

AMENDED AGENDA
REGULAR COMMITTEE OF THE WHOLE MEETING
SHAW AUDITORIUM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2013-OCT-21, AT 4:00 P.M.

1. CALL THE REGULAR COMMITTEE OF THE WHOLE MEETING TO ORDER:

2. INTRODUCTION OF LATE ITEMS:

- Item 7 (a) Update on Island Ferry Services Ltd. Efforts to Establish Foot Passenger Ferry Service – Add delegation Mr. Tim McGrath.
- Item 7 (b) Process for Long-term Strategy for Middle and Lower Chase River Dams (Colliery Dams) – Add delegations Mr. Jeff Solomon and Mr. Tim McGrath.
- Item 9 (b) Nanaimo Centre Stage (25 Victoria Road) Building Remediation Budget – Add delegation Mr. Jim Taylor.

3. ADOPTION OF AGENDA:

4. ADOPTION OF MINUTES:

- (a) Minutes of the Regular Committee of the Whole Meeting held in the Shaw Auditorium, 80 Commercial Street, on Monday, 2013-SEP-30 at 4:31 p.m. *Pg. 7-9*
- (b) Minutes of the Special Open Committee of the Whole Meeting held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, on Wednesday, 2013-OCT-09 at 8:07 a.m. *Pg. 10-11*
- (c) Minutes of the Special Open Committee of the Whole Meeting held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, on Wednesday, 2013-OCT-16 at 9:00 a.m. *Pg. 12-13*

5. PRESENTATIONS:

NONE

6. ADMINISTRATION:

NONE

7. **COMMUNITY SAFETY AND DEVELOPMENT:**

(a) **Update on Island Ferry Services Ltd. Efforts to Establish Foot Passenger Ferry Service**

Purpose: To update Council on the proposal by Island Ferry Services Ltd. to establish a foot passenger only ferry service between downtown Nanaimo and downtown Vancouver.

Delegations:

- | | | |
|----|---|----------|
| 1. | Mr. David Marshall, Island Ferry Service Ltd. | Pg. 14 |
| 2. | Mr. Tim McGrath | Pg. 14.1 |

Staff Recommendation: That Council receive for information the report regarding an update on Island Ferry Services Ltd. efforts to establish a foot passenger ferry service. Pg. 15-20

(b) **Process for Long-term Strategy for Middle and Lower Chase River Dams (Colliery Dams)**

Purpose: to establish a process to determine long-term plans for the Colliery Dams in accordance with the Dam Safety Section regulations. Establishing a long-term plan will include identifying participants, process and schedule, that will lead to actions being taken to mitigate the risks posed by the Colliery Dams.

Delegations:

- | | | |
|----|------------------|----------|
| 1. | Mr. Jeff Solomon | Pg. 20.1 |
| 2. | Mr. Tim McGrath | Pg. 20.2 |

Staff Recommendation: That Council direct Staff to: Pg. 21-27

1. take the necessary steps to meet the schedule for the long-term risk mitigation of the Colliery Dams attached as Appendix A;
2. proceed with the long term risk mitigation planning process using the structure and terms of reference illustrated in Appendix B;
3. sole source the necessary professionals to:
 - (a) enable City staff, Snuneymuxw staff, and the Colliery Dam Park Preservation Society representatives (Technical Committee representatives) to select qualified consultants to participate on the Technical Committee.
 - (b) conduct additional studies, reviews and designs identified as necessary by the Technical Committee in the time allotted in Appendix A;

4. direct the Technical Committee to focus on outcomes that only involve remediating the existing dams using the following phased approach:

- Phase 1. Review and verify the existing data and direct additional data collection as necessary.
- Phase 2. Develop option(s) for remediating the existing dams that will satisfy the requirements of the Dam Safety Section of the Ministry of Forests, Lands, and Natural Resources.
- Phase 3. Develop plans for short-term physical alterations to the dams in 2014 to provide the necessary time to carry out the long-term strategy (if required).

5. proceed with a communication strategy that will inform and engage the public and other government agencies with respect to this process; and,
6. report back to Council on funding options for the long-term risk mitigation of the Colliery Dams.

(c) **Development Variance Permit No. DVP214 – 3105 Uplands Drive**

Purpose: To obtain Council authorization to vary the lot depth and rear yard setback provisions of the City of Nanaimo "Zoning Bylaw 2011 No. 4500", in order to permit a two lot subdivision.

Staff Recommendation: That Council direct Staff to proceed with the required Statutory Notification for Development Variance Permit No. DVP214 at 3105 Uplands Drive.

Pg. 28-33

8. **CORPORATE SERVICES:**

(a) **City Collector**

Purpose: To assign duties and responsibilities of Collector for the City of Nanaimo.

Staff Recommendation: That Council:

Pg. 34

1. assign the duties and responsibilities of Collector for the City of Nanaimo to Diane Hiscock and that Brian Clemens remain as the deputy; and,
2. that all previous assignments for Collector be rescinded.

(b) **Quarterly Single Submission Purchases**

Purpose: To comply with Council's Purchasing Power Delegation Bylaw by reporting single submission awards made during the three month period covered by the report.

Staff Recommendation: That Council receive for information the report regarding Quarterly Single Submission Purchases for the period 2013-JUL-01 to 2013-SEP-30.

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(c) **Quarterly Direct Award Purchases**

Purpose: To comply with Council's Purchasing Power Delegation Bylaw by reporting direct award purchases made by Staff during the three month period covered by the report.

Staff Recommendation: That Council receive for information the report regarding Quarterly Direct Award Purchases for the period 2013-JUL-01 to 2013-SEP-30.

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9. **COMMUNITY SERVICES:**

(a) **Nanaimo Art Gallery Agreement Approval**

Purpose: To obtain Council approval of the Management Agreement with the Nanaimo Art Gallery that includes increased operative and capital costs in 2014.

Delegation:

1. Ms. Deborah Zorkin, President, Nanaimo Art Gallery

Pg. 39

Staff Recommendation: That Council:

Pg. 40-42

1. approve the 10 year Management Agreement with the Nanaimo Art Gallery for 150 Commercial Street;
2. authorize Staff to publish a Notice of Disposition as required under Sections 24 and 26 of the *Community Charter*;
3. allocate \$30,000 per year in additional funding to the Nanaimo Art Gallery in the 2014-2018 Financial Plan; and,
4. approve \$50,000 for Phase One renovations in 2014 with \$40,000 in funding coming from the 150 Commercial Street building fund and that \$10,000 be allocated in the 2014 Capital Plan.

(b) **Nanaimo Centre Stage (25 Victoria Road) Building Remediation Budget**

Purpose: To obtain Council approval to increase the project budget, to be funded from the Asset Management reserve.

Delegations:

1. Ms. Camela Tang on behalf of CVI Centre for the Arts-Nanaimo Pg. 43
2. Mr. Jim Taylor, President, Nanaimo Ratepayers Association Pg. 43.1

Staff Recommendation: That Council approve the transfer of an additional \$34,700 from the Asset Management reserve, increasing the Nanaimo Centre Stage project budget from \$160,000 to \$194,700. Pg. 44-49

(c) **Donation of Art “Satellite City” By Robert Naish**

To be introduced by PRCC Chair, Councillor Johnstone.

Purpose: To obtain Council approval for the donation and installation of the artwork “Satellite City” by Robert Naish.

Commission Recommendation: That Council accept the donation of the painting “Satellite City” by Robert Naish and that the artwork be displayed in City-owned public places starting with installation in the Service and Resource Centre stairwell. Pg. 50-58

(d) **Poet Laureate Selection**

To be introduced by PRCC Chair, Councillor Johnstone.

Purpose: To obtain Council approval for the selection of the Poet Laureate for a three year term.

Commission Recommendation: That Council approve the selection of Naomi Beth Wakan as Nanaimo’s inaugural Poet Laureate. Pg. 59-61

(e) **Travel Assistance Grant Harbour City Football Club U16 Girls**

To be introduced by PRCC Chair, Councillor Johnstone.

Purpose: To obtain Council approval of a Travel Assistance Grant to the Harbour City Football Club U16 Girls.

Commission Recommendation: That Council approve the application for a Travel Assistance Grant to the Harbour City Football Club U16 Girls in the amount of \$450 for nine athletes to attend the Provincial A Cup being held in Langley, BC. Pg. 62-63

(f) **Travel Assistance Grant Harbour City Football Club U13 Girls**

To be introduced by PRCC Chair, Councillor Johnstone.

Purpose: To obtain Council approval of a Travel Assistance Grant to the Harbour City Football Club U13 Girls.

Commission Recommendation: That Council approve the application for a Travel Assistance Grant to the Harbour City Football Club U13 Girls in the amount of \$800 for sixteen athletes to attend the Provincial Championships, being held in Langley, BC, with \$100 coming from remaining Sport Tournament Grant budget to cover the budget shortfall.

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(g) Minutes of the Parks, Recreation and Culture Commission Meeting held 2013-JUL-24.

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10. **CORRESPONDENCE (not related to a Report to Council):**

NONE

11. **NOTICE OF MOTION:**

12. **OTHER BUSINESS:**

13. **DELEGATIONS (not related to a Report to Council):**

(a) Mr. Garth Mirau regarding importing garbage from Vancouver and incinerating the garbage.

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(b) Ms. Alexis Tatton regarding development in Linley Valley West.

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(c) Ms. Joanne Jonas-McRae regarding development in Linley Valley West.

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(d) Ms. Brunie Brunie regarding the Linley Valley

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14. **QUESTION PERIOD: (Agenda Items Only)**

15. **ADJOURNMENT:**

ACTING MAYOR: COUNCILLOR MCKAY

2013-OCT-21 to 2013-DEC-01

MINUTES
REGULAR COMMITTEE OF THE WHOLE MEETING
SHAW AUDITORIUM, 80 COMMERCIAL STREET,
MONDAY, 2013-SEP-30 AT 4:31 P.M.

PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor G. Anderson (arrived 4:36 p.m.)
Councillor W. L. Bestwick
Councillor M. D. Brennan
Councillor G. E. Greves
Councillor D. K. Johnstone
Councillor J. A. Kipp
Councillor W. B. McKay

Absent: Councillor J. F. K. Pattje

Staff: E. C. Swabey, City Manager
T. P. Seward, Acting General Manager of Community Safety and Development
T. M. Hickey, General Manager of Community Services
I. Howat, Acting General Manager of Corporate Services
T. L. Hartley, Director of Human Resources and Organizational Planning
D. Lindsay, Acting Director of Development
D. Duncan, Manager of Financial Planning
P. Cooper, Communications Manager
D. Stevens, Applications Analyst
K. King, Acting Manager, Legislative Services
S. Snelgrove, Recording Secretary
P. Humphreys, Steno (observing)

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

The Regular Committee of the Whole Meeting was called to order at 4:31 p.m.

2. **ADOPTION OF AGENDA:**

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

3. **ADOPTION OF MINUTES:**

It was moved and seconded that the Minutes of the Regular Committee of the Whole Meeting held in the Shaw Auditorium, 80 Commercial Street, Nanaimo, BC, on Monday, 2013-AUG-26 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

It was moved and seconded that the Minutes of the Special Open Committee of the Whole Meeting held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, on Thursday, 2013-AUG-29 at 4:32 p.m. be adopted as circulated. The motion carried unanimously.

4. COMMUNITY SAFETY AND DEVELOPMENT:

(a) Subdivision Approval – Park and Cash-In-Lieu – 3678 Reynolds Road

It was moved and seconded that Council approve the payment of cash-in-lieu of park for the fee simple subdivision of lands described as 3678 Reynolds Road (SUB01042), Lot 1, Section 5, Wellington, Plan 25209. The motion carried unanimously.

5. CORPORATE SERVICES:

(a) Strategic Plan One Year Review

It was moved and seconded that Council direct Staff to coordinate a one-year review of the Corporate Strategic Plan and to engage Ken Balmer of RETHINK Group to facilitate the review at a cost of approximately \$3,000.

It was moved and seconded that Council table consideration of the motion to direct Staff to coordinate a one-year review of the Corporate Strategic Plan and to engage Ken Balmer of RETHINK Group to facilitate the review at a cost of approximately \$3,000 until the next Open Council Meeting. The motion carried unanimously.

Councillor Anderson entered the Shaw Auditorium at 4:36 p.m.

6. CORRESPONDENCE (not related to a Report to Council):

- (a) Fax dated 2013-SEP-12 from Saitama City Council, (the City of Nanaimo's Japanese friendship city) requesting a meeting between the City of Nanaimo Council and the City of Saitama Council, during their visit to Nanaimo on Friday, 2013-NOV-01.

7. NOTICE OF MOTION:

- (a) Councillor Anderson advised that he will be bringing forward the following motion for consideration at the Regular Meeting of Council to be held 2013-OCT-07:

"That Council direct staff to prepare a report for Council consideration on the potential of establishing an Advisory Youth Council as a committee to advise Nanaimo Council and the community on matters of importance to youth in the City of Nanaimo and to make recommendations on ways to enhance the community both for youth and for all citizens. The staff report would review the success of Youth Councils established in other communities and would consider the possible make up of such a committee and consider terms of reference for a Youth Council. Budget implications would also be considered."

8. DELEGATIONS (not related to a Report to Council):

- (a) Ms. Dyane Brown, Women's International League for Peace and Freedom, Nanaimo Branch, requesting that Council put back or replace signs at the entrances to Nanaimo indicating that Nanaimo is a nuclear weapons free zone.

It was moved and seconded that Council direct Staff to take the necessary steps to replace the signs declaring Nanaimo a nuclear weapons free zone either on the entrances to the highways where they were formerly placed or on City streets where they are visible. The motion carried unanimously.

9. PROCEDURAL MOTION:

It was moved and seconded that the meeting be closed to the public in order to deal with agenda items under the *Community Charter* Section 90(1):

- (c) labour relations or other employee relations; and,

Community Charter Section 90(2):

- (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

The motion carried unanimously.

Council moved into "In Camera" at 4:47 p.m.

Council moved out of "In Camera" at 7:29 p.m.

10. ADJOURNMENT:

It was moved and seconded at 7:30 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

MINUTES
SPECIAL OPEN COMMITTEE OF THE WHOLE MEETING
BOARD ROOM, SERVICE AND RESOURCE CENTER
411 DUNSMUIR STREET, NANAIMO, BC
WEDNESDAY, 2013-OCT-09, AT 8:07 A.M.

PRESENT: Mayor J. R. Ruttan, Chair (arrived 8:08 a.m.)

Members: Councillor W. L. Bestwick
Councillor M. D. Brennan (arrived 8:12 a.m.)
Councillor G. E. Greves
Councillor D. K. Johnstone
Councillor J. A. Kipp
Councillor W. B. McKay
Councillor J. F. K. Pattje

Absent: Councillor G. Anderson

Staff: E. C. Swabey, City Manager
T. P. Seward, Acting General Manager of Community Safety and Development (vacated 8:50 a.m.)
T. M. Hickey, General Manager of Community Services
I. Howat, Acting General Manager of Corporate Services
T. L. Hartley, Director of Human Resources and Organizational Planning
D. Lindsay, Acting Director of Development (arrived at 8:44 a.m.)
B. E. Clemens, Director of Finance
A. J. Tucker, Director of Planning
R. J. Harding, Director of Parks, Recreation and Culture
S. Samborski, Senior Manager, Recreation & Culture Services
D. Duncan, Manager of Financial Planning
P. Cooper, Communications Manager
M. Demecha, Manager of Civic Facilities (arrived at 9:04 a.m.)
W. Fulla, Manager Finance, Community Services
D. Osborne, Manager, Arenas
A. Coronica, Financial Analyst (arrived 8:56 a.m.)
B. Joiner, Infrastructure Planning & Energy Manager
S. Snelgrove, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Special Open Committee of the Whole Meeting was called to order at 8:07 a.m.

2. ADOPTION OF AGENDA:

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

Mayor Ruttan entered the Board Room at 8:08 a.m.

Councillor Brennan entered the Board Room at 8:12 a.m.

3. PRESENTATIONS:

- (a) Mr. R. J. Harding, Director of Parks, Recreation and Culture, provided a presentation regarding the 2014-2018 Financial Plan for Parks, Recreation and Culture. Council discussion regarding the Financial Plan followed the presentation.

Mr. E. C. Swabey, City Manager, instructed all Staff, excluding himself, to vacate the Board Room.

4. PROCEDURAL MOTION

It was moved and seconded that the meeting be closed to the public in order to deal with agenda items under the *Community Charter* Section 90(1):

- (c) labour relations or other employee relations.

The motion carried unanimously.

Council moved into "In Camera" at 10:04 a.m.

Council moved out of "In Camera" at 10:50 a.m.

5. ADJOURNMENT:

It was moved and seconded at 10:50 a.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

MINUTES
SPECIAL OPEN COMMITTEE OF THE WHOLE MEETING
BOARD ROOM, SERVICE AND RESOURCE CENTRE,
411 DUNSMUIR STREET, NANAIMO, BC
WEDNESDAY, 2013-OCT-16 AT 9:00 A.M.

PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor W. L. Bestwick
Councillor M. D. Brennan (arrived at 9:08 a.m., departed at 10:12 a.m.)
Councillor G. E. Greves
Councillor D. K. Johnstone
Councillor J. A. Kipp
Councillor W. B. McKay
Councillor J. F. K. Pattje

Absent: Councillor G. Anderson

Staff: E. C. Swabey, City Manager
T. P. Seward, Acting General Manager of Community Safety and Development
T. M. Hickey, General Manager of Community Services
I. Howat, Acting General Manager of Corporate Services
T. L. Hartley, Director of Human Resources and Organizational Planning
B. E. Clemens, Director of Finance
A. J. Tucker, Director of Planning
R. J. Harding, Director of Parks, Recreation and Culture
S. Clift, Director of Engineering and Public Works
D. Lindsay, Acting Director of Development
D. Duncan, Manager of Financial Planning
S. Samborski, Senior Manager, Recreation & Culture Services
L. Clarkson, Manager of Aquatics
W. Fulla, Manager of Finance, Community Services
D. Osborne, Manager of Arenas (departed at 9:53 a.m.)
I. Blackwood, Manager of Facility Maintenance & Construction
A. Coronica, Financial Analyst
B. Joiner, Manager of Infrastructure Planning and Energy
K. King, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Special Committee of the Whole Meeting was called to order at 9:04 a.m.

2. ADOPTION OF AGENDA:

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

3. PRESENTATIONS:

- (a) Mr. B. E. Clemens, Director of Finance, provided an overview of the Financial Plan review process.

Councillor Brennan entered the Board Room at 9: 08 a.m.

- (b) Mr. R. J. Harding, Director of Parks, Recreation and Culture, provided a presentation and a Staff/Council discussion took place regarding the 2014-2018 Financial Plan for Parks, Recreation and Culture.

Councillor Brennan vacated the Board Room at 10:12 a.m.

4. ADJOURNMENT:

It was moved and seconded at 11:06 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

Delegation Request

David Marshall has requested an appearance before council. The request is made on behalf of Island Ferry Services Ltd..

The requested date is Oct 21, 2013.

The requested meeting is:
FPCOW

Presenter's information

City: Victoria
Province: BC

Details of Presentation:

Update on initiative to establish a fast, passenger-only ferry service.

(PowerPoint presentation will be forwarded no later than Friday, 18 Oct)

<input type="checkbox"/> Council	Agenda Item	<input type="checkbox"/>
<input checked="" type="checkbox"/> Committee (COW)	Delegation	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Open Meeting	Proclamation	<input type="checkbox"/>
<input type="checkbox"/> In-Camera Meeting	Correspondence	<input type="checkbox"/>
Meeting Date: <u>2013-OCT-21</u>		

Delegation Request

Tim McGrath has requested an appearance before council.

The requested date is Oct 21, 2013.

The requested meeting is:
FPCOW

Presenter's information

City: Nanaimo
Province: BC
Bringing a presentation: No

Details of Presentation:

Efforts to Establish Foot
Passenger Ferry Service

City of Nanaimo
REPORT TO COUNCIL

DATE OF MEETING: 2013-OCT-21

AUTHORED BY: BILL CORSAN, MANAGER OF REAL ESTATE

RE: UPDATE ON ISLAND FERRY SERVICES LTD. EFFORTS TO ESTABLISH FOOT
PASSENGER FERRY SERVICE

STAFF RECOMMENDATION:

That Council receive this report for information.

PURPOSE:

To update Council on the proposal by Island Ferry Services Ltd. (IFSL) to establish a foot passenger only ferry service between downtown Nanaimo and downtown Vancouver.

SUMMARY:

For the past four years, IFSL has been developing a business plan for a foot passenger ferry service between downtown Nanaimo and downtown Vancouver.

IFSL has requested that the City provide a long-term lease for a waterfront terminal at the recently acquired City-owned lands at 1 Port Drive. Discussions have centered on the use of the existing GADD Marine lease area on an interim basis and a permanent location on the Seaspan lands to the north when they become available. Attachment A illustrates the proposed terminal locations.

IFSL is currently seeking equity investors to help finance the project.

IFSL has identified three revenue streams for the City which include lease revenue for the terminal facility, a \$0.25 per passenger head tax and half of the parking revenue from City-owned lands. The IFSL business plan requires the City to forgive \$500,000 of revenue per annum for the initial five years of the operation. Under the *Community Charter*, the City is required to enter into a Partnering Agreement to provide assistance to business. In exchange for the assistance, IFSL has committed to provide a base service level which would include a minimum of three round trip sailings a day or 2,190 sailings per annum.

Once more details are available, Staff will return to Council with a Staff report requesting approval to enter into a formal Partnering Agreement and to issue a lease to IFSL for the construction of a terminal facility at 1 Port Drive.

☐ Council
☒ Committee *of the whole*
☐ Open Meeting
☐ In-Camera Meeting
Meeting Date: 2013-OCT-21

BACKGROUND:

On 2012-MAY-22 the Regional District of Nanaimo, City of Nanaimo, the Nanaimo Economic Development Corporation and IFSL entered into a formal Collaborative Relationship Agreement to support IFSL's Green Municipal Fund (GMF) loan application and to work together to bring the project to fruition.

On 2012-JUL-27 the partners listed above and the Nanaimo Port Authority (NPA) entered into a Memorandum of Understanding (MOU) to work together to establish a passenger ferry terminal on NPA land.

On 2013-AUG-28 IFSL indicated that it would not be pursuing the GMF funding.

Island Ferry Services Ltd. Proposal

The proponent has developed a business plan and financial model with the assistance of consultants and financial advisors. IFSL's studies show that the ferries will generate around 1 million passenger trips per year by year three. Overall private investment necessary for the project to proceed is estimated to be \$63.5 million.

The proposed ferry service will be provided by two recently-constructed Damen 4212 catamarans, each of which will accommodate up to 376 passengers. The vessels will be registered in Nanaimo and have been built to Transport Canada standards. The ships are currently awaiting delivery in a Singapore shipyard.

Operations are to be based out of Nanaimo with both ships berthing overnight in Nanaimo. Safety and environmental management, customer service and reservations, maintenance, personnel/crewing and catering operations will be conducted from Nanaimo. Fueling will also be conducted in Nanaimo. Corporate functions will be performed in Victoria.

Terminal Location

Based on the 2012-JUL-27 MOU, IFSL and the NPA entered into discussions to locate the passenger ferry terminal at a NPA facility on the Assembly Wharves. These discussions proved to be unsuccessful.

Subsequently, IFSL approached the City to explore the opportunity of establishing the ferry terminal on the City's recently acquired lands at 1 Port Drive. The majority of the City lands are encumbered by rights of way which limit the immediate development potential.

GADD Marine, a current tenant at 1 Port Drive will be terminating its lease at the end of October 2013. This creates an opportunity for IFSL to construct a temporary terminal facility within the lease area. The long term goal would be to relocate to the existing Seaspan terminal. Attachment A illustrates the proposed interim and permanent terminal locations.

If the GADD site was selected as an interim location by IFSL, a portable manufactured building would be located on site and operate as a welcome centre with ticketing and an initial clearance point for embarking passengers. The terminal would also be a holding point for passengers in the event of a significant schedule disruption. A temporary fueling facility would be constructed on the upland portion of the site to supply fuel to the vessels. IFSL would temporarily drive four piles in the water lot and connect a floating barge to act as a dock for the vessels.

The City of Nanaimo would provide water and sewer connections to the terminal building at the City's cost. A preliminary cost estimate for the GADD site is \$115,000.

Parking for the interim terminal would be located on lands south of the existing wooden trestle on lands owned by CP Rail.

The permanent location will be influenced by the work currently being conducted by the South Downtown Waterfront Initiative and through the ability to reduce or reconfigure the right of way occupied by Seaspun Ferry Corporation.

Proposed Partnering Agreement

The *Community Charter* section 21(a) enables a municipality to enter into a partnering agreement for the provision of a service on behalf of the municipality. This is an exception to the general prohibition against providing assistance to business. Section 24(d) requires Council to provide public notice in the local newspaper for two weeks prior to entering into the agreement.

Under the partnering agreement, IFSL will commit to providing at least three round trip sailings a day, or 2190 sailings per annum.

The partnering agreement will provide the City with three new revenue sources:

- lease revenue from the proposed terminal (interim terminal = \$60,000 per annum);
- a \$0.25 passenger tax collected by IFSL and passed on to the City; and
- 50% of net parking revenue on City lands.

The City will require the ability to audit the passenger tax and parking revenue to ensure the validity of the revenues.

IFSL has requested the City help incubate the business for the first five years by forgiving \$125,000 per quarter (\$500,000 per year) of revenue owed to the City by IFSL from these three revenue sources. Any revenue exceeding \$125,000 would be retained by the City. After five years, the subsidy would terminate except that IFSL can 'bank' its losses if not covered by the revenue forgiven by the City.

Existing Challenges to Address

Entering into a partnering agreement and issuing a lease to IFSL has a number of challenges that will need to be addressed. This includes the following:

- South Downtown Waterfront Initiative – the planning process for the South Downtown Waterfront has recently commenced and it may be premature to locate a permanent use within the study area. The future long-term siting of IFSL should be part of the proposed transportation hub.
- Uncertainty Relating to the Seaspun Right of Way – Seaspun Ferry Corporation has indicated its desire to relocate to Duke Point by 2015. The exact timing for this relocation and the costs associated with the City acquiring the right of way area are not clear at this point. This makes it challenging to identify the relocation timing for IFSL to a permanent location on the Seaspun terminal.
- Access via the Wooden Trestle – the interim lease area is accessed via the wooden trestle. Engineering reports indicate that the trestle must be replaced by 2016. Additional traffic on the trestle may also require an increased level of maintenance.

- Traffic Impact at Interim Location– This increased volume of traffic may require reconfiguration of the Esplanade, Irwin and Cavan Street intersection.
- Lack of Servicing – the interim lease area has no utility connections. IFSL is expecting the City, at the City's cost, to extend the water and sewer lines to the site as part of the partnering agreement. The permanent location will also require servicing.
- Desire for a Long-Term Lease – IFSL would like a long-term lease. Based on the low level of capital improvements made to the site, it is hard to warrant such a long-term lease. A long-term lease also restricts future use of the site for a considerable amount of time and may constrain redevelopment of the lands.
- Requirement for Detailed Planning by IFSL – IFSL has not yet completed any detailed concept planning work for the interim or permanent terminal locations to prove that its operations from a water and upland perspective can operate effectively.

Next Steps

In order to move forward with the proposal, IFSL need to secure private equity financing.

A formal partnership agreement will need to be prepared and mutually agreed upon by IFSL and the City. This document will be brought to Council for approval in principle. The *Community Charter* requires the City to publish a notice in a local newspaper for two consecutive weeks prior to the agreement being approved.

A formal lease agreement will be brought to Council outlining the lease area, the triggers for relocation, term and rent. The granting of a lease also requires the City to publish a notice of disposition in the local paper for two consecutive weeks.

The lease agreement will contain a number of conditions precedent which will have to be met prior to the granting of the lease. This includes detailed design work, development and building approvals and traffic studies.

Strategic Plan Considerations

The IFSL proposal meets three of the key priorities identified in the 2012-2015 Strategic Plan, including;


Strategy	Potential Strategies and/or Initiatives
Waterfront Enhancement	<ul style="list-style-type: none"> • A working waterfront that supports business, marine industries, transportation connectivity, entertainment and tourism. • Enhanced public access and use.
Transportation and Mobility	<ul style="list-style-type: none"> • Economic growth in part due to enhanced transportation connections to Victoria, Vancouver and the world. • Work with RDN, NEDC, Chamber of Commerce, Nanaimo Port Authority, BC Ferries, BC Transit, Airport Authority, Island Corridor Foundation, advocates for and support improvement of external connections: inter-city bus, ferries, fast foot ferry to downtown Vancouver, float planes, enhanced air connections.
Taking Responsibility	<ul style="list-style-type: none"> • Continuing to facilitate change and overall development consistent with vision and plans; taking action steps to be a catalyst or investment in the City's future.

Respectfully submitted,



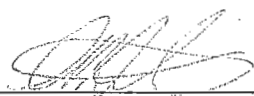
Bill Corsan
MANAGER
REAL ESTATE

Concurrence by:

For 

Andrew Tucker

DIRECTOR
PLANNING



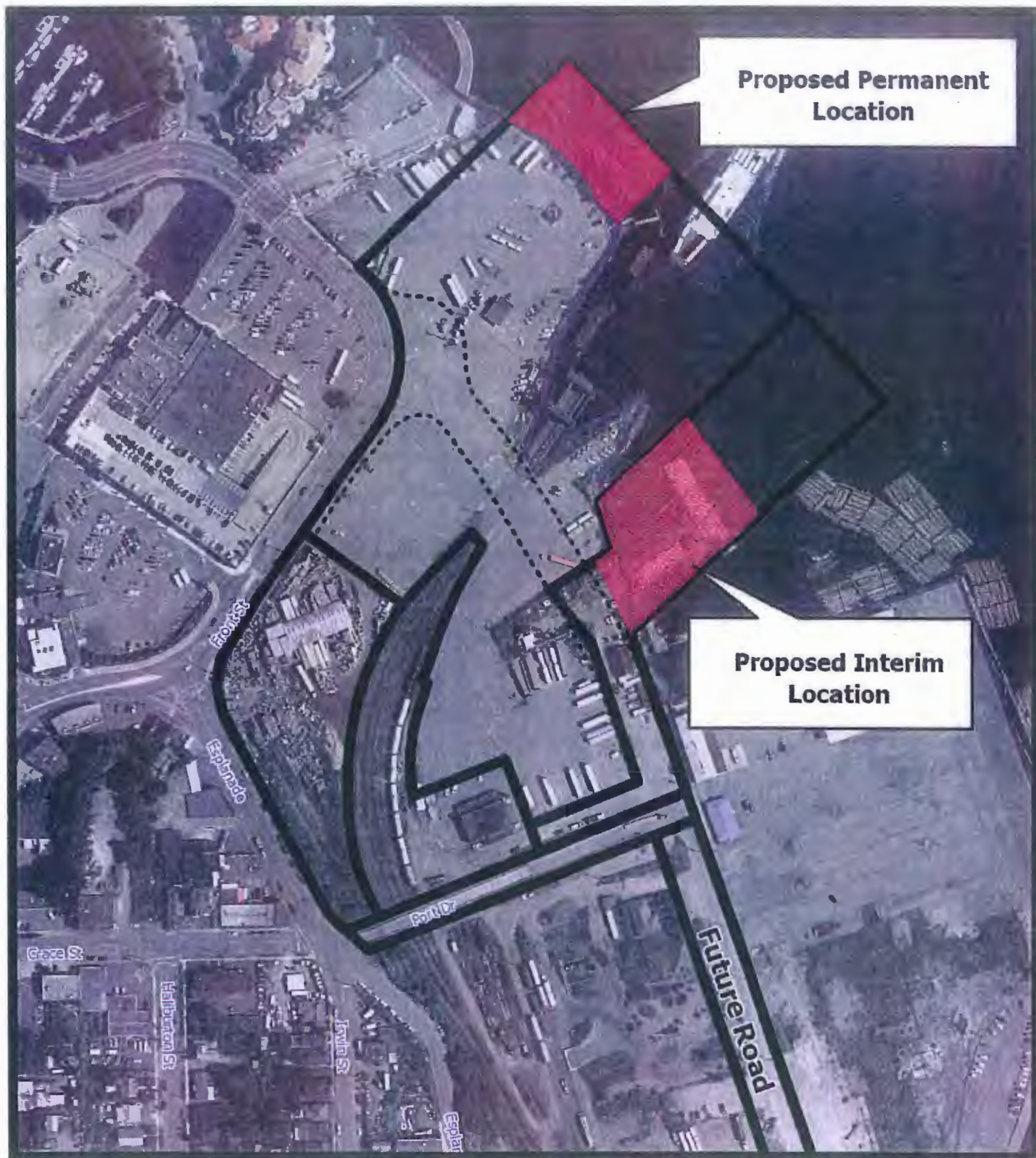
Ian Howat
ACTING GENERAL MANAGER
CORPORATE SERVICES

CITY MANAGER COMMENT:

I concur with the Staff recommendation.

Drafted: 2013-OCT-07
LD002678
BC/tl

ATTACHMENT A



Island Ferry Services Ltd
Potential Terminal Locations at
1 Port Drive

Delegation Request

Jeff Solomon has requested an appearance before council.

The requested date is Oct 21, 2013.

The requested meeting is:
Council

Presenter's information

City: Nanaimo
Province: B.C.

Details of Presentation:

Colliery Dam Park

<input type="checkbox"/> Council	Agenda Item	<input type="checkbox"/>
<input checked="" type="checkbox"/> Committee <u>cow</u>	Delegation	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Open Meeting	Proclamation	<input type="checkbox"/>
<input type="checkbox"/> In-Camera Meeting	Correspondence	<input type="checkbox"/>
Meeting Date: <u>2013-OCT-21</u>		

Delegation Request

Tim McGrath has requested an appearance before council. The request is made on behalf of Tim McGrath.

The requested date is Oct 21, 2013.

The requested meeting is:
FPCOW

Presenter's information

City: Nanaimo
Province: British Columbia
Bringing a presentation: No

Details of Presentation:

Regular
Committee of the Whole Meeting scheduled for Monday,
2013-OCT-21 at 4:30 p.m. has been changed 4:00 p.m.
-colliery DAm

<input type="checkbox"/> Council	Agenda Item	<input type="checkbox"/>
<input checked="" type="checkbox"/> Committee.cow...	Delegation	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Open Meeting	Proclamation	<input type="checkbox"/>
<input type="checkbox"/> In-Camera Meeting	Correspondence	<input type="checkbox"/>

Meeting Date: 2013-OCT-21

City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2013-OCT-21

AUTHORED BY: TOBY SEWARD, ACTING GENERAL MANAGER,
COMMUNITY SAFETY & DEVELOPMENT

RE: PROCESS FOR LONG-TERM STRATEGY FOR MIDDLE AND LOWER
CHASE RIVER DAMS (COLLIERY DAMS)

STAFF RECOMMENDATION:

That Council direct staff to:

1. Take the necessary steps to meet the schedule for the long-term risk mitigation of the Colliery Dams attached as Appendix A.
2. Proceed with the long term risk mitigation planning process using the structure and terms of reference illustrated in Appendix B.
3. Sole source the necessary professionals to:
 - (a) Enable City staff, Snuneymuxw staff, and the Colliery Dam Park Preservation Society representatives (Technical Committee representatives) to select qualified consultants to participate on the Technical Committee.
 - (b) Conduct additional studies, reviews and designs identified as necessary by the Technical Committee in the time allotted in Appendix A.
4. Direct the Technical Committee to focus on outcomes that only involve remediating the existing dams using the following phased approach:
 - Phase 1. Review and verify the existing data and direct additional data collection as necessary.
 - Phase 2. Develop option(s) for remediating the existing dams that will satisfy the requirements of the Dam Safety Section of the Ministry of Forests, Lands, and Natural Resources.
 - Phase 3. Develop plans for short-term physical alterations to the dams in 2014 to provide the necessary time to carry out the long-term strategy (if required).
5. Proceed with a communication strategy that will inform and engage the public and other government agencies with respect to this process.
6. Report back to Council on funding options for the long-term risk mitigation of the Colliery Dams.

☐ Council
☒ Committee *CCW*
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: 2013-001-21

PURPOSE:

The purpose of this report is to establish a process to determine long-term plans for the Colliery Dams in accordance with the Dam Safety Section regulations. Establishing a long-term plan will include identifying participants, process and schedule, that will lead to actions being taken to mitigate the risks posed by the Colliery Dams.

BACKGROUND

At its meeting of 2013-Aug-07, Council directed staff to:

- (1) cancel the tender to remove the middle and lower Colliery Dams;
- (2) allocate \$2.5 million to work associated with risk mitigation of the Colliery Dams;
- (3) develop a short-term risk-mitigation plan;
- (4) engage the Snuneymuxw First Nation, the Colliery Dam Park Preservation Society, and the public and return to Council with a use strategy to deal with the long-term mitigation risks associated with the dams; and
- (5) direct staff to provide a recommended process that outlines the key steps and estimated completion dates of each step that will focus on the organization of addressing the life-safety and property concerns.

At its meeting of 2013-Sep-09, Council endorsed the following recommendations:

1. That Council adopt the following recommendations as a comprehensive policy to mitigate, in the short term, the risk of injury or loss of life in the event of one or both of the Middle and Lower Chase River Dams in Colliery Dams Park failing:
 - (a) the Council policy, "Dam Safety", dated 2009-OCT-19 (Appendix "A"), to include the City of Nanaimo Dam Safety Management Program dated February 2013 (Appendix "B"); and
 - (b) the Middle and Lower Chase River Dams Emergency Action Plan (Appendix "C").
2. That Council direct staff to undertake the following steps to support the above-noted policies:
 - (a) Take the necessary steps to fulfil the requirements of this comprehensive policy outlined in this report, adopted by Council above, by 2013-OCT-31.
 - (b) Authorize staff to proceed with sole-source contracts to supply and install electronic notification/siren system, signage and miscellaneous services and equipment to fulfill the policy requirements.
 - (c) Proceed with a communication plan that is consistent with the policy adopted above to coincide with the implementation.
 - (d) On 2013-SEP-10, submit the comprehensive policy, if adopted by Council, to the Dam Safety Section.

Further to Council's direction on 2013-Aug-07, staff is providing this report to outline a strategy to deal with the long-term mitigation of the Colliery Dams.

DISCUSSION:

During the past year, detailed engineering studies have been undertaken to identify options to mitigate risks at the Colliery Dams. These options included remove dams/renaturalize, remove dams/rebuild new dams and rehabilitate existing dams. Initially it was decided to remove dams/renaturalize, but due to opposition to this plan, no work was undertaken on the dams prior to closure of the Fisheries window 2013-Sep-15. Staff are proposing a three-phase plan (to be undertaken by the Technical Committee) identified below that would involve validating engineering analysis that has previously been undertaken, determining a plan to remediate the dams in place and if the dams cannot be remediated in 2014, in consultation with the Dam Safety Section, undertake short-term physical alterations to the dams in 2014, if required.

The Dam Safety Section has verbally advised that if remediation of the dams cannot be completed in 2014, short-term physical alterations to dams need to be considered in 2014, to decrease the risk during the additional year required to design and construct fully remediated dams. These physical alterations, if deemed necessary, will be developed by the Technical Committee in the context of the long-term strategy.

Staff are recommending remediating existing dams, as this option does not involve removal of the dams, which was an option that received considerable opposition and resulted in Council cancelling the tender to remove the dams. It is unlikely design, permits, tendering and construction for long-term remediation of the dams could take place prior to 2014-Sep-15; therefore, staff are recommending pursuing short-term physical alterations of the dams in 2014, (if required) thus lowering the risk until full remediation is completed. Providing that City Council has a desire to have dams on the Chase River, Snuneymuxw has requested a review of all options for remediating existing dams. Snuneymuxw has identified that one of their primary goals in this process is to protect the fishery. The Colliery Dam Park Preservation Society has consistently identified their goal is to retain the park, dams and river in their current form.

The proposed long-term strategy for the Colliery Dams is outlined below:

Phase 1 - Review and verify the existing data and direct additional data collection as necessary

Review of the data will include the following:

- review all previous engineering and environmental studies undertaken;
- potentially reduce the hazard rating of the dam through better understanding of the dams structures, failure rates and methods/probability of events that would result in failure of the dams;
- identify further engineering analysis required and, if needed, direct additional studies to confirm existing conditions; and
- review additional information, as required.

Phase 2 – Develop option(s) for remediating the existing dams that will satisfy the requirements of the Dam Safety Section of the Ministry of Forests, Lands, and Natural Resources

- develop options for remediating existing dams.

Phase 3 – Develop plans for short-term physical alterations to the dams for 2014 to provide the necessary time to carry out the long-term strategy (if required)

- determine short-term physical alterations that could be undertaken to the dams that are consistent with or complementary to the long-term remediation plan; and
- determine works that could be completed by 2014-Sep-15.

Also, funds to undertake remediation of the existing dams are not currently budgeted. Funding options are identified in the budget section of this report.

Sole Sourcing Contracts for Consultants

Staff are recommending pursuing sole source contracts for consultants (engineers with expertise in dam construction, geotechnical, hydrology and structural design, environmental, biologist and facilitator). Sole sourcing (direct award of contract for services instead of seeking request for proposals from all available consultants) is recommended as:

- there is an urgency to retain consultants and complete the analysis in a compressed timeframe, which will allow for construction in 2014 and 2015;
- consultants who have expertise in dam construction are limited and may not have staff available to commence work until the new year; and
- Technical Committee members need to evaluate which consultants are best qualified for the Committee.

Selection of consultants who will participate on the Technical Committee will be determined through the Committee structure outlined in Appendix B.

Budget

Staff plan to provide a follow up report at a future Council meeting outlining funding scenarios for the works that would be necessary to comply with Dam Safety Section requirements. At this time, the budget is only being addressed relating to planning for the long-term risk mitigation of the dams.

To date, the City has spent approximately \$850,000, which includes engineering, design, permits, emergency planning, etc. Once the Technical Committee commences Phase 1 of the proposed process, the City will have a better understanding of how much of this existing data is relevant or may require further clarification. It's the unknown how much additional work will be required to better understand the existing conditions and design options, therefore, resulting in the wide variation on budget necessary to successfully complete this process. At this time, staff estimate that to complete the research and planning stages 1 and 2 will cost between \$100,000 and \$400,000. If Phase 3 is required, estimated costs will be determined through review of options determined by the Technical Committee.

The existing 2013 – 2017 Financial Plan Bylaw includes \$7 million, which was made up of \$2.5 million from reserves (of which \$850,000 has been spent), and \$4.5 million in borrowing. Staff propose to continue to use this existing budget to fund this process. Staff will report back to Council, as an understanding on the necessary capital works becomes more clear. This information will be provided during the 2014 – 2018 Financial Plan process, along with funding

options for the long-term risk mitigation of the Colliery Dams (as noted in staff recommendation 6).

Process for Seeking Public Input

In addition to representatives from the Snuneymuxw First Nation, Colliery Dam Park Preservation Society, Dam Safety Section, members of the public, organizations and government agencies may wish to provide input into the process and options being considered. These groups include local, provincial and federal agencies, residents and businesses.

The process to seek input from other interested parties will be developed as Phases 1, 2 and 3 are undertaken.

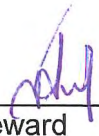
In order to proceed with Phases 1, 2 and 3 noted in this report, it is proposed to establish a Technical Committee, an Executive Committee and a policy group (see Appendix B which identifies the proposed structure and Terms of Reference).

The Technical Committee will commence as soon as City Council provides direction and consultants and a facilitator have been retained. If the Committee sees the need to undertake additional engineering studies, this request will be considered by the Executive Committee and policy group.

The Technical Committee will provide updates to the Executive Committee and the organizations they represent on a regular basis and will have a target date of 2014-Feb-28 for generating recommendations to address the short and long-term mitigation of the Colliery Dams.

Staff will provide updates to Council regarding consultants/facilitator selected and budget projections as they are determined.

Respectfully submitted,



T.P. Seward

ACTING GENERAL MANGER,
COMMUNITY SAFETY & DEVELOPMENT

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2013-SEP-26

G:\2013 Files\CcIllyery Dam Park\Reports\RPT131021 Process Long-term Strategy Middle and Lower Chase River Dams
TPS/hp

APPENDIX A

Schedule for Long-Term Mitigation of Colliery Dams

Dec 2013 – completion of Phase 1 (review and verify data)

Feb 2014 – completion of Phase 2 (develop options to remediate dams in place)

Mar 2014 – completion of Phase 3 (short-term mitigation plan involving alterations to the dams, if required)

Apr 2014 – initiate design and referrals on Phase 3 (if required)

Jun 2014 – tender and award contract for short-term improvements to the dams (if required)

Jun 2014 – complete review of Phase 2 options and seek approval of Executive and policy group

Jul 2014 – owner (Council) to make final decision on direction to pursue

Sep 2014 – completion of short-term mitigation plan involving physical alterations to the dams (if required)

Nov 2014 – electoral assent for long-term borrowing to fund the project (if required)

Dec 2014 – initiate design and referral for construction for long-term mitigation

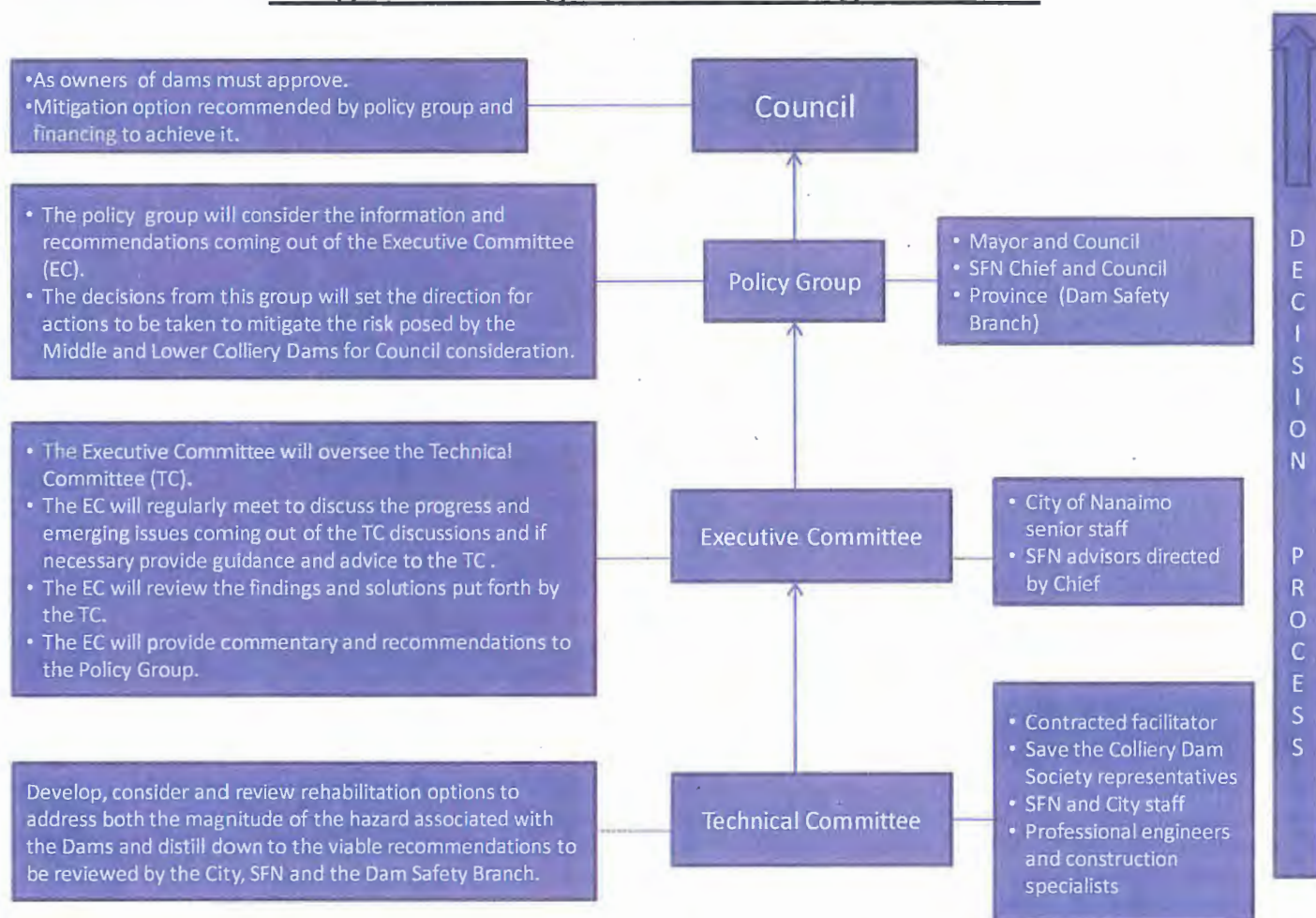
Apr 2015 – completion of construction drawings, referrals and permits for long-term mitigation

May 2015 – tender and award contract to proceed with the approved design for long-term mitigation

Jun-Sep 2015 – construction of long-term mitigation improvements

APPENDIX B

Long-Term Mitigation Processing Structure



City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2013-OCT-21

AUTHORED BY: GARY NOBLE, DEVELOPMENT APPROVAL PLANNER
PLANNING & DESIGN SECTION

RE: DEVELOPMENT VARIANCE PERMIT NO. DVP214 - 3105 UPLANDS DRIVE

STAFF RECOMMENDATION:

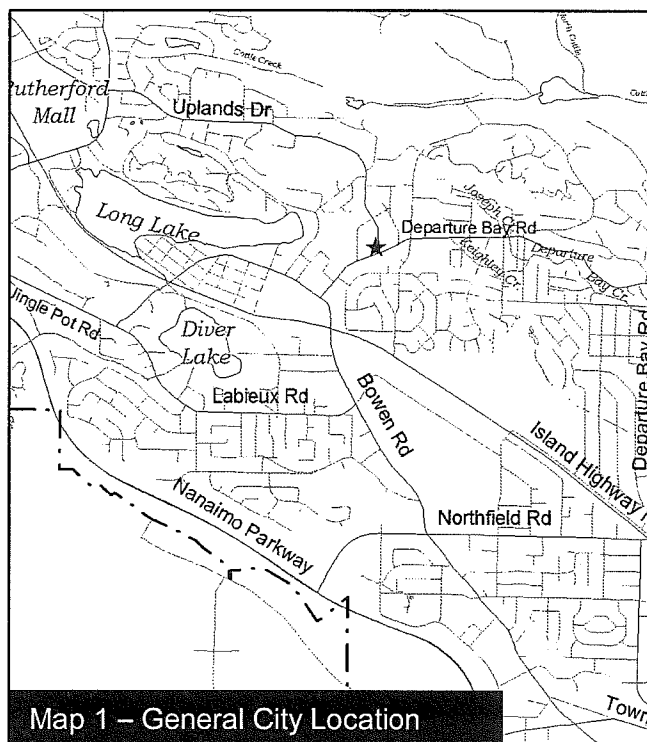
That Council direct staff to proceed with the required Statutory Notification for Development Variance Permit No. DVP214 at 3105 UPLANDS DRIVE.

PURPOSE:

The purpose of this report is to seek Council authorization to vary the lot depth and rear yard setback provisions of the City of Nanaimo "ZONING BYLAW 2011, NO. 4500", in order to permit a two lot subdivision.

BACKGROUND:

A development variance permit (DVP) application was received from Hans McLean, on behalf of Scott A and Roslyn D Beddall, to vary the provisions of the City of Nanaimo "ZONING BYLAW 2011 NO. 4500" to permit a two lot single family residential – R1 subdivision. The variances would bring the existing dwelling on proposed Lot 2 into conformity with the bylaw. Proposed Lot 2 of the subdivision includes an existing house with an open deck above a carport which is 3.14 m from the proposed rear yard property line. The required rear yard setback for the R1 zone is 7.5 m but an open deck can encroach 2.0 m into the rear yard, as such a rear yard setback variance of 2.36 m is required.



Map 1 – General City Location

☐ Council
☒ Committee *2013*
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: *2013-OCT-21*

Statutory notification must take place prior to Council's consideration for approval of the variance.

The proposed Lot 2 contains an existing single residential dwelling which the applicant plans to retain. The proposed lot is 516.5 m² in site area, and as such, it exceeds the minimum required lot area within the R1 zone by 16.5 m². The lot will continue to front on Departure Bay Road.



Proposed Development

The foundation of the existing dwelling is set back 11.44 m from the proposed rear property line, thus exceeding the required 7.5 m rear yard setback. The existing deck above the carport is 3.14 m from the rear yard and requires a rear yard setback variance of 2.36 m; as an open deck is allowed to encroach up to 2.0 m into the rear yard.

As a condition of subdivision, where future road expansion along a major road may be required, a portion of property may be dedicated for road. For the subject property, a 2.5 m dedication is required along Uplands Drive and a 2.75 m dedication is required along Departure Bay Road.

The required 2.5 m road dedication reduces the depth of proposed Lot 1 to 23.94 m, as Lot 1 no longer meets the minimum required 30.0 m lot depth, a variance of 6.06 m is required. The required 2.75 m road dedication reduces the depth of proposed Lot 2 from 30.0 m to 27.69 m, a proposed variance of 2.31 m.

The site plan of the proposed lot layout, including location of existing houses, is included as Figure 1 – Site Plan.

Applicant's Rationale – Attachment A – Letter dated July 8, 2013.

Required Variances

Rear Yard Setback

Section 7.5.1 of the City of Nanaimo ZONING BYLAW 2011, NO. 4500 requires that a rear yard setback of 7.5 m be provided for lots within the single dwelling residential – R1 zone. The existing open deck on proposed Lot 1 is 3.14 m from the proposed rear yard property line, but is allowed to encroach 2.0 m into the required rear yard, therefore a rear yard setback variance of 2.36 m is required.

Lot Depth

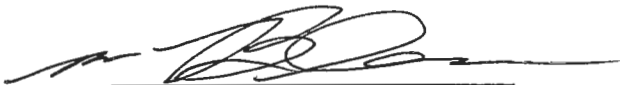
Section 7.4.1 of the City of Nanaimo ZONING BYLAW 2011, NO. 4500 requires a minimum lot depth of 30.0 m for lots without a lane within the R1 zone. The proposed lot depth of Lot 1 is 23.94 m, therefore a lot depth variance of 6.06 m is required. The proposed lot depth of Lot 2 is 27.69 m, a proposed variance of 2.31 m.

Respectfully submitted,

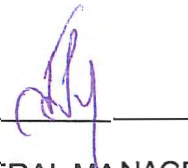


B. Anderson, MCIP
MANAGER
PLANNING & DESIGN SECTION

Concurrence by:



A. Tucker, MCIP
DIRECTOR
PLANNING

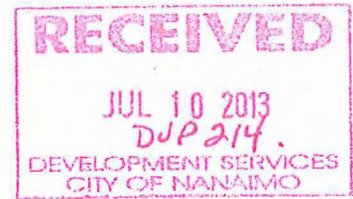


T. Seward
ACTING GENERAL MANAGER
COMMUNITY SAFETY & DEVELOPMENT

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2013-OCT-10
Prospero attachment: DVP00214
GN/b



08 July 2013

Planning Department
City of Nanaimo
455 Wallace Street
Nanaimo, B.C.
V9R 5J6

Dear Sirs:

Re. Development Variance Permit Application-3105 Uplands Drive

Please find enclosed an application for a Development Variance Permit for the above noted property.

The owners of this property wish to subdivide the rear (Northern) portion of this property, in order to create two lots fronting Uplands Drive. In order to accommodate this, required 3 variances to be approved in order to allow a two-lot subdivision to occur.

Existing Lot A – Lot Depth

Existing Lot A –Rear of house to lot line

Proposed Lot 1 – Lot Depth

The subject parcel is an odd shape corner lot at the corner of Uplands Drive and Departure Bay Rd. Due to the age of the existing dwelling the current lot setbacks are non-conforming with today's' standards.

Although the layouts of the proposed lots do not meet the depth requirement within current zoning, the frontage of both of these lots make up for that area due to its shape.

The configuration on the lot of the existing dwelling provided excess land that is not being utilized to its full potential. The total size of this lot is 1017.5 square meteres which when subdivided into two lots fully meets the size requirement within R1 zoning.

The parcel is located in an established family neighbourhood, is on multiple bus routes and is within walking distance to schools.

By having these variances approved would allow the potential subdivision of this parcel, following the OCP by creating higher density and community development.

The following documentation is submitted in support of this application:

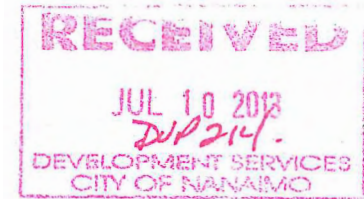
- o Completed Development Variance Permit application form
- o Application Fee-\$500
- o Appointment of Agent form
- o Certificate of Title
- o Survey indicating existing house, requested variances and proposed lots

We look forward to working with you through this application process, and Thank you for your consideration.

Sincerely,



Hans McFarlane
(250)885-4267

**SITE PLAN SHOWING PROPOSED SUBDIVISION LINE ON:****LOT 7, SECTION 5, WELLINGTON DISTRICT, PLAN 10047.**

SCALE 1:400 DISTANCES ARE IN METRES.

LOT DIMENSIONS ARE DERIVED FROM REGISTERED PLANS.

CIVIC ADDRESS: 3105 UPLANDS DRIVE, NANAIMO

PID: 001-163-655, ZONING: R1

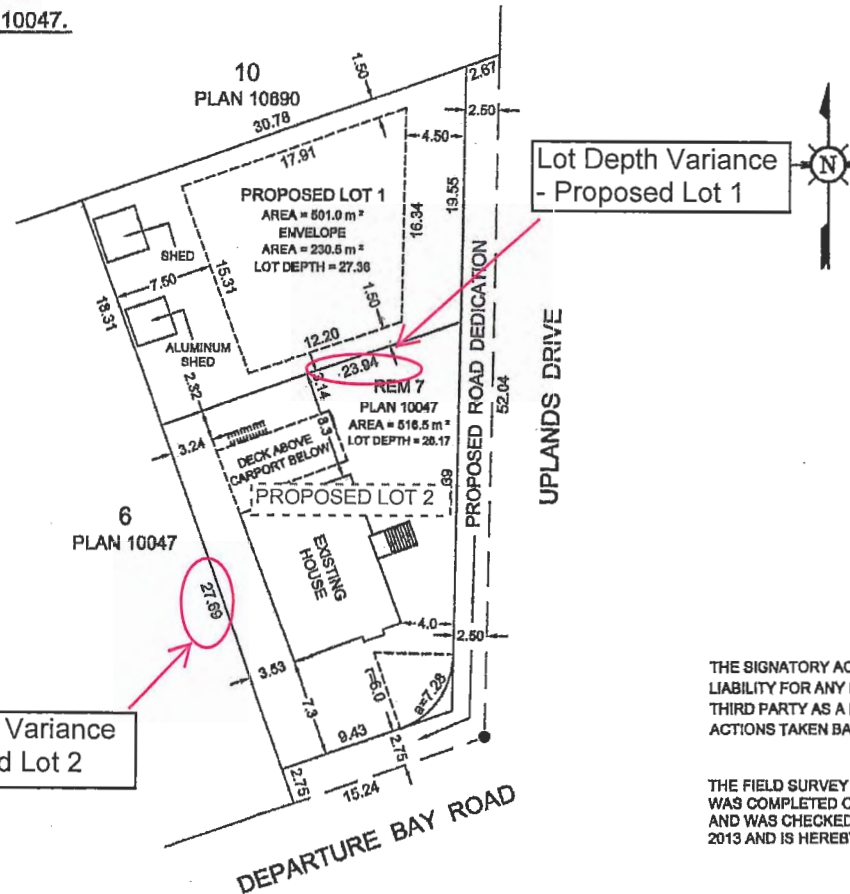
LEGEND

- DENOTES STANDARD IRON POST FOUND.

THIS PLAN PURPORTS TO POSITION ONLY THE ACTUAL AND/OR PROPOSED IMPROVEMENT(S) SHOWN RELATIVE TO ONLY THE BOUNDARIES SHOWN OF OR APPURTENANT TO THE ABOVE DESCRIBED PARCEL(S). THIS PLAN PROVIDES NO WARRANTY OR REPRESENTATION WHATSOEVER WITH RESPECT TO THE LOCATION OF ANY OTHER ACTUAL OR PROPOSED IMPROVEMENT(S) RELATIVE TO ANY BOUNDARY OF OR APPURTENANT TO THE ABOVE DESCRIBED PARCEL(S). THIS PLAN IS NOT TO BE USED TO RE-ESTABLISH BOUNDARY LINES.

Harbour City Land Surveying Ltd.
1825 LATIMER ROAD
NANAIMO BC V9S 6H2
PHONE: 250-756-4180

DRAWING: 13044-PROPOSED- SUBDIVISION.DWG
LAYOUT: 1



THE SIGNATORY ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF ANY DECISIONS MADE, OR ACTIONS TAKEN BASED ON THIS DOCUMENT.

THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED ON THE 28TH DAY OF JUNE, 2012 AND WAS CHECKED ON THE 28TH DAY OF JUNE, 2013 AND IS HEREBY CERTIFIED CORRECT.

ANDRE MCNICOLL,

BCLS

City of Nanaimo
REPORT TO COUNCIL

DATE OF MEETING: 2013-OCT-21

AUTHORED BY: B. E. CLEMENS, DIRECTOR OF FINANCE

RE: CITY COLLECTOR

STAFF RECOMMENDATION:

That Council:

1. assign the duties and responsibilities of Collector for the City of Nanaimo to Diane Hiscock and that Brian Clemens remain as the deputy; and
2. that all previous assignments for Collector be rescinded.

PURPOSE:

To assign duties and responsibilities of Collector for the City of Nanaimo.

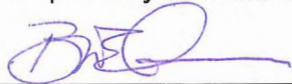
DISCUSSION:

The position of Collector has specific authority and responsibilities under the *Local Government Act* and *Community Charter*. These are related to collection of property taxes and the conduct of the annual tax sale.

The previous incumbent has taken the Manager of Accounting Services position. Diane Hiscock has been appointed as the new Manager of Revenue Services. The role of Collector is part of her job description and Staff recommend that Council formally appoint her as Collector.

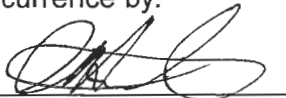
To allow for coverage in the event of vacations or other absences, Staff are recommending that Brian Clemens retain the duties of Deputy Collector.

Respectfully submitted,



B.E. Clemens
Director of Finance

Concurrence by:



I. Howat
Acting General Manager of Corporate Services

CITY MANAGER COMMENT:

I concur with the staff recommendation.

City of Nanaimo
REPORT TO COUNCIL

DATE OF MEETING: 2013-OCT-21

AUTHORED BY: K. FELKER, MANAGER, PURCHASING AND STORES

RE: QUARTERLY SINGLE SUBMISSION PURCHASES

STAFF RECOMMENDATION:

That Council receives this report for information.

PURPOSE:

To comply with Council's Purchasing Power Delegation Bylaw by reporting single submission awards made during the three month period covered by the report.

BACKGROUND:

Under Council's Purchasing Power Delegation Bylaw 2013 No. 7175, a report to Council will be provided each quarter summarizing any single submissions received after either publicly tendering or inviting at least three (3) vendors to bid on the work. The value of these purchases is between \$25,000 to \$250,000. Council approves any single submission purchases over \$250,000. This report covers the period between 2013-JUL-01 to 2013-SEPT-30.

DISCUSSION:

There were two (2) single submission award made during the three month period covered by the report. Details are given below.

Request for Tender No: 1449

Description: Oliver Woods Community Centre Site Improvements

Vendor: Graf Excavating Co Ltd

Amount: \$134,363.00 + GST

Reason: Only vendor to respond to Request for Tender. Request for Tender was posted on City of Nanaimo and BC Bid Websites and sent directly to three (3) firms.

Request for Tender No: 1456

Description: Supply & Installation of Dust Suppressant


Vendor: Shades Tankers (1976) Ltd

Amount: \$38,511.92 + GST

Reason: Only vendor to respond to Request for Tender. Request for Tender was posted on City of Nanaimo and BC Bid Websites and sent directly to two (2) firms.

☐ Council
☒ Committee CDW
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: 2013-001-21

Respectfully submitted,



K. Felker
Manager, Purchasing & Stores

Concurrence by:



B. E. Clemens,
Director of Finance



Ian Howat,
Acting General Manager, Corporate
Services

CITY MANAGER COMMENT:

I concur with the staff recommendation.

G:\Reports\Quarterly Reports\2013\Single Submission\Quarter 3

City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2013-OCT-21

AUTHORED BY: K. FELKER, MANAGER, PURCHASING AND STORES

RE: QUARTERLY DIRECT AWARD PURCHASES

STAFF RECOMMENDATION:

That Council receives this report for information.

PURPOSE:

To comply with Council's Purchasing Power Delegation by reporting direct award purchases made by Staff during the three month period covered by the report.

BACKGROUND:

Under the Council's Purchasing Power Delegation bylaw 2013 No. 7175, a report to Council will be provided each quarter summarizing any direct award purchases between \$25,000 to \$250,000. Council approves any direct awards over \$250,000. This report covers the period between 2013-JUL-01 to 2013-SEPT-30.

DISCUSSION:

Council adopted Council's Purchasing Power Delegation bylaw 2013 No. 7175 that gives authority for staff to directly award a contract to a vendor if certain conditions are met. This bylaw also requires staff to report on these direct awards valued at \$25,000 to \$250,000 each quarter.

According to the bylaw, the circumstances under which a direct award can be made are as follows:

1. to ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative.
2. one with which staff has specialized training and/or extensive experience.
3. where there is an absence of competition and no acceptable alternative or substitute exists.
4. for the purchase of used equipment or at auction.
5. where it can be demonstrated the product or service is available only through one authorized manufacturer, distributor, dealer, or service provider.
6. item is purchased for testing or trial use.
7. for matters involving high security and/or to protect the confidentiality of the City.
8. urgently required on an emergency basis (e.g. life/death, health, safety, critical equipment or facility breakdown).
9. a Notice of Intent to Direct Award is posted electronically and is not challenged.
10. where there is demonstrated value to continue consultant services into the next project phase (i.e. from design to construction).

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☒ Open Meeting
☐ In-Camera Meeting

Meeting Date: 2013-OCT-21

11. any other situation where it is clearly demonstrated there is only one viable source of supply.

There were three (3) direct awards made during the three month period covered by the report. Details of these are given below.

Vendor: Panago Enterprises Ltd
Amount: \$25,548.27 + GST
Description: Service Boilers at Beban
Reason: Original scope of work increased as additional work required by Provincial Boiler Inspector

Vendor: First Unitarian Fellowship of Nanaimo
Amount: \$35,000.00 + GST
Description: Extreme Weather Shelter
Reason: The only organization willing to provide this service

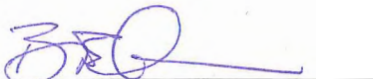
Vendor: Charter Telecom Inc
Amount: \$36,831.00 + GST
Description: Avaya 24-port fibre switches
Reason: To ensure compatibility with existing equipment

Respectfully submitted,



K. Felker
Manager, Purchasing & Stores

Concurrence by:



B. E. Clemens,
Director of Finance



Ian Howat,
Acting General Manager, Corporate
Services

CITY MANAGER COMMENT:

I concur with the staff recommendation.

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Delegation Request

Deborah Zorkin, President, Nanaimo Art Gallery has requested an appearance before council.

The requested date is Oct 21, 2013.

The requested meeting is:
FPCOW

Presenter's information

City: Nanaimo
Province: BC

Details of Presentation:

To update Mayor & Council on NAG's progress on our facility development plan since the June 24 Council meeting; to introduce the Co-Management and Operating Agreement that has been negotiated by the Gallery and PRC Staff.

City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2013-OCT-21

AUTHORED BY: RICHARD HARDING, DIRECTOR
PARKS, RECREATION AND CULTURE

RE: NANAIMO ART GALLERY AGREEMENT APPROVAL

STAFF RECOMMENDATION:

That Council:

1. Approve the 10 year Management Agreement with the Nanaimo Art Gallery for 150 Commercial Street,
2. Authorize Staff to publish a Notice of Disposition as required under Sections 24 and 26 of the *Community Charter*,
3. Allocate \$30,000 per year in additional funding to the Nanaimo Art Gallery in the 2014-2018 Financial Plan, and,
4. Approve \$50,000 for Phase One renovations in 2014 with \$40,000 in funding coming from the 150 Commercial Street building fund and that \$10,000 be allocated in the 2014 Capital Plan.

PURPOSE:

To obtain Council approval of the Management Agreement with the Nanaimo Art Gallery that includes increased operative and capital costs in 2014.

BACKGROUND:

At the regular open meeting of the Parks, Recreation and Culture Commission held on 2012-JUL-25, Julie Bevan, Executive Director of the Nanaimo Art Gallery, gave a presentation on a proposed feasibility study for 150 Commercial Street as a possible venue to achieve the Gallery's long-term vision.

At that meeting, the Parks, Recreation and Culture Commission passed a motion that supported the Nanaimo Art Gallery in proceeding with a Facility Review and Space Analysis of 150 Commercial Street (Centre for the Arts Nanaimo building) to explore opportunities of expanding and consolidating Nanaimo Art Gallery operations as well as possibilities of upgrading to a "Category A" facility. The motion carried unanimously.

Over the past year, the Nanaimo Art Gallery (NAG) has conducted a feasibility study as proposed and approved at the 2012-JUL-25 meeting of the Commission. The study included

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☒ Committee
☒ Open Meeting
☐ In-Camera Meeting

reviewing a number of options and phases in determining if 150 Commercial Street would be a suitable building/venue to achieve the Gallery's long-term vision.

The conclusion of the study and recommendation by the NAG is that 150 Commercial is a suitable venue and would like to proceed with a phased development approach in the management and development of this City-owned building.

At the regular open 2013-MAY-22 meeting of the Parks, Recreation and Culture Commission, the Nanaimo Art Gallery and City Staff returned and presented the Feasibility Study's findings and the finalized recommendations. At that meeting, the Commission passed a motion to recommend that Council:

1. Support in principle of the phased development plan as presented by the Nanaimo Art Gallery for 150 Commercial Street.
2. Direct Staff to develop a draft Management Agreement for 150 Commercial Street between the City of Nanaimo and the Nanaimo Art Gallery for Council's review and consideration and that would include funding implications

The recommendation from the Parks, Recreation and Culture Commission was presented to Council at the 2013-JUN-24 Regular, Open Council meeting. At that meeting, a motion was passed that Council:

1. support in principle the phased development plan of the Nanaimo Art Gallery for 150 Commercial Street, and,
2. direct Staff to develop a draft Management Agreement including funding implications, for 150 Commercial Street between the City of Nanaimo and the Nanaimo Art Gallery for Council's review and consideration.

DISCUSSION:

Over the last three months, Staff have worked with the NAG in drafting a management agreement similar to ones currently in place with other cultural venues like the Port Theatre and the Nanaimo District Museum for review and consideration.

The Key Terms of the Management Agreement include the following:

- Ten (10) year agreement that includes review of each phase as development progresses.
- Structured similar to the Port Theatre and Nanaimo District Museum Management Agreements.
- NAG would be responsible for management of the building including all building operating costs related to their operations as well as existing tenants.
- As per the current agreement, all revenue generated from the building and its tenants would be part of the NAG revenues.
- Future phases would be dependent on review by Council and availability of future funding sources.

- Each party would have a six (6) month termination clause as per other existing agreements.

The Management Agreement is considered a disposition of City property. Upon approval in principle of the management agreement by Council, Staff will publish a Notice of Disposition in the local newspaper for two consecutive weeks as required under Sections 24 and 26 of the *Community Charter*.

Staff will return to a subsequent Council meeting seeking approval for the Mayor and Corporate Officer to execute the Management Agreement to effect the transaction.

STRATEGIC PLAN CONSIDERATIONS:

The phased management and development of 150 Commercial Street connects to Council's commitment to Cultural Vitality as a Pillar of Sustainability. It also meets with following aspects of the Strategic Plan:

Asset Management: The phased management and development of 150 Commercial Street provides a long-term plan to enhance and maintain this existing City building and community asset.

Community Building Partnerships: Working with the non-profit organization of NAG builds on an already existing community partnership that helps achieve this priority and to build Cultural Vitality.

Respectfully submitted,



Richard Harding
DIRECTOR
PARKS, RECREATION AND CULTURE

Delegation Request

Camela Tang has requested an appearance before council. The request is made on behalf of CVI Centre for the Arts-Nanaimo.

The requested date is Oct 21, 2013.

The requested meeting is:
FPCOW

Presenter's information

City: Nanaimo
Province: BC

Details of Presentation:

Nanaimo Centre Stage (25 Victoria Road) Building Remediation Budget - Staff request to increase the budget from \$160,000 to \$194,700, to be funded from the Asset Management reserve.

Delegation Request

Jim Taylor - Pres. Nanaimo Ratepayers Association has requested an appearance before council.

The requested date is Oct 21, 2013.

The requested meeting is:
FPCOW

Presenter's information

City: Nanaimo
Province: BC
Bringing a presentation: No

Details of Presentation:

Addressing staff recommendation to allocate another \$34,700 for renovations at 25 Victoria Road.

<input type="checkbox"/> Council	Agenda Item	<input type="checkbox"/>
<input checked="" type="checkbox"/> Committee	Delegation	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Open Meeting	Proclamation	<input type="checkbox"/>
<input type="checkbox"/> In-Camera Meeting	Correspondence	<input type="checkbox"/>
Meeting Date: <u>2013-05-21</u>		

City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2013-OCT-21

AUTHORED BY: RICHARD HARDING, DIRECTOR
PARKS, RECREATION AND CULTURE, AND,

TOM HICKEY, GENERAL MANAGER
COMMUNITY SERVICES

RE: NANAIMO CENTRE STAGE (25 VICTORIA ROAD) BUILDING REMEDIATION BUDGET

STAFF RECOMMENDATION:

That Council approve the transfer of an additional \$34,700 from the Asset Management reserve, increasing the Nanaimo Centre Stage project budget from \$160,000 to \$194,700.

PURPOSE:

To obtain Council approval to increase the project budget, to be funded from the Asset Management reserve.

BACKGROUND:

At the 2013-JAN-28 Council meeting, Council directed staff to prepare a report regarding options identifying the minimum work required to upgrade the exterior of the Nanaimo Centre Stage building located at 25 Victoria Road to permit operations to continue during 2013 (Appendix A).

As a follow-up to the original report Council requested that Staff report back on life-safety items requiring short-term remedial action:

- Stucco Cladding – The stucco cladding on the Nicol Street side of the building has delaminated from the structure in several areas and is hanging by the wire mesh lathing.
- Brick Veneer – The brick veneer along the Nicol Street side at street level needs replacing.
- Brick Chimney – The bricks need repointing.

The cost for this work was estimated to be \$160,000.

At the 2013-MAR-11 Regular, Open Council meeting, a motion was passed that Council direct Staff to proceed with replacing the stucco cladding and brick veneer along the Nicol Street side

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☒ Open Meeting
☐ In-Camera Meeting
2013-05-21

of the building with a rain screen exterior insulated wall system for the Nanaimo Centre Stage building for an estimated cost of \$160,000.

DISCUSSION:

Design work and tender preparation for the partial remediation work occurred over the spring with Herold Engineering.

The partial building remediation for 25 Victoria Road was tendered on 2013-AUG-26 with a closing date of 2013-SEP-24. The lowest price bid came from Saywell Contracting Ltd. at \$144,178.02. In addition to the remediation contract of \$144,178.02, design fees were \$21,690.91.

Council was advised in the March 2012 report, remediation projects can uncover issues. The design engineer recommends that the City add a 20% contingency to this project. Rather than coming back to Council again while the project is underway, Staff recommend adding at this time a \$28,800 contingency. These funds would be used only if required.

To proceed with this work this year, Staff is requesting a transfer of \$34,700 from the Asset Management Reserve.

At its 2013-OCT-07 meeting, Council requested information about potential seismic or hazardous materials concerns for Nanaimo Centre Stage.

Seismic Conditions:

In January 2013, Council received a report regarding the seismic screening of City-owned buildings that was completed to support public safety and Occupational Health and Safety responsibilities. This screening process was developed by the National Research Council and is used across Canada. The Nanaimo Centre Stage building was included in the screening.

The screening determined which buildings have priority for further seismic evaluations and possible seismic upgrades. The screening considered factors such as age of design, occupancy, type of structure and soil conditions. Specific recommendations for seismic upgrading are not established during the screening process.

The 25 Victoria Road building rated as a low priority for further seismic evaluation. The City only plans to further evaluate the high priority buildings and some of the medium priority buildings for seismic condition and potential life safety issues. A low priority rating does not mean that the building meets today's seismic standards.

Hazardous Materials Assessment:

When renovating older buildings, it is standard practice to do a hazardous materials assessment. Buildings constructed before the mid-1980s often have asbestos and older buildings may have other issues. This assessment is done during the design process. In the Spring, Pacific Environmental did an assessment for the work that is being undertaken and found no asbestos or other hazardous materials of concern.

There is a possibility that asbestos containing or other hazardous materials be discovered in concealed areas during demolition. If hazardous materials are encountered during

deconstruction, additional testing will be conducted. Based on the testing results, a safework procedure for removal is produced and implemented.

Respectfully submitted,

Concurrence by:



RICHARD HARDING
DIRECTOR
PARKS, RECREATION AND CULTURE



TOM HICKEY
GENERAL MANAGER
COMMUNITY SERVICES

2013-OCT-15

File: A4-1-2 / D2-6 / M1-38

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APPENDIX A

City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2013-FEB-18

AUTHORED BY: J.W. RITCHIE, SR. MANAGER OF PARKS AND CIVIC FACILITIES

RE: OPTIONS FOR NANAIMO CENTRE STAGE BUILDING INTERIM REMEDIATION

STAFF RECOMMENDATION:

That Council direction is sought.

PURPOSE:

This report provides options to deal with the short-term safety issues as well as long-term remediation work for the building.

BACKGROUND:

At the 2013-JAN-28 Council meeting, Council directed staff to prepare a report regarding options identifying the minimum work required to upgrade the exterior of the Nanaimo Centre Stage building located at 25 Victoria Road to permit operations to continue during 2013.

At the meeting of Council of 2012-DEC-03, Staff presented a report that outlined work needing to be done to this building in 2013 as well as over the next five years. This work was based on a condition assessment by Read, Jones, Christoffersen Ltd. (RJC) Consulting Engineers to conduct a Building Envelope Condition Assessment on the building at 25 Victoria Road. Based on their findings RJC recommend the following remediation work be completed:

No.	Description	Cost
A	Replace the stucco wall cladding on the South, East and North elevations with a rain screen exterior insulated wall system.	\$450,000.00
B	Replace all windows with thermally broken aluminum framed windows.	\$10,000.00
C	Replace glass block feature windows with aluminum framed window (frosting optional).	\$5,000.00
D	Reroof sloped roof area; install plywood, membrane, insulation, and metal roof.	\$100,000.00
E	Replace low slope roof perimeter flashing.	\$5,000.00
F	Install roof drain grates and proper downspouts at all drains.	\$5,000.00
G	Re-point exposed chimney; replace missing bricks.	\$5,000.00
H	Remove the parapet cap flashing and install a self-adhered membrane. Replace the existing cap flashing with new cap flashings, sloped to drain.	\$5,000.00
I	Perform assessment of existing structural systems.	\$15,000.00
Total Construction Costs		\$600,000.00
Engineering & Contingency		\$200,000.00
TOTAL		\$800,000.00

As a follow-up to the original report, staff asked RJC to outline any life-safety items requiring short-term remedial action:

- Stucco Cladding – the stucco cladding on the Nicol Street side of the building has delaminated from the structure in several areas and is hanging by the wire mesh lathing.
- Brick Veneer – This brick veneer along the Nicol Street side at street level needs replacing.
- Brick Chimney – bricks need repointing.

The cost for this work, that will need to be scheduled early in 2013 for one section of the exterior work, is estimated at \$160,000.

Staff provided Council in the 2013-2017 Capital Plan a phased approach to deal with the proposed work and allocate \$160,000 for the next five years to address the issues.

DISCUSSION:

Council has asked staff to provide information on what would be the minimum improvements required to keep the building operational in the short-term.

The safety issues regarding stucco cladding and brick veneer on the Nicol Street side of the building needs to be addressed.

As requested, Staff provide these options for Council's consideration:

Option 1 – Do nothing. The stucco clad areas show significant signs of deterioration which can lead to increased moisture ingress and the delaminating areas pose a safety risk to the public on the Nicol Street side of the building. The stucco will likely continue to deteriorate and may dislodge from the wall if left unattended. This is a risk management issue that does need attention.

Option 2 – Install walk-through scaffolding on the Nicol Street sidewalk to protect pedestrians from stucco that may becoming dislodged from the building. This scaffolding will have to be designed to protect both pedestrians and vehicles. Estimated cost: \$20,000.

This option provides a short-term solution and could be in place for a couple of years. This does not deal with the long-term issues of the building.

Option 3 – Replace the stucco cladding and brick veneer along the Nicol Street side of the building with a rain screen exterior insulated wall system. Estimated cost: \$160,000 (including design and removal).

Option 3 would be the first phase in the overall remediation of the building envelope at a total estimated cost of \$800,000 (excluding tax). However, the other phases of the building could be delayed but this will impact the long term integrity of building and may add additional costs if delayed too long.

In all of these options, none of the life-safety issues on the exterior of the building affect the use of the interior of the building. Occupancy within the building can continue in the short-term.

User of Building's Concerns

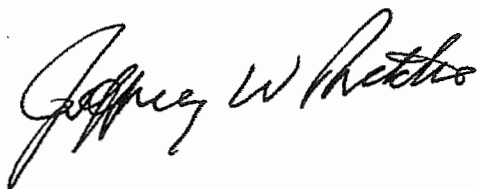
As requested, Staff met with a number of users of the building and the managers of the building (Centre of Arts the Society) on 2013-FEB-12 to review work required to be done to the building and also talk about fundraising options.

As expressed to Council, the groups' primary desire is to keep this venue open not only in the short-term but long-term and they support Option 3 and ask that Council continue to put funds in for the exterior restoration.

Even if another venue was available in the future, the groups require assurance now that the building will be operational for at least the next few years so they can secure events and shows over 2013-2014 and beyond.

Although the groups would be willing to look at other operational models for the building and possible fundraising options, at this point it is difficult for them to confirm any possibility without time to explore. The overall desire from the groups would be that this City building be retained and that capital and operating funds be allocated. Staff have offered to meet again with the groups to look at operating models and explore funding or granting options in more detail.

Respectfully submitted,



JEFF RITCHIE,
SENIOR MANAGER
PARKS & CIVIC FACILITIES
PARKS, RECREATION AND CULTURE

Concurrence by:



RICHARD HARDING
DIRECTOR
PARKS, RECREATION AND CULTURE



TOM HICKEY
GENERAL MANAGER
COMMUNITY SERVICES

Drafted: 2013-FEB-05

File: A4-1-2 / D2-6 / M1-38

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City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2013-OCT-21

AUTHORED BY: DIANA JOHNSTONE, CHAIR
PARKS, RECREATION AND CULTURE COMMISSION

RE: DONATION OF ART "SATELLITE CITY" BY ROBERT NAISH

RECOMMENDATION:

That Council accept the donation of the painting "Satellite City" by Robert Naish and that the artwork be displayed in City-owned public places starting with installation in the Service and Resource Centre stairwell.

PURPOSE:

To obtain Council approval for the donation and installation of the artwork "Satellite City" by Robert Naish.

BACKGROUND:

Local professional artist Robert Naish gave a presentation to the Cultural Committee at their 2013-JUN-11 meeting with the offer to donate the painting "Satellite City" to the City of Nanaimo for display in a public place (Appendix A). The painting is based on an aerial perspective of the city of Nanaimo. The painting was purchased through the Estate of Ms. Marlene Flater. Ms. Flater's Will outlined the desire to purchase one of Mr. Naish's paintings and have it donated to the City of Nanaimo for display in a public place. The artist is prepared to incur the costs of framing, applying a protective cover and initial installation of the painting.

At the meeting of the Art in Public Places Project Committee held Wednesday, 2013-JUL-03, the proposed donation of the painting "Satellite City" was reviewed using the Guidelines for Donation of Public Art as outlined in the in the Community Plan for Public Art (Appendix C). At that meeting, it was moved and seconded to accept the donation of the painting "Satellite City" by Robert Naish for display on City property in a public area with Staff to return with a report on recommended locations.

At the 2013-SEP-04 meeting of the Cultural Committee, Staff returned with a report outlining the proposed locations. At that meeting, a motion was passed that the Cultural Committee recommend that the Parks, Recreation and Culture Commission recommend that Council accept the donation of the painting "Satellite City" by Robert Naish and that the artwork be displayed in City-owned public places.

☐ Council
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☐ In-Camera Meeting
Meeting Date: *2013-OCT-21*

At their meeting held on 2013-SEP-25, the Parks, Recreation and Culture Commission recommended that Council accept the donation of the painting "Satellite City" by Robert Naish and that the artwork be displayed in City-owned public places starting with installation in the Service and Resource Centre stairwell.

DISCUSSION:

This painting is large (6' high X 9' wide approx.) and therefore requires adequate wall space for display. The following locations have been considered:

- Vancouver Island Conference Centre
- Service and Resource Centre
- Beban Park Social Centre
- Oliver Woods Community Centre

The potential for theft or vandalism will also need to be considered. It is recommended that the painting be hung using appropriate security hardware to prevent theft.

After site visits were conducted all location options, it was concluded that the stairwell in the Service and Resource Centre building between the first and second floors is the most suitable location at this time. It fits the criteria of being a public space and has little colour or animation. The stairwell dimensions are 11.5 feet high by 10 feet wide. (Appendix B).

The Community Plan for Public Art identifies criteria for accepting art (Appendix C). It also outlines options to de-accession and move art if desired, long-term.

STRATEGIC PLAN CONSIDERATIONS:

Taking Responsibility: Council adopted the Community Plan for Public Art in 2010. The mission statement approved by Council states the City of Nanaimo will encourage and support the presence of public art for Nanaimo residents and visitors. Public art helps animate our public places and spaces making them more welcoming, attractive and interesting, contributing to cultural vitality. This artwork will engage visitors to the Service and Resource Centre and make their visit more interesting and enjoyable.

Respectfully submitted,



Diana Johnstone
CHAIR
PARKS, RECREATION AND CULTURE COMMISSION

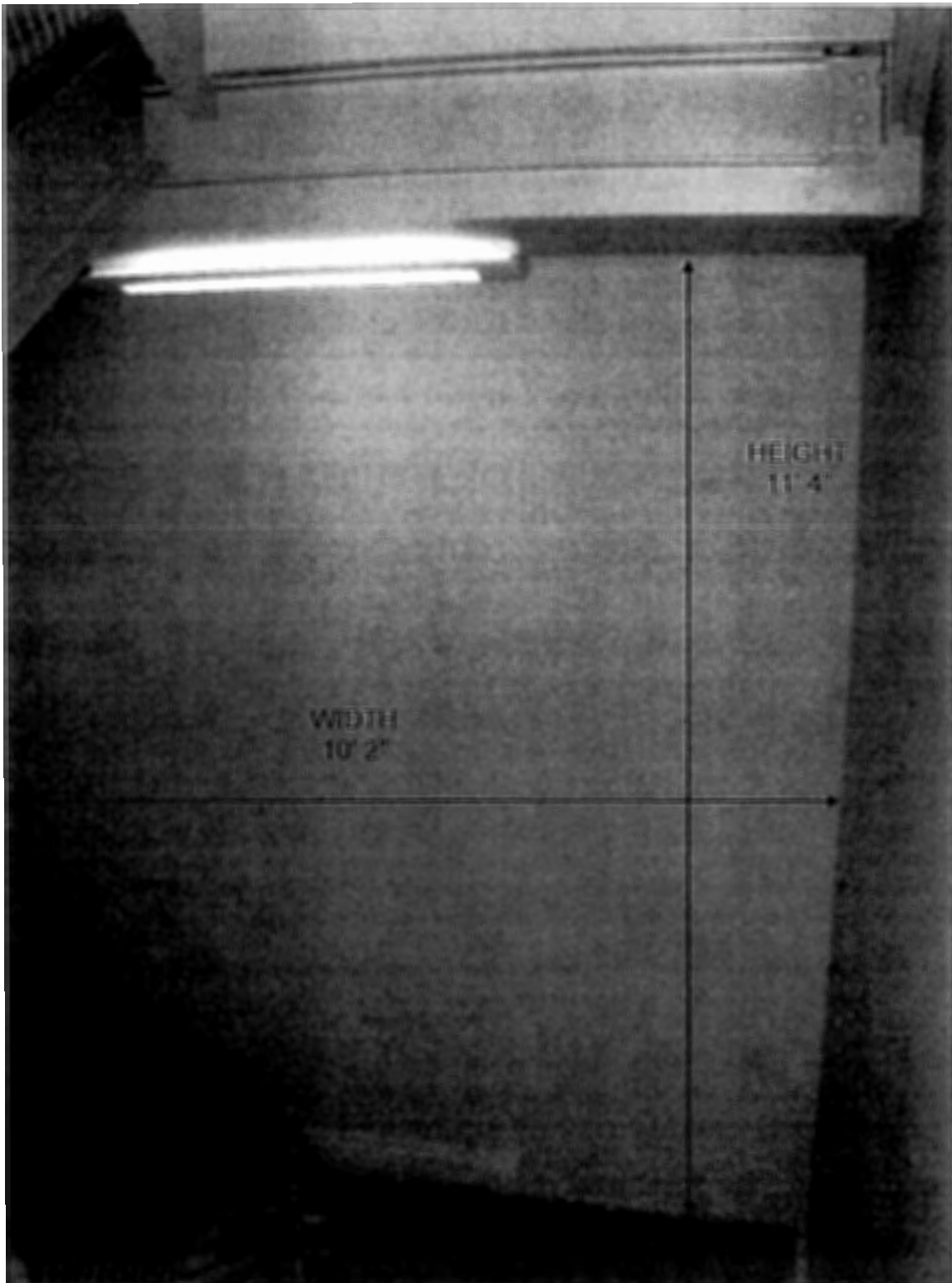
APPENDIX A

“SATELLITE CITY”



APPENDIX B

SERVICE AND RESOURCE CENTRE STAIRWELL BETWEEN FLOORS 1 AND 2



APPENDIX C

Excerpt from: COMMUNITY PLAN FOR PUBLIC ART Adopted May 2010

TOOLKIT 3 – REVIEW GUIDELINES FOR THE DONATION OF PUBLIC ART

These guidelines outline the process for the review of proposed donations of public art in Nanaimo parks and public spaces. Many conditions govern the acceptance and installation of art. Cultural Committee, Parks, Recreation and Cultural Commission, and City Council approvals are required in all cases.

ACCEPTANCE CONDITIONS

- 1) No civic funds will be provided for production, siting or installation.
- 2) A sponsor or co-sponsor must present the proposal.
- 3) All expenses related to the donation and review process rest with the sponsor.
- 4) When the Cultural Committee receives a request to accept and install public art and provided the conditions outlined above are met, the following steps are set in motion:
 - (a) Consultation with the City of Nanaimo's Cultural Committee and the appointment of an independent panel to review the design and social merit of the proposed donation and then make a recommendation.
 - (b) A technical review by City staff of the site and the work.
 - (c) Public consultation if applicable.

CREATIVE AND ARTISTIC EVALUATION OF PROPOSED DONATION OF PUBLIC ART

An evaluation of the suitability of the proposed work to the site including reference to park design, future plans and social impact may be undertaken by an independent review panel appointed by the Cultural Committee. This panel will make a recommendation which will form part of the report to be taken to the Cultural Committee, Parks Recreation and Culture Commission and Council.

Items considered in the evaluation will include:

- Relationship of proposal to the history of the site.
- Relationship to the geography or specific location of the site and its surroundings.
- Relevance to Nanaimo, British Columbia and/or Canada.
- Consistency with park or site design including heritage aspects.
- Compatibility with other existing or proposed artworks, buildings, structures, etc. in the park.
- The suitability of the scale of the proposed work to the site.
- In the case of a memorial, whether the cause being memorialized is significant to a large enough community to warrant placing it in a public park.
- Conformity to Human Rights Legislation.
- Any issues related to the sponsor that should be addressed.
- Feasibility of the funding plan.
- Concerns relating to an educational or interpretive plaque or component in the proposal.
- The public response to this proposal (staff will provide an analysis).
- An assessment of whether the proposed work contributes to, enhances, or benefits the park.

TECHNICAL INFORMATION

The following provides details on technical aspects of installing art in Nanaimo parks and open spaces. City staff will review proposals with reference to these points:

1. THE SITE

(a) Impact

- i. Can the site handle increased use and traffic flow?
- ii. Will there be any conflict with existing horticultural work, adjacent playing fields, park use, and park programming?
- iii. What is the environmental impact?

(b) Trees and Utilities

- i. If any work is to be located near trees, an arborist must be consulted. Tree roots may be damaged and future tree growth may be impacted.
- ii. Are there any existing utility lines in the area that might be impacted?

(c) Soil Factors and Park Maintenance

- i. Toxicity, drainage, and site suitability for bearing weight or anchoring etc. must be considered. Cost of removing soil including contaminated soil must be factored into a project budget.
- ii. Would the proposed site and artwork installation impact park grounds maintenance? (i.e. mowing, drainage, etc.)
- iii. Is mulch or gravel required around tree bases etc. to discourage grass growth?

(d) Park Planning and Access

- i. Does the proposed site block any view corridors?
- ii. Is the site accessible for people with disabilities?
- iii. Are there any existing or future park improvement plans to coordinate with?

2. THE ARTWORK

(a) Safety

- i. A risk management analysis report of the proposed artwork may be required by the City of Nanaimo.
- ii. An engineer's sealed drawings to address anchoring, stability, load bearing and seismic concerns., may be requested
- iii. There should be no accessible sharp edges, points, or projections that can cut, puncture or cause injury by impact.
- iv. No components or group of components should form an angle or opening that can trap a person's neck or head.
- v. CSA and/or other applicable building codes and standards may apply to structures.
- vi. Skid-resistant properties should be equivalent to concrete sidewalks.
- vii. Depressions in the surface should not catch the spike heels of women's shoes and should not cause water to pool causing an ice hazard.
- viii. The art must support vehicle weight (National Building Code) requirements for sidewalks where there is potential for vehicle loading.

(b) Utilities and Weathering

- i. If applicable, cables must be protected against corrosion. Ends should be inaccessible or capped and anchored by means such as eye splice/thimble fillings.
- ii. Hollow elements should be designed or treated to minimize the possibility of corrosion.
- iii. Water components in the proposed work must meet City standards and criteria. Water must be re-circulated and provision may need to be made for drainage from November to March and include maintenance funds for the system operation.

- iv. Extra maintenance levies will be applied for pump maintenance and to cover pipe bursts, etc.
- v. All work done on water must be by a trades certified plumber.
- vi. An electrical permit issued by the City is required. Any connections to City Street or parks' electrical circuits must be approved by City.
- vii. An estimate of power needs and the cost of that power needs must be provided and budgeted for by the sponsor.
- viii. All electrical and mechanical components must be CSA approved.
- ix. If lighting is a component the proposed project, light placement and levels must be reviewed

(c) Structural

- i. Structural components must be designed to meet City of Nanaimo's Building Code requirements.
- ii. All structures must be approved by the City, an engineer's sealed drawings and, upon completion, as-built drawings may be required that can minimize the impact of the fall (e.g. pea gravel, sand, wood chips, or manufactured resilient surface).

(d) Plaque

- i. The wording, sizing, design, and siting of any plaques related to the public art must be approved by the City. This approval should be gained at the time of project approval. The City will have the plaque made and install the plaque at the sponsor's expense.

(e) Maintenance

- i. Artwork should be designed and constructed so as to minimize maintenance requirements, vandalism, theft or graffiti.
- ii. Artwork should be designed so as not to collect garbage or litter or become a negative hangout.
- iii. On completion, the artists must supply a maintenance manual including a list of coatings and paints and a schedule of maintenance frequencies. Costs for maintenance are the responsibility of the sponsor. The City will work with the artist or sponsor to estimate these costs and project them for the anticipated life of the artwork.

(f) Installation

- i. All standard safety precautions must be taken on-site during installation and include clearing the area of tools and equipment, fencing the area if required, and ensuring that all present, volunteers or paid workers follow safety guidelines such as wearing boots hard hat, etc. As needed. Safety considerations must include both workers and general public.
- ii. Contractors must follow WorkSafe BC protocols.
- iii. The project will not be deemed accepted until final sign-off s by the City, the 'as-built' plans are reviewed and the site and installation inspected.

(g) Public Consultation

- i. If required, City staff will ensure that public and stakeholders are notified prior to a decision about the proposed donation and installation. This may be done through signage at the site, neighbourhood notices, networking with neighbourhood associations, and perhaps having on-site meetings. Costs for the consultation may be incurred by the sponsor.

TOOLKIT 4 – GUIDELINES TO DE-ACCESSION PUBLIC ART

PUBLIC ART DE-ACCESSIONING GUIDELINES

De-accessioning is the process of removing existing installations of artwork from the public collection. These guidelines recognize that over time there may be reasons to de-accession artwork.

Reasons for de-accession may include, but not be limited to, situations where artwork has been damaged beyond reasonable repair, where artwork is deemed inappropriate, or requires removal because of new developments in the direction of the public art collection. The Cultural Committee shall review any proposed de-accessioning of public art, and shall forward a recommendation to Parks, Recreation and Culture Commission for action.

Summary of De-accessioning Process

- 1) A review for consideration for de-accession may be implemented by direction of the Council, or by the Parks, Recreation and Culture Commission as part of the annual art plan.
- 2) The Commission and the Cultural Committee will review the consideration for de-accession according to the guidelines. As part of the review process, the Culture Committee will establish an independent review panel to review and make recommendations on the public art to be de-accessioned.
- 3) The Cultural Committee will forward a recommendation to the Parks, Recreation and Culture Commission regarding de-accessioning.
- 4) Parks, Recreation and Culture Commission will forward their recommendation to Council.
- 5) The Council, by majority vote, can order the de-accessioning of the artwork.

De-accessioning Policy and Procedure

- 1) **Eligible Artworks**
Works eligible for consideration for de-accessioning through this policy include all artwork in the official City of Nanaimo Public Art Collection. These works include:
 - a. Artworks purchased or commissioned through the Public Art Program.
 - b. Gifts of artwork accepted by the City of Nanaimo in accordance with the gift acceptance policies of the Public Art Program.
 - c. All other artwork previously purchased by the City or received as a gift by the City.

De-accessioning Procedure

- 1) From time to time the Cultural Committee will review the Public Art Collection to determine those public art projects that might warrant de-accessioning.
- 2) The Cultural Committee may consider de-accessioning of artwork for one or more of the following reasons:
 - a. The artwork has been determined to be of inferior quality relative to the quality of other works in the collection.
 - b. The artwork has been determined to be incompatible with the intent of the collection.
 - c. The artwork has been damaged or has deteriorated to the point where restoration is impractical or unfeasible, or the cost of restoration is excessive in relation to the appraised value of the artwork.
 - d. The artwork endangers public safety.
 - e. Significant changes in the use, character or actual design of the site require a re-evaluation of the relationship of the artwork to the site.
 - f. The work is not or is rarely on display.

- g. The artwork requires excessive maintenance or has faults of design or workmanship, and the city cannot properly maintain the artwork.

Sequence of action to De-accession

- 1) The Cultural Committee determines that an artwork meets one or more of the criteria established above.
- 2) The Cultural Committee shall inform the artist, if still alive, and the donor, if the artwork was a gift to the City, that the artwork is being reviewed for consideration of de-accessioning.
- 3) The Cultural Committee sets and independent panel review meeting to consider a recommendation to the Parks, Recreation and Culture Commission to de-accession a work of art, that recommendation will be forwarded to the Parks, Recreation and Culture Commission.
- 4) Action on the independent panel review recommendation, the City Council considers de-accessioning the artwork. If the City Council votes to de-accession a public artwork, the Cultural Committee shall consider the following courses of action, (in order of priority) to de-accession the identified artwork:
 - a. Sale or Trade
 - i. Regarding either sale or trade of artwork, the City shall offer the right of first refusal to the artist, if still alive, and/or the original donor, if the artwork was a gift to the City.
 - ii. Sale through auction, art gallery, or dealer resale, or direct bidding by individuals, in compliance with City law and policies governing surplus property.
 - iii. Trade through artist, gallery, museum, or other institution for one or more other artwork(s) of comparable value by the same artist.
 - iv. Funds from the sale of public art shall go to the Public Art Fund.
 - v. Donate to another government entity.

City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2013-OCT-21

AUTHORED BY: DIANA JOHNSTONE, CHAIR
PARKS, RECREATION AND CULTURE COMMISSION

RE: POET LAUREATE SELECTION

RECOMMENDATION:

That Council approve the selection of Naomi Beth Wakan as Nanaimo's inaugural Poet Laureate.

PURPOSE:

To obtain Council approval for the selection of the Poet Laureate for a three year term.

BACKGROUND:

At their meeting held on 2011-SEP-07, the Cultural Committee passed a motion supporting the recommendation that the Parks, Recreation and Culture Commission recommend that Council approve the establishment of a Poet Laureate program for Nanaimo, and that \$1,000 be budgeted for annual expenses for the Poet Laureate beginning in 2012.

The purpose of a Poet Laureate for Nanaimo would be to serve as a "people's poet" and to raise awareness of poetry and the literary arts and the positive impact literature and poetry can have on community life. A Poet Laureate would be selected based on a set of criteria and an established process for a three-year term. It would be an honorary position.

At their meeting of 2011-SEP-21, the Parks, Recreation and Culture Commission passed a motion supporting the recommendation that Council approve the establishment of a Poet Laureate program, for a trial period of three years, for Nanaimo, and that \$1,000 be budgeted for annual expenses for the Poet Laureate beginning in 2012.

At the 2011-OCT-03 Council meeting, a motion was passed that Council approve the establishment of a Poet Laureate program, for a trial period of three years, for Nanaimo, and that \$1,000 be budgeted for annual expenses for the Poet Laureate beginning in 2012.

Although a few attempts have been made since 2011, it is not until now a candidate has been selected for Council's consideration.

DISCUSSION:

The approved selection criteria and expected duties are as follows:

☐ Council
☒ Committee *LOW*
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: *2013-OCT-21*

Selection Criteria:

1. Excellence of the poet's work demonstrated by peer and/or public recognition.
2. Publication of at least one book of poetry and other publications that display literary excellence.
3. Live and/or work in the City of Nanaimo and has made a significant contribution towards enriching the literary life of Nanaimo.
4. Possess the personal qualities and stature to fulfill the duties and responsibilities of a Poet Laureate.
5. Possess a good knowledge and understanding of the history and cultural life of the city.

Expected duties of the Poet Laureate:

1. Participate in the literary life of the city and serve as a literary ambassador for Nanaimo.
2. Participate in important city events (civic special events, City Council meetings, or special functions) by presenting works that are of special significance to Nanaimo (works of their own or others).
3. Produce at least one original work (per each year of their term) that is of significance to the history and cultural life of Nanaimo.
4. Initiate events related to poetry including one legacy event during their term.

A call for applications to the role of Poet Laureate was issued on 2013-MAY-13. By the deadline of 2013-JUN-30, seven applications were received for the position of Poet Laureate. The selection committee consisted of two members of the Cultural Committee and a representative from the community, Deborah Graham. Deborah is an English teacher and librarian for School District #68. The selection committee met twice, and also received input from Kathleen Darby, Executive Director of the Nanaimo Conservatory of Music, who has extensive professional experience in the cultural sector. Although she was unavailable to attend meetings, Kathleen contributed to the selection process by evaluating applications and providing her analysis. Kim Goldberg, a well-regarded local writer and organizer, also contributed to the process by providing feedback on the initial request for proposals, circulating and promoting it in the community, and acting as a reference for nominees.

After an initial review of the applications and discussion, the Selection Committee shortlisted two candidates for interviews. After meeting with both candidates the Committee recommends that the Cultural Committee put Naomi Beth Wakan forward for appointment to the position of Poet Laureate.

Wakan is a prolific writer, has published extensively, and is a respected member of the local literary community. She has a range of concrete ideas to bring to the role of Poet Laureate and a demonstrated ability to deliver. Some of her ideas include monthly meetings with groups, annual workshops, the publication of an anthology of work by local poets, and participation in important civic events and festivals to read her work and the work of other poets.

At their meeting held on 2013-SEP-25, the Parks, Recreation and Culture Commission passed a motion recommending that Council approve the selection of Naomi Beth Wakan as Nanaimo's inaugural Poet Laureate.

STRATEGIC PLAN CONSIDERATIONS:

Taking Responsibility: The Strategic Plan identifies “Cultural Vitality” as one of the four pillars of sustainability to enhance Nanaimo. Nanaimo’s Poet Laureate will participate in the literary life of the city and serve as a literary ambassador for Nanaimo to promote creativity and culture within the city.

Respectfully submitted,



Diana Johnstone
CHAIR
PARKS, RECREATION AND CULTURE COMMISSION

2013-OCT-15
File: A4-1-2 / A2-4 / A2-11-3
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City of Nanaimo

REPORT TO COUNCIL

DATE OF MEETING: 2013-OCT-21

AUTHORED BY: DIANA JOHNSTONE, CHAIR
PARKS, RECREATION AND CULTURE COMMISSION

RE: TRAVEL ASSISTANCE GRANT – HARBOUR CITY FOOTBALL CLUB U16 GIRLS

RECOMMENDATION:

That Council approve the application for a Travel Assistance Grant to the Harbour City Football Club U16 Girls in the amount of \$450 for nine athletes to attend the Provincial A Cup being held in Langley, BC.

PURPOSE:

To obtain Council approval of a Travel Assistance Grant to the Harbour City Football Club U16 Girls.

BACKGROUND:

The City of Nanaimo provides a contingency account for amateur sports and cultural groups and individuals to travel within BC (excluding travel on Vancouver Island) and out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups winning Provincial or Regional competitions and the current policy provides \$50 per person to a maximum of \$1,000 per application for travel within BC or \$100 per person to a maximum of \$2,000 per application for travel outside of BC. Requests are considered on a first-come, first-served, basis as funds remain available.

On 2013-AUG-08, Staff reviewed a Travel Assistance Grant application submitted by the Harbour City Football Club U16 Girls requesting financial assistance for nine athletes to represent Nanaimo at the Provincial A Cup U16 Girls being held in Langley, BC. Staff determined that the application did meet all of the grant criteria and recommended that the Parks, Recreation and Culture Commission recommend that Council approve the application in the amount of \$450.

At their meeting held on 2013-SEP-25, the Parks, Recreation and Culture Commission passed a motion supporting the recommendation that Council approve the application for a Travel Assistance Grant to the Harbour City Football Club U16 Girls in the amount of \$450 for nine athletes to attend the Provincial A Cup.

☐ Council
☒ Committee COW
☒ Open Meeting
☐ Camera Meeting
Date: 2013-OCT-21

To date \$6,350 from the 2013 travel grants contingency funds has been awarded or pending. If the above travel grant of \$450 is approved, \$700 will remain available for future 2013 travel assistance grants.

Respectfully submitted,



Diana Johnstone
CHAIR
PARKS, RECREATION AND CULTURE COMMISSION

2013-OCT-11

File: A4-1-2 / A2-4 / B3-5-12

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City of Nanaimo
REPORT TO COUNCIL

DATE OF MEETING: 2013-OCT-21

AUTHORED BY: DIANA JOHNSTONE, CHAIR
PARKS, RECREATION AND CULTURE COMMISSION

RE: TRAVEL ASSISTANCE GRANT – HARBOUR CITY FOOTBALL CLUB U13 GIRLS

RECOMMENDATION:

That Council approve the application for a Travel Assistance Grant to the Harbour City Football Club U13 Girls in the amount of \$800 for sixteen athletes to attend the Provincial Championships, being held in Langley, BC, with \$100 coming from remaining Sport Tournament Grant budget to cover the budget shortfall.

PURPOSE:

To obtain Council approval of a Travel Assistance Grant to the Harbour City Football Club U13 Girls.

BACKGROUND:

The City of Nanaimo provides a contingency account for amateur sports and cultural groups and individuals to travel within BC (excluding travel on Vancouver Island) and out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups winning Provincial or Regional competitions and the current policy provides \$50 per person to a maximum of \$1,000 per application for travel within BC or \$100 per person to a maximum of \$2,000 per application for travel outside of BC. Requests are considered on a first-come, first-served, basis as funds remain available.

On 2013-AUG-06, Staff reviewed a Travel Assistance Grant application submitted by the Harbour City Football Club U13 Girls requesting financial assistance for sixteen athletes to represent Nanaimo at the Provincials U13 Girls Championships being held in Langley, BC. Staff determined that the application did meet all of the grant criteria and recommended that the Parks, Recreation and Culture Commission recommend that Council approve the application in the amount of \$800.

At their meeting held on 2013-SEP-25, the Parks, Recreation and Culture Commission passed a motion supporting the recommendation that Council approve the application for a Travel Assistance Grant to the Harbour City Football Club U13 Girls in the amount of \$800 for sixteen athletes to attend the Provincial Championships.

☐ Council
☒ Committee *LOW*
☒ Open Meeting
☐ In-Camera Meeting
Meeting Date: *2013-OCT-21*

To date \$6,800 from the 2013 travel grants contingency funds has been awarded or pending. If the above travel grant of \$800 is approved, no funds will be available for future 2013 travel assistance grants.

Respectfully submitted,



Diana Johnstone
CHAIR
PARKS, RECREATION AND CULTURE COMMISSION

2013-OCT-11

File: A4-1-2 / A2-4 / B3-5-12

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MINUTES
REGULAR MEETING OF THE PARKS, RECREATION AND CULTURE COMMISSION
SERVICE AND RESOURCE CENTRE BOARD ROOM
WEDNESDAY, 2013-JUL-24, AT 7:00 P.M.

PRESENT: Commissioner D. Johnstone, Chair

Members: Commissioner T. Greves
Commissioner F. Pattje
Commissioner K. Alden
Commissioner L. Avis
Commissioner M. Beaudoin-Lobb
Commissioner M. Young

Regrets: Commissioner D. Rinald
Commissioner G. Savage
Commissioner I. Thorpe
Commissioner H. Houle
Commissioner A. McPherson

Staff: R. Harding, Director, Parks, Recreation and Culture
J. Ritchie, Senior Manager, Parks and Civic Facilities
L. Williams, Manager, Recreation and Culture Services
K. MacDonald, Parks and Open Space Planner
J. Farrell, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 7:01 p.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that the delegation move forward on the Agenda. The motion carried unanimously.

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

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Regular Parks, Recreation and Culture Commission Meeting held Wednesday, 2013-JUN-26 at 7:01 p.m. in the Service and Resource Centre Board Room be adopted as circulated. The motion carried unanimously.

4. DELEGATION:

- (a) Erin Hemmens, Iman Sheriff, and Annie Liu of the Canadian Cancer Society presented a proposal for a formal partnership with the City of Nanaimo to promote skin cancer awareness.

It was moved and seconded to accept the proposal to co-sponsor the purchase of 10 beach shade umbrellas for a free loaning program at Westwood Lake. The motion carried unanimously.

5. PRESENTATIONS:

- (a) Liz Williams, Manager, Recreation and Culture Services, gave a presentation on the Sponsorship Workshop Series that runs through the fall and winter.

6. CHAIR'S REPORT:

- (a) The Chair, Commissioner Johnstone, thanked Staff and Commission for their support of the re-opening events for Mansfield Park, Forest Drive Gyro Park and Departure Bay Centennial Park.

7. REPORTS OF ADVISORY BODIES:

- (a) Parks Committee: Commissioner Johnstone gave a verbal report on the Parks Committee meeting held 2013-JUL-11.

- i. Crystal Brook VIP Grant Request

It was moved and seconded that the Parks, Recreation and Culture Commission approve a VIP Grant of \$12,500 for Phase 1 of the Crystal Brook Park VIP and upon successful completion of Phase 1, an additional \$12,500 grant be applied to complete the project. The motion carried unanimously.

- (b) Recreation Committee: Commissioner Greves gave a verbal report on the Recreation Committee meeting held 2013-JUL-10.

- i. Sport Tournament Grant – Frontrunners BC Cyclocross Championships

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council approve a Sport Tournament Grant to Frontrunners BC Cyclocross Championships event in the amount of \$1,000. The motion carried unanimously.

- (c) Cultural Committee: Commissioner Pattje gave a verbal report on the Cultural Committee meeting held 2013-JUL-03.

i. Donation from the Nanaimo Aboriginal Centre of two art pieces

It was moved and seconded that the Parks, Recreation and Culture Commission approve the recommendation for the offer of two commissioned art pieces and that the donation be referred to Staff to work with the Nanaimo Aboriginal Centre and the Service and Resource Centre Committee on preferred locations and artwork design decisions. The motion carried unanimously.

(d) Art in Public Places Project Committee: Kirsty MacDonald, Parks and Open Space Planner, gave a verbal report on the Art in Public Places Project Committee meeting held 2013-JUL-03.

i. Donation of the painting "Satellite City" by Robert Naish

It was moved and seconded that the Parks, Recreation and Culture Commission accept the donation in principle of the painting "Satellite City" by Robert Naish for display on City property in a public area and to refer the donation to Staff to report back on proposed locations. The motion carried. *OPPOSED: Commissioner Avis*

ii. VIP Grant for community-based art for Deverill Square Park

It was moved and seconded that the Parks, Recreation and Culture Commission award an \$8,500 VIP Grant for community-based art for Deverill Square Park. The motion carried unanimously.

(e) Grants Advisory Committee: No meetings held since 2013-JUN-26.

(f) Port Theatre: Monthly report for June 2013.

(g) Nanaimo Art Gallery: Monthly report for June 2013.

(h) Nanaimo District Museum: Monthly report for June 2013.

8. STAFF REPORTS:

(a) Travel Assistance Grant
Nanaimo and District Minor Fastball Association U14 Girls
Provincial Championships, Surrey, British Columbia

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to the Nanaimo and District Minor Fastball Association U14 Girls in the amount of \$650 for thirteen athletes to attend the Provincial Championships, being held in Surrey, BC. The motion carried unanimously.

(b) Harbour City Football Club Lease Agreement Approval in Principle
R. Harding, Director, Parks, Recreation and Culture

It was moved and seconded that the Parks, Recreation and Culture Commission request that Council:

1. Approve in principle the disposition of a 5-year lease to the Harbour City Football Club;
2. Direct Staff to present the lease agreement at a future Council meeting for review and consideration.

The motion carried unanimously.

(c) Senior Manager of Parks and Civic Facilities: Monthly report for June 2013.

(d) Senior Manager of Recreation and Culture Services: Monthly report for June 2013.

9. CORRESPONDENCE: (not related to a Report to Commission)

- (a) Letter dated 2013-JUN-24 from the Nanaimo Folk Festival Society regarding the appreciation for the installation of the display plaque at Maffeo Sutton Park.

It was moved and seconded that the correspondence be received. The motion carried unanimously.

10. ADJOURNMENT:

It was moved and seconded at 8:12 p.m. that the meeting adjourn. The motion carried unanimously.

CERTIFIED CORRECT:



D. Johnstone, Chair
Parks, Recreation and Culture Commission



R. Harding, Director
Parks, Recreation and Culture

Delegation Request

Garth Mirau has requested an appearance before council.

The requested date is Oct 21, 2013.

The requested meeting is:

FPCOW

Presenter's information

City: Nanaimo

Province: B.C.

Details of Presentation:

Regarding the importing of garbage from Vancouver to Nanaimo and then the incinerating of that garbage.

Delegation Request

Alexus Tatton & group has requested an appearance before council.

The requested date is Oct 21, 2013.

The requested meeting is:
FPCOW

Presenter's information

City: Nanaimo
Province: BC.

Details of Presentation:

To speak to development in Linley Valley West

Delegation Request

Joanne Jonas-McRae has requested an appearance before council.

The requested date is Oct 21, 2013.

The requested meeting is:
FPCOW

Presenter's information

City: Nanaimo
Province: BC.

Details of Presentation:

To speak to development in Linley Valley West

<input type="checkbox"/> Council	Agenda Item	<input type="checkbox"/>
<input checked="" type="checkbox"/> Committee <u>COW</u>	Delegation	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Open Meeting	Proclamation	<input type="checkbox"/>
<input type="checkbox"/> In-Camera Meeting	Correspondence	<input type="checkbox"/>
Meeting Date: <u>2013-OCT-21</u>		



REQUEST TO APPEAR AS A DELEGATION

ON 2013 - OCT - 21
year month day

RECEIVED

OCT 16 2013



COUNCIL

(at 7:00 p.m. in the Shaw Auditorium, 80 Commercial Street)



COMMITTEE OF THE WHOLE

(at 4:30 p.m. in the Shaw Auditorium, 80 Commercial Street)

LEGISLATIVE SERVICES

NAME OF PERSON MAKING PRESENTATION: <u>BRUNIE BRUNIE</u>			
Print			
ADDRESS: <u>B.C.</u>			
street address		City	Province Postal Code
PHONE: <u> </u>		FAX: <u> </u>	
home		business	
EMAIL ADDRESS: <u> </u>			
NAME OF APPLICANT IF OTHER THAN ABOVE: <u> </u>			
DETAILS OF PRESENTATION:			
<u>speaking for the Grey Owl and</u>			
<u>68 bird species who live at Linley Valley</u>			

PLEASE NOTE

- Audio/Visual presentations must be provided on a CD or by e-mail no later than 12:00 noon on the Friday preceding a Meeting.
- Please submit a written copy of your presentation to the Recording Secretary either at, or prior to, the Meeting.
- Multiple speakers on a single issue or topic shall be given 5 minutes each to make their presentations as per Section 18 of the Council Procedure Bylaw.