



MERGED AGENDA
SPECIAL COUNCIL MEETING

Monday, July 13, 2020, 11:00 A.M. - 5:00 P.M.
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC

Pages

1. CALL THE MEETING TO ORDER:

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF THE AGENDA:

4. PRESENTATIONS:

a. Serauxman Stadium

To be introduced by Richard Harding, General Manager, Parks, Recreation and Culture.

1. *Add PowerPoint Presentation - Serauxmen Stadium*

6 - 8

5. REPORTS:

a. Governance Processes Discussion - 11:00 a.m. to 12:00 p.m.

To be introduced by Sheila Gurrie, Director, Legislative Services.

- Question Period
- Correspondence
- Other

SCHEDULED RECESS 12:00 p.m. to 12:30 p.m.

6. PROCEDURAL MOTION:

That the meeting be closed to the public in order to deal with agenda items under the *Community Charter*:

Section 90(1) A part of the Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (c) labour relations or other employee relations;
- (d) the security of property of the municipality;
- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (f) law enforcement, if the Council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- (g) litigation or potential litigation affecting the municipality;
- (h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the Council or a delegate of Council;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under Section 21 of the *Freedom of Information and Protection of Privacy Act*;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under Section 98 [*annual municipal report*];
- (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- (n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2);
- (o) the consideration of whether the authority under Section 91 [*other persons attending closed meetings*] should be exercised in relation to a Council meeting.

Community Charter Section 90(2):

- (a) a request under the *Freedom of Information and Protection of Privacy Act*, if the Council is designated as head of the local public body for the purposes of that *Act* in relation to the matter;
- (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;
- (c) a matter that is being investigated under the *Ombudsperson Act* of which the municipality has been notified under Section 14 [*ombudsperson to notify authority*] of that *Act*;
- (d) a matter that, under another enactment, is such that the public must be excluded from the meeting;
- (e) a review of a proposed final performance audit report for the purpose of providing comments to the auditor general on the proposed report under Section 23 (2) of the *Auditor General for Local Government Act*.

7. RISE AND REPORT:

8. REPORTS continued:

SCHEDULED RECESS

- a. Council Resolutions Update - 1:45 p.m. to 2:30 p.m. 9 - 92

To be introduced by Sheila Gurrie, Director, Legislative Services.

Purpose: To provide Council with an update of Council Resolutions that are completed as well as those that are still outstanding.

- b. Re-Opening Plans and Strategies for the City of Nanaimo - 2:30 p.m. to 3:15 p.m.

- 1. COVID-19 Recovery Plan 93 - 107

To be introduced by Jake Rudolph, Chief Administrative Officer.

Purpose: To articulate the City's plan to move from the Response to Recovery phase of our operations impacted by COVID-19, and obtain Council approval of the COVID-19 Recovery Plan.

Recommendation: That Council:

- 1. Approve the COVID-19 Recovery Plan to support the resumption of services, programs and activities where possible and that are in alignment with recommendations, advice, and guidelines that are issued by WorkSafeBC,

Island Health, the BC Centre for Disease Control, and the BC Ministry of Health;

2. Acknowledge and support that any reopening of services, programs and activities will be informed by safety plans, safe work procedures, signage, and internal and external communication to promote public safety and responsible operations; and,
3. Continue to support and remain responsive to changing conditions associated with COVID-19 such that future closures occur where required.

1. *Add - COVID-19 Recovery Plan - Planning Framework Presentation* 108 - 110
2. COVID-19 Recovery Plan - Council Meetings 111 - 117

To be introduced by Sheila Gurrie, Director, Legislative Services.

Purpose: To provide Council with an overview of the COVID-19 Council Meeting Recovery Plan.

1. Ministerial Order M192 - Open Meetings During State of Emergency 118 - 133

To be introduced by Sheila Gurrie, Director, Legislative Services.

Purpose: To apprise Council of Ministerial Order M192 as it relates to the conduct of public meetings.

Recommendation: That effective July 20, 2020, the following rules will apply for public participation in all open Council and Committee meetings;

- Delegation requests by members of the public for related or unrelated Council or Committee matters, as outlined in Council's Procedure Bylaw, will be permitted;
- All Council and Council related Committee meetings will be livestreamed, recorded and made available on the City's website;
- Members of the public who are not registered delegations will not be permitted to attend meetings in person (other than Public Hearings), as physical distancing requirements cannot be assured.

3. *Add Report - Re-Opening Plan for Arenas*

134 - 213

To be introduced by Richard Harding, General Manager, Parks, Recreation and Culture.

Purpose: To obtain Council approval for the re-opening plan for arenas.

Presentation:

1. Lynn Wark, Director, Recreation and Culture.

Recommendation: That Council approve the Arenas Re-opening Plan that aligns with the City's "COVID-19 Recovery Plan" and complies with the components of the "Planning Framework for Municipal Operations".

c. Roadway Reallocation Options - 3:15 p.m. to 3:45 p.m.

214 - 224

To be introduced by Bills Sims, General Manager, Engineering and Public Works.

Purpose: This report has been prepared to provide detailed options for Council consideration in response to the motion for staff to explore options to reallocate roadway space in favour of active transportation.

Recommendation: That Council direct staff to proceed with all options funded by reallocating budgets within the current approved financial plan.

9. **OTHER BUSINESS:**

10. **AGENDA PLANNING:**

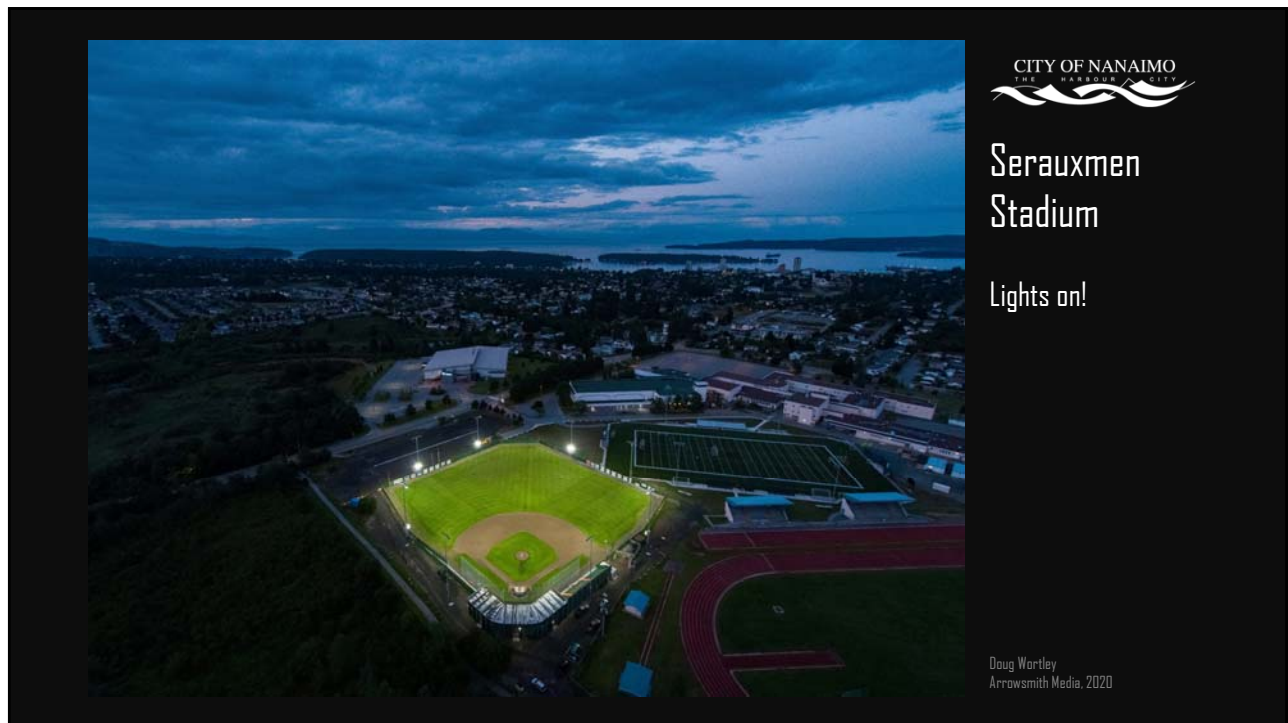
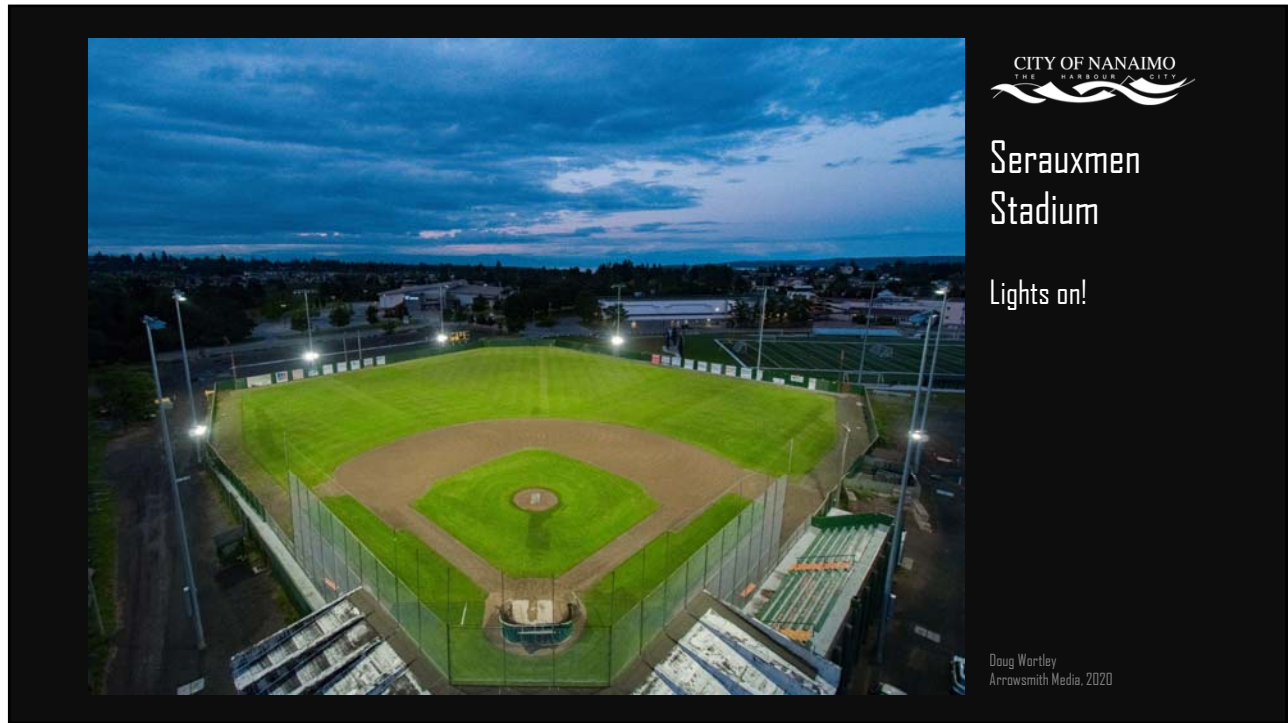
a. Agenda Planning

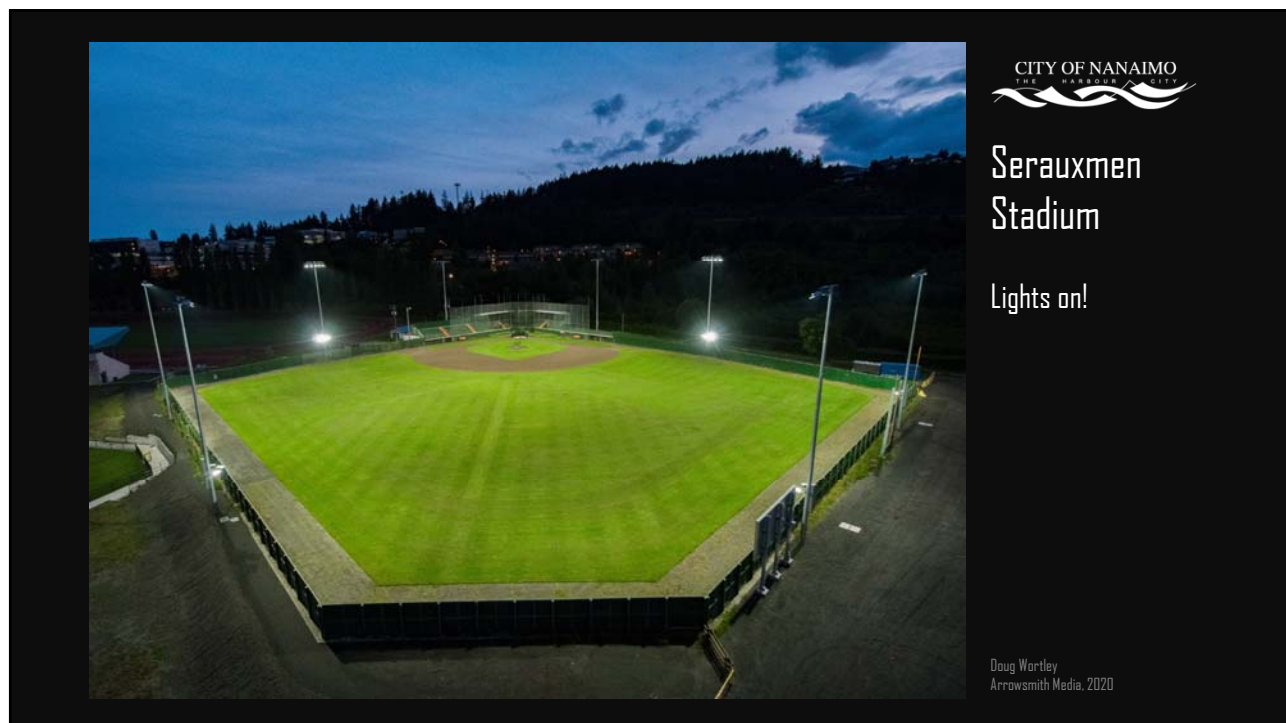
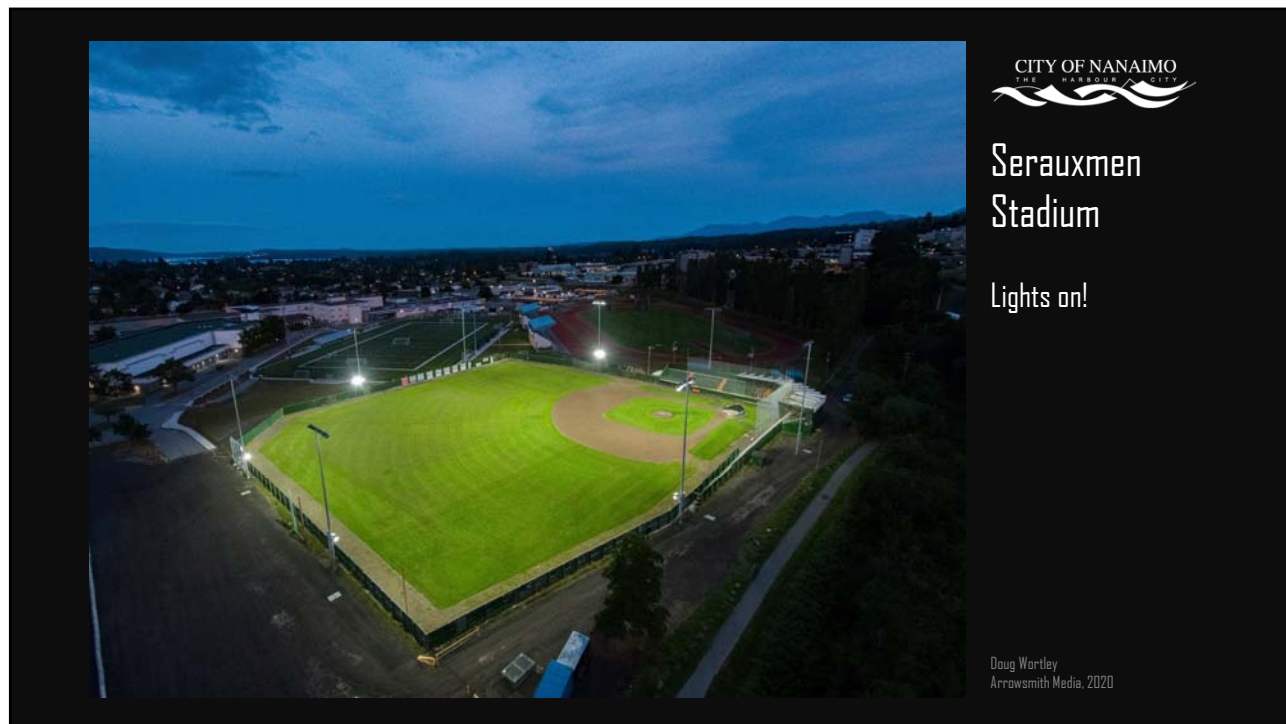
225 - 231

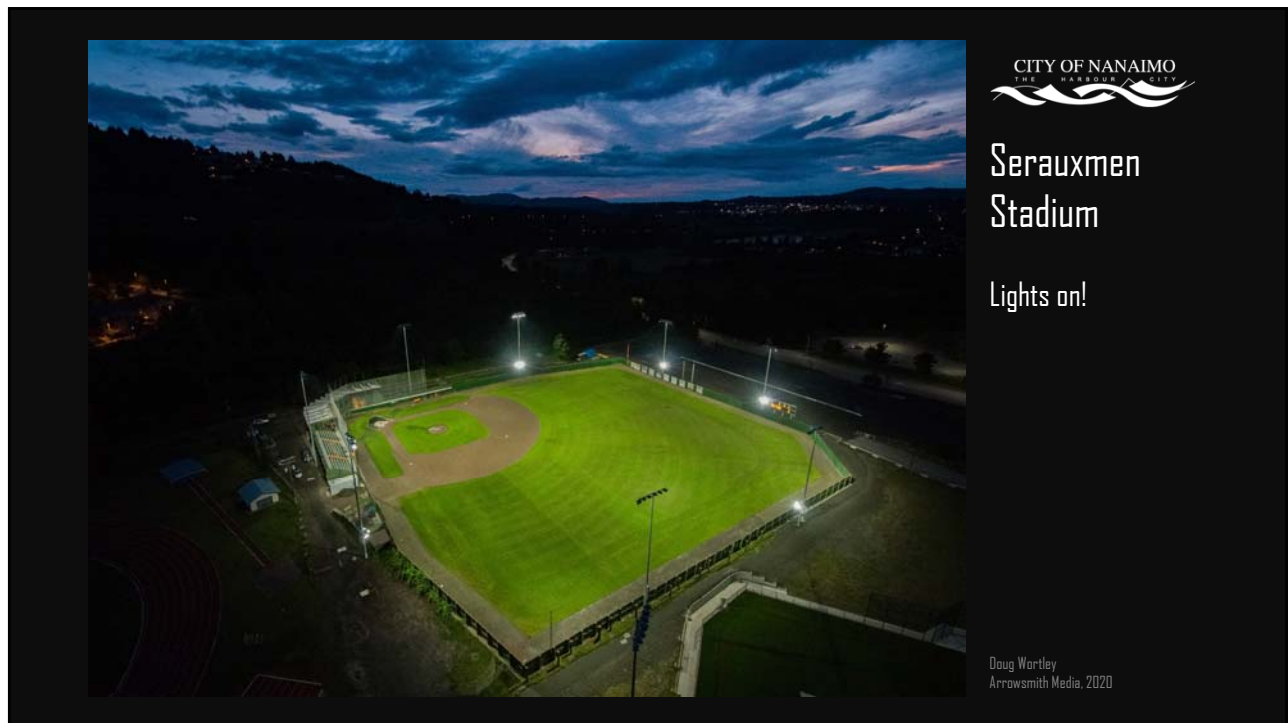
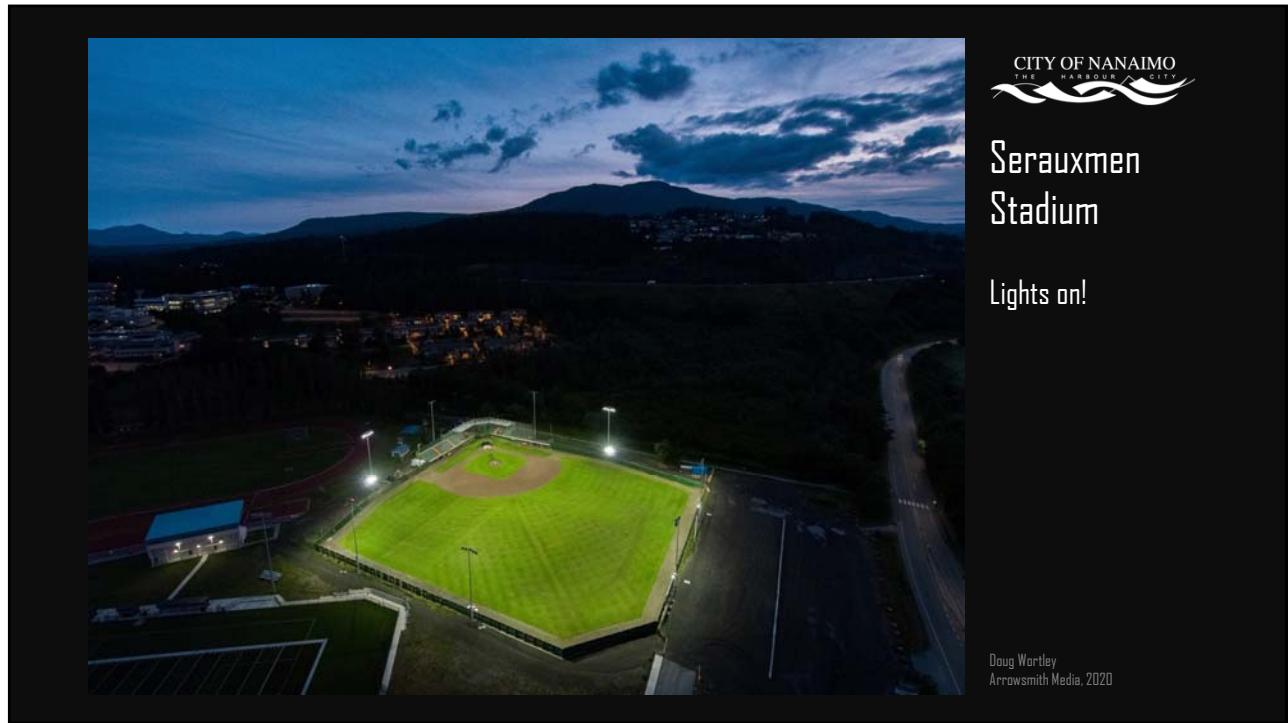
To be introduced by Sheila Gurrie, Director, Legislative Services.

Purpose: To provide Council the opportunity to have a round table discussion in order to review and prioritize topics for Special Council Meetings, or future Governance and Priorities Committee Meeting.

11. **ADJOURNMENT:**







DATE OF MEETING JULY 13, 2020

AUTHORED BY SHEILA GURRIE, DIRECTOR, LEGISLATIVE SERVICES

SUBJECT Council Resolutions Update

OVERVIEW

Purpose of Report:

To provide Council with an update of Council Resolutions that are completed as well as those that are still outstanding.

BACKGROUND

On February 25, 2019, staff brought forward Council resolutions made by current and previous Council's for the dates January 1, 2017 to February 2019, to provide a snapshot of what resolutions had been completed and those that remained outstanding. This information report was meant to provide the list of resolutions reflecting the work that was completed, in-progress, or not yet started. Council wished to have this update on an annually basis.

DISCUSSION

At meetings of Council, either Regular Meetings or Special Meetings, Council makes resolutions to move forward the business of the City of Nanaimo. Staff then prepare these resolutions, or "action items", in a list format in order to track and complete them as part of our work plan. These resolutions are updated and reviewed by Staff on a regular basis to reflect whether they are in-progress; complete; cancelled; or, not started.

Attached are two spreadsheets containing resolutions from January 1st 2019 up to and including April 15, 2020. One spreadsheet reflects resolutions that are complete and the other spreadsheet reflects resolutions that are in different stages of progress, or not started.

CONCLUSION

Future information reports to Council reflecting the status of Council Resolutions will be brought forward on a more frequent basis in order to limit the amount of information provided for at one time.

SUMMARY POINTS

- Council resolutions are the motions made at meetings of Council to further business of the City of Nanaimo.

- Staff prepares and monitors these resolutions in a list format as part of our work plans.
- Future update reporting resolutions will come to Council on a more frequent basis.

ATTACHMENTS

Attachment A: List of Completed Resolutions

Attachment B: List of Outstanding Resolutions |

Submitted by:

Sheila Gurrie

Director, Legislative Services |

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Special Council	1/14/2019	Councillor Hemmens Motion Regarding Governance and Priorities Committee	Council directed Staff to develop a Terms of Reference for a Governance and Priorities Committee by March 1, 2019, with the following considerations: 1. The Committee will include all members of Council; 2. The Committee is intended to be an open forum for more robust discussion and debate on select priority topics, with recommendations provided to Council for consideration; and, 3. The Committee is intended to be a forum where guests and subject matter experts can be invited to participate in discussion.	Sheila Gurrie;#28	Complete
Special Council	1/14/2019	Symposium on Water Stewardship in a Changing Climate	Council approved Councillor Bonner to attend the Symposium on Water Stewardship in a Changing Climate, to be held on April 3 and 4, 2019, in Parksville, BC.	Sheila Gurrie;#28	Complete
Special Council	1/14/2019	2019 Association of Vancouver Island Coastal Communities Resolutions	Council directed Staff to forward resolutions regarding Development Cost Charges and Property Taxation to the Association of Vancouver Island Coastal Communities for consideration at their 2019 Annual General Meeting and Convention.	Sheila Gurrie;#28	Complete
Special Council	1/14/2019	Port Theatre Community Performing Arts Centre Funding	"Port Theatre Borrowing Bylaw 2019 No. 7282" passed three readings. Council approved funding \$100,000 of the City's commitment of the Port Theatre Performing Arts Centre funding from the Strategic Infrastructure Reserve.	Laura Mercer;#331	Complete
Special Council	1/14/2019	2019 Culture & Heritage Grant Recommendations	Council approved the 2019 Culture & Heritage Grant (Operating and Projects funding) recommendations of \$338,887.	Dale Lindsay;#251	Complete
Special Council	1/14/2019	UBCM Community Child Care Planning Program Grant	Council supported an application to the Union of BC Municipalities for funding under the Community Child Care Planning Program on behalf of a collaborative group comprised of the City of Nanaimo and one or more local governments in the region, and that the City of Nanaimo provide overall grant management for the collaborative.	Dale Lindsay;#251	Complete
Special Council	1/14/2019	Seventh Street Pump Station and Force Main Project	Council directed Staff to increase the budget for DCCSS45 Chase River Pump Station and Force main by \$350,000 and increase the budget for Seventh Street Watermain: Park to Douglas by \$250,000.	Bill Sims;#413	Complete
Special Council	1/14/2019	"Financial Plan Bylaw 2018 No. 7279"	Bylaw adopted.	Laura Mercer;#331	Complete
Special Council	1/14/2019	Councillor Armstrong Notice of Motion re: Nuisance Properties	Councillor Armstrong advised that at a future meeting of Council she would be bringing forward a motion to direct Staff to explore the possibility of deeming the supportive housing units at 2020 Labieux Road and 250 Terminal Avenue nuisance properties under the City of Nanaimo's "Nuisance Abatement and Cost Recovery Bylaw 2003 No. 5645".	Sheila Gurrie;#28	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Special Council	1/14/2019	Councillor Bonner Motion Regarding Arts and Culture Multi-Year Lease Agreements	Council directed Staff to engage with Arts and Culture groups who lease property from the City of Nanaimo by May 1, 2019 to determine if the groups would benefit from multi-year lease agreements in order to be eligible apply to for grant funding from senior levels of governments.	Dale Lindsay;#251	Complete
Special Council	1/14/2019	Councillor Bonner Motion Regarding Truth and Reconciliation Call to Action #57	Council directed Staff to develop an implementation plan for responding to Truth and Reconciliation Call-to-Action #57 for Council's consideration by July 1, 2019.	Dale Lindsay;#251	Complete
Special Council	1/14/2019	Protocol Agreement Working Group Appointments	Council approved the Special In Camera Committee of the Whole recommendation to appoint Councillors Thorpe and Armstrong to the Protocol Agreement Working Group.	Sheila Gurrie;#28	Complete
Council	1/21/2019	Housing Agreement - 548 Steeves Road	"Housing Agreement Bylaw 2019 No. 7280" passed 1st, 2nd and 3rd reading.	Dale Lindsay;#251	Complete
Council	1/21/2019	Housing Agreement Amendment - 1406 Bowen Road	"Housing Agreement Amendment Bylaw 2019 No. 7262.01" passed 1st, 2nd and 3rd reading.	Dale Lindsay;#251	Complete
Council	1/21/2019	Development Variance Permit Application No. DVP371 - 5284 Sherbourne Drive	It was moved and seconded that Council issue Development Variance Permit No. DVP371 at 5284 Sherbourne Drive with the following variance: <ul style="list-style-type: none"> • reduce the minimum lot frontage requirement from 15m to 10.16m for proposed Lot A. 	Dale Lindsay;#251	Complete
Council	1/21/2019	Rezoning Application No. RA406 - 111 Nicol Street	"Zoning Amendment Bylaw 2019 No. 4500.132" passed 1st and 2nd reading. It was moved and seconded that Council direct Staff to secure the amenity contribution and BC Liquor and Cannabis Regulation Branch approval prior to adoption of the bylaw, should Council support the bylaw at third reading.	Dale Lindsay;#251	Complete
Council	1/21/2019	Proposed Road Closure-Part of Labieux Road and Land Exchange at 2560 Bowen Road	<ul style="list-style-type: none"> • authorize the road closure and disposition of a portion of Labieux Road adjacent to 2560 Bowen Road and direct Staff to enter into a Road Closure and Land Exchange Agreement; and, • direct Staff to proceed with public notice of closure and disposition of a portion of Labieux Road. "Highway Closure and Dedication Removal Bylaw 2019 No. 7274" passed 1st and 2nd reading.	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	1/21/2019	Smoking Regulation Bylaw	<p>It was moved and seconded that Council rescind third reading of "Smoking Regulation Bylaw 2018 No. 7268" (To regulate smoking in the City of Nanaimo).</p> <p>"Smoking Regulation Bylaw 2018 No. 7268" passed 3rd reading as amended.</p> <p>"Bylaw Notice Enforcement Amendment Bylaw 2019 No. 7159.03" passed 1st, 2nd and 3rd reading.</p>	Dale Lindsay;#251	Complete
Council	1/21/2019	Nanaimo Pride Society Multi - Year Funding Request	<p>It was moved and seconded that Council direct Staff to endorse the full grant of \$7,500 requested by the Nanaimo Pride Society with funding to be provided from the Council Contingency Fund.</p>	Laura Mercer;#331	Complete
Council	1/21/2019	Nanaimo & District BC SPCA Grant Application	<p>It was moved and seconded that Council direct Staff to approve the Nanaimo & District BC SPCA grant request over two years (2019 – 2020) at \$12,500 per year funded from general taxation.</p> <p>It was moved and seconded that Council direct Staff to develop a policy that provides direction and expectations for responding to requests from non-profit organizations for financial support outside of the current grant programs.</p>	Laura Mercer;#331	Complete
Council	1/21/2019	Municipal and Regional District Tax (MRDT) Allocation of Online Accommodation Platform (OAP) Revenues	<p>It was moved and seconded that Council direct Staff to submit the necessary documentation to Destination BC to allocate Online Accommodation Platform revenue to the Housing Legacy Reserve to fund affordable housing initiatives.</p>	Laura Mercer;#331	Complete
Council	1/21/2019	"Official Community Plan Amendment Bylaw 2018 No. 6500.038"	Bylaw adopted.	Dale Lindsay;#251	Complete
Council	1/21/2019	"Zoning Amendment Bylaw 2018 No. 4500.119"	Bylaw adopted.	Dale Lindsay;#251	Complete
Council	1/21/2019	"Zoning Amendment Bylaw 2018 No. 4500.130"	Bylaw adopted.	Dale Lindsay;#251	Complete
Council	1/21/2019	"Highway Closure and Dedication Removal Bylaw 2018 No. 7275"	Bylaw adopted.	Dale Lindsay;#251	Complete
Committee of the Whole	1/28/2019	Delegation from Dennis McMahon regarding the Nanaimo Arts Community	<p>It was moved and seconded that Council direct Staff to prepare a report that provides information and outlines the feasibility of 580 Fitzwilliam Street being designated as a community arts centre with options for other community groups to use the facility as well.</p>	Dale Lindsay;#251	Complete
Committee of the Whole	1/28/2019	Code of Conduct	<p>It was moved and seconded that the Committee of the Whole recommend that Council adopt the attached Code of Conduct and sign the accompanying declaration at the next regular meeting of Council.</p>	John Van Horne;#302	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Committee of the Whole	1/28/2019	Councillor Bonner Notice of Motion re: Growing Cannabis Plants on the Agricultural Land Reserve (ALR)	<p>1. WHEREAS the Agricultural Land Commission Act states "farm use" means an occupation or use of land for farm purposes, including farming of land, plants and animals and any other similar activity designated as farm use by regulation, and includes a farm operation as defined in the Farm Practices Protection (Right to Farm) Act;</p> <p>AND WHEREAS the Agricultural Land Reserve Use, Subdivision and Procedure Regulation (the ALR Regulation) has differentiated the lawful production of cannabis from other "farm use" by limiting the structures for production, and narrowing the definition of 'necessary' activities under section 2(3), unlike any other crop in British Columbia:</p> <p>THEREFORE, BE IT RESOLVED that the AVICC request the provincial government to amend the ALR Regulation so that the lawful production of cannabis aligns with the growing structures and site development measures available for all other crops. More specifically, placing limits on the unique concrete structure growing method initially targeted for regulation to all crops. Thus enabling cannabis, when grown as any other crop, to be deemed a "farm use", as defined in the Agricultural Land Commission Act and a "farm operation" under the Farm Practices Protection (Right to Farm). Circumscribing cannabis production in structures that are lawful by regulation for all other crops, may not withstand judicial review.</p>	Sheila Gurrie;#28	Complete
Committee of the Whole	1/28/2019	Councillor Bonner Notice of Motion re: Growing Cannabis Plants on the Agricultural Land Reserve (ALR)	<p>2. WHEREAS the Agricultural Land Commission Act states "farm use" means an occupation or use of land for farm purposes, including farming of land, plants and animals and any other similar activity designated as farm use by regulation, and includes a farm operation as defined in the Farm Practices Protection (Right to Farm) Act;</p> <p>AND WHEREAS the Agricultural Land Reserve Use, Subdivision and Procedure Regulation (the ALR Regulation) has differentiated the lawful production of cannabis from other "farm use" by limiting the structures for production, and narrowing the definition of 'necessary' activities under section 2(3), unlike any other crop in British Columbia:</p>	Sheila Gurrie;#28	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Committee of the Whole	1/28/2019	Councillor Bonner Notice of Motion re: Growing Cannabis Plants on the Agricultural Land Reserve (ALR) #2 continued	<p>THEREFORE, BE IT RESOLVED that the AVICC request the provincial government to amend the ALR Regulation in order to clarify the interpretation of section 2(2.5) of the ALR Regulation regarding the lawful production of cannabis “inside a structure (a) that has a base consisting entirely of soil”, and clarify that when producing cannabis in a greenhouse, it has the same meaning as “Greenhouse” under section 2(o)(i) of the Regulation. Circumscribing cannabis production in structures that are lawful by regulation for all other crops, may not withstand judicial review.</p> <p>AND BE IT FURTHER RESOLVED THAT the AVICC request the provincial government to amend the ALR Regulation section 2(2.5) to resemble something like the following:</p> <p>(2.5) The lawful production of cannabis is designated as farm use for the purposes of the Act if produced outdoors in a field or inside a structure</p> <p>(a) which has a base consisting entirely of soil, and</p> <p>(i) that is moveable in nature; or</p> <p>(ii) on a helical pile foundation; or</p> <p>(iii) whose base does not create irreversible damage to the soil.</p>	Sheila Gurrie;#28	Complete
Committee of the Whole	1/28/2019	Councillor Bonner Notice of Motion re: Growing Cannabis Plants on the Agricultural Land Reserve (ALR)	<p>3. WHEREAS the structural use of concrete as a foundation system and associated fill, is known to cause irreparable damage to soil biology and render a site unfit for soil-based crops in the future, and low-impact, low carbon, removable foundation technologies are available as a new standard for agricultural structure foundations;</p> <p>AND WHEREAS the Agricultural Land Commission Act, and the Agricultural Land Reserve Use, Subdivision and Procedure Regulation (the ALR Regulation) regulate “farm use” structures on the agricultural land reserve (ALR) and the deposit of fill is considered a farm use for all activities under sections 2(1) to (2.2), and does not require notification to the ALR except under limited circumstances, and the National Farm Building Code applies to all agricultural “farm use” structures;</p> <p>THEREFORE, BE IT RESOLVED that the AVICC request the provincial government to encourage the use of low carbon, low impact, cement-free foundation technologies for farm use structures and buildings within the ALR, thereby reducing the deposition of fill material and elimination of arable soil capability in the long term.</p>	Sheila Gurrie;#28	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Committee of the Whole	1/28/2019	Councillor Bonner Notice of Motion re: Growing Cannabis Plants on the Agricultural Land Reserve (ALR)	<p>4. WHEREAS the <i>Agricultural Land Commission Act</i> , and the Agricultural Land Reserve Use, Subdivision and Procedure Regulation (the ALR Regulation) Section 2(2.5)(b) has limited cannabis production to existing structures which were previously utilized for crop production, or were under continuous production prior to the regulatory change, eliminating the ability to convert non-crop or other structures within the Agricultural Land Reserve (ALR);</p> <p>AND WHEREAS the Cannabis Act and Regulations require “good production practices” that create hygienic conditions for the cultivation and production of cannabis, and existing structures are available for federally compliant conversion, which would strengthen municipal 2018 BC Building Code oversight, reduce the pressure for new construction, and facilitate contribution to the local and BC Economy:</p> <p>THEREFORE, BE IT RESOLVED that the AVICC request the provincial government to amend the ALR Regulation to allow for the retrofitting of existing non-residential structures on the ALR for cannabis production.</p>	Sheila Gurrie;#28	Complete
Committee of the Whole	1/28/2019	Councillor Bonner Notice of Motion re: Growing Cannabis Plants on the Agricultural Land Reserve (ALR) #4 continued	<p>5. WHEREAS water sustainability, healthy watersheds and ground water are of vital importance and, commercial fertilizers can be damaging to groundwater and influence water quality in watersheds;</p> <p>AND WHEREAS the use of fertilizers in greenhouses and indoor structures creates effluent that contains concentrated commercial fertilizers which, if released untreated can be damaging to groundwater and the overall watershed:</p> <p>THEREFORE, BE IT RESOLVED that the AVICC request that the provincial government explore including in the BC Agricultural Best Practices, the requirement for closed loop greenhouse irrigation systems in commercial greenhouse and indoor agricultural structures, to prevent commercial fertilizers from being emitted into the environment.</p>	Sheila Gurrie;#28	Complete
Council	2/4/2019	Development Permit Application No. DP1102 - 1228 Manzanita Place	<p>It was moved and seconded that Council issue Development Permit No. DP1102 at 1228 Manzanita Place with the following variances:</p> <ul style="list-style-type: none"> • reduce the minimum front yard setback for proposed Building B from 6m to 5.4m; • reduce the minimum front yard setback for proposed Building C from 6m to 4.5m; • increase the maximum building heights for proposed Buildings A, C and D from 7m to 9m; and, • increase the maximum building height for proposed Building B from 7m to 8.2m. 	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2/4/2019	Covenant Amendment Application No. CA10 - 1371 Stewart Avenue	It was moved and seconded that Council direct Staff to proceed with a Public Hearing for Covenant Amendment Application No. CA10 at 1371 Stewart Avenue.	Dale Lindsay;#251	Complete
Council	2/4/2019	Front Street Extension - Budget Transfer	It was moved and seconded that Council: 1. approve a change to the funding strategy for the walkway component of the Front Street Extension project; and, 2. direct Staff to submit a revised grant application to Union of BC Municipalities for the waterfront walkway project at 1 Port Drive for evaluation.	Dale Lindsay;#251	Complete
Council	2/4/2019	Union of BC Municipalities Funding Program for Flood Risk Assessment, Mapping and Mitigation Planning	It was moved and seconded that Council: 1. endorse the funding application for the South Fork and Jump Creek Dams Inundation Mapping under the Union of BC Municipalities Funding Program and Flood Risk Assessment, Mapping and Mitigation Planning; and, 2. direct Staff, upon a successful grant application, to amend the 2019 – 2023 Financial Plan to accelerate the South Fork and Jump Creek Dams Inundation Mapping project from year three (2021) to year two (2020) of the plan with funding to be a combination of grant funding and water reserves.	Bill Sims;#413	Complete
Council	2/4/2019	"Housing Agreement Amendment Bylaw 2019 No. 7262.01"	Bylaw adopted.	Dale Lindsay;#251	Complete
Council	2/4/2019	"Highway Closure and Dedication Removal Bylaw 2019 No. 7274"	Bylaw received 3rd reading.	Dale Lindsay;#251	Complete
Council	2/4/2019	"Housing Agreement Bylaw 2019 No. 7280"	Bylaw adopted.	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2/4/2019	Activities	<p>It was moved and seconded that Council direct Staff to submit the following resolutions to the AVICC:</p> <p>1. Cannabis and Farm Use Activities</p> <p>"WHEREAS the Agricultural Land Commission Act states "farm use" means an occupation or use of land for farm purposes, including farming of land, plants and animals and any other similar activity designated as farm use by regulation, and includes a farm operation as defined in the Farm Practices Protection (Right to Farm) Act;</p> <p>AND WHEREAS the Agricultural Land Reserve Use, Subdivision and Procedure Regulation (the ALR Regulation) has differentiated the lawful production of cannabis from other "farm use" by limiting the structures for production, and narrowing the definition of 'necessary' activities under section 2(3), unlike any other crop in British Columbia:</p> <p>THEREFORE, BE IT RESOLVED that the AVICC request the provincial government to amend the ALR Regulation so that the lawful production of cannabis aligns with the growing structures and site development measures available for all other crops. More specifically, placing limits on the unique concrete structure growing method initially targeted for regulation to all crops. Thus enabling cannabis, when grown as any other crop, to be deemed a "farm use", as defined in the Agricultural Land Commission Act and a "farm operation" under the Farm Practices Protection (Right to Farm). Circumscribing cannabis production in structures that are lawful by regulation for all other crops, may not withstand judicial review."</p>	Sheila Gurrie;#28	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2/4/2019 Activities (continued)	Councillor Bonner Motion re: Cannabis and Farm Use	<p>following resolutions to the AVICC:</p> <p>2. Cannabis Plants on the Agricultural Land Reserve</p> <p>"WHEREAS the Agricultural Land Commission Act states "farm use" means an occupation or use of land for farm purposes, including farming of land, plants and animals and any other similar activity designated as farm use by regulation, and includes a farm operation as defined in the Farm Practices Protection (Right to Farm) Act;</p> <p>AND WHEREAS the Agricultural Land Reserve Use, Subdivision and Procedure Regulation (the ALR Regulation) has differentiated the lawful production of cannabis from other "farm use" by limiting the structures for production, and narrowing the definition of 'necessary' activities under section 2(3), unlike any other crop in British Columbia:</p> <p>THEREFORE, BE IT RESOLVED that the AVICC request the provincial government to amend the ALR Regulation in order to clarify the interpretation of section 2(2.5) of the ALR Regulation regarding the lawful production of cannabis "inside a structure (a) that has a base consisting entirely of soil", and clarify that when producing cannabis in a greenhouse, it has the same meaning as "Greenhouse" under section 2(o)(i) of the Regulation. Circumscribing cannabis production in structures that are lawful by regulation for all other crops, may not withstand judicial review.</p> <p>AND BE IT FURTHER RESOLVED THAT the AVICC request the provincial government to amend the ALR Regulation section 2(2.5) to resemble something like the following:</p> <p>(2.5) The lawful production of cannabis is designated as farm use for the purposes of the Act if produced outdoors in a field or inside a structure</p>	Sheila Gurrie;#28	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2/4/2019 Activities (continued)	Councillor Bonner Motion re: Cannabis and Farm Use	<p>It was moved and seconded that Council direct Staff to submit the following resolutions to the AVICC:</p> <p>3. Low Impact Foundation Systems for Farm Use Structures</p> <p>"WHEREAS the structural use of concrete as a foundation system and associated fill, is known to cause irreparable damage to soil biology and render a site unfit for soil-based crops in the future, and low-impact, low carbon, removable foundation technologies are available as a new standard for agricultural structure foundations;</p> <p>AND WHEREAS the Agricultural Land Commission Act, and the Agricultural Land Reserve Use, Subdivision and Procedure Regulation (the ALR Regulation) regulate "farm use" structures on the agricultural land reserve (ALR) and the deposit of fill is considered a farm use for all activities under sections 2(1) to (2.2), and does not require notification to the ALR except under limited circumstances, and the National Farm Building Code applies to all agricultural "farm use" structures;</p> <p>THEREFORE, BE IT RESOLVED that the AVICC request the provincial government to encourage the use of low carbon, low impact, cement-free foundation technologies for farm use structures and buildings within the ALR, thereby reducing the deposition of fill material and elimination of arable soil capability in the long term."</p>	Sheila Gurrie;#28	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2/4/2019 Activities (continued)	Councillor Bonner Motion re: Cannabis and Farm Use	<p>It was moved and seconded that Council direct Staff to submit the following resolutions to the AVICC:</p> <p>4. Retrofitting of Structures to Reduce Impact of New Construction</p> <p>"WHEREAS the Agricultural Land Commission Act, and the Agricultural Land Reserve Use, Subdivision and Procedure Regulation (the ALR Regulation) Section 2(2.5)(b) has limited cannabis production to existing structures which were previously utilized for crop production, or were under continuous production prior to the regulatory change, eliminating the ability to convert non-crop or other structures within the Agricultural Land Reserve (ALR);</p> <p>AND WHEREAS the Cannabis Act and Regulations require "good production practices" that create hygienic conditions for the cultivation and production of cannabis, and existing structures are available for federally compliant conversion, which would strengthen municipal 2018 BC Building Code oversight, reduce the pressure for new construction, and facilitate contribution to the local and BC Economy:</p> <p>THEREFORE, BE IT RESOLVED that the AVICC request the provincial government to amend the ALR Regulation to allow for the retrofitting of existing non-residential structures on the ALR for cannabis production."</p>	Sheila Gurrie;#28	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2/4/2019	Councillor Bonner Motion re: Cannabis and Farm Use Activities (continued)	<p>It was moved and seconded that Council direct Staff to submit the following resolutions to the AVICC:</p> <p>5. Indoor Agricultural Fertilization Practices</p> <p>"WHEREAS water sustainability, healthy watersheds and ground water are of vital importance and, commercial fertilizers can be damaging to groundwater and influence water quality in watersheds;</p> <p>AND WHEREAS the use of fertilizers in greenhouses and indoor structures creates effluent that contains concentrated commercial fertilizers which, if released untreated can be damaging to groundwater and the overall watershed:</p> <p>THEREFORE, BE IT RESOLVED that the AVICC request that the provincial government explore including in the BC Agricultural Best Practices, the requirement for closed loop greenhouse irrigation systems in commercial greenhouse and indoor agricultural structures, to prevent commercial fertilizers from being emitted into the environment."</p>	Sheila Gurrie;#28	Complete
Committee of the Whole	2/11/2019	New Horizons for Seniors Grant	That the Committee of the Whole recommend that Council support the City of Nanaimo's participation in a collaborative Expression of Interest application to the Human Resources and Skills Development Canada New Horizons for Seniors Program for the purpose of enhancing social connectivity amongst adults 55 years and older.	Sheila Gurrie;#28	Complete
Committee of the Whole	2/11/2019	Consultation Plan – Single-Use Checkout Bags Regulation	That the Committee of the Whole recommend that Council approve the consultation plan as attached and add \$15,350 to the 2019 – 2023 Financial Plan, funded from General Taxation.	Sheila Gurrie;#28	Complete
Council	2/25/2019	Home-Based Business Regulation Review	That Council direct Staff to return to an upcoming Council meeting with amendments to "Zoning Bylaw 2011 No. 4500", "Sign Bylaw 1987 No. 2850" and "Off-Street Parking Regulations Bylaw 2018 No. 7266" relating to the home-based business regulations.	Dale Lindsay;#251	Complete
Council	2/25/2019	New Horizons for Seniors Grant	That Council support the City of Nanaimo's participation in a collaborative Expression of Interest application to the Human Resources and Skills Development Canada New Horizons for Seniors Program for the purpose of enhancing social connectivity amongst adults 55 years and older.	Dale Lindsay;#251	Complete
Council	2/25/2019	Consultation Plan – Single-Use Checkout Bags Regulation	That Council approve the consultation plan as attached and add \$15,350 to the 2019 – 2023 Financial Plan, funded from General Taxation.	Laura Mercer;#331	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2/25/2019	Request for Additional Funding - Bastion Street Parkade Infrastructure	That Council approve an additional \$136,100, funded from the Parking Reserve, to complete the Bastion Parkade Post Tension Strand Construction capital project.	Laura Mercer;#331	Complete
Council	2/25/2019	Downtown Metered Parking	That Council approve adding \$17,500 to the 2019 budget for a Downtown Parking Signage project to be funded from the Parking Reserve.	Laura Mercer;#331	Complete
Council	2/25/2019	Road Safety Funding Allocation	That Council approve the addition of the three new projects in 2019 to install pedestrian warning flashers, to be funded by ICBC and the New Horizons Senior Program.	Bill Sims;#413	Complete
Council	2/25/2019	Automated Solid Waste Collection - Equipment Financing	That Council authorize up to \$432,396 be borrowed, under Section 175 of the <i>Community Charter</i> , from the Municipal Finance Authority, for the purpose of purchasing an automated garbage truck; and that the loan be repaid within five (5) years, with no rights of renewal.	Laura Mercer;#331	Complete
Council	2/25/2019	2019 Finance and Audit Committee Key Date Calendar	It was moved and seconded that Council approve the 2019 Finance and Audit Committee Key date Calendar.	Sheila Gurrie;#28	Complete
Council	2/25/2019	2018-2022 Financial Plan Amendment Bylaw	Passed first, second and third reading.	Laura Mercer;#331	Complete
Council	2/25/2019	Parks, Recreation and Culture Regulation Amendment Bylaw 2019 No. 7073.07	Passed first, second and third reading.	Richard Harding;#252	Complete
Council	2/25/2019	"Bylaw Notice Enforcement Amendment Bylaw 2018 No. 7159.04"	Passed first, second and third reading.	Karen Fry;#348	Complete
Council	2/25/2019	City of Nanaimo "Public Nuisance Bylaw 2019 No. 7267" and City of Nanaimo "Bylaw Notice Enforcement Amendment Bylaw 2019 No. 7159.05"	Passed first, second and third reading.	Karen Fry;#348	Complete
Council	2/25/2019	Cross Connection Control Amendment Bylaw	Passed first, second and third reading.	Bill Sims;#413	Complete
Council	2/25/2019	"Bylaw Notice Enforcement Amendment Bylaw 2019 No. 7159.06"	Passed first, second and third reading.	Karen Fry;#348	Complete
Council	2/25/2019	Rezoning Application No. RA397 - 4900 Island Highway North	"Zoning Amendment Bylaw 2019 No. 4500.131" passed first and second reading. It was moved and seconded that Council direct Staff to secure the community contribution, road dedication, and rights-of-way prior to the adoption of the bylaw should Council support the bylaw at third reading.	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
			It was moved and seconded that Council issue Development Variance Permit No. DVP374 for 60 Bryden Street with the following variances: <ul style="list-style-type: none"> • reduce the minimum front yard setback from 4.5m to 1.8m; • reduce the minimum side yard setback (west side) from 1.5m to 0.91m; • reduce the minimum rear yard setback from 7.5m to 6m; • increase the maximum allowable lot coverage from 40% to 44%; and, <ul style="list-style-type: none"> • reduce the minimum of number of required off-street parking spaces from 2 to 0. 		
Council	2/25/2019	Development Variance Permit Application No. DVP374 - 60 Bryden Street		Dale Lindsay;#251	Complete
			It was moved and seconded that Council issue Development Variance Permit No. DVP377 at 3583 Hammond Bay Road with the following variance: <ul style="list-style-type: none"> • increase the maximum combined height for retaining walls within the front yard from 1.2m to 3.55m. 		
Council	2/25/2019	Development Variance Permit Application No. DVP377 - 3583 Hammond Bay Road		Dale Lindsay;#251	Complete
Council	2/25/2019	"Smoking Regulation Bylaw 2018 No. 7268"	Adopted.	Dale Lindsay;#251	Complete
Council	2/25/2019	"Bylaw Notice Enforcement Amendment Bylaw 2019 No. 7159.03"	Adopted.	Karen Fry;#348	Complete
Council	2/25/2019	"Highway Closure and Dedication Removal Bylaw 2019 No. 7274"	Adopted.	Dale Lindsay;#251	Complete
Council	3/4/2019	Governance and Priorities Committee	That Council establish a Governance and Priorities Committee and adopt the associated Terms of Reference as presented in the report titled "Governance and Priorities Committee" dated 2019-FEB-25.	Sheila Gurrie;#28	Complete
			That Council rescind the following resolution carried at the Council meeting held 2018-MAY-07: "It was moved and seconded that Council direct Staff to identify sites available for a federally regulated and recognized supervised consumption service."		
Council	3/4/2019	Council Resolutions Update		Sheila Gurrie;#28	Complete
			That Council rescind the following resolution carried at the Council meeting held 2017-DEC-04: "It was moved and seconded that Council direct Staff to make recommendations on the scope of Phase 2 of the Core Review with the intent upon Council approval of moving forward as early in 2018 as possible."		
Council	3/4/2019	Council Resolutions Update		Sheila Gurrie;#28	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	3/4/2019	Council Resolutions Update	That Council rescind the following resolution carried at the Council meeting held 2017-AUG-14: "It was moved and seconded that Council direct Staff to coordinate a meeting between Snuneymuxw First Nation representatives, Greater Nanaimo Harbour Association representatives and the City of Nanaimo representatives to further discuss the next steps regarding the Nation-to-Nation discussions."	Sheila Gurrie;#28	Complete
Council	3/4/2019	Council Resolutions Update	That Council rescind the following resolution carried at the Council meeting held 2018-JUL-09: "It was moved and seconded that Council refer review of Zoning Bylaw Amendments related to Supervised Consumption Services to the Community Planning and Development Committee, and the Public Safety Committee, for recommendations."	Sheila Gurrie;#28	Complete
Council	3/4/2019	Council Resolutions Update	That Council rescind the following resolution carried at the Council meeting held 2017-DEC-18: "It was moved and seconded that Council direct Staff to engage and review with Regional District of Nanaimo participating members stakeholder agreements and return in early 2018 with a report on their findings."	Sheila Gurrie;#28	Complete
Council	3/4/2019	Inter-Community Business Licence Amendment Bylaw 2019 No. 7176.01	"Inter-Community Business Licence Amendment Bylaw 2019 No. 7176.01" passed three readings.	Dale Lindsay;#251	Complete
Council	3/4/2019	Council Appointments to the Parcel Tax Roll Review Panel	Council appointed Councillors Turley, Brown and Hemmens to the Parcel Tax Roll Review Panel for a term ending 2019-DEC-31.	Laura Mercer;#331	Complete
Council	3/4/2019	"Parks, Recreation and Culture Regulation Amendment Bylaw 2019 No. 7073.07"	Bylaw 7073.07 adopted.	Richard Harding;#252	Complete
Council	3/4/2019	"Bylaw Notice Enforcement Amendment Bylaw 2019 No. 7159.04"	Bylaw 7159.04 adopted.	Karen Fry;#348	Complete
Council	3/4/2019	"Public Nuisance Bylaw 2019 No. 7267"	Blaw 7267 adopted.	Karen Fry;#348	Complete
Council	3/4/2019	"Bylaw Notice Enforcement Amendment Bylaw 2019 No. 7159.05"	Bylaw 7159.06 adopted.	Karen Fry;#348	Complete
Council	3/4/2019	"Cross Connection Control Amendment Bylaw 2019 No. 7249.01"	Bylaw 7249.01 adopted.	Bill Sims;#413	Complete
Council	3/4/2019	"Bylaw Notice Enforcement Amendment Bylaw 2019 No. 7159.06"	Bylaw 7159.06 adopted.	Karen Fry;#348	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	3/18/2019	Development Permit No. DP1115 - 615 & 699 Harewood Road	That Council issue Development Permit No. DP1115 at 615 and 699 Harewood Road with the following variances: <ul style="list-style-type: none"> • increase the maximum allowable height from 8m to 8.89m for Building A and 8.84m for Building B; • reduce the minimum rear yard setback from 1.5m to 1.2m for proposed Lot A; • reduce the required number of parking spaces for proposed Lot A from 8 spaces to 4; and, • increase the maximum permitted percentage of small car spaces from 40% to 50% for proposed Lot B. 	Dale Lindsay;#251	Complete
Council	3/18/2019	Development Permit No. DP1117 - 77 Chapel Street	It was moved and seconded that Council issue Development Permit No. DP1117 at 77 Chapel Street with the following variance: <ul style="list-style-type: none"> • reduce the minimum front yard setback from 1.5m to 1.0m. 	Dale Lindsay;#251	Complete
Council	3/18/2019	RCMP Appreciation Day in BC	It was moved and seconded that Council authorize the Mayor, on behalf of Council, to provide a letter to the RCMP Day Committee, in support of their efforts to designate February 1st as Royal Canadian Mounted Police Appreciation Day	Sheila Gurrie;#28	Complete
Council	4/1/2019	Rotary Centennial Garden Proposal for Maffeo Sutton Park	It was moved and seconded that Council: 1. approve the Rotary Centennial Garden for Maffeo Sutton Park as presented and that the garden be funded by the Rotarians; 2. amend the 2019 – 2023 Financial Plan to add the Centennial Garden project to 2019 for the \$200,000, fully funded by private contribution; and, 3. direct Staff to project manage the construction of Centennial Garden in coordination with the Rotarians for opening by 2020-MAY-01.	Richard Harding;#252	Complete
Council	4/1/2019	Nanaimo Volunteer and Information Centre Society Other Grant Funding Request	It was moved and seconded that Council award an Other Grant to the Nanaimo Volunteer & Information Centre Society (OG-01) in the amount of \$1,551.46 to cover the cost of the rental of Beban Park Auditorium on 2019-APR-11 for their 2019 Volunteer Appreciation Luncheon and that Council continue to cover this annual cost for the duration of this Council's term.	Laura Mercer;#331	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	4/1/2019	Community Action Team Funding Extension	It was moved and seconded that Council approve the provision of additional funding from the Overdose Emergency Response Centre for Nanaimo's Community Action Team to support Indigenous community members.	Laura Mercer;#331	Complete
Council	4/1/2019	Seniors Connect Funding Extension	It was moved and seconded that Council continue to receive funding from Employment and Social Development Canada under the New Horizons for Seniors program to continue existing Seniors Connect projects until 2019-DEC-31.	Dale Lindsay;#251	Complete
Council	4/1/2019	Cultural Facility Multi-Year Lease Agreements	It was moved and seconded that Council direct Staff to utilize a 10 year term of occupancy, with the option to renew for 10 additional years at the City's discretion, as the standard for future co-management and lease agreements related to City-owned cultural facilities such as the Port Theatre, Nanaimo Museum, Vancouver Island Military Museum, Nanaimo Art Gallery, and Harbour City Theatre buildings.	Dale Lindsay;#251	Complete
Council	4/1/2019	Travel Assistance Grant - Dover Bay Secondary Grade 9 Girls Basketball	It was moved and seconded that Council approve the request from the Dover Bay Secondary Girls Basketball team for a Travel Assistance Grant in the amount of \$600 for twelve (12) players to attend the Grade 9 Girls Basketball Provincial Championships held from 2019-FEB-28 through 2019-MAR-02 in Port Moody, BC.	Richard Harding;#252	Complete
Council	4/1/2019	Travel Assistance Grant - Vancouver Island Special Needs Hockey Association	It was moved and seconded that Council approve the request from the Vancouver Island Special Needs Hockey Association for a Travel Assistance Grant in the amount of \$2,000 for twenty (20) players to attend the Southern California Special Needs Hockey Festival to be held from 2019-APR-26 through 2019-APR-28 in Valencia, California.	Richard Harding;#252	Complete
Council	4/1/2019	Travel Assistance Grants Approval Process	<p>It was moved and seconded that Council approve a change in the process for approving Travel Assistance Grants by:</p> <ul style="list-style-type: none"> - authorizing Staff to approve Travel Assistance Grants as per the criteria; and, - directing Staff to provide a report to the Finance and Audit Committee with bi-annual updates on the distribution of funds. 	Richard Harding;#252	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	4/1/2019	Bid to Host the 2021 Royal Bank Cup, National Junior A Hockey Championship	<p>It was moved and seconded that Council:</p> <ul style="list-style-type: none"> - support the Nanaimo Clippers Junior A Hockey Club bid to host the Royal Bank Cup National Junior A Hockey Championship in 2021; and, - if the bid is successful, commit up to \$30,000 in the 2021 budget for the event. 	Richard Harding;#252	Complete
Council	4/1/2019	Core Services Review 1/3	<ol style="list-style-type: none"> 1. It was moved and seconded that Council direct Staff to remove "Articulate the full range of community goals and identify and link the City's program outcomes to these." listed in the Core Services Review recommendations updates spreadsheet. 2. It was moved and seconded that Council direct Staff to remove "Conduct operational reviews of each Municipal program, beginning with those that were not in scope of the Core Services Review, with a target of conducting one or two of such reviews each year." listed in the Core Services Review recommendations updates spreadsheet. 3. It was moved and seconded that Council direct Staff to remove "Prepare an implementation plan to introduce multi-year budgeting, leading to four-year budgeting that coincides with the terms of councils." listed in the Core Services Review recommendations updates spreadsheet. 4. It was moved and seconded that Council direct Staff to remove "Consolidate Police Support Services building maintenance staff with the facility maintenance unit." listed in the Core Services Review recommendations updates spreadsheet. 	Sheila Gurrie;#28	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	4/1/2019	Core Services Review 2/3	5. It was moved and seconded that Council direct Staff to remove “Review the Nanaimo Economic Development Corporation (NEDC) grant in the context of an updated strategic plan for the City and for NEDC, and in relation to comparable municipalities.” listed in the Core Services Review recommendations updates spreadsheet.	Sheila Gurrie;#28	Complete
			6. It was moved and seconded that Council direct Staff to remove “Through Rationalizing Service Levels: Consider closing Beban pool for 3 months in summer instead of one month to reduce costs.” listed in the Core Services Review recommendations updates spreadsheet.		
			7. It was moved and seconded that Council direct Staff to remove “Through Consolidating Space Requirements: Prepare a Facilities Master Plan” listed in the Core Services Review recommendations updates spreadsheet.		
			8. It was moved and seconded that Council direct Staff to remove “Through Consolidating Space Requirements: Sell 89 Prideaux and relocate to the Public Works offices when they are rebuilt” listed in the Core Services Review recommendations updates spreadsheet.		
Council	4/1/2019	Core Services Review 3/3	9. It was moved and seconded that Council direct Staff to remove “Through Rationalizing Service Levels: Close the Departure Bay Activity Centre to avoid capital expenditure of \$2.1 million and accommodate users elsewhere.” listed in the Core Services Review recommendations updates spreadsheet.	Sheila Gurrie;#28	Complete
			10. It was moved and seconded that Council direct Staff to remove “Through Operational Improvements focused on Purchasing and Contract Administration: Foster increased usage of Purchasing Cards (PCards) and automate replenishment orders.” listed in the Core Services Review recommendations updates spreadsheet.		

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	4/1/2019	Nanaimo Aquatic Centre Score Clock Replacement	It was moved and seconded that Council approve adding \$37,000 to the 2019 budget for a LED numeric score clock for the Nanaimo Aquatic Centre, to be funded from the Facility Development Reserve and a \$5,000 private contribution from the Nanaimo Riptides Swim Club.	Richard Harding;#252	Complete
Council	4/1/2019	"Regional District of Nanaimo Regional Parks and Trails Service Area Amendment Bylaw No. 1231.06, 2019"	It was moved and seconded that Council consent to the adoption of "Regional District of Nanaimo Regional Parks and Trails Service Area Amendment Bylaw No. 1231.06, 2019" and further, that the Regional District of Nanaimo be notified accordingly.	Sheila Gurrie;#28	Complete
Council	4/1/2019	Parks and Trails Parcel Tax Bylaws	"Regional Parks and Trails Parcel Tax Bylaw 2019 No. 7285" passed first, second and third reading "Parcel Tax Roll Preparation Bylaw 2019 No. 7284" passed first, second and third reading.	Laura Mercer;#331	Complete
Council	4/1/2019	Electric Vehicle Charging Station Grant Opportunity	It was moved and seconded that Council refer the Electric Vehicle Charging Station Grant Opportunity back to Staff for further clarification and information regarding funding sources, Regional District of Nanaimo contribution, total number of proposed charging stations, cost to residents and usage of existing charging stations in Nanaimo.	Bill Sims;#413	Complete
Council	4/1/2019	Emergency Pump Station - Water Supply	It was moved and seconded that Council approve increasing the Emergency Pump Station budget by \$755,000 from \$3,131,086 to \$3,886,086 with the funding coming from the Water Reserve Fund.	Bill Sims;#413	Complete
Council	4/1/2019	Regional Context Statement Review (Regional Growth Strategy)	It was moved and seconded that Council: 1. retain the existing Regional Context Statement in the Official Community Plan; and 2. direct Staff to provide the existing Regional Context Statement to the Regional District of Nanaimo Board for its continued acceptance and advise that it will be updated through the scheduled 2019 Official Community Plan review.	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	4/1/2019	Development Variance Permit Application No. DVP380 - 411 Dunsmuir Street	<p>It was moved and seconded that Council issue Development Variance Permit No. DVP380 at 411 Dunsmuir Street with the following variances:</p> <ul style="list-style-type: none"> - increase the maximum allowable fence height from 1.2m to 1.8m in the front yard setback along Wesley Street; and - increase the maximum allowable side yard fence from 1.8m to 2.9m within the south side yard setback. 	Dale Lindsay;#251	Complete
Council	4/1/2019	Development Variance Permit Application No DVP362 - 424 Wesley Street	<p>It was moved and seconded that Council issue Development Variance Permit No. DVP362 at 424 Wesley Street with the following variance:</p> <ul style="list-style-type: none"> - increase the maximum allowable fence height from 1.2m to 1.83m in the front yard setback along Wesley Street. 	Dale Lindsay;#251	Complete
Council	4/1/2019	Developmnet Variance permit Application No. DVP379 - 240 Twiggly Wiggly Road	<p>It was moved and seconded that Council issue Development Variance Permit No. DVP379 at 240 Twiggly Wiggly Road with the following variance:</p> <ul style="list-style-type: none"> - allow a heat pump to be located to the side of the principal building. 	Dale Lindsay;#251	Complete
Council	4/1/2019	Rezoning Application No RA413 - 3923 Victoria Avenue	<p>"Zoning Amendment Bylaw 2019 No. 4500.138" passed first and second reading.</p> <p>It was moved and seconded that Council direct Staff to secure the amenity contribution and BC Liquor and Cannabis Regulation Branch approval prior to adoption of the Bylaw, should Council support the bylaw at third reading.</p>	Dale Lindsay;#251	Complete
Council	4/1/2019	Rezoning Application No. RA403 - 2397 Barclay Road	<p>"Zoning Amendment Bylaw 2019 No. 4500.136" passed first and second reading.</p> <p>It was moved and seconded that Council direct Staff to secure the community contribution and a covenant for general building design prior to the adoption of the bylaw, should Council support the bylaw at third reading.</p>	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	4/1/2019	Rezoning Application No RA414 - 2387 Barclay Road	<p>"Zoning Amendment Bylaw 2019 No. 4500.137" passed first and second reading.</p> <p>It was moved and seconded that Council direct Staff to secure the community contribution and a covenant for general building design prior to the adoption of the bylaw, should Council support the bylaw at third reading</p>	Dale Lindsay;#251	Complete
Council	4/1/2019	"Inter-Community Business Licence Amendment Bylaw 2019 No. 7176.01"	Bylaw Adopted	Dale Lindsay;#251	Complete
Special Council	4/8/2019	Office of the Information and Privacy Commissioner Findings and Recommendations	Council endorsed Staff's initiatives to endeavor to comply with all of the recommendations of the Information and Privacy Commissioner of British Columbia.	Sheila Gurrie;#28	Complete
Council	4/29/2019	Councillor Brown Motion re: Climate Emergency	It was moved and seconded that the framework, strategies and actions, and implementation of City of Nanaimo Community Sustainability Action Plan be updated to reflect the target goal, based on the information contained in the latest Intergovernmental Panel on Climate Change report, of limiting global warming to 1.5°C.	Dale Lindsay;#251	Complete
Council	4/29/2019	Councillor Brown Motion re: Climate Emergency	It was moved and seconded that the City of Nanaimo officially declare a climate emergency for the purposes of identifying and deepening our commitment to protecting our economy, our eco systems, and our community from global warming.	Jake Rudolph;#442	Complete
Council	4/29/2019	Councillor Brown Motion re: Climate Emergency	It was moved and seconded that correspondence be sent to the Honourable George Heyman, provincial Minister of Environment and Climate Change Strategy, requesting that province reinstate the production of the Community Energy and Emissions Inventory Reports or dedicate grant funding to be used for their creation.	Jake Rudolph;#442	Complete
Council	4/29/2019	Business Arising out of Correspondence from District of Highlands, dated 2019-FEB-26, regarding Local Government Survivor Climate Challenge	It was moved and seconded that Council accept the District of Highland's Local Government Survivor Climate Challenge, and that each Council member preform an individual global footprint calculation and allow the Chief Administrative Officer to send a letter to the District of Highlands with the average of these footprint results in order to participate in the competition. Each Council member will do their best to reduce their emissions over the year to win this competition.	Jake Rudolph;#442	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	4/29/2019	Council Committees	That Council: 1. dissolve the following Committees of Council that are currently on hold: • Community Planning and Development; • Community Vitality; • Public Safety; • Public Works and Engineering; • Parks Recreation and Wellness; and, 2. Continue with the Finance & Audit Committee to carry-out the work on financial and budgetary matters for Council and appoint a Chair based on the Acting Mayor rotating schedule.	Sheila Gurrie;#28	Complete
Council	4/29/2019	Closed Captioning of Meetings	That Council direct Staff to proceed with the implementation of closed captioning for audio and visual recorded meetings, and allocate \$22,400 for the annual license fee plus one-time implementation and start-up costs of \$2,900, to be funded from general taxation.	Sheila Gurrie;#28	Complete
Council	4/29/2019	Hosting the Association of Vancouver Island and Coastal Communities Annual Convention	That Council: 1. submit an application to host the Association of Vancouver Island and Coastal Communities 2020 Annual Convention; and, 2. that if the application is successful, commit up to \$15,174 in the 2020 budget to host this event at the Vancouver Island Conference Centre, with funding to be allocated from general taxation.	Sheila Gurrie;#28	Complete
Council	4/29/2019	Consideration of New Permissive Tax Exemption Applications	That Council: 1. Award a permissive tax exemption for the 2020 tax year to the Nanaimo Brain Injury Society for property it leases at 106 – 285 Prideaux Street; 2. Award a permissive tax exemption for the 2020 tax year to the Let Me Be Me Learning Foundation for property it leases at 200 – 1585 Bowen Road; 3. Award a permissive tax exemption for the 2020 tax year to the Nanaimo 7-10 Club Society for property it leases at 303 – 285 Prideaux Street; and, 4. Award a permissive tax exemption for the 2020 tax year to Nanaimo Region John Howard Society for property it owns at 2353 Rosstown Road.	Laura Mercer;#331	Complete
Council	4/29/2019	Consideration of New Permissive Tax Exemption Applications	That Council award a cash grant for the 2019 property taxes to the Nanaimo Region John Howard Society for property it owns at 2353 Rosstown Road.	Laura Mercer;#331	Complete
Council	4/29/2019	Potential Additional FTE – Engineering Development Technician	That Council direct Staff to add an additional FTE (Engineering Development Technician) to the 2019-2023 Financial Plan effective 2019-JUL-01.	Laura Mercer;#331	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	4/29/2019	Funding Request from Mid-Island Business Initiative	It was moved and seconded that Council allocate \$48,000 to the Mid-Island Business Initiative for the Manufacturing Technology & Entrepreneurship Council program for the remainder of 2019.	Laura Mercer;#331	Complete
Council	4/29/2019	2019-2023 Financial Plan Amendment Bylaw	Bylaw passed first, second and third reading.	Laura Mercer;#331	Complete
Council	4/29/2019	2019 Property Tax Rates Bylaw	Bylaw passed first, second and third reading.	Laura Mercer;#331	Complete
Council	4/29/2019	Appointment of Bylaw Enforcement Officer	It was moved and seconded that Council appoint Craig Dishkin as a Bylaw Enforcement Officer to enforce provisions of the City of Nanaimo Bylaws.	Karen Fry;#348	Complete
Council	4/29/2019	Opal Road Traffic Calming	It was moved and seconded that Council approve the installation of a partial road closure on Opal Road at Rock City Road for the purpose of reducing non-resident traffic on Opal Road.	Bill Sims;#413	Complete
Council	4/29/2019	Economic Development - Terms of Reference	It was moved and seconded that Council endorse the Terms of Reference: Economic Development Model and direct Staff to commence consultation work immediately.	Laura Mercer;#331	Complete
Council	4/29/2019	Development Permit Application No. DP1127 - 337 Robson Street	It was moved and seconded that that Council issue Development Permit DP1127 at 337 Robson Street with the following variances: <ul style="list-style-type: none"> • increase the maximum allowable height from 12m to 16.08m; and • reduce the parking requirement from 14 spaces to 12 spaces. 	Dale Lindsay;#251	Complete
Council	4/29/2019	Development Variance Permit Application No. DVP330 - 2067 and 2073 Boxwood Road	It was moved and seconded that Council issue Development Variance Permit No. DVP330 with the following variances: <ul style="list-style-type: none"> • for 2067 and 2073 Boxwood Road: • to allow two freestanding signs within the Parkway Buffer on lands designated Rural Parkway; • for 2067 Boxwood Road: • to allow a third-party sign within the Parkway Buffer; and, • for 2073 Boxwood Road: • to increase the maximum allowable facia sign size within the Parkway Buffer on lands designated Rural Parkway from 5m2 up to 12.6m2, and, • to allow facia signs within the Parkway Buffer to face the Nanaimo Parkway. 	Dale Lindsay;#251	Complete
Council	4/29/2019	Rezoning Application No. RA407 - 6683 Mary Ellen Drive	Passed first and second reading. It was moved and seconded that Council direct Staff to secure the amenity contribution prior to adoption of the bylaw, should Council support the bylaw at third reading.	Dale Lindsay;#251	Complete
Council	4/29/2019	Rezoning Application No. RA408 - 3200 Island Highway North	Passed first and second reading. It was moved and seconded that Council direct Staff to secure the amenity contribution prior to adoption of the bylaw, should Council support the bylaw at third reading.	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	4/29/2019	Councillor Brown Motion re: Climate Emergency	It was moved and seconded that all funds in the Regional Emissions Reduction Reserve be moved to a new reserve fund for the purpose of supporting projects, plans and initiatives that reduce the City of Nanaimo's community wide CO2 emissions to between 50% to 58% below 2010 levels by 2030, and between 94% and 107% below 2010 levels by 2050.	Laura Mercer;#331	Complete
Council	4/29/2019	Councillor Brown Motion re: Climate Emergency	It was moved and seconded that correspondence be sent to the Regional District of Nanaimo requesting the addition of 20,000 annual public transit hours to improve public transit service delivery within the City of Nanaimo and develop transit routes that connect our local system with inter-regional connections.	Bill Sims;#413	Complete
Council	5/6/2019	Strategic Plan Update 9:00 a.m. – 10:30 a.m.	That Council direct Staff to narrow down the key focus areas of the Strategic Plan from 21 focus areas to approximately 10 focus areas and return to a future Governance and Priorities Committee meeting with the results.	Jake Rudolph;#442	Complete
Council	5/6/2019	Committees, Boards, Roundtables and Task Forces 10:30 a.m. - 12:00 p.m.	That Council direct Staff to strike an Environmental Committee with the Terms of Reference to be determined after the 2019-MAY-13 Governance and Priorities Committee Meeting.	Sheila Gurrie;#28	Complete
Council	5/6/2019	Project Management Framework and Policy 3:30 p.m. – 4:00 p.m.	That Council adopt the Capital Project Management Policy 11-5210-01.	Bill Sims;#413	Complete
Council	5/6/2019	"Financial Plan Amendment Bylaw 2019 No. 7279.01"	Bylaw adopted.	Laura Mercer;#331	Complete
Council	5/6/2019	"Property Tax Rates Bylaw 2019 No. 7287"	Bylaw adopted.	Laura Mercer;#331	Complete
Special Council	5/13/2019	Councillor Expenses	Council authorized travel expenses including ferry and mileage for Councillor Brown to attend the BC Active Transportation Summit June 17-18, 2019.	Laura Mercer;#331	Complete
Special Council	5/13/2019	2018 Annual Financial Statements	Council approved the 2018 Annual Financial Statements for the City of Nanaimo.	Laura Mercer;#331	Complete
Special Council	5/13/2019	Task Force on Health and Housing	Council: 1. approved the creation of a Health and Housing Task Force; and, 2. approved the proposed Task Force on Health and Housing Terms of Reference. Council appointed Councillor Hemmens and Councillor Bonner as Council representatives to the Task Force on Health and Housing.	Dale Lindsay;#251	Complete
Special Council	5/13/2019	"Parcel Tax Roll Preparation Bylaw 2019 No. 7284"	Bylaw Adopted.	Laura Mercer;#331	Complete
Special Council	5/13/2019	"Regional Parks and Trails Parcel Tax Bylaw 2019 No. 7285"	Bylaw Adopted.	Laura Mercer;#331	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	5/27/2019	Development Variance Permit Application No. DVP381 - 1875 Boxwood Road	That Council issue Development Variance Permit No. DVP381 at 1875 Boxwood Road with the following variances: reduce the minimum side yard setback (south side) from 6m to 1.75m; and increase the maximum allowable height of retaining walls from 2.4m to 3.65m within the south side yard setback and from 3m to 3.42m where retaining walls are located outside of the required setback area.	Dale Lindsay;#251	Complete
Council	5/27/2019	Liquor Licence Application No. LA000135 - Units N & O, 11 Cliff Street	It was moved and seconded that Council recommend that the Liquor Cannabis and Regulation Branch approve the application to permit a lounge endorsement for a proposed brewery manufacturing business to be located at 11 Cliff Street.	Dale Lindsay;#251	Complete
Council	5/27/2019	Draft Strategic Plan	2. That Council advocate for a fast ferry service or other forms of transportation improvements for connectivity, as action items under Economic Health in the draft Strategic Plan. 3. That Council amend the sixth bullet under Governance Excellence on the draft Strategic Plan to read "Advocate for the Provincial and Federal governments to take responsibility for mental health, affordable housing and social disorder issues".	John Van Horne;#302	Complete
Council	5/27/2019	Separate Addressed Consent Items - Draft Strategic Plan	That Council add the following action item under Environmental Responsibility "If requested the City of Nanaimo work with the Regional District of Nanaimo and community organizations to develop food security for the region".	John Van Horne;#302	Complete
Council	5/27/2019	Video Recording and Publishing of Public Hearings	That Council direct Staff to maintain the status quo and continue to not record or publish Public Hearings.	Sheila Gurrie;#28	Complete
Council	5/27/2019	Deaccessioning of the Public Art Piece "The Frame" by Jason Gress	That Council approve the deaccessioning of the public art piece "The Frame" by Jason Gress from the City of Nanaimo's Public Art Collection.	Richard Harding;#252	Complete
Council	5/27/2019	Proposed Pilot Sites for Remotely Piloted Vehicles in Parks	That Council approve a one-year pilot project that allows members of the Nanaimo Model Airs Club, or individuals who qualify for a permit from the Director of Parks and Recreation, to fly Remotely Piloted Aircraft Systems in designated locations at designated times.	Richard Harding;#252	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	5/27/2019	Bruce Avenue and Fifth Street Road Cost Share	That Council direct Staff to: 1. enter into a Cost Share Agreement with the developer of 601 Bruce Avenue, for the work and, 2. amend the 2019 - 2023 Financial Plan to add \$152,980 for the project with \$64,113 to be funded from City Wide Roads Development Cost Charge (DCC) Reserve Fund and \$88,867 to be funded from the General Capital Reserve.	Bill Sims;#413	Complete
Council	5/27/2019	Establishment of Morningside Drive Sewer and Sanitary Service Area and Parcel Tax	Bylaw 7281 passed first, second and third reading. Bylaw 7288 passed first, second and third reading.	Bill Sims;#413	Complete
Council	5/27/2019	Development Permit Application No. DP1070 – 591 Bradley Street	That Council issue Development Permit No. DP1070 at 591 Bradley Street with the following variances: • reduce the watercourse setback as measured from the top of bank of the Millstone River from 30m to 0m; • reduce the minimum front yard setback from 1.8m to 0m for the underground parking structure; • increase the maximum allowable building height from 14m to 18m; and, • increase the maximum allowable percentage of small car spaces from 40% to 41%.	Dale Lindsay;#251	Complete
Council	5/27/2019	Development Permit Application No. DP1119 – 4800 Uplands Drive / 6035 Linley Valley Drive	That Council issue Development Permit DP1119 at 4800 Uplands Drive / 6035 Linley Valley Drive with the following variances to: • increase the maximum building height from 14m to 16.62m; • increase the maximum allowable height of retaining walls from 1.2m to 7.49m; and, • reduce the landscape screening requirements for the proposed refuse receptacles.	Dale Lindsay;#251	Complete
Council	5/27/2019	Development Permit Application No. DP1123 - 4979 Wills Road	That Council issue Development Permit DP1123 at 4979 Wills Road with the following variances: increase the maximum allowable building height from 14m to 26.13m; reduce the front yard setback from 6m to 4.7m, reduce the side yard setback from 3m to 1.14m, reduce the parking requirement from 101 to 96 spaces, and reduce the minimum number of loading spaces from 3 to 1.	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	5/27/2019	Councillor Hemmens Notice of Motion re: Department of National Defence Lands	"That correspondence be sent from Mayor and Council to the Department of National Defence requesting they convene a meeting with representatives of recreational user groups that have been using the Department of National Defence lands near Nanaimo with the intention of reaching a use agreement which works for all parties."	Sheila Gurrie;#28	Complete
Special Council	6/10/2019	Councillor Hemmens – Motion re: Department of National Defense Lands	It was moved and seconded that correspondence be sent from Mayor and Council to the Department of National Defence requesting they convene a meeting with representatives of recreational user groups that have been using the Department of National Defence lands near Nanaimo with the intention of reaching a use agreement which works for all parties.	Jake Rudolph;#442	Complete
Special Council	6/10/2019	Development Variance Permit Application No. DVP376 – 903 Park Avenue	It was moved and seconded that Council issue Development Variance Permit No. DVP376 at 903 Park Avenue with the following variances: • increase the maximum combined height for a retaining wall and fence within the front yard setback from 1.2m to 3m, and within the side yard setback from 2.4m to 3m.	Dale Lindsay;#251	Complete
Special Council	6/10/2019	Development Variance Permit No. DP383 – 917 Park Avenue	It was moved and seconded that Council issue Development Variance Permit No. DVP383 at 917 Park Avenue with the following variances: • increase the maximum combined height for a retaining wall and fence within the front yard setback from 1.2m to 3m, and within the side yard setback from 2.4m to 3m.	Dale Lindsay;#251	Complete
Council	6/17/2019	Strategic Plan Action Timelines	It was moved and seconded that Council direct Staff to embed the timelines as outlined in Attachment C of the report titled "Strategic Plan Action Timelines", dated 2019-JUN-10, in the Strategic Plan. It was moved and seconded that Council include the appendix outlined in Attachment B of the report titled "Strategic Plan Action Timelines", dated 2019-JUN-10, in the Strategic Plan.	John Van Horne;#302	Complete
Council	6/17/2019	Strategic Plan	It was moved and seconded that Council approve the 2019-2022 Strategic Plan including the change to bullet number seven on the Environmental Responsibility page of the Strategic Plan to "Work with the Regional District of Nanaimo and other community organizations to develop food security for the region."	John Van Horne;#302	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	6/17/2019	Implementing Truth and Reconciliation Call to Action #57	It was moved and seconded that Council support the proposed Intercultural Competency Implementation Plan to support City of Nanaimo Staff learning about local, provincial, and national histories of Indigenous Peoples, including the history and legacy of residential schools, United Nations Declaration on the Rights of Indigenous Peoples, treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations.	Dale Lindsay;#251	Complete
Council	6/17/2019	Development Permit No. 1114 - 4800 Cedar Ridge Place	<p>It was moved and seconded that Council issue Development Permit DP1114 at 4800 Cedar Ridge Place with the following variances:</p> <ul style="list-style-type: none"> • increase the maximum allowable building height for Building A from 14m to 15.75m; • increase the maximum allowable building height for Building B from 7m to 11.5m; • increase the maximum allowable building height for Building C from 7m to 10.35m; • reduce the front yard setback for Building A from 6m to 4.13m; • increase the height of a retaining wall within the front yard setback from 1.2m to 2.26m; and, • reduce the landscape screening requirements for the proposed refuse receptacles. 	Dale Lindsay;#251	Complete
Council	6/17/2019	Development Permit No. DP1118 - 6010 Hammond Bay Road	<p>It was moved and seconded that Council issue Development Permit No. DP1118 at 6010 Hammond Bay Road with the following variances:</p> <ul style="list-style-type: none"> • increase the maximum front yard setback from 6m to 22.05m on the north property line; and, • increase the maximum front yard setback from 6m to 10.06m on the south property line. 	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	6/17/2019	Development Permit No. DP001122 - 4745 Ledgerwood Road	It was moved and seconded that Council issue Development Permit No. DP1122 at 4745 Ledgerwood Road with the following variances: <ul style="list-style-type: none"> • increase the maximum allowable building height for Building 2 from 14m to 15.7m; • increase the maximum allowable retaining wall height from 1.2m up to 3.66m in the front yard setback, and from 2.4m to 6.06m in the side and rear yard setback; • increase the maximum allowable retaining wall height outside the yard setback areas from 3m up to 3.83m; and, • allow parking spaces to extend beyond the front line of Building 1. 	Dale Lindsay;#251	Complete
Council	6/17/2019	"Zoning Amendment Bylaw 2019 No. 4500.138"	Bylaw adopted.	Dale Lindsay;#251	Complete
Council	6/17/2019	"Local Area Service (Morningside Drive) Establishing Bylaw 2019 No. 7281"	Bylaw adopted.	Bill Sims;#413	Complete
Special Council	6/24/2019	2018 Statement of Financial Information	It was moved and seconded that Council approve the City of Nanaimo 2018 Statement of Financial Information for filing with the Ministry of Municipal Affairs and Housing.	Laura Mercer;#331	Complete
Special Council	6/24/2019	2018 Annual Municipal Report	It was moved and seconded that Council approve the 2018 Annual Municipal Report.	Laura Mercer;#331	Complete
Council	7/8/2019	Green Fleet Strategy	That Council direct Staff to join the E3 Fleet program and complete the Green Fleet Performance Review in 2019.	Bill Sims;#413	Complete
Council	7/8/2019	Supervised Consumption Service Zoning Options	It was moved and seconded that Council direct Staff to: - bring forward proposed changes to "City of Nanaimo Zoning Bylaw 2011 No. 4500" to repeal the definition of 'Drug Addiction Treatment Facility'; - bring forward proposed changes to "City of Nanaimo Zoning Bylaw 2011 No. 4500" to revise the definition of 'Office Medical/Dental' with siting requirements developed in consultation with Island Health.	Dale Lindsay;#251	Complete
Council	7/8/2019	2020 - 2024 Financial Plan Development Workshop	That Council direct Staff to prepare a business case regarding the addition of an environmental position focused around coordination of the Environmental Sustainability Action Plan.	Laura Mercer;#331	Complete
Council	7/8/2019	Unitarian Emergency Shelter Funding Request	That Council approve an allocation of \$20,000 from the Housing Legacy Reserve to the First Unitarian Fellowship of Nanaimo to extend shelter hours in order to provide additional programming, services and supports at the Unitarian Shelter until 2020-MAR-31.	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	7/8/2019	911 Funding	That Council approve the 911 Firewall upgrade and allocate \$30,000 from the E911 Reserve.	Karen Fry;#348	Complete
Council	7/8/2019	Union of BC Municipalities Funding Program for Flood Risk Assessment, Mapping and Mitigation Planning	That Council approve adding \$100,000 to 2019 and \$200,000 to 2020 for the South Fork and Jump Creek Dams Inundation Mapping Study to be funded from a grant contribution of \$150,000 and \$150,000 from Water Reserves.	Bill Sims;#413	Complete
Council	7/8/2019	Community Program Development Grant – Mid-Island Youth and Community Development Cooperative	It was moved and seconded that Council approve the request from the Mid-Island Youth and Community Development Cooperative for a Community Program Development Grant in the amount of \$2,850 to assist in funding Nanaimo Earth Day Social Enterprise.	Richard Harding;#252	Complete
Council	7/8/2019	Management Terms and Conditions of Employment Bylaw Revision	Bylaw 7273 passed first, second and third reading	John Van Horne;#302	Complete
Council	7/8/2019	25 Victoria Road Co-Management Agreement Disposition	It was moved and seconded that Council: 1. approve a ten-year co-management agreement with the Harbour City Theatre Alliance Society at 25 Victoria Road; and 2. authorize the Mayor and Corporate Officer to execute the agreement.	Dale Lindsay;#251	Complete
Council	7/8/2019	Development Permit Application No. DP1126 - 560 Third Street	It was moved and seconded that Council issue Development Permit No. DP1126 at 560 Third Street with the following variances: • increase the percentage allocated for residential use in order to be eligible for a shared parking reduction from 75% to 96%; • increase the maximum permitted building height from 14m to 15m; and • increase the maximum permitted height of a retaining wall outside of the required yard setback area from 3m to 4.1m	Dale Lindsay;#251	Complete
Council	7/8/2019	Correspondence from the Regional District of Nanaimo, dated 2019-JUN-07, regarding the Regional District of Nanaimo Offer to Partner in Hosting the 2020 Association of Vancouver Island and Coastal Communities Convention	It was moved and seconded that the City of Nanaimo partner with the Regional District of Nanaimo in hosting the 2020 Association of Vancouver Island Coastal Communities Convention.	Sheila Gurrie;#28	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Committee of the Whole	7/15/2019	Councillor Hemmens: Motion regarding Letter to the Ministry of Education	It was moved and seconded that the Committee of the Whole recommend that Council direct the Mayor, on behalf of Council, write a letter to Minister Fleming asking that the BC Government restore library funding to a minimum of \$20 million annually to reflect inflationary and population increases and recommit to a progressive funding approach, reflecting the role of public libraries in achieving the goals of the Province and our communities.	Jake Rudolph;#442	Complete
Committee of the Whole	7/15/2019	Terms of Reference: Environment Committee	It was moved and seconded that the Committee of the Whole recommended that Council adopt the Terms of Reference for the Environment Committee.	Dale Lindsay;#251	Complete
Committee of the Whole	7/15/2019	Amendments to "Council Procedure Bylaw 2018 No. 7272"	It was moved and seconded that the Committee of the Whole refer the report Amendments to "Council Procedure Bylaw 2018 No. 7272" to a future Governance and Priorities Committee Meeting.	Sheila Gurrie;#28	Complete
Council	7/22/2019	Approval of the Nanaimo RCMP Detachment Annual Policing Priorities 2019-JUL-08	That Council approve the Nanaimo RCMP Detachment Annual 2019/2020 Policing Priorities as follows: Road Safety Crime Reduction Violence in Relationships Mental Health Indigenous Policing Services	Jake Rudolph;#442	Complete
Council	7/22/2019	Councillor Hemmens Motion regarding Letter to the Ministry of Education regarding Library Funding	That Council direct the Mayor, on behalf of Council, write a letter to Minister Fleming asking that the BC Government restore library funding to a minimum of \$20 million annually to reflect inflationary and population increases and recommit to a progressive funding approach, reflecting the role of public libraries in achieving the goals of the Province and our communities.	Jake Rudolph;#442	Complete
Council	7/22/2019	Terms of Reference: Environment Committee	That Council adopt the Terms of Reference for the Environment Committee.	Sheila Gurrie;#28	Complete
Council	7/22/2019	Heritage Home Grant Application – 18 Fourteenth Street	That Council approve a \$2,500 Heritage Home Grant for the exterior repaint of the John Wilson Residence located at 18 Fourteenth Street.	Laura Mercer;#331	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	7/22/2019	Changes to Serauxmen Stadium Field Lighting Project to LED Standard	That Council amend the 2019 – 2023 Financial Plan to increase the budget from \$752,721 to \$1,096,221 for the Serauxmen Stadium Field Lighting Project to provide for LED field lighting and electrical servicing upgrades to be funded from the Community Works Fund.	Laura Mercer;#331	Complete
Council	7/22/2019	Brookwood Pump Station Retrofit Project	That Council approve the addition of \$250,000 to the 2019 year of the 2019-2023 Financial Plan for the Brookwood Pump Station Retrofit Project to be funded by Sewer Reserves.	Laura Mercer;#331	Complete
Council	7/22/2019	Haliburton Street Multi-Use Trailway Project	That Council approve the transfer of \$300,000 from the Pedestrian Transportation Improvements Unallocated Fund and \$157,000 from Water Infrastructure Projects Contingency Fund to fund the Haliburton Street Multi-use Trailway Project.	Laura Mercer;#331	Complete
Council	7/22/2019	2020 - 2024 Financial Plan Workshop	That Council direct Staff to proceed with the draft Waterfront Walkway plan as presented. That Council direct Staff to proceed with funding the Waterfront Walkway through debt servicing from property taxation.	Laura Mercer;#331	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	7/22/2019	Reserve Policy Update	<p>That Council endorse the summary of recommendations on page 43 of the report titled "City of Nanaimo Reserves Review Report" as follows:</p> <ol style="list-style-type: none"> 1. Establish the following new Operating Reserves: <ol style="list-style-type: none"> a. General Financial Stability b. Sewer Financial Stability c. Water Financial Stability d. Special Initiatives 2 Establish new Statutory Reserves, approve related bylaws and transfer balances from corresponding Operating Reserves to new Statutory Reserves: <ol style="list-style-type: none"> a. 911 b. Cart Replacement c. Copier Replacement d. Housing Legacy e. Information Technology f. NDSS Field Maintenance g. Parking h. Property Acquisition i. Strategic Infrastructure j. Sustainability 3. Establish new Emission Reduction Statutory Reserve and transfer balance from Regional Emission Reduction Reserve. 	Laura Mercer;#331	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
			<p>4. Eliminate the following reserves:</p> <ul style="list-style-type: none"> a. Allowance for Bad Debts b. Colliery Dam c. Firehall Improvements d. Fire Training e. Regional Emission Reduction f. SNIC (two reserves combined into one reserve) g. Traffic Fines h. Uncollected Parking Revenues i. Uncollected Taxes j. Uninsured Claim k. VI Fire Academy l. Water Levelling <p>5. Transfer reserve balances as outlined in Appendix 4.</p> <p>6. Approve the methodology for determining target balances for each reserve as outlined in Appendix 2 of this report.</p> <p>7. Approve the Reserves Policy.</p> <p>8. Direct staff to report annually to Council on the status of all City reserves as outlined in the Reserve Policy.</p>		
Council	7/22/2019	Reserve Policy Update		Laura Mercer;#331	Complete
			<p>1. By unanimous consent the Governance and Priorities Committee added the following Governance and Priorities Committee meeting dates to their schedule:</p> <ul style="list-style-type: none"> • July 15, 29 • August 26 • September 9 • October 7, 28 • November 4, 25 • December 9 		
Council	7/22/2019	Approval of the Governance and Priorities Committee Recommendations 2019-JUL-15		Sheila Gurrie;#28	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	7/22/2019	City of Nanaimo Age Friendly City Plan	It was moved and seconded that Council: 1. endorse the "Nanaimo Age-Friendly City Plan (2019-2023)"; 2. direct Staff to submit the plan to the Province, as part of the City of Nanaimo's application for age-friendly recognition; and, 3. acknowledge the Nanaimo Seniors Task Force as the lead agency in coordinating plan implementation.	Dale Lindsay;#251	Complete
Council	7/22/2019	Routine Release of "In Camera" Information Policy Updates	It was moved and seconded that Council approve amendments to Routine Release of "In Camera" Resolutions and Related Reports and Information Policy.	Sheila Gurrie;#28	Complete
Council	7/22/2019	Proposed Bylaw Amendments to "Subdivision Control Bylaw 1989 No. 3260 Schedule 'A' - The Manual of Engineering Standards and Specifications	Bylaw 3260.04 passed first, second and third reading.	Bill Sims;#413	Complete
Council	7/22/2019	Appointment of Bylaw Enforcement and Animal Control Officers	It was moved and seconded that Council appoint Paul Drescher as a Bylaw Enforcement Officer, and Christian Roy and Graham Keeling as Animal Control Officers to enforce provisions of City of Nanaimo Bylaws.	Dale Lindsay;#251	Complete
Council	7/22/2019	Development Variance Permit No. DVP386 - 1300 Princess Royal Avenue	It was moved and seconded that Council issue Development Variance Permit No. DVP386 at 1300 Princess Royal Avenue to vary the "Building Bylaw 2016 No. 7224" to exempt the proposed improvements from the required works and services.	Dale Lindsay;#251	Complete
Council	7/22/2019	"Management Terms and Conditions of Employment Bylaw 2019 No. 7273"	Bylaw 7273 adopted.	John Van Horne;#302	Complete
Council	7/22/2019	"Zoning Amendment Bylaw 2019 No. 4500.131"	Bylaw 4500.131 adopted.	Dale Lindsay;#251	Complete
Council	8/26/2019	Housing Agreement - 337 Robson Street	Bylaw 7291 received 1st, 2nd and 3rd readings. It was moved and seconded that Council direct Staff to register a covenant to reinforce the terms of the housing agreement.	Dale Lindsay;#251	Complete
Council	8/26/2019	Agenda Committee	That Staff prepare Terms of Reference for an Agenda Committee for discussion during the August or September Governance and Priorities Committee meeting; the Agenda Committee would review and prioritize agenda items for the Governance and Priorities Committee, Finance and Audit Committee and Regular Council meetings.	Sheila Gurrie;#28	Complete
Council	8/26/2019	Health and Housing Task Force Key Date Calendar	That Council approve the Health and Housing Task Force Key Date Calendar as presented.	Sheila Gurrie;#28	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	8/26/2019	Downtown Nanaimo Key Opportunities	It was moved and seconded that Council approve the 'quick wins' as presented in the Staff Report titled "Downtown Nanaimo Key Opportunities", dated 2019-JUL-29, and direct Staff to move forward with their implementation.	Dale Lindsay;#251	Complete
Council	8/26/2019	Liquor Licence Application No. LA139 - 245 Fraser Street	It was moved and seconded that Council recommend the Liquor Control and Licensing Branch approve an application to extend the hours of liquor service for the existing liquor primary licence for the property located at 245 Fraser Street from the current 11 a.m. to 9 p.m. (Sunday), 11 a.m. to 11 p.m. (Monday through Thursday), and 11 a.m. to 12 a.m. (Friday and Saturday) to the new hours of 11 a.m. to 1 a.m., seven days a week.	Dale Lindsay;#251	Complete
Council	8/26/2019	Nuisance Abatement and Cost Recovery Bylaw	Bylaw 7250 received 1st, 2nd and 3rd readings.	Dale Lindsay;#251	Complete
Council	8/26/2019	Traffic and Highways Regulation Bylaw Amendment	Bylaw 5000.046 received 1st, 2nd and 3rd readings.	Dale Lindsay;#251	Complete
Council	8/26/2019	"Subdivision Control Amendment Bylaw 2019 No. 3260.04"	Bylaw 3260.04 adopted.	Bill Sims;#413	Complete
Council	8/26/2019	"Zoning Amendment Bylaw 2019 No. 4500.142"	Bylaw 4500.142 adopted.	Dale Lindsay;#251	Complete
Council	8/26/2019	"Zoning Amendment Bylaw 2019 No. 4500.143"	Bylaw 4500.143 adopted.	Dale Lindsay;#251	Complete
Council	8/26/2019	"Zoning Amendment Bylaw 2019 No. 4500.150"	Bylaw 4500.150 adopted.	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	8/26/2019	Councillor Bonner Motion regarding Commercial Properties along Bus Routes	<p>following motion and direct Staff to prepare a report for the 2019-OCT-28 Governance and Priorities Committee meeting on this topic: Whereas Council has stated that “livability” is a Council Priority in the 2019-2022 Strategic Plan, namely that “We proactively plan for Nanaimo’s growth and focus on community infrastructure to support an inclusive, healthy and desirable place to live”; and that, “a safe and connected community” and “active transportation” are key focus areas of the 2019-2022 Strategic Plan; specifically, the necessity of clear and accessible sidewalks for Nanaimo pedestrians, who are disproportionately our most vulnerable citizens: children, the elderly, and the disadvantaged; regarding Bylaw 5000 (Consolidated), Sections 3, Paragraph 21; Section 18; and Section 22,</p> <p>a) Directs Staff to develop and launch a broad communications campaign by October 1, 2019, targeting businesses and commercial property owners and other key stakeholders, that indicates that the City considers compliance with these bylaw sections by commercial property owners a priority;</p> <p>b) Directs Bylaw Services to develop and implement a clear, concise and efficient enforcement policy for implementation by 1 November 2019, that outlines the specific systematic approach that will be taken to enforce these bylaw sections; and</p> <p>c) Supports the commitment and efforts of Bylaw Services to implement the new bylaw policies and procedures, and to enforce Bylaw 5000 (Consolidated), Sections 3, Paragraph 21; Section 18; and Section 22, with all commercial properties, in support of this Council’s 2019-2022 Strategic Plan, in order to help make Nanaimo sidewalks safer for all its citizens.</p>	Dale Lindsay;#251	Complete
Council	8/26/2019	Bylaw Enforcement	<p>It was moved and seconded that Council direct Staff to prepare a report and presentation for a Governance and Priorities Committee meeting that provides an overview of the bylaw enforcement function, breakdown of the annual enforcement budget and revenues, and how this compares with other similar municipalities and the general bylaw policy of the organization.</p>	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	9/9/2019	Economic Development Function Service Model Recommendation	<p>1. That Council endorse an initial scope of services for the City's new economic development function as outlined in the report;</p> <p>2. That Council endorse the In-House/City-Owned Agency Hybrid Model for the delivery of the City's new economic development function; and,</p> <p>3. That Council, in accordance with the In-House/City-Owned Agency Hybrid Model, divide the scope of services between an in-house economic development group, operated by City Staff, and an arm's-length Nanaimo Prosperity Agency, incorporated and owned (primarily) by the City of Nanaimo, governed by an autonomous Board of Directors, and operated by its own staff.</p>	Dale Lindsay;#251	Complete
Council	9/9/2019	Economic Development Function Service Model Recommendation	<p>4. That Council assign the following initial scope of services to the in-house economic development group:</p> <p>a. The development of a new Nanaimo Economic Development Strategy;</p> <p>b. The formulation of Nanaimo-specific economic reports on economic activity, performance, trends, opportunities and needs;</p> <p>c. The provision of advice and assistance to existing and prospective businesses that must navigate City Hall to obtain permits, licenses and other permissions or information;</p> <p>d. Management of the City's service contract with Tourism VI, as well as any future economic development related service contracts with external agencies; and,</p> <p>e. The provision of input into the formulation of City policies for other departments and Council aimed at facilitating economic activity and investment.</p>	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	9/9/2019	Economic Development Function Service Model Recommendation	<p>5. That Council assign the following initial scope of services to the City-Owned Agency:</p> <p>6. That Council establish the Nanaimo Prosperity Steering Committee to oversee the creation of the new Nanaimo Economic Development Strategy, and to fully develop the ownership, funding, governance, staffing, and other elements of the City-owned Nanaimo Prosperity Agency; and,</p> <p>7. That Council direct Staff to return to an upcoming Finance and Audit Meeting with a detailed business case for the new Economic Development Service Model.</p>	Dale Lindsay;#251	Complete
Council	9/9/2019	Governance and Priorities Committee Agenda Planning	That Council direct Staff to schedule a Governance and Priorities Committee meeting on 2019-SEP-30.	Sheila Gurrie;#28	Complete
Council	9/9/2019	Road Closure and Disposition - Unnamed Road Adjacent to 3500 Rock City Road	<p>It was moved and seconded that:</p> <p>1. Council authorize the road closure and disposition of an unnamed road adjacent to 3500 Rock City Road to Hazelwood Holdings Ltd.;</p> <p>2. the Mayor and Corporate Officer execute the conditional Road Closure and Transfer Agreement;</p> <p>3. Council direct Staff to proceed with public notice of closure and disposition of a portion of the unnamed road.</p> <p>Bylaw 7289 passed first and second reading.</p>	Dale Lindsay;#251	Complete
Council	9/9/2019	Proposed Road Closure - Part of Fifth Street and Land Exchange at 900 Fifth Street	<p>It was moved and seconded that:</p> <p>1. Council authorize the road closure and disposition of a portion of Fifth Street adjacent to 900 Fifth Street in exchange for a portion of 900 Fifth Street;</p> <p>2. Council authorize the Mayor and Corporate Officer to execute the Land Exchange Agreement;</p> <p>3. That Council direct Staff to proceed with public notice of closure and disposition of a portion of Fifth Street.</p> <p>Bylaw 7290 passed first and second reading.</p>	Dale Lindsay;#251	Complete
Council	9/9/2019	"Zoning Amendment Bylaw 2019 No. 4500.152"	Adopted.	Dale Lindsay;#251	Complete
Council	9/9/2019	"Nuisance Abatement and Cost Recovery Bylaw 2019 No. 7250"	Adopted.	Dale Lindsay;#251	Complete
Council	9/9/2019	"Housing Agreement Bylaw 2019 No. 7291"	Adopted.	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	9/9/2019	Councillor Bonner Motion regarding John Howard Society Treatment Beds	<p>It was moved and seconded that Councillor Bonner's motion be referred to a future Health and Housing Task Force meeting for discussion accompanied by a Staff Report outlining funding options and implications:</p> <p>Whereas it's recognized that the city has an addictions crisis and that there are not enough addiction facilities to meet the demand for treatment and that the John Howard Society presently has 5 beds available for addiction treatment that are not being used because of lack of funding</p> <p>That a one time grant of \$70,500 be provided to the John Howard Society to fund 5 beds at the Vancouver Island Therapeutic Community for 6 months.</p>	Sheila Gurrie;#28	Complete
Council	9/16/2019	Step Code Implementation - Zoning Bylaw Schedule D and Rezoning Policy	<p>"Zoning Amendment Bylaw 2019 No. 4500.154" (To amend Schedule D of the Zoning Bylaw to modify Category 5 – Energy Management to include reference to the BC Energy Step Code) passed two readings.</p> <p>It was moved and seconded that Council direct Staff to develop a building energy efficiency rezoning policy.</p>	Dale Lindsay;#251	Complete
Council	9/16/2019	2020 Strategic Policy Development	<p>It was moved and seconded that Council endorse the draft work plan and guiding principles for the 2020 strategic policy development process:</p> <ol style="list-style-type: none"> 1. Build on successful policies in existing documents; 2. Incorporate Council's strategic themes identified in the Strategic Plan: Environmental Responsibility, Governance Excellence, Livability, and Economic Health; 3. Acknowledge and address the priorities of climate change, reconciliation, and sustainable service delivery; 4. Include robust community engagement in the creation of plans and strategies; 5. Provide a clear and coordinated vision to guide community-building for the next 25 years; and, 6. To provide a method which allows for the evaluation and measurement of plans and strategies. 	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	9/16/2019	195 and 191 Fourth Street Co-Management Agreement Disposition - Nanaimo Search and Rescue	<p>It was moved and seconded that Council:</p> <ol style="list-style-type: none"> 1. approve a 25-year co-management agreement with the Nanaimo Search and Rescue at 195 and 191 Fourth Street; and, 2. authorize the Mayor and Corporate Officer to execute the agreement. 	Richard Harding;#252	Complete
Council	9/16/2019	Municipal and Regional District Tax Renewal Bylaw	<p>Accommodation Tax Request Bylaw 2019 No. 7294" (To increase the Municipal and Regional District Tax (MRDT) rate from two percent to three percent)" passed three readings.</p> <p>It was moved and seconded that Council direct Staff to submit an application to Destination BC to request that the Municipal and Regional District Tax rate be increased to three percent.</p>	Richard Harding;#252	Complete
Council	9/16/2019	City of Nanaimo Privacy Policy & Whistleblower Policy	<p>It was moved and seconded that Council approve the City of Nanaimo Privacy Policy as presented in the report titled "City of Nanaimo Privacy Policy & Whistleblower Policy" dated 2019-SEP-16</p>	Sheila Gurrie;#28	Complete
Council	9/16/2019	City of Nanaimo Privacy Policy & Whistleblower Policy	<p>It was moved and seconded that Council approve the City of Nanaimo Whistleblower Policy as presented in the report titled "City of Nanaimo Privacy Policy & Whistleblower" dated 2019-SEP-16.</p>	John Van Horne;#302	Complete
Council	9/16/2019	Building Bylaw Amendments	<p>"Building Amendment Bylaw 2019 No. 7224.02" (To introduce BC Energy Step Code regulations, amend demolition permit expiration, amend works and services exemptions, and amend Schedule A - Fine Schedule) passed three readings.</p> <p>"Bylaw Notice Enforcement Amendment Bylaw 2019 No. 7159.07" (To update Building Bylaw penalty fees in Schedule A - Designated Bylaw Contraventions and Penalties) passed three readings.</p>	Dale Lindsay;#251	Complete
Council	9/16/2019	Zoning Amendment Bylaw 2019 No. 4500.144	Bylaw adopted	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	9/16/2019	"Traffic and Highways Regulation Amendment Bylaw 2019 No. 5000.046"	Third reading rescinded. It was moved and seconded that Council refer "Traffic and Highways Regulation Amendment Bylaw 2019 No. 5000.046" (To remove the time-limit and payment exemptions for vehicles displaying disabled parking permits in City parkades) to Staff for consideration as part of the downtown transportation and mobility study and include consultation with relevant stakeholders.	Dale Lindsay;#251	Complete
Council	10/7/2019	"Accommodation Tax Request Bylaw 2019 No. 7294"	"Accommodation Tax Request Bylaw 2019 No. 7294" was adopted.	Dale Lindsay;#251	Complete
Council	10/7/2019	Harewood Youth Parks	Council directed staff to amend the 2019 – 2023 financial plan to accelerate Phase 2 of the Harewood Youth Park project to 2020 so that Phase 1 and Phase 2 can be constructed concurrently in 2020.	Richard Harding;#252	Complete
Council	10/7/2019	Correspondence, dated 2019-SEP-20, from Richard Stewart, Mayor, City of Coquitlam, requesting support re: Ride-Hailing letter to BC Minister of Transportation	It was moved and seconded that Council support the taxi industry's request to provide a level playing field with all transportation providers.	Jake Rudolph;#442	Complete
Council	10/7/2019	Central Island Emergency Services Communications Partnership Funding	Council approved the 900Mhz link system and allocate \$30,000 from the E911 Reserve.	Karen Fry;#348	Complete
Council	10/7/2019	Hammond Bay Road Widening and Storm Improvements Projects	Council approved the addition of \$195,107 from the Development Cost Charge (DCC) Roads Reserve for the Hammond Bay Road Widening and Utility Improvements Project.	Bill Sims;#413	Complete
Council	10/7/2019	Additional Refuse Collection Fleet	That Council approve: 1. The purchase of two used refuse collection trucks for the purposes of adding one spare unit to the fleet for maintenance reasons and putting one additional collection vehicle in service in order to reduce route sizes; and, 2. Accelerating the start date of the additional Refuse Collector from January 2020 to December 1, 2019.	Bill Sims;#413	Complete
Council	10/7/2019	Consideration of New Permissive Tax Exemption Applications	Council award a Permissive Tax Exemption for the 2020 tax year to the Canadian Mental Health Association Mid-Island for property that is being leased (lower level) at 290 Bastion Street.	Laura Mercer;#331	Complete
Council	10/7/2019	One Time Bonus Gas Tax Payment	That Council use the one-time bonus Gas Tax payment to fund the Metral Drive Complete Streets Phase 2 project.	Laura Mercer;#331	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	10/7/2019	Task Force Priorities Planning	That Council: • direct Staff to organize a facilitated strategic planning session during the Health and Housing Task Force meeting scheduled for 2019-OCT-16; and, • direct Staff to request financial support from the Nanaimo Homeless Coalition to provide a facilitator for future strategic planning sessions.	Dale Lindsay;#251	Complete
Council	10/7/2019	Property Tax Exemption Bylaw for 2020 Property Taxes	"Property Tax Exemption Bylaw 2019 No. 7293" passed three readings.	Laura Mercer;#331	Complete
Council	10/7/2019	Proposed Amendments to "Council Procedure Bylaw 2018 No. 7272"	"Council Procedure Amendment Bylaw 2019 No. 7272.01" passed three readings.	Sheila Gurrie;#28	Complete
Council	10/7/2019	Development Variance Permit No. DVP394 - 4680 Bates Road	It was moved and seconded that Council issue Development Variance Permit No. DVP394 at 4680 Bates Road with the following variance: increase the maximum accessory building height for a roof pitch less than 6:12 from 4.5m to 4.6m.	Dale Lindsay;#251	Complete
Council	10/7/2019	General Amendments to the Zoning Bylaw	"Zoning Amendment Bylaw 2019 No. 4500.158" passed two readings.	Dale Lindsay;#251	Complete
Council	10/7/2019	Economic Development Task Force - Terms of Reference	That Council adopt the Terms of Reference for the Economic Development Task Force as outlined in the report titled "Economic Development Task Force – Terms of Reference" dated 2019 OCT-07 with the amendment that under the bullet "5 business leaders from any of the following sectors:", include a sub bullet for members from the not-for-profit and social services sectors and that the word "business" be removed from "5 business leaders" bullet.	Sheila Gurrie;#28	Complete
Council	10/7/2019	580 Fitzwilliam Street - Future Use of Property	It was moved and seconded that Council defer any decision with respect to the future use of 580 Fitzwilliam Street until completion of the Parks, Recreation and Culture Master Plan and a full assessment of the RCMP/City needs in the precinct area is undertaken.	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	10/7/2019	Proposed Road Closure - Lubbock Square adjacent to 618 Fitzwilliam Street and 285 Prideaux Street	<p>It was moved and seconded that Council approve the closure of Lubbock Square for consolidation with City-owned property at 618 and 666 Fitzwilliam Street and 285 Prideaux Street.</p> <p>"Highway Closure and Dedication Removal Bylaw 2019 No. 7292" passed two readings.</p> <p>It was moved and seconded that Council direct Staff to proceed with public notice for the closure of Lubbock Square.</p>	Dale Lindsay;#251	Complete
Council	10/7/2019	Community Heritage Register Update	<p>It was moved and seconded that Council adopt the amended Community Heritage Register, which includes the following building additions:</p> <ul style="list-style-type: none"> • Lewis Residence (130 Howard Avenue) • Ivers/Honey Residence (911 Wentworth Street) <p>and the following deletions:</p> <ul style="list-style-type: none"> • Jean Burns Building (6 Commercial Street) • Nanaimo Hospital/Malaspina Lodge (388 Machleary Street) • Grieve Residence (711 Wentworth Street) 	Dale Lindsay;#251	Complete
Council	10/7/2019	"Zoning Amendment Bylaw 2019 No. 4500.136"	"Zoning Amendment Bylaw 2019 No. 4500.136" was adopted.	Dale Lindsay;#251	Complete
Council	10/7/2019	"Zoning Amendment Bylaw 2019 No. 4500.137"	"Zoning Amendment Bylaw 2019 No. 4500.137" was adopted.	Dale Lindsay;#251	Complete
Council	10/7/2019	"Zoning Amendment Bylaw 2019 No. 4500.147"	"Zoning Amendment Bylaw 2019 No. 4500.147" was adopted.	Dale Lindsay;#251	Complete
Council	10/7/2019	"Bylaw Notice Enforcement Amendment Bylaw 2019 No. 7159.07"	"Bylaw Notice Enforcement Amendment Bylaw 2019 No. 7159.07" was adopted.	Dale Lindsay;#251	Complete
Council	10/7/2019	"Highway Closure and Dedication Removal Bylaw 2019 No. 7289"	"Highway Closure and Dedication Removal Bylaw 2019 No. 7289" passed third reading.	Dale Lindsay;#251	Complete
Council	10/7/2019	"Highway Closure and Dedication Removal Bylaw 2019 No. 7290"	"Highway Closure and Dedication Removal Bylaw 2019 No. 7290" passed third reading	Dale Lindsay;#251	Complete
Council	10/21/2019	Correspondence from Vancouver Island Regional Library dated, 2019 OCT 11, re: Letter of Support for Canadian Libraries Access to Digital Content	It was moved and seconded that Council send a letter of support to the Canadian Urban Libraries Council (CULS) regarding support for Canadian libraries access to digital content.	Jake Rudolph;#442	Complete
Council	10/21/2019	Council Policy - Notice of Motion	That Council approve the Notice of Motion Policy.	Sheila Gurrie;#28	Complete
Council	10/21/2019	Advisory Committee on Accessibility and Inclusiveness	That Council refer "Advisory Committee on Accessibility and Inclusiveness" to Staff for further input and information.	Sheila Gurrie;#28	Complete
Council	10/21/2019	Presentation: Fire Department Update and Services Delivery Plan	That Council direct Staff to prepare a report for Council on transitioning pre-hospital care up to Emergency Medical Responder.	Karen Fry;#348	Complete
Council	10/21/2019	Discussion: Boathouse and Paddling Centre	That Council direct Staff to invite the Boathouse and Paddling Centre to make a presentation at a future Council meeting.	Richard Harding;#252	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	10/21/2019	Agenda Planning	That Council direct Staff to invite the Medical Director, Nanaimo Community, to make a presentation during a future Council meeting.	Sheila Gurrie;#28	Complete
Council	10/21/2019	Community Resiliency Investment Program (FireSmart Community Funding and Supports Program)	That Council support the City of Nanaimo's application to the Union of BC Municipalities for the Community Resiliency Investment Program (FireSmart Community Funding and Support Program) and if successful the 2020-2024 Financial Plan be amended to include this grant.	Karen Fry;#348	Complete
Council	10/21/2019	Heritage Facade Grant Application - 34 Victoria Crescent	That Council approve a Heritage Façade Grant of up to \$20,000 for the Queen's Hotel located at 34 Victoria Crescent to repaint the building's exterior, as well as install new brick cladding, a new awning system, new signage (including a vintage refurbished Queen's sign), and new exterior lighting to the building's Victoria Crescent façade.	Dale Lindsay;#251	Complete
Council	10/21/2019	Nanaimo Region Foundry BC Centre	It was moved and seconded that Council authorize the Mayor to provide a letter of support to the Nanaimo Region Foundry BC Steering Committee regarding their application to create a Foundry BC site in Nanaimo and direct a representative from City Staff to participate as a non-voting member on the committee	Dale Lindsay;#251	Complete
Council	10/21/2019	"Zoning Amendment Bylaw 2019 No. 4500.132"	Adopted.	Dale Lindsay;#251	Complete
Council	10/21/2019	"Council Procedure Amendment Bylaw 2019 No. 7272.01"	Adopted.	Sheila Gurrie;#28	Complete
Council	10/21/2019	"Property Tax Exemption Bylaw 2019 No. 7293"	Adopted.	Laura Mercer;#331	Complete
Council	10/21/2019	"Building Bylaw Amendment Bylaw 2019 No. 7224.02"	Adopted.	Dale Lindsay;#251	Complete
Council	10/21/2019	"Highway Closure and Dedication Removal Bylaw 2019 No. 7292"	Passed third reading.	Dale Lindsay;#251	Complete
Committee of the Whole	10/28/2019	2019 Community Action Initiative Community Wellness and Harm Reduction Grant Application	That the Committee of the Whole recommend that Council approve the City of Nanaimo's application to the 2019 Community Action Initiative Community Wellness & Harm Reduction Grant for \$50,000 for the purpose of supporting a peer-run skills and employment program.	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Committee of the Whole	10/28/2019	Delegation from Nanaimo BMX Association	It was moved and seconded that the Committee of the Whole recommend that Council refer the request from the Nanaimo BMX Association for \$35,000 for infrastructure upgrades to the Marie Davidson BMX Park to Staff to prepare a report for Council consideration as Council enters budget deliberations for this year.	Laura Mercer;#331	Complete
Council	11/4/2019	2019 Community Action Initiative Community Wellness and Harm Reduction Grant Application	That Council approve the City of Nanaimo's application to the 2019 Community Action Initiative Community Wellness & Harm Reduction Grant for \$50,000 for the purpose of supporting a peer-run skills and employment program.	Dale Lindsay;#251	Complete
Council	11/4/2019	Downtown Priority Projects	That Council accelerate the Front Street bi-directional cycle track portion of the Downtown Cycling Loop project from 2021 to 2020 and direct Staff to return to Council at a future Regular Council Meeting upon completion of the final design of the Installation of the Bi-directional Cycle Track on Front Street.	Bill Sims;#413	Complete
Council	11/4/2019	Property Maintenance – 188 Capt. Morgans Boulevard and 63 Pirates Lane	<p>That Council, pursuant to “Property Maintenance and Standards Bylaw 2017 No. 7242”, direct the owners of the properties as listed below to remove the materials noted within fourteen days or the work will be done by the City or its agents at the owners’ cost:</p> <ul style="list-style-type: none"> • 188 Capt. Morgans Boulevard – Unlicensed and/or derelict vehicles, boats, building materials, and garbage; and, • 63 Pirates Lane – Fifth-wheel travel trailer, building materials, scrap steel, lumber, derelict boat on trailer, derelict hovercraft, dump truck, old trailer full of renovation debris, and garbage. 	Dale Lindsay;#251	Complete
Council	11/4/2019	Delegation from Nanaimo BMX Association	That Council refer the request from the Nanaimo BMX Association for \$35,000 for infrastructure upgrades to the Marie Davidson BMX Park to Staff to prepare a report for Council consideration as Council enters budget deliberations for this year.	Richard Harding;#252	Complete
Council	11/4/2019	Commercial Properties Along Bus Routes	That Council direct Staff to prepare a communication strategy around snow and ice removal with the aim of educating residents and business owners about City bylaws relating to snow removal on sidewalks.	Bill Sims;#413	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	11/4/2019	Fire Station No. 1 – LEED Certification	That Council exempt the Fire Station No. 1 Project from the LEED certification requirement in the Green Building Strategy.	Bill Sims;#413	Complete
			That Council renew, for a term ending 2020 DEC-31, appointments of the current Council members on the Regional District of Nanaimo Board as follows:		
			Mayor Krog 5 Votes Councillor Hemmens 5 Votes Councillor Armstrong 5 Votes Councillor Geselbracht 5 Votes Councillor Brown 5 Votes Councillor Turley 4 Votes Councillor Bonner 4 Votes Councillor Thorpe 4 Votes Councillor Maartman Alternate		
Council	11/4/2019	2020 Appointments to the Regional District of Nanaimo Board		Sheila Gurrie;#28	Complete
			General Fund Asset Management Amendment Bylaw 2019 No. 7186.01” “Sewer Fund Asset Management Amendment Bylaw 2019 No. 7187.01” Water Fund Asset Management Amendment Bylaw 2019 No. 7188.01” passed three readings.		
Council	11/4/2019	2019 Asset Management Reserve Fund Amendment Bylaws		Laura Mercer;#331	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
			"911 Reserve Fund Establishing Bylaw 2019 No. 7295" "Cart Replacement Reserve Fund Establishing Bylaw 2019 No. 7296" "Copier Replacement Reserve Fund Establishing Bylaw 2019 No. 7297" "Emission Reduction Reserve Fund Establishing Bylaw 2019 No. 7298" "Housing Legacy Reserve Fund Establishing Bylaw 2019 No. 7299" "Information Technology Reserve Fund Establishing Bylaw 2019 No. 7300" "Nanaimo District Secondary School Community Field Reserve Fund Establishing Bylaw 2019 No. 7301" "Parking Reserve Fund Establishing Bylaw 2019 No. 7302" "Property Acquisition Reserve Fund Establishing Bylaw 2019 No. 7303" "Strategic Infrastructure Reserve Fund Establishing Bylaw 2019 No. 7304" "Sustainability Reserve Fund Establishing Bylaw 2019 No. 7305" passed three readings.		
Council	11/4/2019	2019 Reserve Fund Establishment Bylaws		Laura Mercer;#331	Complete
Council	11/4/2019	Housing Agreement No. HA1 – 1400 Wingrove Street	"Housing Agreement Bylaw 2019 No. 7306" passed three readings. Council directed Staff to register a covenant to reinforce the terms of the housing agreement.	Dale Lindsay;#251	Complete
Council	11/4/2019	Development Permit Application No. DP1164 – 560 Third Street	That Council issue Development Permit No. DP1164 at 560 Third Street to vary the City of Nanaimo "Off-Street Parking Regulations Bylaw 2018 No. 7266" to reduce the required number of parking spaces from 216 to 188.	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	11/4/2019	Development Variance Permit No. DVP390 – 1074 Old Victoria Road	<p>Council issue Development Variance Permit No. DVP390 at 1074 Old Victoria Road with the following variances:</p> <ul style="list-style-type: none"> • reduce the front yard setback from 4.5m to 1.5m on the southern boundary of mobile home pad areas 14, 15, and 16; • reduce the front yard setback from 4.5m to 3.5m on the northern boundary of mobile home pad area 14; and • reduce the flanking side yard setback from 3.0m to 1.5m for mobile home pad area 16. 	Dale Lindsay;#251	Complete
Council	11/4/2019	507 Milton Street – Acceptance of Project Under the Revitalization Tax Exemption Bylaw	That Council approve the Revitalization Tax Exemption Agreement for a proposed 27-unit mixed-use building at 507 Milton Street.	Dale Lindsay;#251	Complete
Council	11/4/2019	"Zoning Amendment Bylaw 2019 No. 4500.154"	Bylaw adopted.	Dale Lindsay;#251	Complete
Council	11/4/2019	"Highway Closure and Dedication Removal Bylaw 2019 No. 7289"	Bylaw adopted.	Dale Lindsay;#251	Complete
Council	11/4/2019	"Highway Closure and Dedication Removal Bylaw 2019 No. 7290"	Bylaw adopted.	Dale Lindsay;#251	Complete
Council	11/4/2019	Request from Councillor Geselbracht re: Registration fee covered by City to attend the BC Municipal Climate Leadership Council in Richmond, BC, November 7-8, 2019	That Council approve the accommodation, travel, registration, and meal costs for Councillor Geselbracht to attend the BC Municipal Climate Leadership Council in Richmond, November 7-8, 2019.	Laura Mercer;#331	Complete
Council	11/18/2019	Governance and Priorities Committee Agenda Planning	That the Governance and Priorities Committee recommend that Council schedule a Governance and Priorities Committee Meeting on the topic of engagement, with an update on different emerging issues, and a focus on neighbourhood associations.	Sheila Gurrie;#28	Complete
Council	11/18/2019	Rezoning Application No. RA398 - 307 Hillcrest Avenue and 308/326 Wakesiah Avenue	<p>Bylaw 4500.164 passed first and second reading.</p> <p>It was moved and seconded that Council direct Staff to secure the community amenity contribution, public walkway, road dedication, lot consolidation, and a housing agreement, should Council support the bylaw at third reading.</p>	Dale Lindsay;#251	Complete
Council	11/18/2019	Dr. David Coupland, Nanaimo Medical Staff Association	It was moved and seconded that Council provide a letter of support for a fully funded tertiary hospital at Nanaimo Regional General Hospital in a timeline approved by the Nanaimo medical staff and the patients of Central and North Island.	Jake Rudolph;#442	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	11/18/2019	2020 Governance and Priorities Key Date Calendar	That the Governance and Priorities Committee recommend that Council adopt the 2020 Governance and Priorities Committee Key Date Calendar.	Sheila Gurrie;#28	Complete
Council	11/18/2019	Governance and Priorities Committee Agenda Planning	That the Governance and Priorities Committee recommend that Council invite a representative from the Coastal Community Social Procurement Initiative to make a presentation during the next available Governance and Priorities Committee Meeting.	Laura Mercer;#331	Complete
Council	11/18/2019	2020 Finance and Audit Committee Key Date Calendar	That the Finance and Audit Committee recommend that Council approve the 2020 Finance and Audit Committee Key Date Calendar.	Sheila Gurrie;#28	Complete
Council	11/18/2019	Nanaimo BMX Track Redevelopment Design	That the Finance and Audit Committee recommend that Council: 1. consider funding of \$35,000, during the 2020 - 2024 Financial Plan review, for detailed design and cost estimates for the Nanaimo BMX track redevelopment; and, 2. direct Staff to work with Nanaimo BMX Association and other stakeholders on the development of detailed design and costing for the project	Laura Mercer;#331	Complete
Council	11/18/2019	Emergency Medical Responder	That the Finance and Audit Committee recommend that Council consider funding an increase to the Nanaimo Fire Rescue training budget of \$66,750 in the first year (2020) and \$60,000 for the following five years (2021-2025) during the 2020 2024 Financial Plan review to raise the service level to Emergency Medical Responder (EMR).	Laura Mercer;#331	Complete
Council	11/18/2019	Heritage Home Grant Application - 911 Wentworth Street	That the Finance & Audit Committee recommend that Council approve a \$2,500 Heritage Home Grant for reroofing the Ivers/Honey Residence located at 911 Wentworth Street.	Dale Lindsay;#251	Complete
Council	11/18/2019	Delegation from Jennifer McAskill, Nanaimo Police Based Victim Services Society Co-Chair, and Cheryl Zapotichny, RCMP Victim Services Program Manager, requesting funding for Victim Services Program	That the Finance and Audit Committee recommend that Council direct Staff to prepare a report regarding the \$100,000 funding request from the Victim Services Program and that letters be sent to the Ministry of Public Safety and Solicitor General, and the Regional District of Nanaimo requesting that they increase funding to the Victim Services Program.	Laura Mercer;#331	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	11/18/2019	"General Fund Asset Management Amendment Bylaw 2019 No. 7186.01"	Adopted.	Laura Mercer;#331	Complete
Council	11/18/2019	"Sewer Fund Asset Management Amendment Bylaw 2019 No. 7187.01"	Adopted.	Laura Mercer;#331	Complete
Council	11/18/2019	"Water Fund Asset Management Amendment Bylaw 2019 No. 7188.01"	Adopted.	Laura Mercer;#331	Complete
Council	11/18/2019	"Highway Closure and Dedication Removal Bylaw 2019 No. 7292"	Adopted.	Dale Lindsay;#251	Complete
Council	11/18/2019	"911 Reserve Fund Establishing Bylaw 2019 No. 7295"	Adopted.	Laura Mercer;#331	Complete
Council	11/18/2019	"Cart Replacement Reserve Fund Establishing Bylaw 2019 No. 7296"	Adopted.	Laura Mercer;#331	Complete
Council	11/18/2019	"Copier Replacement Reserve Fund Establishing Bylaw 2019 No. 7297"	Adopted.	Laura Mercer;#331	Complete
Council	11/18/2019	"Emission Reduction Reserve Fund Establishing Bylaw 2019 No. 7298"	Adopted.	Laura Mercer;#331	Complete
Council	11/18/2019	"Housing Legacy Reserve Fund Establishing Bylaw 2019 No. 7299"	Adopted.	Laura Mercer;#331	Complete
Council	11/18/2019	"Information Technology Reserve Fund Establishing Bylaw 2019 No. 7300"	Adopted.	Laura Mercer;#331	Complete
Council	11/18/2019	"Nanaimo District Secondary School Community Field Reserve Fund Establishing Bylaw 2019 No. 7301"	Adopted.	Laura Mercer;#331	Complete
Council	11/18/2019	"Parking Reserve Fund Establishing Bylaw 2019 No. 7302"	Adopted.	Laura Mercer;#331	Complete
Council	11/18/2019	"Property Acquisition Reserve Fund Establishing Bylaw 2019 No. 7303"	Adopted.	Laura Mercer;#331	Complete
Council	11/18/2019	"Strategic Infrastructure Reserve Fund Establishing Bylaw 2019 No. 7304"	Adopted.	Laura Mercer;#331	Complete
Council	11/18/2019	"Sustainability Reserve Fund Establishing Bylaw 2019 No. 7305"	Adopted.	Laura Mercer;#331	Complete
Council	11/18/2019	"Housing Agreement Bylaw 2019 No. 7306"	Adopted.	Dale Lindsay;#251	Complete
Council	12/2/2019	Global Covenant of Mayors Canada and Showcase Cities Pilot Project	It was moved and seconded that Council support participation in the Global Covenant of Mayors Canada Showcase Cities pilot project and endorse the Mayor's Letter of Commitment.	Jake Rudolph;#442	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	12/2/2019	Rise and Report – To Release “In Camera” Motions Approved at the 2019-NOV-04, Health and Housing Task Force “In Camera” Meeting	1. That Council direct Staff to hire a contractor until June 2020 with funds re-purposed from the Drop-In Centre to coordinate the activities of the Health and Housing Task Force. 2. Council request Service Canada to engage Turner Strategies to assist the Health and Housing Task Force with its work starting January 2020.	Jake Rudolph;#442	Complete
Council	12/2/2019	2020 Environment Committee Recommendations 2019-NOV-20	That Council adopt the 2020 Environment Committee Key Date Calendar.	Sheila Gurrie;#28	Complete
Council	12/2/2019	2020 - 2024 Draft Financial Plan Recap	That Council direct Staff to update the 2020 – 2024 budget to cap the annual contribution to the Strategic Infrastructure Reserve at the 2019 level of 100% of annual Fortis Revenues and 67% of annual Casino Revenues.	Laura Mercer;#331	Complete
Council	12/2/2019	2020 - 2024 Draft Financial Plan Recap	That Council direct Staff to update the 2020 – 2024 budget to fund the design phase of the Marie Davidson Bike Park infrastructure upgrade at a cost of \$35,000 to be funded from the Strategic Infrastructure Reserve.	Laura Mercer;#331	Complete
Council	12/2/2019	2021 - 2024 Draft Financial Plan Recap	That Council direct Staff to update the 2020 – 2024 budget to increase the Nanaimo Fire Rescue training budget for six years to implement Emergency Medical Responder Training of \$66,750 in 2020 and \$60,000 a year for 2021 to 2025.	Laura Mercer;#331	Complete
Council	12/2/2019	2022 - 2024 Draft Financial Plan Recap	That Council direct Staff to update the 2020 – 2024 budget to fund the one time increase of \$30,756 to the Vancouver Island Symphony.	Laura Mercer;#331	Complete
Council	12/2/2019	2022 - 2024 Draft Financial Plan Recap	That Council direct Staff to update the 2020 – 2024 budget to fund the one time increase of \$30,756 to the Vancouver Island Symphony from the Strategic Infrastructure Reserve.	Laura Mercer;#331	Complete
Council	12/2/2019	2024 - 2024 Draft Financial Plan Recap	That Council direct Staff to update the 2020 – 2024 budget to increase the Nanaimo Victim Services annual operating grant by \$50,000 to fund 1 additional staff member funded from General Revenue.	Laura Mercer;#331	Complete
Council	12/2/2019	2025 - 2024 Draft Financial Plan Recap	That Council direct Staff to update the 2020 – 2024 budget to increase the Nanaimo Area Land Trust operating grant by \$5000 a year funded from General Revenue.	Laura Mercer;#331	Complete
Council	12/2/2019	2026 - 2024 Draft Financial Plan Recap	That Council defer consideration of the Manager of Sustainability position until the 2021 – 2025 Financial plan to allow for review and updating of the Community Sustainability Action Plan.	Laura Mercer;#331	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	12/2/2019	2027 - 2024 Draft Financial Plan Recap	That Council direct Staff to update the 2020 – 2024 budget to fund the design of the Loudon Boathouse from the Strategic Infrastructure Reserve.	Laura Mercer;#331	Complete
Council	12/2/2019	Budget Recap	It was moved and seconded that Council increase the Bylaw Enforcement Officers schedule from 35 hours to 40 hours per week and that the increase be partially funded from Parking Revenues with the rest to be funded from taxation	Laura Mercer;#331	Complete
Council	12/2/2019	Budget Recap	It was moved and seconded that Council remove the Council Contingency Fund from the 2020 Draft budget, that the Emergency Medical Responder training to be funded from the Strategic Infrastructure Reserve in 2020 and that the Deputy City Clerk position be added to the draft budget.	Laura Mercer;#331	Complete
Council	12/2/2019	2020 Acting Mayor Schedule	It was moved and seconded that Council approve the 2020 Acting Mayor Schedule.	Sheila Gurrie;#28	Complete
Council	12/2/2019	2020 Council Key Date Calendar	It was moved and seconded that Council approve the 2020 Council Key Date Calendar as presented	Sheila Gurrie;#28	Complete
Council	12/2/2019	2020 Appointment to the Vancouver Island Regional Library Board of Directors	It was moved and seconded that Council appoint Councillor Hemmens as trustee and Councillor Thorpe as alternate to the Vancouver Island Regional Library Board for a one-year term, 2020-JAN-01 to 2020-DEC-31.	Sheila Gurrie;#28	Complete
Council	12/2/2019	Amendment to Rates and Charges for Sanitary Sewer	Bylaw 2496.32 passed first, second and third reading.	Laura Mercer;#331	Complete
Council	12/2/2019	Amendment to Rates and Charges for Water	Bylaw 7004.15 passed first, second and third reading.	Laura Mercer;#331	Complete
Council	12/2/2019	Amendment to Rates and Charges for Municipal Solid Waste Collection	Bylaw 7128.11 passed first, second and third reading.	Laura Mercer;#331	Complete
Council	12/2/2019	Amendment to Bulk Water Rates for South West Extension	Bylaw 7099.08 passed first, second and third reading.	Laura Mercer;#331	Complete
Council	12/2/2019	Appointment of Bylaw Enforcement Officer	It was moved and seconded that Council appoint Mike Sherman as a Bylaw Enforcement Officer to enforce provisions of City of Nanaimo “Licencing and Control of Animals Bylaw 1995 No. 4923” and “Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073”.	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	12/2/2019	Development Permit Application No. DP1132 – 4474 Wellington Road	<p>It was moved and seconded that Council issue Development Permit No. DP1132 at 4474 Wellington Road with the following variances to:</p> <ul style="list-style-type: none"> • increase the maximum permitted building height from 14.0m to 14.15m; • reduce the minimum rear yard setback from 7.5m to 3.18m; • reduce the minimum landscape buffer for a garbage enclosure adjacent to a property zoned for residential use from 3m to 0m; • allow surface parking to the front of a building; and, • reduce the minimum dimensions of a loading space from 10m long and 3m wide to 5.8m long and 2.75m wide. 	Dale Lindsay;#251	Complete
Council	12/2/2019	Development Variance Permit Application No. DVP398 – 5485 Godfrey Road	<p>It was moved and seconded that Council issue Development Variance Permit No. DVP398 at 5485 Godfrey Road with the following variance:</p> <ul style="list-style-type: none"> • increase the maximum gross floor area for all accessory buildings from 90m2 to 119m2. 	Dale Lindsay;#251	Complete
Council	12/2/2019	“Zoning Bylaw Amendment Bylaw 2019 No. 4500.158”	It was moved and seconded that "Zoning Bylaw Amendment Bylaw 2019 No. 4500.158" (To make general text and mapping amendments to City of Nanaimo Zoning Bylaw 2011 No. 4500) be adopted.	Dale Lindsay;#251	Complete
Council	12/2/2019	“Zoning Amendment Bylaw 2019 No. 4500.161”	It was moved and seconded that “Zoning Amendment Bylaw 2019 No. 4500.161” (To rezone 120 Commercial Street to allow Cannabis Retail Store as a site-specific use in the Core [DT1] zone) be adopted.	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
			<p>That Council:</p> <ol style="list-style-type: none"> 1. approve the draft terms of reference to establish an independent task force commencing in 2020 to undertake the review of the Council Spending and Amenities Policy with a focus on Council Remuneration; and, 2. approve a Selection Committee comprising of the CAO, Director of Human Resources and Director of Legislative Services to review applicants and to select members of the Task Force, in accordance with the selection criteria contained in the Terms of reference. 		
Council	12/16/2019	Council Remuneration		Sheila Gurrie;#28	Complete
Council	12/16/2019	Governance and Priorities Committee Recommendation 2019-DEC-09	That Council establish an Advisory Committee on Accessibility and Inclusiveness and adopt the associated Terms of Reference as presented in "Attachment A" of the report titled "Advisory Committee on Accessibility and Inclusiveness", dated 2019-DEC-09, including amendments for an at large membership model.	Sheila Gurrie;#28	Complete
Council	12/16/2019	2020-2024 Financial Plan Bylaw	"Financial Plan Bylaw 2019 No. 7307" (To confirm and adopt the 2020-2024 financial plan) passed three readings.	Laura Mercer;#331	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
			<p>That Council approve internal borrowing from the Development Cost Charge (DCC) City Wide Drainage Reserve Fund in the amount of \$1,165,265 in 2020 and \$2,088,600 in 2021 to fund the Sanitary Sewer DCC project SS19: Millstone Trunk South, for a 20 year term at an interest rate of 2%.</p> <p>Repayment of the internal borrowing to be from sewer operations.</p>		
Council	12/16/2019	Internal Borrowing Resolution		Laura Mercer;#331	Complete
Council	12/16/2019	2020 Design Advisory Panel Key Date Calendar	That Council approve the 2020 Design Advisory Panel key date calendar as presented.	Sheila Gurrie;#28	Complete
Council	12/16/2019	Design Advisory Panel Mandate and Objectives Amendment	That Council direct Staff to amend the Design Advisory Panel Mandate and Objectives to include an alternate Council Member.	Sheila Gurrie;#28	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
			<p>That Council approve the 2020 Temporary Outdoor Public Art selections totaling \$28,000 as recommended by the selection panel:</p> <p>Artist Name Artwork Name Category</p> <p>Joanne Helm Joy in the Life and Balance A (\$1,000)</p> <p>Maggie Wouterloot History Needs a Rewrite A (\$1,000)</p> <p>Peter Achurch Sea Bed A (\$1,000)</p> <p>Steve Milroy The Fossil Laughs A (\$1,000)</p> <p>Bryan Faubert Out from Out Where: Beyond Liminality B (\$4,000)</p> <p>5</p> <p>Deryk & Samuel Houston Jardiniere B (\$4,000)</p> <p>Joel Prevost Name your dog! B (\$4,000)</p> <p>Maggie Wouterloot Our Common Ancestor B (\$4,000)</p> <p>Marc Walter Not Out of the Woods B (\$4,000)</p> <p>Troy Moth Untitled B (\$4,000)</p>		
Council	12/16/2019	2020 Temporary Outdoor Public Art Recommendations		Richard Harding;#252	Complete
Council	12/16/2019	Tree Removal Permit Application for 950 Phoenix Way	<p>It was moved and seconded that Council confirm the Director's decision to deny a Tree Removal Permit for 950 Phoenix Way until the OCP Amendment, Rezoning, and Development Permit have been approved by Council and detailed design for subdivision works and services has been issued Design Stage Acceptance.</p>	Dale Lindsay;#251	Complete
Council	12/16/2019	Development Permit Application No. DP1136 - 470 Franklyn Street	<p>That Council issue Development Permit No. DP1136 at 470 Franklyn Street with the following variances to:</p> <p>increase the building height from 12.0m to 15.3m; and</p> <p>reduce the minimum setback for a garbage enclosure adjacent to a property zoned for residential use from 3m to 0m.</p>	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	12/16/2019	Development Permit Application No. DP1152 - 2462 Rosstown Road	That Council issue Development Permit No. DP1152 at 2462 Rosstown Road with the following variance: reduce the minimum watercourse setback from 7.5m to 0m in order to permit the construction of a shared access driveway within the watercourse leave strip area.	Dale Lindsay;#251	Complete
Council	12/16/2019	Rezoning Application No. RA433 - 4271 Jingle Pot Road	“Zoning Amendment Bylaw 2019 No. 4500.168” (To rezone portions of 4271 Jingle Pot Road from Single Dwelling Residential [R1] and Duplex Residential [R4] to Low Density Residential [R6], R1, and R4) passed two readings. Council direct Staff to secure the community amenity contribution should Council support the bylaw at third reading.	Dale Lindsay;#251	Complete
Council	12/16/2019	Proposed Telecommunications Tower - 2250 McGarrigle Road	It was moved and seconded that Council give direction for Staff to provide a letter of concurrence to “Innovation, Science and Economic Development Canada” in response to a proposed 20m telecommunications facility at 2250 McGarrigle Road.	Dale Lindsay;#251	Complete
Council	12/16/2019	“Sewer Regulation and Charge Amendment Bylaw 2019 No. 2496.32”	Bylaw adopted.	Laura Mercer;#331	Complete
Council	12/16/2019	Waterworks Rate and Regulation Amendment Bylaw 2019 No. 7004.15”	Bylaw adopted.	Laura Mercer;#331	Complete
Council	12/16/2019	“South West Bulk Water Rate Amendment Bylaw 2019 No. 7099.08”	Bylaw adopted.	Laura Mercer;#331	Complete
Council	12/16/2019	“Municipal Solid Waste Collection Amendment Bylaw 2019 No. 7128.11”	Bylaw adopted.	Laura Mercer;#331	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
			2020 Social Response Grants		
			Organization Project Amount Nanaimo Region John Howard Society - Circles of Support \$15,000 United Way Central and Northern Vancouver Island Nanaimo Homeless Coalition - Communications Strategy Implementation Project \$15,000 Literacy Central Vancouver Island - Word on the Street \$30,000		
Council	1/13/2020	2020 Social Planning Grant Recommendations		Dale Lindsay;#251	Complete
Council	1/13/2020	Supervised Consumption Site Zoning Amendments	It was moved and seconded that Council direct Staff to bring forward a zoning bylaw amendment to amend the definition of office/medical dental to be interpreted more broadly but exclude Supervised Consumption Sites (SCS), and that the topic of SCS be forwarded to the Health and Housing Task Force.	Dale Lindsay;#251	Complete
Council	1/13/2020	Home Based Business Regulations	Zoning Amendment Bylaw 2020 No. 4500.149” passed first and second reading. “Sign Amendment Bylaw 2020 No. 2850.22” passed first, second and third reading.	Dale Lindsay;#251	Complete
Council	1/13/2020	Heritage Home Grant Application – 442 Milton Street	That Council approve a \$1,624 Heritage Home Grant for window repair to the Leynard Residence located at 442 Milton Street.	Dale Lindsay;#251	Complete
Council	1/13/2020	2020 Social Planning Grant Recommendations	That Council approve a total of \$85,000 for the 2020 Social Planning Grant allocations as follows: 2020 Community Vitality Grants Take a Hike Youth at Risk Foundation Nanaimo Take a Hike Program- Vehicle Purchase \$10,000 Spinal Cord Injury Organization of BC - Healthy Active Island Life with SCI \$5,000 Society for Equity, Inclusion and Advocacy (SEIA): Central Vancouver Island Project - Keep SEIA Housed \$10,000	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	1/13/2020	2020 Downtown Event Grant Recommendations	1. 2020 Downtown Event Grant Recommendations		
			<p>That Council approve the 2020 Downtown Event Grant recommendations of \$150,000 as follows:</p> <p>A Capella Plus Choral Society A - Capella Plus Fall Concert - \$473</p> <p>B. Gallant Homes - B. Gingerbread Homes - \$7,500</p> <p>Friends of Heritage Society - Nanaimo Heritage Festival - \$13,000</p> <p>Friends of Nanaimo Jazz Society - Jazz Affair - \$4,000</p> <p>Greater Nanaimo Chamber of Commerce - Commercial Street Night Market - \$24,750</p> <p>Humanity in Community - Hub City Walls - \$15,000</p> <p>Malaspina Choral Society 50th Anniversary Gala - \$2,000</p> <p>Men's Resource Centre Hub City Soapbox Derby - \$7,325</p> <p>Nanaimo Artwalk Committee - Nanaimo Artwalk 2020 \$2,700</p> <p>Nanaimo Chapter Federation of Canadian Artists -Nanaimo Fine Art Show \$2,100</p> <p>Nanaimo Craft Beer Society - Nanaimo Craft Beer \$3500</p>	Richard Harding;#252	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	1/13/2020 2020 Downtown Event Grant Recommendations		Nanaimo Downtown Farmers Market Society - Nanaimo Downtown Farmers Market \$6,695	Richard Harding;#252	Complete
			Nanaimo Dragon Boat Festival Society - Nanaimo Dragon Boat Festival \$10,000		
			Nanaimo International Jazz Festival Association - 10-Day Concert Series and 3-Day Festival \$17,000		
			Nanaimo Pride Society - Nanaimo Pride 2020 \$9,500		
			Old City Quarter Association - Christmas in the OCQ \$2,500		
			Old City Quarter Association - Halloween in the OCQ \$2,850		
			Old City Quarter Association - Hop Into Spring in the OCQ \$1,450		
			Old City Quarter Association - Sounds of Summer in the OCQ \$6,000		
			TheatreOne Emerging Voices \$4,000		
			Vancouver Island Regional Library Big Names, Little City – Canadian Author Reading Series \$806		
			Vancouver Island Regional Library - Vancouver Island Childrens' Book Festival (BookFest) \$3,750		
			Volume Studio Ltd. - SHINE2020 Nanaimo \$2,656		
			Wordstorm Society of the Arts Poetry SlamFest \$445		

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
			<p>2020 Culture and Heritage Grant Recommendations</p> <p>That Council approve the 2020 Culture & Heritage Grant funding (Operating and Projects) recommendations of \$350,092 as follows:</p> <p>A Capella Plus Choral Society \$3,250 Friends of Nanaimo Jazz Society \$4,500 Heart of the Island Chorus Society \$2,300 Hub City Cinema Society \$10,500 Island Bel Canto Singers \$1,500 Island Consort Society \$1,750 L'Association des francophones de Nanaimo \$21,000 Malaspina Choral Society \$3,500 Mid Island Metis Nation Association \$11,000 Nanaimo Chamber Orchestra \$4,512 Nanaimo Chinese Cultural Society \$3,350 Nanaimo Concert Band Society \$7,750</p>		
Council	1/13/2020	2020 Culture and Heritage Grant Recommendations		Richard Harding;#252	Complete
			<p>Nanaimo International Jazz Festival Association \$20,000 Nanaimo Tidesmen - (BC Chapter of SPEBSQSA) \$2,375 Opera Nanaimo \$1,000 Pacific Coast Stage Company \$6,000 Pacific Institute of Bagpiping and Celtic Music \$3,250 Wordstorm Society of the Arts \$2,750 Crimson Coast Dance Society ** \$23,200 Nanaimo Conservatory of Music ** \$18,400 TheatreOne ** \$42,450 Vancouver Island Symphony ** \$89,244 Western Edge Theatre ** \$13,850 ** Recommended for continued three-year funding (2019 / 2020 / 2021)</p>		
Council	1/13/2020	2020 Culture and Heritage Grant Recommendations		Richard Harding;#252	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	1/13/2020	2020 Culture and Heritage Grant Recommendations	<p>Brechin United Church – Mission and Outreach Team Reconciliation Workshop – Building Bridges and Paddling Together \$800</p> <p>Crimson Coast Dance Society - Leadership Development \$611</p> <p>Crimson Coast Dance Society - Mixed Ability Dance Jams \$1,800</p> <p>Crimson Coast Dance Society - Qwuyulush Nuwilum Xwa’alum Sumshàthut \$3,750</p> <p>Federation of BC Writers - Youth & Elder Journaling Workshops at Salish Lelum \$500</p> <p>Harbour City Jazz Society - JazzFest 2020 \$2,250</p> <p>Mid Island Community Band Society - MICoba “Massed Bands” Project \$500</p> <p>Nanaimo Ballroom Dance Society Island - Fantasy ball \$5,363</p> <p>Nanaimo Blues Society Summertime Blues \$20,000</p> <p>Nanaimo Sings! - Choral Festival Society Sing With Your Ears – A listening workshop for singers \$537</p> <p>Pacific Institute of Bagpiping and Celtic Music Society - Pacific Gael Youth Band \$1,500</p>	Richard Harding;#252	Complete
Council	1/13/2020	2020 Culture and Heritage Grant Recommendations	<p>South End Community Association South End Day \$4,750</p> <p>Vancouver Island Danish Canadian Club 2020 Federation of Danish Associations in Canada (Conference & AGM) \$3,000</p> <p>Vancouver Island Short Film Festival Society Vancouver Island Short Film Festival \$6,200</p> <p>Wordstorm Society of the Arts Wordstorm Website Redesign \$1,100</p>	Richard Harding;#252	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	1/13/2020	Development Permit Application No. DP1133 – 930 Terminal Avenue North	<p>It was moved and seconded that Council issue Development Permit No. DP1133 at 930 Terminal Avenue North with the following variances to:</p> <ul style="list-style-type: none"> • reduce the watercourse setback for St. George Creek from 15m to 7.5m; • increase the building height from 18.0m to 18.6m; • reduce the front yard setback from 5.5m to 3.6m; • reduce the required number of parking spaces from 56 to 54; and, • increase the maximum allowable percentage of small car spaces from 40% to 45% 	Dale Lindsay;#251	Complete
Council	1/13/2020	Development Variance Permit Application No. DVP392 – 3358 Stephenson Point Road	<p>It was moved and seconded that Council issue Development Permit No. DVP392 at 3358 Stephenson Point Road with the following variance:</p> <ul style="list-style-type: none"> • to increase the total gross floor area for accessory buildings on a lot from 90m2 to 171.8m2 to allow for the construction of an oversized accessory building at 3358 Stephenson Point Road. 	Dale Lindsay;#251	Complete
Council	1/13/2020	Development Variance Permit Application No. DVP396 – 4461 Wellington Road	<p>It was moved and seconded that Council issue Development Permit No. DVP396 at 4461 Wellington Road with the following variance:</p> <ul style="list-style-type: none"> • increase the maximum combined height for a fence and retaining wall within the rear and side yard setbacks from 2.4m to 3.51m. 	Dale Lindsay;#251	Complete
Council	1/13/2020	Development Variance Permit Application No. DVP397 – 3945 Biggs Road	<p>It was moved and seconded that Council issue Development Variance Permit No. DVP397 at 3945 Biggs Road to vary “Building Bylaw 2016 No. 7224”, subject to the terms and conditions specified in Attachment A of the report.</p>	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
			It was moved and seconded that Council issue Development Permit No. DVP399 at 3951 Jingle Pot Road with the following variance: • reduce the minimum rear yard setback requirement for the principle dwelling from 7.5m to 5.1m.		
Council	1/13/2020	– 3951 Jingle Pot Road Development Variance Permit Application No. DVP399		Dale Lindsay;#251	Complete
Council	1/13/2020	“Zoning Amendment Bylaw 2019 No. 4500.133”	Adopted.	Dale Lindsay;#251	Complete
Council	1/13/2020	“Financial Plan Bylaw 2019 No. 7307”	Adopted.	Laura Mercer;#331	Complete
Council	2/3/2020	Supervised Consumption Site Zoning Amendments	Bylaw 4500.173 passed 1st and 2nd reading.	Dale Lindsay;#251	Complete
			It was moved and seconded that Council direct Staff to submit the following resolution to the Association of Vancouver Island and Coastal Communities for consideration at their 2020 Annual General Meeting: WHEREAS Whistleblower legislation has become statute for provincial government employees; AND WHEREAS Local Government does not have an independent third party to receive whistleblower complaints or concerns; THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities create an independent third party to handle complaints and concerns of local government employees and officials or lobby the Provincial Government to expand their program to include Local Government.		
Council	2/3/2020	Association of Vancouver Island and Coastal Communities Resolution - Whistleblower Legislation		Sheila Gurrie;#28	Complete
			It was moved and seconded that Council direct Staff to submit the following resolution to the Association of Vancouver Island and Coastal Communities for consideration at their 2020 Annual General Meeting: WHEREAS the Association of Vancouver Island and Coastal Communities has created a Special Committee for Solid Waste; AND WHEREAS developing a circular economy is a vital component of sustainable solid waste management; THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities expand the terms of reference for their Special Committee on Solid Waste to include circular economy.		
Council	2/3/2020	Association of Vancouver Island and Coastal Communities Resolution - Solid Waste		Sheila Gurrie;#28	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2/3/2020	Association of Vancouver Island and Coastal Communities Resolution - Municipal Price Index	<p>It was moved and seconded that Council direct Staff to submit the following resolution to the Association of Vancouver Island and Coastal Communities for consideration at their 2020 Annual General Meeting:</p> <p>WHEREAS Local Government and household spending are often compared by taxpayers through the lens of the Consumer Price Index which measures changes in the prices paid by household consumers for goods and services;</p> <p>AND WHEREAS Local Government purchases do not fall into the same category as household purchases with respect to the types of goods each purchases;</p> <p>THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities lobby the Provincial Government to create a Municipal Price Index that more accurately reflects the projected costs of the types of goods that municipalities purchase.</p>	Sheila Gurrie;#28	Complete
Council	2/3/2020	Development Permit Application No. DP1156 - 666 Fitzwilliam Street	<p>It was moved and seconded that Council issue Development Permit No. DP1156 at 666 Fitzwilliam Street with the following variances to:</p> <ul style="list-style-type: none"> ● increase the building height from 12m to 15m; and ● reduce the front yard setback from 2.5m to 0m. 	Dale Lindsay;#251	Complete
Council	2/3/2020	Liquor Licence Application No. LA140 - 6359 Hammond Bay Road	It was moved and seconded that Council recommend the Liquor Cannabis and Regulation Branch approve the application to permit liquor to be served at a spa located at 6359 Hammond Bay Road.	Dale Lindsay;#251	Complete
Council	2/3/2020	"Sign Amendment Bylaw 2020 No. 2850.22"	Bylaw 2850.22 adopted.	Dale Lindsay;#251	Complete
Council	2/3/2020	"Zoning Amendment Bylaw 2019 No. 4500.168"	Bylaw 4500.168 adopted.	Dale Lindsay;#251	Complete
Council	2/24/2020	Funding for Overdose Emergency Response Conference	That Council direct Staff to dispense \$200,000 received from the Ministry of Mental Health and Addictions to the British Columbia Patient Safety & Quality Council for the purpose of hosting a provincial Overdose Emergency Response Centre Conference in Nanaimo in 2020.	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2/24/2020	British Columbia Poverty Reduction Grant Application	<p>That Council adopt the following resolution:</p> <p>“That the City of Nanaimo supports the Regional District of Nanaimo as the primary applicant to the UBCM Poverty Reduction Planning and Action grant program for a Social Needs Assessment and Strategy and supports the Regional District of Nanaimo to receive and manage the grant funding on its behalf”.</p>	Dale Lindsay;#251	Complete
Council	2/24/2020	CleanBC Better Homes Rebate Program 	<p>It was moved and seconded that Council:</p> <ol style="list-style-type: none"> 1. Direct Staff to coordinate with the Province of BC and participate in the CleanBC Better Homes Rebate Program; and, 2. Direct Staff to add \$100,000 to the 2020-2024 Financial Plan for the participation in the Province of BC CleanBC Better Homes Rebate Program with funding coming from the Emissions Reduction Reserve Fund. <p>It was moved and seconded that Staff report to Council on the program uptake following the release of the first quarter CleanBC Better Homes Rebate Program implementation results.</p>	Dale Lindsay;#251	Complete
Council	2/24/2020	Community Program Development Grant - Nanaimo Science and Sustainability Society (NS3)	That Council approve the request from the Nanaimo Science and Sustainability Society (NS3) for a Community Program Development Grant in the amount of \$3,000 to assist in funding a Science in the Park summer program for children and families.	Richard Harding;#252	Complete
Council	2/24/2020	Development Permit Application No. DP1134 – 633 Milton Street	<p>It was moved and seconded that Council issue Development Permit No. DP1134 at 633 Milton Street with the following variances to:</p> <ul style="list-style-type: none"> • increase the building height from 7.75m to 8.15m; • reduce the front yard setback from 8.5m to 4.3m; and • reduce the required number of parking spaces from 4 to 3. 	Dale Lindsay;#251	Complete
Council	2/24/2020	"Zoning Amendment Bylaw 2019 No. 4500.170"	Bylaw adopted.	Dale Lindsay;#251	Complete
Council	2/24/2020	BC Mayors Caucus	It was moved and seconded that Council approve attendance and expenses for Mayor Krog to attend the BC Mayor’s Caucus from May 5th to May 6th, 2020.	Laura Mercer;#331	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
			<p>That Council revise the 2019-2022 Strategic Plan with the following amendments:</p> <ol style="list-style-type: none"> 1. Reword Key Focus Area 2 to read: “Ensure our community and transportation planning are multi-modal designed to encourage active and public transportation” 2. Reword the action item regarding public transit to read: “Work with the Regional District of Nanaimo to increase the efficiency and effectiveness of public transit services in the City” 3. Add “innovative” and remove “within our risk framework” under Key Focus Area 3 4. Add “as well as the health and safety of those in our community” under Key Focus Area 4 5. Add the following bullet as an action item: “Undertake a review of civic facilities to prioritize and plan for necessary upgrades, expansion and/or replacement” 6. Add “safe” under Council Priority 8. Add “connected” under Key Focus Area 7 10 Add the following bullet as an action item: “Support the work and implement the recommendations of the Health and Housing Task Force to address the health and housing crisis in our community” 11. Add the following bullet as an action item: “Implement improvements in the downtown core to increase pride of place, stimulate the economy and address public safety concerns” 		
Council	2/24/2020	Committee Recommendation Governance and Priorities Committee Meeting 2020-FEB-10 		Sheila Gurrie;#28	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
			<p>The vote was taken on the main motion as amended, as follows:</p> <p>7. Reword Key Focus Area 6 to read: “Proactively address social disorder issues, enhance public safety and advocate for support to ensure our community is a safe place for all people to live, work, play, create and learn”</p> <p>9. Add the following bullet as an action item: “Work with the RCMP, Bylaw Services, community and neighbourhood block watch programs to reduce social disorder issues and enhance public safety”</p>		
Council	2/24/2020	2019 - 2022 Strategic Plan Amendments		Sheila Gurrie;#28	Complete
Council	2/24/2020	2019 – 2023 Financial Plan Amendment Bylaw	Bylaw 7279.02 passed first, second and third reading.	Laura Mercer;#331	Complete
Council	2/24/2020	Southern Community Transit Service Area Amendment Bylaw No. 1230.06, 2020”	It was moved and seconded that Council consent to the adoption of the “Southern Community Transit Service Area Amendment Bylaw No. 1230.06, 2020” and further, that the Regional District of Nanaimo be notified accordingly.	Sheila Gurrie;#28	Complete
Council	2/24/2020	Coordinated Strategic Review (2020 – 2021) Status Update	It was moved and seconded that Council receive the report titled “Coordinated Strategic Policy Review (2020-2021) Status Update” dated 2020-FEB-24, and adopt the attached Coordinated Strategic Policy Review (2020-2021) Terms of Reference.	Dale Lindsay;#251	Complete
Council	2/24/2020	"Zoning Amendment Bylaw 2019 No. 4500.148"	Bylaw adopted.	Dale Lindsay;#251	Complete
Council	2/24/2020	Correspondence dated 2020-JAN-31 from the City of Langley re: Modernizing the Motor Vehicle Act	It was moved and seconded that Council refer “Correspondence dated 2020-JAN-31 from the City of Langley re: Modernizing the Motor Vehicle Act” to the future Governance and Priorities Committee meeting regarding Transit and Sidewalks.	Sheila Gurrie;#28	Complete
Council	3/2/2020	Updated 2019 - 2022 Strategic Plan	It was moved and seconded that Council adopt the revised 2019-2022 Strategic Plan as seen in Attachment A of the report titled “Updated 2019-2022 Strategic Plan”. The motion carried.	Laura Mercer;#331	Complete
Council	3/2/2020	Union of BC Municipalities Community Emergency Preparedness Fund Grant 2020	It was moved and seconded that Council endorse the application for the Union of British Columbia Municipalities (UBCM) Community Emergency Preparedness Fund grant and the administration for \$25,000 to enhance the Emergency Operations Centre (EOC) capacity through the purchase of additional equipment.	Shelley Legin;#521	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
			That Council:		
			1. endorse “Attachment A” (Effective Municipal Government Advocacy Efforts) of the report titled “Municipal Government Advocacy” dated 2020-FEB-24;		
			2. direct Staff to proceed with drafting a robust social disorder advocacy strategy as outlined in “Attachment A” (Effective Municipal Government Advocacy Efforts) of the report titled “Municipal Government Advocacy” dated 2020-FEB-24; and,		
			3. Schedule a Governance and Priorities Committee meeting to review specific topics Council wishes to advocate for and why.		
Council	3/2/2020	Municipal Government Advocacy		Sheila Gurrie;#28	Complete
Council	3/2/2020	2019 - 2023 Financial Plan Amendment Bylaw	Bylaw 7279.02 adopted.	Laura Mercer;#331	Complete
			It was moved and seconded that Council approve the final design of the Bi-Directional Cycle Track on Front Street and amend the 2020 – 2024 Financial Plan to accelerate the Front: Terminal to Gabriola Ferry Road Asphalt Rehab Project from 2021 to 2020.		
Council	3/16/2020	Front Street Cycle Track Design Approval		Bill Sims;#413	Complete
			It was moved and seconded that:		
			1. Council direct Staff to proceed with a Public Hearing for Covenant Amendment Application No. CA11 at 6340 McRobb Avenue; and		
			2. Council direct Staff to amend covenants FB226410 and FB287633 should Council support the application following Public Hearing.		
Council	3/16/2020	Covenant Amendment Application No. CA11 - 6340 McRobb Avenue		Dale Lindsay;#251	Complete
			It was moved and seconded that Council issue Development Permit No. DP1143 at 2338 Kenworth Road with the following variances:		
			• increase the maximum front yard setback to allow 100% of the building face to be more than 6m from the front property line;		
			• allow parking between the front property line and the front face of the proposed building;		
			• waive the minimum building height requirement to allow the building as proposed; and		
			• reduce the minimum planting requirements of Minimum Landscape Treatment Level 1c within the front yard setback.		
Council	3/16/2020	Development Permit Application No. DP1143 - 2338 Kenworth Road		Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	3/16/2020	Great Coal Strike 1912-1914 - Plaque Proposal	It was moved and seconded that Council approve placement of the proposed Great Coal Strike of 1912-1914 plaque in Dallas Square (next to the "100 Years of Coal" memorial) as provided and paid for by the B.C. Labour Heritage Centre.	Dale Lindsay;#251	Complete
Council	3/16/2020	Committees and Task Forces	It was moved and seconded that Council postpone all Council taskforces and committee meetings, including Finance and Audit and Governance and Priorities Committee, effective immediately.	Sheila Gurrie;#28	Complete
Council	3/16/2020	2020 Appointments to the Parcel Tax Roll Review Panel	It was moved and seconded that Council appoint Councillors Brown, Turley, Hemmens as primary members and Councillor Maartman as the alternate to the Parcel Tax Roll Review Panel for a term ending 2020-DEC-31	Sheila Gurrie;#28	Complete
Council	3/16/2020	Regional District of Nanaimo "Drinking Water and Watershed Protection Service Amendment Bylaw No. 1556.04, 2020"	It was moved and seconded that Council consent to the adoption of the "Drinking Water and Watershed Protection Service Amendment Bylaw No. 1556.04, 2020" and further, that the Regional District of Nanaimo be notified accordingly.	Sheila Gurrie;#28	Complete
Council	3/16/2020	Regional District of Nanaimo "Regional Growth Management Service Amendment Bylaw No. 1553.04, 2020"	It was moved and seconded that Council consent to the adoption of Regional District of Nanaimo, "Regional Growth Management Service Amendment Bylaw No. 1553.04, 2020" and further, that the Regional District of Nanaimo be notified accordingly.	Sheila Gurrie;#28	Complete
Council	3/16/2020	Regional District of Nanaimo "Regional Parks and Trails Service Area Amendment Bylaw No. 1231.07, 2020"	It was moved and seconded that Council consent to the adoption of "Regional District of Nanaimo Regional Parks and Trails Service Area Amendment Bylaw No. 1231.07, 2020" and further, that the Regional District of Nanaimo be notified accordingly.	Sheila Gurrie;#28	Complete
Council	3/16/2020	"Zoning Amendment Bylaw 2019 No. 4500.163"	Bylaw Adopted	Dale Lindsay;#251	Complete
Special Council	3/18/2020	2019 Surplus Allocation	<p>It was moved and seconded that that Council approve the allocation of the 2019 operating surplus as follows:</p> <p>1. General Fund</p> <p>a. Special Initiatives Reserve \$4,969,073</p> <p>b. General Financial Stability Reserve 759,874</p> <p>c. Strategic Partnership Reserve 200,000</p> <p>\$5,927,947</p> <p>2. Sewer Fund</p> <p>a. Sewer Reserve \$581,616</p> <p>3. Water Fund</p> <p>a. Water Distribution Reserve \$ 1,069,989</p> <p>Total Surplus Allocation \$ 7,579,552</p>	Shelley Legin;#521	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Special Council	3/18/2020	Interim Business Property Tax Relief Program	It was moved and seconded that Council delay consideration on implementing the Interim Business Property Tax Relief program to 2021 pending further investigation.	Shelley Legin;#521	Complete
Special Council	3/18/2020	Millstone Trunk Sewer Project Funding	<p>It was moved and seconded that Council approve the following changes to the 2020 budget:</p> <ul style="list-style-type: none"> • Decrease the budget for Comox Area Sanitary Project by \$1,140,000, funded from the Sewer Asset Management Reserve Fund; and, • Increase the budget for DCC SS19: Millstone Trunk South by \$1,140,000, to be funded from internal borrowing and the Sewer Asset Management Reserve Fund. 	Bill Sims;#413	Complete
Special Council	4/1/2020	COVID-19 Response – Homeless/Vulnerable Population	<p>It was moved and seconded that council:</p> <ul style="list-style-type: none"> • Endorse the plan to provide additional temporary washrooms and hand sanitizing facilities in the downtown • Exempt the Health and Housing Task Force from the current suspension of committee in order to assist in the facilitation of planning for the vulnerable populations during the pandemic, and to make further recommendations to council as necessary. 	Dale Lindsay;#251	Complete
Special Council	4/1/2020	COVID-19 Response – Homeless/Vulnerable Population	<p>It was moved and seconded that the City of Nanaimo coordinate with the Nanaimo Homelessness Coalition, BC Housing and Island Health to sanction and resource a coordinated emergency response for individuals experiencing homelessness in Nanaimo.</p> <p>The motion carried.</p>	Dale Lindsay;#251	Complete
Special Council	4/1/2020	COVID-19 Response – Homeless/Vulnerable Population	It was moved and seconded that Council direct the Health and Housing Task Force to develop a food security plan; including funding, procurement and distribution options to provide safe and consistent meals for individuals experiencing homelessness and the vulnerable population.	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
			<p>It was moved and seconded that the following motions be deferred to the 2020-APR 06, Regular Council Meeting:</p> <p>“That the City of Nanaimo send updates two time each week to the Nanaimo Homelessness Coalition regarding the latest developments around solutions and ask Island Health and BC Housing to participate in those updates via the City of Nanaimo.”</p> <p>“That correspondence be sent to the Hon. Judy Darcy, Minister of Mental Health and Addictions, reiterating the City of Nanaimo’s willingness to be a test site for innovative approaches to addressing mental health and addiction challenges.”</p>		
Special Council	4/1/2020	COVID-19 Response – Homeless/Vulnerable Population		Sheila Gurrie;#28	Complete
Council	4/6/2020	2020 Environment Committee Workplan	That Council endorse the draft 2020 Environment Committee Workplan.	Richard Harding;#252	Complete
Council	4/6/2020	Development Permit Application No. DP1155 – 6117 Uplands Drive	It was moved and seconded that Council issue Development Permit No. DP1155 for the property at 6117 Uplands Drive with a variance to increase the building height from 14m to 15.85m.	Dale Lindsay;#251	Complete
Council	4/6/2020	Development Permit Application No. DP1167 – 400 Newcastle Avenue	<p>It was moved and seconded that Council issue Development Permit No. DP1167 at 400 Newcastle Avenue with the following variance:</p> <ul style="list-style-type: none"> • to reduce the minimum required side yard setback from 6m to 0m on the south property line for the proposed boatshed building. 	Dale Lindsay;#251	Complete
Council	4/6/2020	“Zoning Amendment Bylaw 2019 No. 4500.134”	Bylaw 4500.134 adopted.	Dale Lindsay;#251	Complete
Council	4/6/2020	“Zoning Amendment Bylaw 2020 No. 4500.149”	Bylaw 4500.149 adopted.	Dale Lindsay;#251	Complete
Council	4/6/2020	“Zoning Amendment Bylaw 2019 No. 4500.156”	Bylaw 4500.156 adopted.	Dale Lindsay;#251	Complete
Council	4/6/2020	Councillor Bonner re: Motion deferred from the Special Council Meeting, 2020 APR 01	It was moved and seconded that the City of Nanaimo send updates once per week via the Health and Housing Task Force or Staff, to the Nanaimo Homelessness Coalition regarding the latest development around solutions and ask Island Health and BC Housing to participate in those updates via the City of Nanaimo.	Dale Lindsay;#251	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	4/6/2020	Councillor Bonner re: Motion deferred from the Special Council Meeting, 2020 APR 01	It was moved and seconded that correspondence be sent to the Hon. Judy Darcy, Minister of Mental Health and Addictions, reiterating the City of Nanaimo's willingness to be a test site for innovative approaches to addressing mental health and addiction challenges.	Dale Lindsay;#251	Complete
Council	4/6/2020	Correspondence from the Association of Vancouver Island and Coastal Communities (AVICC) dated 2020-MAR-20	It was moved and seconded that Council defer "Correspondence from the Association of Vancouver Island and Coastal Communities (AVICC) dated 2020-MAR-20", to the Special Council Meeting to be held on 2020-APR-09.	Sheila Gurrie;#28	Complete
Special Council	4/9/2020	2020 Revenue Anticipation Borrowing Requirements	"Revenue Anticipation Borrowing Bylaw 2020 No. 7308" (To provide for temporary borrowing of funds required to meet the current lawful expenditures of the City of Nanaimo) passed three readings.	Shelley Legin;#521	Complete
Special Council	4/9/2020	User Rate Billing Payment Due Date Extension	It was moved and seconded that Council extend the payment due date from 30 to 90 days on user rates billings issued after 2020-MAR-17	Shelley Legin;#521	Complete
Special Council	4/9/2020	Correspondence from the Association of Vancouver Island and Coastal Communities (AVICC) dated 2020-MAR-20	It was moved and seconded that the City of Nanaimo host the Association of Vancouver Island and Coastal Communities Conference in 2021.	Sheila Gurrie;#28	Complete

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	3/4/2019	Council Resolutions Update	That Council rescind the following resolutions carried at the Committee of the Whole meeting held 2017 -JUN-26: "It was moved and seconded that Council direct Staff to commence a review of the existing "Innovative Housing for Neighbourhoods: Triplex and Quadruplex Infill Design Guidelines" with consideration given to adding guidelines for other forms of infill housing." It was moved and seconded that Council direct that the associated consultation with the community include neighbourhood associations.	Sheila Gurrie;#28	In Progress
Council	3/18/2019	Request to Install a Peace Pole in Pirates Park	It was moved and seconded that Council approve the installation of a peace pole in Pirates Park as requested.	Richard Harding;#252	In Progress
Special Council	4/8/2019	Electric Vehicle Charging Station Grant Opportunity Follow Up	Council directed Staff to: 1. participate in the Mid-Island Electric Vehicle Network Project and associated CleanBC Communities Fund Application with the Regional District of Nanaimo (RDN) as the lead applicant; 2. allocate up to \$24,000 from within the 2019-2023 Financial Plan for the installation of four public electric vehicle charging stations at City-owned sites within the community; 3. amend the 2019-2023 Financial Plan to add the charging stations project to 2019 for \$80,000 including private (grant) contributions and City share, and, 4. collaborate with RDN Staff to select specific locations within the area that optimize coverage.	Bill Sims;#413	In Progress
Council	5/6/2019	Councillor Maartman Motion re: Bottled Water	It was moved and seconded that Council direct Staff to report back to Council regarding options for consideration of a bylaw that prohibits the bottling of groundwater within the City of Nanaimo to help protect groundwater today and for the future.	Bill Sims;#413	In Progress
Council	5/27/2019	Correspondence from the Office of the Mayor, City of Burnaby, dated 2019-MAY-02, regarding "Expanding Investment Opportunities"	That be Council direct Staff to prepare a report regarding implications of correspondence from the Office of the Mayor, City of Burnaby, dated 2019-MAY-02, regarding "Expanding Investment Opportunities".	Jake Rudolph;#442	In Progress
Council	5/27/2019	Arbot 2 Neighbourhood Park Improvement Request Under the Partners in Parks (PIP) Program	That Council: 1. allocate \$25,000 from the 2019 Partners In Parks Program fund for Arbot 2 Neighbourhood Park improvements; and, 2. approve the renaming of Arbot 2 Park to Royal Oak Park.	Richard Harding;#252	In Progress
Special Council	6/10/2019	531 Kennedy Street – Acceptance of Project Under "Revitalization Tax Exemption Bylaw 2018 No. 7261"	It was moved and seconded that Council approve the Revitalization Tax Exemption Agreement for a proposed eight-unit multi-family rental building at 531 Kennedy Street.	Laura Mercer;#331	Cancelled

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	9/16/2019	Step Code Implementation Strategy	It was moved and seconded that the Step Code Implementation Strategy be referred to the Environment Committee for review including consideration of a potentially expedited implementation plan.	Dale Lindsay;#251	In Progress
Council	10/21/2019	Nanaimo Youth Advisory Council	It was moved and seconded that Council hold the Nanaimo Youth Advisory Council in abeyance; that staff prepare a report on an engagement session to inquire with youth on how they would like to be engaged with and included in local governance structures; and that correspondence be sent to School District 68 and the Regional District of Nanaimo inviting their involvement in organizing the initial engagement session.	Dale Lindsay;#251	In Progress
Council	10/21/2019	Loudon Boathouse Project	That Council: 1. consider funding of \$123,750 during the 2020 financial plan review for detailed design and costing of the Loudon Boathouse (with \$15,000 coming from private contributions); 2. 2. direct Staff to return with, final costing and funding options for Council's review and consideration during the 2021 budget review if design phase is approved; and, 3. 3. direct Staff to work with the Long Lake Flatwater Training Centre Society and Rotary Club of Nanaimo North on fundraising and other sources of revenue for the project.	Richard Harding;#252	In Progress
Committee of the Whole	10/28/2019	East Wellington Park Management and Action Plan Update	That the Committee of the Whole recommend that Council: • hold an open house at the park and post the draft East Wellington Park Management and Action Plan to the City of Nanaimo's website to gather public input; • submit a non-farm use application to the Agricultural Land Reserve for park development; and, • report back to Council with the final draft plan.	Richard Harding;#252	In Progress
Council	11/4/2019	Downtown Priority Projects	That Council allocate \$220,000 from the Strategic Infrastructure Reserve Fund to implement the Public Realm Improvements identified for the downtown core and that Council direct Staff to remove the \$10,000 request for funding for the "Animate decorative lighting/lasers to the back wall of the Port Theatre" from the Public Realm Improvements/Beautification initiatives.	Bill Sims;#413	In Progress

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	11/4/2019	East Wellington Park Management and Action Plan Update	That Council direct Staff to: hold an open house at the park and post the draft East Wellington Park Management and Action Plan to the City of Nanaimo's website to gather public input; submit a non-farm use application to the Agricultural Land Reserve for park development; and, report back to Council with the final draft plan.	Richard Harding;#252	In Progress
Council	11/18/2019	Downtown Mobility Hub Project Update from Phase 1	That the Governance and Priorities Committee recommend that Council approve siting an on-street Transit Exchange on Front Street adjacent 1 Port Drive, and direct Staff to proceed to Phase 2 of the project to: work with the Regional District of Nanaimo to prepare a design for an on-street Transit Exchange, complete designs for the Downtown and Albert Street bikeways, complete a review of the Downtown Road Network to seek opportunities to enhance connectivity, finalize the Parking Management Strategy, and develop plans to optimize streetscapes and place making.	Bill Sims;#413	In Progress
Council	11/18/2019	Procurement Policy Review	That the Finance and Audit Committee recommend that Council direct Staff to undertake the planned review of the Procurement Policy with an increased focus on social, environmental and ethical elements for City purchases that specifically align with the desired outcomes of the Strategic Plan.	Laura Mercer;#331	In Progress
Council	12/2/2019	2023 - 2024 Draft Financial Plan Recap	That Council defer consideration of potential Vancouver Island Symphony funding sources for future years until policies are developed.	Laura Mercer;#331	In Progress
Council	12/2/2019	Councillor Hemmens and Councillor Brown re: Women's Participation on the City of Nanaimo Committees and Task Forces	It was moved and seconded that Council defer consideration of the following motion to a future Governance and Priorities Committee meeting: "It was moved and seconded that a report be prepared for Council with a draft policy and framework for ensuring gender parity on all City committees and task forces.	Sheila Gurrie;#28	In Progress

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	12/2/2019	Councillor Hemmens and Councillor Brown re: Childminding Reimbursement for Members of Council and City Committee Members	<p>It was moved and seconded that Council defer consideration of the following item to a future Governance and Priorities Committee meeting:</p> <p>“That a report be prepared for Council with a draft policy and framework for reimbursing childminding expenses for members of Council and City Committee Members that are incurred as a result of participation in official City of Nanaimo meetings.”</p>	Sheila Gurrie;#28	In Progress
Council	2/24/2020	Next Phase for Nanaimo Art Gallery Development and Implementation	<p>That Council:</p> <ol style="list-style-type: none"> 1. direct Staff to work with the Nanaimo Art Gallery on moving forward with the next phase of the Nanaimo Art Gallery development process and return with options that may include an updated co-management agreement; and, 2. direct Staff to include funding options that address the next phase of Art Gallery Development and Operations for Council’s consideration in the 2021-2025 budget deliberations. 	Richard Harding;#252	In Progress
Council	2/24/2020	Rotary Centennial Garden Project Update	That Council approve adding \$186,120 to the 2020 budget for the Rotary Centennial Garden Project at Maffeo Sutton Park to be funded by the Strategic Infrastructure Reserve.	Richard Harding;#252	In Progress
Council	2/24/2020	Closed Circuit Television Camera Van	That Council approve increasing the budget for the Closed Circuit Television Video Equipment and Camera Van by \$214,458, funded from the Sewer Reserve.	Bill Sims;#413	In Progress
Council	2/24/2020	Sponsorship Policy and Program Development	<p>That Council take a two (2) phased approach to creating a sponsorship policy and strategic plan as follows:</p> <ul style="list-style-type: none"> • Phase 1 – Issue a Request For Proposals to: <ul style="list-style-type: none"> - Conduct a feasibility study/inventory asset valuation - Develop or update sponsorship/advertising/naming policy - Develop sponsorship strategic plan • Phase 2 – Implement sponsorship program 	Laura Mercer;#331	In Progress

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	2/24/2020	Liquor Licence Application No. LA141 – 11 Cliff Street	<p>It was moved and seconded that Council recommend the Liquor Cannabis and Regulation Branch approve the application for 11 Cliff Street (Hub City Ales) to amend the liquor licence to:</p> <ol style="list-style-type: none"> 1. permit the hours of operation to be 9 a.m. to 1:00 a.m. seven days per week; and, 2. permit an outdoor patio 	Dale Lindsay;#251	In Progress
Council	3/16/2020	Single Use Checkout Bag Regulation Update	<p>It was moved and seconded that Council directs staff to revise draft “Checkout Bag Regulation Bylaw 2019 No. 7283” in reference to section 8(3)(j) of the Community Charter, and return with the revised Bylaw for first, second and third reading at the next scheduled Council meeting, to be forwarded to the Minister of Environment and Climate Change Strategy for approval.</p>	Bill Sims;#413	In Progress
Special Council	3/18/2020	Leisure Economic Access Program (LEAP) Review	<p>It was moved and seconded that Council:</p> <ol style="list-style-type: none"> 1. approve a review and update of the LEAP program in 2020; and, 2. refer the review of the program to the Advisory Committee on Accessibility and Inclusiveness to develop recommendations for changes for Council’s consideration. 	Richard Harding;#252	In Progress
Special Council	3/18/2020	Electrification and Geoexchange Options for Reducing Greenhouse Gas Emissions	<p>It was moved and seconded that Council:</p> <ol style="list-style-type: none"> 1. direct Staff to proceed with studying the feasibility and potential options at each facility for upgrades to the heating plants at the Nanaimo Aquatic and Beban Park Recreation Centres with the goal of significantly reducing greenhouse gas emissions; and, 2. approve funding of \$50,000 from the “Emission Reduction Reserve Fund Bylaw 2019 No. 7298” to complete these studies. 	Richard Harding;#252	In Progress
Special Council	3/18/2020	Correspondence from The Boat for Hope Nanaimo Committee, dated 2020-FEB-27, re: Boat for Hope Sponsorship Opportunities	<p>It was moved and seconded that the correspondence from “The Boat for Hope Nanaimo Committee” dated 2020-FEB-27, be deferred to Staff to review options available.</p>	Shelley Legin;#521	In Progress
Council	4/6/2020	Downtown Sidewalks and Tree Repairs	<p>It was moved and seconded that Council direct Staff to complete sidewalk / tree repairs at the prioritized locations in the Downtown in 2020.</p>	Bill Sims;#413	In Progress

Meeting Type	Meeting Date	Item	Direction	Assigned To	Status
Council	4/6/2020	Correspondence dated 2019-DEC-04 from the Federation of Canadian Municipalities (FCM) and the Union of British Columbia Municipalities (UBCM)	It was moved and seconded that Council provide a voluntary contribution of \$950.29 to support the participation of elected officials from small communities at Federation of Canadian Municipalities (FCM) Board and Standing Committee meetings.	Shelley Legin;#521	Not Started

DATE OF MEETING JULY 13, 2020

AUTHORED BY JOHN VAN HORNE, DIRECTOR OF HUMAN RESOURCES

SUBJECT COVID Recovery Plan

OVERVIEW

Purpose of Report

To articulate the City's plan to move from the Response to Recovery phase of our operations impacted by COVID-19, and obtain Council approval of the COVID-19 Recovery Plan. |

Recommendation

That Council:

1. Approve the COVID-19 Recovery Plan to support the resumption of services, programs and activities where possible and that are in alignment with recommendations, advice, and guidelines that are issued by WorkSafeBC, Island Health, the BC Centre for Disease Control, and the BC Ministry of Health;
2. Acknowledge and support that any reopening of services, programs and activities will be informed by safety plans, safe work procedures, signage, and internal and external communication to promote public safety and responsible operations; and,
3. Continue to support and remain responsive to changing conditions associated with COVID-19 such that future closures occur where required.

BACKGROUND

The City of Nanaimo (the "City") closed its facilities to the public in mid-March in response to the COVID-19 pandemic ("COVID-19") and the recommendations of the Provincial Health Officer. City staff worked with the City's union leadership and the Joint Occupational Health & Safety Committees to develop response plans that would enable us to continue to provide essential City services while protecting the health and safety of our employees and the public.

The Provincial government introduced BC's Restart Plan, which outlined the timeline to begin reopening various sectors of the economy which were closed due to COVID-19. Since then, municipalities have continued to receive guidance through Ministerial Orders, and from the Provincial Health Officer, WorkSafe BC, the BC Municipal Safety Association and a host of other regulatory bodies to help guide the eventual reopening of facilities and resumption of curtailed services. |

DISCUSSION

Staff have developed the attached COVID-19 Recovery Plan (the “Plan”) which outlines the anticipated timeline for resuming in-person services, re-introducing recreational programs and reopening facilities to the public. It also outlines the Financial impact to the City as a result of COVID-19.

Staff, again working with union leadership and the City’s Joint Occupational Health & Safety Committees, have developed more detailed departmental operations plans and site safety procedures to ensure that each step of the Plan can be carried out safely.

In conjunction with the Plan, the proposed motion identifies the criteria upon which the City must rely in progressing through the steps toward the resumption of all curtailed services. The Municipal Insurance Association of BC has recommended that Boards and Councils approve reopening plans developed by staff.

Staff are seeking Council’s approval of the COVID-19 Recovery Plan, as an endorsement of the work done to date and as a further demonstration to the public and the City’s employees that their health and safety has been duly considered in considering this multi-stepped resumption of services.

OPTIONS

1. That Council:

- a. Approve the COVID-19 Recovery Plan to support the resumption of services, programs and activities where possible and that are in alignment with recommendations, advice, and guidelines that are issued by WorkSafe BC, Island Health, the BC Centre for Disease Control, and the BC Ministry of Health;
- b. Acknowledge and support that any reopening of services, programs and activities will be informed by safety plans, safe work procedures, signage, and internal and external communication to promote public safety and responsible operations; and,
- c. Continue to support and remain responsive to changing conditions associated with COVID-19 such that future closures occur where required.

The advantages of this option: Demonstrates Council’s belief that the Plan addresses health and safety concerns, enabling City facilities to reopen to the public and additional programs and services to resume.

- The disadvantages of this option: If the Plan is approved by Council, any deviations from the Plan due to changing circumstances or recommendations must be approved by Council, unless this authority is delegated to staff.
- Financial Implications: With an approved Plan, staff can resume a number of revenue-generating services, and Finance staff can project potential year-end financial outcomes with greater certainty.

2. That Council provide further direction to staff regarding the COVID-19 Recovery Plan.

- The advantages of this option: Allows Council the additional time to modify aspects of the Plan.
 - The disadvantages of this option: Providing further direction will slow down the resumption of services, and can potentially place Council in the position of making operational as opposed to policy decisions.
 - Financial Implications: Delays the resumption of revenue-generating services and the ability of Finance staff to project potential year-end financial outcomes.
3. That Council not approve the COVID-19 Recovery Plan.
- The advantages of this option: Allows additional time for the City to take a “wait-and-see” approach to resuming services, and gather information from other local governments that are re-opening.
 - The disadvantages of this option: Puts additional pressure on staff and Council to address public demand for the resumption of services and programs.
 - Financial Implications: Delays the resumption of revenue-generating services and the ability of Finance staff to project potential year-end financial outcomes.

SUMMARY POINTS

- The Plan has been developed through the efforts of staff, union representatives and the City’s Joint Occupational Health & Safety Committees and adheres to Ministerial Orders and guidelines produced by the Provincial Health Officer and WorkSafe BC.
- The motion outlines the criteria the City must use in reopening City facilities and resuming services.
- Council’s approval of the Plan demonstrates its confidence in the Plan, and the measures taken to protect the health and safety of staff and the public.

ATTACHMENTS:

Attachment A: City of Nanaimo COVID-19 Recovery Plan: A Planning Framework for Municipal Operations

Submitted by:

John Van Horne
Director of Human Resources



COVID-19 RECOVERY PLAN

A Planning Framework for Municipal Operations

JULY 13, 2020

INTRODUCTION

The City of Nanaimo's COVID-19 Recovery Plan (the "Plan") outlines the various steps taken toward a gradual, safe and measured reopening of municipal facilities and resumption of City services and programs that have been suspended during the COVID-19 pandemic.

The City has taken steps to prioritize the health and safety of residents and employees. We closed municipal facilities to the public and cancelled programming and events. We found ways to deliver modified services to allow our operations to continue wherever possible. We also found new and different ways to continue delivering as many municipal services as possible.

The COVID-19 pandemic is not over. This virus will continue to affect our operations and our community for many months to come. As we begin to look ahead, this document will serve as the road map to our new reality. It outlines the steps the City will take to keep our residents and employees safe and provides a plan for the safe reopening of facilities and the resumption of services and programs.

The Plan has been developed based on the guidance of the Province of BC's Restart Plan, the recommendations of the Provincial Health Officer and guidelines and directives from organizations such as WorkSafe BC, the Municipal Safety Association of BC and a number of other governing bodies. Like BC's Restart Plan, our Plan uses a multi-staged approach, enabling us to adapt to changing circumstances and to limit risks to our employees' and the public's health.

The plan will be updated as needed and will likely change as the COVID-19 pandemic evolves, as the Province updates BC's Restart Plan and as the Provincial Health Officer makes announcements for reopening other sectors of the economy or relaxing restrictions currently in place.

A Message from Jake Rudolph, CAO

As BC restarts, the City of Nanaimo is following suit. Outdoor recreation spaces in City parks have reopened, Council has approved the restart of committees and task forces and the roll out of Reimagine Nanaimo, a comprehensive review of a number of key planning documents for the City including the Official Community Plan, is on track.

Although our buildings are closed to the public, the City remains open to business and staff continue to do great work providing excellent customer service. Modifications to City services have been made to accommodate physical distancing. Recreation staff have developed outdoor programs and day camps. Finance staff worked with the Parks, Recreation and Culture department to set up a pop-up tax payment office in Beban Park. Legislative Services staff worked with staff from the IT department to ensure Council meetings could continue to be livestreamed while Councillors joined in from home and other places.

The next few weeks and months will be filled with more transition. We continue to take direction from the Province and have established a working group to develop a reopening plan for all City facilities. This includes how we will safely welcome back the public to our facilities. The group is working on ensuring the highest health and safety standards are put in place so everyone feels comfortable when visiting and at work in our buildings. On behalf of the City of Nanaimo, I look forward to welcoming you back when we take the step to reopen.

BACKGROUND



The World Health Organization (WHO) declares outbreak of new Coronavirus disease in Wuhan, China in early January 2020.



The WHO declares COVID-19 a pandemic on March 11, 2020.



The City of Nanaimo activates a Level 1 Emergency Coordination Centre (ECC) on March 12, 2020.



On March 17, 2020, Provincial Health Officer, Dr. Bonnie Henry issues an order banning gatherings of 50 or people and declares COVID-19 a health emergency. The Province declares a state of emergency on March 18, 2020.



The City closes all facilities, playgrounds, gated off-leash dog parks and outdoor sporting amenities in City parks as well postpones all committee/task force meetings and cancels all recreation programming.



The Province of BC unveils its Restart Plan on May 6, 2020. The City uses this to develop its own plans to reopen services to the public including setting up a pop-up tax payment office in Beban Park, creating outdoor recreation programs and reopening outdoor amenities that had been closed.



A working group consisting of City staff from all departments develops plans to gradually open up facilities to the public.

Working toward a gradual, safe and measured reopening of municipal facilities and resumption of City services and programs suspended during the COVID-19 pandemic.



GUIDING PRINCIPLES

The Plan is guided by the following principles:



Protection of Health

We will ensure the health of residents and City staff continues to be our highest priority. We will provide opportunities to maintain safe physical distance from others and follow good public health and occupational safety practices while reopening municipal facilities and restarting programs and services.



Health, Well-Being and Productivity

We will consider the health, well-being and productivity of employees when determining the most suitable location for them to do their best work.



Economic Recovery

We will prioritize those municipal services or activities that generate revenue for the City, or that contribute to the economic recovery of the City or the community.



Community Priorities

We will consider the services that are most valued by the community.



Resource Availability

We will consider the availability of resources such as staff, physical and financial resources, personal protective equipment and more.

*We will consider the
services that are most
valued by the community.*



COVID-19 Recovery Plan Steps

The Plan is divided into four steps, each aligning generally with BC's Restart Plan. Through each step, the health and safety of residents and City staff will be the primary focus, as we balance the needs of the community and City Council with running a safe and efficient operation. Our approach will be gradual, and adaptive to changing circumstances in relation to the COVID-19 prevalence in our community, on Vancouver Island and in the province.

Each step the City takes will follow the lead of the Province of BC and take guidance from the Provincial Health Officer, Island Health's Medical Health Officer and WorkSafe BC. Advice from these professionals will determine the speed with which we proceed through the steps of reopening and will help to determine if health and safety measures need to be adjusted at any time. The dates referenced at each step are approximations only.

Everyday actions to protect the health of residents and City staff – like physical distancing, frequent hand washing and staying home if sick – will continue through each step.

The City would like to thank residents for their cooperation in response to the pandemic. It has been a time of great uncertainty and strain. We are dedicated to ensuring the public is well-informed by providing clear communication on City services and easy access to information from trusted sources.

Moving forward, we will continue to provide up-to-date information on the City's reopening plan, what can be expected as we take each step and how we will ensure residents are safe and healthy when visiting a City facility, recreating in our parks and engaging with us.

STEPS

1

MARCH TO MAY

Focus on closure of facilities and park amenities (playgrounds, sport courts, gated off-leash dog areas), cancellation of in-person recreation programming and providing services online.

2

LATE MAY TO SEPTEMBER

Focus on reopening park amenities and some indoor facilities, offering limited outdoor recreation programming and modified summer camps as well as opening up a pop-up tax payment office that accommodates physical distancing.

3

APPROXIMATELY SEPTEMBER AND BEYOND

Focus on further expanding public access to programs and services.

4

DEPENDENT UPON RELEASE OF A VACCINE

Focus on resumption of normal operations and service and program delivery.



STEP 1

March 2020 to May 2020

**Return in the event of another wave*

This step focuses on responding to Provincial health orders by implementing measures to reduce the risk of spread of COVID-19 in the community. In the event of another wave, the City may return to this step.

Parks, Recreation and Culture

- Closure of recreation facilities.
- Closure of park amenities - sport courts, bike tracks, playgrounds, skate parks
- Closure of gated off-leash dog parks
- Cancel in-person recreation programming
- Transition to online/social media programming and community engagement for recreation and culture programs/opportunities
- Install guideline signage to ensure physical distancing in parks and on trails

City Administration and Operations

- Closure of City Hall, Public Works building and Service and Resource Centre
- Provide City services online, by phone or by email
- Institute work from home practices
- Institute virtual/physical distancing meetings for Council, committees and staff
- Continue to provide essential services such as garbage and recycling collection, drinking water distribution and sewer operations
- Provide guidelines on safe recycling and disposal of waste

Emergency Management

- Activate the Emergency Coordination Centre (ECC)



STEP 2

Late May to September 2020

This step focuses on a phased expansion of public access to services where physical distancing can be maintained. Protocols will be developed using guidelines and recommendations from various organizations, including the Province of BC, WorkSafe BC, BC Recreation and Parks Association, Lifesaving Society and viaSport.

Parks, Recreation and Culture

- Reopen park amenities - sport courts, bike tracks, playgrounds, skate parks
- Reopen gated off-leash dog parks
- Provide limited outdoor recreation programming including modified summer day camps
- Reopen some indoor facilities
- City parks and trails remain open with guideline signage to ensure physical distancing is maintained

City Administration and Operations

- Provide services via phone, email or City website
- Provide safe in-person tax payments via pop-up tax office in Beban Park
- Expand virtual/physical distancing meetings to include public hearings and public consultation
- Follow WorkSafe guidelines to provide a safe work environment



STEP 3

September 2020 and beyond

This step focuses on a phased reopening of facilities to the public following guidelines and recommendations from various organizations, including the Province of BC, WorkSafe BC, BC Recreation and Parks Association, Lifesaving Society and viaSport.

Parks, Recreation and Culture

- Reopen recreation facilities with limits on attendance and physical distancing measures in place
- Expansion of indoor recreation programming where physical distancing can be maintained
- Continue online engagement for recreation and culture programs/opportunities

City Administration and Operations

- Reopen City Hall, Public Works building and Service and Resource Centre with safety plans in place
- Resume pre-COVID front counter services

We will provide opportunities to maintain safe physical distance from others and follow good public health and occupational safety practices while reopening municipal facilities and restarting programs and services.



STEP 4

Once a vaccine has been released

This step considers a return to normal City operations, programs and services.

Parks, Recreation and Culture

- Lift restrictions in place in parks (including park amenities) and on trails
- Return to normal recreation programming and facility operations (including rentals)

City Administration and Operations

- Reinstate in-person Council and committee meetings, public hearings and public consultation
- Continue virtual meetings and online services where proven to be most effective

FINANCIAL IMPACT

We will prioritize those municipal services or activities that generate revenue for the City, or that contribute to the economic recovery of the City or the community.

The City of Nanaimo is taking a measured approach to its response to the COVID-19 pandemic positioning the organization for a strong recovery. As with other municipalities, our response to the pandemic has resulted in facility closures and modified service delivery leading to revenue losses. In response, the City has identified areas where expenditures can be reduced or avoided. Moving forward, the City will continue to monitor and proactively address the financial impacts of COVID-19 and adjust as opportunities arise to accelerate recovery and mitigate the longer-term impacts to the community.

Financial Response and Recovery Framework

In April, the City created a financial model to illustrate the potential impact of the pandemic as well as any impacts from financial relief policy decisions and multi-level government relief directives. A review of the services and projects that have some flexibility took place to determine if any adjustments, cancellations or deferrals could be made to mitigate immediate and longer-term financial pressures.

Revenue Anticipation Borrowing

Council approved a revenue anticipation borrowing bylaw that authorizes the City to borrow up to \$50 million to access funds for cash flow in the event the City experiences low property tax collection. The Province has extended the term for repayment of any revenue anticipation borrowing to two years.

Billing and Tax Date Extensions

To provide some immediate financial relief for residents impacted by the pandemic, Council extended the payment due date for City of Nanaimo user rate bills from 30 to 90 days for all billings issued after March 17, 2020. Also, late payment penalty dates for 2020 property taxes was extended to 5% on October 1, 2020 and 5% on November 12, 2020.

Project Plans

The City took a careful approach in revisiting the 2020 Project Plan to assess any necessary adjustments. Following this exercise, the City found sufficient resource capacity to continue with the plan as originally intended. This approach not only benefits the City and residents, it also ensures the many businesses the City relies on for supplies and project completion can continue to employ staff and contribute to economic recovery.

Reserve Transfers and Reserve Funds

In 2019, a General Financial Stability Reserve fund was set up as a result of the new Reserves Policy, to help mitigate risk arising from lower than expected revenues or sudden unplanned expenditures needed to maintain delivery of City services. In addition, the Special Initiatives Reserve was topped up with \$2.8 million from the 2019 surplus to help fund any potential COVID-19 related shortfall and other priorities. Finally, the Province has allowed interest-free borrowing from existing capital reserves for local governments to help cover revenue shortfalls with a repayment term of up to five years.



250-754-4251



455 Wallace Street, Nanaimo, BC V9R 5J6



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CityofNanaimo



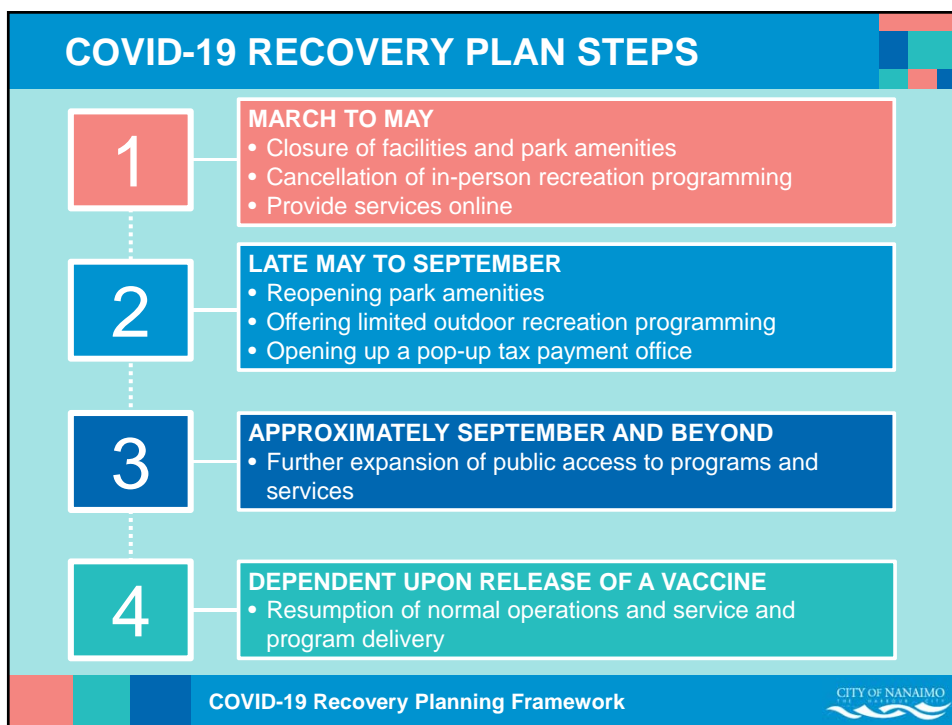
CITY OF NANAIMO
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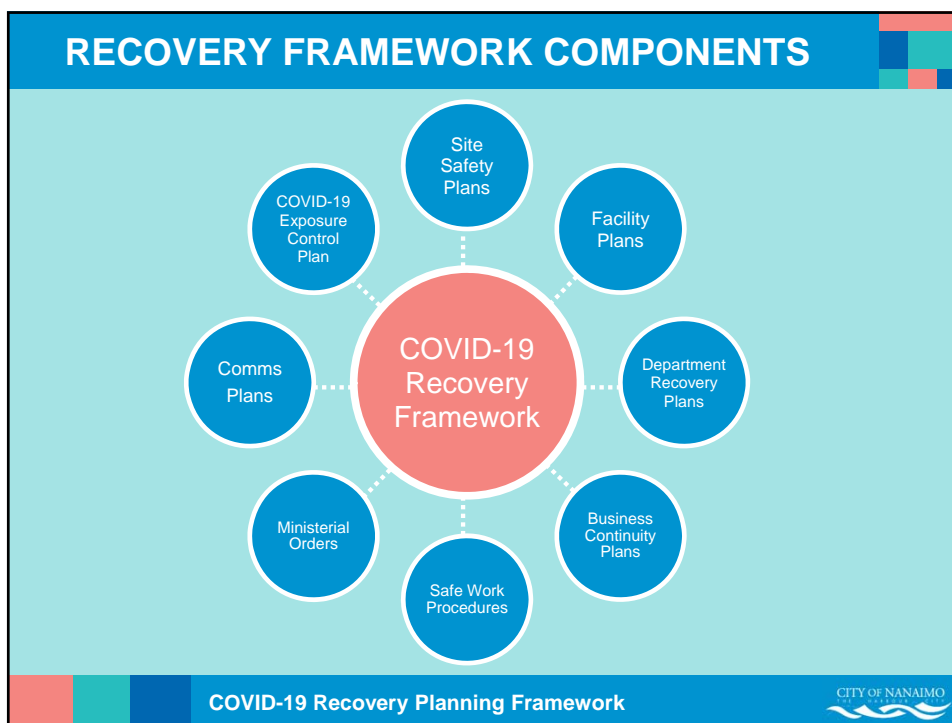
COVID-19 RECOVERY



Working toward a gradual, safe and measured reopening of municipal facilities and resumption of City services and programs suspended during the COVID-19 pandemic.

PLANNING FRAMEWORK FOR MUNICIPAL OPERATIONS



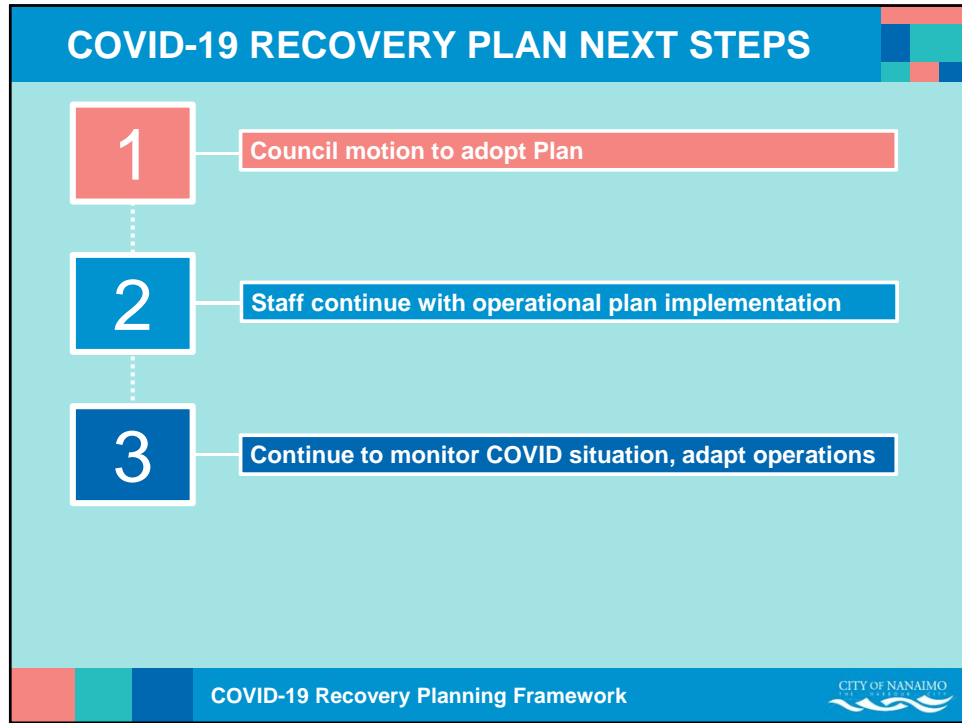


DEPARTMENTAL RECOVERY PLANS

Step 1	Step 2	Step 3	Step 4
<ul style="list-style-type: none"> • Closure of facilities • Work from home where practicable • New safe work procedures 	<ul style="list-style-type: none"> • Reopening of park amenities • Satellite tax office • Additional online services 	<ul style="list-style-type: none"> • Further expansion of programming • Re-opening of some facilities, with precautions in place 	<ul style="list-style-type: none"> • Resumption of normal operations
IMPACTS ON 2020 BUSINESS PLAN <ul style="list-style-type: none"> • What will not get done when planned, or at all. 			
NEW INITIATIVES NOT INCLUDED IN 2020 BUSINESS PLAN <ul style="list-style-type: none"> • What we did, or will do, that we hadn't planned to do. 			
CHALLENGES/OPPORTUNITIES <ul style="list-style-type: none"> • What do we anticipate as City operations recover? 			

COVID-19 Recovery Planning Framework

CITY OF NANAIMO



Council Meetings

COVID-19 Recovery Plan



JULY 13, 2020

CITY OF NANAIMO

COVID-19 Recovery – Council Meeting Processes

Introduction

Since the COVID pandemic began, the City of Nanaimo Council and staff have taken a number of steps to ensure the health and safety of its employees, Council and citizens, while continuing public participation at Council meetings as much as possible.

“Do all you can to flatten our curve to zero. You are making a difference and we are making a difference together.”

Dr. Bonnie Henry

Council meetings continued, as scheduled, with members of Council participating virtually via Zoom, or attending in person where physical distancing could be maintained.

Delegations continued to participate for agenda related topics, and redundant measures were put in place for livestreaming purposes so that members of the public could participate virtually and in attempt to remain a safe work environment for all.

Staff worked hard to be innovative and find solutions to a number of new obstacles placed in the way of the Council meeting processes and staff and Council had to adjust to a number of different protocols and procedural changes through the COVID-19 pandemic.

Background – Step 1

The same recovery framework components noted in the “Planning Framework for Municipal Operations” applies to meetings of Council. Staff had to enact the same safe work procedures, respond to advice and guidelines from WorkSafe BC, Island Health, BC Ministry of Health, Ministerial Orders, etc. to the operations and processes involved in the Council Meeting process as is necessary for other facilities, programs/activities and in-person services.

Safety plans, signage, and internal and external communications had to be implemented in the Council Chambers at the Conference Centre as well as the Service and Resource Centre and have had to be updated and renewed throughout the COVID-19 pandemic. Staff have continued to be responsive to changing recommendations and Orders.

At the start of the COVID-19 pandemic Council resolved to immediately postpone all Council task forces and committee meetings, including Finance and Audit and the Governance and Priorities Committee in order to focus on key government matters and necessary decision-making and not expose Council, staff, or the public to any unnecessary harm.

On March 26, 2020, the Minister of Public Safety and Solicitor General signed Ministerial Order No. M083, which declared a state of emergency throughout the Province of British Columbia. The order gave local governments authority to conduct its meetings electronically (for those that did not already have those provisions in their Council Procedure Bylaw) and limit in person attendance at its meetings in order to ensure the health and safety of its citizens. The Order also gave local governments the authority to adopt bylaws on the same day a bylaw was given third reading.

In response to this Order Council implemented the following guidelines and staff issued a [press release](#) on April 3, 2020 advising the public of the following:

- Members of the public were required to observe meetings virtually and not attend in person;
- Question period was suspended for the duration of the Order being in effect;

-
- Delegation requests for unrelated Council matters were not permitted but delegation requests related to agenda matters (such as a developer wanting to speak to their development application or a member of the public to speak to an item on the agenda at the Shaw Auditorium) were allowed as physical distancing requirements could be maintained;
 - Council members, if attending a Council meeting at the Shaw Auditorium, in person, were required to maintain physical distancing at all times; and
 - Staff partaking in meetings would be required to spread throughout the Auditorium.

At the April 1, 2020 Special Meeting of Council, a motion was carried to reconvene Health and Housing Task Force meetings, which were previously put on hold along with all other City committee meetings, in order to assist in facilitating planning for the City's vulnerable populations during the COVID-19 pandemic.

At the April 20, 2020 Special Meeting of Council, a resolution was unanimously passed that Council reinstate all existing Committees and Task Forces.

Steps 2 & 3 - Current COVID-19 Council Meeting Process

On May 1, 2020, Ministerial Order M139 came into effect, which repealed Order No. M083. This Order outlined the continued impact of COVID-19 on the health and safety of its citizens and retained the authority for local governments to limit in-person public participation at Council meetings. The Order did however provide authority for local governments to conduct public hearings by means of electronic or other communication means. In response, staff explored options for how public hearings might be held electronically and presented Council with a way that could safely facilitate in-person attendance coupled with an option for citizens to call in at the June 18, 2020 Public Hearing – Special Council Meeting.

On June 17, 2020 - Order M192 was issued by the province, which repeals and replaces Order No. M139, continues to provide local governments flexibility in meeting procedures while moving towards increased public presence and local government meetings where appropriate, for both “in person” and electronic meetings.

The Order requires local governments to undertake “best efforts” to meet the legislative requirements to allow members of the public to attend open meetings in-person.

Best efforts include:

- Provide information to staff, elected officials and the public on how local governments are meeting the Public Health Orders such as:
- How many members of the public can safely be accommodated at the meeting location while maintaining physical distancing guidelines;
- Whether another meeting location has been considered to provide better space for public attendance;
- How public attendance at meetings will be managed if there is limited space (i.e. restricting the number of attendees to ensure there are no crowds); and,
- Enhanced cleaning protocols in all meeting rooms, including the Shaw Auditorium, as well as cleaning of high-contact areas such as the podium, after every use.
- Offer alternative means by which the public can provide input on agenda topics (e.g. via email, on-line submissions form, phone or written letter)

-
- If in-person presence will be physically possible in the meeting room, consider technology for enabling the public to be present by electronic means (i.e. livestreaming in a space made available where people can watch and hear the open meeting)
 - Adjust the agenda and meeting schedules so that matters that are likely to be controversial or attract high public interest are the subject of a separate meeting held in a larger facility;
 - Provide draft agendas, minutes and archived video of meetings (if available) to the public to facilitate public understanding of local government decision making; and
 - Document and be able to provide information to the public about what efforts have been made and considered if the local government needs to continue to meet without the public physically present.

Order M192 requires that local governments undertake best efforts for the public to watch and hear a meeting that is held electronically. Best efforts in this regard include:

- Electronic meetings should attempt to resemble the in-person public meeting as much as possible, adhering to rules of procedural fairness;
- Exploring available technology that will enable the public to hear, or watch and hear, the meeting (e.g. livestream, record and provide an archived copy on the local government website); and
- Anticipate technology issues and consider allowing additional time on the agenda to resolve technical issues, including the possible lag when live streaming.

Under the Order, municipalities may only adopt financial and tax bylaws on the same day that a bylaw has been given third reading. For bylaws unrelated to these areas, there must be at least one day between third reading and adoption of the bylaw.

As local governments transition back towards operations that are more normal, new policies and procedures are needed to support elected officials, local government staff and the public. In doing so, the following must be considered:

- Identifying areas of risk for holding open meetings;
- Considering changes to occupancy limits and meeting room flow/setup; and
- Revisiting open meeting procedures, every few weeks to ensure best efforts are continuing to be met and to review questions/concerns from the public.

Moving Forward

Staff will continue to strive to align with the BC's Restart Plan and ensure that Council's meetings continue to abide by Ministerial Orders. Staff will adapt to deliver best efforts in order to allow public participation in a safe and measured way and bring forward recommendations to Council that allow for this; and, at the same time, manage the health risks to Council, staff and the citizens of Nanaimo. Logistics of all meetings will continue to incorporate each of the components noted in the "Planning Framework for Municipal Operations" to ensure all of the appropriate legislation, Orders and guidelines are met.

DATE OF MEETING JULY 13, 2020

AUTHORED BY Karen Robertson, Deputy City Clerk

SUBJECT Ministerial Order M192 – Open Meetings During State of Emergency

OVERVIEW

Purpose of Report

To apprise Council of Ministerial Order M192 as it relates to the conduct of public meetings.

Recommendation

That effective July 20, 2020, the following rules will apply for public participation in all open Council and Committee meetings;

- Delegation requests by members of the public for related or unrelated Council or Committee matters, as outlined in Council's Procedure Bylaw, will be permitted;
- All Council and Council related Committee meetings will be livestreamed, recorded and made available on the City's website;
- Members of the public who are not registered delegations will not be permitted to attend meetings in person (other than Public Hearings), as physical distancing requirements cannot be assured.

BACKGROUND

On March 26, 2020, the Minister of Public Safety and Solicitor General signed Ministerial Order No. M083 that declared a state of emergency throughout the Province of British Columbia. This order gave local governments authority to conduct its meetings electronically and limit in person attendance at its meetings in order to ensure the health and safety of its citizens. It also gave local governments the authority to adopt bylaws on the same day a bylaw was given third reading.

In response to this Order Council implemented the following guidelines and issued a press release on April 3, 2020 advising of the following:

- Members of the public were required to observe meetings virtually and not attend in person;
- Question period was suspended for the duration of the Order being in effect;
- Delegation requests for unrelated Council matters were not permitted but delegation requests related to agenda matters (such as a developer wanting to speak to their development application or a member of the public to speak to an item on the agenda at the Shaw Auditorium) were allowed as physical distancing requirements could be maintained;
- Council members, if attending a Council meeting at the Shaw Auditorium, in person, were required to maintain physical distancing at all times; and
- Staff partaking in meetings would be required to spread throughout the Auditorium.

On May 1, 2020, Ministerial Order M139 came into effect, which repealed M083. This Order outlined the continued threat of COVID-19 on the health and safety of its citizens and retained the authority for local governments to limit in-person public participation at Council meetings. However, the Order did give authority for local governments to pursue the option of conducting public hearings by means of electronic or other communication means. In response, staff explored options for how public hearings could be held electronically and presented Council with a plan that could safely facilitate in-person attendance (for smaller scale public hearings) coupled with an option for citizens to call in; that meeting was held on June 18, 2020.

On June 17, 2020, Ministerial Order M192 came into effect, which repealed M139. The intent behind this order is to assist local governments with transitioning local governments towards more normal operations while moving through the restart process. It continues to provide local governments flexibility with how meeting procedures are conducted while moving towards increased public presence for both “in-person” and electronic meetings.

DISCUSSION

Guidance for Open Meetings

Order M192 requires local governments to undertake “best efforts” to meet the legislative requirements to allow members of the public to participate and understand local government decision-making in a way that is meaningful for them, while abiding by any of the public health requirements or recommendations made under the *Public Health Act*, such as the Mass Gatherings and Event Order. Best efforts include:

- Providing information to staff, elected officials and the public on how local governments are meeting the Public Health Orders such as:
 - How many members of the public can safely be accommodated at the meeting location while maintaining physical distancing guidelines;
 - Whether another meeting location has been considered to provide better space for public attendance; and
 - How public attendance at meetings will be managed if there is limited space (i.e. restricting the number of attendees to ensure there are no crowds);
- Offering alternative means by which the public can provide input on agenda topics (e.g. via email, on-line submissions form, phone or written letter);
- Considering technology for enabling the public to present by electronic means if in-person presence is not physically possible;
- Adjusting the agenda and meeting schedules so that matters that are likely to be controversial or attract high public interest are the subject of a separate meeting held in a larger facility;
- Providing draft agendas, minutes and archived video of meetings (if available) to the public to facilitate public understanding of local government decision making; and
- Providing information to the public about what efforts have been made and considered if the local government needs to continue to meet without the public physically present.

Electronic Meetings

Order M192 requires that local governments undertake best efforts for the public to watch and hear a meeting that is held electronically. Best efforts in this regard include:

- Electronic meetings should attempt to resemble the in-person public meeting as much as possible, adhering to rules of procedural fairness;
- Exploring available technology that will enable the public to hear, or watch and hear, the meeting (e.g. livestream, record and provide an archived copy on the local government website); and
- Anticipate technology issues and consider allowing additional time on the agenda to resolve technical issues, including the possible lag when live streaming.

Same Day Bylaw Adoption Restricted

Under the Order, municipalities may only adopt financial and tax bylaws on the same day that a bylaw has been given third reading. For bylaws unrelated to these areas, there must be at least one day between third reading and adoption of the bylaw.

Operational Considerations for Local Government Open Meetings

As local governments transition back towards more normal operations, new policies and procedures are needed to support elected officials, local government staff and the public. In doing so, the following must be considered:

- Identifying areas of risk for holding open meetings;
- Considering changes to occupancy limits and meeting room flow/setup; and
- Revisiting open meeting procedures every few weeks to ensure best efforts are continuing to be met and to review questions/concerns from the public.

Next Steps:

With Council conducting its first “in-person” and telephone participation public hearing on June 18, 2020, much of what is outlined in the Order as it relates to public participation in a meeting has already been considered. Risks were identified, occupancy limits were considered, and meeting room flow was established. Council also has, and continues to, receive input from the public on agenda topics via email and by mail, and presenters are given the opportunity to use zoom if they are unable to attend in person. Livestreaming of Council meetings has continued throughout the Orders and moving forward, this process would be extended to Committee meetings.

The decision left for Council at this point is to determine what option it wishes to pursue in accommodating the added level of public participation, as the financial implications vary depending on the option selected.

OPTIONS

1. That effective July 20, 2020, the following rules will apply for public participation in all open Council and Committee meetings;
 - Delegation requests by members of the public for related or unrelated Council or Committee matters, as outlined in Council’s Procedure Bylaw, will be permitted;
 - All Council and Council related Committee meetings will be livestreamed, recorded and made available on the City’s website;

- Members of the public who are not registered delegations will not be permitted to attend meetings in person (other than Public Hearings), as physical distancing requirements cannot be assured.

The advantages of this option are that members of the public who wish to be a delegation at a Council or Committee meeting, regardless of whether their matter pertains to an agenda item or not, will now be allowed to attend those meetings (previously delegations were only allowed for agenda related items). Physical distancing could be maintained, as staff would be aware of how many members of the public would be attending (based on the registration process associated with delegation requests) and could plan the space accordingly based on those numbers. Although members of the public who are not registered delegations would be unable to attend the meetings under this option, livestreaming for all open Council, Special Council, and Council related Committee meetings would be implemented so members of the public would be able to view all open proceedings from home.

The disadvantage to this option is that the City would be unable to accommodate members of the public who may wish to attend in person if they are not a registered delegation. Should Council wish to open up meetings to the public generally, additional set up (outside of the Chambers) and hiring extra staff would be required for every meeting to ensure the Public Health Orders associated with Mass Gatherings and Physical Distancing are adhered to given the unknown numbers (see option 2).

Option 1 has no financial implications.

2. That effective July 20, 2020, the following rules will apply for public participation in open Council and Committee meetings:
 - Delegation requests by members of the public for related or unrelated Council or Committee matters, as outlined in Council's Procedure Bylaw, will be permitted;
 - All Council and Council related Committee meetings will be livestreamed, recorded and made available on the City's website;
 - Members of the public will be permitted to attend Council meetings held at the Vancouver Island Conference Centre (VICC);

The advantages to this option (outside of what is outlined in option 1) is that members of the public would be able to attend in person regardless of whether or not they are a registered delegation.

The disadvantages of this option is that legally the City is required to ensure that the Public Health Order for Mass Gatherings is adhered to as well providing assurances that physical distancing measures are in place can be followed. This would be challenging given that public attendance would be unknown at any given meeting. As such, staff would need to prepare for those unknown numbers by ensuring that the area outside of the Council Chambers is set up, as well as options for potentially setting up additional rooms. Temporary directional signage would also need to be set up and two additional staff would be required to be in attendance for every meeting in order to monitor the front door and area outside of the Chambers in case a number of people showed up. This is the process that was followed for the June 18,

2020 Public Hearing, and would continue for future public hearings; however, as noted in the financial implications section under this option, it would be costly to implement this process for every meeting held at the VICC.

General public attendance (other than registered delegations) for Committee meetings held in the SARC Boardroom is not being put forward as an option given the size of the room. As attendance at Committee meetings was low or non-existent prior to the pandemic, this should not create a hardship and as livestreaming would be implemented for all Committee meetings, members of the public would be able to see and hear those proceedings. It should also be noted that recommendations made by any Committee must be approved by Council so members of the public always have the opportunity to appear as a delegation at the Council meeting to speak to any recommendation that is being considered.

The financial implications associated with this option would be the staff time for additional set up and for two additional staff to attend every meeting to monitor the front door and area outside of the Council Chambers throughout the meeting. |

Public Notice

Once Council has selected its preferred option for moving forward, the information would be shared with the public, in conjunction with the information regarding the City of Nanaimo's general restart plan through posting on the website, public notice boards and social media, as well as advertised in the local newspaper. A comprehensive outline for public attendance at meetings will also be created explaining how physical distancing requirements will be met, an outline of cleaning and sanitizing protocols, and how in-person attendance at meetings will be managed.

SUMMARY POINTS

- This report focuses on the primary changes set out in Order M192 as local governments are given more flexibility in their meeting procedures while moving towards increased public presence at local government meetings where appropriate for both "in person" and electronic meetings.

ATTACHMENTS:

Ministerial Order M192 |

Submitted by:

Karen Robertson
Deputy City Clerk |

Concurrence by:

Sheila Gurrie
Director of Legislative Services |

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF PUBLIC SAFETY AND
SOLICITOR GENERAL

Emergency Program Act

Ministerial Order No. M192

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020;

AND WHEREAS local governments, including the City of Vancouver, and related bodies must be able to conduct their business in accordance with public health advisories to reduce the threat of COVID-19 to the health and safety of members and employees of local government and related bodies and members of the public;

AND WHEREAS it is recognized that public participation in local governance is an essential part of a free and democratic society and is important to local governments' purpose of providing good government to communities;

AND WHEREAS the threat of COVID-19 to the health and safety of people has resulted in the requirement that local governments and related bodies implement necessary limitations on this public participation;

AND WHEREAS section 10 (1) of the *Emergency Program Act* provides that I may do all acts and implement all procedures that I consider necessary to prevent, respond to or alleviate the effects of any emergency or disaster;

I, Mike Farnworth, Minister of Public Safety and Solicitor General, order that

- (a) the Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 made by MO 139/2020 is repealed, and
- (b) the attached Local Government Meetings and Bylaw Process (COVID-19) Order No. 3 is made.

Date

17/06/2020

Minister of Public Safety and Solicitor General

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: *Emergency Program Act*, R.S.B.C. 1996, c. 111, s. 10

Other: MO 73/2020; MO 139/2020; OIC 310/2020

LOCAL GOVERNMENT MEETINGS AND BYLAW PROCESS (COVID-19) ORDER NO. 3

Division 1 – General

Definitions

1 In this order:

“**board**” has the same meaning as in the Schedule of the *Local Government Act*;

“**council**” has the same meaning as in the Schedule of the *Community Charter*;

“**improvement district**” has the same meaning as in the Schedule of the *Local Government Act*;

“**local trust committee**” has the same meaning as in section 1 of the *Islands Trust Act*;

“**municipality**” has the same meaning as in the Schedule of the *Community Charter*;

“**municipality procedure bylaw**” has the same meaning as “procedure bylaw” in the Schedule of the *Community Charter*;

“**regional district**” has the same meaning as in the Schedule of the *Local Government Act*;

“**regional district procedure bylaw**” means a procedure bylaw under section 225 of the *Local Government Act*;

“**trust body**” means

- (a) the trust council,
 - (b) the executive committee,
 - (c) a local trust committee, or
 - (d) the Islands Trust Conservancy,
- as defined in the *Islands Trust Act*;

“**Vancouver council**” has the same meaning as “Council” in section 2 of the *Vancouver Charter*;

“**Vancouver procedure bylaw**” means a bylaw under section 165 [*by-laws respecting Council proceedings and other administrative matters*] of the *Vancouver Charter*.

Application

- 2
- (1) This order only applies during the period that the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the *Emergency Program Act* and any extension of the duration of that declaration is in effect.
 - (2) This order replaces the Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 made by MO 139/2020.

Division 2 – Open Meetings

Open meetings – municipalities

- 3 (1) A council, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter*, must use best efforts to allow members of the public to attend an open meeting of the council or body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A council or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the council or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If a council or body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
- (a) the council or body must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) for the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*, the meeting is not to be considered closed to the public.
- (4) The council or body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
- (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*, and
 - (b) any applicable requirements in a municipality procedure bylaw of a council.

Open meetings – regional districts

- 4 (1) A board, a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act*, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* as that section applies under section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, must use best efforts to allow members of the public to attend an open meeting of the board, board committee or body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A board, board committee or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the board, board committee or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.

- (3) If a board, board committee or body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
 - (a) the board, board committee or body must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the board, board committee or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) for the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter* as that Division applies to a regional district under section 226 of the *Local Government Act*, the meeting is not to be considered closed to the public.
- (4) The board, board committee or body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
 - (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*,
 - (b) section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, and
 - (c) any applicable requirements in a regional district procedure bylaw of a board.

Open meetings – Vancouver

- 5 (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, must use best efforts to allow members of the public to attend an open meeting of the Vancouver council or the body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) The Vancouver council or a body is not required to allow members of the public to attend a meeting if, despite the best efforts of the Vancouver council or the body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If the Vancouver council or a body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
 - (a) the Vancouver council or the body must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the Vancouver council or the body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) for the purposes of section 165.1 [*general rule that meetings must be open to the public*] of the *Vancouver Charter*, the meeting is not to be considered closed to the public.

- (4) The Vancouver council or a body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
 - (a) section 165.1 of the *Vancouver Charter*, and
 - (b) any applicable provision in the Vancouver procedure bylaw.

Open meetings – trust bodies

- 6 (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, must use best efforts to allow members of the public to attend an open meeting of the trust body or board of variance in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A trust body or board of variance is not required to allow members of the public to attend a meeting if, despite the best efforts of the trust body or board of variance, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If a trust body or board of variance does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
 - (a) the trust body or board of variance must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) For the purposes of section 11 [*procedures to be followed by local trust committees*] of the *Islands Trust Act*, the meeting is not to be considered closed to the public.
- (4) A trust body or board of variance may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
 - (a) section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the *Islands Trust Regulation*, B.C. Reg. 119/90, and
 - (b) any applicable requirements in a procedure bylaw of a trust body.

Division 3 – Electronic Meetings

Electronic meetings – municipalities

- 7 (1) A council, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter*, may conduct all or part of a meeting of the council or body by means of electronic or other communication facilities.

- (2) A member of a council or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a council or body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a council or body does not use electronic or other communication facilities as described in subsection (3), the council or body must state the following, by resolution:
 - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A council or body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) Section 128 (2) (c) and (d) [*electronic meetings and participation by members*] of the *Community Charter* does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless a council or body proceeds as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
 - (a) section 128 of the *Community Charter*, and
 - (b) any applicable requirements in a municipality procedure bylaw of a council.

Electronic meetings – regional districts

- 8 (1) A board, a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act*, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* as that section applies under section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, may conduct all or part of a meeting of the board, board committee or body by means of electronic or other communication facilities.
- (2) A member of a board, board committee or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a board, board committee or body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a board, board committee or body does not use electronic or other communication facilities as described in subsection (3), the board, board committee or body must state the following, by resolution:

- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the board, board committee or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A board, board committee or body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) Section 2 (2) (d) and (e) [*electronic meetings authorized*] of the Regional District Electronic Meetings Regulation, B.C. Reg. 271/2005, does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless a board, board committee or body proceeds by using electronic or other communication facilities as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
- (a) section 221 [*electronic meetings and participation by members*] of the *Local Government Act*,
 - (b) the Regional District Electronic Meetings Regulation, and
 - (c) any applicable requirements in a regional district procedure bylaw of a board.

Electronic meetings – Vancouver

- 9 (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, may conduct all or part of a meeting of the Vancouver council or the body by means of electronic or other communication facilities.
- (2) A member of the Vancouver council or of a body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), the Vancouver council or a body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If the Vancouver council or a body does not use electronic or other communication facilities as described in subsection (3), the Vancouver council or the body must state the following, by resolution:
- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the Vancouver council or the body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) The Vancouver council or a body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

- (6) Section 2 (2) (c) and (d) [*electronic meetings authorized*] of the City of Vancouver Council Electronic Meetings Regulation, B.C. Reg. 42/2012, does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless the Vancouver council or a body proceeds by using electronic or other communication facilities as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
 - (a) section 164.1 [*meeting procedures*] of the *Vancouver Charter*,
 - (b) the City of Vancouver Council Electronic Meetings Regulation, and
 - (c) any applicable provision in the Vancouver procedure bylaw.

Electronic meetings – improvement districts

- 10 (1) An improvement district board, or a committee of an improvement district board appointed or established under section 689 [*appointment of select and standing committees*] of the *Local Government Act*, may conduct all or part of a meeting of the improvement district board or committee of an improvement district board, other than an annual general meeting, by means of electronic or other communication facilities.
- (2) A member of an improvement district board or committee of an improvement district board who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), an improvement district board or committee of an improvement district board must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If an improvement district board or committee of an improvement district board does not use electronic or other communication facilities as described in subsection (3), the improvement district board or committee of an improvement district board must state the following, by resolution:
 - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the improvement district board or committee of an improvement district board is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) An improvement district board or committee of an improvement district board may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) This section applies despite
 - (a) section 686 [*meeting procedure – improvement district board*] of the *Local Government Act*, and
 - (b) any applicable requirements in a procedure bylaw of an improvement district board.

Electronic meetings – trust bodies

- 11
- (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, may conduct all or part of a meeting of the trust body or board of variance by means of electronic or other communication facilities.
 - (2) A member of a trust body or board of variance who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
 - (3) When conducting a meeting under subsection (1), a trust body or board of variance must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
 - (4) If a trust body or board of variance does not use electronic or other communication facilities as described in subsection (3), the trust body or board of variance must state the following, by resolution:
 - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
 - (5) A trust body or board of variance may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
 - (6) This section applies despite
 - (a) section 2 [*electronic meetings authorized*] of the *Islands Trust Electronic Meetings Regulation*, B.C. Reg. 283/2009, and
 - (b) any applicable requirements in a procedure bylaw of a trust body or applicable to a board of variance.

Division 4 – Timing Requirements

Timing requirement for bylaw passage – municipalities

- 12
- Despite section 135 (3) [*requirements for passing bylaws*] of the *Community Charter*, a council may adopt a bylaw on the same day that a bylaw has been given third reading if the bylaw is made in relation to
- (a) the following sections of the *Community Charter*:
 - (i) section 165 [*financial plan*];
 - (ii) section 177 [*revenue anticipation borrowing*];
 - (iii) section 194 [*municipal fees*];
 - (iv) section 197 [*annual property tax bylaw*];
 - (v) section 200 [*parcel tax bylaw*];
 - (vi) section 202 [*parcel tax roll for purpose of imposing tax*];
 - (vii) section 224 [*general authority for permissive exemptions*];

- (viii) section 226 [*revitalization tax exemptions*];
- (ix) section 235 [*alternative municipal tax collection scheme*], and
- (b) tax sales, as referred to in Divisions 4 [*Annual Tax Sales*] and 5 [*Tax Sale Redemption Periods*] of the Local Government Finance (COVID-19) Order made by MO 159/2020, or otherwise under Division 7 [*Annual Municipal Tax Sale*] of Part 16 [*Municipal Provisions*] of the *Local Government Act*.

Division 5 – Public Hearings

Public hearings – Local Government Act

- 13** (1) A public hearing under Part 14 [*Planning and Land Use Management*] or 15 [*Heritage Conservation*] of the *Local Government Act*, including a public hearing under section 29 (1) (b) [*land use and subdivision regulation*] of the *Islands Trust Act*, may be conducted by means of electronic or other communication facilities.
- (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
- (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,
 - (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and
 - (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
- (3) This section applies to delegated public hearings.
- (4) This section applies despite the following provisions:
- (a) section 124 [*procedure bylaws*] of the *Community Charter*;
 - (b) section 225 [*procedure bylaws*] of the *Local Government Act*;
 - (c) section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the *Islands Trust Regulation*, B.C. Reg. 119/90;
 - (d) section 2 [*electronic meetings authorized*] of the *Islands Trust Electronic Meetings Regulation*, B.C. Reg. 283/2009;
 - (e) any applicable requirements in a procedure bylaw made under the *Community Charter*, the *Local Government Act* or the *Islands Trust Act*.

Public hearings – Vancouver Charter

- 14** (1) A public hearing under Division 2 [*Planning and Development*] of Part 27 [*Planning and Development*] of the *Vancouver Charter* may be conducted by means of electronic or other communication facilities.
- (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
- (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,

- (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and
 - (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
- (3) This section applies despite
- (a) section 566 [*amendment or repeal of zoning by-law*] of the *Vancouver Charter*, and
 - (b) any applicable provision in the Vancouver procedure bylaw.

Division 6 – Deferral of Annual Requirements

Annual general meeting and requirements – improvement districts

- 15**
- (1) An improvement district may defer an annual general meeting that is required under section 690 [*annual general meeting – improvement districts*] of the *Local Government Act* to a date not later than December 31, 2020.
 - (2) An improvement district may defer the preparation of financial statements required under section 691 [*annual financial statements*] of the *Local Government Act* to a date not later than December 31, 2020.
 - (3) Despite the date referred to in section 691 (5) of the *Local Government Act*, an improvement district may submit to the inspector the audited financial statements of the improvement district for the preceding year and any other financial information required by the inspector at the time of the annual general meeting of the improvement district.
 - (4) If an annual general meeting of an improvement district is deferred under subsection (1) of this section and the term of an improvement district trustee would be expiring and the vacancy filled at that meeting, the term of the improvement district trustee is extended until the annual general meeting is held.
 - (5) This section applies despite
 - (a) Division 3 [*Governance and Organization*] of Part 17 [*Improvement Districts*] of the *Local Government Act*, and
 - (b) any applicable provisions in a letters patent for an improvement district.

DATE OF MEETING July 13, 2020

AUTHORED BY LYNN WARK, DIRECTOR OF RECREATION AND CULTURE

SUBJECT RE-OPENING PLAN FOR ARENAS

OVERVIEW

Purpose of Report

To obtain Council approval for the re-opening plan for arenas.

Recommendation

That Council approve the Arenas Re-opening Plan that aligns with the City's "COVID-19 Recovery Plan" and complies with the components of the "Planning Framework for Municipal Operations".

BACKGROUND

The City of Nanaimo, Department of Parks, Recreation and Culture closed most of its facilities for programs, rentals and drop-in activities on Monday, March 16 after the Provincial Health Officer, Dr. Bonnie Henry, cancelled gatherings of more than 50 people as a way to slow down the transmission of COVID-19.

Since that time, most outdoor amenities have reopened, some outdoor programs have resumed, rentals have been accepted for essential services (ie: Blood Donor Clinics), and bookings have resumed for smaller activity centres and outdoor amenities.

In order to reopen the remaining indoor facilities, City staff have been working through very complex and detailed re-opening strategies, for each facility, that will keep everyone safe and healthy when buildings do open.

DISCUSSION

Re-opening plans are complete for Arenas, and will be followed closely by plans for Aquatics, Bowen Complex, Beban Social Centre, and Oliver Woods Community Centre.

The process for developing these re-opening strategies involved:

- Establishing guiding principles to assist with plan development
- Consulting and working through established guidelines and recommendations from various organizations, including the Province of BC, WorkSafe BC, BC Recreation and Parks Association, Lifesaving Society, viaSport and more

- Conducting an in-depth Risk Assessment for each facility
- Preparing Site Safety Plans as required by WorkSafe BC (attached for information and will be amended/updated as required)
- Conducting a Service Delivery review for each facility
- Revising operating schedules based on enhanced cleaning practices, physical distancing requirements, the provincial order of no mass gatherings over 50, and adjustments to service delivery
- Factoring in the recall of staff that have been redeployed, and the training and recertification required for staff on new safety protocols
- Planning for necessary facility retrofits and obtaining required PPE

Some general assumptions concerning building these plans include the following:

- Community members want, and need, to get back to activities that support their social, physical and mental health and well-being
- In the event of a second wave of COVID 19, a phased approach to re-opening is the most practical so that it's easy to scale back on services offered if required
- Schedule B – Fees and Rental Policy of the Parks, Recreation and Culture Regulation Bylaw No. 7073.06 – will remain in effect

Guiding Principles for plan development included:

- Phasing to be in alignment with BC's Restart Plan and BCRPA Guidelines
- Activities/services do not encourage mass gatherings, # of patrons and physical distancing can be controlled
- Safety for staff and public is equally important
- Single Function, or stand alone spaces to be considered first
- Assessment of risks and site safety plans to be completed for each facility
- Consider resources required (ie: staff availability, supplies required, retrofits needed, etc)
- Consider value to community/public, and/or Council
- Evaluate user group demand or readiness (ie: Provincial or Local Operating Plans received)
- Prioritize partnerships where possible (SD, RDN)
- Evaluate financial Impact
- Strive for provision of activities/services that support accessibility/inclusion
- Consider leases/licences on a case by case basis

ARENAS RE-OPENING PLAN

The re-opening plan for Arenas offers a phased approach as follows:

Phase	Ice Sheet	Target Date
1	Install one sheet of ice at NIC 2	Ready for July 27
2	Install one sheet of ice at Cliff McNabb	Ready for August 3, if demand dictates need
3	Install one sheet of ice at NIC 1	Ready for September 1, if demand dictates need
4	Install one sheet of ice at Frank Crane	If demand dictates need

The Arenas plan is based on the additional assumptions:

- There is currently enough demand to install one sheet of ice for July 27 and staff will continue monitoring demand and communicating with user groups, before moving to phases 2, 3 and 4
- 70% of users that have ice booked in August will keep their bookings
- August rental revenue is based on selling 60% of available hours of ice, each week
- August program revenue is based on 75% occupancy in programs
- For September through December, arenas will run at 75% operational capacity compared to a typical year of operations; therefore, expenses and revenue are based on 75% of 2019 actuals

OPTIONS

1. **That Council approves the Re-opening Plan for Arenas.**

ARENAS

Advantages of Re-opening Arenas	Disadvantages of Re-opening Arenas
<p>A phased approach can act as a pilot to ensure all protocols, facility retrofits, and operating schedule revisions in place, are successful</p> <p>One sheet of ice can accommodate Nanaimo Minor Hockey Camp for July 27 – 31, and other user groups for the month of August who have continued to express interest in using the facility including: the Clippers, Buccaneers, and multiple private renters</p> <p>One sheet of ice can accommodate the ice time which is pre-booked for August</p> <p>One sheet of ice can accommodate recreation programs already planned for August</p> <p>Can scale up as demand dictates</p> <p>Can scale back easily if a second wave of COVID 19 hits</p>	<p>Demand for ice might exceed availability with the phased approach – requiring some users to wait for more ice to be installed</p> <p>Demand for ice might exceed availability with less hours of ice available than in a typical situation</p> <p>Rental revenue may be impacted due to lower capacity of ice sheets which will require renters to pay the same fees for less people on the ice</p> <p>Arenas that have already opened have had problems with users following the protocols, for this reason a 3 strikes you're out policy will be implemented – this may not be well-received by users</p>

Additional information on re-opening Arenas is included in:

Attachment 1 – Financial Implications of Re-opening Arenas

2. That Council does not approve the Site Safety and Re-opening Plan for Arenas and chooses instead to leave the facilities closed until a later date.

- The advantages of this option include minimizing the risk of having to close again in the event of a second wave of COVID 19 and realizing some cost savings.
- The disadvantages of this option include less provision of recreation services to the public and the potential for public outcry as community members have definitely expressed the desire to resume regular activities in whatever modified way is necessary, as evidenced by the volume of phone calls and emails the Recreation and Culture Department is dealing with on a daily basis.
- Financial implications include cost savings which could help to offset the overall impact of COVID 19 to the City.

3. That Council provide alternate direction to staff,

- The advantages of this option include the ability for staff to go back and explore other ideas as suggested by Council.
- The disadvantages of this option are that there will be a delay in choosing re-opening dates for Arenas. The public is already frustrated with the lack of any information around re-opening plans as evidenced by the volume of phone calls and emails the Recreation and Department is dealing with on a daily basis.
- Financial implications include continued cost savings as re-opening dates will be delayed.

SUMMARY POINTS

- Re-opening plans are complete for arenas and will be followed closely by plans for Aquatics, Bowen Complex, Beban Social Centre, and Oliver Woods Community Centre.
- The re-opening plan for arenas offers a phased approach and modified operating schedules, with one sheet of ice to be installed at NIC 2 for July 27, one sheet of ice to be installed at Cliff McNabb by August 3 if demand dictates, one sheet of ice being installed at NIC 1 by September 1, if demand dictates, and the final sheet of ice being installed at Frank Crane as demand dictates need.

ATTACHMENTS:

1. Financial Implications Re-opening Arenas
2. Nanaimo Ice Centre Site Safety Plan
3. Cliff McNabb Arena Site Safety Plan
4. Frank Crane Arena Site Safety Plan

Submitted by:

Lynn Wark
Director of Recreation and Culture

Concurrence by:

Richard Harding
General Manager of Parks, Recreation and Culture

INFORMATION RELEASE:

Information about the re-opening plans will be released upon approval of the plans by Council.

Recreation & Culture - Arena Operations
 Projected Impact of Reopening Plan
 2 Sheets August, 3 Sheets September - December

August - December 2020								
Operations	Budget			Projection				Projected Variance to December 31st
	Aug	Sep - Dec	Total	Revenue and Expenses Aug	Revenue and Expenses for Sep-Dec	Total	Variance	
Summary - All:								
Expenses	241,900	1,026,700	1,268,600	245,800	873,500	1,119,300	149,300	659,800
Revenues	(76,000)	(611,700)	(687,700)	(40,000)	(312,000)	(352,000)	(335,700)	(690,900)
Net Operating	165,900	415,000	580,900	205,800	561,500	767,300	(186,400)	(31,100)
Beban Arenas								
Expenses	89,800	514,000	603,800	108,900	401,000	509,900	93,900	322,600
Revenues	(28,800)	(290,100)	(318,900)	(10,000)	(105,000)	(115,000)	(203,900)	(377,600)
Subtotal Beban Arenas	61,000	223,900	284,900	98,900	296,000	394,900	(110,000)	(55,000)
Nanaimo Ice Center								
Expenses	152,100	512,700	664,800	136,900	472,500	609,400	55,400	337,200
Revenues	(47,200)	(321,600)	(368,800)	(30,000)	(207,000)	(237,000)	(131,800)	(313,300)
Subtotal NIC	104,900	191,100	296,000	106,900	265,500	372,400	(76,400)	23,900

Projected variance to December 31st including Harewood Multi-Use **(8,800)**



Nanaimo Ice Centre

COVID-19 Site Safety Plan

Created By: Damon Johnston

Date: June 22, 2020

Reviewed By: Bill Wilson – Arenas Safety Committee Representative Date: June 30, 2020

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1.0 Introduction

The City of Nanaimo is committed to providing a safe and healthy workplace for all of our staff and the public. A combination of preventative measures will be used to minimize worker and public exposure to the COVID-19 virus, including the most effective control technologies available. Our work procedures will protect not only our employees, but also other workers and/or the public who enter our facilities. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to the COVID-19 virus.

The purpose of this COVID19 Site Safety Plan (SSP) is to protect employees from harmful exposures to the COVID-19 virus, to reduce the risk of infection in the event of an exposure, and to comply with the WorkSafeBC Occupational Health and Safety Regulation 5.54 and 6.3, Exposure Control Plan.

The City of Nanaimo will strive to find ways to control or eliminate exposure to the COVID-19 virus by developing and implementing proper risk controls, establishing safe work practices, raising awareness, and providing education and training for its employees. The City of Nanaimo will follow direction and controls as specified by the BCCDC, the Ministry of Health, and the Provincial or Island Health Medical Health Officer.

Documents referenced in the creation of the City of Nanaimo SSP include:

- a) BC's Restart Plan Next Steps to move BC through the Pandemic
- b) Work Safe BC – Sports and Recreation: protocols for returning to operation
- c) British Columbia Recreation and Parks Association – Guidelines for Restarting Operations
- d) viaSPORT British Columbia - Return to Sport Guidelines for BC
- e) BC Centre for Disease Control
- f) Hockey Canada Return to Hockey Safety Guidelines

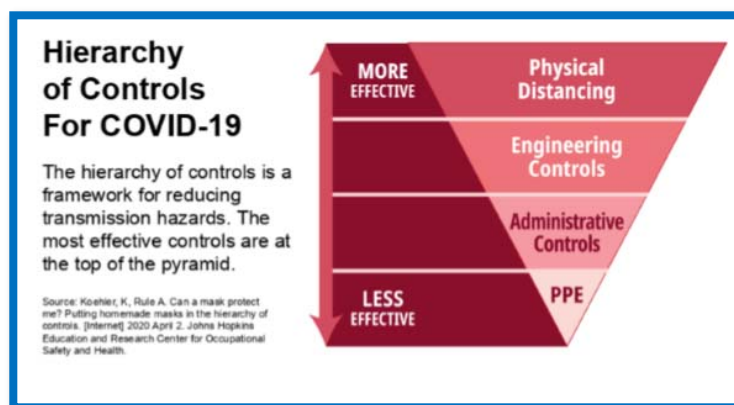


Image Source: BCRPA – The Recreation and Parks Sector Guidelines for Restarting Operations

2.0 Staff Training Plan

Staff Training

The City of Nanaimo has staff training to re-activate staff prior to returning to work.

Training Topics – from site safety plan

- a) Staff Safety (all staff)
 - Site specific orientation Crew Talk - Site Safety Plan/City Exposure Control Plan
- b) Facility Admission & Access (all staff)
 - Public procedures
 - Front desk procedures
- c) Building Schedules and Programming (all staff)
 - Disinfection (all staff)
 - Procedure and video
- d) First Aid Procedures (first aiders)

All training must be documented and signed by both staff member and supervisor at the site specific orientation and/or Crew Talk.

3.0 Staff Health and Hygiene

COVID-19 Health Assessment

To avoid transmission between employees and patrons, every employee suspected or confirmed to have contracted COVID-19 must stay home.

Staff COVID-19 Self-Assessment

Anyone with COVID-19-like symptoms, such as sore throat, fever, sneezing, or coughing complete the [BC CDC self-assessment tool](#) or call 8-1-1 and inform your supervisor.

If directed, go for testing and self-isolate at home until test results are available. If testing is not possible self-isolate for 10 days. After 10 days, if your temperature is normal and you feel better, complete the self-assessment tool again to determine if you can return to your routine activities. Coughing may persist for several weeks, so a cough alone does not mean you need to continue to self-isolate for more than 10 days.

Sick Workers

- Sick workers should report to first aid, even with mild symptoms.
- Sick workers should be asked to wash or sanitize their hands and be provided with a mask, and isolated. Ask the worker to go straight home and call the COVID-19 information line for further guidance related to testing and self-isolation.
- If the worker is severely ill (e.g. difficulty breathing or chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact with.

Weekly staff schedules are maintained and kept up to date to track people that work together in the event there is a need for contact tracing on the part of the Medical Health Officer.

Hygiene

Hand Hygiene

Employees must wash their hands upon entry to the building and before and after:

- Eating
- Breaks
- Smoking
- Blowing one's nose, coughing, or sneezing

- Using the toilet
- Being in contact with animals or pets
- Using shared equipment
- Providing routine care for customers needing assistance or first aid

Face Masks

- Staff should wear face masks if physical distancing cannot be maintained with other staff members.
- At this time, wearing a face mask at all times in the facility is not mandatory. This will be reviewed on an on-going basis according to provincial health recommendations.
- Masks can become contaminated on the outside when touched by hands so employees should avoid touching or adjusting them often.
- Masks that become wet, soiled, or damaged are less effective and must be replaced immediately.
- Masks must be put on and taken off correctly, including not touching the front of the mask and washing hands before/after application and removal.
- Never share masks with others.

Personal Hygiene

- Avoid physical greetings such as handshakes and hugs.
- Employees must practice good hygiene throughout their shift including proper hand washing and cough/sneeze etiquette.
- There should be no sharing of cigarettes or vaping equipment or other personal products.

Keeping Shared Spaces and Equipment Clean

- a) Recreation Coordinators Office
- b) Administration office
- c) Skate Shop
- d) Plant Room
- e) Lunch Room
- f) Zamboni Bay
- g) Maintenance Room and Shop
- h) Dressing Rooms
- i) 1 Flex Room
- j) 1 NHL Ice Sheet

- Staff should arrive dressed in their work clothes or uniform.
- A maximum of two staff in the lunch room. Physical distancing must occur at all times. Maximum of one person in the skate shop.

- Personal items brought in (e.g. bags, shoes, jackets) must be kept to a minimum.
- If personal items are in the staff areas, adequate space must be between each staff member's items to encourage physical distancing.
- All belongings must be brought home at the end of each shift.
- Shared lockers must be emptied and disinfected at the end of each shift.

Shared Equipment include but are not limited:

- a) Photocopier
 - b) Phones (including shared cell phones)
 - c) Computers
 - d) Keyboards
 - e) Zamboni's
 - f) Tools (power tools, hammers, screw drivers etc.)
 - g) Ice edger
 - h) Janitors cart
 - i) Vacuums
 - j) Janitorial equipment
 - k) Desks and tables
- Equipment and tools must be disinfected before and after use.
 - Clean staff room table before and after each use.
 - Do not share cups, glasses or utensils.
 - Avoid sharing common objects (e.g. pens).
 - Uniforms and work clothes should be washed at the end of each shift.
 - Do not share uniforms

4.0 Disinfection and Cleaning Procedures

The disinfection procedures listed are in response to the COVID-19 pandemic. These cleaning measures are in addition to regular facility cleaning procedures. Please review the SafeWork procedures for [Cleaning and Disinfecting](#) and [How to Clean and Disinfect Your Work Station](#).

Personal Protection

The risk of exposure to cleaning staff is inherently low, however cleaning staff should wear disposable gloves and appropriate PPE for all cleaning tasks, including handling trash. PPE should be removed carefully to avoid contamination to the wearer and surrounding area. Work uniforms must be washed after each shift.

Cleaning Procedures

Surfaces frequently touched by hands are most likely to be contaminated. These surfaces include doorknobs, handrails, light switches, cabinet handles, faucet handles, tables, countertops, and electronics. These areas are high priority cleaning areas within the facility.

Lockers and cubbies used by patrons/employees to store personal belongings are cleaned and disinfected between use.

Nanaimo Ice Centre has created a detailed cleaning log (see page 11) which includes where, what, and how often cleaning is occurring. Log sheets and procedures are posted in the lobby maintenance room and are completed/signed off each time cleaning occurs.

Chemicals Used for Disinfection/Cleaning						
Product	Application	Who can use	PPE	Dwell Time	Rinse	Equip.
EP66 Disinfectant	Spray Bottle	All staff / gym	Diluted no gloves for public Staff -gloves	5 minutes	Wipe off	Spray bottle Paper Towel
		patrons				
EP66 Disinfectant	Foamer attached to a hose	In Foamer Aquat. Custodians	Staff -gloves	15 minutes	Hose	Foamer / Hose floor squeegee
Perdiem Cleaner	Spray Bottle	All Staff	Diluted no gloves for public Staff -gloves	5 minutes	Wipe off	Spray bottle Paper Towel Sprayer
		Contractors				
Perdiem Cleaner	Foamer attached to a hose	In Foamer Aquat. Custodians	Staff -gloves	15 minutes	Hose	Foamer / Hose floor squeegee Fogging machine
Bleach 12%	Foamer attached to a hose	All Staff	Respirator Gloves / Goggles Apron	15 minutes	Hose Wash off	Foamer / Hose Spray bottle Mop bucket Mop heads cleaned daily
	Spray Bottle Mop Bucket					
Ultra One Degreaser	Foamer attached to a hose	All Staff	Gloves	15 minutes	Hose Wash off	Foamer / Hose Spray bottle
	Spray Bottle					
Oxivir Plus Disinfectant Cleaner	Spray Bottle Mop Bucket	All Staff	Gloves	15 minutes	Wash off	Spray bottle Mop bucket Mop heads cleaned daily
Sustainable Earth (SE) SE 64 Neutral Cleaner	Spray Bottle	Custodians	Gloves	10 minutes	Wipe off Wash off	Spray bottle Mop bucket Mop heads cleaned daily
	Mop bucket					
Sustainable Earth (SE) SE 70 Washroom Cleaner	Spray Bottle	Custodians	Gloves	10 minutes	Wipe off Wash off	Spray bottle Mop bucket Mop heads cleaned daily
	Mop bucket					

Cleaning and Disinfecting Procedures and Schedule						
Room/Space	Product	High Touchpoints	Frequency: hourly, daily, weekly, on demand, before and after use	Staff Responsible	Date and time	Staff Initials
Work Stations	Perdiem	Phones, keyboards, mice, desk tops,	Before and after use	All staff		
Washrooms	Perdiem	Toilets, sinks, floors, paper towel holders, soap dispensers, door handles	Every two hours when facility is open to public and after facility closes	Custodians		
	Staples Washroom Cleaner			Arena Maintenance Workers		
				Facility Attendant/Ambassador		
Dressing Rooms	Perdiem	Toilets, sinks, floors, paper towel holders, soap dispensers, door handles, benches	Every 30 minutes in between ice times	Arena Maintenance Workers		
	Staples Washroom Cleaner			Facility Attendant/Ambassador		
Lunch Room	Perdiem	Table, chairs, soap dispenser, light switches, door handles,	After use	All staff		
Equipment: skate sharpener, ice edger, vacuums, floor machine, janitorial equipment (brooms, mops, buckets)	Perdiem	Mechanical controls, handles,	Before and after use	Arena Maintenance Facility attendant/Ambassadors		
Skate Shop	Perdiem	Counters, phones, skates, helmets, light switches, door handles, skate sharpening machine controls	Hourly	Program Leaders		
				Arena Maintenance		
				Facility Attendant/Ambassador		
Skate and Helmets	Spray Way Disinfectant Surface Cleaner	NA	After every use	Program Leader		
				Facility Attendant		
Zamboni	Perdiem	Steering wheel, controls, water hose/taps, charging station	1 operator – beginning and end shift	Arena Maintenance		
			More than 1 operator – before and after every use, unless Zambonis are not being shared			
Lobby	Perdiem	Doors, chairs, flat surfaces,	Hourly, on demand, after the end of the shift	Program Leaders		
				Arena Maintenance		
				Facility Attendant/Ambassador		
Hallways	Perdiem	Light switches, doors, windows, glass,	Hourly, on demand, after the end of the shift	Program Leaders		
				Arena Maintenance		
				Facility Attendant/Ambassador		

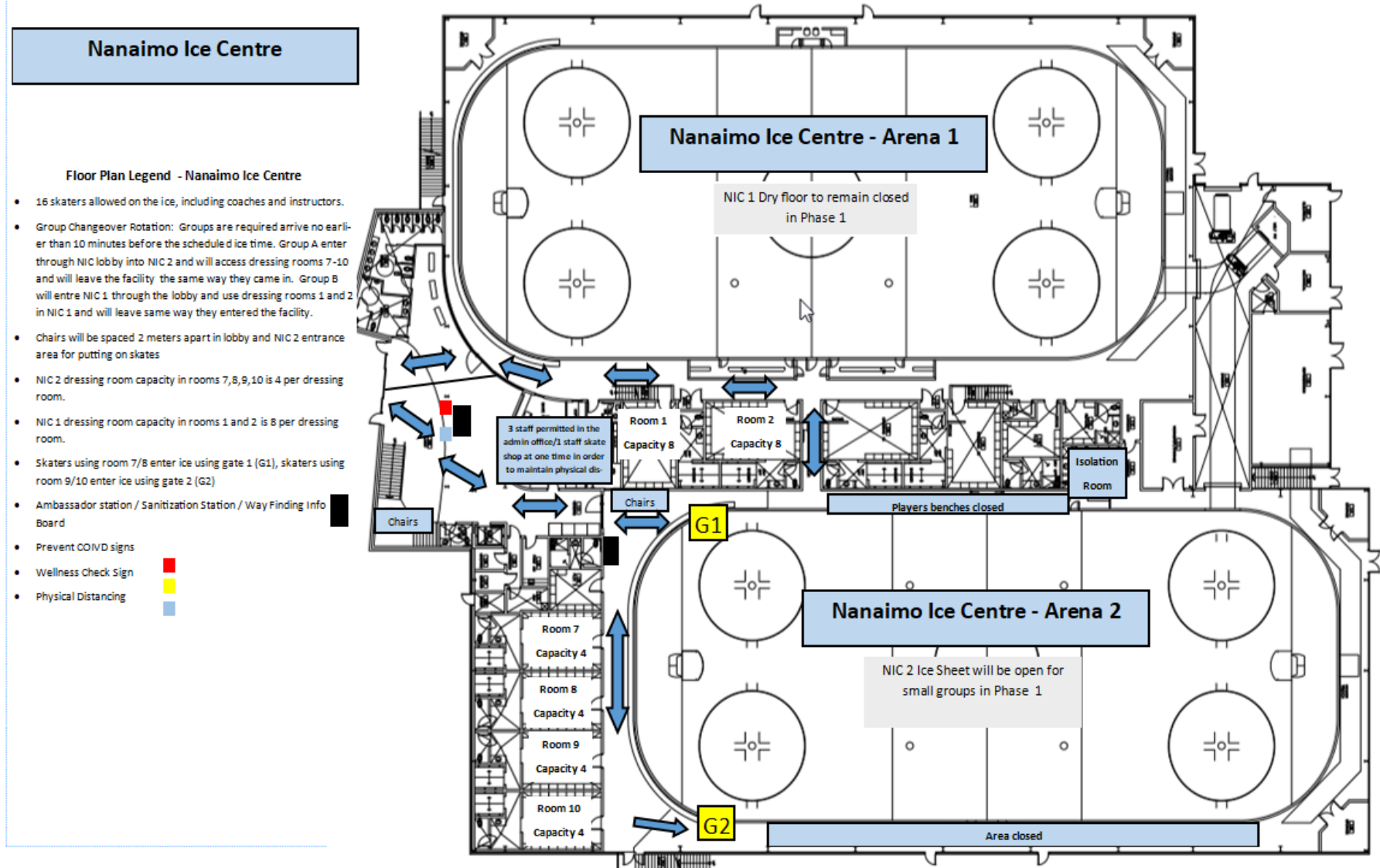
5.0 Facility Information

Facility Access, Egress and Traffic Flow

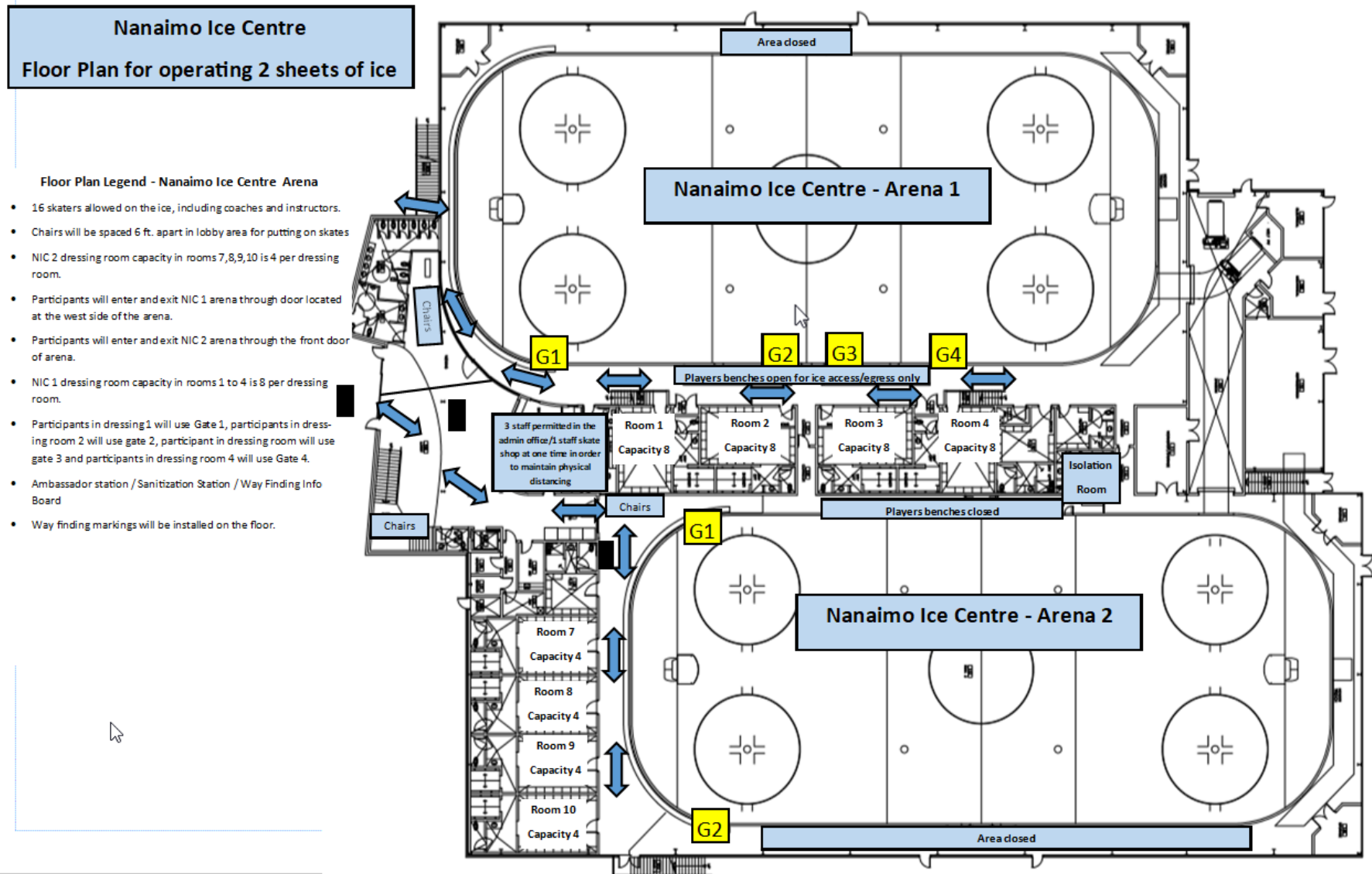
Nanaimo Ice Centre is implementing the following facility admission protocols:

- a) At the entrance, signs are installed to inform patrons that:
 - Patrons must not enter if they are diagnosed or suspect they have COVID-19 or if they have any of the known COVID-19 symptoms.
 - Patrons must maintain physical distance of 2 metres from other patrons and staff.
 - Patrons are to wash their hands with soap and water or use hand sanitizer upon entry to the facility.
- b) Employees located at the front desk are protected by a plexiglass barrier.
- c) To minimize face to face contact between the public and staff while maintaining customer service levels contact numbers are posted in the facility for public to call staff to request assistance.
- d) Employees should wear gloves while handling cash, payment machines and locker tokens.
- e) A reservation system and rental/program time limitation is in place to avoid crowd gathering and wait times.
- f) Facility access is provided with separate entry and exit points at the main entrance with a barrier ensuring physical distancing.
- g) Signage, floor markings and barriers are installed to guide patrons in and out of the building.
- h) Physical markers are installed on the lobby floor which indicate two metre physical distancing for patrons waiting in line.
- i) Signage and barriers are installed in the lobby, staff areas, washrooms, dressing rooms, and on the arena rink boards (inside/outside) to encourage physical distancing.
- j) Lockers are spaced out to encourage physical distancing.
- k) Occupancy limits are posted for all public and staff spaces.
- l) Public visitors are prohibited in staff areas. Staff must arrive no more than 15 minutes prior to their shift and leave the building immediately after their shift ends.
- m) Allow time for staff shift changeover to minimize group gathering in staff areas.
- n) Dressing room showers will be closed at reopening of the arena.
- o) Concession service will remain closed in phase one of the City's reopening plan until Phase 4 of BC's Restart Plan.
- p) Select sinks, urinals and toilets will be closed in dressing rooms and washroom to maintain physical distancing requirements.

Facility Floor Plans – Floor Plan for a single ice sheet in NIC 2



Facility Floor Plans – Floor Plan for two sheets in NIC 1 and 2



Occupancy Limits – Public and Staff Spaces

The following equation was used to calculate the number of people permitted in each space within the facility:

Capacity as recommended in the viaSport Guidelines

$$\frac{\text{Total square footage of space (width x length)}}{54 \text{ sq. ft.}} = \text{Room/Space Capacity}$$

- a) The City's occupancy capacities comply with all Provincial health orders as directed by the Public Health Officer (PHO). Facility capacities will continue to be monitored by staff and adjusted as the health order allows.
- b) Facility capacities are based on the size of spaces used by patrons and staff such as dressing rooms to ensure physical distancing can be maintained.

***Staff spaces can have higher occupancy if a mask is worn where 2m physical distancing cannot be maintained.**

Nanaimo Ice Centre – Room and Space Capacities

Public Spaces	Maximum Occupancy
Entrance Lobby	57
NIC 2 Arena Lobby	10
NIC 1 – Dressing Room 1	8
NIC 1 – Dressing Room 2	8
NIC 1 – Dressing Room 3	8
NIC 1 – Dressing Room 4	8
NIC 1 Flex Room	3
NIC 1 Hallway	31
NIC 2 - Dressing Room 7	6
NIC 2 - Dressing Room 8	6
NIC 2 - Dressing Room 9	6
NIC 2 – Dressing Room 10	6
NIC 2 Hallway	14
Lobby Washrooms	2 per washroom
NIC Upstairs Lobby	Closed
NIC 2 Spectator Seating	Closed
NIC 1 Spectator Seating	Closed
NIC 2 Lounge/Meeting Room	Closed
Ice Sheet NHL size sheet of Ice 200' x 85'	16 Max. 314 allowable based on size of ice, not permitted at this time due to PHO mass gatherings order. Maximum number of people is based on the number of people permitted the dressing rooms and the need to maintain physical distancing.
Isolation Room NIC 2 refs room	1
Staff Spaces	Maximum Occupancy*
Lunch room	2
Recreation Coordinators office	1
Admin Office	3
Plant Room	2
Zamboni Bay	4
Maintenance staff room	2
Skate Shop	1
Maintenance Shop	4

6.0 Service Delivery

A. Program Delivery

B. Facility Allocations (User Groups / Renter / Lease Holders)

C. Operating Schedules

A. Program Delivery

Program offerings in Phase 1 of Arena Reopening Plan

This plan is based on an August opening.

Modified Rec Skate Skating Lessons Level 1-7 and Novice Hockey League

- a) City arena programs will run 8:30-10:30am Monday to Friday on NIC 2
- b) 4 Rec Skate programs are permitted on the ice during each ice time
- c) 16 skaters permitted on the ice including staff and participants
- d) Maximum registration in Rec Skate will be 3 per lesson
- e) Four lesson sets will be offered in August. August 4 – Sep 4 2020
- f) Lesson sets will be 5 sessions running Monday to Friday

B. Facility Allocations

Rentals – Community Groups / Private Groups

1. All renters must provide a written request for facilities to the City's allocation clerk using the arena request form. Verbal request will not be accepted.
2. All bookings must be booked with the allocations clerk over the phone or by email. Face to face bookings are not permitted at this time.
3. Contracts will be sent to customers via email. Contracts must be signed and emailed back to the allocations clerk.
4. Contracts must be paid in full prior to the booking taking place.
5. User groups are asked to arrive no sooner than 20 minutes prior to the start of their ice time.
6. Ice time is available for booking in 1 hour blocks. 30 minutes is scheduled in between each ice slot to allow for group changeover and cleaning.
7. All user groups must provide a COVID operating plan to the City of Nanaimo.
8. Facility renters must comply with all health authority directives and orders.
9. Facility renters must comply with all City of Nanaimo procedures and protocols pertaining to facility use.
10. All renters must provide the City of Nanaimo with insurance naming the City of Nanaimo as co-insured.
11. The City of Nanaimo will provide all users groups with the safety protocols and guidelines that must be adhered to all times while using the facility in advance of their booking. Any non-compliance may result in termination of contract without refund and loss booking privileges. Three strike applies as follows: one verbal warning and then last strike.
12. Contracts are subject to change based on provincial health directives and orders.

Arena Leases and Facility Use Agreements

1. Lease holders must comply with all City of Nanaimo procedures and protocols pertaining to facility use.
2. Lease holders that operate in City of Nanaimo Arenas received rent forgiveness as a result of facility closures due to the COVID 19 pandemic.
3. All lease holders are required follow the directives/orders outlined by the Provincial and local health authorities.
4. Lease holders are required to perform disinfecting of areas used by their operation including but not limited to: tables, chairs, counters etc.
5. All user groups must provide a COVID operating plan to the City of Nanaimo.

C. Proposed Arena Operating Schedule

Hours of Operation August 2020

NIC 2 – 1 Sheet of Ice

- Staff Hours 8am-12am (16 hours)
- Public Hours of Operation 8:30am-11:30pm (15 hours)
- Sunday to Saturday (7 days a week)
- 70 Hours available for use per week (10 - 1 hours ice slots available per day, 7 days per week equaling 70 hours per week, per sheet of ice).
- 1 hour ice slots available with half an hour in between for cleaning

Hours of Operation September – December 2020

NIC 2 – 2 Sheets of Ice

- Staff Hours 5am-1am
- Public Hours of Operation 5:30am-12:30am
- Sunday to Saturday (7 days a week)
- 182 Hours available for use per week on two sheets of ice (13 - 1 hours ice slots available per day, 7 days per week equaling 91 hours per week, per sheet of ice).
- 1 hour ice slots available with half an hour in between for cleaning

7.0 Public Communication

Safety Education

- When providing information to customers about new rules and COVID-19 guidelines, it is important for staff to remember that not all customers may be initially accepting of the new protocols.
- Staff should be patient and take a customer-focused approach to safety education. **We're here to Help!**
- Staff should maintain physical distancing while providing effective and consistent messaging and expectations.

Applying the Guidelines

- a) Prior to entering the facility, educate the public on new admission standards using signage, including health questions and their responsibilities regarding physical distancing from non-family members for all activities and while using all facility amenities.
- b) Educate patrons concerning one-way traffic measures around the facility.
- c) Educate patrons on measures put in place to avoid crowd gathering such as waiting lines for recreational equipment.
- d) Educate patrons about not sharing personal equipment such as water bottles, sports equipment, helmets, skates etc.
- e) Staff working directly with the public should maintain physical distancing while providing effective and consistent rule enforcement and accident prevention.
- f) Staff are to maintain physical distancing when providing information to other team members.
- g) Staff are to follow and maintain new protocols regarding disinfection of common contact surfaces throughout the day.



Preventative Measure Information for Arena Users and Program Participants

Welcome Back!

The City of Nanaimo is pleased have its arenas open to the community. The City of Nanaimo continues to take its direction from the Public Health Officer (PHO) to inform decisions regarding the COVID19 pandemic. The health and safety of our employees and the public remains the top priority and we have worked very hard to ensure that is maintained as we reopen indoor recreation facilities.

General Information

1. Please follow the direction of our facility ambassador's while using the facility. The facility ambassadors are here to assist you.
2. Renters are required to provide an ambassador from their organization/group to assist participants during their rentals. An ambassador could be a coach, volunteer, parent or instructor.
3. All participants are required to follow all safety measures in place while using the facility.
4. **16 skaters** are allowed on one ice at one time this includes coaches, volunteers, parents, and instructors.
5. Participants are asked to arrive no earlier than 20 minutes prior to the start of the ice time.
6. Ice time is available for booking in 1 hour blocks. 30 minutes is scheduled in between each ice slot to allow for group changeover and cleaning.
7. Skaters are required to come to the arena dressed in hockey gear.
8. Game play is not permitted.
9. Seating will be available to put on skates. One parent or guardian is permitted to enter the facility to assist their child with putting on skates. Shoes will be left at the chair
10. Adult supervision is required on the ice at all times.
11. No competitive play at this time. Activities and drills involving player to player contact or checking is not permitted.
12. Please bring your own filled water bottle to the session. Water fountain will not be available.
13. Shared spaces such as dressing rooms will be sanitized between groups.

Facility Information

1. Player's benches are closed.
2. Dressing rooms are available with limited capacity.
3. Place water bottles on player bench railings.

Health and Safety Protocols

1. Stay home if you're sick.
2. Please maintain physical distancing (6 ft.) in the facility at all times.
3. Please follow the health and safety information posted throughout the facility.
4. Please use hand sanitizer upon entry to the facility.
5. Please refrain from spitting.

Spectators

1. To control the number of people in the facility and to reduce the chance of group gathering spectators are not permitted in the facility.
2. Spectator seating and upstairs lobbies will be closed.
3. Please do not gather in groups outside the facility.

Drop off and Pick Up

1. To control the number of people in the facility and to maintain physical distancing requirements parents and guardians are asked to bring their child into the facility, drop their child off with the instructor, ambassador, volunteer or coach then leave the facility and return at the end of the session to pick up their child or youth.

Entering Facility

1. As you enter the facility an ambassador will guide you to the location of the facility that you will be using during the session.

Exiting Facility

1. Please leave the facility within 15 minutes of the session ending.

8.0 First Aid Procedures

Isolation Areas and Procedure

There is a requirement to provide a self-isolation containment area/space/room for employees and patrons showing symptoms of illness while waiting for transportation to a medical centre or home. The isolation space has been designated as the NIC 2 referees room.

First Aid Protocols have been updated by Worksafe BC and the following apply:

OFAA protocols during the COVID-19 pandemic

A guide for employers and occupational first aid attendants

During the COVID-19 pandemic, occupational first aid attendants (OFAAs) continue to provide treatment to workers as necessary. Because of the possibility of community infection, you may need to modify your standard protocols for first aid treatment to reduce the potential for transmission. This document provides additional precautions you may take to include public health directives such as physical distancing, hand hygiene, and disinfection in your procedures.

- When you receive a call for first aid, if possible, gather the following information:
 - What are the circumstances surrounding the call for assistance?
 - Are critical interventions likely required? If so, call 911 or have an emergency transport vehicle (ETV) prepared.
 - Are there any obvious signs of COVID-19? If so, send the patient home or to a hospital.
- If no critical interventions are required, if possible and appropriate, interview the patient from a distance. Ask the following questions:
 - Is anyone sick or in self-isolation in your household?
 - Have you been in contact with anyone who has been sick?
- When you arrive at the patient's location, assess the situation:
 - Does the patient have a minor injury that the patient can self-treat while you provide direction and supplies?

- If yes, direct the patient to self-treat per your OFA protocols (see the self-treatment scenario below).

- If the patient can't self-treat, don the appropriate level of personal protective equipment (PPE) for the situation. PPE could include the following items:
 - Face shield or surgical-type mask
 - Pocket mask
 - Gloves
 - Coveralls (disposable or washable)
 - Apron or lab coat
 - Glasses or goggles

Because the global supply of PPE is scarce, you may need to consider other options. There are various types of masks, face shields, and respirators that you can consider.
- After treatment, sanitize all equipment with either soap and water or 70% isopropyl alcohol. Remove and wash any PPE that is not disposable, as well as any exposed clothing. Wash your hands thoroughly. If critical interventions are required and there is no way of determining background information, don appropriate PPE and limit access to the patient to the number of people required to deal with the critical intervention. It is important to limit the exposure of others.

Page 1 of 3

OFAA protocols during the COVID-19 pandemic

WORKSAFE BC

Scenario: Self-treatment with direction

A first aid attendant receives a call stating a worker has injured her hand. The attendant collects as much information about the severity of the injury as possible. The injury is deemed to be minor with no other concerns, so the attendant goes to the worker, but stays 2 metres (about 6 feet) away. On arrival, the attendant asks:

- Is anyone sick or in self-isolation in your household?
- Are you able to administer first aid to yourself if I tell you what to do and how to do it?

After the first aid attendant has conducted the interview, the attendant visually assesses the patient and the wound from a distance and asks the patient about underlying conditions relating to the injury.

The attendant then places the required first aid supplies on a surface 2 metres from the patient. The attendant steps back and directs the patient to pick up and apply the supplies. The first aid attendant then verbally conducts a modified secondary survey and documents the findings.

Scenario: OFA Level 1 and Level 2 with intervention

A first aid attendant receives a call about a worker who has been struck in the head and is unresponsive. The attendant immediately ensures that 911 is called. On approaching the scene, the first aid attendant conducts a scene assessment and dons appropriate PPE. Once PPE is on, the attendant approaches the patient and conducts a primary survey to determine what, if any,

critical interventions are required. The attendant positions the patient in the three-quarter-prone position to ensure that the airway is open and clear and no further interventions are needed. Only one person (the attendant) needs to be in contact with the patient; all others can stay 2 metres away. The attendant monitors the patient until the ambulance arrives.

Scenario: OFA Level 3 — employer ETV for transport with intervention

A first aid attendant receives a call about a worker who has been struck in the head and is unresponsive. The attendant immediately arranges for the ETV to be ready. On approaching the scene, the first aid attendant conducts a scene assessment and dons appropriate PPE. Once PPE is on, the attendant approaches the patient and ensures an open airway. Once the airway is open and clear, the attendant stabilizes the patient's head with an inanimate object (to free the attendant's hands) and inserts an oropharyngeal airway (OPA) to protect and maintain the airway. The attendant then conducts a primary survey to determine what, if any, further critical interventions are required. Only one person (the attendant) needs to be in contact with the patient; all others can stay 2 metres away.

Helpers will be needed to assist the first aid attendant in lifting the patient into the basket and ETV. Use any PPE or other measures available to provide a barrier between the helpers and the patient, including covering the patient with a blanket. Once the patient is loaded, ensure the helpers remove their PPE and wash their hands with soap and water.



Cliff McNabb Arena

COVID-19 Site Safety Plan

Created By: Damon Johnston

Date: June 22, 2020

Reviewed By: Bill Wilson – Arenas Safety Committee Representative Date: June 30, 2020

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1.0 Introduction

The City of Nanaimo is committed to providing a safe and healthy workplace for all of our staff and the public. A combination of preventative measures will be used to minimize worker and public exposure to the COVID-19 virus, including the most effective control technologies available. Our work procedures will protect not only our employees, but also other workers and/or the public who enter our facilities. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to the COVID-19 virus.

The purpose of this COVID19 Site Safety Plan (SSP) is to protect employees from harmful exposures to the COVID-19 virus, to reduce the risk of infection in the event of an exposure, and to comply with the WorkSafeBC Occupational Health and Safety Regulation 5.54 and 6.3, Exposure Control Plan.

The City of Nanaimo will strive to find ways to control or eliminate exposure to the COVID-19 virus by developing and implementing proper risk controls, establishing safe work practices, raising awareness, and providing education and training for its employees. The City of Nanaimo will follow direction and controls as specified by the BCCDC, the Ministry of Health, and the Provincial or Island Health Medical Health Officer.

Documents referenced in the creation of the City of Nanaimo SSP include:

- a) BC's Restart Plan Next Steps to move BC through the Pandemic
- b) Work Safe BC – Sports and Recreation: protocols for returning to operation
- c) British Columbia Recreation and Parks Association – Guidelines for Restarting Operations
- d) viaSPORT British Columbia - Return to Sport Guidelines for BC
- e) BC Centre for Disease Control
- f) Hockey Canada Return to Hockey Safety Guidelines

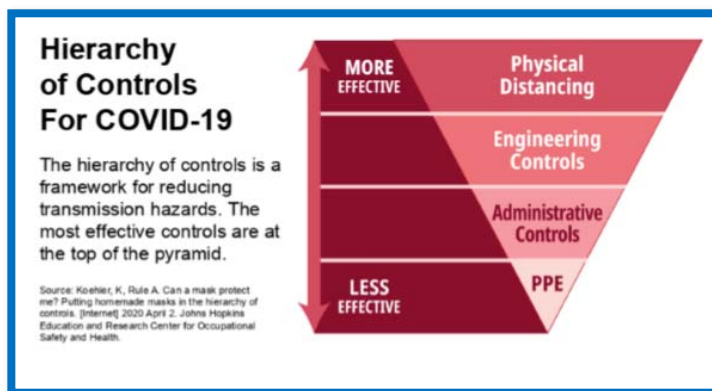


Image Source: BCRPA – The Recreation and Parks Sector Guidelines for Restarting Operations

2.0 Staff Training Plan

Staff Training

The City of Nanaimo has staff training to re-activate staff prior to returning to work.

Training Topics – from site safety plan

- a) Staff Safety (all staff)
 - Site specific orientation Crew Talk - Site Safety Plan/City Exposure Control Plan
- b) Facility Admission & Access (all staff)
 - Public procedures
 - Front desk procedures
- c) Building Schedules and Programming (all staff)
 - Disinfection (all staff)
 - Procedure and video
- d) First Aid Procedures (first aiders)

All training must be documented and signed by both staff member and supervisor on the site specific orientation and/or Crew Talk.

3.0 Staff Health and Hygiene

COVID-19 Health Assessment

To avoid transmission between employees and patrons, every employee suspected or confirmed to have contracted COVID-19 must stay home.

Staff COVID-19 Self-Assessment

Anyone with COVID-19-like symptoms, such as sore throat, fever, sneezing, or coughing complete the [BC CDC self-assessment tool](#) or call 8-1-1 and inform your supervisor.

If directed, go for testing and self-isolate at home until test results are available. If testing is not possible self-isolate for 10 days. After 10 days, if your temperature is normal and you feel better, complete the self-assessment tool again to determine if you can return to your routine activities. Coughing may persist for several weeks, so a cough alone does not mean you need to continue to self-isolate for more than 10 days.

Sick Workers

- Sick workers should report to first aid, even with mild symptoms.
- Sick workers should be asked to wash or sanitize their hands and be provided with a mask, and isolated. Ask the worker to go straight home and call the COVID-19 information line for further guidance related to testing and self-isolation.
- If the worker is severely ill (e.g. difficulty breathing or chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact with.

Weekly staff schedules are maintained and kept up to date to track people that work together in the event there is a need for contact tracing on the part of the Medical Health Officer.

Hygiene

Hand Hygiene

Employees must wash their hands upon entry to the building and before and after:

- Eating
- Breaks
- Smoking
- Blowing one's nose, coughing, or sneezing

- Using the toilet
- Being in contact with animals or pets
- Using shared equipment
- Providing routine care for customers needing assistance or first aid

Face Masks

- Staff should wear face masks if physical distancing cannot be maintained with other staff members.
- At this time, wearing a face mask at all times in the facility is not mandatory. This will be reviewed on an on-going basis according to provincial health recommendations.
- Masks can become contaminated on the outside when touched by hands so employees should avoid touching or adjusting them often.
- Masks that become wet, soiled, or damaged are less effective and must be replaced immediately.
- Masks must be put on and taken off correctly, including not touching the front of the mask and washing hands before/after application and removal.
- Never share masks with others.

Personal Hygiene

- Avoid physical greetings such as handshakes and hugs.
- Employees must practice good hygiene throughout their shift including proper hand washing and cough/sneeze etiquette.
- There should be no sharing of cigarettes or vaping equipment or other personal products.

Keeping Shared Spaces and Equipment Clean

- a) Recreation Coordinators Office
- b) Administration office
- c) Skate Shop
- d) Plant Room
- e) Lunch Room
- f) Zamboni Bay
- g) Maintenance Room and Shop
- h) Dressing Rooms
- i) 1 Flex Room
- j) 1 NHL Ice Sheet

- Staff should arrive dressed in their work clothes or uniform.
- A maximum of two staff in the lunch room. Physical distancing must occur at all times. Maximum of one person in the skate shop.

- Personal items brought in (e.g. bags, shoes, jackets) must be kept to a minimum.
- If personal items are in the staff areas, adequate space must be between each staff member's items to encourage physical distancing.
- All belongings must be brought home at the end of each shift.
- Shared lockers must be emptied and disinfected at the end of each shift.

Shared Equipment include but are not limited:

- a) Photocopier
 - b) Phones (including shared cell phones)
 - c) Computers
 - d) Keyboards
 - e) Zamboni's
 - f) Tools (power tools, hammers, screw drivers etc.)
 - g) Ice edger
 - h) Janitors cart
 - i) Vacuums
 - j) Janitorial equipment
 - k) Desks and tables
- Equipment and tools must be disinfected before and after use.
 - Clean staff room table before and after each use.
 - Do not share cups, glasses or utensils.
 - Avoid sharing common objects (e.g. pens).
 - Uniforms and work clothes should be washed at the end of each shift.
 - Do not share uniforms

4.0 Disinfection and Cleaning Procedures

The disinfection procedures listed are in response to the COVID-19 pandemic. These cleaning measures are in addition to regular facility cleaning procedures. Please review the SafeWork procedures for [Cleaning and Disinfecting](#) and [How to Clean and Disinfect Your Work Station](#).

Personal Protection

The risk of exposure to cleaning staff is inherently low, however cleaning staff should wear disposable gloves and appropriate PPE for all cleaning tasks, including handling trash. PPE should be removed carefully to avoid contamination to the wearer and surrounding area. Work uniforms must be washed after each shift.

Cleaning Procedures

Surfaces frequently touched by hands are most likely to be contaminated. These surfaces include doorknobs, handrails, light switches, cabinet handles, faucet handles, tables, countertops, and electronics. These areas are high priority cleaning areas within the facility.

Shared lockers and cubbies used by patrons/employees to store personal belongings are cleaned and disinfected between use.

Nanaimo Ice Centre has created a detailed cleaning log (see page 11) which includes where, what, and how often cleaning is occurring. Log sheets and procedures are posted in the lobby maintenance room and are completed/signed off each time cleaning occurs.

Chemicals Used for Disinfection/Cleaning						
Product	Application	Who can use	PPE	Dwell Time	Rinse	Equip.
EP66 Disinfectant	Spray Bottle	All staff / gym	Diluted no gloves for public Staff -gloves	5 minutes	Wipe off	Spray bottle Paper Towel
		patrons				
EP66 Disinfectant	Foamer attached to a hose	In Foamer Aquat. Custodians	Staff -gloves	15 minutes	Hose	Foamer / Hose floor squeegee
Perdiem Cleaner	Spray Bottle	All Staff	Diluted no gloves for public Staff -gloves	5 minutes	Wipe off	Spray bottle Paper Towel Sprayer
		Contractors				
Perdiem Cleaner	Foamer attached to a hose	In Foamer Aquat. Custodians	Staff -gloves	15 minutes	Hose	Foamer / Hose floor squeegee Fogging machine
Bleach 12%	Foamer attached to a hose	All Staff	Respirator Gloves / Goggles Apron	15 minutes	Hose Wash off	Foamer / Hose Spray bottle Mop bucket Mop heads cleaned daily
	Spray Bottle Mop Bucket					
Ultra One Degreaser	Foamer attached to a hose	All Staff	Gloves	15 minutes	Hose Wash off	Foamer / Hose Spray bottle
	Spray Bottle					
Oxivir Plus Disinfectant Cleaner	Spray Bottle Mop Bucket	All Staff	Gloves	15 minutes	Wash off	Spray bottle Mop bucket Mop heads cleaned daily
Sustainable Earth (SE) SE 64 Neutral Cleaner	Spray Bottle	Custodians	Gloves	10 minutes	Wipe off Wash off	Spray bottle Mop bucket Mop heads cleaned daily
	Mop bucket					
Sustainable Earth (SE) SE 70 Washroom Cleaner	Spray Bottle	Custodians	Gloves	10 minutes	Wipe off Wash off	Spray bottle Mop bucket Mop heads cleaned daily
	Mop bucket					

Cleaning and Disinfecting Procedures and Schedule						
Room/Space	Product	High Touchpoints	Frequency: hourly, daily, weekly, on demand, before and after use	Staff Responsible	Date and time	Staff Initials
Work Stations	Perdiem	Phones, keyboards, mice, desk tops,	Before and after use	All staff		
Washrooms	Perdiem	Toilets, sinks, floors, paper towel holders, soap dispensers, door handles	Every two hours when facility is open to public and after facility closes	Custodians		
	Staples Washroom Cleaner			Arena Maintenance Workers		
				Facility Attendant/Ambassador		
Dressing Rooms	Perdiem	Toilets, sinks, floors, paper towel holders, soap dispensers, door handles, benches	Every 30 minutes in between ice times	Arena Maintenance Workers		
	Staples Washroom Cleaner			Facility Attendant/Ambassador		
Lunch Room	Perdiem	Table, chairs, soap dispenser, light switches, door handles,	After use	All staff		
Equipment: skate sharpener, ice edger, vacuums, floor machine, janitorial equipment (brooms, mops, buckets)	Perdiem	Mechanical controls, handles,	Before and after use	Arena Maintenance Facility attendant/Ambassadors		
Skate Shop	Perdiem	Counters, phones, skates, helmets, light switches, door handles, skate sharpening machine controls	Hourly	Program Leaders		
				Arena Maintenance		
				Facility Attendant/Ambassador		
Skate and Helmets	Spray Way Disinfectant Surface Cleaner	NA	After every use	Program Leader		
				Facility Attendant		
Zamboni	Perdiem	Steering wheel, controls, water hose/taps, charging station	1 operator – beginning and end shift	Arena Maintenance		
			More than 1 operator – before and after every use, unless Zambonis are not being shared			
Lobby	Perdiem	Doors, chairs, flat surfaces,	Hourly, on demand, after the end of the shift	Program Leaders		
				Arena Maintenance		
				Facility Attendant/Ambassador		
Hallways	Perdiem	Light switches, doors, windows, glass,	Hourly, on demand, after the end of the shift	Program Leaders		
				Arena Maintenance		
				Facility Attendant/Ambassador		

5.0 Facility Information

Facility Access, Egress and Traffic Flow

Cliff McNabb Arena is implementing the following facility admission protocols:

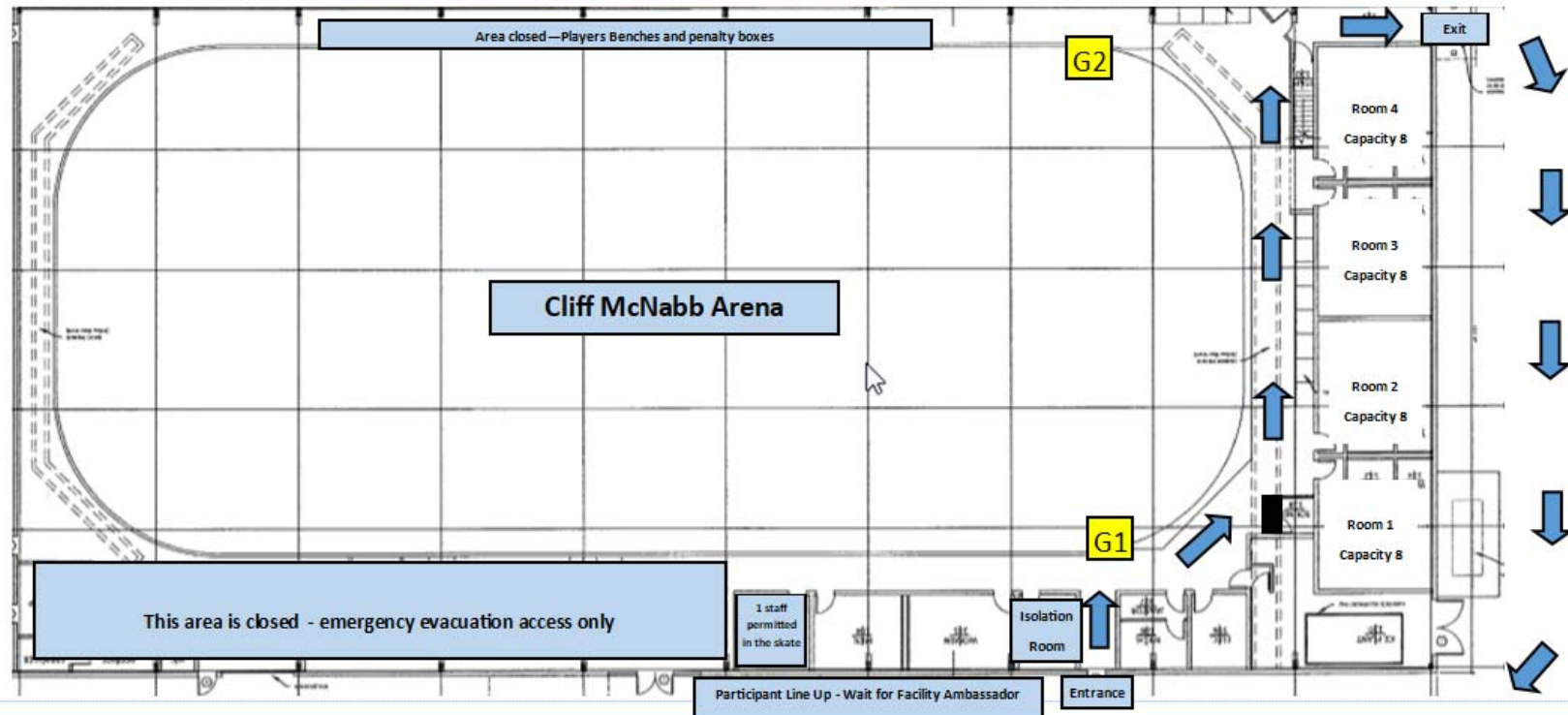
- a) At the entrance, signs are installed to inform patrons that:
 - Patrons must not enter if they are diagnosed or suspect they have COVID-19 or if they have any of the known COVID-19 symptoms.
 - Patrons must maintain physical distance of 6 ft. from other patrons and staff.
 - Patrons are to wash their hands with soap and water or use hand sanitizer upon entry to the facility.
- b) Employees located at the front desk are protected by a plexiglass barrier.
- c) To minimize face to face contact between the public and staff while maintaining customer service levels contact numbers are posted in the facility for public to call staff to request assistance.
- d) Employees should wear gloves while handling cash, payment machines and locker tokens.
- e) A reservation system and rental/program time limitation is in place to avoid crowd gathering and wait times.
- f) Facility access is provided with separate entry and exit points at the main entrance with a barrier ensuring physical distancing.
- g) Signage, floor markings and barriers are installed to guide patrons in and out of the building.
- h) Physical markers are installed on the lobby floor which indicate 6 ft. physical distancing for patrons waiting in line.
- i) Signage and barriers are installed in the lobby, staff areas, washrooms, dressing rooms, and on the arena rink boards (inside/outside) to encourage physical distancing.
- j) Lockers are spaced out to encourage physical distancing.
- k) Occupancy limits are posted for all public and staff spaces.
- l) Public visitors are prohibited in staff areas. Staff must arrive no more than 15 minutes prior to their shift and leave the building immediately after their shift ends.
- m) Allow time for staff shift changeover to minimize group gathering in staff areas.
- n) Dressing room showers will be closed at reopening of the arena.
- o) Concession service will remain closed until phase 4 of BC's Restart Plan.
- p) Select sinks, urinals and toilets will be closed in dressing rooms and washroom to maintain physical distancing requirements.

Facility Floor Plans – Cliff McNabb Arena Floor Plan

Floor Plan Legend—Cliff McNabb Arena

- 16 skaters allowed on the ice, including coaches and instructors.
- Cliff McNabb dressing room capacity is 8 skaters per dressing room.
- Group Changeover Rotation: Groups are required arrive no earlier than 20 minutes before the scheduled ice time. Group A will access dressing rooms 1 and 2 upon entering the facility. Group B will enter the facility using the players entrance and will use dressing 3 and 4. The facility ambassador will usher users to and from dressing room on to the ice.
- Arena users will enter through the players entrance and exit the facility using the exit door through the breezeway between Cliff McNabb and Frank Crane Arena.
- Chairs will be spaced 2 meters apart in lobby near the music room for skaters to put on their skates.
- Washrooms will be available.
- Sinks for handwashing are available in four dressing rooms and two washrooms.
- Skaters using dressing room 1 and 2 enter ice using gate 1 (G1), skaters using room 3 and 4 enter ice using gate 2 (G2)
- Ambassador station / Sanitization Station / Way Finding Info Board
- COVID signage will be posted on the rink boards on the inside and outside.

G1 G2



Occupancy Limits – Public and Staff Spaces

The following equation was used to calculate the number of people permitted in each space within the facility:

Capacity as recommended in the viaSport Guidelines

$$\frac{\text{Total square footage of space (width x length)}}{54 \text{ sq. ft.}} = \text{Room/Space Capacity}$$

- a) The City's occupancy capacities comply with all Provincial health order as directed by the Public Health Officer (PHO). Facility capacities will continue to be monitored by staff and adjusted as the health order allows.
- b) Facility capacities are based on the size of spaces used by patrons and staff such as dressing rooms to ensure physical distancing can be maintained.

***Staff spaces can have higher occupancy if a mask is worn where 6 ft. physical distancing cannot be maintained.**

Cliff McNabb Arena – Room and Space Capacities

Public Spaces	Maximum Occupancy
Entrance Lobby	Closed
Dressing Room 1	8
Dressing Room 2	8
Dressing Room 3	8
Dressing Room 4	8
Lobby Washrooms	2 per washroom
<p>Ice Sheet NHL size sheet of Ice 200' x 85'</p>	<p>16 Max. 314 allowable based on size of ice, not permitted at this time due to PHO mass gatherings order. Maximum number of people is based on the number of people permitted the dressing rooms and maintain physical distancing.</p>
Isolation Room is located in the flex room	1
Staff Spaces	Maximum Occupancy*
Plant Room	1
Zamboni Bay	2
Skate Shop	1
Music Room	1

6.0 Service Delivery

A. Program Delivery

B. Facility Allocations (User Groups / Renter / Lease Holders)

C. Operating Schedules

A. Program Delivery

City of Nanaimo arena program delivery will be determined and monitored on an ongoing basis and will be based on public health information, public needs and facility availability.

Cliff McNabb will be used primarily for private rentals and community user groups in August. City of Nanaimo programming will expand to use Cliff McNabb arena in the fall (Sep-Dec).

B. Facility Allocations

Rentals – Community Groups / Private Groups

1. All renters must provide a written request for facilities to the City's allocation clerk using the arena request form. Verbal request will not be accepted.
2. All bookings must be booked with the allocations clerk over the phone or by email. Face to face bookings are not permitted at this time.
3. Contracts will be sent to customers via email. Contracts must be signed and emailed back to the allocations clerk.
4. Contracts must be paid in full prior to the booking taking place.
5. User groups are asked to arrive no sooner than 20 minutes prior to the start of their ice time.
6. Ice time is available for booking in 1 hour blocks. 30 minutes is scheduled in between each ice slot to allow for group changeover and cleaning.
7. All user groups must provide a COVID operating plan to the City of Nanaimo.
8. Facility renters must comply with all health authority directives and orders.
9. Facility renters must comply with all City of Nanaimo procedures and protocols pertaining to facility use.
10. All renters must provide the City of Nanaimo with insurance naming the City of Nanaimo as co-insured.
11. The City of Nanaimo will provide all users groups with the safety protocols and guidelines that must be adhered to all times while using the facility in advance of their booking. Any non-compliance may result in termination of contract without refund and loss booking privileges. Three strike applies as follows: one verbal warning and then last strike.
12. Contracts are subject to change based on provincial health directives and orders.

Arena Leases and Facility Use Agreements

1. Lease holders must comply with all City of Nanaimo procedures and protocols pertaining to facility use.
2. Lease holders that operate in City of Nanaimo Arenas received rent forgiveness as a result of facility closures due to the COVID 19 pandemic.
3. All lease holders are required follow the directives/orders outlined by the Provincial and local health authorities.
4. Lease holders are required to perform disinfecting of areas used by their operation including but not limited to: tables, chairs, counters etc.
5. All user groups must provide a COVID operating plan to the City of Nanaimo.

C. Proposed Arena Operating Schedule

Hours of Operation – August 2020

Cliff McNabb – 1 Sheet of Ice

- Staff hours 8am-12am (16 hours)
- Hours of Operation 8:30am-11:30pm (15 hours)
- Sunday to Saturday
- 70 Hours available for use per week (10 - 1 hours ice slots available per day, 7 days per week equaling 70 hours per week, per sheet of ice).
- 1 hour ice slots available with half an hour in between for cleaning

Hours of Operation – September to December 2020

Cliff McNabb – 1 Sheet of Ice

- Staff hours 5am-1am (20 hours)
- Hours of Operation 5:30am-12:30pm (19 hours)
- Sunday to Saturday
- 91 Hours available for use per week (13 - 1 hours ice slots available per day, 7 days per week equaling 91 hours per week, per sheet of ice).

7.0 Public Communication

Safety Education

- When providing information to customers about new rules and COVID-19 guidelines, it is important for staff to remember that not all customers may be initially accepting of the new protocols.
- Staff should be patient and take a customer-focused approach to safety education. **We're here to Help!**
- Staff should maintain physical distancing while providing effective and consistent messaging and expectations.

Applying the Guidelines

- a) Prior to entering the facility, educate the public on new admission standards using signage, including health questions and their responsibilities regarding physical distancing from non-family members for all activities and while using all facility amenities.
- b) Educate patrons concerning one-way traffic measures around the facility.
- c) Educate patrons on measures put in place to avoid crowd gathering such as waiting lines for recreational equipment.
- d) Educate patrons about not sharing personal equipment such as water bottles, sports equipment, helmets, skates etc.
- e) Staff working directly with the public should maintain physical distancing while providing effective and consistent rule enforcement and accident prevention.
- f) Staff are to maintain physical distancing when providing information to other team members.
- g) Staff are to follow and maintain new protocols regarding disinfection of common contact surfaces throughout the day.



Preventative Measure Information for Arena Users and Program Participants

Welcome Back!

The City of Nanaimo is pleased have its arenas open to the community. The City of Nanaimo continues to take its direction from the Public Health Officer (PHO) to inform decisions regarding the COVID19 pandemic. The health and safety of our employees and the public remains the top priority and we have worked very hard to ensure that is maintained as we reopen indoor recreation facilities.

General Information

1. Please follow the direction of our facility ambassador's while using the facility. The facility ambassadors are here to assist you.
2. Renters are required to provide an ambassador from their organization/group to assist participants during their rentals. An ambassador could be a coach, volunteer, parent or instructor.
3. All participants are required to follow all safety measures in place while using the facility.
4. **16 skaters** are allowed on one ice at one time this includes coaches, volunteers, parents, and instructors.
5. Participants are asked to arrive no earlier than 20 minutes prior to the start of the ice time.
6. Ice time is available for booking in 1 hour blocks. 30 minutes is scheduled in between each ice slot to allow for group changeover and cleaning.
7. Skaters are required to come to the arena dressed in hockey gear.
8. Game play is not permitted.
9. Seating will be available to put on skates. One parent or guardian is permitted to enter the facility to assist their child with putting on skates. Shoes will be left at the chair
10. Adult supervision is required on the ice at all times.
11. No competitive play at this time. Activities and drills involving player to player contact or checking is not permitted.
12. Please bring your own filled water bottle to the session. Water fountain will not be available.
13. Shared spaces such as dressing rooms will be sanitized between groups.

Facility Information

1. Player's benches are closed.
2. Dressing rooms are available with limited capacity.
3. Place water bottles on player bench railings.

Health and Safety Protocols

1. Stay home if you're sick.
2. Please maintain physical distancing (6 ft.) in the facility at all times.
3. Please follow the health and safety information posted throughout the facility.
4. Please use hand sanitizer upon entry to the facility.
5. Please refrain from spitting.

Spectators

1. To control the number of people in the facility and to reduce the chance of group gathering spectators are not permitted in the facility.
2. Spectator seating and upstairs lobbies will be closed.
3. Please do not gather in groups outside the facility.

Drop off and Pick Up

1. To control the number of people in the facility and to maintain physical distancing requirements parents and guardians are asked to bring their child into the facility, drop their child off with the instructor, ambassador, volunteer or coach then leave the facility and return at the end of the session to pick up their child or youth.

Entering Facility

1. As you enter the facility an ambassador will guide you to the location of the facility that you will be using during the session.

Exiting Facility

1. Please leave the facility within 15 minutes of the session ending.

8.0 First Aid Procedures

Isolation Areas and Procedure

There is a requirement to provide a self-isolation containment area/space/room for employees and patrons showing symptoms of illness while waiting for transportation to a medical centre or home. The isolation space has been designated as the Cliff McNabb flex room.

First Aid Protocols have been updated by Worksafe BC and the following apply:

OFAA protocols during the COVID-19 pandemic

A guide for employers and occupational first aid attendants

During the COVID-19 pandemic, occupational first aid attendants (OFAAs) continue to provide treatment to workers as necessary. Because of the possibility of community infection, you may need to modify your standard protocols for first aid treatment to reduce the potential for transmission. This document provides additional precautions you may take to include public health directives such as physical distancing, hand hygiene, and disinfection in your procedures.

- When you receive a call for first aid, if possible, gather the following information:
 - What are the circumstances surrounding the call for assistance?
 - Are critical interventions likely required? If so, call 911 or have an emergency transport vehicle (ETV) prepared.
 - Are there any obvious signs of COVID-19? If so, send the patient home or to a hospital.
- If no critical interventions are required, if possible and appropriate, interview the patient from a distance. Ask the following questions:
 - Is anyone sick or in self-isolation in your household?
 - Have you been in contact with anyone who has been sick?
- When you arrive at the patient's location, assess the situation:
 - Does the patient have a minor injury that the patient can self-treat while you provide direction and supplies?

- If yes, direct the patient to self-treat per your OFA protocols (see the self-treatment scenario below).

- If the patient can't self-treat, don the appropriate level of personal protective equipment (PPE) for the situation. PPE could include the following items:
 - Face shield or surgical-type mask
 - Pocket mask
 - Gloves
 - Coveralls (disposable or washable)
 - Apron or lab coat
 - Glasses or goggles

Because the global supply of PPE is scarce, you may need to consider other options. There are various types of masks, face shields, and respirators that you can consider.

- After treatment, sanitize all equipment with either soap and water or 70% isopropyl alcohol. Remove and wash any PPE that is not disposable, as well as any exposed clothing. Wash your hands thoroughly. If critical interventions are required and there is no way of determining background information, don appropriate PPE and limit access to the patient to the number of people required to deal with the critical intervention. It is important to limit the exposure of others.

Page 1 of 3

OFAA protocols during the COVID-19 pandemic

WORKSAFE BC

Scenario: Self-treatment with direction

A first aid attendant receives a call stating a worker has injured her hand. The attendant collects as much information about the severity of the injury as possible. The injury is deemed to be minor with no other concerns, so the attendant goes to the worker, but stays 2 metres (about 6 feet) away. On arrival, the attendant asks:

- Is anyone sick or in self-isolation in your household?
- Are you able to administer first aid to yourself if I tell you what to do and how to do it?

After the first aid attendant has conducted the interview, the attendant visually assesses the patient and the wound from a distance and asks the patient about underlying conditions relating to the injury.

The attendant then places the required first aid supplies on a surface 2 metres from the patient. The attendant steps back and directs the patient to pick up and apply the supplies. The first aid attendant then verbally conducts a modified secondary survey and documents the findings.

Scenario: OFA Level 1 and Level 2 with intervention

A first aid attendant receives a call about a worker who has been struck in the head and is unresponsive. The attendant immediately ensures that 911 is called. On approaching the scene, the first aid attendant conducts a scene assessment and dons appropriate PPE. Once PPE is on, the attendant approaches the patient and conducts a primary survey to determine what, if any,

critical interventions are required. The attendant positions the patient in the three-quarter-prone position to ensure that the airway is open and clear and no further interventions are needed. Only one person (the attendant) needs to be in contact with the patient; all others can stay 2 metres away. The attendant monitors the patient until the ambulance arrives.

Scenario: OFA Level 3 — employer ETV for transport with intervention

A first aid attendant receives a call about a worker who has been struck in the head and is unresponsive. The attendant immediately arranges for the ETV to be ready. On approaching the scene, the first aid attendant conducts a scene assessment and dons appropriate PPE. Once PPE is on, the attendant approaches the patient and ensures an open airway. Once the airway is open and clear, the attendant stabilizes the patient's head with an inanimate object (to free the attendant's hands) and inserts an oropharyngeal airway (OPA) to protect and maintain the airway. The attendant then conducts a primary survey to determine what, if any, further critical interventions are required. Only one person (the attendant) needs to be in contact with the patient; all others can stay 2 metres away.

Helpers will be needed to assist the first aid attendant in lifting the patient into the basket and ETV. Use any PPE or other measures available to provide a barrier between the helpers and the patient, including covering the patient with a blanket. Once the patient is loaded, ensure the helpers remove their PPE and wash their hands with soap and water.



Frank Crane Arena

COVID-19 Site Safety Plan

Created By: Damon Johnston

Date: June 22, 2020

Reviewed By: Bill Wilson – Arenas Safety Committee Representative Date: June 30, 2020

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1.0 Introduction

The City of Nanaimo is committed to providing a safe and healthy workplace for all of our staff and the public. A combination of preventative measures will be used to minimize worker and public exposure to the COVID-19 virus, including the most effective control technologies available. Our work procedures will protect not only our employees, but also other workers and/or the public who enter our facilities. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to the COVID-19 virus.

The purpose of this COVID19 Site Safety Plan (SSP) is to protect employees from harmful exposures to the COVID-19 virus, to reduce the risk of infection in the event of an exposure, and to comply with the WorkSafeBC Occupational Health and Safety Regulation 5.54 and 6.3, Exposure Control Plan.

The City of Nanaimo will strive to find ways to control or eliminate exposure to the COVID-19 virus by developing and implementing proper risk controls, establishing safe work practices, raising awareness, and providing education and training for its employees. The City of Nanaimo will follow direction and controls as specified by the BCCDC, the Ministry of Health, and the Provincial or Island Health Medical Health Officer.

Documents referenced in the creation of the City of Nanaimo SSP include:

- a) BC's Restart Plan Next Steps to move BC through the Pandemic
- b) Work Safe BC – Sports and Recreation: protocols for returning to operation
- c) British Columbia Recreation and Parks Association – Guidelines for Restarting Operations
- d) viaSPORT British Columbia - Return to Sport Guidelines for BC
- e) BC Centre for Disease Control
- f) Hockey Canada Return to Hockey Safety Guidelines

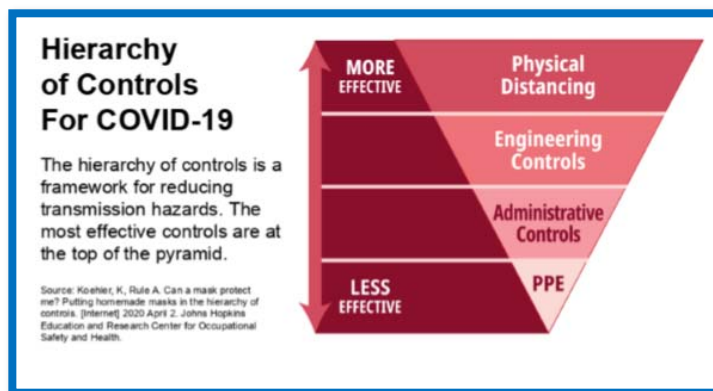


Image Source: BCRPA – The Recreation and Parks Sector Guidelines for Restarting Operations

2.0 Staff Training Plan

Staff Training

The City of Nanaimo has staff training to re-activate staff prior to returning to work.

Training Topics – from site safety plan

- a) Staff Safety (all staff)
 - Site specific orientation Crew Talk - Site Safety Plan/City Exposure Control Plan
- b) Facility Admission & Access (all staff)
 - Public procedures
 - Front desk procedures
- c) Building Schedules and Programming (all staff)
 - Disinfection (all staff)
 - Procedure and video
- d) First Aid Procedures (first aiders)

All training must be documented and signed by both staff member and supervisor on the site specific orientation and/or Crew Talk.

3.0 Staff Health and Hygiene

COVID-19 Health Assessment

To avoid transmission between employees and patrons, every employee suspected or confirmed to have contracted COVID-19 must stay home.

Staff COVID-19 Self-Assessment

Anyone with COVID-19-like symptoms, such as sore throat, fever, sneezing, or coughing complete the [BC CDC self-assessment tool](#) or call 8-1-1 and inform your supervisor.

If directed, go for testing and self-isolate at home until test results are available. If testing is not possible self-isolate for 10 days. After 10 days, if your temperature is normal and you feel better, complete the self-assessment tool again to determine if you can return to your routine activities. Coughing may persist for several weeks, so a cough alone does not mean you need to continue to self-isolate for more than 10 days.

Sick Workers

- Sick workers should report to first aid, even with mild symptoms.
- Sick workers should be asked to wash or sanitize their hands and be provided with a mask, and isolated. Ask the worker to go straight home and call the COVID-19 information line for further guidance related to testing and self-isolation.
- If the worker is severely ill (e.g. difficulty breathing or chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact with.

Weekly staff schedules are maintained and kept up to date to track people that work together in the event there is a need for contact tracing on the part of the Medical Health Officer.

Hygiene

Hand Hygiene

Employees must wash their hands upon entry to the building and before and after:

- Eating
- Breaks
- Smoking
- Blowing one's nose, coughing, or sneezing

- Using the toilet
- Being in contact with animals or pets
- Using shared equipment
- Providing routine care for customers needing assistance or first aid

Face Masks

- Staff should wear face masks if physical distancing cannot be maintained with other staff members.
- At this time, wearing a face mask at all times in the facility is not mandatory. This will be reviewed on an on-going basis according to provincial health recommendations.
- Masks can become contaminated on the outside when touched by hands so employees should avoid touching or adjusting them often.
- Masks that become wet, soiled, or damaged are less effective and must be replaced immediately.
- Masks must be put on and taken off correctly, including not touching the front of the mask and washing hands before/after application and removal.
- Never share masks with others.

Personal Hygiene

- Avoid physical greetings such as handshakes and hugs.
- Employees must practice good hygiene throughout their shift including proper hand washing and cough/sneeze etiquette.
- There should be no sharing of cigarettes or vaping equipment or other personal products.

Keeping Shared Spaces and Equipment Clean

- a) Recreation Coordinators Office
- b) Administration office
- c) Skate Shop
- d) Plant Room
- e) Lunch Room
- f) Zamboni Bay
- g) Maintenance Room and Shop
- h) Dressing Rooms
- i) 1 Flex Room
- j) 1 NHL Ice Sheet

- Staff should arrive dressed in their work clothes or uniform.
- A maximum of two staff in the lunch room. Physical distancing must occur at all times. Maximum of one person in the skate shop.

- Personal items brought in (e.g. bags, shoes, jackets) must be kept to a minimum.
- If personal items are in the staff areas, adequate space must be between each staff member's items to encourage physical distancing.
- All belongings must be brought home at the end of each shift.
- Shared lockers must be emptied and disinfected at the end of each shift.

Shared Equipment include but are not limited:

- a) Photocopier
 - b) Phones (including shared cell phones)
 - c) Computers
 - d) Keyboards
 - e) Zamboni's
 - f) Tools (power tools, hammers, screw drivers etc.)
 - g) Ice edger
 - h) Janitors cart
 - i) Vacuums
 - j) Janitorial equipment
 - k) Desks and tables
- Equipment and tools must be disinfected before and after use.
 - Clean staff room table before and after each use.
 - Do not share cups, glasses or utensils.
 - Avoid sharing common objects (e.g. pens).
 - Uniforms and work clothes should be washed at the end of each shift.
 - Do not share uniforms

4.0 Disinfection and Cleaning Procedures

The disinfection procedures listed are in response to the COVID-19 pandemic. These cleaning measures are in addition to regular facility cleaning procedures. Please review the SafeWork procedures for [Cleaning and Disinfecting](#) and [How to Clean and Disinfect Your Work Station](#).

Personal Protection

The risk of exposure to cleaning staff is inherently low, however cleaning staff should wear disposable gloves and appropriate PPE for all cleaning tasks, including handling trash. PPE should be removed carefully to avoid contamination to the wearer and surrounding area. Work uniforms must be washed after each shift.

Cleaning Procedures

Surfaces frequently touched by hands are most likely to be contaminated. These surfaces include doorknobs, handrails, light switches, cabinet handles, faucet handles, tables, countertops, and electronics. These areas are high priority cleaning areas within the facility.

Shared lockers and cubbies used by patrons/employees to store personal belongings are cleaned and disinfected between use.

Nanaimo Ice Centre has created a detailed cleaning log (see page 11) which includes where, what, and how often cleaning is occurring. Log sheets and procedures are posted in the lobby maintenance room and are completed/signed off each time cleaning occurs.

Chemicals Used for Disinfection/Cleaning						
Product	Application	Who can use	PPE	Dwell Time	Rinse	Equip.
EP66 Disinfectant	Spray Bottle	All staff / gym	Diluted no gloves for public Staff -gloves	5 minutes	Wipe off	Spray bottle Paper Towel
		patrons				
EP66 Disinfectant	Foamer attached to a hose	In Foamer Aquat. Custodians	Staff -gloves	15 minutes	Hose	Foamer / Hose floor squeegee
Perdiem Cleaner	Spray Bottle	All Staff	Diluted no gloves for public Staff -gloves	5 minutes	Wipe off	Spray bottle Paper Towel Sprayer
		Contractors				
Perdiem Cleaner	Foamer attached to a hose	In Foamer Aquat. Custodians	Staff -gloves	15 minutes	Hose	Foamer / Hose floor squeegee Fogging machine
Bleach 12%	Foamer attached to a hose	All Staff	Respirator Gloves / Goggles Apron	15 minutes	Hose Wash off	Foamer / Hose Spray bottle Mop bucket Mop heads cleaned daily
	Spray Bottle Mop Bucket					
Ultra One Degreaser	Foamer attached to a hose	All Staff	Gloves	15 minutes	Hose Wash off	Foamer / Hose Spray bottle
	Spray Bottle					
Oxivir Plus Disinfectant Cleaner	Spray Bottle Mop Bucket	All Staff	Gloves	15 minutes	Wash off	Spray bottle Mop bucket Mop heads cleaned daily
Sustainable Earth (SE) SE 64 Neutral Cleaner	Spray Bottle	Custodians	Gloves	10 minutes	Wipe off Wash off	Spray bottle Mop bucket Mop heads cleaned daily
	Mop bucket					
Sustainable Earth (SE) SE 70 Washroom Cleaner	Spray Bottle	Custodians	Gloves	10 minutes	Wipe off Wash off	Spray bottle Mop bucket Mop heads cleaned daily
	Mop bucket					

Cleaning and Disinfecting Procedures and Schedule						
Room/Space	Product	High Touchpoints	Frequency: hourly, daily, weekly, on demand, before and after use	Staff Responsible	Date and time	Staff Initials
Work Stations	Perdiem	Phones, keyboards, mice, desk tops,	Before and after use	All staff		
Washrooms	Perdiem	Toilets, sinks, floors, paper towel holders, soap dispensers, door handles	Every two hours when facility is open to public and after facility closes	Custodians		
	Staples Washroom Cleaner			Arena Maintenance Workers		
				Facility Attendant/Ambassador		
Dressing Rooms	Perdiem	Toilets, sinks, floors, paper towel holders, soap dispensers, door handles, benches	Every 30 minutes in between ice times	Arena Maintenance Workers		
	Staples Washroom Cleaner			Facility Attendant/Ambassador		
Lunch Room	Perdiem	Table, chairs, soap dispenser, light switches, door handles,	After use	All staff		
Equipment: skate sharpener, ice edger, vacuums, floor machine, janitorial equipment (brooms, mops, buckets)	Perdiem	Mechanical controls, handles,	Before and after use	Arena Maintenance Facility attendant/Ambassadors		
Skate Shop	Perdiem	Counters, phones, skates, helmets, light switches, door handles, skate sharpening machine controls	Hourly	Program Leaders		
				Arena Maintenance		
				Facility Attendant/Ambassador		
Skate and Helmets	Spray Way Disinfectant Surface Cleaner	NA	After every use	Program Leader		
				Facility Attendant		
Zamboni	Perdiem	Steering wheel, controls, water hose/taps, charging station	1 operator – beginning and end shift	Arena Maintenance		
			More than 1 operator – before and after every use, unless Zambonis are not being shared			
Lobby	Perdiem	Doors, chairs, flat surfaces,	Hourly, on demand, after the end of the shift	Program Leaders		
				Arena Maintenance		
				Facility Attendant/Ambassador		
Hallways	Perdiem	Light switches, doors, windows, glass,	Hourly, on demand, after the end of the shift	Program Leaders		
				Arena Maintenance		
				Facility Attendant/Ambassador		

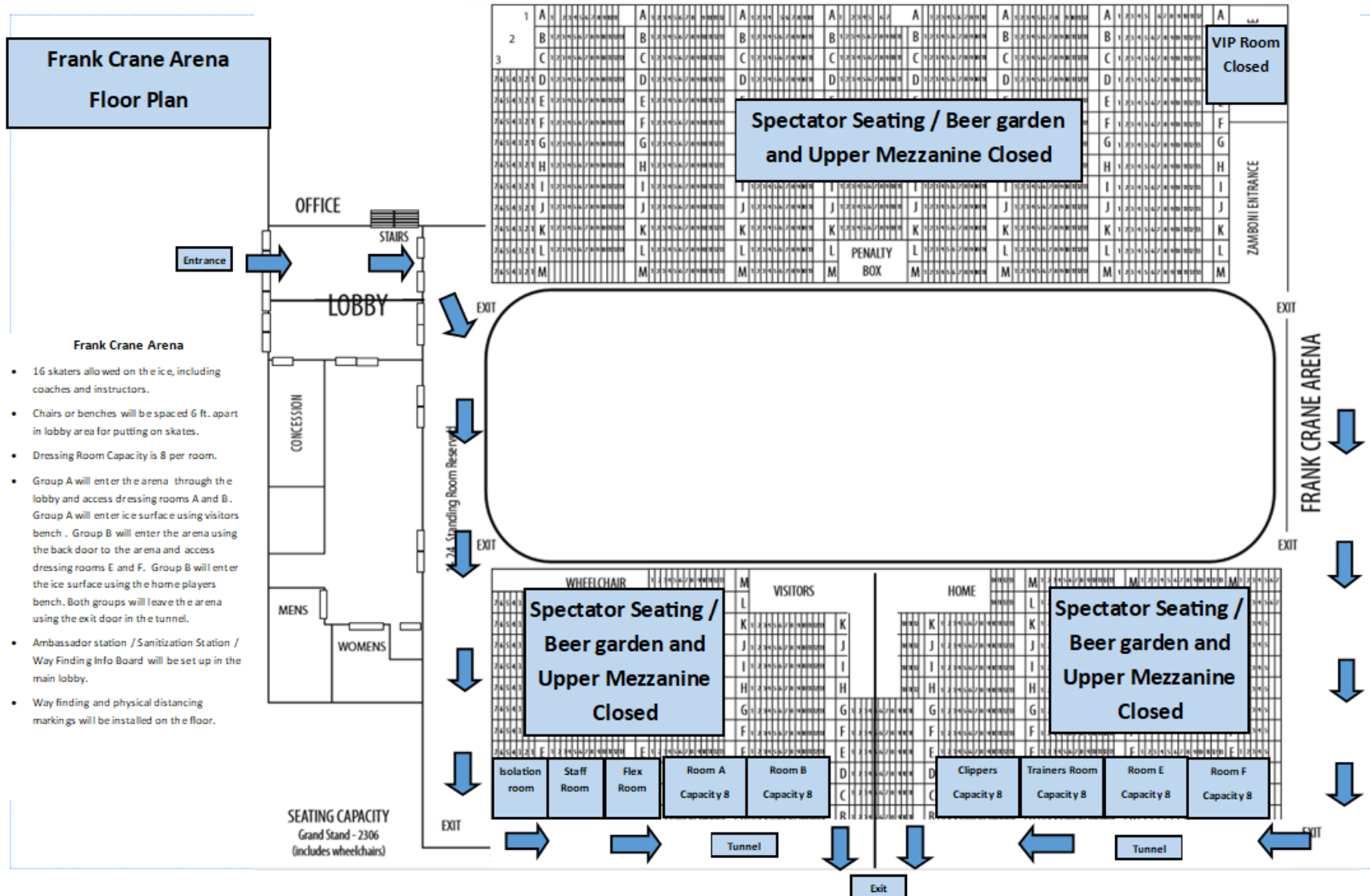
5.0 Facility Information

Facility Access, Egress and Traffic Flow

Frank Crane Arena is implementing the following facility admission protocols:

- a) At the entrance, signs are installed to inform patrons that:
 - Patrons must not enter if they are diagnosed or suspect they have COVID-19 or if they have any of the known COVID-19 symptoms.
 - Patrons must maintain physical distance of 6 ft. from other patrons and staff.
 - Patrons are to wash their hands with soap and water or use hand sanitizer upon entry to the facility.
- b) Employees located at the front desk are protected by a plexiglass barrier.
- c) To minimize face to face contact between the public and staff while maintaining customer service levels contact numbers are posted in the facility for public to call staff to request assistance.
- d) Employees should wear gloves while handling cash, payment machines and locker tokens.
- e) A reservation system and rental/program time limitation is in place to avoid crowd gathering and wait times.
- f) Facility access is provided with separate entry and exit points at the main entrance with a barrier ensuring physical distancing.
- g) Signage, floor markings and barriers are installed to guide patrons in and out of the building.
- h) Physical markers are installed on the lobby floor which indicate 6 ft. physical distancing for patrons waiting in line.
- i) Signage and barriers are installed in the lobby, staff areas, washrooms, dressing rooms, and on the arena rink boards (inside/outside) to encourage physical distancing.
- j) Lockers are spaced out to encourage physical distancing.
- k) Occupancy limits are posted for all public and staff spaces.
- l) Public visitors are prohibited in staff areas. Staff must arrive no more than 15 minutes prior to their shift and leave the building immediately after their shift ends.
- m) Allow time for staff shift changeover to minimize group gathering in staff areas.
- n) Dressing room showers will be closed at reopening of the arena.
- o) Concession service will remain closed until phase 4 of BC's Restart Plan.
- p) Select sinks, urinals and toilets will be closed in dressing rooms and washrooms to maintain physical distancing requirements.

Facility Floor Plan – Frank Crane Arena



Occupancy Limits – Public and Staff Spaces

The following equation was used to calculate the number of people permitted in each space within the facility:

Capacity as recommended in the viaSport Guidelines

$$\frac{\text{Total square footage of space (width x length)}}{54 \text{ sq. ft.}} = \text{Room/Space Capacity}$$

- a) The City's occupancy capacities comply with all Provincial health order as directed by the Public Health Officer (PHO). Facility capacities will continue to be monitored by staff and adjusted as the health order allows.
- b) Facility capacities are based on the size of spaces used by patrons and staff such as dressing rooms to ensure physical distancing can be maintained.

***Staff spaces can have higher occupancy if a mask is worn where 6 ft. physical distancing cannot be maintained.**

Frank Crane Arena – Room and Space Capacities

Public Spaces	Maximum Occupancy
Entrance Lobby	36
Hallway between Rink Boards and Lobby	24
Dressing Room A	8
Dressing Room B	8
Dressing Room E	8
Dressing Room F	8
Clippers Dressing Room	8
Clippers Training Room	6
Flex room	2
Isolation Room	1
Lobby Washrooms	3 people per washroom
Beer Garden	Closed
Spectator Seating	Closed
VIP Room	Closed
Upper Mezzanine	Closed
Upstairs and downstairs Concessions	Closed
Ice Sheet NHL size sheet of Ice 200' x 85'	16 Max. 314 allowable based on size of ice, not permitted at this time due to PHO mass gatherings order. Maximum number of people is based on the number of people permitted the dressing rooms and maintaining physical distancing.
Isolation Room is located in the flex room	1
Staff Spaces	Maximum Occupancy*
Plant Room	1
Maintenance Staff Shop / Break Room	2
Zamboni Bay	2
Skate Shop	1
Music Room	1
Administration Office	3
First Aid Room	1

6.0 Service Delivery

A. Program Delivery

B. Facility Allocations (User Groups / Renter / Lease Holders)

C. Operating Schedules

A. Program Delivery

City of Nanaimo arena program delivery will be determined and monitored on an ongoing basis and will be based on public health information, public needs and facility availability.

B. Facility Allocations

Rentals – Community Groups / Private Groups

1. All renters must provide a written request for facilities to the City's allocation clerk using the arena request form. Verbal request will not be accepted.
2. All bookings must be booked with the allocations clerk over the phone or by email. Face to face bookings are not permitted at this time.
3. Contracts will be sent to customers via email. Contracts must be signed and emailed back to the allocations clerk.
4. Contracts must be paid in full prior to the booking taking place.
5. User groups are asked to arrive no sooner than 20 minutes prior to the start of their ice time.
6. Ice time is available for booking in 1 hour blocks. 30 minutes is scheduled in between each ice slot to allow for group changeover and cleaning.
7. All user groups must provide a COVID operating plan to the City of Nanaimo.
8. Facility renters must comply with all health authority directives and orders.
9. Facility renters must comply with all City of Nanaimo procedures and protocols pertaining to facility use.
10. All renters must provide the City of Nanaimo with insurance naming the City of Nanaimo as co-insured.
11. The City of Nanaimo will provide all users groups with the safety protocols and guidelines that must be adhered to all times while using the facility in advance of their booking. Any non-compliance may result in termination of contract without refund and loss booking privileges. Three strike applies as follows: one verbal warning and then last strike.
12. Contracts are subject to change based on provincial health directives and orders.

Arena Leases and Facility Use Agreements

1. Lease holders must comply with all City of Nanaimo procedures and protocols pertaining to facility use.
2. Lease holders that operate in City of Nanaimo Arenas received rent forgiveness as a result of facility closures due to the COVID 19 pandemic.
3. All lease holders are required follow the directives/orders outlined by the Provincial and local health authorities.
4. Lease holders are required to perform disinfecting of areas used by their operation including but not limited to: tables, chairs, counters etc.
5. All user groups must provide a COVID operating plan to the City of Nanaimo.

C. Proposed Arena Operating Schedule

Hours of Operation – September to December 2020

Frank Crane Arena – 1 Sheet of Ice

- Staff hours 5am-1am (20 hours)
- Hours of Operation 5:30am-12:30pm (19 hours)
- Sunday to Saturday (7 days a week)
- 91 Hours available for use per week (13 - 1 hours ice slots available per day, 7 days per week equaling 91 hours per week, per sheet of ice).

7.0 Public Communication

Safety Education

- When providing information to customers about new rules and COVID-19 guidelines, it is important for staff to remember that not all customers may be initially accepting of the new protocols.
- Staff should be patient and take a customer-focused approach to safety education. **We're here to Help!**
- Staff should maintain physical distancing while providing effective and consistent messaging and expectations.

Applying the Guidelines

- a) Prior to entering the facility, educate the public on new admission standards using signage, including health questions and their responsibilities regarding physical distancing from non-family members for all activities and while using all facility amenities.
- b) Educate patrons concerning one-way traffic measures around the facility.
- c) Educate patrons on measures put in place to avoid crowd gathering such as waiting lines for recreational equipment.
- d) Educate patrons about not sharing personal equipment such as water bottles, sports equipment, helmets, skates etc.
- e) Staff working directly with the public should maintain physical distancing while providing effective and consistent rule enforcement and accident prevention.
- f) Staff are to maintain physical distancing when providing information to other team members.
- g) Staff are to follow and maintain new protocols regarding disinfection of common contact surfaces throughout the day.



Preventative Measure Information for Arena Users and Program Participants

Welcome Back!

The City of Nanaimo is pleased have its arenas open to the community. The City of Nanaimo continues to take its direction from the Public Health Officer (PHO) to inform decisions regarding the COVID19 pandemic. The health and safety of our employees and the public remains the top priority and we have worked very hard to ensure that is maintained as we reopen indoor recreation facilities.

General Information

1. Please follow the direction of our facility ambassador's while using the facility. The facility ambassadors are here to assist you.
2. Renters are required to provide an ambassador from their organization/group to assist participants during their rentals. An ambassador could be a coach, volunteer, parent or instructor.
3. All participants are required to follow all safety measures in place while using the facility.
4. **16 skaters** are allowed on one ice at one time this includes coaches, volunteers, parents, and instructors.
5. Participants are asked to arrive no earlier than 20 minutes prior to the start of the ice time.
6. Ice time is available for booking in 1 hour blocks. 30 minutes is scheduled in between each ice slot to allow for group changeover and cleaning.
7. Skaters are required to come to the arena dressed in hockey gear.
8. Game play is not permitted.
9. Seating will be available to put on skates. One parent or guardian is permitted to enter the facility to assist their child with putting on skates. Shoes will be left at the chair.
10. Adult supervision is required on the ice at all times.
11. No competitive play at this time. Activities and drills involving player to player contact or checking is not permitted.
12. Please bring your own filled water bottle to the session. Water fountain will not be available.
13. Shared spaces such as dressing rooms will be sanitized between groups.

Facility Information

1. Player's benches are closed.
2. Dressing rooms are available with limited capacity.
3. Place water bottles on player bench railings.

Health and Safety Protocols

1. Stay home if you're sick.
2. Please maintain physical distancing (6 ft.) in the facility at all times.
3. Please follow the health and safety information posted throughout the facility.
4. Please use hand sanitizer upon entry to the facility.
5. Please refrain from spitting.

Spectators

1. To control the number of people in the facility and to reduce the chance of group gathering spectators are not permitted in the facility.
2. Spectator seating and upstairs lobbies will be closed.
3. Please do not gather in groups outside the facility.

Drop off and Pick Up

1. To control the number of people in the facility and to maintain physical distancing requirements parents and guardians are asked to bring their child into the facility, drop their child off with the instructor, ambassador, volunteer or coach then leave the facility and return at the end of the session to pick up their child or youth.

Entering Facility

1. As you enter the facility an ambassador will guide you to the location of the facility that you will be using during the session.

Exiting Facility

1. Please leave the facility within 15 minutes of the session ending.

8.0 First Aid Procedures

Isolation Areas and Procedure

There is a requirement to provide a self-isolation containment area/space/room for employees and patrons showing symptoms of illness while waiting for transportation to a medical centre or home. The isolation space has been designated as the referee's room.

First Aid Protocols have been updated by Worksafe BC and the following apply:

OFAA protocols during the COVID-19 pandemic

A guide for employers and occupational first aid attendants

During the COVID-19 pandemic, occupational first aid attendants (OFAAs) continue to provide treatment to workers as necessary. Because of the possibility of community infection, you may need to modify your standard protocols for first aid treatment to reduce the potential for transmission. This document provides additional precautions you may take to include public health directives such as physical distancing, hand hygiene, and disinfection in your procedures.

- When you receive a call for first aid, if possible, gather the following information:
 - What are the circumstances surrounding the call for assistance?
 - Are critical interventions likely required? If so, call 911 or have an emergency transport vehicle (ETV) prepared.
 - Are there any obvious signs of COVID-19? If so, send the patient home or to a hospital.
- If no critical interventions are required, if possible and appropriate, interview the patient from a distance. Ask the following questions:
 - Is anyone sick or in self-isolation in your household?
 - Have you been in contact with anyone who has been sick?
- When you arrive at the patient's location, assess the situation:
 - Does the patient have a minor injury that the patient can self-treat while you provide direction and supplies?

- If yes, direct the patient to self-treat per your OFA protocols (see the self-treatment scenario below).

- If the patient can't self-treat, don the appropriate level of personal protective equipment (PPE) for the situation. PPE could include the following items:
 - Face shield or surgical-type mask
 - Pocket mask
 - Gloves
 - Coveralls (disposable or washable)
 - Apron or lab coat
 - Glasses or goggles

Because the global supply of PPE is scarce, you may need to consider other options. There are various types of masks, face shields, and respirators that you can consider.
- After treatment, sanitize all equipment with either soap and water or 70% isopropyl alcohol. Remove and wash any PPE that is not disposable, as well as any exposed clothing. Wash your hands thoroughly. If critical interventions are required and there is no way of determining background information, don appropriate PPE and limit access to the patient to the number of people required to deal with the critical intervention. It is important to limit the exposure of others.

Page 1 of 3

OFAA protocols during the COVID-19 pandemic

WORKSAFE BC

Scenario: Self-treatment with direction

A first aid attendant receives a call stating a worker has injured her hand. The attendant collects as much information about the severity of the injury as possible. The injury is deemed to be minor with no other concerns, so the attendant goes to the worker, but stays 2 metres (about 6 feet) away. On arrival, the attendant asks:

- Is anyone sick or in self-isolation in your household?
- Are you able to administer first aid to yourself if I tell you what to do and how to do it?

After the first aid attendant has conducted the interview, the attendant visually assesses the patient and the wound from a distance and asks the patient about underlying conditions relating to the injury.

The attendant then places the required first aid supplies on a surface 2 metres from the patient. The attendant steps back and directs the patient to pick up and apply the supplies. The first aid attendant then verbally conducts a modified secondary survey and documents the findings.

Scenario: OFA Level 1 and Level 2 with intervention

A first aid attendant receives a call about a worker who has been struck in the head and is unresponsive. The attendant immediately ensures that 911 is called. On approaching the scene, the first aid attendant conducts a scene assessment and dons appropriate PPE. Once PPE is on, the attendant approaches the patient and conducts a primary survey to determine what, if any,

critical interventions are required. The attendant positions the patient in the three-quarter-prone position to ensure that the airway is open and clear and no further interventions are needed. Only one person (the attendant) needs to be in contact with the patient; all others can stay 2 metres away. The attendant monitors the patient until the ambulance arrives.

Scenario: OFA Level 3 — employer ETV for transport with intervention

A first aid attendant receives a call about a worker who has been struck in the head and is unresponsive. The attendant immediately arranges for the ETV to be ready. On approaching the scene, the first aid attendant conducts a scene assessment and dons appropriate PPE. Once PPE is on, the attendant approaches the patient and ensures an open airway. Once the airway is open and clear, the attendant stabilizes the patient's head with an inanimate object (to free the attendant's hands) and inserts an oropharyngeal airway (OPA) to protect and maintain the airway. The attendant then conducts a primary survey to determine what, if any, further critical interventions are required. Only one person (the attendant) needs to be in contact with the patient; all others can stay 2 metres away.

Helpers will be needed to assist the first aid attendant in lifting the patient into the basket and ETV. Use any PPE or other measures available to provide a barrier between the helpers and the patient, including covering the patient with a blanket. Once the patient is loaded, ensure the helpers remove their PPE and wash their hands with soap and water.

DATE OF MEETING JULY 13, 2020

AUTHORED BY MADELEINE KOCH, ACTIVE TRANSPORTATION PROJECT SPECIALIST

SUBJECT ROADWAY REALLOCATION OPTIONS

OVERVIEW

Purpose of Report

This report has been prepared to provide detailed options for Council consideration in response to the motion for staff to explore options to reallocate roadway space in favour of active transportation.

Recommendation

That Council direct staff to proceed with all options funded by reallocating budgets within the current approved financial plan.

BACKGROUND

At their meeting on June 8, 2020, Council passed a motion directing staff to explore options for reallocating roadway space in support of active transportation. Council considered a number of ideas put forward by staff at their Special Council meeting on June 22, 2020, and there was interest in the following ideas:

- Creating a dedicated cycling facility on Departure Bay Road
- Implementing a “Slow Street” on Georgia Avenue
- Developing a neighbourhood grant program

This report provides further information on the implications of each idea, and includes an additional option for Council’s consideration:

- Implementation of walking shoulder on the west side of Boxwood Road.

DISCUSSION

Cycling Facilities on Departure Bay Road between Montrose Avenue and Loat Street

Currently, Departure Bay Road has shared southbound (uphill) and northbound (downhill) travel lanes for cars and cyclists, with sidewalk on the east side and an inconsistent shoulder on the west side for pedestrians. Despite being the historical standard for Nanaimo, this has often been cited as a barrier for cyclists. The road is approximately 9.5m wide between the sidewalk on the east and the ditch on the west.

Staff have considered redistributing this space to allocate a marked bike lane in each direction however the minimum recommended travel lane width is 3.3m, which would only allow for 1.45m wide bike lanes; far below acceptable standards. Considering the grade, staff are proposing to keep the northbound, downhill space allocation as it is, but segregate the southbound uphill to a 3.3m travel lane with a 1.9m buffered bike lane; similar to Boundary Ave. This does not change the northbound cycling facility, but is a dramatic enhancement to the southbound (uphill), which is the most important for cyclists. See figures 1 and 2, and Attachment A.

Cycling facilities can vary significantly in design, cost, implementation logistics, and ultimately, how they impact user comfort. While this work may seem simple and economical, it still carries a capital price tag of approximately \$40,000, with an annual operating and maintenance cost of approximately \$2,000.

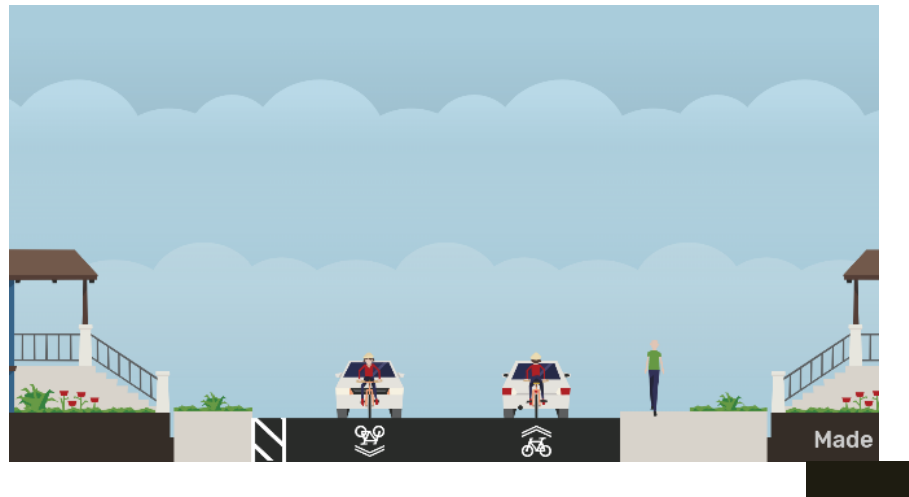


Figure 1 Departure Bay Road - Current

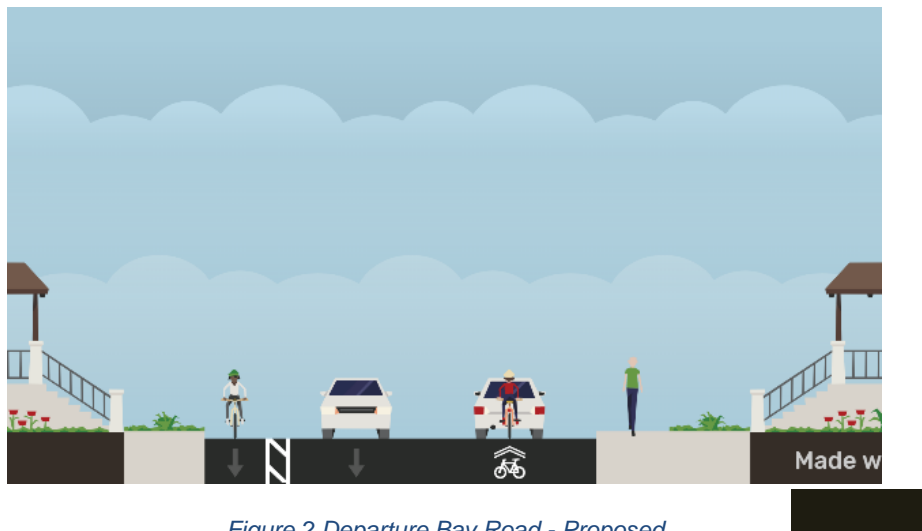


Figure 2 Departure Bay Road - Proposed

“Slow Street” on Georgia Avenue

The Georgia Greenway was identified through the Harewood Neighbourhood plan in 2008 as a priority walking and biking corridor for the community. The corner stone of the Greenway, the bridge and trail network over the Chase River, was completed in 2019, with a great deal of support and appreciation from the community. Through direction from Council to reallocate street space in favour of active transportation, staff have identified a series of options which would effectively complete the Greenway as a “Slow Street”. See Attachment B for a map reference.

The first would be the introduction of a reduced speed limit. It has been demonstrated that signage alone has limited impacts, however it is the starting point of creating a slow street. This step would cost approximately \$15,000 and would carry with it an annual operating and maintenance cost of approximately \$2,000.

The next step in creating a slow street would be to use traffic calming features to reinforce the reduced speed limit. Staff have not had time to undertake a fulsome engagement with the community, so are suggesting an option which includes temporary traffic calming. These temporary traffic calming circles (see figure 3) are economical and could be removed with little expense if the community objects. Each traffic circle would cost approximately \$2,500. Unfortunately, due to the temporary nature, they do bring with them a high operating and maintenance cost, which could be as high as \$2,500 each, per year. These could be made permanent if they prove to be successful. A follow up review would be conducted after a one year of service.

The last element of completing the Greenway would be to address the crossings at the major road intersections. This would include enhancements at the Fifth Street traffic signal, as well as additional signage and markings at the Harewood Road and Fourth Street intersections. The cost for this work would be approximately \$65,000 with an anticipated annual operating and maintenance cost of \$5,000.



Figure 3 Example of Temporary Traffic Circle

Neighbourhood Grant Program

Establishing a neighbourhood grant program would enable staff to support neighbourhoods to carry out community development projects within roadway space on an ongoing basis. Such a program would need to start with the development of a toolkit or guideline, which would establish a process for engaging, prioritizing, and executing projects. Unfortunately, it will take several months to develop this toolkit so staff will need to return at a later date with a more clearly defined program concept and strategy, for Council endorsement. It should be noted that if a program of this nature is to be successful, there will need to be an on going funding commitment attached to it in future financial plans.

Additional Option: Boxwood Road Walking Shoulder

Walking and biking on Boxwood Road has been a concern of the community for many years. In 2018, staff explored the opportunity to introduce an active transportation connection on the west side of Boxwood between Tulsa and Dufferin, however this would have eliminated parking on the west side of Boxwood. A parking study was undertaken to determine the overall impact of this potential change, and concluded that that overall parking demand could be accommodated within the area, if the parking was removed from the west side of the road. Despite this information, when the community was surveyed, there was opposition to this project. There has been new development in this area and as such the opportunities for a cycling connection have become more challenging, however it would still be possible to create an economical walking shoulder on the west side of Boxwood, if the parking could be eliminated. See Figures 4 and 5, and Attachment C. Should Council want to move forward with this project the construction costs would be approximately \$45,000, with an annual operating and maintenance cost of \$2,000.

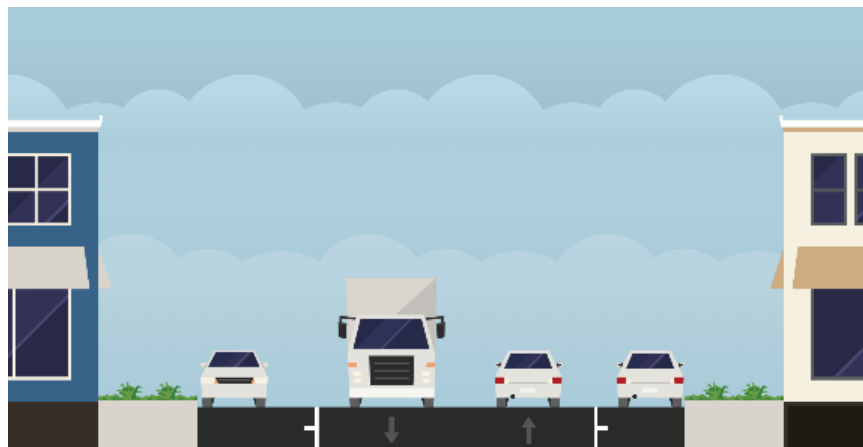


Figure 4 Boxwood Road – Current



Figure 5 Boxwood Road - Proposed

OPTIONS

This report outlines details for active transportation enhancements at multiple locations within the City that could be implemented quickly and with funding from within the current financial plan. These options benefit the community, but may not necessarily represent the highest transportation priorities. If Council choose to move forward with these options staff recommend including all work for a total cost of \$170,000, however Council may wish to provide alternative direction on this.

Option	Feature	Cost – Construction	Cost – Annual Operating and Maintenance
Departure Bay Road	Buffered Bike Lane	\$40,000	\$2,000
Georgia Slow Street	Speed Limit Reduction	\$15,000	\$2,000
Georgia Slow Street	Temporary Traffic Calming	\$5,000	\$5,000
Georgia	Intersection Enhancements	\$65,000	\$5,000
Boxwood Walking Shoulder	Walking Shoulder	\$45,000	\$2,000

1. That Council direct staff to proceed with;
 - a. all street space reallocation options funded by reallocating budgets within the current approved financial plan,
 - b. the development of a neighbourhood grant program concept, with a report back to Council for endorsement in the future.
 - The advantage of this approach is that each option provides economical enhancements to the active transportation network.
 - The disadvantage of this approach is that the compressed timeline to deliver these projects has limited staff ability to undertake a typical project planning and engagement process.

- Funding from within the current approved Financial Plan will be used to construct this work, however consideration will need to be given to future operating budgets for the ongoing operation and maintenance.

2. That Council direct staff otherwise. |

SUMMARY POINTS

- All options provide benefit to the active transportation network and the community.
- Options address concerns or desires raised by the community.
- Options can be funded from within the current financial plan.

ATTACHMENTS:

Attachment A – Departure Bay Road Buffered Bike Lane Map

Attachment B – Georgia Avenue “Slow Street” Map

Attachment C – Boxwood Road Walking Shoulder Map |

Submitted by:

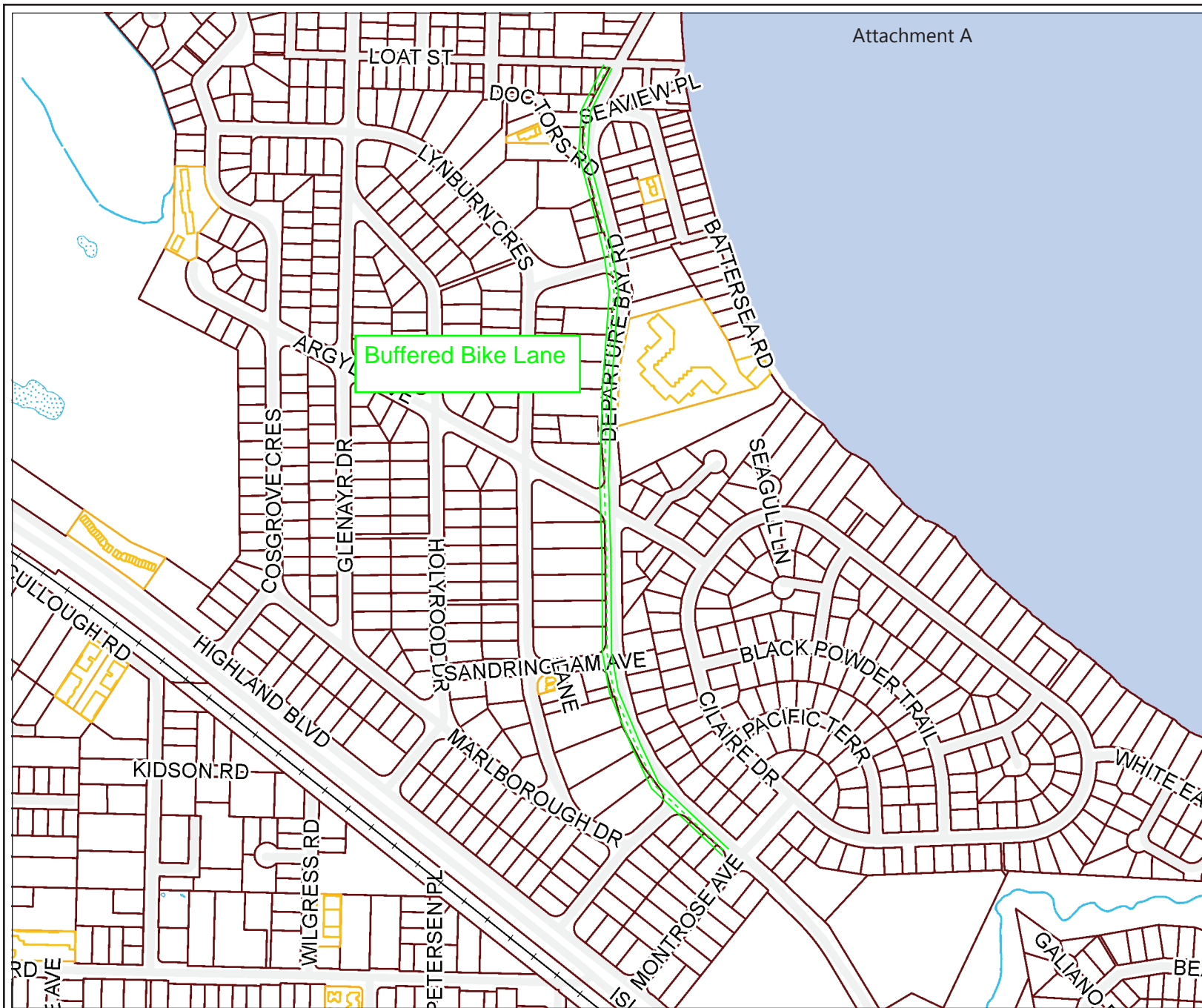
Madeleine Koch
Active Transportation Project Specialist

Concurrence by:

Jamie Rose
Manager, Transportation

Poul Rosen
Director, Engineering

Laura Mercer
Director, Finance |



Attachment A

Legend

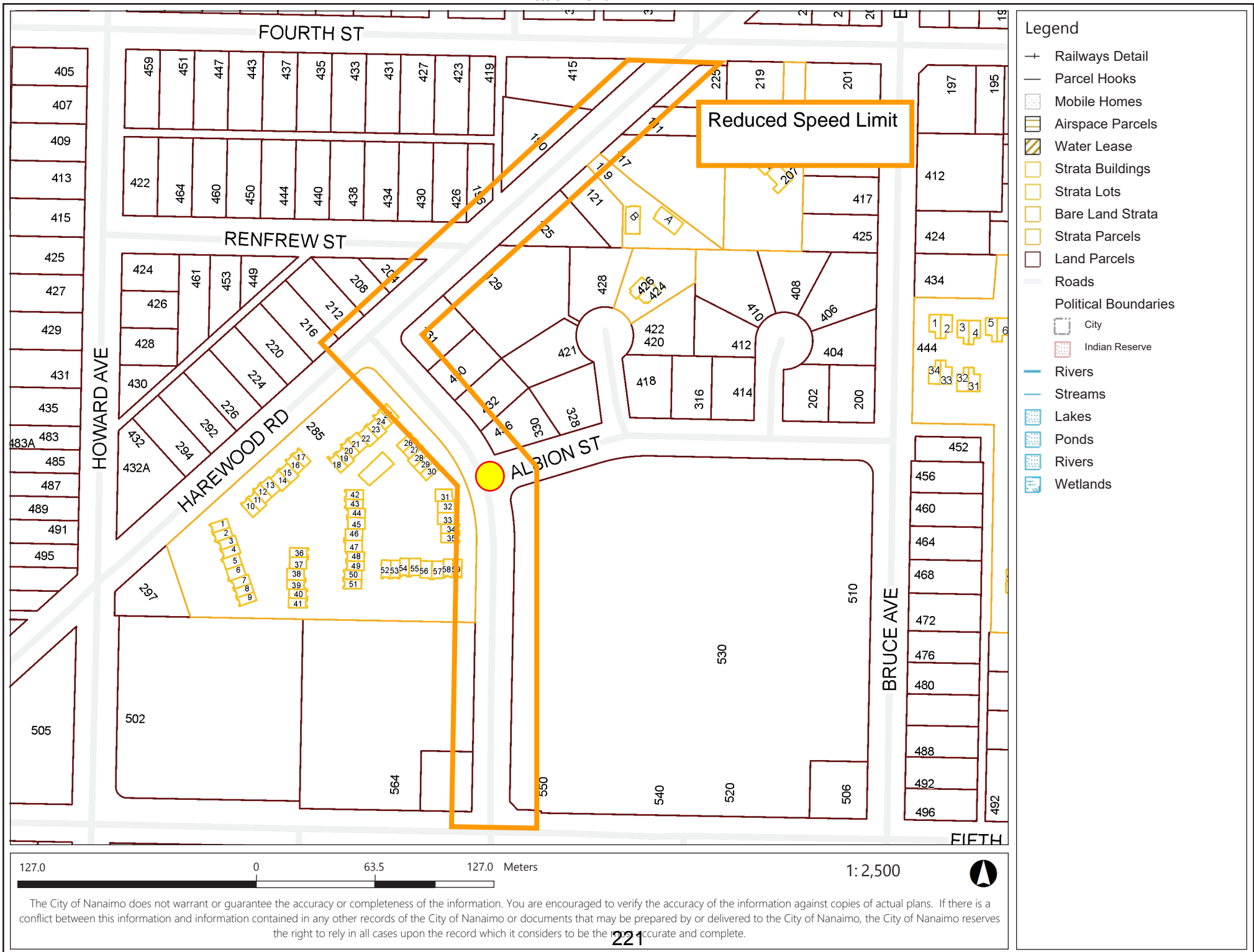
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- Parcel Hooks
- ▨ Mobile Homes
- ▨ Airspace Parcels
- ▨ Strata Buildings
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- ▨ Land Parcels
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- ▨ Wetlands

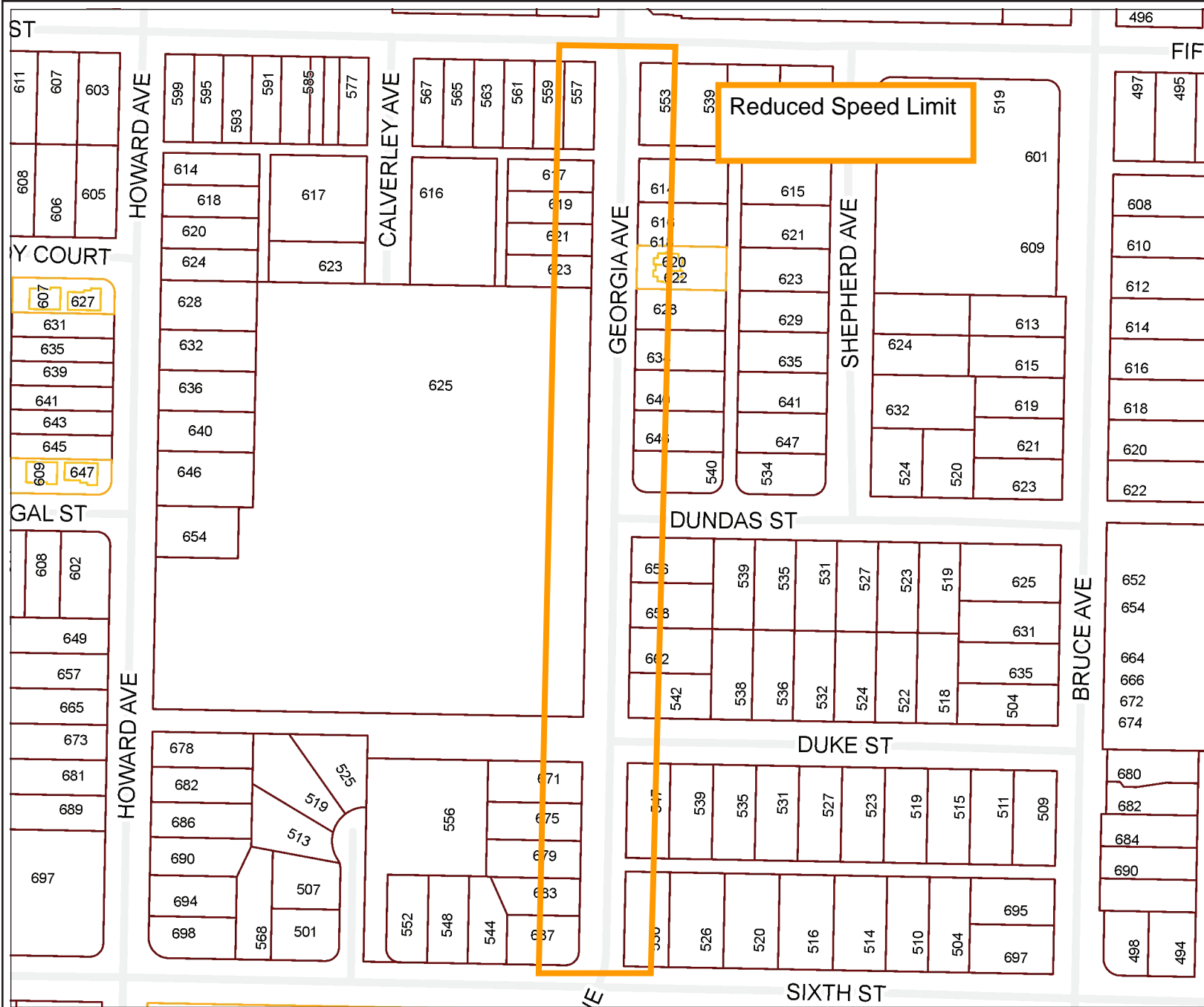
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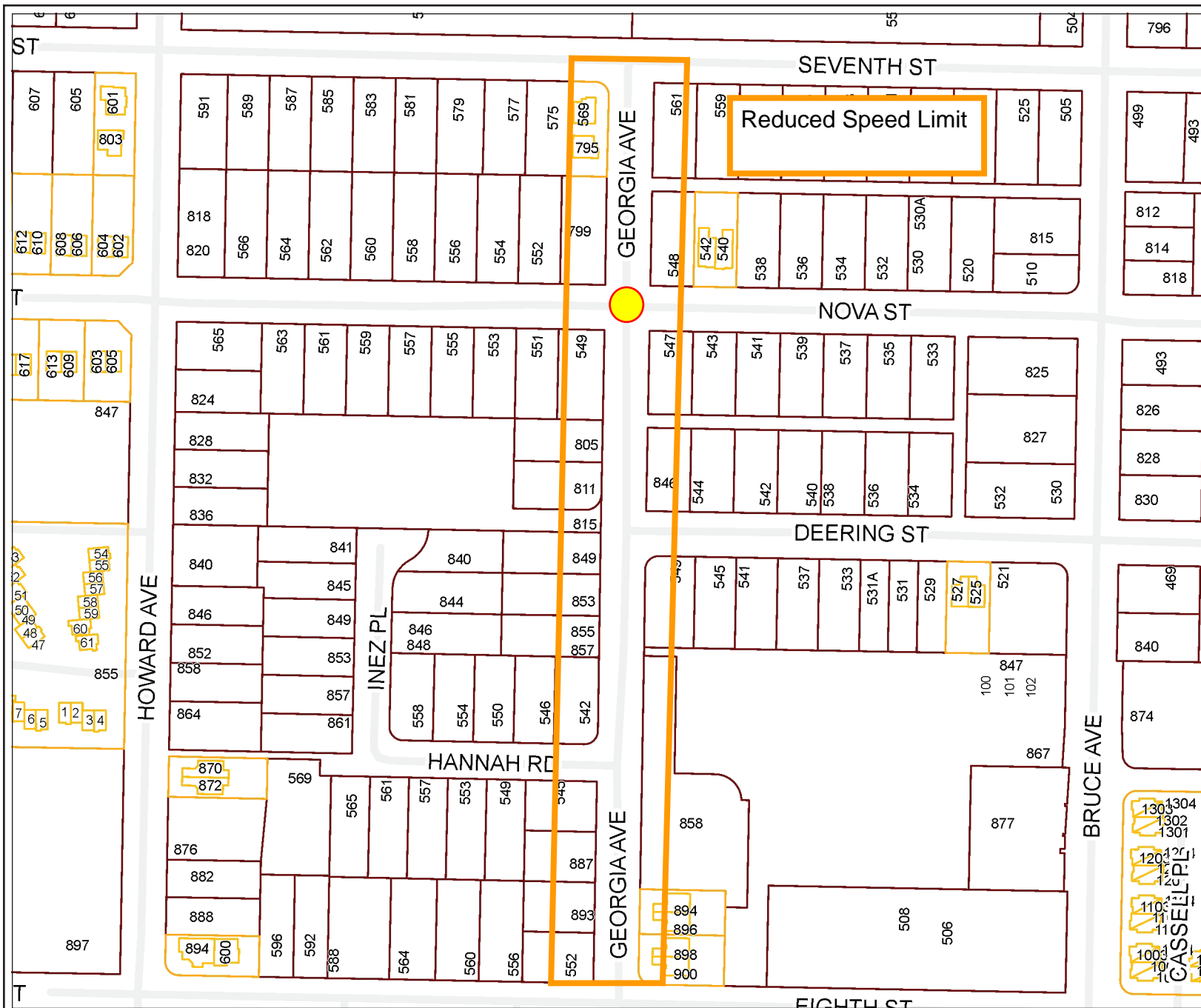
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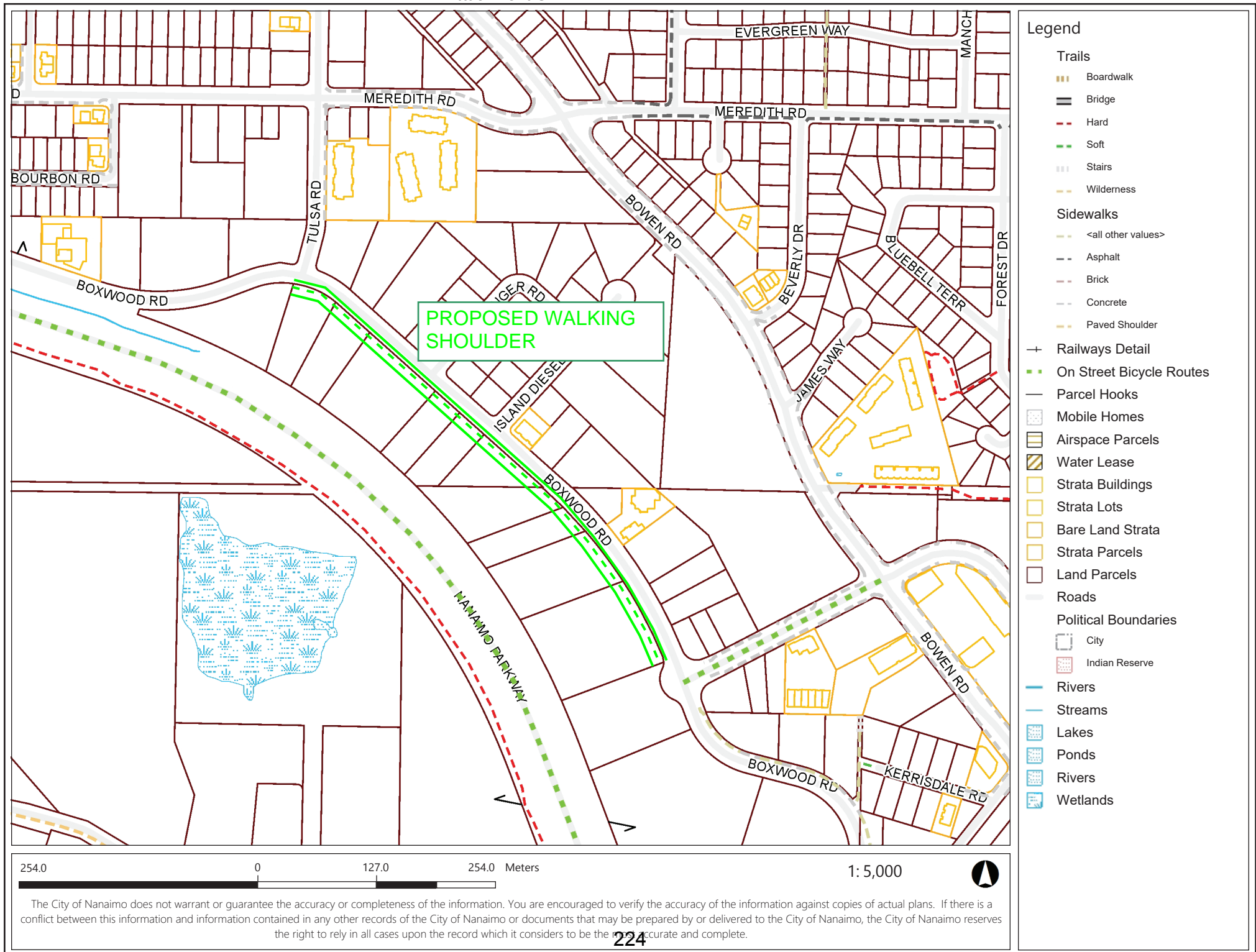
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Governance and Priorities Committee Agenda Planning

2020 GPC Dates											
Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.
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JANUARY

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January 6 – Meeting cancelled
January 20 – Special GPC

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March 23 – Sp. Council

APRIL

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April 2 – Meeting Cancelled
April 6 – Meeting Cancelled
April 20 – Sp. Council

■ MAY

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June 29 – Sp. Council

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	Governance and Priorities Committee Meeting
	Statutory Holiday
	FCM Annual Conference (Toronto)
	Council Meeting

UBCM Convention (Victoria)	
AVICC Convention (Nanaimo)	
Public Hearing (Special Council Meeting)	

Governance and Priorities Committee Agenda Planning

Upcoming Topics

MEETING DATE	TOPIC	BACKGROUND	FORMAT	OUTCOMES
July 13, 2020 <i>Special Council Meeting</i>	Governance: <ul style="list-style-type: none"> • Question period • Correspondence • Proclamations • Other 	Deferred from the 2020-JUN-08 Special Council meeting. Question period currently on hold due to COVID-19 and Ministerial Order No. M139.	- Round table discussion	Direction to Staff on any changes Council may wish to see implemented in regards to governance processes.
July 13, 2020 <i>Special Council Meeting</i>	Council resolution update	To provide Council an update on the status of Council resolutions/action items	- Staff report	
July 13, 2020 <i>Special Council Meeting</i>	Reopening Strategy/Plan	To provide information on the reopening strategy for City facilities/programs in the wake of COVID-19	- Information report - Round table	
July 13, 2020 <i>Special Council Meeting</i>	Roadway Reallocation Options			
July 27, 2020 <i>Special Council Meeting</i>	Social Procurement	Next steps for Council's review of and details for the Procurement Policy with an increased focus on social, environmental and ethical elements for City purchases that specifically align with the desired outcomes of the Strategic Plan	- Review of first session - Presentation by Staff and Consultant - Round table discussion Determine a more narrow scope of desired social procurement criteria.	Clear direction on updates required to the Procurement Policy with social procurement criteria built in.
July 27, 2020 <i>Special Council Meeting</i>	Capital projects			

Governance and Priorities Committee Agenda Planning

July 27, 2020 Special Council Meeting	Sports venues			
July 27, 2020 Special Council Meeting	Proposed Amendments to the MoESS			
<i>(investigating options to engage w/ neighbourhood associations through the use of Get Involved Nanaimo or other form of online communication)</i>	Neighbourhood Associations – Part 2	Identified as a priority topic at the GPC meeting held 2020-JAN-20 (session 2 of 2)	<ul style="list-style-type: none"> - Invite chairs of some associations to attend and be available for the discussion. - Identify what resources are available - Presentation on how neighbourhood associations work in the City and what expectations they have of Council (i.e.: how do they want to be engaged?) 	<ul style="list-style-type: none"> - Formalized process for recognizing neighbourhood associations - Create a new policy and criteria for neighbourhood associations moving forward including how they can be officially recognized. - Defer any financial implications to Finance and Audit Committee
<i>TBD</i>	Arts & Culture	Brought forward through Council discussion and motion made at the GPC meeting held 2019-OCT-7	<ul style="list-style-type: none"> - Invite members from the Arts & Culture community to discuss engagement and communication - Staff report and presentation outlining the process for issuing grants related to the arts and providing an update to the Cultural Plan for a Creative Nanaimo - Round Table discussion 	<ul style="list-style-type: none"> - Discussion - Recommendation to Council or possibly defer to other committee (ie – budget implications deferred to Finance and Audit)

Governance and Priorities Committee Agenda Planning

TBD	Women's Participation on City of Nanaimo Task Forces and Childminding Reimbursement for members of City Committees	Identified as a priority topic at the GPC meeting held 2020-FEB-10		
TBD	Transit		<ul style="list-style-type: none"> - Tailored City of Nanaimo conversation around transit delivery (City of Nanaimo residents' perspective and impacts to residents and the City). - How to encourage transit use from a City perspective. - Invite a member of RDN staff speak to Council at the meeting and provide an update of their planning process. - Bus stop locations that make sense - Conversation around covered bus stops - Number of hours that transit operates 	- An ask, or assessment, from the City's perspective sent to the RDN after a decision is made at the city level with a recommendation for consideration at the RDN.
TBD	Crosswalk Safety	Identified as a priority topic at the GPC meeting held 2020-FEB-10	<p>Crosswalks:</p> <ul style="list-style-type: none"> -report about flashing lights at crosswalks (are they beneficial, etc.) -Education and information around increasing pedestrian safety at crosswalks -Costs around the lighting at crosswalks. 	<p>Could come as a next step:</p> <ul style="list-style-type: none"> -Professional best practice on what should be at crosswalks and what works best and why, etc. <p>Outcome: -a report that outlines all of the pros and cons of crosswalk lighting and pedestrian safety.</p> <p>Options/costs</p>

Governance and Priorities Committee Agenda Planning

Future GPC Topics

- Capital planning process
- 1 Port Drive
- Sports venues and tourism strategies
- Vancouver Island Regional Library overview
- Election signage
- Homelessness and addictions

Deferred to Finance and Audit Committee

- Fees and Charges

Governance and Priorities Committee Agenda Planning

Previous Topics Covered

- Neighbourhood Associations – Part 1
- Effective Advocacy Strategies
- Coordinated Strategic Policy Review 2020-2021
- Single Use Checkout Bags
- Civic Facilities – conditions, issues, plans and objectives
- Energy and Emissions Management Program
- Advocacy – Part 2
- Coordinated Strategic Policy Review 2020-2021 – Public Engagement Strategy
- Manual of Engineering Standards and Specifications Revision Update
- ReImagine Nanaimo: Demographics and Land Inventory/Capacity Analysis Summary
- Climate Change Resilience Strategy
- Reallocation of Street Space

Upcoming GPC/Special Council Topics

July 27

1. Social Procurement
2. Capital Projects
3. Sports Venues
4. Proposed Amendments to the MoESS

