

MINUTES
DOWNTOWN NANAIMO PARTNERSHIP
TUESDAY, 2006-OCT-03, BOARD ROOM, CITY HALL

Present: Bill Bestwick, Chair
Bruce Barnard
Dee Klein
Nancy Mitchell

Doug Backhouse
Joy Cameron
Blake McGuffie

George Hanson, Partnership Managing Director
Maurice Mauch, Construction Project Manager
Chris Sholberg, Community/Heritage Planner
Ted Swabey, Acting General Manager, Development Services

Cindy Hall, Recording Secretary

Regrets: Eileen Harakas
Merv Unger

Camela Tang

1. CALL TO ORDER

The meeting was called to order at 5:15 p.m.

2. APPROVAL OF AGENDA

The agenda was approved with the following additions:

- Harbourfront Plaza RFP - N. Mitchell
- Correspondence re Downtown Design Guidelines Charette - G. Hanson

3. ADOPTION OF MINUTES

MOVED by D. Backhouse, SECONDED by N. Mitchell that the Minutes from 2006-Sep-05 be adopted. CARRIED.

4. DELEGATION

None.

5. CORRESPONDENCE

- a) Letter dated 2006-Oct-02 from D. Jensen, City of Nanaimo inviting four members of the DNP to attend a Design Charette on the Downtown Design Guidelines. The Charette will be held on 2006-Oct-14 at 9:00 a.m. at the Port Theatre.

G. Hanson will ask DNP sub-committee members if anyone would like to attend in order to find three members to attend the Charette along with himself.

6. SUB-COMMITTEE REPORTS

- a) Housing, Design & Development - Recommendation from the HDD meeting held 2006-Sep-20 regarding the Victoria Crescent lighting budget.

MOVED by N. Mitchell, SECONDED by B. McGuffie to recommend to Council that the Victoria Crescent Lighting budget be increased by up to \$50,000 to facilitate the replacement of 12 existing lights in addition to the 20+ new lights being installed.

Discussion:

- The old lights that will be replaced will be kept at the Public Works Dept. as spares.
- Some conduits are in place and some need to be installed.
- Would not save enough money to justify patching the sidewalk instead of replacing the entire panel where necessary.
- Spring 2007 is the estimated completion date for this lighting project.

The motion CARRIED.

G. Hanson will advise DNP members via email recommendations for what Capital Budget funds will be used for these additional lights.

7. PARTNER REPORTS

- a) OCQA - Minutes from 2006-Sep-06 & post-event summary from Cans Food Festival were considered.

MOVED by B. Barnard, SECONDED by B. McGuffie to receive the OCQA Minutes & summary. CARRIED.

- b) NCCA – Minutes from 2006-Aug-21 were considered.
MOVED by D. Backhouse, SECONDED by B. McGuffie to receive the NCCA Minutes.
CARRIED.

- c) City – No report.

8. SUB-COMMITTEE REPORTS (cont.)

- b) Arts, Culture & Entertainment - No report.

- c) Business Development – G. Hanson commented that the China Steps signage project is now complete and urged committee members to have a look at it.

George also advised that he has joined the relocation committee for Tourism Nanaimo to assist in their search for a location Downtown. They require at least 3,500 sq. ft. in order to house an information centre, offices and storage. They would like to be relocated prior to the opening of the conference centre. B. Bestwick suggested they do a needs assessment.

MOVED by D. Backhouse, SECONDED by N. Mitchell to receive the verbal report.
CARRIED.

- d) Promotions - G. Hanson advised that there had been several cruise ship visits recently and that there were still more to come. As many passengers on the ships are from the Pacific northwest and California, these visits have turned out to be good familiarization tours with several of the passengers saying they will visit Nanaimo again.

N. Mitchell suggested that a statistical report regarding the cruise ship visits be given to Downtown merchants who have chosen not to avail themselves of these opportunities.

MOVED by D. Klein, SECONDED by B. Barnard to receive the verbal report. CARRIED.

- e) Personnel - A verbal report was given by G. Hanson.
- f) Financial - Financial Report dated 2006-Oct-02 showing revenue and expenses was reviewed.
MOVED by B. McGuffie, SECONDED by D. Backhouse to receive the Financial Report.
CARRIED.

9. OUTSTANDING ISSUES

- a) Sub-committee & Partnership Structure - G. Hanson advised that the partnering agreement sub-committee had met and discussed possible amendments to the agreement. Their next meeting is scheduled for 2006-Oct-19 to discuss DNP sub-committee structure and financial matters.

MOVED by B. Barnard, SECONDED by D. Klein to receive the verbal report. CARRIED.

George also advised that as John Horn has been appointed as the City's Social Planner, he is no longer able to be a member of the DNP. The committee thanked John for his past membership and wished him well.

MOVED by B. McGuffie, SECONDED by D. Backhouse that the City advertise for an at-large member to replace John on the DNP. CARRIED.

- b) 2007 Budget Adjustments - B. McGuffie gave an overview of proposed revisions to the 2007 budget. He noted that City-owned properties do not pay BIA levies, therefore the properties acquired for the New Nanaimo Centre will cause an overall \$14,000 shortage in the BIA budget. The revised budget removes funds from business attraction and recruitment in order to make up the above-noted shortfall.

MOVED by B. McGuffie, SECONDED by B. Barnard that the revised 2007 budget be adopted subject to ratification by the NCCA and OCQA. CARRIED.

Discussion followed:

- Summer student program has been cancelled by the Federal Govt. This will impact the DNP's service delivery as the DNP typically received \$9,000 each year to hire summer students.
- There is a trend across N. America downtowns to include residential properties in the BIA levy because of the amount of commercial properties being converted into residential properties. Examples of such conversion in Nanaimo include the CAPE development, the proposed Insight development and others and the corresponding loss of BIA levies.
- People purchasing such properties have huge expectations, but don't pay in to provide the services.
- Nanaimo's BIA is unique in B.C. All other BIA's in B.C. base their levies on assessed value. Nanaimo's is a parcel tax on commercial properties.
- This will need to be researched during the course of the next three years.

- c) Safer Downtown & Downtown Social Response Working Groups - G. Hanson reported that the Safer Downtown Working Group is being facilitated by Randy Churchill from the City Bylaw Division. He distributed copies of a report that he had submitted at one of

their meetings advising what the DNP has done, is doing, and could do as part of a coordinated strategy. The Group will prepare a matrix of recommendations before the end of the year. He and Kathleen Erickson are the DNP's reps. on that Working Group.

The Downtown Social Response Working Group, however, still needs a rep. from the DNP. Anyone interested in participating on that committee should contact George.

- d) Harbourfront Plaza RFP - G. Hanson advised that the sub-committee overseeing this project will be meeting later this month, so he will report further at the next DNP meeting.

10. NEW BUSINESS

11. INFORMATION ITEMS

12. NEXT MEETING

The next regular meeting will be held on Tuesday, 2006-Nov-07 at 5:15 p.m. in the Board Room, City Hall.

13. ADJOURNMENT

The meeting adjourned at 6:30 p.m.