



**AGENDA  
PUBLIC SAFETY COMMITTEE**

Wednesday, April 8, 2026, 4:00 p.m. - 6:00 p.m.

Boardroom, Service and Resource Centre

411 Dunsmuir Street, Nanaimo, BC

This meeting was cancelled.

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**Pages**

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

[Note: This meeting will be live streamed and video recorded for the public.]

**2. INTRODUCTION OF LATE ITEMS:**

**3. ADOPTION OF AGENDA:**

**4. ADOPTION OF MINUTES:**

a. Minutes

3 - 9

Minutes of the Public Safety Committee Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2026-FEB-11 at 4:30 p.m.

**5. COUNCIL COMMUNICATIONS:**

a. RCMP Nanaimo Detachment Priorities 2026 – 2027

During the 2026-FEB-23 Regular Council Meeting, Council postponed the following recommendation to a future Council Meeting:

"That Council endorse the RCMP Nanaimo Detachment Annual Performance Plan priorities for 2026 – 2027 as outlined in the 2026-FEB-11 presentation to the Public Safety Committee with an emphasis on the toxic drug crisis, mental health teams, concerns regarding the custody release procedures pertaining to prolific offenders, and restorative justice."

b. 2026 Active Transportation Unallocated - Phase 1 Initiatives

During the 2026-FEB-23 Regular Council Meeting, Council adopted the following motion:

"That Council allocate \$350,000 from the 2026 Active Transportation

Unallocated budget towards the roundabout at Hammond Bay Road and Brickyard Road."

**6. PRESENTATIONS:**

**7. REPORTS:**

- a. Consideration of Deferred Item "2025 Public Safety Committee Annual Report" 10 - 22

At the 2026-FEB-11 Public Safety Committee Meeting, the report titled "2025 Public Safety Committee Annual Report" was deferred to a future meeting.

[Note: The staff report dated 2026-FEB-11 is attached for reference.]

Recommendation: That the Public Safety Committee recommends that Council review and accept the 2025 Public Safety Committee Annual Report.

- b. Consideration of Deferred Item "2025 Public Safety Committee Survey Results" 23 - 49

At the 2026-FEB-11 Public Safety Committee Meeting, the report titled "2025 Public Safety Committee Survey Results" was deferred to a future meeting.

[Note: The staff report dated 2026-FEB-11 is attached for reference.]

- c. The Hub Update 50 - 54

*Purpose: To provide the Public Safety Committee with an update on the Hub service.*

**8. OTHER BUSINESS:**

- a. Verbal Update from Councillor Armstrong, Committee Co-Chair, re: Hammond Bay Road Sewer System Renovation and Road/Sidewalk Repairs Project

**9. ADJOURNMENT:**



## MINUTES

### PUBLIC SAFETY COMMITTEE MEETING

Wednesday, 2026-FEB-11, 4:30 P.M.  
Boardroom, Service and Resource Centre  
411 Dunsmuir Street, Nanaimo, BC

Members:

Councillor Armstrong  
Councillor Eastmure  
James Bowen  
Scott Brodie  
Kim Coulthard  
Doug Cowling  
Destiny Herman  
Kevin Lambert  
Collen Middleton\*  
Ruth Taylor

Absent:

Jennifer Millbank

Staff:

L. Bhopalsingh, General Manager, Community Services/Deputy  
Chief Administrative Officer  
B. Sims, General Manager, Engineering and Public Works  
T. Doyle, Fire Chief  
D. LaBerge, Director, Public Safety  
Insp. D. Tait, Nanaimo Detachment RCMP  
N. Vracar, Deputy Corporate Officer  
J. Rose, Manager, Transportation  
C. Wood, Manager, Social Development  
K. Biegun, Planner, Community Development  
K. Lundgren, Zoom Moderator  
A. Chanakos, Recording Secretary

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

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

The Public Safety Committee Meeting was called to order at 4:30 p.m.

**2. INTRODUCTION OF LATE ITEMS:**

- a. Agenda Item 8(b) 2026 Active Transportation Unallocated – Phase 1 Initiatives – Add delegation from Bill Manners, President, Dover Community Association.

**3. ADOPTION OF AGENDA:**

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

**4. ADOPTION OF MINUTES:**

It was moved and seconded that the minutes of the Public Safety Committee Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on 2025-DEC-10 at 4:00 p.m. be adopted. The motion carried unanimously.

**5. COUNCIL COMMUNICATIONS:**

- a. Discussion re: Future Committee Direction

Councillor Armstrong advised that during the 2026-JAN-19 Regular Council Meeting, Council adopted the following motion:

“That Council direct Staff to provide regular updates on the Hub to the Public Safety Committee.”

- b. Lost Lake Road Traffic Calming

Councillor Armstrong advised that during the 2026-JAN-19 Regular Council Meeting, Council adopted the following motion:

“That Council direct Staff to complete design and implementation of Lost Lake Road Traffic Calming Phase 2 as outlined in the Staff Report titled ‘Lost Lake Road Traffic Calming’ dated 2025-NOV-24.”

*The remainder of the page has been intentionally left blank.*

## 6. PRESENTATIONS:

### a. RCMP Nanaimo Detachment Priorities 2026 - 2027

#### Presentation:

1. Insp. D. Tait, Nanaimo RCMP, provided a verbal presentation outlining the Nanaimo RCMP Detachment's priorities for 2026 - 2027. Highlights included:

- The Annual Performance Plan (APP) sets out the RCMP's annual objectives
- The current APP concludes in April 2026, and Staff are seeking input from the Committee on what objectives they would like to see in 2026 – 2027
- APP objectives generally include crime reduction, employee wellness, inclusion and reconciliation, community safety, and recruiting
- The RCMP collaborates with provincial partners on the Repeat Violent Offending Intervention Initiative (ReVOII), including the Special Investigations and Targeted Enforcement (SITE) Team that works with more problematic offenders in the community
- Nanaimo's youth remain a priority for crime reduction
- The RCMP mental health liaison position has been established for five years, and a second liaison will be added in the near future
- The Restorative Justice Program is targeted towards youth and helps individuals take accountability for their actions through reconciliation
- Staff are discussing the impending closure of the Hub and how to mitigate its impact
- The Chronic Property and Public Disorder Intervention Initiative (C-POII) is a new program aimed at addressing chronic property crime

Committee and Staff discussion took place. Highlights included:

- Outlined the relationship between the RCMP and Crown Council regarding prolific offenders and the criteria necessary to hold an offender in custody

- Discussed the youth officers' response to the Tumbler Ridge school shooting, and advised that active shooter lockdown procedures are routinely practiced and reviewed in schools
- Due to the strict criteria of the program, there are currently five offenders in the ReVOII Program
- The current RCMP mental health liaison officer is primarily scheduled for daytime shifts; however, Staff are determining how to integrate the impending second officer into the schedule for additional coverage
- The Restorative Justice Program focuses on sanctions that "repair the harm", including apology letters, community service hours and Indigenous healing circles
- A discussion regarding the perceptions linking shoplifting to the unhoused population advising that during two recent shoplifting enforcement blitzes, arrests were primarily made among youth and organized groups
- The termination of the provincial drug decriminalization pilot program reinstates RCMP officers' ability for search and seizure

It was moved and seconded that the Public Safety Committee recommend that Council endorse the RCMP Nanaimo Detachment Annual Performance Plan priorities for 2026 – 2027 as outlined in the 2026-FEB-11 presentation to the Committee with an emphasis on the toxic drug crisis, mental health teams, concerns regarding the custody release procedures pertaining to prolific offenders, and restorative justice. The motion carried unanimously.

b. Pre-Zoning for Social Housing

Presentation:

1. K. Biegun, Planner, provided an overview of the presentation included in the agenda package. Highlights included:
  - The goal of this project is to accelerate the development of housing for individuals and families that cannot afford market housing rates and do not require additional supports
  - The proposed "Overlay Approach" allows developers and property owners to either use the property's existing zoning, or apply for the overlay zone in order to build to the maximum density and height outlined in the City Plan

- As a fully non-market housing development is not financially viable, Staff are considering allowing market housing and commercial use within this zoning
- To qualify for the overlay zone, Staff are proposing that the land must be owned by a market or non-profit housing developer; however, the dwelling units would need to be operated by a government agency, non-profit housing provider, or housing co-op. In addition, capital costs of the development must be funded in whole by a federal, provincial or municipal government
- The project will focus on providing rental units, and the level of affordability will be based off of funding program requirements
- In order to qualify for pre-zoning, at least 20% of the rental units need to meet the definition of social housing
- Housing conditions are secured through a housing agreement registered on title, and requires the social housing units to be secured for 60 years
- A survey will be available from 2026-FEB-23 to 2026-MAR-15, and information will be available on the City's website and media platforms. In addition, Staff will hold a workshop with non-profit housing providers, developers, and faith-based organizations to provide feedback and collaborate

Committee and Staff discussion took place. Highlights included:

- Concern that the term "social housing" may not be clear to the entire community and will result in concerned citizens showing little support for this type of housing
- Suggestion to provide clear communication on what social housing is, or consider using a different term
- A desire to include neighbourhood associations in the developer workshop to provide input from a community perspective
- Only the dwelling unit portion of the development needs to be operated by a government agency, non-profit housing provider, or housing co-op, while any potential commercial units would be managed independently

It was moved and seconded that Agenda Item 8(b) 2026 Active Transportation Unallocated – Phase 1 Initiatives be the next agenda item, and to reorder the remaining agenda items accordingly. The motion carried unanimously.

**7. OTHER BUSINESS:**

a. 2026 Active Transportation Unallocated - Phase 1 Initiatives

J. Rose, Manager, Transportation, provided an overview of the report in the agenda package and advised that a roundabout is being proposed for the intersection at Hammond Bay Road and Brickyard Road due to concerns from the public around speeding on Hammond Bay Road.

Delegation:

1. Bill Manners, President, Dover Community Association, spoke regarding concerns around driveway access for the two properties directly across from the proposed roundabout, the potential cost of the project and a desire to see a three-way stop instead.

Committee discussion took place regarding safety concerns with using roundabouts at three-way stop intersections and their limited ability to control speed.

Committee and Staff discussion took place. Highlights included:

- Consideration for a three-way traffic signal in place of the roundabout; however, roundabouts are preferred to help promote speed moderation
- The funding can be allocated to another project; however, the cost for this project is lessened due to the current construction scheduled for the area
- Preference to avoid raised crosswalks as they are not ideal for emergency vehicles

By unanimous consent, the Committee agreed to reorder Agenda Item 7(c) Hub Update to precede Agenda Item 7(a) 2025 Public Safety Committee Annual Report, and reorder subsequent agenda items accordingly.

b. Hub Update

C. Wood, Manager, Social Development, provided an overview of the report in the agenda package, and advised that as of 2026-FEB-06, 46 people have received access to housing through the Hub services.

Committee and Staff discussion took place. Highlights included:

- Staff are hosting an online information session on 2026-FEB-12 with Mayor and Council to update businesses and residents in the immediate area regarding the closure of the Hub. A question period will take place at the end of the meeting; however, questions are limited only to the information shared and the services that are ending
- To date, Staff have explored 25 properties; however, without capital funding, the potential building must be leasable in its current condition. So far, none of the properties have met the required infrastructure requirements, or property owners are not interested in providing the services based off what is being reported in the media
- The preferred location would include shower services; however, a suitable location that does not have showers would be considered
- A desire to have overdose prevention services offered at a future Hub location; however, these services are provided through Island Health
- Following the closure of Wysteria Community Association's most recent location, the Salvation Army has obtained an outreach vehicle to help distribute outreach meals

Due to time constraints, the following agenda items were deferred to the next scheduled Public Safety Committee meeting:

- 2025 Public Safety Committee Annual Report
- 2025 Public Safety Committee Survey Results
- Verbal Update from Councillor Armstrong, Committee Co-Chair, re: Hammond Bay Road Sewer System Renovation and Road/Sidewalk Repairs Project

**8. ADJOURNMENT:**

It was moved and seconded at 6:01 p.m. that the meeting adjourn. The motion carried unanimously.

CERTIFIED CORRECT:

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CHAIR

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DEPUTY CORPORATE OFFICER

FOR: PUBLIC SAFETY COMMITTEE MEETING  
MEETING DATE: February 11, 2026  
DEPARTMENT: PUBLIC SAFETY  
SUBJECT: **2025 Public Safety Committee Annual Report**

**OVERVIEW**

**Purpose of Report**

To provide the 2025 Public Safety Committee Annual Report to Mayor and Council for review. |

**Recommendation**

That the Public Safety Committee recommends that Council review and accept the 2025 Public Safety Committee Annual Report.

**BACKGROUND**

The Public Safety Committee (the Committee) provides a forum for community input and advises Council on public safety policies and initiatives to support a safe and healthy Nanaimo.

As per the City’s Committee Operating Guidelines, and on behalf of the Committee, Staff are submitting an annual report to Council. |

**DISCUSSION**

The Committee is comprised of eleven voting members, two members of Council and nine members-at-large. The following individuals are members of the Committee:

- Councillor Armstrong, Chair
- Councillor Eastmure, Co-chair
- James Bowen
- Scott Brodie
- Kim Coulthard
- Doug Cowling
- Destiny Herman
- Kevin Lambert
- Collen Middleton
- Jennifer Millbank
- Ruth Taylor

The Committee held four meetings in 2025 and considered the following topics in alignment with the Committee’s Terms of Reference (Attachment A) and the 2024 – 2026 Workplan (Attachment B):

*Presentations:*

- Save our Streets Communities Driving Change Forum Highlights and Overview – Dave LaBerge, Director, Public Safety, Karen Kuwica, Save Our Streets, and Jess Ketchum, Save Our Streets
- RCMP Nanaimo Detachment Priorities 2024 – 2025 – Eric Rochette, Inspector, Nanaimo RCMP
- Nanaimo Fire Rescue Priorities for 2025 – Tim Doyle, Fire Chief
- Public Safety Department 2024 Overview – Dave LaBerge, Director, Public Safety

*Reports:*

- Community Resilience Early Warning System (CREWS) – Dave LaBerge, Director, Public Safety, Adnan Ansari, Executive Director, Muflehun, and Humer Khan, Technical Lead, Muflehun
- Update re: Drop-in Hub – Christy Wood, Manager, Social Planning
- Pedestrian Infrastructure Upgrade Priorities – Jamie Rose, Manager, Transportation

*Other Business:*

- Neighbourhood Safety Audits – Dan Hopkins, Community Policing Coordinator
- RCMP Detachment Priorities for 2025 – Rob Graves, Staff Sergeant, Nanaimo RCMP
- Social Issues and GIS Data Mapping – Christy Wood, Manager, Social Planning
- Public Safety Committee Survey – Sheryl Armstrong, Councillor
- Drop-in Hub: Overview of Mitigation Strategies and Impact on Neighbourhood – Christy Wood, Manager, Social Planning
- Nanaimo Youth Resilience Strategy: Building Safer Communities Fund – Christy Wood, Manager, Social Planning
- Lost Lake Road Traffic Calming – Bill Sims, General Manager, Engineering and Public Works
- City Staff Engagement Related to Public Safety and Street Disorder – Ruth Taylor, Member-at-Large
- Solutions for Public Congregation Near the Hub – Ruth Taylor, Member-at-Large
- Future Committee Direction – Sheryl Armstrong, Councillor
- Committee and Staff Discussions – Homelessness response, HEARTH Housing model, and integration of individuals with substance use disorder in housing projects

**Table One: Summary of Workplan Actions (2025)**

| Themes                  | 2025 Committee Actions   |
|-------------------------|--|
| Transportation Safety   | <ul style="list-style-type: none"> <li>• Provided input on Pedestrian Infrastructure Upgrade Priorities</li> <li>• Provided input on the Lost Lake Road Traffic Calming project</li> </ul>   |
| Crime Prevention (City) | <ul style="list-style-type: none"> <li>• Provided input on 2025 policing priorities</li> <li>• Received information on Community Early Warning System (CREWS)</li> <li>• Received information on Neighbourhood Safety Audits and related City-led crime prevention programs</li> </ul> |

|   |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>• Input requested on Nanaimo Youth Resilience Strategy sustainability</li> </ul>  |
| Homelessness, Addiction and Community Impacts | <ul style="list-style-type: none"> <li>• Provided input on Drop-in Hub operations and neighbourhood impacts</li> <li>• Received information on engagement related to public safety and street disorder</li> <li>• Provided input on solutions for congregation in public spaces</li> <li>• Recommended that Council direct Staff to provide regular updates on the Drop-in Hub to the Committee for ongoing input</li> </ul> |
| Health and Wellness                           | <ul style="list-style-type: none"> <li>• Monitored through related Committee discussions</li> </ul>  |
| Advocacy                                      | <ul style="list-style-type: none"> <li>• Received information on Save our Streets Communities Driving Change Forum</li> </ul>  |
| Education                                     | <ul style="list-style-type: none"> <li>• Received information on Fire Rescue Priorities for 2025</li> <li>• Received information on addressing social issues through GIS data mapping</li> </ul>   |

*Proposed Future Meeting Topics:*

- Ongoing updates on the Drop-in Hub
- Review of findings from the Community Resilience Early Warning System (CREWS)
- Direction received from Council on matters requiring Committee feedback
- Other items consistent with the Committee’s Terms of Reference and 2024–2026 Work Plan

**COMMUNICATION AND COMMUNITY ENGAGEMENT**

The Annual Report is submitted by Staff as required by the City’s Committee Operating Guidelines and does not require a statutory notification or further community engagement.

**ALIGNMENT WITH CITY PLAN**

The report is aligned with the following City goals:

- ☒ A Connected Nanaimo: Equitable Access and Mobility
  - C2.2 Integrated Walk, Roll, Cycle & Transit Network
  - C2.4 Safe Mobility
- ☒ A Healthy Nanaimo: Community Wellbeing and Livability
  - C3.1 Community Safety & Security
  - C3.2 Affordable Housing
  - C3.5 Emergency Management
- ☒ An Empowered Nanaimo: Reconciliation, Representation and Inclusion
  - C4.3 Access for All
  - C4.4 Political Voice and Engagement

**ALIGNMENT WITH COUNCIL’S STRATEGIC PRIORITIES**

The report is aligned with the following Council Strategic Framework priorities:

- Social, Health and Public Safety Challenges
- Communicating with the Community

**OPTIONS**

1. That the Public Safety Committee recommends that Council review and accept the 2025 Public Safety Committee Annual Report.

- The advantages of this option: it meets the annual report requirements set out in the City’s Committee Operating Guidelines
- The disadvantages of this option: None
- Financial Implications: None

2. That the Public Safety Committee provide alternate recommendations.

**KEY MESSAGES**

- The 2025 Public Safety Committee Annual Report provides Council with an overview of the Committee’s activities and progress on its approved workplan.
- The Public Safety Committee’s 2025 workplan actions focused on the following key themes, transportation safety, crime prevention, homelessness, addiction, community impacts, advocacy, and education.
- Proposed future meeting topics include ongoing Drop-in Hub updates, findings from the Community Resilience Early Warning System (CREWS), matters referred by Council, and other items aligned with the Committee’s Terms of Reference and 2024–2026 Work Plan.

**ATTACHMENTS**

ATTACHMENT A: Terms of Reference: Public Safety Committee  
 ATTACHMENT B: Public Safety Committee Workplan 2024-2026

**Authored by:**

Christy Wood  
**Manager, Social Development**

**Concurrence by:**

Dave LaBerge  
**Director, Public Safety**

Lisa Bhopalsingh  
**General Manager Community Services & Deputy CAO**

# ATTACHMENT A



## TERMS OF REFERENCE

### PUBLIC SAFETY COMMITTEE

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#### **PURPOSE:**

The purpose of the Public Safety Committee (the Committee) is to provide a forum for engaged citizens to discuss concerns and propose solutions that would serve to enhance safety and security within the City of Nanaimo. The Committee will advise Council on strategic and policy initiatives related to the City's provision of public safety programs with a goal of maintaining and enhancing a safe and healthy community.

The Committee will:

- Discuss and provide recommendations to Council related to:
  - residential and commercial business safety
  - public nuisance matters
  - graffiti and vandalism
  - vehicular crime
  - traffic safety
  - enhancing public safety and security
  - fire safety
- Review and provide recommendations to Council regarding community safety concerns
- Receive information from groups and agencies dedicated to community safety, including the Nanaimo RCMP, Nanaimo Fire Rescue and City of Nanaimo Bylaw Services
- Support advocacy work relating to public safety including integrated enforcement, social responses and the protection of vulnerable persons
- Discuss issues referred to the Committee by Council, the CAO, GM's or Directors
- Work with Council to increase public awareness and education on matters related to public safety and security

#### **MEMBERSHIP:**

The Committee shall be comprised of eleven (11) voting members:

- Two (2) members of Council
- Nine (9) members-at-large

## **ELIGIBILITY:**

The members at large shall be appointed by resolution of Council and all residents are eligible to apply. Members of the Committee shall:

- Reflect a broad cross-section of City of Nanaimo residents
- Be appointed on the basis of their availability, experience and expertise and not as formal representatives of particular organizations
- Have no conflict of interest with Council or the Committee and should advise the members when a potential conflict may exist on a specific issue and recuse themselves

Preference may be given towards individuals who have skills and experience in social community services, emergency planning, Canadian Justice services, fire services, protection services, enforcement or prevention services.

## **TERM:**

The Term of the Committee will match Council's term in office.

## **MEETING FREQUENCY:**

Meetings will be held once every two months. In addition to regularly scheduled meetings, the Committee can meet upon call of the Chair.

## **STAFF SUPPORT:**

The following City Departments may provide support to the Committee in accordance with the ***City of Nanaimo Committee Operating Guidelines***:

- Office of the Chief Administrative Officer
- Legislative Services and Communications
- Parks, Recreation and Culture
- Engineering and Public Works
- Community Planning
- Nanaimo Police Support Services
- Nanaimo Fire Rescue & Emergency Management
- Bylaw and Parking Services
- Other Staff as required

## **OBSERVERS & COMMUNITY SUPPORTS:**

Non-voting representatives may be invited to attend the meeting specific to topics of shared interest. All regular meetings are open to the public.

## ATTACHMENT B

### City of Nanaimo Public Safety Committee Term Work Plan Development

#### Note:

- This document is being provided for the October 9, 2024 Public Safety Committee meeting to assist the Committee with finalizing its term work plan.
- Only items within the Committee's scope and those that are achievable within the current Committee's term are included in the work plan.
- Assigned priority rankings do not reflect how quickly an initiative may be considered or addressed by the Committee due to the need to consider additional factors.
- Once finalized, the work plan will be advanced to Council for final approval.
- The term work plan will form the basis for annual work plans. Items can be removed or added during the annual work plan development process.

#### Committee Purpose:

Provide a forum for engaged citizens to **discuss concerns** and **propose solutions** that would serve **to enhance safety and security within the City of Nanaimo**. The Committee will **advise Council on strategic and policy initiatives related to** the City's **provision of public safety programs** with a goal of maintaining and enhancing a safe and healthy community.

#### The Committee will:

- Discuss and provide recommendations to Council related to residential and commercial business safety, public nuisance matters, graffiti and vandalism, vehicular crime, traffic safety, enhancing public safety and security, fire safety
- Review and provide recommendations to Council regarding community safety concerns
- Receive information from groups and agencies dedicated to community safety, including the Nanaimo RCMP, Nanaimo Fire Rescue and City of Nanaimo Bylaw Services
- Support advocacy work relating to public safety including integrated enforcement, social responses and the protection of vulnerable persons
- Discuss issues referred to the Committee by Council, the CAO, GMs or Directors
- Work with Council to increase public awareness and education on matters related to public safety and security

**Theme 1: Transportation Safety**

| <b>Work Plan Item Identified by the Committee</b>                                | <b>Committee's Scope</b>  | <b>Details/Actions</b>   | <b>Budget Implications</b> | <b>Priority (High/Low/Medium)</b> | <b>Responsible Department/Division</b>   | <b>Examples of Related Ongoing or Completed Projects/Initiatives</b>   |
|--|---|--|----------------------------|-----------------------------------|--|--|
| Improve safety of transit stop locations (in relation to social disorder issues) | Depending on the details, the matter could be City's or Regional District's responsibility (transit stops are under City's jurisdiction).<br><br>The Committee may identify problem locations and discuss design/safety improvements. | Staff to invite Regional District of Nanaimo Transportation Services' Senior Manager for a presentation. | Supplies and labour        | Low/Medium                        | <ul style="list-style-type: none"> <li>Public Safety</li> <li>RCMP</li> <li>Traffic – Engineering</li> </ul> | <ul style="list-style-type: none"> <li>Transit shelter and bench contract renewal</li> <li>Transit exchange planning – Country Club and Woodgrove</li> <li>TransLink/BC Transit stop guidelines</li> </ul> |

**Theme 2: Crime Prevention (City)**

| <b>Work Plan Item Identified by the Committee</b>  | <b>Committee's Scope</b>   | <b>Details/Actions</b>   | <b>Budget Implications</b> | <b>Priority (High/Low/Medium)</b> | <b>Responsible Department/Division</b>  | <b>Examples of Related Ongoing or Completed Projects/Initiatives</b>  |
|--|--|--|----------------------------|-----------------------------------|---|---|
| Increase use of CCTV   | The Committee may identify preferred locations, keeping in mind privacy limitations and legislation. | Staff to solicit the Committee's input on preferred locations.   | Supplies and labour        | Low                               | <ul style="list-style-type: none"> <li>IT</li> <li>Legislative Services</li> <li>Public Safety</li> </ul>   | <ul style="list-style-type: none"> <li>CCTV project team is working on a City-wide plan</li> </ul>  |
| Avoid closure/relocation of businesses and public open spaces due to crime and social disorder | The Committee may provide recommendations on crime prevention measures to improve business safety.   | Staff are working on a report to Council on options to regulate vacant properties (Council may refer to Committee if there are follow-up actions).<br><br>Develop a Communication Plan to encourage reporting of crimes. | Supplies and labour        | Medium/High                       | <ul style="list-style-type: none"> <li>Public Safety</li> <li>RCMP</li> <li>Real Estate</li> </ul>  | <ul style="list-style-type: none"> <li>Community Safety Officer (CS) Program</li> <li>Crime Prevention Through Environmental Design (CPTED) initiatives</li> <li>Social planning initiatives (warming centres etc.)</li> <li>RCMP has a dedicated unit for downtown</li> <li>The City empowers neighbourhood associations as partners to raise concerns about the impacts of homelessness on residents and local businesses.</li> </ul> |
| Implement community-wide graffiti removal and clean-up initiatives                             | The Committee may provide recommendations on graffiti clean-up and vandalism.                        | Staff to invite Community Policing Coordinator to provide a presentation.<br><br>Review the possibility and  | Supplies and labour        | Medium/High                       | <ul style="list-style-type: none"> <li>Public Safety (private land)</li> <li>Parks, Recreation and Culture (public spaces)</li> <li>Public Works (public spaces)</li> </ul> | <ul style="list-style-type: none"> <li>Graffiti Task Force (disbanded ~10 years ago)</li> <li>The City has a contractor for graffiti identification and removal on public property</li> <li>The City has budgeted for wrapping of traffic cabinets and BC Hydro has a program</li> </ul>  |

| Work Plan Item Identified by the Committee | Committee's Scope | Details/Actions  | Budget Implications | Priority (High/Low/Medium) | Responsible Department/Division | Examples of Related Ongoing or Completed Projects/Initiatives   |
|--|-------------------|--|---------------------|----------------------------|---------------------------------|---|
|  |                   | implications of the City permitting graffiti art in select designated locations. |                     |                            |                                 | <ul style="list-style-type: none"> <li>for municipalities to apply for wrapping of BC Hydro boxes with graffiti</li> <li>The City provides relief through the Vandalism Relief Fund operated by the Chamber of Commerce</li> <li>Volunteer-based graffiti cleanup groups through the Parks Department and the RCMP</li> </ul> |

### Theme 3: Homelessness, Addiction and Community Impacts

| Work Plan Item Identified by the Committee   | Committee's Scope   | Details/Actions   | Budget Implications  | Priority (High/Low/Medium) | Responsible Department/Division   | Examples of Related Ongoing or Completed Projects/Initiatives   |
|--|---|---|--|----------------------------|---|---|
| Establish baselines and implement long term monitoring for the impacts on community safety | The Committee may make recommendations on residential and business safety based on provided data.   | Staff to provide: <ul style="list-style-type: none"> <li>a report regarding good neighbour and service agreements and update on HEART and HEARTH</li> <li>information regarding the number of calls to first responders and bylaw officers relative to BC Housing sites</li> <li>an update on Travellers Lodge project</li> </ul> | Labour   | Medium                     | <ul style="list-style-type: none"> <li>GIS Division – Engineering</li> <li>RCMP</li> <li>Public Safety</li> </ul> | <ul style="list-style-type: none"> <li>Community Policing Program at the RCMP preforms safety audits with neighbourhoods</li> <li>RCMP data analysts map and review public safety data</li> <li>City Plan Monitoring Strategy includes indicators and metrics for traffic related injuries and fatalities, real crime, perception of safety, non-domestic assaults, break and enters</li> <li>Indicators and metrics for City funded social support programs (i.e. Shower Program, drop-in hubs, etc.)</li> <li>Risk tracking database from the Nanaimo Acute Response Table</li> </ul> |
| Provide indoor spaces for unhoused individuals   | Overnight shelter spaces are provided dependent on the funding from the Province. The City has undertaken advocacy efforts with the Province. There are limits in terms of the City property. | Staff to consult the Committee regarding establishment of two daytime drop-in hubs to provide input on safety and security elements for the clients and the   | Supplies and labour.<br><br>Budget for the hubs has already been approved. | High                       | <ul style="list-style-type: none"> <li>Public Safety</li> </ul>   | The City: <ul style="list-style-type: none"> <li>has provided funding for community-operated warming centres in the past</li> <li>operates extreme weather response shelters</li> <li>is in the process of creating two year-round drop-in hubs</li> </ul>  |

| Work Plan Item Identified by the Committee | Committee's Scope | Details/Actions                      | Budget Implications | Priority (High/Low/Medium) | Responsible Department/Division | Examples of Related Ongoing or Completed Projects/Initiatives |
|--|-------------------|--------------------------------------|---------------------|----------------------------|---------------------------------|---|
|  |                   | immediate surrounding neighbourhood. |                     |                            |                                 |   |

**Theme 4: Health and Wellness**

| Work Plan Item Identified by the Committee  | Committee's Scope   | Details/Actions   | Budget Implications | Priority (High/Low/Medium) | Responsible Department/Division  | Examples of Related Ongoing or Completed Projects/Initiatives  |
|---|---|---|---------------------|----------------------------|--|--|
| Work to ensure safe access to public spaces | The Committee may provide recommendations regarding utilization of public spaces related to public safety concerns. | Consider alternate modes of transportation.<br><br>Consider how to program spaces for active use.<br><br>Staff to provide information on the successful implementation of the Night Market. | To be determined    | High                       | <ul style="list-style-type: none"> <li>• Engineering – Transportation</li> <li>• Parks, Recreation and Culture</li> <li>• Public Safety</li> </ul> | <ul style="list-style-type: none"> <li>• Commercial Street redesign and reactivation of Diana Krall Plaza</li> <li>• Implementation of the Night Market</li> <li>• Annual grant funding is provided for organizing community events</li> <li>• CPTED analysis of public spaces</li> <li>• The City encourages good design of public spaces through the development permit process</li> </ul> |

**Theme 5: Advocacy**

| Work Plan Item Identified by the Committee  | Committee's Scope   | Details/Actions  | Budget Implications | Priority (High/Low/Medium) | Responsible Department/Division   | Examples of Related Ongoing or Completed Projects/Initiatives   |
|---|---|--|---------------------|----------------------------|---|---|
| Advocate for addressing root causes of the opioid overdose public health and safety emergency | <p>Social determinants are within provincial jurisdiction.</p> <p>The Committee through Council can advocate on the related issues, and support grassroots advocacy in the community.</p> | <p>Staff to:</p> <ul style="list-style-type: none"> <li>• ensure information received by Council relevant to the Committee is shared with the Committee</li> <li>• share initiatives with the Committee members to spread awareness</li> </ul> | To be determined    | Medium                     | <ul style="list-style-type: none"> <li>• Public Safety</li> <li>• RCMP</li> <li>• Fire</li> </ul> | <ul style="list-style-type: none"> <li>• Advocacy letters have arisen from the Mayor's Leaders' Table</li> <li>• The City provides housing support through the Nanaimo Regional Rent Bank program administer by Connective and the Rent Supplement Program</li> <li>• The City provides Social Planning Grants to organizations that offer programs related to social cohesion, root causes of poverty, community vitality and social equity</li> </ul> |

| Work Plan Item Identified by the Committee   | Committee's Scope   | Details/Actions | Budget Implications   | Priority (High/Low/Medium) | Responsible Department/Division   | Examples of Related Ongoing or Completed Projects/Initiatives   |
|--|---|-----------------|---|----------------------------|---|---|
|  |   |                 |   |                            |   | <ul style="list-style-type: none"> <li>The City has partnered with Public Safety Canada to provide programs and initiatives that address the root causes of youth engaging in gun and gang violence through the Youth Resilience Strategy</li> <li>Nanaimo Acute Response Table (a program of the Ministry of Public Safety and Solicitor General coordinated by the City) data and experience can be utilized for advocacy</li> </ul>  |
| Advocate for the Implementation of Housing First initiatives and related best practices to address/reduce homelessness | The Committee through Council can advocate on the related issues.   |                 |   | Low                        | <ul style="list-style-type: none"> <li>Planning</li> <li>Public Safety</li> </ul>     | <ul style="list-style-type: none"> <li>The Health and Housing Action Plan is being implemented through the Systems Planning Organization (SPO)</li> <li>Council continues to advocate with the province for investments in shelter beds, rent supplements and other housing supports</li> <li>The City has completed many initiatives to encourage affordable housing – offering property tax exemptions for non-market units, ensuring rental units are available for long term tenants, revising zoning regulations to allow for infill housing, support to non-market housing through the Housing Legacy Reserve Fund, offering rent bank and rent supplement supports through contracts with non-profit agencies, etc.</li> </ul> |
| Request reimbursement of the municipal funds expanded on the opioid overdose public health and safety emergency        | The Committee through Council can advocate to the Province regarding raising the awareness of increased costs of the emergency and safety implications. |                 | Significant savings for the City if the reimbursement is provided | Medium/High                | <ul style="list-style-type: none"> <li>Finance</li> <li>Fire</li> <li>RCMP</li> </ul> | <ul style="list-style-type: none"> <li>Advocacy through the Union of BC Municipalities</li> </ul>   |

| <b>Work Plan Item Identified by the Committee</b> | <b>Committee's Scope</b>   | <b>Details/Actions</b>  | <b>Budget Implications</b> | <b>Priority (High/Low/Medium)</b> | <b>Responsible Department/Division</b>  | <b>Examples of Related Ongoing or Completed Projects/Initiatives</b>  |
|---|--|---|----------------------------|-----------------------------------|---|---|
| Advocate for a restorative justice program        | Connective Nanaimo operates the Restorative Justice Program.<br><br>The Committee through Council can advocate for more funding from senior governments. | Staff to provide information regarding success of the school liaison officers program.<br><br>Examine successful initiatives from other municipalities (i.e. Cowichan).                                     | To be determined           | Medium                            | <ul style="list-style-type: none"> <li>RCMP – Police Support Services manages the current contract</li> <li>Finance</li> </ul>                | <ul style="list-style-type: none"> <li>Restorative Justice Program through the Connective (the City already provides funds)</li> </ul>              |
| Report on the details of Council's advocacy       | The Committee is better informed when advised of public safety related actions taken by Council.   | Staff to report on outcomes of the Committee's recommendations through the agenda process.<br><br>Staff are working on an advocacy section on the City's website to capture Council's advocacy initiatives. | Minimal                    | High                              | <ul style="list-style-type: none"> <li>Chief Administrative Officer's Office</li> <li>Communications</li> <li>Legislative Services</li> </ul> | <ul style="list-style-type: none"> <li>Similar agenda process implemented with the Advisory Committee on Accessibility and Inclusiveness</li> </ul> |

**Theme 6: Education**

| <b>Work Plan Item Identified by the Committee</b>     | <b>Committee's Scope</b>   | <b>Details/Actions</b>   | <b>Budget Implications</b> | <b>Priority (High/Low/Medium)</b> | <b>Responsible Department/Division</b>  | <b>Examples of Related Ongoing or Completed Projects/Initiatives</b>   |
|---|--|--|----------------------------|-----------------------------------|---|--|
| Improve the understanding of public safety in Nanaimo | The Committee to support raising awareness in the community relating to public safety including sharing of information through various channels. | Staff to arrange for presentations on the Speed Watch Program and Block Watch Program.<br><br>Public education initiatives regarding both crime in Nanaimo | No                         | Medium                            | <ul style="list-style-type: none"> <li>Communications</li> <li>Fire Department</li> <li>Parks, Recreation and Culture</li> <li>Public Safety</li> <li>RCMP</li> </ul> | <ul style="list-style-type: none"> <li>A variety of ongoing initiatives through the City's website, social media and other communication channels</li> <li>The Fire Department provides a variety of public safety programs such as Community Bystander CPR Training, participates FireSmart initiatives, issues public safety alerts, shares information and collaborates with other</li> </ul> |

| Work Plan Item Identified by the Committee | Committee's Scope | Details/Actions  | Budget Implications | Priority (High/Low/Medium) | Responsible Department/Division | Examples of Related Ongoing or Completed Projects/Initiatives  |
|--|-------------------|--|---------------------|----------------------------|---------------------------------|--|
|  |                   | <p>and perception of crime.</p> <p>Highlighting positive stories and encouraging care for community members.</p> |                     |                            |                                 | <p>relevant agencies, and supports disaster readiness and prepares for response and recovery</p> <ul style="list-style-type: none"> <li>• Emergency Preparedness Month promotion – training</li> <li>• NFPS – trainee training video – new training apparatus</li> </ul> |

FOR: PUBLIC SAFETY COMMITTEE

MEETING DATE: February 11, 2026

DEPARTMENT: LEGISLATIVE SERVICES

SUBJECT: **2025 PUBLIC SAFETY COMMITTEE SURVEY RESULTS**

**OVERVIEW**

**Purpose of Report**

To present aggregated results of the 2025 Public Safety Committee Survey for the Committee’s information.

**BACKGROUND**

City of Nanaimo Council established the Public Safety Committee (the Committee) in November of 2023. The Committee consists of nine at-large members and two Council members who serve as the Co-Chairs. The Committee is intended to operate in accordance with its Terms of Reference, the Committee Operating Guidelines and the Committee’s Work Plan (Attachments A, B and C) with guidance and support from the Co-Chairs and Staff.

At the 2025-APR-07 In Camera Council Meeting, Council directed Staff to survey the Committee members regarding their experience on the Committee and potential Terms of Reference amendments that better suit the desires of the whole of the Committee. At the 2026-FEB-02 In Camera Council Meeting, Council authorized Staff to release the aggregated data of the survey. This report presents the survey results for the Committee’s reference.

**DISCUSSION**

**Survey Design, Methodology and Participation**

Staff prepared the 2025 Public Safety Committee Survey in consultation with the Committee Co-Chairs. The survey consisted of 11 main questions, including a combination of quantitative and qualitative formats. Efforts were made to balance out the number and type of questions to provide the Committee members with meaningful opportunities to offer feedback.

The survey was fully anonymous – names, email addresses or IP addresses were not collected. The survey was administered using Microsoft Forms over a two-week period from 2025-MAY-22 to 2025-JUN-05. The survey link was sent via email to all 11 Committee members, and a reminder email was sent two days prior to the submission deadline.

Overall, 64% of the Committee (seven out of 11 members) responded to the survey. This is generally considered a good response rate for surveys. Respondents spent an average of 25 minutes to complete the survey.

## Survey Results

This report focuses on the aggregated data received from the survey, including identified themes. To protect the respondent’s anonymity and privacy, details from qualitative questions are not provided.

### Work Plan Themes and Guiding Principles

Of the six themes in the Committee’s work plan, the survey respondents placed greatest value on the following three themes:

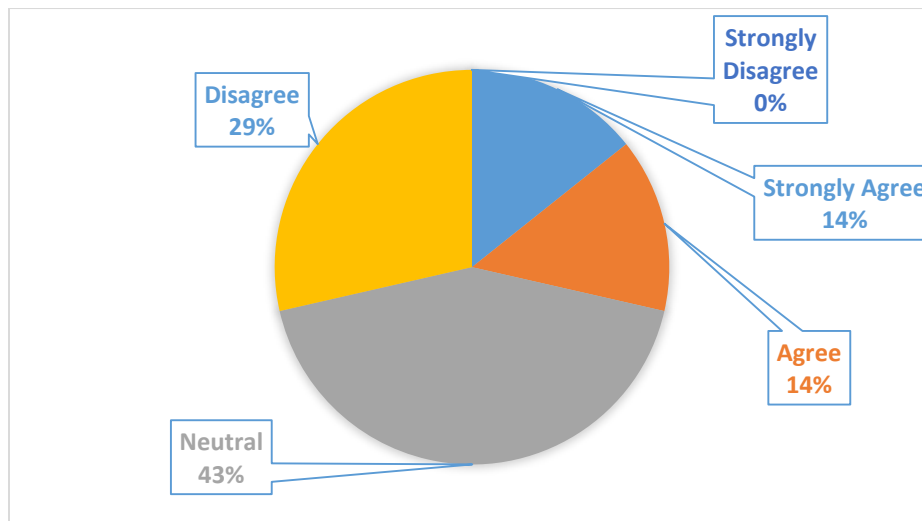
- Homelessness, Addiction and Community Impacts
- Crime Prevention
- Advocacy

*Homelessness, Addiction and Community Impacts* was ranked the highest. *Crime Prevention* and *Advocacy* themes were ranked equally as being important. These findings mirror ongoing concerns expressed by the community and the Committee members, including issues such as the operation of the Drop-in Hub at 55 Victoria Road.

There was less consensus on how the Committee’s meetings and discussions should be guided. Nearly one third of the respondents agreed or strongly agreed that the adopted work plan should guide the Committee’s work, approximately another third disagreed, and the remaining respondents were neutral.

It is worth noting that the work plan was developed with the Committee’s input in the fall of 2024; and subsequently endorsed by the Committee and Council.

Chart 1: Responses to the question “Do you agree that the Committee’s meetings and discussions should be primarily guided by the work plan adopted by the Committee and endorsed by Council?”



Survey respondents identified several challenges, including the Committee’s role being primarily limited to receiving information rather than providing recommendations, Council having already undertaken

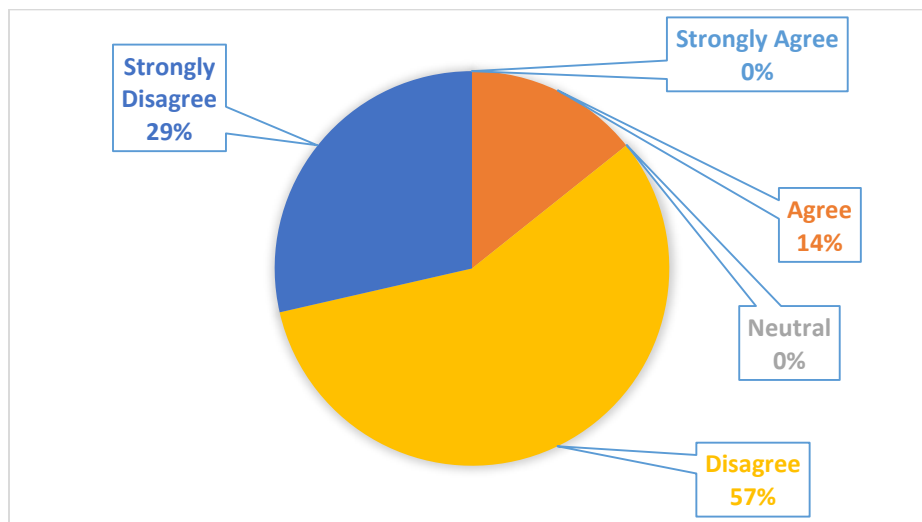
work in areas identified in the Committee’s work plan, and the importance of the Committee being able to raise and address emerging issues in a timely manner.

While the majority of items brought before the Committee were informational in nature, a few agenda topics provided opportunities for the Committee to offer recommendations or input. These topics included Lost Lake Road Traffic Calming, Pedestrian Infrastructure Upgrade Priorities, RCMP Nanaimo Detachment annual priorities, City of Nanaimo Liquor Control Strategy, speed limits near elementary schools, and the Committee’s work plan. The Committee members may express interest in discussing items on the Committee’s Work Plan either at a meeting or by notifying the Committee Chair in between meetings. The Chair reviews suggestions with Staff and determines whether an item can be placed on the upcoming agenda, taking into account municipal jurisdiction, alignment with the Committee’s work plan and Terms of Reference, Council direction, and any related work being undertaken. For items that are not in the Committee’s work plan, the Committee would need to recommend that Council direct Staff to bring forward the item.

Committee’s Efficacy

Approximately 85% of the survey respondents disagreed or strongly disagreed that the Committee has been successful in exercising its purpose. Respondents provided a range of reasons for their views, reflecting the complexity of the issues the Committee is tasked with addressing.

Chart 2: Responses to the question “In your opinion, has the Committee been successful in exercising its purpose?”



The Committee’s Focus and Council’s Advocacy

Survey respondents provided very limited feedback when asked about additional areas within municipal jurisdiction that the Committee should focus on. This may reflect the complex nature of the public safety issues which have local impact yet require action and response from senior levels of government.

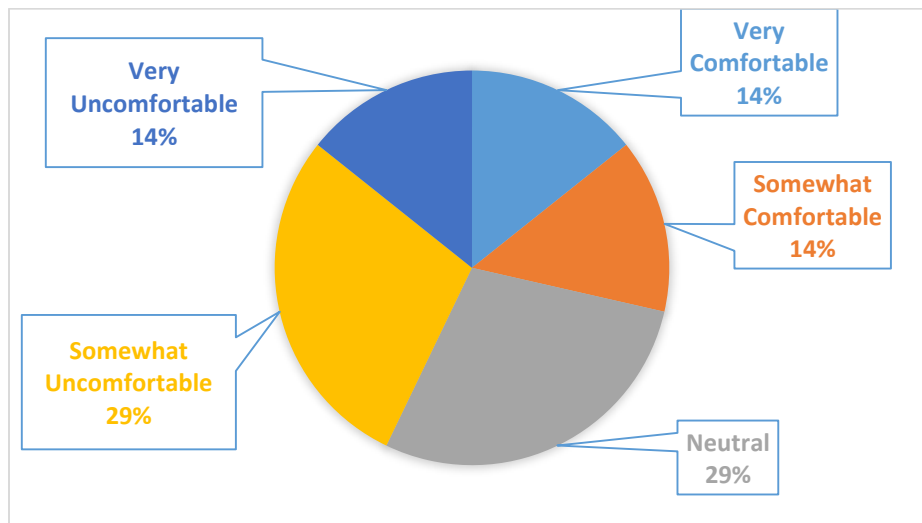
In contrast, almost all respondents identified issues they would like Council to advocate on. Council’s advocacy work to date have addressed several related priorities including the need for increased

resources for complex care, detox and recovery spaces, provincial funding for Mental Health Liaison Officers, changes to the justice system and addressing prolific offenders, mitigating downstream impacts on the community, and advancing housing needs across the spectrum. It is possible that some Committee members may not be aware of the efforts already undertaken by Council. As the level of government closest to residents, local governments often face an expectation that they will promptly resolve the complex issues in the community, many of which extend beyond the municipal authority and funding capacity.

Experience Serving on the Committee

In response to the question about how comfortable Committee members feel asking questions or openly sharing thoughts, ideas and suggestions during the meetings, 43% indicated they are either somewhat or very uncomfortable. Nearly one third reported feeling somewhat or very comfortable and the remaining approximately one third were neutral. The respondents recognized the existence of diverse perspectives, a lack of alignment on the root causes of the public safety issues and the structure of Committee meetings. Results indicate barriers and opportunities for building consensus. Respondents also expressed a desire for the Committee to be involved earlier in discussions, prior to finalization of projects.

Chart 3: Responses to the question “How comfortable have you felt in asking questions or openly sharing your thoughts, ideas and suggestions during Committee meetings?”



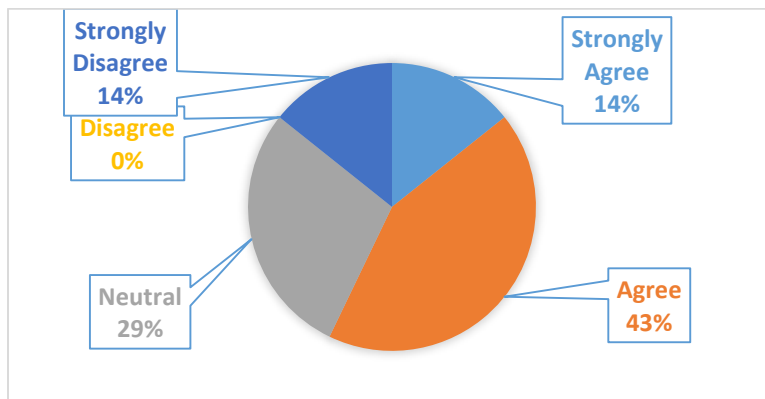
Survey respondents also described both challenges and rewarding aspects of serving the Committee. Reported challenges included the personal impacts and requirements of volunteer service on the Committee members, the limited referral of issues from Council, and meeting and Committee dynamics. Rewarding aspects included appreciation for Staff’s work, respondents’ greater awareness of Council’s initiatives, and sharing of information and establishing connections with the community.

Meeting Frequency

Majority of the Committee members who responded either agreed or strongly agreed that the Committee met frequently enough. Approximately one third were neutral in this regard and the

remaining 14% strongly disagreed, believing that the Committee should meet more frequently. It is worth noting that other similar bodies do not meet on more frequently, and supporting a higher frequency meeting schedule would be operationally challenging while Staff continue to deliver on other services to the community. While two Committee meetings were cancelled in 2025, the Committee met six times during the 2024 calendar year. The 2026 meeting schedule is affected by the 2026 Local Government Election, with the Committee scheduled to meet three times prior to the fall election, in accordance with the standard meeting schedule.

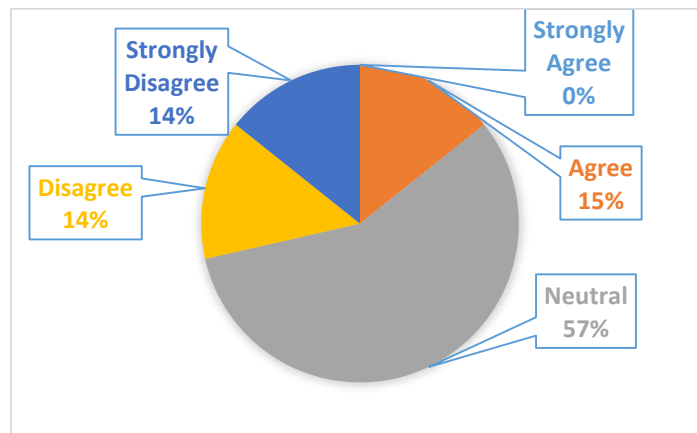
Chart 4: Responses to the question “In your opinion, does the Committee meet with sufficient frequency?”



Committee’s Future

Majority of the survey respondents indicated that they felt neutral about the future of the Committee. Nearly one third disagreed or strongly disagreed that the Committee has value. Only 15% of the respondents believed it would be valuable for the Committee to continue. These results support feedback provided elsewhere in the survey. The Committee members were appointed by Council for the 2022-2026 Council term, and the Committee remains in place for the final year of its current term. The majority of Committee members continue to regularly attend the meetings.

Chart 5: Responses to the question “Do you think it would be valuable for the Committee to continue to exist?”



### Other Feedback

The final question in the survey invited Committee members to provide any additional feedback reflecting on the Committee's operation over the past 16 months. The responses expressed frustration with the lack of visible public safety improvements and perceived inaction by the City, the need to make better use of the Committee's role, the importance of communicating positive actions the City is taking to enhance public safety, and the desire to seek broader input from the community.

The intent of the Committee, with membership comprised primarily of residents, is to provide input on behalf of the community. This input can be provided through consensus-building discussion of items presented by Staff, by bringing forward recommendations to Council on identified agenda topics and by developing and working towards the objectives of the Committee's work plan created at the beginning of the term.

### Conclusion on Survey Findings

The survey results provide valuable insight into the Committee's members perspectives in 2025. While several common themes emerged, the results do not present a full picture, as only seven of the 11 committee members responded to the survey, with fewer respondents for some individual questions. Therefore, conclusions drawn from the findings need to be carefully considered with an understanding of these limitations.

### **COMMUNICATION AND COMMUNITY ENGAGEMENT**

There are no requirements for statutory notification or community engagement initiatives regarding the survey results. Overview of the results is provided to the Committee at the beginning of its final year of the current term for information and to help guide the Committee's work in 2026. | |

### **ALIGNMENT WITH CITY PLAN**

The report is aligned with the following City goals:

- A Green Nanaimo: Resilient and Regenerative Ecosystems
- A Connected Nanaimo: Equitable Access and Mobility
- A Healthy Nanaimo: Community Wellbeing and Livability
  - C3.1 Community Safety & Security
- An Empowered Nanaimo: Reconciliation, Representation and Inclusion
  - C4.4 Political Voice & Engagement
- A Prosperous Nanaimo: Thriving and Resilient Economy |

### **ALIGNMENT WITH COUNCIL'S STRATEGIC PRIORITIES**

The report is aligned with the following Council Strategic Framework priorities:

- Implementing City Plan Action Plans and Key City Management Plans
- Social, Health and Public Safety Challenges
- Maintaining and Growing Current Services

- Capital Projects
- Communicating with the Community
- Governance and Corporate Excellence

### **NEXT STEPS**

Staff are providing information in this report for the Committee's reference as it enters its final year of the 2022-2026 term. This offers Committee members an opportunity to reflect on the Committee's operations and to work collaboratively during remaining meetings to review information presented, engage in respectful discussions, and provide potential recommendations to Council in alignment with the Committee's Terms of Reference. |

### **KEY MESSAGES**

- A survey of the Public Safety Committee members was conducted in 2025.
- This report presents aggregated findings from that survey.
- Survey results indicate public safety issues remain complex and extend beyond municipal authority; and improvements are needed in communication, awareness, and alignment within the Committee.
- The survey results may help guide the Committee's work during its final year of the current four-year term.

### **ATTACHMENTS**

ATTACHMENT A: Public Safety Committee Terms of Reference

ATTACHMENT B: Committee Operating Guidelines

ATTACHMENT C: Public Safety Committee Work Plan 2024 - 2026 |

#### **Authored by:**

Nikolina Vracar  
**Deputy Corporate Officer** |

#### **Concurrence by:**

Christy Wood  
**Manager, Social Development**

Dave LaBerge  
**Director, Public Safety**

Sheila Gurrie,  
**Director Legislative Services**

Lisa Bhopalsingh  
**General Manager Community Services and  
Deputy Chief Administrative Officer** |



**TERMS OF REFERENCE**

**PUBLIC SAFETY COMMITTEE**

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**PURPOSE:**

The purpose of the Public Safety Committee (the Committee) is to provide a forum for engaged citizens to discuss concerns and propose solutions that would serve to enhance safety and security within the City of Nanaimo. The Committee will advise Council on strategic and policy initiatives related to the City's provision of public safety programs with a goal of maintaining and enhancing a safe and healthy community.

The Committee will:

- Discuss and provide recommendations to Council related to:
  - residential and commercial business safety
  - public nuisance matters
  - graffiti and vandalism
  - vehicular crime
  - traffic safety
  - enhancing public safety and security
  - fire safety
- Review and provide recommendations to Council regarding community safety concerns
- Receive information from groups and agencies dedicated to community safety, including the Nanaimo RCMP, Nanaimo Fire Rescue and City of Nanaimo Bylaw Services
- Support advocacy work relating to public safety including integrated enforcement, social responses and the protection of vulnerable persons
- Discuss issues referred to the Committee by Council, the CAO, GM's or Directors
- Work with Council to increase public awareness and education on matters related to public safety and security

**MEMBERSHIP:**

The Committee shall be comprised of eleven (11) voting members:

- Two (2) members of Council
- Nine (9) members-at-large

## **ELIGIBILITY:**

The members at large shall be appointed by resolution of Council and all residents are eligible to apply. Members of the Committee shall:

- Reflect a broad cross-section of City of Nanaimo residents
- Be appointed on the basis of their availability, experience and expertise and not as formal representatives of particular organizations
- Have no conflict of interest with Council or the Committee and should advise the members when a potential conflict may exist on a specific issue and recuse themselves

Preference may be given towards individuals who have skills and experience in social community services, emergency planning, Canadian Justice services, fire services, protection services, enforcement or prevention services.

## **TERM:**

The Term of the Committee will match Council's term in office.

## **MEETING FREQUENCY:**

Meetings will be held once every two months. In addition to regularly scheduled meetings, the Committee can meet upon call of the Chair.

## **STAFF SUPPORT:**

The following City Departments may provide support to the Committee in accordance with the ***City of Nanaimo Committee Operating Guidelines***:

- Office of the Chief Administrative Officer
- Legislative Services and Communications
- Parks, Recreation and Culture
- Engineering and Public Works
- Community Planning
- Nanaimo Police Support Services
- Nanaimo Fire Rescue & Emergency Management
- Bylaw and Parking Services
- Other Staff as required

## **OBSERVERS & COMMUNITY SUPPORTS:**

Non-voting representatives may be invited to attend the meeting specific to topics of shared interest. All regular meetings are open to the public.

ATTACHMENT B



# Committee Operating Guidelines

As of May 31, 2023

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# Committee Operating Guidelines

## Part 1 – Specific Terms and Conditions Applicable to Individual Committees

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### 1 Terms of Reference

- 1.1 The following subjects are addressed in each Committee's Terms of Reference:
- a) purpose;
  - b) membership composition and eligibility;
  - c) term of the Committee;
  - d) meeting frequency; and,
  - e) staff support.

## Part 2 – Terms and Conditions Applicable to All Committees

---

### A. General

#### 1 Definitions

- 1.1 In this part:
- a) **Corporate Officer** means the statutory position of Corporate Officer appointed by Council; and,
  - b) **Staff Liaison** means the staff member assigned by the CAO (Department Head) who is responsible for a Committee and provides subject matter expertise and support to a Committee.

### B. Committee Function and Administration

#### 2 Accountability

- 2.1. Any motions made at a Committee meeting will be brought forward for Council's consideration and endorsement at a Council meeting.
- 2.2. Council may choose to assign a Committee with a specific task, if it fits within the Committee's Terms of Reference, or refer a motion made at a Council meeting to a Committee for future research and discussion.
- 2.3. When a matter has been assigned by Council to a Committee, the Committee will report its findings and opinions, with or without recommendations, to Council.
- 2.4. Where a committee assigns a specific task to a member, that member will report back with an update at the next Committee meeting either:
- a) orally, if the member is in attendance; or,
  - b) in writing, if the member is absent.

#### 3 Financial and Administrative Resources

- 3.1. The Committee should not instruct City Staff assigned to the Committee on what tasks are to be completed or how tasks should be completed.
- 3.2. In accordance with the Financial Plan, the City may:
- a) allocate specific funding to a committee to assist the Committee in carrying out its mandate; and,
  - b) delegate its authority to the Committee to authorize the expenditures of that specific funding.
- 3.3. In order to spend any specific funding allocated to a committee, the following must occur:
- a) the Committee must pass a resolution to authorize that particular expenditure; and,

- b) the staff member must have the authority to approve the expenditure pursuant to the City's Purchasing Policy.

## 4 Code of Conduct

- 4.1. A member will do the following:
  - a) use their knowledge, skills and abilities to the best of their ability;
  - b) act in the best interests of the organization;
  - c) consider the needs of the community;
  - d) engage in professional behavior at all times;
  - e) not use or disclose for personal gain information on decisions, findings, plans, bids, or other matters concerning the Committee in a closed meeting;
  - f) maintain confidentiality of any issue or matter before the Committee;
  - g) attend committee meetings on a regular basis;
  - h) be informed and prepare appropriately before the meeting in order to effectively participate in meetings; and,
  - i) complete any tasks assigned by the Committee to the member.
- 4.2. A member who is in a situation that has the potential to undermine their impartiality because of a possible clash between the public interest and their self, professional or business interest is in a conflict of interest.
- 4.3. A member who is in a conflict of interest, including a potential conflict of interest, must do the following:
  - a) declare the conflict of interest;
  - b) not remain or attend at any part of a meeting during which the matter involving the conflict of interest is under consideration;
  - c) not participate in any discussion of the matter involving the conflict of interest at such a meeting;
  - d) refrain from voting on a question in respect of the matter involving the conflict of interest;
  - e) not attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter involving the conflict of interest; and,
  - f) not attempt in any way to influence a decision, recommendation or other action to be made or taken involving the conflict of interest:
    - i. at a meeting during which the matter involving the conflict of interest or potential conflict of interest;
    - ii. by an officer or employee of the City;
    - iii. by a delegate who has received delegated council authority.
- 4.4. If a member fails to disclose a conflict of interest or a potential conflict of interest, Council may remove that member from the Committee at any time.

*Note: On May 30, 2022, Council adopted a new Code of Conduct Bylaw. This bylaw is applicable to both Council and Committee members. Part 2 of the Bylaw outlines the guiding principles for how Committee Members fulfill their roles and responsibilities; Part 3 outlines the conduct provisions. Section 4 outlines the complaint and resolution procedures for bylaw violations; however, only section 4.2 applies to Committee members. See link to the full bylaw in Schedule A attached to the guidelines. Each*

*Committee Member will be required to sign a statement stating that they have read the Code of Conduct Bylaw and agree to uphold the Code of Ethics as outlined in the Bylaw.*

## 5 Remuneration

- 5.1. The City will not pay a committee member any remuneration for serving on a committee.
- 5.2. The City will reimburse a member for any expenses incurred while doing business on behalf of the City as a member, provided that:
  - a) the expenses have been approved by the Staff Liaison responsible for that committee;
  - b) the Staff Liaison has approved the expenses before the expenses are incurred; and,
  - c) the member has completed the appropriate form and submitted the form with the original receipts within 30 days after incurring the expenses.

## 6 Reporting to Council

- 6.1. The Staff Liaison, on behalf of the Committee, will submit an annual report to Council at a Council meeting held in January of every year.
- 6.2. The annual report will contain the following information:
  - a) the name of the Committee;
  - b) a list of the various subjects examined by the Committee in the previous year;
  - c) highlights of the Committee's accomplishments;
  - d) the Committee's work plan, which includes:
    - i. the goals and objectives for the Committee to achieve during the upcoming year;
    - ii. the subject matters which the Committee intends to address during the upcoming year;
  - e) any trends or issues of concern which the Committee thinks that Council should be aware of; and,
  - f) any other additional information that Council has requested be included.
- 6.3. Council may do the following with the Committee's work plan:
  - a) approve as presented;
  - b) amend and then approve as amended; or,
  - c) not approve and provide direction or instructions to the Committee.

## 7 Scope

- 7.1. A committee must adhere to the following guiding principles as well as processes outlined in Council's Procedure Bylaw:
  - a) serve Council to the best of its ability;
  - b) keep the welfare of the community foremost;
  - c) treat all individuals with dignity and respect;
  - d) operate in a transparent and collaborative manner;
  - e) provide meaningful input into matters to be considered by Council;
  - f) operate in a manner which makes the most efficient and effective use of the Committee's and staff's time;

- g) work with other committees in a positive manner on matters which impact the Committees;
  - h) engage in clear communications in order to assist in efficient, informed decision making and effective distribution of information;
  - i) respect diversity of opinion;
  - j) appreciate inquiry and curiosity; and,
  - k) accept uncertainty, ambiguity and lack of absolutes where necessary.
- 7.2. The Committee may do the following:
- a) review and provide input on matters within the Committee's Terms of Reference;
  - b) make recommendations for Council's consideration on matters within the Committee's Terms of Reference;
  - c) bring forward new initiatives to Council on matters that support the Committee's mandate;
  - d) exercise authority delegated by Council to the Committee; and,
  - e) work in collaboration with other committees on matters within the mandates of the Committees.
- 7.3. Council will determine if a matter falls within the mandate of a committee, if there is any uncertainty.
- 7.4. Committees will work in a collaborative manner to make joint recommendations to Council for matters which overlap in the Terms of Reference of those committees.

## C. Committee Structure and Operations

### 8 Appointment Process

- 8.1. The Corporate Officer will recruit persons to serve on a committee.
- 8.2. The Corporate Officer may use whatever means the Corporate Officer determines necessary to obtain quality applications for each committee based on its Terms of Reference.
- 8.3. Any person wanting to serve as a committee member must submit an application to the Corporate Officer using the applicable form.
- 8.4. The Corporate Officer will:
- a) review all applications received by the deadline; and,
  - b) bring to Council for discussion and appointment.
- 8.5. In making appointments, Council should consider the following criteria:
- a) the person's knowledge, skills and abilities in relation to the Terms of Reference of the Committee;
  - b) the person's past behavior while previously serving on a committee;
  - c) the potential for conflict of interest between the person and the subject matters considered by the Committee in accordance with the Committee's Terms of Reference;
  - d) the composition of the Committee in terms of knowledge, skills and abilities;

- e) diverse representation to ensure the Committee reflects a broad cross-section of individuals;
  - f) any information provided by the department responsible for the Committee; and,
  - g) any other information that the Corporate Officer deems relevant to the application.
- 8.6. Unless specified in the Terms of Reference, all applicants will be residents of the City of Nanaimo.
- 8.7. Council may, at its pleasure, appoint persons to fill committee vacancies or appoint additional members to a committee by motion in a Council meeting.
- 8.8. Council may remove a person from a committee at any time and for any reason.

## 9 Chair and Co-Chair

- 9.1. Council will appoint the Chair and Co-Chair of a committee.
- 9.2. The Chair and Co-Chair will be members of Council.
- 9.3. The Recording Secretary and/or Corporate Officer and any staff member assigned to a committee will assist in the training of a Chair and Co-Chair to fulfill their duties and responsibilities.
- 9.4. Only the Chair and Co-Chair may speak for the Committee outside of a committee meeting.
- 9.5. The Chair and Co-Chair may determine at their own discretion who will chair a meeting and whether to have a rotation schedule in place.

## 10 Communications

- 10.1. Email will be the preferred method to communicate with all members.
- 10.2. A committee member will provide the Recording Secretary with an email address to be used for all communications relating to committee or City business.
- 10.3. The Recording Secretary and Staff will use the email address provided when communicating with committee members.
- 10.4. Committee business must not be conducted via email.
- 10.5. A member will:
- a) assist the Freedom of Information Head with any requests for information; and,
  - b) provide all records in the member's possession pertaining to an information request.
- 10.6. Any communications between one committee and another committee will include the Chairs and Co-Chairs of both committees.

## 11 Membership

- 11.1. A member may only serve on one committee at a time.
- 11.2. The term for a committee will be outlined in each committee's Terms of Reference.
- 11.3. A person who is not a Council member may not serve more than two consecutive terms on the same committee. (note: this excludes industry representatives, such as an architect sitting on the Design Advisory Panel)
- 11.4. If a member no longer wishes to serve as a member, the member will:
  - a) give written notice to the Corporate Officer indicating the resignation date; and,
  - b) return any City property provided to the member during their term of office.
- 11.5. A member may not use any City property or resources for their personal benefit or for the benefit of a person associated with the member.

## 12 Roles of the Committee Members

- 12.1. Each committee member has the following duties and responsibilities:
  - a) prepare for and attend committee meetings;
  - b) complete any tasks assigned by the Committee;
  - c) be accountable for all actions taken in the name of the Committee;
  - d) contribute to the direction and work of the Committee to the best of their ability; and,
  - e) adhere to the Code of Conduct set-out in Section B (4).
- 12.2. In addition to those of an individual committee member, a Council Member who is assigned to a committee has the following duties and responsibilities:
  - a) act as a liaison between the Committee and Council;
  - b) provide the Committee with Council's perspective on matters coming before the Committee, where a perspective has been expressed by Council; and,
  - c) assist the Committee in developing feasible options which align with the City's strategic direction, master plans, financial plans, goals and objectives.
- 12.3. The Chair has the following duties and responsibilities, in addition to those of being a member:
  - a) be the liaison between the Committee, Staff, and other committees;
  - b) provide leadership to the Committee;
  - c) preside at all meetings of the Committee, if present;
  - d) supervise the other members in the execution of their duties;
  - e) build consensus and foster teamwork;
  - f) work with the Staff liaison and Corporate Officer to develop agendas for meetings; and,
  - g) act as the official representative of the Committee, as needed.
- 12.4. The Co-Chair has the following duties and responsibilities, in addition to those of being a member:
  - a) perform of the duties of the Chair, if the Chair is unavailable; and,
  - b) assist the Chair and the Recording Secretary as needed.

- 12.5. The Corporate Officer has the following duties and responsibilities:
  - a) issue notices of meetings for the Committee;
  - b) prepare meeting agendas;
  - c) ensure that the minutes for all meetings are kept;
  - d) supervise the custody and maintenance of all committee records; and,
  - e) maintain the register of members.
- 12.6. Any staff member assigned to a committee has the following duties and responsibilities:
  - a) assist the Committee in any appropriate manner to carry out the Committee's mandate;
  - b) communicate to the Committee any information or restrictions coming from Council or senior management which may have an impact on the Committee;
  - c) ensure that any financial resources allocated to the Committee are spent in accordance with the City's policies; and,
  - d) where a committee member becomes a staff member, they are to resign from the Committee immediately upon employment.

## D. Meeting Administration

### 13 General

- 13.1. The committees are subject to the same rules and conditions as Council, set out in the Council Procedure Bylaw.
- 13.2. A committee must meet at least once per year, if the frequency of the meetings is not set out in the Committee's terms of reference.
- 13.3. The Corporate Officer will determine:
  - a) the regular schedule of days and times for the Committee meetings; and,
  - b) the location of the meetings of a committee.
- 13.4. Unless otherwise stipulated, each member of a Committee has equal voting rights.
- 13.5. The mayor is an ex-officio member and as such is able to attend and vote on matters at any committee meeting.

### 14 Minutes and Agendas

- 14.1. Minutes and Agendas will be administered in accordance with the Council Procedure Bylaw.

### 15 Quorum

- 15.1. Unless specified otherwise, quorum for a committee will be the majority of voting members of the Committee currently holding office.
- 15.2. Both the Chair and Co-Chair count towards quorum.

ATTACHMENT A

Code of Conduct Bylaw 7348

# ATTACHMENT C

## City of Nanaimo Public Safety Committee Term Work Plan Development

### Note:

- This document is being provided for the October 9, 2024 Public Safety Committee meeting to assist the Committee with finalizing its term work plan.
- Only items within the Committee's scope and those that are achievable within the current Committee's term are included in the work plan.
- Assigned priority rankings do not reflect how quickly an initiative may be considered or addressed by the Committee due to the need to consider additional factors.
- Once finalized, the work plan will be advanced to Council for final approval.
- The term work plan will form the basis for annual work plans. Items can be removed or added during the annual work plan development process.

### Committee Purpose:

Provide a forum for engaged citizens to **discuss concerns** and **propose solutions** that would serve **to enhance safety and security within the City of Nanaimo**. The Committee will **advise Council on strategic and policy initiatives related to** the City's **provision of public safety programs** with a goal of maintaining and enhancing a safe and healthy community.

### The Committee will:

- Discuss and provide recommendations to Council related to residential and commercial business safety, public nuisance matters, graffiti and vandalism, vehicular crime, traffic safety, enhancing public safety and security, fire safety
- Review and provide recommendations to Council regarding community safety concerns
- Receive information from groups and agencies dedicated to community safety, including the Nanaimo RCMP, Nanaimo Fire Rescue and City of Nanaimo Bylaw Services
- Support advocacy work relating to public safety including integrated enforcement, social responses and the protection of vulnerable persons
- Discuss issues referred to the Committee by Council, the CAO, GMs or Directors
- Work with Council to increase public awareness and education on matters related to public safety and security

**Theme 1: Transportation Safety**

| <b>Work Plan Item Identified by the Committee</b>                                | <b>Committee's Scope</b>  | <b>Details/Actions</b>   | <b>Budget Implications</b> | <b>Priority (High/Low/Medium)</b> | <b>Responsible Department/Division</b>   | <b>Examples of Related Ongoing or Completed Projects/Initiatives</b>   |
|--|---|--|----------------------------|-----------------------------------|--|--|
| Improve safety of transit stop locations (in relation to social disorder issues) | Depending on the details, the matter could be City's or Regional District's responsibility (transit stops are under City's jurisdiction).<br><br>The Committee may identify problem locations and discuss design/safety improvements. | Staff to invite Regional District of Nanaimo Transportation Services' Senior Manager for a presentation. | Supplies and labour        | Low/Medium                        | <ul style="list-style-type: none"> <li>Public Safety</li> <li>RCMP</li> <li>Traffic – Engineering</li> </ul> | <ul style="list-style-type: none"> <li>Transit shelter and bench contract renewal</li> <li>Transit exchange planning – Country Club and Woodgrove</li> <li>TransLink/BC Transit stop guidelines</li> </ul> |

**Theme 2: Crime Prevention (City)**

| <b>Work Plan Item Identified by the Committee</b>  | <b>Committee's Scope</b>   | <b>Details/Actions</b>   | <b>Budget Implications</b> | <b>Priority (High/Low/Medium)</b> | <b>Responsible Department/Division</b>  | <b>Examples of Related Ongoing or Completed Projects/Initiatives</b>  |
|--|--|--|----------------------------|-----------------------------------|---|---|
| Increase use of CCTV   | The Committee may identify preferred locations, keeping in mind privacy limitations and legislation. | Staff to solicit the Committee's input on preferred locations.   | Supplies and labour        | Low                               | <ul style="list-style-type: none"> <li>IT</li> <li>Legislative Services</li> <li>Public Safety</li> </ul>   | <ul style="list-style-type: none"> <li>CCTV project team is working on a City-wide plan</li> </ul>  |
| Avoid closure/relocation of businesses and public open spaces due to crime and social disorder | The Committee may provide recommendations on crime prevention measures to improve business safety.   | Staff are working on a report to Council on options to regulate vacant properties (Council may refer to Committee if there are follow-up actions).<br><br>Develop a Communication Plan to encourage reporting of crimes. | Supplies and labour        | Medium/High                       | <ul style="list-style-type: none"> <li>Public Safety</li> <li>RCMP</li> <li>Real Estate</li> </ul>  | <ul style="list-style-type: none"> <li>Community Safety Officer (CS) Program</li> <li>Crime Prevention Through Environmental Design (CPTED) initiatives</li> <li>Social planning initiatives (warming centres etc.)</li> <li>RCMP has a dedicated unit for downtown</li> <li>The City empowers neighbourhood associations as partners to raise concerns about the impacts of homelessness on residents and local businesses.</li> </ul> |
| Implement community-wide graffiti removal and clean-up initiatives                             | The Committee may provide recommendations on graffiti clean-up and vandalism.                        | Staff to invite Community Policing Coordinator to provide a presentation.<br><br>Review the possibility and  | Supplies and labour        | Medium/High                       | <ul style="list-style-type: none"> <li>Public Safety (private land)</li> <li>Parks, Recreation and Culture (public spaces)</li> <li>Public Works (public spaces)</li> </ul> | <ul style="list-style-type: none"> <li>Graffiti Task Force (disbanded ~10 years ago)</li> <li>The City has a contractor for graffiti identification and removal on public property</li> <li>The City has budgeted for wrapping of traffic cabinets and BC Hydro has a program</li> </ul>  |

| Work Plan Item Identified by the Committee | Committee's Scope | Details/Actions  | Budget Implications | Priority (High/Low/Medium) | Responsible Department/Division | Examples of Related Ongoing or Completed Projects/Initiatives   |
|--|-------------------|--|---------------------|----------------------------|---------------------------------|---|
|  |                   | implications of the City permitting graffiti art in select designated locations. |                     |                            |                                 | <ul style="list-style-type: none"> <li>for municipalities to apply for wrapping of BC Hydro boxes with graffiti</li> <li>The City provides relief through the Vandalism Relief Fund operated by the Chamber of Commerce</li> <li>Volunteer-based graffiti cleanup groups through the Parks Department and the RCMP</li> </ul> |

### Theme 3: Homelessness, Addiction and Community Impacts

| Work Plan Item Identified by the Committee   | Committee's Scope   | Details/Actions   | Budget Implications  | Priority (High/Low/Medium) | Responsible Department/Division   | Examples of Related Ongoing or Completed Projects/Initiatives   |
|--|---|---|--|----------------------------|---|---|
| Establish baselines and implement long term monitoring for the impacts on community safety | The Committee may make recommendations on residential and business safety based on provided data.   | Staff to provide: <ul style="list-style-type: none"> <li>a report regarding good neighbour and service agreements and update on HEART and HEARTH</li> <li>information regarding the number of calls to first responders and bylaw officers relative to BC Housing sites</li> <li>an update on Travellers Lodge project</li> </ul> | Labour   | Medium                     | <ul style="list-style-type: none"> <li>GIS Division – Engineering</li> <li>RCMP</li> <li>Public Safety</li> </ul> | <ul style="list-style-type: none"> <li>Community Policing Program at the RCMP preforms safety audits with neighbourhoods</li> <li>RCMP data analysts map and review public safety data</li> <li>City Plan Monitoring Strategy includes indicators and metrics for traffic related injuries and fatalities, real crime, perception of safety, non-domestic assaults, break and enters</li> <li>Indicators and metrics for City funded social support programs (i.e. Shower Program, drop-in hubs, etc.)</li> <li>Risk tracking database from the Nanaimo Acute Response Table</li> </ul> |
| Provide indoor spaces for unhoused individuals   | Overnight shelter spaces are provided dependent on the funding from the Province. The City has undertaken advocacy efforts with the Province. There are limits in terms of the City property. | Staff to consult the Committee regarding establishment of two daytime drop-in hubs to provide input on safety and security elements for the clients and the   | Supplies and labour.<br><br>Budget for the hubs has already been approved. | High                       | <ul style="list-style-type: none"> <li>Public Safety</li> </ul>   | The City: <ul style="list-style-type: none"> <li>has provided funding for community-operated warming centres in the past</li> <li>operates extreme weather response shelters</li> <li>is in the process of creating two year-round drop-in hubs</li> </ul>  |

| Work Plan Item Identified by the Committee | Committee's Scope | Details/Actions                      | Budget Implications | Priority (High/Low/Medium) | Responsible Department/Division | Examples of Related Ongoing or Completed Projects/Initiatives |
|--|-------------------|--------------------------------------|---------------------|----------------------------|---------------------------------|---|
|  |                   | immediate surrounding neighbourhood. |                     |                            |                                 |   |

#### Theme 4: Health and Wellness

| Work Plan Item Identified by the Committee  | Committee's Scope   | Details/Actions  | Budget Implications | Priority (High/Low/Medium) | Responsible Department/Division  | Examples of Related Ongoing or Completed Projects/Initiatives  |
|---|---|--|---------------------|----------------------------|--|--|
| Work to ensure safe access to public spaces | The Committee may provide recommendations regarding utilization of public spaces related to public safety concerns. | <p>Consider alternate modes of transportation.</p> <p>Consider how to program spaces for active use.</p> <p>Staff to provide information on the successful implementation of the Night Market.</p> | To be determined    | High                       | <ul style="list-style-type: none"> <li>• Engineering – Transportation</li> <li>• Parks, Recreation and Culture</li> <li>• Public Safety</li> </ul> | <ul style="list-style-type: none"> <li>• Commercial Street redesign and reactivation of Diana Krall Plaza</li> <li>• Implementation of the Night Market</li> <li>• Annual grant funding is provided for organizing community events</li> <li>• CPTED analysis of public spaces</li> <li>• The City encourages good design of public spaces through the development permit process</li> </ul> |

#### Theme 5: Advocacy

| Work Plan Item Identified by the Committee  | Committee's Scope   | Details/Actions  | Budget Implications | Priority (High/Low/Medium) | Responsible Department/Division   | Examples of Related Ongoing or Completed Projects/Initiatives   |
|---|---|--|---------------------|----------------------------|---|---|
| Advocate for addressing root causes of the opioid overdose public health and safety emergency | <p>Social determinants are within provincial jurisdiction.</p> <p>The Committee through Council can advocate on the related issues, and support grassroots advocacy in the community.</p> | <p>Staff to:</p> <ul style="list-style-type: none"> <li>• ensure information received by Council relevant to the Committee is shared with the Committee</li> <li>• share initiatives with the Committee members to spread awareness</li> </ul> | To be determined    | Medium                     | <ul style="list-style-type: none"> <li>• Public Safety</li> <li>• RCMP</li> <li>• Fire</li> </ul> | <ul style="list-style-type: none"> <li>• Advocacy letters have arisen from the Mayor's Leaders' Table</li> <li>• The City provides housing support through the Nanaimo Regional Rent Bank program administer by Connective and the Rent Supplement Program</li> <li>• The City provides Social Planning Grants to organizations that offer programs related to social cohesion, root causes of poverty, community vitality and social equity</li> </ul> |

| Work Plan Item Identified by the Committee   | Committee's Scope   | Details/Actions | Budget Implications   | Priority (High/Low/Medium) | Responsible Department/Division   | Examples of Related Ongoing or Completed Projects/Initiatives   |
|--|---|-----------------|---|----------------------------|---|---|
|  |   |                 |   |                            |   | <ul style="list-style-type: none"> <li>The City has partnered with Public Safety Canada to provide programs and initiatives that address the root causes of youth engaging in gun and gang violence through the Youth Resilience Strategy</li> <li>Nanaimo Acute Response Table (a program of the Ministry of Public Safety and Solicitor General coordinated by the City) data and experience can be utilized for advocacy</li> </ul>  |
| Advocate for the Implementation of Housing First initiatives and related best practices to address/reduce homelessness | The Committee through Council can advocate on the related issues.   |                 |   | Low                        | <ul style="list-style-type: none"> <li>Planning</li> <li>Public Safety</li> </ul>     | <ul style="list-style-type: none"> <li>The Health and Housing Action Plan is being implemented through the Systems Planning Organization (SPO)</li> <li>Council continues to advocate with the province for investments in shelter beds, rent supplements and other housing supports</li> <li>The City has completed many initiatives to encourage affordable housing – offering property tax exemptions for non-market units, ensuring rental units are available for long term tenants, revising zoning regulations to allow for infill housing, support to non-market housing through the Housing Legacy Reserve Fund, offering rent bank and rent supplement supports through contracts with non-profit agencies, etc.</li> </ul> |
| Request reimbursement of the municipal funds expanded on the opioid overdose public health and safety emergency        | The Committee through Council can advocate to the Province regarding raising the awareness of increased costs of the emergency and safety implications. |                 | Significant savings for the City if the reimbursement is provided | Medium/High                | <ul style="list-style-type: none"> <li>Finance</li> <li>Fire</li> <li>RCMP</li> </ul> | <ul style="list-style-type: none"> <li>Advocacy through the Union of BC Municipalities</li> </ul>   |

| <b>Work Plan Item Identified by the Committee</b> | <b>Committee's Scope</b>   | <b>Details/Actions</b>  | <b>Budget Implications</b> | <b>Priority (High/Low/Medium)</b> | <b>Responsible Department/Division</b>  | <b>Examples of Related Ongoing or Completed Projects/Initiatives</b>  |
|---|--|---|----------------------------|-----------------------------------|---|---|
| Advocate for a restorative justice program        | Connective Nanaimo operates the Restorative Justice Program.<br><br>The Committee through Council can advocate for more funding from senior governments. | Staff to provide information regarding success of the school liaison officers program.<br><br>Examine successful initiatives from other municipalities (i.e. Cowichan).                                     | To be determined           | Medium                            | <ul style="list-style-type: none"> <li>RCMP – Police Support Services manages the current contract</li> <li>Finance</li> </ul>                | <ul style="list-style-type: none"> <li>Restorative Justice Program through the Connective (the City already provides funds)</li> </ul>              |
| Report on the details of Council's advocacy       | The Committee is better informed when advised of public safety related actions taken by Council.   | Staff to report on outcomes of the Committee's recommendations through the agenda process.<br><br>Staff are working on an advocacy section on the City's website to capture Council's advocacy initiatives. | Minimal                    | High                              | <ul style="list-style-type: none"> <li>Chief Administrative Officer's Office</li> <li>Communications</li> <li>Legislative Services</li> </ul> | <ul style="list-style-type: none"> <li>Similar agenda process implemented with the Advisory Committee on Accessibility and Inclusiveness</li> </ul> |

**Theme 6: Education**

| <b>Work Plan Item Identified by the Committee</b>     | <b>Committee's Scope</b>   | <b>Details/Actions</b>   | <b>Budget Implications</b> | <b>Priority (High/Low/Medium)</b> | <b>Responsible Department/Division</b>  | <b>Examples of Related Ongoing or Completed Projects/Initiatives</b>   |
|---|--|--|----------------------------|-----------------------------------|---|--|
| Improve the understanding of public safety in Nanaimo | The Committee to support raising awareness in the community relating to public safety including sharing of information through various channels. | Staff to arrange for presentations on the Speed Watch Program and Block Watch Program.<br><br>Public education initiatives regarding both crime in Nanaimo | No                         | Medium                            | <ul style="list-style-type: none"> <li>Communications</li> <li>Fire Department</li> <li>Parks, Recreation and Culture</li> <li>Public Safety</li> <li>RCMP</li> </ul> | <ul style="list-style-type: none"> <li>A variety of ongoing initiatives through the City's website, social media and other communication channels</li> <li>The Fire Department provides a variety of public safety programs such as Community Bystander CPR Training, participates FireSmart initiatives, issues public safety alerts, shares information and collaborates with other</li> </ul> |

| Work Plan Item Identified by the Committee | Committee's Scope | Details/Actions  | Budget Implications | Priority (High/Low/Medium) | Responsible Department/Division | Examples of Related Ongoing or Completed Projects/Initiatives  |
|--|-------------------|--|---------------------|----------------------------|---------------------------------|--|
|  |                   | <p>and perception of crime.</p> <p>Highlighting positive stories and encouraging care for community members.</p> |                     |                            |                                 | <p>relevant agencies, and supports disaster readiness and prepares for response and recovery</p> <ul style="list-style-type: none"> <li>• Emergency Preparedness Month promotion – training</li> <li>• NFPS – trainee training video – new training apparatus</li> </ul> |

FOR: PUBLIC SAFETY COMMITTEE  
MEETING DATE: April 8, 2026  
DEPARTMENT: COMMUNITY SERVICES  
SUBJECT: **THE HUB UPDATE**

**OVERVIEW**

**Purpose of Report**

To provide the Public Safety Committee with an update on the Hub service.

**BACKGROUND**

Since opening on 2025-JAN-02, the Hub, located at 55 Victoria Road with an entrance off Nicol Street, has provided coordinated daytime and overnight services for individuals experiencing homelessness. Daytime services were delivered by Island Crisis Care Society (ICCS) from 9:00 a.m. to 4:00 p.m., offering access to basic needs, health-related supports, housing intake and triage, and connections to housing. Overnight shelter services operated from 5:00 p.m. to 8:00 a.m. and have been delivered by Nanaimo Family Life Association (NFLA).

Daytime operations were jointly funded by the City of Nanaimo and the federally funded Reaching Home Program, while overnight shelter services were funded by BC Housing through its temporary shelter program.

The Hub was located within a building that has long housed multiple co-located medical support services, including programs providing health care, and addiction supports. As a result, the surrounding area had an established pattern of service use and congregation with people with complex needs prior to the Hub opening.

On 2025-JUL-16, Staff presented an operational update on the Hub to the Finance and Audit Committee, outlining service demand, system coordination, neighbourhood impacts, and mitigation measures. While the Hub's role in Nanaimo's homelessness response was acknowledged, residents and businesses raised concerns related to visible homelessness and associated behaviours. These concerns reflected a shift in the location of longstanding congregation of people with complex needs from the Victoria Road side of the building to the Nicol Street side, a busy highway corridor with higher pedestrian and vehicle volumes. This shift increased the visibility of existing activity and introduced additional traffic safety considerations. The Hub location was selected following a nine-month site search and enabled people already accessing nearby health services, as well as individuals not traditionally connected to supports, to access coordinated health and social services, including shelter and housing options, in an indoor setting.

Following the Finance and Audit Committee meeting, Council passed the following motion at the 2025-JUL-21 Regular Council Meeting:

*That Council:*

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

As directed by Council, Staff worked closely with Hub service providers to identify and assess potential alternate locations. These efforts have included landlord outreach, site visits, and evaluation of both leased and potential purchase opportunities. Despite these efforts, no suitable alternative location has been identified due to limited availability of appropriate spaces, landlord hesitancy, operational constraints, geographic accessibility issues, and a lack of funding for property acquisition or major renovations.

To advance coordination and planning, a working group was established under the Alignment Project, a provincial and federal initiative intended to improve governance, service coordination, and data systems related to homelessness. The working group has brought together health and social service providers, housing partners, Indigenous organizations, and City Staff to assess both short- and long-term options to maintain indoor space and coordinated services for people experiencing homelessness.

At the 2026-JAN-19 Regular Council Meeting, Council passed a further motion directing that:

*The Mayor and Council write to the Minister of Housing and Municipal Affairs requesting a meeting to discuss the urgent need for funding for a daytime drop-in homelessness resource hub, as well as other housing-related priorities.*

At the same meeting, Council also approved the following recommendation:

*That Council direct Staff to provide regular updates on the Hub to the Public Safety Committee.*

This report responds to that direction and provides a final update on Hub operations. As previously reported, due to funding limitations and the absence of a suitable alternate location, the Hub closed on 2026-MAR-29, and all daytime and overnight services at the current site have ceased. ]

## **DISCUSSION**

When operational, the Hub functioned as system-critical infrastructure within Nanaimo's coordinated homelessness, housing, and public health response. Cumulative service data collected between 2025-JAN-02 and 2026-FEB-28 demonstrates both the scale and intensity of need addressed through the Hub:

- Over 35,000 daytime visits since opening.
- An average of 82 unique individuals accessing daytime services daily with demand increasing during periods of inclement weather to approximately 130 to 140 unique individuals per day.
- Nearly 400 unique individuals supported through overnight shelter services.

- More than 1,600 shelter turnaways recorded over the duration of shelter operations, reflecting sustained capacity pressures.
- In July 2025, a By-Names List (BNL) of 170 individuals was established, supported by housing assessment and applications. As of 2026-MAR-20, 54 individuals have been housed and removed from the BNL, with housing pathways largely developed through Hub engagement.

The Hub was foundational to the operation of the BNL and Nanaimo's coordinated access system. Daily, low-barrier engagement enabled service providers to identify new individuals experiencing homelessness, update acuity assessments, and triage people from shelter into HEARTH temporary supportive housing, permanent supportive housing, and private market accommodations.

The Hub also served as a primary access point for Island Health outreach teams, BC Housing outreach staff, the Ministry of Social Development and Poverty Reduction's Community Integration Services team, Snuneymuxw First Nation, and other service providers. These partners relied on the Hub as a consistent, centralized location to complete housing registry intakes, maintain continuity of health care, and deliver a range of social support services.

The Hub's closure coincided with the seasonal drawdown of winter shelter services, resulting in the loss of 104 shelter beds system-wide, including 20 at the Hub, and the elimination of a critical daytime stabilization and food access space. These reductions constrain housing intake and triage capacity at a time of declining shelter availability, and simultaneous reductions in outreach-based food security services, further limiting access to basic need supports. Beginning in 2026, new provincial witnessed dosing requirements increased vulnerability, as individuals continue to attend the area for medical appointments without access to a safe indoor space, intensifying pressure on both clients and the surrounding area.

ICCS has been awarded \$800,000 through the federal Reaching Home program for the period of 2026-APR-01 to 2028-MAR-31, to operate the Hub should a new location be secured. In summer 2025, the City also applied for Emergency Treatment Fund through Health Canada to support renovation costs should the Hub be relocated to another site; however, the application was unsuccessful due to the absence of a confirmed, secure location at the time of submission.

Work is ongoing to identify and secure a suitable replacement location. Continued advocacy is being advanced through the working group to the Province to obtain adequate capital funding to support renovations and/or the purchase of a new facility, as well as operational funding from BC Housing to enable shelter services. Should a new location be secured, Staff will return with an update to Mayor and Council.

### **COMMUNICATION AND COMMUNITY ENGAGEMENT**

In preparation for the Hub's closure, Staff worked closely with Hub service providers, community partners, and public safety agencies to assess anticipated impacts, coordinate system responses, and support clear and consistent communication. Planning activities were undertaken with the understanding that no replacement Hub location, services, or resources had been confirmed, and that demand for services in the surrounding area was expected to increase following closure, particularly for individuals reliant on nearby health services and supports.

Two targeted community meetings were held to support advance communication and coordination. A dedicated meeting was held on 2026-JAN-20 with Hub service providers, outreach organizations, and

public safety agencies focused on anticipated impacts to service delivery, coordinated access, public safety, and system pressures, with an emphasis on operational readiness, continuity of care, and information-sharing across organizations. A separate community information session was held on 2026-FEB-12 with downtown businesses, service providers operating in or serving the area, residents, and representatives from neighbourhood associations. This meeting provided advance notice of the Hub's closure, outlined anticipated impacts, and clarified which services would remain available following closure. The session was structured as information-sharing only, recognizing that no new Hub location or replacement services had been confirmed at that time. A follow-up meeting with downtown businesses and representatives from Neighbourhood Associations is planned for late April 2026 to gather observations following the closure.

In parallel with these engagement efforts, Staff are coordinating with internal City departments and external partners to ensure ongoing mitigation supports remain in place in the downtown and south-end areas following the Hub's closure, including continued deployment of enhanced Clean Team services, multiple daily patrols by the Community Safety Officer team, and ongoing RCMP engagement through existing initiatives. These measures are intended to help manage impacts and support community safety; however, the City has limited authority, resources, and capacity to address issues that fall primarily within provincial jurisdiction, including health care, addictions treatment, complex care, and shelter service provision. As such, these mitigation efforts do not replace the loss of indoor stabilization, shelter capacity, or coordinated service functions previously provided through the Hub.

#### **ALIGNMENT WITH CITY PLAN**

The report is aligned with the following City goals:

- A Healthy Nanaimo: Community Wellbeing and Livability
  - C3.1 Community Safety & Security
  - C3.2 Affordable Housing
  - C3.4 Food Security
  - C3.6 Recreation, Culture, & Well
- An Empowered Nanaimo: Reconciliation, Representation and Inclusion
  - C4.2 Equity & Inclusivity
  - C4.3 Access for All

#### **ALIGNMENT WITH COUNCIL'S STRATEGIC PRIORITIES**

The report is aligned with the following Council Strategic Framework priorities:

- Implementing City Plan Action Plans and Key City Management Plans
- Social, Health and Public Safety Challenges
- Communicating with the Community

**KEY MESSAGES**

- The Hub closed on 2026-MAR-29, with no replacement location secured at this time.
- Since opening, the Hub has served as system-critical infrastructure, supporting tens of thousands of visits, hundreds of individuals, and dozens of successful housing placements.
- The Hub’s closure coincides with a significant seasonal reduction in shelter and basic-needs capacity, creating compounding impacts for individuals, service providers, and the downtown public realm.
- Staff and community partners continue to coordinate mitigation efforts and community communication despite limited resources and capacity, while Council advocates to senior governments in recognition that many system impacts extend beyond municipal jurisdiction.

**Authored by:**

Christy Wood  
**Manager, Social Development**

**Concurrence by:**

Dave LaBerge  
**Director, Public Safety**

Lisa Bhopalsingh  
**General Manager, Community Services & Deputy CAO**