



AGENDA SPECIAL COUNCIL MEETING

Monday, July 28, 2025, 4:30 p.m. To Proceed In Camera, Reconvene Open 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;
- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (c) labour relations or other employee relations;
- (d) the security of property of the municipality;
- (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;
- (f) law enforcement, if the Council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- (g) litigation or potential litigation affecting the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under Section 21 of the *Freedom of Information and Protection of Privacy Act*;
- (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;
- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under

Section 98 [annual municipal report];

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

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

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

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

3. INTRODUCTION OF LATE ITEMS:

4. APPROVAL OF THE AGENDA:

5. ADOPTION OF THE MINUTES:

a. Minutes

11 - 23

Minutes of the Special Council Meeting (Public Hearing) held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Thursday, 2025-JUL-17 at 7:00 p.m.

6. MAYOR'S REPORT:

7. RISE AND REPORT:

8. DELEGATIONS:

a. Holden Southward re: Council Spending within the City's Means

24

9. REPORTS:

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

25 - 66

To be introduced by Tim Doyle, Fire Chief.

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

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

- b. Alternative Approval Process Results - "Parks Dedication Amendment Bylaw 2025 No. 2255.01" 67 - 75
- To be introduced by Sheila Gurrie, Director, Legislative Services.
- Purpose: To report the results of the Alternative Approval Process for "Parks Dedication Amendment Bylaw 2025 No. 2255.01" – a bylaw to remove dedication as public park from a portion of "Elaine Hamilton Park".*
- c. Media Accreditation Policy 76 - 86
- To be introduced by Sheila Gurrie, Director, Legislative Services.
- Purpose: To bring forward a Media Accreditation Policy that sets the criteria and process for accredited media to use electronic devices during a Council or Council established Committee meeting for journalistic purposes.*
- Recommendation: That Council endorse the Media Accreditation Council Policy COU-248 as attached to the 2025-JUL-28 Staff Report titled "Media Accreditation Policy".
- d. Council Resolutions Update 87 - 131
- To be introduced by Sheila Gurrie, Director, Legislative Services.
- Purpose: To provide Council with a status update on resolutions made by Council from 2024-JAN-15 to 2025-MAY-05.*
- e. Consideration of New Permissive Tax Exemption Applications for the 2026 Taxation Year 132 - 171
- To be introduced by Laura Mercer, General Manager, Corporate Services.
- Purpose: To present the Permissive Tax Exemption applications received for the 2026 taxation year for consideration by Council.*
- Recommendation: That Council award permissive tax exemptions for the 2026 taxation year to the Central Vancouver Island Multicultural Society for units 103, 205, and 404 at 235 Bastion Street and unit 201-155 Skinner Street.
- f. Strategic Priorities Fund Capital Infrastructure Stream 172 - 177
- [Note: Deferred from the 2025-JUL-16 Finance and Audit Committee Meeting.]
- To be introduced by Laura Mercer, General Manager, Corporate Services.
- Purpose: To provide Council with information on potential projects for the Strategic Priorities Fund Capital Infrastructure Stream and obtain a Council resolution supporting an application under this program stream.*
- Recommendation: That Council direct Staff to apply to the Strategic Priorities Fund Capital Infrastructure Stream for funding for Commercial Street Phase 3

and that Council commits to Staff providing overall grant management and support any cost overruns.

g. 2025 Other Grants Applications

178 - 332

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

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

Purpose: To present the 'Other Grant' applications received for the first program intake deadline of 2025-MAY-15 for consideration by Council.

Recommendation: That Council approve a total of \$4,994 in accordance with the Security Checks and Other Grants Policy, and that the grant allocations be as follows:

1. Nanaimo Disability Resource Centre - \$1,417.66
2. Nanaimo Equestrian Association - \$1,788.17
3. Together Against Poverty Society - \$1,788.17

h. Development Permit Application No. DP1360 - 3425 Uplands Drive

333 - 351

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

Purpose: To present for Council's consideration a development permit application for a personal care facility at 3425 Uplands Drive.

Recommendation: That Council issue Development Permit No. DP1360 for a personal care facility development at 3425 Uplands Drive with a variance as outlined in the "Proposed Variance" section of the Staff Report titled "Development Permit Application No. DP1360 - 3425 Uplands Drive" dated 2025-JUL-28.

i. Proposed Licence Disposal - TELUS Communication Facilities - Shepherd Avenue

352 - 357

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

Purpose: To seek Council's approval for a Licence of Use Agreement for the siting of two-15.7-meter-tall, TELUS owned, streetlight/antenna poles, to be located on City right-of-way located on the east side of Shepherd Avenue and west of 601/609 Bruce Avenue.

Recommendation: That Council:

1. Approve the Licence of Use Agreement for two TELUS-owned 15.7m telecommunications streetlight/antenna poles to be located on City right-of-way on the east side of Shepherd Avenue and west of 601/609 Bruce Avenue; and
2. Direct the Mayor and Corporate Officer to execute the Licence of Use

- j. Proposed Telecommunications Facilities - Shepherd Avenue 358 - 382
- To be introduced by Jeremy Holm, Director, Planning and Development.
- Purpose: To present Council with information regarding a request from Telus Communications Inc. for land use concurrence for two proposed telecommunications streetlight/antenna poles along Shepherd Avenue, within the City right-of-way.*
- Recommendation: That Council direct Staff to provide a letter of concurrence to Innovation, Science, and Economic Development Canada in response to two proposed 15.7m telecommunications streetlight/antenna poles along Shepherd Avenue, within the City right-of-way.
- k. Housing Target Progress Report July 1, 2024 to June 30, 2025 383 - 416
- To be introduced by Jeremy Holm, Director, Planning and Development.
- Purpose: To present to Council a Housing Target Progress Report for the reporting period 2024-JUL-01 to 2025-JUN-30.*
- Presentation:
1. Lisa Brinkman, Manager, Community Planning, and Lainya Rowett, Manager, Current Planning.
- Recommendation: That Council receive the Housing Target Progress Report for the reporting period 2024-JUL-01 to 2025-JUN-30 in accordance with Ministerial Order M203-2024.
- l. Delegation of Authority Bylaw Update and Consideration of Variances Policy 417 - 432
- To be introduced by Jeremy Holm, Director, Planning and Development.
- Purpose: To present for Council consideration amendments to the City of Nanaimo "Officer Designation and Delegation of Authority Bylaw, 2022 No. 7353" (Delegation Bylaw) to update delegated approval authority for development permits and to add delegated approval authority for development variance permits, and to bring forward a Council Policy for the consideration of variances.*
- Recommendation: That:
1. "Officer Designation and Delegation of Authority Amendment Bylaw 2025 No. 7353.04" (a bylaw to update delegated approval authority for development permits and to add delegated approval authority for development variance permits) pass first reading;
 2. "Officer Designation and Delegation of Authority Amendment Bylaw 2025 No. 7353.04" pass second reading;

3. "Officer Designation and Delegation of Authority Amendment Bylaw 2025 No. 7353.04" pass third reading; and,
4. Direct Staff to bring forward draft Council Policy COU-246 – Consideration of Variances Policy for consideration of endorsement concurrent with adoption of "Officer Designation and Delegation of Authority Amendment Bylaw 2025 No. 7353.04".

10. **BYLAWS:**

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|----|--|-----------|
| a. | <u>"Parks Dedication Amendment Bylaw 2025 No. 2255.01"</u> | 433 - 434 |
| | That "Parks Dedication Amendment Bylaw 2025 No. 2255.01" be adopted. | |
| b. | <u>"Zoning Amendment Bylaw 2014 No. 4500.055"</u> | 435 - 436 |
| | That "Zoning Amendment Bylaw 2014 No. 4500.055" be adopted. | |
| c. | <u>"Zoning Amendment Bylaw 2025 No. 4500.241"</u> | 437 - 438 |
| | That "Zoning Amendment Bylaw 2025 No. 4500.241" be adopted. | |
| d. | <u>"Traffic and Highways Regulation Amendment Bylaw 2025 No. 5000.049"</u> | 439 |
| | That "Traffic and Highways Regulation Amendment Bylaw 2025 No. 5000.049" be adopted. | |
| e. | <u>"Home Energy Retrofit Financing [1510 Cranberry Avenue] Local Area Service Establishment Bylaw 2025 No. 7399"</u> | 440 - 441 |
| | That "Home Energy Retrofit Financing [1510 Cranberry Avenue] Local Area Service Establishment Bylaw 2025 No. 7399" be adopted. | |
| f. | <u>"Home Energy Retrofit Financing [123 Kamp Place] Local Area Service Establishment Bylaw 2025 No. 7400"</u> | 442 - 443 |
| | That "Home Energy Retrofit Financing [123 Kamp Place] Local Area Service Establishment Bylaw 2025 No. 7400" be adopted. | |
| g. | <u>"Home Energy Retrofit Financing [2896 105 Street] Local Area Service Establishment Bylaw 2025 No. 7401"</u> | 444 - 445 |
| | That "Home Energy Retrofit Financing [2896 105 Street] Local Area Service Establishment Bylaw 2025 No. 7401" be adopted. | |
| h. | <u>"Home Energy Retrofit Financing [688 Nicol Street] Local Area Service Establishment Bylaw 2025 No. 7402"</u> | 446 - 447 |
| | That "Home Energy Retrofit Financing [688 Nicol Street] Local Area Service Establishment Bylaw 2025 No. 7402" be adopted. | |

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|----|---|-----------|
| i. | <u>"Home Energy Retrofit Financing [101 - 5918 Kaden Place] Local Area Service Establishment Bylaw 2025 No. 7403"</u> | 448 - 449 |
| | That "Home Energy Retrofit Financing [101 - 5918 Kaden Place] Local Area Service Establishment Bylaw 2025 No. 7403" be adopted. | |
| j. | <u>"Home Energy Retrofit Financing [5384 Catalina Drive] Local Area Service Establishment Bylaw 2025 No. 7404"</u> | 450 - 451 |
| | That "Home Energy Retrofit Financing [5384 Catalina Drive] Local Area Service Establishment Bylaw 2025 No. 7404" be adopted. | |
| k. | <u>"Home Energy Retrofit Financing [190 Heritage Drive] Local Area Service Establishment Bylaw 2025 No. 7405"</u> | 452 - 453 |
| | That "Home Energy Retrofit Financing [190 Heritage Drive] Local Area Service Establishment Bylaw 2025 No. 7405" be adopted. | |
| l. | <u>"Home Energy Retrofit Financing [4542 Woodwinds Drive] Local Area Service Establishment Bylaw 2025 No. 7407"</u> | 454 - 455 |
| | That "Home Energy Retrofit Financing [4542 Woodwinds Drive] Local Area Service Establishment Bylaw 2025 No. 7407" be adopted. | |
| m. | <u>"Home Energy Retrofit Financing [32 Cilaire Drive] Local Area Service Establishment Bylaw 2025 No. 7408"</u> | 456 - 457 |
| | That "Home Energy Retrofit Financing [32 Cilaire Drive] Local Area Service Establishment Bylaw 2025 No. 7408" be adopted. | |
| n. | <u>"Home Energy Retrofit Financing [4015 Uplands Drive] Local Area Service Establishment Bylaw 2025 No. 7409"</u> | 458 - 459 |
| | That "Home Energy Retrofit Financing [4015 Uplands Drive] Local Area Service Establishment Bylaw 2025 No. 7409" be adopted. | |
| o. | <u>"Home Energy Retrofit Financing [1613 Blackstone Place] Local Area Service Establishment Bylaw 2025 No. 7410"</u> | 460 - 461 |
| | That "Home Energy Retrofit Financing [1613 Blackstone Place] Local Area Service Establishment Bylaw 2025 No. 7410" be adopted. | |
| p. | <u>"Home Energy Retrofit Financing [146 Emery Way] Local Area Service Establishment Bylaw 2025 No. 7411"</u> | 462 - 463 |
| | That "Home Energy Retrofit Financing [146 Emery Way] Local Area Service Establishment Bylaw 2025 No. 7411" be adopted. | |
| q. | <u>"Home Energy Retrofit Financing [621 Victoria Road] Local Area Service Establishment Bylaw 2025 No. 7412"</u> | 464 - 465 |

That "Home Energy Retrofit Financing [621 Victoria Road] Local Area Service Establishment Bylaw 2025 No. 7412" be adopted.

- r. "Home Energy Retrofit Financing [57 Cutlass Lookout] Local Area Service Establishment Bylaw 2025 No. 7413" 466 - 467

That "Home Energy Retrofit Financing [57 Cutlass Lookout] Local Area Service Establishment Bylaw 2025 No. 7413" be adopted.

- s. "Home Energy Retrofit Financing [448 Seventh Street] Local Area Service Establishment Bylaw 2025 No. 7414" 468 - 469

That "Home Energy Retrofit Financing [448 Seventh Street] Local Area Service Establishment Bylaw 2025 No. 7414" be adopted.

- t. "Home Energy Retrofit Financing [645 Haliburton Street] Local Area Service Establishment Bylaw 2025 No. 7415" 470 - 471

That "Home Energy Retrofit Financing [645 Haliburton Street] Local Area Service Establishment Bylaw 2025 No. 7415" be adopted.

- u. "Home Energy Retrofit Financing [5309 Williamson Road] Local Area Service Establishment Bylaw 2025 No. 7417" 472 - 473

That "Home Energy Retrofit Financing [5309 Williamson Road] Local Area Service Establishment Bylaw 2025 No. 7417" be adopted.

- v. "Home Energy Retrofit Financing [437 Kennedy Street] Local Area Service Establishment Bylaw 2025 No. 7418" 474 - 475

That "Home Energy Retrofit Financing [437 Kennedy Street] Local Area Service Establishment Bylaw 2025 No. 7418" be adopted.

- w. "Home Energy Retrofit Financing [1 - 2465 Oriole Drive] Local Area Service Establishment Bylaw 2025 No. 7419" 476 - 477

That "Home Energy Retrofit Financing [1 - 2465 Oriole Drive] Local Area Service Establishment Bylaw 2025 No. 7419" be adopted.

- x. "Home Energy Retrofit Financing [6217 Icarus Drive] Local Area Service Establishment Bylaw 2025 No. 7421" 478 - 479

That "Home Energy Retrofit Financing [6217 Icarus Drive] Local Area Service Establishment Bylaw 2025 No. 7421" be adopted.

- y. "Home Energy Retrofit Financing [1674 White Blossom Way] Local Area Service Establishment Bylaw 2025 No. 7422" 480 - 481

That "Home Energy Retrofit Financing [1674 White Blossom Way] Local Area Service Establishment Bylaw 2025 No. 7422" be adopted.

- z. "Home Energy Retrofit Financing [3200 Greystone Place] Local Area Service Establishment Bylaw 2025 No. 7423" 482 - 483

That "Home Energy Retrofit Financing [3200 Greystone Place] Local Area Service Establishment Bylaw 2025 No. 7423" be adopted.

- aa. "Home Energy Retrofit Financing [2554 Cosgrove Crescent] Local Area Service Establishment Bylaw 2025 No. 7424" 484 - 485

That "Home Energy Retrofit Financing [2554 Cosgrove Crescent] Local Area Service Establishment Bylaw 2025 No. 7424" be adopted.

11. NOTICE OF MOTION:

12. OTHER BUSINESS:

- a. Councillor Hemmens Motion re: Cleaning Services for the South End

At the 2025-JUL-21 Regular Council Meeting, Councillor Hemmens advised that she would be bringing the following motion for consideration:

"That Council direct Staff to investigate and report to Council on the viability of establishing additional cleaning services for the South End of Nanaimo, covering all sidewalks and boulevards on both sides of the street in the areas adjacent to all current and future social services buildings, specifically but not limited to 702 Nicol Street, 355 Nicol Street, Esplanade by the Salvation Army, 100 block of Haliburton Street, Victoria Road north of Selby Street, the 100 block of Finlayson Street, as well as Nob Hill Park, Deverill Square Park, and Knowles Park until March 31, 2026, effective immediately."

- b. Councillor Hemmens Motion re: Sober Housing Model

At the 2025-JUL-21 Regular Council Meeting, Councillor Hemmens advised that she would be bringing the following motion for consideration:

"That the Mayor write a letter to the new Minister of Housing and Municipal Affairs to reiterate Council's strong desire to see that BC Housing contemplate sober housing for those who qualify for supportive housing and who are in recovery, and that BC Housing consider the sober housing model for the upcoming project at 250 Terminal Avenue."

- c. Councillor Thorpe Motion re: Request that Island Health Close the Supervised Consumption Site at 250 Albert Street

Councillor Thorpe has requested that Council consider the following motion during the 2025-JUL-28 Council Meeting:

"That Council formally request Island Health to close the supervised drug consumption site at 250 Albert Street, and put future efforts toward drug free treatment facilities."

13. QUESTION PERIOD:

14. ADJOURNMENT:



MINUTES

SPECIAL COUNCIL MEETING (PUBLIC HEARING)

Thursday, July 17, 2025, 7:00 p.m.
Shaw Auditorium, Vancouver Island Conference Centre
80 Commercial Street, Nanaimo, BC

Members: Mayor L. Krog, Chair
Councillor S. Armstrong
Councillor H. Eastmure
Councillor E. Hemmens
Councillor J. Perrino

Absent: Councillor T. Brown
Councillor B. Geselbracht
Councillor P. Manly
Councillor I. Thorpe

Staff: J. Holm, Director, Planning and Development
N. Vracar, Deputy Corporate Officer
C. Horn, Planner
A. Bullen, Steno, Planning
A. Chanakos, Recording Secretary

1. CALL THE MEETING TO ORDER:

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

2. ADOPTION OF AGENDA:

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

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

3. PUBLIC HEARING REQUIREMENTS:

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

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

4. CALL THE PUBLIC HEARING TO ORDER FOR "REZONING APPLICATION NO. RA522 - 1850 BOXWOOD ROAD, ZONING AMENDMENT BYLAW 2025 NO. 4500.241"

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

Mayor Krog called the Public Hearing to order at 7:04 p.m.

Caleb Horn, Planner, introduced the application and noted that eight (8) written submissions were received prior to the 2:00 p.m. cut off in advance of the Special Council Meeting (Public Hearing), 2025-JUL-17 with respect to Rezoning Application No. RA522 - 1850 Boxwood Road.

Mayor Krog called for submissions from the Applicant:

1. Jaimi Yra, Project Manager, Altus Group, spoke on behalf of the applicant advising the following:

- BC Housing has partnered with Island Health to provide 22 housing units with complex care services. The units are designed for individuals with significant health care needs including mental health, addiction, disabilities and other chronic health issues, and provide affordable homes with voluntary person-centred health, cultural and social supports
- Each resident will be provided a self-contained studio apartment with a kitchenette and bathroom, and the building will include communal dining areas, shared amenity spaces and integrated health care services provided by Island Health
- Staff will be onsite 24/7 and services will be provided by a non-profit housing provider to be selected at a future date
- Possible supports include life skills development, wellness checks, employment assistance and community connection programs

Council discussion took place regarding a lack of security and concerns around drug dealers attending the site.

Lisa Murphy, Director of Mental Health and Substance Use for Central and North Vancouver Island, Island Health, advised the following:

- The proposed housing will act as Phase 2 of complex care housing and all clients from Phase 1 will go through an intake process to determine suitability for the site
- Care plans will be created in collaboration with each client to encourage success; however, clients who do not follow their care plan face the risk of eviction
- Phase 1 focuses on clients who are recently or actively in substance use and are working to limit use or use safely
- Phase 2 supports clients moving into recovery therefore extensive drug use is not anticipated
- Drugs will be delivered to the site through a pharmacy contract, and not through a safe injection site

Jennifer Fox, Regional Director for Vancouver Island, BC Housing, advised that comprehensive services will be provided to the residents, and no drop-in services will be provided.

Elsabe Fourie, Senior Manager of Regional Developments, BC Housing, advised that the Province identified Nanaimo as a priority community to receive 20 units of complex care housing; however, through the design process two additional units were incorporated.

Mayor Krog called for submissions from the public:

1. Christine Smith, Nanaimo, spoke in opposition, and stated that the proposed facility would negatively affect how the area develops. They expressed concern regarding the safety of walkers or bikers in the area due to an anticipated increase in criminal activity around the site and noted the high cost of providing services for a limited number of people.

Council discussion took place regarding BC Housing addressing many of the proposed concerns.

Mayor Krog called for submissions from the public for a second time:

2. Cory Rosen Goldberg spoke in opposition and expressed concern regarding the facility's proximity to a childcare facility, elementary school, residential housing and local businesses. They noted

patterns of negative impacts around other supportive housing sites and the lack of funding for on-site security. The speaker expressed a desire for Council to uphold the current zoning and for BC Housing to explore suitable land in an appropriate alternate location.

Mayor Krog called for submissions from the public for a third and final time:

No one wished to speak regarding Rezoning Application No. RA522 - 1850 Boxwood Road.

Mayor Krog announced that following the close of a Public Hearing, no further submissions or comments from the public or interested persons could be accepted by members of City Council.

Hearing no further comments from the public the Mayor declared the Public Hearing for RA522 - 1850 Boxwood Road be closed at 7:33 p.m.

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

5. BYLAWS:

- (a) “Home Energy Retrofit Financing Program Amendment Bylaw 2025 No. 7393.01”

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

6. REPORTS:

- (a) Home Energy Retrofit Financing Program - Local Area Service Bylaws for Participating Properties

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

1510 Cranberry Avenue

It was moved and seconded that “Home Energy Retrofit Financing [1510 Cranberry Avenue] Local Area Service Establishment Bylaw 2025 No. 7399” (a bylaw to provide financing for participation in the City of Nanaimo Home Energy Retrofit Financing Program) pass first reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [1510 Cranberry Avenue] Local Area Service Establishment Bylaw 2025 No. 7399” pass second reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [1510 Cranberry Avenue] Local Area Service Establishment Bylaw 2025 No. 7399” pass third reading. The motion carried unanimously.

123 Kamp Place

It was moved and seconded that “Home Energy Retrofit Financing [123 Kamp Place] Local Area Service Establishment Bylaw 2025 No. 7400” (a bylaw to provide financing for participation in the City of Nanaimo Home Energy Retrofit Financing Program) pass first reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [123 Kamp Place] Local Area Service Establishment Bylaw 2025 No. 7400” pass second reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [123 Kamp Place] Local Area Service Establishment Bylaw 2025 No. 7400” pass third reading. The motion carried unanimously.

2896 105th Street

It was moved and seconded that “Home Energy Retrofit Financing [2896 105 Street] Local Area Service Establishment Bylaw 2025 No. 7401” (a bylaw to provide financing for participation in the City of Nanaimo Home Retrofit Financing Program) pass first reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [2896 105 Street] Local Area Service Establishment Bylaw 2025 No. 7401” pass second reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [2896 105 Street] Local Area Service Establishment Bylaw 2025 No. 7401” pass third reading. The motion carried unanimously.

688 Nicol Street

It was moved and seconded that “Home Energy Retrofit Financing [688 Nicol Street] Local Area Service Establishment Bylaw 2025 No. 7402” (a bylaw to provide financing for participation in the City of Nanaimo Home Energy Retrofit Financing Program) pass first reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [688 Nicol Street] Local Area Service Establishment Bylaw 2025 No. 7402” pass second reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [688 Nicol Street] Local Area Service Establishment Bylaw 2025 No. 7402” pass third reading. The motion carried unanimously.

Unit 101 - 5918 Kaden Place

It was moved and seconded that “Home Energy Retrofit Financing [101 - 5918 Kaden Place] Local Area Service Establishment Bylaw 2025 No. 7403” (a bylaw to provide financing for participation in the City of Nanaimo Home Energy Retrofit Financing Program) pass first reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [101 - 5918 Kaden Place] Local Area Service Establishment Bylaw 2025 No. 7403” pass second reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [101 - 5918 Kaden Place] Local Area Service Establishment Bylaw 2025 No. 7403” pass third reading. The motion carried unanimously.

5384 Catalina Drive

It was moved and seconded that “Home Energy Retrofit Financing [5384 Catalina Drive] Local Area Service Establishment Bylaw 2025 No. 7404” (a bylaw to provide financing for participation in the City of Nanaimo Home Energy Retrofit Financing Program) pass first reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [5384 Catalina Drive] Local Area Service Establishment Bylaw 2025 No. 7404” pass second reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [5384 Catalina Drive] Local Area Service Establishment Bylaw 2025 No. 7404” pass third reading. The motion carried unanimously.

190 Heritage Drive

It was moved and seconded that “Home Energy Retrofit Financing [190 Heritage Drive] Local Area Service Establishment Bylaw 2025 No. 7405” (a bylaw to provide financing for participation in the City of Nanaimo Home Energy Retrofit Financing Program) pass first reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [190 Heritage Drive] Local Area Service Establishment Bylaw 2025 No. 7405” pass second reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [190 Heritage Drive] Local Area Service Establishment Bylaw 2025 No. 7405” pass third reading. The motion carried unanimously.

4542 Woodwinds Crescent

It was moved and seconded that “Home Energy Retrofit Financing [4542 Woodwinds Crescent] Local Area Service Establishment Bylaw 2025 No. 7407” (a bylaw to provide financing for participation in the City of Nanaimo Home Energy Retrofit Financing Program) pass first reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [4542 Woodwinds Crescent] Local Area Service Establishment Bylaw 2025 No. 7407” pass second reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [4542 Woodwinds Crescent] Local Area Service Establishment Bylaw 2025 No. 7407” pass third reading. The motion carried unanimously.

32 Cilaire Drive

It was moved and seconded that “Home Energy Retrofit Financing [32 Cilaire Drive] Local Area Service Establishment Bylaw 2025 No. 7408” (a bylaw to provide financing for participation in the City of Nanaimo Home Energy Retrofit Financing Program) pass first reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [32 Cilaire Drive] Local Area Service Establishment Bylaw 2025 No. 7408” pass second reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [32 Cilaire Drive] Local Area Service Establishment Bylaw 2025 No. 7408” pass third reading. The motion carried unanimously.

4015 Uplands Drive

It was moved and seconded that “Home Energy Retrofit Financing [4015 Uplands Drive] Local Area Service Establishment Bylaw 2025 No. 7409” (a bylaw to provide financing for participation in the City of Nanaimo Home Energy Retrofit Financing Program) pass first reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [4015 Uplands Drive] Local Area Service Establishment Bylaw 2025 No. 7409” pass second reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [4015 Uplands Drive] Local Area Service Establishment Bylaw 2025 No. 7409” pass third reading. The motion carried unanimously.

1613 Blackstone Place

It was moved and seconded that “Home Energy Retrofit Financing [1613 Blackstone Place] Local Area Service Establishment Bylaw 2025 No. 7410” (a bylaw to provide financing for participation in the City of Nanaimo Home Retrofit Financing Program) pass first reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [1613 Blackstone Place] Local Area Service Establishment Bylaw 2025 No. 7410” pass second reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [1613 Blackstone Place] Local Area Service Establishment Bylaw 2025 No. 7410” pass third reading. The motion carried unanimously.

146 Emery Way

It was moved and seconded that “Home Energy Retrofit Financing [146 Emery Way] Local Area Service Establishment Bylaw 2025 No. 7411” (a bylaw to provide financing for participation in the City of Nanaimo Home Retrofit Financing Program) pass first reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [146 Emery Way] Local Area Service Establishment Bylaw 2025 No. 7411” pass second reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [146 Emery Way] Local Area Service Establishment Bylaw 2025 No. 7411” pass third reading. The motion carried unanimously.

621 Victoria Road

It was moved and seconded that “Home Energy Retrofit Financing [621 Victoria Road] Local Area Service Establishment Bylaw 2025 No. 7412” (a bylaw to provide financing for participation in the City of Nanaimo Home Energy Retrofit Financing Program) pass first reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [621 Victoria Road] Local Area Service Establishment Bylaw 2025 No. 7412” pass second reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [621 Victoria Road] Local Area Service Establishment Bylaw 2025 No. 7412” pass third reading. The motion carried unanimously.

57 Cutlass Lookout

It was moved and seconded that “Home Energy Retrofit Financing [57 Cutlass Lookout] Local Area Service Establishment Bylaw 2025 No. 7413” (a bylaw to provide financing for participation in the City of Nanaimo Home Energy Retrofit Financing Program) pass first reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [57 Cutlass Lookout] Local Area Service Establishment Bylaw 2025 No. 7413” pass second reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [57 Cutlass Lookout] Local Area Service Establishment Bylaw 2025 No. 7413” pass third reading. The motion carried unanimously.

448 Seventh Street

It was moved and seconded that “Home Energy Retrofit Financing [448 Seventh Street] Local Area Service Establishment Bylaw 2025 No. 7414” (a bylaw to provide financing for participation in the City of Nanaimo Home Energy Retrofit Financing Program) pass first reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [448 Seventh Street] Local Area Service Establishment Bylaw 2025 No. 7414” pass second reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [448 Seventh Street] Local Area Service Establishment Bylaw 2025 No. 7414” pass third reading. The motion carried unanimously.

645 Haliburton Street

It was moved and seconded that “Home Energy Retrofit Financing [645 Haliburton Street] Local Area Service Establishment Bylaw 2025 No. 7415” (a bylaw to provide financing for participation in the City of Nanaimo Home Energy Retrofit Financing Program) pass first reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [645 Haliburton Street] Local Area Service Establishment Bylaw 2025 No. 7415” pass second reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [645 Haliburton Street] Local Area Service Establishment Bylaw 2025 No. 7415” pass third reading. The motion carried unanimously.

5309 Williamson Road

It was moved and seconded that “Home Energy Retrofit Financing [5309 Williamson Road] Local Area Service Establishment Bylaw 2025 No. 7417” (a bylaw to provide financing for participation in the City of Nanaimo Home Energy Retrofit Financing Program) pass first reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [5309 Williamson Road] Local Area Service Establishment Bylaw 2025 No. 7417” pass second reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [5309 Williamson Road] Local Area Service Establishment Bylaw 2025 No. 7417” pass third reading. The motion carried unanimously.

437 Kennedy Street

It was moved and seconded that “Home Energy Retrofit Financing [437 Kennedy Street] Local Area Service Establishment Bylaw 2025 No. 7418” (a bylaw to provide financing for participation in the City of Nanaimo Home Energy Retrofit Financing Program) pass first reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [437 Kennedy Street] Local Area Service Establishment Bylaw 2025 No. 7418” pass second reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [437 Kennedy Street] Local Area Service Establishment Bylaw 2025 No. 7418” pass third reading. The motion carried unanimously.

Unit 1 - 2465 Oriole Drive

It was moved and seconded that “Home Energy Retrofit Financing [1 - 2465 Oriole Drive] Local Area Service Establishment Bylaw 2025 No. 7419” (a bylaw to provide financing for participation in the City of Nanaimo Home Energy Retrofit Financing Program) pass first reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [1 - 2465 Oriole Drive] Local Area Service Establishment Bylaw 2025 No. 7419” pass second reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [1 - 2465 Oriole Drive] Local Area Service Establishment Bylaw 2025 No. 7419” pass third reading. The motion carried unanimously.

6217 Icarus Drive

It was moved and seconded that “Home Energy Retrofit Financing [6217 Icarus Drive] Local Area Service Establishment Bylaw 2025 No. 7421” (a bylaw to provide financing for participation in the City of Nanaimo Home Energy Retrofit Financing Program) pass first reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [6217 Icarus Drive] Local Area Service Establishment Bylaw 2025 No. 7421” pass second reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [6217 Icarus Drive] Local Area Service Establishment Bylaw 2025 No. 7421” pass third reading. The motion carried unanimously.

1674 White Blossom Way

It was moved and seconded that “Home Energy Retrofit Financing [1674 White Blossom Way] Local Area Service Establishment Bylaw 2025 No. 7422” (a bylaw to provide financing for participation in the City of Nanaimo Home Energy Retrofit Financing Program) pass first reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [1674 White Blossom Way] Local Area Service Establishment Bylaw 2025 No. 7422” pass second reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [1674 White Blossom Way] Local Area Service Establishment Bylaw 2025 No. 7422” pass third reading. The motion carried unanimously.

3200 Greystone Place

It was moved and seconded that “Home Energy Retrofit Financing [3200 Greystone Place] Local Area Service Establishment Bylaw 2025 No. 7423” (a bylaw to provide financing for participation in the City of Nanaimo Home Energy Retrofit Financing Program) pass first reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [3200 Greystone Place] Local Area Service Establishment Bylaw 2025 No. 7423” passed second reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [3200 Greystone Place] Local Area Service Establishment Bylaw 2025 No. 7423” passed third reading. The motion carried unanimously.

2554 Cosgrove Crescent

It was moved and seconded that “Home Energy Retrofit Financing [2554 Cosgrove Crescent] Local Area Service Establishment Bylaw 2025 No. 7424” (a bylaw to provide financing for participation in the City of Nanaimo Home Energy Retrofit Financing Program) pass first reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [2554 Cosgrove Crescent] Local Area Service Establishment Bylaw 2025 No. 7424” pass second reading. The motion carried unanimously.

It was moved and seconded that “Home Energy Retrofit Financing [2554 Cosgrove Crescent] Local Area Service Establishment Bylaw 2025 No. 7424” pass third reading. The motion carried unanimously.

7. ADJOURNMENT:

It was moved and seconded at 7:49 p.m. that the Special Council meeting be adjourned. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

DEPUTY CORPORATE OFFICER

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-28

The requested meeting is:
Special Council

Bringing a presentation: No

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

DATE OF MEETING JULY 28, 2025

AUTHORED BY TIM DOYLE, FIRE CHIEF

SUBJECT E-COMM 9-1-1 CONTRACT UPDATE

OVERVIEW

Purpose of Report

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

Recommendation

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

BACKGROUND

What is E-Comm 9-1-1?

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

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

Nanaimo Emergency Services Dispatch

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

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

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

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

DISCUSSION

CI911 E-Comm Call-Answer Funding

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

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

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

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

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

What is Next Generation 911?

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

NG911 is expected to:

- Support text, video, and multimedia communications
- Improve system resilience and disaster response
- Enhance data exchange with emergency responders
- Improve call processing times and situational awareness

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

2025 E-Comm Call Answer Centre Service Contract Cost

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

Cost-sharing between the CI911 partners is as follows:

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

The 2025-2029 Financial Plan reflects these costs. |

OPTIONS

Council has the following options to consider:

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

- The advantages of this option: Continued access to 9-1-1 services. Supports transition to NG911. Maintains compliance with provincial expectations.
- The disadvantages of this option: Limited to a one-year agreement. Continued uncertainty regarding CAL funding from cellular subscribers.
- Financial Implications: City of Nanaimo responsible for 48% of the contract cost and the 2025-2029 Financial Plan reflects this figure.

2. That Council not proceed with the Agreement.

- The advantages of this option: none.

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

SUMMARY POINTS

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

ATTACHMENTS:

20250728_2025_9-1-1_Call_Answer_Agreement_-_Central_Island_911_Partnership |

Submitted by:

Tim Doyle
FIRE CHIEF |

Concurrence by:

Dale Lindsay
CHIEF ADMINISTRATIVE OFFICER

Laura Mercer
GENERAL MANAGER, CORPORATE SERVICES

Sheila Gurrie
DIRECTOR, LEGISLATIVE SERVICES

Eric Rochette
OFFICER IN CHARGE, NANAIMO RCMP |

ATTACHMENT A

9-1-1 CALL ANSWER CENTRE SERVICE CONTRACT

THIS AGREEMENT (the “**Agreement**”) is made effective as of January 1, 2025 (the “**Effective Date**”)

BETWEEN:

CENTRAL ISLAND 9-1-1 PARTNERSHIP
(the “**CI911 Partnership**”)

AND:

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED
(“**E-Comm**”)

(each a “**Party**”, and together, the “**Parties**”)

WHEREAS:

- A. The Cowichan Valley Regional District, the Regional District of Nanaimo and the City of Nanaimo are partners in the CI911 Partnership and have entered into an agreement under which they jointly provide 9-1-1 service known as the Central Island 9-1-1 Service;
- B. E-Comm has been providing primary 9-1-1 call answer services for 9-1-1 calls originating on the Legacy 9-1-1 Service to the CI911 Partnership;
- C. Pursuant to a federally mandated initiative to modernize Canada’s 30-year-old 9-1-1 telecommunications technology network, the Legacy 9-1-1 Service is anticipated to be replaced by a Next Generation 9-1-1 (“**NG9-1-1**”) telecommunications technology network;
- D. E-Comm is working on the transition to NG9-1-1 with implementation planned in or after May 2025 and, thus, that transition and its related costs are anticipated to come into effect during the term of this Agreement; and
- E. The Parties wish to enter into this Agreement to set forth the terms and conditions by which E-Comm will continue to manage and operate a call answer centre and provide Legacy 9-1-1 and/or transition to and implement NG9-1-1 primary call answer services to the CI911 Partnership.

NOW THEREFORE THIS AGREEMENT WITNESSES that, in consideration of the premises, the mutual covenants and agreements set forth in this Agreement and for other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged by each of the Parties), the Parties hereby agree as follows:

1. **INTERPRETATION**

1.1 **Defined Terms.** In this Agreement:

- (a) “**Accommodate**” means using commercially reasonable efforts (reasonable being interpreted to include the concept that there is no duty to incur any material out of pocket costs) to work with the competitive local exchange carriers, wireless service providers and voice over

internet protocol suppliers with respect to their participation in the Call Answer Services, including establishing the testing schedule, and to arrange for additional staff as necessary to avoid negatively impacting service results, it being understood that as a condition of accommodation E-Comm may require compensation from the requesting carrier for such additional staff;

- (b) **“Additional 9-1-1 Services”** has the meaning given to that term in Section 2.2;
- (c) **“Call Answer Centre”** means the communications facility, operated by E-Comm 24 hours a day, 365 days a year, that provides the Call Answer Services;
- (d) **“Call Answer Services”** means primary 9-1-1 call answer services, including answering 9-1-1 calls originating on the Legacy 9-1-1 Service or the NG9-1-1 Service as the case may be, determining the type of emergency service required, conferencing or transferring calls to the appropriate ESA and such other services as are necessary or incidental thereto;
- (e) **“CRTC”** means the Canadian Radio-television and Telecommunications Commission;
- (f) **“Delay Costs”** has the meaning given to that term in Section 6.2(c);
- (g) **“Discretionary Change”** means, at the request of one of the Parties, (i) modifications or other alterations to the Call Answer Services in general, that result in a material change to the specifications therefore, go to any other requirement related thereto set out in this Agreement; (ii) material modifications, or alterations to the nature or characteristics of the Call Answer Services to be provided; (iii) any material modifications to an existing service level, or the addition of any new service level;
- (h) **“ECC Act”** means the *Emergency Communications Corporations Act* (British Columbia);
- (i) **“ESA”** means the communication centre to which 9-1-1 calls are transferred from the Call Answer Centre and which is the emergency services agency responsible for dispatching emergency medical, fire or law enforcement personnel;
- (j) **“ESInet”** means the Emergency Services IP Network operated in British Columbia by TELUS;
- (k) **“Force Majeure Event”** has the meaning given to that term in Section 3.1(e);
- (l) **“Legacy 9-1-1 Service”** means the Basic 9-1-1 and/or Enhanced 9-1-1 service provided to the CI911 Partnership, and through the CI9-1-1 Partnership to each of the Cowichan Valley Regional District, the Regional District of Nanaimo and the City of Nanaimo pursuant to an agreement between the CI911 Partnership and TELUS for the provision of that service;
- (m) **“Material Call Volume Increase”** has the meaning given to that term in Section 3.1(b);
- (n) **“Material Call Volume Increase Notice”** has the meaning given to that term in Section 3.1(b);

- (o) **“Material Change”** means any substantial change to standards, processes, protocols or other matters impacting the quality or manner in which Call Answer Services are provided and, for greater certainty, excludes changes that are of a typographical, clerical or similar nature;
- (p) **“NENA i3 Standard”** means the detailed functional and interface standard for NG9-1-1, published by the National Emergency Number Association, 1700 Diagonal Rd., Suite 500, Alexandria VA 22314 (www.NENA.org).
- (q) **“NG9-1-1”** means the federally mandated initiative to modernize Canada’s 30-year-old 9-1-1 telecommunications technology network;
- (r) **“NG9-1-1 LGA”** means an agreement or agreements between TELUS and each of the Cowichan Valley Regional District, the Regional District of Nanaimo and the City of Nanaimo for the provision of NG9-1-1 Service;
- (s) **“NG9-1-1 Service”** means the NG9-1-1 service provided to the CI911 Partnership pursuant to an NG9-1-1 LGA between TELUS and each of the Cowichan Valley Regional District, the Regional District of Nanaimo and the City of Nanaimo for the provision of that service;
- (t) **“95/5 Service Level”** has the meaning given to that term in Section 3.1(a);
- (u) **“Non-Discretionary Change”** means a change in applicable laws, binding order of a court, board, regulator, tribunal or arbitrator, as well as a change in requirements of third party agreements, including those imposed by the CRTC (including changes necessitating the transition to NG9-1-1 Service as described in this Agreement) or other body with jurisdiction to impose change, including (i) modifications or other alterations to the Call Answer Services in general, that result in a material change to the specifications therefore, go to any other requirement related thereto set out in this Agreement; (ii) material modifications, or alterations to the nature or characteristics of the Call Answer Services to be provided; (iii) any material modifications to an existing service level, or the addition of any new service level.
- (v) **“Operating Costs”** has the meaning given to that term in Section 6.2(a);
- (w) **“Operations Manual”** means the 9-1-1 Operations Manual published by E-Comm;
- (x) **“Provincial 9-1-1 Service”** means TELUS’ provision of customer access to the 9-1-1 dialing code, including (upon implementation of the NG9-1-1 Service) NG9-1-1 Calls, and the transport and routing of 9-1-1 calls, along with the caller’s telephone number, name and address (and other information transported as part of NG9-1-1 Calls), to the Call Answer Centre;
- (y) **“Serving Area”** means the area within the CI911 Partnership’s boundaries from which 9-1-1 calls will be directed to the Call Answer Centre and any other geographic areas of other regional districts, in each case as listed in Appendix 1 to Schedule B which shall be updated from time to time;
- (z) **“TELUS”** means TELUS Communications Inc.;
- (aa) **“Term”** has the meaning given to that term in Section 8.1; and

(bb) **“Transition Plan”** has the meaning given to that term in Section 8.4(b).

1.2 Interpretation. In the interpretation of this Agreement:

- (a) words importing the singular include the plural and vice versa, and words importing persons include individuals and entities;
- (b) the words “include” and “including” are to be construed as meaning “including, without limitation”;
- (c) schedules referenced in and attached to this Agreement form part of this Agreement; and
- (d) the division of this Agreement into sections and the insertion of headings are for convenience of reference only and will not affect the construction or interpretation of the Agreement.

2. **CONTRACT FOR SERVICES**

2.1 Contract for Services. The CI911 Partnership and E-Comm hereby enter into a contract for services under which E-Comm agrees to:

- (a) operate and manage the Call Answer Centre in accordance with the terms of this Agreement;
- (b) provide the Call Answer Services to the CI911 Partnership throughout the Serving Area in accordance with the terms of this Agreement;
- (c) provide, operate and manage, as applicable, the personnel and equipment required to receive and process all 9-1-1 calls directed to the Call Answer Centre and to otherwise perform E-Comm's obligations under this Agreement;
- (d) provide Additional 9-1-1 Services to the CI911 Partnership in accordance with the terms of this Agreement and any relevant requirements of the Legacy 9-1-1 Service or NG9-1-1 Service;
- (e) maintain a call answer capability in the event the primary call answer facility is inoperable by reason of technical failure or facility inaccessibility;
- (f) use commercially reasonable efforts to determine and implement options for performing the Call Answer Services, such as working with ESAs, in the event of a failure of the Legacy 9-1-1 Service or NG9-1-1 Service that impacts callers in the Serving Area;
- (g) provide the CI911 Partnership with a copy of its disaster recovery and service restoration plans and any amendments or supplements to such plans made from time to time;
- (h) exercise reasonable efforts to attend the CI911 Partnership's meetings from time to time as reasonably requested by the CI911 Partnership;
- (i) exercise reasonable efforts to establish a 9-1-1 service provider administration group comprised of the E-Comm PSAP customers to discuss annually any emerging issues, industry changes, or other relevant issues; and

- (j) recommend to the CI911 Partnership from time to time optional services that could be provided by E-Comm under this Agreement at additional cost to the CI911 Partnership (such optional services to be at the discretion of the CI911 Partnership), along with a reasonable estimate of the annual incremental cost of such optional services.
- 2.2 Additional Services. E-Comm will provide the following additional services (the “**Additional 9-1-1 Services**”) at a standard reasonably acceptable to the CI911 Partnership and at no additional cost to the CI911 Partnership other than as indicated below:
- (a) support the operational and technical implementation and testing of future 9-1-1 services in accordance with the applicable provisions relating to a Discretionary Change in Section 4.1 or a Non-Discretionary Change in Section 4.2;
 - (b) provide notice to the CI911 Partnership and all ESAs on all 9-1-1 related announcements by email (e.g., service outages, changes to 10-digit trunk equivalents, consolidations of ESAs, backup services, wireless implementations, etc.);
 - (c) accommodate test calls for competitive local exchange carriers, wireless service providers and voice over internet protocol suppliers as required;
 - (d) maintain the Operations Manual as further set out in Section 2.3; and,
 - (e) provide an estimate of the costs for additional staff for Planned Major Events to handle a temporary increase in volume of 9-1-1 calls. A “**Planned Major Event**” means any planned public event within the Serving Area having a duration of more than five days and that is expected either (i) to bring a significant number of visitors into the Serving Area, and/or (ii) cause a large number of people to congregate in a specific portion of the Serving Area.
- 2.3 Operations Manual. E-Comm agrees to:
- (a) maintain and keep current the Operations Manual;
 - (b) provide an updated version of the Operations Manual to the CI911 Partnership on an annual basis on March 1 of each calendar year;
 - (c) within a reasonable period following delivery of the updated version of the Operations Manual as noted in Section 2.3(b) meet with representatives of the CI911 Partnership to review the updated Operations Manual and discuss any additional matters related thereto; and
 - (d) consult and work cooperatively with the ESAs in performing its obligations under this Section.

3. SERVICE LEVELS & REPORTING

3.1 Service Levels.

- (a) Subject to the terms of this Agreement, E-Comm will provide the Call Answer Services in the Serving Area such that at least 95% of all 9-1-1 calls originating within the Serving Area and received through the Legacy 9-1-1 Service or the NG9-1-1 Service at the Call Answer Centre are answered by a Call Answer Centre operator within five (5) seconds after the time that the call is received by the Call Answer Centre and before being redirected to a recorded answering service (the “**95/5 Service Level**”). The 95/5 Service Level will be determined on an annual basis during the Term. E-Comm is only required to achieve a 95/5 Service Level if the equipment and systems supplied by TELUS are reasonably capable of reaching such a level of service.
- (b) E-Comm will not be required to achieve or maintain a 95/5 Service Level if, in any six (6) month period during a calendar year, the number of 9-1-1 calls received at the Call Answer Centre increases by more than 5% compared to the number of 9-1-1 calls received for the same six (6) month period during the preceding calendar year (a “**Material Call Volume Increase**”). Upon identifying that a Material Call Volume Increase will prevent E-Comm from meeting the 95/5 Service Level, E-Comm will give prompt written notice (a “**Material Call Volume Increase Notice**”) to the CI911 Partnership stating:
 - (i) that there has been a Material Call Volume Increase, and providing documentation setting out the number of 9-1-1 calls forming part of such increase;
 - (ii) the estimated level of service that E-Comm is able to provide as a result of the Material Call Volume Increase; and
 - (iii) the estimated period of time that such other level of service will remain in effect.
- (c) Promptly following the delivery of a Material Call Volume Increase Notice, the Parties will meet and engage in good faith discussions on the actions to be taken by both Parties in response to the Material Call Volume Increase, including whether the circumstances giving rise to that increase represent a new trend in the number of 9-11 calls received at the Call Answer Centre. If the increased call volume represents a new trend such that the Parties, each acting reasonably, agree that the increase is unlikely to revert to previous volumes in the foreseeable future, the Operating Costs will be amended to compensate E-Comm for all reasonable costs incurred by E-Comm to fulfill the obligations of this Agreement, and the Parties will meet and engage in good faith discussions concerning such revisions. If the Parties cannot agree on whether the increased call volume represents a trend or on the revisions to be made to the Operating Costs, the provisions of Section 11 hereof shall apply.
- (d) In the event that E-Comm is not able to restore the 95/5 Service Level within ninety (90) days of delivering a Material Call Volume Increase Notice (or such longer period of time as the CI911 Partnership and E-Comm, each acting reasonably, may jointly determine as acceptable in the circumstances) then E-Comm will be considered to be in breach of its material covenants and obligations under this Agreement.
- (e) E-Comm will not be responsible or liable in any way for any delays or inability to achieve 95/5 Service Levels caused by: (i) acts of God; (ii) restrictions, regulations or orders of any governmental authority or agency or subdivision thereof or delays caused by such authorities

or agencies; (iii) utility, communication or transportation delays or failures; (iv) acts of war (whether declared or undeclared), terrorism, sabotage or the like; (v) systemic abuse by a member of the public of the 9-1-1 emergency telephone system; (vi) a response or lack of response of the ESAs that impedes or interferes with the function of the primary enhanced 9-1-1 answering service (except in the case of ESAs that are operated or contracted by E-Comm); or (vii) any other causes beyond the reasonable control, and not the result of the fault or neglect, of E-Comm (each, a “**Force Majeure Event**”), provided that E-Comm, acting reasonably, will notify the CI911 Partnership of each such Force Majeure Event as soon as it is practicable, describing the relevant circumstances preventing E-Comm from achieving the 95/5 Service Level and the commercially reasonable efforts being made by E-Comm to avoid or limit the duration or impact of a Force Majeure Event, and provided further that nothing herein shall be interpreted to affect or detract from the immunities provided for in the ECC Act.

- (f) E-Comm will ensure that the operation and management of the Call Answer Centre, the performance of the Call Answer Services and any other services provided by it under this Agreement meet or exceed the quality standards generally accepted in North America for such services, except that if there is any conflict with or inconsistency between such general quality standards and the express terms of this Agreement, including the 95/5 Service Level, then the terms of this Agreement will prevail to the extent of such conflict or inconsistency.
 - (g) In addition to any notice obligations outlined in Section 3.1(e) in connection with a Force Majeure Event, if E-Comm determines that either: (i) the equipment and systems used by TELUS or one or more ESAs, or (ii) the level of service by, or response or lack of response of, TELUS or one or more ESAs, impedes or interferes with the function of the Legacy 9-1-1 Service, the NG9-1-1 Service, or the Call Answer Services, then E-Comm will provide the CI911 Partnership with prompt notice thereof.
 - (h) If the CI911 Partnership, acting reasonably, agrees with the matters identified by E-Comm in its notice under Section 3.1(g) the CI911 Partnership will use reasonable efforts to cause all such ESAs to rectify the matters identified in E-Comm's notice.
 - (i) In the event that E-Comm requires the CI911 Partnership's assistance to resolve an issue in connection with its services, the CI911 Partnership will use its best commercial efforts to respond to E-Comm within the time period provided by E-Comm.
- 3.2 Reporting. E-Comm will provide the CI911 Partnership with reports relating to its service level commitments and other relevant data as follows:
- (a) monthly data regarding overall 95/5 Service Levels; and
 - (b) quarterly data regarding overall average handle time, and average transfer time to each dispatch (Fire, Police, BCEHS).
- 3.3 Access to Call Answer Centre. E-Comm will provide the persons appointed by the CI911 Partnership from time to time as “9-1-1 System Administrators” with access to:
- (a) the Call Answer Centre, subject to such persons obtaining, at the CI911 Partnership's cost, the appropriate security clearance; and

- (b) any records or other documentation related to the performance of the Call Answer Services (i) subject to applicable law and (ii) provided that, except with respect to records or documentation that the CI911 Partnership is required by law to obtain or produce, access to such records or documentation does not impose upon E-Comm an unreasonable cost or administrative burden concerning identification, assembly and production of such records or documentation.

3.4 Methods and Procedures.

- (a) The methods and procedures to be used by E-Comm in providing the Call Answer Services at the Call Answer Centre from the time a 9-1-1 call is received until that 9-1-1 call is either “transferred” or “conferenced” will be as set forth from time to time in the Operations Manual.
- (b) E-Comm will ensure that all personnel handling 9-1-1 calls comply with and receive adequate training with respect to the methods and procedures set forth in the Operations Manual and will maintain a process for continually monitoring compliance with such methods and procedures.
- (c) The methods and procedures to be used by ESAs in responding to 9-1-1 calls transferred to them from the Call Answer Centre are the responsibility of the ESAs and are outside the scope of the Call Answer Services.

3.5 Personnel. All personnel providing the Call Answer Services, the Additional 9-1-1 Services or any other services contemplated hereunder will be employees of E-Comm, and not the CI911 Partnership, and, as such, will be subject to E-Comm human resources policies and practices, as determined by E-Comm from time to time.

3.6 Compliance with Laws. In the performance of its obligations hereunder, E-Comm will comply with the provisions of any statute, regulation, bylaw or other enactment that may from time to time apply to E-Comm and the services provided by E-Comm under this Agreement.

4. CHANGE MANAGEMENT

4.1 Discretionary Change. The Parties recognize that either may wish to make one or more Discretionary Changes as defined in Section 1.1(g), in which case:

- (a) Each Party will make commercially reasonable efforts to identify and communicate to the other Party the nature of desired Discretionary Changes that relates in a material way to this Agreement or the Call Answer Services.
- (b) Following a communication pursuant to this Agreement the Parties shall meet and confer to discuss the desired Discretionary Changes and the financial, technological and operational impact of the Discretionary Changes, and, if mutually agreed in good faith, diligently execute amendments to this Agreement in order to integrate such Discretionary Changes in a timely manner.

4.2 Non-Discretionary Change & Compliance. The CI911 Partnership recognizes that changes in applicable laws, or a binding order of a court, board, regulator, tribunal or arbitrator of

competent jurisdiction, as well as changes in requirements of third party agreements, including those imposed by the CRTC (including changes necessitating the transition to NG9-1-1 Service as described in this Agreement), may occur during the Term, and may require a Non-Discretionary Change as defined in Section 1.1(u), in order to ensure compliance. In the event of the foregoing:

- (a) Each Party will make commercially reasonable efforts to identify and communicate to the other Party any material change in laws and any material new requirements imposed by any third party pursuant to agreements that relates in a material way to this Agreement or the Call Answer Services.
- (b) In the communication required by subsection (a), the notifying Party shall outline the applicable change of laws, regulations, court order, or administrative order, and provide the anticipated or actual impact on the notifying party, this Agreement or the Call Answer Services.
- (c) Following a communication pursuant to this Agreement the Parties shall meet and confer to discuss the Non-Discretionary Changes that may be reasonably necessary, the financial, technological and operational impact of such Non-Discretionary Changes, and agree diligently and in good faith to amendments to this Agreement in order in order to integrate such Non-Discretionary Changes in a timely manner in order to ensure compliance with laws at all times.
- (d) The CI911 Partnership acknowledges that, while E-Comm will use its best efforts to control the financial impact of Non-Discretionary Changes, and implement those changes diligently, the costs associated to such changes will be borne by the CI911 Partnership.

5. NG9-1-1 IMPLEMENTATION AND OPERATION

5.1 The CI911 Partnership recognizes that, during the term of this Agreement:

- (a) 9-1-1 calls currently originating on the legacy network may originate on the ESInet after which E-Comm will operate NG9-1-1 systems compliant with NENA i3 standards to receive and route 9-1-1 calls.
- (b) E-Comm may, but has no obligation to, operate Enhanced 9-1-1 compliant systems and NG9-1-1 compliant systems in parallel.
- (c) E-Comm will enable the receipt and routing of voice calls and Real-Time Text (RTT) capabilities when and as mandated by the CRTC.
- (d) E-Comm will provide the NG9-1-1 system operations services necessary to sustain the proper functioning of the NG9-1-1 system and system integrations:
 - (i) E-Comm will update and patch the NG9-1-1 systems and systems integrations as necessary to receive and route 9-1-1 calls.
 - (ii) E-Comm will establish services to sustain the NG9-1-1 systems and environments employing internal change control processes and in coordination with NG9-1-1 service providers and partner organizations.

- (iii) E-Comm will operate security and cyber security controls to protect the NG9-1-1 systems and associated network connectivity including firewalls, networking monitoring, network segmentations, antivirus systems, and physical building controls.
- 5.2 E-Comm may choose to implement NG9-1-1 system enhancements to achieve system and 9-1-1 service improvements and efficiencies.
- 5.3 The Parties recognize that:
 - (a) TELUS is the sole provider of the ESInet in the province in which the CI911 Partnership is located and as such can route calls, sessions, or events originating in the Serving Area calling the 3-digit emergency telephone number 9-1-1 to the appropriate PSAP which provides the 9-1-1 caller with access to emergency services;
 - (b) before E-Comm can perform the Call Answer Services on calls that originate on the ESInet, the Cowichan Valley Regional District, the Regional District of Nanaimo and the City of Nanaimo and any applicable local government bodies or agencies that require one must have entered into a services agreement with TELUS Communications Inc. for the provision of NG 9-1-1 service;
 - (c) neither the CI911 Partnership nor E-Comm have control over TELUS' willingness and readiness for implementation of NG9-1-1 Service in the Serving Area. The Parties will collaborate to implement NG9-1-1 Service as promptly as reasonably possible; and
 - (d) following implementation of NG9-1-1 it may not be commercially viable for E-Comm to maintain the ability to provide Call Answer Services originating on both the legacy network and the NG9-1-1 Network.
- 5.4 In view of Sections 5.1 through 5.3:
 - (a) Any material requirements imposed by the CRTC and/or TELUS pursuant to the services agreement(s) with TELUS Communications Inc. for the provision of NG 9-1-1 service that relate in a material way to this Agreement, the Legacy 9-1-1 Service, the NG9-1-1 Service or the Call Answer Services, which would require a Non-Discretionary Change, shall be subject to the procedures described in Section 4.2.
 - (b) Subject to the prior approval of TELUS and as authorized by the Cowichan Valley Regional District, the Regional District of Nanaimo and the City of Nanaimo, E-Comm may contact and deal directly with TELUS with respect to the Call Answer Services.
 - (c) Immediately after its execution of this Agreement, the Cowichan Valley Regional District, the Regional District of Nanaimo and the City of Nanaimo will each deliver to TELUS written confirmation of the authority granted to E-Comm pursuant and in relation to this Agreement.
 - (d) Notwithstanding any provision to the contrary herein, following implementation of NG9-1-1 the Parties agree:
 - (i) E-Comm may in its sole discretion cease to provide Call Answer Services originating on the Legacy 9-1-1 Service;

- (ii) if the Call Answer Services originating on the NG9-1-1 Service cannot be provided by E-Comm as a result of any ESA not executing any agreement with TELUS for the provision of NG9-1-1 Service, it will not be a breach of this Agreement if E-Comm fails to provide such Call Answer Services with respect to such ESA; and
- (iii) the Parties will execute such further instruments or documents as may be reasonably required to document or effect the purpose of this Section 5.4, including an amendment to this Agreement.

5.5 Requirements for NG9-1-1 Service

Following implementation of NG9-1-1 by E-Comm in its provision of the Call Answer Services, E-Comm shall:

- (a) remain qualified, certified, and authorized by either TELUS and/or the CRTC to connect to the ESInet;
- (b) provide, operate, and manage the personnel and the equipment, including the terminal equipment, required to receive and process all emergency calls, sessions, and events directed to E-Comm as a PSAP.
- (c) have a 9-1-1 contingency plan and policy routing rules in place, in collaboration with TELUS, to ensure that E-Comm will be able to: (i) provide default routing to ensure 9-1-1 calls are answered in the event of an outage, including alternative routing and configuration options related to the TELUS NG9-1-1 network, such that 9-1-1 calls, sessions, and events are directed to an alternative PSAP or PSAPs due to network issues or missing/invalid location information, and (ii) enable multi-layered treatment policies for diversion within the TELUS NG9-1-1 network, providing more options to a PSAP to divert 9-1-1 calls, sessions, and events to another destination based on multiple conditions defined in the policy routing rules;
- (d) ensure that it maintains, as a PSAP, secure 9-1-1 data and systems, which security includes physical security, network security, cybersecurity, and all other considerations within the PSAP's domains, and will take all reasonable steps necessary to protect the confidentiality of the information carried over these networks;
- (e) ensure that it maintains current contact information, and makes that information available to the CI911 Partnership and/or TELUS, as applicable under the NENA i3 Standard;
- (f) implement guidelines and procedures with respect to the retention and destruction of personal information related to NG9-1-1 Service prior to the provision of the NG9-1-1 Service;
- (g) accept specific planned test calls from the public;
- (h) implement a call handling solution that includes a test call interface and automation as described in the NENA i3 Standard;
- (i) collaborate with the CI911 Partnership and/or TELUS, as applicable, to:

- (i) establish the area from which the calls, sessions, and events sent to the 3-digit emergency telephone number 9-1-1 will be directed to a particular primary PSAP, including E-Comm as applicable ("**Serving Area**");
 - (ii) establish defined areas within the Serving Area, consisting of a specific combination of the Relevant Authority, fire, emergency, medical, and PSAP coverage areas ("**Emergency Service Zones**");
 - (iii) provide and validate, as required by TELUS, all geographical data, including street names, addresses, or other data provided by the geographic information system ("**GIS**") and assist in associating those with Emergency Service Zones;
 - (iv) provide information on all changes in the geographical data that may occur and as soon as possible after that data changes;
 - (v) correct all errors with submitted geographic data as reported by the CI911 Partnership and/or TELUS, as applicable, as soon as possible; and,
 - (vi) provide notice to the CI911 Partnership and/or TELUS, as applicable, of any intended change in the borders of the Serving Area.
- (j) As the requirements related to the NG9-1-1 Service may evolve in time or need to be detailed, E-Comm shall be responsible for any other applicable requirements that are not specifically identified in this Agreement but added or otherwise communicated by TELUS to the CI911 Partnership and PSAPs.
- (k) The Parties agree that the implementation of the NG9-1-1 Service within the CI911 Partnership will be carried out pursuant to an implementation schedule to be determined by E-Comm and communicated in advance by E-Comm to the CI911 Partnership, in accordance with mutual readiness for implementation, TELUS' readiness for implementation, and in compliance with CRTC deadlines.
- (l) E-Comm will meet the requirements set out in Schedule B.

6. **CI911 PARTNERSHIP RESPONSIBILITIES**

- 6.1 **CI911 Partnership Obligations.** The CI911 Partnership will continue to fulfill any obligations it may have with respect to the Legacy 9-1-1 Service and NG9-1-1 Service for the Serving Area and, except with respect to those functions that are the responsibility of E-Comm as set out herein, will use commercially reasonable efforts to assist E-Comm in maintaining the 95/5 Service Level, including using reasonable efforts to cause all ESAs in the Serving Area to have or acquire the capacity to receive 9-1-1 calls transferred from the Call Answer Centre at a level capable of allowing E-Comm to meet the 95/5 Service Level.
- 6.2 **Costs.**
- (a) For the calendar year 2025, the CI911 Partnership will pay to E-Comm the annual amount of **\$522,510** (the "**Operating Costs**"), in consideration of the services provided by E-Comm under this Agreement.

- (b) If the annual consumer price index, all items for the City of Vancouver (“**CPI**”) published by Statistics Canada for the calendar year 2025 exceeds 3%, the Operating Costs will be adjusted by the percentage amount of CPI above 3%.
- (c) In the event of a delay in the timing of implementation of NG9-1-1 Service, such delay may result in additional costs not reflected in the Operating Costs (the “**Delay Costs**”). In the event that there are Delay Costs, E-Comm will invoice the CI911 Partnership on account of those costs and those will be payable within 120 days.

6.3 Invoice and Payment.

- (a) On the first day of each calendar quarter during the Term, E-Comm will invoice the CI911 Partnership for an amount equal to one-quarter of the annual Operating Costs.
- (b) At the end of the Term, if applicable, E-Comm will invoice the CI911 Partnership for such additional inflationary amount that may be owing for calendar year 2025 in accordance with Section 6.2(b).
- (c) The CI911 Partnership will pay all undisputed invoices in full within 30 days after receipt thereof.

7. TELUS

- 7.1 E-Comm Authority to Deal with TELUS. Subject to the prior approval of TELUS, the CI911 Partnership agrees that E-Comm may contact and deal directly with TELUS with respect to those matters listed in Schedule A hereto.
- 7.2 Communication of Authority. Promptly following execution of this Agreement, the CI911 Partnership will deliver to TELUS written confirmation of the authority granted to E-Comm pursuant to Section 7.1.

8. TERM AND TERMINATION

- 8.1 Term. Unless earlier terminated in accordance with Section 8.3, the term of this Agreement will commence on the Effective Date and continue for a period of one year expiring at 11:59 p.m. on December 31, 2025 (the “**Term**”).
- 8.2 Renewal. At least six (6) months prior to the expiration of the Term, the Parties will use their reasonable best efforts to either (i) extend the Term by way of amendment, or (ii) enter into a new agreement, to take effect upon the expiration of the Term, on terms and conditions mutually agreed upon by the Parties. During the Term, E-Comm and the CI911 Partnership will communicate in good faith any anticipated future changes to the Call Answer Services in order to include requirements, financial impact and implementation of NG9-1-1 in any future agreement between the Parties relating to the Call Answer Services.
- 8.3 Termination Rights. This Agreement may be terminated prior to the expiration of the Term by either Party:

- (a) if such Party gives not less than 6 months' prior written notice to the other Party;
 - (b) if the other Party breaches any of its material covenants or obligations under this Agreement and such breach is not remedied within ninety (90) days of the Party in breach receiving written notice of such breach, or within such longer period as is reasonable in the circumstances so long as the Party in breach is diligently working to implement remedial action; or
 - (c) if the other Party becomes insolvent, ceases to do business as a going concern, is adjudged a bankrupt or made subject to the appointment of a receiver-manager, makes a general assignment for the benefit of creditors, or takes the benefit of any statute in force for the winding up or liquidation of business enterprises.
- 8.4 Obligations Upon Expiration or Termination. The following provisions apply upon the expiration of the Term or early termination of this Agreement under Sections 8.3:
- (a) E-Comm will invoice the CI911 Partnership for all amounts owing and unpaid under this Agreement for the period up to and including the effective date of expiration or early termination of the Agreement, and the CI911 Partnership will pay such undisputed invoice within 30 days of receipt;
 - (b) E-Comm will cooperate fully with the CI911 Partnership, any successor service provider and with TELUS in the development and implementation of a plan for the orderly transition of the Call Answer Services and the provision of Additional 9-1-1 Services to any successor service provider (the “**Transition Plan**”); and
 - (c) The CI911 Partnership will pay E-Comm for the reasonable costs incurred by E-Comm in developing and implementing the Transition Plan contemplated above, including costs incurred by E-Comm to relocate the E-9-1-1 telephone trunk lines or NG9-1-1 connectivity from the Call Answer Centre to a new location.
- 8.5 Survival. Notwithstanding any term of the Agreement to the contrary, the provisions hereof requiring performance or fulfilment after the expiry or termination of this Agreement will survive such expiry or termination. Without limitation to the foregoing, Sections 8.4 (Obligations upon Termination), 10 (Confidential Information), 11 (Dispute Resolution), and 12 (General Provisions), and all other provisions of the Agreement necessary to give effect thereto, will survive the expiry or termination of this Agreement.

9. **TITLE**

- 9.1 The CI911 Partnership acknowledges and agrees that all of the leasehold furnishings and other personal property located at the Call Answer Centre, including the primary enhanced 9-1-1 emergency telephone system, are owned or leased by E-Comm, regardless of whether such furnishings and personal property are deemed to be a “fixture” at law.

10. **CONFIDENTIAL INFORMATION**

- 10.1 **Confidentiality.** Any information, including any and all written documentation provided to E-Comm by the CI911 Partnership or by TELUS, or by their respective employees, servants, agents, assigns and/or contractors, pertaining to the design, development, implementation, operation and maintenance of the Legacy 9-1-1 Service and NG9-1-1 Service is confidential, and will be provided by E-Comm only to such persons who have a need to know for the purposes of this Agreement or the Legacy 9-1-1 Service and/or NG9-1-1 Service. E-Comm will not permit any of its employees, servants, agents, assigns and/or contractors to use or to duplicate, reproduce or otherwise copy any such confidential information for any purpose whatsoever, except as may be required by any such employees, servants, agents, assigns and/or contractors with a need to do so for the purposes of this Agreement or the Legacy 9-1-1 Service and NG9-1-1 Service. E-Comm will safeguard and maintain the confidentiality of the confidential information at all times to the same standard it uses to protect its own confidential information and, at a minimum, a reasonable degree of care.
- 10.2 **ANI/ALI Information.** Confidential Automatic Number Identification (“**ANI**”) and Automatic Location Identification (“**ALI**”) and associated information are the property of the CI911 Partnership, but will be provided to the Call Answer Centre and ESAs by TELUS as directed by the CI911 Partnership for the purpose of enabling the Call Answer Centre and ESAs to verify the location from which a 9-1-1 call is placed and for the purpose of associating a 9-1-1 call with a physical address. E-Comm may also use this information for the purpose of analyzing call statistics to improve service delivery and improve performance reporting. E-Comm must retain all ANI/ALI and associated information in confidence and will treat the confidential information with the same degree of care that it employs for the protection of its own confidential information and, at a minimum, a reasonable degree of care, and will not use or copy such information, except by employees, servants, agents and assigns and/or contractors, including the Call Answer Centre and ESAs (provided such employees, servants, agents, assigns and/or contractors are bound in writing by similar confidentiality obligations as contained in this Agreement) where there is a need to know for the purposes of this Agreement.
- 10.3 **Privacy.** E-Comm will comply with all federal and provincial legislation applicable to public bodies with respect to the protection of privacy as is in effect from time to time.
- 10.4 **Exceptions.** Notwithstanding the foregoing in this Section 10, E-Comm will have the right, pursuant to Section 9 of the ECC Act, to disclose to each of its members copies of that member's records relating to any services provided by E-Comm to that member that are in the possession or under the control of E-Comm in order to allow that member to comply with the *Freedom of Information and Protection of Privacy Act* (British Columbia).

11. DISPUTE RESOLUTION

- 11.1 Mediation. If there is any dispute arising out of or relating to this Agreement, then the Parties will use reasonable good faith efforts to resolve such dispute, first by direct negotiation and then, if that is not successful, by mediation with a neutral third party mediator acceptable to both Parties. Each Party will bear its own costs and expenses in connection with any mediation and all costs and expenses of the mediator will be shared equally by the Parties.
- 11.2 Arbitration. Any dispute arising out of or relating to the Agreement that is not settled by agreement between the Parties or mediation within a reasonable time may be settled by arbitration conducted by a single arbitrator if the Parties agree or, failing agreement, by a court of competent jurisdiction within the Province of British Columbia. If the Parties decide to proceed with arbitration, the location of any arbitration proceeding will be in Vancouver, British Columbia. The arbitration will be governed by the *Arbitration Act* (British Columbia). The arbitrator will be selected pursuant to the VanIAC's Domestic Arbitration Rules (the "**Rules**") and the arbitration conducted in accordance with Part B: Expedited Procedures under the Rules, except in the event of a conflict between the Rules and this Agreement, the provisions of this Agreement will take precedence over the Rules. The Parties will share equally in the fees and expenses of the arbitrator and the cost of the facilities used for the arbitration hearing, but will otherwise each bear their respective costs incurred in connection with the arbitration. The arbitrator will not:
- (i) award damages in excess of the amount limited by the terms of the Agreement; or
 - (ii) require one Party to pay the other Party's legal costs and expenses.
- The award of the arbitrator will be final and binding on each Party. Judgement upon the award may be entered in any court of competent jurisdiction.
- 11.3 Exception. The dispute resolution procedures set forth in Sections 11.1 and 11.2 are the sole and exclusive procedures for resolving any dispute under this Agreement, except that either Party may seek preliminary or temporary injunctive relief from a court if, in that Party's sole judgment, such action is necessary to avoid irreparable harm or to preserve the status quo. If a Party seeks judicial injunctive relief as described in this section, then the Parties will continue to participate in good faith in the dispute resolution procedures described in Sections 11.1 and 11.2. The Parties agree that no court which a Party petitions to grant the type of preliminary or temporary injunctive relief described in this section may award damages or resolve the dispute.

12. GENERAL PROVISIONS

- 12.1 No Third-Party Beneficiaries. Nothing contained in this Agreement will create a duty or liability on the part of E-Comm, the C1911 Partnership or their respective employees or agents, to any member of the public. There are no third-party beneficiaries to this Agreement.
- 12.2 Further Agreements. The Parties will enter into such further agreements and will execute such further documents with respect to this Agreement, including to the Call Answer Centre and the provision of the Call Answer Services and Additional 9-1-1 Services in the Serving Area, all in a form satisfactory to the Parties acting reasonably, as are necessary in order to address modifications or alterations to the Legacy 9-1-1 Service or to address matters relating to the Call

Answer Centre or the provision of the Call Answer Services and Additional 9-1-1 Services in the Serving Area that the Parties wish to address but which are not addressed in this Agreement.

- 12.3 Assignment. Neither Party will have the right to assign, transfer (whether directly or indirectly by way of a change of control or by operation of law) or otherwise dispose of any of its interest in all or any part of the Agreement, whether gratuitously or for consideration, without the prior written consent of the other Party and any attempt to do so will be void, except that E-Comm will have the right at any time without prior consent to assign, transfer or otherwise dispose of the whole of this Agreement to any subsidiary or affiliate company, provided that E-Comm provides notice to the CI911 Partnership within a reasonable time before the effective date thereof and such subsidiary or affiliate company assumes all of the obligations of E-Comm under this Agreement in a form satisfactory to the CI911 Partnership.
- 12.4 Notices. Any notice required pursuant to this Agreement will be in writing and delivered personally, by courier or by electronic means of communication to the addresses listed below or to such other address or contact person as either Party may indicate in writing to the other from time to time.

If to the CI911 Partnership:

c/o Nanaimo Fire and Rescue
666 Fitzwilliam Street
Nanaimo, BC V9R 3B5
Attention: Fire Chief Tim Doyle
Email: tim.doyle@nanaimo.ca

AND

Regional District of Nanaimo
6300 Hammond Bay Rd, Nanaimo, BC, V9T 6N2
Attention: Manager, Emergency Services
Email: ebeauchamp@rdn.bc.ca

AND

Cowichan Valley Regional District
175 Ingram St., Cowichan Bay, BC, V9L 1N8
Attention: Manager, Emergency Communications
Email: radio@cvrd.bc.ca

If to E-Comm:

E-Comm Emergency Communications for British Columbia Incorporated
3301 East Pender Street, Vancouver, BC V5K 5J3
Attention: Stephen Thatcher, Vice-President, Operations
Email: stephen.thatcher@ecomm911.ca

- 12.5 Benefit. This Agreement will enure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns.
- 12.6 Entire Agreement. This Agreement constitutes the entire agreement of the Parties with respect to the subject matter hereof and supersedes any previous agreement between the Parties, whether written or verbal.
- 12.7 Severability. If any provision of this Agreement is held to be unenforceable, then such provision will be severed from this Agreement and the remaining provisions will remain in full force and effect. The Parties will in good faith negotiate a mutually acceptable and enforceable substitute for the unenforceable provision, which substitute will be as consistent as possible with the original intent of the Parties.
- 12.8 Waiver. The failure of either Party to require the performance of any obligation hereunder, or the waiver of any obligation in a specific instance, will not be interpreted as a general waiver of any of the obligations hereunder, which will remain in full force and effect.
- 12.9 Amendment. No amendment to this Agreement will be valid or binding unless set forth in writing and duly executed by both Parties.
- 12.10 Relationship of Parties. This Agreement will not create nor will it be interpreted as creating any association, partnership or any agency relationship between the Parties.
- 12.11 Governing Law. This Agreement is governed by and will be construed in accordance with the laws of the Province of British Columbia and the laws of Canada applicable therein, and the Parties attorn to the exclusive jurisdiction of the courts of British Columbia.
- 12.12 Counterparts. This Agreement may be executed electronically and in counterparts, both of which together will constitute one and the same instrument, and either Party may deliver its counterpart page by electronic transmission.

[Signature blocks follow]

IN WITNESS WHEREOF the Parties have executed this Agreement as of the Effective Date.

CENTRAL ISLAND 9-1-1 PARTNERSHIP	E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED
Per:	Per:
Kate Seagall, Chair Cowichan Valley Regional District	Oliver Grüter-Andrew, President and Chief Executive Officer
Patrick Robins, Corporate Officer Cowichan Valley Regional District	Jason Rude, Vice President, Finance & CFO
Sheila Gurrie, Corporate Officer City of Nanaimo	
Leonard Krog, Mayor City of Nanaimo	
Vanessa Craig, Board Chair Regional District of Nanaimo	
Regional District of Nanaimo	

SCHEDULE A

E-COMM RIGHTS AND AUTHORITY WITH RESPECT TO TELUS

E-Comm will have the right and authority to contact and deal with TELUS with respect to all day-to-day matters and technical issues arising with respect to the Legacy 9-1-1 Service and the NG9-1-1 Service, including:

- (a) statistical reports for the Call Answer Centre and all ESAs within the Serving Area with the understanding that they are to be used exclusively as permitted by Section 10 of the Agreement;
- (b) access to mapping and addressing GIS and the Master Street Address Guide (MSAG) as these relate to the performance of the call answer function, provided however that E-Comm will not disclose any GIS or MSAG information except as permitted by Section 10 of the Agreement and except in connection with E-Comm's support of computer-aided dispatch (CAD) and records management systems (RMS); and
- (c) service transitions for ESAs, including additional trunk quantities, etc., for agencies moving their call-taking and dispatch functions into the Call Answer Centre. These changes are to be communicated to the CI911 Partnership in sufficient time in order to inform all ESAs of the changes. Changes at ESAs not located at the Call Answer Centre will be coordinated through the CI911 Partnership and communicated to E-Comm as appropriate; and
- (d) NG9-1-1 Service provided by TELUS, including all technical matters contemplated in Schedule B to this Agreement.

SCHEDULE B

REQUIREMENTS SET OUT IN THE APPLICABLE NG9-1-1 LOCAL GOVERNMENT SERVICES AGREEMENTS

1. In this Schedule, capitalized terms have the same meaning as set out in the NG9-1-1 LGA (a copy of which has been provided to E-Comm), except the following:
 - (a) “**Agreement**” means this Agreement between CI911 Partnership and E-Comm;
 - (b) “**Effective Date**” has the same meaning as in this Agreement; and
 - (c) “**Parties**” means CI911 Partnership and E-Comm.
2. E-Comm acknowledges that it has been designated as a Primary PSAP and a Secondary PSAP under the NG9-1-1 LGA for each partner and that it has received and had the opportunity to review their respective NG9-1-1 LGAs. E-Comm confirms that the address and backup address identified in Appendix 1 to this Schedule B are accurate. E-Comm will provide to CI911 Partnership a minimum of 120 days’ written notice of any changes to its address, backup address, or operation as a PSAP (including ceasing to operate as a PSAP in the Serving Area).
3. E-Comm acknowledges and agrees with the description of the Serving Areas in the respective NG9-1-1 LGAs, and the Emergency Service Zones identified in the NG9-1-1 LGAs and reproduced in Appendix 1 to this Schedule B.
4. E-Comm acknowledges that under the TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) (“**Tariff**”), TELUS will provide NG9-1-1 Service to CI911 Partnership in order to provide End-Users, within the Serving Areas, served by Originating Network Providers who have entered into agreements with TELUS with respect to access to NG9-1-1 Service, access to Emergency Services. E-Comm will work collaboratively with the members of the CI911 Partnership to implement NG9-1-1 Service in the Serving Areas in the manner described in the Tariff and in this section 4 of Schedule B. E-Comm will comply with all obligations applicable to PSAPs under the Tariff, and will be fully responsible for paying all fees applicable to PSAPs under the Tariff. E-Comm acknowledges and agrees that answering and handling of emergency calls, sessions, and events, along with the emergency response, are not part of the NG9-1-1 Service under the Tariff.
5. As set out in section 2.3 of the NG9-1-1 LGAs, the NG9-1-1 Service provides a managed, private, dedicated IP network referred to as the Emergency Services Internet Protocol network (“**ESInet**”). The ESInet provides the transport and interconnectivity for all i3-PSAPs within the Serving Areas as well as Originating Network Provider networks supporting 9-1-1 calling over IPbased networks and devices. For i3-PSAPs, TELUS delivers the ESInet to the Primary PSAP and the Secondary PSAP operations premise using TELUS’s IP VPN (Virtual Private Network) service to the PSAPs. The NG9-1-1 Service also provides a series of applications and service interfaces known as NG9-1-1 Core Services (“**NGCS**”) and may include other third-party applications from

Trusted Entities (as defined in the NG9-1-1 LGAs) as may be requested by the CI911 Partnership, and agreed to by TELUS. NG9-1-1 Service features are described in the User-to-Network Interface (“**UNI**”) document. E-Comm acknowledges and agrees that TELUS is not responsible nor liable for damages arising from CI911 Partnership’s or E-Comm’s use of third-party applications in conjunction with the TELUS NG9-1-1 Service, unless (a) the application is approved by TELUS, or (b) the application is permitted or required by an applicable law, a court order, or a governmental authority (including CRTC). In connection with the foregoing:

- (a) E-Comm acknowledges and agrees that the term Trusted Entities for the purpose of the NG9-1-1 LGAs are entities that have been qualified, certified and authorized by either TELUS, or CRTC, or both, to connect to the TELUS NG9-1-1 Network; and
- (b) E-Comm will not use third-party applications in conjunction with the NG9-1-1 Service that would result in contravention of provisions of the NG9-1-1 LGAs.

6. As set out in Schedule B to the NG9-1-1 LGA, E-Comm acknowledges and agrees that:

- (a) Next Generation 9-1-1 is comprised of complex and interactive systems. In order to ensure proper network security, resiliency, diversity, and reliability, E-Comm will meet the technical requirements detailed in Appendix 2 to this Schedule B. E-Comm will not interconnect to the TELUS NG9-1-1 Network without meeting these requirements;
- (b) if E-Comm uses networks to process and deliver NG9-1-1 calls outside of the ESInet, E-Comm will do so at its own risk and assume all liabilities, including prolonged restoration times in the event of an outage; and
- (c) E-Comm will comply with the requirements set out in Appendix 2 to this Schedule B.

7. As set out in the NG9-1-1 LGAs, E-Comm acknowledges and agrees that TELUS will not be responsible for any issues, nor will it troubleshoot outages or failures proved to be occurring with the PSAP network, which begin on the PSAP-side of the Demarcation Point.

8. As set out in the NG9-1-1 LGAs, E-Comm will:

- (a) operate in the manner that is i3-compliant, based on the technical requirements listed in Appendix 2 to this Schedule B;
- (b) provide, operate, and manage the personnel and the equipment, including terminal equipment, required to receive and process all emergency calls, sessions and events directed to E-Comm, based on the technical requirements listed in Appendix 2 to this Schedule B; and
- (c) establish a Business Continuity Plan and will test it annually.

9. As set out in the NG9-1-1 LGAs, E-Comm acknowledges and understands that in cases where NG9-1-1 Calls are delivered to TELUS without complete location information, they may be routed to a default PSAP which may be a default i3 PSAP, designated by the provincial government of British Columbia, or an alternate default PSAP selected and managed by TELUS.
10. E-Comm acknowledges that GIS and MSAG data for the Serving Areas will be aggregated and maintained by TELUS.
11. As set out in the NG9-1-1 LGAs, E-Comm will:
 - (a) have secure 9-1-1 data and systems within E-Comm's domains, which security includes physical security, network security, cybersecurity, and all other considerations within E-Comm's domains, all in the manner generally accepted in Canada for such services;
 - (b) have and maintain current contact information and make it available as per the NENA i3 standard;
 - (c) accept specific planned test calls from the public; and
 - (d) implement a call handling solution that includes a test call interface and automaton as described in NENA i3.
13. As set out in the NG9-1-1 LGAs, E-Comm will comply with the current UNI and NENA i3 standards and other technical and operational requirements set out in the documents referenced in this Agreement, or otherwise communicated by TELUS to CI911 Partnership and/or E-Comm prior to the Effective Date. The Parties acknowledge and understand that technical and operational requirements related to the NG9-1-1 Service may evolve from time to time, or need to be detailed. If, after the Effective Date:
 - (a) CRTC orders TELUS to implement new technical, or operational requirements in connection with the NG9-1-1 Service; or
 - (b) TELUS implements new technical, or operational requirements to address safety, security, or similar concerns,

then, if either CI911 Partnership or E-Comm is directed to do so in writing by TELUS, E-Comm will comply with the new technical and operational requirements on the implementation schedule set out by the CRTC, or by TELUS. Change of technical and operational requirements pursuant to this section 12 of Schedule B will not require an amendment to this Agreement.

13. As set out in the NG9-1-1 LGAs, E-Comm will not authorize, assist, or permit any person, other than TELUS, to change, repair, reinstall or tamper with the TELUS NG9-1-1 Network

located on property owned or operated by E-Comm, up to the E-Comm side of the Demarcation Point.

14. As set out in the NG9-1-1 LGAs, E-Comm recognizes that the NG9-1-1 Service allows for many new functionalities regarding types of data that can be transmitted over the TELUS NG9-1-1 Network. It is expected that the CRTC will order TELUS to implement such new functionalities. The availability of these functionalities may require software and/or hardware upgrades by E-Comm. If, after the Effective Date, CRTC orders TELUS to implement new functionalities, then, if either CI911 Partnership or E-Comm is directed to do so by TELUS in writing, E-Comm will implement the necessary software and/or hardware upgrades on the implementation schedule set out by the CRTC.
15. As set out in the NG9-1-1 LGAs, E-Comm acknowledges that, from time to time, due to unforeseen major outages or planned upgrades, TELUS network may be impacted and changes to addressing database may be suspended. E-Comm will support and work cooperatively with TELUS during such events.
16. As set out in s the NG9-1-1 LGAs, as soon as possible after the Effective Date of this Agreement, E-Comm will implement guidelines and procedures with respect to the retention and destruction of the End Users' personal information (the term "personal information" is defined in the same manner as in the BC Freedom of Information and Protection of Privacy Act ("FOIPPA")) related to NG9-1-1 Service, in accordance with FOIPPA. E-Comm acknowledges and understands that the guidelines and procedures contemplated herein must be in place before TELUS implements the NG9-1-1 Service in the Serving Area.
17. As set out in the NG9-1-1 LGAs, E-Comm will:
 - (a) take all reasonable steps necessary to ensure that all communications destined for carriage over the TELUS NG9-1-1 Network will be secure, in the manner generally accepted in Canada for such services; and
 - (b) take all reasonable steps necessary to protect the confidentiality of the information carried over these networks, to the extent generally accepted in Canada for such services.
18. As set out in the NG9-1-1 LGAs, E-Comm acknowledges that under the NG9-1-1 LGA, title to, ownership of, and all intellectual property rights in any facilities, equipment, software, systems, processes, and documentation used by TELUS to provide the NG 9-1-1 Service and all enhancements on them will be and remain with TELUS or its suppliers. CI911 Partnership has no right, or license in intellectual property in respect of the NG9-1-1 Service.

19. As set out in the NG9-1-1 LGAs, forthwith after signing this Agreement, E-Comm will deliver to CI911 Partnership and to TELUS the Confidential Information Consent Form, signed by an authorized signatory of E-Comm, in the form attached as Appendix 3 to this Schedule.
20. As set out in the NG9-1-1 LGAs, E-Comm acknowledges that TELUS' commitment to the protection of personal information is further detailed in the TELUS Business Customer Privacy Policy available at www.telus.com/businessprivacy. TELUS' provision of the NG9-1-1 Service is subject to this policy. This policy may be updated by TELUS from time to time, provided that all updates must be in compliance with all applicable laws. The amended policy will be posted at the location above. Unless otherwise indicated, the effective date of the amended policy will be the date of posting.
21. As set out in the NG9-1-1 LGAs, E-Comm acknowledges and agrees that any information including any and all written documentation provided by TELUS to E-Comm, directly or through CI911 Partnership, pertaining to the design, development, implementation, the operation and the maintenance of the NG9-1-1 Service is confidential, and will be provided only to such persons who have a need to know for the purposes of NG9-1-1 Service. E-Comm will not, and will not permit any of its employees, servants, agents, assignees and/or contractors, to duplicate, reproduce, or otherwise copy any such confidential information for any purpose whatsoever, except as may be required by any such employees, servants, agents, assigns and/or contractors with a need to do so for the purposes of NG9-1-1 Service.
22. As set out in the NG9-1-1 LGAs, E-Comm will comply with the applicable laws, including FOIPPA, in connection with the collection, use, retention, disclosure, and destruction of personal information (as defined under FOIPPA) provided to E-Comm by the End-Users in the context of the NG9-1-1 Service ("**Personal Information**").
23. As set out in the NG9-1-1 LGAs, E-Comm will use Personal Information for the sole purpose of responding to the 9-1-1 related communications, unless:
 - (a) otherwise permitted or required under applicable laws;
 - (b) the End-User consents to other use or disclosure; or
 - (c) a court or another governmental authority having jurisdiction orders otherwise.
24. As set out in the NG9-1-1 LGAs, E-Comm will:
 - (a) retain Personal Information in accordance with all applicable laws;
 - (b) not use Personal Information except as set out in section 23 of this Schedule B; and

- (c) not disclose Personal Information except as set out in section 23 of this Schedule B.

25. The Parties will:

- (a) Abide by all applicable federal and provincial legislation with respect to the protection of privacy and confidential information in effect from time to time;
- (b) Promptly advise each other of any security incident that involves loss or unauthorized disclosure of confidential or personal information collected and retained pursuant to this Agreement, and cooperatively work to address any such incident;
- (c) Promptly assist each other to respond to any information requests which require response pursuant to applicable laws; and
- (d) Promptly assist each other in connection with a privacy impact assessment prepared by either Party in connection with the NG9-1-1 Service in the Serving Area.

26. E-Comm will indemnify CI911 Partnership against all reasonable claims and expenses (including reasonable legal costs) that CI911 Partnership incurs as a result of breach by E-Comm of its obligations under sections 19 – 25 (inclusive) of this Schedule B, except to the extent resulting from wrongful acts or gross negligence of CI911 Partnership, or breach by CI911 Partnership of its obligations under sections 19-25 (inclusive) of this Schedule B.

27. As set out in the NG9-1-1 LGAs, E-Comm acknowledges that it is important for the implementation of the NG9-1-1 Service that E-Comm will:

- (a) provide, operate, and manage the personnel and the equipment, including terminal equipment, required to receive and process all emergency calls, sessions and events directed to E-Comm, based on the technical requirements listed in Appendix 2 to this Schedule B and the requirements described in TELUS General Tariff CRTC 21461 – item 1001 Next Generation 9-1-1 service; and
- (b) meet at all times the technical requirements set out under this Agreement. A default by E-Comm to comply with such technical requirement can compromise the TELUS NG9-1-1 Network and affect the End-Users.

28. As set out in the NG9-1-1 LGAs, E-Comm acknowledges that TELUS may immediately suspend the entirety or a portion of the NG9-1-1 Service if TELUS has reasonable cause to believe that CI911 Partnership's NG9-1-1 traffic is compromised or otherwise poses a risk to the NG9-1-1 Service or the TELUS NG9-1-1 Network.

29. Appendices 1, 2 and 3 are attached to and form part of this Schedule B.
30. Sections 19 to 26, inclusive, of this Schedule B will survive the expiration or the earlier termination of this Agreement.

**SCHEDULE B
APPENDIX 1**

**PSAPs and Emergency Service Zones with respect to
Cowichan Valley Regional District**

PSAP Serving Information					
PSAP Name		PSAP Address		PSAP Address – Backup Site	Target Migration Date
E-Comm 9-1-1		3301 E Pender Street Vancouver, BC & 4219 Commerce Circle, Saanich BC		4170 Still Creek Drive, Burnaby, BC	TBD
North Island 911 Fire Dispatch		675 13th Avenue, Campbell River, BC			TBD
Cowichan Valley Regional District					
ESZ	Community	Local Government	9-1-1 Answer	Fire	Police
3248	Cowichan Valley	Cowichan Valley Regional District	E-Comm	North Island 911 Fire Dispatch	E-Comm
2051	Malahat	Cowichan Valley Regional District	E-Comm	North Island 911 Fire Dispatch	E-Comm

Appendix 1 to Schedule B is continued on the next page showing the geographic boundaries of the Emergency Service Zones with respect to Cowichan Valley Regional District as of the Effective Date.

PSAPs and Emergency Service Zones with respect to Cowichan Valley Regional District - Map



SCHEDULE B
APPENDIX 1 (continued)

**PSAPs and Emergency Service Zones with respect to
Regional District of Nanaimo**

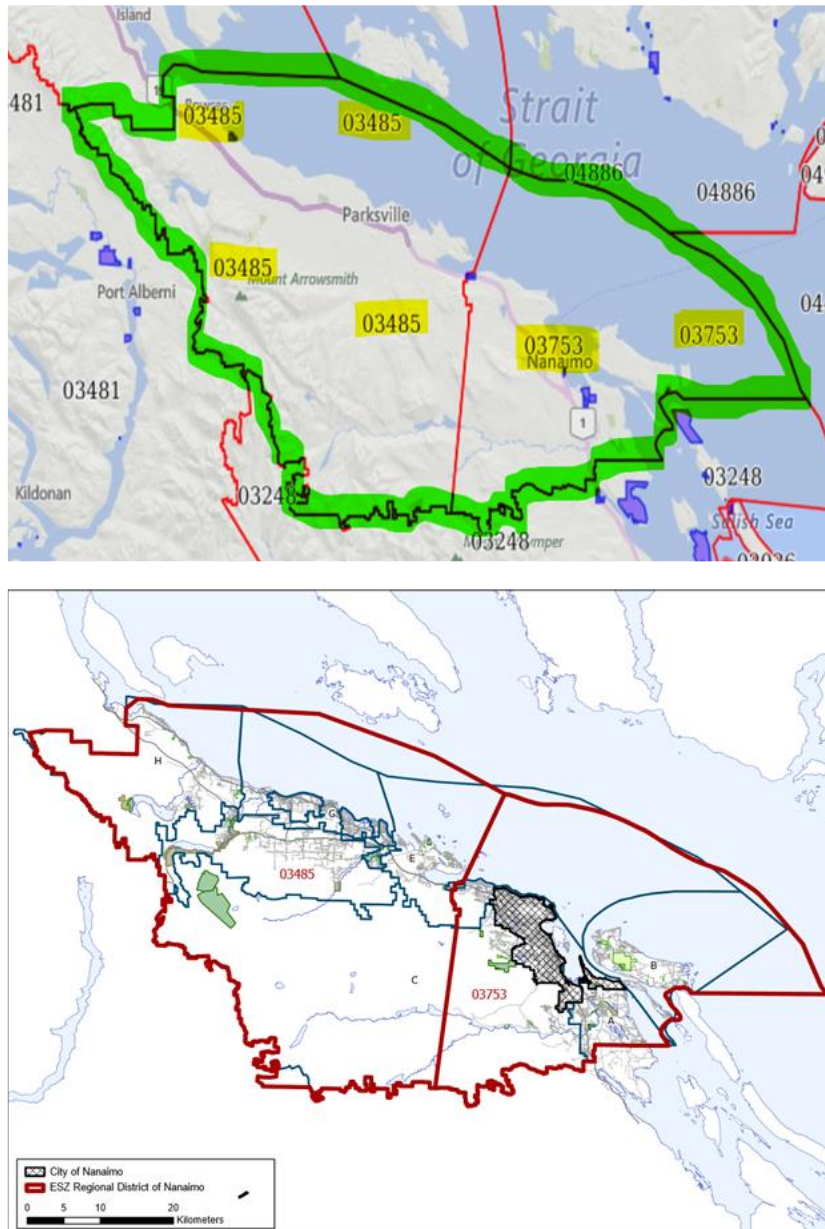
PSAP Serving Information					
PSAP Name		PSAP Address		PSAP Address – Backup Site	Target Migration Date
E-Comm 9-1-1		3301 E Pender Street Vancouver, BC & 4219 Commerce Circle, Saanich BC		4170 Still Creek Drive, Burnaby, BC	TBD
North Island 911 Corporation		675 13 th Avenue, Campbell River		311 S Dogwood St., Campbell River, BC	TBD
Surrey Fire		8767 132 nd Street, Surrey, BC		14355 57 th Avenue, Surrey, BC	TBD
Regional District of Nanaimo					
ESZ	Community	Local Government	9-1-1 Answer	Fire	Police
03753	Electoral Area A	RD Nanaimo	E-Comm	Surrey Fire	n/a
03753	Electoral Area B	RD Nanaimo	E-Comm	Surrey Fire	n/a
03753	Electoral Area C	RD Nanaimo	E-Comm	Surrey Fire	n/a

03485	Electoral Area E	RD Nanaimo	E-Comm	NI 911	n/a
03485	Electoral Area F	RD Nanaimo	E-Comm	NI 911	n/a
03485	Electoral Area G	RD Nanaimo	E-Comm	NI 911	n/a
03485	Electoral Area H	RD Nanaimo	E-Comm	NI 911	n/a
03753	District of Lantzville	District of Lantzville	E-Comm	Surrey	n/a
03485	Town of Qualicum	Town of Qualicum	E-Comm	NI 911	n/a
03485	City of Parksville	City of Parksville	E-Comm	NI 911	n/a

Appendix 1 to Schedule B is continued on the next page showing the geographic boundaries of the Emergency Service Zones with respect to the Regional District of Nanaimo as of the Effective Date.

SCHEDULE B
APPENDIX 1 (continued)

**PSAPs and Emergency Service Zones with respect to
Regional District of Nanaimo - Map**



EXCLUDED area from 03753 is that contained within the jurisdictional boundaries of the City of Nanaimo.

SCHEDULE B
APPENDIX 1 (continued)

**PSAPs and Emergency Service Zones with respect to
City of Nanaimo**

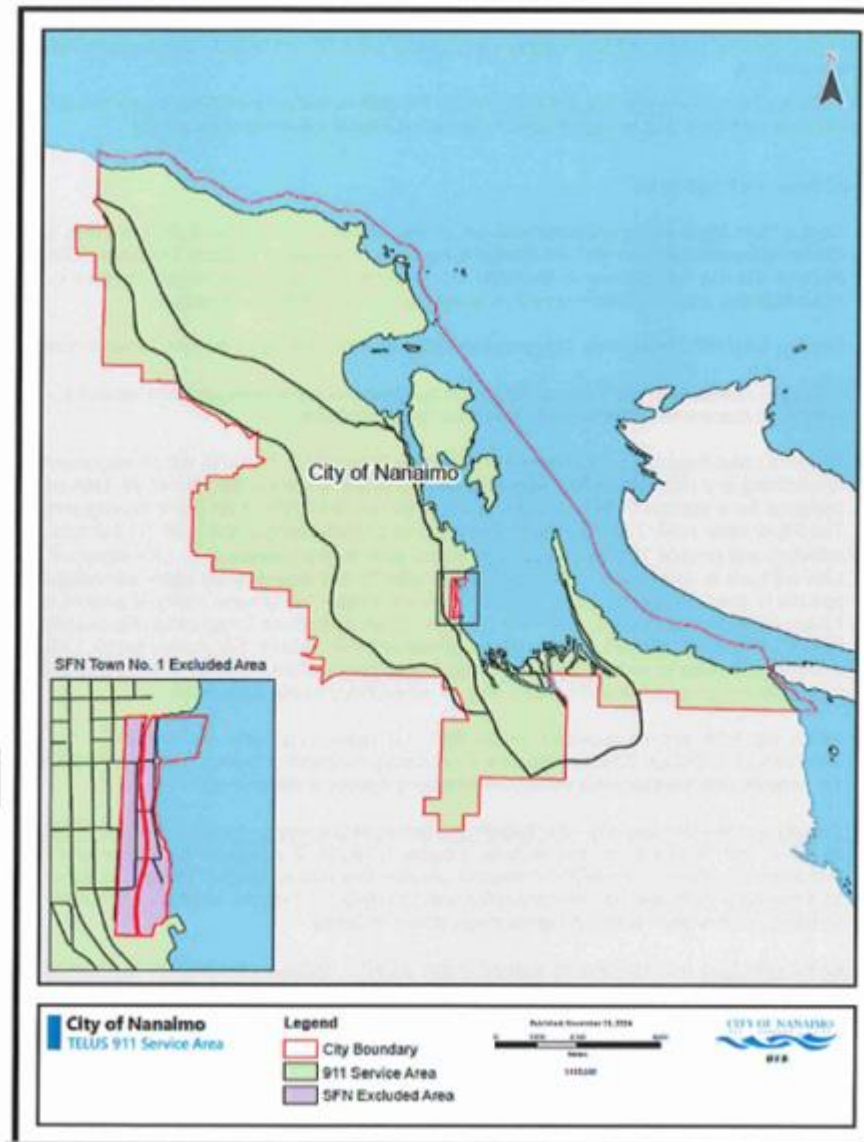
PSAP Serving Information					
PSAP Name		PSAP Address		PSAP Address – Backup Site	Target Migration Date
E-Comm 9-1-1		3301 E Pender Street Vancouver, BC & 4219 Commerce Circle, Saanich BC		4170 Still Creek Drive, Burnaby, BC	TBD
Surrey Fire		8767 132 nd Street, Surrey, BC		14355 57 th Avenue, Surrey, BC	TBD
North Island 9-1-1 Fire		675 13 th Avenue, Campbell River, BC			TBD
RCMP Courtenay		800 Ryan Road, Courtenay, BC			TBD
City of Nanaimo					
ESZ	Community	Local Government	9-1-1 Answer	Fire	Police
3753	Nanaimo RD	Nanaimo*	E-Comm	Surrey	

*For the purposes of this agreement, ESZ 3753 obligations and accountabilities are limited to the lands within the City of Nanaimo municipal boundaries excluding all First Nations' reserve lands within those boundaries. In addition, the Regional District of Nanaimo is responsible for securing PSAP services for Nanaimo River IR1,2,3,4.

Appendix 1 to Schedule B is continued on the next page showing the geographic boundaries of the Emergency Service Zones with respect to City of Nanaimo as of the Effective Date.

SCHEDULE B
APPENDIX 1 (continued)

**PSAPs and Emergency Service Zones with respect to
City of Nanaimo – Map**



SCHEDULE B APPENDIX 2

Requirements set out in Schedule C to the NG9-1-1 LGAs

E-Comm will:

- 1 Deploy Dual Stack as the preferred method for simultaneous use of IPV4 & IPV6 address space OR to individually perform NAT-PT (Network Address Translation - Protocol Translation) for their Network Domain as defined in the NG9-1-1 network provider's UNI Interconnection Design Specifications, as a mandatory condition to interconnect to the NG9-1-1 network.
- 2 Support a set MTU (Maximum Transmission Unit) value of 1500 bytes for their network domain.
- 3 Utilize the Border Gateway Protocol (BGP) for dynamic routing between peering networks, using registered Autonomous System (AS) numbers, when available.
- 4 Assign a Local Registration Authority ("**LRA**") within the form attached to this Appendix 2. The LRA will be responsible for determining and managing which users will be authorized to access the ESInet. An LRA can be assigned for a specific PSAPs or may be assigned for all PSAPs in an entire serving territory. The PSAP will notify TELUS at least 30 days prior to onboarding to the NG9-1-1 network of its selection and provide TELUS with 60 days' notice prior to any changes to its LRA structure. The LRA will have to enter into a distinct agreement with TELUS regarding the rights and obligations specific to the LRA and agree to TELUS Certificate Policy. For greater clarity, if access to the ESInet is needed for devices, the PSAP will assign an Authorized Organization Representative ("AOR"), which will also enter into a distinct agreement with TELUS. For greater clarity, LRA and AOR doesn't need to be the PSAP itself.
- 5 Utilize the PCA service provided by the NG9-1-1 network provider, as defined in the UNI Interconnection Design Specifications, as a mandatory condition of interconnection with the NG9-1-1 network until a nation-wide PSAP Credentialing Agency is established.
- 6 Comply with the UNI and any other bulletins or technical documents communicated by TELUS to all LGAs and PSAPs from time to time. Employ a NENA i3 compliant BCF (Border Control Function), as defined in the NG9-1-1 network provider UNI Interconnection Design Specifications, as a mandatory condition of interconnection with the NG9-1-1 network. In addition, the BCF will be deployed in a manner that prevents single points of failure.
- 7 Employ the QoS requirements as defined in the NG9-1-1 network provider UNI Interconnection Design Specifications as a mandatory condition of interconnection with the NG9-1-1 network.
- 8 Implement the mandatory list of audio CODECs as provided by the NG9-1-1 network providers as part of the Onboarding Process, and as updated through the proposed change management process managed by CISC.
- 9 Use the two (2) redundant 9-1-1 IP-VPN circuits and routers provided by TELUS to deliver 9-1-1 calls, sessions and events, and associated data as per TELUS acceptable use policy available at www.telus.com/aup. The PSAPs will not modify, repair, reinstall, or tamper with the 9-1-1 IP-VPN circuits and routers, or use them in a manner that interferes with any service components used to provide them, TELUS' networks, or with the use of TELUS services by other persons, or in a manner that avoids the payment of any charges, or use the 9-1-1 IP-VPN circuits in violation of any law or regulation. TELUS recommends that the PSAP use both 9-1-1 IP-VPN circuits to avoid service impacts in the event of an 9-1-1 IP-VPN circuit or terminating router failure.

- 10 Design and operation the PSAPs WAN/LAN, including resiliency, capacity, management, quality of service and security.
- 11 Support end-to-end encryption of traffic from and towards the ESInet as defined in the TELUS NG9-1-1 UNI Interconnection Design Specifications. PSAPs are strongly encouraged to utilize the TELUS NGCS-based DNS service to ensure the resiliency of DNS functions and seamless PCA functionality. If a PSAP opts to use its own DNS service, it will be the sole responsibility of that agency to design, maintain and administer this element.
- 12 Use the provided ESInet connections strictly for the delivery of NG9-1-1 calling and associated data and not to use any private VPN tunnels across the ESInet.
- 13 Create Policy Routing Rules for NG9-1-1 and communicate their Default Routing, if any, as part of their PSAP Contingency Plans to ensure that 9-1-1 calls are answered in the event of a PSAP outage.
- 14 Synchronize their network elements with those of the NGCS based on the Network Time Protocol resource provided by TELUS.
- 15 Apply on an ongoing basis, the required security updates (including any security patches) promptly, on the schedule communicated by TELUS.

E-Comm acknowledges that failure to comply with the technical requirement and access criteria may result in having E-Comm removed from the TELUS NG9-1-1 Network.

SCHEDULE B
APPENDIX 2 (continued)

Designated LRA

PSAP Serving Information			
PSAP Name	PSAP Address	PSAP Address – Backup Site	LGA designated Local Registration Authority (“LRA”)
E-Comm 9-1-1	3301 E Pender Street Vancouver, BC	4170 Still Creek Drive, Burnaby, BC	E-Comm 9-1-1

Confidential Information Consent Form

From: E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED (E-Comm)
To: TELUS COMMUNICATIONS INC. (TELUS)
Re: NG9-1-1 Service provided by TELUS within the geographic boundaries of [*NAME OF COUNTERPARTY TO LGA*] (NG9-1-1 Service)
Date:

Unless E-Comm provides express written consent, or disclosure is pursuant to an applicable law, all information provided to TELUS by E-Comm in connection with NG9-1-1 Service, other than the E-Comm's name, address and listed telephone number, is confidential and may not be disclosed by TELUS to anyone other than:

- (a) E-Comm;
- (b) A person who, in the reasonable judgment of TELUS, is seeking the information as an authorized agent of E-Comm;
- (c) Another telecommunications company, provided the information is required for the efficient and cost-effective provision of the NG9-1-1 Service and disclosure is made on a confidential basis with the information to be used only for that purpose;
- (d) An agent retained by TELUS in the collection of payments (if any) lawfully due to TELUS by E-Comm in connection with NG9-1-1 Service, provided the information is required for and is to be used only for that purpose;
- (e) Governmental authority or agent of a governmental authority, for emergency public alerting purposes, if the governmental authority has determined that there is an imminent or unfolding danger that threatens the life, health or security of an individual and that the danger could be avoided or minimized by disclosure of information; and
- (f) A TELUS affiliate involved in supplying [*NAME OF COUNTERPARTY TO LGA*] and/or E-Comm with the NG9-1-1 Service, provided the information is required for that purpose and disclosure is made on a confidential basis with the information to be used only for that purpose.

By:

DATE OF MEETING JULY 28, 2025

AUTHORED BY KAREN ROBERTSON, DEPUTY CORPORATE OFFICER

**SUBJECT ALTERNATIVE APPROVAL PROCESS RESULTS – “PARKS
DEDICATION AMENDMENT BYLAW 2025 NO. 2255.01”**

OVERVIEW

Purpose of Report:

To report the results of the Alternative Approval Process for “Parks Dedication Amendment Bylaw 2025 No. 2255.01” – a bylaw to remove dedication as public park from a portion of “Elaine Hamilton Park”.

BACKGROUND

Further to Council direction provided at its 2025-JUN-09 Council meeting, the City conducted an Alternative Approval Process (AAP) to obtain approval of the electors for the adoption of “Parks Dedication Amendment Bylaw 2025 No. 2255.01” – a bylaw to remove dedication as public park from a portion of “Elaine Hamilton Park”. Council also endorsed the AAP Communication and Engagement Strategy which outlined the various methods of engagement to be used during this AAP (see Attachment B).

The AAP began at 8:30 am on 2025-JUN-18 and closed at 4:30 pm on July 21, 2025. Eligible voters had 33 days to vote against the bylaw. Official notice of the AAP was published in the Nanaimo News Bulletin and appeared on the City’s website on 2025-JUN-18 in accordance with Section 94.2 of the *Community Charter* and the City’s “Public Notice Bylaw 2022. No. 7325”.

AAP Results

To receive the assent of the electors, the number of elector response forms received by the deadline could not exceed 10% of the electors for the City of Nanaimo. Section 86(1) of the *Community Charter* states:

“Approval of the electors by alternative approval process under this section is obtained if... at the end of the time for receiving elector responses, the number of elector responses received is less than 10% of the number of electors of the area to which the approval process applies.”

For the purposes of conducting the alternative approval process, the number of eligible electors was determined to be 76,724. In order for the bylaw to receive the assent of the electors, less than 10%, or 7,672 elector response forms must have been received by the deadline of 2025-JUL-21 at 4:30 pm. The total number of elector response forms received by that date was 422.

As there was not a sufficient number of elector response forms received to meet the 10% threshold by the deadline, the Corporate Officer is not required to certify individual elector response forms to determine the AAP results. Based on this, the Corporate Officer has

determined and certified that elector approval, in accordance with Section 86 of the *Community Charter* has been obtained (see Attachment A).

CONCLUSION

With elector approval obtained through the alternative approval process, Council may now proceed with adopting “Parks Dedication Amendment Bylaw 2025 No. 2255.01” which appears under the Bylaw section of the agenda.

SUMMARY POINTS

- At its 2025-JUN-09 Council meeting, Council directed staff to conduct an Alternative Approval Process (AAP) to obtain approval of the electors for the adoption of Bylaw 2255.01 to remove dedication as public park from a portion of ‘Elaine Hamilton Park’.
- 422 elector response forms were received by the deadline of 2025-JUL-21 as certified by the Corporate Officer.
- The total number of valid elector response forms required to proceed with adoption of the bylaw must be under 10% at 7,672. With 422 forms received, elector approval in accordance with Section 86 of the *Community Charter* has been obtained.

ATTACHMENTS:

Attachment A – 2025-JUL-22- Certification of Results for AAP- Bylaw 2255.01- Elaine Hamilton Park

Attachment B – 2025-JUN-09 Staff Report

Submitted by:

Karen Robertson,
Deputy Corporate Officer

Concurrence by:

Sheila Gurrie,
Director, Legislative Services

Dale Lindsay, CAO

ATTACHMENT A



ALTERNATIVE APPROVAL RESULTS

"PARKS DEDICATION AMENDMENT BYLAW 2025 NO. 2255.01"

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

The deadline for the receipt of elector response forms for "PARKS DEDICATION AMENDMENT BYLAW 2025 NO. 2255.01" was 4:30 p.m. on 2025-JUL-21.

Estimated number of eligible electors	76,724
10% of eligible electors within the City of Nanaimo	7,672
Total number of Elector Response Forms received by the deadline of 2025-JUL-21	422

On the basis of the elector response forms received before the deadline, I hereby certify the above results and have determined that elector approval in accordance with Section 86 of the *Community Charter* has been obtained.

Dated this 22nd day of July, 2025

Sheila Gurrie,
Corporate Officer

Staff Report for Decision

File Number: GOV-03

DATE OF MEETING JUNE 9, 2025

AUTHORED BY KAREN ROBERTSON, DEPUTY CORPORATE OFFICER

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

OVERVIEW

Purpose of Report

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

Recommendation

That Council:

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

BACKGROUND

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

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

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

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

DISCUSSION

The AAP requires Council approval for the following:

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

Council Decision on Next Steps:

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

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

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

OPTIONS

Option 1:

That Council:

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

Option 2:

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

- The advantages of this option: A referendum provides a process similar to an election.
- The disadvantages of this option: Conducting a referendum involves the same resources and costs as holding a general election which is estimated to be approximately \$293,000.00.
- Financial Implications: The costs and Staff resources associated with Assent Voting are significant and similar to a general election. Despite this being a developer led project, most of the costs under this option would need to be borne by the City.

Option 3:

That Council provide staff alternate direction.

SUMMARY POINTS

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

ATTACHMENTS:

~~Attachment A – Elector Response Form_1631NaylorCrescent Portion of ParkDedicationRemoval~~

~~Attachment B – Alternative Approval Process Policy~~

Attachment C – Elaine Hamilton Park AAP Communications and Engagement Strategy

Submitted by:

Karen Robertson,
Deputy Corporate Officer

Concurrence by:

Sheila Gurrie,
Director of Legislative Services

Jeremy Holm,
Director, Planning and Development

Kerry Ing,
Acting Gen. Mgr., Corporate Services

Darcie, Osbourne,
Director, Parks, Recreation & Culture

Bill Sims, Acting CAO

ATTACHMENT B

ATTACHMENT C

AAP Communications & Engagement Strategy

Sandstone Development



Communications

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

Engagement

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

DATE OF MEETING JULY 28, 2025

AUTHORED BY KAREN ROBERTSON, DEPUTY CORPORATE OFFICER

SUBJECT MEDIA ACCREDITATION POLICY

OVERVIEW

Purpose of Report

To bring forward a Media Accreditation Policy that sets the criteria and process for accredited media to use electronic devices during a Council or Council established Committee meeting for journalistic purposes.

Recommendation

That Council endorse the Media Accreditation Council Policy COU-248 as attached to the 2025-JUL-28 Staff Report titled "Media Accreditation Policy".

BACKGROUND

On 2025-APR-07, Council adopted several amendments to Council's Procedure Bylaw including a provision to prohibit the use of electronic devices by members of the public unless expressly authorized by the Chair during Council and Council established Committee meetings.

The intent in giving the Chair authority to grant exceptions would be to provide opportunities for members of the media to use electronic devices during a Council or Council established Committee meeting for journalistic purposes or for members of the public during special occasion ceremonies.

Although this provision provides the Chair with this flexibility, Council wanted staff to explore options for a more formal accreditation process for granting authority to the media and passed the following motion:

"That Council direct staff to prepare a report outlining options for an amendment to "Council Procedure Bylaw 2018 No. 7272" to include a certification process to provide accreditation to media representatives and independent journalists to permit the usage of electronic devices at the City of Nanaimo Council and Committee meetings for journalistic purposes."

DISCUSSION

Given that Council's direction was to bring forward options that are specific to members of the media requiring guidelines and a process, staff felt that it would be more appropriate to outline

them in a Council policy, rather than try to include all the necessary information within a bylaw as bylaws typically consist of provisions that are prescriptive and don't get into the processes for implementing those provisions.

In developing the policy before Council, staff used the criteria and process from Global Affairs Canada, and the BC Courts, as the primary guiding documents. Staff also consulted with Alex Rawnsley, News Director for Nanaimo News Now and Dale Burgos, Manager, Corporate Communications and Community Relations to seek input on the initial draft. They provided valuable feedback which has been incorporated in the attached draft.

Should Council be supportive of the policy, any professional or independent journalist wishing to seek approval for an exemption to Council's Procedure Bylaw as it relates to recording and taking photographs for journalistic purposes would be required to fill out an application. The application would then be vetted by an Accreditation Committee consisting of the Manager, Corporate Communications and Community Relations (the Lead), the Chief Administrative Officer, and a representative from Legislative Services (either the Corporate Officer or Deputy Corporate Officer). Staff did ask Mr. Rawnsley whether the Accreditation Committee should have representation from the media to be part of the committee; however, he conveyed that it would put journalists in a difficult position to recommend, deny, or approve other journalist's applications for accreditation. He believed the process should be overseen by the City's communication staff.

Because the definition of "Prohibited Use of An Electronic Device" within Council's Procedure Bylaw is applicable to all members of the public, and Council's motion is specific to members of the media, it is much easier to carve out the guidelines and process in a Council Policy and still retain the Mayor or Chair's discretion to approve as there are other times when it would be beneficial to allow the public to record or take photographs. This prevents having to amend the Council Procedure Bylaw to capture all other instances where exemptions may apply. Despite this, having a Council policy that sets out the parameters for recommending approval for members of the media would be beneficial. That way, the Mayor or Chair is not put a position to approve or deny requests with nothing to base their decision on as the Mayor or Chair may lack the expertise to determine which journalists would qualify as bona fide media.

Should the policy be endorsed, it would be applicable to requests after the policy is approved. Those that have already been granted approval by the Mayor to date (see Attachment B) would not be required to fill out an application.

Highlights of the policy:

- The policy is applicable to both professional and independent journalists
- Proof of publications from independent journalists must align with Radio Television Digital News Association's Code of Journalistic Ethics. Staff were advised that any reputable outlet is aware of these ethics and adhere to this code.
- Applications would be vetted by the Accreditation Committee. Those who meet the criteria would be referred to the Mayor with a recommendation to approve.
- Journalists who are approved would be required to operate in accordance with Council's Procedure Bylaw or risk having their accreditation revoked.
- Once accredited, there is no requirement to renew the accreditation unless the journalist changes their position, resigns, or changes jobs. All changes must be reported to the Manager, Corporate Communications and Community Relations.

OPTIONS

Option 1:

That Council endorse the Media Accreditation Council Policy COU-248 as attached to the 2025-JUL-28 Staff Report titled "Media Accreditation Policy".

- The advantages to this option are:
 - the policy provides clear and consistent guidelines and a process for professional and independent journalists seeking approval to record and take photographs during a Council or Council established Committee for journalistic purposes.
 - the Media Accreditation Committee would have the expertise to vet the applications and those meeting the criteria would be referred to the Mayor for final sign off.
- The disadvantage to this option is that the process for approval will take slightly longer as applications must be reviewed by the Accreditation Committee.

Option 2:

That Council retain the status quo where discretion for approving members of the media to take photographs or recording video during Council or Council Committee rests with the Chair.

- The advantage to this option is that the Chair can very quickly authorize an exemption to a member of the media seeking approval to record and take photographs during a Council or Council established Committee meeting.
- The disadvantage to this option is approval or denial would not be based on a consistent process and the Mayor or Chair may lack the expertise necessary to determine whether an individual meets the requirements for being an accredited professional or independent journalist.

Option 3:

That Council provide alternate direction.

SUMMARY POINTS

- Staff were asked to prepare a report outlining options to include a certification process to provide accreditation to media representatives and independent journalists to permit the usage of electronic devices at the City of Nanaimo Council and Committee meetings for journalistic purposes.
- A Media Accreditation Council policy has been drafted for Council's consideration that outlines the requirements and process for approving professional and independent journalists is before Council for consideration.
- If the policy is endorsed by Council, journalists who have not previously been approved who wish to use electronic devices during Council or Committee meetings for journalistic purposes will be required to fill out a Media Accreditation Application Form, which will be assessed by an Accreditation Committee.

ATTACHMENTS:

Attachment A – Media Accreditation Policy

Attachment B – List of Media Already Accredited

Submitted by:

Karen Robertson
Deputy Corporate Officer

Concurrence by:

Dale Burgos,
Mgr. Corporate Communications/Community Relations

Sheila Gurrie,
Director, Legislative Services

Dale Lindsay, CAO

ATTACHMENT A



RCRS Secondary:	GOV-02	Effective Date:	
Policy Number:	COU-248	Amendment Date/s:	
Title:	Media Accreditation Policy	Repeal Date:	
Department:	Legislative Services	Approval Date:	

PURPOSE:

This policy sets out the criteria and process for accrediting media to use electronic devices during a Council or Council established Committee meeting.

DEFINITIONS:

Accredited Media	Means a professional or independent journalist who has been issued media accreditation by the City of Nanaimo.
Bona Fide Media	Means: <ol style="list-style-type: none"> 1. a <u>professional journalist</u> who is formally registered through a media organization that has demonstrable editorial oversight; or 2. an <u>independent journalist</u> who has provided proof of recent <i>publications</i> under one's byline with original reporting and content that can be readily found in the public realm to authenticate their role as a journalist and that aligns with Radio Television Digital News Association's Code of Journalistic Ethics.
Electronic Device	Means any device capable of transmitting and/or recording data or audio, including cameras, video recorders, smartphones, cellular phones, computers, laptops, tablets, notebooks personal digital assistants, or other similar devices
Media Accreditation Process	Means the process outlined on Attachment "A" to this policy whereby applications are reviewed and validated by an Accreditation Committee prior to approval or refusal of an application.
Publication	Means a news-producing entity that disseminates editorial content through a regularly issued platform such as a newspaper, magazine, broadcast program, podcasting, or digital news outlet. To be recognized, the publication must demonstrate the following standards: <ul style="list-style-type: none"> • a primary function of reporting on news, public affairs, or current events; • established editorial oversight with accountable leadership (such as editor-in-chief or news director); • a history of consistent, verifiable content production; • distribution to a general public audience through formal channels (e.g. print, broadcast, or a professional news website); and • a history of content which objectively aligns with Radio Television Digital News Association's Code of Journalistic Ethics. RTNDA Code of Ethics.pdf)

	Personal blogs, individual social media accounts, influencer content, or promotional media channels that do not meet these standards are not considered <i>publications</i> for the purposes of accreditation.
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SCOPE:

This *media accreditation process* is open to professional and independent journalists (print, radio, television, film, news agencies, podcasting, and online media) who are on assignment for a *bona fide media* organization.

POLICY:

The policy and process by which media personnel can become accredited with the City of Nanaimo in order to film or record Council or Council established Committee meetings.

Except as permitted under the policy, the use of *electronic devices* in Council and Council established Committee meetings is prohibited as per Council's Procedure Bylaw.

Members of the media wishing to become accredited should review the *Media Accreditation Process* (see Schedule A).

PROCESS:General Criteria:

Journalists wishing to obtain media accreditation must fill out a Media Accreditation Application Form (see Schedule B). The onus is on the applicant to supply all required information and supporting documentation at the time of applying. Incomplete applications will not be processed.

All information submitted as part of the application process is reviewed and validated by an Accreditation Committee. Those that don't meet the criteria will be denied and will not be referred. Applications that meet the criteria and have been validated will be referred to the Mayor for formal approval.

Supporting Documentation and Information

A letter of assignment is required from the media organization identifying the applicant as being assigned to cover Council and/or Committee meetings, explaining the role of the applicant and signed by an authorized editor or publisher within the media organization with their contact information.

Individuals who do not work for a media organization but rather work as independent members of the media and therefore unable to provide a letter of assignment, must provide proof of recent *publications* under one's byline with original reporting and content that can be readily found in the public realm.

To assist in verifying that those applying for media accreditation are members of the media, the Accreditation Committee may refer to the applicant's publicly available content to authenticate their role as a journalist.

Revocation of Accreditation

Accreditation for applicants approved by the Committee is granted on the condition that media representatives will operate in accordance with Council's Procedure Bylaw.

Accredited media must not disturb the safety, security and order of the Council or Committee meeting. Further, if for any reason there is a breach of the representations made in the application provided or if an individual misrepresented himself/herself, the City reserves the right to revoke the accreditation.

Penalties

A person using an electronic device in a manner prohibited by Council's Procedure Bylaw or this policy may be subject to one or more of the following sanctions:

- a. A direction to turn off the electronic device;
- b. A direction to leave the Council Chambers or Committee room; or
- c. For repeat offences, an injunction may be sought to ban an individual from attending future Council or Committee meetings.
- d. In the case of *accredited media*, a direction to forfeit the media accreditation card to City staff.

RELATED DOCUMENTS:

Council Procedure Bylaw

Media Accreditation Process (Schedule A)

Media Accreditation Application Form (Schedule B)

REPEAL or AMENDMENT:

N/A



SCHEDULE "A"

MEDIA ACCREDITATION PROCESS

Media accreditation by the City is required for professional or independent journalists who wish to use *electronic devices* to record or take photographs during Council and Council established Committee meetings.

Those wishing to become accredited must fill out a Media Accreditation Application Form.

Under this policy, accredited journalists can use *electronic devices* during Council or Council established Committee meetings subject to the limitations outlined in Council's Procedure Bylaw.

All information submitted as part of the application process is reviewed and validated by an Accreditation Committee. Those that don't meet the criteria will be denied and will not be referred. Applications that meet the criteria and have been validated will be referred to the Mayor for formal approval.

Once accredited, there is no requirement to renew the accreditation unless the journalist changes their position, resigns, or changes jobs. Any changes must be promptly reported to the Manager, Corporate Communications and Community Relations.

The Accreditation Committee members include the following staff members, or their designate:

Manager, Corporate Communications and Community Relations (Lead)

Chief Administrative Officer

Corporate Officer, Legislative Services, City of Nanaimo



SCHEDULE "B"

MEDIA ACCREDITATION APPLICATION FORM

To apply for media accreditation, please complete all fields below and submit, with a photograph, and letter of assignment (professional journalist) or proof of recent *publications* under your byline with reporting and content that can be found in the public realm (independent journalist) to Communications@Nanaimo.ca.

You will be notified if/when your request is accepted. Please note that only *accredited media* will be permitted to use *electronic devices* during Council and established Committee meetings and doing so is conditional on following the provisions outlined in Council's Procedure Bylaw and the Media Accreditation and Permitted Use of Electronic Devices Policy. By signing below, you agree to abide by these terms.

Media Outlet	Name of the Organization (if applicable)	
	Street Address	
	Phone	
	Email	
Personal Information	First Name	
	Last Name	
	Position	
	Phone	
	Email	
Authorization	<p>Please check off the category that applies to you:</p> <p><input type="checkbox"/> Professional Journalist I have attached a letter of assignment from your media organization identifying me by name and signed by my assigning editor, producer or other.</p> <p>_____ Signature</p> <p><input type="checkbox"/> Independent Journalist I have attached proof of recent <i>publications</i> under your byline, with reporting and content that can be readily found in the public realm.</p> <p>_____ Signature</p>	
Photograph	<p><input type="checkbox"/> I have attached my photograph for identification purposes.</p>	


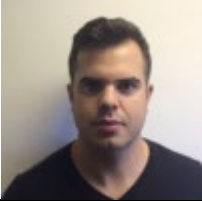



Note: You must fill out your own application, including providing your own letter of assignment. Members of the same news organization cannot apply as a group. Media accreditation is non-transferrable.

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



Approved Media Accreditation

The following have been approved to conduct official media business during Council and Committee meetings which include the use of electronic recording devices.

Photo	Name & Title	Media outlet
	Alex Rawnsley News Director	Nanaimo News Now WAVE and WOLF Radio
	Ian Holmes Reporter	Nanaimo News Now WAVE and WOLF Radio
	Jordan Davidson Reporter	Nanaimo News Now WAVE and WOLF Radio
	Joe Pugh Reporter	CHLY Radio
	Lauryn Mackenzie Reporter	CHLY Radio

	Kendall Hanson Reporter	CHEK News
	Justin Baumgardner Reporter	MyCoastNow/ICON Radio
	Mick Sweetman Reporter	The Discourse
	Tyler Hay Reporter	MyCoastNow/ICON Radio

Approved by:

Mayor Leonard Krog
May 27, 2025

For more information or to add to this list of approved media representatives, please contact:

Dale Burgos
Manager - Corporate Communications and Community Relations
dale.burgos@nanaimo.ca
(Office) 250-755-4532
(Mobile) 250-268-7695

DATE OF MEETING JULY 28, 2025

AUTHORED BY SHEILA GURRIE, DIRECTOR, LEGISLATIVE SERVICES

SUBJECT Council Resolutions Update

OVERVIEW

Purpose of Report:

To provide Council with a status update on resolutions made by Council from 2024-JAN-15 to 2025-MAY-05.

BACKGROUND

At regular or special meetings of Council, Council makes resolutions to forward the business of the City of Nanaimo. These motions are noted and tracked by staff and help to inform department work plans. Resolutions are reviewed and updated by staff on a regular basis to reflect whether they are in progress, complete or not started.

The last Council resolutions update was presented at the 2024-APR-08 Council meeting. |

DISCUSSION

Today's update provides Council with the following information:

- 231 resolutions from 2024-JAN-15 up to 2025-MAY-05 that were completed at the time of compilation (Attachment A)
- 18 resolutions from 2024-JAN-15 up to 2025-MAY-05 that were in progress at the time of compilation (Attachment B)
- 9 resolutions from 2024-JAN-15 up to 2025-MAY-05 that were noted as not started at the time of compilation (Attachment C)
- Resolutions from the last report to you on 2024-APR-08 that were marked as in progress with an update as to where they stand today (Attachment D)

To reduce the volume of information provided, some "regular business" items have been removed from the attachments such as rezoning and development approval applications.

CONCLUSION

Staff will continue to monitor the status of outstanding resolutions and endeavour to provide an update to Council annually. Initially we were planning to report to you twice a year; however, the time required to action these reports is extensive and we just do not have the capacity to do so.

We will continue to look for ways to streamline the process to ensure Council is updated on the progress of their resolutions.

SUMMARY POINTS

- At regular or special meetings of Council, Council makes resolutions to forward the business of the City of Nanaimo
- Resolutions are reviewed and updated by staff on a regular basis to reflect whether they are in progress, complete or not started
- The last update to Council was presented at the 2024-APR-08 Council meeting
- Staff will continue to monitor the status of outstanding resolutions and endeavor to provide an update to Council annually

ATTACHMENTS

ATTACHMENT A: Completed resolutions from 2024-JAN-15 up to 2025-MAY-05

ATTACHMENT B: In Progress resolutions from 2024-JAN-15 up to 2025-MAY-05

ATTACHMENT C: Not Started resolutions from 2024-JAN-15 up to 2025-MAY-05

ATTACHMENT D: Updated status of resolutions from the last report to you on 2024-APR-08

Submitted by:

Sheila Gurrie,
Director, Legislative Services

Concurrence by:

Dale Lindsay,
Chief Administrative Officer

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2025-05-05	7 Potatoes Project Update and Funding Request (Part 1)	That Council increase the budget for the Japanese-Canadian Memorial Garden project by \$341,000 funded from the Strategic Infrastructure Reserve Fund.	Darcie Osborne; Laura Mercer	Complete
Council	2025-05-05	7 Potatoes Project Update and Funding Request (Part 2)	That Council increase the budget for the Beban Park Outdoor Performance and Gathering Space project \$400,000 funded from the Strategic Infrastructure Reserve Fund.	Darcie Osborne; Laura Mercer	Complete
Council	2025-05-05	2024 Annual Financial Statements	That Council accept the 2025 Annual Financial Statements for the City of Nanaimo.	Laura Mercer	Complete
Council	2025-05-05	2025 - 2029 Financial Plan Recap and Decision Points (Part 1)	That for the 2025 - 2029 Financial Plan Council increase funding for contracted services for public space cleanliness by \$30,000 in 2025 and \$75,000 in 2026.	Laura Mercer	Complete
Council	2025-05-05	2025 - 2029 Financial Plan Recap and Decision Points (Part 2)	That for the 2025 - 2029 Financial Plan Council add a full-time Superintendent, Sanitation, Recycling and Cemeteries and related costs effective September 1, 2025.	Laura Mercer	Complete
Council	2025-05-05	Motion to Consider re: The Snowbirds Visit to Nanaimo	That Council approve the expenditure of up to \$15,000 in costs related to the August 15-16, 2025 Snowbirds event with funding from the 2025 General Operating Surplus. If the Surplus is insufficient, funding for the event will come from the Strategic Infrastructure Reserve Fund.	Laura Mercer; Darcie Osborne	Complete
Council	2025-05-05	2025 Nanaimo 55+ BC Games Society Request for a Letter of Support re: Grant Application to the Destination Events Program	That the Mayor, on behalf of Council, provide a letter of support to the 2025 Nanaimo 55+ BC Games Society, for their grant application to the Destination Events Program.	Sheila Gurrie	Complete
Council	2025-05-05	2025 Nanaimo 55+ BC Games Society Request for a Letter of Support re: Hosting BC Grant Application	That the Mayor, on behalf of Council, provide a letter of support to the 2025 Nanaimo 55+ BC Games Society, for their grant application to the Hosting BC Program.	Sheila Gurrie	Complete
Council	2025-05-05	Sport Tourism Grant Funding Application Approval	That Council approve granting the Vancouver Island Slopestyle 2025 event at the Steve Smith Bike Park \$4,500 from the Sport Tournament Grant Fund.	Darcie Osborne; Laura Mercer	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2025-05-05	Request for Reconsideration of Loudon Park Decision	The following motions were deferred to the next Regular Council meeting (2025-MAY-26) for consideration at that time: “That Council direct Staff to increase the budget by \$1,876,373 funded from the Special Initiatives Reserve to proceed with the Boat Storage and Club Building from the alternate design for the Loudon Park improvements as outlined in the report titled "Loudon Park Improvements" dated 2025-MAR-19; and That Council direct Staff prepare a concept plan for a washroom, multi-purpose and fitness building on the general area of the existing washroom building.”	Sheila Gurrie	Complete
Council	2025-04-07	Loudon Park Improvements	That Council direct Staff to increase the budget by \$6,169,373 funded by \$4,000,000 from the Special Initiatives Reserve and \$2,169,373 from the Strategic Infrastructure Reserve Fund to proceed with the current design for the Loudon Park improvements.	Darcie Osborne; Laura Mercer	Complete
Council	2025-04-07	2024 Surplus Allocation	That Council approve the allocation of the 2024 operating surplus as follows: 1. General Fund a. RCMP Contract Reserve \$1,411,438 b. General Financial Stability Reserve \$1,094,545 c. Special Initiatives Reserve \$5,290,000 Total \$7,795,983 2. Sewer Fund	Laura Mercer	Complete
			a. Sewer Reserve \$342,240		
Council	2025-04-07	Italian Society Felice Cavallotti Lodge Request for a Letter of Support re: Grant Application to Legacy Fund - Building Communities through Arts and Heritage	That the Mayor, on behalf of Council, provide a letter of support to the Italian Society Felice Cavallotti Lodge for their grant application to Legacy Fund - Building Communities through Arts and Heritage.	Sheila Gurrie	Complete
Council	2025-04-07	Vancouver Island Exhibition Request for a Letter of Support re: Grant Application to the Destination Events Program Grant	That the Mayor, on behalf of Council, provide a letter of support to the Vancouver Island Exhibition for their grant application to the Destination Events Program Grant.	Sheila Gurrie	Complete
Council	2025-04-07	Nanaimo Equestrian Association Request for a Letter of Support re: Grant Application for the Destination Events Program Grant	That the Mayor, on behalf of Council, provide a letter of support to the Nanaimo Equestrian Association for their grant application to the Destination Events Program Grant.	Sheila Gurrie	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2025-04-07	Petroglyph Development Group Request for a Letter of Support re: the Proposed Cabin Project on Saysutchun Island	That the Mayor, on behalf of Council, provide a letter of support to Petroglyph Development Group for their proposed cabin project on Saysutshun Island.	Sheila Gurrie	Complete
Council	2025-04-07	Wildcoast Ecological Society Request for a Letter of Support re: Grant Application for the Environment and Climate Change Canada EcoAction	That the Mayor, on behalf of Council, provide a letter of support to the Wildcoast Ecological Society for their grant application to Environment and Climate Change Canada EcoAction.	Sheila Gurrie	Complete
Council	2025-04-07	Loyal Nanaimo Bathtub Society Request for a Letter of Support re: Grant Application to the Destination Events Program Grant	That the Mayor, on behalf of Council, provide a letter of support to the Loyal Nanaimo Bathtub Society Request for their grant application to the Destination Events Program Grant.	Sheila Gurrie	Complete
Council	2025-04-07	Request from Mayor Krog to send Correspondence to Ravi Parmar, MLA, Minister of Forests re: Future of Our Local Forest Industry	That the Mayor, on behalf of Council, send a letter to Ravi Parmar, MLA, Minister of Forests re: The Future of Our Local Forest Industry.	Sheila Gurrie	Complete
Council	2025-03-17	Proposed Telecommunications Facility - 6675 Mary Ellen Drive	It was moved and seconded that Council direct Staff to provide a letter of concurrence to Innovation, Science, and Economic Development Canada in response to a proposed 31m telecommunications facility at 6675 Mary Ellen Drive.	Jeremy Holm	Complete
Council	2025-03-17	British Columbia Conservation Foundation Request for Letter of Support re: Grant Application to EcoAction Stream 1: Community-led Freshwater Action Across Canada	It was moved and seconded that the Mayor, on behalf of Council, provide a letter of support to British Columbia Conservation Foundation, for their grant application to EcoAction Stream 1: Community-led Freshwater Action Across Canada.	Sheila Gurrie	Complete
Council	2025-03-17	Art Action Earwig Request for Letter of Support re: Grant Application to Canada Council for the Arts in Support of Pulling To Gather 2025-2026	It was moved and seconded that the Mayor, on behalf of Council, provide a letter of support to Art Action Earwig, for their grant application to Canada Council for the Arts in Support of Pulling To Gather 2025-2026.	Sheila Gurrie	Complete
Council	2025-03-03	BC Association of Farmers' Markets re: Request for a Letter of Support for the BC Farmers' Market Nutrition Coupon Program	That the Mayor, on behalf of Council, provide a letter of support to BC Association of Farmers' Markets, for the BC Farmers' Market Nutrition Coupon Program.	Sheila Gurrie	Complete
Council	2025-03-03	Request from BC Festival and Events Organizers re: Request for a Letter of Support for the BC Fairs, Festivals and Events Fund	That the Mayor, on behalf of Council, provide a letter of support to festival and event organizers for the BC Fairs, Festivals and Events Fund.	Sheila Gurrie	Complete
Council	2025-02-24	Nanaimo Restorative Justice Program Funding	That Council: 1. Approve a 5- year annual operating grant to the Restorative Justice Program for the term covering January 1, 2025 to December 31, 2029 based on \$150,000 for 2025; and, 2. Add a 2% annual increase for 2026 to 2029.	Art Groot; Laura Mercer	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2025-02-24	Proposed Telecommunications Facility - 4600 Hammond Bay Road	It was moved and seconded that Council direct Staff to provide a letter of concurrence to Innovation, Science, and Economic Development Canada in response to a proposed 63m telecommunications facility at 4600 Hammond Bay Road.	Jeremy Holm	Complete
Council	2025-02-24	Housing Target Progress Report July to December 2024	It was moved and seconded that Council receive the Housing Target Progress Report for the reporting period of 2024-JUL-01 to 2024-DEC-31 in accordance with Ministerial Order M203 2024.	Jeremy Holm	Complete
Council	2025-02-24	Security Checks and Other Grants Policy Update	That Council approve the revised Security Checks and Other Grants Policy as outlined in the Staff report dated 2025-FEB-19.	Laura Mercer	Complete
Council	2025-02-24	Canada Housing Infrastructure Fund	That Council approve submission of an application to the Canada Housing Infrastructure Fund for funding for the Millstone Trunk North Sewer System Project.	Laura Mercer	Complete
Council	2025-02-24	UBCM Emergency Support Services Equipment and Training Program Grant Application	That Council approve the grant application to the UBCM Emergency Support Services Equipment and Training Program for funding for the Nanaimo ESS Group Lodging Supplies regional project and support the City of Nanaimo providing overall grant management as the primary applicant.	Laura Mercer	Complete
Council	2025-02-24	UBCM Emergency Operations Centres Equipment and Training Stream Grant Application	That Council approve a grant application to the UBCM Emergency Operations Centres Equipment and Training Program for funding for the Nanaimo EOC Equipment Upgrade project and supports the City of Nanaimo providing overall grant management.	Laura Mercer	Complete
Council	2025-02-24	Active Transportation Fund - Capital Project Stream 2025 Grant Application	That Council: a. Direct Staff to apply to the Active Transportation Fund – Capital Projects Stream 2025 for funding for the Bowen Road Bike Lane Expansion Project; and, b. With the project being contingent on a successful grant application, approve adding the Bowen Road Bike Lane Expansion project to the 2025 – 2029 Financial Plan at a total cost of \$1,900,000, funded by \$1,140,000 from the Active Transportation Fund – Capital Project Stream and \$760,000 from the Growing Communities Reserve Fund.	Laura Mercer	Complete
Council	2025-02-24	2025 Culture Project Grant Additional Allocation	That Council approve the addition of Crimson Coast Dance Society to the list of 2025 Culture & Event Grant standby organizations, and Project Grant reallocation as follows: -Applicant Name: Crimson Coast Dance Society -Recommended: \$3,476 -Applicant Name: Vancouver Island Symphony -Recommended: \$965	Richard Harding	Complete
Council	2025-02-24	Councillor Hemmens Expenses	It was moved and seconded that Council authorize Councillor Hemmen’s expenses to attend the 2025 Local Government Leadership Academy Forum being held in Richmond from 2025-MAR-12 to 2025-MAR-14. The motion carried unanimously.	Sheila Gurrie	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2025-02-24	Nanaimo Equestrian Association Request for Letter of Support	It was moved and seconded that Council direct Staff to provide a letter of support under the Mayor’s signature on behalf of City Council to support Nanaimo Equestrian Association’s grant application to the Horse Council of BC.	Sheila Gurrie	Complete
Council	2025-02-24	Nanaimo Family Life Association Request for Letter of Support re: BC Housing Funding for Permanent Shelter at 55 Victoria Road (The Hub)	It was moved and seconded that that the Mayor, on behalf of Council, provide a letter of support to Nanaimo Family Life Association, for their application to BC Housing.	Sheila Gurrie	Complete
Council	2025-02-24	Community Resiliency Investment Program (FireSmart Community Funding and Supports Program)	That Council support the City of Nanaimo’s application to the Union of BC Municipalities for the Community Resiliency Investment Program (FireSmart Community Funding and Supports Program) and if successful the 2025-2029 Financial Plan be amended to include this grant.	Tim Doyle; Laura Mercer	Complete
Council	2025-01-20	933 Park Avenue Concept Plan	That Council endorse the Concept Plan for 933 Park Avenue as a long-term site vision, as outlined in Attachment A of the report titled 933 Park Avenue Concept Plan, dated 2025-JAN-20.	Jeremy Holm	Complete
Council	2025-01-20	Newcastle Community Association	That Council defer consideration of the following Consent Item to a future Council Meeting, until after a discussion at a future Governance and Priorities Committee Meeting regarding possible amendments to Council Procedure Bylaw 2018 No. 7272: That Council invite representatives of the Newcastle Community Association to attend the next Public Safety Committee Meeting to share their concerns regarding the impact of homelessness on residents and local businesses.	Sheila Gurrie	Complete
Council	2025-01-20	Amyotrophic Lateral Sclerosis Society of British Columbia Request for Letter of Support re: PROJECT HOPE	That the Mayor, on behalf of Council, provide a letter of support to the Amyotrophic Lateral Sclerosis Society of British Columbia, for the PROJECT HOPE initiative.	Sheila Gurrie	Complete
Council	2025-01-20	World Leisure Centre of Excellence at Vancouver Island University Request for Letter of Support re: World Leisure Congress 2028	That the Mayor, on behalf of Council, provide a letter of support to the World Leisure Centre of Excellence at Vancouver Island University, for their application to the World Leisure Organization to host the 2028 World Leisure Congress.	Sheila Gurrie	Complete
Council	2024-12-16	2024 Annual Report for the Advisory Committee on Accessibility and Inclusiveness	That Council review and accept the Advisory Committee on Accessibility and Inclusiveness 2024 Annual Report.	Darcie Osborne	Complete
Council	2024-12-16	RCMP Contract	That Council budget the RCMP contract at 92% for 2025 and 95% for 2026 to 2029 for the 2025 – 2029 Financial Plan.	Laura Mercer	Complete
Council	2024-12-16	Negative Wage Contingency	That Council budget a \$750,000 negative wage contingency in the General Fund for 2025 for the 2025 – 2029 Financial Plan.	Laura Mercer	Complete
Council	2024-12-16	Commercial Street Implementation Phase Two	That Council reduce the 2025 base project funding by \$795,456 and remove Commercial Street Implementation Phase 2 from the 2025 – 2029 Financial Plan.	Laura Mercer	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
			That for the 2025 – 2029 Financial Plan Council: 1. Add nine full-time Community Safety Officers (CSOs), one full-time Senior Community Safety Officer and convert the part-time Bylaw Steno position to full-time, including related costs, utilizing a phased approach as follows; a.Hire five CSOs, 1 Senior CSO and convert the part-time Bylaw Steno position to a full-time position effective April 1, 2025; b. Add four CSOs effective April 1, 2026; and 2. Fund the two CSO fleet units and the EV charging station from the General Capital Reserve.		
Council	2024-12-16	Community Safety Officers (CSO's)		Laura Mercer	Complete
Council	2024-12-16	Public Space Cleanliness	That the decision point regarding public space cleanliness be deferred to the 2025 – 2029 Financial Plan Update in the Spring 2025.	Laura Mercer	Complete
Council	2024-12-16	Assistant Manager, Financial Planning	That for the 2025 – 2029 Financial Plan, Council add an Assistant Manager, Financial Planning and related costs effective April 1, 2025.	Laura Mercer	Complete
Council	2024-12-16	Assistant Manager, Current Planning	That for the 2025 – 2029 Financial Plan, Council add an Assistant Manager, Current Planning and related costs effective April 1, 2025.	Laura Mercer	Complete
Council	2024-12-16	Additional RCMP Members	That Council add 12 new RCMP members to the 2025 – 2029 Financial Plan; four on April 1, 2025, four on April 1, 2026, and four on April 1, 2027.	Laura Mercer	Complete
Council	2024-12-16	Increase to Road Maintenance Budget	That the decision point regarding an increase to the road maintenance budget be deferred to the 2025 – 2029 Financial Plan Update in the Spring 2025.	Laura Mercer	Complete
Council	2024-12-16	Culture Grants - Project Grant Funding	That Council add a 10% annual increase for Culture Project Grant funding for five years, starting in 2025 (2025 – 2029), increasing the budget from \$44,407 to \$71,519 by 2029, for the 2025 – 2029 Financial Plan.	Laura Mercer	Complete
Council	2024-12-16	Culture Grants - Operating Grant Funding	That Council increase Culture Operating Grant funding annually by \$0.25 per capita for three years, starting in 2025 (2025 – 2027), for a rate of \$3.75 per capita by 2027, for the 2025 – 2029 Financial Plan.	Laura Mercer	Complete
Council	2024-12-16	Restorative Justice Program	That Council increase the annual operating grant for the Restorative Justice Program to \$150,000 effective 2025 for the 2025 – 2029 Financial Plan.	Laura Mercer	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-12-16	Neighbourhood Association Grant Program	That Council increase the budget for the Neighbourhood Association Grant Program to \$20,000 effective 2025 for the 2025 – 2029 Financial Plan.	Laura Mercer	Complete
Council	2024-12-16	Security Check Grant Request from Nanaimo Science and Sustainability Society	That Council award a ‘Security Check Grant’ for \$50 to the Nanaimo Science and Sustainability Society to cover the cost of the security checks for new hires.	Laura Mercer	Complete
Council	2024-12-16	Nanaimo Prosperity Corporation Decision Slide	That Council increase the base budget for the Nanaimo Prosperity Corporation from \$515,850 to \$665,000 effective 2025 for the 2025 – 2029 Financial Plan.	Laura Mercer	Complete
Council	2024-12-16	Park Amenity Improvement Requests Under the Partners in Parks Program	<p>That Council approve the allocation of the 2024 Partners In Parks Program funding to amenity improvements at these proposed park locations:</p> <p>i \$45,000 for a hard surface sport court at Everest Drive Park;;</p> <p>ii \$15,000 for storage and seating at Beaufort Food Forest; and</p> <p>iii \$40,000 for shade structure and platform at Stevie Smith Bike Park.</p>	Laura Mercer; Darcie Osborne	Complete
Council	2024-12-16	Culture and Event Grants 2025 - Funding Recommendations	That Council approve 2025 Cultural Grant funding (Operating, Project, Downtown Event Revitalization Fund) recommendations of \$631,256 as outlined in Attachment ‘D’ of the report titled “Culture and Event Grants 2025 – Funding Recommendations” dated 2024-DEC-11.	Laura Mercer; Darcie Osborne	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-12-16	Social Planning Grants 2025	That Council approve the 2025 Social Planning Grants recommendations of \$85,000, and that the grant allocations be as follows:	Laura Mercer; David LaBerge	Complete
			Applicant Name: Take a Hike Foundation Recommend: \$10,000 Project: Take a Hike Nanaimo Program		
			Applicant Name: Volunteer Nanaimo Recommend: \$13,500 Project: Youth Network		
			Applicant Name: Island Crisis Care Society Recommend: \$25,000 Project: Rising Hope Community Kitchen		
			Applicant Name: Nanaimo Alliance Church Recommend: \$8,000 Project: Food Bank Client Café – Kitchen Upgrades		
			Applicant Name: Haven Society Recommend: \$15,000 Project: Safe Futures for Youth – Violence is Preventable		
			Applicant Name: Nanaimo Community Kitchens Society Recommend: \$7,000 Project: Cultivate and Cook		
Council	2024-12-16	BC Hydro Sustainable Communities Fund - Phase Two of Manufactured Home Park Energy Conservation and Emissions Reduction Strategy 	That Council add the second phase of the Manufactured Home Park Energy Conservation and Emissions Reduction Strategy, as outlined in the Staff report dated 2024-DEC-11, to the 2025 – 2029 Financial Plan.	Laura Mercer; Jeremy Holm	Complete
Council	2024-12-16	Sea Level Rise Management Plan Grant Applications (Part 1)	That the Finance and Audit Committee recommend that Council direct Staff to apply for a funding opportunity from the Ministry of Emergency Management and Climate Readiness for a Disaster Relief and Innovation Fund grant to support a Sea Level Rise Management Plan.	Laura Mercer; Jeremy Holm	Complete
Council	2024-12-16	Sea Level Rise Management Plan Grant Applications (Part 2)	That Council direct Staff to apply for a funding opportunity from the Federation of Canadian Municipalities' Local Leadership for Climate Adaptation initiative- Climate Ready Plans and Processes for a Sea Level Rise Management Plan.	Laura Mercer; Jeremy Holm	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-12-16	Provincial Capacity Funds - Allocation Update	That Council endorse the allocation of \$619,936 in capacity funding provided by the Province, as outlined in the Staff report dated 2024-DEC-11, to support the City of Nanaimo in meeting the legislative requirements and opportunities in Provincial Housing Bills.	Laura Mercer; Jeremy Holm	Complete
Council	2024-12-16	Mayor's Report	That Council authorize Mayor Krog's travel expenses to attend the "Save our Streets" forum being held in Vancouver on January 23, 2025.	Sheila Gurrie	Complete
Council	2024-12-16	2025 Association of Vancouver Island and Coastal Communities Resolutions	<p>That Council direct staff to submit the following resolutions to the Association of Vancouver Island and Coastal Communities (AVICC) for consideration at their 2025 Annual General Meeting and Convention:</p> <p>1. WHEREAS Section 506 and Section 506.03 of the Local Government Act enable a local government to regulate and require the provision of works and services in respect to the development of land;;</p> <p>AND WHEREAS there is no mechanism currently in the Local Government Act to allow for local governments to accept payment of money in lieu of the provision of works and services, unlike in other circumstances in the Local Government Act;;</p> <p>THEREFORE BE IT RESOLVED that AVICC advocate for the provincial government to amend the Local Government Act to allow for the payment of money in lieu of works and services in respect to the development of land being established through subdivisions and building permits, enabling local governments to pool funding for more impactful projects which could benefit a broader area and better assist in achieving community goals for safety, connectivity or transportation management.</p> <p>2. WHEREAS the current funding model in Canada is outdated and unsustainable, as outlined in the Federation of Canadian Municipalities' report Making Canada's Growth a Success: The case for a municipal growth framework, leaving municipalities with limited options to pay for growth-related infrastructure which is critical for municipalities to meet their housing needs;</p>	Sheila Gurrie	Complete
Council	2024-12-16	Loaves and Fishes Community Food Bank Letter of Support re: Funding for a New Food Recovery and Distribution Facility	That the Mayor, on behalf of Council, provide a letter of support to Loaves and Fishes Food Bank, to support their request for funding, from the Federal Government, for their new Food Recovery and Distribution Facility.	Sheila Gurrie	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-12-16	Next Generation 911 (NG911) Local Government Service Agreement with TELUS Communications Inc.	<p>That Council:</p> <p>1. Authorize the City of Nanaimo to enter into a revised NG911 Local Government Service Agreement (LGA) with TELUS Communications Inc. (the agreement is attached as Appendix A) for a five-year term, with automatic renewals for successive five-year terms; and</p> <p>2. Authorize the execution of the NG911 Local Government Service Agreement with TELUS Communications Inc., including all subsidiary agreements required, for the provision of NG911 emergency calling services to the residents of the City of Nanaimo.</p>	Tim Doyle	Complete
Council	2024-12-16	Mutual Aid Agreement	That Council authorize the execution of a new Mutual Aid Agreement with the Cranberry Improvement District, Mountain Improvement District, District of Lantzville, North Cedar Improvement District, and Extension and District Volunteer Fire Department Society, for a five year term.	Tim Doyle	Complete
Council	2024-12-02	Recycle BC Agreements 2025 Through 2029 (Part One)	That Council execute the Recycle BC Amending Agreement and submit to Recycle BC before December 16, 2024, to extend the term of the current Master Services Agreement from December 31, 2024 to May 1, 2025.	Bill Sims	Complete
Council	2024-12-02	Recycle BC Agreements 2025 Through 2029 (Part Two)	That Council direct Staff to present forecast financial projections for the program term at a subsequent meeting.	Bill Sims	Complete
Council	2024-12-02	Recycle BC Agreements 2025 Through 2029 (Part Three)	That Council execute the Recycle BC Master Services Agreement and Statement of Work and submit to Recycle BC before May 1, 2025 for new term ending December 31, 2029.	Bill Sims	Complete
Council	2024-12-02	Alternative Approval Process Results – “Public Works Yard Updates Borrowing Bylaw 2024 No. 7386”	That Council abandon “Public Works Yard Updates Borrowing Bylaw 2024 No. 7386” and direct staff to report back on options for alternative ways to complete the public works project.	Bill Sims; Laura Mercer; Sheila Gurrie	Complete
Council	2024-12-02	City of Nanaimo Liquor Licence Review Policy - COU-245	That Council approve the City of Nanaimo Liquor Licence Review Policy COU-245.	Jeremy Holm	Complete
Council	2024-12-02	Province of BC Local Government Infrastructure Planning Grant Program	That Council approve submission of an application to the Local Government Infrastructure Planning Grant program for \$10,000 for the Thirteenth Street Drainage Study	Laura Mercer	Complete
Council	2024-12-02	Online Accomodation Platform Funds	<p>That Council allocate the Online Accommodation Platform revenue in 2025 as follows:</p> <p>1. \$830,000 to acquisition of land and/or infrastructure/land improvements for affordable housing developments related to BC Housing and City of Nanaimo partnerships;</p> <p>2. \$150,000 for continued support to the rent supplement programs; and,</p> <p>3. \$150,000 for continued support to the Nanaimo Region Rent Bank program, administered by Connective Support Society Nanaimo.</p>	Jeremy Holm	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-11-18	Commercial Street Construction Project - Parking Management - Parkades	That Council direct Staff to allocate two levels (approximately 60 stalls) of the Bastion Street Parkade as time limit parking to match the surrounding on-street parking regulations for the duration of construction of the Commercial Street Phase One project.	Bill Sims	Complete
Council	2024-11-18	Local Community Accessibility Grant	That Council provide a letter in support of the City's application for a Local Community Accessibility Grant to SPARC BC in the amount of \$24,052 for the purchase and installation of seven (7) assistive hearing devices for the wickets at the front counters at all five (5) recreation centres; Beban Pool, Nanaimo Ice Centre, Nanaimo Aquatic Centre, Oliver Woods Community Centre and Bowen Complex.	Sheila Gurrie	Complete
Council	2024-11-04	Parking Management Strategy	That Council direct Staff to incorporate the topic of Parking Management Strategy into the 2024-DEC-09 Governance and Priorities Committee Meeting.	Bill Sims	Complete
Council	2024-11-04	2025 Acting Mayor Schedule	That Council approve the following 2025 Acting Mayor Schedule: -Councillor Perrino, 2025-JAN-01 to 2025-FEB-16; -Councillor Hemmens, 2025-FEB-17 to 2025-MAR-30; -Councillor Thorpe, 2025-MAR-31 to 2025-MAY-11; -Councillor Geselbracht, 2025-MAY-12 to 2025-JUN-29; -Councillor Armstrong, 2025-JUN-30 to 2025-AUG-10; -Councillor Eastmure, 2025-AUG-11 to 2025-SEP-28; -Councillor Manly, 2025-SEP-29 to 2025-NOV-09; -Councillor Perrino, 2025-NOV-10 to 2025-DEC-31.	Sheila Gurrie	Complete
Council	2024-11-04	2025 Council and Committee Key Date Calendars	That Council approve the 2025 Council and Committees Key Date Calendars as presented in Attachments 'A' through 'G' of the Staff Report titled "2025 Council and Committees Key Date Calendars", dated 2024-NOV-04.	Sheila Gurrie	Complete
Council	2024-11-04	Salvation Army New Hope Centre Request for Letter of Support re: Additional Emergency Shelter Beds at 19 Nicol Street	That the Mayor, on behalf of Council, provide a letter affirming Council's support for the Salvation Army's plan to add 28 additional shelter beds as part of the building project at 19 Nicol Street.	Sheila Gurrie	Complete
Council	2024-11-04	Councillor Armstrong Motion re: City of Nanaimo Liquor Control Strategy	That Council refer the City of Nanaimo Liquor Control Strategy to the December 18, 2024 Public Safety Committee Meeting for input.	Sheila Gurrie	Complete
Council	2024-10-21	Temporary Free Parking within City-Owned Parkades	That Staff be directed to prepare a report on options to provide two-hour free parking within City owned parkades during the Commercial Street redesign project.	Bill Sims	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-10-21	Neighbourhood Association Grant Program	<p>That Council:</p> <p>1. Add a decision point for Council consideration to the 2025 budget deliberations to increase the annual Neighbourhood Association Grant Program budget from \$10,000 to \$20,000 starting in 2025;</p> <p>2. Allow annual grant totals to exceed \$1,000 per neighbourhood association; and,</p> <p>3. Delegate annual grant approvals to the Director of Planning and Development for recognized neighbourhood associations when grant criteria is respected.</p>	Jeremy Holm; Laura Mercer	Complete
Council	2024-10-21	Tourism Nanaimo Funding Request	That Council provide Tourism Nanaimo with an additional \$29,000 in grant funding for 2024 only to fund a new Sport Tourism Coordinator position.	Laura Mercer	Complete
Council	2024-10-21	Consideration of Other Grants - September 2024 Intake	<p>That Council:</p> <p>1. Award an Other Grant under the Capital Projects category for \$4,000 to the Nanaimo Lodge No. 1052 – Loyal Order of Moose for the replacement of the HVAC system at 1359 Cranberry Avenue.</p> <p>2. Deny an Other Grant to Vancouver Island University to support the upcoming Vancouver Island Leadership Conference, but direct Staff to provide information to Vancouver Island University with regard to other potential event funding sources.</p>	Laura Mercer	Complete
Council	2024-10-21	Permissive Tax Exemption Cash Grant Request	That Council award the Connective Support Society Nanaimo with a permissive tax exemption cash grant in the amount of \$1,400 for the 2024 property taxation year.	Laura Mercer	Complete
Council	2024-10-21	2025 Project Contingency	That Council direct Staff to add a \$890,000 general fund project contingency budget for 2025 to the 2025 – 2029 Provisional Financial Plan funded from 2024 surplus.	Laura Mercer	Complete
Council	2024-10-21	Nanaimo Restorative Justice Program Overview	<p>That Council:</p> <p>1. Add increasing the annual operating grant from \$50,000 to \$150,000 in 2025, for the Nanaimo Restorative Justice Program, as a decision point to the 2025 budget deliberations for Council’s consideration; and,</p> <p>2. Refer the report to a future Public Safety Committee Meeting.</p>	Richard Harding; Laura Mercer	Complete
Council	2024-10-21	Mid Vancouver Island Elder College Society Request for Letter of Support re: Community Gaming Grant	That the Mayor, on behalf of Council, provide a letter of support to Mid Vancouver Island Elder College Society, for their application for the Community Gaming Grant.	Sheila Gurrie	Complete
Council	2024-10-21	Updated Draft Public Safety Committee Work Plan	That Council approve the draft Public Safety Committee Term Work Plan.	Richard Harding; Darcie Osborne	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-10-07	Active Transportation Infrastructure Grant 2024 Intake (Part 1)	<p>That Council direct Staff to submit two applications under the 2024 intake of the Active Transportation Infrastructure Grant Program as follows:</p> <p>1. Submit an application for ‘Crosswalk Upgrades that Improve Active Transportation’, with confirmation that the municipal share of funding of \$487,289 is available and supported, confirmation that the project is a municipal priority, and that the project is “shovel ready” and intended to be complete within the required timeline.</p>	Bill Sims; Laura Mercer	Complete
Council	2024-10-07	Active Transportation Infrastructure Grant 2024 Intake (Part 2)	<p>That Council direct Staff to submit two applications under the 2024 intake of the Active Transportation Infrastructure Grant Program as follows:</p> <p>2. Submit an application for “Third Street Active Transportation Improvements’, with confirmation that the municipal share of funding of \$459,000 is available and supported, confirmation that the project is a municipal priority, and that the project is “shovel ready” and intended to be complete within the required timeline.</p>	Bill Sims; Laura Mercer	Complete
Council	2024-10-07	Term Position - Sustainability Section	<p>That Council direct Staff to fund a temporary, full-time position for approximately 12 months in the Sustainability Section with up to \$145,000 in funding as follows:</p> <p>- Reallocate \$70,000 from the 2024 budget for the Building Retrofit Roadmap project;</p> <p>- Reallocate \$40,000 from the 2024 budget for the E-Mobility Strategy project; and,</p> <p>- Allocate \$35,000 from the Climate Action Reserve Fund.</p>	Jeremy Holm; Laura Mercer	Complete
Council	2024-10-07	Culture and Event Grants - Processes Review and Recommendations	<p>That Council add a decision point for Council consideration to the 2025 budget deliberations for:</p> <p>a) 10% annual increase for five years (2025 – 2029) in Project Grant funding; and,</p> <p>b) \$0.25 per capita annual increase for three years (2025 – 2027) in Operating Grant funding.</p>	Laura Mercer	Complete
Council	2024-10-07	Allocation of Remainder of Funds from 2024 Community Watershed Restoration Grant	<p>That Council approve the following 2024 Community Watershed Restoration Grant:</p> <p>Applicant Name: John Barsby School</p> <p>Project: Chase River Stewardship and Riparian Area Restoration</p> <p>Amount: \$2,634</p>	Richard Harding; Laura Mercer	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-10-07	Vancouver Island Military Museum Operating Model Alignment (Part 1)	That Council approve realigning the Vancouver Island Military Museum operating model by ending the requirement to pay annual rent for 100 Cameron Road beginning in 2025.	Richard Harding; Laura Mercer; Darcie Osborne	Complete
Council	2024-10-07	Vancouver Island Military Museum Operating Model Alignment (Part 2)	That Council approve realigning the Vancouver Island Military Museum operating model by directing Staff to assist the Vancouver Island Military Museum Board of Directors with establishing a general manager position.	Richard Harding; Laura Mercer; Darcie Osborne	Complete
Council	2024-10-07	Vancouver Island Military Museum Operating Model Alignment (Part 3)	That Council approve realigning the Vancouver Island Military Museum operating model by directing Staff to begin working to establish a Co-Management Agreement with the Vancouver Island Military Museum.	Richard Harding; Laura Mercer; Darcie Osborne	Complete
Council	2024-09-23	Sustainable Building Policy	That Council adopt Policy Number COU-229 – Sustainable Building Policy.	Sheila Gurrie	Complete
Council	2024-09-09	Commercial Street Construction Project - Parking Management	That Council direct Staff to suspend pay street parking in the downtown for the duration of Commercial Street Phase One project and replace it with a 2 hour time limit.	Bill Sims	Complete
Council	2024-09-09	Other Business (re: delegation from Strong Towns Nanaimo)	That staff include in the report for the upcoming Governance and Priorities Committee on parking minimums a review of the recommendations put forward by Strong Towns and options for Council to consider.	Bill Sims	Complete
Council	2024-09-09	Housing Accelerator Fund 2 (Part 1)	That Council direct Staff to submit an application to the round two Canada Mortgage and Housing Corporation – Housing Accelerator Fund (HAF2).	Jeremy Holm	Complete
Council	2024-09-09	Housing Accelerator Fund 2 (Part 2)	That Council commit to Staff providing overall grant management.	Jeremy Holm	Complete
Council	2024-09-09	Housing Accelerator Fund 2 (Part 3)	That Council direct Staff to include an Action Plan and funding allocation in the HAF2 application as outlined in the report dated 2024-SEP-09.	Jeremy Holm	Complete
Council	2024-09-09	Update Lease Disposition to BC Housing - Portion of 1030 Old Victoria Road	That Council direct Staff to amend the 2024-JUL-08 Regular Council Meeting motion relative to the report, titled “Update Lease Disposition to BC Housing – Portion of 1030 Old Victoria Road”, by replacing “a good neighbour agreement and a Community Advisory Committee” as a condition of the lease with “Neighbourhood Integration Plan”, approving the disposition of a 3-year lease, with the option for two 2-year renewals, for a portion of City-owned land located at 1030 Old Victoria Road to the Provincial Rental Housing Corporation.	Laura Mercer	Complete
Council	2024-09-09	Consideration of New Permissive Tax Exemptions (Part 1)	That Council award or deny the permissive tax exemptions for the 2025 taxation year in accordance with the table in “Attachment A” of the report titled “Consideration of New Permissive Tax Exemption Applications” dated 2024-SEP-09, with the exception of applications number 1, 17 and 20.	Laura Mercer	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-09-09	Consideration of New Permissive Tax Exemptions (Part 2)	That Council award the permissive tax exemption for application number 1 for the 2025 taxation year in accordance with the table in “Attachment A” of the report titled “Consideration of New Permissive Tax Exemption Applications” dated 2024-SEP-09.	Laura Mercer	Complete
Council	2024-09-09	Consideration of New Permissive Tax Exemptions (Part 3)	That Council award the permissive tax exemption for application number 20 for the 2025 taxation year in accordance with the table in “Attachment A” of the report titled “Consideration of New Permissive Tax Exemption Applications” dated 2024-SEP-09.	Laura Mercer	Complete
Council	2024-09-09	Consideration of New Permissive Tax Exemptions (Part 4)	That Council award or deny the permissive tax exemptions for the 2025 taxation year in accordance with the table in “Attachment A” of the report titled “Consideration of New Permissive Tax Exemption Applications” dated 2024-SEP-09, with the exception of applications number 1, 17 and 20.	Laura Mercer	Complete
Council	2024-09-09	Mid Vancouver Island Elder College Society Request for Letter of Support re: Grant Application for New Horizons for Seniors Program	That the Mayor, on behalf of Council, provide a letter of support to Mid Vancouver Island Elder College Society, for their application to New Horizons for Seniors Program.	Sheila Gurrie	Complete
Council	2024-09-09	Royal Canadian Legion Mount Benson Branch Request for Letter of Support re: Grant Application for New Horizons for Seniors Program	That the Mayor, on behalf of Council, provide a letter of support to Royal Canadian Legion Mount Benson Branch, for their application to New Horizons for Seniors Program.	Sheila Gurrie	Complete
Council	2024-09-09	E-Mobility Technical Study (Part 1)	That Council adopt a “Lead in the Gaps” approach on e-mobility as recommended in the E-Mobility Landscape and Options for Nanaimo Technical Report (Attachment A).	Jeremy Holm	Complete
Special Council	2024-07-29	End of Trip Facilities	<p>That Council:</p> <p>1. Direct Staff to amend the 2024- 2028 Financial Plan to add \$17,000 in 2024 to finalize the end of trip facilities toolkit funded from Special Initiatives Reserve.</p> <p>2. Direct Staff to amend the 2024-2028 Financial Plan to add \$75,000 per year for 2024, 2025 and 2026 for secure bike parking funded from the Climate Action Reserve Fund.</p>	Bill Sims	Complete
Special Council	2024-07-29	Councillor Thorpe Motion re: Systems Planning Organization and the Nanaimo Prosperity Corporation	That, beginning in September, 2024, the Systems Planning Organization, the Nanaimo Prosperity Corporation, and Tourism Nanaimo provide quarterly reports to City Council on their activities.	Dale Lindsay	Complete
Special Council	2024-07-29	2024 – 2034 Community Works Fund Agreement	That Council authorize the Mayor and Corporate Officer to sign the 2024 - 2034 Community Works Fund Agreement.	Laura Mercer	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Special Council	2024-07-29	Options for Additional Accessible Washrooms at Westwood Lake Park	That Council direct Staff to proceed with Option 3 – Convert One Non-Accessible Washroom into One Accessible Washroom and increase the 2024 project budget by \$100,000 funded by \$35,000 from the City Wide Parks DCC Reserve Fund and \$65,000 from the Special Initiatives Reserve.	Richard Harding; Laura Mercer	Complete
Special Council	2024-07-29	Alternative Approval Process - Public Works Yard Updates Borrowing Bylaw 2024 No. 7386	That Council: 1. direct the Corporate Officer to proceed with an Alternative Approval Process for the borrowing of up to \$90,000,000 for Public Works Yard updates; 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 79,736; 3. establish a deadline of 4:30 p.m. on Thursday, 2024-OCT-31 for receiving elector responses for the Alternative Approval Process in relation to the “Public Works Yard Updates Borrowing Bylaw 2024 No. 7386”; and, 4. approve the draft Elector Response Form as attached to the Staff report dated 2024-JUL-29.	Sheila Gurrie	Complete
Special Council	2024-07-29	Public Works Yard AAP Communication and Engagement Strategy	That Council endorse the draft Public Works Yard AAP Communication and Engagement Strategy as outlined in Attachment B of the report titled “Public Works Yard AAP Communication and Engagement Strategy” dated 2024-JUL-29.	Sheila Gurrie	Complete
Council	2024-07-22	Westwood Lake Beach Accessibility Upgrades and Washroom Upgrades	That Council direct Staff to draft a report that includes options for adding an additional accessible washroom at Westwood Lake beyond what is already included in the design.	Bill Sims	Complete
Council	2024-07-22	Regional District of Nanaimo Wellington Pump Station Cost Share Project	That Council enter into a cost share agreement with the Regional District of Nanaimo to complete a sewer main replacement in conjunction with the Wellington Pump Station Upgrades project and add a project to 2024 for \$400,000 for the work, funded from the Sewer Operating Reserve.	Bill Sims	Complete
Council	2024-07-22	Nanaimo Operations Centre (Public Works Yard) Funding Options	It was moved and seconded that Council direct Staff to proceed with the Nanaimo Operations Centre (Public Works Yard) project with funding of \$90.0 million from external borrowing with debt servicing funded by property taxation.	Laura Mercer	Complete
Council	2024-07-22	Nanaimo Operations Centre / Public Works Yard Project Update	It was moved and seconded that Council direct Staff to proceed with the ‘Highest Needs in Single Phase’ option and prepare a borrowing bylaw in support of the project.	Laura Mercer	Complete
Council	2024-07-22	Nanaimo Curling Club Chiller Failure	That Council provide a grant of \$67,950 to the Nanaimo Curling Club towards the purchase of a refurbished plate and frame chiller funded from the Strategic Infrastructure Reserve Fund.	Laura Mercer; Richard Harding	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-07-22	2025 55+ BC Games Advance of Funds	That Council direct Staff to amend the 2024 – 2028 Financial Plan to accelerate \$16,000 of the \$60,000 budgeted for the 55+ BC Summer Games from 2025 to 2024.	Laura Mercer; Richard Harding	Complete
Council	2024-07-22	2024 Cultural and Special Events Grant Funding Reallocation	That Council approve reallocation of declined 2024 Culture & Event Downtown Event Revitalization Funds as follows: Applicant Name: Downtown Nanaimo Business Association Event: Winterfest Recommended: \$1,100 Applicant Name: Nanaimo International Jazz Festival Association Event: Jazz Festival 2024 Recommended: \$1,100	Laura Mercer; Richard Harding	Complete
Council	2024-07-22	Alternative Approval Process Policy	That Council endorse the draft Alternative Approval Process Policy as outlined in Attachment A of the report titled "Alternative Approval Process Policy" dated 2024-JUL-15.	Sheila Gurrie	Complete
Council	2024-07-22	Councillor Hemmens re: Amendment to Union of BC Municipalities Resolution Regarding Public Libraries	It was moved and seconded that Council endorse an amendment to the Union of BC Municipalities resolution regarding public libraries by replacing the enactment clause with the following: “THEREFORE BE IT RESOLVED that UBCM call on the provincial government to recognize the evolving and challenging situation for public libraries as well as their unique role as community spaces by establishing an Advisory Body per section 52(1) of the Library Act, the objectives of which will be to: 1. undertake a review of core annual provincial funding of public libraries in the Canadian context, and 2. make recommendations to the Minister with respect to core, sustainable funding approaches for BC’s public library sector.”	Sheila Gurrie	Complete
Council	2024-07-08	Nanaimo Operations Centre / Public Works Yard Project Update (Part One)	That Council defer the following motion to allow a broader discussion at the 2024-JUL-15 Governance and Priorities Committee meeting: “That Council direct Staff to proceed with the ‘Highest Needs in Single Phase’ option and prepare a borrowing bylaw in support of the project.”	Bill Sims	Complete
Council	2024-07-08	Nanaimo Acquatic Centre Roof Renewal Funding	That Council approve an increase to the 2024 project budget for the Nanaimo Aquatic Centre: Rear Mechanical Parapet Wall project from \$83,600 to \$393,600 funded by the Facility Development Reserve Fund.	Bill Sims; Laura Mercer	Complete
Council	2024-07-08	Integrated Action Plan - 2024 Neighbourhood Association Priority Requests	That Council endorse the updated 2024 neighbourhood association priority requests as outlined in Attachment B of the 2024-JUL-08 Staff report, titled Integrated Action Plan - 2024 Neighbourhood Association Priority Requests, and direct Staff to replace the Appendix of the Integrated Action Plan (IAP) with the updated 2024 priority requests.	Jeremy Holm	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-07-08	Cannabis Retail Store Policy - Council Policy COU-241	That Council endorse Council Policy COU-241 - Cannabis Retail Store Licence Application Process	Jeremy Holm	Complete
Council	2024-07-08	Home Energy Retrofit Financing Program	That Council direct Staff to: 1. apply to the Federation of Canadian Municipalities (FCM) Community Energy 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; and, 2. allocate up to \$200,000 from the Climate Action Reserve Fund to support a home energy retrofit financing program.	Jeremy Holm; Laura Mercer	Complete
Council	2024-07-08	Permissive Tax Exemption Policy and Security Checks and Other Grants Policy Updates	That Council: 1. Approve the Permissive Tax Exemption Administrative Policy as outlined in the Staff report titled Permissive Tax Exemption Policy and Security Checks and Other Grants Policy Updates dated 2024-JUN-19; 2. Approve the Security Checks and Other Grants Administrative Policy as outlined in the Staff report titled Permissive Tax Exemption Policy and Security Checks and Other Grants Policy Updates dated 2024-JUN-19; and 3. Repeal the Council Grants Policy and Guidelines Policy COU-185.	Laura Mercer	Complete
Council	2024-07-08	Nanaimo Operations Centre / Public Works Yard Project Update (Part Two)	That the Governance and Priorities recommend that Council direct Staff to look at other funding options with respect to debt servicing.	Laura Mercer	Complete
Council	2024-07-08	Lease Disposition to BC Housing - Portion of 1030 Old Victoria Road	That Council approve, subject to BC Housing agreeing to a good neighbour agreement and the establishment of a Community Advisory Committee, the disposition of a 3-year lease, with the option for two 2-year renewals, for a portion of City-owned land located at 1030 Old Victoria Road to the Provincial Rental Housing Corporation.	Laura Mercer	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-07-08	Warming Centre Services and Supports Update	<p>That Council:</p> <ol style="list-style-type: none">1. allocate \$400,000 from the Special Initiative Reserve and reallocate the remaining 2023/2024 winter season funding to match funds provided by the Reaching Home Community Advisory Board to support up to two year-round drop-in hubs that can also serve as warming and cooling centre services for the City of Nanaimo's extreme weather response starting in the 2024 winter season; and,2. direct Staff to provide Council with an evaluation of the drop-in hub service as part of the City's extreme weather response for future funding consideration in summer 2025.	Richard Harding; David LaBerge; Laura Mercer	Complete
Council	2024-07-08	Criminal Record Checks & Fingerprinting Fees	<p>That Council select Option 4 as outlined in the 2024-JUL-08 report by the Deputy Corporate Officer and direct Staff to bring forward a bylaw amendment to the Fees and Charges Bylaw 2021 No. 7336 to replace the existing criminal record check fee for employment purposes and replace it with the following:</p> <ul style="list-style-type: none">- Criminal Record Checks (includes fingerprinting fee, if required) - \$55.00- Fingerprinting Fee for private industry, records suspension, travel waiver or legal name change - \$50.00- Criminal Record Check for Volunteer or Non-Profit (includes fingerprinting fee, if required) - \$10.00	Sheila Gurrie	Complete
Council	2024-07-08	Funding for the Nanaimo Curling Club	<p>That Staff bring forward a Staff report on the conditions of the Nanaimo Curling Club and options for assisting the Club with securing an operational chiller.</p>	Richard Harding; Darcie Osborne	Complete
Council	2024-06-17	30 Km/h Speed Limits Near Elementary Schools	<p>It was moved and seconded that Council direct Staff to continue work on elementary school speed limits, applying 30 km/h school zones where the Motor Vehicle Act requirements can be achieved, and applying 30 km/h regulatory speed limits where Motor Vehicle Act requirements cannot be achieved.</p>	Bill Sims	Complete
Council	2024-06-17	Mayor's Leaders' Table Meeting Recommendations 2024-JUN-14	<p>It was moved and seconded that Council:</p> <ol style="list-style-type: none">1. Recognize that homelessness in Nanaimo is an existential crisis that must be addressed with a fulsome response2. Formally endorse the concept that homelessness violates the principle of human dignity3. Adopt Housing First Plus as the foundational element of a homelessness strategy4. Create a purpose driven Housing First Plus position5. Develop a robust plan to minimize the number of people at risk of homelessness	Dale Lindsay	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-06-17	Amendment of Project under the Revitalization Tax Exemption Bylaw 2018 No. 7261 - 220 Haliburton Street	It was moved and seconded that Council approve the amended Revitalization Tax Exemption Agreement for a proposed four-unit multi family development at 220 Haliburton Street.	Laura Mercer	Complete
Council	2024-06-17	Vacant Properties	It was moved and seconded that Council direct Staff to provide a report regarding options to regulate vacant properties.	Richard Harding; David LaBerge; Darcie Osborne	Complete
Council	2024-06-17	Alternative Approval Process Policy Options (Part One)	It was moved and seconded that Council direct Staff to prepare a draft policy for the Governance and Priorities Committee that includes: a. That the method of communication/engagement be considered on a case-by-case basis based on the scale and the borrowing amount of the project; b. That the number of response forms be limited to 10 forms per person for the duration of the AAP period; and c. Options for the inclusion of mail-out options for response forms and electronic submission of response forms.	Sheila Gurrie	Complete
Council	2024-06-17	Alternative Approval Process Policy Options (Part Two)	It was moved and seconded that Council direct Staff to prepare a resolution for submission to the Union of British Columbia Municipalities annual convention outlining issues around the clarity and process of the legislation that governs the Alternative Approval Process.	Sheila Gurrie	Complete
Council	2024-06-17	Alternative Approval Process Policy Options (Part Three)	It was moved and seconded that Council send a letter to the Province requesting that amendments be made to the legislation pertaining to the Alternative Approval Process as outlined on page 47 of the report titled “Alternative Approval Process Review” by Lisa Zwarn.	Sheila Gurrie	Complete
Council	2024-06-17	2023 Annual Municipal Report	It was moved and seconded that Council approve the 2023 Annual Municipal Report.	Sheila Gurrie	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-06-17	Union of BC Municipalities Annual Convention Resolution - Strengthening the Legislation for Alternative Approval Processes	<p>It was moved and seconded that Council direct Staff to submit the following resolution to the Union of British Columbia Municipalities for consideration at their 2024 Annual General Meeting:</p> <p>WHEREAS the Alternative Approval Process as a means to obtain approval of the electors as outlined in Section 86 of the Community Charter is lacking clarity as it relates to public notice requirements stated in Section 94.2; AND WHEREAS the document “Alternative Approval Process: A Guide for Local Governments in British Columbia” states that “local governments may choose to allow electors to submit response forms by e-mail or by fax” but provides no clear process or guidelines though noting that these electronic response forms are not covered by provincial legislation; THEREFORE BE IT RESOLVED that the Province of British Columbia amend the legislation in the Community Charter pertaining to Alternative Approval Processes to clarify:</p> <ol style="list-style-type: none">1. how Section 94.2 interacts with Section 86 in terms of publication of the first and second notice;2. the timing as to whether a local government can receive a completed elector response form before the second publication; and3. clear requirements for accepting elector response forms electronically including:<ol style="list-style-type: none">a. acceptable methods of receipt;b. whether electronic elector response forms require an original copy to be submitted with the original signature; and,c. if electronic elector response forms are received and an original copy is required if the original copy must also be received before the deadline.	Sheila Gurrie	Complete
Council	2024-06-17	RCMP Annual Performance Plan	<p>It was moved and seconded that Council supports the Nanaimo RCMP 2024 Community priority issues as presented on 2024-MAY-06 and as listed below:</p> <ol style="list-style-type: none">1. Crime Reduction2. Employee Wellness3. Inclusion and Reconciliation4. Community Public Safety5. Recruiting	Dale Lindsay	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-06-03	Consent - RDN Sewage Borrowing Bylaws No. 1905, 1906 and 1907	It was moved and seconded that Council consent on behalf of the electors to the adoption of	Bill Sims	Complete
			1. “Southern Community Sewer Local Service Basement Motor Control Centres Replacement Loan Authorization Bylaw No. 1905, 2024”; 2. “Southern Community Sewer Local Service Wellington Pump Station Upgrade Loan Authorization Bylaw No. 1906, 2024”; 3. Southern Community Sewer Local Service Grit and Sedimentation Tank Relining Loan Authorization Bylaw No. 1907, 2024”		
Council	2024-06-03	Other Business	It was moved and seconded that Council direct Staff to follow up with Happipad to investigate potential options for Nanaimo to participate.	Jeremy Holm	Complete
Council	2024-06-03	Downtown and Hotel and Motel Revitalization Tax Exemption Programs	It was moved and seconded that Council direct Staff to bring forward Revitalization Tax Exemption Bylaws for a five-year period including Hotel and Motel Revitalization Tax Exemption program open Citywide for new builds and renovations.	Laura Mercer	Complete
Council	2024-05-27	Allocation of Unallocated Pedestrian Funds	It was moved and seconded that Council allocate \$300,000 of the 2024 Pedestrian Unallocated Funds and reallocate \$182,500 of the 2023 Pedestrian Unallocated Funds for a combined total of \$482,500 toward Albert Street Crossing Improvements from Milton Street to Dunsmuir Street.	Bill Sims; Laura Mercer	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-05-27	Community Environmental Sustainability Grant	<p>It was moved and seconded that Council approve the following Community Environmental Sustainability Project Grants:</p> <p>Light House Sustainability Society - \$2,500 Project: Building Material Exchange (BMEx) Departure Bay Neighbourhood Association - \$800 Project: DBNA Environmental Engagement Altrusa Club of Nanaimo - \$5,000 Project: Nurture Nature Nanaimo Foodshare - \$2,800 Project: Compost Revitalization Project Nanaimo Old City Association with the Harewood Neighbourhood Association and Dover Community Association - \$1,600 Project: Thermal Imaging and Home Energy Reduction Neighbourhood Project Rock City Neighbourhood Association - \$4,800 Project: Seed to Table Workshop South End Eco Development Cooperative - \$2,500 Project: The Toolshare Project</p>	Jeremy Holm	Complete
Council	2024-05-27	2024 UBCM Community Excellence Awards	<p>It was moved and seconded that Council endorse the City of Nanaimo’s application for City Plan: Nanaimo ReImagined, the Integrated Action Plan, and the Monitoring Strategy to be collectively considered for a 2024 UBCM Community Excellence Award – Excellence in Sustainability.</p>	Jeremy Holm	Complete
Council	2024-05-27	Geotechnical Guidelines Review	<p>It was moved and seconded that Council endorse the following guidelines, as attached to the Staff Report dated 2024-MAY-13, associated with the preparation of geotechnical reports and the assessment of mine-related geotechnical hazards in support of development applications within the City of Nanaimo:</p> <p>1. Guidelines for the Preparation of Geotechnical Reports; and, 2. Guidelines for Geotechnical Assessments Above Abandoned Mine Workings</p>	Jeremy Holm	Complete
Council	2024-05-27	2023 Statement of Financial Information	<p>It was moved and seconded that Council accept the 2023 Statement of Financial Information for filing with the Ministry of Municipal Affairs and Housing.</p>	Laura Mercer	Complete
Council	2024-05-27	Potential Road Closure and Land Exchange - 2300 Northfield Road	<p>It was moved and seconded that Council authorize the road closure and disposition of a portion Northfield Road, and direct Staff to enter into a Road Closure and Land Exchange Agreement; and, Council direct Staff to proceed with public notice for the closure and disposition of a portion of Northfield Road.</p>	Laura Mercer	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-05-27	Community Program Development Grants Social Prescribing Pilot	It was moved and seconded that Council approve the request from the Nanaimo Division of Family Practice for a Community Program Development Grant in the amount of \$6,120 to assist in funding their Social Prescribing pilot program.	Richard Harding; Darcie Osborne	Complete
			It was moved and seconded that Council approve the following 2024 Community Watershed Restoration Grants:		
			Applicant Name: Antler Swamp Restoration Group - Project: Restoration of Antler Swamp in Smuggler’s Park - Recommended: \$3,500		
			Applicant Name: Nanaimo Area Land Trust - Project: Cottle Creek Stream Flow - Recommended: \$2,960		
			Applicant Name: Nanaimo Area Land Trust - Project: Joseph Creek Riparian Restoration - Recommended: \$1,700		
			Applicant Name: Dover Bay Outdoor Education Program - Project: Rutherford Ravine Park Native Plant Restoration - Recommended: \$1,400		
			Applicant Name: Pacific Garden Cohousing - Project: Watershed/Wildlife Habitat Restoration - Recommended: \$4,006		
			Applicant Name: Wellington Action Committee - Project: Diver Lake Park Watershed Protection - Recommended: \$3,800		
Council	2024-05-27	Community Watershed Restoration Grant 2024	Applicant Name: Wildcoast Ecological Society	Richard Harding; Darcie Osborne	Complete
Council	2024-05-27	Council Perrino Motion re: Pickle Ball Courts	It was moved and seconded that Council direct Staff to provide an update with respect to the new pickle ball courts at Beban Park and options to reduce impact of the Beaufort Park courts in advance of the new courts opening.”	Richard Harding; Darcie Osborne	Complete
Council	2024-05-06	Increasing Housing Options and Small-Scale Multi-Unit Housing	That Council direct Staff to bring forward the draft Zoning Amendment Bylaw and draft Building Amendment Bylaw to implement the Increasing Housing Options initiatives and Provincial Small-Scale Multi-Unit Housing legislation.	Jeremy Holm	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-05-06	Transit-Oriented Area Designation Bylaw and Off-Street Parking Bylaw Amendments	That Council direct Staff to proceed to a public hearing for Bylaw 7266.03 prior to consideration of third reading and final adoption, as required by Section 2.3 of the “Off-Street Parking Regulations Bylaw 2018, No. 7266”.	Jeremy Holm	Complete
Council	2024-05-06	Municipal and Regional District Tax Renewal Bylaw	That Council direct Staff to submit an application to Destination BC for a renewal of the Municipal Regional District Tax effective 2025-JAN-01 to 2029-DEC-31 following adoption of the bylaw.	Laura Mercer	Complete
Council	2024-05-06	Downtown Nanaimo Community Safety Action Plan Evaluation and Strategy Alignment	That Council direct Staff to proceed with a cost analysis of the preferred scenarios found in the Downtown Nanaimo Community Safety Action Plan Evaluation and Strategy Alignment Report, dated 2024-APR-29, for the expansion of the Community Safety Officer and Clean Team programs and to prepare a business case for 2025 budget deliberations.	Laura Mercer; David LaBerge	Complete
Council	2024-05-06	Draft Monitoring Strategy	That Council endorse in principle the draft Monitoring Strategy and engagement framework and direct Staff to proceed with next steps as outlined in the 2024-APR-29 Staff Report by the Manager, Sustainability.	Jeremy Holm	Complete
Council	2024-05-06	Keeping of Poultry in Residential Areas	That Council direct Staff to prepare amendments to the City of Nanaimo “Zoning Bylaw 2011 No. 4500”, as outlined in the Staff Report titled "Keeping of Poultry in Residential Areas" dated 2024-APR-29.	Jeremy Holm	Complete
Council	2024-04-22	Improving Pedestrian Safety in the South End of Nanaimo	That Council defer further discussion for pedestrian safety upgrades near Bayview School to the upcoming meeting scheduled to review pedestrian unallocated funding and have Staff provide options for consideration for pedestrian safety improvements near Bayview School at that time.	Bill Sims	Complete
Council	2024-04-22	Home Energy Retrofit Financing Feasibility Study	That Council direct Staff to design a home energy retrofit financing program and bring a report to Council for consideration of implementing the program.	Jeremy Holm	Complete
Council	2024-04-22	2023 Annual Financial Statements	That Council accept the 2023 Annual Financial Statements for the City of Nanaimo.	Laura Mercer	Complete
Council	2024-04-22	British Columbia Social Procurement Initiative (BCSPI) 2024 Annual Review	That Council direct Staff to not renew the City's membership with the British Columbia Social Procurement Initiative.	Laura Mercer	Complete
Council	2024-04-22	Update of Reserve Policy	That Council amend Reserve Policy COU-231 to include the new Online Accommodation Platform Reserve Fund and reflect the changes to the Housing Legacy Reserve Fund.	Laura Mercer	Complete
Council	2024-04-22	Non-Market Housing Permissive Exemption Policy Options	That Council direct Staff to bring forward a new ‘Permissive Tax Exemption’ policy that includes criteria for non-market housing as outlined in the Staff report dated 2024-APR-17, and a separate ‘Other Grants Policy’ for the City’s other grant programs.	Laura Mercer	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-04-22	RCMP Contract	That Council budget the RCMP contract at 92% for 2024 and 95% for 2025 to 2028 for the 2024 - 2028 Financial Plan.	Laura Mercer	Complete
Council	2024-04-22	Marie Davidson BMX Park Redevelopment	That Council increase the 2024 project budget for the Marie Davidson BMX Park by \$330,000 from \$1,507,827 to \$1,837,827 and fund the increase from the Growing Communities Fund Reserve.	Richard Harding; Laura Mercer	Complete
Council	2024-04-22	Amendments to Council Procedure Bylaw	That Council direct Staff to remove the proposed amendment to add section 19.17(c) to the "Council Procedure Bylaw 2018 No. 7272".	Sheila Gurrie	Complete
Council	2024-04-22	Community Resiliency Investment Program (FireSmart Community Funding and Supports Program)	That Council endorse an application to the Community Resiliency Investment Program and if successful the 2024-2028 Financial Plan be amended to include this grant.	Tim Doyle; Laura Mercer	Complete
Council	2024-04-08	Lease to BC Housing - 1435 Cranberry Avenue	It was moved and seconded that Council approve the disposition of a 60 year lease of City-owned land located at 1435 Cranberry Avenue to the Provincial Rental Housing Corporation.	Bill Corsan	Complete
Council	2024-04-08	2024 Local Government Development Approvals Program	It was moved and seconded that Council support Staff's submission of the grant application to the Local Government Development Approvals Program for the Development Approvals Business Analysis and Process Improvements project, and direct Staff to provide overall grant management.	Jeremy Holm	Complete
Council	2024-04-08	Transit-Oriented Areas	It was moved and seconded that Council direct Staff to prepare a Transit-Oriented Areas designation bylaw and amendments to the "Off-Street Parking Regulations Bylaw 2018 No. 7266" as outlined in the Staff report titled "Transit-Oriented Areas", dated 2024-MAR-25.	Jeremy Holm	Complete
Council	2024-04-08	580 Fitzwilliam: Renovation Project	It was moved and seconded that Council direct Staff to increase the 2024 budget for the 580 Fitzwilliam Renovation Project by \$150,000 funded from the RCMP Contract Reserve.	Laura Mercer	Complete
Council	2024-04-08	2024 Property Tax and Penalty Due Dates	It was moved and seconded that Council: 1. Keep the property tax due date as the first business day in July each year. 2. Set the first property tax penalty rate at 2%; applied after the property tax due date each year. 3. Set the second property tax penalty rate at 8%; applied after the last business day of August each year.	Laura Mercer	Complete
Council	2024-04-08	2024 Cultural Grant Funding Reallocation Recommendation	It was moved and seconded that Council approve the reallocation of available 2024 Culture & Event Project Grant funds as follows: - Applicant Name: 8758999 Canada Society dba Artists' Collective Theatre (ACT Theatre) - Recommended: \$6,000	Laura Mercer	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-04-08	Hosting the 2025 AVICC Conference	<p>It was moved and seconded that Council:</p> <ol style="list-style-type: none">1. Accept the invitation to host the AVICC conference at the Vancouver Island Conference Centre (VICC) in 2025 (April 11-13).2. Approve adding a project to 2025 for \$48,000 for hosting the event, to be funded within existing project funding.3. Extend an invite to co-host and cost share 50% of the AVICC Conference to the Regional District of Nanaimo (RDN) reducing the overall cost to the City to \$24,000.4. Consider hosting the AVICC conference bi-yearly at the VICC and budget accordingly.	Sheila Gurrie	Complete
Council	2024-04-08	Council Procedure Bylaw Amendments (Part One)	<p>It was moved and seconded that Council direct Staff to add the following provisions to Council's Procedure Bylaw:</p> <ol style="list-style-type: none">1. Section 9.1 – Order of Proceedings and Business To add a "Correspondence" section to Section 9.1 - Order of Proceedings and Business.2. Section 19.4(c) - Delegations Pertaining to Council Agenda Items To add the words "been acted upon by Council or" in section 19.4(c).3. Section 19.9 (b) – Delegations Pertaining to Council Agenda Items To retain the status quo of five minutes for delegations in Section 19.9 of Council's Procedure Bylaw.4. Section 19.14 - Delegations Unrelated to Agenda Items To retain the status quo of five minutes for delegations in Section 19.9 and that Section 19.10 removed.5. Section 19.15(k) – Delegations Unrelated to Agenda Items To add a Section 19.15(k) which states: "if the Delegation has already spoken to Council on the same matter and no new significant information is provided.6. Section 19.17 (c)- Delegations Unrelated to Agenda Items To add a Section 19.17(c) which states: not act on a request from a delegation following the presentation unless consent by a two-thirds vote of Council present is given.7. Section 23.1 – Question Period To retain question period in 23.1 at five minutes.8. Section 50.4 and 50.5 To make the necessary housekeeping amendments to Section 50.4 and 50.5 of Council's Procedure Bylaw as outlined in Attachment 2 to the 2024-MAR-18 staff report by the Deputy Corporate Officer.	Sheila Gurrie	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-04-08	Council Procedure Bylaw Amendments (Part One) continued	9. Section 51.9, 51.10, and 51.11 To add the following Sections 51.9, 51.10, and 51.11: Motion to Amend Minutes 51.9 A Council member may make a motion requesting that the minutes be amended to correct an inaccuracy or omission, however, the Corporate Officer should be advised of the challenge to the minutes at least one hour before the Council meeting at which the minutes are to be officially confirmed, to allow the Corporate Officer to review the recording of that meeting. Meeting Recording to Determine Accuracy of Minutes 51.10 If a Council member questions the accuracy of a portion of the minutes of a Council meeting, Committee meeting, Court of Revision or Special Council meeting, the recording of that meeting, if available, shall be used to decide the question. Adoption of Minutes 51.11 If there are no errors or omissions, Council must adopt the minutes as circulated.	Sheila Gurrie	Complete
Council	2024-04-08	Council Procedure Bylaw Amendments (Part Two)	10. Section 19.4(d) – Delegations Pertaining to Council Agenda Items That Council select the following provision as Section 19.4(d) to Council's Procedure Bylaw: “Refuse to place a Delegation on the agenda if the matter relates to a bylaw in respect of which a public or statutory hearing has already been held or where third reading has been given”.	Sheila Gurrie	Complete
Council	2024-04-08	Council Procedure Bylaw Amendments (Part Three)	11. Section 19.15 (a) – Delegations unrelated to Agenda Items That Council direct staff to add the following provision as Section 19.15(a) to Council's Procedure Bylaw: “If the matter relates to a bylaw in respect of which a public or statutory hearing has already been held or where third reading has been given.”	Sheila Gurrie	Complete
Council	2024-04-08	Council Procedure Bylaw Amendments (Part Four)	12. Section 55.5 – Public Hearings That Council direct Staff to delete sections 55.3, 55.4, and 55.5 of Council's Procedure Bylaw.	Sheila Gurrie	Complete
Council	2024-04-08	Council Procedure Bylaw Amendments (Part Five)	13. Section 23.2– Question Period That Council direct Staff to make the necessary amendments to Section 23.2 to clarify that questions during Question Period must pertain to business that is being considered by Council at that particular meeting.	Sheila Gurrie	Complete
Council	2024-04-08	Consent - RDN Separate Waste Container Requirement Service Establishment Bylaw No. 1908	It was moved and seconded that Council consent on behalf of the electors to the adoption of "Regional District of Nanaimo Separate Waste Container Requirement Service Establishment Bylaw No. 1908, 2024" and further, that the Regional District of Nanaimo be notified accordingly	Sheila Gurrie	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-04-08	Council Resolutions Update (Part One)	<p>It was moved and seconded that Council rescind the following motions:</p> <p>1. “That Council direct Staff to develop a permitted use for shipping containers also known as Sea Cans. To include requirements of zoning use and fee structure on a temporary and permanent basis for the now non-conforming shipping containers on industrial and commercial properties in the City of Nanaimo and further to look to update the residential permitted use.”</p> <p>2. “That Council direct Staff to prepare a report regarding implications of correspondence from the Office of the Mayor, City of Burnaby, dated 2019-MAY-02, regarding “Expanding Investment Opportunities.”</p> <p>3. “That Council direct Staff to report back to Council on options for Nanaimo to participate in a potential Ministry of Transportation and Infrastructure pilot project limiting residential speed limits.”</p> <p>4. “That Council direct Staff to develop the 100,000 Voices Campaign concept and report back to Council with the marketing and communications plan, including a budget.”</p> <p>5. “That Council refer the decision to direct Staff to include an annual 0.50% property tax increase to support new positions effective 2025 to a future Governance and Priorities meeting in early 2024.”</p>	Sheila Gurrie	Complete
Council	2024-04-08	Nanaimo Francophone Association Request for Letter of Support re: Application for Welcoming Francophone Community Status	It was moved and seconded that the Mayor, on behalf of Council, provide a letter of support to Nanaimo Francophone Association, for their application to Immigration Refugees and Citizenship Canada.	Sheila Gurrie	Complete
Council	2024-04-08	Parks and Open Spaces Fees and Charges Amendments	<p>It was moved and seconded that Council:</p> <p>1. Support the changes to the user rates for Parks and Open Spaces, fee implementation dates, and the field classification changes as outlined; and</p> <p>2. Direct staff to bring forward an amendment to the "Fees and Charges Bylaw 2021 No. 7336" to incorporate the new Parks and Open Spaces fees, fee implementation dates, and field classification changes.</p>	Richard Harding; Darcie Osborne	Complete
Council	2024-04-08	Other Grant Request from Nanaimo Science & Sustainability Society	It was moved and seconded that Council direct Staff to award an ‘In-Kind’ facility rental ‘Other Grant’ to the Nanaimo Science & Sustainability Society to cover the costs of up to 105 hours for the use of outdoor City Park spaces.	Richard Harding; Darcie Osborne	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-03-18	Short-Term Rental Review	That Council direct Staff to review the “Business Licence Bylaw 2021 No. 7318”; the “Bylaw Notice Enforcement Bylaw 2012 No. 7159”; and, the “Zoning Bylaw 2022 No. 4500”; and present amendments to these bylaws to improve short-term rental compliance and enforcement tools, including increasing the fines from \$250 to \$500 per infraction, per day.	Jeremy Holm	Complete
Council	2024-03-18	Pickle Ball Courts at Beaufort Park	That the pickleball courts at Beaufort Park be closed Easter Sunday, March 31, 2024, and Easter Monday, April 1, 2024.	Richard Harding	Complete
Council	2024-03-18	Healthcare Ecosystem Advocacy Group	That Council invite Donna Hais to present to Council regarding the Healthcare Ecosystem Advocacy Group.	Sheila Gurrie	Complete
Council	2024-03-18	Correspondence dated 2024-MAR-05 from the Nanaimo Brain Injury Society re: The National Strategy on Brain Injuries Act	That the Mayor, on behalf of Council, write to MP Alistair MacGregor, Prime Minister Justin Trudeau, federal Minister of Health Mark Holland, and Nanaimo MP Lisa Marie Baron, noting the City of Nanaimo’s support for a national strategy on brain injuries.	Sheila Gurrie	Complete
Council	2024-03-18	Surfrider Foundation Canada Request for Letter of Support re: Clean Coast Clean Waters Initiative 	That the Mayor, on behalf of Council, provide a letter of support to Surfrider Foundation Canada, for their application to the Clean Coast Clean Waters Initiative.	Sheila Gurrie	Complete
Council	2024-03-04	Regional Growth Strategy: Shaping Our Future 2040	It was moved and seconded that Council: 1. Accept the proposed “Regional Growth Strategy Bylaw No. 1874, 2023” as presented pursuant to Section 436 of the Local Government Act; and, 2. Direct Staff to forward a copy of the Council Resolution to the Regional District of Nanaimo.	Jeremy Holm	Complete
Council	2024-03-04	Councillor Manly Motion re: Harewood Plains	It was moved and seconded that the City of Nanaimo request that the Province of British Columbia work with the City of Nanaimo, the Regional District of Nanaimo, Snuneymuxw First Nation, Nanaimo and Area Land Trust and the Federal Government to protect the ecologically and culturally sensitive areas within the area known as the Harewood Plains including the protection of identified species at risk.	Sheila Gurrie	Complete
Council	2024-03-04	Councillor Manly Motion re: Harewood Plains	It was moved and seconded that the City of Nanaimo request that the Federal Government work with the City of Nanaimo, the Regional District of Nanaimo, Snuneymuxw First Nation, Nanaimo and Area Land Trust and the Province of British Columbia to protect the ecologically and culturally sensitive areas within the area known as the Harewood Plains including the protection of identified species at risk.	Sheila Gurrie	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-02-26	Property Disposition - District Lot 9 Lands	That Council 1. approve the disposition of District Lot 9 to the Province of British Columbia as represented by the Ministry of Indigenous Relations and Reconciliation for \$1,455,000; and 2. direct the Mayor and Corporate Officer to execute the necessary documents to affect the transaction.	Bill Corsan	Complete
Council	2024-02-26	421 Prideaux Street - Acceptance of Project Under Revitalization Tax Exemption Bylaw 2018 No. 7261	That Council approve the Revitalization Tax Exemption Agreement for a proposed 16-unit, multi-family development at 421 Prideaux Street.	Bill Corsan	Complete
Council	2024-02-26	School Zone Policy Update Part 1	That Council direct Staff to present options at a Governance and Priorities Committee Meeting to make enforceable 30km/h speed limit signs in high-risk pedestrian areas such as near schools.	Bill Sims	Complete
Council	2024-02-26	School Zone Policy Update Part 2	That the topic related to enforceable 30km/h speed limit signs in high-risk pedestrian areas be referred to the Public Safety Committee for input	Bill Sims	Complete
Council	2024-02-26	Micromobility Update	That Council direct Staff to bring for Council's consideration an amendment to the "Traffic and Highways Regulation Bylaw 1993 No. 5000" to regulate micromobility devices.	Bill Sims	Complete
Council	2024-02-26	Seventh Street Pump Station	That Council increase the budget for the Seventh Street Pump Station project in 2024 by \$450,000 from \$573,887 to \$1,023,887 funded by \$288,000 from the Sewer DCC Reserve Fund and \$162,000 from the Sewer Asset Management Reserve Fund.	Bill Sims	Complete
Council	2024-02-26	Permissive Tax Exemption Application and Other Grant Request	That Council 1. Award a Permissive Tax Exemption commencing with the 2025 taxation year to the Nanaimo Men's Centre for the property that it leases at 418D Fitzwilliam Street; and 2. Award a 2024 Cash Grant to the Nanaimo Men's Centre to a maximum amount of \$3,600 for the 2024 property taxation year for the portion of the property that it leases at 418D Fitzwilliam Street.	Laura Mercer	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-02-26	2023 Surplus Allocation	1. Approve the allocation of the 2023 operating surplus as follows:		
			General Fund		
			a. RCMP Contract Reserve 1,700,000		
			b. General Financial Stability Reserve 1,200,000		
			c. Special Initiatives Reserve 2,870,000		
Council	2024-02-26	Future Meeting Items	d. Property Acquisition Reserve 500,000		
			e. General Capital Reserve 2,443,706		
			Total: \$ 8,713,706		
			Sewer Fund		
			a. Sewer Reserve 419,078		
Council	2024-02-26	Radio Malaspina Society/CHLY 101.7FM Request for Letter of Support	b. Sewer Financial Stability Reserve 100,000		
			Total: \$ 519,078		
			Water Fund		
			a. Water Reserve 345,639		
			b. Water Financial Stability Reserve 48,945		
Council	2024-02-26	Grants Social Centre - Room 6	Total: \$ 394,584		
			2. Amend the 2024-2028 Financial Plan for final to increase the 2024 budget for the South End Community Centre Land project by \$1,500,000.	Laura Mercer	Complete
			That Council refer the following consent item back to Staff to ensure the item fits within City policy or to provide other options:		
			That Council add the Nanaimo Neighbourhood Network as a standing presentation item on Public Safety Committee Agendas for up to ten minutes at each Public Safety Committee Meeting.	Sheila Gurrie	Complete
			That the Mayor provide a letter of support to Radio Malaspina Society/CHLY 101.7 regarding a grant application to the Community Radio Fund of Canada's Radiometres Program	Sheila Gurrie	Complete
Council	2024-02-26	Central Vancouver Island Japanese Canadian Legacies Society, Heritage and Reconciliation Grants Social Centre - Room 6	That Council approve a five-year Licence of Use Agreement (with option for three subsequent renewals) with 7 Potatoes for use of Room 6 in the Beban Social Centre, conditional upon approval of the Japanese Canadian Legacies Society grant application and subsequent renovation.	Darcie Osborne; Richard Harding	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-02-26	Japanese Canadian Heritage Site Proposal for the Nanaimo Waterfront	That Council support a joint grant application between the City of Nanaimo and the Central Vancouver Island Japanese Canadian Heritage Society for funding up to \$400,000 from the Japanese Canadian Legacies Society to create a Japanese Canadian Heritage Site along the Nanaimo waterfront.	Darcie Osborne; Richard Harding	Complete
Council	2024-02-26	Funding for Assistive Hearing Devices	That Council approve the Assistive Hearing Devices pilot project to be funded up to \$10,000 from the Parks/Facility Accessibility and Inclusivity project budget.	Kerry Ing	Complete
Council	2024-02-12	Alternative Approval Process Update and Next Steps	<p>That Council:</p> <p>a. Cancel the current AAP process;</p> <p>b. Abandon “Nanaimo Operations Centre Phase One Borrowing Bylaw 2023 No. 7362”; and,</p> <p>a. Direct staff to return to Council with options to fund Phase One of the Nanaimo Operations Centre project.</p>	Sheila Gurrie	Complete
Council	2024-02-05	220 Haliburton Street - Acceptance of Project Under Revitalization Tax Exemption Bylaw 2018 No. 7261	It was moved and seconded that Council approve the Revitalization Tax Exemption Agreement for a proposed four-unit multi-family development at 220 Haliburton Street as presented in Attachment 'A' of the report titled "220 Haliburton Street - Acceptance of Project Under Revitalization Tax Exemption Bylaw 2018 No. 7261", dated 2024-FEB-05.	Bill Corsan	Complete
Council	2024-02-05	Roadway Asphalt Asset Management and Maintenance Plan	It was moved and seconded that Council consider increasing the annual road maintenance budget by \$1.5 million per year as part of the 2025 – 2029 Draft Financial Plan and adjusting the maintenance plan as proposed in the 2024-JAN-22 report titled "Roadway Asphalt Asset Management and Maintenance Plan", "Attachment D - 2022 Pavement Condition Assessment Report", Table D-5.	Bill Sims	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-02-05	AVICC Resolutions	It was moved and seconded that Council direct Staff to submit the following resolutions to the Association of Vancouver Island and Coastal Communities for consideration at their 2024 Annual General Meeting: 1. Investment in Complex Care Beds "WHEREAS in 2022, the BC Emergency Health Services reported a 75% total increase in annual overdose/poisoning events since the toxic drug crisis was declared a public health emergency in 2016 and the BC Provincial Overdose Cohort reports that brain injury is 15 times more likely among people who had experienced drug poisoning than those who had not; AND WHEREAS the number of supports available for individuals requiring complex care due to health challenges related to substance use disorder has proven grossly inadequate for the ever-increasing demand in communities all across British Columbia; THEREFORE BE IT RESOLVED that UBCM lobby the Province to increase investment in complex care beds to address the growing demand from those who have suffered serious health impacts from substance use disorder." 2. Mental Health Liaison Officers "WHEREAS RCMP members continue to respond to a significant number of calls for service for individuals dealing with mental health challenges and Mental Health Liaison Officers have proven to be an effective resource for assisting vulnerable citizens requiring support; AND WHEREAS local governments are not provided funding to pay for healthcare and social services and there has been no increase in the Provincial funding model to support these officers responding to chronic/crisis mental health calls;	Sheila Gurrie	Complete
			THEREFORE BE IT RESOLVED that UBCM advocate for the Province to fund		
Council	2024-02-05	Sierra Club BC Request for Letter of Support re: Advocacy for Provincial Action for Biodiversity	It was moved and seconded that Council provide a letter of support to Sierra Club BC regarding advocacy for Provincial action for biodiversity.	Sheila Gurrie	Complete
Council	2024-01-15	420 Albert Street - Acceptance of Project Under "Revitalization Tax Exemption Bylaw 2018 No. 7261"	It was moved and seconded that Council approve the Revitalization Tax Exemption Agreement for a proposed multi-family development with 23 units at 420 Albert Street.	Bill Corsan	Complete
Council	2024-01-15	Reaching Home Funding Request	That Council direct Staff to write a letter to the Federal Government requesting more reaching home funding for the community.	David LaBerge	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-01-15	Nanaimo Acute Response Table	It was moved and seconded that Council authorize the Mayor to enter into an Integrated Program Agreement with the Province of British Columbia, as represented by the Minister of Public Safety and Solicitor General, Minister of Social Development and Poverty Reduction, and the Minister of Children and Family Development to support the activities of the Nanaimo Acute Response Table, also known as the Situation Table.	David LaBerge; Richard Harding	Complete
Council	2024-01-15	General Amendments to City of Nanaimo Zoning Bylaw	It was moved and seconded that Council direct Staff to not hold a Public Hearing for “Zoning Amendment Bylaw 2023 No. 4500.219” and to provide notice in advance of first reading.	Jeremy Holm	Complete
Council	2024-01-15	Downtown Event Revitalization Fund Grants 2024 - Funding Options	<p>It was moved and seconded that Council approve 2024 Downtown Event Revitalization Fund allocations of \$250,000 as follows:</p> <p>2024 Downtown Event Revitalization Grants</p> <ul style="list-style-type: none">- Applicant Name: Crimson Coast Dance Society- Event Name: REBO(U)ND- Recommended: \$8,472- Applicant Name: Downtown Nanaimo Business Association- Event Name: Picnic in the Plaza- Recommended: \$16,162- Applicant Name: Downtown Nanaimo Business Association- Event Name: WinterFest- Recommended: \$24,000- Applicant Name: Friends of Nanaimo Jazz Society- Event Name: 2024 Concert Series- Recommended: \$11,000- Applicant Name: Greater Nanaimo Chamber of Commerce- Event Name: 2024 Commercial Street Night Market- Recommended: \$40,000- Applicant Name: Island Consort Society- Event Name: A Choral Cornucopia (Spring Program)- Recommended: \$1,560- Applicant Name: Island Consort Society- Event Name: Joy of Christmas (Fall Program)- Recommended: \$2,500- Applicant Name: L'Association des francophones de Nanaimo- Event Name: Voices in my body- Recommended: \$5,000 <p>- Applicant Name: Loyal Nanaimo Bathtub Society</p>	Richard Harding	Complete
Council	2024-01-15	Jeff Krafta, Habitat for Humanity Mid-Vancouver Island, re: letter of support	It was moveed and seconded that the Mayor, on behalf of Council, provide a letter of support to Habitat for Humanity, Mid-Vancouver Island, for their application to Co-Investment Housing Program Financing.	Sheila Gurrie	Complete

ATTACHMENT A

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-01-15	Central Vancouver Island Multicultural Society Request for Letter of Support re: Local Immigration Partnerships (LIPs)	It was moved and seconded that Council: - Direct Staff to amend the sample letter of support from Central Vancouver Island Multicultural Society regarding Local Immigration Partnerships; and, - Direct the Mayor, on behalf of Council, provide a letter of support (as amended) to remove the City's commitment to participate as a member of the steering committee, stay informed, and support local partners in the community to establish community strategic research and planning; to Central Vancouver Island Multicultural Society, for their application to Local Immigration Partnerships (LIPS).	Sheila Gurrie	Complete
Council	2024-01-15	Central Vancouver Island Multicultural Society Request for Letter of Support re: Settlement and Resettlement Assistance Programs	It was moved and seconded that the Mayor, on behalf of Council, provide a letter of support to Central Vancouver Island Multicultural Society, for their application to Settlement and Resettlement Assistance Programs.	Sheila Gurrie	Complete
Council	2024-01-15	BGC Central Vancouver Island Request for Letter of Support re: Community Needs Grant	It was moved and seconded that the Mayor, on behalf of Council, provide a letter of support to BGC Central Vancouver Island, for their application to the Community Needs Grant.	Sheila Gurrie	Complete

ATTACHMENT B

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2025-05-05	Form and Character Design Guidelines Project	That Council direct Staff to proceed with preparing a bylaw to amend Zoning Bylaw No. 4500 with the updated Development Permit Area 8 (DPA8) Form and Character Design Guidelines, and related amendments to the landscape regulations; and a bylaw to amend the “Development Procedures and Notification Bylaw 2024 No. 7375”, as outlined in the Staff Report dated 2025-APR-14.	Jeremy Holm	In Progress
Council	2025-02-24	Public Works Yard Updates Project: Options for Next Steps	It was moved and seconded 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).	Bill Sims	In Progress
Council	2025-02-24	Commercial Street Project	That Council endorse the Design Commercial phasing plan for consideration during the 2026 – 2030 Financial Plan deliberations.	Bill Sims; Laura Mercer	In Progress
Council	2024-12-16	Updating Off-Street Parking Requirements Downtown	That Council direct Staff to amend the “Off-Street Parking Regulations Bylaw 2018 No. 7266” to eliminate all minimum parking requirements for all uses within the Downtown Urban Centre.	Jeremy Holm	In Progress
Council	2024-12-02	Development Cost Charge and Amenity Cost Charge Programs	That Council direct Staff to proceed with the development of an Amenity Cost Charge (ACC) program that includes the following facilities: 1. Improvements and expansions as outlined in the Beban Park Master Plan; 2. Improvements and expansions in the Stadium District; and, 3. A community recreation facility in the Southgate Urban Centre.	Jeremy Holm	In Progress
Council	2024-12-02	Funding Request from Nanaimo Hornets Ruby Football Club	That Council approve the Nanaimo Hornets Rugby Football Club's funding request (for field lighting and upgrades to the clubhouse washrooms) and allocate \$100,000 from the Strategic Infrastructure Reserve Fund, contingent on a successful grant application by the Club to the Province of BC's Community Gaming Capital Grants Program.	Laura Mercer; Richard Harding; Darcie Osborne	In Progress
Council	2024-11-18	Expansion of Civic Merit Awards and Culture Merit Awards Program to Electoral Areas A, B, C, and the District of Lantzville	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.	Darcie Osborne	In Progress
Council	2024-11-04	Incentives that Support City Plan (Part Two)	That Council direct Staff to prepare a report, for a future Governance and Priorities Committee Meeting, regarding incentives that support City Plan.	Laura Mercer	In Progress
Council	2024-11-04	Nanaimo Doughnut Economic Framework Awareness Program	That Council direct Staff to present a proposed workplan and strategies related to the “Nanaimo Doughnut Economic Framework Awareness Program”, including budget implications, for Council's consideration during the 2026-2030 budget deliberations.	Laura Mercer	In Progress

ATTACHMENT B

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-11-04	Social Issues Initiatives	That Council direct Staff to provide an update, for a future Governance and Priorities Committee Meeting, regarding heating, cooling and feeding centres and shelter spaces, and that Island Health be invited to participate in the discussion.	Richard Harding; David LaBerge; Darcie Osborne	In Progress
Council	2024-09-09	E-Mobility Technical Study (Part 2)	<p>That Council direct Staff to identify key actions to address all critical barriers identified in the E-Mobility Landscape and Options for Nanaimo Technical Report and report back to Council for consideration, and as a first step:</p> <p>a)prepare a business case for consideration for the 2026-2030 Financial Plan to provide long-term, sustainable resources to improve active transportation networks for Council's consideration; and,</p> <p>b)leverage external funding and partnerships to expand and improve electric vehicle charging infrastructure in the role of a facilitator, partner, and/or landowner.</p>	Jeremy Holm	In Progress
Council	2024-07-22	"Nanaimo Builds for the Future" Plan (Part Three)	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.	Laura Mercer; Richard Harding; Darcie Osborne	In Progress
Council	2024-04-08	Capacity Funding for Housing Initiatives	It was moved and seconded that Council endorse the allocation of \$619,936 in capacity funding provided by the Province to support the City of Nanaimo in meeting the legislative requirements in housing Bills 44, 46, and 47, as outlined in the Staff Report titled "Capacity Funding for Housing Initiatives", dated 2024-MAR-20.	Jeremy Holm	In Progress
Council	2024-04-08	Council Resolutions Update (Part Two)	It was moved and seconded that Council direct Staff to include background information and a decision point in the 2025 Council Remuneration discussion related to the reimbursement of dependent care costs for members to attend official City of Nanaimo meetings.	John Van Horne; Laura Mercer; Sheila Gurrie	In Progress
Council	2024-04-08	Council Resolutions Update (Part Three)	It was moved and seconded that Council direct Staff to bring a report to the Advisory Committee on Accessibility and Inclusion exploring options for reimbursement for dependent expenses incurred by City of Nanaimo appointed committee members to attend scheduled committee meetings.	John Van Horne; Laura Mercer; Sheila Gurrie	In Progress
Council	2024-01-15	Update on Accessibility Improvements to City Facilities (Part 1)	That Council direct Staff to work with School District #68 and the Regional District of Nanaimo Transit department to develop a plan to address accessibility challenges in navigating from the bus stop at Nanaimo District Secondary School to the Nanaimo Aquatic Centre and the Stadium District.	Bill Sims; Darcie Osborne	In Progress

ATTACHMENT B

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2024-01-15	Update on Accessibility Improvements to City Facilities (Part 2)	That Council direct Staff to ensure that the following City Recreation Centres receive assessments/audits in 2024: - Oliver Woods Community Centre - Beban Park Pool - Cliff McNabb Arena - Nanaimo Ice Centre - Nanaimo Museum - Vancouver Island Military Museum - City Hall/SARC	Darcie Osborne; Richard Harding	In Progress
			That Council direct Staff to conduct assessment audits on the following parks, trails and open spaces in 2024/2025: Westwood Lake Trail System Oliver Woods Park grounds Neck Point Park Stadium District Harewood Centennial Park Beaufort Park Bowen Park grounds adjacent to the Bowen complex Waterfront Walkway		
Council	2024-03-18	Update on Accessibility Improvements to City Parks and Trails		Richard Harding; Darcie Osborne	In Progress

ATTACHMENT C

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2025-05-05	Approval to Bid to Host the 2026 Pacific Contact Showcase and Festival	That Council support the proposed bid to host Pacific Contact 2026 in Nanaimo and commit \$20,000 in 2026 of the 2025 - 2029 Financial Plan, funded from the Special Initiatives Reserve.	Darcie Osborne; Laura Mercer	Not Started
Council	2025-05-05	Councillor Hemmens Motion re: The Distribution of New Supportive Housing Projects	That Council direct Staff to include draft policy as part of the upcoming City Plan review to encourage the distribution of new supportive housing projects through the community.	Jeremy Holm	Not Started
Council	2025-04-07	Westwood Lake Park Accessible Wayfinding Signage	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.	Darcie Osborne	Not Started
Council	2025-04-07	City Plan Monitoring Engagement	That Council endorse in principle the proposed City Plan monitoring process as outlined in the Staff Report dated 2025-MAR-24.	Jeremy Holm	Not Started
Council	2025-04-07	"Councillor Manly Motion re: Media's Usage of Electronic Devices During Meetings	That Council direct Staff to prepare a report outlining options for an amendment to "Council Procedure Bylaw 2018 No. 7272" to include a certification process to provide accreditation to media representatives and independent journalists to permit the usage of electronic devices at the City of Nanaimo Council and Committee meetings for journalistic purposes.	Sheila Gurrie	Not Started
Council	2025-03-03	Councillor Eastmure Notice of Motion re: Controlling Sale of Invasive Species	That Council direct Staff to bring forward a report to a future Governance and Priorities Committee Meeting on options to prohibit the sale and spread of invasive species in the City of Nanaimo and options for the recovery of the cost of abatement of such invasive species.	Darcie Osborne; David LaBerge	Not Started
Council	2025-03-03	2024 Public Safety Committee Annual Report	That Council accept the following initiative themes to be prioritized by the Public Safety Committee in 2025 based on the Public Safety Committee Workplan 2024 to 2026, and that Staff be directed accordingly: •Transportation Safety •Crime Prevention (City) •Homelessness, Addiction, and Community Impacts •Health and Wellness •Advocacy •Education	David LaBerge	Not Started
Council	2024-07-22	"Nanaimo Builds for the Future" Plan (Part Two)	That Council defer consideration of the following recommendation to a future meeting: "That Council direct Staff to begin preparation for an Alternative Approval Process for the borrowing for the South End Community Centre. That Council defer consideration of the following amendment motion to a future meeting: "That Council amend the motion to change the wording from an Alternative Approval process to a Referendum proces.	Sheila Gurrie	Not Started
Council	2024-07-08	Councillor Geselbracht Motion re: Update of Current Investment Policy	That Staff provide a report with options to update the current investment policy to include a percentage of the City's portfolio be in socially responsible (ESG) and low GHG investments. Report to provide: Budgetary considerations for socially responsible investments at 10%, 30%, 50%, 75%, 100% of total city portfolio; and, Updated background on fossil fuel divestment and responsible investing with updated numbers from the October 2021 Staff report and brief summary of practices of other local governments leading in responsible investment.	Laura Mercer	Not Started

Attachment - Update - Previous Report In Progress

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2023-12-18	Shower Program Review	<p>It was moved and seconded that Council direct Staff to maintain shower services as follows:</p> <ol style="list-style-type: none"> 1. Increase the 2024 budget by \$16,450, from \$81,300 to \$97,750, to be funded by the Strategic Infrastructure Reserve Fund to provide one additional hour of Shower Program services daily, Monday to Friday; 2. Add a project of \$25,000 to the 2024 budget to undertake building improvements to allow for further temporary use at Caledonia Park, funded from the Strategic Infrastructure Reserve Fund; 3. Encourage the First Unitarian Fellowship to promote the City's Leisure Economic Access Pass program to eligible Shower Program users; 4. Work with community partners over the long term to ensure that shower services are provided as part of a suite of services within new and existing shelters, daytime drop-in centres, and other community support services allowing the City to return the Caledonia Park building to its originally intended use; and, 5. Return to Council in the fall 2024 to provide an update on the Shower Program and any alternative solutions to replace the program at Caledonia Park. 	Richard Harding; David LaBerge	Complete In Progress
Council	2023-12-18	City Fibre Strategy	<p>It was moved and seconded that Council direct Staff to prepare a report with options and costs for expanding the City's fibre network, based on the City Fibre Strategy presentation made during the 2023-DEC-15 Mayor's Leaders' Table meeting.</p>	Kerry Ing	Complete In Progress
Council	2023-12-18	Park Avenue Concept Plan Project - 933 Park Ave - Phase 2 Engagement Summary	<p>It was moved and seconded that Council:</p> <ol style="list-style-type: none"> 1. direct Staff to incorporate land use Option 5 (Carrot) into the draft Park Avenue Concept Plan; and, 2. direct Staff to return to Council with an updated Park Avenue Concept Plan for consideration of endorsement. 	Richard Harding	Complete In Progress
Council	2023-12-18	E-Comm 9-1-1 Call Answer Centre 2024 Service Agreement	<p>It was moved and seconded that Council authorize the Mayor and Corporate Officer to sign the 9-1-1- Call Answer Service Agreement between the CI911 and E-Comm Emergency Communications for British Columbia Incorporated, for the purposes of providing 9-1-1 Call Answer Centre Services, for a one-year term to expire on December 31, 2024.</p>	Tim Doyle	Complete In Progress
Council	2023-12-04	Nanaimo Art Gallery	<p>It was moved and seconded that Council direct Staff to work with the Nanaimo Art Gallery to identify two to three sites so the Nanaimo Art Gallery can develop a detailed business plan, a case for support, and a test case for a capital campaign.</p>	Richard Harding	Complete In Progress
Council	2023-12-04	New City Plan Incentives	<p>It was moved and seconded that Council direct Staff to prepare a report, for a future Governance and Priorities Committee Meeting, regarding ways to implement the following New City Plan Incentives:</p> <ul style="list-style-type: none"> -Incentivize Affordable Housing -Support Green Infrastructure -Encourage Infill Development -Support Small Businesses -Prioritize Active Transportation 	Laura Mercer; Bill Corsan	Complete In Progress
Council	2023-12-04	Councillor Manly Notice of Motion re: Policy Options for Alternative Approval Process	<p>It was moved and seconded that Staff provide a report and recommendations outlining policy options to improve accessibility and increase the ability of electors to engage in the democratic process when the Alternative Approval Process is used for elector approval.</p>	Sheila Gurrie	Complete In Progress
Council	2023-09-25	Permissive Tax Exemption Applications Related to Housing (Part 2)	<p>That Council direct Staff to review permissive tax exemption options related to housing and bring forward recommendations to Council, which may include a proposed update to the existing 'Grants Policy and Guidelines' document, or other policy recommendations.</p>	Laura Mercer	Complete In Progress
Council	2023-09-25	Councillor Armstrong Motion re Urban Agriculture	<p>That Council direct Staff to complete a review of the provisions of the Animal Control Bylaw and the Zoning Bylaw that regulate the keeping of poultry on large residential properties and provide options to further support the City's goals of food security.</p>	Jeremy Holm	Complete In Progress

Council	2023-07-24 Allocation of Pedestrian Unallocated Funding	<p>That the Governance and Priorities Committee recommend that Council approve the following projects from the Pedestrian Unallocated Funds and add \$30,000 from the strategic infrastructure reserve:</p> <ol style="list-style-type: none"> 1. Departure Bay Road south sidewalk – Alan-A-Dale to Wardropper Park (Estimate: \$365,000) 2. Dufferin Crescent at Grant Avenue (Estimate: \$100,000) 3. Pine Street and Wentworth Street (Estimate: \$200,000) 4. Howard Avenue at Regal Street (Estimate: \$50,000) 5. Dover Road at Applecross Road (Estimate: \$45,000) 6. Brickyard Road at Broadway Road (Estimate: \$150,000) 7. 3700 Block of Departure Bay Road (Estimate: \$45,000) 8. 400 Block of Campbell Street (Estimate: \$75,000) 	Bill Sims	In Progress
Council	Sponsorship Policy, Inventory Development and Valuation 2023-07-24 for the City of Nanaimo	<p>That Council:</p> <ul style="list-style-type: none"> - Endorse the Draft City of Nanaimo Sponsorship, Advertising and Naming Rights Policy as outlined in Attachment B of the report titled “Draft City of Nanaimo Sponsorship, Advertising and Naming Rights Policy”, dated 2023-JUL-19; - Receive the Executive Summary – City of Nanaimo Inventory Development & Valuation Report, Draft City of Nanaimo Sponsorship, Advertising and Naming Rights Policy, City of Nanaimo Sponsorship Strategy Report and City of Nanaimo 5-Year Sponsorship Revenue Projections – External Sales Strategy, as guiding documents; and, - Direct Staff to develop a pilot project to implement a sponsorship program using the Vancouver Island Convention Centre and the City of Nanaimo Stadium District – including the Nanaimo Aquatic Centre, Nanaimo Ice Centre and outdoor sports and events venues for Council's review and consideration. 	Richard Harding	In Progress
Council	2023-07-10 Provincial Community Safety and Wellbeing Grant Funds	That Council direct staff to proceed with utilizing the Provincial Community Safety and Wellbeing grant funds to conduct an evaluation of the Downtown Nanaimo Community Safety Action Plan, and the feasibility of enhancing and expanding the plan to be a City-wide initiative.	Richard Harding	Complete In Progress
Council	2023-06-19 Family-Friendly Housing Regulation and Policy	It was moved and seconded that Council direct Staff to proceed with community consultation for the proposed amendments to the “City of Nanaimo Zoning Bylaw 2011 No. 4500”, and new parking variance criteria to create more family-friendly housing in Nanaimo as outlined in the 2023-JUN-12 Staff report titled “Family-Friendly Housing Regulation and Policy.”	Jeremy Holm	In Progress
Council	2023-06-19 Adaptable Housing Regulation and Policy	It was moved and seconded that Council direct Staff to proceed with community consultation for the proposed amendments to the “City of Nanaimo Zoning Bylaw 2011 No. 4500” to create more adaptable housing in Nanaimo, as outlined in the 2023-JUN-12 Staff report titled “Adaptable Housing Regulation and Policy.”	Jeremy Holm	In Progress
Council	Douglas Island Garden Society (DIGS) Partners in Parks 2023-06-05 Program Proposal	That Council award \$25,000 from the 2023 Partners In Parks (PIP) Program Fund, to the Douglas Island Garden Society proposed community garden improvements.	Richard Harding	In Progress
Council	Council Spending and Amenities Policy Amendment (Part 2023-06-05 3)	That Council direct Staff to prepare a report, with options, for potentially increasing the maximum Consumer Price Index percentage rate that is annually applied to the Mayor and Council's base rate of pay as outlined in Section 2.1 of the Council Spending and Amenities Policy.	Laura Mercer	In Progress
Council	Rocky Point Neighbourhood Park Improvement Request 2023-06-05 Under the Partners in Parks Program	That Council award \$50,000 from the 2023 Partners In Parks (PIP) Program funds, to the proposed PIP Rocky Point Park improvements – including playground installation at Harry Wipper Park.	Richard Harding	In Progress
Council	Draft Integrated Action Plan and Draft Priority Actions 2023-05-15 (Part 2)	It was moved and seconded that a report be prepared for Council outlining an implementation schedule for the remaining recommendations <i>[of the Doughnut Economics Working Group]</i> .	Dale Lindsay	In Progress
Council	2023-05-01 Council Committees and Task Forces (Part 2)	It was moved and seconded that Council direct Staff to prepare a report with options for establishing monitoring committees for each of the five goals of the City Plan.	Sheila Gurrie	Complete In Progress

Council	2023-05-01 Council Committees and Task Forces (Part 3)	It was moved and seconded that Council direct Staff to implement quarterly town hall meetings, as needed, for emerging matters of interest to the public, and to dissolve the existing Environment Committee.	Sheila Gurrie	In Progress
Special Council	2022-09-21 Transit Stop Accessibility	That Council direct Staff to: - Update the City of Nanaimo's existing best practices for Complete Streets to consider the findings of the Transit Stop Accessibility Working Group; - Develop an internal process to retrofit existing transit stops while consulting appropriate stakeholders; and, - Work with the Advisory Committee on Accessibility and Inclusiveness members to determine and implement appropriate accessibility upgrades at existing transit stops.	Bill Sims	Complete In Progress
Council	2022-06-20 Development of a Transportation Memorandum of Understanding	It was moved and seconded that Council direct Staff to work with the Regional District of Nanaimo, Ministry of Transportation and Infrastructure and BC Transit to draft a Memorandum of Understanding for the purpose of planning and executing enhancements to support transit and mobility within the City of Nanaimo.	Bill Sims	In Progress
Council	2022-05-16 Councillor Hemmens - Motion re: NAC Youth Hub Model	It was moved and seconded that Council direct Staff to deliver a report on the possible expansion of the NAC Youth Hub model of primary care to other populations and locations in the City.	Richard Harding	In Progress
Council	2021-09-21 Motion re: Chase River and Cinnabar Valley Mobility Plan	It was moved and seconded that a scope of work and possible funding options for a comprehensive Chase River and Cinnabar Valley mobility plan, that includes consideration of automobile, pedestrian, public transit, cycling and other accessible transportation modes, be prepared for the Governance and Priorities Committee Meeting on connectivity challenges in south Nanaimo.	Bill Sims	In Progress
Council	2020-07-20 Councillor Geselbracht Motion re: Nanaimo Neighbourhood Zero Emission Vehicle Bylaw	It was moved and seconded that Staff prepare a report with options for the timely implementation of a bylaw to allow the operation of Neighbourhood Zero Emission Vehicles in Nanaimo.	Bill Sims	In Progress
Council	2019-12-02 2023 - 2024 Draft Financial Plan Recap	That Council defer consideration of potential Vancouver Island Symphony funding sources for future years until policies are developed.	Laura Mercer	In Progress
Council	2019-12-02 Councillor Hemmens and Councillor Brown re: Childminding Reimbursement for Members of Council and City Committee Members	It was moved and seconded that Council defer consideration of the following item to a future Governance and Priorities Committee meeting: "That a report be prepared for Council with a draft policy and framework for reimbursing childminding expenses for members of Council and City Committee Members that are incurred as a result of participation in official City of Nanaimo meetings."	Sheila Gurrie	In Progress

DATE OF MEETING JULY 28, 2025

AUTHORED BY ANA FRANCISCO, ASSISTANT MANAGER REVENUE SERVICES

SUBJECT CONSIDERATION OF NEW PERMISSIVE TAX EXEMPTION APPLICATIONS FOR THE 2026 TAXATION YEAR

OVERVIEW

Purpose of Report

To present the Permissive Tax Exemption applications received for the 2026 taxation year for consideration by Council.

Recommendation

That Council award permissive tax exemptions for the 2026 taxation year to the Central Vancouver Island Multicultural Society for units 103, 205, and 404 at 235 Bastion Street and unit 201-155 Skinner Street.

BACKGROUND

Pursuant to the *Community Charter* Section 224, Council may, by Bylaw, exempt land or improvements, or both, from taxation under Section 197 (1)(a) Municipal Property Taxes.

These exemptions are typically granted to non-profit organizations that provide services deemed to benefit the broader community, such as those involving social services, arts and culture or recreation. The purpose of permissive exemptions is to support the contributions of these organizations by reducing their financial burden, thereby enabling them to direct more resources toward their programs and services.

Each year, the City invites applications for the upcoming tax year, with a deadline set for June 30.

Applications are reviewed based on the City's permissive tax exemption policy (Attachment A), with Council making the final determination on which properties will be granted exemptions.

The policy allows for permissive tax exemptions when the following general criteria are met:

- The applicant qualifies under the provisions of the Community Charter;
- The use of the property must be consistent with and in accordance with all applicable municipal policies, bylaws and legislation;
- The applicant must not be in arrears with the City;
- The applicant is a non-profit organization and/or a registered charity;
- Only that part of the property used for non-profit activities will be considered for exemption;
- The applicant must own or lease the subject property;
- The applicant offers services or programs that are compatible or complementary to those offered by the City;
- The principal use of the property meets Council's objectives;

- Services and activities should be equally available to all residents of the City, and
- Organizations that disparage others are not eligible for permissive tax exemption.

The organization must also meet the applicable criteria for the category under which their exemption falls.

The June 30th deadline for new applications allows the City to be prepared to present the annual Permissive Tax Exemption Bylaw to Council in time to have it fully adopted and submitted to BC Assessment prior to the October 31st legislated deadline. There are also public notice requirements related to this bylaw.

The Permissive Tax Exemption Bylaw for the 2026 taxation year will be presented to Council at the following meetings:

Event	Council Meeting Date
Consideration of first three readings	Regular Council Meeting 2025-SEP-08
Adoption	Regular Council Meeting 2025-OCT-06

DISCUSSION

For the current intake, three applications from the Central Vancouver Island Multicultural Society were received by the deadline. However, two of these applications pertain to portions of the same property, which is assessed and taxed under a single folio number. Since the property is treated as one for taxation purposes, the two applications are effectively considered as one. As a result, although three applications were submitted, only two distinct properties are under consideration for the exemption.

The Central Vancouver Island Multicultural Society is a non-profit organization dedicated to promoting diversity, inclusion, and cultural understanding within the community. The Society offers a range of programs and events that celebrate multiculturalism, support new commers, and foster intercultural dialogue.

Currently, the Society receives an exemption for the space it leases at 319 Selby Street.

235 Bastion Street

The Society occupies units 103, 205, and 404 which represents 19.6% of the property. Based on the 2025 assessed value of the property, the value attributed to the three units would be approximately \$474,908.

The estimated value of the requested 2026 exemption would be:

Assessed Value:	\$2,423,000 x 19.6% = \$474,908
Property Class:	Class 6 – Business/Other
Municipal Portion of Exemption*:	\$6,173.51
Total Value of Exemption*:	\$ 10,579.24

*Estimated assuming a 5% overall increase to 2025's mill rate

The Nanaimo Brain Injury Society occupies 10.66% of this property and is already receiving an exemption for this portion.

155 Skinner Street

The Society occupies unit 201 which represents 9.51% of the property. Based on the 2025 assessed value of the property, the value attributed to unit 201 would be approximately \$276,075.

The estimated value of the requested 2026 exemption would be:

Assessed Value:	\$2,903,000 x 9.51% = \$276,075
Property Class:	Class 6 – Business/Other
Municipal Portion of Exemption:	\$3,588.80
Total Value of Exemption:	\$ 6,149.97

*Estimated assuming a 5% overall increase to 2025's mill rate

OPTIONS

1. That Council award permissive tax exemptions for the 2026 taxation year to the Central Vancouver Island Multicultural Society for units 103, 205, and 404 at 235 Bastion Street and unit 201-155 Skinner Street.

Advantages:

- The exemption will assist the Central Vancouver Island Multicultural Society continue to offer their programs and services
- The exemption will be awarded based on the criteria in the City of Nanaimo's Permissive Tax Exemption Policy COU-243

Disadvantages:

- Approval of the permissive tax exemption will require the other properties in Class 6 – Business/Other in the City to have to absorb the property taxes that would have otherwise been paid.

Financial Implications:

- A summary of the estimated financial implications has been provided for each property above

2. That Council provide alternative direction.

SUMMARY POINTS

- Pursuant to the *Community Charter*, Council may, by Bylaw, exempt land or improvements, or both, from taxation.
- Three new applications for permissive tax exemptions have been received by from the Central Vancouver Island Multicultural Society.
- The Central Vancouver Island Multicultural Society currently receives an exemption for the space they occupy at 319 Selby Street.

ATTACHMENTS:

ATTACHMENT A: Permissive Tax Exemption Policy COU-243

ATTACHMENT B: PTE Application – Central Vancouver Island Multicultural Society |

Submitted by:

Ana Francisco
Assistant Manager, Revenue Services

Concurrence by:

Wendy Fulla
Director, Finance

Laura Mercer
General Manager, Corporate Services |



RCRS Secondary:	GOV-02	Effective Date:	2024-JUL-08
Policy Number:	COU-243	Amendment Date/s:	
Title:	Permissive Tax Exemption Policy	Repeal Date:	
Department:	Finance	Approval Date:	2024-JUL-08

PURPOSE:

The purpose of this policy is to outline permissive tax exemptions that are available to recognize the significant value that volunteers, volunteer groups and agencies contribute to the spiritual, educational, social, cultural, and physical well-being of the community. The policy:

1. Provides guidance for the evaluation of applications for exemption from property taxes pursuant to the Community Charter; and
2. Sets out requirements for recipients to continue to receive support from permissive tax exemption.

DEFINITIONS:

In this Policy, unless the context otherwise requires:

Applicant(s)	means the organization or corporation applying for an exemption
Application(s)	means a Comprehensive Exemption Application or a Renewal Application
City	means the City of Nanaimo
Community Care Facility	means long-term care facilities for people having difficulty coping with activities of daily living because of health-related problems, disability, or a life-threatening illness.
Council	means the Council of the City of Nanaimo
Exemption(s)	means a Permissive Property Tax Exemption
Exemption Period	means the period of five (5) years for which the application is valid for.
Finance Department	means the City's Finance Division of the Corporate Services Department.
Non-Market Housing	means a range of housing options, where the cost of housing is lower than the average cost of market housing due to some level of subsidization. Non-market housing includes shelters, supportive housing and social housing but excludes Community Care Facilities providing licensed care services, warming centres and rooming houses.

Non-Profit Organization	means a charitable, philanthropic or other society engaged in not-for-profit activities, which is incorporated under the BC Societies Act, or a Registered Charity that is formally registered with the Canada Revenue Agency.
Place of Worship	means “public worship” as defined in the Community Charter.
Principal Use of the Property	means the use related directly to the principal purpose of the organization owning or leasing the property.
Registered Charity	means charitable organization that use their resources for charitable activities; and have charitable purposes that relieve poverty, advance religion, or other purposes that benefit the community and are formally registered with the Canada Revenue Agency.
Shelters	<p>means temporary beds offering emergency and support services for people who are homeless or at risk of becoming homeless; leaving physically, psychologically or sexually abusive relationships; or immediate post-acute phase of recovery from drug and alcohol dependency or addiction. Stays are temporary ranging from one night to longer depending on a person’s individual needs. Shelters include Permanent Year-Round Shelter Beds, Temporary Year-Round Shelter Beds, Temporary Winter Response Shelters, Extreme Weather Response Shelters, Transition Houses and Recovery Centres.</p> <p>Warming Centres, rooming houses and halfway houses in conjunction with the administration of justice for the purpose of shelter and support of persons serving or on parole from any part of a sentence (including unconditional sentence) imposed by a court are not considered shelters.</p>
Social Housing	means permanent housing that is subsidized to be lower than the average cost of private-market housing. Individuals and families live independently with no on-site supports. Social housing can include below-market rental, below-market ownership, co-ops, co-housing and temporary modular housing, which are demountable structures, not permanently affixed to land and assembled within months. Social housing excludes Supportive Housing and Shelters.
Supportive Housing	means permanent housing that is subsidized to be lower than the average cost of private-market housing and has on-site supports for people to transition out of homelessness. This includes temporary modular housing, which are demountable structures, not permanently affixed to land and assembled within months.

SCOPE:

The *Community Charter* provides that on or before October 31 in any year, *Council* may, by bylaw, exempt land and/or improvements from municipal property taxes. In addition to the *Community Charter* requirements, those organizations applying for *Exemption(s)* must comply with the guidelines set out in this policy.

This policy is not applicable to Heritage Properties or Revitalization Properties that receive tax exemptions that are governed by separate *Council* bylaws.

EXTENT AND CONDITIONS

- 1) The extent of permissive tax exemptions granted is dependent on the discretion of Council. Council, at its discretion, may:
 - (a) Cancel any or all exemptions within a given year; or
 - (b) Place a cap on the dollar value and/or pro-rate exemptions granted on individual properties, properties in any one category, or all categories
- 2) Council may designate that only a portion of the land or improvements are exempted

PROCESS:

Council will consider permissive tax exemption applications annually for an exemption period of five (5) years. However, the *City* reserves the right to review permissive tax exemptions for any *Applicant* at any point in time during the *Exemption Period*.

If at any point during the *Exemption Period* the property is sold or title is transferred, the new owners will be required to make a new application for an exemption, which will be evaluated in accordance with this policy.

Each year, *City* staff will contact all organizations with expiring *Exemptions* to invite them to reapply. Completed forms for new applications or renewal applications must be received by the *City* by June 30.

1. Application

Applications must be submitted in the form prescribed by the *City* along with all required supporting documentation. *Applicants* are required to:

- a) declare under which policy category they are claiming exemption;
- b) provide a full description of the organization, its purposes and programs;
- c) provide a copy of the lease agreement for the space that is being leased (if applicable);
- d) provide a drawing or map that shows the square footage of leased space versus the square footage of the overall building (if applicable);
- e) provide a signed copy of any operating agreements or funding agreements (if applicable);
- f) provide all necessary documentation to support the status of their claim; and
- g) provide an audited financial statement for the most recent fiscal year, or where audited financial statements are not available, the applicant will supply a financial statement for the most recent fiscal year that has been verified as correct by two signing officers from the organization.

Unless all required information is supplied by the deadline, or a suitable explanation is offered as to why this information cannot be supplied, the *Application* will not be considered.

2. Administration

- a) The *Finance Department* will review all applications for completeness and contact the applicant if additional information is necessary.
- b) Each year, the *Finance Department* will prepare a summary report of applications for presentation to *Council*.
- c) After *Council* considers the applications, staff will be directed to draft the exemption bylaw which will be presented to *Council* for consideration on or before October 31 annually.
- d) Before the adoption of the bylaw, public notice will be provided for as outlined in Section 227 of the *Community Charter*.
- e) Once the bylaw has been approved, BC Assessment Authority will be provided with a copy of the bylaw before the October 31 legislated due date.

3. Annual Timeline

June 30	Application deadline
July – August	Internal review of Applications
September	Council approval or denial of Applications
September – October	First 3 readings of bylaw and public notice of bylaw
October 31 or earlier	Bylaw adoption

GENERAL ELIGIBILITY CRITERIA

To be eligible for a permissive tax exemption, an organization must comply with the eligibility criteria outlined below.

1. The applicant qualifies for an exemption under the provisions of the *Community Charter*, as one of the following:
 - (i) Local authority;
 - (ii) Independent school;
 - (iii) Place of Worship;
 - (iv) Charitable, philanthropic, or other not-for-profit organization;
 - (v) Athletic or service club or association; or a
 - (vi) Community Care Facility.
2. The use of the property must be consistent with and in compliance with all applicable municipal policies, bylaws and legislation (i.e. business licensing, zoning).
3. The *Applicant* must not be in arrears with the *City*.
4. The *Applicant* is a *Non-Profit Organization*. Tax exemptions will only be granted to organizations that are a *Registered Charity* or *Non-Profit organization*. The intent of this requirement is to ensure that municipal support is not used to further activities of an organization or individual that, if not for its not-for-profit status would otherwise be considered a business.

Non-profit organizations conducting retail and/or commercial activity and charging rates or fees at market value are considered to be in competition with for-profit business and will not be eligible for property tax exemption.

5. Only that part of the property used for non-profit activities will be considered for *Exemption*. Society administration is considered to be part of the non-profit's program delivery. Parking is considered to be part of the non-profit's program delivery. The sale of any alcoholic beverages or legalized drugs is not considered to be part of program delivery.
6. The *Applicant* must own or lease the subject property. In the case of a lease, the lease agreement must require the payment of property taxes by the *Applicant*. The Lessor must submit a letter in writing confirming that the benefit of the Exemption would be passed on to the Lessee.
7. Land or improvements, or portions thereof, used by a for-profit entity do not qualify for an exemption.
8. The *Applicant* provides services or programs that are compatible or complementary to those offered by the *City*. When a service or program is offered by a non-profit group or club, the Community may benefit from a more cost effective provision of services. An example of this is low-cost facility rentals.

Services provided by an organization should fulfill some basic need or otherwise improve the quality of life for the residents of Nanaimo.
9. Principal use of property meets Council's objectives. Permissive tax exemptions will be based on the principal use of the property, not on the non-profit or charitable services of the organization as a whole.
10. Services and activities should be equally available to all residents of the City. Nanaimo residents must be the primary beneficiaries of the organization's services. The service provided on the property must be accessible to the public. In the case of recovery or support provided specifically to men or women, this type of categorization will apply as being available to all residents.
11. Organizations that disparage others are not eligible for permissive tax exemption.

CATEGORY SPECIFIC ELIGIBILITY CRITERIA

1. An organization may apply for an *Exemption* under one (1) of the following categories with the following eligibility criteria and limitations:
 - a. **Local Authority**
 - (i) *Council* may exempt from taxation land or improvements that are owned or held by a municipality, regional district or other local authority
 - (ii) Eligibility Criteria
 - a. *Council* considers the use of the property to be used for a purpose of the local authority
 - b. **Independent School**
 - (i) *Council* may exempt from taxation land owned by an incorporated institution of learning where the property was partially exempted under the *Community Charter*.

- (ii) Eligibility Criteria
 - (A) the property must receive a statutory exemption (independent schools) for a portion of the land and/or improvements; and
 - (B) the property must be suitably zoned for Parks, Open Space, and Schools.

c. Place of Worship

- (i) *Council* may exempt from taxation land or improvements where the property was partially exempted under the *Community Charter*
- (ii) Eligibility Criteria
 - (A) the property must receive a statutory exemption (buildings for public worship) for a portion of the land and/or improvements; and
 - (B) the *Applicant* must be either a Registered Charity or Society, and provide proof of good standing.
- (iii) Limitations
 - (A) the land surrounding a building receiving a statutory exemption may be exempted, up to 5.0 acres;
 - (B) a hall may be exempted to the extent that *Council* consider the hall necessary to the exempt building; and
 - (C) a residence (manse) located on the same property as the building used for public worship, and the land upon which the residence (manse) stands, is not exempt and will be assessed and taxed as a residential property.

d. Non-Profit Organization

- (i) *Council* may exempt from taxation, land and/or improvements that are owned or held by a charitable, philanthropic organization or other Not-For-Profit organization and the *Council* considers they are used for a purpose that is directly related to the purposes of the organization
- (ii) Eligibility Criteria
 - (A) the *Applicant* must be either a Registered Charity or Society, and provide proof of good standing; and
 - (B) the *Applicant's* services or programs must benefit the residents of the City. In the *Application*, *Applicants* will be asked to identify the percentage of total services and programs offered at the subject property that are used or received by residents of the *City*. The *Finance Department* may validate submissions by reviewing an itemized listing of services, programs and/or donations dedicated to activities that build community for the greater good of all residents in the *City*, as provided by the *Registered Charity* or Society. This review may include reference to the Non-Profit Organization's most recent fiscal year financial statements and/or charity return published prior to June 30 each year.

- (C) The maximum *Exemption* amount determined based on the following ranges:

Percentage of total services or programs benefiting residents of the <i>City</i> :	
Greater than or equal to 75%	100% Exemption
Greater than or equal to 25% and less than 75%	50% Exemption
Less than 25%	No Exemption

- (D) Not-For-Profit organizations that provide *Non-Market Housing*, in addition to the above, must meet the criteria in one of the categories below:

Non-Market Housing: Legacy Properties

- Non-profit organizations providing housing services with properties that were included in the “Property Tax Exemption Bylaw, 2023 No. 7368” for the 2024 taxation year will continue to receive permissive tax exemptions until the property is either sold or there is a change in use of the property and housing services are no longer provided.
- If the property is sold or housing services are no longer provided, and an exemption is requested, a new permissive tax exemption application will be required to be completed, and it will be evaluated against the currently enacted policy.

Non-Market Housing: Temporary Housing

- The *Applicant* must be providing *Temporary Housing Services* on a year-round basis.
- The housing provider and/or operator must provide an active (not expired) funding or operating agreement where the signatory is a government agency.
- Property tax costs must not be otherwise provided for in any funding or operating agreements with BC Housing or any other government entity.
- The City may require that future negotiations of funding or operating agreements allow for the funding of municipal property taxes.

Non-Market Housing: Supportive Housing

- The *Applicant* must be providing Supportive Housing Services on a year-round basis.
- The housing provider and/or operator must provide an active (not expired) funding or operating agreement where the signatory is a government agency.
- Property tax costs must not be otherwise provided for in any funding or operating agreements with BC Housing or any other government entity.
- The City may require that future negotiations of funding or operating agreements allow for the funding of municipal property taxes.

Non-Market Housing: Social Housing

- a. *Social Housing* will not be eligible for exemption, except as otherwise provided for in this policy under Legacy Properties.

e. Athletic Club or Service Club or Association

- (i) Section 224(2)(i) of the *Community Charter* permits Council, by Bylaw, to exempt from taxation, land and/or improvements owned or held by an athletic or service club or association and used as a public park or recreation ground or for public athletic or recreational purposes.
- (ii) Eligibility Criteria
 - (A) the services or programs offered by the *Applicant* must not be widely available within the *City*;
 - (B) the *Applicant* must be either a *Registered Charity* or Society, and provide proof of good standing; and
 - (C) the *Applicant's* services or programs must be equally available to all residents of the *City*. Any restrictions thereto must be within the framework of the *Constitution Act, 1982, Canadian Charter of Rights and Freedoms (Canada)*.

f. Community Care Facility

- (i) Section 224(2)(j) of the *Community Charter* permits Council, by Bylaw, to exempt from taxation, land and/or improvements owned or held by a person or organization and operated as a private hospital licensed under the *Hospital Act* or as a licensed community care facility, or registered assisted living residence, under the *Community Care and Assisted Living Act*.
- (ii) Eligibility Criteria
 - (A) The property is owned or held and operated by a registered *Non Profit Organization* or *Registered Charity* and provide proof of good standing, and
 - (B) Assistance with daily living is provided, and
 - (C) Eligible housing types include: Community Residential Care Facilities for Persons with Disabilities, Group Homes for Adults with Mental/Physical Challenges or Developmental Disabilities, Hospice Care.
- (iii) Residential Care and Assisted Living Facilities for Seniors that do not other meet the criteria above will not be eligible for exemption under this Policy.

EXTENT, CONDITIONS AND PENALTIES

1. The extent of *Exemptions* approved is dependent on the annual budget set by *Council*. *Council* at its discretion may:
 - a. cancel any or all *Exemptions* within a given year; or
 - b. place a cap on the dollar value and/or pro-rate *Exemptions* granted on individual properties, in any one (1) category, or all categories.
2. *Council* may exempt only a portion of the land or improvements in the following circumstances:
 - a. a portion of the land or improvement is used by a private sector and does not meet *Council's* eligibility criteria.
 - b. the applicant already receives a grant-in-aid or other benefit from the municipality, provincial or federal government.
 - c. the applicant meets all eligibility criteria, however, *Council* may, at its discretion, grant a partial exemption.
3. *Council* may impose conditions on the exempted land/improvements with the applicant organization, including but not limited to:
 - a. registration of a covenant restricting use of the property.
 - b. an agreement committing the organization to continue a specific service/program.
 - c. an agreement committing the organization to have facilities open for public use for specific times or a total amount of time.
 - d. an agreement committing the organization to offer use of the facility to certain groups free of charge or at reduced rates.
 - e. an agreement committing the organization to immediately disclose any substantial increase in the organization's revenue or anticipated revenue (i.e. receives large operating grant from senior government).

4. *Council* may impose penalties on an exempted organization for knowingly breaching conditions of exemption, including but not limited to:
 - a. revoking an exemption with notice.
 - b. disqualifying any future application for exemption for a specific time period.
 - c. requiring repayment of monies equal to the foregone tax revenue.

APPLICATIONS RECEIVED AFTER THE DEADLINE

Subject to the provisions of the Community Charter, requests for exemption received after the deadline will only be considered if they meet the following conditions:

1. the application complies with the exemption guidelines as outlined in this policy;
2. the requirement for exemption was not reasonably foreseeable at the date of the deadline for exemptions for the current period;
3. adequate justification is provided for not meeting the deadline for the application for exemption for the current period; and
4. an application form is completed.

Permissive Tax Exemptions are not retroactive and may not be applied for the previous year. Cash grants will not be provided for *Applicants* that have missed the application deadline. All applications must be for the upcoming year.

RELATED DOCUMENTS:

Community Charter Division 7 – Permissive Tax Exemptions

REPEAL or AMENDMENT:

COU-185 – Grants Policy and Guidelines Policy



PERMISSIVE TAX EXEMPTION Application

The City of Nanaimo recognized the significant value of volunteers, volunteer groups and agencies to the social, cultural, spiritual, educational and physical well-being of the community.

A Permissive Tax Exemption, pursuant to Section 224 of the *Community Charter*, is a means for Council to support organizations within the community that further Council's strategic goals and objectives.

APPLICANT INFORMATION

Contact Person: Mikaela Torres

Position: Executive Director

Mailing Address: [REDACTED]

City: Nanaimo

Postal Code: [REDACTED]

Email: [REDACTED]

Phone: [REDACTED]

PROPERTY INFORMATION

Civic Address: 235 Bastion St. Nanaimo, BC

Folio: 81535.000

Legal Description

Lot: LT 8

Block: 60

Range:

Section: SEC 1

Plan: VIP584

District:

Registered Owner (if different from applicant): Bastion House Holdings Ltd.

ORGANIZATION INFORMATION

Please complete a separate form for each property.

Organization Name: Central Vancouver Island Multicultural Society

President Name: Mark Seneviratne

Phone: 250 753 6911

Is the Organization Registered under the BC Societies Act?

☒ Yes Registration No.: S0015303

☐ No

Is the Organization a Registered Charity?

☒ Yes Registration No.: 132018235RR0001

☐ No

No. of Full-Time Staff: 46

No. of Part-Time Staff: 4

No. of Community Volunteers: 70

No. of Volunteer Hours per year: 180

No. of Members: 10

Membership Fee: \$10

No. of People Served last year: 3000 unique clients

Projected No. of People served this year: 3000

Please provide a brief description of the goals and objectives of the organization:

We are leaders in providing services to our community, with a focus on newcomers. We are committed to promoting the values of equity, diversity, inclusion and respect for all peoples.

PRINCIPAL USE OF PROPERTY

Please provide a brief description of the principal use of the property and how this use benefits the community:

We provide settlement services, language instruction, refugee supports, employment programs, daycare, and family / parent programs to newcomers within the central Vancouver Island region.

What charitable, philanthropic, or recreational services does your organization provide to the community?

Our agency provides accessible programs and services so that newcomers can settle and thrive in our community. We offer opportunities to access meaningful employment, language development, and social connection through our agency.

Is there a fee for any of the activities provided? ☒ Yes No. of Participants: _____ ☐ No

Please provide details of the fees for service in your organization:

Fee Type	Fee Amount	Description
Interpreting and Translations	\$35 / hr	hourly fee for service charged to 3rd parties (not clients)
CLB Assessments	\$50	determined by fair market rates

Is the organization foreseeing changes to the current programs and services provided? If yes, please explain.

Not at this time

COMMERCIAL ACTIVITY

Please provide a brief description of any commercial activities that your organization conducts on this property:

N/A

LEASED SPACE

Please list below and attach a list of all lease agreements for any portion of the identified property that your organization rents or leases to another organization or individual:

N/A

CATEGORY

Please select the applicable permissive tax exemption category for which you are applying. For further explanation of permissive tax exemption. For details, please see the [Permissive Tax Exemption Policy](#).

- | | | |
|---|--|--|
| <input type="checkbox"/> Athletic Club or Association | <input type="checkbox"/> Heritage Property | <input type="checkbox"/> Independent School – Acres: _____ |
| <input checked="" type="checkbox"/> Non-Profit Organization | Percentage of total services/programs to Nanaimo residents: <u>100</u> % | |
| <input type="checkbox"/> Place of Worship – Acres: _____ | <input type="checkbox"/> Service Club or Association | <input type="checkbox"/> Other: _____ |

SUPPORTING DOCUMENTATION

- ☒ Certificate of Good Standing as registered society per BC Registry Services
- ☒ Confirmation of charity status per CRA (if applicable)
- ☒ Financial Statement for most recent fiscal year
- ☐ Third-Party Agreements (if applicable) i.e. lease/rental for use of property
- ☐ Lease/Rental benefit letter if property not owned by Applicant (template available)

SIGNATURE

I am an authorized signing officer of the organization and I certify that the information given in this application is accurate and complete. Should a Permissive Tax Exemption be granted on the above listed property, I agree to the following terms:

- If the property is sold prior to the exemption expiration, the organization will remit to the City an amount equal to the taxes that would have otherwise been payable to the City by a non-exempt owner;
- The property use will be in compliance with all applicable municipal policies and bylaws; and
- The organization will publicly acknowledge the Permissive Tax Exemption by the City.

Mikaela Torres

Name

Executive Director

Position

June 30, 2025

Date

Signature

Note: Completing this application does not guarantee approval. Your application will be reviewed, and you will be contacted.

NOTES

Application Deadline: June 30th.

Application must be submitted using this form. Please complete the form and submit the form, along with applicable supporting documentation, to the Finance Department:

Mail: Finance Department – Taxation: 455 Wallace Street, Nanaimo, BC V9R 5J6

Email: pte@nanaimo.ca

OFFICE USE ONLY

Application Received Date: _____

Application Status: ☐ Approved ☐ Denied – Reason: _____

Approval or Denial Letter Sent ☐



PERMISSIVE TAX EXEMPTION Application

The City of Nanaimo recognized the significant value of volunteers, volunteer groups and agencies to the social, cultural, spiritual, educational and physical well-being of the community.

A Permissive Tax Exemption, pursuant to Section 224 of the *Community Charter*, is a means for Council to support organizations within the community that further Council's strategic goals and objectives.

APPLICANT INFORMATION

Contact Person: Mikaela Torres

Position: Executive Director

Mailing Address: [REDACTED]

City: Nanaimo

Postal Code: [REDACTED]

Email: [REDACTED]

Phone: [REDACTED]

PROPERTY INFORMATION

Civic Address: 235 Bastion St. Nanaimo, BC

Folio: 81535.000

Legal Description

Lot: LT 9

Block: 60

Range:

Section: SEC 1

Plan: VIP584

District:

Registered Owner (if different from applicant): Bastion House Holdings Ltd.

ORGANIZATION INFORMATION

Please complete a separate form for each property.

Organization Name: Central Vancouver Island Multicultural Society

President Name: Mark Seneviratne

Phone: 250 753 6911

Is the Organization Registered under the BC Societies Act?

☒ Yes Registration No.: S0015303

☐ No

Is the Organization a Registered Charity?

☒ Yes Registration No.: 132018235RR0001

☐ No

No. of Full-Time Staff: 46

No. of Part-Time Staff: 4

No. of Community Volunteers: 70

No. of Volunteer Hours per year: 180

No. of Members: 10

Membership Fee: \$10

No. of People Served last year: 3000 unique clients

Projected No. of People served this year: 3000

Please provide a brief description of the goals and objectives of the organization:

We are leaders in providing services to our community, with a focus on newcomers. We are committed to promoting the values of equity, diversity, inclusion and respect for all peoples.

PRINCIPAL USE OF PROPERTY

Please provide a brief description of the principal use of the property and how this use benefits the community:

We provide settlement services, language instruction, refugee supports, employment programs, daycare, and family / parent programs to newcomers within the central Vancouver Island region.

What charitable, philanthropic, or recreational services does your organization provide to the community?

Our agency provides accessible programs and services so that newcomers can settle and thrive in our community. We offer opportunities to access meaningful employment, language development, and social connection through our agency.

Is there a fee for any of the activities provided? ☒ Yes No. of Participants: _____ ☐ No

Please provide details of the fees for service in your organization:

Fee Type	Fee Amount	Description
Interpreting and Translations	\$35 / hr	hourly fee for service charged to 3rd parties (not clients)
CLB Assessments	\$50	determined by fair market rates

Is the organization foreseeing changes to the current programs and services provided? If yes, please explain.

Not at this time

COMMERCIAL ACTIVITY

Please provide a brief description of any commercial activities that your organization conducts on this property:

N/A

LEASED SPACE

Please list below and attach a list of all lease agreements for any portion of the identified property that your organization rents or leases to another organization or individual:

N/A

CATEGORY

Please select the applicable permissive tax exemption category for which you are applying. For further explanation of permissive tax exemption. For details, please see the [Permissive Tax Exemption Policy](#).

- | | | |
|---|--|--|
| <input type="checkbox"/> Athletic Club or Association | <input type="checkbox"/> Heritage Property | <input type="checkbox"/> Independent School – Acres: _____ |
| <input checked="" type="checkbox"/> Non-Profit Organization | Percentage of total services/programs to Nanaimo residents: <u>100</u> % | |
| <input type="checkbox"/> Place of Worship – Acres: _____ | <input type="checkbox"/> Service Club or Association | <input type="checkbox"/> Other: _____ |

SUPPORTING DOCUMENTATION

- ☒ Certificate of Good Standing as registered society per BC Registry Services
- ☒ Confirmation of charity status per CRA (if applicable)
- ☒ Financial Statement for most recent fiscal year
- ☐ Third-Party Agreements (if applicable) i.e. lease/rental for use of property
- ☐ Lease/Rental benefit letter if property not owned by Applicant (template available)

SIGNATURE

I am an authorized signing officer of the organization and I certify that the information given in this application is accurate and complete. Should a Permissive Tax Exemption be granted on the above listed property, I agree to the following terms:

- If the property is sold prior to the exemption expiration, the organization will remit to the City an amount equal to the taxes that would have otherwise been payable to the City by a non-exempt owner;
- The property use will be in compliance with all applicable municipal policies and bylaws; and
- The organization will publicly acknowledge the Permissive Tax Exemption by the City.

Mikaela Torres

Name

Executive Director

Position

Signature

Date

Note: Completing this application does not guarantee approval. Your application will be reviewed, and you will be contacted.

NOTES

Application Deadline: June 30th.

Application must be submitted using this form. Please complete the form and submit the form, along with applicable supporting documentation, to the Finance Department:

Mail: Finance Department – Taxation: 455 Wallace Street, Nanaimo, BC V9R 5J6

Email: pte@nanaimo.ca

OFFICE USE ONLY

Application Received Date: _____

Application Status: ☐ Approved ☐ Denied – Reason: _____

Approval or Denial Letter Sent ☐

July 5, 2025

Ana Francisco
Assistant Manager, Revenue Services
411 Dunsmuir Street
Nanaimo, BC V9R 5J6

Dear Ms. Francisco,

Re: Permissive Tax Exemption – 235 Bastion Street, Nanaimo, B.C. V9R 3A3

I am writing to inform you that Bastion House Holdings Ltd. has entered into Lease Agreements with Central Vancouver Island Multicultural Society with a lease term maturity of March 31, 2028. The organization occupies 19.6% of 235 Bastion Street, Nanaimo, B.C. V9R 3A3, legally described as:

Legal: Lot 8, Block 60, Plan VIP584, Section 1, Nanaimo Land District & Lot 9, Block 60, Plan VIP584, Section 1, Nanaimo Land District, Except Plan Ely 5 Ft

PID: 005-649-871 & 005-649-919

It is my understanding that Central Vancouver Island Multicultural Society has applied for property tax relief through the Permissive Tax Exemption program with the City of Nanaimo. In the event that the above-mentioned organization is granted a tax exemption, the entirety of such exemption will be passed on to the benefit of the above-mentioned organization.

If you require further information on this matter, please contact me via email at [REDACTED]
or phone at [REDACTED]

Sincerely,

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]



PERMISSIVE TAX EXEMPTION Application

The City of Nanaimo recognized the significant value of volunteers, volunteer groups and agencies to the social, cultural, spiritual, educational and physical well-being of the community.

A Permissive Tax Exemption, pursuant to Section 224 of the *Community Charter*, is a means for Council to support organizations within the community that further Council's strategic goals and objectives.

APPLICANT INFORMATION

Contact Person: Mikaela Torres

Position: Executive Director

Mailing Address: [REDACTED]

City: Nanaimo

Postal Code: [REDACTED]

Email: [REDACTED]

Phone: [REDACTED]

PROPERTY INFORMATION

Civic Address: #201-155 Skinner St. Nanaimo, BC V9R 5E8

Folio: .000

Legal Description

Lot: 1

Block:

Range:

Section: 1

Plan: 27198

District: Nanaimo

Registered Owner (if different from applicant): 454375 B.C. LTD., INC.NO 454375

ORGANIZATION INFORMATION

Please complete a separate form for each property.

Organization Name: Central Vancouver Island Multicultural Society

President Name: Mark Seneviratne

Phone: 250 753 6911

Is the Organization Registered under the BC Societies Act?

☒ Yes Registration No.: S0015303

☐ No

Is the Organization a Registered Charity?

☒ Yes Registration No.: 132018235RR0001

☐ No

No. of Full-Time Staff: 46

No. of Part-Time Staff: 4

No. of Community Volunteers: 70

No. of Volunteer Hours per year: 180

No. of Members: 10

Membership Fee: \$10

No. of People Served last year: 3000 unique clients

Projected No. of People served this year: 3000

Please provide a brief description of the goals and objectives of the organization:

We are leaders in providing services to our community, with a focus on newcomers. We are committed to promoting the values of equity, diversity, inclusion and respect for all peoples.

PRINCIPAL USE OF PROPERTY

Please provide a brief description of the principal use of the property and how this use benefits the community:

We provide settlement services, language instruction, refugee supports, employment programs, daycare, and family / parent programs to newcomers within the central Vancouver Island region.

What charitable, philanthropic, or recreational services does your organization provide to the community?

Our agency provides accessible programs and services so that newcomers can settle and thrive in our community. We offer opportunities to access meaningful employment, language development, and social connection through our agency.

Is there a fee for any of the activities provided? ☒ Yes No. of Participants: _____ ☐ No

Please provide details of the fees for service in your organization:

Fee Type	Fee Amount	Description
Interpreting and Translations	\$35 / hr	hourly fee for service charged to 3rd parties (not clients)
CLB Assessments	\$50	determined by fair market rates

Is the organization foreseeing changes to the current programs and services provided? If yes, please explain.

Not at this time

COMMERCIAL ACTIVITY

Please provide a brief description of any commercial activities that your organization conducts on this property:

N/A

LEASED SPACE

Please list below and attach a list of all lease agreements for any portion of the identified property that your organization rents or leases to another organization or individual:

N/A

CATEGORY

Please select the applicable permissive tax exemption category for which you are applying. For further explanation of permissive tax exemption. For details, please see the [Permissive Tax Exemption Policy](#).

- | | | |
|---|--|--|
| <input type="checkbox"/> Athletic Club or Association | <input type="checkbox"/> Heritage Property | <input type="checkbox"/> Independent School – Acres: _____ |
| <input checked="" type="checkbox"/> Non-Profit Organization | Percentage of total services/programs to Nanaimo residents: <u>100</u> % | |
| <input type="checkbox"/> Place of Worship – Acres: _____ | <input type="checkbox"/> Service Club or Association | <input type="checkbox"/> Other: _____ |

SUPPORTING DOCUMENTATION

- ☒ Certificate of Good Standing as registered society per BC Registry Services
- ☒ Confirmation of charity status per CRA (if applicable)
- ☒ Financial Statement for most recent fiscal year
- ☐ Third-Party Agreements (if applicable) i.e. lease/rental for use of property
- ☐ Lease/Rental benefit letter if property not owned by Applicant (template available)

SIGNATURE

I am an authorized signing officer of the organization and I certify that the information given in this application is accurate and complete. Should a Permissive Tax Exemption be granted on the above listed property, I agree to the following terms:

- If the property is sold prior to the exemption expiration, the organization will remit to the City an amount equal to the taxes that would have otherwise been payable to the City by a non-exempt owner;
- The property use will be in compliance with all applicable municipal policies and bylaws; and
- The organization will publicly acknowledge the Permissive Tax Exemption by the City.

Mikaela Torres

Name

Executive Director

Position

June 30, 2025

Date

Signature

Note: Completing this application does not guarantee approval. Your application will be reviewed, and you will be contacted.

NOTES

Application Deadline: June 30th.

Application must be submitted using this form. Please complete the form and submit the form, along with applicable supporting documentation, to the Finance Department:

Mail: Finance Department – Taxation: 455 Wallace Street, Nanaimo, BC V9R 5J6

Email: pte@nanaimo.ca

OFFICE USE ONLY

Application Received Date: _____

Application Status: ☐ Approved ☐ Denied – Reason: _____

Approval or Denial Letter Sent ☐

June, 2025

Ana Francisco
Assistant Manager, Revenue Services
411 Dunsmuir Street
Nanaimo, BC V9R 5J6

Dear Ms. Francisco,

Re: Permissive Tax Exemption – 155 Skinner Street

I am writing to inform you that 454375 BC Ltd. has entered into a Lease Agreement with Central Vancouver Island Multicultural Society for the term of 3 Years and 6 months. The organization occupies 9.51% occupied by organization of the property defined below:

Folio: 86069.000
Lot 1, Section 1, Plan 27198, LD 32
PID: 001-830-554

It is my understanding that Central Vancouver Island Multicultural Society has applied for property tax relief through the Permissive Tax Exemption program with the City of Nanaimo. In the event that the above-mentioned organization is granted a tax exemption, the entirety of such exemption will be passed on to the benefit of the above-mentioned organization.

If you require further information on this matter, please contact me via email at email address or phone at phone number.

Sincerely,

A black rectangular redaction box covering the signature and name of the sender.

" SOCIETIES ACT "

CANADA:
Province of British Columbia.



No. 15,303

Certificate of Incorporation

I hereby certify that

CENTRAL VANCOUVER ISLAND MULTICULTURAL SOCIETY

has this day been incorporated as a Society under the " Societies Act."

GIVEN under my hand and Seal of Office at Victoria, Province of
British Columbia, this 18th day
of January, one thousand nine hundred
and eighty


Deputy Registrar of Companies.



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Use this page to confirm an organization's status and its Business/Registration number. The Charities Directorate has not necessarily verified the other information provided by the organization.

CENTRAL VANCOUVER ISLAND MULTICULTURAL SOCIETY

Business/Registration number:

132018235 RR 0001

Status:

Registered

Effective date of status:

1980-04-01

Type of qualified donee:

Charity

Sanction:

N/A

Language of correspondence:

ENGLISH

Designation:

Charitable organization

Charity type:

Other purposes beneficial to the community

Category:

Arts

Address:

101-319 SELBY STREET

City:

NANAIMO

Province, territory, outside of Canada:

BC

Country:

CA

Postal code/Zip code:

V9R2R4

Email address:

jfowler@cvims.org

Website address:

www.cvims.org 

View this organization's quick view information

Quick view

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**CENTRAL VANCOUVER ISLAND
MULTICULTURAL SOCIETY
NON-CONSOLIDATED FINANCIAL STATEMENTS
March 31, 2024**

Partners

Grant McDonald, CPA, CA*

Lee-Anne Harrison, CPA, CA*

Anna Jones, CPA, CA*

Joanne Novak, CPA, CA*

Mike Traynor, CPA*

*incorporated



INDEPENDENT AUDITOR'S REPORT

To the Board of Directors

Report on the Audit of the Financial Statements

Qualified Opinion

We have audited the accompanying non-consolidated financial statements of the **Central Vancouver Island Multicultural Society** which comprise of the non-consolidated statement of financial position as at March 31, 2024, and the non-consolidated statements of operations, changes in net assets, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, except for the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the Central Vancouver Island Multicultural Society as at March 31, 2024 and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Qualified Opinion

In common with many not-for-profit organizations, the society derives revenue from donations and fundraising, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the society and we were not able to determine whether any adjustments might be necessary to donations and sponsorships, excess of revenues over expenditures, assets, or net assets.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Central Vancouver Island Multicultural Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

INDEPENDENT AUDITOR'S REPORT

(Continued)

Responsibilities of Management and Those Charged with Governance for the

Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the ability of the Central Vancouver Island Multicultural Society to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Central Vancouver Island Multicultural Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the financial reporting process of the Central Vancouver Island Multicultural Society.

Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Central Vancouver Island Multicultural Society's internal control.

INDEPENDENT AUDITOR'S REPORT

(Continued)

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Central Vancouver Island Multicultural Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure, and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the Central Vancouver Island Multicultural Society to express an opinion on the financial statements. We are responsible for the direction, supervision, and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

Report on Other Legal and Regulatory Requirements

As required by the *Societies Act (British Columbia)*, we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

The logo for Church Pickard, featuring the name in a stylized, cursive script.

CHURCH PICKARD

Chartered Professional Accountants

Nanaimo, B.C.
September 24, 2024

CENTRAL VANCOUVER ISLAND MULTICULTURAL SOCIETY

NON-CONSOLIDATED STATEMENT OF FINANCIAL POSITION

As at **March 31, 2024**

	2024	2023
Assets		
Current		
Cash	\$ 256,928	\$ 389,304
Short-term investments - Note 2	603,242	539,410
Prepaid expenses	13,295	28,513
Accounts receivable - Note 6	218,431	244,594
Due from subsidiary	<u>3,332</u>	<u>2,590</u>
	1,095,228	1,204,411
Long-term investments - Note 2	200,000	200,000
Lease deposits	12,909	13,288
Capital assets - Note 4	370,470	145,023
Investment in subsidiary - Note 5	<u>10</u>	<u>10</u>
	<u>\$ 1,678,617</u>	<u>\$ 1,562,732</u>

Liabilities

Current		
Accounts payable and accrued liabilities - Note 6	\$ 124,824	\$ 200,029
Deferred revenue - Note 7	<u>28,937</u>	<u>112,083</u>
	<u>153,761</u>	<u>312,112</u>

Net Assets

Operating fund - Note 2	743,321	954,720
Capital fund	763,655	278,074
Newcomers' emergency fund	<u>17,880</u>	<u>17,826</u>
	<u>1,524,856</u>	<u>1,250,620</u>
	<u>\$ 1,678,617</u>	<u>\$ 1,562,732</u>

Approved:



Mark Seneviratne

CENTRAL VANCOUVER ISLAND MULTICULTURAL SOCIETY

NON-CONSOLIDATED STATEMENT OF OPERATIONS

For the year ended **March 31, 2024**

	Operating Fund	Capital Fund	Newcomers' Emergency Fund	Total 2024	Total 2023
Revenue					
IRCC settlement	\$ 2,362,268	\$ 248,824	\$ -	\$ 2,611,092	\$ 1,757,352
Resettlement	1,488,573	11,311	-	1,499,884	598,128
BC settlement	386,196	-	-	386,196	286,427
Employment services	76,058	-	-	76,058	205,856
Other funded projects	46,531	-	-	46,531	5,597
Donations, fundraising, and grants	37,040	-	5,070	42,110	43,347
Other income	21,933	-	200	22,133	13,981
Fee for service revenue	11,710	-	-	11,710	24,274
	<u>4,430,309</u>	<u>260,135</u>	<u>5,270</u>	<u>4,695,714</u>	<u>2,934,962</u>
Direct program expenses					
Wages and benefits	2,249,723	-	-	2,249,723	1,470,467
Direct program	<u>1,227,142</u>	<u>-</u>	<u>5,216</u>	<u>1,232,358</u>	<u>421,556</u>
	<u>\$ 3,476,865</u>	<u>\$ -</u>	<u>\$ 5,216</u>	<u>\$ 3,482,081</u>	<u>\$ 1,892,023</u>

Expenses continued on page 6

CENTRAL VANCOUVER ISLAND MULTICULTURAL SOCIETY

NON-CONSOLIDATED STATEMENT OF OPERATIONS (Continued)

For the year ended **March 31, 2024**

	Operating Fund	Capital Fund	Newcomers' Emergency Fund	Total 2024	Total 2023
Expenses continued from page 5					
Operational expenses					
Wages and benefits	\$ 324,879	\$ -	-	\$ 324,879	\$ 420,783
Rent	178,667	-	-	178,667	150,525
Office and general	169,719	-	-	169,719	101,760
Amortization	-	74,118	-	74,118	35,663
Repairs and maintenance	58,238	-	-	58,238	44,011
Advertising and promotion	33,299	-	-	33,299	37,273
Insurance	21,777	-	-	21,777	20,101
Professional fees	14,906	-	-	14,906	7,000
Vehicle expenses	14,481	-	-	14,481	11,627
Telephone	12,951	-	-	12,951	11,953
Utilities	11,923	-	-	11,923	12,329
Licences and dues	11,482	-	-	11,482	3,099
Staff expenses	4,582	-	-	4,582	6,052
Interest and bank charges	4,350	-	-	4,350	1,708
Board expenses	4,025	-	-	4,025	670
Professional development	-	-	-	-	5,699
	<u>865,279</u>	<u>74,118</u>	<u>-</u>	<u>939,397</u>	<u>870,253</u>
Total expenses	<u>4,342,144</u>	<u>74,118</u>	<u>5,216</u>	<u>4,421,478</u>	<u>2,762,276</u>
Excess of revenue over expenses	\$ 88,165	\$ 186,017	\$ 54	\$ 274,236	\$ 172,686

CENTRAL VANCOUVER ISLAND MULTICULTURAL SOCIETY

NON-CONSOLIDATED STATEMENT OF CHANGES IN NET ASSETS

For the year ended March 31, 2024

	Operating Fund	Capital Fund	Newcomers' Emergency Fund	Total 2024	Total 2023
Excess of revenue over expenses	\$ 88,165	\$ 186,017	\$ 54	\$ 274,236	\$ 172,686
Balance, beginning of the year	954,720	278,074	17,826	1,250,620	1,077,934
Purchase of capital assets	(299,564)	299,564	-	-	-
Balance, end of the year	\$ 743,321	\$ 763,655	\$ 17,880	\$ 1,524,856	\$ 1,250,620

CENTRAL VANCOUVER ISLAND MULTICULTURAL SOCIETY

NON-CONSOLIDATED STATEMENT OF CASH FLOWS

For the year ended **March 31, 2024**

	2024	2023
Cash provided (used):		
Operating activities		
Excess of revenue over expenses	\$ 274,236	\$ 172,686
Item not involving cash		
Amortization of capital assets	<u>74,118</u>	<u>35,663</u>
	348,354	208,349
Changes in non-cash operating accounts		
Decrease (increase) in prepaid expenses	15,597	(446)
Decrease (increase) in accounts receivable	26,162	(158,418)
(Decrease) increase in accounts payable and accrued liabilities	(75,205)	107,824
(Decrease) increase in deferred revenue	<u>(83,146)</u>	<u>82,029</u>
	<u>231,762</u>	<u>239,338</u>
Financing activities		
Due from subsidiary	<u>(742)</u>	<u>(298)</u>
Investing activities		
Purchase of capital assets	(299,564)	(137,973)
Increase in investments	<u>(63,832)</u>	<u>(7,330)</u>
	<u>(363,396)</u>	<u>(145,303)</u>
(Decrease) increase in cash	(132,376)	93,737
Cash, beginning of the year	<u>389,304</u>	<u>295,567</u>
Cash, end of the year	<u>\$ 256,928</u>	<u>\$ 389,304</u>

CENTRAL VANCOUVER ISLAND MULTICULTURAL SOCIETY

NOTES TO THE NON-CONSOLIDATED FINANCIAL STATEMENTS

For the year ended **March 31, 2024**

Nature of operations

Central Vancouver Island Multicultural Society is a non-profit society which was incorporated under the *Societies Act of British Columbia*. The society is a registered charity and is exempt from the payment of income tax under Section 149(1) of the *Income Tax Act*.

The society operates to preserve and foster an awareness of the community's cultural diversity, as well as to develop an understanding of Canada's multicultural policy, and to provide services to immigrants.

1. Significant accounting policies

- Basis of presentation

These non-consolidated financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

- Basis of accounting

The society follows the restricted fund method of accounting for contributions.

The operating fund accounts for the society's program delivery and administrative activities. This fund reports revenues and expenses relating to program delivery, administration, and special projects.

The capital fund reports the assets, liabilities, revenues, and expenses related to the society's capital assets.

The Newcomers' Emergency Fund reports the revenues and expenses related to donations received for emergency expenses for new immigrants to Canada, such as emergency medical/dental and housing needs.

- Cash and cash equivalents.

Cash and cash equivalents consist of cash on hand and cash on deposit, net of cheques issued and outstanding at the reporting date.

CENTRAL VANCOUVER ISLAND MULTICULTURAL SOCIETY

NOTES TO THE NON-CONSOLIDATED FINANCIAL STATEMENTS

For the year ended **March 31, 2024**

1. Significant accounting policies - cont.

- Capital assets

Purchased capital assets are recorded at cost at the date of acquisition and amortized.

Amortization is recorded on a straight-line basis over the estimated useful life of the leasehold improvements and equipment as follows:

Leasehold improvements	10 years
Movable walls	6 years
Furniture and equipment	5 years
Computer equipment	3 years
Computer software	1 year

- Revenue recognition

Revenue is recognized as follows:

- Restricted contributions related to general operations are recognized as revenue of the operating fund in the year in which the related expenses are incurred. Contributions restricted to the capital fund are recognized as revenue in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Contributions restricted to the Newcomers' Emergency Fund are recognized as revenue in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured;
- Unrestricted contributions are recognized as revenue of the operating fund in the year received or receivable if the amount can be reasonably estimated and collection is reasonably assured;
- Fee for service revenue is recognized in the period in which the service is provided;
- If there are externally restricted contributions for which there is no corresponding restricted fund, then these contributions are recognized according to the deferral method;
- Donations and miscellaneous revenues are recorded in the year of receipt;
- Revenues related to fundraising are recognized in the period in which the fundraising event occurs, when collection is reasonably assured, and when the amount can be reasonably estimated;
- Interest revenue is recognized in the period in which it is earned.

CENTRAL VANCOUVER ISLAND MULTICULTURAL SOCIETY

NOTES TO THE NON-CONSOLIDATED FINANCIAL STATEMENTS

For the year ended **March 31, 2024**

1. Significant accounting policies - cont.

- Donated capital assets

Donated capital assets and materials are recognized in the non-consolidated financial statements when their fair value can be reasonably determined and they are used in the normal course of the society's operations and would otherwise have been purchased.

- Investments

Short- and long-term investments consisting of term deposits and GICs are recorded initially and subsequently measured at fair value. Changes in fair value are recognized in net income in the period incurred.

- Use of estimates

The preparation of the non-consolidated financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the non-consolidated financial statements, and the reported amounts of revenue and expenditure during the reporting period. Significant areas requiring the use of management estimates relate to the determination of the collectibility of accounts receivable, the amortization of capital assets, and provisions for contingencies. Actual results could differ from those estimates. Adjustments, if any, will be reflected in operations in the period of settlement.

- Financial Instruments

Financial instruments are recorded at fair value on initial recognition and subsequently measured at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in the statement of revenue and expenses.

Financial assets measured at amortized cost include cash, prepaid expenses, accounts receivable, and short- and long-term investments.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, and deferred revenue and contributions.

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in the statement of revenue and expenses. Any previously recognized impairment loss may be reversed to the extent of the improvement, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously.

CENTRAL VANCOUVER ISLAND MULTICULTURAL SOCIETY

NOTES TO THE NON-CONSOLIDATED FINANCIAL STATEMENTS

For the year ended **March 31, 2024**

1. Significant accounting policies - cont.

Transaction costs in the statement of revenue and expenses are recorded in the period incurred. However, financial instrument that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance, or assumption.

2. Investments

The investments consist of six GICs with interest rates ranging from 1.5% to 4.80% maturing in June 2024, November 2024 and January 2025 respectively.

Operating Fund - the Board of Directors has internally restricted \$200,000 of the investments for a contingency fund and for future capital expenditures. These internally restricted amounts are not available for other purposes without approval of the Board of Directors.

3. Lease commitments

The society leases premises under agreements expiring March 2025 and February 2026, office equipment under a lease expiring December 2026 and a vehicle under a lease expiring May 2025. Future minimum lease payments required for the next three years are as follows:

2025	\$ 248,600
2026	199,600
2027	<u>1,800</u>
	<u>\$ 450,000</u>

CENTRAL VANCOUVER ISLAND MULTICULTURAL SOCIETY

NOTES TO THE NON-CONSOLIDATED FINANCIAL STATEMENTS

For the year ended **March 31, 2024****4. Capital assets**

	Cost	Accumulated Amortization	Net 2024	Net 2023
Leasehold improvements	\$ 387,626	\$ 387,626	\$ -	\$ -
Moveable walls	53,629	53,629	-	-
Furniture and equipment	221,237	153,362	67,875	22,921
Computer equipment	432,162	137,489	294,673	122,102
Computer software	<u>9,977</u>	<u>2,055</u>	<u>7,922</u>	<u>-</u>
	<u>\$ 1,104,631</u>	<u>\$ 734,161</u>	<u>\$ 370,470</u>	<u>\$ 145,023</u>

5. Investment in subsidiary

The investment in the subsidiary is comprised of a 100% ownership in 1038552 B.C. Ltd. There were no operations in the subsidiary as at March 31, 2024.

6. Government remittances

The society has the following amounts owing (receivable) for government remittances at March 31, 2024:

	2024	2023
GST Public Services Rebate	\$ (18,807)	\$ (13,395)
Worksafe BC	\$ 10,968	\$ 6,014
Source deductions	\$ 86,159	\$ 26,013
Employer Health Tax	5,336	3,763

CENTRAL VANCOUVER ISLAND MULTICULTURAL SOCIETY

NOTES TO THE NON-CONSOLIDATED FINANCIAL STATEMENTS

For the year ended **March 31, 2024**

7. **Deferred revenue**

Deferred revenue represents contract funding received where the contract requires that the funding be used in a future fiscal period and/or for specific expenses or programs for which the society has not yet incurred corresponding expenses as at the fiscal year-end.

	2024	2023
Other	\$ 18,112	\$ 27,964
BC career paths	10,825	-
BC settlement	-	37,479
IRCC programs	-	46,640
	<u>\$ 28,937</u>	<u>\$ 112,083</u>

8. **Economic dependence**

The society has a significant amount of revenue received from a contract with the Minister of Immigration, Refugees and Citizenship. Revenue from this government contract represents 87% (2023 - 80%) of total revenues.

9. **Remuneration of employees**

During the year, two employees earned over \$75,000. The total remuneration paid to these individuals by the society during the applicable period was \$198,744.

10. **Comparative figures**

Certain of the prior year's figures have been reclassified to conform to the current year's presentation.

CENTRAL VANCOUVER ISLAND MULTICULTURAL SOCIETY

NOTES TO THE NON-CONSOLIDATED FINANCIAL STATEMENTS

For the year ended **March 31, 2024**

11. Financial risk and concentration of risk

- Credit risk

Credit risk arises from the potential that a counterparty will fail to perform its obligations. The society is exposed to credit risk from its accounts receivable; however, the majority of the receivables are made up of amounts owing from the federal and provincial governments under contract which reduces the concentration of credit risk.

DATE OF MEETING | JULY 28, 2025 |

AUTHORED BY | DEANNA WALKER, SENIOR FINANCIAL ANALYST |

**SUBJECT STRATEGIC PRIORITIES FUND CAPITAL INFRASTRUCTURE
STREAM**

OVERVIEW

Purpose of Report

To provide Council with information on potential projects for the Strategic Priorities Fund Capital Infrastructure Stream and obtain a Council resolution supporting an application under this program stream. |

Recommendation

That Council direct staff to apply to the Strategic Priorities Fund Capital Infrastructure Stream for funding for Commercial Street Phase 3 and that Council commits to staff providing overall grant management and support any cost overruns.

BACKGROUND

The Strategic Priorities Fund (SPF) Capital Infrastructure Stream is an application-based funding program, which pools a portion of the annual Canada Community Building Fund (CCBF) for strategic investments that are considered large in scale, regional in impact, or innovative and support the CCBF national objectives of productivity and economic growth, a clean environment, and strong cities and communities. This is the fourth intake of the SPF program, which will see an investment of up to \$125 million to support infrastructure projects in communities across the province. The program is available to all local governments in British Columbia, outside of Metro Vancouver.

The Capital Infrastructure Stream of this fund targets projects that can be started no later than two years after grant approval and completed no later than five years after grant approval. Applications must include:

- A feasibility study and/or design report
- Detailed cost estimate template
- Map and/or drawings
- Project budget
- Current Council or board resolution indicating support for the proposed activities and willingness to provide overall grant management and support any cost overruns

Timing of the funding announcements are not defined by the program guidelines. The program can contribute a maximum of 100% of the cost of eligible activities, to a maximum of \$7 million.

Eligible expenditures are those associated with the acquiring, planning, designing, constructing or renewal and rehabilitation of a tangible capital asset or natural asset.

Projects will be considered ineligible if the project works start prior to the date the project is included in a submitted application. The project is deemed to have been started if a tender has been awarded or work has commenced.

The current SPF program is considered federal funds for the purpose of federal or provincial stacking rules. While stacking rules do not apply specifically to the SPF program, it is recommended that any other grant programs being considered for joint funding are consulted. SPF and Community Works Funds (CWF) can be stacked without restrictions.

The grant application deadline is **2025-SEPT-12.** |

DISCUSSION

Staff have short listed **four** projects for consideration under the current funding stream.

Commercial Street Phase 3 (Victoria Cres to Terminal)

Commercial Street Phase 3, part of the Design Commercial project includes Commercial Street from Terminal Avenue to the intersection at Wallace Street. The project includes replacing aging and outdated surface treatments with modern finishing materials, adding better lighting, and upgrades to Tideline Park, a small but important pocket park. The project is designed to revitalize the downtown area which is considered to be the heart of the City. The Commercial Street Phase 3 project supports the CCBF national objectives of productivity and economic growth and strong cities and communities.

Construction on this section of Commercial Street will begin after the new downtown transit exchange is completed next to the project site. The upgrades to Commercial Street will be designed to integrate smoothly with the transit exchange, providing a direct and convenient connection for transit users to the city's core.

The goal of the Design Commercial project is to reinvigorate community support and tourism opportunities for many unique and independently owned businesses downtown; to make the space more accessible and inviting to all visitors, by developing a more plaza like feel, with priority given to non-motorized modes of transportation; to promote downtown events such as the Thursday evening night markets; and to create a more inviting environment by incorporating more green space and public art.

This project is estimated to cost of \$4.53M and contingent on a successful grant application design would begin in 2026 with construction beginning in 2027.

Beban HVAC

The Beban HVAC project would include the installation of an air-source heat pump with gas back up, provide mechanical dehumidification to Beban Pool to manage interior moisture and replace the existing single heating/cooling loop with dual-loop system at the Beban Social Centre to provide simultaneous demand heating and cooling in the Social Centre. This will renew existing

systems while providing greater user comfort. The Beban HVAC project supports the CCBF national objectives of a clean environment and strong cities and communities.

Beban Complex (Beban Pool, Beban Social Centre, and Frank Crane Areana) has been in service for 50 years. Since that time, only targeted asset renewals have taken place, generally including single component renewals (i.e. a boiler or air handling unit) instead of a reviewing the systems holistically. This project looks at the aging systems holistically and targets asset renewal, improved patron experience, and asset protection while reducing emissions and energy consumption. Beban Complex is the second highest producer of GHG emissions amongst the City's facilities and is responsible for approximately 700t of GHG emission annually. This project would reduce that by about 80%.

Mechanical dehumidification is critical to efficient operations and managing moisture in indoor pools. Beban Pool was built before this was a requirement and has no mechanical dehumidification. Moisture is managed by exhausting interior air and bringing in greater volumes of fresh air. This is an energy intensive process that could be significantly improved with mechanical dehumidification, heat recovery, and pre-heating using more efficient systems.

Currently the existing system in the Social Centre cannot deliver heating and cooling simultaneously. This creates comfort concerns during the shoulder season when the mornings are cool (heating needed), and afternoons are warm (cooling needed). Additionally, the various activities at the Social Centre would benefit from temperature control. An aerobic class versus a quilting class have different comfortable temperatures for participants. This project will address these issues.

This project is estimated to cost \$7.1M and contingent on a successful grant application, design would begin in 2026/2027 with project delivery beginning in 2027/2028.

Buttertubs Marsh Lateral System

The City of Nanaimo is experiencing critical sanitary sewer capacity issues in the Buttertubs Marsh Lateral System (BML), driven by rapid development and institutional growth, particularly at Vancouver Island University (VIU). The construction of a new 266-bed student housing complex at VIU will significantly increase wastewater flows and adds urgency to addressing infrastructure limitations. The 2024 Buttertubs Lateral Sewer Upgrade Alignment Study identified that the existing BML sewer cannot accommodate existing peak flows, especially during wet weather events, without risking overflows and environmental harm to the sensitive marsh ecosystem.

The Buttertubs Marsh Lateral System project would construct a new pump station and route a new sewer forcemain through the Bird Sanctuary Drive subdivision. This project combined with a temporary diversion of VIU flows to the Chase River Trunk via Fourth Street (scheduled for construction in the fall of 2025) would provide immediate relief while permanent infrastructure is developed. This phased solution balances short-term needs with long-term sustainability.

Investing in this infrastructure is essential to support VIU's growth, proposed developments, protect ecological assets, and ensure reliable wastewater service for the community in this catchment. The Buttertubs Marsh Lateral System project supports the CCBF national objectives of productivity and economic growth, a clean environment and strong cities and communities.

This project is estimated to cost \$8.4M. The project is currently scheduled for 2034 but contingent on a successful grant application would be accelerated to 2026/2027.

Stadium District Centre

The proposed Stadium District Centre is a transformative infrastructure project which would result in a multi-use facility offering essential amenities including change rooms, washrooms, wellness and training spaces, and public meeting rooms alongside even-focused features that will enhance the Stadium District's capacity to host regional and national level sporting events, concerts and festivals. The Stadium District Centre project supports the CCBF national objectives of productivity and economic growth, a clean environment and strong cities and communities.

Strongly supported by Nanaimo's sporting community, the project reflects a shared vision to expand access to inclusive, high-quality sport, wellness, and event infrastructure. It will further establish Nanaimo as a regional hub and destination for sport, recreation, and cultural events, drawing visitors and economic activity from across Vancouver Island, the province and beyond. Additionally, the project supports environmental goals through the redevelopment of a former coal mine site, helping to reduce contamination and restore the land for higher level public use.

The project is estimated to cost \$7.0M, and contingent on a successful grant application would be scheduled for design in 2026 and construction for 2027 and 2028. |

FINANCIAL CONSIDERATIONS

Commercial Street Phase 3 (Victoria Cres to Terminal)

Commercial Street Phase 3 is included in the 2026 - 2035 Draft Project Plan submitted at a budget of \$4.53M. The proposed grant application would apply for funding of 100% of the project budget.

If selected by Council, the project would be added to the 2026 - 2030 Draft Financial Plan funded by a grant from SPF. The project would be contingent on a successful grant application.

Beban HVAC

Only the Beban Social Center Chillers and the Beban Pool HVAC Dampers are included in the 2026 - 2035 Draft Project Plan. Total budget for the project has been estimated at \$7.1M. The proposed grant application would apply for the maximum amount of funding available of \$7.0M.

If selected by Council, the complete project would be added to the 2026 - 2030 Draft Financial Plan funded by a grant of \$7.0M from SPF with the balance funded by the City. The full scope of the project would be contingent on a successful grant application.

Buttertubs Marsh Lateral System

The Buttertubs Marsh Lateral System project construction phase is included in the 2026-2035 Draft Project Plan submitted at a budget of \$7.7M scheduled for 2034. It is estimated that the design phase would cost an additional \$700,000, which is not currently in the Draft Project Plan. The proposed grant application would apply for funding of the maximum amount of \$7.0M.

If selected by Council, the project would be added to the 2026 - 2030 Draft Financial Plan funded by a grant of \$7.0M from SPF and other sewer projects would be reprioritized to fund the additional \$1.4M. Acceleration of the project in the project plan would be contingent on a success grant application.

Stadium District Centre

The Stadium District Centre is not currently in the 2026 - 2035 Draft Project Plan submitted. The budget for this project is estimated at \$7.0M. The proposed grant application would apply for funding of 100% of the project budget.

If selected by Council, the project would be added to the 2026 - 2030 Draft Financial Plan funded by a grant from SPF. The project would be contingent on a successful grant application. |

OPTIONS

1. That Council direct staff to apply to the Strategic Priorities Fund Capital Infrastructure Stream for funding for Commercial Street Phase 3 and that Council commits to provide overall grant management and support any cost overruns.
 - The advantages of this option: A successful grant application would expedite the completion of the Design Commercial project.
 - The disadvantages of this option: The project budget does not maximize the available grant funding available.
 - Financial Implications: The project will be included in the 2026 - 2030 Draft Financial Plan contingent on a successful grant application.
2. That Council direct staff to apply to the Strategic Priorities Fund Capital Infrastructure Stream for funding for the Beban HVAC project and that Council commits to provide overall grant management and support any cost overruns.
 - The advantages of this option: A successful grant application will result in greater user comfort, improved efficiency, reduced GHG emissions, and address required asset renewals that will be required in the near term regardless of grant funding.
 - The disadvantages of this option: Construction may interrupt regular programming or require a longer maintenance window.
 - Financial Implications: The full project will be included in the 2026 – 2030 Draft Financial Plan contingent on a successful grant application.
3. That Council direct staff to apply to the Strategic Priorities Fund Capital Infrastructure Stream for funding for the Buttertubs Marsh Lateral System project and that Council commits to provide overall grant management and support any cost overruns.
 - The advantages of this option: A successful grant application would result in this project being completed earlier than currently scheduled, addressing the current critical sanitary sewer capacity issues more quickly than otherwise possible.
 - The disadvantages of this option: A successful grant application will not fund the entire project and will require a reprioritization of the remaining Sewer projects.

- Financial Implications: The project will be included in the 2026 – 2030 Draft Financial Plan contingent on a successful grant application. Other sewer projects will be reprioritised to fund the City’s portion of the project.
4. That Council direct staff to apply to the Strategic Priorities Fund Capital Infrastructure Stream for funding for the Stadium District Centre and that Council commits to provide overall grant management and support any cost overruns.
- The advantages of this option: This project helps fulfill components of the City of Nanaimo’s Integrated Action Plan (IAP 164 and 192) regarding the completion of the Stadium District, a designated key area for sport and outdoor events.
 - The disadvantages of this option: Construction may interrupt normal use of the facility and may impact availability to user groups.
 - Financial Implications: The project will be included in the 2026 – 2030 Financial Plan contingent on a successful grant application.
5. That Council provide alternative direction to staff for a project to apply to the Strategic Priorities Fund Capital Infrastructure Stream.

SUMMARY POINTS

- The Strategic Priorities Fund Capital Infrastructure Stream provides 100% funding for eligible project costs up to a maximum of \$7 million.
- The City may submit one application for this funding.
- Applications are due 2025-SEPT-12.

Submitted by:

Deanna Walker
Senior Financial Analyst

Concurrence by:

Darcie Osborne
Director, Parks, Recreation & Culture

Bill Sims
General Manager, Engineering & Public Works

Wendy Fulla
Director, Finance

DATE OF MEETING JULY 28, 2025

AUTHORED BY ANA FRANCISCO, ASSISTANT MANAGER, REVENUE SERVICES

SUBJECT 2025 OTHER GRANTS APPLICATIONS

OVERVIEW

Purpose of Report

To present the 'Other Grant' applications received for the first program intake deadline of 2025-MAY-15 for consideration by Council.

Recommendation

That Council approve a total of \$4,994 in accordance with the Security Checks and Other Grants Policy, and that the grant allocations be as follows:

- a) Nanaimo Disability Resource Centre - \$1,417.66
- b) Nanaimo Equestrian Association - \$1,788.17
- c) Together Against Poverty Society - \$1,788.17

BACKGROUND

The City of Nanaimo administers an annual grant program to provide funding to eligible non-profit organizations operating within the City. This initiative is designed to support programs and activities that extend beyond the scope of the standard municipal services and that represent a responsible and beneficial use of public funds. By offering financial and in-kind assistance, the program strengthens the delivery of community-based services that enrich the lives of Nanaimo residents.

Eligible uses of the grant include:

- Educational
- Emergency
- In-Kind for facility rental; and
- Capital grants on a matching basis up to a maximum of \$5,000

The criteria for awarding an 'Other Grant' includes:

- Large number of volunteers
- Registered non-profit society
- Sound financial and administrative management
- Demonstrated financial need
- Accessible to a large portion of the community
- Broad base of support
- Other source(s) of financial support
- Must be local in focus and comply with the City of Nanaimo bylaws and policies

There is a \$5,000 per year maximum award to any organization in this funding category.

The grant program is structured to include two annual intakes. In the event that all available funding is expended in the first intake, the second intake will be closed. Submissions received by the designated deadlines are evaluated by Finance Department staff according to the approved policy, with staff recommendations forwarded to the Finance and Audit Committee for consideration.

DISCUSSION

Seven Other Grant applications, from non-profit organizations requesting financial or in-kind support to deliver a variety of community-based services were received for the first intake. Applications were reviewed by both Finance and Parks, Recreation and Culture staff for eligibility and alignment with the City's grant program criteria. One application was deemed ineligible, and three applications funding requests exceeded the \$5,000 per year maximum.

The 2025 Other Grant budget is \$7,000 and just over \$2,000 has previously been allocated to Volunteer Nanaimo. As the requests received exceeded available budget, staff are recommending that the budget be allocated between the top 3 ranked applications, as dividing the funds among all eligible applicants would result in minimal impact and insufficient support for each.

Below is a summary of the grant requests received and staff's recommendation:

Organization	Request	Requested Amount	Recommended Amount
Nanaimo Brain Injury Society	Funding to extend employment of summer student	\$7,900.00	\$0
Nanaimo Disability Resource Centre	Funding to construct a wall to create private offices	\$3,963.75	\$1,417.66
Nanaimo Equestrian Association	Funding for repairs to horse stalls in preparation for the BC 55+ Summer Games	\$20,000.00	\$1,788.17
Nanaimo Science and Sustainability Society	In-kind facility rental funding to host the free science in the park program	\$829.00	\$0
The Chords of Care	Funding to cover the costs associated with executing musical performances for seniors and to support new initiatives (i.e. outdoor piano)	\$500.00	\$0
The Nanaimo Men's Resource Centre	Funding to support a new marketing campaign	\$10,000.00	\$0
Together Against Poverty Society	Funding to support the development of new training and information material in the areas of income assistance, disability, and tenancy.	\$5,000.00	\$1,788.17
Total		\$48,192.75	\$4,994.00

Nanaimo Brain Injury Society (ATTACHMENT B)

Provides support, education, and resources to individuals and families affected by acquired brain injuries, promoting independence and community integration.

The Society is requesting \$7,900 to extend the employment of a Summer Activity Assistant by an additional nine weeks. This student position is partially funded through the Canada Summer Jobs program and supports public education and engagement efforts. Continued employment of the student is expected to enhance the organization's summer programming and community visibility.

Nanaimo Disability Resource Centre (ATTACHMENT C)

Offers information, advocacy, and support services to persons with disabilities, aiming to enhance accessibility, independence, and inclusion in the community.

The organization is requesting \$3,963.75 to fund renovations that will enhance the functionality and security of their office space. The funds would be used for labour and materials to install framing, windows, casings, baseboards, and paint. These improvements will improve service delivery and create a more effective working environment.

Nanaimo Equestrian Association (ATTACHMENT D)

Supports equestrian sport and recreation through facility maintenance and community programming, encouraging safe and inclusive participation in horseback riding.

The Association is requesting \$20,000 to undertake extensive repairs to horse stalls and the removal of a barn. These improvements are necessary to accommodate participants of the BC 55+ Summer Games and ensure that horses can be stabled safely during the event. This infrastructure project supports regional event readiness and community recreation.

Nanaimo Science and Sustainability Society (ATTACHMENT E)

Engages children and families in science education through interactive programming and events that promote sustainability and curiosity.

The Society is requesting an in-kind grant of 100 hours of park use to continue delivering their "Science in the Park" program. This free initiative offers educational science programming for children and families, fostering early STEAM interest and community engagement in outdoor settings. The Society was awarded an in-kind grant in 2024 for this program, therefore the application was deemed ineligible as the intent of the Other Grant program is not to provide ongoing annual funding for operating expenses or events.

The Chords of Care (ATTACHMENT F)

A volunteer-based organization that delivers live musical performances to healthcare and community settings to support emotional well-being and connection through music.

The Society is requesting \$500 to cover costs associated with organizing musical performances for seniors. This includes transportation, equipment, volunteer supplies, and promotional materials. A portion of the funding would support new initiatives like painted outdoor pianos and help offset costs previously incurred such as website development. Their programming provides social and emotional enrichment for seniors through music.

The Nanaimo Men's Resource Centre (ATTACHMENT G)

Provides support services, counselling, and educational resources to men and their families, with a focus on mental health, family relationships, and community engagement.

The Centre is requesting \$10,000 in funding to support increased community awareness about the Centre's services. The organization provides support and information to men in the community, and this funding would enable them to expand outreach efforts and improve access to their resources.

Together Against Poverty Society (TAPS) (ATTACHMENT H)

Advocates for individuals living in poverty by offering legal advocacy, education, and support services in areas such as income assistance, tenancy, and disability benefits.

TAPS is requesting \$5,000 to support the delivery of training and legal information sessions. This funding would enable advocates to provide accessible materials and seminars on topics such as tenancy rights, income assistance, and disability support, and expanding community access to critical information.

Staff, in collaboration with the Parks and Recreation department, have reviewed all applications and assessed them against the grant criteria including public benefit, financial need, alignment with City goals, and organizational capacity. The recommendations forwarded to Council reflect a balanced approach to supporting a range of services that offer meaningful benefits to Nanaimo residents.

Additionally, staff have confirmed with the top 3 scoring applicants that reduced funding would still allow them to move forward with their initiative. |

OPTIONS

1. That Council approve a total of \$4,994 in accordance with the Security Checks and Other Grants Policy, and that the grant allocations be as follows:

- a) Nanaimo Disability Resource Centre - \$1,417.66
- b) Nanaimo Equestrian Association - \$1,788.17
- c) Together Against Poverty Society - \$1,788.17

- **Advantage:** This option supports a diverse set of non-profit organizations that offer essential community services. It allows the City to leverage partnerships with established non-profits to deliver services that fall outside of the municipal mandate. The approval also demonstrates ongoing support for local organizations, encouraging long-term sustainability and community engagement.

Disadvantages: Due to the limited budget only three applicants will receive partial funding, and four applicants will receive no funding.

- **Financial Implications:** The annual Other Grant budget will be fully allocated at the first intake.

2. That Council provide alternative direction. |

SUMMARY POINTS

- The City of Nanaimo's grant program supports non-profit organizations in delivering services beyond the City's core responsibilities.
- Funding is awarded based on clear eligibility criteria and is subject to a structured, policy-driven review process.
- Staff recommendations aim to ensure responsible allocation of resources that benefit a broad cross-section of the Nanaimo community.

ATTACHMENTS:

ATTACHMENT A: Security Checks and Other Grants Policy
ATTACHMENT B: Nanaimo Brain Injury Society
ATTACHMENT C: Nanaimo Disability Resource Centre
ATTACHMENT D: Nanaimo Equestrian Association
ATTACHMENT E: Nanaimo Science and Sustainability Society
ATTACHMENT F: The Chords of Care
ATTACHMENT G: The Nanaimo Men's Resource Centre
ATTACHMENT H: Together Against Poverty Society |

Submitted by:

Ana Francisco
Assistant Manager, Revenue Services

Concurrence by:

Darcie Osborne
Director Parks, Recreation & Culture

Wendy Fulla
Director, Finance

Laura Mercer
General Manager, Corporate Services |



COUNCIL POLICY

RCRS Secondary:	GOV-02	Effective Date:	2024-JUL-08
Policy Number:	COU-244	Amendment Date/s:	2025-FEB-24
Title:	Security Checks and Other Grants Policy	Repeal Date:	
Department:	Finance	Approval Date:	2024-JUL-08

PURPOSE:

The purpose of this policy is to:

1. Set out the requirements and provide guidance in the evaluation of applications for Security Checks and Other Grants administered by the City of Nanaimo.

DEFINITIONS

In this Policy, unless the context otherwise requires:

“Applicant(s)” means the organization or corporation applying for an exemption.

“City” means the City of Nanaimo.

“Council” means the Council of the City of Nanaimo.

“Finance and Audit Committee” means the Council appointed Finance and Audit Committee of the City of Nanaimo

“Finance Department” means the City’s Finance Division of the Corporate Services Department.

“Non-Profit Organization” means a charitable, philanthropic or other society engaged in not-for-profit activities, which is incorporated under the *BC Societies Act*, or a *Registered Charity* that is formally registered with the Canada Revenue Agency.

“Registered Charity” means charitable organization that use their resources for charitable activities; and have charitable purposes that relieve poverty, advance religion, or other purposes that benefit the community and are formally registered with the Canada Revenue Agency.

SCOPE

Grant funding will be divided into the following categories:

- 1) Security Checks
- 2) Other Grants

Recommendations for grant funding for any applicant will be awarded from these categories in accordance with the guidelines that are outlined in this policy.

YEARLY ALLOCATIONS OF GRANT FUNDING

- 1) The extent of grant funding available is dependent on the discretion of *Council*. The total amount of funding available will be set through the adoption of the Five-Year Financial Plan each year.
- 2) *Council* may allocate funding between the various categories outlined in this policy.

PROCESS AND CRITERIA FOR AWARDING GRANTS

The process for the consideration of funding for each category of grants provided will be as follows:

1) Security Check Grants

Purpose:

Security Check grants are awarded to organizations that must have security checks performed by the RCMP on their employees and/or volunteers and must meet the criteria specified below.

Intakes:

Applications can be received at any time and will be evaluated by *Finance Department* staff members in accordance with this policy with a recommendation provided to the Director, Finance. The Director, Finance will approve applications where grant criteria is met and funding is available.

Criteria for Awarding Grants:

- Must provide non-profit services that provide a benefit to the residents of the *City*
- Must provide non-profit services that are complementary to the services provided by the *City*, so that the general operating principles of the municipality as a whole are reflected in the organizations that receive municipal support
- The *Applicant* must be a *Non-Profit Organization* or *Registered Charity*, and must provide a Certificate of Good Standing or other formal documentation that validates the legitimacy of the organization.
 - The intent of this requirement is to ensure that municipal support is not used to further activities of an organization or individual that, if not for its not-for-profit status would otherwise be considered a business.
 - Non-profit organizations conducting retail and/or commercial activity and charging rates or fees at market value are considered to be in competition with for-profit business and will not be eligible for grant funding.
- In addition, the *Applicant* must:
 - Adhere to all City of Nanaimo Bylaws and Policies

- Not be in arrears with the *City*
- Have a large volunteer base in terms of number of hours and number of volunteers and have a broad base of support
- Have sound financial and administrative management
- Have other sources of financial support that can include Provincial or Federal funding, donations, and other types of fundraising
- Be accessible to a large portion of the Community
- Be able to demonstrate financial need

Funding Maximum:

- There is a \$500 per year maximum award to any organization in this funding category.
- *Applicants* can only apply for financial support from this category once per calendar year.

2) Other Grants

Purpose:

Other Grants are available to recognize the significant value that volunteers, volunteer groups and *Non-Profit Organizations* contribute to the spiritual, educational, social, cultural, and physical well-being of the community.

Other Grants is a broad category that encompasses all types of Community services that are provided by *Non-Profit Organizations*. Examples of different types of funding provided could include but is not limited to:

- Educational funding
- In-kind funding for facility rentals
- Capital grants up to the funding maximum of \$5,000
- Community event funding
- Emergency funding

Intakes:

There will be two annual intakes:

First intake:	Deadline of May 15 each year
Second intake:	Deadline of September 15 each year

Applications received by the intake deadline dates will be evaluated by *Finance Department* staff members in accordance with this policy, and a Staff Report with recommendations will be brought forward to the Finance and Audit Committee.

In the event that all of the available funding is expended in the first intake, the second intake will be closed.

Criteria for Awarding Grants:

- Must provide non-profit services that provide a benefit to the residents of the *City*
- Must provide non-profit services that are complementary to the services provided by the *City*, so that the general operating principles of the municipality as a whole are reflected in the organizations that receive municipal support
- The *Applicant* must be a *Non-Profit Organization* or *Registered Charity*, and must provide a Certificate of Good Standing or other formal documentation that validates the legitimacy of the organization.
 - The intent of this requirement is to ensure that municipal support is not used to further activities of an organization or individual that, if not for its not-for-profit status would otherwise be considered a business.
 - Non-profit organizations conducting retail and/or commercial activity and charging rates or fees at market value are considered to be in competition with for-profit business and will not be eligible for grant funding
- In addition, the *Applicant* must:
 - Adhere to all City of Nanaimo Bylaws and Policies
 - Not be in arrears with the *City*
 - Have a large volunteer base in terms of number of hours and number of volunteers and have a broad base of support
 - Have sound financial and administrative management
 - Have other sources of financial support that can include Provincial or Federal funding, donations, and other types of fundraising
 - Be accessible to a large portion of the Community
 - Be able to demonstrate financial need
- The intention of the Other Grants program is not to provide ongoing, annual funding for operating expenses or events for *Non-Profit Organizations*

Funding Limits:

- There is a \$5,000 per year maximum award to any organization in this funding category
- Applicants can only apply for financial support from this category once per calendar year



OTHER GRANT APPLICATION

Revenue Services | pte@nanaimo.ca

Other Grants are available to recognize the significant value that volunteers, volunteer groups and *Non-Profit Organizations* contribute to the spiritual, educational, social, cultural, and physical well-being of the community. Up to two intakes are offered annually. Completing an application does not guarantee approval.

APPLICANT INFORMATION

Name(s): Kix Citton	Position: Executive Director
Mailing Address: 101-235 Bastion St.	City: Nanaimo
	Postal Code: V9R 3A3
Email: ed@nbis.ca	Phone: 520-753-5600

PROPERTY INFORMATION

Civic Address: 101-235 Bastion St	Folio:
Legal Description: 101 - 235 Bastion St. Nanaimo, BC V9S 2B6	
Registered Owner (if different from applicant): Bastion Street Holdings	

ORGANIZATION INFORMATION

Organization Name: Nanaimo Brain Injury Society	
Representative Name: Kix Citton	Email: ed@nbis.ca
Is the Organization a registered Society?	<input checked="" type="checkbox"/> Yes - Registration No.: S-0024257 <input type="checkbox"/> No
Is the Organization a Registered Charity?	<input checked="" type="checkbox"/> Yes - Registration No.: 89010 4060 RR0001 <input type="checkbox"/> No
Number of full-time staff: 0	Number of part-time staff: 8
Number of community volunteers: 37	Number of volunteer hours/Year: 1017
Please provide a brief description of the organization's mandate:	
The Nanaimo Brain Injury Society (NBIS) is a registered non-profit and charitable organization established in 1988. Dedicated to supporting individuals and families affected by brain injury, NBIS offers individual support services, peer support programs, educational resources and group programs to promote brain injury awareness, community integration and enhance quality of life.	
How is the organization funded?	
The organization is funded through a combination of grants, donations and a Island Health service contract.	
What other organizations provide similar programs and services?	
Nanaimo Brain Injury Society is the only organization in Nanaimo that provides education, support programs and services specific to brain injury. However, there are other social service organizations in our community that offer similar programs for other diverse populations - Nanaimo Family Life Association, Disability Resource Centre, and Child Development Centre.	

Is there a fee to any of the activities/services provided by the organization? ☐ Yes ☒ No

If yes, please provide details of the fee(s):

Fee Type (annual, monthly, etc.)	Fee Amount	Description
	\$	
	\$	
	\$	

Detail current and/or planned revenue-generating activities by the organization.

NBIS continues to diversify and increase revenues, reinforcing our commitment to long-term resilience. This includes renting out our office space when not in use and expanding our signature annual fundraising event - Toss the Boss.

Has the organization received assistance from the City of Nanaimo in previous years (Other Grant, Permissive Tax Exemption, In-kind...)?

☒ Yes (please complete the table below) ☐ No

Year	Amount	Purpose for Which Assistance Was Used
2023	\$ <input checked="" type="checkbox"/>	Permissive Tax Exemption - Please note that this form will not allow me to fill in the amount
2024	\$ <input checked="" type="checkbox"/>	Permissive Tax Exemption - Please note that this form will not allow me to fill in the amount
2025	\$ <input checked="" type="checkbox"/>	Permissive Tax Exemption - Please note that this form will not allow me to fill in the amount

GRANT REQUEST

Amount of grant requested: \$ 7,900

☐ Capital grant ☐ Community event funding ☒ Educational funding ☐ Emergency funding

☐ In-kind funding for facility rental

Facility address:

Rental dates & times:

☐ Other:

Proposed use of funding:

This request is to extend the employment term of our Summer Activity Assistant by an additional 9 weeks, following a job placement funded in part through the Canada Summer Employment program for youth. The student will continue to support the Nanaimo Brain Injury Society's (NBIS) community engagement and public education efforts over the summer. This role offers meaningful experience in nonprofit health support services and aligns with our mandate to provide support, education, and connection for people affected by acquired brain injury.

How will the use of this funding benefit a large portion of the community?

Brain injury is known as a silent epidemic. Approximately 180,000 people in B.C. are living with brain injury. After a brain injury, people are seven times more likely to develop symptoms of mental illness. Estimates suggest up to one in 25 people in Canada may be living with some level of ongoing disability from a brain injury. The funding will allow the summer student to focus on public education and awareness related to brain injury prevention and support services. Activities include social media campaigns, staffing educational booths at high-traffic community events such as the Nanaimo Pride Festival and the Nanaimo Night Market, where they will distribute information, engage the public in learning activities, and increase visibility of support services offered by the Nanaimo Brain Injury Society (NBIS).

What would be the consequences to not being awarded this funding?

In previous years, NBIS received funding to support a student position for the full summer. This year, our Canada Summer Employment wage subsidy grant was approved for less than the requested term. Without additional funding, we will be unable to extend the student's role, limiting our participation in key public education and community engagement events and reducing our ability to share vital brain injury information with diverse audiences. This loss of outreach capacity would also impact the visibility and success of our "Toss the Boss" fundraising campaign, which relies on strong summer engagement to build momentum.

List other agencies/organizations whose financial or in-kind support has been requested for this project.

Organization Name	Amount Requested	Status of Request
Canada Summer Employment Wage Subsidy	\$ 5500	Confirmed
Rotary Clubs of Nanaimo	\$ 6000	Pending
	\$	

SUPPORTING DOCUMENTATION

☒ Certificate of Good Standing from BC Registry Services

☒ Confirmation of Charity status per Canada Revenue Agency (if applicable)

☒ Financial Statement for most recent fiscal year

☒ Current year budget

☐ Invoice/quote for capital purchase

SIGNATURE

I am an authorized signing officer of the organization and I certify that the information given in this application is accurate and complete. Should an Other Grant be granted for the above listed project/event, I agree to the following terms:

- Any unused funds from the Other Grant are to be returned to the City of Nanaimo;
- The property use will be in compliance with all applicable municipal policies and bylaws; and
- The organization will publicly acknowledge the Other Grant awarded by the City.

May 13, 2025

Signature

Date

NOTES

First Intake - May 15th

Second Intake - September 15th (if funding available)

Submit to:

Email: pte@nanaimo.ca

Mail: 455 Wallace Street, Nanaimo, BC V9R 5J6

RECEIVED STAMP



CERTIFIED COPY
Of a document filed with the
Province of British Columbia
Registrar of Companies

CAROL PREST

CONSTITUTION

BC Society • Societies Act

NAME OF SOCIETY: **NANAIMO BRAIN INJURY SOCIETY**

Incorporation Number: S0024257

Business Number: 89010 4060 BC0001

Filed Date and Time: July 3, 2018 01:52 PM Pacific Time

The name of the Society is NANAIMO BRAIN INJURY SOCIETY

The purposes of the Society are:

The purpose of the Society is to promote neurological health and well-being by:

- (a) Providing direct support services and programs relevant to those affected by acquired brain injuries;
- (b) Developing and delivering public educational programs and research with respect to acquired brain injuries; and
- (c) Developing and supporting volunteer activities related to acquired brain injuries.





[Home](#) > [Canada Revenue Agency](#) > [Charities and Giving](#) > [Search](#)

> [T3010 Registered Charity Information Return](#)

NANAIMO BRAIN INJURY SOCIETY – Quick View

[Charity's detail page](#)

Registration no.:

890104060 RR 0001

Status:

Registered

Effective date of status:

1989-01-01

Type of qualified donee:

Charity

Designation:

Charitable organization ⓘ

Website:

WWW.NANAIMOBRAININJURY.ORG ↗

Reporting period views

Quick View

2024-03-31

2023-03-31

2022-03-31

2021-03-31

2020-03-31

Full View

2024-03-31

2023-03-31

2022-03-31

2021-03-31

2020-03-31

Reporting period ending: 2024-03-31

Programs and activities:

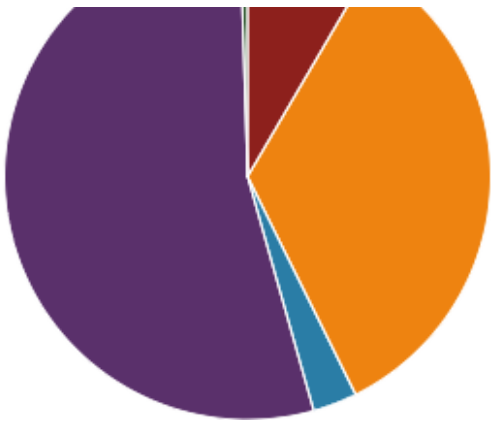
Ongoing programs:

1. COMMUNITY ABI NAVIGATOR PROGRAM 2. INTAKE, ASSESSMENT AND CASE MANAGEMENT 3. HOSPITAL PEER SUPPORT PROGRAM 4. COMMUNITY PEER SUPPORT PROGRAM 5. VOLUNTEER SKILLS DEVELOPEMTN PROGRAM 6. CAREGIVER SUPPORTS 7. EDUCATION, AWARENESS AND PREVENTION OF BRAIN INJURY PROGRAMS 8. GROUP AND INDIVIDUAL COUNSELLING PROGRAMS 9. PEER SUPPORT SOCIAL PROGRAM

New programs:

Revenue





- Receipted donations \$58,855.00 (8.44%)
- Non-receipted donations \$238,895.00 (34.24%)
- Gifts from other registered charities \$20,500.00 (2.94%)
- Government funding \$376,025.00 (53.89%)
- All other revenue \$3,458.00 (0.50%)

Total revenue: \$697,733.00

Expenses

[See the T3010 for financial information](#)

Compensation

Total compensation for all positions **\$436,222.00**

Full-time employees	1
Part-time employees	12

Professional and consulting fees

Compensated full-time positions:

\$40,000 to	1
\$79,999	

Additional information

[How to amend the return](#)

[Information for Charity Quick View users](#)

[View the complete T3010 return for the period being displayed](#)

[Directors and trustees worksheet](#)

[Back to search results](#)

[New search](#)

Related links

[Charities video gallery](#)

[Contact the Charities Directorate](#)

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Screen ID: CRA-HACC-QVP1

Version: 2024-05-24

NANAIMO BRAIN INJURY SOCIETY
OPERATIONS BUDGET
2025/26

	Current Year Budget 2025/26
REVENUE	
Island Health	268,890
Gaming Revenue	92,700
United Way	27,400
Brain Injury Alliance	101,540
Other Grants	34,690
Donations & Fundraising	115,100
Other Revenue (Note #1)	47,532
Permissive Tax Exemption	7,276
TOTAL REVENUE	695,128

	Current Year Budget 2025/26
EXPENSES	
Accounting & Legal	7,000
Advertising	500
Bank & Interest Charges	425
Food & Beverage	200
Insurance	5,500
Licences, Dues, Fees & Permits	460
Office supplies & Expenses	25,510
Program Expenses	68,574
Property Tax	7,276
Rent	52,500
Salaries, MERCs & Benefits	490,503
Wages - Sub-contracts	11,580
Staff Training	2,400
Event Expenses	17,300
Telephone & Internet	4,300
Travel	1,100
TOTAL EXPENSES	695,128

Note #1:

Other Revenue: Bank Interest/Rental Income/Internally restricted funds

Nanaimo Brain Injury Society
Compiled Financial Information
March 31, 2024

To the Directors of Nanaimo Brain Injury Society:

On the basis of information provided by management, we have compiled the statement of financial position as at March 31, 2024, and the statements of financial position, operations and changes in net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Nanaimo, British Columbia

June 12, 2024



Chartered Professional Accountants

Nanaimo Brain Injury Society

Statement of Financial Position

As at March 31, 2024

	2024	2023
Assets		
Cash		
Cash	486,095	265,479
Accounts receivable	36,505	19,685
Prepaid expenses	7,560	10,477
Goods and services tax receivable	3,625	2,646
	533,785	298,287
Capital assets	13,345	15,993
	547,130	314,280
Liabilities		
Current		
Accounts payable and accruals	17,308	6,043
Wages and benefits payable	17,984	21,683
	35,292	27,726
Deferred contributions	290,280	126,112
	325,572	153,838
Net Assets		
Unrestricted	2,558	23,342
Internally restricted	219,000	137,100
	221,558	160,442
	547,130	314,280

Nanaimo Brain Injury Society
Statement of Operations
For the year ended March 31, 2024

	2024	2023
Revenue		
Brain Injury Program	271,062	176,176
Grant revenue	147,893	107,239
Gaming revenue	87,500	75,000
Brain Injury Alliance	86,800	73,250
Donations	86,950	50,170
Fees for service	300	18,650
Permissive tax exemption revenue	7,789	4,359
Other revenue	5,981	3,755
Interest income	3,784	1,440
	698,059	510,039
Expenses		
Accounting and legal	6,880	3,648
Advertising	1,377	4,090
Amortization	6,591	6,636
Bad debts	-	1,200
Bank charges and interest	388	463
Food and beverage	11	55
Insurance	4,600	4,051
Licences and dues	326	276
Office supplies and expenses	24,597	23,535
Program expenses	52,578	18,657
Property tax	7,789	4,359
Rent	48,419	47,211
Salaries and benefits (Note 2)	436,222	349,822
Special events	21,177	1,967
Staff training	3,361	826
Subcontracts	23,039	41,337
Telephone	3,864	3,413
Licences and fees	158	-
Travel	5,234	698
	646,611	512,244
Excess (deficiency) of revenue over expenses before other items	51,448	(2,205)
Other items (loss)		
Loss on disposal of capital assets	(326)	(255)
Administrative grant revenue	88,295	-
Administrative grant expenses	(78,301)	-
	9,668	(255)
Excess (deficiency) of revenue over expenses	61,116	(2,460)

Nanaimo Brain Injury Society
Statement of Changes in Net Assets

For the year ended March 31, 2024

	<i>Internally Restricted</i>	<i>Unrestricted</i>	2024	2023
Net assets, beginning of year	137,100	23,342	160,442	162,902
Excess (deficiency) of revenue over expenses	-	61,116	61,116	(2,460)
Internal transfers	81,900	(81,900)	-	-
Net assets, end of year	219,000	2,558	221,558	160,442

Nanaimo Brain Injury Society
Notes to the Compiled Financial Information
For the year ended March 31, 2024

1. Basis of accounting

The basis of accounting applied in the preparation of the financial information of Nanaimo Brain Injury Society as at March 31, 2024 is on the historical cost basis, reflecting cash transactions with the addition of:

- accounts receivable less an allowance for doubtful accounts
- prepaid expenses and deposits
- capital assets amortized over their useful life
- accounts payable and accrued liabilities
- deferred contributions

2. Director, employee and contractor compensation

During the year, the Society paid \$81,658 (2023 – \$0) to one employee whose salaries were greater than \$75,000.



Other Grants are available to recognize the significant value that volunteers, volunteer groups and *Non-Profit Organizations* contribute to the spiritual, educational, social, cultural, and physical well-being of the community. Up to two intakes are offered annually. Completing an application does not guarantee approval.

APPLICANT INFORMATION

Name(s): Belinda Pyle		Position: Interim Executive Director
Mailing Address: 4166 Departure Bay Rd.	City: Nanaimo	Postal Code: V9T 4B7
Email: belinda@ndrc.info		Phone: 250-7585547

PROPERTY INFORMATION

Civic Address: 4166 Departure Bay Rd. #2	Folio:
Legal Description: Nanaimo Disability Resource Centre (NDRC)	
Registered Owner (if different from applicant): Non profit organization	

ORGANIZATION INFORMATION

Organization Name: Nanaimo Disability Resource Centre	
Representative Name: Belinda Pyle	Email: belinda@ndrc.info
Is the Organization a registered Society?	<input checked="" type="checkbox"/> Yes - Registration No.: S0025958 <input type="checkbox"/> No
Is the Organization a Registered Charity?	<input checked="" type="checkbox"/> Yes - Registration No.: 128031721-RR 000 <input type="checkbox"/> No
Number of full-time staff: 1	Number of part-time staff: 4
Number of community volunteers: 45	Number of volunteer hours/Year: 1800
Please provide a brief description of the organization's mandate:	
We provide disability parking permits, resource navigation, free income tax preparation and computer school—programs that make a real difference in people's lives. Each of our employees is either a senior or a person with a disability, and we take pride in being an inclusive employer where lived experience is a strength, not a barrier.	
How is the organization funded?	
We are 60 % funded through the fees from our accessible parking program and the remaining is from donations and grants.	
What other organizations provide similar programs and services?	
NDRC fills important gaps in services in the disability and seniors community. We are the only organization north of Duncan to provide accessible parking permits (as mandated by Nanaimo municipal by-law), the only one to offer at home computer visits for seniors for free and also the only one to provide one-on-one resource help for ALL PURPOSES to those trying to navigate government and municipal services to receive disability funding and other services. Our Community Volunteer Income Tax Program is one of two others in the City. Demand for this program increased by 66% this year.	

OTHER GRANT APPLICATION

Revenue Services | pte@nanaimo.ca

Is there a fee to any of the activities/services provided by the organization? ☒ Yes ☐ No

If yes, please provide details of the fee(s):

Fee Type (annual, monthly, etc.)	Fee Amount	Description
Cost of purchasing a parking permit	\$ 31.00	
	\$	
	\$	

Detail current and/or planned revenue-generating activities by the organization.

Our new Executive Director has deep experience in fundraising and as such, we will be launching a robust and inclusive program including monthly donation clubs and planned giving. Both of these take time to develop but we have very positive indications from our supporters that these will be well received.

Has the organization received assistance from the City of Nanaimo in previous years (Other Grant, Permissive Tax Exemption, In-kind...)?

☒ Yes (please complete the table below) ☐ No

Year	Amount	Purpose for Which Assistance Was Used
2024	\$	
	\$	
	\$	

GRANT REQUEST

Amount of grant requested: \$ 4,000

☒ Capital grant ☐ Community event funding ☐ Educational funding ☐ Emergency funding

☐ In-kind funding for facility rental

Facility address:

Rental dates & times:

☐ Other:

Proposed use of funding:

Our resource program has grown dramatically, leaving our staff with a five- to six-week waitlist unacceptable when most clients face urgent financial crises. We are ready to expand, with trained volunteers eager to help, but lack the space to deploy them. To address this, we must construct a wall to create a private office where our resource manager can meet clients confidentially. For safety, a portion must be glass, as some clients present behavioral challenges. Currently, she uses the boardroom, limiting our capacity. With a new office, volunteers can use the boardroom, allowing us to support more clients simultaneously.

How will the use of this funding benefit a large portion of the community?

The primary source of referrals to our Resource Program is government and municipal services. Our clients are low-income individuals, many of whom live with disabilities and mental health challenges. They are often in crisis, urgently seeking support to navigate complex systems and access the services they need to escape severe financial hardship. Many are at risk of losing their housing or going without basic necessities. Through our program, we help ensure they receive the critical funding required to maintain stability, keep a roof over their heads, and put food on the table. Furthermore, our Resource Manager has compiled a list of over 600 community organizations which she refers clients to on a regular basis.

What would be the consequences to not being awarded this funding?

In the last four years, demand for appointments our Resource Program has increased 220% (from 250 to 800 requests). This demand is not slowing down and instead is accelerating at an alarming pace. A five to six-week wait for those in financial crisis is unacceptable but each day without help, this waiting list grows. Without the funding to make the office, we may need to cut available services and have already had to reduce our services to support tenancy issues.

List other agencies/organizations whose financial or in-kind support has been requested for this project.

Organization Name	Amount Requested	Status of Request
	\$	
	\$	
	\$	

SUPPORTING DOCUMENTATION

☒ Certificate of Good Standing from BC Registry Services

☒ Confirmation of Charity status per Canada Revenue Agency (if applicable)

☒ Financial Statement for most recent fiscal year

☒ Current year budget

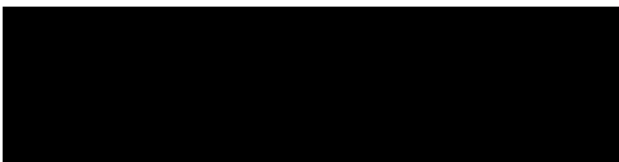
☒ Invoice/quote for capital purchase

SIGNATURE

I am an authorized signing officer of the organization and I certify that the information given in this application is accurate and complete. Should an Other Grant be granted for the above listed project/event, I agree to the following terms:

- Any unused funds from the Other Grant are to be returned to the City of Nanaimo;
- The property use will be in compliance with all applicable municipal policies and bylaws; and
- The organization will publicly acknowledge the Other Grant awarded by the City.

Signature



May 13, 2025

Date

NOTES

First Intake - May 15th

Second Intake - September 15th (if funding available)

Submit to:

Email: pte@nanaimo.ca

Mail: 455 Wallace Street, Nanaimo, BC V9R 5J6

RECEIVED STAMP



CERTIFIED COPY
Of a document filed with the
Province of British Columbia
Registrar of Companies

T.K. Sparks
T.K. SPARKS

STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society Societies Act

NAME OF SOCIETY: **NANAIMO DISABILITY RESOURCE CENTRE SOCIETY**

Incorporation Number:

S0025958

Business Number:

12803 1721 BC0001

Filed Date and Time:

June 27, 2024 11:44 AM Pacific Time

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address:

2-4166 DEPARTURE BAY ROAD
NANAIMO BC V9T 4B7

Mailing Address:

2-4166 DEPARTURE BAY ROAD
NANAIMO BC V9T 4B7

DIRECTOR INFORMATION

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]



STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society • Societies Act

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]



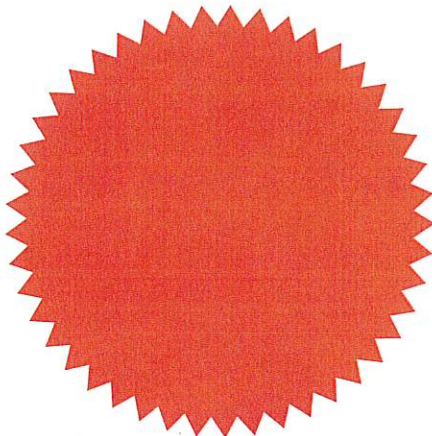


Number: S-0025958

CERTIFICATE OF CHANGE OF NAME

SOCIETY ACT

I Hereby Certify that **THE NANAIMO AND REGION INDEPENDENT LIVING RESOURCE CENTRE ASSOCIATION** has this day changed its name to **NANAIMO DISABILITY RESOURCE CENTRE SOCIETY** on September 14, 2012 at 01:21 PM Pacific Time.



*Issued under my hand at Victoria, British Columbia,
on September 14, 2012*

CAROL PREST
Registrar of Companies
PROVINCE OF BRITISH COLUMBIA
CANADA

Nanaimo Disability Resource Centre

Annual Budget 2025-2026



REVENUE

CRA Tax program	3,000
Canada Summer Jobs	5,482
Wage Subsidy 2 (WCB Belinda)	1,600
Parking Permits	222,000
Donations	37,000
Memberships	500
Gaming Revenue	57,400
TOTAL REVENUE	326,982

EXPENSE

Wages& Salaries	202,465
EI	6,013
CPP	12,047
WBC	2,500
Total wages/salaries	223,025

Administration

Accounting & Legal	3,400
Advertising and promotion	1,200
Computer Expense	500
Commercial Expense Pmt (NAI-OET)	12,000
Courier , Postage	6,000
Dues,Fees, Licences	100
Equipment rentals	2,600
Furniture & Equip	500
Insurance	3,100
Interest and bank charges	6,000
Bank Charges Gaming Acct	45
Janitorial & Garbage	1,500
Office	4,200
Photocopying	1,300
Software & Media Expense	3,500
Rent	49,660
Telephone	3,500
Travel	250
Misc Expense	250
Utilities	2,500
Staff & Volunteer Appreciation	1500
Repairs & maintenance	100
Total Administration	103,705
TOTAL EXPENSES	326,730

NET INCOME

252

Approve



You have a new estimate from Nanaimo Handyman

Prepared for:

Nanaimo disability Resource Centre

Address:

4166 Departure Bay Rd, Nanaimo, BC V9T 4B7

Expires on:

Fri Jun 06, 2025

Option #1



Approve

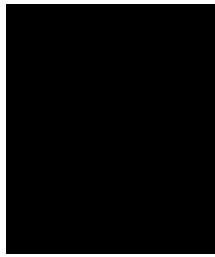
Estimate Details

Service	Unit Price	Total
Wall installation		
Labour & Materials: Construct and install framing to close off office Secure to floor and walls		
Install window Drywall (tape, mud and sand) Window casing and baseboard installation Paint		
Fasteners and Hardware		
Show more		

Service subtotal



Subtotal



Total



Not what you were looking for?

Please let us know if you'd like to request some changes.
We'd love to win your business.

Decline all options
Estimate date: May 06, 2025

Contact us

Nanaimo Handyman

[\(250\) 797-9353](tel:2507979353)

andrew@nanaimo-handyman.ca

Approve

NANAIMO DISABILITY RESOURCE CENTRE SOCIETY
Compiled Financial Information
Year Ended March 31, 2024

NANAIMO DISABILITY RESOURCE CENTRE SOCIETY
Index to Compiled Financial Information
Year Ended March 31, 2024

	Page
COMPILATION ENGAGEMENT REPORT	1
COMPILED FINANCIAL INFORMATION	
Statement of Financial Position	2
Statement of Revenues and Expenditures	3
Statement of Changes in Net Assets	4
Statement of Cash Flows	5
Notes to Compiled Financial Information	6 - 7
Key Performance Indicators	8



**CHARTERED
PROFESSIONAL
ACCOUNTANTS**

#102 - 7184 Lantzville Rd, PO Box 70
Lantzville, BC V0R 2H0
t: 250.390.4131
e: info@kmacpa.ca
w: www.kmacpa.ca

COMPILATION ENGAGEMENT REPORT

To the Management of Nanaimo Disability Resource Centre Society

On the basis of information provided by management, we have compiled the statement of financial position of Nanaimo Disability Resource Centre Society as at March 31, 2024, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

KMA Chartered Professional Accountants

Lantzville, British Columbia
June 18, 2024

KMA CHARTERED PROFESSIONAL ACCOUNTANTS

NANAIMO DISABILITY RESOURCE CENTRE SOCIETY**Statement of Financial Position****March 31, 2024**

	2024	2023
ASSETS		
CURRENT		
Cash	\$ 97,941	\$ 120,889
Accounts receivable	1,187	1,425
Inventory	5,192	6,021
Prepaid expenses	1,929	1,840
Restricted Cash	41	5,660
	<u>106,290</u>	<u>135,835</u>
PROPERTY, PLANT AND EQUIPMENT (Note 4)	<u>1,443</u>	<u>2,368</u>
	<u>\$ 107,733</u>	<u>\$ 138,203</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 14,577	\$ 15,227
NET ASSETS	<u>93,156</u>	<u>122,976</u>
LIABILITIES AND NET ASSETS	<u>\$ 107,733</u>	<u>\$ 138,203</u>

ON BEHALF OF THE BOARD

Director

NANAIMO DISABILITY RESOURCE CENTRE SOCIETY

Statement of Revenues and Expenditures

Year Ended March 31, 2024

	Budget 2024	Total 2024	Total 2023
REVENUES			
CRA tax preparation program	\$ -	\$ 2,735	\$ 1,125
Canada summer jobs grant	4,800	5,042	4,179
Gaming Grants	82,400	57,400	57,400
Sales of parking permits	150,000	159,619	150,165
Donations	14,000	16,653	15,153
Membership fees	3,000	1,730	3,866
Other grants	1,000	1,300	500
Interest revenue	-	1,640	645
	255,200	246,119	233,033
EXPENSES			
Accounting fees	3,200	3,416	2,921
Advertising and promotion	1,000	-	141
Amortization	700	925	706
Business taxes, licences and memberships	210	40	90
Delivery, freight and express	7,000	5,334	6,860
Donations	1,000	1,000	1,000
Equipment rentals	3,200	3,220	3,113
Insurance	3,100	3,144	2,900
Interest and bank charges	4,050	4,423	4,308
Office	6,700	4,112	6,488
Photocopying	2,000	2,014	1,905
Volunteer appreciation	1,500	1,107	1,507
Parking permits	3,400	3,641	3,614
Rental	33,000	30,918	30,981
Repairs and maintenance	2,700	2,163	2,654
Salaries and wages	186,070	203,452	199,145
Sub-contracts	300	115	-
Telephone	3,300	3,251	3,036
Travel	550	586	608
Utilities	3,000	3,078	2,698
	265,980	275,939	274,675
DEFICIENCY OF REVENUES OVER EXPENSES	\$ (10,780)	\$ (29,820)	\$ (41,642)

See notes to financial information

NANAIMO DISABILITY RESOURCE CENTRE SOCIETY

Statement of Changes in Net Assets

Year Ended March 31, 2024

	2023 Balance	Deficiency of revenues over expenses	Contributions	Withdrawals	2024 Balance
Unrestricted Net Assets	\$ 114,918	\$ (23,246)	\$ -	\$ -	\$ 91,672
Restricted Gaming Account	5,690	(5,649)	-	-	41
Invested in Equipment	2,368	(925)	-	-	1,443
	<u>\$ 122,976</u>	<u>\$ (29,820)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 93,156</u>
	2022 Balance	Deficiency of revenues over expenses	Contributions	Withdrawals	2023 Balance
Unrestricted Net Assets	\$ 103,323	\$ 11,595	\$ -	\$ -	\$ 114,918
Restricted Gaming Account	60,996	(55,306)	-	-	5,690
Invested in Equipment	299	2,069	-	-	2,368
	<u>\$ 164,618</u>	<u>\$ (41,642)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 122,976</u>

See notes to financial information

NANAIMO DISABILITY RESOURCE CENTRE SOCIETY**Statement of Cash Flows****Year Ended March 31, 2024**

	2024	2023
OPERATING ACTIVITIES		
Deficiency of revenues over expenses	\$ (29,820)	\$ (41,642)
Item not affecting cash:		
Amortization of property, plant and equipment	925	706
	<u>(28,895)</u>	<u>(40,936)</u>
Changes in non-cash working capital:		
Accounts receivable	238	(440)
Employee Advances	-	750
Inventory	829	(3,313)
Accounts payable	(650)	5,117
Prepaid expenses	(89)	(166)
Restricted Cash	5,619	55,336
	<u>5,947</u>	<u>57,284</u>
Cash flow from (used by) operating activities	<u>(22,948)</u>	<u>16,348</u>
INVESTING ACTIVITY		
Purchase of property, plant and equipment	-	(2,775)
Cash flow from (used by) investing activity	<u>-</u>	<u>(2,775)</u>
INCREASE (DECREASE) IN CASH FLOW	(22,948)	13,573
Cash - beginning of year	<u>120,889</u>	<u>107,316</u>
CASH - END OF YEAR	\$ 97,941	\$ 120,889

See notes to financial information

NANAIMO DISABILITY RESOURCE CENTRE SOCIETY

Notes to Compiled Financial Information

Year Ended March 31, 2024

1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the statement of financial position of Nanaimo Disability Resource Centre Society as at March 31, 2024, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended is the historical cost basis and reflects cash transactions with the addition of:

- Accounts receivable less an allowance for doubtful accounts;
- Investments recorded at cost;
- Inventory valued at the lower of cost and net realizable value with the cost being determined on a first-in, first-out basis;
- Property, plant and equipment amortized over its useful life;
- Accounts payable and accrued liabilities;
- Revenues from the sale of Parking Permits are recognized at the time of sale;
- Contributions are accounted for using the deferral method of accounting;
- Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable, if the amount to be received can be reasonably estimated and collection is reasonably assured;
- Endowment contributions are recognized as direct increases in net assets.

2. PURPOSE OF THE ORGANIZATION

Nanaimo Disability Resource Centre Society (the "organization") is a not-for-profit organization of British Columbia. As a registered charity the organization is exempt from the payment of income tax under Subsection 149(1) of the Income Tax Act.

The organization operates to provide assistance to the mentally and physically challenged individuals of the greater Nanaimo region. The goal is to enhance independence.

3. SHORT-TERM INVESTMENTS

	2024	2023
<u>Short-term investments of the current year consist of the following:</u>		
Royal Bank Redeemable GIC maturing November 24, 2024	\$ 41,427	\$ 40,220
Royal Bank Redeemable GIC matured March 8, 2024	-	26,293
	<u>\$ 41,427</u>	<u>\$ 66,513</u>

4. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2024 Net book value	2023 Net book value
Computer equipment	\$ 14,331	\$ 14,109	\$ 222	\$ 333
Furniture and fixtures	17,976	16,755	1,221	2,035
	<u>\$ 32,307</u>	<u>\$ 30,864</u>	<u>\$ 1,443</u>	<u>\$ 2,368</u>

NANAIMO DISABILITY RESOURCE CENTRE SOCIETY

Notes to Compiled Financial Information

Year Ended March 31, 2024

5. UNRESTRICTED NET ASSETS

The funds are used for the day-to-day operations of the society.

6. RESTRICTED GAMING ACCOUNT

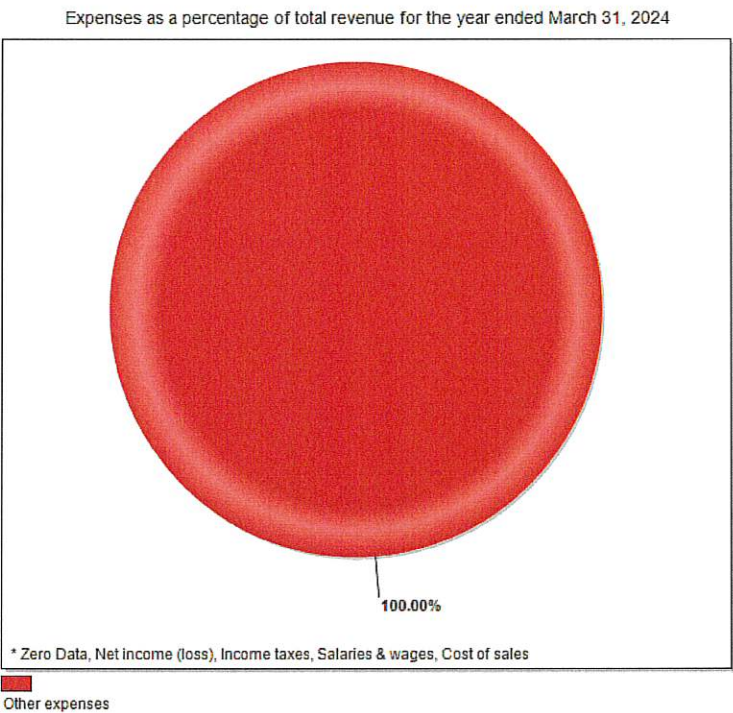
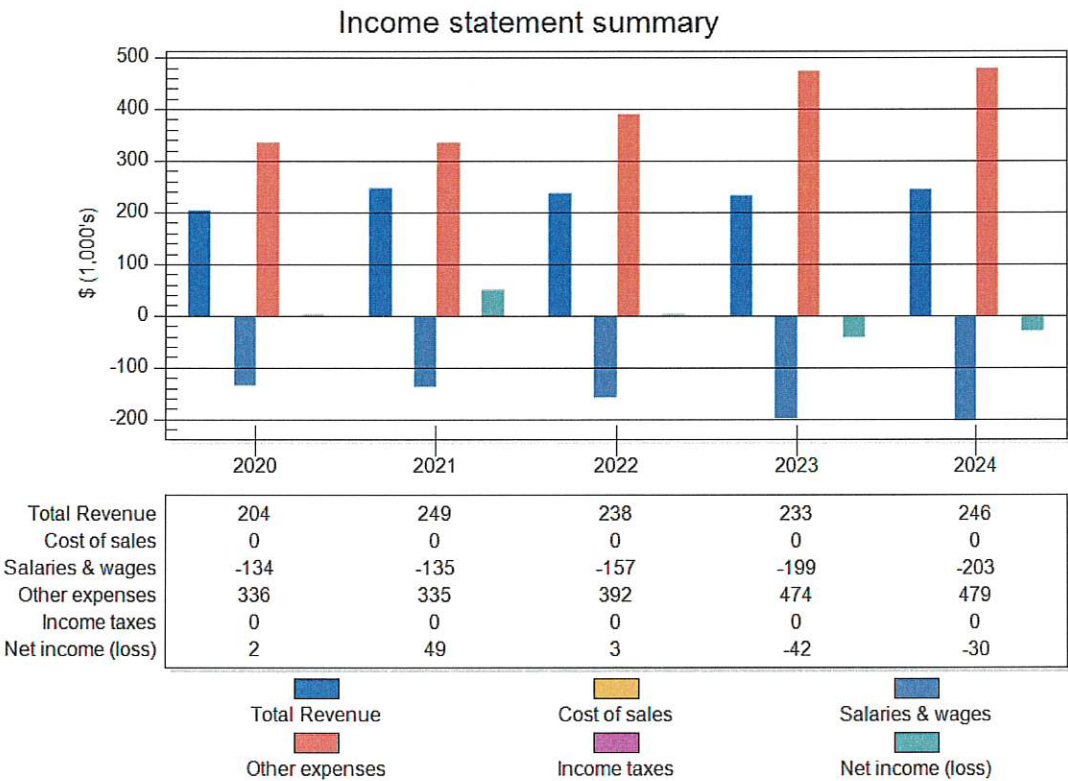
Disbursements from this account are restricted to specific expenditures as approved by the Gaming Policy and Enforcement Branch of British Columbia.

NANAIMO DISABILITY RESOURCE CENTRE SOCIETY

Key Performance Indicators

Year Ended March 31, 2024

(Unaudited - See Notice To Reader)





Other Grants are available to recognize the significant value that volunteers, volunteer groups and *Non-Profit Organizations* contribute to the spiritual, educational, social, cultural, and physical well-being of the community. Up to two intakes are offered annually. Completing an application does not guarantee approval.

APPLICANT INFORMATION

Name(s): Jaqueline Pieters

Position: President

Mailing Address: [REDACTED]

City: [REDACTED]

Postal Code: [REDACTED]

Email: [REDACTED]

Phone: [REDACTED]

PROPERTY INFORMATION

Civic Address: 2300 Bowen Road

Folio:

Legal Description: PID:000-289-078:Lot 1, Sections 18,19 and 20, Rnge 7, Mountain District,Plan 27

Registered Owner (if different from applicant): City of Nanaimo

ORGANIZATION INFORMATION

Organization Name: Nanaimo Equestrian Association(NEA)

Representative Name: Jacqueline Pieters Email: [REDACTED]

Is the Organization a registered Society? ☒ Yes - Registration No.: S-34507☐ NoIs the Organization a Registered Charity? ☐ Yes - Registration No.:☒ No

Number of full-time staff: 0

Number of part-time staff: 0

Number of community volunteers: 69

Number of volunteer hours/Year: 1500

Please provide a brief description of the organization's mandate:

See attached

How is the organization funded?

see attached

What other organizations provide similar programs and services?

see attached



OTHER GRANT APPLICATION

Revenue Services | pte@nanaimo.ca

Is there a fee to any of the activities/services provided by the organization? ☒ Yes ☐ No

If yes, please provide details of the fee(s):

Fee Type (annual, monthly, etc.)	Fee Amount	Description
see attached	\$	
I	\$	
	\$	

Detail current and/or planned revenue-generating activities by the organization.

see attached

Has the organization received assistance from the City of Nanaimo in previous years (Other Grant, Permissive Tax Exemption, In-kind...)?

☒ Yes (please complete the table below) ☐ No

Year	Amount	Purpose for Which Assistance Was Used
2023	\$	Permissive Tax Exemption(\$8,000)
	\$	
	\$	Permissive Tax Exemption(\$8,000)

GRANT REQUEST

Amount of grant requested: \$ 20000

☐ Capital grant ☒ Community event funding ☐ Educational funding ☐ Emergency funding

☐ In-kind funding for facility rental

Facility address:

Rental dates & times:

☐ Other:

Proposed use of funding:

see attached

How will the use of this funding benefit a large portion of the community?

see attached

OTHER GRANT APPLICATION

Revenue Services | pte@nanaimo.ca

What would be the consequences to not being awarded this funding?

see attached

List other agencies/organizations whose financial or in-kind support has been requested for this project.

Organization Name	Amount Requested	Status of Request
Horse Council BC	\$ 20000	approved
Community Gaming grant	\$ 80000	pending
Mid-Island Co-Op	\$ 5000	pending

SUPPORTING DOCUMENTATION

- ☒ Certificate of Good Standing from BC Registry Services
- ☐ Confirmation of Charity status per Canada Revenue Agency (if applicable)
- ☒ Financial Statement for most recent fiscal year
- ☒ Current year budget
- ☐ Invoice/quote for capital purchase

SIGNATURE

I am an authorized signing officer of the organization and I certify that the information given in this application is accurate and complete. Should an Other Grant be granted for the above listed project/event, I agree to the following terms:

- Any unused funds from the Other Grant are to be returned to the City of Nanaimo;
 - The property use will be in compliance with all applicable municipal policies and bylaws; and
- _____ will publicly acknowledge the Other Grant awarded by the City.

Signature

Date

May 7/25

NOTES

First Intake - May 15th

Second Intake - September 15th (if funding available)

Submit to:

Email: pte@nanaimo.ca

Mail: 455 Wallace Street, Nanaimo, BC V9R 5J6

RECEIVED STAMP

TC CONTRACTING

#10 4376 Boban drive
Nanaimo BC V9T 6A7
+12508169744
tccontracting99@gmail.com
GST/HST Registration No.: 769854159
Business Number GST 769854159

Estimate

ADDRESS
Jacqueline Pieters
Nanaimo Equestrians
2300 Bowen Road
Nanaimo BC V9T3K7

ESTIMATE 1009
DATE 16/12/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
16/12/2024	Services	Refit of horse stalls not including new doors on the one building. We will reuse any and all wood possible.	<div></div>		
16/12/2024	Services	Excavation of building as discussed. 2 People,Excavator and bins/Disposal			
16/12/2024	Services	Build 32 new entry doors for horse stalls			

This quote does not include any materials needed after using what is available to us at site, this quote is good for 30 days. I did not quote hardware like hinges and locks.

SUBTOTAL
GST @ 5%
TOTAL

TAX SUMMARY

RATE	TAX	NET
GST @ 5%	<div></div>	<div></div>

Accepted By

Accepted Date



Job #:Nanaimo Equestrians Date: 21-Mar

Work Order

Contact Name: Jacqueline Telephone #:

Address: Beban Park Team TC1-2

Where	Description	Supplies		Team	Materials	Method	Rate	Total
Stable	Stable 1 Remove any products that can	April 10-11 2025						\$ -
	Be used to aid in the refit of the other							\$ -
	Stables							\$ -
								\$ -
	Demo and Clean up Stable 1	April 12-17 2025						\$ -
	Safley leaving grounds prepared for							\$ -
	gravel bedding							\$ -
								\$ -
	refit existing stables using salvaged and	April 21- June 15						\$ -
	New hardware and Materials	2025						\$ -
								\$ -
	thorough site clean removing all	June 16-18						\$ -
	Construction Debris							\$ -
								\$ -
	Gravel delivered and spread	June 20-29						\$ -
	Job Complete	30-Jun						\$ -
Notes:								

File Copy



Job #: Nanaimo Equestrians Date: 21-Mar

Work Order

Contact Name: Jacqueline Telephone #:

Address: Beban Park Team TC1-2

Room	Product (Design & Colour)	Date		Team	Materials	Install Method		Total
Stable	Stable 1 Remove any products that can	April 10-11 2025	\$ -				\$ -	
	Be used to aid in the refit of the other		\$ -				\$ -	
	Stables		\$ -				\$ -	
			\$ -				\$ -	
	Demo and Clean up Stable 1	April 12-17 2025	\$ -				\$ -	
	Safley leaving grounds prepared for		\$ -				\$ -	
	gravel bedding		\$ -				\$ -	
			\$ -				\$ -	
	refit existing stables using salvaged and	April 21- June 15	\$ -				\$ -	
	New hardware and Materials	2025	\$ -				\$ -	
			\$ -				\$ -	
	thorough site clean removing all	June 16-18	\$ -				\$ -	
	Construction Debris		\$ -				\$ -	
			\$ -				\$ -	
	Gravel delivered and spread	June 20-29	\$ -				\$ -	
	Job Complete	45838	\$ -					

Notes:

Accounting Copy



Job #:Nanaimo Equestrians Date: 21-Mar

Work Order

Contact Name: Jacqueline Telephone #:

Address: Beban Park Team TC1-2

Room	Product (Design & Colour)	Supplier/Stock#	Size	SQ Unit	Install Method	Installer Rate	Total
Stable	Stable 1 Remove any products that can	April 10-11 2025				\$ -	\$ -
	Be used to aid in the refit of the other					\$ -	\$ -
	Stables					\$ -	\$ -
						\$ -	\$ -
	Demo and Clean up Stable 1	April 12-17 2025				\$ -	\$ -
	Safley leaving grounds prepared for					\$ -	\$ -
	gravel bedding					\$ -	\$ -
						\$ -	\$ -
	refit existing stables using salvaged and	April 21- June 15				\$ -	\$ -
	New hardware and Materials	2025				\$ -	\$ -
						\$ -	\$ -
	thorough site clean removing all	June 16-18				\$ -	\$ -
	Construction Debris					\$ -	\$ -
						\$ -	\$ -
	Gravel delivered and spread	June 20-29				\$ -	\$ -
	Job Complete	45838				\$ -	\$ -
Notes:							

Installer Copy



Nanaimo Construction Group Inc.

205-2520 Bowen Road

Nanaimo, BC V9T 3L3

Phone: 7789889600



Job Address:

2300 bowen rd

Nanaimo, Bc

Print Date: 2025-03-05

Proposal for Equestrian Center - [REDACTED]

Attention [REDACTED]

We are pleased to submit this proposal for the following scope of work:

- Demolition -

- Dismantle as much lumber from the large barn to reuse into the reparations of the other three barns
- Demolish remaining structure separating metal from the rest of the building
- Dig up and remove all remaining concrete

- Reparations -

- Straighten out and secure all existing stall doors
- Install client supplied doors in barn near ring
- Adjust all lumber in all stalls to be stacked tight, and extend all barrier walls all the way to the trusses
- Tighten up the gap from the bottom of the walls to the floor
- Repair walls surrounding tack rooms
- Supply new lumber as needed to supplement short falls in reclaimed material
- Address any obvious rot and replace materials as needed

Demo Labour 4202 - Labour - Demolition	General Labour to assist demolition of large barn	16	
Rough Framing 4211 - Labour - Rough Carpentry and Framing	Labour for Rough Framing - Repair all stalls including doors, walls, and attached tack/storage areas	608	
General Materials 4302 - Materials - General	Budget line for anticipated new materials	1	
General Hardware 4307 - Materials - General Hardware	- Fasteners - Hinges - anchors etc.	1	
Plumbing parts and labour 4406 - Plumbing	Plumber to be on call and deal with old plumbing from long barn being removed	1	
Painting 4414 - Painting	Fresh coat of paint on all surfaces of the refurbished barns	21,024	
Excavation 4501 - Excavation	Labour and Machine time for: - Final demolition of Barn - Cleanup of debris and deposit in bins - Dig up concrete foundation and pillars	16	
Waste Removal 4603 - Waste Removal	Bins for waste removal	3	
Dismantling Labour 4202 - Labour - Demolition	Labour to dismantle large barn and salvage materials	96	

Total Price: [REDACTED]

GST Extra

Dec 5th/2024

DBL Disposal Services Ltd

Nanaimo Equestrians

Attention: Jacqueline, Email: nanaimoequestrians@gmail.com



Demo Proposal: demolition and foundation removal of Stable #1 & #2 at Bowen

Demolition services:



Stable #2



Stable #1

Services provided;

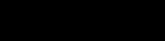
Mobilization of equipment for demolition

Demolition of #2 and #1 stable

Hauling, disposal, and recycling of demolition debris

Removal of foundation

Please note: Permits are to be supplied by owner, or general contractor in regards for demolition, unless otherwise specified. Hazmat report and clearance letter is to be provided prior to any demolition services being performed. Any archeological permits and archeologist required to be onsite will be at owners' cost. Any delay regarding Archeological site works, which requires machine to surpass allotted hours, will be billed at an hourly rate.

DBL Disposal Services Ltd appreciates the opportunity to provide you with this quote. If you have any questions or comments, please don't hesitate to contact me. Quote is valid for 30 days. DBL Disposal does require a half down deposit of  before mobilization.

All prices are subject to applicable taxes!!

NO FUEL SURCHARGES OR ADMINISTRATION FEES

Regards,

Troy Gladesdahl

Market and Business Development Manager

D.B.L. Disposal Services Ltd

Office: (250) 751-8923

Cell: (250) 713-9406

Email: Sales@dbldisposalservices.com

1. **Please provide a brief description of the organization's mandate:** NEA's mandate is to promote lifelong involvement in equestrian sports, offering opportunities for individuals of all ages to participate in equestrian activities. The NEA is a vital part of Nanaimo's culture and economy, ensuring equestrian traditions thrive while benefiting residents and businesses. Supporting the NEA means investing in the community's future.
2. **How is the organization funded:** We receive the following: Horse Council grants, dog group rentals, VIEEX grounds rental. Equestrian event entry fees, memberships, individual use of facilities fees and sponsorships.
3. **What other organizations provide similar programs and services:** NEA is the only non-profit organization providing a variety of services and activities aimed at promoting equestrian sports, education and community engagement.
4. **Is there a fee to any of the activities/services:**
 - a. Full show grounds \$400.00 per event
 - b. Individual ring \$200.00 per day
 - c. Club House \$50.00 per day
 - d. Stalls \$25.00 per day per stall
 - e. Camping \$35.00 per night
 - f. Jumps \$50.00 per day
 - g. Dressage \$50.00 per day
 - h. Surrounds \$50.00 per day
 - i. Shows/Clinics \$50.00 non-refundable event deposit-Minor show
 - j. Show/Clinics \$200.00 non-refundable event deposit-Major show
5. **Detail current and planned revenue-generating activities:** Mid-Island Pony Club meetings and shows; Poultry Swaps; Schooling Show entry fees; Horse Clinics; Dog Agility Club rentals; tack sales; Easter Egg Hunt; Vancouver Island Exhibition grounds rental; Horse Driving Club show and Mid-Island Velo Association race.
6. **Proposed use of Funding:** Extensive repairs are needed to the horse stalls and removal of one of the horse barns to make it possible for the BC 55+ Summer Games Equestrian participants to safely stable their horses. (Please see attached Nanaimo Equestrian Community Events-BC 55+Summer Games).
7. **How will the use of this funding benefit the Community:** The Nanaimo Equestrian Association plays a crucial role in the community by providing access to equestrian sports and activities that might otherwise be inaccessible to many individuals, particularly those in rural and less urbanized areas. Horseback riding and equestrian training are often seen as exclusive, costly pursuits but NEA's programs help to democratize the sport, making it accessible to individuals of all backgrounds and income levels. By offering affordable lessons, camps and events, the NEA fosters a love for horses, physical activists and outdoor recreation, all of which are essential for personal development and well-being.
8. **What would be the consequences to not being awarded this funding:** We would not be able to repair the horse stalls therefore we would not be able to host the equestrian 55+ BC Games event.

Nanaimo Equestrian Community Events – BC 55+ Summer Games

The Nanaimo Equestrian Association (NEA) is a non-profit society that manages the Beban Park Equestrian Centre, promoting and fostering equestrian activities and sports in the Mid Vancouver Island area.

The 55+ BC Games, scheduled to take place in Nanaimo from September 9 to 13, 2025 are the largest annual multi-sport event for the 55+ population of British Columbia.

The mission of the BC Games Society is to guide the BC Winter and BC Summer Games, preparing Team BC for national multi-sport Games and to create development opportunities for athletes, coaches, officials, volunteers and communities.

The NEA's mission aligns with the BC Games Society's mission by promoting lifelong involvement in equestrian sports, offering opportunities for individuals of all ages to participate in equestrian activities.

This commitment to inclusivity and community engagement complements the values of the 55+ BC Games, which emphasize integrity, trust, respect, dedication, accountability, collaboration, evolution and excellence.

By hosting equestrian events during the 55+ BC Games, NEA contributes to the Games' objectives of fostering community engagement, promoting healthy lifestyles and providing development opportunities for participants.

This collaboration highlights the shared commitment to enhancing the quality of life for individuals through sport and community involvement.

In the 42 years the club has been on this property, it has built a clubhouse, 3 riding rings, an indoor riding ring and 4 barns.

Minor repairs are needed to the horse stalls to make it possible for the Summer Games equestrian participants to safely stable their horse. Also, with the repairs complete, we can have more horses stabled overnight on this site.

The equestrian events will consist of driving, dressage, equitation, jumping and flat classes and 75 stalls will be needed for this event.

Nanaimo Equestrian Association

2025 City of Nanaimo - Other Grant Application

REVENUE	2023 Actuals	2024 Actuals	2025 City of Nanaimo Grant	2025 Budget
Sales Revenue				
Sales - Merchandise Sales	79.20	60.00		30.00
Sales - Tack Sales	956.20	50.00		50.00
Membership Fees	1,725.00	580.00		750.00
Donations	350.00	-		150.00
Fundraising	373.40	-		125.00
Events/Clinics	13,850.67	8,298.38		8,300.00
Ring Rentals (Hourly)	34,938.00	9,968.00		10,000.00
Returns	(750.00)	(50.00)		-
Net Sales	<u>51,522.47</u>	<u>18,906.38</u>		<u>19,405.00</u>
Other Revenue				
Interest Revenue	0.60	0.83		0.90
Horse Council Grant	7,500.00	-		5,000.00
Total Other Reveue	<u>7,500.60</u>	<u>0.83</u>		<u>5,000.90</u>
TOTAL REVENUE	<u>59,023.07</u>	<u>18,907.21</u>		<u>24,405.90</u>
EXPENSE				
General & Administrative Expenses				
Accounting & Legal	1,191.94	503.87		1,200.00
Advertising & Website	0.00	138.60		4,000.00
Courier & Postage	35.20	-		-
Insurance	5,449.00	6,621.40		7,000.00
Interest & Bank Charges	72.63	11.18		45.00
PAYPAL FEES	518.24	285.85		300.00
Office Supplies	465.28	368.31		400.00
Horse Show Costs	295.80	1,143.70		1,200.00
Clinic Costs	9,035.73	871.57		1,000.00
Repair & Maintenance	10,820.76	1,681.59		45,000.00
Grounds Maintenance	19,098.03	5,125.37	20,000.00	20,000.00
Security & Alarm System	817.87	1,299.78		2,000.00
Toilet	1,987.05	1,837.50		2,300.00
Utilities	788.60	2,275.00		3,600.00
Total General & Admin Expenses	<u>50,576.13</u>	<u>22,163.72</u>	<u>20,000.00</u>	<u>88,045.00</u>
NET INCOME	<u>8,446.94</u>	<u>-3,256.51</u>	<u>20,000.00</u>	<u>-63,639.10</u>

Generated On: 02/03/2025

NANAIMO EQUESTRIAN ASSOCIATION
Financial Statements
Year Ended December 31, 2024

NANAIMO EQUESTRIAN ASSOCIATION

Index to Financial Statements

Year Ended December 31, 2024

	Page
FINANCIAL STATEMENTS	
Statement of Financial Position	1
Statement of Changes in Net Assets	2
Statement of Revenues and Expenditures	3
Notes to Financial Statements	4

NANAIMO EQUESTRIAN ASSOCIATION

Statement of Financial Position

December 31, 2024

	2024	2023
ASSETS		
CURRENT		
Cash	\$ 20,484	\$ 27,254
Prepaid expenses	3,281	-
	23,765	27,254
PROPERTY, PLANT AND EQUIPMENT <i>(Net of accumulated amortization)</i>	27,482	27,482
	\$ 51,247	\$ 54,736
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 823	\$ 1,055
NET ASSETS	50,424	53,681
LIABILITIES AND NET ASSETS	\$ 51,247	\$ 54,736

ON BEHALF OF THE BOARD

_____ Director

_____ Director

The accompanying notes are an integral part of these financial statements



NANAIMO EQUESTRIAN ASSOCIATION**Statement of Changes in Net Assets****Year Ended December 31, 2024**

	2024	2023
NET ASSETS - BEGINNING OF YEAR	\$ 53,681	\$ 45,234
DEFICIENCY OF REVENUE OVER EXPENSES	(3,257)	8,447
NET ASSETS - END OF YEAR	\$ 50,424	\$ 53,681

The accompanying notes are an integral part of these financial statements



NANAIMO EQUESTRIAN ASSOCIATION

Statement of Revenues and Expenditures

Year Ended December 31, 2024

	2024	2023
REVENUE		
Donations	\$ -	\$ 350
Events/clinics	8,298	13,851
Fundraising	-	373
Grants	-	7,500
Interest revenue	1	1
Membership fees	580	1,725
Merchandise sales	60	79
Returns	-	(750)
Ring rentals	9,968	34,938
Tack sales	50	956
	18,957	59,023
EXPENSES		
Advertising and promotion	139	-
Business taxes, licenses and memberships	169	208
Clinic costs	872	9,036
Grounds maintenance	5,125	19,098
Horse show costs	1,144	296
Insurance	6,621	5,449
Interest and bank charges	297	590
Office	249	292
Professional fees	504	1,192
Repairs and maintenance	3,519	12,808
Security	1,300	818
Utilities	2,275	789
	22,214	50,576
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	\$ (3,257)	\$ 8,447

The accompanying notes are an integral part of these financial statements

NANAIMO EQUESTRIAN ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2024

1. PURPOSE OF THE ASSOCIATION

Nanaimo Equestrian Association (the "association") is a not-for-profit organization of British Columbia.

The association operates to generally promote and foster equestrian activities and sports. To undertake and encourage the establishment, equipment, operation and maintenance of accessible equestrian facilities for the use and enjoyment of horses including sport, competition, therapy and pleasure.





CERTIFIED COPY
Of a document filed with the
Province of British Columbia
Registrar of Companies

T.K. Sparks
T.K. SPARKS

STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society • Societies Act

NAME OF SOCIETY: **NANAIMO EQUESTRIAN ASSOCIATION**

Incorporation Number:

S0034507

Business Number:

82241 6095 BC0001

Filed Date and Time:

February 21, 2025 07:40 AM Pacific Time

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address:

[REDACTED]

Mailing Address:

[REDACTED]

DIRECTOR INFORMATION

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]



STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society • Societies Act

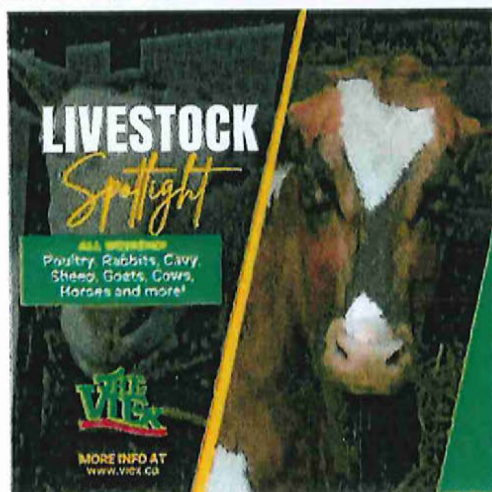
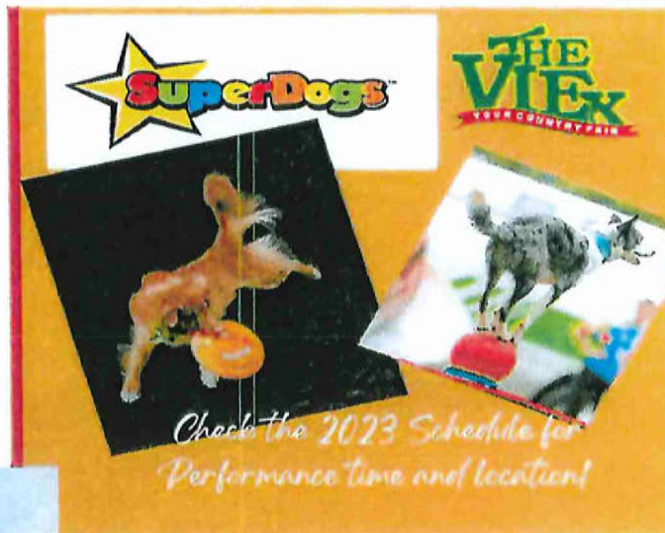
Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

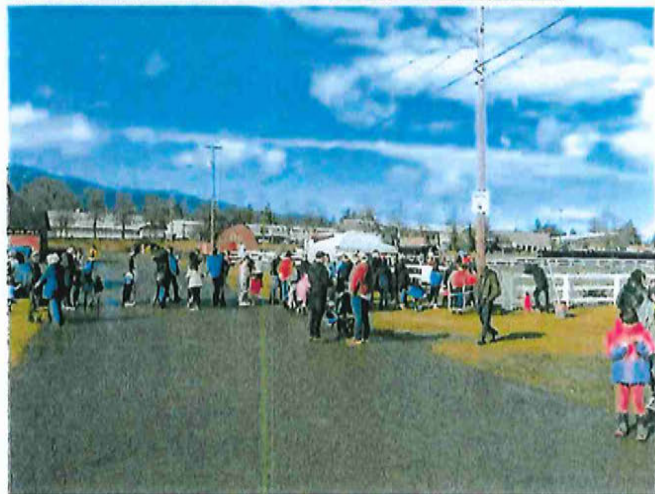
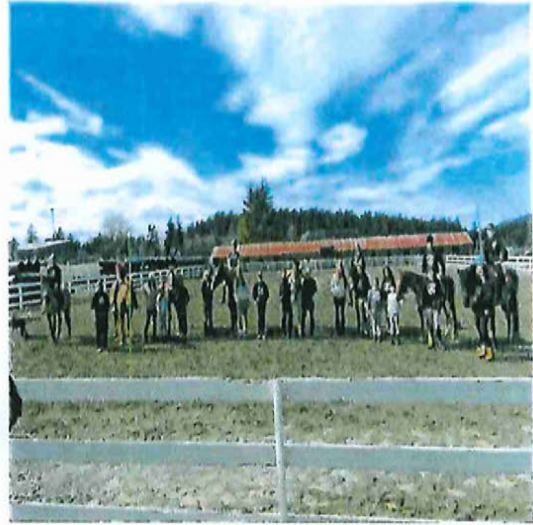
VIEX held at Nanaimo Equestrian Association

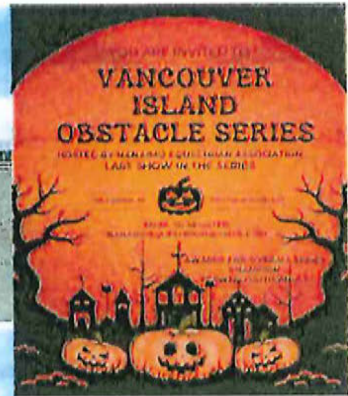


Cycle Cross Event at Nanaimo Equestrian Association



Central Island Equestrian Easter Fundraiser supported by Nanaimo Equestrian Association





TACK SALE!

Oct 12 - 9:00
2 Day Event Board

Over 20 tables!
Don't Miss out!

Bits, Blankets,
Boots, Pads, Wraps
Some New, Some
Used
So" So - So Much
More!



It's NEA Fundraising Time
If you have any of the below items,
we'd be happy to take them off your hands



Nanaimo Equestrian Association
Challenges of
Challenge Obstacle Course!

Where : Nanaimo Equestrian Association (Beban)
When: Sunday, March 20
Cost: \$10.00 for the day (\$5.00 for members)
Time: 10:00 -2:00

Come out and practice your Obstacle skills!
Challenge your inner cowboy!
Practice, Practice, Practice!
Come mounted or in hand, bring your friends
and the kids!
This a relaxed fun filled day

NANAIMO EQUESTRIAN ASSOCIATION PRESENTS
LEARN TO RIDE BRIDLELESS
with Ashley Brookes of
I am a Horsewoman
May 6 & 7, 2023
RIDERS SPOTS \$300

RIDERS RECEIVE:

- A Hour of professional instruction over 2 days (2 hours per day)
- Small groups or no more than a riders for individualized instruction
- Inside NEA's beautiful indoor arena

BENEFITS OF LEARNING BRIDLELESS RIDING

- Less reliance on reins
- Better use of seat and leg aids
- Deepen your connection, conversation & trust with your horse
- Discover what your posture is telling your horse

Nanaimo Equestrian Association
2500 Highway 100, Nanaimo, BC



ELEVATE Your Horsemanship!

Nanaimo Equestrian Association
is proud to bring you Groundwork for 2 days!
July 15 & 16th AND August 12th & 13th

Prize money for the best groundwork performance for each discipline
Prize money for the best groundwork performance for each discipline
Prize money for the best groundwork performance for each discipline
Prize money for the best groundwork performance for each discipline
Prize money for the best groundwork performance for each discipline

How do you teach your horse? What are you teaching your horse?
How do you teach your horse to be a better horse?
This is your opportunity to learn from one of the best in the business!
This is your opportunity to learn from one of the best in the business!
This is your opportunity to learn from one of the best in the business!
This is your opportunity to learn from one of the best in the business!

All Pony Show

Hosted by the July 23, 2023

Nanaimo Equestrian Association

Fun Show for all ponies ridden/driven by children or adults.

Prize List and Entry Forms available on NEA website:

www.nanaimoequestrians.ca

or Facebook: Nanaimo Equestrian Association
Contact by email: nanaimoequestrians@gmail.com

Classes will include:

Halter Agility Trail English Lead Line
Western Ridden Games and Driving

Judges will be:

Tina Knott - Halter and Driving
Fonda Munro - Trail and Agility
Barb Parker - Performance





NEA

Non-Profit Organization

2021 Canadian Champion

SEPTEMBER 10-12, 2021

Taking Place at the

2021 Canadian Champion

For more information



- Show and cutting and cow horses.
- Pre-registered since 2015.
- Canadian Finals Pro Rodeo & Dressage & Equestrian.
- Winner at the GPAA twice (2019 and 2021).
- 2021 Canadian Champion Barrel Racing 50s, as well as Average 10s.
- Competed at the Calgary Stampede (2021-2022).

COME RIDE WITH A
WINNER!



**OTHER GRANT APPLICATION**Revenue Services | pte@nanaimo.ca

Other Grants are available to recognize the significant value that volunteers, volunteer groups and Non-Profit Organizations contribute to the spiritual, educational, social, cultural, and physical well-being of the community. Up to two intakes are offered annually. Completing an application does not guarantee approval.

APPLICANT INFORMATION

Name(s): Amie Armet	Position: Executive Director
Mailing Address: PO Box 37020 Country Clu City: Nanaimo	Postal Code: V9T6N4
Email: amie@nanaimoscience.org	Phone: 7782682289

PROPERTY INFORMATION

Civic Address: Unit 26 Country Club Centre 3200 Island Highway Folio:

Legal Description:

Registered Owner (if different from applicant): Northwest Properties Ltd.

ORGANIZATION INFORMATION

Organization Name: Nanaimo Science and Sustainability Society

Representative Name: Amie Armet Email: amie@nanaimoscience.org

is the Organization a registered Society? ☒ Yes - Registration No.: S-56147 ☐ No

Is the Organization a Registered Charity? ☒ Yes - Registration No.: 827890054 ☐ No

Number of full-time staff: 4 Number of part-time staff: 5

Number of community volunteers: 30 Number of volunteer hours/Year: 600

Please provide a brief description of the organization's mandate:

Nanaimo Science offers hands-on science outreach programs to children and families

How is the organization funded?

Through grants, donations and fee for service programs. See additional document for more info #1

What other organizations provide similar programs and services?

VIU (Deep Bay) and NatureKidsBC offer STEM and Outdoor Education but in a different format.

OTHER GRANT APPLICATION

Revenue Services | pte@nanaimo.ca

Is there a fee to any of the activities/services provided by the organization? ☒ Yes ☐ No

If yes, please provide details of the fee(s):

Fee Type (annual, monthly, etc.)	Fee Amount	Description
Summer Day Camp	\$ 70/day	
School Field Trip	\$ 150/hour/class	
Homeschool Programs	\$ 18/hour	

Detail current and/or planned revenue-generating activities by the organization.

See extra document #2

Has the organization received assistance from the City of Nanaimo in previous years (Other Grant, Permissive Tax Exemption, In-kind...)?

☒ Yes (please complete the table below) ☐ No

Year	Amount	Purpose for Which Assistance Was Used
2024	\$ <input checked="" type="checkbox"/>	Other grant - park rentals for 36 hours/105 hours
2021	\$ <input checked="" type="checkbox"/>	\$1000
	\$ <input checked="" type="checkbox"/>	Other grant - park rentals for 36 hours/105 hours

GRANT REQUEST

Amount of grant requested: **A** 100 hours of park usage

☐ Capital grant ☐ Community event funding ☐ Educational funding ☐ Emergency funding

☒ In-kind funding for facility rental

Facility address: City of Nanaimo Parks (Bowen, Colliery, Neck Point etc)

Rental dates & times: daytime during spring, summer and fall

☐ Other:

Proposed use of funding:

Cover costs of park rental during our FREE Science in the Park programs

How will the use of this funding benefit a large portion of the community?

See answer #3

OTHER GRANT APPLICATION

Revenue Services | pte@nanaimo.ca

What would be the consequences to not being awarded this funding?

See answer #4

List other agencies/organizations whose financial or in-kind support has been requested for this project.

Organization Name	Amount Requested	Status of Request
BC Gaming Grant 2024-25	\$ 11500	Approved
Regional District of Nanaimo	\$ 3200	ongoing
ECO Canada	\$ 5000	pending

SUPPORTING DOCUMENTATION

- ☒ Certificate of Good Standing from BC Registry Services
- ☒ Confirmation of Charity status per Canada Revenue Agency (if applicable)
- ☒ Financial Statement for most recent fiscal year
- ☒ Current year budget
- ☒ Invoice/quote for capital purchase

SIGNATURE

I am an authorized signing officer of the organization and I certify that the information given in this application is accurate and complete. Should an Other Grant be granted for the above listed project/event, I agree to the following terms:

- Any unused funds from the Other Grant are to be returned to the City of Nanaimo;
- The property use will be in compliance with all applicable municipal policies and bylaws; and
- The organization will publicly acknowledge the Other Grant awarded by the City.

Signature

Date

Apr 25, 2025

NOTES

First Intake - May 15th

Second Intake - September 15th (if funding available)

Submit to:

Email: pte@nanaimo.ca

Mail: 455 Wallace Street, Nanaimo, BC V9R 5J6

RECEIVED STAMP

**Other Grant application – continued information
(application form's fields not set up for multiple lines)
Nanaimo Science and Sustainability Society**

1. How is the organization funded?

Nanaimo Science is funded through a combination of grants, sponsorships, and social enterprise programs. Our Science in the Park program in particular has been substantially covered through either Canada Summer Jobs grants, or, through the Canada Parks and Recreation Association Youth Employment Experience, and ECO Canada Co-op positions. Funding can ebb and flow, however, we have been successful in securing continued funding for our core staff team.

Our social enterprises include the activities listed in the “fee for service” section of our application. We almost always “sell out” of program spots, and are fortunate that the demand that families and schools have shown for our programs. These programs bring in revenue that supports costs that are not covered by grants.

2. Detail current and/or planned revenue-generating activities by the organization.

Nanaimo Science employs a multifaceted approach to generate revenue, combining program fees, event services, and community support. Here's an overview of their current and planned revenue-generating activities:

1. Educational Programs and Workshops

- **Homeschool Classes:** Offering workshops for various age groups, such as the Winter 2025 sessions priced at \$18 per 1-hour workshop for primary students and \$28 per 90-minute workshop for intermediate students.
- **After-School Programs:** Providing structured science education outside regular school hours, with fees contributing to the organization's income.
- **Summer Camps:** A major source of revenue, our week-long summer camps offer hands-on science experiences for children throughout July and August. These camps are consistently in high demand and form the core of our seasonal operations.

2. Community Events and Services

- **Birthday Parties:** Hosting science-themed parties at their studio, including a 1-hour private program led by an Outreach Educator

- **Science on the Move:** Bringing hands-on science activities to community events, offering interactive challenges and demonstrations, which can serve as both outreach and a revenue stream.

3. Sponsorships and Donations

- **Sponsorship Opportunities:** Engaging local businesses and individuals to sponsor programs or events.
- **Donations:** Accepting contributions to support operations, program development, and equipment purchases, emphasizing community involvement in sustaining their mission.

4. Grants and External Funding

- Actively pursuing grants from various agencies to fund specific projects or general operations, ensuring the continuation and expansion of their educational offerings.

Through these diverse revenue streams, Nanaimo Science continues to inspire and educate the community about science and sustainability.

3. How will the use of this funding benefit a large portion of the community?

This funding will help allow Nanaimo Science to offer **free access to our Science in the Park program** by covering park rental fees for spring, summer, and fall events. These outdoor, drop-in science experiences are designed to engage community members of all ages with hands-on activities at local greenspaces—both familiar and new to them.

By removing financial and location barriers, we can reach a **broad cross-section of the community**, including families, youth, and newcomers. Participants explore locally relevant science topics such as ecology, biodiversity, climate, and geology—fostering a deeper understanding of and care for the natural environment in their own neighbourhoods. This promotes **environmental stewardship**, encourages outdoor learning, and builds connections between people and place.

4. What would be the consequences to not being awarded this funding?

If we do not receive this funding, we may need to reduce the number of free Science in the Park events or introduce fees, limiting access for many families. We would also explore alternative

locations in other cities with lower or no park rental fees, but this could reduce our ability to serve the local community and engage residents in their own natural environments. This would impact our goal of fostering environmental stewardship and increasing local awareness of science.



[Home](#) > [Canada Revenue Agency](#) > [Charities and Giving](#) > [Search](#)

> [T3010 Registered Charity Information Return](#)

Nanaimo Science and Sustainability Society — Quick View

[Charity's detail page](#)

Registration no.:

827890054 RR 0001

Status:

Registered

Effective date of status:

2011-05-10

Type of qualified donee:

Charity

Designation:

Charitable organization ⓘ

Website:

Reporting period views

Quick View

2023-12-31

2022-12-31

2021-12-31

2020-12-31

2019-12-31

Full View

2023-12-31

2022-12-31

2021-12-31

2020-12-31

2019-12-31

Reporting period ending: 2023-12-31

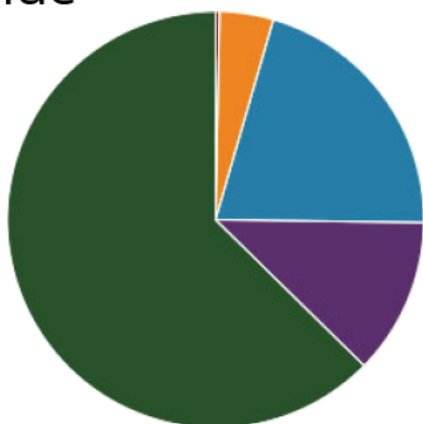
Programs and activities:

Ongoing programs:

SCIENCE-BASED EDUCATIONAL SUMMER CAMPS, AFTER SCHOOL AND IN-SCHOOL PROGRAMS(SCIENCE ON THE MOVE) AND SPECIAL EVENTS ACTIVITIES AND OTHER DROP-IN EVENTS THESE ACTIVITIES WERE DESCRIBED IN A NOV 12/13 LETTER TO CRA AND APPROVED PER 15/13 RESPONSE FROM CRA

New programs:

Revenue



■ Receipted donations \$1,224.00 (0.31%)

■ Non-receipted donations \$16,282.00 (4.17%)

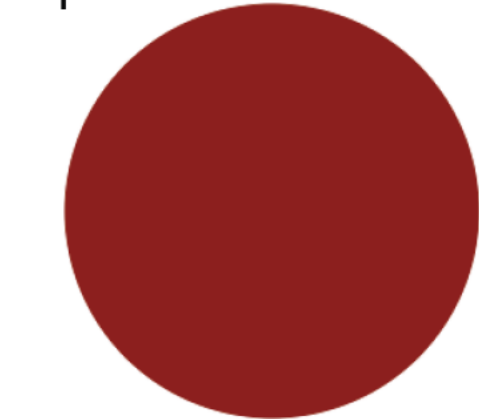
■ Gifts from other registered charities \$80,970.00 (20.74%)

■ Government funding \$47,407.00 (12.14%)

■ All other revenue \$244,569.00 (62.64%)

Total revenue: \$390,452.00

Expenses



- Charitable programs \$350,985.00 (100.00%)
- Management and administration \$0.00 (0.00%)
- Fundraising \$0.00 (0.00%)
- Gifts to other registered charities and qualified donees \$0.00 (0.00%)
- Grants made to non qualified donees (grantees) \$0.00 (0.00%)
- Other \$0.00 (0.00%)

Total expenses: \$350,985.00

Compensation

Total compensation for all positions **\$263,130.00**

Full-time employees	4
Part-time employees	7

Professional and consulting fees **\$3,614.00**

Compensated full-time positions:

\$1 to \$39,999	3
\$40,000 to \$79,999	1

Additional information

[How to amend the return](#)

[Information for Charity Quick View users](#)

[View the complete T3010 return for the period being displayed](#)

[Directors and trustees worksheet](#)

[Back to search results](#)

[New search](#)

Related links

[Charities video gallery](#)

[Contact the Charities Directorate](#)

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Screen ID: CRA-HACC-QVP1

Version: 2024-05-24

Revenue		Approved 2025 Budget
District-Wide Programs		
	Grade 2 Tinkering	
	Grade 5 Citizen Science	
	Grade 6 Environmental Protection	
	Grade 7 Healthy Streams (10 classes)	
	SUBTOTAL SD68	\$0.00
Science on the Move - In & After School Programs		
	In-School Activities	\$4,000.00
	Science Shows	\$1,800.00
	Preschool	\$1,500.00
	Sponsored programs (NatureTech/TD)	\$4,940.00
	After-School Programs	\$2,000.00
	SUBTOTAL IN & AFTER SCHOOL PROGRAMS	\$14,240.00
Science on the Move - Community Events		
	Woodgrove/Country Club Centre	\$1,500.00
	Sunset Cinema	\$2,400.00
	Community SOM Programs	\$7,500.00
	SUBTOTAL COMMUNITY EVENTS	\$11,400.00
Camp Revenue		
	March Break	\$9,800.00
	Summer Break	\$140,000.00
	External Summer Camps	\$21,000.00
	Winter Break	\$4,850.00
	Pro-D Camps	\$5,880.00
	Stay and Play	\$3,000.00
	SUBTOTAL CAMPS	\$181,530.00
Workshop & Weekends		
	Preschool	

Revenue		Approved 2025 Budget
	Birthday Parties	\$9,800.00
	After School Clubs	\$5,000.00
	Other Workshops	\$500.00
	Saturday Morning Science	\$1,200.00
	Weekend Workshops	\$1,500.00
	Date Nights	
	SUBTOTAL WORKSHOPS & WEEKENDS	\$18,000.00
Homeschool Programs		
	Spring Term	\$5,500.00
	Fall Term	\$6,000.00
	Winter Term	\$4,750.00
	High School	
	Other homeschool bookings	\$2,500.00
	SUBTOTAL HOMESCHOOL	\$18,750.00
Science in the Park		
	RDN Science in the Park (off-season)	\$2,000.00
	Public donations	\$250.00
	SUBTOTAL Science In the Park	\$2,250.00
Special Events		
	Science Sunday Expo	\$10,000.00
	Other Special Events	\$1,000.00
	Costume Boo-Tique	\$2,000.00
	SUBTOTAL SPECIAL EVENTS	\$11,000.00
Sponsorships		
	Van Insurance	\$1,600.00
	Gas Cards	\$2,000.00
	Mid Island Co-Op	\$6,000.00
	SUBTOTAL SPONSORSHIPS	\$9,600.00
General Grants		
	BC Gaming	\$25,500.00

Revenue		Approved 2025 Budget
	Canada Summer Jobs*	\$20,000.00
	CCCU	\$1,000.00
	Pacific Salmon Foundation	\$3,500.00
	BC Hydro	
	Other Grants	\$5,000.00
	TD Friends of the Environment	
	Local Business Sponsorship	\$10,000.00
	ECO Canada Employee	\$17,000.00
	CPRA Employees	\$8,000.00
	Other Wage Funding	\$5,000.00
	SUBTOTAL GENERAL GRANTS	\$90,000.00
Other Revenue		
	Interest	\$1,600.00
	Corporate Donations	
	Donations - Boo-Tique	
	Donations - General	\$2,000.00
	Membership	\$400.00
	Misc. Revenue (Sales)	
	SUBTOTAL OTHER REVENUE	\$4,000.00
TOTAL REVENUE		\$360,770.00
EXPENSES		
Staffing		
	Executive Director	\$54,600.00
	Senior Outreach Coordinator/Camp Coordinator	\$39,732.00
	Sustainability Co-op Educator	\$16,340.00
	Outreach Coordinator	\$27,993.00
	Outreach Educator (2)	\$5,600.00
	Outreach Educator (3)	\$36,120.00
	Summer camp educator (1)	\$9,030.00
	Summer camp educator (2)	\$9,030.00

Revenue		Approved 2025 Budget
	Summer camp educator (3)	\$8,578.50
	Summer camp educator (4)	
	Summer camp educator (5)	\$8,578.50
	*Summer camp educator (6)	
	*Summer camp educator (7)	
	*Summer camp educator (8)	\$8,578.50
	Science in the Park Coordinator	\$10,535.00
	Nature Guide (1)	\$10,008.25
	Nature Guide (2)	\$10,008.25
	Casual	\$11,438.00
		\$266,170.00
	Vacation Pay -4%	\$10,646.80
	EI expense 2.5%	\$5,988.83
	CPP expense 5%	\$13,308.50
	WCB expense	\$600.00
	Employee Wellness Benefit	\$2,750.00
	SUBTOTAL STAFFING	\$33,294.13
Science on the Move Van		
	Mobile - vehicle costs (insurance)	\$3,000.00
	Mobile - Vehicle fuel +parking	\$1,500.00
	Mobile - Travel (per diems)	
	Van Maintenance	\$2,000.00
	SUBTOTAL SOM VAN	\$6,500.00
Additional Space Rent		
	Camps - Spring Break	\$0.00
	Camps - Summer Break	\$8,000.00
	Camps - Winter Break	\$0.00
	Camps - Pro-D	\$0.00
	SUBTOTAL RENT	\$8,000.00
Science Studio Expenses		
	Studio - rent	\$31,500.00
	Studio - Exhibits	

Revenue		Approved 2025 Budget
	Studio - custodial	\$1,000.00
	SUBTOTAL STUDIO	\$32,500.00
Program Supplies		
	District-Wide Programs	\$0.00
	Science on the Move - In & After School Programs	\$1,000.00
	Science on the Move - Community Events/Workshops	\$500.00
	SOM - Preschool	\$200.00
	Camps - Spring Break	\$200.00
	Camps - Summer Break	\$2,000.00
	Camps - Winter Break	\$200.00
	Camps - Pro-D	\$250.00
	Weekend Programs	\$500.00
	Homeschool - Spring	\$200.00
	Homeschool - Fall	\$200.00
	Homeschool - Winter	\$200.00
	Science in the Park	\$1,500.00
	Special events	\$2,500.00
	Studio - Club supplies	\$100.00
	Studio - Birthday supplies	\$500.00
	Grant-Funding Purchases	
	SUBTOTAL PROGRAM SUPPLIES	\$10,050.00
Administrative & Other Expenses		
	Accounting/Bookkeeping/Legal	\$2,500.00
	Bookkeeping software	\$408.00
	Payroll Service	\$1,600.00
	Advertising	\$250.00
	Bank fees	\$25.00
	Registration Fees (Amilia)	\$9,000.00
	First Aid (equipment)	\$350.00
	Hydro	\$1,000.00
	PO Box Rental	\$220.00
	Web, internet, telephone	\$2,000.00
	Insurance - liability/Board	\$2,500.00

Revenue		Approved 2025 Budget
	Office supplies & Computer	\$1,000.00
	Office sundries	\$300.00
	Laundry	\$480.00
	Printing - General	\$500.00
	Staff appreciation (meals)	\$1,500.00
	Staff training/ProD (including First Aid training)	\$500.00
	Storage	\$1,020.00
	Uniforms	\$200.00
	Miscellaneous [1]	\$200.00
	Cash Short/Over	
	SUBTOTAL ADMINISTRATIVE & OTHER	\$25,553.00
	TOTAL COSTS	\$382,067.13
	Surplus/Deficit	-\$21,297.13

[1] Includes association memberships

Nanaimo Science & Sustainability Society

Income Statement 2024-01-01 to 2024-12-30

REVENUE

School District Revenue

School District 68 - General	14,546.00
Total SD Revenue	14,546.00

SOM - In and After School

SOM - In School	4,135.00
SOM - Afterschool Programs	4,389.00
SOM - Preschool	1,400.00
SOM - Sponsored programs	766.00
SOM In & Afterschool Total	10,690.00

SOM Community Events

SOM - Woodgrove	3,650.00
SOM - Science Shows	1,200.00
SOM - Sunset Cinema	1,800.00
SOM - General Group Bookings	3,095.00
SOM - Community Groups	1,000.00
SOM Community Total	10,745.00

Camp Revenue

March Break Camps	10,220.00
Summer Camps	139,964.00
Winter Break Camps	7,274.00
Pro D Day Camps	4,570.00
Camp Revenue - Other Camps	2,650.00
Camp Revenue Total	164,678.00

Studio Workshops & Weekends

Birthday Parties	6,285.00
Studio Afterschool Programs	6,710.00
Saturday Morning Science	4,310.00
Studio Workshops & Weekends Total	17,305.00

Homeschool Programs

HS - Spring Term	4,541.00
HS - Fall Term	7,922.00
HS - Winter Term	4,946.00
HS - Highschool	180.00

Homeschool Programs Total	<u>17,589.00</u>
Science in the Park	
SIP - BC Ferries	3,600.00
SIP - Community Groups	1,305.00
SIP - Regional District of Nanaimo	2,750.00
Science in Park Donations - General	94.15
Total Revenue Science in the Park	<u>7,749.15</u>
Special Events	
Sunday Science Expo	11,748.00
Other Special Event	1,000.00
Special Events Total	<u>12,748.00</u>
Sponsorships	
Van Insurance Sponsorship	1,672.88
Mid Island Co-op Sponsorship	2,000.00
Total Sponsorships	<u>3,672.88</u>
General Grants	
Canada Summer Jobs	27,349.00
BC Gaming	25,500.00
TD Friends of the Environment	355.00
CPRA Employees	9,329.15
Local Business Sponsorship	3,375.00
ECO Canada Employee	23,255.00
General Grants-Pacific Salmon Fdn	1,050.00
General Grants-BC Hydro Grant	2,000.00
Get BC Working Grant	3,600.00
Other Wage Funding	115.00
General Grants Total	<u>95,928.15</u>
Other Revenue	
Interest - Savings Accounts	1,199.55
Donations - General	12,749.00
Misc. Revenue	42.49
Other Revenue Total	<u>13,991.04</u>
TOTAL REVENUE	<u>369,642.22</u>

EXPENSE

Staffing Salaries

Executive Director	60,465.87
--------------------	-----------

Outreach Coordinator	<u>27,243.69</u>	
Total Full-time Salary Expense		87,709.56
Outreach Educator (1)		51,580.24
Outreach Educator (2)		16,835.00
Outreach Educator (3)		3,306.00
Outreach Educator (4)		3,690.00
Summer Camp Leader (1)	6,636.70	
Summer Camp Leader (2)	6,877.05	
Summer Camp Leader (3)	6,982.50	
Summer Camp Leader (4)	7,375.80	
Summer Camp Leader (5)	8,334.83	
Summer Camp Leader (6)	7,990.45	
Summer Camp Leader (7)	6,935.57	
Nature Guide (1)	11,135.33	
Nature Guide (2)	7,813.18	
Science in the Park Coordinator	<u>6,035.25</u>	
Summer Staff Salary Expense		76,116.66
Casual		<u>5,153.25</u>
Staffing Salary Expense Total		<u>244,390.71</u>

Staffing - Payroll Expenses

Vacation Pay - 4%		9,194.24
Employer EI Expense (1.4)		5,539.27
Employer CPP Expense 5.95%		14,067.43
WCB Expense		519.60
Wellness Plan Taxable Benefit		<u>5,004.50</u>
Total Staffing - Payroll Expense		<u>34,325.04</u>

SOM Van

Insurance - Van		3,831.03
Fuel - Van		1,235.65
Parking - Van		64.05
Maintenance & Equipment		<u>2,159.23</u>
SOM Van Expense Total		<u>7,289.96</u>

Space Rentals

Space Rental - Summer Camps		12,106.65
Space Rental - Pro D Day Camps		<u>237.13</u>
Total Space Rental Expense		<u>12,343.78</u>

Studio Expenses

Studio - Rent		33,250.00
Studio - Custodial/Maintenance		<u>916.76</u>
Total Studio Expenses		<u>34,166.76</u>

Program Supplies

Supplies - District Programs	66.04
Supplies - SOM In/After School	1,836.48
Supplies - SOM Community	556.96
Supplies - SOM Preschool	256.76
Supplies - Spring Break Camps	37.34
Supplies - Summer Break Camps	2,191.55
Supplies - Winter Break Camps	-45.22
Supplies - Pro D Camps	160.53
Supplies - Workshops	19.65
Supplies - Weekend Programs	38.28
Supplies - Homeschool Spring	312.18
Supplies - Homeschool Fall	343.68
Supplies - Homeschool Highschool	47.34
Supplies - Homeschool Winter	254.56
Supplies - Clubs	32.55
Supplies - Science in the Park	356.78
Supplies - Science Sunday Expo	263.32
Supplies - Exhibits	25.00
Supplies - Special Events	2,129.41
Supplies - Birthday Parties	210.91
Supplies - Studio Program	2,219.17
Total Supplies Expense	11,313.27

Administrative Costs

Accounting/Bookkeeping/Legal	1,090.00
Payroll Service	1,810.48
Advertising/Website	135.17
Amazon Prime Subscription	170.78
Bank Fees	13.82
Registration Fees (Amelia)	9,725.44
Equipment	33.25
Hydro	745.36
PO Box Rental/Postage	189.49
Web/Internet/Phone	2,985.21
Insurance - Liability & Board	2,665.63
Travel - general	3.00
Office Supplies	804.97
Computer Supplies	928.50
Office sundries	650.34
Printing - General	308.58
Association Memberships	312.82
Staff Training	90.00

First Aid	480.57
Uniforms	532.82
Staff Appreciation	2,776.22
Storage	1,097.34
Miscellaneous Expense	6.69
Cash Short / Over	0.01
Total Administrative Expenses	<u>27,556.49</u>
 TOTAL EXPENSE	 <u>371,386.01</u>
 NET INCOME	 <u><u>-1,743.79</u></u>

Generated On: 2025-04-18

Other Grants are available to recognize the significant value that volunteers, volunteer groups and *Non-Profit Organizations* contribute to the spiritual, educational, social, cultural, and physical well-being of the community. Up to two intakes are offered annually. Completing an application does not guarantee approval.

APPLICANT INFORMATION

Name(s): Selina Ma	Position: Co-President
Mailing Address: [REDACTED]	City: Nanaimo
Email: [REDACTED]	Postal Code: [REDACTED]
	Phone: [REDACTED]

PROPERTY INFORMATION

Civic Address: N/A	Folio:
Legal Description:	
Registered Owner (if different from applicant):	

ORGANIZATION INFORMATION

Organization Name: The Chords of Care
Representative Name: Selina
Email: [REDACTED]
Is the Organization a registered Society? <input checked="" type="checkbox"/> Yes - Registration No.: 1696151-7 <input type="checkbox"/> No
Is the Organization a Registered Charity? <input type="checkbox"/> Yes - Registration No.: <input type="checkbox"/> No
Number of full-time staff: 0
Number of part-time staff: 0
Number of community volunteers: 50
Number of volunteer hours/Year: 200
Please provide a brief description of the organization's mandate:
Our organization's mandate is to bring joy, connection, and compassion to this community through live musical performances by youth volunteers and other music related projects. We aim to create meaningful intergenerational bonds and promote community well-being through the power of music.
How is the organization funded?
The organization was founded based on a student-led initiative at the beginning of 2025. It began with a small group of passionate youth who wanted to make a difference in the community through music.
What other organizations provide similar programs and services?
There are other musical groups that play at senior homes and do music-related activity. However, we offer these performances for completely free.

Is there a fee to any of the activities/services provided by the organization? ☒ Yes ☐ No

If yes, please provide details of the fee(s):

Fee Type (annual, monthly, etc.)	Fee Amount	Description
Annual	\$ 232.21	Website maintaining for thechordsofcare.org
Annual	\$ 200	Non-Profit Incorporation under Incorporation Canada
	\$	Website maintaining for thechordsofcare.org

Detail current and/or planned revenue-generating activities by the organization.

At the moment, the organization does not generate revenue and operates on a volunteer basis. The Co-Presidents are currently paying for the website and incorporating fees.

Has the organization received assistance from the City of Nanaimo in previous years (Other Grant, Permissive Tax Exemption, In-kind...)?

☐ Yes (please complete the table below) ☒ No

Year	Amount	Purpose for Which Assistance Was Used
	\$	
	\$	
	\$	

GRANT REQUEST

Amount of grant requested: \$ 500

☐ Capital grant ☒ Community event funding ☒ Educational funding ☐ Emergency funding

☐ In-kind funding for facility rental

Facility address:

Rental dates & times:

☐ Other:

Proposed use of funding:

The proposed funding will be used to cover costs associated with organizing and executing musical performances for seniors, including transportation, equipment, volunteer supplies, and promotional materials. Additionally, funding will help recover previous expenses, such as website development and materials. A portion of the funds will also be allocated to new initiatives, including the creation and installation of painted outdoor pianos to promote community engagement and accessibility to music.

How will the use of this funding benefit a large portion of the community?

We have already performed five times across Nanaimo, and our efforts have been recognized in the news. Through our performances, we've connected with many local musicians, fostering a sense of collaboration and community. We plan to host a performance every month. With this funding, we will be able to expand our reach, involving even more musicians and reaching additional senior homes and local events. The funding will allow us to create more opportunities for youth musicians to share their talents, and with initiatives like the painted outdoor pianos, we aim to make music more accessible and visible in public spaces. Overall, the funding will help us grow, increasing our impact and bringing joy to a wider portion of the community.

What would be the consequences to not being awarded this funding?

If we are not awarded this funding, we will face challenges in expanding our reach and sustaining the growth of our initiatives. Without financial support, we may not be able to cover the costs of transportation, equipment, or materials needed for our performances, which could limit our ability to continue engaging with new communities and involving more youth musicians. Additionally, our plans for new projects, such as the painted outdoor pianos or teaching younger kids music would be put on hold, preventing us from making music more accessible and visible in public spaces. Ultimately, the absence of funding would limit our capacity to further impact the local community and continue providing valuable experiences for both musicians and seniors. We are a group of youths that do not have a lot of funding, but we really hope to use music to make an impact.

List other agencies/organizations whose financial or in-kind support has been requested for this project.

Organization Name	Amount Requested	Status of Request
Rotary Nanaimo	\$200	Pending
	\$	
	\$	

SUPPORTING DOCUMENTATION

☐ Certificate of Good Standing from BC Registry Services

☒ Confirmation of Charity status per Canada Revenue Agency (if applicable)

☒ Financial Statement for most recent fiscal year

☒ Current year budget

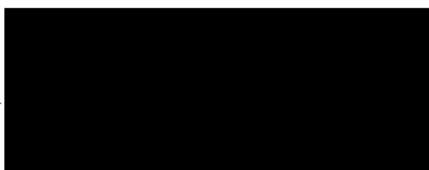
☒ Invoice/quote for capital purchase

SIGNATURE

I am an authorized signing officer of the organization and I certify that the information given in this application is accurate and complete. Should an Other Grant be granted for the above listed project/event, I agree to the following terms:

- Any unused funds from the Other Grant are to be returned to the City of Nanaimo;
- The property use will be in compliance with all applicable municipal policies and bylaws; and
- The organization will publicly acknowledge the Other Grant awarded by the City.

Signature



2025.05.05

Date

NOTES

First Intake - May 15th

Second Intake - September 15th (if funding available)

Submit to:

Email: pte@nanaimo.ca

Mail: 455 Wallace Street, Nanaimo, BC V9R 5J6

RECEIVED STAMP



2025-05-05

Corporations Canada
C. D. Howe Building
235 Queen St
Ottawa ON K1A 0H5

Corporations Canada
Édifice C.D.Howe
235 rue Queen
Ottawa ON K1A 0H5

Corporation Information Sheet

Canada Not-for-profit Corporations Act

Fiche de renseignements concernant l'organisation

Loi canadienne sur les organisations à but non lucratif

16961517 Canada Association

Corporation number	1696151-7	Numéro d'organisation
Corporation key Required for changes online	59085426	Clé de société Requise pour mettre les renseignements à jour en ligne
Anniversary date Required to file annual return	05-02 (mm-dd/mm-jj)	Date anniversaire Requise pour le dépôt du rapport annuel
Annual return filing period Starting in 2026	05-02 to/au 07-01 (mm-dd/mm-jj)	Période pour déposer le rapport annuel Débutant en 2026

Corporation number

Corporations Canada assigns corporation numbers to identify individual corporations. You need your corporation number to carry out transactions on the Online Filing Centre. Also use it in all correspondence with us.

Corporation key

Your corporation key is, in fact, a password. It allows you to carry out online transactions that do not require a fee. Do not share your corporation key with any unauthorized person.

Annual return filing period

Every year, you must file an annual return with Corporations Canada between 05-02(mm-dd) and 07-01(mm-dd).

The annual return is not your income tax return; it is a corporate law requirement.

Numéro d'organisation

Corporations Canada assigne des numéros d'organisation pour identifier chaque organisation. Vous avez besoin de votre numéro d'organisation pour effectuer des transactions par l'entremise de Centre de dépôt en ligne. Utilisez-le aussi dans toute correspondance avec nous.

Clé de société

Votre clé de société est en fait un mot de passe. Elle vous permet d'effectuer des transactions en ligne qui n'exigent aucuns frais. Ne partagez pas votre clé avec une personne non autorisée.

Période de dépôt du rapport annuel

Chaque année, vous devez déposer un rapport annuel auprès de Corporations Canada entre le 05-02(mm-jj) et le 07-01(mm-jj).

Le rapport annuel n'est pas votre déclaration d'impôt; il s'agit d'une exigence de la loi corporative.

The Chords of Care

thechordsofcare.org

REVENUE	CURRENT YEAR BUDGET	YEAR TO DATE ACTUALS	PREVIOUS YEAR BUDGET	PREVIOUS YEAR ACTUALS
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
TOTAL YEARLY REVENUE	\$ -	\$ -	\$ -	\$ -

EXPENSES	CURRENT YEAR BUDGET	YEAR TO DATE ACTUALS	PREVIOUS YEAR BUDGET	PREVIOUS YEAR ACTUALS
Project Expense	\$ 400.00	\$ -	\$ -	\$ -
Website	\$ 232.21	\$ 232.21	\$ -	\$ -
Incorporation Fees	\$ 200.00	\$ 200.00	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
TOTAL YEARLY EXPENSES	\$ 832.21	\$ 432.21	\$ -	\$ -

	CURRENT YEAR BUDGET	CURRENT YEAR ACTUAL
TOTAL YEARLY REVENUE	\$ -	\$ -
TOTAL YEARLY EXPENSES	\$ 832.21	\$ 432.21
TOTAL YEARLY OPERATING OVERAGE/SURPLUS	\$ (832.21)	\$ (432.21)

For the period: January 1 – June 30, 2025

Category	Amount (CAD)
Revenue	
Donations	\$0.00
Fundraising	\$0.00
Sponsorships/Grants	\$0.00
Total Revenue	\$0.00
Expenses	
Website & Incorporation	\$432.21
Total Expenses	\$432.21
Net Income (Loss)	-\$432.21

Chords of Care - Summer Event Budget (Projected)

July–August 2025

Planned Expense	Estimated Cost (CAD)
Event supplies	TBD
Venue booking	TBD
Guest speakers / honoraria	TBD
Food / snacks	TBD
Printing / flyers	TBD
Other	TBD
Total Projected Cost	TBD



Wix.com LTD
Yunitsman 5 Tel Aviv
Israel
GST ID : 799514302RT0001

Issued to:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Invoice #1173532581 | Apr 17, 2025 | Paid

Description	Site	Billing Period	Quantity	Amount
Premium plan Light	My Site 3	Yearly Apr 17, 2025 - Apr 17, 2026	1	CA\$ [REDACTED]

Payment Method: [REDACTED]

Subtotal CA\$ [REDACTED]
HST (13%) CA\$ [REDACTED]

Total CA\$ [REDACTED]

Feel free to contact us:

 wix.com/support

 1-415-639-9034

 wix.com/contact



Wix.com LTD
Yunitsman 5 Tel Aviv
Israel
GST ID : 799514302RT0001

Issued to:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Invoice #1173532789 | Apr 17, 2025 | Paid

Description	Site	Billing Period	Quantity	Amount
Domain thechordsofcare.org	My Site 3	Yearly Apr 17, 2025 - Apr 17, 2026	1	CA\$ [REDACTED]

Payment Method: [REDACTED]

Coupon discount -CA\$ [REDACTED]
Subtotal with discounts CA\$ [REDACTED]
HST (13%) CA\$ [REDACTED]

Total CA\$ [REDACTED]

* Any deductions listed above apply to the current invoice only.

Feel free to contact us:

 wix.com/support

 1-415-639-9034

 wix.com/contact



Certificate of Incorporation

Canada Not-for-profit Corporations Act

Certificat de constitution

*Loi canadienne sur les organisations à but non
lucratif*

16961517 Canada Association

Corporate name / Dénomination de l'organisation

1696151-7

Corporation number / Numéro de
l'organisation

I HEREBY CERTIFY that the above-named corporation, the articles of incorporation of which are attached, is incorporated under the *Canada Not-for-profit Corporations Act*.

JE CERTIFIE que l'organisation susmentionnée, dont les statuts constitutifs sont joints, est constituée en vertu de la *Loi canadienne sur les organisations à but non lucratif*.

Hantz Prosper

Director / Directeur

2025-05-02

Date of Incorporation (YYYY-MM-DD)
Date de constitution (AAAA-MM-JJ)



Form 4001
Articles of Incorporation
Canada Not-for-profit Corporations
Act (NFP Act)

Formulaire 4001
Statuts constitutifs
Loi canadienne sur les
organisations à but non lucratif
(Loi BNL)

1	Corporate name Dénomination de l'organisation 16961517 Canada Association
2	The province or territory in Canada where the registered office is situated La province ou le territoire au Canada où est maintenu le siège BC
3	Minimum and maximum number of directors Nombres minimal et maximal d'administrateurs Min. 1 Max. 2
4	Statement of the purpose of the corporation Déclaration d'intention de l'organisation See attached schedule / Voir l'annexe ci-jointe
5	Restrictions on the activities that the corporation may carry on, if any Limites imposées aux activités de l'organisation, le cas échéant None
6	The classes, or regional or other groups, of members that the corporation is authorized to establish Les catégories, groupes régionaux ou autres groupes de membres que l'organisation est autorisée à établir See attached schedule / Voir l'annexe ci-jointe
7	Statement regarding the distribution of property remaining on liquidation Déclaration relative à la répartition du reliquat des biens lors de la liquidation See attached schedule / Voir l'annexe ci-jointe
8	Additional provisions, if any Dispositions supplémentaires, le cas échéant See attached schedule / Voir l'annexe ci-jointe
9	Declaration: I hereby certify that I am an incorporator of the corporation. Déclaration : J'atteste que je suis un fondateur de l'organisation.

Name(s) - Nom(s)

Original Signed by - Original signé par

Yuhua Ma

Yuhua Ma
Yuhua Ma

A person who makes, or assists in making, a false or misleading statement is guilty of an offence and liable on summary conviction to a fine of not more than \$5,000 or to imprisonment for a term of not more than six months or to both (subsection 262(2) of the NFP Act).

La personne qui fait une déclaration fausse ou trompeuse, ou qui aide une personne à faire une telle déclaration, commet une infraction et encourt, sur déclaration de culpabilité par procédure sommaire, une amende maximale de 5 000 \$ et un emprisonnement maximal de six mois ou l'une de ces peines (paragraphe 262(2) de la Loi BNL).

You are providing information required by the NFP Act. Note that both the NFP Act and the *Privacy Act* allow this information to be disclosed to the public. It will be stored in personal information bank number IC/PPU-049.

Vous fournissez des renseignements exigés par la Loi BNL. Il est à noter que la Loi BNL et la *Loi sur les renseignements personnels* permettent que de tels renseignements soient divulgués au public. Ils seront stockés dans la banque de renseignements personnels numéro IC/PPU-049.

Schedule / Annexe

Purpose Of Corporation / Déclaration d'intention de l'organisation

Chords of Care is a nonprofit organization dedicated to spreading compassion, joy, and human connection through music. Our mission is to bring youth musicians together to perform in senior homes and start other music-related projects.

Schedule / Annexe
Classes of Members / Catégories de membres

The Corporation is authorized to establish one class of members. Each member shall be entitled to receive notice of, attend and vote at all meetings of the members of the Corporation.

Schedule / Annexe

Distribution of Property on Liquidation / Répartition du reliquat des biens lors de la liquidation

Any property remaining on liquidation of the Corporation, after discharge of liabilities, shall be distributed to one or more qualified donees within the meaning of subsection 248(1) of the Income Tax Act.

Schedule / Annexe
Additional Provisions / Dispositions supplémentaires

The directors may appoint one or more directors, who shall hold office for a term expiring not later than the close of the next annual general meeting of members, but the total number of directors so appointed may not exceed one-third of the number of directors elected at the previous annual general meeting of members.

If authorized by a by-law which is duly adopted by the directors and confirmed by ordinary resolution of the members, the directors of the corporation may from time to time:

- i. borrow money on the credit of the corporation;
- ii. issue, reissue, sell, pledge or hypothecate debt obligations of the corporation; and
- iii. mortgage, hypothecate, pledge or otherwise create a security interest in all or any property of the corporation, owned or subsequently acquired, to secure any debt obligation of the corporation.



Form 4002

Initial Registered Office Address and First Board of Directors

*Canada Not-for-profit Corporations Act
(NFP Act)*

Formulaire 4002

Adresse initiale du siège et premier conseil d'administration

*Loi canadienne sur les organisations à
but non lucratif (Loi BNL)*

1 Corporate name
Dénomination de l'organisation

16961517 Canada Association

2 Complete address of the registered office
Adresse complète du siège

[REDACTED]

3 Additional address
Autre adresse

4 Directors of the corporation
Administrateurs de l'organisation

[REDACTED] [REDACTED]
[REDACTED] [REDACTED]

5 Declaration: I hereby certify that I am an incorporator of the new corporation or that I am a director or an authorized officer of the corporation continuing into or amalgamating under the NFP Act.
Déclaration : J'atteste que je suis un fondateur de la nouvelle organisation ou que je suis un administrateur ou un dirigeant autorisé de l'organisation se prorogeant ou se fusionnant en vertu de la Loi BNL.

Original signed by / Original signé par
YUHUA MA

YUHUA MA

[REDACTED]

A person who makes, or assists in making, a false or misleading statement is guilty of an offence and liable on summary conviction to a fine of not more than \$5,000 or to imprisonment for a term of not more than six months or to both (subsection 262(2) of the NFP Act).

La personne qui fait une déclaration fautive ou trompeuse, ou qui aide une personne à faire une telle déclaration, commet une infraction et encourt, sur déclaration de culpabilité par procédure sommaire, une amende maximale de 5 000 \$ et un emprisonnement maximal de six mois ou l'une de ces peines (paragraphe 262(2) de la Loi BNL).

You are providing information required by the NFP Act. Note that both the NFP Act and the *Privacy Act* allow this information to be disclosed to the public. It will be stored in personal information bank number IC/PPU-049.

Vous fournissez des renseignements exigés par la Loi BNL. Il est à noter que la Loi BNL et la *Loi sur les renseignements personnels* permettent que de tels renseignements soient divulgués au public. Ils seront stockés dans la banque de renseignements personnels numéro IC/PPU-049.

**OTHER GRANT APPLICATION**

Revenue Services | pte@nanaimo.ca

Other Grants are available to recognize the significant value that volunteers, volunteer groups and Non-Profit Organizations contribute to the spiritual, educational, social, cultural, and physical well-being of the community. Up to two intakes are offered annually. Completing an application does not guarantee approval.

APPLICANT INFORMATION

Name(s): The Nanaimo Men's Resource Centre	Position: Administrator
Mailing Address: 418D Fitzwilliam st	City: Nanaimo
	Postal Code: V9R3A7
Email: marilyn.watson@themenscentre.ca	Phone: 2507161551

PROPERTY INFORMATION

Civic Address: 418D Fitzwilliam st	Folio:
Legal Description: lot 6, blk 32, sec 1, plan 584, ld 32 PID 007-799-292	
Registered Owner (if different from applicant): The Kristo Zorkin group	

ORGANIZATION INFORMATION

Organization Name: The Men's Centre		
Representative Name: Marilyn Watson	Email: marilyn.watson@themenscentre.ca	
Is the Organization a registered Society?	<input checked="" type="checkbox"/> Yes - Registration No.: 500 43685	<input type="checkbox"/> No
Is the Organization a Registered Charity?	<input checked="" type="checkbox"/> Yes - Registration No.: BN 876952110	<input type="checkbox"/> No
Number of full-time staff:	Number of part-time staff: 6	
Number of community volunteers: 3	Number of volunteer hours/Year: 200 416	
Please provide a brief description of the organization's mandate:		
Help men overcome IPV, relationship issues and childhood trauma with counseling and groups.		
How is the organization funded?		
BC Gaming Grant		
What other organizations provide similar programs and services?		
Victoria Men's Health Centre. (we are the only local Men's Help Centre)		

OTHER GRANT APPLICATION

Revenue Services | pte@nanaimo.ca

Is there a fee to any of the activities/services provided by the organization? ☒ Yes ☐ No

If yes, please provide details of the fee(s):

Fee Type (annual, monthly, etc.)	Fee Amount	Description
Sliding scale based on	\$ 0	
income level. \$0 to \$60	\$ 60	
	\$	

Detail current and/or planned revenue-generating activities by the organization.

Some clients of our counseling pay market rates to subsidize other clients.

Has the organization received assistance from the City of Nanaimo in previous years (Other Grant, Permissive Tax Exemption, In-kind...)?

☒ Yes (please complete the table below) ☐ No

Year	Amount	Purpose for Which Assistance Was Used
2023	\$ 3600	Permissive Tax Exemption
2022	\$ 3500	Father's day in the park events grant
	\$	Permissive Tax Exemption

GRANT REQUEST

Amount of grant requested: \$ 10,000

☐ Capital grant ☐ Community event funding ☒ Educational funding ☐ Emergency funding

☐ In-kind funding for facility rental

Facility address:

Rental dates & times:

☒ Other: Marketing

Proposed use of funding:

Provide information within the community regarding the many services available at the Men's Centre.

How will the use of this funding benefit a large portion of the community?

Encourage men to make use of our services which will benefit them and their community.

OTHER GRANT APPLICATION

Revenue Services | pte@nanaimo.ca

What would be the consequences to not being awarded this funding?

A key part of social services is outreach to potential clients so they can learn of our services.

List other agencies/organizations whose financial or in-kind support has been requested for this project.

Organization Name	Amount Requested	Status of Request
	\$	
	\$	
	\$	

SUPPORTING DOCUMENTATION

- ☒ Certificate of Good Standing from BC Registry Services
- ☒ Confirmation of Charity status per Canada Revenue Agency (if applicable)
- ☒ Financial Statement for most recent fiscal year
- ☒ Current year budget
- ☐ Invoice/quote for capital purchase

SIGNATURE

I am an authorized signing officer of the organization and I certify that the information given in this application is accurate and complete. Should an Other Grant be granted for the above listed project/event, I agree to the following terms:

- Any unused funds from the Other Grant are to be returned to the City of Nanaimo;
- The property use will be in compliance with all applicable municipal policies and bylaws; and
- The organization will publicly acknowledge the Other Grant awarded by the City.


Signature

Oct 17, 2024

Date

NOTES

First Intake - May 15th

Second Intake - September 15th (if funding available)

Submit to:

Email: pte@nanaimo.ca

Mail: 455 Wallace Street, Nanaimo, BC V9R 5J6

RECEIVED STAMP



City of Nanaimo, Grant Review Committee

Dear Grant Review Committee,

On behalf of The Men's Centre, I am pleased to submit this application for funding support for a comprehensive marketing plan development initiative. This represents a new and strategic direction for our organization as we seek to expand our reach and better serve the men in our Nanaimo community.

Project Overview

The Men's Centre is launching its first comprehensive marketing initiative to develop a professional marketing strategy and implementation plan. This new initiative will enable us to:

- **Increase Community Awareness:** Develop targeted marketing materials and strategies to reach men who could benefit from our services but may not currently know about our programs
- **Enhance Program Visibility:** Create professional marketing collateral that effectively communicates our mission, services, and impact to the broader community
- **Strengthen Community Partnerships:** Establish a marketing framework that will help us better collaborate with other community organizations and service providers
- **Improve Service Accessibility:** Develop marketing approaches that reduce barriers and stigma, making our services more accessible to men who need support

Project Description

With the assistance of a professional online and offline Marketing Consultant, this comprehensive marketing plan development will be implemented through a three-phase approach:

Phase 1 - Strategic Planning: Development of a customized marketing strategy including target audience analysis, goal identification, and creation of a 12-month marketing calendar with budget recommendations.

Phase 2 - Brand Development: Creation of professional marketing tools including updated branding materials, website enhancements, print collateral, and digital marketing assets.

Phase 3 - Implementation Framework: Establishment of ongoing marketing tactics including social media strategy, content development, and community outreach protocols.

Community Impact

This marketing initiative will directly benefit a large portion of Nanaimo's community by:

- Reaching Underserved Populations: Many men in our community face challenges accessing mental health and support services due to stigma and lack of awareness
- Supporting Families: When men receive appropriate support, it positively impacts their families and relationships
- Reducing Community Health Costs: Early intervention and support can prevent more serious mental health crises
- Building Community Resilience: Stronger support networks for men contribute to overall community well-being

Innovation and Need

This represents The Men's Centre's first dedicated marketing initiative, marking a significant step forward in our organizational development. Without professional marketing support, we risk continuing to operate with limited community awareness, potentially missing opportunities to serve men who could benefit from our programs.

The consequences of not receiving this funding would mean continuing with our current informal marketing approaches, limiting our ability to:

- Reach men who are unaware of our services
- Professionally present our programs to potential funders and partners
- Effectively communicate our impact to the community
- Develop sustainable outreach strategies

Request Summary

We respectfully request \$10,000 in funding to support this new marketing initiative. This investment will help The Men's Centre build the professional marketing foundation necessary to better serve Nanaimo's male population and contribute more effectively to our community's overall well-being. We are committed to acknowledging the City of Nanaimo's support publicly and will provide regular updates on the project's progress and outcomes.

Thank you for considering our application. We look forward to discussing how this initiative will benefit our community.

Warm regards

Linda Stephenson

Linda Stephenson
Executive Director
The Men's Centre
linda@themenscentre.ca

Item	Amount
MARKETING ACTIVITIES	
Marketing Plan Development	2750
Social Media Strategy	1200
Social Media Implementation (3 months)	1800
Email Marketing (Setup + 1 Newsletter)	850
Consulting & Support (6 hours)	900
Subtotal	7500
ADMINISTRATION & OVERSIGHT (25%)	2500
TOTAL REQUEST	10000



2024 BC SOCIETY ANNUAL REPORT

BC Society • Societies Act

NAME OF SOCIETY: **NANAIMO MEN'S RESOURCE CENTRE**

Incorporation Number: S0043685

Business Number: 87695 2110 BC0001

Filed Date and Time: May 16, 2024 01:24 PM Pacific Time

Annual General Meeting (AGM) Date: April 23, 2024

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address:

418D FITZWILLIAM STREET
NANAIMO BC V9R 3A1

Mailing Address:

418D FITZWILLIAM STREET
NANAIMO BC V9R 3A1

DIRECTOR INFORMATION AS OF April 23, 2024

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]
[REDACTED]

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]
[REDACTED]

CERTIFICATION

I, [REDACTED], certify that I have relevant knowledge of the society, and that I am authorized to make this filing.



**NANAIMO MEN'S RESOURCE CENTRE
FINANCIAL INFORMATION
OCTOBER 31, 2023**

**NANAIMO MEN'S RESOURCE CENTRE
FINANCIAL INFORMATION
OCTOBER 31, 2023**

	Page
COMPILATION ENGAGEMENT REPORT	3
STATEMENT OF OPERATIONS	4
STATEMENT OF CHANGES IN NET ASSETS	5
STATEMENT OF FINANCIAL POSITION	6
SCHEDULE OF REVENUES	7
NOTES TO THE FINANCIAL INFORMATION	8

COMPILATION ENGAGEMENT REPORT

To the management of
Nanaimo Men's Resource Centre

On the basis of information provided by management, we have compiled the statement of financial position of Nanaimo Men's Resource Centre as at October 31, 2023, the statements of operations and changes in net assets for the year then ended, and note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Nanaimo, BC
February 21, 2024

Chartered Professional Accountants

NANAIMO MEN'S RESOURCE CENTRE
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED OCTOBER 31, 2023

	2023	2022
REVENUES	\$ 303,638	\$ 216,868
EXPENDITURES		
Donations	140,116	87,725
Wages and benefits	98,087	126,602
Rent	21,734	22,063
Consulting fees	17,247	24,302
Computer and technology expense	11,594	14,172
Professional fees	5,643	6,646
Telephone and utilities	4,022	5,768
Insurance	3,033	2,326
Office	2,464	2,957
Repairs and maintenance	1,625	310
Advertising and promotion	1,459	402
Amortization	776	1,416
Interest and bank charges	540	337
Staff training	173	134
Volunteer appreciation	130	25
Program supplies	14	5,998
Business licenses, dues and memberships	-	240
Vehicle	-	204
Travel	-	72
	<u>308,657</u>	<u>301,699</u>
DEFICIENCY OF REVENUES OVER EXPENDITURES	\$ (5,019)	\$ (84,831)

The accompanying notes are an integral part of this financial information

NANAIMO MEN'S RESOURCE CENTRE
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED OCTOBER 31, 2023

	2023	2022
BALANCE, beginning of year	\$ 47,828	\$ 132,659
DEFICIENCY OF REVENUES OVER EXPENDITURES	<u>(5,019)</u>	<u>(84,831)</u>
BALANCE, end of year	<u>\$ 42,809</u>	<u>\$ 47,828</u>

The accompanying notes are an integral part of this financial information

NANAIMO MEN'S RESOURCE CENTRE
STATEMENT OF FINANCIAL POSITION
OCTOBER 31, 2023

	2023	2022
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 46,913	\$ 50,713
Prepaid expenses and deposits	1,396	1,396
GST receivable	610	3,996
	<hr/>	<hr/>
	48,919	56,105
 PROPERTY, PLANT AND EQUIPMENT (Note 2)	 991	 1,767
	<hr/>	<hr/>
	\$ 49,910	\$ 57,872
	<hr/>	<hr/>
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 5,630	\$ 8,121
Deposits	175	-
Government remittances	1,296	1,923
	<hr/>	<hr/>
	7,101	10,044
 NET ASSETS	 42,809	 47,828
	<hr/>	<hr/>
	\$ 49,910	\$ 57,872
	<hr/>	<hr/>

The accompanying notes are an integral part of this financial information

NANAIMO MEN'S RESOURCE CENTRE
SCHEDULE OF REVENUES
FOR THE YEAR ENDED OCTOBER 31, 2023

	2023	2022
BC gaming and raffle income	\$ 110,001	\$ 110,001
Donations in kind - goods and services	65,000	66,200
Small non-government grants	56,000	9,000
Donations in kind - volunteer labour	27,120	21,580
Donations	16,701	7,981
Rental income	9,780	852
Federation of Community Social Services	8,100	-
Miscellaneous revenue	7,436	707
City of Nanaimo	3,500	500
Government subsidies and grants	-	47
	<hr/>	<hr/>
	\$ 303,638	\$ 216,868

NANAIMO MEN'S RESOURCE CENTRE
NOTES TO THE FINANCIAL INFORMATION
FOR THE YEAR ENDED OCTOBER 31, 2023

GENERAL INFORMATION

Nanaimo Men's Resource Centre is a not-for-profit organization incorporated under the Societies Act of British Columbia on September 18, 2001. The Society was formed to provide support and education programs to men and their families.

The Society is exempt from income tax as a not for profit organization.

Readers are cautioned that compiled financial information is different from a complete set of financial statements. Compiled financial information comprises schedules of financial information and does not require that any notes to the financial statements nor a statement of cash flows be presented. The compiled financial information is prepared under the basis of accounting described below and is not prepared under any accounting framework. The notes contained herein are for clarification purposes only and no inference should be drawn as to adequacy or completeness.

1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the financial information is on the historical cost basis, reflecting cash transactions with the addition of:

- ♦ property, plant and equipment amortized over their useful life
- ♦ accounts payable and accrued liabilities

2. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2023 Net book value	2022 Net book value
Office equipment	\$ 23,595	\$ 22,748	\$ 847	\$ 960
Computer equipment	15,662	15,518	144	807
	<u>\$ 39,257</u>	<u>\$ 38,266</u>	<u>\$ 991</u>	<u>\$ 1,767</u>

Amortization for the year amounted to \$776 (2022 - \$1,416).

Budget Increase		1																				
UNALLOCATED		Total			Boots to Suits			Community Education			Community Outreach			Family Crisis Support			Resource and Referral			Workshops and Dropin Groups		
H1	Account	Actuals 2023	Budget 2024	Budget 2025	Actuals 2023	Budget 2024	Budget 2025	Actuals 2023	Budget 2024	Budget 2025	Actuals 2023	Budget 2024	Budget 2025	Actuals 2023	Budget 2024	Budget 2025	Actuals 2023	Budget 2024	Budget 2025	Actuals 2023	Budget 2024	Budget 2025
K	REVENUES																					
K	FUNDING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K	Cash Contributions																					
K	4102.BC.CG - Charitable Gaming Grant	0	110,000	122,043	110,000	3,014	3,000	3,000	18,997	19,000	19,000	9,999	10,000	10,000	8,998	9,000	9,000	49,995	56,143	50,000	18,997	19,000
K	4103.NA.SB - City of Nanaimo Hub City Soap	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K	4037 - Grant Revenue	0	0	12,000	12,000	0	0	0	0	0	0	0	0	0	0	0	0	12,000	12,000	0	0	0
K	4105 - Membership	10	10	45	45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K	4101.CA.PR - Payroll & Source Deductions S	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K	4101 Payroll & Source Deductions Carried Fo	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K	4131 Social Services BC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K	4130 - Workshop Donations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K	4100 - Donations	(8,313)	26,421	14,869	15,620	450	450	450	300	300	6,300	10,000	10,000	960	1,600	1,600	1,600	19,865	2,519	2,519	6,310	6,310
K	4201 - Counseling Sliding Scale Fees	(1,374)	7,426	4,400	10,943	0	0	0	0	0	0	0	0	0	0	0	0	4,800	4,000	4,000	0	0
K	4202 - Dealing with the Dragon Sliding Scale	0	6,380	4,400	4,000	0	0	0	0	0	0	0	0	0	0	0	0	0	6,380	4,000	4,000	0
K	Total Cash Contributions	(9,677)	150,237	157,757	152,608	3,464	3,450	3,450	19,297	19,300	25,300	19,999	20,000	10,960	10,598	10,600	10,600	74,660	72,943	72,943	31,896	29,310
H2	Other Income																					
K	4440 - Interest Revenue	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K	4310 - Meeting Room Rentals	0	9,780	0	5,277	1,630	1,812	1,550	1,630	500	3,730	1,630	0	1,630	0	1,630	0	1,547	1,630	0	0	0
K	4320 - Office Rentals	0	0	17,760	11,910	0	0	0	500	0	0	4,000	4,520	1,000	3,340	0	6,166	2,500	4,282	0	0	0
K	Total Other Income	0	9,781	17,760	17,187	1,630	1,812	1,550	1,630	500	3,730	1,630	4,000	4,520	1,630	1,000	3,340	6,166	4,047	1,630	4,282	0
H2	In Kind Contributions																					
K	4466 - Donations in Kind	0	68,000	68,000	68,000	17,000	17,000	17,000	0	0	0	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	0	0	0
K	4467 - Donations in Kind - Volunteer Labor	0	41,400	41,400	41,400	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900
K	4468 - Board Hours	0	9,120	9,120	9,120	1,519	1,519	1,519	1,519	1,519	1,519	1,520	1,520	1,520	1,520	1,520	1,520	1,520	1,520	1,520	1,520	1,520
K	Total In Kind Contributions	0	109,400	109,400	109,400	23,900	23,900	23,900	6,900	6,900	6,900	23,900	23,900	23,900	23,900	23,900	23,900	23,900	23,900	6,900	6,900	6,900
H1	Total REVENUES	(9,677)	269,418	284,917	279,195	28,994	29,162	28,900	27,827	26,700	35,930	45,529	47,900	39,380	36,128	35,500	37,840	100,190	103,009	100,890	40,426	36,210
K	EXPENSES																					
H1	Cash Expenses																					
K	5610 - Accounting & Legal	(0)	6,001	7,400	6,200	164	470	170	1,036	670	1,070	546	1,320	570	491	670	510	2,728	3,280	2,810	1,036	1,070
K	5615 - Advertising & Promotions	0	1,459	490	1,530	0	30	50	252	240	260	133	80	140	119	0	130	663	140	690	252	260
K	5678 - Capital Acquisition	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,143	0	5,900	0	0
K	5775 - Computer software (5775)	0	2,649	0	2,760	73	80	457	480	241	480	241	250	217	230	1,204	230	1,204	457	480	480	480
K	5783 - Computer System Maintenance	(0)	8,655	0	8,940	237	250	1,495	1,540	787	1,540	787	1,690	708	730	3,934	730	3,934	4,060	1,495	1,540	1,540
K	5405 - Consulting Fees	(0)	18,021	12,375	18,580	494	142	510	3,112	4,502	3,210	1,638	1,932	1,890	1,474	409	1,520	8,191	3,831	8,440	3,112	3,210
K	5430 - CPP Expense	0	3,882	2,719	4,030	106	90	110	670	236	700	353	297	370	318	245	330	1,764	1,416	1,820	670	700
K	5420 - EI Expense	0	3,941	1,245	4,090	372	43	390	417	111	430	358	145	370	322	117	340	1,791	1,850	681	147	710
K	5791 - BC Hydro	(0)	2,169	0	2,270	59	70	375	375	390	197	177	210	177	190	986	1,020	375	0	390	390	390
K	5761 - Hub City Soap Box Derby	0	0	0	#VALUE!	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K	5685 - Insurance	0	0	2,430	#VALUE!	0	160	0	210	0	0	530	0	0	210	0	790	0	790	0	530	530
K	5690 - Interest & Bank Charges	0	527	0	570	14	0	20	91	100	48	250	50	43	50	240	250	91	0	100	100	100
K	5781 - Internet	0	0	1,450	#VALUE!	0	60	0	210	0	0	0	250	0	110	0	630	0	190	0	190	190
K	5766 - Janitorial	(0)	775	400	830	21	70	30	134	60	140	70	80	80	63	0	70	352	130	370	134	140
K	5613 - Licenses, Fees & Dues	0	340	0	340	0	20	0	50	0	60	0	60	0	30	0	130	0	50	0	50	50
K	5705 - Office Expense	0	0	2,900	#VALUE!	0	280	0	140	0	280	0	280	0	280	0	1,370	0	550	0	550	550
K	5700 - Office Supplies	(0)	289	360	330	8	40	10	50	30	60	26	40	30	24	40	131	140	50	70	60	60
K	5760 - Rent	0	21,734	22,280	22,420	596	830	620	3,753	3,300	3,870	1,976	3,710	2,040	1,778	1,650	1,840	9,878	9,900	10,180	3,753	3,870
K	5767 - Security	0	0	280	#VALUE!	0	70	0	0	0	0	80	0	0	0	0	130	0	0	0	0	0
K	5780 - Telephone	0	1,854	1,990	1,930	51	80	60	320	300	330	168	330	180	152	150	160	842	870	870	320	330
K	5785 - Travel	0	0	140	#VALUE!	0	20	0	20	0	30	0	30	0	30	0	40	0	40	0	0	0
K	5790 - Utilities	0	0	2,840	#VALUE!	0	110	0	420	0	480	0	480	0	210	0	1,250	0	370	0	370	370
K	5786 - Vehicle & Mileage Expense	0	0	0	#VALUE!	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K	5614 - Volunteer Appreciation	(0)	130	60	180	4	30	10	22	0	30	12	0	20	11	0	59	30	70	22	0	30
K	5410 - Wages & Salaries	0	90,682	103,030	93,450	2,485	2,691	2,560	15,661	9,262	16,140	8,243	14,269	8,500	7,418	7,398	7,650	41,215	47,869	42,460	15,661	16,140
K	5440 - WCB Expense	0	1,397	699	684	38	27	40	241	38	250	127	140	87	140	114	50	120	635	339	660	241
K	5784 - Website Hosting	0	90	0	120	2	10	16	16	20	8	10	7	10	7	10	41	50	16	20	20	20
K	5763 - Workshop & Meeting Expense	0	14	0	60	0	10	2	10	10	1	10	1	10	6	10	2	10	2	10	10	10
H2	Total Cash Expenses	(0)	164,268	163,428	#VALUE!	4,765	5,263	5,000	28,106	19,799	29,030	14,932	24,000	15,480	13,437	11,599	13,940	74,660	79,110	76,990	28,369	29,310
K	In Kind Contributions																					
K	4466 - Donations in Kind	0	68,000	68,000	68,000	17,000	17,000	17,000	0	0	0	17,000										



OTHER GRANT APPLICATION

Revenue Services | pte@nanaimo.ca

Other Grants are available to recognize the significant value that volunteers, volunteer groups and *Non-Profit Organizations* contribute to the spiritual, educational, social, cultural, and physical well-being of the community. Up to two intakes are offered annually. Completing an application does not guarantee approval.

APPLICANT INFORMATION

Name(s): Angela Nguyen	Position: Director of Operations
Mailing Address: 502-495 Dunsmuir St	City: Nanaimo
	Postal Code: V9R 6B9
Email: angela@tapsbc.ca	Phone: 250-824-0997

PROPERTY INFORMATION

Civic Address: 502 - 495 DUNSMUIR STREET	Folio:
Legal Description: 000-290-793	
Registered Owner (if different from applicant):	

ORGANIZATION INFORMATION

Organization Name: Together Against Poverty Society	
Representative Name: Angela Nguyen	Email: angela@tapsbc.ca
Is the Organization a registered Society?	<input checked="" type="checkbox"/> Yes - Registration No.: S-002533 <input type="checkbox"/> No
Is the Organization a Registered Charity?	<input checked="" type="checkbox"/> Yes - Registration No.: 140709858 RR 0001 <input type="checkbox"/> No
Number of full-time staff: 3	Number of part-time staff: 1
Number of community volunteers:	Number of volunteer hours/Year:
Please provide a brief description of the organization's mandate:	
TAPS' mission is to enhance social justice in the lives of people living in poverty, through legal advocacy, law reform, and public legal education in the areas of income assistance, disability, and tenancy. We believe everyone should have sufficient income and security to live with dignity and meet their needs.	
How is the organization funded?	
TAPS Nanaimo receives funding from the Law Foundation of BC.	
What other organizations provide similar programs and services?	
Nanaimo Disability Resource Centre offers similar services to their specific clients, but TAPS is the only organization that focuses on poverty law advocacy services. There are other organizations that offer remote support provincially (TRAC & DABC), and poverty law advocates in other communities.	

Is there a fee to any of the activities/services provided by the organization? ☐ Yes ☒ No

If yes, please provide details of the fee(s):

Fee Type (annual, monthly, etc.)	Fee Amount	Description
	\$	
	\$	
	\$	

Detail current and/or planned revenue-generating activities by the organization.

Grants, fundraising events, and donations

Has the organization received assistance from the City of Nanaimo in previous years (Other Grant, Permissive Tax Exemption, In-kind...)?

☐ Yes (please complete the table below) ☒ No

Year	Amount	Purpose for Which Assistance Was Used
	\$	
	\$	
	\$	

GRANT REQUEST

Amount of grant requested: \$ 5000

☐ Capital grant ☐ Community event funding ☒ Educational funding ☐ Emergency funding

☐ In-kind funding for facility rental

Facility address:

Rental dates & times:

☐ Other:

Proposed use of funding:

Our advocates will provide training and informational materials accessible to other organizations and any member of the public. Legal information sessions and seminars for topics on tenancy, income assistance, and disability.

How will the use of this funding benefit a large portion of the community?

TAPS works to preserve existing tenancies and prevent evictions that contribute to homelessness in Nanaimo. By using this funding to provide education and advocacy services to low-income tenants, we will directly support housing stability for some of the community's most vulnerable residents. Empowering individuals to understand and assert their rights helps prevent displacement, reduces pressure on emergency housing systems, and contributes to healthier, more resilient neighborhoods. In turn, this benefits the broader community by promoting social stability, reducing public costs related to homelessness, and fostering a more equitable housing landscape in Nanaimo.

What would be the consequences to not being awarded this funding?

While we attempt to provide as much support to clients as possible, our resources are severely limited, and each day we have to set a limit on how many new cases we can take. This funding would allow us to focus our resources towards public legal education towards areas we are already experienced in, and would allow us to increase our capacity in Nanaimo.

List other agencies/organizations whose financial or in-kind support has been requested for this project.

Organization Name	Amount Requested	Status of Request
	\$	
	\$	
	\$	

SUPPORTING DOCUMENTATION

☐ Certificate of Good Standing from BC Registry Services

☒ Confirmation of Charity status per Canada Revenue Agency (if applicable)

☒ Financial Statement for most recent fiscal year

☒ Current year budget

☐ Invoice/quote for capital purchase

SIGNATURE

I am an authorized signing officer of the organization and I certify that the information given in this application is accurate and complete. Should an Other Grant be granted for the above listed project/event, I agree to the following terms:

- Any unused funds from the Other Grant are to be returned to the City of Nanaimo;
- The property use will be in compliance with all applicable municipal policies and bylaws; and
- The organization will publicly acknowledge the Other Grant awarded by the City.


 Sign

May 14th, 2025

 Date

NOTES

First Intake - May 15th

Second Intake - September 15th (if funding available)

Submit to:

Email: pte@nanaimo.ca

Mail: 455 Wallace Street, Nanaimo, BC V9R 5J6

RECEIVED STAMP

TOGETHER AGAINST POVERTY SOCIETY

Financial Statements

For the Period Ended March 31, 2024



Baker Tilly Victoria Ltd
Chartered Professional
Accountants
T: 250.386.0500
www.btvic.com

Uptown:
3551 Uptown Blvd
Unit 219
Victoria, BC
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Westshore:
967 Langford Pkwy
Suite 218
Victoria, BC
V9B 0A5

Sidney:
9764 Fifth St
Unit 7
Sidney, BC
V8L 2X2

INDEPENDENT AUDITORS' REPORT

To the Members of Together Against Poverty Society

Report on the Financial Statements

Qualified Opinion

We have audited the financial statements of Together Against Poverty Society (the "Society") that comprise the statement of financial position as at March 31, 2024, and the statements of changes in net assets, operations, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly in all material respects, the financial position of the Society as at March 31, 2024, and results of its operations and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-For-Profit Organizations.

Basis for Qualified Opinion

In common with many non-profit organizations, the Society derives revenue from donations and fundraising, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Society. Therefore, we were not able to determine whether any adjustments might be necessary to donation and fundraising revenue, excess of revenues over expenses, cash flows from operations, assets, and the net assets for the period ended March 31, 2024.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.



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Westshore:
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V9B 0A5

Sidney:
9764 Fifth St
Unit 7
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V8L 2X2

INDEPENDENT AUDITORS' REPORT (continued)

Emphasis of Matter

We draw attention to note 1 of the financial statements, which indicates amounts presented for the period ended March 31, 2024 are for a 7-month period. Comparative figures presented for the year ended August 31, 2023 are for a 12-month period. Consequently, the comparative amounts for the statement of financial position, statement of operations, statement of changes in net assets, statement of cash flows and related schedules and notes are not entirely comparable.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Accounting Standards for Not-For-Profit Organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

INDEPENDENT AUDITORS' REPORT (continued)*Auditors' Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



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Westshore:
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Sidney:
9764 Fifth St
Unit 7
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V8L 2X2

INDEPENDENT AUDITORS' REPORT (continued)

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

As required by the British Columbia Societies Act, we report that, in our opinion, the Accounting Standards for Not-For-Profit Organizations have been applied on a consistent basis.

Baker Tilly Victoria Ltd.

CHARTERED PROFESSIONAL ACCOUNTANTS

Victoria, BC

November 28, 2024

Together Against Poverty Society

Statement of Financial Position

As at March 31, 2024

(With Comparative Figures for the Year Ended August 31, 2023)

	March 31, 2024	August 31, 2023
	\$	\$
Assets		
Current Assets -		
Cash	172,279	161,391
Restricted cash related to deferred contributions	631,245	841,922
Restricted cash related to gaming contributions	115,000	6,550
Accounts receivable	10,280	13,028
Goods and services tax recoverable	2,297	2,565
Grant receivable - Victoria Foundation Memorial Fund (note 2)	-	2,124
Prepaid expenses	9,702	12,846
	940,803	1,040,426
Tangible Capital Assets (note 3)	-	7,788
	940,803	1,048,214
Liabilities		
Current Liabilities -		
Accounts payable and accrued liabilities	122,046	69,659
Employee deductions payable	21,309	25,714
Wages payable	29,502	25,593
Deferred contributions related to operations (note 4)	746,245	841,922
	919,102	962,888
Deferred Contributions Related to Tangible Capital Assets (note 5)	-	552
	919,102	963,440
Net Assets		
Unrestricted fund	21,701	77,538
Invested in tangible capital assets	-	7,236
	21,701	84,774
	940,803	1,048,214

SIGNED ON BEHALF OF THE BOARD:

Director

Together Against Poverty Society

Statement of Changes in Net Assets

For the Period from September 1, 2023 to March 31, 2024

(With Comparative Figures for the Year Ended August 31, 2023)

	Unrestricted Fund	Invested in Capital Assets	March 31, 2024 \$	August 31, 2023 \$
Net Assets - Beginning of Period	77,538	7,236	84,774	49,797
Excess (deficiency) of revenues over expense	(63,073)	-	(63,073)	34,977
Amortization of deferred contributions	(551)	551	-	-
Amortization of tangible capital assets	7,787	(7,787)	-	-
Net Assets - End of Period	21,701	-	21,701	84,774

Together Against Poverty Society

Statement of Operations

For the Period from September 1, 2023 to March 31, 2024

(With Comparative Figures for the Year Ended August 31, 2023)

	March 31, 2024	August 31, 2023
	\$	\$
Revenue		
Law Foundation Grant (schedule 1)	504,154	725,603
Tenancy grants	154,668	110,043
Fundraising, memberships and donations	42,744	98,978
Tax grants	31,878	159,949
Other grants and miscellaneous income	1,366	16,862
Amortization of deferred contributions	551	1,727
Community Gaming Grant	-	86,850
	735,361	1,200,012
Expenses		
Law Foundation disbursements (schedule 1)	522,408	733,096
Salaries and benefits	207,830	318,771
Rent	27,398	33,735
Bookkeeping	13,858	19,393
Amortization of tangible assets	7,787	16,202
Office	3,194	28,750
Advertising and promotion	2,952	208
Employee professional dues	2,455	1,201
Interest and bank charges	2,416	230
Projects	2,396	4,420
Fundraising	1,648	2,693
Insurance	1,613	2,413
Business taxes, licences and memberships	1,018	-
Board and meetings	849	952
Professional development	578	646
Travel	18	16
Volunteer	16	2,183
Bad debts	-	126
	798,434	1,165,035
Excess (Deficiency) of Revenues Over Expenses	(63,073)	34,977

Together Against Poverty Society

Statement of Cash Flows

For the Period from September 1, 2023 to March 31, 2024

(With Comparative Figures for the Year Ended August 31, 2023)

	March 31, 2024	August 31, 2023
	\$	\$
Cash Provided from (Used for):		
Operating Activities		
Excess (deficiency) of revenues over expenses	(63,073)	34,977
Items not affecting cash -		
Amortization of tangible capital assets	7,787	16,202
Amortization of deferred contributions	(551)	(1,727)
Changes in non-cash working capital -		
Accounts receivable	2,748	(314)
Goods and services tax recoverable	268	(1,822)
Grant receivable - Victoria Foundation	2,124	(192)
Prepaid expenses	3,144	(1,267)
Accounts payable and accrued liabilities	52,387	(15,555)
Employee deductions payable	(4,405)	10,099
Wages payable	3,909	25,593
Deferred contributions related to operations	(95,677)	710,663
	(91,339)	776,657
Net Increase (Decrease) in Cash	(91,339)	776,657
Cash - Beginning of Period	1,009,863	233,206
Cash - End of Period	918,524	1,009,863
Cash Consists of -		
Cash	172,279	161,391
Restricted cash related to deferred contributions	631,245	841,922
Restricted cash related to gaming contributions	115,000	6,550
	918,524	1,009,863

Together Against Poverty Society

Schedule 1

Law Foundation Contract

For the Period from September 1, 2023 to March 31, 2024

(With Comparative Figures for the Year Ended August 31, 2023)

	March 31, 2024	August 31, 2023
	\$	\$
Revenue		
Nanaimo legal advocacy grant	191,710	203,394
Poverty Law grant	128,333	220,017
Law Foundation grant	128,333	220,017
Vacancy Control grant	44,089	73,175
Student grant	10,076	5,000
IBPOC grant	1,613	4,000
	504,154	725,603
Disbursements		
Salaries and benefits	402,068	586,185
Rent	47,795	51,830
Office	45,720	45,018
Audit	21,000	21,013
Projects	3,699	8,063
Telephone and telecommunications	824	-
Volunteer	792	247
Advertising	495	2,310
Insurance	15	26
Legal supervision	-	11,248
Professional services	-	7,156
	522,408	733,096
Excess of Revenue over Expenses	(18,254)	(7,493)

Together Against Poverty Society

Notes to Financial Statements

For the Period from September 1, 2023 to March 31, 2024

(With Comparative Figures for the Year Ended August 31, 2023)

Purpose of Society

Together Against Poverty (the "Society") is incorporated under the Societies Act of British Columbia as a not-for-profit organization and is a registered charity under the Income Tax Act. The Society's principal purpose is to provide legal advocacy services for poverty related matters.

1 Significant Accounting Policies

These financial statements have been prepared in accordance with the Canadian Accounting Standards for Not-For-Profit Organizations ("ASNFP").

The fiscal year end of the Society was changed from August 31st to March 31st. As a result, the figures presented for the period ended March 31, 2024 are for a 7-month period and the comparative figures presented are for the year ended August 31, 2023 are for a 12-month period. Consequently, the comparative figures for the statement of financial position, statement of operations, statement of changes in net assets, statement of cash flows and related schedules and notes to the financial statements are not entirely comparable.

The financial statements have been applied within the framework of the significant accounting policies summarized below:

Revenue Recognition

The Society follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Endowment contributions are recognized as direct increases in net assets.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Donations in Kind

The Society occasionally receives donated goods and services. These donations in kind are recognized when all the following conditions are met:

Together Against Poverty Society

Notes to Financial Statements

For the Period from September 1, 2023 to March 31, 2024

(With Comparative Figures for the Year Ended August 31, 2023)

1 Significant Accounting Policies (continued)

- the Society controls the way the goods and services are used.
- the goods and services are essential to operations and would normally have been purchased and paid for had the donation not occurred.
- the amounts or fair value can be easily determined.

Contributed Services

Volunteers contribute a significant amount of their time each year. Because of the difficulty in determining their fair value, contributed services from volunteers are not recognized in the financial statements.

Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Use of Estimates and Measurement Uncertainty

The preparation of financial statements in conformity with Canadian Accounting Standards for Not-For-Profit Organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates. Significant areas that require estimates include amortization of tangible capital assets, accrued liabilities, and amortization of deferred contributions.

Tangible Capital Assets

Tangible capital assets are stated at cost or deemed cost less accumulated amortization. Tangible capital assets are amortized over their estimated useful lives on a straight-line basis at the following rates:

Computer equipment	3 years
Leasehold improvements	5 years
Office equipment	5 years

Together Against Poverty Society

Notes to Financial Statements

For the Period from September 1, 2023 to March 31, 2024

(With Comparative Figures for the Year Ended August 31, 2023)

2 Victoria Foundation Memorial Fund

	2024 \$	2023 \$
Opening balance, market value	45,847	42,761
Contributions to fund	-	-
Net return on investment	3,744	5,238
	49,591	47,999
Grants paid	(2,124)	(1,932)
Administration fees	(132)	(220)
	47,335	45,847

The Society established a fund in memory of Bill Burrill, a past president, which is held by the Victoria Foundation. Under the agreement of the fund, the Society is the beneficiary of the fund and is entitled to receive grants from the fund. The amount of the grant is at the discretion of the Victoria Foundation and any unpaid amounts carry forward until paid. The current available to grant balance is \$nil (2023 - \$2,124).

3 Tangible Capital Assets

	Cost \$	Accumulated amortization \$	2024 Net \$	2023 Net \$
Computer equipment	14,037	14,037	-	237
Leasehold improvements	70,000	70,000	-	7,000
Office equipment	20,811	20,811	-	551
	104,848	104,848	-	7,788

Together Against Poverty Society

Notes to Financial Statements

For the Period from September 1, 2023 to March 31, 2024

(With Comparative Figures for the Year Ended August 31, 2023)

4 Deferred Contributions Related to Operations

	Opening Balance \$	Grant Received \$	Expenditure \$	Ending Balance \$
Law Foundation - Advocacy	18,333	110,000	(128,333)	-
Law Foundation - Nanaimo	41,710	150,000	(191,710)	-
Law Foundation - Poverty Law	18,333	110,000	(128,333)	-
Victoria Foundation	30,000	-	(30,000)	-
Employment and Social Development Canada	14,585	-	(14,585)	-
BC General Employees' Union	6,666	20,000	(26,666)	-
BC Ministry of Housing	700,000	-	(87,500)	612,500
BC Gaming	-	115,000	-	115,000
Canadian Red Cross	12,295	-	-	12,295
Law Foundation - Anti-Racism	-	5,200	(1,612)	3,588
University of Victoria - Co-op	-	12,938	(10,076)	2,862
	841,922	523,138	(618,815)	746,245

5 Deferred Contributions Related to Tangible Capital Assets

	Opening Balance \$	Additions \$	Amortized to Revenue \$	Ending Balance \$
Law Foundation Capital Grant	552	-	(552)	-

Deferred contributions consist of contributions from the Law Foundation for tangible capital purchases.

Together Against Poverty Society

Notes to Financial Statements

For the Period from September 1, 2023 to March 31, 2024

(With Comparative Figures for the Year Ended August 31, 2023)

6 Financial Instruments

The Society is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Society's risk exposure and concentration as of March 31, 2024.

Fair Value

The carrying value of cash, accounts receivable, accounts payable and accrued liabilities, and wages payable approximate their fair values due to the immediate or short term nature of these instruments.

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Company is exposed to this risk in respect of its current liabilities.

Interest Rate Risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Society manages exposure through its normal operating and financing activities. The Society is not exposed to significant interest rate risk.

7 Lease Commitments

The Society has a lease with respect to its premises. The lease provides for payment of utilities, property taxes, and maintenance costs. Future minimum lease payments as at March 31, 2024 are as follows:

Year ending March 31, 2025	100,623
2026	100,623

8 Society Act Remuneration

For the fiscal period ended March 31, 2024, the Society paid total remuneration greater than \$75,000 to no employees (for the year ended August 31, 2023 - two employees). The total paid to these employees was \$nil (For the year ended August 31, 2023 - \$108,106).



Canada Revenue Agency
Agence du revenu
du Canada

Protected B when completed

Registered Charity Information Return

Section A: Identification

- To help you fill out this form, refer to Guide T4033, Completing the Registered Charity Information Return. It can be found at canada.ca/cra-forms.

Note: Even if a charity is inactive, an information return must be filed to maintain its registered status.

Complete the following:

1. Charity name:

TOGETHER AGAINST POVERTY SOCIETY

2. Return for fiscal period ending:

Year Month Day
2024-03-31

3. BN/registration number:

140709858RR0001

4. Web address (if applicable):

www.tapsbc.ca

A1 Was the charity in a subordinate position to a head body? **1510** ☐ Yes ☒ No

If yes, give the name and BN/registration number of the organization.

Name

BN (9 digits, 2 letters, 4 digits.
Example: 123456789RR0001)

A2 Has the charity wound-up, dissolved, or terminated operations? **1570** ☐ Yes ☒ No

A3 Is the charity designated as a public foundation or private foundation? **1600** ☐ Yes ☒ No

If yes, you **must** complete Schedule 1, Foundations. To confirm the charity's designation, go to canada.ca/charities-list and refer to the charity's detail page.

Section B: Directors/trustees and like officials

B1 All charities must complete Form T1235, Directors/Trustees and Like Officials Worksheet. Only the **public** information section of the worksheet is available to the public.

For charities subject to the Ontario Corporations Act.

As of May 15, 2021, the Canada Revenue Agency no longer collects this information on behalf of the Ontario Ministry of Government and Consumer Services. For more information on filing an Ontario annual information return, visit ontario.ca/businessregistry.

Note: If you would like these individuals to have the authority to communicate with the CRA on behalf of your charity, their name must also appear as an owner for your Business Number (BN). For more information, go to canada.ca/charities-giving, select "Operating a registered charity," then "Making a change to your organization" and see "Change director."

Approval code: 13001

Canada

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BN/registration number 140709858RR0001 Fiscal period end 2024-03-31

Section C: Programs and general information

C1 Was the charity active during the fiscal period? 1800 X Yes No
If no, explain why in the "Ongoing programs" space below at C2.

C2 Describe all ongoing and new charitable programs during this fiscal period that furthered the charity's purpose(s) (as defined in its governing documents).
"Programs" includes:
(1) charitable activities that the charity carries out on its own through employees, volunteers, or intermediaries, and
(2) qualifying disbursements that the charity makes through gifts to qualified donees or grants to non-qualified donees (grantees).
Charities making qualifying disbursements should describe the types of organizations they support. The charity may also use this space to describe the contributions of its volunteers in carrying out its activities, for example, number of volunteers and/or hours.
Do not include the names of employees or volunteers.
Do not describe fundraising activities in this space.
Do not attach additional sheets of paper or annual reports.

Ongoing programs
The Society provides two major programs on an ongoing basis. The Tenancy Advocacy Program assists low income individuals with problems or questions about tenancy, including contacting landlords and arbitrators. TAPS provides legal advocacy services and public legal education in the areas of income assistance, provincial persons with disabilities benefits and tenancy for persons of no, low or fixed incomes.
New programs
None

Protected B when completed

BN/registration number 140709858RR0001 Fiscal period end 2024-03-31

Registered charities may make gifts to qualified donees. Qualified donees are other registered Canadian charities, as well as certain other organizations described in the Income Tax Act.

C3 Did the charity make gifts or transfer funds to qualified donees or other organizations, excluding grants to non-qualified donees? **2000** ☐ Yes ☒ No
Important: If yes, you must complete Form T1236, Qualified donees worksheet/Amounts provided to other organizations.

C4 Did the charity carry on, fund, or provide any resources through employees, volunteers, agents, joint ventures, contractors, or any other individuals, intermediaries, entities, or means (excluding qualifying disbursements) for any activity/program/project outside Canada? **2100** ☐ Yes ☒ No
Important: If yes, you must complete Schedule 2, Activities outside Canada.

C5 Public policy dialogue and development activities
This question has been removed.

C6 If the charity carried on fundraising activities or engaged third parties to carry on fundraising activities on its behalf, select all fundraising methods that it used during the fiscal period:

2500 ☐ Advertisements/print/radio/TV commercials

2570 ☐ Sales

2620 ☐ Telephone/TV solicitations

2510 ☐ Auctions

2575 ☐ Internet

2630 ☐ Tournament/sporting events

2530 ☒ Collection plate/boxes

2580 ☒ Mail campaigns

2640 ☐ Cause-related marketing

2540 ☐ Door-to-door solicitation

2590 ☐ Planned-giving programs

2650 ☐ Other

2550 ☒ Draws/lotteries

2600 ☐ Targeted corporate donations/sponsorships

2660 Specify: _____

2560 ☒ Fundraising dinners/galas/concerts

2610 ☐ Targeted contacts

C7 Did the charity pay external fundraisers? **2700** ☐ Yes ☒ No
If yes, you must complete the following lines, and complete Schedule 4, Confidential data, Table 1.

(a) Enter the gross revenue collected by the fundraisers on behalf of the charity. **5450** \$

(b) Enter the amounts paid to and/or retained by the fundraisers. **5460** \$

(c) Select the method of payment to the fundraiser:

2730 ☐ Commissions

2750 ☐ Finder's fee

2770 ☐ Honoraria

2740 ☐ Bonuses

2760 ☐ Set fee for services

2780 ☐ Other

2790 Specify: _____

(d) Did the fundraiser issue tax receipts on behalf of the charity? **2800** ☐ Yes ☐ No

C8 Did the charity compensate any of its directors/trustees or like officials or persons not at arm's length from the charity for services provided during the fiscal period (other than reimbursement for expenses)? **3200** ☐ Yes ☒ No

C9 Did the charity incur any expenses for compensation of employees during the fiscal period? **3400** ☒ Yes ☐ No
Important: If yes, you must complete Schedule 3, Compensation.

C10 Did the charity receive any donations or gifts of any kind valued at \$10,000 or more from any donor that was not resident in Canada and was not any of the following: **3900** ☐ Yes ☒ No

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on a business in Canada, nor
- a person having disposed of taxable Canadian property?

Important: If yes, you must complete Schedule 4, Confidential data, Table 2, for each donation of \$10,000 or more.

C11 Did the charity receive any non-cash gifts for which it issued tax receipts? **4000** ☐ Yes ☒ No
Important: If yes, you must complete Schedule 5, Non-cash gifts.

C12 Did the charity acquire a non-qualifying security? **5800** ☐ Yes ☒ No

C13 Did the charity allow any of its donors to use any of its property? (except for permissible uses) **5810** ☐ Yes ☒ No

C14 Did the charity issue any of its tax receipts for donations on behalf of another organization? **5820** ☐ Yes ☒ No

C15 Did the charity have direct partnership holdings at any time during the fiscal period? **5830** ☐ Yes ☒ No

Protected B when completed

BN/registration number 140709858RR0001 Fiscal period end 2024-03-31

Registered charities may make grants to non-qualified donees (grantees) as described in the Income Tax Act.

C16 Did the charity make qualifying disbursements by way of grants to non-qualified donees (grantees) in the fiscal period? **5840** ☐ Yes ☒ No
If **yes**, you **must** complete lines 5841, 5842 and 5843.

Did the charity make grants to any grantees totalling more than \$5,000 in the fiscal period? **5841** ☐ Yes ☐ No
If **yes**, you **must** complete Form T1441, Qualifying Disbursements: Grants to Non-Qualified Donees (Grantees).

Enter the number of grantees that received grants totalling \$5,000 or less in the fiscal period **5842** _____

Enter the total amount paid to grantees that received grants totalling \$5,000 or less in the fiscal period **5843** \$ _____

C17 In the 24 months before the beginning of the fiscal period, did the average value of your charity's property (cash, investments, capital property or other assets) not used directly in its charitable activities or administration:

- (a) exceed \$100,000, if the charity is designated as a charitable organization; or
(b) exceed \$25,000, if the charity is designated as a public or private foundation? **5850** ☐ Yes ☒ No

If **yes**, you **must** complete Schedule 8 – Disbursement quota

C18 Did the charity hold any donor advised funds (DAF) during the fiscal period? **5860** ☐ Yes ☐ No

If **yes**, provide the following:

(a) Total number of accounts held at the end of the fiscal period **5861** _____

(b) Total value of all accounts held at the end of the fiscal period **5862** \$ _____

(c) Total value of donations to DAF accounts received during the fiscal period **5863** \$ _____

(d) Total value of qualifying disbursements from DAFs during the fiscal period **5864** \$ _____

Protected B when completed

BN/registration number 140709858RR0001 Fiscal period end 2024-03-31

Section D: Financial information

Fill out either Section D or Schedule 6, Detailed financial information.

If any of the following applies to the charity, complete Schedule 6 instead of Section D:

- (a) The charity's revenue exceeds \$100,000.
- (b) The amount of all property (for example, investments, rental properties) not used in charitable activities was more than \$25,000.
- (c) The charity had permission to accumulate funds during this fiscal period.

Show all amounts to the nearest single Canadian dollar. Do not enter "See attached financial statements." All relevant fields must be filled out.

D1	Was the financial information reported below prepared on an accrual or cash basis?	4020	<input type="checkbox"/> Accrual	<input type="checkbox"/> Cash
D2	Summary of financial position:			
	Using the charity's own financial statements, enter the following:			
	Did the charity own land and/or buildings?	4050	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Total assets (including land and buildings)	4200	\$	
	Total liabilities	4350	\$	
	Did the charity borrow from, loan to, or invest assets with any non-arm's length persons?	4400	<input type="checkbox"/> Yes	<input type="checkbox"/> No
D3	Revenue:			
	Did the charity issue tax receipts for gifts?	4490	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, enter the total eligible amount of all gifts for which the charity has issued or will issue tax receipts	4500	\$	
	Total amount received from other registered charities	4510	\$	
	Total other gifts received for which a tax receipt was not issued by the charity (excluding amounts at lines 4575 and 4630)	4530	\$	
	Did the charity receive any revenue from any level of government in Canada?	4565	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, total amount received	4570	\$	
	Total tax-receipted revenue from all sources outside of Canada (government and non-government)	4571	\$	
	Total non tax-receipted revenue from all sources outside of Canada (government and non-government)	4575	\$	
	Total non tax-receipted revenue from fundraising	4630	\$	
	Total revenue from sale of goods and services (except to any level of government in Canada)	4640	\$	
	Other revenue not already included in the amounts above	4650	\$	
	Total revenue (add lines 4500, 4510 to 4570, and 4575 to 4650)	4700	\$	
D4	Expenditures:			
	Professional and consulting fees	4860	\$	
	Travel and vehicle expenses	4810	\$	
	All other expenditures not already included in the amounts above (excluding qualifying disbursements)	4920	\$	
	Total expenditures (excluding qualifying disbursements) (add lines 4860, 4810, and 4920)	4950	\$	
	Of the amount at line 4950:			
	(a) Total expenditures on charitable activities	5000	\$	
	(b) Total expenditures on management and administration	5010	\$	
	Total amount of grants made to all non-qualified donees (grantees)	5045	\$	
	Total amount of gifts made to all qualified donees	5050	\$	
	Total expenditures (add lines 4950, 5045, and 5050)	5100	\$	

Protected B when completed

BN/registration number 140709858RR0001 Fiscal period end 2024-03-31

Section E: Certification

This return **must** be signed by a person who has authority to sign on behalf of the charity. It is a serious offence under the Income Tax Act to provide false or deceptive information.

I certify that the information given on this annual return and any attachment is, to the best of my knowledge, correct, complete, and current.

Name (print) King, Douglas	Signature
Position in charity Executive Director	Date 2024-09-27
	Phone number (250) 361-3521

Section F: Confidential data

F1 Enter the physical address of the charity and the address in Canada for the charity's books and records. Post office box numbers and rural routes are not sufficient.

	Physical address of the charity	Address for the charity's books and records
Complete street address	828 View Street	828 View Street
City	Victoria	Victoria
Province or territory and postal code	BC V8W 1K2	BC V8W 1K2

F2 Name and address of individual who completed this return.

Name Clark K.W. Lawrence	
Company name (if applicable) Baker Tilly Victoria Ltd.	
Complete street address 219-3551 Uptown Blvd	
City, province or territory, and postal code Victoria, BC, V8Z 0B9	
Phone number (250) 386-0500	Is this the same individual who certified in Section E above? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Privacy statement

Personal information is collected under the authority of the Income Tax Act and is used to establish and validate the identity and contact information of directors, trustees, officers, like officials, and authorized representatives of the organization. This information will also be used as a basis for the indirect collection of additional personal information from other internal and external sources, which includes personal tax information, and relevant financial and biographical information. Personal information will be used to assess the risk of registration with respect to the obligations and requirements as outlined in the Act and the common law. The social insurance number (SIN) is collected under subsection 237 of the Act and is used for identification purposes.

The Canada Revenue Agency (CRA) will make the information on this annual information return available to the public on the Charities Directorate website, except for information identified as confidential. Personal information may also be disclosed under information-sharing agreements and in accordance with section 241 of the Act. Incomplete or inaccurate information may result in compliance measures including revocation of registered status.

Personal information is described in personal information bank CRA PPU 200 and is protected under the Privacy Act. Individuals have a right of protection, access to and correction or notation of their personal information. You are entitled to complain to the Privacy Commissioner of Canada regarding our handling of your information.

Notification to directors and like officials: The CRA strongly encourages the organization to voluntarily inform its directors and like officials that it has collected and disclosed their personal information to the CRA.

☒ I confirm that I have read the Privacy statement above.

Checklist

A charity's complete annual information return includes:

- Form T3010, Registered Charity Information Return, and all applicable schedules
- a copy of the charity's financial statements
- Form T1235, Directors/Trustees and Like Officials Worksheet
- Form T1236, Qualified donees worksheet/Amounts provided to other organizations (if applicable)
- Form T2081, Excess Corporate Holdings Worksheet for Private Foundations (if applicable)
- Form T1441, Qualifying Disbursements: Grants to Non-Qualified Donees (Grantees) (if applicable)

If financial statements are not included, the charity's registration may be revoked.

Protected B when completed

BN/registration number 140709858RR0001 Fiscal period end 2024-03-31

Foundations		Schedule 1
1	Did the foundation acquire control of a corporation?	100 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2	Did the foundation incur any debts other than for current operating expenses, purchasing or selling investments, or in administering charitable activities?	110 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3	(a) What was the total value of all restricted funds held at the end of the fiscal period?	111 \$
	(b) Of that amount, what amount was the foundation not permitted to spend due to a funder's written trust or direction?	112 \$
For private foundations only:		
4	Did the foundation hold any shares, rights to acquire shares, or debts owing to it that meet the definition of a non-qualified investment?	120 <input type="checkbox"/> Yes <input type="checkbox"/> No
5	Did the foundation own more than 2% of any class of shares of a corporation at any time during the fiscal period?	130 <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, you must complete and attach Form T2081, Excess Corporate Holdings Worksheet for Private Foundations.		

Activities outside Canada		Schedule 2
Important: If you complete this section, you must answer yes to question C4.		
For more information, go to canada.ca/charities-giving and see Guidance CG-002, Canadian registered charities carrying on activities outside Canada.		
1	Total expenditures on activities/programs/projects carried on outside Canada, excluding qualifying disbursements	200 \$
2	Were any of the charity's financial resources spent on programs outside of Canada under any kind of an arrangement including a contract, agency agreement, or joint venture to any other individual or organization (excluding qualifying disbursements)?	210 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, provide details of the amount reported in question 1 on line 200, that the charity transferred to these individuals or organizations in the following table:		

Name of individual/organization	Country code where the activities were carried out (see list at the end of Schedule 2)	Amount (\$) Show amounts to the nearest Canadian dollar

Important: If you entered information in the table above, you must answer yes in line 210.

3	Using the table below, enter the countries outside Canada where the charity itself carried on programs or devoted any of its resources.	
4	Were any projects undertaken outside Canada funded by Global Affairs Canada?	220 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If yes, what was the total amount the charity spent under this arrangement?	230 \$
5	Were any of the charity's activities outside of Canada carried out by employees of the charity?	240 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6	Were any of the charity's activities outside of Canada carried out by volunteers of the charity?	250 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7	Did the charity export goods as part of its charitable activities?	260 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, list the items exported, their destination, the country code, and their value.		

Item exported	Destination (city/region)	Country code	Value (CAN \$)

Protected B when completed

BN/registration number 140709858RR0001

Fiscal period end 2024-03-31

Country codes

AF-Afghanistan	CU-Cuba	KP-North Korea	RO-Romania
AL-Albania	CY-Cyprus	KR-South Korea	RU-Russia
DZ-Algeria	DK-Denmark	KW-Kuwait	RW-Rwanda
AO-Angola	DO-Dominican Republic	KG-Kyrgyzstan	SA-Saudi Arabia
AR-Argentina	EC-Ecuador	LA-Laos	RS-Serbia
AM-Armenia	EG-Egypt	LB-Lebanon	SL-Sierra Leone
AZ-Azerbaijan	SV-El Salvador	LR-Liberia	SG-Singapore
BD-Bangladesh	ET-Ethiopia	MK-Macedonia	SO-Somalia
BY-Belarus	FR-France	MG-Madagascar	ES-Spain
BT-Bhutan	GA-Gabon	MY-Malaysia	LK-Sri Lanka
BO-Bolivia	GM-Gambia	ML-Mali	SD-Sudan
BA-Bosnia and Herzegovina	GE-Georgia	MU-Mauritius	SY-Syrian Arab Republic
BW-Botswana	DE-Germany	MX-Mexico	TJ-Tajikistan
BR-Brazil	GH-Ghana	MN-Mongolia	TZ-United Republic of Tanzania
BN-Brunei Darussalam	GT-Guatemala	ME-Montenegro	TH-Thailand
BG-Bulgaria	GY-Guyana	MZ-Mozambique	TL-Timor-Leste
BI-Burundi	HT-Haiti	MM-Myanmar (Burma)	TR-Turkey
KH-Cambodia	HN-Honduras	NA-Namibia	UG-Uganda
CM-Cameroon	IN-India	NL-Netherlands	UA-Ukraine
CF-Central African Republic	ID-Indonesia	NI-Nicaragua	GB-United Kingdom
TD-Chad	IR-Iran	NE-Niger	US-United States of America
CL-Chile	IQ-Iraq	NG-Nigeria	UY-Uruguay
CN-China	IL-Israel	OM-Oman	UZ-Uzbekistan
CO-Colombia	PS-Israeli Occupied Territories	PK-Pakistan	VE-Venezuela
KM-Comoros	IT-Italy	PA-Panama	VN-Vietnam
CD-Democratic Republic of Congo	JM-Jamaica	PE-Peru	YE-Yemen
CG-Republic of Congo	JP-Japan	PH-Philippines	ZM-Zambia
CR-Costa Rica	JO-Jordan	PL-Poland	ZW-Zimbabwe
CI-Côte d'Ivoire	KZ-Kazakhstan	QA-Qatar	
HR-Croatia	KE-Kenya	RE-Réunion	

Use the following codes for countries not listed above:

- QS-Other countries in Africa
- QR-Other countries in Asia and Oceania
- QM-Other countries in Central and South America
- QP-Other countries in Europe
- QO-Other countries in the Middle East
- QN-Other countries in North America

Protected B when completed

BN/registration number 140709858RR0001 Fiscal period end 2024-03-31

Compensation

Schedule 3

Important: If you complete this section, you **must** answer **yes** to question C9.

1 (a) Enter the **number** of permanent, full-time, compensated positions in the fiscal period. This number should represent the number of positions the charity had including both managerial positions and others, and should not include independent contractors. **Do not** enter a dollar amount. **300** 12

(b) For the **ten (10)** highest compensated, permanent, full-time positions enter the **number of positions** that are within each of the following annual compensation categories. **Do not** tick the boxes; use numbers.

305 <u>8</u> \$1 – \$39,999	310 <u>2</u> \$40,000 – \$79,999	315 <u> </u> \$80,000 – \$119,999
320 <u> </u> \$120,000 – \$159,999	325 <u> </u> \$160,000 – \$199,999	330 <u> </u> \$200,000 – \$249,999
335 <u> </u> \$250,000 – \$299,999	340 <u> </u> \$300,000 – \$349,999	345 <u> </u> \$350,000 and over

2 (a) Enter the **number** of part-time or part-year (for example, seasonal) employees the charity employed during the fiscal period. **370** 7

(b) Total expenditure on compensation for part-time or part-year employees in the fiscal period. **380** \$ 109,315

3 Total expenditure on all compensation in the fiscal period. **390** \$ 609,898

Confidential data

Schedule 4

Important: If you complete this section, you **must** answer **yes** to question C10.

The information in this schedule is for the CRA's use and may be shared as permitted by law (for example, with certain other government departments and agencies).

1. Information about external fundraisers

Enter the name(s) and arm's length status of each external fundraiser.

Name (confidential)	At arm's length? Yes/No (confidential)

2. Information about donors not resident in Canada

Complete this schedule to report any gift of any kind valued at \$10,000 or more received from any donor that was **not** resident in Canada and was **not** any of the following:

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on business in Canada, nor
- a person having disposed of taxable Canadian property.

Enter the name of each donor and the value of the gift in the table below. Select whether the donor was an organization (for example a business, corporate entity, charity, non-profit organization), a government or an individual.

Name (confidential)	Type of donor (confidential)			Value (CAN \$)
	Organization	Government	Individual	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Non-cash gifts

Schedule 5

Important: If you complete this section, you **must** answer **yes** to question C11.

1 Select all types of non-cash gifts received for which a tax receipt was issued:

- | | | |
|---|--|---|
| 500 <input type="checkbox"/> Artwork/wine/jewellery | 525 <input type="checkbox"/> Ecological properties | 550 <input type="checkbox"/> Publicly traded securities/commodities/mutual funds |
| 505 <input type="checkbox"/> Building materials | 530 <input type="checkbox"/> Life insurance policies | 555 <input type="checkbox"/> Books |
| 510 <input type="checkbox"/> Clothing/furniture/food | 535 <input type="checkbox"/> Medical equipment/supplies | 560 <input type="checkbox"/> Other |
| 515 <input type="checkbox"/> Vehicles | 540 <input type="checkbox"/> Privately-held securities | 565 Specify: <u> </u> |
| 520 <input type="checkbox"/> Cultural properties | 545 <input type="checkbox"/> Machinery/equipment/computers/software | |

2 Enter the total amount of tax-receipted non-cash gifts **580** \$

Protected B when completed

BN/registration number 140709858RR0001

Fiscal period end 2024-03-31

Detailed financial information

Schedule 6

Fill out this schedule if **any** of the following applies to the charity:

- (a) The charity's revenue exceeded \$100,000.
(b) The amount of all property (for example, investments, rental properties) not used in charitable activities was more than \$25,000.
(c) The charity had permission to accumulate funds during this fiscal period.

Was the financial information reported below prepared on an accrual or cash basis? **4020** ☒ Accrual ☐ Cash

Statement of financial position

Show all amounts to the nearest single Canadian dollar. Do not enter "see attached financial statements." All relevant fields must be filled out.

Assets:

Cash, bank accounts, and short-term investments	4100	\$	918,524
Cash and bank accounts	4101	\$	918,524
Short-term investments	4102	\$	
Amounts receivable from non-arm's length persons	4110	\$	
Amounts receivable from all others	4120	\$	10,280
Investments in non-arm's length persons	4130	\$	
Long-term investments	4140	\$	
Inventories	4150	\$	
Land and buildings in Canada	4155	\$	
Used for charitable programs or administration	4157	\$	
Used for other purposes	4158	\$	
Other capital assets in Canada	4160	\$	104,848
Capital assets outside Canada	4165	\$	
Accumulated amortization of capital assets	4166	\$	-104,848
Other assets	4170	\$	11,999
Impact investments	4190	\$	
Total assets (add lines 4100, 4110 to 4155, and 4160 to 4170)	4200	\$	940,803

Liabilities:

Accounts payable and accrued liabilities	4300	\$	172,857
Deferred revenue	4310	\$	746,245
Amounts owing to non-arm's length persons	4320	\$	
Other liabilities	4330	\$	
Total liabilities (add lines 4300 to 4330)	4350	\$	919,102
Amount included in lines 4150, 4155, 4160, 4165 and 4170 not used in charitable activities	4250	\$	

Statement of operations

Revenue:

Total eligible amount of all gifts for which the charity has issued or will issue tax receipts	4500	\$	21,079
Total eligible amount of tax-receipted tuition fees	5610	\$	
Total amount received from other registered charities	4510	\$	19,896
Total other gifts received for which a tax receipt was not issued by the charity (excluding amounts at lines 4575 and 4630)	4530	\$	1,769
Total revenue received from federal government	4540	\$	14,588
Total revenue received from provincial/territorial governments	4550	\$	114,168
Total revenue received from municipal/regional governments	4560	\$	
Total tax-receipted revenue from all sources outside of Canada (government and non-government)	4571	\$	
Total non tax-receipted revenue from all sources outside Canada (government and non-government)	4575	\$	
Total interest and investment income from impact investments	4576	\$	
Total interest and investment income from persons not at arm's length	4577	\$	
Total interest and investment income received or earned	4580	\$	
Gross proceeds from disposition of assets	4590	\$	
Net proceeds from disposition of assets (show a negative amount with brackets)	4600	\$	
Gross income received from rental of land and/or buildings	4610	\$	
Total non tax-receipted revenues received for memberships, dues and association fees	4620	\$	
Total non tax-receipted revenue from fundraising	4630	\$	
Total revenue from sale of goods and services (except to any level of government in Canada)	4640	\$	
Other revenue not already included in the amounts above	4650	\$	563,861
Specify type(s) of revenue included in the amount reported at 4650	4655	Grants, misc income	
Total revenue (add lines 4500, 4510 to 4560, 4575, 4580, and 4600 to 4650)	4700	\$	735,361

T3010 E (24)

Approval code: 13001

Protected B when completed

BN/registration number 140709858RR0001 Fiscal period end 2024-03-31

Expenditures:

Advertising and promotion	4800	\$	3,447
Travel and vehicle expenses	4810	\$	3,075
Interest and bank charges	4820	\$	2,707
Licences, memberships, and dues	4830	\$	6,439
Office supplies and expenses	4840	\$	48,914
Occupancy costs	4850	\$	75,193
Professional and consulting fees	4860	\$	34,858
Education and training for staff and volunteers	4870	\$	1,871
Total expenditure on all compensation (enter the amount reported at line 390 in Schedule 3, if applicable)	4880	\$	609,898
Fair market value of all donated goods used in charity's own activities	4890	\$	
Purchased supplies and assets	4891	\$	
Amortization of capitalized assets	4900	\$	7,789
Research grants and scholarships as part of charity's own activities	4910	\$	
All other expenditures not included in the amounts above (excluding qualifying disbursements)	4920	\$	4,243
Specify type(s) of expenditures included in the amount reported at 4920	4930	Fundraising, insurance, board	
Total expenditures before qualifying disbursements (add lines 4800 to 4920)	4950	\$	798,434

Of the amounts at lines 4950:

(a) Total expenditures on charitable activities	5000	\$	751,434
(b) Total expenditures on management and administration	5010	\$	45,353
(c) Total expenditures on fundraising	5020	\$	1,647
(d) Total other expenditures included in line 4950	5040	\$	
Total amount of grants made to all non-qualified donees (grantees)	5045	\$	
Total amount of gifts made to all qualified donees	5050	\$	
Total expenditures (add lines 4950, 5045 and 5050)	5100	\$	798,434

Other financial information

Permission to accumulate property:

Only registered charities that have written permission to accumulate should complete this section.

• Enter the amount accumulated for the fiscal period, including income earned on accumulated funds	5500	\$	
• Enter the amount disbursed for the fiscal period for the specified purpose	5510	\$	

Permission to reduce disbursement quota:

If the charity has received approval to make a reduction to its disbursement quota, enter the amount for the fiscal period	5750	\$	
--	------	----	--

Property not used in charitable activities:

Enter the average value of property not used for charitable activities or administration during:

• The 24 months before the beginning of the fiscal period	5900	\$	
• The 24 months before the end of the fiscal period	5910	\$	

Protected B when completed

NE/numéro d'enregistrement 140709858RR0001 Fin de l'exercice fiscal 2024-03-31

Disbursement quota

Schedule 8

Important: If you complete this section, you **must** answer yes to question C17.

For more information, go to Canada.ca/charities-disbursement-quota.

Step 1. Calculating the disbursement quota requirement for the current fiscal period

Average value of property not used in charitable activities or administration (line 5900 from your return) **805** \$

If permission to accumulate property has been granted, enter the total amount accumulated less all disbursements made for the specified purpose (add all amounts from lines 5500 minus all amounts at lines 5510 from **all returns** to date covered by the permission to accumulate property period) **810** \$

Line 805 minus line 810 (if negative, enter 0) **815** \$

If line 815 is \$1,000,000 or less

Multiply line 815 by 3.5% **820** \$

If line 815 is over \$1,000,000

Line 815 minus \$1,000,000 **825** \$

Line 825 multiplied by 5% **830** \$

Line 830 plus \$35,000 **835** \$

Enter the amount from line 820 or line 835. This is your charity's disbursement quota requirement for the current fiscal period **840** \$

Total expenditures on charitable activities (line 5000 of your return) **845** \$

Total amount of grants made to non-qualified donees (line 5045 of your return) **850** \$

Total amount of gifts made to qualified donees (line 5050 of your return) **855** \$

Add lines 845 to line 855 **860** \$

Line 860 minus line 840. This is your charity's disbursement quota excess or shortfall for the current fiscal period **865** \$

If a shortfall exists (line 865 is negative), your charity can draw on disbursement excesses from the five previous fiscal periods to help it meet its shortfall. If no excesses are available to draw on, your charity can try to spend enough the following year to create an excess that it can carry back to cover the shortfall.

Step 2. Estimating the disbursement quota requirement for the next fiscal period

Average value of property not used in charitable activities or administration prior to the next fiscal period (line 5910 from your return) **870** \$

If line 870 is \$1,000,000 or less

Multiply line 870 by 3.5% **875** \$

If line 870 is over \$1,000,000

Line 870 minus \$1,000,000 **880** \$

Line 880 multiplied by 5% **885** \$

Line 885 plus \$35,000 **890** \$

The amount shown at line 875 or line 890 is your charity's estimated disbursement quota requirement for the next fiscal period.

TOGETHER AGAINST POVERTY SOCIETY
ANNUAL BUDGET
YEAR ENDING MARCH 31, 2025 (Sep 1, 2024 - Mar 31, 2025)

	2023-2024	2024-2025
<u>INCOME:</u>	Estimated	Proposed
Donations ¹	\$42,898	\$73,500
Advocacy - Law Foundation	\$504,154	\$440,000
Poverty Law - Law Foundation		\$0
Articling - Law Foundation		\$69,500
Co-Op Student - Law Foundation		\$15,000
Vacancy Control - Law Foundation		\$10,000
Nanaimo - Law Foundation		\$300,000
Tax Grant - DABC	\$31,878	\$77,500
United Way Advocacy	\$0	\$25,000
Gaming/Casino	\$144,168	\$115,000
Victoria Foundation		\$30,000
Ministry of Housing		\$150,000
Ministry of Social Development		\$30,000
Project Grants	See Below	See Below
New Horizons	\$0	\$0
Community Services Recovery Fund	\$10,500	\$0
CVITP Tax Grant	\$0	\$17,000
Grants General	\$0	\$8,000
Grants b/f		
CSRF		\$15,000
Miscellaneous Income, Interest, and Reimbursen	\$1,366	\$3,500
TOTAL INCOME:	\$734,964	\$1,379,000

EXPENSES:

Advertising (Branding and Marketing)	\$3,447	\$3,000
Bank Charges & Interest ²	\$2,707	\$1,000
Dues & Licences (Organizational)	\$1,068	\$1,100
Professional Dues & Licences	\$5,371	\$9,000
Fund Raising Expenses	\$1,648	\$3,192
Insurance (Organizational)	\$560	\$1,000
Information Technology (IT)	\$370	\$2,000
Legal & Accounting	\$34,858	\$60,000
Legal Supervision	\$0	\$10,000
Volunteer Expense	\$808	\$1,500
Board Expense	\$1,220	\$1,500
Office Expense (Supplies) ³	\$19,009	\$32,500
Professional Development	\$975	\$4,000
Property Taxes	\$14,025	\$23,000
Project Expenses	\$6,095	\$10,000
Rent ⁴	\$74,941	\$129,669
Staff Expenses	\$2,299	\$2,500
Office Communications	\$12,108	\$12,000
Travel Expense	\$2,713	\$2,500
Wages	\$489,239	\$69,469
Wage Benefits	\$35,367	\$77,927
Health Benefits ⁵	\$45,109	\$62,760
Worksafe BC Expense	\$5,129	\$6,000
TOTAL EXPENSES:	\$759,066	\$1,425,617
CHANGE IN SURPLUS	-\$24,102	-\$46,617

Note 1 Fundraising and Union Contributions (including BCGEU contribution) have now been merged into donations

Note 2 Bank charges and Interest were higher in YE 2023 due to change in AFT limits and CRA payment error

Note 3 Office supplies is greater due to consolidation of accounts and also due to change in asset definition

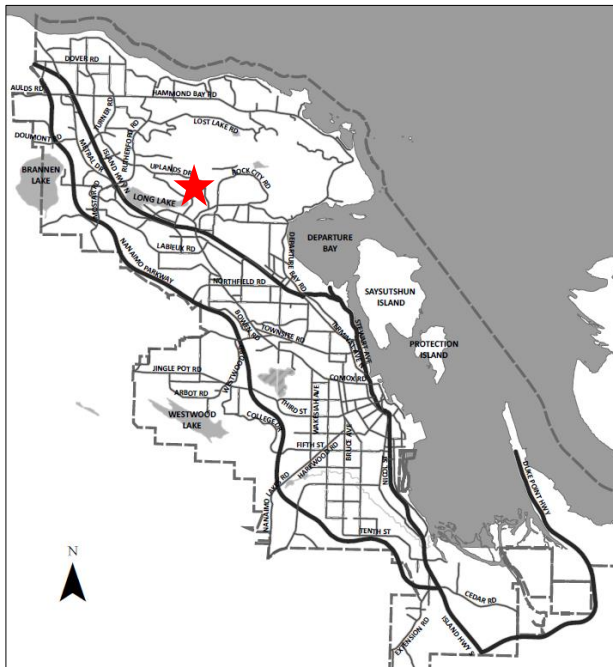
Note 4 \$70,968 for Victoria office and 58,700 for Nanaimo

Note 5 Health benefits now includes Extended Health Benefits as well as Health Spending Account. Wage benefits is EI, CPP, and RRSP contributions

DATE OF MEETING July 28, 2025

AUTHORED BY KRISTINE MAYES, PLANNER, CURRENT PLANNING

SUBJECT DEVELOPMENT PERMIT APPLICATION NO. DP1360 – 3425
UPLANDS DRIVE



Proposal:

A 49-unit personal care facility

Zoning:

R8 – Medium Density Residential

City Plan Land Use Designation:

Neighbourhood

Development Permit Areas:

DPA6 – Steep Slopes

DPA8 – Form & Character

Lot Area:

1.02 ha

DP



OVERVIEW

Purpose of Report

To present for Council's consideration a development permit application for a personal care facility at 3425 Uplands Drive.

Recommendation

That Council issue Development Permit No. DP1360 for a personal care facility development at 3425 Uplands Drive with a variance as outlined in the "Proposed Variance" section of the Staff Report titled "Development Permit Application No. DP1360 - 3425 Uplands Drive" dated 2025-JUL-28.

BACKGROUND

A development permit application, DP1360, was received from Low Hammond Rowe Architects, on behalf of Nanaimo Association for Community Living (NACL), to allow a personal care facility development at 3425 Uplands Drive.

Rezoning application RA349 rezoned the west portion of the subject property from Single Dwelling Residential (R1) to Low Density Residential (R6) in 2017 with a subsequent Development Permit (DP1088) approved in 2018 to construct Phase 1 (below market townhouses) on the northern portion of the lot. A boundary adjustment subdivision (SUB1396) was completed in 2023 to create the current extent of the lot. Rezoning application (RA501) was approved on 2025-JUL-21 and rezoned the subject property from R6 and Steep Slope Residential (R10) to R8 with a site-specific personal care facility use to accommodate the proposed development.

Subject Property and Site Context

The subject property is located in North Nanaimo (Long Lake Neighbourhood) on the south side of Uplands Drive, between Tunnah Road and Sunrise Place. The grade change of the property is approximately 17m and slopes down to the south towards Emerald Drive. Site characteristics of note include mature trees and a watercourse within the southern portion of the lot. Established single residential and multi-family dwellings predominantly characterize the surrounding area. The subject property contains an existing 28-unit affordable rental townhouse development (Phase 1) within the northern portion of the site, which will form part of the NACL campus.

DISCUSSION

Proposed Development

The applicant is proposing to construct a four-storey, 49-unit personal care facility. The proposed total gross floor area is 2,516m² and the total Floor Area Ratio (FAR) including Phase 1 is 0.65, less than the maximum permitted FAR of 1.25.

The proposed unit composition is as follows:

Unit Type	No. of Units	Floor Area
Studio	40	35m ² – 37m ²
1-Bedroom	9	52m ²

Total:	49
--------	----

Site Design

The proposed building is situated between the existing Phase 1 development and the watercourse in the southern portion of the site and is designed to retain mature stands of trees onsite. Vehicle access is from a driveway along the west property line connecting to a proposed surface parking area in the middle of the site. Vehicle parking for the proposed development will add 25 parking spaces for a total of 42 parking spaces on the lot to be shared between Phases 1 and 2. Although provision of bicycle parking is not required, five long-term bicycle spaces will be located within a secured room on the bottom floor of the building, and short-term bicycle racks (three spaces) will be located beside the front entrance to the building. A waste management enclosure is located in an enclosure northwest of the proposed building.

As a condition of the Development Permit, an existing covenant on title is to be discharged and replaced to reflect the revised site plan and update the housing agreement. Additionally, access to 3337, 3349, and 3351 Uplands Drive is to be secured over the proposed driveway from the east property line to provide access to future development on those lots.

Building Design

The building is contemporary in design with a low-pitched roof which conceals the elevator overrun and mechanical equipment. The building is designed to reflect the residential character of the neighbourhood. The exterior finishes of the building include a mix of cementitious horizontal shiplap siding, wood siding, wood slats, concrete, a metal roof, windows with shrouds along the south elevation for solar shading, as well as vinyl windows with dark frames. Aluminum railings are proposed for the exterior stairs.

Landscape Design

The proposed development requires some vegetation clearing with subsequent planting of deciduous trees, coniferous trees, shrubs, ferns, groundcover, vines, and perennials. Private patios separated by privacy screens are provided for the ground floor units, with a balcony provided for the second-floor amenity space. Outdoor common amenities include a ground floor area at the southwest corner of the building, as well as onsite pedestrian pathways around a raingarden. Retaining walls are incorporated to address grade changes. Additionally, a public pathway (east to west) secured through the rezoning will provide a future network as lands to the west develop. Bollard lighting is proposed in the common amenity area. A cedar board perimeter fence to match the existing fence is proposed along the property lines north and east of Phase 2 and environmental protection fencing will be installed along the wetland setback.

The proposed development meets the intent of the General Development Permit Area Design Guidelines and Steep Slope Development Permit Area Guidelines including pedestrian connections to onsite and offsite destinations; accent materials and detailing to break up the façades and emphasize building entrances; and retention of significant and mature trees and vegetation, and incorporation of plant species that provide food for wildlife.

Design Advisory Panel

The Design Advisory Panel (DAP), at its meeting held on 2024-NOV-14, accepted DP1360 as presented and provided the following recommendations:

- Ensure that mechanical units fit well with the exterior presentation of the building;
- Consider adding weather protection over the patios; and,
- Consider adding small tables in the outdoor amenity area.

The applicant subsequently submitted revised plans in response to the DAP recommendations by adding weather protection over patio doors and the common patio.

Proposed Variances

Building Height

The maximum permitted height of a principal building in the R8 zone is 14m. The proposed building height is up to 16.71m, a requested variance of 2.71m. Staff support the proposed height variance, which incorporates an architectural roof feature that conceals the elevator overrun and mechanical equipment, which otherwise would have been exempted as per Section 6.8 of the Zoning Bylaw. The proposed variance is not anticipated to negatively impact the neighbouring properties as there are minimal shadowing impacts on adjacent properties as the building is incorporated into the slope. Additionally, the building will be partially screened from adjacent dwellings through the retention of existing trees and proposed landscaping. Staff note the highest portion of the roof will be in the middle of the development and tapers downward toward the east which adds visual interest and residential expression. |

SUMMARY POINTS

- Development Permit application No. DP1360 proposes a new 49-unit personal care facility at 3425 Uplands Drive.
- A variance is requested to increase the permitted height of a principal building.
- Staff support the proposed variance. |

ATTACHMENTS

ATTACHMENT A: Permit Terms and Conditions
ATTACHMENT B: Subject Property Map
ATTACHMENT C: Site and Parking Plans
ATTACHMENT D: Building Elevations and Details
ATTACHMENT E: Building Renderings
ATTACHMENT F: Shadow Study
ATTACHMENT G: Landscape Plan and Details |

Submitted by:

Lainya Rowett
Manager, Current Planning

Concurrence by:

Jeremy Holm
Director, Planning & Development

ATTACHMENT A

PERMIT TERMS AND CONDITIONS

PERMIT TERMS

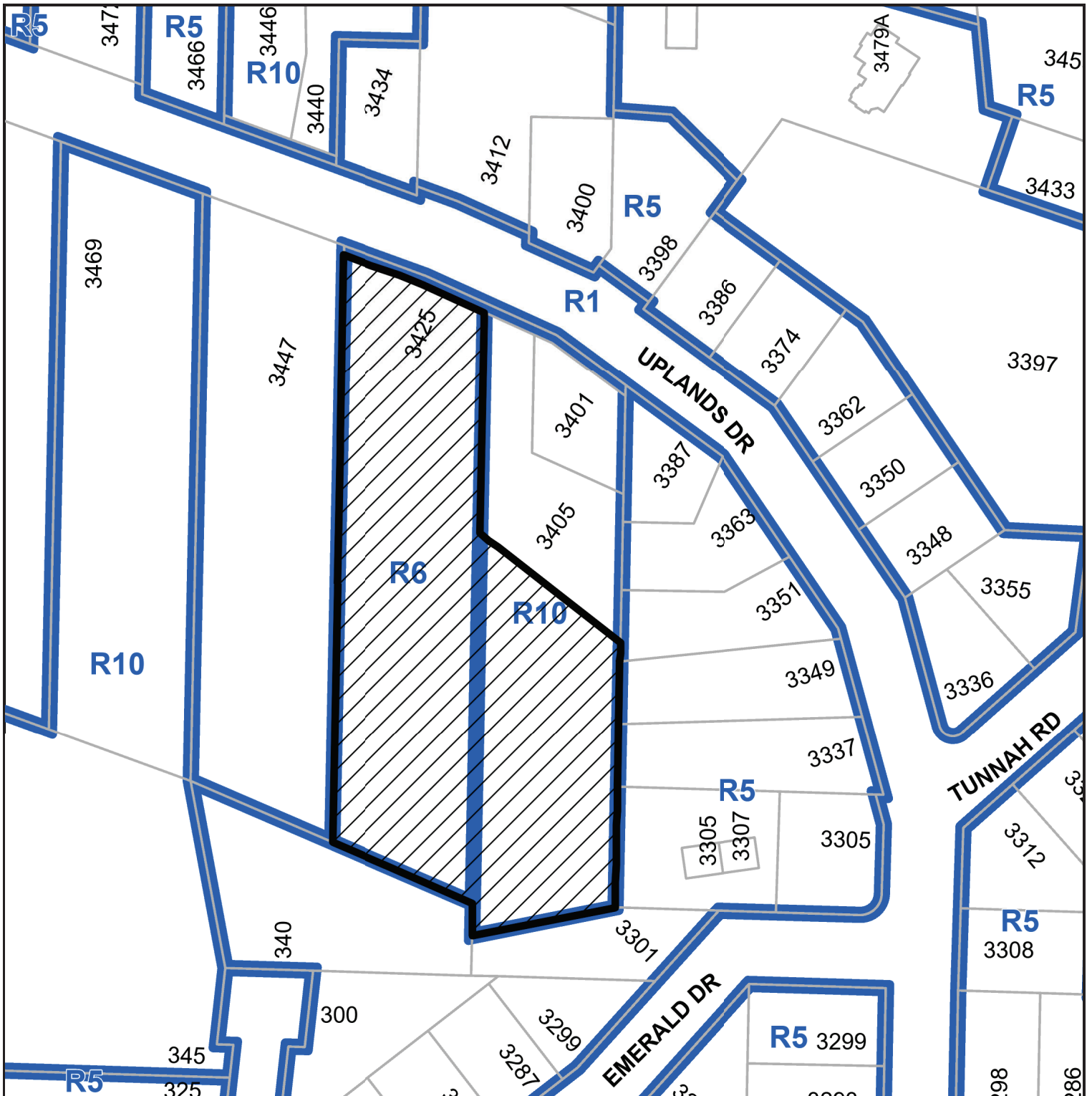
The “City of Nanaimo Zoning Bylaw 2011 No. 4500” is varied as follows:

1. *Section 7.6.1 Size of Buildings* – to increase the maximum permitted height of a principal building from 14m to 16.71, as shown on Attachment D.

CONDITIONS OF PERMIT

1. The subject property shall be developed generally in accordance with the Site and Parking Plan prepared by Low Hammond Row Architects, dated 2025-MAR-26, 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-MAR-26, 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-MAR-26, as shown on Attachment G.
4. *Discharge & Replace CA5511139* – to be discharged and replaced with the Site Plan prepared by Low Hammond Row Architects, dated 2025-MAR-26 and a revised housing agreement, prior to Building Permit issuance.
5. *Registration of an Access Covenant* – to secure access for 3337, 3349, and 3351 Uplands Drive over the proposed driveway from the east property line, prior to Building Permit occupancy.

ATTACHMENT B
SUBJECT PROPERTY MAP



 3425 UPLANDS DRIVE

ATTACHMENT D BUILDING ELEVATIONS AND DETAILS

PROPOSED HEIGHT
VARIANCE



4 D07 ELEVATION - WEST
D12 1:100



3 D07 ELEVATION - SOUTH
D12 1:100

PROPOSED HEIGHT
VARIANCE



2 D07 ELEVATION - EAST
D12 1:100



1 D07 ELEVATION - NORTH
D12 1:100

PRELIMINARY - NOT FOR CONSTRUCTION



LOW HAMMOND ROWE ARCHITECTS



UPLANDS DRIVE - ISSUED FOR DEVELOPMENT PERMIT
3425 UPLANDS DRIVE, NANAIMO, BC

scale 1:100

ELEVATIONS
date 2025-03-26

D12



CHARCOAL ALUMINUM GUARD



SHIPLAP SIDING



METAL STANDING SEAM ROOF



CHARCOAL VINYL WINDOW FRAME



WOOD SLATS



WHITE WINDOW SHROUD



WOOD SIDING



ARCHITECTURAL CONCRETE

PRELIMINARY - NOT FOR CONSTRUCTION



LOW HAMMOND ROWE ARCHITECTS



UPLANDS DRIVE - ISSUED FOR DEVELOPMENT PERMIT
3425 UPLANDS DRIVE, NANAIMO, BC

scale 1:1 MATERIAL BOARD D12a
date 2025-03-26

ATTACHMENT E
BUILDING RENDERINGS

Phase 1



PRELIMINARY - NOT FOR CONSTRUCTION



LOW HAMMOND ROWE ARCHITECTS



UPLANDS DRIVE - ISSUED FOR DEVELOPMENT PERMIT
3425 UPLANDS DRIVE, NANAIMO, BC

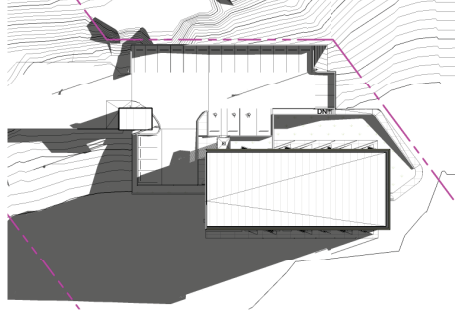
scale

date

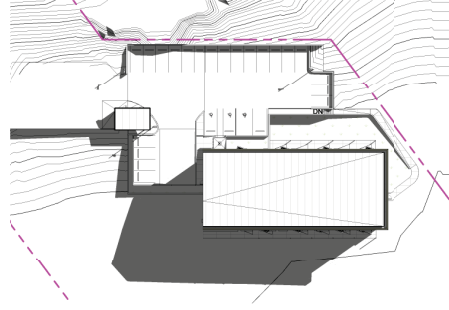
3D VIEWS
2025-03-26

D14

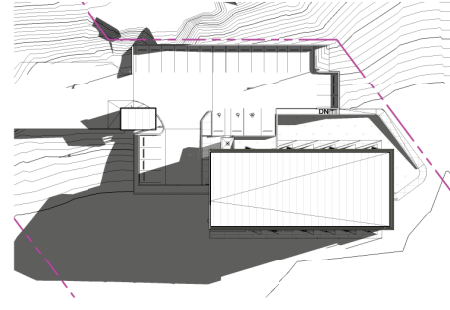
ATTACHMENT F SHADOW STUDY



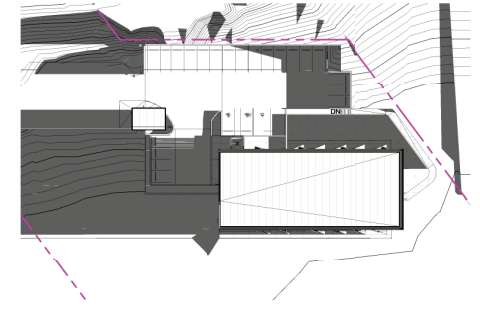
SPRING @ 9am



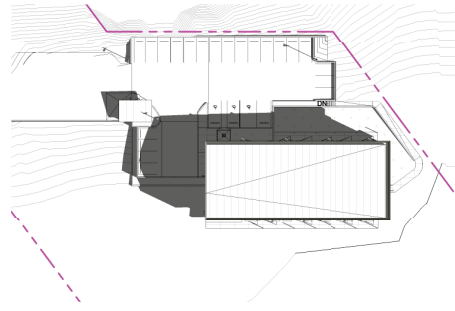
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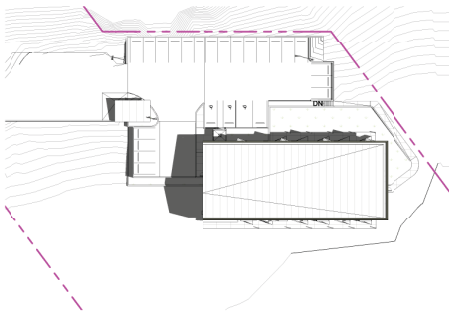
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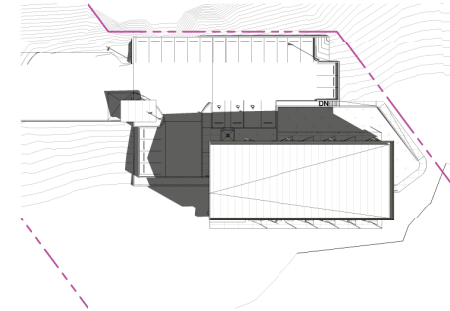
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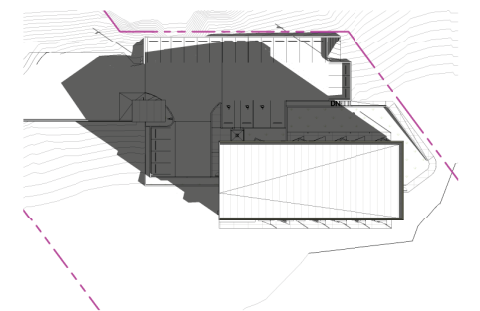
SPRING @ 12pm



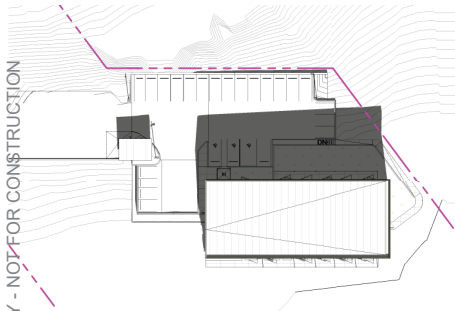
SUMMER @ 12pm



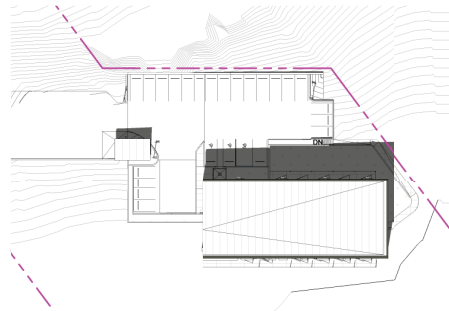
FALL @ 12pm



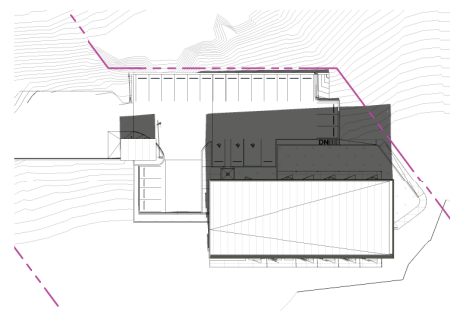
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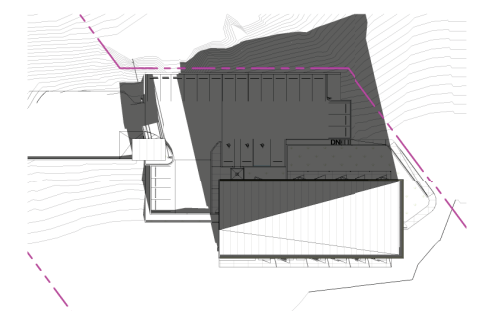
SPRING @ 3pm



SUMMER @ 3pm



FALL @ 3pm



WINTER @ 3pm



PRELIMINARY - NOT FOR CONSTRUCTION



LOW HAMMOND ROWE ARCHITECTS



UPLANDS DRIVE - ISSUED FOR DEVELOPMENT PERMIT
3425 UPLANDS DRIVE, NANAIMO, BC

scale 1 : 500

SUN STUDIES
date 2025-03-26

D15

NACL - UPLANDS DRIVE

3425 Uplands Drive, Nanaimo, BC

LANDSCAPE ARCHITECTURAL DRAWINGS

REISSUED FOR DEVELOPMENT PERMIT - MARCH 26, 2025

LANDSCAPE DRAWING SCHEDULE

- L0.00 Cover Page
- L1.01 Landscape Plan
- L1.02 Landscape Sections
- L1.03 Landscape Details
 - 1. Perimeter Fence
 - 2. Post & Rail Fence
 - 3. Bike Rack
 - 4. Bollard Light
 - 5. Bench
- L2.01 Planting Plan Northeast
- L2.02 Planting Plan Southeast
- L2.03 Planting Plan West
- L2.04 Planting Notes & Plant List
- L3.01 Tree Management Plan
- L3.02 Tree Management Plan
- L3.03 Tree Management Plan
- L3.04 Tree Management Plan

DESIGN PRECEDENTS



01 Big Leaf Maple: native tree canopy preserved and restored



02 Evergreen native ground covers dominate plant palette to reinforce forest understory



03 Feature deciduous tree: White Flowering Dogwood, Cornus 'Edulis White Wonder'



04 Common area bench with back rest



05 Raingarden common area bridge with bench, and pedestrian path



06 Raingarden common area bridge with bench



07 Sunken garden, deciduous trees, groundcovers and logs

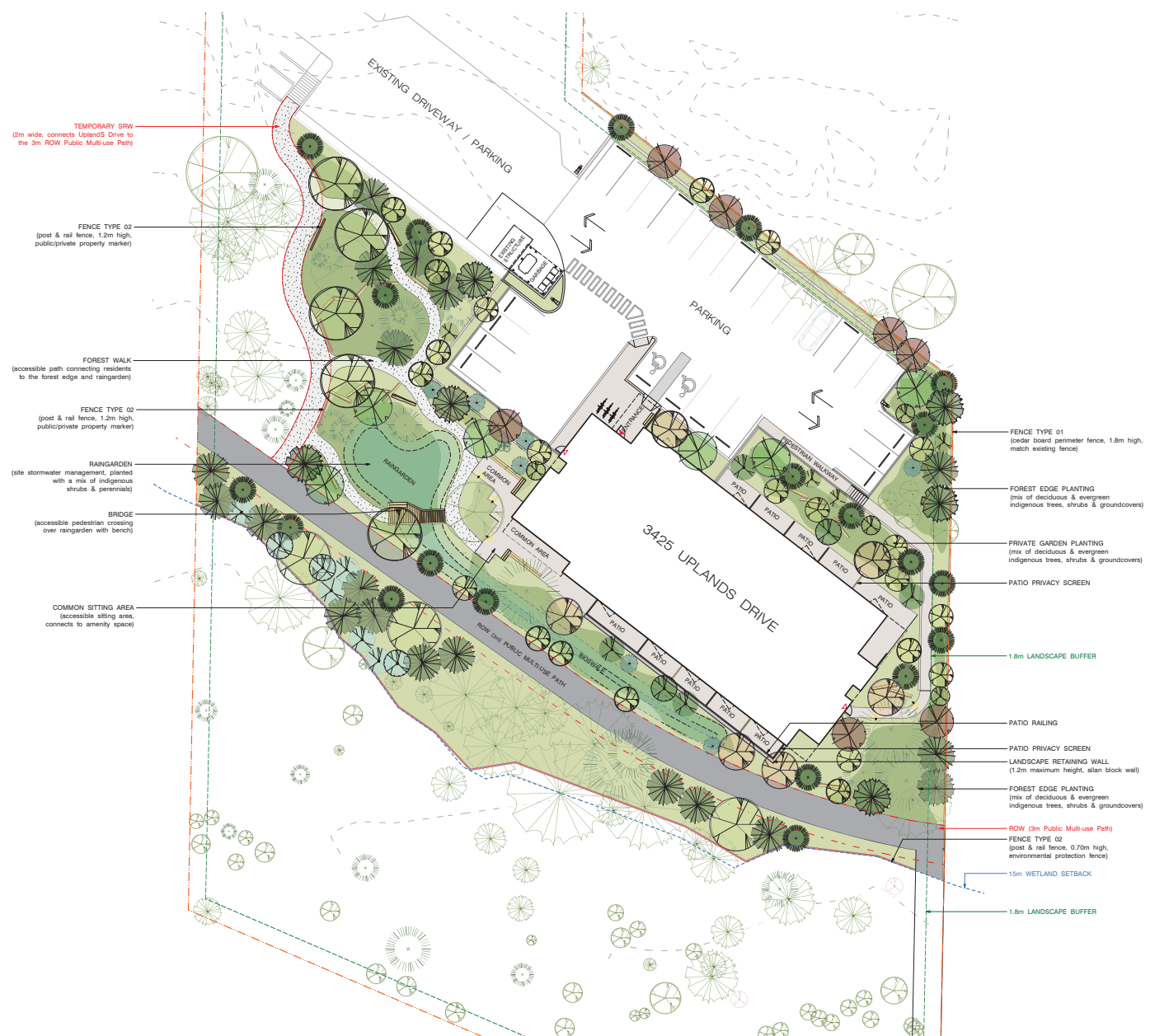


08 Fallen logs through forest planting for secondary movement and exploration



09 Accessible forest walk

NOT FOR CONSTRUCTION



LANDSCAPE & TREE LEGEND

BENCH
Quantity: 8
(See sheet L1.03, detail 5)

BICYCLE RACK
Total Capacity: 6 bikes
Quantity: 3
(See sheet L1.03, detail 3)

ENTRANCE / EXIT - MAIN

ENTRANCE / EXIT - SECONDARY

FENCE TYPE 01
Cedar Board Perimeter
Height: 1.8m
Length: 98.84m
(See sheet L1.03, detail 1)

FENCE TYPE 02
Post & Rail (Environmental Protection)
Height: 1.2m
Length: 104.10m
(See sheet L1.03, detail 2)

LANDSCAPE LOG
Quantity: 24

LIGHTING - BOLLARD
Quantity: 5
(See sheet L1.03, detail 4)

CONCRETE PAVING
Area: 330.65m²

GRAVEL SURFACING
Area: 167.62m²

PLANTED AREA
Area: 1696.98m²

RAINGARDEN
Area: 200m²

Existing Trees to Remain

Coniferous Trees
Po (8) Picea Omorika Bluns
Po (14) Pinus contorta var. contorta
P (25) Pseudotsuga menziesii

Deciduous Trees
Ac (26) Acer circinatum
Am (9) Acer macrophyllum
Ap (6) Acer palmatum 'Osakazuki'
Ar (8) Alnus rubra
Ce (6) Cornus 'Eddie's White Wonder'
Op (9) Quercus palustris 'Pingree'
Pp (7) Parrotia persica 'Yanessa'
S (6) Syringa japonicus

- LANDSCAPE NOTES**
1. It is the Contractor's responsibility to contact the Landscape Architect if the information in this drawing package requires further clarification.

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

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

4. Contractor shall refer to the contract specifications for additional requirements.

5. Contractor to confirm layout of landscape plan on site with the Landscape Architect.

6. Irrigation to be designed and built by Contractor. As-built drawings required.

Refer to **Sheet L1.02** for Landscape Sections

Refer to **Sheet L1.03** for Landscape Details

NOT FOR CONSTRUCTION

1070 Nelson Street, Nanaimo BC, V9S 2K2
250-753-8093
kate.stefuk@kinshipdesign.ca
chris.midgley@kinshipdesign.ca

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CLIENT
Nanaimo Association for Community Living

NO.	DATE	ISSUE
1	08-09-2024	DEVELOPMENT PERMIT
2	03-26-2025	DP RESUBMISSION

NO. | **DATE** | **REVISION**

RECEIVED
DP1360
2025-MAR-28
Growth Planning

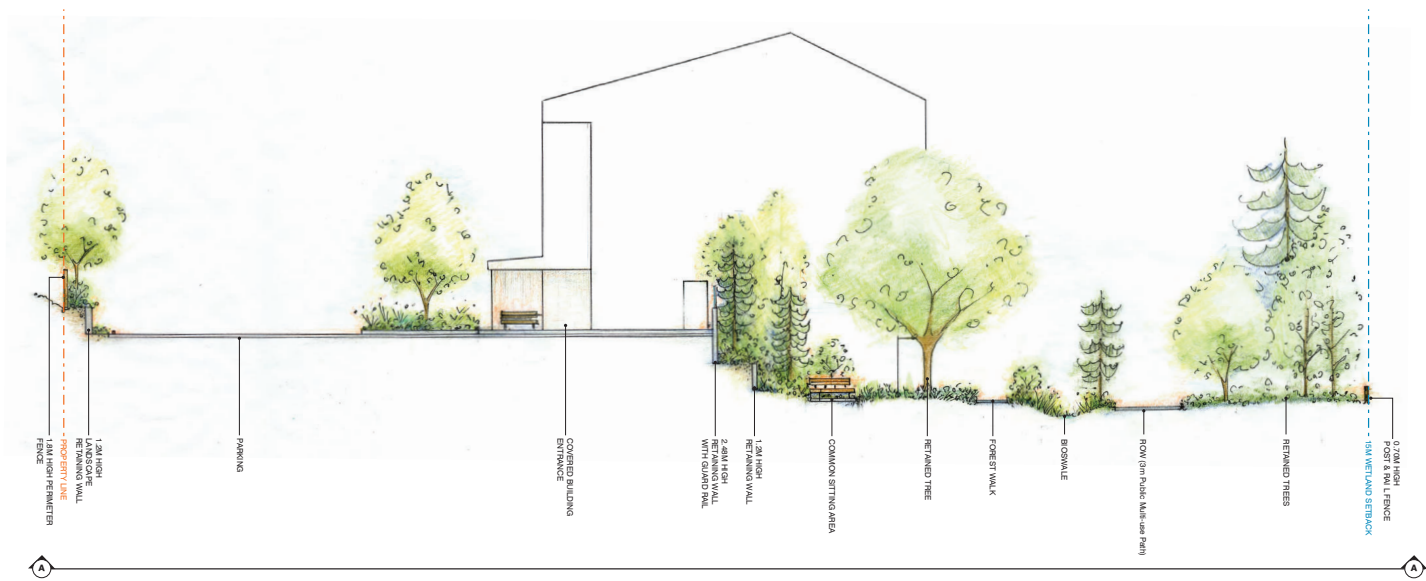
PROJECT
UPLANDS DRIVE
3425 UPLANDS DRIVE
NANAIMO, BC

LANDSCAPE PLAN

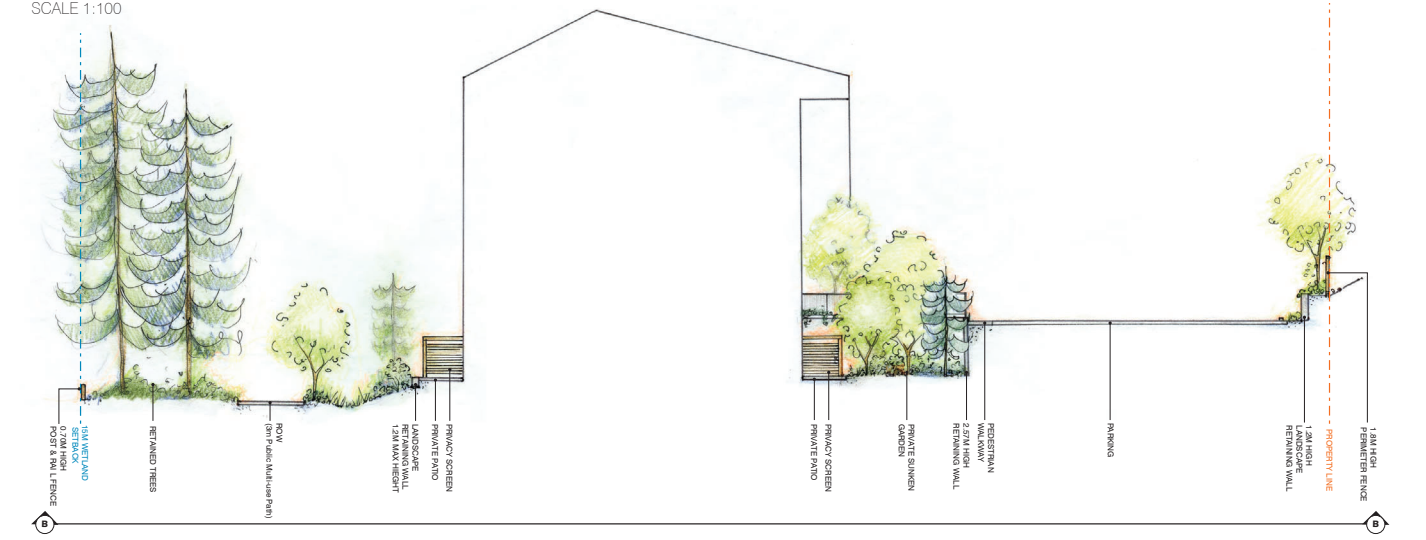
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DB KS **CB** KS

SCALE 1:200
DATE 2023-10-01

L1.01

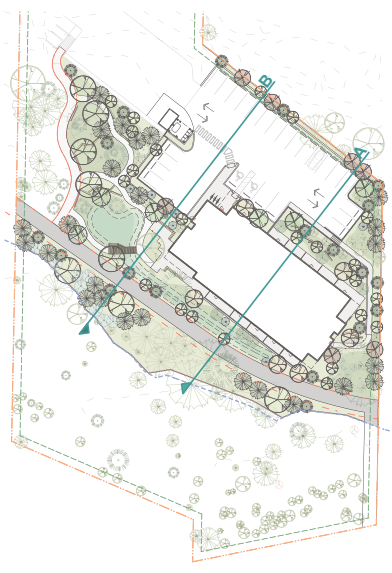


A SECTION
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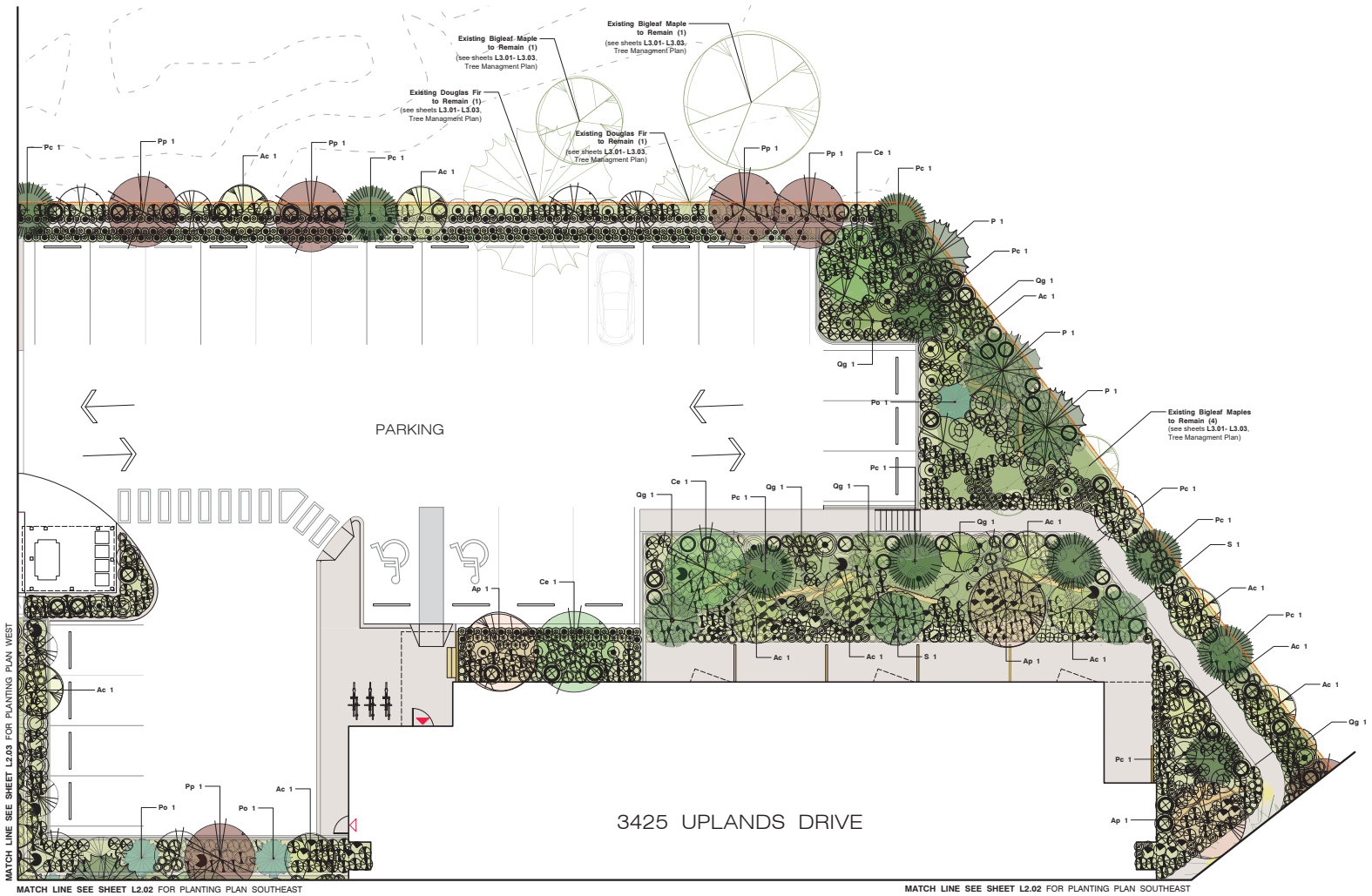
B SECTION
SCALE 1:100

KEY PLAN



Refer to Sheet L1.01 for Landscape Plan
Refer to Sheet L1.03 for Landscape Details

NOT FOR CONSTRUCTION



KEY PLAN



Refer to **Sheet L2.02** for Planting Plan Southeast
Refer to **Sheet L2.03** for Planting Plan West
Refer to **Sheet L2.04** for Planting Notes & Plant List

PLANTING PLAN NORTHEAST
SCALE 1:100

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design • art • ecology

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2	03-26-2025	DP RESUBMISSION

NO. | DATE | REVISION

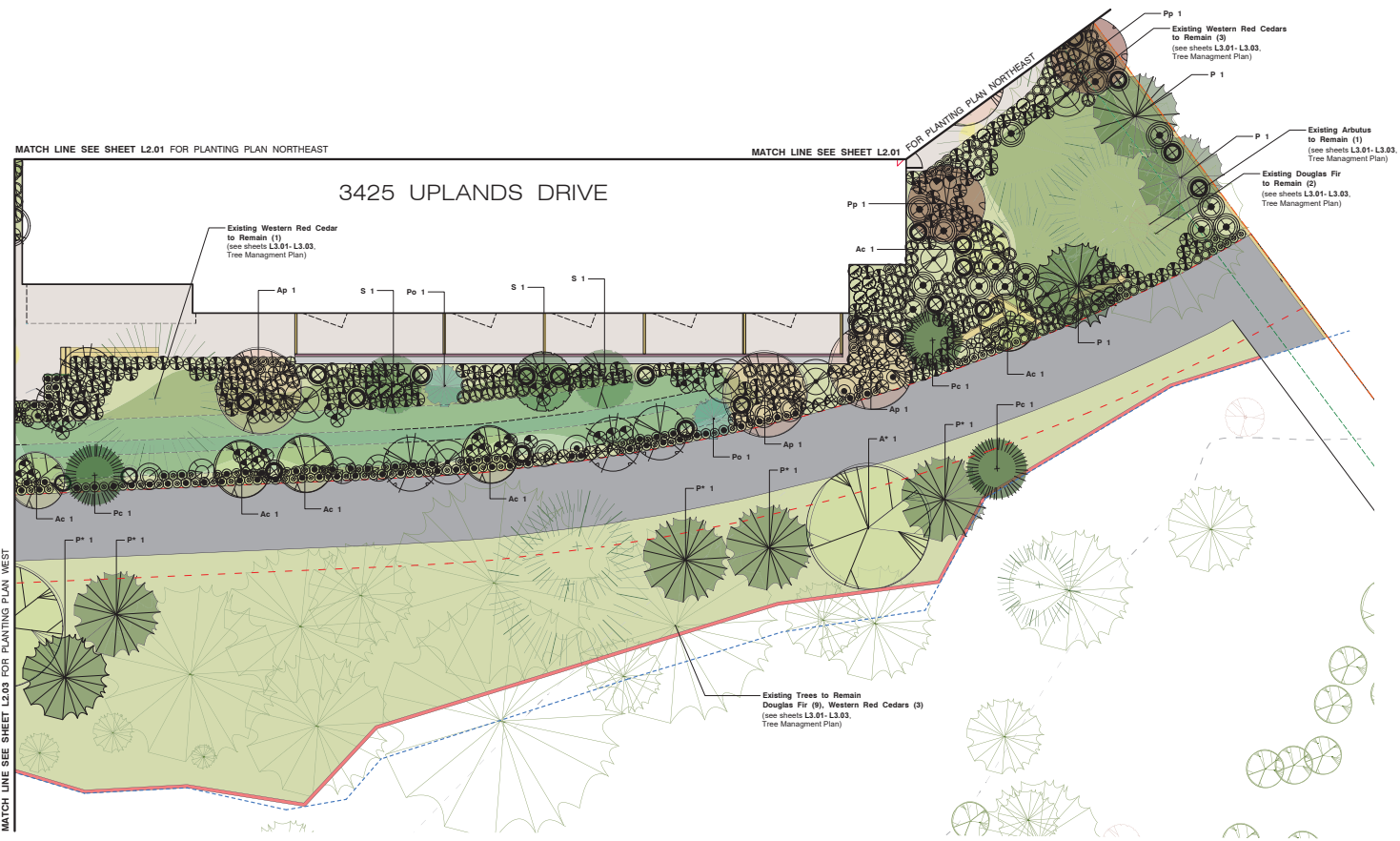
RECEIVED
DP1360
2025-MAR-28
Current Planning

PROJECT
UPLANDS DRIVE
3425 UPLANDS DRIVE
NANAIMO, BC

PLANTING PLAN NORTHEAST

PROJECT ID 21004
DB KS **CB** KS
SCALE 1:100
DATE 2023-10-01

L2.01



KEY PLAN



Refer to **Sheet L2.01** for Planting Plan Northeast
Refer to **Sheet L2.03** for Planting Plan West
Refer to **Sheet L2.04** for Planting Notes & Plant List

PLANTING PLAN SOUTHEAST
SCALE 1:100

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kate.stefuk@kinshipdesign.ca
chris.mcgarry@kinshipdesign.ca



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2	03-26-2025	DP RESUBMISSION

NO.	DATE	REVISION
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RECEIVED
DP1360
2025-MAR-28
Current Planning

PROJECT
UPLANDS DRIVE
3425 UPLANDS DRIVE
NANAIMO, BC

PLANTING PLAN SOUTHEAST

PROJECT ID 21004
DB KS **CB** KS

SCALE 1:100
DATE 2023-10-01

L2.02



PLANTING PLAN WEST
SCALE 1:100

KEY PLAN



Refer to **Sheet L2.01** for Planting Plan Northeast
Refer to **Sheet L2.02** for Planting Plan Southeast
Refer to **Sheet L2.04** for Planting Notes & Plant List

NOT FOR CONSTRUCTION



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Professional Engineer
B.C. REG. NO. 524

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CLIENT
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NO.	DATE	ISSUE
1	08-09-2024	DEVELOPMENT PERMIT
2	03-26-2025	DP RESUBMISSION

NO. | DATE | REVISION

RECEIVED
DP1360
2025-MAR-28
Current Planning

PROJECT
UPLANDS DRIVE
3425 UPLANDS DRIVE
NANAIMO, BC
PLANTING PLAN WEST

PROJECT ID 21004
DB KS **CB** KS
SCALE 1:100
DATE 2023-10-01

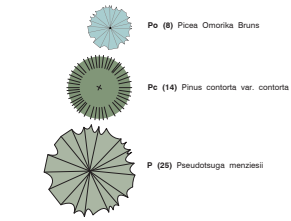
L2.03

TREE & PLANT LIST

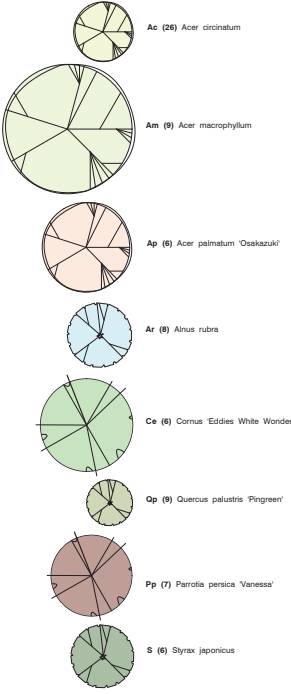
Existing Trees to Remain



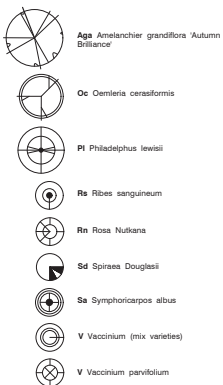
Coniferous Trees



Deciduous Trees



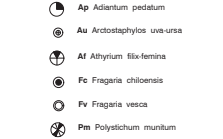
Deciduous Shrubs



Evergreen Shrubs



Ferns & Groundcovers



Perennials



Vines



PLANT LIST

Key	Qty	Botanical Name	Common Name	Pot Size	Spacing	Notes
Coniferous Trees						
Pc	8	Picea Omorika Bruns	Serbian Spruce	#15	10m Ht.	Non-native
Pc	14	Pinus contorta var. contorta	Shore Pine	#15	10m Ht.	Native
Pc	6	Pinus contorta var. contorta	Shore Pine	#1	10m Ht.	Native
P	14	Pseudotsuga menziesii	Douglas Fir	#15	75m Ht.	Native
P	11	Pseudotsuga menziesii	Douglas Fir	#1	75m Ht.	Native
Deciduous Trees						
Ac	26	Acer circinatum	Vine Maple	#15	6m Ht.	Native
A	6	Acer macrophyllum	Big Leaf Maple	#5	18m Ht.	Native
A*	3	Acer macrophyllum	Big Leaf Maple	#1	18m Ht.	Native
Ap	6	Acer palmatum 'Osakazuki'	Japanese Maple	#15	6m Ht.	Non-native
Ar*	5	Alnus rubra	Red Alder	#1	15m	Native
Ce	6	Cornus 'Eddie's White Wonder'	White Flowering Dogwood	#20	7m Ht.	Hybrid native
Og	9	Quercus palustris 'Pingreen'	Columnar Pin Oak	#20	7m Ht.	Non-Native
Pp	7	Parrotia persica	Persian Ironwood	#20	7m Ht.	Non-Native
S	6	Styrax japonicus	Japanese Snowbell	#20	4m	Non-native
Deciduous Shrubs						
Aa	15	Amelanchier alnifolia	Service Berry	#3	Multistem	Native
Oc	7	Oemleria cerasiformis	June Plum	#3	2m o.c.	Native
Ri	15	Philadelphus lewisii	Mock Orange	#2	2m o.c.	Native
Rs	22	Ribes sanguineum	Red Flowering Currant	#2	1.2m o.c.	Native
Rn	5	Rosa Nutkana	Nootka Rose	#2	1.2m o.c.	Native
Sd	17	Spiraea Douglasii	Western Spirea	#2	1.2m o.c.	Native
Sy	72	Symphoricarpos albus	Snowberry	#1	1.2m o.c.	Native
V	26	Vaccinium (mix varieties)	Blueberry	#2	1.2m o.c.	Non-native
Vp	14	Vaccinium parvifolium	Red Huckleberry	#1	1.2m o.c.	Native
Evergreen Shrubs						
Arb	5	Arbutus unedo 'Compacta'	Compact Strawberry Tree	#3	2m o.c.	Non-native
Gs	394	Gaultheria shallon	Salal	#1	60cm o.c.	Native
Mn	252	Mahonia nervosa	Dul Oregon Grape	#1	60cm o.c.	Native
Vo	108	Vaccinium ovatum	Evergreen Huckleberry	#2	1m o.c.	Native
Ferns & Groundcovers						
Ap	28	Adiantum pedatum	Maidenhair Fern	#1	60cm o.c.	Native
Au	253	Arctostaphylos uva-ursi	Kinnikinnick	10cm	45cm o.c.	Native
Al	60	Athyrium filix-femina	Lady Fern	#1	60cm o.c.	Native
Pc	250	Fragaria chiloensis	Coastal Strawberry	10cm	45cm o.c.	Native
Pv	154	Fragaria vesca	Woodland Strawberry	10cm	45cm o.c.	Native
Pm	653	Polystichum munium	Sword fern	#1	60cm o.c.	Native
Perennials						
Al	70	Achlys triphylla	Vanilla Leaf	10cm	45cm o.c.	Native
Am	25	Achillea millefolium	Yarrow	10cm	45cm o.c.	Native
Al	59	Aquilegia formosa	Red Columbine	10cm	45cm o.c.	Native
Df	87	Dicentra formosa	Pacific Bleeding Heart	10cm	60cm o.c.	Native
Gl	30	Gaura lindheimeri	Bee Blossom	#1	45cm o.c.	Non-native
So	36	Solidago canadensis	Canada Goldenrod	10cm	60cm o.c.	Native
Tg	72	Tellima grandiflora	Fringecup	10cm	45cm o.c.	Native
Tl	154	Trientalis latifolia	Brown-leaved Starflower	10cm	45cm o.c.	Native
To	41	Trillium ovatum	Western Trillium	#1	45cm o.c.	Native
Raingarden & Bioswale						
Co	160	Carex oregonica	Slough Sedge	10cm	60cm o.c.	Native
Im	80	Iris missouriensis	Western Blue Flag Iris	#1	60cm o.c.	Native
Je	160	Juncus ensifolius	Dagger-Leaf Rush	10cm	60cm o.c.	Native
Sm	160	Scirpus microcarpus	Small-flowered Bulrush	10cm	60cm o.c.	Native
Vines						
Lh	10	Lonicera hispidula	Hairy Honeysuckle	#1	1.2m o.c.	Native

Please contact the Landscape Architect for approval of any plant substitutions:
KINSHIP DESIGN ART ECOLOGY
Kate Stehuk BCSCA
t: 250-753-8093 e: kate.stehuk@kinshipdesign.ca
No substitutions will be accepted without prior written approval of the Landscape Architect.

PLANTING NOTES

- All landscape construction to be in accordance with the City of Nanaimo Engineering Standards and Specifications.
- All landscape installation and maintenance to meet or exceed the current edition of the **Canadian Landscape Standards** as a minimal acceptable standard.
- 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.
- 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
- 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.
- Plant material quality, transport and handling shall comply with the CNLA standards for Nursery Stock.
- 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.
- 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.
- No plants requiring pruning or major branches due to disease, damage or poor form will be accepted.
- 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.

Refer to **Sheet L2.01** for Planting Plan Northeast
Refer to **Sheet L2.02** for Planting Plan Southeast
Refer to **Sheet L2.03** for Planting Plan West

NOT FOR CONSTRUCTION

DATE OF MEETING July 28, 2025

AUTHORED BY VICTOR FOCA, PROPERTY AGENT, REAL ESTATE

**SUBJECT PROPOSED LICENCE DISPOSAL – TELUS
TELECOMMUNICATION FACILITY – SHEPHERD AVENUE**

OVERVIEW

Purpose of Report

To seek Council's approval for a Licence of Use Agreement for the siting of two-15.7-meter-tall, TELUS owned, streetlight/antenna poles, to be located on City right-of-way located on the east side of Shepherd Avenue and west of 601/609 Bruce Avenue.

Recommendation

That Council:

1. Approve the Licence of Use Agreement for two TELUS-owned 15.7m telecommunications streetlight/antenna poles to be located on City right-of-way on the east side of Shepherd Avenue and west of 601/609 Bruce Avenue; and
2. Direct the Mayor and Corporate Officer to execute the Licence of Use Agreement.

BACKGROUND

Reliable mobile coverage has become indispensable for both personal and professional communication. Despite this critical need, numerous areas across the City continue to suffer from weak or nonexistent wireless network coverage, leaving residents and businesses at a disadvantage and potentially compromising public safety.

The area surrounding Shepherd Avenue and Fifth Street, offers a wide range of essential amenities to the public and is currently assumed to be in an area of poor coverage.

TELUS has informed Staff that they have secured a funding plan to proceed with the acquisition process for several wireless network sites across Nanaimo that collectively will fix a lot of long-standing coverage issues. TELUS seeks to collaborate with the City by securing Licence of Use Agreements on City-owned land to potentially build the proposals starting at the end of 2025 to 2027.

At the 2024-DEC-02 "In Camera" Council meeting, Council directed Staff to:

- "1. Enter into Licence of Use Agreement negotiations with TELUS for the installation of TELUS infrastructure on City-owned property located at... Shepherd Avenue to address wireless network deficiencies; and,*
- 2. Return to Council for final approval of the Licence of Use Agreements upon completion of negotiations."*

Federal Approval and Council Concurrence

Proposals for telecommunications towers within the City are subject to a Federal approvals process (Innovation, Science and Economic Development Canada (ISED)), which includes consultation with the local land use authority (City of Nanaimo) as a commenting body in the process. In an accompanying Staff Report dated 2025-JUL-28, prepared by Current Planning, Council is provided with information regarding the Telus proposal and Staff have sought direction from Council to provide a letter of concurrence to ISED.

With negotiations completed, and if Council concurrence has been received, Staff are seeking Council's approval to the proposed Licence of Use Agreement.

DISCUSSION

TELUS is proposing to install new infrastructure to address the deficiencies and Staff have negotiated an agreement with TELUS with the following key terms:

	Equipment Included	Height and Area	Proposed Annual Rent	Term
Shepherd Avenue (Attachment A)	(2) streetlight/antenna poles (2) equipment cabinets	15.7m (Height)	\$14,000 (\$7,000 for each streetlight/antenna pole)	30 years (6 x 5 years renewals)

Shepherd Avenue – Streetlight/Antenna Poles

The proposed streetlight/antenna poles will be constructed within the City right-of-way immediately to the east of Shepherd Avenue and west of 601/609 Bruce Avenue. The proposal includes two 15.7-meter-tall streetlight/antenna poles, with projecting streetlights approximately 9.0m above grade, and two equipment cabinets located at-grade adjacent to the streetlight/antenna poles.

Staff have reviewed the location for the streetlight/antenna poles on Shepherd Avenue and can confirm that the installation within the City's right-of-way will not interfere with the sidewalk or road functions. City streetlight poles that are removed, and replaced with the TELUS streetlights, will be delivered to the City's Public Works Yard upon removal. No tree removal will be required at this location.

Rent

Staff have negotiated an annual rent of \$14,000 for the two streetlight/antenna poles and equipment cabinets at Shepherd Avenue, with a term of 30 years based on six five-year renewals. Upon each right of renewal for the Licence of Use Agreement, the rent will increase by an amount equal to the change in the Consumer Price Index Canada.

Staff and an independent fair market appraiser have reviewed TELUS's market rent proposal and have compared the rates from other municipal-owned property and against privately owned

property on Vancouver Island and in the Lower Mainland and can confirm they are consistent with industry standards on rents to be received.

Public Notification

As of 2025-JUL-28, Staff has prepared and published the Notice of Disposition as required under Section 26 and 94 of the *Community Charter* for the two streetlight/antenna poles located at Shepherd Avenue.

City Plan

Several City goals have been identified within City Plan that support the need for an increase in reliable telecommunications connectivity. By using City-owned property as the location for the infrastructure it assists to achieve the goals. The following goals identified are:

Goal	Topic Area	Desired Outcome
Community Wellbeing & Livability	C3.1 – Community Safety & Security	Enhance safety and security in all parts of the city by supporting a diversity of community members and businesses to thrive.
Community Wellbeing & Livability	C3.1.1 – Planning, Engagement & Strategy	Continuing to enhance public safety and security and enable the coordination and delivery of policing and fire services, by maintaining and regularly updating relevant plans, policies and protocols.
Thriving & Resilient Economy	C5.1 - Economic Capital	Investing in quality physical infrastructure, including telecommunications amenities, supports a diversified economy that make the city a place where people want to live and work.
Thriving & Resilient Economy	C5.3 – Business Development	Ensure Nanaimo is competitive to other business locations in British Columbia.
Thriving & Resilient Economy	C5.4 – Innovation and Technology	Build and support initiatives that take advantage of Information and Communication Technologies (ICT) in order to solve urban challenges and achieve greater efficiency and sustainability.

Next Steps:

Should Council final approval be received the following next steps will occur:

1. The Mayor and Corporate Officer will execute the Licence of Use Agreement; and
2. Staff will continue to work with TELUS to facilitate the construction of the streetlight/antenna poles within the licenced area.

OPTIONS

1. That Council:
 1. Approve the Licence of Use Agreement for two TELUS-owned 15.7m telecommunications streetlight/antenna poles to be located on City right-of-way on the east side of Shepherd Avenue and west of 601/609 Bruce Avenue; and
 2. Direct the Mayor and Corporate Officer to execute the Licence of Use Agreement.
 - The advantages of this option:
 - i. TELUS has been in consultation with Staff for many years to find suitable locations for proposals to address network deficiencies, however not until now has TELUS had a secured funding plan to move forward with this project.
 - ii. Working in partnership with TELUS will allow for the provision of a market-based service and will advance City Plan goals without having a negative budgetary impact.
 - iii. TELUS will bear all costs to construct, maintain the area and repair the two streetlight/antenna poles.
 - iv. It will show that Council is committed to achieving the goals within City Plan and will address network deficiencies potentially to be resolved within a few years.
 - The disadvantages of this option: None identified
 - Financial Implications: The City will receive \$14,000 per annum from the proposed development.
2. That Council deny the approval of the Licence of Use Agreement for two TELUS-owned 15.7m telecommunications streetlight/antenna poles to be located on City right-of-way on the east side of Shepherd Avenue and west of 601/609 Bruce Avenue.
 - The advantages of this option: None identified
 - The disadvantages of this option:
 - i. Not entering into a Licence of Use Agreement with TELUS would be inconsistent with trying to achieve the goals within City Plan Policies under “A Connected Nanaimo: Equitable Access & Mobility, A Healthy Nanaimo: Community Wellbeing & Livability, A Prosperous Nanaimo: Thriving & Resilient Economy”.
 - ii. Not entering into a Licence of Use Agreement with TELUS will close an opportunity to improve the telecommunication reception areas throughout the City; and
 - iii. The opportunity may not be presented again.
 - Financial Implications: The loss of revenue from TELUS for the proposals.

SUMMARY POINTS

- Areas across the City are experiencing poor wireless network coverage and impact day-to-day living and emergency response.
- The area located at Shepherd Avenue and Fifth Street is within an area of poor telecommunication wireless coverage.
- TELUS seeks to collaborate with the City by securing a Licence of Use Agreement within City right-of-way at Shepherd Avenue and to potentially build the proposal starting at the end 2025 to 2027.

- Staff have negotiated an annual rent of \$14,000 for the two streetlight/antenna poles and equipment cabinets located in City right-of-way at Shepherd Avenue for a total term of 30 years.
- Staff have prepared and published the Notice of Disposition as required by the *Community Charter*.
- Staff are seeking Council's approval for the proposed Licence of Use Agreement with TELUS.

ATTACHMENTS:

ATTACHMENT A: Location Plan

Submitted by:

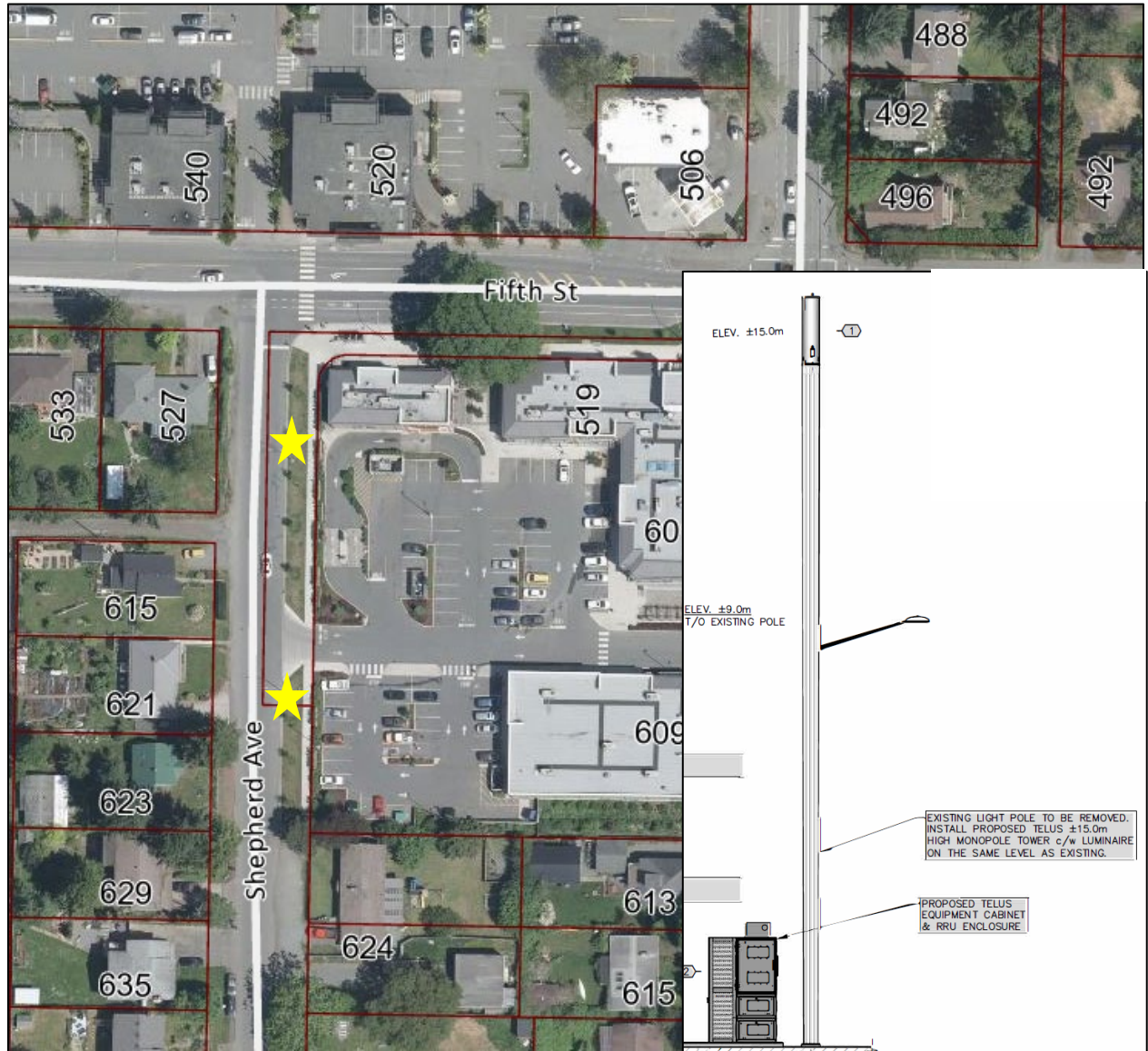
Nancy Skeels
Manager, Real Estate

Concurrence by:

Laura Mercer
General Manager, Corporate Services

Bill Sims
**General Manager, Engineering and Public
Works**

ATTACHMENT A



Two 15.7m Lightpoles - Monopoles

LOCATION PLAN

**LOCATION: SHEPHERD AVENUE, ADJACENT TO
601/609 BRUCE AVENUE**

**PROPOSED LICENCE DISPOSAL – TELUS
TELECOMMUNICATIONS FACILITY – SHEPHERD
AVNEUE**

DATE OF MEETING July 28, 2025

AUTHORED BY PAYTON CARTER, PLANNER, CURRENT PLANNING

**SUBJECT PROPOSED TELECOMMUNICATIONS FACILITIES –
SHEPHERD AVENUE**

OVERVIEW

Purpose of Report

To present Council with information regarding a request from Telus Communications Inc. for land use concurrence for two proposed telecommunications streetlight/antenna poles along Shepherd Avenue, within the City right-of-way.

Recommendation

That Council direct Staff to provide a letter of concurrence to Innovation, Science, and Economic Development Canada in response to two proposed 15.7m telecommunications streetlight/antenna poles along Shepherd Avenue, within the City right-of-way.

BACKGROUND

Cypress Land Services Inc., on behalf of Telus Communications Inc. (Telus), has requested concurrence from the City of Nanaimo (the “land use authority”) for two proposed telecommunications streetlight/antenna poles along the east portion of the Shepherd Avenue within the City right-of-way. Telus is seeking to enter into an agreement with the City to allow the placement, construction, and operation of the facility at the proposed location, as discussed in the accompanying Staff Report dated 2025-JUL-28, prepared by the Real Estate section.

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, Cypress Land Services Inc. 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 (48m radius).

DISCUSSION

The proposed streetlight/antenna poles will be constructed within the City right-of-way along the eastern portion of Shepherd Avenue, abutting a commercially zoned property at 601 Bruce Avenue. The proposal includes two 15.7m tall streetlight/antenna poles, with projecting streetlights approximately 9.0m above grade, and two equipment cabinets located at-grade adjacent to the streetlight/antenna poles. The existing streetlights at this location will be removed and replaced with the monopole streetlights/antenna poles. The surrounding neighbourhood is developed as low-density residential with local-serving commercial uses within the University Village Shopping Centre and Village Centre.

The proposed improvements are intended to enhance existing wireless service to meet the growing personal, business, and emergency demands of the neighbourhood. A development permit is not required for the proposed streetlight/antenna poles and no tree removal is required. The proposed siting avoids conflict with sightlines and existing City utilities, easements, and pedestrian areas.

It was confirmed by Telus and Cypress Land Services Inc. 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).

A number of existing buildings and sites in the surrounding area were considered by the applicant to determine whether they could be utilized. The applicant advised that none of the existing structures were adequate to support the operations of the proposed telecommunications facilities. The co-location of services will not be permitted on the streetlight/antenna poles.

The City's practice is to encourage telecommunications facilities within existing commercial and industrial sites. The improvements would enhance existing wireless service in the commercial and residential area; be located to avoid any functional impacts; and be designed in a manner that is complementary to the streetscape and compatible with the surrounding residential context.

The proponent conducted pre-consultation with City Staff beginning in January 2025 and the public consultation period concluded on 2025-JUN-08. One response was received, signed by six members of the adjacent residential neighbourhood citing general concerns regarding health and safety of residents and proximity to single-family dwellings.

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 streetlight/antenna poles along Shepherd Avenue, within the City right-of-way. |

OPTIONS

1. | That Council direct Staff to provide a letter of concurrence to Innovation, Science, and Economic Development Canada in response to two proposed 15.7m telecommunications streetlight/antenna poles within the Shepherd Road City right-of-way.
 - The advantages of this option: The existing Telus wireless services would be enhanced.
 - The disadvantages of this option: None identified.

- Financial Implications: None identified.
2. That Council direct Staff to provide a letter of non-concurrence to Innovation, Science, and Economic Development Canada indicating the reasons and/or concerns regarding two proposed 15.7m telecommunications streetlight/antenna poles the Shepherd Road City right-of-way.
- The advantages of this option: This option would allow Council additional opportunity to identify any concerns for ISED's consideration.
 - The disadvantages of this option: Non-concurrence could delay improvement to the Telus wireless services.
 - Financial Implications: None identified.
3. That Council direct Staff to provide a letter to Innovation, Science, and Economic Development Canada advising that the City has no comment regarding the two proposed 15.7m telecommunications streetlight/antenna poles the Shepherd Road City right-of-way.
- The advantages of this option: None identified.
 - The disadvantages of this option: ISED is the approving authority, thus the Telus telecommunications facility may be approved by ISED, provided the technical requirements are met.
 - Financial Implications: None identified.

SUMMARY POINTS

- The City has received a request for a letter of concurrence for two proposed 15.7m telecommunications streetlight/antenna poles the Shepherd Road City right-of-way.
- The proponent concluded the required ISED default public consultation process on 2025-JUN-08 and one response was received, signed by six members of the neighbourhood.
- The improvements would enhance existing wireless service in the commercial and residential area; be located to avoid any functional impacts; and be designed in a manner that is complementary to the streetscape and compatible with the surrounding residential context.

ATTACHMENTS

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

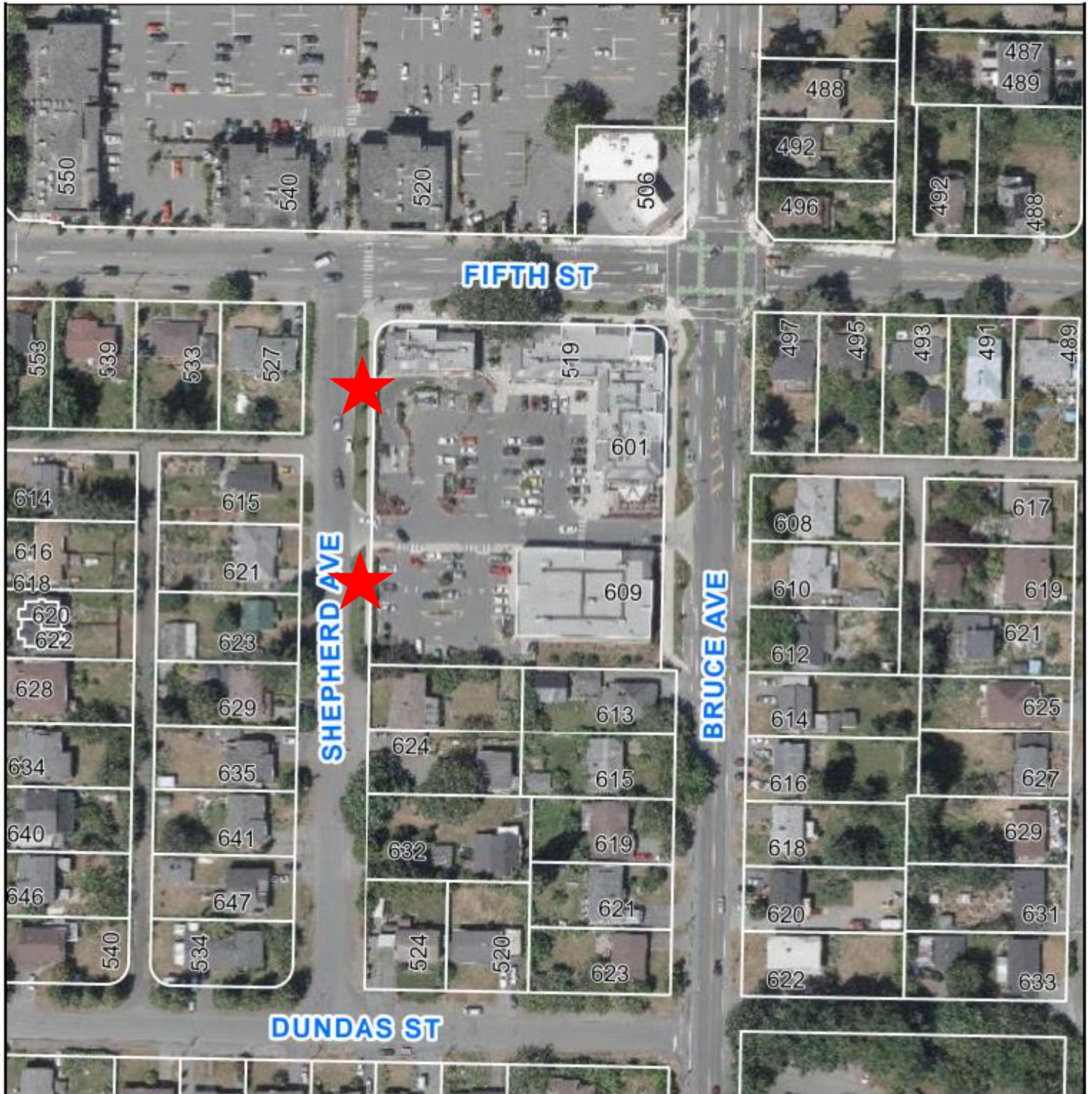
Submitted by:

Lainya Rowett
Manager, Current Planning

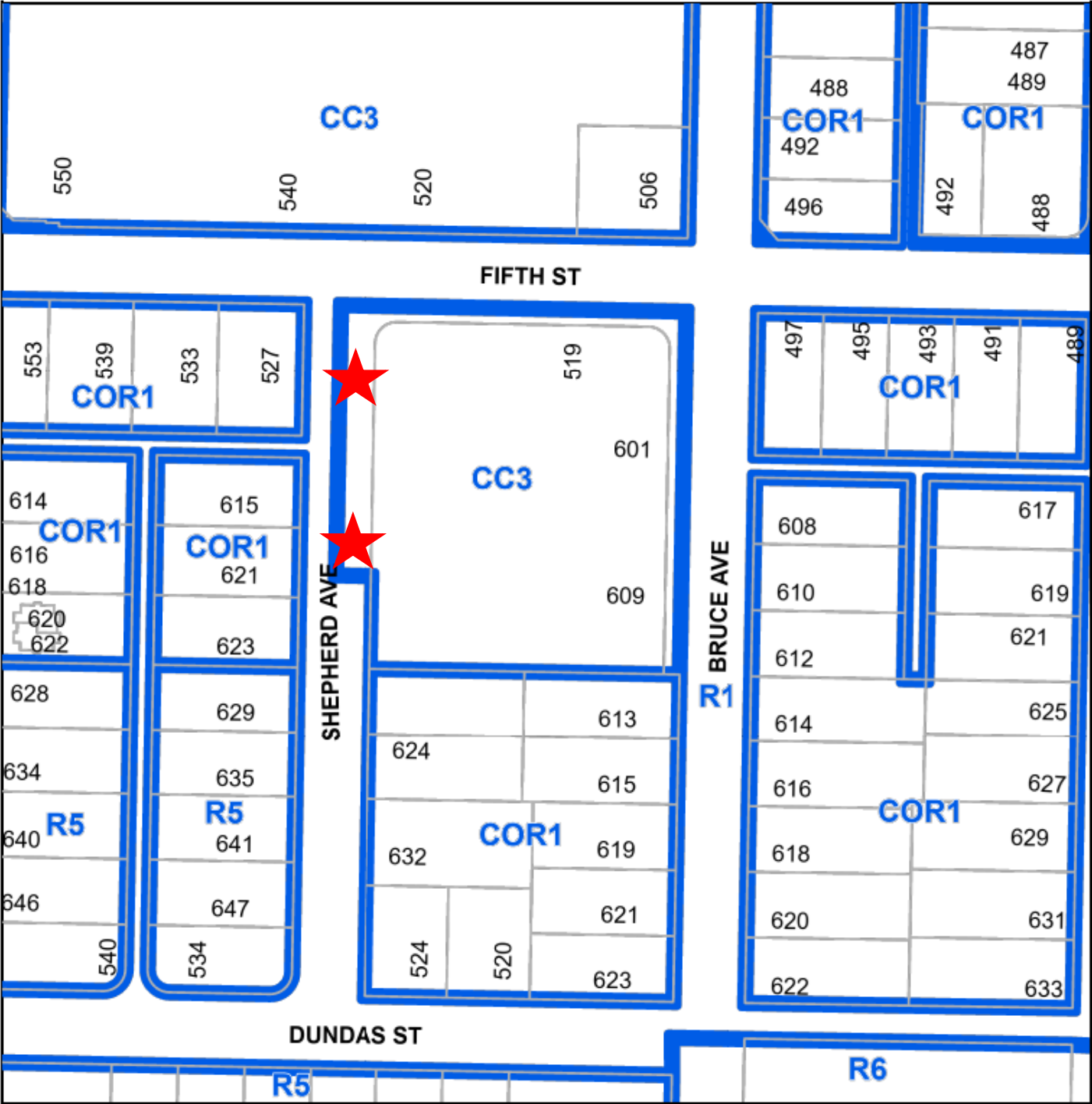
Concurrence by:

Jeremy Holm
Director, Planning & Development

**ATTACHMENT A
AERIAL PHOTO**



ATTACHMENT B
LOCATION MAP



ATTACHMENT C

PUBLIC CONSULTATION SUMMARY & LAND USE CONCURRENCE REQUEST



Cypress Land Services Inc.

Telephone: 604.259.8809

Suite 1051 – 409 Granville Street

Facsimile: 604.620.0876

Vancouver, BC V6C 1T2

Website : www.cypresslandservices.comJune 4th, 2025VIA Email: payton.carter@nanaimo.ca

Payton Carter
Planner, Current Planning
City of Nanaimo

Dear Ms. Carter

Subject: Request for Concurrence for TELUS Wireless Facility
Location: Shepherd Ave, Nanaimo, BC
Coordinates: Pole #1: 49.154859 N, -123.950979 W
 Pole #2: 49.154395 N, - 123.950969 W
TELUS Site: BC113118

Please be advised that following Innovation, Science and Economic Development Canada (ISEDs) consultation process commonly referred to as the CPC, TELUS Communications Inc ("TELUS") has completed the public consultation process and is respectfully requesting concurrence for the proposal of two 15.7m streetlight monopoles to improve wireless services. Enclosed please find evidence of the following efforts regarding this public notification process:

- On May 5th, 2025, Notification Packages were issued to residents who fell within a radius of three times the tower height (48m) of the proposed location, as per ISEDs default consultation policy. In total, 85 notification packages were mailed out. **Appendix 1: Notification Package.**
- On June 8th, 2025, the consultation period concluded. During the consultation period, we received 1 comment. Please see **Appendix 2: Public Comments.**

If Council concurs with the proposed tower project, please find in **Appendix 5: Resolution Example**, a sample resolution which may be used.

TELUS is committed to working with the community to improving service within Nanaimo. Should you require any additional information, please do not hesitate to contact me at 250-460-2522 or by e-mail at tamera@cypresslandservices.com.

Tamera Mills
Project Manager, Land Use

Cypress Land Services
Agents for TELUS

BC113118

May 3, 2025

Subject: Public Notification: Two 15.7m Monopoles**To:** Property Owner / Current Resident**Re:** Proposed Two light pole replacements

Location: Shepherd Ave, Nanaimo, BC

TELUS File: BC113118**Coordinates:** Pole #1: 49.154859 N, -123.950979 W

Pole #2: 49.154395 N, - 123.950969 W

Dear Member of the City of Nanaimo community,

TELUS would like to bring improved cellular service to your community and we want to include you in the conversation. We are proposing the replacement of two light poles/antenna installations in your area. This notification package is the first part of the consultation process that includes the following steps:

Public notification: Our first step is to reach out to the City of Nanaimo community to share our proposal and gather feedback from community members such as yourself. TELUS has sent a copy of this package to all residents and businesses within a 48m radius from the tower location.

Local government consultation: At the same time that TELUS consults with members of the public, we have engaged the City of Nanaimo in land use consultation. At the end of the full consultation process, TELUS will request land use concurrence from the City of Nanaimo Council.

In this document, you'll find a lot of information. We are required to provide community members Information on our proposal as well as the tower siting process, including:

- An explanation of how we determine where a new tower is needed.
- A description and specs of the tower itself, as well as where the tower will be located.
- Safety information

We encourage you to review all of the documentation we've provided to learn more about the proposed telecommunications site facility proposed at Shepherd Ave, Nanaimo, BC.

We are excited to provide this information to you to start the discussion on wireless improvements to your community. We welcome any questions you may have about this process and a list of contacts will be provided at the end of this document.

Yours sincerely,

Tamera Mills

Project Manager, Land Use, Cypress Land Services

Who is Cypress Land Services? When a new tower is needed, TELUS hires independent contractors like us, Cypress,, to help discuss these plans with the communities. As such, we are pleased to share the attached information notification package with you that will explain the details for the necessary hardware with you and your community.

Fast Answers:

Why am I receiving this letter?

Your home or business is located within our notification area.

What is this letter about?

TELUS is proposing a new tower in your area.

Why is this letter so technical?

Innovation, Science & Economic Development Canada (ISED) (who oversees this process), requires us to disclose technical information.

TELUS's proposal

TELUS is proposing to construct two 15.7m streetlight monopoles on Shepherd Ave, Nanaimo

- The replacement of two 9m light poles with new 15.7m light pole/antenna installation. The light will be reinstated at the same height it is now and antennas will be placed at the top.
- All the equipment necessary to operate this facility will reside within a cabinet at the base of the pole.
- The proposed facility is located on City of Nanaimo property.
- The poles, if constructed, will provide improved wireless high-speed services within the immediate area

Regulatory authority for cell tower placement

ISED—Innovation, Science and Economic Development Canada, (formerly Industry Canada) is the governing body that has exclusive jurisdiction over the placement of wireless telecommunications facilities in Canada. As such, **ISED requires a carrier like TELUS to consult with the applicable local government and the general public regarding new installations.**

The public consultation process is intended to provide an opportunity for community members to have questions addressed while respecting federal jurisdiction of this process.

ISED's Client Procedure Circular 2-0-03 (CPC): *In cases where a local government does not have a telecommunications policy in effect, TELUS must follow the default public and land use authority process outlined in the CPC.*

The CPC provides information on the required scope and timelines of a tower consultation, issues and topics that are defined as reasonable and relevant to the consultation, health and safety guidelines and other relevant information.

Public consultation process

(as prescribed by Innovation, Science and Economic Development of Canada and the City of Nanaimo)

STEP 1: PUBLIC NOTIFICATION

As the City of Nanaimo does not have an established and documented public consultation process applicable to tower siting, TELUS is required to follow the ISED Default Public Consultation Process outlined in the CPC policy.

Why are you getting this letter? TELUS is required to provide notification packages to property owners/occupants and within a radius of 3 times the proposed tower height,

BC113118

May 3, 2025

Subject: Public Notification: Two 15.7m Monopoles

measured from the tower base or the outside perimeter of the supporting structure. The required notification radius in this instance is 48m. As your property falls within this notification radius, TELUS is consulting with you on this installation. We are inviting you with an opportunity to engage in reasonable, relevant, and timely communication regarding this proposal. This notification will also be submitted to the City of Nanaimo and ISED as part of our application for land use concurrence.

I will acknowledge receipt of comments and questions received within 14 days and address all relevant and reasonable concerns within 60 days. The commenting member of the public will then have 21 days to reply to the response. A summary of all comments received and our responses will then be submitted to City of Nanaimo

STEP 3: CITY OF NANAIMO LAND USE CONCURRENCE

Following the public consultation process, TELUS will provide the details of correspondence with community members including TELUS' responses to the City of Nanaimo. Finally, TELUS will request a resolution of land use concurrence from the City of Nanaimo which will enable TELUS to proceed with planning for wireless upgrades in the community.

BC113118

May 3, 2025

Subject: Public Notification: Two 15.7m Monopoles

Site details

PURPOSE

The purpose of the proposed installation is to improve TELUS' wireless coverage and to provide access to dependable wireless data and voice services.

Currently, there are no suitable existing antenna support structures to use in the area. As an alternative to constructing a tower, TELUS is proposing to use the light poles to install antennas and provide services to the community. The installation, if constructed, will provide improved wireless connectivity in terms of reliability and speed and access to emergency 911 services for those in the vicinity of the facility.

LOCATION AND LAND USE

The poles are proposed to be located streetside on Shepherd Ave, Nanaimo, BC. Each pole will have one (1) antenna (shrouded) and an equipment cabinet at the base of each pole.

SAFETY CODE 6

ISED requires all wireless carriers to operate in accordance with Health Canada's safety standards. TELUS attests that the tower described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6 including combined effects with the local radio environment, as may be amended from time to time.

SITE ACCESS

TELUS is proposing to access the site via the street (Shepherd Ave)

ENVIRONMENT

TELUS confirms that the installation is excluded from environmental assessment under the Impact Assessment Act.

DESIGN

The replacement of two 9m light poles with new 15.7m monopoles. Each pole is planned to support one shrouded antenna and will have one equipment cabinet at the base. A preliminary design of the tower profile is included in this notification for your reference.

TRANSPORT CANADA

No lighting or marking is required.

STRUCTURAL CONSIDERATIONS

TELUS attests that the antenna structure described in this notification package will apply good engineering practices including structural adequacy during construction.

LAND USE AUTHORITY

The City of Nanaimo does not have an applicable Antenna Siting Protocol and as such we are applying ISED's Default Public Consultation process in consultation with the City of Nanaimo staff.

CO-LOCATION

Collocation of antennas by third parties will not be permitted.

GENERAL INFORMATION

General information relating to antenna systems is available on ISED's Spectrum Management and Telecommunications website: http://www.ic.gc.ca/epic/site/smt-gst.nsf/en/h_sf01702e.html.

Contacts

TELUS

Tamera Mills, Cypress Land Services

Agents for TELUS

Suite 1051 - 409 Granville Street, Vancouver, BC V6C 1T2

Phone: 604-620-0877

Email: publicconsultation@cypresslandservices.com

ISED - Vancouver Island District Office

1230 Government Street, Room 430, Victoria BC V8W 3M4

Telephone: 1-800-667-3780 or 250-363-3803 | Fax:250-363-0208

Email

ic.spectrumvictoria-victoriaspectre.ic@canada.ca

City of Nanaimo

455 Wallace Street, Nanaimo, BC

250-755-4429 ext. 4275

Email: planning@nanaimo.ca

Should you have any specific questions regarding the proposal, please feel welcome to contact the contacts listed herein, or return the enclosed comment sheet by mail or email to TELUS by **June 8, 2025**.

Do you have questions or comments about this proposal? We value your feedback.

Written comments posted on or before June 8, 2025 will be included in the formal submission package.

Please contact our office to discuss the proposed facility with representatives from Cypress Land Services.

Phone: 604-620-0877

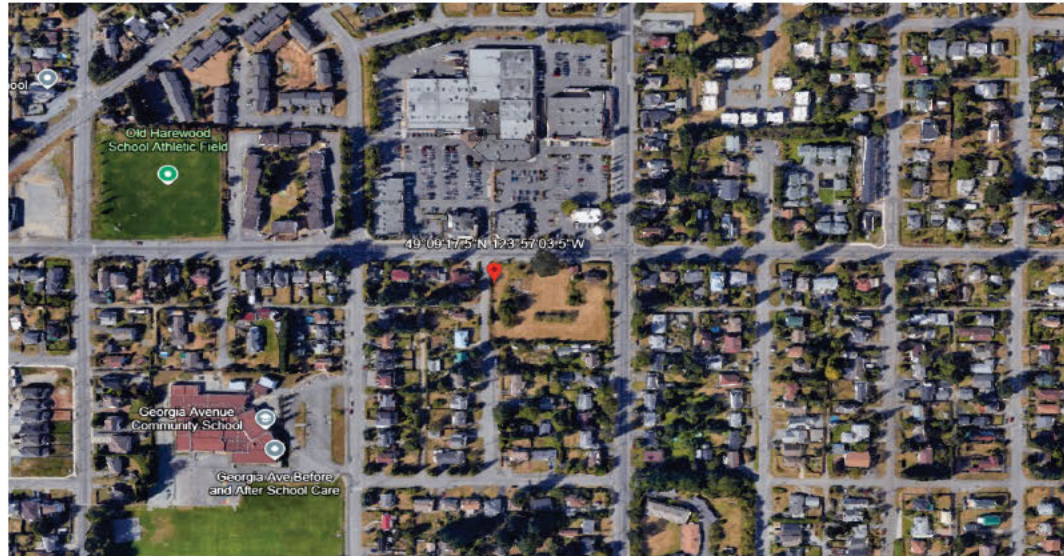
Email:

publicconsultation@cypresslandservices.com

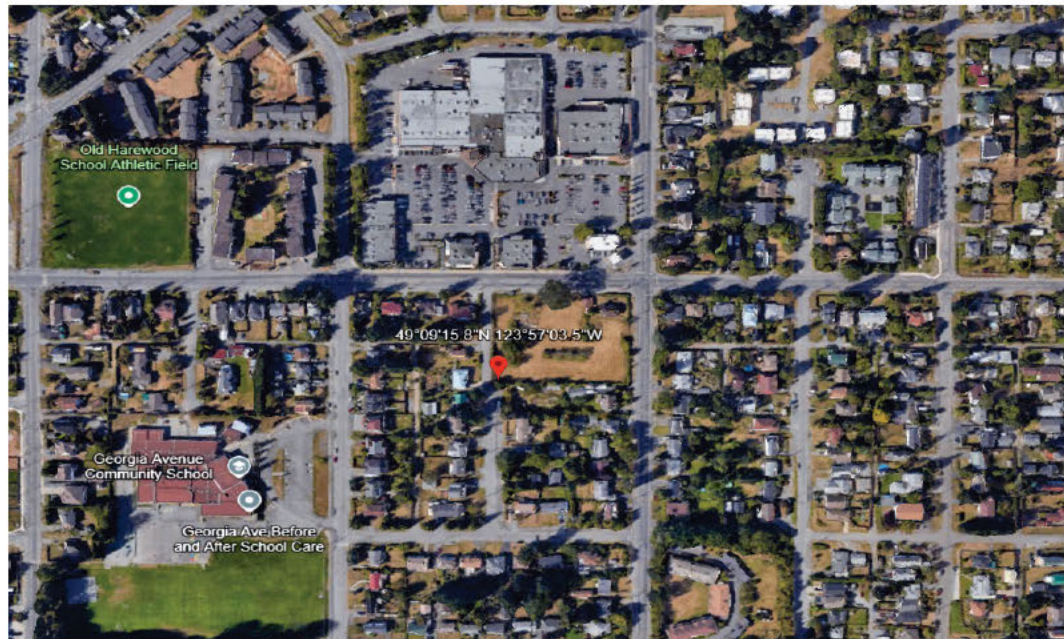
Map of proposed tower

for discussion purposes only.

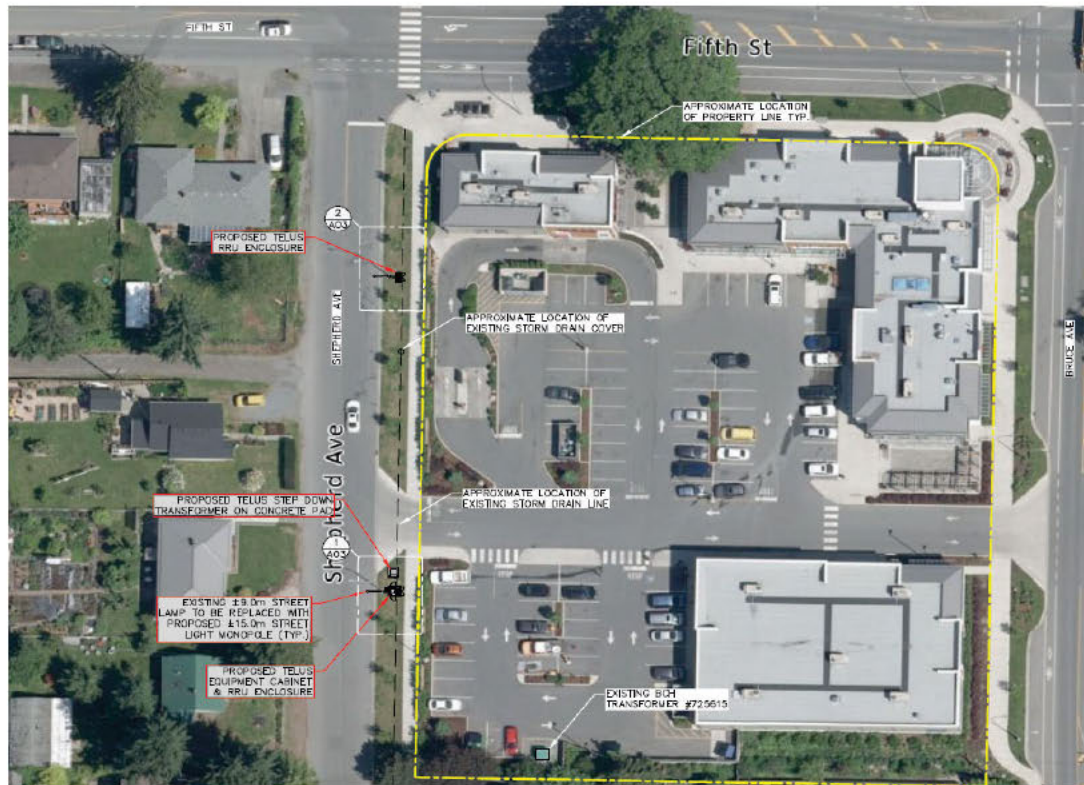
Pole # 1



Pole #2



Site plan

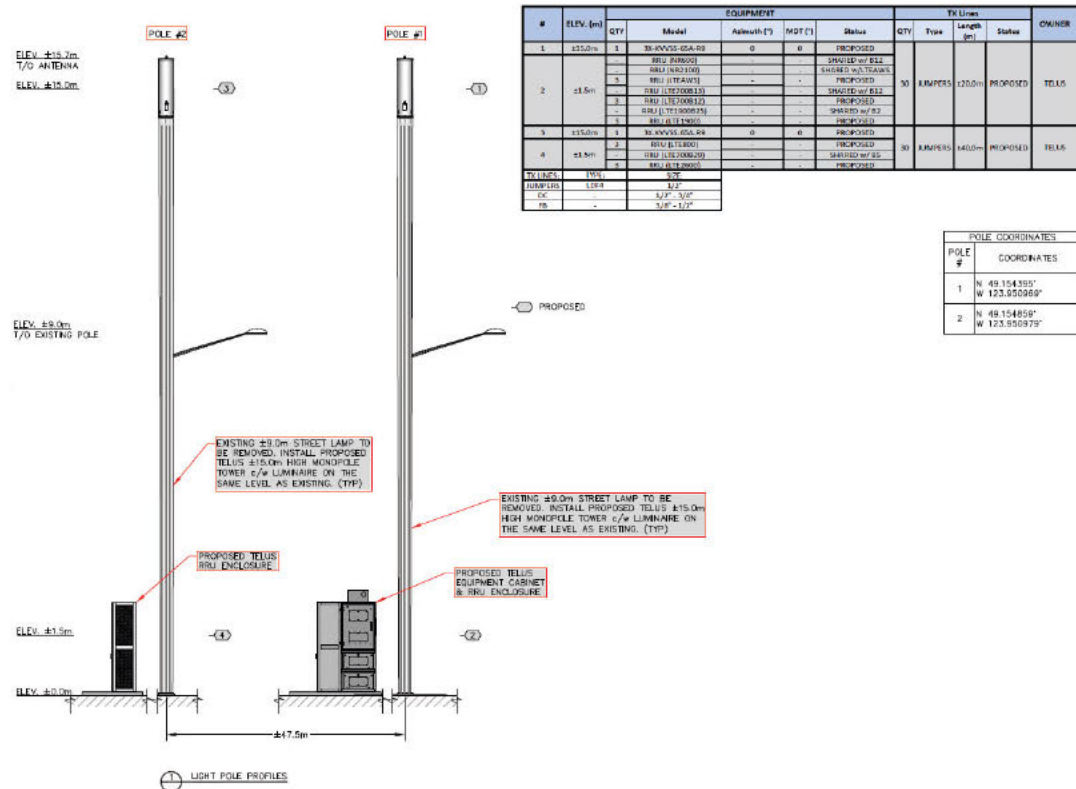


BC113118

May 3, 2025

Subject: Public Notification: Two 15.7m Monopoles

Physical tower profile (for discussion purposes only.)



BC113118

May 3, 2025

Subject: Public Notification: Two 15.7m Monopoles

Photo simulations (for discussion purposes only.)



Before : View of proposed tower looking South-East



After: View of proposed tower looking South-East

Comment sheet – BC113118

If you would like to share your comments, please submit them either by:

Fax: 604-620-0876

Phone: 604-620-0877

Email: publicconsultation@cypresslandservices.com

Mail: 1051-409 Granville Street, Vancouver BC V6C 1T2

PROPOSED TELUS TELECOMMUNICATIONS FACILITY: Shepherd Ave, Nanaimo

1. Are you a cellular telephone or wireless internet user? ☐ Yes ☐ No

2. Is the location of the proposed facility acceptable? ☐ Yes ☐ No

If no, why? _____

3. Are you satisfied with the design of the proposed facility? ☐ Yes ☐ No

Comments: _____

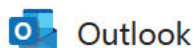
4. Other comments (please attach pages if more space is needed):

This information will not be used for marketing purposes; however, your comments will be forwarded to the appropriate Land Use Authority for their file. Please write legibly. Thank you.

Name: _____

Address: _____

Phone: _____ Email: _____



RE: Objection to Proposed Installation of Cellular Towers in Residential Area

From Chad Marlatt <chad@cypresslandservices.com>

Date Mon 2025-06-16 11:20 AM

To [REDACTED] leonard.krog@nanaimo.ca <leonard.krog@nanaimo.ca>; sean.mccue@blackpress.ca <sean.mccue@blackpress.ca>; editor@nanaimobulletin.com <editor@nanaimobulletin.com>; planning@nanaimo.ca <planning@nanaimo.ca>; ic.spectrumvictoria-victoriaspectre.ic@canada.ca <ic.spectrumvictoria-victoriaspectre.ic@canada.ca>; Public Consultation <publicconsultation@cypresslandservices.com>; paul.manly@nanaimo.ca <paul.manly@nanaimo.ca>; mayor.council@nanaimo.ca <mayor.council@nanaimo.ca>

Cc Payton Carter <payton.carter@nanaimo.ca>

[REDACTED] – Thanks for commenting on the proposed TELUS antenna installations on light poles off Bruce Street. Your comments focussed on the health and safety related to antenna installations in close proximity to homes (and workplaces). I am not sure if you are aware or not, but Health Canada is responsible for ensuring public safety when it comes to RF output of antenna installations. As such, they have regulations in place known as Safety Code 6 (SC6). All of TELUS antenna installations are operated in compliance with SC6 including the antennas at the top of these proposed light poles. It is common for antenna installations to be located near where people live and work to meet their business, personal and emergency needs. Often antenna installations are located in very close proximity to homes in urban areas. In this instance, there is an existing Rogers antenna installation at the University Village Mall. Antenna installations are often located in close proximity to residential properties on street poles, utility poles, on commercial properties, at churches, on the rooftop of apartment/condo buildings, at hospitals, universities, etc. In order to provide adequate services to community members the antennas need to be close to where folks use their devices. Again, the light pole installations will be in compliance with SC6.

Regards,

	<p>Chad Marlatt Director, Government Affairs 604 910 7310 chad@cypresslandservices.com cypresslandservices.com 1051 – 409 Granville Street, Vancouver, BC V6C 1T2</p>
--	--

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In accordance with ISED's CPC-2-0-03, you have 21 days to reply to this response should you have any further concerns or questions.

From: [REDACTED]
Sent: June 8, 2025 12:37 PM
To: leonard.krog@nanaimo.ca; sean.mccue@blackpress.ca; editor@nanaimobulletin.com; planning@nanaimo.ca; ic.spectrumvictoria-victoriaspectre.ic@canada.ca; Public Consultation <publicconsultation@cypresslandservices.com>; paul.manly@nanaimo.ca; mayor.council@nanaimo.ca
Subject: Objection to Proposed Installation of Cellular Towers in Residential Area

Some people who received this message don't often get email from [REDACTED]. [Learn why this is important](#)

ATTENTION IMPORTANT COMMUNITY INFO
University District Nanaimo

To: City of Nanaimo and TELUS Communications Inc.

Subject: Objection to Proposed Installation of Cellular Towers in Residential Area

Dear City of Nanaimo and TELUS Communications,

We, the undersigned residents of this neighbourhood, strongly oppose the proposed replacement of two existing 9-meter streetlights with 15.7-meter high-speed wireless cellular towers in our residential area. This significant infrastructure change is being considered without any consultation or communication with the homeowners directly affected.

We believe the City must reconsider the use of this public property, particularly given that best practices and numerous sources suggest that safe distances from cellular towers should be a minimum of 300 meters—some even recommend up to 500 meters to 1 kilometre, especially for individuals who are electrohypersensitive (EHS). In many suburban settings, cell towers are typically spaced at least 1 to 2 miles apart for these reasons.


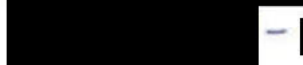


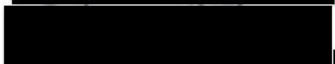

The decision to place these towers directly across from family homes raises serious concerns about health, safety, and overall quality of life. Although the long-term health effects of 5G and similar wireless technologies are still being studied, some research indicates potential links to increased symptoms such as headaches, fatigue, anxiety, and even an elevated risk of cancer in areas with higher radiofrequency (RF) radiation exposure.

There is growing public concern about the cumulative effects of living in close proximity to these towers. Notably, some studies show increased cellular damage in individuals residing near RF-emitting infrastructure, including higher occurrences of chromosomal breaks and disruptions.

In conclusion, this proposal does not reflect the best interests of the residents in this community. We respectfully request that the City of Nanaimo and TELUS reconsider this installation and engage in open consultation with the local community before moving forward with any such project.

Sincerely,

 SHEPHERD AVE
The Residents of Shepherd Ave Nanaimo

 Shepherd Ave
 -  Shepard Ave.
 Shepherd Ave
 Shepherd Ave
 SHEPHERD AVE

ATTACHMENT D TOWER ELEVATIONS

ELEV. ±15.7m
T/O ANTENNA

ELEV. ±15.0m

ELEV. ±9.0m
T/O EXISTING POLE

ELEV. ±1.5m

ELEV. ±0.0m

3

1

PROPOSED

EXISTING ±9.0m STREET LAMP TO BE REMOVED. INSTALL PROPOSED TELUS ±15.0m HIGH MONOPOLE TOWER c/w LUMINAIRE ON THE SAME LEVEL AS EXISTING. (TYP)

EXISTING ±9.0m STREET LAMP TO BE REMOVED. INSTALL PROPOSED TELUS ±15.0m HIGH MONOPOLE TOWER c/w LUMINAIRE ON THE SAME LEVEL AS EXISTING. (TYP)

PROPOSED TELUS RRU ENCLOSURE

PROPOSED TELUS EQUIPMENT CABINET & RRU ENCLOSURE

4

2

1 LIGHT POLE PROFILES

#	ELEV. (m)	EQUIPMENT					TX Lines				OWNER
		QTY	Model	Azimuth (°)	MDT (°)	Status	QTY	Type	Length (m)	Status	
1	±15.0m	1	3X-KVVSS-65A-R9	0	0	PROPOSED	30	JUMPERS	±20.0m	PROPOSED	TELUS
2	±1.5m	-	RRU (NR600)	-	-	SHARED w/ B12					
		-	RRU (NR2100)	-	-	SHARED w/LTEAWS					
		3	RRU (LTEAWS)	-	-	PROPOSED					
		-	RRU (LTE700B13)	-	-	SHARED w/ B12					
		3	RRU (LTE700B12)	-	-	PROPOSED					
3	±15.0m	-	RRU (LTE1900B25)	-	-	SHARED w/ B2					
		3	RRU (LTE1900)	-	-	PROPOSED					
		4	±1.5m	1	3X-KVVSS-65A-R9	0	0	PROPOSED	30	JUMPERS	±40.0m
3	RRU (LTE800)			-	-	PROPOSED					
-	RRU (LTE700B29)			-	-	SHARED w/ B5					
		3	RRU (LTE2600)	-	-	PROPOSED					
TX LINES:		TYPE:	SIZE:								
JUMPERS		LDF4	1/2"								
DC		-	1/2" - 3/4"								
FB		-	3/8" - 1/2"								

POLE COORDINATES	
POLE #	COORDINATES
1	N 49.154395° W 123.950969°
2	N 49.154859° W 123.950979°

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 TELUS 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	AH	PRELIMINARY 29 JAN 25
NO. BY	DESCRIPTION	DATE

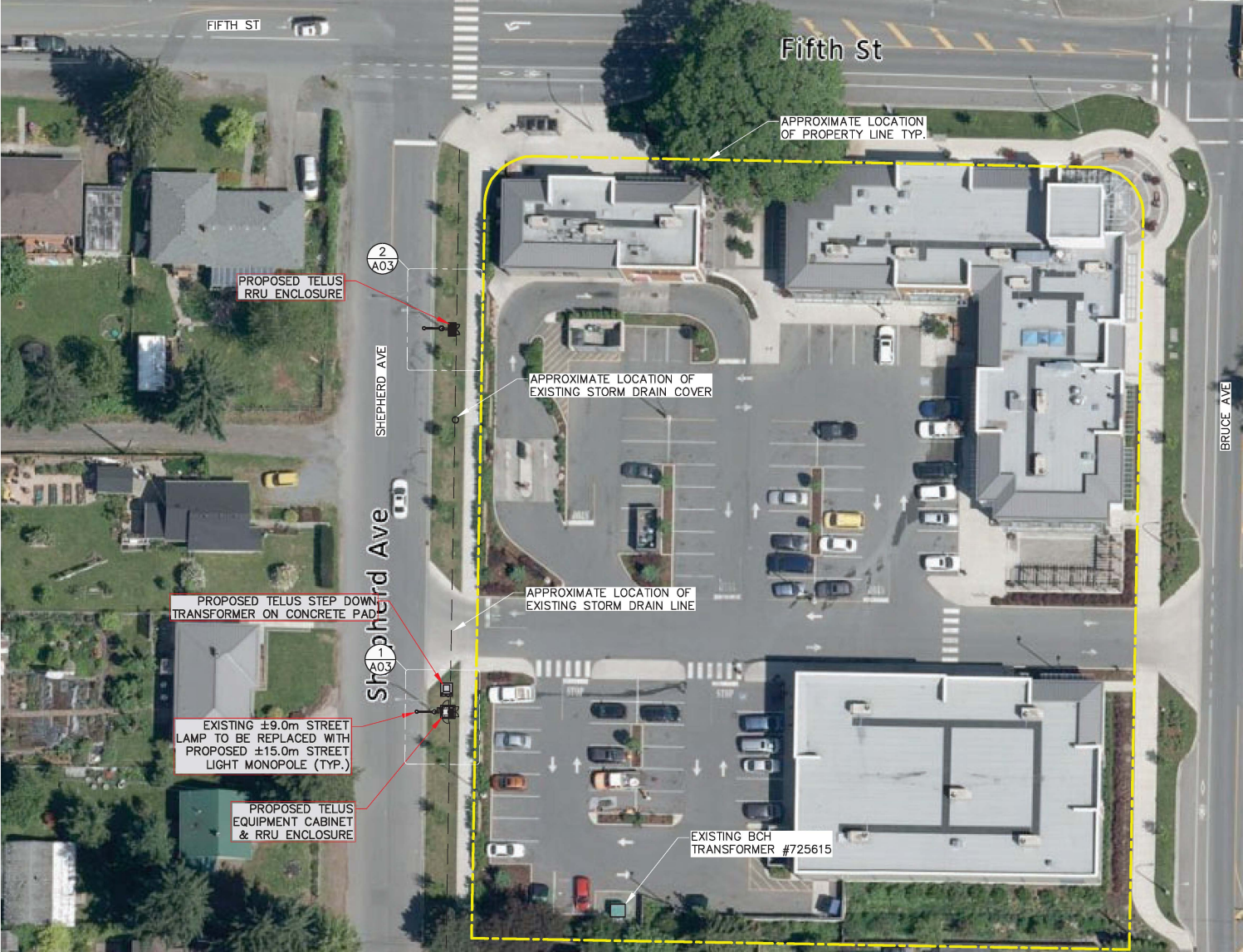


LOCATION: SHEPHERD AVE & FIFTH ST, NANAIMO, BC

TITLE: LIGHT POLE PROFILES

PROJECT NAME: NEW SITE - GREENFIELD PROJECT NO: BC113118 DWG. NO: A01

ATTACHMENT E
COMPOUND DETAILS



1 SITE PLAN
1:500

- NOTES:
1. SITE PLAN OBTAINED FROM SITE VISIT 12 NOV 2024 & GOOGLE MAPS. PROPERTY LINES TO BE CONFIRMED BY SURVEYOR.
 2. FINAL LOCATION OF THE TOWER TO BE DETERMINED ON THE REVIEW OF THE GEOTECHNICAL REPORT AND SURVEY.

POLE COORDINATES	
POLE #	COORDINATES
1	N 49.154395° W 123.950969°
2	N 49.154859° W 123.950979°

CLIENT:

CARRIER:



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4		
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2		
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0	AH	PRELIMINARY 29 JAN 25
NO. BY	DESCRIPTION	DATE

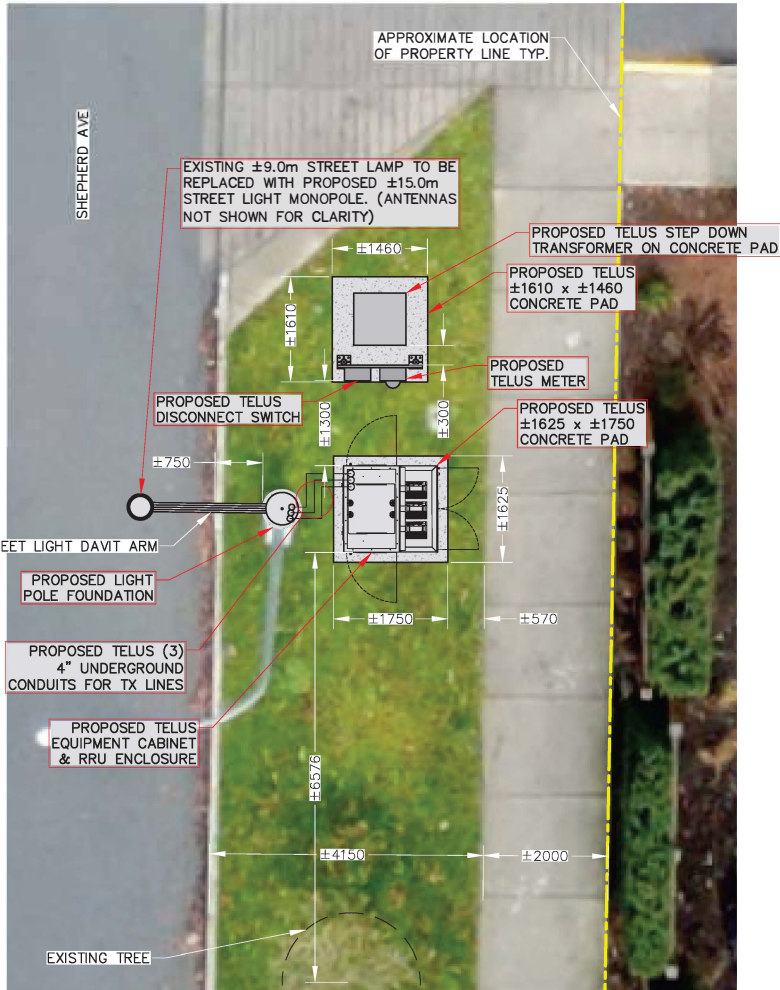


**ROEHAMPTON
WEST**
409 GRANVILLE ST.
SUITE 1001
VANCOUVER, BC V6C 1T2
TEL: (778)228-4228
VANCOUVER | KELLOWNA | EDMONTON | CALGARY

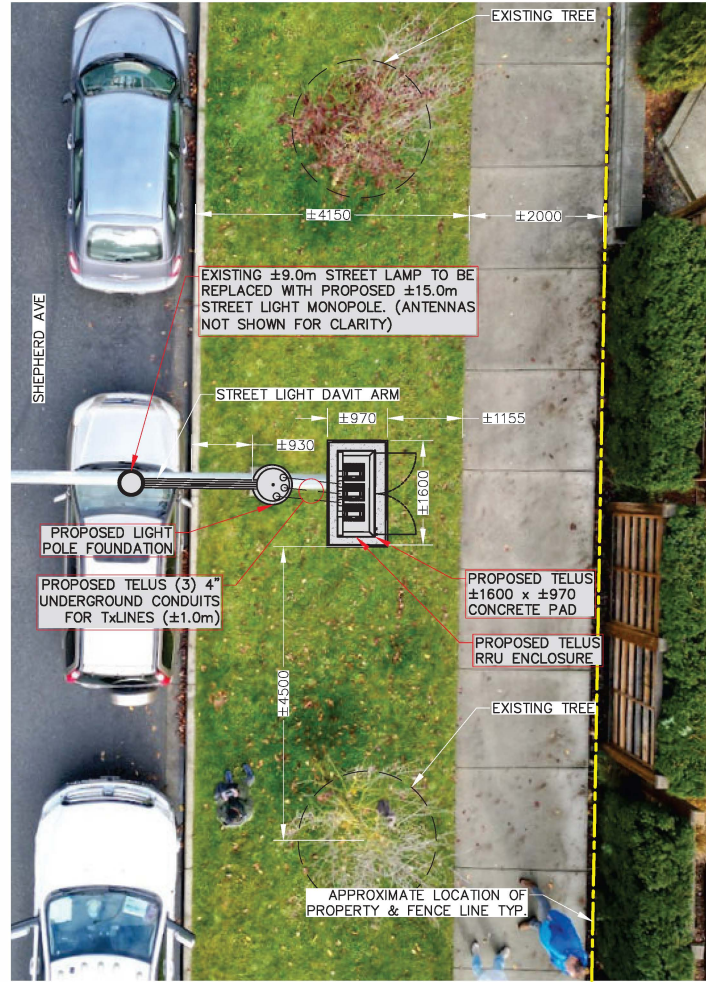
LOCATION: SHEPHERD AVE & FIFTH ST, NANAIMO, BC

TITLE: SITE PLAN

PROJECT NAME: NEW SITE - GREENFIELD	PROJECT NO: BC113118	DWG. NO.: A02
--	-------------------------	------------------



1 CLOSE UP VIEW-POLE #1
1:75



2 CLOSE UP VIEW-POLE #2
1:75



- NOTES:
1. SITE PLAN OBTAINED FROM SITE VISIT 12 NOV 2024 & GOOGLE MAPS. PROPERTY LINES TO BE CONFIRMED BY SURVEYOR.
 2. FINAL LOCATION OF THE TOWER TO BE DETERMINED ON THE REVIEW OF THE GEOTECHNICAL REPORT AND SURVEY.

POLE COORDINATES	
POLE #	COORDINATES
1	N 49.154395° W 123.950969°
2	N 49.154859° W 123.950979°

CLIENT:



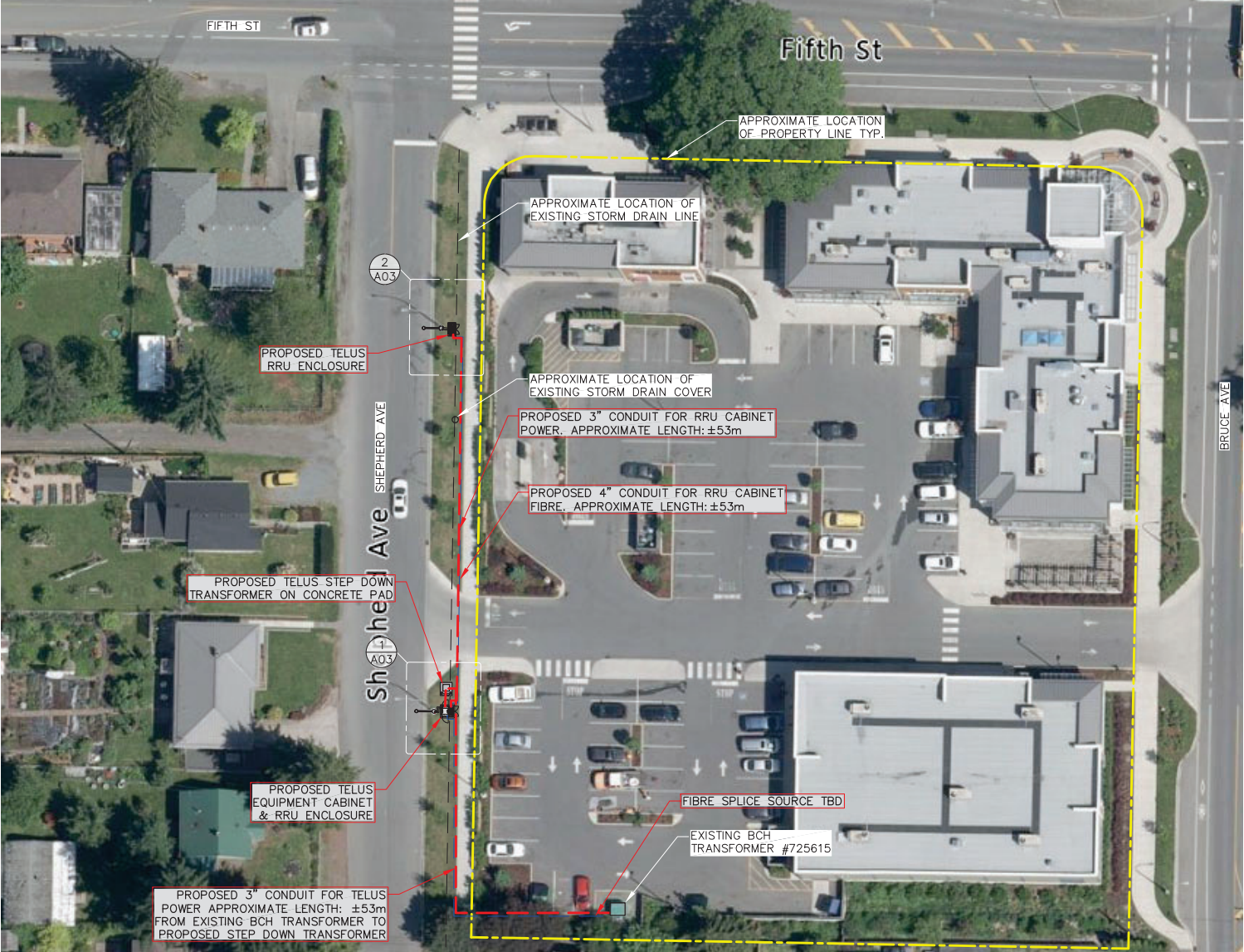
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0	AH	PRELIMINARY 29 JAN 25
NO. BY	DESCRIPTION	DATE



LOCATION: SHEPHERD AVE & FIFTH ST, NANAIMO, BC

TITLE: CLOSE UP EQUIPMENT VIEWS

PROJECT NAME: NEW SITE - GREENFIELD PROJECT NO: BC113118 DWG. NO: A03



1 ELECTRICAL ROUTING
1:500



- NOTES:
1. SITE PLAN OBTAINED FROM SITE VISIT 12 NOV 2024 & GOOGLE MAPS. PROPERTY LINES TO BE CONFIRMED BY SURVEYOR.
 2. FINAL LOCATION OF THE TOWER TO BE DETERMINED ON THE REVIEW OF THE GEOTECHNICAL REPORT AND SURVEY.

POLE COORDINATES	
POLE #	COORDINATES
1	N 49.154395° W 123.950969°
2	N 49.154859° W 123.950979°

CLIENT:

CARRIER:



5		
4		
3		
2		
1		
0	AH	PRELIMINARY 29 JAN 25
NO. BY	DESCRIPTION	DATE



**ROEHAMPTON
WEST**
409 GRANVILLE ST.
SUITE 1001
VANCOUVER, BC V6C 1T2
TEL: (778)228-4228
VANCOUVER | KELLOWNA | EDMONTON | CALGARY

LOCATION: SHEPHERD AVE & FIFTH ST, NANAIMO, BC

TITLE: ELECTRICAL ROUTING

PROJECT NAME: NEW SITE - GREENFIELD	PROJECT NO.: BC113118	DWG. NO.: E01
--	--------------------------	------------------

ATTACHMENT F TOWER RENDERINGS



Before : View of proposed tower looking South-East



After: View of proposed tower looking South-East

Staff Report for Decision

DATE OF MEETING JULY 28, 2025

AUTHORED BY LISA BRINKMAN, MANAGER COMMUNITY PLANNING

**SUBJECT HOUSING TARGET PROGRESS REPORT
JULY 1, 2024 TO JUNE 30, 2025**

OVERVIEW

Purpose of Report

To present to Council a Housing Target Progress Report for the reporting period 2024-JUL-01 to 2025-JUN-30.

Recommendation

That Council receive the Housing Target Progress Report for the reporting period 2024-JUL-01 to 2025-JUN-30 in accordance with Ministerial Order M203-2024.

BACKGROUND

In accordance with the *Housing Supply Act*, the Province issued a Ministerial Order to the City of Nanaimo that set out targets for the annual net new housing units to be achieved from 2024 to 2029, (see Ministerial Order M203-2024 in Attachment A). The targets reflect 75 per cent of the Province's total estimated housing need for Nanaimo, which is 4,703 housing units from 2024 to 2029 (Table 1). At the 2025-FEB-24 meeting Council received the six month progress report for the reporting period 2024-JUL-01 to 2024-DEC-31.

Table 1 – City of Nanaimo Reporting Periods and Housing Targets

	Reporting Period	Cumulative Target of Required Net New Housing Units (75 % of estimated need)	Total Housing Units Issued Occupancy Permit
1.1	2024-JUL-01 – 2024-DEC-31	No target	n/a
1.2	2024-JUL-01 – 2025-JUN-30	783	875
2	2025-JUL-01 – 2026-JUN-30	1,618	tbd
3	2026-JUL-01 – 2027-JUN-30	2,533	tbd
4	2027-JUL-01 – 2028-JUN-30	3,552	tbd
5	2028-JUL-01 – 2029-JUN-30	4,703	tbd

In addition, the Province has provided target guidelines for housing unit types. The targets are based on 75% of the Province's estimated housing need for specific unit sizes (bedrooms), rental units, below market units, and supportive housing units (Attachment B).

Each progress report must include information about actions taken by the City, and progress toward meeting the housing targets. Progress reports must be received by a Council resolution within 45 days after the end of each reporting period. The progress report for this reporting period

is in Attachment C. After the report is received by Council, it must be submitted to the Minister and be published on the City website. When assessing the City's progress toward achieving housing targets, the Province advises they will take into account external factors and market conditions that impact housing development. |

DISCUSSION

|Highlights for the year one reporting period (2024-JUL-01 to 2025-JUN-31) are:

- The City has approved occupancy of 875 new housing units, exceeding the required year one target of 783 housing units. In addition, the Province used statutory exemption for the occupancy of 100 HEARTH temporary supportive units in the reporting period.
- The City has issued occupancy for the following units by size:
 - 346 units with one bedroom/studio, which is less than the guideline target of 625 per year;
 - 315 units with two bedrooms, exceeding the guideline target of 155 per year; and,
 - 214 units with three or more bedrooms, exceeding the guideline target of 161 per year.
- The City has issued occupancy for 825 rental units, exceeding the guideline target of 554 units per year.
- A total of 100 supportive units were issued occupancy, which is more than the guideline target of 22 supportive units per year. A total of 0 below market units were issued occupancy during the reporting period, and the guideline target is 386 below market units per year. Note that a significant increase in federal and provincial investment would be required to achieve the target for below market units. However, the City continues to work cooperatively with BC Housing to increase the number of below market and supportive housing units, as shown in Attachment D.
- The City has issued building permits for a combined total of 631 housing units. Note that the length of time between building permit issuance and completion (occupancy) can vary significantly depending on the size of the development and the scope of the project.
- The City has approved 2 rezoning applications that have a combined total of 150 housing units. An approved rezoning application means the rezoning amendment bylaw has been adopted by Council.
- The City has approved 15 development permit applications that have a combined total of 754 housing units. After the development permit is approved, an applicant can proceed to the building permit application stage.

The City of Nanaimo has met the required targets and guideline targets of the Ministerial Order for the reporting period July 2024 to June 2025, except for one bedroom/studio units and below market housing units. The progress report also provides a short description of the many actions taken by the City to support housing in the reporting period timeframe (see Attachment C). The next progress report will be presented to Council in July 2026, for the reporting period of July 2025 to June 2026. |

OPTIONS

1. That Council receive the Housing Target Progress Report for the reporting period 2024-JUL-01 to 2025-JUN-30 in accordance with Ministerial Order M203 2024.
 - The advantages of this option: The Ministerial Order M203 states that Council must receive the progress report by resolution within 45 days of the end of the reporting period.
 - The disadvantages of this option: None.
 - Financial Implications: Considerable staff resources are required to gather the data required by the Ministerial Order.
2. That Council provide alternate direction to Staff.

SUMMARY POINTS

- On 2024-JUN-25, the Province issued a Ministerial Order to the City of Nanaimo which set out targets for the annual net new housing units to be achieved from 2024 to 2029.
- The City has exceeded all required targets and guideline targets for all housing categories in the Ministerial Order, except one bedroom/studio units and below market housing units.
- It is recommended that Council receive the Housing Targets Progress Report for the reporting period 2024-JUL-01 to 2025-JUN-30 as required by the Ministerial Order M203-2024.

ATTACHMENTS

ATTACHMENT A: Ministerial Order M203-2024
ATTACHMENT B: Housing Unit Guidance (Size, Tenure, Below Market, Supportive)
ATTACHMENT C: Housing Target Progress Report – July 2024 to June 2025
ATTACHMENT D: City of Nanaimo and BC Housing Recent Projects July 2025 Update

Submitted by:

Lisa Brinkman
Manager, Community Planning

Concurrence by:

Jeremy Holm,
Director, Planning and Development

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF HOUSING

Housing Supply Act

Ministerial Order No. M203

WHEREAS

- A. The minister has, prior to making this Housing Target Order, considered the information set out in section 3 (1) *Housing Supply Act*, SBC 2022, c.38, in relation to the City of Nanaimo.
- B. In accordance with section 3(2) and (3) *Housing Supply Act*, SBC 2022, c. 38, the minister has consulted with the City of Nanaimo regarding this housing target order.
- C. The minister has:
 - i. provided a description of the proposed Housing Target Order to the City of Nanaimo.
 - ii. in accordance with section 4(1), Housing Supply Regulation, B.C. Reg. 133/2023, provided the City of Nanaimo an opportunity to provide written comments to the minister.
- D. An extension to the consultation period, if any, granted by the minister to the City of Nanaimo, pursuant to section 4(2), Housing Supply Regulation, Reg. 133/2023, has elapsed.

NOW THEREFORE Pursuant to section 2, *Housing Supply Act*, SBC 2022, c. 38, the Minister of Housing orders as follows:

1. A housing target order is made for the City of Nanaimo, effective July 1, 2024 (the “**Effective Date**”).
2. The housing targets for the City of Nanaimo under this housing target order are set out in the attached **Schedule A** (*Housing Targets*).
3. The performance indicators by which progress by the City of Nanaimo toward meeting each housing target is to be assessed are described in the attached **Schedule B** (*Performance Indicators*).
4. This Housing Target Order begins on the Effective Date and ends on June 30, 2029 (the “**End Date**”).

June 25, 2024

Date



Minister of Housing

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

Authority under which Order is made:

Act and section: Housing Supply Act, S.B.C. 2022, c. 38, s 2Other: Housing Supply Regulation, B.C. Reg. 133/2023

5. The City of Nanaimo must prepare and submit a housing target progress report at the intervals set out in the attached **Schedule C** (*Housing Targets Progress Reporting*).

SCHEDULE A

Housing Targets

1. The five-year housing target for the City of Nanaimo is **4,703 units** which is the total minimum number of net new completed housing units required to comply with this Provincial Housing Target Order.
2. The above housing targets reflect 75% of the total Provincial Housing Needs Estimate for the City of Nanaimo
3. For each Progress Reporting Period as set out in Schedule C, the annual cumulative number of net new housing units will be measured as follows:
 - a. Year 1: 783
 - b. Year 2: 1,618
 - c. Year 3: 2,533
 - d. Year 4: 3,552
 - e. Year 5: 4,703

SCHEDULE B
Performance Indicators

1. The performance indicators to measure annual progress toward achieving the housing target are set out in Table 1 and are based on:
 - a. Progress toward achieving the annual cumulative housing target; and
 - b. Actions taken by the municipality toward meeting the annual housing target.

Table 1 - Performance Indicators

Category	Performance Indicator	Data to Measure
Annual cumulative housing target	Satisfactory progress to meet annual cumulative housing target, measured by completed net new housing units.	Total number of net new housing units (completions minus demolitions) during the reporting period.
Actions taken by the municipality toward meeting the annual cumulative housing target	<p>Satisfactory progress demonstrated by:</p> <ol style="list-style-type: none"> 1. Update of land use planning documents to align with housing targets; 2. Adoption of policies and initiatives to meet housing targets; and 3. Residential approvals complete and/or in progress that met or will meet housing targets. 	<ol style="list-style-type: none"> 1. Relevant information about updates to land use planning documents such as the Official Community Plan, Zoning Bylaw, Housing Needs Report, Housing Action Plan/Strategy (other documents, e.g., Strategic Plan) including date of last update, and related policies that align with achieving annual housing targets. 2. Description of new/amended bylaws and policies, innovative approaches, and pilot projects undertaken to achieve housing targets. 3. The number of applications received and permits issued in relation to residential development such as development, building and rezonings.

SCHEDULE C

Housing Targets Progress Reporting

The City of Nanaimo must receive the progress report by resolution within 45 days of the end of the reporting period:

Reporting Period 1.1: July 1, 2024 – December 31, 2024

Reporting Period 1.2: July 1, 2024 – June 30, 2025

Reporting Period 2: July 1, 2025 – June 30, 2026

Reporting Period 3: July 1, 2026 – June 30, 2027

Reporting Period 4: July 1, 2027 - June 30, 2028

Reporting Period 5: July 1, 2028 – June 30, 2029

Progress Report Forms must be posted to the municipal website and submitted to the Minister as soon as practicable after being received.

ATTACHMENT B



Appendix B – Housing Unit Breakdown as Guidance for the City of Nanaimo

The following guidelines are based on 75% of the Province's estimated housing need by unit size, tenure, rental affordability, and rental units with on-site supports. Needs are estimated over a five-year timeframe between 2024 and 2029.

UNITS BY SIZE	GUIDELINE
Studio/One bedroom	3,124
Two Bedroom	772
Three or More Bedroom	806

UNITS BY TENURE	GUIDELINE
Rental Units	2,772
Owned Units	1,931

Rental units: Number of new rental units built in prescribed municipality, including purpose built rental and secondary rental (e.g. secondary suites, accessory dwellings, etc.).

RENTAL AFFORDABILITY	GUIDELINE
Below Market	1,929
Market	843

Below Market: Number of rental units which are at or below 30% of the local Housing Income Limits (HIL) per unit size.

SUPPORTIVE RENTAL UNITS	TOTAL
With On-site Supports	108

Supportive rental units with On-Site Supports: Number of below-market rental units with on-site supports to provide permanent housing for people to transition out of homelessness.

ATTACHMENT C



HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch
BC Ministry of Housing and Municipal Affairs

PURPOSE

Municipalities will use this form to complete the requirements for progress reporting under the [Housing Supply Act](#) (Act). The information provided will be evaluated to determine whether targets have been met or satisfactory progress has been made toward meeting targets.

REPORT REQUIREMENTS

The report must contain information about progress and actions taken by a municipality to meet housing targets as identified in the Housing Target Order (HTO).

The progress report must be received in a meeting that is open to the public and by Council resolution within 45 days after the end of the reporting period.

Municipalities must submit this report to the minister and post it to their municipal website as soon as practicable after it is approved by Council resolution.

ASSESSMENT

The Housing Targets Branch evaluates information provided in the progress report based on Schedule B - Performance Indicators in the HTO. If targets have not been met and satisfactory progress has not been made, the Minister may initiate compliance action as set out in the Act.

REPORT SUBMISSION

Please complete the attached housing target progress report form and submit to the Minister of Housing at Housing.Targets@gov.bc.ca as soon as practicable after Council resolution.

Do not submit the form directly to the Minister's Office.

HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch

BC Ministry of Housing and Municipal Affairs

Section 1: MUNICIPAL INFORMATION

Municipality	City of Nanaimo
Housing Target Order Date	June 25, 2024
Reporting Period	July 1, 2024 to June 30, 2025
Date Received by Council Resolution	
Date Submitted to Ministry	
Municipal Website of Published Report	
Report Prepared By	<input checked="" type="checkbox"/> Municipal Staff <input type="checkbox"/> Contractor/External
Municipal Contact Info	<i>(name, position/title, email, phone)</i>
Contractor Contact Info	<input type="checkbox"/> N/A <i>(name, position/title, email, phone)</i>

Section 2: NUMBER OF NET NEW UNITS

Record the number of net new housing units delivered during the reporting period, and cumulatively since the effective date of the HTO. Net new units are calculated as completions (occupancy permits issued) minus demolitions. Legalizing existing unpermitted secondary suites or other housing types does not count toward completions.

Section 8 must be completed if a housing target has not been met for the reporting period.

	Completions (Reporting Period)	Demolitions (Reporting Period)	Net New Units (Reporting Period)	Net New Units (Since HTO Effective Date)
Total	900	25	875	875

Section 3: NUMBER OF HOUSING UNITS BY CATEGORY AND TYPE (Unit Breakdown Guidelines)

Record the number of housing units in each category below for the reporting period and cumulatively since the effective date of the HTO. Definitions are provided in the endnote.

	Completions (Reporting Period)	Demolitions (Reporting Period)	Net New Units (Reporting Period)	Net New Units (Since Effective HTO Date)
Units by Size				
Studio	114	2	112	112
One Bedroom	236	2	234	234
Two Bedroom	318	3	315	315
Three Bedroom	132	18	114	114
Four or More Bedroom ¹	100	0	100	100

Units by Tenure				
Rental Units ² – Total	825	0	825	825
Rental – Purpose Built	734	0	734	734
Rental – Secondary Suite	81	0	81	81
Rental – Accessory Dwelling	10	0	10	10
Rental – Co-op	0	0	0	0
Owned Units	75	25	50	50
Units by Rental Affordability				
Market	n/a	0	n/a	n/a
Below Market ³ - Total	100*	0	100*	100*
Below Market - Rental Units with On-Site Supports ⁴	100*	0	100*	100*

Section 4: MUNICIPAL ACTIONS AND PARTNERSHIPS TO ENABLE MORE HOUSING SUPPLY

A) Describe applicable actions taken in the last 12 months to achieve housing targets, in line with the Performance Indicators in the HTO. Each entry should include a description of how the action aligns with achieving the housing target, the date of completion, and links to any publicly available information. For example:

- Streamlined development approvals policies, processes or systems.
- Updated land use planning documents (e.g., Official Community Plan, zoning bylaws).
- Updated Housing Needs Report.
- Innovative approaches and/or pilot projects.
- Partnerships (e.g., BC Housing, CMHC, or non-profit housing organizations except First Nations – see Section 4 B).
- Other housing supply related actions.

1. **Zoning Bylaw Review and Update:** In early 2025, the City commenced a comprehensive review of the Zoning Bylaw to address a number of strategic City Plan (OCP) goals and recent Provincial legislative requirements related to housing. The review will inform a broad range of amendments to update and replace the current Zoning Bylaw. Key focus areas will include: i) aligning zones with City Plan policies and Land Use Designations; ii) updating residential zoning to support housing (SSMUH and TOA); iii) updating density provisions for affordable housing; iv) considering inclusionary zoning tools and opportunities to pre-zone for non-market housing; and v) updating the bylaw format for ease of use. More information can be found at this [link](#).

2. **Financial Feasibility Analysis for Inclusionary Zoning, Density Bonus, DCC and ACC rates:** In 2025, the City retained a land economist consultant to complete a financial feasibility analysis to: i) ensure proposed development cost charge (DCC) and amenity cost charge (ACC) rates do not deter housing development; and ii) determine if inclusionary zoning and density bonus tools will be successful in Nanaimo to encourage the construction of various forms of affordable housing. Information about the DCC project can be found at this [link](#). Information about the ACC project can be found at this [link](#).
3. **Woodgrove Secondary Urban Centre Complete Community Assessment:** The purpose of the Woodgrove Complete Community Assessment will be to provide more detailed land use and policy guidance for future development, to remove constraints, coordinate infrastructure, and identify amenity needs to create a complete community. The assessment area includes the Woodgrove Secondary Urban Centre and Woodgrove Transit-Oriented Area. The baseline assessment, scenarios testing, and public engagement was completed in Spring 2025. The City received Complete Communities funding from the Province for this project. More information can be found at this [link](#).
4. **Remove Parking Requirements for all uses, including Housing, in the Downtown Urban Centre:** On June 19, 2025 Council passed third reading of Bylaw No. 7266.04 to amend the City of Nanaimo "Off-Street Parking Regulations Bylaw 2018 No. 7266" to remove minimum parking space requirements for all housing and other uses in the Downtown Urban Centre. The Downtown Urban Centre serves as Nanaimo's Primary Urban Centre and functions as the City's cultural, economic and mobility hub, with the highest population and mix of housing and uses. This urban centre is designated to support greater density and is generally well-served for pedestrians and transit, and is improving for cyclists. More information can be found at this [link](#).
5. **City Plan (OCP) and Zoning Bylaw Review to Accommodate Housing Need:**
 - As required by Section 473.1 of the LGA, City Plan was reviewed to ensure it contains policy guidance to support the seven categories of housing need. The seven categories are: i) affordable housing; ii) family housing; iii) seniors housing; iv) rental housing; v) shelters; vi) special needs housing; and vii) housing in proximity to transportation infrastructure that supports walking, bicycling, and public transit. A consultant was retained to support the review in spring 2025, and they found that City Plan already has sufficient policy to address the LGA requirements.
 - The *2024 Interim Housing Needs Report* states that 23,776 housing units are needed in Nanaimo by 2041. An analysis was completed which reviewed the total remaining housing capacity that can be accommodated in the Urban Centre, Neighbourhood Centre, Mixed Use Corridor, Residential Corridor, and Neighbourhood land use designations in City Plan. The analysis demonstrates that the future land use designations in City Plan still have the potential to accommodate approximately 147,000 housing units, which addresses much more than 20 years of anticipated housing need.
 - The LGA (Section 481.7) requires that the Zoning Bylaw accommodate 20 years of housing need as estimated in the recent *2024 Interim Housing Needs Report*. A review of the housing capacity allowable within the City's current Zoning Bylaw was completed in Spring 2025 and it was determined that the small scale multi-unit housing (SSMUH) Zoning Bylaw Amendment Bylaw 2024 No. 4500.223 resulted in a net housing unit

capacity of 63,976 units. Thus, it has been determined that the allowable capacity for housing units in the City's current Zoning Bylaw far exceeds the required 20 year housing need estimate of 23,776 housing units.

More information about the City Plan and Zoning Bylaw review to accommodate housing need can be found at this [link](#).

6. **Form and Character Design Guidelines:** In June 2025 Council gave third reading to a bylaw to adopt new Form and Character Design Guidelines for multi-family residential, mixed use, commercial and industrial development in the City. A project objective was to simplify the process for development permit reviews and eliminate inconsistencies by consolidating multiple existing Development Permit Area 8 (DPA8) design guidelines into one primary document. The form and character design guidelines provide clarity for the development community to understand the City's expectations for site, building and landscape design in new development. More information can be found at this [link](#).
7. **Interim Housing Needs Report 2024:** City of Nanaimo Council received a new '*Interim Housing Needs Report 2024*' at their meeting on December 16, 2024. The Interim Housing Needs Report outlines the 5-, 10-, and 20-year housing needs for the City of Nanaimo, including detailed information regarding rental housing, market housing, non-market housing, and bedroom need estimates. In addition, the report explains the difference between the Provincial Housing Target Order for Nanaimo, and housing need estimates. More information can be found at this [link](#).
8. **Streamline Building Permit Approvals:** In May 2025, the City's Building Inspections section launched the digital application platform eApply to streamline the development approvals process. This system allows applicants to submit building permit applications online, starting with demolition permits. By digitizing the application process, eApply reduces paperwork, minimizes in-person visits, and accelerates processing times. The platform ensures that applications are complete before submission, helping to avoid delays caused by missing information. This modernization effort reflects the city's commitment to improving efficiency, transparency, and accessibility in its development services. More information can be found at this [link](#).
9. **Development Approval Process Review:** In July 2024, Council endorsed the 'Development Approval Process Review' that provided recommendations to expedite the City's processing of development applications, including amendments to the Official Community Plan (City Plan), amendments to the City's Zoning Bylaw, development permit and development variance permit applications. The City is in the process of implementing the recommendations. The Development Approval Process Review can be found at this [link](#).
10. **Rent Bank Program** – From July 2024 to June 2025, the City of Nanaimo contributed \$149,000 to the Rent Bank Program. With the support of Connective Society, 85 loans were issued to City residents at risk of eviction, supporting 185 residents. A total of \$145,251 of loan capital was distributed, and \$50,616 of loan repayments was received. Connective Society reports that the average rent to income ratio for those receiving loans during this time period is 64% (meaning rental costs are an average of 64% of income). More information can be found at this [link](#).

11. **Rent Supplement Program** – From July 2024 to June 2025, the City of Nanaimo contributed \$150,000 to the rent supplement program. With the support of two community partners 149 rent supplements were issued, supporting 211 residents. More information can be found at this [link](#).
12. **Permissive Tax Exemptions:** A new 'Permissive Tax Exemption Policy' was adopted by Council in July 2024 that includes criteria for non-market housing. The policy outlines permissive tax exemption eligibility criteria for non-for-profit organizations that provide non-market housing for Temporary and Supportive Housing. A total of 604 below market units were issued a permissive tax exemption in 2024. The policy can be found at this [link](#).
13. **HEART and HEARTH:** Between July 2024 and June 2025, the City has been working in partnership with BC Housing to implement the Homelessness Encampment Action Response Team (HEART) program, and the Homelessness Encampment Action Response Temporary Housing (HEARTH), including the provision of City land, funding and staff time. The City supported the creation of an Encampment Response Plan and is providing Community Safety Officers to connect unsheltered individuals to shelters, housing and health services. A total of 100 temporary HEARTH units have been newly occupied. More information can be found at this [link](#).
14. **Drop-in Hub:** In partnership with the United Way BC and the federally-funded Reaching Home Program, the City is providing \$584,257 to fund a year-round daytime drop-in hub at 55 Victoria Road (2025-2026) that provides access to basic need services and emergency shelter beds on a drop-in basis including warming and cooling services for individuals living unsheltered. In addition, other service providers are providing services at the Hub and connecting individuals to housing, shelter, employment and health services. Between January 2025 and March 31, 2025, at least 207 unique individuals have accessed the Hub and the Hub sees an average of 70 visits daily. Hub users are being prioritized through BC Housing's HEART and HEARTH program. HEART outreach workers are onsite weekly to complete assessments and housing applications. Between January 2025 and May 2025, 114 Supportive Housing Registry applications have been completed. Ten Hub users have been housed and many more are on the waitlist for the 187 new HEARTH units still to be opened. More information can be found at this [link](#).
15. **Systems Planning Organization** – From July 2024 to June 2025, the City of Nanaimo continued to fund the Systems Planning Organization whose purpose is to enable coordinated action to address an end to homelessness in Nanaimo. More information can be found at this [link](#).

B) Please provide any information about First Nation partnerships and/or agreements including planning, servicing and infrastructure that support delivery of housing on First Nation land including delivered and/or projected housing units.

Bi-weekly meetings: City staff meet regularly with Snuneymuxw First Nation staff and BC Housing staff to discuss ways to advance provincially-funded housing developments proposed in the City of Nanaimo and on First Nation land.

Protocol Agreement Working Group and Technical Working Group: City representatives meet regularly with Snuneymuxw First Nation representatives to further the goals of the Protocol Agreement. The purpose of the Protocol Agreement is to deepen the government to government relationship between the City and Nation, to establish a collaborative process that will meaningfully advance reconciliation, and lead to shared opportunities and agreements for mutual benefits.

Te'tuxwtun: The Te'tuxwtun development project is a proposed large-scale development on a 5.8-acre site that spans the Fifth Street Corridor (564 Fifth Street, 502 and 505 Howard Avenue) in the Harewood neighbourhood of Nanaimo. The Te'tuxwtun development project is a unique collaboration between Snuneymuxw First Nation, BC Housing, the City of Nanaimo and Nanaimo-Ladysmith Public Schools (known as the Knowledge Partners). The Te'tuxwtun development includes 358 housing units (86 non-market units), with a mix of commercial, institutional and parks/recreation/culture uses. The rezoning amending bylaw process is at third reading, and the development permit application is in process. More information can be found [here](#).

Section 5: APPROVED HOUSING DEVELOPMENT APPLICATIONS

Report the number of approved applications issued by type since the effective date of the HTO. Each project should only be recorded once for the **most current** application type. Provide the estimated number of net new housing units to be delivered for each application category.

NOTE: units issued occupancy permits should be recorded in Section 2.

	Rezoning**	Development Permit	Building Permit	Total
Applications	5	14	155	188
New Units	408	754	631	1793
Unit Breakdown				
Units by Size				
Studio	-	88	27	-
One Bedroom	-	344	406	-
Two Bedroom	-	247	69	-
Three Bedroom	-	75	81	-
Four or More Bedroom ¹	-	0	48	-
Units by Tenure				
Rental Units ² – Total ²	168	189	611	968

HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch

BC Ministry of Housing and Municipal Affairs

Rental – Purpose Built	168	189	555	903
Rental – Secondary Suite	0	0	35	35
Rental – Accessory Dwelling	0	0	21	21
Rental – Co-op	0	0	0	0
Owned Units	240	565	20	834
Units by Rental Affordability				
Market	168	754	549	1471
Below Market ³ - Total	0	0	62	62
Below Market - Rental Units with On-Site Supports ⁴	0	0	0	0

Section 6: WITHDRAWN OR NOT APPROVED HOUSING DEVELOPMENT APPLICATIONS

A) Indicate the number of applications and the estimated number of proposed units withdrawn by applicants, and /or not approved by staff or Council during this reporting period. Please include rezoning applications, development permits, and building permits.

	Applications Withdrawn	Applications Not Approved
Applications	6 planning applications withdrawn. 2 building permit applications withdrawn.	0
Proposed Units	Approximately 43 housing units were within the 2 building permit applications that were withdrawn, denied, or expired in the reporting period.	n/a

B) Provide a description of each application (e.g., rezoning, development permit, building permit) and brief summary of why each project was withdrawn or not approved.

The City denied 0 rezoning or development permit applications from July 2024 to June 2025.

The process for building permit/planning applications is such that they can be incomplete and therefore not accepted, or they can be cancelled or expired due to inaction from the applicant. There are many reasons that an applicant may choose to withdraw a building permit/planning application including project financing challenges, increased cost of materials, increased cost of contractors, and changes in market conditions impacting profit margins on the project.

Section 7: OTHER INFORMATION

Provide any other information not presented above that may be relevant to the municipality's effort and progress toward achieving the housing target.

*The Province used statutory exemption for the occupancy of the 100 HEARTH temporary supportive housing units in the reporting period. Thus, the City's net new housing total of units issued occupancy does not include the 100 HEARTH units.

**Note that at the time of rezoning application the City does not require the rezoning applicant to provide information regarding the proposed bedroom mix of each proposed housing unit.

With regard to the provision of below market units and below market units with on-site supports, the City works cooperatively with BC Housing and non-profit organizations that provide below market housing. However, the City of Nanaimo does not build housing, so urgent and ongoing investments from senior levels of government will be essential to ensure that the targets for below market units are achieved.

Section 8: SUMMARY OF PLANNED ACTIONS TO MEET TARGETS

If the housing target has not been met for the reporting period, please provide a summary of planned and future actions in line with the Performance Indicators that the municipality intends to take to meet housing targets during the two-year period following this report. For each action, provide:

- a description of how the action aligns with achieving the housing target;
- dates of completion or other major project milestones;
- links to any publicly available information; and
- the number of units anticipated by completing the action.

NOTE: THIS SECTION IS NOT APPLICABLE FOR INITIAL SIX-MONTH REPORTING.

Name of Action: Studio/One Bedroom Units – Zoning Bylaw Review and Update

Description of Action: As part of the Zoning Bylaw project it will be determined if the number of bedrooms in each multi-family unit should be prescribed in specific zones to ensure the City is achieving the required unit size mix.

Completion/Milestone Date: Fall 2026

Link: chrome-extension://efaidnbmninnibpcajpcgclclefindmkaj/https://pub-nanaimo.escribemeetings.com/filestream.ashx?DocumentId=57033

Number of Units: TBD

Name of Action: Below Market Housing - Permissive Tax Exemptions

Description of Action: An updated 'Permissive Tax Exemption Policy' was adopted by Council in July 2024 that includes improved criteria for non-market housing. The policy outlines permissive tax exemption eligibility criteria for non-for-profit organizations that provide non-market housing for

HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch

BC Ministry of Housing and Municipal Affairs

<p>Temporary and Supportive Housing. A total of 604 below market units were issued a permissive tax exemption in 2024. The updated permissive tax exemption captured 40 below market housing units at 940 Hecate Street that were not issued an exemption in previous years.</p>	
Completion/Milestone Date: July 2024	
Link: https://www.nanaimo.ca/your-government/grants/permissive-tax-exemptions	Number of Units: 604
Name of Action: Below Market Housing - HEART and HEARTH	
Description of Action: Between July 2024 and June 2025 the City has been working in partnership with BC Housing to implement the Homelessness Encampment Action Response Team (HEART) program, and the Homelessness Encampment Action Response Temporary Housing (HEARTH), including the provision of City land, funding and staff time. The City supported the creation of an Encampment Response Plan and is providing Community Safety Officers to connect unsheltered individuals to shelters, housing and health services. A total of 100 temporary HEARTH units have been newly occupied in the reporting period.	
Completion/Milestone Date: Ongoing	
Link: https://www.nanaimo.ca/your-government/projects/heart-and-hearth	Number of Units: 100 HEARTH units in reporting period
Name of Action: Below Market Housing - City & BC Housing Development Projects and MOU(s)	
Description of Action: In 2019, the City of Nanaimo and BC Housing signed a Memorandum of Understanding (MOU) to build new housing on six sites in the community, and since this date more sites are being developed for affordable housing. To date 318 below market/supportive housing units are completed and occupied (including permanent supportive housing at 702 Nicol Street and 285 Prideaux Avenue; and temporary supportive units at 2060 Labieux Road, 250 Terminal Avenue and 1300 Island Hwy). Also, 683 housing units are at various stages in the development process, (of which 411 are below market/supportive units). The in-process totals include MOU sites, HEARTH sites, proposed Complex Care Housing at 1850 Boxwood Road and supportive housing at 1030 Old Victoria Road (McKenzie Road).	
Completion/Milestone Date: Ongoing	
Link: https://www.nanaimo.ca/public-safety/community-safety-and-wellbeing/community-and-social-service-programs/bc-housing-mou	Number of Units: 411 below market/supportive housing units are in-process
<i>*Copy/Paste above description tables as needed</i>	

¹ If needed due to data gaps, it is acceptable to report "Three Bedroom" and "Four or More Bedroom" as one figure in the "Three Bedroom" row.

² **Rental Units** include purpose built rental, certain secondary rentals (secondary suites, accessory dwellings) and co-op. □

³ **Below Market Units** are units rented at or below 30% of the local Housing Income Limits (HIL) per unit size.

⁴ **Below Market Rental Units with On-Site Supports** are units rented at the Income Assistance Shelter rate providing permanent housing and on-site supports for people to transition out of homelessness.

ATTACHMENT D

City of Nanaimo and BC Housing Recent Projects – July 2025 Update

Property Address	Housing Type(s)	Status
1850 Boxwood Road	22 units Complex Care Housing	In process. Rezoning bylaw received 1 st and 2 nd reading, and the public hearing is scheduled for July 2025.
1435 Cranberry Avenue	42 housing units	In process. Development Permit application is in process.
564 Fifth Street 502 Howard Avenue 505 Howard Avenue Te'tuxwtun	358 housing units (including approximately 86 below market units), with a mix of commercial, institutional and parks/recreation/culture uses.	In process. OCP amendment and rezoning at 3 rd reading. Development permit application is in process.
1300 Island Hwy.	50 temporary HEARTH supportive housing units	Complete. 50 units currently occupied
2060 Labieux Road	66 temporary supportive housing units.	Complete. 66 temporary supportive housing units currently occupied.
1298 Nelson Street	BC Housing is leasing 78 units at the former Travellers Lodge care facility to provide temporary HEARTH supportive housing.	In process. Site upgrades are currently underway.
355 Nicol Street	36 supportive housing units	In process. Development Permit application is in process.
702 Nicol Street Samaritan Place	51 supportive housing units and 14 shelter beds	Complete. Completed March 2022, and currently occupied.
1030 Old Victoria Road	50 temporary HEARTH supportive housing units	Complete. 50 units occupied in July 2025.
	60 supportive housing units	In process. Rezoning application submitted and is in process.
285 Prideaux Street Cornerstone	51 supportive housing units	Complete. Completed April 2024, and currently occupied
250 Terminal Avenue	50 temporary HEARTH supportive housing units	Complete. 50 units currently occupied
	50 supportive housing units (phase one) 37 affordable housing units (phase two)	In process. Development Permit application is in process for phase one.
Total(s)	2019 to 2025 - 683 housing units in process (411 below market/supportive units) 2018/19 to 2025 - 318 below market/supportive housing units completed and occupied	

Development & Housing Overview

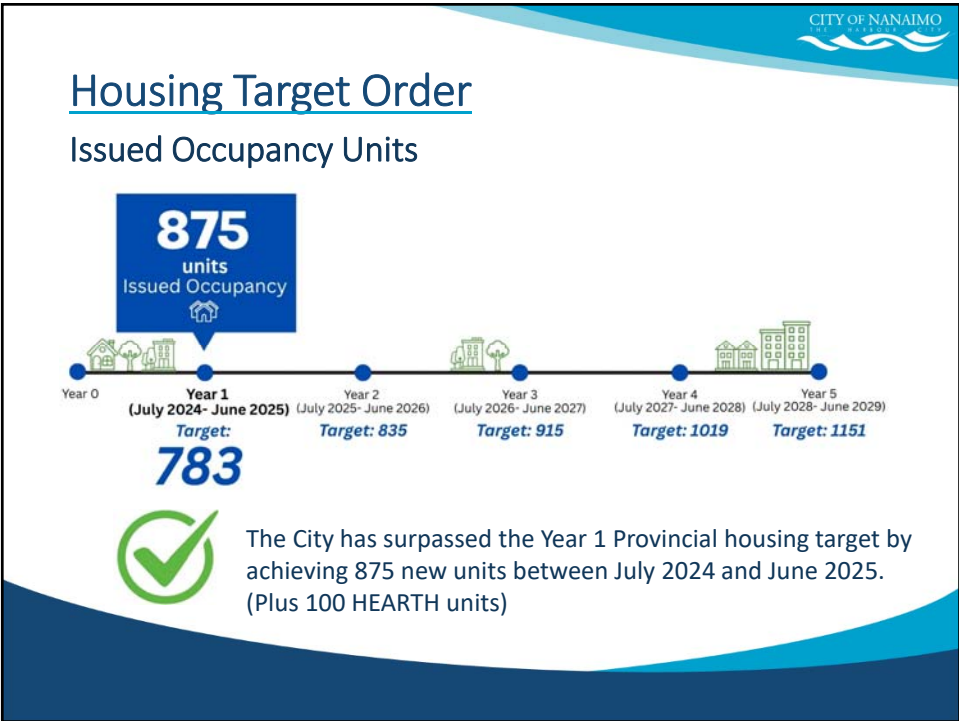
July 28, 2025

Housing Target Order Overview

- Issued Occupancy Units
- Unit Size
- Rental Units
- Below Market and Supportive Housing

2024 Housing Overview

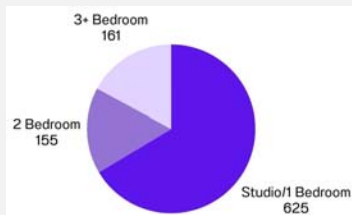
- Building Permits Issued
- Residential Units by Type
- Construction Housing Starts & Values
- Development Approvals Statistics
- Subdivision Statistics



Housing Target Order

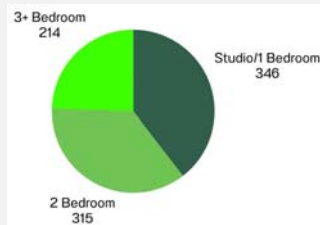
Unit Size

Provincial Guideline



The Provincial guideline for the breakdown of units by size per year for the next 5 years (2024-29)

City of Nanaimo July 2024- June 2025



The City of Nanaimo units by size for the reporting period

Housing Target Order

3+ Bedroom Units

Provincial Guideline



Units by size **per year**
2024-2029

City of Nanaimo



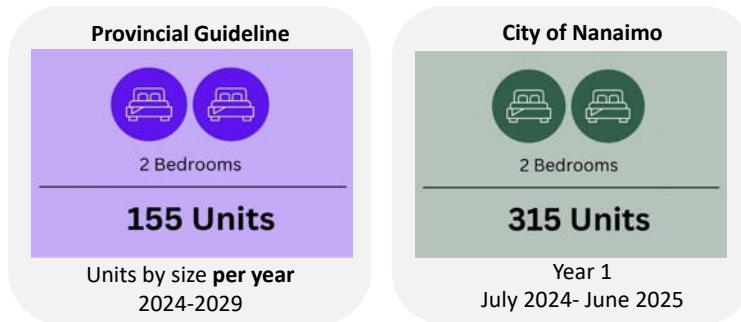
Year 1
July 2024- June 2025



The City has exceeded the Provincial Guideline for 3+ bedroom units by 53 units in Year 1.

Housing Target Order

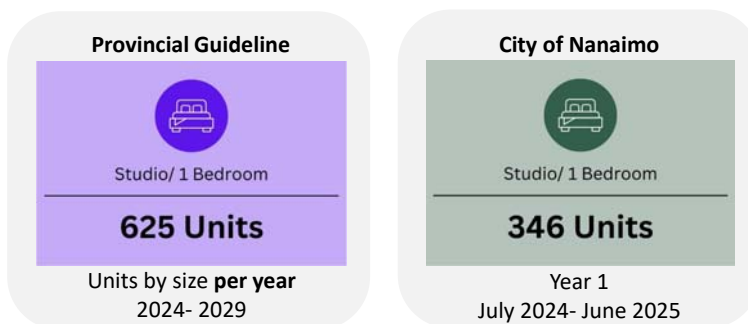
2 Bedroom Units



The City has exceeded the Provincial Guideline for 2 bedroom units by 160 units in Year 1.

Housing Target Order

Studio/ 1 Bedroom Units



The City has not met the Provincial Guideline for Studio/ 1 Bedroom unit size in Year 1.



That exceeds the target by 271 rental units!



CITY OF NANAIMO
THE HARBOUR CITY



The City is making progress in reaching a 3% vacancy rate, leading to more housing options for tenants.

Housing Target Order

Supportive Housing

Required and Supportive Housing
Needs 2024-29

Supportive
Housing Units: **22/per year**

Completed Supportive Housing Units July
2024- June 2025

Supportive
Housing Units: **100**



The City has exceeded the
Provincial target for Supportive
Housing by 78 units!

Housing Target Order

Below Market Housing

Required Below Market Housing
Needs 2024-29

Below Market
Units: **386/per year**

Completed Below Market Units July 2024-
June 2025

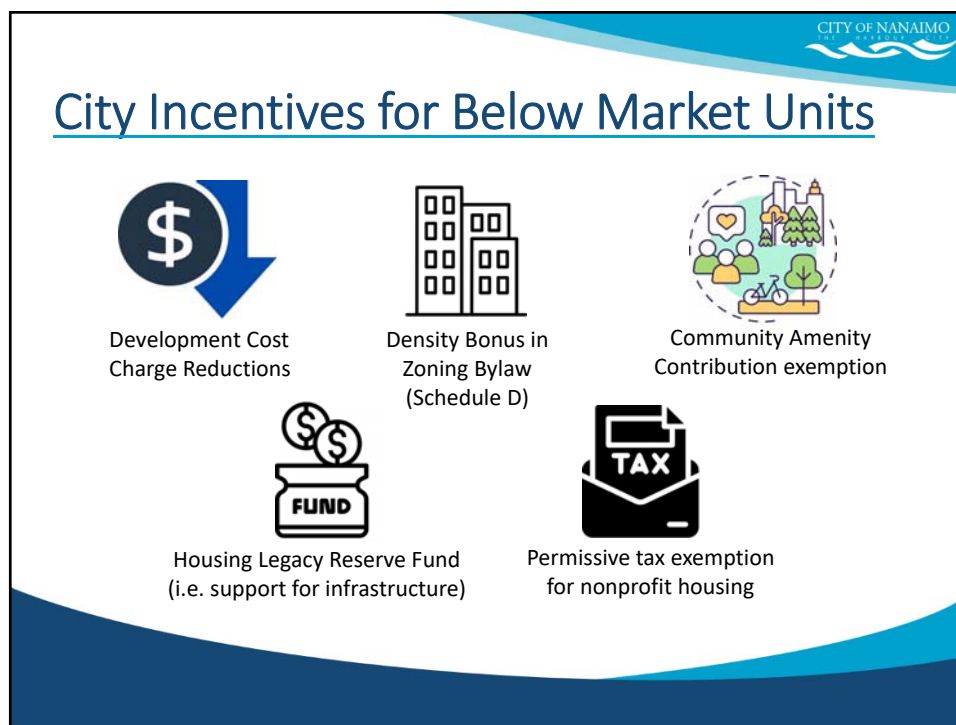
Below Market
Units: **0**



The City Has not met the Provincial target for required
Below Market Housing Needs

City of Nanaimo and BC Housing Recent Projects Update





Housing Priority Actions

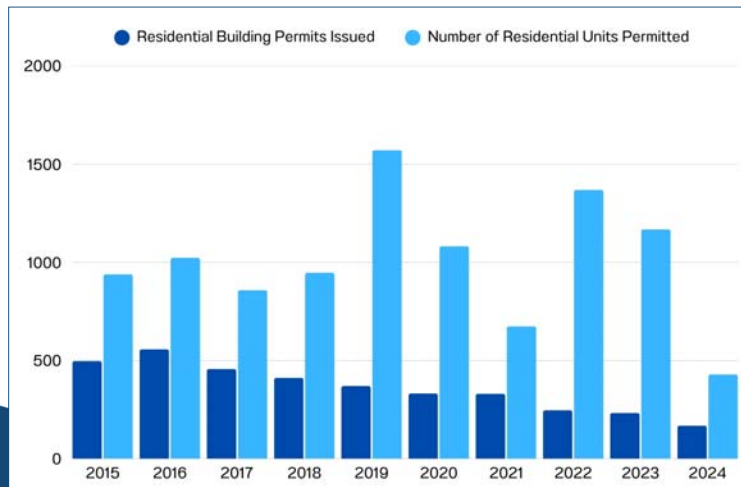
2025 Projects

- ✓ Review and update Zoning Bylaw
- ✓ Explore inclusionary zoning and update density bonus tools
- ✓ Pre-zone land for below market housing
- ✓ Woodgrove Area Plan
- ✓ Tenant and manufactured home community relocation assistance policies
- ✓ Reduce parking requirements for Downtown uses
- ✓ Streamline building permit approvals (E-apply)

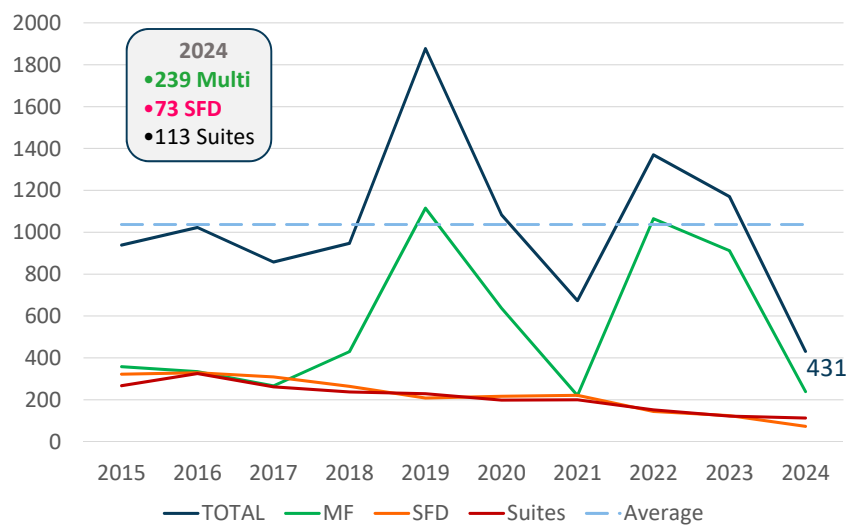


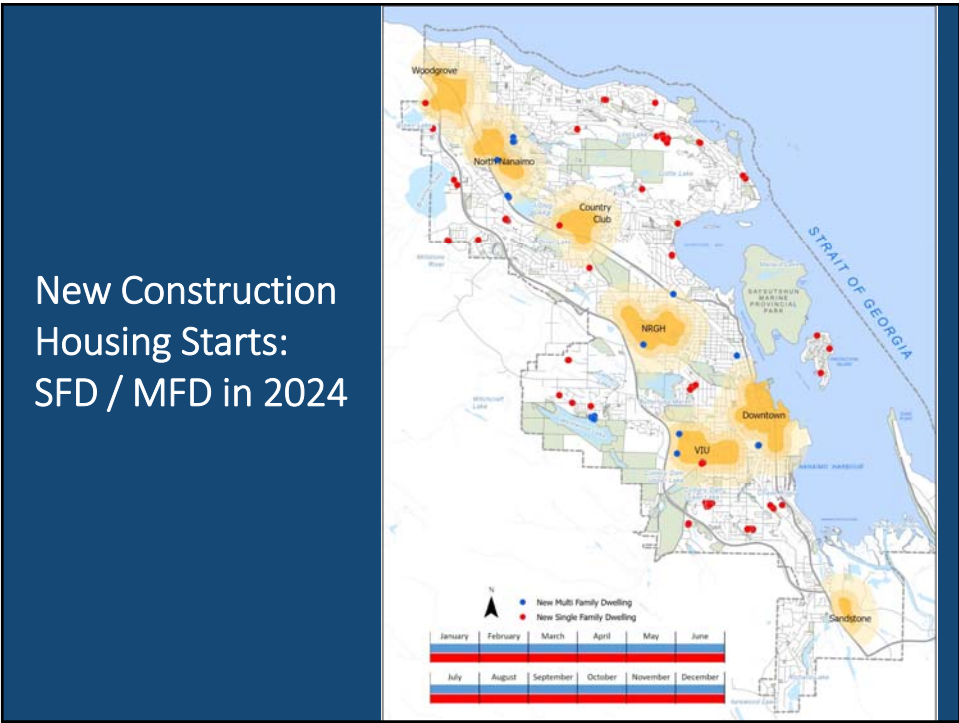
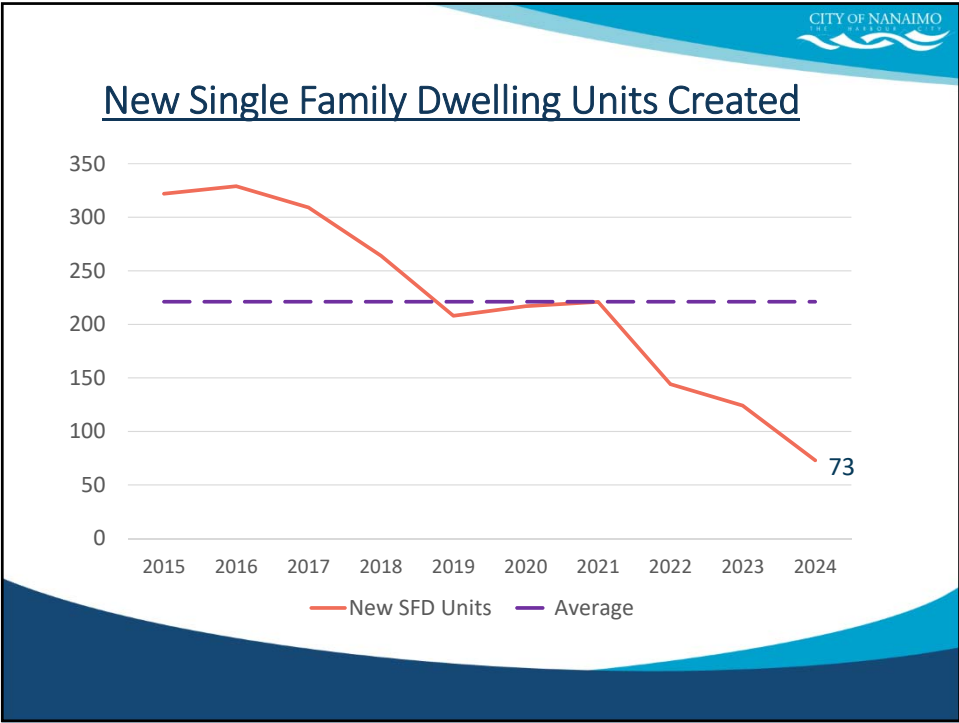
Building Permits Issued 2015-2024

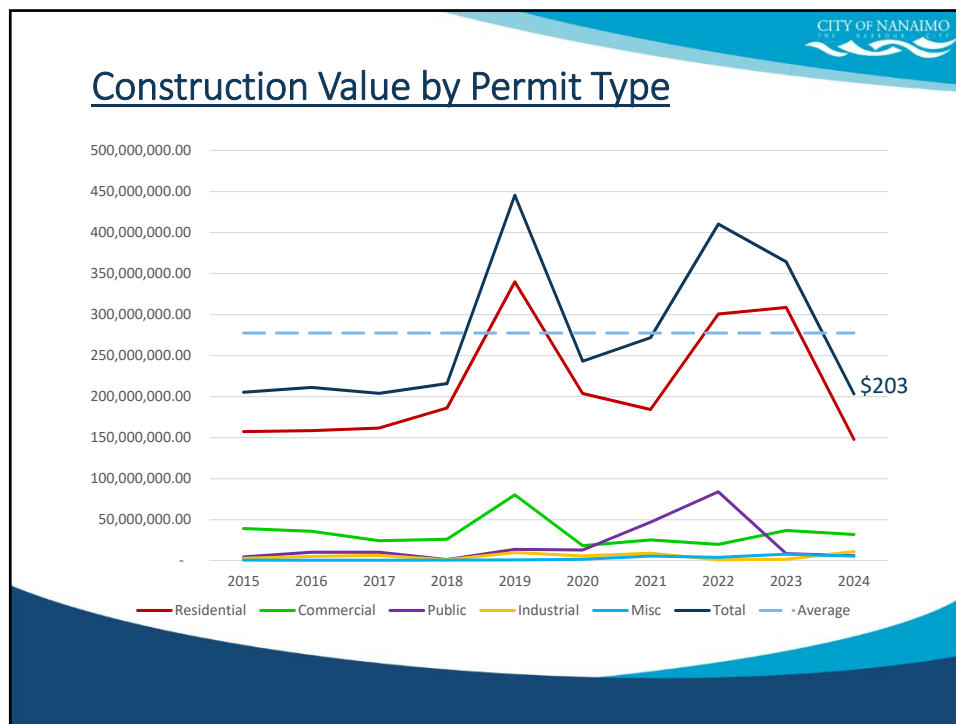
The City has issued building permits for an average of 1071 units annually since 2015



Residential Units by Type







Top 4 Projects 2024 – by Construction Value

4775 Uplands Drive

48-unit apartment building
Value: \$15,000,000

529 Terminal Avenue N

69-unit apartment building
Value: \$13,500,000

900 Fifth Street

10-storey student residential housing building
Value: \$13,000,000

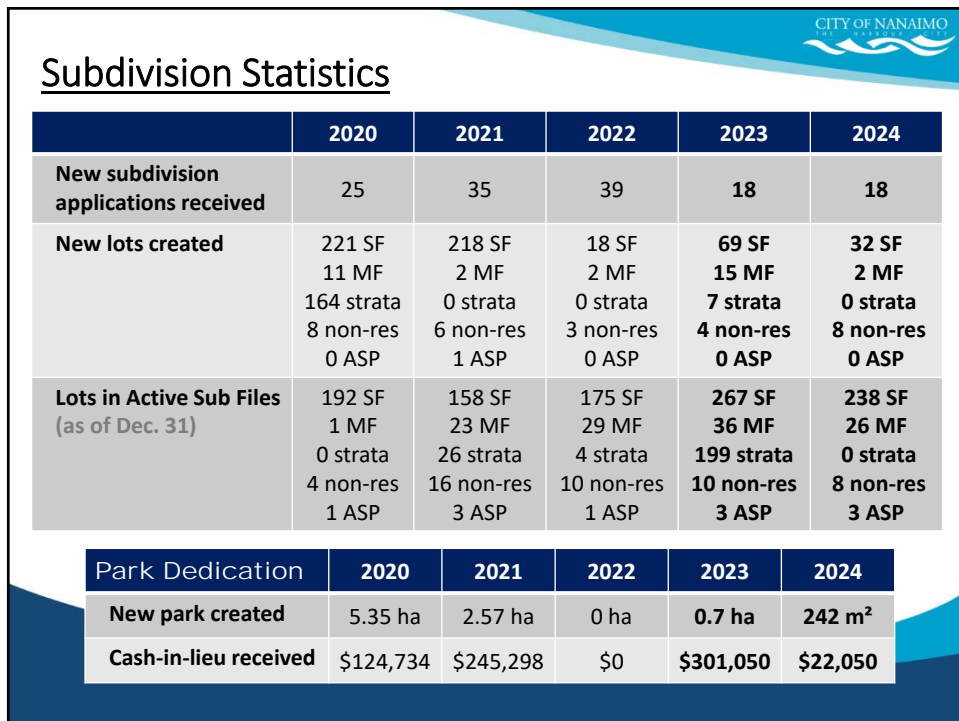
1861 East Wellington Road

1-storey warehouse & 3-storey offices
Value: \$10,000,000



Development Approvals

	2020	2021	2022	2023	2024	5-year Avg
Rezoning	14	17	9	16	11	13
Development Permits	41	45	34	37	41	39
Units Approved (in DPs)	660	1,704	510	964	1071	981
Units Proposed (in DPs)	1,416	1,355	828	325	302	845



Subdivision Statistics

	2020	2021	2022	2023	2024
New subdivision applications received	25	35	39	18	18
New lots created	221 SF 11 MF 164 strata 8 non-res 0 ASP	218 SF 2 MF 0 strata 6 non-res 1 ASP	18 SF 2 MF 0 strata 3 non-res 0 ASP	69 SF 15 MF 7 strata 4 non-res 0 ASP	32 SF 2 MF 0 strata 8 non-res 0 ASP
Lots in Active Sub Files (as of Dec. 31)	192 SF 1 MF 0 strata 4 non-res 1 ASP	158 SF 23 MF 26 strata 16 non-res 3 ASP	175 SF 29 MF 4 strata 10 non-res 1 ASP	267 SF 36 MF 199 strata 10 non-res 3 ASP	238 SF 26 MF 0 strata 8 non-res 3 ASP

Park Dedication	2020	2021	2022	2023	2024
New park created	5.35 ha	2.57 ha	0 ha	0.7 ha	242 m ²
Cash-in-lieu received	\$124,734	\$245,298	\$0	\$301,050	\$22,050



DATE OF MEETING July 28, 2025

AUTHORED BY KRISTINE MAYES, PLANNER, CURRENT PLANNING

SUBJECT **DELEGATION OF AUTHORITY BYLAW UPDATE &
CONSIDERATION OF VARIANCES POLICY**

OVERVIEW

Purpose of Report

To present for Council consideration amendments to the City of Nanaimo “Officer Designation and Delegation of Authority Bylaw, 2022 No. 7353” (Delegation Bylaw) to update delegated approval authority for development permits and to add delegated approval authority for development variance permits, and to bring forward a Council Policy for the consideration of variances.

Recommendation

That:

1. “Officer Designation and Delegation of Authority Amendment Bylaw 2025 No. 7353.04” (a bylaw to update delegated approval authority for development permits and to add delegated approval authority for development variance permits) pass first reading;
2. “Officer Designation and Delegation of Authority Amendment Bylaw 2025 No. 7353.04” pass second reading;
3. “Officer Designation and Delegation of Authority Amendment Bylaw 2025 No. 7353.04” pass third reading; and,
4. Direct Staff to bring forward draft Council Policy COU-246 – Consideration of Variances Policy for consideration of endorsement concurrent with adoption of “Officer Designation and Delegation of Authority Amendment Bylaw 2025 No. 7353.04”.

BACKGROUND

The City of Nanaimo’s “Officer Designation and Delegation of Authority Bylaw 2022 No. 7353” (Delegation Bylaw) sets out where Council delegates its powers, duties, and functions to a Council member, a Council committee, an officer or employee, or to another body established by Council. Successfully delegating its powers can enable Council to focus and streamline its agenda and assign more routine responsibilities to staff. Presently, Section 22 of the Delegation Bylaw outlines where the Director of Planning & Development (the “delegate”) is delegated the power to issue a development permit. The bylaw provisions establish criteria for which development applications are minor in scale, or involve minor variances, and may be delegated for approval as opposed to those that require Council approval.

Staff have completed a review of the Delegation Bylaw and have prepared amendments for Council’s consideration which propose to expand the delegated authority for development permit (DP) approvals, add delegated approval authority for development variance permits (DVPs), align with provincial legislation to delegate decisions on minor DVP; and implement recommendations within the City of Nanaimo’s 2024 [Development Approval Process Review \(DAPR\)](#), the [Integrated](#)

[Action Plan \(IAP\)](#), and [Small-Scale, Multi-Unit Housing \(SSMUH\) Provincial Policy Manual & Site Standards](#).

This bylaw update is part of a broader development approval process review to reduce approval timelines and facilitate efficient application reviews. The scope of the Delegation Bylaw review included:

- Researching applicable legislation and best practices in other local governments;
- Reviewing trends for previously issued development related variances;
- Expanding and updating delegated approval authority for DPs;
- Adding delegated approval authority for DVPs with minor variances;
- Simplifying existing provisions in the bylaw and clarify ambiguity; and,
- Drafting a new Council policy for the consideration of variances to guide applicants, City Staff, and Council in the preparation, review, and evaluation of DP applications with variances and DVP applications.

DISCUSSION

The Delegation Bylaw update is part of a coordinated Staff review of City bylaws, guidelines, and procedural policies to support streamlined development approvals. This includes increasing the opportunities for Staff to approve applications rather than requiring Council approval. In recent years, general amendments to the Zoning Bylaw have reduced or eliminated the need for some of the commonly requested minor variances (e.g. heat pump setbacks). Additional opportunities to address commonly requested variances, where supported by City policy, are being considered through the review of Part 17 – Landscaping regulations (Form & Character Design Guidelines project), Parking Bylaw review, and Zoning Bylaw Update.

Staff have reviewed development related variances issued in a five year period from 2019 to 2024 to identify trends in commonly requested variances both for DPs and DVPs, noting that some applications include multiple variances. Other DPs without variances were also delegated for approval during this time period (e.g. multi-family developments of 100 units or less). As summarized in Figure 1, 309 individual variances were approved for DPs between 2019 and 2024. The majority of these variances related to building setbacks and height, landscaping and fence height. For example, 34 of the 76 building height variance requests were minor in nature (1m or less) and could be approved through delegated authority.

Figure 1: Development Permits with Variances (Approved 2019-2024)

Variance Type	Total Requested	Delegated Approval
Height (Building)	76	34
Height (Fence)*	45	23
Landscaping	54	18
Lot Coverage	2	2
Parking Spaces (quantity & small car ratio)	11	<i>Cannot delegate in existing bylaw</i>
Parking (Other)	29	<i>Cannot delegate in existing bylaw</i>
Setbacks (Building)	80	57
Setbacks (Watercourse)	12	<i>Exceed threshold for delegation</i>
	309	134

* Note: Fence height as defined in the Zoning Bylaw includes retaining walls.

In many cases, the smaller scale of development could have allowed for delegated approval, however, the extent of variances needed to achieve a functional site plan triggered Council approval (e.g. reducing a portion of a landscape buffer by 100%, and any parking variances). Staff have reviewed these trends and identified the following opportunities to expand the delegation authority for DP approvals.

Proposed Amendments for Delegated Development Permits

Staff propose to maintain much of the existing approach to delegate DPs with variances, including variances that do not exceed 50% of the Zoning Bylaw standard, and variances that do not exceed 20% of the leave strip requirement. Attachment A summarizes the existing bylaw provisions and the proposed amendments for delegating DPs, including the following:

- Revise and clarify the bylaw language in positive terms (i.e. what is permitted to be delegated, rather than what is not permitted to be delegated);
- Change the maximum building height variance that may be delegated from 1m to 15% of the Zoning Bylaw standard. This would allow a proportional approach based on site context rather than an arbitrary approach;
- Allow all landscaping variances (up to 100%) to be delegated. The existing bylaw only allows variances up to 50% of the Zoning Bylaw standard to be delegated;
- Allow minor parking variances to be delegated (e.g. variance to the number of off-street parking spaces not exceeding 2 spaces or 15%, whichever is greater. The limit of 15% is consistent with the criteria for requiring a parking study in accordance with the Council Policy for Consideration of Parking Variances);
- Clarify the criteria for delegating sign bylaw variances;
- Increase the maximum number of dwelling units in a multi-family development form and character DP that may be delegated from 100 units to 150 units to support housing developments;
- Expand delegation of DPs that rely on technical assessments by qualified registered professionals to demonstrate compliance with applicable DP guidelines (e.g. Development Permit Area (DPA2): Hazardous Slopes which rely on geotechnical assessments);
- Update the criteria for requiring a security for landscaping or restoration as a condition of permit issuance as required by Section 502(5) of the *Local Government Act*; and,
- Add a new delegated authority to renew a previously issued DP (whether issued by Council or the delegate), provided the delegate issues the renewal prior to permit expiry. A DP is valid for two years after issuance. It is common that a DP will lapse before an applicant applies for, or is issued, a building permit (e.g. in cases where an applicant requires more time to secure financing). The applicant must reapply and obtain a new DP issuance ("renewal") before a building permit can be issued. Allowing DP renewals to be delegated will provide a more streamlined process for applicants to maintain active permits without burdening Council with administrative approvals.

Proposed Amendments to Allow Delegated Development Variance Permits

The authority enabling local governments to delegate minor variance requests within DVPs came into effect on 2021-NOV-25. Staff completed a review 28 municipalities throughout British Columbia and found that the majority (21 out of 28 jurisdictions) had expanded the scope of delegated approvals to include DVPs for minor variances.

The existing Delegation Bylaw does not include provisions to delegate DVPs, as such, all DVP applications are currently considered by Council whether the variance is minor in nature or significant. The DVP approval process also requires public notification to owners and tenants of nearby properties. Bringing these applications to Council and completing public notification requires a substantial amount of administrative resources and time to complete. In many cases, the variance request is minor, or identified late in the detailed design and construction stage (e.g. the need for an overheight retaining wall to address site grading). Allowing some minor variances to be approved by Staff through delegated approval would provide a more streamlined approval path, particularly for minor variances that are necessary and supported by City policy and guidelines.

As summarized in Figure 2, 68 individual variances were approved for DVPs between 2019 and 2024. The majority of these variances related to building setbacks, signage, building height, gross floor area and fence height.

Figure 2: Development Variance Permits (Approved 2019-2024)

Variance Type	Total Requested
Gross Floor Area	8
Heat Pumps	2
Height (Buildings)	9
Height (Fence)	7
Height (Perimeter Wall)	2
Lot Coverage	2
Parking Spaces	5
Setbacks (Building)	22
Signs	11
	68

Based on current practice among other jurisdictions, and trends that Staff have seen in commonly requested variances, Staff recommend allowing a limited range of minor variances to be delegated, including:

- building or structure setback variances not exceeding 25% of the Zoning Bylaw standard;
- fence height variances not exceeding 50% of the Zoning Bylaw standard;
- parking variances not exceeding 50% of the Parking Bylaw standard (except a variance to the number of off-street parking spaces greater than 2 spaces); and,
- sign variances not exceeding 50% of the Sign Bylaw standard (not including animated signage and signage in the Parkway buffer).

Staff are not recommending delegated authority for other commonly requested variances such as building height and gross floor area at this time. These variance requests would continue to be considered by Council.

The *Local Government Act* requires that a bylaw permitting the delegation of DVPs must include criteria for determining whether a proposed variance is minor as well as the guidelines that the delegate must consider when issuing a DVP. As outlined in the proposed bylaw amendments (Attachment A and section 23.2 of the draft amendment bylaw), the delegate must consider:

- Consistency with applicable City policies;

- The scope and scale of the variance;
- The impacts on neighbouring properties;
- Whether the variance creates a hazardous condition; and,
- Whether strict compliance with the Zoning Bylaw is unreasonable.

Council Policy for the Consideration of a Variance

In conjunction with the proposed amendments to the Delegation Bylaw, Staff have prepared a new Council policy for the consideration of variances (attached to this report). The intent of the policy is to provide Council and City Staff with evaluation criteria to be used when reviewing DP applications with variances and DVP applications. This criteria will help standardize how variances are reviewed against applicable City policies and guidelines; demonstrate there is an acceptable justification for a variance; and consider how potential impacts associated with a variance (aesthetic, functional, or environmental impacts) will be minimized. For DPs with variances, this policy would be supplemental to any applicable guidelines (e.g. the Form and Character Design Guidelines). The policy will give more certainty to applicants in the scope of evaluating variance requests and can be used by applicants to inform their variance rationale in submitting an application.

Notification

Public notification is not required for DPs (with or without variances) or delegated DVPs in accordance with the *Local Government Act*. A review of notification procedures for other local governments indicates that a majority (13 of 21) have not chosen to notify surrounding properties when a delegated DVP is being considered. Given the limited range of minor variances that could be considered through the proposed bylaw amendments, Staff do not recommend public notification for delegated DVPs. This will help streamline approvals for minor variances, which will be considered in accordance with the guidelines in the Delegation Bylaw and the proposed policy for the consideration of variances. It is also noted that delegated DVPs with minor variances, would still be posted for public information on the City's What's Building in My Neighbourhood website.

DVP applications proposing major variances would continue to be considered by Council with the required public notification to neighbouring properties in accordance with the City's "Development Procedures and Notification Bylaw 2024 No. 7375".

CONCLUSION

Updating the Delegation Bylaw and endorsing the Consideration of a Variance Council Policy would increase the number of DP applications considered through delegated authority and allow DVP applications with minor variances, to be delegated. Based on a review of applications between 2019 and 2024, approximately 43% (134 of 309) of the variances approved within DPs met the criteria to be delegated. If applying the proposed Delegation Bylaw amendments, 67% (209 of 309) of those variances would meet the criteria to be delegated. If applying the proposed amendment criteria for delegated DVPs, 24% of variances approved within DVPs (16 of 68) would meet the criteria to be delegated. Therefore, staff anticipate that the proposed amendments and supporting Council policy will provide more opportunities for streamlined development approvals, and clarity with standardized evaluation criteria, to implement the recommendations in the DAPR, IAP, and provincial guidelines for development approvals.

NEXT STEPS

Should Council pass the first three readings of the proposed amendment bylaw, the bylaw will be brought forward for Council consideration of adoption at a future meeting concurrently with the endorsement of the proposed Consideration of Variances Policy. Once endorsed, the policy will be in force and effect. |

OPTIONS

1. That:

1. "Officer Designation and Delegation of Authority Amendment Bylaw 2025 No. 7353.04" (a bylaw to update delegated approval authority for development permits and to add delegated approval authority for development variance permits) pass first reading;
2. "Officer Designation and Delegation of Authority Amendment Bylaw 2025 No. 7353.04" pass second reading;
3. "Officer Designation and Delegation of Authority Amendment Bylaw 2025 No. 7353.04" pass third reading; and,
4. Direct Staff to bring forward draft Council Policy COU-246 – Consideration of Variances Policy for consideration of endorsement concurrent with adoption of "Officer Designation and Delegation of Authority Amendment Bylaw 2025 No. 7353.04".
 - The advantages of this option: The City's Delegation Bylaw will be updated with expanded provisions for delegated approvals, which are consistent with best practices and support streamlined development approvals in accordance with the DAPR, IAP, and provincial guidelines. Additionally, the Consideration of Variances Policy will provide Council and City Staff with evaluation criteria to support the review of applications with variances.
 - The disadvantages of this option: None identified.

2. That Council provide alternative direction. |

SUMMARY POINTS

- If adopted, "Officer Designation and Delegation of Authority Amendment Bylaw 2025 No. 7353.04" will expand the delegation of authority for DPs and add the delegation of authority for DVPs, to support more streamlined development approvals.
- Staff have reviewed best practices and previously approved DPs and DVPs to propose amendments to the Delegation Bylaw that align with the DAPR, IAP, and provincial guidelines.
- Staff have also prepared a supporting draft policy that outlines evaluation criteria to assist Council and City Staff in the review and consideration of applications with variances.

ATTACHMENTS

ATTACHMENT A: Summary of Proposed Amendments to the Delegation Bylaw
"Officer Designation and Delegation of Authority Amendment Bylaw 2025 No. 7353.04"
"Council Policy COU-246 – Consideration of Variances Policy" |

Submitted by:

Lainya Rowett
Manager, Current Planning|

Concurrence by:

Jeremy Holm
Director, Planning & Development|

ATTACHMENT A

SUMMARY OF PROPOSED AMENDMENTS TO THE DELEGATION BYLAW

CURRENT BYLAW PROVISIONS	PROPOSED BYLAW PROVISIONS	RATIONALE
22.1 Subject to Section 22.3, the Director, Planning & Development is delegated the power to issue a development permit under Division 7 of Part 14 of the Local Government Act.	22.1 Subject to Sections 22.2, 22.3, and 22.4, the Director, Planning & Development is delegated the power to issue a development permit under Division 7 of Part 14 of the <i>Local Government Act</i> .	Formatting/administrative update
<p>22.3 The delegation does not include:</p> <ul style="list-style-type: none"> a) development permits within the Development Permit Area DPA 2 (Hazardous Slopes), created to protect development from hazardous conditions under section 488(1)(b) of the Local Government Act where the estimated cost is greater than \$400,000; b) development permits within the Development Permit Area DPA1 (Environmentally Sensitive Area), created to protect the natural environment, its ecosystems and biological diversity under section 488(1)(a) of the Local Government Act and to protect development from hazardous conditions under section 488(1)(b) of the Local Government Act where one or more of the following is applicable: <ul style="list-style-type: none"> i. the applicant has requested a variance greater than 20 percent from the Zoning Bylaw standard or requirement for leave strips; or ii. (ii) a variance in excess of 50% of any other Zoning Bylaw standard or requirement. c) development permits within a Development Permit Area created under section 488(1)(f) of the Local Government Act in relation to form and character of multi-family development, where one or more of the following is applicable: 	<p>22.4 The Director, Planning & Development is delegated the power to issue a development permit that includes a variance for one or more of the following:</p> <ul style="list-style-type: none"> a) Zoning Bylaw: <ul style="list-style-type: none"> i. A leave strip variance not exceeding 20 percent; ii. A building height variance not exceeding 15 percent; iii. A landscaping variance up to 100 percent; or iv. Any other variance not exceeding 50 percent of the bylaw standard. b) Parking Bylaw: <ul style="list-style-type: none"> i. A variance to the number of required off-street parking spaces not exceeding 2 spaces or 15%, whichever is greater; ii. Any other variance that is no more than 50 percent of the bylaw standard. c) Any variance not exceeding 50 percent of the Sign Bylaw standard but does not include animated signage, or signage in the Nanaimo Parkway Buffer. <p>22.5 The delegation does not include development permits within a Development Permit Area created under Section 488(1)(f) of the <i>Local Government Act</i> in relation to form and character of multi-family development, where the number of dwelling units proposed exceeds 150 units.</p>	<ul style="list-style-type: none"> • Expanded authority to delegate DPs in DPA2 (which rely on technical assessments to meet guidelines as in other DPAs). • Zoning Bylaw: same leave strip threshold. • 50% threshold for fences (could be more or less than 1m). • Change threshold for building height from 1m to 15% (to allow a proportional approach based on site context). • Increase from 50% to 100% for landscaping (to allow flexibility for site specific conditions). • Zoning Bylaw: with the exception of above, same 50% threshold. • Added consideration of minor parking variances that don't trigger a parking study. • Clarified 50% signage threshold with the exception of animated signs or signs in the Nanaimo Parkway Buffer • Increase number of multi-family dwelling units that may be delegated from 100 to 150

<ul style="list-style-type: none"> i. the number of dwelling units proposed exceeds 100 units; or ii. the Applicant has requested a variance greater than 50 percent of the Zoning Bylaw standard or requirement; d) development permits within a Development Permit Area created under section 488(1)(f) of the Local Government Act in relation to form and character of industrial development where the following is applicable: <ul style="list-style-type: none"> i. the Applicant has requested a variance greater than 50 percent of the Zoning Bylaw standard or requirement; e) development permits where the Applicant has requested a variance for signage that is not considered by the Director, Planning & Development to be an integral part of a building's design; f) development permits where the Applicant has requested a variance to increase height greater than one metre above the Zoning Bylaw standard or requirement. 		
	<p>22.4 The Director, Planning & Development is delegated the power to renew a development permit, regardless whether the permit was originally issued by Council or a delegate, provided the Director issues the renewal prior to permit expiry.</p>	<ul style="list-style-type: none"> • Added flexibility to renew previously issued DPs prior to expiry.
<p>22.2 Without limiting the generality of the delegation of authority in Section 22.1, the authority delegated includes the authority to require an Applicant for a development permit to provide:</p> <ul style="list-style-type: none"> a) a report or other information required by the Director, Planning & Development to evaluate the proposed development or subdivision; and b) security in an amount stated in the development permit by way of an irrevocable 	<p>22.5 Without limiting the generality of the delegation of authority in Section 22.1, the authority delegated includes the authority to require an Applicant for a development permit to provide:</p> <ul style="list-style-type: none"> a) a report or other information required by the Director, Planning & Development to evaluate the proposed development or subdivision; and 	<ul style="list-style-type: none"> • (a) No Change. • (b) Simplified language and added guidelines for landscape security (to be assessed in combination with an Administrative Landscape Policy).

letter of credit or the deposit of other securities in a form satisfactory to the Director, Planning & Development.	<p>b) a security as condition of permit issuance pursuant to Section 502 of the <i>Local Government</i> as follows:</p> <p>i. Where a landscape security is required, the security shall be equal to a minimum of 100% of the landscape cost estimate.</p> <p>ii. Where a landscape security for restoration is required, the security shall be equal to a minimum of 125% of the landscape cost estimate.</p>	
22.4 The Applicant who is subject to a decision of the Director, Planning & Development under Section 22.1 is entitled to have the decision reconsidered by Council in accordance with the City's Appeal Procedure Bylaw.	22.6 An Applicant who is subject to a decision of the Director, Planning & Development under Section 22.1 is entitled to have the decision reconsidered by Council in accordance with the City's Appeal Procedure Bylaw.	No Change

Delegated Development Variance Permit Section

<p>23.1 The Director, Planning & Development is delegated the power to issue a development variance permit under Division 9 of Part 14 of the <i>Local Government Act</i> for one or more of the following:</p> <p>a) A building or structure setback variance not exceeding 25 percent of the Zoning Bylaw standard.</p> <p>b) A fence height variance not exceeding 50 percent of the Zoning Bylaw standard.</p> <p>c) A variance not exceeding 50 percent of the Parking Bylaw standard except a variance to the number of required off-street parking spaces that is greater than 2 spaces,</p> <p>d) Any variance not exceeding 50 percent of the Sign Bylaw standard but does not include animated signage, or signage in the Nanaimo Parkway Buffer.</p>	Allow delegation of minor variances to streamline approvals in combination with the Consideration of Variances Policy.
<p>23.2 The Director, Planning & Development must consider the following general guidelines in deciding whether to issue a development variance permit:</p> <p>a) Whether the variance is consistent with the general purpose and intent of applicable bylaws and City Plan policies or other applicable City policies.</p> <p>b) The scope and scale of the variance.</p> <p>c) The impacts to neighbouring properties.</p> <p>d) Whether the variance creates a hazardous condition.</p> <p>e) Whether strict compliance with the Zoning Bylaw is unreasonable.</p>	
<p>23.3 Without limiting the generality of the delegation of authority in Section 23.1, the authority delegated includes the authority to require an Applicant for a development variance permit to provide a report or other information required by the Director, Planning & Development to evaluate the proposed development.</p>	

23.4 An Applicant who is subject to a decision of the Director, Planning & Development under Section 23.1 is entitled to have the decision reconsidered by Council in accordance with the City's Appeal Procedure Bylaw.

Proposed amendments to “Schedule A” (City Bylaws Delegating Authority):

Bylaw	General Description of Authority	Position	a) Added Off-Street Parking Regulations Bylaw b) Updated sign bylaw to include Director, Planning & Development c) Added Zoning Bylaw
Off-Street Parking Regulations Bylaw	Issue Development Permits and Development Variance Permits	Director, Planning & Development	
Sign Bylaw	Issue sign permits	Building Inspector Director, Planning & Development	
	Remove signs. Authority to enter on a property to determine whether the provisions of the bylaw are being complied with	Bylaw Enforcement Officers Building Inspector	
Zoning Bylaw	Issue Development Permits and Development Variance Permits	Director, Planning & Development	

CITY OF NANAIMO

BYLAW NO. 7353.04

BYLAW TO AMEND THE "OFFICER DESIGNATION AND DELEGATION OF AUTHORITY BYLAW,
2022 NO. 7353"

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

1. This Bylaw may be cited as "OFFICER DESIGNATION AND DELEGATION OF AUTHORITY AMENDMENT BYLAW 2025 NO. 7353.04".
2. The "OFFICER DESIGNATION AND DELEGATION OF AUTHORITY BYLAW, 2022 NO. 7353" is hereby amended as follows:

- (1) By deleting Section 22. Development Permits in its entirety and replacing it with the following:

"22. Development Permits

22.1 Subject to Sections 22.2, 22.3, and 22.4, the Director, Planning & Development is delegated the power to issue a development permit under [Division 7 of Part 14](#) of the *Local Government Act*.

22.2 The Director, Planning & Development is delegated the power to issue a development permit that includes a variance for one or more of the following:

a) Zoning Bylaw:

- i. A leave strip variance not exceeding 20 percent;
- ii. A building height variance not exceeding 15 percent;
- iii. A landscaping variance up to 100 percent; or
- iv. Any other variance not exceeding 50 percent of the bylaw standard.

b) Parking Bylaw:

- i. A variance to the number of required off-street parking spaces not exceeding 2 spaces or 15%, whichever is greater;
- ii. Any other variance that is no more than 50 percent of the bylaw standard.

c) Any variance not exceeding 50 percent of the Sign Bylaw standard but does not include animated signage, or signage in the Nanaimo Parkway Buffer.

22.3 The delegation does not include development permits within a Development Permit Area created under [Section 488\(1\)\(f\)](#) of the *Local Government Act* in relation to form and character of multi-family development, where the number of dwelling units proposed exceeds 150 units.

22.4 The Director, Planning & Development is delegated the power to renew a development permit, regardless whether the permit was originally issued by Council or a delegate, provided the Director issues the renewal prior to permit expiry.

22.5 Without limiting the generality of the delegation of authority in Section 22.1, the authority delegated includes the authority to require an Applicant for a development permit to provide:

- a) a report or other information required by the Director, Planning & Development to evaluate the proposed development or subdivision; and
- b) a security as condition of permit issuance pursuant to Section 502 of the *Local Government Act* as follows:
 - i. Where a landscape security is required, the security shall be equal to a minimum of 100% of the landscape cost estimate.
 - ii. Where a landscape security for restoration is required, the security shall be equal to a minimum of 125% of the landscape cost estimate.

22.6 An Applicant who is subject to a decision of the Director, Planning & Development under Section 22.1 is entitled to have the decision reconsidered by Council in accordance with the City's Appeal Procedure Bylaw."

- (2) By adding a new Section 23 Development Variance Permits as follows and renumbering subsequent Sections accordingly:

"23. Development Variance Permits

23.1 The Director, Planning & Development is delegated the power to issue a development variance permit under [Division 9 of Part 14](#) of the *Local Government Act* for one or more of the following:

- a) A building or structure setback variance not exceeding 25 percent of the Zoning Bylaw standard.
- b) A fence height variance not exceeding 50 percent of the Zoning Bylaw standard.
- c) A variance not exceeding 50 percent of the Parking Bylaw standard but does not include a variance to the number of required off-street parking spaces that is greater than 2 spaces,
- d) Any variance not exceeding 50 percent of the Sign Bylaw standard but does not include animated signage, or signage in the Nanaimo Parkway Buffer.

23.2 The Director, Planning & Development must consider the following general guidelines in deciding whether to issue a development variance permit:

- a) Whether the variance is consistent with the general purpose and intent of applicable bylaws and City Plan policies or other applicable City policies.
- b) Whether the scope and scale of the variance result in inappropriate development of the site.

- c) Whether the variance substantially affects the use and enjoyment of adjacent land.
- d) Whether the variance creates a hazardous condition or adversely affects the natural environment.
- e) Whether strict compliance with the applicable bylaw(s) is unreasonable.

23.3 Without limiting the generality of the delegation of authority in Section 23.1, the authority delegated includes the authority to require an Applicant for a development variance permit to provide a report or other information required by the Director, Planning & Development to evaluate the proposed development.

23.4 An Applicant who is subject to a decision of the Director, Planning & Development under Section 23.1 is entitled to have the decision reconsidered by Council in accordance with the City's Appeal Procedure Bylaw.

(3) By adding the following to "Schedule "A" City Bylaws Delegating Authority":

Bylaw	General Description of Authority	Position
Off-Street Parking Regulations Bylaw	Issue Development Permits and Development Variance Permits	Director, Planning & Development
Sign Bylaw	Issue sign permits Remove signs. Authority to enter on a property to determine whether the provisions of the bylaw are being complied with	Building Inspector Director, Planning & Development Bylaw Enforcement Officers Building Inspector
Zoning Bylaw	Issue Development Permits and Development Variance Permits	Director, Planning & Development

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

MAYOR

CORPORATE OFFICER



CITY OF NANAIMO
THE HARBOUR CITY
COUNCIL POLICY

RCRS Secondary:	GOV-02	Effective Date:	
Policy Number:	COU-246	Amendment Date/s:	
Title:	Consideration of Variances Policy	Repeal Date:	
Department:	Planning & Development	Approval Date:	

PURPOSE:

To establish evaluation criteria to be used when reviewing development permit applications with variances and development variance permit applications.

DEFINITIONS:

“Zoning Bylaw”	means the “City of Nanaimo Zoning Bylaw 2011 No. 4500” or any subsequent bylaw or bylaws which may be enacted in the substitution thereof.
“Parking Bylaw”	means the “City of Nanaimo Off-Street Parking Regulations Bylaw 2018 No. 7266” or any subsequent bylaw or bylaws which may be enacted in the substitution thereof.
“Sign Bylaw”	means the “City of Nanaimo Sign Bylaw 1987 No. 2850” or any subsequent bylaw or bylaws which may be enacted in the substitution thereof.

SCOPE:

This policy applies to development permit applications with variances and development variance permit applications to the Zoning Bylaw, the Parking Bylaw, and the Sign Bylaw.

POLICY:

Development permit applications with variances and development variance permit applications should be reviewed using the application evaluation criteria as outlined in this policy.

Application Evaluation Criteria

The following criteria will be used to review and evaluate development permit applications with variances and development variance permit applications.

1. Variance Analysis

- a. A reasonable effort has been made to comply with the applicable bylaw regulation or reduce the extent of the requested variance(s).
- b. The proposed variance(s) is consistent with:
 - i. the general purpose and intent of the applicable bylaw(s);
 - ii. City Plan (Official Community Plan) policies or other applicable City policies; and,
 - iii. applicable design guidelines (development permit applications with variances).

- c. The following are considered:
 - i. Whether the scope and scale of the variance result in inappropriate development of the site.
 - ii. Whether the variance substantially affects the use and enjoyment of adjacent land.
 - iii. Whether the variance creates a hazardous condition or adversely affects the natural environment.
 - iv. Whether strict compliance with applicable bylaw(s) is unreasonable.
 - v. Any other considerations that are relevant or appropriate.

2. Land Use Justification

- a. The applicant has demonstrated that the proposed variance(s) is necessary and is supported by an acceptable land use justification, such as:
 - i. The ability to use or develop the property is unreasonably constrained by the applicable bylaw regulation(s).
 - ii. Letters of support from neighbouring properties.
 - iii. There is a benefit to the community that would be achieved.
 - iv. The increased efficient and effective use and development of the subject property.
 - v. Any other considerations that are relevant or appropriate.

3. Impact Evaluation

The applicant must demonstrate that a reasonable effort has been made to minimize any negative impacts associated with the proposed variance(s). Development permit applications with variances and development variance permit applications will be evaluated based on the following:

- a. Aesthetic Impacts:
 - i. The impact of the proposed variance(s) on the existing streetscape and adjacent properties (such as shading, blank walls, material, overlook, lighting, etc.); and
 - ii. Compatibility with existing neighbourhood context.
- b. Functional Impacts:
 - i. The impact of the proposed variance(s) on the functionality and site design of the subject property for the permitted use(s); and
 - ii. The impact of the proposed variance(s) on the functionality of adjacent properties, rights-of-way, covenanted areas, park, drainage, Building Code implications, etc.
- c. Environmental Impacts:
 - i. The impact of the proposed variance(s) on the natural environment, or a specific environmental feature.
 - ii. The proposed variance(s) must not create a hazardous condition.

PROCESS:

N/A

RELATED DOCUMENTS:

City Of Nanaimo Policy for Consideration of a Parking Variance

REPEAL or AMENDMENT:

N/A

CITY OF NANAIMO

BYLAW NO. 2255.01

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

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

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

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

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

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

PASSED FIRST READING: 2025-JUN-09

PASSED SECOND READING: 2025-JUN-09

PASSED THIRD READING: 2025-JUN-09

Notice of the alternative approval process was published in the Nanaimo News Bulletin and on the City of Nanaimo website on the 18th day of June, 2025, as per Section 94.2 of the *Community Charter*.

Elector approval in accordance with Section 86 of the *Community Charter* is certified as not having exceeded 10% of the electors of the City of Nanaimo on the 22 day of July 2025.

ADOPTED: _____

MAYOR

CORPORATE OFFICER

CITY OF NANAIMO

BYLAW NO. 4500.055

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

WHEREAS the Council may zone land, by bylaw, pursuant to Sections 890, 891, 903 and 904 of the *Local Government Act*;

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

1. This Bylaw may be cited as the "ZONING AMENDMENT BYLAW 2014 NO. 4500.055".
2. The City of Nanaimo "ZONING BYLAW 2011 NO. 4500" is hereby amended as follows:

By rezoning the lands legally described as LOT 5, BLOCK 12, SECTION 5, WELLINGTON DISTRICT, PLAN 318, EXCEPT PART IN PLAN 33807 (4015 Corunna Avenue) and part of PARCEL A (DD 216N) OF LOT 6, BLOCK 12, SECTION 5, WELLINGTON DISTRICT, PLAN 318, EXCEPT PART IN PLAN 33807 (4001 Corunna Avenue) from Single Dwelling Residential (R1) and Neighbourhood Centre (CC2) to Residential Corridor (COR1) as shown on Schedule A.

PASSED FIRST READING 2014-JAN-13

PASSED SECOND READING 2014-JAN-13

PUBLIC HEARING HELD 2014-FEB-06

PASSED THIRD READING 2014-FEB-06

MINISTRY OF TRANSPORTATION APPROVAL 2014-MAR-04

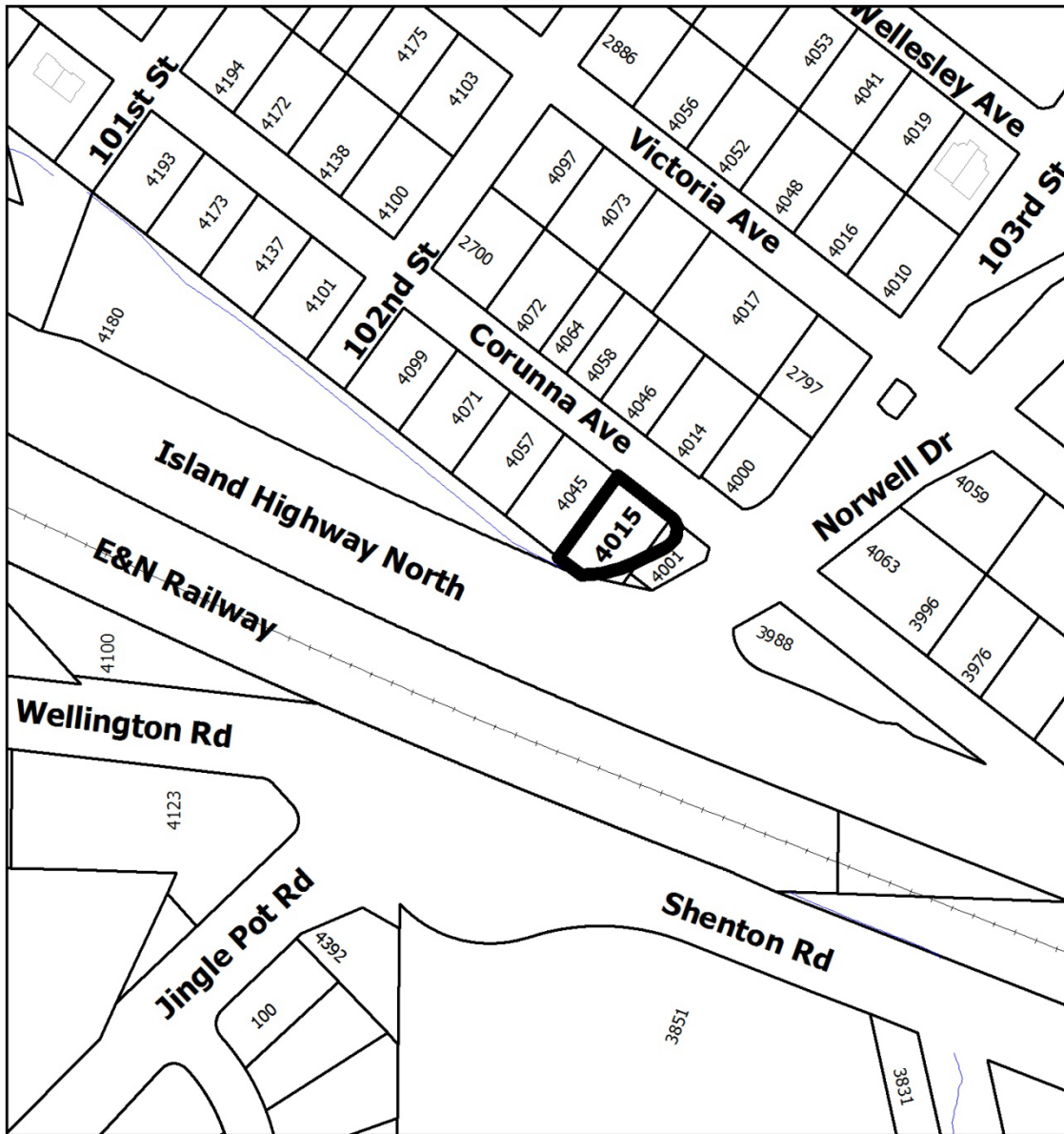
ADOPTED _____

MAYOR

CORPORATE OFFICER

File: RA000324
Address: 4015 Corunna Avenue

Schedule A



REZONING APPLICATION NO. RA000324

LOCATION PLAN

Civic: 4015 Corunna Avenue



 Subject Property

CITY OF NANAIMO

BYLAW NO. 4500.241

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

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

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

1. This Bylaw may be cited as "ZONING AMENDMENT BYLAW 2025 NO. 4500.241".
2. The "City of Nanaimo Zoning Bylaw 2011 No. 4500" is hereby amended as follows:
 - (a) By rezoning the lands legally described as LOT 6, SECTION 15, RANGE 8, MOUNTAIN DISTRICT, PLAN EPP70084 (1850 Boxwood Road) to allow Personal Care Facility as a site-specific use in the High Tech Industrial (I3) zone, as shown on Schedule A of this Bylaw.
 - (b) By amending the table in subsection 13.2.1 by adding the following row after 'Office' and permitting 'Personal Care Facility' as a site-specific use in the I3 zone:

Use	Zones				Conditions of Use
	I1	I2	I3	I4	
Personal Care Facility	--	--	SS	--	

- (c) By amending the table in subsection 13.2.3 to permit 'Personal Care Facility' as a site-specific use at 1850 Boxwood Road.

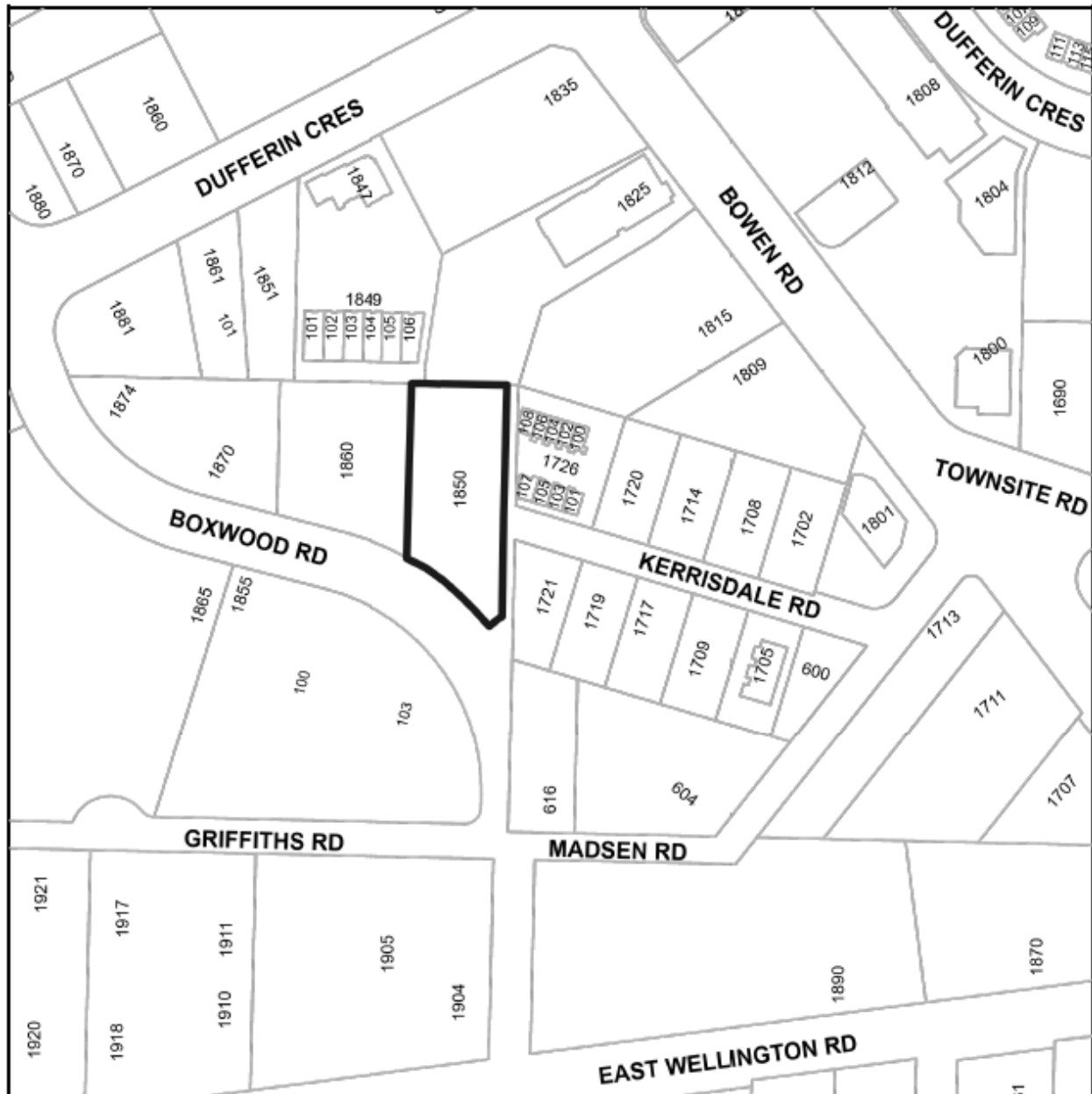
PASSED FIRST READING: 2025-JUN-16
PASSED SECOND READING: 2025-JUN-16
PUBLIC HEARING HELD: 2025-JUL-17
PASSED THIRD READING: 2025-JUL-17
ADOPTED: _____

MAYOR

CORPORATE OFFICER

Address: 1850 Boxwood Road

SCHEDULE A



Subject Property

REZONING APPLICATION NO. RA000522

CIVIC: 1850 BOXWOOD ROAD

LEGAL: LOT 6 SECTION 15 RANGE 8 MOUNTAIN DISTRICT PLAN EPP70084

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: 2025-JUL-21

PASSED SECOND READING: 2025-JUL-21

PASSED THIRD READING: 2025-JUL-21

ADOPTED: _____

MAYOR

CORPORATE OFFICER

CITY OF NANAIMO

BYLAW NO. 7399

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR 1510 CRANBERRY AVENUE FOR
THE PURPOSES OF FINANCING A HOME RETROFIT

WHEREAS under section 211 of the *Community Charter*, a municipality may establish a local area service for the particular benefit of a part of the municipality;

AND WHEREAS the Council of The City of Nanaimo ("Council") has been petitioned under section 211(1)(a) and section 212 of the *Community Charter* from the owner(s) of the land within the boundaries of the local area service as defined in this Bylaw to undertake the service described in this bylaw;

AND WHEREAS Council has adopted "Home Energy Retrofit Financing Program Bylaw 2025 No. 7393", to establish a Home Energy Retrofit Financing Program;

AND WHEREAS Council wishes to impose and levy a local area service tax on land benefiting from the local area service;

AND WHEREAS Council has received a sufficient petition for the establishing of a local area service as certified by the Corporate Officer;

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

Title

1. This Bylaw may be cited for all purposes as "Home Energy Retrofit Financing [1510 Cranberry Avenue] Local Area Service Establishment Bylaw 2025 No. 7399".

Service

2. A local area service is created for the purpose of providing financing to homes for retrofits that decrease greenhouse gas emissions and energy consumption and improve climate change resiliency.

Service Area Boundaries

3. The boundaries of the local service area to particularly benefit from the local area service established under this bylaw are the boundaries of the property at:
 - Civic Address: 1510 Cranberry Avenue
 - Legal Description: THE SOUTH 2 CHAINS OF THE NORTH 4 CHAINS OF THE WEST ½ OF SECTION 19, RANGE 19, OF SECTION 2, NANAIMO DISTRICT, PLAN 1332.
PID: 005-018-404

Cost Recovery

4. The cost of the service shall be recovered by a local service tax in the form of a parcel tax imposed on the parcel described in the "Service Area Boundaries" by way of a parcel tax bylaw adopted under Section 200 of the *Community Charter*.

PASSED FIRST READING: 2025-JUL-17
PASSED SECOND READING: 2025-JUL-17
PASSED THIRD READING: 2025-JUL-17
ADOPTED: _____

MAYOR

CORPORATE OFFICER

CITY OF NANAIMO

BYLAW NO. 7400

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR 123 KAMP PLACE FOR THE
PURPOSES OF FINANCING A HOME RETROFIT

WHEREAS under section 211 of the *Community Charter*, a municipality may establish a local area service for the particular benefit of a part of the municipality;

AND WHEREAS the Council of The City of Nanaimo ("Council") has been petitioned under section 211(1)(a) and section 212 of the *Community Charter* from the owner(s) of the land within the boundaries of the local area service as defined in this Bylaw to undertake the service described in this bylaw;

AND WHEREAS Council has adopted "Home Energy Retrofit Financing Program Bylaw 2025 No. 7393", to establish a Home Energy Retrofit Financing Program;

AND WHEREAS Council wishes to impose and levy a local area service tax on land benefiting from the local area service;

AND WHEREAS Council has received a sufficient petition for the establishment of a local area service as certified by the Corporate Officer;

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

Title

1. This Bylaw may be cited for all purposes as "Home Energy Retrofit Financing [123 Kamp Place] Local Area Service Establishment Bylaw 2025 No. 7400".

Service

2. A local area service is created for the purpose of providing financing to homes for retrofits that decrease greenhouse gas emissions and energy consumption and improve climate change resiliency.

Service Area Boundaries

3. The boundaries of the local service area to particularly benefit from the local area service established under this bylaw are the boundaries of the property at:
 - Civic Address: 123 Kamp Place
 - Legal Description: LOT 5 SECTION 1 NANAIMO DISTRICT PLAN VIP60972
PID: 023-039-787

Cost Recovery

4. The cost of the service shall be recovered by a local service tax in the form of a parcel tax imposed on the parcel described in the "Service Area Boundaries" by way of a parcel tax bylaw adopted under Section 200 of the *Community Charter*.

PASSED FIRST READING: 2025-JUL-17
PASSED SECOND READING: 2025-JUL-17
PASSED THIRD READING: 2025-JUL-17
ADOPTED: _____

MAYOR

CORPORATE OFFICER

CITY OF NANAIMO

BYLAW NO. 7401

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR 2896 105 STREET FOR THE
PURPOSES OF FINANCING A HOME RETROFIT

WHEREAS under section 211 of the *Community Charter*, a municipality may establish a local area service for the particular benefit of a part of the municipality;

AND WHEREAS the Council of The City of Nanaimo ("Council") has been petitioned under section 211(1)(a) and section 212 of the *Community Charter* from the owner(s) of the land within the boundaries of the local area service as defined in this Bylaw to undertake the service described in this bylaw;

AND WHEREAS Council has adopted "Home Energy Retrofit Financing Program Bylaw 2025 No. 7393", to establish a Home Energy Retrofit Financing Program;

AND WHEREAS Council wishes to impose and levy a local area service tax on land benefiting from the local area service;

AND WHEREAS Council has received a sufficient petition for the establishment of a local area service as certified by the Corporate Officer;

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

Title

1. This Bylaw may be cited for all purposes as "Home Energy Retrofit Financing [2896 105 Street] Local Area Service Establishment Bylaw 2025 No. 7401".

Service

2. A local area service is created for the purpose of providing financing to homes for retrofits that decrease greenhouse gas emissions and energy consumption and improve climate change resiliency.

Service Area Boundaries

3. The boundaries of the local service area to particularly benefit from the local area service established under this bylaw are the boundaries of the property at:
 - Civic Address: 2896 105 Street
 - Legal Description: LOT 12, BLOCK 24, SECTION 3, WELLINGTON DISTRICT, PLAN 318A
PID: 001-640-321

Cost Recovery

4. The cost of the service shall be recovered by a local service tax in the form of a parcel tax imposed on the parcel described in the "Service Area Boundaries" by way of a parcel tax bylaw adopted under Section 200 of the *Community Charter*.

PASSED FIRST READING: 2025-JUL-17
PASSED SECOND READING: 2025-JUL-17
PASSED THIRD READING: 2025-JUL-17
ADOPTED: _____

MAYOR

CORPORATE OFFICER

CITY OF NANAIMO

BYLAW NO. 7402

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR 688 NICOL STREET FOR THE
PURPOSES OF FINANCING A HOME RETROFIT

WHEREAS under section 211 of the *Community Charter*, a municipality may establish a local area service for the particular benefit of a part of the municipality;

AND WHEREAS the Council of The City of Nanaimo ("Council") has been petitioned under section 211(1)(a) and section 212 of the *Community Charter* from the owner(s) of the land within the boundaries of the local area service as defined in this Bylaw to undertake the service described in this bylaw;

AND WHEREAS Council has adopted "Home Energy Retrofit Financing Program Bylaw 2025 No. 7393", to establish a Home Energy Retrofit Financing Program;

AND WHEREAS Council wishes to impose and levy a local area service tax on land benefiting from the local area service;

AND WHEREAS Council has received a sufficient petition for the establishment of a local area service as certified by the Corporate Officer;

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

Title

1. This Bylaw may be cited for all purposes as "Home Energy Retrofit Financing [688 Nicol Street] Local Area Service Establishment Bylaw 2025 No. 7402".

Service

2. A local area service is created for the purpose of providing financing to homes for retrofits that decrease greenhouse gas emissions and energy consumption and improve climate change resiliency.

Service Area Boundaries

3. The boundaries of the local service area to particularly benefit from the local area service established under this bylaw are the boundaries of the property at:
 - Civic Address: 688 Nicol Street
 - Legal Description: THE SOUTHERLY 53 FEET OF LOT 3 BLOCK GALSWORTHY SECTION 1 NANAIMO DISTRICT PLAN 584
PID: 001-259-245

Cost Recovery

4. The cost of the service shall be recovered by a local service tax in the form of a parcel tax imposed on the parcel described in the "Service Area Boundaries" by way of a parcel tax bylaw adopted under Section 200 of the *Community Charter*.

PASSED FIRST READING: 2025-JUL-17
PASSED SECOND READING: 2025-JUL-17
PASSED THIRD READING: 2025-JUL-17
ADOPTED: _____

MAYOR

CORPORATE OFFICER

CITY OF NANAIMO

BYLAW NO. 7403

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR 101- 5918 KADEN PLACE FOR
THE PURPOSES OF FINANCING A HOME RETROFIT

WHEREAS under section 211 of the *Community Charter*, a municipality may establish a local area service for the particular benefit of a part of the municipality;

AND WHEREAS the Council of The City of Nanaimo ("Council") has been petitioned under section 211(1)(a) and section 212 of the *Community Charter* from the owner(s) of the land within the boundaries of the local area service as defined in this Bylaw to undertake the service described in this bylaw;

AND WHEREAS Council has adopted "Home Energy Retrofit Financing Program Bylaw 2025 No. 7393", to establish a Home Energy Retrofit Financing Program;

AND WHEREAS Council wishes to impose and levy a local area service tax on land benefiting from the local area service;

AND WHEREAS Council has received a sufficient petition for the establishment of a local area service as certified by the Corporate Officer;

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

Title

1. This Bylaw may be cited for all purposes as "Home Energy Retrofit Financing [101- 5918 Kaden Place] Local Area Service Establishment Bylaw 2025 No. 7403".

Service

2. A local area service is created for the purpose of providing financing to homes for retrofits that decrease greenhouse gas emissions and energy consumption and improve climate change resiliency.

Service Area Boundaries

3. The boundaries of the local service area to particularly benefit from the local area service established under this bylaw are the boundaries of the property at:
 - Civic Address: 101- 5918 Kaden Place
 - Legal Description: STRATA LOT 7, DISTRICT LOT 14, WELLINGTON DISTRICT, STRATA PLAN VIS6619, TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V
PID: 027-577-279

Cost Recovery

4. The cost of the service shall be recovered by a local service tax in the form of a parcel tax imposed on the parcel described in the "Service Area Boundaries" by way of a parcel tax bylaw adopted under Section 200 of the *Community Charter*.

PASSED FIRST READING: 2025-JUL-17
PASSED SECOND READING: 2025-JUL-17
PASSED THIRD READING: 2025-JUL-17
ADOPTED: _____

MAYOR

CORPORATE OFFICER

CITY OF NANAIMO

BYLAW NO. 7404

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR 5384 CATALINA DRIVE FOR THE
PURPOSES OF FINANCING A HOME RETROFIT

WHEREAS under section 211 of the *Community Charter*, a municipality may establish a local area service for the particular benefit of a part of the municipality;

AND WHEREAS the Council of The City of Nanaimo ("Council") has been petitioned under section 211(1)(a) and section 212 of the *Community Charter* from the owner(s) of the land within the boundaries of the local area service as defined in this Bylaw to undertake the service described in this bylaw;

AND WHEREAS Council has adopted "Home Energy Retrofit Financing Program Bylaw 2025 No. 7393", to establish a Home Energy Retrofit Financing Program;

AND WHEREAS Council wishes to impose and levy a local area service tax on land benefiting from the local area service;

AND WHEREAS Council has received a sufficient petition for the establishment of a local area service as certified by the Corporate Officer;

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

Title

1. This Bylaw may be cited for all purposes as "Home Energy Retrofit Financing [5384 Catalina Drive] Local Area Service Establishment Bylaw 2025 No. 7404".

Service

2. A local area service is created for the purpose of providing financing to homes for retrofits that decrease greenhouse gas emissions and energy consumption and improve climate change resiliency.

Service Area Boundaries

3. The boundaries of the local service area to particularly benefit from the local area service established under this bylaw are the boundaries of the property at:
 - Civic Address: 5384 Catalina Drive
 - Legal Description: LOT 14, DISTRICT LOT 42, WELLINGTON DISTRICT, PLAN 45375
PID: 008-077-011

Cost Recovery

4. The cost of the service shall be recovered by a local service tax in the form of a parcel tax imposed on the parcel described in the "Service Area Boundaries" by way of a parcel tax bylaw adopted under Section 200 of the *Community Charter*.

PASSED FIRST READING: 2025-JUL-17
PASSED SECOND READING: 2025-JUL-17
PASSED THIRD READING: 2025-JUL-17
ADOPTED: _____

MAYOR

CORPORATE OFFICER

CITY OF NANAIMO

BYLAW NO. 7405

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR 190 HERITAGE DRIVE FOR THE
PURPOSES OF FINANCING A HOME RETROFIT

WHEREAS under section 211 of the *Community Charter*, a municipality may establish a local area service for the particular benefit of a part of the municipality;

AND WHEREAS the Council of The City of Nanaimo ("Council") has been petitioned under section 211(1)(a) and section 212 of the *Community Charter* from the owner(s) of the land within the boundaries of the local area service as defined in this Bylaw to undertake the service described in this bylaw;

AND WHEREAS Council has adopted "Home Energy Retrofit Financing Program Bylaw 2025 No. 7393", to establish a Home Energy Retrofit Financing Program;

AND WHEREAS Council wishes to impose and levy a local area service tax on land benefiting from the local area service;

AND WHEREAS Council has received a sufficient petition for the establishment of a local area service as certified by the Corporate Officer;

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

Title

1. This Bylaw may be cited for all purposes as "Home Energy Retrofit Financing [190 Heritage Drive] Local Area Service Establishment Bylaw 2025 No. 7405".

Service

2. A local area service is created for the purpose of providing financing to homes for retrofits that decrease greenhouse gas emissions and energy consumption and improve climate change resiliency.

Service Area Boundaries

3. The boundaries of the local service area to particularly benefit from the local area service established under this bylaw are the boundaries of the property at:
 - Civic Address: 190 HERITAGE DRIVE
 - Legal Description: LOT 6, DISTRICT LOT 54, WELLINGTON DISTRICT, PLAN 47524
PID: 012-265-233

Cost Recovery

4. The cost of the service shall be recovered by a local service tax in the form of a parcel tax imposed on the parcel described in the "Service Area Boundaries" by way of a parcel tax bylaw adopted under Section 200 of the *Community Charter*.

PASSED FIRST READING: 2025-JUL-17
PASSED SECOND READING: 2025-JUL-17
PASSED THIRD READING: 2025-JUL-17
ADOPTED: _____

MAYOR

CORPORATE OFFICER

CITY OF NANAIMO

BYLAW NO. 7407

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR 4542 WOODWINDS CRESCENT
FOR THE PURPOSES OF FINANCING A HOME RETROFIT

WHEREAS under section 211 of the *Community Charter*, a municipality may establish a local area service for the particular benefit of a part of the municipality;

AND WHEREAS the Council of The City of Nanaimo ("Council") has been petitioned under section 211(1)(a) and section 212 of the *Community Charter* from the owner(s) of the land within the boundaries of the local area service as defined in this Bylaw to undertake the service described in this bylaw;

AND WHEREAS Council has adopted "Home Energy Retrofit Financing Program Bylaw 2025 No. 7393", to establish a Home Energy Retrofit Financing Program;

AND WHEREAS Council wishes to impose and levy a local area service tax on land benefiting from the local area service;

AND WHEREAS Council has received a sufficient petition for the establishment of a local area service as certified by the Corporate Officer;

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

Title

1. This Bylaw may be cited for all purposes as "Home Energy Retrofit Financing [4542 Woodwinds Crescent] Local Area Service Establishment Bylaw 2025 No. 7407".

Service

2. A local area service is created for the purpose of providing financing to homes for retrofits that decrease greenhouse gas emissions and energy consumption and improve climate change resiliency.

Service Area Boundaries

3. The boundaries of the local service area to particularly benefit from the local area service established under this bylaw are the boundaries of the property at:
 - Civic Address: 4542 WOODWINDS CRESCENT
 - Legal Description: LOT 4, DISTRICT LOT 19, WELLINGTON DISTRICT, PLAN 39529
PID: 000-620-131

Cost Recovery

4. The cost of the service shall be recovered by a local service tax in the form of a parcel tax imposed on the parcel described in the "Service Area Boundaries" by way of a parcel tax bylaw adopted under Section 200 of the *Community Charter*.

PASSED FIRST READING: 2025-JUL-17
PASSED SECOND READING: 2025-JUL-17
PASSED THIRD READING: 2025-JUL-17
ADOPTED: _____

MAYOR

CORPORATE OFFICER

CITY OF NANAIMO

BYLAW NO. 7408

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR 32 CILAIRE DRIVE FOR THE
PURPOSES OF FINANCING A HOME RETROFIT

WHEREAS under section 211 of the *Community Charter*, a municipality may establish a local area service for the particular benefit of a part of the municipality;

AND WHEREAS the Council of The City of Nanaimo ("Council") has been petitioned under section 211(1)(a) and section 212 of the *Community Charter* from the owner(s) of the land within the boundaries of the local area service as defined in this Bylaw to undertake the service described in this bylaw;

AND WHEREAS Council has adopted "Home Energy Retrofit Financing Program Bylaw 2025 No. 7393", to establish a Home Energy Retrofit Financing Program;

AND WHEREAS Council wishes to impose and levy a local area service tax on land benefiting from the local area service;

AND WHEREAS Council has received a sufficient petition for the establishment of a local area service as certified by the Corporate Officer;

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

Title

1. This Bylaw may be cited for all purposes as "Home Energy Retrofit Financing [32 Cilaire Drive] Local Area Service Establishment Bylaw 2025 No. 7408".

Service

2. A local area service is created for the purpose of providing financing to homes for retrofits that decrease greenhouse gas emissions and energy consumption and improve climate change resiliency.

Service Area Boundaries

3. The boundaries of the local service area to particularly benefit from the local area service established under this bylaw are the boundaries of the property at:
 - Civic Address: 32 CILAIRE DRIVE
 - Legal Description: LOT 81, SECTION 1, NANAIMO DISTRICT, PLAN 18900
PID: 003-802-809

Cost Recovery

4. The cost of the service shall be recovered by a local service tax in the form of a parcel tax imposed on the parcel described in the "Service Area Boundaries" by way of a parcel tax bylaw adopted under Section 200 of the *Community Charter*.

PASSED FIRST READING: 2025-JUL-17
PASSED SECOND READING: 2025-JUL-17
PASSED THIRD READING: 2025-JUL-17
ADOPTED: _____

MAYOR

CORPORATE OFFICER

CITY OF NANAIMO

BYLAW NO. 7409

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR 4015 UPLANDS DRIVE FOR THE
PURPOSES OF FINANCING A HOME RETROFIT

WHEREAS under section 211 of the *Community Charter*, a municipality may establish a local area service for the particular benefit of a part of the municipality;

AND WHEREAS the Council of The City of Nanaimo ("Council") has been petitioned under section 211(1)(a) and section 212 of the *Community Charter* from the owner(s) of the land within the boundaries of the local area service as defined in this Bylaw to undertake the service described in this bylaw;

AND WHEREAS Council has adopted "Home Energy Retrofit Financing Program Bylaw 2025 No. 7393", to establish a Home Energy Retrofit Financing Program;

AND WHEREAS Council wishes to impose and levy a local area service tax on land benefiting from the local area service;

AND WHEREAS Council has received a sufficient petition for the establishment of a local area service as certified by the Corporate Officer;

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

Title

1. This Bylaw may be cited for all purposes as "Home Energy Retrofit Financing [4015 Uplands Drive] Local Area Service Establishment Bylaw 2025 No. 7409".

Service

2. A local area service is created for the purpose of providing financing to homes for retrofits that decrease greenhouse gas emissions and energy consumption and improve climate change resiliency.

Service Area Boundaries

3. The boundaries of the local service area to particularly benefit from the local area service established under this bylaw are the boundaries of the property at:
 - Civic Address: 4015 UPLANDS DRIVE
 - Legal Description: LOT 20, DISTRICT LOT 17, WELLINGTON DISTRICT, PLAN 30111
PID: 000-136-824

Cost Recovery

4. The cost of the service shall be recovered by a local service tax in the form of a parcel tax imposed on the parcel described in the "Service Area Boundaries" by way of a parcel tax bylaw adopted under Section 200 of the *Community Charter*.

PASSED FIRST READING: 2025-JUL-17
PASSED SECOND READING: 2025-JUL-17
PASSED THIRD READING: 2025-JUL-17
ADOPTED: _____

MAYOR

CORPORATE OFFICER

CITY OF NANAIMO

BYLAW NO. 7410

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR 1613 BLACKSTONE PLACE FOR
THE PURPOSES OF FINANCING A HOME RETROFIT

WHEREAS under section 211 of the *Community Charter*, a municipality may establish a local area service for the particular benefit of a part of the municipality;

AND WHEREAS the Council of The City of Nanaimo ("Council") has been petitioned under section 211(1)(a) and section 212 of the *Community Charter* from the owner(s) of the land within the boundaries of the local area service as defined in this Bylaw to undertake the service described in this bylaw;

AND WHEREAS Council has adopted "Home Energy Retrofit Financing Program Bylaw 2025 No. 7393", to establish a Home Energy Retrofit Financing Program;

AND WHEREAS Council wishes to impose and levy a local area service tax on land benefiting from the local area service;

AND WHEREAS Council has received a sufficient petition for the establishment of a local area service as certified by the Corporate Officer;

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

Title

1. This Bylaw may be cited for all purposes as "Home Energy Retrofit Financing [1613 Blackstone Place] Local Area Service Establishment Bylaw 2025 No. 7410".

Service

2. A local area service is created for the purpose of providing financing to homes for retrofits that decrease greenhouse gas emissions and energy consumption and improve climate change resiliency.

Service Area Boundaries

3. The boundaries of the local service area to particularly benefit from the local area service established under this bylaw are the boundaries of the property at:
 - Civic Address: 1613 BLACKSTONE PLACE
 - Legal Description: LOT 28, SECTION 16, RANGE 4, CRANBERRY DISTRICT, PLAN VIP81721
PID: 026-808-081

Cost Recovery

4. The cost of the service shall be recovered by a local service tax in the form of a parcel tax imposed on the parcel described in the "Service Area Boundaries" by way of a parcel tax bylaw adopted under Section 200 of the *Community Charter*.

PASSED FIRST READING: 2025-JUL-17
PASSED SECOND READING: 2025-JUL-17
PASSED THIRD READING: 2025-JUL-17
ADOPTED: _____

MAYOR

CORPORATE OFFICER

CITY OF NANAIMO

BYLAW NO. 7411

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR 146 EMERY WAY FOR THE
PURPOSES OF FINANCING A HOME RETROFIT

WHEREAS under section 211 of the *Community Charter*, a municipality may establish a local area service for the particular benefit of a part of the municipality;

AND WHEREAS the Council of The City of Nanaimo ("Council") has been petitioned under section 211(1)(a) and section 212 of the *Community Charter* from the owner(s) of the land within the boundaries of the local area service as defined in this Bylaw to undertake the service described in this bylaw;

AND WHEREAS Council has adopted "Home Energy Retrofit Financing Program Bylaw 2025 No. 7393", to establish a Home Energy Retrofit Financing Program;

AND WHEREAS Council wishes to impose and levy a local area service tax on land benefiting from the local area service;

AND WHEREAS Council has received a sufficient petition for the establishment of a local area service as certified by the Corporate Officer;

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

Title

1. This Bylaw may be cited for all purposes as "Home Energy Retrofit Financing [146 Emery Way] Local Area Service Establishment Bylaw 2025 No. 7411".

Service

2. A local area service is created for the purpose of providing financing to homes for retrofits that decrease greenhouse gas emissions and energy consumption and improve climate change resiliency.

Service Area Boundaries

3. The boundaries of the local service area to particularly benefit from the local area service established under this bylaw are the boundaries of the property at:
 - Civic Address: 146 EMERY WAY
 - Legal Description: LOT 5, SECTION 1, NANAIMO DISTRICT, PLAN 14413
PID: 000-614-904

Cost Recovery

4. The cost of the service shall be recovered by a local service tax in the form of a parcel tax imposed on the parcel described in the "Service Area Boundaries" by way of a parcel tax bylaw adopted under Section 200 of the *Community Charter*.

PASSED FIRST READING: 2025-JUL-17
PASSED SECOND READING: 2025-JUL-17
PASSED THIRD READING: 2025-JUL-17
ADOPTED: _____

MAYOR

CORPORATE OFFICER

CITY OF NANAIMO

BYLAW NO. 7412

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR 621 VICTORIA ROAD FOR THE
PURPOSES OF FINANCING A HOME RETROFIT

WHEREAS under section 211 of the *Community Charter*, a municipality may establish a local area service for the particular benefit of a part of the municipality;

AND WHEREAS the Council of The City of Nanaimo ("Council") has been petitioned under section 211(1)(a) and section 212 of the *Community Charter* from the owner(s) of the land within the boundaries of the local area service as defined in this Bylaw to undertake the service described in this bylaw;

AND WHEREAS Council has adopted "Home Energy Retrofit Financing Program Bylaw 2025 No. 7393", to establish a Home Energy Retrofit Financing Program;

AND WHEREAS Council wishes to impose and levy a local area service tax on land benefiting from the local area service;

AND WHEREAS Council has received a sufficient petition for the establishment of a local area service as certified by the Corporate Officer;

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

Title

1. This Bylaw may be cited for all purposes as "Home Energy Retrofit Financing [621 Victoria Road] Local Area Service Establishment Bylaw 2025 No. 7412".

Service

2. A local area service is created for the purpose of providing financing to homes for retrofits that decrease greenhouse gas emissions and energy consumption and improve climate change resiliency.

Service Area Boundaries

3. The boundaries of the local service area to particularly benefit from the local area service established under this bylaw are the boundaries of the property at:
 - Civic Address: 621 VICTORIA ROAD
 - Legal Description: LOT 20, BLOCK FA, SECTION 1, NANAIMO DISTRICT, PLAN 584
PID: 008-784-442

Cost Recovery

4. The cost of the service shall be recovered by a local service tax in the form of a parcel tax imposed on the parcel described in the "Service Area Boundaries" by way of a parcel tax bylaw adopted under Section 200 of the *Community Charter*.

PASSED FIRST READING: 2025-JUL-17
PASSED SECOND READING: 2025-JUL-17
PASSED THIRD READING: 2025-JUL-17
ADOPTED: _____

MAYOR

CORPORATE OFFICER

CITY OF NANAIMO

BYLAW NO. 7413

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR 57 CUTLASS LOOKOUT FOR
THE PURPOSES OF FINANCING A HOME RETROFIT

WHEREAS under section 211 of the *Community Charter*, a municipality may establish a local area service for the particular benefit of a part of the municipality;

AND WHEREAS the Council of The City of Nanaimo ("Council") has been petitioned under section 211(1)(a) and section 212 of the *Community Charter* from the owner(s) of the land within the boundaries of the local area service as defined in this Bylaw to undertake the service described in this bylaw;

AND WHEREAS Council has adopted "Home Energy Retrofit Financing Program Bylaw 2025 No. 7393", to establish a Home Energy Retrofit Financing Program;

AND WHEREAS Council wishes to impose and levy a local area service tax on land benefiting from the local area service;

AND WHEREAS Council has received a sufficient petition for the establishment of a local area service as certified by the Corporate Officer;

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

Title

1. This Bylaw may be cited for all purposes as "Home Energy Retrofit Financing [57 Cutlass Lookout] Local Area Service Establishment Bylaw 2025 No. 7413".

Service

2. A local area service is created for the purpose of providing financing to homes for retrofits that decrease greenhouse gas emissions and energy consumption and improve climate change resiliency.

Service Area Boundaries

3. The boundaries of the local service area to particularly benefit from the local area service established under this bylaw are the boundaries of the property at:
 - Civic Address: 57 CUTLASS LOOKOUT
 - Legal Description: LOT 168, DOUGLAS ISLAND (ALSO KNOWN AS PROTECTION ISLAND), NANAIMO DISTRICT, PLAN 14111
PID: 004-300-505

Cost Recovery

4. The cost of the service shall be recovered by a local service tax in the form of a parcel tax imposed on the parcel described in the "Service Area Boundaries" by way of a parcel tax bylaw adopted under Section 200 of the *Community Charter*.

PASSED FIRST READING: 2025-JUL-17
PASSED SECOND READING: 2025-JUL-17
PASSED THIRD READING: 2025-JUL-17
ADOPTED: _____

MAYOR

CORPORATE OFFICER

CITY OF NANAIMO

BYLAW NO. 7414

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR 448 SEVENTH STREET FOR THE
PURPOSES OF FINANCING A HOME RETROFIT

WHEREAS under section 211 of the *Community Charter*, a municipality may establish a local area service for the particular benefit of a part of the municipality;

AND WHEREAS the Council of The City of Nanaimo ("Council") has been petitioned under section 211(1)(a) and section 212 of the *Community Charter* from the owner(s) of the land within the boundaries of the local area service as defined in this Bylaw to undertake the service described in this bylaw;

AND WHEREAS Council has adopted "Home Energy Retrofit Financing Program Bylaw 2025 No. 7393", to establish a Home Energy Retrofit Financing Program;

AND WHEREAS Council wishes to impose and levy a local area service tax on land benefiting from the local area service;

AND WHEREAS Council has received a sufficient petition for the establishment of a local area service as certified by the Corporate Officer;

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

Title

1. This Bylaw may be cited for all purposes as "Home Energy Retrofit Financing [448 Seventh Street] Local Area Service Establishment Bylaw 2025 No. 7414".

Service

2. A local area service is created for the purpose of providing financing to homes for retrofits that decrease greenhouse gas emissions and energy consumption and improve climate change resiliency.

Service Area Boundaries

3. The boundaries of the local service area to particularly benefit from the local area service established under this bylaw are the boundaries of the property at:
 - Civic Address: 448 Seventh Street
 - Legal Description: LOT B, SECTION 1, NANAIMO DISTRICT, PLAN 11325
PID: 005-000-963

Cost Recovery

4. The cost of the service shall be recovered by a local service tax in the form of a parcel tax imposed on the parcel described in the "Service Area Boundaries" by way of a parcel tax bylaw adopted under Section 200 of the *Community Charter*.

PASSED FIRST READING: 2025-JUL-17
PASSED SECOND READING: 2025-JUL-17
PASSED THIRD READING: 2025-JUL-17
ADOPTED: _____

MAYOR

CORPORATE OFFICER

CITY OF NANAIMO

BYLAW NO. 7415

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR 645 HALIBURTON STREET FOR
THE PURPOSES OF FINANCING A HOME RETROFIT

WHEREAS under section 211 of the *Community Charter*, a municipality may establish a local area service for the particular benefit of a part of the municipality;

AND WHEREAS the Council of The City of Nanaimo ("Council") has been petitioned under section 211(1)(a) and section 212 of the *Community Charter* from the owner(s) of the land within the boundaries of the local area service as defined in this Bylaw to undertake the service described in this bylaw;

AND WHEREAS Council has adopted "Home Energy Retrofit Financing Program Bylaw 2025 No. 7393", to establish a Home Energy Retrofit Financing Program;

AND WHEREAS Council wishes to impose and levy a local area service tax on land benefiting from the local area service;

AND WHEREAS Council has received a sufficient petition for the establishment of a local area service as certified by the Corporate Officer;

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

Title

1. This Bylaw may be cited for all purposes as "Home Energy Retrofit Financing [645 Haliburton Street] Local Area Service Establishment Bylaw 2025 No. 7415".

Service

2. A local area service is created for the purpose of providing financing to homes for retrofits that decrease greenhouse gas emissions and energy consumption and improve climate change resiliency.

Service Area Boundaries

3. The boundaries of the local service area to particularly benefit from the local area service established under this bylaw are the boundaries of the property at:
 - Civic Address: 645 Haliburton Street
 - Legal Description: SECTION C, LOT 4, BLOCK E, SECTION 1, NANAIMO DISTRICT, PLAN 584
PID: 000-885-215

Cost Recovery

4. The cost of the service shall be recovered by a local service tax in the form of a parcel tax imposed on the parcel described in the "Service Area Boundaries" by way of a parcel tax bylaw adopted under Section 200 of the *Community Charter*.

PASSED FIRST READING: 2025-JUL-17
PASSED SECOND READING: 2025-JUL-17
PASSED THIRD READING: 2025-JUL-17
ADOPTED:

MAYOR

CORPORATE OFFICER

CITY OF NANAIMO

BYLAW NO. 7417

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR 5309 WILLIAMSON ROAD FOR
THE PURPOSES OF FINANCING A HOME RETROFIT

WHEREAS under section 211 of the *Community Charter*, a municipality may establish a local area service for the particular benefit of a part of the municipality;

AND WHEREAS the Council of The City of Nanaimo ("Council") has been petitioned under section 211(1)(a) and section 212 of the *Community Charter* from the owner(s) of the land within the boundaries of the local area service as defined in this Bylaw to undertake the service described in this bylaw;

AND WHEREAS Council has adopted "Home Energy Retrofit Financing Program Bylaw 2025 No. 7393", to establish a Home Energy Retrofit Financing Program;

AND WHEREAS Council wishes to impose and levy a local area service tax on land benefiting from the local area service;

AND WHEREAS Council has received a sufficient petition for the establishment of a local area service as certified by the Corporate Officer;

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

Title

1. This Bylaw may be cited for all purposes as "Home Energy Retrofit Financing [5309 Williamson Road] Local Area Service Establishment Bylaw 2025 No. 7417".

Service

2. A local area service is created for the purpose of providing financing to homes for retrofits that decrease greenhouse gas emissions and energy consumption and improve climate change resiliency.

Service Area Boundaries

3. The boundaries of the local service area to particularly benefit from the local area service established under this bylaw are the boundaries of the property at:
 - Civic Address: 5309 Williamson Road
 - Legal Description: LOT 1, DISTRICT LOT 54, WELLINGTON DISTRICT, PLAN 49326
PID: 015-098-613

Cost Recovery

4. The cost of the service shall be recovered by a local service tax in the form of a parcel tax imposed on the parcel described in the "Service Area Boundaries" by way of a parcel tax bylaw adopted under Section 200 of the *Community Charter*.

PASSED FIRST READING: 2025-JUL-17
PASSED SECOND READING: 2025-JUL-17
PASSED THIRD READING: 2025-JUL-17
ADOPTED: _____

MAYOR

CORPORATE OFFICER

CITY OF NANAIMO

BYLAW NO. 7418

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR 437 KENNEDY STREET FOR THE
PURPOSES OF FINANCING A HOME RETROFIT

WHEREAS under section 211 of the *Community Charter*, a municipality may establish a local area service for the particular benefit of a part of the municipality;

AND WHEREAS the Council of The City of Nanaimo ("Council") has been petitioned under section 211(1)(a) and section 212 of the *Community Charter* from the owner(s) of the land within the boundaries of the local area service as defined in this Bylaw to undertake the service described in this bylaw;

AND WHEREAS Council has adopted "Home Energy Retrofit Financing Program Bylaw 2025 No. 7393", to establish a Home Energy Retrofit Financing Program;

AND WHEREAS Council wishes to impose and levy a local area service tax on land benefiting from the local area service;

AND WHEREAS Council has received a sufficient petition for the establishment of a local area service as certified by the Corporate Officer;

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

Title

1. This Bylaw may be cited for all purposes as "Home Energy Retrofit Financing [437 Kennedy Street] Local Area Service Establishment Bylaw 2025 No. 7418".

Service

2. A local area service is created for the purpose of providing financing to homes for retrofits that decrease greenhouse gas emissions and energy consumption and improve climate change resiliency.

Service Area Boundaries

3. The boundaries of the local service area to particularly benefit from the local area service established under this bylaw are the boundaries of the property at:
 - Civic Address: 437 Kennedy Street
 - Legal Description: SECTION A LOT 8 BLOCK W SECTION 1 NANAIMO DISTRICT PLAN 584
PID: 008-817-197

Cost Recovery

4. The cost of the service shall be recovered by a local service tax in the form of a parcel tax imposed on the parcel described in the "Service Area Boundaries" by way of a parcel tax bylaw adopted under Section 200 of the *Community Charter*.

PASSED FIRST READING: 2025-JUL-17
PASSED SECOND READING: 2025-JUL-17
PASSED THIRD READING: 2025-JUL-17
ADOPTED: _____

MAYOR

CORPORATE OFFICER

CITY OF NANAIMO

BYLAW NO. 7419

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR 1- 2465 ORIOLE DRIVE FOR THE
PURPOSES OF FINANCING A HOME RETROFIT

WHEREAS under section 211 of the *Community Charter*, a municipality may establish a local area service for the particular benefit of a part of the municipality;

AND WHEREAS the Council of The City of Nanaimo ("Council") has been petitioned under section 211(1)(a) and section 212 of the *Community Charter* from the owner(s) of the land within the boundaries of the local area service as defined in this Bylaw to undertake the service described in this bylaw;

AND WHEREAS Council has adopted "Home Energy Retrofit Financing Program Bylaw 2025 No. 7393", to establish a Home Energy Retrofit Financing Program;

AND WHEREAS Council wishes to impose and levy a local area service tax on land benefiting from the local area service;

AND WHEREAS Council has received a sufficient petition for the establishment of a local area service as certified by the Corporate Officer;

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

Title

1. This Bylaw may be cited for all purposes as "Home Energy Retrofit Financing [1 – 2465 Oriole Drive] Local Area Service Establishment Bylaw 2025 No. 7419".

Service

2. A local area service is created for the purpose of providing financing to homes for retrofits that decrease greenhouse gas emissions and energy consumption and improve climate change resiliency.

Service Area Boundaries

3. The boundaries of the local service area to particularly benefit from the local area service established under this bylaw are the boundaries of the property at:
 - Civic Address: 1- 2465 ORIOLE DRIVE
 - Legal Description: STRATA LOT 1 SECTION 20 RANGE 6 MOUNTAIN DISTRICT STRATA PLAN VIS2130 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1
PID: 017-401-828

Cost Recovery

4. The cost of the service shall be recovered by a local service tax in the form of a parcel tax imposed on the parcel described in the "Service Area Boundaries" by way of a parcel tax bylaw adopted under Section 200 of the *Community Charter*.

PASSED FIRST READING: 2025-JUL-17
PASSED SECOND READING: 2025-JUL-17
PASSED THIRD READING: 2025-JUL-17
ADOPTED: _____

MAYOR

CORPORATE OFFICER

CITY OF NANAIMO

BYLAW NO. 7421

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR 6217 ICARUS DRIVE FOR THE
PURPOSES OF FINANCING A HOME RETROFIT

WHEREAS under section 211 of the *Community Charter*, a municipality may establish a local area service for the particular benefit of a part of the municipality;

AND WHEREAS the Council of The City of Nanaimo ("Council") has been petitioned under section 211(1)(a) and section 212 of the *Community Charter* from the owner(s) of the land within the boundaries of the local area service as defined in this Bylaw to undertake the service described in this bylaw;

AND WHEREAS Council has adopted "Home Energy Retrofit Financing Program Bylaw 2025 No. 7393", to establish a Home Energy Retrofit Financing Program;

AND WHEREAS Council wishes to impose and levy a local area service tax on land benefiting from the local area service;

AND WHEREAS Council has received a sufficient petition for the establishment of a local area service as certified by the Corporate Officer;

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

Title

1. This Bylaw may be cited for all purposes as "Home Energy Retrofit Financing [6217 Icarus Drive] Local Area Service Establishment Bylaw 2025 No. 7421".

Service

2. A local area service is created for the purpose of providing financing to homes for retrofits that decrease greenhouse gas emissions and energy consumption and improve climate change resiliency.

Service Area Boundaries

3. The boundaries of the local service area to particularly benefit from the local area service established under this bylaw are the boundaries of the property at:
 - Civic Address: 6217 ICARUS DRIVE
 - Legal Description: LOT 6, DISTRICT LOT 53, WELLINGTON DISTRICT, PLAN 36771
PID: 000-247-901

Cost Recovery

4. The cost of the service shall be recovered by a local service tax in the form of a parcel tax imposed on the parcel described in the "Service Area Boundaries" by way of a parcel tax bylaw adopted under Section 200 of the *Community Charter*.

PASSED FIRST READING: 2025-JUL-17
PASSED SECOND READING: 2025-JUL-17
PASSED THIRD READING: 2025-JUL-17
ADOPTED: _____

MAYOR

CORPORATE OFFICER

CITY OF NANAIMO

BYLAW NO. 7422

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR 1674 WHITE BLOSSOM WAY
FOR THE PURPOSES OF FINANCING A HOME RETROFIT

WHEREAS under section 211 of the *Community Charter*, a municipality may establish a local area service for the particular benefit of a part of the municipality;

AND WHEREAS the Council of The City of Nanaimo ("Council") has been petitioned under section 211(1)(a) and section 212 of the *Community Charter* from the owner(s) of the land within the boundaries of the local area service as defined in this Bylaw to undertake the service described in this bylaw;

AND WHEREAS Council has adopted "Home Energy Retrofit Financing Program Bylaw 2025 No. 7393", to establish a Home Energy Retrofit Financing Program;

AND WHEREAS Council wishes to impose and levy a local area service tax on land benefiting from the local area service;

AND WHEREAS Council has received a sufficient petition for the establishment of a local area service as certified by the Corporate Officer;

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

Title

1. This Bylaw may be cited for all purposes as "Home Energy Retrofit Financing [1674 White Blossom Way] Local Area Service Establishment Bylaw 2025 No. 7422".

Service

2. A local area service is created for the purpose of providing financing to homes for retrofits that decrease greenhouse gas emissions and energy consumption and improve climate change resiliency.

Service Area Boundaries

3. The boundaries of the local service area to particularly benefit from the local area service established under this bylaw are the boundaries of the property at:
 - Civic Address: 1674 WHITE BLOSSOM WAY
 - Legal Description: LOT 14, SECTION 16, RANGE 4, CRANBERRY DISTRICT, PLAN VIP75515
PID: 025-697-889

Cost Recovery

4. The cost of the service shall be recovered by a local service tax in the form of a parcel tax imposed on the parcel described in the "Service Area Boundaries" by way of a parcel tax bylaw adopted under Section 200 of the *Community Charter*.

PASSED FIRST READING: 2025-JUL-17
PASSED SECOND READING: 2025-JUL-17
PASSED THIRD READING: 2025-JUL-17
ADOPTED: _____

MAYOR

CORPORATE OFFICER

CITY OF NANAIMO

BYLAW NO. 7423

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR 3200 GREYSTONE PLACE FOR
THE PURPOSES OF FINANCING A HOME RETROFIT

WHEREAS under section 211 of the *Community Charter*, a municipality may establish a local area service for the particular benefit of a part of the municipality;

AND WHEREAS the Council of The City of Nanaimo ("Council") has been petitioned under section 211(1)(a) and section 212 of the *Community Charter* from the owner(s) of the land within the boundaries of the local area service as defined in this Bylaw to undertake the service described in this bylaw;

AND WHEREAS Council has adopted "Home Energy Retrofit Financing Program Bylaw 2025 No. 7393", to establish a Home Energy Retrofit Financing Program;

AND WHEREAS Council wishes to impose and levy a local area service tax on land benefiting from the local area service;

AND WHEREAS Council has received a sufficient petition for the establishment of a local area service as certified by the Corporate Officer;

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

Title

1. This Bylaw may be cited for all purposes as "Home Energy Retrofit Financing [3200 Greystone Place] Local Area Service Establishment Bylaw 2025 No. 7423".

Service

2. A local area service is created for the purpose of providing financing to homes for retrofits that decrease greenhouse gas emissions and energy consumption and improve climate change resiliency.

Service Area Boundaries

3. The boundaries of the local service area to particularly benefit from the local area service established under this bylaw are the boundaries of the property at:
 - Civic Address: 3200 GREYSTONE PLACE
 - Legal Description: STRATA LOT 7, SECTION 5, WELLINGTON DISTRICT, STRATA PLAN 1634 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1
PID: 010-669-663

Cost Recovery

4. The cost of the service shall be recovered by a local service tax in the form of a parcel tax imposed on the parcel described in the "Service Area Boundaries" by way of a parcel tax bylaw adopted under Section 200 of the *Community Charter*.

PASSED FIRST READING: 2025-JUL-17
PASSED SECOND READING: 2025-JUL-17
PASSED THIRD READING: 2025-JUL-17
ADOPTED: _____

MAYOR

CORPORATE OFFICER

CITY OF NANAIMO

BYLAW NO. 7424

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR 2554 COSGROVE CRESCENT
FOR THE PURPOSES OF FINANCING A HOME RETROFIT

WHEREAS under section 211 of the *Community Charter*, a municipality may establish a local area service for the particular benefit of a part of the municipality;

AND WHEREAS the Council of The City of Nanaimo ("Council") has been petitioned under section 211(1)(a) and section 212 of the *Community Charter* from the owner(s) of the land within the boundaries of the local area service as defined in this Bylaw to undertake the service described in this bylaw;

AND WHEREAS Council has adopted "Home Energy Retrofit Financing Program Bylaw 2025 No. 7393", to establish a Home Energy Retrofit Financing Program;

AND WHEREAS Council wishes to impose and levy a local area service tax on land benefiting from the local area service;

AND WHEREAS Council has received a sufficient petition for the establishment of a local area service as certified by the Corporate Officer;

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

Title

1. This Bylaw may be cited for all purposes as "Home Energy Retrofit Financing [2554 Cosgrove Crescent] Local Area Service Establishment Bylaw 2025 No. 7424".

Service

2. A local area service is created for the purpose of providing financing to homes for retrofits that decrease greenhouse gas emissions and energy consumption and improve climate change resiliency.

Service Area Boundaries

3. The boundaries of the local service area to particularly benefit from the local area service established under this bylaw are the boundaries of the property at:
 - Civic Address: 2554 COSGROVE CRESCENT
 - Legal Description: LOT 10 SECTION 20 RANGE 8 MOUNTAIN DISTRICT PLAN 18290
PID: 003-888-070

Cost Recovery

4. The cost of the service shall be recovered by a local service tax in the form of a parcel tax imposed on the parcel described in the "Service Area Boundaries" by way of a parcel tax bylaw adopted under Section 200 of the *Community Charter*.

PASSED FIRST READING: 2025-JUL-17
PASSED SECOND READING: 2025-JUL-17
PASSED THIRD READING: 2025-JUL-17
ADOPTED: _____

MAYOR

CORPORATE OFFICER