



AGENDA REGULAR COUNCIL MEETING

Monday, June 9, 2025

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

Shaw Auditorium, Vancouver Island Conference Centre

80 Commercial Street, Nanaimo, BC

SCHEDULED RECESS AT 9:00 P.M.

Pages

1. CALL THE MEETING TO ORDER:

2. PROCEDURAL MOTION:

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

Section 90(1) A part of 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;

(c) labour relations or other employee relations;

(g) litigation or potential litigation affecting the municipality;

(m) a matter that, under another enactment, is such that the public may be excluded from the meeting;

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

Section 90(2) A part of a meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

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

3. INTRODUCTION OF LATE ITEMS:

4. APPROVAL OF THE AGENDA:

5. ADOPTION OF THE MINUTES:

- a. Minutes 6 - 7

Minutes of the Special Council Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2025-MAY-12, at 4:24 p.m.

- b. Minutes 8 - 20

Minutes of the Regular Council Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2025-MAY-26, at 4:30 p.m.

6. MAYOR'S REPORT:

7. RISE AND REPORT:

8. PRESENTATIONS:

- a. Donna Hais, Member, Mayor's Leaders' Table re: Work Plan to Develop an Accord

9. COMMITTEE MINUTES:

- a. Minutes 21 - 26

Minutes of the Advisory Committee on Accessibility and Inclusiveness Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2025-MAR-12, at 4:00 p.m.

- b. Minutes 27 - 32

Minutes of the Mayor's Leaders' Table Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Friday, 2025-MAR-21, at 8:30 a.m.

- c. Minutes 33 - 38

Minutes of the Special Mayor's Leaders' Table Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on 2025-MAY-16, at 8:32 a.m.

10. CONSENT ITEMS:

- a. Special Mayor's Leaders' Table Meeting 2025-MAY-16 39

[Note: a link to the 2025-MAY-16 Special Mayor's Leaders' Table Meeting agenda is provided for information.]

1. Work Plan to Develop an Accord

That Council endorse in principle the proposed work plan to develop the "Nanaimo Accord" as attached to the Mayor's Leaders' Table agenda dated 2025-MAY-16.

11. DELEGATIONS:

12. REPORTS:

- a. Proposed Removal of Park Dedication from a Portion of 1631 Naylor Crescent (Elaine Hamilton Park) 40 - 53

To be introduced by Kerry Ing, Acting General Manager, Corporate Services.

Purpose: To seek Council approval to remove the park dedication from a portion of City-owned parkland located at 1631 Naylor Crescent, Elaine Hamilton Park (previously known as Trofton Park) to dedicate it as road right-of-way in order to provide access through 1618 Extension Road to 1750 Rajeena Way.

Delegation:

1. Georgia Desjardins, Vice President, Development, Seacliff Properties

Recommendation: That:

1. "Parks Dedication Amendment Bylaw 2025 No. 2255.01" (a bylaw to remove dedication as public park from a portion of "Elaine Hamilton Park" [formerly known as Trofton Park] at 1631 Naylor Crescent for road dedication purposes) pass first reading.
2. "Parks Dedication Amendment Bylaw 2025 No. 2255.01" pass second reading.
3. "Parks Dedication Amendment Bylaw 2025 No. 2255.01" pass third reading.
4. Council authorize the Mayor and Corporate Officer to execute the Road Dedication Agreement to effect the transaction.

- b. Alternative Approval Process to Remove Park Dedication From a Portion of "Elaine Hamilton Park" for Road Dedication Purposes - Sandstone Development 54 - 63

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

Purpose: To seek Council approval to proceed with an Alternative Approval Process (AAP) to remove park dedication from a portion of "Elaine Hamilton Park" (formerly known as Trofton Park) at 1631 Naylor Crescent for road dedication purposes to facilitate the Sandstone Development.

Recommendation: That Council:

1. Direct the Corporate Officer, or their designate, to undertake an Alternative Approval Process to remove park dedication from a portion of

"Elaine Hamilton Park" for road dedication purposes.

2. Determine the total number of electors of the area to which the approval process applies (the whole of the City of Nanaimo) to be 7,672.
3. Establish a deadline of 4:30 p.m. on Monday, 2025-JUL-21 for receiving elector responses for the Alternative Approval Process in relation to "Parks Dedication Amendment Bylaw 2025 No. 2255.01" (a bylaw to remove dedication as public park from a portion of "Elaine Hamilton Park" for road dedication purposes).
4. Approve the Elector Response Form as outlined in Attachment A of the Staff Report titled "Alternative Approval Process to Remove Park Dedication From a Portion of 'Elaine Hamilton Park' for Road Dedication Purposes - Sandstone Development", dated 2025-JUN-09.
5. Endorse the AAP Communication and Engagement Strategy as outlined in Attachment C of the Staff Report titled "Alternative Approval Process to Remove Park Dedication From a Portion of 'Elaine Hamilton Park' for Road Dedication Purposes - Sandstone Development", dated 2025-JUN-09.

c. E-Comm 9-1-1 Contract Update

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To be introduced by Tim Doyle, Fire Chief.

[Note: E-Comm 9-1-1 Contract to be distributed on the addendum.]

Purpose: The purpose of this report is to seek Council authorization to enter into an agreement with E-Comm 9-1-1 for the provision of 9-1-1 Call Answer Centre Services in 2025, on behalf of the City of Nanaimo as part of the Central Island 911 partnership (City of Nanaimo, Cowichan Valley Regional District, and the Regional District of Nanaimo).

Recommendation: That Council authorize the Mayor and Corporate Officer to sign an agreement with E-Comm for the provision of 9-1-1 Call Answer Centre Services in 2025, as City representatives of the CI911 partnership.

13. **BYLAWS:**

14. **CORRESPONDENCE:**

15. **NOTICE OF MOTION:**

16. **OTHER BUSINESS:**

a. Councillor Eastmure Motion re: Housing as a Human Right UBCM Resolution

At the 2025-MAY-26 Regular Council Meeting, Councillor Eastmure advised that she would be bringing forward the following motion for consideration:

"That Council direct Staff to submit the following resolution to the Union of BC Municipalities (UBCM) for consideration at their 2025 Annual General Meeting and Convention:

WHEREAS recognizing housing as a human right fundamentally shifts government motivations by adding critical urgency and responsibility to ensure access to affordable housing (meaning housing costs are aligned with income) through policies that prevent homelessness, address the escalating housing and homelessness crisis, eliminate discrimination, and prioritize the needs of vulnerable and marginalized populations;

AND WHEREAS the Government of Canada affirmed the right to housing as a matter of international law and enshrined it domestically through the *National Housing Strategy Act* (2019), recognizing housing as a human right and establishing mechanisms for accountability and inclusion;

THEREFORE, BE IT RESOLVED that the UBCM call for the British Columbia Government to enshrine housing as a human right in legislation and forthcoming housing and homelessness strategies, ensuring that housing policy in British Columbia is grounded in principles of equity, accessibility, accountability, and the inherent dignity of all people."

17. QUESTION PERIOD:

18. ADJOURNMENT:



MINUTES
SPECIAL COUNCIL MEETING

Monday, May 12, 2025, 4:24 P.M.
Shaw Auditorium, Vancouver Island Conference Centre
80 Commercial Street, Nanaimo, BC

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

Absent: Councillor S. Armstrong
Councillor T. Brown
Councillor I. Thorpe

Staff: D. Lindsay, Chief Administrative Officer
L. Mercer, General Manager, Corporate Services
N. Sponaugle, Communications Advisor
A. Chanakos, Recording Secretary

1. CALL THE MEETING TO ORDER:

The Special Council Meeting was called to order at 4:24 p.m.

2. APPROVAL OF THE AGENDA:

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

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

3. BYLAWS:

(a) “Financial Plan Amendment Bylaw 2025 No. 7389.01”

It was moved and seconded that “Financial Plan Amendment Bylaw 2025 No. 7389.01” (to amend the 2025 – 2029 Financial Plan) be adopted. The motion carried unanimously.

(b) “Property Tax Rates Bylaw 2025 No. 7397”

It was moved and seconded that “Property Tax Rates Bylaw 2025, No. 7397” (a bylaw to set the 2025 property tax rates) be adopted. The motion carried unanimously.

4. ADJOURNMENT:

It was moved and seconded at 4:26 p.m. that the meeting adjourn. The motion carried unanimously.

MAYOR

CERTIFIED CORRECT:

CHIEF ADMINISTRATIVE OFFICER



MINUTES
REGULAR COUNCIL MEETING

Monday, May 26, 2025, 4:30 P.M.
Shaw Auditorium, Vancouver Island Conference Centre
80 Commercial Street, Nanaimo, BC

- Members:
- Mayor L. Krog, Chair
 - Councillor S. Armstrong (vacated at 10:20 p.m.)
 - Councillor T. Brown*
 - Councillor H. Eastmure*
 - Councillor B. Geselbracht
 - Councillor E. Hemmens
 - Councillor P. Manly
 - Councillor J. Perrino
 - Councillor I. Thorpe*
- Staff:
- B. Sims, Acting Chief Administrative Officer
 - D. Lindsay, Chief Administrative Officer*
 - L. Mercer, General Manager, Corporate Services
 - S. Gurrie, Director, Legislative Services
 - J. Holm, Director, Planning and Development
 - D. Osborne, Director, Parks, Recreation and Culture
 - C. Davis, Deputy Director, Parks and Natural Areas
 - G. Bell, Manager, Sport and Arenas
 - A. Breen, Manager, Culture and Special Events
 - D. Burgos, Manager, Corporate Communications and Community Relation Communications
 - J. Rose, Manager, Transportation
 - A. Schneider, Recreation Coordinator, Arenas
 - A. Chanakos, Steno, Legislative Services
 - L. Young, 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;
- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (c) labour relations or other employee relations; and
- (n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2).

The motion carried unanimously.

Council moved In Camera at 4:31 p.m.

Council moved out of In Camera at 6:05 p.m.

Council recessed the Open Meeting at 6:05 p.m.

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

3. INTRODUCTION OF LATE ITEMS:

- (a) Agenda Item 12(b) Rezoning Application No. RA504 – 335 Third Street –
Add the following delegations:
 - 1. Paul Chapman
 - 2. D. James McRae
 - 3. Gloria Bell
 - 4. Pross Chan
 - 5. Tristan Ruppe
 - 6. Christine Johnson

- (b) Agenda Item 16(b) Consideration of Postponed Motion re: Loudon Park Development – Move to become new Agenda Item 12(c) and reorder subsequent agenda items accordingly.

Remove the following delegations:

1. Kiersten Mort
2. Ester Majercin

4. APPROVAL OF THE AGENDA:

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

5. ADOPTION OF THE MINUTES:

It was moved and seconded that the minutes of the Regular Council Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2025-MAY-05, at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

6. MAYOR'S REPORT:

Mayor Krog advised of the following:

- Mayor Krog was wearing a Cowichan Valley Capitals Jersey during the Council Meeting after losing a bet with Mayor Rob Douglas of North Cowichan. The Cowichan Valley Capitals beat the Nanaimo Clippers during their game on 2025-APR-08
- The City of Nanaimo is celebrating progress made in creating a more accessible and inclusive community during National AccessAbility Week (2025-MAY-25 to 2025-JUN-31)
- GoByBike Week returns 2025-MAY-31 to 2025-JUN-08. A Kick-off Event will take place at Maffeo Sutton Park on 2025-MAY-31, and Celebration Stations will pop up across the City

7. RISE AND REPORT:

(a) Design Advisory Panel Appointment

The Mayor advised that at the In Camera portion of the 2025-MAY-05 meeting, Council appointed Kait McGeary, Landscape Architect, as nominated by the British Columbia Society of Landscape Architects, to the Design Advisory Panel for a two-year term ending 2027-MAY-05, or until a successor is appointed.

(b) Member-At-Large Appointment to the Design Advisory Panel

The Mayor advised that at the In Camera portion of the 2025-MAY-05 meeting, Council appointed Jessica Kaman to the Design Advisory Panel for a three-year term ending 2028-MAY-05, or until a successor is appointed.

8. PRESENTATIONS:

(a) Trish Horrocks, Nanaimo Fiddle Society re: Nanaimo Fiddle Week May 11 - 17, 2025

Trish Horrocks, Nanaimo Fiddle Society, and members of the Nanaimo Fiddle Society provided a presentation and performance in honour of Nanaimo Fiddle Week, which took place 2025-MAY-11 to 2025-MAY-17.

(b) Joyce Fordyce Facility Programming Award Presentation

Darcie Osborne, Director, Parks, Recreation and Culture, advised that Allison Schneider, Recreation Coordinator, Arenas, was awarded the Joyce Fordyce Facility Programming Award at the Recreation Facilities Association of BC Conference in Penticton on 2025-APR-30. This award recognizes strong and dedicated contributions to recreation facilities.

Mayor Krog presented the Joyce Fordyce Facility Programming Award to A. Schneider, Recreation Coordinator, Arenas.

9. COMMITTEE MINUTES:

The following Committee Minutes were received:

- Minutes of the Design Advisory Panel Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Thursday, 2025-MAR-27, at 4:34 p.m.

10. CONSENT ITEMS:

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

(a) Finance and Audit Committee Meeting 2025-MAY-21

1. Nanaimo Aquatic Centre HVAC

That Council increase the 2026 budget for the Nanaimo Aquatic Centre HVAC Equipment Upgrades project by \$6,740,951 funded by \$1,500,000 from the Facility Development Reserve Fund and \$5,240,951 from the General Asset Management Reserve Fund in the 2025 – 2029 Financial Plan.

2. ERP Project - Budget Increase Request

That Council increase the budget for the ERP project by \$1,900,000 funded by \$200,000 in 2025 and \$900,000 in 2026 from the General Asset Management Reserve Fund and \$800,000 in 2025 from the IT Reserve Fund in the 2025 – 2029 Financial Plan.

3. Nanaimo Curling Club Assessment

That Council direct Staff to prioritize necessary funds to sustain services at the Nanaimo Curling Club facility including a new roof and suitable surface to support ice, while investigating additional programming for the facility.

4. Community Watershed Restoration Grants 2025

That Council approve a total of \$20,000 in accordance with the Community Watershed Restoration Grant Guidelines and Criteria as attached to the Staff Report titled “Community Watershed Restoration Grant 2025”, dated 2025-MAY-21, and that the grant allocations be as follows:

- a) Nanaimo Area Land Trust - \$4,166
Project: Maintenance of Beaver Dam to Secure Flows
- b) Wellington Action Committee - \$3,800
Project: Diver Lake Western Painted Turtle Protection
- c) Pacific Garden Co-Housing - \$7,034
Project: Habitat Restoration Project-Chase River
- d) Wildcoast Ecological Society - \$5,000
Project: East Wellington Park's Ecosystem Restoration and Wildlife Education Program

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5. 2025 Community Environmental Sustainability Project Grant Applications

That Council approve a total of \$20,000 in accordance with the Community Environmental Sustainability Project Grant Guidelines and Criteria as attached to the Staff Report titled “2025 Community Environmental Sustainability Project Grant Applications”, dated 2025-MAY-21, and that the grant allocations be as follows:

- a) Broombusters Invasive Plant Society - \$2,000
Project: Nanaimo Parkway Broom Removal 2025
- b) Frank J Ney Parent Advisory Committee - \$5,000
Project: FJN Elementary Outdoor Classroom
- c) Nanaimo Area Land Trust and Friends of Cottle Creek - \$5,000
Project: Monitoring Riparian Forest Health in Linley Valley
- d) Nanaimo Area Cycling Coalition Society - \$1,000
Project: Cycle in Nanaimo
- e) Nanaimo Science - \$1,500
Project: Science in the Park
- f) Nanaimo Climate Action Hub - \$3,000
Project: Nanaimo Climate Action and Solutions Expo
- g) School District 68: Departure Bay Elementary School - \$2,500
Project: Phase 2 of Wardropper Park Improvements

The motion carried unanimously.

11. REPORTS:

(a) Development Variance Permit Application No. DVP476 - 110 Fry Street

Jeremy Holm, Director, Planning and Development, provided an overview of the report included in the agenda package.

Mayor Krog requested that Council hear anyone wishing to speak with respect to Development Variance Permit No. DVP476 - 110 Fry Street.

No one in attendance wished to speak with respect to Development Variance Permit No. DVP476 - 110 Fry Street.

It was moved and seconded that Council issue Development Variance Permit No. DVP476 for an overheight combined retaining wall and fence at 110 Fry Street with the variances as outlined in the “Proposed Variances” section of the Staff Report titled “Development Variance Permit Application No. DVP476 - 110 Fry Street”, dated 2025-MAY-26. The motion carried unanimously.

(b) Rezoning Application No. RA504 - 335 Third Street

J. Holm, Director, Planning and Development, provided an overview of the report included in the agenda package.

Delegations:

1. Toby Seward, Seward Developments Inc., on behalf of the property owner, provided an overview of the application and the Access Assessment, and requested that Council amend item 4 of the Staff recommendation to allow the submission of a civil engineering design instead of submitting an access assessment, as an access assessment had already been submitted.
2. Paul Chapman spoke regarding opportunities to improve the health of the Cat Stream by requiring riparian restoration and incorporating rain gardens to protect the riparian zone from tire wear toxins.
3. James McRae expressed concerns regarding data provided in the Access Assessment, potential danger to vehicle traffic using the Wharton Street/Howard Avenue intersection, and the potential for increased on-street parking in the area.
4. Gloria Bell expressed concerns regarding the Access Assessment, including the timeframe in which the data was collected and potential inconsistencies in the data and figures provided. They requested that Council disregard the Access Assessment.
5. Pross Chan expressed concerns regarding the accuracy of the Access Assessment data as the information was collected over a single day during the holiday season. They also expressed concern regarding the potential dangers of increased traffic at the Wharton Street and Howard Avenue intersection.
6. Tristan Ruppe expressed concerns, including the following:
 - Their vehicle and others were not counted at the Wharton Street and Howard Avenue intersection during the Access Assessment
 - The Access Assessment was only conducted during peak hours of the day
 - Anticipating increased traffic due to courier and food deliveries to the new development
 - Concerns regarding the use of the "Institute of Transportation Engineers Trip Generation Manual" to analyze the data

7. Christine Johnson, via Zoom, requested that Council require the access to the property be on Third Street, and that public accessible greenspace be considered for this area.

It was moved and seconded that “Zoning Amendment Bylaw 2025 No. 4500.236” (to rezone 335 Third Street from Single Dwelling Residential [R1] to Residential Corridor [COR1]) pass first reading. The motion carried unanimously.

It was moved and seconded that “Zoning Amendment Bylaw 2025 No. 4500.236” pass second reading. The motion carried unanimously.

It was moved and seconded that “Zoning Amendment Bylaw 2025 No. 4500.236” pass third reading. The motion carried unanimously.

It was moved and seconded that Council direct Staff to secure items 1, 2, and 3 outlined in the “Conditions of Rezoning” section of the Staff Report titled “Rezoning Application No. RA504 - 335 Third Street” dated 2025-MAY-26, as conditions of “Zoning Amendment Bylaw 2025 No. 4500.236”, prior to final adoption of the bylaw.

It was moved and seconded that the motion be amended to add the words “and that 10 percent of the Community Amenity Contribution be allocated towards restoration efforts on the adjacent wetland and watercourse.” after the words “prior to final adoption of the bylaw”.

The vote was taken on the amendment.

The motion carried unanimously.

The vote was then taken on the main motion, as amended, as follows:

That Council direct Staff to secure items 1, 2, and 3 outlined in the “Conditions of Rezoning” section of the Staff Report titled “Rezoning Application No. RA504 - 335 Third Street” dated 2025-MAY-26, as conditions of “Zoning Amendment Bylaw 2025 No. 4500.236”, prior to final adoption of the bylaw, and that 10 percent of the Community Amenity Contribution be allocated towards restoration efforts on the adjacent wetland and watercourse. The motion, as amended, carried unanimously.

It was moved and seconded that Council direct Staff to secure a restriction on driveway access from the property to Wharton Street and Georgia Avenue as a condition of “Zoning Amendment Bylaw 2025 No. 4500.236”, prior to final adoption of the bylaw. The motion carried.

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

Council recessed the Meeting at 9:02 p.m.
Council reconvened the Meeting at 9:10 p.m.

(c) Consideration of Postponed Motion re: Loudon Park Development

Delegations:

1. Craig Rutherford spoke regarding a need for upgrades/enhancements at Loudon Park to address issues such as the accessibility of the facility, rowing equipment being exposed to the elements, and challenges transporting boats to the water.
2. Danielea Castell spoke regarding the importance of the project and expressed concerns regarding the tree canopy being reduced. They requested that Council defer approval of the project in order to investigate other options.
3. Jennifer Mckenzie noted issues at Loudon Park including a lack of access to water and electricity for events, and a need for a heated enclosure to warm up.
4. Gino Fournier spoke regarding the need for an accessible facility at Loudon Park.
5. Denise Winter and Ashley Manlow, Nanaimo Canoe and Kayak Club (NCKC), spoke regarding the many initiatives and programs run by the NCKC, and requested that Council invest in Loudon Park development.

[Note: The following motion was postponed from the 2025-MAY-05 Regular Council Meeting.]

The following motion was now on the floor for consideration:

“That Council direct Staff to:

- Increase the budget by \$1,876,373 funded from the Special Initiatives Reserve to proceed with the Boat Storage and Club Building from the alternative design for the Loudon Park improvements as outlined in the report titled “Loudon Park Improvements” dated 2025-MAR-19; and,
- Prepare a concept plan for a washroom, multi-purpose and fitness building on the general area of the existing washroom building.”

It was moved and seconded that the following motion be postponed indefinitely:

“That Council direct Staff to:

- Increase the budget by \$1,876,373 funded from the Special Initiatives Reserve to proceed with the Boat Storage and Club Building from the alternative design for the Loudon Park improvements as outlined in the report titled “Loudon Park Improvements” dated 2025-MAR-19; and,
- Prepare a concept plan for a washroom, multi-purpose and fitness building on the general area of the existing washroom building.”

The motion carried unanimously.

It was moved and seconded that Loudon Park Development be referred back to Staff in order to provide a range of options for the Loudon Park Development. The motion carried.

Opposed: *Councillor Perrino*

(d) Covenant Amendment Application No. CA21 - 1179 Seafield Crescent

J. Holm, Director, Planning and Development, provided an overview of the report provided in the agenda package.

It was moved and seconded that Council direct Staff to proceed with public notification prior to consideration of Covenant Amendment Application No. CA21 for 1179 Seafield Crescent at an upcoming Council meeting. The motion carried unanimously.

(e) Repainting of Nanaimo Sign at Maffeo Sutton Park

D. Osborne, Director, Parks, Recreation and Culture, provided an overview of the report included in the agenda package.

It was moved and seconded that Council direct Staff to commission a new design for the letter “O” for the Nanaimo sign at Maffeo Sutton Park through the City’s Urban Design Roster for 2025, and direct Staff to explore the feasibility of establishing an annual public design call for future years. The motion carried.

Opposed: *Mayor Krog, Councillors Armstrong and Thorpe*

(f) Form and Character Design Guidelines Project

J. Holm, Director, Planning and Development, provided an overview of the report included in the agenda package.

It was moved and seconded that “Zoning Bylaw Amendment Bylaw 2025 No. 4500.235” (a bylaw to amend the landscape regulations and to replace DPA8 design guidelines) pass first reading. The motion carried unanimously.

It was moved and seconded that “Zoning Bylaw Amendment Bylaw 2025 No. 4500.235” pass second reading. The motion carried unanimously.

It was moved and seconded that Council direct Staff to proceed to a public hearing for “Zoning Bylaw Amendment Bylaw 2025 No. 4500.235” prior to consideration of third reading and final adoption, as required by Section 464 of the *Local Government Act*. The motion carried unanimously.

It was moved and seconded that Council endorse the Form and Character Design Guidelines (2025) as attached to the Staff Report titled “Form and Character Design Guidelines Project”, dated 2025-MAY-26. The motion carried unanimously.

(g) Off-Street Parking Regulations Bylaw Amendments - Downtown Urban Centre

J. Holm, Director, Planning and Development, provided an overview of the report included in the agenda package.

It was moved and seconded that “Off-Street Parking Regulations Amendment Bylaw 2025 No. 7266.04” (to eliminate minimum parking requirements in the Downtown Urban Centre) pass first reading. The motion carried unanimously.

It was moved and seconded that “Off-Street Parking Regulations Amendment Bylaw 2025 No. 7266.04” pass second reading. The motion carried unanimously.

It was moved and seconded that Council direct Staff to proceed to a public hearing for Bylaw 7266.04 prior to consideration of third reading and final adoption, as required by Section 2.3 of the “Off-Street Parking Regulations Bylaw 2018 No. 7266”. The motion carried unanimously.

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12. NOTICE OF MOTION:

- (a) Councillor Eastmure Notice of Motion re: Housing as a Human Right UBCM Resolution

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

“That Council direct Staff to submit the following resolution to the Union of BC Municipalities (UBCM) for consideration at their 2025 Annual General Meeting and Convention:

WHEREAS recognizing housing as a human right fundamentally shifts government motivations by adding critical urgency and responsibility to ensure access to affordable housing (meaning housing costs are aligned with income) through policies that prevent homelessness, address the escalating housing and homelessness crisis, eliminate discrimination, and prioritize the needs of vulnerable and marginalized populations;

AND WHEREAS the Government of Canada affirmed the right to housing as a matter of international law and enshrined it domestically through the *National Housing Strategy Act* (2019), recognizing housing as a human right and establishing mechanisms for accountability and inclusion;

THEREFORE, BE IT RESOLVED that the UBCM call for the British Columbia Government to enshrine housing as a human right in legislation and forthcoming housing and homelessness strategies, ensuring that housing policy in British Columbia is grounded in principles of equity, accessibility, accountability, and the inherent dignity of all people.”

13. OTHER BUSINESS:

- (a) Councillor Thorpe Motion re: Quarterly Updates from Tourism Nanaimo, Nanaimo Prosperity Corporation and Nanaimo Systems Planning Organization

It was moved and seconded that Council require Tourism Nanaimo, the Nanaimo Prosperity Corporation and the Nanaimo Systems Planning Organization to provide their future updates to Council on a semi-annual, rather than quarterly basis. The motion carried unanimously.

14. QUESTION PERIOD:

Council received three (3) questions from the public regarding agenda items.

Councillor Armstrong vacated the Shaw Auditorium at 10:20 p.m.

15. ADJOURNMENT:

It was moved and seconded at 10:22 p.m. that the meeting adjourn. The motion carried unanimously.

MAYOR

CERTIFIED CORRECT:

CORPORATE OFFICER



MINUTES

ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS MEETING

Wednesday, March 12, 2025, 4:00 P.M.
Boardroom, Service and Resource Centre
411 Dunsmuir Street, Nanaimo, BC

Present: Councillor H. Eastmure, Chair
Councillor S. Armstrong
L. Derksen, At Large Member* (joined at 4:02 p.m.)
S. Enns, At Large Member
R. Harlow, At Large Member
T. Hirasawa, At Large Member
B. Kinrade, At Large Member* (joined at 4:06 p.m.)
J. Maffin, At Large Member*
S. Pump, At Large Member*
A. Stuart, At Large Member
N. Sugiyama, At Large Member*

Absent: T. Brzovic, At Large Member
S. Roden, At Large Member

Staff: B. Sims, General Manager, Engineering and Public Works
D. Osborne, Director, Parks, Recreation and Culture
N. Vracar, Deputy Corporate Officer
C. Davis, Deputy Director, Parks and Natural Areas
L. Clarkson, Manager, Recreation Services
J. Rose, Manager, Transportation
K. Lundgren, Zoom Moderator
L. Young, Recording Secretary

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

1. CALL THE MEETING TO ORDER:

The Advisory Committee on Accessibility and Inclusiveness (the Committee) Meeting was called to order at 4:00 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 Advisory Committee on Accessibility and Inclusiveness held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2025-JAN-08 at 4:00 p.m., be adopted. The motion carried unanimously.

L. Derksen joined the meeting electronically at 4:02 p.m.

4. PRESENTATIONS:

(a) Westwood Lake Park Accessible Wayfinding Signage

Introduced by Charlotte Davis, Deputy Director, Parks and Natural Areas.

Presentation:

1. Kelsi Hurlbut, Principal Landscape Architect, The TULA Project, provided an on-screen presentation included in the agenda package advising the following:
 - The TULA Project is working on designing accessible wayfinding signage for all of Westwood Lake Park (the park) in conjunction with the Westwood Lake Beach Enhancements and Washroom Upgrades
 - There are many defined standards regarding accessible wayfinding indoor signage; however, accessible outdoor wayfinding signage standards are less comprehensive

B. Kinrade joined the meeting electronically at 4:06 p.m.

- Requested feedback regarding the location of signage at First Beach

Committee discussion took place. Highlights included:

- The welcome signage displaying the park name and some directional arrows would face north to greet people as they enter the park via Westwood Road
- Suggestion to change the wording on the directional vehicular signage from “First Beach” to “First Beach Parking”, “Second Beach” to “Second Beach Parking”, and move “Boat Launch” to the bottom of the sign
- Directional pedestrian signage is intended to direct users once they have entered the park
- The potential to add another sign in the parking lot to indicate how to get to parking for Second Beach
- A suggestion to include signage that directs users to accessible parking
- Concerns regarding the directional vehicular sign at the park entrance being placed on the left side of the road and potentially blocking vision
- Directional pedestrian signs are intended to be placed at points in the park where small decisions about direction will be made. These signs are flagpole design with arrows and a small map
- A lack of standards for braille on outdoor signage is a systemic issue
- Importance of all relevant signage information being available to people with visual impairments

Kelsi Hurlbut, Principal Landscape Architect, The TULA Project, continued the presentation and reviewed the colour palette options for wayfinding and signage in the park.

Committee discussion took place regarding the colour palette options with the observation that blue provides more contrast against the brown and green colours in the forest.

It was moved and seconded that the Advisory Committee on Accessibility and Inclusiveness recommend that Council endorse blue as the colour palette for Westwood Lake Park wayfinding and signage as part of the Westwood Lake Park Amenity Improvements project. The motion carried unanimously.

Committee and Staff discussion continued. Highlights included:

- A suggestion to include significant accessibility points on the park maps
- If Committee members have additional feedback regarding accessible wayfinding and signage they can send their suggestions to C. Davis, Deputy Director, Parks and Natural Areas

5. REPORTS:

(a) Parking and Curbside Management: Accessibility Challenges and Opportunities in Nanaimo

Jamie Rose, Manager, Transportation, provided an on-screen presentation included with the report in the agenda package and advised the following:

- Due to quickly evolving industry standards, the City is conducting a Citywide Parking Review and Bylaw Update
- A survey is available on the Get Involved Nanaimo website and the deadline has been extended to 2025-MAR-28
- Encouraged Committee members to complete the survey, and provide specific feedback regarding accessibility challenges and opportunities

Committee discussion took place. Highlights included:

- Concerns regarding the accessible parking in the Gordon Street Parkade due to the reliance on the elevators to get to Commercial Street
- Concerns regarding medical facilities not offering enough accessible parking spaces
- The angle parking on Wesley Street can be a challenge from an accessibility standpoint due to the orientation of spaces and lack of aisle space
- The importance of encouraging alternative modes of transportation to increase availability of accessible parking
- Potential to create temporary accessible parking spaces for special events
- The importance of clearing accessible spaces during snow events

- Concerns regarding a lack of visitor parking in newer developments putting pressure on on-street parking and preventing those with mobility issues from parking within a reasonable distance of their destination
- The impact of recent Provincial legislation regarding reduced parking requirements in new developments
- The importance of on-street accessible parking spaces with curb cuts nearby
- The importance of enforcement for maintaining available accessible parking stalls

6. OTHER BUSINESS:

(a) Verbal Update re: Bylaw Update for Accessible Parking in Parkades

J. Rose, Manager, Transportation, advised the Committee that the City is updating “Traffic and Highways Regulation Bylaw 1993 No. 5000” to remove unclear language regarding accessible parking in parkades. Signage will be used to provide clarity on accessible parking downtown.

(b) Verbal Update re: Neck Point Park Parking Lot

C. Davis, Deputy Director, Parks and Natural Areas, advised the Committee that several updates were made to the Neck Point Parking Lot after receiving feedback from the Committee at the 2025-JAN-08 meeting, including curb cuts for accessible parking spaces, multiple locations for accessible parking spaces, a trailway for parking spaces, and a second raised crosswalk. Staff expect the parking lot to be completed later this year.

(c) Verbal Update re: Leisure Economic Access Pass (LEAP)

Darcie Osborne, Director, Parks, Recreation and Culture, advised the Committee that the City launched its partnership with the Port Theatre for the LEAP Program. The Port Theatre offered 30 free tickets to all LEAP Programs users through the Theatre Angels Program for a show called “A Simple Space”, and all the tickets were claimed in less than an hour. The City is excited to continue this partnership with the Port Theatre and seek other potential partners.

(d) Verbal Update re: Local Community Accessibility Grant

D. Osborne, Director, Parks, Recreation and Culture, advised the Committee that the City received a \$25,000 Local Community Accessibility Grant through the Social Planning and Research Council of BC (SPARC BC) to purchase and install seven hearing devices for the front counters at

the recreation centres. This project is now complete, with the exception of one wicket at the Beban Park Pool. The City also allocated operational funds to purchase one more hearing device for the front counter at the Beban Park Social Centre.

Committee and Staff discussion took place regarding the details of the grant, which was a one-time grant of up to \$25,000.

7. QUESTION PERIOD:

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

Committee and Staff discussion took place regarding the Transportation 2025 Workplan which was presented to the Committee at the 2025-JAN-08 Meeting. Staff will provide an update regarding the progress of the Workplan at a future Committee meeting.

8. ADJOURNMENT:

It was moved and seconded at 5:36 p.m. that the meeting adjourn. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

DEPUTY CORPORATE OFFICER



MINUTES

MAYOR'S LEADERS' TABLE MEETING

Friday, March 21, 2025, 8:30 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
Erralyn Joseph, Councillor, and Assistant Negotiator, for
Snuneymuxw First Nation* (joined at 8:49 a.m.)
Bob Moss, Partner, Tectonica Management
Dave Witty, Past Chair Nanaimo Airport Commission
- Absent:** Richard Horbachewski, Chief Advancement Officer and AVP
External Relations, Vancouver Island University
Mark Walsh, Secretary-Treasurer, Nanaimo Ladysmith Public
School District 68
- Staff:** B. Sims, General Manager, Engineering and Public Works
N. Vracar, Deputy Corporate Officer
K. Lundgren, Zoom Moderator
J. Vanderhoef, Recording Secretary

1. CALL THE MEETING TO ORDER:

The Mayor's Leaders' Table (the Table) Meeting was called to order at 8:30 a.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add new Agenda Item 6(a) Discussion re: Potential City Position, Director of Housing, and reorder subsequent agenda items.

3. ADOPTION OF AGENDA:

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

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the minutes of the Mayor's Leaders' Table Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Friday, 2024-DEC-13, at 8:33 a.m. be adopted. The motion carried unanimously.

5. AGENDA ITEMS:

(a) Coordinated Strategic Planning for Nanaimo's Key Institutions

Donna Hais, Member, Mayor's Leaders' Table, reviewed the diagram titled "Who is Nanaimo" (the diagram) included in the agenda package and noted the following:

- There is no clear definition, or identity, within the community about "who is Nanaimo" or what the goals are and there is a need to build social licence to create community buy-in and ownership
- That the Port of Honolulu refers to itself as a hub and how Nanaimo is also a hub with similar attributes and unique qualities which cannot be found in other local municipalities
- The Port of Nanaimo has the greatest potential for growth and impact on gross domestic product (GDP) of any port in Canada
- The contributions of various organizations listed on the diagram and how they impact the community. Highlights included:
 - The Nanaimo Port Authority is involved in supply chain and transportation which can provide opportunities for food security through its logistics hub and provides enhanced transportation options over and above ferry services which could increase the opportunities for businesses to relocate
 - Vancouver Island University (VIU) provides business programs to grow the local businesses sector
 - The Nanaimo Airport is enthusiastic to join the discussion and share their new Master Plan. They are directly tied to transportation and tourism
 - The Nanaimo General Hospital (the Hospital) is a tertiary hospital; therefore, it is tied to VIU. There is a desire to work with VIU towards a cancer technician training program. Noted ongoing discussions with the City regarding the potential for family doctor facilities in the proposed South End Community Centre
 - School District 68 (SD68) is conducting innovative partnerships with Island Health through the hospital campus

- to create daycare seats which was previously identified as a deterrent in attracting new doctors to Nanaimo
- The Nanaimo Chamber of Commerce is planning to propose policy during the upcoming BC Chamber Annual General Meeting and Conference regarding federal funding that is now available to provinces to create health care solutions, and will also be spearheading discussions regarding establishing a Provincial “Port First Policy”
- The City is involved in the housing conversations impacting the community (in collaboration with the Nanaimo Systems Planning Organization (SPO)) and is collaborating with community groups regarding the proposed South End Community Centre
- Snuneymuxw First Nation (SFN) are working on several projects and expressed a desire to hear from the Nation regarding their ongoing and upcoming initiatives
- A desire for a cohesive voice to represent both the not-for-profit sector and the Arts and Culture sector to more cohesively align them with the overall diagram

Donna Hais, Member, Mayor's Leaders' Table, outlined the desired next steps:

- Filling in gaps and adding organizations not yet included in the diagram
- Putting forward a motion to Council seeking their support for the process of coordinating a strategic plan (including how it will be funded)
- Delegating an organization like the Nanaimo Prosperity Corporation (NPC) to work with the Mayor's Leaders' Table, and City staff, to prepare a draft strategic plan (or charter) outlining steps for implementation

Erralyn Joseph, Member, Mayor's Leaders' Table, joined the meeting electronically at 8:49 a.m.

Table discussion took place regarding the preference for a charter versus a strategic plan to empower action. A charter would outline who we are as a community and what our goals are. The document would be signed by all the collaborating organizations and stakeholders.

Dave Witty, Member, Mayor's Leaders' Table, offered to find examples of charters from other Cities to share with members of the Table.

Presentation:

1. Colin Stansfield, Chief Executive Officer, Nanaimo Prosperity Corporation, provided an on-screen presentation. Highlights included:
 - The importance of connectivity and working in collaboration to present a unified vision to higher levels of government
 - Taking advantage of current opportunities for resource optimization and enhanced competitiveness
 - The NPC has the capacity to take on drafting a strategic plan/charter initiative and suggested a "living systems" approach

Table discussion took place regarding capitalizing on current opportunities through a coordinated effort and it was requested that Petroglyph Development Group be added to the diagram noting their connections to transportation, trade, tourism, hospitality and other sectors.

(b) Review and Discussion of Mid-Island Strategic Vision (Charter)

Bill Sims, General Manager, Engineering and Public Works, provided an overview of the handouts provided in the agenda package and advised that Staff had collected publicly available documents from organizations discussed during the previous Table meeting and summarized that information into one document as a starting point for discussion. They noted the coherence that already exists between organizations and identified the following common themes: sustainability, environmental responsibility, community well being and inclusivity, economic development and innovation, collaboration and partnership, reconciliation and cultural respect.

Table discussion took place. Highlights included:

- The evolution of the Mayor's Leaders' Table and how its current role could bring previous pieces (e.g. ReImagine Nanaimo) together to implement a strategic plan (or charter) for the community
- It was considered too early to determine a mission statement at this stage
- It was requested that the Table provide suggestions to complete the diagram discussed earlier in the meeting

- Feedback from Table members will be provided to Donna Hais, Member, Mayor's Leaders' Table, to forward to Colin Stansfield, Chief Executive Officer, Nanaimo Prosperity Corporation, to update the diagram

Table discussion continued regarding the need to gather more input and gain a better understanding of the potential framework for a charter before presenting the concept to Council. A desire was expressed to have a charter completed and signed by the end of 2025.

6. OTHER BUSINESS:

(a) Discussion re: Potential City Position, Director of Housing

Bob Moss, Member, Mayor's Leaders' Table, put forward a suggestion that the City consider establishing a new Director of Housing position to identify specific housing projects and initiatives that need to be moved forward. The proposed position would work with community members and lobby other levels of government for support.

Table discussion took place. Highlights included:

- Comparable work that is currently being done by senior City Staff
- Concerns regarding the cost associated with creating a new position and public perception/opposition to further taxation and spending
- The City is seeing a reduction in the number of building permits being issued
- The Vancouver Sun reported that the Provincial Government is considering abandoning one aspect of their 2023 housing plan "Homes for People" related to incentives to build secondary suites due to a lack of interest and concern from landlords around dealing with challenging tenants
- It was noted that in Europe many countries provide different types of government housing, whereas, in Canada the Federal Government stopped providing social housing in the 1990s
- The City may need to consider creative ways to fund the proposed position such as redirecting financial resources or seeking funding from the Province
- The importance of creating impactful jobs in the community to increase the mean income for individuals struggling to make ends meet and how the lack of housing infrastructure is deterring businesses from moving to Nanaimo

- Asking Dale Lindsay, Chief Administrative Officer, and/or Jeremy Holm, Director, Planning and Development, to explain what is currently in place to avoid duplication of efforts
- The Nation has found that it requires a substantial number of resources to see change within a lifetime and the Nation is struggling to catch up with the number of housing requests it receives. SFN has signed a Memorandum of Understanding (MOU) with BC Housing and is working with the City and BC Housing on several housing initiatives
- Petroglyph Development Group is working with VIU to develop a land use concept and preliminary feasibility ideas for upwards of 5,000 units on the SFN territory commonly referred to as the “DND” lands; however, major infrastructure is required to move that initiative forward

(b) Next Meeting Date

The next scheduled meeting date for the Mayor's Leaders' Table is 2025-MAY-16.

7. ADJOURNMENT:

It was moved and seconded at 10:01 a.m. that the meeting adjourn. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

DEPUTY CORPORATE OFFICER



MINUTES

SPECIAL MAYOR'S LEADERS' TABLE

Friday, May 16, 2025, 8:32 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
Richard Horbachewski, Chief Advancement Officer and AVP
External Relations, Vancouver Island University
Bob Moss, Partner, Tectonica Management
Mark Walsh, Secretary-Treasurer, Nanaimo Ladysmith Public
School District 68
Dave Witty, Past Chair, Nanaimo Airport Commission

Absent: Erralyn Joseph, Councillor, and Assistant Negotiator, for
Snuneymuxw First Nation

Staff: B. Sims, General Manager, Engineering and Public Works
N. Vracar, Deputy Corporate Officer
N. Sponaule, Communications Advisor
K. Lundgren, Recording Secretary

1. CALL THE MEETING TO ORDER:

The Special Mayor's Leaders' Table Meeting was called to order at 8:32 a.m.

2. INTRODUCTION OF LATE ITEM:

- (a) Agenda Item 5(d) Roundtable Discussion – Add Agenda Item 5(d)(1)
Discussion re: Housing.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the minutes of the Mayor's Leaders' Table Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Friday, 2025-MAR-21 at 8:30 a.m. be adopted. The motion carried unanimously.

5. AGENDA ITEMS:

(a) Coordinated Strategic Planning for Nanaimo's Key Institutions - Discussion Continued from 2025-MAR-21 Meeting

Donna Hais, Member, Mayor's Leaders' Table, introduced updates to the chart titled "Who is Nanaimo" since the 2025-MAR-21 Mayor's Leaders' Table Meeting which included the addition of the Mid Island Business Initiative (MIBI) and Nanaimo Foundation.

Table discussion took place. Highlights included:

- Considerations regarding the following additions to the "Who is Nanaimo" chart:
 - Adding the Nanaimo Art Gallery to the Arts and Culture section and the understanding that a City representative is the culture champion for the entire community
 - Adding the Regional District of Nanaimo (RDN) under the Transportation section
- Nanaimo Prosperity Corporation (NPC) is partnering in this coordinated strategic planning process
- Sharing the benefits of the Doughnut Economics model with the private sectors
- The objective is to have all key partners sign a "Community Charter" agreeing to work together on this process

(b) Charter Definition and Potential Application in Nanaimo

Dave Witty, Member, Mayor's Leaders' Table, spoke regarding his research on the potential use of a "Community Charter" to guide the Mayor's Leaders' Table and provided an overview of the document titled "Charter Definition and Potential Application in Nanaimo" as attached to the agenda.

Table discussion took place. Highlights included:

- Suggestion to use the term "accord" rather than "charter"
- D. Witty will work with City Staff to put together a "Nanaimo Accord" document as a framework

- This process will need approval from the boards of various organizations and an understanding that there may be challenges getting boards to sign especially with the short timeframe
- There may be opportunities that cannot be identified until all parties are talking at the same table

(c) Work Plan to Develop a Charter

Donna Hais, Member, Mayor's Leaders' Table, outlined the anticipated work plan for the proposed "Nanaimo Accord". Highlights included:

- Anticipated roll out of the Nanaimo Accord (Accord) by the end of 2025 with a launch in January 2026
- Correspondence will be sent to key partners introducing them to the concept of the Accord and its intended outcomes
- Suggested two strategic sessions with the first being an initial meeting with the key partners, invited by the Mayor's Leader's Table, to discuss the process as well as any concerns before moving into a more formalized process
- The second strategic session would be a longer facilitated event including project definitions and agreement on main issues
- Public consultation has previously happened through the Reimagine Nanaimo engagement process
- Anticipated cost of \$50,000 to \$60,000 to prepare the work plan. The NPC has funding available in their budget for this project
- The key partners will not be asked to contribute funding for this process; however, it was acknowledged that the outcomes of this process will likely require funding in the future

Colin Stansfield, Chief Executive Officer, NPC, provided a verbal presentation regarding the phases of the work plan. Highlights included:

- Bringing together shared visions of multiple organizations into one collective document
- The Accord aligns with the NPC mandate
- In-kind contributions (meeting spaces, graphic design, etc.) may be ways that organizations can contribute to the process
- Plan to complete Phase 1: "Building the Accord and Early Opportunity Discovery" by October 2025, in time for the Vancouver Island Economic Summit in Nanaimo

- Phase 2: “Portfolio Development and Prioritization” includes building upon the previous Mayor’s Leaders’ Table Infrastructure Ask Working Group’s work to create a living systems approach

Table discussion took place. Highlights included:

- While Reimagine Nanaimo is a vision, the Accord would be a way to provide direction
- Being able to tie pieces back to the City Plan would give Council some leverage when dealing with other levels of government
- Suggestion to reflect the core functions of each of organization on the “Who is Nanaimo” chart
- The work plan is intended to be a living document that will allow changes and growth even after the Accord is signed
- There are no other communities on Vancouver Island with accords or charters, and most municipalities just have their Official Community Plan
- The importance of getting out of silos in order to thrive as an entire community
- Next steps include forming a recommendation for Council’s support that can also be presented to various boards in the community
- Acknowledging that while the City is helping to support and drive the process, the City would only be one member of the Accord
- Once there is momentum from key partners signing on, others will feel compelled to sign on as well

It was moved and seconded that the Mayor’s Leaders’ Table recommend that Council endorse in principle the proposed work plan to develop the “Nanaimo Accord” as attached to the Mayor’s Leaders’ Table agenda dated 2025-MAY-16. The motion carried unanimously.

(d) Roundtable Discussion

1. Discussion re: Housing

Introduced by Bob Moss, Member, Mayor's Leaders' Table.

- Report titled “Developing a Homelessness Action Plan for Nanaimo: Finding a Way Home” was presented at the 2024-JAN-22 Governance and Priorities Committee (GPC) Meeting
- Attempts have been made to expand the discussion on the topic of housing in the community

D. Witty, Member, Mayor's Leaders' Table, spoke regarding the following:

- Seeking an update from the Nanaimo Systems Planning Organization (SPO) regarding the recommendations presented at the 2024-JAN-22 GPC Meeting
- The primary focus is keeping people housed and away from the street
- The success Finland has had in addressing homelessness using a Housing First model

Table and Staff discussion took place. Highlights included:

- The SPO recently provided an update to Council at the 2025-MAY-12 Governance and Priorities Committee Meeting and referenced expanding the Rent Bank Program
- Optimism with new housing units opening at 1300 Island Highway, 1030 Victoria Road and 1298 Nelson Street (former Travellers Lodge)
- Street disorder relates back to lack of housing, and people being in situations where they can slip into homelessness
- Staff have developed a document titled "Community Safety and Wellbeing: City of Nanaimo's Initiatives and Programs" which summarises the work that the City is doing to address homelessness
- Suggestion to create a senior City staff position related to housing
- The increase in building costs being driven by recent BC Building Code changes, and there are limited options for cost savings for developers
- Suggestion that the topic of housing be a standing item on the Mayor's Leaders' Table agenda

2. The Chair invited members to provide updates through roundtable discussion. Highlights included:

- School District 68 (SD68) received the capital plan response from the Ministry of Education which advised that resources are not available to replace Nanaimo District Secondary School
- Update regarding the projects included in the SD68's next capital plan submission

- The City is in a good position in terms of its debt servicing limit
- The Port of Nanaimo recently broke ground on an expansion project at Duke Point
- Seeing an increase in cruise ships scheduled to visit Nanaimo with four scheduled in 2025 and a potential for sixteen in 2026
- Nanaimo will be taking back the record for World's Largest Nanaimo Bar at Vancouver Island University (VIU) on 2025-MAY-17. The event is to raise money for new ovens for VIU's culinary arts students

6. OTHER BUSINESS:

(a) Next Meeting Date

The next scheduled meeting date for the Mayor's Leaders' Table is Friday, 2025-JUL-04.

7. ADJOURNMENT:

It was moved and seconded at 10:16 a.m. that the meeting adjourn. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

DEPUTY CORPORATE OFFICER

Please click the link below to access the 2025-MAY-16 Special Mayor's Leaders' Table Meeting agenda:

<https://pub-nanaimo.escribemeetings.com/Meeting.aspx?Id=5b4f327c-3cef-45f1-ae37-0cfb9ab28532&Agenda=Agenda&lang=English>

DATE OF MEETING JUNE 9, 2025

AUTHORED BY VICTOR FOCA, PROPERTY AGENT, REAL ESTATE

SUBJECT PROPOSED REMOVAL OF PARK DEDICATION FROM A PORTION OF 1631 NAYLOR CRESCENT (ELAINE HAMILTON PARK)

OVERVIEW

Purpose of Report

To seek Council approval to remove the park dedication from a portion of City-owned parkland located at 1631 Naylor Crescent, Elaine Hamilton Park (previously known as Trofton Park) to dedicate it as road right-of-way in order to provide access through 1618 Extension Road to 1750 Rajeena Way.

Recommendation

That:

1. "Parks Dedication Amendment Bylaw 2025 No. 2255.01" (a bylaw to remove dedication as public park from a portion of "Elaine Hamilton Park" [formerly known as Trofton Park] at 1631 Naylor Crescent for road dedication purposes) pass first reading.
2. "Parks Dedication Amendment Bylaw 2025 No. 2255.01" pass second reading.
3. "Parks Dedication Amendment Bylaw 2025 No. 2255.01" pass third reading.
4. Council authorize the Mayor and Corporate Officer to execute the Road Dedication Agreement to effect the transaction.

BACKGROUND

Seacliff Properties ("Sandstone") Ltd. is in the process of redeveloping lands located in South Nanaimo to facilitate the long-term build-out of a residential, industrial, and mixed-use development as envisioned in the Sandstone Master Plan.

Council, at its meeting held 2024-MAY-27, adopted Bylaw No. 4500.215, RA461, to rezone 1100 Cedar Road, 1505 and 1605 Fielding Road, and 1750 Rajeena Way from Rural Resource (AR1) and Parks, Recreation, and Culture One (PRC1) to Steep Slope Residential (R10), Highway Industrial (I1), Light Industrial (I2), and Comprehensive Development District Zone Thirteen (CD13) (the "Sandstone Lands", Attachment A).

The Sandstone Lands cover a large area in south Nanaimo, adjacent to the Regional District of Nanaimo. The lands are intersected by the Island Highway and the Duke Point Highway. On the east side of the Island Highway, the properties are adjacent to the Nanaimo Regional Landfill and the Snuneymuxw First Nation No. 2 Reserve. West of the Island Highway, a portion of the site is located at the edge of the established Chase River and Cinnabar Valley neighbourhoods.

Within the RA461 rezoning report individual parcels were referred to as "Development Areas" (DA). Development Area 6 (Cinnabar Valley Neighbourhood Precinct) – 1750 Rajeena Way "DA6"

is located on the west side of the Island Highway and is a hilly site with a number of watercourses and wetlands present. Informal trails cross the site connecting with existing trail networks at Elaine Hamilton Park and Richards Marsh Park. Abutting public streets include Healy Road, Rajeena Way, Trofton Road, and Roberta Road South. DA6 is also flanked by the Island Corridor Foundation corridor (formerly E&N Railway) to the east.

A condition of the rezoning was that Sandstone and the City enter into a Master Development Agreement (MDA) that was secured and registered on the property titles through a Section 219 Covenant. The MDA outlines the works and additional studies that are to be provided by the property owner as the Sandstone lands develop. The MDA contemplates a connection of DA6 to Extension Road to be constructed through Sandstone's property at 1618 Extension Road and though the City-owned Park known as Elaine Hamilton Park at 1631 Naylor Crescent (Attachment B).

To permit the construction of the road right-of-way within the park "Parks Dedication Amendment Bylaw 2025 No. 2255.01 (a bylaw to remove dedication as public park from a portion of "Elaine Hamilton Park" [formerly known as Trofton Park] at 1631 Naylor Crescent for road dedication purposes) will need to be adopted by Council.

In accordance with Section 30(3) of the *Community Charter* a bylaw that removes a reservation or dedication [as park] may only be adopted with approval of the electors. Therefore, in order to proceed, Council is required to have approval of the electors prior to adoption of the Bylaw to remove the park dedication at 1631 Naylor Crescent. Approval of the electors may be received by way of an Alternative Approval Process (AAP). Council may proceed with bylaw adoption, if less than 10% of the electors oppose the proposal by submitting a valid elector response form.

Should Council provide the first three readings of the park dedication removal bylaw, a report following this report, will be presented to Council on tonight's council agenda to outline the AAP process.

DISCUSSION

Elaine Hamilton Park

Elaine Hamilton Park legally described as: Lot A, Section 17, Range 4, Cranberry District, Plan 31536 was dedicated by Council as park through "Parks Dedication Bylaw 1980 No. 2255", on 1980-DEC-15 under the name of Trofton Park. Trofton Park subsequently was renamed in 2006 to Elaine Hamilton Park.

Elaine Hamilton Park consists of approximately 2.96ha (7.31 acres) of land. It is currently improved with field and a washroom/fieldhouse facility. The proposed partial park dedication removal area is approximately 0.418ha (1.03 acres).

The road dedication is located on the north portion of Elaine Hamilton Park. The field will remain intact however the washroom/fieldhouse facility will need to be removed, and a new washroom facility will be rebuilt on the property by Sandstone. Visuals of the proposed road dedication and replaced washroom/fieldhouse facility is shown on Attachments C and D.

While the proposed road alignment has been designed to minimize impacts to existing wetlands and watercourse leave-strips, it is not possible to completely avoid disturbance. Sandstone has engaged a qualified environmental professional to evaluate environmentally sensitive area (ESA) impacts of the proposed road and prepare a mitigation and compensation strategy. In general terms the strategy proposes restoration and habitat enhancement of existing wetland areas as well as creation and enhancement of additional wetland area and leave strip to off-set the impacts and meet the City's net-gain principle.

The specifics of the required environmental mitigation and restoration will be developed through further detailed investigations by qualified environmental professionals as necessary to demonstrate how an increase in the quality and quantity of functional habitat within the ESA and ESA leave strip will be achieved once the proposed development is complete. These details will be reviewed and approved through subsequent ESA development permit approval by the City and *Water Sustainability Act* approval by the Province. Attachment E shows the surveyed creek and the wetland boundary and setback that is located within the proposed road dedication area. The Corvidae Environmental Consulting Inc. memo outlining the proposed mitigation and compensation strategy is included on Attachment F.

Subdivision of DA6 will not be approved unless and until the owner constructs or otherwise secures to the satisfaction of the City, the park amenities and structures of a like kind and size, including a washroom/fieldhouse, to replace those that currently occupy Elaine Hamilton Park that may be impacted by construction of the connecting roadway. Through the subdivision process Sandstone will also be responsible for the costs to construct the road and DA6 is expected to allow up to 600 residential units.

An independent fair market value appraisal for the portion of the park property was prepared and should the park dedication removal bylaw be adopted the City will receive \$45,000 from Sandstone for the dedication of the road.

Staff have reviewed the proposed partial park removal against all City standards and have confirmed that the north portion of Elaine Hamilton Park is surplus to City requirements and could allow for road connection between DA6 and Extension Road to facilitate Sandstone Master Plan vision.

Next Steps:

If Council provides first, second and third reading of "1631 Naylor Crescent, Parks Dedication Amendment Bylaw 2025 No. 2255.01", the next steps will occur:

1. The Mayor and Corporate Officer would execute the Road Dedication Agreement which will be subject to the condition of receiving approval of the electors in accordance with the *Community Charter*;
2. Council would direct Staff to commence the AAP process;
3. Staff would then return to Council with the AAP results; and
4. Should approval by the electors be received Parks Dedication Amendment Bylaw, 2025 No. 2255.01 will be brought forward for adoption. |

OPTIONS

1. That:
 1. “Parks Dedication Amendment Bylaw, 2025 No. 2255.01” (a bylaw to remove dedication as public park from a portion of “Elaine Hamilton Park” [formerly known as Trofton Park] at 1631 Naylor Crescent for road dedication purposes) pass first reading.
 2. “Parks Dedication Amendment Bylaw, 2025 No. 2255.01” pass second reading.
 3. “Parks Dedication Amendment Bylaw, 2025 No. 2255.01” pass third reading.
 4. Council authorize the Mayor and Corporate Officer to execute the Road Dedication Agreement to effect the transaction.
 - The advantages of this option: by providing approval to commence the bylaw process for the removal of a partial park dedication of a partial section of Elaine Hamilton Park for the road dedication area, the approval may be received from the electors, the road dedication requirements may be met, and the Sandstone Master Plan vision can proceed. A new washroom/fieldhouse will be constructed on the park at Sandstone’s cost.
 - The disadvantages of this option: None identified.
 - Financial Implications: the City will receive a payment of \$45,000 from Seacliff Properties (Sandstone) Ltd. Sandstone is responsible for all legal, survey cost and costs to publish the notices as required for the AAP.
2. That Council deny the removal of a partial park dedication of a partial section of City-owned Park located at 1631 Naylor Crescent (Elaine Hamilton Park).
 - The advantages of this option: None identified.
 - The disadvantages of this option: The road requirements that are part of the Sandstone’s Master Plan vision will not be able to be achieved, and an alternative access to DA6 will need to be reevaluated.
 - Financial Implications: The \$45,000 proceeds from the road dedication will not be received. Potential loss of opportunity by not moving along with the Sandstone Master Plan vision and the redevelopment of the washroom/fieldhouse facility.

SUMMARY POINTS

- Sandstone is in the process of redeveloping the land located to the east of Elaine Hamilton Park, as part of their master plan vision with Development Area 6 (DA6) at 1750 Rajeena Way.
- DA6 is located on the west side of the Island Highway and through subdivision it is expected to allow up to 600 residential units.
- To connect DA6 with Extension Road a bylaw needs to be adopted by removing the park dedication from a portion of Elaine Hamilton Park. The bylaw requires approval from the electors through an Alternative Approval Process.
- Elaine Hamilton Park consists of approximately 2.96ha (7.31 acres) of land. It is currently improved with a field and a washroom/fieldhouse facility.
- The proposed partial park dedication removal area is approximately 0.418ha (1.03 acres). The proposed road dedication is located in the north portion of Elaine Hamilton Park, where the existing washroom/fieldhouse facility exists

- Should approval by the electors be received and the subdivision at DA6 proceeds, Sandstone will construct the road, the field will remain intact, and the facility will be replaced with a new facility at Sandstone's cost.
- Staff are seeking Council's authorization for Council to provide first, second and third reading to "Parks Dedication Amendment Bylaw 2025 No. 2255.01" to commence the Alternative Approval Process.

ATTACHMENTS:

ATTACHMENT A: Sandstone Lands

ATTACHMENT B: Location Plan – 1631 Naylor Crescent

ATTACHMENT C: Road Dedication Proposal

ATTACHMENT D: Road Visual Proposal

ATTACHMENT E: Surveyed Creek and the 15m Creek Setback

ATTACHMENT F: Link to Corvidae Environmental Consulting Inc. Mitigation and Compensation Strategy

"Parks Dedication Amendment Bylaw 2025 No. 2255.01" (a bylaw to remove dedication as public park from a portion of "Elaine Hamilton Park" [formerly known as Trofton Park] at 1631 Naylor Crescent for road dedication purposes).

Submitted by:

Nancy Skeels
Manager, Real Estate

Concurrence by:

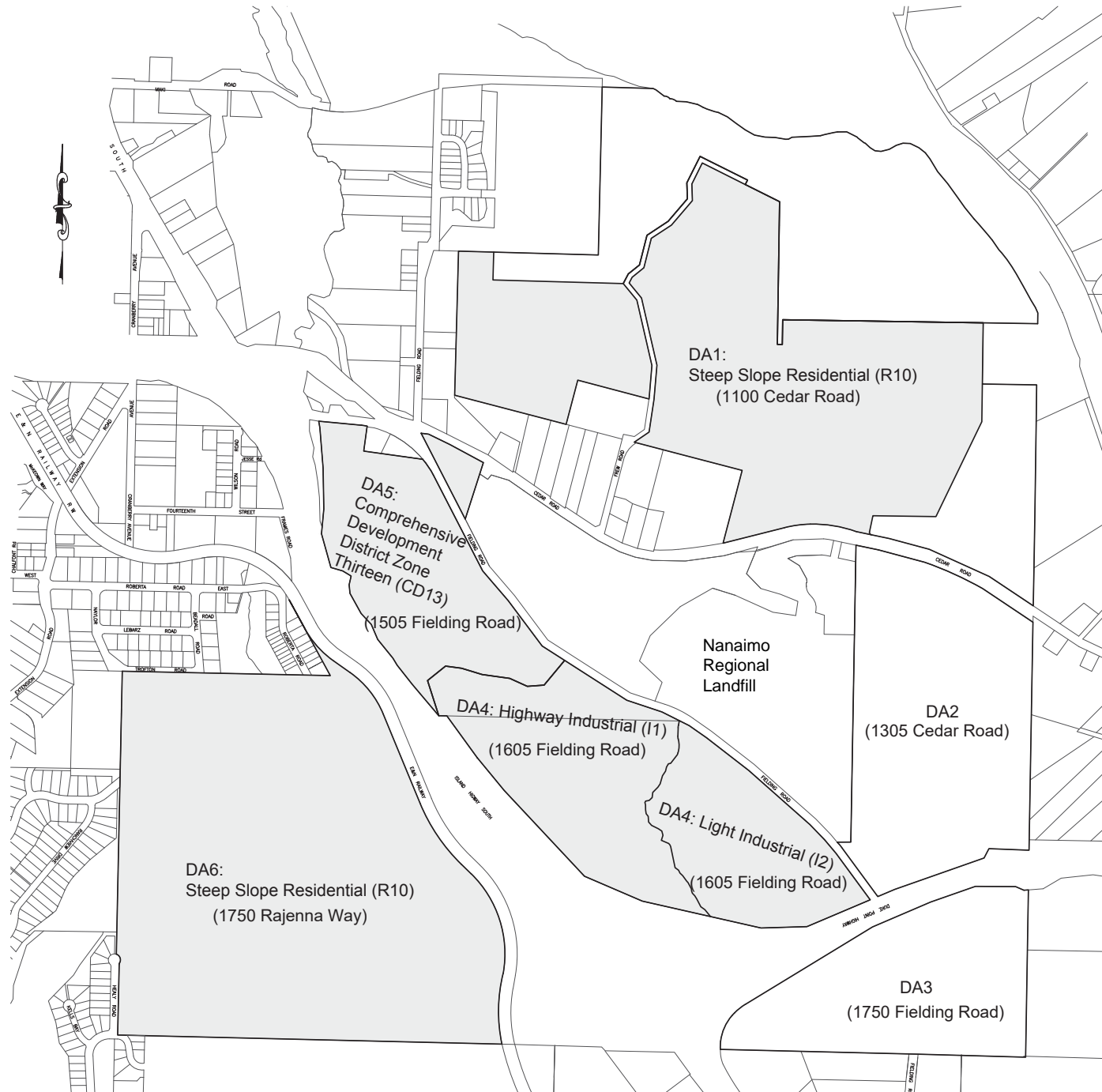
Karen Robertson
Deputy Corporate Officer

Jeremy Holm
Director, Planning and Development

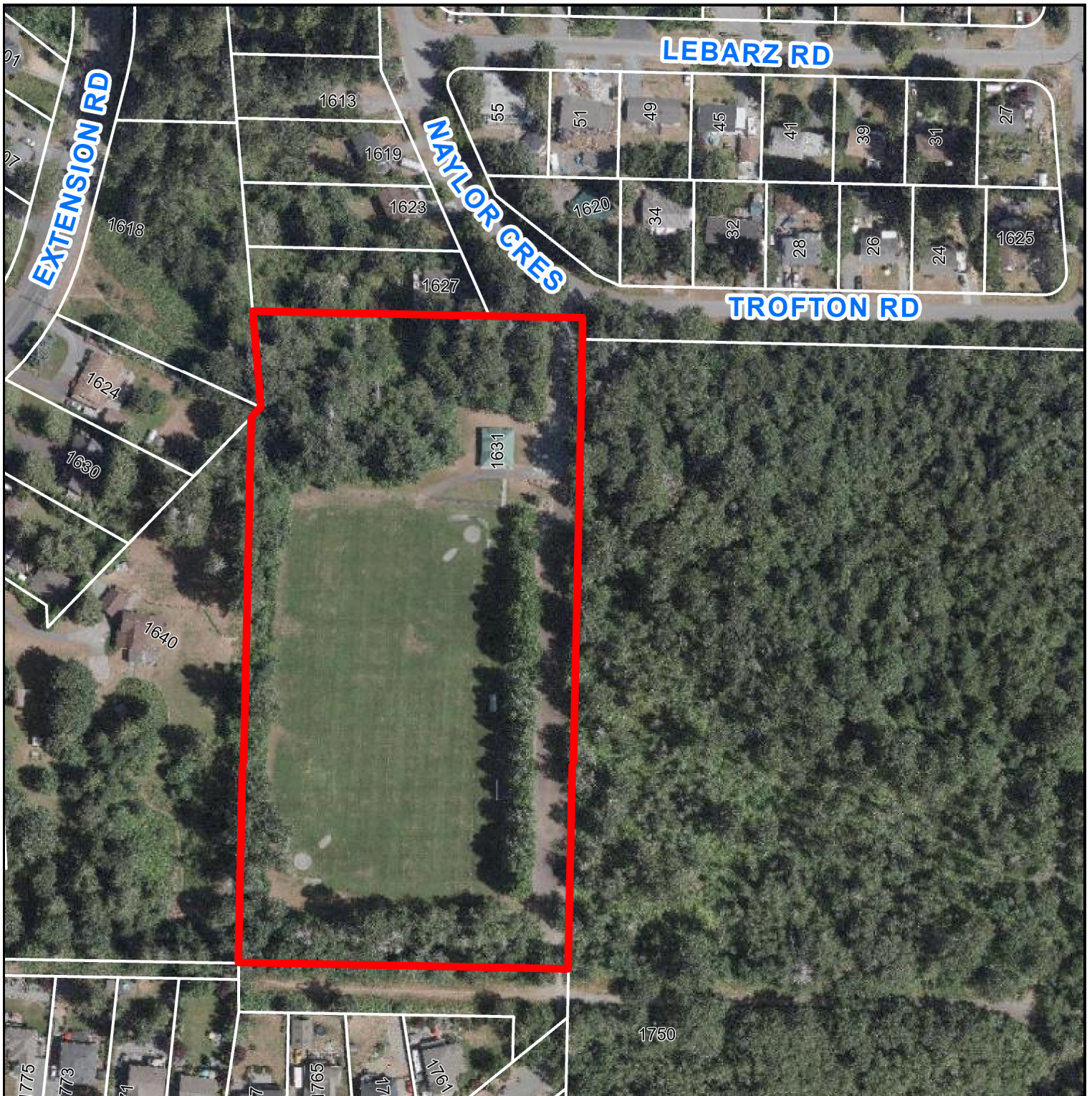
Darcie Osborne
Director, Parks, Recreation & Culture

Kerry Ing
Acting General Manager, Corporate Services

ATTACHMENT A



ATTACHMENT B



LOCATION PLAN



Subject Property

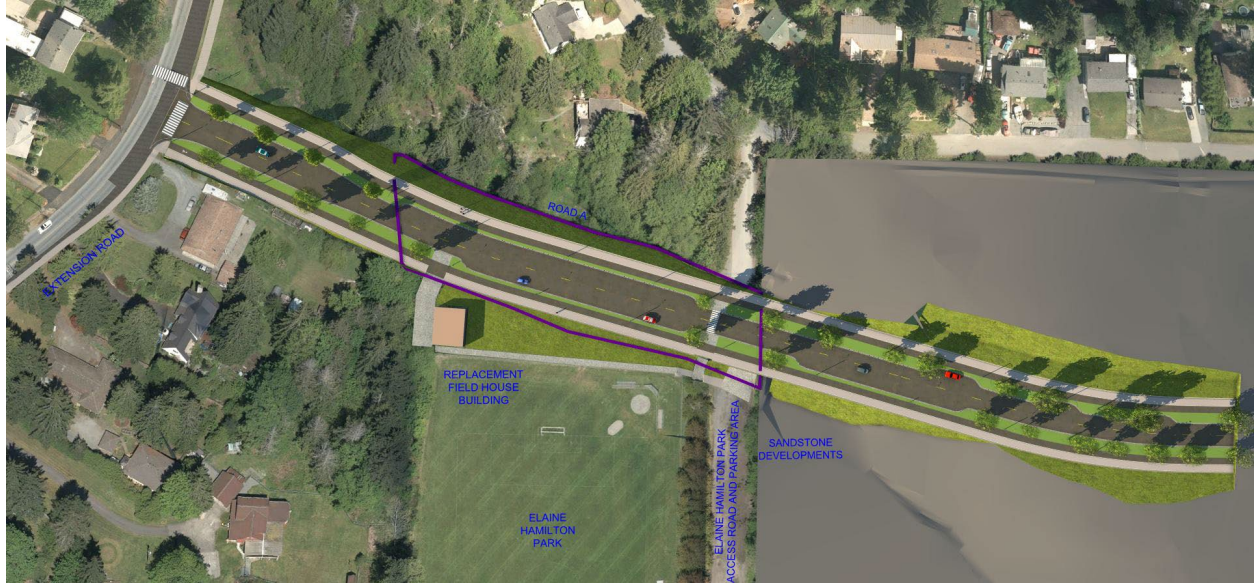
PROPOSED PARTIAL PARK DEDICATION REMOVAL

CIVIC ADDRESS: 1631 NAYLOR CRESCENT

ATTACHMENT C



ATTACHMENT D



4
PLAN 28834

91°

87.989°

20'

Ed. TP, 0.09m OFFLINE

49°

34.480

7.808

03'

TROFTON ROAD

15m CREEK SETBACK

SURVEYED CREEK EXTENTS BY OTHERS

PROPOSED EXTENTS OF ROAD CONSTRUCTION

PART REMAINDER OF LOT A (PARK)
PLAN 31536

EXTENT OF 25m WIDE ROAD CORRIDOR

22.5

22.5

136.156°

54.61561

SRW PLAN 39001

46°

5.530

30.075

30.075

AREA FOR ROAD DEDICATION = 0.418 ha.

PLAN 31536

113°21'06"

38.325

25.0

25.385

112°18'50"

38.475

15'

35.694

17.691

14'

1

PLAN EPP19870

1°12'50"

202.471

ELAINE HAMILTON PARK
(FORMERLY TROFTON PARK)
REMAINDER OF LOT A
PLAN 31536
AREA EXCLUDING ROAD = 2.54 ha.

ATTACHMENT F

https://www.nanaimo.ca/docs/real-estate/corvidae_sandstone_wetland_offset_loa_feb2025final.pdf

CITY OF NANAIMO

BYLAW NO. 2255.01

A BYLAW TO REMOVE DEDICATION AS PUBLIC PARK FROM A PORTION OF "ELAINE HAMILTON PARK" (FORMERLY KNOWN AS TROFTON PARK) AT 1631 NAYLOR CRESCENT FOR ROAD DEDICATION PURPOSES

WHEREAS Section 30(1) of the *Community Charter* authorizes a City to, via bylaw, reserve or dedicate for a particular municipal or other public purpose real property owned by the municipality;

AND WHEREAS pursuant to "Parks Dedication Bylaw 1980 No. 2255" the property legally described as "Lot A, Section 17, Range 4, Cranberry District, Plan 31536" and having a municipal address of 1631 Naylor Crescent and being commonly known as "Elaine Hamilton Park" (formerly "Trofton Park") (hereinafter referred to as the "Property") was dedicated as public park;

AND WHEREAS pursuant to section 30(3) of the *Community Charter*, the Council of the City of Nanaimo wishes to remove the park dedication from a portion of the Property to permit it to be used for road purposes.

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

1. The dedication as public park under "Parks Dedication Bylaw 1980 No. 2255" of that portion of the Property shown as outlined in heavy black and labelled "Road Dedication Area = 0.418 ha." on Schedule A to this Bylaw is hereby removed.
2. The Mayor and Corporate Officer are authorized to execute all documents necessary to carry out the completion of the park dedication removal authorized by this bylaw.
3. This Bylaw may be cited as "Parks Dedication Amendment Bylaw 2025 No. 2255.01".

PASSED FIRST READING: _____

PASSED SECOND READING: _____

PASSED THIRD READING: _____

Notice of the alternative approval process was published in the Nanaimo News Bulletin and on the City of Nanaimo website on the ____ day of _____, 2025, as per Section 94.2 of the *Community Charter*.

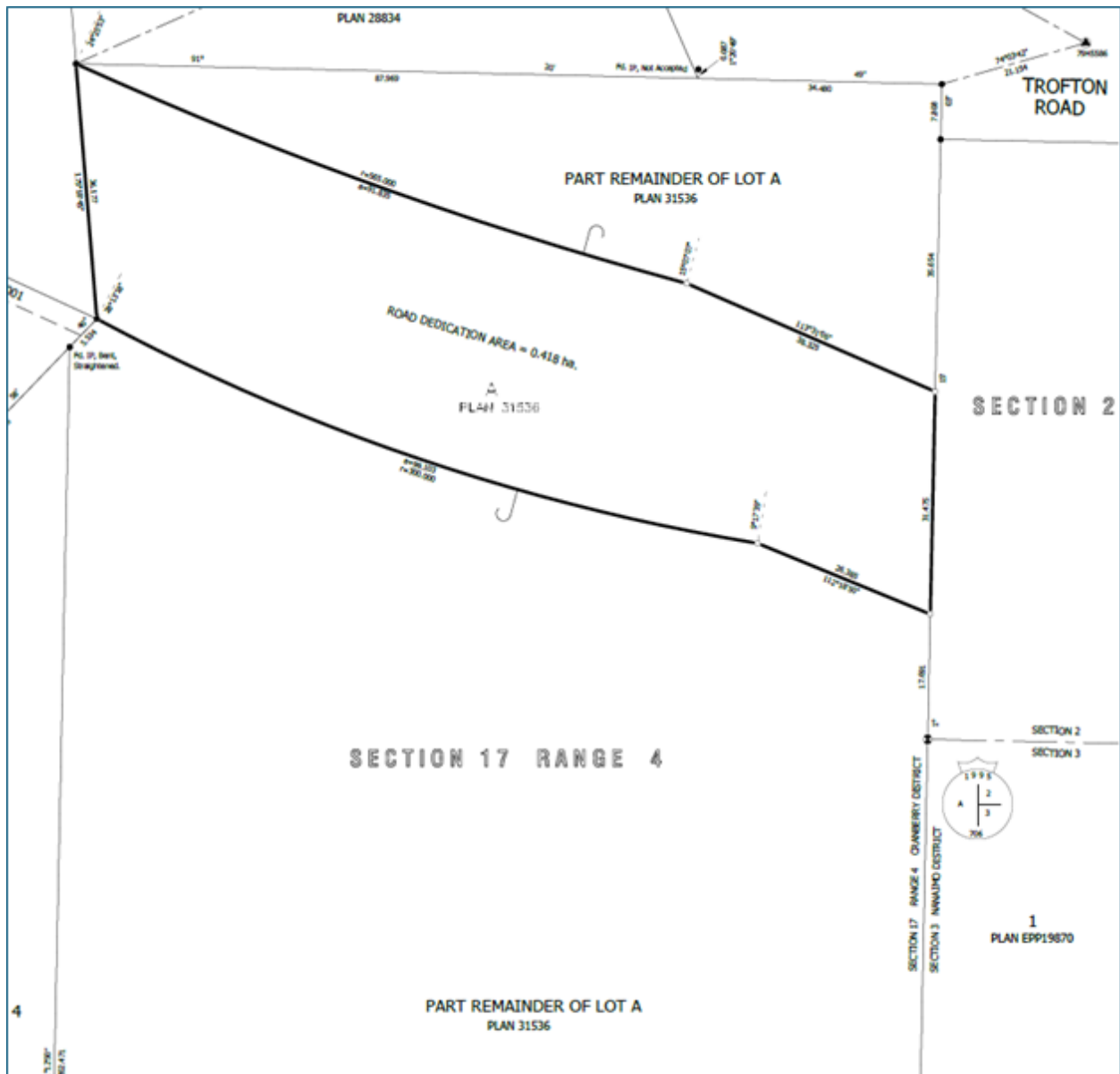
Elector approval in accordance with Section 86 of the *Community Charter* is certified as not having exceeded 10% of the electors of the City of Nanaimo on the ____ day of _____, 2025.

ADOPTED: _____

MAYOR

CORPORATE OFFICER

SCHEDULE A



LOCATION PLAN

CIVIC: 1631 NAYLOR CRESCENT
PORTION OF PARK DEDICATION REMOVAL

Delegation Request

Delegation's Information:

Georgia Desjardins, Seacliff Properties, has requested an appearance before Council.

City: Vancouver

Province: BC

Delegation Details:

The requested date is 2025-JUN-09

Bringing a presentation: Yes

Details of the Presentation: Providing a brief overview of the Sandstone project and the purpose of Seacliff Properties' application.

DATE OF MEETING JUNE 9, 2025

AUTHORED BY KAREN ROBERTSON, DEPUTY CORPORATE OFFICER

SUBJECT ALTERNATIVE APPROVAL PROCESS TO REMOVE PARK DEDICATION FROM A PORTION OF “ELAINE HAMILTON PARK” FOR ROAD DEDICATION PURPOSES – SANDSTONE DEVELOPMENT

OVERVIEW

Purpose of Report

To seek Council approval to proceed with an Alternative Approval Process (AAP) to remove park dedication from a portion of “Elaine Hamilton Park” (formerly known as Trofton Park) at 1631 Naylor Cres. for road dedication purposes to facilitate the Sandstone Development.

Recommendation

That Council:

1. direct the Corporate Officer, or their designate, to undertake an Alternative Approval Process to remove park dedication from a portion of “Elaine Hamilton Park” for road dedication purposes.
2. determine the total number of electors of the area to which the approval process applies (the whole of the City of Nanaimo) to be 7,672.
3. establish a deadline of 4:30 p.m. on Monday, 2025-JUL-21 for receiving elector responses for the Alternative Approval Process in relation to “Parks Dedication Amendment Bylaw 2025 No. 2255.01” (a bylaw to remove dedication as public park from a portion of “Elaine Hamilton Park” for road dedication purposes).
4. approve the Elector Response Form as outlined in Attachment A of the Staff Report titled “Alternative Approval Process to Remove Park Dedication From a Portion of ‘Elaine Hamilton Park’ for Road Dedication Purposes - Sandstone Development”, dated 2025-JUN-09.
5. endorse the AAP Communication and Engagement Strategy as outlined in Attachment C of the Staff Report titled “Alternative Approval Process to Remove Park Dedication From a Portion of ‘Elaine Hamilton Park’ for Road Dedication Purposes - Sandstone Development”, dated 2025-JUN-09.

BACKGROUND

Council approval is being sought to undertake an Alternative Approval Process that would remove park dedication from a portion of “Elaine Hamilton Park” (formerly known as Trofton Park) at 1631 Naylor Crescent for road dedication purposes. This property was purchased in fee simple on 1978-APR-01 and the general park dedication was adopted by the City through “Parks Dedication Bylaw 1980 No. 2255”. For more information on the proposal please refer to the report by Victor Foca, Property Agent, Real Estate titled “Proposed Removal of Park Dedication from a portion of 1631 Naylor Crescent (Elaine Hamilton Park)” attached to this agenda package.

In accordance with Section 30(3) of the *Community Charter* a bylaw that removes a reservation or dedication [as park] may only be adopted with approval of the electors. Therefore, in order to proceed, Council is required to have approval of the electors prior to adoption of the Bylaw Amendment to remove the portion of the park dedication at 1631 Naylor Crescent.

Approval of the electors may be received by way of an Alternative Approval Process (AAP), or assent voting (i.e. referendum). Council may proceed with bylaw adoption, if less than 10% of the electors oppose the proposal by submitting a valid Elector Response Form (Attachment A) in the case of an AAP.

As outlined in the AAP Policy (Attachment B), a high-level Communication and Engagement Strategy has been prepared for Council's consideration (Attachment C).

DISCUSSION

The AAP requires Council approval for the following:

- Fair determination of the number of electors:
 - Section 86(3) of the *Community Charter* requires that a fair determination be made of the total number of electors within the City of Nanaimo, which forms the basis of the 10 per cent threshold. It was determined that there are 76,724 electors in the City of Nanaimo based on the following:
 - 76,251. This number represents the eligible electors on the Provincial voter's list. An updated voter's list was provided by the Province to the City on 2025-MAY-12. It should be noted that the number of eligible electors is less than the previous Alternative Approval Process as the Province recently conducted an audit and purged voters from the list who were inactive or who had passed away.
 - Plus 63 registered non-resident property electors;
 - Plus 410. This represents one month of population growth at 2.2% based on BC Statistics census data.
- Approval of Elector Response Form (Attachment A).
- Bylaw readings (3 readings) must be passed for "Parks Dedication Bylaw 1980 No. 2255.01" by a Council majority. The proposed "Parks Dedication Amendment Bylaw 2025 No. 2255.01" is provided in the report titled "Proposed Removal of Park Dedication from a portion of 1631 Naylor Crescent (Elaine Hamilton Park)" attached to this agenda package.
- Elector Response form Submission Period: Council must establish the deadline for receiving elector responses, a minimum of 30 days after the notice has been published as per Section 86(3.1) of the *Community Charter*. If approved, the notice would be published on Wednesday 2025-JUN-18, and Staff are proposing Monday, 2025-JUL-21 as the AAP closing deadline.

Council Decision on Next Steps:

Elector approval is deemed to have been obtained if less than 7,672 valid Elector Response Forms in opposition to "Parks Dedication Amendment Bylaw 2025 No. 2255.01" are received prior to 4:30 p.m. on Monday, 2025-JUL-21. Council would then be able to consider bylaw adoption. Should 7,672 or more opposition responses be submitted, Council could only consider approving the removal of

park dedication from a portion of “Elaine Hamilton Park” through a successful referendum. If the AAP fails, the developer has stated that rather than move forward with a referendum, it would look to explore alternate connection routes from the existing road network as outlined on page 22 of the Master Development Agreement (which is currently registered as a covenant as part of the conditions for rezoning). That section reads as follows:

“If the Owner is unable to construct the Unnamed Highway because the City cannot remove the park dedication from part of Elaine Hamilton Park as contemplated in Section 6(f) , then the City will consider, taking into account the intent of the Agreement, alternate connection routes from the existing road network” whereby the Developer would work with the City to explore alternate connection routes from the existing road network.”

OPTIONS

Option 1:

That Council:

1. direct the Corporate Officer, or their designate, to undertake an Alternative Approval Process to remove park dedication from a portion of “Elaine Hamilton Park” for road dedication purposes.
 2. determine the total number of electors of the area to which the approval process applies (the whole of the City of Nanaimo) to be 7,672.
 3. establish a deadline of 4:30 p.m. on Monday, 2025-JUL-21 for receiving elector responses for the Alternative Approval Process in relation to “Parks Dedication Amendment Bylaw 2025 No. 2255.01” (a bylaw to remove dedication as public park from a portion of “Elaine Hamilton Park” for road dedication purposes).
 4. approve the Elector Response Form as outlined in Attachment A of the Staff Report titled “Alternative Approval Process to Remove Park Dedication From a Portion of ‘Elaine Hamilton Park’ for Road Dedication Purposes - Sandstone Development”, dated 2025-JUN-09.
 5. endorse the AAP Communication and Engagement Strategy as outlined in Attachment C of the Staff Report titled “Alternative Approval Process to Remove Park Dedication From a Portion of ‘Elaine Hamilton Park’ for Road Dedication Purposes - Sandstone Development”, dated 2025-JUN-09.
- The advantages of this option: Electors would have 33 days to submit their response form, and the AAP process does not require them to appear in person on designated days to express their opinion, making this method of elector consent more convenient for electors.
 - Financial Implications: The costs associated with conducting an AAP is significantly less than conducting a referendum. It is estimated that this Alternative Approval Process could be administered for approximately \$10,000 - \$15,000, with the legal costs such as developing the road dedication agreement, land title fees, advertising, etc. to be borne by the Developer.

Option 2:

That Council direct Staff to hold an Assent Voting Process – “Assent Voting” to consider removing park dedication from a portion of “Elaine Hamilton Park” (formerly known as Trofton Park) at 1631 Naylor Cres. for road dedication purposes to facilitate the Sandstone Development.

- The advantages of this option: A referendum provides a process similar to an election.
- The disadvantages of this option: Conducting a referendum involves the same resources and costs as holding a general election which is estimated to be approximately \$293,000,00.
- Financial Implications: The costs and Staff resources associated with Assent Voting are significant and similar to a general election. Despite this being a developer led project, most of the costs under this option would need to be borne by the City.

Option 3:

That Council provide staff alternate direction.

SUMMARY POINTS

- Council is being asked to proceed with an Alternative Approval Process in relation to the removal of park dedication from a portion of ‘Elaine Hamilton Park’ at 1631 Naylor Crescent for road dedication purposes.
- An Alternative Approval Process may be undertaken by Council in order to move forward with approval of Bylaw 2255.01.
- Should Council move forward with the Alternative Approval Process, there will be opportunity for electors opposed to the proposal to submit an Elector Response Form.
- Elector approval is deemed to have been obtained if less than 7,672 valid Elector Response Forms in opposition to Bylaw No. 2255.01 are received prior to 4:30 p.m. on 2025-JUL-21.

ATTACHMENTS:

Attachment A – Elector Response Form_1631NaylorCrescent Portion of ParkDedicationRemoval

Attachment B – Alternative Approval Process Policy

Attachment C – Elaine Hamilton Park AAP Communications and Engagement Strategy

Submitted by:

Karen Robertson,
Deputy Corporate Officer

Concurrence by:

Sheila Gurrie,
Director of Legislative Services

Jeremy Holm,
Director, Planning and Development

Kerry Ing,
Acting Gen. Mgr., Corporate Services

Darcie, Osbourne,
Director, Parks, Recreation & Culture

Bill Sims, Acting CAO

ATTACHMENT A



ALTERNATIVE APPROVAL PROCESS ELECTOR RESPONSE FORM

"PARKS DEDICATION AMENDMENT BYLAW 2025 NO. 2255.01"

(to remove dedication as public park from a portion of "Elaine Hamilton Park" [formerly known as Trofton Park] at 1631 Naylor Crescent for road dedication purposes)

Pursuant to the Community Charter, I certify that:

- *I am a person entitled to be registered as an elector (pursuant to the Local Government Act) within the City of Nanaimo;*
- *I have not previously signed an Elector Response Form with respect to this Bylaw for this Alternative Approval Process; and*
- *I am OPPOSED to the adoption of "PARKS DEDICATION AMENDMENT BYLAW 2025 NO. 2255.01" (to remove dedication as public park from a portion of "Elaine Hamilton Park" [formerly known as Trofton Park] at 1631 Naylor Crescent for road dedication purposes) without City Council first obtaining the assent of the electors.*

FULL NAME OF ELECTOR:

(Please Print Full Name)

ELECTOR'S RESIDENTIAL ADDRESS:

ADDRESS OF PROPERTY IF A
NON-RESIDENT PROPERTY ELECTOR:

SIGNATURE OF ELECTOR:

DATE:

Signed elector response forms **MUST** be received by the Corporate Officer (or delegate) at the Legislative Services Department, City Hall (455 Wallace Street, Nanaimo BC) no later than **4:30 p.m. on July 21, 2025.**

In accordance with Council Policy "COU-242 Alternative Approval Process (AAP) Policy", completed forms may be submitted:

1. In person at the Legislative Services Department, City Hall, 455 Wallace Street, Nanaimo, BC (Monday to Friday during regular business hours, excluding Statutory Holidays);
2. Via mail to: 455 Wallace Street, Nanaimo, BC V9R 5J6; or
3. Through electronic submission on the City of Nanaimo's website:

<https://www.nanaimo.ca/goto/AAP-submissions>

*If you are submitting this form by mail, please note **post marks are not accepted as the date of submission**. It is the responsibility of the elector to ensure the response form is received by the deadline. Please note if you are submitting this form electronically a **hand-written (physical) signature is required**. Electronic signatures will not be accepted.*

Approval of the electors by Alternate Approval Process is obtained if less than 7,672 elector responses are received by the stated deadline.

See the reverse side of this form for further information regarding the Alternative Approval Process and qualifications to submit a response form.

"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."

INSTRUCTIONS

- If you are opposed to the removal of the dedication for park purposes from a portion of "Elaine Hamilton Park" (formerly known as Trofton Park) for road dedication purposes and you qualify as an elector or non-resident property elector of the City of Nanaimo, you may sign an Alternative Approval Process elector response form.
- **If you are NOT OPPOSED to the removal of a portion of park dedication from "Elaine Hamilton Park" for road dedication purposes, you do not need to do anything.**
- An accurate copy of this elector response form may be utilized (either single-sided or double-sided), provided it is made prior to any electors signing such form, so that only elector response forms with original signatures are submitted.
- A person may not sign more than one elector response form.
- Only one person may sign each elector response form.
- The full name and residential address **must** be included on the elector response form and, if applicable, also the address for the property in relation to which the person is entitled to register as a non-resident property elector. Incomplete elector response forms will be rejected.
- Electronic submissions on the City of Nanaimo website may be uploaded as a scanned copy or a photo of an original hand-written (physically) signed form. **Electronic signatures are not accepted.**
- Elector Response Forms will NOT be accepted via email.

For further information regarding the Alternative Approval Process please view the City of Nanaimo website:

<https://www.nanaimo.ca/goto/aap>

INFORMATION REGARDING QUALIFICATIONS FOR ELECTORS

When signing an elector response form an eligible elector must:

Resident electors:

- Be 18 years of age or older;
- Be a Canadian citizen;
- Have lived in BC for the last 6 months;
- Be a resident of the City of Nanaimo;
- Not be disqualified by any enactment from voting in an election or otherwise disqualified by law.

OR

Non-Resident Property Elector:

- Not be entitled to register as a resident elector in the City of Nanaimo;
 - Be 18 years of age or older;
 - Be a Canadian citizen;
 - Have lived in BC for the last 6 months;
 - Have owned real property in the City of Nanaimo for at least 30 days;
 - Not be disqualified by any enactment from voting in an election or otherwise disqualified by law;
- If there is more than one registered owner of the property (either as joint tenants or tenants in common), only one of those individuals may, with the written consent of the majority of the owners, register as a non-resident property elector. A copy of the written consent provided by the majority of owners must accompany this form when submitted by the non-resident property elector. A person may only register as a non-resident property elector in relation to one parcel of real property in a jurisdiction.**

NOTE: No corporation is entitled to be registered as an elector or have a representative registered as an elector and no corporation is entitled to vote.

COUNCIL POLICY

RCRS Secondary:	GOV-02	Effective Date:	2024-JUL-22
Policy Number:	COU-242	Amendment Date/s:	
Title:	Alternative Approval Process (AAP) Policy	Repeal Date:	
Department:	Legislative Services	Approval Date:	2024-JUL-22

PURPOSE:

To establish processes related to an Alternative Approval Process (AAP) that are not specifically directed by legislation. This includes:

- Establishing a process to accept electronic submissions from the public during an AAP;
- Establishing the number of printed elector response forms that will be provided to individuals during an AAP; and
- Providing information prior to an AAP commencing on the methods of communication and engagement to be used for that AAP.

BACKGROUND:

The *Community Charter* is silent with respect to the issue of how elector response forms may be submitted by eligible electors and received by the local government body. The Ministry of Municipal Affairs recommends in its guidelines *Alternative Approval Process: A Guide for Local Governments in British Columbia* that if, in addition to accepting elector response forms in person or by mail, a local government decides to accept elector response forms by electronic means, the local government should ensure that it has an appropriate policy in place.

Every eligible elector is entitled to submit one (1) elector response form in response to an AAP. The Ministry's guidelines state that signed response forms are able to be gathered from other eligible electors and submitted to the Corporate Officer for those electors who are unable to do so in person. The number of blank elector response forms that will be made available for an individual to pick up in person at City Hall is not noted in the *Community Charter* and therefore should be set in policy.

The costs associated with communicating an AAP, beyond the legislated requirements, could vary significantly depending on the methods used. Setting in policy that a Communication and Engagement Strategy will be presented to Council on a case-by-case basis based on the scale and the borrowing amount of the project provides transparency and clear direction during the planning process.

POLICY:

1. Availability of Elector Response Forms

- 1.1 Elector response forms will be printed and available, within regular business hours, at the Legislative Services Department and will be available for the public to print from the City's website on the same day of the first official notice and throughout the AAP.
- 1.2 A maximum of ten (10) printed copies of an elector response form will be provided per individual throughout the process for each AAP.

2. Requirements for Submitting Elector Response Forms

- 2.1 Elector response forms will be accepted until the deadline set out in the Notice of AAP through the following methods:
 - a) In person at the Legislative Services Department, City Hall, 455 Wallace Street, Nanaimo, BC (Monday to Friday during regular business hours, excluding Statutory Holidays);
 - b) Via mail to: 455 Wallace Street, Nanaimo, BC V9R 5J6; or
 - c) Through electronic submission on the City of Nanaimo's website. A link to the submission webpage will be identified on the elector response form.
- 2.2 Elector response forms must include the original signature of the elector.
- 2.3 Elector response forms being submitted electronically through the submission webpage must be submitted as either a scanned copy or a photo of an original signed form.
- 2.4 Elector response forms will not be accepted via email.
- 2.5 Elector response forms will only be accepted if completed and submitted within the timeline specified for the AAP and must be in the custody of the Corporate Officer by that deadline to be counted.

3. Withdrawing an Elector Response Form

- 3.1 An elector may withdraw their elector response form by providing proof of identification and making a request in writing to the Corporate Officer, or designate, prior to the response deadline.

4. Communications and Engagement

- 4.1 The methods of communications and engagement for promoting an AAP will be considered on a case-by-case basis based on the scale and, when applicable, borrowing amount of the project.
- 4.2 A high-level Communication and Engagement Strategy will be presented to Council for endorsement prior to an AAP commencing.

RELATED DOCUMENTS

Community Charter

Local Government Act

Alternative Approval Process: A Guide for Local Governments in British Columbia
"Public Notice Bylaw 2022 No. 7325"

REPEAL or AMENDMENT:

N/A

ATTACHMENT C

AAP Communications & Engagement Strategy

Sandstone Development



Communications

- Print: newspaper ad providing legislative notification re: AAP
- News Releases: issue news releases notifying the media and public of AAP key dates, information session and where to find more information
- Website: post legislative notification re: AAP and keep updated pages on the City website with information on the AAP
- E-Newsletter: include information re: AAP in the City's weekly e-newsletter My Nanaimo This Week
- Social Media: information posts on the City's social media platforms

Engagement

- In person information session providing the opportunity to hear information, ask questions and speak with the developers and City staff

DATE OF MEETING JUNE 9, 2025

AUTHORED BY TIM DOYLE, FIRE CHIEF

SUBJECT E-COMM 9-1-1 CONTRACT UPDATE

OVERVIEW

Purpose of Report

The purpose of this report is to seek Council authorization to enter into an agreement with E-Comm 9-1-1 for the provision of 9-1-1 Call Answer Centre Services in 2025, on behalf of the City of Nanaimo as part of the Central Island 911 partnership (City of Nanaimo, Cowichan Valley Regional District, and the Regional District of Nanaimo).

Recommendation

That Council authorize the Mayor and Corporate Officer to sign an agreement with E-Comm for the provision of 9-1-1 Call Answer Centre Services in 2025, as City representatives of the CI911 partnership.

BACKGROUND

What is E-Comm 9-1-1?

E-Comm is a Public Safety Answering Point (PSAP), where 9-1-1 calls are received when someone dials 9-1-1 during an emergency. E-Comm answers 99% of all 9-1-1 calls in British Columbia, connecting callers to the appropriate emergency service agency. This process typically takes less than a minute. Local governments contract E-Comm to provide primary 9-1-1 call-taking services, after which calls are transferred to the appropriate dispatch provider.

In 2024, E-Comm answered approximately 2,049,856 9-1-1 calls across British Columbia. Of these, 58% were directed to police, 35% to ambulance services, and 7% to fire departments.

Nanaimo Emergency Services Dispatch

In 1994, the City of Nanaimo entered into an agreement with the Regional District of Nanaimo (RDN) and the Cowichan Valley Regional District (CVRD) to establish and operate a 9-1-1 call answer service for central Vancouver Island. Until 2015, the City of Nanaimo managed the 9-1-1 call-answering function within its police building. When RCMP E-Division relocated dispatch operations to Courtenay, the 9-1-1 call-answering service was transferred to E-Comm.

Similarly, in 1994, fire dispatch centres were established by the City of Nanaimo and the CVRD. By 2003, regional discussions around consolidating fire dispatch services led to the formation of the CI911 dispatch partnership among the RDN, CVRD, and the City of Nanaimo. The CI911

agreement came into effect in 2004. Although the City of Nanaimo no longer operates a fire dispatch centre, the CI911 partnership remains active for the purposes of managing the E-Comm contract and administering the Call Answer Levy (CAL). The partnership agreement has been renewed several times, with the current agreement set to expire on June 30, 2026.

Today, 9-1-1 calls from the City of Nanaimo are initially answered by E-Comm in Vancouver. Afterwards, Fire-related incidents are transferred to the Surrey Fire Dispatch Centre for action by Nanaimo Fire Rescue, police-related calls are transferred to RCMP E-Division in Courtenay, and medical emergencies are transferred to BC Ambulance Service (BCAS) dispatch in Victoria. |

DISCUSSION

CI911 E-Comm Call-Answer Funding

The CI911 partnership follows a cost-sharing formula based on the populations of the member jurisdictions:

- City of Nanaimo: 48%
- CVRD: 43%
- RDN: 9%

These cost-sharing allocations have been updated for 2025 based on the most recent Census population figures. The E-Comm contract is partially funded through a Call Answer Levy (CAL) applied to landline subscribers only. This levy is collected from telecommunication providers Shaw, Telus, Rogers and Bell. Since cellular subscribers - who represent a significant share of 9-1-1 calls - are not subject to this levy, funding limitations exist. In September 2023, Union of BC Municipalities (UBCM) delegates called on the provincial government to introduce a levy for cellular customers; however, no changes to this framework have taken place to date.

E-Comm 9-1-1 Call Answer Centre Service Contract Term

Historically, CI911 has entered into multi-year agreements with E-Comm. However, due to the ongoing transition to Next Generation 9-1-1 (NG911), E-Comm is only offering a one-year contract for 2025. Once NG911 implementation is complete, longer-term contracts may again be considered.

What is Next Generation 911?

Canada's current 9-1-1 system, now over 30 years old, is being replaced due to technological limitations. The Canadian Radio-television and Telecommunications Commission (CRTC) has mandated a transition from the analog system to a digital platform known as NG911.

NG911 is expected to:

- Support text, video, and multimedia communications
- Improve system resilience and disaster response
- Enhance data exchange with emergency responders

- Improve call processing times and situational awareness

A soft launch of real-time text services was anticipated in May 2024, and the current analog system was scheduled to be decommissioned in March 2025. After that point, PSAPs (Public Safety Answering Points) that had not transitioned to NG9-1-1 would be unable to process 9-1-1 calls. However, the Canadian Radio-television and Telecommunications Commission (CRTC) has pushed the deadline back to 2027 due to the complexities of implementing NG911 nationwide. This decision followed consultations with key stakeholders - police, fire, and paramedic services - who raised concerns that, without the extension, Canadians in areas that have not yet transitioned could lose access to 9-1-1.

2025 E-Comm Call Answer Centre Service Contract Cost

The 2025 E-Comm contract for CI911 has a cost of \$522,510. In addition to this cost, there's an administration cost to collecting the 911 Levy Revenue by the telecommunication providers.

Cost-sharing between the CI911 partners is as follows:

	CITY OF NANAIMO	CVRD	RDN	TOTAL
CONTRACT %	48%	43%	9%	
E-COMM CONTRACT	\$ 250,805	\$ 224,679	\$ 47,026	\$ 522,510
ADMINISTRATION	30,409	27,241	5,702	63,352
911 LEVY REVENUE	(187,200)	(167,700)	(35,100)	(390,000)
NET E-COMM COST	\$ 94,014	\$ 84,220	\$ 17,628	\$ 195,862

The 2025-2029 Financial Plan reflects these costs.

OPTIONS

Council has the following options to consider:

1. That Council authorize the Mayor and Corporate Officer to sign an agreement with E-Comm for the provision of 9-1-1 Call Answer Centre Services in 2025, as City representatives of the CI911 partnership.
 - The advantages of this option: Continued access to 9-1-1 services. Supports transition to NG911. Maintains compliance with provincial expectations.
 - The disadvantages of this option: Limited to a one-year agreement. Continued uncertainty regarding CAL funding from cellular subscribers.
 - Financial Implications: City of Nanaimo responsible for 48% of the contract cost and the 2025-2029 Financial Plan reflects this figure.
2. That Council do not proceed with Agreement.
 - The advantages of this option: none.

- The disadvantages of this option: No 9-1-1 coverage for residents. Significant risk to public safety. Non-compliance with provincial emergency service best practices.
- Financial Implications: None, but liability and service risk would be high.

SUMMARY POINTS

- E-Comm handled over 2 million 9-1-1 calls in BC in 2024.
- NG911 transition is mandatory by March 2025.
- CI911 partnership remains intact for call-answering services.
- A one-year contract is proposed for 2025 due to NG911 transition.
- Council approval is required to authorize the agreement.

ATTACHMENTS:

E-Comm 911 Contract |

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