

Nanaimo Neighbourhood Network – Mandate

Mission Statement

The purpose of the Nanaimo Neighbourhood Network is to facilitate the ongoing development of effective neighbourhood associations through shared information, consultation and decision-making between neighbourhood associations, municipal government and other organizations.

Objectives

1. Developing Strong Neighbourhoods

- To encourage the establishment of identifiable neighbourhood associations throughout Nanaimo and support them through leadership training and development programs.
- To provide guidance and assistance to the community in the formation and development of neighbourhood associations that operate beyond the crisis issue of the moment.
- To encourage neighbourhoods to engage in activities that develop a spirit of pride and co-operation among residents.
- To encourage citizens to participate in their association; to be involved in citywide issues directly as well via participation in the Nanaimo Neighbourhood Network.

2. Catalyst/Co-ordination

- To encourage co-operation and to promote the development of Neighbourhood Plans.
- To ensure that neighbourhood-based meeting space, such as schools, is available for use by the local community.
- To establish and encourage dialogue and interaction between neighbourhood associations, municipal government and other organizations.

3. Advice, Information and Education

- To act as a clearinghouse for information and to facilitate communication among and between neighbourhoods.
- To facilitate educational opportunities for neighbourhood associations/leaders.

**CITY OF NANAIMO
MEMORANDUM**

To: Jim Bowden
Brian Clemens
Ted Swabey
Dale Lindsay
Graham Savage
Tom Moscrip
Toby Seward
Paul Thorkelsson

Dave Nichols
Patrick Murphy
Andy Laidlaw
Mac MacKenzie
Steve Ricketts
Tom Hickey
Richard Harding

From: Chris Sholberg, Heritage / Community Planner

Date: November 6, 2018 **File:** 0250-20-N07-01

Subject: Neighbourhood Associations Communication Initiative

Please be advised that the Community Planning section is currently facilitating a neighbourhood association communication initiative designed to improve communication between neighbourhood associations and City Council/Staff. One of the key objectives of this initiative is the resurrection of the Neighbourhood Network that existed a number of years ago. The Network is an umbrella organization comprised of representatives from the various neighbourhood associations located within the City. The Network is an independent body and not a Council committee.

I have been assigned as the City liaison person for the Network. As liaison, my role is to facilitate information sharing between the Network, Council and City Staff on issues relevant to the neighbourhood associations. The first meeting of the Network is on 2003-Nov-25. It is likely that the Network will then meet quarterly from this date on.

The purpose of this memo is to advise you of the Council endorsed Communication Initiative and of the reconstituted Neighbourhood Network. As staff liaison, I would greatly appreciate being advised of projects or actions undertaken by your Department or Division that you feel the Network should be aware of or that you would like their feedback on. Where issues are identified by the Network I will be sure to bring these issues to the appropriate Department's or Division's attention.

Should you have any questions about the Communication Initiative or the Neighbourhood Network please contact me at 755-4472.

Chris Sholberg
Heritage / Community Planner

2003 Neighbourhood Forum

**Agenda for Meeting to be held Wednesday, 2003-Oct-08, 7-9 P.M.
At Bowen Park, Activity Room #1, 500 Bowen Road**

1. **Welcome/Introductions** (7:00-7:05 p.m.)
Chris Sholberg, Community Planner, City of Nanaimo
2. **Meeting Outline/Goals** (7:05 – 7:15 p.m.)
Chris Sholberg, Community Planner, City of Nanaimo
3. **Neighbourhood Network** (7:15 – 7:30 p.m.)
Jennifer Davidson (Departure Bay Neighbourhood Association)
 - Purpose/Mandate
 - Elect/Appoint Neighbourhood Network Representatives
 - Set date of first meeting, location, agenda items
4. **Neighbourhood Network Page on City Website - Demonstration** (7:30 – 7:45 p.m.)
Cam Scott (E-Government, Communications Officer, City of Nanaimo)
5. **Break** (7:45 – 8:00 p.m.)
6. **Round Table Discussion** (8:00 – 9:00 p.m.)
Chris Sholberg, Community Planner, City of Nanaimo – 3 key issues for each neighbourhood group.
7. **Adjournment** (9:00 p.m.)

2003-Sept.-17

File: 0250-20-N07-01

«Group»

«Name»

SUBJECT: 2003 Neighbourhood Forum

On 2003-Oct-08, the City of Nanaimo will be hosting a Neighbourhood Forum at Bowen Park, Activity Room #1, 500 Bowen Road. The event will commence at 7:00 p.m. and conclude by 9:00 p.m. Light refreshments will be served.

The purpose of this event is to improve communication and information sharing amongst neighbourhoods and between neighbourhoods and the City. This action is being taken as part of a communication initiative endorsed by Council on 2003-Jul-14 (see attached report).

The forum will:

- Provide an opportunity for resurrecting the now defunct Nanaimo Neighbourhood Network. Once reconstituted, the Neighbourhood Network will act as an information resource for Neighbourhood Associations and as a primary contact between the associations and the City.
- Unveil the new Neighbourhood Network Page on the City's website. The site will be a resource for neighbourhoods allowing easy access to information of relevance to persons interested in their neighbourhood. The site will also permit Neighbourhood Associations to upload information for posting on their own web page, provided free of charge by the City.
- Provide an opportunity for a round table discussion on issues of concern to each neighbourhood association. We ask that you bring the three most important issues facing your association to the table.

We welcome your association's participation in the 2003 Neighbourhood Forum. To register please contact Ms. Fran Grant at 755-4483 or fgrant@city.nanaimo.bc.ca and advise how many people from your association will attend (2-3 is ideal). Please provide this information prior to 2003-Oct-03.

Should you have any questions about the Forum, please contact me by phone at 755-4472 or by email at: csholber@city.nanaimo.bc.ca

Sincerely,

Chris Sholberg
Community Planner

**Minutes for the Neighbourhood Forum Meeting Held on
Wednesday, 2003-Oct-08, 7:00 – 9:00 P.M.
At Bowen Park, Activity Room #1, 500 Bowen Road**

Attendees:	Bill Forbes	Brechin Hill Neighbourhood Assoc.
	Iola Floyd	Brechin Hill Neighbourhood Assoc.
	Jennifer Davidson	Departure Bay Neighbourhood Assoc.
	Karen Hovestad	Departure Bay Neighbourhood Assoc.
	Reale Emond	Departure Bay Neighbourhood Assoc.
	Don Whitta	Jingle Pot Neighbourhood Assoc.
	Barb Humpherville	Nanaimo Old City Assoc.
	Greg Peacock	Nanaimo Old City Assoc.
	Mary Sovereign	Nanaimo Old City Assoc.
	Dirk Heydemann	Neighbourhood Enhancement Action Team
	Barbara Henoeh	Nob Hill Neighbourhood Assoc.
	David Froom	Nob Hill Neighbourhood Assoc.
	Maggie Wouterlook	Southend Citizens Assoc.
	Sandra Sauer	Stephenson Point Neighbourhood Assoc.
	Jane Glover	Stephenson Point Neighbourhood Assoc.
	Mervyn Jones	Stephenson Point Neighbourhood Assoc.
	Carey Avender	Caring About Townsite Society
	Margaret Broadhurst	Caring About Townsite Society
	Bill Young	Caring About Townsite Society
	Sonja Mullan	Caring About Townsite Society
	Fred Taylor	Western Neighbourhood
City Staff:	Chris Sholberg	Community Planner
	Cam Scott	Communications Officer
	Fran Grant	Recording Secretary

1. Welcome/Introductions

Chris Sholberg, Community Planner, City of Nanaimo, welcomed everyone to the 2003 Neighbourhood Forum and introduced himself.

2. Meeting Outline/Goals

C. Sholberg gave a brief overview of the evening's Agenda and the goals of the forum. This included a briefing on the main objectives of the City's Neighbourhood Associations Communication Initiative endorsed by City Council on 2003-Jul-14.

3. Neighbourhood Network

C. Sholberg noted the City's desire to see the Neighbourhood Network revived as a communication conduit between the Neighbourhoods, City Staff, and Council. C. Sholberg outlined the support that the City was prepared to give to such a body, including:

- Administrative support
- Provision of meeting space
- Annual information meeting with City staff
- Meeting facilitation where requested
- Help with drafting yearly report to Council on the NHN's activities for that year and identification of issues of concern to neighbourhoods.

Members of the Departure Bay Neighbourhood Association (DBNA) noted that:

- The DBNA was formed in 2000 and has applied to City Council to do a neighbourhood plan.
- Need some way to better access information from the City.
- Need a better way to exchange information between existing neighbourhood groups.
- A representative body such as the Neighbourhood Network would be a great vehicle for facilitating communication between the Neighbourhood groups and the City and between the groups themselves.
- Neighbourhood Network should have a representative from each neighbourhood group if possible.

Comments from other groups:

- Concern raised that a Neighbourhood Association (NHA) would have to go through the Network to get to staff.
 - ❖ C. Sholberg: While encouraged to work through the Network, any NHA would still be able to approach City staff or Council whenever they wish. The Network would just give a stronger, more co-ordinated voice to the groups as a whole.
- One of the first projects of the Network should be to ensure that the City has an up-to-date map of each neighbourhood groups area of representation (i.e. neighbourhood boundary). Such a map exists but is outdated and incorrect in some cases.
- What is in it for the City?
 - ❖ C. Sholberg: The City feels that if the NHAs have a better means of communicating and networking that there will be less miss-information out there and that the City will be able to deal with concerns in a proactive rather than reactive manner.
- The Network would have been a real help to NOCA with the problems we have come up against in the last six months.

C. Sholberg asked the groups for their input on the following three questions:

Q. Do you feel that the Network should be revived?

A. Yes

Q. How often should the Network meet?

A. Start with quarterly meetings and see how that goes.

Q. When and what time would you like the Network's first meeting to take place?

A. Some time in mid to late November. Tuesday, Wednesday or Thursday meetings are best. Evening meeting best – 7:00 p.m. appeared to be preference.

Based on NHAs input, C. Sholberg will proceed with the organization of an inaugural meeting of the revived Neighbourhood Network. Each NHA will be asked in writing by the City to appoint a representative to the Network. Organizational issues related to the Network (i.e. creation of

executive, meeting schedule, mandate) will be addressed by the Network representatives at the first meeting.

4. Neighbourhood Network Page on City Website - Demonstration

Cam Scott (E-Government, Communications Officer, City of Nanaimo) gave a presentation on the proposed Neighbourhood Network web site, outlining the site's structure and features.

Comments from DBNA on the proposed Neighbourhood web site:

- Views the planned Neighbourhood web site on the City's web page as a pro-active initiative
- Anyone interested in finding out about their neighbourhood will be able to access this site and see all kinds of relevant planning and community information.
- Will be able to pass information from the City to neighbourhoods and from neighbourhood to neighbourhood.
- Good way for neighbourhood groups to support each other.
- Do not see this as another level of government but rather as a great tool for the neighbourhoods to exchange information in a timely fashion.
- Neighbourhoods will be able to keep up on all types of activities, not just political issues.
- Good resource base

Comments from attendees:

- First map that appears on the web site should be a map of NHAs and not of the Planning Areas.

C. Sholberg noted that the website presented by Cam Scott is a draft and that the City would like to create a test group comprised of neighbourhood group representatives to review and evaluate the draft site. This would need to occur by January, 2004 in order to permit the site to go live in February, alongside a comprehensive update and reformat of the City's overall website. C. Sholberg will contact each neighbourhood group to identify a representative for the test group and then co-ordinate the test group process with Cam Scott.

5. Break

There was a break from 8:00 – 8:10 p.m.

6. Round Table Discussion

In order to become familiarized with the immediate concerns and issues of each NHA, C. Sholberg asked the representatives of each to identify primary issues for their neighbourhood. They are as follows:

Brechin Hill Community Association:

- Otter Way – City is thinking of selling their foreshore lease to a developer.
- traffic, ferries
- waterfront development

Departure Bay Neighbourhood Association

- 7-11 type development
- walkways and waterfront
- development on the waterfront

- social issues
- need to encourage community feeling and unity with picnics and local history night

Jingle Pot Neighbourhood Group

- No issues at this time.

Neighbourhood Enhancement Action Team:

- safety
- slum landlords
- cleanliness and the appearance of Albert Street which is a gateway to our area and the Downtown

Neighbours of Nob Hill

- more help from the RCMP on crime prevention
- proposed homeless shelter
- slum landlords
- safety
- poverty and its repercussions
- need to promote fun, positive community building activities (such as Departure Bay's local history night).
- need to keep the NHA active

Nanaimo Old City Association:

- homeless shelter issue
- nuisance properties
- social issues
- getting to know your neighbours
- people who do not follow the proper channels with building alterations
- City should notify not only the NHA but the adjacent neighbours as well on zoning issues

Southend Citizens Association:

- safety
- social issues
- lack of law enforcement
- high number of rental units and transient population
- landlords not keeping up properties
- closeness of industrial area to the neighbourhood
- is there a way for residents to have more voice in zoning of the neighbourhood?
- positive – have strong association.

Stephenson Point Neighbourhood Association:

- keeping in touch with the City about issues which will change the ambiance of the area
- being notified in a timely fashion about any proposed development in the area
- improve walkways
- have had some success in working with the City on adjusting road building standards so they fit with the neighbourhood

Western Neighbourhood Association:

- road networks

- development of the 60 acres on Second Street which used to be an old golf course

Caring About Townsite Society:

- proposed changes to Wall Street and the impact it will have on traffic in the area
- increase in crime – looking at setting up a neighbourhood watch

General comments from all groups:

- what will happen to the E&N railway corridor when the trains no longer run – want to ensure that it remains a pedestrian/trail link.
- illegal secondary suites – what is City position? NHAs should be consulted on the secondary suites issue.

7. Adjournment

C. Sholberg thanked everyone for attending the meeting and for their valuable input.

The meeting adjourned at 9:10 p.m.

Information Only Items:

- (c) Minutes of the Parks, Recreation and Culture Commission Meeting held 2003-JUN-25.

Moved by Councillor Tyndall, seconded by Councillor McNabb that the Minutes be received. The motion carried.

8. CITY MANAGER'S REPORT:

DEVELOPMENT SERVICES:

(1) Neighbourhood Associations

As Council may recall, representatives from the Departure Bay Neighbourhood Association (DBNA) made a presentation to Council in late 2002, regarding a survey they had prepared and administered in their neighbourhood.

The purpose of the survey was to find out how residents felt about various land use, transportation and recreational issues. The neighbourhood has indicated that the results of the survey would be used as a guide when commenting on Neighbourhood issues to Council, Staff and other relevant bodies and to extract the best ideas from the survey and pursue them with the City.

Staff recently had the opportunity to meet with three members of the neighbourhood executive, to discuss the survey and other neighbourhood issues. The Association has been interested in undertaking a plan for the area. The Association thought the survey would provide useful background information for any future planning process. Upon further discussion it became clear to both parties that a number of the issues raised in the survey were currently being dealt with, or could be addressed without the need for a neighbourhood plan. It was concluded that a more formal planning process would however be needed for the "Neighbourhood Village" proposed for the area.

The discussion also touched on the fact that some of the ideas raised in the survey were already being undertaken by the City such as Bay Street Sidewalks, more public discussions in regard to the Seawall walkway, and improvements to the intersection of Hammond Bay Road and Departure Bay Road. The Association executive also expressed the desire to continue to improve communication with the City along with the desire to see the neighbourhood network resurrected.

It is Staff's recommendation that the survey results be used as a reference document when work is contemplated/undertaken in the Departure Bay Neighbourhood Area. Should a Plan for the proposed "Neighbourhood Village" be undertaken for this area in the future, the survey would be helpful background information. The greatest benefit Staff sees in the survey is the understanding it provides area residents about what is important to them, and its use as a "workplan" for volunteer initiatives they may wish to undertake in their Neighbourhood.

In discussions with the DBNA, and others similar groups, it has become clear that opportunities exist to support improved communication and information sharing amongst neighbourhoods, and between neighbourhoods and the City. Towards this end, Staff are proposing that the City undertake the following three initiatives:

- (1) Add a Neighbourhood information page to the City's web site:

The proposed web page would be similar in format to the City of Vancouver Community Web Page where general information regarding neighbourhoods, development activity; etc. would be located. In addition, links to Neighbourhood Association pages (developed and maintained by individual associations) would also be provided.

- (2) Provide Support for the Neighbourhood Network:

As Council may be aware, approximately four to five years ago, an organization composed of all of Nanaimo's Neighbourhood Associations, was active in the City. The Neighbourhood Network acted as an information resource for Neighbourhood Associations and as a primary contact between such associations and the City. The Network was a valuable resource both to the Community and the City. Unfortunately, the Network has been somewhat inactive lately.

Given the value derived from this type of network, and the recent interest raised in resurrecting the Network by the DBNA, Staff think it is important and timely to provide support to such an initiative. Staff suggest that this could be done by providing mail-out services for meetings, room bookings for monthly meetings and an Annual General Meeting; and clerical support to prepare annual general meeting minutes.

- (3) Implement an annual information meeting with Neighbourhood Associations:

An annual information meeting with Neighbourhood Associations would provide Staff from various City Departments (i.e. Development Services, Engineering & Public Works and Parks, Recreation and Culture) an opportunity to outline City initiatives to be undertaken over the next year. Staff believe that such a proactive approach to communication would be beneficial and provide neighbourhoods an avenue for discussing issues important to them.

Recommendations: That Council:

1. undertake the development of a Neighbourhood page on the City's Web site;
2. support the Neighbourhood Network as outlined in the report; and,
3. provide Staff support at an annual general meeting of the Neighbourhood Network.

Moved by Councillor McNabb, seconded by Councillor Holdom that the report be received and the recommendations be adopted. The motion carried.