots less than 450m²</p> <p>Max. of 6 poultry on residential lots >450m² but <4,000m²</p> <p>Max. of 12 poultry on residential lots >4,000m²</p> <p>Unlimited poultry on agriculturally-zoned properties (any lot size)</p>	<p>No keeping of poultry on lots <1,000m²</p> <p>Max. 4 poultry on lots >1,000m²</p>	<p>Max. 4 poultry on residential lots between 668.9m² – 4,046.86m²</p> <p>Maximum of 12 poultry on lots >4,046.86m² but <20,234.3m²</p>	<p>No keeping of poultry permitted on any lot less than 2,023.4m²</p> <p>Max. 10 poultry on lots between 2023.4m² - 4,046.86m²</p> <p>Unlimited number of poultry on Agriculture and Rural Residential zoned lots larger than 4,046.86m²</p>	<p>No keeping of poultry on lots less than 370m²</p> <p>Max. 5 hens on Residentially zoned lots between 370m² – 4,000m²</p> <p>Max. 30 poultry on lots > 4,000m²</p> <p>Unlimited number of poultry on Agriculture zoned lots > 4,000m²</p>
Roosters	Prohibited	Prohibited	Roosters are prohibited in residential areas on lots less than 20,234.3m ²	Roosters are permitted in Rural Residential and Agriculture zones.	Roosters are prohibited on Residentially zoned lots.

Discussion

Staff reviewed current regulations and approaches to support the keeping of poultry on large residential lots (greater than 4,000m²) that not within the Resource Management Land Use Designation (City Plan):

- 1) Increasing Allowable Poultry (>12 poultry on a lot)
- 2) Reducing Allowable Poultry (<12 poultry on a lot)
- 3) Maintain Existing Regulations with Revisions for Clarity (*Recommendation*)
 - o Revise the *Zoning Bylaw* definition of **AGRICULTURE**
 - o Add a definition of **LIVESTOCK** and **POULTRY** to the *Zoning Bylaw*



Considerations

Should the Governance and Priorities Committee wish to expand the keeping of poultry provisions, the following potential impacts should be considered:

- Increased land use conflicts
- Manageable of flock sizes
- Appropriate waste disposal
- Increased odour and noise
- Attraction of pests and predators
- Spread of disease
- End of productive-life care
- Lack if inspections



Recommendation

Maintain Existing Regulations with Revisions for Clarity

1. Amend the existing definition of Agriculture in the Zoning Bylaw.

Add the term “poultry” to the definition of Agriculture, to be read as follows:

AGRICULTURE - means the use of land or buildings for the growing, rearing, producing and harvesting of agricultural products, or the raising of livestock **or poultry**, but specifically excludes the processing of livestock **or poultry**. Agriculture includes the processing of crops grown on the land, the storage and repair of farm equipment used on the land, horticulture, nurseries and commercial greenhouses, and sale on the land of agricultural products produced on the land. In the context of this bylaw, agriculture also means aquaculture, horticulture, and silviculture.

Recommendation cont'd

2. Include a definition of Livestock and/or Poultry in the Zoning Bylaw.

Add the terms “Livestock” and “Poultry” to the Zoning Bylaw to align with the Animal Responsibility Bylaw, to be read as follows:

LIVESTOCK - means an Animal normally raised or kept for food, milk or for wool or fiber, or a beast of burden, and includes, but is not limited to, alpaca, cows, donkeys, emus, goats, horses, llamas, mules, ostriches, sheep, or swine, including miniature pigs, and all other animals that are solely used for agricultural purposes.

POULTRY - means any bird normally raised for food or egg production, and without limiting the generality of the foregoing includes: hens or pullets, rooster or cockerels, ducks, geese, turkeys, artificially reared grouse, partridge, quail, pigeons, pheasant, rock doves, quail or ptarmigan.

Conclusion

City Plan supports household food security by encouraging access to nourishing food for all residents, promoting education, and creating equitable and sustainable food systems.

In accordance with City Plan policy, intensive food production activities are envisioned to occur on large rural properties outside of the Urban Containment Boundary, while residential lands within the City boundary are primarily intended to supply housing.

The recommendation would provide clarity and continue to support household food security while mitigating potential impacts on community food security.



Options

1. That the Governance and Priorities Committee recommend that Council direct Staff to prepare amendments to the City of Nanaimo Zoning Bylaw 2011 No. 4500, as outlined in the Staff Report dated 2024-APR-29.
2. That the Governance and Priorities Committee provide alternative direction.

Delegation Request

Delegation's Information:

Collin MacQuarrie has requested an appearance before the Governance and Priorities Committee.

City: Nanaimo

Province: BC

Delegation Details:

The requested date is 2024-APR-29

Bringing a presentation: Yes

Details of the Presentation: Enforcement of bylaw – chicken farm on land not zoned agricultural