



**MERGED AGENDA  
REGULAR COUNCIL MEETING**

Monday, January 20, 2025

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

Shaw Auditorium, Vancouver Island Conference Centre

80 Commercial Street, Nanaimo, BC

SCHEDULED RECESS AT 9:00 P.M.

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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;

(c) labour relations or other employee relations;

(e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality; 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 - 23

Minutes of the Regular Council Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2024-DEC-16, at 4:30 p.m.

b. Minutes

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Minutes of the Special Council Meeting (Public Hearing) held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Thursday, 2024-DEC-19, at 7:00 p.m.

6. **MAYOR'S REPORT:**

7. **RISE AND REPORT:**

a. Appointments to the Nanaimo Performing Arts Guild

During the 2024-DEC-16 In Camera Council Meeting, Council amended the Terms of Reference to expand membership from 8 to 10, and appointed the following members-at-large to the Nanaimo Performing Arts Guild, effective 2024-DEC-16, for a two-year term ending 2026-DEC-16, with the possibility to renew membership for one additional two-year term:

- Arlene Blundell, Holly Bright, Bonnie Catterson, Jason Friesen, Jacqui Kaese, Samantha Letourneau, Sara McLeod, Bill Miner, Gregory Segal, and Wendy Wearne

8. **PRESENTATIONS:**

a. Freedom of the City Award to John Ruttan

Mayor Krog to present the Freedom of the City Award to John Ruttan.

[10 minute recess to follow the presentation.]

b. Carly Pereboom, Executive Director, Tourism Nanaimo, re: Quarterly Update from Tourism Nanaimo

28 - 33

c. Colin Stansfield, Chief Executive Officer, Nanaimo Prosperity Corporation, re: Quarterly Update from the Nanaimo Prosperity Corporation

34 - 38

d. John McCormick, Executive Director, Andrew Thornton, Research and Knowledge Mobilization Lead, and Willow Hills, Data Coordinator, Nanaimo Systems Planning Organization, re: Quarterly Update from the Nanaimo Systems Planning Organization

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9. **COMMITTEE MINUTES:**

a. Minutes

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Minutes of the Design Advisory Panel Meeting, held electronically, on Thursday, 2023-OCT-12, at 5:03 p.m.

b. Minutes

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Minutes of the Design Advisory Panel Meeting, held electronically, on Thursday, 2023-NOV-09, at 5:03 p.m.

- c. Minutes 57 - 62

Minutes of the Design Advisory Panel Meeting, held electronically, on Thursday, 2023-NOV-23, at 5:08 p.m.

- d. Minutes 63 - 66

Minutes of the Design Advisory Panel Meeting, held electronically, on Thursday, 2023-DEC-14, at 4:30 p.m.

- e. Minutes 67 - 72

Minutes of the Mayor's Leaders' Table Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Friday, 2024-JUN-14, at 8:31 a.m.

- f. Minutes 73 - 78

Minutes of the Public Safety Committee Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2024-OCT-09, at 4:00 p.m.

- g. Minutes 79 - 85

Minutes of the Governance and Priorities Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2024-NOV-25, at 1:01 p.m.

## 10. CONSENT ITEMS:

- a. Public Safety Committee Meeting 2024-DEC-18 86

[Note: a link to the 2024-DEC-18 Public Safety Committee Meeting agenda is provided for information.]

1. Nanaimo Restorative Justice Program Overview

That Council continue to advocate to the Provincial Government for funding for the Nanaimo Restorative Justice Program.

2. Newcastle Community Association

That Council invite representatives of the Newcastle Community Association to attend the next Public Safety Committee Meeting to share their concerns regarding the impact of homelessness on residents and local businesses.

11. DELEGATIONS:

12. REPORTS:

a. False Alarm Regulation Bylaw

87 - 96

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

*Purpose: To introduce a new False Alarm Bylaw for Council's consideration that would assist in reducing the number of unnecessary emergency responses for false alarms by members of the public, and to bring forward amendments to the Fees and Charges and Bylaw Notice Enforcement Bylaws to add fees and fines associated with owners and users of security alarms systems who permit an excessive number of false alarms.*

Recommendations:

False Alarm Bylaw

1. That "False Alarm Bylaw 2025, No. 7392" (a bylaw to reduce false alarms) pass first reading.
2. That "False Alarm Bylaw 2025, No. 7392" pass second reading.
3. That "False Alarm Bylaw 2025, No. 7392" pass third reading.

Fees and Charges Amendment Bylaw

1. That "Fees and Charges Amendment Bylaw 2025, No. 7336.12" (a bylaw to add false alarm fees) pass first reading.
2. That "Fees and Charges Amendment Bylaw 2025, No. 7336.12" pass second reading.
3. That "Fees and Charges Amendment Bylaw 2025, No. 7336.12" pass third reading.

Bylaw Notice Enforcement Amendment Bylaw

1. That "Bylaw Notice Enforcement Amendment Bylaw 2025, No. 7159.24" (a bylaw to add fines for false alarms) pass first reading.
2. That "Bylaw Notice Enforcement Amendment Bylaw 2025, No. 7159.24" pass second reading.
3. That "Bylaw Notice Enforcement Amendment Bylaw 2025, No. 7159.24" pass third reading.

b. Development Variance Permit Application No. DVP469 - 395 Chesterlea Avenue

97 - 105

To be introduced by Lisa Brinkman, Manager, Community Planning/Acting Director, Planning and Development.

*Purpose: To present for Council's consideration a development variance permit application for a proposed second storey addition to an existing accessory building at 395 Chesterlea Avenue.*

It is requested that Council hear anyone wishing to speak with respect to Development Variance Permit No. DVP469 - 395 Chesterlea Avenue.

Recommendation: That Council issue Development Variance Permit No. DVP469 for a second storey addition to an existing accessory building at 395 Chesterlea Avenue with variances as outlined in the "Proposed Variances" section of the Staff Report titled "Development Variance Permit Application No. DVP469 - 395 Chesterlea Avenue", dated 2025-JAN-20.

- c. City Plan Review 2025 106 - 108  
To be introduced by Lisa Brinkman, Manager, Community Planning/Acting Director, Planning and Development.  
*Purpose: To introduce the purpose of the City Plan Review 2025 project and outline next steps.*
  
- d. Zoning Bylaw Review 109 - 112  
To be introduced by Lisa Brinkman, Manager, Community Planning/Acting Director, Planning and Development.  
*Purpose: To inform Council of a project to complete a comprehensive review of the Zoning Bylaw.*
  
- e. Woodgrove Area Plan Update 113 - 118  
To be introduced by Lisa Brinkman, Manager, Community Planning/Acting Director, Planning and Development.  
*Purpose: To provide an update on the Woodgrove Area Plan, phases in the project, and community engagement.*
  
- f. Tenant Protections Project 119 - 127  
To be introduced by Lisa Brinkman, Manager, Community Planning/Acting Director, Planning and Development.  
*Purpose: To introduce the Tenant Protections Project and outline next steps in the process.*
  
- g. 933 Park Avenue Concept Plan 128 - 146  
To be introduced by Lisa Brinkman, Manager, Community Planning/Acting Director, Planning and Development.  
*Purpose: To present to Council the proposed Concept Plan for 933 Park Avenue for consideration of endorsement.*

Presentation:

1. Kirsty MacDonald, Acting Manager, Parks Operations.

Recommendation: That Council endorse the Concept Plan for 933 Park Avenue as a long-term site vision, as outlined in Attachment A of the report titled "933 Park Avenue Concept Plan", dated 2025-JAN-20.

- h. Building Communities Through Arts and Heritage - Community Anniversaries Program 147 - 149

To be introduced by Richard Harding, General Manager, Community Services/Deputy Chief Administrative Officer.

*Purpose: To update Council that the City received the Building Communities Through Arts and Heritage - Community Anniversaries Program grant for the Luminous Paths: Nanaimo's 150 & Beyond event to acknowledge Nanaimo's 150th anniversary since incorporation.*

### 13. BYLAWS:

- a. "Financial Plan Bylaw 2024, No. 7389" 150 - 154

That "Financial Plan Bylaw 2024, No. 7389" (to confirm and adopt the 2025 – 2029 Financial Plan) be adopted.

- b. Add - "Zoning Bylaw Amendment Bylaw 2024 No. 4500.233" 155 - 156

That "Zoning Bylaw Amendment Bylaw 2024, No. 4500.233" (a bylaw to amend the short-term rental regulations) be adopted.

### 14. CORRESPONDENCE:

- a. Amyotrophic Lateral Sclerosis Society of British Columbia Request for Letter of Support re: PROJECT HOPE 157 - 160

- b. World Leisure Centre of Excellence at Vancouver Island University Request for Letter of Support re: World Leisure Congress 2028 161 - 166

### 15. NOTICE OF MOTION:

### 16. OTHER BUSINESS:

### 17. QUESTION PERIOD:

### 18. ADJOURNMENT:



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

Monday, December 16, 2024, 4:30 P.M.  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC

- Members:**
- Mayor L. Krog, Chair (vacated at 9:21 p.m.; returned at 9:23 p.m.)
  - Councillor S. Armstrong (arrived at 4:34 p.m.)
  - Councillor T. Brown\* (joined at 4:31 p.m.)
  - Councillor H. Eastmure
  - Councillor B. Geselbracht (arrived at 4:34 p.m.)
  - Councillor E. Hemmens, Acting Chair (vacated at 9:23 p.m.; returned at 9:24 p.m.)
  - Councillor P. Manly\* (joined at 4:48 p.m.; vacated at 7:50 p.m.; returned at 7:51 p.m.)
  - Councillor J. Perrino (vacated at 9:21 p.m.; returned at 9:23 p.m.)
  - Councillor I. Thorpe (vacated at 9:19 p.m.; returned at 9:20 p.m.)
- Staff:**
- D. Lindsay, Chief Administrative Officer
  - L. Mercer, General Manager, Corporate Services
  - B. Sims, General Manager, Engineering and Public Works
  - Supt. A. Burton, Nanaimo Detachment RCMP
  - T. Doyle, Fire Chief
  - S. Gurrie, Director, Legislative Services
  - J. Holm, Director, Planning and Development
  - K. Ing, Director, IT/Chief Information Officer
  - D. Osborne, Director, Parks, Recreation and Culture
  - C. Davis, Deputy Director, Parks and Natural Areas
  - L. Brinkman, Manager, Community Planning
  - T. Pan, Manager, Sustainability\*
  - M. Willoughby, Supervisor, Geographic Info Systems
  - R. Campbell, GIS Technologist
  - N. Sponaugle, Communications Advisor
  - K. Lundgren, Recording Secretary

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

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

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

**2. PROCEDURAL MOTION:**

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

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

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

The motion carried unanimously.

Council moved In Camera at 4:30 p.m.

Council moved out of In Camera at 5:40 p.m.

Council recessed the Open Meeting at 5:40 p.m.

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

**3. INTRODUCTION OF LATE ITEMS:**

- (a) Remove Agenda Item 11(b) – Delegation from Alan Clarke.
- (b) Agenda Item 12(d) - Add report titled “RDN Mandatory Source Separation Bylaw Implementation Compliance - Parks and Facilities”.
- (c) Agenda Item 12(j) Development Permit Application No. DP1350 – 77 Chapel Street:
  - Add delegation from Greg Mitchell, Primex Investments Ltd.
  - Reorder to follow Agenda Item 12(a) Interim Housing Needs Report 2024, and reorder the remaining Agenda Items accordingly
- (d) Agenda Item 13(g) Bylaws – Add “Business Licence Bylaw Amendment Bylaw 2024, No. 7318.02”.
- (e) Agenda Item 14(a) Correspondence – Add Loaves and Fishes Community Food Bank Request for a Letter of Support re: Funding for a New Food Recovery and Distribution Facility.

**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 on 2024-DEC-02 at 5:00 p.m. be adopted as circulated. The motion carried unanimously.

**6. MAYOR'S REPORT:**

Mayor Krog advised of the following:

- The Commonwealth Association of Planners has declared Nanaimo's City Plan an "outstanding planning achievement in the Commonwealth", further to the numerous awards that have recognized the City Plan.
- The City's 2025 Curbside Collection Schedules are available. Their delivery has been delayed due to the Canada Post strike; however, residents can stay up to date through the Nanaimo Recycles mobile application, and a printout of schedules are available at a number of City facilities
- Temporary free parking is available in the Bastion Street Parkade on levels 2 and 3 for up to two hours at a time, Monday to Friday during the day. Parking on all levels is free during evenings and weekends without time limits. This initiative is meant to encourage shoppers to continue to support downtown businesses
- The Mayor has been invited to participate on a panel at the "Save our Streets" forum on 2025-JAN-23 in Vancouver

It was moved and seconded that Council authorize Mayor Krog's travel expenses to attend the "Save Our Streets" forum being held in Vancouver on 2025-JAN-23. The motion carried unanimously.

Mayor Krog continued the Mayor's Report:

- "Luminous Paths: Nanaimo's 150 & Beyond" winter art festival will commence 2025-JAN-22 with the central event to be held at Maffeo Sutton Park. The festival will run until Family Day, 2025-FEB-17

**8. PRESENTATIONS:**

- (a) Monitoring Indicators and Data Overview

Introduced by Jeremy Holm, Director, Planning and Development.

Ting Pan, Manager, Sustainability, via Zoom, demonstrated how to access the City Plan performance indicators and data from the City's website.

Presentation:

1. Ting Pan, Manager, Sustainability, provided a PowerPoint presentation and an overview of monitoring indicators and data. Highlights included:

- Review of community Green House Gas (GHG) emissions and targets by sector and per capita, as well as corporate GHG emissions and targets
- An overview of tree canopy monitoring areas and the target coverage
- An overview of water supply, confirming the City has met the target for water supply every year
- Overview and targets of the following monitoring indicators:
  - Environmental flow
  - Municipal waste diversion from landfill
  - Mode of commute, vehicle ownership, and traffic-related fatalities
  - Community safety
  - Housing affordability

(b) Tree Canopy Coverage

Introduced by Kerry Ing, Director, IT/Chief Information Officer

Presentation:

1. Ross Campbell, GIS Technologist, provided a PowerPoint presentation regarding the use of computer vision to measure tree canopy coverage. Highlights included:

- The project was initiated due to the monitoring strategy
- The City has invested in technology to perform tree canopy analysis
- An overview of the process for creating and refining the model
- An overview of the results of the model, and the ability to better understand how the canopy has changed since 2016
- An interactive monitoring dashboard is available on the City of Nanaimo's website

**9. COMMITTEE MINUTES:**

The following Committee Minutes were received:



- Minutes of the Special District 68 Sports Field and Recreation Committee Meeting held electronically on Wednesday, 2021-DEC-15 at 5:00 p.m.
- Minutes of the Special District 68 Sports Field and Recreation Committee Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Friday, 2024-FEB-16 at 1:00 p.m.
- Minutes of the Design Advisory Panel Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Thursday, 2024-OCT-24 at 5:00 p.m.
- Minutes of the Design Advisory Panel Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Thursday, 2024-NOV-14 at 5:13 p.m.

## 10. CONSENT ITEMS:

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

Prior to the vote, Councillor Manly requested that Agenda Item 10(a)(10) Culture Grants - Project Grant Funding and 10(a)(11) Culture Grants - Operating Grant Funding be removed to be voted on separately.

### (a) Special Finance and Audit Committee Meeting 2024-DEC-06

#### 1. RCMP Contract

That Council budget the RCMP contract at 92% for 2025 and 95% for 2026 to 2029 for the 2025 – 2029 Financial Plan.

#### 2. Negative Wage Contingency

That Council budget a \$750,000 negative wage contingency in the General Fund for 2025 for the 2025 – 2029 Financial Plan.

#### 3. Commercial Street Implementation Phase Two

That Council reduce the 2025 base project funding by \$795,456 and remove Commercial Street Implementation Phase 2 from the 2025 – 2029 Financial Plan.

#### 4. Community Safety Officers (CSO's)

1. Add nine full-time Community Safety Officers (CSOs), one full-time Senior Community Safety Officer and convert the part-time Bylaw Steno position to full-time, including related costs, utilizing a phased approach as follows;

- a. Hire five CSOs, 1 Senior CSO and convert the part-time Bylaw Steno position to a full-time position effective April 1, 2025;
  - b. Add four CSOs effective April 1, 2026; and
2. Fund the two CSO fleet units and the EV charging station from the General Capital Reserve.
5. Public Space Cleanliness  
That the decision point regarding public space cleanliness be deferred to the 2025 – 2029 Financial Plan Update in the Spring 2025.
6. Assistant Manager, Financial Planning  
That for the 2025 – 2029 Financial Plan, Council add an Assistant Manager, Financial Planning and related costs effective April 1, 2025.
7. Assistant Manager, Current Planning  
That for the 2025 – 2029 Financial Plan, Council add an Assistant Manager, Current Planning and related costs effective April 1, 2025.
8. Additional RCMP Members  
That Council add 12 new RCMP members to the 2025 – 2029 Financial Plan; four on April 1, 2025, four on April 1, 2026, and four on April 1, 2027.
9. Increase to Road Maintenance Budget  
That the decision point regarding an increase to the road maintenance budget be deferred to the 2025 – 2029 Financial Plan Update in the Spring 2025.
10. Restorative Justice Program  
That Council increase the annual operating grant for the Restorative Justice Program to \$150,000 effective 2025 for the 2025 – 2029 Financial Plan.

11. Neighbourhood Association Grant Program

That Council increase the budget for the Neighbourhood Association Grant Program to \$20,000 effective 2025 for the 2025 – 2029 Financial Plan.

(b) Governance and Priorities Committee Meeting 2024-DEC-09

1. Upcoming Topics and Initiatives - Design Commercial

That Council direct Staff to include a topic to consider the phasing and timing of Design Commercial, including the work fronting Diana Krall Plaza, at a future Governance and Priorities Committee meeting in the first quarter of 2025.

2. Upcoming Topics and Initiatives - Demolition and Deconstruction Bylaw

That Council direct Staff, in accordance with Integrated Action Plan item C.1.6.12, to:

- Add the topic of “Demolition and Deconstruction Bylaw” (to increase the diversion of recyclable and re-usable material from landfill) to an upcoming Governance and Priorities Committee agenda before the end of the second quarter of 2025; and,
- Prepare a report regarding existing deconstruction bylaws, key elements of a draft demolition and deconstruction bylaw, challenges and opportunities for regulating deconstruction in Nanaimo, and options for Council to consider prior to proceeding with drafting a "Demolition and Deconstruction Bylaw".

3. Updating Off-Street Parking Requirements Downtown

That Council direct Staff to amend the “Off-Street Parking Regulations Bylaw 2018 No. 7266” to eliminate all minimum parking requirements for all uses within the Downtown Urban Centre.

(c) Finance and Audit Committee Meeting 2024-DEC-11

1. Social Planning Grants 2025

That Council approve the 2025 Social Planning Grants recommendations of \$85,000, and that the grant allocations be as follows:

**Applicant Name:** Take a Hike Foundation **Recommend:** \$10,000  
**Project:** Take a Hike Nanaimo Program

**Applicant Name:** Volunteer Nanaimo **Recommend:** \$13,500  
**Project:** Youth Network

**Applicant Name:** Island Crisis Care Society **Recommend:** \$25,000  
**Project:** Rising Hope Community Kitchen

**Applicant Name:** Nanaimo Alliance Church **Recommend:** \$8,000  
**Project:** Food Bank Client Café – Kitchen Upgrades

**Applicant Name:** Haven Society **Recommend:** \$15,000  
**Project:** Safe Futures for Youth – Violence is Preventable

**Applicant Name:** Nanaimo Community Kitchens Society  
**Recommend:** \$7,000  
**Project:** Cultivate and Cook

**Applicant Name:** Nanaimo Family Life Association **Recommend:**  
\$6,500  
**Project:** Kitchen Socials

2. Park Amenity Improvement Requests under the Partners in Parks Program

That Council approve the allocation of the 2024 Partners In Parks Program funding to amenity improvements at these proposed park locations:

- I. \$45,000 for a hard surface sport court at Everest Drive Park;
- II. \$15,000 for storage and seating at Beaufort Food Forest; and
- III. \$40,000 for shade structure and platform at Stevie Smith Bike Park.

3. BC Hydro Sustainable Communities Fund - Phase Two of Manufactured Home Park Energy Conservation and Emissions Reduction Strategy

That Council add the second phase of the Manufactured Home Park Energy Conservation and Emissions Reduction Strategy, as outlined in the Staff report dated 2024-DEC-11, to the 2025 – 2029 Financial Plan.

4. Sea Level Rise Management Plan Grant Applications (Part 1)

That the Finance and Audit Committee recommend that Council direct Staff to apply for a funding opportunity from the Ministry of Emergency Management and Climate Readiness for a Disaster Relief and Innovation Fund grant to support a Sea Level Rise Management Plan.

5. Sea Level Rise Management Plan Grant Applications (Part 2)

That Council direct Staff to apply for a funding opportunity from the Federation of Canadian Municipalities' Local Leadership for Climate Adaptation initiative - Climate Ready Plans and Processes for a Sea Level Rise Management Plan.

6. Provincial Capacity Funds - Allocation Update

That Council endorse the allocation of \$619,936 in capacity funding provided by the Province, as outlined in the Staff report dated 2024-DEC-11, to support the City of Nanaimo in meeting the legislative requirements and opportunities in Provincial Housing Bills.

7. Security Check Grant Request from Nanaimo Science and Sustainability Society

That Council award a 'Security Check Grant' for \$50 to the Nanaimo Science and Sustainability Society to cover the cost of the security checks for new hires.

8. Nanaimo Prosperity Corporation Decision Slide

That Council increase the base budget for the Nanaimo Prosperity Corporation from \$515,850 to \$665,000 effective 2025 for the 2025 – 2029 Financial Plan.

The motion carried unanimously.

(d) Separately Addressed Consent Items

Councillor Manly vacated the Shaw Auditorium at 7:50 p.m. declaring a conflict of interest as he sits on the board of the LEAF Festival Society.

1. Culture Grants - Project Grant Funding

That Council add a 10% annual increase for Culture Project Grant funding for five years, starting in 2025 (2025 – 2029), increasing the budget from \$44,407 to \$71,519 by 2029, for the 2025 – 2029 Financial Plan.

2. Culture Grants - Operating Grant Funding

That Council increase Culture Operating Grant funding annually by \$0.25 per capita for three years, starting in 2025 (2025 – 2027), for a rate of \$3.75 per capita by 2027, for the 2025 – 2029 Financial Plan. .

3. Culture and Event Grants 2025 - Funding Recommendations

That Council approve 2025 Cultural Grant funding (Operating, Project, Downtown Event Revitalization Fund) recommendations of \$631,256 as outlined in Attachment 'D' of the report titled "Culture and Event Grants 2025 – Funding Recommendations" dated 2024-DEC-11.

The motion carried unanimously.

Councillor Manly returned to the Shaw Auditorium at 7:51 p.m.

**11. DELEGATIONS:**

(a) Barbara Macleod re: Traffic Concerns at Oakridge Drive

Barbara Macleod spoke regarding traffic concerns at Oakridge Drive, and requested that Council consider opening an adjacent road to relieve the flow of traffic from Oakridge Drive. They noted concerns with speeds, blind spots and a lack of sidewalks. The speaker suggested the addition of speed limit signs to slow traffic.

## 12. REPORTS:

### (a) Interim Housing Needs Report 2024

Introduced by Jeremy Holm, Director, Planning and Development.

#### Presentation:

1. Kevin Green, City Space Consulting Ltd., via Zoom, provided a PowerPoint presentation. Highlights included:
  - The Housing Needs Report legislation was established in 2019 requiring local governments to complete an Interim Housing Needs Report (IHNR) every 5 years
  - An overview of the Housing Needs Report (HNR) method calculation
  - An overview of the HNR method results and housing type analysis for 5, 10 and 20 years
  - The housing target being a strategic decision based on a number of considerations
  - The Housing Target Order representing approximately 75% of the estimated need
  - An overview of the differences between the HNR Method and the Housing Target Order

### (b) Development Permit Application No. DP1350 - 77 Chapel Street

Introduced by Jeremy Holm, Director, Planning and Development.

#### Delegation:

1. Greg Mitchell, Senior Development Manager, Primex Investments Ltd., noted that the proposed project includes 162 units of rental housing with two levels of underground parking. They highlighted the changes made to the proposed project to address the comments received from the Design Advisory Panel.

It was moved and seconded that Council issue Development Permit No. DP1350 for a multi-family residential development at 77 Chapel Street. The motion carried unanimously.

(c) Next Generation 911 (NG911) Local Government Service Agreement with TELUS Communications Inc.

Introduced by Tim Doyle, Fire Chief.

It was moved and seconded that Council:

1. Authorize the City of Nanaimo to enter into a revised NG911 Local Government Service Agreement (LGA) with TELUS Communications Inc. (the agreement is attached as Appendix A) for a five-year term, with automatic renewals for successive five-year terms; and,
2. Authorize the execution of the NG911 Local Government Service Agreement with TELUS Communications Inc., including all subsidiary agreements required, for the provision of NG911 emergency calling services to the residents of the City of Nanaimo.

The motion carried unanimously.

(d) Mutual Aid Agreement

Introduced by Tim Doyle, Fire Chief.

It was moved and seconded that Council authorize the execution of a new Mutual Aid Agreement with the Cranberry Improvement District, Mountain Improvement District, District of Lantzville, North Cedar Improvement District, and Extension and District Volunteer Fire Department Society, for a five year term. The motion carried unanimously.

(e) RDN Mandatory Source Separation Bylaw Implementation Compliance - Parks and Facilities

Bill Sims, General Manager, Engineering and Public Works, advised Council that City facilities fall within the “Regional District of Nanaimo Solid Waste Mandatory Waste Source Separation Regulatory Bylaw No. 1812, 2024”. The bylaw is effective 2024-JAN-01, and Staff have been working with the Regional District of Nanaimo on a phased implementation program for City facilities.



- (f) 2024 Annual Report for the Advisory Committee on Accessibility and Inclusiveness

Introduced by Darcie Osborne, Director, Parks, Recreation and Culture.

It was moved and seconded that Council review and accept the Advisory Committee on Accessibility and Inclusiveness 2024 Annual Report. The motion carried unanimously.

- (g) 2025-2029 Financial Plan Bylaw 2024, No. 7389

Introduced by Laura Mercer, General Manager, Corporate Services.

It was moved and seconded that “Financial Plan Bylaw 2024 No. 7389” (To confirm and adopt the 2025 – 2029 Financial Plan), pass first reading. The motion carried.

Opposed: *Councillor Brown*

It was moved and seconded that “Financial Plan Bylaw 2024 No. 7389”, pass second reading. The motion carried.

Opposed: *Councillor Brown*

It was moved and seconded that “Financial Plan Bylaw 2024 No. 7389”, pass third reading. The motion carried.

Opposed: *Councillor Brown*

- (h) Fees and Charges Amendment Bylaw 2024, No. 7336.13

Introduced by Laura Mercer, General Manager, Corporate Services.

It was moved and seconded that “Fees and Charges Amendment Bylaw 2024, No. 7336.13” (a bylaw to add fees and charges for the Finance Department), pass first reading. The motion carried unanimously.

It was moved and seconded that “Fees and Charges Amendment Bylaw 2024, No. 7336.13”, pass second reading. The motion carried unanimously.

It was moved and seconded that “Fees and Charges Amendment Bylaw 2024, No. 7336.13”, pass third reading. The motion carried unanimously.

Council recessed the meeting at 8:57 p.m.

Council reconvened the meeting at 9:10 p.m.

- (i) Development Permit Application No. DP1334 - 1740 Dufferin Crescent

Introduced by Jeremy Holm, Director, Planning and Development.

It was moved and seconded that Council issue Development Permit No. DP1334 for a multi-family residential development at 1740 Dufferin Crescent with variances as outlined in the “Proposed Variances” section of the Staff Report dated 2024-DEC-16. The motion carried unanimously.

(j) Development Permit Application No. DP1349 - 1935 Island Diesel Way

Introduced by Jeremy Holm, Director, Planning and Development.

It was moved and seconded that Council issue Development Permit No. DP1349 for a light industrial development at 1935 Island Diesel Way with variances as outlined in the “Proposed Variances” section of the Staff Report dated 2024-DEC-16. The motion carried unanimously.

(k) 2025 Association of Vancouver Island and Coastal Communities Resolutions

Introduced by Sheila Gurrie, Director, Legislative Services.

It was moved and seconded that Council direct Staff to submit the following resolutions to the Association of Vancouver Island and Coastal Communities (AVICC) for consideration at their 2025 Annual General Meeting and Convention:

1. WHEREAS Section 506 and Section 506.03 of the *Local Government Act* enable a local government to regulate and require the provision of works and services in respect to the development of land;

AND WHEREAS there is no mechanism currently in the *Local Government Act* to allow for local governments to accept payment of money in lieu of the provision of works and services, unlike in other circumstances in the *Local Government Act*;

THEREFORE BE IT RESOLVED that AVICC advocate for the provincial government to amend the *Local Government Act* to allow for the payment of money in lieu of works and services in respect to the development of land being established through subdivisions and building permits, enabling local governments to pool funding for more impactful projects which could benefit a broader area and better assist in achieving community goals for safety, connectivity or transportation management.

2. WHEREAS the current funding model in Canada is outdated and unsustainable, as outlined in the Federation of Canadian

Municipalities' report *Making Canada's Growth a Success: The case for a municipal growth framework*, leaving municipalities with limited options to pay for growth-related infrastructure which is critical for municipalities to meet their housing needs;

3. AND WHEREAS British Columbia is the only province in Canada requiring elector approval to allow local governments to borrow money for necessary infrastructure-related projects;

THEREFORE BE IT RESOLVED that AVICC call on the provincial government to amend the *Community Charter* to expand the criteria for the type of infrastructure and capital projects that utilize borrowing without the requirement of electoral approval, to better assist local governments in securing adequate funding for projects that are necessary for the delivery of municipal services.

The motion carried unanimously.

### 13. BYLAWS:

- (a) "Waterworks Rate and Regulation Amendment Bylaw 2024, No. 7004.22"

It was moved and seconded that "Waterworks Rate and Regulation Amendment Bylaw 2024, No. 7004.22" (a bylaw to set the water rates for 2025) be adopted. The motion carried unanimously.

- (b) "South West Bulk Water Rate Amendment Bylaw 2024, No. 7099.13"

It was moved and seconded that "South West Bulk Water Rate Amendment Bylaw 2024, No. 7099.13" (a bylaw to set the 2025 bulk water rate for South West Extension) be adopted. The motion carried unanimously.

- (c) "Sewer Regulation and Charge Amendment Bylaw 2024, No. 2496.38"

It was moved and seconded that "Sewer Regulation and Charge Amendment Bylaw 2024, No. 2496.38" (a bylaw to set the 2025 rates for sanitary sewer) be adopted. The motion carried unanimously.

- (d) "User Fee Subsidy Amendment Bylaw 2024, No. 7095.06"

It was moved and seconded that "User Fee Subsidy Amendment Bylaw 2024, No. 7095.06" (a bylaw to set the 2025 thresholds for User Fee Subsidies) be adopted. The motion carried unanimously.

(e) "Municipal Solid Waste Collection Amendment Bylaw 2024, No. 7128.16"

It was moved and seconded that "Municipal Solid Waste Collection Amendment Bylaw 2024, No. 7128.16" (a bylaw to set the solid waste collection rates for 2025) be adopted. The motion carried unanimously.

Councillor Thorpe vacated the Shaw Auditorium at 9:19 p.m. declaring a conflict of interest as their family member is involved in the 5300 Tanya Drive Project.

(f) "Zoning Amendment Bylaw 2024 No. 4500.230"

It was moved and seconded that "Zoning Amendment Bylaw 2024 No. 4500.230" (to rezone 5300 Tanya Drive from Urban Reserve [AR2] to Steep Slope Residential [R10] with site-specific density) be adopted. The motion carried unanimously.

Councillor Thorpe returned to the Shaw Auditorium at 9:20 p.m.

Mayor Krog vacated the Shaw Auditorium at 9:21 p.m. declaring a conflict of interest as a family member operates a short-term rental.

Councillor Perrino vacated the Shaw Auditorium at 9:21 p.m. declaring conflict of interest as she owns a short-term rental property.

Councillor Hemmens assumed the Chair at 9:21 p.m.

(g) "Business Licence Bylaw Amendment Bylaw 2024, No. 7318.02"

It was moved and seconded that "Business Licence Bylaw Amendment Bylaw 2024, No. 7318.02" (a bylaw to clarify the licence terms of short-term rentals) be adopted. The motion carried unanimously.

Mayor Krog and Councillor Perrino returned to the Shaw Auditorium at 9:23 p.m.

Mayor Krog resumed the Chair at 9:23 p.m.

Councillor Hemmens vacated the Shaw Auditorium at 9:23 p.m. declaring a conflict of interest as she is a volunteer Director on Loaves and Fishes Community Food Bank Board.

**14. CORRESPONDENCE:**

(a) Loaves and Fishes Community Food Bank Request for a Letter of Support re: Funding for a New Food Recovery and Distribution Facility

It was moved and seconded that the Mayor, on behalf of Council, provide a letter of support to Loaves and Fishes Community Food Bank, to support their request for funding, from the Federal Government, for their new Food Recovery and Distribution Facility. The motion carried unanimously.

Councillor Hemmens returned to the Shaw Auditorium at 9:24 p.m.

**17. QUESTION PERIOD:**

Council received one question from the public regarding agenda items.

**18. ADJOURNMENT:**

It was moved and seconded at 9:25 p.m. that the meeting adjourn. The motion carried unanimously.

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MAYOR

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ACTING CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER



## MINUTES

### SPECIAL COUNCIL MEETING (PUBLIC HEARING)

Thursday, December 19, 2024, 7:00 p.m.  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC

Present: Mayor L. Krog, Chair (vacated at 7:05 p.m.; returned at 7:12 p.m.)  
Councillor E. Hemmens, Acting Chair  
Councillor S. Armstrong\*  
Councillor T. Brown\*  
Councillor H. Eastmure  
Councillor B. Geselbracht\*  
Councillor P. Manly  
Councillor J. Perrino\* (disconnected at 7:05 p.m.; rejoined at 7:12 p.m.)  
Councillor I. Thorpe

Staff: J. Holm, Director, Planning and Development  
D. LaBerge, Director, Public Safety  
N. Vracar, Deputy Corporate Officer  
K. Biegun, Planner, Community Planning  
L. Young, 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) Add – New Agenda Heading 7. “Other Business”, and reorder the subsequent Agenda Heading.
- (b) Agenda Item 7. “Other Business” – Add report titled “Interim Housing Needs Report 2024” dated 2024-DEC-16.

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

**3. ADOPTION OF AGENDA:**

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

**4. PUBLIC HEARING REQUIREMENTS:**

Mayor Krog advised that Council was meeting on the traditional territory of the Snuneymuxw First Nation and outlined the purpose and protocols of the Public Hearing.

Mayor Krog then outlined the public participation options, and explained the requirements for conducting a Public Hearing.

**5. CALL THE PUBLIC HEARING TO ORDER FOR "ZONING BYLAW AMENDMENT BYLAW 4500.233" - SHORT-TERM RENTAL REGULATIONS**

- (a) "Zoning Bylaw Amendment Bylaw 2024 No. 4500.233" - Short-Term Rental Regulations

Mayor Krog called the Public Hearing to order at 7:05 p.m.

Councillor Perrino disconnected from the meeting at 7:05 p.m., declaring a conflict of interest as they own a short-term rental property.

Mayor Krog vacated the Shaw Auditorium at 7:05 p.m., declaring a conflict of interest as their family member operates a short-term rental.

Councillor Hemmens assumed the Chair at 7:05 p.m.

Kasia Biegun, Planner, introduced the bylaw and noted that zero (0) written submissions were received prior to the 2:00 p.m. submission deadline in advance of the Special Council Meeting (Public Hearing), 2024-DEC-19 with respect to "Zoning Bylaw Amendment Bylaw 2024, No. 4500.233".

Councillor Hemmens called for submissions from the Public.

No one wished to speak regarding "Zoning Bylaw Amendment Bylaw 2024, No. 4500.233".

Councillor Hemmens called for submissions from the Public for a second time.

No one wished to speak regarding "Zoning Bylaw Amendment Bylaw 2024, No. 4500.233".

Councillor Hemmens called for submissions from the Public for a third and final time.

No one wished to speak regarding “Zoning Bylaw Amendment Bylaw 2024, No. 4500.233”.

Hearing no further comments from the public, Councillor Hemmens declared the Public Hearing for “Zoning Bylaw Amendment Bylaw 2024, No. 4500.233” be closed at 7:10 p.m.

It was moved and seconded that “Zoning Bylaw Amendment Bylaw 2024, No. 4500.233” (a bylaw to amend the short-term rental regulations) pass third reading. The motion carried unanimously.

Opposed: *Councillors Armstrong and Brown*

Mayor Krog returned to the Shaw Auditorium, and Councillor Perrino rejoined the meeting at 7:12 p.m.

Mayor Krog resumed the Chair at 7:12 p.m.

## **6. REPORTS:**

### (a) Illegal Construction - 2276 and 2278 Rosstown Road

Introduced by Dave LaBerge, Director, Public Safety.

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

No one in attendance wished to speak with respect to Illegal Construction - 2276 and 2278 Rosstown Road.

It was moved and seconded that Council:

1. Declare that construction, alteration and occupancy of the carport structure at 2276 Rosstown Road is in contravention of City of Nanaimo “Building Bylaw 2016 No. 7224” and the Provincial Building Code.
2. Impose remedial action requirements in relation to the provisions of Sections 72 and 73 of the *Community Charter*.
3. Direct the remedial action requirement to include that all construction completed without required inspections or permit must be completely removed by no later than 60 days after the remedial action requirement is issued.
4. Direct Staff to advise the owner(s) that they may request Council reconsider the remedial action requirement by providing written notice within 14 days of the date on which notice of the remedial action requirement was sent.



5. Direct Staff or their authorized agents to take action in accordance with Section 17 of the *Community Charter* without further notice to remove all unauthorized construction at the owner's expense if the said remedial action requirement is not undertaken within the time limit set out in the Council resolution.

The motion carried unanimously.

**7. OTHER BUSINESS:**

- (a) Interim Housing Needs Report 2024

It was moved and seconded that Council receive the City of Nanaimo's Interim Housing Needs Report (November 2024) in accordance with Section 585.31 of the *Local Government Act*. The motion carried unanimously.

**8. ADJOURNMENT:**

It was moved and seconded at 7:14 p.m. that the Special Council meeting be adjourned. The motion carried unanimously.

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CHAIR

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ACTING CHAIR

CERTIFIED CORRECT:

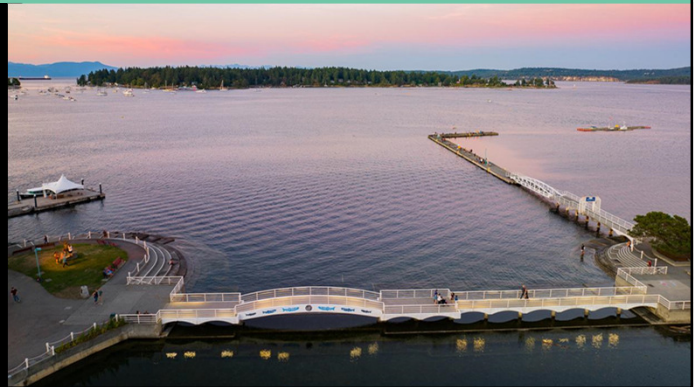
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DEPUTY CORPORATE OFFICER

TOURISM  
**NANAIMO**

# 2025 Quarter One

## The Path Forward in 2025



1

## éy swayel



Good day

It is good to see you all,  
thank you for having me.

We honor the Snuneymuxw Nation's enduring connection to this land and are committed to fostering relationships built on respect, collaboration, and mutual growth. As we work together, we aim to elevate the stories of the Snuneymuxw people, embracing opportunities to connect with the land and its rich history. Our dedication to learning, growth, compassion, and reconciliation guide our efforts.



2



January 20, 2025

Thank you for the opportunity to present Tourism Nanaimo's Q1 objectives, which align with our 2025-2030 Strategic Business Plan and the 2025 Tactical Plan. These priorities reflect our commitment to fostering Nanaimo's growth as a dynamic, inclusive, and sustainable tourism destination.

Our Q1 focus is grounded in five key areas: enhancing visitor experiences, strengthening accessibility, expanding sport and event tourism, boosting industry collaboration, and elevating Nanaimo's brand. Each priority is supported by actionable initiatives that drive measurable results, ensuring economic impact and alignment with community goals.




We look forward to sharing our progress on these initiatives and how they connect with broader regional strategies. Your support and insights are invaluable as we work together to position Nanaimo as a premier destination for travelers, sports enthusiasts, and event organizers.

I'm happy to delve deeper into any specific areas of interest and answer any questions following the presentation.

3

## Tourism Nanaimo Mandate

These are the remaining mandates as created at the inception of Tourism Nanaimo, they are not static; they are continuously evolving to meet emerging challenges and opportunities in the tourism landscape. They provide a strong framework for guiding our efforts and maximizing our impact in the years to come.

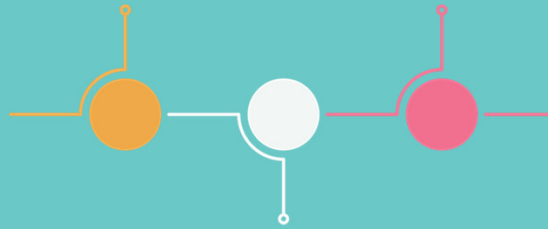
-  To support, through investment, the research and development of a vibrant, and sustainable tourism industry.
-  To increase overnight visitation to Nanaimo, while managing the destination responsibly through strategic marketing, collaboration with industry partners, and city plans.
-  To strategically invest in destination development initiatives aimed at increasing experiences to draw visitation to the city of Nanaimo.



4



JANUARY



MARCH

FEBRUARY



# Key Priorities and Actions for Q1 2025

In 2024, Tourism Nanaimo operated with focused intention to align efforts, ensure consistency, and stay committed to long-term goals, avoiding reactive and unsustainable decisions, 2025 will be no different. Our Q1 focus is grounded in five key areas: enhancing visitor experiences, strengthening accessibility, expanding sport and event tourism, boosting industry collaboration, and elevating Nanaimo's brand. Each priority is supported by actionable initiatives that drive measurable results, ensuring economic impact and alignment with community goals.

5



# Enhancing Visitor Experiences



Amplify Nanaimo's unique tourism offerings through digital campaigns, curated travel itineraries, and collaborative storytelling.

- Continuance working with KinPR
- Working alongside agency of record once awarded
- Quarterly Campaigns, E-news Campaigns, Promotions
- DBC Co-op Program to be confirmed March 2025
- Support regional projects, BIA's, Arts & Culture events, Airport initiatives
- Apply for Canadian Heritage Funding (deadline April) for continuance in 2026 of the Illumination Festival 2.0

6

# Strengthening Accessibility

Advance initiatives to ensure inclusive, seamless travel experiences for all visitors.

- Continuation of working with Lauren Semple.
- Hosting Workshops for industry and local businesses around inclusive service, policies and considerations.
- Begin working with Lexa Bergen, on accessibility initiatives, messaging and considerations in experience development.
- Continuation of working with City of Nanaimo, on Transportation and route development.
- Creating seasonal routes with maps for getting folks from the downtown core to other areas of the city and vice versa, demonstrating, connectivity to areas and places of interest for travellers without transportation.



7

# Sport and Event Tourism

Build capacity and partnerships to secure larger events and grow sport tourism.

- Create new Sport Tourism Committee
- Create a bid book for key events & proposals
- Establish a semi-annual meeting with local Sport Groups
- Review current list of facilities and create a booklet for FAMs
- Launch renewed Sport Event Grant Program
- Continuation of support for the 55+ BC Games



8



# Strengthening Partnerships

Unite industry partners to create cohesive development strategies annually.

- Continuance with industry partners in collaborative planning, marketing, and messaging.
- Continuance with ITBC | Chatman Shaw to have Nanaimo part of the Welcome Trail.
- Begin quarterly round tables with Hoteliers and 1:1 outreach
- Meet with Petroglyph Group to talk about 2025 collaborations



9



# Elevating Nanaimo's Brand

Showcase the city as a dynamic cultural hub through impactful storytelling, media outreach, and brand alignment.

- Utilizing Meltwater, and Rove analytics to inform messaging and ROI.
- Hosting Media Tours for key events, Illumination festival (January 22- Feb 17th)
- Follow up with New York Times on Nanaimo Spotlight
- Follow up with the Media Writing Tour hosted in December in partnership with Black Rabbit.
- Presenting at the IMPACT conference at the end of January.
- Attend the BC Tourism Industry Association Conference in Victoria

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# Our Intentions =

- We will only support tourism that is for the benefit of our community.

# Data Driven Decisions

Tracking key indicators to capture economic impact of efforts, clear reporting for hoteliers and partners, strong PR metrics, and return on investment. Report will be posted within the industry portal for review. Learnings from these sources will then alter Quarterly objectives and influence annual plans.



11

# TOURISM NANAIMO

These initiatives represent a strategic and collaborative effort to enhance Nanaimo's tourism offerings, strengthen accessibility, and build capacity across key areas like sport and event tourism, industry partnerships, and destination branding.

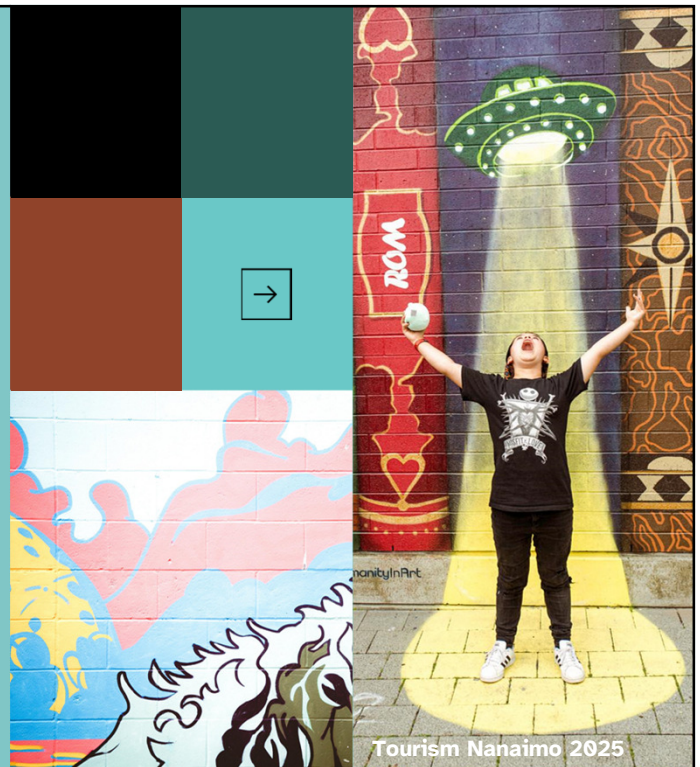
As we continue to implement these plans, we remain committed to tracking clear, measurable outcomes and using data-driven insights to inform our strategies. I look forward to sharing detailed progress reports and analytics in our next update, demonstrating the tangible impact of these efforts on our community and the broader tourism landscape.

Your support and input are invaluable as we work together to achieve these shared goals.

## THANK YOU

*Carly Porcham*

Executive Director, Tourism Nanaimo



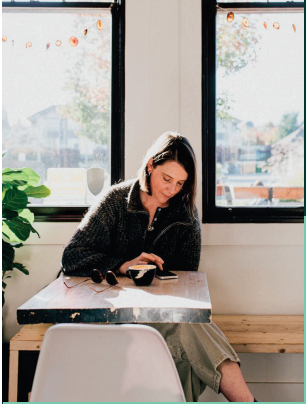
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# REPORT TO COUNCIL

January 20, 2025

**NANAIMO**  
PROSPERITY CORP.



## NPC acknowledges

that our work takes place on the traditional lands and waters of the Snuneymuxw First Nation, whose connection to this territory has sustained them for generations.



# About Us

## Vision

The Nanaimo Prosperity Corporation will serve as a catalyst for transformative economic and community development, strengthening our capacity to build a thriving, resilient economy both now and in the future.

## Impact Objectives

NPC's four impact objectives - **championing major projects, elevating local industry, strengthening community development, and stimulating investment** - are the actionable strategies that turn our mission and values into tangible outcomes.

These objectives align with our vision by driving growth, fostering collaboration, empowering local industries, and ensuring inclusive, sustainable development.



Image by Dirk Heydemann of HA Photography

# Buy Local Week

Consumer campaign to encourage local spending in Nanaimo during the busy holiday season.

Collaborated with channel partners to drive business participation.

For NPC, the campaign significantly boosted reach, engagement and traffic across owned media channels, driving meaningful audience growth and interaction.

Future opportunities for business-to-business capacity development workshops and reinvigoration of government-to-business impact procurement initiatives.



# Budget

## Capacity Building

Focus on operational stabilization in first year has transitioned to expanding programmatic and strategic work in FY2025.

## Shift Toward Mission Delivery

Increase in program expenses, particularly in strategic initiatives and contract services, highlights a shift from foundational setup to directly advancing the organization’s mission through high-impact programs.

## Revenue Diversification and Sustainability

New revenue sources are evidence of early steps toward reducing reliance on City of Nanaimo but securing diversified funding will remain a priority for NPC’s future growth.



# Socio Economic Impact Study

Comprehensive assessment of the economic, social and environmental impacts of the development of a Cardiac Catheterization Lab and new 600 bed patient tower in Nanaimo.

The study is intended to document the current economic footprint of healthcare and potential benefits of enhancing healthcare in the mid and central island regions and illustrate how it could help to address existing inequities and negative social outcomes.

Jointly funded by partners in Fair Care Alliance

Final report expected late Spring 2025





# Foreign Direct Investment

“Understanding global investment and trade, its influences and the impacts of associated changes is important to developing and executing effective investment promotion programs.”

The intent of the FDI strategy is to provide Nanaimo and the region with an investment attraction plan that achieves two objectives:

1. to offer a focused, strategic approach to attracting investment based on local strengths and advantages, and
2. to establish an FDI team and build training and capacity for executing this strategy with local and regional partners.

The goal is to establish Nanaimo as a leading Foreign Direct Investment destination on Vancouver Island and in British Columbia.



Image by Dirk Heydemann of HA Photography

# BREAkfast Table

**Business Retention, Expansion, and Attraction (BREA)** programs keep existing businesses strong, support their growth, and bring in new companies, which together create jobs, increase local spending, and make the economy more lively and resilient.

BREA programs are more effective when delivered through partnerships with like-minded organizations sharing resources, expertise, and networks.

The purpose of **The BREAkfast Table** - through quarterly convenings over breakfast - is to (re)establish, maintain and leverage close working relationships between business-supporting organizations operating in the Nanaimo area.



# On Our Radar

## Industrial Land Reserves

Commercial and industrial lands are essential for driving economic growth and employment intensification.

## Social Purpose Real Estate

Leveraging community and charitably owned land to create social assets such as non-market housing and affordable commercial spaces.

## Artificial Intelligence & Machine Learning

Enabling data-driven decision-making, personalized support, and greater operational efficiency.



# Thank-you

Connect with us online at  
[investnanaimo.com](https://investnanaimo.com)

Follow us on **LinkedIn**, **Instagram** and  
**Facebook**

Email your questions or ideas to  
[contact@investnanaimo.com](mailto:contact@investnanaimo.com)

And make sure you **subscribe to our  
newsletter** by clicking the link embedded  
in the QR code



# Nanaimo Systems Planning Organization

January 2025 Presentation



John McCormick, Executive Director

Andrew Thornton: Research and Knowledge Mobilization

Willow Hills, Data Coordinator

1

## This Presentation

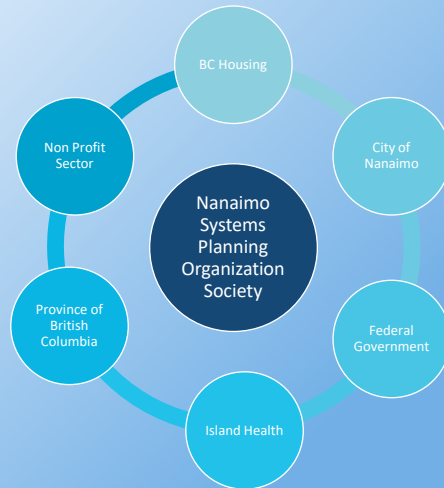
- Update since December
- Research and Knowledge Mobilization



*Nanaimo SPO Society*

2

## Overview



*Nanaimo SPO Society*

3

## Systems Planning Organization *Reason for Being*

The HHAP supports a **Systems Planning Organization** to help optimize a current approach and maximize return on investment.

The SPO's primary focus is on the resources to meet the housing needs of for housing: seniors, Indigenous peoples, people with diverse abilities, families, dealing with mental health and addiction issues, veterans and young adults.

*Nanaimo SPO Society*

4



## Updates:

- Development Support Services
- Weather related programming
- SPO Task Force
- Travellers Lodge Update
- SPO and Data Collection: Local, Provincial, National dialogues
- AI and Housing: Emerging area of interest
- Vancouver Island Communities sharing resources



*Nanaimo SPO Society*

5

## Data, Research and Knowledge Mobilization:

### Looking back, Looking forward

Prepared by

William Hills, Data Coordinator

and

Andrew Thornton (PhD),

Research and Knowledge Mobilization Lead

*Nanaimo SPO Society*

6

• **PURPOSE**

**To provide research, data, analysis, education and information related to the community’s collective homelessness prevention and response priorities to enable coordinated action and advocacy** by Nanaimo’s non-profit organizations, Snuneymuxw First Nation and other levels of government, the business sector and the broader community to address an end to homelessness in Nanaimo.

*Nanaimo Systems Planning Organization (NSPO) Society: Charter, Page 1.*

*Nanaimo SPO Society*

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## What we Did - 2024

<ul style="list-style-type: none"><li>• <b>Nanaimo PiT Count 2023 : Delivery of Community Report</b> Multi-Source Data Project BNL Data Blitz Out Shop PiT Count 2023</li><li><b>CMHA ‘Street Reach’ Data</b> Updated data from Health and Housing Action Plan</li><li><b>HIFIS and Coordinated Access</b> Provincial Federal Alignment of Homelessness Response</li></ul>	<ul style="list-style-type: none"><li><b>National Homelessness Indicators Project</b> National HIFIS Community of Practice</li><li><b>Vancouver Island Wide Systems Coordination Collective</b> HEART/H Policy Framework (ongoing from May 2024)</li><li><b>Snuneymuxw First Nation Housing Policy (First Draft December 2024)</b> Data Dashboards on NSPO Website HIFIS Onboarding Community Partners – ‘Sandbox’ Environment</li></ul>
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*Nanaimo SPO Society*

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## Lemons into Lemonade:

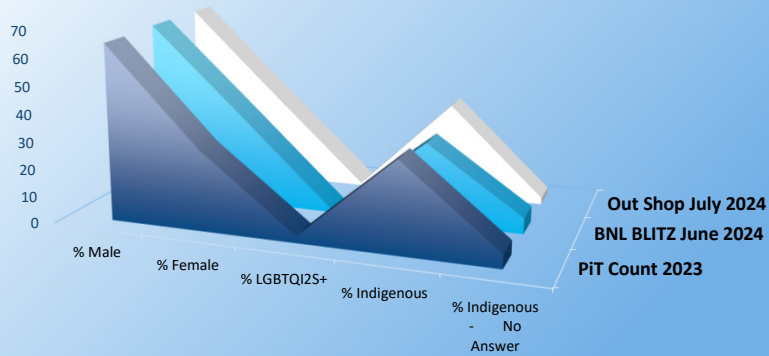
3 NSPO Projects = evidence-based insights into homelessness

- *Nanaimo 2023 Point-in-Time Homelessness Count*  
- 196% increase since the first count in 2016
- *Coordinated Access Working Group: By-Name List Blitz*  
(May '23 – Apr '24)  
- 1033 active clients counted – **UNIQUE DATA**
- *'Out Shop' - 2021-24 = 4 years - UNIQUE DATA*  
- 1065 unique individuals served  
- 29 New Users per month  
- 3622 completed requisitions (Data Source)

*Nanaimo SPO Society*

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## Consistent Pattern in Three Studies

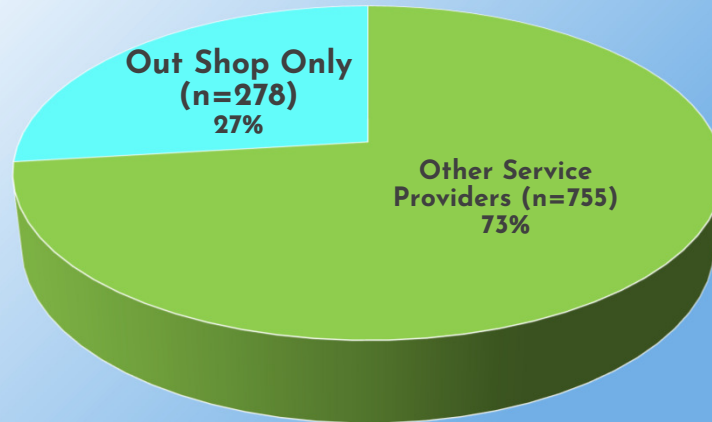


	% Male	% Female	% LGBTQI2S+	% Indigenous	% Indigenous - No Answer
■ PIT Count 2023	64.7	29.4	2.6	33.3	5.1
■ BNL BLITZ June 2024	65.3	33.4	1.1	29.6	5.8
■ Out Shop July 2024	65.5	32.9	0.9	35.2	2.4

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## Out Shop Data overlap with By-Name List Blitz



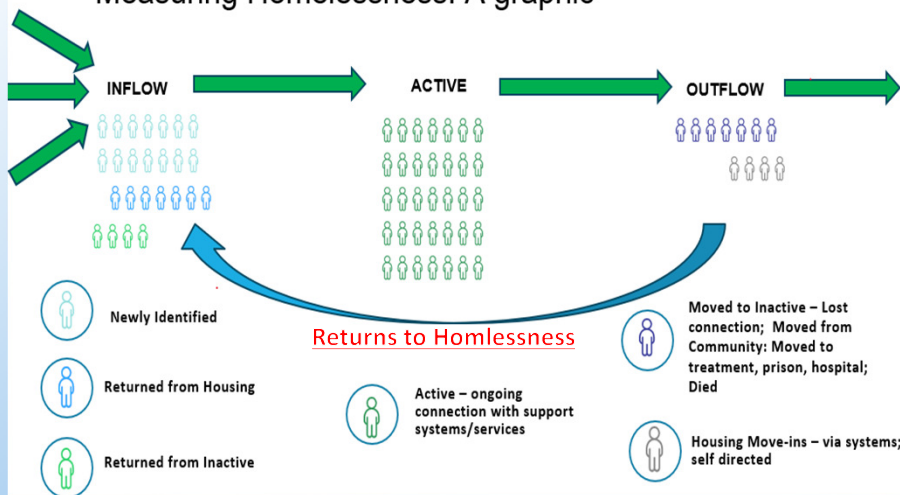
**RED FLAG!**

**High percentage NOT engaging with SYSTEMS**

*Nanaimo SPO Society*

11

## Measuring Homelessness: A graphic



*Nanaimo SPO Society*

12

We would like to thank...

**Canadian Mental Health Association - Mid-Island**

**Nanaimo Family Life Association**

**Pacifica Housing**

**Snuneymuxw First Nation**

For providing access to their data and agreeing to collaborate with the Nanaimo SPO in bringing forward this important information about services provided to unhoused families and individuals in Nanaimo.

*Nanaimo SPO Society*

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**Looking forward...**



*Nanaimo SPO Society*

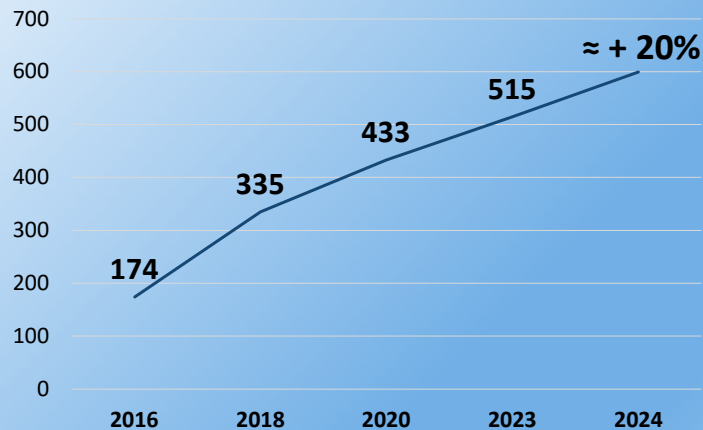
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# Plan 2025

<p><b>Nanaimo 2024 PiT Count Community Report</b> Public Presentations of Community Report: Snuneymuxw Chief and Council; Nanaimo City Council; Nanaimo RH CAB</p>	<p><b>NEW Health and Housing Task Force: provide Data and Research</b></p> <p>Drop in Hub - Data Gathering and Evaluation</p>
<p><b>Data Dashboards:</b> Nanaimo Shelter Data Homelessness Demographics (via HIFIS when activated)</p>	<p><b>NSPO Research Advisory Committee</b></p> <p>Medium Sized Communities National Dialogue (with CAEH / HICC)</p>
<p><b>HIFIS and Coordinated Access:</b> By Name List via HIFIS Provincial Federal Alignment of Homelessness Response National Homelessness Indicators Project Community Partners – ‘Sandbox’ Environment</p>	<p><b>GIS for Homelessness Services and Support with Public Safety &amp; CSOs</b></p> <p>Assess and evaluate AI as tool to support our research</p>
<p><b>Service Provider Data Engagement Project(s)</b></p>	<p><b>National HIFIS Community of Practice</b></p>

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## Preview: 2024 Nanaimo PiT Count ‘Enumeration’



Nanaimo SPO Society

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## **SPO Research and Data: Shaping Policy, Practice and Funding**

- Service provider engagements = quality / shared data collection practices
- Service provider collaboration = detailed analysis of impact through program data:  
e.g. Drop-In Hub data collection and analysis feedback loop
- Community Data Dashboards = PiT Count Update, Shelter Use, and more
- Comparison with other 'Medium' Sized Communities
- Demonstrating Nanaimo's preparedness to translate data into actions that reduce homelessness

*Nanaimo SPO Society*

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### **Contact:**

Willow: [datacoordinator@nanaimospo.com](mailto:datacoordinator@nanaimospo.com)

Andrew: [research@nanaimospo.com](mailto:research@nanaimospo.com)

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# 2025 Actions

- **SPO TaskForce**
  - Re-Invigorating of Health and Housing Taskforce
  - Crystal-Clear Vision of Housing Needs/Costs
- **Capital Development Services**
  - Non-Profit and community owned
  - Inventory and dialogue
  - CMHC Research Funding
- **Combining Community Agency Resources**
  - Work with partners in community
  - Focus on Rental Property Inventory
- **Tracking Housing Resources in Community**
  - GIS-Based System Developed in Abbotsford
  - Community Outreach Tracking of resources to homeless community members

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# Thank You

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**MINUTES**  
DESIGN ADVISORY PANEL MEETING  
ELECTRONIC MEETING  
THURSDAY, 2023-OCT-12, AT 5:03 P.M.

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PRESENT:   Members:   Jonathan Behnke, BCSLA/CSLA (Acting Chair)  
                                  Councillor Eastmure  
                                  Jason Santeford, AIBC  
                                  Kaein Shimuzu, At Large  
                                  Kevin Krastel, At Large

                  Absent:    Marie Leduc, At Large  
                                  Angela Buick, At Large  
                                  Hector Alcala, At Large

                  Staff:     P. Carter, Planner, Current Planning Section  
                                  B. Binnersley, Current Planning Section  
                                  C. Richards, Recording Secretary

1.    CALL THE DESIGN ADVISORY PANEL MEETING TO ORDER:

The Design Advisory Panel Meeting was called to order at 5:03 p.m.

2.    ADOPTION OF AGENDA:

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

3.    PRESENTATIONS:

(a)   Development Permit Application No. DP001317 – 4670 Hammond Bay Road

Introduced by Payton Carter, Planner, Current Planning Section.

Presentations:

1.    Glenn Hill, architect, presented the neighbourhood context.
  - The property is unique-shaped and holds many characteristics, including wetland, steep slope, and fire hazard areas.
  - The applicant has worked with the property as much as they can given the site.
  - The property is accessed by Hammond Bay Road.
  - The neighbourhood is predominantly single family residential.
  
2.    Glenn Hill presented the site characteristics, renderings, building materials, site plans, elevations, future site access, project data, requested variances, architectural features, and proposed plantings. Highlights included:
  - Development is concentrated on the north side of the property.

- No more than 16 units proposed per hectare.
  - Wetland will be preserved.
  - A City easement runs through the property.
  - Various unit types are included in the plan.
  - Materials proposed are muted, warm-toned colours to have a visual connection to the natural surroundings.
  - Height variances would be required for Buildings 2, 14, and 15. The highest variance would be 3.9 meters, with the units remaining two to three storeys high.
3. Cam Woodruff, landscape architect, presented the landscape plan. Highlights included:
- Existing landscape will be retained in certain areas.
  - Circular seating plaza will be installed on the north side of the property. Permeable gravel will be used for this area.
  - Unit landscaping will bring down the scale between the units.
  - Picket fences will be installed between the units on the front side.
  - Drought-tolerant ornamental grasses and native plant species will be planted.
  - Permeable paving will be used at visitor parking stalls.
  - Ginko plants will be planted, which are the most acceptable species for the future with regards to changing climates.
  - Natural play space at the entrance of the property.
  - Play space will have natural landscape and will be surrounded by edible plants, such as blackberries and blueberries.
  - There is a 10 percent slope in the trail area - timber stairs may be installed to accommodate the sloped trail.
  - Invasive species will be removed from the site.
  - The residential planting strategy includes outwardly facing strip of planting in front of wood picket fences.
4. Patrick Ryan, engineer, presented the engineering plans, including site servicing. Highlights included:
- East of the site, there is an existing sanitary sewer that the applicant must work with.
  - Potential softer drainage to connect to the City's storm and sewer.
  - A portion of the play space area will also be used for servicing uses (storm water retention feature underground) as the ground is permeable in that area.
  - A retention area in the site's wetland, with the intent of running storm overflow to the wetland, not towards the proposed buildings.
  - The servicing impact on the wetland will be very minimal.

Jonathan Behnke, Acting Chair, opened the floor for questions to Staff.

Panel discussions took place regarding:

- Creating a textured hardscape to connect all the units without pedestrians having to walk on the roads and to connect to the pedestrian walkway.



- Adding a large landscape feature in front of bare walls as you drive into the complex, or planting cascading plants around.
- If the storm water runoff by the play space would be enough for the complex.
- Installing a short-term bike rack that is flexible to various bike sizes and types.
- Approval of selected plant materials.
- Mitigating environmental disruptiveness in the lighting plan, such as having lights on a timer to turn off at a specific time during the night.

It was moved and seconded that Development Permit Application DP001317 be accepted as presented, with support for the variances. The following recommendations were provided:

- Consider a different paving material to demarcate the pedestrian circulation along the roadway;
- Consider a landscape feature at the corner of Road A and Road B, adjoining Building 13; and,
- Consider a short-term bike parking configuration that can accommodate a wider variety of bike sizes and types.

The motion carried unanimously.

4. ADJOURNMENT:

It was moved and seconded at 6:07 p.m. that the meeting terminate. The motion carried unanimously.

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ACTING CHAIR

CERTIFIED CORRECT:

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RECORDING SECRETARY

**MINUTES**  
DESIGN ADVISORY PANEL MEETING  
ELECTRONIC MEETING  
THURSDAY, 2023-NOV-09, AT 5:03 P.M.

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PRESENT:   Members:   Marie Leduc, Chair  
                                  Councillor Eastmure  
                                  Jason Santeford, AIBC  
                                  Kevin Krastel, At Large  
                                  Hector Alcalá, At Large

                  Absent:   Jonathan Behnke, BCSLA/CSLA  
                                  Angela Buick, At Large  
                                  Kaein Shimuzu, At Large

                  Staff:     C. Horn, Planner, Current Planning Section  
                                  P. Carter, Planner, Current Planning Section  
                                  C. Richards, Recording Secretary

1.    CALL THE DESIGN ADVISORY PANEL MEETING TO ORDER:

The Design Advisory Panel Meeting was called to order at 5:03 p.m.

2.    ADOPTION OF AGENDA:

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

3.    ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Design Advisory Panel meeting held in the Boardroom of the Service and Resource Centre, 411 Dunsmuir Street, Nanaimo BC, on Thursday, 2023-OCT-26 at 5:09 p.m. be adopted as amended to correct:

- A clerical error under the attendance and mark Marie Leduc as in attendance; and
- A clerical error under the attendance and mark Kaein Shimizu as absent.

The motion carried unanimously.

4.    PRESENTATIONS:

(a)   Development Permit Application No. DP001318 – 427, 449 & 455 Nicol Street

Introduced by Caleb Horn, Planner, Current Planning Section.

Presentations:

1.    Avishai Gilad, Architect, presented the neighbourhood context, site characteristics, renderings, building materials, site plans, elevations, future

site access, project data, requested variances, and architectural features. Highlights included:

- The proposed development is made up of three lots, located along Nicol Street;
- A four-storey residential building, containing 35 units, is being proposed;
- A commitment has been made by the developer to include market rental units;
- On the south edge of the site, a common walkway is proposed, to connect Nicol Street and the laneway behind the property. Currently, there are no similar walkways along this block;
- Street side trees will be retained; however, the pavement surrounding them will be removed;
- First-floor units are ground oriented, with access to Nicol Street;
- On the first floor, an amenity space with garden beds is proposed;
- The semi-underground gated parkade is at grade with the rear of the property. As a result, some of the parking spots are exposed; however, are still gated;
- The size and shape of the parkade was determined to comply with the Ministry of Transportation and Infrastructure (MoTI) setback of 4.5 metres from the property line;
- Six unit types are proposed, varying from micro-units to two plus den units;
- Four accessible units (10 percent of units) are proposed, one on each floor;
- A combination of fiber cement panels, fiber cement planks and exposed concrete make up the cladding and finishes;
- The floor space ratio (FSR) is achieved through compliance with Tier 2, Schedule D, which is well above the requirements for the proposed development;
- Vehicle sharing, scooter and motorcycle parking stalls are proposed;
- Half of the vehicle parking stalls accommodate electric vehicle charging;
- The proposed development exceeds BC Energy Code Step 3; and,
- The applicants are requesting a variance to reduce the required parking from 47 stalls to 35 stalls.

2. Chris Midgley, Landscape Architect, presented the landscape plan. Highlights included:

- The proposed lush, robust landscape is inspired by the City of Nanaimo's South End Urban Design guideline, with refined hardscaping along the streetscape;
- Outdoor seating areas (with accessible access) on the ground level are proposed;
- A black picket fence is proposed along the front property line;
- Illuminated entries are proposed for the ground floor units' patio entrances;
- Permeable areas are proposed in outdoor vehicle parking overhang areas; and,
- Cedar board fencing is proposed along the rear property line.

Marie Leduc, Chair, opened the floor for questions to Staff.

Councillor Eastmure inquired if the proposed garden beds are intended to be communal garden beds for the residents. It was confirmed that the proposed garden beds could be communal garden beds.

A panel member inquired if the parking will be assigned to residents. It was confirmed that a decision has not been made at this time.

A panel member inquired to Staff for clarification on the minimum required setbacks. Staff confirmed that one of the side yard setbacks may be reduced to 0m under the existing zoning, and that the front yard setback is dictated by Nicol Street which is not under the jurisdiction of the City of Nanaimo but instead under the jurisdiction of the Ministry of Transportation and Infrastructure.

A panel member noted that the balconies are shared between units and inquired how privacy will be provided between units. It was confirmed that a division between units will be installed on the decks to provide deck privacy.

Panel discussions took place regarding:

- Considering changing the proposed garden beds to raised garden beds in the amenity space to be more accessible;
- The design of the parkade and parking stall sizes;
- The amenity space;
- Considering some addition opportunities in the rear of the property;
- The proposed pedestrian connection and its staircase;
- Setback encroachments;
- The building siting and the existing building north of the plan;
- Considering reversing the north and south orientation of the building siting to provide more sun and to move the main entrance closer to downtown;
- The parking variance;
- Opportunities to strengthen the roofline;
- Considering adding a small gate to separate the property from public property;
- Considering covering the communal balcony above the garbage enclosure to provide sun protection.

Chris Midgley, Landscape Architect, responded to the idea of raised garden beds. They noted that a vegetable garden would not be appropriate for the area as it would not be drought tolerant.

It was moved and seconded that Development Permit Application DP001318 be accepted as presented, with support for the variances. The following recommendations were provided:

- Consider ways of adding traditional planting in the rear the parking lot;
- Consider reversing the north and south orientation of the building siting;
- Consider the parking program and see if there are ways to increase the amount of parking by possibly encroaching on the front yard setback or by elimination one of the parking entries;
- Consider ways of strengthening the roofline; and,

- Consider providing weather protection over the first floor balcony on the southeast corner of the building.

The motion carried unanimously.

(b) Development Permit Application No. DP001319 – 5661 Christina Crescent

Introduced by Payton Carter, Planner, Current Planning Section.

Presentations:

1. Jason Skladan, Architect, presented the neighbourhood context, the site characteristics, renderings, building materials, site plans, elevations, future site access, project data, requested variances, and architectural features. Highlights included:
  - The proposed multi-family residential development will occur in two phases;
  - The first phase of the development consists of 20 buildings with a combined total of 30 units (single residential dwellings and duplexes);
  - Visitor parking (including accessible) is located at the entrance of the property;
  - Various pockets of bicycle parking will be located throughout the property;
  - The form of the buildings is to maintain a single-family style in nature, providing more identity to individual units;
  - Units on flatter areas will be two storeys, while units on steeper slope areas will be three storeys;
  - All units are three bedrooms and above;
  - Every unit has its own colour combination from the same earth tone colour palette (comprising of six colours);
  - Accents of wood and brick cladding are proposed;
  - All units have been updated to include weather protection; and,
  - No variances have been requested.
2. Kate Stefiuk, Landscape Architect, presented the landscape plan. Highlights included:
  - The proposed planting consists of 70 percent coniferous and 30 percent deciduous plants, and are to be planted in the area along the Nanaimo Parkway and in the riparian area;
  - Pockets of trees will be throughout the proposed development;
  - A communal area, including a natural play space, located near the front of the property is proposed, and will be located behind the first row of townhouses;
  - The storm water management, including bioswale, will be located in the communal area;
  - Black metal fencing along the rear property line and to separate the units' private outdoor space is proposed; and,
  - Every unit has their own backyard, open-ended for owners to use and design.

Marie Leduc, Chair, opened the floor for questions to Staff.

A panel member inquired if a formal playground would be added to the plan. The landscape architect noted there is a natural play space on the property. In the development of Phase 2 (north end of the property), a trail will be made to connect to the nearby school where a formal playground exists.

Panel discussions took place regarding:

- The form and character of the development;
- The communal area;
- The usability of the play space;
- Considering distributing the visitor parking throughout the development;
- Considering incorporating lighter colours to the palette; and,
- The usability of the bike racks.

It was moved and seconded that Development Permit Application DP001319 be accepted as presented. The following recommendations were provided:

- Consider ways to distribute the visitor parking throughout the site; and,
- Consider adding lighter colours to the exterior finishes.

The motion carried unanimously.

5. OTHER BUSINESS:

It was noted that Jason Santeford's Design Advisory Panel AIBC appointment concludes on November 14, 2023. Another AIBC member will be appointed before the end of the year.

6. ADJOURNMENT:

It was moved and seconded at 6:27 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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RECORDING SECRETARY

**MINUTES**  
DESIGN ADVISORY PANEL MEETING  
ELECTRONIC MEETING  
THURSDAY, 2023-NOV-23, AT 5:08 P.M.

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PRESENT:   Members:    Marie Leduc, Chair  
                                  Councillor Eastmure  
                                  Angela Buick, At Large  
                                  Jonathan Behnke, BCSLA/CSLA  
                                  Kevin Krastel, At Large  
                                  Hector Alcala, At Large

                  Absent:    Kaein Shimuzu, At Large

                  Staff:     L. Rowett, Manager, Current Planning Section  
                                  K. Mayes, Planner, Current Planning Section  
                                  C. Richards, Recording Secretary

1.    CALL THE DESIGN ADVISORY PANEL MEETING TO ORDER:

The Design Advisory Panel Meeting was called to order at 5:08 p.m.

2.    INTRODUCTION OF LATE ITEMS:

- (a)    Agenda Item 3(a) Development Permit Application No. DP001316 – 345 Prideaux Street & 390 Milton Street – Add Amended DP1316 Attachment Package to include floor plans.
- (b)    Agenda Item 3(b) Development Permit Application No. DP001320 – 307, 311 & 315 Holly Avenue – Add Amended DP1320 Attachment Package to include floor plans.

3.    ADOPTION OF AGENDA:

It was moved and seconded that the Agenda, as amended, be adopted:

- Add Amended DP1316 Attachment Package to include floor plans; and,
- Add Amended DP1320 Attachment Package to include floor plans.

The motion carried unanimously.

4. PRESENTATIONS:

(a) Development Permit Application No. DP001316 – 345 Prideaux Street & 390 Milton Street

Introduced by Kristine Mayes, Planner, Current Planning Section.

Presentations:

1. Homayoun Rad, Architect, presented the neighbourhood context, site characteristics, renderings, building materials, site plans, elevations, future site access, project data, requested variances, architectural features, landscape plan, and proposed plantings. Highlights included:
  - Three-storey multi-residential building, comprising of 10 units, fronts onto Prideaux Street;
  - The two top stories have four units each; and the ground floor has two units (on the east side of the building), a lobby, and utility room with under building garbage enclosure and storage area;
  - Grey and white tones make up the colour palette;
  - Exterior materials for the facade include fluted/aluminum panel, standing seam, stucco and black metal railings surrounding the decks;
  - Patio entrances from Prideaux Street are proposed for the two ground floor units;
  - 10 vehicle parking stalls are proposed, including one accessible stall;
  - Colourful trees, shrubs, grasses, and ground covers are incorporated into the proposed landscaping; and
  - Landscaping surrounds the ground floor patios, and is proposed along the south and west sides of the properties.

Marie Leduc, Chair, opened the floor for questions to Staff.

A panel member inquired about the panhandle portion of the site and if there is a proposal to address the vacant piece of land nearby. The owner responded that they are still considering what to do and that a land swap has been discussed.

A panel member inquired about the variance relating to the minimum landscape treatment level. Staff responded that there is a required number of trees needed to meet the minimum on center spacing. In this proposal, the trees are shown in the City right-of-way instead of the lot itself. If there is a reduction required that would require a variance for minimum landscape treatment level.

Panel discussions took place regarding:

- Opportunities to provide more than just vehicle parking, such as a common amenity space or bike storage;



- Other options for siding to better reflect the Old City neighbourhood's heritage style;
- Decreasing the fence height and using another fencing material instead of a chain-linked fence to be more residential friendly;
- Placing the accessible parking stall closer to the building if possible;
- Moving the garbage enclosure to where the accessible parking is currently proposed;
- Incorporating a rooftop deck;
- Retaining existing trees and adding native plants to the landscape plan;
- Using different building materials to incorporate traditional element to the building, such as brick;
- Incorporating more decorative landscaping by repurposing one of the parking stalls or adding to the rooftop;
- Possibly adding decorative paving material by the lobby entrance;
- Supporting native plants instead of invasive plants noted in the planting palette (such as the Norway Maple);
- Using another fencing material instead of a chain-linked fence;
- Considering long-term, secure, bike storage, and electric charging stations;
- The height of the five-foot fence not being enough to block the noise from the building; and
- Incorporating a design that compliments the Old City neighbourhood, such as a pitched roof.

Homayoun Rad, Architect, responded to the panel discussion and noted the following:

- It is difficult to retain the tree on the south side, but there may be opportunities to retain other trees onsite;
- Brick would not suit the building design; however, perhaps other traditional elements could be implemented;
- If the garbage room is enclosed, a carbon filter must be installed to mitigate the smell. Another option would be to install a vented door; however, a vented fan would need to be installed to stop the smell from wafting towards the building.

It was moved and seconded that Development Permit Application DP001316 be accepted as presented. The following recommendations were provided:

- Consider opportunities to provide an outdoor amenity space or rooftop deck;
- Consider adding secure long-term bike storage and charging facilities;
- Highlight the side entry to improve wayfinding;
- Screen the rooftop equipment with materials complementary to the exterior finishes;
- Consider roof flashing details to protect the exterior walls from staining;
- Consider different finishes and/or access to the garbage enclosure;
- Consider incorporating a fence style and features and/or materials on the exterior of the building that better reflect the Old City design guidelines; and,

- Consider an alternate tree species to replace the Norway maple tree in the plant palette.

The motion carried unanimously.

(b) Development Permit Application No. DP001320 – 307, 311 & 315 Holly Avenue

Introduced by Kristine Mayes, Planner, Current Planning Section.

Presentations:

1. Matthew Cheng, Architect, presented the neighbourhood context, the site characteristics, renderings, building materials, site plans, elevations, future site access, project data, requested variances, and architectural features. Highlights included:

- The site is located in the Townsite neighbourhood, at the corner of Rosehill Street and Holly Avenue;
- The site is zoned R8 (Medium Density Residential);
- The site has is steeply sloped from the north-west to the south-east;
- The neighbourhood consists of single family and multi-residential lots;
- The proposed four-storey multi-residential building would have 47 units, 25% are two and three bedroom units, and 75% are a mix of studios, one bedroom units and one bedroom plus den units;
- Six adaptable units are proposed;
- The main entrance would be from Holly Avenue, while vehicle entry would be from Rosehill Street;
- 69 vehicle parking stalls are proposed, including three visitor parking stalls and eight accessible parking stalls;
- 32 electric vehicle chargers are proposed to be installed;
- Short-term bike racks are located outside of the building entrance;
- long-term bike storage is proposed on the first parkade level;
- The weather protection feature along Holly Avenue creates a townhouse expression;
- The finishes of the building include hardie board smooth plank, hardie board siding with fry reglets, and black window frames;
- The setback of the main entrance of the building is 0.6m more than the bylaw requirement in order to increase the building separation for the building on the south side; and,
- A rooftop terrace is located on the south side of the building.

2. Brad Forth, Landscape Architect, presented the landscape plan. Highlights included:

- Ground level units have individual entries;

- Trees and raised planter boxes have been incorporated around the ground level patios;
- Pedestrian circulation is proposed around the perimeter of the building;
- Decorative paving at the front of the building will accentuate the location of the main entrance;
- Detailed landscaping including ornamental grasses is proposed in front of each private patio;
- Street trees are proposed along Rosehill Street and Holly Avenue;
- Small ornamental trees are proposed along the rear ground level patios;
- A contemporary play space for children is proposed at the rear of the building;
- A conifer hedge is proposed along a section of the south lot line; and,
- The roof-top deck includes landscaping with small trees, pavers, a covered area with outdoor kitchen, artificial turf, and a patio with tables and chairs for socializing.

Marie Leduc, Chair, opened the floor for questions to Staff.

Panel discussions took place regarding:

- Reducing parking stalls and adding bicycle storage;
- Installing weather protection over the short-term bike rack;
- Adding plants to the river rock border on the rooftop patio;
- Adding alternative material to where the artificial turf is proposed as it can get hot in the summer;
- Opportunities to include an interior child-friendly flex space in the building;
- Cascading plants on the retaining walls; and,
- Incorporating design elements on the west and south elevations to reflect the front of the building.

It was moved and seconded that Development Permit Application DP001320 be accepted as presented. The following recommendations were provided:

- Consider weather protection for short-term bike parking;
- Consider an alternate to bamboo in the planting palette;
- Consider shading the artificial turf on the rooftop deck to reduce heat in the summer;
- Consider an interior flex space for the use of residents;
- Consider adding solar energy; and,
- Consider extending the colour and finishes to the west and south elevations of the building in keeping with the appearance of the east and north elevations.

The motion carried unanimously.

5. ADJOURNMENT:

It was moved and seconded at 6:42 p.m. that the meeting terminate. The motion carried unanimously.

\_\_\_\_\_  
CHAIR

CERTIFIED CORRECT:

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RECORDING SECRETARY

**MINUTES**  
DESIGN ADVISORY PANEL MEETING  
ELECTRONIC MEETING  
THURSDAY, 2023-DEC-14, AT 4:30 P.M.

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PRESENT:   Members:   Marie Leduc, At Large (Chair)  
                                  Councillor Eastmure  
                                  Hector Alcala, AIBC  
                                  Jonathan Behnke , BCSLA/CSLA  
                                  Kevin Krastel, At Large  
                                  Nathan Middleton, AIBC  
                                  Kaein Shimuzu, At Large

                  Absent:    Angela Buick, At Large

                  Staff:     L. Rowett, Manager, Current Planning Section  
                                  P. Carter, Planner, Current Planning Section  
                                  J. Kleywegt, Community Development Clerk  
                                  B. Binnersley, Recording Secretary

1.    CALL THE DESIGN ADVISORY PANEL MEETING TO ORDER:

The Design Advisory Panel Meeting was called to order at 4:30 p.m.

2.    ADOPTION OF AGENDA:

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

3.    ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Design Advisory Panel Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo BC, on Thursday, 2023-NOV-09 be adopted. The motion carried unanimously.

4.    PRESENTATIONS:

(a)   Development Permit Application No. DP001322 – 19 Nicol Street

Introduced by Payton Carter, Planner, Current Planning Section.

Presentations:

1.    Maris MacDonald, discussed the neighbourhood context, site plan, site characteristics, proposed variances, building materials, elevations, future site access, and architectural features. Highlights included:

- Existing building has reached its usable lifespan and will be demolished in January of 2024;
- Proposed building will provide food services for the residents of the New Hope Centre and the surrounding population;
- Additional residential units will be included in the proposed development;
- Proposed development offers a larger buffer between Nicol Street and the building entrance;
- Due to the steep slopped outdoor area, retaining walls and terraces will be added to make the space more usable;
- No demand for parking by building residents;
- Modular design will aid in quick build time, and compliment the site grade while allowing for a concrete foundation;
- Simple geometric design
- Colour palette in keeping with Salvation Army branding
- Minimal glazing incorporated in the design to aid in building efficiency;
- Wooden accents around entrance in addition to planters with drought tolerant species.

Marie Leduc, Chair, opened the floor for questions to Staff.

Councillor Eastmure inquired about the rear amenity space. It was confirmed that the design element is a small retaining wall and the hope is to improve the existing outdoor area.

A panel member inquired about access points for the 15 parking spots to the rear, and if it could be accessed via the rear yard. It was confirmed that it may be possible to add a set of stairs, creating a connection between the area used for parking located off-site and in the rear yard.

A panel member requested additional details about the gap between the proposed building and existing building. It was confirmed that there is currently a 1.6ft gap between the two buildings, however, there will be a connection between the two buildings at the main level bringing the buildings together, so they appear to be joined.

A panel member inquired about how the building addresses the historical aspect of the neighbourhood. It was confirmed that the design does not incorporate historical aspects, but attempts are being made to utilize original and historical signage.

Councillor Eastmure inquired about colour schemes and dark panelling, and if there were limitations within the colour palette due to the modular design. The ability to utilize diverse colourings and cladding was confirmed.

Panel discussions took place regarding:

- Relation between the colour palette of the proposed building and the building to the north;
- Short or long term bicycle storage either in the proposed development or adjoining building;
- Additional glazing within the stair well to add transparency on the main floor;

- Importance of surrounding fencing and secured gating;
- The design of the south elevation stepped wall;
- Limited landscaping features;
- Hardscaping and materials located at the front of the building;
- Relationship between the existing building and the proposed development;
- Emphasizing the horizontal building lines;
- Landings located to the rear of the building;
- The choice of materials being utilized for the lower landing;
- Making sure that seating and amenity spaces are being made available to the residents;
- Considering incorporating seating into the retaining wall design;
- Restoring the current vegetation within the rear of the building as the landscape plan progresses;
- Lighting for the stairs and terrace;
- Materials for the stair handrails;
- Accessibility to the amenity space and the constraints surrounding the steep slope;
- Materials for the security gate;
- Materials and access to the hydro panel;
- Visual aspect to the proposed building due to the current location;
- Ways to fit in better with the historical buildings in the area;
- Blending the existing building with the proposed development;
- The utilization of dark materials and horizontal lines;
- The ability to serve additional residents with the extra floor space;
- Appreciation for the additional spacing between the building and the street frontage;
- Lack of details such as site sections in the presentation;
- Safety concerns surrounding the gap between the two buildings;
- Consideration of a cage like structure to fence the gap between buildings and aid in limiting safety concerns;
- Increasing attention to the fine details;
- Challenges surrounding the building's site specifics;
- Reducing the emphasis of the dark materials and highlighting the red materials in keeping with the Salvation Army;
- Widening the windows in keeping with the buildings front façade;
- Utilizing the outdoor area and developing the landscaping plan;
- Incorporating an aspect of public art on the utility box;
- The current front building façade; and
- Incorporating the Salvation Army branding into the building design.

It was moved and seconded that Development Permit Application DP001322 be accepted as presented, with support for the variances. The following recommendations were provided:

- Consider providing short and long term bike storage;
- Consider adding more glazing on the interior stairwell;
- Consider ways to make the new building better complement the older building and reflect some subtle references to the heritage nature of the neighbourhood and the corporate model of the Salvation Army;

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- Consider an outdoor amenity space for staff and residents;
- Consider restoration planting in the outdoor terrace and future amenity space;
- Include a lighting plan for the back outdoor terrace; and
- Consider finishing the fence around the outdoor staircase to ensure security and to complement the building exterior.

The motion carried unanimously.

5. ADJOURNMENT:

It was moved and seconded at 5:38 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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RECORDING SECRETARY





## MINUTES

### MAYOR'S LEADERS' TABLE MEETING

Friday, June 14, 2024, 8:31 A.M.  
Boardroom, Service and Resource Centre,  
411 Dunsmuir Street, Nanaimo, BC

Present: Mayor L. Krog, Chair  
Donna Hais, Chair of Board of Nanaimo Port Authority  
Bob Moss, Tectonica Management\*  
Mark Walsh, Secretary-Treasurer at Nanaimo Ladysmith Public  
School District 68  
Dave Witty, Past Chair Nanaimo Airport Commission

Absent: Richard Horbachewski, Chief Advancement Officer and AVP  
External Relations, Vancouver Island University  
Erralyn Joseph, Councillor, and Assistant Negotiator, for  
Snuneymuxw First Nation

Staff: D. Lindsay, Chief Administrative Officer  
B. Sims, General Manager, Engineering and Public Works\*  
K. Robertson, Deputy Corporate Officer  
N. Sponaule, Communications Advisor  
J. Vanderhoef, Recording Secretary

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

The Mayor's Leaders' Table Meeting was called to order at 8:31 a.m.

#### 2. ADOPTION OF AGENDA:

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

#### 3. ADOPTION OF MINUTES:

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

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

- Minutes of the Mayor's Leaders' Table Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Friday, 2024-MAR-08, at 8:31 a.m.
- Minutes of the Special Mayor's Leaders' Table Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Friday, 2024-MAY-03, at 9:01 a.m.

The motion carried unanimously.

#### **4. AGENDA ITEMS:**

1. Follow-up Discussion re: Special Mayor's Leaders' Table Meeting 2024-MAY-03

Dave Witty introduced, and summarized, the previous discussion during the 2024-MAY-03 Special Mayor's Leaders' Table meeting. He and Bob Moss were seeking a motion from the Mayor's Leaders' Table and Council to support the report written by Dave Witty titled "Developing a Homelessness Action Plan for Nanaimo: Finding a Way Home" and implementing a Housing First Plus model. Highlights included:

- Housing First is not just about housing it is about the wrap around supports aimed at: reduction, prevention, law enforcement, and treatment
- Need to coordinate conversations with likeminded municipalities and corporations to address the provincial government
- There is an opportunity for the City to take a leadership role and take specific actions to try to make progress

Table discussion took place. Highlights included:

- The Penticton Herald Newspaper reported on Premier David Eby's comment that the current system is not working
- The only way to make Housing First work is with the support of the Province and the Federal Government
- Concern regarding crime and violent incidents related to mental health and addiction
- The potential for the upcoming Provincial election to focus on the homelessness and addiction issue
- Individuals who are deep into addiction and mental health crises will not seek out treatment willingly and may require involuntary care
- The need for a continuum of care that is not currently in place

- Reviewed the 19 recommendations listed in Dave Witty's report noting that the first four do not cost the City any money and will put pressure on other levels of government
- Concern regarding the number of death and violent incidents and the lack of response from senior levels of government
- Convening a small group of people to focus on what can be done as a City to make progress
- Noted the current work being done by City staff and other organizations to attempt to prevent homelessness and the previous work already completed by the Health and Housing Task Force
- Acceptance and support for Dave Witty's report (the report) by the City and other levels of government could create change
- The fentanyl issue being faced locally is more dire than what is being faced in European countries
- Ensuring the Nanaimo Systems Planning Organization (SPO), and other local organizations, are involved and seeking out their support for the report

Bob Moss disconnected at 9:10 a.m.

- Concern regarding the creation of another group and holding a homelessness conference

Bob Moss reconnected at 9:14 a.m.

- Using embarrassment to pressure the Provincial and Federal Governments to respond and provide funding
- The topics of health care and homelessness should never be politicized as they are a basic human right
- The current health care initiative has been working on their strategy to push the provincial government during the upcoming election for five years
- Concern that key steps may be overlooked by rushing ahead and the need to prepare a similar plan to the health care initiative for homelessness
- Request to review a list of the groups/organizations that the City is currently funding or working with to address the housing and homelessness issues. Staff noted that this information was available on the City's website in the document titled "City of Nanaimo's Response to Homelessness and Community Impacts" (<https://pub-nanaimo.escribemeetings.com/filestream.ashx?DocumentId=5423>)

- Inviting groups to the table to seek their endorsement of the report in order to approach surrounding communities and gain additional support
- The power of community and creating a community voice for Vancouver Island as a whole in order to get the provincial government's attention

Dale Lindsay, Chief Administrative Officer, reviewed parts of the "City of Nanaimo's Response to Homelessness and Community Impacts" and noted the recommendations and work that has begun based on the Health and Housing Task Force Action Plan.

Table discussion continued. Highlights included:

- Concern regarding gaps in the types of housing being provided and the lack of housing available for seniors and families
- The need for increased preventative measure to address the homelessness issue
- Concern regarding the City taking on initiatives that are not its responsibility as this can cause future issues. The School District has experienced this by providing many additional (necessary) services which have had the result of impacting services in other areas
- Concern regarding how residents are approved for BC Housing accommodations
- Potentially adopting the first five recommendations of the report
- One of the first five recommendations includes a short-term task force to look at what has been done, look at what is in place, and recommend next steps
- Suggestion that the Table review some of the material that has been previously provided to Council and is available on the City's website
- No commitments from provincial candidates have been proposed related to homelessness for the upcoming election, but hopeful that some will be announced
- Suggestion that Mr. Witty schedule a meeting with Lisa Maria Barron, Member of Parliament for Nanaimo-Ladysmith, and Sheila Malcolmson, Minister of Social Development and Poverty Reduction, to review and discuss his report
- Request that the City adopt the first five recommendations of the report and ask Council to push for change:
  1. Recognize that homelessness in Nanaimo is an existential crisis that must be addressed with a fulsome response

2. Formally endorse the concept that homelessness violates the principle of human dignity
  3. Adopt Housing First Plus as the foundational element of a homelessness strategy
  4. Create a purpose driven Housing First Plus position
  5. Develop a robust plan to minimize the number of people at risk of homelessness
- First three recommendations do not commit funds or Staff resources
  - The need to take initiative as a City to start something
  - Potentially creating a Director of Housing position at the City to implement the recommendations and push other levels of government
  - Discussion regarding a timeframe being included in the recommendations to create a sense of urgency
  - Concern regarding potential overlap between the report and previous direction/commitments which are in progress

Dale Lindsay, Chief Administrative Officer, referred to the guiding principles and actions outlined in the report titled “Nanaimo Health and Housing Action Plan: Building our Path Forward” ([https://www.nanaimo.ca/docs/default-document-library/healthandhousingactionplan-document\\_for-website.pdf](https://www.nanaimo.ca/docs/default-document-library/healthandhousingactionplan-document_for-website.pdf)) previously provided by the Health and Housing Task Force.

Mayor Krog requested that the report from the Health and Housing Task Force “Nanaimo Health and Housing Action Plan: Building our Path Forward” be provided to members of the Mayor’s Leaders’ Table.

Table discussion continued. Highlights included:

- Council will not likely support the creation of another task force
- There is nothing prohibiting a community group from forming that is not coordinated through the City
- The intention is to encourage people to come forward with creative solutions to the homelessness issue
- Having support for the five recommendations would allow Mr. Witty and Mr. Moss to meet with people in the community and gather more support
- Advocating for the necessary bricks and mortar, and training need to make progress
- The first three recommendations are statements; however, the last two would require Staff resources

- Council has the ability to refer a motion to the committee for amendments

It was moved and seconded that the Mayor's Leaders' Table recommend that Council:

1. Recognize that homelessness in Nanaimo is an existential crisis that must be addressed with a fulsome response
2. Formally endorse the concept that homelessness violates the principle of human dignity
3. Adopt Housing First Plus as the foundational element of a homelessness strategy
4. Create a purpose driven Housing First Plus position
5. Develop a robust plan to minimize the number of people at risk of homelessness"

The motion carried unanimously.

**5. OTHER BUSINESS:**

1. Next Meeting Date

The next scheduled meeting for the Mayor's Leaders' Table is 2024-SEP-06.

**6. ADJOURNMENT:**

It was moved and seconded at 10:25 a.m. that the meeting adjourn. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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DEPUTY CORPORATE OFFICER



## MINUTES

### PUBLIC SAFETY COMMITTEE MEETING

Wednesday, October 9, 2024, 4:00 P.M.  
Boardroom, Service and Resource Centre,  
411 Dunsmuir Street, Nanaimo, BC

- Members: Councillor S. Armstrong, Chair  
Councillor H. Eastmure  
S. Brodie, At Large Member  
K. Coulthard, At Large Member  
D. Cowling, At Large Member  
K. Lambert, At Large Member  
C. Middleton, At Large Member  
J. Millbank, At Large Member  
R. Taylor, At Large Member
- Absent: J. Bowen, At Large Member  
D. Herman, At Large Member
- Staff: R. Harding, General Manager, Community Services/Deputy  
Chief Administrative Officer  
T. Doyle, Fire Chief  
D. LaBerge, Director, Public Safety  
Supt. A. Burton, Officer in Charge, Nanaimo Detachment RCMP  
C. Wood, Manager, Social Planning  
N. Vracar, Deputy Corporate Officer  
N. Sponaule, Communications Advisor  
L. Young, Steno, Legislative Services  
K. Lundgren, Recording Secretary

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

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

**2. INTRODUCTION OF LATE ITEMS:**

- (a) Add Agenda Item 5(a) Introduction of Supt. Andrew Burton, Officer in Charge, Nanaimo Detachment, RCMP.

**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 following Minutes be adopted as circulated:

- Minutes of the Public Safety Committee Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2024-JUN-12, at 3:00 p.m.
- Minutes of the Special Public Safety Committee Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2024-SEP-04, at 3:00 p.m.

The motion carried unanimously.

**5. PRESENTATIONS:**

- (a) Introduction of Supt. Andrew Burton, Officer in Charge (OIC), Nanaimo Detachment, RCMP

The Chair congratulated Supt. Andrew Burton, OIC, Nanaimo Detachment RCMP, on his appointment as OIC.

Supt. Andrew Burton, provided a brief introduction and spoke regarding the Nanaimo RCMP Detachment Annual Performance Plan (APP). Highlights included:

- The APP is a requirement for every detachment and is created in consultation with various partners and service providers
- The APP categories include: Crime Reduction and Public Safety, Youth Drug Enforcement, Reconciliation, Member Wellness, and Traffic and Impaired Driving
- Nanaimo Community Policing Volunteers are a valuable and dedicated group



The Chair advised the Committee that the Nanaimo Restorative Justice Program Overview report, scheduled for the 2024-OCT-16 Finance and Audit Committee Meeting, will likely be referred to the Public Safety Committee. They also spoke regarding meeting decorum and the process of starting a new Committee.

## 6. REPORTS:

### a. Updated Draft Public Safety Committee Work Plan

Nikolina Vracar, Deputy Corporate Officer, Legislative Services, informed the Committee that the draft Public Safety Committee Work Plan (Work Plan) has been updated based on feedback from the 2024-SEP-04 Committee Meeting.

Dave LaBerge, Director, Public Safety, provided an overview of Theme 1: Transportation Safety. Highlights included:

- Improving safety of transit stop locations in relation to social disorder issues being classified as a low/medium priority

Committee discussion took place regarding the process for submitting complaints to BC Transit regarding specific transit stops.

Director, Public Safety, provided an overview of Theme 2: Crime Prevention. Highlights included:

- Increasing the use of closed-circuit television (CCTV) being classified as a low priority
- Avoiding closure/relocation of businesses and public open spaces due to crime and social disorder being classified as a medium/high priority
- Implementing community-wide graffiti removal and cleanup initiatives being classified as a medium/high priority

Committee and Staff discussion took place. Highlights included:

- The potential for the Neighbourhood Safety Audits conducted by the RCMP Community Volunteers to be sent to the Public Safety Committee
- The desire for details/actions that can be done to assist the business community
- A report on vacant properties was presented at the 2024-OCT-07 Regular Council Meeting, and there is intention to have the report be referred to the Public Safety Committee at a future date

- Nanaimo Prosperity Corporation conducting exit interviews with businesses who are considering leaving to determine potential improvements
- Unsightly premises and graffiti fall under the “Property Maintenance and Standards Bylaw 2017 No. 7242” which is a complaint driven process, and there are no incentive programs for the maintenance of properties for private businesses

Director, Public Safety, provided an overview of Theme 3: Homelessness, Addiction and Community Impacts. Highlights included:

- Establishing a baseline and implementing long-term monitoring for the impacts on community safety being classified as a medium priority
- Providing indoor spaces for unhoused individuals being classified as a high priority

Director, Public Safety, provided an overview of Theme 4: Health and Wellness. Highlights included:

- Working to ensure safe access to public spaces being classified as a high priority

Director, Public Safety, provided an overview of Theme 5: Advocacy. Highlights included:

- Advocating for addressing root causes of the opioid overdose public health and safety emergency being classified as a medium priority
- Advocating for the implementation of Housing First initiatives and related best practices to address/reduce homelessness being classified as a low priority
- Requesting reimbursement of the municipal funds expanded on the opioid overdose public health and safety emergency being classified as a medium/high priority
- Advocating for a restorative justice program being classified as a medium priority
- Reporting on the details of Council’s advocacy being classified as a high priority

Committee discussion took place regarding the forthcoming Restorative Justice Program Overview report and the positive impact of the Restorative Justice Program.

Director, Public Safety, provided an overview of Theme 6: Education. Highlights included:

- Improving the understanding of public safety in Nanaimo being classified as a medium priority

Committee and Staff discussion took place. Highlights included:

- Wildfire concern for the Chase River area with only one entrance/exit
- City of Parksville and City of Nanaimo RCMP have both seen an increase in online crime reporting statistics
- Changes in the classification of domestic crime incidents

It was moved and seconded that the Public Safety Committee recommend that Council approve the draft Public Safety Committee Term Work Plan. The motion carried unanimously.

## **7. OTHER BUSINESS:**

Committee and Staff discussion took place. Highlights included:

- Privacy Impact Assessments and restrictions on CCTV
- CCTV's effectiveness at crime prevention depends on whether it is live monitored or recorded
- Belief that a sticker that indicates a camera is recording is just as effective crime deterrent as a camera
- Security cameras may displace crime rather than prevent it
- The desire to hear from Staff regarding public safety measures in parkades
- Items coming forward to upcoming meetings will likely include the Restorative Justice Program Overview, Vacant Properties report and the City of Nanaimo Liquor Control Strategy
- Request for an update on the pedestrian safety zone added in the Bayview area

Christy Wood, Manager, Social Planning, noted that Staff could bring forward an update on the drop-in hubs to the 2024-DEC-18 Public Safety Committee Meeting.

Discussion continued relative to the following:

- Conducting "stay" interviews with businesses in the community prior to them leaving
- Fire concerns with vacant properties and preventative measures

- Request for a Committee discussion topic around health, despite it being a provincial mandate, and potentially including a presentation from Search and Rescue and St. John Ambulance
- The desire to ensuring the topic of advocacy is not overlooked

The Chair encouraged the Committee to reach out by email to the Chair, Co-Chair or the Corporate Officer if there is anything they would like to see brought forward to a future meeting.

Committee discussion took place regarding upcoming meeting times and agendas to ensure there is sufficient time for the Committee's discussion.

**5. QUESTION PERIOD:**

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

**6. ADJOURNMENT:**

It was moved and seconded at 5:10 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

### GOVERNANCE AND PRIORITIES COMMITTEE MEETING

Monday, November 25, 2024, 1:01 P.M.  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE  
80 COMMERCIAL STREET, NANAIMO, BC

Members: Councillor J. Perrino, Chair  
Mayor L. Krog  
Councillor S. Armstrong  
Councillor T. Brown\*  
Councillor H. Eastmure  
Councillor B. Geselbracht  
Councillor E. Hemmens  
Councillor P. Manly\* (joined 1:02 p.m.)  
Councillor I. Thorpe

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  
J. Holm, Director, Planning and Development  
P. Rosen, Director, Engineering  
L. Brinkman, Manager, Community Planning  
N. Sponaule, Communications Advisor  
L. Young, Recording Secretary

1. CALL THE MEETING TO ORDER:

The Governance and Priorities Committee Meeting was called to order at 1:01 p.m.

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

2. APPROVAL OF THE AGENDA:

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

3. ADOPTION OF THE MINUTES:

It was moved and seconded that the Minutes of the Governance and Priorities Committee held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, October 28, 2024, at 1:00 p.m. be adopted as circulated. The motion carried unanimously.

Councillor Manly joined the meeting electronically at 1:02 p.m.

4. AGENDA PLANNING:

a. Upcoming Topics and Initiatives

Sheila Gurrie, Director, Legislative Services, provided an overview of topics and initiatives scheduled for upcoming Governance and Priorities Committee (GPC) meetings.

Committee discussion took place. Highlights included:

- Potentially developing and implementing a construction recycling, deconstruction and demolition bylaw
- Scheduling a discussion regarding the Social Issues Initiatives topic with stakeholders such as the Nanaimo Systems Planning Organization, Vancouver Island Regional Library, and other front-line service providers
- Potentially scheduling the Social Issues Initiatives topic as its own meeting in order to facilitate a larger discussion

It was moved and seconded that the Governance and Priorities Committee recommend that Council direct Staff to move the topic “Social Issues Initiatives” from the 2025-JAN-27 Governance and Priorities Committee Meeting to a future Governance and Priorities Committee Meeting to facilitate an expanded conversation and invite stakeholders such as the Vancouver Island Regional Library and the Nanaimo Systems Planning Organization to participate in the discussion. The motion carried unanimously.

5. REPORTS:

a. Prosperous Nanaimo:

1. Development Cost Charge and Amenity Cost Charge Programs

Introduced by Lisa Brinkman, Manager, Community Planning, and Poul Rosen, Director, Engineering. Highlights included:

- The City of Nanaimo Development Cost Charge Bylaw 2017 No. 7252 that helps fund infrastructure required for growth was last updated in 2018
- Updates to the Bylaw are needed due to factors such as: increasing infrastructure costs, a shift in development styles, and changes to regulations
- A draft bylaw with updated Development Cost Charge (DCC) rates is expected to be brought forward in 2025
- With the passing of Bill 46 *Housing Statutes (Development Financing) Amendment Act* in 2023, the City can create an Amenity Cost Charge (ACC) program to collect funds for amenities like recreation centres
- A draft ACC bylaw is being developed in tandem with the DCC Bylaw update with the assistance of consultants from Urban Systems

Presentation:

1. Shaun Heffernan, Project Lead and Local Government Advisor, and Laura Bernier, Strategic Services Consultant, Urban Systems, provided a PowerPoint presentation. Highlights included:

- DCCs are legislated tools created by the Province to offset costs of off-site infrastructure needed for growth
- DCCs allow infrastructure to be paid for fairly and equitably, support consistency, and provide certainty that services support growth and development
- DCC rates are determined by estimating residential and non-residential growth, considering costs and timing needed to support growth, determining the extent to which each project benefits growth (benefit allocation), and Council input

- DCC funds can be used for costs associated with planning, engineering, design, or studies for transportation, water, drainage, sewer, parkland, fire protection facilities, police facilities and solid waste and recycling facilities
- DCC funds cannot be used for infrastructure park deficiencies and/or asset replacement
- DCC projects are assigned a benefit allocation percentage rate based on how much of the project is growth driven and therefore eligible for DCCs

Committee and Staff discussion took place. Highlights included:

- Challenges associated with comparing municipalities to determine the right balance in DCC rates
- DCC rates that are set too high inhibit development
- The desire to consult with developers regarding DCC rates prior to Council's review and the back and forth nature of the rates review process

Shaun Heffernan, Project Lead and Local Government Advisor, and Laura Bernier, Strategic Services Consultant, Urban Systems, continued the presentation. Highlights included:

- Council has the authority to provide some assistance for DCC rates if Council determines the rate is too high
- Assisting with DCCs allows Council to demonstrate support for developers in a clear and transparent way

Committee and Staff discussion took place. Highlights included:

- Options for implementing DCC assistance
- Clarification that any DCC assistance must be funded through another municipal source such as taxation
- An assist factor provides Council with more flexibility than lowering DCC rates



Shaun Heffernan, Project Lead and Local Government Advisor, and Laura Bernier, Strategic Services Consultant, Urban Systems, continued the presentation. Highlights included:

- Review of Nanaimo's current DCC rates and how they compare to similar municipalities
- ACCs are intended to recover the costs of amenities that provide social, cultural, heritage, recreational or environmental benefits, and cannot overlap with any other cost-funding mechanism
- DCC rates must be reviewed and approved by the Inspector of Municipalities; however, ACC rates do not need Inspector approval
- The ACC rate would be determined by identifying growth projections and amenity needs, followed by consultation with stakeholders prior to adoption of an ACC bylaw
- Proposed ACC projects: Beban Park Master Plan, Community Centres (largely the South End Community Centre), and Improvements and Expansion of the Stadium District

Committee and Staff discussion took place. Highlights included:

- Staff reviewed the Integrated Action Plan (IAP) and the City Plan to identify projects that fit the criteria of the ACC program
- It was requested that the Committee be provided the full list of potential ACC projects, and rationale for selecting the three projects and excluding other projects
- The ACC program is a more transparent tool for the provision of amenities and is collected during the building permit stage, whereas contributions under the Community Amenity Contribution (CAC) Policy are only collected during the rezoning process
- The CAC Policy will need to be amended once an ACC bylaw is adopted

- Council recently implemented a large amount of pre-zoning. As a result, there could be a reduced number of rezoning applications, resulting in fewer CACs.
- Concern that smaller projects which are currently captured in the CAC Policy will not receive funding. Staff will still have the opportunity to secure smaller amenities on a case-by-case basis

Shaun Heffernan, Project Lead and Local Government Advisor, and Laura Bernier, Strategic Services Consultant, Urban Systems, continued the presentation. Highlights included:

- Reviewed ACC rates implemented in other municipalities
- Reviewed statutory exemptions for DCCs and ACCs
- Next steps would be to develop the draft ACC and DCC rates, which would be brought to Council for input, then provided to the development community for consultation
- Waivers and reductions to ACCs and DCCs can be established in a separate bylaw which would be adjusted as needed without ministerial approval
- Legislation provides a 12-month grace period for in-stream building applications and subdivision applications
- Reviewed developers' options/eligibility requirements to apply for DCC credits to reduce their DCCs payable
- Outlined the timeline for the DCC and ACC bylaw updates/implementation

Committee and Staff discussion too place. Highlights included:

- Having a more fulsome discussion regarding the ACC project list once the ACC rate has been presented and more accurate costs are available
- Clarification that Staff provided three ACC recommendations based on the legislation and Council's previously stated priorities

- Potentially including the Waterfront Walkway as an ACC project and challenges related to projects that are not on City-owned land

Shaun Heffernan, Project Lead and Local Government Advisor, and Laura Bernier, Strategic Services Consultant, Urban Systems, concluded the presentation by reviewing next steps, which include providing Council with draft rates, consulting with stakeholders, making amendments if required, and then bringing the bylaws forward for Council's consideration.

It was moved and seconded that the Governance and Priorities Committee recommend that Council direct Staff to proceed with the development of an Amenity Cost Charge (ACC) program that includes the following facilities:

- a. Improvements and expansions as outlined in the Beban Park Master Plan;
- b. Improvements and expansions in the Stadium District; and,
- c. A community recreation facility in the Southgate Urban Centre.

The motion carried unanimously.

6. QUESTION PERIOD:

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

7. ADJOURNMENT:

It was moved and seconded at 2:39 p.m. that the meeting adjourn. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER

Please click the link below to access the 2024-DEC-18 Public Safety Committee Meeting agenda:

<https://pub-nanaimo.escribemeetings.com/Meeting.aspx?Id=76d43fd8-5689-4c67-a0ad-2b9bb8f1d783&Agenda=Agenda&lang=English>

DATE OF MEETING JANUARY 20, 2025

AUTHORED BY KAREN ROBERTSON, DEPUTY CORPORATE OFFICER

**SUBJECT FALSE ALARM REGULATION BYLAW**

## **OVERVIEW**

### **Purpose of Report**

To introduce a new False Alarm Bylaw for Council's consideration that would assist in reducing the number of unnecessary emergency responses for false alarms by members of the public, and to bring forward amendments to the Fees and Charges and Bylaw Notice Enforcement Bylaws to add fees and fines associated with owners and users of security alarms systems who permit an excessive number of false alarms.

### **Recommendations**

#### False Alarm Bylaw

1. That "False Alarm Bylaw 2025, No. 7392" (a bylaw to reduce false alarms) pass first reading.
2. That "False Alarm Bylaw 2025, No. 7392" pass second reading.
3. That "False Alarm Bylaw 2025, No. 7392" pass third reading.

#### Fees and Charges Amendment Bylaw

1. That "Fees and Charges Amendment Bylaw 2025, No. 7336.12" (a bylaw to add false alarm fees) pass first reading.
2. That "Fees and Charges Amendment Bylaw 2025, No. 7336.12" pass second reading.
3. That "Fees and Charges Amendment Bylaw 2025, No. 7336.12" pass third reading.

#### Bylaw Notice Enforcement Amendment Bylaw

1. That "Bylaw Notice Enforcement Amendment Bylaw 2025, No. 7159.24" (a bylaw to add fines for false alarms) pass first reading.
2. That "Bylaw Notice Enforcement Amendment Bylaw 2025, No. 7159.24" pass second reading.
3. That "Bylaw Notice Enforcement Amendment Bylaw 2025, No. 7159.24" pass third reading.

## **BACKGROUND**

As part of the on-going bylaw renewal project, the Director of Police Services identified that the service delivery model as outlined in the existing False Alarm Bylaw needed examining given the excessive number of calls for RCMP attendance to security system alarms, and the labour intensive and costly process associated with responding to these alarms. A very small percentage of these alarms are actually valid.

The False Alarm Bylaw outlines requirements for the owners and users of the security alarm systems to limit excessive numbers of false alarms. False alarms require emergency responses and such unnecessary emergency responses pose a threat to the safety of police officers and members of the public by creating unnecessary hazards, which could result in a delayed response to a true emergency.

The existing bylaw, which was implemented in 1994, allows a property owner to have up to three false alarms in any 12-month period, without being charged for a response. Subsequent false alarms from the same property incurs a fee of \$140.00. This fee does not cover the costs of responding to the false alarm and time spent on locating the owner before the RCMP can leave the scene. Also, because the fee is only \$140.00 for the third or any subsequent responses, property owners can have several false alarms within any 12-month period with little deterrent to address the issue.

While there is no issue with a priority one response to hold up alarms and panic alarms, there is little value in attending to alarms where there are multiple infractions, where no contact information available, or a key holder cannot be verified or contacted to attend and secure the property.

To address this problem, staff is bringing forward a new False Alarm Bylaw based on the best practises of other municipal false alarm bylaws that would:

- 1) make it mandatory for an owner or occupier of real property who uses an alarm system to keep the RCMP informed, in writing, of the names, addresses and telephone numbers of the monitoring agency, if applicable, or at least two persons who will be known as Property References who may be contacted in the event of an alarm incident; and
- 2) cause a notice to be sent to the owner and occupier of the property advising that the RCMP will not respond to three or more false alarms originating from the one alarm system within any 12-month period.

An amendment to the Fees and Charges Bylaw is also being brought forward for Council's consideration that would continue to see no fee for the first false alarm to the same property, during any consecutive 12-month period but provide for a fee increase from \$140.00 to \$150.00 for a second false alarm, and a fee increase to \$500.00 for a third and subsequent false alarms to the same property within that same time period.

Should Council support giving first three readings to the new False Alarm Bylaw and Fees and Charges Amendment Bylaw, staff also recommend that Council consider an amendment to the Bylaw Notice Enforcement Bylaw to assign fines for failure to ensure the prevention of false alarms, failure to inform the RCMP of monitoring service information, failure to attend the property, or obstructing a Peace Officer or Bylaw Enforcement Officer while undertaking their duties to enforce the bylaw.

## **DISCUSSION**

Since March 0f 2023, the Detachment received 360 alarm calls by 34 property owners. Of those calls, 28 were hold up alarms where the RCMP responded as a priority one call. The other calls were from properties that have incurred a minimum of 6 false alarms within a 12-month period, with many averaging 9 to 20 false alarm calls. One property has incurred 40 false alarms since March 2023. In cases where multiple false alarms occur, often there is no

property representative listed on the alarm company file, the property representative information on the file is invalid, or a property representative is unavailable.

Attended to false alarms are reported to the City for billing, as per the current False Alarm Bylaw; however, in addition to the minimal fees for incurring a false alarm, property owners have the ability to appeal the validity of a determination that an alarm was false by submitting a notice in writing requesting a review by the Director. Each time this happens, it requires staff review time and the requirement for the responding officer to submit a written report. A hearing with the Director must also be convened. This is a labour-intensive process.

The bylaw before Council strives to limit false alarms by ensuring systems are installed and maintained correctly by the property owner and that a monitoring company attempts to verify if an alarm is false before contacting emergency services. The compliance process for false alarms also proposes that the Municipality would send a warning letter to the owner of a building after a second false alarm is received in any 12-month period advising that the Police may not respond to subsequent alarms unless the issue is addressed and that a third or subsequent false alarm will incur a fee of \$500.

The appeal and mandatory hearing process has also been removed as under the new bylaw, property owners would be required to properly install, maintain, use and operate the alarm system to prevent false alarms. Additionally, because there is no fee for the first false alarm, it would give the property owner an opportunity to address any issues that they may have been unaware of and to ensure no subsequent false alarms occur.

## **OPTIONS:**

### Option 1:

#### False Alarm Bylaw

1. That “False Alarm Bylaw 2025, No. 7392” (a bylaw to reduce false alarms) pass first reading.
2. That “False Alarm Bylaw 2025, No. 7392” pass second reading.
3. That “False Alarm Bylaw 2025, No. 7392” pass third reading.

#### Fees and Charges Amendment Bylaw

1. That “Fees and Charges Amendment Bylaw 2025, No. 7336.12” (a bylaw to add false alarm fees) pass first reading.
2. That “Fees and Charges Amendment Bylaw 2025, No. 7336.12” pass second reading.
3. That “Fees and Charges Amendment Bylaw 2025, No. 7336.12” pass third reading.

#### Bylaw Notice Enforcement Amendment Bylaw

1. That “Bylaw Notice Enforcement Amendment Bylaw 2025, No. 7159.24” (a bylaw to add fines for false alarms) pass first reading.
2. That “Bylaw Notice Enforcement Amendment Bylaw 2025, No. 7159.24” pass second reading.
3. That “Bylaw Notice Enforcement Amendment Bylaw 2025, No. 7159.24” pass third reading.

The advantages of this option are that through these bylaws, property owners would be encouraged to install and maintain their security systems so that there would be less calls to the RCMP. It would also require the property owner to provide the RCMP with up-to-date contact information for two individuals or for the monitoring agency so that they can be reached in the event of a false alarm. Otherwise, they risk not having the RCMP attend to alarm situation for continued offences.

There are no disadvantages to this option. However, should Council wish to retain the current bylaw, the RCMP would be required to continue responding to multiple false alarms each year which require emergency responses and if found to be false, create unnecessary hazards which could result in a delayed response to a true emergency.

Option 2:

Council direction is sought.

**SUMMARY POINTS**

- The existing False Alarm Bylaw needed examining given the excessive number of calls for RCMP attendance to security system alarms and the labour intensive and costly process associated with responding to these alarms.
- False alarms require emergency responses and such unnecessary emergency responses pose a threat to the safety of police officers and members of the public by creating unnecessary hazards which could result in a delayed response to a true emergency.
- Since March Of 2023, the Detachment received 360 alarm calls by 34 property owners.
- The new bylaw strives to limit false alarms by ensuring systems are installed and maintained correctly by the property owner and that a monitoring company attempts to verify if an alarm is false before contacting emergency services.
- Increased fees and fines are proposed for property owners who have repeated false alarms.

**ATTACHMENTS:**

Attachment 1 – False Alarm Bylaw 2025, No. 7392

Attachment 2 – Fees and Charges Amendment Bylaw 2025, No. 7336.12

Attachment 3 – Bylaw Notice Enforcement Amendment Bylaw 2025, No. 7159.24

**Submitted by:**

Karen Robertson,  
Deputy Corporate Officer

**Concurrence by:**

Art Groot,  
Director, Police Services

Sheila Gurrie,  
Director, Legislative Services

Richard Harding,  
Gen. Mgr. Community Services & Deputy CAO

Dale Lindsay, CAO



CITY OF NANAIMO

BYLAW NO. 7392

A BYLAW TO REDUCE FALSE ALARMS

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WHEREAS excessive numbers of false alarms are being permitted to occur by the owners and users of security alarm systems;

AND WHEREAS false alarms require emergency responses from the Police that pose a threat to the safety of the Police department members and members of the public by creating unnecessary hazards, and may result in a delayed response to a true emergency;

AND WHEREAS the *Community Charter* provides that Council may, by Bylaw, regulate, prohibit and impose requirements in relation to health, safety or protection of persons or property and the protection and enhancement of the well-being of its community to prevent or minimize nuisances, disturbances and other objectionable situations;

AND WHEREAS the *Community Charter* provides that Council may collect fees imposed for response to false alarms in the same manner and with the same remedies as property taxes, and if the fees are due and payable by December 31 and unpaid on that date, Council may deem it to be taxes in arrears;

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

1. Title

This Bylaw may be cited as “False Alarm Bylaw 2025 No.7392”.

2. Definitions

“Alarm System”	Means a device installed on a property to warn about a criminal activity or unauthorized entry by activating an audible signal, or alerting a monitoring agency.
“False Alarm”	Means the triggering of an alarm system, other than by an act of nature or power failure, that results in an emergency response from the police where none is required.
“Hold-up Alarm”	Means a security alarm system in a financial institution to signal a robbery.
“Monitoring Agency”	Means a person, partnership, or company that monitors an alarm system and reports alarms to the police.
“Police”	Means the City of Nanaimo Detachment of the R.C.M.P.
“Property Reference”	Means a person, persons or company employed to represent the owner or occupier of any real property.

3. Owner or Occupier’s Duties

3.1 Every owner or occupier of property on which an Alarm System is installed must properly install, maintain, use and operate the Alarm System to prevent False Alarms.

3.2 Every owner or occupier of a business who uses an Alarm System must, within 72 hours of the installation of the system, keep the Monitoring Agency informed by notice in writing of the names, addresses and telephone numbers of at least two persons who will be known as Property References who may be contacted in the event of an alarm incident.

4. Monitoring Agency's Duties

4.1 A Monitoring Agency must not report an alarm, other than a Hold-Up Alarm, to the Police unless it first tries to verify that the alarm is not false.

4.2 If a Monitoring Agency reports an alarm to the Police, it must ask the owner, occupier, or Property Reference to attend the property.

4.3 The Property References whose names are provided pursuant to section 3.2 must be persons who are:

- (a) Available to receive telephone calls from the Police Department or Monitoring Agency in the event of an alarm incident;
- (b) Able to attend at the address of the alarm incident within thirty (30) minutes of being requested to do so by the Policy Department or Monitoring Agency;
- (c) Capable of affording the Police access to the premises where the alarm incident is located; and
- (d) Capable of operating the alarm system and able to safeguard the premises.

5. Administration

5.2 The Director, Police Services, Manager, Police Support Services, Bylaw Enforcement Officer, or a Peace Officer may provide written notification, where feasible, to the owner or occupier of property from which a False Alarm originates about the consequences of more False Alarms originating from the property.

6. Fees and Collections

6.1 An owner of real property from which a False Alarm originates must pay the City of Nanaimo the fee prescribed in the Fees and Charges Bylaw.

6.2 There shall be imposed upon the Owner or Occupier of the property at which a False Alarm incident has occurred, a standby fee as prescribed in the Fees and Charges Bylaw in any case where the designated Property Reference fails to attend within 30 minutes of notification.

6.2 A fee that is not paid after 30-days must be added to and form part of the taxes payable on the real property as taxes in arrears.

6.3 Fees collected are City of Nanaimo property.

7. Cancellation and Resumption of Police Response

- 7.1 If in any 12 month period the Police respond to three (3) or more False Alarms originating from one Alarm System, the Director, Police Services may cause a notice to be sent to the owner and occupier of the property in which the Alarm System is installed advising that the Police shall not respond to subsequent alarms.
- 7.2 Before response to security alarms will resume, the owner or occupier of real property must provide evidence to the Policy Department that a certified alarm service company has reviewed the Alarm System, identified the cause(s) of the False Alarm and rectified the cause(s) of the False Alarm.
- 7.3 On receipt of a valid inspection report, the Police Department may resume security alarm system response and a new twelve (12) month period will begin from the date of the evidence provided by a certified alarm service company.

9. Forced Entry

In the event that Police officers cause forced entry to the premises due to the False Alarm, all costs incurred to secure the building will be imposed on the occupier or owner of the property.

10. Obstruction of Duties

- 10.1 No person shall obstruct or interfere with any Peace Officer or Bylaw Enforcement/Compliance Officer in the exercise of any of the powers granted to or duties imposed on them pursuant to this Bylaw.

11. Offences and Penalties

- 11.1 Any Person who causes, permits or allows anything to be done in contravention or violation of this Bylaw, or who neglects or fails to do anything required to be done pursuant to this Bylaw, commits an offence against this Bylaw and is liable upon summary conviction to pay a fine of not more than \$50,000, plus the costs of prosecution, and any other penalty or remedy available under the *Community Charter and Offence Act*.
- 11.2 Where an offence under this Bylaw is of a continuing nature, each day that an offence continues, or is permitted to exist, constitutes a separate offence.
- 11.3 Section 11.1 shall not prevent the City, or an authorized Person on behalf of the City, issuing and enforcing a bylaw notice under the City's Bylaw Notice Enforcement Bylaw.

12. Severability and Headings

If any part, section, sub-section, sentence, clause or sub-clause of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the invalid section shall be severed and the severance shall not affect the validity of the remaining portions of this Bylaw.

13. Repeal

“False Alarm Bylaw 1994 No. 4786” is hereby repealed.

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

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

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

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

\_\_\_\_\_  
MAYOR

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

CITY OF NANAIMO

BYLAW NO. 7336.12

A BYLAW TO AMEND THE "FEES AND CHARGES BYLAW 2021 NO. 7336"

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

1. Title:

This Bylaw may be cited for all purposes as "Fees and Charges Amendment Bylaw 2025, No. 7336.12".

2. Amendments:

Schedule "A" to "Fees and Charges Bylaw 2021 No. 7336" is hereby amended by adding the following false alarm fees and charges to the RCMP Service Fees:

False Alarm

1 <sup>st</sup> false alarm to the same real property, during any consecutive twelve (12) month period.	No fee
2 <sup>nd</sup> false alarm to the same real property, during any consecutive twelve (12) month period.	\$150.00
3 <sup>rd</sup> and subsequent false alarm to the same real property, during any consecutive twelve (12) month period.	\$500.00
Standby fee in any case where the designated Property Reference fails to attend within 30 minutes of notification.	\$350.00 per hour (minimum 1 hour will be charged)

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

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

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

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

---

MAYOR

---

CORPORATE OFFICER

CITY OF NANAIMO

BYLAW NO. 7159.24

A BYLAW TO AMEND THE CITY OF NANAIMO "BYLAW NOTICE ENFORCEMENT BYLAW 2012 NO. 7159"

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

1. Title

This Bylaw may be cited as "Bylaw Enforcement Amendment Bylaw 2025 No. 7159.24".

2. Amendments

"Bylaw Notice Enforcement Bylaw 2012 No. 7159" is hereby amended as follows:

By adding the following to Schedule "A":

**FALSE ALARM BYLAW 2024 NO. 7392**

Section	Description	Penalty	Early Payment Penalty	Late Payment Penalty
3.1	Failure to ensure the prevention of false alarms	\$150.00	\$112.40	\$187.50
3.2	Failure to inform the Monitoring Agency of Property References or changes to same	\$150.00	\$112.50	\$187.50
4.1	Failure to verify a false alarm prior to reporting an alarm to the Police	\$150.00	\$112.50	\$187.50
4.2	Failure to attend the property	\$150.00	\$112.50	\$187.50
10.1	Obstruct Peace Officer or Bylaw Enforcement Officer	\$500.00	\$375.00	\$625.00

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

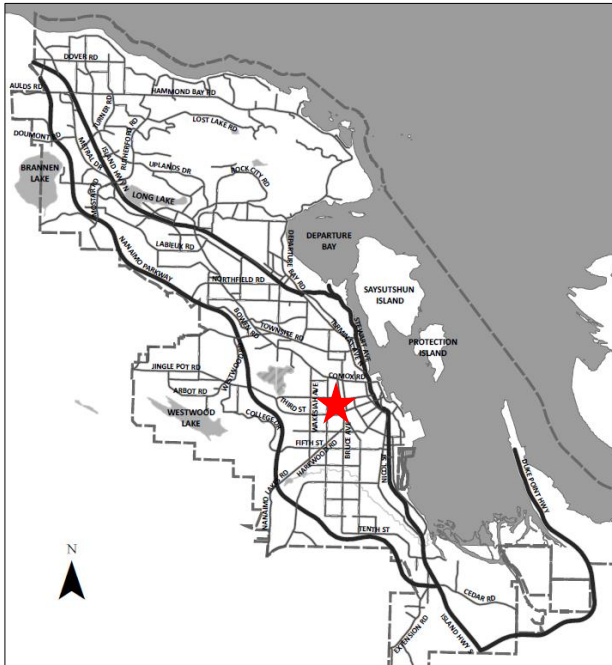
\_\_\_\_\_  
MAYOR

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

DATE OF MEETING | January 20, 2025

AUTHORED BY | PAYTON CARTER, PLANNER, CURRENT PLANNING

**SUBJECT** | **DEVELOPMENT VARIANCE PERMIT APPLICATION NO. DVP469 – 395 CHESTERLEA AVENUE**



**Proposal:**

Variance to allow an addition to an existing accessory building

**Zoning:**

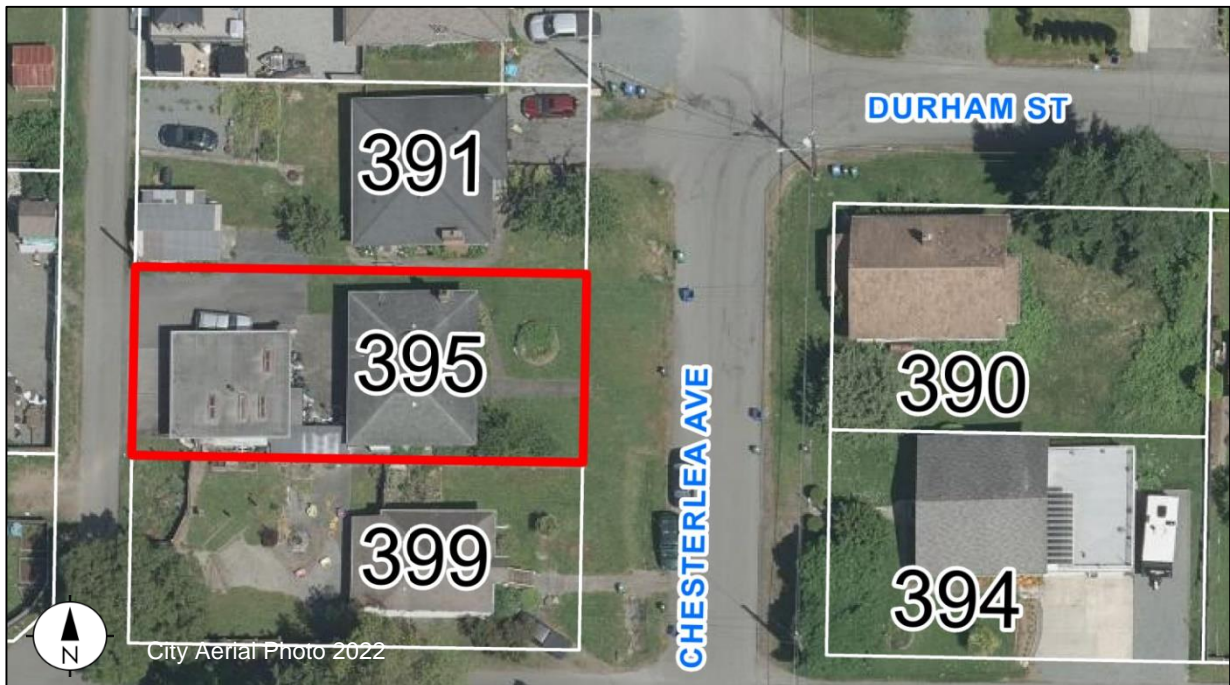
R5 – Three and Four Unit Residential

**City Plan Land Use Designation:**

Suburban Neighbourhood

**Lot Area:**

557m<sup>2</sup>



## **OVERVIEW**

### **Purpose of Report**

To present for Council's consideration a development variance permit application for a proposed second storey addition to an existing accessory building at 395 Chesterlea Avenue.

### **Recommendation**

That Council issue Development Variance Permit No. DVP469 for a second storey addition to an existing accessory building at 395 Chesterlea Avenue with variances as outlined in the "Proposed Variances" section of the Staff Report dated 2025-JAN-20.

## **BACKGROUND**

A development variance permit application, DVP469, was received from Star4Life Build Reno Inc., on behalf of Nehzat Javadi-Noghondar to vary the provisions of the "City of Nanaimo Zoning Bylaw 2011 No. 4500" (the "Zoning Bylaw"), in order to reduce the minimum required side yard setback for an existing non-conforming detached garage to allow a proposed second storey addition at 395 Chesterlea Avenue.

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

The subject property is located on the west side of Chesterlea Avenue, within the Harewood Neighbourhood, and is accessed by a lane at the rear of the site. The property is currently developed with a single-family dwelling fronting Chesterlea Avenue, constructed in 1971 and an accessory garage constructed in 1976. The surrounding neighbourhood is primarily characterized by low-density residential development and some local serving commercial businesses.

Building permits were issued for the existing single-family dwelling and detached garage in the 1970s, showing the garage siting in compliance with the required setbacks. In 2024, the City received Building Permit application (BP130196) to convert the garage into a carriage house. A survey provided with the building permit application confirmed that the existing garage extended into the side yard setback and a variance is required to allow the second storey addition within the side yard setback.

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

## **DISCUSSION**

### **Proposed Development**

The applicant proposes to convert the existing non-conforming accessory building (detached garage) into a detached secondary suite and add a second storey to facilitate three bedrooms. The existing accessory building was constructed with a building permit, BP012336, however, the structure is located within the required side yard setback under the current Zoning Bylaw. The total floor area for the detached secondary suite will be 93m<sup>2</sup>, which is below the maximum permitted 100m<sup>2</sup>. The addition of a second storey will increase non-conforming floor area and



result in a roof overhang that projects into the required setbacks. As such, a variance is required to allow the second storey addition as proposed.

### **Proposed Variances**

#### *Side Yard Setback*

The minimum required side yard setback for an accessory building in the R5 zone is 1.5m. The proposed side yard setback is 1.42m, a requested variance of 0.08m.

#### *Side Yard Projection*

The maximum permitted projection into the required side yard setback for eaves is 0.75m. The proposed projection into the south side yard setback is 0.81m, a requested variance of 0.06m.

The applicant has requested the variance to allow a second storey addition to the existing accessory building to facilitate the conversion to a detached secondary suite. Staff support the proposed variances, which are minor encroachments. The location of the variance is adjacent to an existing fenced rear yard for the neighbouring residential property. The proposed improvements do not include any windows on the south elevation and is not anticipated to negatively impact neighbouring properties. The proposed design is residential in character and adheres to the existing aesthetic of the neighbourhood.

### **SUMMARY POINTS**

- Development Variance Permit Application No. DVP469 is to allow an addition to an existing non-conforming accessory building, to be converted into a detached secondary suite.
- Variances are requested to reduce the side yard setback from 1.5m to 1.42m and increase the maximum allowable side yard projection for eaves from 0.75m to 0.81m.
- Staff support the proposed variances.

### **ATTACHMENTS**

ATTACHMENT A: Permit Terms and Conditions  
ATTACHMENT B: Subject Property Map  
ATTACHMENT C: Site Survey  
ATTACHMENT D: Existing Building Elevations  
ATTACHMENT E: Proposed Building Elevations

#### **Submitted by:**

Lainya Rowett  
Manager, Current Planning

#### **Concurrence by:**

Jeremy Holm  
Director, Planning & Development

# ATTACHMENT A

## PERMIT TERMS AND CONDITIONS

### TERMS OF PERMIT

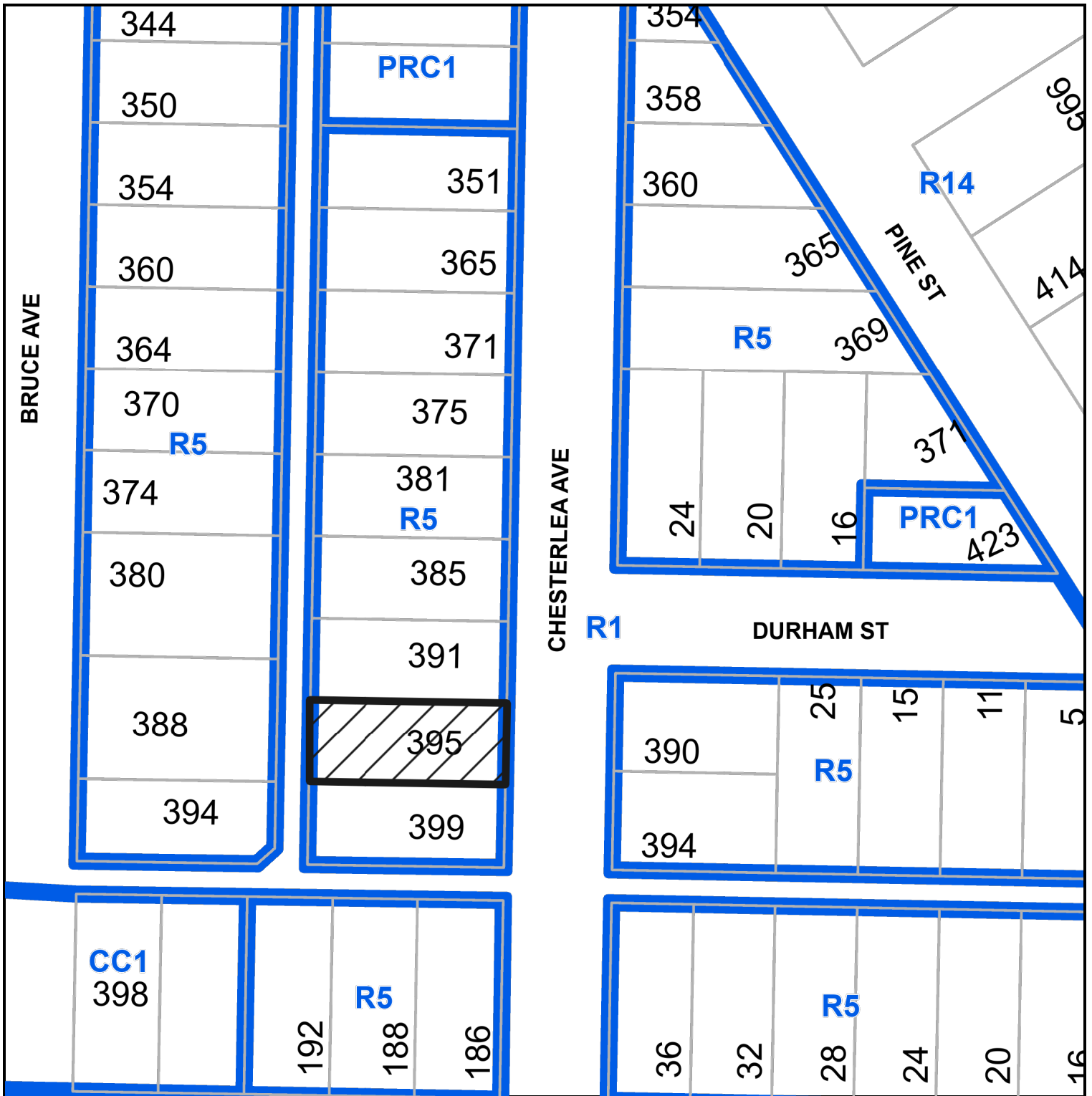
The “City of Nanaimo Zoning Bylaw 2011 No. 4500” is varied as follows:

1. *Section 6.5.1 Projections into Yards* – to increase the maximum permitted projection into the south side yard setback for eaves, exterior finishes, gutters and cornices from 0.75m to 0.81m, as shown on Attachment C.
2. *Section 7.5.1 Siting of Buildings* – to reduce the minimum required side yard setback for the proposed accessory building from 1.5m to 1.42m, as shown on Attachment C.

### CONDITIONS OF PERMIT

1. The subject property shall be developed in accordance with the Site Survey, dated 2024-AUG-30 as shown in Attachment C.

# ATTACHMENT B SUBJECT PROPERTY MAP

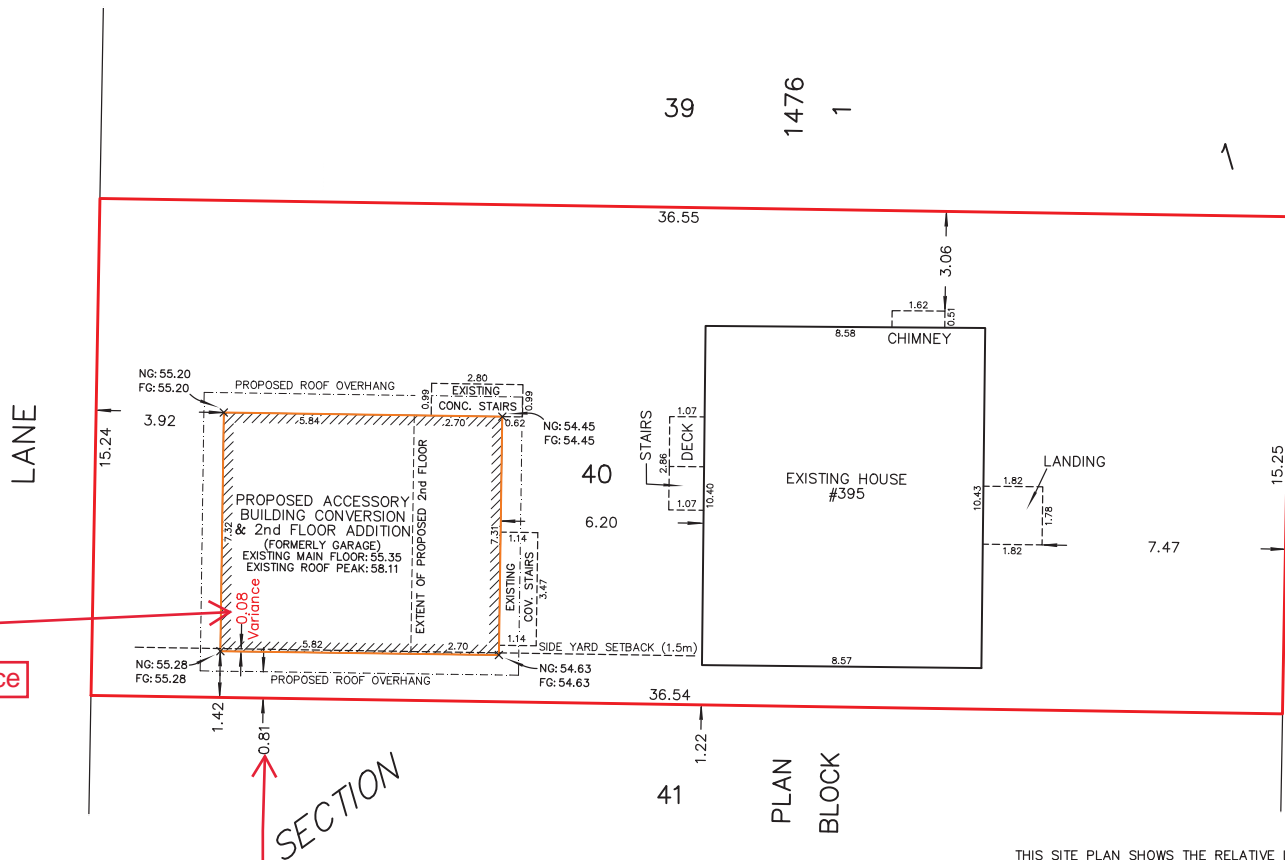


395 CHESTERLEA AVENUE

# ATTACHMENT C SITE SURVEY

SITE DATA	
ZONING	R1
PARCEL SIZE (m <sup>2</sup> )	557.0
BUILDING HEIGHT CALCULATION	
AVERAGE NATURAL GRADE	54.89
AVERAGE FINISHED GRADE	54.89
MAXIMUM BUILDING HEIGHT	7.00
MAXIMUM ROOF PEAK ELEVATION	61.89
PROPOSED BUILDING ELEVATIONS	
PROPOSED MECH ROOM ELEVATION	52.99
PROPOSED MAIN FLOOR ELEVATION	55.30
PROPOSED UPPER FLOOR ELEVATION	57.94
PROPOSED ROOF PEAK ELEVATION	61.85
PROPOSED BUILDING HEIGHT	6.97

NG: DENOTES NATURAL GRADE  
FG: DENOTES PROPOSED FINISHED GRADE



Side Yard Setback Variance

Side Yard Projection Variance

THIS PLAN LIES WITHIN THE REGIONAL DISTRICT OF NANAIMO

**NOTE:**  
THE REGISTERED TITLE OF THIS PROPERTY IS AFFECTED BY THE FOLLOWING LEGAL NOTATIONS AND REGISTERED CHARGES, LIENS AND INTERESTS:  
**M76301**  
THIS SITE PLAN DOES NOT VERIFY COMPLIANCE WITH THE ABOVE NOTED DOCUMENTS.

THIS SITE PLAN SHOWS THE RELATIVE LOCATION OF THE EXISTING AND PROPOSED STRUCTURES/IMPROVEMENTS WITH RESPECT TO THE BOUNDARIES OF THE DESCRIBED PARCEL ONLY.  
THIS SITE PLAN SHALL NOT BE USED TO DEFINE PROPERTY LINES OR PROPERTY CORNERS.  
THE SIGNATORY ACCEPTS NO RESPONSIBILITY FOR AND HEREBY DISCLAIM ALL OBLIGATIONS AND LIABILITIES FOR DAMAGES ARISING OUT OF OR IN CONNECTION WITH ANY DIRECT OR INDIRECT USE OR RELIANCE UPON THE SITE PLAN BEYOND ITS INTENDED USE.

**SITE PLAN SHOWING PROPOSED BUILDING & PROPOSED VARIANCE ON:**  
LOT 40, BLOCK 1, SECTION 1,  
NANAIMO DISTRICT, PLAN 1476



SCALE 1:150  
DISTANCES AND ELEVATIONS ARE IN METRES.  
GEODETIC ELEVATIONS ARE DERIVED FROM CONTROL MONUMENT 79H5265 (CGVD28BC DATUM).

THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED ON THE 30th DAY OF AUGUST, 2024

Digitally signed by Brody Phillips  
7EK9BN  
Date: 2024.11.15 08:50:03 -08'00'

B.C.L.S. #994

(THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED.)

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

**RECEIVED**  
**DVP469**  
**2024-NOV-18**  
Current Planning

# ATTACHMENT D EXISTING BUILDING ELEVATIONS



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**2024-NOV-18**  
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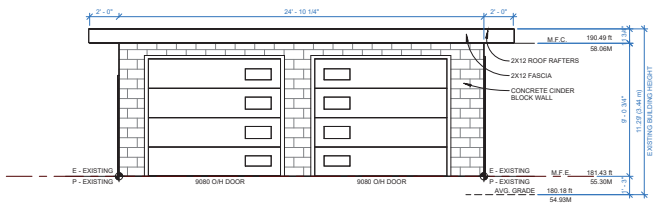
Project Name:  
**CHESTERLEA -  
SECOND STOREY  
ADDITION**

**395 CHESTERLEA  
AVENUE**

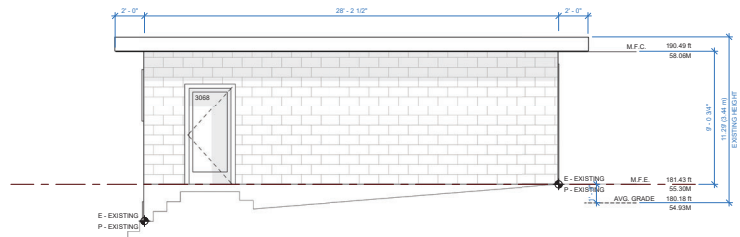
**EXISTING -  
ELEVATIONS**

Scale: as noted  
Drawing No.  
Drawn by: P.B.  
Date: 2024-07-08  
File Name:

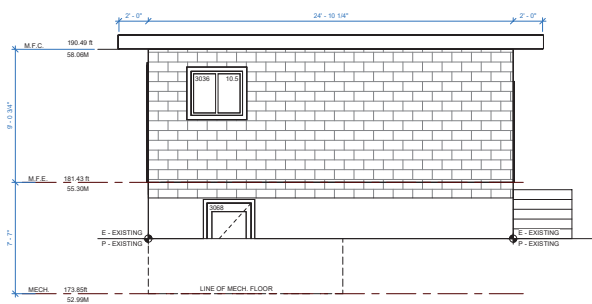
A-5



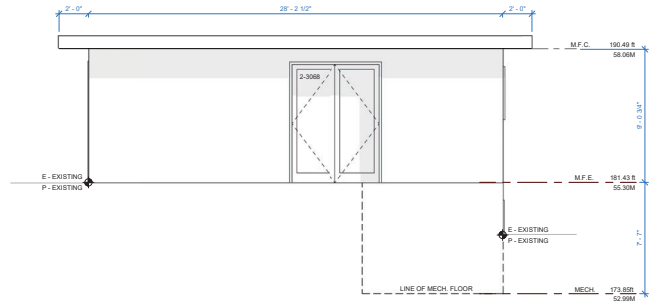
① FRONT ELEVATION - EXISTING  
1/4" = 1'-0"



(South)  
② LEFT ELEVATION - EXISTING  
1/4" = 1'-0"



③ REAR ELEVATION - EXISTING  
1/4" = 1'-0"



④ RIGHT ELEVATION - EXISTING  
1/4" = 1'-0"



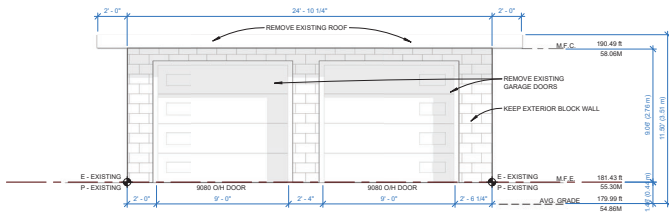
THIS DESIGN IS NOT TO BE REPRODUCED, COPIED OR REUSED WITHOUT THE WRITTEN APPROVAL OF IMMERSIVE DESIGN INC. THIS DESIGN IS TO BE UTILIZED ONLY FOR THE SITE INTENDED AND DESIGNATED ON THE DRAWINGS. IMMERSIVE DESIGN INC. NOR THE DESIGNER/DRAFTSMAN ACCEPT ANY RESPONSIBILITY FOR THE FOLLOWING CONFORMITY OF PLANS TO THE SITE. ERRORS AND OMISSIONS. VARIOUS ENGINEERING REQUIREMENTS. ANY HOUSE BUILT FROM THESE PLANS. INFORMATION PROVIDED ON EXISTING BUILDINGS OR SITE. THESE PLANS ARE NOT TO BE REPRODUCED, COPIED OR REUSED WITHOUT THE WRITTEN APPROVAL OF IMMERSIVE DESIGN INC.

RECEIVED  
DVP469  
2024-NOV-18  
Current Planning

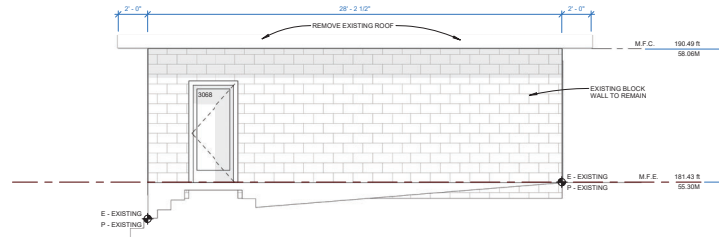
Project Name:  
CHESTERLEA -  
SECOND STOREY  
ADDITION  
395 CHESTERLEA  
AVENUE

DEMOLITION -  
ELEVATIONS

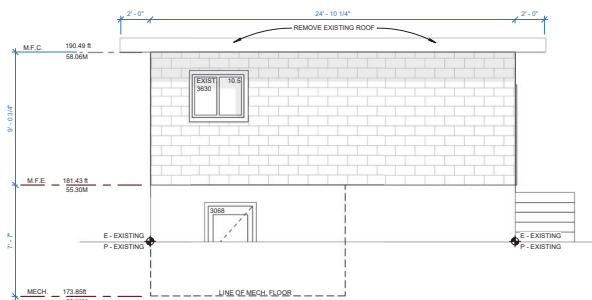
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Drawn by: P.B.	A-6
Date: 2024-07-08	
File Name:	



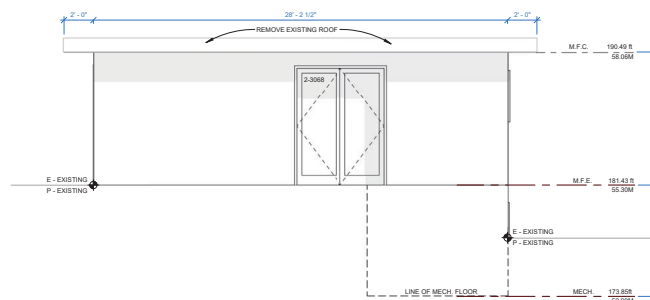
1 FRONT ELEVATION - DEMOLITION  
1/4" = 1'-0"



2 LEFT ELEVATION - DEMOLITION  
1/4" = 1'-0"



3 REAR ELEVATION - DEMOLITION  
1/4" = 1'-0"



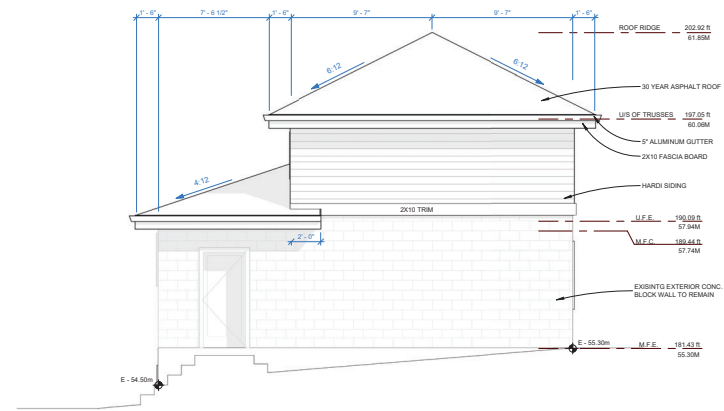
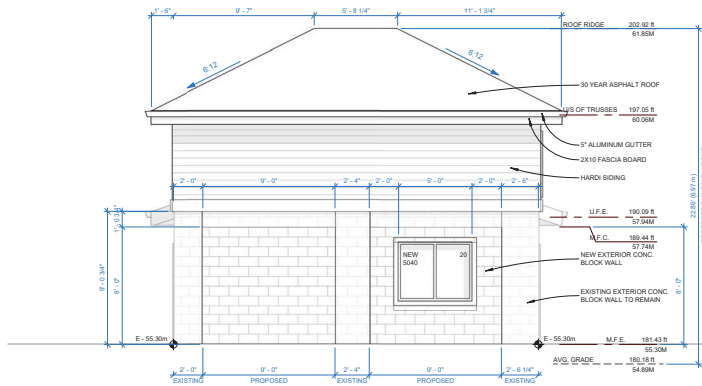
4 RIGHT ELEVATION - DEMOLITION  
1/4" = 1'-0"

# ATTACHMENT E PROPOSED BUILDING ELEVATIONS



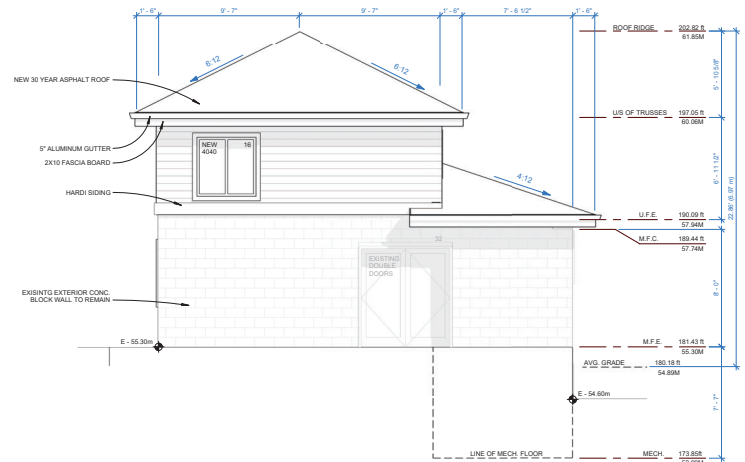
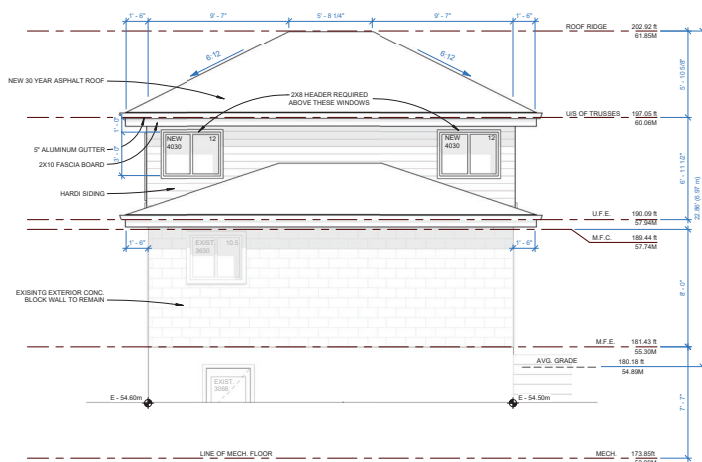
**IMMERSIVE  
DESIGN**

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**SPATIAL SEPARATION:**

	FRONT	LEFT	REAR	RIGHT
BCBC 4.10.14				
LIMITING DISTANCE	= 3.94M	= 1.50M	= 1.50M L.D.	= 6.51M
EXPOSED WALL FACE	= 43.03 SM	= 44.59 SM	= 51.54 SM	= 42.30 SM
PERMITTED OPENINGS	= 26.12%	= 0.00%	= 8.00%	= 64.47%
PROPOSED OPENINGS	= 4.32%	= 0.00%	= 6.28%	= 10.54%



**RECEIVED**  
**DVP469**  
**2024-NOV-18**  
Current Planning

Project Name:  
**CHESTERLEA -  
SECOND STOREY  
ADDITION**  
**395 CHESTERLEA  
AVENUE**

**PROPOSED -  
ELEVATIONS**

Scale: as noted | Drawing No. **A-7**  
Drawn by: P.B.  
Date: 2024-07-08  
File Name:

DATE OF MEETING January 20, 2025  
AUTHORED BY LISA BRINKMAN, MANAGER, COMMUNITY PLANNING  
SUBJECT CITY PLAN REVIEW 2025

## OVERVIEW

### **Purpose of Report:**

To introduce the purpose of the *City Plan* Review 2025 project and outline next steps.

## BACKGROUND

*City Plan – Nanaimo ReImagined* (“City Plan Bylaw 2022 No. 6600”) was adopted in July 2022, and provides goals and policies to achieve a green, connected, healthy, empowered, and prosperous city. However, *City Plan* was not meant to be a static document, Section E6 ‘Implementation’ of the Plan states:

*“City Plan is also adaptable, understanding that change is inevitable, and there may be a need to amend the Plan to respond to new conditions, circumstances, issues or opportunities. The intent of City Plan is to be visionary – but also be supportive of innovation and new ideas that accelerate progress towards our goals and create a livable and successful community.”*

In 2025, a minor review of *City Plan* is proposed as outlined in this report, and a comprehensive review of *City Plan* is scheduled for 2030. The comprehensive review in 2030 will be an opportunity to consider the results of the Monitoring Strategy and determine if adjustments to policy are required to accelerate progress toward *City Plan* goals. |

## DISCUSSION

The purpose of the 2025 project will be to review the following aspects of *City Plan*:

- a) **Housing Needs:** As required by the new Provincial housing legislation, *City Plan* will be reviewed to ensure it contains policy guidance to accommodate 20 years of housing need, as well as each class of housing need identified in the *2024 Interim Housing Needs Report*. A consultant has been retained to support the housing needs policy review.
- b) **Transit-Oriented Areas:** As required by the new Provincial housing legislation, *City Plan* will be reviewed to ensure alignment with the City’s three Transit-Oriented Areas (Woodgrove, Country Club, and Vancouver Island University) and the “Transit-Oriented Areas Designation Bylaw 2024 No. 7382”.
- c) **Housekeeping:** Minor updates to *City Plan* maps and text will be proposed to respond to new information received by staff from several departments since July 2022.



The community consultation process for this project will focus on proposed policy changes related to housing needs and Transit-Oriented Areas. A webpage will be used to provide project updates, and targeted online and in-person meetings will be held with organizations and special interest groups (such as the Systems Planning Organization). In addition, Staff from many departments will support the *City Plan* review project. Also, the *Local Government Act* requires that when considering proposed amendments to an Official Community Plan, such as *City Plan*, early and ongoing consultation must be considered with the Regional District of Nanaimo, neighbouring municipalities, first nations, school districts, as well as relevant provincial and federal government agencies. A public hearing is also required for any proposed amendment to *City Plan*. |

## **CONCLUSION**

### **Project Next Steps**

#### Winter 2025

- Staff will work with the consultant to ensure *City Plan* policy addresses the housing needs identified in the 2024 Interim Housing Needs Report, identify gaps, and determine the appropriate consultation process to address the gaps.
- Staff will review *City Plan* and prepare proposed policy and map updates to ensure compliance with the “Transit-Oriented Areas Designation Bylaw 2024 No. 7382” and determine if further community consultation is required.
- As *City Plan* is a policy guide used by many departments, Staff will reach out to ensure all necessary minor text and map updates are captured in a proposed *City Plan* amendment bylaw.

#### Spring 2025

- Complete targeted community consultation related to housing needs, transit-oriented areas, and to meet *Local Government Act* requirements. Staff will review consultation results and finalize a draft amendment bylaw.

#### Summer/Fall 2025

- Council consideration of bylaw readings and a public hearing for a proposed *City Plan* amendment bylaw. |

## **SUMMARY POINTS**

- A minor review of *City Plan* is proposed in 2025, and a comprehensive review of *City Plan* is scheduled for 2030.
- The 2025 review of *City Plan* will focus on housing needs policy, transit-oriented areas, as well as text and map housekeeping updates.
- A consultant is supporting the housing needs review, and the community consultation process will include online and in-person meetings with organizations and special interest groups, city webpage with project updates, *Local Government Act* consultation requirements, and a public hearing.

**Submitted by:**

Lisa Brinkman  
Manager, Community Planning

**Concurrence by:**

Jeremy Holm  
Director, Planning & Development

DATE OF MEETING | January 20, 2025 |

AUTHORED BY | CALEB HORN, PLANNER, CURRENT PLANNING |

**SUBJECT                    ZONING BYLAW REVIEW**

## **OVERVIEW**

### **Purpose of Report**

| To inform Council of a project to complete a comprehensive review of the Zoning Bylaw. |

## **BACKGROUND**

| Land use zoning in Nanaimo is regulated by the “City of Nanaimo Zoning Bylaw 2011 No. 4500” (the “Zoning Bylaw”) which was adopted by Council on 2011-AUG-08. The Zoning Bylaw dictates permitted land use and density; and includes provisions for building form (e.g. building setbacks and height); environmental protection (e.g. watercourse setbacks); and, other regulations related to land use. “Schedule D” to the Zoning Bylaw allows for additional density where specific amenities are provided in some zones.

The bylaw is amended from time to time through City-led initiatives, property-owner-led rezonings, and through general amendments approximately every two years. Since adoption in 2011, over 200 amendments to the Zoning Bylaw have been approved including both text and mapping amendments. A total of 10 rounds of general amendments have been adopted by Council, most recently on 2024-MAR-04. A consolidated version of the Zoning Bylaw incorporating all amendments is publicly available.

The current bylaw replaced previous Zoning Bylaw No. 4000 and was adopted to align with the last Official Community Plan (OCP, 2008). *City Plan: Nanaimo Reimagined* (the “City Plan”, adopted on 2022-JUL-04) replaced the previous OCP and sets out the City’s long-term vision. |

## **DISCUSSION**

| In order to address a number of strategic City Plan goals and more recent Provincial legislative requirements, Staff are undertaking a comprehensive review of the Zoning Bylaw. Staff anticipate that the comprehensive review will inform a broad range of amendments to update and replace the current Zoning Bylaw. Key focus areas will include:

- Review and align Zoning Bylaw zones with City Plan policies and Land Use Designations;
- Review residential zoning to support housing;
- Update additional density provisions (Schedule D);
- Consider recently introduced Provincial inclusionary zoning tools and opportunities to pre-zone for affordable housing; and,
- Review and update the bylaw format for ease of use.

These key focus areas are described in more detail below.

### *City Plan Land Use Designations*

Since City Plan's adoption, there has been a gap between existing zoning allowances (e.g. permitted uses, maximum building height, and maximum density) in some zones and potential development that City Plan supports in each Land Use Designation (LUD). This has led to a number of rezoning applications where the applicant has proposed a site-specific zone to achieve the development potential of a property while maintaining compliance with City Plan policies. Reviewing all existing zones in the Zoning Bylaw to better align with uses, building forms, and densities envisioned by City Plan LUDs will provide more clarity for property owners and applicants, and will address the *Integrated Action Plan* Priority Action #195 to "update the Zoning Bylaw No. 4500 to be consistent with City Plan". Where City Plan policy supports more permissive zoning, this may eliminate the need for rezoning in some cases and lead to more streamlined approvals.

### *Residential Zoning*

In 2023, Council directed Staff to engage in "Increasing Housing Options" which encompassed a number of initiatives related to residential zoning including infill in existing neighbourhoods, expanding secondary suites, and family-friendly housing. Components of this project were superseded by the Provincial "Small-Scale Multi-Unit Housing" ("SSMUH") requirements in the *Local Government Act* ("LGA") that came into effect in 2024. Since adoption of Zoning Bylaw amendments to implement the SSMUH requirements, Staff have been monitoring uptake of the relevant zoning and assessing its performance.

Through the Zoning Bylaw update, there will be opportunity to revisit elements of the "Increasing Housing Options" that were not incorporated with SSMUH and to refine elements of the SSMUH regulations. In particular, "Interim Corridor Area" zoning was introduced with the SSMUH amendments which was intended as a short-term measure to address the Provincial requirements without compromising the City Plan Corridor LUDs. A more extensive update to zoning in Corridor LUDs would replace "Interim Corridor Area" zoning.

Residential zoning is also impacted by new Provincial housing legislation that requires Zoning Bylaws to permit the use and density of use necessary to accommodate at least the 20-year total number of housing units identified in a Housing Needs Report (LGA section 481.7). Nanaimo's *Interim Housing Needs Report* (November 2024) will inform the analysis of the residential zones and permitted densities. Further analysis of housing capacity under the Zoning Bylaw, including potential underutilization of existing zones, will be carried out through the comprehensive Zoning Bylaw review to ensure that the City's housing needs requirements are met within the prescribed timeframe.

### *Additional Density Provisions*

Zoning Bylaw No. 4500 has offered additional bonus density opportunities ("density benefits") through Schedule D for most multi-family and mixed-use zones since its introduction in 2011. Schedule D provides a range of different amenities that can be proposed by a developer in exchange for points towards additional density, in categories such as; retention of natural features, sustainable transportation incentives, sustainable building materials, and affordable housing.

Recent changes to the LGA have clarified density benefit rules and have introduced procedural requirements for consultation and financial feasibility analysis for both new and existing density benefit schemes (LGA section 482). As part of the comprehensive Zoning Bylaw update, a review of Schedule D will address the new LGA requirements.

#### *Inclusionary Zoning and Pre-Zoning for Affordable Housing*

Related to the density benefit provisions in the LGA is the recent introduction of inclusionary zoning tools (LGA section 482.7). While density benefits allow additional density in exchange for voluntary amenities such as affordable housing, inclusionary zoning would require a certain proportion of housing units to meet affordability criteria. As with the density benefit provisions, the LGA requires consultation and financial feasibility analysis before the adoption of any inclusionary zoning bylaw. Staff intend to review inclusionary zoning as part of the Zoning Bylaw review, prior to returning to Council with options.

In addition to inclusionary zoning, Staff will be reviewing *Integrated Action Plan* Priority Action #69 to “complete an analysis of Urban Centre and Corridor land use designations with the objective of pre-zoning appropriate parcels for affordable housing”. The assessment will be informed by market analysis and is proposed to occur in conjunction with the Zoning Bylaw, inclusionary zoning, and density benefits review, to ensure alignment with the new regulatory framework.

#### *Ease of Use*

The comprehensive review will also assess the Zoning Bylaw for ease of use (e.g. formatting, layout, clarity of language, etc.) with the aim of creating a user-friendly document that is effectively read and understood by users.

#### **Next Steps**

The City will utilize the Provincial Capacity Funding previously identified for the “Zoning Bylaw Update” to engage consultants in support of the following components: architectural design, and financial analysis. The architectural design consultant will assist with testing proposed zoning regulations, and the financial analysis consultant will assist with exploring the feasibility of voluntary density benefits (Schedule D), inclusionary zoning requirements, pre-zoning for affordable housing, and tenant protection measures (see separate report on today’s agenda).

Below is the tentative timeline outlining next steps and potential timing to return to the Governance and Priorities Committee (GPC) for direction on key items:

- **January – April 2025** – Background research and information gathering
- **March – August 2025** – Conduct analysis with consultants
- **May – August 2025** – First draft of amendments with focus on key themes; check-in with GPC for direction
- **September – November 2025** – Targeted stakeholder engagement
- **November – December 2025** – Refine and complete draft updates
- **January – April 2026** – Revised Zoning Bylaw introduction and adoption

### **SUMMARY POINTS**

- The “City of Nanaimo Zoning Bylaw 2011 No. 4500” dictates permitted land use and density.
- In order to address a number of strategic City Plan goals and Provincial legislative requirements, Staff are undertaking a comprehensive review of the Zoning Bylaw.
- Staff anticipate that the comprehensive review will inform a broad range of amendments to update and replace the current Zoning Bylaw.

**Submitted by:**

Lainya Rowett  
Manager, Current Planning

**Concurrence by:**

Jeremy Holm  
Director, Planning & Development

DATE OF MEETING January 20, 2025  
AUTHORED BY KASIA BIEGUN, COMMUNITY PLANNER  
**SUBJECT WOODGROVE AREA PLAN UPDATE**

## **OVERVIEW**

### **Purpose of Report:**

To provide an update on the Woodgrove Area Plan, phases in the project, and community engagement.

## **BACKGROUND**

*City Plan: Nanaimo Reimagined (City Plan)* identifies six Secondary Urban Centres that are envisioned to be Nanaimo’s primary hubs of activity with the highest intensity of land uses and an increased mix of uses and forms appropriate for each centre. Each Secondary Urban Centre is intended to be a complete community that includes housing, employment, services, and amenities, and allows for daily needs to be met without the requirement for travel outside the Urban Centre.

The Woodgrove Secondary Urban Centre is recognized as the City’s northern gateway, serving a city-wide and regional centre function for commercial activity. The urban centre is envisioned to develop as the northern mobility hub where major regional and city-wide mobility networks connect, and with an integrated mix of residential, commercial, recreational, and cultural components.

*City Plan* policy prioritizes preparing Area Plans for Urban Centres. The Area Plans are intended to be a tool to manage development and provide more detailed policy direction on a range of matters including land use; transportation; servicing; parks, recreation, culture and wellness; and plan implementation. Council has prioritized the preparation of an Area Plan for the Woodgrove Secondary Urban Centre in the *Integrated Action Plan*:

*“Priority Action #196: Prepare an Area Plan for the Woodgrove Secondary Urban Centre that provides detailed land use, policy guidance, infrastructure planning, and amenity needs”.*

To support the creation of a Woodgrove Area Plan, Complete Communities funding was secured. The grant funds are to be used to assess how to transform the Woodgrove Secondary Urban Centre into a complete community. A consultant has been retained to carryout the assessment.]

## **DISCUSSION**

### **Purpose**

The purpose of the Woodgrove Area Plan will be to provide more detailed land use and policy guidance for future development to remove constraints, coordinate infrastructure, and identify amenity needs. The project team includes staff from the Regional District of Nanaimo and the City of Nanaimo's departments of Planning and Development; Transportation; Engineering; and Parks, Recreation, and Culture. The Plan is intended to build on *City Plan* and the Nanaimo Framework of Five City Goals. The scope of the Woodgrove Area Plan includes the lands within the Woodgrove Secondary Urban Centre as shown in Attachment A. However, a wider lens will be cast for the purposes of preparing the Area Plan, as Woodgrove serves both a city-wide and regional function.

### **Objectives**

The objectives of the Woodgrove Area Plan are as follows:

1. Build on *City Plan: Nanaimo Reimagined* desired outcomes, policies, and public input;
2. Refine the vision and desired outcomes for the study area that will guide its evolution over the next 25 years, within the context of the new Provincial Housing Legislation;
3. Develop a future growth concept and development policies for where and how new development can be integrated into the scope area over time (if/when development is proposed);
4. Identify implementation actions and monitoring to determine what infrastructure and public amenity investments are needed to realize the growth concept; and,
5. Produce a Woodgrove Area Plan document that represents the community visions for growth for the area and acts as a tool for the development community in realizing that vision.

### **Scope of Work**

The proposed scope of work for the Woodgrove Area Plan involves four phases outlined below. Phases 1, 2, and 3 have been determined based on the Complete Communities funding guidelines and requirements. Phases 1, 2, and 3 must be substantially complete by October 2025.

#### **Phase 1 – Baseline & Needs Assessment**

**Phase 1A** | Complete a 'Baseline Assessment' to determine the current state of the Woodgrove Secondary Urban Centre as it relates to the following:

- Supply of housing, office, and employment;
- Capacity of the transportation network and transit;
- Capacity of the sewer and water infrastructure; and,
- Access to parks, recreation, culture, and wellness facilities.

**Phase 1B** | Building off the 'Baseline Assessment', complete a 'Needs Assessment' to determine the following:



- Projected demand for housing, employment, and office;
- Projected transportation infrastructure demands;
- Projected sewer and water infrastructure demands; and,
- Projected parks, recreation, culture and wellness demands.

Phase 1B will include the first round of community engagement, which will focus on sharing the results of the 'Baseline & Needs Assessment' and gathering the community's input on their vision, goals, and needs for the area. As *City Plan* provides a high-level vision and policy direction for the area, the intent of engagement is to seek feedback on what will make this area unique.

**Phase 2 – Scenarios Testing:** Identify benchmark indicators and test two (2) to three (3) 'future case' scenarios as they relate to housing, transportation, infrastructure, and access to daily needs. Testing will involve evaluating each action to determine its impact, feasibility, cost, and implementation logistics. This will help to prioritize viable actions that move us closer to achieving the community's vision and goals identified in Phase 1.

A second round of community engagement will include seeking feedback on the 2 to 3 'future case' scenarios. The community will have an opportunity to evaluate various actions the City can take and understand the trade-offs present in pursuing any one of the possible future directions.

**Phase 3 – Preferred Scenario:** Develop a preferred scenario with supporting policies, design guidelines, actions, and monitoring framework. This information will be formulated into the technical document, the 'Woodgrove Urban Centre Assessment Report', to meet the requirements of the 'Complete Communities' grant.

The final round of community engagement will include seeking input on the preferred scenario including policies, design guidelines, action, and monitoring framework. The feedback will be used to inform the final document, the Woodgrove Area Plan.

**Phase 4 – Woodgrove Area Plan:** Prepare the Woodgrove Area Plan, that provides detailed land use, policy guidance, infrastructure planning, and daily needs. Key aspects of the plan will include:

- policies relating to land use, transportation, infrastructure, and access to daily needs;
- mapping to support the policy framework, where appropriate;
- form and character design guidelines;
- implementation actions; and,
- monitoring framework.

The Woodgrove Area Plan is intended to form part of *City Plan*, with the implementation actions and monitoring framework incorporating into the *Integrated Action Plan* and Monitoring Strategy.

### Community Engagement

The Woodgrove Area Plan is intended to be reflective of the community's input and aspirations. A Community Engagement Plan is proposed that follows the IAP2 spectrum of participation principles and provides accessible and flexible approaches for seeking and understanding the ideas, needs, and values of the community and key stakeholders. Engagement is proposed with private property owners, special interest groups (such as the Dover Neighbourhood Association

and students and staff at Dover Bay Secondary and McGirr Elementary) as well as the general public. A mix of engagement approaches are proposed including digital and in-person tools.

### Digital Outreach

- Website: A project page and ‘Get Involved’ webpage will be used to provide updates on the project and seek feedback.
- E-Notifications: ‘My Nanaimo This Week’ will be used to issue e-notifications at key milestones.
- Social Media: Various platforms will be utilized as well as cross-promotion opportunities.
- Surveys: These will be used to seek feedback from the general community.
- Online Meetings: These will be used to hold discussions with key stakeholders such as private property owners.

### In-Person Outreach

- In-Person Meetings: Where best suited, in-person meetings will be held with key stakeholders such as special interest groups.

### **Timeline**

The Woodgrove Area Plan is scheduled to begin in January 2025 and be complete by the first quarter of 2026. As the Plan is intended to form part of *City Plan: Nanaimo ReImagined*, an amendment bylaw to *City Plan* is needed, triggering a public hearing. As a result, Section 475 – ‘Consultation During the Development of Official Community Plan’ of the *Local Government Act* will be followed.

### **SUMMARY POINTS**

- Council has prioritized the preparation of an Area Plan for the Woodgrove Secondary Urban Centre that provides detailed land use, policy guidance, infrastructure planning, and amenity needs.
- The scope of work includes four phases: A Baseline and Needs Assessment; Scenario Testing; Preferred Scenario; and the final Woodgrove Area Plan.
- The Community Engagement Plan is proposed that provides accessible and flexible approaches for seeking and understanding the ideas, needs, and values of the community and key stakeholders.

### **ATTACHMENTS**

ATTACHMENT A: Woodgrove Secondary Urban Centre. |

**Submitted by:**

Lisa Brinkman  
Manager, Community Planning

**Concurrence by:**

Kirsty MacDonald  
A/Manager, Parks Operations

Jamie Rose  
Manager, Transportation

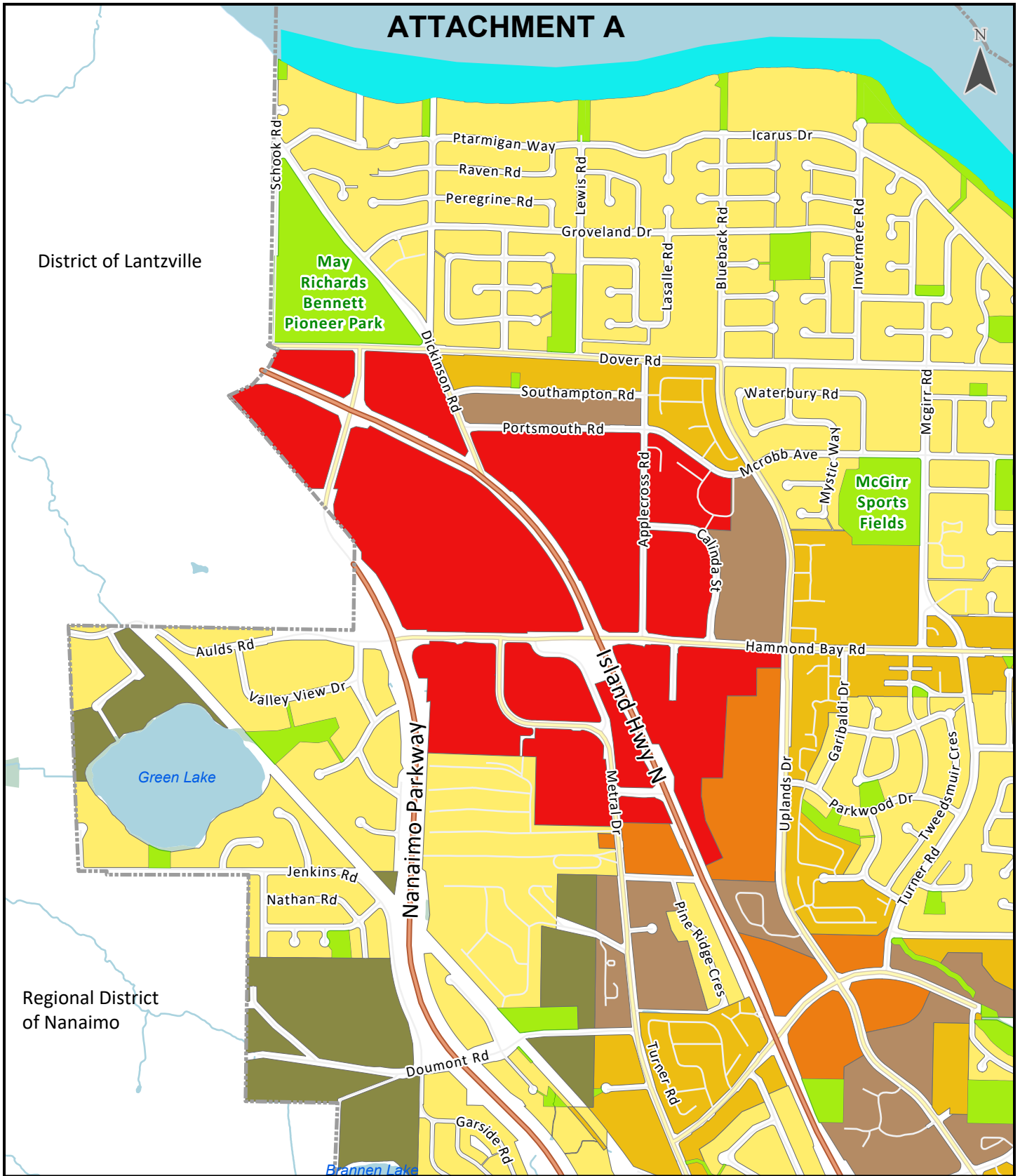
Poul Rosen  
Director, Engineering

Jeremy Holm  
Director, Planning & Development

Bill Sims  
General Manager, Engineering & Public Works

Richard Harding  
General Manager, Community Services  
/ Deputy CAO

# ATTACHMENT A



District of Lantzville

Regional District of Nanaimo

**City of Nanaimo**  
Woodgrove  
Secondary Urban Centre

### Legend

#### Future Land Use Designation

- Secondary Urban Centre
- Mixed-Use Corridor
- Residential Corridor
- Neighbourhood
- Waterfront
- Park & Open Spaces
- Resource Management

Published: May 19, 2023



1:15,000



**GIS**

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DATE OF MEETING    January 20, 2025

AUTHORED BY        LISA BRINKMAN, MANAGER, COMMUNITY PLANNING

**SUBJECT            TENANT PROTECTIONS PROJECT**

## **OVERVIEW**

### **Purpose of Report:**

To introduce the Tenant Protections Project and outline next steps in the process.

## **BACKGROUND**

Manufactured home park communities and apartment buildings with rental housing units provide important affordable housing in the City of Nanaimo. Residents in manufactured home communities and older rental apartment buildings can be vulnerable to displacement and may have limited affordable options when their properties are considered for redevelopment. The Tenant Protections Project will propose protections, beyond Provincial requirements, for residents whose tenancy is terminated when a property is considered for redevelopment.

*City Plan* policy encourages “*requiring tenant relocation plans as a condition of rezoning or redevelopment of existing mobile home parks and purpose-built rental buildings of four or more units*” (C3.2.15). An *Integrated Action Plan* priority action is to “*create a tenant relocation policy to support tenants impacted by redevelopment and displacement.*”

In April 2024, the Province passed “Bill 16 – Housing Statutes Amendment Act, 2024” which provides municipalities with the authority to develop a ‘tenant protection bylaw’ that can require property owners and developers to provide added support (beyond Provincial requirements) for tenants facing displacement in cases of redevelopment. The supports may include financial assistance, moving assistance, help to find a new place to live, or the right to enter into a new tenancy agreement with the owner in another building. Prior to April 2024, the City’s main recourse was to secure tenant protections as part of a rezoning process for a specific property, and some municipalities created a policy for this purpose (see attachments A and B). With Bill 16 providing the opportunity to create a tenant protection bylaw, tenant protections can be secured at the time of redevelopment, regardless if a rezoning of the property is required. In September 2024, the Province provided interim guidance for tenant protections bylaws and more comprehensive guidance is expected from the Province in 2025.

Prior to the introduction of Bill 16, City Staff had commenced research on tenant protection policies in 2024. Staff are now ready to proceed with the project, and this Staff Report introduces the topic and outlines the expected 2025 project timeline. |

## **DISCUSSION**

While the Province offers some protections for residents facing eviction through the *Manufactured Home Park Tenancy Act* (MHPTA) and *Residential Tenancy Act* (RTA), this project will consider additional relocation protections that can be offered to residents in the event that a manufactured home park property or rental apartment building is considered for redevelopment.

### **Protections for Residents of Manufactured Home Communities**

The City of Nanaimo currently has approximately 20 manufactured home park communities that contain approximately 1,700 homes. All of the manufactured home park properties are designated as “Suburban Neighbourhood” in *City Plan*. The “Suburban Neighbourhood” designation supports single unit dwellings, duplexes, and ground-oriented multi-unit dwellings. Also, all (except one) properties are zoned R12 “Mobile Home Park Residential”, thus a rezoning application would be required for a development proposal that is not a manufactured home park. The rezoning process provides the City with the discretion to consider if the proposed use is consistent with *City Plan* policy, and with the discretion to impose conditions/requirements that may include additional protections for tenants.

The MHPTA requires that when a landlord intends to convert all or a significant part of a manufactured home park to a non-residential use or any residential use other than a manufactured home park, the following legal requirements must be met:

- The landlord must have completed the rezoning application process before issuing the termination notice. Once the rezoning process is complete, the landlord may issue a 12-month termination notice.
- The landlord is required to provide the resident with compensation in the amount of \$20,000 on or before the effective date of the notice.
- Residents receiving a 12-month notice have the option to move out before the specified date in the notice, unless the tenancy is of a fixed-term nature.
- When landlords initiate the termination of a manufactured home park tenancy for converting the use of the park, they must take proactive steps to fulfill that purpose within a reasonable period. Failure to do so may result in the obligation to compensate the tenant with an additional \$5,000 or the equivalent of 12-months' rent as stipulated in the tenancy agreement.
- Additional Compensation: A tenant can request additional compensation if the following criteria are met; a) If a tenant can prove that they were unable to obtain the necessary permits or approvals to move the manufactured home, or that they were unable to move the manufactured home to another site; and b) they do not owe any tax in relation to the home.

This project will propose options for the City to add requirements that offer more protections for residents required to relocate. Several municipalities have manufactured home park redevelopment policies in place that are applied at the time a property is considered for rezoning. A summary of a few of these municipal policies is provided in Attachment A. The policies outline the requirements and conditions a development applicant must meet at the time of a rezoning application. Typical protection requirements and conditions include:



- **Communication Plan:** Development applicant to provide and implement a communication plan to ensure that residents are given ongoing updates about the development application process from start to finish.
- **Relocation Plan:** Development applicant to provide a viable relocation plan for each resident.
- **Right of First Refusal:** Development applicant to offer a right of first refusal to purchase a housing unit in the new development (if applicable).
- **Financial Compensation:** Development applicant to provide financial compensation for each resident, including moving assistance (above the MHPTA).

The opportunities in Bill 16 will allow the City to consider tenant protections for manufactured home park communities at the time of development permit, building permit, and/or strata conversion in the form of a ‘tenant protection bylaw’. This project will consider the appropriate communication plan, relocation requirements, financial compensation, and other potential conditions for the Nanaimo context.

### Tenant Protections for Residents of Rental Buildings

The City of Nanaimo has business licences for 126 rental apartment buildings that provide an estimated 4,800 rental units. There are more rental buildings in the city that do not have a business licence, these are generally rental buildings of four or less units, and some older building stock that has not changed ownership. This project will consider protections for tenants of rental apartment buildings (of four or more units) for the following scenarios:

- Renovations, demolition, and redevelopment of existing residential buildings, and,
- Conversion of previously occupied residential buildings into a strata ownership.

Provincial protections for tenants of a rental apartment building are within the RTA, and when an owner proposes to end a tenancy the tenant protections include:

- Four months notice to end tenancy for renovation or demolition,
- Two months notice to end tenancy for landlord use of property, and,
- Final month is rent-free.

The City has not experienced issues with strata conversions of existing residential buildings to date for a variety of reasons, including:

1. The City has a policy that restricts strata conversion of existing residential rental buildings of four or more units when the rental vacancy rate falls below 3% (and the rate has been below 3% since 2014); and,
2. A strata conversion requires that the building be upgraded to substantially comply with current BC Building Code standards, which can be a cost prohibitive process.

We may soon reach the conditions that allow for strata conversions of rental buildings. The 2024 vacancy rate was 2.9%, a reflection of the significant increase in rental building construction in recent years. Also, as Nanaimo’s housing market increases in value, the costs associated with redevelopment and strata conversion of existing rental buildings may become more economically feasible in the coming years. A potential ‘tenant protection bylaw’ that places requirements on developers to provide additional protections can be a proactive tool that eases the burden for

displaced tenants. This would also need to be balanced with not unduly impacting the rejuvenation of rental buildings and manufactured home parks, and the benefits of expanding the existing rental stock.

Several municipalities have tenant relocation policies in place that are applied at the time a rental apartment building is considered for redevelopment (rezoning or strata conversion). A summary of these policies is provided in Attachment B. Typical tenant protection requirements and conditions that a development applicant must provide are:

- **Communication Plan:** Development applicant to provide and implement a communication plan to ensure that residents are given ongoing updates about the development application process from start to finish.
- **Relocation Plan:** Development applicant to provide a viable relocation plan for each resident.
- **Right of First Refusal:** Development applicant to offer a right of first refusal to purchase a housing unit in the new development (if applicable).
- **Financial Compensation:** Development applicant to provide financial compensation for each resident, including moving assistance (above the RTA).

The opportunities in Bill 16 will allow the City to consider tenant protections for residents of rental apartment buildings at the time of development permit, building permit, and/or strata conversion in the form of a ‘tenant protection bylaw’. This project will consider the appropriate communication plan, relocation requirements, financial compensation, and other potential conditions for the Nanaimo context. |

## **NEXT STEPS**

1. **January to May 2025:** Staff are in the process of retaining a consultant to complete a financial analysis to recommend appropriate tenant relocation and compensation conditions that are suited to the Nanaimo market and residents’ needs.
2. **Spring 2025:** Consultation and engagement with key stakeholders to determine appropriate conditions related to a communication plan, relocation plan, right of first refusal options, and financial compensations. Key stakeholders will include residents of mobile home communities, rental building tenants, property owners, and the development community.
3. **Summer 2025:** Present draft tenant protection bylaw and/or policy to Council for consideration of adoption.
4. **Fall 2025:** Develop administrative procedures and build Staff capacity for processing development applications that require tenant relocation protections. Create communication materials, website, and a process guide to inform and support tenants and the development community. |



### **SUMMARY POINTS**

- The Tenant Protections Project will propose protections that can be incorporated into a bylaw and/or policy, for residents whose tenancy is terminated when a property is considered for redevelopment in manufactured home park communities and rental apartment buildings of four or more units.
- Bill 16 gives municipalities the authority to develop a ‘tenant protection bylaw’ to require development applicants to provide added support (beyond Provincial requirements) to tenants facing displacement, such as financial assistance, moving assistance, help to find a new place to live, and/or the right to enter into a new tenancy agreement with the owner in another building.
- The next steps in the process are to complete a financial analysis to recommend appropriate tenant relocation and compensation conditions that are suited to the Nanaimo market and resident needs, and to consult with key stakeholders.

### **ATTACHMENTS**

ATTACHMENT A: Summary of Protection Policies from Other Municipalities – For Residents of Mobile Home Parks

ATTACHMENT B: Summary of Protection Policies from Other Municipalities – For Tenants of Rental Apartment Buildings

**Submitted by:**

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Manager, Community Planning

**Concurrence by:**

Jeremy Holm  
Director, Planning & Development

# ATTACHMENT A

## Summary of Protection Policies from Other Municipalities – For Residents of Mobile Home Communities

*Note: The policies listed below are required as a condition of a rezoning application of a mobile home park property. Provincial Bill 16 allows municipalities to adopt a ‘tenant protection bylaw’ that could contain similar protections (as listed below) at the time of development permit and/or building permit, as well as a condition of rezoning.*

<b>Municipality</b>	<b>Policy Title</b>	<b>Policy Summary</b>
<b>City of Kelowna</b>	Mobile Home Park Redevelopment Policy (2010)	<p><b>Communication Plan</b> - Advise residents of redevelopment application, and update residents as the process proceeds.</p> <p><b>Relocation Plan</b> – Implement a viable relocation plan for residents.</p> <p><b>Right of First Refusal</b> - Provide tenants with a right of first refusal to purchase a new housing unit on the property (if applicable).</p>
<b>City of Revelstoke</b>	Manufactured Home Park Redevelopment, Residential Tenant and Strata Conversion Policy (2023)	<p><b>Communication Plan</b> - Advise residents of redevelopment application, and update residents as the process proceeds.</p> <p><b>Relocation Plan</b> – Implement a viable relocation plan for residents.</p> <p><b>Right of First Refusal</b> - Provide tenants with a right of first refusal to purchase a new housing unit on the property (if applicable).</p>
<b>Regional District of Nanaimo</b>	Manufactured Home Park Redevelopment Policy (2006)	<p><b>Communication Plan</b> - Advise residents of redevelopment application, and update residents as the process proceeds.</p> <p><b>Relocation Plan</b> - Implement a viable relocation plan for residents, including providing tenants with information to assist in making place for alternative living arrangements, inform them of their rights, survey the residents on their housing / relocation needs, and assist them in determining the condition of their manufactured home.</p> <p><b>Right of First Refusal</b> - Provide tenants with a right of first refusal to purchase a new housing unit on the property (if applicable).</p> <p><b>Financial Compensation</b> - Arrange and pay for the disposal of a manufactured home. Provide financial compensation to resident, based on the assessed value of the mobile home.</p>
<b>District of Sooke</b>	Manufactured Home Park Redevelopment Policy (2008)	<p><b>Communication Plan</b> - Advise residents of redevelopment application, and update residents as the process proceeds.</p> <p><b>Relocation Plan</b> – Implement a viable relocation plan for residents.</p> <p><b>Right of First Refusal</b> - Provide tenants with a right of first refusal to purchase a new housing unit on the property (if applicable).</p> <p><b>Financial Compensation</b> - Pay for the disposal or moving of a manufactured home. Provide financial compensation to resident, based on the assessed value of the mobile home OR one year of pad rent whichever is higher.</p>
<b>City of Coquitlam</b>	Mobile Home Park Redevelopment Tenant Assistance Policy (2021)	<p><b>Communication Plan</b> – Host a tenant information meeting and advise residents of redevelopment application, and update residents as the process proceeds.</p> <p><b>Relocation Plan</b> - Implement a viable relocation plan for residents, including providing a tenant relocation coordinator.</p> <p><b>Right of First Refusal</b> - Provide tenants with a right of first refusal to purchase a new housing unit on the property (if applicable).</p> <p><b>Financial Compensation</b> - Provide financial compensation to residents based on the tenant’s length of tenure and moving assistance allotment.</p> <p><b>Other</b> - Where plans for redevelopment include a residential component, provide a low-cost housing option for resident to remain on the site, and this shall be secured with a Housing Agreement on title.</p>

Municipality	Policy Title	Policy Summary
<b>City of Langford</b>	Manufactured Home Park Redevelopment Policy (2015)	<p><b>Communication Plan</b> - Advise residents of redevelopment application, and update residents as the process proceeds.</p> <p><b>Relocation Plan</b> - Implement a viable relocation plan for residents.</p> <p><b>Right of First Refusal</b> - Provide tenants with a right of first refusal to purchase a new housing unit on the property (if applicable).</p> <p><b>Financial Compensation</b> - Arrange and pay for the disposal of manufactured home. Provide financial compensation to resident, based on the assessed value of the mobile home.</p> <p><b>Other</b> – City to establish a reserve fund as a support for owners of manufactured homes in the event of the redevelopment of a manufactured home park to a different use and allocate an amount equal to 10% of the municipal portion of the property taxes paid by manufactured homes in manufactured home parks to that fund. The reserve funds may be made available to homeowners through their non-profit manufactured home park associations by way of a municipal grant application.</p>
<b>City of Maple Ridge</b>	Manufactured Home Park Redevelopment Tenant Assistance Policy (2018)	<p><b>Communication Plan</b> - Host resident information meeting and to advise residents of redevelopment application, and update residents as the process proceeds.</p> <p><b>Relocation Plan</b> – Implement a viable relocation plan (with three options) for residents, with a tenant relocation coordinator.</p> <p><b>Right of First Refusal</b> - Provide tenants with a right of first refusal to purchase a new housing unit on the property (if applicable).</p> <p><b>Financial Compensation</b> - Provide financial compensation, based on length of tenancy. Provide financial assistance for moving, based on number of bedrooms.</p> <p><b>Other</b> - Provide a 2-year eviction notice, effective from the date of final approval for the rezoning application.</p>
<b>City of Surrey</b>	Manufactured Home Park Redevelopment and Strata Conversion Policy (2015)	<p><b>Communication Plan</b> - Advise residents of redevelopment application, and update residents as the process proceeds.</p> <p><b>Relocation Plan</b> - Implement a viable relocation plan for residents.</p> <p><b>Right of First Refusal</b> - Provide tenants with a right of first refusal to purchase a new housing unit on the property (if applicable).</p> <p><b>Financial Compensation</b> - Pay for the disposal or moving of a manufactured home. Provide financial compensation to resident, based on the assessed value of the mobile home.</p> <p><b>Other</b> - Reserve a proportion of the new units for affordable rental or market housing for the existing manufactured home park residents, and reimbursement of reasonable living and moving expenses. The allocation and cost of these units should be related to housing need and the income of the residents (with Housing Agreement on title).</p>

## ATTACHMENT B

### Summary of Protection Policies from Other Municipalities – For Tenants of Rental Apartment Buildings

*Note: The policies listed below are required as a condition of redevelopment of a rental apartment building (typically at strata conversion or rezoning). Provincial Bill 16 allows municipalities to adopt a ‘tenant protection bylaw’ that could contain similar protections (as listed below) at the time of development permit, strata conversion, and/or building/demolition permit, as well as a condition of rezoning.*

Municipality	Policy Title	Brief Overview
<b>City of Revelstoke</b>	Manufactured Home Park Redevelopment, Residential Tenant Protection, and Strata Conversion Policy (2023)	<p><b>Communication Plan</b> - Notification requirements to inform tenants of the development application process.</p> <p><b>Tenant Relocation Plan</b> - Assistance in finding new affordable accommodation.</p> <p><b>Right of First Refusal</b> - Applicant to offer a right of first refusal for new unit on the property.</p> <p><b>Other</b> – Applicant may provide new below market housing units on site for eligible displaced tenants (with Housing Agreement secured on title) or a contribution to the Housing Legacy Reserve Fund.</p>
<b>City of Vancouver</b>	Tenant Relocation and Protection Policy (updated in June 2024)	<p><b>Communication Plan</b> – Mandatory ongoing notification and tenant meeting requirements throughout the development application process. Interim and final report required to be submitted to the City to demonstrate all tenant protection requirements have been met, prior to issuance of occupancy for new units on the property.</p> <p><b>Tenant Relocation Plan</b> – Assistance in finding new equally affordable accommodation. Three reasonable and affordable options are to be provided to each tenant.</p> <p><b>Right of First Refusal</b> – Applicant to offer a right of first refusal for new unit on the property, with 20% discount off starting market rents, or a unit in another building.</p> <p><b>Financial Compensation</b> – Applicant to pay between 4-24 months rent depending on length of tenancy. Owner may need to offset relocation costs.</p> <p><b>Other</b> –Extra requirements for tenants being displaced in certain areas such as Broadway Plan area, and Transit Oriented Areas. There are also extra requirements when tenants in non-market housing are being displaced, and for vulnerable tenants (i.e. seniors or persons with disability).</p>
<b>City of Coquitlam</b>	Tenant Relocation Policy (2021)	<p><b>Communication Plan</b> – Mandatory ongoing notification and tenant meeting requirements.</p> <p><b>Tenant Relocation Plan</b> – Relocation plan and a relocation coordinator is required.</p> <p><b>Right of First Refusal</b> - Applicant to offer a right of first refusal for new unit on the property.</p> <p><b>Financial Compensation</b> – To be provided based on length of tenancy. Moving assistance to be provided based on number of bedrooms and is paid by a one-time flat rate.</p> <p><b>Other</b> – Separate requirements for tenants displaced from non-market units.</p>

Municipality	Policy Title	Brief Overview
<b>City of Burnaby</b>	Tenant Assistance Policy (2022)	<p><b>Communication Plan</b> – Mandatory ongoing notifications and tenant meeting requirements.</p> <p><b>Tenant Relocation Plan</b> – Tenant relocation coordinator is required to provide assistance in finding new affordable accommodation. Three reasonable and affordable options are to be provided to each tenant. Extra support for vulnerable tenants must be provided.</p> <p><b>Right of First Refusal</b> - Applicant to offer a right of first refusal for new unit on the property.</p> <p><b>Financial Compensation</b> – Applicant to pay lump sum payment to tenant or ‘top-up’ increase of new unit rent rate for a specific time. Moving assistance must be provided based on number of bedrooms and is paid as a one-time flat rate.</p> <p><b>Other</b> – Applicant to provide bonding at the beginning of the application process to ensure requirements are met.</p>
<b>City of Langley</b>	Tenant Relocation Policy (2024)	<p><b>Communication Plan</b> – Mandatory ongoing notifications and tenant meeting requirements. Tenant relocation website required. Final tenant relocation report required as condition of demolition of building.</p> <p><b>Tenant Relocation Plan</b> – Tenant relocation coordinator is required to provide assistance in finding new affordable accommodation. Three reasonable and affordable options are to be provided to each tenant. Extra support for vulnerable tenants must be provided (i.e. seniors, disability).</p> <p><b>Right of First Refusal</b> - Applicant to offer a right of first refusal for new unit on the property at rent set at 20% below average, or purchase of unit at 15% discount of purchase price.</p> <p><b>Financial Compensation</b> – Applicant to pay lump sum payment to tenant or ‘top-up’ increase of new unit rent rate for a specific time. Moving assistance must be provided based on number of bedrooms and is paid by a one-time flat rate. Compensation is to be paid out at the time of termination of tenancy in either cash and/or free rent per the tenant’s preference.</p>
<b>District of Saanich</b>	Tenant Assistance Policy (2023)	<p><b>Communication Plan</b> – Mandatory ongoing notifications to tenants. Submit a tenant relocation status report before the issuance of any building permits pertaining to the site.</p> <p><b>Tenant Relocation Plan</b> – Tenant relocation coordinator is required to provide assistance in finding new affordable accommodation. Extra support for vulnerable tenants must be provided (i.e. seniors, disability).</p> <p><b>Right of First Refusal</b> - Applicant to offer a right of first refusal for new unit on the property at rent set at 20% below average.</p> <p><b>Financial Compensation</b> – Applicant to pay lump sum payment to tenant or ‘top-up’ increase of new unit rent rate for a specific time. Moving assistance must be provided based on number of bedrooms and is paid by a one-time flat rate. Compensation is to be paid out at the time of termination of tenancy in either cash and/or free rent per the tenant’s preference.</p> <p><b>Other</b> - Extra support for vulnerable tenants must be provided.</p>

DATE OF MEETING January 20, 2025

AUTHORED BY KASIA BIEGUN, COMMUNITY PLANNER  
KIRSTY MACDONALD, ACTING MANAGER, PARKS OPERATIONS

**SUBJECT 933 PARK AVENUE CONCEPT PLAN**

## **OVERVIEW**

### **Purpose of Report**

To present to Council the proposed Concept Plan for 933 Park Avenue for consideration of endorsement.

### **Recommendation**

That Council endorse the Concept Plan for 933 Park Avenue as a long-term site vision.

## **BACKGROUND**

The 933 Park Avenue Concept Plan was informed by two community engagement processes. The purpose of the first community engagement process was to identify the goals for the conceptual land use plan. A guided site tour and charrette was held to gather input from community members and organizations that utilize the site. The results of the engagement process included recommending the five site goals.

The second community engagement process sought feedback on five concept plan options. A collaborative meeting, online survey, and open house were held, resulting in the community identifying the preferred 933 Park Avenue Concept Plan. The results were presented to Council on 2023-DEC-18, and the following motion was passed:

*“It was moved and seconded that Council:*

- 1. direct staff to incorporate option 5 (carrot) into the draft Park Avenue Concept Plan which includes 5 acres for park use (recreation, farm practices and wetland), and no affordable housing; and,*
- 2. direct Staff to return to Council with an updated Park Avenue Concept Plan for consideration of endorsement.”*

## **DISCUSSION**

### **933 Park Avenue Concept Plan**

The 933 Park Avenue Concept Plan (Attachment A) represents the community's collective vision for how the land will be developed and enjoyed over time. Key features of the plan include opening the site up to the public with a trail system and improved public access for all modes of transportation along Park Avenue. A soft surface trail and boardwalk with educational signage and seating weaves through the park connecting Boardwalk Avenue and Allies Place. A gathering area and nature play area are proposed to be located in the centre of the parcel. The western portion of the property includes two potential urban agriculture areas nestled on either side of the wetland and connected by a boardwalk with view deck, signage, and benches. A potential future road is anticipated along the northern half of the property to improve future neighborhood connectivity.

### **Implementation**

A number of implementation actions are also identified in the Concept Plan. Most actions will be brought forward in future capital planning processes. Some programmatic and maintenance actions will also be conducted under future operational activities. Staff will work towards implementing the 933 Park Avenue Concept Plan in the coming years for long-term public enjoyment.

## **OPTIONS**

1. That Council endorse the Concept Plan for 933 Park Avenue as a long-term site vision.
  - The advantages of this option: Finalizing the 933 Park Avenue Concept Plan is a Council Priority and will help guide the future capital planning initiatives and improvements for the benefit of the immediate and wider community. Realizing this site at its full potential will help to achieve *City Plan* goals for food security, wellness, and natural asset and environmental protection.
  - The disadvantages of this option: Financial and Staff resources will be required to implement the plan as well as take care of the site day to day.
2. That Council provide alternative direction.

### **SUMMARY POINTS**

- The property at 933 Park Avenue was purchased by the City of Nanaimo in 2019 to meet several complementary community benefits.
- The 933 Park Avenue Concept Plan represents the community's collective vision for the land and is intended to help guide future use and improvements.
- The concept plan proposes various park uses including passive recreation, urban agriculture, connectivity, education, and the protection of the existing wetland as a natural asset.

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**ATTACHMENTS**

ATTACHMENT A: 933 Park Avenue Concept Plan |

**Submitted by:**

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**Concurrence by:**

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ATTACHMENT A

# 933 Park Avenue Concept Plan

January 2025





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# 1.0 PLAN OVERVIEW

## 1.1 INTRODUCTION

The Concept Plan represents the collective vision for the property at 933 Park Avenue, and guides the park use and improvements for the benefit of the immediate and wider community.



## 1.2 BACKGROUND

The property at 933 Park Avenue lies within the Traditional Territory of the Snuneymuxw First Nation who have many significant ancestral village sites through the city. In 1863, Captain Horace Douglas Lascelles and Dr. Alfred Robson Benson purchased 9,000 acres of Crown land in the area and formed the Harewood Coal Company. Settlement in Harewood began in 1886, when Samuel Roberts of the Vancouver Island Coal Mining and Land Company subdivided this area into five acre parcels so the company's miners could provide for their families. The site is one of the last remaining 5-acre parcels in the neighbourhood with approximately a third of the property serving as a natural wetland. The farming legacy has continued on this parcel through operations by private owners and community groups.

## 1.3 SITE CONTEXT

The property at 933 Park Avenue (see Figure 1) is located in the Harewood neighbourhood, and has an area of ~20,221 m<sup>2</sup>. The neighbourhood is comprised of ground-oriented residential homes and an elementary school to the northeast.

Figure 1: Site Map | 933 Park Avenue



# 1.4 CITY PLAN CONTEXT

City Plan: Nanaimo Reimagined and its associated Integrated Action Plan were developed between 2020 and 2022 to guide strategic priorities over the next 25 years. Food security, protection of natural assets, health and wellness, accessibility and inclusion, and the development of partnerships, are all identified priorities. Furthermore, the integrated action plan identifies finalizing the 933 Park Ave Concept Plan including consideration of affordable housing (Priority 77), supporting infrastructure required for food production (priority 85), and implementing food production at 933 Park Ave through partnerships (priority 90).

# 1.5 GOALS

The 933 Park Avenue Concept Plan is built on five goals that were identified by neighbourhood residents, and interest groups as community priorities.

- 1 Protection of the Natural Environment
- 2 Food Security
- 3 Passive Recreation
- 4 Education
- 5 Connectivity

## 1

**Protection of Natural Environment** | The site’s natural assets are highly valued by the community.

- The existing wetland on site should be protected and enhanced to preserve habitat and hydrological functions
- Arable land is an important site feature that should be protected and enhanced to allow for continued agricultural activities
- Heritage fruit and nut trees are significant to the agricultural and cultural heritage of the site

## 2

**Food Security** | Agriculture will continue to be a key pillar of this site. Agriculture plays a central role in the site’s identity and benefits of agriculture are highly valued by the surrounding community. Continue to cultivate agricultural activities on site by providing education and supporting infrastructure for the following:

- Small-scale mixed farming
- Community Plots
- Edible landscapes and food forests
- Innovative farm initiatives
- Permaculture
- Demonstration growing plots
- Indigenous food systems
- Small-scale food processing
- Growing heritage breeds (fruits, nuts, vegetables, livestock)
- Workshops and programs
- Market

3

**Passive Recreation** | Participation in physical, social, intellectual, creative, and spiritual pursuits that enhance individual and community wellbeing. The following are desirable features to support passive recreational opportunities for the site:

- Trails
- Boardwalks
- Viewing platforms
- Educational Tours
- Educational Signage
- Public Washroom
- Public Gathering Space
- Public Seating
- Nature Play

4

**Education** | The site is intended to provide opportunities for community engagement, education, and to expand existing initiatives that seek to improve access to local food/natural asset knowledge. Infrastructure to support workshops, programs, tours, and community gatherings should be considered as key aspects of the site design.

5

**Connectivity** | The site provides an opportunity to improve neighbourhood connectivity for ecological and active transportation systems. Improve ecological and active transportation based forms of connectivity and accommodate varying transportation modes (i.e. car, bike, pedestrian travel), including:

- Provide site connections to existing bike lanes and existing trails
- Ensure perimeter sidewalks connect to existing walking routes
- Provide public access to the site at Boardwalk Ave and Allies Place
- Examine opportunities to acquire land adjacent to the Chase River and Cat Stream to form a more robust ecological network that connects to the existing wetland on site
- Provide connectivity to shopping, schools and nearby parks







## 2.0 ENGAGEMENT PROCESS

The concept plan was informed by two community engagement processes. The purpose of the first community engagement process was to identify the park goals for the conceptual plan. A guided site tour and charette was held to gather input from community members and organizations that utilize the site. The results of the engagement, which are outlined in the Phase 1 Park Avenue Engagement Summary, included recommending the five park goals listed in Section 1.4.

The second community engagement process sought feedback on five concept plan options. A collaborative meeting, online survey and open house were held. The results included the community identifying the preferred 933 Park Avenue Concept Plan shown in Section 3.0. For more information, refer to the Park Avenue Phase 2 Engagement Summary.





## 3.0 PARK AVENUE CONCEPT PLAN

The 933 Park Avenue Concept Plan (see Figure 2) represents the community's collective vision for how the land will be used. The concept plan was designed to capture the goals and site recommendations identified by the neighbourhood residents and interest groups during the engagement process.

Key features of the plan include a grand pedestrian entrance to the park with a sidewalk and parking along Park Avenue. A trail with signage and benches weaves through the park connecting the grand entrance to Boardwalk Avenue and Allies Place. A conceptual pavilion, educational area, washroom building and nature playground is proposed to be located in the centre of the parcel. The western portion of the property includes two potential agriculture areas nestled on either side of the protected wetland and connected by a boardwalk with view deck, signage and benches. Existing heritage fruit and nut trees found on the site are proposed to be preserved where possible. A potential future road is anticipated along the northern half of the property to improve mobility connectivity. See Schedule A for a large version of the Park Avenue





Figure 2: 933 Park Avenue Concept Plan



Legend

-  Grand pedestrian entrance to park
-  Potential agriculture area
-  Boardwalk with view deck, signage & benches
-  Trail with signage & benches
-  Existing heritage fruit & nut trees to be protected & preserved where possible
-  Park Ave sidewalk & parking
-  Potential Pavilion and Washroom
-  Nature playground (all ages)
-  Agricultural area and/or future recreation/open space



# 4.0 IMPLEMENTATION

Implementing the concept plan will take time and require both capital and operational funding. The actions identified below are organized into three categories based on the anticipated level of funding that will be required. They include: ongoing, immediate and future. It is anticipated actions will be brought forward annually during capital planning processes.

## Ongoing Actions (ongoing and repeated)

### Relationship Building

Timeframe	Ongoing
Rationale	To meet plan goals in collaboration with community partners. The City will require community partners to farm the site, maintain some site elements and provide education programs.
Scope	Market opportunities at the site to various non-profit, community groups, Vancouver Island University and School District 68 to develop programs for site activities and programs. Activities could be carried out under the Partners in Parks program and through various other partnership and funding agreements.

### Education

Timeframe	Ongoing
Rationale	To meet plan goals of education, the site will provide opportunities for community engagement, education, and expand existing initiatives that seek to improve access to local food/natural asset knowledge.
Scope	Continued development of partnerships and programs to involve the community in continued education regarding natural assets and urban agriculture.



## Immediate Actions (0 - 4 years)

A series of early implementation projects (within 0 – 4 years) are recommended and detailed below (in no particular order). These early implementation priorities are identified for their ability to:

- Proceed in the short-term;
- Provide quick action on community priorities identified in the consultation process;
- Facilitate public access to the site; and
- Order of magnitude costs are lower.

### Redesignating and Rezoning the Site

Timeframe	Within 2 years
Rationale	To align the use with City Plan: Nanaimo Reimagined and the Zoning Bylaw.
Scope	Redesignating the Future Land Use Designation from Suburban Neighbourhood to Parks and Open Spaces and rezone the site from R1 to a park zone.

### Arrival Signage

Timeframe	Within 2 years
Rationale	To encourage safe public access and clarify that it's City owned site rather than private property.
Scope	Place arrival signage at entrances off Boardwalk Avenue and Allies Place. This will help to create a grand entrance and indicate that this is a public site.

### Growing Partnerships Agreements

Timeframe	Within 2 years
Rationale	To increase urban agricultural productivity of the site and achieve the plan goal of urban agriculture and food security.
Scope	Develop and procure expressions of interest within the urban agriculture and non-profit community to secure operators for urban agricultural activities as identified on the concept plan – Figure 2.

### Water Infrastructure Expansion

Timeframe	Within 2 years
Rationale	Site water infrastructure is not adequate to support expanded urban agricultural activities.
Scope	Install and enhance site water infrastructure needed to support successful urban agriculture and food security site activities.

### House Removal

Timeframe	Within 2 years
Rationale	Housing is not a recommended site goal and no forms of housing are shown on the concept plan map.
Scope	Demolish existing house to open up additional area for urban agriculture activities and passive recreation.

### Site Preparation

Timeframe	Within 2 years
Rationale	To open the site to the public in a safe manner that also improves crime prevention through environmental design and facilitates urban agriculture.
Scope	Remove scrub vegetation on the expanded 2 acres of land slated for urban agriculture. Grade and ameliorate soil as needed for future growing activities. Perimeter fencing may be needed in some locations.

### Public Trail Access through the Site (Pedestrian)

Timeframe	Within 2 years
Rationale	To open the site up to the public in a safe manner and achieve plan goal of passive recreation.
Scope	Install trail (200m soft surface trail and 50m boardwalk) from Park Ave to Allies Place including the grand pedestrian entrance. Site furniture, and split rail fencing will be integrated and universal accessibility will be prioritized.

### Public Access to the Site (Multi-Modal Transportation)

Timeframe	Within 4 years
Rationale	To open the site to the public in a safe manner and achieve plan goal of passive recreation and food security.
Scope	Design and create safe parking along Park Avenue for vehicles and bikes. Ensure safe pedestrian access to the site from the school and neighbourhood.

### Info Kiosk and Interpretive Signage

Timeframe	Within 4 years
Rationale	Create gathering and informational spaces and achieve plan goal of education.
Scope	Develop and install signage about the site, its history, physical and unique features, natural assets, and food security activities and issues.

## Natural Asset Management Plan

Timeframe	Within 4 years
Rationale	To protect the natural environment as identified in the plan, operational activities and monitoring must be planned out. This is especially important as more public access occurs and more development happens in the surrounding neighbourhood.
Scope	Develop a management plan and operation activities to ensure continued preservation of the wetland and it's important habitat and hydrologic functions

## Significant, Heritage and Fruit/Nut Tree Plans

Timeframe	Within 4 years
Rationale	To protect the natural environment and key site features.
Scope	Complete an inventory and tree management plan to protect significant site trees, direct operational tree activities, and ensure long term tree health. Plan will include inspection, pruning and gleaning requirements and responsibilities.

## Future Actions (beyond 4 years)

Long-term actions are those requiring greater capital investment and detailed design. These items will likely be implemented over a longer timeframe (beyond 4 years) and include:

- Completion of the trail and boardwalk through the wetland to complete loop connection to Boardwalk Place. Boardwalk may include viewing deck, signage and benches.
- Consideration of site renaming in accordance to the City of Nanaimo's Naming Parks and Facilities Policy Statement.
- Consideration of market and community education areas.
- Consideration and design of a washroom/pavilion.
- Consideration and design of nature play area.
- Consideration of an outdoor classroom area.
- Contemplation of off-site connectivity opportunities as identified in the plan.
- Consideration off-site natural asset connectivity in future acquisition strategies.



1

CITY OF NANAIMO  
THE HARBOUR CITY

## 933 Park Avenue Concept Plan

**PURPOSE**

Guiding document that represent the community’s collective long-term vision for how the land at 933 Park Avenue will be developed and enjoyed over time.



2



# 933 Park Avenue Concept Plan

Legend


- Grand pedestrian entrance to park
- Potential agriculture area
- Boardwalk with view deck, signage & benches
- Trail with signage & benches
- Existing heritage fruit & nut trees to be protected & preserved where possible
- Park Ave sidewalk & parallel parking
- Conceptual Pavilion & Washroom Building
- Nature playground (all ages)
- Agricultural area and/or future recreation/open space

3

# 933 Park Avenue Concept Plan

## IMPLEMENTATION

- Ongoing Actions
- Immediate Actions
- Future Actions



### 4.0 IMPLEMENTATION

Implementing the concept plan will take time and require both capital and operational funding. The actions identified below are organized into three categories based on the anticipated level of funding that will be required. These include ongoing, short-term and long-term. The anticipated actions will be brought forward annually during capital planning processes.

**Ongoing Actions (ongoing and repeated)**

<b>Relationship Building</b>	
Conclusion	Ongoing
Rationale	To meet plan goals in collaboration with community partners, the City will require community partners to farm the site, maintain some site elements and provide education programs.
Scope	Market opportunities on the site to various non-profit, community groups, Nanaimo Island University and School District 69 to develop programs for site activities and programs. Activities could be carried out under the Partners in Parks program and through various other partnership and funding agreements.
<b>Education</b>	
Conclusion	Ongoing
Rationale	To meet plan goals of education, the site will provide opportunities for community engagement, education and related activities that seek to improve access to local food/natural asset knowledge.
Scope	Continued development of partnerships and programs to include the community in continued education regarding natural assets and urban agriculture.

8 933 PARK AVENUE CONCEPT PLAN

4



## 933 Park Avenue Concept Plan

### RECOMMENDATION

“That Council endorse the Concept Plan for 933 Park Avenue as a long-term site vision.”



DATE OF MEETING JANUARY 20, 2025

AUTHORED BY JAIME-BRETT SINE, RECREATION COORDINATOR, CULTURAL SERVICES

**SUBJECT BUILDING COMMUNITIES THROUGH ARTS AND HERITAGE – COMMUNITY ANNIVERSARIES PROGRAM**

## **OVERVIEW**

### **Purpose of Report:**

To update Council that the City received the Building Communities Through Arts and Heritage - Community Anniversaries Program grant for the Luminous Paths: Nanaimo's 150 & Beyond event to acknowledge Nanaimo's 150th anniversary since incorporation.

## **BACKGROUND**

The Community Anniversaries program is a funding stream through the Building Communities through Canadian Heritage's Arts and Heritage program. The Community Anniversaries component provides funding to local groups, including municipalities, for non-recurring local anniversary commemoration events. Funding is available for events that mark the 100th anniversary or greater, in increments of 25 years for a significant local historical event or personality.

The Community Anniversaries program offers funding up to \$200,000 of eligible expenses for events that meet the following criteria:

- Presents work of local artists and demonstrates arts and heritage as a primary component of the event,
- Involves members of the local community,
- Intended for and accessible to the general public,
- Include eligible commemorative items and capital projects up to a maximum of \$25,000. Examples include community art projects, restoration of objects, statues and murals.

The application deadline was 2024-APR-30. The City requested \$200,000 in funding and was notified in late November that we had been granted \$46,100. |

## **DISCUSSION**

The City will host Luminous Paths: Nanaimo's 150 & Beyond, a winter art festival that is a celebration of light, art, land, and community. The festival will open with an event on 2025-JAN-22 in Maffeo Sutton Park, with performances by local musicians, interactive booths, food trucks, City of Nanaimo 150 merchandise, children's activities, and additional educational and promotional material to mark the date of the first Council meeting 150 years ago. Temporary light-based art installations will be on display in identified public spaces, encouraging visitors to

explore park and community spaces. Musicians and performers will be engaged in performances over the course of the evening at locations corresponding with temporary art installations. The HMCS Nanaimo plans to visit Nanaimo for several days at the beginning of the festival. Culture Staff and the Port of Nanaimo are working together to arrange berth for the vessel. The HMCS Nanaimo intends to offer focused outreach for visitors to view the vessel throughout the first weekend of the event.

Artists and cultural community partners will further be highlighted through various public engagement opportunities through the course of the festival, such as artist talks, tours, and educational workshops hosted within a variety of cultural spaces.

The temporary art installations will be available for viewing until the festival closing event in Maffeo Sutton Park on 2025-FEB-17 to complement Family Day events. The final event will focus on engaging families and youth, with performances by child-friendly acts.

Luminous Paths: Nanaimo's 150 & Beyond lights the future for our city, recognizing not only the vibrancy of our current cultural community, but signifying hope for what is to come and what our community has potential to achieve. The festival will commemorate a significant date in Nanaimo's history while figuratively and literally illuminating local arts and culture – Luminous Paths: Nanaimo's 150 & Beyond lights the way. |

## **FINANCIAL CONSIDERATIONS**

|The original estimated total cost of Luminous Paths: Nanaimo's 150 & Beyond was \$270,200, with the expectation of \$200,000 in funding through the Building Communities grant. With \$46,100 in funding received through grant, the total estimated cost of Luminous Paths: Nanaimo's 150 & Beyond has been changed to \$129,200. This total includes the \$46,100 Building Communities grant, in-kind staff time valued at \$47,200, and \$35,900 to be funded from the \$50,000 approved by Council for Nanaimo 150 at the 2023-DEC-01 Finance and Audit Committee meeting. An additional \$13,591 has been donated to the overall Nanaimo 150 budget. These funds were remaining from the Canada 150 celebrations and will be put towards a legacy public art project.

The 2024-2028 Financial Plan will be amended to include the grant funding for the event. |

## **CONCLUSION**

|Luminous Paths: Nanaimo 150 & Beyond commemorates 150 years since the City was incorporated and held its first Council meeting on January 22, 1875. Commemorating 150 years since incorporation provides an opportunity to recognize the contributions of our City's cultural community, highlighting the diversity, vibrancy, and potential of our arts and culture sector as we look to the future, strengthening collaboration and connection between the City of Nanaimo and our community partners, leaders and residents. |

### **SUMMARY POINTS**

- The City has received a grant from the Building Communities through Arts and Heritage - Community Anniversaries Program in the amount of \$46,100, to offset costs related to the event, Luminous Paths: Nanaimo's 150 & Beyond.
- Luminous Paths: Nanaimo's 150 & Beyond is a winter art festival that is a celebration of light, art, land, and community, commemorating 150 years since the City held its first Council meeting on January 22, 1875.
- The festival will open with an event on 2025-JAN-22 in Maffeo Sutton Park and feature temporary light-based art installation which will remain on display until the closing event in Maffeo Sutton Park on Family Day, 2025-FEB-17.

#### **Submitted by:**

Jaime-Brett Sine  
Recreation Coordinator, Cultural Services

Adrienne Mercer Breen  
Manager, Culture & Events |

#### **Concurrence by:**

Darcie Osborne  
Director, Recreation & Culture

Richard Harding  
Gen. Mgr. Community Serv. & Deputy CAO

Wendy Fulla  
Director, Finance

Laura Mercer  
General Manager, Corporate Services

Dale Lindsay  
Chief Administrative Officer |

CITY OF NANAIMO

BYLAW NO. 7389

A BYLAW TO CONFIRM AND ADOPT THE FINANCIAL PLAN

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

1. Title

This Bylaw may be cited as “Financial Plan Bylaw 2024 No. 7389”.

2. Schedule “A” attached hereto and forming part of this Bylaw is hereby adopted and is the Financial Plan for the City of Nanaimo for the period 2025-JAN-01 to 2029-DEC-31.

3. The various items of expenditure set forth in Schedule “A” are hereby authorized.

4. Schedule “B” attached hereto and forming part of this Bylaw is hereby adopted and is the Statement of Revenue Objectives & Policies for the City of Nanaimo for the period 2025-JAN-01 to 2029-DEC-31.

5. The Financial Plan may be amended in the following manner:

(a) Funds may be reallocated in accordance with the City of Nanaimo's management policy on budget transfers.

(b) The Director of Finance may transfer unexpended appropriations to Reserve Funds or Reserve Accounts for future expenditures.

PASSED FIRST READING: 2024-DEC-16  
PASSED SECOND READING: 2024-DEC-16  
PASSED THIRD READING: 2024-DEC-16  
ADOPTED: \_\_\_\_\_

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MAYOR

---

CORPORATE OFFICER

**Schedule A**  
**City of Nanaimo**  
**2025 - 2029 Financial Plan**

	2025	2026	2027	2028	2029
<b>Revenues:</b>					
Revenue from Property Value Taxes	168,154,489	181,093,133	188,588,814	195,667,477	202,291,749
Revenue from Parcel Taxes	212,840	58,095	2,904	2,904	2,904
Revenue from Fees & Charges	63,796,959	66,455,636	69,152,605	70,750,020	72,050,372
Revenue from Other Sources	42,234,872	37,218,239	36,233,303	35,638,987	34,982,441
	<u>274,399,160</u>	<u>284,825,103</u>	<u>293,977,626</u>	<u>302,059,388</u>	<u>309,327,466</u>
<b>Expenses:</b>					
General Operating Expenditures	193,455,582	200,326,102	204,041,513	212,182,388	215,694,946
Sanitary Sewer Operating Expenditure:	5,311,709	5,448,883	5,473,202	5,526,280	5,618,897
Waterworks Operating Expenditures	14,365,707	13,897,244	14,295,622	13,984,367	14,333,005
Interest Payment on Municipal Debt	2,371,960	2,310,542	1,745,810	1,524,536	1,634,094
Amortization	33,035,013	33,457,632	34,160,680	35,469,796	37,578,721
	<u>25,859,189</u>	<u>29,384,700</u>	<u>34,260,799</u>	<u>33,372,021</u>	<u>34,467,803</u>
<b>Annual Surplus/Deficit</b>					
	25,859,189	29,384,700	34,260,799	33,372,021	34,467,803
<b>Add back:</b>					
Amortization	33,035,013	33,457,632	34,160,680	35,469,796	37,578,721
<b>Capital Expenditures</b>					
General Capital Expenditures	34,665,195	36,277,210	32,785,440	28,346,150	40,331,300
Sanitary Sewer Capital Expenditures	8,479,800	5,240,000	5,544,700	9,381,330	5,848,100
Waterworks Capital Expenditures	9,142,100	14,193,000	15,706,950	12,900,900	14,264,200
Proceeds from Municipal Borrowing	-	-	(1,617,000)	(1,000,000)	(10,000,000)
Principal Payment on Municipal Debt	4,462,296	4,538,081	3,590,178	2,345,659	2,228,747
<b>Transfers between Funds:</b>					
Reserve Funds	-	-	-	-	-
DCC Funds	-	-	-	-	-
Transfers to/(from) Accumulated Surplus	<u>2,144,811</u>	<u>2,594,041</u>	<u>12,411,211</u>	<u>16,867,778</u>	<u>19,374,177</u>
<b>Financial Plan Balance</b>					
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

**Schedule B**  
**City of Nanaimo**  
**Statement of Revenue Objectives & Policies**

**1. Proportion of Revenue by Source**

The City receives revenues from a variety of sources including property taxes and user fees. This funding pays for such services as police and fire protection, solid waste collection, management of roads, drainage, sanitary sewer, waterworks and parks infrastructure, along with the delivery of leisure and cultural services. Property taxes are the largest source of revenue as detailed in Table 1.

Table 1: Sources of Revenue

Revenue Source	\$ Total Revenue	% Total Revenue
Property Value Taxes	168,154,489	61.3%
Parcel Taxes	212,840	0.1%
Fees & Charges	63,796,959	23.2%
Other Sources	42,234,872	15.4%
<b>Total</b>	<b>274,399,160</b>	<b>100.0%</b>

**Policies and Objectives:**

**Property Taxes**

- The City will attempt to keep the proportional share of revenue from property taxes at a level similar to the average of comparable municipalities.
- Where new sources of revenue are made available to the City from senior governments, wherever possible these revenues will be used to reduce dependency on property taxation revenue.

**Parcel Taxes**

- Parcel taxes will be used whenever Council determines that they are more appropriate than property taxes.

**Fees & Charges**

- Wherever possible, fees & charges will be used to assign costs to those who benefit from the service provided. The proportion of the costs recovered by fees and charges will vary with the nature of the service provided.

**Proceeds of Borrowing**

- Borrowing will be considered when determining the funding sources of large capital projects that provide benefits to taxpayers over a long period of time (20 years or more).
- Borrowing will be consistent with the City’s Debt Management Policy.



**Other Sources of Revenue**

- The City will continue to seek other sources of revenue in order to reduce reliance on property taxes.
- The City will consider hydroelectric power generation where practical and environmentally supportable.

**2. Distribution of Property Taxes Among the Classes**

Table 2 outlines the projected distribution of property taxes amongst the property classes. Projected revenue from residential provides the largest proportion of property tax revenue. This class represents the largest portion of the tax base and utilizes the majority of City services. Between 2009 and 2013, the light and major industrial tax rates were reduced to the same level as the commercial tax rate.

Table 2: Projected Distribution of Property Tax Rates and Tax Class Ratios

Property Class	\$ Property Taxes	% of Total Property Taxation	Tax Class Ratios
Residential (1)	115,114,778	68.5%	1.000
Utilities (2)	822,647	0.5%	9.015
Supportive Housing (3)	-	0.0%	-
Major Industry (4)	2,200,861	1.3%	3.305
Light Industry (5)	3,002,990	1.8%	3.305
Business and Other (6)	46,602,741	27.7%	3.305
Managed Forest Land (7)	4,131	0.0%	5.447
Recreational/Non-Profit (8)	406,171	0.2%	2.578
Farm (9)	170	0.0%	0.122
<b>Total</b>	<b>168,154,489</b>	<b>100.0%</b>	

**Policies and Objectives:**

- The City will attempt to keep the percentage of property taxes received from residential taxpayers at a level comparable to the average of similar municipalities.
- The City will attempt, over time, to reduce the commercial tax rate to the average of all BC municipalities.

**3. Permissive Tax Exemptions**

The City believes that permissive tax exemptions are an appropriate way to recognize the value of the services provided to the community by non-profit organizations. Each year, a list of these exemptions is included in the City’s Annual Report.

**Policies and Objectives:**

- Permissive tax exemptions are governed by the City’s Permissive Tax Exemption Policy, which outlines the criteria for which property tax exemptions may be granted.
- Permissive tax exemption requests will be reviewed by the Finance and Audit Committee and the Committee will make recommendations to Council.
- Permissive tax exemptions will be reviewed at least every three years to ensure that

the organization and property still meets the criteria established by Council.

**4. Revitalization Tax Exemptions**

The City believes that revitalization tax exemptions are an appropriate tool to assist the City in realizing its strategic objectives.

**Policies and Objectives:**

- The City can exempt municipal taxes for up to five years for projects undertaken by landowners, where the project meets defined objectives of a City strategy.
- Recipients of exemptions must enter into a Revitalization Tax Exemption Agreement with the City.
- Every revitalization tax exemption must be approved by the General Manager, Corporate Services.

CITY OF NANAIMO

BYLAW NO. 4500.233

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 464, 465, 466, 469, 479, 480, 481, 482, and 548 of the *Local Government Act*;

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

1. This Bylaw may be cited as the "Zoning Bylaw Amendment Bylaw 2024 No. 4500.233".

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

(1) In Part 5 – Definitions, by deleting the definition of 'Bed and Breakfast'.

(2) In Part 5 – Definitions, by replacing the definition of 'Hotel' with the following:

**HOTEL** - means a building which contains sleeping units used or intended to be used for the temporary accommodation of transient lodgers. A hotel may include ancillary facilities such as a restaurant, meeting rooms, convention facilities, gift shop, recreational facilities and/or pub. For the purpose of this Bylaw, Hotel includes motels and motor hotels but does not include short-term rental accommodation.

(3) In Part 4 – Definitions, by adding the definition of 'Short-Term Rental Operator' after the definition of 'Short-Term Rental'.

**SHORT-TERM RENTAL OPERATOR** - means the person(s) responsible for advertising and arranging the short-term rental accommodation and who is also the business licence licensee and the primary resident.

(4) In Part 5 – Definitions, by replacing the definition of 'Short-Term Rental' with the following:

**SHORT-TERM RENTAL** - means an accommodation provided to members of the public in a short-term rental operator's primary residence, in exchange for money, for a period of less than 30 consecutive days. The accommodation may include the rental of an entire dwelling unit or bedrooms, with or without the provision of breakfast served on the property.

(5) In Part 5 – Definitions, by deleting the definition of 'Transient Tourist Accommodation'.

- (6) In Part 6 – General Regulations, by deleting Sub-Section 6.16 – Short-Term Rental’ and replacing it with the following:

“6.16 SHORT-TERM RENTAL

6.16.1 A Short-Term Rental is permitted to be accommodated in an entire dwelling unit or bedroom(s) provided it is located within the short-term rental operator’s primary residence.

6.16.2 Where a primary residence includes a single residential dwelling with a secondary suite and/or a secondary suite in an accessory building, only one short-term rental is permitted per lot.

6.16.3 Where a primary residence includes a multiple family dwelling with a secondary suite, only one short-term rental is permitted with the multiple family dwelling or associated secondary suite.

6.16.4 A short-term rental stay must be less than 30 consecutive days.

6.16.5 Where an entire dwelling unit is used or intended to be used for short-term rental, a maximum of four (4) persons, 19 years of age or older are permitted to occupy the short-term rental at one time.

6.16.6 Where only bedrooms are used or intended to be used for short-term rental:

- 6.16.6.1 The bedrooms are permitted to operate as a short-term rental year-round (365 days per year).
- 6.16.6.2 A maximum of two (2) bedrooms are permitted to be rented in the primary residence;
- 6.16.6.3 The two (2) bedrooms must be operated as one (1) short-term rental accommodation; and
- 6.16.6.4 A maximum of four (4) persons, 19 years of age and older are permitted to occupy the short-term rental.”

PASSED FIRST READING: 2024-NOV-18

PASSED SECOND READING: 2024-NOV-18

PUBLIC HEARING: 2024-DEC-19

PASSED THIRD READING: 2024-DEC-19

MINISTRY OF TRANSPORTATION & INFRASTRUCTURE APPROVAL: 2025-JAN-15

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

\_\_\_\_\_  
MAYOR

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



## REQUEST FOR SUPPORT APPLICATION FORM

Date of Request	January 6, 2025
Organization/Group making the request	ALS Society of B.C.
Contact Person	Wendy Toyer
Address	[REDACTED]
Telephone	778-999-6257
Email Address:	w.toyer@dalsbc.ca
Type of Support Requested (Select one)	<input checked="" type="radio"/> Letter of Support in Principle ✓ <input type="radio"/> In-Kind Contribution <input type="radio"/> Partnership
<i>Note: This policy is not applicable to requests for grant funding by the City, including Permissive Tax Exemption requests, or in-kind funding for facility rentals (see Grants Policy and Guidelines for further details)</i>	

### IF APPLICABLE:

Name of grant or program for which you are applying:

\_\_\_\_\_

Amount of Funding Requested: \_\_\_\_\_ Grant Due Date: \_\_\_\_\_

Grant Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

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](mailto:legislative.servicesoffice@nanaimo.ca).

#### Respecting Your Privacy

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



AMYOTROPHIC LATERAL SCLEROSIS  
SOCIETY OF BRITISH COLUMBIA

RECEIVED  
JAN 13 2025

January 6, 2025

Mayor and Council, City of Nanaimo  
c/o Ms. Donna Stennes  
Administrative Assistant to Mayor and Council City Hall  
455 Wallace Street  
Nanaimo BC  
V9R 5J6

Page | 1

Dear Ms Stennes,

I am writing to request the support of the Mayor and Council for *ALS Society of BC - PROJECT HOPE* which combines ALS clinical care and research under one roof at the Djavad Mowafaghian Centre for Brain Health (DMCBH) on the University of British Columbia campus

Amyotrophic Lateral Sclerosis (also known as ALS, Lou Gehrig's disease or motor neuron disease) is a disease that gradually paralyzes people because the brain is no longer able to communicate with the muscles of the body that we are typically able to move at will. Over time, as the muscles of the body break down, someone living with ALS will lose the ability to walk, talk, eat, swallow, and eventually breathe.

ALS is not contagious. There are no effective treatments for ALS and no cure. Approximately 80% of people with ALS will die within 2-5 years of being diagnosed.

The ALS Society of British Columbia (ALS BC) [www.alsbc.ca](http://www.alsbc.ca) is a registered non-profit charity supporting ALS patients, their families, and caregivers to ensure the best quality of life possible for those living with and affected by ALS. The ALS BC community, including donors and patients, firmly believe that we are standing on the threshold of unprecedented hope. With many ALS therapies showing great promise in late-stage clinical trials and the UBC Faculty of Medicine ready to accelerate translational research, now is the time to invest in building research capacity for ALS right here in British Columbia. PROJECT HOPE is the unwavering commitment of ALS BC to support research with the ultimate goal of discovering the cause of and cure for Amyotrophic Lateral Sclerosis (ALS).

**At any given time, over 40 people are living in the Mid-Island region with ALS and are cared for by the ALS Society of BC – PROJECT HOPE.**

ALS BC, in partnership with the Province of BC, has made a significant contribution of \$5.3M to establish a perpetuity-endowed trust to fund the ALS Society of BC Professorship in ALS Research at UBC. Our aim with the Professorship is to establish an ideal setting that merges research and clinical care. Our objective is to enhance clinical care by promoting advanced ALS research and treatment innovations at UBC. To achieve this, ALS BC has committed to donating an additional \$20M to UBC to support this ambitious goal. To date, over \$4M has been raised towards this goal. We hope that this commitment will benefit all Canadians who are affected by ALS, as well as those who have other neurodegenerative diseases like Parkinson's and Alzheimer's.

Provincial Office  
ALS Society of BC  
1233-13351 Commerce Parkway  
Richmond, BC V6V 2X7  
p: 604.278.2257  
1.800.708.3228  
f: 604.278.4257  
e: [info@alsbc.ca](mailto:info@alsbc.ca)

ALS Society of BC,  
North Central Island Chapter  
2107 Hampton Rd.  
Duncan, BC V9L 6X7  
p: 1.800.708.3228  
f: 604.278.4257  
e: [ncic@alsbc.ca](mailto:ncic@alsbc.ca)

ALS Society of BC,  
Victoria Chapter  
PO Box 48038  
3511 Blanshard Street  
Victoria, BC V8Z 7H5  
p: 1.800.708.3228  
f: 604.278.4257  
e: [victoria@alsbc.ca](mailto:victoria@alsbc.ca)

Website: [www.alsbc.ca](http://www.alsbc.ca)

Charitable Registration  
# 10670 8985 RR0001





AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA

Dr. Erik P. Piore, MD, Ph.D., FRCPC, FAAN, an experienced senior clinician-scientist focusing on ALS, has been appointed to play a crucial role in advancing innovative treatment options for patients in British Columbia. His expertise and guidance will help establish the province as a leading center for ALS research nationally and internationally. Dr. Piore's work will ensure that patients in British Columbia have access to the latest clinical trials and enhanced care.

We request the City of Nanaimo to provide a letter of support for the ALS Society of BC – PROJECT HOPE.

I would be happy to attend a council meeting to speak to PROJECT HOPE if requested. Thank you for your consideration.

Sincerely,

Wendy Toyer, Chair ALS Society of BC - PROJECT HOPE



Email [w.toyer@alsbc.ca](mailto:w.toyer@alsbc.ca)  
Cell 778-999-6257 (6ALS)

Provincial Office  
ALS Society of BC  
1233-13351 Commerce Parkway  
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Website: [www.alsbc.ca](http://www.alsbc.ca)

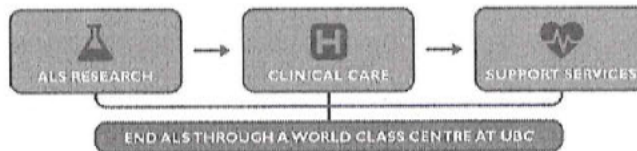
Charitable Registration  
# 10670 8985 RR0001



Faculty of Medicine



ALS Society of BC  
PROJECT HOPE





Ms. Wendy Toyer, Chair  
ALS Society of BC – PROJECT HOPE

Re: ALS Society of BC – PROJECT HOPE

Dear Ms. Toyer,

The City of Nanaimo appreciates the services provided by the ALS Society of BC to support ALS patients and family members to meet the physical and emotional needs of people living with ALS and their caregivers. The City of Nanaimo supports the efforts of the Society to enhance clinical care and to promote advanced ALS research and treatment innovations at UBC under the leadership of Dr Erik Pioro, ALS Society of BC Professorship in ALS research. We share the vision of creating a world class ALS Center at UBC.

The work being done by the ALS Society of BC through PROJECT HOPE is not only crucial for individuals and their families affected by Amyotrophic Lateral Sclerosis (ALS), but it also represents a significant step forward in the fight against this devastating disease.

The City of Nanaimo is honoured to lend our support to this exciting initiative.

Sincerely,



## REQUEST FOR SUPPORT APPLICATION FORM

Date of Request	January 14, 2025
Organization/Group making the request	World Leisure Centre of Excellence at VIU
Contact Person	Aggie Weighill
Address	900 - Fifth Street, Nanaimo, BC, V9R 5S5
Telephone	250-756-8580
Email Address:	Aggie.Weighill@viu.ca
Type of Support Requested (Select one)	<input checked="" type="radio"/> Letter of Support in Principle <input type="radio"/> In-Kind Contribution <input type="radio"/> Partnership  <i>Note: This policy is not applicable to requests for grant funding by the City, including Permissive Tax Exemption requests, or in-kind funding for facility rentals (see Grants Policy and Guidelines for further details)</i>

### IF APPLICABLE:

Name of grant or program for which you are applying:

Bid to host the 2028 World Leisure Congress

Amount of Funding Requested: \$0 Grant Due Date: February 3, 2025

Grant Organization: World Leisure Organization

Address: Scientific and Technical Office Arenal 1, Segunda Planta | 48005 Bilbao, Spain

City: Bilbao, Spain Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

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](mailto:legislative.servicesoffice@nanaimo.ca).

#### Respecting Your Privacy

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

## BRIEFING NOTE

### SUBMISSION TO:

Leonard Krog, Mayor City of Nanaimo

### TITLE:

World Leisure Congress 2028 - *Leisure is Life: Pathways to Collective Well-Being*

### SUBMITTED BY:

Dr. Aggie Weighill, Director of the World Leisure Centre of Excellence

### ISSUE

- The [World Leisure Centre of Excellence at Vancouver Island University](#) (WLCE@VIU) has been approached by the [World Leisure Organization](#) (WLO) to consider hosting the 2028 [World Leisure Congress](#) (WLC).
- Pre-pandemic the WLC was a significant fundraising event for the WLO and while the organization recognizes that many destinations are no longer willing to pay in excess of \$125,000 (USD) to host conferences, they are still looking to financially benefit from the Congress.
- The WLCE@VIU is working Gina Bethell from Tourism Nanaimo to put together a strong bid which will include a commitment to offer \$50,000 USD as payment for hosting the Congress.
- We are currently seeking letters of endorsement from local and regional governments and community stakeholders in tourism and recreation (i.e., leisure related) to strengthen our bid package.

### ACTION REQUESTED

- Letter of Support
- Discussion
- Information

### KEY BACKGROUND FACTS

#### Proposal Development Considerations:

- Formed in 1952, the World Leisure Organization is a non-profit, non-governmental body of individuals and organizations from throughout the world who are committed to the belief that well selected leisure experiences improve quality of life for all – from childhood to later life. The WLO is a consultive organization with the Economic and Social Council of the United Nations.
- The World Leisure Congress is hosted every two years in different locations but due a realignment of the post-pandemic schedule, there will be three years between the next congress (Netherlands 2025) and the one we are bidding for.
- The Congress is typically attended by 500-700 delegates with the 2008 Congress in Quebec City being the largest at closer to 1000 participants.

- 2008 was the only time that the congress has been hosted in Canada. The most recent hosts have been: Rotterdam, Netherlands, Dunedin, Aotearoa-New Zealand, Sao Paulo, Brazil, and Durban, South Africa.
- The WLCE@VIU is recognized as a strong member of the global WLO Centres of Excellence network and convenor of academics, practitioners, and decision makers. There are currently submitted proposals to increase the network from seven to ten members representing Aotearoa-New Zealand, Brazil, Hungary, the Netherlands, China, United States, South Africa, Australia, and Canada (2).
- Joanne Schroeder, a professor at VIU, is the current chair of the WLO Board of Directors and is recognized as a global leader who is helping lead the transformation and growth of the WLO into a stronger more diverse organization with a greater global network that focusing on low and middle income countries as well as student mentorship and development.
- The proposed Congress theme, **Leisure is Life: Pathways to Collective Well-Being**, aligns well with the focus and mandate of the City of Nanaimo's Reimagine plan, the Canadian Parks & Recreation and BC Recreation and Parks Associations' strategic plans, as well as the overall focus of multiple federal and provincial ministries. It also fits extremely well with the destination image of Nanaimo and Vancouver Island, while being broad enough to create space for important regional issues such as Reconciliation, equity, diversity, and inclusion, and more broadly, sustainability.

## ANALYSIS

Why this is a great opportunity for VIU, the WLCE, Nanaimo, and the Island region:

- The World Leisure Organization holds UN consultative status and is the only recognized leisure organization in the world. Hosting its signature biennial gathering of scholars, practitioners, and decision makers will bring significant global attention to Nanaimo, and the surrounding region. It will also provide an opportunity to showcase the innovative and award winning practices of the City of Nanaimo.
- The Congress is a four-day event that has historically included pre- and post-learning experiences that ensure the economic contributions of national and international delegates are spread widely.
- With the theme's strong alignment with national, provincial, and regional priorities, the congress provides an opportunity to strengthen Nanaimo's brand as a destination to host conferences while also highlighting Vancouver Island's strengths and assets in the Indigenous, sport, and leisure travel markets.

## FINANCIAL IMPLICATIONS

- We are currently only seeking letters of endorsement; however, if we are awarded the bid, we will approach the City of Nanaimo for event sponsorship and engagement.
- We are also inviting Darcie Osborne, Director of Parks, Recreation, and Culture to participate on the organizing committee of the WLC.

## REQUEST

As Director of the WLCE@VIU, I am asking that the City of Nanaimo provide a letter of support for our bid to host the World Leisure Congress in May 2028.

The proposal requires full review and approval by VIU's Senior Management and we hope to submit the bid package for approval by January 24, 2025.

## ATTACHMENT(S)

- Description of our proposed theme for the 2028 World Leisure Congress.

## Congress Theme: Leisure is Life: Pathways to Collective Well-Being

The statement "**Leisure is life**" underscores the idea that leisure is not just an optional or inconsequential aspect of human existence but a fundamental part of living a fulfilling, resilient and meaningful life. It suggests that leisure is deeply interconnected with our well-being, identity, and social fabric. The statement further suggests that leisure should not be compartmentalized or treated as a luxury or indulgence but integrated into daily living to enhance life's pace and meaning.

Its potential meaning can be found in the intrinsic value of leisure. It is not merely a "break" from work or responsibilities but a space where people find purpose, passion, and personal growth. It encompasses the diverse and beloved places we design, build, and protect to facilitate leisure activities that bring joy, relaxation, and creativity, making them essential for a balanced and vibrant life. Leisure also fosters relationships through shared experiences through play, art, sports, outdoor recreation, and communal gatherings. These shared experiences have the potential to strengthen human connections and social bonds by creating opportunities for collaboration, understanding and cultural exchange.

We also see holistic well-being enhanced through leisure's contributions to mental, physical, and emotional health by reducing stress, improving resilience, and enhancing quality of life. Leisure is critical in personal and collective identity and expression, allowing people to share and explore their interests and talents.

Finally, "leisure is life" ultimately reflects the philosophy that life's richness comes not only from productivity and duty but also from moments of leisure that bring joy, renewal, and connection—a connection that can be experienced collectively. It champions the idea that leisure is vital to a thriving society, a healthy environment, and a fulfilling human existence.

Together, we look forward to defining leisure as an essential pillar of life and celebrating its capacity to rejuvenate, inspire, and unite individuals, cultures, and the global community. Join us at the 2028 World Leisure Congress in Nanaimo, BC, Canada, to shape a future where leisure is not an afterthought but a deliberate and transformative force for collective well-being!

Dr. Aggie Weighill  
Director, World Leisure Centre of Excellence  
Vancouver Island University  
900 Fifth Street Nanaimo, BC V9R 5S5

RE: LETTER OF SUPPORT FOR THE 2028 WORLD LEISURE CONGRESS BID

Dear Dr. Weighill,

The City of Nanaimo supports Vancouver Island University's (VIU) bid to host the 2028 World Leisure Congress. Nanaimo is well-equipped to host an event of this scale, offering exceptional facilities and experiences while showcasing our commitment to leisure and recreation.

Nanaimo is a thriving hub for events on Vancouver Island. Our natural beauty, accessibility, and robust infrastructure make us an ideal setting. We offer versatile venues, including the Vancouver Island Conference Centre (VICC), well-suited to host international delegations. Nanaimo is easily accessible via Hullo Ferries, Harbour Air Seaplanes, and the Nanaimo Airport (YCD), connecting to major hubs across Canada.

The congress theme, "Leisure is Life: Pathways to Collective Well-Being," aligns with Nanaimo's values. Our region prioritizes sustainability, inclusivity, and reconciliation, with Nanaimo recognized as a leader in in sustainability and promoting leisure's transformative impact.

Hosting the World Leisure Congress presents significant economic and social opportunities for Nanaimo. The event will boost local businesses and tourism while fostering growth in our meetings and conferences sector.

The City of Nanaimo is proud to support the World Leisure Centre of Excellence at VIU in this bid. We are committed to collaborating to ensure the success of this prestigious event and showcasing the best of our city to the world.