

**AGENDA**  
OPEN COMMUNITY VITALITY COMMITTEE MEETING  
BOARD ROOM, SERVICE AND RESOURCE CENTRE  
411 DUNSMUIR STREET, NANAIMO, BC  
WEDNESDAY, 2017-APR-05, AT 4:30 P.M.

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1. **CALL THE OPEN MEETING OF THE COMMUNITY VITALITY COMMITTEE TO ORDER:**
2. **INTRODUCTION OF LATE ITEMS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
  - (b) Minutes of the Regular Meeting of the Community Vitality Committee held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2016-DEC-07 at 4:30 p.m. *Pg. 2-3*
5. **ADMINISTRATION:**
  - (a) Welcome and Introductions
  - (b) Committee Terms of Reference *Pg. 5-6*
  - (c) Orientation – Staff Presentations
  - (d) Discussion
6. **OTHER BUSINESS:**
7. **QUESTION PERIOD:**
8. **ADJOURNMENT:**

**MINUTES**  
**COMMUNITY VITALITY COMMITTEE MEETING**  
**SERVICE AND RESOURCE CENTRE BOARDROOM, 411 DUNSMUIR STREET, NANAIMO, BC**  
**WEDNESDAY, 2016-DEC-07, AT 4:30 P.M.**

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PRESENT:   Members:   Councillor G. W. Fuller (vacated 4:57 p.m.)  
                              Councillor M. D. Brennan (arrived 4:36 p.m., vacated 4:57 p.m.)  
                              Councillor W. M. Yoachim  
                              C. Beaton  
                              D. Appell  
                              D. Johnstone  
                              D. Marusin  
                              J. Howardson (arrived 4:35 p.m.)  
                              J. Manning  
                              M. Robinson  
                              R. Mackay  
                              R. Meyerhoff  
                              S. Andre

                  Absent:   Councillor J. Hong  
                              C. Brown  
                              I. Kalina  
                              M. Horn  
                              R. Finnegan  
                              V. Alcock-Carter  
                              W. Anderson

                  Staff:    B. Anderson, Manager of Community and Cultural Planning (vacated  
                                  4:58 p.m.)  
                              C. Sholberg, Community Heritage Planner  
                              J. Horn, Social Planner (vacated 4:52 p.m.)  
                              C. Barfoot, Culture and Heritage Coordinator  
                              S. Snelgrove, Acting Steno Coordinator  
                              M. Brown, Recording Secretary

1.    CALL THE COMMUNITY VITALITY COMMITTEE MEETING TO ORDER:

The Community Vitality Committee Meeting was called to order at 4:33 p.m.

2.    INTRODUCTION OF LATE ITEMS:

- (a)   Add Agenda Item 8 Reconvene Open Session and 8(a) Verbal Report on In Camera Decisions.
- (b)   Renumber Adjournment of Special Meeting to Agenda Item 9.

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 Culture, Heritage, and Social Planning Committee Meeting held in the Service and Resource Centre Boardroom, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2016-NOV-02 at 4:30 p.m. be adopted and circulated. The motion carried unanimously.

5. REPORTS:

(a) Key Date Calendar for 2017

It was moved and seconded that the 2017 Key Date Calendar for the Community Vitality Committee be adopted as presented. The motion carried unanimously.

6. PROCEDURAL MOTION:

It was moved and seconded 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 a Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

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

The motion carried.

Opposed: Councillor Fuller and M. Robinson

The Committee moved In Camera at 4:35 p.m.  
The Committee moved out of In Camera at 5:13 p.m.  
D. Appell returned to the boardroom at 5:13 p.m.

5. REPORTS (continued)

(b) Verbal Report on In Camera Decisions

The Committee advised they have:

1. endorsed the recommendations from the peer review group for the 2017 Culture and Heritage Grant funding (Projects and Operating); and,
2. recommended that Council approve the 2017 Culture and Heritage Grant funding (Operating and Projects) recommendations of \$316,519.

Councillor Brennan vacated the boardroom at 5:15 p.m.

7. ADJOURNMENT:

It was moved and seconded at 5:26 p.m. that the meeting terminate. The motion carried unanimously.

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MAYOR

CERTIFIED CORRECT:

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CORPORATE OFFICER



**TERMS OF REFERENCE**  
**COMMUNITY VITALITY COMMITTEE**

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**PURPOSE:**

The purpose of the Committee is to bring together community members to provide education, advice and recommendations to Council on policies and programs for the arts, culture, heritage and social planning, in order to support an inclusive, healthy and vital community.

The Committee's purpose is to provide Council advice and recommendations on the following:

- Planning and developing heritage conservation services and facilities.
- Fostering creativity, planning and developing arts and cultural programs, services, and facilities.
- Social planning in areas such as: education, poverty reduction, affordable housing, homelessness, food security, protection of the vulnerable, harm reduction, social isolation, and social connectivity.
- Strategizing to address environmental responsibility, social equity, cultural vitality, and a healthy and sustainable community.

**MEMBERSHIP:**

The membership of the Committee will be as follows:

- a minimum of seven (7) members; and
- a minimum of three (3) members of Council.

**ELIGIBILITY:**

An individual with the following skills and expertise in at least one of the following categories may be given preference for membership on this Committee:

- Broad-based social perspective on community issues, social equity, and/or multiculturalism ; and
- Broad-based arts, environment, culture and/or heritage perspective on community issues.

**GRANTS:**

If there are any City Grants related to the Committee the following process will take place:

1. The grant application is received by the City.
2. A Staff/peer review takes place to ensure the applications meet the criteria for a specific grant.
3. The applications that meet the criteria are put on a list in order of relevance by Staff.
4. Staff recommend recipients from the list provided for the grant to the Finance and Audit Committee for approval.

**MEETING FREQUENCY:**

In addition to regularly scheduled meetings, the Committee will meet upon call of the Chair or the request of two Committee Members.

**STAFF SUPPORT:**

The following City Departments may provide support to the Committee in accordance with the *City of Nanaimo Committee Operating Guidelines*:

- Community Development
- City Clerk
- Parks & Recreation
- Other Staff as required