

FOR: COUNCIL

MEETING DATE: April 20, 2026

DEPARTMENT: Legislative Services Department

SUBJECT: **ALTERNATIVE APPROVAL PROCESS RESULTS – MUNICIPAL BOUNDARY EXTENSION**

**OVERVIEW**

**Purpose of Report**

To report on the results of the Alternative Approval Process for a municipal boundary extension and seek a resolution from Council confirming the request to the Ministry of Housing and Municipal Affairs to extend the boundaries of the City of Nanaimo.

**Recommendation**

That Council direct Staff to submit all necessary documentation to the Ministry of Housing and Municipal Affairs to request the boundary extension to include IR#1, IR#2, IR#3 and IR#4 in the City of Nanaimo.

**BACKGROUND**

At the 2026-FEB-23 Council meeting, Council directed staff to proceed with an Alternative Approval Process (AAP) to seek elector approval to initiative a municipal boundary extension. The proposed extension sought to include Snuneymuxw First Nation reserve lands (IRs 1, 2, 3 and 4) within the municipal boundary of the City of Nanaimo.

The AAP began at 8:30 a.m. on 2026-MAR-11 and closed at 4:30 p.m. on 2026-APR-13.

**DISCUSSION**

To receive approval of the electors, the number of elector response forms received by the deadline could not exceed 10% of the electors for the City of Nanaimo. Section 86(1) of the Community Charter states:

*“Approval of the electors by alternative approval process under this section is obtained if... at the end of the time for receiving elector responses, the number of elector responses received is less than 10% of the number of electors of the area to which the approval process applies.”*

For the purposes of conducting the AAP, the number of eligible electors was determined to be 79,569. In order for the bylaw to receive the approval of the electors, less than 10%, or 7,957 elector response

forms must have been received by the deadline of 2026-APR-13 at 4:30 p.m. The total number of elector response forms received by the deadline was 287.

As there was not a sufficient number of elector response forms received to meet the 10% threshold by the deadline, the Corporate Officer is not required to certify individual elector response forms to determine the AAP results. Based on this, the Corporate Officer has determined and certified that elector approval, in accordance with Section 86 of the *Community Charter* has been obtained (see Attachment A).

### **COMMUNICATION AND COMMUNITY ENGAGEMENT**

Official notice of the AAP was published in the Nanaimo News Bulletin and on the City's website in accordance with Section 94.2 of the *Community Charter* and the City's "Public Notice Bylaw 2022 No. 7325".

Public notice of the proposed extension was also posted in the Gazette as required under Section 12 of the *Local Government Act*.

Additional information related to the alternative approval process was provided through various channels as outlined in the AAP Communication and Engagement Strategy endorsed at the 2026-FEB-23 Council meeting.

### **NEXT STEPS**

With elector approval having been obtained through the alternative approval process, Council may now proceed with directing staff to submit the required documentation to the Ministry of Housing and Municipal Affairs to initiate the boundary extension. Following receipt, the Ministry will prepare Letters Patent reflecting the boundary change.

Under the *Local Government Act*, Cabinet approval through an Order in Council (OIC) is required to finalize a municipal boundary extension. The OIC formally amends the Letters Patent for both the municipality (City of Nanaimo) and the regional district (Regional District of Nanaimo).

### **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
- An Empowered Nanaimo: Reconciliation, Representation and Inclusion
  - C4.1 Truth & Reconciliation
- 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

## **OPTIONS**

### **Option 1:**

That Council direct Staff to submit all necessary documentation to the Ministry of Housing and Municipal Affairs to request the boundary extension to include IR#1, IR#2, IR#3 and IR#4 in the City of Nanaimo.

- The advantages of this option: Extending the municipal boundary to include SFN reserves lands IRs 1, 2, 3 and 4 aligns with City Plan policy and the City's commitment to reconciliation. The proposed boundary extension would allow for SFN members living on these reserves to participate in City of Nanaimo elections, while still respecting the sovereignty of the Nation.
- The disadvantages of this option: None identified.

2. That Council provide alternate direction.

### **KEY MESSAGES**

- An Alternative Approval Process for a municipal boundary extension was held between March 11, 2026 – April 13, 2026
- 287 elector response forms were received by the deadline of 2026-APR-13 as certified by the Corporate Officer.
- The total number of valid elector response forms required to proceed with the boundary extension must be under 10% at 7,957. With 287 forms received, elector approval in accordance with Section 86 of the *Community Charter* has been obtained.
- A Council resolution confirming the request for the boundary extension is required once elector approval is obtained.

## **ATTACHMENTS**

ATTACHMENT A: Certification of Results for AAP – Municipal Boundary Extension

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