



## REQUEST FOR SUPPORT APPLICATION FORM

Date of Request	November 2, 2025
Organization/Group making the request	Pacifica Housing Advisory Association
Contact Person	Carolina Ibarra
Address	829 Fisgard Street, Victoria, BC
Telephone	250-385-2131
Email Address:	cibarra@pacifichousing.ca
Type of Support Requested (Select one)	<input checked="" type="radio"/> Letter of Support in Principle <input type="radio"/> In-Kind Contribution <input type="radio"/> Partnership  <i>Note: This policy is not applicable to requests for grant funding by the City, including Permissive Tax Exemption requests, or in-kind funding for facility rentals (see Grants Policy and Guidelines for further details)</i>

### IF APPLICABLE:

Name of grant or program for which you are applying:

**RFP #1070-2526-175 For Rental Housing Site Redevelopment & Operation Nanaimo, BC**

Amount of Funding Requested: N/A Grant Due Date: December 4, 2025

Organization: BC Housing

Address: 1701-4555 Kingsway

City: Burnaby, BC Postal Code: V5H 4V8

Telephone: 250-475-7550

Please provide an executive summary or short narrative that addresses each of the points outlined in the "Council Support policy". Include any supporting documents or materials and a detailed list of other funding partners (if applicable).

Please submit this form, with accompanying materials, to the attention of the Corporate Officer, Legislative Services, City of Nanaimo, 455 Wallace St. Nanaimo, BC V9R 5J6, or by email to: [legislative.servicesoffice@nanaimo.ca](mailto:legislative.servicesoffice@nanaimo.ca).

#### Respecting Your Privacy

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

November 24, 2025

Mayor and Council  
City of Nanaimo  
455 Wallace Street Nanaimo, BC V9R 5J6

Dear City of Nanaimo Mayor and Council,

**Subject: Request for Letter Acknowledging Collaboration with Pacifica Housing**

I hope this message finds you well.

Pacifica Housing is preparing a response to BC Housing *RFP # 1070-2526-175 For Rental Housing Site Redevelopment & Operation in Nanaimo, BC*. The RFP is an invitation to submit proposals for the creation of 199 new rental-housing units on Lot C, owned by the Provincial Rental Housing Commission, on the site located at 564 Fifth Street. We are seeking a letter that acknowledges our ongoing collaboration and alignment with municipal housing priorities. Such a letter would strengthen our application by demonstrating our proven ability to redevelop and operate rental housing with the strong partnership we have with the City. To guide the content, the letter could include:

- **Ongoing collaboration:** Coordination with City staff on supportive and affordable housing needs, including engagement in committees, interagency tables, and housing strategy meetings.
- **Participation in municipal processes:** Involvement in development, rezoning, and occupancy processes for housing projects.
- **Recent project example:** We recently submitted a development permit application for a new purpose built affordable housing project at 309 Hillcrest Avenue. The project was supported by the City's Design Advisory Panel with only minor recommendations and continues to move through the permitting process. This demonstrates our commitment to redevelop and expand affordable rental housing in Nanaimo.
- **Proven track-record in Nanaimo:** Pacifica Housing currently operates 307 units across eight properties, including 106 subsidized units, 61 low-end-of-market units, 100 supportive housing units, and 40 supported seniors' homes. This demonstrates our ability to operate rental housing.
- **Alignment with City priorities:** Our work supports the City's strategic initiatives related to homelessness, public safety, and neighbourhood well-being.
- **Community engagement and transparency:** Open communication with staff to address site management, safety, and community concerns.
- **Contribution to City-led initiatives and long-term solutions:** Sharing operational insight, project data, and partnering on advocacy for increased housing funding.

We have included a draft letter with this request for your review to make this process easier. Thank you for your consideration. We value our ongoing partnership with the City and greatly appreciate any support you are able to provide.

Warm regards,



Carolina Ibarra, CEO  
Pacifica Housing

[City of Nanaimo Letterhead]

[Date]

Evaluation Committee  
RFP # 1070-2526-175 for Rental Housing Site Redevelopment & Operation in Nanaimo, BC  
C/O Derek Chen  
BC Housing

Dear Evaluation Committee,

**Subject: Letter Acknowledging the City's Collaborative Relationship with Pacifica Housing**

The City of Nanaimo wishes to acknowledge its ongoing collaborative relationship with Pacifica Housing (PHAA). PHAA plays an active role in addressing housing needs in the community and engages regularly with City staff on matters related to supportive, affordable, and market rental housing.

PHAA currently operates 307 housing units across eight properties in Nanaimo, including 106 subsidized units, 61 market/near market units, 100 supportive housing units, and 40 supported seniors' homes. The organization participates in City-supported working groups, interagency tables, and committees, and works closely with staff on development, rezoning, and occupancy processes for housing projects.

PHAA recently submitted a development permit application for a new 160 unit purpose-built affordable housing project at **309 Hillcrest Avenue** to the City's Design Advisory Panel. The project was supported by the panel with only minor recommendations and continues to move through the permitting process. The Hillcrest Avenue project is similar in scope to the project redevelopment referenced in *RFP #1070-2526-175* and demonstrates PHAA's continued commitment to expanding affordable housing in Nanaimo.

PHAA also maintains open communication with City staff regarding property management, site safety, maintenance, and community relations, and provides data and operational insights to support the City's housing and homelessness strategies.

The City values PHAA's ongoing partnership and the organization's ongoing contributions toward addressing Nanaimo's housing needs through the development, redevelopment and operation of affordable and subsidized rental housing.

Sincerely,  
[Name]  
[Title]  
City of Nanaimo