

MINUTES
DOWNTOWN NANAIMO PARTNERSHIP
TUESDAY, 2005-DEC-06, CITY HALL BOARD ROOM

Present: Diane Brennan, Acting Chair
Doug Backhouse
Dee Klein
Camela Tang
Blake McGuffie
Bruce Barnard
Eileen Harakas
Jim Whiteaker

Staff: George Hanson, Partnership Managing Director
Andrew Tucker, Manager, Community Planning
Cindy Hall, Recording Secretary

Others: Anna Davidson, Office Administrator, DNP
Heather Watters, Coordinator of Promotions & Events, DNP
Angela Kent, Information Coordinator, DNP
Rick Hyne, NCCA Member

Regrets: Bill Holdom
Kathy Torhjelm
Jerry Pink

1. CALL TO ORDER

The meeting was called to order at 5:22 p.m.

2. APPROVAL OF AGENDA

The agenda was approved with the following additions:

- Correspondence regarding the SuperFAM Tour
- Addition to IDA Report
- Safe Streets Act & Trespass Act
- Woodlands Secondary School Renovations

G. Hanson introduced the following DNP staff, who were welcomed by the Committee:

- Anna Davidson, Office Administrator
- Heather Watters, Coordinator of Promotions & Events
- Angela Kent, Information Coordinator

3. ADOPTION OF MINUTES

MOVED by D. Backhouse, SECONDED by J. Whiteaker that the Minutes from 2005-Nov-01 be adopted. CARRIED.

4. DELEGATIONS

None.

5. CORRESPONDENCE

a) Email dated 2005-Nov-10 from Jeanne Wolff of Salem, Oregon giving a “lengthy glowing account” of her recent visit to Downtown Nanaimo as a cruise ship passenger.

b) Letter dated 2005-Dec-01 from Bruce Barnard regarding the success of SuperFAM 2005 which was spearheaded by the Painted Turtle and HarbourLynx. G. Hanson advised

that before the trip, FAM delegates rated Nanaimo 3 out of 10, and after the tour, 8.5 out of 10. B. Barnard advised that the tour brought over 100 front line workers from Vancouver who visited hotels, restaurants, transport carriers, outdoor activities and tour operators in Nanaimo. Those people respond to approximately 35,000 tourism inquiries per week in Vancouver, so are a powerful referral team to Nanaimo. They now have the information on what to do in Nanaimo, how to get to there, and where to stay. The 2006 FAM tour is planning to bring workers from Victoria and Tofino to Nanaimo.

MOVED by D. Backhouse, SECONDED by B. McGuffie to receive the correspondence from Ms. Wolff and Mr. Barnard. CARRIED.

6. PARTNER REPORTS

- a) OCQA – Minutes from the OCQA 2005-Nov-16 were considered. E. Harakas reported that since that meeting the OCQA had passed the DNP budget. D. Klein added that banners are now finished and installation needs to be coordinated. She will contact G. Hanson about this.

In response to a question regarding whether the lighting on the tower had been upgraded, G. Hanson will follow up with the City on the question of ownership.

- b) NCCA – Minutes from 2005-Nov-21 were considered. D. Backhouse noted that a motion with regard to the formation of a Downtown security committee had been omitted from those Minutes.

MOVED by D. Backhouse, SECONDED by B. McGuffie that the DNP strike a security committee to advise on Downtown security issues. CARRIED.

- c) City – D. Brennan reported that ratification of the new NCCA and OCQA members on the DNP would be going to Council on 2005-Dec-19.

MOVED by C. Tang, SECONDED by D. Klein to receive the Partner Reports. CARRIED.

7. SUB-COMMITTEE REPORTS

- a) Arts, Culture & Entertainment – C. Tang reported that planning for the live site at the Plaza continues including programming of the screen. In response to a question, she advised that projection will be from the rear.
- b) Business Development – Meeting Notes from 2005-Nov-17 were considered. G. Hanson noted that Janet Logothetti's contract has been extended. Also, the Credit Union is looking for a new location for its administrative centre, and are considering moving it out of Nanaimo. D. Brennan suggested contacting board members to find out their thoughts on this. Another item noted from the BDC Notes was an alternative trash collection program being implemented in Seattle and Kelowna designed to eradicate dumpsters. The concept will be discussed at the next Housing, Design & Development Sub-committee meeting.
- c) Housing, Design & Development – No report.
- d) Promotions – G. Hanson reported that he and H. Watters have been meeting with the Promotions Sub-committee Chair to develop a restructuring plan for the sub-committee.

Current members who wish to continue on the sub-committee have identified themselves and the core group will start meeting again in January. They will also have 'block captains' who will provide back and forth dissemination of information to merchants.

- e) Personnel – G. Hanson advised that Caprice Olsthoon has been hired as the on-site coordinator for the 2006 BIABC Conference.
- f) Financial – November Statements for the DNP, NCCA and OCQA were considered. J. Whiteaker reported that there is presently a surplus of \$9,000 in the DNP budget, but with the anticipated increase in auditor's cost, that figure will probably reduce down to \$5,000. There is also \$5,000 remaining from last year.

MOVED by J. Whiteaker, SECONDED by B. McGuffie to receive the verbal report and November Statements. CARRIED.

MOVED by C. Tang, SECONDED by D. Klein that the ACE, BDC, HDD, Promotions and Personnel Reports be received. CARRIED.

8. OUTSTANDING ISSUES

- a) BIABC Conference - G. Hanson advised that information has been mailed out to the BIABC database, and an icon now exists in the Downtown website to get to conference information. HarbourLynx has signed on as a silver sponsor (\$2,000), and the first trade show booking has been made by Habitat Systems who supply street furnishings. DNP staff and volunteers are encouraged to attend the conference, a professional development budget will be available to be applied to registration fees, so committee members are encouraged to look at their schedules for May 25-27, 2006 and communicate their interest in attending to the Managing Director.
- b) Crystal Meth Task Force & Downtown Security - G. Hanson reported that the 12 sub-committees are going to be folded down to 2. In response to a question from D. Brennan, George advised that prevention will be dealt with by one of the sub-committees. An exit strategy of February is being considered by the Task Force.
- c) CPTED - A. Tucker advised that the consultant's report is being reviewed and the City will be looking at what improvements are required on City-owned properties and rights-of-way. The consultant has also made recommendations for individual property owners. G. Hanson noted that the entire report would probably not be released to the public as it contains information on specific properties. R. Hynes advised that parts of the report dealing with individual properties are available now. D. Klein enquired whether property owners in the Victoria Crescent area are partnering with the City on improvements being made in that area, such as lighting. A. Tucker advised that those upgrades are being paid for out of the DNP budget, and are not being cost-shared by the property owners. D. Backhouse asked A. Tucker to bring the CPTED information regarding lighting to the next Housing, Design & Development Sub-committee meeting.

9. NEW BUSINESS

- a) LED Lights - Capital Budget – G. Hanson advised that there is \$15,000 in the Capital budget for the installation of LED lights in trees Downtown and as City staff are preparing to do so, a resolution is required.

MOVED by B. McGuffie, SECONDED by D. Backhouse to recommend that up to \$15,000 be allocated from the DNP Capital Budget for the purchase of LED lights to be installed in street trees in the Downtown core. CARRIED.

MOVED by D. Klein, SECONDED by B. McGuffie to ask the City to consider holiday decorations for the new-style street lights that have been and will continue to be installed throughout the Downtown. CARRIED.

- b) Regina Downtown Ambassador Program - B. McGuffie reported on his recent trip to Regina to attend a seminar on Downtown security. Regina has implemented an ambassador program that includes a patroller function budgeted at \$70,000 per year, and a cleaning function budgeted at \$65,000 per year. This is not a security program, but more a goodwill program with the authority to report to the RCMP and Bylaw Dept. when necessary. Regina determined that hired security were not suitable for their purposes. When questioned about the homeless situation in Regina, Blake advised that it is not dissimilar to Nanaimo's, but Nanaimo has a more intense and broader drug problem. A full report will be forwarded to DNP when available.
- c) 2006 Annual DNP Planning - G. Hanson asked for the Committee's opinion about broadening the scope of input to the annual DNP planning session in recognition of the fact that the original revitalization planning included broad representation and that after 4 years it could be advantageous to open the 2006 process to welcome a wider perspective to help inform DNP priority decisions. Possible ways to do this would be to do surveys of residents, merchants, etc. and also to set up a public space in the Downtown to display information. The Committee was agreeable to these ideas.

J. Whiteaker left the meeting.
- d) Katimavik - G. Hanson advised that the third round of this program has started with an 11-week youth placement.
- e) DNP Committee At-Large Appointments - A. Tucker advised that the City will be advertising shortly for all Committee appointments.
- f) IDA Report - G. Hanson noted the following observation from the IDA Conference he attended in September. With residential development in the downtowns across North America increasing, BIA's are starting to adjust their bylaws to include residential properties in assessing the levies. Nanaimo's base will also deteriorate over time if not addressed, so some strategic consideration should be given to this issue before the next BIA bylaws are passed. D. Klein will pass a newspaper article on this issue on to George, and the issue will be flagged for consideration prior to the next bylaw round.
- g) Woodlands Secondary School - D. Backhouse reported that the Ministry of Education has rejected the expansion plans for Woodlands School. Expansion of Dover Bay Secondary School and Woodlands were to have taken the place of a proposed secondary school on Oliver Road which was subsequently abandoned. The Dover Bay expansion has been approved however, As the shoulder communities are of long-term importance to the health of the Downtown with respect to neighbourhood, social concerns, employment base and consumer markets, he wanted to bring this to the DNP's attention.

MOVED by D. Backhouse, SECONDED by D. Klein that the DNP support the Woodlands School Vision Committee in its efforts to lobby the Ministry of Education for the renovations and expansion consistent with the professional advice provided by the School Board and its advisors. CARRIED.

- h) Safe Streets - A brochure on the 'Safe Streets Act & Trespass Act' was distributed, and G. Hanson enquired whether the Committee wanted this type of informational tool used in the Downtown.

MOVED by C. Tang, SECONDED by B. McGuffie that consideration of this matter be deferred to the next meeting. CARRIED.

The meeting adjourned at 6:38 p.m. to go "In Camera".

The "Open" meeting reconvened at 6:50 p.m.

- i) New Sub-committee
MOVED by B. McGuffie, SECONDED by D. Backhouse that a new sub-committee be formed to review the legal status of the Partnership. CARRIED.

10. NEXT MEETING

The next regular meeting will be held on Tuesday, 2006-Jan-10 at 5:15 p.m. in the Board Room, City Hall.

11. ADJOURNMENT

The meeting adjourned at 6:52 p.m.