



**AGENDA  
SPECIAL COUNCIL MEETING**

Monday, January 22, 2018, 5:00 P.M. To Proceed In Camera, 7:00 P.M. Open Meeting  
SHAW AUDITORIUM, 80 COMMERCIAL STREET, NANAIMO, BC

SCHEDULED RECESS AT 9:00 P.M.

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Pages

**1. CALL THE SPECIAL MEETING OF COUNCIL TO ORDER**

**2. PROCEDURAL MOTION**

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

Section 90(1):

(c) labour relations or other employee relations;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and,

(n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2).

**3. INTRODUCTION OF LATE ITEMS**

**4. ADOPTION OF AGENDA**

**5. ADOPTION OF MINUTES**

a. Minutes

Minutes of the Regular Committee of the Whole Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2018-JAN-08, at 4:30 p.m.

5 - 9

**6. PRESENTATIONS**

- a. Michael Lowry, Communications Manager, Western Canada Marine Response Corporation 10 - 11

Michael Lowry, Communications Manager, Western Canada Marine Response Corporation, to provide a presentation regarding construction of a new on-water spill response base in Nanaimo.

**7. MAYOR'S REPORT**

**8. ADMINISTRATION**

- a. 2018 Association of Vancouver Island and Coastal Communities Resolutions 12 - 24

To be introduced by Sheila Gurrie, City Clerk.

*Purpose: To obtain Council direction regarding resolutions for submission to the Association of Vancouver Island and Coastal Communities (AVICC) for consideration at the 2018 Annual General Meeting.*

Recommendation: That Council:

1. identify resolution topics for submission to the Association of Vancouver Island and Coastal Communities for the 2018 Annual General Meeting; and,
2. direct Staff to prepare draft wording of resolutions for approval at the 2018-FEB-05 Council Meeting.

- b. 2018 Appointments to the Vancouver Island Regional Library Board of Directors 25 - 28

To be introduced by Sheila Gurrie, City Clerk.

*Purpose: To appoint one trustee and one alternate to the Vancouver Island Regional Library Board.*

Recommendation: That Council appoint one trustee and one alternate to the Vancouver Island Regional Library Board for a one-year term, 2018-JAN-01 to 2018-DEC-31.

c. Council Appointments to the Public Works and Engineering Committee

29 - 31

To be introduced by Sheila Gurrie, City Clerk.

*Purpose: To obtain Council approval to appoint a new Chair to the Public Works and Engineering Committee.*

Recommendation: That Council rescind Councillor Yoachim's appointment to the Public Works and Engineering Committee and appoint Councillor Kipp in his place.

9. **CORPORATE SERVICES**

a. Financial Plan Amendment Bylaw

To be introduced by Victor Mema, Chief Financial Officer.

[Note: Document to be distributed on the addendum.]

10. **PUBLIC SERVICES**

a. Draft Terms of Reference for Council's Ad-hoc Cannabis Task Force

32 - 35

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

*Purpose: To present a draft terms of reference for Council's Ad-hoc Cannabis Task Force.*

Recommendation: That Council:

1. Endorse the proposed Terms of Reference for the Ad-hoc Cannabis Task Force; and,
2. Appoint one Council member as Chair and Alternate Chair of the Ad-hoc Cannabis Task Force.

b. Shower Program for the Homeless

36 - 38

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

*Purpose: To provide options for the City of Nanaimo to support additional showering facilities for the homeless.*

Recommendation: That Council approve the use of Caledonia Park sports field shower facility with a staff person from the Unitarian Extreme Weather Shelter managing access, use and safety and volunteer support from other community partners, and approve a budget of \$40,000 to implement the Shower Program for a one-year period.

11. **PUBLIC SAFETY**

12. **BYLAWS (with no accompanying report)**
13. **CORRESPONDENCE (not related to a Report to Council)**
14. **COUNCIL APPOINTMENTS**
15. **NOTICE OF MOTION**
16. **OTHER BUSINESS**
17. **CORE SERVICES REPORT AND DELGATIONS**
18. **QUESTION PERIOD (Agenda Items Only)**
19. **ADJOURNMENT OF THE SPECIAL COUNCIL MEETING**

**MINUTES**  
REGULAR COMMITTEE OF THE WHOLE MEETING  
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,  
80 COMMERCIAL STREET, NANAIMO, BC  
MONDAY, 2017-JAN-08 AT 4:30 P.M.

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PRESENT: Mayor W. B. McKay, Chair

Members: Councillor S. D. Armstrong  
Councillor W. L. Bestwick  
Councillor M. D. Brennan  
Councillor G. W. Fuller (vacated 5:03 p.m., returned 5:31 p.m.)  
Councillor J. Hong  
Councillor J. A. Kipp  
Councillor I. W. Thorpe  
Councillor W. M. Yoachim

Staff: T. Samra, Chief Administrative Officer  
V. Mema, Chief Financial Officer (entered 4:32 p.m.)  
D. Lindsay, Director of Community Development (entered 6:00 p.m.)  
B. Anderson, Manager of Community & Cultural Planning (entered 6:00 p.m.)  
K. Kronstal, Social Planner (entered 6:00 p.m.)  
D. Blackwood, Client Support Specialist  
S. Gurrie, City Clerk  
J. Vanderhoef, Recording Secretary

1. CALL THE REGULAR MEETING TO ORDER:

The Regular Committee of the Whole Meeting was called to order at 4:30 p.m.

Mayor McKay spoke regarding Council Meeting decorum.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add ten-minute recess at 7:00 p.m.
- (b) Correct Agenda Item 4(a) – Minutes of the Regular Committee of the Whole Meeting 2017-NOV-27.
- (c) Agenda Item 6(a) - Public Engagement Task Force Report On: Community Engagement Consultations – add Public Engagement Pilot Program – Initial Event Feedback Analysis.
- (d) Agenda Item 8(a) – Draft Port Drive Waterfront Master Plan – add the following delegations:
  - 1. Tim Tessier, Lorne Hildebrand and David Poiron, Nanaimo Deep Discovery Association.
  - 2. Jim MacQuarrie

3. Maureen Johnson
4. Jim Menzies
5. David Carter
6. Gary Weikum

- (e) Add - Agenda Item 13(b) – Delegation from Tim McGrath regarding the Nanaimo Recycling Exchange.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Regular Committee of the Whole Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2017-NOV-27 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

5. ADMINISTRATION:

(a) Public Engagement Task Force Report On: Community Engagement Consultations

Introduced by Sheila Gurrie, City Clerk.

Presentation:

1. Community Engagement Task Force members Erin Hemmens and Bill Manners, provided a presentation regarding the first Public Engagement Pilot Program held 2017-NOV-23.

Councillor Fuller vacated the Shaw Auditorium at 5:03 p.m.

It was moved and seconded that Council receive the Community Engagement Consultations Report. The motion carried unanimously.

It was moved and seconded that Council agree to regularly schedule public engagement sessions every three months starting in February 2018, with Council determining the topic for discussion at each engagement session. The motion was defeated. Opposed: *Councillors Armstrong, Bestwick, Brennan and Thorpe*

Councillor Fuller returned to the Shaw Auditorium at 5:31 p.m.

It was moved and seconded that Council agree to use the various methods of public engagement recommended in the Community Engagement Consultations Report.

It was moved and seconded that Council table consideration of the following motion:

“It was moved and seconded that Council agree to use the various methods of public engagement recommended in the Community Engagement Consultations Report.”

The motion carried unanimously.

It was moved and seconded that Council direct the Community Engagement Task Force to meet once more, and return to Council with their recommendations regarding public engagement. The motion carried.

Opposed: *Councillor Bestwick*

D. Lindsay, B. Anderson and K. Kronstal entered the Shaw Auditorium at 6:00 p.m.

6. PUBLIC SERVICES:

(a) Draft Port Drive Waterfront Master Plan

Introduced by Dale Lindsay, Director of Community Development.

Councillor Fuller vacated the Shaw Auditorium at 6:10 p.m.

Presentation:

1. Karin Kronstal, Social Planner, provided an overview of the various aspects of the Draft Port Drive Waterfront Master Plan.

Delegations:

1. Tim Tessier, Lorne Hildebrand and David Poiron, Nanaimo Deep Discovery Association, spoke regarding the Ocean Discovery Centre’s placement on the Port Drive Waterfront, and site approval in principle.

Councillor Hong vacated the Shaw Auditorium at 7:01 p.m.

The Committee of the Whole meeting recessed at 7:02 p.m.

The Committee of the Whole meeting reconvened at 7:12 p.m.

Councillor Fuller vacated the Shaw Auditorium at 7:16 p.m.

T. Samra returned to the Shaw Auditorium at 7:17 p.m.

2. Jim MacQuarrie spoke regarding planning principles of the South Downtown Waterfront Initiative and the Port Drive Masterplan and requested a service ramp be included in the Port Drive Master Plan.

Councillor Fuller returned to the Shaw Auditorium at 7:19 p.m.

3. Maureen Johnson spoke regarding accessibility to downtown for Protection Island residents and requested a service ramp and loading dock be included in the Port Drive Master Plan.

4. Jim Menzies spoke regarding safety concerns and accessibility relating to Protection Island residents, and requested a service ramp be included in the Port Drive Master Plan.
5. David Carter spoke requesting a service ramp and parking lot be included in the Port Drive Master Plan.
6. Gary Weikum spoke requesting further consultation with Protection Island residents, and that a service ramp be included in the Port Drive Master Plan.

It was moved and seconded that Council endorse the Draft Port Drive Waterfront Master Plan in principle and direct Staff to proceed with consultation toward preparation of a final plan. The motion carried.

Opposed: *Councillor Yoachim*

It was moved and seconded that Council direct Staff to:

1. provide a letter of support from the Mayor and Council, of the City of Nanaimo, endorsing the project in downtown Nanaimo commonly referred to as the Ocean Discovery Centre;
2. agree to allocate in principle, a parcel of property at 1 Port Drive, of up to 2 acres, for purposes of locating the proposed Ocean Discovery Centre, on conditions of transfer to be negotiated consistent with the principles of the Master Plan;
3. provide an 18 month mandate (up to June 30, 2019) for the Ocean Discovery Organization to secure necessary project funding; and,
4. provide continued support with public and private agencies throughout the process as well as with Snuneymuxw First Nation.

The motion carried unanimously.

Councillor Yoachim vacated the Shaw Auditorium 8:16 p.m.

7. CORRESPONDENCE (not related to a Report to Council):

- (a) Correspondence from Cathy Peters, BC's Anti-human Trafficking Educator, Speaker, Advocate, dated 2017-DEC-13, requesting a letter of recommendation for her to present to UBCM.
- (b) Correspondence from Rick Hansen, Founder and CEO Rick Hansen Foundation, dated 2017-DEC-18, Regarding Nanaimo-Ladysmith School District, McGirr Elementary Parent Advisory Council - Rick Hansen Foundation's Access4All Canada 150 Signature Project.



It was moved and seconded that Council receive the correspondence from Cathy Peters, BC's Anti-human Trafficking Educator, Speaker Advocate, dated 2017-DEC-13, and the correspondence from Rick Hansen, Founder and CEO Rick Hansen Foundation, dated 2017-DEC-18, for information. The motion carried unanimously.

8. DELEGATIONS (not related to a Report to Council):

- (a) Ilan Goldenblatt to spoke regarding the Nanaimo Recycling Exchange and delivering letters signed by residents of Nanaimo.

T. Samra, S. Gurrie and J. Vanderhoef vacated the Shaw Auditorium at 8:51 p.m.

- (b) Tim McGrath spoke in support of the Nanaimo Recycling Exchange.

T. Samra, S. Gurrie, V. Mema and J. Vanderhoef returned to the Shaw Auditorium at 9:10 p.m.  
V. Mema vacated the Shaw Auditorium at 9:12 p.m.

9. QUESTION PERIOD:

- Bill Manners re: Council procedures for delegations.
- Don Bonner re: Council policy regarding the recording of meetings.

10. ADJOURNMENT:

It was moved and seconded at 9:30 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER

November 2017

Dear Ms. Stennes:

## **New Spill Response Base Planned in Nanaimo**

### **Open house November 21, 2017**

Western Canada Marine Response Corporation (WCMRC) is planning to construct a new on-water spill response base in Nanaimo. The base is part of a larger expansion plan to meet enhanced response requirements associated with the Trans Mountain Expansion Project. This larger expansion will double WCMRC's capacity to respond to spills and cut mandated response times in half in South Coast waters.

As a part of the larger expansion, a number of new bases will be constructed, the majority of which will be located on Vancouver Island. The Nanaimo response base will serve as the hub for spill response operations on the island. It will provide initial rapid response for eastern Vancouver Island and will have the capacity to deliver equipment for a 20,000 tonne spill within 36 hours of activation.

The Nanaimo base will include a new building that will serve as an office/warehouse and new docks to moor 15 vessels. The base is expected to employ approximately 35 people.

#### **Upcoming open house**

We invite you to learn more about the new Nanaimo response base at our upcoming open house and job information session. WCMRC representatives will be on hand to discuss our plans and gather feedback. We look forward to seeing you there.

**Date:** Tuesday, November 21, 2017

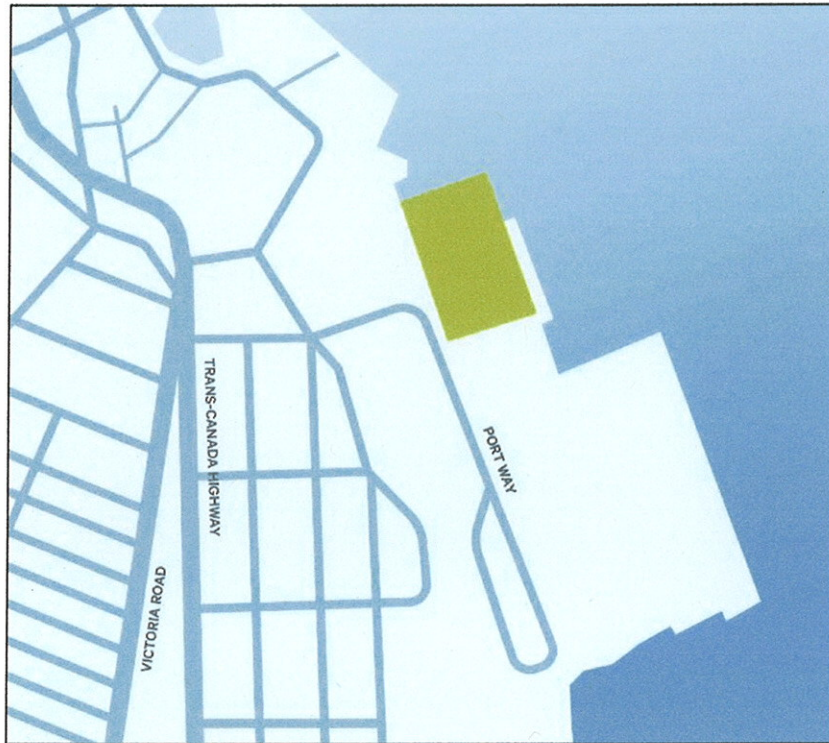
**Time:** Drop in anytime between 5 p.m. and 8 p.m.

**Location:** Best Western Dorchester Hotel, 70 Church Street, Nanaimo

The enclosed postcard will be delivered to approximately 1,800 nearby homes and businesses to invite them to the upcoming open house as well.

#### **Where will the new base be located?**

The base is located just north of the Nanaimo Port Authority's office on Port Drive in Nanaimo, as per the map on the next page.



**When will construction start?**

Construction of the Nanaimo base is expected to begin in early 2018 and be complete in early 2019.

If you have any feedback or questions, please send them to [comments@wcmrc.com](mailto:comments@wcmrc.com).

We'll continue to keep you informed as this project moves forward.

Sincerely,  
Michael Lowry  
Communications Manager

DATE OF MEETING January 22, 2018

AUTHORED BY SHEILA GURRIE, CITY CLERK

**SUBJECT 2018 ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES RESOLUTIONS**

## **OVERVIEW**

### **Purpose of Report**

To obtain Council direction regarding resolutions for submission to the Association of Vancouver Island and Coastal Communities (AVICC) for consideration at the 2018 Annual General Meeting.

### **Recommendation**

That Council:

1. identify resolution topics for submission to the Association of Vancouver Island and Coastal Communities for the 2018 Annual General Meeting; and,
2. direct Staff to prepare draft wording of resolutions for approval at the 2018-FEB-05 Council Meeting.

## **BACKGROUND**

The Association of Vancouver Island and Coastal Communities (AVICC) 2018 Annual General Meeting will be held 2018-APR-13 to 15 in Victoria. AVICC members are invited to submit resolutions on topics that come under local government purview, are specific, and focus on new issues of provincial or AVICC-wide interest. Resolutions that are endorsed at the AVICC Annual Meeting are automatically forwarded to the Union of British Columbia Municipalities (UBCM) for debate at the UBCM Annual General Meeting.

## **OPTIONS**

1. That Council:
  1. identify resolution topics for submission to the Association of Vancouver Island and Coastal Communities for the 2018 Annual General Meeting; and,
  2. direct Staff to prepare draft wording of resolutions for approval at the 2018-FEB-05 Council Meeting.
2. That Council provide alternative direction.

**SUMMARY POINTS**

- The AVICC 2018 Annual General Meeting is being held 2018-APR-13 to 15 in Victoria.
- AVICC invites its members to submit resolutions on topics that come under local government purview, are specific, and focus on new issues of provincial or AVICC-wide interest, the deadline for submissions is February 14, 2018.
- Staff are requesting Council direction on any resolutions that it wishes to submit to meet the deadline.

**ATTACHMENT:**

**Attachment A: UBCM Writing Guidelines for Resolutions**

**Attachment B: Correspondence regarding Resolutions Notice and Guidelines;  
Nominations for AVICC Executive Committee.**

**Submitted by:**

Sheila Gurrie  
City Clerk



## Writing Guidelines for Resolutions

### 1. Structure of a Resolution

All resolutions consist of a preamble and an enactment. The preamble describes the issue and the enactment outlines the action being requested. A resolution should answer three questions:

- (a) What is the problem?
- (b) What is causing the problem?
- (c) What is the best way to solve the problem?

#### *Preamble*

The preamble begins with "WHEREAS", and is a concise sentence about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

#### *Enactment*

The enactment begins with the phrase "THEREFORE BE IT RESOLVED", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. The enactment should propose a specific action by UBCM.

Keep the enactment as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

### 2. Writing Tips

*(a) Address one subject in the text of the resolution.*

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is too complex for them to understand quickly.

*(b) Use simple, action-oriented language and avoid ambiguous terms.*

Explain the situation briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated wording or vague concepts.

*(c) Provide factual background information.*

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully.

Submit background information in one of the following two formats:

- i. **Supplementary Memo**  
A brief, one-page memo from the sponsor local government, which outlines the background that led to the adoption of the resolution by the council or board.
- ii. **Council/Board Report**  
A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential information and submit it with the resolution.

Resolutions submitted without background information will not be considered until the sponsor has provided adequate background information.

*(d) Construct a brief, descriptive title.*

A title identifies the intent of the resolution and is usually drawn from the "enactment clause". For ease of printing in the Resolutions Book and for clarity, the title should be no more than three or four words.

*(e) Check legislative references for accuracy.*

Where necessary, identify:

- the correct legislation, including the title of the act or regulation
- the correct jurisdictional responsibility (responsible ministry or department, and whether it is provincial or federal)

*(f) Focus on issues that are province-wide.*

The issue identified in the resolution should be relevant to other local governments across the province. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC regional districts and municipalities.



**TO:** Mayors and Councils, Chairs and Boards  
Chief Administrative Officers, Corporate Officers

**FROM:** President Mary Marcotte

**DATE:** November 17, 2017

**RE: RESOLUTIONS NOTICE AND GUIDELINES;  
NOMINATIONS FOR AVICC EXECUTIVE COMMITTEE**

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Attached is the Resolutions Notice and the Call for Nominations for the AVICC Executive. Please note that this year's resolution and nomination deadline is **Wednesday, February 14, 2018**.

Both AVICC and UBCM members strongly believe in the value of resolutions debate and continually seeks ways to improve the process. AVICC strives to mirror and complement UBCM's processes in order to develop efficiency and ease of understanding for delegates.

We have asked for members' assistance in bringing forward resolutions for consideration at the Area Association as opposed to submitting them directly to UBCM.

Members are concerned that some of the resolutions being considered are too general or focus on topics that are not local government responsibilities. Another concern is that bringing forward too many resolutions detracts from debate on the most important issues.

Please continue to ensure that resolutions that are being brought forward are specific and focus on new issues of provincial or AVICC-wide interest (refer to the UBCM Resolutions database at [www.ubcm.ca](http://www.ubcm.ca)). Resolutions that already support existing UBCM policy will normally be included in the resolutions block where they are not debated separately.

Included with the Resolutions Notice are guidelines for preparing and submitting resolutions. We appreciate all efforts to expedite and facilitate the debate among members.

Sincerely,

Director Mary Marcotte  
President, AVICC





# 2018 AGM & CONVENTION

## RESOLUTIONS NOTICE

### REQUEST FOR SUBMISSIONS

#### DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 14, 2018**

#### SUBMISSION REQUIREMENTS

Resolutions submitted to the AVICC for consideration shall be received as follows:

1. One copy of the resolution by regular mail to:  
AVICC  
525 Government Street  
Victoria, BC  
V8V 0A8

AND

2. One copy submitted as a Word document by email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)
  - The resolution should not contain more than two "whereas" clauses; and
  - Separate background documentation **must** accompany each resolution submitted, and will be shared with the membership on the AVICC website.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

#### LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 11, 2018**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

## **UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST**

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

A resolution should be submitted directly to UBCM *only* if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on <http://www.ubcm.ca>.

## **UBCM RESOLUTIONS PROCESS**

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

## **GUIDELINES FOR PREPARING RESOLUTIONS FROM THE UBCM**

### **The Construction of a Resolution:**

All resolutions contain a preamble and enactment clause. The preamble describes *the issue and* the enactment clause outlines *the action being requested*. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

### **Preamble:**

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

### **Enactment Clause:**

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

### **How to Draft a Resolution:**

#### **1. *Address one specific subject in the text of the resolution.***

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

**2. Use simple, action-oriented language and avoid ambiguous terms.**

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

**3. Provide factual background information.**

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i **Supplementary Memo:**

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii **Council/Board Report:**

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution. This could result in the resolution being returned and having to be resubmitted as a late resolution.

**4. Construct a brief, descriptive title.**

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

**5. Check legislative references for accuracy.**

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

**6. For resolutions that will be debated at UBCM, focus on issues that are province-wide.**

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

**7. Avoid repeat resolutions.**

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available through the website at [www.ubcm.ca](http://www.ubcm.ca). Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

**8. Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.**

**UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS**

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at rtagami@ubcm.ca or by calling 604-270-8226 (extension 115).

**MODEL RESOLUTION**

**SHORT TITLE:** \_\_\_\_\_

**Sponsor's Name** \_\_\_\_\_

WHEREAS \_\_\_\_\_  
\_\_\_\_\_

AND WHEREAS \_\_\_\_\_  
\_\_\_\_\_

THEREFORE BE IT RESOLVED that \_\_\_\_\_  
\_\_\_\_\_

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that \_\_\_\_\_  
\_\_\_\_\_

**AVICC**  
**525 Government Street**  
**Victoria, BC V8V 0A8**  
**Telephone: 250-356-5122**  
**email: avicc@ubcm.ca**



## 2018 AGM & CONVENTION

### CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River, the Central Coast and the North Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

#### 1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

#### 2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at [www.avicc.ca](http://www.avicc.ca)

A nomination and consent form should be used for all nominations (attached or on the website).

The Chair of the 2018 Nominating Committee will be Past President Barbara Price, Councillor, Town of Comox.

#### 3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,  
Nominations Must Be Received By  
FEBRUARY 14, 2018**

#### **4. AT CONVENTION**

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

#### **5. FURTHER INFORMATION**

Background information on responsibilities and meeting dates are available from the AVICC office or on the website.

All other inquiries should be directed to:

**Past President Barbara Price, Chair  
2017 Nominating Committee  
c/o AVICC  
525 Government Street  
Victoria, BC V8V 0A8**

Phone: (250) 356-5122

Email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca)

# NOMINATIONS FOR THE 2018-19 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate<sup>1</sup> a candidate and we nominate:

Candidate Name: \_\_\_\_\_

Current Local Gov't Position (Mayor/Councillor/Director): \_\_\_\_\_

Local Government Represented: \_\_\_\_\_

AVICC Executive Office Nominated For: \_\_\_\_\_

## MEMBERS NOMINATING THE CANDIDATE:

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_ Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

## CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the AVICC Constitution. I also agree to provide the following information to [avicc@ubcm.ca](mailto:avicc@ubcm.ca) by **Wednesday, February 14, 2018**.

- Photo in digital format
- Biographical information of approximately 300 words

Printed Name: \_\_\_\_\_

Current Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

<sup>1</sup> Nominations require two elected officials of members of the Association.

<sup>2</sup> All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

**Return To: Past President Barbara Price, Chair, Nominating Committee, AVICC  
525 Government Street, Victoria, BC V8V 0A8  
or scan and email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)**



# BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

## 1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

*“The directors may exercise all the powers and do all the acts and things that the Society may exercise and do...”*

See <http://avicc.ca/about-the-avicc/constitution-bylaws/> for a complete copy of the AVICC Constitution and Bylaws.

## 2. AVICC EXECUTIVE STRUCTURE

- President
- First Vice-President
- Second Vice-President
- Director at Large (three positions)
- Electoral Area Representative

### COMMITTEES

The President may appoint Executive members to adhoc sub-committees as required. The Nominating Committee is currently the only standing committee and is typically comprised of the Past President and the Executive Coordinator.

### OVERSEEING OF ASSOCIATION’S REGULAR ACTIVITIES AND GUIDANCE TO CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. An Executive Coordinator based in Victoria’s Local Government House provides the key functions. The President or their delegate is responsible for overseeing the regular activities of the Association and providing direction to the Executive Coordinator.

## 3. EXECUTIVE MEETINGS

The full Executive meets in person five times a year, following this general pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday preceding the Annual Convention (afternoon)

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Meetings via teleconference typically occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem for meals and incidentals are provided for in-person Executive Meetings. For the meeting preceding the annual Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention.



DATE OF MEETING | JANUARY 22, 2018 |

AUTHORED BY | SHEILA GURRIE, CITY CLERK |

**SUBJECT                    2018 APPOINTMENTS TO THE VANCOUVER ISLAND REGIONAL LIBRARY BOARD OF DIRECTORS**

## **OVERVIEW**

### **Purpose of Report**

To appoint one trustee and one alternate to the Vancouver Island Regional Library Board. |

### **Recommendation**

That Council appoint one trustee and one alternate to the Vancouver Island Regional Library Board for a one-year term, 2018-JAN-01 to 2018-DEC-31.

## **BACKGROUND**

Annually Council is required to appoint a trustee and an alternate to the Vancouver Island Regional Library Board of Directors (VIRL Board). Councillor Brennan was the trustee to the VIRL Board in 2017. Councillor Bestwick was the alternate, appointed in June, 2017. Both of their terms ended 2017-DEC-31. As per the *British Columbia Library Act* members are eligible for reappointment but no member may serve more than eight consecutive years.

Reappointment of sitting members is encouraged in the interest of continuity. Councillors do not receive remuneration for sitting on the VIRL Board but are reimbursed for reasonable travelling and out of pocket expenses. Once appointed to the VIRL Board, Councillors must fill out and submit the 2018 Appointment Form and their 2018 Statement of Financial Disclosure form, available in Legislative Services.

## **OPTIONS**

1. | That Council appoint one trustee and one alternate to the Vancouver Island Regional Library Board for a one-year term, 2018-JAN-01 to 2018-DEC-31.
  - **Budget Implication:** Councillors do not receive remuneration from the City or the VIRL Board.
2. | That Council provide alternate direction. |

## **SUMMARY POINTS**

- | Annually Council must appoint a trustee and an alternate to the VIRL Board.
- | Reappointment of members is encouraged in the interest of continuity.
- | Councillors must not serve on the VIRL Board for more than eight consecutive years. |

**ATTACHMENTS:**

Attachment A: Correspondence from VIRL re: Appointments to the 2018 Vancouver Island Regional Library Board.

**Submitted by:**

Sheila Gurrie  
City Clerk



# ATTACHMENT A

Administration  
Box 3333 | 6250 Hammond Bay Road  
Nanaimo, BC Canada V9R 5N3  
t: 250.758.4697 f: 250.758.2482  
e: [info@virl.bc.ca](mailto:info@virl.bc.ca) w: [www.virl.bc.ca](http://www.virl.bc.ca)

November 1, 2017

**Original sent via email**

Mayor Bill McKay  
City of Nanaimo  
455 Wallace St.  
Nanaimo, BC V9R 5J6

Received by Legislative  
Services, CoN 2017-NOV-09

Dear Mayor McKay,

## **Re: Appointment to the 2018 Vancouver Island Regional Library Board**

As the new year approaches, it is time to consider your representation on the Board of Trustees of Vancouver Island Regional Library – the fifth largest library system in British Columbia serving more than 410,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. Vancouver Island Regional Library enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

As per the *British Columbia Library Act*: "Each municipality and/or regional district that is party to the regional library district must, by resolution, appoint a representative and an alternate representative each December at the first meeting of the municipal council or regional district board. A member of the library board holds office for a term of one year: January 1 - December 31, or for the remainder of the year for which the appointment is made. A member is eligible for reappointment, but no member may serve for more than eight consecutive years. Reappointment of sitting members is encouraged in the interest of continuity..."

The *Library Act* also stipulates that "...members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act. (2) A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses."

Provincial legislation requires certified resolutions be submitted to Vancouver Island Regional Library by December 15, 2017. VIRL Board of Trustees also requires its members to complete a *Statement of Financial Disclosure* on an annual basis (a copy of the form on file with your municipality/district is acceptable). Thus, please find enclosed both a 2018 Appointment form and statement of financial disclosure form for your appointed Board member and Alternate member.

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss



Administration  
Box 3333 | 6250 Hammond Bay Road  
Nanaimo, BC Canada V9R 5N3  
t: 250.758.4697 f: 250.758.2482  
e: [info@virl.bc.ca](mailto:info@virl.bc.ca) w: [www.virl.bc.ca](http://www.virl.bc.ca)

**Please complete the enclosed forms and return with a copy of the certified resolution by December 15, 2017 to the attention of Heather Mink Zuvich, Executive Assistant, by mail, email: [hminkzuvich@virl.bc.ca](mailto:hminkzuvich@virl.bc.ca) or fax: 250.758.2482.**

If you require additional information, please contact Ms. Mink Zuvich by phone: 250-729-2310 or email. Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

A handwritten signature in black ink that reads "Rosemary Bonanno". The signature is fluid and cursive.

Rosemary Bonanno, BA MLS  
Executive Director

CC: Tracy Samra, CAO, City of Nanaimo

RB/hmz

DATE OF MEETING | JANUARY 22, 2016 |

AUTHORED BY | SHEILA GURRIE, CITY CLERK |

**SUBJECT | Council Appointment to Public Works and Engineering Committee**

## **OVERVIEW**

### **Purpose of Report**

To obtain Council approval to appoint a new Chair to the Public Works and Engineering Committee. |

### **Recommendation**

That Council rescind Councillor Yoachim's appointment to the Public Works and Engineering Committee and appoint Councillor Kipp in his place.

## **BACKGROUND**

Councillor Yoachim has indicated he wishes to step down from his duties of Chair of the Public Works and Engineering Committee (PWE). Councillor Kipp has indicated an interest in chairing the committee's meetings. If approved, this change would be effective immediately. The PWE Committee has a special meeting scheduled for January 23, 2018. Councillor Brennan is the current alternate Chair for the Public Works and Engineering Committee. |

## **OPTIONS**

1. | That Council rescind Councillor Yoachim's appointment to the Public Works and Engineering Committee and appoint Councillor Kipp in his place.
2. | That Council provide alternate direction |

## **SUMMARY POINTS**

- | Councillor Yoachim has advised he would like to step down from his Chair duties.
- | Councillor Kipp has expressed an interest in chairing PWE meetings. |

## **ATTACHMENTS**

Attachment A: 2018 PWE Key Date Calendar

**Submitted by:**

Sheila Gurrie  
City Clerk

||

# ATTACHMENT A

City of Nanaimo

## **PUBLIC WORKS AND ENGINEERING COMMITTEE KEY DATE CALENDAR – 2018**

Committee meetings are held in the boardroom on the first floor of the Service and Resource Centre Building at 411 Dunsmuir Street unless otherwise stated.

<b>Committee</b>	<b>Start Time</b>	<b>End Time</b>	<b>Day of the Month</b>
<b>Public Works and Engineering Committee</b>	4:30 p.m.	6:30 p.m.	2 <sup>nd</sup> Wednesday

*January 1.....New Year's Day*

**January 10 ..... Public Works and Engineering Committee**

**January 23 ..... Special Public Works and Engineering Committee** [Board Room Service and Resource Centre, 411 Dunsmuir Street, 4:30-6:30 p.m.]

*April 2.....Easter Monday*

**April 11 ..... Public Works and Engineering Committee**

**April 13-15..... AVICC-Convention – Victoria**

*July 2.....Canada Day Stat*

**July 11 ..... Public Works and Engineering Committee**

*October 8 .....Thanksgiving Day*

**October 10 ..... Public Works and Engineering Committee**

DATE OF MEETING | January 22, 2018 |

AUTHORED BY | DALE LINDSAY, DIRECTOR, COMMUNITY DEVELOPMENT |

**SUBJECT | DRAFT TERMS OF REFERENCE FOR COUNCIL'S AD-HOC CANNABIS TASK FORCE |**

## **OVERVIEW**

### **Purpose of Report**

| To present a draft terms of reference for Council's Ad-hoc Cannabis Task Force. |

### **Recommendation**

That Council:

1. Endorse the proposed Terms of Reference for the Ad-hoc Cannabis Task Force; and,
2. Appoint one Council member as Chair and Alternate Chair of the Ad-hoc Cannabis Task Force.

## **BACKGROUND**

| Council, at their Regular Meeting of 2017-DEC-18, approved a motion that "Council establish a Cannabis Task Force on cannabis legalization and regulation".

The purpose of this report is to present a draft Terms of Reference for the task force for Council's consideration.

## **DISCUSSION**

### *Cannabis in Canada and the Role of Local Government*

At present, no law exists in Canada for any person to go to a premises to purchase cannabis. Storefront cannabis dispensaries are operating illegally, contrary to Section 5(1) of the *Controlled Drugs and Substances Act* (CDSA).

The proposed *Cannabis Act*, if adopted, would create the framework for controlling the production, distribution, sale and the legalizing the possession and use of cannabis for recreational purposes in Canada. The Government of Canada has indicated that it intends to provide regulated and restricted access to cannabis no later than July 2018. Under this legal framework, the federal, provincial, and local governments will jointly regulate non-medical cannabis.

The federal government will be responsible for the licensing of cannabis producers and product regulation.

Provincial governments are empowered to enact their own legislative measures consistent with the *Cannabis Act* that would authorize and regulate cannabis sales within their jurisdiction,



including retail distribution models. Some provinces have announced their proposed regulatory frameworks and distribution models have taken a variety of forms across the country. Here in British Columbia, the province has made some announcements with respect to cannabis regulation, including that:

- The minimum age to possess, purchase and consume cannabis will be 19 years old.
- The BC Liquor Distribution Branch (LDB) will be the wholesale distributor of non-medical cannabis in B.C., and that
- The retail model will include both public and private retail stores.

Although there remains a number of key decisions to be made by the province, it does appear that the model will closely follow the current liquor regulatory framework with a mixture of public and private stores. The province has indicated that further details are to be announced early in 2018. However, until such time that the details of the regulatory framework and, specifically, the intended distribution model is announced, it remains difficult for local governments to prepare and respond.

Through existing legislation, local government does have the authority to regulate certain aspects of cannabis-related business. Zoning authority under the *Local Government Act* allows Council to regulate location, size and siting of cannabis-related businesses, and the regulatory authority under the *Community Charter* allow Council to regulate the licensing and operation of cannabis-related businesses. This could include items such as licence fees, application requirements, hours of operation, restrictions on the age of clientele, and security. Local governments have no authority to regulate or implement regulations specific to the actual sale of cannabis. These types of regulations would include taxation, quality control, labelling, and packaging.

#### *Role of the Task Force*

Depending on what new information is shared by the province in the coming weeks, it may be difficult for the committee to provide a comprehensive response and recommendation with respect to the issue. However, as the July 2018 date is quickly approaching, it will be necessary for the task force to consider, at minimum, interim amendments to existing bylaws and recommendations based on the anticipated regulatory framework.

#### *Task Force Composition*

In order to provide time for the task force to review, receive input, and make recommendations to Council, and for Council to consider and implement any recommendations in advance of July 2018, it is necessary to convene the task force as soon as possible. As such, Staff are recommending that the task force membership be drawn largely from outside agencies and existing Council committees. If approved by Council, Staff will seek volunteers from the existing committees to sit on the task force.

Staff are recommending the following task force composition:

Chair – member of Council

Alternate Chair – member of Council

- (1) VIHA rep
- (2) RCMP rep
- (3) Rep from the Public Safety Committee
- (4) Rep from Planning and Development Committee
- (5) Rep from Community Vitality Committee
- (6) Rep from the Cannabis Industry

### **SUMMARY POINTS**

- Council approved a motion that “Council establish a Cannabis Task Force on cannabis legalization and regulation”.
- In order to provide time for the task force to make recommendations to Council, and for Council to implement recommendations in advance of July 2018, it is necessary to convene the task force as soon as possible.
- Staff are recommending that the task force membership be drawn largely from outside agencies and existing Council committees..

### **ATTACHMENTS**

ATTACHMENT A: Terms of Reference |

#### **Submitted by:**

Dale Lindsay  
Director, Community Development

# ATTACHMENT A

## Terms of Reference

### Ad-Hoc Cannabis Task Force

#### **Purpose**

The purpose of the task force is to consider the community impacts and implications of the pending legalization of non-medical cannabis and make recommendations to Council.

The task force will be required to:

- review the existing and proposed regulatory framework;
- identify implications of the pending legislation on the community, including planning, building, bylaw enforcement, and public safety;
- receive input from stakeholders; and
- make recommendations with respect to potential amendments to the City's:
  - Zoning Bylaw – official names
  - Business Licensing Bylaw
  - Smoking Bylaw
  - and other bylaws as the task force sees fit.

#### **Membership**

The membership of the task force will be as follows:

- one (1) member of Council
- one (1) alternate member of Council (to attend in absence of the Chair)
- six (6) members

Chair – member of Council

Alternate Chair – member of Council

- 1 – VIHA rep
- 1 – RCMP rep
- 1 – Rep from the Public Safety Committee
- 1 – Rep from Planning and Development Committee
- 1 – Rep from Community Vitality Committee
- 1 – Rep from the Cannabis Industry

#### **Meeting Frequency**

The initial ad-hoc task force meeting will be called by the chair, with the remaining meeting schedule established by the task force.

The work of the task force will be completed by the end of the first quarter of 2018.

#### **Staff Support**

The following City Departments may support the Task Force:

- Community Development
- City Clerk
- Other Staff as required

DATE OF MEETING | JANUARY 22, 2018 |

AUTHORED BY | JOHN HORN AND KARIN KRONSTAL,  
COMMUNITY & CULTURAL PLANNING |

**SUBJECT                      SHOWER PROGRAM FOR THE HOMELESS**

## **OVERVIEW**

### **Purpose of Report**

To provide options for the City of Nanaimo to support additional showering facilities for the homeless. |

### **Recommendation**

That Council approve the use of Caledonia Park sports field shower facility with a staff person from the Unitarian Extreme Weather Shelter managing access, use and safety and volunteer support from other community partners, and approve a budget of \$40,000 to implement the Shower Program for a one-year period.

## **BACKGROUND**

| At the regular Council meeting of 2017-DEC-17, Council directed Staff to examine the viability of the City of Nanaimo providing showers for homeless individuals to supplement the services available through local social service centres.

| Currently, the Salvation Army New Hope Centre (19 Nicol Street) provides access to showers for homeless individuals on weekdays between 8:00 am and 10:00 am, and on an extended basis on weekends. The facility has two women's showers and three men's showers. The Salvation Army also provides amenities such as towels, soap, shampoo and razors.

Salvation Army staff have advised that the service is well used and that it is necessary to limit the length of time each individual stays in the shower in order that hot water is available for all, and that monitoring access and use is required for general safety. They also recommended that any new shower facilities be equipped with hair driers, for use especially in winter months.

Samaritan House women's shelter allows individuals who have booked a bed at Samaritan House to access the shower facilities there, but there are no showers available for non-residents. The City also offers a discounted entry to the Nanaimo Aquatic Centre for those who wish to use the shower only. However, there has not been a strong uptake on this option.

Provision of this service to the homeless is part of an overall suite of services and supports to address both homelessness and the impact of homelessness on the community.

## **DISCUSSION**

In considering ways to provide additional showering facilities for the homeless, Social Planning staff reviewed several alternatives: providing staff and amenities at existing City facilities with showers, renting portable showers that could be located at the emergency shelters in Nanaimo, and purchasing portable showers for the same locations. The most cost-effective option is to use existing facilities with a support person in attendance to manage the Shower Program.

In consultation with Parks and Recreation, Staff identified the sports field shower facility located at Caledonia Park as the preferred location for the Shower Program. This newly renovated facility features two separated showering areas, as well as male and female washrooms, and each showering area is equipped with a 60-litre hot water tank. The general area is already frequented by some homeless individuals and is relatively isolated from residential areas.

Staff believe that showers made open to the public in a community-based setting would be best supported by having a paid person in attendance working in collaboration with community partners. The attendant would manage the facility to ensure safe and appropriate use of the facility, and would provide a laundry function for the towels each day after the Shower Program closes. Should there be conflict between the Shower Program and other pre-existing uses at the Caledonia Park (e.g. soccer camps during school breaks), Parks and Recreation has indicated that they would be able to find alternative locations for the temporary relocation of the Shower Program to other City facilities.

Potential community partners include the Unitarian Extreme Weather Shelter, which would be willing to take on the contract for Shower Program management and laundry. Another potential community partner is the Daybreak Rotary Club, who could provide the amenities such as towels, soap, shampoo and razors, as well as additional personnel to enhance the concierge function with clean, donated clothing or other amenities such as hot coffee and tea. The combined efforts of volunteers and a contracted worker would maximize the service elements of the Shower Program while ensuring there is a professionally trained, responsible and accountable party in charge of the site at all times.

The approximate annual cost of Staff support for using the City of Nanaimo shower facilities at Caledonia Park is \$40,000. This annual cost is based on operating 52 weeks a year, Monday to Friday, with four shower hours each morning. It also includes funds for some amenities such as towels and hair driers, as well as costs associated with the laundry service for the towels.

An alternative option is to rent portable showers and station them at the Extreme Weather and Samaritan House emergency shelters where staff from those facilities could manage access and maintenance on a contract basis. The approximate cost of renting, servicing, maintaining and staffing a rented portable shower/washroom unit over a 52-week period would be approximately \$94,000; assuming a single shower unit.

Another alternative option is to purchase a portable shower/bathroom unit with multiple stalls (e.g. a three-station combination bathroom/shower). The approximate cost of purchase and staffing for such a unit over the first year would be a minimum of \$84,000, with subsequent annual costs of \$44,000 for staffing, service and maintenance.

## OPTIONS

1. That Council approve the use of Caledonia Park sports field shower facility with a staff person from the Unitarian Extreme Weather Shelter managing access, use and safety and volunteer support from other community partners; and approve a budget of \$40,000 to implement the Shower Program for a one-year period.
  - **Budget Implication:** Annual Cost of \$40,000 for 12 months (inclusive of all costs including wages, cleaning supplies, towel laundry, etc.). To be resourced from the 2018 budget either from taxation or Council's contingency fund.
  - **Strategic Priorities Implication:** Furthers the community value of Social Equity.
2. That Council provide alternate direction.

## SUMMARY POINTS

- The most cost-effective and timely approach for enhancing shower availability to the homeless is to use an existing City facility with contract and volunteer support from community partners.
- The showering facilities at Caledonia Park are the most appropriate facility available for this use.
- Staff are requesting approval of an annual budget of \$40,000 to support the Shower Program.

### **Submitted by:**

Bruce Anderson  
Manager, Community & Cultural Planning

### **Concurrence by:**

Dale Lindsay  
Director, Community Development