



AGENDA SPECIAL COUNCIL MEETING

Monday, March 26, 2018

4:30 P.M. - 7:30 P.M.

SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC

Pages

1. CALL THE SPECIAL MEETING OF COUNCIL TO ORDER

2. INTRODUCTION OF LATE ITEMS

3. ADOPTION OF AGENDA

4. ADOPTION OF MINUTES

a. Minutes

5 - 12

Minutes of the Special Council Meeting (Public Hearing) held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Wednesday, March 20 at 7:00 p.m.

5. PRESENTATIONS

6. MAYOR'S REPORT

7. ADMINISTRATION

a. Council Appointments to the Parcel Tax Roll Review Panel

13 - 14

To be introduced by Sheila Gurrie, City Clerk.

Purpose: To request that Council appoint no less than three Council members to the Parcel Tax Roll Review Panel as required under the Community Charter.

Recommendation: That Council appoint at least three Council members and one alternate to the Parcel Tax Roll Review Panel for a term ending 2018-NOV-04.

b. Committee Recommendations

15

Finance and Audit Committee - 2018-MAR-14

Click on the link [here](#) to open the original report from Finance and Audit Committee meeting held on 2018-MAR-14.

To be introduced by Councillor Bestwick.

1. Downtown Revitalization Tax Exemption Program

It was moved and seconded that the Finance and Audit Committee:

1. Recommend that Council provide approval to establish a Downtown Revitalization Tax Exemption Program;
2. Recommend "Revitalization Tax Exemption Bylaw 2018 No. 7261 (To create a new Downtown Revitalization Tax Exemption Program) pass three readings at a future Council Meeting.

The motion carried unanimously.

2. Bowen Road Corridor Traffic Signal Coordination ICBC Road Improvement Program

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to allocate \$22,000 of ICBC's Road Improvement Funding to the Bowen Road Traffic Signal Coordination plan. The motion carried unanimously.

3. College Drive Watermain Upgrade Contingency

It was moved and seconded the Finance and Audit Committee recommend that Council direct Staff to allocate \$210,000 from water reserves for the construction of the College Drive Watermain Upgrade project. The motion carried unanimously.

4. Tender #2086 Harbour Front Parkade Sprinkler Replacement

It was moved and seconded that the Finance and Audit Committee recommend that Council approve additional funding of \$50,821.26 to complete the Harbourfront Sprinkler replacement from the General Parking Reserves. The motion carried unanimously.

5. Third Street Road and Utility Upgrade Cost Share

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to enter into a cost sharing agreement with the developer of 525 Third Street, for the work, and to allocate:

- \$265,444 - Roads Development Cost Charge;
- \$50,000 - Private Contribution;

- \$74,250 - Water Development Cost Charge;
- \$50,750 - Water Reserves; and ,
- \$59,556 - General Reserves.

The motion carried.

c. Advisory Committee Minutes

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|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1. | Minutes of the Finance and Audit Committee Meeting held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Wednesday, February 14, 2018 at 9:00 a.m. | 16 - 20 |
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To be introduced by Councillor Bestwick

8. CORPORATE SERVICES

9. PUBLIC SERVICES

- | | | |
|----|---------------------------------------------------------------------------------|---------|
| a. | <u>2018 Strategic Directions - Community Planning and Development Committee</u> | 21 - 24 |
|----|---------------------------------------------------------------------------------|---------|

To be introduced by Dale Lindsay, Director of Community Development.

Purpose: To obtain Council approval for the Community Planning and Development Committee's 2018 Strategic Directions.

Recommendation: That Council approve the Community Planning and Development Committee's 2018 Strategic Directions.

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| b. | <u>Nanaimo Recycling Exchange Funding Options</u> | 25 - 28 |
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To be introduced by Bill Sims, Director of Engineering and Public Works.

Purpose: To provide Council with options for the provision of a capital grant to the Nanaimo Recycling Exchange (NRE) to fund the construction of a new facility

Recommendation: That the Nanaimo Recycling Exchange Funding Options report dated 2018-MAR-26 be received for information.

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| 1. | Delegation - Ian Gartshore | 29 |
| 2. | Delegation - Jan Hastings | 30 |

10. PUBLIC SAFETY

11. OTHER BUSINESS

12. DELEGATIONS (not related to a Report to Council)

- a. Scott Bradford, Executive Director, Nanaimo Child Development Centre Re:
State of the Child Report 31

Scott Bradford, Executive Director, Nanaimo Child Development Centre, to present the State of the Child Report to increase awareness of children's health.

- b. Larry Gardner, Manager of Solid Waste, Regional District of Nanaimo Re:
Stage 3 of RDN's Solid Waste Management Plan 32

Larry Gardner, Manager of Solid Waste, Regional District of Nanaimo, to present Stage 3 of the update to the Regional District of Nanaimo's Solid Waste Management Plan.

13. QUESTION PERIOD (Agenda Items Only)

14. ADJOURNMENT OF THE SPECIAL COUNCIL MEETING

MINUTES
SPECIAL COUNCIL MEETING (PUBLIC HEARING)
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC
THURSDAY, 2018-MAR-01, AT 7:00 P.M.

Present: Acting Mayor W. M. Yoachim
Councillor S. D. Armstrong
Councillor W. L. Bestwick
Councillor M. D. Brennan (arrived 7:02 p.m.)
Councillor J. Hong
Councillor J. A. Kipp

Absent: Mayor W. B. McKay, Chair
Councillor G. W. Fuller
Councillor I. W. Thorpe

Staff: D. Lindsay, Director of Community Development
L. Rowett, Manager of Current Planning and Subdivision (vacated 7:12 p.m.)
T. Rogers, Planner (vacated 7:12 p.m.)
S. Snelgrove, Deputy Corporate Officer
J. Vanderhoef, Recording Secretary

1. CALL THE SPECIAL COUNCIL MEETING TO ORDER:

The Special Council Meeting was called to order at 7:00 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Remove Agenda Item 9(m) – Nuisance Property Report - #204 – 311 Mt. Benson Street.

3. ADOPTION OF AGENDA:

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

Councillor Brennan entered the Shaw Auditorium at 7:02 p.m.

4. CALL THE PUBLIC HEARING TO ORDER:

The Public Hearing Meeting was called to order at 7:00 p.m. Acting Mayor Yoachim spoke regarding the purpose of a Public Hearing, advised that Council was meeting on the traditional territory of the Snuneymuxw First Nation and advised of the standard protocols for a Public Hearing.

5. PUBLIC HEARING AGENDA:

Lainya Rowett, Manager, Current Planning and Subdivision, explained the required procedures in conducting a Public Hearing and the regulations contained within Part 14 of the *Local Government Act*.

(a) Rezoning Application No. RA378 - 2560 Bowen Road - Bylaw 4500.117

Bylaw 4500.117 - RA378 - 2560 Bowen Road was introduced by Tamera Rogers, Planner.

Presentation:

1. Patrick Brandreth, Island West Coast Development Ltd., applicant, spoke in favour of Rezoning Application No. RA378 – 2560 Bowen Road and stated:
 - this application was previously a rezoning application approved in November 2017;
 - requesting to further the rezoning application to add a site specific use for automobile sales service and rentals to Lot 4 of the proposed development;
 - feel it is the best use for this particular lot with close proximity to Bowen road and other automotive dealerships;
 - Lots 2 and 3 have been spoken for by automotive dealerships;
 - the rest of the proposed development will remain the same with Lot 7 being used as office space, Lot 6 some mixed use and Lot 5 a seniors care facility;
 - as part of the rezoning application for Lot 4 the applicant has provided a letter from a traffic consultant supporting the use of automotive sales and rental on that lot.

Acting Mayor Yoachim called for submissions from the Public:

1. Rod Maley, 2586 Bowen Road, spoke in opposition, and expressed concerns about the road widths and traffic volume in the immediate area.

Acting Mayor Yoachim called for submissions from the Public for a second time:

No one in attendance wished to speak regarding Rezoning Application No. RA378 - 2560 Bowen Road - Bylaw 4500.117.

Acting Mayor Yoachim called for submissions from the Public for a third time:

No one in attendance wished to speak regarding Rezoning Application No. RA378 - 2560 Bowen Road - Bylaw 4500.117.

One written submissions was received with respect to Rezoning Application No. RA378 - 2560 Bowen Road - Bylaw 4500.117, from Candace Mook-Sang, [REDACTED], stating traffic concerns.

6. FINAL CALL FOR SUBMISSIONS:

Acting Mayor Yoachim announced that following the close of a Public Hearing, no further submission or comments from the public or interested persons can be accepted by members of City Council, as established by provincial case law. This is to ensure a fair Public Hearing process and provide a reasonable opportunity for people to respond.

7. ADJOURNMENT OF THE PUBLIC HEARING:

It was moved and seconded that the Public Hearing adjourn at 7:11 p.m. The motion carried unanimously.

L. Rowett and T. Rogers vacated the Shaw Auditorium at 7:12 p.m.

8. BYLAWS:

(a) "Zoning Amendment Bylaw 2018 No. 4500.117"

It was moved and seconded that "Zoning Amendment Bylaw 2018 No. 4500.117" (RA378 – To rezone a portion of 2560 Bowen Road to allow a site-specific use permitting automobile sales, service and rental in the Community Corridor Zone [COR3]) pass third reading. The motion carried unanimously.

9. REPORTS:

(a) Reconsideration of Remedial Action Order - 1853 Bartlett Street

Introduced by Dale Lindsay, Director of Community Development.

Acting Mayor Yoachim requested that Council hear anyone wishing to speak with respect to Remedial Action Order - 1853 Bartlett Street.

1. Gurgit Gill spoke requesting a time extension of 6 months to allow carpenters to repair the roof structure.

It was moved and seconded that if a building permit is not received within 30 days Council directs Staff to proceed with the Remedial Action Order approved at its regular meeting held on 2017-NOV-06. The motion was defeated.

Opposed: *Acting Mayor Yoachim, Councillors Armstrong and Bestwick*

It was moved and seconded that Council direct Staff to proceed with the Remedial Action Order approved at its regular meeting held on 2017-NOV-06. The motion carried.

Opposed: *Councillor Brennan*

The meeting recessed at 7:40 p.m.

The meeting reconvened at 7:41 p.m.

(b) Bylaw Contravention Notices - Secondary Suites - 913 Howard

Avenue Introduced by Dale Lindsay, Director of Community

Development.

Acting Mayor Yoachim requested that Council hear anyone wishing to speak with respect to Bylaw Contravention Notice - Secondary Suite - 913 Howard Avenue.

No one in attendance wished to speak with respect to Bylaw Contravention Notice - Secondary Suite - 913 Howard Avenue.

It was moved and seconded that Council direct the Corporate Officer to file a Bylaw Contravention Notice at the Land Title and Survey Authority of British Columbia under Section 57 of the *Community Charter* for the following property:

1. 913 Howard Avenue - illegal secondary suite.

The motion carried unanimously.

(c) Bylaw Contravention Notice - Construction Started Without a Building Permit - 981 Howard Avenue

Introduced by Dale Lindsay, Director of Community Development.

Acting Mayor Yoachim requested that Council hear anyone wishing to speak with respect to Bylaw Contravention Notice - Construction Started Without a Building Permit - 981 Howard Avenue.

No one in attendance wished to speak with respect to Bylaw Contravention Notice - Construction Started Without a Building Permit - 981 Howard Avenue.

It was moved and seconded that Council direct the Corporate Officer to file a Bylaw Contravention Notice at the Land Title and Survey Authority of British Columbia under Section 57 of the *Community Charter* for the property located at 981 Howard Avenue for construction started without a building permit in contravention of "Building Bylaw 2016 No. 7224". The motion carried unanimously.

(d) Bylaw Contravention Notice - Construction Not Completed as Per Conditions of Building Permit - 1451 Bowen Road

Introduced by Dale Lindsay, Director of Community Development.

Acting Mayor Yoachim requested that Council hear anyone wishing to speak with respect to Bylaw Contravention Notice - Construction Not Completed as Per Conditions of Building Permit - 1451 Bowen Road.

No one in attendance wished to speak with respect to Bylaw Contravention Notice - Construction Not Completed as Per Conditions of Building Permit - 1451 Bowen Road.

It was moved and seconded that Council direct the Corporate Officer to file a Bylaw Contravention Notice at the Land Title and Survey Authority of British Columbia under Section 57 of the *Community Charter* for the property located at 1451 Bowen Road for construction not completed as per the conditions of the building permit. The motion carried unanimously.

- (e) Bylaw Contravention Notice - Construction Not Completed as Per Conditions of Building Permit - 6470 Ptarmigan Way

Introduced by Dale Lindsay, Director of Community Development.

Acting Mayor Yoachim requested that Council hear anyone wishing to speak with respect to Bylaw Contravention Notice - Construction Not Completed as Per Conditions of Building Permit - 6470 Ptarmigan Way.

No one in attendance wished to speak with respect to Bylaw Contravention Notice - Construction Not Completed as Per Conditions of Building Permit - 6470 Ptarmigan Way.

It was moved and seconded that Council direct the Corporate Officer to file a Bylaw Contravention Notice at the Land Title and Survey Authority of British Columbia under Section 57 of the *Community Charter* for the property located at 6470 Ptarmigan Way for construction not completed as per the conditions of the building permit. The motion carried unanimously.

- (f) Bylaw Contravention Notice - Construction Started Without a Building Permit - 6470 Ptarmigan Way

Introduced by Dale Lindsay, Director of Community Development.

Acting Mayor Yoachim requested that Council hear anyone wishing to speak with respect to Bylaw Contravention Notice - Construction Started Without a Building Permit - 6470 Ptarmigan Way.

No one in attendance wished to speak with respect to Bylaw Contravention Notice - Construction Started Without a Building Permit - 6470 Ptarmigan Way.

Councillor Brennan vacated the Shaw Auditorium at 7:48 p.m.

It was moved and seconded that Council direct the Corporate Officer to file a Bylaw Contravention Notice at the Land Title and Survey Authority of British Columbia under Section 57 of the *Community Charter* for the property located at 6470 Ptarmigan Way for construction started without a building permit in contravention of "Building Bylaw 2016 No. 7224". The motion carried unanimously.

- (g) Bylaw Contravention Notice - Construction Started Without a Building Permit - 1716 Kidson Road
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Introduced by Dale Lindsay, Director of Community Development.

Acting Mayor Yoachim requested that Council hear anyone wishing to speak with respect to Bylaw Contravention Notice - Construction Started Without a Building Permit - 1716 Kidson Road.

No one in attendance wished to speak with respect to Bylaw Contravention Notice - Construction Started Without a Building Permit - 1716 Kidson Road.

It was moved and seconded that Council direct the Corporate Officer to file a Bylaw Contravention Notice at the Land Title and Survey Authority of British Columbia under Section 57 of the *Community Charter* for the property located at 1716 Kidson Road for construction started without a building permit in contravention of "Building Bylaw 2016 No. 7224". The motion carried unanimously.

- (h) Bylaw Contravention Notice - Construction Started Without a Building Permit - 29 Commercial Street
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Introduced by Dale Lindsay, Director of Community Development.

Acting Mayor Yoachim requested that Council hear anyone wishing to speak with respect to Bylaw Contravention Notice - Construction Started Without a Building Permit - 29 Commercial Street.

Councillor Brennan returned to the Shaw Auditorium at 7:52 p.m.

1. Rick Hyne spoke regarding the business licence process and building permits completed at this location not conforming to the City's records from 1998.

It was moved and seconded that if a building permit is not applied for within 60 days Council directs the Corporate Officer to file a Bylaw Contravention Notice at the Land Title and Survey Authority of British Columbia under Section 57 of the *Community Charter* for the property located at 29 Commercial Street for construction started without a building permit in contravention of "Building Bylaw 2016 No. 7224". The motion carried unanimously.

- (i) Bylaw Contravention Notice - Construction Started Without a Building Permit - 3047 Little John Way
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Introduced by Dale Lindsay, Director of Community Development.

Acting Mayor Yoachim requested that Council hear anyone wishing to speak with respect to Bylaw Contravention Notice - Construction Started Without a Building Permit - 3047 Little John Way.

No one in attendance wished to speak with respect to Bylaw Contravention Notice - Construction Started Without a Building Permit - 3047 Little John Way.

It was moved and seconded that Council direct the Corporate Officer to file a Bylaw Contravention Notice at the Land Title and Survey Authority of British Columbia under Section 57 of the *Community Charter* for the property located at 3047 Little John Way for construction started without a building permit in contravention of "Building Bylaw 2016 No. 7224". The motion carried unanimously.

U) Bylaw Contravention Notice - Construction Started Without a Building Permit - 366 Selby Street

Introduced by Dale Lindsay, Director of Community Development.

Acting Mayor Yoachim requested that Council hear anyone wishing to speak with respect to Bylaw Contravention Notice - Construction Started Without a Building Permit - 366 Selby Street.

No one in attendance wished to speak with respect to Bylaw Contravention Notice - Construction Started Without a Building Permit - 366 Selby Street.

It was moved and seconded that Council direct the Corporate Officer to file a Bylaw Contravention Notice at the Land Title and Survey Authority of British Columbia under Section 57 of the *Community Charter* for the property located at 366 Selby Street for construction started without a building permit in contravention of "Building Bylaw 2016 No. 7224". The motion carried unanimously.

(k) Bylaw Contravention Notice - Construction Started Without a Building Permit - 420 Drake Street

Introduced by Dale Lindsay, Director of Community Development.

Acting Mayor Yoachim requested that Council hear anyone wishing to speak with respect to Bylaw Contravention Notice - Construction Started Without a Building Permit - 420 Drake Street.

No one in attendance wished to speak with respect to Bylaw Contravention Notice - Construction Started Without a Building Permit - 420 Drake Street.

It was moved and seconded that Council direct the Corporate Officer to file a Bylaw Contravention Notice at the Land Title and Survey Authority of British Columbia under Section 57 of the *Community Charter* for the property located at 420 Drake Street for construction started without a building permit in contravention of "Building Bylaw 2016 No. 7224". The motion carried unanimously.

(l) Bylaw Contravention Notice - Construction Started Without a Building Permit - 88 Princess Street

Introduced by Dale Lindsay, Director of Community Development.


Acting Mayor Yoachim requested that Council hear anyone wishing to speak with respect to Bylaw Contravention Notice - Construction Started Without a Building Permit - 88 Princess Street.

No one in attendance wished to speak with respect to Bylaw Contravention Notice - Construction Started Without a Building Permit – 88 Princess Street.

It was moved and seconded that Council direct the Corporate Officer to file a Bylaw Contravention Notice at the Land Title and Survey Authority of British Columbia under Section 57 of the *Community Charter* for the property located at 88 Princess Street for construction started without a building permit in contravention of "Building Bylaw 2016 No. 7224". The motion carried unanimously.

10. ADJOURNMENT:

It was moved and seconded at 8:14 p.m. that the meeting terminate. The motion carried unanimously.


CHAIR

CERTIFIED CORRECT:


CORPORATE OFFICER

DATE OF MEETING | MARCH 26, 2018 |

AUTHORED BY | SHEILA GURRIE, CITY CLERK |

SUBJECT | COUNCIL APPOINTMENTS TO THE PARCEL TAX ROLL REVIEW PANEL

OVERVIEW

Purpose of Report

To request that Council appoint no less than three Council members to the Parcel Tax Roll Review Panel as required under the *Community Charter*.

Recommendation

That Council appoint at least three Council members and one alternate to the Parcel Tax Roll Review Panel for a term ending 2018-NOV-04.

BACKGROUND

At the March 19, 2018 Council Meeting, Council requested additional information relating to the length of term of panel members, a different meeting date and past membership of the panel. The appointment term has been updated to reflect the last day of the current Council's term of office, prior to the inaugural meeting of the 2018-2022 Council. At the March 20, 2017 Council Meeting, Councillors Bestwick, Hong and Mayor McKay were appointed as members and Councillor Fuller as an alternate to the Panel.

The Panel meets once a year, and the next meeting is scheduled to be held Wednesday, 2018-APR-11 at 2:00 p.m. in the Board Room, City of Nanaimo Service and Resource Centre, 411 Dunsmuir Street, Nanaimo.

Section 204 of the *Community Charter*, requires that a Parcel Tax Roll Review Panel must be established in order to hear any complaints respecting the Parcel Tax Roll and to authenticate the Roll. An excerpt from the *Charter* is included below:

- 204 (1) Before a parcel tax is imposed for the first time, a parcel tax roll review panel must consider any complaints respecting the parcel tax roll and must authenticate the roll in accordance with this Division.
- (2) For the purposes of this Division, the council must
- (a) appoint at least 3 persons as the members of the parcel tax roll review panel,
 - (b) establish the time and place for the sitting of the panel, and
 - (c) have advance notice of the time and place published in accordance with Section 94 [public notice]
- (3) At least 14 days before the date set for the sitting of the parcel tax roll review panel, the collector must mail to the owner of every parcel of land that is to be taxed a notice stating

- (a) the service in relation to which the parcel tax is to be imposed,
- (b) the taxable area of the taxable frontage, if applicable,
- (c) the time and place of the first sitting of the review panel, and
- (d) that the parcel tax roll is available for inspection at the municipal hall during its regular office hours. |

OPTIONS

1. | That Council appoint at least three Council members and one alternate to the Parcel Tax Roll Review Panel for a term ending 2018-NOV-04.
2. That Council appoint no more than three members to the Parcel Tax Roll Review Panel. |

SUMMARY POINTS

- | The *Community Charter* requires that a Parcel Tax Roll Review Panel must be established and that at least three Council members be appointed to the Panel.
- The next Parcel Tax Roll Review panel meeting is scheduled for Wednesday, 2018-APR-11 at 2:00 p.m. in the Board Room, City of Nanaimo Service and Resource Centre, 411 Dunsmuir Street, Nanaimo. |

Submitted by:

Sheila Gurrie
City Clerk

Please click to open a copy of the 2018-MAR-14 Finance and Audit Committee Meeting

<https://www.nanaimo.ca/docs/your-government/boards-and-committees/fa180314a.pdf>

MINUTES
FINANCE AND AUDIT COMMITTEE MEETING
BOARD ROOM, SERVICE AND RESOURCE CENTRE
411 DUNSMUIR STREET, NANAIMO, BC
WEDNESDAY, 2018-FEB-14, AT 9:00 A.M.

PRESENT: Councillor W. L. Bestwick, Chair

Members: Mayor W. B. McKay
Councillor S. D. Armstrong
Councillor M. D. Brennan
Councillor G. W. Fuller (arrived 9:06 a.m.)
Councillor J. Hong
Councillor W. M. Yoachim

Absent: Councillor J. A. Kipp
Councillor I. W. Thorpe

Staff: V. Mema, Chief Financial Officer
B. Sims, Director of Public Works and Engineering
D. Lindsay, Director of Community Development
R. Harding, Director, Parks & Recreation (vacated 10:11 a.m.)
B. Anderson, Manager Cultural and Community Development (vacated 10:41 a.m.)
P. Rosen, Senior Manager Engineering (arrived 10:05 a.m.)
A. Groot, Manager Facility Planning and Operations (vacated 10:11 a.m.)
J. Rose, Manager of Transportation (arrived 10:17 a.m.)
C. Barfoot, Recreation Coordinator (arrived 10:06 a.m., vacated 10:20 a.m.)
C. Sholberg, Community Heritage Planner (arrived 10:09 a.m., vacated 10:22 a.m.)
S. Peabody, Revenue Supervisor (vacated 10:11 a.m.)
D. Blackwood, Client Support Specialist
S. Snelgrove, Deputy Corporate Officer
J. Vanderhoef, Recording Secretary

1. CALL THE FINANCE AND AUDIT COMMITTEE MEETING TO ORDER:

The Finance and Audit Committee Meeting was called to order at 9:03 a.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Councillor Hong advised that he would be bringing forward an item under Agenda Item 7(b) Other Business regarding LED Lighting Downtown.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the following minutes be adopted as circulated:

- Minutes of the Special Finance and Audit Committee Meeting held in the Boardroom, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2017-DEC-13 at 9:00 a.m., and continuing 2017-DEC-14 at 9:00 a.m.
- Minutes of the Finance and Audit Committee Meeting held in the Boardroom, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2018-JAN-10 at 9:00 a.m.

The motion carried unanimously.

Councillor Fuller entered the Boardroom at 9:06 a.m.

5. PRESENTATIONS:

(a) 2018 Property Assessments

Maurice Primeau, Acting Deputy Assessor, BC Assessment, provided an update regarding the 2018 property assessments.

(b) Harewood Covered Space

Art Groot, Manager Facility Planning and Operations, provided a presentation regarding the Harewood Centennial Park Covered Space.

P. Rosen entered the Boardroom at 10:05 a.m.

C. Barfoot entered the Boardroom at 10:06 a.m.

C. Sholberg entered the Boardroom at 10:09 a.m.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve option #3 of the Concrete Surface Options to allocate \$161,966 for concrete surface at the Harewood Centennial Park Covered Space. The motion carried unanimously.

6. REPORTS:

(a) Amendments to the City's Water Leak Adjustment Internal Policy

Introduced by Victor Mema, Chief Financial Officer.

It was moved and seconded that the report titled "Amendments to the City's Water Leak Adjustment Internal Policy" dated 2018-FEB-14, be received for information. The motion carried unanimously.

R. Harding, S. Peabody and A. Groot vacated the Boardroom at 10:11 a.m.

(b) Quarterly Direct Award (Single and Sole Source) Purchases in Excess of \$250,000, and Instances of Non-Compliance Purchases

Introduced by Victor Mema, Chief Financial Officer.

It was moved and seconded that the report titled Quarterly Direct Award (Single and Sole Source), Purchases in Excess of \$250,000, and Instances of Non-Compliance Purchases, dated 2018-FEB-14, be received for information. The motion carried unanimously.

(c) Downtown Event and Revitalization Funding Program 2018 Downtown Event Grant Recommendations

Introduced by Dale Lindsay, Director of Community Development, and Bruce Anderson, Manager of Community & Cultural Planning.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve the 2018 Downtown Event Grant funding recommendations of \$150,000 as follows:

Event Applications	Recommendation
Gingerbread Homes	\$6,000
Bathtub Street Fair/ Victoria Crescent	\$5,000
Light Up a Life	\$2,500
Summer Vibes – Noon Hour Concerts in the O.C.Q.	\$4,000
Nanaimo Art Walk 2018	\$2,500
Nanaimo Dragon Boat Festival	\$7,500
Nanaimo Heritage Days / Festival	\$9,500
Nanaimo International Jazz Festival	\$10,000
Nanaimo Marine Festival	\$17,500
National Indigenous Peoples Day	\$7,000
Pride Week	\$4,400
Summertime Blues Festival	\$15,500
Symphony Community Days	\$3,250
The Nanaimo Fringe Festival	\$4,000
Crescent Days	\$3,700
Downtown Nanaimo Mural Festival	\$9,000
Jazz Fest 2018	\$1,850
Fathers Day in the Park	\$0
Commercial Street Night Market	\$11,000
Be Happy	\$950
Home for Christmas	\$950
Summer Fling in the Park	\$0
Christmas Parade	\$560
Easter Hunt in the O.C.Q.	\$1,750
Halloween in the O.C.Q.	\$2,490
InFrinGinG Dance Festival	\$5,000
BHS Evergreen District Div. 1 Contest	\$2,100
Spring Jazz/ Gospel Concert	\$3,000
NCFA Fine Art Show	\$2,000
Choral Concert	\$1,000
M-Con 2018	\$3,000
Jazz Affair on the Coast	\$3,000

The motion carried unanimously.

J. Rose entered the Boardroom at 10:17 a.m.
C. Barfoot vacated the Boardroom at 10:20 a.m.

(d) Heritage Façade Grant - 375 Franklyn Street

Introduced by Dale Lindsay, Director of Community Development.

It was moved and seconded that the Finance and Audit Committee recommend Council approve a \$9,579.41 Heritage Façade Grant to replace the roof and repair the masonry chimneys of the Harris Residence located at 375 Franklyn Street. The motion carried unanimously.

C. Sholberg vacated the Boardroom at 10:22 a.m.

(e) 2018 Pedestrian Improvement Funding

Introduced by Poul Rosen, Senior Manager Engineering.

It was moved and seconded that the Finance and Audit Committee recommend that Council allocate \$300,000 from the 2018 Pedestrian Transportation Improvements Unallocated Budget to accelerate the construction of sidewalk on Dufferin Crescent from 2019 to 2018. The motion carried unanimously.

B. Anderson vacated the Boardroom at 10:41 a.m.

(f) City of Nanaimo Climate Change Resiliency Strategy

Introduced by Dale Lindsay, Director of Community Development.

It was moved and seconded that the Finance and Audit Committee recommend that Council direct Staff to approve the inclusion of the \$236,800 budget for the Climate Change Resiliency Strategy into the 2018-2022 Financial Plan. The motion carried unanimously.

7. OTHER BUSINESS:

(a) Delegation from Caroline Moncrieff, Owner, The Caroline Affect, regarding Kid's Conference

Caroline Moncrieff, Owner, The Caroline Affect, spoke regarding a proposal for funding of a Kid's Conference, 2018-MAR-10.

It was moved and seconded that the Finance and Audit Committee recommend that Council Direct Staff to provide the Kid's Conference a one-time grant of \$6,500, and that funds be allocated from Council's contingency fund for the 2018-MAR-10 event. The motion carried unanimously.

(b) LED Lighting Downtown

Councillor Hong requested that the 2018 budget for LED lighting be reallocated to include the downtown core.

It was moved and seconded that the Finance and Audit Committee recommend that Council move the LED lighting project from Bowen Road from Island Hwy to Comox, Comox from Bowen to Terminal Ave, Aulds from Hwy 19 to Hwy 19A, and Hammond Bay from Hwy 19A to Uplands Drive to the Downtown Core. The motion was defeated.

Opposed: *Mayor McKay, Councillors Armstrong, Bestwick and Brennan*

8. ADJOURNMENT:

It was moved and seconded at 11:05 a.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

DATE OF MEETING March 26, 2018

AUTHORED BY BRUCE ANDERSON, MANAGER, COMMUNITY AND CULTURAL PLANNING

SUBJECT **2018 STRATEGIC DIRECTIONS – COMMUNITY PLANNING AND DEVELOPMENT COMMITTEE**

OVERVIEW

Purpose of Report

To obtain Council approval for the Community Planning and Development Committee's 2018 Strategic Directions.

Recommendation

That Council approve the Community Planning and Development Committee's 2018 Strategic Directions.

BACKGROUND

Council's formation of select committees, including the Community Planning and Development Committee, provide for the preparation of annual Strategic Directions for each committee. The Strategic Directions for the committee, together with the Terms of Reference, provide the scope of content to provide advice and recommendations to Council and ensure the work of the committee directly links to Council's objectives.

Staff have prepared the 2018 Annual Strategic Directions for the Community Planning and Development Committee (Attachment A). The Strategic Directions were reviewed with the Community Planning and Development Committee and endorsed at its 2018-FEB-20 meeting. The scope of content for the Strategic Directions relates to the Council Strategic Plan Update 2016-2019, as well as to adopted plans and programs approved by Council.

OPTIONS

- A. That Council approve the Community Planning and Development Committee's 2018 Strategic Directions as follows:
1. OCP Amendment Applications
 2. Zoning Bylaw Amendment Applications
 3. Hospital Area Plan
 4. Port Drive Waterfront Master Plan
 5. Climate Adaptation/Resilience Strategy
 6. Liquor Control Strategy Update
 7. Woodgrove Area Plan
 8. Cannabis Task Force
 9. Census 2016 Information
 10. OCP Update: Background Studies

- **Budget Implication:** There are no direct budget implications for the Strategic Directions.
 - **Strategic Priorities Implication:** The 2018 Strategic Directions relate to Council's Strategic Plan Update 2016-2019.
- B. That Council amend and approve the 2018 Strategic Directions for the Community Planning and Development Committee.
- **Budget Implication:** There are no direct budget implications for the Strategic Directions.
 - **Strategic Priorities Implication:** The 2018 Strategic Directions relate to Council's Strategic Plan Update 2016-2019.
- C. That Council not approve the 2018 Strategic Directions for the Community Planning and Development Committee and provide alternative direction for the committee. |

SUMMARY POINTS

- The 2018 Strategic Directions for the Community Planning and Development Committee have been prepared for Council's consideration and approval.
- 2018 Strategic Directions are provided to guide the annual work of the Community Planning and Development Committee.

ATTACHMENTS

ATTACHMENT A: 2018 Strategic Directions - Community Planning and Development Committee

Submitted by:

Bruce Anderson
Manager, Community & Cultural Planning

Concurrence by:

Dale Lindsay
Director, Community Development

ATTACHMENT A

2018 Annual Strategic Directions for the Community Planning & Development Committee

Item 1: OCP Amendment Applications

How does it relate to the following?

Strategic Plan Update 2016-2019	Adopted Plans and Documents	Programs
<ul style="list-style-type: none"> Economic Health, Environmental Responsibility, Active Lifestyle 	<ul style="list-style-type: none"> Official Community Plan Transportation Master Plan 	<ul style="list-style-type: none">

Item 2: Zoning Bylaw Amendment Applications

How does it relate to the following?

Strategic Plan Update 2016-2019	Adopted Plans and Documents	Programs
<ul style="list-style-type: none"> Economic Health, Environmental Responsibility, Active Lifestyle 	<ul style="list-style-type: none"> Official Community Plan Neighbourhood / Area Plans Zoning Bylaw Cultural Plan 	<ul style="list-style-type: none">

Item 3: Hospital Area Plan

How does it relate to the following?

Strategic Plan Update 2016-2019	Adopted Plans and Documents	Programs
<ul style="list-style-type: none"> Economic Health, Environmental Responsibility, Active Lifestyle 	<ul style="list-style-type: none"> Official Community Plan Transportation Master Plan 	<ul style="list-style-type: none">

Item 4: Port Drive Waterfront Master Plan

How does it relate to the following?

Strategic Plan Update 2016-2019	Adopted Plans and Documents	Programs
<ul style="list-style-type: none"> Economic Health, Environmental Responsibility, Active Lifestyle Port Drive/South Downtown Waterfront 	<ul style="list-style-type: none"> Official Community Plan Nanaimo Downtown Plan South Downtown Waterfront Initiative Downtown Urban Design Plan and Guidelines 	<ul style="list-style-type: none">

Item 5: Climate Adaptation/Resilience Strategy

How does it relate to the following?

Strategic Plan Update 2016-2019	Adopted Plans and Documents	Programs
<ul style="list-style-type: none"> Economic Health, Environmental Responsibility 	<ul style="list-style-type: none"> Official Community Plan Community Sustainability Action Plan 	<ul style="list-style-type: none">

Item 6: Liquor Control Strategy Update

How does it relate to the following?

Strategic Plan Update 2016-2019	Adopted Plans and Documents	Programs
<ul style="list-style-type: none">Economic Health, Social Equity, Cultural VitalityPublic Safety, Community Wellness	<ul style="list-style-type: none">Official Community PlanZoning BylawLiquor Control Strategy	<ul style="list-style-type: none">

Item 7: Woodgrove Area Plan

How does it relate to the following?

Strategic Plan Update 2016-2019	Adopted Plans and Documents	Programs
<ul style="list-style-type: none">Economic Health, Environmental Responsibility, Active Lifestyle	<ul style="list-style-type: none">Official Community PlanTransportation Master PlanOff-Street Parking Regulations BylawGeneral Design Guidelines	<ul style="list-style-type: none">

Item 8: Cannabis Task Force

How does it relate to the following?

Strategic Plan Update 2016-2019	Adopted Plans and Documents	Programs
<ul style="list-style-type: none">Community WellnessSocial EquityEconomic Health	<ul style="list-style-type: none">Official Community PlanDCC Bylaw	<ul style="list-style-type: none">

Item 9: Census 2016 Information

How does it relate to the following?

Strategic Plan Update 2016-2019	Adopted Plans and Documents	Programs
<ul style="list-style-type: none">Economic Health, Environmental Responsibility, Social Equity	<ul style="list-style-type: none">Official Community PlanEconomic Development StrategySocial Development Strategy	<ul style="list-style-type: none">Community Profiles

Item 10: OCP Update: Background Studies

How does it relate to the following?

Strategic Plan Update 2016-2019	Adopted Plans and Documents	Programs
<ul style="list-style-type: none">Economic Health, Environmental Responsibility, Social Equity, Active Lifestyle, Cultural Vitality	<ul style="list-style-type: none">Official Community PlanTransportation Master Plan	<ul style="list-style-type: none">

DATE OF MEETING March 26, 2018

AUTHORED BY Wendy Fulla, Manager, Business, Asset & Financial Planning

SUBJECT Nanaimo Recycling Exchange (NRE) Funding Options

OVERVIEW

Purpose of Report

To provide Council with options for the provision of a capital grant to the Nanaimo Recycling Exchange (NRE) to fund the construction of a new facility.

Recommendation

That the Nanaimo Recycling Exchange Funding Options report dated 2018-MAR-26 be received for information.

DISCUSSION

The NRE approached Council seeking support for construction of a new recycling facility. NRE provided a figure of \$6.05 million, representing a preliminary cost estimate for the facility. The NRE currently owns the land on which the facility would be located and would own and operate the newly constructed facility.

At the 2018-MAR-12 Committee of the Whole meeting, Council directed staff to provide options for funding a \$6.05M capital grant to the NRE for the construction of a new facility.

Options:

Staff explored three possible funding options:

1. Provide an annual grant

The City would provide an annual grant for the next 20 years to cover the annual debt servicing cost of a mortgage secured by the NRE for the construction of a new facility.

Commercial borrowing rates will vary based on the assessed risk by the lender. Assuming a \$6.05M loan over 20 years' the annual debt servicing would be approximately \$429,750 per annum at 3.7% borrowing rate or \$521,329 per annum at 6% borrowing rate. These annual debt servicing costs and borrowing rates are provided for illustrative purposes only.

The City could increase annual sanitation user fees or general revenue to fund this grant. Using general revenues would impact property tax rates.

a) The estimated range of potential increase if sanitation user rates funded the grant:

	2018		2019		2020		2021		2022	
	3.7%	6.0%	3.7%	6.0%	3.7%	6.0%	3.7%	6.0%	3.7%	6.0%
Current user rate	\$ 165.00	\$ 165.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
Projected NRE operating grant	\$ 8.96	\$ 10.87	\$ 15.18	\$ 18.41	\$ 15.00	\$ 18.19	\$ 14.82	\$ 17.98	\$ 14.64	\$ 17.76
Revised user rate	\$ 173.96	\$ 175.87	\$ 165.18	\$ 168.41	\$ 165.00	\$ 168.19	\$ 164.82	\$ 167.98	\$ 164.64	\$ 167.76

b) The estimated range of impact on property taxes, if the grant was funded from general revenue:

	2018		2019		2020		2021		2022	
	3.7%	6.0%	3.7%	6.0%	3.7%	6.0%	3.7%	6.0%	3.7%	6.0%
Projected property tax increase	0.26%	0.31%	0.18%	0.22%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

The property tax increase would apply not only to residential properties but to all property classes including commercial and industrial, whereas sanitation user rates apply to residential properties exclusively.

Under the *Community Charter*, the City may provide a guarantee for the NRE's mortgage:

- This may result in a more favorable interest rate.
- The City would be required to provide notice of its intention, adopt a loan authorization bylaw and receive elector approval.
- The amount of the guarantee would also be included in the liability servicing limit of the City thereby reducing the City's borrowing ability.

The City would need to obtain legal advice on the implications of guaranteeing a mortgage for construction of a building on property that is not owned by the City.

2. One-time capital grant of \$6.05 million funded from reserves

The City maintains general, statutory and development cost charge (DCC) reserves. These reserves are used to fund investment in infrastructure to deliver City services, strategic initiatives and contingent liabilities.

Statutory and DCC reserves are established by bylaw for a specific purpose and funds may only be used for those purposes. These reserves could not be used to fund grants.

The City also maintains General Operating Reserves which includes the Council's Strategic Infrastructure Fund (SIF) Reserve. The SIF Reserve would be an appropriate funding source for this capital grant. However, the projected 2018 closing balance for this reserve is \$340,000. The current estimated balance in this reserve fund over five years is shown below.

Strategic Infrastructure Reserve

	2018	2019	2020	2021	2022
Opening Balance	\$ 680,000	\$ 340,000	\$ 1,920,000	\$ 3,900,000	\$ 5,880,000
Contributions	\$ 2,080,000	\$ 2,480,000	\$ 2,880,000	\$ 2,880,000	\$ 2,880,000
Withdrawals	\$ 2,420,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000
Closing Balance	\$ 340,000	\$ 1,920,000	\$ 3,900,000	\$ 5,880,000	\$ 7,860,000

Staff does not recommend funding a capital grant from the City's reserves.

3. One-time capital grant of \$6.05 million funded from City borrowing

The Municipal Finance Authority (MFA) provides financing to local governments throughout British Columbia.

The Municipal Finance Authority provides financing for:

- a. Temporary, short and long-term borrowing for capital projects
- b. Equipment leasing
- c. Liabilities under agreement (*Community Charter*, section 175)
- d. Revenue anticipating borrowing (*Community Charter*, section 177)

The provision of a capital grant to the NRE does not meet the criteria for the City to borrow funds through the MFA. In addition, the *Community Charter*, section 179 outlines the purposes for which a Council may, by a loan authorization bylaw adopted with the approval of the inspector, incur a liability by borrowing. The provision of a capital grant does not fall within the permitted purposes. Thus, borrowing funds to provide a grant to the NRE is not an option.

Other Considerations:

There are also a number of other factors that may be considered in evaluating the options:

- Financial Risks
 - Construction Cost Estimates – The cost estimate provided by NRE is a preliminary estimate and will be subject to change. The NRE will need to provide risk management strategies including identifying additional funding sources should construction costs exceed the preliminary estimate.
 - Business Plan – The NRE will need to provide a robust business plan that includes both capital investment, interim financing requirements, annual operating projections and all sources of funding/revenues.
 - Risk – The City would need to obtain legal advice on the City's obligations should there be a default on the mortgage.
- Governance
 - Council policy – Council may consider developing a policy that provides direction and expectations for responding to requests from non-profit organizations for financial support outside of the current grant programs.
 - Operating agreement with the NRE – Council may consider an operating agreement with the NRE to ensure this grant achieves specific desired outcomes.

As Council is aware the Regional District of Nanaimo approved funding through their draft Solid Waste Management Plan (SWMP), which is currently undergoing public consultation. The SWMP proposes to provide \$300,000 per year for 5 years starting in 2019 for the NRE to act as a research and recycling hub for recycling items not commercially marketable. The City of Nanaimo's share of this contribution is \$167,700. This allocation is contingent on final approval by the RDN Board and the Province of the SWMP after completion of public consultation. The final SWMP will be submitted to the Province in May 2018 for their approval.

The NRE currently receives the following funding from the City:

- a. The City has a contract with the NRE for the 3R's Programs and Services. This contract is valued at \$6,450 per month (\$77,400 annually) to provide a centrally located one-stop drop-off facility, community networking and outreach, public relations, independent research and education services, and development of 3R's programs and services in the community.
- b. The City also provides a permissive tax exemption to the NRE which was valued at \$16,132 (\$10,264 City portion) in 2017.

SUMMARY POINTS

- Staff has reviewed three funding options for the provision of a capital grant to the NRE.
- Provision of a capital grant would impact either sanitation user fees or property taxes.
- Significant issues and risks will need to be considered.

Submitted by:

Wendy Fulla
Manager, Business, Asset & Financial
Planning

Concurrence by:

Bill Sims
A/Director of Engineering & Public Works

Delegation Request

Ian Gartshore has requested an appearance before Council.

The requested date is March 26, 2018.

The requested meeting is:
COW

Presenter's Information:

Ian Gartshore
City: Nanaimo
Province: BC
Bringing a presentation: No

Details of Presentation:

Re: the COW motion that was passed March 12th re: reviewing Nanaimo Recycling Exchange Proposal
"City Staff will review the feasibility surrounding the \$6.05 million funding for the construction of a new facility for the Nanaimo Recycling Exchange and will repost back to Council at their meeting on March 19." I wish to speak to this issue and offer a viable solution to this urgent situation.

Delegation Request

Jan Hastings has requested an appearance before Council.

The requested date is March 26, 2018.

The requested meeting is:
Special Council

Presenter's Information:

Jan Hastings
City: Nanaimo
Province: BC
Bringing a presentation: No

Details of Presentation:

Provide update of Nanaimo Recycling Exchange status and progress with requested documentation.

Delegation Request

Scott Bradford has requested an appearance before Council.

The requested date is March 26, 2018.

The requested meeting is:
COW

Presenter's Information:
Scott Bradford – Nanaimo Early Years Leadership Team (NEYLT)
City: Nanaimo
Province: BC
Bringing a presentation: No

Details of Presentation:

Presentation of the State of the Child Report and increase awareness of children's health.

Delegation Request

Larry Gardner has requested an appearance before Council.

The requested date is March 26, 2018.

The requested meeting is:
COW

Presenter's Information:
Larry Gardner
City: Nanaimo
Province: BC
Bringing a presentation: Yes

Details of Presentation:

Stage 3 of the update to our Solid Waste Management Plan.