



## **AGENDA REGULAR COUNCIL MEETING**

Monday, July 7, 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.

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**Pages**

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

**2. PROCEDURAL MOTION:**

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

Section 90(1) A part of 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:

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

8 - 16

Minutes of the Regular Council Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2025-JUN-16 at 4:30 p.m.

**6. MAYOR'S REPORT:**

**7. RISE AND REPORT:**

a. Member-At-Large Appointment to the Advisory Committee on Accessibility and Inclusiveness

During the 2025-JUN-09 In Camera Meeting, Council appointed Andrea Dillingham-Lacoursiere to the Advisory Committee on Accessibility and Inclusiveness for a term ending 2026-OCT-16.

b. Appointments to the Nanaimo Performing Arts Guild

During the 2025-JUN-16 In Camera Meeting, Council appointed Michael Armstrong, Eliza Gardiner and Peter S. Petralia to the Nanaimo Performing Arts Guild to fill the remainder of a term ending 2026-DEC-16.

c. Design Advisory Panel Member Appointment - Architectural Institute of British Columbia Representative

During the 2025-JUN-16 In Camera Meeting, Council appointed Architectural Institute of British Columbia representative, Dusan Nikolic, to the Design Advisory Panel for a two-year term commencing 2025-JUL-11 and ending 2027-JUL-11, or until a successor is appointed.

**8. PRESENTATIONS:**

**9. COMMITTEE MINUTES:**

a. Minutes

17 - 22

Minutes of the Public Safety Committee Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2025-APR-09, at 4:00 p.m.

b. Minutes

23 - 27

Minutes of the Design Advisory Panel Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Thursday, 2025-APR-10, at 5:02 p.m.



c.	<u>Minutes</u>	28 - 34
	Minutes of the Design Advisory Panel Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Thursday, 2025-APR-24, at 5:01 p.m.	
d.	<u>Minutes</u>	35 - 41
	Minutes of the Governance and Priorities Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2025-MAY-12, at 1:00 p.m.	
e.	<u>Minutes</u>	42 - 50
	Minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2025-MAY-21, at 9:00 a.m.	
f.	<u>Minutes</u>	51 - 56
	Minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2025-JUN-18, at 9:00 a.m.	

## 10. CONSENT ITEMS:

a.	<u>Finance and Audit Committee Meeting 2025-JUN-18</u>	57
	[Note: a link to the 2025-JUN-18 Finance and Audit Committee Meeting agenda is provided for information.]	
	1. Allocation of Unallocated Pedestrian Funds	
	That Council invest \$200,000 from the Pedestrian Unallocated budget for 2025 towards raised crosswalks at the following locations:	
	<ul style="list-style-type: none"> <li>• Townsite Road at St. Patrick's Crescent (\$100,000)</li> <li>• Portsmouth Road at Applecross Road (\$100,000)</li> </ul>	
	That Council invest \$100,000 from the Pedestrian Unallocated budget for 2025 towards a raised crosswalk at Waddington Road at Dufferin Crescent.	
b.	<u>Governance and Priorities Committee Meeting 2025-JUN-23</u>	58
	[Note: a link to the 2025-JUN-23 Governance and Priorities Committee Meeting agenda is provided for information.]	
	1. Development Cost Charge Bylaw Update and Amenity Cost Charge	

## Bylaw

1. That Council select Scenario 2 (Moderate Investment) for the Development Cost Charge (DCC) update, and Amenity Cost Charge (ACC) program, as presented in the Staff report titled "Development Cost Charge Bylaw Update and Amenity Cost Charge Bylaw" dated 2025-JUN-23;
2. That Council direct Staff to proceed with:
  - a. Public engagement, including consultation with relevant stakeholders;
  - b. An economic impact assessment of the proposed DCC and ACC rates;
  - c. Preparation of a DCC bylaw and Fire Protection and Police Development Cost Charge Reserve Fund bylaws;
  - d. Preparation of an ACC bylaw and ACC Reserve Fund bylaw;
  - e. Preparation of a Local Area Transportation DCC bylaw for South Nanaimo and South Nanaimo Transportation Development Cost Charge Reserve Fund bylaw; and
  - f. Preparation of a DCC and ACC Waivers and Reductions bylaw to provide an incentive for the development of not-for-profit rental housing and supportive housing.
3. That Council direct Staff to allocate \$125,000 from the Special Initiatives Reserve to fund additional consultant work to support the economic impact assessment.

## 2. Invasive Plant Management and Control

That Council direct Staff to:

1. Begin a phased process to draft a bylaw that prohibits the sale and distribution of specific species on the Invasive Plant Council of BC lists within City limits;
2. Partner with local garden retailers and community organizations on a public awareness campaign to promote awareness about native and non-invasive alternatives and the proper disposal of plant waste; and,
3. Update Nanaimo's Invasive Plant Management Strategy and resource materials and continue to fund community and Staff participation in the long-term reduction of invasive plants. Include updated action plans to strategically look at sites for removal and restoration plantings.

[Note: a link to the 2025-JUN-27 Special District 68 Sports Field and Recreation Committee Meeting agenda is provided for information.]

1. District 68 Sports Field and Recreation Services Agreement 2026 - 2045

That the City of Nanaimo Council and the Regional District of Nanaimo Board authorize a renewal of the District 68 Sports Field and Recreation Services Agreement for a 20-year term from 2026-2045 commencing 2026-JAN-01.

That the City of Nanaimo Council direct Staff to update the Special District 68 Sports Field and Recreation Committee Terms of Reference pending renewal of the District 68 Sports Field and Recreation Services Agreement.

2. Civic Sport Merit Awards and Arts and Culture Merit Awards Council Policy (COU-014) Amendment

That Council support including those who participate in Nanaimo based sports, or arts and culture organizations from Electoral Areas A (Cassidy, Cedar, Yellow Point and South Wellington), B (Gabriola, Mudge and Decourcy Islands), C (Extension, Arrowsmith Benson, East Wellington and Pleasant Valley) and the District of Lantzville be eligible for awards through the City's Civic Sports Merit Awards and Arts and Culture Merit Awards program subject to District of Lantzville Council and Regional District of Nanaimo Board approval.

11. DELEGATIONS:

12. REPORTS:

a. Development Variance Permit Application No. DVP477 - 4286 Departure Bay Road

60 - 69

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

*Purpose: To present for Council's consideration a development variance permit application to allow two freestanding canopy signs to project above the upper edge of the canopy and increase the maximum allowable sign height of two signs on an existing gas bar at 4286 Departure Bay Road.*

It is requested that Council hear anyone wishing to speak with respect to Development Variance Permit No. DVP477 - 4286 Departure Bay Road.

Recommendation: That Council issue Development Variance Permit No. DVP477 for the installation of two freestanding canopy signs with variances as outlined in the "Proposed Variances" section of the Staff Report titled "Development Variance Permit Application No. DVP477 - 4286 Departure Bay Road", dated 2025-JUL-07.

b. Rezoning Application No. RA516 - 3397 Tunnah Road

70 - 84

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

*Purpose: To present Council with an application to rezone 3397 Tunnah Road from Single Dwelling Residential (R1) to Row House Residential (R7) to facilitate a multi-family development.*

Recommendation: That:

1. "Zoning Amendment Bylaw 2025 No. 4500.240" (to rezone 3397 Tunnah Road from Single Dwelling Residential [R1] to Row House Residential [R7]) pass first reading;
2. "Zoning Amendment Bylaw 2025 No. 4500.240" pass second reading;
3. "Zoning Amendment Bylaw 2025 No. 4500.240" pass third reading; and,
4. Council direct Staff to secure the conditions related to "Zoning Amendment Bylaw 2025 No. 4500.240" as outlined in the "Conditions of Rezoning" section of the Staff Report titled "Rezoning Application No. RA516 - 3397 Tunnah Road", dated 2025-JUL-07.

c. Liquor Licence Application No. LA160 - Unit 205 - 2000 Island Highway North

85 - 93

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

*Purpose: To present for Council's consideration a new liquor primary licence application for an existing nail salon and spa located at Unit 205 – 2000 Island Highway North.*

Recommendation: That Council recommend that the Liquor and Cannabis Regulation Branch approve the application for a liquor primary licence at Unit 205 – 2000 Island Highway North.

d. Amendment to Home Energy Retrofit Financing Program Bylaw

94 - 102

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

*Purpose: To bring forward a housekeeping amendment to the Home Energy Retrofit Financing Program Bylaw to clarify the terminology associated with the cost recovery method for the service.*

Recommendation: That:

1. "Home Energy Retrofit Financing Program Amendment Bylaw 2025 No. 7393.01" (a bylaw to address housekeeping amendments) pass first reading.
2. "Home Energy Retrofit Financing Program Amendment Bylaw 2025 No. 7393.01" pass second reading.
3. "Home Energy Retrofit Financing Program Amendment Bylaw 2025 No. 7393.01" pass third reading.

e. Deputy Approving Officer

103

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

*Purpose: To request Council appoint a new Deputy Approving Officer.*

Recommendation: That Council approve the appointment of Barbara Thomas as Deputy Approving Officer.

**13. BYLAWS:**

a. "Off-Street Parking Regulations Amendment Bylaw 2025 No.7266.04"

104 - 105

That "Off-Street Parking Regulations Amendment Bylaw 2025 No. 7266.04" (to eliminate minimum parking requirements in the Downtown Urban Centre) be adopted.

**14. CORRESPONDENCE:**

**15. NOTICE OF MOTION:**

**16. OTHER BUSINESS:**

**17. QUESTION PERIOD:**

**18. ADJOURNMENT:**



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

Monday, June 16, 2025, 4:30 P.M.  
Shaw Auditorium, Vancouver Island Conference Centre  
80 Commercial Street, Nanaimo, BC

Members:

- Mayor L. Krog, Chair
- Councillor S. Armstrong
- Councillor T. Brown\* (joined at 4:31 p.m.)
- Councillor H. Eastmure
- Councillor B. Geselbracht
- Councillor E. Hemmens
- Councillor P. Manly
- Councillor J. Perrino
- Councillor I. Thorpe

Staff:

- D. Lindsay, Chief Administrative Officer
- L. Mercer, General Manager, Corporate Services
- B. Sims, General Manager, Engineering and Public Works
- S. Gurrie, Director, Legislative Services
- J. Holm, Director, Planning and Development
- D. LaBerge, Director, Public Safety
- D. Osborne, Director, Parks, Recreation and Culture
- N. Skeels, Manager, Real Estate
- C. Wood, Manager, Social Planning
- K. Biegun, Planner
- N. Sponaule, Communications Advisor
- K. Lundgren, Recording Secretary

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

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

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

## **2. INTRODUCTION OF LATE ITEMS:**

- (a) Agenda Item 2(a) Procedural Motion – Add *Community Charter* Section 90(1)(e)

## **3. PROCEDURAL MOTION:**

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

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;
- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality.
- (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.

The motion carried unanimously.

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

Council moved out of In Camera at 5:44 p.m.

Council recessed the Open Meeting at 5:44 p.m.

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

## **2. INTRODUCTION OF LATE ITEMS (continued):**

- (b) Agenda Item 12(f) Rezoning Application No. RA522 – 1850 Boxwood Road – Add a delegation from the following:

- Jaimi Yra, Project Manager, Altus Group;
  - Jennifer Fox, Regional Director, BC Housing;
  - Sarah Smith, Director, Regional Development, BC Housing;
  - Elsabe Fourie, Senior Development Manager, BC Housing;
  - Lisa Murphy, Director of Mental Health and Substance Use Clinical Operations, Island Health; and,
  - Kevan Tacq, Designer, Ryder Architecture.
- (c) Agenda Item 12(g) Rezoning Application No. RA502 - 5190, 5196, and 5200 Rutherford Road – Add a delegation from Keven Fulmer, Project Manager, Placemark; and Scott Lamont, Property Owner.
- (d) Add Agenda Item 14(a) Correspondence dated 2025-JUN-10 from Honourable Ravi Kahlon, Minister of Housing and Municipal Affairs, re: Funding for Daytime Drop-in Spaces and Programming for Unsheltered Individuals in Nanaimo.

**4. APPROVAL OF THE AGENDA:**

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

**5. ADOPTION OF THE MINUTES:**

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

- Minutes of the Special Council Meeting held in the Douglas Rispin Room, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Thursday, 2025-MAY-15 at 2:00 p.m.
- Minutes of the Special Council Meeting (Public Hearing) held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Thursday, 2025-MAY-15 at 7:00 p.m.

The motion carried unanimously.

**6. MAYOR'S REPORT:**

Mayor Krog advised of the following:

- The City is hosting the annual Nanaimo Recycles Car Trunk Sale. The Trunk Sale events will take place on 2025-JUN-21 at Country Club Centre and 2025-AUG-23 at the Vancouver Island University from 9:00 a.m. to 2:00 p.m.
- Restoration is underway at Neck Point Park. New trees and plants have been added near the parking lot and washroom building. The project is in



collaboration with students from École Hammond Bay School, Nanaimo Area Land Trust and City Parks staff

- Annual water quality testing is set to begin 2025-JUN-17
- The City is seeking proposals for the 2026 Temporary Public Art Program. The deadline to submit proposals is 2025-OCT-26

## **7. RISE AND REPORT:**

The Mayor advised that at the In Camera portion of the June 16, 2024 meeting, Council adopted amended Terms of Reference for the Nanaimo Performing Arts Guild.

## **8. DELEGATIONS:**

### **(a) Kim Fowler re: The Nanaimo Food Hub**

Kim Fowler, Steering Committee Member, Nanaimo Food Hub, introduced the Nanaimo Food Hub, and informed Council of the first Friday Night Market on 2025-JUN-27 from 4:00 – 7:00 p.m. at Discover Montessori School. They spoke regarding the Food Hub Market Table, the REKO Ring Marketplace, and their partnership with Cow-op (a non-profit co-operative farmers market).

### **(b) Diana Johnstone, President, and Jenn Houtby-Ferguson, Director, Nanaimo 2025 55+ BC Games Society re: The 2025 55+ BC Games Update**

Diana Johnstone, President, and Jenn Houtby-Ferguson, Director, Nanaimo 2025 55+ BC Games Society, provided an update on the 2025 55+ BC Games to be held 2025-SEP-09 to 2025-SEP-13. They spoke regarding the Board of Directors, the successful number of registered participants and continued volunteer recruitment. A number of events are scheduled to take place, including the Torch Lighting Ceremony on 2025-JUN-19 at 6:00 p.m.

## **9. REPORTS:**

### **(a) Building Safer Communities Fund Update**

Introduced by Dave Laberge, Director, Public Safety.

#### **Presentation:**

1. Kim Smythe, Nanaimo Youth Resilience Strategy (NYRS) Steering Committee Chair, spoke regarding the NYRS, and reported that over

2,000 youth have been involved in numerous programs, and introduced a few of the youth and program heads.

2. Esraa Sayes, Peer Mentor at Central Vancouver Island Multicultural Society (CVIMS), spoke regarding their experience moving to Canada and adapting to Canadian social norms. They spoke regarding the skills developed through the NYRS program and how it has helped transform them into a leader.
3. Brett Hancock, Principal of Learning Alternatives, School District 68 (SD68), spoke regarding a student lead initiative called Uy'sqwalawun. Its purpose is to provide a safe and supportive holistic learning space, and its goal is to change the trajectory of many youth. They spoke regarding the numerous activities that were offered, as well as the success of many of the past graduates.
4. Milly Enwood, Learning Alternatives (SD68) student, spoke regarding two programs offered at Learning Alternatives: Flip the Script and the Friday Youth Night. They spoke regarding the value of the programs which have led many to success.

(b) 2024 Annual Municipal Report

Introduced by Sheila Gurrie, Director, Legislative Services.

Mayor Krog asked if anyone in attendance wished to speak with regard to the 2024 Annual Municipal Report.

No one in attendance wished to speak with respect to the 2024 Annual Municipal Report.

It was moved and seconded that Council approve the 2024 Annual Municipal Report as attached to the report titled "2024 Annual Municipal Report" dated 2025-JUN-16. The motion carried unanimously.

(c) 2024 Statement of Financial Information

Introduced by Laura Mercer, General Manager, Corporate Services.

It was moved and seconded that Council accept the 2024 Statement of Financial Information for filing with the Ministry of Municipal Affairs and Housing. The motion carried unanimously.

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

Introduced by Jeremy Holm, Director, Planning and Development.

Mayor Krog asked if anyone in attendance wished to speak with regard to Covenant Amendment Application No. CA21 - 1179 Seafield Crescent.

No one in attendance wished to speak with respect to Covenant Amendment Application No. CA21 - 1179 Seafield Crescent.

It was moved and seconded that Council direct Staff to discharge covenant EE119175 from the property titles of 1179 Seafield Crescent. The motion carried unanimously.

(e) Woodgrove Area Plan - Phase 1 Engagement Summary and Phase 2 Growth Scenarios

Introduced by J. Holm, Director, Planning and Development.

Presentation:

1. Kasia Biegun, Planner, Community Development, provided on on-screen presentation included in the agenda package advising the following:
  - Staff are currently in Phase 2 (Growth Scenarios) of the Woodgrove Area Plan Project, which builds off the findings in Phase 1
  - Provided an overview of the *Woodgrove Area Plan: Phase 1 Engagement Summary*, participant demographics, outreach and communications
  - Provided an overview of the engagement findings related to housing, transportation, access to daily needs and infrastructure
  - Presented an overview of three growth scenario assessment parameters ranging from 2,500 people to 7,500 people and their impact on transportation, access to daily needs and infrastructure

(f) Rezoning Application No. RA522 - 1850 Boxwood Road

Introduced by Jeremy Holm, Director, Planning and Development.

Delegation:

1. Jaimi Yra, Project Manager, Altus Group; Jennifer Fox, Regional Director, BC Housing; Sarah Smith, Director, Regional Development, BC Housing; Elsabe Fourie, Senior Development Manager, BC Housing; Lisa Murphy, Director of Mental Health and Substance Use

Clinical Operations, Island Health; and Kevan Tacq, Designer, Ryder Architecture were in attendance via Zoom to respond to questions.

It was moved and seconded that “Zoning Amendment Bylaw 2025 No. 4500.241” (to rezone 1850 Boxwood Road to allow Personal Care Facility as a site-specific use in the High Tech Industrial [I3]) zone pass first reading. The motion carried unanimously.

It was moved and seconded that “Zoning Amendment Bylaw 2025 No. 4500.241” pass second reading. The motion carried unanimously.

It was moved and seconded that Council direct Staff to secure the conditions related to “Zoning Amendment Bylaw 2025 No. 4500.241” as outlined in the “Conditions of Rezoning” section of the Staff Report dated 2025-JUN-16, titled “Rezoning Application No. RA522 - 1850 Boxwood Road” should Council support the bylaw at third reading. The motion carried unanimously.

(g) Rezoning Application No. RA502 - 5190, 5196, and 5200 Rutherford Road

Introduced by J. Holm, Director, Planning and Development.

Delegation:

1. Keven Fulmer, Project Manager, Placemark; and Scott Lamont, Property Owner, were available to respond to questions.

It was moved and seconded that “Zoning Amendment Bylaw 2025 No. 4500.238” (to rezone 5190 and 5196 Rutherford Road and a portion of 5200 Rutherford Road from Steep Slope Residential [R10] to Row House Residential [R7]) pass first reading. The motion carried unanimously.

It was moved and seconded that “Zoning Amendment Bylaw 2025 No. 4500.238” pass second reading. The motion carried unanimously.

It was moved and seconded that “Zoning Amendment Bylaw 2025 No. 4500.238” pass third reading. The motion carried unanimously.

It was moved and seconded that Council direct Staff to secure the conditions related to “Zoning Amendment Bylaw 2025 No. 4500.238” as outlined in the “Conditions of Rezoning” section of the Staff Report dated 2025-JUN-16, titled “Rezoning Application No. RA502 - 5190, 5196, and 5200 Rutherford Road”, prior to final adoption. The motion carried unanimously.

(h) Proposed Licence Disposals - TELUS Telecommunications Facilities - 2020 Labieux Road and Rutherford Road/Linley Valley Drive Roundabout

Introduced by L. Mercer, General Manager, Corporate Services, and Nancy Skeels, Manager, Real Estate.

Delegation:

1. Doug Anastos, Telus, was available to respond to questions.

It was moved and seconded that Council:

1. Approve the Licence of Use Agreement for a Telus-owned 46m telecommunications monopole to be located on City-owned property at 2020 Labieux Road;
2. Approve the Licence of Use Agreement for two Telus-owned 15m telecommunications streetlight/antenna poles to be located on City right-of-way adjacent to the Rutherford Road/Linley Valley Drive roundabout; and,
3. Direct the Mayor and Corporate Officer to execute the Licence of Use Agreements.

The motion carried unanimously.

(i) Proposed Telecommunications Facilities - Rutherford Road/Linley Valley Drive Roundabout

Introduced by J. Holm, Director, Planning and Development.

It was moved and seconded that Council direct Staff to provide a letter of concurrence to Innovation, Science, and Economic Development Canada in response to two proposed 15m telecommunications streetlight/antenna poles adjacent to the Rutherford Road/Linley Valley Drive roundabout. The motion carried unanimously.

(j) Proposed Telecommunications Facility - 2020 Labieux Road

Introduced by J. Holm, Director, Planning and Development.

It was moved and seconded that Council direct Staff to provide a letter of concurrence to Innovation, Science, and Economic Development Canada in response to a proposed 46m telecommunications monopole at 2020 Labieux Road. The motion carried unanimously.

**10. BYLAWS:**

- (a) “Zoning Amendment Bylaw 2024 No. 4500.225”

It was moved and seconded that “Zoning Amendment Bylaw 2024 No. 4500.225” (to rezone 330 and 338 Ninth Street from Single Dwelling Residential [R1] to Low Density Residential [R6] with a site-specific Floor Area Ratio) be adopted. The motion carried unanimously.

**11. CORRESPONDENCE:**

- (a) Correspondence dated 2025-JUN-10 from Honourable Ravi Kahlon, Minister of Housing and Municipal Affairs, re: Funding for Daytime Drop-in Spaces and Programming for Unsheltered Individuals in Nanaimo.

**12. QUESTION PERIOD:**

Council received no questions from the public regarding agenda items.

**13. ADJOURNMENT:**

It was moved and seconded at 8:39 p.m. that the meeting adjourn. The motion carried unanimously.

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MAYOR

CERTIFIED CORRECT:

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CORPORATE OFFICER



## **MINUTES**

### **PUBLIC SAFETY COMMITTEE MEETING**

Wednesday, April 9, 2025, 4:00 P.M.  
Boardroom, Service and Resource Centre  
411 Dunsmuir Street, Nanaimo, BC

Members: Councillor Armstrong, Chair  
Councillor Eastmure  
James Bowen, At Large Member  
Scott Brodie, At Large Member  
Kim Coulthard, At Large Member  
Doug Cowling, At Large Member  
Jennifer Millbank, At Large Member

Absent: Destiny Herman, At Large Member  
Kevin Lambert, At Large Member  
Collen Middleton, At Large Member  
Ruth Taylor, At Large Member

Staff: D. LaBerge, Director, Public Safety  
Staff Sergeant R. Graves, Acting Operations Inspector  
K. Robertson, Deputy Corporate Officer  
C. Wood, Manager, Social Planning  
D. Hopkins, Community Policing Coordinator  
J. Vanderhoef, Steno Coordinator  
L. Young, Zoom Moderator  
A. Chanakos, Recording Secretary

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

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

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

**2. ADOPTION OF AGENDA:**

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

**3. ADOPTION OF MINUTES:**

It was moved and seconded that the minutes of the Public Safety Committee Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2025-FEB-12, at 4:00 p.m. be adopted. The motion carried unanimously.

**4. COUNCIL COMMUNICATIONS:**

(a) 2024 Public Safety Committee Annual Report

Karen Robertson, Deputy Corporate Officer, advised that during the 2025-MAR-03 Regular Council Meeting, Council adopted the following motion:

“That Council accept the following initiative themes to be prioritized by the Public Safety Committee in 2025 based on the Public Safety Committee Workplan 2024 to 2026, and that Staff be directed accordingly:

- Transportation Safety
- Crime Prevention (City)
- Homelessness, Addiction, and Community Impacts
- Health and Wellness
- Advocacy
- Education”

**5. PRESENTATIONS:**

(a) Public Safety Department 2024 Overview

Dave LaBerge, Director, Public Safety, provided an on-screen presentation advising the following:

- The Social Planning Department was integrated into the Public Safety Department in 2024 as the Social Planning Department’s initiatives closely align with the Public Safety Department
- In 2024, the Social Planning Department had a number of accomplishments including the implementation of the Nanaimo Youth Strategy, which received \$1.8 million in Public Safety Canada funding, coordinating the opening of The Hub at 55 Victoria Road,



and assisting BC Housing with the implementation of the HEART and HEARTH programs

- Other initiatives achieved by the Public Safety Department include the creation of the Community Safety Officer (CSO) and Clean Team programs, implementation of pay and resident exempt parking in the hospital area, and the allocation of \$4.5 million in capital projects in parkades within the next five years
- CSOs respond to encampments and social disorder in the downtown area, while Bylaw Officer enforcement covers the entire city
- CSOs currently work 16 hours per day, seven days per week; however, the goal is to increase working hours to 21 hours per day
- The City was recently awarded a federal grant of \$450,000 for municipal responses to overdose events. This funding will be used to purchase three electric vehicles equipped with automated external defibrillators (AEDs) and other medical supplies to decrease response times for overdose emergencies

Committee and Staff discussion took place. Highlights included:

- The Bylaw Department primarily enforces parking violations regarding traffic; however, one Municipal Enforcement Officer is responsible for the enforcement of commercial vehicles, including trucks travelling off truck routes, dangerous goods and parking over-sized vehicles on City streets
- To ensure payment of unpaid fines, the City would need to go through debt collection or small claims court. As a result, approximately 60-75% of fines remain uncollected
- Currently, there is no mechanism for the Bylaw Department to implement the Restorative Justice Program in the community. The Committee expressed a desire to discuss this at a future Public Safety Committee meeting
- The City can obtain a court order under the *Community Charter* to ban a person from engaging in a specific activity for a period of time; however, the expenses associated with this are high

## 6. OTHER BUSINESS:

### (a) Verbal Report re: Neighbourhood Safety Audits

Dan Hopkins, Community Policing Coordinator, provided a verbal report and advised the following:

- Neighbourhood safety audits provide a snapshot of what's happening in each neighbourhood regarding public safety. Following the initial audit, a second audit takes place at a later date to determine if there has been a change in the perception of safety in the neighbourhood
- The audits consist of three components: crime statistics pulled from the neighbourhood, a survey of the residents to get an idea of how they feel about where they live and the perception of crime, and a neighbourhood walk with community members to get an idea of what's happening and take physical/photo evidence
- A draft of the report is shared with the Neighbourhood Association/block watch members for comment, and is then published for the public

Committee and Staff discussion took place. Highlights included:

- Several recommendations are made during the audit process, and a review takes place every few years to ensure recommendations are followed through
- Often RCMP cannot increase police presence due to capacity
- The main benefit of the audits is that they empower residents to act and take responsibility for their neighbourhood
- Neighbourhood safety audits are a time-consuming process, entailing hundreds of hours of work, and collaboration with other community agencies
- Neighbourhoods are often perceived as unsafe due to graffiti or unhoused individuals nearby, and not necessarily due to property crime

(b) Discussion re: RCMP Nanaimo Detachment Priorities for 2025

Staff Sergeant Rob Graves, Acting Operations Inspector, Nanaimo Detachment, RCMP, led a discussion to determine priorities for the Nanaimo RCMP Detachment in 2025, including the following:

1. Traffic safety, primarily at intersections
  - Lights are not always in sync with the speed limit, causing frustration and an increase in drivers running red lights
  - The RCMP Traffic Unit has two members, so enforcement can be challenging
  - The number of fatalities has increased significantly

- The Committee requested that the following be added as priorities for the Detachment in 2025:
  - Advanced crosswalk signals installed at some intersections
  - Seeing more cameras at intersections to aid in enforcement
- 2. Anti-gang measures
  - Increasing random traffic stops around schools as gang members tend to frequent these areas
  - Ensuring school Liaison Officers are present in schools, and other officers are aware of the prolific gang members
- 3. Property Crime
  - Currently the only perceived benefit for reporting property crimes is initiating an insurance claim
  - The Repeat Violent Offending Intervention Initiative (REVOII) Program has helped target the most prolific offenders, and they will be considered differently in the court system
  - There is a perception that the unhoused population is committing the majority of property crimes; however, it is usually individuals who are more mobile or resourceful that commit these crimes. The unhoused population is more likely to commit petty theft and crimes of opportunity

(c) Verbal Update re: Social Issues and GIS Data Mapping

Christy Wood, Manager, Social Planning, provided a verbal update regarding social issues and GIS data mapping. Highlights included the following:

- The Geographic Information System (GIS) Department is developing a social services managing map. It will be an information tool to assist Staff in analyzing the relationship between complex social services and the vitality of the neighbourhood to help distribute services throughout the City
- The mapping system will help identify areas of risk for social conflict and disorder, and help identify new locations for social services
- GIS is also looking at mapping positive activity generators such as education institutions, parks and recreation spaces, community centres, transit hubs, libraries and walking distances to services and amenities

- The project will include static maps, and will be interactive tool for City Staff to use
- Staff will present some static maps at the 2025-MAY-12 Governance and Priorities Committee meeting

Committee and Staff discussion took place regarding including data related to seniors. Currently, Staff are focussing on community feedback around the concentration of social services; however, additional data, such as data on seniors, can be integrated later.

**7. QUESTION PERIOD:**

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

**6. OTHER BUSINESS: (CONTINUED)**

City Staff plan to provide the Public Safety Committee with a questionnaire or survey in the near future to gather Committee member feedback on the progress of the Committee.

Committee discussion took place. Highlights included:

- The Committee has been valuable in informing the public around what the City is doing to help mitigate public safety concerns
- The Committee expressed an interest in more presentations from groups such as Neighbourhood Associations, high school/university students, or other groups, to determine community priorities

**8. ADJOURNMENT:**

It was moved and seconded at 5:11 p.m. that the meeting adjourn. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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DEPUTY CORPORATE OFFICER



## MINUTES

### DESIGN ADVISORY PANEL MEETING

Thursday, April 10, 2025, 5:02 p.m.  
Boardroom, Service and Resource Centre,  
411 Dunsmuir Street, Nanaimo, BC

Present: Marie Leduc, Chair \*  
Councillor Eastmure  
Hector Alcala, AIBC\*  
Jonathan Behnke, BCSLA/CSLA\*  
Angie Boileau, At Large\*  
Marta Kubacki, AIBC  
Romolo (Alex) Messina, At Large\*

Absent: Harry Law, At Large

Staff: C. Horn, Planner, Current Planning\*  
A. Bullen, Recording Secretary

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

The Design Advisory Panel Meeting was called to order at 5:02 p.m.

**2. ADOPTION OF AGENDA:**

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

**3. ADOPTION OF MINUTES:**

It was moved and seconded that the Minutes of the Design Advisory Panel meeting held in the Boardroom of the Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Thursday, 2025-MAR-27 at 4:34 p.m. be adopted. The motion carried unanimously.

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

#### 4. PRESENTATIONS:

a. Development Permit Application No. DP1376 - 2090 East Wellington Road

Introduced by Caleb Horn, Planner, Current Planning.

Presentations:

1. Scott Mack, Architect, Townsite Planning, spoke on behalf of the owner, introduced the team, and provided an overview of the project. Highlights included:
  - The site is approximately 5.75 acres and is located on the north side of East Wellington Road
  - Previously two separately titled properties that have been consolidated
  - Surrounding land uses include industrial, community services, and rural residential
2. Glenn Hill, Architect, dHK Architects, presented the site plan, aerial photo, site context, building elevations and renderings, external building materials, and floor plans. Highlights included:
  - Block One, located in the southeast corner, will contain the main entrance, reception, and boardrooms
  - The remaining blocks are designated for data and equipment storage
  - Temporary site access from East Wellington Road
  - Block Four to contain the primary loading area
  - The garbage enclosure is located at the rear of the driveway
  - Bicycle parking near the main entrance
  - Stairwells to include glazing for added transparency and light
  - Canopies proposed at entryways to reduce building scale
  - LED lighting to enhance the building's visual interest
3. Chris Midgley, Landscape Architect, Kinship Design Art Ecology, presented the landscape plan. Highlights included:
  - Existing on-site wetlands, with a swale and rain garden on the western side
  - Garry oak forested area
  - Over 230 replacement trees proposed, including Arbutus
  - Outdoor staff gathering space with bicycle storage in front of Block One
  - Security is prioritized through perimeter fencing (chain-link and barbed wire)
  - Predominant site lighting to be wall-mounted on buildings

Marie Leduc, Chair, opened the floor for questions to Staff. Staff clarified the following points:

- Future road connection timelines
- The application's current technical review status, including referral to the City's Engineering and Environmental departments
- No parking variance was requested by the applicant
- The land use designation to the south is suburban neighbourhood and light industrial to the north

Panel discussion took place. Highlights included:

- Clarification regarding fire suppression and fire flow
- Approximately 100 employees total, with 20 regularly on-site
- Concerns regarding fencing through the wetland; with comments to remove the chain-link and barbed wire fencing in sensitive areas
- Suggestion to install solar panels to reduce energy consumption
- Noted agreement between the owner and BC Hydro to prohibit data mining due to power demand
- Suggestions to enclose or lower equipment for sound mitigation
- Comment regarding roof water collection to support sustainability
- Clarification regarding Block Four and the loading and storage area
- Suggestion to implement a green roof with pollinator-friendly plants
- Comment regarding the re-use of materials in future project phases
- Concerns regarding parking quantity; suggestions for a potential variance or permeable pavers to enhance greenspace
- Comment regarding the consideration of heat recovery systems
- Suggestion to plant a row of trees along East Wellington Road to buffer the site from nearby residential areas
- Comment regarding including outdoor tables for staff and utilize bird-friendly glass
- Confirmation that backup generators will be used during power outages
- Concerns regarding potential noise impacts on adjacent residences

It was moved and seconded that Development Permit Application No. DP001376 – 2090 East Wellington Road be accepted as presented. The following recommendations were provided:

- Consider adding solar panels on the roof to help mitigate energy use
- Consider the possibility of enclosing and lowering the cooling elements into the building to reduce noise
- Consider reducing the parking or using permeable pavers to retain more green space
- Consider adding a water collection system to the roof

- Consider adding a green roof with pollinator plants
- Consider how materials can be re-used through the different phases of the building
- Consider possibility of heat recovery potential
- Consider removing the chain-link and barbed wire fencing in the wetland
- Consider adding a row of trees outside the fence on East Wellington Road to help shield the facility from the residential neighbourhood
- Consider adding some tables in the outdoor amenity area
- Consider using bird-friendly glass

The motion carried.

Opposed: *Marta Kubacki*

Marta Kubacki vacated the Boardroom at 6:35 p.m. declaring a conflict of interest with Development Permit Application No. DP001375 – 210 Caledonia Avenue due to current employment with Raymond de Beeld.

b. Development Permit Application No. DP001375 – 210 Caledonia Avenue

Introduced by Caleb Horn, Planner, Current Planning.

Presentations:

1. Raymond de Beeld, Architect, Raymond de Beeld Architect Inc., provided an overview of the project and presented the aerial photos, site views, and context map.
2. Ruben Boas, Architect, Raymond de Beeld Architect Inc., presented the project data, floor plans, building renderings and elevations, shadow study, and external building materials. Highlights included:
  - Six-storey residential building with two levels of underground parking
  - A mix of unit types, including studios, one-bedroom plus den, two-bedroom, and three-bedroom units
  - Bicycle storage area and an enclosed garbage room
  - Visitor parking and short-term bicycle parking external to the parkade
  - Outdoor seating area for residents
  - Bird-friendly glazing on windows
  - Viewing platform at the rear with seating and dining areas
  - Exterior finishes to include earth-toned Hardie panels, brick, wood, and concrete
3. Kate Stefiuk, Landscape Architect, Kinship Design Art Ecology, presented the landscape plan. Highlights included:




- The site is within a 30-metre environmental setback area
- A vegetation management plan is in place to reduce ecological impacts
- Proposal to remove 83 trees and replant 126
- Tree mix includes conifers and deciduous species, such as Douglas fir and Bigleaf maple
- Proposed viewing deck to overlook the river
- Vegetation screening prioritized

It was moved and seconded that Development Permit Application No. DP001375 – 210 Caledonia Avenue return to the Design Advisory Panel at a later meeting date for further discussion.

The motion carried unanimously.

**5. ADJOURNMENT:**

It was moved and seconded at 7:26 p.m. that the meeting adjourn. The motion carried unanimously.

  
CHAIR

CERTIFIED CORRECT:

  
RECORDING SECRETARY



## MINUTES

### DESIGN ADVISORY PANEL MEETING

Thursday, April 24, 2025, 5:01 p.m.  
Boardroom, Service and Resource Centre,  
411 Dunsmuir Street, Nanaimo, BC

Present: Marie Leduc, Chair \*  
Councillor Eastmure  
Hector Alcala, AIBC\*  
Jonathan Behnke, BCSLA/CSLA  
Angie Boileau, At Large\*  
Harry Law, At Large\*  
Romolo (Alex) Messina, At Large\*

Absent: Marta Kubacki, AIBC

Staff: L. Rowett, Manager, Current Planning  
C. Horn, Planner, Current Planning\*  
A. Bullen, Recording Secretary

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

The Design Advisory Panel Meeting was called to order at 5:01 p.m.

#### 2. ADOPTION OF AGENDA:

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

#### 3. PRESENTATIONS:

##### a. Development Permit Application No. DP001375 – 210 Caledonia Avenue

Introduced by Caleb Horn, Planner, Current Planning.

This application is continued from the 2025-APR-10 Design Advisory Panel Meeting.

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

Presentation:

1. Ruben Boas, Architect, Raymond de Beeld Architect Inc., presented a video illustrating the proposed development's perspectives and provided an overview of the variances.

Harry Law disconnected from the meeting at 5:09 p.m. due to technical issues.

Marie Leduc, Chair, opened the floor for questions to Staff. Staff clarified the following points:

- No community amenity contributions or offsite works are required
- The development permit process will include lot consolidation; however, setbacks will be measured from the zoning boundary
- The site is not designated as an archaeological site, but the owner is considering conducting an archaeological overview assessment

Panel discussion took place. Highlights included:

- Concerns were raised regarding the building's orientation and the placement of the ramp
- Comments regarding setting the top two stories back and varying the materials to break up the massing of the proposed building
- Suggestions regarding including a plaza to the south and making the south end of the proposed building more visually cohesive
- Comments regarding the difficult location of the development
- Concerns regarding the proposed height variance
- Comments to reduce the building from six-storeys to five-storeys to better align with the neighbourhood context
- Clarification regarding the all-terrain vehicle parking space
- Comments regarding increasing the number of two and/or three-bedroom units in place of some studio units
- Comment regarding moving the indoor bicycle storage or changing the configuration for more direct access
- Staff clarified that although there is no guarantee that the recommendations that the Design Advisory Panel provides will be implemented in the design, the applicant is expected to consider all the recommendations

It was moved and seconded that Development Permit Application No. DP001375 – 210 Caledonia Avenue be accepted as presented, with support for the proposed variances. The motion was defeated.

Opposed: Marie Leduc, Hector Alcala, and Angie Boileau

It was moved and seconded that Development Permit Application No. DP001375 – 210 Caledonia Avenue be accepted as presented, with support for the proposed variances except for the height and front yard setback variances. The following recommendations were provided:

- Consider setting back the top two-storeys and varying the materials to break up the massing of the building
- Consider revising the plan from a six-storey building to a five-storey building
- Consider ways to make the south end of the building more visually cohesive
- Consider including more two and/or three-bedroom units in place of some of the studio units
- Consider moving the indoor bicycle storage, or changing its configuration, so that there is direct access through only one door to the outside or to the parking garage

The motion carried unanimously.

b. Development Permit Application No. DP001379 – 1850 Boxwood Road

Caleb Horn, Planner, Current Planning introduced the application and clarified that the proposed development is a Personal Care Facility consisting of 22 dwelling units.

Presentations:

1. Adam James, Principal, Ryder Architecture, introduced the team and provided an introduction to the project.
2. Kevan Tacq, Senior Designer, Ryder Architecture, provided a project overview and presented the project goals.
3. Annabelle Blyton, Architect, Ryder Architecture presented the site location, zoning map, site photographs, and floor plans. Highlights included:
  - The site has a gentle slope leading to a two-storey retaining wall at its northern boundary
  - An existing wooden staircase connects the site to a public pathway to the east
  - Proposing a south-facing outdoor amenity courtyard
  - The building's east-west wing was rotated to maximize year-round sunlight in the courtyard
  - Setbacks on all sides are intended to reduce impacts on adjacent properties

- Administrative offices are positioned near the main entrance, with clinical spaces located toward the rear
  - The proposed building includes amenity spaces such as a cultural room, common room, dining room, and a commercial kitchen
4. Melvin Lau, Architect, Ryder Architecture, presented the external building materials and building elevations and renderings. Highlights included:
- A combination of cedar wood and metal cladding for the façade
  - Gable roof form to support effective rainwater management
  - A south-facing main entrance from Boxwood Road
  - A central node with shared amenities to promote a sense of security and a home-like atmosphere
5. Tamara Bonnemaïson, Landscape Architect, MDI Landscape Architects, presented the landscape plan. Highlights included:
- The proposed courtyard includes seating nooks, gardening spaces, open lawn, and covered dining areas
  - Low-growing indigenous plants near the building to maintain sightlines, with larger plantings near the retaining wall for privacy and security
  - A smoking shelter with high visibility and accessibility
  - A basketball hoop proposed for shared use within the loading zone
  - A large rain garden located at the intersection of the pedestrian pathway and Boxwood Road
  - Proposing to plant 56 trees

Marie Leduc, Chair, opened the floor for questions to Staff. No questions were asked.

Panel discussion took place. Highlights included:

- Suggestions to enhance the façade by using a more distinct yet neutral colour palette
- A suggestion regarding making the building entrance more prominent and easily identifiable
- Clarification regarding the six-foot wooden perimeter fence
- Concerns regarding the location of the smoking shelter with a suggestion to relocate it
- Concern that the proposed building is more industrial-looking than residential

- Comment regarding limiting the use of colour on the façade for more cohesiveness
- Comment regarding keeping the seating area within the amenity areas
- Suggestion to incorporate evergreen plantings along the terrace wall for year-round greenery
- Concern that combining the basketball hoop with the loading zone may be too crowded
- Concern regarding the proximity of both the garbage area and smoking shelter to the property line

It was moved and seconded that Development Permit Application No. DP001379 – 1850 Boxwood Road be accepted as presented. The following recommendations were provided:

- Consider the colour selection on the façade to make it more distinct and cohesive
- Consider ways to highlight the entrance
- Consider relocating the sensory seating nook away from the smoking shelter
- Consider adding evergreen shrubs on the terraced walls to provide greenery all year

The motion carried unanimously.

c. Development Permit Application No. DP001381 – 266 and 268 Bryden Street and 250 Terminal Avenue North

Introduced by Caleb Horn, Planner, Current Planning.

Presentations:

1. Ron Hart, Architect, Ron Hart Architecture, introduced the team and provided a brief overview of the project.
2. Graham Case, Architect, Ron Hart Architecture, presented the site context, neighbourhood map, site plan, building elevations and renderings, external building materials, and landscape plan. Highlights included:
  - The proposal includes 50 units, comprising two accessible units and 48 adaptable units
  - To the south is the supportive housing building and to the north is the proposed affordable housing building
  - The proposed building is positioned to help shield Newcastle Avenue from noise generated along Terminal Avenue North
  - A landscape buffer is incorporated to minimize the building's impact on the surrounding neighbourhood

- The site slopes upward from south to north, allowing the design to reduce the visual impact of the proposed five-storey building
- A four-foot black metal fence with a vehicle gate is proposed along Bryden Street
- A nine-foot cedar fence is proposed along the rear of the site to screen the adjacent Newcastle Avenue neighbourhood
- A smoking shelter is situated adjacent to the long-term bicycle storage area
- The garbage enclosure is located at the end of the drive aisle
- Landscaping along Terminal Avenue North includes shrubbery and small trees
- A rooftop patio is proposed on the fifth floor

Marie Leduc, Chair, opened the floor for questions to Staff. No questions were asked.

Panel discussion took place. Highlights included:

- Confirmation that the amenity space will not be shared between this building and the adjacent supportive housing
- Suggestion to assess potential noise impacts on nearby residents if the vehicle gate is motorized
- Clarification that the rooftop patio guard rail will be 1.2 metres in height
- Concern regarding the lighting at the entryway, with a suggestion to add a more durable lighting feature to improve visibility along the walkway
- Confirmation that the long-term bicycle storage will be enclosed
- Clarification regarding the type of bicycle racks proposed for the building entrance, with a suggestion to use the same inverted U-style racks for both long-term and short-term bicycle parking
- Clarification regarding the unit types and the amenity spaces included
- Staff confirmed that no units from this development will trigger the community amenity contribution
- Clarification regarding parking and lighting along the eastern edge of the site

It was moved and seconded that Development Permit Application No. DP001381 – 266 and 268 Bryden Street and 250 Terminal Avenue North be accepted as presented. The following recommendations were provided:

- Consider a more durable lighting feature at the entrance

- Consider using the same bicycle racks (inverted U-style) in the long-term and short-term bicycle parking

The motion carried unanimously.

**4. OTHER BUSINESS:**

a. Appointment of Chair

It was moved and seconded that Angie Boileau be appointed as Chair of the Design Advisory Panel for the May 2025 Design Advisory Panel Meetings. The motion carried unanimously.

**5. ADJOURNMENT:**

It was moved and seconded at 7:07 p.m. that the meeting adjourn. The motion carried unanimously.



CHAIR

CERTIFIED CORRECT:



RECORDING SECRETARY





## **MINUTES**

### **GOVERNANCE AND PRIORITIES COMMITTEE MEETING**

Monday, May 12, 2025, 1:00 P.M.  
Shaw Auditorium, Vancouver Island Conference Centre  
80 Commercial Street, Nanaimo, BC

Members:	Councillor B. Geselbracht, Chair Mayor L. Krog Councillor S. Armstrong (vacated at 3:14 p.m.) Councillor H. Eastmure Councillor E. Hemmens Councillor P. Manly Councillor J. Perrino
Absent:	Councillor T. Brown Councillor I. Thorpe
Staff:	D. Lindsay, Chief Administrative Officer L. Mercer, General Manager, Corporate Services S. Gurrie, Director, Legislative Services K. Ing, Director, IT/CIO D. LaBerge, Director, Public Safety C. Wood, Manager, Social Planning R. Sawrie, Social Planner N. Sponaule, Communications Advisor A. Chanakos, Recording Secretary

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

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

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

2. INTRODUCTION OF LATE ITEMS:

- (a) Agenda Item 6(a)(1) Basic Needs Services Overview – Presentation 3 – Add PowerPoint presentation titled “BC Housing Update: Nanaimo Homelessness and Housing”.
- (b) Agenda Item 6(a)(1) Basic Needs Services Overview – Presentation 3 – Update Jennifer Fox’s title to Regional Director, Vancouver Island Region.
- (c) Agenda Item 6(a)(1) Basic Needs Services Overview – Presentation 4 – Add the following presenters:
  - 1. Amanda Lemon, Director, Addiction Medicine and Substance Use, Island Health
  - 2. Brodie Tapp, Manager, Addiction Medicine and Substance Use, Island Health

3. APPROVAL OF THE AGENDA:

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

4. ADOPTION OF THE MINUTES:

It was moved and seconded that the minutes of the Governance and Priorities Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2025-APR-14, at 1:00 p.m. be adopted as circulated. The motion carried unanimously.

5. AGENDA PLANNING:

(a) Upcoming Topics and Initiatives

Sheila Gurrie, Director, Legislative Services, spoke regarding topics and initiatives scheduled for upcoming Governance and Priorities Committee (GPC) meetings, and advised that the report regarding Controlling Sale of Invasive Species has been scheduled for the 2025-JUN-23 GPC meeting.

It was moved and seconded that Staff provide an update report in the fourth quarter, 2025 on the implementation of the Allan Neilson Building Permit Function Review recommendations (2021-MAR-22), including an evaluation of the success of the implemented recommendations, the timelines achieved for permit issuance across permit types, and identification of any recommendations not yet successfully implemented, along with the steps required to pursue them. The motion carried unanimously.

6. REPORTS:

(a) Healthy Nanaimo:

(1) Basic Needs Services Overview

Dave LaBerge, Director, Public Safety, provided an overview of the report in the agenda package.

Presentations:

1. Christy Wood, Manager, Social Planning, provided an overview of the City's role regarding basic needs services, and noted the following:
  - A comprehensive list of service providers was not provided in the Staff report as the focus was on those that are low barrier, operating at a fixed location, and those dedicated to helping people experiencing homelessness
  - Over the last 10 years, Nanaimo has lost some key basic needs services such as a drop-in centre, two indoor meal programs, additional shower programs and the Canadian Mental Health Association (CMHA) "Out Shop"
  - Basic needs are foundational to stability and wellness, and are often a first point of contact for long-term services
  - Six organizations currently provide emergency meal services in the City, with the majority of meals being provided outdoors through outreach
  - Hygiene services are limited, with the City funding the only shower service located at Caledonia Park
  - The Leisure Economic Access Pass (LEAP) program has been expanded to allow some organizations to adjudicate individuals to obtain a LEAP pass, which provides access to recreation facility showers; however, options remain limited to those who are substance affected and cannot manage in a public facility
  - The City partners with a variety of service providers to provide daytime warming shelters in winter months, including The Hub, which offers access to food, hygiene supplies and clothing
  - Nanaimo has 63 year-round emergency shelter beds for adults, and eight beds designated for youth
  - Currently, Nanaimo has 329 supportive housing units, and an additional 342 are proposed by BC Housing
  - The Public Safety, IT and GIS departments are developing a new data tool to help the City identify service gaps and help with strategic placement of

essential services. The tool will be for internal use initially; however, there is capability to expand its use in the future

Committee discussion took place regarding outreach services, updates to the LEAP program and the City's role in providing land for housing.

2. Marina White, Health Director, Snuneymuxw First Nation, provided an overview of Snuneymuxw First Nation's role regarding basic needs services, and noted the following:

- Snuneymuxw First Nation (SFN) receives United Way funding to serve the Indigenous population in Nanaimo; however, recent data noted in the third quarter, SFN outreach workers served 379 Indigenous people and 654 non-Indigenous people
- Once a week, a hot meal is served to the unhoused population in Nanaimo. In addition, wellness packages containing hygiene supplies and snacks are handed out throughout the week
- Community Safety Officers (CSOs) have been helpful in assisting the unhoused population move their belongings, and aid outreach workers by delivering messages to the unhoused community
- Additional addictions and mental health services are necessary to help with homelessness
- The twelve transitional units SFN has with wraparound services have been very successful
- Basic needs services can be improved through collaboration between service providers and ensuring supply of affordable housing
- SFN homeless outreach often receive pushback in certain areas of the City when the workers try to park their outreach vehicle to provide services and deliver supplies
- The Point-in-Time (PiT) Count numbers are low as some unhoused individuals do not want to be identified, and the Indigenous unhoused population traditionally does not attend the PiT Count
- SFN recently hired a peer-lived outreach worker, which has had a positive impact on the homeless population

Committee discussion took place regarding connecting with neighbourhoods to help provide consistent outreach services, and the need for more detox beds.

3. Allison Dunnet, Executive Director and Strategic Advisor, Homelessness, Jennifer Fox, Regional Director, Vancouver Island Region, and Jerry Michael, Coordinated Access and Assessment Manager, BC Housing, provided an overview of BC Housing's role regarding basic needs services, and noted the following:

- Over the last year, BC Housing has been prioritizing the HEART and HEARTH programs
- BC Housing's Strategic Working Group has expressed a desire to focus on downtown Nanaimo and Bowen Park in regards to homeless encampment response
- Tenancing for HEARTH assets is done through the Coordinated Access and Assessment Table
- BC Housing hopes to provide community partners with access to the Homeless Individuals and Families Information System (HIFIS) to streamline work around homelessness
- CSOs and BC Housing homelessness outreach workers distributed winter survival kits during the winter months through the HEART program
- BC Housing currently supports 95 permanent shelter spaces in Nanaimo, and 919 unique people accessed these shelters in the 2024 – 2025 fiscal year

Committee discussion took place. Highlights included:

- BC Housing is working to coordinate opening the next HEARTH site with the closure of The Hub
- The ability to provide shelter services rests heavily on partnerships with local governments and local nonprofits
- BC Housing recently completed a Request for Proposal process that has created a list of qualified nonprofits that can operate future supportive housing operations
- The supportive housing and HEARTH programs focus on a housing first/harm reduction approach to housing; however, the supportive housing units at the Sparrow building will be designed to reduce exposure to drugs and alcohol
- A major barrier in leaving supportive housing is difficulty affording the next option, as supportive housing offers food, shelter and community

4. Amanda Lemon, Director, Addiction Medicine and Substance Use, Island Health, and Lisa Murphy, Director of Mental Health and Substance Use Clinical Operations, provided an overview of Island Health's role regarding basic needs services, and noted the following:

- When individuals complete a treatment program and return to supportive housing, it poses a risk of relapse
- Spaces like The Hub provide easy access for service providers to touch base with unhoused clients
- Over the last four years, Island Health has been working on ways to provide more stability and proactive planning for mental health and substance use services
- The provincial initiative, Road to Recovery, aims to provide equitable access to services and an increase in bed-based services
- Spreading services throughout the City, rather than concentrating them downtown, would increase access for individuals
- Utilizing a trauma-informed approach to care is important to build trust

Committee discussion took place regarding access to mental health services for youth, the role of outreach workers when assisting unhoused mothers, and the impact The Hub has had on the surrounding neighbourhood.

The Governance and Priorities Committee recessed the meeting at 3:01 p.m.

The Governance and Priorities Committee reconvened the meeting at 3:14 p.m.

Councillor Armstrong vacated the Shaw Auditorium at 3:14 p.m.

5. Eileen Gillett, Director of Public Services and Planning, Vancouver Island Regional Library, provided an overview of Vancouver Island Regional Library's role regarding basic needs services, and noted the following:

- The Vancouver Island Regional Library's (VIRL) mission, set out through provincial legislation, states that equitable services must be provided to everyone
- Nanaimo has three library branches that collectively receive about 1,200 visits per day
- VIRL is working to improve literacy levels in the region, as 40% of adults struggle with literacy
- Library branches provide copies of the Surviving in Nanaimo guide, and keep a bulletin board with a list of basic needs services providers

- Many services are available for isolated seniors, youth, individuals living in cars, young families and new immigrants, as well as access to free public computers and Wi-Fi
- High risk branches have recently installed Brave Overdose Detection Sensors that alert staff if no motion is detected in an occupied washroom
- Rules of conduct are in place to keep patron behaviors under control

Committee discussion took place regarding training opportunities for library staff and the recent need for security measures.

6. John McCormick, Executive Director, Nanaimo Systems Planning Organization, spoke regarding:

- The most recent PiT count shows a 20% increase from last year
- Community needs can be addressed by additional rental supports, additional drop-in hubs, reactivating programs that distribute survival supplies, and additional emergency shelter, transitional and supportive housing units
- Around 200 additional shelter beds are needed to meet Nanaimo's needs
- Discussions at the Union of BC Municipalities conference and at the provincial level regarding converting unused buildings into housing
- Nanaimo does not have centralized services due to its linear geography

Committee discussion took place regarding options and risks for converting unused buildings into shelter space and work the Systems Planning Organization is currently undertaking.

7. QUESTION PERIOD:

The Committee received two questions from the public regarding agenda items.

8. ADJOURNMENT:

It was moved and seconded at 4:20 p.m. that the meeting adjourn. The motion carried unanimously.

CERTIFIED CORRECT:

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CHAIR

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CORPORATE OFFICER



## **MINUTES**

### **FINANCE AND AUDIT COMMITTEE MEETING**

Wednesday, May 21, 2025, 9:00 A.M.  
Shaw Auditorium, Vancouver Island Conference Centre  
80 Commercial Street, Nanaimo, BC

**Members:**

- Mayor L. Krog, Chair
- Councillor S. Armstrong\* (joined at 9:47 a.m., disconnected at 11:33 a.m.)
- Councillor H. Eastmure\* (vacated at 10:50 a.m., joined electronically at 11:01 a.m.)
- Councillor B. Geselbracht\*
- Councillor E. Hemmens (vacated at 11:29 a.m.)
- Councillor P. Manly
- Councillor J. Perrino
- Councillor I. Thorpe\*

**Absent:** Councillor T. Brown

**Staff:**

- D. Lindsay, Chief Administrative Officer\*
- L. Mercer, General Manager, Corporate Services
- B. Sims, General Manager, Engineering and Public Works
- W. Fulla, Director, Finance
- J. Holm, Director, Planning and Development
- K. Ing, Director, IT/CIO
- D. Osborne, Director, Parks, Recreation and Culture
- P. Rosen, Director, Engineering
- N. Vracar, Deputy Corporate Officer
- M. Bryson, Deputy Director, Civic Facilities
- C. Davis, Deputy Director, Parks and Natural Areas
- J. McAskill, Manager, Facility Asset Planning
- J. Rose, Manager, Transportation
- N. Sponaule, Communications Advisor
- A. Chanakos, Recording Secretary

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



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

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

**2. ADOPTION OF AGENDA:**

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

**3. ADOPTION OF MINUTES:**

It was moved and seconded that the minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2025-APR-16, at 9:00 a.m. be adopted as circulated. The motion carried unanimously.

**4. PRESENTATIONS:**

(a) 2026 - 2030 Draft Project Plan

Introduced by Laura Mercer, General Manager, Corporate Services.

Wendy Fulla, Director, Finance, provided an overview of the on-screen presentation included in the agenda package and advised the following:

- The 2026 – 2030 Draft Financial Plan has \$276.9 million in projects planned for the next four years
- Approximately 67% of projects address the renewal of existing infrastructure to maintain service levels
- 79% of project funding comes from reserves, with the General Asset Management Reserve Fund being the largest single source of funding
- In July 2024, Council provided approval for Staff to sign a 10-year Community Works Funding Agreement, which has been used to fund new City infrastructure and renew existing infrastructure. For the 2026 – 2030 Project Plan, Staff plan to continue using this reserve to fund projects that meet the program requirements

Committee and Staff discussion took place regarding major capital projects that have not been included in the 2025 – 2029 Financial Plan.

Poul Rosen, Director, Engineering, continued the presentation and advised the following:

- The integration between transit, pedestrians and cyclists has become an emerging issue following adoption of the provincial active transportation guidelines. The City participated in a pilot project

which included additional signage and road markings to create separate space for cyclists and pedestrians along Bowen Road and Front Street

- The Midtown Network has been a priority for the City, and over the last several years a number of active transportation links have been added to improve connectivity between Country Club Centre, the Nanaimo Regional General Hospital, Vancouver Island University and downtown
- Projects planned for the next few years include the Country Club Transit Exchange, Downtown Transit Exchange and upgrades to Albert Street and Wallace Street
- Upcoming roadwork includes traffic signal and paving upgrades on Bowen Road, adjacent to Beban Park, as well as a new traffic signal at East Wellington Road and Madsen Road

Committee and Staff discussion took place. Highlights included:

- Investing in less expensive, traditional bike racks would allow the City to have stock of bike racks that could be installed at various locations with minimal wait time
- A single secure bike unit with charging capabilities costs approximately \$30,000, plus site preparation, and can accommodate five bikes
- Staff hope to find a vendor that can provide a wide variety of end-of-trip facilities that will promote active transportation
- Bike valet programs help promote active transportation for large events; however, the program costs approximately \$2,000 per day
- The bike pod model at the Nanaimo Aquatic Centre (NAC) costs approximately \$10,000 per unit; however, they require a key to access the unit and a Staff member to administer the key
- Bike storage cages are cost-effective; however, they tend to only accommodate a select group of people, such as employees of a building

P. Rosen, Director, Engineering, continued the presentation and noted upgrades planned for Norwell Drive and the Country Club Transit Exchange, as well as upgrades to Hammond Bay Road in partnership with the Regional District of Nanaimo.

Councillor Armstrong joined the meeting electronically at 9:47 a.m.

Committee discussion took place regarding the option to include bike lanes along Hammond Bay Road.

P. Rosen, Director, Engineering, continued the presentation and provided an update on the Commercial Street upgrades and funding forecasts for traffic signals and road paving/maintenance.

Committee and Staff discussion took place regarding possible improvements to the Turner Road and Island Highway intersection, as well as improving active transportation routes between Longwood Station and Metral Drive.

P. Rosen, Director, Engineering, continued the presentation and advised that current funding levels for water, sanitary sewer and storm sewer are below the level they should be funded at, which results in Staff being required to triage projects to ensure work is prioritised appropriately.

Committee and Staff discussion took place regarding increasing property taxes to improve water and sewer funding levels in the future.

Jennifer McAskill, Manager, Facility Asset Planning, continued the presentation and reviewed upcoming facility projects and anticipated funding levels.

Mike Bryson, Deputy Director, Civic Facilities, continued the presentation and advised the following:

- Phase 1 of the NAC improvements included the installation of a glass wall and automatic door in the lobby. Phase 2 will include improvements to the Staff areas and conversion of the concession area into office space
- The 7 Potatoes Society has secured a \$250,000 grant to fund improvements to Room 6 at the Beban Social Centre. A portion of the room will be soundproofed to create a taiko drum practice space
- The Beban Complex roof replacement will take place over three phases, and will include roof over the pool area, Frank Crane Arena and the Beban Social Centre

Committee and Staff discussion took place regarding possible future repairs to the Centennial Building roof.

M. Bryson, Deputy Director, Civic Facilities, continued the presentation and reviewed upcoming recreation facility projects.

Charlotte Davis, Deputy Director, Parks and Natural Areas, continued the presentation and advised of the recent upgrades to Westwood Lake Park, as well as the new soft surface trail along the E&N Trail.

Committee discussion took place regarding the level of accessibility at the Westwood Lake beach and playground feature.

C. Davis, Deputy Director, Parks and Natural Areas, continued the presentation and advised the following:

- Projects for completion in 2025 include the installation of bleachers at the Harewood Artificial Turf Field and Q'unq'inuqwtuxw Stadium, upgrades to the parking lot at Neck Point Park, and Harewood Centennial Park water park improvements
- Design work is taking place for the Maffeo Sutton Park washrooms, and will likely include replacement of the current building
- Upcoming planned projects include Japanese – Canadian legacy projects, Brechin dock upgrades and East Wellington Park improvements
- Phase 3 of Westwood Lake Park improvements is currently scheduled for 2030, and will provide a safer connection between First and Second Beach, improved accessibility to water and additional seating
- The installation of lighting along the E&N Trail between Northfield Road and Rock City Road is being considered; however, there is no estimated timeline for the project

W. Fulla, Director, Finance, advised the Committee that the deadline for Staff to submit project plans for consideration is approaching, and requested direction from the Committee regarding which projects to prioritize.

Committee and Staff discussion took place. Highlights included:

- Plans have been developed for 933 Park Avenue, and Staff are looking at how to incorporate the project into the Financial Plan
- Consideration to move Phase 3 of Westwood Lake Park improvements forward from 2030
- Funding from the Special Initiatives Reserves and the Strategic Infrastructure Reserve Fund could be allocated to priority projects; however, discretionary funding should not be allocated until budgets are in place for major upcoming projects

The Finance and Audit Committee recessed the meeting at 10:39 a.m.

The Finance and Audit Committee reconvened the meeting at 10:50 a.m.

Councillor Eastmure vacated the Shaw Auditorium at 10:50 a.m.

## **5. REPORTS:**

### **(a) Nanaimo Aquatic Centre HVAC**

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

Committee and Staff discussion took place. Highlights included:

- Portions of the project will require the facility to be shut down; however, Staff would work to accommodate the public where possible through other aquatic facilities and beaches throughout the City
- The mechanical units to be replaced remove extra humidity in the air, which allows the pool to function properly, and helps the City meet the requirements for maintaining an indoor pool
- Delaying the project would create the potential risk of losing the \$3 million grant funding, as the deadline to spend the grant funding is 2028-MAR-31

Councillor Eastmure joined the meeting electronically at 11:01 a.m.

It was moved and seconded that the Finance and Audit Committee recommend 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. The motion carried unanimously.

### **(b) ERP Project - Budget Increase Request**

L. Mercer, General Manager, Corporate Services, provided an overview of the report in the agenda package.

Committee and Staff discussion took place regarding the spectrum of tasks the Enterprise Resource Platform (ERP) software is responsible for.

It was moved and seconded that the Finance and Audit Committee recommend 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. The motion carried unanimously.

(c) Nanaimo Curling Club Assessment

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

Committee and Staff discussion took place. Highlights included:

- The City is responsible for the roof and concrete slab of the Nanaimo Curling Club facility as part of the Co-Management Agreement. Following the condition assessment, it was determined that both are due for replacement
- Concern regarding the level of investment and the amount of community members who would benefit
- Consideration to use the Nanaimo Curling Club facility for other uses when it is not being utilized for curling
- These repairs fall under asset management, and the Nanaimo Curling Club is part of the City's infrastructure
- The City missed the opportunity to host curling for the 55+ BC Games due to unexpected chiller repairs. Keeping the building in good repair would provide the City with future hosting opportunities
- The condition assessment showed the structure itself is in good condition; however, it needs maintenance upgrades

Councillor Hemmens vacated the Shaw Auditorium at 11:29 a.m.

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to prioritize necessary funds to sustain services at the facility including a new roof and suitable surface to support ice, while investigating additional programming for the facility. The motion carried unanimously.

Councillor Armstrong disconnected from the meeting at 11:33 a.m.

(d) Community Watershed Restoration Grants 2025

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

Committee discussion took place regarding focusing grant funding on projects that the City has identified as priorities in the City Plan.

It was moved and seconded that the Finance and Audit Committee recommend 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

The motion carried unanimously.

(e) 2025 Community Environmental Sustainability Project Grant Applications

Jeremy Holm, Director, Planning and Development, introduced the report and advised that a grant application from School District 68 – Departure Bay Elementary School was missed in the Staff report.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve a total of \$20,000 in accordance with the Community Environmental Sustainability Project Grant Guidelines and Criteria as attached, 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.

- (f) Quarterly Purchasing Report (Single and Sole Source, Purchases in Excess of \$250,000 and Instances of Exceptions to Trade Agreements)

L. Mercer, General Manager, Corporate Services, provided an overview of the report in the agenda package.

**6. QUESTION PERIOD:**

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

**7. 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 meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public; 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.

The Finance and Audit Committee Meeting moved In Camera at 11:45 a.m.

The Finance and Audit Committee Meeting moved out of In Camera at 11:49 a.m.

**8. ADJOURNMENT:**

It was moved and seconded at 11:49 p.m. that the meeting adjourn. The motion carried unanimously.

CERTIFIED CORRECT:

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CHAIR

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DEPUTY CORPORATE OFFICER





## **MINUTES**

### **FINANCE AND AUDIT COMMITTEE MEETING**

Wednesday, June 18, 2025, 9:00 A.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  
Councillor I. Thorpe

Absent: Councillor S. Armstrong  
Councillor T. Brown

Staff: D. Lindsay, Chief Administrative Officer  
L. Mercer, General Manager, Corporate Services  
B. Sims, General Manager, Engineering and Public Works  
W. Fulla, Director, Finance  
N. Vracar, Deputy Corporate Officer  
J. Rose, Manager, Transportation  
N. Sponaule, Communications Advisor  
A. Chanakos, Recording Secretary

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

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

Mayor Krog advised of the recent passing of William (Bill) James Merilees and noted their many contributions to the community, including their extensive knowledge of local plants/trees, becoming an author, and being a strong supporter of Sayoutshun, Buttertubs Marsh and various other causes.

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

**2. ADOPTION OF AGENDA:**

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

**3. ADOPTION OF MINUTES:**

It was moved and seconded that the minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2025-MAY-21, at 9:00 a.m., be adopted as circulated. The motion carried unanimously.

**4. PRESENTATIONS:**

(a) 2026 - 2030 Financial Plan Development

Introduced by Laura Mercer, General Manager, Corporate Services.

Presentation:

1. Wendy Fulla, Director, Finance, provided an on-screen presentation included in the agenda package and advised the following:
  - The projected starting point for the 2026 property tax increase is 7.7%, and reflects the end of the Vancouver Island Conference Centre (VICC) debt, as well as the end of the City's five-year commitment to provide core funding for the Nanaimo Systems Planning Organization
  - In the past several years the City has invested in additional resources for public safety including additional fire fighters, RCMP members and Community Safety Officers
  - Base project funding is projected to increase by 5% to allow for growth in assets and inflation
  - In 2025, Council made a one-time reduction to base project funding of approximately \$795,000 as a result of moving Phase 2 of the Commercial Street implementation out of the five-year plan. This funding will be added to the 2026 – 2030 Financial Plan
  - RCMP contract costs for 2026 will include the first full year of the four new RCMP members and the public service employee position that was added in 2025. In April 2026, four additional RCMP members will be added
  - The 2026 budget includes funding for 758 full time employees, plus temporary, casual and contract employees

- The proposed budget will reflect a \$100,000 decrease in reserve funding, as 2025 is the final year that Council allocated reserve funding to lower property taxes as a result of the COVID-19 pandemic
- The City's borrowing limit is governed by the Liability Servicing Limit, which must not exceed 25% of the controllable and sustainable revenues for the year. As of 2023-DEC-31, the liability servicing limit was \$57.8 million with the 13.1% debt servicing cost of that limit
- The Liability Servicing Limit will be revised in the Fall following the Province's review and approval of the financial information the City has submitted for 2024
- Budget deliberations in the Fall will include a phased increase for the road maintenance budget, RCMP contract and a negative wage contingency for variances

Committee and Staff discussion took place regarding external borrowing for Wellcox Secondary Access project, budgeting for land acquisitions, and potential opportunity to extend the E&N Trail with Island Corridor Foundation to complete the south-end connection.

## 5. REPORTS:

### (a) Allocation of Unallocated Pedestrian Funds

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

#### Presentation:

1. Jamie Rose, Manager, Transportation, provided an on-screen presentation included in the agenda package and advised the following:
  - The Pedestrian Unallocated Program was initiated in 2018 and has proven to be effective at increasing pedestrian mobility throughout the City
  - Raised crosswalks create improved pedestrian crossing opportunities and assist with speed management along corridors
  - The Townsite Road at St. Patrick Crescent intersection was prioritized due to concerns with speeding along Townsite Road, the wide crossing area for pedestrians, and the cycling infrastructure currently in place

- Wallace Street at Franklyn Street was proposed in an effort to slow down traffic and provide better connectivity to the downtown core and the upcoming transit exchange
- The Portsmouth Road at Applecross Road intersection was widely discussed at the Woodgrove Area Plan Open House, and many people in the area have noted this intersection as an area of concern

Committee and Staff discussion took place. Highlights included:

- A typical project cycle from idea to completion takes approximately two years, and there is a backlog of pedestrian improvement projects due to the increases in the budget in 2021 – 2023
- The Advisory Committee on Accessibility and Inclusiveness and the Public Safety Committee members have shared hesitations around funding the Wallace Street crosswalk and expressed interest in placing a raised crosswalk closer to an elementary school
- The Crosswalk Improvement Prioritization Tool takes proximity to elementary schools into consideration; however, comments/interest from the community is not included. The tool uses data to create a database which gives Staff a guideline to prioritize locations for pedestrian improvements
- The City meets with the School Board, RCMP and ICBC on a regular basis to discuss public safety, after-school travel plans and ways to educate parents and teachers on navigating in the community when sidewalks are not present

It was moved and seconded that the Finance and Audit Committee recommend that Council invest \$300,000 from the Pedestrian Unallocated budget for 2025 towards raised crosswalks at the following locations:

- Townsite Road at St. Patrick Crescent (\$100,000)
- Wallace Street at Franklyn Street (\$100,000)
- Portsmouth Road at Applecross Road (\$100,000)

It was moved and seconded that the motion be amended to remove the item titled “Wallace Street at Franklyn Street (\$100,000)”.

The vote was taken on the amendment.

The motion carried.

Opposed: *Mayor Krog, Councillors Perrino and Thorpe*

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

That the Finance and Audit Committee recommend that Council invest \$200,000 from the Pedestrian Unallocated budget for 2025 towards raised crosswalks at the following locations:

- Townsite Road at St. Patrick Crescent (\$100,000)
- Portsmouth Road at Applecross Road (\$100,000)

The motion carried unanimously.

Committee and Staff discussion took place. Highlights included:

- Prioritizing a raised crosswalk on Elizabeth Street at Howard Avenue as Howard Avenue receives a high number of complaints regarding speed, and due to its proximity to an elementary school
- Prioritizing a raised crosswalk on Waddington Road at Dufferin Crescent or Mary Ellen Drive at Dover Road
- If an additional site is not selected at this time, the additional \$100,000 would remain in the budget until another project is selected
- Crosswalk improvements on Mary Ellen Drive would require an increase to the budget as the project is estimated to cost \$150,000

It was moved and seconded that the Finance and Audit Committee recommend that Council invest \$100,000 from the Pedestrian Unallocated budget for 2025 towards a raised crosswalk at Elizabeth Street and Howard Avenue. The motion was defeated.

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

Committee and Staff discussion took place regarding the Wallace Street crosswalk being prioritized due to its location in an urban centre and future density in the area, and the Crosswalk Improvement Prioritization Tool scores of Waddington Road at Dufferin Crescent and Portsmouth Road at Applecross Road.

It was moved and seconded that the Finance and Audit Committee recommend that Council invest \$100,000 from the Pedestrian Unallocated budget for 2025 towards a raised crosswalk at Waddington Road at Dufferin Crescent. The motion carried.

Opposed: *Councillor Perrino*

**6. OTHER BUSINESS:**

Dale Lindsay, Chief Administrative Officer, provided a follow-up to discussion during the 2026 – 2030 Financial Plan Development presentation, and noted that the hiring of 20 additional fire fighters in 2023 is anticipated to alleviate the need for overtime; however, data is not available at this time. Staff will provide the Finance and Audit Committee with this data at a future meeting.

**7. QUESTION PERIOD:**

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

**8. ADJOURNMENT:**

It was moved and seconded at 10:12 a.m. that the meeting adjourn. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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DEPUTY CORPORATE OFFICER

Please click the link below to access the 2025-JUN-18 Finance and Audit Committee Meeting agenda:

<https://pub-nanaimo.escribemeetings.com/Meeting.aspx?Id=153c8350-0008-45f5-bd9a-97d3ee40e846&Agenda=Agenda&lang=English>

Please click the link below to access the 2025-JUN-23 Governance and Priorities Committee Meeting agenda:

<https://pub-nanaimo.escribemeetings.com/Meeting.aspx?Id=abdf7044-e11c-4746-a0bb-885bdaf5aeff&Agenda=Merged&lang=English>



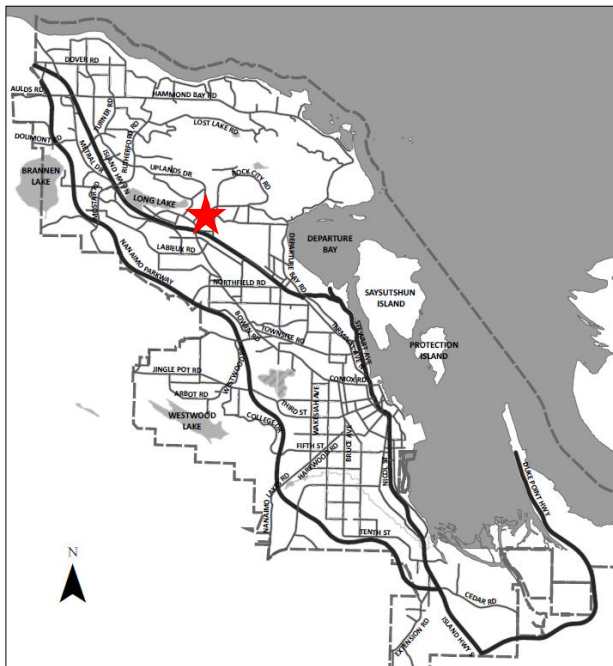
Please click the link below to access the 2025-JUN-27 Special District 68 Sports Field and Recreation Committee Meeting agenda:

<https://pub-nanaimo.escribemeetings.com/Meeting.aspx?Id=2b2f7f0f-01c7-4373-9092-028ec7802f37&Agenda=Merged&lang=English>

DATE OF MEETING July 7, 2025

AUTHORED BY PAYTON CARTER, PLANNER, CURRENT PLANNING

**SUBJECT DEVELOPMENT VARIANCE PERMIT APPLICATION NO. DVP477 –  
4286 DEPARTURE BAY ROAD**



**Proposal:**

Variances to canopy signage

**Zoning:**

COR3 – Community Corridor

**City Plan Land Use Designation:**

Secondary Urban Centre

**Lot Area:**

4,332m<sup>2</sup>

**DVP**



## **OVERVIEW**

### **Purpose of Report**

To present for Council's consideration a development variance permit application to allow two freestanding canopy signs to project above the upper edge of the canopy and increase the maximum allowable sign height of two signs on an existing gas bar at 4286 Departure Bay Road.

### **Recommendation**

That Council issue Development Variance Permit No. DVP477 for the installation of two freestanding canopy signs with variances as outlined in the "Proposed Variances" section of the Staff Report dated 2025-JUL-07.

## **BACKGROUND**

A development variance permit application, DVP477, was received from Country Signs, on behalf of Kocana Investment Ltd., to vary the provision of the "Sign Bylaw 1987 No. 2850" (the Sign Bylaw) to allow two freestanding canopy signs to project above the upper edge of the canopy, and to increase the maximum allowable vertical dimension (sign height) of the signs on an existing gas bar at 4286 Departure Bay Road.

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

The subject property is located within the Long Lake neighbourhood, northeast of Country Club Centre and southeast of Long Lake. It is a corner lot located with the Country Club Secondary Urban Centre with a variety of local-serving businesses located onsite, including a gas bar, restaurants, salons, and an office. The surrounding neighbourhood is characterized by medium-density residential development, local-serving commercial businesses, and a large shopping centre.

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

## **DISCUSSION**

### **Proposed Development**

The applicant is proposing to install two illuminated freestanding canopy signs for an existing Petro-Canada gas station. The proposed signage is in the shape of the Petro-Canada logo and a portion of each sign will project above the upper edge of the existing canopy on the northeast and southwest sides. The height of the proposed signs is 1.85m. The canopy will be illuminated red (backlit) on the northwest and southeast elevations, where the proposed signage will be installed.

## Proposed Variances

### *Canopy Signs*

In accordance with the Sign Bylaw, freestanding canopies are permitted to have signage on all sides except that no sign shall project above the upper edge and the sign height shall not exceed 1.5m. A portion of the proposed signs will project above the upper edge of the freestanding canopy and have a sign height of 1.85m, a requested variance of 0.35m.

The applicant has requested the variance to conform to the national branding of Petro-Canada, including illumination and sign dimensions.

Schedule 'C' Development Variance Permit Guidelines of the Sign Bylaw indicates that requested variances for canopy signs are to be reviewed on its relative merits.

While the signs are proposed to have backlit illumination, Staff support the proposed variances as there is separation from surrounding residential uses (approximately 50m) and the site is commercially developed. Additionally, the proposed variances will not impact existing uses occurring on the site, and the proposed signs are part of the comprehensive signage replacement for the gas bar.

### **SUMMARY POINTS**

- Development Variance Permit Application No. DVP477 is to allow two freestanding canopy signs to project above the upper edge of the freestanding canopy and increase the maximum allowable sign height at 4286 Departure Bay Road.
- The proposed signs do not negatively impact the commercial use of the site.
- Staff support the proposed variances.

### **ATTACHMENTS**

ATTACHMENT A: Permit Terms and Conditions  
ATTACHMENT B: Subject Property Map  
ATTACHMENT C: Site Plan  
ATTACHMENT D: Elevations  
ATTACHMENT E: Renderings

### **Submitted by:**

Lainya Rowett  
Manager, Current Planning

### **Concurrence by:**

Jeremy Holm  
Director, Planning & Development

# **ATTACHMENT A PERMIT TERMS AND CONDITIONS**

## **TERMS OF PERMIT**

The “Sign Bylaw 1987 No. 2850” is varied as follows:

1. *Section (3)(E) Canopy Signs*– to allow a maximum of two freestanding canopy signs to project above the upper edge of the canopy, and to increase the maximum allowable vertical dimension of two freestanding canopy signs from 1.5m to 1.85m, as shown on Attachments D and E.

## **CONDITIONS OF PERMIT**

1. The subject property shall be developed in accordance with the Elevations, prepared by K Paul Architect., dated 2023-OCT-20 as shown in Attachment D.



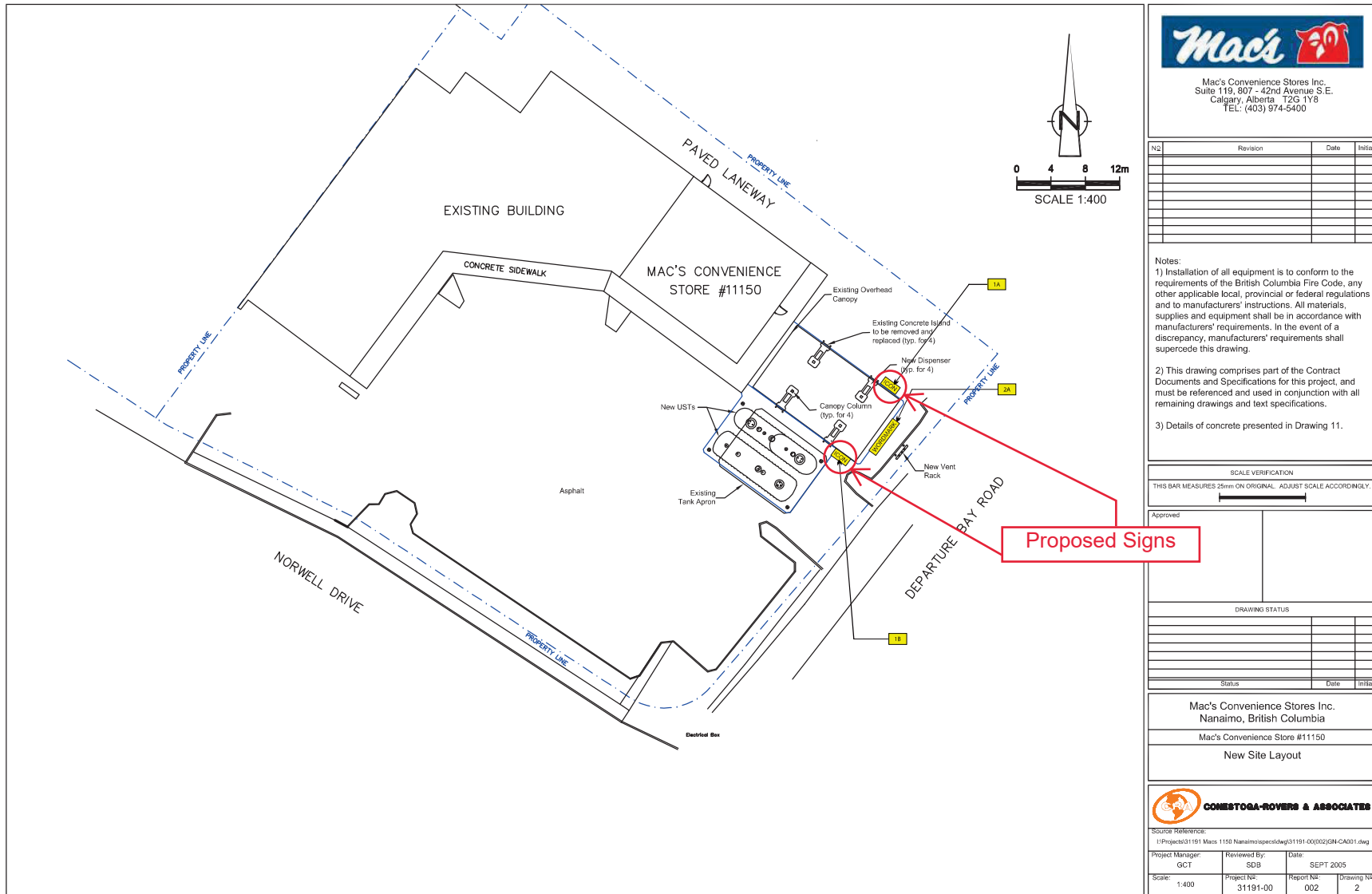
The map displays a residential area with various zoning districts and property boundaries. The highlighted property at 4286 Norwell Dr is located in a COR1 zoning district. Surrounding streets include Barons Rd, Departure Bay Rd, Wassell Way, Country Club Dr, and Divot Dr. Other zoning districts shown include COR2, COR3, CS1, R5, and CC3. Lot numbers are provided for many of the properties, such as 3042, 3057, 3043, 3035, 3026, 3023, 3300, 3024, 3260, 3230, 3185, 3193, 3172, 3180, 3188, 4196, 4176, 4178, 4186, 4188, 4151, 4153, 3560, 3594, 3598, 4235, 4299, 2912, 2900, 2834, 2800, 3690, 2499, and 2489.



64

# ATTACHMENT C SITE PLAN

## CANOPY ID LOCATION



**PETRO-CANADA**  
Site #: -

Date: December 30, 2024  
Location: Nanaimo BC, 4286 Departure Bay Rd  
Job Number:

Designer:  
Vinotha Muthaliah  
Rev. No: -

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App'd:  
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CONCEPT ART: SIGNAGE DIMENSIONS SUBJECT TO: SITE SURVEY, ENGINEERING & CITY APPROVAL



PHOTO COMPLETED WORK, ALL SIDES

■ INSTALLED AS PER ARTWORK

■ IS FULLY CLEANED & ILLUMINATED

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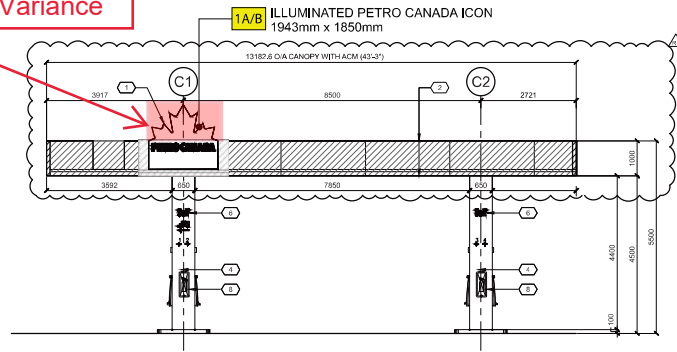
T: 1.800.748.0277  
E: info@countrysigns.ca  
W: countrysigns.ca

**RECEIVED**  
**DVP477**  
**2025-APR-02**  
Current Planning

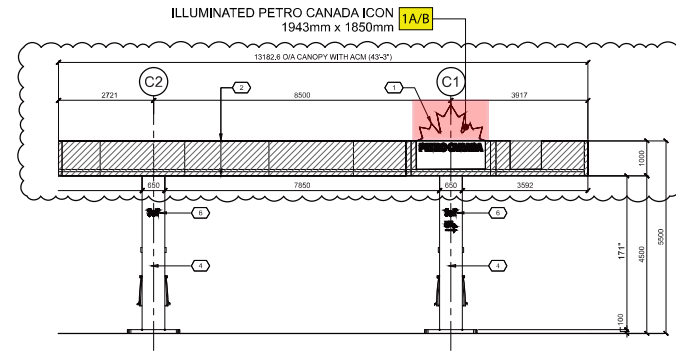
# ATTACHMENT D ELEVATIONS

## PROPOSED ACM CANOPY SECTION THRU W LED ILLUMINATION RED BAND RECESS TYP.

Proposed Variance

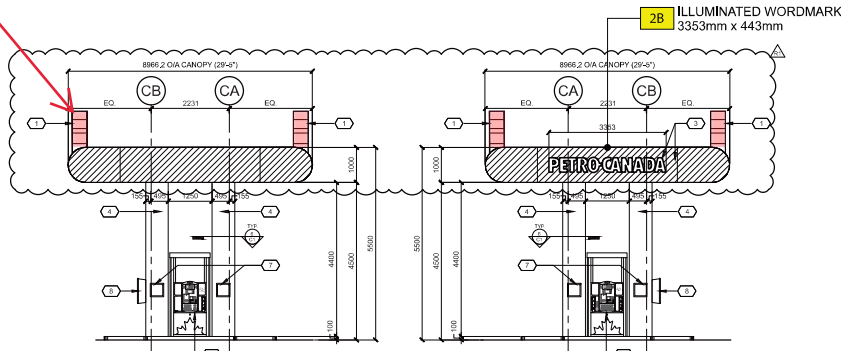


1 NORTH ELEVATION



2 SOUTH ELEVATION

Proposed Variance

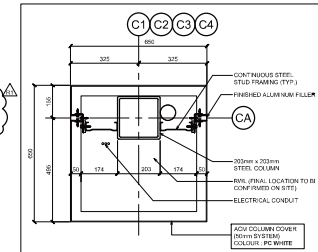


3 EAST ELEVATION

4 WEST ELEVATION

NO.	PRODUCT	SPECIFICATION & COLOUR
1	ALUMINUM COMPOSITE METAL PANELS	VARIETY GRAY TRANSPARENT
2	ALUMINUM COMPOSITE METAL PANELS	1000MM WIDE ALUMINUM WITH INTERNAL REVEAL GLOSS RED CAPTIVE LED LIGHT STRIP REVEAL
3	ALUMINUM COMPOSITE METAL PANELS	1000MM WIDE RED FLAT PANELS WITH INTERNAL REVEAL GLOSS RED CAPTIVE LED LIGHT STRIP REVEAL
4	ALUMINUM COMPOSITE METAL PANELS	1000MM WIDE RED FLAT PANELS WITH INTERNAL REVEAL GLOSS RED CAPTIVE LED LIGHT STRIP REVEAL
5	CAS DISPENSER UNIT	COLOR: BLACK
6	TRIPLE LETTER DISPENSER	COLOR: BLACK
7	SWAP FRAME DISPLAY UNIT	COLOR: BLACK
8	TRIPLE LETTER DISPENSER	COLOR: BLACK
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10	TRIPLE LETTER DISPENSER	COLOR: BLACK
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5 FINISH SCHEDULE



6 PLAN SECTION @ COLUMN

REVISION TABLE			
REV.	DESCRIPTION	DATE	BY
1	ISSUE CANOPY DESIGN	20 JUL 23	JP
2			
3			
4			
5			
6			
7			
8			
9			
10			
ISSUE TABLE			
TO	FROM	DATE	BY
CITY	CONDITIONS OF APPROVAL - OP	06 JULY 23	
CITY	BUILDING PERMIT	06 JULY 23	
CITY	RETURN FOR PERMIT	20 OCT 23	
METRIC			
ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE SPECIFIED. CONTRACTOR TO VERIFY ALL DIMENSIONS PRIOR TO COMMENCEMENT OF WORK. ALL DIMENSIONS TO BE REFERRED TO THE PROJECT MANUAL. DO NOT SCALE DRAWINGS.			
SIN:			
CONTRACTOR:			
K. PAUL ARCHITECT			
CONSULTING - FINANCIAL - CIVIL			
1001 Highway 10, Suite 101, Nanaimo, BC V9X 1B7			
Tel: 250.754.1111 Fax: 250.754.1112			
www.kpaularchitect.com			
PROJECT:			
GAS BAR CANOPY ELEVATIONS & DETAIL			
PROJECT:			
DRAWN BY: C1			
CHECKED BY: N.T.A.			
DATE DRAWN: OCT 2023			
CHECKED BY: OCT 2023			
APPROVED BY: NOT SIGNED			
SIN No./PROJECT No.			
C1			

Site #: -

Date: December 30, 2024

Location: Nanaimo BC, 4286 Departure Bay Rd

Job Number:

Designer: Vinotha Muthaiah

Rev. No.: -

CONCEPT ART: SIGNAGE DIMENSIONS SUBJECT TO: SITE SURVEY, ENGINEERING & CITY APPROVAL

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Appd: \_\_\_\_\_

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IS FULLY CLEANED & ILLUMINATED

PHOTO INTERIOR OF ALL RETROFIT PYLON S

INSTALLER CLIENT

T: 1.800.748.0277

E: info@countrysigns.ca

W: countrysigns.ca



CANOPY ID CONVERSION MOCKUP

Existing End



Proposed End



Existing Site



Proposed Site



Date: December 20, 2024

PROJECT  
BINDER

Site #: -

Prepared for:  
**PETRO CANADA**  
Location: Nanaimo, BC  
4286 Departure Bay Rd

Prepared by:  
**Country Signs**  
T: 1.800.748.0277  
info@countrysigns.ca  
countrysigns.ca



Project Manager:  
**Rebecca Garland**  
T: 416.678.9981

After Hours:  
**Brad Butterfield**  
T: 416.254.3002

Brand Standards /  
Design Development:  
**Vinotha Muthaiah**



<b>PETRO-CANADA</b> Site #:-	Date: December 30, 2024	Designer: Vinotha Muthaiah	This is an original unpublished drawing created by Country Signs Inc. It is submitted for your personal use in connection with a project being prepared for you by Country Signs Inc. It is not to be shown to anyone outside your organization, nor is it to be used, reproduced or exhibited in any fashion.	Appd:		 INSTALLER	 CLIENT	PHOTO COMPLETED WORK, ALL SIDES ■ INSTALLED AS PER ARTWORK ■ IS FULLY CLEANED & ILLUMINATED ■ PHOTO INTERIOR OF ALL RETROFIT PYLON S		T: 1.800.748.0277 E: info@countrysigns.ca W: countrysigns.ca
	Location: Nanaimo BC, 4286 Departure Bay Rd	Rev. No: -		Appd:						
	Job Number:	CONCEPT ART: SIGNAGE DIMENSIONS SUBJECT TO: SITE SURVEY, ENGINEERING & CITY APPROVAL								

CANOPY DAY / NIGHT ILLUMINATION



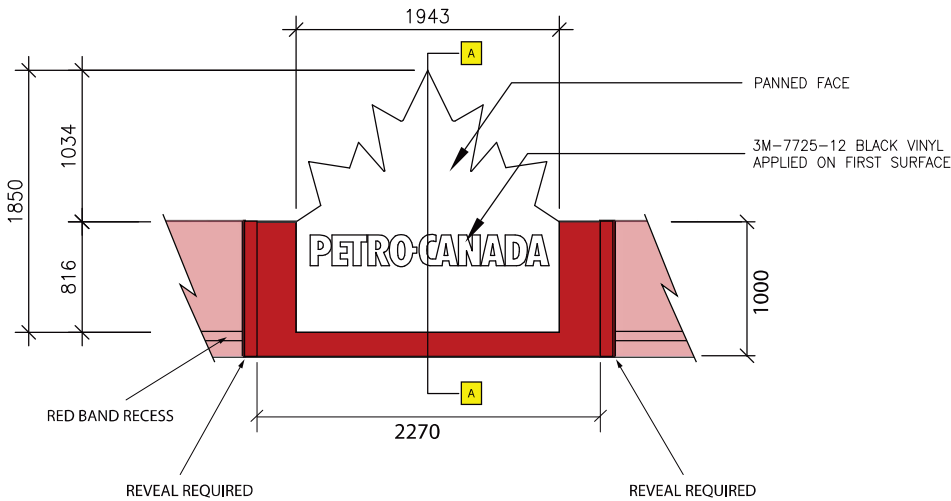
<div>PETRO-CANADA</div> <div>Site #: -</div>	Date: December 30, 2024	Designer: Vinotha Muthaiah	<div>This is an original unpublished drawing created by Country Signs Inc. It is submitted for your personal use in connection with a project being prepared for you by Country Signs Inc. It is not to be shown to anyone outside your organization, nor is it to be used, reproduced or exhibited in any fashion.</div>	Appd:		<div><div><div><div></div></div><div>INSTALLER</div></div><div><div><div></div></div><div>CLIENT</div></div></div> <div><div>PHOTO COMPLETED WORK, ALL SIDES</div><div>■ INSTALLED AS PER ARTWORK</div><div>■ IS FULLY CLEANED &amp; ILLUMINATED</div><div>■ PHOTO INTERIOR OF ALL RETROFIT PYLON S</div></div>	<div><div><div>COUNTRY</div><div>SIGNS</div></div><div>T: 1.800.748.0277 E: info@countrysigns.ca W: countrysigns.ca</div></div>
	Location: Nanaimo BC, 4286 Departure Bay Rd	Rev. No: -		Appd:			
	Job Number:	CONCEPT ART: SIGNAGE DIMENSIONS SUBJECT TO: SITE SURVEY, ENGINEERING & CITY APPROVAL					

PROPOSED ICON ACM CANOPY PANEL

AREA OF LOGOS: 38.7 SQ FT OR 3.6m  
WEIGHT: 265LBS OR 120kg



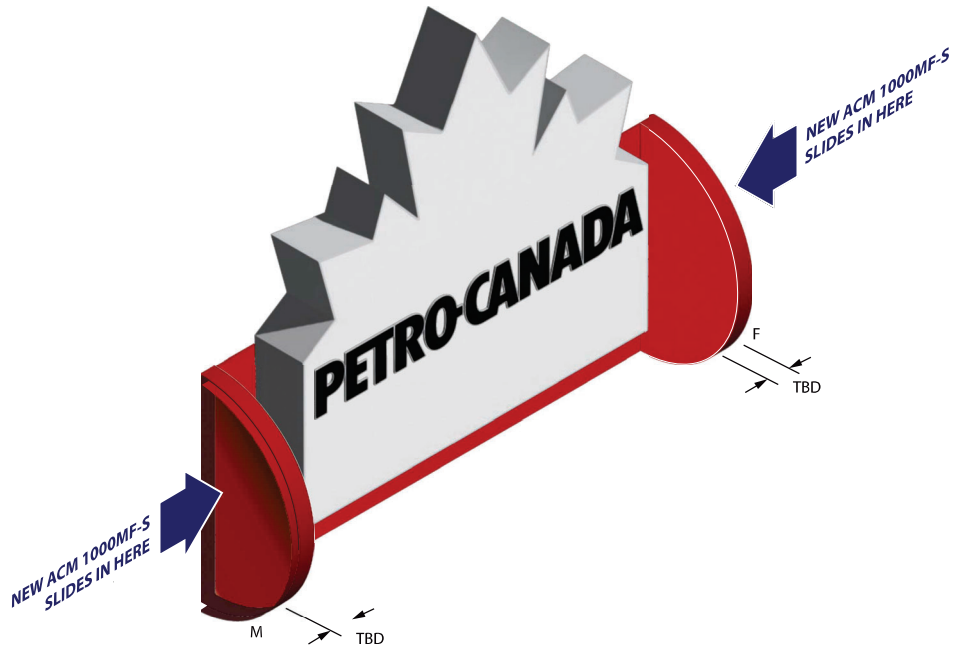
NEW ICON ASSEMBLY



PROPOSED ICON ASSEMBLY

1A/B

ILLUMINATED PETRO CANADA ICON 1943mm x 1850mm



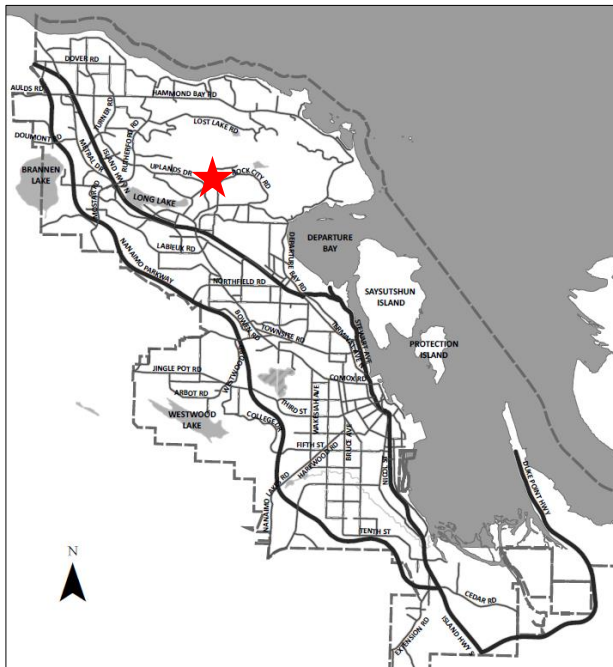
<div>PETRO-CANADA</div> <div>Site # : -</div>	Date: December 30, 2024	Designer: Vinotha Muthalaih	This is an original unpublished drawing created by Country Signs Inc. It is submitted for your personal use in connection with a project being prepared for you by Country Signs Inc. It is not to be shown to anyone outside your organization, nor is it to be used, reproduced or exhibited in any fashion.	Appd:		<div><div></div><div><input type="checkbox"/> PHOTO COMPLETED WORK, ALL SIDES</div><div><input type="checkbox"/> INSTALLED AS PER ARTWORK</div><div><input type="checkbox"/> IS FULLY CLEANED &amp; ILLUMINATED</div><div><input checked="" type="checkbox"/> PHOTO INTERIOR OF ALL RETROFIT PYLON S</div></div> <div><div>INSTALLER</div><div>CLIENT</div></div>	<div></div> <div>T: 1.800.748.0277</div> <div>E: info@countrysigns.ca</div> <div>W: countrysigns.ca</div>
	Location: Nanaimo BC, 4286 Departure Bay Rd	Rev. No: -		Appd:			
	Job Number:	CONCEPT ART: SIGNAGE DIMENSIONS SUBJECT TO: SITE SURVEY, ENGINEERING & CITY APPROVAL					



DATE OF MEETING July 7, 2025

AUTHORED BY PAYTON CARTER, PLANNER, CURRENT PLANNING

SUBJECT REZONING APPLICATION NO. RA516 – 3397 TUNNAH ROAD



## Proposal:

To allow a multi-family development

## Current Zoning:

R1 – Single Dwelling Residential

## Proposed Zoning:

R7 – Row House Residential

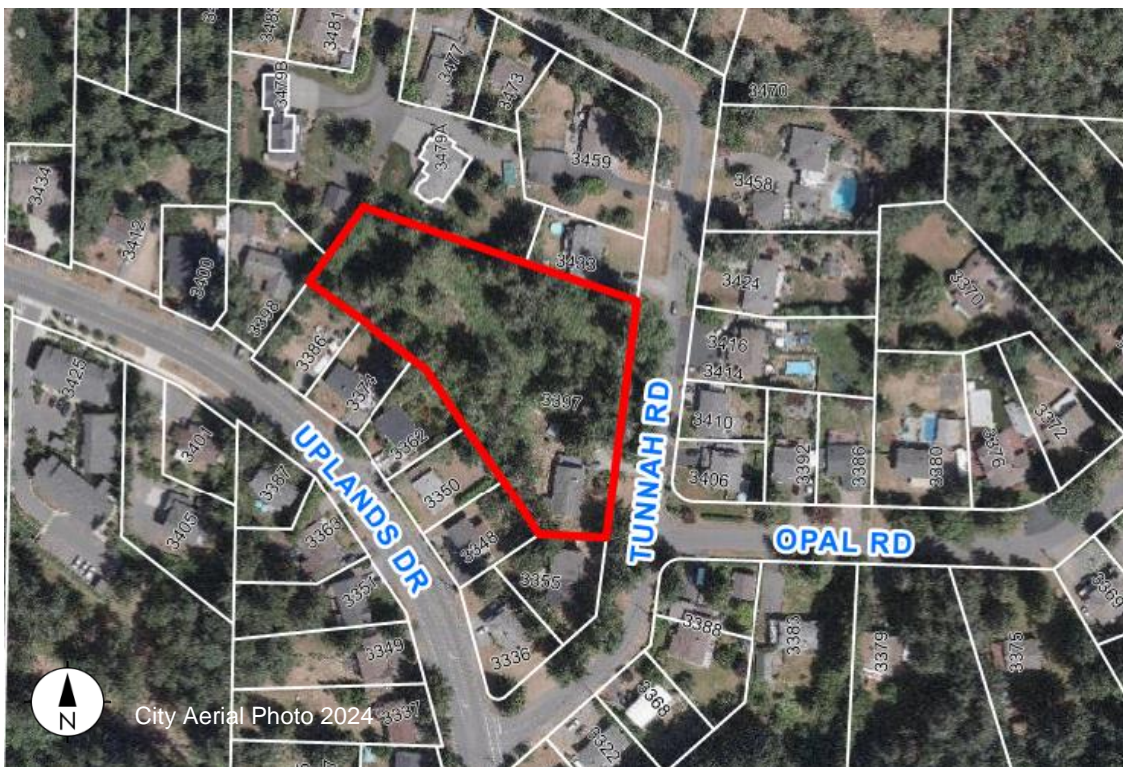
## City Plan Land Use Designation:

Suburban Neighbourhood

## Lot Area:

6,711m<sup>2</sup>

RA



## **OVERVIEW**

### **Purpose of Report**

To present for Council with an application to rezone 3397 Tunnah Road from Single Dwelling Residential (R1) to Row House Residential (R7) to facilitate a multi-family development.

### **Recommendation**

That:

1. “Zoning Amendment Bylaw 2025 No. 4500.240” (to rezone 3397 Tunnah Road from Single Dwelling Residential [R1] to Row House Residential [R7]) pass first reading;
2. “Zoning Amendment Bylaw 2025 No. 4500.240” pass second reading;
3. “Zoning Amendment Bylaw 2025 No. 4500.240” pass third reading; and,
4. Council direct Staff to secure the conditions related to “Zoning Amendment Bylaw 2025 No. 4500.240” as outlined in the “Conditions of Rezoning” section of the Staff Report titled "Rezoning Application No. RA516 - 3397 Tunnah Road", dated 2025-JUL-07.

## **BACKGROUND**

A rezoning application was received from P Square Engineering and Construction Ltd., to amend the “City of Nanaimo Zoning Bylaw 2011 No. 4500” (the “Zoning Bylaw”) to rezone the subject property at 3397 Tunnah Road from Single Dwelling Residential (R1) to Row House Residential (R7) to facilitate a multi-family development.

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

The subject property is located within the Long Lake neighbourhood, northeast of Long Lake and south of Linley Valley Park. The property slopes up, approximately 10m, from east to west and currently contains a single-family dwelling and stands of significant trees. The surrounding neighbourhood is primarily characterized by low-density residential development, as well as agricultural land and City parkland to the north.

### **Public Notification**

Pursuant to Section 464(3) and 467 of the *Local Government Act*, a public hearing is prohibited for the proposed “Zoning Amendment Bylaw 2025 No. 4500.240” as the bylaw is consistent with the Official Community Plan (City Plan) and the purpose of the bylaw is to facilitate a residential development, as outlined in the report.

Statutory notification of first reading occurred on 2025-JUN-26.

## **DISCUSSION**

### **Proposed Zoning**

The applicant is proposing to rezone the subject property from Single Dwelling Residential (R1) to Row House Residential (R7) to facilitate a multi-family development. The R7 zone provides for ground-oriented, multi-family dwelling units with a maximum allowable height of 10.5m and Floor

Area Ratio of 0.70 with an opportunity for additional density (up to 1.05) where the amenity requirements for additional density (Schedule D of the Zoning Bylaw) are achieved.

The conceptual plans submitted with the rezoning application illustrate how the site could be developed with 34 townhouse units accessed from Tunnah Road. The development concept demonstrates that the R7 zoning requirements can be met, and the required parking can be provided onsite. Any variances would be confirmed through the design review at the Development Permit stage.

## **Policy Context**

### *City Plan – Future Land Use*

City Plan identifies the subject property within the Suburban Neighbourhood future land use designation, which supports low-rise residential development within a variety of building forms, including townhouses up to three storeys. Rezoning to R7 is supported by City Plan and meets the policy objectives of the Suburban Neighbourhood designation to support primarily low-rise residential in areas that are further from services and transit hubs.

The applicant submitted a number of technical assessments in support of the proposed rezoning. Preliminary servicing reports have been provided to demonstrate feasible water, sanitary, and stormwater services. A Biophysical Assessment confirmed that there are no nests on the property, however, a preclearing survey will be conducted prior to any tree removal onsite, in accordance with the recommendations. A preliminary tree management plan was provided and will be reviewed through subsequent approvals. Staff have reviewed and accepted the studies.

### *City Plan – Mobility Network*

The subject property abuts Tunnah Road, which is an Urban Local Road. Uplands Drive, an Urban Collector Road, located approximately 80m from the subject property, is a secondary active mobility route connecting to Country Club Centre and provides access to six transit routes. Uplands Drive is also designated as a future bus frequent transit line.

As a condition of rezoning, a 3.0m wide statutory right-of-way will be secured at the rear of the subject property (west property line) to accommodate a future public pedestrian walkway between the neighbourhood and the active mobility route and transit along Uplands Drive.

There is a history of traffic concerns in the area related to vehicle speed, traffic volumes and shortcutting between neighbourhoods, particularly along Opal Road. Vehicle movements to and from the subject property, however, are not anticipated to negatively impact existing traffic patterns (in an east-west direction) along Opal Road. Residents in the future development are anticipated to predominantly travel north-south along Uplands Drive to access nearby services (e.g. Country Club or Nanaimo North urban centres).

## **Community Consultation**

The applicant hosted a Public Information Meeting on 2025-APR-08, where approximately 15 members of the community attended the meeting. The attendees expressed concerns regarding the existing width of Tunnah Road, the increased traffic volumes, on-street parking, proposed density, tree retention/removal and insufficient pedestrian facilities in the neighbourhood.

Additional discussions were had regarding the history of the Opal Road and Rock City Road intersection, where traffic control measures were removed.

### **Community Amenity Contribution**

In exchange for the value conferred on the lands through rezoning, the application was reviewed as per Council's Community Amenity Contribution (CAC) Policy. Based on the 2024 rates at the time of application, the anticipated CAC value would be \$3,800 per dwelling unit (townhouse). The applicant is proposing a monetary contribution at this rate, payable at the time of building permit issuance, with 40% directed towards the City's Housing Legacy Reserve Fund and the remaining 60% to be directed towards local park and trail improvements throughout the City. Based on the proposed concept, this would result in a CAC of approximately \$129,200.

Staff support the proposed CAC.

### **Conditions of Rezoning**

Should Council support the application and pass third reading of "Zoning Amendment Bylaw 2025 No. 4500.240", Staff recommend the following items be secured prior to final adoption of the bylaw:

1. *Community Amenity Contribution* – A monetary contribution equal to \$3,800 per dwelling unit (townhouse) with 40% directed towards the City's Housing Legacy Reserve Fund and the remaining 60% to be directed towards local park and trail improvements throughout the City.
2. *Statutory Right-of-Way* – The registration of a 3.0m wide statutory right-of-way along the rear (west) property line to allow for a future public pedestrian walkway. |

### **SUMMARY POINTS**

- The application is to rezone the subject property from Single Dwelling Residential (R1) to Row House Residential (R7) to facilitate a multi-family development.
- The proposed development is consistent with City Plan policies for the Suburban Neighbourhood future land use designation.
- The conceptual plans illustrate a townhouse development with 34 units.
- A monetary Community Amenity Contribution is proposed to be directed to the City's Housing Legacy Reserve Fund and local park and trail improvements within the City.
- Staff support the proposed Zoning Bylaw amendment. |

### **ATTACHMENTS**

ATTACHMENT A: Subject Property Map  
ATTACHMENT B: Conceptual Site Plan  
ATTACHMENT C: Building Renderings  
ATTACHMENT D: Shadow Study  
"Zoning Amendment Bylaw 2025 No. 4500.240 |

**Submitted by:**

Lainya Rowett  
Manager, Current Planning

**Concurrence by:**

Jeremy Holm  
Director, Planning & Development



[illegible]

75

# ATTACHMENT B CONCEPTUAL SITE PLAN

## PROJECT DATA

CIVIC ADDRESS:  
- 3397 TUNNAH ROAD, NANAIMO

LEGAL DESCRIPTION:  
LOT 23, DISTRICT LOT 18,  
WELLINGTON DISTRICT, PLAN VIP13120,  
PROPERTY No 113932.

-PID: 004-703-561

ZONING: EXISTING - R1 (Single Dwelling Residential)  
PROPOSED - R7 (Row House Lot)

SITE AREA: 6711.43 m<sup>2</sup>

BUILDING HEIGHT:  
ALLOWABLE: 9m (Flat Roof)/ 10.5m (Sloped Roof)

SETBACKS: ALLOWABLE:  
FRONT: 3.0m  
REAR: 3.0m  
SIDE YARD: 1.5m

### RESIDENTIAL DENSITY:

Recommended: Suburban Neighbourhood ~25 units per hectare

Proposed: 34 Units:

4 BRM - 5 units

3 BRM - 23 units

2 BRM - 4 units

1 BRM - 2 units

GFA: 50052sqf (4650m<sup>2</sup>)

FAR: PROPOSED: ALLOWABLE:  
0.693 0.7

LOT COVERAGE: PROPOSED: ALLOWABLE:  
2421m<sup>2</sup> (36%) 70%

RESIDENTIAL PARKING (Area 1): 69 stalls (required); 69 stalls (proposed)

3+ BRM 28 x 2.00 = 56

2 BRM 4 x 1.8 = 8

1 BRM 2 x 1.45 = 3

Accessible - 2

Total: 69

EV - 4

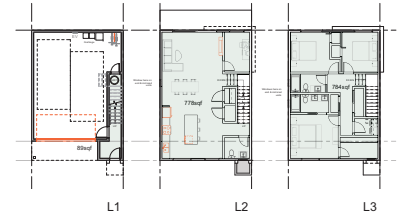
Visitor - 3

Proposed SRW

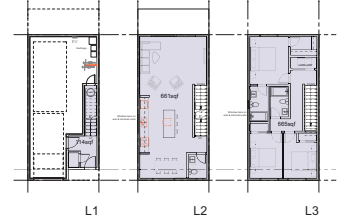
Strata Plan VIS6988



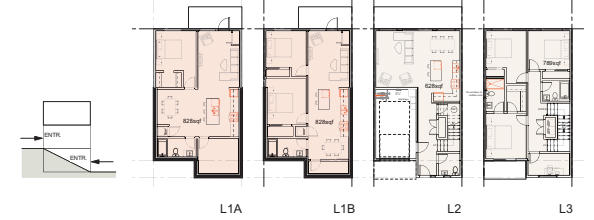
TH TYPE 1 (1651sqf; 153.4m<sup>2</sup>)



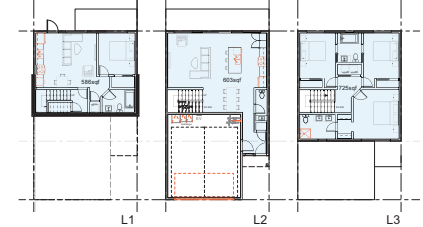
TH TYPE 2 (1440sqf; 133.8m<sup>2</sup>)



TH TYPE 3 (2245sqf; 208.6m<sup>2</sup>)



TH TYPE 4 (1914sqf; 177.8m<sup>2</sup>)



0 10' 0" 40' 0" 80' 0"  
1/32" = 1'0"

3397 Tunnah Road

Nanaimo BC  
21 March 2025

Site Plan; Project Data

RECEIVED  
R4516  
2025-APR-28

dHKarchitects





# ATTACHMENT C BUILDING RENDERINGS



Nanaimo BC  
17Sep2024

3397 Tunnah Road

3D View. Looking North West at Tunnah Road

RECEIVED  
RAS16  
2024-SEP-25  
CITY OF NANAIMO



dHKA Architects







Nanaimo BC  
17Sep2024

3397 Tunnah Road

3D View. Looking South West at Tunnah Road

RECEIVED  
R4516  
2024-SEP-25  
CLYDE G. PETERSON







RECEIVED  
RA516  
2024-SEP-25



dhKarchitects



Nanaimo BC  
17Sep2024

3397 Tunnah Road

3D View. Looking South at Inner Street



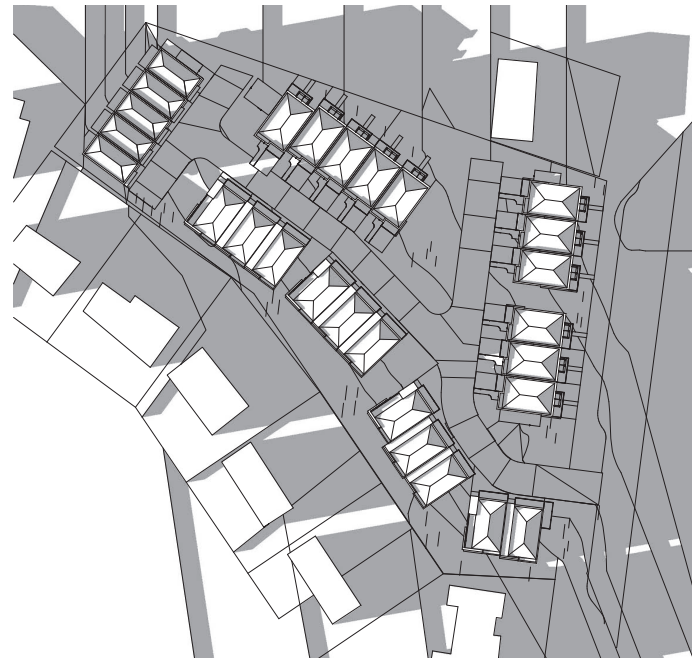
# ATTACHMENT D SHADOW STUDY



1 Shadow Study - March 22nd 8AM  
A005 Scale: 1/4" = 1'-0"



2 Shadow Study - March 22nd 12PM  
A005 Scale: 1/4" = 1'-0"



3 Shadow Study - March 22nd 5PM  
A005 Scale: 1/4" = 1'-0"

Nanaimo BC  
17Sep2024

3397 Tunnah Road

Shadow Study - March

RECEIVED  
RA516  
2024-SEP-25  
CITY OF NANAIMO



dH Architects

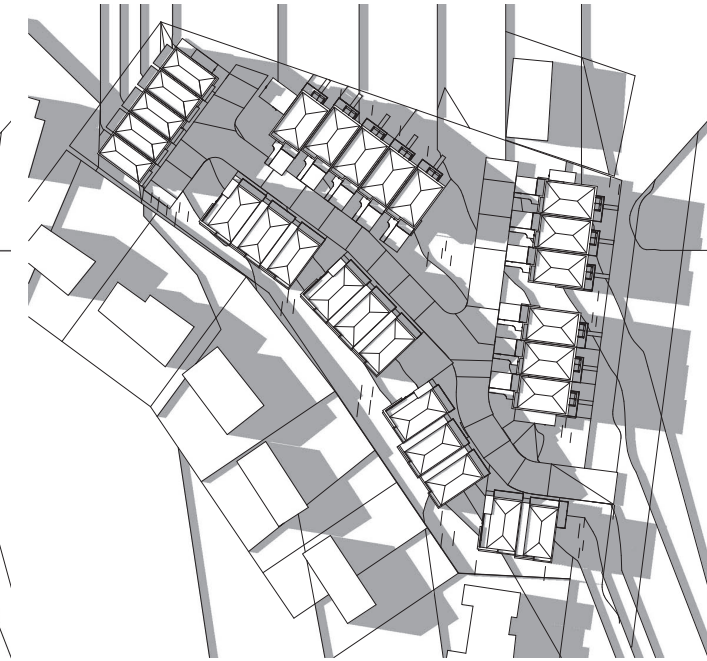




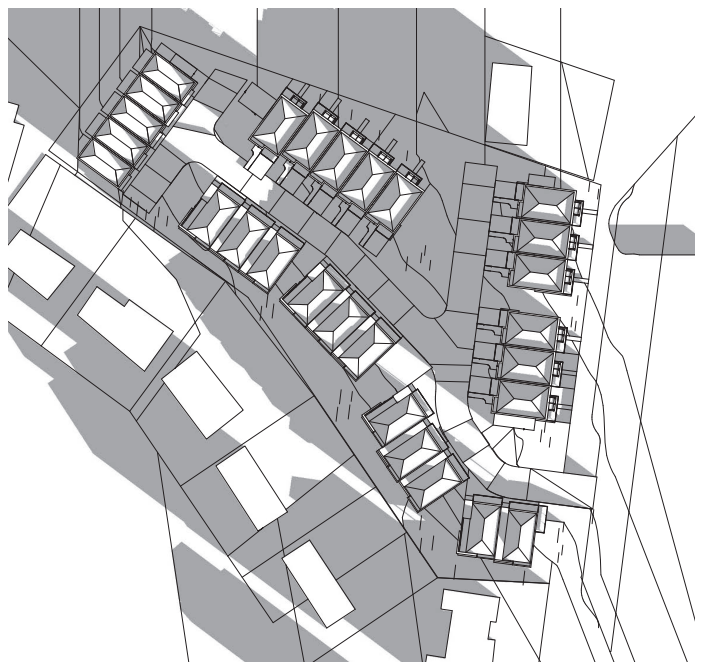
1  
A006 Shadow Study - June 22nd 8AM  
Scale: 1/4" = 1'-0"



2  
A006 Shadow Study - June 22nd 12PM  
Scale: 1/4" = 1'-0"



3  
A006 Shadow Study - June 22nd 5PM  
Scale: 1/4" = 1'-0"



1 Shadow Study - December 22nd 8AM  
A007 Scale: 1/4" = 1'-0"



2 Shadow Study - December 22nd 12PM  
A007 Scale: 1/4" = 1'-0"



3 Shadow Study - December 22nd 4:30PM  
A007 Scale: 1/4" = 1'-0"

Nanaimo BC  
17Sep2024

3397 Tunnah Road

Shadow Study - December

RECEIVED  
RA18  
2024-SEP-25  
CITY OF NANAIMO



dHArchitects





CITY OF NANAIMO

BYLAW NO. 4500.240

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

---

WHEREAS the Council may zone land, by bylaw, pursuant to Sections 464, 467, 479, 480, and 481 of the *Local Government Act*;

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

1. This Bylaw may be cited as "ZONING AMENDMENT BYLAW 2025 NO. 4500.240".
2. The "City of Nanaimo Zoning Bylaw 2011 No. 4500" is hereby amended as follows:
  - (a) By rezoning the lands legally described as LOT 23, DISTRICT LOT 18, WELLINGTON DISTRICT, PLAN VIP13120 (3397 Tunnah Road) from Single Dwelling Residential (R1) to Row House Residential (R7) as shown on Schedule A.

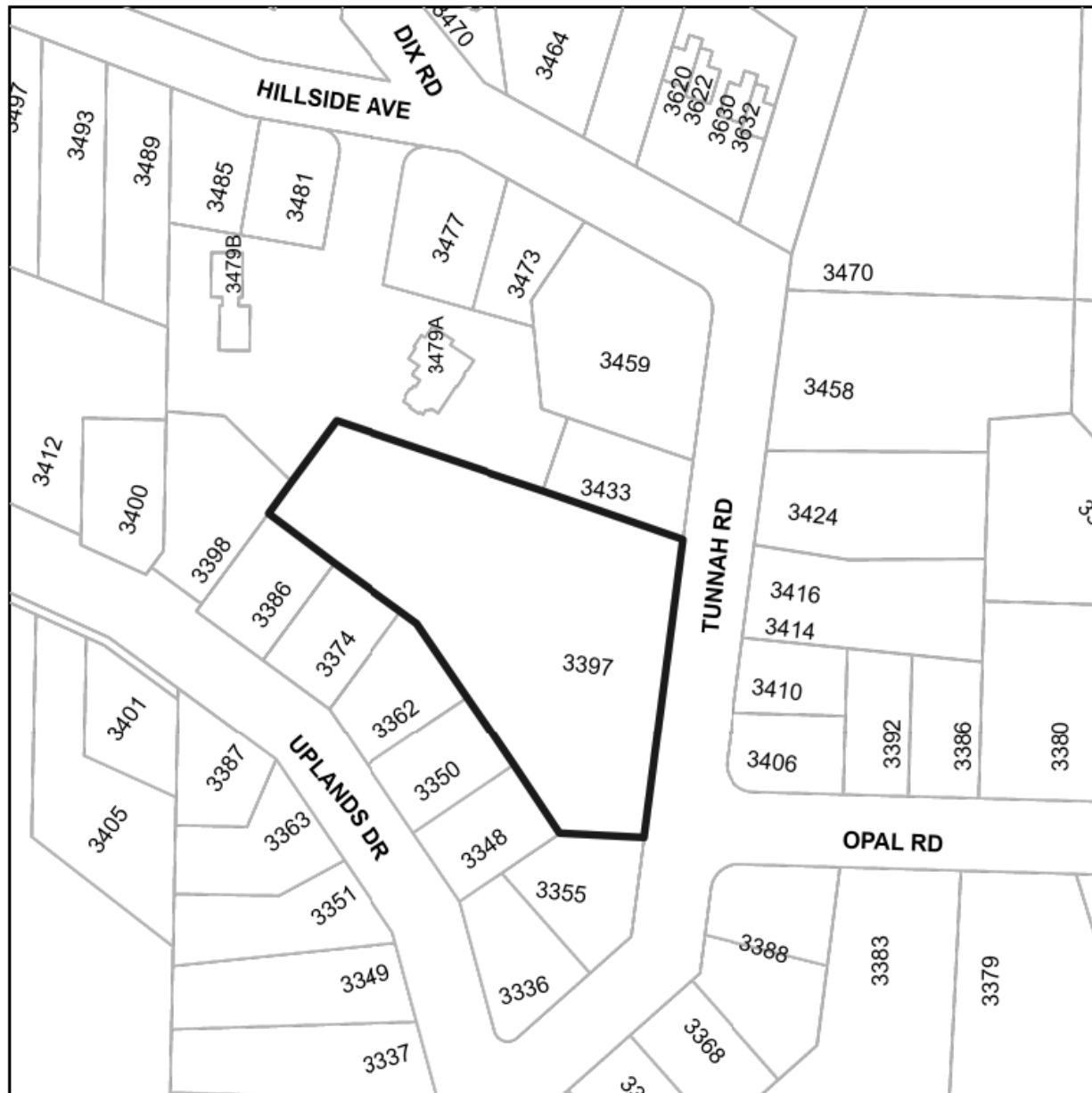
PASSED FIRST READING: \_\_\_\_\_  
PASSED SECOND READING: \_\_\_\_\_  
PASSED THIRD READING: \_\_\_\_\_  
ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

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

File: RA000516  
Address: 3397 Tunnah Road

## SCHEDULE A



Subject Property

**REZONING APPLICATION NO. RA000516**

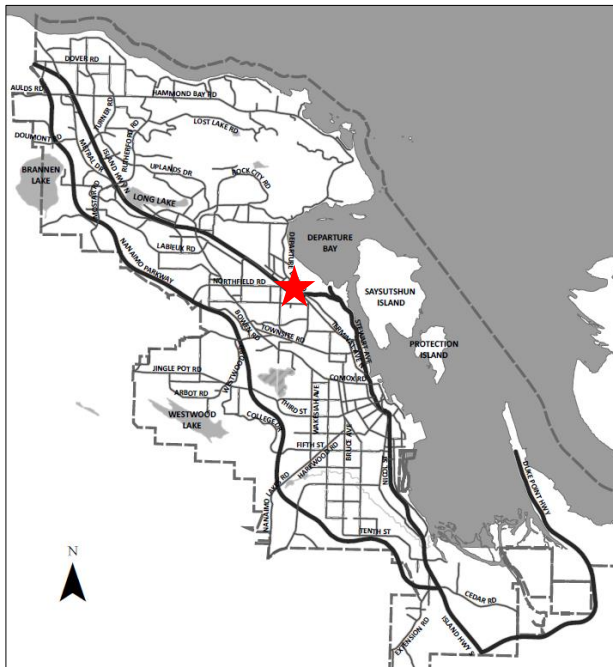
**CIVIC: 3397 TUNNAH ROAD**

**LEGAL: LOT 23 DISTRICT LOT 18 WELLINGTON DISTRICT PLAN 13120**

DATE OF MEETING July 7, 2025

AUTHORED BY PAYTON CARTER, PLANNER, CURRENT PLANNING

SUBJECT LIQUOR LICENCE APPLICATION NO. LA160 – UNIT 205 – 2000  
ISLAND HIGHWAY NORTH



## Proposal:

Consideration of a new liquor licence application

## Zoning:

CD8 – Comprehensive Development  
District Zone Eight

## City Plan Land Use Designation:

Mixed-Use Corridor

## Lot Area:

4.15ha

LA



## **OVERVIEW**

### **Purpose of Report**

To present for Council's consideration a new liquor primary licence application for an existing nail salon and spa located at Unit 205 – 2000 Island Highway North.

### **Recommendation**

That Council recommend that the Liquor and Cannabis Regulation Branch approve the application for a liquor primary licence at Unit 205– 2000 Island Highway North.

## **BACKGROUND**

A notice of application was received from Vince Nails Spa Ltd., requesting a local government resolution in support of their application to the Provincial Liquor and Cannabis Regulation Branch (LCRB) to permit liquor to be served at the existing Vince Nails Spa Ltd., located at Unit 205 - 2000 Island Highway North.

A local government resolution is required before the LCRB will further consider this application.

## **DISCUSSION**

In accordance with the City of Nanaimo's Liquor Licence Review Policy and the *Liquor Control and Licensing Act*, liquor licence applications are reviewed against the following criteria:

- the location of the establishment;
- the person capacity;
- the hours of liquor service;
- the impact of noise; and,
- the impact on the community.

### *Public Consultation*

The following summarizes the opportunities for public consultation and information sharing:

- In accordance with the Liquor Licence Review Policy, public comments from nearby residences and business owners were gathered for a period of 30 days, concluding on 2025-MAY-23.
- A total of four comment sheets were received by the City, of which three indicated support of the application and one did not support the application. The public comment sheets received are included as Attachment C.
- The liquor licence application was referred to the RCMP and City departments for review and comments. Responses are summarized in the sections below.

### *Location of the Establishment*

The site is a commercial property (Brooks Landing Shopping Centre), located within the Departure Bay neighbourhood. The surrounding area includes local-serving commercial uses; low-density residential; places of worship; and, an elementary school.

City Plan designates the property as 'Mixed-Use Corridor' and the property is zoned Comprehensive Development District Zone Eight (CD8), which is intended to provide integrated residential and commercial development that serves the surrounding neighbourhood.

#### *Person Capacity and Hours of Service*

The proposed hours of liquor service are 9:00 a.m. to 6:00 p.m., seven days a week, intended to align with the hours of operation of the existing nail salon and spa. The proposed hours are within a range of hours supported by the City. The consumption of alcohol is proposed to be within the patron treatment areas, which support a maximum occupant load of 20 persons.

#### *Noise and Community Impact*

The RCMP and City departments did not identify any safety concerns should the licence be granted. Given the nature of the business, it is not expected that noise will be generated by the addition of liquor service, which will be offered to a limited number of patrons within a controlled environment. The business does not offer entertainment, and patron services are entirely contained within the unit. No negative impacts on the community are anticipated if the application is approved.

#### **SUMMARY POINTS**

- The application, if approved, will allow liquor to be served within an existing nail salon and spa.
- Public comments from nearby residences and business owners were gathered for a period of 30 days, concluding on 2025-MAY-23.
- Given that liquor service will be offered to a limited number of patrons within a controlled environment, no negative impacts are anticipated if the application is approved.

#### **ATTACHMENTS**

ATTACHMENT A: Subject Property Map  
ATTACHMENT B: Floor Plan  
ATTACHMENT C: Public Comment Sheets

#### **Submitted by:**

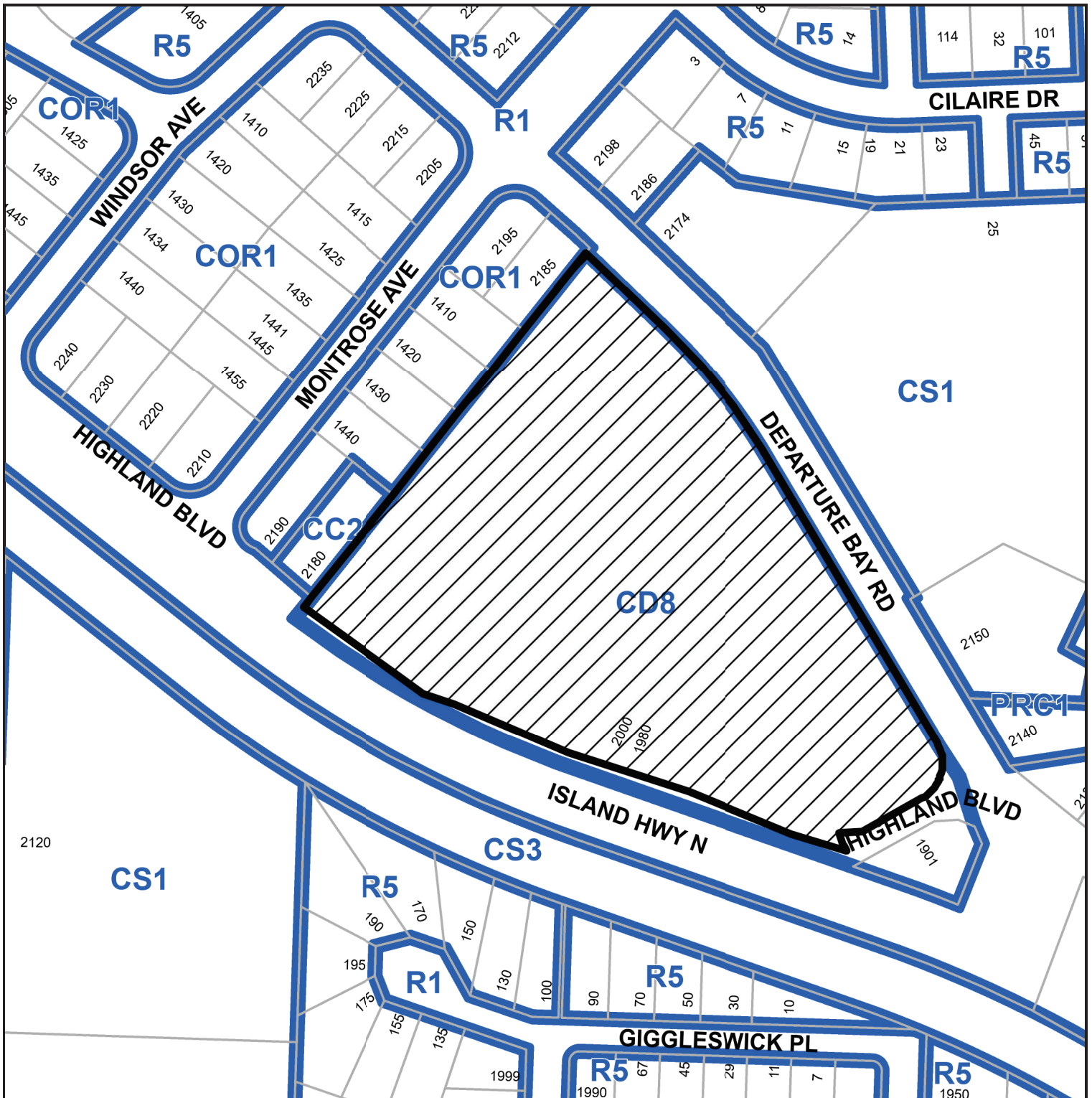
Lainya Rowett  
Manager, Current Planning

#### **Concurrence by:**

Jeremy Holm  
Director, Planning & Development



ATTACHMENT A  
SUBJECT PROPERTY MAP



 2000 ISLAND HIGHWAY N

ATTACHMENT B  
FLOOR PLAN

Client

Vince Nails Boutique

Date

2025 02 05

Revision/Issue

Occupant Load

RECEIVED  
LA160  
2025-APR-08  
Current Planning

Middleton  
Architect  
553 Larch Street, Nanaimo B.C.  
Canada, V9S-2G2  
nemid@middleton.ca  
Mobile: 250 713 7697

Seal



Project

Vince Nails Boutique  
Occupant Load  
205 - 2000 Island Hwy  
Nanaimo B.C.

Sheet Title

Floor Plan

Sheet Number

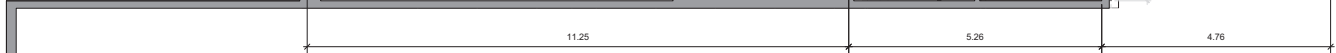
A 1.1

Shanghai City Restaurant

Empty CRU

BCBC 2024  
3.1.17 Occupant Load  
Table 3.1.17.1(c)  
Table 3.1.17.1 Occupant load for Business  
and Personal Services  
4.6 m<sup>2</sup> per persons = 91.27/4.6= 20 persons

Floor Plan  
Scale: 1:48



Island Health



# ATTACHMENT C PUBLIC COMMENT SHEETS



## NEW LIQUOR PRIMARY LICENCE APPLICATION UNIT 205 - 2000 ISLAND HIGHWAY NORTH VINCE NAILS SPA LIMITED

### PUBLIC NOTICE AND COMMENT SHEET

The City of Nanaimo has received notice of an application to the Provincial Liquor & Cannabis Regulation Branch (LCRB) for a new liquor primary licence to allow liquor to be served at a personal service establishment located at Unit 205 – 2000 Island Highway North.

The primary focus of the business is personal service use (nail salon). The business would have a maximum capacity of 20 persons, including customers. If approved, the liquor primary licence would permit liquor to be served from 9:00am to 6:00pm, seven days a week at Vince Nails Spa Limited. As part of the review process, the City is responsible for gathering the views of local residents and business operators and to forward this information, along with a resolution, to the LCRB.

Using this comment sheet, please indicate your name, address and whether or not you support the application. Please add any relevant comments. Once completed, please submit this comment sheet no later than **4:00 p.m., May 23<sup>rd</sup>, 2025** to:

CITY OF NANAIMO  
**Current Planning Section**  
Service and Resource Centre  
411 Dunsmuir Street, Nanaimo BC V9R 0E4  
Email: [planning@nanaimo.ca](mailto:planning@nanaimo.ca)

Comment sheets can also be mailed to 455 Wallace Street, Nanaimo, BC V9R 5J6.

If you have any questions regarding this application, contact **Payton Carter, Planner** at (250) 755-4429, Ext. 4220.

**NOTE:** Public submissions, including information obtained through this comment sheet, email, and letter submissions, will become part of the public record. 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 (address, phone number, or email) will be redacted, and 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.



**I SUPPORT THE APPLICATION.**



**I DO NOT SUPPORT THE APPLICATION.**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### For Residents

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

#### For Businesses

Business Name: Open Water Holdings Inc

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

RECEIVED  
LA160  
2025-MAY-05  
Current Planning

LA000160 – Unit 205-2000 Island Highway North





**NEW LIQUOR PRIMARY LICENCE APPLICATION  
UNIT 205 - 2000 ISLAND HIGHWAY NORTH  
VINCE NAILS SPA LIMITED**

**PUBLIC NOTICE AND COMMENT SHEET**

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**I SUPPORT THE APPLICATION.**



**I DO NOT SUPPORT THE APPLICATION.**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Residents**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**For Businesses**

Business Name: Open Water Holdings Inc

Address: 21816 Denman Bay Rd, Nanaimo BC  
V9S 3V6

Signature: \_\_\_\_\_

**RECEIVED**  
**LA160**  
**2025-MAY-05**  
Current Planning





**NEW LIQUOR PRIMARY LICENCE APPLICATION  
UNIT 205 - 2000 ISLAND HIGHWAY NORTH  
VINCE NAILS SPA LIMITED**

**PUBLIC NOTICE AND COMMENT SHEET**

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**I SUPPORT THE APPLICATION.**



**I DO NOT SUPPORT THE APPLICATION.**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***For Residents***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

***For Businesses***

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**RECEIVED**  
**LA160**  
**2025-MAY-05**  
*Current Planning*

LA000160 – Unit 205-2000 Island Highway North





**NEW LIQUOR PRIMARY LICENCE APPLICATION  
UNIT 205 - 2000 ISLAND HIGHWAY NORTH  
VINCE NAILS SPA LIMITED**

**PUBLIC NOTICE AND COMMENT SHEET**

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- ☐ **I SUPPORT THE APPLICATION.**  
☒ **I DO NOT SUPPORT THE APPLICATION.**

Comments: *Most people drive to have their nails done; it's not safe to DRINK+DRIVE! There are plenty of places nearby to buy alcohol. We don't need more! Bad idea to drink while getting nails done.*

**For Residents**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

**For Businesses**

Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

**RECEIVED**  
**LA160**

**2025-MAY-16**

Current Planning

LA000160 – Unit 205-2000 Island Highway North

DATE OF MEETING JULY 07, 2025

AUTHORED BY TING PAN, MANAGER, SUSTAINABILITY

**SUBJECT AMENDMENT TO HOME ENERGY RETROFIT FINANCING PROGRAM BYLAW**

## **OVERVIEW**

### **Purpose of Report**

To bring forward a housekeeping amendment to the Home Energy Retrofit Financing Program Bylaw to clarify the terminology associated with the cost recovery method for the service.

### **Recommendation**

That:

1. "Home Energy Retrofit Financing Program Amendment Bylaw 2025 No. 7393.01" (a bylaw to address housekeeping amendments) pass first reading.
2. "Home Energy Retrofit Financing Program Amendment Bylaw 2025 No. 7393.01" pass second reading.
3. "Home Energy Retrofit Financing Program Amendment Bylaw 2025 No. 7393.01" pass third reading.

## **BACKGROUND**

At the Council Meeting held on 2025-APR-17, "Home Energy Retrofit Financing Program Bylaw 2025 No. 7393" was adopted. The adoption of the bylaw enabled the launch of a Property Assessed Clean Energy (PACE) style Home Energy Retrofit Financing Program for Nanaimo residents in accordance with Council's earlier direction. The first application intake of the Program was completed on 2025-MAY-15. Staff are currently preparing Local Area Service (LAS) bylaws for property owners to fund the costs of their home retrofits through a parcel tax.

## **DISCUSSION**

Staff received conflicting information regarding the need to publish a notice of intent to lend money as per Section 24 [Publication of intention to provide certain kinds of assistance] of the *Community Charter* before LAS bylaws are brought forward. PACE is considered a form of assistance being provided to homeowners. However, there is a supportable argument this program does not constitute "lending money".

At no point in the process does an applicant receive "money". The City pays the contractors directly for qualified improvements to real property to obtain the community benefit of reducing greenhouse gas emissions and promoting climate resiliency. Other than the fact that the improvements are on private property, instead of public property, there is little to distinguish this from any other LAS which is not characterized as "loans" or "lending money". Other jurisdictions in BC that have established PACE style home retrofit financing programs took a similar position.

The current program establishing bylaw includes definitions that contain the terms 'loan' and 'repay'. For example:

"Financing Amount" means a *loan* to the Applicant to finance a qualified improvement as part of the Program. "Charge" means an annual liability to *repay* the financing amount under the Program, as authorized by a local area service bylaw.

Given the factors that weigh against characterizing this program as providing "loans" or "lending money", these terms could be perceived as being inconsistent with the actual mechanism that is used to enable the program.

Upon further consultation with legal consultants, Staff was advised to revise these terms through a housekeeping amendment to the bylaw to provide clarity and alignment with the position that the program does not constitute "lending money" (see Attachment A). For convenience, the proposed amendments are also highlighted within the redlined version of the consolidated bylaw (see Attachment B).

The City is required to publish a notice later at the Parcel Tax Bylaw stage.

## **OPTIONS**

1. That:

1. "Home Energy Retrofit Financing Program Amendment Bylaw 2025 No. 7393.01" (a bylaw to address housekeeping amendments) pass first reading.
  2. "Home Energy Retrofit Financing Program Amendment Bylaw 2025 No. 7393.01" pass second reading.
  3. "Home Energy Retrofit Financing Program Amendment Bylaw 2025 No. 7393.01" pass third reading.
- The advantages of this option: The updated terms would be more consistent with the cost recovery method to be used for the program relying on LAS. The amendment would allow Staff to proceed with bringing forward LAS bylaws and strengthen the legal position that the program does not constitute "lending money". The process of administering the PACE style program would be more streamlined.
  - The disadvantages of this option: None.
  - Financial Implications: The resource and staff time associated with preparing a notice of intent to lend money could be avoided each time the PACE style program is delivered.

2. That Council provide alternative direction.

### **SUMMARY POINTS**

- Staff are bringing forward a housekeeping amendment to the Home Energy Retrofit Financing Program Bylaw to clarify the terminology associated with the cost recovery method for the service.
- The amendment is intended to provide clarity and help streamline the program administration.

### **ATTACHMENTS**

ATTACHMENT A: Amendment Bylaw No. 7393.01

ATTACHMENT B: Home Energy Retrofit Financing Program Amendment Bylaw 2025 No. 7393  
– redlined version

#### **Submitted by:**

Ting Pan  
Manager, Sustainability

#### **Concurrence by:**

Jeremy Holm  
Director, Planning & Development

Wendy Fulla  
Director, Finance

CITY OF NANAIMO

BYLAW NO. 7393.01

A BYLAW TO AMEND THE HOME ENERGY RETROFIT FINANCING PROGRAM BYLAW

---

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

1. Title

This Bylaw may be cited as the “Home Energy Retrofit Financing Program Amendment Bylaw 2025 No. 7393.01”

2. Amendments

“Home Energy Retrofit Financing Program Bylaw 2025 No. 7393” is hereby amended as follows:

2.1 By deleting the word “repay” within the “CHARGE” definition in section 2 and replacing it with the word “pay”.

2.2 By deleting the definition of “FINANCING AMOUNT” in section 2 and replacing it with the following definition:

“FINANCING AMOUNT” means an amount required by the applicant to finance a qualified improvement as part of the Program.”

2.3 By deleting the word “repay” and replacing it with the word “pay” and replacing the word “repaid” and replacing it with the word “paid” in section 3.5.

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

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

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

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

---

MAYOR

---

CORPORATE OFFICER

# ATTACHMENT B

## CITY OF NANAIMO

### BYLAW NO. 7393

#### A BYLAW TO ESTABLISH THE HOME ENERGY RETROFIT FINANCING PROGRAM

---

WHEREAS the City of Nanaimo in its City Plan Bylaw 2022 No. 6600 has established community-wide greenhouse gas emission reduction targets, together with a policy of supporting the upgrade of existing buildings to achieve the goal of net-zero greenhouse gas emissions for all buildings in the City of Nanaimo by the year 2050.

AND WHEREAS Council for the City of Nanaimo wishes to establish a property assessed clean energy ("PACE") style financing program to enable owners of eligible dwellings to carry out improvements to decrease greenhouse gas emissions and energy consumption and improve climate change resiliency.

AND WHEREAS Council wishes for the financing program to be structured as a local area service.

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

#### Title

1. This Bylaw may be cited for all purposes as "Home Energy Retrofit Financing Program Bylaw 2025 No. 7393".

#### Definitions

2. In this Bylaw:

"ADMINISTRATOR"	means a person, including an individual, society or other corporation, contracted by the City to administer the Program.
"APPLICANT"	means an Eligible Owner who applies for the Program.
"CHARGE"	means an annual liability to repay the financing amount under the Program, as authorized by a local area service bylaw.
"COUNCIL"	means the Municipal Council of The City of Nanaimo.



"ELIGIBLE DWELLING"	means one of the following dwelling types: <ul style="list-style-type: none"><li>(i) Single Residential Dwelling; and,</li><li>(ii) a unit in a duplex, triplex, row house or town house, where the unit has its own separate meter for hydroelectricity.</li></ul>
"ELIGIBLE OWNER"	means the registered owner in fee simple of an Eligible Dwelling.
"GREENHOUSE GAS"	means any or all of carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons, sulphur hexafluoride or any other substance prescribed by regulation.
"FINANCING AMOUNT"	means <del>an amount required by a loan to</del> the Applicant to finance a Qualified Improvement as part of the Program.
"FINANCING AGREEMENT"	means an agreement between the City and the Applicant, which sets out the terms of financing for the Program.
"FOSSIL FUEL"	means fuels such as coal, gasoline, natural gas, oil, diesel, etc., that are sourced from organic materials formed over a long geological time period.
"NON-ENERGY RELATED MEASURES"	means work or improvements that are incidental to a Qualified Improvement but have a purpose other than decreasing Greenhouse Gas emissions or energy consumption, including but not limited to an electrical service upgrade necessary for a heat pump, additional heat pump air filtration, or asbestos testing and removal.
"PETITION"	means a petition for the Program to be offered as a local area service, pursuant to section 212 of the <i>Community Charter</i> , SBC 2003, c. 26.

"PRE-INSTALLATION ELIGIBILITY REQUIREMENTS"	means all requirements that must be carried out by the Applicant prior to entering into the Financing Agreement, including but not limited to: carrying out an EnerGuide Evaluation on the Eligible Dwelling, registering for the Home Energy Navigator Program, and securing a quote for the Qualified Improvement.
"PROGRAM"	means a financing program established under this Bylaw to enable an Eligible Owner in the City to make Qualified Improvements.
"PROGRAM REGISTRATION FORM"	means a registration form completed by the Applicant and submitted to the administrator, to demonstrate that the Applicant is eligible to participate in the Program.
"QUALIFIED IMPROVEMENT"	<p>means any of the following permanent improvements affixed to real property and intended to decrease Greenhouse Gas emissions or energy consumption or improve climate change resiliency:</p> <ul style="list-style-type: none"><li>(i) electric heat pump, including any air filtration components and necessary duct work</li><li>(ii) solar photovoltaic (PV) system</li><li>(iii) backup battery</li><li>(iv) building envelope repairs and improvements</li></ul>
"SINGLE RESIDENTIAL DWELLING"	has the meaning assigned in the Zoning Bylaw.
"ZONING BYLAW"	means City of Nanaimo Zoning Bylaw 2011 No. 4500, as amended or replaced from time to time.

### 3. Program Administration

- 3.1 An Applicant may apply to the Program by delivering to the Administrator the Program Registration Form and a Petition.
- 3.2 Upon receipt and validation of the Petition, Council may, in its sole discretion, adopt a local area service bylaw, to offer the Program as a local area service.

- 3.3 If Council adopts a local area service bylaw, the Applicant may secure the financing through:
    - (i) Completing the Pre-Installation Eligibility Requirements; and,
    - (ii) Entering into a Financing Agreement with the City.
  - 3.4 Once the Qualified Improvement is complete, the Financing Amount shall be disbursed and collected in accordance with the Financing Agreement.
  - 3.5 The Applicant shall repay the Financing Amount to the City by means of a parcel tax, to be included on the annual property tax notice for the eligible property. The Financing Amount will be repaid over a ten (10) year period, with the possibility of paying the outstanding balance at any point as a lump sum amount.
  - 3.6 Nothing in section 3.1 or 3.2 precludes an Applicant or the Council from proceeding by way of council initiative subject to petition against or subject to elector assent.
4. Delegation
    - 4.1 Council delegates to the General Manager, Corporate Services or their designate the administrative authority to enter into Financing Agreements for the Program.
5. Eligible Costs
    - 5.1 Program financing established under this Bylaw may include:
      - 5.1.1. disposal fees and cost of labor for the removal of the Fossil Fuel tank and Fossil Fuel-burning equipment that was used as a primary space or water heating source.
      - 5.1.2 the cost of materials and labor necessary for installation or modification of a Qualified Improvement.
      - 5.1.3 permit and inspection fees.
      - 5.1.4 Post-installation EnerGuide evaluation costs.
      - 5.1.5 other fees or costs that may be incurred by the owner incidental to the installation, modification or improvement on a specific or pro rata basis.
    - 5.2 The maximum Financing Amount available through the Program is fifteen thousand (\$15,000) dollars including all applicable taxes.
    - 5.3 Not more than thirty percent (30%) of the Financing Amount shall be used for Non-Energy Related Measures.

Effective Date

6. This bylaw shall take effect on April 7, 2025.

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

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MAYOR

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CORPORATE OFFICER

## Staff Report for Decision

DATE OF MEETING JULY 07, 2025

AUTHORED BY CLAIRE NEGRIN, MANAGER, SUBDIVISION

**SUBJECT DEPUTY APPROVING OFFICER**

### **OVERVIEW**

#### **Purpose of Report**

To request Council appoint a new Deputy Approving Officer. |

#### **Recommendation**

That Council approve the appointment of Barbara Thomas as Deputy Approving Officer.

### **BACKGROUND**

Pursuant to Section 77 of the *Land Title Act*, the municipal council must appoint an Approving Officer, who is responsible for the review and approval of subdivision applications. Statutorily, the subdivision approval process is separate from Council with the *Land Title Act*, giving the Approving Officer the authority to deal with subdivision applications. To support business continuity, the City has typically appointed an Approving Officer and one or more Deputy Approving Officers.

Staff recommend that the new Manager of Development Engineering, Barbara Thomas, be appointed as a Deputy Approving Officer.

Jeremy Holm, Director of Planning & Development, will continue in his role as Approving Officer and Claire Negrin, Manager of Subdivision, will continue to act in the role of Deputy Approving Officer. |

### **SUMMARY POINTS**

- Staff recommend that new Manager of Development Engineering, Barbara Thomas, be appointed as Deputy Approving Officer.
- To support business continuity, Jeremy Holm will continue in his role as Approving Officer and Claire Negrin will continue to act in the role of Deputy Approving Officer.

#### **Submitted by:**

Claire Negrin  
Manager, Subdivision |

#### **Concurrence by:**

Jeremy Holm  
Director, Planning & Development |

CITY OF NANAIMO

BYLAW NO. 7266.04

A BYLAW TO AMEND CITY OF NANAIMO "OFF-STREET PARKING REGULATIONS BYLAW  
2018 NO. 7266"

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

1. This Bylaw may be cited as the "Off-Street Parking Regulations Amendment Bylaw 2025 No. 7266.04".
2. The City of Nanaimo "Off-Street Parking Regulations Bylaw 2018 No. 7266" is hereby amended as follows:
  - (1) Section 7.1 "Multiple-Family Dwelling Parking Table" is amended by adding the following clause:

"ii. In the Downtown Urban Centre, the minimum number of off-street vehicle parking spaces for a multiple-family dwelling use is 0 parking spaces per unit, as shown on Schedule 'E'."
  - (2) Section 7.2 "All Other Uses Parking Table" is amended by adding the following clause:

"ii. In the Downtown Urban Centre, the minimum number of off-street vehicle parking spaces for all uses is 0 parking spaces, as shown on Schedule 'E'."
  - (3) Section 7.3 "Reduced Parking Conditions" is amended by adding the following clauses:

"i. g) In the Downtown Urban Centre (shown on Schedule 'E'), shared parking is not permitted."

"iii. b) Despite Section 7.3 iii., the cash-in-lieu option is not available to an owner or occupier of property within the Downtown Urban Centre."
  - (4) By adding 'SCHEDULE E – Downtown Urban Centre Map' as attached to this bylaw.

PASSED FIRST READING: 2025-MAY-26  
PASSED SECOND READING: 2025-MAY-26  
PUBLIC HEARING: 2025-JUN-19  
PASSED THIRD READING: 2025-JUN-19  
ADOPTED: \_\_\_\_\_

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MAYOR

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CORPORATE OFFICER

## SCHEDULE E - Downtown Urban Centre Map

