



**AGENDA**  
**REGULAR COUNCIL MEETING**

Monday, October 21, 2024

4:30 p.m. to proceed In Camera, reconvene the Open Meeting immediately following the Civic Sport Merit Awards and Arts & Culture Merit Awards starting at 7:00 p.m.

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

SCHEDULED RECESS AT 9:00 P.M.

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**Pages**

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

**2. PROCEDURAL MOTION:**

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

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and,
- (n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2).

**3. INTRODUCTION OF LATE ITEMS:**

**4. APPROVAL OF THE AGENDA:**

**5. ADOPTION OF THE MINUTES:**

a. Minutes

7 - 12

Minutes of the Special Council Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Monday, 2024-

SEP-26 at 7:00 p.m.

- b. Minutes 13 - 20

Minutes of the Regular Council Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Monday, 2024-OCT-07 at 5:01 p.m.

**6. MAYOR'S REPORT:**

**7. RISE AND REPORT:**

**8. PRESENTATIONS:**

**9. COMMITTEE MINUTES:**

- a. Minutes 21 - 27

Minutes of the Design Advisory Panel Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on 2024-JUN-13 at 5:00 p.m.

- b. Minutes 28 - 30

Minutes of the Design Advisory Panel Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on 2024-JUN-27 at 5:00 p.m.

- c. Minutes 31 - 36

Minutes of the Advisory Committee on Accessibility and Inclusiveness Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2024-JUL-10 at 4:01 p.m.

- d. Minutes 37 - 42

Minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2024-JUL-17 at 9:00 a.m.

**10. CONSENT ITEMS:**

- a. Public Safety Committee Meeting 2024-OCT-09 43

[Note: A link to the 2024-OCT-09 Public Safety Committee Meeting Agenda is provided for information.]

1. Updated Draft Public Safety Committee Work Plan

That Council approve the draft Public Safety Committee Term Work

b. Finance and Audit Committee Meeting 2024-OCT-16

[Note: A link to the 2024-OCT-16 Finance and Audit Committee Meeting Agenda is provided for information.]

1. Nanaimo Restorative Justice Program Overview

That Council:

1. Add increasing the annual operating grant from \$50,000 to \$150,000 in 2025, for the Nanaimo Restorative Justice Program, as a decision point to the 2025 budget deliberations for Council's consideration; and,
2. Refer the report to a future Public Safety Committee Meeting.

2. Neighbourhood Association Grant Program

That Council:

1. Add a decision point for Council consideration to the 2025 budget deliberations to increase the annual Neighbourhood Association Grant Program budget from \$10,000 to \$20,000 starting in 2025;
2. Allow annual grant totals to exceed \$1,000 per neighbourhood association; and,
3. Delegate annual grant approvals to the Director of Planning and Development for recognized neighbourhood associations when grant criteria is respected.

3. Tourism Nanaimo Funding Request

That Council provide Tourism Nanaimo with an additional \$29,000 in grant funding for 2024 only to fund a new Sport Tourism Coordinator position.

4. Consideration of Other Grants - September 2024 Intake

That Council:

1. Award an Other Grant under the Capital Projects category for \$4,000 to the Nanaimo Lodge No. 1052 – Loyal Order of Moose for the replacement of the HVAC system at 1359 Cranberry Avenue.
2. Deny an Other Grant to Vancouver Island University to support the upcoming Vancouver Island Leadership Conference, but direct Staff to provide information to Vancouver Island

University with regard to other potential event funding sources.

5. Permissive Tax Exemption Cash Grant Request

That Council award the Connective Support Society Nanaimo with a permissive tax exemption cash grant in the amount of \$1,400 for the 2024 property taxation year.

6. 2025 Project Contingency

That Council direct Staff to add a \$890,000 general fund project contingency budget for 2025 to the 2025 – 2029 Provisional Financial Plan funded from 2024 surplus.

11. DELEGATIONS:

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|----|--|----|
| a. | <u>Andrea Paris re: Zonta Club of Nanaimo's Annual Event</u>                     | 45 |
| b. | <u>Alan Clarke re: "Public Works Yard Updates Borrowing Bylaw 2024 No. 7386"</u> | 46 |

12. REPORTS:

- |    |   |         |
|----|---|---------|
| a. | <u>Development Permit Application No. DP1358 - 45 Haliburton Street</u> | 47 - 56 |
|----|---|---------|

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

*Purpose: To present for Council's consideration a development permit amendment application for an overheight multi-family residential building at 45 Haliburton Street.*

Recommendation: That Council issue Development Permit No. DP1358 for an overheight multi-family residential building at 45 Haliburton Street with a variance as outlined in the "Proposed Variance" section of the Staff Report dated 2024-OCT-21

- |    |   |         |
|----|---|---------|
| b. | <u>Small-Scale Multi-Unit Housing Zoning Amendment - 1432 Kaz Court</u> | 57 - 61 |
|----|---|---------|

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

*Purpose: To present, for Council's consideration, amendments to the "City of Nanaimo Zoning Bylaw 2011 No. 4500" to apply the Provincial Small-Scale Multi-Unit Housing legislation to recently subdivided parcels on Kaz Court (SUB01467).*

Recommendation: That:

1. "Zoning Amendment Bylaw 2024 No. 4500.234" (amendment to implement the Provincial Small-Scale Multi-Unit Housing legislation) receive first reading.
2. "Zoning Amendment Bylaw 2024 No. 4500.234" receive second reading.



3. "Zoning Amendment Bylaw 2024 No. 4500.234" receive third reading.
4. "Zoning Amendment Bylaw 2024 No. 4500.234" receive final adoption.

c. Property Tax Prepayment Plan Bylaw

62 - 70

To be introduced by Laura Mercer, General Manager, Corporate Services.

*Purpose: To introduce the "Property Tax Prepayment Plan Bylaw 2024, No. 7390" (a bylaw to authorize a property tax prepayment plan) for first, second, and third readings.*

Recommendation: That:

1. "Property Tax Prepayment Plan Bylaw 2024, No. 7390" (a bylaw to authorize a property tax prepayment plan) pass first reading;
2. "Property Tax Prepayment Plan Bylaw 2024, No. 7390" pass second reading; and
3. "Property Tax Prepayment Plan Bylaw 2024, No. 7390" pass third reading.

d. User Rates Auto Debit Plan

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To be introduced by Laura Mercer, General Manager, Corporate Services.

*Purpose: To introduce the "User Rates Auto Debit Plan Bylaw 2024, No. 7391" (a bylaw to authorize a user rates auto debit plan) for first, second, and third readings.*

Recommendation: That:

1. "User Rates Auto Debit Plan Bylaw 2024, No. 7391" (a bylaw to authorize a user rates auto debit plan) pass first reading;
2. "User Rates Auto Debit Plan Bylaw 2024, No. 7391" pass second reading; and
3. "User Rates Auto Debit Plan Bylaw 2024, No. 7391" pass third reading.

**13. BYLAWS:**

a. "Permissive Tax Exemption Bylaw 2024 No. 7388"

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That "Permissive Tax Exemption Bylaw 2024 No. 7388" (a bylaw to exempt certain land and buildings from taxation) be adopted.

**14. CORRESPONDENCE:**

a. Mid Vancouver Island Elder College Society Request for Letter of Support re: Community Gaming Grant

100 - 108

**15. NOTICE OF MOTION:**

- a. Councillor Armstrong Notice of Motion re: City of Nanaimo Liquor Control Strategy

Councillor Armstrong advised that she would be bringing forward the following Notice of Motion for consideration at a future Council Meeting:

"That Council refer the City of Nanaimo Liquor Control Strategy to the December 18, 2024 Public Safety Committee Meeting for input."

**16. OTHER BUSINESS:**

- a. Councillor Eastmure Motion re: Temporary Free Parking within City-Owned Parkades

At the 2024-OCT-07 Regular Council Meeting, Councillor Eastmure advised that she would be bringing forward the following motion for consideration:

"That Staff be directed to prepare a report on options to provide two-hour free parking within City owned parkades during the Commercial Street redesign project."

**17. QUESTION PERIOD:**

**18. ADJOURNMENT:**



**MINUTES**  
**SPECIAL COUNCIL MEETING**

Thursday, September 26, 2024, 7:00 P.M.  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC

Present: Mayor L. Krog, Chair  
Councillor S. Armstrong\*  
Councillor T. Brown\*  
Councillor H. Eastmure  
Councillor E. Hemmens (vacated 7:01 p.m.; returned 7:14 p.m.)  
Councillor P. Manly\*  
Councillor J. Perrino

Absent: Councillor B. Geselbracht  
Councillor I. Thorpe

Staff: J. Holm, Director, Planning and Development  
D. LaBerge, Director, Public Safety  
K. Robertson, Deputy Corporate Officer  
N. Vracar, Deputy Corporate Officer  
A. Chanakos, Steno, Legislative Services  
K. Lundgren, Recording Secretary

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

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

**2. INTRODUCTION OF LATE ITEMS:**

- (a) Remove Agenda Item 4(i) Bylaw Contravention Notice – Construction Started Without a Building Permit – 3860 Norwell Drive.

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

- (b) Agenda Item 5(a) – add "Bylaw Notice Enforcement Amendment Bylaw 2024 No. 7159.21".

### 3. APPROVAL OF THE AGENDA:

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

### 4. REPORTS:

Councillor Hemmens vacated the Shaw Auditorium at 7:01 p.m. declaring a conflict of interest as the building at 540 Haliburton Street is in their immediate neighbourhood.

- a. 540 Haliburton Street - Remedial Action Requirement

Introduced by Dave Laberge, Director, Public Safety.

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

Nicole (last name not provided), and Aeman Inder Singh Narwal, Property Owners, noted they were unaware of the building's extensive history and damage, which has caused delays to remedial action and increased the project cost. They advised they are currently waiting for the renewal of the demolition permit, and plan to pursue a development permit.

It was moved and seconded that Council:

1. Declare that the building at 540 Haliburton Street is unsafe and creates hazardous conditions and is so dilapidated as to be offensive to the community.
2. Impose remedial action requirements in relation to the provisions of sections 72, 73 and 74 of the *Community Charter*.
3. Direct the remedial action requirements to include:
  - a. The owner must retain a qualified structural engineer who does not have an interest in the property to conduct a thorough assessment of the building. The assessment should determine whether the building is safe to remain as is.
  - b. If the structural assessment reveals significant safety issues, the owner must:
    - i. Submit the findings to the City of Nanaimo Building Inspection Department for review, and,

- ii. Submit a complete building permit application with all required documentation which includes a complete set of drawings which have been reviewed and approved by a structural engineer and a hazardous materials survey done by a registered environmental company in accordance with WorkSafeBC guidelines which details a scope of work to completely remediate all hazardous conditions and structural deficiencies, or,
    - iii. Obtain an approved permit and demolish the building.
  - c. The structural assessment must be completed and submitted to the Building Inspection Department for review within 30 days from the date the remedial action requirement is imposed.
  - d. If the structural assessment reveals significant safety issues, a complete building permit or demolition permit application must be submitted within 60 days from the date the remedial action requirement is imposed.
  - e. The building or demolition permit must be picked up and paid in full within 14 days of issuance.
  - f. The scope of work set out in the building permit or building demolition must be completed within 90 days of the date the permit is issued.
- 4. Direct Staff to advise the owner that they may request Council reconsider the Remedial Action Requirement by providing written notice within 14 days of the date on which notice of the remedial action requirement was sent.
- 5. Direct Staff or authorized agents to act in accordance with Section 17 of the *Community Charter* without further notice and at the owner's expense if the said remedial action is not undertaken within the timeline set out in the Council resolution.

The motion carried unanimously.

Councillor Hemmens returned to the Shaw Auditorium at 7:14 p.m.

- b. Nuisance Property Abatement - 454 Watfield Avenue  
Introduced by Dave Laberge, Director, Public Safety.

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

Patricia Stewart, Property Owner, noted they were unaware of many of the complaints and police reports against the property. They spoke regarding an incident that had allegedly occurred when a police and bylaw officer attended the property, and advised that the yard is maintained and no one is living in vehicles on the property.

Councillor Perrino requested clarification from Staff on how a "Nuisance" declaration could be removed from a property.

Dave Laberge, Director, Public Safety, advised that the designation would remain in effect until the calls for service cease for a minimum of six months.

It was moved and seconded that Council declare 454 Watfield Avenue a "Nuisance" pursuant to "Nuisance Abatement and Cost Recovery Bylaw 2019 No. 7250" and to authorize Staff to record and charge for municipal services including policing required to abate nuisance activity. The motion carried unanimously.

c. Bylaw Contravention Notice - Construction Not Completed as per Conditions of Building Permit - 4470 Burma Road

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

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

The property owner was not in attendance to speak to the matter.

It was moved and seconded that Council direct the Corporate Officer to file a Bylaw Contravention Notice at the Land Title and Survey Authority of British Columbia under Section 57 of the *Community Charter* for the property located at 4470 Burma Road for construction not completed as per the conditions of the building permit. The motion carried unanimously.

d. Bylaw Contravention Notice - Construction Not Completed as per Conditions of Building Permit - 477 Wallace Street

Introduced by Jeremy Holm, Director, Planning and Development.

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

The property owner was not in attendance to speak to the matter.

It was moved and seconded that Council direct the Corporate Officer to file a Bylaw Contravention Notice at the Land Title and Survey Authority of British Columbia under Section 57 of the *Community Charter* for the property located at 477 Wallace Street for construction not completed as per the conditions of the building permit. The motion carried unanimously.

- e. Bylaw Contravention Notice - Construction Started Without a Building Permit - 1013 Bruce Avenue

Introduced by Jeremy Holm, Director, Planning and Development.

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

The property owner was not in attendance to speak to the matter.

It was moved and seconded that Council direct the Corporate Officer to file a Bylaw Contravention Notice at the Land Title and Survey Authority of British Columbia under Section 57 of the *Community Charter* for the property located at 1013 Bruce Avenue for construction started without a building permit in contravention of "Building Bylaw 2016 No. 7224". The motion carried unanimously.

- f. Bylaw Contravention Notice - Construction Started Without a Building Permit - 405 Prideaux Street

Introduced by Jeremy Holm, Director, Planning and Development.

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

The property owner was not in attendance to speak to the matter.

It was moved and seconded that Council direct the Corporate Officer to file a Bylaw Contravention Notice at the Land Title and Survey Authority of British Columbia under Section 57 of the *Community Charter* for the property located at 405 Prideaux Street for construction started without a building permit in contravention of "Building Bylaw 2016 No. 7224". The motion carried unanimously.

- g. Bylaw Contravention Notice - Construction Started Without a Building Permit - 5607 Big Bear Ridge

Introduced by Jeremy Holm, Director, Planning and Development.

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

The property owner was not in attendance to speak to the matter.

It was moved and seconded that Council direct the Corporate Officer to file a Bylaw Contravention Notice at the Land Title and Survey Authority of British Columbia under Section 57 of the *Community Charter* for the property located at 5607 Big Bear Ridge for construction started without a building permit in contravention of "Building Bylaw 2016 No. 7224". The motion carried unanimously.

- h. Bylaw Contravention Notice - Construction Started Without a Building Permit - 6415 Invermere Road

Introduced by Jeremy Holm, Director, Planning and Development.

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

The property owner was not in attendance to speak to the matter.

It was moved and seconded that Council direct the Corporate Officer to file a Bylaw Contravention Notice at the Land Title and Survey Authority of British Columbia under Section 57 of the *Community Charter* for the property located at 6415 Invermere Road for construction started without a building permit in contravention of "Building Bylaw 2016 No. 7224". The motion carried unanimously.

**5. BYLAWS:**

- a. "Bylaw Notice Enforcement Amendment Bylaw 2024 No. 7159.21"

It was moved and seconded that "Bylaw Notice Enforcement Amendment Bylaw 2024 No. 7159.21" (to amend Schedules B and C – Registry Agreement to authorize the Cowichan Valley Regional District to participate in the City's Dispute Adjudication Registry System) be adopted. The motion carried unanimously.

**6. ADJOURNMENT:**

It was moved and seconded at 7:33 p.m. that the meeting adjourn. The motion carried unanimously.

CERTIFIED CORRECT:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DEPUTY CORPORATE OFFICER





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

Monday, October 7, 2024, 5:00 P.M.  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC

- Members:
- Mayor L. Krog, Chair
  - Councillor S. Armstrong
  - Councillor T. Brown\* (disconnected 5:23 p.m.)
  - Councillor H. Eastmure
  - Councillor B. Geselbracht
  - Councillor E. Hemmens (vacated 7:38 p.m., returned 7:39 p.m.)
  - Councillor P. Manly
  - Councillor J. Perrino
  - Councillor I. Thorpe (vacated 5:40 p.m., returned 7:19 p.m.)
- Staff:
- D. Lindsay, Chief Administrative Officer
  - R. Harding, General Manager, Community Services/Deputy Chief Administrative Officer
  - L. Mercer, General Manager, Corporate Services
  - B. Sims, General Manager, Engineering and Public Works
  - S. Gurrie, Director, Legislative Services
  - D. LaBerge, Director, Public Safety
  - J. Holm, Director, Planning and Development
  - N. Vracar, Deputy Corporate Officer
  - N. Sponaule, Communications Advisor
  - L. Young, Steno, Legislative Services
  - A. Chanakos, Recording Secretary

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

The Regular Council Meeting was called to order at 5:00 p.m.

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

**2. INTRODUCTION OF LATE ITEMS:**

- (a) Agenda Item 2(a) – Procedural Motion to Proceed In Camera - Add *Community Charter* Sections 90(1)(f)(k).

**3. PROCEDURAL MOTION:**

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

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

- (c) labour relations or other employee relations;
- (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and,
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

The motion carried unanimously.

Council moved In Camera at 5:01 p.m.

Council moved out of In Camera at 6:22 p.m.

Council recessed the Open Meeting at 6:22 p.m.

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

**2. INTRODUCTION OF LATE ITEMS (CONTINUED):**

- (a) Agenda Item 12(b) Rezoning Application No. RA507 – 1415 Loat Street – Add delegation from Mimi Fei.
- (b) Add Agenda Item 15(a) Councillor Eastmure’s introduction of Notice of Motion re: Temporary Free Parking Within City-Owned Parkades.

**4. APPROVAL OF THE AGENDA:**

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

**5. ADOPTION OF THE MINUTES:**

It was moved and seconded that the Minutes of the Regular Council Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2024-SEP-23, at 5:00 p.m. be adopted. The motion carried unanimously.

**6. MAYOR'S REPORT:**

Mayor Krog advised of the following:

- Appreciation to everyone involved in planning and attending the celebration event for local Olympian Ethan Katzberg on 2024-SEP-26 at the Rotary Bowl
- October is Emergency Preparedness Month, and the City encourages everyone to be prepared for disaster events
- Fire Prevention Week takes place from 2024-OCT-06 to 2024-OCT-12 with a focus on working smoke alarms, and an Open House will be held on 2024-OCT-23 at Fire Station No. 1
- The Great BC Shakeout will take place on 2024-OCT-17 at 10:17 a.m. Residents can register at [www.shakeoutbc.ca](http://www.shakeoutbc.ca) and listen for drill on the radio stations. In addition, a test alert for the City's emergency alert system, Voyant Alert, will be sent out
- The City is recruiting one member to the Nanaimo Port Authority Board of Directors. The deadline to apply is 2024-OCT-09 at 4:00 p.m.

**7. PRESENTATIONS:**

- a. Dave Devana, President and CEO, and Janna Gillick, Board Director, Nanaimo Airport Commission re: Nanaimo Airport (YCD) Updates

Dave Devana, President and CEO, and Janna Gillick, Board Director, Nanaimo Airport Commission, appeared before Council to provide updates on the Nanaimo Airport, including the following:

- Nanaimo Airport is the most centrally-located airport on Vancouver Island and is the only airport that could be serviced by passenger rail
- The primary catchment area services over 300,000 people, primarily between Qualicum Beach and the Cowichan Valley
- Major renovations over the years include an extended runway, adding an instrument landing system, and installing a new lighting system
- Recent trends in ridership and the impact and recovery from the COVID-19 pandemic

- Nanaimo Airport's annual economic footprint is approximately \$74 million, including revenue generated by tourism
- Nanaimo Airport has been working to reduce its carbon footprint where possible, and purchasing carbon credit offsets as needed

Councillor Thorpe entered the Shaw Auditorium at 7:19 p.m.

The presentation continued with the following updates:

- Give Them Wings event in 2023 which saw over 50 First Nations youth participate in a day at the airport to learn how airports run
- Due to current regulations, there are 40 days a year where cloud cover is too low for pilots to land with the current runway lighting system at Nanaimo Airport
- Future improvement plans include increasing the size of the check in hall, adding two holding rooms, improved baggage loading area, and improved arrivals area

## **8. COMMITTEE MINUTES:**

The following Committee Minutes were received:

- Minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2024-SEP-25, at 9:00 a.m.

## **9. CONSENT ITEMS:**

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

Prior to the vote Councillor Hemmens requested that Agenda Item 10(a)(1) be removed to be voted on separately.

### **a. Finance and Audit Committee Meeting 2024-SEP-25**

#### **1. Term Position - Sustainability Section**

That Council direct Staff to fund a temporary, full-time position for approximately 12 months in the Sustainability Section with up to \$145,000 in funding as follows:

- Reallocate \$70,000 from the 2024 budget for the Building Retrofit Roadmap project;
- Reallocate \$40,000 from the 2024 budget for the E-Mobility Strategy project; and,

- Allocate \$35,000 from the Climate Action Reserve Fund.

2. Vancouver Island Military Museum Operating Model Alignment

That Council approve realigning the Vancouver Island Military Museum operating model by:

- Ending the requirement to pay annual rent for 100 Cameron Road beginning in 2025;
- Directing Staff to assist the Vancouver Island Military Museum Board of Directors with establishing a general manager position; and,
- Directing Staff to begin working to establish a Co-Management Agreement with the Vancouver Island Military Museum.

3. Allocation of Remainder of Funds from 2024 Community Watershed Restoration Grant

That Council approve the following 2024 Community Watershed Restoration Grant:

**Applicant Name:** John Barsby School

**Project:** Chase River Stewardship and Riparian Area Restoration

**Amount:** \$2,634

4. Culture and Event Grants - Processes Review and Recommendations

That Council add a decision point for Council consideration to the 2025 budget deliberations for:

1. 10% annual increase for five years (2025 – 2029) in Project Grant funding; and,
2. \$0.25 per capita annual increase for three years (2025 – 2027) in Operating Grant funding.

5. Active Transportation Infrastructure Grant 2024 Intake

That Council direct Staff to submit two applications under the 2024 intake of the Active Transportation Infrastructure Grant Program as follows:

1. Submit an application for 'Crosswalk Upgrades that Improve Active Transportation', with confirmation that the municipal share of funding of \$487,289 is available and supported, confirmation that the project is a municipal priority, and that

the project is “shovel ready” and intended to be complete within the required timeline.

2. Submit an application for ‘Third Street Active Transportation Improvements’, with confirmation that the municipal share of funding of \$459,000 is available and supported, confirmation that the project is a municipal priority, and that the project is “shovel ready” and intended to be complete within the required timeline.

The motion carried unanimously

Councillor Hemmens vacated the Shaw Auditorium at 7:38 p.m. declaring a conflict of interest as she sits on the Loaves and Fishes’ Board of Directors.

(b) Separately Addressed Consent Items

1. Loaves and Fishes New Warehouse Distribution Centre Update and Request to Waive Building Permit Fee

That Council direct Staff to provide a report outlining the cost implications of waiving the building permit fee and service contribution agreement payment for the new Loaves and Fishes warehouse distribution centre located at 1861 East Wellington Road.

The motion carried unanimously.

Councillor Hemmens returned to the Shaw Auditorium at 7:39 p.m.

**10. REPORTS:**

- a. Development Variance Permit Application No. DVP468 - 1355 Townsite Rd

Introduced by Jeremy Holm, Director, Planning and Development.

Mayor Krog invited anyone in attendance who wished to speak with respect to Development Variance Permit No. DVP468 - 1355 Townsite Road.

1. Dave Pady, Planning Consultant, was in attendance on behalf of the property owner to answer any questions from Council.

It was moved and seconded that Council issue Development Variance Permit No. DVP468 to permit a 2.7m variance to the required lot depth, from 30.0m to 27.3m, for the proposed two-lot subdivision at 1355 Townsite Road (SUB01500). The motion carried unanimously.

- b. Rezoning Application No. RA507 - 1415 Loat Street

Introduced by Jeremy Holm, Director, Planning and Development.

Delegation:

1. Mimi Fei, property owner, spoke, via Zoom, regarding the proposed development, and outlined the neighbourhood consultation that was conducted, as well as corresponding updates to the plans that resulted from neighbourhood feedback.

Council and Staff discussion took place regarding community consultation that took place, and notification efforts to the surrounding neighbours and corresponding Neighbourhood Associations.

It was moved and seconded that “Zoning Amendment Bylaw 2024 No. 4500.232” (to rezone 1415 Loat Street from Three and Four Unit Residential [R5] to Row House Residential [R7]) pass first reading. The motion carried unanimously.

Council discussion took place regarding challenges relative to density within the proposed project.

It was moved and seconded that “Zoning Amendment Bylaw 2024 No. 4500.232” pass second reading. The motion carried.

Opposed: *Councillors Armstrong and Thorpe*

It was moved and seconded that:

- “Zoning Amendment Bylaw 2024 No. 4500.232” pass third reading; and,
- Council direct Staff to secure the conditions related to “Zoning Amendment Bylaw 2024 No. 4500.232” as outlined in the “Conditions of Rezoning” section of the Staff Report dated 2024-OCT-07 prior to final adoption.

The motion carried.

Opposed: *Councillors Armstrong and Thorpe*

c. Vacant Buildings

David LaBerge, Director, Public Safety, provided a brief overview of the report, and opened the floor to questions from Council.

Council and Staff discussion took place. Highlights included:

- Cost implications of maintaining a vacant property registry would vary greatly on how many properties are on the registry, and the amount of resources that would be required to maintain the registry

- The City’s existing regulations cover the health and safety issues that arise from vacant properties. Adding a registry would add costs, and require additional staff to manage it
- Vacant property registry fees can incentivize property owners to fix or sell vacant properties; however, they do not deal with the conditions that led the property to become vacant
- Currently, when a vacant building becomes an issue, the City has tools to address concerns
- A building is considered vacant if it is not lived in for more than 30 days; however, many residents are away for longer periods of time for vacations or other reasons, and could be unfairly penalized

It was moved and seconded that Council direct Staff to prepare a report outlining the cost implications for implementing a Vacant Building Registry Program or strengthening vacant building regulations as outlined in options 2 and 3 of the Staff report, titled Vacant Properties, dated 2024-OCT-07. The motion was defeated.

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

**11. NOTICE OF MOTION:**

- (a) Councillor Eastmure Notice of Motion re: Temporary Free Parking Within City-Owned Parkades

Councillor Eastmure advised that she will be bringing forward the following motion for consideration at a future meeting:

“That Staff be directed to prepare a report on options to provide two-hour free parking within City-owned parkades during the Commercial Street redesign project.”

**12. QUESTION PERIOD:**

Council received one question from the public regarding agenda items.

**13. ADJOURNMENT:**

It was moved and seconded at 8:07 p.m. that the meeting adjourn. The motion carried unanimously.

CERTIFIED CORRECT:

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MAYOR

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CORPORATE OFFICER





## MINUTES

### DESIGN ADVISORY PANEL MEETING

Thursday, June 13, 2024, 5:00 P.M.  
Boardroom, Service and Resource Centre,  
411 Dunsmuir Street, Nanaimo, BC

Present: Marie Leduc, Chair\*  
Councillor Eastmure  
Hector Alcala, AIBC\*  
Johnathan Behnke, BCSLA/CSLA\*  
Angela Buick, At Large\*  
Kevin Krastel, At Large\*  
Nathan Middleton, At Large\*  
Kaein Shimuzu, At Large\*

Staff: L. Rowett, Manager, Current Planning  
K. Mayes, Planner Current Planning\*  
J. Vanderhoef, Steno Coordinator, Legislative Services  
A. Bullen, Recording Secretary

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

The Design Advisory Panel Meeting was called to order at 5:00 p.m.

#### 2. INTRODUCTION OF LATE ITEMS:

- a. Add Agenda Item 6(b) City's policies and procedures for reviewing tree retention and replacement in development application reviews
- b. Add Agenda Item 6(a) Request for volunteers to Chair the 2024-JUN-27 and 2024-JUL-11 meetings

#### 3. ADOPTION OF AGENDA:

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

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

**4. ADOPTION OF MINUTES:**

It was moved and seconded that the Minutes of the Design Advisory Panel meeting held in the Boardroom of the Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Thursday, 2024-MAY-23 at 5:04 p.m. be adopted. The motion carried unanimously.

**5. PRESENTATIONS:**

a. Development Permit Application No. DP001341 - 6450 Island Highway North

Introduced by Kristine Mayes, Planner, Current Planning.

Presentations:

1. Donna Hais, Project Manager, and Principal of RW (Bob) Wall Ltd., provided an overview of the project and explained that the property is currently undergoing concurrent rezoning to allow the proposed expansion of mini-storage and office uses. Ms. Hais also discussed the retention of two existing buildings, form and character, and site access.
2. Igor Nardin, Architect, O.C.A. Architecture, presented the project and spoke regarding the current site condition, building design and components, site grades, massing and exposure to the Island Highway (three-storey) and Merlin Way (four-storey), exterior materials, and the proposed variances. Highlights included:
  - The ground floor accommodates two commercial units, and the mini storage use includes drive-in bays, a freight elevator, and a main entrance
  - Exterior materials include Hardie panel, corrugated siding, and glazing for transparency
  - A partial green roof is proposed with provision for solar panels
  - Variances are requested for parking and the rear yard setback
  - The top floor is setback 3m; and the building is sited 1.5m, from the north property line
3. Victoria Drakeford, Landscape Architect, Victoria Drakeford Landscape Architect, provided an overview of the landscape plan and explained that the existing landscaping will be enhanced. Plantings will be added to the new building's front entrance, an amenity area with arbour will be added, and magnolias will replace the existing street trees. Ms. Drakeford noted that the path along the Island Highway, outside the property line, will link to the property to the north and the fence will lie along the property line.

Audio issue for Kailen Elander, Civil Engineer of Newcastle Engineering Ltd., at 5:23 p.m.

Donna Hais, Project Manager, Principal of RW (Bob) Wall Ltd., explained that the site is serviced by a septic system and has its own stormwater system, it does not have access to storm or sanitary service. Services will be linked to City storm and sanitary once the proposed development for the neighbouring property to the east is underway.

Marie Leduc, Chair, opened the floor for questions to Staff. Panel discussion took place. Highlights included:

- The 1.5m setback at the back of the building and proposed pedestrian walkway
- The proposed office uses and tenant(s) considerations
- Mini storage units in Nanaimo have a current capacity of 98%-99% and service a population within a five-kilometer radius
- Appreciation was conveyed for the form and character (massing) of the building
- Pedestrian connectivity and a potential reduction in parking
- The possible addition of colour (orange/blue from banding), and enhancing the entryway
- The possibility of adding an evergreen hedge along the highway side of the building to block headlights
- The relocation of the existing black metal picket fence along the pathway
- A suggestion was made to ensure the exterior bike rack has two points of contact for stability and security
- The proposed pedestrian pathway on the north property line and possible Crime Prevention Through Environmental Design (CPTED) concern regarding pedestrian safety
- Signage update consideration

It was moved and seconded that Development Permit Application No. DP001341 - 6450 Island Highway North be accepted as presented, with support for the proposed variances. The following recommendations were provided:

- Consider improving pedestrian connectivity throughout the site
- Consider adding corporate colours to the building to break up the dominant grey of the exterior finishes
- Consider using bike racks that have two points of contact to the bike frame
- Consider adding colour or texture to enhance the main entrance

The motion carried unanimously.

b. Development Permit Application No. DP001343 - 3530 Hillside Avenue

Introduced by Kristine Mayes, Planner, Current Planning.

Presentations:

1. Stanford Siu, Applicant, Admiral Operations Ltd., presented the neighbourhood context, site characteristics, renderings, building materials, site plans, elevations, future site access, project data, requested variances, architectural features, and landscape plan. Highlights included:

- Six, three-storey ground-oriented multi-family residential townhomes which comprise of 22 units
- The homes include side-by-side garages, front or back yards, four and five bedrooms, and two and a half to three bathrooms
- No identified variances, however, variances may be determined through application review
- There are two amenity areas, a children's play area, and a small park
- Only building on the top portion of the site, the lower portions of the property will be retained
- The intent is to retain as many trees as possible
- A front entrance with signage is proposed
- Use of long-lasting Wood Polymer Composite materials
- Exterior materials include cedar-coloured Hardie siding and stone veneer in natural grey and white tones
- Flat roofs used to create a modern design
- The refuse enclosure is located near the east side of building four

Marie Leduc, Chair, opened the floor for questions to Staff. Panel discussion took place. Highlights included:

- Consider getting rid of building six for safety reasons and to add more parking
- Consider being more sensitive to the existing house to the west of the existing building onsite
- Form and character are a nice addition to the area
- Consider windows to enhance building two
- The refuse enclosure location is to the side of building four considering individual pickup rather than collective pickup
- Consider using similar materials as fencing for refuse enclosure

- Concern regarding lack of parking and how delivery drivers will navigate the area
- Consider a car share space
- Consider delineating a pedestrian zone on the road
- Consider using rock walls or a dry stack wall for more texture
- Trees along the road should be a smaller species, and the south end of the side could have more evergreens
- Consider bike racks with a two-point contact
- Remove logs and stumps in the outdoor amenity area and add another play structure for more variety
- Clarification on the location of wood stairs between the south units and the outdoor amenity area
- Using pavers between the concrete walkway and the units
- Consider breaking up the seat wall in the outdoor amenity area with planters
- Support of a landscape plan that aligns with natural plants
- Add vegetation such as cascading plants if possible
- Incorporate a colour scheme similar to the natural environment

It was moved and seconded that Development Permit Application No. DP001343 - 3530 Hillside Avenue be accepted as presented, with support for the proposed variances. The following recommendations were provided:

- Look for opportunities to add more parking onsite
- Consider removing building six to improve visibility and safety on the drive aisle and entry to the site
- Consider improving the west elevation of building six to be more sensitive to the existing house
- Consider adding windows to the east elevation of building two to enhance its appearance
- Consider offering a space for a car share
- If there is a refuse enclosure, consider using similar finishing materials
- Consider delineating the pedestrian routes with different paving materials
- Considering terracing or texturing the tall retaining walls
- Consider adding more evergreens and plantings to complement the native vegetation
- Consider using a bike rack that provides two points of contact on the bike frame

- Consider adding more variety of play structures in the children's play area
- Consider minimizing ornamental plants and incorporating more native plantings adjacent to the site
- Consider adding more natural colours to the exterior colour scheme

The motion carried unanimously.

## 6. OTHER BUSINESS:

- a. City's policies and procedures for reviewing tree retention and replacement in development application reviews

Lainya Rowett, Manager, Current Planning, spoke regarding the City's "Management and Protection of Trees Bylaw 2013 No. 7126" pertaining to street trees and the removal of trees through the development permit application process, and departmental reviews through various stages of the process.

Panel discussion took place regarding the trees on Wesley Street (DP001340 – 350 & 398 Franklyn Street) as presented at the Design Advisory Panel meeting of 2024-MAY-09.

Ms. Rowett informed the Panel that the 2024-JUN-27 meeting will include a consultant lead presentation regarding Form and Character, Development Permit Design Guideline updates. The agenda will be provided one week in advance and the regular meeting will be livestreamed.

- b. Request for volunteers to Chair the 2024-JUN-27 and 2024-JUL-11 meetings

Marie Leduc, Chair, opened the floor to receive Chair volunteers for 2024-JUN-27 and 2024-JUL-11 due to an upcoming absence.

Jonathon Behnke volunteered to Chair the 2024-JUN-27 meeting; and, Angela Buick volunteered to Chair the 2024-JUL-11 meeting.

It was moved and seconded that the Design Advisory Panel appoint Jonathon Behnke and Angela Buick as acting chairs for the 2024-JUN-27 and 2024-JUL-11 meetings. The motion carried unanimously.

**7. ADJOURNMENT:**

It was moved and seconded at 7:01 p.m. that the meeting adjourn. The motion carried unanimously.



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CHAIR

CERTIFIED CORRECT:



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RECORDING SECRETARY



## MINUTES

### DESIGN ADVISORY PANEL MEETING

Thursday, June 27, 2024, 5:00 P.M.  
Boardroom, Service and Resource Centre,  
411 Dunsmuir Street, Nanaimo, BC

Present: Johnathan Behnke, BCSLA/CSLA, Chair  
Councillor Perrino  
Hector Alcala, AIBC\*  
Angela Buick, At Large\*  
Kevin Krastel, At Large\*  
Nathan Middleton, At Large\*

Absent: Marie Leduc  
Kaein Shimuzu, At Large

Staff: J. Holm, Director, Planning & Development  
L. Brinkman, Manager, Community Development  
L. Rowett, Manager, Current Planning\*  
A. Feser, Planning Assistant, Community Development  
A. Bullen, Recording Secretary, Current Planning

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

The Design Advisory Panel Meeting was called to order at 5:00 p.m.

#### 2. ADOPTION OF AGENDA:

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

#### 3. PRESENTATION:

##### a. Form and Character Design Guidelines Update

A PowerPoint presentation titled "Form & Character Development Permit Guidelines Update" was circulated to the Panel.

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



Lainya Rowett, Manager, Current Planning introduced Surabhi Shakkarwar, Boniface Oleksiuk Politano Architects (BOP Architects), who provided a presentation on the proposed Design Guidelines Update.

Highlights included:

- Important implementation item that came from the City Plan, Nanaimo Reimagined. Nanaimo Reimagined is the City's strategic planning document that provides direction for the next 25 years
- A development permit is a land use permit used by local governments to assess the exterior design of proposed buildings on private property. They ensure that new buildings meet the policies and objectives of the City Plan
- Form and Character development permits apply to multi-family, commercial, industrial, and mixed-use projects
- Project goals include reinforcing the vision of the City Plan for land use designations, creating one document so it's easier to navigate, updating landscaping guidelines, aligning with building code updates for energy and water conservation, and reducing greenhouse gas emissions
- Aiming to present the proposed design guidelines update for Council consideration in Fall 2024
- Provided an explanation of townhomes, multi-family apartments, mixed-use buildings, commercial buildings, and industrial buildings
- Showed examples of energy-efficient design strategies

Panel discussion took place. Highlights included:

- Developments being informed by their neighbourhood context
- The importance of form and character design features for multi-family residential, mixed-use, commercial, and industrial buildings; and design guidelines supporting new projects
- The integration of energy-efficiency solutions to new buildings and sites

It was moved and seconded that the Panel accept the presentation. The motion carried unanimously.

**4. ADJOURNMENT:**

It was moved and seconded at 6:58 p.m. that the meeting adjourn. The motion carried unanimously.

  
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CHAIR

CERTIFIED CORRECT:

  
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RECORDING SECRETARY



## MINUTES

### ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS MEETING

Wednesday, July 10, 2024, 4:01 P.M.  
Boardroom, Service and Resource Centre,  
411 Dunsmuir Street, Nanaimo, BC

Members:	Councillor H. Eastmure, Chair T. Brzovic, At Large Member S. Enns, At Large Member T. Hirasawa, At Large Member J. Maffin, At Large Member* S. Pump, At Large Member A. Stuart, At Large Member* N. Sugiyama, At Large Member
Absent:	Councillor. S. Armstrong L. Derksen, At Large Member R. Harlow, At Large Member B. Kinrade, At Large Member
Staff:	J. Holm, Director, Planning and Development K. Robertson, Deputy Corporate Officer M. Lonsdale, Senior Project Manager N. Sponaule, Communications Advisor J. Tonella, Recording Secretary

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

The Advisory Committee on Accessibility and Inclusiveness Meeting was called to order at 4:01 p.m.

The Chair expressed condolences acknowledging the recent passing of Committee Member Wendy Hall and her contributions to the Committee.

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

**2. INTRODUCTION OF LATE ITEMS:**

- (a) Add Agenda Item 8(a) – Other Business – Committee Member Nicole Sugiyama re: Outdoor Playday

**3. ADOPTION OF AGENDA:**

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

**4. ADOPTION OF MINUTES:**

It was moved and seconded that the Minutes of the Advisory Committee on Accessibility and Inclusiveness Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2024-MAY-08, at 4:01 p.m., be adopted as circulated. The motion carried unanimously.

**5. PRESENTATIONS:**

- a. Westwood Lake Beach Accessibility Upgrades and Washroom Upgrades

Introduced by Michael Lonsdale, Senior Project Manager.

- This is the second phase of work happening at Westwood Lake Park
- This phase is focusing on the space between the new parking lot, lake, and beach
- The City is ready to submit for building permits
- Previous feedback from the Advisory Committee on Accessibility and Inclusiveness (the Committee) has been integrated into the design

Kelsi Hurlbut, Lead Consultant, The TULA Project, and Jesse Garlick, Architect, STUDIO 521 Architects, provided a PowerPoint presentation. Highlights included:

- The beach in the site plan has significantly increased in area and is bordered by tiered seating
- A wide, accessible pathway will connect all trail systems, the existing washrooms, and second beach
- The design includes primary ramp access to the beach and washroom, both having direct access to and from the accessible parking
- Universally accessible site furniture will be included throughout the site and will be wheelchair, walker, and stroller friendly

- A dog watering station and a year-round water filling station will be located near the washrooms
- Four buildings are included in the site plan, the largest in the middle being the universally accessible washroom, and the other three surrounding buildings are accessible washrooms that can accommodate a diverse range of use
- Shade sails and trees have been integrated across the site
- There will only be vehicular access to the parking lot and boat launch to limit the interaction between vehicles and park users
- The height differential between the beach and gathering space area is accommodated by an accessible, graded ramp down
- All slopes will be under 2.5% and ramps under 8.3%
- Ramps to the beach will have a landing to increase ease and accessibility
- Belgard pavers will be used throughout the site as they exceed accessibility standards and maintenance over time is easier and less expensive

The Advisory Committee on Accessibility and Inclusiveness recessed the meeting at 4:30 p.m.

The Advisory Committee on Accessibility and Inclusiveness reconvened the meeting at 4:42 p.m.

Kelsi Hurlbut, Lead Consultant, The TULA Project, and Jesse Garlick, Architect, STUDIO 521 Architects, continued the PowerPoint presentation. Highlights included:

- Seating will be available between the washrooms
- Doorways and pathways will be illuminated to increase visibility and accessibility and will appear as a warm glow at night
- There will be six gender neutral washrooms/changing stalls and one universal washroom/family change room with an adult change table
- The universal washroom will be 12x12 feet, designed with power locks and a motorized adult change table, sink, and toilet
- The six other change and toilet rooms are not fully accessible; however, they will be 5x7 feet which is significantly larger than a conventional change room, and will include grab bars, a bench, shelf, and accessible sink/fixtures
- Lockers will be available with accessible height options
- Signage will meet accessible and universal standards and will be used next to each individual room as well as throughout the park

Committee and Staff discussion took place. Highlights included:

- A built-in lift was not incorporated into the design; however, the universal washroom is large enough to accommodate a mobile lift
- Power outlets are included on each wall of the universal washroom at an accessible height
- Concerns regarding having only one wheelchair accessible washroom that is also used as a family washroom
- Higher light levels are closer to the universal washroom and there will be individual lights over every doorway to increase visibility
- Discussion regarding diverging the uses of the universal washroom by providing a dedicated change space and more specially dedicated universal washroom space
- To make the six gender neutral bathrooms accessible and code compliant, the width would have to increase from 5 feet to 8 feet
- Discussion regarding the need for an additional universal washroom space

It was moved and seconded that the Advisory Committee on Accessibility and Inclusiveness recommend that Council direct Staff to draft a report that includes options for adding an additional accessible washroom at Westwood Lake beyond what is already included in the design. The motion carried unanimously.

b. Form and Character Development Permit Guidelines Project

Introduced by Jeremy Holm, Director, Planning and Development.

- This project is part of the implementation of the Official Community Plan which designates land within the City for form and character development permit area, for review of industrial, commercial, multi-family, and mixed-use developments
- The Development Permit Review Guidelines applies to private property, and it involves reviewing the exterior site and building design including landscaping and the accessibility of the site

Surabhi Shakkarwar, Kristen Elkow, Kevin King, Shane Oleksiuk, Jason McDougall, and Thaddeus Holland (Boniface Oleksiuk Politano), provided a PowerPoint presentation. Highlights included:

- A development permit is a land use permit used by local governments to look at the exterior of proposed buildings on private property

- Development permits help Nanaimo ensure that new buildings are in line with City Plan
- Design guidelines consider landscape elements, the presence of public art, and creating spaces to socialize
- By updating the guidelines, the City is hoping to respond to changes in the BC Building Code by promoting energy and water conservation and reducing greenhouse gas emissions, reinforcing City Plan, and creating one comprehensive document that contains all the guidelines, as well as updating and including robust landscape guidelines
- Currently in phase two (community engagement) of the project timeline
- The feedback will be reviewed in July and there will be another opportunity to review and comment on the draft policy in September, prior to Council's consideration in October
- Aspects of places to live that highlight connectivity include a flat pathway that connects the street to the front entrance, a large street number on the building, raised garden beds for all residents to use, balconies, and central social spaces
- Aspects of places to visit (or work) that highlight connectivity include flat pathways, uplifting art in public spaces, benches with space for wheelchairs to pull up to, and outdoor patios with planters and umbrellas to provide shade

The presenters turned the discussion over to the Committee to provide feedback on the following two questions:

1. Features around accessible and inclusive townhomes and apartments that have a big impact on people's experiences.
2. What is needed outside and around places like stores, restaurants, offices, and industrial buildings so they are accessible to everyone?

Committee and Staff discussion took place. Highlights included:

- Landscaping with large trees results in roots heaving the sidewalks causing accessibility issues
- Site line issues and narrowing pathways are caused by unmaintained shrubbery
- Overgrown shrubbery affects walkways when clearing snow
- Suggestion for edible landscaping opportunities for food security

- Encouraging buildings to be set back and have wide sidewalks to allow for more walking space or a place for patios
- Need for multiple accessible routes near residential buildings
- Creating opportunities for cultural distinction in different neighbourhoods
- Having chairs/seats without arm rests to ensure benches are accessible and inclusive
- Gradual ramps and ramps with platforms are preferred
- Importance of consistent surfaces

**6. OTHER BUSINESS:**

Nicole Sugiyama advised the Committee of an Outdoor Playday event, organized by the Nanaimo Child Development Centre, taking place at Westwood Lake's second beach on Monday, August 19<sup>th</sup> from 9:30 a.m. to 3:00 p.m.

**7. QUESTION PERIOD:**

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

**8. ADJOURNMENT:**

It was moved and seconded at 5:52 p.m. that the meeting adjourn. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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DEPUTY CORPORATE OFFICER





## MINUTES

### FINANCE AND AUDIT COMMITTEE MEETING

Wednesday, July 17, 2024, 9:00 A.M.  
Shaw Auditorium, Vancouver Island Conference Centre  
80 Commercial Street, Nanaimo, BC

- Members: Mayor Krog Chair  
Councillor S. Armstrong  
Councillor H. Eastmure  
Councillor B. Geselbracht  
Councillor E. Hemmens  
Councillor I. Thorpe  
Councillor J. Perrino\*  
Councillor P. Manly
- Absent: Councillor T. Brown
- Staff: D. Lindsay, Chief Administrative Officer  
L. Mercer, General Manager, Corporate Services  
B. Sims, General Manager, Engineering and Public Works  
W. Fulla, Director, Finance  
J. Holm, Director, Planning and Development  
D. Osborne, Director, Recreation and Culture  
M. Bryson, Acting Director, Facility and Parks Operations  
K. Robertson, Deputy Corporate Officer  
N. Sponaule, Communications Advisor  
J. Tonella, Recording Secretary

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

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

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

**2. ADOPTION OF AGENDA:**

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

**3. ADOPTION OF MINUTES:**

It was moved and seconded that the Minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2024-JUN-19, at 9:00 a.m. The motion carried unanimously.

**4. PRESENTATIONS:**

a. Chuck Loewen, General Manager, Vancouver Island Conference Centre re: Vancouver Island Conference Centre Financial Update

- The Vancouver Island Conference Centre (VICC) was part of the New Nanaimo Centre Project in 2008 and the City invested \$74 million
- The VICC's role is to create a positive economic impact, stimulate growth for the City, and to provide cultural enrichment for the community
- Three areas of revenue sources include space rental, food and beverage commissions, and audio-visual commissions
- A key piece in VICC's success is the Tourism Nanaimo Society, as prior to 2023, Tourism Nanaimo and Nanaimo Hospitality Association (NHA) had little involvement in business tourism
- The VICC started working with the Marriott Hotel in late 2021 for room blocks for conventions which is another key piece to the VICC's success
- Downtown now has almost 500 rooms within a 5-minute walk
- The VICC shifted their focus to more profitable events such as conferences versus meetings, as those have the greatest economic impact
- Conferences, meetings, and banquets are the three largest categories of events the VICC hosts
- Conference business has doubled since 2021 and is now 50% of the VICC's bookings
- The VICC's projected gross revenue for 2023 was \$2,583,421; however, it came in at \$2,971,943
- The annual economic impact for 2024 is currently at \$6,357,848 and is projected to be at \$11,779,992

- Since the VICC opened, it has had an accumulated economic impact of \$111 million
- Due to financial success in 2023, the VICC was able to provide the City with a \$291,487 return on investment
- In 2024 the City has budgeted to invest \$1,039,413 in the VICC

Committee and Staff discussion took place. Highlights included:

- Potential collaboration with the museum
- The VICC works collaboratively with Destination Marketing, does cold calling, and attends different shows to bring in business
- The VICC is alternating hosting the Association of Vancouver Island and Coastal Communities (AVICC) conference between Nanaimo and Victoria
- Revitalization of Commercial Street will help with business
- Would like to host trade shows at the VICC and at Frank Crane Arena
- Nanaimo has cost and location advantages compared to Victoria and Vancouver
- An additional \$100,000 is budgeted on top of the VICC's annual 2024 budget for the building's capital expenses
- The VICC's elevator schedule has been changed to increase accessibility

## 5. REPORTS:

### a. Nanaimo Curling Club Chiller Failure

Darcie Osborne, Director, Recreation and Culture, noted that Tom Weinreich, President, Nanaimo Curling Club (the club), presented on the Nanaimo Curling Club's mechanical chiller failure at the 2024-JUN-19 Finance and Audit Committee meeting. Council then passed a motion for Staff to prepare a report on the conditions of the club and to provide options in assisting the club to secure an operational chiller for the upcoming season.

Mike Bryon, Acting Director, Facility and Parks Operations, provided additional information. Highlights included:

- Options to secure an operational chiller include re-building the damaged portion of the unit, new replacement of the system and chiller, or replacing with a refurbished unit
- The refurbished unit can be installed in time for the upcoming curling season

- A Geotechnical Report, Seismic Project Identification Report, and a facility assessment have been done over the years and used in the condition assessment of the facility
- Facility issues including the leaking roof, unlevel slab, and the pad leaking brine have been addressed and are being maintained
- The refurbished plate and frame chiller would have a lifespan of at least 10 years

Committee and Staff discussion took place regarding Staff preparing a report to explore different options on the long-term viability of the Nanaimo Curling Club.

It was moved and seconded that the Finance & Audit Committee recommend that Council provide a grant of \$67,950 to the Nanaimo Curling Club towards the purchase of a refurbished plate and frame chiller funded from the Strategic Infrastructure Reserve Fund. The motion carried unanimously.

b. 2025 55+ BC Games Advance of Funds

Darcie Osborne, Director, Recreation and Culture, noted that the Board of Directors and staff for the 2025 55+ BC Games determined that there was a need to access funding prior to the funds Council had allocated for 2025 to assist with office supplies, transportation, and accommodations for board members to attend the 2024 games in Salmon Arm. Some funding from the BC Senior Games Society will be available in November.

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to amend the 2024 – 2028 Financial Plan to accelerate \$16,000 of the \$60,000 budgeted for the 55+ BC Summer Games from 2025 to 2024. The motion carried unanimously.

c. 2024 Cultural and Special Events Grant Funding Reallocation

Introduced by Darcie Osborne, Director, Recreation and Culture.

- The Nanaimo Chapter of the Federation of Canadian Artists notified Staff that they would be cancelling their Spring Fine Arts Show
- They will be returning their grant of \$2,200 as organizations must return awarded funding if they are not able to fulfill their plans
- Staff have reviewed the Downtown Event Revitalization Fund allocations and applications for 2024
- The two recommended organizations would receive an additional \$1,100

- Both organizations did not receive their full request initially

It was moved and seconded that the Finance & Audit Committee recommend that Council approve reallocation of declined 2024 Culture & Event Downtown Event Revitalization Funds as follows:

Applicant Name: Downtown Nanaimo Business Association

Event: Winterfest

Recommended: \$1,100

Applicant Name: Nanaimo International Jazz Festival Association

Event: Jazz Festival 2024

Recommended: \$1,100

The motion carried unanimously.

d. Heritage Home Grant Application - 167 Irwin Street

Jeremy Holm, Director, Planning and Development, noted that this grant supports maintenance of heritage buildings in Nanaimo.

Chris Sholberg, Community Heritage Planner, noted that this is Phase Two of this project as Council considered an application for this building in 2021. This grant will be the remainder of what is available in the Heritage Home Grant.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve a \$793.75 Heritage Home Grant to repaint a portion of the exterior of the Land "Fernville" Residence at 167 Irwin Street. The motion carried unanimously.

e. Regional District of Nanaimo Wellington Pump Station Cost Share Project

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

- The Regional District of Nanaimo (RDN) operates the Wellington Pump Station and the City's sewer collection system dumps into it
- The RDN's upgrades to the Wellington Pump Station could put the City's sewer system at significant risk, so this is an opportunity for the City to upgrade the pipes adjacent to the Wellington Pump Station
- The RDN will undertake the work and the City would contribute the funds

Committee and Staff discussion took place and noted that there is sufficient funding for this project as there is currently \$11.8 million in the Sewer Operating Reserve.

It was moved and seconded that the Finance and Audit Committee recommend that Council enter into a cost share agreement with the Regional District of Nanaimo to complete a sewer main replacement in conjunction with the Wellington Pump Station Upgrades project and add a project to 2024 for \$400,000 for the work, funded from the Sewer Operating Reserve. The motion carried unanimously.

f. Quarterly Budget Transfer Report

Introduced by Laura Mercer, General Manager, Corporate Services.

- A requirement of the City's budget transfer policy is to disclose to Council when a transfer results in a new project over \$75,000, a transfer over \$100,000, or a delay or cancellation of a project
- There have been four instances listed in the Staff report in Quarters One and Two of 2024 where the transfers were over \$100,000 or have been delayed or cancelled

**6. QUESTION PERIOD:**

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

**7. ADJOURNMENT:**

It was moved and seconded at 9:57 a.m. that the meeting adjourn. The motion carried unanimously.

CERTIFIED CORRECT:

---

CHAIR

---

DEPUTY CORPORATE OFFICER

Please click the link below to access the 2024-OCT-09 Public Safety Committee Meeting agenda:

<https://pub-nanaimo.escribemeetings.com/Meeting.aspx?Id=54dee87e-e2d9-4f5a-a0a5-4d9151e18655&Agenda=Agenda&lang=English>

Please click the link below to access the 2024-OCT-16 Finance and Audit Committee Meeting agenda:

<https://pub-nanaimo.escribemeetings.com/Meeting.aspx?Id=1ca7091c-91ee-48ff-a9a9-816ba0cf2939&Agenda=Agenda&lang=English>



## Delegation Request

---

### **Delegation's Information:**

Andrea Paris has requested an appearance before Council.

City: Nanaimo

Province: BC

### **Delegation Details:**

The requested date is 2024-OCT-21

Bringing a presentation: Yes

Details of the Presentation: Zonta Club of Nanaimo's annual event in February for human trafficking and sexual exploitation.

## Delegation Request

---

### **Delegation's Information:**

Alan Clarke has requested an appearance before Council

City: Nanaimo

Province: BC

### **Delegation Details:**

The requested date is 2024-OCT-21

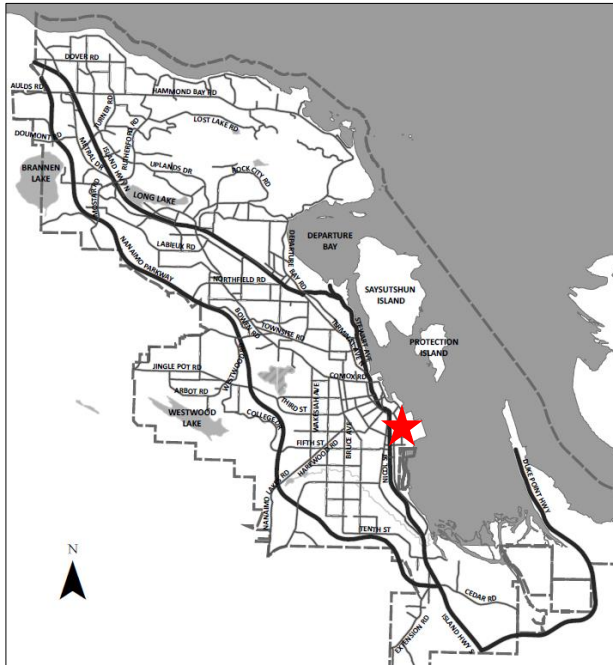
Bringing a presentation: No

Details of the Presentation: "Public Works Yard Updates Borrowing Bylaw 2024 No. 7386" - To present information regarding above bylaw and ask questions of Council also regarding above bylaw

DATE OF MEETING | October 21, 2024

AUTHORED BY | CALEB HORN, PLANNER, CURRENT PLANNING

**SUBJECT | DEVELOPMENT PERMIT APPLICATION NO. DP1358 –  
45 HALIBURTON STREET**



**Proposal:**

To allow an overheight multi-family residential building

**Zoning:**

R8 – Medium Density Residential

**City Plan Land Use Designation:**

Neighbourhood

**Development Permit Areas:**

DPA8 – Form and Character

**Lot Area:**

1,618m<sup>2</sup>



## **OVERVIEW**

### **Purpose of Report**

To present for Council's consideration a development permit amendment application for an overheight multi-family residential building at 45 Haliburton Street.

### **Recommendation**

That Council issue Development Permit No. DP1358 for an overheight multi-family residential building at 45 Haliburton Street with a variance as outlined in the "Proposed Variance" section of the Staff Report dated 2024-OCT-21.

## **BACKGROUND**

A development permit application, DP1358, was received from Parkshore Projects Ltd., on behalf of 1243166 BC Ltd., to amend the previously issued Development Permit No. DP1218 with a variance to the City of Nanaimo "Zoning Bylaw 2011 No. 4500" (the "Zoning Bylaw") in order to increase the maximum allowable building height at 45 Haliburton Street.

Development Permit No. DP1218 for a five-storey 38-unit multi-family residential development was approved by Council on 2021-DEC-06 with variances to increase the maximum allowable building height from 14.00m to 15.76m and to reduce the minimum front yard setback for an underground parking structure from 1.8m to 0.9m. The building was approved with a rooftop amenity deck and green roof component, in order to meet the permeable surface requirement for bonus density in the Zoning Bylaw. Construction of the wood-frame building is underway, and a height survey conducted by a registered surveyor at the time of building framing has identified an increase in the roof height as measured from average finished.

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

The subject property is located in the South End Neighbourhood in close proximity to Downtown Nanaimo. The site slopes downhill from west to east. Surrounding properties primarily contain single residential dwellings; however, properties on both sides of Haliburton Street are zoned for medium-density multi-family residential use. One block south of the site, two five-storey developments by the same developer have been completed with building heights of 16.1m (119 Haliburton Street) and 15.8m (135 Haliburton Street), and another development on the same block as the subject property was recently approved with a height of 15.6m (13/17/21 Haliburton Street).

## **DISCUSSION**

### **Proposed Variance**

#### *Maximum Allowable Building Height*

The maximum allowable building height in the R8 zone is 14.00m. Where a rooftop deck is proposed, building height is calculated to the top of the guardrail (the staircase access to a green

roof is exempt). DP1218 previously varied the building height to 15.76m. The current proposed building height is 16.07m, 0.31m greater than the previously approved variance and a requested variance of 2.07m from the Zoning Bylaw maximum building height.

The applicant has requested the roof height variance to accommodate:

- The increased thickness of the rooftop insulation package required to meet the BC Energy Step Code modelling requirements; and,
- Sloping to efficiently drain the large roof surface and green roof elements.

The proposed rooftop deck will be 0.31m higher than previously proposed and will result in the guardrail being higher by the same amount. The guardrail is set back from the edge of the roof and is not expected to be visible from the street (see Attachment E). The edge of the rooftop parapet will be the same height as previously approved and the requested height variance will not result in a visible difference at ground level.

Staff support the proposed variance as the form and character of the building is consistent with the previously approved DP and the increased height will accommodate the necessary building elements for energy efficiency and drainage of the green roof.

#### **SUMMARY POINTS**

- Development Permit Application No. DP1358 proposes to amend previously issued DP1218 for an overheight multi-family residential building at 45 Halliburton Street.
- A variance is requested to increase the maximum allowable building height from 14.00m to 16.07m, a requested variance of 2.07m.
- Staff support the proposed variance and the form and character of the building is consistent with the previously approved DP.

#### **ATTACHMENTS**

ATTACHMENT A: Permit Terms and Conditions  
ATTACHMENT B: Subject Property Map  
ATTACHMENT C: Building Elevations and Materials  
ATTACHMENT D: Building Sections  
ATTACHMENT E: Perspective Views

#### **Submitted by:**

Lainya Rowett  
Manager, Current Planning

#### **Concurrence by:**

Jeremy Holm  
Director, Planning & Development

# ATTACHMENT A

## PERMIT TERMS AND CONDITIONS

### PERMIT TERMS

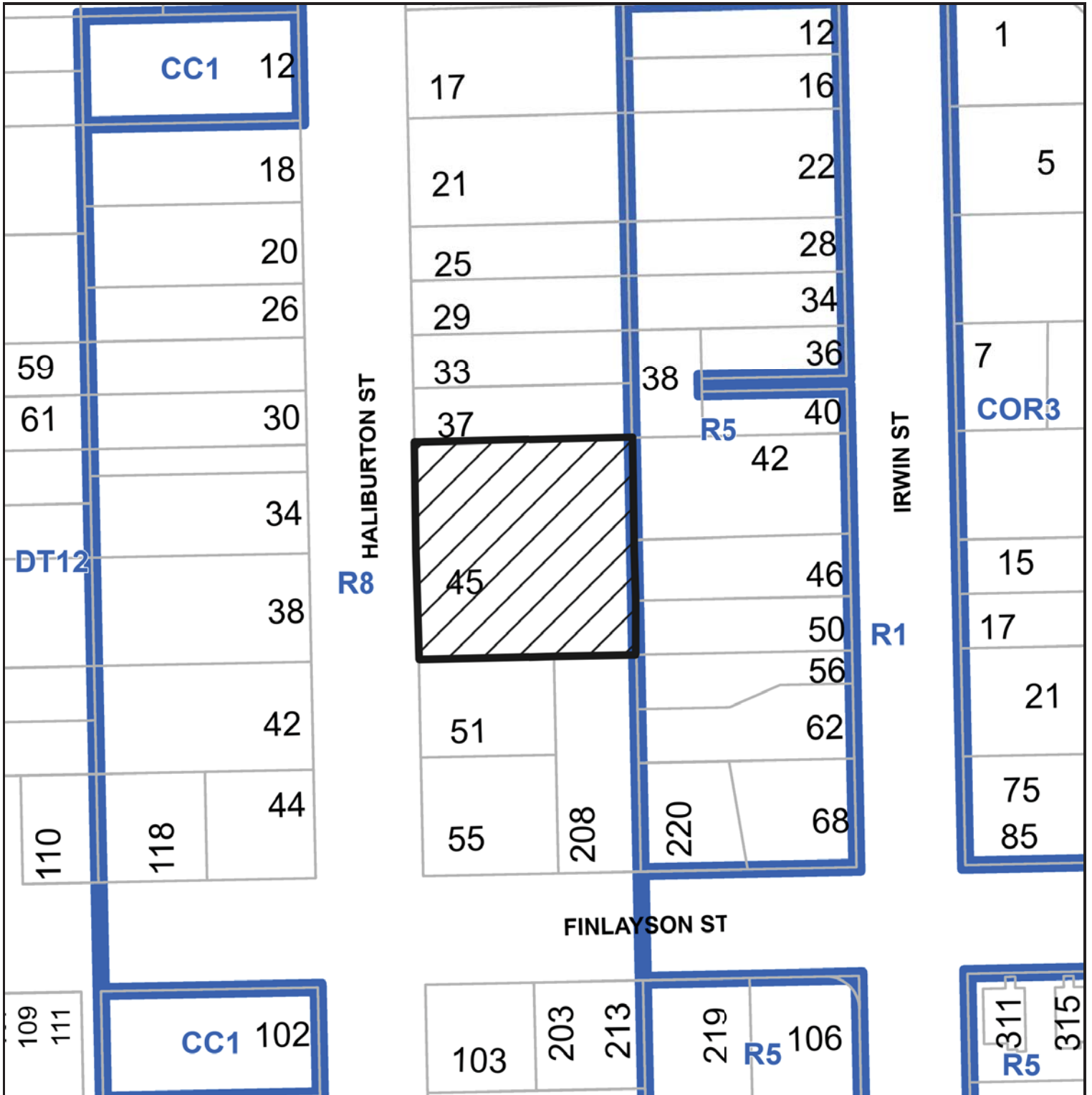
The “City of Nanaimo Bylaw 2011 No. 4500” is varied as follows:

1. *Section 7.6.1 Size of Buildings* – to increase the maximum allowable building height of a principal building from 14.00m to 16.07m.

### CONDITIONS OF PERMIT

1. The subject property shall be developed in substantial compliance with the Building Elevations and Materials prepared by Matthew T. Hansen Architect, dated 2024-SEP-10, as shown on Attachment C.

# ATTACHMENT B SUBJECT PROPERTY MAP



45 HALIBURTON STREET



# ATTACHMENT C BUILDING ELEVATIONS AND MATERIALS

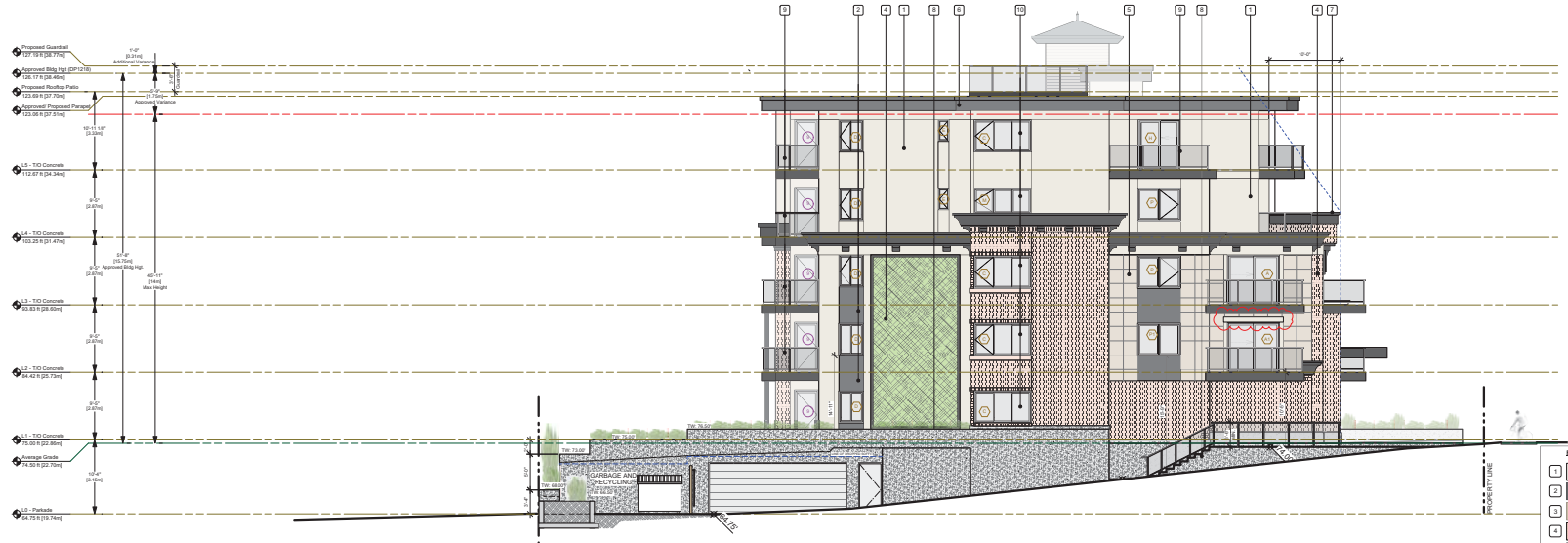
**MATTHEW T. HANSEN**  
architect

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1 WEST ELEVATION  
SCALE: 1/8" = 1'-0"



2 NORTH ELEVATION  
SCALE: 1/8" = 1'-0"

NOTE:  
1. DIMENSIONS WITHIN UNITS ARE TYPICAL UNLESS NOTED OTHERWISE

**FINISHING MATERIAL LEGEND:**

1	HARDI PANEL (LIGHT)
2	HARDI PANEL (DARK)
3	HARDI PANEL (MED)
4	BRICK VENEER
5	GRANITE TILE
6	FLAT ROOF (MED. GREY)
7	FLAT ROOF (BRONZE)
8	FINISHED CONCRETE
9	GLASS RAILING
10	VINYL WINDOW
11	HARDI SIDING

RECEIVED  
DP1358  
2024-SEP-19  
CUTLER PLANNING

LUMINA

41 & 45 Haliburton Street, Nanaimo, BC  
Legal Description: Lots 3 and 4, Block 6, Section 1, Nanaimo District, Plan 594

Project

No.	Date	Issue Notes
01	Jan. 13, 2021	DP Submission
02	May. 10, 2021	Design Panel Reply
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03	Sept. 28, 2023	REVISE N. EXTERIOR STAIRS
02	Sept. 13, 2023	MODIFY EXIT STAIRS
01	Aug. 31, 2023	PODIUM SLAB & PARKADE WALL



Sheet Title:  
**ELEVATIONS**

Drawn: JC  
Checked: MTH

Job No.: TBD  
Sheet No.: **A3.0**

Scale: AS NOTED  
Date: Sep 12, 2024

CAD File: TBD



**MATTHEW T. HANSEN**  
architect

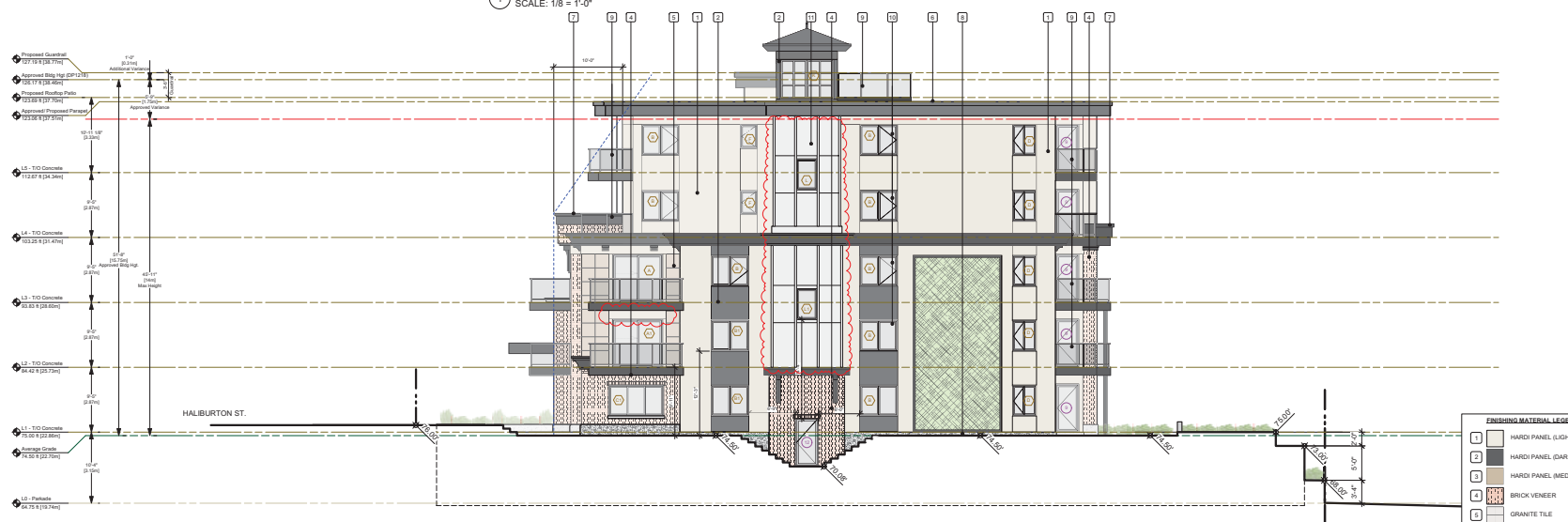
1572 Kilmer Road  
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41 & 45 Haliburton Street, Nanaimo, BC  
Legal Description: Lots 3 and 4, Block 6, Section 1, Nanaimo District, Plan 594



1 EAST ELEVATION  
SCALE: 1/8" = 1'-0"



2 SOUTH ELEVATION  
SCALE: 1/8" = 1'-0"

NOTE:  
1. DIMENSIONS WITHIN UNITS ARE TYPICAL UNLESS NOTED OTHERWISE

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7	FLAT ROOF (BRONZE)
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9	GLASS RAILING
10	VINYL WINDOW
11	HARDI SIDING

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Project

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Sheet Title:  
**ELEVATIONS**

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JC

Checked:  
MTH

Job No.:  
TBD

Sheet No.:  
A3.1

Scale:  
AS NOTED

Date:  
Sep 12, 2024

CAD File:  
TBD

# ATTACHMENT D BUILDING SECTIONS

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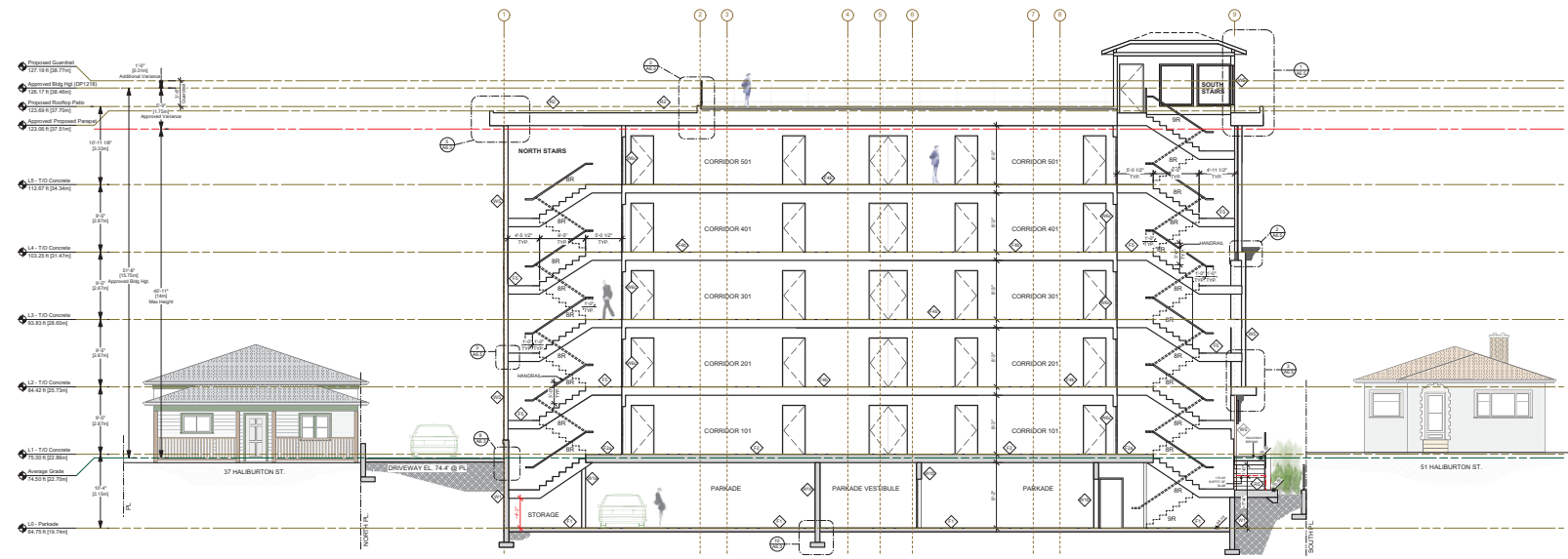
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Job No.: TBD  
Scale: AS NOTED  
Date: Sep 12, 2024

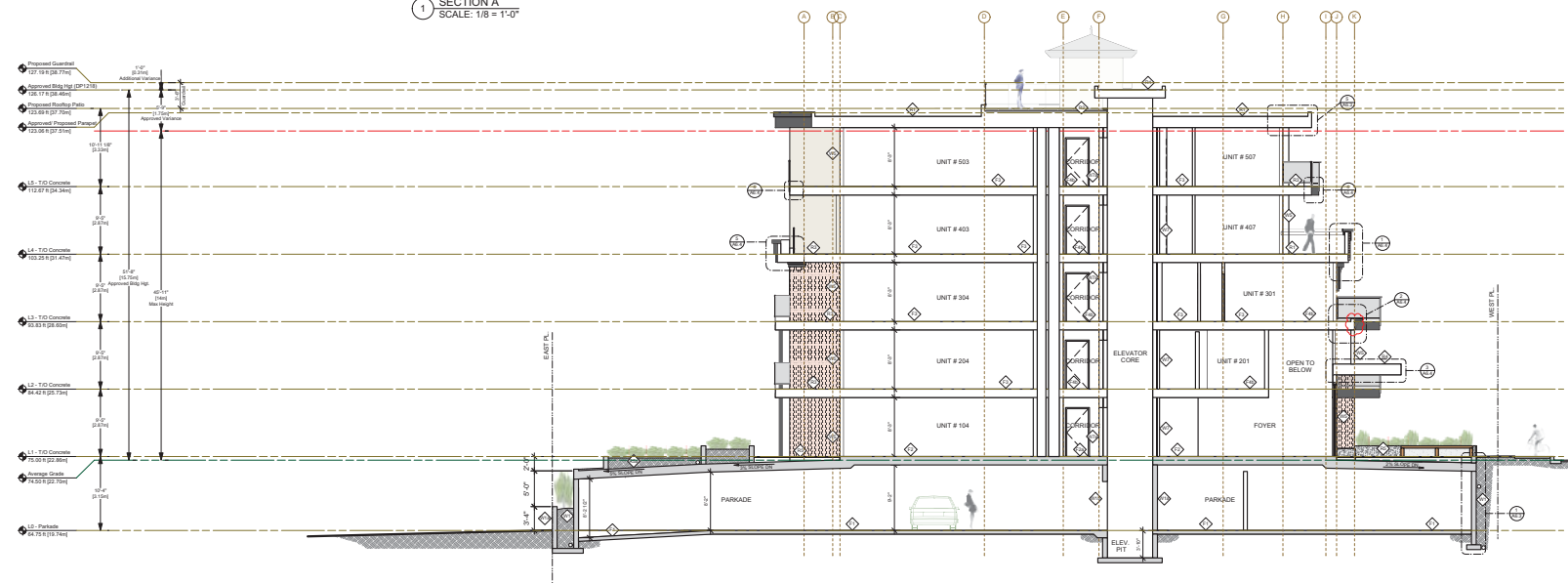
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DP1558  
2024-SEP-19  
COURT PLANNING

**A4.0**



1 SECTION A  
SCALE: 1/8" = 1'-0"



2 SECTION B  
SCALE: 1/8" = 1'-0"

NOTE:  
1. DIMENSIONS WITHIN UNITS ARE TYPICAL UNLESS NOTED OTHERWISE

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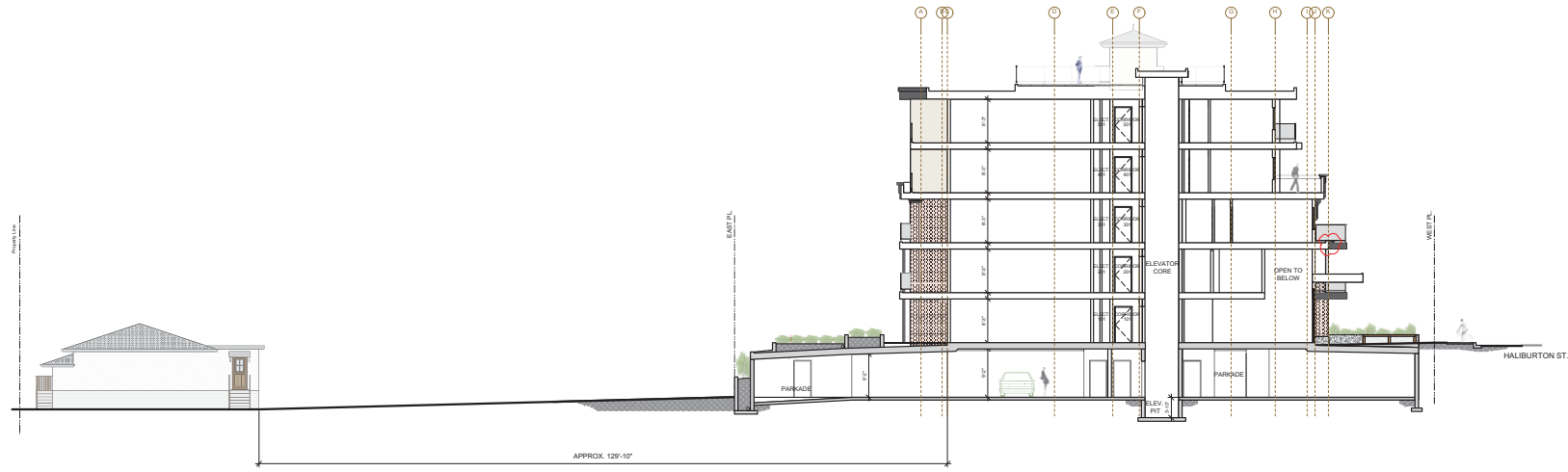
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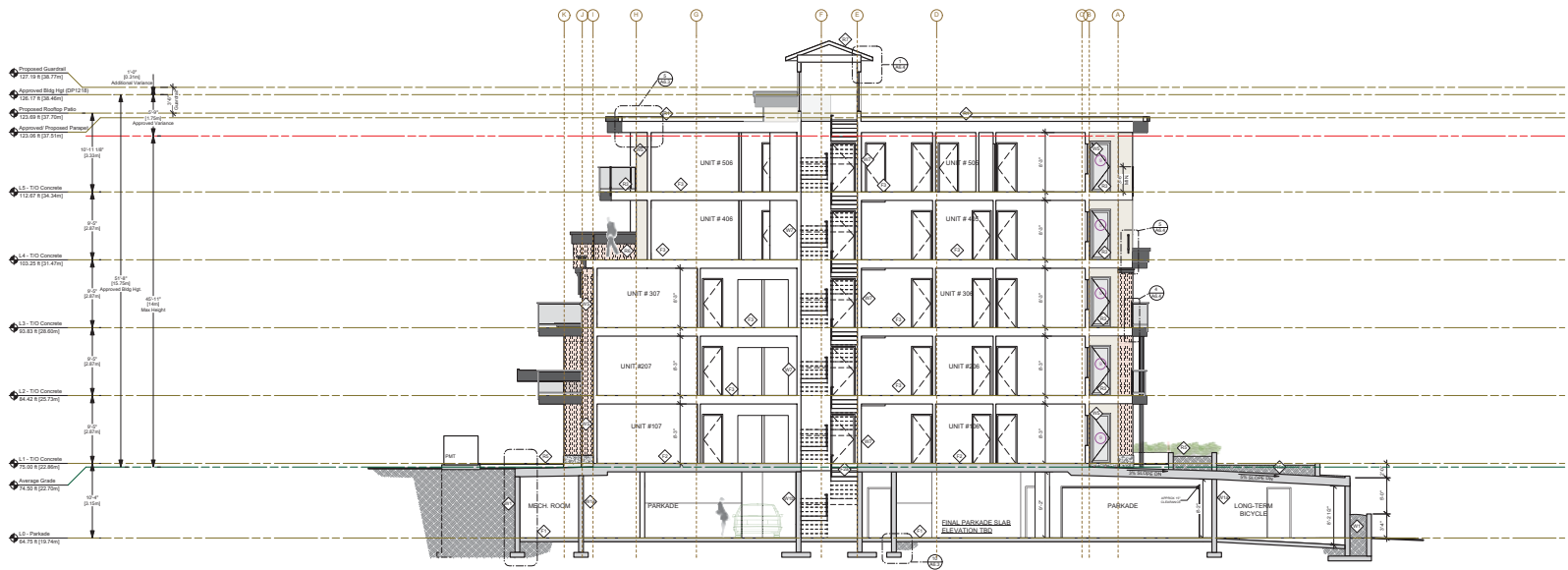
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1 SECTION B + CONTEXT  
SCALE: 3/32 = 1'-0"



2 SECTION C  
SCALE: 1/8 = 1'-0"

**NOTE:**  
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# ATTACHMENT E PERSPECTIVE VIEWS



1 NORTH-WEST STREET VIEW  
SCALE: NTS



2 SOUTH-WEST STREET VIEW  
SCALE: NTS



3 SOUTH-EAST STREET VIEW  
SCALE: NTS



4 NORTH-EAST STREET VIEW  
SCALE: NTS

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01	Aug. 31, 2023	PODIUM SLAB & PARKADE WALL

No.	Date	Revision Notes
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Sheet Title:  
**PERSPECTIVE VIEWS**

Drawn: JC  
Checked: MTH

Job No.: TBD  
Sheet No.:

Scale: AS NOTED  
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Date: Sep 12, 2024

CAD File: TBD

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DP 1358  
2024-SEP-19  
C:\Users\mhansean\OneDrive\Documents\Projects\2024\2024-SEP-19



DATE OF MEETING | October 21, 2024 |

AUTHORED BY | MATTHEW REMPEL, SUBDIVISION PLANNER, SUBDIVISION |

**SUBJECT** | **SMALL-SCALE MULTI-UNIT HOUSING ZONING AMENDMENT – 1432 KAZ COURT** |

## **OVERVIEW**

### **Purpose of Report**

To present, for Council’s consideration, amendments to the “City of Nanaimo Zoning Bylaw 2011 No. 4500” to apply the Provincial Small-Scale Multi-Unit Housing legislation to recently subdivided parcels on Kaz Court (SUB01467).

### **Recommendation**

That:

1. “Zoning Amendment Bylaw 2024 No. 4500.234” (amendment to implement the Provincial Small-Scale Multi-Unit Housing legislation) receive first reading.
2. “Zoning Amendment Bylaw 2024 No. 4500.234” receive second reading.
3. “Zoning Amendment Bylaw 2024 No. 4500.234” receive third reading.
4. “Zoning Amendment Bylaw 2024 No. 4500.234” receive final adoption.

## **BACKGROUND**

In 2023, the Province enacted the *Housing Statutes (Residential Development) Amendment Act, 2023* (Bill 44). Bill 44 included amendments to the *Local Government Act* that obligate local governments to allow for “Small-Scale Multi-Unit Housing” (SSMUH). The *Local Government Act* now requires local governments to permit the use and density of use necessary to accommodate at least the prescribed number of housing units defined in the legislation.

Unless otherwise exempt, affected parcels are required to be zoned to meet the new density requirements. Exemptions include parcels not within an urban containment boundary, parcels not connected to sanitary and water services, and parcels greater than 4,050m<sup>2</sup> in area.

Over time and through various mechanisms, properties that were previously exempt may no longer meet the legislative exemption criteria, meaning they will be required to be zoned to comply with the SSMUH provisions of the *Local Government Act*. Such mechanisms could include a change to the urban containment boundary, the extension of services to an area not previously serviced, or the subdivision of a parcel greater than 4,050m<sup>2</sup> in area into parcels less than 4,050m<sup>2</sup> in area, as is the case for the lands subject to this zoning amendment. |

## **DISCUSSION**

On 2024-JUN-17, Council amended the Zoning Bylaw to meet the SSMUH requirements of Bill 44. At the time of adoption, the parent parcel was exempt from the required rezoning as the lot was greater than 4,050m<sup>2</sup> in area. At the time, the parent parcel had an active subdivision

application that has now been completed and registered; the previously exempt parent parcel has been subdivided into three new parcels with areas of 1,250m<sup>2</sup> (Lot A), 1,940m<sup>2</sup> (Lot B), and 8,980m<sup>2</sup> (Lot C).

Lot A and Lot B are less than 4,050m<sup>2</sup> and are zoned R1 (Single Dwelling Residential), being a restricted zone. As such, pursuant to the *Local Government Act* Section 481.3[3], Council must exercise the powers under Section 479 (Zoning Bylaws) to permit the density required by the legislation. To satisfy this requirement, Zoning Amendment Bylaw 2024 No. 4500.234 will rezone Lot A and Lot B from Single Dwelling Residential (R1) to Three and Four Unit Residential (R5).

City Plan designates the subject property as ‘Neighbourhood’; the Neighbourhood designation supports a mix of low-density residential uses, including infill development. The rezoning of these lands is consistent with Neighbourhood policies in City Plan and there are no anticipated servicing and site constraints that would impact the lots developing under the R5 zone.

### **Public Notification**

Pursuant to Sections 464(3) and 467 of the *Local Government Act*, a public hearing is prohibited for proposed Zoning Amendment Bylaw 2024 No. 4500.234. Statutory notification of first reading to the neighbours occurred on 2024-OCT-09 and the statutory newspaper advertisement occurred on 2024-OCT-16. |

### **ATTACHMENTS**

ATTACHMENT A: “Registered Subdivision Plan”  
“Zoning Amendment Bylaw 2024 No.4500.234” |

#### **Submitted by:**

Claire Negrin  
Manager of Subdivision

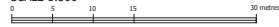
#### **Concurrence by:**

Jeremy Holm  
Director of Planning & Development

# ATTACHMENT A REGISTERED SUBDIVISION PLAN

BCGS 92G.011

SCALE 1:300



THE INTENDED PLOT SIZE OF THIS PLAN IS 500mm IN WIDTH BY 864mm IN HEIGHT (D SIZE) WHEN PLOTTED AT A SCALE OF 1:300.

**LEGEND**

- CONTROL MONUMENT FOUND
- STANDARD CONCRETE POST FOUND
- STANDARD IRON POST FOUND
- STANDARD IRON POST PLACED
- IPR SHORT IRON POST SET IN ROCK

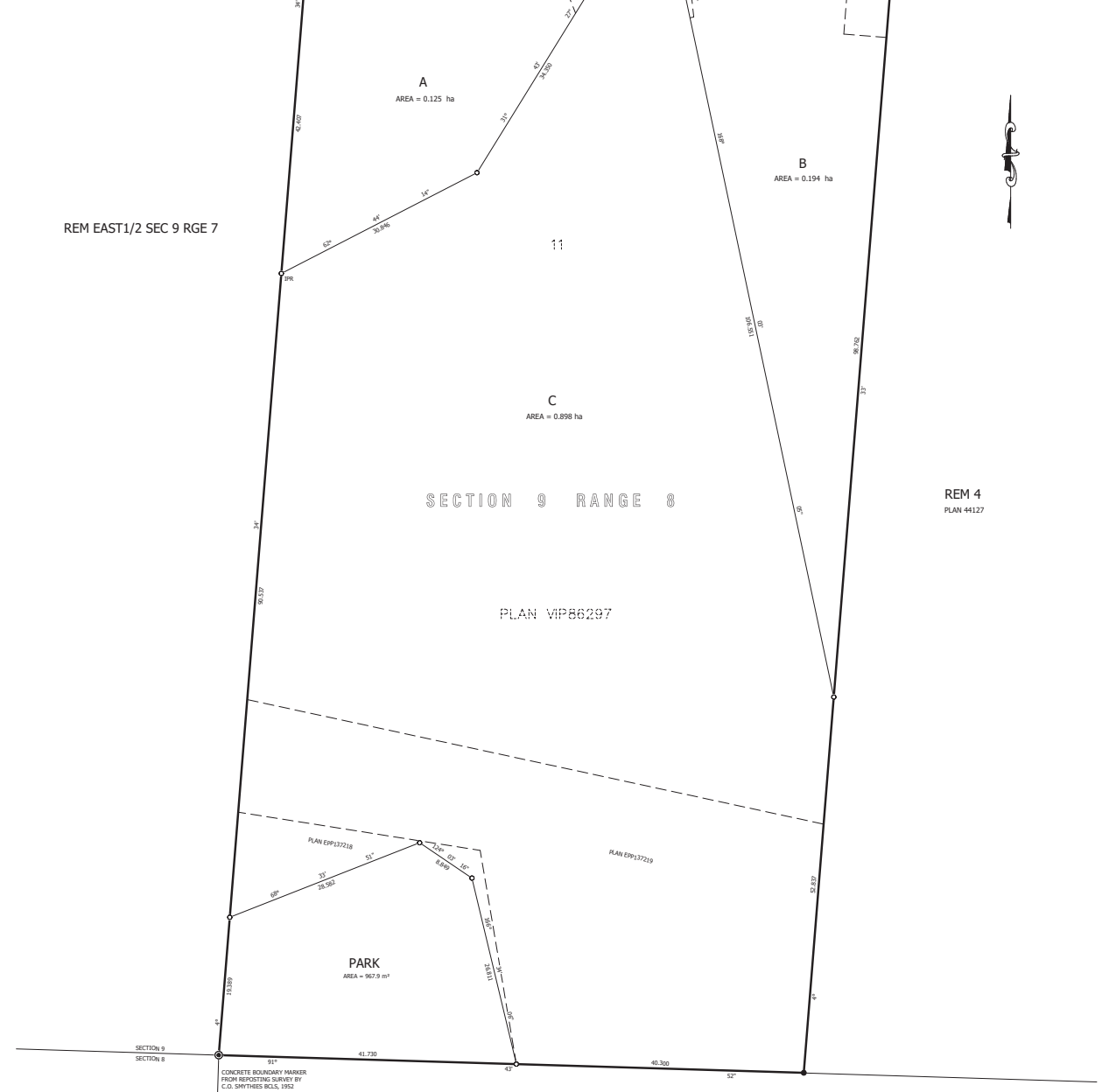
INTEGRATED SURVEY AREA No. 20, CITY OF NANAIMO, NAD83(CRS) 3.0.0.BC.1.NVI.

GRID BEARINGS ARE DERIVED FROM OBSERVATIONS BETWEEN GEODETIC CONTROL MONUMENTS 9046389 AND 9046391 AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 10.

THE UTM COORDINATES AND ESTIMATED ABSOLUTE ACCURACY ACHIEVED ARE DERIVED FROM SURVEY OBSERVATIONS TO GEODETIC CONTROL MONUMENTS 9046389 AND 9046391.

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES UNLESS OTHERWISE SPECIFIED. TO COMPUTE GRID DISTANCES, MULTIPLY GROUND-LEVEL DISTANCES BY THE AVERAGE CORRECTION FACTOR OF 0.999650 WHICH HAS BEEN DERIVED FROM AN AVERAGE OF SURVEY MONUMENTS WITHIN INTEGRATED SURVEY AREA No. 20.

Georeferencing Table and Bearing Derivation			
DELUJI MARKS (CRS) 3.0.0.BC.1.NVI	UTM	UTM	UTM ZONE 10 COORDINATES
TABULET MARKING	NORTHING	EASTING	ESTIMATED ABSOLUTE ACCURACY
9046389	5446006.297	428130.088	0.018 Metres
9046391	5446000.733	428256.711	0.020 Metres
MONUMENT CONNECTION (CRS)	BEARING	HORIZONTAL GROUND DISTANCE	
9046389 -> 9046391	92°39'52"	126.790	



REM EAST 1/2 SEC 9 RGE 7

REM SEC 8 RGE 7

Williamson & Associates  
Professional Surveyors  
3088 Burrell Road, Nanaimo, B.C. V9T 4B5  
FILE: 05325-25 SUB BASEPLAN: 05325

1  
PLAN VIP862991

THIS PLAN LIES WITHIN THE JURISDICTION OF THE APPROVING OFFICER FOR THE CITY OF NANAIMO.  
THIS PLAN LIES WITHIN THE REGIONAL DISTRICT OF NANAIMO.  
THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED ON THE 15th DAY OF APRIL, 2024.  
ARNE O. HALL, BCLS 1031

CITY OF NANAIMO

BYLAW NO. 4500.234

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

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WHEREAS the Council may zone land, by bylaw, pursuant to Sections 479 and 480 of the *Local Government Act*,

AND WHEREAS a local government must exercise powers under Section 479 to permit the use and density necessary to accommodate the prescribed number of housing units pursuant to Section 481.3 of the *Local Government Act* and *B.C. Reg. 262/2023*;

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

1. This Bylaw may be cited as the "Zoning Bylaw Amendment Bylaw 2024 No. 4500.234".
2. The "City of Nanaimo Zoning Bylaw 2011 No. 4500" is hereby amended as follows:
  - (1) By rezoning those lands:
    - a) from Single Dwelling Residential (R1) to Three and Four Unit Residential (R5), as shown on Schedule A of this Bylaw;

PASSED FIRST READING: \_\_\_\_\_

PASSED SECOND READING: \_\_\_\_\_

PUBLIC HEARING: Not held pursuant to *Local Government Act* section 464

PASSED THIRD READING: \_\_\_\_\_

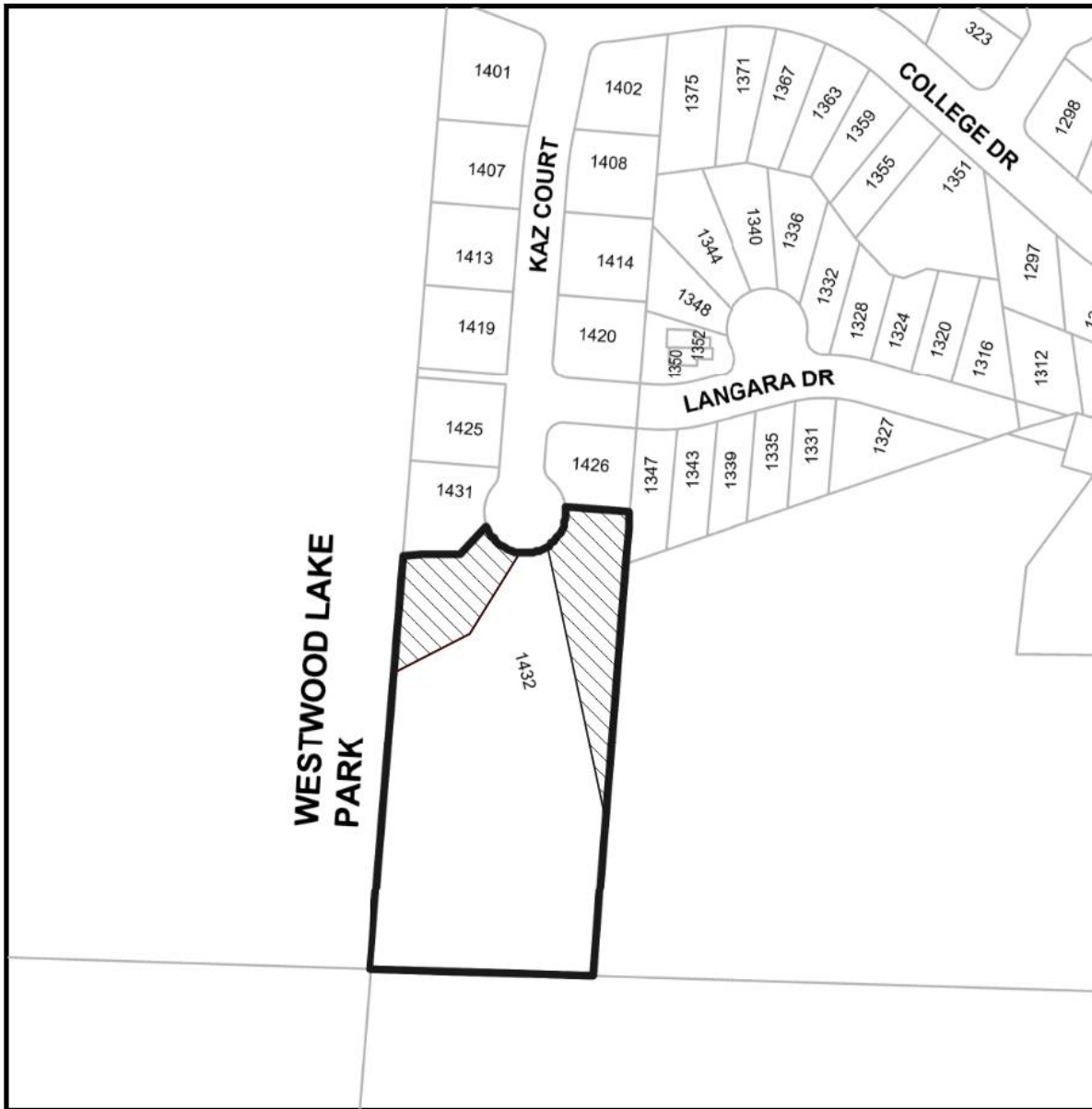
ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



SCHEDULE A



CIVIC: 1432 Kaz Court

 Subject Property

DATE OF MEETING    OCTOBER 21, 2024

AUTHORED BY        JAMIE SLATER, MANAGER, FINANCIAL SERVICES & SPECIAL PROJECTS

**SUBJECT            PROPERTY TAX PREPAYMENT PLAN BYLAW**

## **OVERVIEW**

### **Purpose of Report**

To introduce the “Property Tax Prepayment Plan Bylaw 2024, No. 7390” (a bylaw to authorize a property tax prepayment plan) for first, second, and third readings. |

### **Recommendation**

1. That “Property Tax Prepayment Plan Bylaw 2024, No. 7390” (a bylaw to authorize a property tax prepayment plan) pass first reading;
2. That “Property Tax Prepayment Plan Bylaw 2024, No. 7390” pass second reading; and
3. That “Property Tax Prepayment Plan Bylaw 2024, No. 7390” pass third reading.

## **BACKGROUND**

On 1995-MAY-08 Council established a property tax prepayment plan bylaw, cited as “TAX PREPAYMENT PLAN BYLAW 1995 NO. 4904.” This bylaw allows property owners to set up pre-authorized withdrawals to make instalment payments towards their upcoming property tax bill.

The pre-authorized withdrawal amounts are equal monthly payments that are based on 1/12<sup>th</sup> of the prior year’s property taxes plus an estimated annual increase, and payments are due on the 15<sup>th</sup> of every month.

The beginning of the payment cycle for every property taxation year is July 15<sup>th</sup>, and the cycle ends on June 15<sup>th</sup>. The taxpayer may enroll in the plan any time before April 30<sup>th</sup> of the current taxation year, however, the estimated net taxes must be split equally between the remaining installment months.

The taxpayer must make a final separate payment for any balance outstanding by the tax due date and claim the Home Owner Grant, if applicable, to avoid any penalties.

This is an optional prepayment plan, and taxpayers not wishing to participate in this plan can make regular payments for property taxes at the Service and Resource Centre, or through their financial institution throughout the year.

Enrollment in the property tax prepayment plan has steadily increased since inception. Historical enrollment in the plan for the last five years is outlined below:

Prepayments for Tax Year	#of Folios Enrolled in Plan	Total installments collected
2020	6,193	\$21,399,244
2021	6,173	\$21,605,059
2022	6,230	\$25,046,555
2023	6,226	\$28,426,677
2024	6,351	\$31,693,937

Today there are 6,427 participants in the plan, which equates to approximately 16% of the properties in Nanaimo (out of 39,651 total folios).

Besides providing convenience to taxpayers, one of the main reasons why this program has been successful is because the City pays monthly interest on the prepayments. Interest rates paid on tax installments or overpayments is prescribed by Section 239 of the Community Charter.

Each quarter, the City of Nanaimo receives an interest rate circular from the Local Government and Infrastructure department of the Ministry of Municipal Affairs that outlines the rate of interest that must be paid. The current effective rate of interest on tax overpayments at October 1, 2024 is 4.45%.

The existing bylaw adopted in 1995 is quite old and requires a number of housekeeping updates, including removing the reference to the *Municipal Act* which was replaced by the *Local Government Act* in 1998. Legislative updates are also required to the interest paid section of the bylaw.

Due to the number of updates and changes that are required, Staff are recommending that a new property tax prepayment bylaw is created and adopted, and that the existing bylaw be repealed upon adoption of a new bylaw.

## **DISCUSSION**

The existing property tax prepayment bylaw requires a number of updates for housekeeping items and legislative changes. Staff have researched what other municipalities offer as part of their property tax prepayment plan and have also consulted the *Community Charter* and other comparable bylaws prior to drafting the recommended changes.

A summary of the most significant changes from the previous bylaw to the new bylaw are summarized below:

### **Interest Payable**

As outlined above, Section 239 of the *Community Charter* establishes interest rates for tax overpayments. The prescribed rate is set quarterly and communicated through the Province of BC. This interest paid is not considered to be taxable income for the recipients, which is outlined in Canada Revenue Agency's archived bulletin IT-396R.

## **Fees**

The fee for dishonored (NSF) payments and for administrative fees for processing a refund have been removed from the Bylaw because they already exist in the Fees and Charges bylaw. This increases efficiency because the Fees and Charges bylaw can be regularly updated for any changes to fees, without having to amend the property tax prepayment plan bylaw.

## **Legislative References**

A housekeeping change has been made to remove the reference to the *Municipal Act* and replace it with reference to the *Community Charter*.

## **Payment of Taxes in Arrears and Delinquent by Installment**

Allowing for pre-authorized installment payments for properties with arrears and/or delinquent taxes will provide an opportunity for taxpayers who are struggling to keep on top of their taxes to have an equal monthly amount withdrawn directly from their bank account. As the intention of this bylaw is to collect prepayments towards the upcoming year's taxes, taxpayers enrolling in the plan under this section will be required to have a monthly installment amount that is based on the amount of outstanding taxes and the upcoming year's taxes. |

## **OPTIONS**

1. | 1. That "Property Tax Prepayment Plan Bylaw 2024, No. 7390" (a bylaw to authorize a property tax prepayment plan) pass first reading;
2. That "Property Tax Prepayment Plan Bylaw 2024, No. 7390" pass second reading; and
3. That "Property Tax Prepayment Plan Bylaw 2024, No. 7390" pass third reading.

### **Advantages:**

- The newly drafted bylaw will include up-to-date references to legislation and provide administrative clarity.

### **Disadvantages:**

- There are no disadvantages noted. The existing bylaw requires updates and the adoption of a new bylaw would complete the required legislative updates.

### **Financial Implications:**

- There are no financial implications to note. The City will continue to pay interest at the rates prescribed by the Province of BC and the *Community Charter*.

2. That Council provide alternative direction.

|

**SUMMARY POINTS**

- The existing property tax prepayment plan bylaw was established in 1995 and requires housekeeping and legislative updates
- Due to the number of updates required, staff are proposing the adoption of a new bylaw and a repeal of the old bylaw
- Property Tax Prepayment Plan Bylaw 2024, No. 7390 is attached for review by Council

**ATTACHMENTS:**

ATTACHMENT A – Property Tax Prepayment Plan Bylaw 2024, No. 7390 |

**Submitted by:**

Jamie Slater  
Manager, Financial Services & Special Projects

**Concurrence by:**

Wendy Fulla  
Director, Finance

Laura Mercer  
General Manager, Corporate Services |

CITY OF NANAIMO

BYLAW NO. 7390

A BYLAW TO AUTHORIZE A PROPERTY TAX PREPAYMENT PLAN

---

WHEREAS pursuant to Section 194(2)(d) of the *Community Charter*, Council may, by bylaw, establish terms and conditions for the payment of a fee, including discounts, interest and penalties;

AND WHEREAS pursuant to Section 235 of the *Community Charter*, Council may establish an alternative municipal tax collection scheme;

AND WHEREAS the Council of the City of Nanaimo deems it desirable as part of an alternative municipal tax collection scheme established in accordance with this Bylaw and for the convenience of taxpayers, to implement a preauthorized property tax installment payment plan for the taxpayers of the City of Nanaimo;

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

1. Title

This Bylaw may be cited as the “PROPERTY TAX PREPAYMENT PLAN BYLAW 2024, NO. 7390”.

2. Definitions

In this Bylaw:

“CITY”	means the City of Nanaimo.
“COLLECTOR”	means the person duly appointed as such from time to time by Council and includes any person appointed or designated by the Collector to act on their behalf.
“COUNCIL”	means the duly elected Council of the City of Nanaimo.
“MUNICIPAL SCHEME”	means the alternative municipal property tax collection scheme established under Section 3 of this Bylaw.
“PRESCRIBED RATE OF INTEREST”	means the rate of interest prescribed by the Lieutenant Governor in Council for the purposes of Section 239(2) of the <i>Community Charter</i> .
“TAXPAYER”	means any person or corporation who is or may be liable to the City of Nanaimo for payment of property taxes.

3. Alternative Municipal Tax Collection Scheme

- 3.1 Any *taxpayer* may apply to the *Collector* to pay property taxes before the due date in equal monthly installments on the terms and conditions set out in this Bylaw.
- 3.2 For the purposes of this Bylaw, the *Collector* may estimate the amount of property taxes that will become due on the due date. This estimate may be done before the annual issuance of the Tax Notice or any time during the year depending on when the *taxpayer* enrolls in the plan.
- 3.3 If the *taxpayer* chooses to pay property taxes by installment in accordance with this Bylaw, a form shall be executed which authorizes deductions from the taxpayer's account at a financial institution to the credit of the *City*, and the form left on file with the *Collector*.
- 3.4 The *Collector* is authorized to hold monies to be applied in payment of taxes at a future date on the real property designated by the *taxpayer* upon the following terms and conditions:
  - 3.4.1 the *taxpayer* must complete and submit to the *Collector* an application in the form set out by the *Collector* for each property being enrolled in the plan;
  - 3.4.2 prepayments are withdrawn on the 15<sup>th</sup> of each month from July to June for the upcoming year's property taxes;
  - 3.4.3 the minimum amount which shall be accepted on any property is twenty-five dollars (\$25.00);
  - 3.4.4 the taxpayer must designate the property tax account for which payments by installment are to be made;
  - 3.4.5 any payments accepted shall be applied against the property taxes for the year in which the payments are applicable in accordance with Section 244 of the *Community Charter*;
  - 3.4.6 provided that there are no taxes in arrears or delinquent, the interest rate payable under this tax installment plan shall be at the prescribed rate;
  - 3.4.7 interest will be credited on the last day of each month, with the exception of May and June.

4. Payment Of Taxes in Arrears And Delinquent Taxes By Installment

- 4.1 A *taxpayer* may apply to the *Collector* to pay property taxes that are in arrears or that are delinquent in equal monthly installments on the terms and conditions set out in this Bylaw.

- 4.2 A *taxpayer* who applies under Section 4 of this Bylaw must execute a form which authorizes deductions from the taxpayer's account at a financial institution to the credit of the City, and the form must be left on file with the *Collector*.
- 4.3 The following terms and conditions apply to the City's acceptance of payment by installment under Section 4 of this Bylaw:
  - 4.3.1 the *taxpayer* must complete and submit to the *Collector* an application in the form set out by the *Collector* for each property being enrolled in the plan;
  - 4.3.2 the minimum monthly payment which shall be accepted with respect to any one parcel of land will be equal to the total estimated amount of outstanding delinquent, arrears, and current year taxes outstanding plus applicable interest equally divided by the number of months remaining before the next property tax due date and last monthly withdrawal;
  - 4.3.3 when applying under Section 4 of the bylaw the *taxpayer* must designate the property tax account for which payments by installment are to be made;
  - 4.3.4 all installment payments shall be credited by the *Collector* in accordance with the requirements of Section 244 of the *Community Charter*.

5. General Provision

- 5.1 The *Collector* is authorized on the *City's* behalf to enter into an agreement with a *taxpayer* in the terms required under Section 3 and 4 of this Bylaw, as applicable.
- 5.2 The *Collector* shall indicate on the annual property tax notice:
  - 5.2.1 the total of all payments received in advance under this Bylaw plus any interest earned;
  - 5.2.2 the new monthly installment amount, if applicable; and
  - 5.2.3 the amount required to pay the balance of the taxes due on the due date.
- 5.3 If eligible, the Home Owner Grant must be claimed after receipt of the tax notice, but before the tax due date. Participation in the Property Tax Prepayment Plan is not a substitute for claiming the Home Owner Grant.
- 5.4 Any unpaid balance on the property tax notice after claiming the Home Owner Grant (if applicable) must be paid via payment that is separate from the installment plan.
- 5.5 Any balance remaining unpaid after the due date in any year will be subject to penalty provisions of the *Community Charter*.



- 5.6 The amount of the installment may vary in subsequent years.
- 5.7 The *Collector* may cancel a *taxpayer's* participation in an installment plan after two (2) installments fail to be honoured in a twelve (12) month period.
- 5.8 Any dishonoured or returned payment will be charged back to the Property Tax account, together with the applicable penalties applied, interest forfeited and will be subject to a service fee in accordance with the *Fees and Charges Bylaw*.
- 5.9 No interest shall be paid with respect to any amounts paid after April 30<sup>th</sup> for the current year's taxes.
- 5.10 Property tax installments are not refundable. If the subject property is sold, the *Collector* will determine if a refund is permitted under extraordinary circumstances. Refunds are subject to an administration fee pursuant to the currently enacted *Fees and Charges Bylaw*.
  - 5.7.1 In the event a refund is processed, interest will be calculated and payable to the end of the previous month of when the refund is processed.
- 5.11 A participating *taxpayer* may give notice in writing ten (10) business days prior to the installment date, to discontinue participation in the monthly installment plan or to make any other changes such as installment amount or banking information.
- 5.12 Participation in the installment plan shall continue until terminated by either party in writing.
- 5.13 In the event that an unpaid User Rates account or charge against the property is added to the tax account as arrears, any tax installment payments in the account will be applied against these arrears.
- 5.14 It is the taxpayer's responsibility to ensure that correct information is provided to the City for the purposes of processing payments.
- 5.15 Nothing in this Bylaw supersedes the provision of the *Local Government Act* or the *Community Charter*.

6. Severability

If any section, subsection, or paragraph of this Bylaw is found invalid by a decision of a Court of competent jurisdiction, the invalid section, subsection, or paragraph shall be severed without effect on the remainder of the Bylaw.

7. Repeal

“Tax Prepayment Plan Bylaw 1995 No. 4904” is hereby repealed.

PASSED FIRST READING: \_\_\_\_\_

PASSED SECOND READING: \_\_\_\_\_

PASSED THIRD READING: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

DATE OF MEETING OCTOBER 21, 2024

AUTHORED BY JAMIE SLATER, MANAGER, FINANCIAL SERVICES & SPECIAL PROJECTS

**SUBJECT USER RATES AUTO DEBIT PLAN**

## **OVERVIEW**

### **Purpose of Report**

To introduce the “User Rates Auto Debit Plan Bylaw 2024, No. 7391” (a bylaw to authorize a user rates auto debit plan) for first, second, and third readings. ]

### **Recommendation**

1. That “User Rates Auto Debit Plan Bylaw 2024, No. 7391” (a bylaw to authorize a user rates auto debit plan) pass first reading;
2. That “User Rates Auto Debit Plan Bylaw 2024, No. 7391” pass second reading; and
3. That “User Rates Auto Debit Plan Bylaw 2024, No. 7391” pass third reading.

## **BACKGROUND**

Currently, City of Nanaimo ratepayers have several options to pay their user rates invoice:

1. Online banking bill payments
2. In-person with cash, cheque, post-dated cheque, or debit
3. In-person through their financial institution
4. Automatically through the auto-debit plan
5. Automatically through the equal payment plan

There are currently 3,429 properties enrolled in the Auto Debit Plan. Under this plan ratepayers are able to have their total user rates bill, inclusive of the five percent (5%) discount, withdrawn from their bank account on the invoice due date.

Under the Equal Payment Plan ratepayers have equal monthly payments, inclusive of the five percent (5%) discount withdrawn from their bank account on the invoice due date. There are currently 2,154 properties enrolled in this plan.

Although there are internal policies and external program application forms, neither automatic payment program has been formalized into a bylaw, which by contrast is what has been done with the Property Tax Prepayment Plan.

Staff are recommending the discontinuation and gradual phase out of the Equal Payment Plan, and the formalization of the Auto Debit Plan through the establishment of a bylaw. The intention

is to have a separate bylaw for the User Rates pre-authorized withdrawal program and a separate bylaw for the Property Taxes pre-authorized withdrawal program. ]

## **DISCUSSION**

The Auto Debit plan is advantageous because it ensures that the ratepayer does not miss out on the five percent discount. It also ensures that at year end, there is not an outstanding user rates account balance owing (that would ultimately be required to be transferred to the property tax account).

The original intention of the Equal Payment Plan was to be a prepayment program, similar to the auto debit program. However, this plan has resulted in unanticipated challenges including accounts not having their user rates balance fully paid, while still taking advantage of the payment discount, and frequent issues and adjustments with real estate conveyancing transactions when properties change ownership and there are residual balances remaining due to timing of payments and discount adjustments. As this plan is not meeting the original intention, it would be discontinued and gradually phased out.

Existing or legacy properties would continue to remain on the program until there is a change in ownership of the property, or until there is voluntary withdrawal or change. Properties with outstanding balances will be required to gradually increase the monthly payment amounts so that outstanding balances can be cleared.

The attached User Rates Auto Debit Plan Bylaw will formalize User Rates Auto Debit Plan program into bylaw format, which can be amended any time through direction from Council. ]

## **OPTIONS**

1. [ 1. That “User Rates Auto Debit Plan Bylaw 2024, No. 7391” (a bylaw to authorize a user rates auto debit plan) pass first reading;
2. That “User Rates Auto Debit Plan Bylaw 2024, No. 7391” pass second reading; and
3. That “User Rates Auto Debit Plan Bylaw 2024, No. 7391” pass third reading.

### **Advantages:**

- The newly drafted bylaw will formalize the administration of the currently established user rates auto debit plan, which will assist to provide administrative clarity
- There will be separate bylaws for the user rates auto debit program and for the property tax prepayment program

### **Disadvantages:**

- There are no disadvantages noted. There is no existing bylaw and the establishment of the program via bylaw will provide consistency in how the user rates and property tax payment programs are administered

**Financial Implications:**

- There are no financial implications to note. The program already exists and provides convenience with another payment option for City of Nanaimo property owners.

2. That Council provide alternative direction. |

**SUMMARY POINTS**

- Staff are recommending the establishment of a User Rates Auto Debit Plan Bylaw to formalize this payment option that is currently offered to City of Nanaimo property owners
- User Rates Auto Debit Plan Bylaw 2024, No. 7391 is attached for review by Council

**ATTACHMENTS:**

ATTACHMENT A – User Rates Auto Debit Plan Bylaw 2024, No. 7391

**Submitted by:**

Jamie Slater  
Manager, Financial Services & Special Projects

**Concurrence by:**

Wendy Fulla  
Director, Finance

Laura Mercer  
General Manager, Corporate Services

CITY OF NANAIMO

BYLAW NO. 7391

A BYLAW TO AUTHORIZE AN USER RATES AUTO DEBIT PLAN

---

WHEREAS pursuant to Section 194(2)(d) of the *Community Charter*, Council may, by bylaw, establish terms and conditions for the payment of a fee, including discounts, interest and penalties;

AND WHEREAS the Council of the City of Nanaimo deems it desirable as part of a user rates fees collection scheme established in accordance with this Bylaw, and for the convenience of ratepayers, to implement a user rates auto debit plan for the ratepayers of the City of Nanaimo;

THEREFORE the Council of the City of Nanaimo in open meeting assembled, hereby enacts as follows:

1. Title

This Bylaw may be cited as the “USER RATES AUTO DEBIT PLAN BYLAW 2024, NO. 7391”

2. Definitions

In this Bylaw:

“CITY” means the City of Nanaimo.

“COLLECTOR” means the person duly appointed as such from time to time by Council and includes any person appointed or designated by the Collector to act on their behalf.

“COUNCIL” means the duly elected Council of the City of Nanaimo.

“RATEPAYER” means any person or corporation who is or may be liable to the City of Nanaimo for payment of user rates.

“USER RATES” means the water, sewer and garbage charges.

3. User Rates Fees Collection Scheme

3.1 Any *ratepayer* may apply to the *Collector* to pay for user rates fees on the terms and conditions set out in this Bylaw.

3.1.1 the *ratepayer* must complete and submit to the *Collector* an application in the form set out by the *Collector* for each property being enrolled in the plan;

3.1.2 the User Rates account must be up-to-date, or at a credit balance, before the *ratepayer* can enroll in the plan if the next withdrawal date is less than ten (10) business days away;

- 3.1.3 full payment of outstanding user rates charges will be withdrawn on the due date as outlined on the Statement of User Rates;
  - 3.1.4 the ratepayer must designate the user rates account for which payments are to be made.
  - 3.2 If the *ratepayer* chooses to pay user rates fees in accordance with this Bylaw, a form shall be executed which authorizes deductions from the *ratepayer's* account at a financial institution to the credit of the *City*, and the form left on file with the *Collector*.
4. General Provision
- 4.1 The *Collector* is authorized on the *City's* behalf to enter into an agreement with a *ratepayer* in the terms required under Section 3 of this Bylaw, as applicable.
  - 4.2 The *Collector* may cancel a *ratepayer's* participation in an installment plan after two (2) payments fail to be honoured in a twelve (12) month period.
  - 4.3 Any dishonoured and returned user rates payments will be charged back to the user rates account, together with the applicable lost discount and will be subject to a service fee in accordance with the *Fees & Charges Bylaw*.
  - 4.4 A participating *ratepayer* may give notice in writing ten (10) business days prior to the payment date to discontinue participation in user rates auto debit plan or to make any other changes such as banking information.
  - 4.5 It is the *ratepayer's* responsibility to review their Statement of User Rates. In the event the *ratepayer* believes there is an error or omission to the user rates fees the *ratepayer* must contact the *Collector* at least ten (10) business days prior to the withdrawal date if they would like to request that the payment be stopped.
  - 4.6 Participation in the auto debit plan shall continue until terminated by either party in writing.
  - 4.7 It is the ratepayer's responsibility to ensure that correct information is provided to the City for the purposes of processing payments.
  - 4.8 Nothing in this Bylaw supersedes the provision of the *Local Government Act* or the *Community Charter*.

5. Severability

If any section, subsection, or paragraph of this Bylaw is found invalid by a decision of a Court of competent jurisdiction, the invalid section, subsection, or paragraph shall be severed without effect on the remainder of the Bylaw.

PASSED FIRST READING: \_\_\_\_\_  
PASSED SECOND READING: \_\_\_\_\_  
PASSED THIRD READING: \_\_\_\_\_  
ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



CITY OF NANAIMO

BYLAW NO. 7388

A BYLAW TO EXEMPT CERTAIN LANDS AND BUILDINGS FROM TAXATION

---

WHEREAS Section 224 of the *Community Charter* provides general regulations for the exemption of property from taxation;

AND WHEREAS Section 224 of the *Community Charter* provides specific exemptions for certain types or uses of property;

AND WHEREAS Council deems it expedient to exempt property enumerated herein:

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

1. TITLE

1.1 This Bylaw may be cited as “Permissive Tax Exemption Bylaw, 2024 No. 7388”.

2. PLACES OF WORSHIP

2.1 Subject to Section 2.2 of this Bylaw, the Place of Worship lands, together with the buildings thereon, listed on the attached Schedule ‘A’ shall be exempt from taxation.

2.2 Place of Worship halls situated upon lands described in Schedule ‘A’ of this Bylaw, whether such halls are within place of worship buildings or apart there from, are deemed to be necessary to their respective worship operations.

2.3 The maximum area of land to be exempted from taxation shall be 5.0 acres (217,800 sq. ft.) of the land upon which the buildings for public worship stand plus the footprint of the building(s) used for public worship. This exempted area will not exceed the land area of the legal parcel(s) upon which these buildings stand.

3. SENIOR CITIZENS HOUSING

3.1 The Senior Citizens Housing Facility lands and buildings shall be exempt from taxation as outlined on the attached ‘Schedule ‘B’.

4. COMMUNITY CARE FACILITIES

4.1 The Community Care Facility lands and buildings shall be exempt from taxation as outlined on the attached Schedule ‘C’.

5. MISCELLANEOUS NON-PROFIT

5.1 The Miscellaneous Non-Profit lands and buildings shall be exempt from taxation as outlined on the attached 'Schedule D'.

6. LEASED PROPERTIES AND PARTIAL EXEMPTIONS

6.1 The lands and buildings in this category shall be exempt from taxation as outlined on the attached 'Schedule E'.

7. REPEAL

6.1 "Property Tax Exemption Bylaw 2023 No. 7368" is hereby repealed.

PASSED FIRST READING: 2024-SEP-23  
PASSED SECOND READING: 2024-SEP-23  
PASSED THIRD READING: 2024-SEP-23

Notice of intention to proceed with this bylaw was published to the City of Nanaimo's website on the 24<sup>th</sup> day of September, 2024, and in the Nanaimo News Bulletin newspaper on the 9<sup>th</sup> day of October, 2024, circulating in the City of Nanaimo, pursuant to Section 94 of the *Community Charter* and the City of Nanaimo Public Notice Bylaw 2022 No. 7325.

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

## SCHEDULE 'A' – PLACES OF WORSHIP

FOLIO	PID	SHORT LEGAL DESCRIPTION	CIVIC ADDRESS	ORGANIZATION	COMMUNITY CHARTER SECTION	DURATION OF EXEMPTION
05342.000	003-783-821	LT 1, SEC 10, RGE 6, PLN 18793, LD 31	2393 ARBOT ROAD	BETHLEHEM INVESTORS GROUP LTD	224(2)(f)	1 Year
05342.200	000-541-095	LT 2, SEC 10, RGE 6, PLN 18793, LD 31	2371 ARBOT ROAD	BETHLEHEM INVESTORS GROUP LTD	224(2)(f)	1 Year
05536.314	031-604-439	LT 2, SEC 18, RGE 7, LD 31, PLN EPP110454	2221 BOWEN ROAD	CHRIST COMMUNITY CHURCH OF THE CHRISTIAN REFORMED CHURCH OF NANAIMO BC	224(2)(f)	1 Year
05680.000	008-885-052	LT ELY PT OF 2, BLK 10, SEC 17, RGE 7, PLN 526, ETC	2114 MEREDITH ROAD	TRUSTEES OF THE BAY VIEW CONGREGATION OF JEHOVA'S WITNESSES NANAIMO	224(2)(f)	1 Year
05949.192	028-024-443	LT 1, SEC 16, RGE 8, LD 31, PLN VIP87081	1609 MEREDITH ROAD	NANAIMO ALLIANCE CHURCH / CHRISTIAN AND MISSIONARY ALLIANCE-CANADIAN PACIFIC DISTRICT	224(2)(f)	1 Year
05965.245	029-083-931	LT 1, SEC 17, RGE 8, LD 31, PLN EPP27309	1720 MEREDITH ROAD	NANAIMO CHURCH OF CHRIST	224(2)(f)	1 Year
06006.305	009-229-736	LT 1, SEC 18, RGE 8, PLN 46005, LD 31	2400 HIGHLAND BOULEVARD	NANAIMO SEVENTH DAY ADVENTIST CHURCH / BC CORP SEVENTH DAY ADVENTIST	224(2)(f)	1 Year
07205.002	023-534-281	LT A (DD EK99968), BLK 11, SEC 5, PL 318, LD 58	4017 VICTORIA AVENUE	ST MICHAEL THE ARCHANGEL UKRAINIAN CATHOLIC CHURCH / UKRANIAN CATHOLIC EPARCHY OF NW	224(2)(f)	1 Year
07357.000	009-444-840	PCL D (DD 5353N) OF SEC 4, LD 58	4334 JINGLE POT ROAD	THE PRIESTLY SOCIETY OF ST PIUS X	224(2)(f)	1 Year
07458.202	018-826-911	LT A, SEC 5, LD 58, PLN VIP58451	4235 DEPARTURE BAY ROAD	TRUSTEES OF ST ANDREW'S PRESBYTERIAN CHURCH NANAIMO	224(2)(f)	1 Year
07618.001	000-304-816	LT 1, SEC 5, PLN 9339, LD 58	3510 DEPARTURE BAY ROAD	TRUSTEES OF THE CONGREGATION OF THE DEPARTURE BAY BAPTIST CHURCH	224(2)(f)	1 Year
07657.100	001-746-936	LT 1, SEC 5, PLN 28663, LD 58	2424 GLEN EAGLE CRESCENT	THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS IN CANADA	224(2)(f)	1 Year

<b>FOLIO</b>	<b>PID</b>	<b>SHORT LEGAL DESCRIPTION</b>	<b>CIVIC ADDRESS</b>	<b>ORGANIZATION</b>	<b>COMMUNITY CHARTER SECTION</b>	<b>DURATION OF EXEMPTION</b>
07704.200	003-930-335	LT 4, SEC 12, PL 17325, LD 58	6234 SPARTAN ROAD	BISHOP OF VICTORIA	224(2)(f)	1 Year
07708.570	018-190-740	LT 52, DL 14 & 19, PLN VIP56051, EXC VIP58432, LD 58	4951 RUTHERFORD ROAD	NEIGHBOURHOOD CHURCH / THE BC CONFERENCE OF THE MENNONITE BRETHREN CHURCHES	224(2)(f)	1 Year
07864.065	001-175-351	LT 1, DL 23G, PLN 42114, LD 58	6011 DOUMONT ROAD	TRUSTEES OF THE CONGREGATION OF THE TRINITY UNITED CHURCH	224(2)(f)	1 Year
08055.153	028-710-959	LT A, DL 28, LD 58, PLN EPP14697	6553 PORTSMOUTH ROAD	FOURSQUARE GOSPEL CHURCH OF CANADA	224(2)(f)	1 Year
08323.360	023-329-785	LT 1, DL 54, PL VIP62729, LD 58	4900 HAMMOND BAY ROAD	NANAIMO FULL GOSPEL ASSEMBLY	224(2)(f)	1 Year
08323.405	000-412-384	LT A, DL 54, PLN 40992, LD 58	4960 HAMMOND BAY ROAD	HAMMOND BAY BAPTIST CHURCH	224(2)(f)	1 Year
16001.002	003-785-327	LT 2, SEC 1, LD 32, PLN 18757	2150 DEPARTURE BAY ROAD	CHURCH OF THE NAZARENE CANADA PACIFIC DISTRICT	224(2)(f)	1 Year
16039.665	023-881-933	LT A (DDEL108574), SEC 1, PL 18900, LD 32	2174 DEPARTURE BAY ROAD	HOPE LUTHERAN CHURCH	224(2)(f)	1 Year
16216.002	028-750-624	LT 1, SEC 1, LD 32, PLN EPP14550	1064 OLD VICTORIA ROAD	TRUSTEES OF THE CHASE RIVER CONGREGATION OF JEHOVA'S WITNESSES	224(2)(f)	1 Year
16276.025	005-806-194	LT 1, SEC 1, LD 32, PLN 7109	170 WAKESIAH AVENUE	WAKESIAH GOSPEL CHAPEL SOCIETY	224(2)(f)	1 Year
16355.070	002-789-582	LT 11, SEC 1, PL 26501, LD 32	587 SEVENTH STREET	HAI AN BUDDHIST SOCIETY	224(2)(f)	1 Year
16531.002	023-390-310	LT A (DDEK39556) OF SEC 1, PL 6350, LD 32	394 SHEPHERD AVENUE	ST PAUL'S LUTHERAN CHURCH OF NANAIMO	224(2)(f)	1 Year
16536.100	025-820-133	LT 1, SEC 1, LD 32, PLN VIP76304	328 THIRD STREET	VANCOUVER ISLAND KHALSA DIWAN SOCIETY	224(2)(f)	1 Year
16897.001	006-910-955	PT BLK C, SEC 1, PL 1748, ETC, LD 32	897 HARBOUR VIEW STREET	THE BC MUSLIM ASSOCIATION	224(2)(f)	1 Year

<b>FOLIO</b>	<b>PID</b>	<b>SHORT LEGAL DESCRIPTION</b>	<b>CIVIC ADDRESS</b>	<b>ORGANIZATION</b>	<b>COMMUNITY CHARTER SECTION</b>	<b>DURATION OF EXEMPTION</b>
17357.000	007-037-261	SEC 12, RGE 8, SEC 1, PLN 1747, LD 32	505 EIGHTH STREET	THE SALVATION ARMY NANAIMO COMMUNITY CHURCH / THE GOVERNING COUNCIL OF THE SALVATION ARMY IN CANADA	224(2)(f)	1 Year
17545.010	024-834-076	LT 2, SEC 1, PL VIP71136, LD 32	275 PINE STREET	VANCOUVER ISLAND KHALSA DIWAN SOCIETY	224(2)(f)	1 Year
80776.000	024-122-394	LT B (DD EM34637), BLK 12, SEC 1, PLN 584, LD 32	19 NICOL STREET	THE SALVATION ARMY NANAIMO COMMUNITY CHURCH / THE GOVERNING COUNCIL OF THE SALVATION ARMY IN CANADA	224(2)(f)	1 Year
81059.000	008-794-758	PCL B (DD29290N) OF LTS 15&16, BLK 25, SEC 1, PLN 584, LD 32	305 PRIDEAUX STREET	G S M P D SIKH TEMPLE INC	224(2)(f)	1 Year
81095.000	023-756-683	LT A, SEC 1, PLN VIP65271, LD 32	315 FITZWILLIAM STREET	TRUSTEES OF THE CONGREGATION OF ST ANDREW'S UNITED CHURCH	224(2)(f)	1 Year
81643.010	016-625-218	LT PCL A (ED110296) OF 4, BLK B, SEC 1, PLN 584	260 NEEDHAM STREET	NANAIMO NATIVE VICTORY CHAPEL / PENTECOSTAL ASSEMBLIES OF CANADA	224(2)(f)	1 Year
82071.000	008-847-134	LT 4, BLK Q, SEC 1, PLN 584, EXC PLN VIP67460, LD 32	301 MACHLEARY STREET	BISHOP OF VICTORIA	224(2)(f)	1 Year
83042.000	007-254-768	PCL A (DD F34209) SEC 1, LD 32, PLN 1505	595 TOWNSITE ROAD	UNITARIAN FOUNDATION OF NANAIMO	224(2)(f)	1 Year
84302.100	018-748-287	LT A, NR, SEC 1, DL 12, PLN VIP58878, LD 32	1650 WADDINGTON ROAD	FIRST BAPTIST CHURCH / FIRST BAPTIST CHURCH NANAIMO BC	224(2)(f)	1 Year
84331.005	029-547-300	LT 1, SEC 1, LD 32, PLN EPP49398	100 CHAPEL STREET	ANGLICAN SYNOD OF THE DIOCESE OF BRITISH COLUMBIA	224(2)(f)	1 Year

FOLIO	PID	SHORT LEGAL DESCRIPTION	CIVIC ADDRESS	ORGANIZATION	COMMUNITY CHARTER SECTION	DURATION OF EXEMPTION
86042.000	003-166-546	LT 1, SEC 1, PLN 22739, LD 32	1300 PRINCESS ROYAL AVENUE	GENERATIONS CHURCH / THE PENTECOSTAL ASSEMBLIES OF CANADA	224(2)(f)	1 Year
83046.000	007-346-948 007-346-956	LTS 22&23, SUB LT 32, DL 96G, NT, SEC 1, PLN 1505, LD 32	591 TOWNSITE ROAD	UNITARIAN FOUNDATION OF NANAIMO	224(2)(f)	1 Year

SCHEDULE 'B' – SENIOR CITIZENS HOUSING

<b>FOLIO</b>	<b>PID</b>	<b>SHORT LEGAL DESCRIPTION</b>	<b>CIVIC ADDRESS</b>	<b>ORGANIZATION</b>	<b>COMMUNITY CHARTER SECTION</b>	<b>DURATION OF EXEMPTION</b>
16006.051	003-105-342	LT 11, SEC 1, PLN 23432, LD 32	11 BUTTERTUBS DRIVE	BALLENAS HOUSING SOCIETY	224(2)(k)	1 Year
16006.252	003-105-351	LT 12, SEC 1, PLN 23432, LD 32	15 BUTTERTUBS DRIVE	BALLENAS HOUSING SOCIETY	224(2)(k)	1 Year
16006.277	031-618-243	STR LT 1, SEC 1, LD 32, STR PLN EPS6858	10 BUTTERTUBS DRIVE	BALLENAS HOUSING SOCIETY	224(2)(k)	1 Year
81301.000	008-813-876 008-913-922	LT 6 & S 14FT 9 IN OF LT 7, BLK 45, SEC 1, PLN 584, LD 32	66 PRIDEAUX STREET	BALLENAS HOUSING SOCIETY	224(2)(k)	1 Year
81312.000	008-803-081 008-803-099	LT 8 & 9, BLK 46, SEC 1, PLN 584, LD 32	619 COMOX ROAD	BALLENAS HOUSING SOCIETY	224(2)(k)	1 Year
81314.000	008-803-102	LT 12, BLK 46, SEC 1, PLN 584, LD 32	65 PRIDEAUX STREET	BALLENAS HOUSING SOCIETY	224(2)(k)	1 Year
81315.000	008-803-111	LT 13, BLK 46, SEC 1, PLN 584, LD 32	69 PRIDEAUX STREET	BALLENAS HOUSING SOCIETY	224(2)(k)	1 Year
81316.000	008-803-129	LT 14, BLK 46, SEC 1, PLN 584, LD 32	73 PRIDEAUX STREET	BALLENAS HOUSING SOCIETY	224(2)(k)	1 Year
84328.000	006-157-106 006-157-122 006-157-131	LT B - D, SEC 1, PLN 3421, LD 32	55 PRIDEAUX STREET	BALLENAS HOUSING SOCIETY	224(2)(k)	1 Year
86157.500	000-237-159	LT 1, SEC 1, PLN 33419, LD 32	451 SELBY STREET	BALLENAS HOUSING SOCIETY	224(2)(k)	1 Year
86264.105	031-012-825	LT A, DL 97G, NR, SEC 1, LD 32, PLN EPP86500	1125 SEAFIELD CRESCENT	WOODGROVE SENIOR CITIZENS HOUSING SOCIETY	224(2)(k)	1 Year

SCHEDULE 'C' – COMMUNITY CARE FACILITIES

<b>FOLIO</b>	<b>PID</b>	<b>SHORT LEGAL DESCRIPTION</b>	<b>CIVIC ADDRESS</b>	<b>ORGANIZATION</b>	<b>COMMUNITY CHARTER SECTION</b>	<b>DURATION OF EXEMPTION</b>
05955.010	028-585-607	LT 1, SEC 17, RGE 8, LD 31, PLN EPP12446	1917 NORTHFIELD ROAD	NANAIMO TRAVELLERS LODGE SOCIETY (DBA EDEN GARDENS)	224(2)(j)	1 Year
85047.100	025-455-672	STRATA LT 1, DL 97G, SEC 1, LD 32, STRATA PLN VIS5226	1221 KIWANIS CRESCENT	NANAIMO DISTRICT SENIOR CITIZEN'S HOUSING DEVELOPMENT SOCIETY	224(2)(j)	1 Year
85047.201	025-879-154	STRATA LT 3, DL 97G, SEC 1, LD 32, STRATA PLN VIS5226	1233 KIWANIS CRESCENT	NANAIMO DISTRICT SENIOR CITIZEN'S HOUSING DEVELOPMENT SOCIETY	224(2)(j)	1 Year
85047.305	027-044-793	STRATA LT 6, DL 97G, SEC 1, LD 32, STRATA PLN VIS5226	1234 KIWANIS CRESCENT	NANAIMO DISTRICT SENIOR CITIZEN'S HOUSING DEVELOPMENT SOCIETY	224(2)(j)	1 Year
85047.310	027-044-785	STRATA LT 5, DL 97G, SEC 1, LD 32, STRA PLN VIS5226	1237 KIWANIS CRESCENT	NANAIMO DISTRICT SENIOR CITIZEN'S HOUSING DEVELOPMENT SOCIETY	224(2)(j)	1 Year



SCHEDULE 'D' – MISCELLANEOUS NON-PROFIT

<b>FOLIO</b>	<b>PID</b>	<b>SHORT LEGAL DESCRIPTION</b>	<b>CIVIC ADDRESS</b>	<b>ORGANIZATION</b>	<b>COMMUNITY CHARTER SECTION</b>	<b>DURATION OF EXEMPTION</b>
05426.150	000-194-310	LOT 2, SEC 19, RGE 6, PLN 40481, LD 31	2465 LABIEUX ROAD	BC OAP ORGANIZATION BR#4 INC	224(2)(a)	1 Year
05431.100	002-962-802	LT 1, SEC 19, RGE 6, PLN 24020, LD 31	2373 ROSSTOWN ROAD	NANAIMO THEATRE GROUP SOCIETY	224(2)(a)	1 Year
05438.000	000-056-821	LT 6, SEC 19, RGE 6, PLN 6733 EXCEPT VIP63918, LD 31	2368 ROSSTOWN ROAD	CONNECTIVE SUPPORT SOCIETY NANAIMO	224(2)(a)	1 Year
05438.015	024-885-070	STRATA LT A, SEC 19, RGE 6, VIS5043, LD 31	2332 BRACKENWOOD PLACE	VANCOUVER ISLAND MENTAL HEALTH SOCIETY	224(2)(a)	1 Year
05438.020	024-885-088	STRATA LT B, SEC 19, RGE 6, VIS5043, LD 31	2330 BRACKENWOOD PLACE	VANCOUVER ISLAND MENTAL HEALTH SOCIETY	224(2)(a)	1 Year
05457.004	001-912-305	WILDLIFE SANCTUARY, SEC 7, RGE 7, LD 31, EXC PLNS 535R & NO 4 RESERVOIR	201 DOGWOOD ROAD	NATURE TRUST OF BC	224(2)(a)	1 Year
05457.006	001-912-461	SEC PT OF 7 & 8, RGE 7 & 8, #4 RESERVOIR (766-8562C), LD 31	250 DOGWOOD ROAD	NATURE TRUST OF BC	224(2)(a)	1 Year
05501.100	003-700-534	LT 1, SEC 14 & 15, RGE 7, PLN 20182, EXC VIP58179, LD 31	2060 EAST WELLINGTON ROAD	ITALIAN SOCIETY FELICE CAVALLOTTI LODGE INC NO S7832	224(2)(a)	1 Year

<b>FOLIO</b>	<b>PID</b>	<b>SHORT LEGAL DESCRIPTION</b>	<b>CIVIC ADDRESS</b>	<b>ORGANIZATION</b>	<b>COMMUNITY CHARTER SECTION</b>	<b>DURATION OF EXEMPTION</b>
05536.100	002-104-750	LT 1, SEC 19, RGE 7, PLN 27484, LD 31	2352 ROSSTOWN ROAD	VANCOUVER ISLAND MENTAL HEALTH SOCIETY	224(2)(a)	1 Year
05536.170	000-513-008	LT 15, SEC 19, RGE 7, PLN 27484, LD 31	2353 ROSSTOWN ROAD	CONNECTIVE SUPPORT SOCIETY NANAIMO	224(2)(a)	1 Year
05695.000	000-098-302	LT 2, BLK 14, SEC 18, RGE 8, PLN 526, EXCE 396 FT ETC	2227 MCGARRIGLE ROAD	CONNECTIVE SUPPORT SOCIETY NANAIMO	224(2)(a)	1 Year
05761.005	001-912-445	PCL A (DD49323N) OF SEC 5, RGE 8, LD 31, EXC PRTS IN PLNS 8707, 18489, 24715 & 28135	787 NANAIMO LAKES ROAD	NATURE TRUST OF BC	224(2)(a)	1 Year
05762.101	001-912-241	LT 4, SEC 6, RGE 8, PLN16149, EXC PL 18489, 19566, 24715	731 DOGWOOD ROAD	NATURE TRUST OF BC	224(2)(a)	1 Year
05765.003	001-912-313	SEC 7, RGE 8, EXCE 500FT & RES, LD 31	941 COLLEGE DRIVE	NATURE TRUST OF BC	224(2)(a)	1 Year
05828.005	027-701-573	LT A, SEC 11, RGE 8, LD 31, PLN VIP85882	1946 JINGLE POT ROAD	NATURE TRUST OF BC	224(2)(a)	1 Year
05829.000	009-456-601	SEC 12, RGE 8, EXW 11.979 CHAINS & EXC PLN 25503, LD 31	175 PRYDE AVENUE	DUCKS UNLIMITED CANADA / CITY OF NANAIMO	224(2)(a)	1 Year

<b>FOLIO</b>	<b>PID</b>	<b>SHORT LEGAL DESCRIPTION</b>	<b>CIVIC ADDRESS</b>	<b>ORGANIZATION</b>	<b>COMMUNITY CHARTER SECTION</b>	<b>DURATION OF EXEMPTION</b>
05863.000	008-977-402	SEC WLY 12.042 CHNS OF 13, RGE 8, LD 31, EXC VIP61247, VIP81292 & EPP53572	154 WESTWOOD ROAD	THE BRITISH COLUMBIA SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS (SPCA)	224(2)(a)	1 Year
05895.100	000-968-528	LT 1, SEC 14 & 15, RGE 8, LD 31, PLN39076	1630 EAST WELLINGTON ROAD	ROYAL CANADIAN LEGION MOUNT BENSON BRANCH 256	224(2)(a)	1 Year
05910.000	000-834-351	LT 6, SEC 15, RGE 8, PLN 7272, LD 31	1717 KERRISDALE ROAD	CRISIS PREGNANCY CARE OF NANAIMO SOCIETY	224(2)(a)	1 Year
07233.001	009-174-681	LT 2 , BLK 16, SEC 3 & 5, PL 318A, PKG LT FOR HALL, LD 58	3976 CORUNNA AVENUE	WELLINGTON COMMUNITY ASSOCIATION	224(2)(a)	1 Year
07234.001	009-174-699 009-174-702	LO 3 & 4, BLK 16, SEC 3 & 5, PL 318A, COMM HALL, LD 58	3922 CORUNNA AVENUE	WELLINGTON COMMUNITY ASSOCIATION	224(2)(a)	1 Year
07281.000	003-400-883	LT 12, BLK 22, SEC 5, PLN 318A, LD 58	3793 NORWELL DRIVE	VANCOUVER ISLAND MENTAL HEALTH SOCIETY	224(2)(a)	1 Year
07674.020	001-110-128	LT 2, SEC 10, PLN 32084, LD 58	6100 DOUMONT ROAD	PLEASANT VALLEY SOCIAL CENTRE	224(2)(a)	1 Year
07836.855	031-897-576	LT C, DL 18, LD 58, PLN EPP114091	3425 UPLANDS DRIVE	NANAIMO ASSOCIATION FOR COMMUNITY LIVING	224(2)(a)	1 Year
07838.100	001-157-680	LT 1 , DL 19,PL 31377, LD 58	3413 LITTLEFORD ROAD	ISLAND CRISIS CARE SOCIETY	224(2)(a)	1 Year

<b>FOLIO</b>	<b>PID</b>	<b>SHORT LEGAL DESCRIPTION</b>	<b>CIVIC ADDRESS</b>	<b>ORGANIZATION</b>	<b>COMMUNITY CHARTER SECTION</b>	<b>DURATION OF EXEMPTION</b>
07860.001	009-447-156	PRT OF LT 23G LYING N OF DUMONT RD AND WST OF IS HWY, LD 58	6006 DOUMONT ROAD	PLEASANT VALLEY SOCIAL CENTRE	224(2)(a)	1 Year
08310.152	025-903-217	LT 15, DL 53, LD 58, PLN VIP76773	6682 DOVER ROAD	ISLAND CRISIS CARE SOCIETY	224(2)(a)	1 Year
08323.275	000-042-641	LT 1, DL 54, PLN 33028, LD 58	4840 HAMMOND BAY ROAD	NANAIMO HUNGARIAN CULTURAL SOCIETY	224(2)(a)	1 Year
16000.010	003-103-188	LT A, SEC 1, PLN23380, LD 32 EXC PRT IN PLN 3655 RW	750 FIFTH STREET	NANAIMO NAVY LEAGUE SOCIETY	224(2)(a)	1 Year
16007.500	000-558-711	LT 1, BLK 1, PLN 28980, LD 32	1780 JINGLE POT ROAD	NATURE TRUST OF BC	224(2)(a)	1 Year
16019.000	005-306-981	LT 3, SEC1, PLN 9450, LD 32	20 FIFTH STREET	BOYS & GIRLS CLUBS OF CENTRAL VANCOUVER ISLAND	224(2)(a)	1 Year
16021.300	023-416-017	LT A, SEC1, PL VIP63268, LD 32	200 BUTTERTUBS DRIVE	NATURE TRUST OF BC	224(2)(a)	1 Year
16170.000	001-887-637	PCL A (DD35952I) OF SEC 1, RGE 6, LD 32	1141 FREW ROAD	NATURE TRUST OF BC	224(2)(a)	1 Year
16171.000	006-500-048	PT OF 2, RGE 6, EAST OF NAN RIVER, EXC PCL A, LD 32	1050 RAINES ROAD	NATURE TRUST OF BC	224(2)(a)	1 Year

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16172.000	004-678-478 004-678-486	SEC 2 & 3, RGE 6, LYING W OF E BRANCH OF NANAIMO RIVER, ETC	901 RAINES ROAD	NATURE TRUST OF BC	224(2)(a)	1 Year
16173.000	006-500-102	SEC2, RGE 7, EXC PCL A, AND PT IN PLN 37922	1145 MAUGHAN ROAD	NATURE TRUST OF BC	224(2)(a)	1 Year
16174.000	004-674-006	SPTOFSEC3(D D22536), RGE 7, LD 32	900 RAINES ROAD	NATURE TRUST OF BC	224(2)(a)	1 Year
16175.000	004-239-598	PCL A(391611), SEC1, RGE 8, LD 32	1141 MAUGHAN ROAD	NATURE TRUST OF BC	224(2)(a)	1 Year
16176.000	009-436-057	SEC1, RGE 8, LD 32, EXC PCL (DD391611) AND THE PRT IN PLN 32333	1201 MAUGHAN ROAD	NATURE TRUST OF BC	224(2)(a)	1 Year
16178.000	006-500-404	SEC W ½ OF 2, RGE 8, EXC PLN 32333, 37922, LD 32	1125 MAUGHAN ROAD	NATURE TRUST OF BC	224(2)(a)	1 Year
16417.005	030-876-583	LT1, SEC1, LD 32, PLN EPP85567	858 GEORGIA AVENUE	BALLENAS HOUSING SOCIETY	224(2)(a)	1 Year
16822.135	026-968-690	LT 2, SEC 2, LD 32, PLN VIP82572	1356 CRANBERRY AVENUE	LOYAL ORDER OF MOOSE (CLASS 8 EXEMPTION ONLY)	224(2)(a)	1 Year
16891.001	005-493-471	LT 1, SEC 1, PLN 8961, LD 32	838 OLD VICTORIA ROAD	CLAY TREE SOCIETY FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES	224(2)(a)	1 Year
16905.000	024-043-265	LT A, SEC 1, PL N VIP66687, LD 32	927 HALIBURTON STREET	TILlicum LELUM ABORIGINAL SOCIETY	224(2)(a)	1 Year

<b>FOLIO</b>	<b>PID</b>	<b>SHORT LEGAL DESCRIPTION</b>	<b>CIVIC ADDRESS</b>	<b>ORGANIZATION</b>	<b>COMMUNITY CHARTER SECTION</b>	<b>DURATION OF EXEMPTION</b>
16930.000	006-404-014	LT 4, BLK 1, SEC 1, PLN 2009, LD 32	880 VICTORIA ROAD	ISLAND CRISIS CARE SOCIETY	224(2)(a)	1 Year
16931.000	006-404-022	LT 5, BLK1, SEC 1, PLN 2009, LD 32	870 VICTORIA ROAD	ISLAND CRISIS CARE SOCIETY	224(2)(a)	1 Year
17364.001	028-205-146	LT1, THT PRT OF SEC 1, LD 32, PLN EPP5225	479 TENTH STREET	TILlicum LELUM ABORIGINAL SOCIETY	224(2)(a)	1 Year
17364.002	028-205-154	LT 2, THT PRT OF SEC 1, LD 32, PLN EPP5225	477 TENTH STREET	TILlicum LELUM ABORIGINAL SOCIETY	224(2)(a)	1 Year
17458.266	000-962-317	LT16, SEC 1, LD 32, PLN 20827	129 HAREWOOD ROAD	NANAIMO BRANCH ROYAL CANADIAN LEGION - (CLASS 8 EXEMPTION ONLY)	224(2)(a)	1 Year
17545.005	024-834-068	LT1, SEC 1, PLN VIP71136, LD 32	271 PINE STREET	NANAIMO FOOD SHARE SOCIETY	224(2)(a)	1 Year
80596.000	008-906-912	LT18, BLK 3, SEC 1, PLN 584, LD 32	210 FRY STREET	LOAVES AND FISHES COMMUNITY FOOD BANK SOCIETY	224(2)(a)	1 Year
80701.100	025-715-755	LT A, SEC1, LD 32, PLN VIP75290	275 NICOL STREET	PACIFICA HOUSING ADVISORY ASSOCIATION	224(2)(a)	1 Year
80951.000	002-422-506 002-422-476 002-422-492	PCL A (DD670N) OF LT11, PCL B (DD5701N) OF LTS 12&13, PCL A (DD629N) OF LTS 12&13, ALL OF BLK 20, SEC 1, LD 32, PLN 584	505 ALBERT STREET	NANAIMO F.O.S NON – PROFIT HOUSING SOCIETY	224(2)(a)	1 Year

<b>FOLIO</b>	<b>PID</b>	<b>SHORT LEGAL DESCRIPTION</b>	<b>CIVIC ADDRESS</b>	<b>ORGANIZATION</b>	<b>COMMUNITY CHARTER SECTION</b>	<b>DURATION OF EXEMPTION</b>
81054.209	018-547-311	STRATA LT 9, SEC 1, STRATA PLN VIS2989, LD 32	9 327 PRIDEAUX STREET	UNITED WAY BRITISH COLUMBIA	224(2)(a)	1 Year
81350.101	025-980-211	LT A, SEC 1, LD 32, PLN VIP77182	77 MILL STREET	BALLENAS HOUSING SOCIETY	224(2)(a)	1 Year
81613.000	008-815-143	LT NLY ½ OF 8, BLK A, SEC 1, PLN 584, LD 32	1009 FARQUHAR STREET	LOAVES AND FISHES COMMUNITY FOOD BANK SOCIETY	224(2)(a)	1 Year
81676.000	008-766-380	LT 23, BLK D, SEC 1, PLN 584 EX VIP52239, LD 32	602 HALIBURTON STREET	TILLICUM LELUM ABORIGINAL SOCIETY	224(2)(a)	1 Year
81974.011	024-598-810	LT A, SEC 1, PL VIP69563, LD 32	940 HECATE STREET	PACIFICA HOUSING ADVISORY ASSOCIATION	224(2)(a)	1 Year
82528.001	015-216-993	LT A, SEC1, PLN 49522, LD 32	60 NEEDHAM STREET	THE NANAIMO UNIQUE KIDS ORGANIZATION	224(2)(a)	1 Year
82664.001	030-524-997	LT A, SEC1, LD 32, PLN EPP79331	285 ROSEHILL STREET	VANCOUVER ISLAND MENTAL HEALTH SOCIETY	224(2)(a)	1 Year
83252.000	006-987-346	LT 2, BLK 2, SEC1, DL 97 GPL1712, NRL D 32	1070 TOWNSITE ROAD	NANAIMO FAMILY LIFE ASSOCIATION	224(2)(a)	1 Year
85901.001	012-542-873	LTA, SEC1, PLN47726, LD32	945 WADDINGTON ROAD	NANAIMO COMMUNITY HOSPICE SOCIETY	224(2)(a)	1 Year
85998.000	003-644-961	LTA, DL 97 G, NR, SEC1, PLN19919, LD32	1191 SEAFIELD CRESCENT	NANAIMO F.O.S NON - PROFIT HOUSING SOCIETY	224(2)(a)	1 Year

<b>FOLIO</b>	<b>PID</b>	<b>SHORT LEGAL DESCRIPTION</b>	<b>CIVIC ADDRESS</b>	<b>ORGANIZATION</b>	<b>COMMUNITY CHARTER SECTION</b>	<b>DURATION OF EXEMPTION</b>
86083.000 86083.001	002-249-286	LT 4, SEC 1, PLN VIP27926, LD 32	321 SELBY STREET	ISLAND CORRIDOR FOUNDATION (CLASS 2 ASSESSMENT ONLY)	224(2)(d)	1 Year
86099.000	001-454-692	LT1, SEC 1, PLN28924, LD 32	375 SELBY STREET	NANAIMO CONSERVATORY OF MUSIC	224(2)(a)	1 Year
86175.000	000-318-396	LT1, SEC1, PLN 35056, LD 32	83 VICTORIA CRESCENT	NANAIMO ASSOCIATION FOR COMMUNITY LIVING	224(2)(a)	1 Year



SCHEDULE 'E' – LEASED PROPERTIES AND PARTIAL EXEMPTIONS

FOLIO	PID	SHORT LEGAL DESCRIPTION	CIVIC ADDRESS	ORGANIZATION	% OF PROPERTY OCCUPIED	% EXEMPT OF PORTION OCCUPIED	COMMUNITY CHARTER SECTION	DURATION OF EXEMPTION
05330.582	023-201-380	LTA, SEC 20, RG E5, PL VIP61896, LD31	2630 LABIEUX ROAD	CONNECTIVE SUPPORT SOCIETY NANAIMO / MUEGO AURELIO / MUEGO CONCEPCION	100%	100%	224(2)(a)	1 Year
05526.018	023-074-426	LT9, SEC16, RG E7, PLVIP61143, LD31	1985 BOXWOOD ROAD	BOYS & GIRLS CLUB CENTRAL VANCOUVER ISLAND / ARMSTRONG DEVELOPMENTS LTD.	25%	100%	224(2)(a)	1 Year
05535.000	005-745-969	LT 9, SEC 16, RGE 7, PLN 7143, EXC PLN VIP54738, LD 31	2025 BOWEN ROAD	ISLAND CRISIS CARE SOCIETY / RISING HOPE SERVICES INC.	28%	100%	224(2)(a)	1 Year
05549.005	030-068-622	LT 3, SEC 20, RGE 7, LD 31, PLN EPP67724	2290 LABIEUX ROAD	VANCOUVER ISLAND HAVEN SOCIETY / CITY OF NANAIMO	100%	100%	224(2)(a)	1 Year
05549.007	LEASE	LT 1, SEC 18,19 & 20, RGE 7, PLN VIP27441, ETC LEASE BMX LD000130	2 2300 BOWEN ROAD	NANAIMO BMX ASSOCIATION / CITY OF NANAIMO	100%	100%	224(2)(a)	1 Year
05549.008	LEASE	LT 1, SEC 18 19 & 20, RGE 7, PLN VIP27441 ETC, LEASE NDEA & VIEX	3 2300 BOWEN ROAD	THE VANCOUVER ISLAND EXHIBITION ASSOCIATION / NANAIMO & DISTRICT EQUESTRIAN ASSOCIATION / CITY OF NANAIMO	100%	100%	224(2)(a)	1 Year
05549.013	000-289-078	LT 1, SEC 18 19 & 20, RGE 7, LD 31, PLN VIP27441 ETC, LEASE NCGS	2300 BOWEN ROAD	NANAIMO COMMUNITY GARDENS SOCIETY / CITY OF NANAIMO	100%	100%	224(2)(a)	1 Year
05549.014	LEASE	LT 1, SECS 18-20, RGE 7, LD 31, PLN VIP27441, EXC PRS IN PLNS 40622 & 44255, LSE FOR VIEX - BUGS	2300 BOWEN ROAD	THE VANCOUVER ISLAND EXHIBITION ASSOCIATION / CITY OF NANAIMO	100%	100%	224(2)(a)	1 Year
05549.025	030-068-614	LT 2, SEC 20, RGE 7, LD 31, PLN EPP67724	2250 LABIEUX ROAD	ST JOHN'S AMBULANCE / CITY OF NANAIMO	100%	100%	224(2)(a)	1 Year

FOLIO	PID	SHORT LEGAL DESCRIPTION	CIVIC ADDRESS	ORGANIZATION	% OF PROPERTY OCCUPIED	% EXEMPT OF PORTION OCCUPIED	COMMUNITY CHARTER SECTION	DURATION OF EXEMPTION
05549.101	LEASE	LT 1, SEC 18-20, RGE 7, PLN 27441, LD 31-BEBAN HOUSE	2290 BOWEN ROAD	BOYS & GIRLS CLUBS OF CENTRAL VANCOUVER ISLAND / CITY OF NANAIMO	100%	100%	224(2)(a)	1 Year
05696.000	003-820-441	LT 1, SEC 18, RGE 8, PLN 18947, LD 31	UNIT A - 2221 MCGARRIGLE ROAD	MAKERSPACE NANAIMO ASSOCIATION / 102512 HOLDINGS LTD.	16.80%	100%	224(2)(a)	1 Year
05874.000 05874.005	003-844-153 032-122-390	LT 1, SEC 14, RNG 8, LD 31, PLN EPP134144	1861 EAST WELLINGTON ROAD	LOAVES AND FISHES COMMUNITY FOOD BANK SOCIETY / CITY OF NANAIMO	50%	100%	224(2)(a)	1 Year
05990.101	023-728-141	STRATA LOT 1, SEC 18 & 19, RGE 8, LD 31, STRATA PLN VIS4260	1 - 2525 MCCULLOUGH ROAD	THE CANADIAN RED CROSS SOCIETY / IKONKAR HOLDINGS LTD.	100%	100%	224(2)(a)	1 Year
05990.102	023-728-205 023-728-213	STRATA LOT 2&3, SEC 19, RGE 8, LD 31, STRATA PLN VIS4260	2 & 3 - 2525 MCCULLOUGH ROAD	THE CANADIAN RED CROSS SOCIETY / OM DEVELOPMENT INC.	100%	100%	224(2)(a)	1 Year
05990.104	023-728-221 023-728-230	STRATA LOT 4&5, SEC 18, LD 31, STRATA PLN VIS4260	4 & 5 - 2525 MCCULLOUGH ROAD	THE CANADIAN RED CROSS SOCIETY / 1172572 BC LTD.	100%	100%	224(2)(a)	1 Year
07151.002	LEASE	SEC 5, LD 58, LEASE 105731 (CANOE & KAYAK CLUB & ROWING CLUB)	4295 VICTORIA AVENUE	NANAIMO ROWING CLUB / CITY OF NANAIMO / CROWN PROVINCIAL	100%	100%	224(2)(a)	1 Year
07204.002	LEASE	PRT OF SEC 5, WELLINGTON DISTRICT, AS SHOWN PLN 51235 (NANAIMO FAMILY HISTORY SOCIETY)	3999 VICTORIA AVENUE	MID ISLAND ABILITIES & INDEPENDENT LIVING SOCIETY / CITY OF NANAIMO	100%	100%	224(2)(a)	1 Year
07375.585	001-006-606	LT 17, SEC 5, LD 58, PLN 38953 EXCEPT PART IN PLAN VIP82697	4148 MOSTAR ROAD	HABITAT FOR HUMANITY MID-VANCOUVER ISLAND SOCIETY / NOORT INVESTMENTS LTD.	47.79%	100%	224(2)(a)	1 Year
07498.216	017-987-695	LOT: 1, SEC: 5, PLN: STRATA VIS2492, LD: 58	1 4166 DEPARTURE BAY ROAD	NANAIMO DISABILITY RESOURCE CENTRE / KATEPWA HOLDINGS LTD. / HART VENTURES LTD.	23.82% (Unit 1)	100%	224(2)(a)	1 Year

FOLIO	PID	SHORT LEGAL DESCRIPTION	CIVIC ADDRESS	ORGANIZATION	% OF PROPERTY OCCUPIED	% EXEMPT OF PORTION OCCUPIED	COMMUNITY CHARTER SECTION	DURATION OF EXEMPTION
07498.217	017-987-709	LOT: 2, SEC: 5, PLN: STRATA VIS2524, LD: 58	2 4166 DEPARTURE BAY ROAD	NATIONAL DIABETES TRUST / KATEPWA HOLDINGS LTD. / HART VENTURES LTD.	41.47% (Unit 2)	100%	224(2)(a)	1 Year
07498.255	001-223-828	LOT: 11, SEC: 5, PLN: 30716, LD: 58	3156 BARONS ROAD	PACIFIC CARE FAMILY ENRICHMENT SOCIETY	48.83%	100%	224(2)(a)	1 Year
08092.305	026-441-896	STRATA LT 1, DL 30, LD 58, PLN VIS5863	5800 TURNER ROAD	NANAIMO AUXILIARY TO NANAIMO REGIONAL GENERAL HOSPITAL / NORED DEVELOPMENTS LTD. AND KELLAND FOODS HOLDINGS LTD.	5%	100%	224(2)(a)	1 Year
08283.925	002-015-269	LT A, DL 48, PLN 42751, LD 58-LEASED TO MCGIRR SPORTS SOCIETY	6175 MCGIRR ROAD	MCGIRR SPORTS SOCIETY / CITY OF NANAIMO	100%	100%	224(2)(a)	1 Year
08318.010	LEASE	LT 7, DL 53, PLN 1792, LD 58 LEASE PIONEER PARK	6706 DOVER ROAD	NANAIMO CANADIAN AMATEUR FOOTBALL ASSOCIATION / CITY OF NANAIMO	100%	100%	224(2)(a)	1 Year
13552.001	004-235-959	LT 1, PL 14550, DOUGLAS ISL& LIGHT STATN OIC 1518, LD 32	208 COLVILLETON TRAIL	PROTECTION ISLAND LIONS CLUB / CITY OF NANAIMO	100%	100%	224(2)(a)	1 Year
13553.701	LEASE	NPA LSE FL255, ADJ TO LT 140, PLN 14111, WTHN PIRATES PARK, PROTECTION ISLAND, LD 32 - DOCK SITE	A 7 PIRATES LANE	PROTECTION ISLAND RATE PAYERS ASSOCIATION / NANAIMO PORT AUTHORITY	100%	100%	224(2)(a)	1 Year
16000.114	024-785-555	LT 1, SEC 1, PL VIP69992, LD 32	901 FIFTH STREET	ROYAL CANADIAN AIR FORCE ASSOCIATION 808 (THUNDERBIRD) WING / CROWN FEDERAL	100%	100%	224(2)(a)	1 Year
16000.025	LEASE	LT 2, SEC 1, PLN 35726 EXC PRT IN PLN 50590, LD 32 (LSE - NANAIMO MINOR HOCKEY)	B 750 THIRD STREET	NANAIMO MINOR HOCKEY / CITY OF NANAIMO	100%	100%	224(2)(a)	1 Year
16592.002	031-319-513	LT 1, SEC 1, LD 32, PLN EPP108854	195 FOURTH STREET	NANAIMO SEARCH & RESCUE / CITY OF NANAIMO	100%	100%	224(2)(a)	1 Year

FOLIO	PID	SHORT LEGAL DESCRIPTION	CIVIC ADDRESS	ORGANIZATION	% OF PROPERTY OCCUPIED	% EXEMPT OF PORTION OCCUPIED	COMMUNITY CHARTER SECTION	DURATION OF EXEMPTION
16753.100	024-129-682	LT 1, SEC 7, PL VIP67048, 32	1275 ISLAND HIGHWAY S	NEXUS PATIENT AND COMMUNITY CARE SOCIETY / SOUTH PARKWAY PLAZA INC.	7.48%	100%	224(2)(j)	1 Year
16822.101	003-203-760	LT 1, SEC 2, PLN 23032, LD 32, EXC PRT INCLUDED IN LEASE TO BOYS & GIRLS CLUB	1400 CRANBERRY AVENUE	BOYS AND GIRLS CLUB OF CENTRAL VANCOUVER ISLAND / CITY OF NANAIMO	100%	100%	224(2)(a)	1 Year
80306.203	018-429-335	STRATA LT 3, SEC 1, STRATA PLN VIS2892, LD 32	3 1200 PRINCESS ROYAL AVENUE	BALLENAS HOUSING SOCIETY / ISLAND CRISIS CARE SOCIETY	100%	100%	224(2)(a)	1 Year
80958.000	008-892-881 008-892-911 008-892-920	LT 1, AM LT 2 (DD 59351-N), WLY 40 FT OF LT 5, BLK 21, SEC 1, PL 584 & 494R, EX 428B/L	250 ALBERT STREET	CANADIAN MENTAL HEALTH ASSOCIATION MID ISLAND BRANCH / VANCOUVER ISLAND HEALTH AUTHORITY	100%	100%	224(2)(a)	1 Year
80962.000	008-893-390 008-893-519	AM LT 6 (DD 59330N) & LT 5, PLN 584, EXC PCL A (DD 416-N), EXC PRT IN PLN 21310 & EXC THT PRT LYIN WITHIN THE BOUNDARIES OF PLN 494-R, ALL BLK 21, SEC 1, LD 32	489 WALLACE STREET	SOCIETY FOR EQUITY, INCLUSION AND ADVOCACY / GURDEV HOLDINGS LTD.	20.40%	100%	224(2)(a)	1 Year
81094.000	006-003-770 006-003-851	LT 4 & SW 83.8 FT OF 3, BLK 29, SEC 1, PLN 584, LD 32	321 WALLACE STREET	ALANO CLUB OF NANAIMO SOCIETY / 1308567 BC LTD.	13%	100%	224(2)(a)	1 Year
81129.000	007-799-292	LT 6, BLK 32, SEC 1, PLN 584, LD 32	418 FITZWILLIAM STREET	NANAIMO MEN'S RESOURCE CENTRE / KGZ DEVELOPMENT CORP.	19%	100%	224(2)(a)	1 Year
81174.000	008-777-942	LOT NLY 1/2 OF 7, BLK 35, SEC 1, PLN 584, LD 32	617 WENTWORTH STREET	VANCOUVER ISLAND SYMPHONY / DEVIATO ALESSANDRO / BRINKMAN TAMAR JOHANNA	50%	100%	224(2)(a)	1 Year
81283.002	LEASE	PARK DEDICATED BY PLAN 584, EXC PRT IN PLN EPP30249, LSE TO NAN SCOUT GRP - LD003083	445 COMOX ROAD	1ST NANAIMO SCOUT GROUP / CITY OF NANAIMO	100%	100%	224(2)(a)	1 Year

FOLIO	PID	SHORT LEGAL DESCRIPTION	CIVIC ADDRESS	ORGANIZATION	% OF PROPERTY OCCUPIED	% EXEMPT OF PORTION OCCUPIED	COMMUNITY CHARTER SECTION	DURATION OF EXEMPTION
81468.000	008-842-124	THE NLY ½ OF LT 9, BLK 55, SEC 1, LD 32, PLN 584, EXC THE ELY 60 FT	20 CHAPEL STREET	CHRISTIAN SCIENCE SOCIETY OF NANAIMO / DSF HOLDINGS LTD.	100%	100%	224(2)(g)	1 Year
81535.000	005-649-871 005-649-919	LT 8&9, BLK 60, SEC 1, PLN 584, EXC E 5 FT OF 9, LD 32	235 BASTION STREET	NANAIMO BRAIN INJURY SOCIETY / BASTION HOUSE HOLDINGS LTD.	10.66%	100%	224(2)(a)	1 Year
84474.000	000-097-110 000-097-420	LT AM A (DD 43426N) & PT OF LT 1, BLK 60, SEC 1, PL 5221 & 584	19 COMMERCIAL STREET	NANAIMO LITERACY ASSOCIATION / NASH HARDWARE LTD.	100%	100%	224(2)(a)	1 Year
84750.000	005-851-882	LT 1, SEC 1, PLN 6675, LD 32, EXC 19380, 30712 & EPP27507	7 PORT DRIVE	ISLAND CORRIDOR FOUNDATION / CANADIAN PACIFIC RAILWAY COMPANY (CLASS 2 ONLY)	100% of Class 2	100% of Class 2	224(2)(d)	1 Year
84750.045	030-812-232	LT 3, SEC 1 & PRT OF THE BED OF THE PUBLIC HARBOUR OF NANAIMO, LD 32, PLN EPP89791	3 PORT DRIVE	ISLAND CORRIDOR FOUNDATION / SEASPAN FERRIES CORPORATION	100%	100%	224(2)(d)	1 Year
84750.045	030-812-241	LT 4, SEC 1 & PRT OF THE BED OF THE PUBLIC HARBOUR OF NANAIMO, LD 32, PLN EPP89791	3 PORT DRIVE	ISLAND CORRIDOR FOUNDATION / SEASPAN FERRIES CORPORATION	100%	100%	224(2)(d)	1 Year
84758.000	005-777-941	LOT: 1, SEC: 1, PLN: 6910, EXC PLAN 29652, LD: 32	1161 MILTON STREET	ISLAND CORRIDOR FOUNDATION / CANADIAN PACIFIC RAILWAY COMPANY (CLASS 2 ONLY)	100% of Class 2	100% of Class 2	224(2)(d)	1 Year
85047.002	015-857-689	LT A, DL 97-G, NR, SEC 1, LD 32, PLN 50077, EXC PRT IN PLN VIP51807	1135 NELSON STREET	NANAIMO CHILD DEVELOPMENT CENTRE SOCIETY / VANCOUVER ISLAND HEALTH AUTHORITY	100%	100%	224(2)(a)	1 Year
85093.002	005-496-497	LT B, SEC 1, PLN 8979, LD 32, NAN DIST MUSEUM SOC - FLR 1	1 100 CAMERON ROAD	NANAIMO & DISTRICT MUSEUM SOCIETY / CITY OF NANAIMO	100%	100%	224(2)(a)	1 Year
85093.003	005-496-497	LT B, SEC 1, PLN 8979, LD 32, VAN ISL MILITARY MUSEUM - FLR 2 & 3	2 & 3 100 CAMERON ROAD	VANCOUVER ISLAND MILITARY MUSEUM / CITY OF NANAIMO	100%	100%	224(2)(a)	1 Year

FOLIO	PID	SHORT LEGAL DESCRIPTION	CIVIC ADDRESS	ORGANIZATION	% OF PROPERTY OCCUPIED	% EXEMPT OF PORTION OCCUPIED	COMMUNITY CHARTER SECTION	DURATION OF EXEMPTION
86094.000	001-479-652	LT 1, SEC 1, LD 32, PLN 28842	UNIT 216, 212 PRIDEAUX STREET	THE REDEEMED CHRISTIAN CHURCH OF GOD LIVING PRAISE CHAPEL/KANAKA MANAGEMENT LTD.	20.37%	100%	224(2)(g)	1 Year
85576.000	LEASE	LIC 113687, THS PRTS OF BLKS D & E, DL 227 FOR PUBLIC DOCK & RAMP AND AUX COAST GUARD FAC-BRECHIN BOAT RAMP & LD002357 RIGHT TO OCCUPY PRTS OF DL 2092, BLK L OF DL 227 & BLK M OF DLS 227 & 2092, LD 32, PLN EPC579 -NAN CANOE & KAYAK CLUB	1844 STEWART AVENUE	NANAIMO CANOE & KAYAK CLUB / AUXILIARY COAST GUARD SEARCH & RESCUE / CITY OF NANAIMO	100%	100%	224(2)(a)	1 Year
85576.001	LEASE	LD002343 RIGHT TO OCCUPY PRTS OF DL 2092, BLK L OF DL 227 & BLK M OF DLS 227 & 2092, LD 32, PLN EPC579 - DEC 1/2010 - NOV 30/2020 - NANAIMO MARINE RESCUE SOCIETY	A 1844 STEWART AVENUE	NANAIMO MARINE RESCUE SOCIETY / CITY OF NANAIMO / CROWN PROVINCIAL	100%	100%	224(2)(a)	1 Year
85616.004	004-753-551	LT A, SEC 1, LD 32, PLN 12390, THT PRT INCLUDED IN UNITS 4A & 4B LEASE (THEATRE ONE)	4 150 COMMERCIAL STREET	NANAIMO FESTIVAL HERITAGE / THEATRE SOCIETY / CITY OF NANAIMO	100%	100%	224(2)(a)	1 Year
85616.009	004-753-551	LT A, SEC 1, LD 32, PLN 12390, THT PRT INCLUDED IN UNIT 9 LEASE (NANAIMO COMMUNITY ARCHIVES)	9 150 COMMERCIAL STREET	MID-ISLAND ARCHIVES AND HERITAGE RESOURCE SOCIETY / CITY OF NANAIMO	100%	100%	224(2)(a)	1 Year

FOLIO	PID	SHORT LEGAL DESCRIPTION	CIVIC ADDRESS	ORGANIZATION	% OF PROPERTY OCCUPIED	% EXEMPT OF PORTION OCCUPIED	COMMUNITY CHARTER SECTION	DURATION OF EXEMPTION
85616.010	004-753-551	LT A, SEC 1, LD 32, PLN 12390, THT PRT INCLUDED IN UNIT 10 LEASE (CRIMSON COAST DANCE SOCIETY)	10 150 COMMERCIAL STREET	CRIMSON COAST DANCE SOCIETY / CITY OF NANAIMO	100%	100%	224(2)(a)	1 Year
86055.000	001-755-927	LT 1, SEC 1, PLN 25254, LD 32	290 BASTION STREET	CANADIAN MENTAL HEALTH ASSOCIATION MID-ISLAND BRANCH / LB VENTURES INC.	100%	100%	224(2)(a)	1 Year
86081.000	002-248-930	LT 2, SEC 1, PLN VIP27926, LD 32	319 SELBY STREET	CENTRAL VANCOUVER ISLAND MULTICULTURAL SOCIETY / WIDSTEN LINDSAY FARRELL	56.30%	100%	224(2)(a)	1 Year
86165.000	000-290-793	LT 1, SEC 1, PLN 34442, LD 32	495 DUNSMUIR STREET	NANAIMO SYSTEMS PLANNING ORGANIZATION SOCIETY / NANAIMO INTERNATIONAL CENTRE LIMITED	5.37%	100%	224(2)(a)	1 Year
86226.000	002-498-600	LT 1, SEC 1, PLN 43024, LD 32	256 WALLACE STREET	NANAIMO SQUASH CLUB / 597500 BC LTD. / 126848 BC LTD.	27%	100%	224(2)(a)	1 Year
89095.000	LEASE	LT LAND IN BOWEN PARK E OF WALL STREET, SEC 1, LEASE (NANAIMO CURLING CLUB)	100 WALL STREET	NANAIMO CURLING CLUB / CITY OF NANAIMO	100%	100%	224(2)(a)	1 Year

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OCT 04 2024

LEGISLATIVE SERVICES



REQUEST FOR SUPPORT APPLICATION FORM

Date of Request	OCTOBER 4, 2024
Organization/Group making the request	MID VANCOUVER ISLAND ELDER COLLEGE SOCIETY
Contact Person	CHARLES SHIER
Address	[REDACTED] NANAIMO [REDACTED]
Telephone	[REDACTED]
Email Address:	[REDACTED]
Type of Support Requested (Select one)	<input checked="" type="radio"/> Letter of Support in Principle <input type="radio"/> In-Kind Contribution <input type="radio"/> Partnership <p><i>Note: This policy is not applicable to requests for grant funding by the City, including Permissive Tax Exemption requests, or in-kind funding for facility rentals (see Grants Policy and Guidelines for further details)</i></p>

IF APPLICABLE:

Name of grant or program for which you are applying:

COMMUNITY GAMING GRANT

Amount of Funding Requested: \$70,000 Grant Due Date: NOVEMBER 30, 2024

Grant Organization: COMMUNITY GAMING GRANTS BRANCH

Address: 6TH FLOOR, 800 JOHNSON STREET, VICTORIA BC V8W 1N3

City: VICTORIA Postal Code: V8W 1N3

Telephone: 250 356 1081, 1 800 663 7867

Please provide an executive summary or short narrative that addresses each of the points outlined in the "Council Support policy". Include a draft letter, any supporting documents or materials and a detailed list of other funding partners (if applicable).

Please submit this form, with accompanying materials, to the attention of the Corporate Officer, Legislative Services, City of Nanaimo, 455 Wallace St. Nanaimo, BC V9R 5J6, or by email to: legislative.servicesoffice@nanaimo.ca.

Respecting Your Privacy

Freedom of Information and Protection of Privacy Act (FOIPPA) - Information collected on this form is done so under the general authority of the Community Charter and FOIPPA, and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For more information, please visit the Legislative Services Department at 455 Wallace Street, call 250-755-4405, or email foi@nanaimo.ca.



## City of Nanaimo Letter of Support for Grant Funding Request – Executive Summary

<b>Grant organization</b>	Community Gaming Grants Branch (BC Ministry of Tourism, Arts, Culture and Sport) 6th Floor, 800 Johnson Street Victoria, BC V8W 1N3
<b>Applying organization</b>	Mid Vancouver Island Elder College Society
<b>Grant applied for</b>	Community Gaming Grant – Human and Social Services Sector (due November 30, 2024)
<b>Proposed program</b>	Spring and Fall 2025 Courses
<b>Contact person applying for the grant</b>	Charles Shier, Director [REDACTED] Nanaimo, BC [REDACTED] [REDACTED] [REDACTED]

### Background information

Mid Vancouver Island Elder College Society, operating as Mid Island Elder College (MIEC), was established as an incorporated non-for profit society in November 2023. Our vision is “To drive the growth of life-long learning and well-being in our community”. It is undeniable that education is the best available health care as we age, contributing to greater self-worth and a higher quality of life. The benefits go both ways, as educated people contribute more to society and draw less on its resources.

We provide learning opportunities that are easy to access – no exams, no grades – just dedicated teachers and eager students, learning together and from each other, in a wide range of courses. We present our courses as a means of promoting quality of life, health and overall well-being, by offering tools to remain engaged and in the present.

Prior to 2024, Elder College operated in the Oceanside area as a branch of Vancouver Island University (VIU) going back to 2002, and as an independent non-profit starting in 1987.

The new society is governed and managed by a twelve person board, supported by some 60 volunteer instructors and event coordinators. Since formation, the organization has worked tirelessly to organize, set up a course registration system and successfully launch a Fall 2024 session of 61 course offerings. Plans are underway to offer a full slate of courses in both the Spring and Fall of 2025, which is the program to be funded by the Community Gaming Grant.

**Target Group**

Seniors 50 years and older represent 52% of the RDN population and age 65 and older represents 30% according to 2021 Statscan data.

The following table shows that for the past 10 years, student enrolments averaged about 1,000 per year except for 2020 and 2021, when course delivery was restricted to online presentation due the COVID outbreak. The data for 2024 is limited to the Fall session to date; for other years both Spring and Fall course sessions were offered, as is planned for 2025 and future years.

<b>Elder College - Historical Enrolments</b>		
Calendar Year	Students	Class Enrolments
2014	997	1,539
2015	963	1,423
2016	924	1,496
2017	1,074	1,776
2018	1,073	1,918
2019	1,251	2,382
2020	739	1,326
2021	653	1,906
2022	952	1,919
2023	1,022	1,961
Fall 2024	321	532

Although seniors’ life-long learning is the focus of our programs, there are no restrictions on registration in our courses preventing other demographics from participating.

**Program Delivery**

Courses are offered via face-to face classroom venues and online using Zoom. Our instructor group consists of retired professors and teachers who deliver course materials they are passionate about, without compensation or honorariums. New instructors are recruited and vetted by a program committee of the Board; student surveys are also used to assess instructors and the quality of course offerings. Most of the current instructors have delivered Elder College courses previously under VIU.

Class venues are rented or donated spaces throughout the Oceanside area, including the Vancouver Island Regional Library branches in Nanaimo, Nanaimo Museum, Parksville Community Centre, McMillan Arts Centre in Parksville, St. Philip by-the-Sea in Lantzville, and Berwick Retirement Home Theatre in Qualicum Beach. Zoom classes represent about 30% of class offerings.

Courses range from single to multi session classes, with an average of four sessions per course.

There are no restrictions to course enrolment based on age, sexual orientation, gender identity or gender expression. We do collect age and gender information as provided on a volunteer basis only.

The following is the list of 54 different courses being delivered in the Fall of 2024:

A Sensible Look at Natural Therapies for Common Conditions  
Ancient Love Poetry  
Archaeologists in Popular Culture (Online)  
Are You Prepared for Emergencies and Disasters  
Biofilia: the Molecules of Life (Online)  
Biofilia: Bacteria and Cells (Online)  
Canada's Theatre and War (Online)  
Coal Mining History of Vancouver Island  
Concepts of Justice: A Global Survey through the Ages (Online)  
Curious About Cannabis (Online)  
Eat Well, Live Long  
Exploring Choice of MAiD for Dementia  
Exploring the Mystical Art of Tarot Reading  
Exploring the Northwest Coast with Cook and Vancouver  
Five from Flanders: Painters of the Flemish Renaissance (Online)  
Founders of Religions (Section 1): Abrahamic Religions  
Fun with Card Magic  
Good Space, Bad Space: The Design and Use of Everyday Spaces (Online)  
Guided Meditation for Wellbeing and Joy (Online)  
How to Talk About Climate Change, Make a Difference and be Happy (Online)  
In/Equality an Alternative Anthropology (Online)  
Introduction to Mindful Meditation  
Introduction to Restorative Justice  
Introduction to the Night Skies  
Joyful Living with a Meditation Practice (Online)  
Learn How to Write Flash Fiction - Mini Masterpieces that Pack a Punch  
Let's Meditate!  
Looting and Frauds in Archaeology  
My Kid Could Do That: Modern Abstract Painting  
Non-Fiction Book Club (Online)  
Our Celestial Beginnings: The Nature, Origin and Demise of Stars (Online)  
Probate Bypass & Estate Planning Strategies  
Probate Bypass & Estate Planning Strategies (Online)  
Publishing 101: For Life Story and Family History Writers (Online)  
RCMP Frauds and Scams  
Revolution, Empire and Change  
Road Safety for Seniors  
Roses! Roses! Roses!  
Shakespeare's Women  
Sustainability, Social Change, and Fun (Online)  
Tales from the Accident Site: Managing 'Human Error' in Commercial Transportation  
The Anthropocene Disaster (Online)  
The Art of Listening to Music  
The Assassination of John F Kennedy  
The Meditations of Marcus Aurelius

The Specific Anatomy and Mechanisms of Injury (Part 1 – Low Back and Lower Extremity)  
Theory of Everything – Made Easy (for non-scientists and non-mathematicians)  
Three Easy Steps to Online Security  
Transforming Long-Term Care for Well-Being  
Understanding Your Property Appraisal Report  
Vancouver Island History From Contact to Confederation 1774-1871  
What Makes Good Environmental Writing?  
Who Knew Writing Could be Fun?  
Women Mystics

### **Grant Application**

For the purposes of the Community Gaming Grant application, the programs for which we are applying funding will be Spring courses offered between March and May of 2025, and Fall course offerings between September and December 2025. A similar range of courses will be offered in the two 2025 sessions to the list shown above.

Although other Elder College programs exist in other regions, Mid Island Elder College is unique in the target group and range of course offerings in the Regional District of Nanaimo area. This will be the first Gaming Grant application by Mid Island Elder College. The purpose of the grant is to bridge our finances to a future vision of expanded course offerings that will make us self-sustaining. Critical activities in 2025 will include:

- Grow the instructor base and volunteers – with more instructors, we can have more course offerings and resulting course fee revenues; more volunteers means more capacity to deliver services and support the Board
- Programming development – make improvements to the quality of course offerings, attract larger class sizes and expand multi-session courses to generate more revenue
- Marketing and promotion plan – expand awareness of Elder College to the target senior group and capture more participation out of the 88,000 in the 50 plus age group; build stronger connections with the retirement home sector to be able to offer more programming to seniors in facilities

Attached is the proposed program budget for the gaming application, which is asking for \$70,000.

### **Other entities support**

We have built relationships with other local non-for profit organizations including the Oceanside Arts Council and the Parksville Community Centre, and the Nanaimo Community Foundation. We have letters of support from the Town of Qualicum Beach, the City of Parksville, and the Oceanside Newcomers Alumni Society.

**Mid Island Elder College**

**Budgeted Revenues and Expenses - 2025 for Spring and Fall Courses -  
Community Gaming Grant Application**

	<b>General Fund</b>	<b>Gaming Fund</b>	<b>Total</b>	<b>Gaming Allocation</b>
<b><u>Revenues</u></b>				
Membership dues	20,000	-	20,000	
Saturday Speakers series	8,610	-	8,610	
Community Gaming Grants	-	70,000	70,000	
Sponsorships and donations	25,000	-	25,000	
Courses - Spring	28,000	-	28,000	
Courses - Fall	32,000	-	32,000	
<b>Total Revenue</b>	<b>113,610</b>	<b>70,000</b>	<b>183,610</b>	
<b><u>Expenses</u></b>				
<b><u>Program delivery costs</u></b>				
Program delivery costs-incidentals	1,800	-	1,800	
Summer student	5,125	15,674	20,799	75%
Employer costs-CPP/EI/WCB	1,048	3,153	4,201	75%
Equipment for delivery of programs	-	5,000	5,000	100%
Rental of facilities - speakers series	2,000	-	2,000	
Rental of facilities - Parksville	14,150	14,151	28,301	50%
Rental of facilities - Nanaimo & other	4,224	4,224	8,448	50%
Food costs	200	-	200	
Zoom costs	682	-	682	
<b>Subtotal</b>	<b>29,229</b>	<b>42,202</b>	<b>71,431</b>	
<b><u>Registration costs</u></b>				
Contract program administrator	25,740	25,740	51,480	50%
Staff benefits	2,058	2,058	4,116	50%
Telephone costs	1,362	-	1,362	
Internet	1,600	-	1,600	
Software licencing and transaction fees	3,608	-	3,608	
<b>Subtotal</b>	<b>34,368</b>	<b>27,798</b>	<b>62,166</b>	
<b><u>Administration</u></b>				
Accounting-software costs	644	-	644	
Legal and professional fees	3,600	-	3,600	
Meeting costs	1,200	-	1,200	
Insurance	1,840	-	1,840	
Bank charges	96	-	96	
Postage and courier	1,218	-	1,218	
Office supplies	1,218	-	1,218	
Contingency costs	10,000	-	10,000	
<b>Subtotal</b>	<b>19,816</b>	<b>-</b>	<b>19,816</b>	
<b><u>Marketing</u></b>				
Advertising costs	14,240	-	14,240	
Website	1,367	-	1,367	
Website development	4,000	-	4,000	
Printing, posters, course calendars	9,228	-	9,228	
PR/Networking costs	1,362	-	1,362	
<b>Subtotal</b>	<b>30,197</b>	<b>-</b>	<b>30,197</b>	
<b>Total expenses</b>	<b>113,610</b>	<b>70,000</b>	<b>183,610</b>	
<b>Excess (deficiency) of revenues over expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## TOWN OF QUALICUM BEACH

September 3, 2024

To Whom It May Concern:

### **Mid Vancouver Island Elder College Society Letter of Support**

The Town of Qualicum Beach is pleased to convey our support for the Mid Vancouver Island Elder College Society as they seek funding to continue the important work to provide lifelong learning to adults over 50.

The Town of Qualicum Beach is a vibrant seaside community on the east coast of Vancouver Island with a population of 9,303 (2021 census) that remarkably has a median age of 67.5!

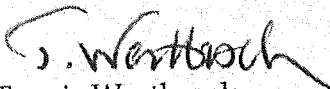
We are thrilled that the Mid Vancouver Island Elder College Society has registered under the *BC Societies Act*, and provides an alternative for our citizens who were senior students of the Vancouver Island University when their Elder College program was cut due to budget constraints (December 31, 2023).

The Society has stepped up to continue Elder College programming knowing how important life-long learning is for the joy, vitality, and well-being of our seniors.

The Town of Qualicum Beach is fortunate that such a dedicated and knowledgeable board and volunteers stepped forward to incorporate and fundraise to keep this crucial service.

We wish the Mid Vancouver Island Elder College Society great success in fundraising in 2024 to achieve their goal to raise funds to set up a registration system, reconnect with their target market, set-up programming and bridge their operating shortfall for the first two years.

Sincerely,



Teunis Westbroek

Mayor

c. Council; Chief Administrative Officer (CAO) L. Varela; Corporate Services  
Mid Island Elder College, PO Box 1501 - STN Main, Parksville, BC V9P 2H4, [info@eldercollege.org](mailto:info@eldercollege.org).

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City of Parksville  
Office of the Mayor

October 2, 2024

Mid Island Elder College Society  
PO Box 1501 STN Main  
Parksville, BC V9P 2H4

To Whom It May Concern:

**Re: Support for Mid Island Elder College**

On behalf of Council, I am writing to express the City of Parksville's support for the Mid Island Elder College Society's grant application.

For more than 30 years under Vancouver Island University (VIU), Elder College has provided courses and lectures, enabling adults over 50 to engage in lifelong learning and remain connected within their community. When VIU was unable to continue the program due to budget constraints, the Mid Vancouver Island Elder College Society was formed to continue the invaluable work of providing ongoing education on a diverse range of subjects.

Elder College courses provide opportunities not only for learning, but for social connection and community-building. These social connections and the mental stimulation provided by courses and lectures are crucial to the health and wellbeing of seniors; as a community with a significant population of seniors, the City is supportive of Elder College's efforts to keep seniors engaged and active.

On behalf of the City of Parksville, we wish the Mid Island Elder College Society much success with their funding application.

Sincerely,

DOUG O'BRIEN  
Mayor

To Whom it May Concern

September 4<sup>th</sup>, 2024.

By way of introduction, I am Peter Dunderdale, President of the Oceanside Newcomers Alumni Society (ONAS) for 2024-2025.

Elder College has been a part of our community for as long as I have lived in the area. My wife and as well as a number of members of ONAS have taken courses from Elder College over time and have found them vital in contributing to the ongoing learning opportunities for Seniors in our area.

It was unfortunate that after 30 years, it must reinvent itself as a free-standing society. I know that our members continue to look forward to taking part in the various courses and seminars they will offer in the future. As we age, continuous learning is an important part to keep one mentally focused. Just as important, the socialization of meeting like-minded individuals through the learning process plays a vital role in the aging process and Elder College is an integral part in both.

For a brief time in 2023, it was believed that Elder College courses would be no longer offered to the public, leaving a gap in our community's fabric. Thankfully, a dedicated group of individuals has made strides to ensure that there is a vibrant program going forward which our organization endorses.

To help ensure the new organization is successful, long-term funding is needed, and I am pleased to support the application of Mid Island Elder College Society for funding, as they are an asset to our community for all seniors in many, many local organizations.

Submitted By

Peter Dunderdale

President ONAS 2024-2025, Qualicum Beach BC