

FOR: COUNCIL MEETING

MEETING DATE: January 19, 2026

DEPARTMENT: REVENUE SERVICES

SUBJECT: **DOWNTOWN NANAIMO BUSINESS ASSOCIATION BUSINESS IMPROVEMENT AREA BYLAW 2025, NO. 7395**

### **OVERVIEW**

#### **Purpose of Report**

To provide the results of the petition against process on the Council Initiative for the Downtown Nanaimo Business Association Business Improvement Area Bylaw 2025, No. 7395.

### **BACKGROUND**

Staff received a letter from the Downtown Nanaimo Business Association (DNBA) requesting support for the renewal of the Downtown Nanaimo Business Association Business Improvement Area (BIA) for a five-year term from 2026 through 2030. The letter was followed by a report to Council and a presentation from Roberta Bowman, Executive Director of the DNBA at the 2025-OCT-06 Regular Council meeting.

At the 2025-OCT-06 Regular Council meeting Council directed Staff to work with the DNBA to establish a Business Improvement Area for a term of five years starting in 2026 and to undertake the establishment of the BIA as a Council initiative.

At the 2025-OCT-20 Regular Council meeting Council passed first three readings of the “Downtown Nanaimo Business Association Business Improvement Area Bylaw 2025, No. 7395”, and directed staff to proceed with notice of intention to conduct a local area service on a Council Initiative, subject to a petition against process; and to carry out the petition against process.

Following this meeting, staff initiated the petition against process on the Council Initiative in accordance with Section 213 of the *Community Charter*.

### **DISCUSSION**

In accordance with Section 213 of the *Community Charter*, a local area service may not proceed if the following conditions are met:

- (a) The petition must be signed by the owners representing at least 50% of the parcels that would be subject to the local service tax; and
- (b) The persons signing must be the owners of parcels that in total represent at least 50% of the assessed value of land and improvements that would be subject to the local service tax.

The following number of petitions against were received by the submission deadline in opposition of the establishment of the Downtown Nanaimo Business Association Business Improvement Area:

<b>Total Number of Eligible Parcels in the BIA</b>	<b>Total Valid Petitions Received Against the Proposed BIA</b>	<b>Percentage of Owners</b>	<b>Total Assessed Value</b>	<b>Percentage of Assessed Value</b>
142	31	21.83%	\$21,705,500	8.99%

The submission of petitions against Bylaw No. 7395 by 21.83% of property owners representing 8.99% of the total assessed value of land and improvements within the proposed area, is not deemed to be a “sufficient petition against”.

Pursuant to Section 211 of the *Community Charter*, Council may proceed with the adoption of the “Downtown Nanaimo Business Association Business Improvement Area Bylaw 2025, No. 7395”, if they so choose. The proposed adoption of the bylaw is provided to Council under the “Bylaws” section of the agenda. |

**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**

Sufficient petitions against the adoption of the “Downtown Nanaimo Business Association Business Improvement Bylaw 2025, No. 7395” have not been received. Council may proceed with the adoption of this bylaw if they choose to do so. |

**KEY MESSAGES**

- The Downtown Nanaimo Business Association approached the City to establish a Business Improvement Area on Council Initiative.
- Council gave the bylaw first three readings on 2025-OCT-20 and directed staff to conduct the petition against process in accordance with Section 213 of the *Community Charter*.
- 31 petitions against were received by the deadline, representing 21.83% of the owners and 8.99% of the total assessment in the area.
- Council may proceed with the adoption of Bylaw No. 7395 if they choose.

**ATTACHMENTS**

ATTACHMENT A: DNBA BIA Certificate of Sufficiency

**Authored by:**

Ana Francisco  
Manager, Revenue Services

**Concurrence by:**

Wendy Fulla  
Director, Finance

Laura Mercer  
General Manager, Corporate Services

Karen Robertson  
Deputy Corporate Officer

Sheila Gurrie  
Director, Legislative Services