

**MINUTES OF THE MEETING OF THE DOWNTOWN NANAIMO PARTNERSHIP  
HELD TUESDAY, 2003-MAY-06, IN THE BOARD ROOM, CITY HALL**

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**Present:** Ron Cantelon, Chair  
Nancy Mitchell  
Blake McGuffie  
Bob Moss  
Les Barclay

Tom Krall  
Jerry Pink  
Carol de Beeld  
Jim Whiteaker

**Regrets:** Diane Brennan  
Kristo Zorkin

**Staff:** George Hanson, Partnership Managing Director  
Sharon Hvozdanski, Community Dev. Planner, Community Planning Division  
Cindy Hall, Recording Secretary

Prior to the start of the meeting, the sub-committee viewed display boards from the Downtown Signage Study, and G. Hanson gave an overview of the proposed signage. There was consensus amongst the members that they liked the wave proposal best out of the three proposals. N. Mitchell stated that any comments from the public should go to the stakeholder group prior to a final design being chosen by Council. C. de Beeld suggested that something pertinent to the Old City Quarter be used on their signage, and that it come back to the OCQ prior to final design.

1. CALL TO ORDER  
The meeting was called to order at 5:15 p.m.
2. APPROVAL OF AGENDA  
MOVED by B. McGuffie, SECONDED by J. Pink that the agenda be approved. CARRIED.
3. ADOPTION OF MINUTES  
MOVED by J. Pink, SECONDED by B. McGuffie that the Minutes of 2003-Apr-01 be adopted. CARRIED.
4. DELEGATIONS  
None.
5. CORRESPONDENCE RECEIVED AND REQUIRING ACTION
  - a) Letter from S. Thomson, advising of her resignation from the Downtown Nanaimo Partnership and as Chair of the Arts, Culture & Entertainment Sub-committee.  
R. Cantelon advised that Camela Tang, who is the alternate at-large member, will replace Sandra until it is determined that a replacement is needed or that Camela will remain as a permanent member.
6. PARTNER REPORTS
  - a) OCQ – Minutes of 2003-Mar-23 and 2003-Apr-24.  
MOVED by C. de Beeld, SECONDED by L. Barclay that the Minutes be received. CARRIED.
  - b) NCCA – Minutes of 2003-Apr-23.  
MOVED by N. Mitchell, SECONDED by B. McGuffie that the Minutes be received. CARRIED.

N. Mitchell noted that since youth have been permitted into nightclubs prior to liquor serving hours, vandalism has increased Downtown when they leave the nightclubs. She will send this concern to the Liquor Control Strategy Committee.

- c) City – R. Cantelon advised that the Liquor Control Strategy Committee will be underway soon. He also advised that a proposal for a Conference Centre had been received and that the Conference Centre Committee would be meeting on May 8<sup>th</sup>.

N. Mitchell enquired whether the Committee would be receiving an update on changes made to the traffic lights Downtown, and that a memo would suffice.

## 7. SUB-COMMITTEE REPORTS

- a) Arts, Culture & Entertainment – Minutes of 2003-Apr-07.

MOVED by T. Krall, SECONDED by N. Mitchell that the Minutes be received.  
CARRIED.

G. Hanson noted the three motions in the report. It was determined that they would be dealt with under Agenda Item (e).

- b) Business Development (BDC) – Minutes of 2003-Apr-17.

MOVED by B. Moss, SECONDED by N. Mitchell to endorse the recommendation of the BDC that the recruitment program be paused on 2003-May-31 and restarted in mid-August, 2003. CARRIED.

MOVED by B. Moss, SECONDED by B. McGuffie to endorse the recommendation of the BDC to request Council's permission for free parking in the Bastion Street Parkade for the special promotion "16 Weeks of Sundays". CARRIED.

T. Krall noted that Robin's Parking have been consulted in this regard. G. Hanson advised that Robin's Parking will track usage of the Parkade during and after the campaign.

MOVED by B. Moss, SECONDED by N. Mitchell to endorse the recommendation of the BDC that a letter be sent to City Council outlining the concerns of the BDC that the City may move to rezone the Jeff's property to permit additional retail, and that such action is contrary to the recommendations in the Mainstreet Report. CARRIED.

S. Hvozdzanski noted that the process would probably take at least six months, as three steps must be taken; i.e., adjusting the Regional GMP, expanding City boundaries, and rezoning.

MOVED by B. Moss, SECONDED by N. Mitchell to endorse the recommendation of the BDC to support, endorse and promote the Retail Coaching Program proposed by McLaren Consulting, at no cost to the DNP. CARRIED.

MOVED by B. Moss, SECONDED by N. Mitchell that the BDC Minutes be received.  
CARRIED.

- c) Housing, Design & Development – Report dated 2003-May-06.

MOVED by N. Mitchell, SECONDED by B. McGuffie that the report be received.  
CARRIED.

Discussion followed on the proposal to upgrade Bastion Street from Front Street to Wallace Street:

- a visual enhancement is needed to attract people through the Front Street to Wallace Street corridor and over the bridge

- this is a more modest proposal than what was proposed for Fitzwilliam Street as many of the elements are already in place
- there is \$80,000 allocated and another \$100,000 which had been earmarked for Fitzwilliam Street that can be used to upgrade this portion of Bastion Street
- property owners on Bastion Street will not be asked to contribute
- the Fitzwilliam Street proposal was estimated at \$1.5 million. Not much would be able to be done on Fitzwilliam Street with \$180,000
- there may be other ways to pay for an upgrade of Fitzwilliam Street; i.e. parcel tax or special levy based on assessment
- the existing Fitzwilliam St. upgrade design will be used as a design guide to ensure that the work on Bastion St. will complement the Fitzwilliam St. upgrade when that project proceeds sometime in the future.
- Carol de Beeld expressed a thought that at some point in the past funds had been allocated for trees on Fitzwilliam Street and that she does not agree with all design decisions being made by the Housing, Design & Development Sub-committee

d) Promotions – Report dated April, 2003.

MOVED by B. McGuffie, SECONDED by B. Moss that the report be received.

CARRIED.

e) Financial Report – DNP Capital Projects Budget Projections: Status as of 2003-Apr-09.

MOVED by B. McGuffie, SECONDED by B. Moss to approve allocation of funds for capital projects as per the report dated 2003-Apr-09. CARRIED.

The Committee then discussed the lack of design guidelines for the Downtown and how the new zoning will lack meaning without them. G. Hanson noted that City staff advised that there may be capacity in the City budget to partially pay for design guidelines if the DNP contributes as well. George will contact the City for clarification.

George will also look into racking at the train station, on a request from T. Krall.

C. de Beeld enquired why the walking guide was not on the ferries. R. Cantelon advised that this racking is expensive. N. Mitchell pointed out that it was paid for and done before, and she had assumed it was still being done. George noted that the new shopping and dining guide will be widely distributed including on the ferries.

f) Personnel – B. Moss advised that the Personnel Sub-committee had brainstormed and come up with the following list of workplan items for the Managing Director.

- Housing – ensuring that new housing starts occur
- Business development – bringing prospects through the cycle and obtaining new businesses Downtown
- Heritage revitalization – as it pertains to second storey residential development and other façade improvements
- Event promotion
- Migration towards a singular governing body to make efficient use of volunteers and funds
- Fitzwilliam Corridor
- Wayfinding and signage
- Information centre
- Liquor Control Strategy
- Emergent issues
- Terminal Avenue (gateways)

- Front Street
- City liaison
- Malaspina liaison
- Developing Downtown indicators

Discussion on this item continued under 8(a).

8. NEW BUSINESS

- a) Workshop to develop 24-month priority objectives for the Managing Director. The Committee discussed the above priorities and then voted on what they thought the priorities were. The results were:

<b>Issue</b>	<b>No. of Votes</b>
Ensuring new housing	8
Business development	7
Wayfinding/signage	4
Information Centre	3
Develop Downtown indicators	3
Heritage revitalization	3
Event promotion	3
Fitzwilliam corridor	2
Front Street	2
Malaspina liaison	2
Migration to single entity	1
Emergent issues	1
Terminal Avenue	1

9. NEXT MEETING

The next meeting will be a special meeting to further discuss the Managing Director's workplan. It will be held on Tuesday, May 20th at 5:15 p.m. in the **Training Room**, City Hall Annex.

12. ADJOURNMENT

The meeting adjourned at 7:15 p.m.