



## MINUTES

### GOVERNANCE AND PRIORITIES COMMITTEE MEETING

Monday, April 14, 2025, 1:00 P.M.  
Shaw Auditorium, Vancouver Island Conference Centre  
80 Commercial Street, Nanaimo, BC

Members: Councillor I. Thorpe, Chair  
Mayor L. Krog  
Councillor S. Armstrong  
Councillor H. Eastmure  
Councillor E. Hemmens  
Councillor P. Manly\*  
Councillor J. Perrino

Absent: Councillor T. Brown  
Councillor B. Geselbracht

Staff: D. Lindsay, Chief Administrative Officer  
B. Sims, General Manager, Engineering and Public Works  
S. Gurrie, Director, Legislative Services  
J. Holm, Director, Planning and Development  
L. Brinkman, Manager, Community Planning  
L. Rowett, Manager, Current Planning  
N. Sponaule, Communications Advisor  
K. Lundgren, Recording Secretary

1. CALL THE MEETING TO ORDER:

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

2. APPROVAL OF THE AGENDA:

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

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

3. ADOPTION OF THE MINUTES:

It was moved and seconded that the minutes of the Governance and Priorities Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday 2025-MAR-24 at 1:00 p.m. be adopted as circulated. The motion carried unanimously.

4. AGENDA PLANNING:

(a) Upcoming Topics and Initiatives

Sheila Gurrie, Director, Legislative Services, spoke regarding topics and initiatives scheduled for upcoming Governance and Priorities Committee (GPC) meetings. The schedule is subject to change, and Staff are looking to advance the topic related to prohibiting the sale and spread of invasive species to an earlier meeting date.

5. REPORTS:

(a) City Plan:

1. Form and Character Design Guidelines Project

Introduced by Jeremy Holm, Director, Planning and Development.

Presentation:

1. Lisa Brinkman, Manager, Community Planning, presented the draft Development Permit Area 8 (DPA8) Form and Character Design Guidelines (Guidelines) project, provided an overview of the project timeline and noted the following:

- The Guidelines project has been a joint project between the Current Planning, Community Planning, Sustainability and Transportation Sections
- The draft Guidelines consolidate a number of design guidelines into one document to improve clarity around the City's expectations

Lainya Rowett, Manager, Current Planning, continued the presentation and spoke regarding some of the key themes identified during the public engagement sessions as well as related amendments to the landscape regulations. Highlights included:

- The second phase of engagement allowed Staff to receive more specific feedback on the guidelines as written
- The draft Guidelines are more generalized to focus on intent rather than being too prescriptive
- This process provided opportunity to modernize the language for the High Performance Building Section of the draft Guidelines
- The Landscaping regulations have been updated in “Zoning Bylaw No. 4500” to reduce prescriptions in the Zoning Bylaw and have them be more comprehensively explained in the draft Guidelines
- Next steps include Council’s consideration of the proposed amendment bylaws in May of 2025, holding a Public Hearing for the proposed Zoning Amendment Bylaw in June of 2025, and the implementation of the new Guidelines in July to September of 2025

Committee and Staff discussion took place. Highlights included:

- The City’s Wildfire Hazard Development Permit Area was implemented through the City Plan; however, there are no design requirements related to fire safety in the more urbanized areas
- Finding the right balance within the draft Guidelines for when to use stronger wording requirements such as “must” and when to use suggestions such as “should” or “consider”
- Feedback from the development community through the engagement process encouraged Staff to improve clarity on how the Guidelines apply to industrial development
- The desire to improve development permit processing times, and the Guidelines’ role to simplify the process
- The Community seems to accept that energy efficiency and affordable buildings require a simpler design
- The High Performance Section of the Guidelines helps improve simple building designs

- The public engagement feedback saw cohesive agreement regarding the value of street interface and enhancement of public realm
- Ensuring there is a communication strategy for the Public Hearing to ensure the community is aware of their opportunity to engage further on these amendments
- There has been considerable investment into the neighborhood plans and concern that the consolidation of these plans could create a sense of loss
- An administrative support tool will allow applicants to provide rationale when they are unable to meet a consideration in the Guidelines
- While Staff received considerable feedback from the Old City Neighbourhood Association and Newcastle Community Association, there was also representation from a number of other neighbourhood associations in the engagement process

It was moved and seconded that the Governance and Priorities Committee recommend that Council direct Staff to proceed with preparing a bylaw to amend Zoning Bylaw No. 4500 with the updated Development Permit Area 8 (DPA8) Form and Character Design Guidelines, and related amendments to the landscape regulations; and a bylaw to amend the “Development Procedures and Notification Bylaw 2024 No. 7375”, as outlined in the Staff Report dated 2025-APR-14. The motion carried unanimously.

6. QUESTION PERIOD:

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

7. ADJOURNMENT:

It was moved and seconded at 1:51 p.m. that the meeting adjourn. The motion carried unanimously.

CERTIFIED CORRECT:

---

CHAIR

---

CORPORATE OFFICER