

**MINUTES**  
**DOWNTOWN NANAIMO PARTNERSHIP**  
**THURSDAY, 2006-MAR-09, LANARC BOARD ROOM**

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**Present:** Doug Backhouse, Acting Chair  
John Horn  
Blake McGuffie

Councillor Bill Bestwick  
Helen Phelps

**Staff:** George Hanson, Partnership Managing Director  
Andrew Tucker, Manager, Community Planning  
Maurice Mauch, Project Manager, Construction  
Henk Willems, Coordinator, Construction  
Cindy Hall, Recording Secretary

**Regrets:** Dee Klein  
Eileen Harakas  
Nancy Mitchell

Bruce Barnard  
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:

- Lighting delegation
- Ambassador program
- CAPE development
- New members / Past members

3. ADOPTION OF MINUTES

MOVED by B. Bestwick, SECONDED by H. Phelps that the Minutes from 2006-Feb-07 be adopted. CARRIED.

4. PARTNER REPORTS

a) OCQA - No report.

b) NCCA – Draft NCCA Minutes from 2006-Feb-20 were considered. D. Backhouse noted that Supt. Lott and Randy Churchill will be invited to the next NCCA meeting to discuss security issues and how the Community Policing Station could be better utilized.

c) City – B. Bestwick advised that the City will be meeting to discuss information from their solicitor regarding Partnership structure. D. Backhouse noted that the NCCA has received a copy of that information from the City solicitor which outlines five options on how the Partnership could proceed. G. Hanson, in conjunction with the NCCA and OCQA, is also working on a business case in support of more than one councillor sitting on the DNP.

5. DELEGATION

Maurice Mauch and Henk Willems from the City Construction Division showed a proposed lighting plan for the Victoria Crescent area which would cost approximately \$600,000 if

completed. G. Hanson advised that a complete plan was requested, even though the DNP has only \$184,000 in its present lighting budget for that area. A. Tucker explained some modifications that could be made in order to reduce costs. The first phase which would just be the core area would replace 37 existing lights and add 10 new lights and cost \$325,000. The periphery consisting of 32 lights could be done at a later date. M. Mauch noted that even though the lighting is not currently poor, the new lights would bring the base levels up to what is recommended in the CPTED Report. The proposed lights will be heritage style and will make it more contiguous than what is there now. When asked if the new development proposed for the old Johnson's Hardware site could pay for some lights, Maurice replied that it is a small frontage of maybe three light standards, and as the present lighting is already adequate, it would not be mandatory for them to replace them.

Maurice commented that in order to start installation by September, he would need to know fairly quickly how many lights to order. George advised that they should have a better idea about capital expenditure priorities following the March 23 DNP Planning Session. Maurice stated that he will complete the design as much as possible, until he hears further from the DNP.

MOVED by B. Bestwick, SECONDED by J. Horn to receive the delegation. CARRIED.

#### 6. SUB-COMMITTEE REPORTS

a) Arts, Culture & Entertainment – No report.

b) Business Development – Meeting Notes from 2006-Feb-16 were considered. G. Hanson advised that they will be advertising the business recruiter position. The focus this time will be recruitment of upper storey offices as there presently is still a 30-40% vacancy rate in some office buildings.

c) Housing, Design & Development – Draft Minutes from 2006-Feb-15 were considered. MOVED by D. Backhouse, SECONDED by H. Phelps to approve in principle the proposal to develop a planning conference, charette or colloquium in conjunction with the City's 10-Year OCP Review. CARRIED.

Prior to the question on the motion, considerable discussion ensued on what form the charette should take. A previous delegation at a Housing, Design & Development Sub-committee meeting suggested bringing Jaime Lerner to Nanaimo from Curitiba, Brazil. Another idea is to have Patrick Condin from the James Taylor Chair of Landscape Architecture at UBC come to Nanaimo to assist with a design charette. The point of the conversation was that an event, such as proposed, should be encouraged and pursued, but that a wide-range of potential contributors should be considered. Funding might be available through the UBC Centre for Sustainable Communities to assist with the costs of a charette with Mr. Condin; i.e. \$60,000 to be cost-shared equally between the Centre and the DNP.

d) Promotions – No report.

e) Personnel – G. Hanson advised that Laynah Lafond has been hired as the Partnership office administrator.

- f) Financial – Balance Sheet as at 2/28/2006; Income Statement 1/1/2006 to 2/28/2006; NCCA Balance Sheet as at 1/31/2006; and OCQA Statement of Earnings for the 7 periods ending 1/31/2006 were considered.

G. Hanson also noted a \$1500. software purchase for the Partnership office that was required in order to upgrade the data base.

7. OUTSTANDING ISSUES

- a) Security Committee - Report from B. Bestwick was deferred to the next meeting.
- b) Staff Benefits - G. Hanson advised that he received confirmation in a letter from J. Whiteaker that it is possible for the Partnership to administer its own private health services plan. The letter will be e-mailed out to DNP members for their information as they will be required to make a decision on this matter at an upcoming meeting.
- c) DNP Structure - A. Tucker will arrange a meeting between the ad-hoc committee considering this issue and appropriate City staff to discuss the information received from the City solicitor on DNP structure.
- d) DNP Annual Planning - G. Hanson advised that 300+ responses have been received to the on-line survey, and 1700 invitations have been sent out for the March 23 planning session.
- e) BIABC Conference - G. Hanson distributed the draft program for the conference and advised that Terasen have also signed on as a major sponsor.
- f) Ambassador Program - G. Hanson advised that the DNP has organized a series of meetings with reps. from Downtown properties that presently hire private security. The interaction is intended to identify what is presently being contracted and the issues being addressed in order to see if there are any potential cost savings or ways to get better results by coordinating already existing efforts.

George noted that in the Mainstreet Report, on which the Partnership mandate is based, only one paragraph mentions safety and security, and only then as a passing issue regarding public perceptions. Thus, the Partnership has neither the funding nor the mandate to develop and operate an Ambassador Program. Most BIA's are not in the complex business of revitalization - they therefore have the capacity to add programs such as Ambassador Programs to their primary focus on marketing. The job that the Partnership has been mandated to do is therefore very different from other BIA's. He also noted that the DNP, even with matching City funding, has a much smaller operating budget than the Kelowna BIA, with a much broader mandate. If the DNP mandate is to be expanded to include an Ambassador Program, the funding to do so will have to be addressed.

- g) Cape Development - A public hearing will be held on March 23 regarding Cape's request for two additional stories on their development on Front Street. A \$100,000 community contribution from CAPE to the City's Housing Legacy Fund, conditional on approval of the two extra floors, has been negotiated by City staff. Discussion ensued on whether the amenity is significant enough, or whether it could have been more directly linked to the Downtown, such as mid-block connector.

h) Recognition of Former Members

MOVED by B. McGuffie, SECONDED by H. Phelps to direct staff to investigate opportunities for recognition of former DNP members. CARRIED.

8. NEXT MEETING

The next regular meeting will be held on Tuesday, 2006-Apr-04 at 5:15 p.m. in the Board Room, City Hall.

9. ADJOURNMENT

The meeting adjourned at 6:55 pm.

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