

**AGENDA**  
REGULAR COMMITTEE OF THE WHOLE MEETING  
SHAW AUDITORIUM, 80 COMMERCIAL STREET, NANAIMO, BC  
MONDAY, 2016-JAN-25, AT 4:30 P.M.

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1. **CALL THE REGULAR COMMITTEE OF THE WHOLE MEETING TO ORDER:**

2. **INTRODUCTION OF LATE ITEMS:**

3. **ADOPTION OF AGENDA:**

4. **ADOPTION OF MINUTES:**

- (a) Minutes of the Regular Committee of the Whole Meeting held in the Shaw Auditorium, 80 Commercial Street, on Monday, 2016-JAN-11 at 4:30 p.m. *Pg. 3-5*

5. **PRESENTATIONS:**

- (a) Mr. Scott M. Harrold, Civil RCAF Snowbird Coordinator and Team Liaison, requesting that the City of Nanaimo provide support and permission for the Snowbirds fly for C.H.I.L.D. air demonstration performance proposed for 2016-AUG-10 over Nanaimo Harbour. *Pg. 6*
- (b) Mr. Reuben Danakody, Assessor, and Mr. Bill Dawson, Deputy Assessor BC Assessment Authority regarding 2016 assessments.

6. **ADMINISTRATION:**

NONE

7. **CORPORATE SERVICES:**

(a) **Tender No. 1717 – Insurance Brokerage Services**

*Purpose: To advise Council, in accordance with "Purchasing Power Delegation Bylaw 2013 No. 7175", of a tender to be issued in excess of \$250,000.*

Staff Recommendation: That Council receive for information the report pertaining to Tender No. 1717 for insurance Brokerage Services. *Pg. 7-8*

(b) **Advisory Committee/Commission Minutes**

- Grants Advisory Committee Meeting held 2015-NOV-18 Pg. 9-11
- Nanaimo Culture & Heritage Commission Meetings held:
  - 2015-NOV-04 Pg. 12-16
  - 2015-NOV-18 Pg. 17-18
  - 2015-DEC-02 Pg. 19-23

8. **COMMUNITY SERVICES:**

(a) **Cliff Street Area Corridor and Utility Tender**

*Purpose: In accordance with "Purchasing Power Delegation Bylaw 2013 No. 7175", this report is to advise Council of a public tender call of \$250,000 and above.*

Staff Recommendation: That Council receive for information the report pertaining to the Cliff Street Area Corridor & Utility Tender. Pg. 24-26

(b) **UBCM FireSmart Grant Resolution**

*Purpose: To obtain Council support for a resolution to apply to the UBCM FireSmart Grant Program.*

Staff Recommendation: That Council pass a resolution indicating support to apply for a \$10,000 FireSmart Grant Program offered by the Union of BC Municipalities. Pg. 27

9. **CORRESPONDENCE (not related to a Report to Council):**

NONE

10. **NOTICE OF MOTION:**

11. **OTHER BUSINESS:**

12. **DELEGATIONS (not related to a Report to Council): (10 MINUTES)**

NONE

13. **QUESTION PERIOD: (Agenda Items Only)**

14. **ADJOURNMENT:**

ACTING MAYOR: COUNCILLOR KIPP  
2016-JAN-19 to 2016-MAR-08

**MINUTES**  
REGULAR COMMITTEE OF THE WHOLE MEETING  
SHAW AUDITORIUM, 80 COMMERCIAL STREET,  
MONDAY, 2016-JAN-11 AT 4:30 P.M.

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PRESENT: Acting Mayor W. L. Bestwick, Chair

Members: Councillor M. D. Brennan  
Councillor G. W. Fuller (vacated at 5:21 p.m.)  
Councillor J. Hong  
Councillor J. A. Kipp  
Councillor W. L. Pratt  
Councillor I. W. Thorpe  
Councillor W. M. Yoachim

Absent: Mayor W. B. McKay

Staff: T. Samra, City Manager  
T. P. Seward, Senior Director of Strategic Operations  
G. Goodall, Director of Engineering & Public Works  
G. Ferrero, Director of Information Technology & Legislative Services  
D. Lindsay, Director of Community Development  
V. Mema, Director of Finance  
J. Van Horne, Director of Human Resources  
D. Blackwood, Client Support Specialist  
C. Jackson, Manager of Legislative Services  
P. Humphreys, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Regular Committee of the Whole Meeting was called to order at 4:31 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Agenda Item 7 (d) Permanent City Manager Selection Process – Remove delegation Ms. Shaunna L. Morgan (previously added to Addendum)

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

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

- Minutes of the Special Open Committee of the Whole Meeting held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, on Tuesday, 2015-NOV-17 at 8:30 a.m.; and,
- Minutes of the Regular Committee of the Whole Meeting held in the Shaw Auditorium, 80 Commercial Street, on Monday, 2015-NOV-23 at 4:30 p.m. be adopted as circulated.

The motion carried unanimously.

5. CORPORATE SERVICES:

(a) Quarterly Direct Award Purchases

It was moved and seconded that Council receive for information the report pertaining to Quarterly Direct Award Purchases for the period 2015-OCT-01 to 2015-DEC-31. The motion carried unanimously.

(b) Quarterly Single Submission Purchases

It was moved and seconded that Council receive for information the report pertaining to Quarterly Single Submission Purchases for the period 2015-OCT-01 to 2015-DEC-31. The motion carried unanimously.

(c) Web-Camera – Lower Colliery Dam

It was moved and seconded that Council authorize Staff to proceed with the installation of one (1) wide angle web camera at the Lower Colliery Dam Park to provide remote viewing of the spillway construction via the City of Nanaimo website, with static images refreshed every 10-15 seconds. The motion was defeated.  
Opposed: Councillors Brennan, Fuller, Hong, Kipp, Pratt and Thorpe

(d) Permanent City Manager Selection Process

T. Samra vacated the Shaw Auditorium at 5:07 p.m.

Mr. John Van Horne, Director of Human Resources, advised that the City Manager Selection Committee will be meeting to develop a recruitment process.

It was moved and seconded that Council receive for information the verbal report from Mr. J. Van Horne regarding the Permanent City Manager Selection Process. The motion carried unanimously.

T. Samra returned to the Shaw Auditorium at 5:09 p.m.

(e) Advisory Committee/Commission Minutes

It was moved and seconded that Council receive for information the Minutes of the following Committees:

- Special Open Core Services Review Steering Committee Meeting held 2015-SEP-28;
- Advisory Committee on Environmental Sustainability Meeting held 2015-OCT-14;
- Design Advisory Panel Meeting held 2015-NOV-26; and,
- Special Open Core Services Review Steering Committee Meeting held 2015-DEC-14.

The motion carried unanimously.

6. QUESTION PERIOD:

- Mr. Ron Bolin, re: availability of Draft Council and Committee Meeting Minutes to the general public.

Councillor Fuller vacated the Shaw Auditorium at 5:21 pm.

7. ADJOURNMENT:

It was moved and seconded at 5:22 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER



December 2, 2015

The Honourable Mayor Bill McKay  
City Council for City of Nanaimo & Nanaimo Airport  
455 Wallace Street  
Nanaimo, BC  
V9R 5J6

letter emailed

RE: Snowbirds fly for CH.I.L.D. in Nanaimo 2016

To follow-up from the original interest, we wish to formally ask the City of Nanaimo for integral support items, permission for the show, and permission to fly below 1,000 ft AGL required for the Snowbird's air demonstration performance scheduled for August 10<sup>th</sup>, 2016 over Nanaimo Harbour Waterfront.

As expressed this show is unique. It is one of only two shows that the Snowbirds perform for charity. In the west the Snowbirds are Ambassadors for the CH.I.L.D. Foundation.

The free event is for the residents and tourists of Nanaimo to enjoy and will be a huge draw for tourists, and residents and families to visit Nanaimo and assist the CHILD Foundation's quest to capture and revitalize a new audience that will appreciate the Foundation's mission to raise funds for medical research to cure Crohn's Disease, ulcerative colitis, and liver disorders in children with a goal to find a cure for these disorders.

We are excited to be possibly flying in Nanaimo again, however there are some operational requirements we need to get confirmed for this event;

- Letter from Mayor inviting Snowbirds for this show and approving below 1,000 AGL flying during show and practises. Plus within letter confirming support as listed below;
  - ✓ Tables (x2) at show centre
  - ✓ Tent (12x12) and stage at show centre (on Dock)
  - ✓ Ample electrical power & cable at show centre.
  - ✓ AV – remote speakers (on lifts), mixing board, microphones etc as the entire show is orchestrated to music.
  - ✓ Substantial porta-potties in the park area
  - ✓ Parking for Snowbird narrators cars
  - ✓ Police/Fire/water /EHS related infrastructure required for the mandatory safe and secure show "box" area and related emergency / safety support team (SAR's key element).

if you are interested, please contact me at your earliest convenience. The letter as described above would be requested as confirmation. Thank you in advance for your support.

Sincerely,

Scott M. Harrold  
Civil RCAF Snowbird Coordinator and Team Liaison  
VP Operations CH.I.L.D. Foundation  
C: 604.818.9904

cc: Michael Hooper - GM Nanaimo Airport

Committee of the Whole Meeting  
2016-JAN-25

# City of Nanaimo

## REPORT TO COUNCIL

DATE OF MEETING: 2016-JAN-25

AUTHORED BY: K. FELKER, MANAGER, PURCHASING AND STORES

RE: TENDER NO. 1717 INSURANCE BROKERAGE SERVICES

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### STAFF RECOMMENDATION:

That Council receive for information the report pertaining to Tender No. 1717 for insurance Brokerage Services.

### PURPOSE:

To advise Council, in accordance with "Purchasing Power Delegation Bylaw 2013 No. 7175", of a tender to be issued in excess of \$250,000.

### BACKGROUND:

As a risk management strategy, the City purchases insurance to protect its assets and interests against loss. The City has policies in place to insure against losses for Property, Crime, Boiler & Machinery and Fixed Site Pollution. Insurance policies are purchased from underwriters through the use of a broker acting on the City's behalf. The broker markets the insurance portfolio to the various underwriters. The broker evaluates the cost of the premiums and coverages and provides the City with recommendations. Final decisions on how to proceed always rests with the City. Throughout the year, the broker also provides insurance advice on various other matters as they arise and assists with any claims.

### DISCUSSION:

In February 2011, the City issued RFP No.1144 for Insurance Brokerage Services. The resulting five (5) year, fixed fee agreement is set to expire in March 2016. Tender No.1717 is being issued to select a broker and replace the existing agreement.

The total expenditure is divided into two parts, the cost of the various policy premiums and the cost of the broker's service fee. Three (3) year historical costs of insurance premiums, not including brokerage service fees, have been:

2015: \$316,806  
2014: \$415,665  
2013: \$338,871  
2012: \$297,851  
2011: \$287,842

☐ Council  
☒ Committee of the whole  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting on 2016-Jan-25

While insurance premiums are subject to annual market fluctuations, current brokerage service fees have been fixed at \$25,000 per year for the past 5 years. Tender No.1717 will be for a three (3) year, fixed fee agreement.

Respectfully submitted,

Concurrence by:



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K. Felker  
Manager, Purchasing & Stores



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Victor Mema  
Director of Finance

CITY MANAGER COMMENT:

I concur with the staff recommendation.



**MINUTES**  
**GRANTS ADVISORY COMMITTEE**  
**MEETING HELD WEDNESDAY, 2015-NOV-18, 2:00 P.M.**  
**BOARD ROOM, 411 DUNSMUIR STREET**

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**MEMBERS PRESENT:**

Councillor I. Thorpe, Chair  
V. Alcock-Carter  
D. Bonner

B. Sparkes  
S. Pachkowsky  
D. Appell

**MEMBERS ABSENT:**

Councillor W. Pratt  
B. Anderson

**STAFF PRESENT:**

D. Hiscock, Manager of Revenue Services  
T. Wilkinson, Recording Secretary

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1. CALL TO ORDER:

The meeting was called to order at 2:00 p.m.

2. ADOPTION OF AGENDA:

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

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Grants Advisory Committee Meeting held in the Board Room, 411 Dunsmuir Street, Nanaimo, BC on Wednesday, 2015-SEP-16 at 2:00 p.m. be adopted as circulated. The motion carried unanimously.

4. INFORMATION ITEMS:

- (a) Memo dated 2015-NOV-18 from Diane Hiscock, Staff Liaison, regarding that two additional Grants Advisory Committee members be appointed to the Nanaimo Culture and Heritage Appeal Committee

It was moved and seconded that Don Bonner & Sarah Pachkowsky, Grants Advisory Committee members, sit on the Nanaimo Culture and Heritage Appeal Committee. The motion carried unanimously.

5. DELEGATIONS:

- (a) Ms. Jan Hastings, Executive Director, Nanaimo Recycling Exchange Society, to provide the Grants Advisory Committee with an update regarding their operation and location.

The Committee discussed the Nanaimo Recycling Exchange Society's application before the delegation entered the room. The Society's Permissive Tax Exemption was approved at the Grants Advisory Committee meeting held 2015-AUG-13, for the 2016 tax year for property it leases at 2491 Kenworth Road, and that they reapply by July 1<sup>st</sup>, 2016 for the 2017 tax year.

Ms. Jan Hastings, Nanaimo Recycling Exchange Society, entered the Board Room at 2:12 p.m.

The Society still owns the property at 2491 Kenworth Road but had to sell off a portion of the property (0.7 acres) to Nanaimo Toyota in order to extend their current lease of 2477 Kenworth Road. They entered into a 2.5 year lease with Nanaimo Toyota but is hopeful that it will only be one year until they move to the 2491 Kenworth Road address.

The Nanaimo Recycling Exchange Society has a site plan but are unsure if they are going to follow the current site plan or make changes. They are planning a partnership with a local company but no contract has been drawn up thus far. There was discussion that it may be helpful for Jan to provide a further update to the Committee in 2016 prior to the deadline for submitting a permissive tax exemption application.

Ms. Jan Hastings vacated the Board Room at 2:30 p.m.

6. NEW APPLICATIONS:

- (a) Nanaimo & District BC SPCA (OG-02)

Committee members noted:

- the SNIP program is an ongoing operational program and that the intent of an Other Grant was not to fund general operations.

It was moved and seconded that Nanaimo & District BC SPCA's request for an Other Grant in the amount of \$25,000 for the SNIP program (low income spay and neuter service) be denied. The motion carried unanimously.

It was moved and seconded that the Nanaimo & District BC SPCA be awarded \$25,000 from Council Contingency for the SNIP program (low income spay and neuter service). The motion carried unanimously.

(b) Big Brothers Big Sisters of Central Vancouver Island (OG-03)

S. Pachkowsky vacated the Board Room at 2:52 p.m. declaring a conflict of interest as she is an employee for Big Brothers Big Sisters of Central Vancouver Island.

It was moved and seconded that Big Brothers Big Sisters of Central Vancouver Island be awarded an Other Grant in the amount of \$2,500 to update the agency's computers. The motion carried unanimously.

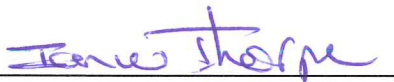
S. Pachkowsky returned to the Board Room at 2:58 p.m.


7. NEXT MEETING:

The next meeting of the Grants Advisory Committee is scheduled for Wednesday, 2015-DEC-16 in the Board Room, Service and Resource Centre, 411 Dunsmuir Street.

8. ADJOURNMENT:

It was moved and seconded at 3:00 p.m. that the meeting terminate. The motion carried unanimously.

  
Chair

  
Date

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CORPORATE OFFICER

**MINUTES**  
**NANAIMO CULTURE AND HERITAGE COMMISSION**  
**MEETING TO BE HELD WEDNESDAY, 2015-NOV-04 AT 4:30 PM**  
**IN THE BOARD ROOM OF THE SERVICE & RESOURCE CENTRE (411 DUNSMUIR STREET)**

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**PRESENT:**           Jill Stannard           Diana Johnstone, Chair           Diane Brennan  
                  Wendy Pratt           Jacquie Howardson           John Manning  
                  Dawn Marusin           Mark Robinson           Dan Appell  
                  Ross MacKay

**REGRETS:**           Richard Finnegan

**GUESTS:**           Ms. Julie Bevan, Executive Director, Nanaimo Art Gallery  
                  Ms. Karen Hovestad, Nanaimo Horticultural Society  
                  Ms. Christine Meutzner, Manager, Nanaimo Community Archives

**STAFF:**           Suzanne Samborski, Senior Manager of Culture and Heritage  
                  Chris Sholberg, Culture and Heritage Planner  
                  Chris Barfoot, Culture and Heritage Coordinator  
                  Rebecca Buckler, Recording Secretary

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**1.     CALL MEETING TO ORDER:**

Chair D. Johnstone called the meeting to order at 4:30 pm.

**2.     INTRODUCTION OF LATE ITEMS:**

None.

**3.     ADOPTION OF AGENDA:**

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

**4.     ADOPTION OF MINUTES:**

It was moved and seconded that the Minutes of the Nanaimo Culture and Heritage Commission meeting held 2015-OCT-07 be adopted as presented. The motion carried unanimously.

C. Meutzner entered the meeting at 4:33 pm.

**5.     PRESENTATIONS:**

- (a)    Nanaimo Art Gallery's 2015 Report to the Community  
       by Julie Bevan, Executive Director.
- 

Julie Bevan, Executive Director of the Nanaimo Art Gallery attended in order to give a presentation on the Nanaimo Art Gallery's history, mandate, programming, impact, partnerships, plans for future phased renovations, 2015 achievements, and recent exhibitions.

It was moved and seconded that the presentation be received as information.  
The motion carried unanimously.

J. Bevan left the meeting at 4:58 pm.

- (b) Horticultural Society's 70<sup>th</sup> Anniversary & City Street Banner  
Design Theme by Karen Hovestad, Member of the Horticultural Society.

Karen Hovestad of the Nanaimo Horticultural Society, attended in order to introduce the Society and highlight its upcoming 70<sup>th</sup> anniversary. The society suggested that the Commission consider making this year's City street banner design theme related to horticulture in order to help promote awareness.

It was moved and seconded that the presentation be received as information. The motion carried unanimously.

K. Hovestad left the meeting at 5:08 pm.

6. **CHAIR'S REPORT:**

D. Johnstone provided a verbal report that included reminders about the:

- Commission Christmas Dinner on December 2 (following the regular meeting);
- upcoming deadline for 2016 Culture & Heritage Award nominations (2015-NOV-17);
- upcoming deadline for 2016 Temporary Public Art proposals (2015-NOV-17).
- upcoming event Culture FUNDamentals (2015-NOV-05).
- special Canada 150 celebrations being planned for Canada Day 2017 (those interested in volunteering for the event can contact [cbeaton@nanaimoaboriginalcentre.ca](mailto:cbeaton@nanaimoaboriginalcentre.ca)).

It was noted that the Culture & Heritage Department's recent award by the BC Museums Association for "Outstanding Achievement Corporate Service".

It was moved and seconded that staff send a letter of thank you from the Commission to Ms. Debbie Trueman, for nominating the department for a BCMA Award. The motion carried unanimously.

It was noted that the Culture & Heritage Department will be working in partnership with the Nanaimo Youth Council to assist them in being part of public process. It was suggested that a member be invited to sit on the Commission's "Art in Public Places" working group, which will soon be meeting to review the submissions for the 2016 Call for Temporary Public Art.

It was moved and seconded that staff invite a member of the Nanaimo Youth Council to sit on the Art in Public Places working group. The motion carried unanimously.

It was moved and seconded that the Chair's Report be received as presented. The motion carried unanimously.

7. **REPORTS OF ADVISORY BODIES & PARTNERS:**

- (a) Design Advisory Panel
- (b) Grants Advisory Committee
- (c) Nanaimo Community Archives Society – October 2015.  
C. Meutzner attended the meeting to provide a verbal update on the Society. This month, they launched an updated website and received two large donations of artifacts (from the hospital and a local sorority). The society is always seeking volunteers to help transcribe tapes.
- (d) Port Theatre – October 2015.
- (e) Nanaimo Art Gallery – October 2015.
- (f) Nanaimo District Museum – October 2015.
- (g) Harbour City Theatre – October 2015.

It was moved and seconded that the above-noted reports be received as presented. The motion carried unanimously.

8. **REPORTS OF WORKING GROUPS:**

None.

9. **STAFF REPORTS:**

- (a) **Activity Update (October 2015)**  
**by C. Barfoot, Culture & Heritage Coordinator.**

Staff Recommendation: That the report be received as information.

It was moved and seconded that the theme for the 2016 City Street Banner Design competition be “Culture in Horticulture”, in honour of the Horticultural Society’s upcoming 70<sup>th</sup> anniversary. The motion was carried unanimously.

It was moved and seconded that the report be received as presented. The motion carried unanimously.

- (b) **Activity Update (October 2015)**  
**by C. Sholberg, Culture & Heritage Planner.**

Staff Recommendation: That the report be received as information.

It was moved and seconded that the report be received as presented. The motion carried unanimously.

10. **CORRESPONDENCE:** (not related to a report to the Commission)

- (a) Press release (2015-OCT-21): City releases another Heritage Walk Brochure – Old City Neighbourhood (online @ <http://cnan.ca/1GNCz5A>).
- (b) Invitation to Naomi Beth Wakan’s second year celebration as Nanaimo’s Poet Laureate on November 21, 2015.

- (c) Press release (2015-OCT-20): City receives BC Museums Association Award (online @ <http://cnan.ca/1KGx3wA>).

It was moved and seconded that the above-noted correspondence be received as presented. The motion carried unanimously.

11. **NOTICE OF MOTION:**

None.

12. **OTHER BUSINESS:**

D. Appell requested that the Commission request that staff proceed with designating Swy-a-lana lagoon as a heritage site in order to ensure that its cultural significance is considered during the current Maffeo Sutton Park planning process.

M. Robinson left the meeting at 5:57

Staff noted that there continues to be a lengthy public engagement process associated with Maffeo Sutton Park. Constructed in the 80s, the current lagoon structure (waterfall) is nearing the end of its life. Recommendations regarding Maffeo Sutton Park will represent the public input received through the process. If individuals have concerns regarding the public input process for the Park, they should present those concerns to the Parks, Recreation and Environment Commission who is overseeing the process. Next step would be to approach Council. C. Meutzner noted that Parks Canada has very strict guidelines for the creation of Statements of Significance (SOS) for heritage sites.

C. Barfoot left the meeting at 6:09 pm.

It was moved and seconded that the Commission request that staff proceed with seeking a cultural heritage designation on the lagoon area and bridge. The motion failed.

<u>Opposed:</u>	<i>J. Stannard</i>	<i>D. Johnstone</i>	<i>D. Brennan</i>
	<i>W. Pratt</i>	<i>J. Manning</i>	<i>R. MacKay</i>
	<i>D. Marusin</i>		

13. **DELEGATIONS** (not related to a Report to the Commission): (10 MINUTES)

14. **QUESTION PERIOD:** (*Agenda items only.*)

15. **NEXT MEETING:**

A Special "In-Camera" meeting has been scheduled for **4:00 pm on Wednesday, 2015-NOV-18** in the Board Room of the Service & Resource Centre (411 Dunsmuir Street).

The next regular meeting is scheduled for **4:30 pm on Wednesday, 2015-DEC-02 in the Board Room** of the Service & Resource Centre (411 Dunsmuir Street). Christmas dinner to follow at Asteras Greek Taverna (347 Wesley Street).

16. **ADJOURNMENT:**

It was moved and seconded that the meeting be adjourned at 6:18 pm. The motion carried unanimously.

**APPROVED BY:**



DIANA JOHNSTONE, CHAIR  
NANAIMO CULTURE AND HERITAGE COMMISSION

**CONCURRENCE BY:**



SUZANNE SAMBORSKI  
SENIOR MANAGER, CULTURE AND HERITAGE

**CERTIFIED CORRECT:**

  
CORPORATE OFFICER

**MINUTES**  
NANAIMO CULTURE AND HERITAGE COMMISSION  
SPECIAL OPEN MEETING TO BE HELD WEDNESDAY, 2015-NOV-18 AT 4:00 PM  
IN THE BOARD ROOM OF THE SERVICE & RESOURCE CENTRE (411 DUNSMUIR STREET)

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PRESENT:	Mark Robinson Dan Appell Dawn Marusin	Diana Johnstone, Chair Richard Finnegan	Diane Brennan John Manning
REGRETS:	Ross MacKay Wendy Pratt	Jacque Howardson	Jill Stannard
STAFF:	Suzanne Samborski, Senior Manager of Culture and Heritage Chris Sholberg, Culture and Heritage Planner Chris Barfoot, Culture and Heritage Coordinator Rebecca Buckler, Recording Secretary		

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**1. CALL THE SPECIAL COMMISSION MEETING TO ORDER:**

Chair D. Johnstone called the meeting to order at 4:03 pm.

**2. 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):

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

The motion was carried unanimously.

The Nanaimo Culture and Heritage Commission moved that the Special "In Camera" meeting be called to order at 4:04 pm.

The Nanaimo Culture and Heritage Commission moved out of Special "In Camera" at 5:13 pm.

**3. ADJOURNMENT:**

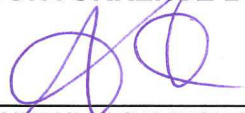
Chair D. Johnstone adjourned the Special "In-Camera" meeting at 5:13 pm

Chair D. Johnstone adjourned the Special Open meeting at 5:14 pm.

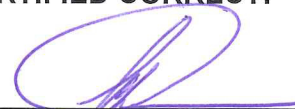
**APPROVED BY:**

  
DIANA JOHNSTONE, CHAIR  
NANAIMO CULTURE AND HERITAGE COMMISSION

**CONCURRENCE BY:**

  
\_\_\_\_\_  
SUZANNE SAMBORSKI  
SENIOR MANAGER, CULTURE AND HERITAGE

**CERTIFIED CORRECT:**

  
\_\_\_\_\_  
CORPORATE OFFICER

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**MINUTES**  
NANAIMO CULTURE AND HERITAGE COMMISSION  
MEETING HELD WEDNESDAY, 2015-DEC-02 HELD AT 4:30 PM  
IN THE BOARD ROOM OF THE SERVICE & RESOURCE CENTRE (411 DUNSMUIR STREET)

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PRESENT:	Jill Stannard Mark Robinson Dan Appell	Diana Johnstone, Chair Jacquie Howardson Ross MacKay	Diane Brennan John Manning
REGRETS:	Wendy Pratt Dawn Marusin	Richard Finnegan	
GUESTS:	Ms. Tracy Samra, Interim City Manager Mr. Dennis McMahon		
STAFF:	Suzanne Samborski, Senior Manager of Culture and Heritage Chris Sholberg, Culture and Heritage Planner Chris Barfoot, Culture and Heritage Coordinator Rebecca Buckler, Recording Secretary		

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1. **CALL MEETING TO ORDER:**

Chair D. Johnstone called the meeting to order at 4:31 pm.

2. **INTRODUCTION OF LATE ITEMS:**

None.

3. **ADOPTION OF AGENDA:**

It was moved and seconded that the agenda be adopted as presented. The motion carried unanimously.

4. **ADOPTION OF MINUTES:**

It was moved and seconded that the Minutes of the Nanaimo Culture and Heritage Commission meeting held 2015-NOV-04 be adopted as presented. The motion carried unanimously.

5. **PRESENTATIONS:**

(a) **Overview of October 2015 Creative Cities Conference  
by C. Barfoot and C. Sholberg, Culture & Heritage Department.**

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C. Barfoot and C. Sholberg provided a presentation overview of their recent trip to Kelowna, BC to the 2015 Creative Cities Conference.

Tracy Samra, Interim City Manager, entered the meeting at 4:42 pm. Chair D. Johnstone welcomed Ms. Samra to the meeting and facilitated a round of introductions.

It was moved and seconded that the presentation be received as information. The motion carried unanimously.

6. **CHAIR'S REPORT:**

Chair D. Johnstone provided a verbal report, thanking all members for their assistance with reviewing the Culture and Heritage grant applications. As well, she noted the importance of Commission members attending community and City events as often as possible in order to represent the Commission.

It was suggested that staff create and distribute a yearly list of upcoming events in advance, to allow members to plan their schedules accordingly.

7. **REPORTS OF ADVISORY BODIES & PARTNERS:**

- (a) Design Advisory Panel – No report.
- (b) Grants Advisory Committee – No report.
- (c) Nanaimo Community Archives Society – October 2015.
- (d) Port Theatre – October 2015.
- (e) Nanaimo Art Gallery – November 2015
- (f) Nanaimo District Museum – October / November 2015.
- (g) Harbour City Theatre – November 2015.

It was moved and seconded that the above-noted reports be received as presented. The motion carried unanimously.

D. Appell entered the meeting at 5:01 pm.

T. Samra left the meeting at 5:02 pm.

8. **REPORTS OF WORKING GROUPS:**

None.

9. **STAFF REPORTS:**

- (a) **Recommendations for 2016 Culture & Heritage Grants  
by S. Samborski & C. Barfoot, Culture & Heritage Department.**

Staff Recommendation: That the Nanaimo Culture and Heritage Commission direct staff to bring forward the 2016 Culture and Heritage Grant recommendations on the 2015-DEC-02 open Culture and Heritage Commission Meeting agenda; and recommend that Council approve:

1. the 2016 Culture and Heritage Grant funding (Operating and Projects) recommendations of \$287,945 as outlined in the report; and
2. three-year Operating Grant funding for the following groups:
  - Crimson Coast Dance Society
  - Vancouver Island Symphony
  - Nanaimo Festival Heritage Theatre Society (TheatreOne)
  - Nanaimo Conservatory of Music

Due to a declared conflict of interest with the following two applications, D. Appell left the room at 5:03 pm.

It was moved and seconded that the Commission recommend that Council approve a 2016 Culture & Heritage Operating Grant of \$24,500 for the Nanaimo Arts Council. The motion carried unanimously.

It was moved and seconded that the Commission recommend that Council approve a 2016 Culture & Heritage Project Grant of \$3,400 for the Nanaimo African Heritage Society. The motion was carried.

Opposed: M. Robinson

D.Appell re-entered the room at 5:05 pm.

Due to a declared conflict of interest on the following application, D. Johnstone left the room at 5:06 pm and D. Brennan took over as Chair for the vote.

It was moved and seconded that the Commission recommend that Council approve a 2016 Culture and Heritage Operating Grant of \$4,000 for the Malaspina Choir Society. The motion carried unanimously.

D. Johnstone re-entered the room at 5:07 pm and resumed as Chair.

It was moved and seconded that the Commission recommend that Council approve the remaining 2016 Culture & Heritage Grant funding (Operating and Projects) recommendations as outlined in the report. The motion carried unanimously.

It was moved and seconded that the Commission recommend that Council approve three-year Operating Grant funding for the following groups:

- Crimson Coast Dance Society
- Vancouver Island Symphony
- Nanaimo Festival Heritage Theatre Society (TheatreOne)
- Nanaimo Conservatory of Music

The motion carried unanimously.

(b) **Activity Update (November 2015)**  
**by C. Barfoot, Culture & Heritage Coordinator.**

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Staff Recommendation: That the report be received as information.

It was moved and seconded that the report be received as presented. The motion carried unanimously.

(c) **Activity Update (November 2015)**  
**by C. Sholberg, Culture & Heritage Planner.**

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Staff Recommendation: That the report be received as information.

It was moved and seconded that the report be received as information. The motion carried unanimously.

10. **CORRESPONDENCE:** (not related to a report to the Commission)

- (a) 2016 Culture & Heritage Commission – KEY DATE CALENDAR
- (b) 2016 Council – KEY DATE CALENDAR
- (c) Press release (2015-NOV-10): City invites residents to take a drive through time (Explore Nanaimo's historic cemeteries, burial areas and memorial sites).
- (d) Letter dated (2015-NOV-13): Thank you to Debbie Trueman for BCMA Award Nomination
- (e) Heritage Week 2016 Photo Contest: Distinctive Destinations
- (f) Awaken the Spirit: First Nations Christmas Art Show & Cultural Festival
- (g) VIU Faculty of Arts and Humanities – STRATEGIC PLAN

It was moved and seconded that the above-noted correspondence be received as presented. The motion carried unanimously.

11. **NOTICE OF MOTION:**

None.

12. **OTHER BUSINESS:**

None.

13. **DELEGATIONS** (not related to a Report to the Commission): (10 MINUTES)

None.

14. **QUESTION PERIOD:** (*Agenda items only.*)

None.

15. **NEXT MEETING:**

The next regular meeting is scheduled for **4:30 pm on Wednesday, 2016-JAN-06 at 4:30 pm in the Board Room**, of the Service & Resource Centre (411 Dunsmuir Street).

16. **ADJOURNMENT:**

It was moved and seconded that the meeting be adjourned at 5:20 pm. The motion carried unanimously.

**APPROVED BY:**



DIANA JOHNSTONE, CHAIR  
NANAIMO CULTURE AND HERITAGE COMMISSION

**CONCURRENCE BY:**



SUZANNE SAMBORSKI  
SENIOR MANAGER, CULTURE AND HERITAGE

**CERTIFIED CORRECT:**



CORPORATE OFFICER

File: 0360-20-C02  
2015-OCT-07 / G:\Commission\2014\CHC151202M.doc

# City of Nanaimo

## REPORT TO COUNCIL

DATE OF MEETING: 2016-JAN-25

AUTHORED BY: S. RICKETTS, MANAGER, CONSTRUCTION

RE: CLIFF STREET AREA CORRIDOR & UTILITY TENDER

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### STAFF RECOMMENDATION:

That Council receive for information the Report regarding the Cliff Street Area Corridor & Utility Tender.

### PURPOSE:

In accordance with the City's Purchasing Bylaw, this report is to advise Council of a public tender call of \$250,000 and above.

### DISCUSSION:

This project replaces aging underground utilities and includes street lighting and a new sidewalk on Benson Street. For more detailed project information, see attached Project Sheet. Tender preparation is underway. Construction will occur between April and July 2016.

Businesses within the project area were consulted with by going door-to-door. The feedback received will be incorporated into the tender documents. Staff will work closely with businesses and the General Contractor throughout the construction to minimize the impact and disruption.

The project budgets and funding sources are detailed on the attached Project Sheet.

### STRATEGIC PLAN IMPLICATIONS:

This action supports Council's Strategic Plan for Asset Management – Stewardship of Current Infrastructure and Facilities.

Respectfully submitted,



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S. Ricketts, Manager,  
Construction Department



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G. Goodall, Director,  
Engineering & Public Works

### CITY MANAGER COMMENT:

I concur with the Staff recommendation.

Committee of the Whole Meeting  
2016-JAN-25

## 2016 Engineering and Public Works Project Summary Sheet 2016 - 2020 Financial Plan

**Concurrent Project:** Cliff St Area Corridor & Utility Project

**Components:**  
 I/O 50054 Downtown Street Lighting: Commercial & Skinner  
 P\_5174 Cliff St Area Corridor & Utility Project  
 P\_6182 Cliff St Area Corridor & Utility Project  
 P\_7325 Cliff St Area Watermain

		2014 Actuals	2015 Budget	2016 Budget	Total Project Cost
<b>Expenditures/Budget:</b>	Drainage - Design	\$ 7,388	\$ 21,355	\$ -	\$ 28,743
	Drainage - Construction	\$ -	\$ -	\$ 338,000	\$ 338,000
	Transportation - Pedestrian Improvements	\$ -	\$ -	\$ 65,000	\$ 65,000
	Transportation - Road Rehab	\$ -	\$ -	\$ 112,860	\$ 112,860
	Transportation - Street Lights	\$ -	\$ -	\$ 295,000	\$ 295,000
	Sanitary Sewer - Design	\$ 4,650	\$ 20,350	\$ -	\$ 25,000
	Sanitary Sewer - Construction	\$ -	\$ -	\$ 450,500	\$ 450,500
	Watermain - Design	\$ 7,067	\$ 17,933	\$ -	\$ 25,000
	Watermain - Construction	\$ -	\$ -	\$ 522,000	\$ 522,000
		<b>\$ 19,105</b>	<b>\$ 59,638</b>	<b>\$ 1,783,360</b>	<b>\$ 1,862,103</b>
<b>Funding:</b>	General Asset Management Reserve	\$ -	\$ -	\$ 300,000	\$ 300,000
	Water Asset Management Reserve	\$ -	\$ -	\$ 522,000	\$ 522,000
	Drainage Projects Reserve	\$ -	\$ 18,295	\$ -	\$ 18,295
	Sewer Reserve	\$ 4,650	\$ 20,350	\$ 450,500	\$ 475,500
	Water Reserve	\$ 7,067	\$ 17,933	\$ -	\$ 25,000
	General Revenue	\$ 7,388	\$ 3,060	\$ 510,860	\$ 521,308
		<b>\$ 19,105</b>	<b>\$ 59,638</b>	<b>\$ 1,783,360</b>	<b>\$ 1,862,103</b>

**Asset Category:** Renewal

**Project Description:** The project will include the following elements:

- Replacement of drainage, sanitary sewer and watermain on Cliff Street from Terminal Avenue to Comox Avenue.
- Replacement of sanitary sewer in the right of way behind the Foundry Pub and Carpenter's union building.
- Replacement of drainage, sanitary sewer and watermain on Benson Street from Cliff Street to Skinner Street
- New watermain looping on Skinner Street.
- Sidewalk and street lighting on Benson Street.
- Repaving of Cliff Street, Benson Street and Skinner Street between Bastion and Benson Streets.
- Replacement of street lights on Skinner Street between Bastion and Commercial Street with heritage style luminaries.

**Justification:** **Drainage**

The existing drainage pipe is in poor condition and is undersized for the drainage area.

**Pedestrian Improvements**

The sidewalk will create a formal pedestrian connection between Skinner Street and Cliff Street. The sidewalk was included because the replacement of the utilities will require a full road reconstruction on Benson Street and the installation of the sidewalk will be cost effective when paired with the other work.

## 2016 Engineering and Public Works Project Summary Sheet 2016 - 2020 Financial Plan

**Concurrent Project:** Cliff St Area Corridor & Utility Project Continued

### Road Rehab

Cliff Street and Benson Street will require full road rehabilitation due to the extent of the utility replacement.

### Street Lights

Street lights on Benson Street are being installed to upgrade lighting to current standards required for roadway lighting and make the new sidewalk safer for pedestrians. The installation of the street lights will be cost effective when paired with the other work.

Heritage style street lights that will replace older streetlights in the downtown area. The RCMP has expressed concerns about the level of lighting of the existing street lights. The new lights are expected to create a safer environment for pedestrians and improve aesthetics in the downtown area.

### Sanitary Sewer

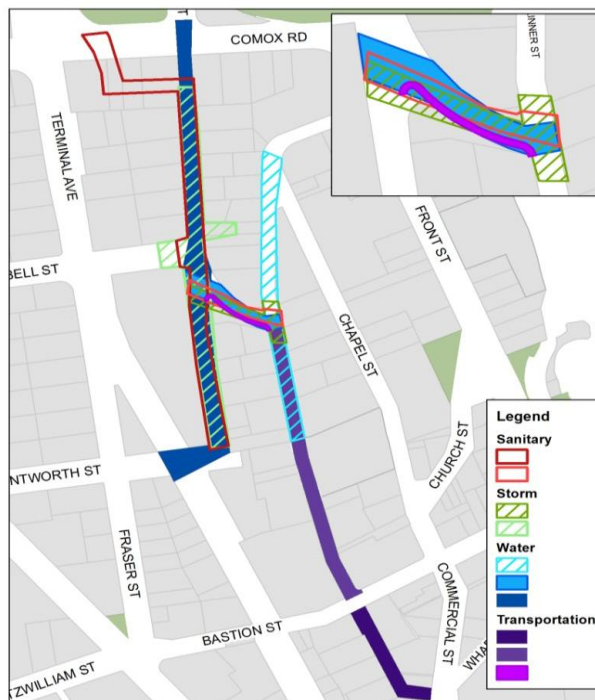
Condition assessments of the existing sanitary sewer show several structural and operational issues and needs to be replaced.

### Watermain

Existing cast iron watermain on Benson Street and Cliff Street were poorly constructed and are in need of replacement. Watermain looping on Skinner Street is required to remove dead ends and increase fire flows in the area.

**Communication Plan:** Letters of notice to affected property  
Site signage at project location  
Stakeholder consultation

**Project Map:**



**City of Nanaimo  
REPORT TO COUNCIL**

DATE OF MEETING: 2016-JAN-25

AUTHORED BY: CRAIG RICHARDSON, FIRE CHIEF

RE: FIRESMART GRANT RESOLUTION

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**STAFF RECOMMENDATION:**

That Council pass a resolution indicating support to apply to UBCM for a \$10,000 FireSmart Grant Program offered by UBCM.

**PURPOSE:**

To obtain Council support for a resolution to apply to the UBCM FireSmart Grant Program

**BACKGROUND:**

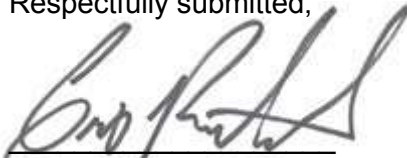
The City has a moderate risk for wildland fires in a number of areas particularly within the interface with urban development. The FireSmart program is a community based wildland fire prevention initiative where residents come together as a group and FireSmart their neighborhoods. This initiative is being promoted by the Province to reduce the risk of damage caused by wildfires and grants are available through UBCM.

**DISCUSSION:**

Given the recent drought conditions and the number and severity of fires experienced in the 2015 fire season, having the community apply FireSmart guidelines to their homes and property will help withstand a wildland fire. The City of Nanaimo is requesting a contribution from UBCM for the maximum eligible amount of \$10,000, one hundred percent of total project costs.

The application has been submitted and pre-acceptance has been granted by the Province subject to a Council resolution by 2016-Jan-31.

Respectfully submitted,



Craig Richardson  
Fire Chief

Concurrence by:

**CITY MANAGER COMMENT:**

I concur with the staff recommendation.

Committee of the Whole Meeting  
2016-JAN-25