



AGENDA REGULAR COUNCIL MEETING

Monday, July 21, 2025

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

Shaw Auditorium, Vancouver Island Conference Centre

80 Commercial Street, Nanaimo, BC

SCHEDULED RECESS AT 9:00 P.M.

Pages

1. CALL THE MEETING TO ORDER:

2. PROCEDURAL MOTION:

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

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

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

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

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

3. INTRODUCTION OF LATE ITEMS:

4. APPROVAL OF THE AGENDA:

5. ADOPTION OF THE MINUTES:

- a. Minutes 10 - 19

Minutes of the Regular Council Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2025-JUN-09 at 4:30 p.m.

- b. Minutes 20 - 29

Minutes of the Regular Council Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2025-JUL-07 at 4:30 p.m.

6. MAYOR'S REPORT:

7. RISE AND REPORT:

8. PRESENTATIONS:

- a. Patron of the City Award

Mayor Krog to present the Patron of the City Award to Shirley Lance.

- b. Nanaimo Community Report - Everyone Counts: 2024 Point-in-Time Count 30 - 35

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

Presentation:

- Marina White, Chief Community Health Officer, Snuneymuxw First Nation
- Jon Rabeneck, Community Consultant, Nanaimo Community Report, Everyone Counts: 2024 Point-in-Time Count
- Naomi Woodland, Director, Community Impact and Investment, United Way British Columbia

9. COMMITTEE MINUTES:

- a. Minutes 36 - 43

Minutes of the Special District 68 Sports Field and Recreation Committee Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2024-NOV-06, at 1:06 p.m.

- b. Minutes 44 - 49

Minutes of the Advisory Committee on Accessibility and Inclusiveness Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street,

10. CONSENT ITEMS:

a. Governance and Priorities Committee Meeting 2025-JUL-14

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[Note: a link to the 2025-JUL-14 Governance and Priorities Committee Meeting agenda is provided for information.]

1. Demolition and Deconstruction Waste Regulation

That Council direct Staff to bring forward an amendment to the City of Nanaimo Building Bylaw to remove the requirement for relocated buildings to have an assessed value not less than the average assessed value of all dwellings situated within 50 metres of the site or parcel of land to which the building is to be moved.

2. City Plan Review 2025

That Council direct Staff to proceed with:

1. Preparing a bylaw to amend "City Plan Bylaw 2022 No. 6600" as outlined in the Staff Report titled "City Plan Review 2025" dated 2025-JUL-14; and,
2. Consultation with the Ministry of Transportation and Transit, Snuneymuxw First Nation, District of Lantzville and Regional District of Nanaimo in accordance with Section 475 of the *Local Government Act*.

3. Review of Nanaimo Parking Rates and Penalties

That Council direct Staff to update existing public vehicle parking rates and fines to align with City Plan policies and similar BC municipalities.

b. Finance and Audit Committee Meeting 2025-JUL-16

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[Note: a link to the 2025-JUL-16 Finance and Audit Committee Meeting agenda is provided for information.]

1. Options to Extend the E&N Trail South of Columbia Street

That Council add a new project to 2025 for \$148,000 to extend the E&N Trail from Columbia Street to Seventh Street funded by the Strategic Infrastructure Reserve Fund.

c. Separately Addressed Consent Items

1. Drop-In Hub Update

52

That Council:

1. Allocate \$125,000 from the funding designated to support homelessness initiatives in the Special Initiatives Reserve to extend the existing service agreement with United Way BC and fund daytime operations until March 31, 2026, to continue service levels over the winter season 2025/2026;
2. Direct Staff to work with Hub service providers and United Way BC to identify and secure a more suitable location which includes shower services; and,
3. Direct Staff to report back to the Finance and Audit Committee in fall 2025 with an update on alternate funding or service delivery models.

Delegation:

1. Ruth Taylor

11. DELEGATIONS:

- | | | |
|----|---|----|
| a. | <u>Central Vancouver Island Multicultural Society re: To Present the Findings of the "Through the Eyes of Our Community: Nanaimo Needs Assessment Report on Inclusion"</u> | 53 |
| | Mikaela Torres, Executive Director, Angelika Valchar, Director of Client Services, and Sarah Haynes, Community Development and Engagement Lead, Central Vancouver Island Multicultural Society. | |
| b. | <u>Holden Southward re: Council Spending within the City's Means</u> | 54 |
| c. | <u>Karen Kuwica, Newcastle Community Association re: 250 Terminal Avenue and Request for Advocacy Regarding BC Housing's Mandate</u> | 55 |

12. REPORTS:

- | | | |
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| a. | <u>"Nanaimo Builds for the Future" Plan Update</u> | 56 - 96 |
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[Note: Deferred from the 2025-JUL-16 Finance and Audit Committee Meeting.]

To be introduced by Dale Lindsay, Chief Administrative Officer.

Purpose: To provide Council with an update on potential major capital projects to be funded by long-term borrowing and set context for significant capital expenditures over the short and medium term.

Presentation:

1. Laura Mercer, General Manager, Corporate Services.

Recommendation: That Council:

1. Direct Staff to update Council's Debt Management Policy to allow long-term borrowing without electoral approval when the City is within the allowable assent free borrowing limit;
 2. Direct Staff to proceed with a Capital Development (Project Execution) Plan and costing for the South End Community Centre and allocate \$2 million to undertake this work funded by \$675,000 from the Growing Communities Fund and \$1,325,000 from the Special Initiatives Reserve; and,
 3. Endorse the Next Steps as outlined in the report titled "Nanaimo Builds for the Future Plan Update", dated 2025-JUL-21.
- b. Traffic and Highways Amendment Bylaw 2025 No. 5000.049 97 - 101
- To be introduced by Bill Sims, General Manager, Engineering and Public Works.
- Purpose: Proposed amendments to the "Traffic and Highways Regulation Bylaw 1993 No. 5000" to provide clarity regarding accessible parking in City off-street parking facilities.*
- Recommendation: That:
1. "Traffic and Highways Regulation Amendment Bylaw 2025 No. 5000.049" (a bylaw to remove the reference to exemptions for accessible parking in city off-street parking facilities) pass first reading;
 2. "Traffic and Highways Regulation Amendment Bylaw 2025 No. 5000.049" pass second reading; and
 3. "Traffic and Highways Regulation Amendment Bylaw 2025 No. 5000.049" pass third reading.
- c. Neighbourhood Association Priority Requests 2025 102 - 110
- To be introduced by Jeremy Holm, Director, Planning and Development.
- Purpose: To present the neighbourhood association priority requests for 2025.*
- Recommendation: That Council receive the 2025 neighbourhood association priority requests as outlined in Attachment A of the Staff Report dated 2025-JUL-21, and direct Staff to replace the Appendix of the Integrated Action Plan with the updated 2025 requests.
- d. Development Variance Permit Application No. DVP478 - 945 Waddington Road 111 - 117
- To be introduced by Jeremy Holm, Director, Planning and Development.
- Purpose: To present for Council's consideration a development variance permit application to reduce the required rear yard setback for an accessory building (bus shelter) at 945 Waddington Road.*

It is requested that Council hear anyone wishing to speak with respect to Development Variance Permit Application No. DVP478 - 945 Waddington Road.

Recommendation: That Council issue Development Variance Permit No. DVP478 for an accessory building (bus shelter) at 945 Waddington Road with a rear yard setback variance outlined in the "Proposed Variances" section of the Staff Report dated 2025-JUL-21.

- e. Development Variance Permit Application No. DVP479 - 508 Pinnacle Place 118 - 124

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

Purpose: To present for Council's consideration a development variance permit application for a proposed accessory building (detached secondary suite) at 508 Pinnacle Place.

It is requested that Council hear anyone wishing to speak with respect to Development Variance Permit Application No. DVP479 - 508 Pinnacle Place.

Recommendation: That Council issue Development Variance Permit No. DVP479 for an accessory building (detached secondary suite) at 508 Pinnacle Place with a variance outlined in the "Proposed Variance" section of the Staff Report dated 2025-JUL-21.

- f. Development Variance Permit Application No. DVP480 - 3974 Hammond Bay Road 125 - 131

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

Purpose: To present for Council's consideration a development variance permit application to reduce the required side yard setback for an exterior staircase at 3974 Hammond Bay Road.

It is requested that Council hear anyone wishing to speak with respect to Development Variance Permit Application No. DVP480 - 3974 Hammond Bay Road.

Recommendation: That Council issue Development Variance Permit No. DVP480 for an exterior staircase at 3974 Hammond Bay Road with a variance as outlined in the "Proposed Variance" section of the Staff Report dated 2025-JUL-21.

- g. Development Variance Permit Application No. DVP481 - 25 Victoria Road 132 - 139

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

Purpose: To present for Council's consideration, a development variance permit application to allow the construction of an overheight fence on an existing commercial property at 25 Victoria Road.

It is requested that Council hear anyone wishing to speak with respect to Development Variance Permit Application No. DVP481 - 25 Victoria Road.

Recommendation: That Council issue Development Variance Permit No. DVP481 to allow the construction of an overheight fence at 25 Victoria Road with a variance as outlined in the “Proposed Variance” section of the Staff Report dated 2025-JUL-21.

- h. Development Permit Application No. DP1371 - 55, 65, 69 and 73 Prideaux Street 140 - 157

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

Purpose: To present for Council's consideration a development permit application for a multi-family residential development at 55, 65, 69 and 73 Prideaux Street.

Recommendation: That Council issue Development Permit No. DP1371 for a multi-family residential development at 55, 65, 69 and 73 Prideaux Street with variances as outlined in the “Proposed Variances” section of the Staff Report dated 2025-JUL-21.

- i. Proposed Telecommunications Facility - 2517 Jingle Pot Road 158 - 170

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

Purpose: To present Council with information regarding a request from Rogers Communications Inc. for land use concurrence for a telecommunications facility at 2517 Jingle Pot Road.

Recommendation: That Council direct Staff to provide a letter of concurrence to Innovation, Science, and Economic Development Canada in response to a proposed telecommunications facility at 2517 Jingle Pot Road.

- j. Home Energy Retrofit Financing Program Expansion 171 - 181

[Note: Deferred from the 2025-JUL-16 Finance and Audit Committee Meeting.]

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

Purpose: To seek Council direction to submit an application for funding to expand the Home Energy Retrofit Financing Program by offering a third-party financing option.

Recommendation: That Council direct Staff on Council's preferred option presented for the Home Energy Retrofit Financing Program continuation.

- k. Heritage Facade Grant - 315 Fitzwilliam Street 182 - 188

[Note: Deferred from the 2025-JUL-16 Finance and Audit Committee Meeting.]

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

Purpose: To present a Heritage Façade Grant application for the St. Andrew's United Church at 315 Fitzwilliam Street.

Recommendation: That Council approve a \$10,000 Heritage Façade Grant for the

St. Andrew's United Church building located at 315 Fitzwilliam Street to repair the building's gutters.

I. Allocation of Pedestrian Unallocated Funds 189 - 197

[Note: Deferred from the 2025-JUL-16 Finance and Audit Committee Meeting.]

To be introduced by Bill Sims, General Manager, Engineering and Public Works.

Purpose: To adjust project funding sources to ensure successful delivery of approved projects.

Recommendation: That Council:

1. Fund the Townsite Road at St. Patrick Crescent raised crosswalk from Developer Contributions; and
2. Reallocate the \$100,000 from the 2025 Pedestrian Unallocated budget for the Townsite Road at St. Patrick Crescent raised crosswalk to fund budget shortfalls on 2023 Pedestrian Unallocated projects.

m. Quarterly Budget Transfer Report 198 - 199

[Note: Deferred from the 2025-JUL-16 Finance and Audit Committee Meeting.]

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

Purpose: To advise Council of any budget transfers requiring disclosure for the period 2025-JAN-01 to 2025-JUNE-30.

13. **BYLAWS:**

a. "Zoning Amendment Bylaw 2024 No. 4500.228" 200 - 201

That "Zoning Amendment Bylaw 2024 No. 4500.228" (to rezone a portion of 3425 Uplands Drive from Steep Slope Residential [R10] and Low Density Residential [R6] to Medium Density Residential [R8] with a site-specific personal care facility use) be adopted.

b. "Zoning Bylaw Amendment Bylaw 2025 No. 4500.235" 202 - 205

That "Zoning Bylaw Amendment Bylaw 2025 No. 4500.235" (a bylaw to amend the landscape regulations and to replace DPA8 design guidelines) be adopted.

14. **CORRESPONDENCE:**

a. Correspondence dated 2025-JUL-08 from Janet Donald, Executive Director, Liquor and Cannabis Regulation Branch, re: Invitation to the Liquor and Cannabis Regulation Branch's Engagement on Cannabis Market Controls and Sales at Events 206 - 218

15. NOTICE OF MOTION:
16. OTHER BUSINESS:
17. QUESTION PERIOD:
18. ADJOURNMENT:



MINUTES
REGULAR COUNCIL MEETING

Monday, June 9, 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*
 - Councillor H. Eastmure
 - Councillor B. Geselbracht
 - Councillor E. Hemmens
 - Councillor P. Manly*
 - Councillor J. Perrino
 - Councillor I. Thorpe
- Staff:
- D. Lindsay, Chief Administrative Officer
 - B. Sims, General Manager, Engineering and Public Works
 - S. Gurrie, Director, Legislative Services
 - J. Holm, Director, Planning and Development
 - K. Ing, Director, IT/CIO
 - D. Osborne, Director, Parks, Recreation and Culture
 - P. Rosen, Director, Engineering
 - C. Davis, Deputy Director, Parks and Natural Areas
 - N. Skeels, Manager, Real Estate
 - K. Brydges, Environmental Protection Officer
 - N. Sponaule, Communications Advisor
 - K. Lundgren, Steno, Legislative Services
 - A. Chanakos, 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. Procedural Motion – Add *Community Charter* Section 90(1)(e) and 90(1)(k).

3. PROCEDURAL MOTION:

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

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;
- (g) litigation or potential litigation affecting the municipality;
- (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- (n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2); and,

Community Charter Section 90(2):

- (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 5:56 p.m.

Council recessed the Open Meeting at 5:56 p.m.

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

2. INTRODUCTION OF LATE ITEMS (CONTINUED):

- (b) Agenda Item 8(a) Donna Hais, Member, Mayor's Leaders' Table re: Work Plan to Develop an Accord – Add PowerPoint presentation titled "Work Plan to Develop an Accord".
- (c) Remove Agenda Item 12(c) E-Comm 9-1-1 Contract Update.

- (d) Agenda Item 16(a) Councillor Eastmure Motion re: Housing as a Human Right UBCM Resolution – Add delegation from Sacia Burton, BC Poverty Reduction Coalition.

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 Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2025-MAY-12, at 4:24 p.m.
- Minutes of the Regular Council Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC on Monday, 2025-MAY-26, at 4:30 p.m.

The motion carried unanimously.

6. MAYOR'S REPORT:

Mayor Krog noted that the Federation of Canadian Municipalities (FCM) held its annual conference from 2025-MAY-29 to 2025-JUN-01 in Ottawa and it was attended by Councillor Eastmure.

Councillor Eastmure provided an overview of the FCM Annual Conference, including the following:

- Resolutions were passed for several items including improving access to healthcare in rural Canada, strengthening Canada's economy by diversifying trade, and maintaining protection for urban, rural, remote and northern postal services, and ensuring no changes are made to Canada Post's mandate or service charter without thorough public review
- Discussed local priorities including the critical need for a new municipal funding framework, increasing direct annual transfers to municipalities by \$2.6 billion, and broadening eligible expenses under federal transfers to include operating and capital costs, which would enable municipalities to direct funding to local priorities to sustain growth and economic development
- Discussions took place at the Canadian Ports Reception regarding the Nanaimo Port Authority's advocacy efforts for a provincial port strategy in BC and to increase business in Nanaimo

- The Nanaimo Port Authority recently broke ground at the Duke Point expansion project which will increase cargo capacity by ten times, and will replace the two diesel-powered cranes with electric cranes

Mayor Krog continued, advising the following:

- The City hosted, along with the Regional District of Nanaimo, its eighth Public Works Day on 2025-MAY-21, which saw over 420 Grade 4 and 5 students attend the event
- Nanaimo was recognized on the Carbon Disclosure Project (CDP) A List for climate leadership. Only 120 cities worldwide earned this top score, and of those, eight were located in Canada
- Registration is open for the annual Trunk Sales, which will take place on 2025-JUN-21 in the Country Club Centre parking lot and 2025-AUG-23 at Vancouver Island University
- Acknowledged Vancouver Island University Culinary Arts student Simon Martin who received the gold medal at the Skills Canada National Culinary Secondary Cooking Competition in Regina

7. PRESENTATIONS:

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

Donna Hais, Member, Mayor's Leaders' Table, provided an on-screen presentation included in the agenda package and advised the following:

- To make Nanaimo a more cohesive community, an accord needs to be developed for community partners to share strategic plans, identify crossover and similarities, and leverage assets
- An accord would assist community partners to achieve goals set out in their strategic plans by working together, rather than in isolation
- The Nanaimo Prosperity Corporation (NPC) approached the Mayor's Leaders' Table (MLT) to support the initiative and will coordinate engagement efforts
- All strategic partners will be asked to sign the Nanaimo Accord, which will act as a voluntary high-level statement of values and direction. The Accord will be supported by a portfolio of projects and initiatives
- Work is underway, and timelines are being established with a goal to have the Nanaimo Accord ready for signature by the end of 2025
- Outlined the proposed implementation across three phases resulting in a 2026 launch

- The Accord is anticipated to cost between \$50,000 and \$60,000 and the NPC has agreed to provide the funding

8. COMMITTEE MINUTES:

The following Committee Minutes were received:

- Minutes of the Advisory Committee on Accessibility and Inclusiveness Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2025-MAR-12, at 4:00 p.m.
- Minutes of the Mayor's Leaders' Table Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Friday, 2025-MAR-21, at 8:30 a.m.
- Minutes of the Special Mayor's Leaders' Table Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on 2025-MAY-16, at 8:32 a.m.

9. CONSENT ITEMS:

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

(a) Special Mayor's Leaders' Table Meeting 2025-MAY-16

1. Work Plan to Develop an Accord

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

The motion carried.

Opposed: Councillor Brown

10. REPORTS:

(a) Proposed Removal of Park Dedication from a Portion of 1631 Naylor Crescent (Elaine Hamilton Park)

Introduced by Kerry Ing, Acting General Manager, Corporate Services.

Nancy Skeels, Manager, Real Estate, provided an overview of the report in the agenda package.

Julie Budgen, Senior Biologist/Environmental Planner, Corvidae Environmental Consulting Inc., was available via Zoom to answer questions.

Delegation:

1. Georgia Desjardins, Vice President, Development, Seacliff Properties, provided an on-screen presentation. Highlights included:
 - An overview of the proposed plans for each of the Sandstone development areas
 - Noted that further development cannot take place until a road dedication is in place
 - The existing fieldhouse in Elaine Hamilton Park will be replaced at Sandstone's cost
 - Sandstone will dedicate 90 acres of park and open space back to the City in Development Area 6

It was moved and seconded that "Parks Dedication Amendment Bylaw 2025 No. 2255.01" (a bylaw to remove dedication as public park from a portion of "Elaine Hamilton Park" [formerly known as Trofton Park] at 1631 Naylor Crescent for road dedication purposes) pass first reading. The motion carried.

Opposed: *Councillors Brown, Geselbracht and Manly*

It was moved and seconded that "Parks Dedication Amendment Bylaw 2025 No. 2255.01" pass second reading. The motion carried.

Opposed: *Councillors Brown, Geselbracht and Manly*

It was moved and seconded that "Parks Dedication Amendment Bylaw 2025 No. 2255.01" pass third reading. The motion carried.

Opposed: *Councillors Brown, Geselbracht and Manly*

It was moved and seconded that Council authorize the Mayor and Corporate Officer to execute the Road Dedication Agreement to effect the transaction. The motion carried.

Opposed: *Councillors Brown, Geselbracht and Manly*

- (b) Alternative Approval Process to Remove Park Dedication from a Portion of "Elaine Hamilton Park" for Road Dedication Purposes – Sandstone Development

Sheila Gurrie, Director, Legislative Services, provided an overview of the report in the agenda package and noted a correction to part two of the proposed motion to clarify that the total number of electors to which the alternative approval process applies is 76,724, of which 7,672 represents 10 percent.

It was moved and seconded that Council:

1. Direct the Corporate Officer, or their designate, to undertake an Alternative Approval Process to remove park dedication from a portion of “Elaine Hamilton Park” for road dedication purposes.
2. Determine the total number of electors of the area to which the approval process applies (the whole of the City of Nanaimo) to be 76,724, of which 7,672 represents 10 percent.
3. Establish a deadline of 4:30 p.m. on Monday, 2025-JUL-21 for receiving elector responses for the Alternative Approval Process in relation to “Parks Dedication Amendment Bylaw 2025 No. 2255.01” (a bylaw to remove dedication as public park from a portion of “Elaine Hamilton Park” for road dedication purposes).
4. Approve the Elector Response Form as outlined in Attachment A of the Staff Report titled “Alternative Approval Process to Remove Park Dedication from a Portion of ‘Elaine Hamilton Park’ for Road Dedication Purposes - Sandstone Development”, dated 2025-JUN-09.
5. Endorse the AAP Communication and Engagement Strategy as outlined in Attachment C of the Staff Report titled “Alternative Approval Process to Remove Park Dedication from a Portion of ‘Elaine Hamilton Park’ for Road Dedication Purposes – Sandstone Development”, dated 2025-JUN-09.

The motion was defeated.

Opposed: Councillors Armstrong, Brown, Eastmure, Geselbracht and Manly

Jeremy Holm, Director, Planning and Development, advised that failure to achieve the road dedication in the desired location would require alternative connections through existing local roads.

Poul Rosen, Director, Engineering, noted the substantial impact traffic would have on the existing neighbourhood, and the possibility of holding a referendum in place of an Alternative Approval Process to achieve the desired road dedication.

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Councillor Armstrong moved to reconsider the following motion:

“That Council:

1. Direct the Corporate Officer, or their designate, to undertake an Alternative Approval Process to remove park dedication from a portion of “Elaine Hamilton Park” for road dedication purposes.
2. Determine the total number of electors of the area to which the approval process applies (the whole of the City of Nanaimo) to be 76,724, of which 7,672 represents 10 percent.
3. Establish a deadline of 4:30 p.m. on Monday, 2025-JUL-21 for receiving elector responses for the Alternative Approval Process in relation to “Parks Dedication Amendment Bylaw 2025 No. 2255.01” (a bylaw to remove dedication as public park from a portion of “Elaine Hamilton Park” for road dedication purposes).
4. Approve the Elector Response Form as outlined in Attachment A of the Staff Report titled “Alternative Approval Process to Remove Park Dedication from a Portion of ‘Elaine Hamilton Park’ for Road Dedication Purposes - Sandstone Development”, dated 2025-JUN-09.
5. Endorse the AAP Communication and Engagement Strategy as outlined in Attachment C of the Staff Report titled “Alternative Approval Process to Remove Park Dedication from a Portion of ‘Elaine Hamilton Park’ for Road Dedication Purposes – Sandstone Development”, dated 2025-JUN-09.”

The motion to reconsider was seconded.

The motion to reconsider was voted on and carried unanimously.

The following motion was on the floor for reconsideration:

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“That Council:

1. Direct the Corporate Officer, or their designate, to undertake an Alternative Approval Process to remove park dedication from a portion of “Elaine Hamilton Park” for road dedication purposes.
2. Determine the total number of electors of the area to which the approval process applies (the whole of the City of Nanaimo) to be 76,724, of which 7,672 represents 10 percent.
3. Establish a deadline of 4:30 p.m. on Monday, 2025-JUL-21 for receiving elector responses for the Alternative Approval Process in relation to “Parks Dedication Amendment Bylaw 2025 No. 2255.01” (a bylaw to remove dedication as public park from a portion of “Elaine Hamilton Park” for road dedication purposes).
4. Approve the Elector Response Form as outlined in Attachment A of the Staff Report titled “Alternative Approval Process to Remove Park Dedication from a Portion of ‘Elaine Hamilton Park’ for Road Dedication Purposes - Sandstone Development”, dated 2025-JUN-09.
5. Endorse the AAP Communication and Engagement Strategy as outlined in Attachment C of the Staff Report titled “Alternative Approval Process to Remove Park Dedication from a Portion of ‘Elaine Hamilton Park’ for Road Dedication Purposes – Sandstone Development”, dated 2025-JUN-09.”

The motion carried.

Opposed: *Councillors Brown, Geselbracht and Manly*

11. OTHER BUSINESS:

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

Delegation:

1. Sacia Burton, BC Poverty Reduction Coalition, spoke regarding rental housing insecurity, the lack of suitable rental housing available, and noted that other cities in BC have passed the same motion at recent Council meetings.

It was moved and seconded that Council direct Staff to submit the following resolution to the Union of BC Municipalities (UBCM) for consideration at their 2025 Annual General Meeting and Convention:

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

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

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

The motion carried unanimously.

12. QUESTION PERIOD:

Council received one question from the public regarding agenda items.

13. ADJOURNMENT:

It was moved and seconded at 8:34 p.m. that the meeting adjourn. The motion carried unanimously.

MAYOR

CERTIFIED CORRECT:

CORPORATE OFFICER



MINUTES
REGULAR COUNCIL MEETING

Monday, July 7, 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 5:29 p.m.)
Councillor H. Eastmure
Councillor B. Geselbracht (entered at 4:31 p.m.)
Councillor E. Hemmens
Councillor P. Manly
Councillor I. Thorpe

Absent: Councillor J. Perrino

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
K. Lundgren, Zoom Moderator
A. Chanakos, Recording Secretary

1. CALL THE MEETING TO ORDER:

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

2. PROCEDURAL MOTION:

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

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

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) labour relations or other employee relations;
- (c) 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;
- (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,

Community Charter Section 90(2):

- (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 5:36 p.m.

Council recessed the Open Meeting at 5:36 p.m.

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

3. INTRODUCTION OF LATE ITEMS:

- (a) Agenda Item 12(a) Development Variance Permit Application No. DVP477 – 4286 Departure Bay Road – Add delegation from Liz Resch, Permit Administrator, Country Signs.
- (b) Agenda Item 12(c) Liquor Licence Application No. LA160 – Unit 205 – 2000 Island Highway North – Add delegation from Ngoc Luu Tran.

4. APPROVAL OF THE AGENDA:

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

5. ADOPTION OF THE MINUTES:

It was moved and seconded that the minutes of the Regular Council Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2025-JUN-16, at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

6. MAYOR'S REPORT:

Mayor Krog advised of the following:

- Noted the importance of putting out lit cigarettes in ashtrays, rather than discarding them in flowerpots, on the ground or out car windows, due to rising temperatures and the corresponding increased risk of wildfires
- The City received a letter from the Canadian Federation of Independent Business requesting support for local businesses by encouraging consumers to shop local this July
- The City is seeking artists for the 2026 – 2028 Urban Design Roster. Applications can be submitted online through the City's website or in person to the Bowen Complex at 500 Bowen Road
- Water and sewer main replacement will take place along Hammond Bay Road beginning 2025-JUN-30 and will focus on replacing underground pipe between Turner Road and Rutherford Road. Traffic delays will be in place Monday to Friday from 7:00 a.m. to 7:00 p.m., and construction is expected to continue until spring 2026
- The 2026 annual Street Banner Program will invite youth artists under the age of 19, currently living in British Columbia, to share their unique experiences, hopes and dreams for the future

7. RISE AND REPORT:

- (a) Member-at-Large Appointments to the Advisory Committee on Accessibility and Inclusiveness and the Board of Variance

The Mayor advised that at the In Camera portion of the 2025-JUN-09 meeting, Council appointed Andrea Dillingham-Lacoursiere to the Advisory Committee on Accessibility and Inclusiveness for a three-year term ending 2026-OCT-16.

- (b) Appointments to the Nanaimo Performing Arts Guild

The Mayor advised that at the In Camera portion of the 2025-JUN-16 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

The Mayor advised that at the In Camera portion of the 2025-JUN-16 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. COMMITTEE MINUTES:

The following Committee Minutes were received:

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

9. CONSENT ITEMS:

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

Prior to the vote Councillor Thorpe requested that Agenda Item 10(b)(2) be removed to be voted on separately, and Councillor Armstrong requested that Agenda Item 10(a)(1) be removed to be voted on separately.

(a) Governance and Priorities Committee Meeting 2025-JUN-23

(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.

(b) Special District 68 Sports Field and Recreation Committee 2025-JUN-27

(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.

The motion carried unanimously.

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(c) Separately Addressed Consent Items

(1) 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.

The motion carried.

Opposed: *Councillor Thorpe*

(2) Allocation of Unallocated Pedestrian Funds

That Council invest \$200,000 from the Pedestrian Unallocated budget for 2025 towards raised crosswalks at the following locations:

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

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 unanimously.

10. REPORTS:

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

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

Delegation:

1. Liz Resch, Permit Administrator, Country Signs, was available, via Zoom, to answer questions.

Mayor Krog asked if anyone in attendance wished to speak with respect to Development Variance Permit No. DVP477 - 4286 Departure Bay Road.

No one in attendance wished to speak with respect to Development Variance Permit No. DVP477 - 4286 Departure Bay Road.

It was moved and seconded 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. The motion carried unanimously.

(b) Rezoning Application No. RA516 - 3397 Tunnah Road

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

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

It was moved and seconded that "Zoning Amendment Bylaw 2025 No. 4500.240" pass second reading. The motion carried unanimously.

It was moved and seconded that "Zoning Amendment Bylaw 2025 No. 4500.240" pass third reading; and,

That 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.

The motion carried unanimously.

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

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

Delegation:

1. Ngoc Luu Tran spoke regarding requests from customers for liquor service to be provided at the salon.

It was moved and seconded 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. The motion carried unanimously.

(d) Amendment to Home Energy Retrofit Financing Program Bylaw

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

It was moved and seconded that “Home Energy Retrofit Financing Program Amendment Bylaw 2025 No. 7393.01” (a bylaw to address housekeeping amendments) pass first reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing Program Amendment Bylaw 2025 No. 7393.01” pass second reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing Program Amendment Bylaw 2025 No. 7393.01” pass third reading. The motion carried unanimously.

(e) Deputy Approving Officer

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

It was moved and seconded that Council approve the appointment of Barbara Thomas as Deputy Approving Officer. The motion carried unanimously.

11. BYLAWS:

(a) “Off-Street Parking Regulations Amendment Bylaw 2025 No.7266.04”

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

Opposed: Councillor Thorpe

12. QUESTION PERIOD:

Council received one question from the public regarding agenda items.

13. ADJOURNMENT:

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

MAYOR

CERTIFIED CORRECT:

CORPORATE OFFICER

EVERYONE COUNTS 2024 NANAIMO POINT-IN-TIME (PiT) COUNT

KEY FINDINGS & TRENDS



This project is funded by
the Government of Canada.



*Marina White & Jon Rabeneck
Snuneymuxw First Nation
July 21st 2025*

NANAIMO COMMUNITY REPORT

Everyone Counts: 2024 Point-in-Time Count
Reaching Home: Canada's Homelessness Strategy

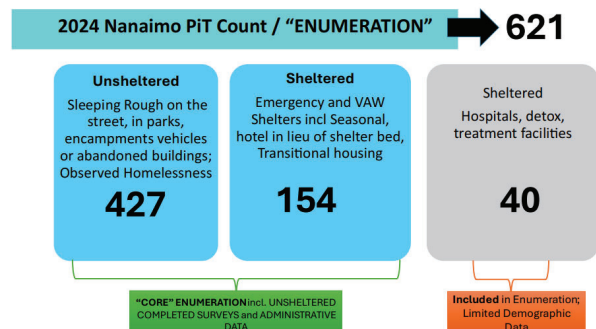


November 2024

- The 2024 PiT Count was led by Snuneymuxw First Nation with work grounded in teachings of interdependence
- Count conducted entirely on Snuneymuxw territory with Nation-led outreach teams and community partners
- Commitment to culturally safe data and responses
- This PiT count was unique in that we had Snuneymuxw leadership who shaped every stage of the count, ensuring voices often missed were heard



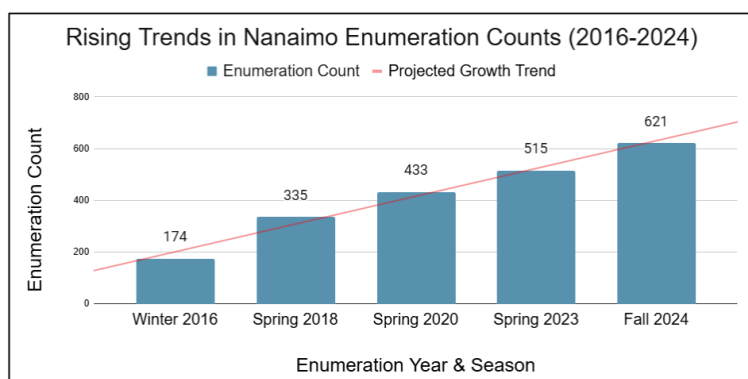
Total Enumeration - November 26th 2024



Location	2023	2024
Unsheltered: vacant building, makeshift shelter, tent, or shack, other unsheltered location unfit for human habitation, public spaces, or a vehicle, Encampments	399	320
Sheltered: (Transitional Shelter / Housing, Emergency Shelter, Domestic Violence Against Women Shelter, Hotel Paid by City Program)	26	117
Jail, Prison, Hospital	3	5
'Hidden' Homeless (e.g. Staying at someone else's place)	21	30
Unsure	4	2
TOTAL	453	474

Even with the surge of new shelter and transitional beds that pulled 91 more people indoors than last year, nearly 7 in 10 respondents were still sleeping rough or in institutions, and the overall count kept rising

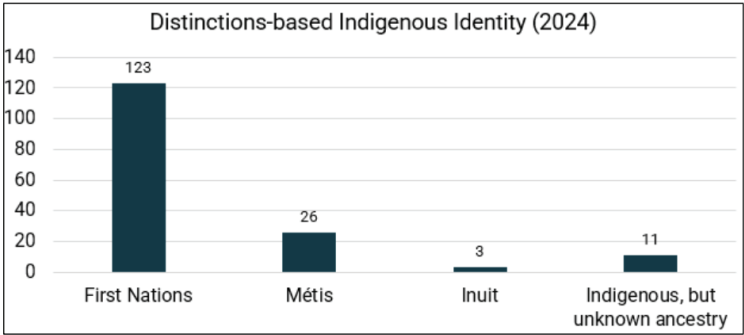
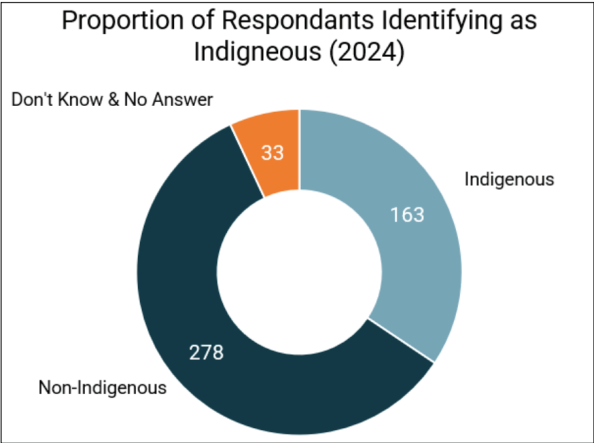
Eight-Year Surge: 174 → 621



- Trend line shows counts rising every cycle since 2016
- Growth resumed pre-pandemic trajectory after 2020 plateau

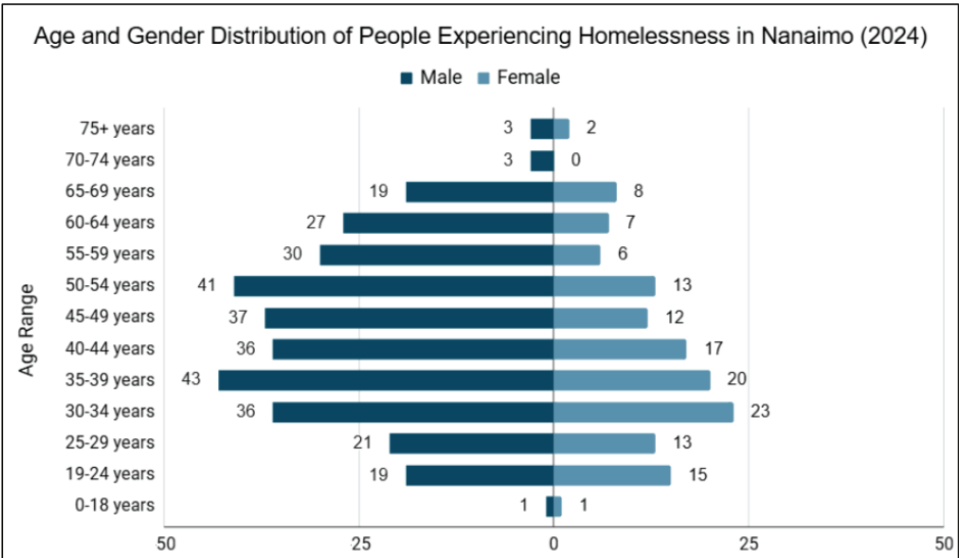
Each year's total becomes the new baseline minimum number of homelessness in Nanaimo.

Indigenous Homelessness



The chart shows how the aftershocks of colonization still push our people onto the streets. Indigenous residents make up over a third of everyone counted, yet just 8% of the city’s population.

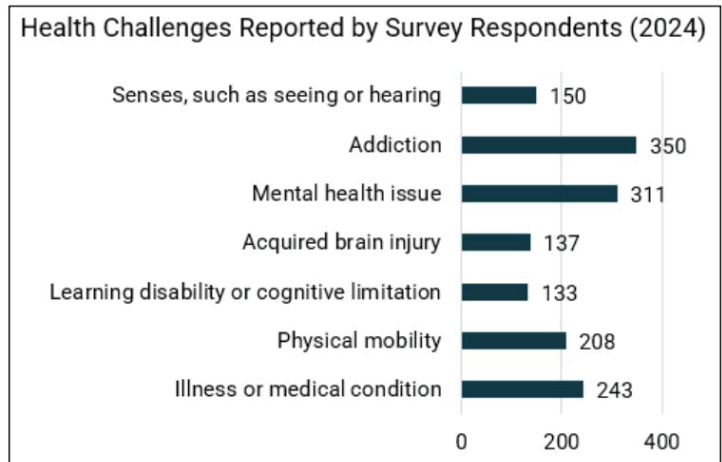
Age & Gender



Middle-aged men dominate the street view, but elders and young people are quietly expanding risk groups.

Health, Mental Health & Substance Use

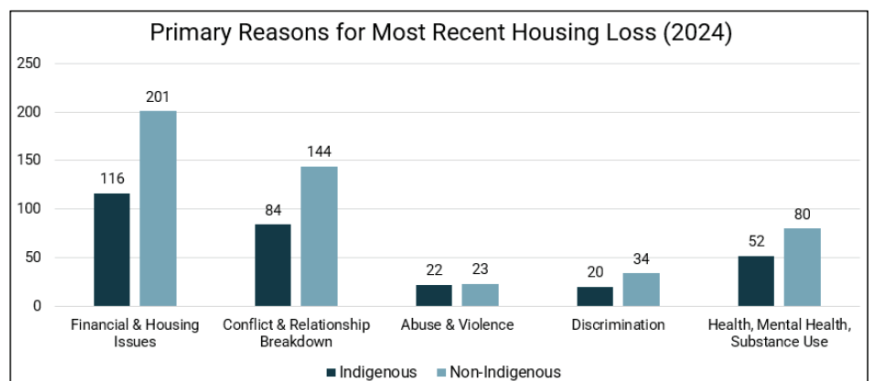
- 350 (74%) report addiction challenges
- 311 (66%) report mental-health condition
- Over half live with a chronic medical condition
- Co-occurrence of multiple conditions is the norm, not the exception



Without Indigenous-led, culturally safe housing that embeds primary care, harm-reduction, and mental-wellness supports, people will keep cycling between the sidewalk, the ER, and the morgue, and the problems will only compound.

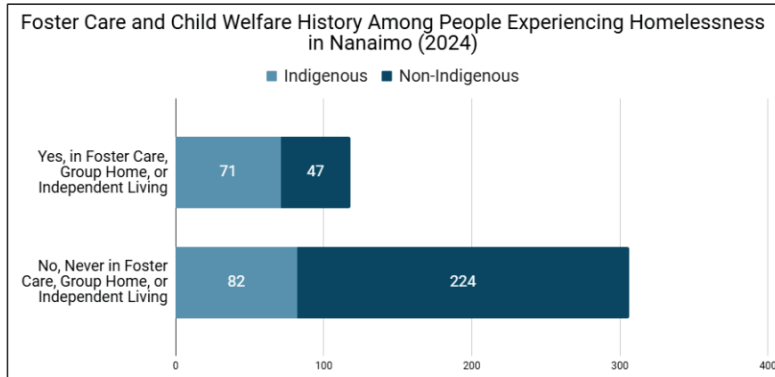
Why Housing Was Lost

- **Financial gap:** 207 residents (44 %) said rising costs forced the move-out
- **Household conflict:** 246 evicted after landlord, partner, or family disputes
- **Abuse & violence:** 45 fled unsafe homes; almost half were Indigenous, when only 35% of responses were Indigenous
- **Discrimination:** 54 lost housing through racism or other bias—two-thirds Indigenous
- **Untreated health:** 115 exits tied to mental-health or substance-use crises



Housing is lost not through a single doorway but at the intersection of high rents, personal upheaval, discrimination, and unmet health needs.

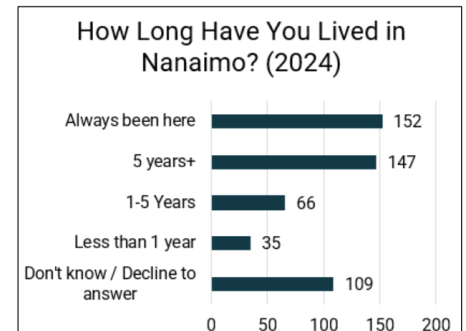
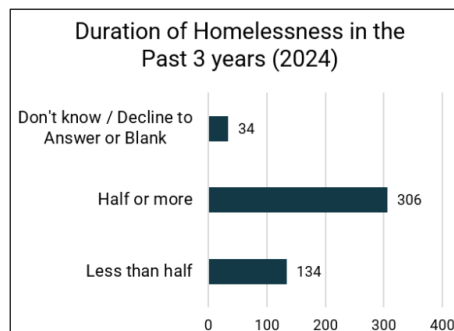
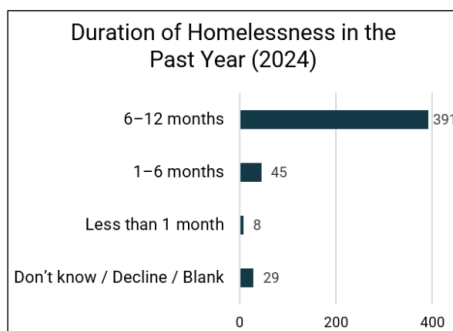
Foster Care & First Homelessness



- 118 people (24 %) had lived in foster care/group homes
- Among them, 60% are Indigenous
- 31% became homeless before age 25
- Early-age chart shows steady pipeline from youth systems to street (p. 32)
- Preventing youth exits to homelessness is critical, especially for Indigenous youth

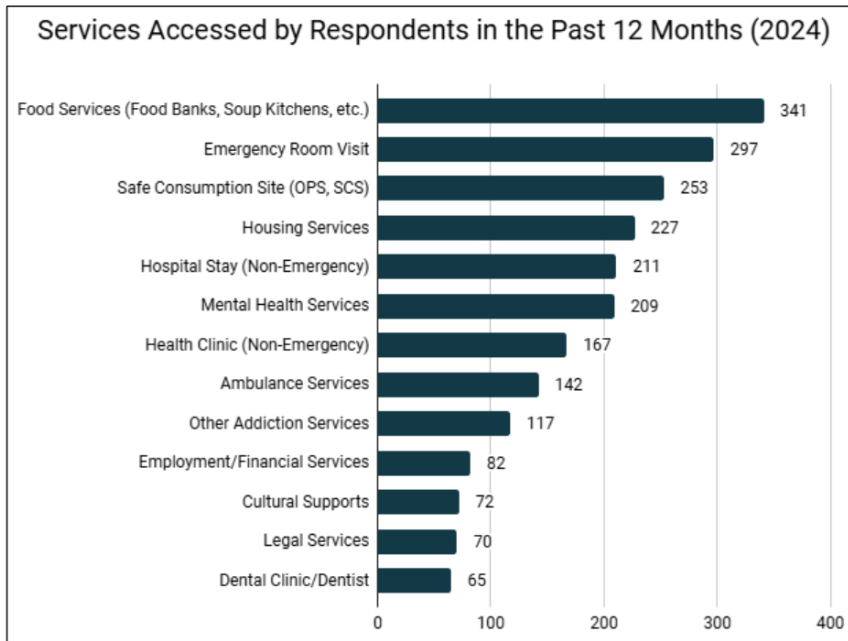
The child-welfare-to-homelessness pipeline is alive; stopping it could flatten future counts.

Chronicity: Months & Years Without Home



- Long durations compound physical decline and service costs
- Chronicity stable since 2023, showing little movement out of homelessness

Which Services Reach People – And Which Don't



- **Survival first:** food banks & soup kitchens showed the most accessed services
- **Emergency care:** 297 ER trips vs 167 clinic visits;
- **Harm-reduction over treatment:** safe-consumption sites drew 253 uses which is over double other addiction programs
- **Housing help under-reaches:** only 227 people connected to housing services
- **Rights-based supports absent:** cultural (72) and legal (70) services barely show, underscoring the need for more accessible, culturally safe treatment options

Strength in Collaboration

- The total PiT Count grew to 621 people, up 20 percent from 2023 and roughly 2.5 times the 2016 figure
- 35 percent of those counted are Indigenous, though Indigenous residents make up a much smaller (~8%) of Nanaimo's population
- Homelessness is tied to severe health needs: three-quarters report addiction challenges and two-thirds report mental-health conditions, driving heavy ER use
- The main drivers remain structural and local: rent inflation, household conflict, discrimination, and service gaps; most people counted have lived in Nanaimo for years

Huy tseep q'u



MINUTES

SPECIAL DISTRICT 68 SPORTS FIELD AND RECREATION COMMITTEE MEETING

Wednesday, November 6, 2024, 1:06 p.m.
Boardroom, Service and Resource Centre
411 Dunsmuir Street, Nanaimo, BC

- Members: Councillor Thorpe, Chair
Councillor Hemmens
V. Craig, Director, Electoral Area B, Regional District of Nanaimo (arrived 1:07 p.m.)
L. Melanson, Director, Electoral Area C, Regional District of Nanaimo
J. Stanley, Director, Electoral Area A, Regional District of Nanaimo *
M. Swain, Mayor, District of Lantzville, Regional District of Nanaimo
- Other: T. Osborne, General Manager, Recreation and Parks, Regional District of Nanaimo
- Staff: R. Harding, General Manager, Community Services/Deputy Chief Administrative Officer
L. Mercer, General Manager, Corporate Services
C. Davis, A/Director, Facility and Parks Operations
D. Bailey, A/Manager, Accounting Services
K. Robertson, Deputy Corporate Officer
N. Sponaule, Communications Advisor
J. Vanderhoef, Recording Secretary

1. CALL THE MEETING TO ORDER:

The Special District 68 Sports Field and Recreation Committee Meeting was called to order at 1:06 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.

Director Craig entered the Boardroom at 1:07 p.m.

3. ADOPTION OF MINUTES:

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

- Minutes of the Special District 68 Sports Field and Recreation Committee held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on 2021-DEC-15 at 5:00 p.m.
- Minutes of the Special District 68 Sports Field and Recreation Committee held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on 2024-FEB-16, at 1:00 p.m.

The motion carried unanimously.

4. PRESENTATIONS:

a. Update of Terms for Renewal and Timing of District 68 Sports Field and Recreation Services Agreement

Introduced by Richard Harding, General Manager, Community Services/Deputy Chief Administrative Officer, and Tom Osborne, General Manager, Recreation and Parks Services, Regional District of Nanaimo.

- The current service agreement for the District 68 Sports Field and Recreation Services Agreement (the agreement) will be expiring at the end of 2025
- There have been some changes related to sports fields; however, the primary focus of the agreement review will be on facilities
- Surveys have been conducted to determine the number of facility users who are residents of the City of Nanaimo, the District of Lantzville, or the surrounding Electoral Areas
- Survey data will assess if facilities, or sport fields, meet the threshold of regional users necessary to be added to the agreement
- Regional District of Nanaimo (RDN) staff and City staff will meet to update the terms of the agreement and will provide the resulting draft agreement to Council and the Board

Committee discussion took place. Highlights included:

- Sports field usage is included in the agreement and there is an assumption that regional residents are using these fields; however, City staff can provide further details based on user group registration
- Third party organizations are required to provide team registration details; however, commercial operators are not required to provide the same user details, and they tend to be one off rental events
- The Extension Sports Field (EA 'C') is currently included in the agreement

b. Verbal Update re: Status of Contributing Agreement Survey

Introduced by Tom Osborne, General Manager, Recreation and Parks Services, Regional District of Nanaimo.

- Thanked City staff for the extensive work done in 2023 to survey and collect user group data
- Results are being applied to the upcoming budget and can be provided to the Committee if needed
- Noted there have been some shifts in usage for the electoral areas but no substantial changes
- The intent of this committee is for members to be aware of what operational costs are being shared

c. Verbal Update re: New and Future Recreation Facilities and Sports Fields

Introduced by Richard Harding, General Manager, Community Services/Deputy Chief Administrative Officer.

Presentation:

1. Richard Harding, General Manager, Community Services/Deputy Chief Administrative Officer, provided a PowerPoint presentation. Highlights included:
 - Reviewed recent improvements and capital projects completed in the Stadium District

Committee discussion took place regarding the potential to invite the BC Lions to host their training camps in Nanaimo. Staff indicated that they have invited the BC Lions to Nanaimo and hope to have them come visit the facility; however, the BC Lions have recently signed an agreement with Kamloops.

Richard Harding, General Manager, Community Services/Deputy Chief Administrative Officer, continued the presentation. Highlights included:

- Two new artificial turf fields have been added at Harewood Centennial Park in the spring of 2023 which brings the total to five artificial turf fields within the service area
- The smaller of the two artificial turf fields has a joint use agreement with the School Board
- The City continues to make improvements to the natural turf fields as well such as adding lights to extend hours of use

Committee discussion took place. Highlights included:

- Increasing the parking at Harewood Centennial Park. Staff clarified that additional on street parking is planned on Seventh Street and they are negotiating with the School District to use their parking lots for after school hours
- Operational costs for the new artificial turf fields are expected to decrease compared with the previous natural turf fields
- The previous artificial turf fields at Beban Park are still heavily used (primarily for soccer)

d. South End Community Centre

Introduced by Richard Harding, General Manager, Community Services/Deputy Chief Administrative Officer.

Presentation:

1. Richard Harding, General Manager, Community Services/Deputy Chief Administrative Officer, provided a PowerPoint presentation. Highlights included:
 - A South End Community Centre has been a priority for a number of years and has been reaffirmed through the City Plan
 - These types of facilities tend to be regional use
 - Reviewed the potential types of uses on the facility such as: purpose-built daycare, library services, performance space, and/or health care providers
 - Provided estimated draft space allocation options that will be reviewed by Council

Committee discussion took place. Highlights included:

- As the project moves forward Staff will be working with various partners regarding primary health care and daycare
- The South End Community Centre (SECC) would be built in an Urban Node (based on City Plan) and part of that site selection criteria is to do a transit exchange near or on the site
- Staff listed the types of activities that could be supported in the proposed SECC and noted it would be comparable to the Oliver Woods facility focused primarily on indoor use/activities
- Support for additional indoor children's play space
- Staff will be reaching out to the surrounding communities during the design phase for more input on usage
- The relationship between transit development and the SECC and potential impacts on transit if the SECC does not go through
- During the feasibility study, 12 sites were identified for the SECC. Negotiations are ongoing and once finalized an announcement will be coming regarding the proposed location of the SECC
- Building the SECC larger than current needs to accommodate future growth
- Clarification regarding the timeframe for the proposed SECC to be included in the service agreement. It would only be added to the agreement once there is evidence that 10% (or more) of regional residents are using the facility. The agreement itself is reviewed every five years
- The SECC could be popular with Ladysmith residents and options related to charging visiting users
- The Port Theatre is opening space for performance space and there is need for more cultural space in the community
- Potentially amending the agreement to include the SECC as soon as it is constructed

e. Expansion of Civic Merit Awards and Culture Merit Awards Program to Electoral Areas A, B, C, and the District of Lantzville

Introduced by Tom Osborne, General Manager, Recreation and Parks Services, Regional District of Nanaimo.

- The City has an award program in place and the RDN has modeled their award program after it in northern areas
- The City is the centralized operator of recreation, sports fields and cultural areas; therefore, when requests are received from the

community to recognize those performers, or athletes, that live within the City limits they are accepted; however, those that are outside the City limits are not included

- Requested that the Committee consider requesting that Staff review this item and bring forward options for potential expansion of the program

Committee discussion took place. Highlights included:

- The merit awards are very popular in the community, and it seems unfair that members of the same team would be treated differently because they live outside the City limits
- Ensuring that an expansion of the program reflects more than the City and potentially being a separate entity
- Potentially rebranding the program and creating a more inclusive name
- Including a cost component in a report to Council

It was moved and seconded that the District 68 Sports Field and Recreation Committee recommend that Council direct City staff to work collaboratively with Regional District of Nanaimo staff to conduct a review of the Civic Merit Awards and Culture Merit Awards Program, and prepare a report, with options, and financial implications, associated with expanding the programs to include contributing members for the Committee's consideration. The motion carried unanimously.

f. Verbal Update on Electoral Area B Parks and Recreation Masterplan

Introduced by Tom Osborne, General Manager, Recreation and Parks Services, Regional District of Nanaimo.

- RDN Staff are undertaking a recreation and parks master plan review on Gabriola Island and Electoral Area B
- Only Gabriola Island residents fund the recreation function; however, part of the plan is a parks management plan which includes other areas of Electoral Area B
- There will be a reporting out on findings in December 2024
- Looking to grow and expand island facilities; however, there are additional challenges associated with these facilities
- Gabriola's sports field is getting overused, and work will soon be underway for a small practice field
- The operational costs for the practice field would be reviewed as part of the service agreement

g. Verbal Update of South Wellington School Community School Conversion

Introduced by Tom Osborne, General Manager, Recreation and Parks Services, Regional District of Nanaimo.

- The School District closed South Wellington School; however, the local community group wanted to see the space made available to the community
- Noted some of the renovations required to transform the space into a community centre and some of the challenges such as parking, and meeting the RDN's green energy net zero policies
- Renovations are being conducted in various stages with the goal to have the facility open and operating in 2025
- Direction from the Board to work with the community group to come up with an operating model for the facility
- RDN recreation coordinators and staff would be based out of this facility
- This facility would not have a gymnasium

Committee discussion took place. Highlights included:

- The RDN is in ongoing discussions with the local community group regarding the use of the facility and potential programs
- Clarification that the facility would be intended to serve all age groups; however, the specifics will be determined through the operating agreement

h. Parks Division Q3 2024 Update

Introduced by Tom Osborne, General Manager, Recreation and Parks Services, Regional District of Nanaimo.

- The report attached to the agenda came from the RDN's Park and Open Space Advisory Committees to the Board and lists priorities that relate to recreation and sports fields
- In the Cedar School area, the RDN is working with the local community group to improve the skateboard park and looking to expand the sport court to add a pickleball court. The Stevie Smith Organization has also put in a request to install a bike park in the area
- There are challenges with the Cedar school area being within the Agricultural Land Reserve (ALR) and restrictions associated with that zoning

- On Gabriola Island work is being done to upgrade an active skate park in Huxley Community Park as well as a sport court and storage facility
- Noted the Anders and Dorrit's Community Park new interpretive signage which was installed to improve accessibility
- Seeking to expand the Extension School Lands; however, there are a series of roads that were never built, but exist on paper, which are causing set back issues. Working with the School District as their land agent to remove the roads and make improvements

The Committee requested clarification regarding how facilities and sports fields are selected for renovations and improvements.

5. OTHER BUSINESS:

The Committee agreed to schedule the next District 68 Sports Field and Recreation Committee meeting in March 2025. The goal will be to provide some budget deliberations during the next meeting.

Committee discussion took place regarding the potential to include First Nations in the expansion of the Civic Merit Awards and Culture Merit Awards Program.

6. ADJOURNMENT:

It was moved and seconded at 2:30 p.m. that the meeting adjourn. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

DEPUTY CORPORATE OFFICER



MINUTES

ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS MEETING

Wednesday, May 14, 2025, 4:02 P.M.
Boardroom, Service and Resource Centre
411 Dunsmuir Street, Nanaimo, BC

- Present:** Councillor H. Eastmure, Chair
R. Harlow, At Large Member
T. Hirasawa, At Large Member
B. Kinrade, At Large Member* (disconnected at 5:32 p.m.)
J. Maffin, At Large Member*
S. Pump, At Large Member*
A. Stuart, At Large Member
N. Sugiyama, At Large Member
- Absent:** Councillor S. Armstrong
T. Brzovic, At Large Member
L. Derksen, At Large Member
S. Enns, At Large Member
- Staff:** A. Breen, Manager, Culture and Special Events
D. Burgos, Manager, Corporate Communications Community
Relation
L. Clarkson, Manager, Recreation Services
D. Johnston, Manager, Recreation Services
J. Rose, Manager, Transportation
N. Vracar, Deputy Corporate Officer
L. Young, Zoom Moderator
K. Lundgren, Recording Secretary

1. CALL THE MEETING TO ORDER:

The Advisory Committee on Accessibility and Inclusiveness (ACAI) Meeting was called to order at 4:02 p.m.

Councillor Eastmure recognized that 2025-MAY-15 is Moose Hide Campaign Day where Canadians are called to join together to take a stand against violence towards women and children.

* 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 from the Advisory Committee on Accessibility and Inclusiveness Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on 2025-MAR-12, at 4:00 p.m., be adopted. The motion carried unanimously.

4. COUNCIL COMMUNICATIONS:

(a) Westwood Lake Park Accessible Wayfinding Signage

Nikolina Vracar, Deputy Corporate Officer, advised the Committee that during the 2025-APR-07 Regular Council Meeting, Council adopted the following motion:

"That Council endorse blue as the colour palette for Westwood Lake Park wayfinding and signage as part of the Westwood Lake Park Amenity Improvements project."

5. PRESENTATIONS:

(a) Integrated Action Plan Recreation - Mini-Workshop

Damon Johnston, Manager, Recreation Services, introduced the workshop and requested the Committee's input on identifying barriers to participating in City of Nanaimo (the City) recreation and culture programs and potential ways to reduce those barriers.

Committee discussion took place. Highlights included:

- Physical disabilities often require adaptive recreation equipment, and the access, maintenance, storage of this equipment is a barrier
- The kitchens for cooking programs are often too small to accommodate more than one or two people with disabilities
- Paperwork and reading materials can be challenging for those with literacy difficulties, brain injuries or neurodiversity
- Encouraged the use of colourful graphics, succinct messages and the use of social media to promote recreation events
- Encouraged more drop-in programs to reduce registration barriers
- Importance for children to see themselves represented, and encouraged offering more accessible programs for youth

- Suggestions for low sensory areas/times to accommodate those with sensory-related barriers to escape when echoes, noise or music is too overwhelming
- Offering services that can help facilitate preparing children to participate in the programs (e.g. a private instructor to work with children so they are ready for group swimming lessons)
- Challenges with the universal changeroom at the pool as the height of the change table is not adjustable, and there is difficulty fitting a wheelchair in the space
- Camp Sunsation and Camp Integration summer programs' staff's skills/training could be utilized to provide services throughout the year
- Partnering with Vancouver Island University students who want experience working with people with disabilities
- Concerns that the registration paperwork for Camp Sunsation is still being sent by mail
- Suggestion to partner with Nanaimo Pride Society to offer a Pride swimming event during Pride Month to provide a more welcoming environment at the pool
- Consideration for equipment/partnerships to offer TrailRiders (wheelchairs designed for remote/uneven trails) for trail accessibility
- Consideration for tactile trails for people with vision loss or programming to help new hikers explore trails with adaptive guides

Adrienne Breen, Manager, Culture and Special Events, continued the presentation and requested input from the Committee on ways to make City recreation and culture facilities more inclusive and welcoming.

Committee discussion took place. Highlights included:

- While lobbies of City recreation facilities are often used as warming/cooling spaces, those spaces are not seen as welcoming to the vulnerable population, with the exception of the Senior Centre at Bowen Park which offers soft seating, carpet, and activities
- Challenges with accessible parking at Maffeo Sutton Park during special events
- Individuals are often unaware of options available to them, and it would be beneficial to have a central point of contact that has knowledge/experience with adaptive recreation
- Representation of adaptive equipment in the Activity Guide images so individuals can better see what is available

- Considerations around language translation capabilities for new families to Canada
- Displaying symbols of inclusive spaces such as the Pride Flag, Indigenous artwork, and pronouns on name tags

A. Breen, Manager, Culture and Special Events, continued the presentation. Highlights included:

- Information gathered will be shared with City staff and could be incorporated into the next fall or winter programming guide
- For facilities, if budget is required, items may be added to the 2026 budget planning cycle
- Staff intend to track changes and report back to the Committee at a future meeting

(b) Update re: Transportation 2025 Workplan

Jamie Rose, Manager, Transportation, provided an update on the Transportation 2025 Workplan, and spoke regarding projects that are in the early planning stages, ongoing and upcoming.

Committee and Staff discussion took place regarding the accessibility features that are regularly included in transportation projects such as dedicated sidewalks, Tactile Warning Surfaces Indicators (TWSIs), and touch-free crosswalk buttons.

7. **REPORTS:**

(a) Pedestrian Infrastructure Upgrade Priorities

J. Rose, Manager, Transportation, provided an on-screen presentation, included in the agenda package. Highlights included:

- The City allocates \$300,000 each year towards pedestrian mobility and safety projects throughout the City
- An overview of the following recommended projects for the pedestrian unallocated funding:
 - Townsite Road at St. Patrick Crescent
 - Wallace Street at Franklyn Street
 - Portsmouth Road at Applecross Road
 - Waddington Road at Duffering Crescent
 - Mary Ellen Drive at Dover Road

Committee and Staff discussion took place. Highlights included:

- The need for accessible parking for the office building at 256 Wallace Street
- Accessibility considerations around construction sites
- Considerations for the type of fencing used around constructions sites as some can cause hazards

B. Kinrade disconnected from the meeting at 5:32 p.m.

- Support for the recommended project at Portsmouth Road at Applecross Road considering the Harvest Church, bus stop and pedestrian traffic in the area

8. OTHER BUSINESS:

(a) National AccessAbility Week

Dale Burgos, Manager, Corporate Communications and Community Relation, spoke regarding National Accessibility Week and advised that the City's draft News Release mentions the Committee's work.

Committee discussion took place regarding the Disability Pride Flag.

(b) Verbal Update re: City Statement on Accessibility, Equity and Inclusion

D. Burgos, Manager, Corporate Communications and Community Relation, presented the City's statement on Accessibility, Equity and Inclusion which was revised based on feedback received at the 2025-JAN-08 ACAI Meeting. The City is actively working on improving its accessibility on the website homepage including adding icons, alternative text on all images, and an accessibility feedback tool on the web pages.

(c) Request for a Presentation by the City of Nanaimo and Regional District of Nanaimo regarding Accessibility at Transit Stops

Richard Harlow, Member, ACAI, spoke regarding barriers experienced at bus stops throughout the City.

Committee and Staff discussion took place regarding the potential to have a discussion with Regional District of Nanaimo staff regarding transit stops at a future Committee meeting. Staff noted that they would undertake follow up

(c) Verbal Update re: Committee Member Recruitment

N. Vracar, Deputy Corporate Officer, advised that Sahara Roden has resigned from their position on the Committee, and the City has commenced the recruitment process to fill the vacant position.

9. ADJOURNMENT:

It was moved and seconded at 5:55 p.m. that the meeting adjourn. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

DEPUTY CORPORATE OFFICER

Please click the link below to access the 2025-JUL-14 Governance and Priorities Committee Meeting agenda:

<https://pub-nanaimo.escribemeetings.com/Meeting.aspx?Id=b3952912-6d96-4bc9-a0b3-c063204f8780&Agenda=Agenda&lang=English>

Please click the link below to access the 2025-JUL-16 Finance and Audit Committee Meeting agenda:

<https://pub-nanaimo.escribemeetings.com/Meeting.aspx?Id=bb913d9a-6664-4d24-9f57-82bfe3f62018&Agenda=Merged&lang=English>

Delegation Request

Delegation's Information:

Ruth Taylor has requested an appearance before Council.

City: Nanaimo

Province: BC

Delegation Details:

The requested date is 2025-JUL-21

The requested meeting is:
Council

Bringing a presentation: Yes

Details of the Presentation:

Update on Hub - I will be speaking about my lived experience living in the south end around this service for the last 6 months. Sharing concerns with the impacts of the lack of mitigation of client behaviors to the community and traffic safety etc.

Delegation Request

Delegation's Information:

Sarah Haynes, Central Vancouver Island Multicultural Society, has requested an appearance before Council.

City: Nanaimo

Province: BC

Delegation Details:

The requested date is 2025-JUL-21

The requested meeting is:
Council

Bringing a presentation: Yes

Details of the Presentation: To present on "Through the Eyes of Our Community: Nanaimo Needs Assessment Report on inclusion"- We recently completed a comprehensive study on equity, diversity, and inclusion in Nanaimo. We would like to present the findings.

Delegation Request

Delegation's Information:

Holden Southward has requested an appearance before Council.

City: Nanaimo

Province: BC

Delegation Details:

The requested date is 2025-JUL-21

The requested meeting is:
Council

Bringing a presentation: No

Details of the Presentation: Importance of City living within it's means and road design flaw.

Delegation Request

Delegation's Information:

Karen Kuwica, Newcastle Community Association, has requested an appearance before Council.

City: Nanaimo

Province: BC

Delegation Details:

The requested date is 2025-JUL-21

The requested meeting is:
Council

Bringing a presentation: No

Details of the Presentation: Newcastle Community Association Presentation to City Council re: 250 Terminal:

1. Development Permit Application has now been submitted by BC Housing for 50 units of supportive housing at 250 Terminal
2. When the new 3-year lease was signed between BC Housing & City of Nanaimo, BC Housing assured the city and the NCA that only "low acuity" clients would be housed at 250 Terminal. This appears not to be the case.
3. BC Housing's policy is that their supportive housing is "wet housing"; ie .homeless individuals with severe addiction disorders are allowed to continue with them
4. This has caused increasing tensions and conflicts at 250 Terminal between those who do not do drugs and those who do drugs.
5. The current approach of warehousing potential criminal elements with those attempting to work their way out of the homeless mire does not work. Both Vancouver and Victoria are looking for tools to keep criminals out of supportive housing. Tools include reducing the number of units, which the NCA has always recommended for 250 Terminal. Another is the implementation of houses for clean and sober living (ie"dry houses") which provide a substance-free environment for individuals in recovery from addiction.
6. We know that BC Housing will not reduce the number of units proposed for 250 Terminal.
7. BC government has now established a working group to address health and safety concerns in supportive housing.
8. We are therefore asking City Council to assist us in lobbying the Provincial government to include in BC Housing's mandate the designation of houses intended for clean and sober living (ie "dry houses") and specifically for 250 Terminal.

DATE OF MEETING JULY 21, 2025

AUTHORED BY LAURA MERCER, GENERAL MANAGER, CORPORATE SERVICES
BILL SIMS, GENERAL MANAGER, ENGINEERING AND PUBLIC
WORKS

SUBJECT “NANAIMO BUILDS FOR THE FUTURE” PLAN UPDATE

OVERVIEW

Purpose of Report

To provide Council with an update on potential major capital projects to be funded by long-term borrowing and set context for significant capital expenditures over the short and medium term.

Recommendation

That Council:

1. Direct Staff to update Council's Debt Management Policy to allow long-term borrowing without electoral approval when the City is within the allowable assent free borrowing limit;
2. Direct Staff to proceed with a Capital Development (Project Execution) Plan and costing for the South End Community Centre and allocate \$2 million to undertake this work funded by \$675,000 from the Growing Communities Fund and \$1,325,000 from the Special Initiatives Reserve; and,
3. Endorse the Next Steps as outlined in this report dated 2025-JUL-21.

BACKGROUND

At the 2024-JUL-15 Governance and Priorities Committee meeting, Staff brought forward a report on potential major capital projects that need to be funded by long-term borrowing and seek Council direction on advancement of priority projects.

In addition to previous Council direction relating to the Public Works Yard Update, RCMP Detachment Expansion, and the South End Community Centre, the following motion was approved at the 2024-JUL-22 Regular Council Meeting:

“That Council direct Staff to update costing, further develop project scope and return with a report summarizing the Waterfront Walkway Project and Beban Park amenity improvements.”

The purpose of this report is to provide an update on several major community development projects, that Council directed Staff to focus on, as strategic priorities, and reflected in City Plan and the Integrated Action Plan. These include:

- Nanaimo Public Works Yard Update
- RCMP Detachment Expansion

- South End Community Centre
- Waterfront Walkway – Departure Bay section
- Beban Park Amenities

This report provides a brief overview of the background and updated scope of each project’s financial considerations and potential next steps. |

DISCUSSION

Municipalities in BC can enter into short-term or long-term borrowing to finance the purchase or construction of capital assets. The province mitigates borrowing risk by capping the annual liability servicing costs for each municipality (debt servicing limit). This means that borrowing decisions now can impact the City’s financial flexibility for years.

New Borrowing Legislation Changes

In an information circular received on 2025-JUN-18 (Attachment B), the Province announced changes to the Municipal Liabilities Regulation and Short-Term Capital Borrowing Regulation. These changes were in response to municipalities’ concerns regarding elector approval requirements for borrowing, specifically:

- the amount of staff resources and costs associated with obtaining elector approval for essential infrastructure replacement,
- the risks associated with delays in implementing critical infrastructure if electoral approval fails, and,
- limited scope of infrastructure replacement that can be completed without approval of the electors.

Impact to the City of Nanaimo related to these changes:

1. Short-Term Capital Borrowing Limit

Under section 178 of the *Community Charter* the City could previously do short term (5 years or less) capital borrowing of \$50 per capita with no electoral approval. The amended regulation increases the \$50 per capita to \$150 per capita.

Based on this change, **short-term** borrowing capacity without elector approval is now

2. Changes to the Approval-Free Liability Zone

Short-term borrowing over the limit under section 178 of the *Community Charter* and long-term borrowing fall under section 179 of the *Community Charter*. When borrowing under section 179 electoral approval is required if the City is not within the approval-free liability

zone, within that zone no electoral approval is required. The new amendment increases the approval-free liability zone from 5% of sustainable and controllable revenues to 10%.

At the previous level of 5%, the City could incur an additional \$3.96 million in annual debt servicing costs without obtaining electoral approval. Under the new amendment the City can incur an additional \$15.52 million in annual debt servicing costs without obtaining electoral approval.

Based on this change, Nanaimo’s increased debt servicing capacity without elector approval is now¹:

2023 Sustainable and Controllable Revenues	\$	231.10	million
Liability Servicing Limit - 25%	\$	57.8	million
Annual Debt Servicing Cost for 2023	\$	7.6	million
Approval Free Zone Servicing Capacity Available @ 5%	\$	3.96	million
Approval Free Zone Servicing Capacity Available @ 10%	\$	15.52	million
Increased servicing capacity without elector approval	\$	11.56	million

¹ The debt-servicing limit and the approval free zone servicing capacity available will be revised once the Province has reviewed and approved the 2024 financial information the City has submitted.

Currently Council’s Debt Management Policy (Attachment A) requires the City to obtain elector approval for all long-term borrowing. As this is a Council Policy, Council has the option to amend the Policy and remove this requirement.

If Council chooses to amend the Debt Management Policy to allow for long-term borrowing within the approval free liability zone, Council could undertake one or more projects without electoral approval. Based on the current MFABC indicative interest rate of 4.78% amortized over 20 years, the City could borrow up to approximately \$185 million without elector approval.

Debt Servicing Limit

Under legislation, the City cannot borrow beyond its allowable limits. The Liability Servicing Limit is defined as 25% of the municipality’s controllable and sustainable revenues for the year.

Based on the City’s 2023 Financial Statements, the annual debt servicing limit is \$57.8 million. This means that the City can have a maximum of \$57.8 million in annual principle and interest payments. Currently the City sits at 13.1% of the total limit.

2023 Sustainable and Controllable Revenues	\$231.1	million
Liability Servicing Limit – 25%	\$	57.8 million (a)
Annual Debt Servicing Cost for 2023 ²	\$	7.6 million (b)
Debt Servicing Cost % of Limit at December 31, 2023		13.1% (b)/(a)

²Includes principal and interest on external debt, interest on internal borrowing, estimated cost of unissued debt, guarantee of line of credit for Port Theatre.

For reference, \$10 million in borrowing at current MFABC rates costs \$830,000 annually in debt servicing costs. (20 year amortization at 4.78% @ July 4, 2025).

Not all of the project costs outlined in this report may be fully funded by borrowing. As well, funding sources for debt servicing costs will vary by project and include property taxes, user fees and reserves. As cost and timing are further refined more accurate costing by project will be provided.

The City will continue to pursue grant and cost share opportunities for projects as applicable.

With large projects involving borrowing, it can be very difficult to adjust the budget later on, therefore it is important to complete suitable due diligence prior to setting a budget and receiving Council and electoral approval, when required, for borrowing.

Each of the projects identified below has a differing level of cost estimate maturity, ranging from reasonable certainty for Public Works, to speculative for a future fire station. Costing needs to mature to the point of enough confidence to move forward with borrowing approval.

Public Works Yard Update– Fleet Maintenance and Administration Buildings

Background

At its meeting on 2024-JUL-24, Council directed Staff to proceed with the “Highest Needs in Single Phase” option and prepare a borrowing bylaw in support of the project. An Alternative Approval Process (AAP) to seek assent of the electors, as required under the previous version of the legislation, failed to attain assent.

To gain greater certainty of costs and to provide additional clarity about the project, Council approved the following motion at the 2025-FEB-24 Regular Council Meeting:

That Council direct Staff to proceed with Detailed Design and Costing and allocate \$1,800,000 funded by \$1,314,000 from the General Asset Management Reserve Fund, \$162,000 from the Sewer Operating Reserve, and \$324,000 from the Water Operating Reserve to undertake the work. (Option 4 in the report).

Staff initiated an Integrated Project Delivery (IPD) approach as the means of delivering the detailed design and construction of the project. The IPD process brings contractors, designers, and owners together at the start of the design process to collaboratively solve problems with the benefit of real-time pricing and constructability feedback. When used on major projects like the Public Works Yard Updates, this methodology can reduce overall costs, waste, prevent surprises during construction, and the process results in a firm cost to build, not a cost estimate or projection.

The IPD team is currently being assembled, with Staff working towards the goal of having a team fully on-boarded and ready to work in the fall. Staff plan to update Council on progress in 2026, which will include updates on the project scope, detailed design, and contractor-supplied pricing.

Financial Considerations

Staff anticipate costs of \$90 million for the two primary buildings – the Fleet Maintenance and Public Works Admin Buildings. With this option the remainder of the updates could be undertaken independently, are not expected to require borrowing, and could be competed as needed in the future. The IPD process is underway and will provide updated and firm costing for the project, and potentially be ready to adopt a borrowing bylaw in 2026 or early 2027.

RCMP Detachment Expansion

Background

The current RCMP facility was constructed in the 1980's and expanded in 2002. Policing requirements have grown along with Nanaimo's population. The current detachment building has outgrown the operational and space needs of the detachment. Work currently being planned is intended to provide very short-term relief to the overcrowding by renovating parts of the existing detachment and relocating 22 staff to another nearby City-owned building.

The proposed next step involves the development of plans for a new or expanded detachment building on the current site or on an adjacent City-owned lot. The following options will be investigated in detail to determine which provides the immediate best value for the City while ensuring continuity in police service delivery and adaptability for future needs:

1. Renovation and expansion of the existing detachment at 303 Prideaux St. and limited improvements to 575 Fitzwilliam St and 336 Prideaux St.;
2. Construction of an expanded satellite facility at 575 Fitzwilliam St and 336 Prideaux St. and renovation of the existing detachment at 303 Prideaux St.; and,
3. Construction of a new detachment at 575 Fitzwilliam St and 336 Prideaux St. or 303 Prideaux St. and demolition of the existing detachment at 303 Prideaux St.

Financial Considerations

The approved budget for renovations is \$3.3 million including work on the nearby City-owned building completed in 2024. Renovations of the main detachment is expected to begin later this year and be completed in 2026. Previous costing of a new stand-alone facility at a conceptual level was projected in the range of \$270 million. Given the magnitude, Council directed that staff consider other options that would allow the City to meet its contractual obligations to the RCMP.

An Integrated Project Delivery process (IPD) was selected for this project after careful consideration of the City's requirements and through a great deal of consultation with both internal work groups and external affected parties.

The result of IPD will be a well-vetted design that has been rigorously value-engineered every step of the way when compared to a traditional designer led approach. The level of unknown risks will be significantly lower, resulting in less contingency funding required, and the pricing will be real costs, not estimates or projections.

This will allow the City to make decisions on how to proceed with the project with a much greater level of understanding and surety than it presently has with conceptual level designs and 'order of magnitude' cost estimates.

Next Steps

The RCMP facility expansion or replacement is a "must-do" project given the functionality and space challenges with the current facility and contractual obligations to the RCMP.

A current example of an IPD process being successful for an RCMP detachment project can be found in the City of Kamloops. Kamloops is of a similar size to Nanaimo, has a similar community composition to Nanaimo, and has similar policing needs to Nanaimo; with the Kamloops' RCMP detachment hosting nearly identical working groups and staffing levels as Nanaimo's. The Kamloops validated cost estimate, including contingencies is in the order of \$150 million (Attachment C). City of Nanaimo staff are in contact with this project team and closely following progress. In addition to the Kamloops facility, the North Cowichan Regional District RCMP facility was completed with an IPD process, and the Westshore RCMP and Burnaby RCMP facilities are currently underway using an IPD process.

While regional differences and site-specific conditions would likely vary this amount locally, it is in the order of magnitude that staff believe to be reasonable or realistic. As noted previously, the current Nanaimo cost estimate is at a low confidence level, which includes significant contingency due to lack of detail and level of unknown risk.

The Nanaimo RCMP project currently has an available budget of \$1.8 million to start the IPD validation work. As the team is formed, more realistic project budgets are created, and design work progresses, Staff will have a better understanding if additional funding will be required to complete the validation process to produce a firm scope, schedule, and budget for the project. If funding in addition to the existing \$1.8 million is required, the additional funding will either be requested as part of the City's regular project planning and budgeting cycle or by direction from Council, as appropriate based on the timing and complexity of the request.

South End Community Centre

Background

A Feasibility Study is complete for the South End Community Centre. A steering committee worked on concept plans and to identify partnership opportunities in the proposed facility. An environmental scan (interviews with other school districts, community services and community centres already in partnership) assisted with early development of governance and best practices associated with joint use agreements. Based on work to date the facility could be between 4,180m² and 6,040m² (45,000 and 65,000 square feet) in size depending on the uses and partnerships established.

Staff have explored the potential of adding a housing component but at this point the Build BC program is fully subscribed and Staff are not aware of another funding source. As housing will have significant impact on the design and as there are no confirmed funding partners, Staff recommend that the design proceed without housing and focus on a facility to meet recreation, culture and community needs.

On 2025-JUL-07, the City announced that it has acquired land in the Chase River neighbourhood for a future SECC and that the planning for the new community centre will be guided by further community engagement and a Capital Development Plan.

Financial Considerations

Although the scope and size could vary depending on final approved uses and partnerships, it is expected that the capital cost of a facility of this nature could be in the range of \$140-195 million, including significant contingency, appropriate for the early stage of this project. This is known as 'rough order of magnitude' costs. As noted in next steps, fleshing out the final programming, completing schematic designs and costing will refine this amount. There would also be operational cost implications, which could vary depending on factors such as the details of partnership agreements. As the project matures, more detailed cost information will be established.

The land assembly for the SECC had a budget of \$5.1 million with contributions of \$2.5 million coming from the Province of BC's Growing Communities Fund. Further design development and interim cost validation would be the next step and is anticipated to cost \$2 million. The current approved 2025-2029 Financial Plan has no funding allocated to advance to detailed design development.

Next Steps

With site acquisition and planning advanced for this long-standing priority project, the next step is to proceed with a Capital Development (Project Execution) Plan should Council approve the funding. The Capital Development Plan would include schematic designs, financial analysis, Class 'C' cost estimate, further public engagement, risk management planning, project delivery assessment, transportation impact analysis, zoning analysis and provide opportunity to confirm partners. Staff is seeking direction from Council to proceed and funding to undertake the work.

Waterfront Walkway - Departure Bay Section

Background

The Waterfront Walkway project has been identified in several Council Strategic Plans. In 2017, the City completed an overall Implementation Plan for the creation of a continuous walkway from Departure Bay to the Nanaimo River Estuary. The plan was completed with significant positive input from the community and revealed strong public support for the development of the waterfront walkway

In 2019, Staff developed a detailed plan for the waterfront walkway using a green shores approach between the BC Ferries Terminal in Departure Bay and Departure Bay Beach. This included archeological, geotechnical, environmental, and coastal erosion specialists providing their input to the project. The project has been presented to Snuneymuxw First Nation (SFN), the Department of Fisheries and Oceans, and the Province of BC to gain feedback and help steer the design. The green shores approach accounts for sea level rise, mitigates potential for steep slope erosion, and restores original foreshore habitat.

The project is supported in the City Plan through a Connected, Green, Empowered and Prosperous Nanaimo lens.

Financial Considerations

Preliminary construction costs were determined to be in the range of \$30 to \$38 million in 2022. The project costs in 2025 are now anticipated to be closer to \$40 million, given recent cost escalation and updated estimate. This estimate excludes an \$8 million bond required by the Department of Fisheries and Oceans for foreshore restoration. This amount would come back to the City at the end of 5 years.

Next Steps

Staff are of the opinion that planning for this long-standing priority project has sufficiently advanced such that the next step is to proceed with acquisitions and obtaining approvals. Staff will take direction from Council as to the timing and priority to proceed with this project. Should Council wish to proceed, Staff will confirm costs and timeline, and prepare a borrowing bylaw for Council's consideration at a future Council meeting.

Beban Park Master Plan Implementation Plan

Background

Beban Park is a major gathering place for recreational, sporting, and social events for the City and Region.

The Beban Park Master Plan includes a number of recommendations for potential facility updates, improvements, and potential new facilities on site. The site provides opportunity for new facilities in partnership with sport, culture and other recreational and social organizations.

A review of potential new infrastructure at Beban Park was undertaken and examples of new recreational or social space that could be built at Beban Park include:

- Multi-purpose indoor facility for field (turf) sports with option to hard surface for court sports, fair and agricultural exhibits and large indoor public gatherings;
- Athletics and Sport Training Centre for training and competitions as well as other sports/activities such as gymnastics, school programs and children and seniors physical literacy.
- Indoor Activity Pavilion to support events such as farmer's markets, emergency shelter for extreme heat or cold events, rentable hall or gathering space, as well as an indoor facility for pickleball, badminton, tennis and three-on-three basketball;
- Renovated Agriplex Barn for equestrian activities as well as fair events.
- Beban Pool improved accessibility by relocating the fitness centre to the ground floor including the addition of leisure space and installation of an accessible hot tub.

Financial Considerations

A Class 'D' estimate was completed in June 2025 for the new infrastructure identified in the Beban Park Master Plan. The Class 'D' costing ranges between \$108 million and \$190 million and depends on what scope of work is undertaken. A new fitness centre with leisure space and new hot tub has an estimated cost of \$17.1 million.

Next Steps

Staff are of the opinion that the Beban Park Master Plan provides sufficient direction that if Council elected to proceed with one or more components staff could provide further details and cost estimates and return to a future Council meeting.

Other Future Needs – Facility Master Plan

As is readily apparent, substantial investment is on the horizon to sustain existing facilities and build needed new amenities to serve a growing community. Staff recommend undertaking a process to consider levels of service provided by Nanaimo’s many facilities, define changes to levels of service, and from there developing a Facility Master Plan. A master plan for facilities would help guide future priorities and balance decisions between sustaining existing facilities and how best to incorporate new facilities. Such a plan would illustrate timing, level of service and priority and support future decision making by Council.

There are considerable future funding pressures to maintain existing infrastructure, facilities and services as well as adding new facilities based on the City’s growth and needs as identified in City Plan. Considering the aging condition of some facilities, the operational needs of the City and the sustainment/enhancement of services, the following items are on the short to medium horizon:

- Vancouver Island Conference Centre – asset renewal
- Beban Park Complex Facility Sustainment – asset renewal
- Future Emergency Services – new Fire Station
- Stadium District – washrooms, change rooms, parking, artificial turf
- Parks and Trails
- Water Supply Dams – seismic upgrades on South Fork dam in early 2030’s; and new dam on the horizon for potential future borrowing (more than 25 years out)
- Other Cultural and Recreation Venues
- Other Facilities – 100 buildings requiring sustainment and renewal

CONCLUSION

Each of these potential projects has merit and benefit the community; however, some have a more direct community use (e.g. Community Centre), whereas others are necessary for continue basic services (e.g. Public Works Yard). Next steps and timing for each potential major project will differ. The information within this report is an overview to set the context and inform future decisions on specific projects or borrowing. Council is now being asked for direction and decisions on one or more of these projects moving forward.

NEXT STEPS – ROADMAP FOR BUILDING FOR THE FUTURE

As outlined in this report, there are several City projects and initiatives that are anticipated to require borrowing in the years and decades ahead. While every effort has been made to bring projects forward and complete appropriate due diligence, it is not possible to have each potential project at the same level of maturity. For example, once a cost estimate has been prepared, it

has a shelf life. This means that at a given point in time, there will be numerous potential projects to consider; however, they will not have the same level or quality of information to compare.

Given the competing priorities Staff are of the opinion that establishing immediate priority projects along with next steps and a timeline for key decisions is critical at this point.

In developing this framework Staff recognize:

- The priorities of our growing community as confirmed in CityPlan and the associated IAP (integrated action plan),
- The need for fiscal responsibility in both individual projects and in ensuring adequate borrowing capacity for longer term projects,
- That investment in project design assists with cost certainty, and
- That having projects with detailed designs and budgets are more likely to make a project eligible for future grants.

Based on the above criteria Staff are recommending the following:

- That the framework recognize the current priority projects for long term borrowing as the Public Works Yard, the RCMP Detachment Expansion and the South End Community Centre,
- That the Public Works Yard Update project complete the Integrated Project Delivery (IPD) work underway and return to Council in early 2026 with confirmation of project scope, detailed design, and contractor-supplied pricing. At that point Council will be able to consider borrowing under the recently amended assent free rules with borrowing starting in the Fall of 2026.
- That the RCMP Detachment Expansion project proceed with Integrated Project Delivery (IPD) with funding from previously approved budgets. This work will result in a confirmed design and costing for Council's consideration in 2027 with borrowing projected to start in 2028.
- That \$2 million be allocated to advancing the Capital Development Plan of a South End Community Centre that will accommodate recreational, cultural and community needs. This work will result in a confirmed design and costing for Councils consideration in early 2027. Depending on how approval of the electorate is sought, borrowing is projected to start in late 2027 or 2028.
- That consideration of the Waterfront Walkway extension and the Beban Park Improvements be deferred until the detailed design and costing of the priority projects are completed in early 2027. At that point Council may wish to bundle one or more of these projects when seeking borrowing approval from the electorate.

Table 1: Project Summary and Potential Borrowing Timeline

Projects	Potential Range \$M	Level of Confidence in Cost	Potential Borrowing Timeline									
			2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Priority Projects - Tier 1												
Public Works Yard Updates	\$90.0M	Moderate										
RCMP Detachment Expansion	\$150M - \$270M	Low										
South End Community Centre	\$140.0M - \$195.5M	Low										
Priority Projects -Tier 2												
Waterfront Walkway - Departure Bay	\$40.0M	Moderate										
Beban Park Master Plan Implementation	\$125.0M - \$207.5M	Low										
Emerging Projects												
Future Fire Station	\$30.0M	Low										
South Fork Dam Upgrades*	\$65.0M	Low										

* Note: The borrowing timeline for the South Fork Dam Upgrades is estimated over 2035 - 2037

OPTIONS

1. That Council:

1. Direct Staff to update Council's Debt Management Policy to allow for long-term borrowing without electoral approval when the City is within the allowable assent free borrowing limit.
 2. Direct Staff to proceed a Capital Development (Project Execution) Plan and costing and allocate \$2 million funded by \$675,000 from the Growing Communities Fund and \$1,325,000 Special Initiatives Reserve
 3. Endorse the Next Steps as outlined in this report dated 2025-JUL-21.
- The advantages of this option:
 - i. Council would be able to borrow funding for one or more project without requiring electoral approval
 - ii. Projects could be advanced earlier without needing time and funding for a referendum or an Alternative Approval Process.
 - iii. The development of a Capital Development Plan for the SECC is identified in the Feasibility Study next steps. It will provide updated schematic designs, financial analysis, and Class 'C' estimate, further public engagement, risk management planning, delivery method assessment, transportation impact analysis and zoning analysis developing a more fulsome understanding of the overall project.
 - The disadvantages of this option:

- i. Would limit the ability of taxpayers to influence the decision to borrow for any project that was undertaken within the elector approval free allowable limit.
 - ii. Funding used for the SECC Capital Development Plan will not be available for other projects or initiatives.
 - iii. The \$1,325,000 Special Initiatives Reserve funding will come from the \$4 million allocated from the 2024 surplus. This money was most recently considered for funding the Loudon Park Improvement Project. If the Loudon Park Improvements Project moves forward and needs additional funding, other funding sources would need to be identified for that project.
 - Financial Implications:
 - i. Funding is available from the Growing Communities Fund and the Special Initiatives Reserve to fund the SECC Capital Development Plan.
 - 1. Growing Communities Fund - The Growing Communities Fund would be fully allocated with a revised projected 2026 closing balance of the reserve is \$3,712.
 - 2. Special Initiatives Reserve - \$2,675,000 of the \$4,000,000 that Council allocated from 2024 surplus for Council priority projects would still be available to fund other priority projects.
 - ii. The 2025-2029 Financial Plan would be amended to include this project.
2. That Council provide alternative direction. |

SUMMARY POINTS

- The City has forecasted the need for various major potential projects, some of which are critical to essential services.
- This report provides a brief update on the background and scope on each project; financial considerations and next steps.
- The Province recently announced changes to the Municipal Liabilities Regulation and Short Term Capital Borrowing Regulation that increases a municipality’s ability to borrow without elector approval.
- Based on current MFABC indicative interest rate of 4.78% amortized over 20 years, with the new borrowing changes the City could now borrow up to approximately \$185 million without elector approval.
- With the SECC site acquisition completed, the next step is to proceed with a Capital Development Plan.
- Project timing and borrowing requirements will unfold over the next decade.

ATTACHMENTS:

ATTACHMENT A: COU-234 Debt Management Policy

ATTACHMENT B: Ministry of Housing and Municipal Affairs Circular No. 25:11

ATTACHMENT C: Kamloops vs Nanaimo Replacement RCMP Detachment Project Comparison

Submitted by:

Laura Mercer
General Manager, Corporate Services

Bill Sims,
General Manager, Engineering and Public
Works

Concurrence by:

Art Groot
Director, Police Services

Wendy Fulla
Director, Finance

Darcie Osborne
Director, Parks, Recreation & Culture

Dale Lindsay
CAO

ATTACHMENT A



RCRS Secondary:	GOV-02	Effective Date:	2023-NOV-06
Policy Number:	COU-234	Amendment Date/s:	
Title:	Debt Management Policy	Repeal Date:	
Department:	Finance	Approval Date:	2023-NOV-06

PURPOSE:

The City of Nanaimo (the City) is committed to sustainable, prudent and transparent management of financial resources used to provide valued community services.

The purpose of this Policy is to:

- Establish responsible governance for Debt Management;
- Establish governance roles and responsibilities for Debt Management;
- Define principles and objectives for Debt Management that are appropriate for the City's financial position, and are reasonable, logical and necessary for delivery of sustainable, affordable services; and
- Ensure the City's Debt Management is compliant with the statutory and legal requirements of the *Local Government Act* and the *Community Charter* and in accordance with Canadian public sector accounting standards.

DEFINITIONS:

Alternative Approval Process (AAP)	Means the Alternative Approval Process as outlined in section 86 of the <i>Community Charter</i> .
Business Cases	Means a project management document to help decision makers evaluate proposals for new investment, changes in service delivery or new services. Typically includes description of business issue, options, benefits, challenges and financial impacts of each option and recommendation.
Capital Expenditures	Means Expenditures incurred to acquire, develop, renovate or replace capital assets as defined by Public Sector Accounting Board section 3150. May also be referred to as Capital Projects or Projects.
City	The Corporation of the City of Nanaimo located in the Province of British Columbia.
Debt Servicing	Means annual required debt repayments including interest and principal.
Debt Term	Means period-of-time during which debt payments are made. At the end of the Debt Term, the debt must be paid in full.
Electoral Approval	Means assent by the electorate to authorize long-term borrowing through a Loan Authorization bylaw as outlined in section 180 of the <i>Community Charter</i> .

External Debt	Means borrowing that is usually provided by the Municipal Finance Authority of BC (MFA) pursuant to security issuing bylaws under authority of the <i>Community Charter</i> to finance certain capital expenditures. The MFA provides long and short-term financing to communities and public institutions in BC.
General Fund Debt	Means debt issued for capital expenditures related to operations funded from General Fund Revenues.
Five-Year Financial Plan	Means the City's annual budget required under section 165 of the <i>Community Charter</i> .
Funds	Means the resources and operations of the City which are segregated into General, Utility and Reserve Funds for accounting and budgeting purposes. The General and Utility Funds also have corresponding Capital Funds.
General Fund Operations	Means non-utility operations.
General Fund Revenues	Means revenues generated to pay for General Fund Operations. These revenues include property taxes, non-utility user fees, permits and investment income.
Infrastructure	Means a wide range of assets that are used to deliver City services. These assets include transportation amenities, drainage, sanitary sewer, water, recreation amenities and buildings.
Internal Borrowing	Means borrowing between Reserve Funds under specific conditions in compliance with the section 189 of the <i>Community Charter</i> . The City may also borrow from Operating Reserves as well.
Liability Servicing Limit	Means 'Liability Servicing Limits' as outlined in section 174 of the <i>Community Charter</i> . The maximum value of liability servicing cost for a given year is 25% of a municipality's controllable and sustainable revenues for the previous year.
Long-Term Debt	Means debt with repayment terms greater than five years. Long-term debt is usually undertaken for twenty years.
Municipal Finance Authority (MFA)	Means the Municipal Finance Authority of British Columbia who provide long-term, short-term and equipment financing to communities and public institutions in BC.
Short-Term Debt	Means debt with repayment terms of five years or less.
Sustainability	Means the pillars of sustainability which includes ensuring that current socio-cultural, economic and environmental commitments are considered in investment decisions and do not compromise the ability of future generations to meet their own needs.

Utility Debt	Means debt issued for capital expenditures related to operations funded from Utilities Revenues.
Utilities	Means self- funded operations providing a service to its customers at rates regulated by Council. The City's current self-funded operations are the Water Utility Fund, the Sanitary Sewer Utility Fund and Solid Waste Collection services.
Utilities Revenues	Means revenues generated to pay for water, sewer and solid waste collection services.

SCOPE:

Council is responsible for:

- Adoption, periodic review and updating the Debt Management Policy; and
- Approval of new debt and internal borrowing.

The Chief Administrative Officer is responsible for:

- Implementing the Debt Management Policy.

The Director of Finance is responsible for:

- Implementing internal processes and systems in compliance with this Policy;
- Ensuring the use of debt complies with this Policy;
- Ensuring utilization of debt is clearly disclosed in the City's Five-Year Financial Plan and other long-term financial plans; and
- Recommending revisions or amendments to this Policy due to changes in applicable statutes, accounting standards or to support the City's long-term financial management.

POLICY:

The primary objectives for the City's use of Debt are to:

- Provide funding for large capital expenditures with long-term benefits;
- Maintain service levels by providing a funding option for needed equipment and infrastructure replacement investment;
- Provide funding for capital expenditures required for service delivery innovation or change;
- Minimize impact of capital investment on property tax and user fee increases; and
- Minimize need to reduce the City's reserves below prudent levels.

PROCESS:

The City delivers services to the community through a wide range of City-owned assets as well as some assets managed through co-management agreements. In addition to these existing assets, the City may receive or construct new assets. Provision of new assets and renewal of existing assets requires significant long-term planning and investment for capital projects. The City utilizes annual revenues, reserves, grants, private contributions and Debt to fund these capital projects.

1. Corporate Context

This Policy applies to Debt utilized by the City to fund capital infrastructure and equipment investment. To support Debt planning, management and reporting, Debt is categorized into two groups as follows:

- General Fund Debt
- Utility Debt

2. Implementation, Review and Reporting

The implementation, review and reporting associated with this Policy will be integrated within City business processes.

3. Benefits of Compliance

Implementing this Policy will improve the City's governance through:

- Improvements to decision making and financial performance;
- Improvements to financial preparation for future commitments; and
- Improvements to transparency and accountability.

4. Principle Statements and Objectives

The City will strive to ensure the following principles and objectives are applied to all Debt Management strategies, processes and reporting.

4.1 Affordability

The City will consider impact on property taxes, utility and other user fees when considering new debt.

4.2. Debt Management and Decision Making

4.2.1 The City recognizes that the utilization of debt may be needed to provide funding for needed capital investment.

4.2.2 The City will utilize Business Cases where appropriate to provide necessary information regarding capital investment and new debt for decision makers.

4.2.3 The City will utilize the financing options offered by the Municipal Finance Authority for debt.

4.2.4 The City may consider and utilize financing options through other appropriate institutions where it is demonstrated to be beneficial.

4.2.5 The City may consider internal borrowing between statutory reserves, in compliance with section 189 of the *Community Charter* where it is prudent and does not impair the capacity of the lending reserve to fulfill its purpose.

4.2.6 The City will utilize Debt with a term that is less than the expected life of the underlying asset.

- 4.2.7 The City will not issue Debt to finance annual operating expenditures.
- 4.2.8 The City will ensure that new General Fund Debt Servicing costs will be funded by long-term sustainable General Fund revenues, reserves or reserves funds.
- 4.2.9 The City will ensure that new Utility Debt Servicing costs will be funded by related long-term sustainable utility revenues, reserves or reserves funds.
- 4.2.10 The City will review and consider cost saving opportunities through prepayment or refinancing of existing debt.
- 4.2.11 The City will utilize Equipment Financing in compliance with the *Community Charter*, Section 175, when appropriate.

4.3 Transparency and Accountability

- 4.3.1 The City recognizes that Debt must be managed, monitored and reported upon.
- 4.3.2 The City's utilization of Debt will be reported to Council through regular performance reporting including against the City's current Liability Servicing Limit.
- 4.3.3 The City will ensure utilization of new debt, the projected annual repayment costs for current and new debt, and the impact on the City's Liability Servicing Limit is clearly disclosed in the annual Five Year Financial Plan.

4.4 Debt Approval

- 4.4.1 The City will ensure new debt is approved by Council and receives appropriate electoral approval as outlined in sections 178 and 180 of the *Community Charter*, and as outlined in this Policy.
 - i. The annual Five-Year Financial Plan bylaw includes utilization of internal debt.
 - ii. The annual Five-Year Financial Plan bylaw includes utilization of external debt.
 - iii. All issuance of external short-term debt requires a Council bylaw or resolution.
 - iv. All issuance of external long-term debt requires a loan authorization bylaw.
 - v. All issuance of external long-term debt requires electoral assent.
 - vi. All issuance of internal debt requires a Council resolution.
- 4.4.2 New external debt under a loan authorization bylaw must be undertaken by the Regional District of Nanaimo in compliance with section 182 of the *Community Charter*.

4.4.3 Section 179 of the *Community Charter* allows for borrowing without electoral assent if the City's total annual borrowing costs are less than 5% of sustainable revenues.

- i. If the borrowing is for longer than five years and if the City is within its asset free zone the City will still seek electoral approval through referendum or AAP.
- ii. If borrowing is five years or less and if the City is within its assent free zone than electoral approval is not required.

4.5 Statutory and Legal Requirements

4.5.1 The City will ensure that the maximum amount borrowed from external sources is compliant with section 174 of the *Community Charter*.

4.5.2 The City will only use debt in compliance with sections 178, 179, and 181 of the *Community Charter*.

4.5.3 The City will ensure that electoral approval is obtained in compliance with section 180 of the *Community Charter*.

4.5.4 The City may consider temporary borrowing under loan authorization bylaw in compliance with section 181 of the *Community Charter*.

4.6 Accounting Standards

The City will ensure that administration and reporting of Debt is in accordance with Canadian public sector accounting standards.

5. **Administration**

The following key administrative processes will support implementation of the Debt Management Policy. Additional information is provided in the City's Debt Management Processes document.

5.1 Business Cases

The City will utilize business cases where appropriate for a proposed investment that requires new external debt financing. The business case will: provide a robust analysis of the investment, be prepared according to best practices and include relevant financial and non-financial information. Key components of a business case include a comprehensive explanation of the business need, reasonable options, the benefits, challenges and expected outcomes or measures for each option, a recommendation and the decision criteria used.

5.2 Internal Borrowing

5.2.1 Internal borrowing from Statutory Reserve Funds is allowed pursuant to section 189 of the *Community Charter*.

- The City will ensure that internal borrowing does not impair the purpose of the lending reserve.

- The City will ensure that repayment of internal borrowing includes interest that would have been earned on the amount had it remained in the lending reserve.

5.2.2 Internal Borrowing from operating Reserves

- The City will ensure that internal borrowing does not impair the purpose of the lending reserve.

5.2.3 The City will clearly disclose a prudent repayment plan for internal borrowing as part of the Five-Year Financial Plan bylaw approved by Council.

5.2.4 As per best practice, Staff will seek an internal borrowing resolution from Council endorsing the anticipated internal borrowing need.

6. Reporting

The City will develop and maintain annual reporting processes that provide decision makers with all relevant debt information.

RELATED DOCUMENTS:

Local Government Act

Community Charter

Canadian Public Sector Accounting Standards (PSAB)

REPEAL or AMENDMENT:

N/A

ATTACHMENT B



Ministry of Housing and
Municipal Affairs

Local Government Infrastructure
and Finance Branch
PO Box 9838 Stn Prov Govt
800 Johnson St, 4th Floor
Victoria BC V8W 9T1
Phone: 250-387-4060

CIRCULAR

Circular No. 25:11

June 18, 2025

To: All Municipal Chief and Financial Administrators

Re: Changes to Municipal Liabilities Regulation and Short Term Capital Borrowing Regulation

Over the last number of years, municipalities have raised concerns regarding elector approval requirements for borrowing, specifically:

- the amount of staff resources and costs associated with obtaining elector approval for essential infrastructure replacement,
- the risks associated with delays in implementing critical infrastructure if electoral approval fails, and,
- limited scope of infrastructure replacement that can be completed without approval of the electors.

In response to these concerns, the province has amended the Municipal Liabilities Regulation and Short Term Capital Borrowing Regulation, effective June 9, 2025. These amendments enhance the ability for municipalities to borrow without electoral approval; simplifying the process to finance infrastructure to serve growing communities. The amendments are as follows:

1. Section 7(a)(ii) of the Municipal Liabilities Regulation

The approval-free liability zone has been increased from 5% of the annual calculation revenue to 10% of the annual calculation revenue.

2. Section 1 of the Short Term Capital Borrowing Regulation

The short term capital borrowing limit, applicable under section 178 of the *Community Charter*, is now the amount obtained by multiplying \$150 by the population of the municipality; increased from \$50.

A copy of the Order in Council that amends these regulations has been attached for your



**Ministry of Housing and
Municipal Affairs**

Local Government Infrastructure
and Finance Branch
PO Box 9838 Stn Prov Govt
800 Johnson St, 4th Floor
Victoria BC V8W 9T1
Phone: 250-387-4060

CIRCULAR

reference.

Due to IT system constraints, we are not able to update the approval-free liability zone calculation on schedule B3, line n of the 2024 LGDE forms. It will be updated on the 2025 LGDE forms for next year's annual reporting cycle.


If you have any questions or need any further information, please contact your financial analyst. Contact information for financial analysts can be found using our [Local Government Division Staff Finder](#).

Joshua Craig
Director
Local Government Finance

Attachment

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 276 , Approved and Ordered June 9, 2025



Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that

- (a) the Municipal Liabilities Regulation, B.C. Reg. 254/2004, is amended as set out in the attached Schedule 1, and
- (b) the Short Term Borrowing Limit Regulation, B.C. Reg. 368/2003, is amended as set out in the attached Schedule 2.



Minister of Housing and Municipal Affairs



Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: *Community Charter*, S.B.C. 2003, c. 26, ss. 175 (4), 178 (2), 180 (2) and 282

Other: *OIC 968/2003; OIC 550/2004*

R10893937

SCHEDULE 1



- 1 Section 7 (a) (ii) of the Municipal Liabilities Regulation, B.C. Reg. 254/2004, is amended by striking out “5% of the annual calculation revenue” and substituting “10% of the annual calculation revenue”.***

SCHEDULE 2

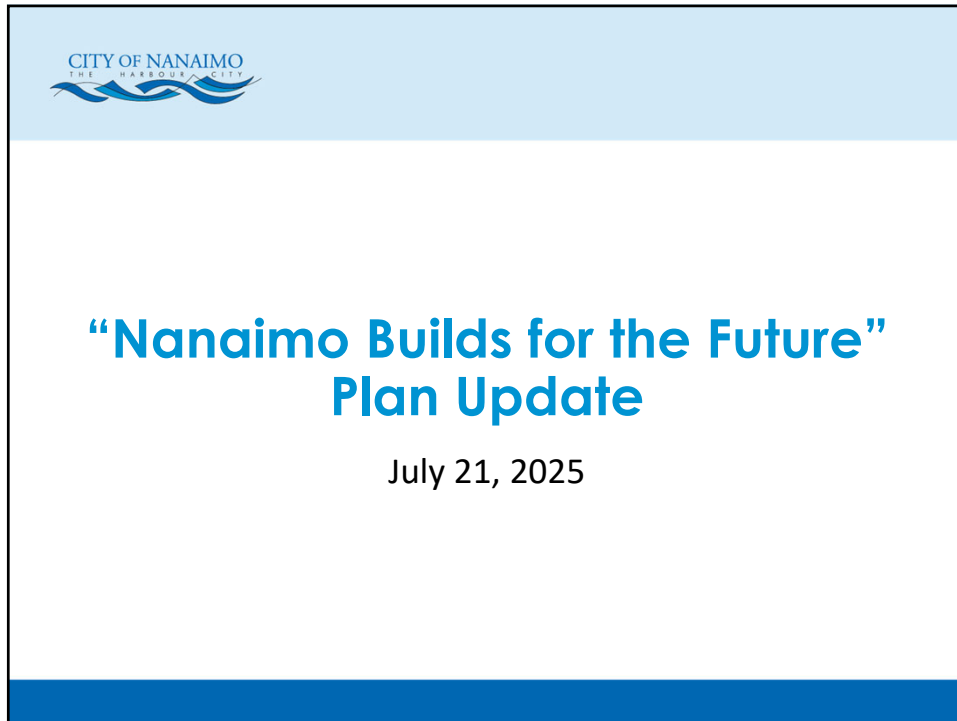
- 1 Section 1 of the Short Term Borrowing Limit Regulation, B.C. Reg. 368/2003, is amended by striking out “by multiplying \$50 by the population of the municipality” and substituting “by multiplying \$150 by the population of the municipality”.***

ATTACHMENT C

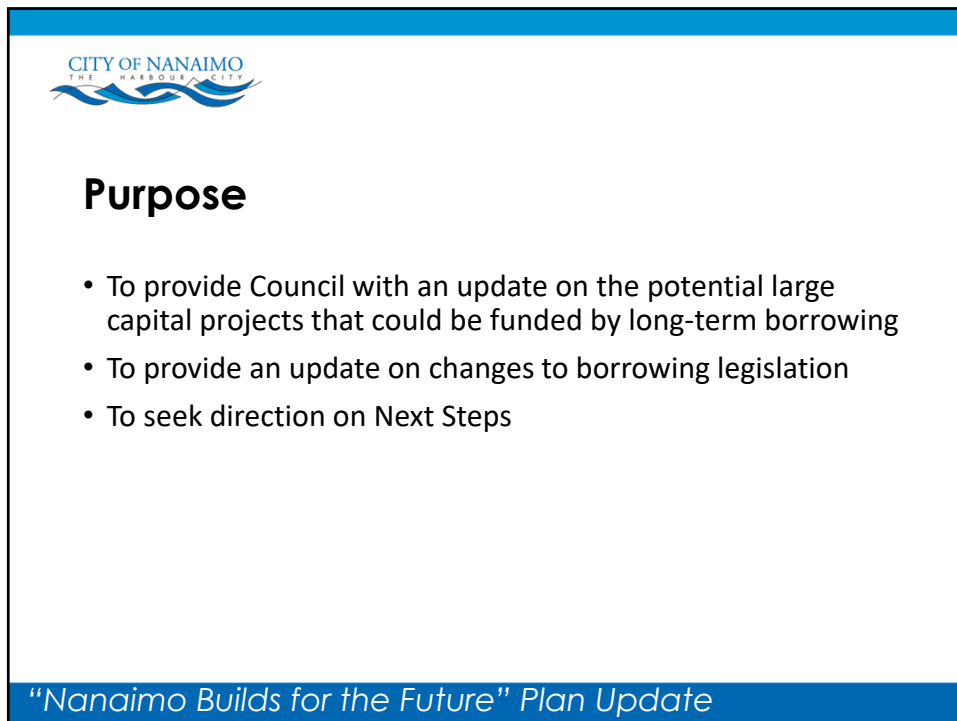
Kamloops vs Nanaimo Replacement RCMP Detachment Project Comparison

	 City of Kamloops	 City of Nanaimo	
Element to Consider	Council Accepted Option	Renovate 303 Prideaux & Expand	New Build at 303 Prideaux
Current Lot Size	0.71 Ha 1.75 Ac	0.70 Ha 1.73 Ac	
Current Building Size	3,995 sq. m 43,000 sq. ft.	3,900 sq. m at 303 Prideaux Street 42,000 sq. ft.	
Current Building Age	35 Years 1990 Construction	39 Years 1986 Construction	
Projected Building Size	11,215 sq. m 120,700 sq. ft.	11,185 sq. m 120,372 sq. ft.	
Projected Building Cost	\$150M Validated Inc. Contingencies	\$310M Apx. Inc. Contingencies	\$285M Apx. Inc. Contingencies
Post Disaster Bld.	Yes, Included	No, \$9M Additional Cost	No, \$13.8M Additional Cost
Geothermal Heating	Yes, Included	No, \$8.2M Additional Cost	
Parking	Meets RCMP Reqs. <ul style="list-style-type: none"> • Parkade Included • Street Parking Improvements Included 	Below RCMP Reqs. <ul style="list-style-type: none"> • 29 Space Gap at Completion • 166 Space Gap in 2046 • No Parkade Included • No Street Parking Improvements Included 	Below RCMP Reqs. <ul style="list-style-type: none"> • 14 Space Gap at Completion • 151 Space Gap in 2046 • No Parkade Included • No Street Parking Improvements Included
Current Status	Preparing Borrowing Bylaw for AAP	Conceptual Design, Requires Significant Further Refinement and Investigation	
Cost to Date	\$4.75M to Validate Three Options	\$355k to Complete Space Needs Assessments, Building Assessments, and Four Conceptual Designs	

While there is a significant similarity between current RCMP detachment conditions and the proposed solutions to overcome present challenges, there is also large disparity between the costs and value of those solutions. Though it is important to note that the maturity of these two projects is at opposite ends of the spectrum, with Kamloops having a validated project with contractually enforceable pricing and Nanaimo having conceptual level designs with rudimentary level cost estimates and higher associated contingencies, it is still a stark comparison



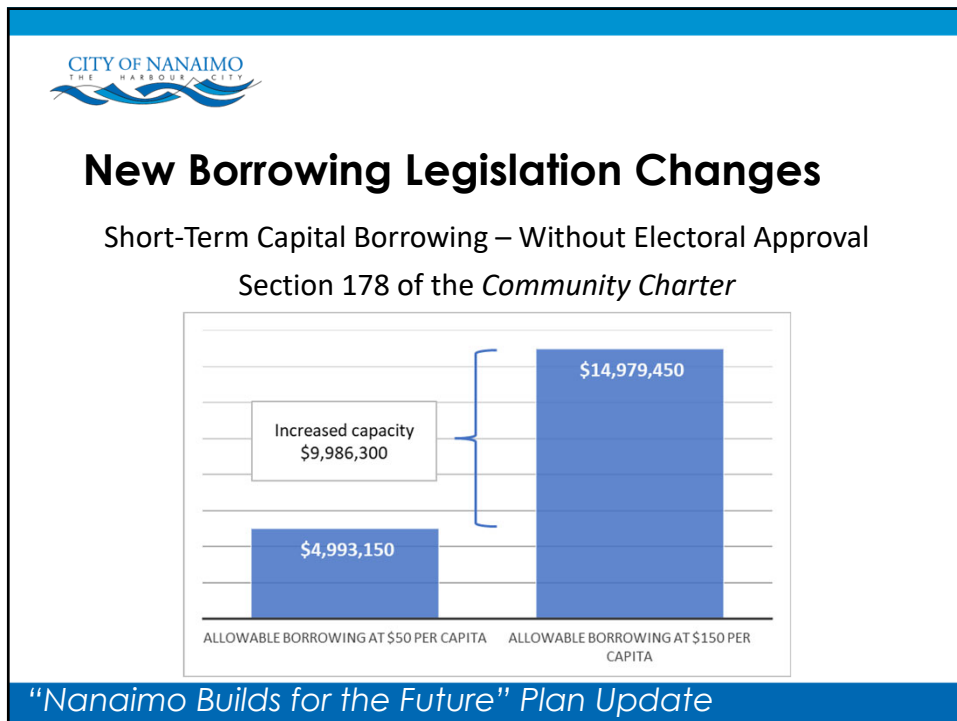
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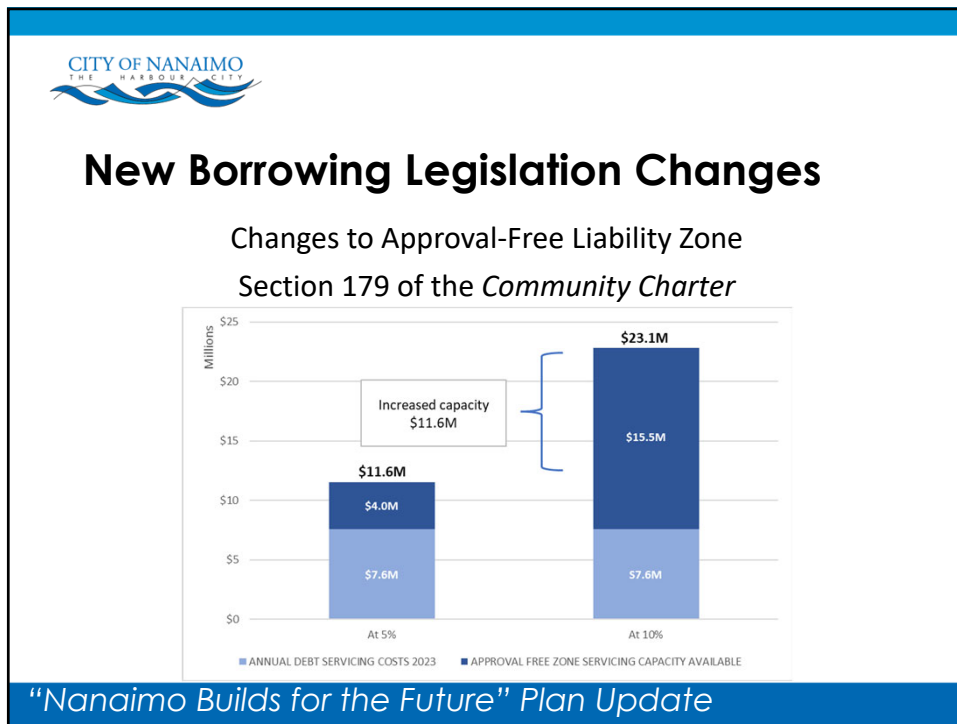
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5

CITY OF NANAIMO
THE HARBOUR CITY


What Do the Changes to Section 179 Mean?

- Until the City's total debt-servicing costs reach \$23.11¹ annually, the City does not require electoral approval under section 179 of the Community Charter to borrow.
- This equates to approx. \$185 million in borrowing room available without electoral approval.
- If the City chooses to seek electoral approval it reduces the available borrowing capacity without electoral approval available.
- Total debt-servicing costs of all borrowings, including equipment financing and guarantees, determine the City's approval free zone servicing capacity available.

¹ Based on 2023 sustainable and controllable revenues

"Nanaimo Builds for the Future" Plan Update

6



Debt Servicing Limit

The Liability Servicing Limit is defined as 25% of municipality’s controllable and sustainable revenues for the year.

2023 Sustainable and Controllable Revenues	\$231.10	million
Liability Servicing Limit - 25%	\$ 57.8	million (a)
Annual Debit Servicing Cost for 2023 ¹	\$ 7.6	million (b)
Debt Servicing Cost % of Limit at December 31, 2023	13.1%	(b)/(a)

¹Includes principal and interest on external debt, interest on internal borrowing, estimated cost of unissued debt, guarantee of line of credit for Port Theatre.

Nanaimo Builds for the Future” Plan Update

7



PRIORITY PROJECTS

8



PRIORITY PROJECTS – TIER 1

"Nanaimo Builds for the Future" Plan Update

9



Public Works Yard Update

- Current facilities are unable to service the needs of the community
- The "Highest Needs in Single Phase" option was selected with an estimated cost of \$90 million for the two primary buildings:
 - Fleet maintenance building
 - Public Works administration building
- Integrated Project Delivery (IPD) approach of delivering the detailed design and construction of the project has been undertaken
- In 2026, update Council on progress which will include:
 - Project scope
 - Detailed design
 - Contractor-supplied pricing

"Nanaimo Builds for the Future" Plan Update

10



Public Works Administration Building



"Nanaimo Builds for the Future" Plan Update

11



Fleet Maintenance Building



"Nanaimo Builds for the Future" Plan Update

12



RCMP Detachment Expansion

- Current facility is too small and does not support operations
- A permanent solution was developed for a new detachment adjacent to the existing facility, estimated to be in the range of \$270 million
- The high cost triggered Council direction to go back and re-examine other options to fulfill the City's contractual obligations
- Council authorized \$3.3 million to proceed with interim renovations, \$2 million for detailed design of the new facility (Phase 1)
- Integrated Project Delivery (IPD) approach will produce a well-vetted design, rigorously value-engineered
- In early 2027, update Council on progress which will include:
 - Confirmed design
 - Costing

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RCMP Detachment Expansion



City of Kamloops



City of Nanaimo

Element to Consider	Council Accepted Option	Renovate 303 Prideaux & Expand	New Build at 303 Prideaux
Current Lot Size	0.71 Ha 1.75 Ac	0.70 Ha 1.73 Ac	
Current Building Size	3,995 sq. m 43,000 sq. ft.	3,900 sq. m at 303 Prideaux Street	42,000 sq. ft.
Current Building Age	35 Years 1990 Construction	39 Years 1986 Construction	
Projected Building Size	11,215 sq. m 120,700 sq. ft.	11,185 sq. m 120,372 sq. ft.	
Projected Building Cost	\$150M Validated Inc. Contingencies	\$310M Apx. Inc. Contingencies	\$285M Apx. Inc. Contingencies
Post Disaster Bld.	Yes, Included	No, \$9M Additional Cost	No, \$13.8M Additional Cost
Geothermal Heating	Yes, Included	No, \$8.2M Additional Cost	
Parking	Meets RCMP Reqs. • Parkade Included • Street Parking Improvements Included	Below RCMP Reqs. • 29 Space Gap at Completion • 166 Space Gap in 2046 • No Parkade Included • No Street Parking Improvements Included	Below RCMP Reqs. • 14 Space Gap at Completion • 151 Space Gap in 2046 • No Parkade Included • No Street Parking Improvements Included
Current Status	Preparing Borrowing Bylaw for AAP	Conceptual Design, Requires Significant Further Refinement and Investigation	
Cost to Date	\$4.75M to Validate Three Options	\$355k to Complete Space Needs Assessments, Building Assessments, and Four Conceptual Designs	

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RCMP Detachment Expansion



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South End Community Centre

- Feasibility Study has been completed
- A steering committee has been working on concept plans and to identify partnership opportunities
- July 2025, future site location in Chase River announced
- Capital cost of a facility of this nature could be in the range of \$140 - 195 million without a concept to base the cost estimate on (includes substantial contingency)
- Operational cost will vary depending on details of partnership agreements between stakeholders
- \$2 million needed to develop a Capital Development Plan to confirm design and costings and return to Council with an update in early 2027

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South End Community Centre Location Plan



- 150 Eleventh Street
- 104 Twelfth Street
- 98 Twelfth Street

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South End Community Centre What It Could Feature...

- | | |
|-------------------------------------|---|
| • Community "living room" | • Children's area |
| • Indoor walking track | • Multi-purpose rooms |
| • Fitness room | • Change rooms |
| • Performing arts and culture space | • Kitchen |
| • Functional art | • Café |
| • Double gymnasium | • Indoor play area |
| • Spectator zone | • Operational spaces such as libraries or health care |

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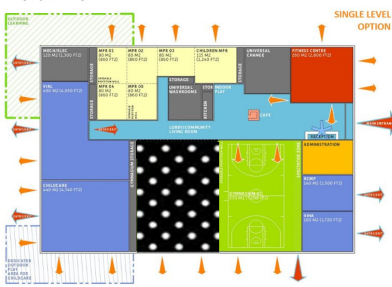
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THE HARBOUR CITY

South End Community Centre

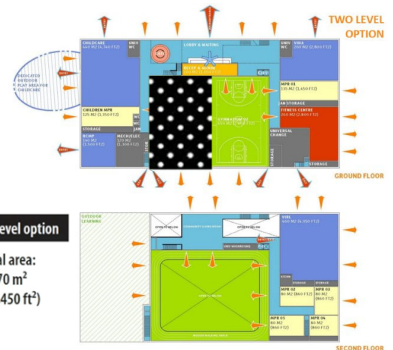
What It Could Look Like...

single level option
Total area:
5,000m²
(53,820 ft²)



SINGLE LEVEL OPTION

two level option
Total area:
6,170 m²
(66,450 ft²)



TWO LEVEL OPTION
GROUND FLOOR
SECOND FLOOR

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PRIORITY PROJECTS – TIER 2

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Waterfront Walkway – Departure Bay

- Identified in three Council Strategic Plans
- In 2019, detailed plan for the walkway using a green shores approach
- Preliminary construction costs were determined to be in the range of \$30 - \$38 million in 2022 for the Departure Bay section
- The project cost in 2025 is anticipated to be closer to \$40 million
- Public support is high based on past public engagement
- In 2027, Staff will bring back to Council for consideration once costing on other priority projects are completed

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Waterfront Walkway – Departure Bay



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Beban Park Master Plan Implementation

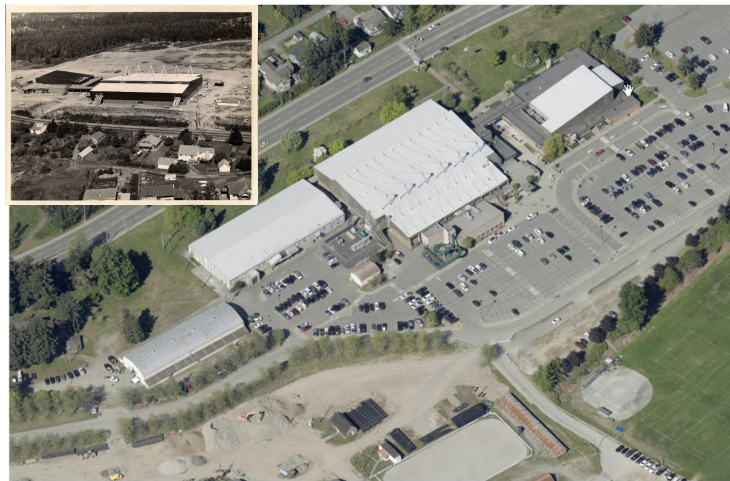
- Beban Park is a high-capacity regional facility catering to a wide variety of users
- Master Plan includes a number of recommendations for potential facility updates, improvements, and potential new facilities on site
- In 2025, a review of potential new infrastructure at Beban Park was undertaken and possible new infrastructure includes:
 - Multi-Purpose Indoor Facility
 - Athletics and Sport Training Centre
 - Indoor Activity Pavilion
 - Renovated Agriplex Barn
 - Accessibility Improvement projects at Beban Pool
- In 2027, Staff will bring back to Council for consideration once costing on other priority projects are completed

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Beban Park Master Plan Implementation



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Beban Park Master Plan Implementation



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Other Future Needs to Consider

- The City's asset management funding gap is growing, in particular with facilities
- Other Capital-intensive investments to consider:
 - Vancouver Island Conference Centre – major components – asset renewal
 - Beban Park Complex Facility – major components – asset renewal
 - Future Emergency Services – new fire station
 - Stadium District Completion – washrooms, change rooms, parking, artificial turf
 - Parks and trails
 - Water Supply Dams – significant future borrowing impact
 - Other Cultural and Recreational Venues
 - Other Facilities – 100+ buildings requiring sustainment and renewal

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Recommended Next Steps

- Update the 'Debt Management Policy' to allow for borrowing without electoral approval when the City is within the allowable accent free borrowing limit.
- Recognize the current priority projects for long-term borrowing as the Public Works Yard, the RCMP Detachment Expansion, and the South End Community Centre.
- Complete the Integrated Project Delivery work currently underway for the Public Works Yard project and return to Council in early 2026 with confirmed project scope, detailed design, and costing.
- RCMP Detachment Expansion project to proceed with Integrated Project Delivery and return in 2027 with confirmed design and cost.

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Recommended Next Steps

- Allocate \$2 million to advancing the Capital Development Plan of a South End Community Centre and present the design and costing in early 2027:
 - \$675,000 Growing Communities Fund; and,
 - \$1.325M from Special Initiatives Reserve.
- Waterfront Walkway extension and the Beban Park Improvements be deferred until the detailed design and costing of the other priority projects are completed in early 2027.

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Project Summary and Potential Borrowing Timeline

Projects	Potential Range \$M	Level of Confidence in Cost	Potential Borrowing Timeline									
			2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Priority Projects - Tier 1												
Public Works Yard Updates	\$90.0M	Moderate										
RCMP Detachment Expansion	\$150M - \$270M	Low										
South End Community Centre	\$140.0M - \$195.5M	Low										
Priority Projects -Tier 2												
Waterfront Walkway - Departure Bay	\$40.0M	Moderate										
Beban Park Master Plan Implementation	\$125.0M - \$207.5M	Low										
Emerging Projects												
Future Fire Station	\$30.0M	Low										
South Fork Dam Upgrades*	\$65.0M	Low										

* Note: The borrowing timeline for the South Fork Dam Upgrades is estimated over 2035 - 2037

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Committee Discussion

Opportunity for the Committee to provide feedback and direction on the recommended Next Steps for these projects.



"Nanaimo Builds for the Future" Plan Update

DATE OF MEETING JULY 21, 2025

AUTHORED BY SADIE ROBINSON, TRANSPORTATION PLANNING SPECIALIST

SUBJECT TRAFFIC AND HIGHWAYS BYLAW AMENDMENT BYLAW 2025 NO. 5000.049

OVERVIEW

Purpose of Report

Proposed amendments to the "Traffic and Highways Regulation Bylaw 1993 No. 5000" to provide clarity regarding accessible parking in City off-street parking facilities. |

Recommendation

That:

1. "Traffic and Highways Regulation Amendment Bylaw 2025 No. 5000.049" (a bylaw to remove the reference to exemptions for accessible parking in city off-street parking facilities) pass first reading;
2. "Traffic and Highways Regulation Amendment Bylaw 2025 No. 5000.049" pass second reading; and
3. "Traffic and Highways Regulation Amendment Bylaw 2025 No. 5000.049" pass third reading.

BACKGROUND

The proposed amendments respond to ongoing questions regarding payment requirements for vehicles displaying valid disabled parking placards in City-operated off-street parking facilities. While the current *Traffic and Highways Regulation Bylaw No. 5000* provides exemptions from time restrictions, it does not clearly state whether these exemptions extend to payment—particularly for long-term or monthly permits. This ambiguity has resulted in inconsistent understanding among users and has posed challenges in enforcement and administration.

At the 2025-FEB-03 In Camera Council meeting, Council directed Staff to prepare amendments to clarify this issue. Subsequently, at the 2025-MAR-12 meeting of the Advisory Committee on Accessibility and Inclusion, Staff provided a verbal update indicating that updates to the bylaw would remove unclear language related to accessible parking in parkades. The Committee was also advised that signage would be introduced to better communicate accessible parking options to the public.

The intent of the proposed *Traffic and Highways Amendment Bylaw 2025 No. 5000.049* is to remove ambiguous language regarding accessible parking, ensuring consistency with both current operational practices and future parking management strategies.]

DISCUSSION

Section 8 of the *Traffic and Highways Regulation Bylaw No. 5000* exempts vehicles displaying a valid disabled parking placard from penalties under certain provisions—specifically related to time limits and metered payment requirements. However, the bylaw does not clearly indicate whether the exemption applies to payment itself or only to enforcement actions such as ticketing.

This lack of clarity has led to two main interpretations:

- That placard holders are still required to pay for parking, even if enforcement is limited.
- That the inability to enforce payment effectively exempts placard holders from the requirement to pay, particularly in off-street facilities.

The confusion is compounded by inconsistencies among various sections of the bylaw. For example:

- Section 4(29) prohibits exceeding posted time limits in off-street facilities.
- Section 5(2) requires payment at metered spaces.
- Section 6(3) provides exemptions for certain government and emergency vehicles—but not for those displaying disabled placards.
- Section 8 appears to override these provisions without explicitly defining the scope of the exemption.

To address ongoing confusion, *Traffic and Highways Regulation Amendment Bylaw 2025 No. 5000.049* proposes to remove ambiguous language without introducing new policy directions. Accessible parking in parkades will be regulated operationally through Traffic Control Devices (TCDs), such as signage and pay stations, which are enforceable by municipal bylaw officers. Under Section 47 of *Traffic and Highways Regulation Bylaw 1993 No. 5000*, the General Manager of Engineering and Public Works is authorized to issue Traffic and Highway Orders to implement these devices.

As previously communicated to the Advisory Committee on Accessibility and Inclusion, the bylaw amendment will remove unclear provisions related to accessible parking, with new rules to be clearly communicated through signage.

Separately, Staff are considering an operational measure to allow individuals with disabilities up to four hours of free parking in parkades. This approach is intended to be both reasonable and generous, providing sufficient time for common activities such as attending a performance at the Port Theatre or completing multiple errands. After four hours, standard payment would apply.

This potential grace period is not included in the bylaw amendment and would be implemented through a TCD.

The long-standing intent—that long-term parking (e.g., monthly passes) remains subject to standard fees—will be retained. This supports demand management in high-use facilities and ensures equity and sustainability in the use of public parking infrastructure.

“Traffic and Highways Regulation Bylaw Amendment Bylaw 2025 No. 5000.049” is attached for Council’s consideration of three readings. |

OPTIONS

That:

1. *“Traffic and Highways Regulation Amendment Bylaw 2025 No. 5000.049”* (a bylaw to remove exemptions for accessible parking in city off-street parking facilities) pass first reading;
2. *“Traffic and Highways Regulation Amendment Bylaw 2025 No. 5000.049”* pass second reading; and
3. *“Traffic and Highways Regulation Amendment Bylaw 2025 No. 5000.049”* pass third reading.

The advantages of this option:

The proposed amendments maintain accessible short-term parking for individuals with disabilities, including a potential four-hour grace period in parkades to support equitable access. They ensure consistency and clarity by removing ambiguous language from the bylaw without altering its original policy intent. Parking requirements will be operationalized using enforceable Traffic Control Devices, which are implemented via legal orders issued by designated professionals. By retaining payment requirements for long-term and monthly parking, the amendments also promote turnover in high-demand facilities, supporting effective parking management.

Disadvantages of this option:

A potential disadvantage of this option is that some disabled motorists—particularly those who may have previously received unlimited parking without charge due to ambiguity in the bylaw—may view the clarification and continued requirement for payment as a reduction in access or a change in practice. This could lead to concerns or objections from individuals who believed they were exempt from payment for long-term or monthly parking.

Financial Implications:

Demand for monthly parking is increasing, with several off-street facilities operating at or near full capacity. The annual fee for a monthly parking permit is \$1,540 per vehicle. Over the next five years, capital expenditures for parkade maintenance and infrastructure improvements are projected to total \$4.5 million.

2. That Council provide alternate direction. |

SUMMARY POINTS

- The proposed amendments clarify payment requirements for disabled parking placard holders in City off-street facilities.
- Council directed Staff to prepare these changes and improve signage for accessible parking.
- The changes maintain accessible short-term parking while requiring payment for long-term and monthly permits.

ATTACHMENTS:

Attachment A – Traffic and Highways Regulation Amendment Bylaw 2025 No. 5000.049 |

Submitted by:

Jamie Rose
Manager, Transportation |

Concurrence by:

Dave LaBerge
Director, Public Safety

Poul Rosen
Director, Engineering

Bill Sims
General Manager, Engineering & Public
Works

CITY OF NANAIMO

BYLAW NO. 5000.049

A BYLAW TO AMEND THE TRAFFIC AND HIGHWAYS REGULATION BYLAW 1993 NO. 5000

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

1. Title

This Bylaw may be cited as "TRAFFIC AND HIGHWAYS REGULATION AMENDMENT BYLAW 2025 NO. 5000.049"

2. Amendments

"Traffic and Highways Regulation Bylaw 1993 No. 5000", is hereby amended as follows:

(a) By deleting the following:

"8. Disabled Parking Permits

(a) Notwithstanding the provisions of Sections 4(29), 5(2) and 6(3) the driver of a vehicle displaying an official "Disabled Persons Parking Placard", issued pursuant to Division 38 of the *Motor Vehicle Act* Regulations, shall not be subject to the penalties provided for the breach of those subsections.

(b) Council hereby designates the Nanaimo and Region Disability Resource Centre as responsible for issuing and cancelling permits pursuant to Division 38 of the *Motor Vehicle Act* Regulations."

(b) By deleting Section 17(4)(a) – "Off-Street Parking Facilities" and replacing it with the following:

"(a) Any vehicle other than an emergency vehicle, government vehicle or public utility company vehicle which is in actual use for official duties, which is stopped, standing or parked in an off-street parking facility in contravention of Section 6 of this Bylaw, may be subject to tow-away and impoundment by the City or its contractors."

PASSED FIRST READING: _____

PASSED SECOND READING: _____

PASSED THIRD READING: _____

ADOPTED: _____

MAYOR

CORPORATE OFFICER

DATE OF MEETING July 21, 2025

AUTHORED BY LISA BRINKMAN, MANAGER OF COMMUNITY PLANNING

SUBJECT NEIGHBOURHOOD ASSOCIATION PRIORITY REQUESTS 2025

OVERVIEW

Purpose of Report

To present the neighbourhood association priority requests for 2025. |

Recommendation

That Council receive the 2025 neighbourhood association priority requests as outlined in Attachment A of the Staff Report dated 2025-JUL-21, and direct Staff to replace the Appendix of the *Integrated Action Plan* with the updated 2025 requests.

BACKGROUND

The third annual neighbourhood association engagement event was held on 2025-APR-30. The City has 16 recognized neighbourhood associations, and representatives from each association attended the event. *City Plan* policy encourages engagement with neighbourhood associations, and Council hosting an annual engagement opportunity to hear the priorities of neighbourhoods. The City's Neighbourhood Association Supports Policy also states that Council will host an annual engagement opportunity with recognized neighbourhood associations. |

DISCUSSION

At the 2025-APR-30 event, the neighbourhood associations had an opportunity to discuss their requested priorities with Council members and Staff. Staff facilitators recorded the updated 2025 priority requests. After the event, the recorded requests were sent to the neighbourhood associations for verification and refining of the wording. Attachment A contains the finalized neighbourhood association 2025 priority requests for Council consideration.

Note that most of the neighbourhood associations have one or more requests related to traffic calming, traffic safety measures, and/or pedestrian infrastructure improvements. While acknowledging these are the priorities for neighbourhood associations, there are pre-existing project selection programs that are reviewed and allocated by Council annually (see Attachment B – Links to information about the traffic calming and pedestrian prioritization programs).

Similar to previous years, Staff will continue to review the requests identified by the neighbourhood associations for consideration of inclusion into the City's capital plans, budgets, and department workplans. Council can choose to elevate specific neighbourhood association requests into the Integrated Action Plan Priority Action list, and into the City budget. Similar to the past two years, Staff will provide a progress report to neighbourhood associations in March 2026 to advise on the status and progress of each request. |

OPTIONS

1. That Council receive the 2025 neighbourhood association priority requests as outlined in Attachment A of the Staff Report dated 2025-JUL-21, and direct Staff to replace the Appendix of the Integrated Action Plan with the updated 2025 requests.
 - The advantages of this option: Identifying neighbourhood association priorities is one way the City can understand and address their concerns.
 - The disadvantages of this option: The identified priorities will need to be reviewed by Staff, and each request could have budget implications.
 - Financial Implications: Council can choose to elevate specific neighbourhood association requests into the Integrated Action Plan Priority Action list, and into the City budget.
2. That Council provide alternate direction to Staff. |

SUMMARY POINTS

- *City Plan* policy encourages engagement with neighbourhood associations, and Council hosting an annual engagement opportunity to hear the priorities of neighbourhoods.
- The third annual neighbourhood association engagement event was held on 2025-APR-30, and 16 associations were represented at the event.
- It is recommended that Council receive the 2025 neighbourhood association priority requests for consideration of inclusion into the City's capital plans, budgets, and department workplans.

ATTACHMENTS

ATTACHMENT A: 2025 Neighbourhood Association Priority Requests

ATTACHMENT B: Links to information about the traffic calming and pedestrian prioritization programs |

Submitted by:

Lisa Brinkman
Manager, Community Planning |

Concurrence by:

Jeremy Holm
Director, Planning & Development

Darcie Osborne
Director, Parks, Recreation & Culture

Bill Sims
General Manager, Engineering & Public Works

Laura Mercer
General Manager, Corporate Services |

ATTACHMENT A

2025 NEIGHBOURHOOD ASSOCIATION PRIORITY REQUESTS (2025-JUL-21)

The requests in the table below were identified by recognized neighbourhood associations at the 2025-APR-30 engagement event.

NORTH SLOPE DISTRICT
Dover Community Association
1. The Parks, Recreation, and Culture department to work with the Dover Community Association to identify opportunities for two new parks in the southwest corner of the Dover Planning Area.
2. As part of the Woodgrove Area Assessment, work with the Dover Community Association to examine and address traffic issues (volume, control, noise, calming at the following intersections: Hammond Bay/Applecross Road, Hammond Bay/Aulds Road/Island Highway, Aulds Road/Nanaimo Parkway, and Island Highway/Enterprise Way).
3. The City to set up a neighbourhood association event for planning projects (i.e. Zoning Bylaw review & Woodgrove Area Plan) to discuss concerns regarding development standards (building height, setbacks & infill).
Rocky Point Neighbourhood Association
1. Extend the Walley Creek trail to establish a complete continuous corridor along the length of the neighbourhood boundary.
2. A meeting to discuss with Planning staff options for how mixed-use commercial can be required for mixed use zones. (The intent is to increase commercial retail/service options within the neighbourhood).
3. Request for raised crosswalks within the vicinity of schools and parks: specifically at Williamson Road and Walley Creek Trail.
Linley Valley-Stephenson Point Neighbourhood Association
1. That Staff facilitate a meeting between LV-SPNA executive, an appropriate Transportation/Engineering Staff person, and Council members most engaged to date (e.g. Mayor Krog, and Councillors Armstrong and Perrino) to discuss allocating an appropriate budget to ensure that the barest minimum of pedestrian facilities within LV-SPNA's boundary between Prince John Way and Chinook Road are included as part of the RDN Hammond Bay Road remediation project. It has been identified by Staff (Mar. 20, '25) that while being aware of LV-SPNA/residents' priorities, the present budget of \$1M is "highly unlikely" to result in significant changes. After 3+ years of necessary disruption to the entire length of LV-SPNA's portion of HBRd, this is the opportunity to ensure that priorities identified over 26 years of neighbourhood engagement, and the City's vaunted Council/NA Engagement Process are finally implemented. In tandem with Priority Action 2 (below), this appropriate budget should be identified this summer to inform the contractor engaged through the Integrated Project Delivery (IPD)'s design-build model.
2. Educate LV-SPNA residents on the details behind the approximately \$100,000 and other costs cited in the 2024-MAY-13 Staff Report-Allocation of Unallocated Pedestrian Funds as it pertains to Hammond Bay Road between Prince John Way and Chinook Road (e.g. items; quantities/lengths; unit costs; location of "cost prohibitive, limited road right-of-way/narrow pinch points", etc.). Staff's initial 'Update' response did not address this request. A follow-up meeting did not allow the NA-Priority-Request-(2024) Update/City Staff Notes to be changed or to fully reflect our request. LV-SPNA requests a written reply on the above items, updated to reflect evolving costs since our initial 2023 Priority request. LV-SPNA will share the reply with residents this summer so as to set realistic expectations before the autumn HBRd Sewer Project public engagement process.

3. For Council to support and advocate for the installation of technology, in or outside LV-SPNA's boundary, that remedies cell service deficiencies in the LV-SPNA area (Hammond Bay Rd corridor, between Prince John Way and Chinook Road.). Telus confirmed to LV-SPNA/Council (Feb '25) that, due to distance and topography, the approval of a cell tower at the RDN site will not result in reception improvements for residents, visitors, and commuters within the LV-SPNA area, and that Telus is actively pursuing other actions, both in and out of the LV-SPNA boundary to make up for the shortfall.

NORTH TOWN DISTRICT

Lost Lake Neighbourhood Association

1. Traffic Calming Completion - Implement and fix previously identified issues: a) Involve the neighbourhood association to increase involvement in the 2025 traffic calming survey; b) Add concrete barriers on the right side of the lane in both directions on Lost Lake Road at Smokey Crescent to prevent motorists from swerving into the areas that pedestrians use; and c) Staff mentioned replacing the current signage asking motorists to share the road with pedestrians and cyclists with one reminding motorists to follow the new safe passing laws.
2. Pedestrian Infrastructure – Build a 1-meter-wide shoulder for safe non-vehicle use: a) At the intersection of Dewar Road where the crosswalk takes you from a paved shoulder into a ditch, narrow the ditch or move it. b) Just east of the first driveway after the crosswalk and up the hill, fill in the ditch that never has water in it. c) Add 'no parking on asphalt' signs to protect pedestrian facilities along the north side of Lost Lake Road between Dewar Road and Malibu Terrace. d) Consistent with the resolution passed at the last AGM, "Put up signage on one side of Lost Lake Road where there is no sidewalk requesting people parking vehicles to keep one meter beside the road free for pedestrians". e) Convert ditch to drain pipe with gravel or crushed limestone (which creates a much better walking surface) on top along portions of Lost Lake Road to provide pedestrian respite. f) As development occurs in the area, fill ditches and create sidewalks along the south side of Lost Lake Road from Dewar Road eastward (without necessarily disturbing the slope of the driveways).

Wellington Community Association/Wellington Action Committee

1. Explore the feasibility and cost of installing a fence around the full boundary of the existing designated off-leash dog park area at Diver Lake Park, to improve the safety of the dogs and other users.
2. Install signage and fencing at Diver Lake Park per the recommendations of the Basking and Nesting Study, to protect the existing nesting sites of the endangered Western Painted Turtles.
3. Work with the Wellington Community Association/ Wellington Action Committee to identify opportunities to improve pedestrian and cycling connections within the Diver Lake Neighbourhood Plan Area, notably between Ardoon Park and Shenton Park, and Diver Lake Park to Long Lake Park.

DEPARTURE BAY MID-TOWN DISTRICT
Departure Bay Neighbourhood Association
1. Have City Staff continue to explore and consult with DBNA regarding the redesign and long-term future of the Kin Hut at Kinsmen Park.
2. Work with DBNA to review the use and design of the multi-use court area within Departure Bay Centennial Park. Review the feasibility of a list of improvements within the park.
3. Consider interventions to improve pedestrian safety at the Loat Street and Departure Bay crosswalk, such as an illuminated speed sign and/or illuminated crosswalk.
Rock City Neighbourhood Association
1. Explore the feasibility of installing a signalized pedestrian and cycling connection between Rock City Road and Labieux Road.
2. As part of the Zoning Bylaw update, allow for higher fence heights in the front yard setback for food production to address conflicts with deer.
3. Consult with the RCNA regarding ambitious updates to the Zoning Bylaw that advance City Plan: Nanaimo Reimagined. These may include potentially downzoning parcels to align with Future Land Use Designations, restricting impermeable surface coverage, and considering the addition of city-owned multipurpose community spaces to large residential developments.
Brechin Hill Community Association
1. Barney Moriez playground, we were all enthused to see the funding come through and the proposed changes look wonderful, we would also like to work with the city to create a park space in the lower section of Barney Moriez Park by planting some trees and shrubs to create a nice community park. Perhaps a Rhodo garden.
2. With regard to the crosswalk at Estevan Road and Larch Street, we were not looking to have a signaled crosswalk installed but rather a raised crosswalk speedbump like the one further down Estevan at the United Church Building
3. Have Staff work with the Newcastle Community Association and the Brechin Hill Community Association to develop a problem statement to identify specific priority concerns regarding Stewart Avenue and Brechin Road to the Ministry of Transportation and Transit by December 2025.
Newcastle Community Association
1. City Staff and the Newcastle & Brechin Hill Community Associations work to develop a problem statement to identify specific priority concerns regarding Stewart Avenue to the Ministry of Transportation & Transit by December 2025.
2. That by the fall of 2025, the covered bus shelters and benches be removed from the following two bus stops to deter them from being used as shelters: the bus stops on Terminal Avenue North in front of Adams Tools (424 Terminal) and in front of Ramada Inn (315 Rosehill). In the interim, the Association would like a list of all the bus stops in the Newcastle area and whether they are managed by the City of Nanaimo or by the RDN.
3. That by the summer of 2025, Staff come up with recommendations for a dog run in the Newcastle Neighbourhood, either as a pilot program or permanent feature.
Bradley Street Neighbourhood Association
1. That the City continue to engage on and implement the Bradley Street traffic calming project, with further input from the Bradley Street Neighbourhood Association on the preferred option.
2. Explore opportunities to implement pedestrian facilities along the west side of Wall Street north of Bowen Park (e.g. protected shoulder with barrier or flexible bollards, and/or a crosswalk to reach the sidewalk on the east side).

DOWNTOWN UNIVERSITY DISTRICT	
Protection Island Neighbourhood Association	
1.	Work to improve Protection Island's road surface in the following ways: a) improved dust suppression (type and quantity of the suppressant used, frequency of application, interim water applications, alternative surface materials); b) improved pothole repair (increase the frequency of repairs to twice annually, experiment with different materials in pothole prone areas); and c) increase the budget to support decision making with respect to "a" and "b".
2.	Support the requirements to secure the acquisition of a donated portion of 26 ½ Pirates Lane for the benefit of the Protection Island community as described in PINA's "Letter of Intent" with the property owners, including, but not limited to, the following: a) pay for subdivision costs of the parcel; b) support the appropriate rezoning, if necessary, to achieve the agreed upon goals; and c) to cover the legal costs of establishing a lease to PINA, if necessary, to achieve the goals; and d) to share in the costs of establishing a dock head that meets accessibility responsibilities for people with accessibility challenges.
3.	To make changes to transportation and parking policies that support better connectivity between the Protection Island neighbourhood and the downtown area (closest connection to the rest of Nanaimo) in the following areas: a) guaranteed parking availability for Protection Island residents; b) connectivity to the public transportation system; c) secure bicycle storage; and d) help to negotiate affordable moorage/subsidized moorage for Protection Island residents given the lack of public transit (no publicly run ferry) to the island and the lack of alternatives available to this city neighbourhood's residents.
Nanaimo Old City Association	
1.	Promote safety by using passive safety measures for the Old City that can be introduced at the following "hot spots" to lessen fear and crime in the neighbourhood: Pawson Park and St. Peter's Church Overnight Shelter.
2.	Promoting Community Safety and Wellbeing by focusing on the neighbourhood as a model for Active Transportation and Complete Streets, and address traffic and parking problems in the Old City. The Intersection of Machleary and Campbell Streets is the Hot Spot that our priorities are focusing on for 2025.
3.	Promoting Community Wellbeing through work on sustainable improvements to the quality of life in our neighbourhood by increasing biodiversity through tree canopy coverage up to 33% of the land area and landscaping on boulevards and parkettes (like Franklyn and Milton Streets) with landscaping similar to the Old Firehall and the Italian Fountain. Increase the number of trees to a minimum of 50 in areas identified as prime locations for climate change mitigation such as streets, boulevards and parks.
Neighbours of Nob Hill Society	
1.	Improvements and Maintenance of Nob Hill Park - To ensure cleanliness and encourage the use of Nob Hill Park, improve the programming opportunities including increase City recreation opportunities and events at this location, as well seniors programming on-site, dedicated off-leash dog area, and improved site lighting and landscaping.
2.	Cleanliness of Victoria Road and Proactive CSO Presence - Improve pedestrian and user safety of Victoria Road through a dedicated Community Safety Officer presence that circulates the area proactively and works closely with the Clean Team to ensure the cleanliness of the street and limit loitering.

3. Decentralization of Social Services & Associated Housing - Use the ongoing Social Services Management Mapping Tool to inform a Strategic Plan or relevant Bylaw that seeks to effectively distribute social services and social housing throughout the City and investigate opportunities to acquire properties in all areas of the City to support these uses.

Harewood Neighbourhood Association (HNA)

1. Gateway and Welcome to Harewood: Given that Harewood neighbourhood has no “gateway” or “identified markers” HNA proposes to continue to work with City Staff to create a Gateway to Harewood by enhancing the triangle block bound by Harewood Road, Fourth Street, and Bruce Avenue. Harewood Road street improvement considerations to include sidewalks, bike lanes, boulevards, street trees, and lighting. A sign/public art piece is a priority to mark the Gateway and welcome all to the Harewood neighbourhood.
2. Pedestrian, Cyclist, and Motorist Safety: In a recent community survey, pedestrian, cyclist, and motorist safety was identified as a significant concern. A number of intersections and street locations are perceived to be unsafe due to the lack of safety infrastructure (sidewalks, bike lanes, traffic calming measures, etc). HNA would like to work with the City to identify solutions for these unsafe conditions.
3. Te’tuxwtun Development: Community has raised concerns about the proposed Te’tuxwtun development, feeling uninformed and “in the dark” about the effects of the development on traffic and parking in particular. Other concerns centre around density, services and the built form of the development. HNA would like to work with the City to hold a neighbourhood public information session on the Te’tuxwtun development project in order to answer community’s questions and concerns.

SOUTH NANAIMO DISTRICT

South End Community Association

1. Improved and Maintained Amenities (Waterfront Access, Greenspace & Programming): Improve and maintain neighbourhood access to amenities, including waterfront access and greenspace, complete with programming opportunities. This includes converting the existing park space adjacent to Wellcox Park area into a secure dog park that includes landscaping, grass, and seating for dog owners. This also includes reinstating the decommissioned waterfront access from Haliburton Street, or similar.
2. Decentralization of Social Services & Associated Housing - Use the ongoing Social Services Management Mapping Tool to inform a Strategic Plan or relevant Bylaw that seeks to effectively distribute social services and social housing throughout the City and investigate opportunities to acquire properties and utilize existing city-owned properties in all areas of the City to support these uses.
3. Pedestrian Safety Through Improved and Dedicated Clean Team Efforts - Improve pedestrian and user safety of neighbourhood spaces by establishing a dedicated Clean Team for the South End area (and surrounding neighbourhoods) to address ongoing concerns of consistent litter and waste on a proactive basis and to alleviate pressures on residents to maintain these community spaces. This includes additional support for sidewalks and boulevards adjacent to current and future community social services buildings including, but not limited to, the northern two blocks of Victoria Road, 702 Nicol, 355 Nicol, 545 Haliburton, Esplanade by the Salvation Army, and the 100 block of Haliburton by the Balmoral. This also includes Knowles Park, Deverill Square Park and Nob Hill Park.

Chase River Community Association

1. Complete the South End Community Centre.

- | |
|--|
| 2. Complete the Cranberry Connector in the next few years. This will give us another access out of the Cinnabar Valley area. |
| 3. Increase road safety on all existing roads out of the Sandstone development as the various development areas add housing. In addition, safety measures along Old Victoria Road and Roberta Road and connections to downtown and Southgate through traffic calming, installation of sidewalks, and adequate lighting, in light of the Sandstone development. |

ATTACHMENT B

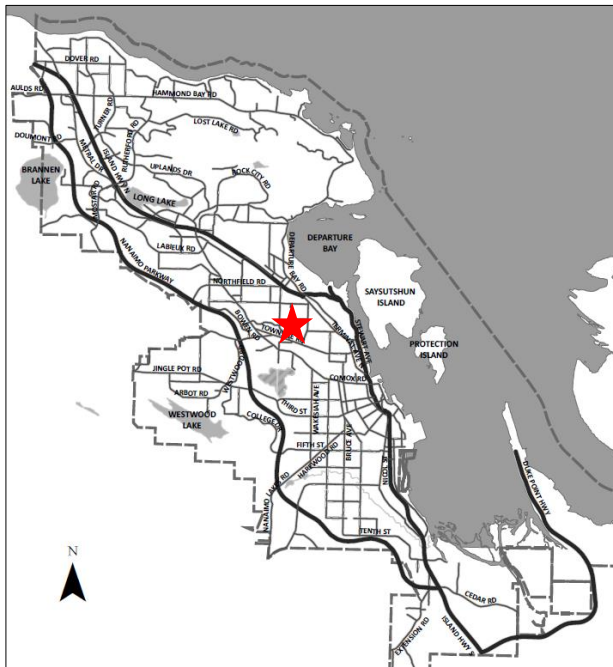
Link to Traffic Calming Program: <https://www.nanaimo.ca/transportation-mobility/traffic-calming/traffic-calming-process>

Link to Pedestrian Prioritization Program: <https://www.nanaimo.ca/transportation-mobility/walking>

DATE OF MEETING July 21, 2025

AUTHORED BY PAYTON CARTER, PLANNER, CURRENT PLANNING

SUBJECT DEVELOPMENT VARIANCE PERMIT APPLICATION NO. DVP478 –
945 WADDINGTON ROAD



Proposal:

Rear yard setback variance for
accessory building

Zoning:

CS1 – Community Service One

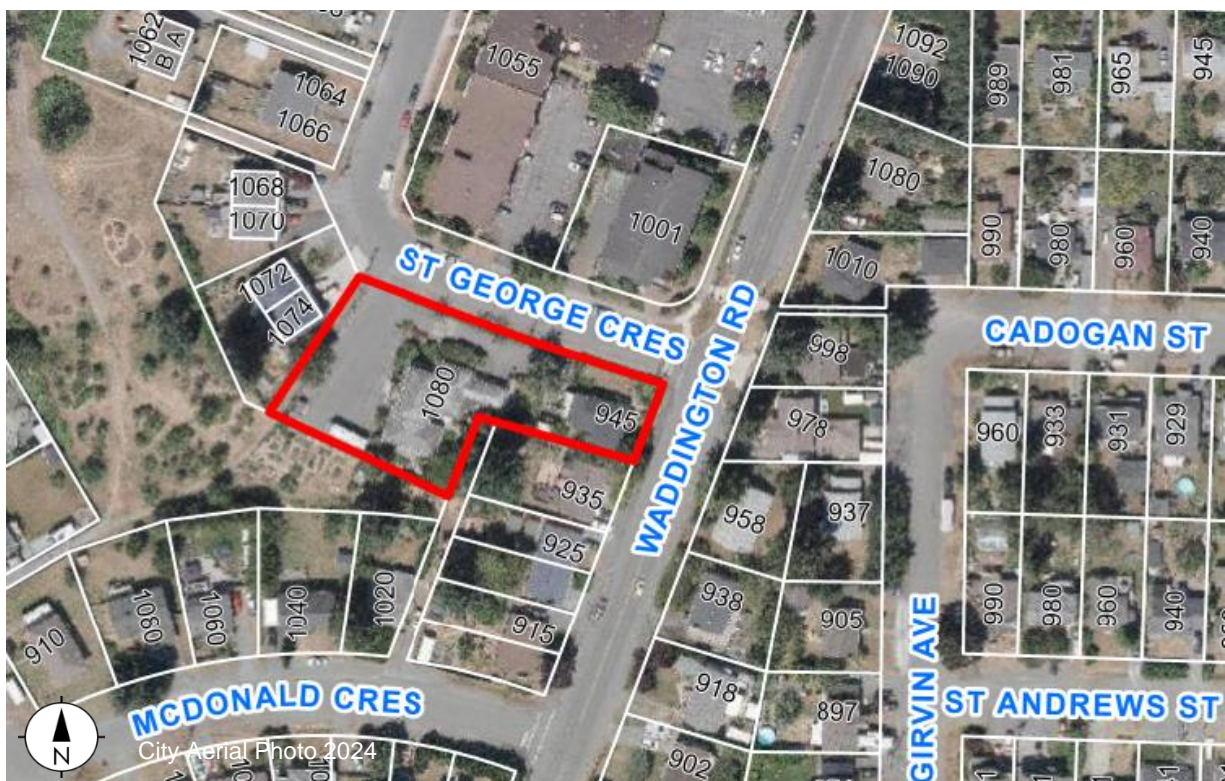
City Plan Land Use Designation:

Neighbourhood

Lot Area:

2,634m²

DVP



OVERVIEW

Purpose of Report

To present for Council's consideration a development variance permit application to reduce the required rear yard setback for an accessory building (bus shelter) at 945 Waddington Road.

Recommendation

That Council issue Development Variance Permit No. DVP478 for an accessory building at 945 Waddington Road with a rear yard setback variance outlined in the "Proposed Variances" section of the Staff Report dated 2025-JUL-21.

BACKGROUND

A development variance permit application, DVP478, was received from Pacific Prefab, on behalf of the Nanaimo Community Hospice Society, to vary the "City of Nanaimo Zoning Bylaw 2011 No. 4500" (the "Zoning Bylaw") to reduce the required rear yard setback for an accessory building at 945 Waddington Road.

Subject Property and Site Context

The subject property is located within the Hospital Area neighbourhood, abutting the southeast portion of Beaufort Park. The property is a corner lot with frontage on Waddington Road and St George Crescent and contains the Nanaimo Community Hospice. The surrounding neighbourhood is characterized by low and medium-density residential development, local-serving commercial businesses, and City parkland.

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

DISCUSSION

Proposed Development

The applicant proposes to place a 53.5m² prefabricated shelter, intended to be used by the Nanaimo Hospice Society bus. The shelter is to be erected at the current bus parking location and is a timber frame structure with a metal slanted shed roof design. The height of the shelter is 4.0m.

Proposed Variances

Rear Yard Setback

The minimum required rear yard setback for an accessory building in the CS1 zone is 3.0m. The proposed rear yard setback is 1.0m, a requested variance of 2.0m.

The applicant has requested the variance to provide weather protection for the residents boarding the bus. The siting of the proposed structure allows the existing vehicle circulation onsite to

remain. When not in use by the bus, it is anticipated that this space will provide a covered area for outdoor events for the Nanaimo Community Hospice. The transparent design of the shelter ensures that there will be adequate sunlight for the neighbouring community garden located at Beaufort Park, and no negative impacts are anticipated. Staff support the proposed variance. |

SUMMARY POINTS

- Development Variance Permit Application No. DVP478 is to reduce the rear yard setback for an accessory building (bus shelter) at 945 Waddington Road.
- The proposed structure is not anticipated to negatively impact the existing use onsite or neighbouring properties.
- Staff support the proposed variance. |

ATTACHMENTS

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

Submitted by:

Lainya Rowett
Manager, Current Planning

Concurrence by:

Jeremy Holm
Director, Planning & Development

ATTACHMENT A

PERMIT TERMS AND CONDITIONS

TERMS OF PERMIT

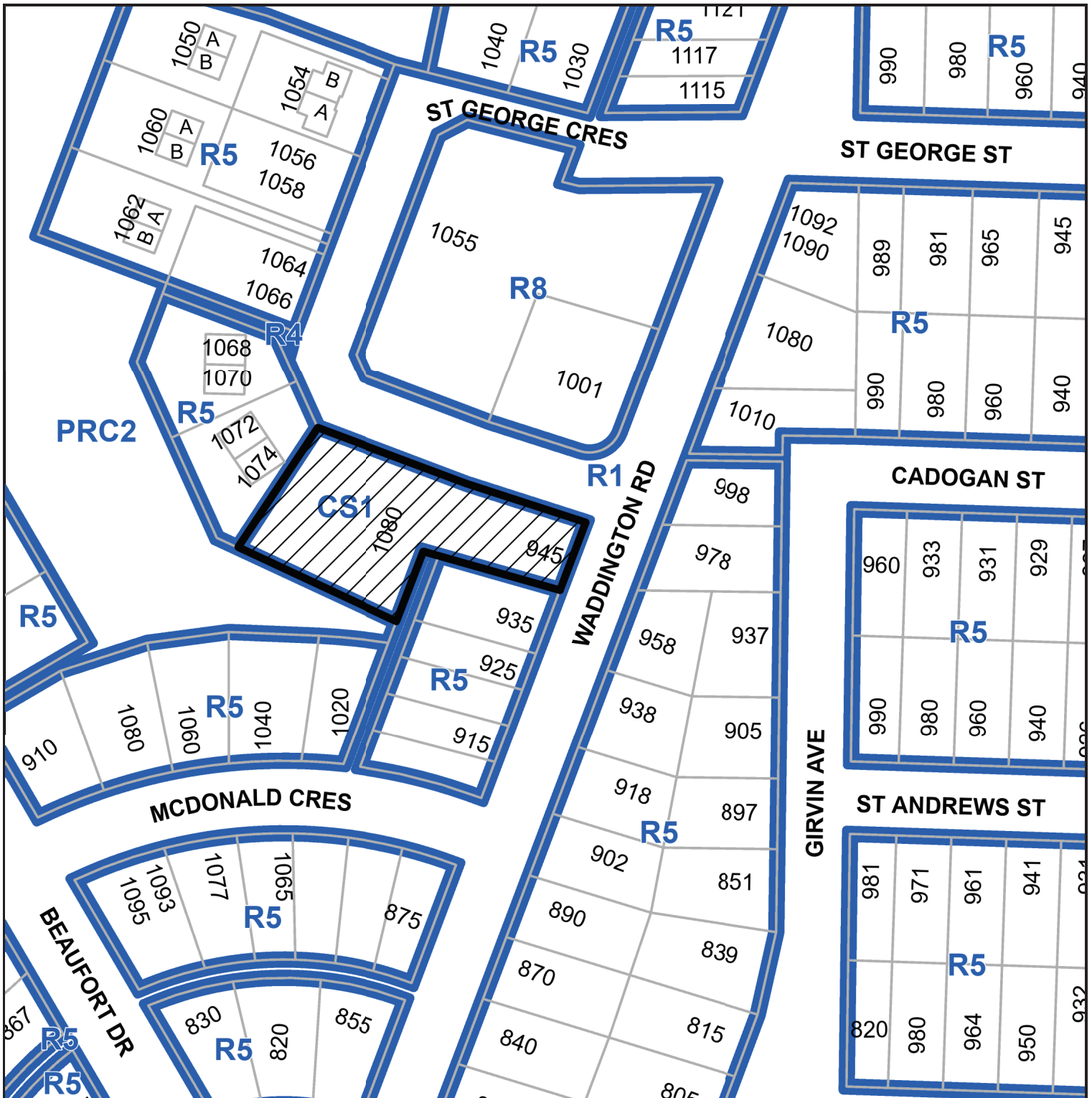
The “City of Nanaimo Zoning Bylaw 2011 No. 4500” is varied as follows:

1. *Section 6.6.3 Accessory Uses – Buildings and Structures* – to reduce the minimum required rear yard back for an accessory building from 3.0m to 1.0m, as shown on Attachment C.

CONDITIONS OF PERMIT

1. The subject property shall be developed in accordance with the Site Plan, prepared by Pacific Prefab, dated 2024-OCT-10 as shown in Attachment C.
2. The subject property shall be developed in accordance with Building Elevations, prepared by Pacific Prefab, dated 2024-OCT-10 as shown in Attachment D.

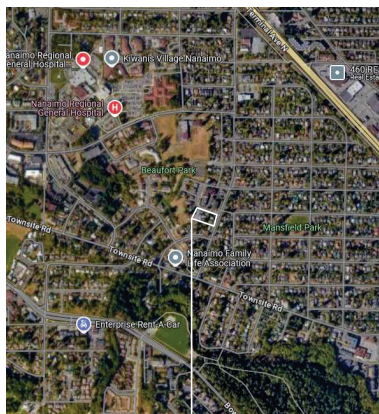
ATTACHMENT B
SUBJECT PROPERTY MAP



945 WADDINGTON ROAD

**PACIFIC
PREFAB**
pacificprefab.com
604-818-983

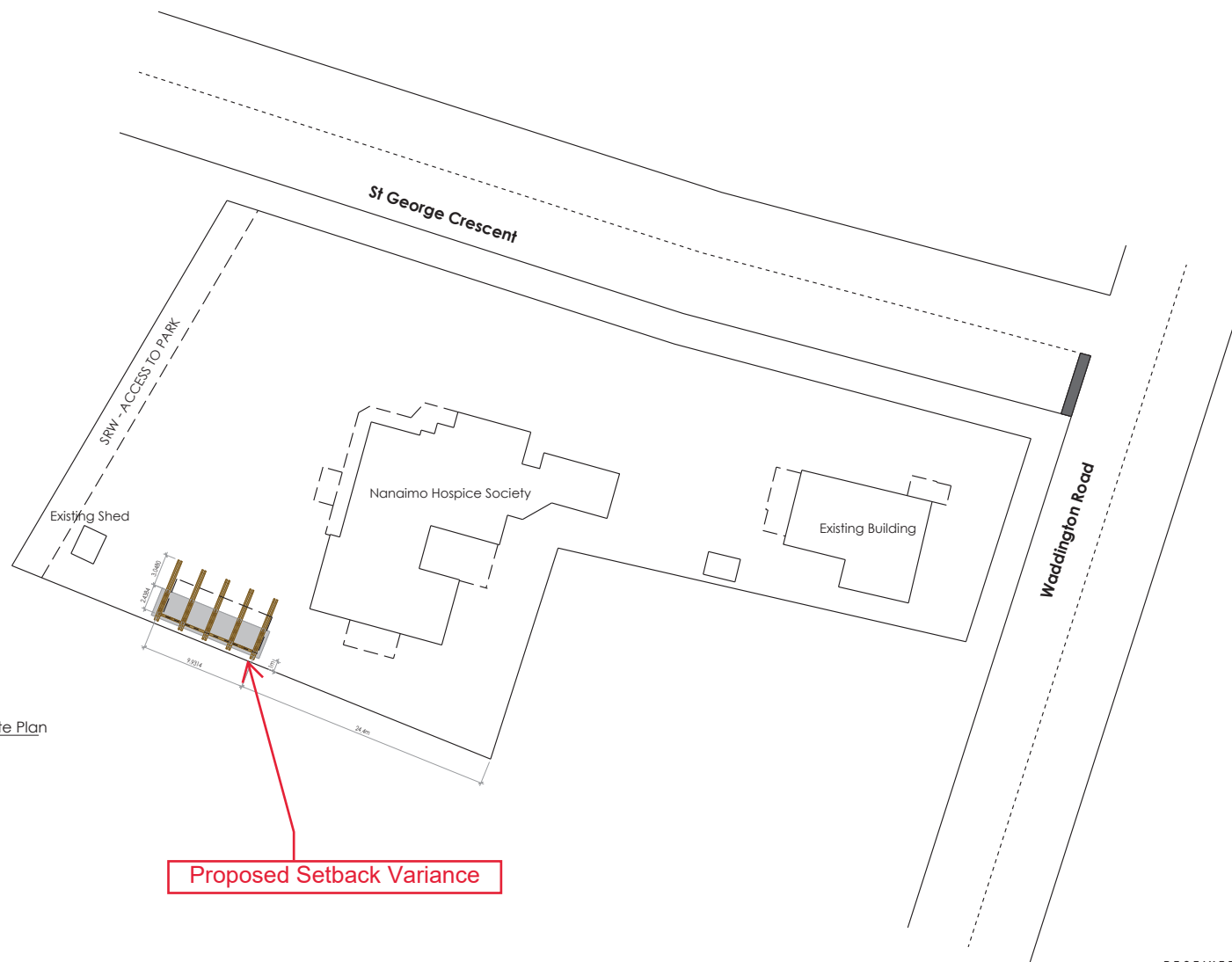
THESE DRAWINGS ARE PROPERTY OF PACIFIC
PREFAB AND CANNOT BE USED OR COPIED
WITHOUT WRITTEN CONSENT.



Location Plan

Scale: NTS

SITE LOCATION



① Proposed Site Plan
1:182

LEGAL ADDRESS	LOT A, PLAN VIP47726, SECTION 1, NANAIMO LAND DISTRICT
PID	012-542-873
CIVIC ADDRESS	945 WADDINGTON ROAD, NANAIMO
ZONING	COMMUNITY SERVICE 1 (CS1)
LOT SIZE	28,374 sqft

CS1 ZONING	EXISTING	PROPOSED
FRONT YARD SETBACK	6m	
SIDE YARD SETBACK	4m	
FLANKING SIDE SETBACK	6m	
REAR YARD SETBACK	7.5m	1m

Proposed Setback Variance

RECEIVED
DVP478
2025-APR-15
Current Billing

Issue	Date
DVP Application	24.10.10

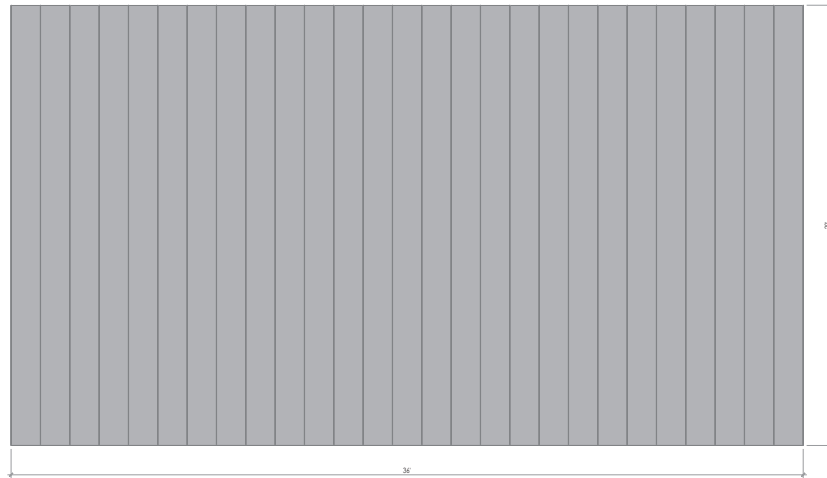
Project:
Nanaimo Hospice®

Address:
945 Waddington Road
Nanaimo

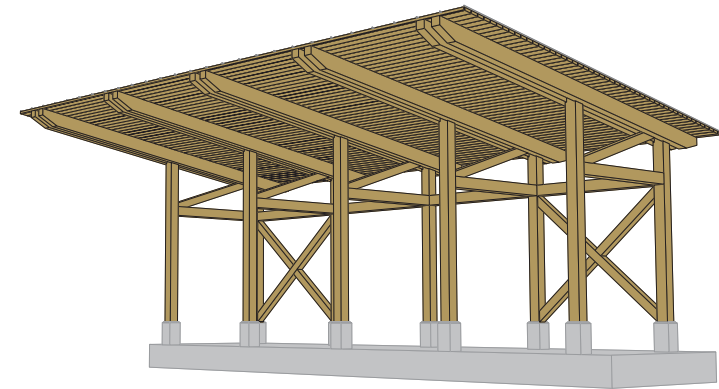
DVP Site Plan

Sheet:
01

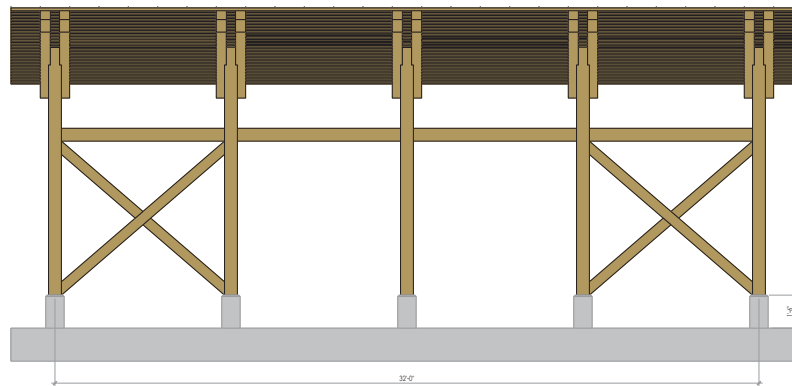
ATTACHMENT D BUILDING ELEVATIONS



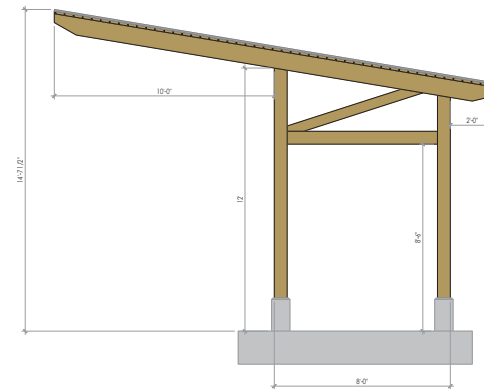
① Proposed Roof Coverage
1:32



② Proposed Structure
NTS



③ Proposed Front Elevation
1:32



④ Proposed Front Elevation
1:32

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PREFAB
pacificprefab.com
604-818-983

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Issue	Date
DVP Application	24.10.10

Project:
Nanaimo Hospice
Address:
945 Waddington Road
Nanaimo

Drawing:
DVP Site Plan

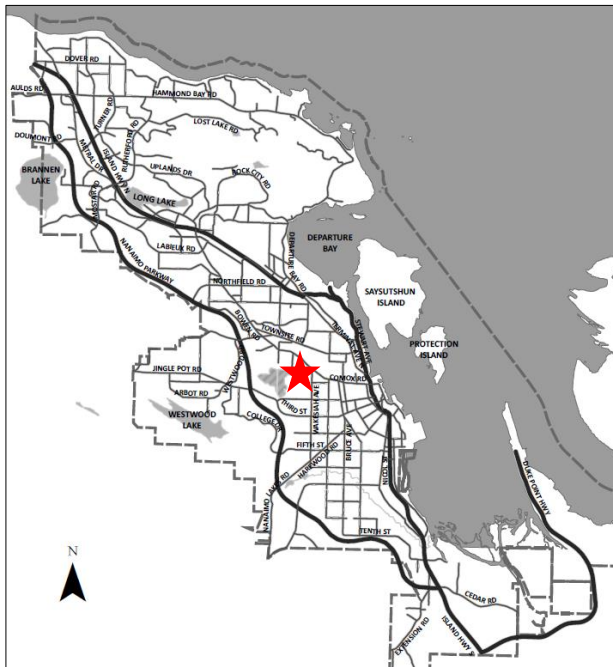
Sheet:
02

RECEIVED
DVP478
2025-APR-15
COURT PLANNING

DATE OF MEETING July 21, 2025

AUTHORED BY PAYTON CARTER, PLANNER, CURRENT PLANNING

SUBJECT DEVELOPMENT VARIANCE PERMIT APPLICATION NO. DVP479 – 508 PINNACLE PLACE



Proposal:

Variance to permitted height for an accessory building

Zoning:

COR1 – Residential Corridor
(Interim Corridor Area)

City Plan Land Use Designation:

Residential Corridor

Lot Area:

800m²

DVP



OVERVIEW

Purpose of Report

To present for Council's consideration a development variance permit application for a proposed accessory building (detached secondary suite) at 508 Pinnacle Place. |

Recommendation

That Council issue Development Variance Permit No. DVP479 for an accessory building (detached secondary suite) at 508 Pinnacle Place with a variance outlined in the "Proposed Variance" section of the Staff Report dated 2025-JUL-21. |

BACKGROUND

A development variance permit application, DVP479, was received from Brian Henning of Williamson and Associates, on behalf of Insight Holding Ltd., to vary the provisions of the "City of Nanaimo Zoning Bylaw 2011 No. 4500" (the "Zoning Bylaw"), in order to increase the maximum permitted building height of an accessory building at 508 Pinnacle Place.

Subject Property and Site Context

The subject property is located on Pinnacle Place, west of Wakesiah Avenue, and north of Stonewater Drive. The subject property is part of a recent subdivision and is currently undeveloped. Surrounding land uses are predominantly single residential dwellings and multiple family developments to the south.

Minor variances to the allowable building height of the surrounding single-family dwellings, including 508 Pinnacle Place, were recently approved at the 2025-FEB-24 Council meeting. Through the Building Permit review process, it was determined that the proposed accessory building at 508 Pinnacle Place also requires a minor height variance.

Statutory notice has taken place prior to Council's consideration of the variance. |

DISCUSSION

Proposed Development

The applicant is proposing to construct a detached secondary suite in an accessory building at the rear of the property. The owner has applied for a Building Permit for the proposed single-family dwelling, as well as the proposed accessory building. The building will be a single storey with a proposed 3.50:12 roof pitch.

Proposed Variances

Maximum Height of an Accessory Building

The maximum permitted height for an accessory building with a roof pitch of less than 6:12 is 4.5m. The proposed height for the accessory building (detached secondary suite) with a roof pitch of less than 6:12 is 5.4m, a requested variance of 0.9m.

In residential subdivisions, building height is measured from the final lot grading plan. The applicant proposes to establish new grades with the properties elevated above the street. The applicant has requested the variance as the proposed finished grade will be higher than the final lot grading plan from the subdivision, resulting in an overheight accessory building.

No negative impacts to adjacent properties or the surrounding neighbourhood are anticipated. The proposed accessory building is designed to be consistent with the form of the surrounding area and the materials used for the building will complement the proposed single-family dwellings in the neighbourhood. Staff support the proposed variance. |

SUMMARY POINTS

- Development Variance Permit Application No. DVP479 is to allow an overheight accessory building (detached secondary suite).
- The proposed accessory building (detached secondary suite) is consistent with the form and character of the surrounding neighbourhood.
- Staff support the proposed variance. |

ATTACHMENTS

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

Submitted by:

Lainya Rowett
Manager, Current Planning

Concurrence by:

Jeremy Holm
Director, Planning & Development

ATTACHMENT A PERMIT TERMS AND CONDITIONS

TERMS OF PERMIT

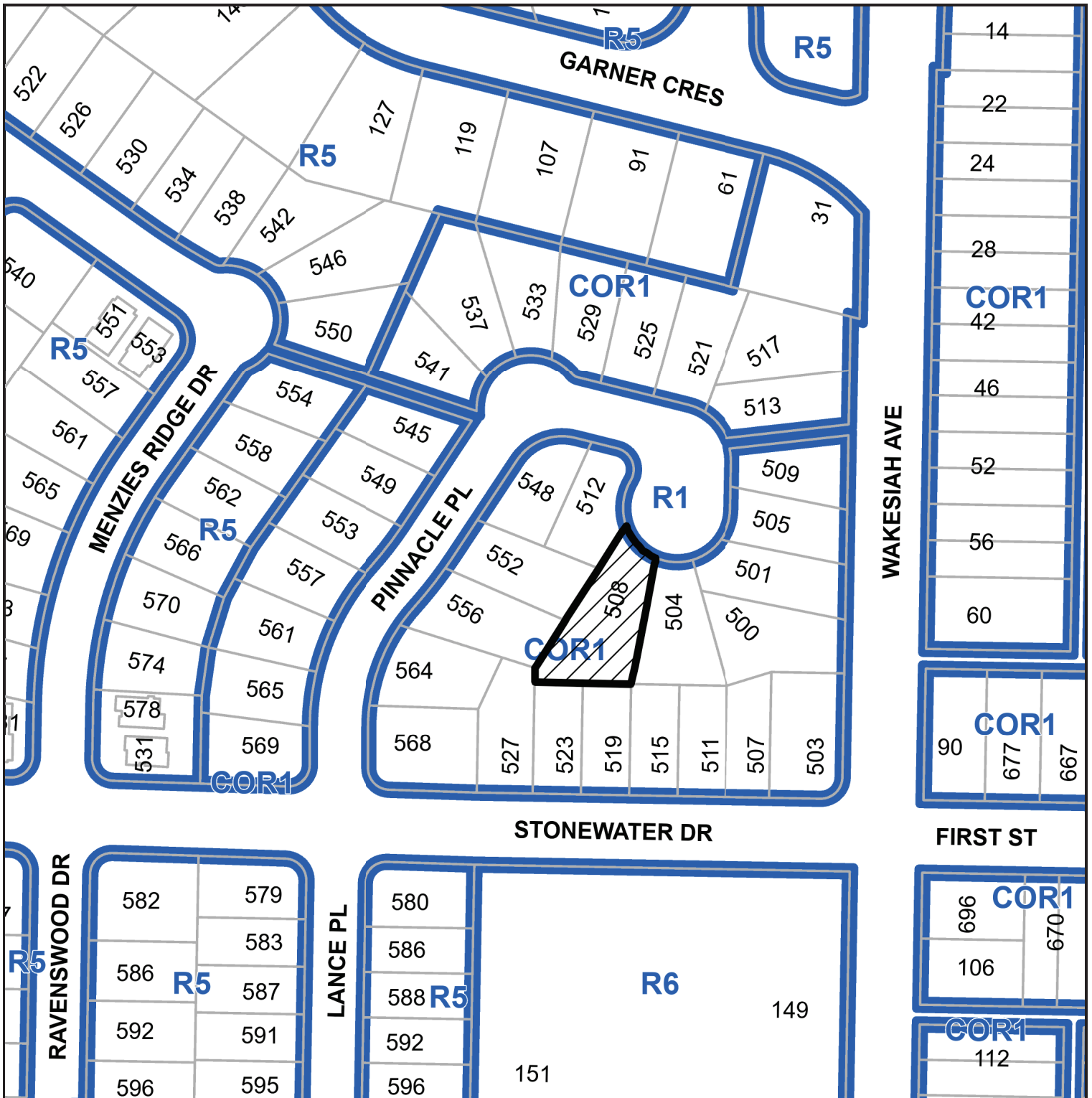
The “City of Nanaimo Bylaw Zoning 2011 No. 4500” is varied as follows:

1. *Section 6.6.5 Accessory Uses – Buildings and Structures* – to increase the maximum allowable height for an accessory building with a pitched roof less than 6:12 from 4.5m to 5.4m.

CONDITIONS OF PERMIT

1. The subject property shall be developed in accordance with the Site Plan, prepared by Turner & Associates Land Surveying, dated 2025-MAR-03, as shown in Attachment C.
2. The subject property shall be developed in accordance with the Elevations, prepared by TN Designs, dated 2024-FEB-25 as shown in Attachment D.

ATTACHMENT B
SUBJECT PROPERTY MAP



508 PINNACLE PLACE

ATTACHMENT C SITE PLAN

SITE PLAN SHOWING PROPOSED BUILDING LOCATION ON:
LOT 21, SECTION 1,
NANAIMO DISTRICT, PLAN EPP113619.

Client: POSH CONSTRUCTION

Civic Address: 508 PINNACLE PLACE, NANAIMO

File: 20-064A-21

Scale: 1:200

Drawn by: MDS

Property Zoning: R1 (COR1)

PROPOSED BUILDING HEIGHT CALCULATION	
Average of grading plan elevations	68.24
Average finished grade	69.10
Maximum building height (R1 Zone)	9.00
Maximum building elevation	77.24
MBFE	67.19
Proposed roof peak elevation	77.96
Proposed main floor elevation	69.30

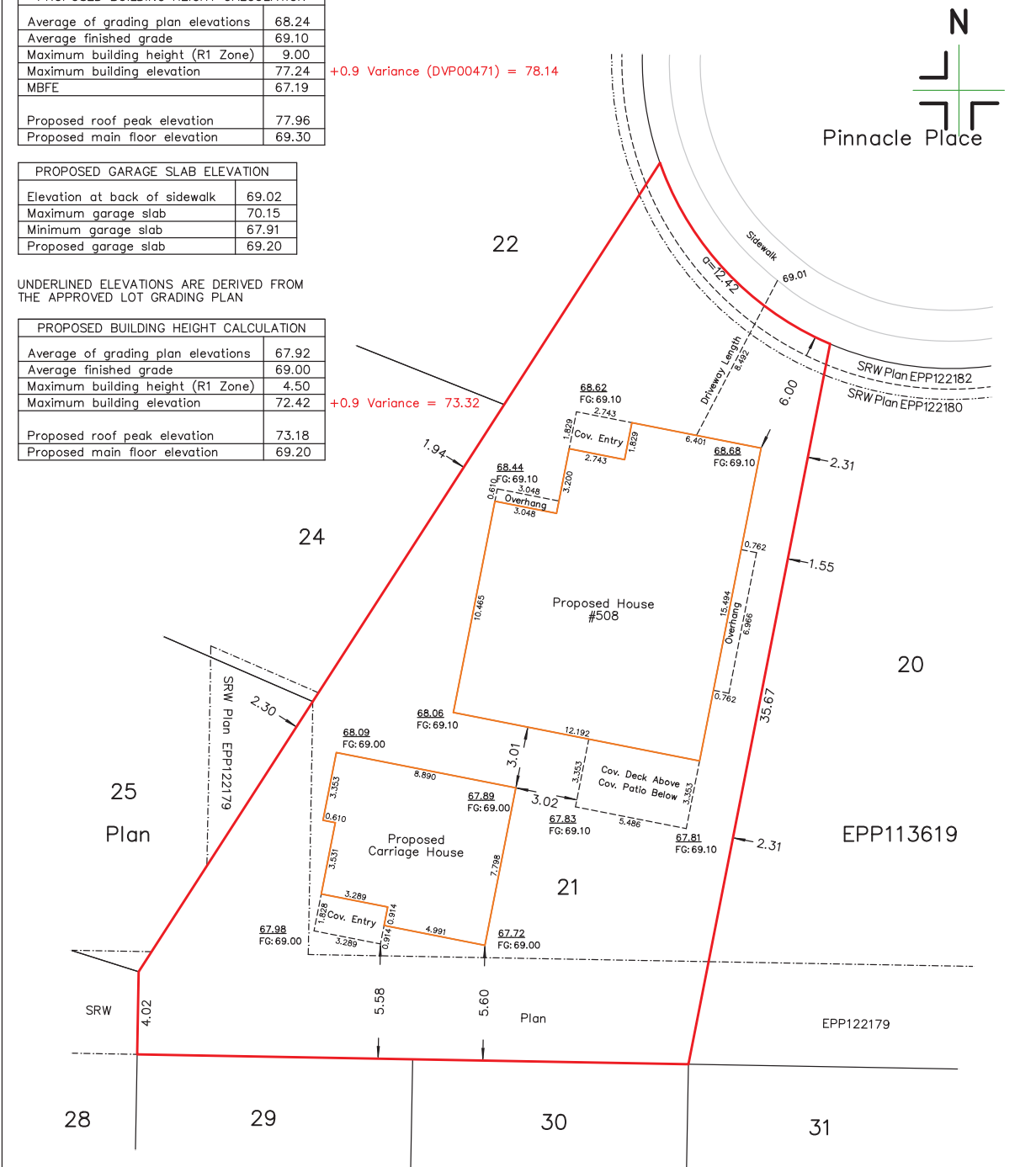
+0.9 Variance (DVP00471) = 78.14

PROPOSED GARAGE SLAB ELEVATION	
Elevation at back of sidewalk	69.02
Maximum garage slab	70.15
Minimum garage slab	67.91
Proposed garage slab	69.20

UNDERLINED ELEVATIONS ARE DERIVED FROM
THE APPROVED LOT GRADING PLAN

PROPOSED BUILDING HEIGHT CALCULATION	
Average of grading plan elevations	67.92
Average finished grade	69.00
Maximum building height (R1 Zone)	4.50
Maximum building elevation	72.42
Proposed roof peak elevation	73.18
Proposed main floor elevation	69.20

+0.9 Variance = 73.32



SCALE 1:200

DISTANCES AND ELEVATIONS ARE IN METRES.

GEODETIC ELEVATIONS ARE DERIVED FROM
FINAL LOT GRADING PLAN.

NOTE:

THE REGISTERED TITLE OF THIS PROPERTY IS AFFECTED BY THE
FOLLOWING LEGAL NOTATIONS AND REGISTERED CHARGES, LIENS
AND INTERESTS:
M76301, CB373782, CB373786, CB373787, CB373788, CB373789,
CB373790, CB373820.

THIS SITE PLAN DOES NOT VERIFY COMPLIANCE WITH THE ABOVE
NOTED DOCUMENTS.

THIS SITE PLAN SHOWS THE RELATIVE LOCATION OF THE EXISTING AND PROPOSED
STRUCTURES/IMPROVEMENTS WITH RESPECT TO THE BOUNDARIES OF THE
DESCRIBED PARCEL ONLY.

THIS SITE PLAN SHALL NOT BE USED TO DEFINE PROPERTY LINES OR PROPERTY
CORNERS.

THE SIGNATORY ACCEPTS NO RESPONSIBILITY FOR AND HEREBY DISCLAIM ALL
OBLIGATIONS AND LIABILITIES FOR DAMAGES ARISING OUT OF OR IN CONNECTION
WITH ANY DIRECT OR INDIRECT USE OR RELIANCE UPON THE SITE PLAN BEYOND
ITS INTENDED USE.

Turner & Associates
land surveying inc.

250.753.9778
435 Terminal Avenue North
Nanaimo, BC V9S 4J8
www.turnersurveys.ca

RECEIVED
DVP479
2025-APR-29
Current Planning

Certified correct this 3rd day of March, 2025.

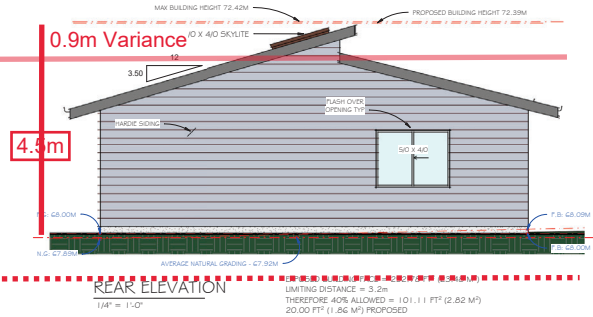
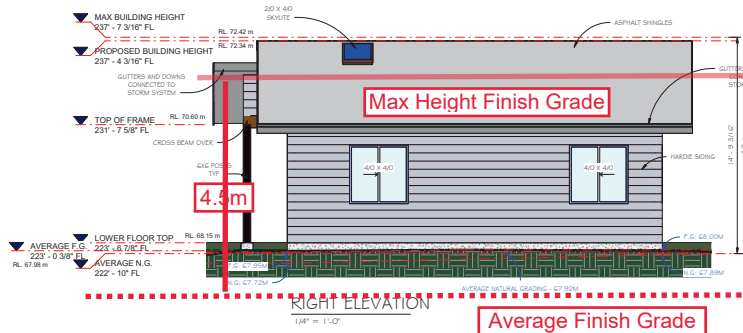
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Digitally signed by Matthew
Schnurch FXMA33
Date: 2025.03.03 13:41:46 -08'00'

B.C.L.S.

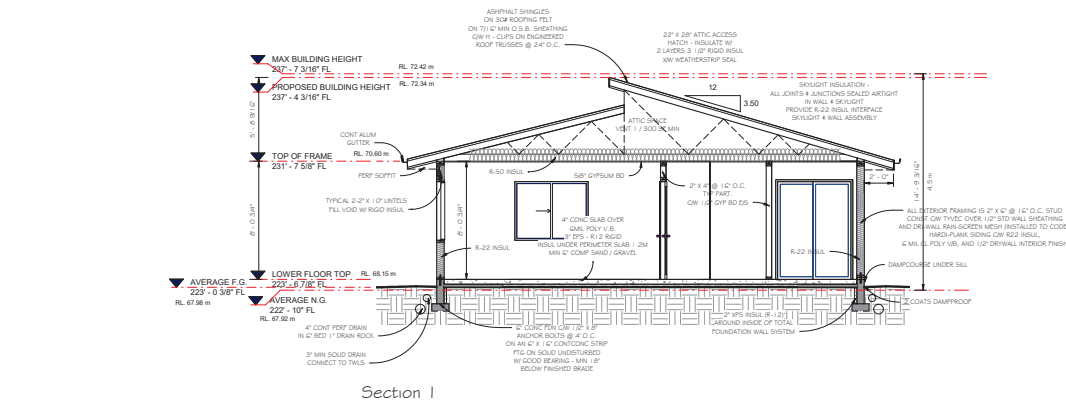
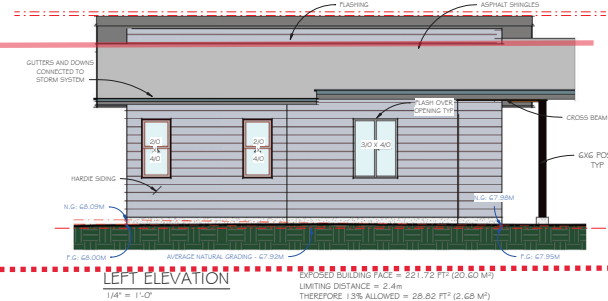
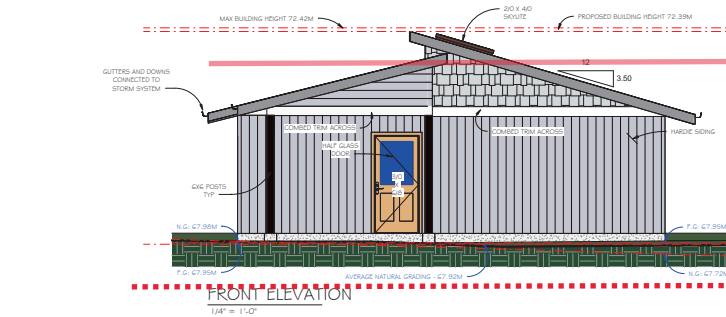
(This document is not valid unless originally signed and sealed.)

ATTACHMENT D BUILDING ELEVATIONS



BUILDING SPECIFICATIONS

- FOUNDATION**
 - 4" x 16" FOOTING ON UNDISTURBED SOIL AS PER SITE CONSIDERATIONS
 - WHERE CONNECTING TO SOLID ROCK, DRILL AND GROUT MIN. 10M REBAR FOR FOOTING CONNECTION
 - 24" x 24" x 8" POINT LOAD FOOTINGS OR AS NOTED
 - ENSURE ALL LOADS ARE CONTINUOUS THROUGH THE FOUNDATION
 - 6" CONCRETE WALL OR AS NOTED
 - 15 MPa MIN. STRENGTH SOLID CONCRETE
 - 8" MINIMUM BETWEEN GRADE AND WOOD COMPONENTS OR PROVIDE PRESSURE TREATED LUMBER BRACING
 - PROVIDE 1/2" ANCHOR BOLTS MAX 7'-0" O.C. (EXCEPT AS NOTED FOR LATERAL BRACING)
 - PROVIDE A SILL GASKET UNDER BOTTOM PRESSURE TREATED PLATE
 - CONSULT OWNERS REGARDING OPTIONAL REBAR PLACEMENTS IN STRIP FOOTINGS AND WALLS
 - CONCRETE DAMPROOFED BELOW GRADE
 - WHERE STEP FOOTINGS ARE USED:
 - A) THE VERTICAL RISE BETWEEN HORIZONTAL PORTIONS SHALL NOT EXCEED 600 MM, AND
 - B) THE HORIZONTAL DISTANCE BETWEEN RISERS SHALL NOT BE LESS THAN 600 MM.
- PERIMETER DRAINS**
 - 4" CSA APPROVED PERFORATED DRAIN PIPE WITH 6" DRAIN ROCK OVER. SLOPE DRAIN LINE AWAY FROM BUILDING, TOP OF PIPE BELOW BOTTOM OF 4" SLAB
 - 3" CSA APPROVED SOLID DRAIN TO CONNECT RAINWATER LEADS TO 4" DRAIN PIPE MIN. 1' FROM BUILDING AND DRAIN TO ROCK PIT OR DRAINAGE COURSE TO SEA
- SLAB FLOOR**
 - MIN. 4" SLAB ON COMPACTED BASE
 - PROVIDE POLY AND INSULATION AS PER 9.3G WHERE REQUIRED
- DECK/PATIOS**
 - CONSULT OWNER REGARDING CHOICE OF PATIO FINISH
 - DECK/PATIOS TO BE A MINIMUM SLOPE 1/4" : 1"
- EXTERIOR WALLS**
 - CONSULT OWNER RE: SIDING AND EXTERIOR FINISHING (9.3G REQ'S HAVE SHOWN HARDI AS CHOICE)
 - 2 LAYERS 50 LB. BUILDING PAPER OVER WALL SHEATHING AS SPEC'D IN TABLE 9.23.13.6
 - 2X6 STUDS @ 16" O.C.
 - R-22 INSULATION
 - 6 MIL POLY VAPOR BARRIER
 - INTERIOR GYPSUM BOARD FINISH
- INTERIOR WALLS**
 - 2X4 STUDS @ 16" O.C.
 - BEARING POINTS TO BE MIN. 4-PLY STUDS
 - 1/2" GYPSUM BOARD EACH SIDE (OR AS NOTED FOR FIRE SEPARATION)
 - SEE OWNERS FOR FEATURE WALLS AND CUSTOM CABINETS, SHELVES AND NOOKS
- BEAMS AND COLUMNS**
 - AS PER SUPPLIER
- CEILING**
 - 5/8" GYPSUM BOARD CEILING (OR AS NOTED FOR FIRE SEPARATION)
 - R-50 INSULATION
 - CONSULT OWNER REGARDING FEATURE CEILING FINISHES
- ROOF**
 - ASPHALT SHINGLES AS PER MANUFACTURERS SPECIFICATIONS
 - ASPHALT IMPREG ROOFING PAPER
 - 7/16" ROOF SHEATHING WITH H-CLIPS ON TRUSSES
 - TRUSSES OR ENG. EQUIVALENT AS PER SUPPLIER
 - 2 (2X10) HEADERS FOR BEARING (UNLESS NOTED)
- EAVES**
 - PROTECTION TO 12" INSIDE EXTERIOR WALLS
 - CONSULT OWNER REGARDING CHOICE OF HIDDEN GUTTER OR LEAF GUARD GUTTER
 - SOFFITS SCREENED AND VENTED WITH INSULATION STOPS (CONSULT OWNER)
 - ROOF OVERHANGS 2'-0" OR AS PER NOTED ON DRAWINGS
- WINDOWS**
 - THERMAL PAKE WINDOWS TO BCBC 9.3G
 - CONSULT OWNERS REGARDING STYLE AND LOCATION
 - WINDOWS TO 6'-8" HEADER OR AS NOTED ON PLANS
 - FLASH OVER ALL NON-PROTECTED WINDOWS
 - FOR MEANS OF EGRESS - BEDROOM WINDOWS TO HAVE MIN. 3.76 SQ.FT. UNOBSTRUCTED OPENINGS WIND DIMENSIONS LESS THAN 15"
- DOORS**
 - CONSULT OWNER FOR DOOR STYLES AND FINISH
 - OPTIONAL FEATURE DOOR AT FRONT ENTRY
- UTILITIES AND NOTES**
 - CONTRACTOR TO CONSULT WITH OWNER REGARDING OPTIONAL WIRING FOR MULTIPLE STEREO SPEAKER LOCATIONS, SECURITY SYSTEMS, AND COMPUTER NETWORK LINKAGES
 - CONTRACTOR TO EXPLORE PROVIDING A 2"-3" PLASTIC PIPE CONDUIT FROM LOWER FLOOR TO ATTIC SPACE FOR FUTURE WIRING OPTIONS LINKING FLOORS
 - CONSULT OWNER REGARDING LOCATIONS OF OUTSIDE WATER SERVICE TAPS



ENERGY EFFICIENCY REQUIREMENTS

PART 9 PRESCRIPTIVE

- HEAT PUMP WITH PURNACE, 60 CFM FAN
- MAX 1" SOLE SOUND RATING FOR PRIMARY EXHAUST SYSTEM
- PROVIDE SUPPLY AIR TO EACH BEDROOM
- ALL INTERIOR DOORS MUST BE UNDERCUT 1/2 IN. OR HAVE AIR TRANSFER GRILLS
- KITCHEN FANS ARE REQ'D TO EXHAUST AT A MIN RATE OF 100 CFM, BATH FANS ARE REQ'D TO EXHAUST AT A MIN RATE OF 50 CFM FOR INTERMITTENT RUNS
- AND 20 CFM FOR CONTINUOUS RUN FANS
- SUPPLY AIR INLET TO FORCED AIR HEATING PURNACE CABINET MUST BE LESS THAN 4.5 M. IN LENGTH
- THE JUNCTION LOCATION OF THE SUPPLY AIR INLET AND PURNACE AIR RETURN MUST BE LESS THAN 3.0 M. IN LENGTH
- INSULATE BEHIND WALL COMPONENTS PARALLEL WITH EFFECTIVE THERMAL RESISTANCE REQUIRED FOR THE WALL
- CONTINUOUS AIR BARRIER PER 9.3G.2.9 BCBC / ACROSS JOINTS, BETWEEN ASSEMBLIES, AND AROUND PENETRATIONS (MIN 2" LAP)
- SEAL ALL JOINTS IN ENVELOPE BETWEEN STRUCTURAL COMPONENTS
- SEAL ALL JOINTS / JUNCTIONS BETWEEN WINDOW AND DOOR ASSEMBLIES AND AIR BARRIER MATERIAL
- PROVIDE SOLID BACKING FOR A / V BARRIER PENETRATIONS, SEAL ARTIGHT
- VENTILATION REQUIREMENTS TO COMPLY WITH SECTION 9.3G.3 BCBC
- DUCTS, PIPING, ELECTRICAL CABINETS ETC MUST NOT REDUCE THE EFFECTIVE INSULATING VALUES
- GAS FIRED PURNACE MUST BE LESS THAN 220,000 BTU/H.R. (65 KW) IN SIZE AND HAVE AN AFUE RATING GREATER THAN OR EQUAL TO 90%
- GAS FIRED TANKLESS SHW MUST BE LESS THAN OR EQUAL TO 550,000 BTU/H.R. (73.9 KW) IN SIZE WITH AN ENERGY FACTOR GREATER THAN OR EQUAL TO 0.8

Revised

NOTES
THIS DRAWING IS AN INSTRUMENT OF SERVICE. IT AND ANY MODIFICATIONS ARE THE PROPERTY OF TND DESIGNS. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. IT IS NOT TO BE REPRODUCED OR USED FOR ANY OTHER PROJECT WITHOUT THE WRITTEN PERMISSION OF TND DESIGNS.

TND Designs
7405 Lantzville Rd
Nanaimo, B.C. V9R 2H0
(778) 977-9665

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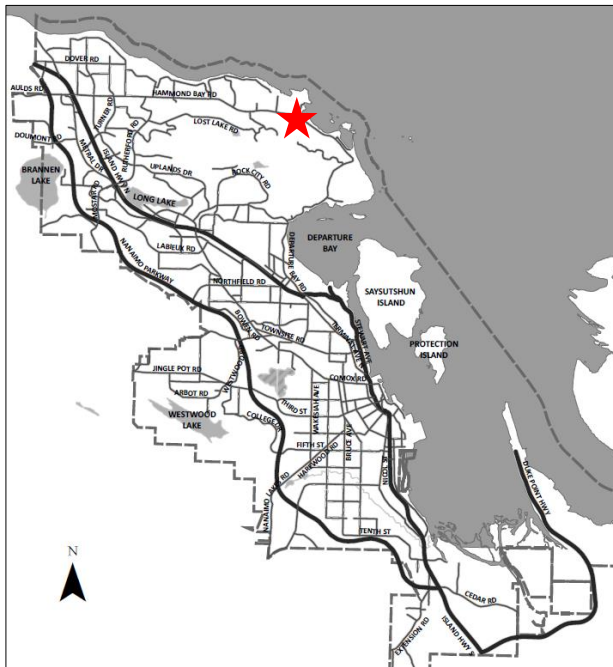
508 PINNACLE PL - COACH
LOT 21 B HAWTHORNE

Designed	Drawn	Checked
TN	TN	RD
Date	16/05/2024	
Project	20230036.DD-027218	
Version	20230036-0225-91	
Scale	1/4" = 1'-0"	
Sheet Title	ELEVATIONS - SECTION	
Sheet #	A2	

DATE OF MEETING July 21, 2025

AUTHORED BY PAYTON CARTER, PLANNER, CURRENT PLANNING

**SUBJECT DEVELOPMENT VARIANCE PERMIT APPLICATION NO. DVP480 –
3974 HAMMOND BAY ROAD**



Proposal:

Side yard setback variance

Zoning:

R5 – Three and Four Unit Residential

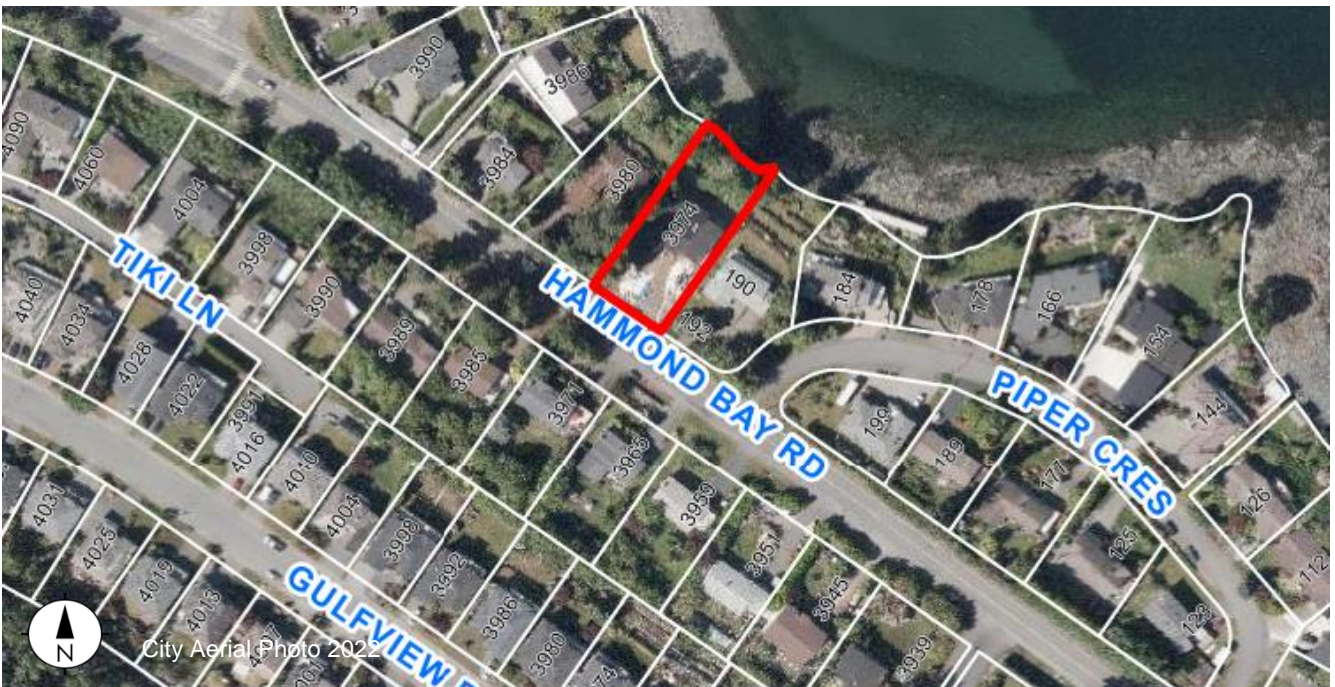
City Plan Land Use Designation:

Suburban Neighbourhood

Lot Area:

1,409m²

DVP



OVERVIEW

Purpose of Report

To present for Council's consideration a development variance permit application to reduce the required side yard setback for an exterior staircase at 3974 Hammond Bay Road.

Recommendation

That Council issue Development Variance Permit No. DVP480 for an exterior staircase at 3974 Hammond Bay Road with a variance as outlined in the "Proposed Variance" section of the Staff Report dated 2025-JUL-21.

BACKGROUND

A development variance permit application, DVP480, was received from Kenneth and Norleen Rutland to vary the provisions of "City of Nanaimo Zoning Bylaw 2011 No. 4500" (the "Zoning Bylaw"), in order to reduce the minimum required setback for a prefabricated exterior staircase at 3974 Hammond Bay Road.

Subject Property and Site Context

The subject property is a waterfront lot located southeast of Morningside Park, within the Hammond Bay neighbourhood. The surrounding neighbourhood includes low-density residential development, as well as the Greater Nanaimo Pollution Control Centre, Ecole Hammond Bay Elementary, and City parkland.

A Building Permit (BP129243) was issued in 2023 for a new single-family dwelling, and through the course of regular inspections, it was determined that a staircase had been constructed within the side yard setback. The exterior staircase has since been removed.

Statutory notice has taken place prior to Council's consideration of the variance.

DISCUSSION

Proposed Development

The applicant is proposing to reinstall the prefabricated exterior staircase on the east side of the dwelling to facilitate exterior access to the open deck above. The staircase includes a landing, which is supported by posts within the required geotechnical setback. It was confirmed in the geotechnical report provided that the posts are acceptable within the setback. No encroachment into the environmental leave strip area is proposed.

Proposed Variance

Side Yard Setback

The minimum required side yard setback in the R5 zone is 1.5m. The proposed side yard setback is 1.1m, a requested variance of 0.4m.

The applicant has requested the variance to avoid encroachment into the required geotechnical setback, leave strip area, and a known archeological site.

The staircase is powder-coated aluminum and is non-combustible. No negative impacts to the adjacent property are anticipated and a letter of support from the neighbouring property to the east was submitted in support of the application. Staff support the proposed variance.

SUMMARY POINTS

- Development Variance Permit Application No. DVP480 is to reduce the required side yard setback for an outdoor staircase at 3974 Hammond Bay Road.
- No negative impacts to the adjacent property are anticipated and a letter of support from the neighbouring property was submitted in support of the application.
- Staff support the proposed variance.

ATTACHMENTS

ATTACHMENT A: Permit Terms and Conditions
ATTACHMENT B: Subject Property Map
ATTACHMENT C: Site Survey
ATTACHMENT D: Site Photos

Submitted by:

Lainya Rowett
Manager, Current Planning

Concurrence by:

Jeremy Holm
Director, Planning & Development

ATTACHMENT A PERMIT TERMS AND CONDITIONS

TERMS OF PERMIT

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

1. *Section 7.5.1 Siting of Building* – to reduce the minimum required side yard setback from 1.5m to 1.1m, as proposed.

CONDITIONS OF PERMIT

1. The subject property shall be developed in accordance with the Site Survey, prepared by Turner & Associates Land Surveying, received 2025-MAY-02, as shown in Attachment C.

This map illustrates a residential neighborhood in Hammond, Indiana, with various streets and zoning districts. The streets shown include MorningSide Dr, Hammond Bay Rd, Gulfview Dr, Tiki Ln, and Piper Cres. Lot numbers are provided for many of the parcels. A specific lot, located between Hammond Bay Rd and Gulfview Dr, is highlighted with a black outline. The zoning districts are labeled in blue text: R5, R1, R10, PRC1, PRC2, CS1, and W1.

Street	Lot Number	Zoning District
MorningSide Dr	970, 989, 1001	CS1, PRC2
Hammond Bay Rd	3995, 3996, 3998, 3984, 3980, 3974, 190, 192, 184, 178, 166, 154, 144, 126, 112, 100	R5, R1, W1
Gulfview Dr	4090, 4060, 4004, 3998, 3990, 3989, 3985, 3971, 3965, 3959, 3951, 3945, 3939, 3923, 3917, 3915, 3911, 3944, 3938	R5, R1, R10
Tiki Ln	4040, 4034, 4028, 4022, 3991, 4016, 4010, 4004, 3998, 3992, 3986, 3980, 3974, 3968, 3962, 3956, 3950	R5, R10
Piper Cres	199, 189, 177, 125, 123	R5



129

ATTACHMENT C SITE SURVEY

B.C. LAND SURVEYOR'S STAIR LOCATION CERTIFICATE ON:
LOT 7, DISTRICT LOT 41,
WELLINGTON DISTRICT, PLAN 25341.

P.I.D. 002-904-624

CIVIC ADDRESS: 3974 HAMMOND BAY ROAD NANAIMO

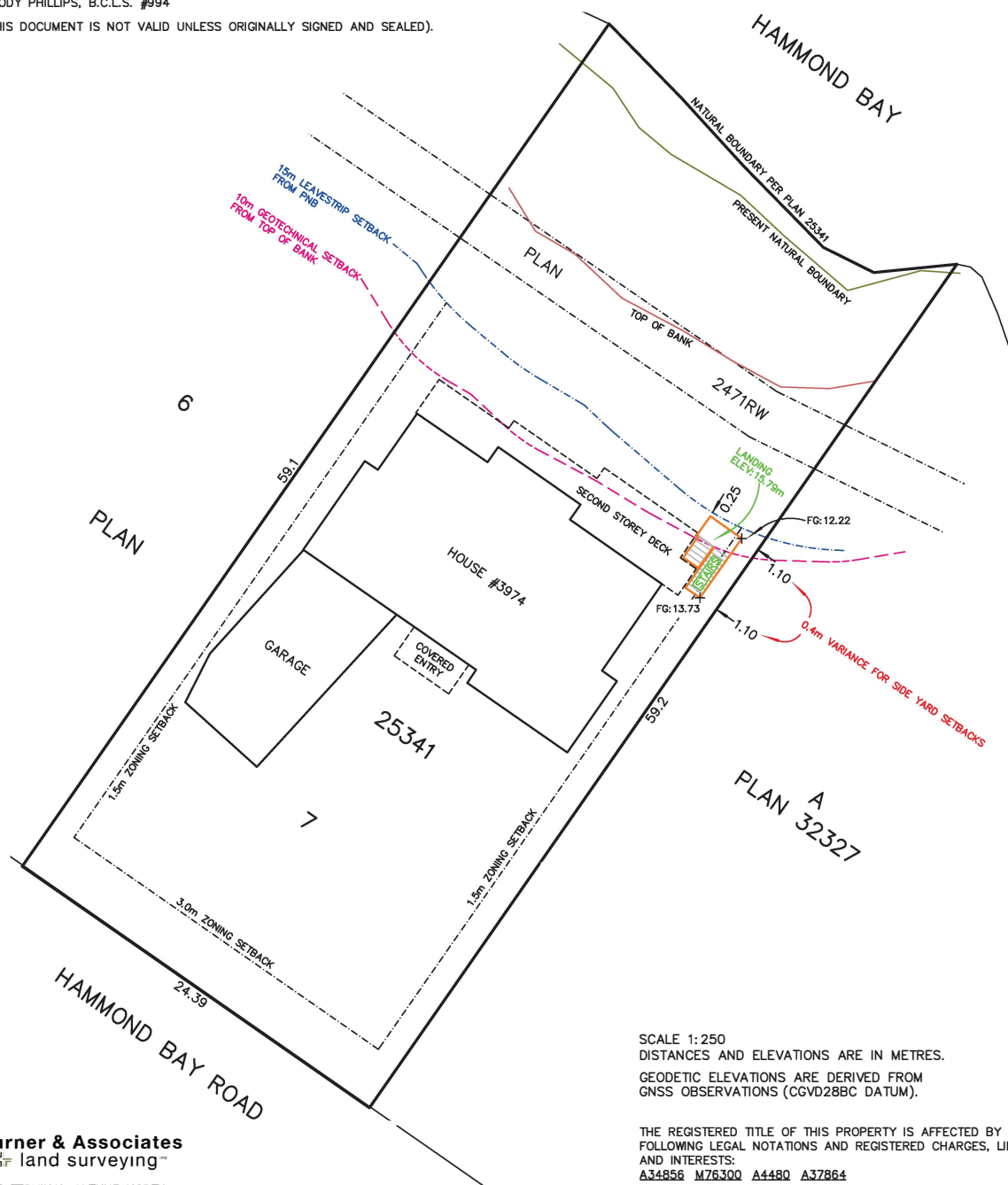
THIS DOCUMENT WAS PREPARED FOR MUNICIPAL AND MORTGAGE PURPOSES AND IS
EXCLUSIVE USE OF OUR CLIENT, KEN RUTLAND.

THIS DOCUMENT SHOWS THE RELATIVE LOCATION OF THE SURVEYED STRUCTURES AND
FEATURES WITH RESPECT TO THE BOUNDARIES OF THE PARCEL DESCRIBED ABOVE. THIS
DOCUMENT SHALL NOT BE USED TO DEFINE PROPERTY LINES OR PROPERTY CORNERS.
TURNER & ASSOCIATES LAND SURVEYING INC. ACCEPTS NO RESPONSIBILITY FOR AND
HEREBY DISCLAIM ALL OBLIGATIONS AND LIABILITIES FOR DAMAGES ARISING OUT OF OR IN
CONNECTION WITH ANY DIRECT OR INDIRECT USE OR RELIANCE UPON THE PLAN BEYOND
ITS INTENDED USE. CERTIFIED CORRECT THIS 23rd DAY OF MARCH, 2025.



BRODY PHILLIPS, B.C.L.S. #994

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



SCALE 1:250

DISTANCES AND ELEVATIONS ARE IN METRES.

GEODETIC ELEVATIONS ARE DERIVED FROM
GNSS OBSERVATIONS (CGVD28BC DATUM).

THE REGISTERED TITLE OF THIS PROPERTY IS AFFECTED BY THE
FOLLOWING LEGAL NOTATIONS AND REGISTERED CHARGES, LIENS
AND INTERESTS:

A34856 M76300 A4480 A37864

THIS SITE PLAN DOES NOT VERIFY COMPLIANCE WITH THE ABOVE
NOTED DOCUMENTS.

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Turner & Associates
land surveying™

435 TERMINAL AVENUE NORTH
NANAIMO, B.C.
V9S 4J8
250-753-9778
www.turnersurveys.ca
File: 19-172-7

ATTACHMENT D SITE PHOTOS

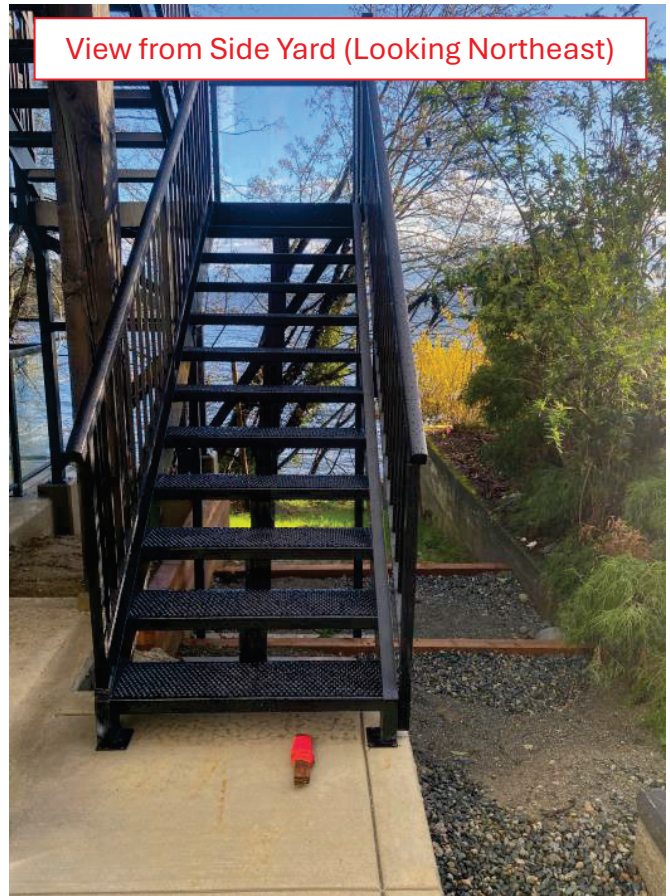
View of Proposed Staircase from Neighbouring Property (190 Piper Crescent)



View from Side Yard (Looking Southeast)



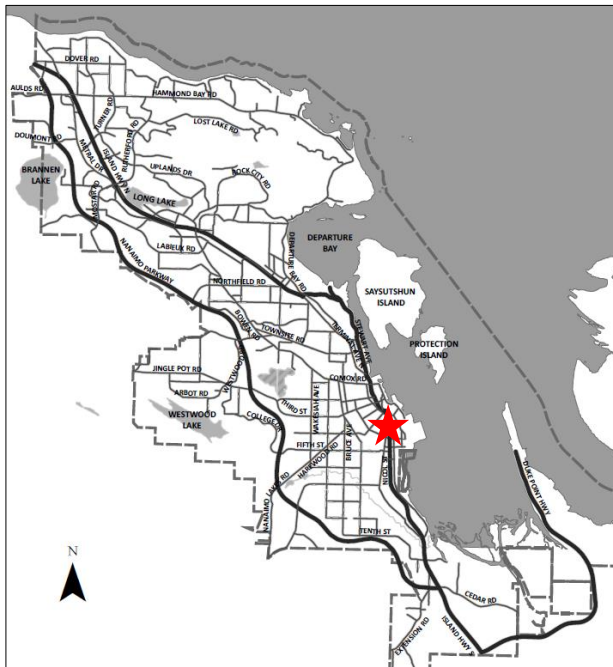
View from Side Yard (Looking Northeast)



DATE OF MEETING July 21, 2025

AUTHORED BY KRISTINE MAYES, PLANNER, CURRENT PLANNING

**SUBJECT DEVELOPMENT VARIANCE PERMIT APPLICATION NO. DVP481 -
25 VICTORIA ROAD**



Proposal:

Variance to allow an overheight fence within the front yard setback

Zoning:

DT12 – Gateway

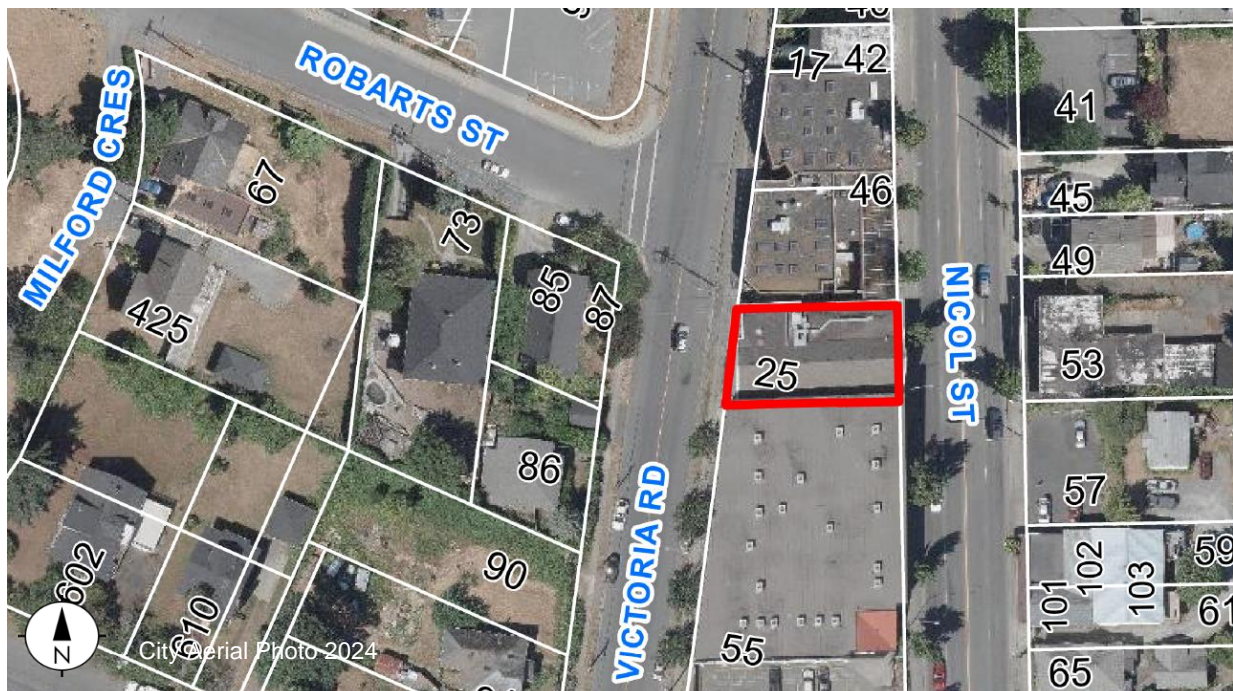
City Plan Land Use Designation:

Mixed-Use Corridor

Lot Area:

419m²

DVP



OVERVIEW

Purpose of Report

To present for Council's consideration, a development variance permit application to allow the construction of an overheight fence on an existing commercial property at 25 Victoria Road.

Recommendation

That Council issue Development Variance Permit No. DVP481 to allow the construction of an overheight fence at 25 Victoria Road with a variance as outlined in the "Proposed Variance" section of the Staff Report dated 2025-JUL-21.

BACKGROUND

A development variance permit application, DVP481, was received from the City of Nanaimo, to vary the provisions of the "City of Nanaimo Zoning Bylaw 2011 No. 4500" (the "Zoning Bylaw") to increase the maximum allowable fence height to allow the construction of an overheight fence in the front yard setback of an existing commercial property located at 25 Victoria Road.

Subject Property and Site Context

The subject property is located between Victoria Road and Nicol Street, southeast of the intersection of Victoria Road and Robarts Street in the South End Neighbourhood. The property contains an existing commercial building, which is operated as a theatre (the OV Arts Centre). Established commercial, single-residential dwellings, and multi-family developments predominantly characterize the surrounding area.

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

DISCUSSION

Proposed Development

The applicant proposes to construct an overheight decorative wrought iron fence along the edge of the sidewalk fronting Victoria Road, which will tie into the building frontage.

Proposed Variance

Maximum Fence Height

The maximum fence height in the DT12 zone is 1.2m within the front yard setback. The applicant is proposing to increase the maximum fence height from 1.2m to 1.8m. This represents a variance of 0.6m.

The fencing is proposed to secure the site for staff and deter property damage, vandalism, littering, and loitering. The decorative and visually permeable iron fence style is similar to fencing installed on neighbouring properties and is complementary to the character of the South End area. Staff support the proposed variance to allow the construction of an overheight fence.

SUMMARY POINTS

- Development Variance Permit No. DVP481 proposes to increase the maximum allowable fence height in the front yard setback from 1.2m to 1.8m.
- The proposed decorative fencing will secure the site by tying into the existing fence and building, as well as complement similar decorative fencing used in the Downtown area.
- Staff support the proposed variance.

ATTACHMENTS

ATTACHMENT A: Permit Terms and Conditions
ATTACHMENT B: Subject Property Map
ATTACHMENT C: Site Plan
ATTACHMENT D: Fence Elevation
ATTACHMENT E: Site Photos

Submitted by:

Lainya Rowett
Manager, Current Planning

Concurrence by:

Jeremy Holm
Director, Planning & Development

ATTACHMENT A PERMIT TERMS AND CONDITIONS

TERMS OF PERMIT

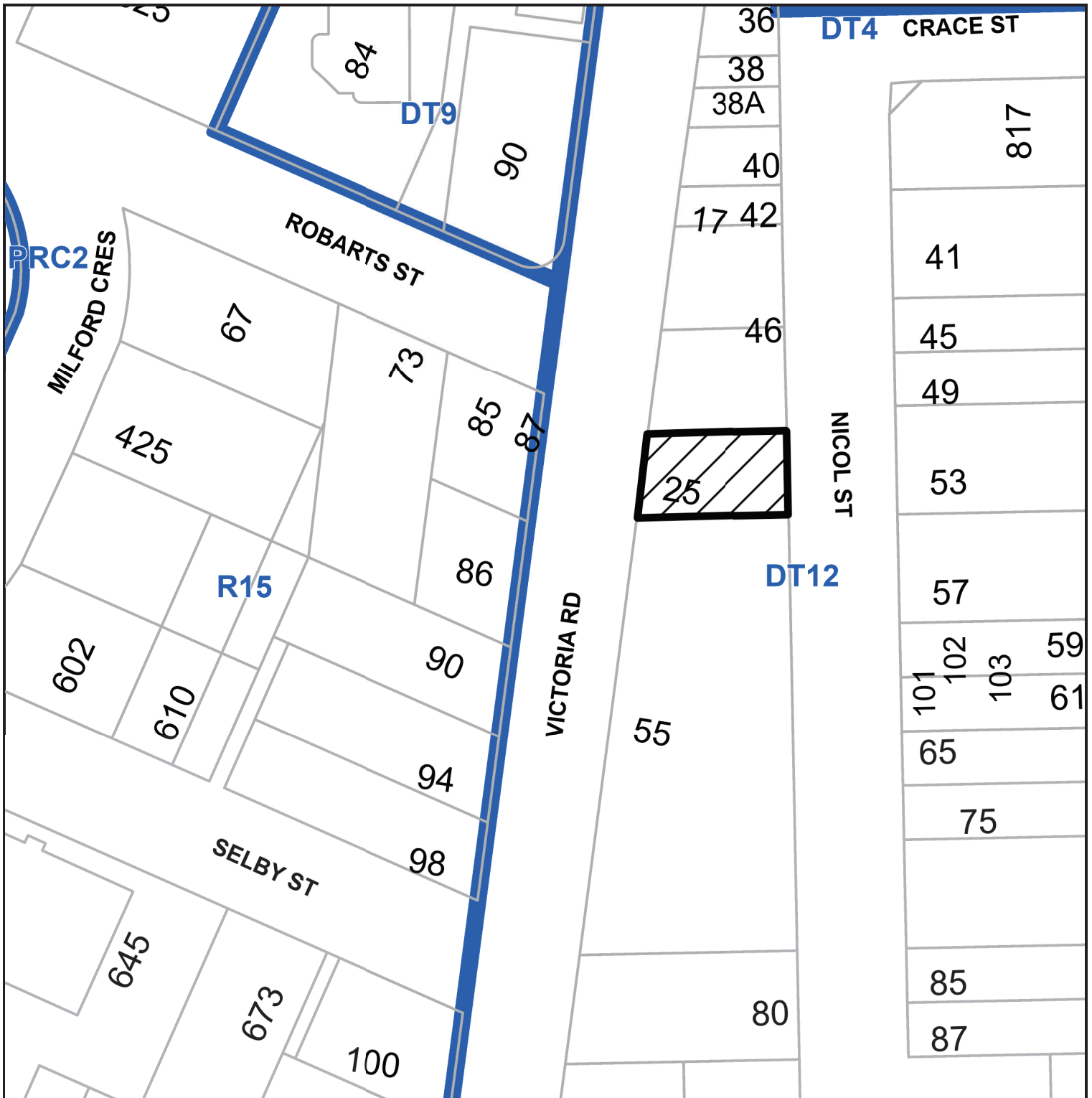
The “City of Nanaimo Bylaw Zoning 2011 No. 4500” is varied as follows:

1. *Section 6.10 Fence Height* – to increase the maximum allowable fence height in the front yard setback from 1.2m to 1.8m.

CONDITIONS OF PERMIT

1. The subject property shall be developed in accordance with the Site Plan, received 2025-JUN-18, as shown in Attachment C.
2. The subject property shall be developed substantially in compliance with the fence elevation, prepared by Fortress Fence Products, received 2025-JUN-18, as shown in Attachment D.

ATTACHMENT B
SUBJECT PROPERTY MAP



25 VICTORIA ROAD

ATTACHMENT C SITE PLAN



25 Victoria Road - Fence

Legend

Hub Map

Land Parcels



0 10 20
m

The City of Nanaimo does not warrant or guarantee the accuracy or completeness of the information. The map and all data are available for informational purposes only and should not be considered authoritative for construction, engineering, navigational, legal or other site-specific uses. All data is provided without warranty of any kind and users assume the entire risk as to quality and performance of the data. The City of Nanaimo accepts no liability for any damages or misrepresentation caused by inaccuracies in the data.

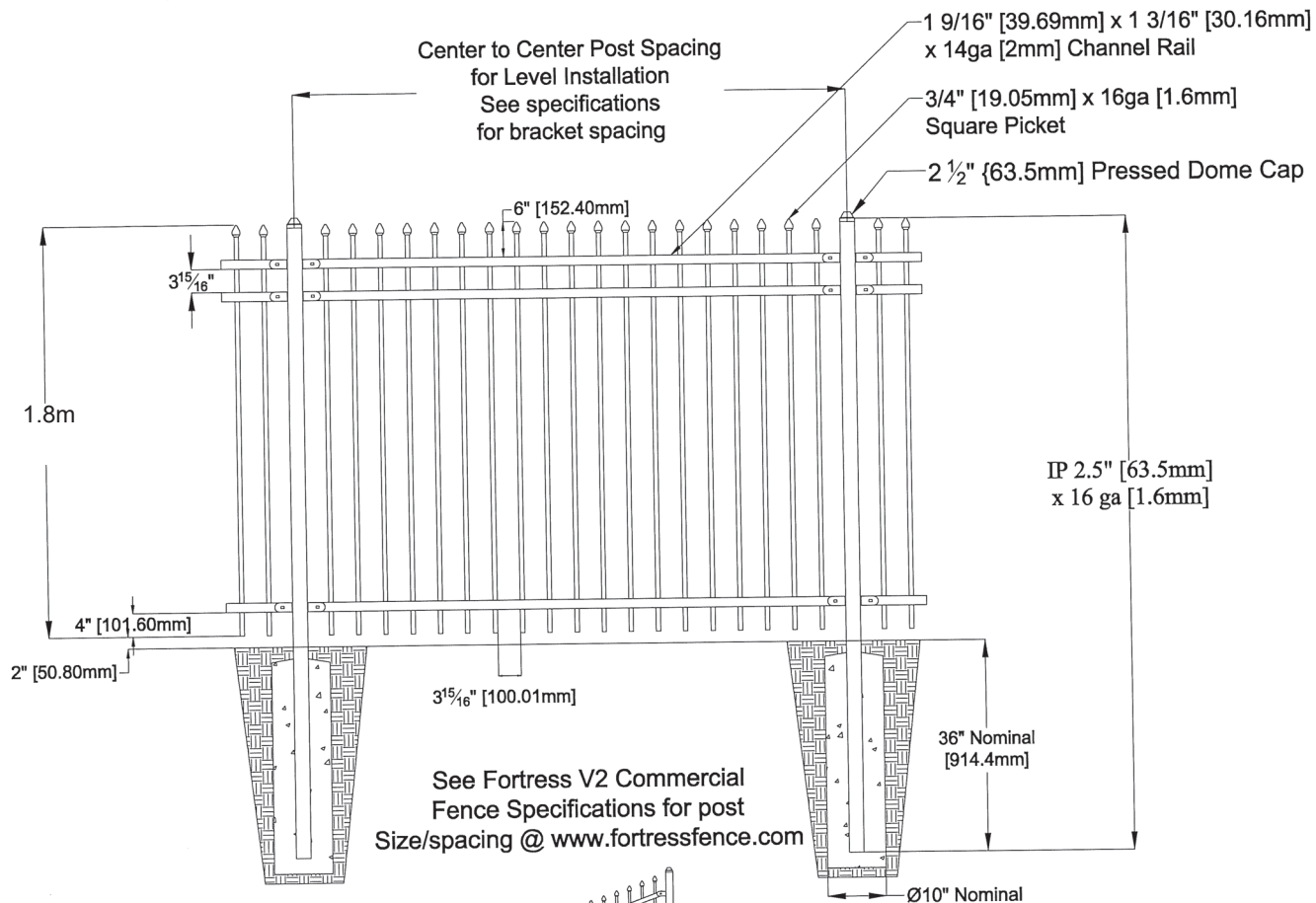
Notes

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DVP481
2025-JUN-18
Current Planning

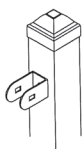
ATTACHMENT D FENCE ELEVATION

☒ Select Desired Height

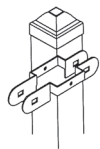
- ☐ 34" [863.6mm]
- ☐ 40" [1016.0mm]
- ☐ 46" [1168.4mm]
- ☐ 58" [1473.2mm]
- ☐ 70" [1778.0mm]



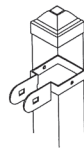
Applicable Hardware



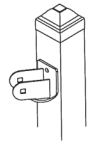
EX-106



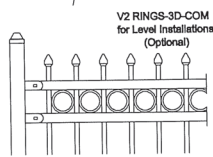
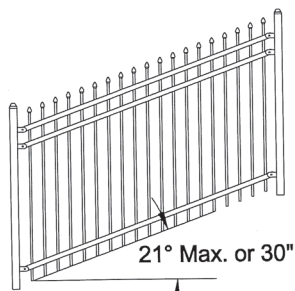
EXW-206



EXW-306



EXS-106



Architectural Grade Polyester Powder Coat

E-Coat

Zinc Phosphate Coating

G-60 Pre-Galvanized Steel

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DVP481
2025-JUN-18
Current Planning

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Fortress Fence
1720 North 1st Street
Garland, TX 75040
972-231-4132

Style: Pressed Spear	Description: SP3-V2-COM 90.5
Height: 34", 40", 46", 58", 70"	Rev #: Rev Date:
Panel Length: 90.5"	Scale: Do Not Scale
Class: Commercial	Drawn By: JS Date: 1/27/17

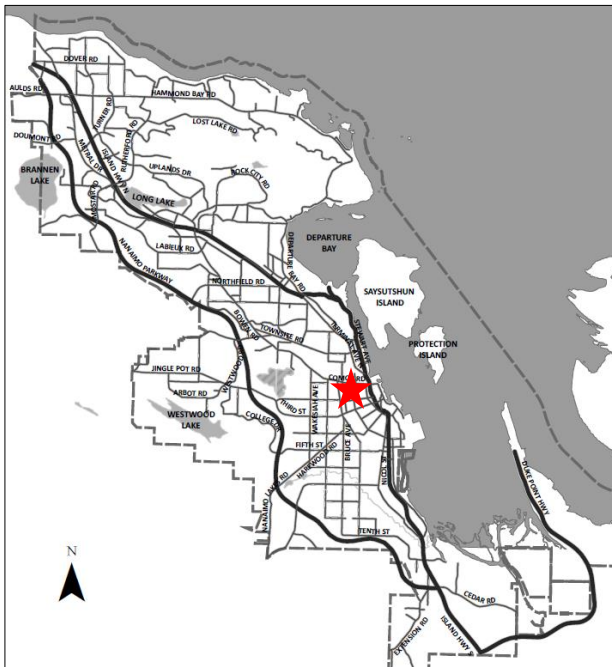
ATTACHMENT E SITE PHOTOS



DATE OF MEETING July 21, 2025

AUTHORED BY KRISTINE MAYES, PLANNER, CURRENT PLANNING

SUBJECT DEVELOPMENT PERMIT APPLICATION NO. DP1371 – 55, 65, 69 & 73 PRIDEAUX STREET



Proposal:

A 116-unit multi-family residential development

Zoning:

DT8 – Old City Mixed Use

City Plan Land Use Designation:

Primary Urban Centre

Development Permit Areas:

DPA8 – Form & Character

Lot Areas:

55 Prideaux: 1,223m²

65 Prideaux: 808m²

69 Prideaux: 808m²

73 Prideaux: 808m²

3,647m² (combined)

DP



OVERVIEW

Purpose of Report

To present for Council's consideration a development permit application for a multi-family residential development at 55, 65, 69 and 73 Prideaux Street.

Recommendation

That Council issue Development Permit No. DP1371 for a multi-family residential development at 55, 65, 69 and 73 Prideaux Street with variances as outlined in the "Proposed Variances" section of the Staff Report dated 2025-JUL-21.

BACKGROUND

A development permit application, DP1371, was received from Low Hammond Rowe Architects Inc., on behalf of Ballenas Housing Society, to permit a multi-family residential development.

This application follows a rezoning application (RA463) approved in 2023, which rezoned the subject properties to allow a site-specific maximum Floor Area Ratio (FAR) of 2.1 and building height of 21m in the existing DT8 zone to accommodate the proposed development.

Subject Properties and Site Context

The subject properties are located in the Old City neighbourhood. The lots will form an irregular shaped lot that fronts Prideaux Street to the east and the Island Rail Corridor to the west. The lots are relatively flat and contain four existing low-rise apartment buildings, which will be removed to facilitate the proposed development and will form part of a Ballenas Housing Society campus. Established multi-family, single-family dwellings, commercial developments, and Comox Gyro Park characterize the surrounding area.

As condition of the development permit, the subject properties will be consolidated.

DISCUSSION

Proposed Development

The applicant is proposing to construct a six-storey, 116-unit affordable residential rental building ("Trackside"). The proposed total gross floor area is 7,510m², and the proposed total FAR is 2.06.

The unit composition is as follows:

Unit Type	No. of Units	Floor Area
Studio	29	39m ²
1-Bedroom	70	54m ²
2-Bedroom	17	73m ²
<i>Total:</i>	116	

Site Design

The proposed building is a long, rectilinear building broken into two volumes with a main entrance in the centre of the building and vehicle access to the underground parking and surface parking at the south end of the site. Vehicle parking consists of one level of underground parking with 62 spaces and three surface visitor parking spaces, as well as three small and standard dimensioned surface loading spaces to facilitate truck turning onsite (a total of 68 parking spaces). Eight scooter spaces and long-term bicycle storage (58 spaces) will be located within secure rooms in the underground parking garage, and short-term bicycle racks (12 spaces) are located at the front and side entrances to the building. A refuse enclosure is located beside the surface parking area.

Building Design

The building is contemporary in design with a flat roof. The ground floor units have direct connections to the street or the common amenity area. The building is divided into two blocks, with one block set back to break up the building massing and the top floor set back to reduce the apparent height of the building. The exterior finishes of the buildings include a mix of cementitious panels and siding; copper metal accent panels; cedar soffit; glazed curtain walls for the entrance, sack rub concrete; decorative metal guardrails and privacy screens for lower patios; and glass guardrails for the sixth storey balconies. Energy efficient design elements include high-performance glazing, an airtight building envelope, and vertical sunshades on the west elevation.

Landscape Design

The proposed development includes various deciduous and coniferous trees, shrubs, perennials, ferns, grasses, groundcovers, bulbs, and grass seeding inspired by the Coastal Douglas fir ecosystem. Private patios are provided for the ground floor units, and private balconies are provided for select sixth-floor units. The common outdoor amenity area will allow connectivity and shared use with residents of 619 Comox Road. This area will include tables, chairs, and benches, a sun garden, a woodland garden, a grass lawn, and a courtyard. Bollard and recessed wall lighting are provided along pedestrian walkways in the common amenity area, with a dark sky compliant light pole provided in the surface parking area.

The proposed development meets the intent of the General Development Permit Area Design Guidelines (1992) and Old City Multi-Family Residential Design Guidelines including connections for ground level units to the street or common amenity areas; provision of underground parking; building design which creates visual interest and emphasizes building entrances; generous outdoor amenity areas and interior courtyards; and large blocks of open space with natural surveillance.

Design Advisory Panel

The Design Advisory Panel (DAP), at its meeting held on 2025-FEB-27, accepted DP1371 as presented and provided the following recommendations:

- Consider adding a space with weather protection in the outdoor common area;
- Consider having accessible parking in the visitor parking lot or work with the City to add an on-street accessible parking space in front of the building;
- Consider reducing the depth of the parapet height;
- Consider having more two-bedroom units on the ground floor with gated patios;
- Consider switching Studio A1 with a two-bedroom unit;

- Consider adding artwork in the entrance feature;
- Consider adding roses or a commemorative plaque about the Karlin Rose Garden;
- Add a window at the end of the north corridor if the Heat Recovery Ventilator rooms are removed;
- Consider using “salmon safe” material for the copper detailing; and,
- Consider adding subtle variability in finish on the upper floor to distinguish units from one another.

The applicant subsequently submitted revised plans in response to the DAP recommendations, including the following key design revisions and clarification:

- The applicant has worked with the City to identify opportunities to incorporate an on-street accessible parking stall in front of the building at time of Design Stage Acceptance (DSA);
- The parapet height was reduced;
- It was noted Nookta Rose (indigenous rose) forms part of the planting palette; and,
- It was noted the copper-look cladding pre-finished metal material is “salmon safe” which would not impact salmon habitat and water quality.

Proposed Variances

Siting of Buildings

The minimum front yard setback for a principal building in the DT8 zone is 3m for the first storey and 4m for the second and third storeys. A variance is requested for the north block of the building from 3m to 1.5m for the first storey, and for 4m to 1.5m for the second and third storeys, a requested variance of 1.5 and 2.5m respectively. Additionally, a variance is requested for an entry feature forming part of the building from 3m to 0m, a requested variance of 3m. Staff support the proposed variances as the first floor units are well connected to the street, and the required landscape buffer can be accommodated within the reduced setback, while the siting of the building provides additional space for the common amenity area at the rear of the properties. Additionally, the design of the entry feature and building provides visual interest and articulation, which is supported by the design guidelines.

Accessible Parking Spaces

As the subject properties are located within the Downtown Urban Centre, the minimum number of parking spaces required for the development is 0 parking spaces following the adoption of “Off-Street Parking Regulations Amendment Bylaw 2025 No. 7266.04” on 2025-JUL-07. Notwithstanding, the applicant is proposing to provide 65 off-street parking spaces and three small and standard dimensioned loading spaces for the proposed development. Where an off-street parking plan is provided with a development, the required number of small car, visitor, electric vehicle charging, and accessible parking spaces must be provided in accordance with the “Off-Street Parking Regulations Bylaw 2018 No. 7266” (the “Parking Bylaw”). The minimum number of accessible parking spaces required for the development is eight – two based on a rate of 1 per 33 spaces, as well as one for each accessible unit (six). The applicant is proposing to reduce the number of accessible parking spaces from eight to six spaces, a requested variance of two spaces. Staff support the proposed variance as one accessible parking space is provided for every residential dwelling unit used, designed, or intended to be used by a person with a physical disability in accordance with the Parking Bylaw, and as the applicant is working with the City to accommodate an on-street accessible parking space.

The application was received prior to the removal of parking minimums within the Downtown Urban Centre, and the initial submission included a reduction of the required number of off-street parking spaces triggering a requirement to provide a parking study in accordance with “City of Nanaimo Policy for Consideration of a Parking Variance”. The parking study proposed a number of Transportation Demand Management (TDM) measures which are no longer warranted as the required off-street parking for the development has been reduced to 0. The applicant is proposing to voluntarily implement TDM measures which include a bike maintenance facility, a bus transit pass program, and a brochure provided to new residents that outlines transit, bicycle, and carshare options available in the area. |

SUMMARY POINTS

- Development Permit application No. DP1371 proposes a new 116-unit multi-family residential development at 55, 65, 69 and 73 Prideaux Street.
- Variances are requested to reduce the front yard setback and reduce the required number of accessible parking spaces.
- Staff support the proposed variances. |

ATTACHMENTS

ATTACHMENT A: Permit Terms and Conditions
ATTACHMENT B: Subject Properties Map
ATTACHMENT C: Site and Parking Plans
ATTACHMENT D: Building Elevations and Details
ATTACHMENT E: Building Renderings
ATTACHMENT F: Landscape Plans and Details |

Submitted by:

Lainya Rowett
Manager, Current Planning

Concurrence by:

Jeremy Holm
Director, Planning & Development

ATTACHMENT A

PERMIT TERMS AND CONDITIONS

PERMIT TERMS

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

1. *Section 11.5.1 Siting of Buildings* – to reduce the minimum front yard setback as shown on Attachment D as follows:
 - (a) for the first storey, from 3.0m to 1.5m for the north portion of the building;
 - (b) for the first storey, from 3.0m to 0.0m for an entry feature; and
 - (c) for the second and third storeys, from 4.0m to 1.5m for the north portion of the building.

The City of Nanaimo “Off-Street Parking Regulations Bylaw 2018 No. 7266” is varied as follows:

1. *Section 7.5 Accessible Parking* – to reduce the minimum required number of accessible parking spaces from 8 spaces to 6 spaces.

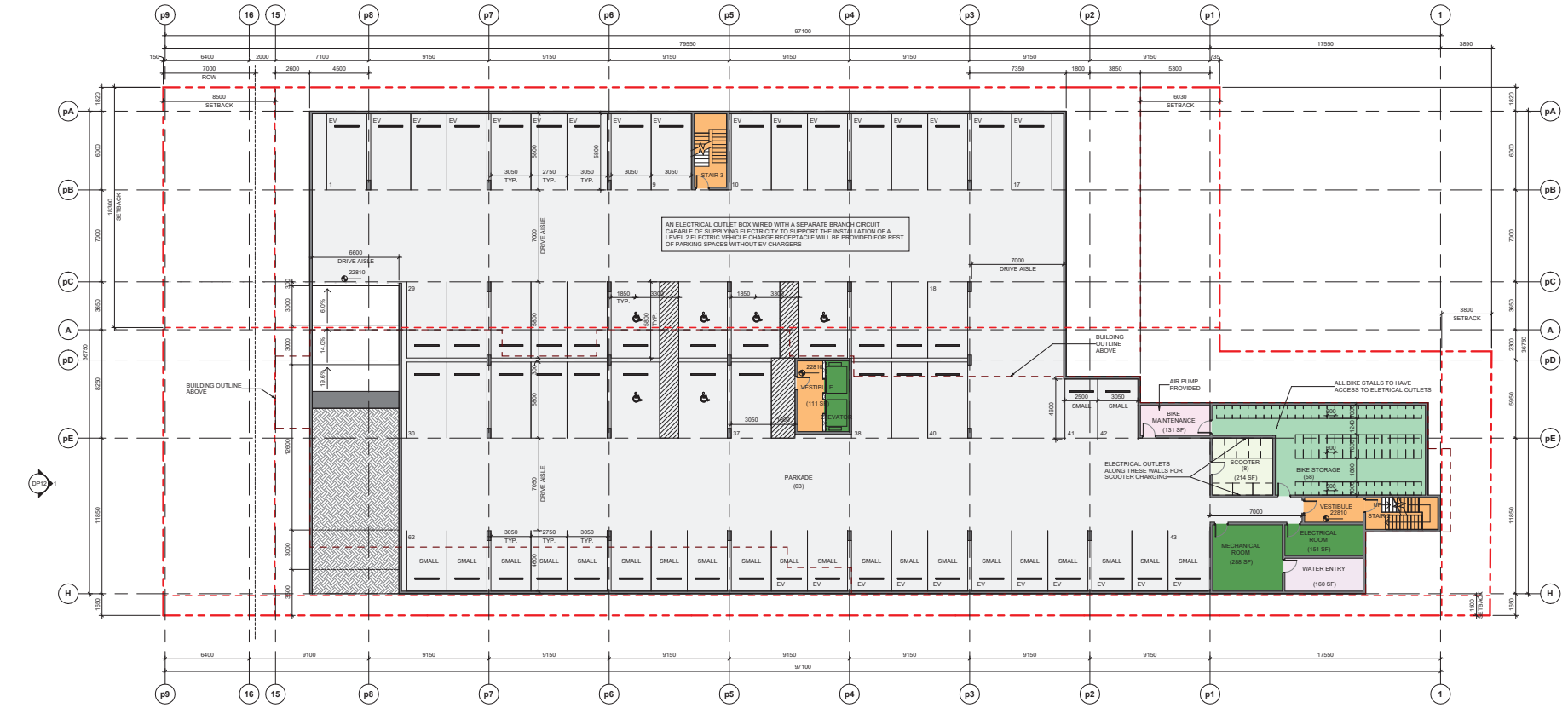
CONDITIONS OF PERMIT

1. The subject property shall be developed generally in accordance with the Site Plan and Parking Plans prepared by Low Hammond Row Architects, dated 2025-JUN-25 and 2025-JUN-04, as shown on Attachment C.
2. The subject property shall be developed in substantial compliance with the Building Elevations and Details, prepared by Low Hammond Row Architects, dated 2025-JUN-04, as shown on Attachment D.
3. The subject property shall be developed in substantial compliance with the Landscape Plans and Details prepared by Kinship Design Art Ecology, dated 2025-JUN-02, as shown on Attachment F.
4. Lot Consolidation of 55, 65, 69 and 73 Prideaux Street prior to submission of a building permit.





PRELIMINARY - NOT FOR CONSTRUCTION



LOW HAMMOND ROWE ARCHITECTS

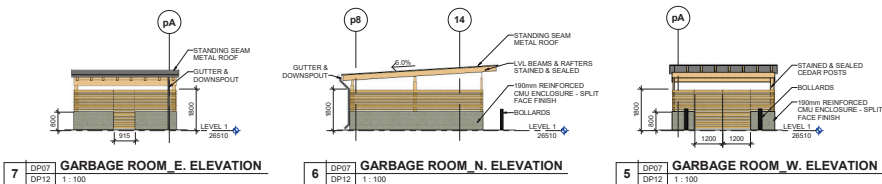
















TRACKSIDE
55, 65, 69, 73 PRIDEAUX, NANAIMO, BC

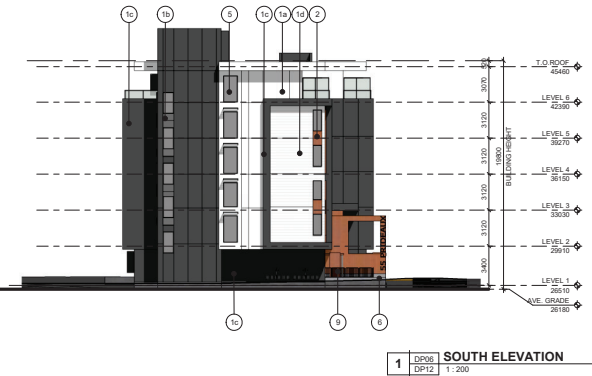
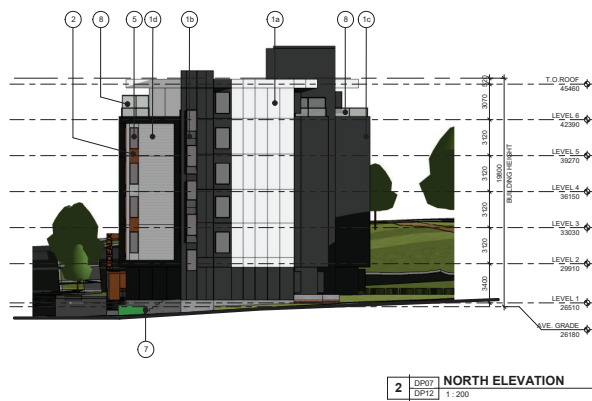
PARKADE FLOOR PLAN DP06
scale 1:150 date 2025-06-04



ATTACHMENT D BUILDING ELEVATIONS AND DETAILS



ELEVATION MATERIALS LEGEND							
	1a CEMENTITIOUS PANELS - WHITE		2 COPPER PANEL		6 SACK RUBBED CONCRETE FINISH		10 VERTICAL SUNSHADE
	1b CEMENTITIOUS PANELS - LIGHT GREY		3 CEDAR SOFFIT		7 BIKE RACK		11 PRIVACY SCREEN
	1c CEMENTITIOUS PANELS - CHARCOAL		4 CURTAIN WALL - CHARCOAL		8 GLASS GUARDRAIL / PRIVACY SCREEN		
	1d CEMENTITIOUS SIDING - WHITE		5 CHARCOAL VINYL FRAMED WINDOWS		9 GUARDRAIL		



PRELIMINARY - NOT FOR CONSTRUCTION

ATTACHMENT E BUILDING RENDERINGS



ENTRANCE VIEW



AERIAL VIEW



REAR VIEW



PARKADE ENTRANCE VIEW

PRELIMINARY - NOT FOR CONSTRUCTION



LOW HAMMOND ROWE ARCHITECTS



TRACKSIDE

55, 65, 69, 73 PRIDEAUX, NANAIMO, BC

RENDERINGS **DP15**

scale N.T.S. date 2025-06-04

ATTACHMENT F
LANDSCAPE PLANS AND DETAILS

Trackside Multi-Family

55, 65, 69, 73 Prideaux, Nanaimo, BC

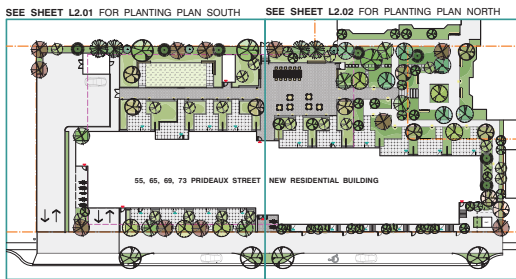
LANDSCAPE ARCHITECTURAL DRAWINGS

REISSUED FOR DEVELOPMENT PERMIT - JUNE 02, 2025

LANDSCAPE DRAWING SCHEDULE

- L0.00 Cover Page
- L1.01 Landscape Plan
- L1.02 Landscape Details
- 1. Fence Type 01 - 1.80m High Black Metal Fence
 - 2. Fence Type 02 - 1.07m High Black Metal Fence
 - 3. Recessed Wall Lighting
 - 4. Bollard Lighting
 - 5. Bicycle Rack
- L1.03 Landscape Details
- 6. Bench Type 01
 - 7. Bench Type 02
 - 8. Large Communal Table
 - 9. Bistro Table & Chairs
- L2.01 Planting Plan South
- L2.02 Planting Plan North
- L2.03 Plant Legend, Plant List, and Planting Notes
- L3.01 Tree Management Plan
- L3.02 Tree Protection Fencing

KEY PLAN



DESIGN RATIONALE

Trackside is a Ballenas Housing Society residential development located on Prideaux Street near the intersection of Comox Road in the Old City neighbourhood of Nanaimo. The site is approximately one acre, with the E&N Rail forming a prominent rear-yard boundary. Four existing structures will be replaced with a single new building situated in a healthy, restorative landscape.

The new landscape is inspired by the Coastal Douglas Fir ecosystem, and is designed to provide a communal backyard that offers an outdoor refuge for residents. Incorporating generous, thoughtful outdoor spaces in an affordable housing development demonstrates compassion for each resident's need for access to a safe, comfortable space outside.

The landscape at Trackside represents a major improvement in the social and ecological function of the site, and is possible due to locating virtually all parking underground. Designing a functional landscape atop an underground parkade presents specific constraints, manifested in the key elements highlighted on the Landscape Plan.

The design concept for the Trackside development rests on three fundamental ideas:

- That outdoor spaces are to be shared equitably, promoting a sense of home and community for all residents;
- That urban landscapes are to be productive and restorative, promoting good health and wellbeing; and
- That engaging urban landscapes merge architectural and ecological functions, integrating human life into the environment.

LANDSCAPE DESIGN PRECEDENTS



01 Evergreen native ground covers dominate plant palette to reinforce forest understorey / woodland edge



02 Lush plantings of flowers, herbs, and food producing plants



03 Bollard lighting within woodland & courtyard garden



04 Large communal table, common area space



05 Bench Type 02: timber bench integrated into retaining / planter walls



06 Bench Type 01: timber bench with back & armrests

NOT FOR CONSTRUCTION



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CLIENT
Ballenas Housing Society

NO.	DATE	ISSUE
1	2024-12-17	DP SUBMISSION
2	2025-06-02	DP RESUBMISSION

NO.	DATE	REVISION
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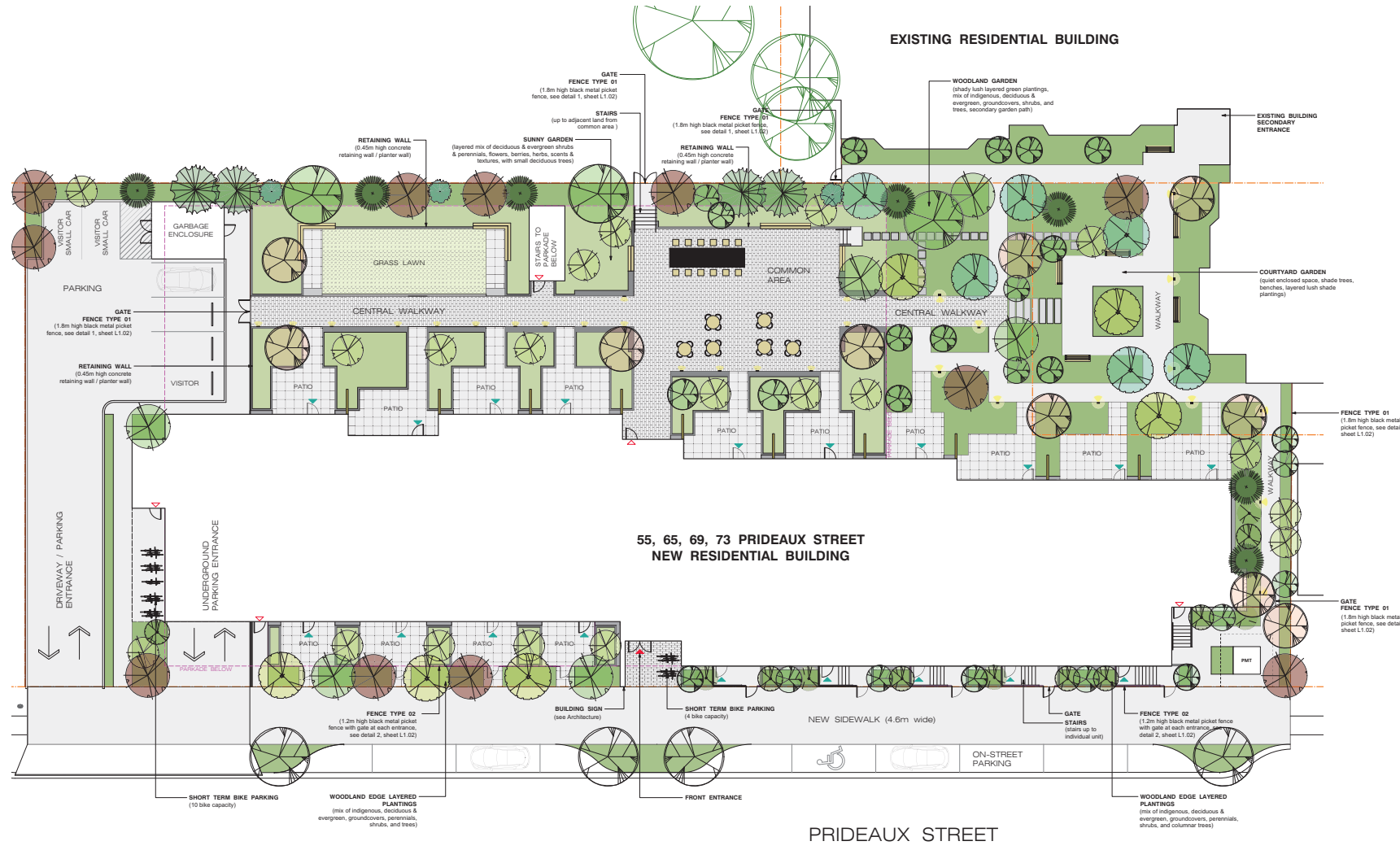
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2025-JUN-09
Current Planning

PROJECT 20011
TRACKSIDE
55, 65, 69, 73 PRIDEAUX STREET
NANAIMO, BC

COVER PAGE

CITY FILE NO.	
SCALE	1:500
DATE	2024-10-01
DB	CM CB KS

L0.00



LANDSCAPE LEGEND

BENCH TYPE 01
(see detail 6, sheet L1.03, freestanding bench with back & armrests)
Quantity: 6

BENCH TYPE 02
(see detail 7, sheet L1.03, wood bench integrated into retaining wall)
Quantity: 5

BICYCLE RACK
Total Capacity: 14
Quantity: 14
(see detail 5, sheet L1.02)

ENTRANCE - MAIN

EXIT

INDIVIDUAL RESIDENTIAL
ENTRANCE / EXIT

FENCE TYPE 01
(black powder coated metal picket perimeter fence)
Height: 1.8m
(see detail 1, sheet L1.02)

FENCE TYPE 02
(black powder coated metal picket frontyard fence)
Height: 1.07m
(see detail 2, sheet L1.02)

FENCE TYPE 03 - SCREEN
(wood screen between individual patios)
Height: 1.8m

LIGHTING - BOLLARD
Quantity: 12
(see detail 4, sheet L1.02)

LIGHTING - RECESSED WALL
Quantity: 17
(see detail 3, sheet L1.02)

CONCRETE
Area: 413m²

CONCRETE UNIT PAVER
TYPE 01
Area: 331m²

CONCRETE UNIT PAVER
TYPE 02
Area: 344m²

CONCRETE UNIT PAVER
TYPE 03
Quantity: 29

DRAIN ROCK
(building perimeter)
Area: 19m²

GRASS LAWN
Area: 68m²
Soil Depth: 150mm

PLANTED AREA OVER PARKADE
Area: 328m²
Soil Depth: 400mm min.

PLANTED AREA
Area: 697m²
Soil Depth: 450mm

1. All landscape construction to be in accordance with the City of Nanaimo Engineering Standards & Specifications.

2. All landscape construction to meet the current edition of the Canadian Landscape Standards as a minimal acceptable standard.

LANDSCAPE PLAN
SCALE 1:150

kinship
design • art • ecology

1070 Nelson Street, Nanaimo BC, V9S 2K2
250-753-6003
kate.sterlak@kinshipdesign.ca
chris.midgley@kinshipdesign.ca



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2	2025-06-02	DP RESUBMISSION

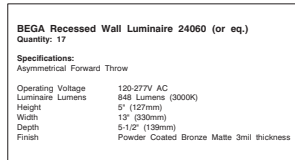
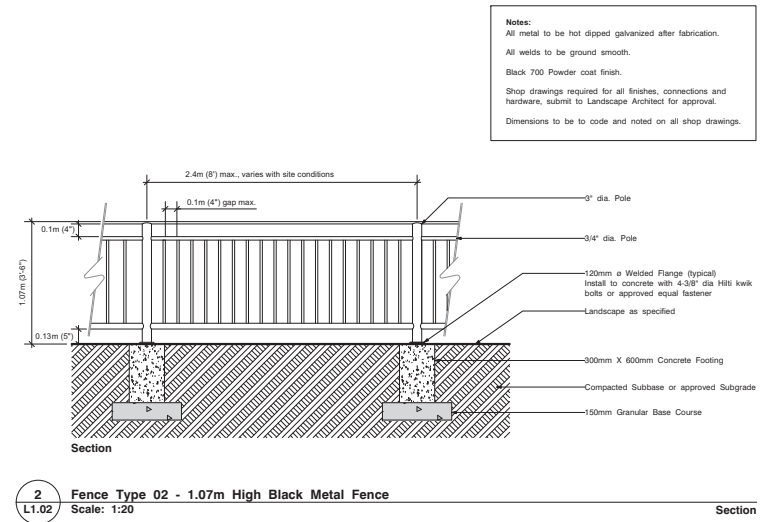
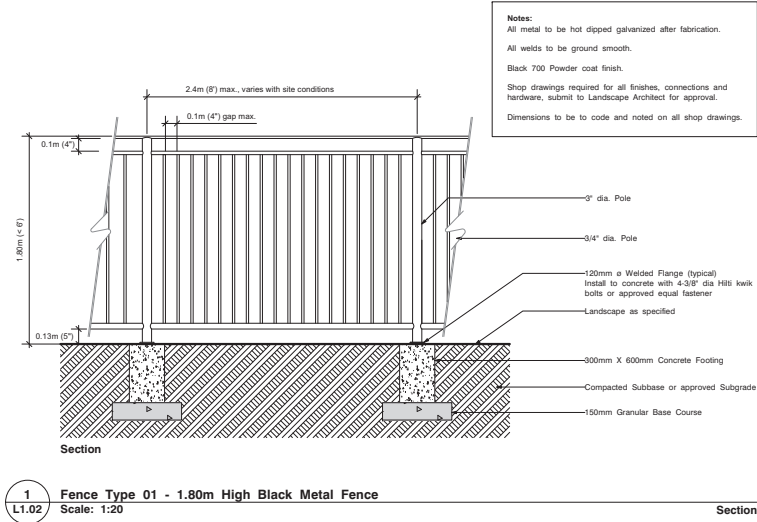
NO. | DATE | REVISION

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2025-JUN-09
Current Planning

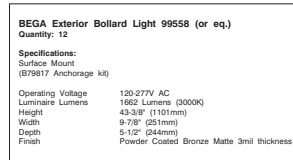
PROJECT 20011
TRACKSIDE
55, 65, 69, 73 PRIDEAUX STREET
NANAIMO, BC
LANDSCAPE PLAN

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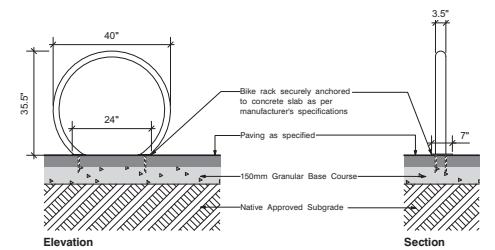
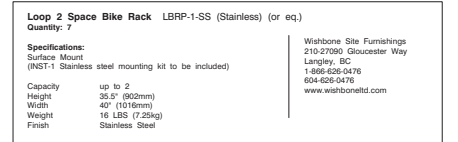
L1.01



3 Recessed Wall Lighting
Scale: NTS



4 Bollard Lighting
Scale: NTS



5 Bicycle Rack
Scale: NTS

NOT FOR CONSTRUCTION

6

Freestanding Bench with Back & Armrests
Quantity: 6
Notes:
Image is indicative of design intent only, detail drawings for specific bench will be provided with Building Permit drawing submission.

Metal frame with wood seat and backrest.

Bench to be surface mounted to concrete.



7

Wood bench without back & armrests, integrated into concrete retaining walls
Quantity: 5
Notes:
Image is indicative of design intent only, detail drawings for specific bench will be provided with Building Permit drawing submission.

Metal frame with wood seat.

Wood bench seat to be mounted to concrete retaining wall.



6

Bench Type 01
Scale: NTS

7

Bench Type 02
Scale: NTS

8

Communal Table & Seating
Quantity: 1
Notes:
Image is indicative of design intent only, detail drawings for specific table & seating (benches / stools) will be provided with Building Permit drawing submission.

Metal frame with wood top.

Table to be mounted to surface.



9

Table & Chairs
Quantity: 6
Notes:
Image is indicative of design intent only, detail drawings for specific table & chairs will be provided with Building Permit drawing submission.



8

Large Communal Table
Scale: NTS

9

Bistro Table & Chairs
Scale: NTS

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CLIENT
Ballenas Housing Society

NO.	DATE	ISSUE
1	2024-12-17	DP SUBMISSION
2	2025-06-02	DP RESUBMISSION

NO.	DATE	REVISION
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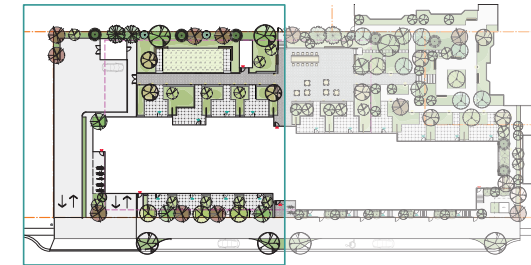
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PROJECT 20011
TRACKSIDE
55, 65, 69, 73 PRIDEAUX STREET
NANAIMO, BC

LANDSCAPE DETAILS

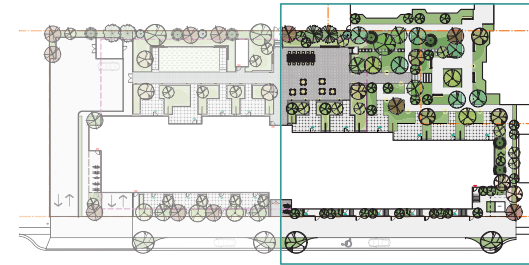
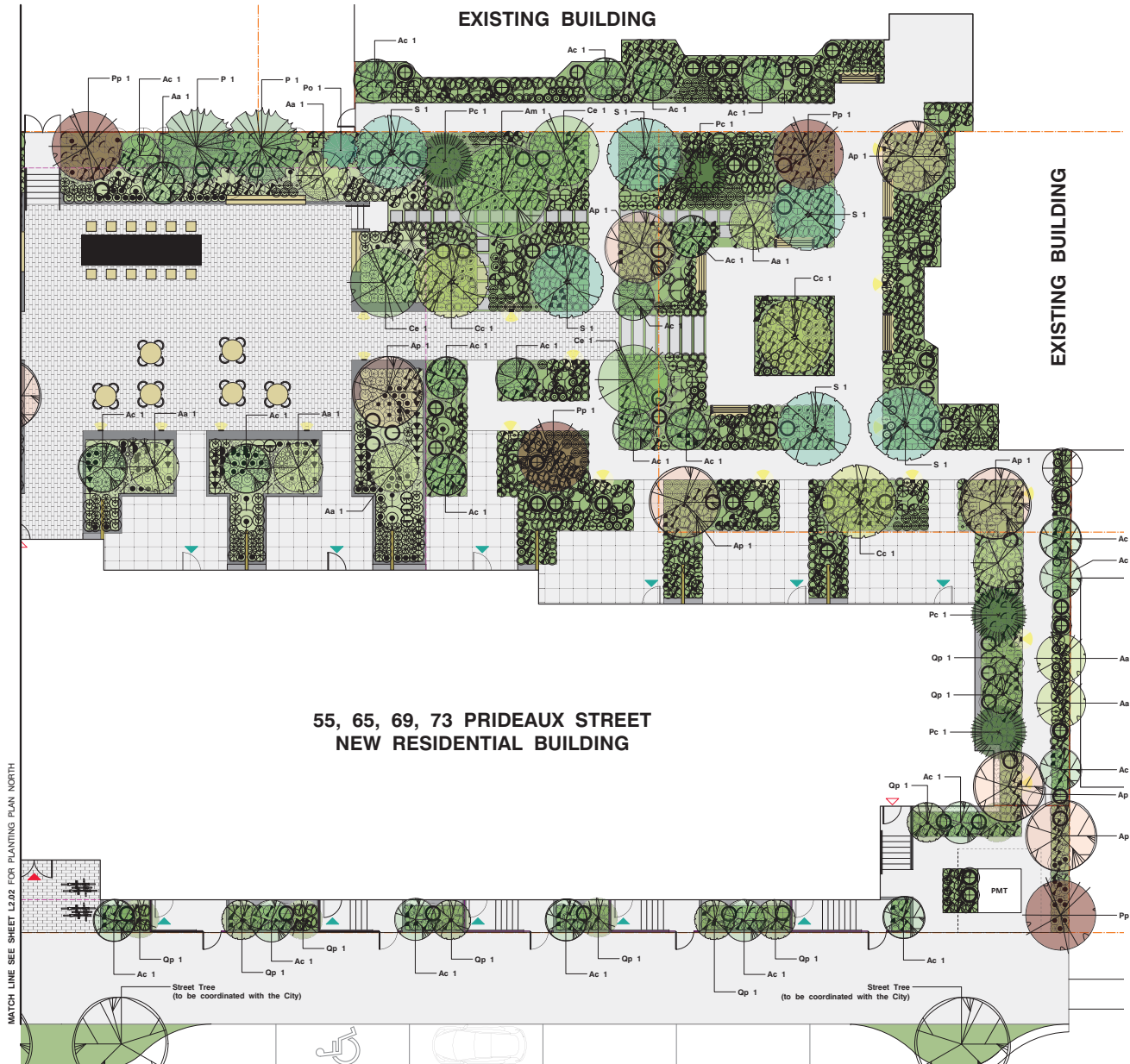
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SCALE 1:1
DATE 2024-10-01
DB CM CB KS

L1.03



Refer to **Sheet L2.02** for Planting Plan (North)
Refer to **Sheet L2.03** for Plant Legend,
Plant List, and Planting Notes











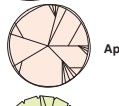

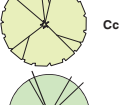

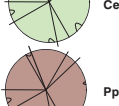




























NOT FOR CONSTRUCTION



Refer to **Sheet L2.01** for Planting Plan (South)
Refer to **Sheet L2.03** for Plant Legend,
Plant List, and Planting Notes

NOT FOR CONSTRUCTION

PLANTING NOTES	
1.	All landscape construction to be in accordance with the City of Nanaimo Engineering Standards and Specifications.
2.	All landscape installation and maintenance to meet or exceed the current edition of the Canadian Landscape Standards as a minimal acceptable standard.
3.	Growing medium to meet or exceed the properties outlined in the Canadian Landscape Standard per Section 6 Growing Medium, Table T-6.3.5.3. Properties of Growing Media Level 2 "Groomed" - 2P.
4.	Growing Medium Depths (unless otherwise specified): Tree Planting Areas: 1 cu. m. per tree Shrub & Ground Cover Areas: 450mm (18") depth Seeded Areas: 150mm (6") depth
5.	Mulch to be Compost per Section 10 Mulching of the Canadian Landscape Standard. Mulch depth to be 50mm minimum depth over all tree, shrub, and groundcover planted areas.
6.	Plant material quality, transport and handling shall comply with the CNLA standards for Nursery Stock.
7.	All plant material shall match type and species as indicated on the planting plan. Contact the Landscape Architect for approval of substitutions. No substitutions will be accepted without prior written approval of the Landscape Architect.
8.	Check for locations of water lines and other underground services prior to digging tree pits. Excavated plant pits shall have positive drainage. Plant pits when fully flooded with water shall drain within one hour after filling.
9.	No plants requiring pruning or major branches due to disease, damage or poor form will be accepted.
10.	All tree, shrub, groundcover and lawn areas shall be watered via an underground automatic irrigation system utilizing Smart (ET/Weather-based) irrigation control. Irrigation emission devices to be high efficiency low volume rotary nozzles or drip irrigation equipment.

TREE & PLANT LEGEND	
Coniferous Trees	Deciduous Shrubs
 Po (3) Picea omorika Bruns	 Aa Amelanchier alnifolia
 Pc (7) Pinus contorta	 Cs Cornus sericea
 P (4) Pseudotsuga menziesii	 Rs Ribes sanguineum
Deciduous Trees	 Rn Rosa Nutkana
 Ac (25) Acer circinatum	 V Vaccinium (mix varieties)
 A (3) Acer macrophyllum	Evergreen Shrubs
 Ap (10) Acer palmatum 'Osakazuki'	 Arb Arbutus unedo
 Cc (6) Cercis canadensis 'Forest Pansy'	 Gs Gaultheria shallon
 Ce (6) Cornus eddies white wonder	 Li Lavandula x intermedia 'Provence'
 Pp (11) Parrotia persica	 Mn Mahonia nervosa
 Qp (11) Quercus palustris 'Pingreen'	 Rh Rhododendron 'Glacier'
 S (6) Styrax japonica	 Ro Rosmarinus officinalis
	 Vo Vaccinium ovatum
	Ferns, Grasses & Perennials
	 Am Achillea millefolium 'moonshine'
	 Af Aquilegia formosa
	 Df Dicentra formosa
	 Gl Gaura lindheimeri
	 Ln Luzula nivea
	 Np Nepeta dropmore blue
	 Pa Pennisetum alopecuroides
	 Pm Polystichum munitum
	 Sn Salvia nemorosa 'Cardonna'
	 Sl Solidago lepidia
	Groundcovers
	 At Alchlys triphylla
	 Au Arctostaphylos uva-ursi
	 Fc Fragaria chiloensis
	 Fv Fragaria vesca
	 Sr Sedum rupestre 'Angelina'
	 Tg Tellima grandiflora
	 Tv Thymus vulgaris
	 Ti Trientalis latifolia
	Bulb
	 Ag Allium 'Globemaster'
	 GRASS LAWN Area: 68m ² Soil Depth: 150mm (Premium Pacific Seeds Drought Smart Mix or Equivalent)

PLANT LIST						
Key	Qty	Botanical Name	Common Name	Pot Size	Spacing	Notes
Coniferous Trees						
Po	3	Picea Omorika Bruns	Serbian Spruce	#15	10m Ht.	Non-native
Pc	7	Pinus contorta var. contorta	Shore Pine	#15	10m Ht.	Native
P	4	Pseudotsuga menziesii	Douglas Fir	#15	75m Ht.	Native
Deciduous Trees						
Ac	25	Acer circinatum	Vine Maple	#15	6m Ht.	Native
A	3	Acer macrophyllum	Big Leaf Maple	#15	18m Ht.	Native
Ap	10	Acer palmatum 'Osakazuki'	Japanese Maple	#15	6m Ht.	Ornamental
Cc	6	Cercis canadensis 'Forest Pansy'	Red Bud	#20	6m Ht.	Ornamental
Ce	6	Cornus Eddies White Wonder	White Flowering Dogwood	#20	7m Ht.	Hybrid Native
Qp	11	Quercus palustris 'Pingreen'	Columnar Pin Oak	#20	15m Ht.	Columnar
Pp	11	Parrotia persica	Persian Ironwood	#20	7m Ht.	Ornamental
S	6	Styrax japonica	Japanese Snowbell	#20	6m Ht.	Ornamental
Deciduous Shrubs						
Aa	20	Amelanchier alnifolia	Saskatoon Berry	#3	Multistem	Native
Cs	8	Cornus sericea	Red Twig Dogwood	#2	1.2m o.c.	Native
Ra	36	Ribes sanguineum	Red Flowering Currant	#2	1.2m o.c.	Native
Rn	17	Rosa Nutkana	Nootka Rose	#2	1.2m o.c.	Native
V	39	Vaccinium (mix varieties)	Blueberry	#2	1.2m o.c.	Ornamental
Evergreen Shrubs						
Arb	8	Arbutus unedo 'Compacta'	Compact Strawberry Tree	#3	2m o.c.	Ornamental
Gs	425	Gaultheria shallon	Salal	#1	60cm o.c.	Native
Li	36	Lavandula x intermedia 'Provence'	French Lavender	#1	60cm o.c.	Ornamental
Mn	230	Mahonia nervosa	Dull Oregon Grape	#1	60cm o.c.	Native
Rh	46	Rhododendron 'Glacier'	Evergreen Azalea	#2	1.2m o.c.	Ornamental
Ro	10	Rosmarinus officinalis	Rosemary	#1	1m o.c.	Ornamental
Vo	100	Vaccinium ovatum	Evergreen Huckleberry	#1	1m o.c.	Native
Ferns, Grasses & Perennials						
Am	60	Achillea millefolium 'moonshine'	Yarrow	#1	60cm o.c.	Ornamental
Af	142	Aquilegia formosa	Red Columbine	10cm	45cm o.c.	Native
Df	42	Dicentra formosa	Pacific Bleeding Heart	10cm	60cm o.c.	Native
Gl	248	Gaura lindheimeri	Bee Blossom	#1	45cm o.c.	Ornamental
Ln	195	Luzula nivea	Snowy Woodrush	#1	45cm o.c.	Ornamental
Np	146	Nepeta dropmore blue	Catmint	#1	60cm o.c.	Ornamental
Pa	35	Pennisetum alopecuroides 'Hameh'	Dwarf Fountain grass	#1	60cm o.c.	Ornamental
Pm	825	Polystichum munitum	Sword Fern	#1	60cm o.c.	Native
Sn	39	Salvia x sylvestris 'Cardonna'	Purple Wood Sage	#1	60cm o.c.	Ornamental
Sl	46	Solidago canadensis	Canada Goldenrod	10cm	60cm o.c.	Native
Groundcovers						
At	73	Actinys triphylla	Vanilla Leaf	10cm	45cm o.c.	Native
Au	91	Arctostaphylos uva-ursi	Kinnikinnick	10cm	45cm o.c.	Native
Fc	264	Fragaria chiloensis	Coastal Strawberry	10cm	45cm o.c.	Native
Fv	246	Fragaria vesica	Woodland Strawberry	10cm	45cm o.c.	Native
Sa	47	Sedum rupestre 'Angelina'	Stonecrop	10cm	45cm o.c.	Ornamental
Tg	52	Tellima grandiflora	Fringcup	10cm	45cm o.c.	Native
Tv	37	Thymus vulgaris	Garden Thyme	#1	45cm o.c.	Ornamental
Ti	173	Trientalis latifolia	Broad-leaved Starflower	10cm	45cm o.c.	Native
Bulbs						
Ag	43	Allium 'Globemaster'	Ornamental Onion	bulb	30cm o.c.	Ornamental
Seeds						
Grass Seeding		Premium Pacific Seeds Drought Smart Mix or Equivalent				Hybrid Native
TOTAL NUMBER OF TREES TO BE PLANTED: 92						
Coniferous Trees: 14						
Deciduous Trees: 78						
Please contact the Landscape Architect for approval of any plant substitutions: KINSHIP DESIGN ART ECOLOGY Kate Stefuk BCALA t: 250-753-8093 e: kate.stefuk@kinshipdesign.ca No substitutions will be accepted without prior written approval of the Landscape Architect.						

Refer to **Sheet L2.01** for Planting Plan (South)
Refer to **Sheet L2.02** for Planting Plan (North)

NOT FOR CONSTRUCTION

DATE OF MEETING JULY 21, 2025

AUTHORED BY PAYTON CARTER, PLANNER, CURRENT PLANNING

**SUBJECT PROPOSED TELECOMMUNICATIONS FACILITY – 2517 JINGLE
POT ROAD**

OVERVIEW

Purpose of Report

To present Council with information regarding a request from Rogers Communications Inc. for land use concurrence for a telecommunications facility at 2517 Jingle Pot Road.

Recommendation

That Council direct Staff to provide a letter of concurrence to Innovation, Science, and Economic Development Canada in response to a proposed telecommunications facility at 2517 Jingle Pot Road.

BACKGROUND

SitePath Consulting Ltd., on behalf of Rogers Communications Inc. (Rogers), has requested concurrence from the City of Nanaimo (the “land-use authority”) for a proposed telecommunications facility at 2517 Jingle Pot Road. Rogers has entered into a private agreement with the property owner to allow the placement, construction, and operation of the facility within the site.

The regulation of telecommunication facilities is within the exclusive jurisdiction of the Innovation, Science and Economic Development Canada (ISED). Proposals for telecommunications facilities are subject to a federal approval process, which includes consultation with the local land-use authority. Subsection 6.1.1(c) of the “City of Nanaimo Zoning Bylaw 2011 No. 4500” (the “Zoning Bylaw”) permits utilities, such as telecommunication towers, in all zones, and these structures are exempt from height restrictions (Subsection 6.8.1.1).

The City of Nanaimo does not have an established siting protocol or public consultation process for the siting of telecommunications facilities; therefore, SitePath Consulting Ltd. has utilized ISED’s Default Public Consultation Process in accordance with CPC-2-0-03: Radiocommunication and Broadcasting Antenna Systems. The ISED process requires, at a minimum, that the proponents provide a notification package to the local public (including nearby residences, community gathering spaces, public institutions, and schools), neighbouring land-use authorities, businesses, and property owners, located within an area three times the tower height.

DISCUSSION

The subject property is zoned Semi-Rural (AR2) and is located within the Westwood neighbourhood. The lot is heavily forested and contains a single-family dwelling. The surrounding

area is developed with single-family dwellings on large lots and surrounding farmland. The proposed telecommunications tower and compound will be located in the southwest corner of the property, abutting Holmes Road. The telecommunications facility will include:

- A 51m self-support lattice tower with 10 mounted antennas;
- 225m² compound area, enclosed with chain-link fencing;
- 4.4m² equipment shelter; and,
- A vehicle turnaround area abutting Holmes Road.

The proposed telecommunications facility is intended to enhance existing wireless service to meet the growing personal and emergency demands of the neighbourhood. A Development Permit is not required for the proposed telecommunications facility; however, a Tree Removal Permit will be required. It is anticipated that approximately 30 trees are to be removed to facilitate site access, construction, and maintenance of the tower; however, it is not expected that the compound will be viewed by any nearby residential dwellings due to the retained trees onsite (Attachment F). The proposed tower will project above the existing tree line. The lattice design was selected to ensure the proposed tower could project above the tree line to provide adequate service to the area.

The siting of the proposed tower at the southwest corner was selected to ensure optimal tree retention and reduce visibility for residences. The location offers partial screening of the tower and reduces the need for the proponent to install additional power lines and access roads through the site, resulting in additional tree removal. The proposed siting avoids conflict with existing City utilities and easements within the subject property. At this time, Holmes Road is partially unpaved and provides vehicle access to a single residential property.

Due to the residential nature of the area, it was determined that none of the existing structures were adequate to support the operations of the proposed telecommunications facilities. It was confirmed by Rogers and SitePath Consulting Ltd. that the telecommunications facilities will meet the requirements of Safety Code 6, which provides the safety requirements for the installation and use of the facility, as well as the recommended limits for exposure to radiofrequency electromagnetic fields (EMF). At this time, co-location of wireless services is not proposed. Should other wireless providers wish to share this tower with Rogers, additional antennas would be required.

The proponent conducted pre-consultation with City Staff in early 2025 and has corresponded with the City to address questions and concerns regarding visual impacts on neighbouring properties, tree retention, and tower siting. The proponent distributed an information package to properties within the prescribed distance (153m) of the telecommunications facility, and two newspaper advertisements were published on 2025-JAN-15 and 2025-JAN-22. During the period, 27 responses were received (Attachment C). Of those responses, six indicated support for the proposed tower, and 21 indicated opposition and concerns. Through the consultation process, neighbourhood concerns were raised about the proposed tower, including its proximity to the residential area, aesthetics and character of the neighbourhood, tower height, and site selection.

Following the conclusion of the ISED default public consultation process, the proponent has requested a letter of concurrence from the City for the proposed telecommunications facility at 2517 Jingle Pot Road.

OPTIONS

1. That Council direct Staff to provide a letter of concurrence to Innovation, Science, and Economic Development Canada in response to a proposed 51m telecommunications facility at 2517 Jingle Pot Road.
 - The advantages of this option: The wireless services in the area would be enhanced.
 - The disadvantages of this option: While the applicant has considered tree retention and screening of the compound, visual impacts remain for the neighbourhood.
 - Financial Implications: None identified.
2. That Council direct Staff to provide a letter of non-concurrence to Innovation, Science, and Economic Development Canada in response to a proposed 51m telecommunications facility at 2517 Jingle Pot Road.
 - The advantages of this option: This option would allow Council to identify any concerns for ISED's consideration.
 - The disadvantages of this option: Non-concurrence could delay improvement to the wireless services.
 - Financial Implications: None identified.
3. That Council provide a letter to Innovation, Science, and Economic Development Canada advising that the City has no comment regarding the proposed telecommunications facility at 2517 Jingle Pot Road.
 - The advantages of this option: None identified.
 - The disadvantages of this option: ISED is the approving authority; thus, the Rogers telecommunications facility may be approved by ISED, as proposed, provided the technical requirements are met. Providing no comment may delay improvements to the wireless service in the area.
 - Financial Implications: None identified. |

SUMMARY POINTS

- The City has received a request for a letter of concurrence for a proposed 51m telecommunications facility at 2517 Jingle Pot Road.
- The proponent concluded the required ISED default consultation process and 27 responses were received. Six responses indicated support for the proposed tower and 21 responses indicated opposition and concerns.
- The proposed tower would improve wireless service in the area and is sited to avoid any functional impacts; however, neighbourhood concerns remain related to aesthetics and character of the neighbourhood, tower height, and site selection.

ATTACHMENTS:

ATTACHMENT A: Aerial Photo
ATTACHMENT B: Location Map
ATTACHMENT C: Link to Public Consultation Summary & Land Use Concurrence Request
ATTACHMENT D: Tower Elevations
ATTACHMENT E: Compound Details
ATTACHMENT F: Tower Renderings |

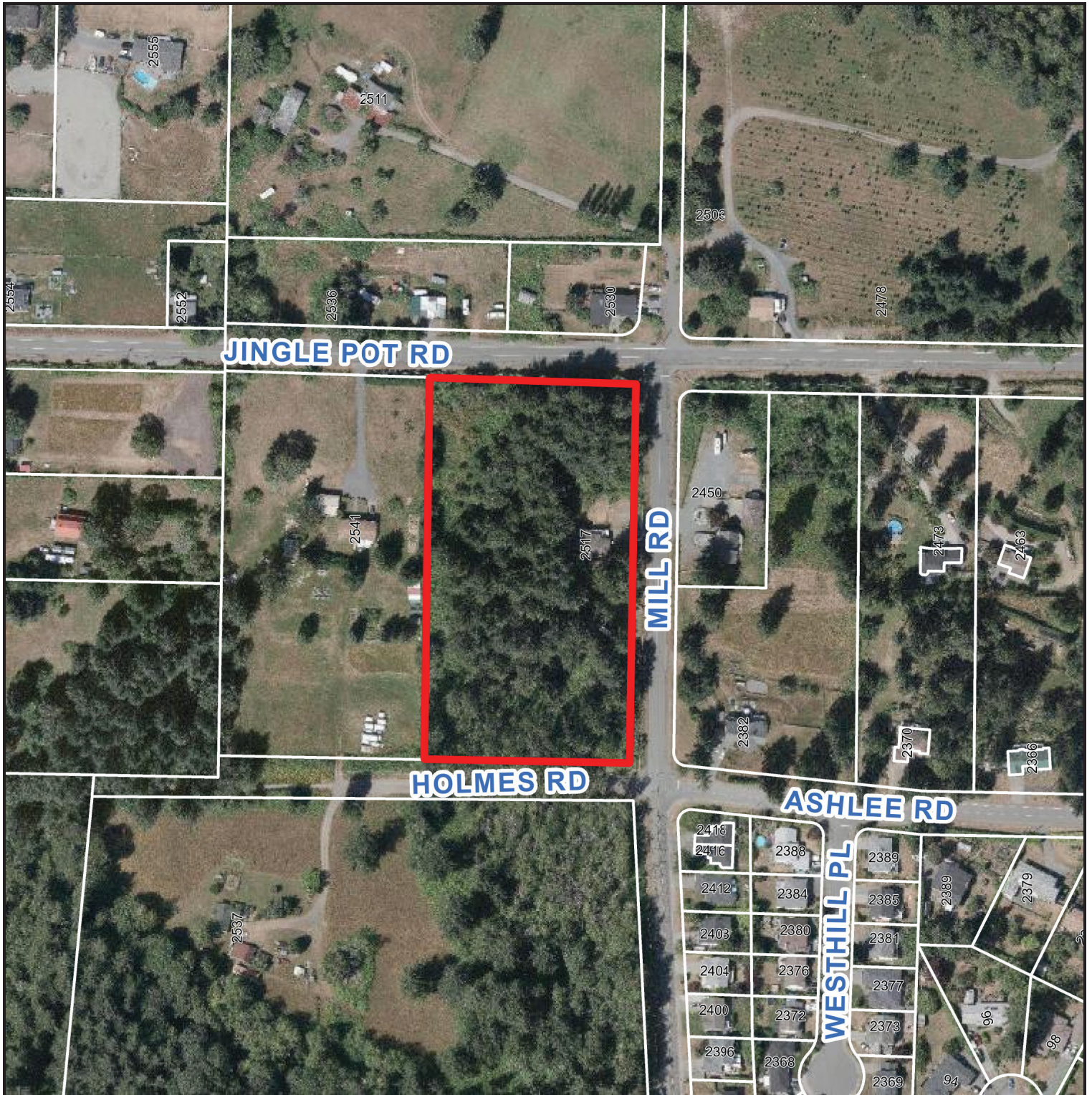
Submitted by:

Lainya Rowett
Manager, Current Planning |

Concurrence by:

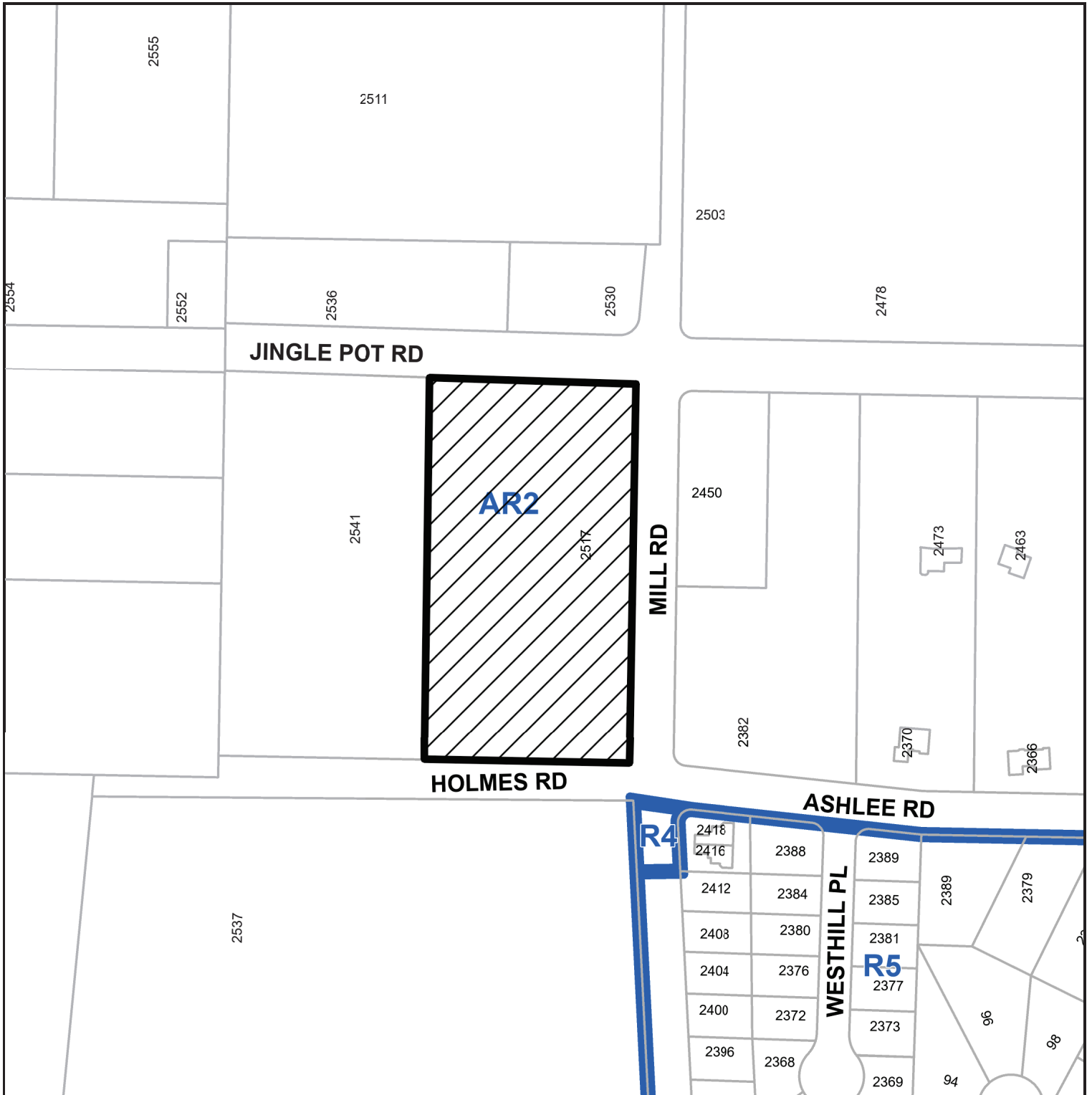
Jeremy Holm
Director, Planning & Development |

ATTACHMENT A AERIAL PHOTO



 2517 JINGLE POT ROAD

ATTACHMENT B LOCATION MAP



 2517 JINGLE POT ROAD

ATTACHMENT C

LINK TO PUBLIC CONSULTATION SUMMARY & LAND USE CONCURRENCE REQUEST

- Link to “Public Consultation Summary & Land Use Concurrence Request”, prepared by SitePath Consulting Ltd., dated 2025-APR-16:
https://www.nanaimo.ca/docs/your-government/corporate-report/atc_publicconsultationsummaryandlanduseconcurrencerequest_rpt_c250721cip4551_2517jinglepotroad.pdf

ATTACHMENT D TOWER ELEVATIONS

ELEV. ±51.0m
TOP OF TOWER
ELEV. ±50.0m
ELEV. ±48.65m

ELEV. ±45.75m

ELEV. ±43.77m

ELEV. ±41.0m

ELEV. ±38.0m

ELEV. ±35.0m

PROPOSED ROGERS
LIGHTNING ROD

1 2 3 4 5 6

7 8

9 10

11 12

13 14

15 16

PROPOSED ROGERS ±50m
SELF SUPPORT TOWER

ELEV. ±5.0m

17

ELEV. ±0.0m

1 TOWER PROFILE

#	ELEV. (m)	Antennas						TX Lines			
		QTY	Antenna ID	Model	Azimuth (°)	MDT (°)	Status	QTY	Type	Length (m)	Status
1	±48.65m	3	LTE-1/2/3	FFV454-65B-R7-V2	60°/180°/300°	0°/0°/0°	PROPOSED	60	JUMPERS	±5.0m	PROPOSED
2	±48.65m	12	-	RRU	-	-	PROPOSED	-	-	-	-
3	±48.65m	3	-	MLUP	-	-	PROPOSED	3	DC	±58.4m	PROPOSED
		3	-	MLUF	-	-	PROPOSED	3	FIBRE	±58.4m	PROPOSED
4	±48.65m	3	OFFSET-1/2/3	FFV454-65B-R7-V2	0°/120°/240°	0°/0°/0°	PROPOSED	60	JUMPERS	±5.0m	PROPOSED
5	±48.65m	12	-	RRU	-	-	PROPOSED	-	-	-	PROPOSED
6	±48.65m	3	-	MLUP	-	-	PROPOSED	3	DC	±58.4m	PROPOSED
		3	-	MLUF	-	-	PROPOSED	3	FIBRE	±58.4m	PROPOSED
7	±45.75m	3	NR-1/2/3	AIR 3258	60°/180°/300°	TBD	PROPOSED	6	JUMPERS	±5.0m	PROPOSED
8	±45.75m	3	-	MLUP	-	-	PROPOSED	3	DC	±54.9m	PROPOSED
		3	-	MLUF	-	-	PROPOSED	3	FIBRE	±54.9m	PROPOSED
9	±43.77m	3	NR-A/B/C	AIR 3228	0°/120°/240°	TBD	FUTURE	6	JUMPERS	±5.0m	FUTURE
10	±43.77m	3	-	MLUP	-	-	FUTURE	3	DC	±52.5m	FUTURE
		3	-	MLUF	-	-	FUTURE	3	FIBRE	±52.5m	FUTURE
11	±41.0m	3	AWS	TBD	TBD	TBD	FUTURE	TBD	JUMPERS	±5.0m	FUTURE
12	±41.0m	3	-	MLUP	-	-	FUTURE	3	DC	±49.2m	FUTURE
		3	-	MLUF	-	-	FUTURE	3	FIBRE	±49.2m	FUTURE
13	±38.0m	3	3.5 GHz	TBD	TBD	TBD	FUTURE	TBD	JUMPERS	±5.0m	FUTURE
14	±38.0m	3	-	MLUP	-	-	FUTURE	3	DC	±45.6m	FUTURE
		3	-	MLUF	-	-	FUTURE	3	FIBRE	±45.6m	FUTURE
15	±35.0m	3	2.5 GHz	TBD	TBD	TBD	FUTURE	TBD	JUMPERS	±5.0m	FUTURE
16	±35.0m	3	-	MLUP	-	-	FUTURE	3	DC	±42.0m	FUTURE
		3	-	MLUF	-	-	FUTURE	3	FIBRE	±42.0m	FUTURE
17	±5.0m	1	GPS-1	KRE1012395/2 GNSS	-	-	PROPOSED	1	RG-SU	±6.0m	PROPOSED

TX LINES:	TYPE:	SIZE
JUMPERS	LDF4	1/2"
DC	-	1/2" - 3/4"
FIBRE	-	3/8" - 1/2"

PROPOSED ROGERS
LADDER @ Az. ±181°

PROPOSED TOWER
FOUNDATION

PROPOSED ROGERS ±50m
SELF SUPPORT TOWER

PROPOSED ROGERS Tx
BRIDGE

2 TOWER BASE PLAN

- NOTES:
1. TOWER DESIGN IS CONCEPTUAL FOR TENDER PURPOSES AND IS NOT FOR CONSTRUCTION, OBTAIN SITE SPECIFIC WIND FOR FINAL DESIGN.
 2. ALL WORK TO CONFORM TO LATEST ROGERS SPECIFICATIONS.
 3. ALL DIMENSIONS ARE IN MM UNLESS NOTED OTHERWISE.
 4. DRAWINGS ARE NOT TO BE SCALED.

CLIENT:

CARRIER:



5		
4		
3		
2		
1		
0	BS	PRELIMINARY
NO. BY	DESCRIPTION	DATE



LOCATION:
2517 JINGLE POT RD, NANAIMO, BC

TITLE:
TOWER PROFILE

PROJECT NAME:
NEW SITE - GREENFIELD

PROJECT NO:
W5732-B

DWG. NO:
A01

ATTACHMENT E
COMPOUND DETAILS

- NOTES:
- 1. SITE PLAN OBTAINED FROM GOOGLE MAPS. PROPERTY LINE TO BE CONFIRMED BY SURVEYOR.
 - 2. DO NOT SCALE DRAWINGS. ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE.
 - 3. ONLY RELEVANT INFORMATION FOR THE PROJECT SHOWN ON THESE DRAWINGS.

CLIENT:

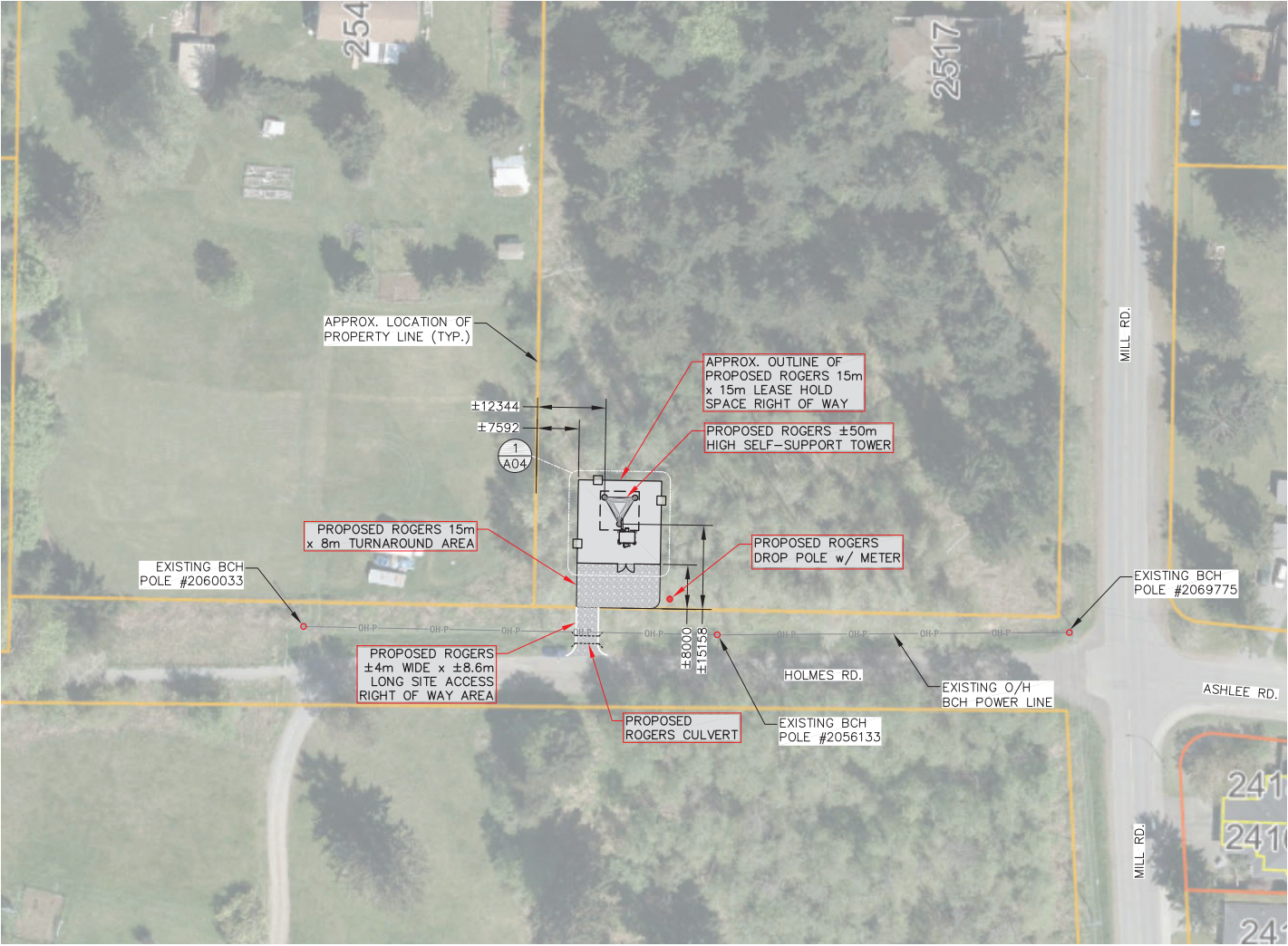
CARRIER:



5		
4		
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1		
0	BS	PRELIMINARY
NO.	BY	DATE

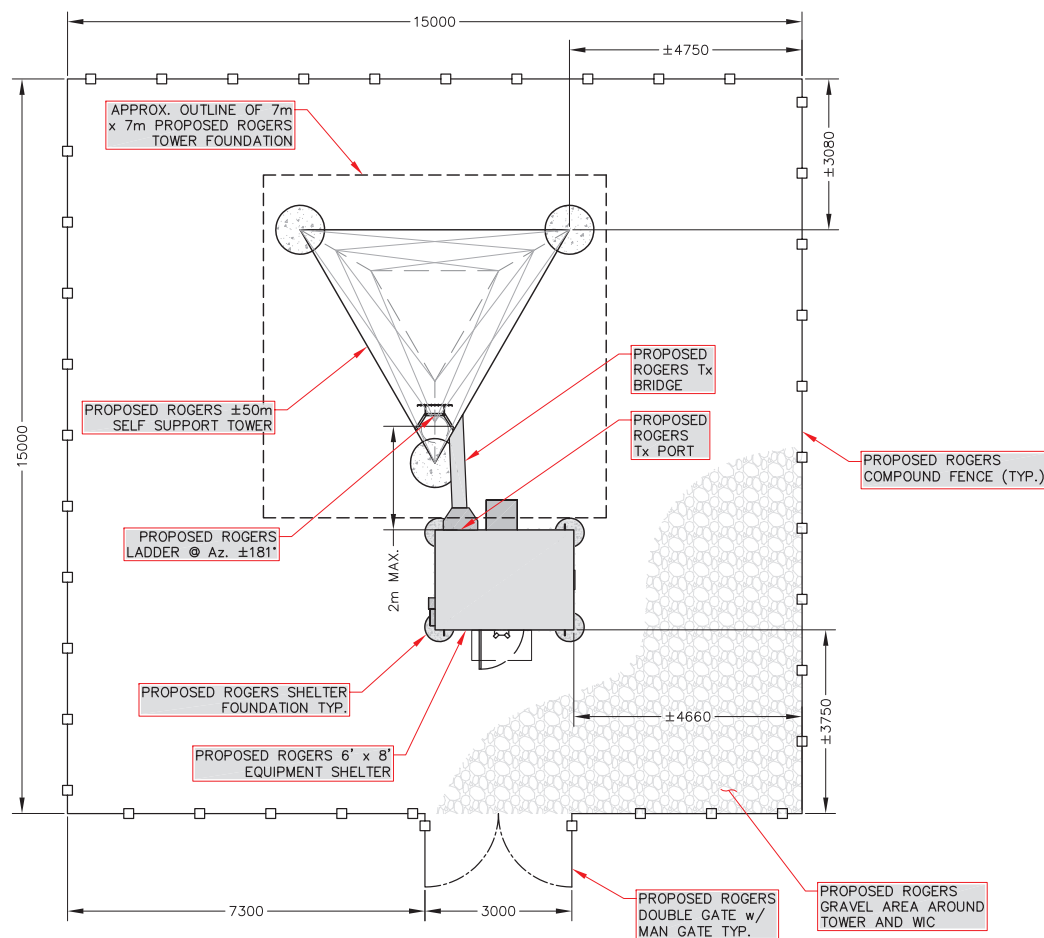
ROEHAMPTON WEST
409 GRANVILLE ST.
SUITE 1001
VANCOUVER, BC V6C 1T2
TEL. (778) 229-4228
VANCOUVER | KELLOWNA | EDMONTON | CALGARY

LOCATION: 2517 JINGLE POT RD, NANAIMO, BC		
TITLE: SITE PLAN		
PROJECT NAME: NEW SITE - GREENFIELD	PROJECT NO.: W5732-B	DWG. NO.: A03



1 SITE PLAN

NOTES:
VEGETATION TO BE CLEARED AS REQUIRED w/
LANDLORD AND CITY APPROVAL.



1 COMPOUND PLAN

NOTES:

1. SITE PLAN OBTAINED FROM GOOGLE MAPS. PROPERTY LINE TO BE CONFIRMED BY SURVEYOR.
2. DO NOT SCALE DRAWINGS. ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE.
3. ONLY RELEVANT INFORMATION FOR THE PROJECT SHOWN ON THESE DRAWINGS.

CLIENT:

CARRIER:



5		
4		
3		
2		
1		
0	BS	PRELIMINARY
NO. BY	DESCRIPTION	DATE



**ROEHAMPTON
WEST**

409 GRANVILLE ST.
SUITE 1001
VANCOUVER, BC V6C 1T2
TEL: (778) 229-4228
VANCOUVER | KELLOWNA | EDMONTON | CALGARY

LOCATION:
2517 JINGLE POT RD, NANAIMO, BC

TITLE:
COMPOUND PLAN

PROJECT NAME: NEW SITE - GREENFIELD PROJECT NO: W5732-B DWG. NO: A04

**ATTACHMENT F
TOWER RENDERINGS**



View looking East



View looking Southeast



View looking West

DATE OF MEETING JULY 21, 2025

AUTHORED BY TING PAN, MANAGER, SUSTAINABILITY

SUBJECT HOME ENERGY RETROFIT FINANCING PROGRAM EXPANSION

OVERVIEW

Purpose of Report

To seek Council direction to submit an application for funding to expand the Home Energy Retrofit Financing Program by offering a third-party financing option.

Recommendation

That Council direct Staff on Council's preferred option presented for the Home Energy Retrofit Financing Program continuation.

BACKGROUND

At 2024-APR-22 Governance and Priorities Committee meeting, Staff presented the Home Energy Retrofit Financing Feasibility Study. The study concluded both Property Assessed Clean Energy (PACE) and Direct Lending/Third-Party financing models are feasible options for the City. The report outlined the next steps including bringing forward a report to Council in mid-2024 on a home energy financing program design and investigating the viability of a direct lending program and exploring potential partnership with a financial institution.

PACE Pilot

In spring 2024, given the opportunity to secure external funding to launch a pilot program quickly, Staff first focused on the design of a program using the PACE model. At the 2024-JUN-19 Finance and Audit Committee meeting, Staff advised they would work separately on developing a direct lending financing model to be integrated into the program, with plans to bring a report to Council in early 2025 to access the Community Efficiency Financing (CEF) Capital funding stream through the Federation of Canadian Municipalities (FCM).

At the regular meeting held 2024-JUL-08, Council directed Staff to:

“apply to the Federation of Canadian Municipalities (FCM) Community Efficiency Financing (CEF) program for pilot funding to support a Property Assessed Clean Energy (PACE) style home energy financing program and if successful, launch a PACE style home energy financing program for Nanaimo residents”.

In December 2024, FCM informed Staff the funding application was successful. On 2025-APR-01, the City launched a small-scale PACE-style Home Energy Retrofit Financing Pilot Program with the anticipation that 30 to 40 Nanaimo homeowners could participate in the program. The first intake period has now been completed. A total of 37 applications were received.

The pilot has been used to test the program design and potential demand for home retrofit financing and inform program continuation. Given the absence of PACE enabling legislation in BC and the limited grant amount as capital for the PACE pilot, without additional grant or municipal funds, the number of homeowners that can benefit from a PACE-style home retrofit financing program using Local Service Area is limited.

Third-Party Financing

To support program continuation and benefit more homeowners, Staff followed the feasibility report recommendation and investigated the Direct Lending or Third-Party financing option where a private lender offers eligible participants a consumer loan product for home energy upgrades.

A third-party financing option can enable the program to continue with access to market capital and requires the least amount of resource commitment by the City in terms of both capital funding and Staff capacity. For these reasons, the consultant report recommended this financing delivery model for the City and RDN at the time. The success and uptake of a third-party financing option strongly depends on how attractive this option is compared to other financing options available to homeowners.

Legal advice Staff received confirmed that the City could establish an administration program to help owners obtain private loans and use a City-approved set of contractors with City template contracts. The main weakness of this option is that the interest rate could be prohibitive. The City may utilize the funding FCM offers for a loan loss reserve to negotiate for reduced interest rates. FCM holds the funds, and the lender requests loan loss coverage from FCM through the retrofit program administered by the City.

CEF Capital Program

The CEF Capital funding is designed to enable third-party financing to help scale up an existing program, such as the City's Home Energy Retrofit Financing program. Local governments in BC are not authorized to borrow money to loan to private homeowners but can access CEF Capital Program funding of up to \$2 million as a backstop, or loan loss reserve, to cover any losses that might be realized by a third-party lender in the event of a loan default. The loan loss reserve could help the City attract third-party financial partners to participate in the City's Home Energy Retrofit Financing program and negotiate lower interest rates and/or more flexible loan terms for homeowners looking to home energy retrofits.

The CEF Capital Program criteria require a local government to demonstrate that it has secured capital commitments from a third-party financial partner to be eligible for a loan loss reserve at a 5:1 leverage ratio. For example, if a municipality has secured a commitment of \$5 million in loan capital from a financial partner, it would be eligible for a \$1 million loss reserve held by FCM. Should a loan default materializes, the loss reserve will provide up to 80 percent for unrecovered individual loan losses to the participating financial institution. And the participating financial institution would be liable for the remaining amount. The loan loss reserve feature of the CEF Capital Program is meant to offset a participating financial institution's risk and unlock preferential financing products for homeowners.

In addition to the loan loss reserve, the CEF Capital Program also offers a grant up to 50 percent of the loan capital committed by a third-party financial partner. The grant could be used to cover

program setup and operating costs with no matching funds from the City required. City staff were informed by CEF staff in spring 2025 that the funding was almost fully committed and that new Capital Program applications will close on 2025-SEP-01, or earlier if funding is fully allocated. |

DISCUSSION

Program Expansion

The expanded program will have the same objectives as the PACE pilot to help overcome upfront cost barriers to home energy retrofits in order to achieve the following benefits:

1. Reduce community greenhouse gas emissions from low-density residential buildings
2. Improve equity, access and affordability
3. Prepare Nanaimo residents for a changing climate.

The Program has already established eligible retrofits and an approved list of contractors and integrated the Home Energy Navigator energy concierge service. Interested homeowners could apply for the third-party financing option after signing up for the Home Energy Navigator service. Once they are informed of rebates and financing options and confirmed their eligibility, they would be referred to the select financial institution. If they are qualified for the loan with the reduced interest rate, they would need to complete a pre-retrofit energy evaluation. Once they carry out the eligible retrofit(s) with an approved contractor and obtain a post-retrofit energy evaluation, they could apply for rebates from the City with funding from the CEF Capital Program.

In addition to providing more flexible financing terms and access to loans with reduced interest rates anytime of the year, a third-party financing option would place a much smaller administrative burden on Staff. PACE financing is an intense administrative process involving Sustainability, Finance and Legislative Services staff. In comparison, once the third-party financing option is set up, Staff's responsibility would be mainly on communication and promotion and rebate application processing with the support from a contracted program administrator. Finance staff will be more involved only if the financial institution requests a loan loss recovery, which is anticipated to be very rare.

In terms of program impact, under the current economic condition, it is estimated third-party financing could potentially deliver home retrofit loans to 36 to 48 homes per year, compared to 30-40 homes over up to 10 years through PACE financing.

Financial Partner Selection

In order to proceed with a third-party financing model and apply for CEF Capital Program funding, the City needs to identify a financial partner that could provide loan capital to support home energy retrofits.

In March and April of 2025, Staff and a consultant performed a market scan of existing home retrofit financing products across Canadian financial institutions and made attempts to reach eight financial service providers: TD Bank, CIBC, BMO, RBC, Scotiabank, Coastal Capital Community Credit Union, Vancity, and SwitchPACE, of which the last three have responded substantively and engaged with Staff to discuss feasibility.

As financial institutions are exempt from trade agreements, the City is allowed to choose a financial partner based on its own preferences. For the purpose of the CEF funding application

and creating a third-party lending option as part of the Home Energy Retrofit Financing Program, financial institutions were evaluated on their loan product compatibility (such as loan structure, terms, and inclusivity), timeline alignment with CEF funding application, willingness to co-design or adapt financing solutions, operational readiness and support capacity as well as equity and accessibility considerations.

Vancity emerged as the preferred financial partner due to their organizational readiness and market knowledge from nearly two decades long history of offering home retrofit loans, familiarity with the home renovation financing landscape, their willingness and capacity to collaborate effectively with Staff and its competitive loan offering.

A Letter of Intent from the selected financial partner is required for the funding application (Attachment A). There is currently no binding agreement between the City and Vancity Credit Union. If the application is successful, Staff will discuss with Vancity the next steps and report back to seek further direction.

Budget

The City can apply for a grant of up to 50% of the loan amount committed by a financial institution from the FCM CEF Capital Program. Vancity has indicated a commitment of \$8 million capital over four years for eligible Nanaimo homeowners to carry out eligible retrofits. This means the City could be eligible to access \$1.6 million loan loss reserve and apply for up to a \$4 million in grant.

Staff is seeking clarification from the Province on whether the loan loss reserve, funded by the Green Municipal Fund and held by FCM, would impact the City's debt servicing limit. Staff will provide an update to Council, if the grant application is successful, on any impact before proceeding further with program implementation. Staff currently plan to apply for approximately \$1 million in grant funding excluding the loan loss reserve, the majority of which will be dedicated to operating costs such as rebates and subsidies, program administration and energy concierge service, with a small portion to cover start-up cost such as legal services and promotion.

No matching funds from the City are required. However, if there is no or few uptakes of the loan offering at the end of the 4-year funding period, the City would be obligated to return the portion of the grant money that exceeds 50 percent of the loans issued. A low participation rate may result in the City needing to fund costs of the program that would no longer be covered by the grant. As the majority of the operating costs are tied directly with the loans being issued, the main cost that the City might be responsible for would be the start-up costs. They are estimated to be \$30,000 to \$50,000 for legal services, program set up and initial promotion.

The City's contribution will include \$120,000 to continue to support the Home Energy Navigator (HEN) Program in the initial two years of the new third-party financing offering with the hope that sufficient loans will be issued to qualify the City for grant money to support HEN for the two remaining years of the program. HEN is an energy concierge service that has been integrated with the Home Energy Retrofit Financing Program and proves to be valuable to homeowners regardless of if they pursue financing. The program ensures homeowners understand available rebates and financing options. Enrollment into the HEN program will be a mandatory requirement for loan applicants as it has been for the PACE financing applicants.

Staffing resources are estimated to be 0.2 FTE over five months for program start up and 10 to 15 hours a month for ongoing support if there is loan uptake. Since the City has already established the program through the PACE pilot and the third-party financing option will require some adjustments but result in a much simpler process, this can be accomplished with existing Staff.

OPTIONS

1. That Council direct Staff to
 1. apply for the Federation of Canadian Municipalities (FCM) Community Efficiency Financing (CEF) Capital Program to support a third-party financing option as part of the City's Home Energy Retrofit Financing Program and if successful, partner with a select financial institution to offer this option to Nanaimo homeowners.
 2. allocate up to \$120,000 from the Climate Action Reserve Fund to continue to support the Home Energy Navigator Program for 2026 and 2027.

- The advantages of this option: A third-party financing option can enable the program to continue with access to market capital and requires no loan capital from the City and the least amount of resource from the City.

As the loan agreement would be between eligible homeowners and an established financial institution which already has existing infrastructure and process to assess and manage financial risks, the City will not be exposed to the risk of loan defaults.

A third-party financing option would allow Nanaimo homeowners who may not be able to participate in PACE-style financing or Canada Greener Homes Loan a financing option with preferential rate.

CEF Capital funding could offer rebates paired with reduced interest rate third-party financing option to make retrofit financing more affordable and accessible to Nanaimo homeowners and help cover most program costs. This could help sustain the interest of home energy retrofits that continue to help reduce community greenhouse gas emissions, save energy, provide cooling during hot summer days and improve occupants' well being while providing economic opportunities for local trades and businesses.

- The disadvantages of this option: Interest rates from third-party financial institutions would be higher than PACE financing and fluctuate with their prime rate. Preparing the CEF application and expanding the program will require Staff time and resources that could be directed to other priorities.
- Financial Implications: The 2025-2029 Financial Plan will be amended to add \$60,000 in 2026 and \$60,000 in 2027 to support Home Energy Navigator Program funded from the Climate Action Reserve Fund. If approved, the projected 2029 closing balance of the Climate Action Reserve Fund is \$114,399. The City will be responsible for any program costs that exceed 50% of the loans issued.

2. That Council deny support for the expansion of the Home Energy Retrofit Financing Program with a third-party financing option.
- The advantages of this option: Not pursuing the third-party financing option will free up Staff time and resource to pursue other priorities.
 - The disadvantages of this option: It may take up to 10 years for payments from the PACE pilot to accumulate sufficient funds to continue the program and benefit a limited number of homeowners. The City will miss an opportunity to leverage external funding and market capital to support home energy retrofits.
 - Financial Implications: This option will leave the requested \$120,000 in the Climate Action Reserve Fund available for other sustainability projects and programs. |

SUMMARY POINTS

- The City established a Property Assessed Clean Energy (PACE) style Home Energy Retrofit Financing Pilot Program in spring 2025 with funding support from the Federation of Canadian Municipalities (FCM) Community Efficiency Financing (CEF) Pilot Program.
- Staff are seeking direction to expand the program by adding a third-party financing option and apply for funding from the FCM CEF Capital Program to support Nanaimo residents' home energy retrofits.
- Vancity Credit Union has provided a Letter of Intent to support City's CEF Capital Program funding application as a potential financial partner.

ATTACHMENTS

ATTACHMENT A: Vancity's Letter of Intent

ATTACHMENT B: Link to Community Efficiency Financing Application Guide |

Submitted by:

Ting Pan
Manager, Sustainability |

Concurrence by:

Jeremy Holm
Director, Planning & Development

Wendy Fulla
Director, Finance

Laura Mercer
General Manager, Corporate Services |

July 3, 2025

To Whom It May Concern,

Re: Letter of Intent to Partner on Community Efficiency Financing Program – City of Nanaimo

Vancouver City Savings Credit Union (“Vancity”) is pleased to provide this Letter of Intent (“LOI” or “Letter”) to express its interest to partner with the City of Nanaimo (the “City”) on its application to the Federation of Canadian Municipalities’ Community Efficiency Financing (“CEF”) program. Vancity is keen to explore opportunities to partner with the City for the CEF program as a lender and offer a program to residents that will seek to increase the number of energy retrofit projects in the region of Nanaimo.

This LOI is intended solely as an expression of interest and shall not create any legally binding obligations on either party. Any binding commitment in relation to the proposed partnership shall only arise upon execution of a definitive agreement, subject to the completion of due diligence and any required approvals.

Vancity is a financial co-operative that has been serving the needs of its members and community for over 79 years. Vancity currently manages over \$36 billion in assets and serves more than 570,000 member-owners across Metro Vancouver, the Fraser Valley, Victoria, Squamish, and Alert Bay in the territory of the Coast Salish and Kwakwaka’wakw people. As a provincially regulated credit union, Vancity provides its services province-wide in British Columbia. Through its digital online journey for accounts opening and award-winning call center, Vancity can provide a high-quality, reliable and accessible experience to Nanaimo residents.

Vancity recognizes that achieving large-scale impact requires innovative financing models that combine public and private capital to overcome the financial barriers homeowners face in undertaking retrofits. To further this objective, Vancity is actively seeking partnerships with all levels of government to pilot and scale new, forward-thinking financing solutions. This opportunity to utilize the CEF program is strongly aligned with Vancity’s values and climate commitment to achieving net-zero emissions across its loans and mortgages by 2040, while supporting a just and equitable transition to a clean economy. Approximately 50 per cent of Vancity’s financed emissions originate from residential mortgages, prompting a strategic focus on developing products and services that facilitate energy retrofits amongst its membership. These initiatives include but are not limited to complementary Home Energy Advice through City Green Solutions, the Planet-Wise Renovation Loan, and an EnerGuide assessment rebate.

This LOI has been prepared based on current information regarding the City’s proposed program and the existing Community Efficiency Financing (CEF) framework. While Vancity proposes the following approach to potential participation in the City’s CEF program, it acknowledges that feedback from the Federation of Canadian Municipalities (FCM), significant shifts in economic conditions, changes to Vancity’s strategic priorities, or substantial modifications to the City’s program may impact the proposed partnership model in whole or in part.

Vancity Planet-Wise Renovation Loan

One of Vancity's current products for financing home energy retrofits is the Planet-Wise Renovation term loan. This loan is unique in the Canadian landscape as it provides a preferred rate for unsecured personal loans at Prime + 0.75% for those needing funds for eligible home energy improvement projects such as installing heat pumps, solar panels or adding insulation. Vancity has offered a version of this product since 2004, when it became the first financial institution in Canada to create a purpose-built lending product for home energy efficiency. This product was updated in 2020 and expanded to include a home equity line of credit and personal line of credit. In the last 5 years, Vancity has financed over \$8.5 million across this product suite, and it has seen especially strong growth for this product in 2024 and 2025 as awareness and demand for home energy upgrades has increased.

When compared to the Canada Greener Homes Loan ("CGHL"), the Planet-Wise Renovation Loan is differentiated in a few key areas (see Appendix I). These differentiating factors were introduced to this program to provide an alternative to homeowners who may need 1) the funds up front, 2) to access more funds than they are eligible for through the CGHL, 3) to implement some non-energy upgrades as part of their project, those who have trouble navigating the process to apply for funding. Vancity's Planet-Wise Loan can also serve as a bridge loan for individuals awaiting repayment from the CGHL or as a top-up to address funding gaps.

This loan also provides more assurance on the use of funds compared to a line of credit and has a defined repayment schedule which can allow Vancity to better track results and manage its profit margins. It is Vancity's intention to utilize the Planet-Wise Renovation Term Loan for the City of Nanaimo retrofit program as it provides Vancity with a proven and effective way to deliver capital to Nanaimo residents.

Leveraging the CEF Loan Loss Reserve

Vancity recognizes that the City requires that their financial partner for the CEF program leverage the loan loss reserve offered by FCM to create a differentiated financing product and believes this presents an exciting opportunity for Vancity to provide enhanced preferred terms compared to its existing loan offerings. Subject to approval of the City's application and signing of a definitive agreement between Vancity and City of Nanaimo, Vancity is prepared to commit to financing up to \$8.0 million over 4 years and to utilize the loan loss reserve of \$1.6 million to reduce the risk weighting of its Planet-Wise Loans. This initiative will allow Vancity to offer a further reduced interest rate to Nanaimo residents that access financing. Vancity believes that this enhanced product, in addition to the rebates offered to residents by the City, will help incentivize residents to undertake retrofits and create a more affordable and flexible financing.

As a provincially regulated financial institution, Vancity is regulated by the British Columbia Financial Services Authority ("BCFSA") and has put in place appropriate safeguards to manage risk. Vancity's qualified Special Accounts team oversees delinquency in Vancity's lending portfolio. This team of specialists works one-on-one with Vancity members to assess the member's situation and create solutions based on each member's unique needs and circumstances. Vancity tracks and monitors all defaults and delinquencies and would use all available tools and measures for recovering losses before utilizing the loan loss pool for cost recovery.

Lending Process and Adjudication

For all retail lending, Applicants must:

- Be 19 years of age or older
- Be (or become) a member of Vancity
- Be up to date and not currently deferred on any existing Vancity loans and/or mortgage payments
- Have the capacity to enter legally binding contracts,
- And be a resident of British Columbia (including non-permanent residents).

Every credit application for a personal loan would be subject to the following:

- Review of 5 C's (Character, Conditions, Capacity, Capital, Collateral)
- Review of income sources and employment. We have a variety of acceptable income sources, including:
 - o Salary or pension income
 - o Indigenous non-taxable income
 - o Self-employment income
 - o Variable income

A current credit bureau check is required within 90 days of approval and/or funding and we require a minimum beacon score of 620 and BNI of 800. Vancity may also utilize other criteria for assessing creditworthiness.

To become a Vancity member, individuals are required to be a resident of B.C., have a social insurance number and deposit \$5 at account opening for member shares. Individuals can open select chequing or savings accounts online or call into Vancity's Member Services Center and book an appointment with one of our Credit Solutions specialists. In partnering with the City of Nanaimo, Vancity endeavors to set up a process for residents that will connect them directly to its Credit Solutions team who will be trained in this program and be able to service the enquiries.

Conclusion

Vancity is excited about the opportunity to partner with the City of Nanaimo on this innovative program and to demonstrate that combining public and private capital can assist homeowners in making their retrofit upgrades a reality. Vancity is fully supportive of this City initiative and is committed to being a reliable, open, and collaborative partner in this program.

Sincerely,

Alison Coates

Alison Coates
Director, Climate Strategy & Performance
Vancity

APPENDIX

Appendix I:

	CGHL	Planet-Wise Renovation Term Loan
Max Loan Amount	\$40,000 (maximums set for each type of upgrade – insulation can receive \$5k, heat pump \$4k)	\$50,000
Interest Rate	0%	Prime + 0.75% (Rate would be lowered for this program with the use of the loan loss reserve)
Max Term Length	10 years	15 years
Minimum Loan Amount	\$5,000	\$3,500
Availability of funds	15% available upfront, remainder given upon proof of completion and obtaining post-upgrade EnerGuide report (1-6 months).	Full funding available upon approval.
Requirements	Pre & Post-upgrade EnerGuide reports. Cannot be used for any upgrades that aren't in EnerGuide evaluation (e.g back-up battery or non-energy related measures).	Funds must be used towards project related to energy efficiency or reducing GHG emissions. Can include non-energy related measures that are necessary as part of a project (e.g. drywall).

ATTACHMENT B

Community Efficiency Financing Application Guide

Federation of Canadian Municipalities (FCM)'s Community Efficiency Financing Application Guide: https://media.fcm.ca/documents/programs/gmf/cef/cef-application-guide-gmf-2023_wpmrfc.pdf

DATE OF MEETING July 21, 2025

AUTHORED BY HANNAH GROOT, PLANNING ASSISTANT, COMMUNITY PLANNING

SUBJECT HERITAGE FAÇADE GRANT – 315 FITZWILLIAM STREET

OVERVIEW

Purpose of Report

To present a Heritage Façade Grant application for the St. Andrew's United Church at 315 Fitzwilliam Street.

Recommendation

That Council approve a \$10,000 Heritage Façade Grant for the St. Andrew's United Church building located at 315 Fitzwilliam Street to repair the building's gutters.

BACKGROUND

Located at 315 Fitzwilliam Street (Attachment A- Location Map), a Heritage Façade Grant application has been submitted by the Trustees of St. Andrew's United Church to repair the gutters on the building's exterior.

The St. Andrew's United Church is currently listed as a significant heritage building on the Downtown Heritage Conservation Area in City Plan. For historical information on the building see Attachment B - St. Andrew's United Church History and Significance.

City Plan supports the use of financial assistance and incentives to encourage the protection of heritage properties (Policy C4.6.5). Support for continued funding of the Heritage Façade Grant program is found in Section C4.6.3. of the Integrated Action Plan.

DISCUSSION

Staff have reviewed and evaluated the grant application and note that the proposed project satisfies the relevant requirements and objectives of the Heritage Façade Grant Program (as outlined in Attachment C – Heritage Façade Grant Program Purpose and Conditions).

The proposed exterior rehabilitation work will replace and repair existing gutters. Photos of the condition of the existing gutters can be viewed in Attachment D. The material and colour of the new and repaired gutters will match the existing gutters.

The proposed work is intended to increase the viability of the building and protect the façade through preventing water-related damage created from gutter leakages. The proposed work is consistent with the City's Downtown Heritage Building Design Guidelines.

The total estimated project cost is \$25,410. The project is eligible for up to \$12,705 in grant assistance based on the 50/50 cost-sharing model specified under the program, and the maximum façade allotment of \$10,000 per street frontage. In this case, the property faces onto two street frontages. While this project is eligible for \$12,705 grant, staff are recommending a \$10,000 grant due to program budget availability.

A Heritage Façade Grant of \$8,137.50 was allocated to the Rawlinson & Glaholm Grocers building in February 2025, leaving the remaining budget currently at \$11,862.50. Approval of this grant will reduce the program budget to \$1,862.50, which will be used for grant administration expenses for the 2025 grants to be issued.

OPTIONS

1. That Council approve a \$10,000 Heritage Façade Grant for the St. Andrew's United Church located at 315 Fitzwilliam Street to repair the building's gutters.
 - Advantages: The Heritage Façade Grant Program furthers the Empowered goal of City Plan and the Integrated Action Plan, as well as the conservation objectives of the City's Heritage Conservation Program.
 - Disadvantages: St. Andrew's Church has previously received three grants under the Heritage façade Program: i) \$20,000 in 2007 to repair and rehabilitate the stained-glass windows; ii) \$10,000 in 2012 to replace the asphalt roofing on the church spires; and iii) \$20,000 in 2021 to replace the asphalt roofing (excluding the spires). By allocating funding to St. Andrew's United Church, the money remaining in the Heritage Façade Grant program would be reduced for potential future applicants in 2025.
 - Financial Implications: Approval of this grant would reduce the program budget to \$1,863, which will be used for administration expenses.
2. That Council deny the Heritage Façade Grant Application.
 - Advantages: More funding would be available in the Heritage Home Grant fund for potential applications to be considered until December 2025.
 - Disadvantages: This could create uncertainty about the City's commitment to the grant program's purpose and parameters. It would run counter to the City's heritage conservation objectives. Not awarding funding would be contrary to the first-come, first-served priority for eligible applications.
 - Financial Implications: A total of \$11,863 would remain available for further applications in 2025

SUMMARY POINTS

- The building's Trustees have applied for a \$10,000 Heritage Façade Grant for the St. Andrew's United Church building located at 315 Fitzwilliam Street to repair the gutters.
- The total estimated project cost is \$25,410.
- The grant application satisfies the relevant requirements and objectives of the Heritage Façade Grant Program.

ATTACHMENTS

ATTACHMENT A: Location Map

ATTACHMENT B: St. Andrew's United Church Building History and Significance

ATTACHMENT C: Heritage Façade Grant Program Purpose and Conditions

ATTACHMENT D: Existing Gutter Condition

Submitted by:

Lisa Brinkman
Manager, Community Planning

Concurrence by:

Jeremy Holm
Director, Planning & Development

Wendy Fulla
Director, Finance

Laura Mercer
General Manager, Corporate Services

The map displays a grid of streets and property lots. Key streets include Richards St, Fitzwilliam St, Wesley St, Selby St, Robson St, and Franklyn St. A blue line, likely representing a water body or canal, runs along the top and right edges of the map. Several areas are highlighted with blue outlines and labeled DT2, DT3, DT4, and DT7. A specific lot on Wesley St is highlighted with a black outline and diagonal hatching, labeled DT2. The map also shows a blue line representing a water body or canal running along the top and right edges.



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ATTACHMENT B

ST. ANDREW'S UNITED CHURCH BUILDING HISTORY AND SIGNIFICANCE

Built in 1893, St. Andrew's United Church is a good example of Late Victorian church architecture. The church follows the square floor plan with second floor horseshoe gallery typical of Late Victorian Presbyterian churches, its original denomination. A large hall at the rear, built in 1927, features a two-storey auditorium with a balcony. The church retains much of its original character despite some later alterations, most notably a stucco finish over the original brick walls.

Still in use, the Church represents the historic and continuing spiritual, social and cultural importance of the building to Nanaimo. In addition to church services, the building has long hosted community events such as concerts and festivals.

St. Andrew's United Church is significant because of its association with the historic national merger of the Methodist, Presbyterian and Congregational churches in 1925 and it speaks to the historic and continuing complex and often divisive religious issues that confront communities. In Nanaimo, the merger was controversial. A large proportion of Presbyterians voted against union and the subsequent legal battle over the division of the property was the only union litigation case in British Columbia.

St. Andrew's United Church is also significant because of its association with American architect Warren H. Hayes, a specialist in church design who is credited with the development of the diagonal auditorium form. He designed a number of buildings through the United States including the Scottish Rite Temple in Minneapolis and Central Presbyterian Church in St. Paul, Minnesota and is known to have provided plans for at least two churches in Canada.

The manse, rock wall, landscape grounds and attached hall all have a historic and physical relationship to the church and are an essential part of the site's value. The church's tall bell tower and substantial mass dominate this corner of Fitzwilliam Street and make the building a highly visible historic landmark.

ATTACHMENT C

HERITAGE FAÇADE GRANT PROGRAM PURPOSE AND CONDITIONS

The Heritage Façade Grant Program was created by Council in 2003 as part of the City's Downtown Revitalization Strategy. The program was designed to provide financial incentives to encourage rehabilitation and enhancement of heritage buildings located in the City's downtown core, enliven the streetscape, create a more attractive environment for visitors and tenants, and stimulate investment in the area. The program has been successful at leveraging private investment toward rehabilitating and enhancing the exteriors of historic buildings located in the downtown core.

Façade grants are available yearly on a first-come, first-served basis to significant heritage buildings listed in the Downtown Heritage Conservation Area, as outlined in the City's Official Community Plan. The 2025 grant program budget is \$20,000. Each grant covers up to 50% of a project's cost, to a maximum of \$10,000 per building façade facing onto a street. \$439,098.20 has been paid out under the program for 43 exterior building façade improvements (for 33 buildings) leveraging \$7,554,238.32 in private investment.

Should Council approve the grant, the following conditions will also apply as specified under the program:

- The project must be fully completed prior to payment of the grant.
- The owner must agree to register a Heritage Conservation Covenant on the property prohibiting demolition or exterior alteration of the building, unless the City approves these actions.
- Work must be substantially underway within six months of grant approval and completed within one year.
- Work must be of good quality, meeting appropriate building/fire codes or approved equivalent, comply with existing bylaws, be conducted in accordance with a valid building permit (if applicable), and pass municipal inspections.
- Work is subject to inspection. If, during the course of the project, it is determined that the work fails to adhere to the program guidelines, then the award of the grant, in whole or in part, may be rescinded.
- Signage crediting the City's funding will be provided and must be displayed for a mutually agreeable period not to exceed three months after the project is completed. Grant recipients may be asked to participate in other promotional efforts as appropriate.
- The applicant shall not involve the City of Nanaimo in any legal action between him/her or any contractors, estimators, employees, workers or agents arising from or out of the façade improvement project.

ATTACHMENT D

EXISTING GUTTER CONDITION



Staff Report for Decision

DATE OF MEETING JULY 21, 2025

AUTHORED BY JAMIE ROSE, MANAGER OF TRANSPORTATION

SUBJECT ALLOCATION OF PEDESTRIAN UNALLOCATED FUNDS

OVERVIEW

Purpose of Report

To adjust project funding sources to ensure successful delivery of approved projects. |

Recommendation

That Council:

1. Fund the Townsite Road at St. Patrick Crescent raised crosswalk from Developer Contributions; and
2. Reallocate the \$100,000 from the 2025 Pedestrian Unallocated budget for the Townsite Road at St. Patrick Crescent raised crosswalk to fund budget shortfalls on 2023 Pedestrian Unallocated projects.

BACKGROUND

Since 2018 Council has supported improvements to the pedestrian network through Staff's annual "Pedestrian Unallocated" reports. Most recently, Council approved the allocation of \$300,000 to three locations; Applecross at McRobb, Townsite at St Patrick, and Waddington at Dufferin (Attachment A).

DISCUSSION

Since the 2025 Pedestrian Unallocated Report was drafted and approved by Council, details relating to the previous 2023 approved projects have changed. Three previously approved 2023 projects have progressed through procurement and have been identified as requiring additional funds to complete construction. These projects are:

	Budget	Actual	Difference
Dufferin @ Grant – raised crosswalk	\$ 100,000	\$ 105,388	\$ (5,388)
Dover @ Applecross - flashers	\$ 80,730	\$ 110,091	\$ (29,361)
400 Block Campbell St - crossing	\$ 118,200	\$ 148,673	\$ (30,473)

In addition, a Subdivision application was approved at 1355 Townsite Road, with a cash in lieu contribution of \$97,457.33 for upgrades to pedestrian facilities in the surrounding area, which could be allocated to the recently approved Townsite/St Patrick crosswalk.

The project funding shortfall and the cash contribution from the development project are very close in value and so Staff recommend adjusting funding sources for the projects to ensure that all works are completed as intended.

FINANCIAL CONSIDERATIONS

The financial implications of this situation would be minimal as the cash contribution from the development has not been identified for a specific project, only that it is to be used for enhancing walkability in the neighbourhood, which allocating to the Townsite at St Patrick intersection would fulfill.

OPTIONS

1. That Council:
 1. Fund the Townsite Road at St. Patrick Crescent raised crosswalk from Developer Contributions; and
 2. Reallocate the \$100,000 from the 2025 Pedestrian Unallocated budget for the Townsite Road at St. Patrick Crescent raised crosswalk to fund budget shortfalls on 2023 Pedestrian Unallocated projects.
 - The advantage of this option is that all projects proceed as envisioned with no additional cost to the City.
 - The disadvantage of this option is the possible missed opportunity to use the deferred revenue funds for a project that has yet to be identified.
 - Financial Implications: There are no financial implications with this option
2. That Council provide alternate direction to Staff.

SUMMARY POINTS

- Projects previously approved under the 2023 Pedestrian Unallocated Program have progressed to the procurement stage but have are being quoted above the approved budget.
- A Subdivision adjacent the Townsite at St Patrick intersection was approved with a cash in lieu agreement to fund nearby pedestrian improvements.
- Applying the cash in lieu to the Townsite at St Patrick project will allow funds from the 2025 Pedestrian Unallocated Budget to be used to address the 2023 Projects budgetary shortfalls.

ATTACHMENTS:

Attachment A: Staff Report from June 18, 2025, Finance and Audit Committee

Submitted by:

Jamie Rose
Manager, Transportation

Concurrence by:

Wendy Fulla
Director, Finance

Bill Sims
General Manager, Engineering & Public
Works

Laura Mercer
General Manager, Corporate Services



Staff Report for Decision

DATE OF MEETING JUNE 16, 2025

AUTHORED BY MADELEINE KOCH, ACTIVE TRANSPORTATION PROJECT SPECIALIST

SUBJECT **ALLOCATION OF UNALLOCATED PEDESTRIAN FUNDS**

OVERVIEW

Purpose of Report

To recommend pedestrian improvement projects to Council for expenditure of the \$300,000 Pedestrian Unallocated Budget for 2025. |

Recommendation

That Council invest \$300,000 Pedestrian Unallocated budget for 2025 towards raised crosswalks at the following locations:

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

BACKGROUND

Each year, Nanaimo City Council allocates \$300,000 towards pedestrian mobility and safety projects throughout the City. This Pedestrian Unallocated Budget is intended to address smaller-scale pedestrian improvement projects more quickly than would be possible via the typical financial planning process.

Staff prepare a report annually for Council with potential projects for their consideration. Projects that improve crosswalk safety are commonly recommended by Staff, as research shows that most collisions between drivers and pedestrians occur at crossings. Staff identify priority crosswalks using the Crosswalk Improvement Prioritization Tool, which assigns a score to each crosswalk in Nanaimo based on trip-generation factors and risk factors.

Staff have provided information reports at the 2025-MAY-14 Advisory Committee on Accessibility and Inclusiveness and the 2025-JUN-11 Public Safety Committee, sharing the pedestrian unallocated projects being recommended to Council for 2025. |

DISCUSSION

For 2025, Staff recommend that Council allocate funding towards high scoring pedestrian crosswalks, per the Crosswalk Improvement Prioritization Tool. During Staff's analysis, high scoring crosswalks were refined by excluding the following types of crosswalks:

- Those at controlled intersections (either traffic lights or stop signs), since the rights and responsibilities of both pedestrians and drivers are generally understood at these types

of intersections. Furthermore, interventions to improve pedestrian safety at these intersections are typically quite complex and costly.

- Those that are within the scope of an upcoming capital project, as these projects typically provide an opportunity to make improvements to transportation infrastructure, often at a reduced cost.

2025 Projects for Council's Consideration

For 2025, Staff recommend the following projects for Pedestrian Unallocated funding:

Townsite Road at St. Patrick Crescent

Crosswalk Improvement Prioritization Tool Score: 50

Recommended Treatment: Raised crosswalk and lighting improvements

Cost Estimate: \$100,000

Rationale:

This crosswalk's high score is primarily due to trip generation factors. These include proximity to a highly used transit stop, its location within the Hospital Urban Centre, and economic equity considerations. Risk factors affecting this crossing include high traffic volumes and a known collision involving an active transportation user.

Wallace Street at Franklyn Street

Crosswalk Improvement Prioritization Tool Score: 48

Recommended Treatment: New raised crosswalk on north side of intersection

Cost Estimate: \$100,000

Rationale:

This crosswalk's high score is primarily due to trip generation factors. These include its location within the Primary Urban Centre land use designation, economic equity considerations, and its high WalkScore rating. The most significant risk factor affecting this location is traffic volume.

Staff propose adding a new raised crosswalk at the north side of the intersection. In addition to slowing traffic, this new crossing location provides a shorter crossing distance and reduces the potential for conflicts between pedestrians and drivers.

Portsmouth Road at Applecross Road

Crosswalk Improvement Prioritization Tool Score: 47

Recommended Treatment: Raised Crosswalk

Cost Estimate: \$100,000

Rationale:

This crosswalk's high score is primarily due to trip generation factors. These include its location within an Urban Centre, having a high WalkScore rating, and proximity to a highly used transit stop. Crossing distance is the most significant risk factor affecting this location.

Pedestrian improvements at this crossing were strongly supported during community consultation for the Woodgrove Area Plan.

2025 Secondary Projects

The following potential projects have also been reviewed by Staff but are not included in the recommendation to Council for 2025, as the budget would be exceeded. However, Council may consider re-prioritising any of the following projects for funding in 2025, either by removing projects from the recommended list above, or by allocating additional funds from other budgets to cover costs over and above the \$300,000 Pedestrian Unallocated budget.

Waddington Road at Dufferin Crescent

Crosswalk Improvement Prioritization Tool Score: 47

Recommended Treatment: Raised crosswalk

Cost Estimate: \$100,000

Discussion:

This location has the same ranking as Portsmouth Road @ Applecross Road and is driven by similar trip generation and risk factors. Ultimately, Staff are recommending Portsmouth Road @ Applecross Road over this location given the strong public support expressed during recent community consultation for the Woodgrove Area Plan.

Mary Ellen Drive at Dover Road

Crosswalk Improvement Prioritization Tool Score: 46

Recommended Treatment: Two-stage crossing

Cost Estimate: \$150,000

Discussion:

As the existing crosswalk crosses multiple vehicle lanes, this location is a strong candidate for a two-stage crossing including flashing lights and a pedestrian refuge area at the half-way point of the crossing.

Staff excluded this project from the 2025 recommendations as it would require a substantial portion of the Pedestrian Unallocated budget. It is possible to fund three raised crosswalk projects within the budget. However, if this two-stage crossing were funded, only two projects would be possible with the 2025 funds.

Other Locations Considered:

The following locations have substantial scores but were excluded from Staff's recommendation in favour of the higher-scoring crosswalks noted above. As the higher-scoring crosswalks receive improvements, it is likely that future pedestrian unallocated funding will support recommendations at the locations listed below.

In addition to the prioritization scoring, these crosswalk locations have been brought to Staff's attention through requests from the public.

Location	Score	Notes
Elizabeth Street at Howard Avenue	41.5	Members of the Fairview Elementary School community have submitted 20 requests for safety enhancements at this crossing, and the crossing at Second Street @ Kamp Place.
Second Street at Kamp Place	39.5	See above
Hammond Bay Road at Kenwill Drive	41	Staff have received four requests for safety improvements at this crosswalk, some in anticipation of Rutherford Elementary School re-opening this September.
Sierra Way at McGirr Road	38.5	Staff have received a request for safety improvements to the crosswalk on McGirr Rd. Traffic safety improvements at this location are also supported by the McGirr Elementary Active School Travel Plan.

Previous Year Project Update

Following is a table showing the pedestrian unallocated projects approved since 2023, and the completion status of each. See Attachment A for a map of project locations over the past five years.

Location	Project	Status
2023		
Departure Bay Road south sidewalk (Alan-A-Dale to Wardropper Park)	Sidewalk	Completed Aug 2024
Dufferin Crescent at Grant Avenue	Raised crosswalk and curb return	Design in progress
Pine Street and Wentworth Street	Rectangular rapid flashing beacons (RRFBs), improved street lighting, shortened crossing	Design in progress
Howard Avenue at Regal Street	Raised crosswalk	Completed Sept 2024
Dover Road at Applecross Road	RRFBs	Design in progress
Brickyard Road at Broadway Road	Islands, centre line signage, revised pavement markings	Under construction
3700 Block of Departure Bay Road	RRFBs	Completed Sept 2024
400 Block of Campbell Street	Raised crosswalk	Design in progress
2024		
Albert Street at Dunsmuir Street	Raised crosswalk	Design in progress
Albert Street at Selby Street	Raised crosswalk	Design in progress

CONCLUSION

The Crosswalk Improvement Prioritization Tool continues to support high value pedestrian infrastructure investments across Nanaimo. This year's recommended projects have been prioritized primarily due to generating relatively high scores in the Crosswalk Improvement Prioritization Tool.

OPTIONS

1. That Council invest the \$300,000 Pedestrian Unallocated budget for 2025 towards raised crosswalks at the following locations:
 - Townsite Road at St. Patrick's Crescent (\$100,000)
 - Wallace Street at Franklyn Street (\$100,000)
 - Portsmouth Road at Applecross Road (\$100,000)
 - The advantages of this option: It is based on objective scoring generated by the Crosswalk Improvement Prioritization Tool. This option would support three projects, which is the maximum number of projects possible within the budget.
 - This option does not address high-scoring locations that require more costly safety interventions.
 - Financial Implications: Funding is included in the approved 2025 – 2029 Financial Plan.
2. That Council invest the \$300,000 Pedestrian Unallocated budget for 2025 towards some or all of the "2025 Secondary Projects" described in this staff report.
 - The advantages of this option: The "2025 Secondary Projects" listed in the Staff report are also relatively high-scoring and worthwhile. Council may have reasons for prioritizing one or both of these projects rather than those recommended in Option 1.
 - The disadvantages of this option: A different combination of projects may not fit within the \$300,000 budget, which could mean only two projects could be constructed. Deviating from funding improvements at the highest scoring crosswalks reduces objectivity in decision making.
 - Financial Implications: A different combination of projects may require additional funding from other budget sources or may result in left over funds.
3. That Council provide alternate direction to Staff.

SUMMARY POINTS

- Council allocates \$300,000 towards small-scale pedestrian improvement projects each year.
- Staff are recommending Council allocate their 2025 budget towards three raised crosswalk projects at locations with high scores, based on staff's Crosswalk Improvement Prioritization Tool.
- The recommended projects have been shared with the Advisory Committee on Accessibility and Inclusiveness and the Public Safety Committee through information reports.

ATTACHMENTS:

~~Attachment A: Allocation of Unallocated Pedestrian Funds PowerPoint Presentation~~

Submitted by:

Jamie Rose |
Manager, Transportation

Concurrence by:

Poul Rosen
Director, Engineering

Bill Sims
General Manager, Engineering & Public
Works |

DATE OF MEETING JULY 21, 2025

AUTHORED BY COLIN DAL-SANTO

SUBJECT QUARTERLY BUDGET TRANSFER REPORT

OVERVIEW

Purpose of Report:

To advise Council of any budget transfers requiring disclosure for the period 2025-JAN-01 to 2025-JUNE-30.

BACKGROUND

The City's budget transfer policy requires disclosure of budget transfers that result in a new project over \$75,000 and at the discretion of the Director, Finance disclosure of budget transfers over \$100,000 or budget transfers that result in the delay or cancellation of a project.

This report covers Q1 and Q2 of 2025. |

DISCUSSION

Beban Pool UV Sterilizers

The Beban Pool UV Sterilizers Replacement Project was cancelled and \$60,000 was transferred to fund new and better equipment for the Beban Pool's sanitation. The new Beban Pool AutoPool Controllers and Wapotech Filtration System project is a replacement to the current UV sterilizers. Once the new chemistry controllers and wapotech systems are put into operation the pool will benefit from cost savings from the need of fewer chemicals and reduced power consumption to run the new system.

Westwood Lake Signage and Waste Receptacles

The Westwood Lake Improvements Project required a budget transfer of \$168,600 for the addition of two key amenities for the park: accessible signage and waste receptacles. The new signage aids in setting a higher standard for signage in parks as it features braille and tactile mapping to help broaden the usability of the park for everyone. \$40,000 was allocated from the Parks and Facilities Accessibility and Inclusivity project with the remainder covered by the City's Project Contingency budget.

Rotary Bowl Pole Vault Relocation

A budget transfer of \$126,900 was completed to accelerate a project from 2026 to 2025. The project was to move the location of the pole vault runway at the Rotary Bowl. In its previous location at the north end of the track, the runway was too close to the baseball field and there were risks of the athletes being struck by a foul ball during baseball practices and games. By moving the runway to the south end of the property the pole vault athletes no longer had to

schedule their practices around the baseball field use. The transfer came from resurfacing work for the Rotary Bowl High Jump project being delayed as well as a small portion coming from the City's Project Contingency budget.

City Wide Sewer Model

A budget transfer of \$159,750 was completed in order to set up a City-Wide Sewer Model Project in 2025. The City's sewer model is maintained and updated by consultants and is a key tool used to assess the impacts of proposed developments and to inform sewer master plans. Sewer master plans help ensure that the sewer collection system can support both the existing population and future growth, ideally with minimal infrastructure upsizing and reduced long-term energy demands. The transfer was completed by cancelling the North Shore Catchment Master Plan which will be budgeted for again in a future year.

FINANCIAL CONSIDERATIONS

The additional funding for the above projects was funded by reallocating resources within the approved 2025-2029 Financial Plan.

SUMMARY POINTS

- Budget transfer funding was found within the approved 2025 budget.

Submitted by:

Colin Dal-Santo
Project Accountant

Concurrence by:

Dhanya Balachandran
Manager, Financial Planning

Bill Sims
General Manager, Engineering & Public Works

Darcie Osborne
Director, Parks, Recreation & Culture

Wendy Fulla
Director, Finance

Laura Mercer
General Manager, Corporate Services

CITY OF NANAIMO

BYLAW NO. 4500.228

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, 481, and 482 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 2024 No. 4500.228".
2. The "City of Nanaimo Zoning Bylaw 2011 No. 4500" is hereby amended as follows:
 - (1) By rezoning a portion of the lands legally described as LOT C, DISTRICT LOT 18, WELLINGTON DISTRICT, PLAN EPP114091 (3425 Uplands Drive) from Low Density Residential (R6) and Steep Slope Residential (R10) to Medium Density Residential (R8) as shown on Schedule A.
 - (2) By amending the table in section 7.2.1 by adding the following row after the row labelled 'Park Model Trailer'

Use	Zone															Conditions of Use
	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10	R11	R12	R14	R15		
Personal Care Facility	--	--	--	--	--	--	--	SS	--	--	--	--	--	--		

- (3) By amending the table in section 7.2.4 by adding the following row after the row labelled '6085, 6095 and 6081 Uplands Drive'

Use	Permitted Location Address	Legal Description of Permitted Located
Personal Care Facility	3425 Uplands Drive	LOT C, DISTRICT LOT 18, WELLINGTON DISTRICT, PLAN EPP114091

PASSED FIRST READING: 2024-JUL-22

PASSED SECOND READING: 2024-JUL-22

PUBLIC HEARING HELD: Not held pursuant to *Local Government Act* Section 464(3) and 467

PASSED THIRD READING: 2024-JUL-22

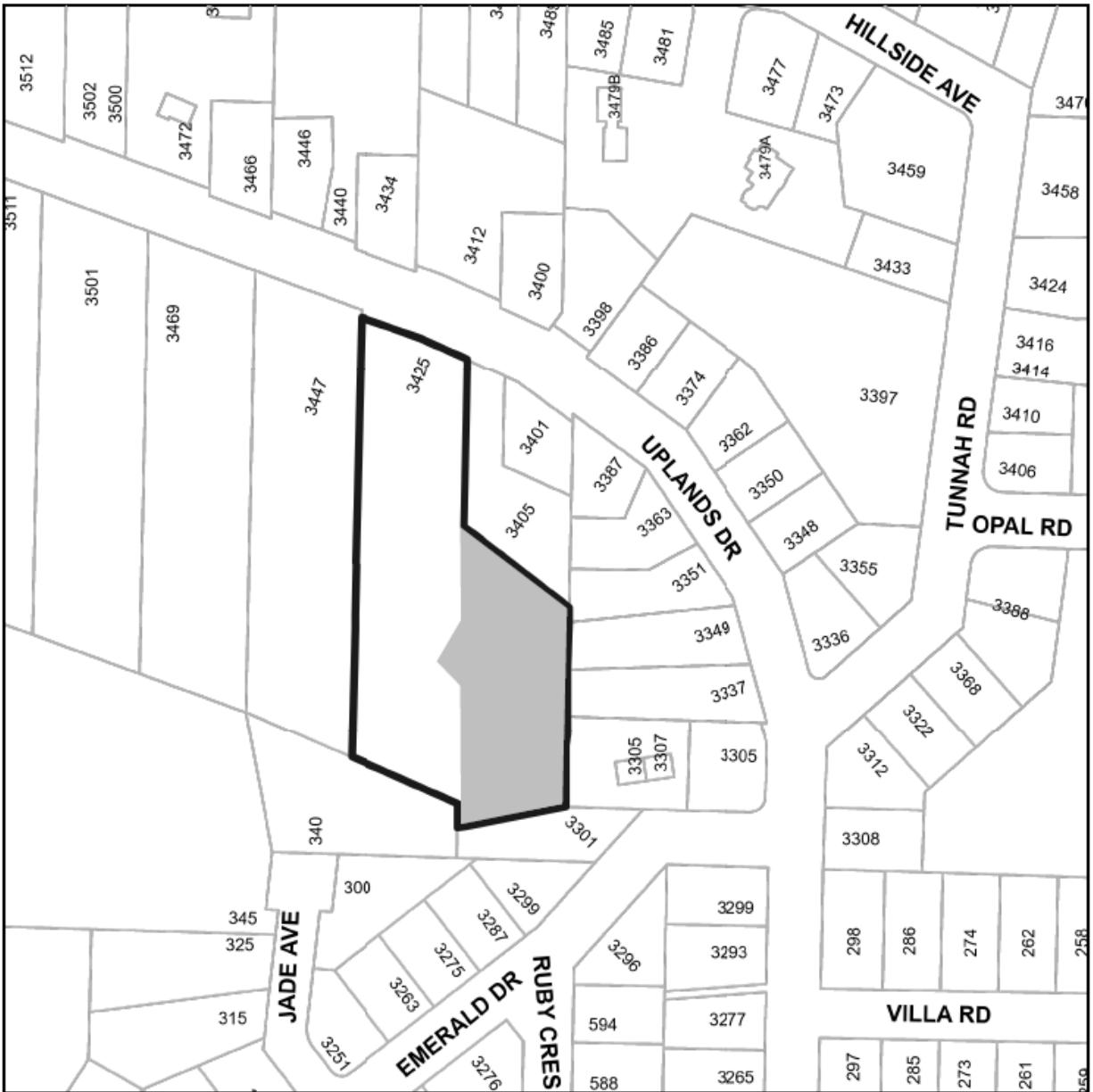
ADOPTED: _____

MAYOR

CORPORATE OFFICER

File: RA000501
Address: 3425 Uplands Drive

SCHEDULE A



 SUBJECT
PROPERTY

REZONING APPLICATION NO. RA000501

CIVIC: 3425 UPLANDS DRIVE

LEGAL: LOT C, DISTRICT LOT 18, WELLINGTON DISTRICT, PLAN

 PORTION TO BE REZONED

CITY OF NANAIMO

BYLAW NO. 4500.235

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

WHEREAS the Council may zone land, by bylaw, pursuant to the *Local Government Act*,

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

1. This Bylaw may be cited as the "Zoning Bylaw Amendment Bylaw 2025 No. 4500.235".

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

(1) "Part 5 – Definitions" is amended by deleting the definition of 'Buffer Area'.

(2) "Part 5 – Definitions" is amended by adding the following definition after 'Laboratory':

LANDSCAPE BUFFER - means an area with landscaping that provides functional and aesthetic enhancement along streets and lot lines that contains any combination of trees, bushes, shrubs, plants, flowers, natural vegetation other than noxious weeds and invasive species, decorative rocks, planters, ornamental fences, and the like.

(3) "Part 5 – Definitions" is amended by adding the following definition after 'Public Market':

PUBLIC PLAZA – means an area that is exclusively pedestrian and is visible from the street, backed by a highly detailed building facade, and contains elements such as decorative paving surface, site furniture, trees, decorative lighting and the like.

(4) "Part 5 – Definitions" is amended by adding the following definition after 'Warehouse':

WASTE MANAGEMENT ENCLOSURE – means a structure with or without a roof where solid waste collection containers are stored and screened from view.

(5) "Section 6.10 Fence Height" is amended by replacing Subsection 6.10.7 with the following:

6.10.7 Trellis, gate, arbor, or similar ornamental structures within a required yard setback area may be excluded from the calculation of fence height provided that such a feature:

- a) demarcates a pedestrian access;
- b) does not exceed 2.4m in height;
- c) does not exceed 2.0m in width; and
- d) complies with Section 6.9 (visibility at intersections) of this Bylaw.

(6) "Section 6.10 Fence Height" is amended by adding the following after Subsection 6.10.7:

6.10.8 Notwithstanding Subsection 6.10.2, the maximum height of a fence adjacent to a park shall not exceed 1.2m.

- (7) “Part 17 – Landscaping” is amended by replacing Sections 17.1, 17.2, 17.3, 17.4, 17.5, 17.6, 17.7, 17.8 17.9, 17.10, 17.11, and 17.12, with the following:

17.1 REQUIRED LANDSCAPING

17.1.1 A landscape buffer:

- a) shall be required on a lot where a DPA8: Form and Character development permit is required as outlined in Section 18.8 of this Bylaw;
- b) shall comply with Subsection 6.9 ‘Visibility at Intersections’ of this Bylaw; and
- c) must be continuous, broken only by walkways and driveways.

17.1.2 The following table specifies the minimum landscape buffer widths to be provided on a lot:

Use	All lot lines	Lot lines abutting a residential use*
Multiple Family Dwelling Use	1.5m	--
Mixed Use	1.5m	--
Commercial Use	1.5m	3.0m
Industrial Use	3.0m	7.5m

**Abutting a lot zoned to allow residential use as a principal use*

17.1.4 Notwithstanding Subsection 17.1.2, a landscape buffer shall not be required where:

- a) the minimum setback for a principal building is 0m from a street or a lot line;
- b) a lot line abuts the same zone;
- c) a lot line where an industrial zone abuts another industrial zone.

17.1.3 Notwithstanding Subsection 17.1.2, where a lot line abuts a park:

- a) a landscape buffer shall not be required; and
- b) fencing shall be provided in accordance with Subsection 6.10.8 of this Bylaw.

17.1.5 A landscape buffer abutting a street may be substituted with a public plaza where public access to the plaza is secured by legal means.

17.1.6 Waste management enclosures must be set back a minimum of 3.0m from:

- a) any lot line abutting a lot zoned for residential use; and
- b) a principal building.

17.1.7 All planted areas (trees, shrubs, plants) required by this Bylaw shall be serviced by an underground irrigation system and shall be maintained in good condition.

- (8) Part 18, Section 18.8 DPA8: Form and Character Guidelines is amended by replacing Subsections 18.8.2 with the following:

18.8.2 A development permit is required for any proposed commercial, industrial, multi-family, or mixed-use development in DPA8: Form and Character.

- (9) Part 18, Section 18.8 DPA8: Form and Character Guidelines is amended by replacing Subsections 18.8.3 and 18.8.4 with the following:

Guidelines

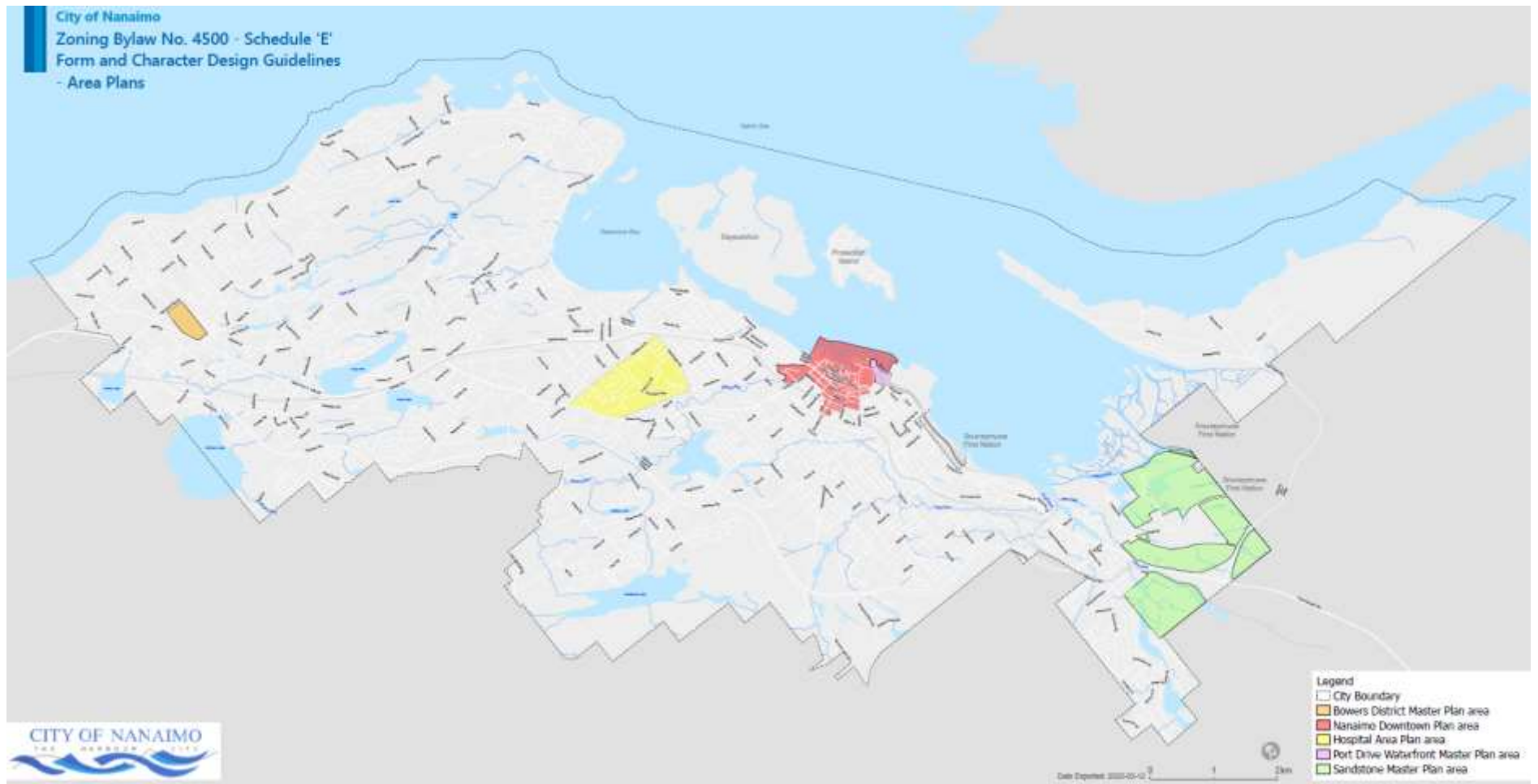
- 18.8.3 The *Form and Character Design Guidelines* (2025) form part of the DPA8 guidelines, and shall apply to all proposed commercial, industrial, multi-family, or mixed-use development in DPA8: Form and Character.
- 18.8.4 In addition to 18.8.3, the design guidelines in the following documents, which form part of the DPA8 guidelines, shall also apply to any proposed commercial, industrial, multi-family, or mixed-use development in the corresponding areas shown on Schedule E of this Bylaw:
- a) *Nanaimo Downtown Plan* (2002)
 - b) *Port Drive Waterfront Master Plan* (2018)
 - c) *Hospital Area Plan* (2018)
 - d) *Bowers District Master Plan* (2022)
 - e) *Sandstone Master Plan* (2022)
- (10) Schedule 'E' is amended by replacing "Schedule E – Neighbourhood and Area Plan Form and Character Design Guidelines" with "Schedule E – Form and Character Design Guidelines – Area Plans" as shown in Schedule A of this Bylaw.

PASSED FIRST READING: 2025-MAY-26
PASSED SECOND READING: 2025-MAY-26
PUBLIC HEARING HELD: 2025-JUN-19
PASSED THIRD READING: 2025-JUN-19
MINISTRY OF TRANSPORTATION AND TRANSIT: 2025-JUL-02
ADOPTED: _____

MAYOR

CORPORATE OFFICER

SCHEDULE A



From: LCRB Outreach LCRB:EX <LCRB.Outreach@gov.bc.ca>

Sent: Tuesday, July 8, 2025 4:14 PM

To: LCRB Outreach LCRB:EX <LCRB.Outreach@gov.bc.ca>

Subject: Invitation to the Liquor and Cannabis Regulation Branch's Engagement on Cannabis Market Controls and Sales at Events

Hello,

The Liquor and Cannabis Regulation Branch (LCRB) is reviewing cannabis market controls (licence cap, tied-house, vertical integration) and is looking into enabling cannabis sales at events.

We invite you to review the attached discussion papers and share your perspectives. Your input will help inform our policy development and ensure we understand and consider the priorities of local governments in British Columbia.

Input on cannabis market controls or cannabis sales at events may be provided to the LCRB in the following ways:

Request a meeting

If you would like to meet to discuss your feedback, please contact LCRB.Outreach@gov.bc.ca by **August 1, 2025**.

Written feedback

If you wish to provide written feedback, please respond to the discussion questions listed in the engagement paper and submit your comments by **September 1, 2025**.

- Responses to the engagement paper can be sent via email:
LCRB.Outreach@gov.bc.ca.
- Responses to the engagement paper can be sent by mail:
Attn: LCRB Communications
PO Box 9292 Stn Prov Govt
Victoria, B.C. V8W 9J8

Questions and/or input regarding this engagement may be sent to the LCRB at LCRB.Outreach@gov.bc.ca.

Thank you,

Janet Donald
Executive Director
Liquor and Cannabis Regulation Branch
Ministry of Public Safety and Solicitor General
www.gov.bc.ca/lcrb



DISCUSSION PAPER

Cannabis Sales at Events

June 2025

Purpose

The Liquor and Cannabis Regulation Branch, Ministry of Public Safety and Solicitor General, invites Indigenous partners and interested parties to comment on enabling cannabis sales at events. This discussion paper provides a brief background and discussion questions.

Responses will be accepted until **September 1, 2025**

Contact

Sarah Gosman
Director, Legislation and Policy
LCRB.Outreach@gov.bc.ca

Introduction

In Spring 2022, the Government of British Columbia completed a broad engagement to support a strong, diverse and safe legal cannabis sector across the province. This engagement identified an interest in expanding opportunities for cannabis hospitality.

In January 2024, the Government of British Columbia took its first step in gradually enabling cannabis hospitality and tourism by allowing the promotion of cannabis-friendly spaces and consumption of cannabis on public patios where smoking and vaping tobacco is already allowed, subject to Indigenous nation or local government bylaws and other rules.

As a next step, the Liquor and Cannabis Regulation Branch (LCRB) is exploring how to enable cannabis sales at events. The LCRB is seeking input on the potential options for enabling cannabis sales at events.

Who can give feedback?

The LCRB wants to hear from:

- Section 119 agreement holders and Indigenous partners
- Cannabis retail licensees
- Federally licensed producers
- First Nations, Modern Treaty Nations and local governments
- Cannabis industry organizations
- Other partners

What Have People Said So Far?

Between August and September 2024, the LCRB held initial engagement sessions with cannabis industry leads and Indigenous partners to better understand the impacts of enabling cannabis sales at events.

The key messages the LCRB heard from these sessions include:

- Cannabis sales at events can improve public safety by bringing legal sources into event spaces where illicit sales and consumption are likely already occurring.
- There are opportunities to:
 - Educate consumers about legal sources at events,

- Use retailer experience in detecting intoxication and age-gating at events,
- Market B.C. products, and
- Increase community partnerships and presence at local events.
- The process to apply should be simple and not too expensive.

Proposed Options

Based on input and analysis, there are two potential options to enable temporary cannabis sales at events:

1. Develop a new licence class, or
2. Create an event sale 'add-on' for current licensees and authorization holders.

Option 1: Create a new licence class

- This option would create a new licence class for selling cannabis at events.
- Provincial retail licensees, section 119 authorizations holders, and federally licensed producers could apply.
- This option aims to streamline licence application and requirements by using current processes where possible, such as considering past security screenings and financial integrity checks.
- Requires a one-time fee around \$1000-\$2000, plus a small yearly fee.
- Key Considerations:
 - Available to provincial retail licensees, s. 119 authorization holders and federally licensed producers;
 - Likely available in 2026;
 - Will have upfront administrative requirements (e.g., applying for a new licence);
 - Fees would likely be higher than option 2.

Option 2: Create an event sale add-on for licensees and authorizations holders

- This option would create an event sale add-on for current provincial retail licensees (including PRS licensees) and section 119 authorization holders.
- This option would work similar to event sales processes in the liquor framework, such as endorsements and authorizations.

- In addition to standard fees associated with provincial cannabis licensing, a small, one-time fee, around \$500, would likely apply to endorsement applications.
- Key Considerations:
 - Less administrative requirements upfront;
 - Fees would likely be lower than option 1;
 - Federally licensed producers would not be eligible unless they hold a PRS licence;
 - Likely available in late 2026 or 2027.

What's not Changing?

Cannabis framework will continue to balance economic development opportunities with public health and safety. For example, possession limits and restrictions around cannabis advertising and promotions will continue to apply.

Cannabis consumption at events will have to follow the current rules in the *Cannabis Control and Licensing and Act* and its regulations and applicable Indigenous nation and local government bylaws. The current cannabis framework also allows First Nations and local governments to set cannabis retail rules for their communities and the LCRB is committed to maintaining local authority.

For adults 19+, consuming cannabis is legal anywhere except where it is explicitly restricted. Smoking and vaping cannabis are not allowed in the following public places:

- Playgrounds, sports fields, skate parks, swimming pools and spray pools, or any decks or seating areas associated these places
- Public buildings, workplaces, or common areas of apartments, condos, or dormitories, and within six metres of air intakes, windows, and doorways attached to these places
- Within six metres of bus stops, transit shelters, train stations, ferry docks and similar places
- Regional and municipal parks, except for designated campsites
- Provincial parks, except for areas identified or designated
- Health board properties, except in designated smoking areas

Events with cannabis sales must consider cannabis consumption laws during planning for an event.

Read the [Public Consumption Fact Sheet \[626KB,PDF\]](#) to learn more about public consumption restrictions in B.C.

Discussion Questions

The LCRB wants to hear your feedback on the proposed options for enabling cannabis sales at events.

Please share your thoughts on the questions below. Comments not related to the questions will not be considered at this time. Your comments are confidential and will not be shared in a manner that identifies you.

1. Which option do you prefer for enabling cannabis sales at events and why?
2. What are the risks and opportunities for allowing cannabis sales at events?
3. What type of events should cannabis be sold at (e.g., festivals, farmer's markets, etc.)?
4. Are there events where cannabis sales should not occur (e.g., all-ages events, specific locations like next to a playground)?
5. What public safety limitations and restrictions should be placed on cannabis sales at events (e.g., how much you can buy per purchase, type of product you can buy)?
6. Is there anything else we should consider about enabling cannabis sales at events?

Submitting your Comments

Send your comments to LCRB.Outreach@gov.bc.ca with the subject "Cannabis Sales at Events Engagement." Email submissions are preferred.

Submission deadline: September 1, 2025

When submitting your comments, please include:

- Full name of the person submitting
- Name of the business/organization and licence number, if applicable
- Municipality or regional district in which your store or production facility is located
- Municipality, regional district or Indigenous nation in which you are

- submitting a response on behalf of, if applicable
- Phone number, including area code and reply email address

If you wish to provide comments by mail, you can send to:

Liquor and Cannabis Regulation Branch
PO Box 9292 Stn Prov Govt
Victoria, BC V8W 9J8

Collection Notice

By submitting a response to this consultation paper, I understand that my personal information is being collected pursuant to sections 26(c) and 26(e) of the *Freedom of Information and Protection of Privacy Act* for the purposes of sharing my views or the views of my organization in response to the questions outlined in the discussion paper. Any questions about the collection, use, disclosure and storage of my Personal Information pursuant to this engagement should be directed to the Communications Director, Liquor and Cannabis Regulation Branch at PO Box 9292 STN PROV GOVT, Victoria, B.C., V8W 9J8, or by phone at 236-478-0348.



DISCUSSION PAPER

Market Controls

June 2025

Purpose

The Liquor and Cannabis Regulation Branch, Ministry of Public Safety and Solicitor General invites Indigenous partners and interested parties to comment on B.C.'s cannabis market controls. This discussion paper provides a brief background and discussion questions.

Responses will be accepted until **September 1, 2025**

Contact

Sarah Gosman
Director, Legislation and Policy
LCRB.Outreach@gov.bc.ca

Introduction

When cannabis became legal in 2018, the Province created rules to govern the legal cannabis market. These rules are referred to as market controls and include:

- **Licence Cap:** limits the number of cannabis retail store licences a company, person or group can hold to eight;
- **Tied House:** prohibits financial or other arrangements between cannabis retail store licensees and federally licensed producers;
- **Vertical Integration:** restricts federally licensed producers' ownership of cannabis retail stores.

The Liquor and Cannabis Regulation Branch (LCRB) is reviewing these cannabis market controls and considering whether setting a minimum required distance between cannabis retail stores (CRS) and allowing the sale of retail branded cannabis products (also called “white label” or “private label” products) would support the cannabis industry in B.C.

Who can give feedback?

The LCRB wants to hear from:

- Section 119 agreement holders and Indigenous partners
- Cannabis retail licensees
- Federally licensed producers
- First Nations, Modern Treaty Nations and local governments
- Cannabis industry organizations
- Other Partners

What's This About?

Market controls are intended to:

- Support diversity in the legal market,
- Prevent well-capitalized companies from dominating the retail market,
- Foster a competitive marketplace, and
- Create economic opportunities for local entrepreneurs and Indigenous people.

Current market controls apply to all CRSs in B.C.; however, exceptions, such as vertical integration and tied house exemptions, have been part of government-to-government section 119 agreements between First Nations and the Province.

Previous Licence Cap Engagement:

In 2023, the LCRB engaged, on the licence cap, with cannabis store licensees, Section 119 agreement holders, First Nations and Modern Treaty Nations, local governments and cannabis industry associations. The LCRB received 61 responses and most responses either supported no change to the licence cap or wanted to raise the licence cap. Now, with the broader review of market controls we are seeking updated input.

Provincial Distance Criteria:

The LCRB has heard the cannabis industry advocating for a minimum distance between CRSs similar to the distancing requirement in B.C.'s liquor framework. This would potentially require CRSs to be a set distance from another CRS. The distance between CRSs can be based on different criteria, such a specific measurement or limiting the number of stores allowed in a specific area based on population. The current cannabis framework allows First Nations and local governments to set distancing rules for their communities. In acknowledgement of the role that First Nations and local governments play in shaping B.C. communities, the LCRB is committed to maintaining local authority.

Retail Branded Cannabis Products:

The LCRB has heard that CRSs want to sell cannabis products with their own retail branding. Retail branded cannabis products are commonly known as “white label” or “private label” cannabis products.

We understand “white label” to mean a product that is produced by a Producer and then packaged and sold by retailers using their own branding. The specific product could be sold by multiple companies, and the labeling or branding would be specific to the retailer where the product is sold.

On the other hand, “private label” means a product that is produced by a Producer and packaged and sold using a specific company or retailer’s branding, opposed to multiple companies selling the same product under their brand.

What's not Changing

The LCRB will continue to require a local government or Indigenous nation's recommendation on a proposed retail store location before approving or changing a cannabis store licence in their community.

Any potential changes to B.C.'s market controls must align with federal cannabis rules under the *Cannabis Act* and its regulations.

Discussion Questions

The LCRB wants to hear your feedback on the following:

- the licence cap,
- minimum distancing rules between CRSs, and
- the sale of retail branded cannabis products in CRSs.

Feedback received will inform policy development for this project.

Please share your thoughts on the questions below. All questions may not be relevant to all participants. Comments not related to the questions will not be considered at this time. Your comments are confidential and will not be shared in a manner that identifies you.

Licence Cap:

- How does the licence cap affect the cannabis industry in B.C.?
- Which of the following options do you most agree with (and why):
 - a) Keep the licence cap at 8.
 - b) Increase the licence cap to 12.
 - c) Increase the licence cap to 16.
 - d) Remove the licence cap.
 - e) Other (please specify).

Retail Branded Cannabis Products:

If you are a provincially licensed retail store or a federally licensed producer:

- Is this something that would benefit your business as a cannabis retailer or federally licensed producer and why?
- Are you interested in partnerships to develop and sell retail branded cannabis products?
- Are there any restrictions or limitations that should be placed on retail branded cannabis products?

Provincial Distance Criteria:

- In addition to any rules or requirements from First Nations or local governments, do you think the province should introduce a minimum distance rule between CRSs and why?
- Is there criteria that should be considered, such as:
 - a. CRSs must be a set distance (in meters or kilometers) from each other,
 - b. The distance between CRSs is based on population (e.g., no requirement for low-density areas and distance rules for high-density areas), and/or
 - c. The number of stores allowed in an area is based on population (e.g., the number of CRSs in high-density areas are limited to a specific number).
- If you are a community or municipality, what do you see as the benefits and challenges of a provincial distancing rule and why?

Other Ideas:

- Given the existing market controls, are there any additional measures that could further support the cannabis industry in B.C.? Please provide specific suggestions or ideas that have not yet been considered.

Submitting your Comments

Send your comments to LCRB.Outreach@gov.bc.ca with the subject "Cannabis Market Controls Engagement." Email submissions are preferred.

Submission deadline: September 1, 2025

When submitting your comments, please include:

- Full name of the person submitting
- Name of the business/organization and licence number, if applicable
- Municipality, regional district or Indigenous nation in which your store or production facility is located
- Municipality, regional district or Indigenous nation in which you are submitting a response on behalf of, if applicable
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