



## **MINUTES**

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

Monday, June 23, 2025, 1:00 P.M.

Shaw Auditorium, Vancouver Island Conference Centre  
80 Commercial Street, Nanaimo, BC

Members:	Councillor B. Geselbracht, Chair Mayor L. Krog Councillor H. Eastmure Councillor E. Hemmens Councillor P. Manly* (joined at 1:01 p.m.) Councillor J. Perrino
Absent:	Councillor S. Armstrong Councillor T. Brown Councillor I. Thorpe
Staff:	D. Lindsay, Chief Administrative Officer L. Mercer, General Manager, Corporate Services B. Sims, General Manager, Engineering and Public Works W. Fulla, Director, Finance S. Gurrie, Director, Legislative Services J. Holm, Director, Planning and Development D. Osborne, Director, Parks, Recreation and Culture P. Rosen, Director, Engineering K. MacDonald, Manager, Parks Operations P. McIntosh, Urban Forestry Coordinator N. Sponaule, Communications Advisor L. Young, Recording Secretary

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

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

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

2. INTRODUCTION OF LATE ITEMS:

- (a) Agenda Item 6(b)(2) Urban Tree Canopy Assessment - Add delegation from David Quigg.

Councillor Manly joined the meeting electronically at 1:01 p.m.

3. APPROVAL OF THE AGENDA:

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

4. ADOPTION OF THE MINUTES:

It was moved and seconded that the minutes of the Governance and Priorities Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2025-MAY-12, at 1:00 p.m. be adopted as circulated. The motion carried unanimously.

5. AGENDA PLANNING:

(a) Upcoming Topics and Initiatives

Sheila Gurrie, Director, Legislative Services, spoke regarding topics and initiatives scheduled for upcoming Governance and Priorities Committee (GPC) meetings.

Committee discussion took place regarding the topic of bicycle safety and end-of-trip facilities. The City currently has three years of dedicated funding for end-of-trip cycling projects, and Staff are currently looking into partnering with third parties to reduce project costs. This topic will be brought back to a future Finance and Audit Committee meeting.

6. REPORTS:

(a) Prosperous Nanaimo:

1. Development Cost Charge Bylaw Update and Amenity Cost Charge Bylaw

Introduced by Dale Lindsay, Chief Administrative Officer.

Presentation:

1. Poul Rosen, Director, Engineering, Shaun Heffernan, Senior Local Government Advisor, Urban Systems, and Laura Bernier, Strategic Services Consultant, Urban Systems

provided an on-screen presentation included in the agenda package advising the following:

- Cost inflation and the introduction of new Development Cost Charge (DCC) categories by the Province are the main drivers for the increase of DCC rates
- The importance of clearly identifying Amenity Cost Charge (ACC) projects to prevent DCC overlap
- Proposed ACC projects include Beban Park Improvements, a community centre in the South End Urban Centre, and Stadium District Improvements. The proposed projects were selected due to their alignment with the Integrated Action Plan, their benefit to the entire community, and their ability to be accomplished during the ACC program timeframe
- The DCC and ACC programs were developed by reviewing the projects required for each of the infrastructure categories, the costs and the growth that those projects are going to service. Additionally, projects are reviewed individually to determine the extent to which each project benefits new and existing growth
- Once DCC and ACC rates are established, Council can adjust the rates using a municipal assist factor
- Next steps include taking the draft DCC and ACC program and rates to the development industry for feedback, bringing the bylaws to Council for the first three readings, providing the bylaws to the Province for review, and then Council adoption of the bylaws
- As the Water and Police Services are new DCC categories, the suggested municipal assist factor is 25 percent
- An area-specific transportation DCC is being considered to support localised growth in South Nanaimo; however, area-specific DCCs should be used sparingly as they create multiple reserve funds that must be used for specific areas and projects

Committee discussion took place regarding the area-specific transportation DCC bylaw, and the potential for transportation

projects to include every component of the road such as sidewalks and bike lanes.

P. Rosen, Director, Engineering, Shaun Heffernan, Senior Local Government Advisor, Urban Systems, and Laura Bernier, Strategic Services Consultant, Urban Systems, continued the on-screen presentation and noted that projects rated lower priority are still important infrastructure projects required to support growth; however, lower priority projects are often further out in the time horizon and can be added during a future DCC and ACC update.

Committee and Staff discussion took place. Highlights included:

- Challenges in servicing Nanaimo due to the large geographic area compared to other municipalities
- The Federal government has discussed cuts to DCCs; however, there has been no clear direction on whether this will take place or how it would be implemented
- The importance of the municipal assist factor and its ability to provide flexibility for charging DCCs
- The provided rate options would significantly increase developer costs and an economic analysis could be conducted to confirm that the costs aren't prohibitive
- Selecting a draft rate prior to receiving community input does not prevent changes to the rates prior to the finalization of the bylaws

P. Rosen, Director, Engineering, Shaun Heffernan, Senior Local Government Advisor, Urban Systems, and Laura Bernier, Strategic Services Consultant, Urban Systems, continued the on-screen presentation and noted that the proposed ACC rates are lower than most other communities that have adopted ACC bylaws.

Committee and Staff discussion took place regarding the timing of charging DCCs during the subdivision or building permit process.

P. Rosen, Director, Engineering, Shaun Heffernan, Senior Local Government Advisor, Urban Systems, and Laura Bernier, Strategic Services Consultant, Urban Systems,

continued the onscreen presentation included in the agenda package.

Committee and Staff discussion took place. Highlights included:

- Providing one set of draft rates to the community for feedback may provide a starting point for developers to provide input versus providing all three draft rates at once
- DCCs are legally not allowed to incentivize or disincentivize certain types of development
- The draft bylaw is anticipated to come to Council for first three reading in the first quarter of 2026
- The importance of roadways in South Nanaimo due to significant developments in the area

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It was moved and seconded that the Governance and Priorities Committee:

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

The motion carried unanimously.

The Governance and Priorities Committee meeting recessed at 2:34 p.m.

The Governance and Priorities Committee meeting reconvened at 2:48 p.m.

(b) Green Nanaimo:

1. Invasive Plant Management and Control

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

Delegation:

1. Hunter Jarratt spoke in support of banning the sale of invasive plants and animals in the City of Nanaimo. They discussed

the actions that other municipalities such as the District of Squamish have done to prevent the sale of invasive species and the importance of putting the onus on the seller of invasive species instead of the consumer.

Committee and Staff discussion took place. Highlights included:

- Invasive animals were not within the scope of the report and not much research has been completed by Staff in a local context
- The need for a bylaw as well as a public awareness campaign regarding invasive species
- Acknowledged the significant work completed by work parties to remove invasive species
- Staff anticipate that they can shift focus and current resources to engage new audiences
- The importance of pressuring the Province for a provincial ban on the sale of invasive species
- The need to review provincial legislation such as the *Wildlife Act* to prevent duplication or overlap

It was moved and seconded that the Governance and Priorities Committee recommend that Council direct Staff to:

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

The motion carried unanimously.

2. Urban Tree Canopy Assessment Update

Introduced by D. Osborne, Director, Parks, Recreation and Culture.

Kirsty MacDonald, Manager, Parks Operations, provided an overview of the report included in the agenda package.

Delegation:

1. David Quigg provided an on-screen presentation and noted the importance of protection and restoration of urban tree canopies for temperature regulation and public safety.

Committee and Staff discussion took place. Highlights included:

- The Urban Tree Canopy Assessment (the Assessment) will inform future work including updates to the “Management and Protection of Trees Bylaw 2013 No. 7126”
- The Assessment will review the health of the natural areas and parks as well as private trees
- The Partners in Parks Program provides neighbourhoods with the opportunity to have trees added to their streets

7. QUESTION PERIOD:

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

8. ADJOURNMENT:

It was moved and seconded at 3:26 p.m. that the meeting adjourn. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER